

Local Member Interest
N/A

**Staffordshire and Stoke-on-Trent Joint Archives Committee
22 October 2015**

JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2015/16

Recommendation(s)

1. That this report informing the Committee on the predicted outturn for the Joint Archive Service for 2015/16 is received and noted.
2. That the request to use a further £50,000 from the Joint Archive Service General Reserve to support the current Heritage Lottery Fund (HLF) bid be considered and approved.

Joint report of the Director of Finance & Resources and the City Director of Resources - Assistant Chief Executive

Reasons for Recommendations

3. The Joint Archive Service budget for 2015/16 is predicted to be underspent by £4,357. The General Reserve currently has a balance of £122,659 and the Archive Acquisition Reserve has a balance of £57,542.

Background

4. The predicted outturn for the Joint Archives Service is set out in Appendix 2. It is expected that the service will spend £686,463 compared to its current approved budget of £690,820. This gives an overall underspend of £4,357 which will be transferred to the General Reserve at the end of the financial year.
5. Of this underspend further assessment indicates that by the year end, savings on staff, travel and equipment will be offset by an under-recovery of income resulting in a forecast overall underspend of £4,357.
6. There are currently two Reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve. The balances on these two Reserves are set out in Appendix 3. The General Reserve currently has a balance of £122,659 and the Archive Acquisition Reserve has a balance of £57,542. The Archive Acquisition Reserve enables the Joint Archive Service to purchase collections for the benefit of archives users in both the City and the County.
7. Permission is sought from the Joint Archive Committee to use a further £50,000 of the Archives General Reserve (initially £50,000 had been approved and ear marked) to increase the Joint Archives 'match funding' contribution to £100,000 in total towards the current Heritage Lottery Fund (HLF) bid.

Appendix 1

Equalities implications:

No significant implications.

Legal implications:

The Joint Agreement budget is no longer subject to an annual small bodies audit from 2015/16.

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:

Author's Name: John Broad, Principal Accountant (Place)
Telephone No: (01785) 854861
Room Number: Staffordshire Place 2

List of Background Papers

Joint and other Archive Services 2015/16 file.