

Finance Department – June 2009 Report

General

Since the last Committee Meeting, the Finance department has produced the final March Year End Management Accounts and Statutory Financial Statements and is working on the May YTD Management Accounts.

Supplier payments

At the end of April, 98% by value of the £532k Creditor payments (April Aged Creditor Listing) were in the 30 days or less category.

Fee adjustments and income receipts handling

At 11 June, there was a half day backlog in Registrant direct debit cancellations and amendments against a 2 day backlog target. We had no processing backlog on rejected payments/refunds against a two day backlog target and no backlog on mid-cycle lapsing of Registrants. The banking of Registrant cheques is up to date and there is no backlog on credit card reconciliations against a two day backlog target.

Income Collection cycle

Direct debit collections of Registrants' fees (cover 83% of registrants) are done by the Finance Dept, with collections made two months in advance. CH collections occurred in early June. OR, PA & RA collections are scheduled for early July. Most of the income comprises Renewal fees collected.

Funds under Management

At 11 June, the Business Reserve account balance was £0.5M, earning an interest rate of 0.065% per annum. £1.6M was invested in the NatWest Special Interest-bearing Account (SIBA) on a rolling monthly basis, earning 0.48% per annum. £1.5M is invested in a Barclays money market account earning 1.82% for 6 months and £1M in a Lloyds TSB money market account earning 0.9% for 1 month.

The investment portfolio (excluding £143k portfolio cash) at the end of April was valued at £1.5M. The investment portfolio value including cash & money market instruments was £1.64M. This compares with £1.89M at 30 April 2008.

Pensions

In May, there were 56 active members in the Friends Provident Scheme and no active members in the Capita Flexiplan Scheme, excluding the 6 "notional" members.

Employee training and staffing levels

There are seven full-time permanent employees in the dept with one additional permanent post to be filled. Temp staff are periodically hired to cover for staff on annual or sick leave and to help achieve Finance dept service level targets.

Sage system support and development

In mid May, we were informed by Sage that BDE Group Ltd, the supplier we used to provide annual system support and development for our Sage financial system was no longer trading as a Sage business partner, due to excessive debts owing to Sage. We are in the process of appointing a replacement vendor and getting them familiar with our organisational requirements.

