

**Financial Scrutiny and Audit Committee**

14 November 2017

Agenda Item No 11

**Consolidated Income and Expenditure:  
1 April to 30 September 2017 Actual and 2017/18 Forecast Outturn**

Report by Chief Financial Officer

**Summary:** This report provides the Committee with details of the actual income and expenditure for the six month period to 30 September 2017, and provides a forecast of the projected expenditure at the end of the financial year (31 March 2018).

**Recommendation:** That the report be noted.

**1. Introduction**

1.1. This financial monitoring report summarises details of the forecast outturn and actual expenditure for both National Park and Navigation.

**2. Overview of Actual Income and Expenditure**

Table 1 – Actual Consolidated I&E by Directorate to 30 September 2017

	<b>Profiled Latest Available Budget</b>	<b>Actual Income and Expenditure</b>	<b>Actual Variance</b>
Income	(4,745,768)	(4,810,980)	+ 65,213
Operations	1,860,032	1,896,213	- 36,181
Planning and Resources	1,147,293	1,048,461	+ 98,831
Chief Executive	695,763	664,704	+ 31,059
Projects, Corporate Items and Contributions from Earmarked Reserves	(50,611)	(11,997)	- 38,614
<b>Net (Surplus) / Deficit</b>	<b>(1,093,290)</b>	<b>(1,213,598)</b>	<b>+ 120,308</b>

2. Core navigation income is above of the profiled budget at the end of month six. The overall position as at 30 September 2017 is a favourable variance of £120,308 or 11% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £65,526 within toll income:
  - Hire Craft Tolls £42,461 above the profiled budget.
  - Private Craft Tolls £25,277 above the profiled budget.
- An adverse variance within Operations budgets relating to:

- Construction and Maintenance Salaries is under profiled budget by £29,773 due to a number of vacancies this year.
- Water Management is under profiled budget by £36,895 due to outstanding Natural England consent and the Hydrographic survey invoice.
- Practical Maintenance is over the profiled budget by £171,410 due to timing differences on the profile originally set. This is due to Acle Bridge being purchased.
- Premises is under profiled budget by £44,637 due to timing differences around the Dockyard Wet Shed repairs.
- A favourable variance within Planning and Resources budgets relating to:
  - Human Resources is under profiled budget by £16,788 due to vacancies and timing differences on staff training.
  - Project Funding is under profiled budget by £31,708 due to timing differences.
  - Communications is behind profiled budget by £19,945 due to staff vacancies at the beginning of the financial year.
  - Visitor Centres and Yacht stations is behind profiled budget by £13,615 due to salary savings.
  - Planning and Resources Management and Administration is under profiled budget by £12,977 due to a vacancy.
- A favourable variance within Chief Executive budgets relating to:
  - Governance is under budget by £12,641 due to timing differences around the invoicing for the Peer Review.
  - Asset Management is under budget by £16,243 due to timing differences.
- An adverse variance within Reserves relating to timing differences around the Dockyard Wet Shed repairs.

2.1. 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 being monitored against a latest available budget (LAB) in 2017/18. 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. Details of the movements from the original budget are set out in Appendix 2.

Table 2 – Adjustments to Consolidated LAB

	Ref	£
Original budget 2017/18 – deficit	Item 12 27/01/17 (BA)	41,178
Peer Review	Item 17 24/03/17 (BA)	25,000
	Item 11	

Approved budget carry-forwards	19/05/17 (BA)	31,245
<b>LAB at 30 September 2017 – deficit</b>		<b>97,423</b>

3.2. Taking account of the budget adjustments, the LAB therefore provides for a consolidated deficit of £97,423 in 2017/18 as at 30 September 2017.

#### 4. Overview of Forecast Outturn 2017/18

4.1. Budget holders have been asked to comment on the expected expenditure at the end of the financial year in respect of all the budget lines for which they are responsible. These forecast outturn figures should be seen as estimates and they will be refined and clarified through the financial year.

4.2. As at the end of September 2017, the forecast outturn indicates:

- The total forecast income is £6,554,056, or £67,461 above the LAB.
- Total expenditure is forecast to be £6,593,848.
- The resulting deficit for the year is forecast to be £39,792.

4.3. The forecast outturn expenditure takes account of adjustments to the LAB and in addition reflects the changes shown in Table 3. The forecast surplus represents a favourable variance of £57,631 against the LAB.

