

Risk, Audit and Governance Committee

12 March 2024

Agenda item number 8

Consolidated income and expenditure – 1 April to 31 January 2024 actual and 2023/24 forecast outturn

Report by Senior Accountant

Purpose

This report provides details of actual income and expenditure for the ten-month period to 31 January 2024, and a forecast of the projected expenditure at the end of the financial year (31 March 2024).

Recommendation

To note the income and expenditure figures.

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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 income and expenditure by directorate to 31 January 2024.

Directorate	Profiled latest available budget £	Actual income and expenditure £	Actual variance £
Income	(7,771,805)	(7,965,703)	+193,898
Operations	4,132,847	3,644,073	+488,414
Strategic Services	1,404,098	1,554,856	-150,759
Finance & Support Services	1,964,780	1,988,487	-23,707
Projects, Corporate Items and Contributions from Earmarked Reserves	(899,170)	(402,988)	-496,182
Net (Surplus) / Deficit	(1,169,610)	(1,181,274)	+11,664

- 2.1. Core navigation income is below the profiled budget at the end of month ten. The overall position as at 31 January 2024 is a favourable variance of £11,664 or a 1.0% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £193,898 within income:
 - National Park grant is £150,000 above the profiled budget due to the previously capital grant unapplied for Hulver Ground has been released to fund the purchase.
 - Hire Craft Tolls is £9,052 below the profiled budget.
 - Private Craft Tolls is £70,498 below the profiled budget.
 - Short Visit and Other Tolls is £7,020 above the profiled budget.
 - Investment income is £116,428 above the profiled budget.
- An underspend within Operations relating to:

- Equipment, Vehicles & Vessels is over the profiled budget by £13,116 due to urgent repairs on the concrete pump and an overspend on fuel. This is partially offset by the delays in expenditure from earmarked reserves.
- Land Management is under the profiled budget by £41,956 due to receiving the majority of the RPA income.
- Practical Maintenance is under the profiled budget by £240,240 partly due to electricity charges and usage not being as high as predicted and delays in expenditure from earmarked reserves. In addition a grant has been received for the installation of electric charging points, the expenditure has yet to take place. Work at Hoveton Riverside Park has also been deferred until 2024/25.
- Ranger Services is under the profiled budget by £23,656 due to an underspend in Salaries.
- Premises is under the profiled budget by £76,403 due to delays in expenditure at the Dockyard from the earmarked reserves.
- Project Funding is under the profiled budget by £97,487 due to delays in expenditure on Yare House downsizing. The balance will be transferred to the earmarked reserves at the end of the 2024/25 as agreed by the Broads Authority 26/01/24.
- An overspend within Strategic Services relating to:
 - Development Management is under the profiled budget by £12,020 due to underspends in Consultancy fees.
 - Strategy and Project Salaries is over the profiled budget by £135,461 which is primarily due to a delay in the FiPL income from DEFRA, which is expected to be received in March 2024.
 - Communications is under the profiled budget by £27,812 due to receiving additional grant income from Forest Holidays, Green Pathways and Rails, Trails and Sails.
 - Visitor Centres and Yacht Stations is over the profiled budget by £64,299 which is due to a decrease in mooring income being less than budgeted and the lease at Reedham Quay not being finalised so charging this season could not commence.
- An overspend within Finance and Support Services relating to:
 - National Park Grant is over the profiled budget due to the delayed purchase of Hulver Ground, which is offset with additional National Park Grant income.
 - Legal is over the profiled budget by £69,547 due to increased costs for Reedham Quay, Monitoring Officer recharges and increased prosecution costs.

