

This report covers the period 1-29 February

	Current Year (2019/20)			Previous years					
	Actual		Forecast to year end	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
	This month	Year to date							
	£	£	£	£	£	£	£	£	£
Cash at bank brought forward:	30,545	8,376	8,376						
LBH grant:	0	117,359	117,359						
Interest:	0	41	41						
Corporation Tax refund:	0	0	0						
Corporation Tax refund - interest:	0	0	0						
Other income:	0	3,389	4,639						
Total cash balance:	30,545	129,165	130,415	128,202	124,150	125,117	125,923	138,663	126,544
Expenditure:									
		<i>Costs of management:</i>							
<i>Payroll</i>	9,887	100,409							
Fees and salaries	6,526	69,943	78,401	81,807	82,511	84,621	80,169	92,812	74,181
Employer's pension contribution	61	337	367	245	184	0	0	1,675	2,680
Payroll administration	125	1,248	2,148	2,024	2,508	1,368	1,971	2,440	1,829
<i>Administration</i>									
Mileage	227	1,455	1,455	745	1,290	1,116	1,523	977	504
Travel (excl mileage) and subsistence	171	1,024	1,064	1,646	1,648	1,861	1,750	945	1,614
Rent	1,440	15,840	17,280	17,280	17,280	17,280	17,280	17,280	8,880
Rent deposit (refundable)	0	0	0	0	0	0	0	5	1,460
Audit & accountancy advice	0	0	1,400	1,408	1,368	1,310	1,284	1,284	2,184
Bank charges	7	58	78	28	Not shown	Not shown	Not shown	Not shown	Not shown
Business insurance	82	949	1,057	537	486	371	360	360	330
IT equipment/services (incl. photocopier rental)	0	1,377	1,545	878	1,168	2,815	971	2,631	2,610
Mobile telephone Services	6	78	60	107	135	177	291	599	473
Office expenses	406	2,513	2,589	1,682	1,887	2,038	2,318	1,919	3,187
Office telephone services	16	166	200	222	204	210	211	332	321
Website & email	90	841	870	738	474	757	882	685	415

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		£	£	£	£	£	£	£	£	£
<i>Continued...</i>										
Costs of management (cont'd):										
Taxation and regulation										
	Employer's NICs	683	4,445	4,790	6,038	6,192	6,582	5,877	7,135	5,949
	Corporation Tax	0	0	1,096	0	0	1,072	0	1,861	0
	Statutory fees	13	13	13	38	13	13	13	13	13
	Cost of Data Protection	35	120	120	839	2,790	35	35	Not shown	Not shown
Costs of volunteering:		0	717							
Out of pocket expenses										
	Mileage	0	0	0	0	0	53	212	337	207
	Travel (excl mileage) and subsistence	0	314	314	148	298	411	598	582	547
	Office expenses	0	0	0	0	0	0	5	57	55
Publicity										
	Advertising	0	0	0	0	20	0	0	0	1,045
	Printing – leaflets etc.	0	0	0	0	0	0	0	0	431
Recruitment										
	DBS checking	0	12	150	288	48	96	167	221	632
	ID cards	0	0	50	247	0	85	30	92	312
	Printing – forms etc.	0	0	0	0	0	0	0	350	152
Support										
	Equipment & Supplies	0	391	391	156	204	204	288	742	1,094
	IT equipment	0	0	0	60	0	0	0	0	549
	Mobile phones	0	0	0	0	0	0	600	990	436

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Costs of training & development:

- Mileage
- Travel (excl mileage) and subsistence
- Accommodation
- Office expenses
- Publications
- Trainers' fees
- Training courses

Costs of public consultation and events:

- Mileage
- Travel and subsistence
- Accommodation
- Advertising (newspaper)
- IT software
- Office expenses
- Printing (leaflets etc.)
- Commissioned support

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This month	Year to date							
£	£	£	£	£	£	£	£	£
	10	562						
Mileage	0	0	0	0	0	0	0	29
Travel (excl mileage) and subsistence	0	0	0	0	0	175	89	651
Accommodation	0	522	550	1,007	1,028	984	0	254
Office expenses	0	0	0	0	0	0	0	Not shown
Publications	10	40	40	0	0	0	0	420
Trainers' fees	0	0	0	0	0	0	0	463
Training courses	0	50	250	154	395	314	545	185
	14	578						
Mileage	0	0	0	0	0	0	0	39
Travel and subsistence	0	889	889	0	7	0	112	57
Accommodation	0	0	1,000	0	0	0	0	590
Advertising (newspaper)	0	0	0	0	0	0	0	691
IT software	0	0	0	0	0	0	0	299
Office expenses	14	73	235	0	0	0	30	Not shown
Printing (leaflets etc.)	0	0	0	402	0	396	1,589	710
Commissioned support	0	505	505	384	250	268	0	150

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	£	£	£	£	£	£	£	£	£
TOTAL EXPENDITURE				<u>119,137</u>	<u>122,386</u>	<u>124,437</u>	<u>119,349</u>	<u>137,619</u>	<u>117,616</u>
This month:	<u>9,911</u>								
Overall expenditure this year to date:		<u>103,204</u>							
Forecast for full year:			118,907						
Brought forward from 2018/19:									
Expenditure	0	5,748	5,748						
Income	0	421	421						
Forecast year end position:			<u>6,181</u>						
Balance carried forward:	<u>20,634</u>								

Paid in advance for the following items: **£1,606 as at 2/3/20**
 DBS check credits (This amount varies from day to day)
 ID card credits
 Oyster card credits
 Rent deposit
 Office key fobs deposit
 Postage credit