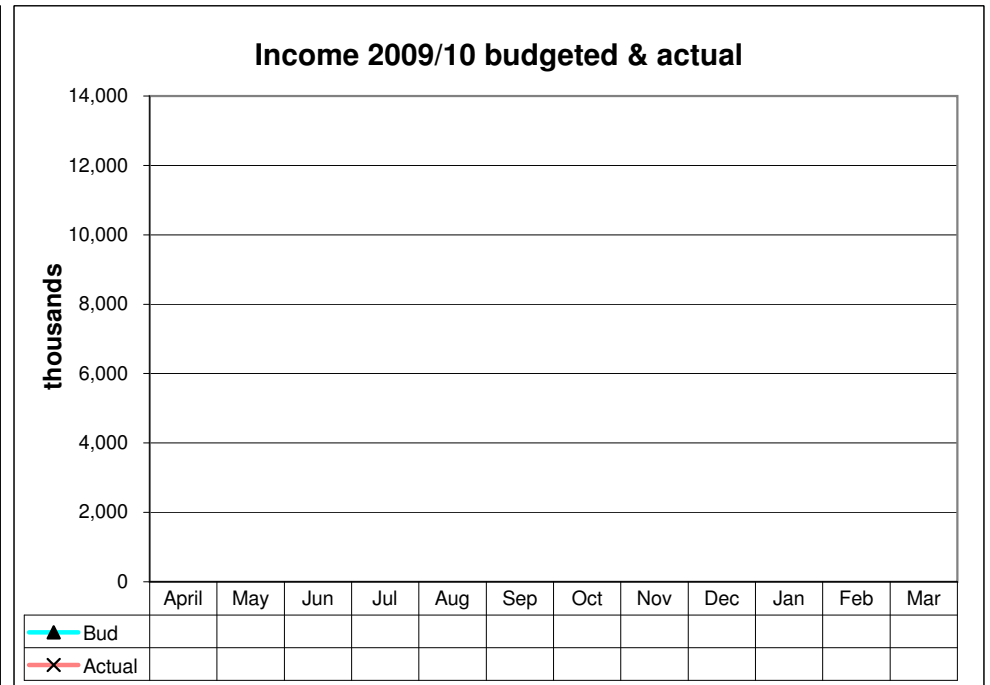
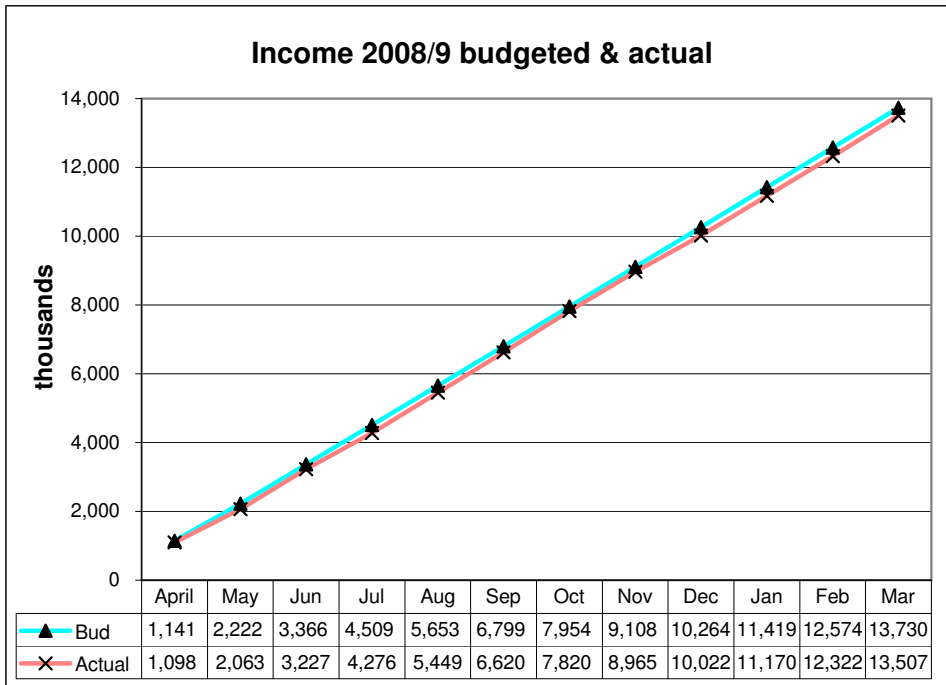
Significant Financial Projects/Issues (next few months)

- Complete the Annual Report and Statutory Accounts process for tabling in Parliament in July, as per the timetable,
- Prepare and complete the IFRS financial statements to 31 March 2009 for audit in August,
- Commence the Fees Project 2011.

