

Meeting:	NuLeAF Annual General Meeting, 18 Oct 07
Agenda Item:	5
Subject:	Finances and Staffing
Author:	Fred Barker
Purpose:	To provide a financial statement for 06-07, and report on staffing proposals and the prospects for future funding

Introduction

This report provides a financial statement for 06-07. It also outlines staffing proposals, prospects for future funding and proposals for increasing the level of payments from contributing authorities and for auditing NuLeAF accounts.

Recommendations

It is recommended that the AGM agree:

- 1 the out-turn statement for 2006-07
- 2 that the PA post be advertised early in the New Year
- 3 that the Project Officer post not be re-advertised, but that arrangements be made to commission project work on a case by case basis
- 4 in principle that it wishes to continue to secure the services of an Executive Director on a further two year contract from June 08
- 5 to ask the "employing authority" (Suffolk County Council), in liaison with the Chair and Vice-Chair, to consider whether to offer a contract extension to the current Executive Director
- 6 to increase requested payments from contributing authorities by 10%
- 7 that NuLeAF's accounts be audited by Suffolk County Council on an annual basis.

Out-turn for Financial Year 2006-07

The out-turn statement for FY 06-7 is attached. This shows an expenditure of £107,150 and income of £97,500. Subtracting the deficit of £9650 from the reserves brought forward, produces reserves to be carried forward of £80,905.

Staffing

A number of staffing proposals need to be considered

- 1 The two year contract for the PA post comes to an end in May 08. Christine del Corral has indicated that she would not wish to continue in post, if a contract extension was to be offered to her. The Executive Director has reviewed the Job and Person Profile against the way the job has evolved and recommends that the post be advertised in the New Year with only minor changes. The intention is to appoint a new PA on a schedule that enables a period of overlap before Christine's departure to facilitate induction of the new postholder.
- 2 Following the conclusion of a probationary review process, it has been decided by mutual agreement that the Project Officer, Jill Sutcliffe, will not continue in employment with NuLeAF. Taking into account NuLeAF's anticipated work programme and budgetary position, the Executive Director recommends that the Project Officer post not be re-advertised, but that provision be made in the budgets for 07/08 and 08/09 for securing consultancy services for specific projects on a case by case basis. This would enable the required skills and experience to be secured for specific projects and greater flexibility in budget management.
- 3 The two year contract for the Executive Director post comes to an end in June 08. Fred Barker has indicated that he would wish to continue in post, if a contract extension was to be offered. It is recommended that the AGM agree in principle that it wishes to continue to secure the services of an Executive Director on a further two year contract from June 08. It is further recommended that the AGM agrees to ask the "employing authority" (Suffolk County Council), in liaison with the Chair and Vice-Chair, to consider whether to offer a contract extension to the current Executive Director.

Estimates for FY 07-08

Taking into account the proposal not to appoint a new Project Officer and to increase the provision for consultancy services, the estimated expenditure for 07-08 is £145,650.

The estimated income is £114,500, including:

- An anticipated contribution of £40,000 from the NDA. The ED wrote to the NDA following the April 07 Steering Group to make the case for an increased level of funding, but is yet to receive written confirmation of the contribution that will be paid.

- An anticipated income of £20,000 from member authorities which represents an increase in the number of contributing authorities from 9 to 19.
- A contribution of £50,000 from DEFRA in recognition of the input made on the MRWS programme.
- An income of £4500 from registration fees from non-contributing members and other bodies at the regional seminars.

This does not take into account the possibility of a successful funding bid to the Joseph Rowntree Charitable Trust. This could provide funding of up to £40,000, part of which would be spent on consultancy services.

The anticipated deficit for the year of £31,150 can be met from reserves carried forward.

Payments from Contributing Authorities in 08-09

It is proposed to increase the level of requested payments from contributing authorities in 08-09 by approximately 10% to reflect the increasing value and impact of NuLeAF work.

