

Agenda Item	4
Report No	

**THE HIGHLANDS AND ISLANDS STRATEGIC TRANSPORT PARTNERSHIP COMMITTEE – 1 February 2008**

**Revenue Budget Monitoring Report – 1 April 2007 to 31 December 2007**

**Report by Partnership Treasurer**

**SUMMARY**

This report sets out the revenue monitoring position for the period to 31 December 2007 and the projected year end position.

**1. CURRENT POSITION**

1.1 The annual budget is as approved at the Board Meeting held on 22 June 2007, subsequently amended for £15,000 budget virement approved at the August Board meeting. The attached summary statement shows the financial position to 31 December 2007. 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 2007 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 Income contributions, mainly from Highlands and Islands Enterprise, towards costs in respect of research work have been received, consequently the outturn figure is higher than budget by £20,000. There are no other major issues nor variances to highlight to the Board.

**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 2007.

Signature:

Designation: Partnership Treasurer

Date: 18 January 2008

Author: Mike Mitchell, Finance Manager, Highland Council

**HITRANS - SUMMARY****STATEMENT OF REVENUE MONITORING TO:****31ST DECEMBER 2007**

BUDGET HEADINGS	2007/2008						
	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	(£200,000)	£0	(£200,000)
Scottish Executive - Match Funding	(£200,000)	(£150,000)	(£150,000)	(£16,667)	(£21,090)	(£50,000)	(£200,000)
Scottish Executive - Travel Plan Officer	(£100,000)	(£22,500)	(£17,500)	(£2,500)	(£2,500)	(£82,500)	(£100,000)
Scottish Executive - Capital Programme Management	(£80,000)	(£80,000)	(£80,000)	(£80,000)	(£80,000)	£0	(£80,000)
Scottish Executive - Regional Transport Strategy	(£330,000)	(£147,000)	(£147,000)	(£40,333)	(£35,910)	(£183,000)	(£330,000)
HIE	£0	£0	(£15,444)	£0	£0	£0	(£15,444)
Other Misc Income	£0	£0	(£4,084)	£0	£0	£0	(£4,084)
2005/06 Surplus	(£14,000)	(£14,000)	£0	£0	£0	(£14,000)	(£14,000)
	<b>(£924,000)</b>	<b>(£613,500)</b>	<b>(£614,028)</b>	<b>(£139,500)</b>	<b>(£339,500)</b>	<b>(£329,500)</b>	<b>(£943,528)</b>
<b>DIRECT RUNNING COSTS</b>							
Director	£72,000	£54,000	£48,058	£6,000	£7,245	£23,942	£62,000
Programme Manager	£51,500	£38,625	£37,735	£4,292	£4,337	£13,765	£51,500
Office Manager	£21,500	£16,125	£16,232	£1,792	£1,779	£5,268	£21,500
Travel Plan Officer	£29,000	£21,750	£13,822	£2,417	£0	£15,178	£29,000
Staff Travelling and Subsistence	£16,000	£12,000	£14,387	£1,333	£1,549	£1,613	£21,054
Travel Plan Travel/Subsistence	£9,000	£6,750	£2,641	£750	£0	£6,359	£9,000
Members and Advisers Travel and Subsistence	£25,000	£18,750	£16,023	£2,083	£4,342	£8,977	£25,000
Office Costs - Property	£25,000	£18,750	£16,773	£2,083	£1,105	£8,227	£25,000
Office Costs - Admin	£25,000	£18,750	£14,967	£2,083	£1,647	£10,033	£25,000
Co-Ordinator Fees and Expenses	£30,000	£22,500	£18,980	£2,500	£96	£11,020	£30,000
	<b>£304,000</b>	<b>£228,000</b>	<b>£199,617</b>	<b>£25,333</b>	<b>£22,099</b>	<b>£104,383</b>	<b>£299,054</b>
<b>PROGRAMME COSTS</b>							
Publicity	£25,000	£18,750	£18,675	£2,083	£2,000	£6,325	£25,000
NESRFDG	£10,000	£10,000	£10,000	£0	£0	£0	£10,000
Highland Rail Partnership	£95,000	£95,000	£95,707	£0	£0	(£707)	£95,707
Regional Transport Strategy	£330,000	£247,500	£144,777	£27,500	£27,499	£185,223	£330,000
Travel Plan Work	£61,000	£45,750	£12,942	£5,083	£4,200	£48,058	£61,000
Research Programme	£57,000	£42,750	£37,412	£4,750	£14,568	£19,588	£77,000
Other Costs	£0	£0	£3,767	£0	£1	(£3,767)	£3,767
	<b>£578,000</b>	<b>£459,750</b>	<b>£323,279</b>	<b>£39,417</b>	<b>£48,267</b>	<b>£254,721</b>	<b>£602,474</b>
<b>Finance and Administrative Services</b>	<b>£42,000</b>	<b>£3,333</b>	<b>£3,333</b>	<b>£3,333</b>	<b>£3,333</b>	<b>£38,667</b>	<b>£42,000</b>
<b>TOTAL COSTS</b>	<b>£924,000</b>	<b>£691,083</b>	<b>£526,229</b>	<b>£68,083</b>	<b>£73,699</b>	<b>£397,771</b>	<b>£943,528</b>
<b>(UNDER) / OVERSPEND</b>	<b>£0</b>	<b>£77,583</b>	<b>(£87,799)</b>	<b>(£71,417)</b>	<b>(£265,801)</b>	<b>£68,271</b>	<b>(£0)</b>