

Transport Planning Society

Meeting Date	AGM 10 March 2022
Report Title	Treasurer's Report
For Decision or for Information?	For Information
Report Summary	<p>This report provides my analysis of the accounts for the 12 months to end December 2021. I also apply the previously agreed reserves policy check which suggests that our current bank balance is sufficient to cope with 3 years of 10% reduced revenue and 10% increased expenditure (relative to 2021 values).</p> <p>The out-turn for the 12-month period between January and December 2021 was a deficit of £1,379. Overall Income was £148,556 and Expenditure was £149,935.</p>

1. Overview of the Budget Analysis for 2021

The analysis starts from the detailed disaggregation of income and expenditure from the beginning of January 2021 to the end of December 2021 which the Treasurer received from ICE on 11th February 2022.

The various detailed budget lines are aggregated into relevant category totals for the main sources of Income and Expenditure.

The out-turn for the 12-month period between January and December 2021 was a deficit of £1,379. Overall Income was £148,556 and Expenditure was £149,935.

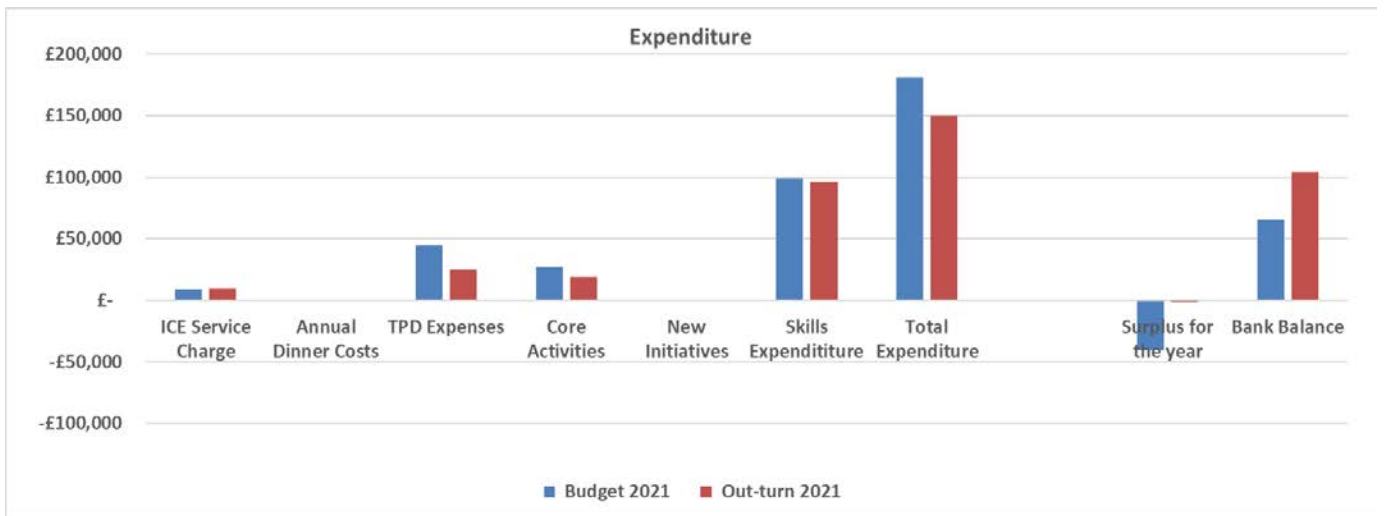
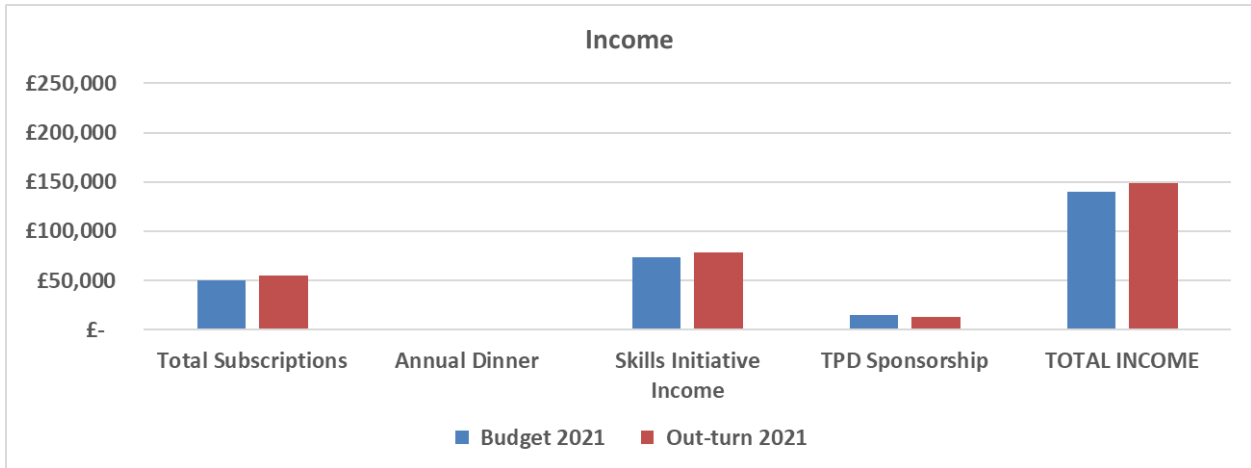
Our bank balance remains a healthy £104,107 at the end of December 2021.

