

Navigation Committee

04 September 2025

Agenda item number 8

Navigation income and expenditure 1 April to 31 July 2025 actual and 2025/26 forecast outturn

Report by Director of Resources

Purpose

To present the actual Navigation income and expenditure for the four-month period to 31 July 2025 and provide a forecast of the projected expenditure at the end of the financial year (31 March 2026).

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1. Introduction

- 1.1. This report gives a summary of the income and expenditure for the Navigation budget up until 31 July, any amendments to the Latest Available Budget (LAB), Forecast Outturn (predicted year end position) and the movements on the earmarked reserves.
- 1.2. The Directorates below were those in place as at the end of July. The next report to the committee will reflect the updated organisation structure.

2. Overview of actual income and expenditure

Table 1

Actual Navigation income and expenditure by Directorate to 31 July 2025

Directorate	Profiled Latest Available Budget £	Actual income and expenditure £	Actual variance £
Income	(4,222,675)	(4,080,404)	- 142,271
Operations	1,403,844	1,064,650	+ 339,194
Strategic Services	202,527	169,091	+ 33,436
Finance & Support Services	478,641	452,226	+ 26,415
Projects, Corporate Items and Contributions from Earmarked Reserves	(160,608)	2,065	- 162,673
Net (Surplus) / Deficit	(2,298,271)	(2,392,372)	+ 94,101

- 2.1. Core Navigation income is below the profiled budget at the end of month four. The overall position as at 31 July 2025 is a favourable variance of £94,101 or a 4.09% difference from the profiled LAB. This is principally due to:

- An overall adverse variance of £142,271 within income:
 - Hire Craft Tolls is £99,940 below the profiled budget.
 - Private Craft Tolls is £63,066 below the profiled budget.
 - Short Visit and Other Toll income £7,525 above the profile budget.
 - Investment income is £13,210 above the profiled budget.
- An underspend within Operations relating to:

- Construction, Maintenance and Ecology salaries is £27,165 below the profiled budget due to the pay award being 0.8% less than budgeted. The pay award will be implemented in September and back dated to 1 April 2025. The forecast for the saving has been updated accordingly.
- Equipment, Vehicles and Vessels is £72,112 below the profiled budget due to timing differences on the replacement of equipment and vehicles from the earmarked reserves.
- Practical Maintenance is £125,320 below the profiled budget due to a timing difference on contractor spend and the Mutford Lock technical review.
- Waterways and Recreation Strategy is £10,278 below the profiled budget due to delays in recruitment for a vacancy.
- Ranger Services is £80,067 below the profiled budget due to the pay award being 0.8% less than budgeted. The pay award will be implemented in September and back dated to 1 April 2025. The forecast for the saving has been updated accordingly. There is also timing differences in the replacement of the Ranger launch.
- Premises is £22,006 below the profiled budget due to timing differences on the Dockyard solar and repiling project.
- An underspend within Strategic Services relating to:
 - Visitor Services and Yacht Stations is £25,448 above the profiled budget due to the pay award being 0.8% less than budgeted. The pay award will be implemented in September and back dated to 1 April 2025. The forecast for the saving has been updated accordingly. There is also timing differences on repairs and maintenance on the yacht stations.
- An underspend within Finance and Support Services relating to:
 - ICT is £15,975 below the profiled budget due to timing differences.
- An adverse variance within reserves relating to:
 - Premises is above the profile due to delays in works at the Dockyard.
 - Plant, Vessels and Equipment is above the profile due to delays in equipment replacements.
 - Property is above the profile due to delays in Mutford Lock technical review.

2.2. The charts at Appendix 1 provide a visual overview of actual income and expenditure compared with both the original budget and the LAB.

3. Latest Available Budget

3.1. The Authority’s income and expenditure is monitored against the Latest Available Budget (LAB) for 2025/26. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are in Appendix 2.

Table 2
Adjustments to Navigation LAB

Item	Authorisation reference	Amount £
Original budget 2025/26	Broads Authority 24/01/2025 Agenda item number 9	8,471
Carry forward requests	Broads Authority 09/05/2025 Agenda item number 10	720
Budget adjustments (salary savings, interest rate improvements and removal of sunken vessels)	Broads Authority 09/05/2025 Agenda item number 11	46,544
Budget adjustments (recruitment of a new CEO)	Broads Authority 25/07/2025 Agenda item number 20	11,871
LAB as at 31 July 2025	n/a	67,606

3.2. The LAB therefore provides for a navigation deficit of £67,606 in 2025/26 as at 31 July 2025.

4. Overview of forecast outturn 2025/26

4.1. Budget holders have been asked to comment on the expected income and expenditure at the end of the financial year in respect of all budget lines for which they are responsible.

