MANAGEMENT REPORT

For the One Month Ending 30 April 2020

	Year To Date				Remaining	Full Year	Full Year	Prior Year Actual
	Budget	Actual	Variance	Var %	Budget	Budget	Forecast	2019/20
	£	£	£	%	£	£	£	£
FOI GRANT IN AID	333,583	333,583	0	-	3,669,417	4,003,000	4,003,000	3,750,028
NIS GRANT IN AID	41,667	41,667	0	-	458,333	500,000	500,000	500,000
DP GRANT IN AID	0	0	0	-	0	0	0	600,000
BREXIT FUNDING	0	0	0	-	0	0	0	190,000
REGULATORY PIONEERS FUND	28,542	28,542	0	-0.0%	0	28,542	28,542	228,585
eIDAS	3,917	3,917	0	-	43,083	47,000	47,000	46,000
DP FEE INCOME	3,425,150	3,439,542	14,392	-0.4%	51,160,458	54,600,000	54,600,000	48,712,268
IPA INCOME	27,500	27,500	0	-	302,500	330,000	330,000	330,000
TPS MANAGEMENT INCOME	1,167	1,178	11	-0.9%	12,822	14,000	14,000	78,738
DCMS PENSION FUNDING	121,500	121,500	0	-	1,336,500	1,458,000	1,458,000	1,441,972
POCA INCOME	0	0	0	-	0	0	0	1,444
TOTAL INCOME	**3,983,026**	**3,997,429**	**14,403**	**-0.4%**	**56,983,114**	**60,980,542**	**60,980,542**	**55,879,035**
RENT	158,237	164,235	5,998	-3.8%	1,734,605	1,898,840	1,898,840	435,077
RATES & BUILDING INSURANCE	39,722	39,942	220	-0.6%	436,726	476,668	476,668	499,297
SERVICE CHARGES	21,002	38,938	17,936	-85.4%	213,086	252,024	252,024	226,581
CAR PARKING	4,632	4,365	267	5.8%	51,219	55,584	55,584	19,453
CAR PARKING INCOME	250	191	59	23.6%	2,809	3,000	3,000	2,823
HEAT & LIGHT	5,971	9,449	3,478	-58.2%	62,197	71,646	71,646	93,512
WATER	2,621	2,594	27	1.0%	28,862	31,456	31,456	29,039
CLEANING	14,346	12,163	2,183	15.2%	159,989	172,152	172,152	155,367
SECURITY	6,667	10,032	3,365	-50.5%	69,968	80,000	80,000	98,266
WASTE	1,361	1,963	602	-44.2%	14,369	16,332	16,332	22,537
REPAIRS & MAINTENANCE	1,892	1,129	763	40.3%	21,581	22,710	22,710	384,411
KITCHEN	2,282	500	1,782	78.1%	26,882	27,382	27,382	34,014
REMOVALS	15	0	15	100.0%	180	180	180	150
FURNITURE	333	212	121	36.5%	3,788	4,000	4,000	7,824
GENERAL EQUIPMENT	634	57	577	91.0%	7,545	7,602	7,602	9,320
STATIONERY	3,478	0	3,478	100.0%	41,739	41,739	41,739	51,284
POSTAGE	4,167	4,970	803	-19.3%	45,030	50,000	50,000	59,947
DOCUMENT DESTRUCTION	148	7	141	95.3%	1,768	1,775	1,775	2,022
OTHER	639	0	639	100.0%	7,662	7,662	7,662	7,981
TOTAL OFFICE COSTS	**267,897**	**290,363**	**22,466**	**-8.4%**	**2,924,389**	**3,214,752**	**3,214,752**	**2,094,351**
SALARIES	2,359,004	2,359,004	0	-0.0%	29,266,636	31,625,640	31,625,640	26,996,360
ALLOWANCE	750	750	0	-	24,250	25,000	25,000	21,243

