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| **Healthwatch Kingston Board Meeting (Part A)** | **Date:** Wednesday 31 July 2019 |
| **Report Title: Finance Report** | **Autho**r: Nigel Spalding (NS), Treasurer |
| **PART A Agenda Item 6** | **Appendix: No** |

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| **FOR DECISION – Proposed budget for Core Work in 2019/20**  **FOR INFORMATION – Financial statements to 30 June 2019, Outline Budget for 2020/21, anticipated Cash Flow and future decision-making on banking arrangements.** |
| The Board is asked:   * approve the 2019/20 budget figures contained in this report. * note the income and expenditure statements to 30 June 2019. * note that the amount of money held in the Metro Bank as of 25 July 2019 is £37,914.44 and that this is insufficient to merit the transfer of £32,500 to another account, as discussed at the last meeting. * note that a number of invoices are due to be issued in the next couple of months but that, as far as possible, these will be staggered so as to minimize the amount held, in excess of £85,000 in the Metro Bank. * to receive further information on the cash flow situation at the next meeting before deciding whether or not to transfer an amount equivalent to the agreed reserve fund (£32,500) to another bank account. |

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| **CORE BUDGET 2019/20** |  |  |  |  |  |  |
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| **EXPENDITURE** |  | **Proposed Budget 2019-20 (RBK Contract Year +1)** |  | **Expenditure to 30 June 2019** |  | **Outline budget 2020-21 (RBK Year +2)** |
| ADMINISTRATION COSTS |  |  |  |  |  |  |
| Insurance |  | 2,000.00 |  | 1,868.76 |  | 2,250.00 |
| Photocopier maintenance contract |  | 2,500.00 |  | 579.80 |  | 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 |  | 40.00 |
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| COMMUNICATION COSTS |  |  |  |  |  |  |
| Printing |  | 500.00 |  | - |  | 500.00 |
| Marketing/Promotion |  | 500.00 |  | - |  | 500.00 |
|  |  |  |  |  |  |  |
| STAFF COSTS |  |  |  |  |  |  |
| Salaries (incl employer's NI (not rebate) + pensions + repayment of travel loan) | | 109,985.48 |  | 23,497.23 |  | 118,888.42 |
| Part funding of TTC Co-ordinator post (funded from £3k NI rebate) |  | 2,523.99 |  | Include above |  | 1,577.49 |
| 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 |  | 195.00 |  | 1,500.00 |
| Payroll service |  | 700.00 |  | - |  | 750.00 |

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| EXPENSES |  |  |  |  |  |  |
| Staff travel |  | 500.00 |  | 165.50 |  | 500.00 |
| Volunteer expenses |  | 300.00 |  | - |  | 300.00 |
| Administration charges for volunteer DBS checks |  | 300.00 |  | - |  | 300.00 |
| Training for Trustees |  | 1,500.00 |  | 474.00 |  | 1,000.00 |
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| OVERHEADS |  |  |  |  |  |  |
| Office Rental |  | 7,800.00 |  | 1,950.00 |  | 9,000.00 |
| Telephone/Internet |  | 1,750.00 |  | 384.23 |  | 2,000.00 |
| IT Facilities and Helpdesk |  | 2,500.00 |  | 1,077.99 |  | 2,000.00 |
| Office Supplies, Stationery & Postage |  | 600.00 |  | 87.00 |  | 700.00 |
| Hospitality for Meetings |  | 1,500.00 |  | 160.09 |  | 2,000.00 |
| Journals and Subscriptions |  | 200.00 |  | - |  | 200.00 |
| Office Cleaning and Maintenance |  | 100.00 |  | - |  | 250.00 |
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| **TOTAL** |  | **144,864.46** |  | **30,479.60** |  | **153,525.92** |
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| **INCOME** |  | **Expected Income 2019/20 (+1 Contract Year)** |  | **Income to 30 June 2019** |  | **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 |  | 12,500.00 |  | 7,000.00 |
| Kingston CCG (MHSPIG) |  | 2,000.00 |  | - |  | 2,000.00 |
| Healthwatch England |  | 3,334.00 |  | 3,334.00 |  |  |
|  |  |  |  |  |  |  |
| **GRAND TOTAL** |  | **146,834.00** |  | **76,793.20** |  | **131,000.00** |
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| **ANNUAL SURPLUS/(DEFICIT)** |  | **1,969.54** |  | **46,313.60** |  | **- 22,525.92** |