4.2. As at the end of July 2025, the forecast indicates there has been no change compared to the LAB:

- The total forecast income is £4,623,816.
- Total expenditure is forecast to be £4,688,098.
- The resulting deficit for the year is forecast to be £64,282.

- 4.3. The forecast outturn reflects the following changes from the LAB as shown in Table 3. The forecast deficit represents a favourable variance of £3,324 against the LAB.

Table 3

Adjustments to Forecast Outturn

Item	Amount £
Forecast outturn deficit as per LAB	67,606
Decrease to staff costs for vacancies and pay award	(105,808)
Decrease to Hire Craft income	34,442
Decrease to Private Craft income	68,042
Forecast outturn deficit as at 31 July 2025	64,282

5. Reserves

Table 4

Navigation Earmarked Reserves

Reserve name	Balance at 1 April 2025 £	In-year movements £	Current reserve balance £
Property	(506,246)	(25,796)	(532,042)
Plant, Vessels and Equipment	(501,989)	(150,597)	(652,586)
Premises	(228,315)	(29,633)	(257,948)
Computer Software	(104,072)	(5,092)	(109,164)
Total	(1,340,622)	(211,118)	(1,551,740)

- 5.1. As in previous years the annual contributions to the earmarked reserves have been made in full at the end of quarter one.
- 5.2. Items funded from the Property reserve contains the income from land rental at Oulton Broad. The Plant, Vessels and Equipment reserve contains the income from the sale of old equipment. The Computer Software reserve has funded the work on the Ranger app for the new cloud-based tolls system.

6. Conclusion

- 6.1. The forecast outturn position for the year suggests a deficit within the Navigation budget, which would result in a Navigation Reserve balance of approximately £563,000 at the end of 2025/26 (before any year-end adjustments). This would mean the Navigation Reserve would be above the recommended 10% at 12%. Year-end transfers

of interest to the earmarked reserves mean it will fall to approximately 9.9%. This will be highly dependent on the level of interest received.

