

Navigation Committee

05 September 2024 Agenda item number 7

Income and Expenditure

Report by Director of Finance

Purpose

To present the actual Navigation income and expenditure for the four-month period to 31 July 2024 and provide a forecast of the projected expenditure at the end of the financial year (31 March 2025).

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1. Introduction

1.1. This report gives a summary of the income and expenditure for the Navigation budget up until 31 July, 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 1

Actual Navigation income and expenditure by Directorate to 31 July 2024

Directorate	Profiled Latest Available Budget £	Actual income and expenditure £	Actual variance £
Income	(4,189,137)	(4,029,047)	- 160,090
Operations	1,216,951	824,203	+ 392,748
Strategic Services	191,018	187,481	+ 3,537
Finance & Support Services	481,891	435,260	+ 46,631
Projects, Corporate Items and Contributions from Earmarked Reserves	(234,669)	(30,871)	- 203,798
Net (Surplus) / Deficit	(2,533,946)	(2,612,974)	+ 79,028

- 2.1. Core Navigation income is below the profiled budget at the end of month four. The overall position as at 31 July 2024 is a favourable variance of £79,028 or a 3.12% difference from the profiled LAB. This is principally due to:
 - An overall adverse variance of £160,090 within toll income:
 - Hire Craft is £98,113 below the profiled budget.
 - Private Craft is £65,212 below the profiled budget.
 - Short Visit and Other Tolls income is £2,856 above the profiled budget.
 - o Investment income is £379 above the profiled budget.
 - An underspend within Operations relating to:
 - Construction, Maintenance and Ecology salaries is £30,604 under the profiled budget due to the budgeted pay award not being agreed by the unions.

- Equipment, Vehicles and Vessels is £196,362 under the profiled budget due to delays in expenditure from the earmarked reserves. There has also been income that has been transferred to the earmarked reserves as a result of selling old equipment, this had not been budgeted for.
- Practical Maintenance is £86,505 under the profiled budget due to timing differences.
- Ranger Services is £65,684 under the profiled budget due to the budgeted pay award not being agreed by the unions. There has also been delays in expenditure form the earmarked reserves and timing differences on the launch repairs.
- An underspend within Finance & Support Services relating to:
 - Legal is £12,006 under the profile budget due to timing differences.
 - o ICT is £16,378 under the profiled budget due to minimal spend on the upgrade to the tolls system, which is being funded from the earmarked reserves.
- An adverse variance within reserves relating to:
 - Plant, Vessels and Equipment is under the profiled budget due to timing differences on vehicle and equipment replacements.
 - Computer Software is under the profiled budget due to the minimal spend so far on the upgrade to the tolls system.
- 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 2024/25. 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 budget 2024/25 - surplus	Broads Authority 26/01/24 Agenda item number 10	(114,294)
Carry forward requests	Broads Authority 10/05/24 Agenda item number 10	27,080
LAB as at 31 July 2024	n/a	(87,214)

3.2. The LAB therefore provides for a navigation surplus of £87,214 in 2024/25 as at 31 July 2024.

4. Overview of forecast outturn 2024/25

- 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 July 2024, the forecast indicates there has been no change compared to the LAB:
 - The total forecast income is £4,506,451.
 - Total expenditure is forecast to be £4,420,765.
 - The resulting surplus for the year is forecast to be £85,686.
- 4.3. The forecast outturn reflects the following changes from the LAB as shown in Table 3. The forecast deficit represents an adverse variance of £1,528 against the LAB.

Table 3 Adjustments to Forecast Outturn

Item	Amount £
Forecast outturn surplus as per LAB	(87,214)
Decrease to Hire Craft Tolls	31,058
Decrease to Private Craft Tolls	87,421
Decrease to Salary costs following vacancies	(16,951)
Decrease to Practical maintenance expenditure due to postponing works at Potter Heigham & Martham	(100,000)
Forecast outturn surplus as at 31 July 2024	(85,686)

5. Reserves

Table 4

Navigation Earmarked Reserves

Reserve name	Balance at 1 April 2024 £	In-year movements £	Current reserve balance £	
Property	(618,682)	(796)	(619,478)	
Plant, Vessels and Equipment	(492,192)	(20,027)	(512,219)	
Premises	(217,435)	2,867	(214,568)	

Reserve name	Balance at 1 April 2024 £	In-year movements £	Current reserve balance £
Computer Software	(127,533)	9,900	(117,633)
Total	(1,455,842)	(8,056)	(1,463,898)

5.1. The Property reserve contains the income from land rental at Oulton Broad. The Plant, Vessels and Equipment reserves contains the income from the sale of the old vehicles, JCBs and trailers. It has also funded two vehicles and a welfare unit.

