

Navigation Committee

15 April 2021 Agenda item number 12

Navigation income and expenditure 1 April to 28 February 2021 actual and 2020/21 forecast outturn

Report by Chief Financial Officer

Purpose

To present the actual Navigation income and expenditure for the eleven-month period to 28 February 2021, and provide a forecast of the projected expenditure at the end of the financial year (31 March 2021).

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1. Introduction

1.1. This report gives a summary of the income and expenditure for the Navigation budget up until 28 February, any amendments to the Latest Available Budget (LAB), Forecast Outturn (predicted year end position) and the movements on the earmarked reserves.

2. Overview of actual income and expenditure

Table 1Actual Navigation income and expenditure by Directorate to 28 February 2021

Directorate	Profiled Latest Available Budget £	Actual income and expenditure £	Actual variance £
Income	(3,512,328)	(3,370,613)	- 141,715
Operations	2,334,813	1,877,691	+ 457,122
Strategic Services	283,432	276,020	+ 7,412
Chief Executive	636,700	584,039	+ 52,661
Projects, Corporate Items and Contributions from Earmarked Reserves	(90,532)	(35,887)	-54,645
Net (Surplus) / Deficit	(347,915)	(668,750)	+ 320,835

- 2.1. Core Navigation income is below the profiled budget at the end of month eleven. The overall position as at 28 February 2021 is an adverse variance of £320,835 or 92.2% difference from the profiled LAB. This is principally due to:
 - An overall adverse variance of £141,715 within income:
 - o Hire craft tolls is £94,712 behind the profiled budget.
 - o Private craft tolls is £18,236 behind the profiled budget.
 - Short visit and other toll income is £21,907 behind the profiled budget.
 - Investment income is £6,860 behind the profiled budget to the fall in interest rates.
 - An underspend within Operations relating to delayed practical works expenditure at Breydon, St Benet's Abbey and due to COVID-19 restrictions. At the time of writing negotiations with contractors on start dates were ongoing which will mean some of the forecast will not be met and an underspend will continue at year end. This will result in the relevant budget holders submitting carry forwards to transfer the underspend to the next financial year.

- An underspend within Strategic Services relating to reduced numbers of volunteers being able to be out as a result of COVID-19.
- An underspend within Chief Executive relating to delayed expenditure following COVID-19. These mainly relate to legal and professional fees on prosecutions, lease arrangements and bank charges which at this stage are considered timing differences.
- An adverse variance within reserves relating to delayed capital expenditure caused by COVID-19, with some of the expenditure being transferred to 2021/22.
- 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 2020/21. 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 2Adjustments to Navigation LAB

Item	Authorisation reference	Amount £
Original navigation budget 2020/21	Broads Authority 31/01/2020 Agenda item number 12	45,402
Approved carry-forward from 2019/20	Broads Authority 22/05/2020 Agenda item number 9	88,491
LAB as at 28 February 2021	n/a	133,893

3.2. The LAB therefore provides for a navigation deficit of £133,893 in 2020/21 as at 28 February 2021.

4. Overview of forecast outturn 2020/21

- 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 February, the forecast indicates that:
 - The total forecast income is £3,393,100.
 - Total expenditure is forecast to be £3,419,702.

- The resulting deficit for the year is forecast to be £26,602.
- 4.3. The forecast outturn remains unchanged from the last report to the committee in January.

5. Reserves

Table 3Navigation Earmarked Reserves

Reserve name	Balance at 1 April 2020 £	In-year movements	Current reserve balance £
Property	(393,440)	(1,962)	(395,402)
Plant, Vessels and Equipment	(310,245)	86,808	(223,437)
Premises	(89,966)	0	(89,966)
CANAPE	(155,922)	49,374	(106,548)
Computer Software	(7,184)	309	(6,875)
Total	(956,757)	134,529	(822,228)

5.1. Items funded from the Plant, Vessel and Equipment reserve include two replacement vehicles, a second hand JCB telehandler, mini excavator and NATO floats.

