

Finance Update

For Information

2017-18

1. A Finance Update table is at Appendix A. The Commission is invited to note its end of year financial position for the year 2017-18.
2. The budget totals amount to £300,000, though the Commission's allocation from the Scotland Office was £400,000. The Commission notified the Scotland Office of an expected underspend of £100,000 during the year.
3. Changes to the assessment of VAT during the year, as a result of the Commission's use of Secretariat staff provided by the Scottish Government, added 20% to the anticipated staff costs, causing expenditure on staff costs to be higher than budgeted. The Secretariat expects to have further discussions on the treatment of VAT as a result of the shared-Secretariat arrangement with the LGBCS, which may result in changes to the Commission's future costs.
4. The underspend on Administration costs is chiefly due to the spending less than anticipated on refreshing the website. This is now expected to be completed in summer 2018.

2018-19

5. A breakdown of the initial forecast for 2018-19 is shown in Appendix B. These costs are the same as those shown in Appendix A of BCS 2018_11 presented at the Commission meeting of 12 March 2018, with the exception of Administration costs which increase by £3,000 to cover the cost of the videoconferencing camera, which could not be obtained until this financial year.
6. The Corporate Plan has been submitted to the Scotland Office for any comments, and the Secretariat is awaiting a letter of allocation.
7. The higher forecasts for Administration costs in the early months of the year, as well as including the cost of the videoconferencing camera, reflect the anticipated completion of the website refresh, as discussed above.
8. The Review Costs reflect the on-going cost of maintenance of the consultation portal, as well as provision for the cost of printing final reports.

**Secretariat
April 2018**

Boundary Commission for Scotland
Budget and Outturn 2017 - 2018

Staff salaries increased by 20% to incorporate VAT

	Budget	Actual Spend												Overall Spend	Remainder (£)	Remainder (%)		
		April	May	June	July	August	Sept	Oct	Nov	Dec	January	February	March				Accruals	
Staff Salaries	197,000	19,356	19,266	19,445	19,445	19,393	19,445	19,445	19,445	22,824	13,854	12,187	16,063	16,966	0	217,690	-20,690	-11
Commissioners' Fees and Expenses	23,000	769	769	506	1,344	3,017	769	0	0	0	769	0	6,101	1,585	0	15,629	7,371	32
Total	220,000	20,126	20,035	19,951	20,790	22,410	20,214	19,445	22,824	14,623	12,187	22,164	18,551	0	233,319	-13,319	-6	
Accommodation, Rent, Rates etc	18,000	0	0	0	4,324	0	0	0	4,324	0	4,324	0	4,324	0	0	17,295	705	4
Administration	39,000	344	633	200	140	235	1,310	4,912	237	4,384	655	11,718	7,220	-594	31,395	7,605	20	
Travel & Subsistence	2,000	0	0	12	0	0	9	-82	35	544	0	10	33	280	841	1,159	58	
Review costs	21,000	0	0	0	0	0	368	4,261	166	0	0	16,077	0	0	20,872	128	1	
Total	80,000	344	633	211	4,464	235	1,687	9,091	4,762	4,928	4,979	27,805	11,577	-314	70,403	9,597	12	
Total	300,000	20,470	20,668	20,162	25,253	22,645	21,902	28,536	27,586	19,551	17,166	49,969	30,128	-314	303,722	-3,722	-1	

Notes

Overall budget reduced from £400,000 to £300,000 to reflect handback of £100,000 to sponsor department.
Staff Salary totals have been increased by 20% to cover VAT.

Boundary Commission for Scotland
Budget and Outturn Forecast 2018-19

	Budget	Forecast												Spend to Date	Balance to spend (£)	Overall Forecast To Date	Forecast Estimated Underspend (£)	Forecast Estimated Underspend (%)		
		April	May	June	July	August	Sept	Oct	Nov	Dec	January	February	March							
Staff Salaries	158,627	13,219	13,219	13,219	13,219	13,219	13,219	13,219	13,219	13,219	13,219	13,219	13,219	0	158,627	100	158,627	0	0	
Commissioners' Fees and Expenses	10,190	0	2,042	2,042	2,022	2,042	0	0	0	0	0	0	2,042	0	10,190	100	10,190	0	0	
Total	168,817	13,219	15,261	15,261	15,241	15,261	13,219	13,219	13,219	13,219	13,219	13,219	15,261	13,219	168,817	100	168,817	0	0	
Accommodation, Rent, Rates etc	19,098	0	0	4,774	0	0	4,774	0	0	4,774	0	0	0	4,774	0	19,098	100	19,098	0	0
Administration	36,859	5,745	6,139	6,536	805	2,794	2,631	805	2,794	2,381	805	2,794	2,794	2,631	0	36,859	100	36,859	0	0
Travel & Subsistence	2,000	167	167	167	167	167	167	167	167	167	167	167	167	167	0	2,000	100	2,000	0	0
Review costs	13,790	0	0	2,430	0	0	6,430	500	0	4,430	0	0	0	0	0	13,790	100	13,790	0	0
Total	71,747	5,911	6,305	13,907	972	2,960	14,002	1,472	2,960	11,752	972	2,960	7,572	0	71,747	100	71,747	0	0	
Total	240,564	19,130	21,566	29,168	16,213	18,221	27,221	14,691	16,179	24,971	14,191	18,221	20,791	0	240,564	100	240,564	0	0	

Notes

Budget totals are those in Corporate Plan submitted to Scotland Office