

Council, 25 March 2015

Finance Report

Executive summary and recommendations

#### Introduction

The report sets out the main activities of the Finance Department since the February 2015 meeting of Council. It includes statistical information and highlights key work undertaken.

#### Decision

Council is asked to discuss the report.

#### **Background information**

See Appendix 1 and 2

#### **Resource implications**

The resources for the Department are set out in the annual workplan and budget 2014-15.

#### **Financial implications**

HCPC financial results for 2014-15

#### Appendices

Appendix 1: Finance Report including overview of management accounts and forecast Appendix 2: Detailed schedules and graphs

#### Date of paper

18 March 2015



Appendix 1

## Finance Department Report and Management Information Pack

Andy Gillies, Finance Director March 2015

#### 1. Core processes

There have been no significant issues with collection of income from registrants or payments to partners or suppliers. We are continuing to review the contracted out payroll service together with the HR Department.

#### 2. Projects

The Finance Systems Upgrade project (Sage and PRS) is due to go live in March. Finance are also contributing to the Registration Processes Review project, the NetRegulate changes project and the HR project.

#### 3. Treasury

At the end of February 2015, we had total cash and deposits of £16.0m, of which £8.5m is held in fixed term deposits (see table below) and £7.5m is in instant access accounts, earning up to 1.25%. On 10 March, we placed a £2m deposit with Santander for 24 months at 1.2%.

|           | Deposit amount | Term    |                  | Interest rate |
|-----------|----------------|---------|------------------|---------------|
| Bank      | £m             | Months  | Maturity date    | %             |
| Santander | 2.0            | 30 days | 10 March 2015    | 0.25          |
| Lloyds    | 2.5            | 12      | 1 April 2015     | 1.10          |
| Santander | 2.0            | 12      | 23 December 2015 | 1.00          |
| Barclays  | 1.0            | 12      | 26 February 2016 | 0.92          |
| Barclays  | 1.0            | 24      | 19 December 2016 | 1.06          |
| Total     | 8.5            |         |                  |               |

All of the banks we use meet the minimum credit rating in the investment policy.

#### 4. Procurement

The contract with the new travel management company, using a government framework contract, has been signed and the service is due to go live in April. We plan a parallel run of 3-4 months with the old travel management company, after which the old service will be terminated. After the parallel run, we intend that use of the travel management company will be mandatory.

## Health and Care Professions Council

The Public Law tender evaluation was completed at the beginning of March and we expect to sign the contract on 24 March.

## 5. Audits

Mazars have completed the core financial systems audit for 2014-15, which provided substantial assurance. Grant Thornton have prepared their internal audit plan for 2015-16. The National Audit Office have provided an interim report on their external audit of the 2014-15 annual report and accounts. The internal and external audit reports and the 2015-16 internal audit plan were presented to the March Audit Committee,

## 6. Staffing

The interim Procurement Manager left at the beginning on March following the completion of the Public Law tender evaluation. The Finance Business Partner left in February, and the post is currently filled by an interim. The two vacancies in the Financial Accounting team have been filled.

## 7. Management Accounts for the 11 months ending 28 February 2015

## Income and expenditure

The month 11 management accounts show a surplus so far in financial year 2014-15 of £556k. The budgeted position after 11 months was a deficit of £420k, so the actual result is £976k better than expected at this stage. The £976k includes:

- Favourable variance of £126k on income, caused by a higher than expected volume of international applications, offsetting slightly overbudgeted income from graduate registration and renewal fees
- Favourable variance of £351k on payroll costs, caused by vacant posts
- Favourable variance of £363k on non-payroll costs. This variance has narrowed: it was £800k after 9 months, so non-payroll costs have accelerated
- Investment income (bank interest) of £116k. We do not budget for interest receivable.

The month 9 forecast indicated a deficit for the year of £90k. We are on track to achieve that result or better.

## Balance sheet and cash flow

The actual cash balance at 28 February was £16.0m, effectively the same as at the beginning of the year. The cash balance is only slightly below the budgeted cash balance at 28 February of £16.4m, but this is the result of several variances in different elements of the cash flow netting off, as described in previous Finance reports.

# Management Accounts 28 February 2015 Andy Gillies, Finance Director

#### Management Accounts February 2015 Index

| Variance analysis                               | 3 to 5    |
|---|-----------|
| Income and expenditure                          | 6 to 8    |
| Statement of financial position (balance sheet) | 9         |
| Projects and capex                              | 10 and 11 |
| Cash flow                                       | 12        |
| Graphs  | 13 and 14 |

