

Report to Partnership Meeting 11 September 2020

FINANCE

Revenue Budget Monitoring Report – 1 April 2019 to 31 March 2020

SUMMARY

This report sets out the final outturn revenue monitoring position for the year ended 31 March 2020.

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 final outturn financial position for the year ended 31 March 2020. The figures show an underspend of £7,072. The February monitoring statement, reported to the April Board meeting, predicted an underspend of £8,450 at the end of the financial year.

2. Year End Projection

- 2.1 The year to date actual figures represent the transactions for the year ended 31 March 2020 and are in line with management expectations. The audit of the annual accounts is currently underway with a progress update presented to the Board later on the agenda.
- 2.2 Board Members will note that based on the financial performance to date, the final outturn shows an overall underspend of £7,072. The underspend, due to a change in legislation included in the Transport (Scotland) 2019, is transferred to the Partnership's General Fund Reserve.

3. Major Issues and Variances

- 3.1 Miscellaneous income consists of contributions totalling £192,442 from Orkney Islands Council and Highlands & Islands Enterprise (HIE) in respect of the preparation of an Outline Business Case for the Orkney Inter-Island Transport Study; £17,886 from Highland Council for the options appraisal work on the Corran Narrows; a £7,000 contribution from HIE towards the cost of the Aviation 2050 Study; £35,000 from constituent Local Authorities for contributions towards the cost of public transport information; and £1,147 from other Regional transport Partnerships to cover their respective share of meeting costs.

- 3.2 Grant monies are due for Sustrans, ERDF Smart Cities, G-Patra, Stronger Combined and MOVE projects and have been accrued as revenue in the 2019/20 financial accounts. The grants due are in respect of the expenditure incurred on European projects and other active travel work.
- 3.3 Collectively staff & members/advisers travel and subsistence cumulatively are underspent by £2,182. 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, in part, addresses the partnership/consultation meetings overspend due to one of the Highland meetings held in Brora.
- 3.4 The overspend on research & strategy development budget is offset by miscellaneous income highlighted in 3.1 above and an additional grant due from Sustrans.
- 3.5 Finance and administrative services comprises audit fee and charges from Councils for the provision of financial, personnel, legal and administrative services. The underspend is attributed to Highland Council for the cost of financial services.
- 3.6 Due to the change in legislation Regional Transport Partnerships can now hold a General Fund Reserve, therefore the underspend has been 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 final outturn revenue monitoring position for the year ended 31 March 2020.

Report by: Mike Mitchell
Designation: Partnership Treasurer
Date: 10th September 2020

HITRANS - SUMMARY					
STATEMENT OF REVENUE OUTTURNS:			31ST MARCH 2020 - FINAL		
2018/2019				2018/2019	
ACTUAL	BUDGET	ANNUAL		ACTUAL	(OVER) /
	HEADINGS	BUDGET		TO DATE	UNDER
	INCOME				
(£200,000)	Councils	(£200,000)		(£200,000)	£0
(£200,000)	Scottish Government - Match Funding	(£200,000)		(£200,000)	£0
(£322,750)	Scottish Government - Regional Transport Strategy	(£322,750)		(£322,750)	£0
(£127,006)	Scottish Government - Green Bus Fund	£0		£0	£0
(£112,325)	Grants - Sustrans	(£100,000)		(£200,000)	£100,000
£0	Grants - Regional Active Travel Fund	(£267,000)		(£185,315)	(£81,685)
£0	Grants - Transport Scotland Active Travel Fund	(£240,000)		(£260,000)	£20,000
£0	Grants - Scottish Islands Passport	£0		(£25,000)	£25,000
(£115,000)	Grants - Press'NRide	£0		£0	£0
(£117,736)	Other Misc Income	(£75,000)		(£253,475)	£178,475
	Community Links Projects				
(£75,000)	Inverness Station Project	£0		£0	£0
£0	Inverness City Active Travel Network Programme	(£82,000)		(£125,109)	£43,109
	European Projects				
(£186,218)	SPARA 2020 Project	£0		(£491,069)	£491,069
(£103,175)	ERDF Smart Cities	£0		(£56,410)	£56,410
(£3,630)	G-PaTRA	£0		(£128,427)	£128,427
£0	Stronger Combined	£0		(£21,541)	£21,541
£0	MOVE Project	£0		(£10,199)	£10,199
£0	PAVe Project	£0		(£26,019)	£26,019
(£24,458)	2018/19 Surplus	(£23,389)		(£23,389)	£0
(£1,587,298)		(£1,510,139)		(£2,528,703)	£1,018,564
	DIRECT RUNNING COSTS				
£346,145	Staff Salary Costs	£393,000		£395,645	(£2,645)
£28,986	Staff & Members/Advisers Travel and Subsistence	£30,000		£25,173	£4,827
£11,263	Partnership/Consultation Meetings	£10,000		£16,899	(£6,899)
£19,305	Office Costs - Property	£22,000		£21,603	£397
£25,383	Office Costs - Administration	£20,000		£20,194	(£194)
£431,082		£475,000		£479,514	(£4,514)
	PROGRAMME COSTS				
£10,875	Publicity	£10,000		£12,542	(£2,542)
£444,706	Research & Strategy Development	£280,250		£512,026	(£231,776)
£132,013	Active Travel - Sustrans Project Work	£100,000		£67,029	£32,971
£0	Regional Active Travel Fund	£267,000		£177,849	£89,151
£0	Transport Scotland Active Travel Fund	£240,000		£259,999	(£19,999)
£1,117	Car Club Development	£0		£0	£0
£0	Scottish Islands Passport	£0		£24,090	(£24,090)
	Community Links Projects				
£30,000	Inverness Station Project	£0		£0	£0
£24,918	Inverness City Active Travel Network Programme	£74,500		£75,936	(£1,436)
	European Projects				
£191,945	SPARA 2020 Project	£0		£510,058	(£510,058)
£123,048	ERDF Smart Cities	£23,389		£112,821	(£89,432)
£133,069	G-PaTRA	£0		£173,803	(£173,803)
£2,597	INCLUSION Project	£0		£32,309	(£32,309)
£181	Stronger Combined	£0		£3,422	(£3,422)
£455	MOVE Project	£0		£10,332	(£10,332)
£0	PAVe Project	£0		£31,861	(£31,861)
£1,094,924		£995,139		£2,004,077	(£1,008,938)
£37,903	Finance and Administrative Services	£40,000		£38,040	£1,960
£1,563,909	TOTAL COSTS	£1,510,139		£2,521,631	(£1,011,492)
(£23,389)	(UNDER) / OVERSPEND	£0		(£7,072)	£7,072