

Healthwatch Kingston Board Meeting (Part A)	Date: Wednesday 29 May 2019
Report Title: Finance Report	Author: Nigel Spalding
PART A Agenda Item 6	Appendix: No

FOR INFORMATION - Year-end financial statement for 2018/19
FOR DECISION - Proposed income and expenditure budgets for 2019/20

The Board is asked:

- to note the year-end statement of income and expenditure for 2018/19. This is now subject to independent examination. It is hoped that the final statement of accounts can be presented to the next Board meeting on 28 July for approval.
- approve the proposed income and expenditure budgets for 2019/20, noting the indicative budgets for 2020/21, the implications for our annual cash flow and the maintenance of our reserve fund in accordance of our Reserves Policy.

INCOME 2018/19		
Core	Budget 2018/19	Income to 31 March 2019
RB Kingston	122,000.00	121,999.92
RB Kingston (LD)*	25,000.00	12,500.00
Kingston CCG (MHSPiG)	2,000.00	2,000.00
RB Kingston (Thrive 1 Year On Event)	300.00	300.00
Kingston CCG (Thrive 1 Year On Event)	300.00	300.00
SWLSTG (Strategic Community Partners Fund)	2,000.00	2,000.00
Kingston and Richmond CCG (Digital Youth Project) 10% admin fee	1,000.00	1,000.00
TOTAL	152,600.00	140,099.92
Kingston and Richmond CCG (Digital Youth Project)	9,000.00	9,000.00
GRAND TOTAL	161,600.00	149,099.92

Note *: A further £12,500 was received in early April just after the end of the financial year.

EXPENDITURE 2018/19

CORE BUDGET	Revised budget approved 27.11.18	Expenditure to 31 March 2019
ADMINISTRATION COSTS		
Insurance	1,750.00	1,718.99
Photocopier maintenance contract	2,100.00	2,096.81
Independent Examination of Accounts	600.00	600.00
Rent of Community Venues	2,500.00	2,099.38
Companies House Annual Return	13.00	13.00
Legal and professional fees	500.00	10.20
Other Equipment	1,700.00	1,768.61
Renewal of registration with ICO	40.00	40.00
COMMUNICATION COSTS		
Printing	750.00	661.50
Marketing/Promotion	750.00	833.23
STAFF COSTS		
Salaries, including Employer's NI and pension	95,000.00	88,828.30
Additional staffing/staffing costs	-	-
Staff recruitment	1,200.00	1,212.75
DBS checks for employees	300.00	120.40
Staff training and attendance at conferences/workshops	2,000.00	2,137.68
Payroll service	1,000.00	652.08
Staff Travel Loans	N/A	5,060.00
EXPENSES		
Staff travel	500.00	375.82
Volunteer expenses	300.00	27.80
Voucher incentives	1,000.00	-
Administration charges for volunteer DBS checks	100.00	72.00
Training for Trustees	500.00	306.00
OVERHEADS		
Office Rental	7,200.00	7,200.00
Telephone/Internet	1,500.00	1,486.02
IT Facilities and Helpdesk	2,700.00	4,188.04
Stationery & Postage	500.00	503.40
Hospitality for Meetings	2,000.00	1,280.23
Journals and Subscriptions	600.00	-
Office Cleaning	200.00	151.00
GRASSROOTS PROJECTS	4,200.00	4,200.00
TOTAL	131,503.00	127,643.24

PROJECT: 'DIGITAL YOUTH' YOUTH OUT LOUD!	Budget Approved 27.11.18	Expenditure to 31 March 2019
Pop-up promotional banners	400.00	355.50
Other promotional youth engagement merchandise	450.00	501.04
Film launch event (x200 guests)	350.00	0.00
Volunteer travel	800.00	0.00
Additional room hire	150.00	0.00
Meeting refreshments	300.00	127.88
Youth engagement incentives ('Love to Shop' vouchers)	1000.00	0.00
Training and support provided by film production youth worker	4500.00	90.00
Training provided by partner organisations and other professionals	1050.00	0.00
TOTAL	9,000.00	1,074.42
<i>Healthwatch Kingston administration cost (10% of grant)</i>	<i>1000.00</i>	<i>1000.00</i>
GRAND TOTAL	141,503.00	129,717.66

CORE BUDGET 2019/20

INCOME	Expected Income 2019/20 (+1 Contract Year)	Outline Budget 2020/21 (+2 Contract Year)
RB Kingston (Core Contract)	122,000.00	122,000.00
RB Kingston (LD - Extension of Contract)	19,500.00	7,000.00
Kingston CCG (MHSPiG)	2,000.00	2,000.00
Healthwatch England	3,334.00	
GRAND TOTAL	146,834.00	131,000.00

