

## HEALTH PROFESSIONS COUNCIL

## MANAGEMENT ACCOUNTS TO 30 NOVEMBER 2003

## DETAILED SUMMARY

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>INCOME</b>					
<b>Professions</b>					
Arts Therapists	32,138	33,091	(953)	(2.88)	50,719
Chiropodists	249,695	374,576	(124,881)	(33.34)	644,482
Clinical Scientists	80,570	81,934	(1,364)	(1.66)	153,379
Dietitians	109,132	110,188	(1,056)	(0.96)	169,319
Medical Laboratory Scientific Officers	361,146	389,726	(28,580)	(7.33)	842,698
Orthoptists	32,240	32,898	(658)	(2.00)	59,265
Occupational Therapists	522,052	531,776	(9,724)	(1.83)	1,078,689
Paramedics	229,518	242,108	(12,590)	(5.20)	429,009
Physiotherapists	693,436	710,964	(17,528)	(2.47)	1,096,275
Prosthetists & Orthotists	17,349	18,442	(1,093)	(5.93)	34,109
Radiographers	413,318	420,236	(6,918)	(1.65)	641,482
Speech and Language Therapists	215,101	236,399	(21,298)	(9.01)	436,828
Other Professions	0	0	0	0.00	0
<b>Registration Income</b>	2,955,695	3,182,338	(226,643)	(7.12)	5,636,254
<b>Investment Income (Excluding Unrealised Gains)</b>	47,437	44,000	3,437	7.81	66,000
	3,003,132	3,226,338	(223,206)	(6.92)	5,702,254
<b>Department of Health Revenue Grant</b>	1,029,664	1,030,000	(336)	(0.03)	1,030,000
<b>Department of Health Capital Grant Released</b>	62,779	62,288	491	0.79	145,338
					0
					0
<b>TOTAL INCOME</b>	<b>4,095,575</b>	<b>4,318,626</b>	<b>(223,051)</b>	<b>(5.16)</b>	<b>6,877,592</b>
					0
<b>EXPENDITURE</b>					
<b>Departments</b>					
President	25,236	33,734	8,498	25.19	50,600
Council	132,503	140,064	7,561	5.40	201,331
Chief Executive	133,424	132,138	(1,286)	(0.97)	198,205
Education and Policy	447,674	435,210	(12,464)	(2.86)	532,819
Operations	776,389	914,487	138,098	15.10	1,406,627
Directors	267,530	286,448	18,918	6.60	417,530
IT Department	482,535	495,285	12,750	2.57	856,131
Finance	210,494	236,144	25,650	10.86	350,134
Administration	1,481,031	1,443,933	(37,098)	(2.57)	1,788,027
Legal Services	652,173	602,764	(49,409)	(8.20)	840,894
Human Resources	284,151	286,749	2,598	0.91	356,499
Communications	420,469	423,370	2,901	0.69	802,728
<b>Operating Expenses</b>	<b>5,313,609</b>	<b>5,430,326</b>	<b>116,717</b>	<b>2.15</b>	<b>7,801,525</b>
<b>TOTAL EXPENDITURE</b>	<b>5,313,609</b>	<b>5,430,326</b>	<b>116,717</b>	<b>2.15</b>	<b>7,801,525</b>
<b>SURPLUS/(DEFICIT) (Excluding Unrealised Gains)</b>	<b>(1,218,034)</b>	<b>(1,111,700)</b>	<b>(106,334)</b>	<b>(9.56)</b>	<b>(923,933)</b>
<b>Investment - Unrealised Gains / (Losses)</b>	<b>231,060</b>	<b>0</b>	<b>231,060</b>	<b>0.00</b>	<b>0</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(986,974)</b>	<b>(1,111,700)</b>	<b>124,726</b>	<b>11.22</b>	<b>(923,933)</b>

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 30 NOVEMBER 2003

DETAILED SUMMARY

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Income</b>					
Registration fees	161,549	213,132	(51,583)	(24.20)	366,081
Registration fees (part year)	20,764	0	20,764	0.00	0
Restoration fees	55,700	109,842	(54,142)	(49.29)	178,600
Retention fees	2,301,038	2,289,826	11,212	0.49	4,129,890
EU Application fees	272,165	334,850	(62,685)	(18.72)	532,600
Confirmation letter fees	4,975	5,083	(108)	(2.12)	5,083
Grandparenting fees & other	139,504	229,605	(90,101)	(39.24)	424,000
	<u>2,955,695</u>	<u>3,182,338</u>	<u>(226,643)</u>	<u>(7.12)</u>	<u>5,636,254</u>

