

Meeting:	NuLeAF Extraordinary General Meeting, 6 December, 2017
Agenda Item:	10
Subject:	Finances, Funding and Staffing
Author:	Catherine Draper
Purpose:	To provide a budget for 2018-19, set membership fees for same, and consider contract renewals for staff.

Introduction

This report proposes a budget for 2018-19, considers membership fees for 2018-19, looks at finances for 2018-19 and renewal of staff contracts for a further 2 years.

Recommendations

It is recommended that the AGM agree:

- 1) to hold the level of requested payments from contributing authorities in 2018-19 to the current rates;
- 2) that the Steering Group keeps efforts to secure income under review at its meetings throughout 2018-19;
- 3) in principle that it wishes to continue to secure the services of an Executive Director and a Director's Assistant on further two-year contracts from May 2018 and April 2018 respectively, subject to appropriate funding being in place;
- 4) to ask the 'employing authority' (Suffolk County Council) to offer a contract extension to Philip Matthews; and
- 5) to ask the 'employing authority' (Suffolk County Council) to offer a contract extension to Catherine Draper.

1. Estimates for FY 2017-18

The attached table shows the estimated expenditure and income for FY 2017-18. The estimated expenditure for FY 2017-18 is £117,408.00 which is £7,980 less than in FY 2016-17 (the figure in 2016-17 included £11,300 for professional fees, at present this figure is unlikely to reoccur in FY 2017-18).

The estimated income is £121,130.00 including:

- A contribution of £30,000 from NDA
- A contribution of £70,000 from RWM.
- An income of £18,630 from member authorities.
- An anticipated income of £2,500 for 'commissioned work'.

The anticipated surplus of £3,722 will be added to reserves. This leaves reserves of £83,187.95 from which redundancy payments of £18,100.00 could be met should the need arise.

2. Payments from Contributing Authorities in 2018-19

In view of the current financial climate it is proposed to hold the level of requested payments from contributing authorities in 2018-19 to the current rates. This means that the levels would be:

Population	Annual Contribution 2018-19
Up to 100k	£665
100k-200k	£995
200k-500k	£1330
500k-1m	£2035
Above 1m	£2660

3. Estimates for FY 2018-19

The table at Annex A shows estimates for FY 2018-19.

The anticipated expenditure is £121,225.00. This assumes no significant increase in staff costs.

Early discussions have been held with RWM regarding a programme of work to support the GDF siting process. There has been an indication that they are minded to provide funding for NuLeAF but as yet no indication of the level of support that will be forthcoming. No discussions have yet taken place with NDA regarding funding for 2018-19.

4. Staffing

The contract for the current Executive Director comes to an end in May 2018 and that for the Director's Assistant in April 2018. Philip Matthews and Catherine Draper have indicated that they would wish to continue in post, if a contract extension was to be offered.

Whilst there has been no firm offer of grant funding from RWM or NDA for the next financial year, positive indications have been received that funding will be forthcoming.

It is recommended that the AGM agrees in principle that it wishes to continue to secure the services of the Executive Director and Director's Assistant on further two-year contracts from May 2018 and April 2018 respectively, subject to availability of sufficient funding.

Annex A

NuLeAF out-turn for FY 2016-17 and projections for 2017-18 and 2018-19

	2016-17 Actual	2017-18 Estimate	2018-19 Estimate
EXPENDITURE			
Salaries and wages ¹	103,017.75	103,438.00	104,490.00
Travel, accommodation and subsistence ²	5,236.32	5,365.00	7,665.00
Room hire and catering ³	3,953.00	5,700.00	5,300.00
Printing, postage, stationery & IT consumables	442.09	470.00	490.00
Staff office costs and expenses ⁴	1,439.32	1,435.00	2,280.00
Audit costs ⁵	0	0	0
Conference attendance fees	0	0	0
Professional fees	11,300.00	0	0
Membership fees		1,000.00	1,000.00
Total	125,388.48	117,408.00	121,225.00
INCOME			
NDA ⁶	37,500.00	30,000.00	
RWM ⁶	75,000.00	70,000.00	
Local authorities	19,130.00	18,630.00	18,630
NuLeAF seminars ⁷	0	0	1,000
'Commissioned' work	12,995.00	2,500.00	
Total	144,625.00	121,130.00	
Balance b/fwd	60,229.43	79,465.95	83,187.95
+ / (-): Surplus / (loss) for financial year	19,236.52	3,722.00	
Reserve c/fwd	79,465.95	83,187.95	
Redundancy reserve contingency ⁸		18,100.00	21,500.00
Available reserve		65,087.95	

1. Includes all 'on-costs', i.e. National Insurance and pension contributions.

2. Travel, accommodation and subsistence costs are for NuLeAF staff. The budget for rail travel for FY2017-18 and 2018-19 has been increased by to accommodate an anticipated increase in expenditure as a result of working with RWM on the GDF siting project, and participation in ENWD meetings in Europe.

3. Costs are higher in FY2017-18 for catering and room hire than in previous years due to the closure of Local Government House and Manchester Town Hall. The total also includes £1,000 catering costs should a seminar go ahead.

4. Included in office costs are: telephone & mobile calls, website costs and sundry expenses. £800 has been included in FY2018-19 to purchase a new laptop for the Executive Director. The current laptop was purchased in 2014 and is coming towards the end of its life expectancy.

5. The audit is carried out free of charge by Peter Frost, Head of Audit at Suffolk County Council.

6. Purchase orders for NDA and RWM income for FY2017-18 have been received. NDA has paid their contribution and RWM will be invoiced in three stages throughout the year. Discussions for funding in FY2018-19 are on-going.

7. Although at present a suitable topic for the 2017/18 seminar has not been identified it is hoped that the GDF siting process will have progressed sufficiently to warrant an event in early 2018.

8. Redundancy is payable after 2 years' service with Suffolk County Council, and would only arise should NuLeAF cease to operate and alternative employment not be found for the existing members of staff.