

Healthwatch Kingston Board Meeting (Part A)	Date: Wednesday 12 July 2023
Report Title: Q4 2022/23 Finance Report / End of Year Accounts information / preparation for Independent Examiner	Author: Eeva Crawley/Stephen Bitti
PART A Agenda Item: 4	Appendix: No

For Information and approval
<ol style="list-style-type: none"> <li>1. The Board is requested to <b>review and propose/agree any amendments</b> to this finance report showing activity to end of 31 March 2023 (Quarter 4).</li> <li>2. The Board is also requested to <b>agree</b> that SB/CD/EC now finalise alignment to our hard copy finance folder and then liaise with our Independent Examiner to confirm accruals accounting requirement and create our Annual Accounts for 2022/23.</li> </ol>

Notes to the accounts - Q4 2022/23 (previously only to 16 March 2023 **now to 31 March 2023**)

**NB: this Q4 2022/23 Finance report is provided for information only - the information contained within is pending our Independent Examiner review and eventual preparation of our 2022/23 accounts.**

- 1) CORE BUDGET: EXPENDITURE - to end of Quarter 4 2022/23 (to 31 Mar 2023) against 1 Feb 2023 REVISED Budget.
- 2) CORE BUDGET: INCOME - to end of Quarter 4 2022/23 (to 31 Mar 2023).
- 3) DIGITAL YOUTH PROJECT - YOL! expenditure to end of Quarter 4 2022/23 (to 31 Mar 2023).
- 4) ANNUAL CASH FLOW for 2022/23 - Based on 1 Feb 2023 REVISED Budget - Showing Projected Year-End Balance 31 Mar 2023 of **£50,361.92** (of which, £36,761.15 is the Reserves Policy requirement for 2022/23 - As agreed by the Healthwatch Kingston Board). NB: Reserves Policy requirement for 2023/24 has been increased by the Board.

1)