Population	Annual Contribution 07-08	Proposed Contribution 08-09
Up to 100k	£550	£605
100k-200k	£825	£905
200k-500k	£1100	£1210
500k-1m	£1650	£1850
Above 1m	£2200	£2420

Estimates for FY 08-09

The estimated expenditure and income is £137,000 and £124,500 respectively. The deficit of £12,600 can be met from reserves. The estimated reserve to be carried forward at the end of 08-09 would be £37,155.

Accounting Authority and Auditing of Accounts

NuLeAF's funds are in the process of being transferred from Manchester City Council to Suffolk County Council. Finance staff at SCC have advised that NuLeAF should commission an internal audit of its accounts at an estimated cost of £600 per year. It is recommended that this advice be accepted to provide assurance of the proper use of funds.

NuLeAF out-turn for FY 2006/07 and projections for 2007/08 and 2008/09

	2006/07 actual	2007/08 Estimates	2008/09 Estimates
EXPENDITURE			
Exec Director ¹	45,000.00	67,700.00	70,000.00
Project Officer ²	10,850.00	22,750.00	-
Personal Asst ³	23,500.00	26,000.00	26,900.00
Staff office costs & expenses ⁴	11,000.00	12,000.00	12,000.00
Secretariat services ⁵	6,000.00	1,000.00	-
Consultancy ⁶	5,200.00	10,000.00	20,000.00
Other expenses ⁷	1,000.00	1,000.00	1,000.00
Room hire & catering ⁸	3,000.00	3,000.00	4,000.00
Print & design ⁹	1,500.00	2,000.00	3,000.00
Postage ¹⁰	100.00	200.00	200.00
TOTAL	107,150.00	145,650.00	137,100.00
INCOME			
NDA ¹¹	40,000.00	40,000.00	40,000.00
Nirex ¹²	40,000.00	-	-
Local authorities ¹³	7,500.00	20,000.00	30,000.00
DEFRA ¹⁴	10,000.00	50,000.00	50,000.00
Regional Seminars ¹⁵	-	4,500.00	4,500.00
TOTAL	97,500.00	114,500.00	124,500.00
Balance +/-	-9,650.00	-31,150.00	-12,600.00
Reserves b/f	90,555.00	80,905.00	49,755.00
Reserves c/f	80,905.00	49,755.00	37,155.00

¹ Full costs for Exec Director salary and 'on costs' (pension and NI) not incurred until 07/08.

² Project Officer employed between 5 February and 4 November 07. Estimates include salary and 'on costs'.

³ Full costs for PA salary and 'on costs' incurred in 07/08.

⁴ Estimates include travel and expenses costs for NuLeAF staff and office costs for ED and PO (including one-off equipment costs in 06/07).

⁵ Costs from small continuing role of joint Cumbria (£1,166)/Manchester (£4560+£297.70) secretariat in 06/07; £680 Manchester in 2007/08. No costs in this category are anticipated for 2008/09.

⁶ Figure for 06/07 includes presentation and facilitation at a regional seminar (Galson Sciences) £912.15, first instalment for preparation of Briefing Paper on planning/rights of withdrawal (Hetherington Nuclear Consulting, £2771) and final contribution to 05/06 Enviro study of £1,492.50. Estimate for 2007/08 includes final instalment to Hetherington Nuclear Consulting of £1,145.30. Estimates for 07/08 and 08/09 have been increased to provide additional scope for commissioning project work.

⁷ Includes speaker and Cumbria/Manchester secretariat travel and accommodation expenses.

⁸ Includes Steering Group meetings and regional seminars

⁹ Covers the brochure (06/07), seminar material and business cards.

¹⁰ Covers delivery of documents and items eg equipment to PO

¹¹ NDA made a contribution of £40,000 in 06/07. Funding bids have to be made each year.

¹² Nirex made a payment of £40,000 in 06/07. Nirex will not exist in 07/08.

¹³ As a result of membership drive, on target to meet significant increase in income from member authorities in 07/08

¹⁴ DEFRA funding for 07/08 is being paid in 3 tranches: August 07, 30 November 07 and 29 February 08. Funding bids have to be made each year.

¹⁵ Calculated on basis of 30 attendees at each of 3 seminars (with 30 registrations at no fee, 30 at £50 each and 30 at £100 each).