6. Conclusion

6.1. The forecast outturn position for the year suggests a deficit within the Navigation budget although this is likely to reduce further for the reasons set out in paragraph 2.1, for the Operations variance. The current forecast deficit of £26,602 would result in a Navigation Reserve balance of approximately £516,600 at the end of 2020/21 (before any year-end adjustments). This would mean the Navigation Reserve would be above the recommended 10% at 15.1%. Year-end transfers of interest to the earmarked reserves mean it will fall to approximately 14.9%. This will be highly dependent on the level of interest received.

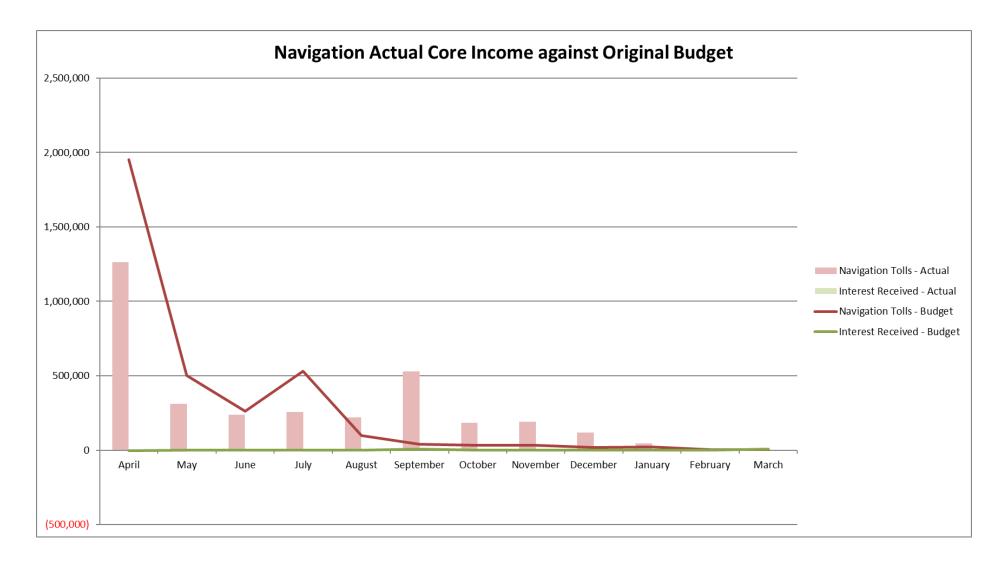
Author: Emma Krelle

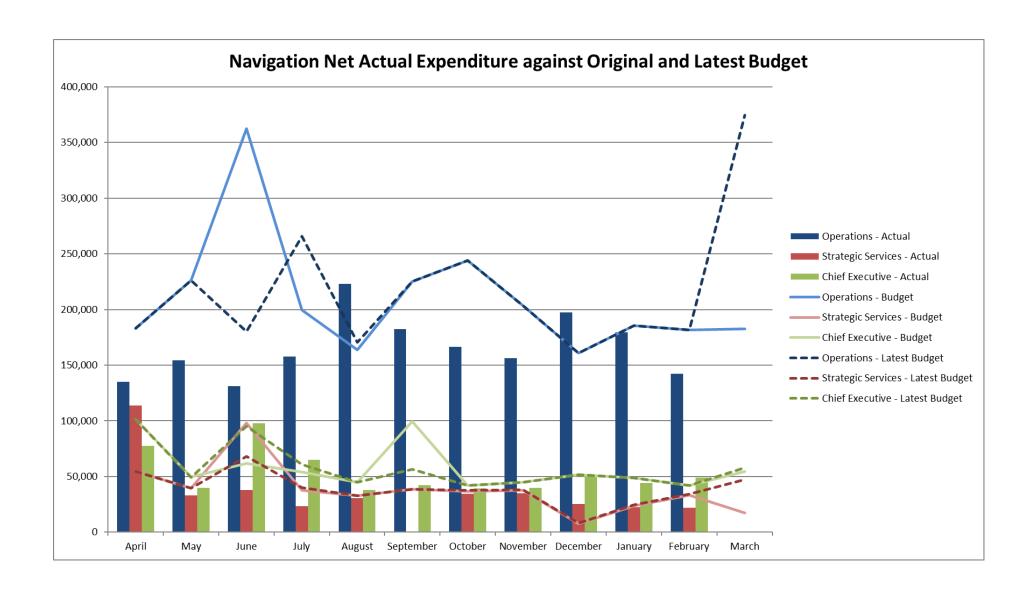
Date of report: 26 March 2021

Appendix 1 – Navigation actual income and expenditure charts to 28 February 2021

Appendix 2 – Financial monitor: Navigation income and expenditure 2020/21

Appendix 1 – Navigation actual income and expenditure charts to 28 February 2021





Appendix 2 — Financial monitor: Navigation income and expenditure 2020/21 Table 1

