

Healthwatch Kingston Board Meeting (Part A)	Date: Tuesday 21 December 2021
Report Title: Finance Report	Author: Richard Allen
PART A Agenda Item: 4	Appendix: No

For Information
<p>The Board is asked to <b>note</b> the attached statements of income and expenditure for September 2021 - November 2021.</p> <p>The Board is asked to <b>consider</b> and <b>agree</b> the addition of a 'Staff project costs' budget line and the additional associated budget expenditure for 2021/22.</p>

<b>CORE BUDGET 2021/22</b>			
<b>EXPENDITURE</b>	<b>Approved budget</b>	<b>Expenditure to 30.11.21 (blue = annual cost paid)</b>	<b>Pro rata to budget up to 31.08.21 (or final cost)</b>
<b>ADMINISTRATION COSTS</b>			
Insurance	2,200.00	2,083.82	2,083.82
Photocopier maintenance contract (and printer toner)	3,300.00	2,506.50	1,375.00
Independent Examination of Accounts	800.00	600.00	600.00
Rent of Community Venues / Zoom account unlimited use (£180 pa)	700.00	834.00	291.67
Companies House Confirmation Statement filing	20.00	-	8.33
Legal and professional fees (Plain English Campaign)	420.00	420.00	420.00
Other Equipment (non-IT over £15)	500.00	38.79	208.33
Renewal of registration with ICO	40.00	-	16.67
			-
<b>COMMUNICATION COSTS</b>			
Printing	100.00	-	41.67
Marketing/Promotion	200.00	-	83.33
			-
<b>STAFF COSTS</b>			
Salaries (incl employer's NI + pensions)	121,404.60	73,322.93	50,585.25
Contingency (added for approval at Dec 2021 Board)	-		
Staff project costs (added for approval at Dec 2021 Board)	1,500.00		
Staff recruitment	400.00	-	166.67
DBS checks for employees	150.00	-	62.50
Payroll service	750.00	219.60	312.50
Data Protection Officer	1,500.00	35.88	625.00
			-
<b>EXPENSES</b>			
Staff travel	500.00	-	208.33
Volunteer expenses	300.00	-	125.00
Administration charges for volunteer DBS checks	300.00	-	125.00
Training for Trustees	250.00	-	104.17
Skills development budgets for 3 LSVG reps to LSAB	1,500.00	-	625.00
LSVG Miscellaneous item	312.00	-	130.00
LSVG Independent external support (LSAB)	840.00	-	350.00

OVERHEADS			
Office Rental (including estimated costs for electricity, heating and cleaning)	10,600.00	5,804.28	4,416.67
Office Rental deposit	1,400.00	700.00	700.00
Re-installation of phones to new office	590.00	-	245.83
Office Telephones (£1500) plus Mobile Phones for Staff	2,000.00	2,064.25	833.33
IT Facilities and Helpdesk	4,650.00	3,656.92	1,937.50
Office Supplies, Stationery & Postage (including annual Response Plus licence)	500.00	20.69	208.33
Redirection of Royal Mail post	312.00	-	130.00
Hospitality for Meetings	500.00	-	208.33
Journals and Subscriptions	300.00	274.00	125.00
Office Cleaning and Maintenance	500.00	-	208.33
Commercial Online Banking	300.00	140.00	125.00
Young People's Mental Health Awareness Film - Tamil subtitles (SWLStG)	273.55	-	113.98
Mental Health Awareness Film Launch/Engagement Event (SWLStG)	300.00	-	125.00
MIND in Kingston Event (SWLStG)	300.00	-	125.00
Kingston MENCAP Event (SWLStG)	300.00	-	125.00
Other Community Events (SWLStG and CQC Closed Environments)	800.00	-	333.33
GRANTS			
Grant to MIND in Kingston for TTCK work		8,472.79	
<b>TOTAL</b>	<b>161,612.15</b>	<b>101,194.45</b>	<b>67,338.40</b>
	(Incs. additional £1.5k)		
<b>CORE BUDGET 2021/22</b>			
<b>EXPECTED INCOME</b>	<b>Approved budget</b>	<b>Income to 30.11.21</b>	
RB Kingston (Core Contract, including LD)	129,000.00	96,750.00	
Kingston CCG (MHSPiG) 2021/22	2,000.00	-	
RB Kingston (Making Safeguarding Personal LD Pilot)	7,000.00	-	
LSAB/HWE Voice Subgroup/Chair and LSVG support	10,000.00	10,000.00	
SLAM CMH Activity Audit (added)	2,000.00	-	New project income
SWL CCG Bereavement Community Engagement (added)	5,000.00	-	New project income
<b>GRAND TOTAL</b>	<b>155,000.00</b>	<b>106,750.00</b>	

<b>PROJECT: YOUTH OUT LOUD! 2021/22</b>		
<b>EXPENDITURE</b>	<b>Approved budget</b>	<b>Expenditure to 31 August 2021</b>
Pop-up promotional banners	44.50	0.00
Other promotional youth engagement merchandise	- 307.30	0.00
Film launch event (x200 guests)	200.00	0.00
Volunteer travel	800.00	0.00
Additional room hire	150.00	0.00
Meeting refreshments	26.42	0.00
Youth engagement incentives ('Love to Shop' vouchers)	789.59	0.00
Training and support provided by film production youth worker	1,703.12	-
Training provided by partner organisations and other professionals	1,050.00	0.00
<b>TOTAL</b>	<b>4,456.33</b>	<b>-</b>

<b>ANNUAL CASH FLOW FOR CORE FOR 2021/22</b>						
		<b>£</b>				
Add Total Funds c/f from 2020/21 (as per 20/21 spreadsheet bank balance)		58,795.33				
Deduct amount to be paid to MIND in Kingston	-	8,472.79				
Deduct c/f for YOL!	-	4,456.33				
Expenditure <b>Budget</b> for Core	-	161,612.15				
Income <b>Budget</b> for Core		155,000.00				
<b>Projected Year-End Balance 31 March 2022</b>		<b>39,254.06</b>	Includes £7 total (£2k and £5k) 2021/22 project funding for use in 2022/23			
Reserves Policy requirement		39,000.00				
Estimation - But deduct SMP costs included in row above		-7606.01	SMP costs covered by government			
Actual Reserves Policy requirement 2021/22 (Agreed by Board)		<b>31,393.99</b>				