	2008						2009						Total to YTD £000	Budget YTD £000	Variance £000	Annual Budget £000
	April £000	May £000	Jun £000	Jul £000	Aug £000	Sep £000	Oct £000	Nov £000	Dec £000	Jan £000	Feb £000	Mar £000				
INCOME																
Registration Income	1,098	965	1,164	1,049	1,173	1,171	1,200	1,145	1,058	1,148	1,152	1,228	13,549	13,730	(181)	13,730
Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	0	(1)	(1)	0	(1)	0
TOTAL INCOME*	1,098	965	1,164	1,049	1,173	1,171	1,200	1,145	1,058	1,148	1,152	1,227	13,548	13,730	(182)	13,730
EXPENDITURE																
Approvals & Monitoring	40	64	57	29	42	45	40	37	41	40	45	57	537	661	(124)	661
Chief Executive	28	17	29	27	27	73	(24)	25	21	23	24	17	286	278	8	278
Council & Committees	0	18	96	12	23	42	65	30	31	20	53	(37)	352	547	(196)	547
Communications	22	78	83	79	55	94	59	81	86	61	114	169	980	1,020	(40)	1,020
Facilities Management	92	59	96	102	65	31	144	57	67	73	72	84	941	910	31	910
Finance	47	75	50	65	38	42	50	37	64	53	37	66	625	570	55	570
Fitness to Practise	140	664	474	236	357	319	405	323	427	274	408	630	4,656	4,622	35	4,622
Human Resources & Partners	29	66	78	38	45	81	108	52	44	39	49	96	724	662	62	662
IT Department	69	86	74	67	72	69	73	86	94	91	94	214	1,089	1,137	(48)	1,137
Operations Office	27	32	40	34	32	33	38	52	27	33	38	40	427	375	52	375
Policy & Standards	18	19	65	35	21	21	17	18	17	14	14	17	278	384	(106)	384
President	0	7	6	4	1	8	5	4	4	4	4	5	51	49	2	49
Major Projects	0	24	3	2	1	3	14	16	9	7	38	96	212	263	(50)	263
Registration	87	174	124	103	155	124	145	143	131	93	94	179	1,551	1,714	(163)	1,714
Secretariat	14	26	20	19	12	24	16	18	13	11	19	25	216	293	(77)	293
TOTAL EXPENDITURE	613	1,409	1,294	851	943	1,008	1,156	980	1,074	835	1,104	1,657	12,926	13,485	(559)	13,485
OPERATING SURPLUS/(DEFICIT)	485	(444)	(130)	198	230	163	43	165	(17)	313	47	(431)	622	245	378	245

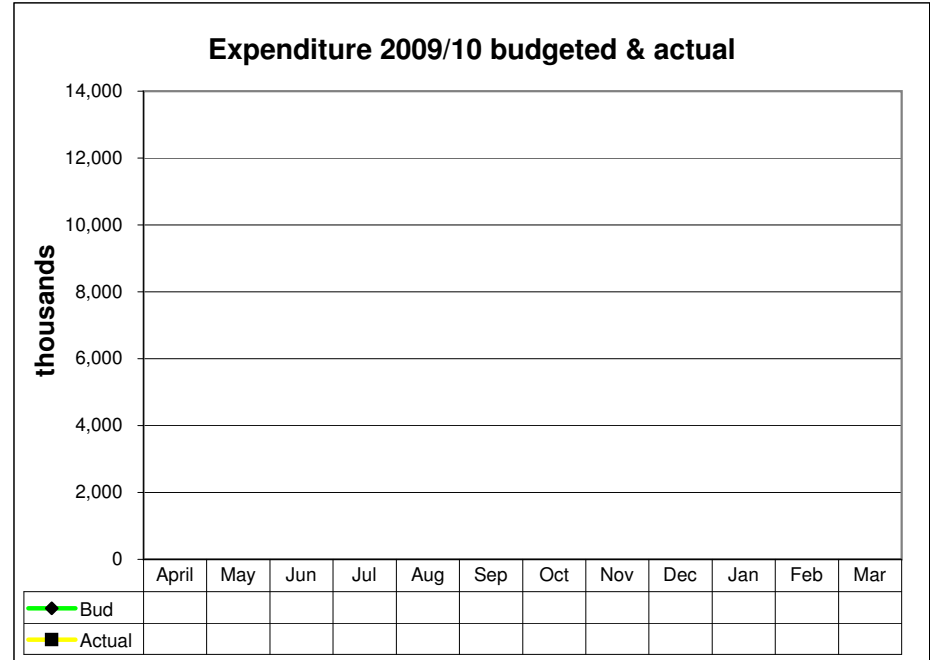
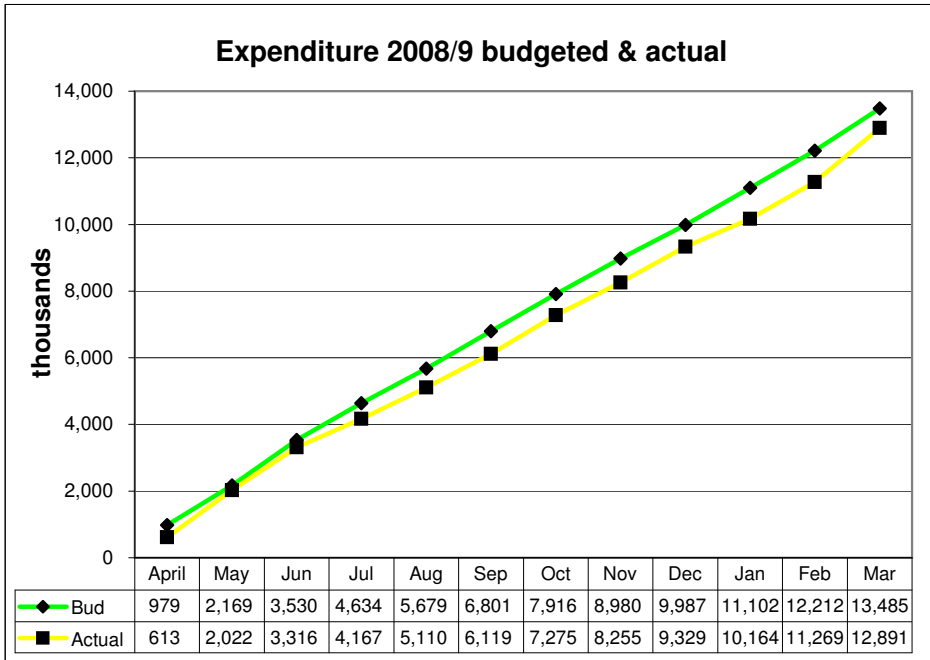
* Total Income is excluding investment income

