

**HEALTH PROFESSIONS COUNCIL**  
**MANAGEMENT ACCOUNTS**  
**FOR THE 5 MONTHS ENDED 31 AUGUST 2002**

**COMMENTARY**

**INTRODUCTION**

The June Accounts of HPC (already distributed) showed a deficit of £152,184 against a budgeted deficit of £157,849, a favourable variance of £5,665.

However the July Accounts showed a deficit of £339,794 for the four months (cumulative) against a budgeted deficit of £195,278, an adverse variance of £144,516.

The August Accounts, on which this commentary is based, show a deficit of £301,583 for the five months (cumulative) against a budget deficit of £179,862, an adverse variance of £121,720.

The prime reason for the adverse variance that has arisen over the past two months is derived from the reduction in value of the investment portfolio. There have been unrealised losses of £288,493 in the financial year so far and in accordance with our policy these have been expensed in the Income and Expenditure Account.

Otherwise our core income is down by 3.82%. Budgeted increased numbers have yet to affect positively the financial figures. This is a spin-off from our change in policy of spreading income over the registration year rather than taking credit for income on a cash basis (see below).

Most departments show overhead savings at this time totalling £135,502.

Financially the operation is sound but the investment situation has had a marked effect. However we are ensuring that our fund managers are adopting a very conservative approach at this time with higher than normal liquidity.

**RECOGNITION OF INCOME**

As previously discussed we have now spread the receivable income from each profession on a "subscription year" basis. We agreed with the auditors the precise methodology of this before implementing it – if we have the method audited now, there will be no need for subsequent refinement later in the year or at the year-end. The types of income that have been spread are: full year application fees, part year application fees and retention fees for each profession.

Broadly it means taking some of the income received in 2001/2 (with a compensating adjustment in reserves) and applying it in 2002/3. The amount to be taken from reserves is based on registration numbers for each profession and the professional year start date. This amount is shown on the balance sheet, as an increase in all fees in advance. These balances are then released to the income and expenditure accounts over the twelve-month period. Some of the income received this financial year will be carried forward into 2003/4. This will give a much flatter income stream in the accounts month by month and will be comparable to the steady spend of overheads through the year, giving a more meaningful result from month to month. It is unlikely to have a material effect on the Budget, which will remain the same but will be spread more evenly through the year. As income is recognised later, some small adverse variances may arise with some professions showing these already.

## INCOME

**Income from the professions** is down on budget (£61,519) but the income from the physiotherapists is in excess of budget by £10,696. Some of the other professions are up on budget, some down. Most of those up have more grandparenting income than was originally thought. There are no specific reasons for those with adverse variances but it is important to note that the fee income has been budgeted month by month in 12<sup>th</sup>s. (Next year we will have established a pattern which can be used for more “scientific” month by month budgeting.)

**The Department of Health Grant** of £2,000,000 has been budgeted on a 1/12<sup>th</sup> basis but the expenditure is volatile and to date £930,044 has been spent so far and a debtor brought in for the grant not yet received. We have been invoicing the DoH on a monthly basis, and the balance for the last month makes up a high percentage of the debtors on the Balance Sheet.

**Investment Income** has been discussed above. Actual investment income was up on budget by £6,415 but pressures on our cash flow occasioned by expenditure available for DoH grant being spent prior to the receipt of the grant mean that bank interest is below budgeted levels by much the same amount.

**Overall** our income totals £2,297,211 against a budget of £2,554,433, an adverse variance of £257,222.

## EXPENDITURE

**Total overhead spend** is £2,598,794 against a budget of £2,734,296, a favourable variance of £135,502. The DoH funded expenditure is above budget but most departments are showing savings against budget after five months, with the IT Department and the Chief Executive’s department being the only exceptions.

The **Overhead Total** pages (5-7) show that most overhead groupings are within budget. **Payroll costs** show savings of £24,865 after five months. The backdated pay award has been implemented. Pension costs are substantially under budget, due to new members of staff not yet joining the pension scheme or joining after their probation period. Temporary staff has a significant adverse variance due to additional requirements in the international registrations department. This department has long-term cover for one person on sick leave and one person on maternity leave. The department is also addressing a backlog of work. **Staff travelling and subsistence** has a favourable variance of £12,340 and **Council and Committee Expenses** show savings of £91,258 at this time (the budget was taken at the “worst possible scenario” basis of everyone attending everything).

