

Local Member Interest
N/A

Staffordshire and Stoke-on-Trent Joint Archives Committee – 19 June 2014

Joint Archive Service – Revenue Outturn 2013/14

Recommendation(s)

1. a) That the Final Outturn report be received and accepted.
b) That approval be given for the Chairman to sign the Small Bodies return.

Joint report of the Director for Place and Deputy Chief Executive and Director of People – Adult and Neighbourhood Services

Reasons for Recommendations

2. That this report informing the Committee on the final net revenue outturn for the Joint Archive Service for 2013/14 is received and noted.
3. That the Small Bodies return is signed, when approved.

Background

4. The final net revenue outturn for the Joint Archive Service is an overall underspend of £9,145 at the end of the 2013/14 financial year. The current balance on the General Reserve is £95,148 which includes the 2013/14 underspend.
5. The Archive Acquisition Reserve currently has a balance of £62,342 for the purchase of new collections.

Final Outturn 2013/14

6. The final net revenue outturn for the Joint Archives Service is set out in Appendix 2 attached. The Service's overall net spend was £658,155 compared to the approved net revenue budget of £667,300 which produced an overall underspend of £9,145. This underspend has now been transferred to the General Reserve at the year end.
7. Core Services nominally underspend by £1,315 which is primarily due to savings achieved on supplies and services offsetting a small shortfall on miscellaneous income.
8. Staffordshire County Council achieved an overall underspend of £17,779 which is due to savings on both staffing costs and supplies & Services offsetting a minor overspend on transport. Final Income levels were also up by £7,986 compared to budget due to increased sales and fees charged.

9. The City Council underspent by £2,050, primarily due to savings on both staffing and travel budgets. This overall underspend represents the net effect of the cost of the installation of archive shelving in the new basement store at City Central Library. The Chairman and Stoke Cabinet member had previously authorised the use of £12,000 from the General Reserve for this project. The Stoke revenue budget is therefore shown in deficit in order that the funds from the Reserve can be applied to the shelving project as agreed.

Reserves

10. There are two reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve.

11. The General Reserve now has a balance of £95,148 (as set out in *Appendix 3*). It should be noted that the City Council recently spent £12,642 on its shelving project which fully utilised its Reserve in the current year. The inclusion of the above final 2013/14 carry forward has however provided a small £2,000 surplus for the City Council in the new financial year.

12. There is currently a balance of £62,342 on the second Reserve, the Archive Acquisition Reserve.

The Small Bodies Return

13. The Joint Archives Committee is required to complete a 2013/14 Small Bodies in England Annual return. This return has now been completed and is due to be reviewed by Internal Audit. The return will shortly be made available for the Chairman to sign, when approved.

Appendix 1

Equalities implications:

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

Legal implications:

The Joint Agreement budget is subject to an annual Small Bodies Return audit.

Resource and Value for money implications:

The Joint Agreement budget is monitored regularly throughout the year.

Risk implications:

Not applicable to this report

Climate Change implications:

Not applicable to this report

Health Impact Assessment screening:

Not applicable to this report

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Background Documents

Non Public: Joint and Other Archive Services 2013/14 and 14/15 Files.