

HEALTH PROFESSIONS COUNCIL

ANNUAL BUDGET 2011/12

OVERHEAD TOTAL

	Budget 2011/12 £	6mth Reforecast £	Variance	%
Payroll				
Basic pay	4,733,271	4,392,302	(340,969)	(7.76)
Overtime	303,133	346,367	43,234	12.48
National Insurance cost	1,400	700	(700)	(100.00)
Pension cost	491,036	461,529	(29,507)	(6.39)
Medical insurance	15,000	7,500	(7,500)	(100.00)
Staff recruitment	52,081	35,494	(16,587)	(46.73)
Temporary staff	94,000	100,724	6,724	6.68
Payroll contingency	80,500	143,640	63,140	43.96
	<u>5,770,421</u>	<u>5,488,257</u>	<u>(282,164)</u>	<u>(5.14)</u>
Staff travelling and subsistence				
Fares	143,734	133,820	(9,914)	(7.41)
Car expenses and car park	1,500	1,390	(110)	(7.91)
Subsistence	61,343	55,883	(5,460)	(9.77)
Entertaining	750	750	0	0.00
Conferences	12,300	12,103	(197)	(1.63)
	<u>219,627</u>	<u>203,946</u>	<u>(15,681)</u>	<u>(7.69)</u>
Council and committee expenses				
Fees	190,792	175,541	(15,251)	(8.69)
Travelling and subsistence	106,150	99,101	(7,049)	(7.11)
Tax Cost (NI ER and PAYE)	36,000	21,167	(14,833)	(70.08)
Conference expenses	9,000	5,573	(3,427)	(61.49)
Training	19,800	6,937	(12,863)	(185.43)
Other Council Meetings	0	0	0	0.00
	<u>361,742</u>	<u>308,319</u>	<u>(53,423)</u>	<u>(17.33)</u>
Property services				
Building Refurbishment	47,000	52,040	5,040	9.69
Business rates	143,750	98,123	(45,627)	(46.50)
Cleaning contractors	57,000	60,560	3,560	5.88
Cleaning materials	7,500	9,154	1,654	18.07
Electricity	55,500	42,501	(12,999)	(30.59)
Gas	10,600	5,589	(5,011)	(89.66)
Maintenance contracts	21,210	23,893	2,683	11.23
Property depreciation	32,300	33,800	1,500	4.44
Repairs and maintenance	37,000	25,091	(11,909)	(47.46)
Security	36,000	23,736	(12,264)	(51.67)
Waste disposal	21,000	15,775	(5,225)	(22.01)
Water	3,500	2,339	(1,161)	(7.36)
	<u>472,360</u>	<u>392,600</u>	<u>(79,760)</u>	<u>(3,410.41)</u>

