

HEALTH PROFESSIONS COUNCIL

Management Accounts For the 4 months ended 31st July 2003

**No commentary is published on these accounts as they are to be issued
at the same time as those to 31st August 2003**

HEALTH PROFESSIONS COUNCIL


**MANAGEMENT ACCOUNTS TO 31 JULY 2003
DETAILED SUMMARY**

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
INCOME					
Professions					
Arts Therapists	15,583	16,042	(459)	(2.86)	52,615
Chiropodists	75,335	105,751	(30,416)	(28.76)	881,986
Clinical Scientists	28,027	30,448	(2,421)	(7.95)	165,193
Dietitians	55,190	59,189	(3,999)	(6.76)	181,672
Medical Laboratory Scientific Officers	172,029	190,061	(18,032)	(9.49)	874,345
Orthoptists	10,194	11,112	(918)	(8.26)	60,070
Occupational Therapists	206,587	219,355	(12,768)	(5.82)	1,123,894
Paramedics	80,222	80,021	201	0.25	444,455
Physiotherapists	334,115	346,006	(11,891)	(3.44)	1,209,505
Prosthetists & Orthotists	6,589	6,395	194	3.03	35,500
Radiographers	202,826	207,869	(5,043)	(2.43)	683,798
Speech and Language Therapists	82,127	92,664	(10,537)	(11.37)	459,433
New Professions	0	0	0	0.00	60,000
Registration Income	1,268,824	1,364,913	(96,089)	(7.04)	6,232,466
Investment Income (Excluding Unrealised Gains)	34,045	22,000	12,045	54.75	66,000
	1,302,869	1,386,913	(84,044)	(6.06)	6,298,466
Department of Health Revenue Grant	909,924	925,000	(15,076)	(1.63)	1,030,000
Department of Health Capital Grant Released	0	0	0	0.00	188,338
					0
TOTAL INCOME	2,212,793	2,311,913	(99,120)	(4.29)	7,516,804
					0
EXPENDITURE					
Departments					
President	22,367	20,533	(1,834)	(8.93)	61,600
Council	58,960	71,189	12,229	17.18	268,331
Chief Executive	65,348	66,067	719	1.09	198,205
Education and Policy	321,097	322,605	1,508	0.47	487,819
Operations	377,537	458,197	80,660	17.60	1,613,447
Directors	116,085	144,931	28,846	19.90	470,030
IT Department	190,961	226,129	35,168	15.55	919,131
Finance	106,612	114,108	7,496	6.57	359,134
Administration	844,247	859,262	15,015	1.75	1,575,027
Legal Services	344,986	365,186	20,200	5.53	855,894
Human Resources	147,846	124,500	(23,346)	(18.75)	261,499
Communications	303,409	333,508	30,099	9.02	1,091,728
Operating Expenses	2,899,455	3,106,215	206,760	6.66	8,161,845
TOTAL EXPENDITURE	2,899,455	3,106,215	206,760	6.66	8,161,845
SURPLUS/(DEFICIT) (Excluding Unrealised Gains)	(686,662)	(794,302)	107,640	13.55	(645,041)
Investment - Unrealised Gains / (Losses)	214,652	0	214,652	0.00	0
SURPLUS/(DEFICIT)	(472,010)	(794,302)	322,292	40.58	(645,041)

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 JULY 2003

DETAILED SUMMARY

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
Income					
Registration fees	39,582	67,107	(27,525)	(41.02)	569,493
Registration fees (part year)	15,930	0	15,930	0.00	0
Readmission fees	24,606	49,972	(25,366)	(50.76)	258,600
Renewal fees	1,034,684	1,030,187	4,497	0.44	4,129,890
International scrutiny fees	131,055	172,664	(41,609)	(24.10)	639,400
Confirmation letter fees	4,300	5,083	(783)	(15.40)	5,083
Grandparenting scrutiny fees & other	18,667	39,900	(21,233)	(53.22)	630,000
	<u>1,268,824</u>	<u>1,364,913</u>	<u>(96,089)</u>	<u>(7.04)</u>	<u>6,232,466</u>

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 JULY 2003

CODE	INVESTMENT & OTHER INCOME				Annual Budget £
	Actual £	Budget £	Variance £	Variance %	
BUDGET MANAGER	Paul Baker				
Income					
Bank interest - Business Reserve	2,076	2,000	76	3.80	6,000
Portfolio income	28,132	20,000	8,132	40.66	60,000
P & L on disposal of investments (Realised)	3,837	0	3,837	0.00	0
	<u>34,045</u>	<u>22,000</u>	<u>12,045</u>	<u>54.75</u>	<u>66,000</u>
P & L on disposal of investments (Unrealised)	214,652	0	214,652	0.00	0