#### Variance commentary

| Department   | Movement   | Budget YTD | Variance | %   | Reforecast - | Comments on key variances   |
|--------------|------------|------------|----------|-----|--------------|---|
|              | YTD        |            |          |     | Month 9      |   |
| Total Income | 24,040,029 | 23,913,610 | 126,420  | 0.5 |              | Income is <b>0.5% / £126k</b> ahead of budget. Graduate registration fees, readmission fees and renewal fees are behind budget by <b>8%</b> , <b>48% and 0.7%</b> respectively. |
|              |            |            |          |     |              | However, International and UK scrutiny fees are <b>£562k</b> ahead of budget YTD.   |

| Department               | Movement<br>YTD | Budget YTD | Variance | %     | Reforecast -<br>Month 9 | Comments on key variances  |
|--------------------------|-----------------|------------|----------|-------|-------------------------|--|
| Chair                    | 76,871          | 72,473     | (4,398)  | (6.1) | 86,691                  | Fees (£11k) overbudget due to more days worked than budgeted   |
| Chief Executive          | 366,256         | 359,132    | (7,124)  | (2.0) | 404,409                 | (£9k) overspend on EMT training.   |
| Council                  | 183,496         | 206,522    | 23,026   | 11.1  | 218,362                 | £22k underspend on Council fees and T&S, partly timing difference  |
| Communications           | 1,031,770       | 1,150,811  | 119,041  | 10.3  |                         | £49k/8% payroll underspends due to vacant posts  |
|                          |                 |            |          |       |                         | <b>£90k/20%</b> net underspend on Communications related expenditure including <b>£23k</b> Media Relations and <b>£26k</b> Meet the HCPC events (timing difference), <b>£8k</b> Conferences & Exhibitions and <b>£41k</b> on Web deployments (timing difference).  |
| Education                | 794,858         | 986,098    | 191,240  | 19.4  | 909,949                 | <ul> <li>£92k Payroll underspend due to vacant posts, two posts are likely to be permanent saving till end of the year.</li> <li>£19k underspend on Travel &amp; Subsistence is linked to lower than budgeted approval visits, likely to be a permanent saving.</li> <li>£17k underspend on Office Services due to phasing difference and reduced need. Likely to be permanent saving.</li> <li>£49k Partners savings: linked to 17% lower than budgeted approval visits; 43% lower than budgeted annual monitoring assessment days and 34% lower than budgeted annual monitoring postal submissions. Budgeted 70 approval visits YTD; actual 58. Budgeted 7 annua monitoring assessment days YTD; actual 4. Budgeted 35 AM submissions YTD; actual 23.</li> <li>Major change submissions now 54% over budget; Budgeted 83 MC submissions YTD; actual 128.</li> <li>£10k underspend on small projects - likely permanent saving, and £5k underspend on training, likely to be a permanent saving.</li> </ul> |
| Facilities<br>Management | 1,347,289       | 1,464,014  | 116,725  | 8.0   | 1,481,400               | <ul> <li>£45k/20% payroll savings due to vacant posts.</li> <li>£52k/7% underspend on property related expenses, incl £14k on business rates (permanent saving), £8k on building refurb, £19k on utilities and £21k underspends on Stannary St rents (permanent saving)</li> <li>£11k underspend on professional fees</li> </ul>   |
| Finance                  | 690,609         | 786,588    | 95,979   | 12.2  | 777,447                 | <ul> <li>(£23k) overspend on payroll due to agency staff costs covering vacant Procurement Manager post and vacancies in purchase ledger team.</li> <li>£115k YTD underspend on Professional fees includes £59k release of Flexiplan Pension provision, correcting an error in 2013-14 accounts (permanent saving), £36k underspend on Legal Advice costs (permanent), £9k underspend on Internal Audit (timing difference), and £7k underspend on Other Professional Fees (mainly timing difference).</li> </ul>  |

