

Council, 23 September 2015

Finance Report

Executive summary and recommendations

## Introduction

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

## Decision

Council is asked to discuss the report.

#### **Background information**

See Appendices 1 and 2

#### **Resource implications**

The resources for the Department are set out in the annual workplan and budget 2015-16.

#### **Financial implications**

HCPC financial results for 2015-16

#### Appendices

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

#### Date of paper

11 September 2015



Appendix 1

# Finance Department Report and Management Information Pack

Andy Gillies, Finance Director September 2015

#### 1. Core processes

There have been no significant issues with collection of income from registrants or payments to partners or suppliers. The switch to the new travel management supplier has been successful.

As previously reported, we are working with FTP, Education, Registration and Partners on a switch to proactively paying partners on the basis of our records of the work the partners have done, rather than requiring partners to invoice us, and then checking their invoices against our records of the work the partners have done. This change should benefit all parties by simplifying the process, reducing paper and speeding up payment. We plan to introduce the new process in October.

Proposed revisions of the expenses policies (Employee expenses, Council and Committee members' fees and expenses, Partners' fees and expenses) will be brought to Council in December. The proposed policy changes will reflect the new process for payment of partners' fees and make use of the new travel management company mandatory.

## 2. Projects

The last stage in the Finance systems project, the introduction of electronic invoice approval, went live successfully at the beginning of August and the project has closed. We are now working to ensure that the organisation makes full use of the functionality improvements in business as usual activities, for example, using the additional activity coding available within the accounting records and discarding off line spreadsheets so that the Sage accounting system is the 'single version of the truth'.

The NetRegulate changes project has been stopped, because it was concluded that the benefits expected from the changes were not enough to justify the financial and resource costs of implementation. The PCI DSS review project has not yet initiated.

#### 3. Treasury

At the end of August 2015, we had total cash and deposits of £16.2m, of which £8.0m is held in fixed term deposits (see table below) and £8.2m is in instant access accounts. We have been earning up to 1.25% on instant access accounts, but the bank concerned has given us notice that it is reducing that rate to one more in line with market rates for instant access.

|           | Deposit amount | Term   |                  | Interest rate |
|-----------|----------------|--------|------------------|---------------|
| Bank      | £m             | Months | Maturity date    | %             |
| 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          |
| Santander | 2.0            | 24     | 10 March 2017    | 1.2           |
| Barclays  | 2.0            | 24     | 19 June 2017     | 1.12          |
| Total     | 8.0            |        |                  |               |

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

#### 4. Procurement

A draft revised procurement policy was presented to the Audit Committee on 8 September. A further draft will be brought back to Audit Committee in November, and then to Council in December.

## 5. Audits

The 2014-15 Annual Report and Accounts was certified by the Comptroller and Auditor General on 1 July and laid in Parliament on 16 July. Grant Thornton have begun their internal audit programme for 2015-16.

## 6. Staffing

Michael Tutt, the new Finance Business Partner, started on 6 July. The Procurement Manager post remains vacant.

## 7. Management Accounts for the 5 months ending 31 August 2015

#### Income and expenditure

The month 5 management accounts show a surplus so far in 2015-16 of £523k. The budget for the year to date is a deficit of £932k, so the actual result is £1,455k better than budget. The variance includes:

- *Favourable variance of £443k on income.* Of this, £229k is caused by a higher than budgeted volume of international applications, continuing the trend seen in 2014-15. Renewal fees are slightly ahead of budget
- Favourable variance of £242k on payroll costs, caused by vacant posts
- Favourable variance of £555k on non-payroll costs, mainly in Fitness to Practise and Projects. Most of the current variance is made up of timing differences expected to reverse late in the year, rather than permanent savings
- Investment income (bank interest) of £67k. We do not budget for interest receivable.

## Balance sheet and cash flow

The cash balance at 31 August was £16.2m. The corrected (see below) budgeted month 5 cash balance was £13.9m. The difference (£2.3m more cash than budgeted) includes the cash effects of the £1,455k better than budget result on the income and expenditure account and the underspend on capital expenditure.

Capital expenditure on projects is underspent compared to budget, which includes mistaken timing assumptions in the original budgets (eg 405 Kennington Road capex underspend of £80k) some permanent savings (eg NetRegulate changes underspend of £45k, project now closed) and some slippage in the timetable (eg HR and Partners underspend of £184k).

The cash budget has been restated to correct a timing difference in the recognition of direct debit receipts which affected the opening balance and subsequent months. The budget had previously assumed direct debit receipts would be recognised one month later than we actually recognise them. This meant that the actual closing balance at 31 March 2015 was £3.8m higher than forecast (referred to in the May finance report) but also that budgeted receipts in April 2015 were overstated by the same £3.8m. We have corrected the assumption on timing in the Five year plan model and revised the expected monthly receipts and the opening and closing balances within the cash budget.

