

Healthwatch Kingston Board Meeting (Part A)	Date: Wednesday 26 November 2018
Report Title: Finance Report to 31 October 2019	Author: Nigel Spalding, Treasurer (NS)
PART A Agenda Item 6	Appendix: No

FOR INFORMATION - Financial statements to 30 October 2019

The Board is asked to note the statements of income and expenditure to 31 October 2019 and the latest estimation of cash flow figures on the final page.

CORE BUDGET 2019/20					
EXPENDITURE	Proposed Budget 2019-20 (RBK Contract Year +1)	Expenditure to 31 October 2019	Budget pro rata to 31 October 2019 (or annual figure)	Pro rata variance (with adjustments for annual	Outline budget 2020-21 (RBK Year +2)
ADMINISTRATION COSTS					
Insurance	2,000.00	1,868.76	1,868.76	-	2,250.00
Photocopier maintenance contract	2,500.00	1,158.58	1,458.33	- 299.75	2,500.00
Independent Examination of Accounts	800.00	-	800.00	- 800.00	1,000.00
Rent of Community Venues	3,000.00	1,379.00	1,750.00	- 371.00	3,000.00
Companies House Confirmation Statement filing	15.00	-	15.00	- 15.00	20.00
Legal and professional fees	2,000.00	630.00	1,166.67	- 536.67	1,000.00
Other Equipment (non-IT over £15)	500.00	351.34	291.67	59.67	500.00
Renewal of registration with ICO	40.00	40.00	40.00	-	40.00
COMMUNICATION COSTS					
Printing	500.00	-	291.67	- 291.67	500.00
Marketing/Promotion	500.00	145.60	291.67	- 146.07	500.00
STAFF COSTS					
Salaries (incl employer's NI (not rebate) + pensions + repayment of travel loan)	109,985.48	58,212.73	65,630.52	- 7,417.79	118,888.42
Part funding of TTC Co-ordinator post (funded from £3k NI rebate)	2,523.99	Included above	Included above		1,577.49
Staff recruitment	1,000.00	395.00	583.33	- 188.33	1,000.00
DBS checks for employees	250.00	186.00	145.83	40.17	250.00
Staff training and attendance at conferences/workshops	1,500.00	195.00	875.00	- 680.00	1,500.00
Payroll service	700.00	-	408.33	- 408.33	750.00
EXPENSES					
Staff travel	500.00	256.15	291.67	- 35.52	500.00
Volunteer expenses	300.00	-	175.00	- 175.00	300.00
Administration charges for volunteer DBS checks	300.00	-	175.00	- 175.00	300.00
Training for Trustees	1,500.00	684.00	875.00	- 191.00	1,000.00
OVERHEADS					
Office Rental	7,800.00	4,550.00	4,550.00	-	9,000.00
Telephone/Internet	1,750.00	870.24	1,020.83	- 150.59	2,000.00
IT Facilities and Helpdesk	2,500.00	1,608.16	1,458.33	149.83	2,000.00
Office Supplies, Stationery & Postage	600.00	276.55	350.00	- 73.45	700.00
Hospitality for Meetings	1,500.00	513.45	875.00	- 361.55	2,000.00
Journals and Subscriptions	200.00	-	116.67	- 116.67	200.00
Office Cleaning and Maintenance	100.00	65.48	58.33	7.15	250.00
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TOTAL	144,864.46	73,386.04	85,562.61	- 12,176.57	153,525.92

INCOME	Expected Income 2019/20 (+1 Contract Year)	Income to 31 October 2019	Budget pro rata to claim arrangements	To be claimed	Outline Budget 2020/21 (+2 Contract Year)
RB Kingston (Core Contract)	122,000.00	61,000.00	61,000.00	61,000.00	122,000.00
RB Kingston (LD - Extension of Contract)	19,500.00	16,000.00	16,000.00	3,500.00	7,000.00
Kingston CCG (MHSPiG)	2,000.00	-	-	2,000.00	2,000.00
Healthwatch England	3,334.00	3,334.00	3,334.00	-	
GRAND TOTAL	146,834.00	80,334.00	80,334.00	66,500.00	131,000.00
ANNUAL SURPLUS/(DEFICIT)	1,969.54	6,947.96			- 22,525.92

PROJECT: TIME TO CHANGE		
EXPENDITURE	Budget for duration of project	Expenditure to 30 October 2019
Communications		
Printing	1,000.00	-
Marketing		
Marketing costs	500.00	60.00
Staffing		
Time to Change Champions Fund Coordinator (0.6WTE) (12.25 months only)	18,676.48	2,900.00
DBS checks for employees	50.00	62.00
Staff training and attendance at conferences/workshops etc	500.00	-
Payroll service	100.00	-
Expenses and Champions Fund		
Staff travel	175.00	-
Volunteer expenses (ring-fenced)	2,000.00	-
Events		
Venue hire, attendee travel costs (e.g. mobility for disabled people), refreshments, Interpreter/Translator cost etc.	2,000.00	40.00
OVERHEADS		
Stationery & Postage	100.00	-
TOTAL	25,101.48	3,062.00
Champions Fund (ring-fenced and not paid through HWK account)	10,000.00	0.00
INCOME	Budget	Received as at 30
Time to Change	15,000.00	7,500.00
RBK	3,000.00	-
K&RCCG	3,000.00	-
Funded from HWK Core Budget	4,101.48	
Donation (restricted for TTCK use)	-	1,500.00
TOTAL	25,101.48	9,000.00

PROJECT: YOUTH OUT LOUD!				-	
EXPENDITURE 2019/20	Original budget	Expenditure 2018/19	Budget for 2019/20	Expenditure to 31 October 2019	
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	150.00	
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	107.30	
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	1,980.00	
Training provided by partner organisations and other professionals	1050.00	0.00	1050.00	-	
TOTAL	9,000.00	1,074.42	7,925.58	2,237.30	
Plus 10% Administration cost transferred to core budget 2018/19	1000.00				
INCOME 2019/20	Received in 2018/19				
Kingston and Richmond CCG (Digital Youth Project)	10,000.00				

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		-144,864.46	-153,525.92	
Add c/f from previous year		56,176.00	58,145.54	
Projected Core Income		146,834.00	131,000.00	
Projected Year-End Balance		58,145.54	35,619.62	Residue at end of contract
Current Reserve Policy requirement is £32,500				