Budget 2003/4 – Version 4 (Potential Changes)

COMMENTARY

INTRODUCTION

This commentary is to be read in conjunction with the detailed commentary produced for Budget Version 2 & 3. Budget Version 4 has been produced in light of the accounts produced up to August 2003 and if agreed will be reported against from September onwards.

Adjustments to income and expenditure have been suggested and the changes are outlined on page 2 of the budget summary. The changes are expanded by type as apposed to profession and cost centre below.

Unfortunately it has not been realistically practical to reduce the deficit and the committee is asked to decide the approach to take.

INCOME

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Note 1: Registration Fees

Registration fees have decreased from the version 3 budget of $\pounds 569,490$ to a version 4 budget of $\pounds 426,078$, a decrease of 25%.

The difference is due to a reduced number of international and grandparenting applications. This has a knock-on effect on registration fees as applicants become registrants and pay the initial registration fee. Obviously not all applicants become registrants. The percentage that is accepted has been reduced from the original estimate.

Note 2: International Scrutiny Fees

International scrutiny fees have decreased from the version 3 budget of $\pounds 639,400$ to a version 4 budget of $\pounds 532,600$, a decrease of 17%.

Coupled with the volume of grandparenting applications the volume of international scrutiny fees has not been as high as expected. The volume should increase over the months as registration officers become more familiar with the LISA system (previously international applications were mainly paper based), but the overall level needs to be reduced for this financial year.

Note 3: Grandparenting Scrutiny Fees

Grandparenting scrutiny fees have decreased from the version 3 budget of $\pounds 630,000$ to a version 4 budget of $\pounds 424,000$, a decrease of 33%.

The number of Chiropodist grandparents has been significantly less than expected and despite the fact that the overall numbers may materialise over the next 2 years, for this financial year the income from Chiropodist grandparents needs to be reduced.

EXPENDITURE

Note 4: Assessor National Insurance Cost

From 9th July 2003, all assessors are self-employed and hence HPC will not be required to pay NI for these partners.

Note 5: Temporary Staff

Due to the volume of telephone calls and the additional work that registration officers are required to do (more information captured under the new rules), a support team has been setup to mainly enter applications and take renewal payments.

Note 6: Council and committee expenses

For version 3, Council and committee allowances and travel have been over-budgeted. This was due to estimating a higher attendance by council members to the various meetings. Also the council review included some potential training costs, it seems likely that this financial year only the review will happen, followed by training (if any) next financial year.

Note 7: Building Refurbishment

The building refurbishment cost has increased by 33% for this financial year. This is due to additional work being undertaken; mainly a new staircase in Stannary Street and steel works in the council chamber area. Whilst the DoH grant has been spent for this year, HPC will try and obtain a grant for this overspend.

Note 8: Systems Support

The LISA project is not to be capitalised until September (when fully signed off) and hence the support for the system will start later than budgeted for.

Note 9: Hardware Depreciation

The hardware depreciation associated with the LISA project and covered by grant is reduced for this financial year as the system is not to be capitalised until September.

Note 10: Communications

Various savings have become apparent in the communications area. Also communications to students / graduates will not begin until next financial year.

Note 11: Partners Recruitment

Further expenditure is required for partners recruitment due to the volume of partners to recruit and a second round of recruitment to fill any shortfalls in particular areas.

Note 12: Grandparenting & International Assessments

These two areas of expenditure are linked to income and as the income for applications has been reduced, hence these two areas have been reduced accordingly.

Note 13: Panels & Screeners

The role of screeners will not be required so the budget for this type of expense will be added to panels.

Note 14: Auditors' fees

The requirement to have the NAO audit HPC's accounts has led to an increase in audit fees. The costs for this financial year include NAO's cost for the 2002/3 audit, which was not accrued.

Note 15: Legal insurance

The legal insurance cost was over-budgeted for in version 3. Only limited cover has been secured.