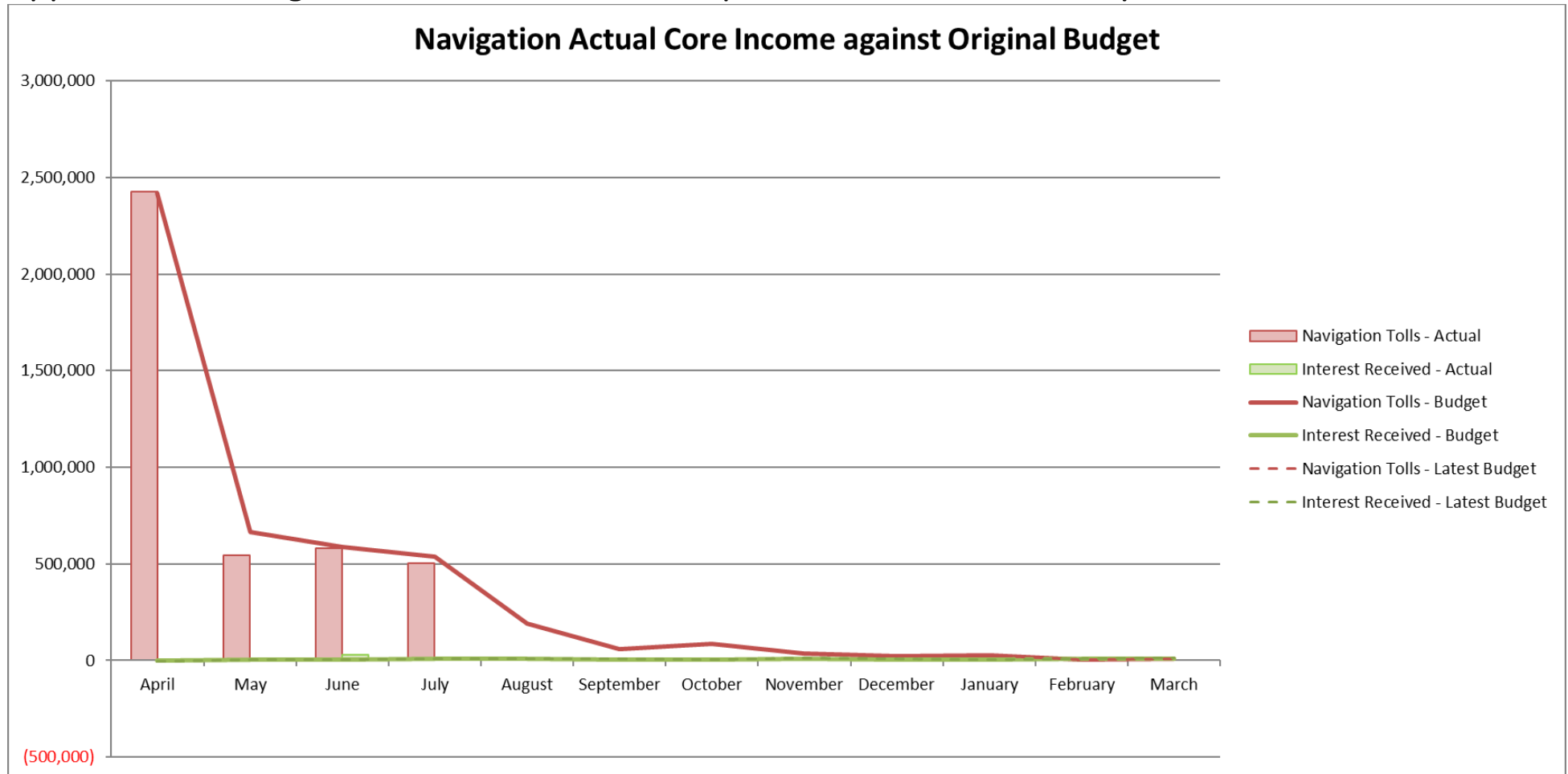
Author: Emma Krelle

Date of report: 19 August 2025

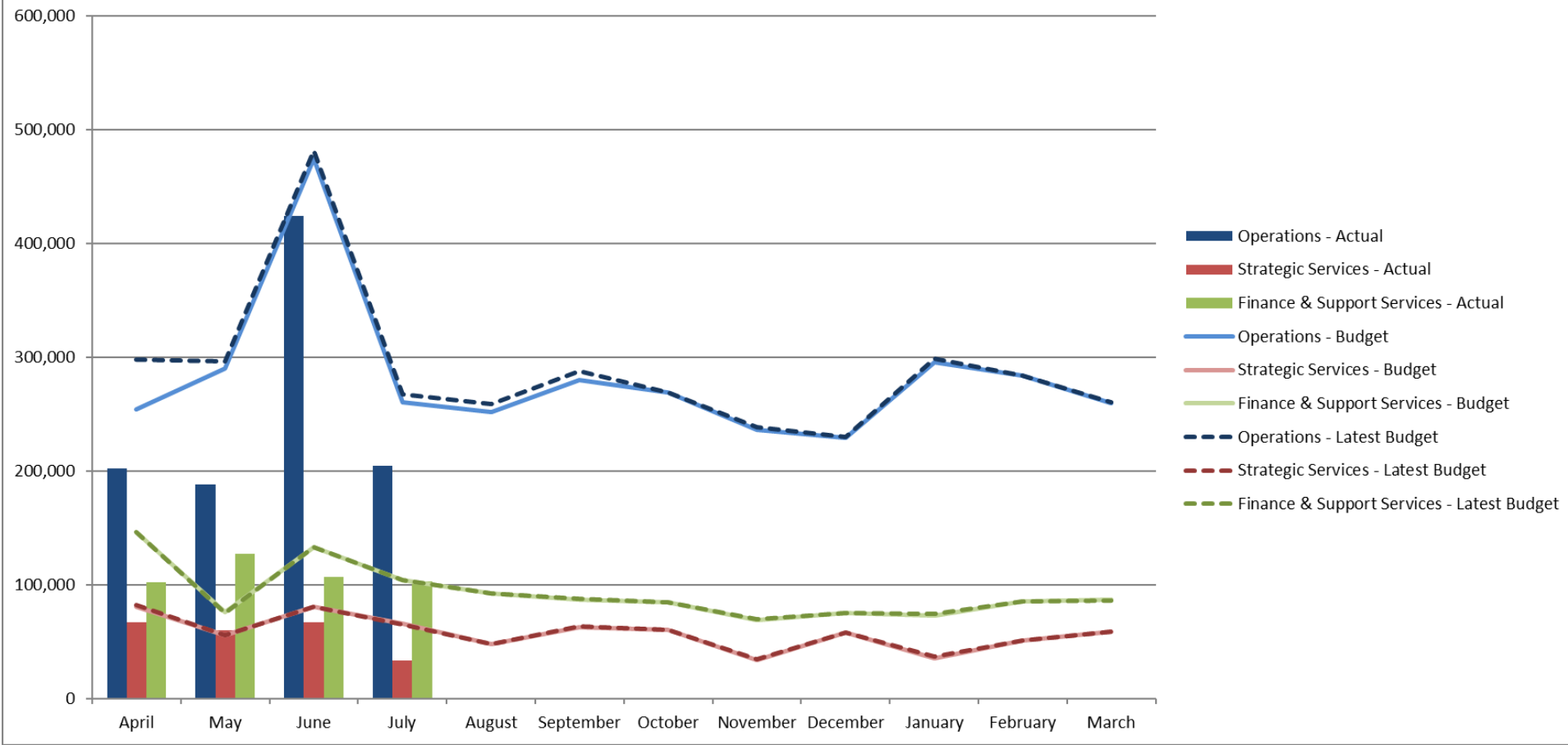
Appendix 1 – Navigation actual income and expenditure charts to 31 July 2025

