

Local Member Interest
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N/A
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## **Staffordshire and Stoke-on-Trent Joint Archives Committee - 20th June 2013**

### **JOINT ARCHIVE SERVICE – OUTTURN 2012/13**

#### **Recommendation(s)**

1. That this report informing the Committee on the final outturn for the Joint Archive Service for 2012/13 is received and noted.
2. That the Small Bodies Audit return is signed, when approved.

#### **Joint report of the Director of Finance & Resources and the City Director of Corporate Services**

#### **Reasons for Recommendations**

3. The Joint Archive Service budget for 2012/13 was underspent by £5,483. The General Reserve has a balance of £86,003 including the underspend for 2012/13. The Archive Acquisition Reserve has a balance of £62,342.

#### **Background**

4. The outturn for the Joint Archives Service is set out in Appendix 2. The service has spent £655,167 compared with an approved budget of £660,650. This gives an underspend of £5,483 which was transferred to the General Reserve at the end of the financial year.
5. The County has underspent by £8,017 due to lower than expected audit fees and savings on supplies and services. The City Council has overspent by £2,534 due to higher than expected expenditure on supplies and services.
6. 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 3. The General Reserve has a balance of £86,003.
7. The current balance on the second reserve, the Archive Acquisition Reserve, is £62,342. This reserve enables the Archive Service to purchase collections for the benefit of archive users in the County and the City.
8. The Joint Archives Committee is required to complete a Small Bodies in England Annual return for the 2012/13 financial year. This has been completed, reviewed by Internal Audit and is available for the Chairman to sign, when approved.

## **Appendix 1**

### **Equalities implications:**

No significant implications.

### **Legal implications:**

The Joint Agreement budget is subject to an annual small bodies audit.

### **Resource and Value for money implications:**

The Joint Agreement budget is monitored regularly throughout the year.

### **Risk Implications:**

No significant implications.

### **Climate Change Implications:**

No significant implications.

### **Health Impact Assessment screening:**

No significant implications.

### **Report author:**

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### **List of Background Papers**

Staffordshire and Stoke on Trent Joint Archives Committee 23rd February 2012  
(Report on Proposed Revenue and Capital Budgets 2012/13)

Joint and other Archive Services 2012/13 files