

Healthwatch Kingston Board Meeting (Part A)	Date: Thursday 30 July 2020
Report Title: Finance Report	Author: Nigel Spalding
PART A Agenda Item 5	Appendix: No

FOR INFORMATION

The Board is asked:

- to note that the 2020-21 accounts are ready for submission to our independent examiner, subject to resolution of financial issues related to the inter-dependency between our previous and current photocopier contracts.
- note the attached statement of income and expenditure for 2019/20 and estimated end of year financial position.
- note that some adjustments to the budget may be needed to take account of the impact of Covid-19 on HWK's work.

CORE BUDGET 2020/21		
EXPENDITURE	Approved budget 2020-21	Expenditure to 30 June 2020
ADMINISTRATION COSTS		
Insurance	2,220.30	1,982.20
Photocopier maintenance contract	3,600.00	-
Independent Examination of Accounts	800.00	-
Rent of Community Venues	2,500.00	-
Companies House Confirmation Statement filing	20.00	-
Legal and professional fees	-	-
Other Equipment (non-IT over £15)	500.00	-
Renewal of registration with ICO	40.00	-
COMMUNICATION COSTS		
Printing	250.00	-
Marketing/Promotion	250.00	-
STAFF COSTS		
Salaries (incl employer's NI (not rebate) + pensions + repayment of travel loan)	140,477.15	33,905.27
Part funding of TTC Co-ordinator post to August 2020	1,577.49	946.49
Part funding of TTC Co-ordinator post Sept 2020 - March 2021	3,583.84	
Staff recruitment	1,000.00	-
DBS checks for employees	250.00	-
Staff training and attendance at conferences/workshops	1,000.00	-
Payroll service	750.00	-
Data Protection Officer	3,000.00	-
EXPENSES		
Staff travel	500.00	-
Volunteer expenses	300.00	-
Administration charges for volunteer DBS checks	300.00	-
Training for Trustees	750.00	-
OVERHEADS		
Office Rental	9,000.00	1,950.00
Telephone/Internet	2,000.00	335.36
IT Facilities and Helpdesk	2,400.00	183.00
Office Supplies, Stationery & Postage	700.00	-
Hospitality for Meetings	1,500.00	-
Journals and Subscriptions	200.00	-
Office Cleaning and Maintenance	250.00	-
Commercial Online Banking	300.00	90.00
Young People's Mental Health Awareness Film (+Korean and Tamil subtitles)	273.55	-
Film Launch/Engagement Event	300.00	-
Other Community Events (MIND, MENCAP +3)	800.00	-
TOTAL	177,808.49	39,392.32

CORE BUDGET 2020/21		
INCOME	Projected Income 2020/21	Income to 30 June 2020
RB Kingston (Core Contract)	122,000.00	-
RB Kingston (LD - Extension of Contract)	7,000.00	-
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: YOUTH OUT LOUD! 2020/21		
EXPENDITURE	Residual budget for 2020-21	Expenditure to 30 June 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

PROJECT: TIME TO CHANGE

EXPENDITURE	Budget 2020-21	Expenditure to 30 June 2020
Communications		
Printing	1,000.00	-
Marketing		
Marketing costs	369.20	-
Staffing		
Time to Change Champions Fund Coordinator	17,847.18	4,252.98
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	4,252.98
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 30 June 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)

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 Budget	-177,808.49	
Income Budget	138,732.50	
Projected Year-End Balance	23,517.92	Residue at end of contract
Current Reserve Policy =	32,500.00	