

<b>Local Members Interest</b>
N/A

## **Staffordshire and Stoke on Trent Joint Archives Committee – Wednesday 02 August 2023**

### **Joint Archive Service – Final Outturn 2022/23 & Predicted Outturn 2023/24.**

#### **Recommendations**

We recommend that the Committee:

- a. Notes the 2022/23 net revenue outturn budget position.
- b. Notes the current 2023/24 net revenue outturn budget position.

#### **Report of Director of Corporate Services (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)**

#### **Reasons for Recommendations:**

1. The final net revenue outturn for Joint Archive Service is an overall breakeven position at the end of 2022/23 financial year.
2. The Joint Archive Service net revenue outturn is currently estimated to breakeven in the 2023/24 financial year.
3. The partnership continues to hold significant reserves totalling £0.438m.

This includes:

- a. The General Reserve holds a balance of £0.370m.
- b. The Archive Acquisition Reserve holds a balance of £0.058m.
- c. A specific reserve of £0.010m from the Art Fund grant for the Minton collection.

#### **Final Net Revenue Outturn 2022/23**

4. The final detail of the 2022/23 net revenue outturn for the Joint Archive Committee can be found as *Appendix 1* to this report.
5. The Joint Archives net spend was £0.843m, compared to an approved budget of £0.843m which produced an overall breakeven position. This was after accounting for:

## **Core Services**

6. £0.001m underspend, of which £0.011m is as a result of increased employee costs, offset by savings totalling £0.009m against training, transport and general expenditure budgets along with additional income of £0.009m against Staffordshire County Council which resulted in a net underspend of £0.007m, offset by increased costs of £0.006m against Stoke-on-Trent employee costs.
7. The overall underspend of £0.001m has been transferred to the respective reserves, with the split £0.007m underspend for Staffordshire County Council and the £0.006m overspend for Stoke-on-Trent to provide, overall, for a breakeven position.

## **Site and Public Services**

8. Staffordshire County Council sites and public services; underspend of £0.014m as a result of savings against employees, training, transport and general expenditure of £0.018m, offset by an under-achievement of income of £0.004m.
9. Stoke-on-Trent sites and public services; underspend of £0.019m as a result of savings against employees, training, transport and general expenditure budgets and a slight over-achievement of income.
10. The overall underspend of £0.033m has been transferred to the respective reserves, with the split £0.014m underspend for Staffordshire County Council and the £0.019m overspend for Stoke-on-Trent to provide, overall, for a breakeven position.

## **Reserves**

11. The Joint Archive Service currently holds three reserves totalling £0.438m and set out in *Appendix 2*. Transactions during the financial year 2022/23 were made up of:
  - a. Transfer from Staffordshire County Council general reserve £0.129m as match funding for the History Centre Project.
  - b. Transfer to Staffordshire County Council general reserve net underspend for 2022/23; £0.021m
  - c. Transfer to Staffordshire County Council general reserve £0.008m to further support the History Centre Project with any additional costs going forward.

- d. Transfer to Staffordshire County Council general reserve £0.046m climate change funding to further support the History Centre Project.
- e. Transfer into reserve of the Stoke-on-Trent general reserve underspend for 2022/23; £0.013m.

### **Predicted net Revenue Outturn 2023/24**

- 12. The detail of the 2023/24 net revenue outturn for the Joint Archive Committee can be found as *Appendix 3* to this report.
- 13. To date, the Joint Archives net spend is currently £0.069m, nearly 8% of the current net revenue budget of £0.878m. The Latest forecast is for an overall breakeven position this year after taking account of:
- 14. The total joint Archives Service's budget for 2023/24 is £0.878m, an increase of £0.035m from 2022/23 budget.

### **Core Services**

- 15. Overall underspend of £0.001m, of which £0.001m is due to savings against employees against Staffordshire County Council along with an overspend of £0.002m against Stoke-on-Trent employee costs.
- 16. It is assumed that the overall underspend of £0.001m will be transferred to the respective reserves, with the split £0.001m underspend for Staffordshire County Council and the £0.002m overspend for Stoke-on-Trent to provide, overall, for a breakeven position.