## MANAGEMENT ACCOUNTS TO 30 NOVEMBER 2003

CODE	INVESTMENT & OTHER INCOME				Annual Budget £
	Actual £	Budget £	Variance £	Variance %	
BUDGET MANAGER	Paul Baker				
<b>Income</b>					
Bank interest - Business Reserve	475	4,000	(3,525)	(88.13)	6,000
Portfolio income	43,175	40,000	3,175	7.94	60,000
P & L on disposal of investments (Realised)	3,787	0	3,787	0.00	0
	<u>47,437</u>	<u>44,000</u>	<u>3,437</u>	<u>7.81</u>	<u>66,000</u>
& L on disposal of investments (Unrealised)	231,060	0	231,060	0.00	0

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 30 NOVEMBER 2003

**OVERHEAD TOTAL**

Code	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Payroll</b>					
Basic	995,637	1,013,596	17,959	1.77	1,524,594
Overtime	28,439	23,280	(5,159)	(22.16)	34,600
National Insurance	115,171	118,070	2,899	2.46	174,955
Pension costs	131,079	160,849	29,770	18.51	242,726
Medical insurance	700	667	(33)	(4.95)	1,000
Staff recruitment	31,123	15,000	(16,123)	(107.49)	15,000
Temporary staff	160,953	144,784	(16,169)	(11.17)	204,200
Other payroll expense	25,165	0	(25,165)	0.00	0
	<u>1,488,267</u>	<u>1,476,246</u>	<u>(12,021)</u>	<u>(0.81)</u>	<u>2,197,075</u>
<b>Staff travelling and subsistence</b>					
Fares	19,620	14,602	(5,018)	(34.37)	21,900
Car expenses and car park	3,120	3,433	313	9.12	5,150
Subsistence	8,099	13,219	5,120	38.73	19,825
Entertaining	676	4,384	3,708	84.58	6,575
Conferences	19,929	16,706	(3,223)	(19.29)	24,000
Lecturing	994	2,668	1,674	62.74	4,000
	<u>52,438</u>	<u>55,012</u>	<u>2,574</u>	<u>4.68</u>	<u>81,450</u>
<b>Council and committee expenses</b>					
Allowances	104,054	110,553	6,499	5.88	159,280
Travelling and subsistence	111,275	128,836	17,561	13.63	183,008
Conference expenses	5,572	3,000	(2,572)	(85.73)	4,500
Training	0	3,125	3,125	100.00	5,000
	<u>220,901</u>	<u>245,514</u>	<u>24,613</u>	<u>10.03</u>	<u>351,788</u>
<b>Property services</b>					
Business rates	3,588	6,000	2,412	40.20	9,000
Water	708	513	(195)	(38.01)	770
Electricity	6,163	6,667	504	7.55	10,000
Gas	542	500	(42)	(8.31)	750
Cleaning contractors	11,723	17,200	5,477	31.84	25,800
Cleaning materials	6,264	5,200	(1,064)	(20.46)	7,800
Waste disposal	2,383	1,733	(650)	(37.51)	2,600
Repairs and maintenance	4,258	10,000	5,742	57.42	15,000
Maintenance contracts	3,388	3,333	(55)	(1.65)	5,000
Security	78,959	75,000	(3,959)	(5.28)	75,000
Building Refurbishment	766,188	768,000	1,812	0.24	798,000
Property depreciation	17,333	17,333	0	0.00	26,000
	<u>901,497</u>	<u>911,479</u>	<u>9,982</u>	<u>1.10</u>	<u>975,720</u>

