

**REPORT TO: DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY
JOINT COMMITTEE MEETING ON 2nd OCTOBER 2012**

REPORT ON: TAYplan SDPA BUDGET UPDATE

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

REPORT NO: SDPA11-2012

1 PURPOSE OF REPORT

- 1.1 This report provides an update on the Strategic Development Planning Authority's budget for the year ending 31st March 2013. In addition, information on the audited accounts for the last financial year is provided.

2 SUMMARY

- 2.1 The SDPA budget for the current financial year 2012/13 has not substantially changed from that previously report to The Joint Committee in March 2012. Projected expenditure within this budget year is £274,200 from a base budget of £293,400. The projected reserve balance is £195,300; the carry over of the reserve balance being approved at Joint Committee in March 2012.

3 RECOMMENDATION

- 3.1 It is recommended that The Joint Committee:
- a) Note the budget update as set out in Appendix One to this report.

4 FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising within this budget year.

5 BUDGET UPDATE

- Budget update for current year ending 31st March 2012
- 5.1 An update from the quarterly report to the previous Committee (Report SDPA03-2012: SDPA Budget Update) is set out in Appendix One to this report. The budget base for this year is £293,400 and the projected outturn is £274,200. The projected reserve balance is £195,300 which would be carried over to 2013/14.

- Audited Accounts
- 5.2 The 2011/12 accounts are currently being audited and the Audited Account should be formalised by 30th September 2012, following which the Report to members will be received. A copy of these will be forwarded to members of the Joint Committee. If any issues/recommendations are raised within the Report to Members by Audit Scotland, the Chair and Vice Chair of the Joint Committee will be briefed.

6 CONSULTATIONS

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

7 BACKGROUND PAPERS

- 7.1 Report SDPA03-2012: Strategic Development Plan Authority Budget Update, Joint Committee 20th March, 2012.

Pamela Ewen
Strategic Development Planning Authority Manager
21st September 2012

APPENDIX ONE

TAYplan budget update @ August 2012

| | 12/13 Projected Expenditure (£) | 12/13 Ledger updated at 20/08/12 (£) | 12/13 Committed (£) | 12/13 Base Budget (£) | Projected Variance (£) |
|--|--|--|---------------------------|--------------------------------|------------------------------|
| STAFF COSTS | | | | | |
| GROSS PAY | 121,263 | 49,563 | 0 | 116,240 | 5,023 |
| SUPERANNUATION | 22,432 | 8,653 | 0 | 21,504 | 928 |
| NATIONAL INSURANCE | 10,597 | 4,198 | 0 | 10,090 | 507 |
| STUDENTS/TEMPORARY/CASUAL STAFF | 3,000 | 0 | 0 | 3,000 | 0 |
| RELOCATIONS | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 |
| TRAINING/CONF/OTHER STAFF EXPENSES | 2,712 | 904 | 150 | 2,000 | 712 |
| | 160,004 | 63,318 | 150 | 152,834 | 7,170 |
| PROPERTY COSTS | | | | | |
| 10100 RENT | 14,300 | 7,095 | 0 | 14,300 | 0 |
| | 14,300 | 7,095 | 0 | 14,300 | 0 |
| SUPPLIES & SERVICES | | | | | |
| 24111 BOOKS & MATERIALS | 200 | 0 | 0 | 200 | 0 |
| 24106 STATIONERY | 2,000 | 300 | 346 | 3,500 | (1,500) |
| 20302 OFFICE FURNITURE & EQUIPMENT | 500 | 0 | 0 | 1,000 | (500) |
| 26000 COMPUTER CONSUMABLES inc. licences | 10,750 | 3,948 | 0 | 10,500 | 250 |
| 24005 PRINTING & PHOTOCOPYING | 6,000 | 2,451 | 0 | 26,000 | (20,000) |
| 26900 POSTAGES | 1,500 | 107 | 0 | 1,500 | 0 |
| 26111 TELEPHONES | 500 | 57 | 0 | 500 | 0 |
| 25010 LEGAL FEES | 15,000 | 1,800 | 0 | 0 | 15,000 |
| 27202 ADVERTISING | 1,200 | 822 | 0 | 12,000 | (10,800) |
| 25003 AUDIT | 3,100 | (1,093) | 0 | 3,100 | 0 |
| 27210 HOSPITALITY | 1,000 | 216 | 0 | 1,000 | 0 |
| 27300 VENUE HIRE | 300 | 0 | 0 | 1,200 | (900) |
| EXAMINATION | 8,024 | 8,024 | 0 | 35,000 | (26,976) |
| | 50,074 | 16,632 | 346 | 95,500 | (45,426) |
| TRANSPORT COSTS | | | | | |
| 27700 CAR ALLOWANCES | 600 | 347 | 0 | 1,250 | (650) |
| 35700 OTHER TRANSPORT COSTS | 2,250 | 665 | 0 | 1,500 | 750 |
| | 2,850 | 1,012 | 0 | 2,750 | 100 |
| 3RD PARTY PAYMENTS | | | | | |
| 25020 EXTERNAL CONSULTANTS | 39,000 | 1,681 | 0 | 20,000 | 19,000 |
| | 39,000 | 1,681 | 0 | 20,000 | 19,000 |
| SUPPORT SERVICES | | | | | |
| 27800 RECHARGE FROM CENTRAL DPTS (LEGAL etc) | 8,000 | 0 | 0 | 8,000 | 0 |
| | 8,000 | 0 | 0 | 8,000 | 0 |
| TOTAL GROSS EXPENDITURE | 274,228 | 89,738 | 496 | 293,384 | (19,156) |
| INCOME | | | | | |
| CONTRIBUTIONS LA | 240,000 | 240,000 | 0 | 240,000 | 0 |
| 78900 SALE OF DOCUMENTS | 150 | 0 | 0 | 200 | (50) |
| 70600 INTEREST ON REVENUE BALANCES | 1,000 | 0 | 0 | 1,000 | 0 |
| RESEARCH STUDY CONTRIBUTIONS | 19,000 | 0 | 0 | 0 | 19,000 |
| TOTAL INCOME | 260,150 | 240,000 | 0 | 241,200 | 18,950 |
| NET EXPENDITURE | 14,078 | (150,262) | 496 | 52,184 | (38,106) |
| RESERVE | | | | | |
| Opening Reserve Balance | 209,404 | | | 209,404 | 0 |
| Transfer To / (From) Reserve | (14,078) | | | (52,184) | 38,106 |
| Balance Carried Forward | 195,326 | | | 157,220 | 38,106 |