

Item:  
**3**



## Report to Partnership Meeting – 6<sup>th</sup> February 2008

### FINANCE

#### HITRANS Revenue Budget Monitoring – 2008/09

##### SUMMARY

This report sets out the revenue monitoring position for the period to 31 December 2008 and the projected year end position.

#### 1. Current Position

1.1 The annual budget is as approved at the Board Meeting held on 1 February 2008, amended for the recovery of the 2007/08 overspend of £17,555 approved at the Board meeting on 5 September 2008. The attached summary statement shows the financial position to 31 December 2008. 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 nine months ended 31 December 2008 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 Currently there are no major issues or significant variances to highlight.

#### 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 31 December 2008.

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**Designation** Partnership Treasurer  
**Date** 28 January 2008

**APPENDIX A – STATEMENT OF REVENUE MONITORING TO 31 DECEMBER 2008**

BUDGET HEADINGS	2008/2009						
	ANNUAL BUDGET	BUDGET TO DATE	ACTUAL TO DATE	This Month Budget	This Month Actual	TO GO	PROJECTED OUTTURN
<b>INCOME</b>							
Councils	(£200,000)	(£200,000)	(£200,000)	£0	£0	£0	(£200,000)
Scottish Executive - Match Funding	(£200,000)	(£150,000)	(£133,333)	(£16,667)	£0	(£66,667)	(£200,000)
Scottish Executive - Travel Plan Officer	(£107,000)	(£80,250)	£0	(£8,917)	£0	(£107,000)	(£107,000)
Scottish Executive - Regional Transport Strategy	(£415,000)	(£290,000)	(£198,667)	(£12,333)	£0	(£216,333)	(£415,000)
HIE	£0	£0	£0	£0	£0	£0	£0
Other Misc Income	£0	£0	(£12,330)	£0	(£5,177)	£0	(£18,000)
	<b>(£922,000)</b>	<b>(£720,250)</b>	<b>(£544,330)</b>	<b>(£37,916)</b>	<b>(£5,177)</b>	<b>(£390,000)</b>	<b>(£940,000)</b>
<b>DIRECT RUNNING COSTS</b>							
Director	£89,400	£67,050	£67,042	£7,450	£7,447	£22,358	£89,400
Partnership Managers	£111,100	£83,325	£81,284	£9,258	£8,414	£29,816	£111,100
Office Managers	£49,500	£37,125	£37,291	£4,125	£4,209	£12,209	£49,500
Staff Travelling and Subsistence	£25,000	£18,750	£15,231	£2,083	£1,598	£9,769	£25,000
Members and Advisers Travel and Subsistence	£10,000	£7,500	£6,859	£833	£264	£3,141	£10,000
Partnership/Consultation Meetings	£25,000	£18,750	£15,619	£2,083	£2,949	£9,381	£25,000
Office Costs - Property	£50,000	£37,500	£15,746	£4,167	£0	£34,254	£50,000
Office Costs - Admin	£30,000	£22,500	£18,545	£2,500	£3,254	£11,455	£30,000
	<b>£390,000</b>	<b>£292,500</b>	<b>£257,618</b>	<b>£32,500</b>	<b>£28,136</b>	<b>£132,382</b>	<b>£390,000</b>
<b>PROGRAMME COSTS</b>							
Publicity	£25,000	£18,750	£6,279	£2,083	£3,174	£18,721	£25,000
Travel Plan Work	£107,000	£80,250	£27,114	£8,917	£2,310	£79,886	£107,000
Research & Strategy Development	£336,445	£112,500	£59,648	£40,000	£12,888	£276,797	£338,445
Other Costs	£0	£0	£8,645	£0	£0	(£8,645)	£16,000
2007/08 Deficit	£17,555	£17,555	£17,555	£0	£0	£0	£17,555
	<b>£486,000</b>	<b>£229,055</b>	<b>£119,241</b>	<b>£51,000</b>	<b>£18,372</b>	<b>£366,759</b>	<b>£504,000</b>
<b>Finance and Administrative Services</b>	<b>£46,000</b>	<b>£0</b>	<b>£3,595</b>	<b>£0</b>	<b>£0</b>	<b>£42,405</b>	<b>£46,000</b>
<b>TOTAL COSTS</b>	<b>£922,000</b>	<b>£521,555</b>	<b>£380,454</b>	<b>£83,500</b>	<b>£46,508</b>	<b>£541,546</b>	<b>£940,000</b>
<b>(UNDER) / OVERSPEND</b>	<b>£0</b>	<b>(£198,695)</b>	<b>(£163,876)</b>	<b>£45,584</b>	<b>£41,331</b>	<b>£151,546</b>	<b>£0</b>