OVERTIME	18,072	18,074	2	-0.0%	198,814	216,888	216,888	263,531
PENSION	569,567	569,567	0	-0.0%	7,066,249	7,635,816	7,635,816	7,125,599
NATIONAL INSURANCE	221,362	221,362	0	0.0%	2,850,673	3,072,034	3,072,034	2,819,230
AGENCY STAFF	81,410	81,410	0	0.0%	580,164	661,574	661,574	745,588
INWARD SECONDMENT	52,362	52,362	0	-0.0%	497,638	550,000	550,000	893,701
SALARIES INCOME	0	762	762	-	762	0	0	0
PENSION INCOME	0	212	212	-	212	0	0	0
NATIONAL INSURANCE INCOME	0	85	85	-	85	0	0	0
NON EXEC BOARD MEMBER	10,565	10,565	0	-0.0%	134,435	145,000	145,000	90,008
TOTAL STAFF COSTS	**3,313,092**	**3,312,035**	**1,058**	**0.0%**	**40,619,917**	**43,931,952**	**43,931,952**	**38,955,261**
RECRUITMENT	18,750	7,971	10,779	57.5%	217,029	225,000	225,000	282,909
HEALTH & SAFETY	11,833	1,927	9,906	83.7%	140,073	142,000	142,000	119,413
EQUALITY DIVERSITY & INCLUSION	1,250	0	1,250	100.0%	15,000	15,000	15,000	0
APPRENTICESHIP LEVY	16,703	9,594	7,109	42.6%	190,844	200,438	200,438	118,846
ALL STAFF SKILLS DEVELOPMENT	18,360	3,265	15,095	82.2%	320,599	323,864	323,864	180,089
SEMINARS AND CONFERENCES	4,792	1,388	3,404	71.0%	56,112	57,500	57,500	17,606
MANAGEMENT DEVELOPMENT	11,250	2,790	8,460	75.2%	132,210	135,000	135,000	114,431
PROFESSIONAL QUALIFICATIONS	3,333	0	3,333	100.0%	40,000	40,000	40,000	12,641
INFORMATION TECHNOLOGY	2,500	2,170	330	13.2%	27,830	30,000	30,000	28,133
WELLBEING	1,667	23	1,644	98.6%	19,977	20,000	20,000	8,981
VENUES	1,667	0	1,667	100.0%	20,000	20,000	20,000	6,939
ACCESS TO WORK	2,083	0	2,083	100.0%	25,000	25,000	25,000	5,772
ACCESS TO WORK REBATE	0	0	0	-	0	0	0	7,560
INFO RIGHTS PRINTING	417	0	417	100.0%	5,000	5,000	5,000	1,423
TOTAL TRAINING AND RECRUITMENT	**94,605**	**29,127**	**65,478**	**69.2%**	**1,209,675**	**1,238,802**	**1,238,802**	**889,622**
HOSTING, WEB AND TELEPHONY	16,667	8,606	8,061	48.4%	191,394	200,000	200,000	172,344
WEBSITE SUPPORT	10,250	0	10,250	100.0%	123,000	123,000	123,000	1,435
APP & DESKTOP SUPPORT	0	0	0	-	0	0	0	4,068
MANAGED SERVICE SUPPORT	63,268	56,457	6,811	10.8%	702,763	759,220	759,220	668,437
APPLICATION SUPPORT	28,500	17,091	11,409	40.0%	324,909	342,000	342,000	321,358
SOFTWARE LICENSING	148,667	82,185	66,482	44.7%	1,701,815	1,784,000	1,784,000	1,029,794
SECURITY CONTRACT	7,750	228	7,522	97.1%	92,772	93,000	93,000	27,553
NOTIFICATION PRINTING	26,000	19,104	6,896	26.5%	292,896	312,000	312,000	197,666
MANAGED PRINT	4,167	3,856	311	7.5%	46,144	50,000	50,000	49,165
CARD PROCESSING CHARGES	22,500	25,000	2,500	-11.1%	245,000	270,000	270,000	220,478
HARDWARE MAINTENANCE	8,333	7,853	480	5.8%	92,147	100,000	100,000	92,352
LAPTOP LEASE	27,656	0	27,656	100.0%	331,875	331,875	331,875	0
TELEPHONY CALLS & BROADBAND	47,667	86,887	39,220	-82.3%	670,854	757,741	757,741	684,677
TOTAL IT COSTS	**411,425**	**307,268**	**104,157**	**25.3%**	**4,815,568**	**5,122,836**	**5,122,836**	**3,469,328**
ICE CRM DEVELOPMENT	20,083	1,417	18,666	92.9%	239,583	241,000	241,000	717,511
DOCUMENT STORAGE SOLUTION	0	57	57	-	57	0	0	268,964
INFRASTRUCTURE	0	29,133	29,133	-	29,133	0	0	267,713
DEVICE DELIVERY PROJECT	0	0	0	-	0	0	0	353,549

