

River Hamble Harbour Authority

Report of the Board and unaudited financial statements
for the year ended 31 March 2021



River Hamble Harbour Authority
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for the period ended 31 March 2021

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River Hamble Harbour Authority

Report of the Board for the year ended 31 March 2021

Hampshire County Council is the statutory Harbour Authority for the River Hamble Harbour. Responsibility for the governance of the River Hamble was transferred to Hampshire County Council in 1970 and the harbour has operated as a municipal port ever since.

Section 42 of the Harbours Act 1964, as amended by paragraph 10 of Schedule 6 to the Transport Act 1981, requires every statutory Harbour Authority to prepare an annual statement of accounts for the harbour activities in accordance with the requirements of the Companies Act 2006, for submission to the Secretary of State for Transport.

All harbour undertakings carried out by Hampshire County Council are part of the County Council's service provision to residents, and there is no separate legal entity in place to which the provisions apply. As such these accounts have been prepared for the River Hamble Harbour Authority in a style which is consistent with the reporting requirements of the Companies Act 2006.

Hampshire County Council delegates its executive decision making function to the River Hamble Harbour Board. The County Council and the representatives on the Harbour Board form a democratically accountable body responsible for overseeing the operation of the harbour and the impacts from it. The following members served on the Harbour Board during the year:

- Hampshire County Council:
 - Councillor Keith Evans (Chairman)
 - Councillor Keith House
 - Councillor Peter Latham
- Independent Board Members:
 - David Jobson (Recreation)
 - Chris Moody (Marine Industry)
 - Nikki Hiorns (Environment)
- Marine Director:
 - Jason Scott (Harbour Master)

In addition, the River Hamble Management Committee (constituted in accordance with the River Hamble Harbour Revision Order 1969, as subsequently amended) provides policy advice to the Harbour Board and is responsible for scrutinising the Harbour Board's decisions. The Management Committee is comprised nineteen members: ten County Councillors (one of whom acts as the Committee Chairman),

three District Council Councillors (one from Eastleigh, one from Fareham and one from Winchester) and representatives from each of the following interested parties: Associated British Ports; Association of River Hamble Yacht Clubs; British Marine Federation; Hamble River Boatyard and Marine Operators Association; the Berth and Mooring Holders; and the Royal Yachting Association.

Principal Activities:

The principal activities of the Harbour Authority during the period under review were the management of moorings, pontoons and associated harbour facilities, and ensuring the safe and efficient operation of the River Hamble Harbour.

Political and Charitable donations:

No charitable donations were made during the year (2019/20 £nil).

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with Financial Reporting Standard 102 Section 1A *Small Entities* and in keeping with the requirements of Section 42 of the Harbours Act 1964.

The financial statements were approved and authorised for issue by the Board on 9 July 2021 and signed on its behalf by Councillor Seán Woodward.

River Hamble Harbour Authority

Harbour Master's report for the year ended 31 March 2021

The steps taken under the leadership of our Chairman, the late Councillor Keith Evans, have left the Harbour Authority in a stronger financial position than at this time last year. His legacy in placing the Authority on a safe financial footing is clear. Council elections will have taken place in May and we expect a new Chairman to be appointed thereafter. Our Vice-Chairman, Councillor Peter Latham is acting as interim leader of the Board.

The combination of increases in Harbour Dues over the past two years and the correct collection of fees for Dry Launches have been major factors in increasing income to levels that are now sustainable. Our Revenue Reserve, which had been reduced to a negligible amount, is now healthy and within the bounds of Board policy, namely that it should stand at a level that represents no more than 10% of our Gross annual income. We are beneath that level. That it has increased as it has will also be measured against the diminishment in visitors' income because of the ongoing COVID pandemic. The net result is that our Revenue Reserve stands at £43,829, once our correct contribution of £35,000 is made to the Asset Replacement Reserve.

While large periods of the year saw greatly reduced income levels, those periods when lockdown restrictions were lifted saw much-increased activity. The River has inherited the custom from other areas of a significant number of Personalised Water Craft, upon the launches of which Harbour Dues are payable. These powerful craft cause extra work in terms of education and enforcement and it is therefore right that launching fees have been brought more closely into alignment with other Harbours, against whom we are recognised as being competitive. The additional income will help offset any future impact of future COVID-related uncertainty.

