

Healthwatch Kingston Board Meeting (Part A)	Date: Thursday 30 September 2020
Report Title: Finance Report	Author: Nigel Spalding
PART A Agenda Item	Appendix:

FOR INFORMATION

The Board is asked:

- to note that (as at 25 September) independent examination of the 2019-20 accounts is almost complete without any qualifications but that approval of the trustees report (to be written) and the accounts has been postponed until 24 November. Due to Covid-19, the deadline for the submission of accounts to Companies House has been extended by 3 months, meaning that the deadline for the HWK accounts is now 31 March 2020.
- note the attached statement of income and expenditure for April-August 2020 and the estimated end of year financial position based upon the original budget (not the current low rate of expenditure).

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CORE BUDGET 2020/21				
EXPENDITURE	Approved budget 2020-21	Expenditure to 31 August 2020	Pro Rata for 5 months (or annual cost)	Variance
ADMINISTRATION COSTS				
Insurance	2,220.30	1,982.20	1,982.20	238.10
Photocopier maintenance contract	3,600.00	2,132.82	1,500.00	- 632.82
Independent Examination of Accounts	800.00	-	800.00	800.00
Rent of Community Venues	2,500.00	-	1,041.67	1,041.67
Companies House Confirmation Statement filing	20.00	-	8.33	8.33
Legal and professional fees	-	942.00	-	- 942.00
Other Equipment (non-IT over £15)	500.00	182.66	208.33	25.67
Renewal of registration with ICO	40.00	40.00	16.67	- 23.33
				-
COMMUNICATION COSTS				-
Printing	250.00	-	104.17	104.17
Marketing/Promotion	250.00	20.00	104.17	84.17
				-
STAFF COSTS				-
Salaries (incl employer's NI (not rebate) + pensions + repayment of travel loan)	140,477.15	60,446.30	59,189.44	- 1,256.87
Part funding of TTC Co-ordinator post to August 2020	1,577.49	Incl above		
Part funding of TTC Co-ordinator post Sept 2020 - March 2021	3,583.84			-
Staff recruitment	1,000.00	-	416.67	416.67
DBS checks for employees	250.00	-	104.17	104.17
Staff training and attendance at conferences/workshops	1,000.00	-	416.67	416.67
Payroll service	750.00	278.64	312.50	33.86
Data Protection Officer	3,000.00	-	1,250.00	1,250.00

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EXPENSES				
Staff travel	500.00	-	208.33	208.33
Volunteer expenses	300.00	-	125.00	125.00
Administration charges for volunteer DBS checks	300.00	-	125.00	125.00
Training for Trustees	750.00	-	312.50	312.50
OVERHEADS				
Office Rental	9,000.00	3,250.00	3,750.00	500.00
Telephone/Internet	2,000.00	613.67	833.33	219.66
IT Facilities and Helpdesk	2,400.00	1,632.73	1,632.73	767.27
Office Supplies, Stationery & Postage	700.00	8.85	291.67	282.82
Hospitality for Meetings	1,500.00	-	625.00	625.00
Journals and Subscriptions	200.00	-	83.33	83.33
Office Cleaning and Maintenance	250.00	-	104.17	104.17
Commercial Online Banking	300.00	130.00	125.00	- 5.00
Young People's Mental Health Awareness Film (+Korean and Tamil subtitles)	273.55	-	113.98	113.98
Film Launch/Engagement Event	300.00	-	125.00	125.00
Other Community Events (MIND, MENCAP +3)	800.00	-	333.33	333.33
TOTAL	177,808.49	71,659.87	76,243.34	5,588.84

CORE BUDGET 2020/21			
INCOME	Projected Income 2020/21	Income to 31 August 2020	Notes
RB Kingston (Core Contract)	122,000.00	-	6 mths claimed and received in September
RB Kingston (LD - Extension of Contract)	7,000.00	-	6 mths claimed and received in September
Kingston CCG (MHSPiG) 2019/20	2,000.00	2,000.00	
RB Kingston (Making Safeguarding Personal LD Pilot)	7,000.00	-	
CQC (Healthwatch England) 'Closed Environments' workshop	732.50	732.50	
GRAND TOTAL	138,732.50	2,732.50	

PROJECT: TIME TO CHANGE		
EXPENDITURE	Approved Budget 2020-21	Expenditure to 31 August 2020
Communications		
Printing	1,000.00	-
Marketing		
Marketing costs	369.20	-
Staffing		
Time to Change Champions Fund Coordinator	17,847.18	7,088.30
DBS checks for employees		-
Staff training and attendance at conferences/workshops etc	500.00	-
Payroll service	100.00	-
Expenses and Champions Fund		
Staff travel	112.93	-
Volunteer expenses (ring-fenced)	1,967.33	-
Events		
Venue hire, attendee travel costs (e.g. mobility for disabled people), refreshments, Interpreter/Translator cost etc.	1,960.00	-
OVERHEADS		
Stationery & Postage	100.00	-
TOTAL	23,956.64	7,088.30
Champions Fund (ring-fenced and not paid through HWK account)	10,000.00	N/A

PROJECT: TIME TO CHANGE		
INCOME	Funds available for 2020/21	Income to 31 August 2020
Carry forward to 2020/21 (TTC funds)*	14,841.74	14,841.74
K&R CCG	6,583.84	6,583.84
Funded from HWK Core (internal transfer)	3,583.84	3,583.84
	25,009.42	25,009.42

*Includes £1,500 donation (restricted for TTC use)

PROJECT: YOUTH OUT LOUD! 2020/21

EXPENDITURE	Residual budget for 2020-21	Expenditure to 31 August 2020
Pop-up promotional banners	44.50	-
Other promotional youth engagement merchandise	-	-
Film launch event (x200 guests)	200.00	-
Volunteer travel	800.00	-
Additional room hire	150.00	-
Meeting refreshments	26.42	-
Youth engagement incentives ('Love to Shop' vouchers)	889.59	-
Training and support provided by film production youth worker	2,211.12	150.00
Training provided by partner organisations and other professionals	1,050.00	-
TOTAL	5,371.63	150.00

ANNUAL CASH FLOW FOR CORE**Core Budget Cash Flow**

	£	
Add Total c/f from 2019/20	82,807.28	TBC in final accounts
Deduct TTC c/f amount	-14,841.74	
Deduct YOL! c/f amount	-5,371.63	
Expenditure Approved Budget	-177,808.49	
Income Anticipated Budget	138,732.50	
Projected Year-End Balance	23,517.92	Residue at end of contract
Current Reserve Policy =	32,500.00	