Table 3 – Adjustments to Forecast Outturn

Item	£
<b>Forecast outturn deficit per LAB</b>	<b>97,423</b>
Increase to Hire Craft Income	(42,461)
Increase to Private Craft Income	(20,000)
Increase to Interest Income	(5,000)
Increase to Moorings Expenditure for Acle Bridge Purchase	30,000
Decrease to Boat Safety Income	7,000
Decrease to Volunteers due to Celebration day being held every other year	(2,000)
Decrease to Visitor Centre Salary costs	(10,500)
Increase to Collection of Tolls salaries following minor change in structure	3,380
Decrease in Telephone expenditure	(3,050)
Decrease in Apprenticeship Levy for government allowance	(15,000)
<b>Forecast outturn deficit as at 30 September 2017</b>	<b>39,792</b>

4.4. The main reason for the difference between the forecast outturn and the LAB is the increase in hire and private craft income. There is also additional savings within other budgets.

## 5. Reserves

Table 4 – Consolidated Earmarked Reserves

	<b>Balance at 1 April 2017</b>	<b>In-year movements</b>	<b>Current reserve balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Property	(429,005)	(77,000)	(506,005)
Plant, Vessels and Equipment	(214,671)	(50,732)	(265,403)
Premises	(178,942)	(21,043)	(199,985)
Planning Delivery Grant	(194,908)	8,500	(186,408)
Upper Thurne Enhancement	(77,752)	(21,057)	(98,808)
Section 106	(109,020)	7,550	(101,470)
Heritage Lottery Fund	(92,936)	(33,061)	(125,997)
Catchment Partnership	(94,833)	1,021	(93,812)
<b>Total</b>	<b>(1,392,066)</b>	<b>(185,821)</b>	<b>(1,577,888)</b>

5.1. £668,946 of the current reserve balance relates to navigation reserves.

## 6. Summary

6.1. The current forecast outturn position for the year suggests a deficit of £63,264 for the national park side and a surplus of £23,472 on navigation resulting in an overall deficit of £39,792 within the consolidated budget, which would indicate a general fund reserve balance of approximately £978,000 and a navigation reserve balance of approximately £349,000 at the end of 2017/18 before any transfers for interest. This will mean that the navigation reserve will be slightly above the recommended level of 10% of net expenditure during 2017/18.