**Property Services** shows a saving of £11,219, **Office Services** shows an overspend of £14,897 largely due to distribution costs, **Computer Services** shows an overspend of £19,362 due to internet development and **Specific Departmental Expenses** a saving of £50,666.

## BALANCE SHEET

The **Balance Sheet** is attached at the end of the Income and Expenditure information.

The main change in **Fixed assets** is the purchase of a new telephone system shown within office furniture and equipment cost. The **Investments** show the weakened position since the end of March.

The movement to spreading the income on a subscription bases has led to the **Reserves** being reduced by £1,428,696. The registration and retention fees in advance reflect this movement as mentioned earlier. Reserves now stand at £2,115,032.

## **CONCLUSION**

After 5 months of the financial year, operating expenses are under control and show a favourable variance against budget. The overall deficit is made up mainly by the unrealised losses on the investment portfolio, reflecting current stock market conditions. No real trends can be established at this time but it is encouraging to note that there are no serious or unexplained adverse variances in overheads and that spreading the income will give more meaningful monthly results.

**PAUL BAKER**  
**Finance Director**  
**17<sup>th</sup> September 2002**

**HEALTH PROFESSIONS COUNCIL**

**Management Accounts  
For the 5 months ended 31st August 2002**

# HEALTH PROFESSIONS COUNCIL

## MANAGEMENT ACCOUNTS TO 31 AUGUST 2002

### DETAILED SUMMARY

	Actual £	Budget £	Variance £	Variance %
<b>INCOME</b>				
<b>Professions</b>				
Arts Therapists	19,967	20,790	(823)	(4.12)
Chiropodists	89,755	89,452	303	0.34
Clinical Scientists	36,037	42,103	(6,066)	(16.83)
Dietitians	69,736	72,112	(2,376)	(3.41)
Medical Laboratory Scientific Officers	230,210	229,836	374	0.16
Orthoptists	13,651	13,056	595	4.36
Occupational Therapists	273,523	308,883	(35,360)	(12.93)
Paramedics	90,058	96,267	(6,209)	(6.89)
Physiotherapists	421,633	410,937	10,696	2.54
Prosthetists & Orthotists	7,299	8,329	(1,030)	(14.11)
Radiographers	261,547	254,017	7,530	2.88
Speech and Language Therapists	96,582	125,734	(29,152)	(30.18)
	1,609,997	1,671,517	(61,519)	(3.82)
<b>Department of Health Grant</b>	930,044	833,333	96,710	10.40
<b>Investment and other income</b>	(242,830)	49,583	(292,413)	120.42
<b>TOTAL INCOME</b>	<b>2,297,211</b>	<b>2,554,433</b>	<b>(257,222)</b>	<b>(11.20)</b>
<b>EXPENDITURE</b>				
<b>Departments</b>				
President	23,473	41,785	18,312	78.01
Council	85,360	95,027	9,667	11.32
Chief Executive	75,828	68,513	(7,315)	(9.65)
Education and Policy	45,014	66,373	21,359	47.45
Operations	268,871	274,380	5,509	2.05
Directors	119,726	143,437	23,711	19.80
IT Department	172,039	167,526	(4,513)	(2.62)
Finance	128,415	155,975	27,559	21.46
Administration	360,913	363,331	2,419	0.67
Legal Services	178,965	203,067	24,102	13.47
Human Resources	19,773	38,717	18,944	95.81
Communications	26,564	42,899	16,335	61.49
Committees and Working Groups	163,809	239,933	76,124	46.47
Department of Health Funded Expenditure	930,044	833,333	(96,710)	(10.40)
<b>TOTAL EXPENDITURE</b>	<b>2,598,794</b>	<b>2,734,296</b>	<b>135,502</b>	<b>5.21</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(301,583)</b>	<b>(179,862)</b>	<b>(121,720)</b>	<b>40.36</b>

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 AUGUST 2002

DETAILED SUMMARY

	Actual £	Budget £	Variance £	Variance %
<b>Income</b>				
Registration fees	48,247	47,850	397	0.83
Registration fees (part year)	41,021	44,129	(3,108)	(7.04)
Restoration fees	35,090	38,637	(3,547)	(9.18)
Retention fees	1,231,652	1,278,902	(47,250)	(3.69)
EU fees	30,764	34,343	(3,579)	(10.42)
Non-EU fees	188,276	211,632	(23,356)	(11.04)
Confirmation letter fees	8,125	7,975	150	1.89
Grandfathering fees	26,822	8,048	18,774	233.26
Other	0	0	0	0.00
	<u>1,609,997</u>	<u>1,671,517</u>	<u>(61,519)</u>	<u>(3.68)</u>