- Asset Management is under the profiled budget by £29,416 due to budget from earmarked reserves being spent later than originally planned.
- Premises Head Office is under the profiled budget by £109,764 due to a delay in budget from earmarked reserves being spent on the Yare house reduction.
- ICT is under the profiled budget by £31,644 due to an underspend in Computer Hardware and budget from earmarked reserves being spent later than originally planned.
- An adverse variance within earmarked reserves relating to:
 - Medium Term Planning is under the profiled budget due to a delay in the Yare House downsize taking place.
 - Premises is under the profiled budget due to delays on Dockyard expenditure.
 - Property is under the profiled budget due to works at Hoveton Riverside Park not going ahead this year and being transferred to 2024/25.
 - Catchment Partnership is above the profiled budget due to a delay in receiving income
 - Computer Software is under the profiled budget due to delays in the toll system replacement project.
 - Upper Thurne is under the profiled budget due to delays on expenditure.
 - UK Communications Team is under the profiled budget to the additional income received for the extension.

2.2. The charts at Appendix 1 provide a visual overview of actual income and expenditure compare 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 2023/24. 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 set out in Appendix 2.

Table 2

Adjustments to consolidated LAB

Item	Authorisation reference	Amount £
Original budget 2023/24 – deficit	Broads Authority 20/01/23 Agenda item number 11	18,222
LAB as at 31 January 2024	n/a	18,222

4. Overview of forecast outturn 2023/24

- 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. A summary of these adjustments is given in the table below:

Table 3

Adjustments to Forecast Outturn

Item	Amount £
Forecast outturn deficit per LAB	18,222
Decrease to Hire Craft Tolls	9,053
Decrease to Private Craft Tolls	69,048
Increase to Investment Income	(155,000)
Increase to Bank charges	9,150
Increase to salary costs for pay award	96,480
Staff recharges to externally funded Peat grants	(33,272)
Increased external funding grants & planning income	(75,750)
Expenditure increases for additional grant and other savings	41,828
Increased legal fees	60,000
Forecast outturn deficit as at 31 January 2024	39,759

5. Reserves

- 5.1. As in previous years, the Authority's contributions to the reserves have all been made in full at the end of quarter one. This has resulted in some reserves showing increased balances. These will reduce as planned purchases take place throughout the year.
- 5.2. Items funded from the Property Reserve include the deposit for the replacement hut at Reedham Quay less the income from land rental at Oulton Broad. The Plant, Vessels and Equipment reserve has funded six new vehicles and presale inspection on a crane. The Premises Reserve has funded the architect and QS fees for the Yare House alterations. The Heritage Lottery Fund, Catchment Project, CANAPE, UK Communications and Match Funding contains the income and expenditure relating to those projects. The Medium-Term Planning reserve has funded the additional expenditure for the delayed reconfiguration of Yare House and External Funding & Partnership working.

Table 4

Consolidated earmarked reserves

Reserve name	Balance at 1 April 2023 £	In-year movements £	Current reserve balance £
Property	(936,361)	(72,796)	(1,009,157)
Plant, Vessels and Equipment	(635,878)	77,980	(557,898)
Premises	(376,578)	(28,613)	(405,191)
Planning Delivery Grant	(261,209)	0	(261,209)
Upper Thurne Enhancement	(213,533)	(21,000)	(234,533)
HLF	(171,017)	239,205	68,188
Catchment Partnership	(84,887)	5,827	(79,060)
CANAPE	(463,385)	19,528	(443,857)
Computer Software	(152,592)	(20,000)	(172,592)
UK Communications	(4,820)	1,120	(3,700)
Match Funding (EXPERIENCE)	(17,466)	15,874	(1,592)
Medium-Term Planning	(449,623)	82,504	(367,119)
Total	(3,767,349)	299,629	(3,467,720)

6. Conclusion

- 6.1. The forecast position for the year suggests a surplus within the National Park and a deficit within the Navigation budget. This would result in a National Park Reserve balance of approximately £691,000 and a Navigation Reserve balance of £491,000 at the end of 2023/24 (before any year-end adjustments). This would mean that both reserves would be above the recommended levels, with National Park at 19.1% and Navigation at 11.1%. Year-end transfers of interest to the earmarked reserves and closure of the CANAPE reserve mean it will rise to approximately 23.0% and 12.0%. This will be highly dependent on the level of interest received.