Note 16: Other Professional fees

Due to the introduction of the LISA system, a reporting consultant has been required to enable all the necessary reports to be produced. Also training on a software package (crystal reports) has been undertaken so that HPC can meet their reporting requirements for the future.

Note 17: Professional Liaison Groups

The number of these types of groups used this financial year is less than initially budgeted for.

CONCLUSION

The overall deficit of HPC has increased from the version 3 budget of £645,041 to a version 4 budget of £842,933.

All the reductions in income have been matched with reductions in expenditure. However there are not enough savings within the budget to compensate for the increase in building refurbishment. As mentioned HPC will try and obtain a grant for this expenditure, but feels it is prudent not to include this as budgeted income at this stage.

If agreed, this budget will be used for all reporting purposes.

RICHARD BALLARD Management Accountant September 2003

Budget: 1st April 2003 to 31st March 2004

Version 3 v Version 4:

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Budget 2003-04 Potential Changes

	Amount
Description	(£'000)

INCOME

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DoH Capital Grant Released - Reduced	43
International Applications - Reduced	107
Grandparenting Applications - Reduced	206
Registration Fees - Reduced Due to Reduced Applications	94
Registration Fees - Reduced Due to Lower % of Applicants being Registered	50
Total Income Change	499

EXPENDITURE

Additions:

Partner Recruitment	20
Audit - NAO 2002/03 & 2003/04	8
Other Professional Fees	15
Other Office Services	5
Panels (Practice Committees)	20
UK & International Registration Temporary Staff	20

Savings:

International Assessments - Reduced Applications	(69)
OT International Assessments - Through Oxford Brookes (Registrant pays assessment fee)	(20)
Grandparenting Assessments - Reduced Applications	(134)
Assessors NI Cost - All Self Employed from 9th July 2003	(44)
Communications - Listening Events	(20)
Communications - Students / Graduates - Program to start next year	(55)
Communications - Reg Comms & Internal	(15)
Repairs & Maintenance	(10)
Office Manager - Telephone Calls	(10)
Office Equipment < £500	(5)
Physiotherapists JVC Costs	(5)
Legal Insurance	(15)
System Support - Starting later than budgeted for	(20)
DoH Capital Grant Released - Depreciation	(43)
Council & Committee Expenses Allowances & Subs	(68)
Professional Liaison Groups	(24)
Screeners (Not Required)	(20)
Taxation Assistance	(5)
Lecturing	(6)
Total Expenditure Change	(499)
Total Difference	(0)

Total Difference

DOH EXPENDITURE

Additions:

Building Work - Parkeray (Largely Stannary Street & Includes Retention Fee)	158
DEGW (Architects)	10
BWA (Surveyors)	30
Shortfall to be claimed under grant, but to be budgeted without grant	198

