

Executive Directors report April 14th 2018

Sun Network is officially up and running independently as a CIC.

Issues outstanding in regards to CIC status:

- ✘ Pensions still to be set up – this is currently awaiting Payroll information.
- ✘ Employers PAYE number – this has been applied for and am awaiting HMRC response.
- ✘ Anne will be returning to work on 10th May, Elise is leaving end of May – new contracts are being issued to staff.
- ✘ Still need to find a book keeper. This is not urgent, and I am pursuing.
- ✘ Policies to be signed off by the Board
- ✘ IT still to be switched over to One Drive shared by all. Delayed due to Website guy being on holiday.
- ✘ Final assets to be transferred from Mind.

Key activities next 3 months:

- ✘ Finalise membership pack
- ✘ Create working relationships with other services via memorandum of understanding
- ✘ Rebrand
- ✘ Review and flesh out 15 month operational plan

Finance Report:

Please see attached budget for 2018-2021 to be agreed by the board. (we need only focus on year one 2018-19 so the other two years are blocked out for that purpose.)

Current bank balance approx. £9,000

Expected income via invoices issued within 30 days - £33,434 (advance invoicing April-June)

Expected asset transfer from CPSL Mind - £20,000 (£4,500 of which is reserved for Apprentice)