# Management Accounts 31 August 2015 Andy Gillies, Finance Director

## Management Accounts August 2015 Index

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#### Variance commentary

|              | Aug-15 Comments |            |          |   | Jul-15 Comments  |  |
|--------------|-----------------|------------|----------|---|--|--|
| Department   | Movement<br>YTD | Budget YTD | Variance | % | Comments on key variances  | Comments on key variances  |
| Total Income | 11,428,277      | 10,985,145 | 443,132  |   | previous months, Renewal Fees <b>£162k</b> and International Scrutiny Fees <b>£229k</b> are the main sources of additional fee income.<br>All professions, with the exception of Arts Therapists, are ahead of budget, | UK Scrutiny and Readmission fees have now caught back up with budget.<br>Renewal Fees £125k and International Scrutiny Fees are £172k ahead of<br>budget as previously reported.<br>As per Jun-15 income from Paramedics and Radiographers continues to be<br>ahead of budget, however, Practitioner Psychologists are now on target |

| Expenditure              |                 |            |          |        |  |   |
|--------------------------|-----------------|------------|----------|--------|--|---|
| Department               | Movement<br>YTD | Budget YTD | Variance | %      | Comments on key variances  | Comments on key variances   |
| Chair                    | 56,743          | 36,675     | (20,068) | (54.7) | Budget profile for New Chair differs to that of out-going Chair particularly in<br>respect of travel, but variance expected to reduce.   | Annual budget set for out-going Chair, however, arrangements with the new chair follow a different profile.   |
| Chief Executive          | 165,860         | 162,272    | (3,588)  | (2.2)  | Travel & Subsistence is £10k overspent, however, the overspend on<br>Training has reduced to £5k. There has been no further expenditure on<br>Professional Fees which are now £16k under budget.   | As per Jun-15, Training and Travel are <mark>£8k</mark> overspent. This is offset in part<br>by an <b>£8k</b> underspend on Professional fees.  |
| Council                  | 44,371          | 86,853     | 42,482   | 48.9   | Council Committee costs are <b>£36k</b> behind budget. 50% of this underspend relates to tax expenses and fees.<br>The variance on Council Appointments has reduced to <£7k  | £28k underspend on Council Committee costs including Fees and<br>associated employers costs, plus travel expenses.<br>£10k underspend on Council Appoinments, however, interviews have<br>recently occurred at c£6k   |
| Communications           | 475,888         | 542,584    | 66,696   | 12.3   | Payroll remains underspent by £14k from the earlier vacancies.<br>As reported last month, Campaigns and Events continue to underspend until<br>the planned events occur over the coming months.<br>Web is showing a £20k underspend, with no expenditure in Aug-15 against<br>the £12k of budget for the period. | <b>£11k</b> underspend on staff due to vacancies, however, new appointments have now started.<br>The underspend on Brochures has reduced to <b>£6k</b> following the printing of public info material. Campaigns and Events remain underspent, with the next events planned for after the summer.<br>Last month's overspend on Web has reversed with a PO credit.   |
| Education                | 431,539         | 464,203    | 32,664   | 7.0    | No change from last month's reported underspends.<br>The overspend in relation to partner costs has now risen to £20k. This is due<br>to 40% (28/20) higher than budgeted Approval Visits and 86% (78/42)<br>increase in Major Change Submissions.   | <ul> <li>£29k vacancy saving on payroll due to a number of vacancies, although there are plans to fill these. There are also a number of staff acting up to cover maternity leave.</li> <li>£5k underspend on Printing as reprint publications not expected until Oct-15</li> <li>£10k underspend on Training with main training events planned for Sep-15</li> <li>£11k overspend for Partner costs in relation to additional approval visits</li> </ul> |
| Facilities<br>Management | 732,764         | 683,090    | (49,674) |        | As per July, except Cleaning where the variance has halved to <b>c£6k</b> under budget.  | Business Rates over overspend by £24k due rate increases being higher<br>than anticipated.<br>Building refurbishment is £36k underspent as planned works have not yet<br>occurred.<br>Security £7k and Cleaning £11k are underspent against the resepctive<br>contracts.<br>Office Equipment £42k and Other Office Services 26k are overspent.<br>The £17k of unbudgeted expenditure on Legal Fees relates to 405KPR.                                     |
| Finance                  | 350,175         | 364,540    | 14,365   | 3.9    | Net overspend in Payroll has reduced to <b>£9k</b> . Temp post ended in the period.<br><b>£8k</b> underspend in Professional fees remains.<br>Underspend in Departmental Costs increases to <b>£11k</b> , mainly due to Bank<br>Charges being lower than budgeted.   | <ul> <li>£12k overspend on Payroll due to temp cover.</li> <li>The £31k overspend in relation to External Audit Fees reported last month has been corrected.</li> <li>There is a net £8k underspend in both Professional Fees and Departmental Costs</li> </ul>   |

