

Finance Report including Budget 2017/18

Purpose

1. This report sets out the end of year budget for 2016/17, the budget for 2017/18 and seeks approval for a salary uplift for staff who have transferred from Healthwatch Peterborough.

Key issues

2. The budget outturn for 2016/17 is as planned (Appendix 1). £20,896 of reserves were spent on activities as approved.
3. The combined Cambridgeshire and Peterborough budget for 2017/18 is set out in Appendix 2. This combines the budgets of both Healthwatch and aligns expenditure headings. As this will be the first year that Peterborough expenditure has been recorded in this way, so headings are estimated.
4. The separate elements of the combined budgets were agreed by the separate CICs prior to merger.
5. The Board are requested to approve a 1% salary uplift for the three members of staff who transferred from Healthwatch Peterborough. Healthwatch Cambridgeshire staff have received this uplift, so this would therefore give an equitable position for all staff in the new combined Healthwatch.

Action required by the Board

6. The Board is asked to:
 - Note the outturn budget position for 2016/17;
 - Note the combined budget for 2017/18; and
 - Agree the salary increase for Peterborough staff.

Author

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Appendix 1

Healthwatch Cambridgeshire Budget Outturn 2016/17

Income	Budget	Actual to Date	Variance from Budget
Cambridgeshire County Council	£287,602	£287,602	£-
Bank Interest	£-	£82	£82
Other income	£-	£44,021	£44,021
TOTAL	£287,602	£331,705	£44,103
Expenditure	Budget	Actual to Date	Variance from Budget
Payroll	239,531	282,703	43,171
Staff Travel	9,000	8,338	-662
Volunteers Expenses	4,000	4,199	198
Training	4,000	7,013	3,012
Community Engagement, meeting and events	2,500	4,913	2,412
Marketing and Printing	3,000	6,190	3,189
Mobile Phones	1,500	1,296	-204
Professional Fees (incl insurance)	6,000	11,352	5,352
IT (incl web hosting)	7,500	10,631	3,131
Office Expenses (incl post/phone)	4,000	7,013	3,013
Accommodation (Rent)	6,000	8,333	2,333
Corporation Tax	0	29	28
Bank Charge		20	20
TOTAL	£287,031	352,029	64,997
Variance - expenditure	£64,997		
Variance - income	£44,103		
	£20,896	Reserves	
		expenditure	

Appendix 2

Healthwatch Cambridgeshire and Peterborough Budget 2017/18

<u>Expenditure</u>				<u>Income</u>		
	HWC	HWP	HWC&P			
Salaries			336,510	Core funding		441,102
	264,814			HWC	287,602	
		71,696		HWP	153,500	
Staff Travel			11,000	Youth Work (JCU)	-	
	8,000				-	
		3,000		HWC&P		30,000
Volunteers Expenses			6,500	Total Income		£471,102
	3,500					
		3,000				
Training			5,000			
	3,000					
		2,000				
Community meetings/events			7,000			
	3,500					
		3,500				
Marketing and Printing			6,500			
	3,500					
		3,000				
Mobile Phones			2,500			
	1,500					
		1,000				
Professional Fees			10,500			
	6,000					
		4,500				
IT support/host/eqpmt			14,000			
	7,500					
		6,500				
Office Expenses			8,046			
	4,046					
		4,000				
Accommodation (Rent)			25,000			
	10,000					
		15,000				
Total Expenditure	£315,360	£117,196	£432,556			