

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_88 at the meeting of 11 December 2017) the overall forecast has decreased by c. £1,400. This is due to: a reduction in the cost of the consultation portal of c. £2, 300, and reductions in forecast for other Administration costs of c. £300. These are partially offset by increase in forecast expenditure on staff costs and commissioners' fees and expenses of c. £300 and c. £700 respectively.
3. The most significant uncertainty in the forecast is the cost and timing of the website refresh. This is currently forecast to cost c. £19,200, and is scheduled for payment in February.
4. Some other items from the forecast the Commission may wish to note are:
 - The £24,642 under Administration for February is chiefly the cost of the website refresh, above, as well as payment of costs associated with the new logo, for videoconferencing facilities and for training.
 - The £15,972 under Review Costs in January is for the remaining cost of the consultation portal for this financial year.
 - The £8,975 under Administration in March is for Geographic Information Systems software licences: both ordinary licences and an advanced licence.
5. 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
January 2018**

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

17-Jan-18

	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	19,020	11,545	10,197	13,359	13,359	0	143,729	53,271	27	180,643	16,357	8	
Commissioners' Fees and Expenses	23,000	769	769	506	1,344	3,017	769	0	0	769	0	5,825	2,038	0	7,943	15,057	65	15,805	7,195	31	
Total	220,000	16,899	16,824	16,710	17,549	19,177	16,973	16,204	19,020	12,314	10,197	19,183	15,397	0	151,672	68,328	31	196,449	23,551	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	0	0	0	0	0	
Administration	39,000	344	633	200	140	235	1,310	4,912	237	4,384	2,184	24,642	8,975	133	12,395	26,605	68	48,330	-9,330	-24	
Travel & Subsistence	2,000	0	0	12	0	0	9	-82	35	544	10	10	850	400	518	1,482	74	1,788	212	11	
Review costs	21,000	0	0	0	0	0	368	4,261	166	0	15,972	0	0	0	4,795	16,205	77	20,767	233	1	
Total	80,000	344	633	211	4,464	235	1,687	9,091	4,762	4,928	22,490	24,651	14,149	533	26,356	53,644	67	88,180	-8,180	-10	
Total	300,000	17,244	17,457	16,921	22,013	19,413	18,661	25,295	23,782	17,242	32,687	43,835	29,546	533	178,028	121,972	41	284,628	15,372	5	
														checksum	0	0	0	0	0	0	

Notes

Forecast correct as of 17 January 2018

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

Totals for April - December are actuals copied from outturn ledger

* Overall forecast falls by c. £1.4K. This is due to a reduction in consultation portal costs of c.£2.3K, and reductions in forecast for other Administration costs of c.£0.3K, which are partially offset by increases in forecast expenditure on staff costs and Commissioners' fees and expenses of c.£0.3K and c.£0.7K respectively