BUDGET 2003-04: Version 4 DETAILED SUMMARY

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2003/04 2003/04 2003/04 2003/04 2003/04 Prose Budget Version 3 E £		DETAILED SUMMARY					
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President 61,600 61,600 0 0 Council 268,331 223,331 45,000 17 Chief Executive 198,205 198,205 0 0 Education and Policy 487,820 487,820 0 0 Operations 1,613,446 1,366,626 246,820 15 Directors 470,031 429,531 40,500 9 IT and Project Management 919,130 856,130 63,000 7 Finance 359,134 365,134 (6,000) (2) Administration 1,575,027 1,753,027 (178,000) (11) Legal Services 855,134 (6,000) 2 Human Resources 261,499 281,499 (20,000) (8) Communications 1,091,728 996,728 95,000 9 Operating Expenses 8,161,845 7,860,525 301,320 4 TOTAL EXPENDITURE 8,161,845 7,860,525 301,320 4 SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) <td></td> <td>Departments</td> <td></td> <td></td> <td></td> <td></td> <td></td>		Departments					
Council 268,331 223,331 45,000 17 Chief Executive 198,205 198,205 0 0 Education and Policy 487,820 487,820 0 0 Operations 1,613,446 1,366,626 246,820 15 Directors 470,031 429,531 40,500 9 IT and Project Management 919,130 856,130 63,000 7 Finance 359,134 365,134 (6,000) (2) Administration 1,575,027 1,753,027 (178,000) (11) Legal Services 855,894 840,894 15,000 2 Human Resources 261,499 281,499 (20,000) (8) Communications 1,091,728 996,728 95,000 9 Operating Expenses 8,161,845 7,860,525 301,320 4 TOTAL EXPENDITURE 8,161,845 7,860,525 301,320 4 SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) Investment - Unrealised Gains / (Losses) 0	7	-	61,600	61,600	0	0	
Education and Policy 487,820 487,820 0 0 Operations 1,613,446 1,366,626 246,820 15 Directors 470,031 429,531 40,500 9 IT and Project Management 919,130 856,130 63,000 7 Finance 359,134 365,134 (6,000) (2) Administration 1,575,027 1,753,027 (178,000) (11) Legal Services 855,894 840,894 15,000 2 Human Resources 261,499 281,499 (20,000) (8) Communications 1,091,728 996,728 95,000 9 Operating Expenses 8,161,845 7,860,525 301,320 4 TOTAL EXPENDITURE 8,161,845 7,860,525 301,320 4 SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) Investment - Unrealised Gains / (Losses) 0 0 0 0 0	S.			223,331	45,000	17	
Operations 1,613,446 1,366,626 246,820 15 Directors 470,031 429,531 40,500 9 IT and Project Management 919,130 856,130 63,000 7 Finance 359,134 365,134 (6,000) (2) Administration 1,575,027 1,753,027 (178,000) (11) Legal Services 855,894 840,894 15,000 2 Human Resources 261,499 281,499 (20,000) (8) Communications 1,091,728 996,728 95,000 9 Operating Expenses 8,161,845 7,860,525 301,320 4 TOTAL EXPENDITURE 8,161,845 7,860,525 301,320 4 SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) Investment - Unrealised Gains / (Losses) 0 0 0 0 0		Chief Executive	•	Constant and the second s	_		
Directors 470,031 429,531 40,500 9 IT and Project Management 919,130 856,130 63,000 7 Finance 359,134 365,134 (6,000) (2) Administration 1,575,027 1,753,027 (178,000) (11) Legal Services 855,894 840,894 15,000 2 Human Resources 261,499 281,499 (20,000) (8) Communications 1,091,728 996,728 95,000 9 Operating Expenses 8,161,845 7,860,525 301,320 4 TOTAL EXPENDITURE 8,161,845 7,860,525 301,320 4 SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) Investment - Unrealised Gains / (Losses) 0 0 0 0 0		•	•		-		
IT and Project Management 919,130 856,130 63,000 7 Finance 359,134 365,134 (6,000) (2) Administration 1,575,027 1,753,027 (178,000) (11) Legal Services 855,894 840,894 15,000 2 Human Resources 261,499 281,499 (20,000) (8) Communications 1,091,728 996,728 95,000 9 Operating Expenses 8,161,845 7,860,525 301,320 4 TOTAL EXPENDITURE 8,161,845 7,860,525 301,320 4 SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) Investment - Unrealised Gains / (Losses) 0 0 0 0 0		•		CONTRACTOR CONTRA	-		
Finance 359,134 365,134 (6,000) (2) Administration 1,575,027 1,753,027 (178,000) (11) Legal Services 855,894 840,894 15,000 2 Human Resources 261,499 281,499 (20,000) (8) Communications 1,091,728 996,728 95,000 9 Operating Expenses 8,161,845 7,860,525 301,320 4 TOTAL EXPENDITURE 8,161,845 7,860,525 301,320 4 SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) Investment - Unrealised Gains / (Losses) 0 0 0 0 0				Contract Contract Contract Contract Contract	•		
Administration 1,575,027 1,753,027 (178,000) (11) Legal Services 855,894 840,894 15,000 2 Human Resources 261,499 281,499 (20,000) (8) Communications 1,091,728 996,728 95,000 9 Operating Expenses 8,161,845 7,860,525 301,320 4 TOTAL EXPENDITURE 8,161,845 7,860,525 301,320 4 SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) Investment - Unrealised Gains / (Losses) 0 0 0 0					-		
Legal Services 855,894 840,894 15,000 2 Human Resources 261,499 281,499 (20,000) (8) Communications 1,091,728 996,728 95,000 9 Operating Expenses 8,161,845 7,860,525 301,320 4 TOTAL EXPENDITURE 8,161,845 7,860,525 301,320 4 SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) Investment - Unrealised Gains / (Losses) 0 0 0 0				DOTO STREET AND CONTRACTOR STOCKED STOCKED STOCKED			
Human Resources Communications 261,499 281,499 (20,000) (8) Operating Expenses 8,161,845 7,860,525 301,320 4 TOTAL EXPENDITURE 8,161,845 7,860,525 301,320 4 SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) Investment - Unrealised Gains / (Losses) 0 0 0 0				State of the second state			
Communications 1,091,728 996,728 95,000 9 Operating Expenses 8,161,845 7,860,525 301,320 4 TOTAL EXPENDITURE 8,161,845 7,860,525 301,320 4 SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) Investment - Unrealised Gains / (Losses) 0 0 0 0		-	-	Salar and an and a state of the second state of the second state of the second state of the second state of the		(8)	
TOTAL EXPENDITURE 8,161,845 7,860,525 301,320 4 SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) Investment - Unrealised Gains / (Losses) 0 0 0 0			1,091,728	996,728	95,000		
SURPLUS/(DEFICIT) (Excluding Unrealised Gains) (645,041) (842,933) (197,892) (31) Investment - Unrealised Gains / (Losses) 0 0 0 0		Operating Expenses	8,161,845	7,860,525	301,320	4	
Investment - Unrealised Gains / (Losses) 0 0 0 0		TOTAL EXPENDITURE	8,161,845	7,860,525	301,320	4	
	Ċ.	SURPLUS/(DEFICIT) (Excluding Unrealised Gains)	(645,041)	(842,933)	(197,892)	(31)	
SURPLUS/(DEFICIT) (645,041) (197,892) (31)		Investment - Unrealised Gains / (Losses)	0	0	0	0	
		SURPLUS/(DEFICIT)	(645,041)	(842,933)	(197,892)	(31)	

