

Healthwatch Telford & Wrekin Contract

Year to Date Report - Summary

Period: April 2014 - Dec 2014

<u>Budget Heading</u>	<u>Sub Heading</u>	<u>YTD Annual Budget</u>	<u>YTD Spend to 31/12/14</u>	<u>Variance</u>	<u>Commentary</u>
Funding		£ 120,488	£ 120,488	£ -	
Staffing Costs	Management Salaries	£ 26,250	£ 37,455	-£ 11,205	Contract manager and additional senior management time spent on the contract.
	Engagement Officer Salaries	£ 17,625	£ 14,112	£ 3,513	
	Admin Salaries	£ 13,500	£ 25,669	-£ 12,169	
	CRB Checks	£ 113	£ -	£ 113	
	Training	£ 6,000	£ 413	£ 5,587	
	Expenses	£ 4,500	£ 3,874	£ 626	Staff travel expenses
Volunteer Costs	Expenses	£ 5,250	£ 2,011	£ 3,239	
Marketing & Promotional Items	Marketing	£ 9,000	£ 3,146	£ 5,854	all spend combined in marketing heading
	Promotional Material	£ 1,875	£ 480	£ 1,395	
	Production of Newsletters	£ 1,125	£ -	£ 1,125	
Facilities Management	Rent / Rates for premises	£ 11,250	£ 3,573	£ 7,677	Credit in Q3 for previous overcharge
	Utility costs	£ 2,250	£ -	£ 2,250	
General Office Overheads	Telephone / IT	£ 3,000	£ 2,255	£ 745	
	Postage & Stationery	£ 3,750	£ 2,351	£ 1,399	
	Depreciation on assets	£ 1,125	£ 1,125	£ -	
	Insurance	£ 750	£ 750	£ 0	
	Legal & prof fees	£ -	£ 2,650	-£ 2,650	Filing of accounts at Co House, legal fees re: contract novation
	Recruitment	£ 1,875	£ 701	£ 1,174	
	Management Charge	£ 11,250	£ 11,250	£ -	
	Provision		£ 8,672	-£ 8,672	*) see details below
TOTAL Annual BUDGET		£ 120,488	£ 120,488	£ -	

*) **Provision** for uninvoiced costs, future projects etc to be carried forward