In terms of expenditure, our new Harbour Assist Harbour management system has delivered a balance of efficiency and cost. That means that we have seen fewer trips to the bank and the associated need to re-balance working staff practices and also savings in printing and postal charges. Card payment charges have offset that in some respects but our new system has represented good value for money overall and improved accounting process, reduced the risk to staff taking cash to the bank and meant that greater time is spent delivering our primary purpose: safety on the River.

We have already considered our Asset Review paper this year. The Annual Accounts show a significant improvement. Both Papers will be taken into account when reviewing Harbour Dues for 2021/22. At the time of writing, we cannot predict

the impact of events on our income and boating trends. This position is encouraging but we know, as last year, that pension reviews will be made in the next two years, which may cause a draw to be made on Revenue and we must be prepared for that. Our position is more comfortable than it was but the next year will provide a period of consolidation.

Jason Scott

Marine Director and Harbour Master River Hamble Harbour Authority

Accountant's report
for the year ended 31 March 2021

These accounts have been prepared in a style which is consistent with the reporting requirements of the Companies Act 2006 and comprise the Income Statement, the Statement of Financial Position and related notes.

The River Hamble Harbour Authority, whilst not a separate legal entity, meets the small company criteria contained in section 382 of the Companies Act 2006.

Under section 477 of the Companies Act 2006, a company that qualifies as a small company is exempt from the requirements of the Act relating to the audit of accounts for that year. These accounts are therefore presented unaudited.

The financial transactions, assets and liabilities of the River Hamble Harbour Authority are also included within the statutory accounts of Hampshire County Council. These are presented in accordance with the Accounts & Audit Regulations 2015 and The Accounts and Audit (Amendment) Regulations 2021 and are published at

<https://www.hants.gov.uk/aboutthecouncil/budgetspendingandperformance/accounts>

Signed:

Date:

Anne Hibbert
Head of Corporate Finance

River Hamble Harbour Authority

**Income and Expenditure statement
for the year ended 31 March 2021**

	Notes	2020/21 £	2019/20 £
Turnover	2	580,224	545,818
Other operating income	3	77,907	85,863
		<u>658,131</u>	<u>631,681</u>
Staff costs	4		
Salaries		340,664	356,225
National Insurance		33,379	33,453
Pension Contributions		59,900	78,036
Other employee expenses		1,922	3,436
		<u>435,865</u>	<u>471,150</u>
Depreciation and other amounts written off tangible and intangible fixed assets	11	37,569	35,080
Other operating charges			
Rent/Rates/Leases	5	28,745	26,484
Utilities		3,286	3,976
Other Premises Costs		4,986	3,819
Boats - Repairs & Expenses	6	9,058	11,313
Staff Travel		251	970
Insurance		1,600	1,600
Office Expenses	7	36,416	24,033
Environmental Maintenance	8	3,828	2,375
Public Jetties & Navigational Safety		556	6,541
Services provided by Hampshire County Council	9	40,295	42,288
Other Services (including Designated Person)		9,570	9,570
Oil Spill Response		4,366	4,364
CCTV		130	130
Projects funded by Reserves	10	15,368	64,099
		<u>158,455</u>	<u>201,562</u>
Profit/(loss) for the financial year	14	<u>26,241</u>	<u>(76,111)</u>

River Hamble Harbour Authority

Statement of Financial Position
as at 31 March 2021

	Notes	2020/21		2019/20	
		£	£	£	£
Fixed assets					
Tangible assets	11		322,386		344,730
Current assets					
Debtors	12	23,825		34,624	
Cash at bank and in hand		1,014,380		917,490	
		<u>1,038,205</u>		<u>952,114</u>	
Creditors: Amounts falling due within one year	13	447,440		409,934	
Net current assets			<u>590,765</u>		<u>542,180</u>
Total assets less current liabilities			913,151		886,910
Net assets			<u><u>913,151</u></u>		<u><u>886,910</u></u>
Reserves					
Profit and loss account	14		913,151		886,910
			<u>913,151</u>		<u>886,910</u>

For the year ended 31 March 2021 the River Hamble Harbour Authority was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

No notice has been received in accordance with section 476 of the Companies Act 2006 that requires the River Hamble Harbour Authority to obtain an audit.

