

**REPORT TO: DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY
JOINT COMMITTEE MEETING ON 31st AUGUST 2010**

**REPORT ON: STRATEGIC DEVELOPMENT PLAN AUTHORITY BUDGET
UPDATE**

**REPORT BY: PAMELA EWEN, STRATEGIC DEVELOPMENT PLANNING
AUTHORITY MANAGER**

REPORT NO: SDPA 07-2010

1 PURPOSE OF REPORT

- 1.1 This report provides an update for the Joint Committee on the Strategic Development Plan Authority budget for year ending 2009/10, and the current budget year projections.

2 RECOMMENDATION

- 2.1 It is recommended that The Joint Committee:
- a) note the 2009/10 draft Statement of Accounts as set out in Appendix One to this report;
 - b) note the 2009/10 draft Management Accounts as set out in Appendix Two to this report; and,
 - c) note the projected budget for 2010/11, as set out in Appendix Three to this report.

3 FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications arising from this report.

4 ACCOUNTS AND BUDGET UPDATE

- 4.1 The Unaudited Statement of Accounts (Appendix One) has been submitted to Audit Scotland in accordance with TAYplan's Audit Plan. The Auditor's report will be presented to the Joint Committee at the next meeting on 23rd November 2010.
- 4.2 The Management Accounts as detailed in Appendix Two reflects the majority of the costs in delivering the 12 week consultation on the Main Issues Report and related documents. Savings were made through an unfilled vacancy over a period of a few months and through undertaking research internally rather than through external consultancy.

- 4.3 The Management Accounts confirm an actual spend of £256,000 an underspend of £24,000 against budget, requiring a net transfer from reserve of £14,693. Taking account of the transfer there is a carry over of £131,739 to future years. The report approved by the Joint Committee in November 2009 (Report SDPA14-2009: Budget Update) in projecting a 3-year budget, is based on the carry over funding of the projected costs of the examination anticipated in budget year 2012/13. It is considered prudent to budget for estimated costs, particularly since this is the first examination.

Current budget 2010/11

- 4.4 The current budget position (as at 31st July 2010) is set out in Appendix Two. The budget is £242,000 with a projected expenditure of £249,400. This indicates a projected overspend of £7,400.
- 4.5 The expenditure to date in this financial year has largely been directed at Main Issues Report consultation venues, staffing costs, rent, and transport modelling to inform the Proposed Plan stage. The costs of delivering the Proposed Plan documentation are projected to fall within the later part of this financial year and will include the printing of the documentation.
- 4.6 Essentially, the budget projections are in line with those set out in the report to the last Joint Committee in February 2010 (Report SDPA03-2010: Budget Update).

General

- 4.7 An updated 3 year budget report will be presented to the Joint Committee at the next meeting on 23rd November 2010. This report will also consider whether any budget savings could be met in future years in light of the significant pressures on local authority funding.

5 CONSULTATIONS

- 5.1 The Treasurer and Clerk to TAYplan, the Director of Infrastructure Services, Angus Council, The Director of City Development, Dundee City Council, The Head of Development Services, Fife Council and the Executive Director (Environment), Perth & Kinross Council have been consulted and are in agreement with the contents of this report.

6 BACKGROUND PAPERS

- 6.1 Report SDPA14-2009: Budget Update, SDPA Joint Committee November 2009.
- 6.2 Report SDPA03-2010: Budget Update, SDPA Joint Committee February 2010.

Pamela Ewen
Strategic Development Planning Authority Manager
19th August 2010

APPENDIX TWO

		10/11 Projected Expenditure (£)	10/11 Ledger (£)	10/11 Committed (£)	10/11 Base Budget (£)	Projected Variance (£)
BUDGET UPDATE AT JULY 2010						
<u>STAFF COSTS</u>						
	GROSS PAY	107,685	33,781	0	120,000	(12,315)
	SUPERANNUATION	19,922	6,250	0	22,000	(2,078)
	NATIONAL INSURANCE	8,796	2,796	0	10,000	(1,204)
	STUDENTS/TEMPORARY/CASUAL STAFF	3,000	0	0	3,000	0
	RELOCATIONS	0	0	0	0	0
	TRAINING/CONF/OTHER STAFF EXPENSES	4,000	0		4,000	0
		143,403	42,827	0	159,000	(15,597)
<u>PROPERTY COSTS</u>						
10100	RENT	14,269	3,548	10,721	14,200	69
		14,269	3,548	10,721	14,200	69
<u>SUPPLIES & SERVICES</u>						
24111	BOOKS & MATERIALS	250	42	0	250	0
24106	STATIONERY	4,000	193	611	4,000	0
	OFFICE FURNITURE & EQUIPMENT	1,402	392	1,010	1,000	402
20302	COMPUTER CONSUMABLES inc. licences	10,000	3,956	20	10,000	0
26000	PRINTING & PHOTOCOPYING	18,000	(1,890)		18,000	0
24005	POSTAGES	1,500	190	900	1,500	0
26900	TELEPHONES	500	37	180	500	0
26111	LEGAL FEES	0	0		0	0
25010	ADVERTISING	8,000	7,216	0	8,000	0
27202	AUDIT	3,100	(1,034)		3,000	100
25003	HOSPITALITY	1,800	256		1,800	0
27210	VENUE HIRE	1,200	250	0	1,200	0
27300	EXAMINATION	0	0	0	0	0
		49,752	9,608	2,721	49,250	502
<u>TRANSPORT COSTS</u>						
27700	CAR ALLOWANCES	2,000	449		1,000	1,000
35700	OTHER TRANSPORT COSTS	2,000	333		3,000	(1,000)
		4,000	782	0	4,000	0
<u>3RD PARTY PAYMENTS</u>						
25020	EXTERNAL CONSULTANTS	30,000	0		50,000	(20,000)
		30,000	0	0	50,000	(20,000)
<u>SUPPORT SERVICES</u>						
27800	RECHARGE FROM CENTRAL DPTS (LEGAL etc)	8,000	0	0	8,000	0
		8,000	0	0	8,000	0
	TOTAL GROSS EXPENDITURE	249,424	56,765	13,442	284,450	(35,026)
INCOME						
	CONTRIBUTIONS LA	240,000	240,000	0	240,000	0
78900	SALE OF DOCUMENTS	1,000	300	0	0	1,000
70600	INTEREST ON REVENUE BALANCE	1,000		0	0	1,000
	TOTAL INCOME	242,000	240,300	0	240,000	2,000
	NET EXPENDITURE	7,424	(183,535)	13,442	44,450	(37,026)

RESERVE