Income

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Income	(3,525,600)	0	(3,525,600)	(3,393,100)	- 132,500
National Park Grant	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Hire Craft Tolls	(1,199,000)	0	(1,199,000)	(1,106,000)	- 93,000
Income	(1,199,000)	0	(1,199,000)	(1,106,000)	- 93,000
Private Craft Tolls	(2,244,000)	0	(2,244,000)	(2,214,000)	- 30,000
Income	(2,244,000)	0	(2,244,000)	(2,214,000)	- 30,000
Short Visit Tolls	(43,000)	0	(43,000)	(43,000)	+ 0
Income	(43,000)	0	(43,000)	(43,000)	+ 0
Other Toll Income	(19,100)	0	(19,100)	(19,100)	+ 0
Income	(19,100)	0	(19,100)	(19,100)	+ 0
Interest	(20,500)	0	(20,500)	(11,000)	- 9,500
Income	(20,500)	0	(20,500)	(11,000)	- 9,500

Table 2Operations

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Operations	2,636,347	82,938	2,719,285	2,460,333	+ 258,952
Construction and Maintenance Salaries	812,328	0	812,328	797,478	+ 14,850
Salaries	812,328	0	812,328	797,478	+ 14,850
Expenditure	0	0	0	0	+ 0
Equipment, Vehicles & Vessels	375,760	0	375,760	307,510	+ 68,250
Income	0	0	0	0	+ 0
Expenditure	375,760	0	375,760	307,510	+ 68,250
Water Management	98,670	13,000	111,670	94,980	+ 16,690
Income	0	0	0	0	+ 0
Expenditure	98,670	13,000	111,670	94,980	+ 16,690
Land Management	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Practical Maintenance	421,260	69,938	491,198	348,715	+ 142,483
Income	(9,000)	0	(9,000)	(9,000)	+ 0
Expenditure	430,260	69,938	500,198	357,715	+ 142,483

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Waterways and Recreation Strategy	27,180	0	27,180	27,300	- 120
Income	0	0	0	0	+ 0
Salaries	18,180	0	18,180	18,300	- 120
Expenditure	9,000	0	9,000	9,000	+ 0
Project Funding	1,067	0	1,067	1,067	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments	1,067	0	1,067	1,067	+ 0
Ranger Services	560,656	0	560,656	620,723	- 60,067
Income	0	0	0	0	+ 0
Salaries	430,956	0	430,956	489,723	- 58,767
Expenditure	129,010	0	129,010	130,310	- 1,300
Pension Payments	690	0	690	690	+ 0
Safety	88,319	0	88,319	77,515	+ 10,804
Income	(1,500)	0	(1,500)	(1,500)	+ 0
Salaries	43,411	0	43,411	41,682	+ 1,729
Expenditure	46,408	0	46,408	37,333	+ 9,075
Premises	132,237	0	132,237	65,737	+ 66,500
Income	(700)	0	(700)	(700)	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	132,937	0	132,937	66,437	+ 66,500
Operations Management and Administration	43,794	0	43,794	44,233	- 439
Salaries	41,154	0	41,154	41,593	- 439
Expenditure	2,640	0	2,640	2,640	+ 0
Premises - Head Office	75,075	0	75,075	75,075	+ 0
Income	0	0	0	0	+ 0
Expenditure	75,075	0	75,075	75,075	+ 0

