

Healthwatch Kingston Board Meeting (Part A)	Date: Wednesday 30 March 2022
Report Title: Finance Report	Author: Richard Allen/Stephen Bitti
PART B Agenda Item: 4	Appendix: No

For Information
The Board is requested to review and note this finance report to end of March 2022 (Quarter 4)

Notes to the accounts - 2021/22

1) CORE BUDGET: EXPENDITURE

Expenditure to end of Quarter 4 showing provisional underspend against approved budget.

2) CORE BUDGET: EXPECTED and NEW INCOME

Income to end of Quarter 4 showing **new project funding in green** (most of this additional funding will carry forward to deliver work in 2022/23).

3) PROJECT: YOUTH OUT LOUD! 2021/22

Youth Out Loud! spend against budget in 2022/23 with remaining funds carrying forward to deliver work in 2022/23. This budget will be reviewed by HW Kingston and HW Richmond staff and the indicative budget re-structured to better reflect evolving YOL! delivery for 2022/23.

NB - The budget for this funding is allowed to be re-structured to best fits the needs of the project.

4) ANNUAL CASH FLOW FOR CORE FOR 2021/22

Showing Projected Year-End Balance 31 March 2022 of £73,444.57 (of which, £31,393.99 is Actual Reserves Policy requirement 2021/22 - Agreed by the Healthwatch Kingston Board). £42,050.58 with the 2021/22 reserve deducted.

CORE BUDGET 2021/22		Q1 (Apr-Jun 2021)	Q2 (Jul-Sep 2021)	Q3 (Oct-Dec 2021)	Q4 Board (Jan-Mar 2022)	Provisional
EXPENDITURE	Approved budget	Note: We group reconciled Apr to Aug for the Sep Board.	Expenditure to 30.09.21	Expenditure to 30.12.21	Expenditure to 29.03.22	Under Spend against approved budget Over-spend (neg figure in red)
ADMINISTRATION COSTS						
Insurance	2,200.00	-	2,083.82	2,083.82	2,083.82	116.18
Photocopier maintenance contract (and printer toner)	3,300.00	-	1,688.75	3,145.71	4,025.74	- 725.74
Independent Examination of Accounts	800.00	-	600.00	600.00	600.00	200.00
Rent of Community Venues / Zoom account unlimited use (£180 pa)	700.00	-	696.00	834.00	834.00	- 134.00
Companies House Confirmation Statement filing	20.00	-	-	-	13.00	7.00
Legal and professional fees (Plain English Campaign)	420.00	-	420.00	420.00	420.00	-
Other Equipment (non-IT over £15)	500.00	-	38.79	38.79	38.79	461.21
Renewal of registration with ICO	40.00	-	-	-	-	40.00
						-
COMMUNICATION COSTS						
Printing	100.00	-	-	-	-	100.00
Marketing/Promotion	200.00	-	-	-	15.00	185.00
						-
STAFF COSTS						
Salaries (incl employer's NI + pensions)	121,404.60		55,951.66	82,966.55	110,490.24	10,914.36
Contingency (approved at Dec 2021 Board for)	-					-
Staff project costs (£1500 + £700 = £2200)	-					-
Staff recruitment (£400) and Staff project costs	2,600.00	-	-	-	2,140.00	460.00
DBS checks for employees	150.00	-	-	-	-	150.00
Payroll service	750.00	-	-	219.60	439.20	310.80
Data Protection Officer	1,500.00	-	35.88	35.88	358.80	1,141.20
						-
EXPENSES						
Staff travel	500.00	-	-	30.45	130.57	369.43
Volunteer expenses	300.00	-	-	-	-	300.00
Administration charges for volunteer DBS checks	300.00	-	-	-	-	300.00
Training for Trustees	250.00	-	-	-	-	250.00
Skills development budgets for 3 LSVG reps to LSAB	1,500.00	-	-	-	-	1,500.00
LSVG Miscellaneous item	312.00	-	-	-	-	312.00
LSVG Independent external support (LSAB)	840.00	-	-	-	-	840.00
						-
OVERHEADS						
Office Rental (including estimated costs for electricity, heating and cleaning)	10,600.00	-	4,304.29	6,526.82	8,782.87	1,817.13
Office Rental deposit	1,400.00	-	700.00	700.00	700.00	700.00
Re-installation of phones to new office	590.00	-	-	-	-	590.00
Office Telephones (£1500) plus Mobile Phones for Staff	2,000.00	-	1,799.57	2,196.20	2,822.81	- 822.81
IT Facilities and Helpdesk	4,650.00	-	3,584.92	3,692.92	5,473.23	- 823.23
Office Supplies, Stationery & Postage (including annual Response Plus licence)	500.00	-	20.69	20.69	285.66	214.34
Redirection of Royal Mail post	312.00	-	-	-	6.00	306.00
						-
Hospitality for Meetings	500.00	-	-	-	269.35	230.65
Journals and Subscriptions	300.00	-	274.00	274.00	274.00	26.00
Office Cleaning and Maintenance	500.00	-	-	-	21.50	478.50
Commercial Online Banking	300.00	-	100.00	160.00	220.00	80.00
Young People's Mental Health Awareness Film - Tamil subtitles (SWLSIG)	273.55	-	-	-	-	273.55
Mental Health Awareness Film Launch/Engagement Event (SWLSIG)	300.00	-	-	-	-	300.00
MIND in Kingston Event (SWLSIG)	300.00	-	-	-	-	300.00
Kingston MENCAP Event (SWLSIG)	300.00	-	-	-	-	300.00
Other Community Events (SWLSIG and CQC Closed Environments)	800.00	-	-	-	-	800.00
						-
GRANTS						
Grant to MIND in Kingston for TTCK work		-	-	8,472.79	8,472.79	- 8,472.79
						-
TOTAL	162,312.15	End of June not available for this report	72,298.37	112,418.22	148,917.37	13,394.78
	(Above total includes additional £1.5k and additional £700)					8,769.23