The Board acknowledges its responsibilities for complying with the requirements of the Act with respect to accounting records and for preparing accounts which give a

true and fair view of the state of affairs of the River Hamble Harbour and of the profit or loss for the financial year.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with Financial Reporting Standard 102 Section 1A *Small Entities*.

The financial statements were approved and authorised for issue by the Harbour Board and signed on its behalf by

_____ on _____
Councillor Seán Woodward
Chairman of the Board

The notes on pages 11 to 17 form an integral part of these financial statements.

River Hamble Harbour Authority

Notes to the financial statements
for the year ended 31 March 2021

1 Accounting policies

1.1 Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with Financial Reporting Standard 102 Section 1A *Small Entities*.

1.2 Turnover

Turnover represents the total value, excluding value added tax, of sales made during the year and derives from the provision of goods and services falling within the River Hamble Harbour Authority's ordinary activities.

1.3 Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, on a straight line basis. A full year of depreciation is applied in the year of purchase.

2 Turnover

The total turnover for the year has been derived from the River Hamble Harbour Authority's principal activity, wholly undertaken in the UK.

	2020/21	2019/20
	£	£
Marinas and Boatyards	441,594	390,278
River Moorings	103,702	97,496
Jetty Charges	13,768	19,571
Mooring and Towing Charges	1,018	9,529
Commercial and Pleasure craft	7,226	13,036
Total Harbour Dues	<u>567,308</u>	<u>529,910</u>
Visitors	12,916	15,908
Total turnover	<u><u>580,224</u></u>	<u><u>545,818</u></u>

3 Other operating income

	2020/21	2019/20
	£	£
Crown Estate Management Fee	71,228	67,240
Miscellaneous Income	6,055	12,777
Interest	624	5,004
Other Funding	0	842
Total other operating income	<u>77,907</u>	<u>85,863</u>

4 Employees

	2020/21	2019/20
Staff numbers	12	12

5 Rent Rates Leases

	2020/21	2019/20
	£	£
Rent - Oil Spill Response Equipment Unit	4,380	4,055
Rent - Crown Estates	4,002	4,840
Rent - Warsash Jetty	1,829	1,829
Rent - Visitors Pontoon	1,829	1,829
Rent - Hamble Jetty	1,829	1,829
Rent - Fishermans Pontoon	1,829	1,829
Business Rates - River Hamble Harbour	13,047	10,273
	<u>28,745</u>	<u>26,484</u>

6 Boat repairs & expenses

	2020/21	2019/20
	£	£
Repair, Maintenance and Boat Refurbishment	4,362	5,126
Vehicle Running Expenses (Fuel)	3,324	4,417
Tools (including Chandlery)	1,372	1,770
	<u>9,058</u>	<u>11,313</u>

7 Office expenses

	2020/21	2019/20
	£	£
Equipment	1,623	966
First Aid Supplies/Health & Safety	454	140
Printing & Stationery	1,486	1,985
Catering/General	1,618	1,459
Retail (Crabbing Equipment)	0	505
Room Hire	0	250
Protective Clothing and Safety Equipment	3,139	2,715
IT Charges	7,984	6,620
Postage	203	489
Subscriptions	1,718	1,650
Promotional Events/Publicity/Publications	2,549	2,910
Credit Card Charges (re Income Collection)	15,642	4,344
	<u>36,416</u>	<u>24,033</u>

8 Environmental Maintenance

	2020/21	2019/20
	£	£
Waste Collection	1,718	1,106
Clearance of Warsash Slipway	2,110	395
Miscellaneous Environmental Maintenance Expenditure	0	874
	<u>3,828</u>	<u>2,375</u>

