

NWIFCA Quarterly Meeting

15th September 2017: 11.00 a.m.

AGENDA ITEM 5

FINANCIAL REPORT

Purpose of Report

- To present the Final Budget Review for the year ended 31st March 2017
- To present the Internal Audit Report for year ended 31st March 2017
- To present the Budget Review for first quarter (1st April – 30th June 2017) of current financial year
- To add the current Chair of NWIFCA as a bank signatory on NWIFCA NatWest current account

Recommendations

- The Final Budget Review for 2016-17 is approved
- The Internal Audit Report for year ended 31st March 2017 is approved
- The Budget Review for first quarter of the current financial year is approved
- That the resolution in Item 4 is passed to add the Chair as a bank signatory

1. Final Budget Review for the year ended 31st March 2017

- a) The updated budget review (checked at audit) for the year 2016-17 is attached at Annex A.
- b) Income from shellfish sampling and byelaw 3 fees was down due to low shellfish stocks.
- c) Working surplus is £95,330 plus £60,473 set aside from 2% levy increase to fund a new patrol vessel. A total of £155,803 goes into Reserves.

2. Internal Audit Report, Internal Controls Review and Accounting Statement to 31st March 2017

- a) A Corporate Manager and Accounts Assistant from independent accountants Moore and Smalley LLP of Preston carried out the internal audit on 12th July 2017.
- b) Attached is their Internal Audit Report for the year ended 31st March 2017:
 - i. Internal Audit Report is the result of testing of NWIFCA financial systems which were all found to be in order
 - ii. Internal Controls Review found that NWIFCA had fully complied with a series of relevant procedures and objectives, as in the annual return in previous years.
 - iii. Accounting Statement to 31st March 2017 gives a summary of NWIFCA finances at 31st March 2017 in the format of final checked Annual Return figures as previous years.
- c) NWIFCA Bank Reconciliation for the Year Ended 31st March 2017 is also included at Annex B following this report. This has now also been fully checked by Moore and Smalley LLP.

3. **Budget Review for the first quarter (1st April – 30th June 2017) of current financial year 2017-18**

There has been no unusual expenditure so far in the current financial year 2017-18.

4. **Resolution to add the current Chair of NWIFCA as a bank signatory on NWIFCA NatWest current account** *(Bank forms may be inspected by Members at the meeting.)*

This resolution is required by NatWest to be passed at a meeting of the members of NWIFCA:

“It was resolved that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.”

(Note: Section 2 has details of NWIFCA NatWest current account; Section 5 is for removal of bank signatories (not needed); Section 6 adds the new authorised signatory, the current Chair.)

Finance Officer
4th September 2017

ANNEX A

**North Western Inshore Fisheries and Conservation Authority (NWIFCA)
BUDGET REVIEW FOR 2016-17**

	1 APRIL 2016 - 31 MARCH 2017			
	ANNUAL BUDGET £	BUDGET TO DATE £	ACTUAL TO DATE £	BETTER+/WORSE- THAN BUDGET £
EXPENDITURE				
Employees	892,417	892,417	832,023	60,394
Premises	55,150	55,150	52,634	2,516
Transport 3151-3651	205,340	205,340	182,337	23,003
Vessel Purchase 3652 (<i>Transport</i>)	71,247	71,247	10,774	60,473
Supplies/Services	57,800	57,800	53,209	4,591
Corporate	30,300	30,300	27,417	2,883
Total Expenditure	1,312,254	1,312,254	1,158,394	153,860
INCOME				
Levy	1,235,254	1,235,254	1,235,254	0
Shellfish sampling	15,000	15,000	8,798	-6,202
Byelaw 3 Permit Fees	58,000	58,000	61,500	3,500
Interest	4,000	4,000	8,645	4,645
Total Income	1,312,254	1,312,254	1,314,197	1,943

Surplus	155,803
Less Vessel Purchase Surplus	60,473
WORKING SURPLUS	95,331

NOTE: Increase of Levy of 2% per year for 5 years is kept (in Vessel Purchase 3652) and transferred to Reserves at year end until needed for funding replacement Patrol Vessel
In 2016-17 £10,774 was spent on vessel procurement process.

ANNEX B

NWIFCA Bank Reconciliation for the year ended 31 March 2017

	£	£
Bank Account: NatWest Current Account (Unadjusted Fig. see Note 1)	1,077,616	
Less Unpresented Cheques: None	0	
Add Uncleared Payments: None	0	
Add Petty Cash:	200	
Add STIS: Lancashire County Council Investment	1,347,000	
		2,424,816
TOTAL CASH AND SHORT TERM INVESTMENTS		2,424,816

Note 1: Reconciliation of bank account figure with Profit & Loss

<i>Unadjusted Bank Account</i>	1,077,616	
<i>Less Unpresented Cheques</i>	0	1,077,616
<i>Profit & Loss 8255 Bank</i>		1,077,616

(STIS is short term investments)

ANNEX C

North Western Inshore Fisheries and Conservation Authority (NWIFCA)

BUDGET REVIEW TO 30 JUNE 2017

	FROM 1 APRIL 2017 - 30 JUNE 2017			
	ANNUAL BUDGET £	BUDGET TO DATE £	ACTUAL TO DATE £	BETTER+/WORSE-THAN BUDGET £
EXPENDITURE				
Employees	888,227	214,925	196,625	18,300
Premises	56,800	29,450	23,430	6,020
Transport 3151-3651	205,280	90,426	75,061	15,365
Vessel Purchase 3652 (<i>Transport</i>)	95,952	2,352	2,352	0
Supplies/Services	61,400	27,260	25,494	1,766
Corporate	30,800	10,839	-934	11,773
Total Expenditure	1,338,459	375,252	322,028	53,224
INCOME				
Levy	1,259,959	1,259,959	1,259,959	0
Shellfish sampling	7,000	0	0	0
Byelaw 3 Permit Fees	64,000	0	0	0
Interest	7,500	554	554	0
Total Income	1,338,459	1,260,513	1,260,513	0
SURPLUS				53,224