#### Variance commentary

| Department                  | Movement<br>YTD | Budget YTD | Variance  | %     | Reforecast -<br>Month 9 | Comments on key variances   |
|-----------------------------|-----------------|------------|-----------|-------|-------------------------|---|
| Fitness to Practise         | 11,612,475      | 11,189,353 | (423,122) | (3.8) | 12,614,768              | <ul> <li>£84k/3% net underspend on payroll due to vacant posts, will mostly be a permanent saving.</li> <li>£275k underspend on permanent and FTC post costs offset by (£199k) overspend on temporary staff costs.</li> <li>(£345k)/(8%) overspend on Professional Fees due to VAT omission in the budget for legal advice. This is unlikely to change significantly by the end of month 12 with the activity levels planned.</li> <li>(£212k)/(8%) overspend on Partners fees and T&amp;S. This is unlikely to change by the end of month 12 with the activity levels planned.</li> <li>(£17k) overspend on Travel &amp; Subsistence. There are some mis-postings of panel activity in the staff travel line, but the overspend is in line with activity completed.</li> <li>(£55k) overspend on printing and stationery, which includes bundles for hearings.</li> <li>£23k underspend on brochures which is a timing difference. The Annual Report costs were incorrectly raised and paid from Printing and Stationery, which means the overspend on that line is reduced, and the underspend on this line is reduced by £12k.</li> <li>£16k underspend on small projects (timing difference);</li> <li>£41k underspend on staff training (timing difference); the FTP Awayday took place on 13 March which will account for this underspend.</li> </ul> |
| Human Resources             | 524,151         | 628,826    | 104,676   | 16.6  | 637,604                 | <b>£112k</b> underspend on the payroll category includes <b>£31k</b> saving on the HR department's own staff costs, <b>£46k</b> underspend on organisation-wide recruitment costs, and no spend yet against the central payroll contingency ( <b>£32k</b> YTD underspend).  |
| Human Resources<br>Partners | 401,519         | 543,695    | 142,175   | 26.1  | 448,402                 | £139k underspend on partner costs includes £103k on recruitment & interviews, £20k on training.   |
| IT Department               | 1,513,872       | 1,535,183  | 21,311    | 1.4   | 1,683,271               | <ul> <li>£22k underspends on payroll due to vacant post.</li> <li>£44k underspend on Small Project which is a timing difference.</li> <li>(£53k) overspend on computer costs includes timing differences, but the agreed purchase of additional display screens will push this line approx £40k over budget by year end.</li> </ul>   |
| Major Projects              | 454,495         | 934,359    | 479,864   | 51.4  | 620,990                 | <ul> <li>Opex:</li> <li>£433k underspend on Projects compared to Budget includes £37k on HR &amp; Partners Phase 1,</li> <li>£110k on Education System Build, £210k on 186KPR, and £71k on Registrations Process and Systems Phase 1.</li> <li>Capex:</li> <li>£449k underspend on Projects compared to Budget includes £77k on Education System Build,</li> <li>£63k on Registrations Process and Systems Phase 1, £50k on Sage and PRS Upgrade, £102k on Domino to Exchange Migration and £147k on Online Renewals (closed).</li> </ul>   |
| Operations Office           | 549,937         | 591,143    | 41,206    | 7.0   | 643,028                 | <ul> <li>£10k underspend on payroll due to Data Analyst vacancy.</li> <li>(£21k) overspend on professional fees incl (£8k) overspend on Information Security and (£9k) on legal advice</li> <li>£15k underspend on Small Projects, £24k underspend on Training and £11k underspend on Subscriptions</li> </ul>  |

#### Variance commentary

| Department   | Movement   | Budget YTD | Variance  | %     | Reforecast - | Comments on key variances   |
|--------------|------------|------------|-----------|-------|--------------|---|
|              | YTD        | -          |           |       | Month 9      |   |
| Policy       | 314,124    | 327,131    | 13,007    | 4.0   | 381,891      | (£39k) overspend on payroll due to omissions in the budget  |
|              |            |            |           |       |              | Offset by underspends on the following; £29k on Research (partly timing difference); £8k on   |
|              |            |            |           |       |              | Office Services (partly timing difference), <b>£8k</b> on T&S, and <b>£5k</b> on Professional fees.   |
| Registration | 2,827,648  | 2,591,468  | (236,180) | (9.1) |              | <ul> <li>(£46k)/(3%) overspend on payroll due to overtime worked in order to accelerate processing of international applications; this is funded by Department of Health grant</li> <li>(£120k)/(26%) overspend on Partner costs mainly due to International Assessor fees (3742 actual vs 1840 budgeted). The overspend is partly covered by additional International Scrutiny fees, and partly by the Department of Health grant</li> <li>£17k underspend on Professional fees</li> <li>£8k underspend on Travel</li> </ul> |
| Secretariat  | 203,894    | 240,252    | 36,359    | 15.1  | 217,601      | £36k underspend on payroll which is a permanent saving  |
|              | 22,893,264 | 23,607,048 | 713,785   | 3.0   | 25,384,231   |   |
| Depreciation | 701,598    | 687,048    | (14,549)  | (2.0) | 767 187      | Minor variance  |

