



## Board of Directors

<b>Subject</b>	Finance Report
<b>Date of meeting</b>	27/1/2020
<b>Author</b>	Lois Sidney
<b>Purpose</b>	For Agreement

This finance report covers the finances of Q3 October to December 2019

Opening balance £64,560.53

Monies in- £35,229.58

Monies out - £32,802.32

Closing balance £66,987.79

£40,000 – Reserve

### 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 staffing underspend is mainly due to the fact that Charlotte dropped from 4 days to 3 days for 6 months and Anne has permanently dropped from 5 days from 3. Charlotte is returning to 4 days a week and 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, as we have struggled for roles to advertise.

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	Q3 Actual	Q3 Expenditure	Q3 +/-	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			
One year post	£15,400	£3,850			
<b>Total</b>	<b>£157,330.14</b>	<b>38,832.54</b>			
<b>Reserve</b>	<b>£38,000</b>	<b>£38,500</b>			
<i>EXPENDITURE WITHIN YEAR</i>					
<i>Staffing</i>					
Wages	£81,000.00	20,250.00	16,533.82	3717.18	8424.07
Apprentice salary	£12,500	3125	2842.8	282.2	685.2
NI	£10,200.00	2550	4090.65	1540.65	680.02
Pension	£5,100.00	1275	1433.36	158.36	268.55
Director Remuneration	£5,460.00	1365	1212	153	956
External supervision/team facilitation	£1,150.00	287.5	0	287.50	587.5
Staff training	£1,250.00	312.5	362	49.5	325.5
Apprentice college fees	£400	100	0	100	-100
Volunteer expenses	£2,500.00	625		625	1875
DBS checks	£320.00	50	0	50	96
Recruitment	£250.00	62.5	0	62.5	187.50
Staffing contingency	£2,000.00	500	220	280	1062.52
payroll	£1,000.00	250	168	82	280.14
Bookkeeper	£1,200	300	0	300	467
	<b>£124,330.00</b>	<b>31,052.50</b>	<b>26,862.63</b>	<b>4190.87</b>	<b>12582.36</b>
<i>Building and venue costs</i>					
Maple Centre accommodation	£5,100.00	1275	1072.68	202.32	1011.60
Venue rental	£1,500.00	375	29	346	841
	<b>£6,600.00</b>	<b>1650</b>	<b>1101.68</b>	<b>548.32</b>	<b>1852.60</b>
<i>Office costs</i>					
IT and phone	£3,500.00	875	1,200.91	325.91	1217.82
4Stationery	£800.00	200	302.56	102.56	89.44
Website	£500.00	125	72	53	303
Insurance	£600.00	150	0	150	-
Publicity material and printing	£3,500.00	875	0	875	1955
Annual audit	£850.00	212.5	0	212.50	37.5
Bank fees	£500.00	125	0	125	375
	<b>£10,250.00</b>	<b>2562.5</b>	<b>1575.47</b>	<b>987.03</b>	<b>1542.12</b>



<i>15Service delivery costs</i>					
Event/Service User refreshments	£1,500.00	375	167.58	207.42	921.42
Translation	£100.00	25		25	75
Service user travel costs	£2,000.00	500	757.56	257.56	521.79
Service user training	£500.00	125		125	375
Travel	£10,000.00	2500	2501.91	1.91	2119.85
Miscellaneous delivery costs	£2,000.00	500	299.93	200.07	476.07
	<b>£16,100.00</b>	<b>4025</b>	<b>3726.98</b>	<b>298.07</b>	<b>4489.13</b>
<b>TOTAL</b>	<b>£157,280.00</b>	<b>39,290.00</b>	<b>33266.76</b>	<b>6024.29</b>	<b>20466.21</b>

### 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.