### **Site and Public Services**

- 17. Staffordshire County Council sites and public services; is forecast to breakeven at this stage.
- 18. Stoke-on-Trent sites and public services; overspend of £0.005m is due to increased costs against employees.
- 19. It is assumed that the overspend for Stoke-on-Trent will be funded from the respective reserve to provide overall, for a breakeven position.
- 20. It is currently forecast that the remaining reserves at the end of 2023/24 available for use will be £0.279m, around £0.159m less than the current balance as set out in Appendix 2. This assumes the following in 2023/24:

- a. Transfer from Staffordshire County Council general reserve £0.152m as match funding for the History Centre Project.
- b. Transfer into Staffordshire County Council general reserve £0.001m net forecast underspend for 2023/24.
- c. Transfer from reserve of the Stoke-on-Trent general reserve £0.007m forecast overspend for 2023/24.

### **Legal Implications**

21. The Joint Archive Agreement budget will be subject to an annual Audit and return.
22. A review of the current Joint Agreement.

### **Resource and Value for Money Implications**

23. The Joint Agreement budget is monitored regularly throughout the year.

### **Climate Change Implications**

24. No significant implications.

### **List of Background Documents/Appendices:**

Joint and Other Archive Services 2022/2023 & 2023/2024 Budget File.  
Joint Archives Reserves File.  
Appendix 1 - Outturn 2022/23  
Appendix 2 - Archives Reserves  
Appendix 3 - Predicted Outturn Position 2023/24

### **Contact Details**

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**Joint Archives Service** **Appendix 1**  
**Outturn Position 2022-2023**

	Core Services			Staffordshire County Council Sites and Public Services			Stoke-on-Trent City Council Sites and Public Services			Total for Service		
	Current Budget	Outturn	Outturn Variance	Current Budget	Outturn	Outturn Variance	Current Budget	Outturn	Outturn Variance	Current Budget	Outturn	Outturn Variance
	£	£	£	£	£	£	£	£	£	£	£	£
<b>Expenditure</b>												
Employees	329,665	346,703	17,038	306,930	305,912	-1,018	154,895	147,735	-7,160	791,490	800,350	8,860
Training	1,590	349	-1,241	3,220	708	-2,512	900	139	-761	5,710	1,196	-4,514
Transport	1,280	943	-337	2,600	1,914	-686	300	24	-276	4,180	2,881	-1,299
Supplies & Services	14,820	7,577	-7,243	30,080	16,307	-13,773	19,200	8,395	-10,805	64,100	32,278	-31,822
Transfer to Reserve	0	906	906	0	14,097	14,097	0	19,144	19,144	0	34,147	34,147
<b>Total Expenditure</b>	<b>347,355</b>	<b>356,477</b>	<b>9,122</b>	<b>342,830</b>	<b>338,938</b>	<b>-3,892</b>	<b>175,295</b>	<b>175,437</b>	<b>142</b>	<b>865,480</b>	<b>870,853</b>	<b>5,373</b>
<b>Income</b>												
Grants & Reimbursements	0	0	0	0	0	0	200	75	-125	200	75	-125
Sales	0	0	0	9,570	8,211	-1,359	400	123	-277	9,970	8,334	-1,636
Fees & Charges	4,080	5,523	1,443	0	-315	-315	1,900	2,444	544	5,980	7,652	1,672
Miscellaneous	2,490	10,169	7,679	3,710	1,492	-2,218	0	0	0	6,200	11,661	5,461
<b>Total Income</b>	<b>6,570</b>	<b>15,692</b>	<b>9,122</b>	<b>13,280</b>	<b>9,388</b>	<b>-3,892</b>	<b>2,500</b>	<b>2,642</b>	<b>142</b>	<b>22,350</b>	<b>27,722</b>	<b>5,372</b>
<b>Net Expenditure</b>	<b>340,785</b>	<b>340,785</b>	<b>0</b>	<b>329,550</b>	<b>329,550</b>	<b>0</b>	<b>172,795</b>	<b>172,795</b>	<b>0</b>	<b>843,130</b>	<b>843,130</b>	<b>0</b>
										<b>Predicted Under/Overspend</b>		<b>0</b>



