

**SOUTH EAST ENGLAND COUNCILS  
EXECUTIVE COMMITTEE MEETING**



Date: 4 April 2014

Subject: SEEC expenditure 2013-14 and budget 2014-15  
Report of: Cllr Paul Watkins, SEEC Treasurer

**Recommendation:**

SEEC Executive members are asked to:

- i) Note SEEC's estimated underspend for 2013-14 and consider whether a small amount should be carried forward to 2014-15 to cover the cost of delayed social care research
- ii) Note the recommended continued freeze in SEEC subscriptions for 2014-15, which will be presented to all members at the SEEC AGM in July
- iii) Confirm the budget for 2014-15.

**1. Financial situation 2013-14**

- 1.1 In 2013-14 SEEC set a budget of £265,700, some £59,000 less than the previous year's budget. We are currently on track to undercut the 2013-14 budget by around £16,000, forecasting a total spend of approximately £249,800.
- 1.2 Part of the 2013-14 underspend results from a delay in commissioning research on the South East impact of the social care cap. The project was agreed by SEEC Executive in November but delayed to avoid duplication with the Association of Directors of Adult Social Services. It will resume once data gaps are clarified. Members are asked to consider allowing a fixed sum of £5,000 -£7,000 to be carried forward into 2014-15 to fund this work in addition to next year's projects.
- 1.3 Section 3 and Annex 1 summarise the financial forecasts as at 28 February 2014. Final figures will be produced after the end of the financial year.
- 1.4 Joint working with SESL this year has helped reduce costs – for example by recruiting a joint admin and policy post and sharing meeting/ conference costs.
- 1.5 As in previous years, SEEC will draw on reserves inherited from the former SEERA Ltd to balance the budget. In 2013-14, we expect to use approximately £42,000 from reserves, compared to £72,000 last year. Some £690,000 remains in reserves.

**2. Subscriptions 2014-15**

- 2.1 SEEC member subscriptions have been frozen since 2011-12. In November 2013, the Executive agreed to recommend a further freeze in 2014-15 and this will be presented to SEEC's AGM for approval on 3 July. Members will be invoiced for subscriptions following the AGM.

**3. Budget 2014-15**

- 3.1 The November Executive also agreed an outline budget for 2014-15. This is set out below alongside estimated current year out-turn for comparison. While the 2014-15 budget replicates the current year starting point, once again next year every effort will be made to explore options to increase income, reduce costs and share projects to reduce the call on reserves.
- 3.2 If members agree to carry forward funds for assessing South East impacts of the social care cap, 2014-15 outline expenditure and draw on reserves would rise slightly.

**SEEC outline budget 2014-15****Forecast income**

Subscriptions	180,730
Shared services	16,600
Conference contributions	2,000
Interest	6,000
<b>Estimated income</b>	<b>£205,330</b>

**Estimated expenditure**

Staffing ( <i>inc NI &amp; pension</i> )	202,800
Projects/ Research	10,000
Conferences/ workshops	10,000
Regular meeting costs	15,500
Rent	7,700
Travel	2,100
Insurance	1,500
Professional fees	2,800
IT/website	8,200
Admin/office costs	5,100
<b>Estimated expenditure</b>	<b>£265,700</b>

Maximum draw on reserves: £60,370

**SEEC estimated out-turn 2013-14**

(initial estimate at 28 February 2014)

**Income**

Subscriptions	180,730
Shared services	18,206
Conference contributions	2,284
Interest	6,600
<b>Total</b>	<b>207,820</b>

**Expenditure**

Staffing ( <i>inc NI &amp; pension</i> )	199,900
Projects/ research	7,000
Conferences/ workshops	4,450
Regular meeting costs	12,500
Rent	7,700
Travel	2,100
Insurance	1,305
Professional fees	2,400
IT/website	8,000
Admin/office costs	4,450
<b>Total</b>	<b>249,805</b>

