



## Report to Partnership Meeting 2 February 2024

### FINANCE

#### Revenue Budget Monitoring Report – 1 April 2023 to 31 December 2023

#### SUMMARY

This report sets out the revenue monitoring position for the period to 31 December 2023 and the projected year end position.

#### 1. Current Position

- 1.1 The annual budget is as approved at the Board Meeting held on 4 February 2023. 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 December 2023. The variance to budget to date is a £1.318m overspend, this is due to time differences mainly with income still due as claims are made after the costs are spent. It is expected the year end position will be an underspend of £0.128m which is due to spend on the PAVE Project offset with income for the Dalcross Airport project which will be held in reserves to support sustainable travel from the station to the airport terminal.

#### 2. Year End Projection

- 2.1 The year-to-date actual figures represent the transactions for the nine months ended 31 December 2023. Despite the overspend showing 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 there will be an underspend of £0.128m which relates to some remaining costs for the PAVE project that finished in February 2023 and therefore all the income was in 2022/23, offset with income received for Dalcross airport which is being held to support sustainable travel from the station to the airport terminal. This will increase reserves from £0.064m at the end of 2022/23, to £0.192m at the end of the year.
- 2.3 Due to the change in legislation Regional Transport Partnerships can now hold a General Fund Reserve, therefore any under or overspend will be credited to the Reserve. Any overspends will continue to be proportionately levied on the Constituent Local Authorities.

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

- 3.1 The main variance is due to income for projects which hasn't been received from partners yet. The budget has been phased all at the start of the year when, in reality the income will come in towards the end of the project or during the year when the claims are due to be made.
- 3.2 2022/23 grant monies are still due for ERDF, FASTER, G-Patra, PAVe and Ride 2 Autonomy, and 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 will match expenditure incurred.
- 3.3 Staff budget currently looks to be on target to meet the annual budget.
- 3.4 Variances on European Projects are due to the budget being all within the European and Other Project Salary costs line, where the actuals are split over the relevant project.