**Joint Archives Reserves**

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<b><u>General Reserve</u></b>			
Balance brought forward 1 April 2022	286,599	124,339	410,938
<b>2022/23 Transactions</b>			
Staffordshire History Centre - match funding capital contribution	-118,973		-118,973
Staffordshire History Centre - match funding revenue contribution	-9,875		-9,875
Underspend to Reserve	21,049	13,098	34,147
Staffordshire History Centre - match funding additional funding	8,000		8,000
Staffordshire History Centre - climate change funding funding	45,572		45,572
<b>Subtotal (balance as at 31 March 2023)</b>	<b>232,372</b>	<b>137,437</b>	<b>369,809</b>
<b>Future Transactions</b>			
Forecast Overspend to Reserve	0	-6,630	-6,630
Forecast Underspend to Reserve	596	0	596
Staffordshire History Centre - match funding	-152,152		-152,152
<b>Balance Available (as at 31 March 2024)</b>	<b>80,816</b>	<b>130,807</b>	<b>211,623</b>
<b><u>Acquisition Reserve</u></b>			
Balance brought forward 1 April 2022	57,542	0	57,542
<b>2022/23 Transactions</b>			
			0
<b>Subtotal (balance as at 31 March 2023)</b>	<b>57,542</b>	<b>0</b>	<b>57,542</b>
<b>Future Transactions</b>			
			0
<b>Balance Available (as at 31 March 2024)</b>	<b>57,542</b>	<b>0</b>	<b>57,542</b>
<b><u>Art Fund Grant - Minton</u></b>			
Balance brought forward 1 April 2022	0	10,301	10,301
<b>2022/23 Transactions</b>			
Art Fund Grant - Minton Archive			0
<b>Subtotal (balance as at 31 March 2023)</b>	<b>0</b>	<b>10,301</b>	<b>10,301</b>
<b>Future Transactions</b>			
<b>Balance Available (as at 31 March 2024)</b>	<b>0</b>	<b>10,301</b>	<b>10,301</b>
<b>Grand Total</b>			
Balance at 31 March 2023	289,914	147,738	437,652
Forecast Balance at 31 March 2024	138,358	141,108	279,466

**Joint Archives Service  
 Predicted Outturn Position 2023-2024**
**Appendix 3**

	Core Services			Staffordshire County Council Sites and Public Services			Stoke-on-Trent City Council Sites and Public Services			Total for Service		
	Current Budget £	Actual Expenditure @ May-2023 £	Predicted Outturn £	Current Budget £	Actual Expenditure @ May-2023 £	Predicted Outturn £	Current Budget £	Actual Expenditure @ May-2023 £	Predicted Outturn £	Current Budget £	Actual Expenditure @ May-2023 £	Predicted Outturn £
<b>Expenditure</b>												
Employees	351,190	28,029	352,494	328,800	28,824	328,800	162,700	13,499	168,600	842,690	70,352	849,894
Training	1,650	-69	1,650	3,350	-141	3,350	900	0	100	5,900	-210	5,100
Transport	1,330	23	1,330	2,700	47	2,700	300	0	30	4,330	71	4,060
Supplies & Services	10,480	-13	10,480	21,290	-27	21,290	19,200	0	19,200	50,970	-40	50,970
Transfer to Reserve	0	0	-1,304	0	0	0	0	0	-4,730	0	0	-6,034
<b>Total Expenditure</b>	<b>364,650</b>	<b>27,970</b>	<b>364,650</b>	<b>356,140</b>	<b>28,704</b>	<b>356,140</b>	<b>183,100</b>	<b>13,499</b>	<b>183,200</b>	<b>903,890</b>	<b>70,173</b>	<b>903,990</b>
<b>Income</b>												
Grants & Reimbursements	0	0	0	0	0	0	200	0	100	200	0	100
Sales	0	0	0	9,760	458	9,760	400	0	100	10,160	458	9,860
Fees & Charges	4,160	646	4,160	3,200	0	3,200	1,900	335	2,400	9,260	981	9,760
Miscellaneous	2,530	0	2,530	3,780	0	3,780	0	0	0	6,310	0	6,310
<b>Total Income</b>	<b>6,690</b>	<b>646</b>	<b>6,690</b>	<b>16,740</b>	<b>458</b>	<b>16,740</b>	<b>2,500</b>	<b>335</b>	<b>2,600</b>	<b>25,930</b>	<b>1,439</b>	<b>26,030</b>
<b>Net Expenditure</b>	<b>357,960</b>	<b>27,324</b>	<b>357,960</b>	<b>339,400</b>	<b>28,246</b>	<b>339,400</b>	<b>180,600</b>	<b>13,164</b>	<b>180,600</b>	<b>877,960</b>	<b>68,734</b>	<b>877,960</b>
										<b>Predicted Under/Overspend</b>	<b>0</b>	

**Predicted Under/Overspend 0**