

Local Member Interest
N/A

**Staffordshire and Stoke-on-Trent Joint Archives Committee
21st June 2012**

**Joint Report of the Director of Finance and Resources and
the City Director of Central Services**

Joint Archive Service – Outturn 2011/12

1. Purpose of Report

1.1 To present the final outturn for the Joint Archive Service for 2011/12.

2. Summary

2.1 The Joint Archive Service budget for 2011/12 was underspent by £29,276. The General Reserve has a balance of £113,268 of which £42,788 has already been earmarked.

2.2 The Archive Acquisition Reserve has a balance of £63,814.

3. Recommendations

3.1 That the report be received.

4. Final Outturn 2011/12

4.1 The outturn for the Joint Archives Service is set out in Appendix 1. The service has spent £577,814 compared with an approved budget of £607,090. This gives an underspend of £29,276 which was transferred to the General Reserve at the end of the financial year.

4.2 The County has underspent by £25,094 due to lower than expected audit fees and savings on supplies and services.

4.3 The City Council has underspent by £4,182 due to savings from staff vacancies and supplies and services.

5. Reserves

5.1 There are two reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve. The balance of these reserves is set out in Appendix 2.

5.2 The General Reserve has a balance of £113,268. Of this the following sum has already been earmarked.

Alterations/Environmental controls at Stoke £42,788

5.3 The current balance on the second reserve, the Archive Acquisition Reserve, is £63,814. This reserve enables the Archive Service to purchase collections for the benefit of archive users in the County and the City.

6. Capital Budget 2011/12

6.1 There is no capital budget.

7. Personnel and Equal Opportunities

7.1 This report has been prepared in accordance with the policies of the County Council and the City Council on personnel and equal opportunities.

Paul Simpson
Director of Central Services

Andrew Burns
Director of Finance

Background Documents

Public: Staffordshire and Stoke on Trent Joint Archives
Committee 24th February 2011 (Report on Proposed
Revenue and Capital Budgets 2011/12)

Non Public: Joint and Other Archive Services 2011/12 Files

Contact Officers

Kaye Chadwick Finance and Resources
01785 278416 Staffordshire County Council

Mustak Damani Directorate of Community Services
01782 231619 Stoke on Trent City Council