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Office services				
Catering	62,711	54,992	(7,719)	(14.04)
Couriers	25,050	20,812	(4,238)	(20.36)
Mobile telephone	13,716	14,746	1,030	6.99
Office equipment < £1000	40,760	20,202	(20,558)	(101.76)
Office equipment depreciation	19,621	35,566	15,945	44.83
Office equipment disposals	500	500	0	0.00
Office equipment rental	5,850	4,022	(1,828)	(45.46)
Other office services	19,200	8,934	(10,266)	(114.90)
Photocopying	13,000	7,751	(5,249)	(67.71)
Postage	96,120	96,789	669	0.69
Printing and stationery	608,420	416,615	(191,804)	(46.04)
Room Hire	252,398	232,015	(20,383)	(8.79)
Telephone	50,000	44,020	(5,980)	(13.59)
	1,207,345	956,964	250,381	26.16
Computer services				
Computer equipment depreciation	119,704	76,234	(43,470)	(57.02)
Computer software depreciation	488,127	386,707	(101,420)	(26.23)
Hardware < £1000	13,532	14,185	653	4.60
General Hardware support and Miantenan	34,372	24,349	(10,023)	(41.17)
Internet/3G	8,148	7,040	(1,108)	(15.75)
IT Consummerables	5,000	4,662	(338)	(7.24)
IT Hardware disposals	500	897	397	44.25
Managed Web/Internet services	346,298	285,145	(61,153)	(21.45)
NetRegulate software support and mainte	176,428	150,958	(25,470)	(16.87)
Offsite tape data archive	919	1,659	740	44.60
Software support and maintenance	144,175	85,177	(58,998)	(69.27)
Specialist external support	12,255	12,000	(256)	(2.13)
	1,349,458	1,049,011	(300,447)	(28.64)
Communications				
Annual Reports (Design, Distribute)	12,500	12,260	(240)	(1.96)
Brochures	70,000	53,519	(16,481)	(30.79)
Campaigns	155,000	190,152	35,152	18.49
Conference & Exhibitions	50,000	55,840	5,840	10.46
General Events	6,800	6,800	0	0.00
Internal Communications	45,100	45,537	437	0.96
Listening Events	48,000	34,566	(13,434)	(38.86)
Market Research	65,000	162,437	97,437	59.98
Marketing & Promotions	7,000	5,572	(1,428)	(25.64)
Media Relations	25,000	12,500	(12,500)	(100.00)
Public Affairs and Stakeholder	61,050	58,458	(2,592)	(4.43)
Standards of Proficiency (Prod, Dist)	6,600	3,300	(3,300)	(100.00)
Translations	10,000	7,126	(2,874)	(40.32)
Web Site Design	66,500	39,300	(27,200)	(69.21)
	628,550	687,367	58,817	825.33

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Partners				
Annual Monitoring	18,592	25,318	6,726	26.56
Appitude Tests	139,695	99,444	(40,251)	(40.48)
Approvals (Previously Visits)	1,264	632	(632)	(100.00)
CPD Assessors	133,200	230,245	97,045	42.15
Grandparenting Assessors	166,840	82,624	(84,216)	(101.93)
International Assessors	48,528	14,544	(33,984)	(233.66)
Major/Minor Change	9,504	9,807	303	3.09
Panels (Allowance & Travel)	1,716,948	1,545,126	(171,822)	(11.12)
Partners Recruitment	43,970	43,526	(444)	(1.02)
Partners Training	221,490	174,922	(46,568)	(26.62)
Registration Appeals (Fee & Travel)	29,052	23,804	(5,248)	(22.05)
Test of Competence (All Professions)	12,640	7,920	(4,720)	(59.59)
Witness cost	179,990	142,655	(37,335)	(26.17)
	2,721,713	2,400,566	(321,147)	(13.38)
Professional fees				
Employee Assistance programme	10,000	3,283	(6,717)	(204.60)
External Audit	36,000	43,560	7,560	17.36
Internal Audit	25,000	34,854	9,854	28.27
ISO 27001 Certification	10,000	9,103	(897)	(9.85)
ISO 9001 Certification	5,240	4,166	(1,074)	(25.78)
Legal advice	382,923	476,255	93,332	19.60
Legal expenses	2,940,400	2,810,246	(130,154)	(4.63)
Legal -Transcript Writer	373,163	421,532	48,369	11.47
Other legal costs	30,000	48,185	18,185	37.74
Other professional fees	40,915	62,093	21,178	34.11
Pension administration	81,350	32,813	(48,537)	(147.92)
Reward Data	11,000	9,350	(1,650)	(17.65)
Taxation advice	8,000	10,463	2,463	23.54
	3,953,991	3,965,903	11,912	0.30
Project Costs				
Major Projects	38,043	61,100	23,057	37.74
Small Projects	79,218	85,825	6,607	7.70
	117,261	146,925	29,664	20.19
Specific departmental expenses				
Annual general meeting	4,000	3,638	(362)	(9.96)
Appointments	25,400	43,002	17,602	40.93
Archive storage	14,400	23,256	8,856	38.08
Bank charges	39,000	81,642	42,642	52.23
Books and publications	229	246	17	6.84
Counselling	2,000	0	(2,000)	0.00
Disaster contingency plan	17,000	25,042	8,042	32.11
EMT training	7,500	5,303	(2,197)	(41.44)
General insurance	54,375	50,642	(3,733)	(7.37)
Health and safety	12,742	6,943	(5,799)	(83.53)
Legal insurance	25,000	26,510	1,510	5.70
Organisational Training	60,000	40,113	(19,887)	(49.58)
Professional Liaison Groups	24,840	19,602	(5,238)	(26.72)
Subscriptions	48,459	37,857	(10,602)	(28.00)
Training	179,174	158,336	(20,838)	(13.16)
	514,119	522,134	8,015	1.54
OVERHEAD TOTAL	17,316,587	16,121,992	(693,832)	(4.30)

