

Meeting: Nuleaf Steering Group
Date: 8th December 2021
Item: 5
Subject: Update on financial outcome 2020-21
Author: Catherine Draper



1. Introduction

1.1 Nuleaf's accounts are audited annually by Peter Frost, Head of Internal Audit at Suffolk County Council. The report is attached as Annex A. Mr Frost carries out the audit free of charge and we are very grateful for the support he provides.

2. Review of the accounts

2.1 Financial year 2020-21 saw a reduction in expenditure as a result of the Covid-19 pandemic and the shift of meetings to online platforms. The Nuleaf secretariat took advantage of reduced travel and accommodation costs to invest in a refresh of Nuleaf's logo, printed materials and website.

2.2 A surplus of just over £9,500 was added to Nuleaf's reserves which now stand at £110,440.59. It should be noted that the reserves includes a figure of £36,000 as a contingency in case it becomes necessary to make staff redundant. The reserve is held in case current funding streams cease and would give sufficient time for alternative sources to be identified and approached.

2.3 The Auditor has recommended that Nuleaf changes its accounting to reflect the financial data produced by Suffolk County Council's financial system Oracle at the end of the financial year. Previously, the accounts had recorded income and expenditure relevant to the financial year. The new approach will simplify the accounting process and make reconciliation easier.

2.4 Discussions around the level of fee Nuleaf would pay to GMF resulted in the payment being made in the following financial year. As a result, two payments will be made in FY 2021-22. The funds are available within this years' budget to cover both payments.

2.5 The £46 marked as Professional Fees relates to Disclosure and Barring Service (DBS) checks on the Nuleaf staff carried out at the request of RWM.

Annex A

AUDITOR'S REPORT

**Nuleaf Accounts
y.e. 31 March 2021**

Auditor: Peter Frost, CPFA
Date of Audit: 05 May 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.

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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 balance (reserves) as at 31 March 2021 is £110,440.59.

For this year's accounts, an adjustment has been made to align with the County Council's new accounting system, Oracle Fusion, on which the Nuleaf accounts are held. Previously, the figures in the accounts and balance have been adjusted to reflect any prior and next year accounting entries. As adjustments in the previous years have made very little difference to the accounts, this year's figures show the actual income and expenditure for the period 01 April 2020 to 31 March 2021. This approach will make the accounting records easier for Catherine Draper to maintain moving forwards. The balance of £110,440.59 aligns with the figure in Oracle Fusion as at 31 March 2021. To align with showing the actual income and expenditure within the year, the opening balance of £100,890.77 has been adjusted from the figure in the accounts for the year ending 31 March 2020 which was recorded as £97,395.25.

The balance as at 31 March 2021 includes £3,000 from RWM which is being held for a future LGA conference event following its cancellation in 2020. It also includes prepaid members' contributions totalling £3,365.

An amount of £2,000 in respect of 2021 GMF membership has not yet been paid. As such, the 2021 and 2022 membership fees are both likely to be paid in 2021/22.

**NUCLEAR LEGACY ADVISORY FORUM
INCOME AND EXPENDITURE STATEMENT FOR THE YEAR
ENDING 31 MARCH 2021**

Description	Amount	Total
Income		
Member Contributions	£18,695.00	
Grants	£114,000.00	
Income from services provided	£0.00	
Sales	<u>£0.00</u>	£132,695.00
Expenditure		
Salaries & Wages	£83,341.04	
National insurance contributions	£9,170.91	
Pension contributions	<u>£20,835.32</u>	£113,347.27
Air travel	£0.00	
Bus travel	£0.00	
Rail travel	(£134.50)	
Taxi	£19.00	
Mileage Claims (casual user)	£0.00	
Parking	<u>£0.00</u>	(£115.50)
Catering	£0.00	
Room Hire	<u>£0.00</u>	£0.00
Stationery / Printing	£19.00	
Professional Fees	£46.00	
Web and email hosting	£224.00	
Postage	£94.46	
IT Consumables	£218.90	
Phone (mobile and landline)	£543.57	
Broadband charges	<u>£687.95</u>	£1,833.88
Software Purchase / Licences	£80.99	
Hardware Purchase & Maintenance	<u>£72.48</u>	£153.47
Equipment Purchase		£253.50
Subsistence		£91.06
Accommodation		£188.14
Subscriptions to Professional Bodies		£0.00

Professional fees	£0.00	
Advertising & Marketing	£7,393.36	
Audit charges	<u>£0.00</u>	£123,145.18
Surplus		£9,549.82
Balance		
Balance b/fwd		£100,890.77
Surplus		<u>£9,549.82</u>
Balance as at 31 March 2021 per Oracle Fusion		<u>£110,440.59</u>