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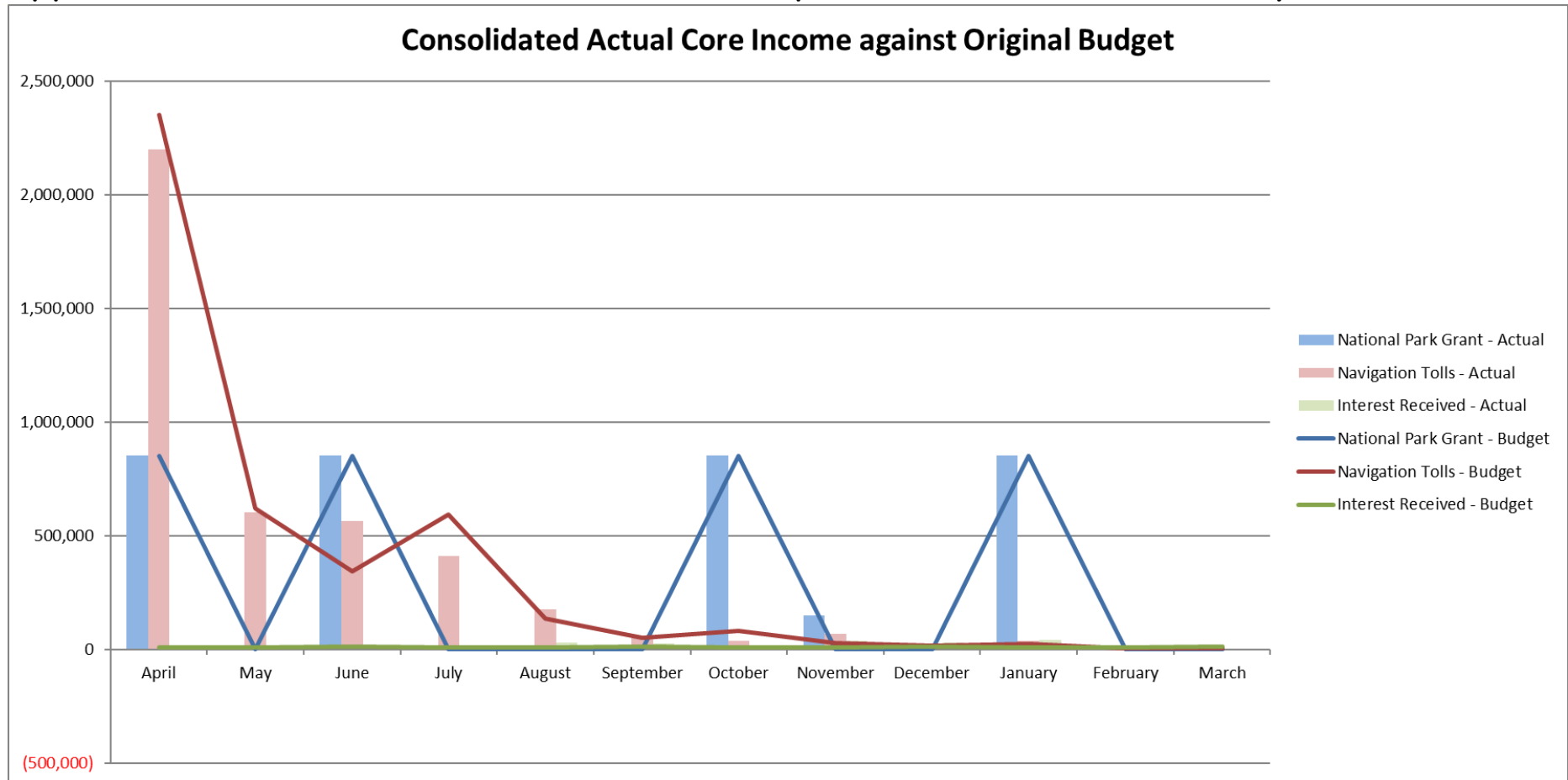
Date of report: 23 February 2024

[Broads Plan](#) strategic objectives: All

Appendix 1 – Consolidated actual income and expenditure charts to 31 January 2024