Note: No accruals have been posted for April



	2008										2009		
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Bud	1,141	2,222	3,366	4,509	5,653	6,799	7,954	9,108	10,264	11,419	12,574	13,730	
Actual	1,098	2,063	3,227	4,276	5,449	6,620	7,820	8,965	10,022	11,170	12,322	13,507	

	2009										2010		
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Bud													
Actual													



	2008										2009		
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Bud	979	2,169	3,530	4,634	5,679	6,801	7,916	8,980	9,987	11,102	12,212	13,485	
Actual	613	2,022	3,316	4,167	5,110	6,119	7,275	8,255	9,329	10,164	11,269	12,891	

	2009										2010		
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Bud													
Actual													

	<i>Actual Mar 08 £000</i>	2008												<i>Budget Mar 09 £000</i>			
		April £000	May £000	Jun £000	Jul £000	Aug £000	Sep £000	Oct £000	Nov £000	Dec £000	2009						
		Jan £000	Feb £000	Mar £000													
FIXED ASSETS																	
Tangible Fixed Assets	3,756	3,933	3,891	3,903	3,889	3,957	4,076	4,042	4,076	4,055	4,080	4,218	3,594	6,278			
Investments	1,528	1,710	1,715	1,604	1,554	1,768	1,640	1,536	1,329	1,416	1,329	1,251	1,347	1,554			
TOTAL FIXED ASSETS	5,284	5,643	5,606	5,507	5,443	5,725	5,716	5,578	5,405	5,471	5,409	5,469	4,941	7,832			
CURRENT ASSETS																	
Debtors & Prepayments	213	335	358	283	273	245	203	181	222	485	506	259	354	353			
Bank & Cash	4,899	5,098	4,308	3,786	4,579	4,288	5,677	5,897	5,047	4,550	5,058	4,476	5,341	5,353			
CURRENT LIABILITIES																	
Creditors and accrued expenses	(2,103)	(1,706)	(1,864)	(1,663)	(1,594)	(1,663)	(1,719)	(1,769)	(1,535)	(1,879)	(1,880)	(1,657)	(2,615)	(2,363)			
WORKING CAPITAL	3,009	3,727	2,802	2,406	3,258	2,870	4,161	4,309	3,734	3,156	3,684	3,078	3,080	3,343			
LOANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Deferred income	(6,870)	(7,377)	(6,777)	(6,502)	(7,090)	(6,687)	(7,767)	(7,833)	(7,115)	(6,528)	(6,733)	(6,210)	(7,106)	(7,763)			
NET ASSETS	1,423	1,993	1,631	1,411	1,611	1,908	2,110	2,054	2,024	2,099	2,360	2,337	915	3,412			
Represented by:																	
Revaluation Reserve	422	422	422	422	422	422	422	422	422	422	422	422	214	651			
Income and expenditure account	1,001	1,571	1,209	989	1,189	1,486	1,688	1,632	1,602	1,677	1,938	1,915	701	2,761			
	1,423	1,993	1,631	1,411	1,611	1,908	2,110	2,054	2,024	2,099	2,360	2,337	915	3,412			

