

## **2020/21 I Bike Budgets**

For the 20/21 delivery year, I Bike projects will have a similar budget to that seen during 2019/20, with each area working to a £2500 revenue project budget and an approximate £6000 share of the I Bike Capital fund.

### **Changes for this year:**

For 2020/21, we have made a couple of changes to how the Capital Funding is administered. This year each regional area has been allocated a portion of the budget which will in turn be distributed (hopefully evenly) amongst the respective projects, currently that sits at £6000 to each area. This means if in the later part of the year Line Managers will have greater flexibility to move allocations around to meet with local requirements and needs.

**Spending/Approval** – in an attempt to improve the finance approval process and combat some of the delays we saw with invoice payments last year, **ALL** capital purchases will be made by IBMT/Line Managers. This will remove the secondary authorisation requested by finance and hopefully stop some of the invoices dropping through the net causing unnecessary delays for suppliers receiving payments.

IBMT will be able to coordinate Capital purchases together with suppliers and make use of Bulk discounts or trade options, which are not always available for single transactions.

It will also allow IBMT to be able to better monitor the value of spend (remaining budget) more effectively and be able to approve requests for spend from officers more quickly.

### **Amazon Business Account:**

For 2020/21 we will be trialling the use of an I Bike Team Amazon Business account. This will allow regional team profiles to be created, sharing of central shopping lists, shared payment methods (where required) and most importantly easier access to VAT invoices.

Individual delivery details and payment methods will still be available to each user. Initially this will be trialled with a select group of officers to better understand the limitations and opportunities of the account before we roll out to the wider team.

### **Project Vs Capital Expenses**

**Project Budget (Revenue):** Your daily operational budget for all project related expenses

e.g.

- Bike Breakfast supplies
- Dr. Bike Spares
- Promotional Materials/Freebies
- Events & Hires (stunt shows, pump tracks etc)
- Training (in addition to centrally organised opportunities)

### **I Bike Capital Fund:**

This is for large value items which are considered an asset to the project/schools.

e.g.

- Scooter & Bike Fleets
- Helmet Fleets
- Cycle Skills Equipment
- Storage (e.g. Containers or Metal Storage sheds)
- E-Bikes and Trailers
- Tool Sets for Schools (*individual Dr.Bike tools e.g. 1x spanner or 1x screwdriver are not considered a capital asset*)

### **What is a Capital Budget/Expense?**

A capital purchase is a physical item which provides an asset to the project or a specific school, e.g. a fleet of bikes or a storage container, it cannot be used for daily expense e.g. Breakfast supplies etc.

Capital funding can be used for purchased relating to both project use and on behalf of Schools/Local Authorities

## **Criteria**

1. All Purchases should be discussed/purchased by your line manager.
2. Single item purchases should have a minimum value of £150
3. Where fleets of bikes and scooters are being purchased, these should be prioritised to schools;
  - a. in areas identified within [SIMD](#) reports
  - b. who can demonstrate a definitive impact to pupils/staff promoting long term behaviour change.
4. Purchases of containers or infrastructure will require signed agreement by all parties (Local Authority, School etc)

## **Budget Tracking**

Budget tracker documents have been created for each regional/project area and will again be administered by Line Managers. These will be updated and shared with respective officers on a regular basis, one to one catch ups etc. Officers can request an update on budget status at any time. The accuracy of this budget tracker relies on project officers regularly completing Lloyds and any other invoice approvals.

Officers should plan to utilise their allocated Capital budgets as early as possible in the year to maximise opportunities for everyone, especially on purchased on behalf of a third party. All Capital spend should aim to be allocated by **End of Feb 2021**. Any remaining budget following this date may be reallocated to other project areas as required by I Bike Management Team.

## **FAQ**

- **Do I need to spend my budget in one transaction?**

*No, you can decide how this funding can be best utilised within your respective project area, similar to how you have control over your existing project budget.*

- **Can I purchase Capital Budget items using [my](#) Lloyds Purchasing Card?**

***No**, please request all capital purchases to your Line Manager. Remember purchases should have an individual minimum value of £150.*

- **Is there be a separate finance code for my Capital Budget purchases.**

*The Capital Budget is a central pool of money, with each officer allocated a portion of it by IBMT. Any transactions will be coded to a single budget and cost centre code used across the Team.*

- **Can I purchase items on behalf of a school?**

*Yes, this would be the ideal scenario where we can demonstrate the potential longer term impact of our engagement with staff and pupils.*

*As stated above, this would need to be in discussion with the respective school on the understanding they would become responsible for the purchased items (bikes, scooters etc) and would need to ensure adequate storage and maintenance is factored into the purchase decision.*

*Items purchased on behalf of a third party, need to be clearly defined as NOT part of our asset register and in this case, we would **not be** responsible/fund any maintenance or upkeep.*

- **Will I need to update my Project Asset Register?**

*Yes, your Project Asset Register should be regularly updated following any significant purchase whether using Capital Budget or Project Budget.*

*All items purchased for use within our respective projects/by our staff and maintained using Sustrans funds should be considered an asset to Sustrans and be included within the relevant asset document.*