

Report to: Joint Museums Committee, 7th March 2024

Report of: Head of Finance

Subject: End of Q3 Finance Report 2023/24

1. Recommendation

1.1 That the Joint Committee reviews the financial monitoring details including budget variances for the period ending 31 December 23.

2. Background

2.1 This report provides information on the following:

- Year-end forecast as of 31 December 23
- Explanation of main variances
- Reserves

3. Information

3.1 Q3 Revenue Budget Performance

The forecast year-end performance at the end of Q3 is a surplus of £25,546, which will be transferred to the general reserve at year end.

3.2 Table 1: 2023/2024 Projected Outturn as of 31st December 2023

Worcester City Hosting	2023/24 Budget	Year End 2023/24	Variance	Variance %
Museum and Art Gallery	242,862	253,729	10,867	4.47%
Commandery	131,538	128,221	(3,317)	-2.52%
Joint Museums Collections Team	103,963	95,745	(8,218)	-7.91%
Joint Museums Management Team	265,574	240,696	(24,878)	-9.37%
Total (Surplus)	743,937	718,391	(25,546)	-3.43%
Worcester City contribution	(550,027)	(550,027)	-	
Savings	16,840	16,840		
Worcester County contribution	(210,750)	(210,750)	-	
Funding	(743,937)	(743,937)	-	

3.3 Table 2: Subjective Analysis 2023/24

Worcester City Hosting	2023/24 Budget	Projected 2023/24	Variance	Variance %
Employees	785,064	779,894	(5,170)	-0.65%
Premises	980	850	(130)	-13.26%
Transport	1,380	812	(568)	-41.15%
Supplies & services	106,882	110,316	3,434	3.21%
Third Party payment	9,631	13,236	3,605	37.43%
Fees & Charges	(97,340)	(109,887)	(12,547)	-12.88%
Other Income	(62,660)	(73,028)	(10,368)	-16.54%
Grants & Contributions	(743,937)	(747,739)	(3,802)	-0.51%
Forecast year end surplus to general reserve		25,546	25,546	
Total	0	0	0	0%

3.4 Table 3: 2023/24 Projected Outturn as of 31 December 2023

County Hosting	2023/24 Budget	Projected 2023/24	Variance	Variance %
Hartlebury Operations	261,800	261,767	-33	- 0.01%

3.5 Table 4: Subjective Analysis 2023/24

County Hosting - Hartlebury	2023/24 Budget	Projected 2023/24	Variance	Variance %
Employees	278,510	273,323	(5,187)	-1.86%
Premises	2,550	2,560	10	0.39%
Transport	4,830	3,734	(1,096)	-22.69%
Supplies & services	41,430	61,726	20,296	48.99%
Income	(65,520)	(79,576)	(14,056)	21.45%
Total	261,800	261,767	(33)	-0.01%

Hartlebury Operations is hosted by the County Council.

3.6 Explanation of major variances

The variances at the end of Q3 reflect the strong performance of income-earning streams of work, alongside a small saving following one member of staff returning to work from maternity leave part-time for a short period.

3.7 Surplus/deficit split

Under the terms of the agreement, any variance to budget within 5%, will be transferred to the Joint Museum general reserve. The value of the general reserve at the end of Q3 was £191,470.

Amounts were designated from this reserve by the committee in June 2023 for the following purposes:

Worcestershire County Museum development £77,500
Worcester Art Gallery & Museum development £63,500

3.8 Restricted Reserves

These funds are restricted to be used on specific projects and museum work: -

Project reserve is £92,876 at the end of Q3.

There have been no transfers from the project reserves in Q2 or Q3.

The 23/24 project expenditure is to be reviewed and the reserves transfers made.

Project	Balance b/fwd 23/24
Commandery Arts project	16,773
Membership Scheme	2,432
Porcelain Commissions	23,796
What's on project	1,820
Volunteers at Home	453
Museums on the Move	6,562
Commandery Development	14,830
John Ellerman	5,214
Japanese Masters	6,439
Total	92,876

Ward(s): All
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Background Papers: None