

Meeting:	NuLeAF Annual General Meeting, 6 th June 2018
Agenda Item:	12
Subject:	Finances, Funding, and Staffing
Author:	Catherine Draper
Purpose:	To provide a financial statement for 2017-18, and report on the prospects for future funding

Introduction

This report provides an audited financial statement for 2017-18, and the budget for 2018-19. It also considers prospects for future funding.

Recommendations

It is recommended that the AGM agree:

- 1) the out-turn statement for 2017-18; and
- 2) to postpone setting contributing membership fees for FY2019-20 until the Steering Group meeting on 5th December 2018.

1. Out-turn for Financial Year 2017-18

The out-turn statement for FY 2017-18 is shown in the attached table. This shows an expenditure of £118,790.80 and income of £122,060.59. This represents a reduction in expenditure of 5% which is predominantly because commissioned work for RWM, which had incurred professional fees, in the previous financial year was not repeated.

Income has decreased by 15%, however, it should be noted that the financial settlement in the previous year had been untypically generous, and although income was lower in FY2017-18, NuLeAF still achieved a **surplus of £3,269.79** which has been added to the reserves, leaving a carry forward figure of £82,735.74.

It was agreed at the AGM in October 2007 that NuLeAF's accounts be audited by Suffolk County Council on an annual basis. This year's annual audit confirmed the outturn for 2017-18 and commented that the accounting records were "clear, concise and easy to follow."



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2. Estimates for FY 2018-19

The attached table also shows the estimated expenditure and income for FY 2018-19. The estimated expenditure for FY 2018-19 is £121,394 which is around £2,500 more than in FY 2017-18, and includes an allowance to replace the Executive Director's laptop and to cover international travel costs. Should grant funding be forthcoming from IAEA again, then judicious expenditure on travel to the IAEA conference should mean that all other international travel will be covered.

The estimated income is £125,630 including:

- A combined contribution of £102,000.00 from the NDA and RWM.
- An income of £18,130.00 from member authorities.
- An anticipated income of £5,000 for 'commissioned work'. This will arise from specific project-related work for NDA and RWM.

This will give an **anticipated surplus of £3,736** which gives reserves of £86,471.74 at 31st March 2019 from which redundancy payments of £25,560 could be met should the need arise.

3. Future funding

The NuLeAF Executive Director will engage with RWM and NDA in a timely fashion to discuss funding for 2019-20.

The increased funding provided by RWM and NDA in the past few years is very welcome and has enabled NuLeAF to stabilise our financial situation and modestly enhance our reserves for the first time in many years. NuLeAF is very grateful for this support.

NuLeAF could not continue without the financial contributions from our member authorities. Member contributions have largely been maintained in recent years and we would like to express our gratitude to those local authorities that contribute financially to our work. By providing a centralised resource, NuLeAF is able to provide a service at far lower cost to councils than any alternative, but we will continue to work to enhance our support. We will also seek to engage with other member authorities who are not already contributing members, especially those with NDA sites within their boundaries, to provide funding to enable our work to continue.

4. Membership fees

The secretariat feels that it would be premature to set the membership fees for 2019-20 and discuss the renewal of staff contracts this early in the current financial year. It therefore recommends that an EGM be held at the Steering Group meeting on 5th December to consider these items.

Annex A

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

	2017-18 Actual	2018-19 Budget
EXPENDITURE		
Salaries and wages ¹	103,390.59	105,409.00
Travel, accommodation and subsistence ²	8,537.90	8,380.00
Room hire and catering ³	3,550.35	3,500.00
Printing, postage, stationery & IT consumables	323.21	335.00
IT costs	254.06	950.00
Audit costs ⁴	0	0
Miscellaneous expenses ⁵	9.50	0
Communication charges	1,674.23	1,720.00
Subscription to professional body (GMF)	1,050.96	1,100.00
Total	118,790.80	121,394.00
INCOME		
NDA ⁶	30,000.00	30,000.00
RWM ⁶	70,000.00	72,000.00
Local authorities	18,630.00	18,130.00
Grants (IAEA travel & accommodation)	1,430.59	0
'Commissioned' work	1,000.00	5,000.00
Total	122,060.59	125,130.00
Balance b/fwd	79,465.95	82,735.74
+ /(-): Surplus/(loss) for financial year	3,269.79	3,736.00
Reserve c/fwd	82,735.74	86,471.74
Redundancy reserve contingency ⁸		25,559.38
Available reserve		60,912.36

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 air travel for FY2018-19 has been increased to accommodate an expected increase in international travel arising from GMF membership. A grant may be forthcoming from IAEA, if NuLeAF attends their conference in November 2018. However, as NuLeAF's attendance has yet to be confirmed by UK Government and no grant has yet been awarded, these figures have not been included in the budget.
3. 18 Smith Square (Local Government House), has re-opened and SIGs have an allocation of 6 free rooms per annum. 18 Smith Square will be the first choice for London based meetings, but it may be necessary to book elsewhere if there is no availability.
4. The audit is undertaken, at no cost, by Peter Frost, Head of Audit, Suffolk County Council.
5. Security pass for Director's Assistant at Suffolk County Council offices in Lowestoft.
6. Financial contributions from NDA and RWM have been agreed and purchase orders are awaited before billing can take place.
7. Redundancy is payable after 2 years' service with Suffolk County Council and would only arise should NuLeAF ceased to operate and alternative employment not be found for the existing members of staff.