

This report covers the period 1-31 December

	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:	16,122	5,132	5,132					
LBH grant:	0	88,019	117,359					
Interest:	32	32	32					
Corporation Tax refund:	0	0	0					
Corporation Tax refund - interest:	0	0	0					
Other income:	0	250	250					
<b>Total cash balance:</b>	<b>16,155</b>	<b>93,433</b>	<b>122,773</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>						
<b>Payroll</b>	<b>9,836</b>	<b>81,454</b>						
Fees and salaries	6,891	59,029	81,349	82,511	84,621	80,169	92,812	74,181
Employer's pension contribution	20	163	245	184	0	0	1,675	2,680
Payroll administration	121	970	2,054	2,508	1,368	1,971	2,440	1,829
<b>Administration</b>								
Mileage	0	495	800	1,290	1,116	1,523	977	504
Travel (excl mileage) and subsistence	174	836	850	1,648	1,861	1,750	945	1,614
Rent	1,440	12,960	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	1,400	1,368	1,310	1,284	1,284	2,184
Business insurance	45	403	537	486	371	360	360	330
IT equipment/services (incl. photocopier rental)	180	700	1,500	1,168	2,815	971	2,631	2,610
Mobile telephone Services	10	93	113	135	177	291	599	473
Office expenses	90	1,181	1,500	1,887	2,038	2,318	1,919	3,187
Office telephone services	16	154	206	204	210	211	332	321
Website & email	161	487	850	474	757	882	685	415

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			£	£	£	£	£	£	£	£		
<i>Continued...</i>												
<b>Costs of management (cont'd):</b>												
<b>Taxation and regulation</b>												
			687	3,178	5,948	6,192	6,582	5,877	7,135	5,949		
			0	0	0	0	1,072	0	1,861	0		
			0	0	13	13	13	13	13	13		
			0	804	839	2,790	35	35	Not shown	Not shown		
<b>Costs of volunteering:</b>			<u>80</u>	<u>719</u>								
<b>Out of pocket expenses</b>												
			0	0	0	0	53	212	337	207		
			80	148	148	298	411	598	582	547		
			0	0	0	0	0	5	57	55		
<b>Publicity</b>												
			0	0	0	20	0	0	0	1,045		
			0	0	0	0	0	0	0	431		
<b>Recruitment</b>												
			0	108	150	48	96	167	221	632		
			0	247	247	0	85	30	92	312		
			0	0	0	0	0	0	350	152		
<b>Support</b>												
			0	156	156	204	204	288	742	1,094		
			0	60	60	0	0	0	0	549		
			0	0	0	0	0	600	990	436		

Continued...

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Actual		Forecast to year end					
This month	Year to date		2017/18	2016/17	2015/16	2014/15	2013/14
£	£	£	£	£	£	£	£
<b>Costs of training &amp; development:</b>							
	<u>39</u>	<u>1,161</u>					
Mileage	0	0	0	0	0	0	29
Travel (excl mileage) and subsistence	0	0	0	0	175	89	651
Accommodation	0	1,007	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	39	154	250	395	314	545	185
<b>Costs of public consultation and events:</b>							
	<u>0</u>	<u>534</u>					
Mileage	0	0	0	0	0	0	39
Travel and subsistence	0	0	0	7	0	112	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

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	This month	Year to date		2017/18	2016/17	2015/16	2014/15	2013/14
	£	£	£	£	£	£	£	£
<b>TOTAL EXPENDITURE</b>				<u>122,386</u>	<u>124,437</u>	<u>119,349</u>	<u>137,619</u>	<u>117,616</u>
This month:	<u>9,955</u>							
Overall expenditure this year to date:		<u>83,867</u>						
Forecast for full year:			118,279					
<b>Brought forward from 2017/18:</b>								
Income	0	2,500	2,500					
Expenditure	0	5,867	5,867					
<b>Forecast year end position:</b>			<u>1,127</u>					
<b>Balance carried forward:</b>	<u>6,199</u>							

Paid in advance for the following items:      **£1,555 as at 7/1/19**  
 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