

Report to Partnership Meeting 26 April 2013

FINANCE

Revenue Budget Monitoring Report – 1 April 2012 to 28 February 2013

SUMMARY

This report sets out the revenue monitoring position for the period to 28 February 2013 and the projected year end position.

1. Current Position

- 1.1 The annual budget is as approved at the Board Meeting held on 3 February 2012, subsequently amended for the inclusion of the 2011/12 underspend of £20,158. The attached summary statement shows the financial position to 28 February 2013. 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 28 February 2013 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 £13,280, which equates to 1.8% of the total budget.

3. Major Issues and Variances

- 3.1 Included in miscellaneous income is income recovered from 1 Architects (£221) for their share of the property costs at Inverness Airport, NESTRANS (£677) for their share of travel costs for project work, and £250 from Waterfront Conference Company by way of reimbursement of expenses. Also included is a contribution of £5,000 from Highland & Islands Public Transport Forum towards project work costs, and £23,450 set aside for the opening of Conon Railway Station.
- 3.2 Salary costs will be underspent by £3,780 at the end of the financial year. This is due to the staffing changes on the retiral of the Partnership Director, and the temporary employment of a graduate through the Centre of Scottish Public Policy "Adopt an Intern" Programme approved at the HITRANS June Board meeting.
- 3.3 Members and advisers travel and subsistence and partnership/consultation meetings cumulatively are expected to be £14,000 underspent at the year end. The reduction is due to the Board's decision to hold one fewer Board meeting during the year, and the rescheduling of meetings throughout the year.
- 3.4 Property costs are expected to be £2,500 overspent at the year end, due to increases in rates, utility charges, small repairs and insurance.

- 3.5 Office administration costs will be overspent by £3,000 at the end of the financial year. As a result of the underspends highlighted above, an opportunity was taken to purchase a new laptop computer for the office.
- 3.6 Finance and administrative services comprises audit fee and charges from Councils for the provision of financial, personnel, legal and administrative services. The amount paid to Highland Council for financial services will be underspent by £3,344 this financial year. A rebate of £593 from Audit Scotland on their 2011/12 fee has increased the underspend to nearly £4,000.
- 3.7 The year-end closure of the annual accounts is currently underway. Cognisance of March expenditure and late invoices has been allowed for to allow an estimate of the financial position for the Partnership for 2012/13. These amounts are shown in the "Committed" column in the financial monitoring statement.
- 3.8 Statute requires HITRANS to deliver a balanced budget by the end of the financial year, and based on the financial information to date, this requirement will be fulfilled.

4. Recommendation

- 4.1 Board Members are asked to note the above information as well as the attached schedule showing the revenue monitoring position for the period to 28 February 2013.

Report by: Mike Mitchell
Designation: Partnership Treasurer
Date: 22nd April 2013

HITRANS - SUMMARY
STATEMENT OF REVENUE MONITORING TO: 28TH FEBRUARY 2013

2011/2012		2012/2013					
ACTUAL	BUDGET HEADINGS	ANNUAL BUDGET	BUDGET TO DATE	ACTUAL TO DATE	COMMITTED	TO GO	PROJECTED OUTTURN
	INCOME						
(£200,000)	Councils	(£200,000)	(£200,000)	(£200,000)	£0	£0	(£200,000)
(£200,000)	Scottish Government - Match Funding	(£200,000)	(£183,333)	(£183,333)	(£16,667)	£0	(£200,000)
(£322,750)	Scottish Government - Regional Transport Strategy	(£322,750)	(£259,417)	(£259,417)	(£63,333)	£0	(£322,750)
(£96,000)	Scottish Government - Conon Railway Station	£0	£0	£0	£0	£0	£0
(£14,000)	Other Misc Income	£0	£0	(£29,598)	(£693)	£291	(£30,000)
(£126)	Interest on Revenue Balances	£0	£0	£0	£0	£0	£0
(£33,552)	2011/12 Surplus	(£20,158)	(£20,158)	(£20,158)	£0	£0	(£20,158)
(£866,428)		(£742,908)	(£662,908)	(£692,506)	(£80,693)	£291	(£772,908)
	DIRECT RUNNING COSTS						
£95,796	Director	£97,000	£88,917	£93,886	£7,914	£0	£101,800
£116,391	Partnership Managers	£120,000	£110,000	£101,138	£9,536	£0	£110,674
£54,349	Office Managers	£56,000	£51,333	£52,068	£4,678	£0	£56,746
£19,540	Staff Travelling and Subsistence	£25,000	£22,917	£20,861	£3,152	£987	£25,000
£10,091	Members and Advisers Travel and Subsistence	£10,000	£9,167	£3,788	£1,923	£289	£6,000
£18,456	Partnership/Consultation Meetings	£20,000	£18,333	£9,363	£339	£298	£10,000
£14,430	Office Costs - Property	£15,000	£13,750	£16,914	£325	£261	£17,500
£22,926	Office Costs - Admin	£20,000	£18,333	£19,347	£3,262	£391	£23,000
£351,979		£363,000	£332,750	£317,365	£31,129	£2,226	£350,720
	PROGRAMME COSTS						
£11,606	Publicity	£12,500	£11,458	£4,421	£4,827	£752	£10,000
£345,535	Research & Strategy Development	£326,408	£299,207	£130,923	£191,738	£14,247	£336,908
£99,880	Conon Railway Station Project Work	£0	£0	£25,000	£0	£0	£25,000
£0	Other Costs	£0	£0	£0	£0	£0	£0
£457,021		£338,908	£310,665	£160,344	£196,565	£14,999	£371,908
£37,270	Finance and Administrative Services	£41,000	£37,583	£21,710	£14,294	£996	£37,000
£846,270	TOTAL COSTS	£742,908	£680,998	£499,419	£241,988	£18,221	£759,628
(£20,158)	(UNDER) / OVERSPEND	£0	£18,090	(£193,087)	£161,295	£18,512	(£13,280)