

## **Report to Partnership Meeting 13 November 2020**

### **FINANCE**

#### **Revenue Budget Monitoring Report – 1 April 2020 to 31 October 2020**

#### **SUMMARY**

This report sets out the revenue monitoring position for the period to 31 October 2020 and the projected year end position.

#### **1. Current Position**

- 1.1 The annual budget is as approved at the Board Meeting held on 7 February 2020, subsequently amended for the inclusion of the 2019/20 underspend of £7,072. The budget also includes income from Highland Council, as part of the Inverness City Active Travel Network Programme, and income contributions for research and strategy development work.
- 1.2 The attached summary statement shows the financial position to 31 October 2020. 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 seven months ended 31 October 2020 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 a balanced budget.
- 2.3 Board Members will recall approval was given for employing a Business Support Assistant to give administrative and financial claims support in the delivery of European funded projects. Allowance for the increase would be reflected in the staffing budget. The monitoring statement indicates a year end overspend for this post, however given the COVID-19 pandemic there are compensating underspends in the overall direct running costs budget. This will allow further work to be undertaken within the research and strategy development budget.

#### **3. Major Issues and Variances**

- 3.1 At present there are no major issues or variances to highlight.
- 3.2 Miscellaneous income consists of contributions totalling £35,000 from constituent Local Authorities for contributions towards the cost of public transport information.
- 3.3 Grant monies are due for most of the European projects and will be received in the current year and next financial year.

#### **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 31 October 2020.

**Report by:** Mike Mitchell  
**Designation:** Partnership Treasurer  
**Date:** 12<sup>th</sup> November 2020

<b>HITRANS - SUMMARY</b>						
<b>STATEMENT OF REVENUE MONITORING TO:</b>			<b>31ST OCTOBER 2020</b>			
<b>2019/2020</b>		<b>2020/2021</b>				
<b>ACTUAL</b>	<b>BUDGET HEADINGS</b>	<b>ANNUAL BUDGET</b>	<b>BUDGET TO DATE</b>	<b>ACTUAL TO DATE</b>	<b>TO GO</b>	<b>PROJECTED OUTTURN</b>
	<b>INCOME</b>					
(£200,000)	Councils	(£200,000)	(£200,000)	(£200,000)	£0	(£200,000)
(£200,000)	Scottish Government - Match Funding	(£200,000)	(£116,667)	(£116,667)	(£83,333)	(£200,000)
(£322,750)	Scottish Government - Regional Transport Strategy	(£322,750)	(£85,083)	(£85,083)	(£237,667)	(£322,750)
(£200,000)	Grants - Sustrans	(£100,000)	(£35,000)	(£31,957)	(£68,043)	(£100,000)
(£185,315)	Grants - Regional Active Travel Fund	(£267,000)	(£150,000)	(£143,486)	(£123,514)	(£267,000)
(£260,000)	Grants - Transport Scotland Active Travel Fund	£0	£0	£0	£0	£0
(£25,000)	Grants - Scottish Islands Passport	£0	£0	£0	£0	£0
(£253,475)	Other Misc Income	(£100,000)	(£35,000)	(£35,000)	(£65,000)	(£100,000)
	<b>Community Links Projects</b>					£0
(£125,109)	Inverness City Active Travel Network Programme	(£60,000)	£0	£0	(£60,000)	(£60,000)
	<b>European Projects</b>					£0
(£491,069)	SPARA 2020 Project	£0	£0	£0	£0	£0
(£56,410)	ERDF Smart Cities	£0	£0	£0	(£25,000)	(£25,000)
(£128,427)	G-PaTRA	£0	£0	(£9,787)	(£40,213)	(£50,000)
(£21,541)	Stronger Combined	£0	£0	£0	(£25,000)	(£25,000)
(£10,199)	MOVE Project	£0	£0	(£599)	(£14,401)	(£15,000)
(£26,019)	PAVe Project	£0	£0	£0	(£20,000)	(£20,000)
£0	MaaS Project	£0	£0	(£172,948)	(£77,052)	(£250,000)
(£23,389)	2019/20 Surplus	(£7,072)	(£7,072)	(£7,072)	£0	(£7,072)
<b>(£2,528,703)</b>		<b>(£1,256,822)</b>	<b>(£628,822)</b>	<b>(£802,599)</b>	<b>(£839,223)</b>	<b>(£1,641,822)</b>
	<b>DIRECT RUNNING COSTS</b>					
£395,645	Staff Salary Costs	£406,000	£236,833	£252,019	£179,981	£432,000
£25,173	Staff & Members/Advisers Travel and Subsistence	£28,000	£16,333	£3,597	£6,403	£10,000
£16,899	Partnership/Consultation Meetings	£12,000	£7,000	£86	£3,914	£4,000
£21,603	Office Costs - Property	£22,000	£12,833	£8,286	£13,714	£22,000
£20,194	Office Costs - Admin	£20,000	£11,667	£18,654	£1,346	£20,000
<b>£479,514</b>		<b>£488,000</b>	<b>£284,666</b>	<b>£282,642</b>	<b>£205,358</b>	<b>£488,000</b>
	<b>PROGRAMME COSTS</b>					
£12,542	Publicity	£10,000	£5,833	£5,901	£4,099	£10,000
£512,026	Research & Strategy Development	£299,822	£120,000	£162,603	£57,219	£219,822
£67,029	Active Travel - Sustrans Project Work	£100,000	£58,333	£64,486	£35,514	£100,000
£177,849	Regional Active Travel Fund	£267,000	£150,000	£135,114	£131,886	£267,000
£259,999	Transport Scotland Active Travel Fund	£0	£0	£0	£0	£0
£24,090	Scottish Islands Passport	£0	£0	£75,080	(£75,080)	£0
	<b>Community Links Projects</b>					£0
£75,936	Inverness City Active Travel Network Programme	£52,000	£30,333	£30,153	£21,847	£52,000
	<b>European Projects</b>					£0
£510,058	SPARA 2020 Project	£0	£0	£0	£0	£0
£112,821	ERDF Smart Cities	£0	£0	£34,034	£15,966	£50,000
£173,803	G-PaTRA	£0	£0	£31,103	£18,897	£50,000
£32,309	INCLUSION Project	£0	£0	£11,417	£3,583	£15,000
£3,422	Stronger Combined	£0	£0	£35,502	£14,498	£50,000
£10,332	MOVE Project	£0	£0	£7,070	£22,930	£30,000
£31,861	PAVe Project	£0	£0	£98	£19,902	£20,000
£0	MaaS Project	£0	£0	£202,947	£47,053	£250,000
<b>£2,004,077</b>		<b>£728,822</b>	<b>£364,499</b>	<b>£795,508</b>	<b>£318,314</b>	<b>£1,113,822</b>
<b>£38,040</b>	<b>Finance and Administrative Services</b>	<b>£40,000</b>	<b>£0</b>	<b>£0</b>	<b>£40,000</b>	<b>£40,000</b>
<b>£2,521,631</b>	<b>TOTAL COSTS</b>	<b>£1,256,822</b>	<b>£649,165</b>	<b>£1,078,150</b>	<b>£563,672</b>	<b>£1,641,822</b>
<b>(£7,072)</b>	<b>(UNDER) / OVERSPEND</b>	<b>£0</b>	<b>£20,343</b>	<b>£275,551</b>	<b>(£275,551)</b>	<b>£0</b>