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 JULY 2003

OVERHEAD TOTAL

Code	Actual £	Budget £	Variance £	Variance %	Annual Budget £
Payroll					
Basic	488,070	499,270	11,200	2.24	1,514,594
Overtime	13,682	11,960	(1,722)	(14.40)	34,600
National Insurance	58,214	71,854	13,640	18.98	218,955
Pension costs	62,981	78,980	15,999	20.26	242,726
Medical insurance	349	333	(16)	(4.80)	1,000
Staff recruitment	20,563	10,000	(10,563)	(105.63)	15,000
Temporary staff	72,359	68,700	(3,659)	(5.33)	154,200
Other payroll expense	2,260	0	(2,260)	0.00	0
	<u>718,478</u>	<u>741,097</u>	<u>22,619</u>	<u>3.05</u>	<u>2,181,075</u>
Staff travelling and subsistence					
Fares	7,781	7,298	(483)	(6.62)	21,900
Car expenses and car park	1,560	1,717	157	9.14	5,150
Subsistence	5,021	6,606	1,585	23.99	19,825
Entertaining	414	2,191	1,777	81.10	6,575
Conferences	15,583	9,406	(6,177)	(65.67)	24,000
Lecturing	994	3,332	2,338	70.17	10,000
	<u>31,353</u>	<u>30,550</u>	<u>(803)</u>	<u>(2.63)</u>	<u>87,450</u>
Council and committee expenses					
Allowances	58,606	70,545	11,939	16.92	205,780
Travelling and subsistence	56,545	81,775	25,230	30.85	239,008
Conference expenses	3,707	1,500	(2,207)	(147.13)	4,500
Training	0	2,800	2,800	100.00	30,000
	<u>118,858</u>	<u>156,620</u>	<u>37,762</u>	<u>24.11</u>	<u>479,288</u>
Property services					
Business rates	1,796	3,000	1,204	40.13	9,000
Water	347	257	(90)	(35.02)	770
Electricity	4,028	3,333	(695)	(20.86)	10,000
Gas	320	250	(70)	(27.83)	750
Cleaning contractors	5,244	8,600	3,356	39.02	25,800
Cleaning materials	3,129	2,600	(529)	(20.35)	7,800
Waste disposal	1,160	867	(293)	(33.79)	2,600
Repairs and maintenance	1,716	8,333	6,617	79.41	25,000
Maintenance contracts	2,114	1,667	(447)	(26.81)	5,000
Security	44,220	45,000	780	1.73	55,000
Building Refurbishment	510,162	520,000	9,838	1.89	600,000
Property depreciation	8,667	8,667	0	0.00	26,000
	<u>582,903</u>	<u>602,574</u>	<u>19,671</u>	<u>3.26</u>	<u>767,720</u>

OVERHEAD TOTAL

Code	Actual £	Budget £	Variance £	Variance %	Annual Budget £
Office services					
Printing and stationery	103,098	88,333	(14,765)	(16.72)	265,000
Photocopying	1,599	3,667	2,068	56.39	11,000
Microfilming	141	0	(141)	0.00	0
Postage	34,516	40,000	5,484	13.71	155,000
Telephone	6,910	16,667	9,757	58.54	50,000
Telephone system maintenance	0	1,067	1,067	100.00	3,200
Mobile telephone	1,019	1,182	163	13.79	3,550
Fax	1,472	500	(972)	(194.40)	1,500
Couriers	984	667	(317)	(47.53)	2,000
Office equipment < £500	5,324	8,400	3,076	36.62	25,200
Office equipment rental	1,593	0	(1,593)	0.00	0
Office equipment maintenance	0	0	0	0.00	0
Staff catering	3,747	4,167	420	10.08	12,500
Other office services	14,170	6,667	(7,503)	(112.54)	20,000
Depreciation of office equipment	23,060	23,333	273	1.17	70,000
	197,633	194,650	(2,983)	(1.53)	618,950
Computer services					
Hardware < £500	1,503	2,217	714	32.21	6,650
Hardware maintenance	1,807	6,000	4,193	69.88	18,000
Software	2,538	4,866	2,328	47.84	14,600
Software maintenance	13,583	6,500	(7,083)	(108.97)	19,500
Software development	0	0	0	0.00	0
Systems support	3,617	12,287	8,670	70.56	72,860
Internet development	0	0	0	0.00	0
Internet maintenance	7,050	4,000	(3,050)	(76.25)	12,000
Computer media and sundries	3,376	3,667	291	7.94	11,000
Disaster contingency plan	2,435	2,833	398	14.05	8,500
Computer training	0	2,767	2,767	100.00	8,300
Other computer services costs	6,913	2,700	(4,213)	(156.04)	8,100
IT Security - Backup Offsite etc	363	4,833	4,470	92.49	14,500
IT Hardware Disposals	(2,535)	0	2,535	0.00	0
Hardware depreciation	32,335	70,924	38,589	54.41	418,300
	72,985	123,594	50,609	40.95	612,310
Communications					
Advertising	0	0	0	0.00	150,000
Annual Reports (Design, Distribute)	13,038	15,000	1,962	13.08	190,000
Brochures (Design, Distribute)	39,214	40,000	786	1.97	155,000
HPC Launch Event	36,232	47,000	10,768	22.91	47,000
Grandparenting Communications	4,238	6,667	2,429	36.43	20,000
Listening Events	6,081	18,000	11,919	66.22	36,000
Lobbying	175	3,333	3,158	94.75	10,000
PR Advisors	14,542	15,000	458	3.05	45,000
Market Research	31,914	30,000	(1,914)	(6.38)	75,000
Registrant Comms & Internal	35,636	30,000	(5,636)	(18.79)	62,000
Translations	3,321	2,667	(654)	(24.52)	8,000
Students / Graduates	0	0	0	0.00	55,000
Standards of Proficiency (Design,Prod,Dist)	62,865	66,150	3,285	4.97	66,150
Welsh Language Scheme	1,355	5,000	3,645	72.90	15,000
	248,611	278,817	30,206	10.83	934,150

