

										Actual Spend to Date						Forecast Spend Total	Total Expected Spend	Budget less Total Spend
	Budget	Actual Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	(£)	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	(£)			
Secretariat Staff Costs	233,320	16,510	19,390	19,262	19,204	19,187	19,198	19,249	132,000	19,320	19,320	19,513	19,513	19,513	97,179	229,179	4,141	
Commissioners' Fees and Expenses	5,055	0	0	586	0	169	0	0	755	2,022	2,447	0	0	0	4,469	5,224	-169	
Subtotal	238,375	16,510	19,390	19,848	19,204	19,356	19,198	19,249	132,755	21,342	21,767	19,513	19,513	19,513	101,648	234,403	3,972	
Accommodation	26,000	0	0	0	0	6,894	0	7,095	13,989		7,095			7,095	14,190	28,179	-2,179	
Admin	44,635	585	37	1,986	1,745	142	138	0	4,634	3,401	3,454	113	5,463	5,804	18,235	22,869	21,766	
T&S	5,000	0	0	0	109	211	0	0	320	43	1,250			1,250	2,543	2,863	2,137	
Review Costs		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	75,635	585	37	1,986	1,854	7,247	138	7,095	18,942	3,444	11,799	113	5,463	14,149	34,968	53,910	21,725	
Overall	314,010	17,095	19,427	21,834	21,058	26,603	19,336	26,344	151,697	24,786	33,566	19,626	24,976	33,662	136,616	288,313	25,697	
Delegated Budget	408,000															288,313	119,687	

Finance Update

For information

1. A finance update is at Appendix A.

Discussion

2. Salaries are £16k plus VAT so £19.2k in total per month. We have allowed a slightly higher budget to take account of any increase in excess fares and a 1% pay rise due in January 2025.
3. Oracle Cloud finance system commenced on 1 October 2024.
Commissioners' fees can now be submitted. It will be useful to test this new IBM system with our live data as soon as possible to ensure everyone has been entered correctly for tax and NI purposes.
4. Quarter 2 rent (£7,095) was paid in October 2024.
5. Quarter 2 Scottish Government I-techs recharge (now £1408.87) plus vat is expected to be paid in November 2024.
6. ESRI (Geographic Information System – £5.4k) & DENTSU (Website upgrade – £2.5k) are not expected to be paid until February and March respectively.
7. Administration costs to September included:

Mobile phones	–	£222.64
Photocopier	–	£543.98
Easyspace	–	£1984.26
Computer related	–	£103.78
Stationery	–	£113.41
Scot Gov IT recharge	–	£1625.00
Travel	–	£320.12
Data Protection	–	£40.00
Total	=	£4953.19
8. Due to the upgrade to Oracle Cloud it was only the salaries and rent that were charged during October 2024.
9. The Commission is invited to note the finance update.

Secretariat

November 2024