**OVERHEAD TOTAL**

Code	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Office services</b>					
Printing and stationery	203,261	176,667	(26,594)	(15.05)	265,000
Photocopying	4,266	7,333	3,067	41.82	11,000
Microfilming	282	0	(282)	0.00	0
Postage	109,393	95,000	(14,393)	(15.15)	155,000
Telephone	15,632	26,667	11,035	41.38	40,000
Telephone system maintenance	0	2,133	2,133	100.00	3,200
Mobile telephone	2,311	2,368	57	2.41	3,550
Fax	1,883	1,000	(883)	(88.30)	1,500
Couriers	2,226	1,333	(893)	(66.99)	2,000
Office equipment < £500	22,149	23,467	1,318	5.62	35,200
Office equipment rental	5,524	0	(5,524)	0.00	0
Office equipment maintenance	0	0	0	0.00	0
Staff catering	7,910	8,333	423	5.08	12,500
Other office services	22,123	16,667	(5,456)	(32.74)	25,000
Depreciation of office equipment	49,420	46,667	(2,753)	(5.90)	70,000
	446,380	407,635	(38,745)	(9.50)	623,950
<b>Computer services</b>					
Hardware < £500	2,438	4,433	1,995	45.00	6,650
Hardware maintenance	4,428	12,000	7,572	63.10	18,000
Software	5,076	9,734	4,658	47.85	14,600
Software maintenance	31,407	13,000	(18,407)	(141.59)	19,500
Software development	0	0	0	0.00	0
Systems support	28,565	27,144	(1,421)	(5.24)	52,860
Internet development	0	0	0	0.00	0
Internet maintenance	14,218	8,000	(6,218)	(77.73)	12,000
Computer media and sundries	6,501	7,333	832	11.35	11,000
Disaster contingency plan	4,869	5,667	798	14.08	8,500
Computer training	0	5,533	5,533	100.00	8,300
Other computer services costs	7,079	5,400	(1,679)	(31.09)	8,100
IT Security - Backup Offsite etc	3,118	9,667	6,549	67.75	14,500
IT Hardware Disposals	(2,535)	0	2,535	0.00	0
Hardware depreciation	178,982	187,033	8,051	4.30	375,300
	284,146	294,944	10,798	3.66	549,310
<b>Communications</b>					
Advertising	13,974	15,000	1,026	6.84	65,000
Annual Reports (Design, Distribute)	13,038	15,000	1,962	13.08	190,000
Brochures (Design, Distribute)	41,421	40,000	(1,421)	(3.55)	70,000
HPC Launch Event	46,282	47,000	718	1.53	47,000
Grandparenting Communications	8,903	6,667	(2,236)	(33.54)	10,000
Listening Events	7,729	12,000	4,271	35.59	16,000
Lobbying	3,660	3,333	(327)	(9.81)	5,000
PR Advisors	33,071	30,000	(3,071)	(10.24)	45,000
Market Research	31,914	30,000	(1,914)	(6.38)	50,000
Registrant Comms & Internal	40,916	38,500	(2,416)	(6.28)	63,000
Translations	4,328	5,333	1,005	18.84	8,000
Students / Graduates	0	0	0	0.00	0
Standards of Proficiency (Design, Prod, Dist)	66,606	66,150	(456)	(0.69)	66,150
Welsh Language Scheme	1,391	10,000	8,609	86.09	15,000
	313,233	318,983	5,750	1.80	650,150

<b>OVERHEAD TOTAL</b>
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Code	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Partners</b>					
Partners Recruitment	78,597	89,000	10,403	11.69	89,000
Partners Training	93,033	80,000	(13,033)	(16.29)	110,000
Legal & Medical Assessments	13,635	20,000	6,365	31.83	30,000
Grandparenting Assessments	162	153,112	152,950	99.89	275,600
International Reg Assessments	228,382	217,443	(10,939)	(5.03)	326,664
International Applicant Interviews	2,883	6,533	3,650	55.87	9,800
Mediation - Panels	342	1,667	1,325	79.48	3,000
Panels (Allowance & Travel )	51,980	46,667	(5,313)	(11.38)	70,000
Screening - Panels (Allow & Travel)	0	0	0	0.00	0
Visitors	19,321	24,119	4,798	19.89	36,179
JVC Costs	60,442	67,984	7,542	11.09	90,864
	<u>548,777</u>	<u>706,525</u>	<u>157,748</u>	<u>22.33</u>	<u>1,041,107</u>
<b>Specific departmental expenses</b>					
Accountancy assistance	0	0	0	0.00	0
Archive storage	6,656	7,333	677	9.23	11,000
Auditors' fees	17,350	18,350	1,000	5.45	29,525
Bank charges & interest	30,400	41,671	11,271	27.05	60,000
Books and publications	387	0	(387)	0.00	0
Conferences	0	0	0	0.00	0
General insurance	22,050	20,750	(1,300)	(6.27)	32,250
Legal insurance	21,438	25,000	3,562	14.25	37,500
Health and safety	4,994	2,133	(2,861)	(134.13)	3,200
Legal expenses	520,511	456,334	(64,177)	(14.06)	620,000
Other professional fees	67,686	61,000	(6,686)	(10.96)	67,000
Pension administration	4,630	4,000	(630)	(15.75)	6,000
Staff functions	1,588	750	(838)	(111.73)	5,250
Staff Handbook	0	2,667	2,667	100.00	4,000
Personal Performance Consultancy	3,917	4,333	416	9.60	6,500
Investors in People	0	7,000	7,000	100.00	7,000
Good Citizen Scheme	0	1,333	1,333	100.00	2,000
Quality ISO 2002	1,452	7,000	5,548	79.26	21,000
HPC Processes	0	6,666	6,666	100.00	20,000
Reward Data	2,585	4,000	1,415	35.38	5,000
Subscriptions to professional bodies	2,574	2,968	394	13.27	4,450
Proficiency Standards - QAA & Newchurch	311,535	290,000	(21,535)	(7.43)	315,000
Professional Liaison Groups	9,229	16,000	6,771	42.32	24,000
Legal - Disc Trans Writer	16,212	10,200	(6,012)	(58.94)	15,300
Taxation advice	1,266	7,500	6,234	83.12	15,000
Training	11,510	17,000	5,490	32.29	20,000
	<u>1,057,970</u>	<u>1,013,988</u>	<u>(43,982)</u>	<u>(4.34)</u>	<u>1,330,975</u>
<b>OVERHEAD TOTAL</b>	<u>5,313,609</u>	<u>5,430,326</u>	<u>116,717</u>	<u>2.15</u>	<u>7,801,525</u>

