

Meeting:	NuLeAF Annual General Meeting, 7 June 2016
Agenda Item:	5
Subject:	Finances and Funding
Author:	Catherine Draper
Purpose:	To provide a financial statement for 2015-16 and report on the prospects for future funding

Introduction

This report provides an audited financial statement for 2015-16, and the budget for 2016-17. It also covers prospects for future funding.

Recommendations

It is recommended that the AGM agree:

- 1) the out-turn statement for 2015-16;
- 2) to hold the level of requested payments from contributing authorities in 2017-18 to the current rates; and
- 3) that the Steering Group keeps efforts to secure income under review at its meetings throughout 2016-17.

1. Out-turn for Financial Year 2015-16

The out-turn statement for FY 2015-16 is shown in the attached table. This shows an expenditure of £110,571.21 (FY 2014-15 = £109,376.72) and income of £95,375 (FY 2014-15 = £97,255.00). This represents an increase in expenditure of 1% on the previous financial year. Income has decreased by 2% as a result from lower than anticipated income from the NuLeAF seminar held 30 September 2015 and the loss of Plymouth City Council as a contributing member. The deficit of £15,196.21 was met from reserves, leaving a carry forward figure of £60,229.43.

It was agreed at the AGM in October 2007 that NuLeAF's accounts be audited by Suffolk County Council on an annual basis. The audit is now carried out by Peter Frost, Head of Audit in a personal capacity. The Audit Report can be found at Annex B.

2. Estimates for FY 2016-17

The table on page 4 shows the estimated expenditure and income for FY 2016-17. The estimated expenditure for FY 2016-17 is £112,151.00, £1579.79 more than in FY 2015-16.

The estimated income is £120,560.00 including:

- A contribution of £37,500 and £37,500 from the NDA and RWM respectively;
- The potential to earn £25,000 from commissioned work from RWM; and
- An income of £20,560 from member authorities.

At this stage NuLeAF is still in discussion with RWM as to the commissioned work they intend to offer to NuLeAF and there is still uncertainty as to whether it will amount to £25,000 of additional income. If this increased income from commissioned work for RWM is forthcoming then a surplus of £8,409.27 is forecast. This will increase the NuLeAF reserves to £68,638.43 from which redundancy payments of £15,000.00 could be met should the need arise.

3. Payments from Contributing Authorities in 2017-18

In view of the current financial climate it is proposed to hold the level of requested payments from contributing authorities in 2017-18 to the current rates. This means that the levels would be:

Population	Annual Contribution 2017-18
Up to 100k	£665
100k-200k	£995
200k-500k	£1330
500k-1m	£2035
Above 1m	£2660

4. Future funding

NuLeAF has consistently demonstrated the value to NDA and RWM of a properly supported local government network with which the industry and Government can engage. It is hoped that as NuLeAF continues to demonstrate the value of its work and the importance of its role in the delivery of mission of NDA and RWM that they will in future provide financial support at a level which means NuLeAF balances the books at the end of each financial year.

Annex A

NuLeAF out-turn for FY 2015-16 and projections for 2016-17.

	2015-16 Actual	2016-17 Estimate
EXPENDITURE		
Salaries and wages ¹	£99,070.67	£100,211.00
Travel, accommodation and subsistence ²	£5,297.21	£5,835.00
Room hire and catering ³	£3,808.45	£4,300.00
Printing, postage, stationery & IT consumables	£459.44	£470.00
Staff office costs and expenses ⁴	£1,374.71	£1,250.00
Conference attendance fees	£35.00	£35.00
Audit costs ⁵	£525.73	£50.00
Total	£110,571.21	£112,151.00
INCOME		
NDA ⁶	£37,500.00	£37,500.00
RWM ⁶	£37,500.00	£37,500.00
Local authorities ⁷	£20,025.00	£20,560.00
NuLeAF seminars ⁸	£350.00	0.00
'Commissioned' work	-	£25,000.00
Total	£95,375.00	£120,560.00
Balance b/fwd	£75,425.64	£60,229.43
+ / (-): Surplus / (loss) for financial year	-£15,196.21	£8,409.00
Reserve c/fwd	£60,229.43	£68,638.43
Redundancy reserve contingency ⁹		£15,000.00
Available reserve		£53,638.43