#### Income and Expenditure

|   | Period 11               |                          | Year to c                | late                     |              | Full year                 |            |                           |            |  |
|---|-------------------------|--------------------------|--------------------------|--------------------------|--------------|---------------------------|------------|---------------------------|------------|--|
|   |                         |                          |                          |                          |              | Month 9                   | Í          |                           |            |  |
| Income by Activity                      | Actual                  | Actual                   | Budget                   | Variance                 | Variance %   | Forecast                  | Budget     | Variance                  | Variance % |  |
| Graduate Registration fees              | 128,605                 | 1,305,869                | 1,423,829                | (117,960)                | (8.3)        | 1,429,058                 | 1,553,290  | (124,232)                 | (8.0)      |  |
| Readmission fees                        | 18,600                  | 187,955                  | 360,872                  | (172,917)                | (47.9)       | 172,039                   | 368,540    | (196,501)                 | (53.3)     |  |
| Renewal fees                            | 1,890,361               | 20,490,721               | 20,634,898               | (144,177)                | (0.7)        | 22,281,152                | 22,510,780 | (229,628)                 | (1.0)      |  |
| International scrutiny fees             | 121,420                 | 1,199,636                | 741,972                  | 457,664                  | 61.7         | 1,164,720                 | 809,420    | 355,300                   | 43.9       |  |
| UK scrutiny fees                        | 36,577                  | 856,031                  | 752,039                  | 103,992                  | 13.8         | 879,978                   | 771,319    | 108,659                   | 14.1       |  |
| Registration Income                     | 2,195,564               | 24,040,212               | 23,913,610               | 126,602                  | 0.5          | 25,926,947                | 26,013,349 | (86,402)                  | (0.3)      |  |
| Cheque/credit card write offs           | 0                       | (182)                    | 0                        | (182)                    |              |                           |            |                           |            |  |
| Total Income                            | 2,195,564               | 24,040,029               | 23,913,610               | 126,420                  | 0.5          | 25,926,947                | 26,013,349 | (86,402)                  | (0.3)      |  |
|   |                         |                          |                          |                          |              |                           |            |                           |            |  |
| Chair                                   | 6,474                   | 76,871                   | 72,473                   | (4,398)                  | (6.1)        | 86,691                    | 78,960     | (7,731)                   | (9.8)      |  |
| Chief Executive                         | 24,272                  | 366,256                  | 359,132                  | (7,124)                  | (2.0)        | 404,409                   | 395,986    | (8,424)                   | (2.1)      |  |
| Council & Committee                     | 14,101                  | 183,496                  | 206,522                  | 23,026                   | 11.1         | 218,362                   | 225,780    | 7,418                     | 3.3        |  |
| Communications                          | 83,426                  | 1,031,770                | 1,150,811                | 119,041                  | 10.3         | 1,222,190                 | 1,267,699  | 45,509                    | 3.6        |  |
| Education                               | 75,057                  | 794,858                  | 986,098                  | 191,240                  | 19.4         | 909,949                   | 1,100,094  | 190,145                   | 17.3       |  |
| Facilities Management                   | 96,122                  | 1,347,289                | 1,464,014                | 116,725                  | 8.0          | 1,481,400                 | 1,574,250  | 92,850                    | 5.9        |  |
| Finance                                 | 56,655                  | 690,609                  | 786,588                  | 95,979                   | 12.2         | 777,447                   | 848,340    | 70,893                    | 8.4        |  |
| Fitness to Practise                     | 1,183,123               | 11,612,475               | 11,189,353               | (423,122)                | (3.8)        | 12,614,768                | 12,229,019 | (385,749)                 | (3.2)      |  |
| Human Resources                         | 88,316                  | 524,151                  | 628,826                  | 104,676                  | 16.6         | 637,604                   | 679,782    | 42,178                    | 6.2        |  |
| Human Recources Partners                | 20,403                  | 401,519                  | 543,695                  | 142,175                  | 26.1         | 448,402                   | 573,691    | 125,289                   | 21.8       |  |
| IT Department                           | 166,707                 | 1,513,872                | 1,535,183                | 21,311                   | 1.4          | 1,683,271                 | 1,678,902  | (4,369)                   | (0.3)      |  |
| Major Projects                          | 40,166                  | 454,495                  | 934,359                  | 479,864                  | 51.4         | 620,990                   | 1,077,170  | 456,180                   | 42.3       |  |
| Operations Office                       | 49,377                  | 549,937                  | 591,143                  | 41,206                   | 7.0          | 643,028                   | 638,053    | (4,975)                   | (0.8)      |  |
| Policy                                  | 25,390                  | 314,124                  | 327,131                  | 13,007                   | 4.0          | 381,891                   | 364,813    | (17,078)                  | (4.7)      |  |
| Registration                            | 278,708                 | 2,827,648                | 2,591,468                | (236,180)                | (9.1)        | 3,036,228                 | 2,804,594  | (231,634)                 | (8.3)      |  |
| Secretariat                             | 23,976                  | 203,894                  | 240,252                  | 36,359                   | 15.1         | 217,601                   | 260,899    | 43,298                    | 16.6       |  |
| Operating expenditure                   | 2,232,272               | 22,893,264               | 23,607,048               | 713,785                  | 3.0          | 25,384,231                | 25,798,031 | 413,801                   | 1.6        |  |
|   | ·                       |                          |                          |                          |              |                           |            |                           |            |  |
| Operating surplus/(deficit)             | (36,709)                | 1,146,766                | 306,561                  | 840,205                  | 274.1        | 542,716                   | 215,318    | 327,399                   | 152.1      |  |
| Other even en diture                    |                         |                          |                          |                          |              |                           |            |                           |            |  |
| Other expenditure                       | 63,845                  | 701,598                  | 687,048                  | (14,549)                 | (2.0)        | 767,187                   | 749,507    | (17,680)                  | (2.4)      |  |
| Depreciation                            |                         | 701,598                  | 087,048                  | (14,549)                 | (2.0)        | /0/,18/                   | 749,507    | (17,000)                  | (2.4)      |  |
| Costs relating to Herbal Medicine       | 0                       | 42,927                   | 0                        | Ũ                        |              | 42,927                    | 0          | (42,927)                  |            |  |
| Costs relating to Research Revalidation | -                       |                          | -                        | (42,927)                 | 0.0          |                           | 0          | N 1 1                     |            |  |
| Regulation of Public Health Specialists | 10,435<br><b>74,280</b> | 36,859<br><b>781,384</b> | 40,000<br><b>727,048</b> | 3,141<br>(54,335)        | 8.0<br>(7.5) | 39,150<br><b>849,264</b>  | 749,507    | (39,150)<br>(99,757)      | (13.3)     |  |
| Other income                            | 74,280                  | 781,384                  | 727,048                  | (34,333)                 | (7.5)        | 849,204                   | 749,507    | (99,757)                  | (13.3)     |  |
| Investment Income                       | 8,601                   | 115,647                  | 0                        | 115,647                  |              | 101,915                   | 0          | 101,915                   |            |  |
|   | 8,601                   | 75,000                   | 0                        | ,                        |              | · · · · ·                 | 0          | ,                         |            |  |
| Department of Health grants             | 8,601                   | 190,647                  | 0                        | 75,000<br><b>190.647</b> |              | 114,150<br><b>216,065</b> | 0          | 114,150<br><b>216.065</b> |            |  |
|   | 8,001                   | 190,047                  | U                        | 190,047                  |              | 210,065                   | U          | 210,005                   | 0          |  |
| Total surplus/(deficit)                 | (102,388)               | 556,029                  | (420,487)                | 976,517                  | 232.2        | (90,483)                  | (534,189)  | 443,707                   | 83.1       |  |
|   |                         |                          |                          |                          |              |                           |            |                           |            |  |