* Balance sheet includes investment income

	Actual Mar 08 £000	2008										Total March £000		
		April £000	May £000	Jun £000	Jul £000	Aug £000	Sep £000	Oct £000	Nov £000	Dec £000	2009 Jan £000		Feb £000	Mar £000
Opening Balance		4,898	5,098	4,308	3,786	4,580	4,288	5,676	5,898	5,048	4,550	5,058	4,434	
Registration Income		1,098	964	1,165	1,049	1,174	1,167	1,200	1,145	1,058	1,148	1,149	1,235	13,552
Investment Income		2	1	17	45	6	54	4	4	14	35	3	22	207
Investment Sales		35	44	38	39	4	50	13	6	50	0	57	(22)	314
Deferred Income Movements		503	(477)	(393)	589	(404)	1,080	66	(718)	(586)	204	(522)	896	238
Department of Health funding		0	0	74	0	0	0	0	0	0	0	0	0	74
Total Cash Receipts		1,638	532	901	1,722	780	2,351	1,283	437	536	1,387	687	2,131	14,385
Expenditure		608	1,416	1,291	851	944	1,008	1,156	993	1,062	835	1,103	1,657	12,924
Depreciation		(24)	(25)	(24)	(25)	(25)	(18)	(26)	(38)	(34)	(34)	(33)	(39)	(345)
Asset disposal / writeoff		0	0	0	0	0	0	0	(7)	0	0	0	0	(7)
Aged Cred / Accrual Movements		292	(22)	169	70	(70)	(58)	(49)	233	(343)	(1)	221	(975)	(533)
Debtor Movements		225	(62)	(93)	(11)	(28)	(43)	(22)	27	277	20	(246)	95	139
Payments to Creditors		1,101	1,307	1,343	885	821	889	1,059	1,208	962	820	1,045	738	12,178
Capital Expenditure		201	(17)	36	11	93	138	(8)	72	13	59	171	473	1,242
Capital write-off		0	0	0	0	0	0	0	0	0	(5)	0	0	(5)
Investment Purchases		136	32	44	32	158	(64)	10	(3)	59	5	95	(2)	502
Interest payable		0	0	0	0	0	0	0	10	0	0	0	0	10
Taxation		0	0	0	0	0	0	0	0	0	0	0	13	13
Other Payments		337	15	80	43	251	74	2	79	72	59	266	484	1,762
Closing Balance	4,898	5,098	4,308	3,786	4,580	4,288	5,676	5,898	5,048	4,550	5,058	4,434	5,343	
Budgeted Closing Balance														
Variance		5,098	4,308	3,786	4,580	4,288	5,676	5,898	5,048	4,550	5,058	4,434	5,343	

* Cash flow includes investment income