



## Report to Partnership Meeting of 12 November 2021

### FINANCE

#### Revenue Budget Monitoring Report – 1 April 2021 to 31 October 2021

#### SUMMARY

This report sets out the revenue monitoring position for the period to 31 October 2021 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 2021, subsequently amended for the inclusion of the 2020/21 General Reserve Fund balance carried forward of £4,014. 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 2021. 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 2021 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.

#### 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; £2,400 for the Hi-Travel liftshare car-sharing platform from Moray and Argyll & Bute Councils, £1,200 each; £1,833 as a contribution towards the cost of Hi-Bike advertising; and £8,355 for staff time on the SATE project, an Innovate UK project.
- 3.3 Grant monies are due for the Regional Active Travel Fund, Scottish Islands Passport project, SUSTRANS, SCSP Fund, ERDF Smart Cities, G-Patra, Stronger Combined, MaaS, FASTER and MOVE projects and due are in respect of the expenditure incurred on European projects and other active travel work. Grant monies will be received in the current year and next financial year.

3.4 Overall the direct running costs budget of the Partnership is estimating a modest underspend due to the ongoing COVID- 19 pandemic.

**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 2021.

**Report by:** Mike Mitchell  
**Designation:** Partnership Treasurer  
**Date:** 11<sup>th</sup> November 2021

<b>HITRANS - SUMMARY</b>						
<b>STATEMENT OF REVENUE MONITORING TO:</b>		<b>31ST OCTOBER 2021</b>				
2020/2021		2021/2022				
ACTUAL	BUDGET HEADINGS	ANNUAL BUDGET	BUDGET TO DATE	ACTUAL TO DATE	TO GO	PROJECTED OUTTURN
	<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)
(£90,393)	Grants - Sustrans	(£100,000)	£0	£0	(£100,000)	(£100,000)
(£494,502)	Grants - Regional Active Travel Fund	(£267,000)	(£267,000)	(£431,788)	(£18,212)	(£450,000)
(£261,519)	Grants - Scottish Islands Passport	£0	£0	(£49,669)	(£100,331)	(£150,000)
(£305,569)	Other Misc Income	(£98,000)	(£45,000)	(£47,588)	(£50,412)	(£98,000)
	<b>Community Links Projects</b>					
(£59,473)	Inverness City Active Travel Network Programme	(£90,000)	£0	£0	(£90,000)	(£90,000)
	<b>European Projects</b>					
(£21,648)	ERDF Smart Cities	£0	£0	£0	(£264,000)	(£264,000)
(£49,419)	G-PaTRA	£0	£0	£0	(£20,000)	(£20,000)
(£12,083)	INCLUSION Project	£0	£0	£0	(£7,500)	(£7,500)
(£67,214)	Stronger Combined	£0	£0	£0	(£50,000)	(£50,000)
(£39,784)	MOVE Project	£0	£0	£0	(£50,000)	(£50,000)
(£201,314)	PAVe Project	£0	£0	(£23,503)	(£76,497)	(£100,000)
(£323,024)	MaaS Project	£0	£0	£0	(£100,000)	(£100,000)
£0	FASTER Project	£0	£0	£0	(£40,000)	(£40,000)
£0	Ride2Autonomy	£0	£0	(£24,711)	(£25,289)	(£50,000)
(£3,058)	2020/21 Surplus	(£4,014)	(£4,014)	(£4,014)	£0	(£4,014)
<b>(£2,651,750)</b>		<b>(£1,281,764)</b>	<b>(£717,764)</b>	<b>(£983,023)</b>	<b>(£1,313,241)</b>	<b>(£2,296,264)</b>
	<b>DIRECT RUNNING COSTS</b>					
£405,437	Staff Salary Costs	£412,000	£240,333	£247,166	£176,834	£424,000
£1,919	Staff & Members/Advisers Travel and Subsistence	£14,000	£8,167	£1,996	£3,004	£5,000
£136	Partnership/Consultation Meetings	£6,000	£3,500	£547	£1,453	£2,000
£20,206	Office Costs - Property	£22,000	£12,833	£11,063	£10,937	£22,000
£28,444	Office Costs - Admin	£25,000	£14,583	£13,132	£11,868	£25,000
<b>£456,142</b>		<b>£479,000</b>	<b>£279,416</b>	<b>£273,904</b>	<b>£204,096</b>	<b>£478,000</b>
	<b>PROGRAMME COSTS</b>					
£9,681	Publicity	£10,000	£5,833	£11,746	£1,254	£13,000
£453,222	Research & Strategy Development	£307,764	£190,000	£188,969	£3,295	£192,264
£133,330	Active Travel - Sustrans Project Work	£100,000	£80,000	£97,534	£2,466	£100,000
£488,509	Regional Active Travel Fund	£267,000	£267,000	£438,097	£11,903	£450,000
£145,351	Scottish Islands Passport	£0	£0	£130,429	£19,571	£150,000
	<b>Community Links Projects</b>					
£51,716	Inverness City Active Travel Network Programme	£78,000	£0	£43,363	£34,637	£78,000
	<b>European Projects</b>					
£121,671	ERDF Smart Cities	£0	£0	£305,919	£24,081	£330,000
£63,052	G-PaTRA	£0	£0	£1,815	£18,185	£20,000
£21,873	INCLUSION Project	£0	£0	£0	£15,000	£15,000
£74,208	Stronger Combined	£0	£0	£3,304	£46,696	£50,000
£71,278	MOVE Project	£0	£0	£51,024	£48,976	£100,000
£198,218	PAVe Project	£0	£0	£53,253	£46,747	£100,000
£323,024	MaaS Project	£0	£0	£90,523	£9,477	£100,000
£1,704	FASTER Project	£0	£0	£53,155	£26,845	£80,000
<b>£2,156,837</b>		<b>£762,764</b>	<b>£542,833</b>	<b>£1,469,131</b>	<b>£309,133</b>	<b>£1,778,264</b>
<b>£38,771</b>	<b>Finance and Administrative Services</b>	<b>£40,000</b>	<b>£0</b>	<b>£300</b>	<b>£39,700</b>	<b>£40,000</b>
<b>£2,651,750</b>	<b>TOTAL COSTS</b>	<b>£1,281,764</b>	<b>£822,249</b>	<b>£1,743,335</b>	<b>£552,929</b>	<b>£2,296,264</b>
<b>£0</b>	<b>(UNDER) / OVERSPEND</b>	<b>£0</b>	<b>£104,485</b>	<b>£760,312</b>	<b>(£760,312)</b>	<b>£0</b>