#### Variance commentary

|                             |                 |            |          |      | Aug-15 Comments   | Jul-15 Comments  |  |  |
|-----------------------------|-----------------|------------|----------|------|---|--|--|--|
| Department                  | Movement<br>YTD | Budget YTD | Variance | %    | Comments on key variances   | Comments on key variances  |  |  |
| Fitness to Practise         | 5,201,654       | 5,481,547  | 279,893  | 5.1  | <ul> <li>£38k underspend on Payroll inline with that reported in previous months.<br/>Catering is £14k (50% saving) behind budget.<br/>Transcription Writers are £50k underspent for the month, however, no<br/>invoices have been received in the period.<br/>Legal costs are net £13k underspent.<br/>As previously reported the Small Projects (£51k) and Training (£37k)<br/>underspends are expected to catch up in Q3/Q4.</li> </ul>              | <b>£37k</b> underspend on Payroll has evened out. 4 new posts have been recruited to, and there are 4 temps working on redaction of case bundles. The underspend on Transciption Writers has reduced to <b>£53k</b> following the receipt of the missing invoice. Legal costs are net <b>£34k</b> underspent. Underspends in Small Projects <b>£42k</b> and Training <b>£29k</b> are anticipated to catch up in Q3 and Q4. |  |  |
| Human Resources             | 278,896         | 289,360    | 10,464   | 3.6  | Payroll is showing a £15k underspend, however this is due to an organisation wide contingent line which has not been called upon. The legal fees overspend has increased to £20k in respect of contunuing employment law support.<br>There's c£17k of Childcare Vouchers to be recharged to other depts. Organisational Training remains underspent, although this is expected to reduce with the appointment of a Learning & Development Manager.      | Payroll costs now on budget overall, although there remains a vacancy.<br>Legal Advice for ongoing employment law support is £11k overspent.<br>Other Fees £5k are overspent in respect of Childcare Vouchers to be<br>recharged.<br>Organisational Training is underspent by £14k due to a vacant post.   |  |  |
| Human Resources<br>Partners | 172,838         | 208,780    | 35,942   | 17.2 | Last month's mis-posting have been corrected, so Partner Recruitment is reporting a <b>£14k</b> underspend and Partner Training a <b>£10k</b> underspend.<br>Further underspends in Room Hire and Printing of <b>£6k</b> are also showing.  | Partner Recruitment is undespent by £10k. Training is showing an overspend of £13k, however this is due to mis-postings.   |  |  |
| IT Department               | 883,329         | 968,091    | 84,762   | 8.8  | <b>£13k</b> underspend on Payroll as team is 1 FTE down, but expect to recruit in Dec-15.<br>Previously reported underspends in Software have been accrued for based on the expected value of annual contract renewals.<br>Missing invoices for Web and Net Regulate amounting to c£40k have been indentified.<br>The underspend in Small Projects has been reduced by reprofiling the budget to later in the year when projects are expected to start. | <ul> <li>£9k underspend on payroll as team is 1 FTE down, but expect to recruit by Dec-15.</li> <li>£103k reported underspend on Computer Costs, for Hardware, Software and Web due to changes in the accounting treatment of these contracts. This will be addressed at the Month 6 forecast.</li> <li>£53k underspend on Small Projects which are yet to commence.</li> </ul>  |  |  |
| Major Projects              | 62,143          | 289,328    | 227,185  | 78.5 | Actual expenditure is fully reconciled between Sage and Project Reporting.<br>Due to staff shortages, expenditure on some projects has not progressed as<br>initally budgeted. This will be reviewed for next month's reforecast.   | Work is on-going with the Projects Team to reconcile phasing for reporting<br>purposes   |  |  |
| Operations Office           | 285,095         | 304,215    | 19,120   | 6.3  | <b>£36k</b> underspend due to staff vacancies mainly in the Projects Team. This is ongoing following a resignation and an unsucessful recruitment round. The budget for ISO certification has been realligned and is now on target. As previously reported, Disaster Recovery is <b>c£25k</b> overspent mainly due to prior year charges.   | Reallignment of the budget has reduced the overspend for Disaster  |  |  |
| Policy                      | 158,796         | 187,305    | 28,509   | 15.2 | £21k underspend on Research and £5k on Printing due to timing differences.  | £21k underspend on Research and £5k on Printing due to timing differences.   |  |  |
| Registration                | 1,183,466       | 1,276,982  | 93,516   | 7.3  | <b>£32k</b> underspend on Payroll, however, a number of new appointment have<br>been made.<br>Underspend on Printing has reduced further to <b>£42k</b> as anticipated.<br>The overspend on International Assessors ( <b>£36k</b> ) continues to rise as does<br>the associated income.<br>CPD Assessment Partner costs are underspent by <b>£50k</b> as the focus has<br>been on registrations.  | <b>£15k</b> underspend on Payroll, although recruitment pending.<br>Underspend on Printing and Postage reduced to <b>£66k</b> as renewal activity<br>picks up.<br><b>£27k</b> overspend on International Applications, however, this is offset by a<br>corresponding increase in fee income.<br>Previously reported underspend on Travel was a mis-allignment of the<br>budget.  |  |  |
| Secretariat                 | 95,963          | 104,494    | 8,531    |      | £7k underspend on Legal Advice although invoice is pending  | £5k underspend on Legal Advice although invoice is pending   |  |  |
| Depreciation                | 299,334         | 334,973    | 35,639   | 10.6 | Timing delay on completion of Capex projects  | Timing delay on completion of Capex projects   |  |  |
|                             | 10,878,852      | 11,785,292 | 906,440  | 7.7  |   |  |  |  |