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 AUGUST 2002

CODE		INVESTMENT & OTHER INCOME			
BUDGET MANAGER		Paul Baker			
		Actual	Budget	Variance	Variance
		£	£	£	%
<b>Income</b>					
	Other income	0	0	0	0.00
1401	/ / Bank interest - Business Reserve	1,103	1,667	(563)	(33.81)
1402	/ / Bank interest - Money Market	4,085	10,417	(6,332)	(60.78)
1403	/ / Portfolio income	43,915	37,500	6,415	17.11
1404	/ / P & L on disposal of investments (Realised)	(3,440)	0	(3,440)	0.00
1405	/ / P & L on disposal of investments (Unrealised)	(288,493)	0	(288,493)	0.00
		(242,830)	49,583	(292,413)	(589.74)

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 AUGUST 2002

**OVERHEAD TOTAL**

Excluding Committees and Working Groups

Code	Actual £	Budget £	Variance £	Variance %
<b>Payroll</b>				
Basic	532,180	540,977	8,797	1.63
Overtime	20,179	18,646	(1,534)	(8.22)
National Insurance	57,272	52,523	(4,749)	(9.04)
Pension costs	59,631	87,290	27,659	31.69
Medical insurance	723	1,667	944	56.62
Staff recruitment	9,929	20,142	10,213	50.71
Temporary staff	33,548	17,083	(16,465)	(96.38)
Other payroll expense	0	0	0	0.00
	<u>713,462</u>	<u>738,327</u>	<u>24,865</u>	<u>3.37</u>
<b>Travelling and subsistence</b>				
Fares	5,956	14,813	8,856	59.79
Car expenses and car park	2,730	2,708	(22)	(0.80)
Subsistence	8,238	8,979	741	8.25
Entertaining	715	3,479	2,764	79.46
Council/committee expenses	0	0	0	0.00
Other travelling and subsistence	0	0	0	0.00
	<u>17,639</u>	<u>29,979</u>	<u>12,340</u>	<u>41.16</u>
<b>Council and committee expenses</b>				
Fees	72,156	132,514	60,358	45.55
Travelling and subsistence	70,175	91,097	20,923	22.97
Conference expenses	856	8,333	7,477	89.73
Training	0	2,500	2,500	100.00
	<u>143,186</u>	<u>234,445</u>	<u>91,258</u>	<u>38.93</u>
<b>Property services</b>				
Business rates	2,209	2,500	291	11.65
Water	317	417	100	24.03
Electricity	2,669	5,000	2,331	46.63
Gas	379	417	38	9.10
Cleaning contractors	6,731	8,333	1,602	19.23
Cleaning materials	3,188	2,500	(688)	(27.53)
Waste disposal	1,034	729	(305)	(41.86)
Repairs and maintenance	14,717	20,833	6,117	29.36
Maintenance contracts	2,434	2,083	(351)	(16.84)
Security	0	2,083	2,083	100.00
Other property costs	0	0	0	0.00
Property depreciation	10,833	10,833	0	0.00
	<u>44,510</u>	<u>55,729</u>	<u>11,219</u>	<u>20.13</u>



**OVERHEAD TOTAL**

Excluding Committees and Working Groups

Code	Actual £	Budget £	Variance £	Variance %
<b>Office services</b>				
Printing and stationery	104,114	102,500	(1,614)	(1.57)
Photocopying	2,455	3,333	878	26.34
Microfilming	176	417	240	57.70
Postage	99,771	83,333	(16,437)	(19.72)
Telephone	14,176	12,500	(1,676)	(13.41)
Telephone system maintenance	0	417	417	100.00
Mobile telephone	974	2,083	1,109	53.24
Fax	725	417	(308)	(73.95)
Couriers	930	417	(513)	(123.09)
Office equipment < £500	95	4,167	4,072	97.72
Office equipment rental	2,793	0	(2,793)	0.00
Office equipment maintenance	0	2,083	2,083	100.00
Staff catering	4,753	5,625	872	15.51
Other office services	2,917	1,625	(1,292)	(79.53)
Depreciation of office equipment	6,603	6,667	64	0.96
	<b>240,481</b>	<b>225,583</b>	<b>(14,897)</b>	<b>(6.60)</b>
<b>Computer services</b>				
Hardware < £500	6,030	2,500	(3,530)	(141.20)
Hardware maintenance	7,586	4,167	(3,420)	(82.07)
Software	11,974	13,333	1,359	10.20
Software maintenance	3,922	9,167	5,245	57.22
Software development	0	417	417	100.00
Systems support	5,884	11,250	5,366	47.69
Internet development	29,459	0	(29,459)	0.00
Internet maintenance	0	5,000	5,000	100.00
Computer media and sundries	3,294	4,167	873	20.94
Disaster contingency plan	3,342	2,708	(634)	(23.40)
Computer training	3,740	2,500	(1,240)	(49.59)
Other computer services costs	1,159	833	(325)	(39.05)
Hardware depreciation	37,556	38,542	986	2.56
	<b>113,946</b>	<b>94,583</b>	<b>(19,362)</b>	<b>3.31</b>