9 Services provided by Hampshire County Council

	2020/21	2019/20
	£	£
Accountancy	21,600	21,600
Transaction processing	2,488	2,488
Tax/cash management	0	200
Internal audit	3,410	3,410
Legal Services	2,647	4,024
Democratic Services	9,200	9,632
	<u>39,345</u>	<u>41,354</u>
Contribution to Solent Forum	950	934
	<u>40,295</u>	<u>42,288</u>

No separate charge is currently levied for the following:

- Rent and general repair costs associated with the Harbour Office

- Access to and use of the County Council's IT infrastructure and systems
- Insurance, apart from a nominal premium of £1,600 relating to the Patrol Boats

10 Projects funded by Reserves

	2020/21	2019/20
	£	£
Boat Control Mechanisms	10,485	2,275
Hamble Jetty	1,052	3,900
Tow of Donated Pontoons	2,237	
Navigation Lights	1,594	
Bursledon Regatta		417
Harbour Assist system		45,500
Harbour Office Works		12,007
	15,368	64,099
	15,368	64,099

11 Tangible fixed assets

	Marks, Beacons, Lights, Piles, Buoys	Bridges, Walkways, Jetties	Boats	Other	Total
	£	£	£	£	£
Cost					
At 1 April 2020	181,568	678,725	62,500	127,744	1,050,537
Additions	0	0	15,225	0	15,225
Disposals	0	0	0	0	0
Transfers	0	0	0	0	0
At 31 March 2021	181,568	678,725	77,725	127,744	1,065,762
Depreciation					
At 1 April 2020	138,575	411,862	42,999	112,371	705,807
Charge for the year	6,271	19,459	8,765	3,074	37,569
On disposals	0	0	0	0	0
At 31 March 2021	144,846	431,321	51,764	115,445	743,376
Net book values					
At 31 March 2021	36,722	247,404	25,961	12,299	322,386
At 31 March 2020	42,993	266,863	19,501	15,373	344,730

12 Debtors

	2020/21	2019/20
	£	£
Trade debtors	22,325	28,357
Prepayments and accrued income	1,500	6,267
	<u>23,825</u>	<u>34,624</u>

No debtor amounts fall due after more than one year

13 Creditors: amounts falling due within one year

	2020/21	2019/20
	£	£
Trade creditors	14,036	11,560
Accruals and deferred income	433,404	398,374
	<u>447,440</u>	<u>409,934</u>

No creditor amounts fall due after more than one year

14 Profit and Loss Account

	Total
	£
At 1 April 2020	886,910
Transfers to/(from) Profit and Loss account	<u>26,241</u>
At 31 March 2021	<u>913,151</u>

15 Movement in reserves

	Cash backed Reserves			Total cash backed Reserves £	Asset backed Reserves £	Total Reserves £
	General Reserve £	Asset Enhance 'ment £	Asset Replace 'ment £			
As at 1 April 2020	189	67,294	474,697	542,180	344,730	886,910
Movement:						
2020/21 surplus	26,241	0	0	26,241	0	26,241
Transfers:						
Asset additions	0	0	(15,225)	(15,225)	15,225	0
Depreciation	37,569	0	0	37,569	(37,569)	0
Asset contribution	(35,000)	0	35,000	0	0	0
Projects	15,368	0	(15,368)	0	0	0
Interest	(538)	67	471	0	0	0
Total movement	43,640	67	4,878	48,585	(22,344)	26,241
As at 31 March 2021	43,829	67,361	479,575	590,765	322,386	913,151

16 Reserves Policy

The Harbour Board approved a reserves policy on 18 May 2007 which provided for the following three reserves:

- Asset Enhancement Reserve (AER) – £320,000 for a programme of future opportunities.
- Asset Replacement Reserve (ARR) – to replace all Harbour Authority Assets and provide maintenance dredges over a 25-year cycle. Annual contribution of £43,000, later reduced to £35,000, to be received from revenue.
- Revenue Reserve (RR, also known as the General Reserve) – to hold annual surpluses totalling no more than 10% of the gross revenue budget (for 2020/21 this equates to £58,500). Any excess to be transferred to the AER, returned to mooring holders or to fund one-off revenue budget pressures as approved by the Board.

