

Finance Department – April 2009 Report

General

Since the last Committee Meeting, the Finance department has produced the February Management Accounts and is currently preparing the March Management Accounts. The chart of accounts was updated for the start of the new financial year and the Fee change went live on 1 April.

Results of the PRS project lessons learned review once completed in April will be incorporated into a wider trends analysis report from the Operations department, to be produced later in the 2009-2010 year.

Supplier payments

At the end of February, 97.5% by value of the £497k Creditor payments (February Aged Creditor Listing) were in the 30 days or less category.

Fee adjustments and income receipts handling

At 9 April, there was a half day backlog in Registrant direct debit cancellations and amendments against a 2 day backlog target. We had a half day processing backlog on rejected payments/refunds against a two day backlog target and no backlog on mid-cycle lapsing of Registrants. The banking of Registrant cheques is up to date and there is a day's backlog on credit card reconciliations against a two day backlog target.

Income Collection cycle

Direct debit collections of Registrants' fees (cover 83% of registrants) are done by the Finance Dept, with collections made two months in advance. AS, BS and ODP collections occurred in early April. DT collections are scheduled for early May. Most of the income comprises Renewal fees collected.

Funds under Management

At 8 April, the Business Reserve account balance was £592k, earning an interest rate of 0.065% per annum. £4.1M was invested

in the NatWest Special Interest-bearing Account (SIBA) on a rolling monthly basis, earning 0.5% per annum and £1.5M in a Barclays money market account earning 1.82% for 6 months.

The value of the HPC's investment portfolio (excluding £159k portfolio cash) at the end of March was £1.35M. The investment portfolio value including cash was £1.51M. This compares with £1.81M at 31 March 2008.

Regarding the Reserves Policy, three average budgeted months of Operating Expenses for 2009-2010 totalled £3.89M. At the end of February, the sum of Investments and Working Capital totalled £4.33M.

Pensions

In March, there were 53 active members in the Friends Provident Scheme and no active members in the Capita Flexiplan Scheme, excluding the 6 "notional" members. Note there are also approximately 26 ex employees (CPSM & HPC employees during 1994-07) who have money remaining in the Flexiplan scheme.

Employee training and staffing levels

There are seven full-time permanent employees in the dept with one additional permanent post to be filled, that of a Management Accountant. Temp staff are periodically hired to cover for staff on annual or sick leave and to help achieve Finance dept service level targets.

Significant Financial Projects/Issues (next few months)

- Prepare the Year End Management Accounts, Statutory Accounts and the Annual Report as per the timetable;
- Assist the external auditors in their year end audit;
- Complete the PRS system enhancements in late May;
- Progress the development of an HPC generic supplier contract.

