

This report covers the period 1-30 November

	Current Year (2019/20)			Previous years					
	Actual		Forecast to year end	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
	This month	Year to date							
	£	£	£	£	£	£	£	£	£
Cash at bank brought forward:	30,192	8,376	8,376						
LBH grant:	0	88,019	117,359						
Interest:	0	0	39						
Corporation Tax refund:	0	0	0						
Corporation Tax refund - interest:	0	0	0						
Other income:	0	3,389	3,389						
Total cash balance:	30,192	99,784	129,163	128,202	124,150	125,117	125,923	138,663	126,544
Expenditure:									
		<i>Costs of management:</i>							
<i>Payroll</i>	9,216	71,742							
Fees and salaries	6,426	50,563	77,496	81,807	82,511	84,621	80,169	92,812	74,181
Employer's pension contribution	31	214	367	245	184	0	0	1,675	2,680
Payroll administration	125	874	2,148	2,024	2,508	1,368	1,971	2,440	1,829
<i>Administration</i>									
Mileage	150	813	813	745	1,290	1,116	1,523	977	504
Travel (excl mileage) and subsistence	104	673	800	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	8,880
Rent deposit (refundable)	0	0	0	0	0	0	0	5	1,460
Audit & accountancy advice	0	0	1,400	1,408	1,368	1,310	1,284	1,284	2,184
Bank charges	6	40	68	28	Not shown	Not shown	Not shown	Not shown	Not shown
Business insurance	82	677	1,057	537	486	371	360	360	330
IT equipment/services (incl. photocopier rental)	80	1,210	1,545	878	1,168	2,815	971	2,631	2,610
Mobile telephone Services	5	60	60	107	135	177	291	599	473
Office expenses	100	1,975	2,156	1,682	1,887	2,038	2,318	1,919	3,187
Office telephone services	16	118	187	222	204	210	211	332	321
Website & email	90	524	750	738	474	757	882	685	415

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		This month	Year to date							
		£	£	£	£	£	£	£	£	£
<i>Continued...</i>										
Costs of management (cont'd):										
Taxation and regulation										
	Employer's NICs	683	2,396	5,810	6,038	6,192	6,582	5,877	7,135	5,949
	Corporation Tax	0	0	0	0	0	1,072	0	1,861	0
	Statutory fees	0	0	13	38	13	13	13	13	13
	Cost of Data Protection	-120	85	120	839	2,790	35	35	Not shown	Not shown
Costs of volunteering:		<u>125</u>	<u>516</u>							
Out of pocket expenses										
	Mileage	0	0	0	0	0	53	212	337	207
	Travel (excl mileage) and subsistence	113	113	413	148	298	411	598	582	547
	Office expenses	0	0	0	0	0	0	5	57	55
Publicity										
	Advertising	0	0	0	0	20	0	0	0	1,045
	Printing – leaflets etc.	0	0	0	0	0	0	0	0	431
Recruitment										
	DBS checking	12	12	150	288	48	96	167	221	632
	ID cards	0	0	50	247	0	85	30	92	312
	Printing – forms etc.	0	0	0	0	0	0	0	350	152
Support										
	Equipment & Supplies	0	391	391	156	204	204	288	742	1,094
	IT equipment	0	0	0	60	0	0	0	0	549
	Mobile phones	0	0	0	0	0	0	600	990	436

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Costs of training & development:

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	This month	Year to date							
	£	£	£	£	£	£	£	£	£
	<u>0</u>	<u>552</u>							
Mileage	0	0	0	0	0	0	0	0	29
Travel (excl mileage) and subsistence	0	0	0	0	0	0	175	89	651
Accommodation	0	522	550	1,007	1,028	984	0	254	300
Office expenses	0	0	0	0	0	0	0	Not shown	Not shown
Publications	0	30	30	0	0	0	0	0	420
Trainers' fees	0	0	0	0	0	0	0	0	463
Training courses	0	0	250	154	395	314	545	185	39

Costs of public consultation and events:

	<u>12</u>	<u>541</u>							
Mileage	0	0	0	0	0	0	0	0	39
Travel and subsistence	592	861	861	0	7	0	112	57	825
Accommodation	0	0	1,000	0	0	0	0	0	590
Advertising (newspaper)	0	0	0	0	0	0	0	0	691
IT software	0	0	0	0	0	0	0	0	299
Office expenses	12	36	85	0	0	0	30	Not shown	Not shown
Printing (leaflets etc.)	0	0	0	402	0	396	1,589	710	1,030
Commissioned support	0	505	505	384	250	268	0	0	150

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	£	£	£	£	£	£	£	£	£
TOTAL EXPENDITURE				<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>9,945</u>								
Overall expenditure this year to date:		<u>74,210</u>							
Forecast for full year:			116,355						
Brought forward from 2018/19:									
Income	0	421	421						
Expenditure	0	5,748	5,748						
Forecast year end position:			<u>7,481</u>						
Balance carried forward:	<u>20,247</u>								

Paid in advance for the following items: **£1,546 as at 30/11/19**
 DBS check credits (This amount varies from day to day)
 ID card credits
 Oyster card credits
 Rent deposit
 Office key fobs deposit
 Postage credit