

From: Bev Gibbs, **Financial Advisor, KEIFCA**

To: Kent and Essex Inshore Fisheries and Conservation Authority – 30 November 2017.

Subject: Revenue Budget Monitoring Report 2017-18

Classification: **Unrestricted**

Summary: This report gives the estimated financial outturn position for the Authority based on data at the end of October 2017. The appendix includes the actuals to 31 October 2017 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 £4,475. This underspend is indicative at the present time and is likely to change throughout the year.

1. Introduction

1.1 This report shows the likely outturn based upon data at the end of October 2017. Currently most of the budgeted income and expenditure is being spent as planned with a few exceptions. Members will recall that they approved the use of £111,450 from Reserves to fund the anticipated additional costs of Nerissa. This has been reduced by £50,000 as it is clear that the amount of fuel budgeted for will not be required. This does not affect the outturn but does affect the amount required at the end of the year from Reserves.

2. Revenue Outturn 2017-18

2.1 The forecast Revenue Outturn for the year is an underspend of £4,475. This is a reduction of £33,121 on the surplus reported at September's meeting. The reduction in the surplus is mainly due to the purchase of four new quad bikes and a trailer, costing £22,277. Two of the quad bikes have been purchased and two part-exchanged. As they are not anticipated to be kept

for more than a year they do not qualify as an asset to be capitalised and are, therefore, revenue expenditure. There are forecast underspends due to an increase in income from cockle permits due to opening the outside area, from the projected advertising costs of byelaws with none on tract to be passed in 2017-18 and from savings due to staff changes.

There are forecast overspends in cockle survey costs (the quad bikes), reports to consultants in respect of Nerissa, additional subscription contributions, an increase in the cost of the rental of the Kent office and an increase in costs to telephones and web hosting in Kent.

Forecast overspends in research, training and GIS will be funded directly from their specific reserves if required.

- 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 for Variation	Amount £
Kent, Essex and Vessels – salaries	Staff changes and delay in recruiting.	-3,893
Ramsgate office rental and service charges	Increase in rent for Ramsgate office	794
Ramsgate office telephones	Additional shore phone and change of website host	597
Nerissa – specialist fees	Reports relating to Nerissa issues	3,016
Authority costs - subscriptions	Additional subscription cost (Science Direct)	613
Authority costs – advertising	Reduction in number of byelaws to be advertised	-16,785
Research Fund	Increase in Research expenditure	8,000
Training	Additional training needed for new staff and to provide for individual needs	9,100
GIS	Training in GIS for staff due to staff leaving	1,000
Cockle Surveys	Purchase of 4 quad bikes and trailer	20,650
Licences and fees	Increased cockle income due to opening of outside area	-25,445
Minor variances		-2122
Total		-£4,475

3. Recommendation:

- 3.1 The Authority is asked to review and approve the forecast underspend for the year of £4,475 and to recognise that it is likely to change throughout the year.

4. Contact details

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