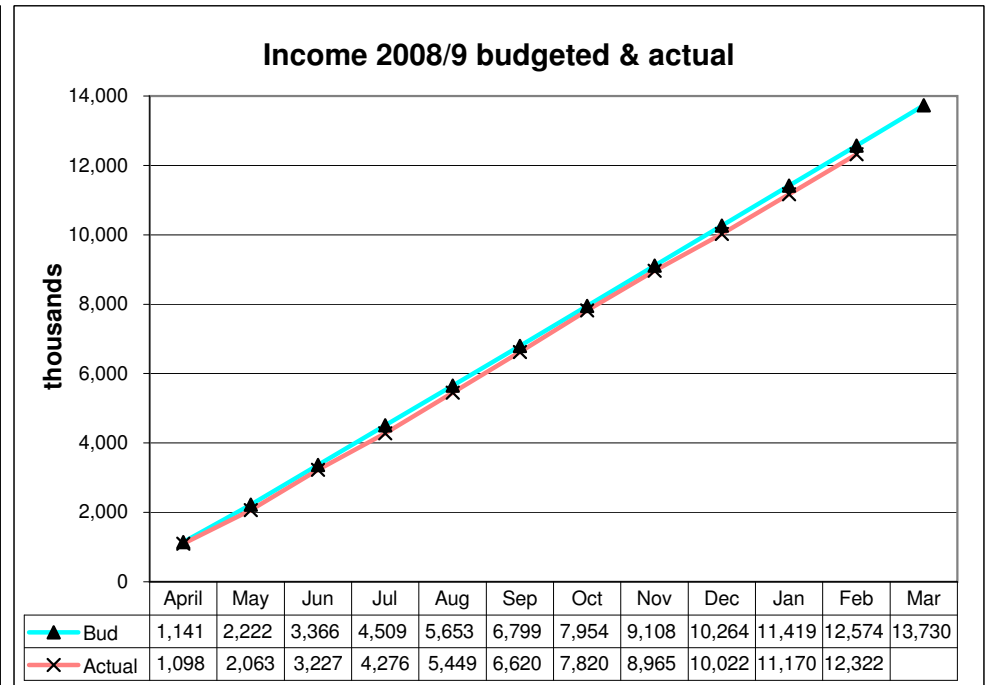
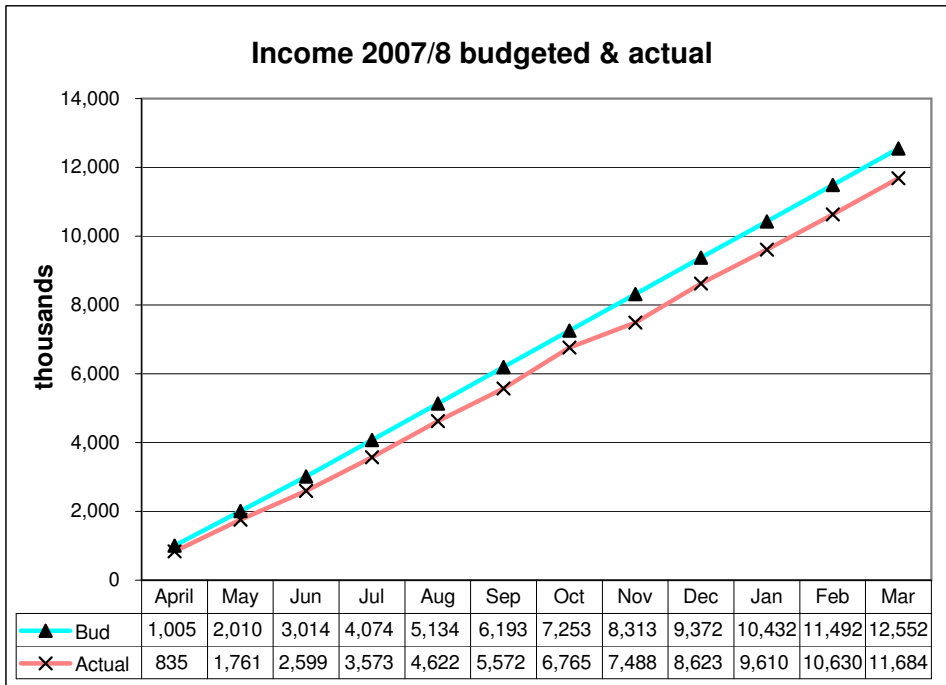
Date	Ver.	Dept/Cmte	Doc Type	Title	Status
2008-06-06	a	F&R	RPT	Finance and Facilities Management Department Report	Final DD: None

Int. Aud.
Public RD: None

	2008						2009						Total to YTD £000	Budget YTD £000	Variance £000	Annual Budget £000
	April £000	May £000	Jun £000	Jul £000	Aug £000	Sep £000	Oct £000	Nov £000	Dec £000	Jan £000	Feb £000	Mar £000				
INCOME																
Registration Income	1,098	965	1,164	1,049	1,173	1,171	1,200	1,145	1,058	1,148	1,152		12,322	12,574	(252)	13,730
Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0
TOTAL INCOME*	1,098	965	1,164	1,049	1,173	1,171	1,200	1,145	1,058	1,148	1,152		12,322	12,574	(252)	13,730
EXPENDITURE																
Approvals & Monitoring	40	64	57	29	42	45	40	37	41	40	45		481	581	(101)	661
Chief Executive	28	17	29	27	27	73	(24)	25	21	23	24		269	259	10	278
Council & Committees	0	18	96	12	23	42	65	30	31	20	53		389	492	(103)	547
Communications	22	78	83	79	55	94	59	81	86	61	114		811	946	(135)	1,020
Facilities Management	92	59	96	102	65	31	144	57	67	73	72		857	847	9	910
Finance	47	75	50	65	38	42	50	37	64	53	37		559	530	29	570
Fitness to Practise	140	664	474	236	357	319	405	323	427	274	408		4,027	4,269	(242)	4,622
Human Resources & Partners	29	66	78	38	45	81	108	52	44	39	49		629	619	10	662
IT Department	69	86	74	67	72	69	73	86	94	91	94		875	979	(104)	1,137
Operations Office	27	32	40	34	32	33	38	52	27	33	38		387	347	40	375
Policy & Standards	18	19	65	35	21	21	17	18	17	14	14		260	358	(97)	384
President	0	7	6	4	1	8	5	4	4	4	4		46	46	0	49
Major Projects	0	24	3	2	1	3	14	16	9	7	38		116	84	33	263
Registration	87	174	124	103	155	124	145	143	131	93	94		1,373	1,588	(215)	1,714
Secretariat	14	26	20	19	12	24	16	18	13	11	19		191	268	(76)	293
TOTAL EXPENDITURE	613	1,409	1,294	851	943	1,008	1,156	980	1,074	835	1,104		11,269	12,212	(944)	13,485
OPERATING SURPLUS/(DEFICIT)	485	(444)	(130)	198	230	163	43	165	(17)	313	47		1,053	362	691	245

