

Healthwatch Kingston Board Meeting (Part A)	Date: Wednesday 22 March 2023
Report Title: Q4 Finance Report	Author: Eeva Crawley/Stephen Bitti
PART A Agenda Item: 4	Appendix: No

For Information and approval
<ol style="list-style-type: none"> 1. The Board is requested to review and note this finance report showing activity to 16 March 2023 (Quarter 4). 2. The Board is also requested to agree to review and note a final Q4 Finance Report (showing activity to 31 March 2023) via email (in mid-April 2023). 3. In addition, noting the recent email communication on this, the Board is requested to formally endorse that EC and SB now liaise with our Independent Examiner (Ark Accountancy Limited) to prepare the HWK end of year accounts for 2022/23.

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

- 1) CORE BUDGET: EXPENDITURE - to end of Quarter 4 2022/23 (to 16 Mar 2023) against REVISED Budget (approved via email by the Board on or around 1 Feb 2023). NB: Expenditure of 90-100% of budget allocation to date in Q4 has been highlighted.
- 2) CORE BUDGET: EXPECTED INCOME - to end of Quarter 4 2022/23 (to 16 Mar 2023) against REVISED Budget (approved via email by the Board on or around 1 Feb 2023). NB: Income of 100% to date in Q4 has also been highlighted.
- 3) DIGITAL YOUTH PROJECT - YOL! expenditure to end of Quarter 4 2022/23 (to 16 Mar 2023).
- 4) ANNUAL CASH FLOW for 2022/23 - Based on REVISED Budget (approved via email by the Board on or around 1 Feb 2023) - Showing Projected Year-End Balance 31 Mar 2023 **of £52,028.58** (of which, £36,761.15 is the Reserves Policy requirement for 2022/23 - As agreed by the Healthwatch Kingston Board). **NB - the above 'Projected Year-End Balance' will reduce after further planned expenditure due before 31 Mar 2023. Also, the Q4 bank reconciliation cannot be run until after end of March 2023.**

1)

	REVISED Budget 1 Feb AGREED by Board in Feb 2023	Core Expenditure to end of Quarter 4 (only up to Thu 16 Mar)	Remaining budget at end of Quarter 4	% of budget spent at end of Quarter 4	Core Expenditure to end of Q1 2022/23	Core Expenditure to end of Q2 2022/23	Core Expenditure to end of Q3 2022/23	Core Expenditure to end of Q4 2022/23 (only up to Thu 16 Mar)
CORE BUDGET 2022/23 - EXPENDITURE								
ADMINISTRATION COSTS								
Insurance	2,227.43	2,227.43	-	100%	2,227.43	2,227.43	2,227.43	2,227.43
Photocopier maintenance contract (and printer toner)	4,100.00	3,623.11	476.89	88%	893.59	1,787.18	2,680.77	3,623.11
Independent Examination of Accounts	600.00	600.00	-	100%	-	600	600	600
Rent of Community Venues / Zoom account unlimited use (£180 pa)	400.00	318.50	81.50	80%	-	-	198.5	318.5
Companies House Confirmation Statement filing	20.00	-	20.00	0%	-	-	-	-
Plain English Campaign registration	420.00	420.00	-	100%	-	-	420	420
Other Equipment (non-IT over £15)	300.00	154.02	145.98	51%	23.4	23.4	154.02	154.02
Renewal of registration with ICO	40.00	40.00	-	100%	40	40	40	40
Independent HR advice	1,000.00	-	1,000.00	0%	-	-	-	-
COMMUNICATION COSTS								
Printing	-	-	-	-	-	-	-	-
Marketing/Promotion	500.00	101.96	398.04	20%	10	10	51.96	101.96
STAFF COSTS								
Salaries (incl employer's NI + pensions)	147,628.81	136,005.81	11,623.00	92%	40,028.73	66,944.36	104,772.13	136,005.81
Staff project costs	1,000.00	700.00	300.00	70%	-	700	700	700
Staff recruitment	429.00	-	429.00	0%	-	-	-	-
DBS checks for employees	540.00	43.85	496.15	8%	-	-	-	43.85
Payroll service	825.00	754.29	70.71	91%	-	237.83	496.06	754.29
Data Protection Officer	800.00	-	800.00	0%	-	-	-	-
EXPENSES								
Staff travel	250.00	101.78	148.22	41%	-	13	64.94	101.78
Training for staff @ £300 pp including digital security/safeguarding (x6)	1,134.00	-	1,134.00	0%	-	-	-	-
Volunteer expenses	100.00	-	100.00	0%	-	-	-	-
Administration charges for volunteers (Night to Remember x10 spaces) and Volunteer DBS checks	500.00	404.75	95.25	81%	-	-	-	404.75
Training for Trustees @ £200 pp (x6)	-	-	-	-	-	-	-	-
Skills development budgets for 3 LSVG reps to LSAB	-	-	-	-	-	-	-	-
LSVG Miscellaneous item	-	-	-	-	-	-	-	-
LSVG Independent external support (LSAB)	-	-	-	-	-	-	-	-
OVERHEADS								
Office Rental (including estimated costs for electricity, heating and cleaning)	9,600.00	9,647.13	47.13	100%	2,346.62	3,899.65	6,223.59	9,647.13
Office Telephones (£1500) plus Mobile Phones for Staff	3,050.00	1,588.87	1,461.13	52%	433.81	1,547.33	2,013.85	1,588.87
IT Facilities and Helpdesk	6,000.00	5,627.72	372.28	94%	5,042.80	5,150.80	5,505.33	5,627.72
Office Supplies, Stationery & Postage (including annual Response Plus licence)	300.00	295.65	4.35	99%	31.78	71.4	196.72	295.65
Hospitality for Meetings	750.00	624.39	125.61	83%	-	2	42.1	624.39
Journals and Subscriptions	274.00	274.00	-	100%	-	-	274	274
Office Cleaning and Maintenance	450.00	155.60	294.40	35%	-	-	155.6	155.6
Commercial Online Banking Charges	300.00	270.00	30.00	90%	60	120	230	270
Young People's Mental Health Awareness Film - Tamil subtitles (SWLSTG)	273.55	-	273.55	0%	-	-	-	-
Mental Health Awareness Film Launch/Engagement Event (SWLSTG)	300.00	-	300.00	0%	-	-	-	-
MIND in Kingston Event (SWLSTG)	300.00	-	300.00	0%	-	-	-	-
Kingston MENCAP Event (SWLSTG)	300.00	157.17	142.83	52%	-	32.83	148.83	157.17
Other Community Events (CQC Closed Environments)	800.00	-	800.00	0%	-	-	-	-
TOTAL	185,511.79	164,136.03	21,375.76	88%	51,138.16	83,407.21	127,195.83	164,136.03
		2,481.40	Recent expenditure not yet cleared bank			Recent expenditure not yet cleared bank		2,481.40