The reserves policy is kept under continuous review, to ensure the reserves continue to be at the level the River Hamble needs to operate effectively in accordance with its aims, needs and objectives taking into account potential risks and contingencies that may arise from time to time, and in the context of a separate risk management policy.

The Board review the level of Harbour Dues annually in the context of the Revenue Reserve balance and expected income and expenditure, increasing, freezing or reducing the rates as required to maintain an appropriate balance in the Revenue Reserve.

The Board also annually reviews the fixed asset register to ensure that the contribution to the Asset Replacement Reserve is appropriate to meet all anticipated expenditure on the replacement or maintenance of assets, revising the contribution when necessary.

The Asset Enhancement Reserve is used for exceptional, non-essential expenditure to enhance the enjoyment of the River Hamble for river users, and funds are therefore transferred into this reserve from time to time as funds allow.

River Hamble Harbour Authority Management Accounts	2020/21			
	Revised Budget	Period 6 Forecast Outturn	Year End Actuals	Variance to Budget
	£	£	£	£
EXPENDITURE				
Staff Related				
Salaries	445,000	434,000	433,943	(11,057)
Training	5,000	5,000	-	(5,000)
Professional Subscriptions	2,000	2,000	1,922	(78)
Sub-Total Staff Related	452,000	441,000	435,865	(16,135)
Premises				
Rent / Rates	25,000	25,000	24,743	(257)
Electricity	2,000	2,000	1,663	(337)
Gas	1,000	1,000	922	(78)
Water / Sewerage	1,000	1,000	701	(299)
Repair & Maintenance (including Health & Safety Modifications)	1,000	1,000	3,276	2,276
Burglar Alarms / Security	1,000	1,000	1,840	840
Sub-Total Premises	31,000	31,000	33,145	2,145
Transport				
Repair, Maintenance & Boat Refurbishment	3,000	3,000	4,362	1,362
Vehicle Running Expenses (Fuel)	3,000	3,000	3,324	324
Tools (including Chandlery)	2,000	2,000	1,372	(628)
Car Allowances / Staff Travel	1,000	1,000	251	(749)
Insurance	2,000	2,000	1,600	(400)
Sub-Total Transport	11,000	11,000	10,909	(91)
Supplies & Services				
Office Expenses	24,000	27,000	36,416	12,416
Environmental Maintenance	5,000	5,000	4,778	(222)
Public Jetties & Navigational Safety	1,000	1,000	556	(444)
Central Department Charges	42,000	42,000	39,345	(2,655)
Designated Person	10,000	10,000	9,570	(430)
Oil Spill Response	4,000	4,000	4,366	366
Crown Estate Settlement	5,000	5,000	4,002	(998)
Sub-Total Supplies & Services	91,000	94,000	99,033	8,033
GROSS EXPENDITURE	585,000	577,000	578,952	(6,048)

River Hamble Harbour Authority Management Accounts	2020/21			
	Revised Budget	Period 6 Forecast Outturn	Year End Actuals	Variance to Budget
	£	£	£	£
INCOME				
Harbour Dues	(541,000)	(544,000)	(545,296)	(4,296)
Crown Estate Funding	(69,000)	(71,000)	(71,228)	(2,228)
Visitor Income	(45,000)	(38,000)	(33,910)	11,090
Miscellaneous Income	(6,000)	(3,000)	(6,055)	(55)
Towing Charges	(9,000)	(9,000)	(1,018)	7,982
Other Funding	(1,000)	(1,000)	-	1,000
Interest	(1,000)	(1,000)	(85)	915
GROSS INCOME	(672,000)	(667,000)	(657,592)	14,408
NET REVENUE FUNDED EXPENDITURE	(87,000)	(90,000)	(78,640)	8,360
Contribution to Asset Replacement Reserve	35,000	35,000	35,000	-
NET SURPLUS TO GENERAL RESERVE	52,000	55,000	43,640	(8,360)
INCOME / EXPENDITURE ON RESERVES				
Projects Funded by Reserves				
Asset Enhancement	28,000	-	-	(28,000)
Asset Replacement	2,000	16,000	15,368	13,368
Asset Replacement - Addition	16,000	16,000	15,225	(775)
Revenue Reserve	-	-	-	-
Expenditure from Reserves	46,000	32,000	30,593	(15,407)
Interest on Reserves				
Asset Enhancement Interest	-	-	(67)	(67)
Asset Replacement Interest	(3,000)	(3,000)	(471)	2,529
Income on Reserves	(3,000)	(3,000)	(538)	2,462
NET RESERVES FUNDED EXPENDITURE	43,000	29,000	30,055	(12,945)
TOTAL NET EXPENDITURE	(44,000)	(61,000)	(48,585)	(4,585)

