

Healthwatch Kingston Board Meeting (Part A)	Date: Tuesday 24 November 2020
Report Title: Finance Report	Author: Nigel Spalding
PART A Agenda Item	Appendix:

FOR INFORMATION
<p>The Board is asked to:</p> <ul style="list-style-type: none"> • note the attached statements of income and expenditure for April-October 2020; • note that the £1,500 cheque from Enterprise Car Rental, which was received without explanation in July 2020, has been confirmed as a genuine donation that was prompted by a former Enterprise employee involved in HWK's TTC work. Explanatory paperwork for this cheque has now been received and signed (see the final two pages). It is understood that the cheque is intended for use in Time to Change although the document does not actually stipulate this. The Metro Bank refused to accept the cheque because it was made out to "Kingston Healthwatch", so a replacement cheque has been requested and is currently awaited.

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CORE BUDGET 2020/21

EXPENDITURE	Approved budget 2020-21	Expenditure to 30 October 2020	Pro Rata for 7 months (or annual cost)	Variance
ADMINISTRATION COSTS				
Insurance	2,220.30	1,982.20	1,982.20	238.10
Photocopier maintenance contract	3,600.00	2,132.82	2,100.00	32.82
Independent Examination of Accounts	800.00	600.00	600.00	-
Rent of Community Venues	2,500.00	-	1,458.33	1,458.33
Companies House Confirmation Statement filing	20.00	-	13.00	13.00
Legal and professional fees (Plain English Campaign £900 added)	-	942.00	-	942.00
Other Equipment (non-IT over £15)	500.00	278.65	291.67	13.02
Renewal of registration with ICO	40.00	40.00	40.00	-
COMMUNICATION COSTS				
Printing	250.00	-	145.83	145.83
Marketing/Promotion	250.00	20.00	145.83	125.83
STAFF COSTS				
Salaries (incl employer's NI + pensions)	140,477.15	77,818.36	81,945.01	4,126.65
Part funding of TTC Co-ordinator post to August 2020 (internal transfer)	1,577.49	1,577.49	1,577.49	-
Part funding of TTC Co-ordinator post Sept 2020 - March 2021 (int transfer)	3,583.84	1,023.95	1,023.95	-
Staff recruitment	1,000.00	-	583.33	583.33
DBS checks for employees	250.00	58.00	145.83	87.83
Staff training and attendance at conferences/workshops	1,000.00	-	583.33	583.33
Payroll service	750.00	567.12	437.50	129.62
Data Protection Officer	3,000.00	-	1,750.00	1,750.00

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EXPENSES				
Staff travel	500.00	-	291.67	291.67
Volunteer expenses	300.00	-	175.00	175.00
Administration charges for volunteer DBS checks	300.00	-	175.00	175.00
Training for Trustees	750.00	-	437.50	437.50
OVERHEADS				
Office Rental	9,000.00	4,550.00	5,250.00	700.00
Telephone/Internet	2,000.00	838.85	1,166.67	327.82
IT Facilities and Helpdesk	2,400.00	1,704.73	1,400.00	304.73
Office Supplies, Stationery & Postage	700.00	175.19	408.33	233.14
Hospitality for Meetings	1,500.00	23.10	875.00	851.90
Journals and Subscriptions	200.00	-	116.67	116.67
Office Cleaning and Maintenance	250.00	-	145.83	145.83
Commercial Online Banking	300.00	170.00	175.00	5.00
Young People's Mental Health Awareness Film (+Korean and Tamil subtitles)	273.55	-	159.57	159.57
Film Launch/Engagement Event	300.00	-	175.00	175.00
Other Community Events (MIND, MENCAP +3)	800.00	-	466.67	466.67
TOTAL	177,808.49	94,502.46	106,241.22	11,976.86

CORE BUDGET 2020/21**INCOME**

	Projected Income 2020/21	Income to 31 August 2020
RB Kingston (Core Contract, including LD)	129,000.00	64,500.00
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	67,232.50

PROJECT: TIME TO CHANGE

EXPENDITURE	Approved Budget 2020-21	Expenditure to 30 October 2020
Communications		
Printing	1,000.00	-
Marketing		
Marketing costs	369.20	-
Staffing		
Time to Change Champions Fund Coordinator	17,847.18	9,923.62
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	9,923.62
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 30 October 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	1,023.95
MIND TTC		2,000.00
	23,003.07	26,027.02

