

Finance Report

2018/19 - Quarter 1

Purpose

1. This report sets out the budget position at the end of 2018/19 quarter 1 and presents a revised budget to include increased income and expenditure arising from the new Cambridgeshire County Council (CCC) engagement contract.

Key issues

2. Income and expenditure set out in Appendix 1. Extra income has been received from Cambridgeshire Alliance for Independent Living to carry on provision of the Wheelchair Forum.
3. The core grants from CCC and Peterborough City Council (PCC) are being paid separately. PCC is being paid monthly in advance, CCC in two half payments. The CCC Engagement funding is being paid in three instalments, in advance. All core grant payments due to date have been received. The first payment for the engagement contract is due.
4. Expenditure is as expected with an underspend in payroll and overspend in community engagement and office expenses. These extra costs are arising from the new contract and necessitate a budget revision.
5. At their June meeting the General Purposes Group considered a revised budget which includes extra income and expenditure arising from the new Cambridgeshire County Council (CCC) engagement contract. This is attached as in Appendix 2. The increased costs are being monitored to ensure that there is adequate funding to cover the liabilities.

Action required by the Board

6. The Board is asked to:
 - Note the budget position at the end of quarter 1 2018/19
 - Approve the revised budget for 2018/19.

Author

Sandie Smith, CEO

18th July 2018

**Healthwatch Cambridgeshire and Peterborough
Budget Position End of Quarter 1 2018/19**

Income	Budget	Actual to Date	Year End Forecast	Variance from revised budget
Core grant	475,102	182,174	475,102	-
Bank Interest	40		40	-
CCC Engagement contract			69,039	69,039
CAIL transfer of funds		7,889	7,889	7,889
Other		1,751		
TOTAL	475,142	191,814	552,070	76,928
Expenditure	Budget	Actual to Date	Year End Forecast	Variance from budget
Payroll	393,467	94,857	379,428	14,039
Staff Travel	13,000	2,615	10,460	2,540
Volunteers Expenses	6,000	903	3,612	2,388
Training	5,000	704	2,816	2183.60
Community meeting and events	8,500	3,274	13,096	-4,596
Marketing and Printing	8,000	4,605	8,000	-
Mobile Phones	3,600	811	3,244	356.20
Professional Fees (incl insurance)	9,000	2,707	11,000	-2,000
IT (incl web hosting)	16,000	5,894	23,575	-7,575
Office Expenses (incl post/phone)	9,000	3,715	14,860	-5,860
Accommodation (Rent)	18,240	4,051	18,240	-
Corporation Tax			0	-
Bank Charge	0	15	60	-
In Year Reserves			0	-
TOTAL	489,807	124,151	488,391	1,476
Projected Surplus/Deficit			63,680	

**HEALTHWATCH CAMBRIDGESHIRE AND PETERBOROUGH
REVISED BUDGET 18/19**

<u>Expenditure</u>	Budget 18/19	Revision June 18	<u>Income</u>	
Salaries	383,467	428,300	Core funding	475,102
Salaries (contingency)	10,000		CCC contract	69,039
Staff Travel	13,000	13,000	CAIL transfer	7,889
Volunteers Expenses	6,000	10,000		
Training	5,000	8,000		
Community meetings/events	8,500	12,000		
Marketing and Printing	8,000	10,000		
Mobile Phones	3,600	5,000		
Professional Fees	9,000	13,000		
IT support/host/eqmt	16,000	18,000		
Office Expenses	9,000	14,000		
Accommodation (Rent)	18,240	18,240		
Total Expenditure	489,807	549,540	Total income	552,030

Rationale for projected increases in expenditure

Salaries	34,833
Two new members of staff	
Volunteers Expenses	4,000
Liability for P'ship Board Independent Members transport	
Training	3,000
New members of staff and need for more organisational development	
Community meetings/events	3,500
Liability for P'ship Board meeting venues	
Marketing and Printing	2,000
Increased costs to publicise new work	
Mobile Phones	1,400
New members of staff and renewals	
Professional Fees	4,000
External contract to ensure GDPR compliance and increased costs	
IT support/host/eqmt	2,000
New staff requiring IT	
Office Expenses	5,000
New staff and work area requiring resources	
Total increase	59,733