BUDGET 2003-04: Version 4

DETAILED SUMMARY

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	2003/04 Budget Version 3	2003/04 Budget Version 4	2003/04 Variance	2003/04 Variance	Note
	£	£	£	%	
Income					
Registration fees	569,490	426,078	(143,412)	(25)	1
Registration fees (part year)	0	0	0	0	
Readmission fees	258,600	258,600	0	0	
Renewal fees	4,129,890	4,129,890	0	0	
International scrutiny fees	639,400	532,600	(106,800)	(17)	2
Letter of good standing fees	5,083	5,083	0	0	
Grandparenting scrutiny fees	630,000	424,000	(206,000)	(33)	3
· · ·	6,232,463	5,776,251	(456,212)	(7)	

BUDGET 2003-04: Version 4

CODE

BUDGET MANAGER

Paul Baker

INVESTMENT & OTHER INCOME

			2003/04 Budget Version 3 £	2003/04 Budget Version 4 £	2003/04 Variance £	2003/04 Variance %	Note
		Income					
1401	11	Bank interest - Business Reserve	6,000	6,000	0	0	
14	11	Bank interest - Money Market	0	0	0	0	
1403	11	Portfolio income	60,000	60,000	0	0	
1404	11	P & L on disposal of investments (Realised)	0	0	0	0	
			66,000	66,000	0	0	
1405	11	P & L on disp of investments (Unrealised)	0	0			