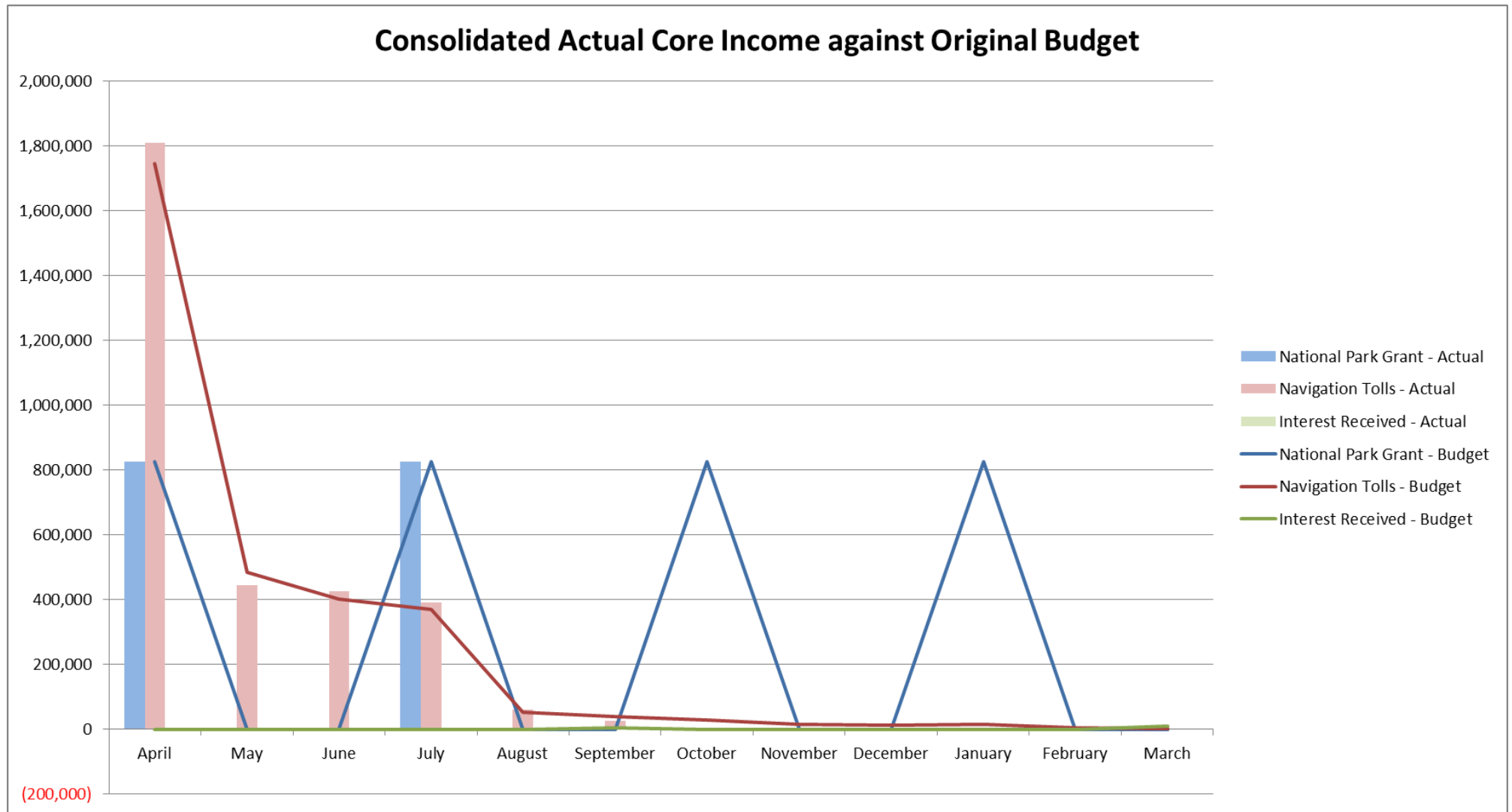
Background papers: None

Author: Emma Krelle  
Date of report: 26 October 2017

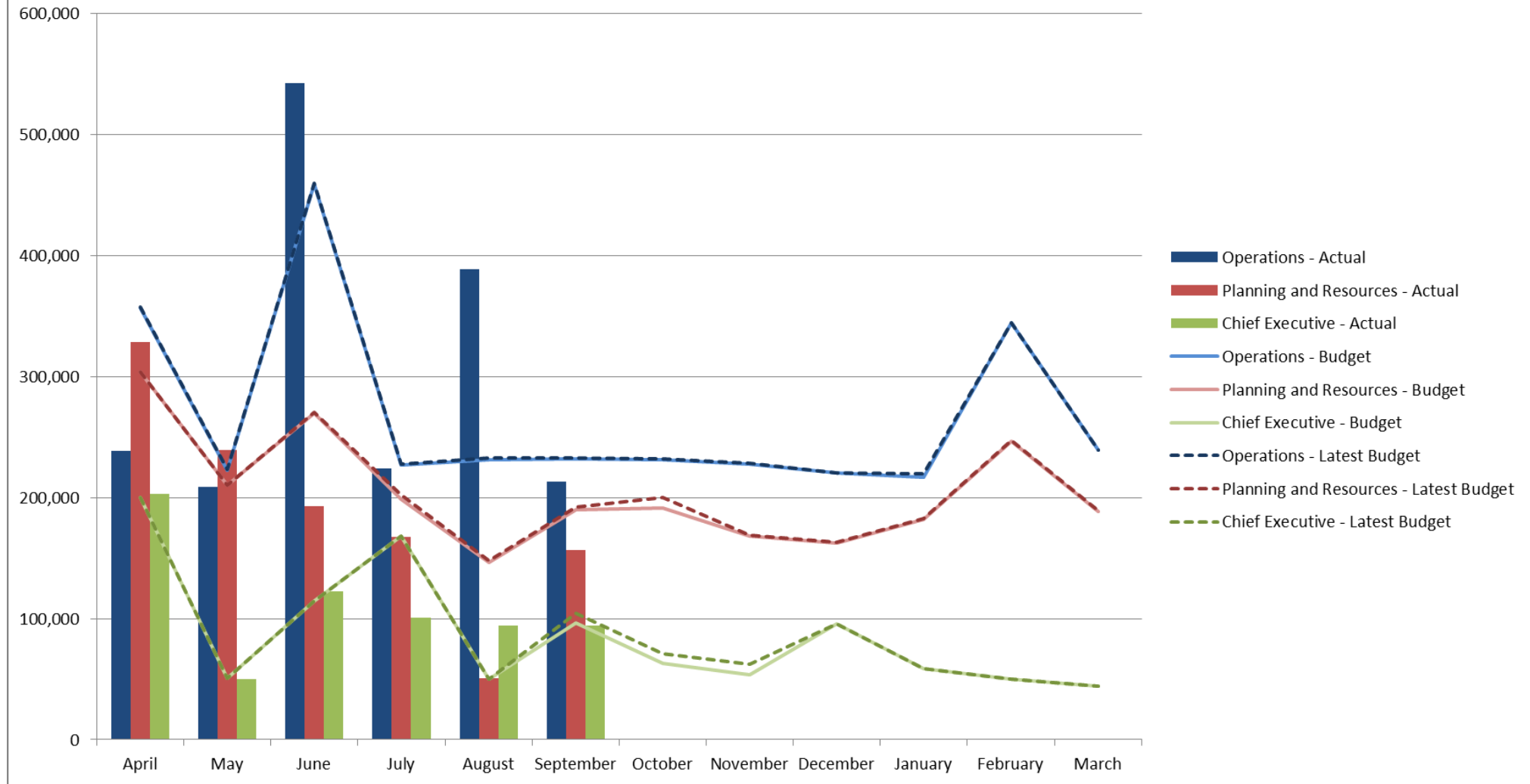
Broads Plan Objectives: None

Appendices: APPENDIX 1 – Consolidated Actual Income and Expenditure  
Charts to 30 September 2017

APPENDIX 2: Financial Monitor: Consolidated Income and  
Expenditure 2017/18



### Consolidated Net Actual Expenditure against Original and Latest Budget



To 30 September 2017

Budget Holder (All)

Row Labels	Values				
	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(6,486,595)		(6,486,595)	(6,554,056)	67,461
National Park Grant	(3,299,595)		(3,299,595)	(3,299,595)	0
Income	(3,299,595)		(3,299,595)	(3,299,595)	0
Hire Craft Tolls	(1,073,400)		(1,073,400)	(1,115,861)	42,461
Income	(1,073,400)		(1,073,400)	(1,115,861)	42,461
Private Craft Tolls	(2,040,000)		(2,040,000)	(2,060,000)	20,000
Income	(2,040,000)		(2,040,000)	(2,060,000)	20,000
Short Visit Tolls	(39,800)		(39,800)	(39,800)	0
Income	(39,800)		(39,800)	(39,800)	0
Other Toll Income	(18,800)		(18,800)	(18,800)	0
Income	(18,800)		(18,800)	(18,800)	0
Interest	(15,000)		(15,000)	(20,000)	5,000
Income	(15,000)		(15,000)	(20,000)	5,000
Operations	3,410,265	9,160	3,419,425	3,454,425	-35,000
Construction and Maintenance Salaries	1,168,140		1,168,140	1,168,140	0
Income	(4,420)		(4,420)	(4,420)	0
Salaries	1,172,560		1,172,560	1,172,560	0
Expenditure			0		0
Equipment, Vehicles & Vessels	497,500	4,000	501,500	501,500	0
Income			0		0
Expenditure	497,500	4,000	501,500	501,500	0
