

SPCB Finance Report – Q1 2020-21

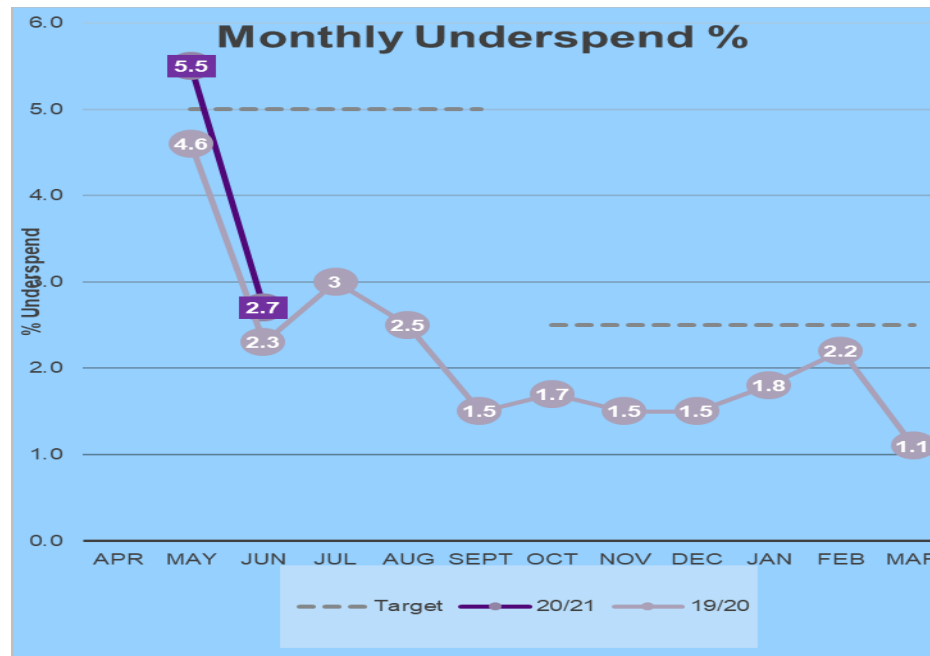
Purpose

This report is to inform the SPCB of the financial position for 2020-21.

Action to note for SPCB

- There are significant pressures on the full year budget as a result of the Covid19 outbreak. We are actively ringfencing savings to cover these incurred and forecasted costs. However, we are forecasting there may be an underspend up to £1.6m in the SPCB budget of £94.6m until further commitments are recorded on the finance system or budget can be allocated in Q2-4.

Headlines



The Scottish Parliament's total revenue and capital budget for 2020-21 is £94.6m. At the end of Quarter 1, expenditure was £21.6m against a year to date budget of £22.2m representing an underspend against budget of £0.6m (**2.7%**). The comparable 2019-20 position was an underspend against budget of £0.5m (**2.3%**).

As at the end of Q1, SPCB had £464k year to date underspend against PS Offices, and a small £39k year to date overspend against projects. MSP costs were £136k under budget and Commissioners were £36k under budget.

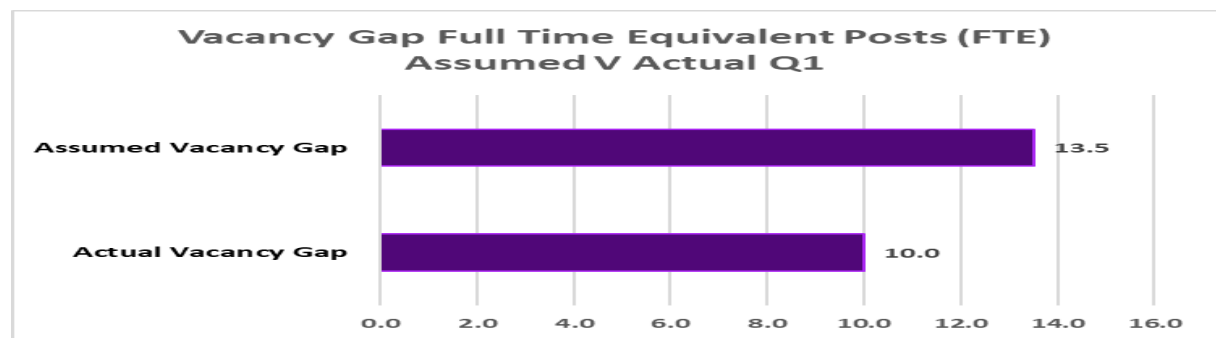
The COVID19 outbreak in March has led to significant pressures on staff budgets as we offered contract extensions to the end of October 2020 and in areas such as catering services and the shop where there has been no significant income to offset fixed staff costs of running the service.