* Total Income is excluding investment income

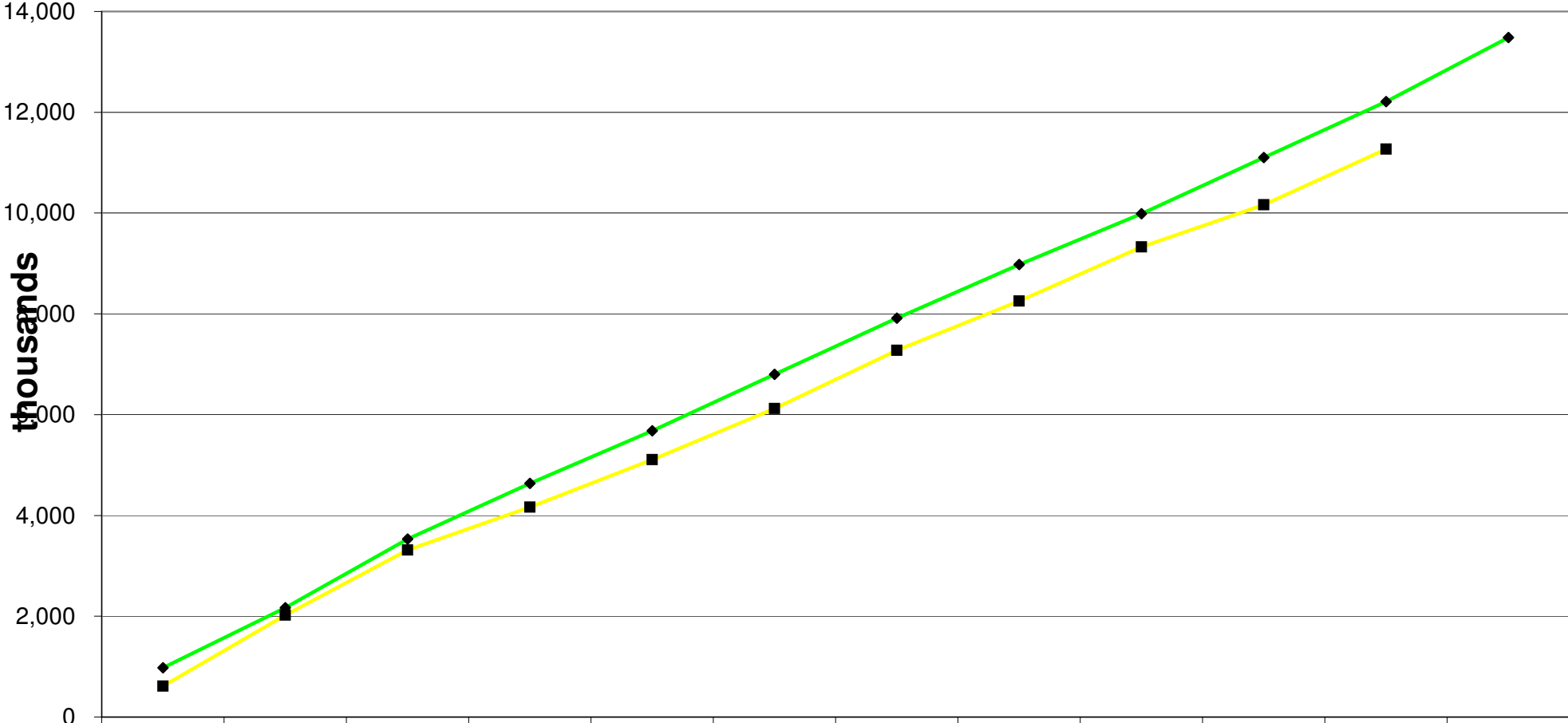
Note: No accruals have been posted for April



