

Healthwatch Telford & Wrekin Contract

Quarterly Report - Summary

Period: Jan - Mar 2015

<u>Budget Heading</u>	<u>Sub Heading</u>	<u>Quarter 4</u>	<u>Spend to 31/3/15</u>	<u>Variance</u>	<u>Commentary</u>
Funding		£ 40,163	£ 40,163	£ -	
Staffing Costs	Management Salaries	£ 8,750	£ 15,885	-£ 7,135	Contract manager plus additional senior management time spent on the contract.
	Engagement Officer Salaries	£ 5,875	£ 5,731	£ 144	
	Admin Salaries	£ 4,500	£ 6,053	-£ 1,553	
	CRB Checks	£ 38	£ -	£ 38	
	Training	£ 2,000	£ 275	£ 1,725	
	Expenses	£ 1,500	£ 688	£ 812	
Volunteer Costs	Expenses	£ 1,750	£ 809	£ 942	
Marketing & Promotional Items	Marketing	£ 3,000	£ 379	£ 2,621	all spend combined in marketing heading
	Promotional Material	£ 625	£ -	£ 625	
	Production of Newsletters	£ 375	£ -	£ 375	
Facilities Management	Rent / Rates for premises	£ 3,750	£ 1,595	£ 2,155	
	Utility costs	£ 750	£ -	£ 750	
General Office Overheads	Telephone / IT	£ 1,000	£ 861	£ 139	
	Postage & Stationery	£ 1,250	£ 682	£ 568	
	Depreciation on assets	£ 375	£ 375	£ -	
	Insurance	£ 250	£ 250	£ 0	
	Legal & prof fees	£ -	£ 1,200		
	Recruitment	£ 625	£ -	£ 625	
	Management Charge	£ 3,750	£ 3,750	£ -	
	Provision		£ 1,630	-£ 1,630	*) see details below
TOTAL Annual BUDGET		£ 40,163	£ 40,163	£ -	

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