

<b>Healthwatch Kingston Board Meeting (Part A)</b>	<b>Date:</b> Tuesday 27 November 2018
<b>Report Title: Finance Report, including revised budgets for 2018/19</b>	<b>Author:</b> Nigel Spalding
<b>PART A Agenda Item</b>	<b>Appendix:</b>

**FOR INFORMATION - Financial statements to 30 October 2018 and forecasts for 2019-21**  
**FOR DECISION - Proposed revised budgets for 2018/19**

The Board is asked:

- to note the statements of income and expenditure to 30 October 2018
- approve the proposed revised budgets in the final column of p3, which take into account the additional income and expenditure received and expected in 2018/19 along with the evidence that some budget items are forecast to under- or over-spend against the existing budget.

Note that some of the additional income being received is for work to be undertaken in 2019/2020 and 2020/21 as well as 2018/19.

Further notes to the accounts will be provided orally at the meeting.

## INCOME 2018/19

	<b>Updated Budget 2018/19</b>		<b>Income to 30 October 2018</b>
B/f from 2017/18 (Restricted funds)	36,514.00		36,514.00
B/F from 2017/18 (Unrestricted funds)	6,893.00		6,893.00
RB Kingston	122,000.00		91,499.94
RB Kingston (LD)	25,000.00		12,500.00
Kingston CCG (YOL!)	10,000.00		-
Kingston CCG (MHSPIG)	2,000.00		-
Other			
<b>TOTAL</b>	<b>202,407.00</b>		<b>147,406.94</b>

<b>EXPENDITURE 2018/19</b>						
<b>CORE BUDGET</b>	<b>Budget approved at HWK Board 25.07.18</b>	<b>Pro rata to 31 October 2018 (or annual amount in italics)</b>	<b>Expenditure to 31 October 2018</b>	<b>Variance to 31 October 2018 (minus means underspend)</b>	<b>Proposed revised budget 27.11.18</b>	<b>* Indicates revised figures</b>
<b>ADMINISTRATION COSTS</b>						
Insurance	1,750.00	1,718.99	1,718.99	- 31.01	1,750.00	
Photocopier maintenance contract	2,000.00	1,166.67	1,034.64	- 132.03	2,100.00	*
Independent Examination of Accounts	800.00	800.00	600.00	- 200.00	600.00	*
Rent of Community Venues	500.00	291.67	1,339.63	1,047.96	2,500.00	*
Companies House Annual Return	13.00	13.00	-	- 13.00	13.00	
Legal and professional fees	1,000.00	583.33	87.88	- 495.45	500.00	*
Other Equipment	1,000.00	583.33	1,088.78	505.45	1,700.00	*
Renewal of registration with ICO			40.00	40.00	40.00	*
<b>COMMUNICATION COSTS</b>						
Printing	500.00	291.67	-	- 291.67	750.00	*
Marketing/Promotion	500.00	291.67	69.23	- 222.44	750.00	*
<b>STAFF COSTS</b>						
Salaries, including Employer's NI and pension	93,000.00	54,250.00	47,491.05	- 6,758.95	95,000.00	*
Additional staffing/staffing costs	-		90.00	90.00	-	
Staff recruitment	1,200.00	700.00	299.00	- 401.00	1,200.00	
DBS checks for employees	100.00	58.33	62.00	3.67	300.00	*
Staff training and attendance at conferences/workshops	2,000.00	1,166.67	-	- 1,166.67	2,000.00	
Payroll service	750.00	437.50	481.68	44.18	1,000.00	*
<b>EXPENSES</b>						
Staff travel	300.00	175.00	172.69	- 2.31	500.00	*
Volunteer expenses	300.00	175.00	17.00	- 158.00	300.00	
Voucher incentives	1,000.00	583.33	-	- 583.33	1,000.00	
Administration charges for volunteer DBS checks					100.00	*
Training for Trustees					500.00	*
<b>OVERHEADS</b>						
Office Rental	7,200.00	4,200.00	4,200.00	-	7,200.00	
Telephone/Internet	1,500.00	875.00	827.19	- 47.81	1,500.00	
IT Facilities and Helpdesk	2,700.00	1,575.00	-	- 1,575.00	2,700.00	
Stationery & Postage	500.00	291.67	211.77	- 79.90	500.00	
Hospitality for Meetings	800.00	466.67	934.22	467.55	2,000.00	*
Journals and Subscriptions	500.00	291.67	-	- 291.67	600.00	*
Office Cleaning	200.00	116.67	-	- 116.67	200.00	
<b>TOTAL</b>	<b>120,113.00</b>	<b>71,102.82</b>	<b>60,765.75</b>	<b>- 10,368.08</b>	<b>127,303.00</b>	

<b>PROJECT: YOUTH OUT LOUD!</b>						<b>Proposed budget 27.11.18</b>
Pop-up promotional banners						400.00
Other promotional youth engagement merchandise						450.00
Film launch event (x200 guests)						350.00
Volunteer travel						800.00
Additional room hire						150.00
Meeting refreshments						300.00
Youth engagement incentives ('Love to Shop' vouchers)						1000.00
Training and support provided by film production youth worker						4500.00
Training provided by partner organisations and other professionals						1050.00
Healthwatch Kingston administration cost (10% of grant)						1000.00
<b>TOTAL</b>						<b>10,000.00</b>
<b>PROJECT: GRASSROOTS PROJECTS (b/f)</b>	<b>4,346.00</b>			<b>4200.00</b>		<b>0</b>
<b>GRAND TOTAL</b>	<b>120,913.00</b>	<b>71,902.82</b>		<b>61,365.75</b>	<b>- 10,568.08</b>	<b>128,303.00</b>
<b>PROJECTED EXPENDITURE</b>						128,303.00
<b>PROJECTED INCOME</b>						202,407.00
<b>PROJECTED YEAR-END BALANCE</b>						74,104.00
<b>Travel Loan</b>				2,492.00		
<i>Repaid to 31 Jul 2018</i>				1453.69		

Note that current policy is to retain a reserve of 3 months' running costs based on 1/4 of the core RBK grant = £30,500.