

OUTTURN REPORT & STATEMENT OF ACCOUNTS 2019/20**Joint Report of Chief Officer and Treasurer****Recommendations:**

That members:

1. Note the outturn for 2019/20;
2. Acknowledge Accounting Statement Appendix A.

Outturn 2019/20

During 2019/20 overall, the Authority underspent its budget by £22,967, which was predominately due to:

- The Chief Officer and Office Manager resigning, resulting in an underspend in employees.
- Supplies and services, where the underspend has been caused by no longer being part of the AIFCA, as well as savings made due to comms support being provided by DCC.
- Transport underspend has occurred due to less travel required for meetings and conferences.

Although there was an overall underspend there were areas where expenditure and income were higher than originally budgeted:

- Support services overspend was due to an increase in legal costs for court cases.
- The higher income was due to increased supply of the mobile, diving and potting permits and hire of the David Rowe.

	2019/20 Budget £	Outturn £	Variance £
Employees	579,000	561,481	(17,519)
Premises	37,900	42,105	4,205
Transport	31,000	23,998	(7,002)
Supplies and services	106,100	77,717	(28,383)
Boat costs	35,400	36,313	913
Environmental Research	16,800	4,057	(12,743)
Support Services	37,400	77,940	40,540
Income Fees & Charges	(26,200)	(39,643)	(13,443)
	817,400	783,968	(33,432)
DEFRA Reimbursement	(73,600)	(60,227)	13,373
EFF IVMS Grant - Shortfall	0	1,730	1,730

Fish trail EU project	0	0	0
Survey of Torbay Seabed	0	0	0
EUROHAB	0	(4,637)	(4,637)
	743,800	720,833	(22,967)
Transfer from General Reserve	(19,800)	3,167	22,967
Total	724,000	724,000	(0)

Variances (items over £1,000):

Employees

- Staff costs £ (17,519) – Chief Officer and Office Manager resigned in January;

Premises

- Venue hire £ 4,205 – Blue cube work at University of Plymouth; Transport
- Establishments Vehicle Costs £ (1,382) – No major vehicle maintenance costs;
- Public Transport £ (1,600) – Less meetings and conferences;
- Travel Expenses incl. Hotel £ (2,844) – Less travel required for meetings and conferences; Supplies & Services
- Clothing/uniform £ (1,299) – Reduce clothing/uniform purchased during the year;
- Advertising £ (1,410) – No costs for byelaws;
- Insurances £ (2,356) – Insurance charges lower than expected;
- Other Fees & Charges £ (11,773) – No AIFCA charge;
- External agency staff £ (16,333) – Comms support being provided by DCC;
- Telephones £ (3,858) – Better telephone contract;
- Other communication costs £ (3,000) – No costs for year;
- General Members Expenses £ (1,179)– Less expenses claimed than budgeted for;

Boat Costs

- Rents £ 3,546 – Mooring fees;
- Boat Fuel £ (6,445) – Better fuel economy on engines;
- Boat Maintenance £ 8,326 – Electrical work carried out on Tornado RIB and winterising of vessels;
- Hire of Vehicles £ (4,400) – No longer hiring;
- Insurance of Vehicles £ 5,319 – Addition of new vessel;
- Equipment £ (2,432) – No major costs;

Support Services

- Legal fees £ 40,585 – Increase in number of court cases;

Income Fees and Charges

- Contributions from other WGA entities £ 13,373 – Reimbursement of Chief Officer's salary finished when resigned;
- Fines £ (9,250) – Increase in fines;
- Potting/Mobile/Diving permits £ (2,109) – Increased take up of permits;
- Transport related income £ 2,200 – No income in relation to transport;
- Vessel Hire £ (3,000) – Hire of David Rowe for sampling work;
- Interest on balances £ (1,685) – Increase in interest rate throughout year;

Summary of Reserves

	General Reserve £	Special Projects Reserve £	Capital Receipts £	Total Reserves £
Balance 1 st April 2019	529,000	0	79,197	608,197
Contributions to/(from) Reserves	3,167	0	(27,170)	(24,003)
Transfer from Reserves	0	0	0	0
Balance 31st March 2020	532,166	0	52,028	584,194

Mat Mander
Chief Officer

Mary Davis
Treasurer

19th October 2020

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- Budget Monitoring 19/20
- Bank Reconciliation 19/20

Appendix A

	Accounting statements 2019/20 for:							
	Devon and Severn Inshore Fisheries and Conservation Authority							
					31 March 2019			31 March 2020
	1	Balances Brought Forward			678710		608197	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
	2	+ Income from local taxation and/or levy			733600		727398	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
	3	+ Total other receipts			377420		104965	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
	4	- Staff costs			573187		582349	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
	5	- Loan interest/capital repayments			0		0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
	6	- All other payments			608346		274017	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
	7	= Balances carried forward			608197		584194	Total balances and reserves at the end of the year. Must equal (1+2+3)-(4+5+6).
	8	Total cash and short term investments			499641		632887	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
	9	Total fixed assets plus other long term investments and assets			320155		390088	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March.
	10	Total borrowings			0		0	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March.