

This report covers the period 1-28 February 2021	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:	30,440	11,927	11,927							
Reserves	0	1,720	1,720							
LBH grant:	0	117,359	117,359							
Interest:	0	8	8							
Corporation Tax refund:	0	0	0							
Corporation Tax refund - interest:	0	0	0							
Other income:	0	1,125	1,125							
Total cash balance:	30,440	132,139	132,139	131,290	128,202	124,150	125,117	125,923	138,663	126,544
Expenditure:										
	Costs of management:									
Payroll	9,222	101,029								
Fees and salaries	6,635	73,053	80,761	80,288	81,807	82,511	84,621	80,169	92,812	74,181
Employer's pension contribution	31	306	367	367	245	184	0	0	1,675	2,680
Payroll administration	131	922	1,703	1,973	2,024	2,508	1,368	1,971	2,440	1,829
Administration										
Mileage	0	69	800	1,754	745	1,290	1,116	1,523	977	504
Travel (excl mileage) and subsistence	0	319	800	1,324	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	17,280	8,880
Rent deposit (refundable)	0	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	46	59	71	28	Not shown	Not shown	Not shown	Not shown	Not shown
Business insurance	82	978	1,086	1,057	537	486	371	360	360	330
IT equipment/services (incl. photocopier rental)	14	1,345	1,527	1,545	878	1,168	2,815	971	2,631	2,610
Mobile telephone Services	6	61	75	91	107	135	177	291	599	473
Office expenses	13	1,543	1,553	2,723	1,682	1,887	2,038	2,318	1,919	3,187
Office telephone services	24	239	290	203	222	204	210	211	332	321
Website & email	78	1,344	1,458	830	738	474	757	882	685	415

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		This month	Year to date								
		£	£	£	£	£	£	£	£	£	£
<i>Continued...</i>											
		<i>Costs of management (cont'd):</i>									
Taxation and regulation											
	Employer's NICs	714	4,816	6,243	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	13	13	13	13	38	13	13	13	13	13
	Cost of Data Protection	35	135	135	120	839	2,790	35	35	Not shown	Not shown
		<i>Costs of volunteering:</i>									
		0	481								
Out of pocket expenses											
	Mileage	0	0	0	0	0	0	53	212	337	207
	Travel (excl mileage) and subsistence	0	265	265	314	148	298	411	598	582	547
	Office expenses	0	0	0	0	0	0	0	5	57	55
Publicity											
	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
Recruitment											
	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
Support											
	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
		<i>Costs of training & development:</i>									
		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	50	250	50	154	395	314	545	185	39

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	£	£	£	£	£	£	£	£	£	
<i>Continued...</i>										
Costs of public consultation and events:	13	488								
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	13	538	553	0	0	0	0	0	0	299
Office expenses	0	-50	-50	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
TOTAL EXPENDITURE				122,923	119,137	122,386	124,437	119,349	137,619	117,616
This month:	9,235									
Overall expenditure this year to date:		102,048								
Forecast for full year:			118,534							
Brought forward from 2019/20:										
Expenditure	0	8,886	8,886							
Income	0	0	0							
Forecast year end position:			4,719							
Balance carried forward:	21,205									
Average monthly expenditure:		9,277		10,244	9,928	10,199	10,370	9,946	11,468	9,801

Paid in advance for the following items: **£1,676 as at 28/2/21**

- DBS check credits (This amount varies from day to day)
- ID card credits
- Oyster card credits
- Rent deposit
- Office key fobs deposit
- Postage credit