River Hamble Harbour Authority Management Accounts	2020/21			
	Revised Budget	Period 6 Forecast Outturn	Year End Actuals	Variance to Budget
	£	£	£	£
RESERVES				
Contribution to Asset Replacement Reserves	35,000	35,000	35,000	-
Transfer To / (From) Revenue Reserve	52,000	55,000	43,640	26,640
Transfer To / (From) Asset Enhancement Reserve	-	-	-	-
	87,000	90,000	78,640	(8,360)
Transfer Interest to Reserves	3,000	3,000	538	(2,462)
Transfers from Reserves - Projects	(46,000)	(32,000)	(30,593)	15,407
Total Transfers To / (From) Reserves	(43,000)	(29,000)	(30,055)	12,945
TOTAL TRANSFERS TO / (FROM) RESERVES	44,000	61,000	48,585	4,585

River Hamble Harbour Authority				
Further detail on Harbour Dues, Visitors Income, Office Expenses and Central Department Charges				
	2020/21			
	Revised Budget	Period 6 Forecast Outturn	Actuals	Variance to Budget
	£	£	£	£
Harbour Dues Income				
Marinas and Boatyards	(435,000)	(437,000)	(441,594)	(6,594)
River Moorings	(106,000)	(107,000)	(103,702)	2,298
Total Harbour Dues Income	(541,000)	(544,000)	(545,296)	(4,296)
Visitor Income				
Mid Stream Visitors Pontoon	(17,000)	(14,000)	(12,916)	4,084
Warsash Jetty	(18,000)	(15,000)	(12,184)	5,816
Hamble Jetty	(3,000)	(2,000)	(1,584)	1,416
Commercial and Pleasure Craft Income	(7,000)	(7,000)	(7,226)	(226)
Total Visitor Income	(45,000)	(38,000)	(33,910)	11,090
Office Expenses				
Equipment	1,000	1,000	1,623	623
First Aid Supplies / Health & Safety	1,000	1,000	454	(546)
Printing & Stationery	3,000	3,000	1,486	(1,514)
Catering / General	1,000	1,000	1,618	618
Protective Clothing and Safety Equipment	3,000	3,000	3,139	139
IT Charges	5,000	8,000	7,984	2,984
Postage	1,000	1,000	203	(797)
Subscriptions	2,000	2,000	1,718	(282)
Promotional Events / Publicity /Publications	3,000	3,000	2,549	(451)
Retail (Crabbing Equipment)	1,000	1,000	-	(1,000)
Credit Card Charges (re Income Collection)	3,000	3,000	15,642	12,642
Total Office Expenses	24,000	27,000	36,416	12,416

River Hamble Harbour Authority				
Further detail on Harbour Dues, Visitors Income, Office Expenses and Central Department Charges				
	2020/21			
	Revised Budget	Period 6 Forecast Outturn	Actuals	Variance to Budget
	£	£	£	£
Central Department Charges				
Operational Finance	22,000	22,000	21,600	(400)
Integrated Business Centre / Audit / Tax Team / Finance	6,000	6,000	5,898	(102)
Democratic Services (Including Venue Costs)	9,000	9,000	9,200	200
Legal Services	5,000	5,000	2,647	(2,353)
Total Central Department Charges	42,000	42,000	39,345	(2,655)

Notes to Appendices 2 and 3

The details of significant variations are as follows:

