

Finance Update

For Information

1. A Finance Update table is at Appendix A. The Commission is invited to note its financial summary for 2016–17.
2. Staff salaries are adjusted each year in August to reflect that year's pay settlement. Once the extent of adjustment for 2016/17 is known, the Secretariat will approach the sponsor department for permission to transfer the appropriate amount from the non-staff part of the budget to accommodate any forecast shortfall.

**Secretariat
July 2016**

**Boundary Commission for Scotland
Budget and Outturn Forecast 2016 - 2017**

01-Jul-16
Paper 2016/25 Appendix A

	Budget	April	May	June	July	August	Forecast		Nov	Dec	January	February	March	Forecast To Date	Balance to spend (£)	(%)
							Sept	Oct								
Staff Salaries	189,766	15,749	15,716	15,731	15,731	16,046	16,046	16,046	16,046	16,046	16,046	16,046	16,046	191,295	-1,529	-1
Commissioners' Fees	22,200	0	770	2,153	2,022	2,022	2,022	2,022	2,022	2,022	2,022	2,022	2,022	21,121	1,079	5
Total	211,966	15,749	16,486	17,884	17,753	18,068	18,068	18,068	18,068	18,068	18,068	18,068	18,068	212,416	-450	0
Accommodation, Rent, Rates etc	18,250	0	0	0	4,563	4,563	0	0	0	4,563	0	0	4,563	18,250	0	0
Administration	37,843	4,980	339	939	1,135	286	521	400	1,500	830	540	1,230	24,983	37,683	160	0
Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Travel & Subsistence	1,570	0	166	0	0	0	0	3	478	485	0	0	0	1,132	438	28
Review costs	130,371	0	0	0	0	0	68,400	20,200	17,200	5,000	0	0	19,571	130,371	0	0
Total	188,034	4,980	505	939	5,698	4,849	68,921	20,603	19,178	10,878	540	1,230	49,117	187,436	598	0
Total	400,000	20,729	16,991	18,823	23,451	22,916	86,989	38,671	37,246	28,946	18,608	19,298	67,185	399,852	148	0

Notes

Staff salaries based on Jun 2016 costs, uprated by 2% in August; assumes no temporary cover for sickness absence.

Admin profile based on last year's spend, filtered to exclude exceptional items and IT migration estimate added (£11,000 added to March 2017)

Website refresh costs (£7,500), IT upgrade (£5,000) and office maintenance costs (£1,250) assumed to occur in March 2017

T and S profile based on last year's spend

Review costs - assume portal payment in Sep 2016; assume public consultation in Oct 2016 (£19,400, based on LGBCS publicity costs) and Mar 2017 (£4,910, remainder of budget).

Review costs - assume travel to Westminster to distribute consultation booklets in October 2016 (£800) and T and S for public hearings of (£2,200)

Review costs - miscellaneous costs (£14,661) assumed to be incurred in March 2017; ad-hoc Assistant Commissioner costs assumed to be incurred in December 2016

figures in red are actual costs from ledger