#### **Payroll costs**

|                          |           | Year to   | date     |            |          | Full        | year      |            |
|--------------------------|-----------|-----------|----------|------------|----------|-------------|-----------|------------|
|                          |           |           |          |            | Month    | 9           |           |            |
|                          | Actual    | Budget    | Variance | Variance % | Forecas  | t Budget    | Variance  | Variance % |
| Chair                    |           |           |          |            |          |             |           |            |
| Chief Executive          | 249,385   | 248,369   | (1,016)  | (0.4)      | 271,72   | 1 270,686   | (1,035)   | (0.4)      |
| Council & Committee      |           |           |          |            |          |             |           |            |
| Communications           | 559,010   | 608,133   | 49,123   | 8.1        | 642,32   | 4 663,418   | 21,094    | 3.2        |
| Education                | 585,395   | 677,771   | 92,376   | 13.6       | 643,87   | 8 740,923   | 97,045    | 13.1       |
| Facilities Management    | 183,319   | 227,920   | 44,601   | 19.6       | 205,26   | 2 248,640   | 43,378    | 17.4       |
| Finance                  | 512,272   | 488,828   | (23,444) | (4.8)      | 560,28   | 534,140     | (26,140)  | (4.9)      |
| Fitness to Practise      | 3,119,842 | 3,204,260 | 84,418   | 2.6        | 3,434,45 | 3,499,452   | 65,001    | 1.9        |
| Human Resources          | 351,915   | 463,505   | 111,590  | 24.1       | 440,24   | 7 500,600   | 60,352    | 12.1       |
| Human Resources Partners | 121,407   | 118,357   | (3,050)  | (2.6)      | 131,75   | 3 128,781   | (2,973)   | (2.3)      |
| IT Department            | 516,538   | 538,182   | 21,644   | 4.0        | 565,42   | 586,708     | 21,280    | 3.6        |
| Major Projects           | 144,203   | 157,436   | 13,233   | 8.4        | 175,79   | 0 175,790   | (0)       | (0.0)      |
| Operations Office        | 411,692   | 421,985   | 10,293   | 2.4        | 470,02   | 8 460,347   | (9,681)   | (2.1)      |
| Policy                   | 241,634   | 202,560   | (39,074) | (19.3)     | 264,03   | 3 220,975   | (43,058)  | (19.5)     |
| Registration             | 1,629,605 | 1,583,803 | (45,802) | (2.9)      | 1,837,54 | 5 1,723,884 | (113,661) | (6.6)      |
| Secretariat              | 159,951   | 195,706   | 35,755   | 18.3       | 175,82   | 2 211,679   | 35,857    | 16.9       |
| Payroll costs            | 8,786,168 | 9,136,815 | 350,647  | 3.8        | 9,818,56 | 3 9,966,022 | 147,459   | 1.5        |