	2007									2008		
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Bud	1,005	2,010	3,014	4,074	5,134	6,193	7,253	8,313	9,372	10,432	11,492	12,552
Actual	835	1,761	2,599	3,573	4,622	5,572	6,765	7,488	8,623	9,610	10,630	11,684

	2008									2009		
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Bud	1,141	2,222	3,366	4,509	5,653	6,799	7,954	9,108	10,264	11,419	12,574	13,730
Actual	1,098	2,063	3,227	4,276	5,449	6,620	7,820	8,965	10,022	11,170	12,322	

Expenditure 2008/9 budgeted & actual



◆ Bud	979	2,169	3,530	4,634	5,679	6,801	7,916	8,980	9,987	11,102	12,212	13,485
■ Actual	613	2,022	3,316	4,167	5,110	6,119	7,275	8,255	9,329	10,164	11,269	

Health Professions Council
February

Consolidated Department Monthly Variances

Finance Department

	2008						2009						Total to Feb £000	Budget Feb £000	Total Expenditure £000
	April £000	May £000	Jun £000	Jul £000	Aug £000	Sep £000	Oct £000	Nov £000	Dec £000	Jan £000	Feb £000	Mar £000			
EXPENDITURE															
Approvals & Monitoring	(7)	12	(2)	(22)	(2)	3	(8)	(18)	(15)	(25)	(17)		(101)	581	481
Chief Executive	8	(4)	7	1	7	47	(49)	1	(1)	(3)	(4)		10	259	269
Council, Committees & PLG	(27)	(12)	39	(38)	17	(18)	(4)	(2)	(21)	1	(38)		(103)	492	389
Communications	(11)	(7)	17	9	(53)	4	(60)	(10)	13	(67)	31		(135)	946	811
Facilities Management	28	(16)	(32)	13	(6)	(38)	73	(13)	(4)	2	2		9	847	857
Finance	(18)	43	(3)	18	(17)	(3)	9	(12)	20	13	(21)		29	530	559
Fitness to Practise	(232)	159	8	(129)	(7)	(82)	45	(58)	84	(78)	49		(242)	4,269	4,027
Human Resources & Partners	(2)	7	(30)	(43)	12	12	55	2	(5)	(16)	18		10	619	629
IT Department	14	(4)	(33)	(28)	(56)	(23)	3	4	16	(14)	16		(104)	979	875
Operations Office	(12)	(2)	6	4	4	2	7	20	(2)	4	10		40	347	387
Policy & Standards	(1)	(3)	(24)	11	1	(1)	(38)	(3)	(6)	(28)	(6)		(97)	358	260
President	1	(2)	2	0	(3)	3	1	0	(0)	(0)	(2)		0	46	46
Major Projects	(44)	16	2	1	(3)	(4)	12	13	6	(4)	38		33	84	116
Registration	(59)	32	(20)	(46)	18	(12)	5	(2)	(4)	(51)	(76)		(215)	1,588	1,373
Secretariat	(4)	0	(4)	(6)	(13)	(1)	(9)	(7)	(12)	(14)	(6)		(76)	268	191
TOTAL BUDGET VARIANCE	(366)	219	(67)	(253)	(102)	(114)	41	(85)	69	(280)	(6)		(944)	12,212	11,269
TOTAL MONTHLY BUDGET	979	1,190	1,361	1,104	1,045	1,122	1,115	1,065	1,005	1,115	1,111				12,212
TOTAL EXPENDITURE	613	1,409	1,294	851	943	1,008	1,156	980	1,074	835	1,104				11,269