Water Management	147,500		147,500	147,500	0
Income			0		0
Expenditure	147,500		147,500	147,500	0
Land Management	(36,000)		(36,000)	(36,000)	0
Income	(90,000)		(90,000)	(90,000)	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Expenditure	54,000		54,000	54,000	0
Practical Maintenance	433,200	2,565	435,765	465,765	-30,000
Income	(10,500)		(10,500)	(10,500)	0
Expenditure	443,700	2,565	446,265	476,265	-30,000
Ranger Services	698,790	7,300	706,090	706,090	0
Income	(127,130)		(127,130)	(127,130)	0
Salaries	623,420	7,300	630,720	630,720	0
Expenditure	202,500		202,500	202,500	0
Pension Payments			0		0
Safety	119,590		119,590	126,590	-7,000
Income	(9,000)		(9,000)	(2,000)	-7,000
Salaries	64,090		64,090	64,090	0
Expenditure	64,500		64,500	64,500	0
Volunteers	68,800		68,800	66,800	2,000
Income	(1,000)		(1,000)	(1,000)	0
Salaries	49,800		49,800	49,800	0
Expenditure	20,000		20,000	18,000	2,000
Premises	198,170	(8,650)	189,520	189,520	0
Income	(20,000)		(20,000)	(20,000)	0
Expenditure	218,170	(8,650)	209,520	209,520	0
Operations Management and Administration	114,575	3,945	118,520	118,520	0
Income	(3,465)		(3,465)	(3,465)	0
Salaries	105,540	3,945	109,485	109,485	0
Expenditure	12,500		12,500	12,500	0
Planning and Resources	2,206,055	17,380	2,223,435	2,223,855	-420
Development Management	255,270	2,850	258,120	258,120	0
Income	(80,000)		(80,000)	(80,000)	0
Salaries	308,770		308,770	308,770	0
Expenditure	26,500	2,850	29,350	29,350	0
Pension Payments			0		0
Strategy and Projects Salaries	427,155		427,155	437,745	-10,590



Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Income	(3,500)		(3,500)	(14,090)	10,590
Salaries	307,155		307,155	317,745	-10,590
Expenditure	123,500		123,500	134,090	-10,590
Biodiversity Strategy	10,000	400	10,400	10,400	0
Income			0		0
Expenditure	10,000	400	10,400	10,400	0
Strategy and Projects			0		0
Expenditure			0		0
Human Resources	130,590	1,000	131,590	131,590	0
Salaries	71,090		71,090	71,090	0
Expenditure	59,500	1,000	60,500	60,500	0
Waterways and Recreation Strategy	85,920		85,920	85,920	0
Salaries	76,420		76,420	76,420	0
Expenditure	9,500		9,500	9,500	0
Project Funding	105,500		105,500	105,500	0
Expenditure	105,500		105,500	105,500	0
Pension Payments			0		0
Communications	328,330	13,130	341,460	341,460	0
Income	(4,120)		(4,120)	(4,120)	0
Salaries	257,950		257,950	257,950	0
Expenditure	74,500	13,130	87,630	87,630	0
Pension Payments			0		0
Visitor Centres and Yacht Stations	214,070		214,070	203,570	10,500
Income	(237,500)		(237,500)	(237,500)	0
Salaries	319,570		319,570	309,070	10,500
Expenditure	132,000		132,000	132,000	0
Collection of Tolls	128,550		128,550	131,930	-3,380
Salaries	115,850		115,850	119,230	-3,380
Expenditure	12,700		12,700	12,700	0
ICT	304,860		304,860	301,810	3,050
Salaries	181,360		181,360	181,360	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Expenditure	123,500		123,500	120,450	3,050
Planning and Resources Management and Administration	215,810		215,810	215,810	0
Income	(1,525)		(1,525)	(1,525)	0
Salaries	142,470		142,470	142,470	0
Expenditure	74,865		74,865	74,865	0
Chief Executive	1,045,653	29,705	1,075,358	1,075,358	0
Legal	106,980		106,980	106,980	0
Income			0		0
Salaries	46,980		46,980	46,980	0
Expenditure	60,000		60,000	60,000	0
Governance	124,440	25,000	149,440	149,440	0
Salaries	72,540		72,540	72,540	0
Expenditure	51,900	25,000	76,900	76,900	0
Chief Executive	110,970		110,970	110,970	0
Salaries	110,970		110,970	110,970	0
Expenditure			0		0
Asset Management	119,890	4,705	124,595	124,595	0
Income	(22,220)		(22,220)	(22,220)	0
Salaries	52,360	(3,945)	48,415	48,415	0
Expenditure	89,750	8,650	98,400	98,400	0
Finance and Insurance	341,680		341,680	341,680	0
Income	(6,490)		(6,490)	(6,490)	0
Salaries	148,170		148,170	148,170	0
Expenditure	200,000		200,000	200,000	0
Premises - Head Office	241,693		241,693	241,693	0
Expenditure	241,693		241,693	241,693	0
Projects and Corporate Items	126,800		126,800	111,800	15,000
Partnerships / HLF	50,000		50,000	50,000	0
Income	(45,736)		(45,736)	(45,736)	0
Salaries	23,945		23,945	23,945	0
Expenditure	71,791		71,791	71,791	0

Row Labels	Original Budget (Consolidated)	Budget Adjustments (Consolidated)	Latest Available Budget (Consolidated)	Forecast Outturn (Consolidated)	Forecast Outturn Variance (Consolidated)
Corporate Items	76,800		76,800	61,800	15,000
Expenditure	16,800		16,800	1,800	15,000
Pension Payments	60,000		60,000	60,000	0
Contributions from Earmarked Reserves	(261,000)	0	(261,000)	(271,590)	10,590
Earmarked Reserves	(261,000)	0	(261,000)	(271,590)	10,590
Expenditure	(261,000)	0	(261,000)	(271,590)	10,590
<b>Grand Total</b>	<b>41,178</b>	<b>56,245</b>	<b>97,423</b>	<b>39,792</b>	<b>57,631</b>