Appendix 2 – Financial monitor: Consolidated income and expenditure 2023/24

Appendix 1 – Consolidated actual income and expenditure charts to 31 January 2024



Consolidated Net Actual Expenditure against Original and Latest Budget



Appendix 2 – Financial monitor: Consolidated income and expenditure 2023/24

Table 1
Income

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Total Income	(7,803,688)	0	(7,803,688)	(8,030,587)	226,899
National Park Grant	(3,414,078)	0	(3,414,078)	(3,564,078)	150,000
Hire Craft Tolls	(1,333,000)	0	(1,333,000)	(1,323,947)	-9,053
Private Craft Tolls	(2,844,000)	0	(2,844,000)	(2,774,952)	-69,048
Short Visit Tolls	(55,000)	0	(55,000)	(55,000)	0
Other Toll Income	(32,610)	0	(32,610)	(32,610)	0
Interest	(125,000)	0	(125,000)	(280,000)	155,000

Table 2
Operations

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Total Operations	4,861,285	35,100	4,896,385	4,700,692	195,693
Construction and Maintenance Salaries	1,549,230	0	1,549,230	1,570,557	-21,327
Salaries	1,549,230	0	1,549,230	1,574,610	-25,380
Expenditure	0	0	0	(4,053)	4,053
Equipment, Vehicles & Vessels	769,670	0	769,670	769,670	0
Income	(1,000)	0	(1,000)	(1,000)	0
Expenditure	770,670	0	770,670	770,670	0
Water Management	88,700	0	88,700	88,700	0
Expenditure	88,700	0	88,700	88,700	0
Land Management	(31,145)	0	(31,145)	(32,145)	1,000
Income	(87,500)	0	(87,500)	(87,500)	0
Expenditure	56,355	0	56,355	55,355	1,000
Practical Maintenance	592,475	0	592,475	442,475	150,000
Income	(56,185)	0	(56,185)	(56,185)	0
Expenditure	648,660	0	648,660	498,660	150,000
Waterways and Recreation Strategy	55,920	0	55,920	54,380	1,540

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Income	0	0	0	0	0
Salaries	47,920	0	47,920	46,380	1,540
Expenditure	8,000	0	8,000	8,000	0
Ranger Services	1,117,940	32,050	1,149,990	1,165,800	-15,810
Income	0	0	0	0	0
Salaries	986,990	0	986,990	1,002,800	-15,810
Expenditure	130,700	32,050	162,750	162,750	0
Pension Payments	250	0	250	250	0
Safety	143,315	3,050	146,365	146,385	-20
Income	(500)	0	(500)	(500)	0
Salaries	87,870	0	87,870	87,890	-20
Expenditure	55,945	3,050	58,995	58,995	0
Premises	294,450	0	294,450	214,450	80,000
Income	(2,600)	0	(2,600)	(2,600)	0
Expenditure	297,050	0	297,050	217,050	80,000
Project Funding	130,600	0	130,600	130,600	0
Expenditure	118,100	0	118,100	118,100	0
Pension Payments	12,500	0	12,500	12,500	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Operations Management and Administration	150,130	0	150,130	149,820	310
Salaries	144,030	0	144,030	143,720	310
Expenditure	6,100	0	6,100	6,100	0

Table 3
Strategic Services

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Strategic Services	1,722,479	43,167	1,765,646	1,773,158	-7,512
Development Management	419,510	14,000	433,510	434,830	-1,320
Income	(87,500)	0	(87,500)	(90,500)	3,000
Salaries	459,380	0	459,380	471,920	-12,540
Expenditure	42,930	14,000	56,930	48,710	8,220
Pension Payments	4,700	0	4,700	4,700	0
Strategy and Projects Salaries	264,590	7,478	272,068	243,393	28,675
Income	(209,000)	0	(209,000)	(401,833)	192,833
Salaries	215,230	21,478	236,708	301,650	-64,942