* Total Income is excluding investment income

	<i>Actual Mar 08 £000</i>	2008											<i>Budget Mar 09 £000</i>	
		April £000	May £000	Jun £000	Jul £000	Aug £000	Sep £000	Oct £000	Nov £000	Dec £000	2009			
		Jan £000	Feb £000	Mar £000										
FIXED ASSETS														
Tangible Fixed Assets	3,756	3,933	3,891	3,903	3,889	3,957	4,076	4,042	4,076	4,055	4,080	4,218	6,278	
Investments	1,528	1,710	1,715	1,604	1,554	1,768	1,640	1,536	1,329	1,416	1,329	1,251	1,554	
TOTAL FIXED ASSETS	5,284	5,643	5,606	5,507	5,443	5,725	5,716	5,578	5,405	5,471	5,409	5,469	7,832	
CURRENT ASSETS														
Debtors & Prepayments	213	335	358	283	273	245	203	181	222	485	506	259	353	
Bank & Cash	4,899	5,098	4,308	3,786	4,579	4,288	5,677	5,897	5,047	4,550	5,058	4,476	5,353	
CURRENT LIABILITIES														
Creditors and accrued expenses	(2,103)	(1,706)	(1,864)	(1,663)	(1,594)	(1,663)	(1,719)	(1,769)	(1,535)	(1,879)	(1,880)	(1,657)	(2,363)	
WORKING CAPITAL	3,009	3,727	2,802	2,406	3,258	2,870	4,161	4,309	3,734	3,156	3,684	3,078	3,343	
LOANS	0	0	0	0	0	0	0	0	0	0	0	0	0	
Deferred income	(6,870)	(7,377)	(6,777)	(6,502)	(7,090)	(6,687)	(7,767)	(7,833)	(7,115)	(6,528)	(6,733)	(6,210)	(7,763)	
NET ASSETS	1,423	1,993	1,631	1,411	1,611	1,908	2,110	2,054	2,024	2,099	2,360	2,337	3,412	
Represented by:														
Revaluation Reserve	422	422	422	422	422	422	422	422	422	422	422	422	651	
Income and expenditure account	1,001	1,571	1,209	989	1,189	1,486	1,688	1,632	1,602	1,677	1,938	1,915	2,761	
	1,423	1,993	1,631	1,411	1,611	1,908	2,110	2,054	2,024	2,099	2,360	2,337	3,412	

* Balance sheet includes investment income

Health Professions Council
February

Consolidated Cash Flow Actual and Forecast

Finance Department

	Actual Mar 08 £000	2008											Total February £000	
		April £000	May £000	Jun £000	Jul £000	Aug £000	Sep £000	Oct £000	Nov £000	Dec £000	2009			
		Jan £000	Feb £000	Mar £000										
Opening Balance		4,898	5,098	4,308	3,786	4,580	4,288	5,676	5,898	5,048	4,550	5,058	4,476	
Registration Income		1,098	964	1,165	1,049	1,174	1,167	1,200	1,145	1,058	1,148	1,149		12,317
Investment Income		2	1	17	45	6	54	4	4	14	35	3		185
Investment Sales		35	44	38	39	4	50	13	6	50	0	57		336
Deferred Income Movements		503	(477)	(393)	589	(404)	1,080	66	(718)	(586)	204	(522)		(658)
Department of Health funding		0	0	74	0	0	0	0	0	0	0	0		74
Bank Loan														
Miscellaneous Income														0
Total Cash Receipts		1,638	532	901	1,722	780	2,351	1,283	437	536	1,387	687	0	12,254
Expenditure		608	1,416	1,291	851	944	1,008	1,156	993	1,062	835	1,103		11,267
Depreciation		(24)	(25)	(24)	(25)	(25)	(18)	(26)	(38)	(34)	(34)	(33)		(306)
Asset disposal / writeoff		0	0	0	0	0	0	0	(7)	0	0	0		(7)
Aged Cred / Accrual Movements		292	(22)	169	70	(70)	(58)	(49)	233	(343)	(1)	221		442
Debtor Movements		225	(62)	(93)	(11)	(28)	(43)	(22)	27	277	20	(246)		44
Payments to Creditors		1,101	1,307	1,343	885	821	889	1,059	1,208	962	820	1,045	0	11,440
Capital Expenditure		201	(17)	36	11	93	138	(8)	72	13	59	171		769
Capital write-off		0	0	0	0	0	0	0	0	0	(5)	0		(5)
Investment Purchases		136	32	44	32	158	(64)	10	(3)	59	5	53		462
Interest payable		0	0	0	0	0	0	0	10	0	0	0		10
Other Payments		337	15	80	43	251	74	2	79	72	59	224	0	1,236
Closing Balance	4,898	5,098	4,308	3,786	4,580	4,288	5,676	5,898	5,048	4,550	5,058	4,476	4,476	
Budgeted Closing Balance														
Variance		5,098	4,308	3,786	4,580	4,288	5,676	5,898	5,048	4,550	5,058	4,476	4,476	

* Cash flow includes investment income