# Income and Expenditure 31 August 2015

| 51/10603(2015                           |           |            |            |           |            |   |  |  |  |
|---|-----------|------------|------------|-----------|------------|---|--|--|--|
|   | Period 5  | ļ,         | Year to c  | date      |            |   |  |  |  |
|   |           |            | _          |           |            | Full Year                               |  |  |  |
| Income by Activity                      | Actual    | Actual     | Budget     | Variance  | Variance % | Budget                                  |  |  |  |
| Graduate Registration fees              | 137,209   | 645,730    | 633,262    | 12,468    | 2.0        | 1,534,085                               |  |  |  |
| Readmission fees                        | 26,690    | 93,170     | 77,144     | 16,026    | 20.8       | 313,947                                 |  |  |  |
| Renewal fees                            | 1,932,630 | 9,586,020  | 9,424,288  | 161,732   | 1.7        | 23,360,384                              |  |  |  |
| International scrutiny fees             | 145,220   | 674,480    | 445,452    | 229,028   | 51.4       | 1,096,140                               |  |  |  |
| Grandparenting fees                     | 0         | 0          | 0          | 0         |            | 0                                       |  |  |  |
| UK scrutiny fees                        | 146,808   | 428,880    | 404,999    | 23,881    | 5.9        | 890,861                                 |  |  |  |
| Registration Income                     | 2,388,556 | 11,428,280 | 10,985,145 | 443,135   | 4.0        | 27,195,417                              |  |  |  |
| Cheque/credit card write offs           | 0         | (4)        | 0          | (4)       |            | 0                                       |  |  |  |
| Total Income                            | 2,388,556 | 11,428,277 | 10,985,145 | 443,132   | 4.0        | 27,195,417                              |  |  |  |
|   |           |            | , ,        | · .       |            |   |  |  |  |
| Chair                                   | 606       | 56,743     | 36,675     | (20,068)  | (54.7)     | 90,707                                  |  |  |  |
| Chief Executive                         | 106,017   | 165,860    | 162,272    | (3,588)   | (2.2)      | 365,181                                 |  |  |  |
| Council & Committee                     | 3,936     | 44,371     | 86,853     | 42,482    | 48.9       | 247,954                                 |  |  |  |
| Communications                          | 72,911    | 475,888    | 542,584    | 66,696    | 12.3       | 1,283,061                               |  |  |  |
| Education                               | 81,381    | 431,539    | 464,203    | 32,664    | 7.0        | 1,142,769                               |  |  |  |
| Facilities Management                   | 69,542    | 732,764    | 683,090    | (49,674)  | (7.3)      | 1,950,115                               |  |  |  |
| Finance                                 | 50,259    | 350,175    | 364,540    | 14,365    | 3.9        | 844,385                                 |  |  |  |
| Fitness to Practise                     | 1,065,363 | 5,201,654  | 5,481,547  | 279,893   | 5.1        | 12,959,163                              |  |  |  |
| Human Resources                         | 48,800    | 278,896    | 289,360    | 10,464    | 3.6        | 733,627                                 |  |  |  |
| Human Resources Partners                | 1,191     | 172,838    | 208,780    | 35,942    | 17.2       | 492,354                                 |  |  |  |
| IT Department                           | 149,172   | 883,329    | 968,091    | 84,762    | 8.8        | 1,816,465                               |  |  |  |
| Major Projects                          | 38,009    | 62,143     | 289,328    | 227,185   | 78.5       | 693,553                                 |  |  |  |
| Operations Office                       | 38,355    | 285,095    | 304,215    | 19,120    | 6.3        | 716,378                                 |  |  |  |
| Policy                                  | 26,969    | 158,796    | 187,305    | 28,509    | 15.2       | 441,309                                 |  |  |  |
| Registration                            | 254,185   | 1,183,466  | 1,276,982  | 93,516    | 7.3        | 3,024,084                               |  |  |  |
| Secretariat                             | 18,437    | 95,963     | 104,494    | 8,531     | 8.2        | 246,350                                 |  |  |  |
| Depreciation                            | 59,614    | 299,334    | 334,973    | 35,639    | 10.6       | 869,954                                 |  |  |  |
| Operating expenditure                   | 2,084,749 | 10,878,852 | 11,785,292 | 906,440   | 7.7        | 27,917,409                              |  |  |  |
| Operating expenditure                   | 2,004,749 | 10,070,052 | 11,705,292 | 906,440   | 1.1        | 27,917,409                              |  |  |  |
| Operating surplus/(deficit)             | 303,808   | 549,424    | (800,147)  | 1,349,571 | 168.7      | (721,992)                               |  |  |  |
| Other expenditure                       |           |            |            |           |            |   |  |  |  |
| PSA Levy                                | 0         | 73,750     | 82,500     | 8,750     | 10.6       | 660,000                                 |  |  |  |
| Regulation of Public Health Specialists | 1,613     | 20,157     | 49,449     | 29,292    | 59.2       | 140,000                                 |  |  |  |
|   | 1,613     | 93,907     | 131,949    | 38,042    | 28.8       | 800,000                                 |  |  |  |
| Other income                            |           | · · · ·    | · .        | · .       |            | , |  |  |  |
| Investment Income                       | 14,159    | 67,299     | 0          | 67,299    |            | 0                                       |  |  |  |
| Grant Income                            | 0         | 0          | 0          | 0         |            | 0                                       |  |  |  |
|   | 14,159    | 67,299     | 0          | 67,299    |            | 0                                       |  |  |  |
|   | ,         | ,          | -          |           |            |   |  |  |  |
| Total surplus/(deficit)                 | 316,353   | 522,816    | (932,097)  | 1,454,913 | 156.1      | (1,521,992)                             |  |  |  |
|   |           | 3,0.0      | (,,        | .,,••     |            | (-,-=-,=)                               |  |  |  |