1. Staff related expenditure was £16,135 lower than budgeted, due to seasonal staff pay and training costs being lower than expected. Training costs were also lower than usual due to the Covid-19 pandemic.
2. Premises costs were £2,145 higher than budgeted, due to completion of the office refurbishment, fencing work and a new security system being installed.
3. Repair, maintenance and boat refurbishment related expenditure was £1,362 higher than budgeted as there were more opportunities to carry out work of this nature during the year.
4. Office expenses were £12,416 higher than budgeted. Primarily this was due to income collection costs relating to the new Harbour Assist system and therefore £12,642 higher than budget. IT charges were £2,984 higher than budget due to new annual subscription costs relating to Harbour Assist. Printing, stationery and printing costs were in total £2,311 lower than budgeted as, due to payments being made online through Harbour Assist, paper invoices no longer need to be printed and posted. Retail costs were zero, and therefore £1,000 under budget, as the sale of crabbing equipment etc was ceased during the year due to the Covid-19 pandemic.
5. Central Department Charges

The basis for the central department charges is as follows:

- Operational Finance - £21,600 based on an assessment of the time devoted to the River Hamble. This is reviewed regularly.
- Corporate Resources central charges – based on volumes and reviewed regularly. A more detailed breakdown of these services is listed below:

○ Integrated Business Centre (IBC)	£2,488
○ Audit Services	<u>£3,410</u>
	£5,898
- The charge for Audit Services is an SLA to cover audit requirements, both for specific site visits to the River Hamble and to cover systems and processes used by the River Hamble, such as payroll and IT systems
- Legal Services and Democratic Services support costs – these charges are based on actual hours worked multiplied by an hourly rate which has been benchmarked to ensure best value. £2,467 was incurred for legal advice, £2,353 lower than budget, as it was agreed attendance at every management committee meeting would no longer be required.

The following costs are not currently borne by the Harbour Office:

- Notional rent and general repair costs associated with the Harbour Office
- Access to and use of the County Council's Information Technology infrastructure and systems
- Insurance, apart from a nominal fee relating to the Patrol Boats

6. Total income for 2020/21 was £657,592, £14,408 below the budget of £672,000.
7. Visitor income was £11,090 lower than budget as a direct consequence of the Covid-19 pandemic and multiple national lockdowns.
8. Income relating to towing charges was £7,982 below budget due to there being no pile replacement projects and much fewer movements to accommodate individual pile maintenance during the year.
9. Annual harbour dues were £4,296 higher than budget. Whilst the number of mid stream mooring surrenders were higher than usual, there were increased marina charges resulting from a reconfiguration and dry stack adjustment.
10. Crown Estate funding was £2,228 higher than budget following an agreed increase to the management agreement fee.
11. No retail income was received due to there being no sales during the year as a result of the Covid-19 pandemic.
12. Interest was £915 lower than budgeted due to the interest rate cut to 0.1%

River Hamble Harbour Authority – Reserves 2020 – 2022

	General Reserve £	Asset Enhance 'ment Reserve £	Asset Replace 'ment Reserve £	Total £
Balance as at 31 March 2020	189	67,294	474,697	542,180
Transfer to ARR from Revenue	(35,000)	0	35,000	0
Asset Replacement - Boat engines, boat control mechanisms, jetty maintenance, pontoons tow and navigation lights	0	0	(30,593)	(30,593)
Annual Interest Receivable	0	67	471	538
Net Surplus for the year	78,640	0	0	78,640
Balance at 31 March 2021	43,829	67,361	479,575	590,765
Transfer to ARR from Revenue	(35,000)	0	35,000	0
Asset Enhancement - Warsash jetty pump replacement	0	(12,000)	0	(12,000)
Annual Interest Receivable	0	0	3,000	3,000
Net Surplus for the year	62,000	0	0	62,000
Balance at 31 March 2022	70,829	55,361	517,575	643,765

Interest is generated on general reserves and is included in the net transfer to / (from) general revenue reserves

Reconciliation of profit and loss to surplus generated on general revenue activities

	2020/21
	£
Profit/(loss) for the financial year from Income Statement	26,241
Add back:	
Depreciation Charge for Year	37,569
Projects funded from reserves	15,368
Less:	
Interest on AER and ARR	(538)
Agreed transfer to ARR	(35,000)
Net surplus to General Reserve	<u><u>43,640</u></u>