

## 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 end of year budget position (see Appendix 1). Variations in expenditure are as previously reported, primarily underspends associated with changed working arrangements put in place due to the pandemic. The accounts have been submitted for audited and will be presented to the AGM in July for Board approval.
3. In response to the question asked at the last Board meeting regarding reserves, a separate bank account has been set up and the required reserves transferred to this account. The balance of the working cash will be reported to this group.
4. The group has reviewed the risk register and is assured that risks are identified, mitigated and appropriately scored.
5. The group also considered these policies and recommends them to the Board for approval:
  - Health and safety policy (attached)
  - Lone working policy (attached)
  - Home working policy (attached)
6. It is noted that three of the four Directors on this group end their terms of office later this year, including the Chair, and new members are therefore sought.

### Action required by the Board

7. The Board is asked to:
  - Note the 2020/21 end of year financial position
  - Approve the three policies listed
  - Identify new Directors to join this group.

### Authors

Nik Patten, Director

Sandie Smith, CEO

12 May 2021

**Healthwatch Cambridgeshire and Peterborough  
2020/21 End of year budget position**

Income and Expenditure	In Month - March 2021			End of Year			Revised budget
	Budget	Actual	Var	Budget	Actual	Var	
<b>Income</b>							
Core Grant PCC	12,792	12,792	0	187,500	187,506	6	187,500
Core Grant CCC	23,967		-23,967	287,602	287,602	0	287,602
CCC Eng Contract	7,042	21,126	14,084	84,504	84,504	0	84,504
GRT project	1,320		-1,320	6,260	29,139	22,879	6,260
Reimbursements	179	200	21	2,145	2,566	421	2,145
additional income	1,758	500	-1,258	21,100	27,325	6,225	21,100
<b>Total</b>	<b>49,093</b>	<b>34,618</b>	<b>-12,440</b>	<b>589,111</b>	<b>618,642</b>	<b>29,531</b>	<b>589,111</b>
<b>Expenditure</b>							
Payroll	39,060	47,198	-8,138	468,724	479,906	-11,182	468,724
Travel	167	15	152	2,000	1,222	778	2,000
Insurance	83	0	83	1,000	1,176	-176	1,000
Room Bookings	83	0	83	1,000	150	850	1,000
Marketing	500	157	343	6,000	1,142	4,858	6,000
Mobile Phones	150	232	-82	1,800	1,534	266	1,800
Professional Fees	1,583	1,294	289	19,000	10,221	8,779	19,000
IT + IT support	1,000	920	80	12,000	10,329	1,671	12,000
Office Supplies	1,500	1,384	116	18,000	19,949	-1,949	18,000
Training + wellbeing	417	266	151	5,000	3,083	1,917	5,000
Accommodation	1,958	686	1,272	23,500	22,190	1,310	23,500
Bank Charges/tax	5	8	-3	60	69	-9	60
<b>Total</b>	<b>46,507</b>	<b>52,160</b>	<b>-5,653</b>	<b>558,084</b>	<b>550,971</b>	<b>7,113</b>	<b>558,084</b>
<b>Underlying surplus</b>					67,671		
<b>Total surplus / deficit minus restricted funds</b>					44,792		