# Payroll costs 31 August 2015

|                          |           | Year to date |          |            |  |  |  |  |  |
|--------------------------|-----------|--------------|----------|------------|--|--|--|--|--|
|                          | Actual    | Budget       | Variance | Variance % |  |  |  |  |  |
| Chair                    |           |              |          |            |  |  |  |  |  |
| Chief Executive          | 119,350   | 118,607      | (743)    | (0.6)      |  |  |  |  |  |
| Council & Committee      |           |              |          |            |  |  |  |  |  |
| Communications           | 266,269   | 281,210      | 14,941   | 5.3        |  |  |  |  |  |
| Education                | 316,447   | 350,992      | 34,545   | 9.8        |  |  |  |  |  |
| Facilities Management    | 101,788   | 97,715       | (4,073)  | (4.2)      |  |  |  |  |  |
| Finance                  | 230,506   | 221,693      | (8,813)  | (4.0)      |  |  |  |  |  |
| Fitness to Practise      | 1,519,717 | 1,557,879    | 38,163   | 2.4        |  |  |  |  |  |
| Human Resources          | 189,189   | 206,030      | 16,841   | 8.2        |  |  |  |  |  |
| Human Recources Partners | 56,620    | 58,554       | 1,934    | 3.3        |  |  |  |  |  |
| IT Department            | 252,721   | 265,435      | 12,714   | 4.8        |  |  |  |  |  |
| Major Projects           | 17,592    | 81,880       | 64,288   | 78.5       |  |  |  |  |  |
| Operations Office        | 196,066   | 232,250      | 36,184   | 15.6       |  |  |  |  |  |
| Policy                   | 115,879   | 117,715      | 1,836    | 1.6        |  |  |  |  |  |
| Registration             | 764,091   | 795,895      | 31,804   | 4.0        |  |  |  |  |  |
| Secretariat              | 80,413    | 82,725       | 2,312    | 2.8        |  |  |  |  |  |
| Payroll costs            | 4,226,646 | 4,468,580    | 241,934  | 5.4        |  |  |  |  |  |