BUDGET 2003-04: Version 4

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OVERHEAD TOTAL

Code .		2003/04 Budget Version 3 £	2003/04 Budget Version 4 £	2003/04 Variance £	2003/04 Variance %	Note
Payroll Basic Overtime National Insurance Pension costs Medical insurance Staff recruitment Temporary staff Other payroll exper		1,514,594 34,600 218,954 242,726 1,000 15,000 154,200 0 2,181,074	1,514,594 34,600 174,954 242,726 1,000 15,000 174,200 0 2,157,074	0 0 44,000 0 0 (20,000) 0 24,000	0 0 20 0 0 (13) 0 1	4
Staff travelling an Fares Car expenses and Subsistence Entertaining Conferences Lecturing Other travelling and	car park	21,900 5,150 19,825 6,575 24,000 10,000 0 87,450	21,900 5,150 19,825 6,575 24,000 4,000 0 81,450	0 0 0 6,000 0 6,000	0 0 0 60 0 7	
Council and comr Allowances Travelling and subs Conference expens Training & Council	sistence ses	205,780 239,008 4,500 30,000 479,288	188,280 204,008 4,500 15,000 411,788	17,500 35,000 0 <u>15,000</u> 67,500	9 15 0 50 14	6 6
Property services Business rates Water Electricity Gas Cleaning contracto Cleaning materials Waste disposal Repairs and mainte Maintenance contra Security Other property cost Building Refurbishr Property depreciati	enance acts s nent	9,000 770 10,000 750 25,800 7,800 2,600 25,000 55,000 0 600,000 26,000 767,720	9,000 770 10,000 750 25,800 7,800 2,600 15,000 55,000 0 798,000 26,000 955,720	0 0 0 0 0 10,000 0 0 (198,000) 0 (188,000)	0 0 0 0 0 40 0 0 0 (33) 0 (24)	7

OVERHEAD TOTAL

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Code	÷	2003/04 Budget Version 3	2003/04 Budget Version 4	2003/04 Variance	2003/04 Variance	Note
		£	£	£	%	
	Office services Printing and stationery	265,000	265,000	0	0	
	Photocopying	11,000	11,000	0	0 0	
	Microfilming	0	0	0	0	
	Postage (Non Communications)	155,000	155,000	0	0	
	Telephone	50,000	40,000	10,000	20	
	Telephone system maintenance	3,200	3,200	0	0	
	Mobile telephone	3,550	3,550	0	0	
	Fax	1,500	1,500	0	0	
	Couriers Office equipment < £500	2,000	2,000	0 5 000	0	
	Office equipment rental	25,200 0	20,200 0	5,000 0	20 0	
	Office equipment maintenance	0	0 O	0	0	
(1) · · ·	Catering	12,500	12,500	0 0	Õ	
· · ·	Other office services	20,000	25,000	(5,000)	(25)	
	Depreciation of office equipment	70,000	70,000	0	0	
		618,950	608,950	10,000	2	
	Computer services					
	Hardware < £500	6,650	6,650	0	0	
	Hardware maintenance	18,000	18,000	Ő	0	
	Software	14,600	14,600	Ō	Ő	
	Software maintenance	19,500	19,500	0	0	
	Software development	0	0	0	0	
	Systems support	72,860	52,860	20,000	27	8
	Internet development	0	0	0	0	
	Internet maintenance Computer media and sundries	12,000 11,000	12,000 11,000	0	0	
	Disaster contingency plan	8,500	8,500	0	0 0	
	Computer training	8,300	8,300	0	0	
	Other computer services costs	8,100	8,100	Ō	0 0	
Ć	IT Security - Backup Offsite etc	14,500	14,500	0	0	
N.	Hardware depreciation	418,300	375,300	43,000	10	9
		612,310	549,310	63,000	10	
	Communications					
	Advertising	150,000	150,000	0	0	
	The Register (Design, Prod, Dist)	0	0	0	0	
	Annual Reports (Design, Distribute)	190,000	190,000	0	0	
	Brochures (Design, Distribute)	155,000	155,000	0	0	
	HPC Launch Event	47,000	47,000	0	0	
	Grandparenting Communications Listening Events	20,000 36,000	20,000 16,000	0 20,000	0 56	10
	Lobbying	10,000	10,000	20,000	0	10
	PR Advisors	45,000	45,000	0 0	0	
	Market Research	75,000	75,000	Ō	0	
	Registrant Comms & Internal	62,000	47,000	15,000	24	10
	Translations	8,000	8,000	0	0	
	Students / Graduates	55,000	0	55,000	100	10
64	Web Site Design	0 66 150	0	0	0	
No.	Standards of Proficiency (Design,Prod,Dist) Welsh Language Scheme	66,150 15,000	66,150 15,000	0	0 0	
	woon canguage ooneme	934,150	844,150	90,000	10	