EXPENDITURE	Proposed Budget 2019-20 (RBK Contract Year +1)	Outline budget 2020-21 (RBK Year +2)
ADMINISTRATION COSTS		
Insurance	2,000.00	2,250.00
Photocopier maintenance contract	2,500.00	2,500.00
Independent Examination of Accounts	800.00	1,000.00
Rent of Community Venues	3,000.00	3,000.00
Companies House Confirmation Statement filing	15.00	20.00
Legal and professional fees	2,000.00	1,000.00
Other Equipment (non-IT over £15)	500.00	500.00
Renewal of registration with ICO	40.00	40.00
COMMUNICATION COSTS		
Printing	500.00	500.00
Marketing/Promotion	500.00	500.00
STAFF COSTS		
Salaries, including employer's NI and pension	110,596.24	118,888.42
Staff recruitment	1,000.00	1,000.00
DBS checks for employees	250.00	250.00
Staff training and attendance at conferences/workshops	1,500.00	1,500.00
Payroll service	700.00	750.00
EXPENSES		
Staff travel	500.00	500.00
Volunteer expenses	300.00	300.00
Administration charges for volunteer DBS checks	300.00	300.00
Training for Trustees	1,500.00	1,000.00
OVERHEADS		
Office Rental	7,800.00	9,000.00
Telephone/Internet	1,750.00	2,000.00
IT Facilities and Helpdesk	2,500.00	2,000.00
Office Supplies, Stationery & Postage	600.00	700.00
Hospitality for Meetings	1,500.00	2,000.00
Journals and Subscriptions	200.00	200.00
Office Cleaning and Maintenance	100.00	250.00
TOTAL	142,951.24	151,948.42

PROJECT: YOUTH OUT LOUD!			
			-
EXPENDITURE 2019/20	Original budget	Expenditure 2018/19	Budget for 2019/20
Pop-up promotional banners	400.00	355.50	44.50
Other promotional youth engagement merchandise	450.00	501.04	-51.04
Film launch event (x200 guests)	350.00	0.00	350.00
Volunteer travel	800.00	0.00	800.00
Additional room hire	150.00	0.00	150.00
Meeting refreshments	300.00	127.88	172.12
Youth engagement incentives ('Love to Shop' vouchers)	1000.00	0.00	1000.00
Training and support provided by film production youth worker	4500.00	90.00	4410.00
Training provided by partner organisations and other professionals	1050.00	0.00	1050.00
TOTAL	9,000.00	1,074.42	7925.58
Plus 10% Administration cost transferred to core budget 2018/19	1000.00		
INCOME 2019/20	Received in 2018/19	Received in 2019/20	
Kingston and Richmond CCG (Digital Youth Project)	10,000.00	-	

PROJECT: TIME TO CHANGE			
EXPENDITURE		Budget for duration of project	
Communications			
Printing		1000.00	
Marketing			
Marketing costs		500.00	
Staffing			
Time to Change Champions Fund Coordinator (0.4WTE) (12 months only)		14574.50	
DBS checks for employees		50.00	
Staff training and attendance at conferences/workshops etc		500.00	
Payroll service (including pension payments)		100.00	
Expenses and Champions Fund			
Staff travel		175.00	
Volunteer expenses		2000.00	Ring-fenced
Champions Fund		10000.00	Ring-fenced
Events			
Venue hire (outside of the Kingston Quaker Centre), attendee travel costs (e.g. mobility for disabled people), refreshments, Interpreter/Translator cost etc.		2000.00	
OVERHEADS			
Stationery & Postage		100.00	
TOTAL		30999.50	
INCOME		Budget	
Time to Change		25,000.00	
RBK		3000.00	
CCG		3000.00	
TOTAL		31000.00	

ANNUAL CASH FLOW FOR CORE

Based on proposed budget for 2019-20 and indicative budget for 2020-21

	2019-20	2020-21	
Projected Core Expenditure	-142,951.24	-151,948.42	
Add c/f from previous year (subject to IE)	54,462.61	58,345.37	
Projected Core Income*	146,834.00	127,000.00	
Projected Year-End Balance	58,345.37	33,396.95	Residue at end of contract
Current Reserve Policy requirement is £32,500			

*Note: this does not include £2k from CCG in 20/21 for MHSIG which is tbc.