	A	C	D	E	F	G	H	I	J	K	L
	<b>CORE BUDGET 2022/23 - EXPENDITURE</b>	<b>REVISED Budget AGREED by Board on 1 Feb 2023</b>		<b>Core Expenditure to end of Quarter 4</b>	<b>Remaining budget at end of Quarter 4</b>	<b>% of budget spent at end of Quarter 4</b>		<b>Core Expenditure to end of Q1 2022/23</b>	<b>Core Expenditure to end of Q2 2022/23</b>	<b>Core Expenditure to end of Q3 2022/23</b>	<b>Core Expenditure to end of Q4 2022/23</b>
1											
2	<b>ADMINISTRATION COSTS</b>										
3	Insurance	2,227.43		3,464.93	- 1,237.50	156%		2,227.43	2,227.43	2227.43	3,464.93
4	Photocopier maintenance contract (and printer toner)	4,100.00		3,623.11	476.89	88%		893.59	1,787.18	2680.77	3,623.11
5	Independent Examination of Accounts	600.00		600.00	-	100%		-	600	600	600.00
6	Rent of Community Venues / Zoom account unlimited use (£180 pa)	400.00		361.00	39.00	90%		-	-	198.5	361.00
7	Companies House Confirmation Statement filing	20.00		13.00	7.00	65%		-	-	-	13.00
8	Plain English Campaign registration	420.00		420.00	-	100%		-	-	420	420.00
9	Other Equipment (non-IT over £15)	300.00		229.02	70.98	76%		23.4	23.4	154.02	229.02
10	Renewal of registration with ICO	40.00		40.00	-	100%		40	40	40	40.00
11	Independent HR advice	1,000.00		-	1,000.00	0%		-	-	-	-
12	<b>COMMUNICATION COSTS</b>										
13	Printing	-		-	-	-		-	-	-	-
14	Marketing/Promotion	500.00		633.20	- 133.20	127%		10	10	51.96	633.20
15	<b>STAFF COSTS</b>										
16	Salaries (incl employer's NI + pensions)	147,628.81		143,339.19	4,289.62	97%		40,028.73	66,944.36	104772.13	143,339.19
17	Staff project costs	1,000.00		1,450.00	- 450.00	145%		-	700	700	1,450.00
18	Staff recruitment	429.00		-	429.00	0%		-	-	-	-
19	DBS checks for employees	540.00		105.25	434.75	19%		-	-	-	105.25
20	Payroll service	825.00		754.29	70.71	91%		-	237.83	496.06	754.29
21	Data Protection Officer	800.00		-	800.00	0%		-	-	-	-
22	<b>EXPENSES</b>										
23	Staff travel	250.00		136.78	113.22	55%		-	13	64.94	136.78
24	Training for staff @ £300 pp including digital security/safeguarding (x6)	1,134.00		-	1,134.00	0%		-	-	-	-
25	Volunteer expenses	100.00		-	100.00	0%		-	-	-	-
26	Administration charges for volunteers (Night to Remember x10 spaces) and Volunteer DBS checks	500.00		428.15	71.85	86%		-	-	-	428.15
27	Training for Trustees @ £200 pp (x6)	-		-	-	-		-	-	-	-
28	<b>OVERHEADS</b>										
29	Office Rental (including estimated costs for electricity, heating and cleaning)	9,600.00		9,781.21	- 181.21	102%		2,346.62	3,899.65	6223.59	9,781.21
30	Office Telephones (£1500) plus Mobile Phones for Staff	3,050.00		2,546.14	503.86	83%		433.81	1,547.33	2013.85	2,546.14
31	IT Facilities and Helpdesk	6,000.00		5,670.89	329.11	95%		5,042.80	5,150.80	5505.33	5,670.89
32	Office Supplies, Stationery & Postage (including annual Response Plus licence)	300.00		295.65	4.35	99%		31.78	71.4	196.72	295.65
33	Hospitality for Meetings	750.00		675.19	74.81	90%		-	2	42.1	675.19
34	Journals and Subscriptions	274.00		274.00	-	100%		-	-	274	274.00
35	Office Cleaning and Maintenance	450.00		155.60	294.40	35%		-	-	155.6	155.60
36	Commercial Online Banking Charges	300.00		310.00	- 10.00	103%		60	120	230	310.00
37	Young People's Mental Health Awareness Film - Tamil subtitles (SWLSTG)	273.55		285.44	- 11.89	104%		-	-	-	285.44
38	Mental Health Awareness Film Launch/Engagement Event (SWLSTG)	300.00		-	300.00	0%		-	-	-	-
39	MIND in Kingston Event (SWLSTG)	300.00		-	300.00	0%		-	-	-	-
40	Kingston MENCAP Event (SWLSTG)	300.00		157.17	142.83	52%		-	32.83	148.83	157.17
41	Other Community Events (CQC Closed Environments)	800.00		-	800.00	0%		-	-	-	-
42	<b>TOTAL</b>	<b>185,511.79</b>		<b>175,749.21</b>	<b>9,762.58</b>	<b>95%</b>		<b>51,138.16</b>	<b>83,407.21</b>	<b>127,195.83</b>	<b>175,749.21</b>
43					<b>Underspent</b>						

2)

