

MANAGEMENT BOARD

MONTHLY FINANCE REPORT

This report covers the period 1-30 September

	Current Year (2018/19)			Previous years				
	Actual		Forecast to year end	2017/18	2016/17	2015/16	2014/15	2013/14
	This month	Year to date						
	£	£	£	£	£	£	£	£
Cash at bank brought forward:	16,333	5,132	5,132					
LBH grant:	0	58,680	117,359					
Interest:	0	0	39					
Corporation Tax refund:	0	0	0					
Corporation Tax refund - interest:	0	0	0					
Other income:	0	250	250					
Total cash balance:	16,333	64,061	122,780	124,150	125,117	125,923	138,663	126,544
Expenditure:								
		<i>Costs of management:</i>						
<i>Payroll</i>		9,468	52,406					
Fees and salaries	6,801	38,534	81,202	82,511	84,621	80,169	92,812	74,181
Employer's pension contribution	20	102	245	184	0	0	1,675	2,680
Payroll administration	121	606	1,454	2,508	1,368	1,971	2,440	1,829
<i>Administration</i>								
Mileage	-44	354	800	1,290	1,116	1,523	977	504
Travel (excl mileage) and subsistence	206	482	800	1,648	1,861	1,750	945	1,614
Rent	1,440	8,640	17,280	17,280	17,280	17,280	17,280	8,880
Rent deposit (refundable)	0	0	0	0	0	0	5	1,460
Audit & accountancy advice	0	0	1,500	1,368	1,310	1,284	1,284	2,184
Business insurance	45	269	537	486	371	360	360	330
IT equipment/services (incl. photocopier rental)	180	440	1,500	1,168	2,815	971	2,631	2,610
Mobile telephone Services	10	62	107	135	177	291	599	473
Office expenses	82	774	1,500	1,887	2,038	2,318	1,919	3,187
Office telephone services	19	102	203	204	210	211	332	321
Website & email	29	237	850	474	757	882	685	415

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Continued...		This month	Year to date						
		£	£	£	£	£	£	£	£
Costs of management (cont'd):									
Taxation and regulation									
Employer's NICs		560	1,115	5,927	6,192	6,582	5,877	7,135	5,949
Corporation Tax		0	0	0	0	1,072	0	1,861	0
Statutory fees		0	0	13	13	13	13	13	13
Cost of Data Protection		0	689	804	2,790	35	35	Not shown	Not shown
Costs of volunteering:									
		-9	371						
Out of pocket expenses									
Mileage		0	0	0	0	53	212	337	207
Office expenses		-33	-33	0	0	0	5	57	55
Travel (excl mileage) and subsistence		0	0	268	298	411	598	582	547
Publicity									
Advertising		0	0	0	20	0	0	0	1,045
Printing – leaflets etc.		0	0	0	0	0	0	0	431
Recruitment									
DBS checking		24	96	150	48	96	167	221	632
ID cards		0	247	247	0	85	30	92	312
Printing – forms etc.		0	0	0	0	0	0	350	152
Support									
Equipment & Supplies		0	0	0	204	204	288	742	1,094
IT equipment		0	60	60	0	0	0	0	549
Mobile phones		0	0	0	0	0	600	990	436

Continued...

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

Current Year (2018/19)			Previous years				
Actual		Forecast to year end	2017/18	2016/17	2015/16	2014/15	2013/14
This month	Year to date						
£	£	£	£	£	£	£	£
	<u>0</u>	<u>510</u>					
Mileage	0	0	0	0	0	0	29
Travel (excl mileage) and subsistence	0	0	0	0	175	89	651
Accommodation	0	510	1,250	1,028	984	0	300
Office expenses	0	0	0	0	0	Not shown	Not shown
Publications	0	0	0	0	0	0	420
Trainers' fees	0	0	0	0	0	0	463
Training courses	0	0	250	395	314	545	39
	<u>0</u>	<u>534</u>					
Mileage	0	0	0	0	0	0	39
Travel and subsistence	0	0	0	7	112	57	825
Accommodation	0	0	0	0	0	0	590
Advertising (newspaper)	0	0	0	0	0	0	691
IT software	0	0	0	0	0	0	299
Office expenses	0	0	0	0	30	Not shown	Not shown
Printing (leaflets etc.)	0	402	402	0	396	1,589	1,030
Commissioned support	0	132	132	250	268	0	150

Continued...

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	Actual		Forecast to year end	2017/18	2016/17	2015/16	2014/15	2013/14
	This month	Year to date						
	£	£	£	£	£	£	£	£
TOTAL EXPENDITURE				<u>122,386</u>	<u>124,437</u>	<u>119,349</u>	<u>137,619</u>	<u>117,616</u>
This month:	<u>9,459</u>							
Overall expenditure this year to date:		<u>53,821</u>						
Forecast for full year:			117,481					
Brought forward from 2017/18:								
Income	0	2,500	2,500					
Expenditure	0	5,867	5,867					
Forecast year end position:			<u>1,932</u>					
Balance carried forward:	<u>6,874</u>			1,764	680	6,574	930	

Paid in advance for the following items: **£1,667 as at 1/10/18**
 DBS check credits (This amount varies from day to day)
 ID card credits
 Oyster card credits
 Rent deposit
 Office key fobs deposit
 Postage credit
 SAFE Online Training