

## Finance Update

### For information

1. A finance update is at Appendix A.

### Discussion

2. At the time of reporting (8 April 2025). The Year End adjustment period remains open for transactions to be posted (Due to close 13<sup>th</sup> April).
3. Salaries underspend is £3k. A 9% pay uprate over a 3 year period has been tabled but not yet agreed with the Trade Union Side (TUS).
4. Commissioners' fees have underspent by £9k. Any fee claims received after 9<sup>th</sup> March 2025 will be charged to next year's budget. This will keep fee, tax and NI in one reporting period.
5. Quarter 4 rent (Estimated at £6,958) has still to be invoiced and an accrual has been requested to recharge this to 2024-25.
6. The London hotel bill and legal fees invoices have also been received late March and a request for accrual to 2024-25 has been made.
7. Main costs during March have been ESRI £3k, Itecs £1.4k and advertising/printing and graphics £10k.
8. Delib (Formerly Citizen Space) contract is being reviewed by Scottish Government procurement team. Contract is due for renewal in May 2025.
9. Annual Costs for 2024-25 have been:

	£ 000's
Staff	191
Commissioners	23.5
Rent	28
Computing	17
Administration	3.5
Travel	2
Advertising	65
Hire of Halls	3
Printing	3
Transcription	3
Legal	1
<b>Total</b>	<b>£340</b>
<b>Budget</b>	<b>£415</b>
<b>Underspend estimate</b>	<b>£75</b>

10. Pat Allan is not attending the meeting on 16 April but can be contacted at [Pat.Allan@scottishboundaries.gov.uk](mailto:Pat.Allan@scottishboundaries.gov.uk)
11. The Commission is invited to note the finance update.

