

## Report to Partnership Meeting of 5 February 2010

### FINANCE

#### Revenue Budget Monitoring Report – 1 April 2009 to December 2009

#### SUMMARY

This report sets out the revenue monitoring position for the period to 31 December 2009 and the projected year end position.

#### 1. Current Position

1.1 The annual budget is as approved at the Board Meeting held on 6 February 2009, subsequently amended for the inclusion of the 2008/09 underspend of £15,919, and budget virements, totalling £35,000, from direct costs to programme costs, approved at the December Board meeting. The attached summary statement shows the financial position to 31 December 2009. 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 2009 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 There are currently no major issues or 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 2009.

**Report by:** Mike Mitchell  
**Designation:** Partnership Treasurer  
**Date:** 28 January 2010



<b>HITRANS - SUMMARY</b>							
<b>STATEMENT OF REVENUE MONITORING TO: 31ST DECEMBER 2009</b>							
<b>2009/20010</b>							
<b>BUDGET HEADINGS</b>	<b>ANNUAL BUDGET</b>	<b>BUDGET TO DATE</b>	<b>ACTUAL TO DATE</b>	<b>This Month Budget</b>	<b>This Month Actual</b>	<b>TO GO</b>	<b>PROJECTED OUTTURN</b>
<b>INCOME</b>							
Councils	(£200,000)	(£200,000)	(£200,000)	£0	£0	£0	(£200,000)
Scottish Executive - Match Funding	(£200,000)	(£150,000)	(£150,000)	(£16,667)	£0	(£50,000)	(£200,000)
Scottish Executive - Travel Plan Officer	(£36,000)	(£27,000)	£0	(£3,000)	£0	(£36,000)	(£36,000)
Scottish Executive - Regional Transport Strategy	(£415,000)	(£183,000)	(£183,000)	(£72,000)	(£72,000)	(£232,000)	(£415,000)
2008/09 Surplus	(£15,919)	£0	£0	£0	£0	(£15,919)	(£15,919)
Other Misc Income	(£5,266)	£0	(£16,427)	£0	(£620)	(£573)	(£17,000)
	<b>(£872,185)</b>	<b>(£560,000)</b>	<b>(£549,427)</b>	<b>(£91,667)</b>	<b>(£72,620)</b>	<b>(£334,492)</b>	<b>(£883,919)</b>
<b>DIRECT RUNNING COSTS</b>							
Director	£94,000	£70,500	£73,279	£7,833	£8,142	£23,721	£97,000
Partnership Managers	£117,500	£88,125	£92,669	£9,792	£9,990	£26,831	£119,500
Office Managers	£52,000	£39,000	£40,496	£4,333	£4,460	£13,504	£54,000
Staff Travelling and Subsistence	£25,000	£18,750	£18,610	£2,083	£3,037	£6,390	£25,000
Members and Advisers Travel and Subsistence	£10,000	£7,500	£7,429	£833	£359	£2,571	£10,000
Partnership/Consultation Meetings	£20,000	£15,000	£13,668	£1,667	£2,144	£6,332	£20,000
Office Costs - Property	£20,000	£15,000	£10,073	£1,667	£0	£9,927	£20,000
Office Costs - Admin	£21,500	£16,125	£15,483	£1,792	£5,645	£6,017	£21,500
	<b>£360,000</b>	<b>£270,000</b>	<b>£271,707</b>	<b>£30,000</b>	<b>£33,779</b>	<b>£95,293</b>	<b>£367,000</b>
<b>PROGRAMME COSTS</b>							
Publicity	£25,000	£18,750	£18,161	£2,083	£1,282	£6,839	£25,000
Travel Plan Work	£36,000	£27,000	£6,870	£3,000	£960	£29,130	£36,000
Research & Strategy Development	£404,919	£152,500	£152,169	£40,000	£27,354	£252,750	£404,919
Other Costs	£5,266	£0	£7,283	£0	£600	£2,717	£10,000
	<b>£471,185</b>	<b>£198,250</b>	<b>£184,483</b>	<b>£45,083</b>	<b>£30,196</b>	<b>£291,436</b>	<b>£475,919</b>
<b>Finance and Administrative Services</b>	<b>£41,000</b>	<b>£30,750</b>	<b>£31,110</b>	<b>£30,750</b>	<b>£0</b>	<b>£9,890</b>	<b>£41,000</b>
<b>TOTAL COSTS</b>	<b>£872,185</b>	<b>£499,000</b>	<b>£487,300</b>	<b>£105,833</b>	<b>£63,975</b>	<b>£384,885</b>	<b>£883,919</b>
<b>(UNDER) / OVERSPEND</b>	<b>£0</b>	<b>(£61,000)</b>	<b>(£62,127)</b>	<b>£14,167</b>	<b>(£8,645)</b>	<b>£50,393</b>	<b>£0</b>