CORE BUDGET 2022/23 - EXPECTED INCOME		REVISED Budget AGREED by Board on 1 Feb 2023	Income received by end of Quarter 4	Remaining income due before end of 2022/23	Percentage of income received by end of Quarter 4	Income received by end of Q1 2022/23	Income received by end of Q2 2022/23	Income received by end of Q3 2022/23	Income received by end of Q4 2022/23
44									
45	RB Kingston (Core Contract, including £7k for LD)	129,000.00	129,000.00	-	100%	32,250.00	64,500.00	96,750.00	129,000.00
46	SWL ICB (Kingston MHWG) 2022/23 (Amended 22.11.22 - was £2k now increased to £2.5k)	2,500.00	2,500.00	-	100%	-	-	2,500.00	2,500.00
47	RB Kingston (Making Safeguarding Personal)	7,000.00	7,000.00	-	100%	-	-	7,000.00	7,000.00
48	LSAB/HWE Voice Workgroup/ Chair and LSV support	17,000.00	17,000.00	-	100%	-	-	-	17,000.00
49	LSV HWK expenses reimbursement from London ADASS / £345.50 invoiced 16 Mar 23 (awaiting payment)	345.50	-	345.50	0%	-	-	-	-
50	KVA - Bereavment Project SWL roll out support (Added 17.11.22)	1,500.00	1,500.00	-	100%	-	-	-	1,500.00
51	LAS strategy consultation (Added 03.11.22)	5,000.00	5,000.00	-	100%	-	-	5,000.00	5,000.00
52	SWL to HWK for Exec. Officer support (Amended 25.11.22 - was £4k - now only Q2/3/4 - as late start)	3,000.00	3,000.00	-	100%	-	-	2,000.00	3,000.00
53	KVA State Of Sector Raffle (winner) (Added 25.11.22)	50.00	50.00	-	100%	-	-	50.00	50.00
54	Speaker fees (Added 25.11.22)	100.00	100.00	-	100%	-	-	-	100.00
55	<b>TOTAL</b>	<b>165,495.50</b>	<b>165,150.00</b>	<b>345.50</b>	<b>100%</b>	<b>32,250.00</b>	<b>64,500.00</b>	<b>113,300.00</b>	<b>165,150.00</b>
56				Underpaid					
57									

3)

A	B	C	D	E	F	G	H	I	J	K	L
1	<b>DIGITAL YOUTH PROJECT: YOUTH OUT LOUD! 2022/23</b>										
2				NB: Update headings Quarterly		NB: Paste value into Quarterly Board Reporting Template					
3	<b>EXPENDITURE</b>	<b>REVISED Budget AGREED by Board on 1 Feb 2023</b>	<b>Expenditure to end Q4 2022/23</b>			<b>Expenditure to end Q1 2022/23</b>	<b>Expenditure to end Q2 2022/23</b>	<b>Expenditure to end Q3 2022/23</b>	<b>Expenditure to end Q4 2022/23</b>		<b>YOL! (Digital Youth rolling funds) c/f to 2023/24</b>
4	Digital Youth projects costs (including marketing merchandise)	400.00	-			-	-	-	-		
5	YOL! IT facilities / comms (including yolweb / mobile phone / adverts)	400.00	356.40			21.28	21.28	65.08	356.40		
6	Staff travel	200.00	-			-	-	-	-		
7	Volunteer travel	300.00	-			-	-	-	-		
8	Room hire	300.00	-			-	-	-	-		
9	Meeting hospitality/refreshments	419.07	-			-	-	-	-		
10	Youth engagement incentives	403.12	-			-	-	-	-		
11	Training and support provided by film production youth worker	1,500.00	1000.00			-	700.00	850.00	1000.00		
12	Training provided by partner organisations and other professionals	200.00	-			-	-	-	-		
13	<b>TOTAL</b>	<b>4,122.19</b>	<b>1,356.40</b>			<b>21.28</b>	<b>721.28</b>	<b>915.08</b>	<b>1,356.40</b>		<b>2,765.79</b>
14											

4)

	A	B	C
1	<b>ANNUAL CASH FLOW FOR 2022/23 BASED ON BUDGET</b>		
2			
3			£
4	Total Funds c/f from 21/22		<b>74,500.40</b>
5	Deduct c/f designated to YOL!	-	4,122.19
6	Expenditure Budget for Core 2022-23	-	185,511.79
7	Income Budget for Core 2022-23		165,495.50
8			
9	<b>Year-End Balance 31 March 2023 based on above figures</b>		<b>50,361.92</b>
10			
11	Proposed Reserves Policy requirement for 2022/23		<b>36,761.15</b>

NB: As we have a small projected underspend against £185,511.79 'Expenditure Budget for Core 2022-23', the actual 'Year-End Balance 31 March 2023' will increase accordingly. This figure will be confirmed after our Independent Examiner has done her work reviewing our financial activity for 2022/23 and then prepared our Annual Accounts for Board approval and submission to Companies House and the Charity Commission.