From 2021 the TPS financial year is now January to December. This changed from October to September in previous years. The detailed Income and Expenditure for the 15 months to the end of December 2020 were presented at the March 2021 AGM.

The detailed Income and Expenditure for the 12 months to end of December 2021 are summarised below.

THE TRANSPORT PLANNING SOCIETY LTD	
INCOME AND EXPENDITURE ACCOUNT	
YEAR ENDED 31 DECEMBER 2021	
	12 months
	2021
	£
INCOME	
<i>TPS core activities</i>	
Subscriptions (Individual)	48,000
Subs TPP	3,380
Subs CTPP	4,205
Subs TPTech	-
Subscriptions (Business Directory)	1,709
Event Income & Sponsorship	-
Annual Dinner	-
TPD receipts	12,750
Interest on deposit	12
TPS sub-total	70,056
<i>Skills Initiative</i>	
Stakeholders 1000	16,000
Stakeholders 2500	22,500
Stakeholders 3000	-
Stakeholders 3500	10,500
Stakeholders 4000	4,000
Stakeholders 4500	18,000
Transport Planning Opportunities website	7,500
Skills Initiative sub-total	78,500
Overall	148,556
EXPENDITURE	
<i>TPS core activities</i>	
Postage	1
Printing and Photocopying	-
Stationery	-
TPS Website	6,905
Meeting Expenses	-
Bursaries	3,302
Publicity & Promotion	-
Subscriptions to other Bodies	250
ICE Service Charge	9,841
Annual Dinner Costs	-
TPD expenses	24,617
Other Event Expenses	2,670
Other New Initiatives	-
Corp Tax	8
Sundry Expenses	-
Irrecoverable VAT	6,061
TPS sub-total	53,655
<i>Skills Initiative</i>	
Business Manager / Development Officer	26,684
Qualifications	69,596
Consultancy	-
Skills Initiative sub-total	96,280
Overall	149,935
Surplus (Deficit) for the year/period	(1,379)

	Budget	Out-turn	Variance from Budget	% Change	Comment
INCOME	2021	2021	£	%	
Subscriptions (Individual)	£ 43,500	£ 48,000	£ 4,500	10%	Individual subscriptions ahead of budget
Subs TPP + Subs CTPP	£ 6,800	£ 7,585	£ 785	12%	TPP/ CTPP subs ahead of budget
Subs TPTech	£ -	£ -	£ -		TP Tech not yet launched.
Subscriptions (Business Directory)	£ 600	£ 1,709	£ 1,109	185%	Ahead of budget
Event Income & Sponsorship	£ 400	£ -	-£ 400	-100%	No event sponsorship (apart from TP Day)
Annual Dinner	£ -	£ -	£ -		No annual dinner for 2021
TPD Sponsorship	£ 15,000	£ 12,750	-£ 2,250	-15%	Lower than budget due to virtual event
Interest on deposit	£ 100	£ 12	-£ 88	-88%	Low interest rate
Core Activities Income	£ 66,400	£ 70,056	£ 3,656	6%	Core activities income predicted to be slightly ahead of budget
Skills Initiative Income	£ 73,900	£ 78,500	£ 4,600	6%	Slightly above budget due to increased stakeholder subs but offset by no TP Tech income 2021
TOTAL INCOME	£ 140,300	£ 148,556	£ 8,256	6%	Overall income predicted is above budget
EXPENDITURE	Budget	Out-turn	Variance from Budget	% Change	Comment
ICE Service Charge	£ 9,300	£ 9,841	£ 541	6%	Service charge slightly higher than budget
Annual Dinner Costs	£ -	£ -	£ -		No annual dinner for 2021
TPD Expenses	£ 45,000	£ 24,617	-£ 20,383	-45%	below budget due to no consultant expenses but other costs higher than budget
Bursaries	£ 3,300	£ 3,302	£ 2	0%	Bursaries paid out at start of year
Other New Initiatives	£ -	£ -	£ -	0%	No new initiatives
Other Core Activities	£ 23,900	£ 15,895	-£ 8,005	-33%	Well below budget
Skills Expenditure	£ 99,290	£ 96,280	-£ 3,010	-3%	On-budget
TOTAL EXPENDITURE	£ 180,790	£ 149,935	-£ 30,855	-17%	Mainly due to lower than expected TP Day and core activities expenditure
Surplus for the year	-£ 40,490	£ 1,379	£ 39,111	-97%	Income higher and expenditure lower