1. Includes all 'on-costs', i.e. National Insurance and pension contributions.
2. Travel, accommodation and subsistence costs are for NuLeAF staff.
3. Includes expenditure for: Steering Group, Radioactive Waste Planning Group and Seminar.
4. Included in office costs are telephone charges, mobile calls, website costs and sundry expenses.
5. The audit is now undertaken by Peter Frost of Suffolk County Council in a personal capacity.
6. NDA/RWM income for FY 2016-17 has not yet been received.
7. In FY 2015-16 Plymouth CC ceased to be a contributing member. In FY2016-17 Hartlepool BC and Hampshire CC ceased to be contributing members, though Hampshire CC made a grant of £500 towards NuLeAF's running costs, as has West Berkshire C. Devon

CC and Purbeck have each offered to make a contribution of £100 towards running costs, and Essex CC has indicated its wish to become a contributing member.

8. A drop in the number of industry/regulatory attendees in 2015 resulted in reduced income. At present, no seminar is planned in FY2016-17 but the situation will be reviewed depending on the identification of a suitable topic which will be of interest to members, regulators and industry.

9. Redundancy is payable after 2 years' service with Suffolk County Council.

Annex B

AUDITOR'S REPORT

**NuLeAF Accounts
y.e. 31 March 2016**

Auditor: Peter Frost, CPFA
Date of Audit: 03 May 2016

Auditor's Statement

I have examined the records of the Nuclear Legacy Advisory Forum which have been presented to me by the Business Support Co-ordinator.

Having carefully considered the notes and explanations provided, it is my opinion that the accounts present a true and complete picture of the finances of the Forum.

Peter Frost, CPFA

The records provided (both manual and electronic) were found to be clear, concise and easy to follow.

The Income and Expenditure Statement compiled by Catherine Draper (Business Support Co-ordinator) has been checked and verified. The Income and Expenditure Statement is attached in Appendix A of this report for reference.

There was one finding relating to the under-claiming of VAT on receipts such as subsistence. This is immaterial and, as such, the accounts as prepared by the Business Support Co-ordinator have not been amended.

The reserves have reduced this year from £75,425.64 to £60,229.43; a reduction of 20%.

NUCLEAR LEGACY ADVISORY FORUM
INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDING 31 MARCH 2016

Description	Amount	Total
Income		
Member contributions	£20,025.00	
Grants	£75,000.00	
Sales	<u>£350.00</u>	£95,375.00
Expenditure		
Salaries and wages	£73,688.64	
National insurance contributions	£6,222.91	
Pension contributions	<u>£19,159.12</u>	£99,070.67
Air travel	£289.44	
Bus travel	£12.00	
Rail travel	£3,123.15	
Taxi	<u>£158.29</u>	£3,582.88
Catering	£3,758.45	
Room hire	<u>£50.00</u>	£3,808.45
Materials purchase	£1.57	
Stationery	£21.53	
Postage	£86.21	
IT consumables	£350.13	
Phone (mobile and landline)	£604.49	
Broadband charges	<u>£557.16</u>	£1,621.09
Hardware purchase (printers)	£127.72	
Web & email hosting	<u>£85.34</u>	£213.06
Subsistence		£312.69
Accommodation	£1,449.63	
(less reimbursements)	<u>-£47.99</u>	£1,401.64
Conference attendance fees		£35.00
Audit		<u>£525.73</u>
		£110,571.21
	Surplus/deficit	-£15,196.21
	Reserves	<u>£75,425.64</u>
Reserves 2016-17		£60,229.43