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| **ANNUAL CASH FLOW FOR CORE** |  |  |  |  |
| *Based on proposed budget for 2019-20 and indicative budget for 2020-21* | | | | |
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|  |  | **2019-20** |  | **2020-21** |
| Projected Core Expenditure |  | -144,864.46 |  | -153,525.92 |
| Add c/f from previous year (subject to IE) |  | 56,176.00 |  | **58,145.54** |
| Projected Core Income\* |  | 146,834.00 |  | 127,000.00 |
|  |  |  |  |  |
| **Projected Year-End Balance** |  | **58,145.54** |  | **31,619.62** |
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| Current Reserve Policy requirement is £32,500 |  |  |  |  |

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| **PROJECT: TIME TO CHANGE** |  |  |  |
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| **EXPENDITURE** | **Budget for duration of project** |  | **Expenditure to 30 June 2019** |
| **Communications** |  |  |  |
| Printing | 1,000.00 |  | 0.00 |
| **Marketing** |  |  |  |
| Marketing costs | 500.00 |  | 0.00 |
| **Staffing** |  |  |  |
| Time to Change Champions Fund Coordinator (0.6WTE) (13 months) | 18,676.48 |  | 0.00 |
| DBS checks for employees | 50.00 |  | 0.00 |
| Staff training and attendance at conferences/workshops etc | 500.00 |  | 0.00 |
| Payroll service (including pension payments) | 100.00 |  | 0.00 |
| **Expenses and Champions Fund** |  |  |  |
| Staff travel | 175.00 |  | 0.00 |
| Volunteer expenses (ring-fenced) | 2,000.00 |  | 0.00 |
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| **Events** |  |  |  |
| Venue hire (outside of the Kingston Quaker Centre), attendee travel costs (e.g. mobility for disablred people), refreshments, Interpreter/Translator cost etc. | 2,000.00 |  | 0.00 |
| **OVERHEADS** |  |  |  |
| Stationery & Postage | 100.00 |  | 0.00 |
|  |  |  |  |
| **TOTAL** | **25,101.48** |  | **0.00** |
| Champions Fund (ring-fenced and not paid through HWK account) | 10,000.00 |  | 0.00 |
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| **INCOME** | **Budget** |  | **Received as at 30 June 2019** |
| **Time to Change** | 15,000.00 |  | - |
| RBK | 3,000.00 |  | - |
| CCG | 3,000.00 |  | - |
| Funded from HWK Core Budget | 4,101.48 |  |  |
| Donation | - |  | 1,500.00 |
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| **TOTAL** | **25,101.48** |  | **1,500.00** |

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| **PROJECT: YOUTH OUT LOUD!** |  |  |  |  |  | - |  |  |
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| **EXPENDITURE 2019/20** |  | **Original budget** |  | **Expenditure 2018/19** |  | **Budget for 2019/20** |  | **Expenditure to 30 June 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 |  | - |
| 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 |  | 81.16 |
| 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 |  | - |
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| **TOTAL** |  | **9,000.00** |  | **1,074.42** |  | **7925.58** |  | **2061.16** |
| Plus 10% Administration cost transferred to core budget 2018/19 |  | 1000.00 |  |  |  |  |  |  |
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| **INCOME 2019/20** |  | **Received in 2018/19** |  | **Received in 2019/20** |  |  |  |  |
| Kingston and Richmond CCG (Digital Youth Project) |  | 10,000.00 |  | - |  |  |  |  |

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