**OVERHEAD TOTAL**

Excluding Committees and Working Groups

Code	Actual £	Budget £	Variance £	Variance %
<b>Specific departmental expenses</b>				
Accountancy assistance	7,000	7,000	0	0.00
Advertisements and other promotions	6,180	4,167	(2,014)	(48.33)
Annual report	0	0	0	0.00
Archive storage	4,207	5,000	793	15.85
Auditors' fees	8,750	8,750	0	0.00
Bank charges	14,354	10,417	(3,937)	(37.80)
Books and publications	163	3,250	3,087	94.97
Christmas expenses	0	0	0	0.00
Conferences	362	0	(362)	0.00
General insurance	8,153	6,250	(1,903)	(30.45)
Legal insurance	0	21,875	21,875	100.00
Health and safety	452	1,042	589	56.57
Legal expenses	146,232	135,444	(10,787)	(7.96)
Library	0	0	0	0.00
Other professional fees (inc Scanning & Linking)	22,749	44,583	21,834	48.97
Pension administration	0	2,083	2,083	100.00
Staff functions	846	0	(846)	0.00
Staff Handbook	0	0	0	0.00
Personal Performance Consultancy	490	0	(490)	0.00
Subscriptions to professional bodies	1,223	2,104	881	41.89
Taxation assistance	9,094	20,000	10,906	54.53
Training	1,459	10,417	8,957	85.99
Translations	0	0	0	0.00
	<b>231,716</b>	<b>282,382</b>	<b>50,666</b>	<b>17.94</b>
<b>OVERHEAD TOTAL</b>	<b>1,504,941</b>	<b>1,661,029</b>	<b>156,088</b>	<b>9.40</b>

HEALTH PROFESSIONS COUNCIL

**BALANCE SHEET**  
as at 31st August 2002

	£	£	<i>March 2002</i>	
			£	£
<b>FIXED ASSETS</b>				
Land & buildings, at cost or valuation	1,300,000		1,300,000	
Depreciation	<u>(19,500)</u>		<u>(8,667)</u>	
Net book value		1,280,500		1,291,333
Computer Equipment, at cost	597,352		579,635	
Depreciation	<u>(394,868)</u>		<u>(357,312)</u>	
Net book value		202,484		222,323
Office furniture and equipment, at cost	215,367		95,367	
Depreciation	<u>(51,600)</u>		<u>(44,997)</u>	
Net book value		163,767		50,370
		<hr/>		<hr/>
<b>TOTAL FIXED ASSETS</b>		<b>1,646,751</b>		<b>1,564,026</b>
<b>INVESTMENTS</b>		<b>1,688,765</b>		<b>2,146,012</b>
<b>CURRENT ASSETS</b>				
Debtors and prepayments	480,119		77,076	
Bank balances and cash	<u>588,887</u>		<u>1,300,067</u>	
		<u>1,069,007</u>		<u>1,377,143</u>
<b>CURRENT LIABILITIES</b>				
<b>Amounts falling due within one year</b>				
Registration fees in advance	78,999		21,301	
Retention fees in advance	1,678,730		670,710	
Creditors and accrued expenses	<u>531,762</u>		<u>549,859</u>	
		<u>2,289,491</u>		<u>1,241,870</u>
<b>NET CURRENT ASSETS</b>		<b>(1,220,484)</b>		<b>135,273</b>
		<hr/> <b>2,115,032</b> <hr/>		<hr/> <b>3,845,311</b> <hr/>
<b>Represented by:</b>				
Accumulated Fund at 1 April 2002		2,416,615		3,937,196
Surplus/(Deficit) for the period		<u>(301,583)</u>		<u>(91,885)</u>
		<u><b>2,115,032</b></u>		<u><b>3,845,311</b></u>
<b>Note:</b>				
<b>Accumulated Fund 1st April 2002</b>		3,845,311		
Prior Year Adjustment for Income Spread Method		<u>(1,428,696)</u>		
		<u><b>2,416,615</b></u>		