OVERHEAD TOTAL

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Code	•	2003/04 Budget Version 3	2003/04 Budget Version 4	2003/04 Variance	2003/04 Variance	Note
		£	£	£	%	
	Partners					
	Partners Recruitment	54,000	74,000	(20,000)	(37)	11
	Partners Training	50,000	50,000	(0	0	
	Legal & Medical Assessments	30,000	30,000	Ō	Ō	
	Grandparenting Assessments	409,500	275,600	133,900	33	12
	International Reg Assessments	415,584	326,664	88,920	21	12
	International Applicant Interviews	9,800	9,800	0	0	
	Mediation - Panels	3,000	3,000	0	0	
	Panels (Allowance & Travel)	50,000	70,000	(20,000)	(40)	13
	Screening - Panels (Allow & Travel)	20,000	0	20,000	100	13
	Visitors	36,179	36,179	0	0	
100	JVC Costs	95,864	90,864	5,000	5	
		1,173,927	966,107	207,820	18	
	Creating departmental expenses					
	Specific departmental expenses Accountancy assistance	0	0	0	0	
	Archive storage	11,000	11,000	0	Ő	
	Auditors' fees	21,525	29,525	(8,000)	(37)	14
	Bank charges and interest	60,000	60,000	0	0	
	Books and publications	0	0	0	0	
	Conferences	0	0	0	0	
	General insurance	32,250	32,250	0	0	
	Legal insurance	52,500	37,500	15,000	29	15
	Health and safety	3,200	3,200	0	0	
	Legal expenses	620,000	620,000	0	0	
	Other professional fees	52,000	67,000	(15,000)	(29)	16
	Pension administration	6,000	6,000	0	0	
	Staff functions	5,250	5,250	0	0	
	Staff Handbook	4,000	4,000	0	0 0	
	Personal Performance Consultancy	6,500	6,500 7,000	0	0	
No	Investors in People Good Citizen Scheme	7,000 2,000	2,000	0	0	
	Quality ISO 2002	2,000	21,000	Ő	0	
	HPC Processes	20,000	20,000	0	Ō	
	Reward Data	5,000	5,000	0	0	
	Subscriptions to professional bodies	4,450	4,450	0	0	
	Proficiency Standards - QAA	270,000	270,000	0	0	
	Professional Liaison Groups	48,000	24,000	24,000	50	17
	Examination Expenses	0	0	0	0	
	Logbook Expenses	0	0	0	0	
	Legal - Disc Trans Writer	15,300	15,300	0	0	
	Taxation Professional Advice	20,000	15,000	5,000	25	
	Training	20,000	20,000		0	
		1,306,975	1,285,975	21,000	2	
		8,161,844	7,860,524	301,320	4	
	OVERHEAD TOTAL	0,101,044	r;000;524	501,520	+	