

General Purposes Group Report

Purpose

1. This report updates the Board on the activities of the General Purposes Group which is meeting virtually using Zoom.

Key issues

2. The group has considered the budget position as at the end of January (see Appendix 1). Variations in expenditure are as previously reported, primarily underspends associated with changed working arrangements put in place due to the pandemic.
3. The group has considered the draft budget for 2021/22 and recommends to the Board for approval. See Appendix 2.
4. The group has reviewed the risk register (attached).
5. The group also considered these policies and recommends them to the Board for approval:
 - Confidentiality policy (attached)
 - Data Protection policy (attached)
 - Financial Controls policy (attached)
 - Reserves policy (attached)
 - Risk Management policy (attached)

Action required by the Board

6. The Board is asked to:
 - Note the end of January 2021 financial position
 - Note the risk register
 - Approve the budget for 2021/22 and
 - Approve the five policies listed.

Authors

Nik Patten, Director

Sandie Smith, CEO

10 March 2021

Healthwatch Cambridgeshire and Peterborough
Budget position end of January 2021

	In Month - January 2021			Year to Date			Full Year		
Income and Expenditure	Budget	Actual	Var	Budget	Actual	Var	Revised budget	Forecast	Forecast change
Income									
Core Grant PCC	12,792	25,582	12,790	127,920	127,918	-2	187,500	187,500	0
Core Grant CCC	23,967	0	-23,967	287,602	287,602	0	287,602	287,602	0
CCC Eng Contract	7,042	0	-7,042	63,378	63,378	0	84,504	84,504	0
GRT project	1,320		-1,320	6,260	29,139	22,879	6,260	6,260	0
Reimbursements	179		-179	1,788	12,145	10,358	2,145	7,500	5,355
Other	1,758	5,000	3,242	17,583	15,725	-1,858	21,100	20,600	-500
Total	49,093	30,582	-16,476	504,531	535,907	31,376	589,111	593,966	4,855
Expenditure									
Payroll	39,060	38,068	992	390,603	392,987	-2,384	468,724	456,960	11,764
Travel	167	0	167	1,667	1,179	488	2,000	1,500	500
Insurance	83	1,176	-1,093	833	1,176	-343	1,000	1,250	-250
Room Bookings	83	0	83	833	150	683	1,000	300	700
Marketing	500	46	454	5,000	848	4,152	6,000	1,200	4,800
Mobile Phones	150	115	35	1,500	1,129	371	1,800	1,500	300
Professional Fees	1,583	1,492	91	15,833	8,137	7,696	19,000	12,000	7,000
IT + IT support	1,000	1,457	-457	10,000	8,539	1,461	12,000	10,000	2,000
Office Supplies	1,500	295	1,205	15,000	13,903	1,097	18,000	16,000	2,000
Training + wellbeing	417	0	417	4,167	1,417	2,750	5,000	3,000	2,000
Accommodation	1,958	3,997	-2,039	19,583	20,818	-1,235	23,500	23,500	0
Bank Charges/tax	5	8	-3	50	53	-3	60	70	-10
Total	46,507	46,654	-147	465,070	450,336	14,734	558,084	527,280	30,804
Underlying surplus / Def								-66,686	

Draft budget 2021/22

Income	
Core Grant PCC	187,500
Core Grant CCC	287,602
CCC/PCC Engagement Contract	86,914
Lottery grant core costs element	9,000
External income target	25,000
Total	596,016
Expenditure	
Payroll	476,014
Staff contingency	9,500
Travel / vol expenses	15,000
Insurance	1,300
Room Bookings	8,000
Marketing	8,000
Mobile Phones	2,000
Professional Fees	14,000
IT + IT support	14,000
Office Supplies	18,000
Training/wellbeing	5,000
Accommodation	25,000
Bank Charges/tax	96
Total	595,910