## Non-payroll costs

31 August 2015

|                          |           | Year to date                  |          |         |  |  |  |  |  |
|--------------------------|-----------|-------------------------------|----------|---------|--|--|--|--|--|
|                          | Actual    | Actual Budget Variance Varian |          |         |  |  |  |  |  |
| Chair                    | 56,743    | 36,675                        | (20,068) | (54.7)  |  |  |  |  |  |
| Chief Executive          | 120,260   | 43,665                        | (76,595) | (175.4) |  |  |  |  |  |
| Council & Committee      | 44,371    | 86,853                        | 42,482   | 48.9    |  |  |  |  |  |
| Communications           | 209,619   | 261,374                       | 51,755   | 19.8    |  |  |  |  |  |
| Education                | 115,091   | 113,211                       | (1,880)  | (1.7)   |  |  |  |  |  |
| Facilities Management    | 630,975   | 585,375                       | (45,600) | (7.8)   |  |  |  |  |  |
| Finance                  | 119,669   | 142,847                       | 23,178   | 16.2    |  |  |  |  |  |
| Fitness to Practise      | 3,681,938 | 3,923,668                     | 241,730  | 6.2     |  |  |  |  |  |
| Human Resources          | 89,707    | 83,330                        | (6,377)  | (7.7)   |  |  |  |  |  |
| Human Recources Partners | 116,218   | 150,226                       | 34,008   | 22.6    |  |  |  |  |  |
| IT Department            | 630,608   | 702,656                       | 72,048   | 10.3    |  |  |  |  |  |
| Major Projects           | 44,552    | 207,448                       | 162,897  | 78.5    |  |  |  |  |  |
| Operations Office        | 89,030    | 71,965                        | (17,065) | (23.7)  |  |  |  |  |  |
| Policy                   | 42,917    | 69,590                        | 26,673   | 38.3    |  |  |  |  |  |
| Registration             | 419,375   | 481,087                       | 61,712   | 12.8    |  |  |  |  |  |
| Secretariat              | 15,551    | 21,769                        | 6,218    | 28.6    |  |  |  |  |  |
| Non-payroll costs        | 6,426,623 | 6,981,739                     | 555,117  | 8.0     |  |  |  |  |  |

## Income by profession

31 August 2015

|                                    |            | Year to date |          |            |            |  |  |  |  |
|------------------------------------|------------|--------------|----------|------------|------------|--|--|--|--|
|                                    |            |              |          |            | Full Year  |  |  |  |  |
|                                    | Actual     | Budget       | Variance | Variance % | Budget     |  |  |  |  |
| Arts Therapists                    | 112,905    | 118,231      | (5,326)  | (4.5)      | 288,163    |  |  |  |  |
| Bio-medical scientists             | 766,267    | 739,244      | 27,023   | 3.7        | 1,910,597  |  |  |  |  |
| Chiropodists                       | 441,900    | 434,426      | 7,474    | 1.7        | 1,030,696  |  |  |  |  |
| Clinical Scientists                | 170,178    | 168,297      | 1,881    | 1.1        | 425,921    |  |  |  |  |
| Dietitians                         | 326,551    | 312,618      | 13,933   | 4.5        | 740,756    |  |  |  |  |
| Hearing Aid Dispensers             | 79,588     | 72,018       | 7,570    | 10.5       | 176,180    |  |  |  |  |
| Occupational Therapists            | 1,212,856  | 1,168,816    | 44,040   | 3.8        | 3,074,882  |  |  |  |  |
| Operating Department Practitioners | 402,655    | 379,457      | 23,198   | 6.1        | 945,870    |  |  |  |  |
| Orthopodists                       | 45,042     | 43,181       | 1,861    | 4.3        | 107,744    |  |  |  |  |
| Paramedics                         | 706,313    | 636,834      | 69,479   | 10.9       | 1,645,296  |  |  |  |  |
| Physiotherapists                   | 1,783,564  | 1,713,452    | 70,112   | 4.1        | 4,063,179  |  |  |  |  |
| Practitioner Psychologists         | 701,098    | 698,781      | 2,317    | 0.3        | 1,702,642  |  |  |  |  |
| Prothetists & Orthotists           | 34,692     | 31,753       | 2,939    | 9.3        | 81,542     |  |  |  |  |
| Radiographers                      | 1,088,211  | 978,284      | 109,927  | 11.2       | 2,386,183  |  |  |  |  |
| Social Workers                     | 3,043,212  | 3,009,216    | 33,996   | 1.1        | 7,395,950  |  |  |  |  |
| Speech & Language Therapists       | 513,247    | 480,537      | 32,710   | 6.8        | 1,219,814  |  |  |  |  |
| Registration Income                | 11,428,280 | 10,985,145   | 443,135  | 4.0        | 27,195,415 |  |  |  |  |
| Cheque/credit card adjustments     | (4)        |              | (4)      |            |            |  |  |  |  |
| Total income                       | 11,428,277 | 10,985,145   | 443,132  | 4.0        | 27,195,415 |  |  |  |  |