Table 3Strategic Services

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Strategic Services	300,548	5,553	306,101	316,292	- 10,191
Development Management	4,244	0	4,244	4,274	- 31
Income	0	0	0	0	+ 0
Salaries	4,244	0	4,244	4,274	- 31
Expenditure	0	0	0	0	+ 0
Pension Payments	0	0	0	0	+ 0
Strategy and Projects Salaries	8,809	0	8,809	8,453	+ 356
Salaries	8,719	0	8,719	8,385	+ 334
Expenditure	90	0	90	68	+ 23
Biodiversity Strategy	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Human Resources	57,084	0	57,084	56,467	+ 617
Salaries	32,087	0	32,087	38,438	- 6,351
Expenditure	24,998	0	24,998	18,030	+ 6,968
Volunteers	29,392	0	29,392	23,524	+ 5,868

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Salaries	19,292	0	19,292	19,424	- 132
Expenditure	10,100	0	10,100	4,100	+ 6,000
Communications	78,473	5,553	84,026	84,498	- 472
Income	0	0	0	0	+ 0
Salaries	67,973	0	67,973	68,445	- 472
Expenditure	10,500	5,553	16,053	16,053	+ 0
Visitor Centres and Yacht Stations	90,053	0	90,053	106,418	- 16,365
Income	(68,700)	0	(68,700)	(44,304)	- 24,396
Salaries	132,840	0	132,840	131,940	+ 900
Expenditure	25,913	0	25,913	18,782	+ 7,130
Strategic Services Management and Administration	32,493	0	32,493	32,658	- 165
Salaries	31,293	0	31,293	31,533	- 240
Expenditure	1,200	0	1,200	1,125	+ 75

Table 4Chief Executive

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Chief Executive	694,432	0	694,432	681,975	+ 12,457
Legal	27,500	0	27,500	27,500	+ 0
Income	(2,500)	0	(2,500)	(2,500)	+ 0
Expenditure	30,000	0	30,000	30,000	+ 0
Governance	96,670	0	96,670	85,322	+ 11,349
Income	0	0	0	0	+ 0
Salaries	56,635	0	56,635	53,209	+ 3,425
Expenditure	40,036	0	40,036	32,112	+ 7,923
Chief Executive	48,370	0	48,370	48,245	+ 125
Salaries	46,490	0	46,490	46,835	- 345
Expenditure	1,880	0	1,880	1,410	+ 470
Asset Management	83,284	0	83,284	76,428	+ 6,856
Income	(2,000)	0	(2,000)	(2,000)	+ 0
Salaries	20,799	0	20,799	20,943	- 144
Expenditure	64,485	0	64,485	57,485	+ 7,000
Finance and Insurance	183,810	0	183,810	184,375	- 565

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Salaries	82,520	0	82,520	83,085	- 565
Expenditure	101,290	0	101,290	101,290	+ 0
Collection of Tolls	146,440	0	146,440	147,380	- 940
Salaries	135,240	0	135,240	136,180	- 940
Expenditure	11,200	0	11,200	11,200	+ 0
ICT	108,359	0	108,359	112,726	- 4,368
Salaries	64,304	0	64,304	64,753	- 449
Expenditure	44,055	0	44,055	47,974	- 3,919

Table 5Projects and Corporate items

Row Labels	Original budget (Navigation) £			Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Projects and Corporate Items	87,894	0	87,894	57,169	+ 30,725
Partnerships / HLF	38,494	0	38,494	7,769	+ 30,725
Income	(50,655)	0	(50,655)	(49,830)	- 825
Salaries	14,145	0	14,145	14,245	- 100
Expenditure	75,003	0	75,003	43,353	+ 31,650
Corporate Items	49,400	0	49,400	49,400	+ 0
Expenditure	1,400	0	1,400	1,400	+ 0
Pension Payments	48,000	0	48,000	48,000	+ 0

Table 6Contributions from earmarked reserves

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Contributions from Earmarked Reserves	(148,219)	0	(148,219)	(96,069)	- 52,150
Earmarked Reserves	(148,219)	0	(148,219)	(96,069)	- 52,150
Expenditure	(148,219)	0	(148,219)	(96,069)	- 52,150

Table 7Net (Surplus) / Deficit

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Grand Total	45,402	88,491	133,893	26,601	+ 107,292