



## **HEALTHWATCH TELFORD & WREKIN**

### **YEAR 1 FINANCIAL REPORT**

**APRIL 2013 - MARCH 2014**

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The financial report for year 1 shows an expenditure of £175k including provision for costs incurred but not yet invoiced and projects still to be delivered.

The table on page 2 breaks down the costs into the format of the tender document, and includes comments to explain the variances between actual costs and tender costs.

Note that salary costs include an allowance for costs incurred for senior management time spent specifically on this contract.

As noted in previous reports this time has reduced since the early months of the contract.

Some cost headings are lower than tender expectations as we may not yet have received the relevant invoices, which will lead to a catch up of those costs in the future. The majority of underspend is a phasing issue and will be used later in the contract when engagement projects are fully operational.

The provision to carry forward at the end of year 1 is £19,496.

# PARKWOOD

## HEALTHCARE

### Healthwatch Telford & Wrekin Contract

Year 1 Report - Summary

Period: Apr 2013 - Mar 2014

<u>Budget Heading</u>	<u>Sub Heading</u>	<u>Cumulative Budget</u>	<u>Cumulative Spend</u>	<u>Variance</u>	<u>Commentary</u>
Funding		£ 160,650	£ 174,879	£ 14,229	including transition budget in qtr 1 of £14,228
Staffing Costs	Management Salaries	£ 35,000	£ 44,655	-£ 9,655	Contract manager/senior management
	Engagement Officer Salaries	£ 23,500	£ 22,967	£ 533	
	Admin Salaries	£ 18,000	£ 24,144	-£ 6,144	2 members of staff
	CRB Checks	£ 150	£ 132	£ 18	
	Training	£ 8,000	£ 4,080	£ 3,920	
	Expenses	£ 6,000	£ 4,362	£ 1,638	Staff travel expenses
Volunteer Costs	Expenses	£ 7,000	£ 334	£ 6,666	
Marketing & Promotional Items	Marketing	£ 12,000	£ 2,395	£ 9,605	
	Promotional Material	£ 2,500	£ 4,226	-£ 1,726	
	Production of Newsletters	£ 1,500	£ -	£ 1,500	
Facilities Management	Rent / Rates for premises	£ 15,000	£ 16,644	-£ 1,644	
	Utility costs	£ 3,000	£ 1,800	£ 1,200	
General Office Overheads	Telephone / IT	£ 4,000	£ 4,818	-£ 818	
	Postage & Stationery	£ 5,000	£ 4,178	£ 822	
	Depreciation on assets	£ 1,500	£ 1,500	£ -	
	Insurance	£ 1,000	£ 999	£ 1	
	Legal & prof fees	£ -	£ 800		
	Recruitment	£ 2,500	£ 2,348	£ 152	
	Management Charge	£ 15,000	£ 15,000	£ -	
	Provision		£ 19,496	-£ 19,496	*) see details below
<b>TOTAL Annual BUDGET</b>		<b>£ 160,650</b>	<b>£ 174,879</b>	<b>-£ 14,229</b>	

\*) **Provision** for costs not yet invoiced and future projects