

## IMAP Implementation Committee

### Financial Report for the Year ending 30 June 2013

1 July 2012 – 30 June 2013

## Background

1. The IMAP financial position was last noted at the IMAP Implementation Committee meeting held 1 31 May 2013.
2. Retained Earnings carried forward from the 2011-2012 financial year totalled **\$348,708** (excluding GST). This included a surplus of \$60,200 in the regional tourism funds – of which approximately \$20K was committed but not spent due to timing of invoices for 2011-2012 activities.

## Income

3. Funding received included:
  - All IMAP Annual Council contributions (\$35K each),
  - Regional Tourism Contributions (\$20K each),
  - the Distributed Energy project final payment (\$20K each),
  - Green Roofs project (final payment of \$20K from 2 remaining Councils),
  - City of Maribyrnong funding of tourism (\$20K), transport(\$25,830) and sign projects(\$4K),
  - Licence fee revenue for the IMAP map (2 fees totalling \$806), and
  - Reimbursement of printing costs (CLT Manual – CoPP) \$377.
4. **Total Income** for the 12 month period to 30 June 2013:
 

<b>2800 Sundry Income:</b>			
Retained Earnings carried forward from 2011-12	\$348,708		
IMAP Councils Annual Tourism Contribution (\$20K each)	\$ 80,000		
IMAP Councils Distributed Energy contribution (\$20K each)	\$ 80,000		
CoS & CoPP Growing Green Guide contributions	\$ 40,000		
Maribyrnong Annual Tourism Contribution	\$ 20,000		
Maribyrnong Transport projects contribution	\$ 25,830		
Maribyrnong Sign Project contribution	\$ 4,000		
Licence fees - IMAP map	\$ 806		
Reimbursement Printing Costs	\$ 377		\$599,721
<b>2810 Contract Income:</b>			
IMAP Councils Annual IMAP Contribution (\$35K each)			\$140,000

### **TOTAL OPERATING INCOME**

**\$739,721**

## Expenditure

5. **Total Expenditure** for the 12 month period to 30 June 2013:
 

<b>4102 Catering</b>			
<b>Strategy 11</b>	Epicure TEE Conference breakfast	\$ 1,448	
<b>IMAP</b>	Meetings – Executive officer	\$ 322	\$ 1,770
<b>4104 Postage &amp; Couriers</b>			
<b>IMAP</b>	Agenda distribution		\$ 256
<b>4105 Printing</b>			
<b>Action 5.2</b>	CLT Manual printing	\$ 755	
<b>Strategy 11</b>	Map print run excl paper supply - 500K copies	\$ 19,625	
	Map print run incl paper supply – 200K copies	\$ 20,000	\$ 40,380
<b>4108 Stationery</b>			
<b>IMAP</b>	Agendas (3) - stationery costs		\$ 295
<b>4109 Subscriptions</b>			
<b>Action 9.2 /9.4</b>	Basecamp - Annual Subscription	\$ 288	

<b>IMAP</b>	Renewal IMAP website Domain	\$ 50	\$ 338
<b>4122 Venue Hire</b>			
<b>Action 7.7</b>	WIL Showcase CoM – venue & catering		\$ 1,359
<b>4130 Advertising</b>			
<b>Strategy 11</b>	Skybus Campaign - Graphic Design Spring	\$ 396	
	Skybus Campaign - Graphic Design Summer	\$ 296	
	Skybus Campaign – Graphic Design Autumn	\$ 296	
	Skybus Campaign – Graphic Design Winter	\$ 296	
	Sponsorship TEE conference	\$ 20,000	\$ 21,284
<b>4131 Promotional Publications</b>			
<b>Strategy 11</b>	Tourist Map distribution – June-Dec 2012	\$ 2636	
	Jan-May 2013	\$ 1879	
	CBD Tourist map license fee	\$ 1,700	
	Cruise Arrivals Guide - Map revisions	\$ 188	\$ 6,403
<b>4141 Interstate Travel</b>			
<b>Action 5.2</b>	Reimbursement Flight L Crabtree	\$ 360	
	Flight P Phibbs	\$ 66	\$ 426
<b>4142 Local travel</b>			
<b>IMAP</b>	Taxi/parking		\$ 76
<b>4150 Consulting Fees</b>			
<b>IMAP</b>	Website hosting 12 months	\$ 2,779	
	Annual Report and Summary design & print	\$ 5,430	
<b>Action 2.4</b>	Melbourne Visitor Signs Project – 1 <sup>st</sup> progress payment	\$ 10,000	
<b>Action 3.5</b>	Reduce Through traffic – 2 progress payments	\$ 20,816	
<b>Action 5.3</b>	Public Housing Research consultant fees	\$ 29,900	
<b>Action 9.2</b>	Design of ESD Introduction fact sheet	\$ 2,280	
	Reimbursement Basecamp fees CoPP	\$ 196	
<b>Strategy 11</b>	Skybus promotion – Familiarisation tour App	\$ 9,059	
	Skybus Campaign Spring payment	\$ 9,376	
	Skybus Campaign Summer payment	\$ 9,376	
	Skybus Campaign Autumn payment	\$ 9,377	
	Skybus Campaign Winter payment	\$ 9,377	
	IMAP Map Edits & CBD Licence	\$ 2,163	
	Consultant – Strategic Plan workshop 1&2	\$ 9,600	
	Ballarat Famil – DML	\$ 6,590	\$136,319
<b>4180 Training and Conferences</b>			
<b>Action 7.7</b>	2 registrations ACEN Conference Geelong	\$ 546	
<b>Action 9.4</b>	1 registration Green Roof Conference opening	\$ 20	\$ 566
<b>5102 Internal Catering</b>			
<b>IMAP</b>	Catering – July Action 3.5 tender evaluations	\$ 88	
	Catering - Dec IMAP Committee CoS	\$ 100	\$ 188
<b>4211 Staff Catering</b>			
<b>IMAP</b>	IMAP Meeting - CoY	\$ 200	
	CLT Meeting - CoY	\$ 367	
	Meetings – Executive officer	\$ 108	\$ 675
<b>TOTAL EXPENDITURE</b>			<b>\$210,334</b>
<b>NET SURPLUS</b>			<b>\$529,387</b>

