



Board of Directors

Subject	Finance Report
Date of meeting	14/10/19
Author	Lois Sidney
Purpose	For Agreement

This finance report covers the finances of Q2 July 2019-September 2019

Opening balance £64,483.78

Monies in- 29,501.80

Monies out - £29,425.15

Closing balance £64, 560.43

£38,500 – Reserve

£7,700.00 – Wages P/T Engagement Facilitator

£750.00 – Apprenticeship money

Q2 Finances

Finances to date are shown in the table below.

Notable areas of current underspend are:

- Staff wages
- Travel
- Volunteer expenses
- Service user travel costs

The travel could well even out over the year, however, the underspend could mean that we are able to secure our fixed term staff member for another year at FTE .6 or .8

We have not utilised any volunteers thus far, however, this may change in the second half of the year.

Service user travel costs are anticipated to increase next quarter due to a higher uptake of involvement opportunities planned.

Notable areas of overspend are:

- IT

We have underestimated the yearly IT budget and I would recommend raise this area of the budget for next year.



INCOME WITHIN YEAR	Full Year	Q2 Actual	Q2 Expenditure	Q2 +/-	TOTAL YTD
CCG	£82,160.00	£20,540.01			
CCC	£19,691.97	£4,922.79			
CCC DAAT	£28,919.17	£7,229.99			
Apprentice (SUN reserve)	1500	£375			
Apprentice (CCG)	5123	£1,281			
Apprentice (Public Health)	2536	£634.00			
Community fundraising target	£1,000.00	£0.00			
Earned income fundraising target	£1,000.00	£0.00			
Underspend 2018/19	£15,400	£3,850			
Total	£157,330.14	38,832.54			
Reserve	£38,000	£38,500			
<i>EXPENDITURE WITHIN YEAR</i>					
<i>Staffing</i>					
Wages	£81,000.00	20,250.00	£16,386	3864	4706.89
Apprentice salary	£12,500	3125	2844	281	403
NI	£10,200.00	2550	2670	-120	860.63
Pension	£5,100.00	1275	1008	267	426.91
Director Remuneration	£5,460.00	1365	612	753	753
External supervision/team facilitation	£1,150.00	287.5	220	67.5	300
Staff training	£1,250.00	312.5	125	187.5	375
Apprentice college fees	£400	100	200	-100	-400
Volunteer expenses	£2,500.00	625		625	1250
DBS checks	£320.00	50	54	-4	46
Recruitment	£250.00	62.5		62.5	125
Staffing contingency	£2,000.00	500	165	335	782.52
payroll	£1,000.00	250	150	100	198.14
Bookkeeper	£1,200	300	233	67	167
	£124,330.00	31,052.50			9994.09
<i>Building and venue costs</i>					
Maple Centre accommodation	£5,100.00	1275	1072.68	202.32	809.28
Venue rental	£1,500.00	375	140	235	495
	£6,600.00	1650			1304.28
<i>Office costs</i>					
IT and phone	£3,500.00	875	1339	-464	-891.91
Stationery	£800.00	200	78	122	192
Website	£500.00	125		125	250



Insurance	£600.00	150	0	-151.2	-477
Publicity material and printing	£3,500.00	875	412	463	1080
Annual audit	£850.00	212.5	600	-387.5	-175
Bank fees	£500.00	125		125	250
	£10,250.00	2562.5			228.09
<i>Service delivery costs</i>					
Event/Service User refreshments	£1,500.00	375	36	339	714
Translation	£100.00	25		25	50
Service user travel costs	£2,000.00	500	97	403	779.35
Service user training	£500.00	125		125	250
Travel	£10,000.00	2500	1291	1209	2121.76
Miscellaneous delivery costs	£2,000.00	500	560	-60	276
	£16,100.00	4025			4191.11
TOTAL	£157,280.00	39,290.00			15717.57

Summary

Due to a mix up with invoices at the Cambridgeshire County Council we have an outstanding amount owing to us of £7,229.79. This is made up of £4922.99 for Q2 from MH and £2306.80 for Q2 from D&A.

These monies will be paid to us in Q3.

It is likely that we will be able to reserve money for a part time fixed term post for the next financial year.