

This report covers the period 1-30 November	Current Year (2020/21)			Previous years						
	Actual		Forecast to year end	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
	This month	Year to date								
	£	£	£	£	£	£	£	£	£	£
Cash at bank brought forward:	30,813	11,927	11,927							
Reserves	0	1,720	1,720							
LBH grant:	0	88,019	117,359							
Interest:	0	0	1							
Corporation Tax refund:	0	0	0							
Corporation Tax refund - interest:	0	0	0							
Other income:	0	1,125	1,125							
<b>Total cash balance:</b>	<b>30,813</b>	<b>102,791</b>	<b>132,132</b>	<b>131,290</b>	<b>128,202</b>	<b>124,150</b>	<b>125,117</b>	<b>125,923</b>	<b>138,663</b>	<b>126,544</b>
<b>Expenditure:</b>										
		<i>Costs of management:</i>								
<i>Payroll</i>	9,696	72,521								
Fees and salaries	6,793	52,713	80,361	80,288	81,807	82,511	84,621	80,169	92,812	74,181
Employer's pension contribution	31	214	367	367	245	184	0	0	1,675	2,680
Payroll administration	131	530	1,703	1,973	2,024	2,508	1,368	1,971	2,440	1,829
<i>Administration</i>										
Mileage	0	69	800	1,754	745	1,290	1,116	1,523	977	504
Travel (excl mileage) and subsistence	117	217	800	1,324	1,646	1,648	1,861	1,750	945	1,614
Rent	1,440	11,520	17,280	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	1,408	1,368	1,310	1,284	1,284	2,184
Bank charges	7	26	59	71	28	Not shown	Not shown	Not shown	Not shown	Not shown
Business insurance	82	706	1,086	1,057	537	486	371	360	360	330
IT equipment/services (incl. photocopier rental)	286	1,519	1,911	1,545	878	1,168	2,815	971	2,631	2,610
Mobile telephone Services	6	43	75	91	107	135	177	291	599	473
Office expenses	20	1,125	1,500	2,723	1,682	1,887	2,038	2,318	1,919	3,187
Office telephone services	28	161	263	203	222	204	210	211	332	321
Website & email	42	984	1,152	830	738	474	757	882	685	415

			Previous years							
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£	£	£	£	£	£	£	£	£	£	
<i>Continued...</i>										
<b>Costs of management (cont'd):</b>										
<b>Taxation and regulation</b>										
Employer's NICs	714	2,594	6,156	6,254	6,038	6,192	6,582	5,877	7,135	5,949
Corporation Tax	0	0	0	0	0	0	1,072	0	1,861	0
Statutory fees	0	0	13	13	38	13	13	13	13	13
Cost of Data Protection	0	100	135	120	839	2,790	35	35	Not shown	Not shown
<b>Costs of volunteering:</b>										
	0	216								
<b>Out of pocket expenses</b>										
Mileage	0	0	0	0	0	0	53	212	337	207
Travel (excl mileage) and subsistence	0	0	0	314	148	298	411	598	582	547
Office expenses	0	0	0	0	0	0	0	5	57	55
<b>Publicity</b>										
Advertising	0	0	0	0	0	20	0	0	0	1,045
Printing – leaflets etc.	0	0	0	0	0	0	0	0	0	431
<b>Recruitment</b>										
DBS checking	0	0	150	35	288	48	96	167	221	632
ID cards	0	0	50	0	247	0	85	30	92	312
Printing – forms etc.	0	0	0	0	0	0	0	0	350	152
<b>Support</b>										
Equipment & Supplies	0	216	216	391	156	204	204	288	742	1,094
IT equipment	0	0	0	0	60	0	0	0	0	549
Mobile phones	Not used	Not used	Not used	Not used	Not used	Not used	Not used	600	990	436
<b>Costs of training &amp; development:</b>										
	0	0								
Mileage	0	0	0	0	0	0	0	0	0	29
Travel (excl mileage) and subsistence	0	0	0	0	0	0	0	175	89	651
Accommodation	0	0	550	522	1,007	1,028	984	0	254	300
Office expenses	0	0	0	0	0	0	0	0	Not shown	Not shown
Publications	0	0	0	40	0	0	0	0	0	420
Trainers' fees	0	0	0	0	0	0	0	0	0	463
Training courses	0	0	250	50	154	395	314	545	185	39

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	This month	Year to date								
	£	£	£	£	£	£	£	£	£	£
<i>Costs of public consultation and events:</i>	<u>14</u>	<u>64</u>								
Mileage	0	0	0	0	0	0	0	0	0	39
Travel and subsistence	0	0	0	889	0	7	0	112	57	825
Accommodation	0	0	1,000	0	0	0	0	0	0	590
Advertising (newspaper)	0	0	0	0	0	0	0	0	0	691
IT software	0	0	0	0	0	0	0	0	0	299
Office expenses	14	64	124	239	0	0	0	30	Not shown	Not shown
Printing (leaflets etc.)	0	0	0	918	402	0	396	1,589	710	1,030
Commissioned support	0	0	0	505	384	250	268	0	0	150
Transferred to reserves at year end				1,720	Not shown	Not shown	Not shown	Not shown	Not shown	Not shown
<b>TOTAL EXPENDITURE</b>				<u>122,923</u>	<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>9,709</u>									
Overall expenditure this year to date:		<u>72,801</u>								
Forecast for full year:			<u>117,401</u>							
Brought forward from 2019/20:										
Expenditure	0	8,886	8,886							
Income	0	0	0							
Forecast year end position:			<u>5,845</u>							
Balance carried forward:	<u>21,104</u>									
Average monthly expenditure:		<u>9,100</u>		<u>10,244</u>	<u>9,928</u>	<u>10,199</u>	<u>10,370</u>	<u>9,946</u>	<u>11,468</u>	<u>9,801</u>

Paid in advance for the following items: **£1,695 as at 30/11/20**  
 DBS check credits (This amount varies from day to day)  
 ID card credits  
 Oyster card credits  
 Rent deposit  
 Office key fobs deposit  
 Postage credit