*Includes £1,500 donation (restricted for TTC use)

PROJECT: YOUTH OUT LOUD! 2020/21

EXPENDITURE	Residual budget for 2020-21	Expenditure to 30 October 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

2021

EHF UK
Contribution Receipt

Enterprise Holdings Foundation
600 Corporate Park Dr.
St. Louis, MO 63105 USA
P: 314-512-4343
F: 314-512-4754
www.enterpriseholdings.com

PRIMARY ADDRESS

Organization Name: HEALTHWATCH KINGSTON UPON THAMES
Organization Address: Kingston Quaker Centre KINGSTON UPON THAMES KT1 2PT
Organization Phone Number: 020 3326 1255
Organization FEIN #: 1159377

About the Grant:

Enterprise Holdings' Employee: James Martin
Employee Phone Number: 1784485747
Project Title: Kingston Time to Change
Grant Amount: \$1,500.00
Check #: 3559
Group: UK99 - UK Corporate
Request #: 59374085
Request Cycle: Spring
Fund: EHF UK

By accepting this grant, the Grantee agrees that it will use the grant funds in compliance with all applicable anti-terrorism financing and asset control laws, regulations, rules.

By endorsing and depositing the check, the undersigned guarantees that there has been no change in the organization's classification as a Registered Charity.

No service, benefit, or other value was provided to the Enterprise Holdings Foundation nor our affiliate companies Alamo, Enterprise, National in return for this contribution. Grant recognition should be listed as: Enterprise Holdings Foundation.

The receipt MUST be for the full amount of the grant. If there is a discrepancy with the grant amount listed above and your records, please check the box to the left and also provide a letter on the organization's letterhead detailing the difference. Thank you!

Our records indicate the total deductible amount is 1,500
Representative's Signature: Nigel Spalding
Printed Name: Nigel Spalding
Title: Treasurer
Date: 11/10/2020

Guidelines for Announcing Enterprise Holdings Foundation Grants

Organizations often wish to make announcements by issuing news releases or posting recognition on websites and social media outlets. We ask that recipients use the templates below and observe the following guidelines to properly identify the Enterprise Holdings Foundation:

- All such grants should be clearly identified as coming from the Enterprise Holdings Foundation
- Any published or printed acknowledgement of a Foundation gift should be done in regular type font and must refer to the Foundation by its full name (Enterprise Holdings Foundation).
- Local Enterprise, National, and Alamo employees mentioned in news releases, social media posts, and photo captions should NOT be identified as representatives of the Foundation.
- A description is not necessary, but if included, the Foundation should be described as “the philanthropic arm of Enterprise Holdings, which, through its integrated global network of independent regional subsidiaries and franchises, operates the Enterprise Rent-A-Car, National Car Rental, and Alamo Rent A Car brands.”

Social Media Templates:

NOTE: If these templates (with optional accompanying photo from check presentation) are used, no additional approval is necessary. For any other social media posts, approval is required. Please email foundation@ehi.com.

- The [ORGANIZATION NAME] received a [\$XXXX] donation/grant from the Enterprise Holdings Foundation. The check was presented by [ENTERPRISE EMPLOYEE NAME, TITLE].
- Thanks to the Enterprise Holdings Foundation for donating [\$XXXX] to [ORGANIZATION NAME]. Its support will help [PURPOSE OF GRANT].
- [ENTERPRISE EMPLOYEE NAME, TITLE] stopped by to deliver a [\$XXXXX] check from the Enterprise Holdings Foundation to [ORGANIZATION NAME].

News Release Template:

NOTE: Please email foundation@ehi.com for approval of any press releases.

Enterprise Holdings Foundation Donates [\$XXXX] to [ORGANIZATION NAME] for [PURPOSE OF GRANT]

(City, State, Date) – The Enterprise Holdings Foundation has donated [\$XXXX] to [ORGANIZATION NAME] for [PURPOSE OF GRANT]. The Foundation is the philanthropic arm of Enterprise Holdings, which, through its integrated network of independent regional subsidiaries and franchises, operates the Enterprise Rent-A-Car, National Car Rental, and Alamo Rent A Car brands.