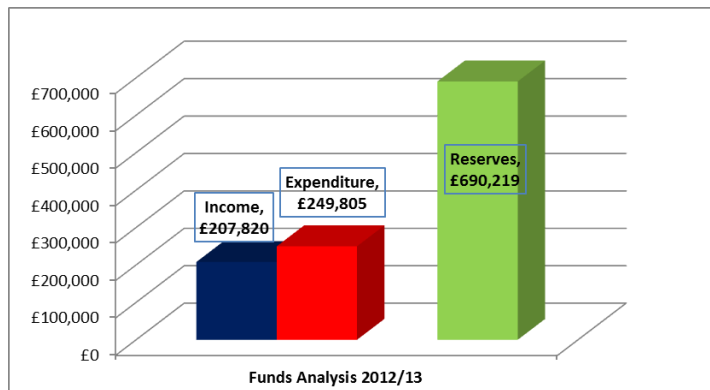
Expected draw on reserves: £42,000

**4. SEEC subscription levels**

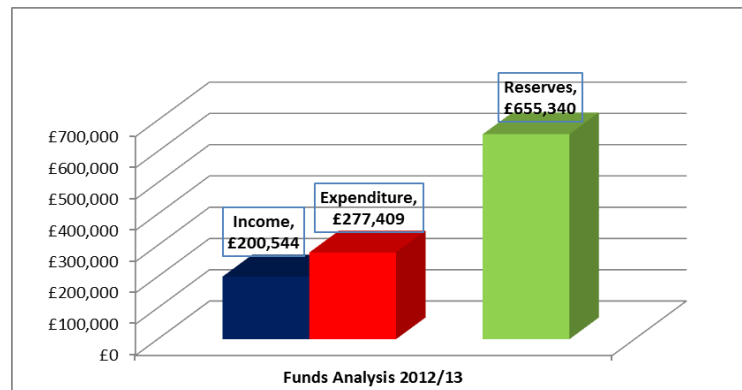
NB includes a small number of councils not currently in membership.

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

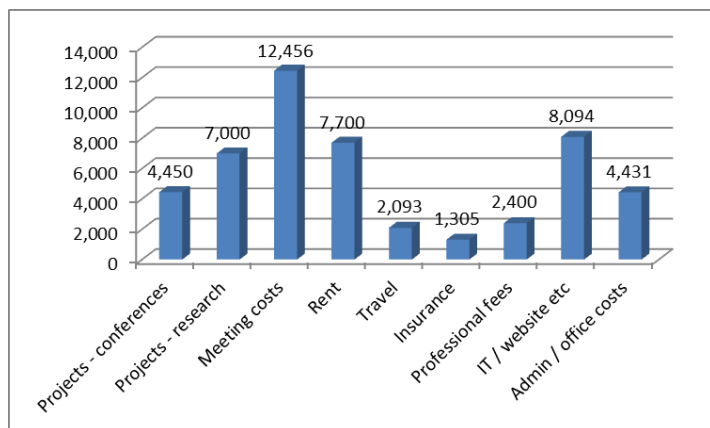
**1) Financial forecast at 28.2.14 for year to 31.3.14**



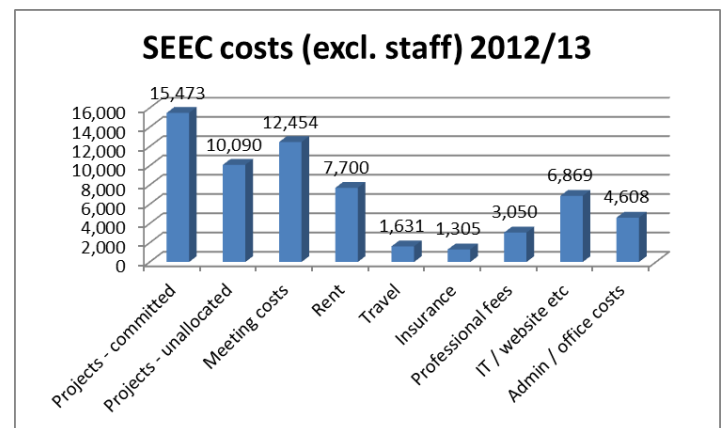
**Comparison: SEEC finances for year to 31.3.13**



**2) SEEC costs (excluding staff): full year forecast 2013-14**



**Comparison: SEEC costs (excluding staff) 2012-13**



**3) SEEC operating costs: full year forecast 2013-14**

