

Finance Update

For Information

1. A Finance Update table is at Appendix A. The Commission is invited to note the financial position for the year 2017–18 to date.
2. Since the last finance update (BCS Paper 2017_85 at the meeting of 4 September 2017) the figure shown in the budget column has been reduced by £100,000 from £400,000 to £300,000 to reflect our returning these funds to the sponsor department. The “Unallocated” row shown on previous updates has been removed (it previously contained a budget of £95,000), and the budget from “Review Costs” has been reduced by £5,000.
3. The overall forecast has decreased by c. £20,000. This is due to: a reduction in Staff Salaries due to the effect of staff changes within the Secretariat; a reduction in Commissioners’ Fees and Expenses due to the cancellation of commission meetings, and a reduction in Review Costs chiefly due to a fall in the expected cost of the consultation portal.
4. These reductions have been partially offset by a rise in Administration costs due to increased expenditure on videoconferencing equipment and geographic information systems (GIS) software.
5. Some other items from the forecast the Commission may wish to note are:
 - the £6,619 under Administration in December is chiefly for an advanced licence for a GIS software package;
 - the £4,585 under Administration in January is chiefly due to the planned purchasing of new furniture and videoconferencing equipment.
 - The £23,842 under Administration for February is chiefly due to the planned website refresh.
 - the £5,487 under Administration for March is primarily funds set aside for GIS training and software.
 - The £8,556 under Review Costs for November is primarily for funds set aside to pay for the consultation portal.
6. The Secretariat is awaiting clarification from its sponsor departments on VAT charges on payments made initially by the Local Government Boundary Commission for Scotland, via the Scottish Government, which are later recharged to the Boundary Commission for Scotland.

**Secretariat
November 2017**

**Boundary Commission for Scotland
Budget and Outturn Forecast 2017 - 2018**

	Budget	Actual Spend							Forecast					Spend to Date	Balance to spend		Overall Forecast To Date	Forecast Underspend		
		April	May	June	July	August	Sept	Oct	Nov	Dec	January	February	March		Unscheduled	(£)		(%)	(£)	(%)
Staff Salaries	197,000	16,130	16,055	16,204	16,204	16,161	16,204	16,204	14,560	10,943	13,345	13,345	13,345	0	113,163	83,837	43	178,700	18,300	9
Commissioners' Fees and Expenses	23,000	769	769	506	1,344	3,017	769	0	0	3,519	2,038	2,038	2,038	0	7,174	15,826	69	16,807	6,193	27
Total	220,000	16,899	16,824	16,710	17,549	19,177	16,973	16,204	14,560	14,462	15,383	15,383	15,383	0	120,337	99,663	45	195,507	24,493	11
Accommodation, Rent, Rates etc	18,000	0	0	0	4,324	0	0	0	4,324	0	4,324	0	4,324	checksum 0	4,324	13,676	76	17,295	705	4
Administration	39,000	344	633	200	140	235	1,310	4,912	387	6,619	4,585	23,842	5,487	133	7,775	31,225	80	48,828	-9,828	-25
Travel & Subsistence	2,000	0	0	12	0	0	9	-82	20	343	1,008	10	0	400	-61	2,061	103	1,720	280	14
Review costs	21,000	0	0	0	0	0	368	4,261	8,566	100	0	0	0	3,250	4,628	16,372	78	16,545	4,455	21
Total	80,000	344	633	211	4,464	235	1,687	9,091	13,297	7,063	9,916	23,851	9,811	3,783	16,666	63,334	79	84,387	-4,387	-5
Total	300,000	17,244	17,457	16,921	22,013	19,413	18,661	25,295	27,857	21,524	25,299	39,234	25,193	checksum 3,783	137,003	162,997	54	279,894	20,106	7
														checksum 0	0	0		0	0	

Notes

Forecast correct as of 29 November 2017

Overall budget reduced from £400,000 to £300,000 to reflect handback of £100,000 to sponsor department

Totals for April - October are actuals copied from outturn ledger