

General Purposes Group Report

Purpose

1. This report updates the Board on the activities of the General Purposes Group. The group last met virtually in March 2022.

Key issues

2. The group received an HR update including confirmation that our HR adviser has been commissioned to undertake a salary review. This will include a recommendation for the 2022/23 pay award.
3. The group considered the budget position at the end of February 2022, the forecasted end of year position and discussed the budget for the coming year. The group recommends that the Board approve of the 2022/23 budget (see Appendix 1). The group recommends that £30,000 from the projected surplus is allocated as an HR contingency fund for 2022/23 and the remainder contribute to the reserves increase. There is adequate cash flow to make up the balance for the reserves increase.
4. The group has reviewed the reserves policy in light of the current operational expenditure and the safeguarding children and safeguarding adults policies and recommends these to the Board for approval.

Action required by the Board

5. The Board is asked to:
 - Note the forecasted outturn for 2021/22
 - Approve the HR contingency carry forward
 - Approve the budget for 2022/23 and
 - Approve the three policies.

Authors

Saqib Rehman, Director

Sandie Smith, CEO

23 March 2022

FINANCIAL SUMMARY 2021/22 & BUDGET FOR 2022/23

	Year to Date - at end Feb 22		Full Year 21/22			Year 22/23
Income and Expenditure	Actual	Variance	budget	Current	Forecast	proposed
Income				Forecast	Change	budget
Core Grant PCC	171,875	0	187,500	187,500	0	187,500
Core Grant CCC	287,602	23,967	287,602	287,602	0	287,602
PCC/CCC engmt	86,192	6,521	86,914	86,914	0	86,914
Lottery Fund	22,939	-6,200	29,139	29,139	0	51,566
South Place	25,000	0	25,000	25,000	0	25,000
Other contracts	8,950	0	0	8,950	8,950	14,000
HR contingency	0	0	0		0	30,000
Total	602,558	24,288	616,155	625,105	8,950	682,582
Expenditure						
Payroll	440,354	-4,008	476,014	488,665	-12,651	538,586
HR contingency						30,000
Travel	3,398	10,352	15,000	3,750	11,250	15,000
Insurance	1,513	-321	1,300	1,300	0	2,000
Room Bookings	594	6,739	8,000	1,000	7,000	8,000
Marketing	4,012	3,321	8,000	7,000	1,000	8,000
Mobile Phones	1,720	113	2,000	2,000	0	2,000
Professional Fees	10,892	1,941	14,000	14,000	0	14,000
IT + IT support	8,586	4,247	14,000	10,000	4,000	14,000
Office Supplies	14,463	2,037	18,000	15,500	2,500	18,000
Training/wellbeing	3,523	1,060	5,000	3,600	1,400	5,000
Accommodation	21,105	1,812	25,000	25,000	0	28,000
Bank Charges/tax	88	0	96	96	0	96
Total	510,248	27,295	586,410	571,911	14,499	682,682
Surplus / Deficit				53,194		
Carry forwards (ring-fenced)						
South Place					4,508	
Lottery Fund					5,083	
Total					9,591	
Non-ring fenced surplus/deficit					43,603	
Bank @ end Feb 22						
Reserves					184,000	200,000
Cash in bank					154,801	