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

31 August 2015

|   | ·               |             | · · · · · · · · · · · · · · · · · · · |
|---|-----------------|-------------|---------------------------------------|
|   |                 | Actual 31   |                                       |
|   | Actual Period 5 | March 2015  | Budget 2015/16                        |
| Non-current assets                      |                 |             |                                       |
| Land & buildings, at cost or valuation  | 3,400,000       | 3,400,000   |                                       |
| Land & buildings depreciation           | (14,167)        | 0,100,000   |                                       |
| Land & buildings depreciation           | 3,385,833       | 3,400,000   |                                       |
|   | 3,365,655       | 3,400,000   |                                       |
| Computer equipment, at cost             | 579,497         | 559,976     |                                       |
| Computer equipment depreciation         | (393,141)       | (348,216)   |                                       |
|   | 186,356         | 211,759     |                                       |
|   | 100,000         | 211,700     |                                       |
| Office furniture and equipment, at cost | 330,371         | 330,371     |                                       |
| Office equipment depreciation           | (262,203)       | (244,018)   |                                       |
|   | 68,168          | 86,353      |                                       |
|   | 00,100          | 00,000      |                                       |
| Intangible assets                       | 6,263,695       | 6,172,676   |                                       |
| Intangible assets depreciation          | (4,886,599)     | (4,665,580) |                                       |
|   | 1,377,096       | 1,507,097   |                                       |
|   | 1,011,000       | 1,007,007   |                                       |
| Total non-current assets                | 5,017,453       | 5,205,209   | 6,781,994                             |
|   | e,e , e         | 0,200,200   |                                       |
| Current assets                          |                 |             |                                       |
| Other current assets                    | 74,479          | 758,000     | 326,000                               |
| Cash & cash equivalents                 | 16,181,609      | 18,047,612  | 13,069,000                            |
| Cash & cash equivalents                 |                 |             |                                       |
|   | 16,256,088      | 18,805,612  | 13,395,000                            |
|   | 24 272 544      | 24 040 924  | 20.476.004                            |
| Total assets                            | 21,273,541      | 24,010,821  | 20,176,994                            |
| Current liabilities                     |                 |             |                                       |
|   | 274 200         | 005 000     | 2 626 000                             |
| Trade and other payables                | 374,300         | 965,000     | 2,626,000                             |
| Other liabilities                       | 1,855,522       | 2,153,000   |                                       |
| Deferred income                         | 14,960,511      | 17,331,712  | 16,149,000                            |
|   | 17,190,333      | 20,449,712  | 18,775,000                            |
|   |                 |             |                                       |
| Total assets less liabilities           | 4,083,208       | 3,561,109   | 1,401,994                             |
|   |                 |             |                                       |
| General fund b/fwd                      | (3,455,566)     |             | (2,923,986)                           |
| Rev Res - Land & Building               | (104,826)       |             |                                       |
| This period (surplus)/deficit           | (522,816)       |             | 1,521,992                             |
| General fund c/fwd                      | (4,083,208)     | (3,561,109) | (1,401,994)                           |
|   | (),             | (1)11 (1)11 |                                       |

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#### Projects

|   |     | Opex   |         |          | Capex    |         | C        | pex & Capex |           | Opex     | Capex       |             |
|---|-----|--------|---------|----------|----------|---------|----------|-------------|-----------|----------|-------------|-------------|
|   |     |        | Budget  |          |          | Budget  |          |             | Budget    |          |             |             |
|   |     | Actual | 2015/16 | Variance | Actual   | 2015/16 | Variance | Actual      | 2015/16   | Variance | Budget      | Budget      |
|   |     | YTD £  | YTD £   | £        | YTD £    | YTD £   | £        | YTD £       | YTD £     | £        | Full Year £ | Full Year £ |
|   |     |        |         |          |          |         |          |             |           |          |             |             |
| 405 Kennington Road                     | P84 | 33,556 | 58,000  | 24,444   | 4,985    | 84,910  | 79,925   | 38,541      | 142,910   | 104,369  | 554,426     | 834,000     |
| Education System Build                  | P64 | 7,811  | 31,338  | 23,526   | 42,735   | 103,276 | 60,541   | 50,546      | 134,613   | 84,067   | 38,450      | 106,098     |
| 186 Kennington Park Road                | P51 | 0      | 0       | 0        | 0        | 0       | 0        | 0           | 0         | 0        |             | 0           |
| Fees Change Project                     | P83 | 61     | 2,500   | 2,439    | 1,996    | 5,750   | 3,754    | 2,057       | 8,250     | 6,193    | 18,400      | 40,250      |
| Registrations Systems Review Phase 1    | P75 | 1,878  | 38,132  | 36,254   | 32,742   | 73,541  | 40,799   | 34,620      | 111,673   | 77,053   | 38,133      | 67,332      |
| HR & Partners Phase 2                   | P78 | 7,840  | 46,127  | 38,287   | 0        | 183,560 | 183,560  | 7,840       | 229,686   | 221,847  | 134,632     | 320,127     |
| Stakeholder Contact Management System   | P80 | 361    | 37,407  | 37,046   | 11,124   | 38,008  | 26,884   | 11,485      | 75,415    | 63,930   | 24,150      | 138,300     |
| SAGE & PRS Upgrade                      | P74 | 6,087  | 0       | (6,087)  | (10,997) | 4,840   | 15,837   | (4,910)     | 4,840     | 9,750    |             | 7,340       |
| Domino to Exchange Migration            | P76 | 3,949  | 2,498   | (1,452)  | 49,940   | 54,590  | 4,650    | 53,890      | 57,088    | 3,198    | 14,800      | 54,590      |
| FTP Changes                             | P36 | 0      | 902     | 902      | 0        | 28,678  | 28,678   | 0           | 29,580    | 29,580   | 2,114       | 68,828      |
| NetRegulate Changes                     | P79 | 600    | 3,450   | 2,850    | 0        | 45,403  | 45,403   | 600         | 48,853    | 48,253   | 3,450       | 48,000      |
| PCI/DSS                                 | P82 | 0      | 18,914  | 18,914   | 0        | 27,313  | 27,313   | 0           | 46,227    | 46,227   | 50,000      | 50,000      |
| Registrations Process and Systems Build | P85 | 0      | 42,561  | 42,561   | 0        | 100,113 | 100,113  | 0           | 142,674   | 142,674  | 316,523     | 482,310     |
| Professional Qualifications Directive   | P81 | 0      | 7,500   | 7,500    | 0        | 0       | 0        | 0           | 7,500     | 7,500    |             |             |
| Telephone Credit Card Automation/Semafo | ne  | 0      | 0       | 0        | 0        | 0       | 0        | 0           | 0         | 0        | 6,900       | 89,245      |
|   |     | 62,143 | 289,328 | 227,186  | 132,525  | 749,981 | 617,456  | 194,668     | 1,039,309 | 844,641  | 1,201,978   | 2,306,420   |
|   |     |        |         |          |          |         |          |             |           |          |             |             |
| Regulation of Public Health Specialists | P77 | 20,157 | 49,449  | 29,292   | 0        | 0       | 0        | 20,157      | 49,449    | 29,292   | 140,000     | 118,000     |

