

This report covers the period 1-31 May 2021	Current Year (2021/22)			Previous years							
	Actual		Forecast to year end	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
	This month	Year to date									
£	£	£	£	£	£	£	£	£	£	£	
Cash at bank brought forward:	32,557	11,454	11,454	11,927							
Reserves	0	0	0	1,720							
LBH funding:	0	29,340	117,359	117,359							
Interest:	0	0	10	8							
Corporation Tax refund:	0	0	0	0							
Corporation Tax refund - interest:	0	0	0	0							
Other income:	0	2,430	4,680	1,125							
Total cash balance:	32,557	43,223	133,503	132,139	131,290	128,202	124,150	125,117	125,923	138,663	126,544
Expenditure:											
	<i>Costs of management:</i>	9,799	14,702								
<i>Payroll</i>											
Fees and salaries	7,819	12,205	80,211	81,934	80,288	81,807	82,511	84,621	80,169	92,812	74,181
Employer's pension contribution	31	16	367	382	367	245	184	0	0	1,675	2,680
Payroll administration	131	-878	1,122	2,193	1,973	2,024	2,508	1,368	1,971	2,440	1,829
<i>Administration</i>											
Mileage	0	0	1,000	69	1,754	745	1,290	1,116	1,523	977	504
Travel (excl mileage) and subsistence	0	0	1,000	380	1,324	1,646	1,648	1,861	1,750	945	1,614
Rent	1,440	2,880	17,280	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	1,600	1,408	1,408	1,408	1,368	1,310	1,284	1,284	2,184
Bank charges	7	7	78	59	71	28	Not shown	Not shown	Not shown	Not shown	Not shown
Business insurance	84	166	1,114	1,086	1,057	537	486	371	360	360	330
IT equipment/services (incl. photocopier rental)	0	80	3,436	1,651	1,545	878	1,168	2,815	971	2,631	2,610
Mobile telephone Services	9	9	75	79	91	107	135	177	291	599	473
Office expenses	2	2	2,000	1,724	2,723	1,682	1,887	2,038	2,318	1,919	3,187
Office telephone services	36	36	313	310	203	222	204	210	211	332	321
Website & email	144	222	1,500	1,422	830	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	97	-41	6,884	4,982	6,254	6,038	6,192	6,582	5,877	7,135	5,949
Corporation Tax	0	0	0	0	0	0	0	1,072	0	1,861	0
Statutory fees	0	0	13	13	13	38	13	13	13	13	13
Cost of Data Protection	0	0	140	135	120	839	2,790	35	35	Not shown	Not shown
Costs of volunteering:	<u>0</u>	<u>0</u>									
Out of pocket expenses											
Mileage	0	0	0	0	0	0	0	53	212	337	207
Travel (excl mileage) and subsistence	0	0	0	265	314	148	298	411	598	582	547
Office expenses	0	0	0	0	0	0	0	0	5	57	55
Publicity											
Advertising	0	0	0	0	0	0	20	0	0	0	1,045
Printing – leaflets etc.	0	0	0	0	0	0	0	0	0	0	431
Recruitment											
DBS checking	0	0	150	12	35	288	48	96	167	221	632
ID cards	0	0	100	0	0	247	0	85	30	92	312
Printing – forms etc.	0	0	0	0	0	0	0	0	0	350	152
Support											
Equipment & Supplies	0	0	216	216	391	156	204	204	288	742	1,094
IT equipment	0	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	Not used	600	990	436
Costs of training & development:	<u>0</u>	<u>0</u>									
Mileage	0	0	0	0	0	0	0	0	0	0	29
Travel (excl mileage) and subsistence	0	0	0	0	0	0	0	0	175	89	651
Accommodation	0	0	550	0	522	1,007	1,028	984	0	254	300
Office expenses	0	0	0	0	0	0	0	0	0	Not shown	Not shown
Publications	0	0	0	0	40	0	0	0	0	0	420
Trainers' fees	0	0	0	0	0	0	0	0	0	0	463
Training courses	0	0	250	50	50	154	395	314	545	185	39

Continued...	Current Year (2020/21)			Previous years							
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	This month	Year to date									
	£	£	£	£	£	£	£	£	£	£	£
<i>Costs of public consultation and events:</i>	<u>13</u>	<u>26</u>									
Mileage	0	0	0	0	0	0	0	0	0	0	39
Travel and subsistence	0	0	0	0	889	0	7	0	112	57	825
Accommodation	0	0	1,000	0	0	0	0	0	0	0	590
Advertising (newspaper)	0	0	0	0	0	0	0	0	0	0	691
IT software	13	26	560	551	0	0	0	0	0	0	299
Office expenses	0	0	0	-50	239	0	0	0	30	Not shown	Not shown
Printing (leaflets etc.)	0	0	0	0	918	402	0	396	1,589	710	1,030
Commissioned support	0	0	0	0	505	384	250	268	0	0	150
TOTAL EXPENDITURE				<u>117,550</u>	<u>122,923</u>	<u>119,137</u>	<u>122,386</u>	<u>124,437</u>	<u>119,349</u>	<u>137,619</u>	<u>117,616</u>
Transferred to reserves at year end				960	1,720	Not shown	Not shown	Not shown	Not shown	Not shown	Not shown
This month:	<u>9,812</u>										
Overall expenditure this year to date:		<u>14,728</u>									
Forecast for full year:			<u>120,959</u>								
Brought forward from 2019/20:											
Expenditure	0	0	0								
Forecast year end position:			<u>12,544</u>								
Balance carried forward:	<u>22,745</u>										
Average monthly expenditure:		<u>7,364</u>		<u>9,876</u>	<u>10,244</u>	<u>9,928</u>	<u>10,199</u>	<u>10,370</u>	<u>9,946</u>	<u>11,468</u>	<u>9,801</u>

Paid in advance for the following items: **£1,676 as at 1/6/21**
 DBS check credits (This amount varies from day to day)
 ID card credits
 Oyster card credits
 Rent deposit
 Office key fobs deposit
 Postage credit