#### Non-payroll costs

|                          |            | Year to    | date      |            |            | Full y     | ear       |            |
|--------------------------|------------|------------|-----------|------------|------------|------------|-----------|------------|
|                          |            |            |           |            | Month 9    |            |           |            |
|                          | Actual     | Budget     | Variance  | Variance % | Forecast   | Budget     | Variance  | Variance % |
|                          |            |            |           |            |            |            |           |            |
| Chair                    | 76,871     | 72,473     | (4,398)   | (6.1)      | 86,691     | 78,960     | (7,731)   | (9.8)      |
| Chief Executive          | 116,871    | 110,763    | (6,108)   | (5.5)      | 132,688    | 125,300    | (7,388)   | (5.9)      |
| Council & Committee      | 183,496    | 206,522    | 23,026    | 11.1       | 218,362    | 225,780    | 7,418     | 3.3        |
| Communications           | 472,760    | 542,678    | 69,918    | 12.9       | 579,866    | 604,281    | 24,415    | 4.0        |
| Education                | 209,463    | 308,327    | 98,864    | 32.1       | 266,070    | 359,171    | 93,101    | 25.9       |
| Facilities Management    | 1,163,970  | 1,236,094  | 72,124    | 5.8        | 1,276,138  | 1,325,610  | 49,472    | 3.7        |
| Finance                  | 178,337    | 297,760    | 119,423   | 40.1       | 217,167    | 314,200    | 97,033    | 30.9       |
| Fitness to Practise      | 8,492,633  | 7,985,093  | (507,540) | (6.4)      | 9,180,318  | 8,729,567  | (450,751) | (5.2)      |
| Human Resources          | 172,236    | 165,321    | (6,915)   | (4.2)      | 197,356    | 179,182    | (18,174)  | (10.1)     |
| Human Resources Partners | 280,112    | 425,338    | 145,226   | 34.1       | 316,649    | 444,910    | 128,261   | 28.8       |
| IT Department            | 997,334    | 997,001    | (333)     | (0.0)      | 1,117,843  | 1,092,194  | (25,649)  | (2.3)      |
| Major Projects           | 310,292    | 776,923    | 466,631   | 60.1       | 445,200    | 901,380    | 456,180   | 50.6       |
| Operations Office        | 138,245    | 169,158    | 30,913    | 18.3       | 173,000    | 177,706    | 4,706     | 2.6        |
| Policy                   | 72,490     | 124,571    | 52,081    | 41.8       | 117,858    | 143,838    | 25,980    | 18.1       |
| Registration             | 1,198,043  | 1,007,665  | (190,378) | (18.9)     | 1,198,682  | 1,080,710  | (117,972) | (10.9)     |
| Secretariat              | 43,943     | 44,546     | 603       | 1.4        | 41,779     | 49,220     | 7,441     | 15.1       |
| Non-payroll costs        | 14,107,096 | 14,470,233 | 363,137   | 2.5        | 15,565,667 | 15,832,009 | 266,342   | 1.7        |

#### **Statement of Financial Position**

|   | Forecast 31 | Budget 31   | Actual 28      | Actual 31   |
|---|-------------|-------------|----------------|-------------|
|   | March 2015  | March 2015  | February 2015  | March 2014  |
| Non-current assets                      | March 2013  | March 2013  | T Coldary 2010 | 1010112014  |
| Land & buildings, at cost or valuation  |             |             | 3,185,048      | 3,185,000   |
| Land & buildings, at cost of valuation  |             |             | (27,138)       | 3,103,000   |
| Land & buildings depreciation           |             |             | 3,157,910      | 3,185,000   |
|   |             |             | 3,157,910      | 3,165,000   |
| Computer equipment, at cost             |             |             | 523,770        | 465,457     |
| Computer equipment depreciation         |             |             | (350,896)      | (287,164)   |
|   |             |             | 172,874        | 178,293     |
|   |             |             | 112,011        | 110,200     |
| Office furniture and equipment, at cost |             |             | 363,670        | 357,891     |
| Office equipment depreciation           |             |             | (271,254)      | (230,958)   |
|   |             |             | 92,416         | 126,933     |
|   |             |             |                |             |
| Intangible assets                       |             |             | 5,948,276      | 5,363,658   |
| Intangible assets depreciation          |             |             | (4,655,046)    | (4,106,773) |
| 5                                       |             |             | 1,293,230      | 1,256,885   |
|   |             |             |                |             |
| Total non-current assets                | 5,058,501   | 6,471,000   | 4,716,430      | 4,747,110   |
|   |             |             |                |             |
| Current assets                          |             |             |                |             |
| Other current assets                    | 326,000     | 400,000     | 394,376        | 618,960     |
| Cash & cash equivalents                 | 14,086,784  | 17,314,885  | 16,003,725     | 16,038,062  |
|   | 14,412,784  | 17,714,885  | 16,398,101     | 16,657,022  |
|   |             |             |                |             |
| Total assets                            | 19,471,285  | 24,185,885  | 21,114,531     | 21,404,132  |
|   |             |             |                |             |
| Current liabilities                     |             |             |                |             |
| Trade and other payables                | 2,624,845   | 2,336,000   | 1,005,957      | 806,716     |
| Other liabilities                       | 2,024,040   | 2,000,000   | 1,483,599      | 1,767,589   |
| Deferred income                         | 13,922,000  | 19,344,000  | 15,054,023     | 15,814,904  |
|   | 16,546,845  | 21,680,000  | 17,543,579     | 18,389,209  |
|   |             |             |                |             |
| Total assets less liabilities           | 2,924,440   | 2,505,885   | 3,570,952      | 3,014,923   |
|   |             |             |                |             |
| General fund b/fwd                      | (3,014,923) | (3,040,074) | (3,014,923)    |             |
| This period (surplus)/deficit           | 90,483      | 534,189     | (556,029)      |             |
| General fund c/fwd                      | (2,924,440) | (2,505,885) | (3,570,952)    | (3,014,923) |