Appendix 2 – Financial monitor: Navigation income and expenditure 2025/26

Appendix 1 – Navigation actual income and expenditure charts to 31 July 2025



Navigation Net Actual Expenditure against Original and Latest Budget



Appendix 2 – Financial monitor: Navigation income and expenditure 2025/26

Table 1

Income

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Income	(4,697,800)	(28,500)	(4,726,300)	(4,623,816)	- 102,484
National Park Grant	0	0	0	0	0
Hire Craft Tolls	(1,489,000)	0	(1,489,000)	(1,454,558)	- 34,442
Private Craft Tolls	(3,057,000)	0	(3,057,000)	(2,988,958)	- 68,042
Short Visit Tolls	(63,540)	0	(63,540)	(63,540)	+ 0
Other Toll Income	(33,260)	0	(33,260)	(33,260)	+ 0
Interest	(55,000)	(28,500)	(83,500)	(83,500)	+ 0

Table 2

Operations

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Operations	3,520,590	79,014	3,599,603	3,534,205	+ 65,398
Construction and Maintenance Salaries	984,776	3,622	988,397	943,040	+ 45,357

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Salaries	984,776	3,622	988,397	943,040	+ 45,357
Expenditure	0	0	0	0	+ 0
Equipment, Vehicles & Vessels	473,550	0	473,550	473,550	+ 0
Income	(840)	0	(840)	(840)	+ 0
Expenditure	474,390	0	474,390	474,390	+ 0
Water Management	95,780	0	95,780	95,780	+ 0
Expenditure	95,780	0	95,780	95,780	+ 0
Land Management	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Practical Maintenance	400,575	0	400,575	400,575	+ 0
Income	(26,425)	(38,025)	(64,450)	(64,450)	+ 0
Expenditure	427,000	38,025	465,025	465,025	+ 0
Waterways and Recreation Strategy	32,650	10	32,660	20,035	+ 12,625
Income	0	0	0	0	+ 0
Salaries	26,250	10	26,260	13,635	+ 12,625
Expenditure	6,400	0	6,400	6,400	+ 0
Ranger Services	1,141,288	75,776	1,217,064	1,210,968	+ 6,096

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Income	0	0	0	0	+ 0
Salaries	796,888	776	797,664	791,568	+ 6,096
Expenditure	344,200	75,000	419,200	419,200	+ 0
Pension Payments	200	0	200	200	+ 0
Safety	98,586	518	99,104	98,558	+ 546
Income	(750)	0	(750)	(750)	+ 0
Salaries	75,386	518	75,904	75,358	+ 546
Expenditure	23,950	0	23,950	23,950	+ 0
Premises	195,243	0	195,243	195,243	+ 0
Income	(1,750)	0	(1,750)	(1,750)	+ 0
Expenditure	196,993	0	196,993	196,993	+ 0
Operations Management and Administration	96,792	(912)	95,880	95,106	+ 774
Salaries	95,592	(912)	94,680	93,906	+ 774
Expenditure	1,200	0	1,200	1,200	+ 0
Project Funding	1,350	0	1,350	1,350	+ 0
Pension Payments	1,350	0	1,350	1,350	+ 0