The balance sheet at the end of December 2021 is summarised below. As stated above, our bank balance remains healthy, at just over £104k. which is similar to 2020:

THE TRANSPORT PLANNING SOCIETY LTD
BALANCE SHEET
AS AT 31 DECEMBER 2021

Dec-20 £					Dec-21 £
	CURRENT ASSETS				
120,112	Cash at bank				122,746
10,897	Debtors				11,336
521	Prepayments				3,168
131,530					137,250
	CURRENT LIABILITIES				
	Creditors		9,061		
	Accruals		13,384		
	Subscriptions in advance		10,698		
	Receipts in advance		-		
	Other creditors		-		
26,044					33,143
105,486	NET CURRENT ASSETS				104,107
	Represented by:				
186,351	ACCUMULATED FUND b/fwd				105,486
(80,865)	Surplus / (deficit) for the period				(1,379)
105,486	Accumulated fund carried forward				104,107
Notes					
The Transport Planning Society has changed their financial year end from 30 September to 31 December					
2018/19 accounting period runs from 1 October 2018 to 30 September 2019					
2019/20 accounting period runs from 1 October 2019 to 31 December 2020					
2021 accounting period runs from 1 January 2021 to 31 December 2021					

2. Key Points

Out-turn income and expenditure is compared with the 2021 forecast budget in the table and charts below: In summary, our out-turn expenditure of £149,935 was close to out-turn income of £148,556. Total income was £8,256 (6%) above budget and total expenditure was £30,855 (-17%) lower than budget, mainly due to lower than expected expenditure on core activities and Transport Planning (TP) Day.

Individual subscriptions were ahead of budget and in line with the previous years' outcome. TP Day sponsorship was below budget, due to on-line event again in 2021. Stakeholder (skills) income was above budget.

TP Day expense was below budget. This was expected as the 2021 budget was set similar to the 2020 budget which included £30k of 'one-off' expenditure on University of Hertfordshire 'The State of the Nation' and Royal College of Art 'Our Future Towns' initiatives which were not incurred in 2021.

Core activities expenditure was also below budget, mainly due to meetings and events remaining on-line in 2021.

The Annual dinner did not take place in 2021 so there was no income and no expenditure but this has a neutral impact as the aim is to break even with this event.

There was no TP Tech income and overall skills expenditure was slightly below budget due to Ofqual approval for the new TP Tech end point assessment being later than anticipated. The TP Tech assessment process will become operational in 2022.

The TPS financial year is from January to December 2021. This changed from October to September in previous years and therefore a previous year comparison cannot be carried out.

3. Reserves Policy

As stated in the March 2021 Treasurer's report for the AGM, it was agreed at the 2020 AGM that we should endeavour to ensure that our reserves are able to cope with a simultaneous 10% drop in the income and a 10% increase in expenditure for three consecutive years.

Therefore, applying the above 'rule' to our 2021 accounts would require reserves of around £94K at the end of 2021, if typical TP Day costs are assumed in all three of the coming years, and around £62K, if TP Day costs are assumed only in 2022.

Given that our reserves were £104K at the end of 2020, these results suggest that a 'business-as-usual' TP Day 2022 is still affordable within our current reserves, but if the out-turn results for 2022 suggest something similar to (or worse than) a $\pm 10\%$ drop in revenue/increase in expenditure, then the Society may need to avoid any significant net expenditure on TP Day in the following year(s) (ie ensure that the costs are largely covered by sponsorship), to avoid any further erosion of our reserves.