CORE BUDGET 2021/22					
EXPECTED INCOME	Approved budget	Q1 (Apr-Jun 2021)	Q2 (Jul-Sep 2021)	Q3 (Oct-Dec 2021)	Q4 Board (Jan-Mar 2022)
RB Kingston (Core Contract, including LD)	129,000.00				Received
Kingston CCG (MHSPiG) 2021/22	2,000.00				Received
RB Kingston (Making Safeguarding Personal LD Pilot)	7,000.00				Received
LSAB/HWE Voice Subgroup/Chair and LSVG support	10,000.00				Received
SLAM CMH Activity Audit (ringfenced for 2022/23)	2,000.00				Received
SWL CCG Bereavement Community Engagement (ringfenced for 2022/23)	5,000.00				Received
RBK Safeguarding Care Worker Wellbeing (mostly ringfenced for 2022/23)	17,000.00				Received
GRAND TOTAL	172,000.00				172,000.00
	24,000.00				
	148,000.00				

PROJECT: YOUTH OUT LOUD! 2021/22		
EXPENDITURE	Approved budget	Expend to 31 March 2022
Pop-up promotional banners	44.50	0.00
Other promotional youth engagement merchandise	- 307.30	334.14
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
TOTAL	4,456.33	334.14
	Carry-forward funds into 2022/23	

ANNUAL CASH FLOW FOR CORE FOR 2021/22		
	£	
Add Total Funds c/f from 2020/21 (as per 20/21 spreadsheet bank balance)	75,985.84	
Deduct amount to be paid to MIND in Kingston	- 8,472.79	
Deduct c/f for YOL!	- 4,456.33	
Expenditure Budget for Core	- 161,612.15	
Income Budget for Core	172,000.00	
Projected Year-End Balance 31 March 2022	73,444.57	Includes £24k total (£2k and £5k and £17k) 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)	31,393.99	
Proposed Reserves Policy requirement for 2022/23	30,000.00	
Projected Year-End Balance 31 March 2022 with £31,393.99 Reserves Policy 2021/22 deducted	42,050.58	
Without new funding	18,050.58	
New funding	24,000.00	
TOTAL	42,050.58	