

Report to Partnership Meeting of 3 April 2017

FINANCE

Revenue Budget Monitoring Report – 1 April 2016 to 28 February 2017

SUMMARY

This report sets out the revenue monitoring position for the period to 28 February 2017 and the projected year end position.

1. Current Position

- 1.1 The annual budget is as approved at the Board Meeting held on 5 February 2016, subsequently amended for the inclusion of the 2015/16 underspend of £7,231, and the North Bridge to the UHI Inverness Campus grant as part of the Community Links Project.
- 1.2 The attached summary statement shows the financial position to 28 February 2017. In total income and expenditure is broadly in line with the budget out-turn target.

2. Year End Projection

- 2.1 The year to date actual figures represent the transactions for the eleven months ended 28 February 2017 and are in line with management expectations. At present officers are not aware of any anomalies that will distort the overall financial position.
- 2.2 Board Members will note that based on the financial performance to date, it is predicted that at the end of the financial year the budget will deliver an underspend in the region of £7,335, which equates to 0.1% of the total budget.

3. Major Issues and Variances

- 3.1 Included in miscellaneous income are contributions of £4,528 from Argyll & Bute Council, £5,281 from Comhairle nan Eilean Siar and £755 from Highland Council towards the Ferry Availability Studies; £5,000 from Sustrans towards the National Cycle Network project; £15,000 from Highland Council for shared bus shelter costs in Inverness; £135,000 from Highland Council and Comhairle nan Eilean Siar as reimbursement of costs incurred for the Smarter Choices Smarter Places work undertaken for Inverness, Nairn and Stornoway; £35,000 from the constituent Local Authorities as a contribution to the Hi-Travel project; two contributions of £8,317 each from Highlands & Islands Enterprise and Highland Council towards project costs in respect of the Skye Airport Business Case; and the remainder of income is from Scottish Council for Development and Industry recovering shared meeting rooms and kitchen costs.
- 3.2 The underspend in staff costs is due to a staff member retiring, and another was on maternity leave earlier in the year.
- 3.3 Costs associated with the SPARA 2020 European project will be subject to the

submission of grant claims in the future.

- 3.4 There are a number of significant invoices awaited, and also commitments made for research & strategy development and other project work. These amounts are shown in the "Committed" column in the financial monitoring statement.
- 3.5 Statute requires HITRANS to deliver a balanced budget by the end of the financial year, and based on the financial information to date, this requirement will be fulfilled.

4. Recommendation

- 4.1 Board Members are asked to approve the above information as well as the attached schedule showing the revenue monitoring position for the period to 28 February 2017.

Report by: Mike Mitchell
Designation: Partnership Treasurer
Date: 4th April 2017

HITRANS - SUMMARY							
STATEMENT OF REVENUE MONITORING TO:		28TH FEBRUARY 2017					
2015/2016	2016/2017						
ACTUAL	BUDGET HEADINGS	ANNUAL BUDGET	BUDGET TO DATE	ACTUAL TO DATE	COMMITTED	TO GO	PROJECTED OUTTURN
	INCOME						
(£200,000)	Councils	(£200,000)	(£200,000)	(£200,000)	£0	£0	(£200,000)
(£200,000)	Scottish Government - Match Funding	(£200,000)	(£183,333)	(£183,333)	£0	(£16,667)	(£200,000)
(£322,750)	Scottish Government - Regional Transport Strategy	(£322,750)	(£274,417)	(£274,417)	£0	(£48,333)	(£322,750)
(£100,000)	Grants - SUSTRANS	(£100,000)	(£100,000)	(£118,601)	£0	£0	(£118,601)
(£186,607)	Other Misc Income	£0	£0	(£219,051)	£0	£0	(£219,051)
(£132,020)	Bus Investment Fund	£0	£0	(£148,710)	£0	£0	(£148,710)
	Community Links Projects						
(£500,000)	NCN78 Ballachulish to Corran Ferry	£0	£0	£0	£0	£0	£0
£0	North Bridge, UHI Inverness Campus	(£610,000)	£0	£0	£0	£0	£0
(£255,000)	South Bridge, UHI Inverness Campus	£0	£0	£0	£0	£0	£0
(£224,436)	Hi-Travel Project	£0	£0	(£92,289)	£0	£0	(£92,289)
(£13,840)	Food Port Project	£0	£0	£0	£0	£0	£0
(£4,490)	SPARA 2020 Project	£0	£0	£0	£0	£0	£0
(£302)	Interest on Revenue Balances	£0	£0	£0	£0	£0	£0
(£28,152)	2014/15 Surplus	(£7,231)	(£7,231)	(£7,233)	£0	£0	(£7,233)
(£2,167,597)		(£1,439,981)	(£764,981)	(£1,243,634)	£0	(£65,000)	(£1,308,634)
	DIRECT RUNNING COSTS						
£305,500	Staff	£323,000	£296,084	£274,992	£0	£26,208	£301,200
£38,308	Staff & Members/Advisers Travel and Subsistence	£36,000	£33,000	£25,500	£0	£4,500	£30,000
£13,436	Partnership/Consultation Meetings	£12,000	£11,000	£10,154	£0	£846	£11,000
£24,549	Office Costs - Property	£22,000	£20,167	£22,531	£0	£469	£23,000
£24,923	Office Costs - Admin	£20,000	£18,333	£19,865	£0	£2,135	£22,000
£406,716		£413,000	£378,584	£353,042	£0	£34,158	£387,200
	PROGRAMME COSTS						
£8,704	Publicity	£10,000	£9,167	£11,724	£0	£776	£12,500
£421,151	Research & Strategy Development	£230,981	£230,000	£355,411	£60,563	£70,488	£425,899
£119,694	Active Travel - SUSTRANS Project Work	£100,000	£0	£19,319	£70,155	£80,681	£100,000
£35,261	HiTravel Travel Information and SPARA Projects	£36,000	£33,000	£94,725	£0	£9,625	£104,350
£132,020	East Inverness Bus Improvement Corridor Project	£0	£0	£109,528	£37,052	£37,472	£147,000
	Community Links Projects						
£500,000	NCN78 Ballachulish to Corran Ferry	£0	£0	£0	£0	£0	£0
£0	North Bridge, UHI Inverness Campus	(£610,000)	£0	£0	£0	£0	£0
£255,000	South Bridge, UHI Inverness Campus	£0	£0	£0	£0	£0	£0
£224,436	Hi-Travel Project	£0	£0	£53,085	£33,302	£33,915	£87,000
£1,696,266		£986,981	£272,167	£643,792	£201,072	£232,957	£876,749
£37,692	Finance and Administrative Services	£40,000	£25,000	£23,082	£14,268	£14,268	£37,350
£2,140,674	TOTAL COSTS	£1,439,981	£675,751	£1,019,916	£215,340	£281,383	£1,301,299
(£26,923)	(UNDER) / OVERSPEND	£0	(£89,230)	(£223,718)	£215,340	£216,383	(£7,335)