

From: Chelsea Green, **Financial Advisor, KEIFCA**

To: Kent and Essex Inshore Fisheries and Conservation Authority – 17 September 2021.

Subject: Revenue Budget Monitoring Report 2021-22.

Classification: **Unrestricted**

Summary: This report gives the estimated financial outturn position for the Authority based on data at the end of August 2021. Appendix 1 includes the actuals to 31 August 2021 and the revenue outturn forecast for the year with the variance to the budget.

Recommendation(s):

1. The Authority is asked to review and approve the forecast underspend for the year of £8,045. This underspend is indicative at the present time and is likely to change throughout the year.

1. Introduction

This report shows the likely outturn based upon data at the end of August 2021. Currently, most of the budgeted income and expenditure is being spent as planned with a few exceptions. With the lockdown in UK not being lifted until July 2021, there has been a slight impact of COVID-19 and there is uncertainty as we head into Autumn/Winter. However, it is anticipated that the majority of duties and activities can be performed as normal. Members will recall that they approved the use of £100,000 in 2020/2021 from Reserves to refurbish engines, hydraulic systems and electrical works to extend the life of Tamesis. This is scheduled to take place this financial year.

2. Revenue Outturn 2021-22

2.1 The forecast Revenue Outturn for the year is an underspend of £8,045. The underspend is predominantly due to a decrease in travel and subsistence, both

from employees and Members. A slight reduction in staff costs such as salaries, protective clothing and uniforms can also be seen. There is some unbudgeted expenditure on recruitment and advertising as well as work which was required to upgrade the KEIFCA website in order for it to conform to the requirements of the Government Digital Service.

2.2 The main variances of spend against budget are detailed in the table below and can be seen in detail in Appendix 1.

Budget Heading	Reason(s) for Variation	Amount (variation from budget) £
Salaries	Staff member leaving in October. Anticipated gap of 1 month between departure & recruitment.	-2,394
Protective Clothing	A large volume of PPE was purchased in previous financial year due to COVID-19.	-861
Travel & Subsistence	Reduction in anticipated travel using own vehicles/public transport	-5,270
Uniforms	Reduced need to replace uniform.	-500
Recruitment & Advertising expenses	No budget was set for this for the financial year as no recruitment was expected.	+750
Energy Costs	Reduced use of Brightlingsea office has resulted in reduced electricity consumption.	-400
Rental and Service Charges	Budget figure was inaccurately based on 10 months lease rather than 12 months.	+2,676
Harbour Dues	Additional mooring fees in Brightlingsea harbour for Tamesis tender	+807
Other Vessel Costs	Reduction in dongle costs.	-495
Insurance (Vehicles)	Increase in insurance due to purchase of 2 new vans last year was not as much as anticipated.	-1,500
Members' Travel and Subsistence	Lower anticipated travel costs based on spend to date so far.	-1,000
Communication & Engagement	The Government Digital Service which monitors .gov.uk domain names required that work was carried out to upgrade the website so that it complied with their website standards.	+1,855
Cockle Surveys	Due to outside area not being open, accommodation/subsistence will not be required for surveys.	-1,099
Other	Other Minor Variances	-614

3. Recommendation:

3.1 The Authority is asked to review and approve the forecast underspend for the year of £8,045. This underspend is indicative at the present time and is likely to change throughout the year.

4. Contact Details

Report Author: Chelsea Green
Name and job title KEIFCA Financial Advisor
Telephone number 03000 418250
Email address: chelsea.green@kent.gov.uk