HEALTH PROFESSIONS COUNCIL
CASHFLOW FOR YEAR TO 31 MARCH 2012

	Apr-11 Forecast	May-11 Forecast	Jun-11 Forecast	Jul-11 Forecast	Aug-11 Forecast	Sep-11 Forecast	Oct-11 Forecast	Nov-11 Forecast	Dec-11 Forecast	Jan-12 Forecast	Feb-12 Forecast	Mar-12 Forecast	TOTAL Forecast
CASH INFLOWS													
Registration Income - Renewal Fees	1,881,690	443,422	459,727	1,502,710	897,476	2,807,767	1,998,035	375,592	459,727	1,731,717	919,247	3,546,920	17,024,030
Registration Income - All other fees	116,200	107,917	127,540	189,309	176,004	161,904	170,546	117,114	103,457	135,831	125,881	132,509	1,664,214
TOTAL CASHFLOW FROM INCOME	1,997,890	551,339	587,267	1,692,019	1,073,481	2,969,671	2,168,581	492,706	563,184	1,867,548	1,045,128	3,679,429	18,688,244
CASH OUTFLOWS													
<u>Operating Expenditure</u>													
Payroll	436,973	436,973	436,973	434,924	434,924	434,924	432,914	432,914	432,914	438,133	438,133	438,133	5,228,832
Expenses	1,551,006	831,101	1,033,564	911,485	592,290	1,075,261	830,018	853,520	974,597	745,708	1,024,897	809,942	11,233,390
Total Operating Cash Outflows	1,987,980	1,268,075	1,470,537	1,346,409	1,027,214	1,510,185	1,262,932	1,286,434	1,407,511	1,183,841	1,463,030	1,248,075	16,462,223
<u>Capital Expenditure</u>													
Major Projects		101,400	15,000	15,166	87,766	28,366	25,166	116,078	25,166	25,166	101,306	40,394	580,974
Small Projects								5,000					5,000
Office Equipment						50,000							50,000
Computer Additions	0	0	5,000	2,000	6,000	5,000	2,420	0	5,000	0	0	5,000	30,420
Building Purchase	254,167	4,167	4,166	4,167	4,167	4,166	4,167	4,167	4,166	1,314,167	4,167	4,166	1,610,000
Total Capital Cash Outflows	254,167	105,567	24,166	21,333	97,933	87,532	31,753	125,245	34,332	1,339,333	105,473	49,560	2,276,394
TOTAL CASHFLOW FROM EXPENDITURE	2,242,147	1,373,642	1,494,703	1,367,742	1,125,147	1,597,717	1,294,685	1,411,679	1,441,843	2,523,174	1,568,503	1,297,635	18,738,617
NET CASH INFLOW/OUTFLOW	(244,256)	(822,303)	(907,436)	324,277	(51,667)	1,371,954	873,896	(918,972)	(878,659)	(655,626)	(523,375)	2,381,794	(50,373)
CASH BALANCE B/FWD*	5,686,965	5,442,709	4,620,406	3,712,970	4,037,247	3,985,580	5,357,535	6,231,430	5,312,458	4,433,799	3,778,173	3,254,798	
CASH BALANCE C/FWD	5,442,709	4,620,406	3,712,970	4,037,247	3,985,580	5,357,535	6,231,430	5,312,458	4,433,799	3,778,173	3,254,798	5,636,592	