

Report to Partnership Meeting 24 April 2020

FINANCE

Revenue Budget Monitoring Report – 1 April 2019 to 29 February 2020

SUMMARY

This report sets out the revenue monitoring position for the period to 29 February 2020 and the projected year end position.

1. Current Position

- 1.1 The annual budget is as approved at the Board Meeting held on 8 February 2019, subsequently amended for the inclusion of the 2018/19 underspend of £23,389. The budget also includes grants received from the Scottish Government's Regional Active Travel Fund and Transport Scotland Active Travel Fund, as well as 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 29 February 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 eleven months ended 29 February 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 an underspend in the region of £8,450.

3. Major Issues and Variances

- 3.1 The outturn estimate for miscellaneous income includes income from various external organisations, including constituent authorities, by way of contributions towards project expenditure incurred under the research & strategy development budget line.
- 3.2 Grant monies are due for most of the European projects and will be accrued as revenue in the 2019/20 financial accounts.
- 3.3 Collectively staff & members/advisers travel and subsistence cumulatively are underspent by £4,000. The underspend is due to a combination of more efficient use of officers time in attending meetings and conducting their research and strategy development work. The underspend addresses the majority of the partnership/consultation meetings overspend due to one of the Highland meetings held in Brora.

- 3.4 The spend to date on property, administration and publicity costs currently exceed the annual budgets due to 2020/21 expenditure, however these costs will be accrued in the financial accounts and will bring these within their allocated budget.
- 3.5 The overspend on research & strategy development budget is offset by miscellaneous income highlighted in 3.1 above.
- 3.6 Due to the change in legislation Regional Transport Partnerships can now hold a General Fund Reserve, therefore any underspend will be credited to the Reserve. Any overspends will continue to be proportionately levied on the Constituent Local Authorities.

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 29 February 2020.

Report by: Mike Mitchell
Designation: Partnership Treasurer
Date: 14 April 2020

HITRANS - SUMMARY						
STATEMENT OF REVENUE MONITORING TO:		29TH FEBRUARY 2020				
2018/2019		2019/2020				
ACTUAL	BUDGET HEADINGS	ANNUAL BUDGET	BUDGET TO DATE	ACTUAL TO DATE	TO GO	PROJECTED OUTTURN
	INCOME					
(£200,000)	Councils	(£200,000)	(£200,000)	(£200,000)	£0	(£200,000)
(£200,000)	Scottish Government - Match Funding	(£200,000)	(£183,333)	(£183,333)	(£16,667)	(£200,000)
(£322,750)	Scottish Government - Regional Transport Strategy	(£322,750)	(£214,417)	(£214,417)	(£108,333)	(£322,750)
(£127,006)	Scottish Government - Green Bus Fund	£0	£0	£0	£0	£0
(£112,325)	Grants - Sustrans	(£100,000)	(£100,000)	(£100,000)	£0	(£100,000)
£0	Grants - Regional Active Travel Fund	(£267,000)	(£135,000)	(£133,694)	(£1,306)	(£135,000)
£0	Grants - Transport Scotland Active Travel Fund	(£240,000)	(£240,000)	(£240,000)	£0	(£240,000)
(£115,000)	Grants - Press'NRide	£0	£0	£0	£0	£0
(£117,736)	Other Misc Income	(£75,000)	(£68,750)	(£66,076)	(£257,924)	(£324,000)
	Community Links Projects					
(£75,000)	Inverness Station Project	£0	£0	£0	£0	£0
£0	Inverness City Active Travel Network Programme	(£82,000)	(£38,000)	(£37,357)	(£51,143)	(£88,500)
	European Projects					
(£186,218)	SPARA 2020 Project	£0	£0	(£479,843)	£0	(£479,843)
(£103,175)	ERDF Smart Cities	£0	£0	£0	(£50,000)	(£50,000)
(£3,630)	G-PaTRA	£0	£0	£0	(£146,500)	(£146,500)
£0	INCLUSION Project	£0	£0	£0	(£33,000)	(£33,000)
(£24,458)	2018/19 Surplus	(£23,389)	(£23,389)	(£23,389)	£0	(£23,389)
(£1,587,298)		(£1,510,139)	(£1,202,889)	(£1,678,109)	(£664,873)	(£2,342,982)
	DIRECT RUNNING COSTS					
£346,145	Staff Salary Costs	£393,000	£360,250	£360,747	£32,253	£393,000
£28,986	Staff & Members/Advisers Travel and Subsistence	£30,000	£27,500	£24,467	£1,533	£26,000
£11,263	Partnership/Consultation Meetings	£10,000	£9,167	£14,083	£917	£15,000
£19,305	Office Costs - Property	£22,000	£20,167	£21,600	(£600)	£21,000
£25,383	Office Costs - Admin	£20,000	£18,333	£24,915	(£4,915)	£20,000
£431,082		£475,000	£435,417	£445,812	£29,188	£475,000
	PROGRAMME COSTS					
£10,875	Publicity	£10,000	£9,167	£14,320	(£1,320)	£13,000
£444,706	Research & Strategy Development	£280,250	£250,000	£471,165	£23,809	£494,974
£132,013	Active Travel - Sustrans Project Work	£100,000	£68,000	£67,029	£2,971	£70,000
£0	Regional Active Travel Fund	£267,000	£130,000	£127,507	£2,493	£130,000
£0	Transport Scotland Active Travel Fund	£240,000	£240,000	£239,999	£1	£240,000
£1,117	Car Club Development	£0	£0	£0	£0	£0
£0	Scottish Islands Passport	£0	£0	£19,373	£5,627	£25,000
	Community Links Projects					
£30,000	Inverness Station Project	£0	£0	£0	£0	£0
£24,918	Inverness City Active Travel Network Programme	£74,500	£72,000	£71,786	£2,714	£74,500
	European Projects					
£191,945	SPARA 2020 Project	£0	£0	£510,058	£0	£510,058
£123,048	ERDF Smart Cities	£23,389	£15,000	£12,378	£3,622	£16,000
£133,069	G-PaTRA	£0	£0	£173,150	£6,850	£180,000
£2,597	INCLUSION Project	£0	£0	£23,783	£9,217	£33,000
£181	Stronger Combined	£0	£0	£2,181	£2,819	£5,000
£455	MOVE Project	£0	£0	£4,144	£856	£5,000
£0	PAVe Project	£0	£0	£21,203	£3,797	£25,000
£1,094,924		£995,139	£784,167	£1,758,076	£63,456	£1,821,532
£37,903	Finance and Administrative Services	£40,000	£4,000	£3,337	£34,663	£38,000
£1,563,909	TOTAL COSTS	£1,510,139	£1,223,584	£2,207,225	£127,307	£2,334,532
(£23,389)	(UNDER) / OVERSPEND	£0	£20,695	£529,116	(£537,566)	(£8,450)