Refer to Attachment 4b to see total expenditure against project budgets to date.

## Recommendation

- That the IMAP Implementation Committee resolves to **receive** the IMAP Financial Report for the Twelve Months ending 30 June 2013.

# Reporting Scope - IMAP

Year end report.

*Operating & Capital Works Statement for period ended June 20*

Attachment 4a

CURRENT MONTH				YEAR TO DATE				
	Total Committed	Budget	Variance	Unmatched Purchase Orders	Actuals	Total Committed	Budget	Variance
2800 - Sundry Income	785	0	785	0	599,721	599,721	0	599,721
2810 - Contract Income	0	0	0	0	140,000	140,000	0	140,000
Other Revenue	785	0	785	0	739,721	739,721	0	739,721
<b>Total Operating Income</b>	<b>785</b>	<b>0</b>	<b>785</b>	<b>0</b>	<b>739,721</b>	<b>739,721</b>	<b>0</b>	<b>739,721</b>
4102 - Catering	0	0	0	0	1,770	1,770	0	-1,770
4104 - Postage & Couriers	0	0	0	0	256	256	0	-256
4105 - Printing	20,754	0	-20,754	0	40,380	40,380	0	-40,380
4108 - Stationery - General	85	0	-85	0	295	295	0	-295
4109 - Organisation/Department Prof	0	0	0	0	338	338	0	-338
4122 - Venue Hire	0	0	0	0	1,359	1,359	0	-1,359
4130 - Advertising	592	0	-592	0	21,284	21,284	0	-21,284
4131 - Promotional Publications	402	0	-402	0	6,403	6,403	0	-6,403
4141 - Interstate Travel	426	0	-426	0	426	426	0	-426
4142 - Local Travel	38	0	-38	0	76	76	0	-76
4150 - Consulting Fees	9,573	0	-9,573	0	136,319	136,319	0	-136,319
4180 - Training/Conferences	0	0	0	0	566	566	0	-566
5102 - Inter-departmental Catering Ch	0	0	0	0	188	188	0	-188
Administration Expenditure	31,872	0	-31,872	0	209,660	209,660	0	-209,660
4211 - Staff Catering	675	0	-675	0	675	675	0	-675
Materials, Services and Maintenance	675	0	-675	0	675	675	0	-675
<b>Total Operating Expenditure</b>	<b>32,546</b>	<b>0</b>	<b>-32,546</b>	<b>0</b>	<b>210,334</b>	<b>210,334</b>	<b>0</b>	<b>-210,334</b>
<b>Operating Profit / (Loss)</b>	<b>-31,761</b>	<b>0</b>	<b>-31,761</b>	<b>0</b>	<b>529,387</b>	<b>529,387</b>	<b>0</b>	<b>529,387</b>
<b>Net Surplus / (Deficit)</b>	<b>-31,761</b>	<b>0</b>	<b>-31,761</b>	<b>0</b>	<b>529,387</b>	<b>529,387</b>	<b>0</b>	<b>529,387</b>