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Expenditure	258,360	(14,000)	244,360	343,576	-99,216
Biodiversity Strategy	9,300	0	9,300	20,988	-11,688
Expenditure	9,300	0	9,300	20,988	-11,688
Human Resources	161,810	(3,050)	158,760	158,900	-140
Salaries	102,110	0	102,110	102,250	-140
Expenditure	59,700	(3,050)	56,650	56,650	0
Volunteers	75,360	0	75,360	75,950	-590
Salaries	61,860	0	61,860	62,450	-590
Expenditure	13,500	0	13,500	13,500	0
Communications	393,974	0	393,974	427,154	-33,180
Income	(250)	0	(250)	(49,895)	49,645
Salaries	312,910	0	312,910	346,090	-33,180
Expenditure	81,314	0	81,314	130,959	-49,645
Visitor Centres and Yacht Stations	265,175	24,739	289,914	284,704	5,210
Income	(306,550)	0	(306,550)	(306,550)	0
Salaries	444,070	0	444,070	438,860	5,210
Expenditure	127,655	24,739	152,394	152,394	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Strategic Services Management and Administration	132,760	0	132,760	127,239	5,521
Salaries	130,260	0	130,260	129,960	300
Expenditure	2,500	0	2,500	(2,721)	5,221
Strategy and Projects	0	0	0	0	0
Expenditure	0	0	0	0	0

Table 4

Finance & Support Services

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Finance & Support Services	1,937,520	364,056	2,301,576	2,523,174	-221,598
National Park Grant	0	0	0	150,000	-150,000
Expenditure	0	0	0	150,000	-150,000
Legal	104,000	0	104,000	164,000	-60,000
Income	(6,000)	0	(6,000)	(6,000)	0
Expenditure	110,000	0	110,000	170,000	-60,000
Governance	245,350	0	245,350	241,250	4,100

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Salaries	185,750	0	185,750	185,450	300
Expenditure	59,600	0	59,600	55,800	3,800
Chief Executive	133,060	0	133,060	130,786	2,274
Salaries	132,060	0	132,060	130,600	1,460
Expenditure	1,000	0	1,000	186	814
Asset Management	153,880	0	153,880	146,100	7,780
Income	(24,300)	0	(24,300)	(24,300)	0
Salaries	53,320	0	53,320	53,740	-420
Expenditure	124,860	0	124,860	116,660	8,200
Premises – Head Office	161,940	364,056	525,996	525,996	0
Expenditure	161,940	364,056	525,996	525,996	0
Finance and Insurance	495,510	0	495,510	507,850	-12,340
Income	0	0	0	-10,000	10,000
Salaries	268,010	0	268,010	268,200	-190
Expenditure	227,500	0	227,500	249,650	-22,150
Collection of Tolls	208,680	0	208,680	210,930	-2,250
Salaries	198,080	0	198,080	200,330	-2,250
Expenditure	10,600	0	10,600	10,600	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
ICT	435,100	0	435,100	446,262	-11,162
Salaries	224,000	0	224,000	235,520	-11,520
Expenditure	211,100	0	211,100	210,742	358

Table 5

Projects and Corporate items

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Projects and Corporate Items	28,625	0	28,625	18,405	10,220
Partnerships / HLF	21,925	0	21,925	11,705	10,220
Income	(91,535)	0	(91,535)	(91,535)	0
Salaries	96,460	0	96,460	86,240	10,220
Expenditure	17,000	0	17,000	17,000	0
Corporate Items	6,700	0	6,700	6,700	0
Expenditure	6,700	0	6,700	6,700	0

Table 6

Contributions from earmarked reserves

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Contributions from Earmarked Reserves	(727,999)	(442,323)	(1,170,322)	(945,082)	-225,240
Earmarked Reserves	(727,999)	(442,323)	(1,170,322)	(945,082)	-225,240
Expenditure	(727,999)	(442,323)	(1,170,322)	(945,082)	-225,240

Table 7

Net (Surplus) / Deficit

Row labels	Original Budget (Consolidated) £	Budget Adjustments (Consolidated) £	Latest Available Budget (Consolidated) £	Forecast Outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Grand Total	18,222	0	18,222	39,759	-21,537