#### Projects

| ]                            |         | Opex    |          |         | Capex   |          | (       | Dpex & Capex |          | Ор          | ex          | Cap         | bex         |
|------------------------------|---------|---------|----------|---------|---------|----------|---------|--------------|----------|-------------|-------------|-------------|-------------|
|                              |         | Budget  |          |         | Budget  |          |         | Budget       |          | Month 9     |             | Month 9     |             |
|                              | Actual  | 2014/15 | Variance | Actual  | 2014/15 | Variance | Actual  | 2014/15      | Variance | Forecast    | Budget      | Forecast    | Budget      |
|                              | YTD £   | YTD £   | £        | YTD £   | YTD £   | £        | YTD £   | YTD £        | £        | Full Year £ | Full Year £ | Full Year £ | Full Year £ |
|                              |         |         |          |         |         |          |         |              |          |             |             |             |             |
|                              |         |         |          |         |         |          |         |              |          |             |             |             |             |
| NetRegulate Changes 2013-14  | (115)   | 0       | 115      | 432     | 3,660   | 3,228    | 317     | 3,660        | 3,343    | (115)       | 0           | 432         | 3,660       |
| HR & Partners Phase 1        | 47,571  | 84,187  | 36,616   | 960     | 5,508   | 4,548    | 48,531  | 89,695       | 41,164   | 42,242      | 12,882      | 960         | 5,508       |
| Education System Build       | 91,846  | 201,923 | 110,077  | 399,652 | 477,230 | 77,578   | 491,498 | 679,153      | 187,655  | 124,088     | 211,906     | 386,570     | 513,567     |
| 186 Kennington Park Road     | 261,190 | 471,185 | 209,995  |         | 0       | 0        | 261,190 | 471,185      | 209,995  | 290,000     | 476,968     | 0           | 0           |
| Professional Indemnity       | 724     | 2,737   | 2,013    | 3,780   | 8,252   | 4,472    | 4,504   | 10,989       | 6,485    | 724         | 2,737       | 3,780       | 8,252       |
| Fees Change Project          | 0       | 0       | 0        |         | 500     | 500      | 0       | 500          | 500      | 0           | 0           | 0           | 500         |
| Registrations Systems Review |         |         |          |         |         |          |         |              |          |             |             |             |             |
| Phase 1                      | 24,421  | 95,513  | 71,092   | 87,603  | 150,180 | 62,577   | 112,024 | 245,693      | 133,669  | 52,724      | 189,255     | 111,917     | 469,370     |
| HR & Partners Phase 2        | 248     | 0       | (248)    |         |         | 0        | 248     | 0            | (248)    | 39,125      | 103,208     | 90,233      | 707,250     |
| Stakeholder Contact          |         |         |          |         |         |          |         |              |          |             |             |             |             |
| Management System            | 0       | 0       | 0        |         |         | 0        | 0       | 0            | 0        | 4,600       | 11,500      | 11,737      | 56,677      |
| SAGE & PRS Upgrade           | 14,595  | 31,184  | 16,589   | 30,970  | 81,314  | 50,344   | 45,565  | 112,498      | 66,933   | 29,460      | 12,305      | 78,871      | 36,800      |
|                              |         |         |          |         |         |          |         |              |          |             |             |             |             |
| Domino to Exchange Migration | 5,543   | 0       | (5,543)  | 11,730  | 114,215 | 102,485  | 17,273  | 114,215      | 96,942   | 29,670      | 23,000      | 137,056     | 103,169     |
| Direct Debit Review          | 0       | 0       | 0        |         |         | 0        | 0       | 0            | 0        | 0           | 28,980      | 0           | 20,286      |
| Online Renewals Review &     |         |         |          |         |         |          |         |              |          |             |             |             |             |
| Change of Payment Provider   | 8,472   | 1,266   | (7,206)  | 0       | 147,144 | 147,144  | 8,472   | 148,410      | 139,938  | 8,472       | 1,266       | 0           | 138,000     |
| FTP Changes 2014-15          | 0       | 0       | 0        |         |         | 0        | 0       | 0            | 0        | 0           | 2,013       | 0           | 65,550      |
|                              |         |         |          |         |         |          |         |              |          |             |             |             |             |
| NetRegulate Changes 2014-15  |         | 0       | 0        | 4,344   |         | (4,344)  | 4,344   | 0            | (4,344)  | 0           | 1,150       | 20,550      | 104,576     |
|                              |         |         |          |         |         |          |         |              |          |             |             | 0           |             |
|                              | 454,495 | 887,995 | 433,500  | 539,471 | 988,003 | 448,532  | 993,966 | 1,875,998    | 882,032  | 620,990     | 1,077,170   | 842,106     | 2,233,165   |
| Regulation of Public Health  |         |         |          |         |         |          |         |              |          |             |             |             |             |
| Specialists                  | 36,859  | 40,000  | 3.141    |         |         | 0        | 36,859  | 40,000       | 3,141    | 39,150      |             |             |             |
| Research Revalidation        | 42.927  | 40,000  | (42,927) |         |         | 0        | 42.927  | 40,000       | (42,927) | 42.927      |             |             |             |
|                              | 42,321  | 0       | (42,327) |         |         |          | 42,927  | 0            | (42,327) | 42,927      |             |             |             |

