

CAIRNGORMS NATIONAL PARK AUTHORITY FINANCE & DELIVERY COMMITTEE

FOR DISCUSSION

Title: FINANCE MONITORING: 11 WEEKS TO
20 JUNE 2017

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Purpose

To present a summary review of income and expenditure for the 11 weeks to 20 June 2017 to the Finance & Delivery Committee.

Recommendations

The Finance & Delivery Committee is requested to:

- a) **Note the results of the 11 weeks period to 20 June 2017;**
- b) **Note the position on projects in same period.**

Executive Summary

1. The main report to the Committee is contained in Annex I. This is a revised format of reporting internally which dovetails with the high-level information provided monthly to the Sponsoring Department within Scottish Government and the Park Authority's senior management team.
2. The information provided shows the 3 main components of the Corporate Plan - Core and Operational Plan and 2 projects, LEADER and the Tomintoul & Glenlivet Landscape Partnership – and a consolidated position. The consolidated position can be derived at any time, not solely at month ends, and is compared with the budget forecast for the year to assess progress towards the planned outturn for the financial year.
3. The reporting will be at a higher level than previously given to the board with only specific issues or material variances highlighted to the committee.
4. Annex 2 is a month by month summary of the consolidated financial information shown in total in Annex I.
5. Annex 3 is the analysis of the Operational Plan by Theme, showing both expenditure (actual and committed) and any attributable income.

Overview

Other Income

6. All income outstanding at 31 March 2017 as received in full by 4 May.
7. Other income received in the period is recoveries of expenditure incurred on costs shared with Loch Lomond & Trossachs National Park.

Board and staff costs

8. Staff costs incurred for the two months are within plan.

Operational plan

9. Annex 3 summaries the expenditure and income per Theme within the Operational Plan.
10. Actual expenditure incurred to date is in line with expectations.
11. Heads of service are being encouraged to raise requisitions for planned expenditure as soon as possible to ensure that an accurate picture of spend to date and commitments are known and potential slack or stress points can be identified early.

Projects

LEADER

12. The Quarter 4 claim 16/17 has not been received, as, though submitted, all claims have to be entered on the LARCS system which has only recently become live for finance staff.
13. For management account purposes recoveries from LEADER are now recognised on a monthly basis. Claims from Scottish Government continue to be made quarterly in arrears on defrayed costs at an intervention rate calculated monthly/quarterly.
14. Project advances to date in 17/18 total £45,992 to 3 projects.
15. Payments from the Small Grants Programme, administered by the LEADER team on behalf of the LAG, now total, £16,019 or 80% of the original funds.

Tomintoul & Glenlivet Landscape Partnership

16. The amount due from the Heritage Lottery Fund (HLF) for the quarter to 31 March 2017 has still to be received at the time of preparation of this paper.
17. The estimated claim to HLF for the 30 June quarter is £93,000 to be submitted by mid-July.

CORE costs

18. Other board and staff costs, facilities cost, and IT and professional costs are on plan.
19. A review of the first 3 months will be carried out to assess and identify any early changes to the planned outturn. As the office extension will not now be completed in year savings to facilities spend are anticipated and will be vired to other accounts.

Grant in Aid

20. All Grant-in-aid has been received as originally profiled.
21. The first £25,000 of the capital budget has been drawn down. The first capex spend of the year will be on additional SAN memory. This was due to be in place mid-month but has been delayed due to the manufacturer – IBM – now making units to order only. The drawdown has been based on “normal” capital expenditure and against the fit out costs of the new extension. As the completion date is now estimated at June 2018 the drawdowns will be reviewed later in the year to ensure that they match the timed spend.

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