6. Conclusion

6.1. The forecast outturn position for the year suggests a surplus within the Navigation budget, which would result in a Navigation Reserve balance of approximately £563,000 at the end of 2024/25 (before any year-end adjustments). This would mean the Navigation Reserve would be above the recommended 10% at 11.6%. Year-end transfers of interest to the earmarked reserves and the next £50,000 repayment to National Park mean it will fall to approximately 10.4%. This will be highly dependent on the level of interest received.

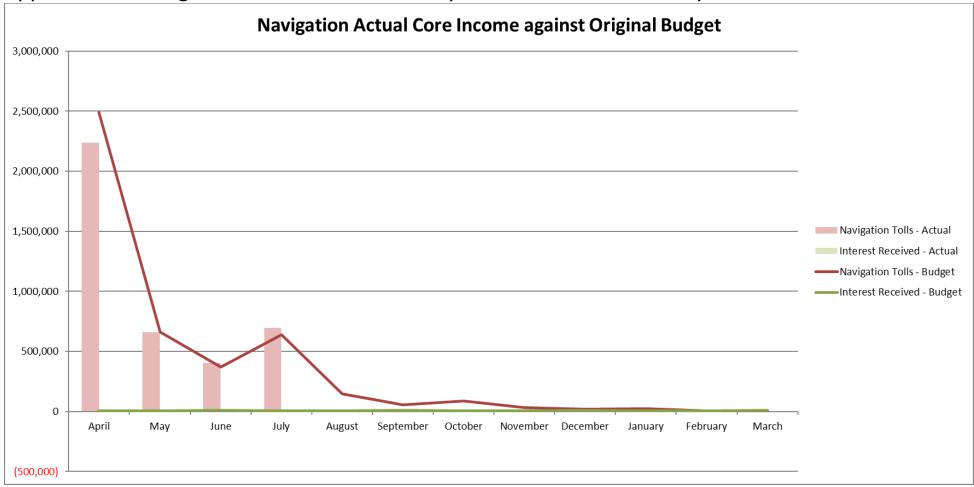
Author: Emma Krelle

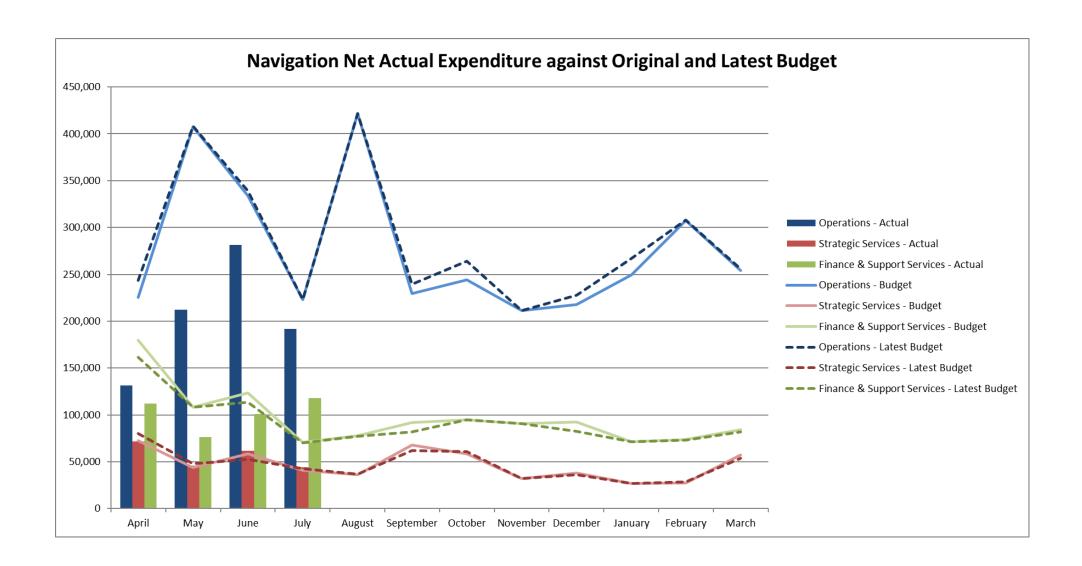
Date of report: 22 August 2024

Appendix 1 – Navigation actual income and expenditure charts to 31 July 2024

Appendix 2 – Financial monitor: Navigation income and expenditure 2024/25

Appendix 1 – Navigation actual income and expenditure charts to 31 July 2024





Appendix 2 – Financial monitor: Navigation income and expenditure 2024/25 Table 1

Income

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Income	(4,624,930)	0	(4,624,930)	(4,506,451)	- 118,479
National Park Grant	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Hire Craft Tolls	(1,436,000)	0	(1,436,000)	(1,404,942)	- 31,058
Income	(1,436,000)	0	(1,436,000)	(1,404,942)	- 31,058
Private Craft Tolls	(3,006,000)	0	(3,006,000)	(2,918,579)	- 87,421
Income	(3,006,000)	0	(3,006,000)	(2,918,579)	- 87,421
Short Visit Tolls	(60,000)	0	(60,000)	(60,000)	+ 0
Income	(60,000)	0	(60,000)	(60,000)	+ 0
Other Toll Income	(32,930)	0	(32,930)	(32,930)	+ 0
Income	(32,930)	0	(32,930)	(32,930)	+ 0
Interest	(90,000)	0	(90,000)	(90,000)	+ 0