### **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 December 2023.

**Report by:** Carolyn Moir  
**Designation:** Partnership Treasurer  
**Date:** 2<sup>nd</sup> February 2024

**STATEMENT OF REVENUE MONITORING**  
**TO: 31 DECEMBER 23**

2022/2023		2023/2024				
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)	(£200,000)	£0	(£200,000)	(£200,000)
(£322,750)	Scottish Government - Regional Transport Strategy	(£322,750)	(£322,750)	(£168,750)	(£154,000)	(£322,750)
(£97,375)	Grants - Sustrans	£0	£0	£0	£0	£0
(£1,112,826)	Grants - Regional Active Travel Fund	(£1,055,000)	(£1,055,000)	(£43,553)	(£956,447)	(£1,000,000)
(£961)	Grants - Scottish Islands Passport	£0	£0	(£47,959)	(£47,041)	(£95,000)
(£70,670)	Other Misc Income	£0	£0	(£208,681)	(£1,319)	(£210,000)
	<b>Community Links Projects</b>					
(£169,538)	Inverness City Active Travel Network Programme	(£100,000)	(£100,000)	(£28,719)	(£171,281)	(£200,000)
	<b>European Projects</b>					
£0	European and Other Project Grants	(£188,000)	(£188,000)	£0	£0	£0
(£257,532)	ERDF	£0	£0	£0	(£33,825)	(£33,825)
(£95,318)	G-Patra	£0	£0	£0	(£50,241)	(£50,241)
	CnES	£0	£0	(£50,000)	£0	(£50,000)
£0	Inclusion	£0	£0	£0	£0	£0
(£26,002)	Stronger Combined	£0	£0	£0	(£10,000)	(£10,000)
(£72,218)	MOVE Project	£0	£0	£0	£0	£0
(£1,043,305)	PAVe	£0	£0	£0	£0	£0
(£240,372)	Maas	£0	£0	(£40,005)	(£69,995)	(£110,000)
(£298,350)	FASTER	£0	£0	(£17,235)	(£749,765)	(£767,000)
(£53,187)	Ride 2Autonomy	£0	£0	£0	£0	£0
(£102,731)	EHUBS	£0	£0	£0	(£150,201)	(£150,201)
(£38,773)	SATE	£0	£0	(£26,069)	(£24,911)	(£50,980)
(£148,750)	EVIF	£0	£0	(£36,250)	(£46,025)	(£82,275)
(£6,134)	Ruralities	£0	£0	(£11,046)	£5,546	(£5,500)
£0	Hi-Bike	£0	£0	(£17,083)	(£75,317)	(£92,400)
£0	DRT APP	£0	£0	£0	(£34,286)	(£34,286)
£17,031	2022/23 Surplus (Deficit)	£0	£0	£0	£0	£0
<b>(£4,539,760)</b>		<b>(£2,065,750)</b>	<b>(£2,065,750)</b>	<b>(£895,350)</b>	<b>(£2,769,108)</b>	<b>(£3,664,458)</b>
	<b>DIRECT RUNNING COSTS</b>					
£455,369	Staff Salary Costs	£449,500	£337,125	£297,004	£152,496	£449,500
£19,656	Staff & Members/Advisers Travel and Subsistence	£14,000	£10,500	£12,324	£1,676	£14,000
£14,071	Partnership/Consultation Meetings	£6,000	£4,500	£10,691	£309	£11,000
£17,226	Office Costs - Property	£22,000	£16,500	£15,634	£1,366	£17,000
£23,267	Office Costs - Admin	£25,000	£18,750	£20,557	£4,443	£25,000
<b>£529,589</b>		<b>£516,500</b>	<b>£387,375</b>	<b>£356,210</b>	<b>£160,290</b>	<b>£516,500</b>
	<b>PROGRAMME COSTS</b>					
£11,150	Publicity	£10,000	£7,500	£7,485	£2,515	£10,000
£131,730	Research & Strategy Development	£293,000	£219,750	£163,485	£92,765	£256,250
£112,364	Active Travel - Sustrans Project Work	£0	£0	£0	£0	£0
£1,377,562	Regional Active Travel Fund	£1,055,000	£791,250	£138,543	£861,457	£1,000,000
£97,811	Scottish Islands Passport	£0	£0	£44,743	£50,257	£95,000
	<b>Community Links Projects</b>					
£117,588	Inverness City Active Travel Network Programme	£0	£0	£97,017	£2,983	£100,000
	<b>European Projects</b>					
			£0			

£0	European and Other Project Costs	£151,250	£113,438	£0	£70,000	£70,000
£178,197	ERDF	£0	£0	£33,823	£2	£33,825
£16,072	G-PaTRA	£0	£0	£49,717	£524	£50,241
£52,484	Stronger Combined	£0	£0	£9,874	£126	£10,000
£18,113	MOVE Project	£0	£0	£0	£0	£0
£1,271,673	PAVe Project	£0	£0	£12,311	£0	£12,311
£148,762	MaaS	£0	£0	£107,895	£2,105	£110,000
£25,581	CnES SCSP	£0	£0	£25,978	£24,022	£50,000
£2,151	Hi-Bike SCSP	£0	£0	£92,091	£309	£92,400
£91,223	FASTER	£0	£0	£766,620	£380	£767,000
£48,087	Ride2Autonomy	£0	£0	£0	£0	£0
£148,968	DRT APP	£0	£0	£34,179	£107	£34,286
£50,317	eHUBS	£0	£0	£150,012	£189	£150,201
£23,079	SATE	£0	£0	£50,587	£393	£50,980
£2,043	RURALITIES	£0	£0	£3,461	£2,039	£5,500
£30,000	EVIF	£0	£0	£81,587	£688	£82,275
<b>£3,954,953</b>		<b>£1,509,250</b>	<b>£1,131,938</b>	<b>£1,869,409</b>	<b>£1,110,860</b>	<b>£2,980,269</b>
<b>£55,218</b>	<b>Finance and Administrative Services</b>	<b>£40,000</b>	<b>£40,000</b>	<b>£445</b>	<b>£39,555</b>	<b>£40,000</b>
<b>£4,539,760</b>	<b>TOTAL COSTS</b>	<b>£2,065,750</b>	<b>£1,559,313</b>	<b>£2,226,065</b>	<b>£1,310,704</b>	<b>£3,536,769</b>
<b>£0</b>	<b>(UNDER) / OVERSPEND</b>	<b>£0</b>	<b>(£506,438)</b>	<b>£1,330,715</b>	<b>(£1,458,404)</b>	<b>(£127,689)</b>

Reserves

64,000

Reserves remaining

191,689