HEALTH PROFESSIONS COUNCIL

BALANCE SHEET

as at 30th November 2003

March 2003

	£	£	£	£
<b>FIXED ASSETS</b>				
<b>Tangible fixed assets</b>				
Land & buildings, at cost or valuation	1,300,000		1,300,000	
Depreciation	<u>(52,000)</u>		<u>(34,667)</u>	
Net book value		1,248,000		1,265,333
Computer Equipment, at cost	1,918,522		1,487,688	
Depreciation	<u>(442,835)</u>		<u>(266,597)</u>	
Net book value		1,475,687		1,221,090
Office furniture and equipment, at cost	326,637		256,485	
Depreciation	<u>(100,421)</u>		<u>(51,001)</u>	
Net book value		226,216		205,485
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<b>Total tangible fixed assets</b>		<b>2,949,903</b>		<b>2,691,908</b>
<b>Investments</b>		<b>1,211,997</b>		<b>1,322,147</b>
<b>TOTAL FIXED ASSETS</b>		<b>4,161,900</b>		<b>4,014,055</b>
<b>CURRENT ASSETS</b>				
DOH Debtor			95,336	
Other debtors and prepayments	217,043		712,010	
Bank balances and cash	<u>0</u>		<u>504,924</u>	
	217,043		1,312,270	
<b>CURRENT LIABILITIES</b>				
<b>Amounts falling due within one year</b>				
Bank overdraft	249,742		0	
Creditors and accrued expenses	<u>463,977</u>		<u>1,325,969</u>	
<b>WORKING CAPITAL</b>		<b>(496,676)</b>		<b>(13,699)</b>
<b>DEFERRED INCOME</b>				
Registration fees in advance	88,433		63,982	
Retention fees in advance	<u>2,864,750</u>		<u>2,174,581</u>	
		<b>(2,953,183)</b>		<b>(2,238,563)</b>
<b>NET ASSETS</b>		<b>712,041</b>		<b>1,761,793</b>
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<b>Represented by:</b>				
Capital Grant Receivable - LISA System		690,573		753,351
Accumulated Fund at 1 April 2003		1,008,442		2,416,615
Surplus/(Deficit) for the period		<u>(986,974)</u>		<u>(1,408,173)</u>
		<b>712,041</b>		<b>1,761,793</b>
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# HEALTH PROFESSIONS COUNCIL

## MANAGEMENT ACCOUNTS TO 30 NOVEMBER 2003

### CASH FLOW STATEMENT

From 1st April 2003 - 30th November 2003

	£
Deficit over expenditure	(1,218,034)
Depreciation of tangible fixed assets	245,735
Grant income released	(62,779)
Gain on disposal of investments	(3,787)
Gain on disposal of hardware (insurance claim)	(2,535)
Investment income	(43,650)
Decrease in debtors	590,303
Decrease in creditors	(861,992)
Increase in deferred income	714,620
<b>Net cash outflow from operating activities</b>	<b>(642,119)</b>
<b>Returns on investment and servicing of finance</b>	
Investment Income	43,650
<b>Capital expenditure and financial investment</b>	
Purchase of tangible fixed assets	(511,741)
Disposal Income (insurance claim)	10,547
Purchase of investments	(13,745)
Sale of investments	358,742
<b>Decrease in Cash</b>	<b>(754,666)</b>
Cash at 31st March 2003	504,924
Cash at 30th November 2003	(249,742)
<b>Cash Movement</b>	<b>(754,666)</b>