

## Report to Partnership Meeting of 8<sup>th</sup> April 2011

### FINANCE

#### Revenue Budget Monitoring Report – 1 April 2010 to 28 February 2011

#### SUMMARY

This report sets out the revenue monitoring position for the period to 28 February 2011 and the projected year end position.

#### 1. Current Position

- 1.1 The annual budget is as approved at the Board Meeting held on 5 February 2010, subsequently amended for the inclusion of the 2009/10 overspend of £18,434. The attached summary statement shows the financial position to 28 February 2011. 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 2011 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 £17,000, which equates to 2.1% of the total budget.

#### 3. Major Issues and Variances

- 3.1 Included in miscellaneous income is income recovered from Orkney Islands Council (£5,800) as their contribution towards the cost of ALCO Consulting in production of the Orkney Smart Ticketing Proposal; NESTRANS (£3,000) 50% contribution for both compilation of timetables for Aberdeen – Inverness Sunday Rail Service Enhancements and an article in House Magazine titled “North of Scotland needs London Link”. The costs are included in the Research and Strategy Development budget, consequently the outturn figure is higher than budget.
- 3.2 Salary costs will be underspent by £13,000 at the end of the financial year. This is due to the inclusion of salary increases, however the Scottish Government agreed only a 0.5% national increase.
- 3.3 Staff travelling and subsistence is expected to be £2,600 overspent at the year end, however the overspend has been offset by a £5,000 underspend in the cost of partnership/consultation meetings.
- 3.4 There are a number of significant invoices awaited, and also commitments made for research & strategy development, publicity and property costs. These amounts are shown in the “Committed” column in the financial monitoring statement. A verbal update

will be given at the Board meeting.

- 3.5 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 £2,000 this financial year.
- 3.6 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 2011.

<b>Risk</b>	<b>impact</b>	<b>comment</b>
RTS delivery	-	
Policy	-	
Financial	√	The total income and expenditure to 28 Feb 11 is in line with overall 2010/11 budget outturn targets
Equality	-	

**Report by:** Mike Mitchell  
**Designation:** Partnership Treasurer  
**Date:** 28<sup>th</sup> March 2011

HITRANS - SUMMARY							
STATEMENT OF REVENUE MONITORING TO:		28TH FEBRUARY 2011					
2009/2010		2010/2011					
ACTUAL	BUDGET HEADINGS	ANNUAL BUDGET	BUDGET TO DATE	ACTUAL TO DATE	COMMITTED	TO GO	PROJECTED OUTTURN
	<b>INCOME</b>						
(£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)	£0	(£16,667)	(£200,000)
(£35,000)	Scottish Government - Travel Plan	£0	£0	£0	£0	£0	£0
(£415,000)	Scottish Government - Regional Transport Strategy	(£415,000)	(£296,667)	(£296,667)	£0	(£118,333)	(£415,000)
(£6,943)	Orkney Islands Council - Maternity Cover Income	£0	£0	£0	£0	£0	£0
(£10,265)	Other Misc Income	£0	£0	(£9,380)	£0	£0	(£9,380)
(£15,922)	2008/09 Surplus	£0	£0	£0	£0	£0	£0
(£883,130)		(£815,000)	(£680,000)	(£689,380)	£0	(£135,000)	(£824,380)
	<b>DIRECT RUNNING COSTS</b>						
£97,707	Director	£101,500	£93,042	£85,988	£0	£8,012	£94,000
£119,883	Partnership Managers	£124,500	£114,125	£109,570	£0	£9,430	£119,000
£53,839	Office Managers	£55,500	£50,875	£50,182	£0	£5,318	£55,500
£25,464	Staff Travelling and Subsistence	£25,000	£22,917	£26,759	£0	£841	£27,600
£9,278	Members and Advisers Travel and Subsistence	£10,000	£9,167	£9,565	£0	£435	£10,000
£20,105	Partnership/Consultation Meetings	£20,000	£18,333	£12,092	£0	£2,908	£15,000
£13,110	Office Costs - Property	£20,000	£18,333	£13,372	£5,000	£1,628	£20,000
£20,347	Office Costs - Admin	£21,500	£19,708	£19,325	£0	£2,175	£21,500
£359,733		£378,000	£346,500	£326,853	£5,000	£30,747	£362,600
	<b>PROGRAMME COSTS</b>						
£31,281	Publicity	£25,000	£22,917	£6,697	£18,000	£303	£25,000
£36,106	Travel Plan Work	£0	£0	£2,008	£0	£0	£2,008
£428,379	Research & Strategy Development	£352,566	£150,000	£90,455	£269,000	£411	£359,866
£6,683	Orkney Islands Council - Maternity Cover Costs	£0	£0	£0	£0	£0	£0
£935	Other Costs	£0	£0	£0	£0	£0	£0
£235	Interest on Revenue Balances	£0	£0	£0	£0	£0	£0
£0	2009/10 Deficit	£18,434	£18,434	£18,434	£0	£0	£18,434
£503,619		£396,000	£191,351	£117,594	£287,000	£714	£405,308
£38,212	Finance and Administrative Services	£41,000	£22,500	£20,488	£18,000	£512	£39,000
£901,564	<b>TOTAL COSTS</b>	<b>£815,000</b>	<b>£560,351</b>	<b>£464,935</b>	<b>£310,000</b>	<b>£31,973</b>	<b>£806,908</b>
£18,434	<b>(UNDER) / OVERSPEND</b>	<b>£0</b>	<b>(£119,649)</b>	<b>(£224,445)</b>	<b>£310,000</b>	<b>(£103,027)</b>	<b>(£17,472)</b>