HARDWARE & SOFTWARE UPGRADES	4,167	586	3,581	85.9%	49,414	50,000	50,000	99,586
ACCOMMODATION KIT OUT	0	0	0	-	396,000	396,000	396,000	833,482
LEASED LAPTOPS	0	27,068	27,068	-	27,068	0	0	151,436
OTHER PROJECT WORK	20,417	13,616	6,801	33.3%	1,660,384	1,674,000	1,674,000	155,721
COMPANIES HOUSE CAMPAIGN	73,750	543	74,293	100.7%	885,543	885,000	885,000	779,921
OFFICE PROJECT WORK CAPITALISED	0	0	0	-	0	0	0	393,144
PROJECT WORK CAPITALISED	0	0	0	-	0	0	0	272,924
TOTAL PROJECT SPEND	**118,417**	**71,335**	**47,082**	**39.8%**	**3,174,665**	**3,246,000**	**3,246,000**	**2,961,815**
CAMPAIGNS, MEDIA RELATIONS & PR	12,500	4,972	7,528	60.2%	161,027	165,999	165,999	86,695
MEDIA MONITORING	10,059	4,243	5,816	57.8%	116,468	120,711	120,711	118,703
DESIGN & PRINT	2,910	0	2,910	100.0%	37,094	37,094	37,094	31,420
DISTRIBUTION	1,433	1,500	67	-4.7%	15,695	17,195	17,195	15,502
SURVEYS	5,458	0	5,458	100.0%	65,493	65,493	65,493	49,120
CONFERENCES GENERAL	0	89,899	89,899	-	74,101	164,000	164,000	183,844
CONFERENCE INCOME	0	0	0	-	160,000	160,000	160,000	81,090
STAFF EVENTS	0	10	10	-	29,990	30,000	30,000	7,100
WEB MAINTENANCE	3,203	1,670	1,533	47.9%	36,761	38,431	38,431	45,936
TOTAL COMMUNICATIONS	**35,563**	**102,295**	**66,732**	**-187.6%**	**376,628**	**478,923**	**478,923**	**457,229**
BANK CHARGES	3,125	3,235	110	-3.5%	34,265	37,500	37,500	37,756
FINANCE COST (LL)	0	0	0	-	0	0	0	103,198
EXTERNAL AUDIT	2,625	2,500	125	4.8%	29,000	31,500	31,500	30,000
INTERNAL AUDIT	5,000	0	5,000	100.0%	60,000	60,000	60,000	65,124
BAD DEBT WRITE OFF	0	0	0	-	60,000	60,000	60,000	0
TOTAL FINANCIAL COSTS	**10,750**	**5,735**	**5,015**	**46.7%**	**183,265**	**189,000**	**189,000**	**236,078**
CAR HIRE	0	0	0	-	0	0	0	3,610
EPCS CARD REBATE	0	0	0	-	0	0	0	5,681
TRAVEL HOSTING	0	0	0	-	0	0	0	2,831
TRAVEL UK	36,175	6,224	29,951	82.8%	427,827	434,051	434,051	690,654
TRAVEL OVERSEAS	0	25,256	25,256	-	25,256	0	0	278,163
TRAVEL INCOME - UK	0	0	0	-	0	0	0	25,933
TRAVEL INCOME - OVERSEAS	0	0	0	-	0	0	0	21,643
TOTAL TRAVEL	**36,175**	**31,480**	**4,695**	**13.0%**	**402,571**	**434,051**	**434,051**	**922,000**
LEGAL	49,153	35,073	14,080	28.6%	554,771	589,844	589,844	607,751
LEGAL COSTS RECOVERED	1,250	0	1,250	100.0%	15,000	15,000	15,000	19,506
LITIGATION	20,833	8,232	12,601	60.5%	241,768	250,000	250,000	573,447
LIBRARY & SUBSCRIPTIONS	12,093	7,961	4,132	34.2%	137,184	145,145	145,145	143,440
PROFESSIONAL MEMBERSHIPS	3,991	2,921	1,070	26.8%	45,069	47,990	47,990	79,296
RESEARCH	0	0	0	-	130,000	130,000	130,000	8,472
RESEARCH GRANTS FUND	0	0	0	-	250,000	250,000	250,000	243,339
PROFESSIONAL SERVICES	59,253	24,367	34,886	58.9%	686,634	711,001	711,001	702,415
OTHER	0	0	0	-	992,816	992,816	992,816	5,664
STAFF RECOGNITION	0	57	57	-	21,953	22,010	22,010	5,203

TOTAL LEGAL, PROFESSIONAL & OTHER	144,073	78,611	65,462	45.4%	3,045,195	3,123,806	3,123,806	2,349,521
TOTAL COSTS	4,431,997	4,228,249	203,748	4.6%	56,751,873	60,980,122	60,980,122	52,335,205
CAPITAL SPEND	0	0	0	-	0	0	0	666,068
OPERATING SURPLUS/ (DEFICIT)	448,971	230,821	218,150	48.6%	231,241	420	420	2,877,762
SURPLUS/ (DEFICIT)	448,971	230,821	218,150	48.6%	231,241	420	420	2,877,762