SPCB Expenditure Summary Outturn – Q1:

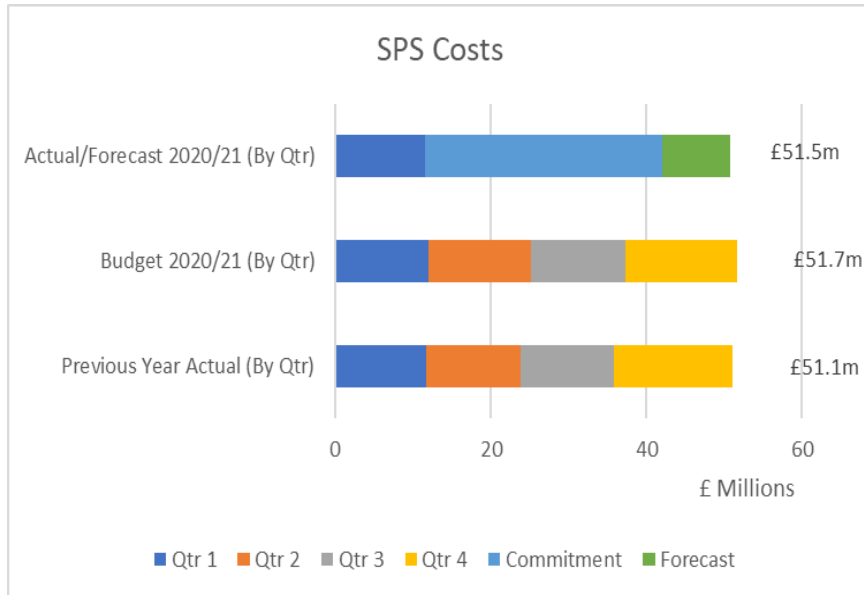
	Year to Date					Annual Forecast Outturn	Current Annual Budget	Original Annual Budget
	Actual	Budget	Variance	Variance				
	£'000	£'000	£'000	%				
Parliamentary Service Costs	11,613	12,037	425	3.5		51,484	51,657	51,321
Members Costs	7,366	7,502	136	1.8		30,677	31,277	31,277
Commissioners & Ombudsman Costs	2,657	2,694	36	1.4		10,813	11,013	11,013
Sub Total	21,636	22,234	597	2.7		92,974	93,947	93,611
Reserves – SPCB contingency							664	1,000
Total SPCB Expenditure	21,636	22,234	597	2.7		92,974	94,611	94,611

Staff Costs & FTE – Q1:

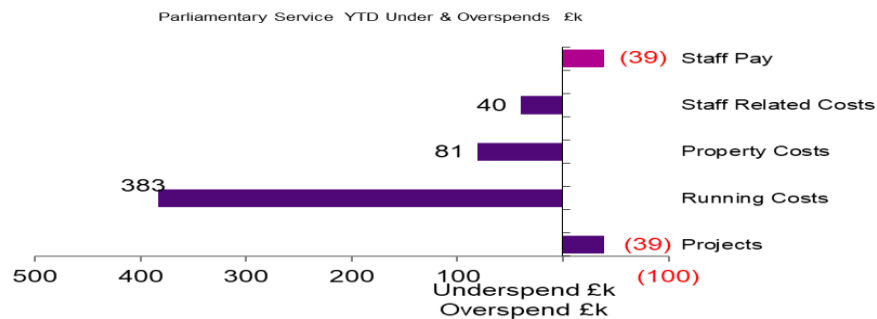
Staff Costs & Full Time Equivalentents	Current Annual Budget £k	Actual Staff Forecast Outturn £k	Budget FTE	Actual FTE
Total	30,837	30,692	541.4	531.4