## Capital expenditure

|  | Actual  | Budget<br>2014/15 | Variance | Budget<br>2014/15                     |
|--|---------|-------------------|----------|---------------------------------------|
|  | YTD £   | 2014/15<br>YTD £  | variance | Full Year £                           |
|  | TIDE    | TIDE              | ۲.       | Full fear z                           |
| Office Equipment                                   |         |                   |          |                                       |
| Vending Machines                                   |         | 9,167             | 9,167    | 10,000                                |
| Installation of air conditioning to units Stannary |         | 0,107             | 0,107    | 10,000                                |
| Street & reception                                 | 8,252   | 9,167             | 915      | 10,000                                |
| Replacement Colour Copier                          | 0,202   | 12,833            | 12,833   | 14,000                                |
| Replacement B&W Copier                             |         | 11,000            | 11,000   | 12,000                                |
| Fibre Patch Lead                                   |         | ,                 | 0        | ,                                     |
| Cable  |         |                   | -        |                                       |
|  | 8,252   | 42,167            | 33,915   | 46,000                                |
| Information Technology                             | ,       | ,                 | ,        | · · · · · · · · · · · · · · · · · · · |
| Laptops and PCs                                    |         |                   | 0        |                                       |
| Server replacement                                 |         |                   | 0        |                                       |
| Software Licences upgrades, new starters & new     |         |                   |          |                                       |
| software   | 39,135  | 39,485            | 350      | 43,075                                |
| Software Licences new/replacement services         |         | 21,447            | 21,447   | 23,397                                |
| Hardware replacement servers, switches & drives    | 77,998  | 113,667           | 35,669   | 124,000                               |
| Software   |         |                   | 0        |                                       |
| Hard Drive Storage                                 |         |                   | 0        |                                       |
|  | 117,133 | 174,599           | 57,466   | 190,472                               |
|  |         |                   |          |                                       |
| <u>Projects</u>                                    |         |                   |          |                                       |
| Capital Expenditure                                | 539,471 | 988,003           | 448,532  | 2,233,165                             |
| Total Capital Expenditure                          | 664,856 | 1,204,769         | 539,913  | 2,469,637                             |

## Cash flow statement

| From 1 April 2014  | Year to date<br>budget | Year to date<br>actual | Full year<br>forecast | Full year<br>budget |
|--|------------------------|------------------------|-----------------------|---------------------|
|  | £                      | £                      | £                     | £                   |
| Operating surplus/(deficit)  | 306,561                | 1,146,766              | 542,716               | 215,318             |
| Decrease/(increase) in debtors & prepayments<br>Increase/(decrease) in creditors | 1,521                  | 224,584<br>(84,748)    | 292,960<br>50,541     | 50,000<br>231,687   |
| (Decrease)/increase in deferred income   | 1,986,427              | (760,881)              | (1,892,904)           | 3,055,807           |
| Net cash in/(out)flow from operating activities                                  | 2,294,509              | 525,720                | (1,006,687)           | 3,552,812           |
| Return on investments and servicing of finance                                   |                        |                        |                       |                     |
| Investment Income  |                        | 115,647                | 101,915               |                     |
| Costs relating to Revalidation   |                        | (42,927)               | (39,150)              |                     |
| Regulation of Public Health Specialists  |                        | (36,859)               | (42,927)              |                     |
| Capital expenditure and financial investments                                    |                        |                        |                       |                     |
| Purchase of tangible assets  | (2,160,932)            | (670,918)              | (1,078,579)           | (2,480,927)         |
| Financing  |                        |                        |                       |                     |
| Income from DOH  |                        | 75,000                 | 114,150               | 0                   |
|  | 400 577                | (04.007)               | (4.054.070)           | 4 074 005           |
| Increase/(decrease) in cash  | 133,577                | (34,337)               | (1,951,278)           | 1,071,885           |
|  |                        |                        |                       |                     |
| Cash at 1 April 2014   | 16,243,000             | 16,038,062             | 16,038,062            | 16,243,000          |
| Cash at end of period  | 16,376,577             | 16,003,725             | 14,086,784            | 17,314,885          |
| Cash movement  | 133,577                | (34,337)               | (1,951,278)           | 1,071,885           |

#### Graphs







#### **Graphs - cumulative**

