

Healthwatch Kingston Board Meeting (Part A)	Date: Wednesday 27 January 2021
Report Title: Finance Report	Author: Nigel Spalding
PART A Agenda Item 5	Appendix:

FOR INFORMATION

The Board is asked to:

- note the attached statements of income and expenditure for April - December 2020;
- note that an amended cheque from Enterprise Car Rental for £1,500 for TTC was received and banked;
- note that the arrangements for online banking are working satisfactorily.

This page is deliberately blank.

CORE BUDGET 2020/21					
EXPENDITURE	Approved budget 2020-21	Expenditure to 31 December 2020	Pro Rata for 9 months (or annual cost)	Variance	Year-end Projection
ADMINISTRATION COSTS					
Insurance	2,220.30	1,982.20	1,982.20	238.10	1,982.20
Photocopier maintenance contract	3,600.00	3,629.59	2,700.00	- 929.59	4,539.45
Independent Examination of Accounts	800.00	600.00	600.00	-	600.00
Rent of Community Venues / Zoom account unlimited use (£180 pa)	2,500.00	-	1,875.00	1,875.00	100.00
Companies House Confirmation Statement filing	20.00	-	13.00	13.00	13.00
Legal and professional fees (Plain English Campaign £900 added)	-	942.00	-	- 942.00	942.00
Other Equipment (non-IT over £15)	500.00	278.65	375.00	96.35	278.65
Renewal of registration with ICO	40.00	40.00	40.00	-	40.00
COMMUNICATION COSTS					
Printing	250.00	-	187.50	187.50	-
Marketing/Promotion	250.00	20.00	187.50	167.50	120.00
STAFF COSTS					
Salaries (incl employer's NI + pensions)	140,477.15	92,998.74	105,357.87	12,359.13	140,677.26
Contribution to TTC Salary April - April -August 2020	1,577.49	1,577.49	1,577.49	-	1,577.49
Contribution to TTC Salary April - September 20 - March 21	3,583.84	1,023.95	1,592.82	568.86	3,583.84
Staff recruitment	1,000.00	-	750.00	750.00	-
DBS checks for employees	250.00	58.00	187.50	129.50	100.00
Staff training and attendance at conferences/workshops	1,000.00	-	750.00	750.00	-
Payroll service	750.00	567.12	562.50	- 4.62	756.16
Data Protection Officer	3,000.00	-	2,250.00	2,250.00	1,500.00
EXPENSES					
Staff travel	500.00	-	375.00	375.00	100.00
Volunteer expenses	300.00	-	225.00	225.00	100.00
Administration charges for volunteer DBS checks	300.00	-	225.00	225.00	100.00
Training for Trustees	750.00	-	562.50	562.50	-

Continued on next page

OVERHEADS					
Office Rental	9,000.00	5,850.00	6,750.00	900.00	7,800.00
Transport of office items to new office and/or storage (if required)					200.00
Redecoration of KQC office					500.00
Telephone/Internet	2,000.00	1,104.15	1,500.00	395.85	1,892.83
IT Facilities and Helpdesk	2,400.00	2,079.85	1,800.00	- 279.85	2,773.13
Office Supplies, Stationery & Postage	700.00	175.19	525.00	349.81	250.00
Hospitality for Meetings	1,500.00	23.10	1,125.00	1,101.90	100.00
Journals and Subscriptions	200.00	-	150.00	150.00	-
Office Cleaning and Maintenance	250.00	-	187.50	187.50	50.00
Commercial Online Banking	300.00	210.00	225.00	15.00	270.00
Young People's Mental Health Awareness Film (+Korean and Tamil subtitles)	273.55	-	205.16	205.16	273.55
Film Launch/Engagement Event	300.00	-	225.00	225.00	300.00
Other Community Events (MIND, MENCAP +3)	800.00	-	600.00	600.00	800.00
TOTAL	177,808.49	113,160.03	135,668.54	22,746.60	168,735.73

CORE BUDGET 2020/21				
INCOME	Projected Income 2020/21	Income to 31 December 2020	Further income expected in 2020/21	Latest Projected Income 2020/21
RB Kingston (Core Contract, including LD)	129,000.00	64,500.00	64,500.00	129,000.00
Kingston CCG (MHSPiG) 2019/20 and 2020/21	4,000.00	2,000.00	2,000.00	4,000.00
RB Kingston (Making Safeguarding Personal LD Pilot)	7,000.00	-	7,000.00	7,000.00
LSAB/HWE Voice Subgroup/Chair and administration	2,500.00	-	2,500.00	2,500.00
GRAND TOTAL	142,500.00	66,500.00	76,000.00	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	-14,841.74	A small amount will be transferred to the Core to cover Core costs incurred
Deduct YOL! c/f amount	-5,371.63	
Forecast Expenditure for Core	-168,735.73	As previous page
Forecast Income for Core	142,500.00	As previous page
Projected Year-End Balance 2020/21	36,375.90	Amount to carry forward into 2021/22

PROJECT: TIME TO CHANGE

EXPENDITURE	Approved Budget 2020-21	Expenditure to 31 December 2021
Communications		
Printing	1,000.00	-
Marketing		
Marketing costs	369.20	-
Staffing		
Time to Change Champions Fund Coordinator	17,847.18	13,254.94
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/equipment, attendee travel costs (e.g. mobility for disabled people), refreshments, Interpreter/Translator cost etc.	1,960.00	80.46
OVERHEADS		
Stationery & Postage	100.00	-
TOTAL	23,956.64	13,335.40
Champions Fund (ring-fenced and not paid through HWK account)	10,000.00	N/A

PROJECT: TIME TO CHANGE

INCOME	Projected Income 2020/21 at year start	Income to 31 December 2020
Carry forward to 2020/21 (TTC funds)*	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	1,592.82
MIND TTC		2,000.00
Donation from Enterprise		1,500.00
	23,003.07	28,095.89

PROJECT: YOUTH OUT LOUD! 2020/21

EXPENDITURE	Residual budget for 2020-21	Expenditure to 31 December 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	208.00
Training provided by partner organisations and other professionals	1,050.00	-
TOTAL	5,371.63	208.00

