

Meeting: Annual General Meeting
Date: 10th March 2021
Item: 4
Subject: Finance, Funding & Staffing
Author: Catherine Draper



Introduction

This report provides an overview of income and expenditure to date for 2020-21, a draft budget for 2021-22, and also considers prospects for future funding and additional staffing.

Recommendations

It is recommended that the AGM agree:

- 1) the proposed budget for FY2021-22; and
- 2) to set contributing membership fees for FY2021-22.

1. Auditor's Report for 2019-20

Nuleaf's accounts are audited by the Head of Internal Audit at Suffolk County Council. The auditor's report can be found at Annex A. It showed the accounts to be "true and complete picture" of Nuleaf's finances. Nuleaf was late in submitting the accounts for audit due to a delay in receiving refund of monies spent on travel and accommodation following cancellations as a result of Covid-19 travel restrictions.

The income received for FY2019 was £127,258,32 and the expenditure was £127,623.98 resulting in a surplus of £9,634.34 which was added to reserves giving a figure of £97,395.25.

2. Estimates for FY 2020-21

The table at Annex B shows the estimated expenditure and income for FY 2020-21. The estimated expenditure for FY 2020-21 is £124,983. There has been no expenditure on travel and accommodation, or meeting costs this financial year because meetings moved online due to the Covid-19 pandemic.

The estimated income is £132,965 comprising:

- A contribution of £35,000 from the NDA
- A contribution of £79,000 from RWM
- An income of £18,695 from member authorities.

This will give an **anticipated surplus of £7,982** which gives reserves of £105,377 at 31st March 2021.

2. Budget for 2021-22

The attached table also shows the estimated expenditure and income for FY 2021-22. The estimated expenditure for FY 2021-22 is £130,625.00.

The estimated income is £132,965 comprising:

- A contribution of £35,000.00 from the NDA. This is subject to confirmation by NDA.
- A contribution of £79,000 from RWM.
- An income of £18,695.00 from member authorities, which assumes all current contributing members remain.

Whilst we have been advised that a meeting at IAEA will go ahead in June, under the current circumstances we have not included an allowance given the uncertainty that events will take place.

This will give an **anticipated surplus of £2,340.00** which gives reserves of £107,717 at 31st March 2022, from which redundancy payments of £36,000 could be met should the need arise.

3. Future funding

The Nuleaf Executive Director has met online with John McNamara of NDA to discuss future funding and the 2021-22 work programme. Key areas of work have been identified and a draft work programme will be prepared for agreement. A decision on funding is awaited and an update on this will be provided at the AGM.

Following successful discussions in 2020 Nuleaf has an agreement with RWM for grant funding of £79,000 for FY2021-22. Discussions have been held with RWM regarding a draft work programme related to the GDF siting process.

4. Membership fees

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.

Nuleaf's membership fees have remained unchanged since 2009. In light of the financial constraints under which member authorities work it is proposed that fees should be held at their current level for a further year.

Population	Membership
Up to 100,000	£665
100,000 to 199,999	£995
200,000 to 499,999	£1,330
500,000 to 999,999	£2,035
Over 1 million	£2,660

5. Staffing

The anticipated funding for 2021/22 enables the continued employment of the two current staff members. However, the organisation's workload has increased in recent years and Nuleaf continues to explore the potential for some modest additional funding to allow an additional, part time staff resource. Members will be updated on progress with this at the AGM.

Annex A

AUDITOR'S REPORT

**NuLeAF Accounts
y.e. 31 March 2020**

Auditor: Peter Frost, CPFA
Date of Audit: 22 February 2021

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.

The reserves as at 31 March 2020 are £97,395.25.

NUCLEAR LEGACY ADVISORY FORUM
INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDING 31 MARCH 2020

Description	Amount	Total
Income		
Member Contributions	£18,695.00	
Grants	£118,563.32	
Income from services provided	£0.00	
Sales	<u>£0.00</u>	£137,258.32
Expenditure		
Salaries & Wages	£78,775.92	
National insurance contributions	£8,608.33	
Pension contributions	<u>£20,481.84</u>	£107,866.09
Air travel	£787.31	
Bus travel	£2.40	
Rail travel	£2,089.81	
Taxi	£573.12	
Mileage Claims (casual user)	£265.95	
Parking	<u>£13.62</u>	£3,732.21
Catering	£1,960.97	
Room Hire	<u>£100.17</u>	£2,061.14
Stationery	£24.06	
Web and email hosting	£126.00	
Postage	£111.24	
IT Consumables	£376.15	
Phone (mobile and landline)	£760.86	
Broadband charges	<u>£976.91</u>	£2,375.22
Software Purchase	£87.48	
Hardware Purchase & Maintenance	<u>£105.13</u>	£192.61
Subsistence		£1,108.94
Accommodation		£2,576.05
Subscriptions to Professional Bodies		£1,797.43
Professional fees		£5,914.29
Audit charges		<u>£0.00</u> £127,623.98
Surplus		£9,634.34

Reserves

Reserves b/fwd	£87,760.91
Surplus	£9,634.34
Reserves as at 31 March 2020	<u>£97,395.25</u>

Annex B: Nuleaf budget and expected out-turn for 2020-21 and projections for 2021-22

	Budget 2020-21	2020-21 Expected out-turn	Budget 2021-22
EXPENDITURE	£	£	£
Salaries and wages ¹	113,700	114,060	117,400
Travel, accommodation and subsistence ²	0	0	4,880
Room hire and catering ³	0	0	3,500
Printing, postage, stationery	575	225	500
Materials refresh (logo and website)	7,350	7,350	0
IT costs ⁴	365	328	470
Audit costs ⁵	0	0	0
Communication charges	1,720	1,220	1,800
Subscription to professional body (GMF) ⁶	2,000	1,800	2,000
Conference attendance fees ⁷	0	0	75
Total	125,710	124,983	130,625
INCOME			
NDA ⁸	35,000	35,000	35,000
RWM ⁹	79,000	79,000	79,000
Local authorities	18,965	18,965	18,965
Grants (IAEA travel & accommodation)	0	0	0
'Commissioned' work	0	0	0
Total	132,965	132,965	132,965
Balance b/fwd	97,395	97,395	105,377
+ / (-): Surplus / (loss) for financial year	7,255	7,982	2,340
Reserve c/fwd	104,650	105,377	107,717
Redundancy reserve contingency ¹⁰	30,000	30,000	36,000
Available reserve	74,650	75,377	71,717

¹ Includes National Insurance & pension contributions. 2% increase included in budget for 2020-21, but pay award not yet settled. The out-turn figure for 2020-21 is slightly higher than budget due to incremental award to the Director's Assistant.

² Figure is based on travel resuming after the first quarter of FY2021-22.

³ Figure is based on face-to-face meetings resuming after the first quarter of FY2021-22. Costs will increase as Nuleaf will offer option to join online so additional charges will be incurred and lower end of market venues unlikely to offer this service.

⁴ From 2021-22 onwards cost of hosting website increases as improved service required for new website.

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

⁶ Membership of GMF is reviewed each year by the Steering Group.

⁷ Fee will cover attendance at Welsh LGA Conference if this takes place.

⁸ Nuleaf has held discussions with NDA on funding for the coming year, the outcome is awaited.

⁹ Rate of grant income from RWM was set for two years in FY2020-21.

¹⁰ Redundancy would only arise should Nuleaf ceased to operate and alternative employment not be found for the existing members of staff.