## IMAP Projects: Expenditure against Budget - 2012-13

### Funding Model

REVENUE				BUDGET 2012-13 Year 7	ACTUALS 1st qtr	ACTUALS 2nd qtr	ACTUALS 3rd qtr	ACTUALS 4th qtr	Total revenue	VARIANCE
IMAP Councils Annual Contribution				140,000		140,000			140,000	
IIMAP Councils Annual Tourism Contribution				80,000		80,000			80,000	
IMAP Councils Action 9.4 Distributed Energy Contribution				80,000		80,000			80,000	
IMAP Councils Action 9.4 Green Roof Project				40,000		40,000			40,000	
City of Maribymong Contribution (Wayfinding signs project extension)				4,000		4,000			4,000	
City of Maribymong Contribution				45,830		45,830			45,830	
Reimbursement Printing costs								377	377	
IMAP Map Licence fees (2)							398	408	806	
<b>Total Revenue</b>				<b>389,830</b>	<b>0</b>	<b>389,830</b>	<b>398</b>	<b>785</b>	<b>391,013</b>	<b>1,183</b>
PROJECT ALLOCATIONS				BUDGET 2012-13 Year 7	ACTUALS 1st qtr	ACTUALS 2nd qtr	ACTUALS 3rd qtr	ACTUALS 4th qtr	Total Exp to date	VARIANCE
IMAP	General Expenses	Ongoing	IMAP Annual Report, Website, catering etc	15,000	2,866	6,125		1,100	10,091	-4,909
1.4	Boulevards & Major Roads - Hoddle Street	Current	1. Establish joint view on Hoddle St						0	0
		Not started	2. Boulevard Study						0	0
2.4	Wayfinding signs		CoM Project extension (Approved Aug 2012)	20,000				10,000	10,000	-10,000
2.5	Bicycle Network:	Current	1. Capital Program - Bike Lanes						0	0
		Not started	2. Measure & map Level of Service rating						0	0
2.6/4.3	Public transport/Bus Reviews	Current	Advocacy role						0	0
3.2	Roads as Places	Current	Develop case studies etc	40,000					0	-40,000
3.3	Regional Parking Management	Current	Value of on street car parking - research (Note Budget deleted - confirmed project being undertaken by DoT)						0	0
3.5	Reduced through traffic	Current	1. Reduce the impact of through traffic (Includes CoMar contribution \$20K)	100,000		5,947	14,869		20,816	-79,184
		Not started	2. Parking provisions which support sustainable transport (Includes CoMar contribution \$20K)	35,000					0	-35,000
4.4	Enhanced bus priority	Not started	Support and advocate for implementation of preferred routes						0	0
4.7	Improvements to public transport services	Current	Consultation as part of Melbourne Transport Strategy						0	0
5.2	Affordable Housing	Current	Ongoing housing initiatives/CLT research					1,181	1,181	1,181
5.3	Integrating public housing estates	Current	Develop model to address 3 problem issues identified (Budget reviewed)	30,000	20,930	8,970			29,900	-100
5.4	Social Infrastructure and Services	Current	Map growth areas & locate current services to identify funding requirements for future planning	20,000					0	-20,000
5.5	Infrastructure Development			20,000					0	-20,000
7.2	Support Creative Businesses	New							0	0
7.7	University and regional development	Current	Involving students in Council - Student placement officer	25,953	545	1,359			1,904	-24,049
8.1	Priority for freight movement *	Not started	Freight Movement Strategic Plan (Includes CoMar contribution \$17.5K)	51,660					0	-51,660
9.2	Environmentally Sustainable Design - commercial buildings	Current	Communication Strategy -Develop ESD Factsheets, identify Best Practice, promote to developers	17,692	2,328	240		196	2,764	-14,928
		Not started	Review ESD Policies, tools & methodologies, advocacy	10,000					0	-10,000
		Not started	Identify ESD retrofit issues						0	0
9.4	Green Demonstration Projects	Current	Develop an approach for Green Roof initiatives	130,000					0	-130,000
		Current	Distributed Energy - Map the potential & likely locations of district energy cogeneration systems	80,000					0	-80,000
10.1	Regional Open Space & trail network	Current	Identify linkages and gaps in OS and trail network						0	0
11	Regional Tourism Strategy	Current	3 year Tourism Strategy-Yrs 2 & 3 (Includes CoMar contribution \$20K pa)	100,000	23,058	43,068	10,515	57,038	133,679	33,679
<b>Total Expenditure</b>				<b>695,306</b>	<b>49,727</b>	<b>65,709</b>	<b>25,384</b>	<b>69,515</b>	<b>210,335</b>	<b>(484,970)</b>
<b>Net Surplus (Deficit)</b>				<b>-305,476</b>					<b>180,678</b>	
<b>Opening Balance of IMAP Account</b>				<b>348,708</b>					<b>348,708</b>	
<b>Closing Balance of IMAP Account</b>				<b>43,232</b>					<b>529,386</b>	

Please note that the funding calculation does not include Operational Costs of \$41,403 per council in 2012/13.