## Capital expenditure

|   | Actual<br>YTD £ | Budget<br>2015/16<br>YTD £ | Variance<br>£   | Budget<br>2015/16<br>Full Year £ |
|---|-----------------|----------------------------|-----------------|----------------------------------|
| Information Technology<br>Software Licences<br>Hardware Replacement | 8,340<br>14,537 | 41,782<br>21,458           | 33,442<br>6,921 | 100,277<br>51,500                |
|   | 22,877          | 63,240                     | 40,363          | 151,777                          |
| Projects<br>Capital Expenditure                                     | 132,525         | 749,981                    | 617,456         | 2,424,420                        |
| Total Capital Expenditure   | 155,402         | 813,222                    | 657,819         | 2,576,197                        |

## Cash flow statement

| From 1 April 2015   | Year to date<br>budget<br>£           | Year to date<br>actual<br>£                | Full year<br>budget<br>£                           |
|---|---------------------------------------|--|--|
| Operating surplus/(deficit)<br>Less: Depreciation<br>Decrease/(increase) in debtors & prepayments<br>Increase/(decrease) in creditors                         | (800,147)<br>334,973<br>50,626        | 549,424<br>299,334<br>728,383<br>(888,178) | <mark>(1,521,992)</mark><br>869,954                |
| (Decrease)/increase in deferred income<br>Net cash in/(out)flow from operating activities   | (2,384,940)<br>(2,799,489)            | (2,372,957)<br>(1,683,994)                 | 2,388,742<br>1,736,704                             |
| Return on investments and servicing of finance  |                                       |  |  |
| Investment Income   |                                       | 67,299                                     |  |
| PSA Levy<br>Regulation of Public Health Specialists   | (82,500)<br>(49,449)                  | (73,750)<br>(20,157)                       |  |
| Capital expenditure and financial investments<br>Purchase of Fixed Assets   | (1,257,517)                           | (155,402)                                  | (2,593,218)  |
| Financing<br>Income from DOH  |                                       | 0  | 0  |
| Increase/(decrease) in cash   | (4,188,955)                           | (1,866,004)                                | (856,514)  |
| Cash at 1 April 2015 - per original budget<br>Effect of correcting timing difference on receipts<br>Cash at 1 April 2015 - adjusted                           | 14,086,784<br>3,835,618<br>17,922,402 | 18,047,612                                 | 14,086,784<br>3,835,618<br>17,922,402              |
| Cash at end of period - per original budget<br>Effect of correcting timing difference on receipts<br>Cash at end of period - adjusted<br><b>Cash movement</b> | 13,733,446<br>(4,188,955)             | 16,181,609<br>(1,866,004)                  | 13,069,157<br>3,996,731<br>17,065,888<br>(856,513) |

#### Graphs - Cashflow



#### 2014-15



#### Graphs











#### Graphs - cumulative







#### 2014-15



