

Healthwatch Telford & Wrekin Contract

Quarterly Report - Summary

Period: Apr - Jun 2014

<u>Budget</u> <u>Heading</u>	<u>Sub Heading</u>	<u>Quarter 1</u>	<u>Spend to</u> <u>30/6/14</u>	<u>Variance</u>	<u>Commentary</u>
Funding		£ 40,163	£ 40,163	£ -	
Staffing Costs	Management Salaries	£ 8,750	£ 11,185	-£ 2,435	Contract manager
	Engagement Officer Salaries	£ 5,875	£ 5,469	£ 406	
	Admin Salaries	£ 4,500	£ 9,190	-£ 4,690	3 members of staff
	CRB Checks	£ 38	£ -	£ 38	
	Training	£ 2,000	-£ 187	£ 2,187	
	Expenses	£ 1,500	£ 1,128	£ 372	Staff travel expenses
Volunteer Costs	Expenses	£ 1,750	£ 324	£ 1,426	
Marketing & Promotional Items	Marketing	£ 3,000	£ 1,132	£ 1,868	
	Promotional Material	£ 625	£ 480	£ 145	
	Production of Newsletters	£ 375	£ -	£ 375	
Facilities Management	Rent / Rates for premises	£ 3,750	£ 3,460	£ 291	
	Utility costs	£ 750	£ -	£ 750	
General Office Overheads	Telephone / IT	£ 1,000	£ 613	£ 387	
	Postage & Stationery	£ 1,250	£ 707	£ 543	
	Depreciation on assets	£ 375	£ 375	£ -	
	Insurance	£ 250	£ 250	£ 0	
	Legal & prof fees	£ -	£ -		
	Recruitment	£ 625	£ 701	-£ 76	
	Management Charge	£ 3,750	£ 3,750	£ -	
	Provision		£ 1,586	-£ 1,586	*) see details below
TOTAL Annual BUDGET		£ 40,163	£ 40,163	£ -	

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