Income	(90,000)	0	(90,000)	(90,000)	+ 0

Table 2Operations

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Operations	3,408,924	27,080	3,436,005	3,321,771	+ 114,233
Construction and Maintenance Salaries	1,041,095	0	1,041,095	1,041,095	+ 0
Salaries	1,041,095	0	1,041,095	1,041,095	+ 0
Expenditure	0	0	0	0	+ 0
Equipment, Vehicles & Vessels	430,780	0	430,780	430,780	+ 0
Income	(840)	0	(840)	(840)	+ 0
Expenditure	431,620	0	431,620	431,620	+ 0
Water Management	75,000	0	75,000	75,000	+ 0
Expenditure	75,000	0	75,000	75,000	+ 0
Land Management	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Practical Maintenance	366,825	27,080	393,905	293,905	+ 100,000
Income	(26,425)	(38,025)	(64,450)	(64,450)	+ 0
Expenditure	393,250	65,105	458,355	358,355	+ 100,000
Waterways and Recreation Strategy	31,530	0	31,530	31,530	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Income	0	0	0	0	+ 0
Salaries	25,130	0	25,130	25,130	+ 0
Expenditure	6,400	0	6,400	6,400	+ 0
Ranger Services	1,192,875	0	1,192,875	1,192,875	+ 0
Income	0	0	0	0	+ 0
Salaries	842,525	0	842,525	842,525	+ 0
Expenditure	350,150	0	350,150	350,150	+ 0
Pension Payments	200	0	200	200	+ 0
Safety	99,780	0	99,780	85,547	+ 14,233
Income	(500)	0	(500)	(500)	+ 0
Salaries	72,190	0	72,190	57,957	+ 14,233
Expenditure	28,090	0	28,090	28,090	+ 0
Premises	76,888	0	76,888	76,888	+ 0
Income	(1,820)	0	(1,820)	(1,820)	+ 0
Expenditure	78,708	0	78,708	78,708	+ 0
Operations Management and Administration	94,152	0	94,152	94,152	+0
Salaries	90,492	0	90,492	90,492	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	3,660	0	3,660	3,660	+ 0
Project Funding	0	0	0	0	+ 0
Pension Payments	0	0	0	0	+ 0