Table 3
Strategic Services

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Strategic Services	505,994	(2,070)	503,925	473,197	+ 30,728
Development Management	5,329	0	5,329	5,287	+ 41
Income	0	0	0	0	+ 0
Salaries	5,329	0	5,329	5,287	+ 41
Expenditure	0	0	0	0	+ 0
Pension Payments	0	0	0	0	+ 0
Strategy and Projects Salaries	29,759	0	29,759	29,680	+ 79
Income	0	0	0	0	+ 0
Salaries	29,759	0	29,759	29,680	+ 79
Expenditure	0	0	0	0	+ 0
Strategy and Projects	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Biodiversity Strategy	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Human Resources	85,786	720	86,506	86,088	+ 418
Salaries	54,106	0	54,106	53,688	+ 418

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	31,680	720	32,400	32,400	+ 0
Volunteers	18,914	0	18,914	18,792	+ 122
Salaries	15,269	0	15,269	15,147	+ 122
Expenditure	3,645	0	3,645	3,645	+ 0
Communications	100,510	(954)	99,556	81,667	+ 17,889
Income	0	0	0	0	+ 0
Salaries	89,965	(954)	89,011	71,122	+ 17,889
Expenditure	10,545	0	10,545	10,545	+ 0
Visitor Centres and Yacht Stations	223,035	(1,836)	221,199	219,079	+ 2,120
Income	(153,960)	0	(153,960)	(153,960)	+ 0
Salaries	308,415	(1,836)	306,579	304,459	+ 2,120
Expenditure	68,580	0	68,580	68,580	+ 0
Strategic Services Management and Administration	42,663	0	42,663	32,604	+ 10,059
Salaries	42,213	0	42,213	32,154	+ 10,059
Expenditure	450	0	450	450	+ 0

Table 4

Finance and Support Services

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Finance & Support Services	1,161,699	10,690	1,172,389	1,162,707	+ 9,682
National Park Grant	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Legal	35,000	0	35,000	35,000	+ 0
Income	(5,000)	0	(5,000)	(5,000)	+ 0
Expenditure	40,000	0	40,000	40,000	+ 0
Governance	139,105	(4,004)	135,101	132,135	+ 2,966
Salaries	107,052	(4,004)	103,048	100,082	+ 2,966
Expenditure	32,053	0	32,053	32,053	+ 0
Chief Executive	55,394	11,871	67,265	66,842	+ 423
Salaries	55,196	0	55,196	54,773	+ 423
Expenditure	198	11,871	12,069	12,069	+ 0
Asset Management	75,158	0	75,158	74,978	+ 180
Income	(5,135)	0	(5,135)	(5,135)	+ 0
Salaries	23,058	0	23,058	22,878	+ 180

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	57,235	0	57,235	57,235	+ 0
Finance and Insurance	332,136	2,783	334,919	333,614	+ 1,305
Salaries	164,164	2,783	166,947	165,642	+ 1,305
Expenditure	167,972	0	167,972	167,972	+ 0
Collection of Tolls	236,570	40	236,610	232,780	+ 3,830
Salaries	224,070	40	224,110	220,280	+ 3,830
Expenditure	12,500	0	12,500	12,500	+ 0
ICT	239,036	0	239,036	238,057	+ 979
Salaries	125,352	0	125,352	124,373	+ 979
Expenditure	113,684	0	113,684	113,684	+ 0
Premises – Head Office	49,300	0	49,300	49,300	+ 0
Expenditure	49,300	0	49,300	49,300	+ 0

Table 5

Corporate items

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Corporate Items	4,116	0	4,116	4,116	+ 0
Corporate Items	4,116	0	4,116	4,116	+ 0
Expenditure	4,116	0	4,116	4,116	+ 0

Table 6

Contributions from earmarked reserves

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total contributions from Earmarked Reserves	(486,127)	0	(486,127)	(486,127)	+ 0
Earmarked Reserves	(486,127)	0	(486,127)	(486,127)	+ 0
Expenditure	(486,127)	0	(486,127)	(486,127)	+ 0

Table 7

Net (Surplus) / Deficit

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Grand Total	8,472	59,134	67,606	64,282	+ 3,324