

Finance Update

For information

1. A finance update is at Appendix A.

Discussion

2. Salaries are expected to be £207k for 2025-26. A further pay rise of 3.5% is due from 1 April 2026.
3. Payroll will close on 10 March 2026. We have estimated outstanding claims as £8k. Please submit final claims ASAP.
4. Q3 accommodation charge was paid during February 2026 and Q4 rent is likely to be accrued to March 2026.
5. Supplier spend to-date is given below with an estimate of likely spend until March 2026.
6. We are unlikely to have any further procurement contracts in place before the election period commences on 26 March 2026.
7. The updated budget 2025-26 is:

Category	<u>Spend To January 2026</u>	<u>Spend to January 2026</u> <u>£000s</u>	<u>Expected Spend for Feb & March</u>	<u>2025/26 Final Forecast</u>
Staff Costs		172.6	34.6	207.2
Commissioners Fees		20.4	8.4	28.8
Accommodation		14.0	14.0	28.0
Administration				
EPC - Corporate card (e.g. Catering and stationery)	1042.69			
NLA Media Licence	506.22			
Postage	44.91			
Ricoh Photocopier	91.96	1.7	0.1	1.8
IT & Website				
Easyspace - Hosting	1876.31			
ESRI - Training	4803.68			
MTC - Website	5986.50			

SG - Scots Connect	4339.99			
Vodafone - Mi Fi	49.69	17.0	8.1	25.1
Travel		0.4	1.2	1.6
Review				
Legal	1646.00			
APS - Printing	1535.12			
Delib - Consultation Portal	17994.00	21.2		
Advertising Refund			-0.9	20.3
Total Spend		247.3	65.5	*313

*Rounded

8. We currently have £102k not committed by contracts or purchase orders and are expected to report a likely underspend ASAP.
9. We are waiting for the budget delegation letter from the sponsor team but are expecting this to be for £415k. The proposed budget for 2026-27 is outlined below;-

	£	£
Salaries	220,000	220,000
Fees	14,000	14,000
Rent	32,000	32,000
Administration		
Research	60,000	
Phones	100	
Catering	200	
Postage	100	
Printing	4,000	
Stationery	100	
Photocopying	100	
Training	4,000	
OPS	1,300	
Licence	100	70,000
IT		
Hardware	3,000	

Software	31,000	
Scots	11,000	45,000
Travel		
Hotels	1,500	
Other Travel	1,500	
Car Hire	500	3,500
Review		
Advertising	20,000	
Transcription	3,000	
Meeting Room Hire	2,500	
Legal	5,000	30,500
	415,000	415,000

10. The Commission is invited to note the finance update.

Secretariat
March 2025

	Budget	Actual												Actual Spend to Date (£)	Forecast Spend Total (£)		Total Expected Spend	Budget less Total Spend
		Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26					
Secretariat Staff Costs	207,000	16,470	16,474	16,471	16,143	16,388	16,470	16,470	16,470	23,929	17,304	17,301	189,889	17,304	17,304	207,193	-193	
Commissioners' Fees	32,000	2,798	876	1,890	9,763	965	1,779	537	896	0	882	438	20,824	8,000	8,000	28,824	3,176	
Subtotal	239,000	19,267	17,350	18,361	25,905	17,353	18,249	17,007	17,366	23,929	18,186	17,739	210,713	25,304	25,304	236,017	2,983	
Accommodation	28,000	0	0	0	7,156	0	0	6,947	0	0	0	6,908	21,012	6,947	6,947	27,959	41	
Administration	73,000	0	20	67	45	46	16	276	12	164	1,040	63	1,748	100	100	1,848	71,152	
IT & Website	27,000	0	0	1,858	3,038	0	2,783	3,332	742	278	5,025	85	17,141	8,000	8,000	25,141	1,859	
T&S	2,000	94	0	71	47	129	0	0	33	0	29	436	839	800	800	1,639	361	
Review Costs	46,000	0	1,535	17,994	0	0	0	0	1646	0	0	-856	20,319	0	0	20,319	25,681	
Subtotal	176,000	94	1,555	19,990	10,286	175	2,799	10,555	2,433	442	6,094	6,636	61,059	15,847	15,847	76,906	99,094	
Overall	415,000	19,361	18,905	38,351	36,192	17,528	21,048	27,562	19,799	24,371	24,280	24,375	271,772	41,151	41,151	312,923	102,077	