Table 3Strategic Services

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Strategic Services	482,086	0	482,086	482,086	+ 0
Development Management	5,126	0	5,126	5,126	+ 0
Income	0	0	0	0	+ 0
Salaries	5,126	0	5,126	5,126	+ 0
Expenditure	0	0	0	0	+ 0
Pension Payments	0	0	0	0	+ 0
Strategy and Projects Salaries	29,287	0	29,287	29,287	+ 0
Income	0	0	0	0	+ 0
Salaries	29,287	0	29,287	29,287	+ 0
Expenditure	0	0	0	0	+ 0
Biodiversity Strategy	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Human Resources	84,408	0	84,408	84,408	+ 0
Income	0	0	0	0	+ 0
Salaries	51,720	0	51,720	51,720	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	32,688	0	32,688	32,688	+ 0
Volunteers	22,577	0	22,577	22,577	+ 0
Salaries	18,122	0	18,122	18,122	+ 0
Expenditure	4,455	0	4,455	4,455	+ 0
Communications	96,141	0	96,141	96,141	+ 0
Income	0	0	0	0	+ 0
Salaries	86,496	0	86,496	86,496	+ 0
Expenditure	9,645	0	9,645	9,645	+ 0
Visitor Centres and Yacht Stations	202,523	0	202,523	202,523	+ 0
Income	(143,960)	0	(143,960)	(143,960)	+ 0
Salaries	277,903	0	277,903	277,903	+ 0
Expenditure	68,580	0	68,580	68,580	+ 0
Strategic Services Management and Administration	42,024	0	42,024	42,024	+ 0
Salaries	40,704	0	40,704	40,704	+ 0
Expenditure	1,320	0	1,320	1,320	+ 0
Strategy and Projects	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0

Table 4 Finance & Support Services

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Finance & Support Services	1,157,763	0	1,157,763	1,155,045	+ 2,718
National Park Grant	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Legal	35,000	0	35,000	35,000	+ 0
Income	(5,000)	0	(5,000)	(5,000)	+ 0
Expenditure	40,000	0	40,000	40,000	+ 0
Governance	132,947	0	132,947	132,947	+ 0
Salaries	101,557	0	101,557	101,557	+ 0
Expenditure	31,390	0	31,390	31,390	+ 0
Chief Executive	53,696	0	53,696	53,696	+ 0
Salaries	53,301	0	53,301	53,301	+ 0
Expenditure	396	0	396	396	+ 0
Asset Management	76,606	0	76,606	73,888	+ 2,718
Income	(4,135)	0	(4,135)	(4,135)	+ 0
Salaries	25,466	0	25,466	22,748	+ 2,718
Expenditure	55,275	0	55,275	55,275	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Finance and Insurance	318,119	0	318,119	318,119	+ 0
Salaries	159,768	0	159,768	159,768	+ 0
Expenditure	158,351	0	158,351	158,351	+ 0
Collection of Tolls	228,380	0	228,380	228,380	+ 0
Salaries	215,880	0	215,880	215,880	+ 0
Expenditure	12,500	0	12,500	12,500	+ 0
ICT	262,695	0	262,695	262,695	+ 0
Income	0	0	0	0	+ 0
Salaries	119,750	0	119,750	119,750	+ 0
Expenditure	142,945	0	142,945	142,945	+ 0
Premises – Head Office	50,320	0	50,320	50,320	+ 0
Income	0	0	0	0	+ 0
Expenditure	50,320	0	50,320	50,320	+ 0

Table 5Projects and Corporate items

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Total Projects and Corporate Items	4,263	0	4,263	4,263	+ 0
Partnerships / HLF	0	0	0	0	+ 0
Income	0	0	0	0	+ 0
Salaries	0	0	0	0	+ 0
Expenditure	0	0	0	0	+ 0
Corporate Items	4,263	0	4,263	4,263	+ 0
Expenditure	4,263	0	4,263	4,263	+ 0
Pension Payments	4,263	0	4,263	4,263	+ 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) £
Total contributions from Earmarked Reserves	(542,400)	0	(542,400)	(542,400)	+ 0
Earmarked Reserves	(542,400)	0	(542,400)	(542,400)	+ 0

Row Labels	Original budget (Navigation) £	Budget adjustments (Navigation) £	Latest Available Budget (Navigation) £	Forecast outturn (Navigation) £	Forecast outturn variance (Navigation) £
Expenditure	(542,400)	0	(542,400)	(542,400)	+ 0

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	(114,294)	27,080	(87,214)	(85,686)	- 1,528