**HEALTH PROFESSIONS COUNCIL**

**Management Accounts  
For the 4 months ended 31st July 2002**

**HEALTH PROFESSIONS COUNCIL**

**MANAGEMENT ACCOUNTS TO 31 JULY 2002**

**DETAILED SUMMARY**

	Actual £	Budget £	Variance £	Variance %
<b>INCOME</b>				
<b>Professions</b>				
Arts Therapists	16,104	16,689	(584)	(3.63)
Chiropodists	72,332	71,959	374	0.52
Clinical Scientists	28,856	33,683	(4,827)	(16.73)
Dietitians	56,702	57,944	(1,242)	(2.19)
Medical Laboratory Scientific Officers	183,838	183,529	309	0.17
Orthoptists	11,071	10,445	626	5.65
Occupational Therapists	219,033	246,313	(27,280)	(12.45)
Paramedics	72,422	77,013	(4,591)	(6.34)
Physiotherapists	337,353	328,976	8,377	2.48
Prosthetists & Orthotists	5,857	6,663	(806)	(13.75)
Radiographers	206,944	203,214	3,730	1.80
Speech and Language Therapists	77,032	100,587	(23,555)	(30.58)
	1,287,545	1,337,015	(49,470)	(3.84)
<b>Department of Health Grant</b>	794,967	666,667	128,301	16.14
<b>Investment and other income</b>	(250,739)	39,667	(290,405)	115.82
<b>TOTAL INCOME</b>	<b>1,831,773</b>	<b>2,043,348</b>	<b>(211,575)</b>	<b>(11.55)</b>
<b>EXPENDITURE</b>				
<b>Departments</b>				
President	22,359	33,428	11,069	49.51
Council	79,305	88,039	8,734	11.01
Chief Executive	51,809	54,811	3,001	5.79
Education and Policy	37,110	60,007	22,897	61.70
Operations	213,316	220,304	6,988	3.28
Directors	99,432	121,634	22,202	22.33
IT Department	127,508	139,421	11,912	9.34
Finance	111,715	135,634	23,920	21.41
Administration	310,108	291,542	(18,566)	(5.99)
Legal Services	159,140	166,603	7,463	4.69
Human Resources	14,046	30,840	16,794	119.57
Communications	19,288	37,749	18,461	95.71
Committees and Working Groups	131,463	191,947	60,484	46.01
Department of Health Funded Expenditure	794,967	666,667	(128,301)	(16.14)
<b>TOTAL EXPENDITURE</b>	<b>2,171,567</b>	<b>2,238,626</b>	<b>67,059</b>	<b>3.09</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(339,794)</b>	<b>(195,278)</b>	<b>(144,516)</b>	<b>42.53</b>

**HEALTH PROFESSIONS COUNCIL**

**MANAGEMENT ACCOUNTS TO 31 JULY 2002**

**DETAILED SUMMARY**

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>%</b>
<b>Income</b>				
Registration fees	36,531	38,280	(1,750)	(4.57)
Registration fees (part year)	29,722	35,105	(5,383)	(15.33)
Restoration fees	30,118	30,910	(792)	(2.56)
Retention fees	983,964	1,023,122	(39,158)	(3.83)
EU fees	24,022	27,475	(3,453)	(12.57)
Non-EU fees	151,275	169,306	(18,031)	(10.65)
Confirmation letter fees	6,725	6,380	345	5.41
Grandfathering fees	25,189	6,439	18,750	291.22
Other	0	0	0	0.00
	<u>1,287,545</u>	<u>1,337,015</u>	<u>(49,470)</u>	<u>(3.70)</u>