NB: Amount in purple above are provided as an example of further expenditure to be accounted for by end of 31 Mar 2023.

2)

CORE BUDGET 2022/23 - EXPECTED INCOME		REVISED Budget 1 Feb AGREED by Board in Feb 2023	Income received by end of Quarter 4 (only up to Thu 16 Mar)	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 (only up to Thu 16 Mar)	
47										
48	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	
49	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	
50	RB Kingston (Making Safeguarding Personal)	7,000.00	7,000.00	-	100%	-	-	7,000.00	7,000.00	
51	LSAB/HWE Voice Workgroup/ Chair and LSV support	17,000.00	17,000.00	-	100%	-	-	-	17,000.00	
52	LSV HWK expenses reimbursement from London ADASS	345.50	-	345.50	0%	-	-	-	-	
53	SWLStG CMHT (SMI Peer Support Evaluation) (Amended 03.11.22 - 2 of 3 part payment - was £5k)	1,666.66	-	1,666.66	0%	-	-	-	-	
54	KVA - Bereavement Project SWL roll out support (Added 17.11.22)	1,500.00	1,500.00	-	100%	-	-	-	1,500.00	
55	LAS strategy consultation (Added 03.11.22)	5,000.00	5,000.00	-	100%	-	-	5,000.00	5,000.00	
56	SWL to HWK for Exec Officer support (Amended 25.11.22 - was £4k - now only Q2/3/4 - as late start)	3,000.00	2,000.00	1,000.00	67%	-	-	2,000.00	2,000.00	
57	KVA State Of Sector Raffle (winner) (Added 25.11.22)	50.00	50.00	-	100%	-	-	50.00	50.00	
58	Speaker fees (Added 25.11.22)	100.00	-	100.00	0%	-	-	-	-	
59	TOTAL	167,162.16	164,050.00	3,112.16	98%	32,250.00	64,500.00	113,300.00	164,050.00	
60			1,100.00	Recently invoiced				Recently invoiced	1,100.00	
61	NB: Employment Allowance (£5k for 2022-23) has been removed from expected income on 03.11.22.									
62	The £5k is offset against the employers NI liability, this year we used the final amount in Sep 2022.									
63	Therefore, unless spent on different area, we will have a £5k underspend of salary budget at year end.									
64										

NB: Amount in purple above are provided as an example of invoices raised to be accounted for by end of 31 Mar 2023.

3)

DIGITAL YOUTH PROJECT: YOUTH OUT LOUD! 2022/23									
1									
2			NB: Update headings Quarterly		NB: Paste value into Quarterly Board Reporting Template				SB calculation
	EXPENDITURE	Proposed revised budget 2022/23 for Board approval (in Jan 2023)	Expenditure to end Q4 2022/23 (only up to Thu 16 Mar)		Expenditure to end Q1 2022/23	Expenditure to end Q2 2022/23	Expenditure to end Q3 2022/23	Expenditure to end Q4 2022/23 (only up to Thu 16 Mar)	C/f to 2023/24
3									
4	Digital Youth projects costs (including marketing merchandise)	400.00	-		-	-	-	0.00	
5	YOLI IT facilities / comms (including yolweb / mobile phone / adverts)	400.00	65.08		21.28	21.28	65.08	65.08	
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	TOTAL	4,122.19	1,065.08		21.28	721.28	915.08	1,065.08	3,057.11

4)

1 ANNUAL CASH FLOW FOR 2022/23 BASED ON BUDGET	
2	
3	£
4	Total Funds c/f from 21/22 74,500.40
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 2022-23 167,162.16
8	
9	Year-End Balance 31 March 2023 based on above figures 52,028.58
10	
11	Proposed Reserves Policy requirement for 2022/23 36,761.15