

MANAGEMENT BOARD

MONTHLY FINANCE REPORT

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:	6,199	5,132	5,132					
LBH grant:	29,340	117,359	117,359					
Interest:	0	32	32					
Corporation Tax refund:	0	0	0					
Corporation Tax refund - interest:	0	0	0					
Other income:	332	582	5,082					
<b>Total cash balance:</b>	<b>35,871</b>	<b>123,105</b>	<b>127,605</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>	<b>9,552</b>	<b>91,006</b>						
Fees and salaries	6,862	65,891	81,348	82,511	84,621	80,169	92,812	74,181
Employer's pension contribution	20	184	245	184	0	0	1,675	2,680
Payroll administration	121	1,091	2,054	2,508	1,368	1,971	2,440	1,829
<i>Administration</i>								
Mileage	71	566	800	1,290	1,116	1,523	977	504
Travel (excl mileage) and subsistence	175	1,012	1,012	1,648	1,861	1,750	945	1,614
Rent	1,440	14,400	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	448	537	486	371	360	360	330
IT equipment/services (incl. photocopier rental)	0	700	1,500	1,168	2,815	971	2,631	2,610
Mobile telephone Services	-2	91	106	135	177	291	599	473
Office expenses	93	1,274	1,500	1,887	2,038	2,318	1,919	3,187
Office telephone services	18	172	206	204	210	211	332	321
Website & email	0	487	850	474	757	882	685	415

		Current Year (2018/19)			Previous years				
		Actual		Forecast to year end					
		This month	Year to date		2017/18	2016/17	2015/16	2014/15	2013/14
		£	£	£	£	£	£	£	£
<i>Continued...</i>									
	<i>Costs of management (cont'd):</i>								
<b>Taxation and regulation</b>									
	Employer's NICs	708	3,886	5,948	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	804	839	2,790	35	35	Not shown	Not shown
	<b>Costs of volunteering:</b>	<b>144</b>	<b>863</b>						
<b>Out of pocket expenses</b>									
	Mileage	0	0	0	0	53	212	337	207
	Travel (excl mileage) and subsistence	0	148	148	298	411	598	582	547
	Office expenses	0	0	0	0	0	5	57	55
<b>Publicity</b>									
	Advertising	0	0	0	20	0	0	0	1,045
	Printing – leaflets etc.	0	0	0	0	0	0	0	431
<b>Recruitment</b>									
	DBS checking	144	252	252	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
<b>Support</b>									
	Equipment & Supplies	0	156	156	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

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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

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>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	1,028	984	0	254	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	154	250	314	545	185	39
	<u>0</u>	<u>534</u>					
Mileage	0	0	0	0	0	0	39
Travel and subsistence	0	0	7	0	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	396	1,589	710	1,030
Commissioned support	0	132	132	268	0	0	150