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 JULY 2002

CODE

**INVESTMENT & OTHER INCOME**

BUDGET MANAGER

**Paul Baker**

	Actual £	Budget £	Variance £	Variance %
<b>Income</b>				
Other income	0	0	0	0.00
1401 / / Bank interest - Business Reserve	883	1,333	(450)	(33.76)
1402 / / Bank interest - Money Market	4,085	8,333	(4,248)	(50.98)
1403 / / Portfolio income	40,411	30,000	10,411	34.70
1404 / / P & L on disposal of investments (Realised)	(3,419)	0	(3,419)	0.00
1405 / / P & L on disposal of investments (Unrealised)	(292,699)	0	(292,699)	0.00
	<u>(250,739)</u>	<u>39,667</u>	<u>(290,405)</u>	<u>(732.11)</u>

# HEALTH PROFESSIONS COUNCIL

## MANAGEMENT ACCOUNTS TO 31 JULY 2002

### OVERHEAD TOTAL

Excluding Committees and Working Groups

Code	Actual £	Budget £	Variance £	Variance %
<b>Payroll</b>				
Basic	420,920	432,781	11,861	2.74
Overtime	16,691	14,917	(1,774)	(11.89)
National Insurance	45,996	42,018	(3,978)	(9.47)
Pension costs	46,661	69,832	23,171	33.18
Medical insurance	578	1,333	755	56.62
Staff recruitment	9,929	19,413	9,484	48.85
Temporary staff	21,282	13,667	(7,615)	(55.72)
Other payroll expense	0	0	0	0.00
	<b>562,057</b>	<b>593,961</b>	<b>31,905</b>	<b>5.37</b>
<b>Travelling and subsistence</b>				
Fares	5,364	11,850	6,487	54.74
Car expenses and car park	2,730	2,167	(563)	(26.00)
Subsistence	5,563	7,183	1,621	22.56
Entertaining	715	2,783	2,069	74.32
Council/committee expenses	0	0	0	0.00
Other travelling and subsistence	0	0	0	0.00
	<b>14,371</b>	<b>23,983</b>	<b>9,613</b>	<b>40.08</b>
<b>Council and committee expenses</b>				
Fees	68,331	129,082	60,751	47.06
Travelling and subsistence	62,992	89,431	26,439	29.56
Conference expenses	675	6,667	5,991	89.87
Training	0	2,000	2,000	100.00
	<b>131,998</b>	<b>227,179</b>	<b>95,181</b>	<b>41.90</b>
<b>Property services</b>				
Business rates	1,768	2,000	232	11.62
Water	267	333	66	19.78
Electricity	2,135	4,000	1,865	46.63
Gas	367	333	(33)	(9.97)
Cleaning contractors	5,459	6,667	1,208	18.12
Cleaning materials	2,464	2,000	(464)	(23.20)
Waste disposal	887	583	(304)	(52.14)
Repairs and maintenance	13,929	16,667	2,738	16.43
Maintenance contracts	2,157	1,667	(491)	(29.43)
Security	0	1,667	1,667	100.00
Other property costs	0	0	0	0.00
Property depreciation	8,667	8,667	0	0.00
	<b>38,099</b>	<b>44,583</b>	<b>6,484</b>	<b>14.54</b>



<b>OVERHEAD TOTAL</b>
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Excluding Committees and Working Groups

Code	Actual £	Budget £	Variance £	Variance %
<b>Office services</b>				
Printing and stationery	89,029	82,000	(7,029)	(8.57)
Photocopying	2,455	2,667	211	7.93
Microfilming	141	333	192	57.70
Postage	89,356	66,667	(22,690)	(34.03)
Telephone	14,111	10,000	(4,111)	(41.11)
Telephone system maintenance	0	333	333	100.00
Mobile telephone	438	1,667	1,229	73.73
Fax	725	333	(391)	(117.44)
Couriers	738	333	(405)	(121.38)
Office equipment < £500	95	3,333	3,239	97.16
Office equipment maintenance	0	1,667	1,667	100.00
Staff catering	3,320	4,500	1,180	26.22
Other office services	2,759	1,300	(1,459)	(112.25)
Depreciation of office equipment	5,282	5,333	51	0.96
	<b>211,193</b>	<b>180,467</b>	<b>(30,726)</b>	<b>(17.03)</b>
<b>Computer services</b>				
Hardware < £500	2,873	2,000	(873)	(43.64)
Hardware maintenance	6,470	3,333	(3,137)	(94.10)
Software	11,974	10,667	(1,307)	(12.26)
Software maintenance	1,485	7,333	5,848	79.75
Software development	0	333	333	100.00
Systems support	5,250	9,000	3,750	41.66
Internet development	10,841	0	(10,841)	0.00
Internet maintenance	0	4,000	4,000	100.00
Computer media and sundries	641	3,333	2,692	80.77
Disaster contingency plan	2,674	2,167	(507)	(23.40)
Computer training	3,740	2,000	(1,740)	(86.98)
Other computer services costs	1,159	667	(492)	(73.81)
Hardware depreciation	29,941	30,833	892	2.89
	<b>77,047</b>	<b>75,667</b>	<b>(1,381)</b>	<b>70.89</b>

