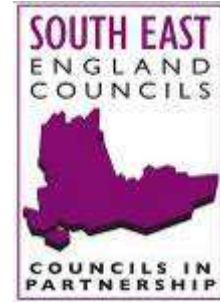


**SOUTH EAST ENGLAND COUNCILS
EXECUTIVE COMMITTEE MEETING**



Date: 27 March 2013

Subject: SEEC financial update 2012-13 and plans for 2013-14

Report of: Cllr Paul Watkins, SEEC Treasurer

Recommendation:

SEEC Executive members are asked to:

- i) Note SEEC's financial report for the period to 28 February 2013
- ii) Consider a further freeze in SEEC subscriptions for 2013-14 and make a recommendation to be presented to all members at the SEEC AGM in July
- iii) Discuss and agree a budget for 2013-14

1. Financial performance 2012-13

- 1.1 In the current financial year SEEC set a budget of £325,000. We are on track to undercut this target, forecasting total spend of approximately £272,000.
- 1.2 Annex 1 summarises the financial forecast as at 28 February 2013. Final figures will be produced after the end of the financial year.
- 1.3 Joint working with SESL this year has helped reduce costs – for example by sharing some staffing, meeting and conference costs.
- 1.4 As in previous years, SEEC will draw on reserves inherited from the former SEERA Ltd to balance the budget. In 2012-13, we expect to use in the region of £72,100 from reserves, leaving some £660,000 remaining.

2. Subscriptions 2013-14

- 2.1 SEEC member subscriptions have been frozen since 2011-12. In December 2012, SEEC's Chairman contacted all members with a proposal to extend the subscription freeze for further year in 2013-14. This means that SEEC will once again draw on reserves inherited from the former SEERA Ltd to balance the budget in 2013-14.
- 2.2 SEEC subscription levels are set out in section 4 below. Executive members are asked to consider these and make a recommendation to be presented to the SEEC AGM in July 2013 before members are invoiced for their contributions.
- 2.3 To reflect the savings gained from closer working between SEEC and SESL, county and unitary authorities in membership of both organisations will once again receive a 50% reduction on their SESL subscriptions in 2013-14.

3. Budget 2013-14

- 3.1 An outline budget is set out below for discussion. This shows an increase in expected income from sharing services. Any additional subscriptions income generated by attracting new SEEC members will help reduce the call on reserves. Expenditure is set at a similar level to the expected out-turn for the current financial year. For project/ research spend we hope to agree a joint approach with SESL and identify one major joint piece of work for the coming year.

SEEC estimated income 2013-14	
Subscriptions	180,730
Shared services	16,600
Conference contributions	2,000
Interest	6,000
Total income	£205,330

SEEC budget 2013-14	
Salary (<i>inc NI & pension</i>)	201,820
Projects/research	10,000
Member conferences	10,000
Regular meeting costs	16,000
Rent	7,000
Travel	2,100
Insurance	1,500
Professional fees	3,000
IT/ website	8,750
Admin/ office costs	5,500
Total budgeted spend	£265,670

Expected draw on reserves: £60,340

SEEC forecast income 2012-13	
Subscriptions	180,730
Shared services	9,310
Project/conference contributions	3,480
Interest	6,126
Total income	£199,646

SEEC budget 2012-13	
Salary (<i>inc NI & pension</i>)	200,000
Projects (<i>inc both research and member conferences</i>)	60,000
Regular meeting costs	25,000
Rent	7,000
Travel	2,130
Insurance	1,500
Professional fees	3,000
IT/ website	12,500
Admin/office costs	13,870
Total budgeted spend	£325,000

Expected out-turn circa £272,000, requiring approx £72,100 from reserves

4. SEEC subscription levels

NB includes a small number of councils not currently in membership.

AUTHORITY	Multiplier	Base rate	Subs by council
Each District, City & Borough council	1	1,705	1,705
County Councils			
Buckinghamshire	4	1,705	6,820
East Sussex	5	1,705	8,525
Hampshire	11	1,705	18,755
Kent	12	1,705	20,460
Oxfordshire	5	1,705	8,525
Surrey	11	1,705	18,755
West Sussex	7	1,705	11,935
Unitary Authorities			
Bracknell Forest	3	1,705	5,115
Brighton & Hove	5	1,705	8,525
Isle of Wight	3	1,705	5,115
Medway	5	1,705	8,525
Milton Keynes	5	1,705	8,525
Portsmouth	4	1,705	6,820
Reading	3	1,705	5,115
Slough	3	1,705	5,115
Southampton	5	1,705	8,525
West Berkshire	3	1,705	5,115
Windsor & Maidenhead	3	1,705	5,115
Wokingham	3	1,705	5,115