Parliamentary Service Costs – Q1

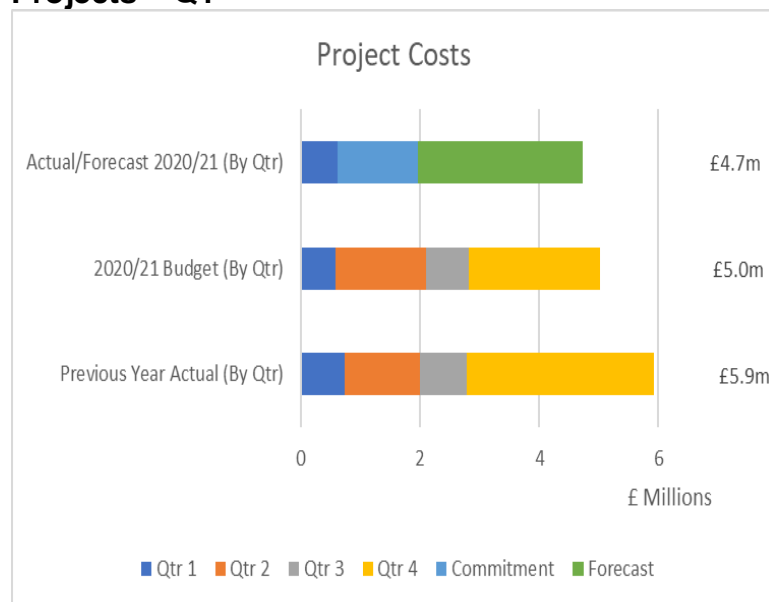


YTD Underspend / Overspend by Category £k:



- Parliamentary service (SPS) costs – The year to date expenditure of £11.6m is an underspend of £425k or 3.5% of the year to date budget of £12m. Parliamentary Service Costs incorporate both capital and revenue projects. The previous year's expenditure of £11.8m at Q1 was £0.5m (3.8%) under budget. The full year forecast expenditure for the Parliamentary Service (including £0.3m of year-end accounting adjustments) of £51.5m is £0.2m (0.4%) under budget.
- Staff Pay is reported as £39k (0.5%) over the year to date budget including Agency staff and contractors. Actual FTE is 531.4. The budget assumed more vacancies than currently exist. There is more pressure on this budget this year as vacancies are low and SPCB also committed to keep some posts paid until October 2020 because of COVID19.
- Expenditure on Staff Related Costs is £43k. This is £39k (47.5%) below the phased year to date budget of £82k. Actual spend on staff related costs is £58k (57%) below the equivalent period in 2019-20. £252k of travel, expenses and training budget has been transferred to a central staff related cost code to cover COVID19 pressures. Travel & Expenses accounted for £15k -the biggest element of the year to date underspend.
- Property Costs of £1.8m are £81k (4.3%) under the YTD budget. The bulk of this (£73k) is in maintenance.
- Running Costs of £1.4m are £0.4m under the YTD budget. Main running cost underspends are in Software Support (£105k), IT Contract (£78k) offsetting overspends in Porters (£55k). Income to reduce restaurant services subsidy and from the shop has been impacted by the COVID19 outbreak.

Projects – Q1



- Total project expenditure to Q1 2020-21 is £0.6m, £39k (6.8%) over the year to date budget. A net additional £187k budget has been allocated to projects since the beginning of the financial year to support existing projects.
- Capital Projects have spent £25k for the year, £10k (68.1%) higher than the YTD budget of £15k.
- Revenue Projects show a total spend of £591k in Q1, £29k above the year to date budget of £562k.

Central Contingency

The original central contingency of £1m has been reduced to £664k during Q1 to support project and staff cost pressures.

Members Costs

Members' show a £7.4m reported cost to Q1 2020-21, £136k (1.8%) under the year to date budget. The comparable Q1 position for 2019/20 was £26k (0.4%) under the year to date budget -though this grew rapidly in subsequent quarters.

Commissioners and Ombudsman Costs

The SPCB's Q1 funding cost for Commissioners and Ombudsman (Officeholders) for 2020-21 was £2.7m, which is £36k (1.4%) under the year to date budget. The corresponding figures for 2019-20 were £2.4m with an underspend of £22k (0.9%).