**OVERHEAD TOTAL**

Excluding Committees and Working Groups

Code	Actual £	Budget £	Variance £	Variance %
<b>Specific departmental expenses</b>				
Accountancy assistance	7,000	7,000	0	0.00
Advertisements and other promotions	3,977	3,333	(644)	(19.31)
Annual report	0	0	0	0.00
Archive storage	3,406	4,000	594	14.86
Auditors' fees	7,000	7,000	0	0.00
Bank charges	12,277	8,333	(3,944)	(47.33)
Books and publications	23	2,600	2,577	99.10
Christmas expenses	0	0	0	0.00
Conferences	362	0	(362)	0.00
General insurance	6,799	5,000	(1,799)	(35.98)
Legal insurance	0	17,500	17,500	100.00
Health and safety	395	833	438	52.54
Legal expenses	134,989	106,222	(28,767)	(27.08)
Library	0	0	0	0.00
Other professional fees (inc Scanning & Linking)	22,749	40,667	17,918	44.06
Pension administration	0	1,667	1,667	100.00
Staff functions	125	0	(125)	0.00
Staff Handbook	0	0	0	0.00
Subscriptions to professional bodies	715	1,683	968	57.52
Taxation assistance	9,094	20,000	10,906	54.53
Training	1,459	8,333	6,874	82.49
Translations	0	0	0	0.00
	<u>210,372</u>	<u>234,172</u>	<u>23,801</u>	<u>10.16</u>
<b>OVERHEAD TOTAL</b>	<u>1,245,137</u>	<u>1,380,013</u>	<u>134,876</u>	<u>9.77</u>

**HEALTH PROFESSIONS COUNCIL**

**BALANCE SHEET**  
as at 31st July 2002

	£	£	March 2002	
			£	£
<b>FIXED ASSETS</b>				
Land & buildings, at cost or valuation	1,300,000		1,300,000	
Depreciation	<u>(17,333)</u>		<u>(8,667)</u>	
Net book value		1,282,667		1,291,333
Computer Equipment, at cost	595,249		579,635	
Depreciation	<u>(387,253)</u>		<u>(357,312)</u>	
Net book value		207,996		222,323
Office furniture and equipment, at cost	211,430		95,367	
Depreciation	<u>(50,279)</u>		<u>(44,997)</u>	
Net book value		161,151		50,370
		<hr/>		<hr/>
<b>TOTAL FIXED ASSETS</b>		<b>1,651,813</b>		<b>1,564,026</b>
<b>INVESTMENTS</b>		<b>1,673,935</b>		<b>2,146,012</b>
<b>CURRENT ASSETS</b>				
Debtors and prepayments	337,083		77,076	
Bank balances and cash	<u>772,691</u>		<u>1,300,067</u>	
	<u>1,109,774</u>		<u>1,377,143</u>	
<b>CURRENT LIABILITIES</b>				
<b>Amounts falling due within one year</b>				
Registration fees in advance	74,881		21,301	
Retention fees in advance	1,645,455		670,710	
Creditors and accrued expenses	<u>638,366</u>		<u>549,859</u>	
	<u>2,358,702</u>		<u>1,241,870</u>	
<b>NET CURRENT ASSETS</b>		<b>(1,248,928)</b>		<b>135,273</b>
		<hr/>		<hr/>
		<b><u>2,076,821</u></b>		<b><u>3,845,311</u></b>
<b>Represented by:</b>				
Accumulated Fund at 1 April 2002		2,416,615		3,937,196
Surplus/(Deficit) for the period		<u>(339,794)</u>		<u>(91,885)</u>
		<b><u>2,076,821</u></b>		<b><u>3,845,311</u></b>
<b>Note:</b>				
<b>Accumulated Fund 1st April 2002</b>		3,845,311		
Prior Year Adjustment for Income Spread Method		<u>(1,428,696)</u>		
		<b><u>2,416,615</u></b>		