

Healthwatch Kingston Board Meeting (Part A)	Date: Wednesday 26 May 2021
Report Title: Finance Report	Author: Nigel Spalding
PART A Agenda Item 5	Appendix: No

FOR INFORMATION

The Board is asked to note:

- the attached statements of income and expenditure for the full year 1st April 2020 - 31st March 2021;
- the amounts to be transferred from the TTCK budget to the HWK Core and to MIND in Kingston, as agreed - in principle - at the last board meeting;
- the amount to be carried forward to the Core budget in 2021/22, which meets the current Reserve Policy requirement that £39,000 be held in reserve;
- that these accounts are subject to independent examination, which will now be arranged;
- that HWK's online banking facilities with Metro Bank are working again but cheques are still being used for some payments.

CORE BUDGET 2020/21		
EXPENDITURE	Approved budget 2020-21	Expenditure to 31 March 2021
ADMINISTRATION COSTS		
Insurance	2,220.30	1,982.20
Photocopier maintenance contract	3,600.00	3,629.59
Independent Examination of Accounts	800.00	600.00
Rent of Community Venues / Zoom account unlimited use (£180 pa)	2,500.00	-
Companies House Confirmation Statement filing	20.00	13.00
Legal and professional fees (Plain English Campaign £900 added)	-	942.00
Other Equipment (non-IT over £15)	500.00	278.65
Renewal of registration with ICO	40.00	40.00
COMMUNICATION COSTS		
Printing	250.00	150.34
Marketing/Promotion	250.00	53.00
STAFF COSTS		
Salaries (incl employer's NI + pensions)	140,477.15	137,985.51
Contribution to TTC Salary April -August 2020	1,577.49	1,577.49
Contribution to TTC Salary April - September 20 - March 21	3,583.84	3,583.84
Staff recruitment	1,000.00	-
DBS checks for employees	250.00	58.00
Staff training and attendance at conferences/workshops	1,000.00	-
Payroll service	750.00	845.76
Data Protection Officer	3,000.00	968.76
EXPENSES		
Staff travel	500.00	3.00
Volunteer expenses	300.00	-
Administration charges for volunteer DBS checks	300.00	18.00
Training for Trustees	750.00	-
OVERHEADS		
Office Rental	9,000.00	8,437.50
Office Move		350.00
Redecoration of KQC office		1,637.77
Telephone/Internet	2,000.00	1,495.71
IT Facilities and Helpdesk	2,400.00	3,795.24
Office Supplies, Stationery & Postage	700.00	457.45
Hospitality for Meetings	1,500.00	41.03
Journals and Subscriptions	200.00	-
Office Cleaning and Maintenance	250.00	-
Commercial Online Banking	300.00	270.00
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	165,630.00

CORE BUDGET 2020/21		
INCOME	Projected Income 2020/21	Income to 31 March 2021
RB Kingston (Core Contract, including LD)	129,000.00	129,000.00
Kingston CCG (MHSPiG) 2019/20 and 2020/21	4,000.00	4,000.00
RB Kingston (Making Safeguarding Personal LD Pilot)	7,000.00	7,000.00
LSAB/HWE Voice Subgroup/Chair and administration	2,500.00	2,500.00
GRAND TOTAL	142,500.00	142,500.00

ANNUAL CASH FLOW FOR CORE FOR 2020/21		
	£	Notes
Add Total Funds c/f from 2019/20	82,825.00	As contained in IE report
Deduct TTC c/f amount from 2019/20	-14,841.74	
Deduct YOL! c/f amount from 2019/20	-5,371.63	
Year End Expenditure for Core 2020/21	-165,630.00	
Year End Income for Core 2020/21	142,500.00	
Planned Cross-Charge from TTC budget	3,731.23	
Projected Year-End Balance 2020/21	43,212.86	Amount to carry forward into 2021/22
Reserves Policy requirement = £39,000		

PROJECT: YOUTH OUT LOUD! 2020/21

EXPENDITURE	Residual budget at start of 2020-21	Expenditure to 31 March 2021
Pop-up promotional banners	44.50	-
Other promotional youth engagement merchandise	-	307.30
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	100.00
Training and support provided by film production youth worker	2,211.12	508.00
Training provided by partner organisations and other professionals	1,050.00	-
TOTAL	5,371.63	915.30

PROJECT: TIME TO CHANGE						
EXPENDITURE	Approved Budget 2020-21	Expenditure to 31 March 2021	Transfer to HWK Core	Transfer to MIND	Total resources used	Notes
Communications						
Printing	1,000.00	-	1,000.00		1,000.00	Contribution to Core for printer/copier use
Marketing						
Marketing costs	369.20	-	369.20		369.20	Payment to Core for HWK website time/support by HWK Comm and Engagment Officer
Staffing						
Time to Change Champions Fund Coordinator	17,847.18	17,684.92			17,684.92	
DBS checks for employees		-			-	
Staff training and attendance at conferences/workshops etc	500.00	-	500.00		500.00	Contribution to Core for HWK in-house training and development provided
Payroll service	100.00	-	100.00		100.00	Contribution to Core for inclusion of PP in Payroll Service
Expenses and Champions Fund						
Staff travel	112.93	-		112.93	112.93	Transfer to MIND
Volunteer expenses (ring-fenced)	1,967.33	-		1,967.33	1,967.33	Transfer to MIND
Events						
Venue hire/equipment, attendee travel costs (e.g. mobility for disabled people), refreshments, Interpreter/Translator cost etc.	1,960.00	197.97	1,762.03		1,960.00	For use of courier/provision of refreshments at meetings/Contribution to office lease cost at KQC/(including period of time when operating as an unfunded hub)/provision of desk and floor protector mat for working from home
Overheads						
Stationery & Postage	100.00	-		100.00	100.00	Transfer to MIND
					-	
ADDITIONAL INCOME (AS BELOW)						
Donation received in 2019/20				1,500.00	1,500.00	Transfer to MIND
MIND TTCK Champions Fund		1826.25		173.75	2,000.00	Transfer to MIND
Donation from Enterprise in 20/21				1,500.00	1,500.00	Transfer to MIND
					-	
TOTAL	23,956.64	17,882.89	3,731.23	5,354.01	26,968.13	
Champions Fund (ring-fenced and not paid through HWK account)	10,000.00	N/A	N/A			

PROJECT: TIME TO CHANGE

INCOME	Projected Income 2020/21 at year start	Income to 31 March 2021		
Carry forward to 2020/21 (including £1.5k donation restricted to TTC)	14,841.74	14,841.74		
K&R CCG	6,583.84	6,583.84		
Funding from core for salary to April - August 2020 (internal transfer)	1,577.49	1,577.49		
Funding from core for salary Sept 2020 - March 2021 (int transfer)	3,583.84	3,583.84		
MIND TTCK Champions Fund		2,000.00		
Donation from Enterprise		1,500.00		
	26,586.91	30,086.91		
Transfer to MIND (as above)				5,354.01
Add Underspend				3,118.78
TOTAL				8,472.79