OVERHEAD TOTAL

Code	Actual £	Budget £	Variance £	Variance %	Annual Budget £
Partners					
Partners Recruitment	64,320	36,000	(28,320)	(78.67)	54,000
Partners Training	15,431	15,000	(431)	(2.87)	50,000
Legal & Medical Assessments	8,888	10,000	1,112	11.12	30,000
Grandparenting Assessments	0	45,499	45,499	100.00	409,500
International Reg Assessments	129,721	138,528	8,807	6.36	415,584
International Applicant Interviews	2,072	3,267	1,195	36.58	9,800
Mediation - Panels	342	333	(9)	(2.70)	3,000
Panels (Allowance & Travel)	26,432	16,667	(9,765)	(58.59)	50,000
Screening - Panels (Allow & Travel)	0	2,222	2,222	100.00	20,000
Visitors	12,147	12,060	(87)	(0.72)	36,179
JVC Costs	7,830	17,192	9,362	54.46	95,864
	267,183	296,768	29,585	9.97	1,173,927
Specific departmental expenses					
Accountancy assistance	0	0	0	0.00	0
Archive storage	3,232	3,667	435	11.86	11,000
Auditors' fees	7,175	7,175	0	0.00	21,525
Bank charges & interest	20,751	23,335	2,584	11.07	60,000
Books and publications	213	0	(213)	0.00	0
Conferences	0	0	0	0.00	0
General insurance	9,590	10,000	410	4.10	32,250
Legal insurance	12,250	17,500	5,250	30.00	52,500
Health and safety	2,755	1,067	(1,688)	(158.20)	3,200
Legal expenses	270,693	289,666	18,973	6.55	620,000
Other professional fees	51,433	39,636	(11,797)	(29.76)	52,000
Pension administration	446	2,000	1,554	77.70	6,000
Staff functions	1,645	750	(895)	(119.33)	5,250
Staff Handbook	0	1,333	1,333	100.00	4,000
Personal Performance Consultancy	1,958	2,167	209	9.64	6,500
Investors in People	0	2,000	2,000	100.00	7,000
Good Citizen Scheme	0	667	667	100.00	2,000
Quality ISO 2002	1,452	0	(1,452)	0.00	21,000
HPC Processes	0	0	0	0.00	20,000
Reward Data	0	2,000	2,000	100.00	5,000
Subscriptions to professional bodies	1,424	1,482	58	3.91	4,450
Proficiency Standards - QAA & Newchurch	250,442	250,000	(442)	(0.18)	270,000
Professional Liaison Groups	1,732	8,000	6,268	78.35	48,000
Legal - Disc Trans Writer	5,762	5,100	(662)	(12.98)	15,300
Taxation advice	1,266	0	(1,266)	0.00	20,000
Training	17,232	14,000	(3,232)	(23.09)	20,000
	661,451	681,545	20,094	2.95	1,306,975
OVERHEAD TOTAL	2,899,455	3,106,215	206,760	6.66	8,161,845

HEALTH PROFESSIONS COUNCIL

BALANCE SHEET
as at 31st July 2003

	£	£	March 2003	
			£	£
FIXED ASSETS				
Tangible fixed assets				
Land & buildings, at cost or valuation	1,300,000		1,300,000	
Depreciation	<u>(43,333)</u>		<u>(34,667)</u>	
Net book value		1,256,667		1,265,333
Computer Equipment, at cost	1,799,113		1,487,688	
Depreciation	<u>(296,188)</u>		<u>(266,597)</u>	
Net book value		1,502,925		1,221,090
Office furniture and equipment, at cost	292,874		256,485	
Depreciation	<u>(74,061)</u>		<u>(51,001)</u>	
Net book value		218,813		205,485
		<hr/>		<hr/>
Total tangible fixed assets		2,978,405		2,691,908
Investments		1,396,994		1,322,147
		<hr/>		<hr/>
TOTAL FIXED ASSETS		4,375,399		4,014,055
CURRENT ASSETS				
DOH Debtor	266,678		95,336	
Other debtors and prepayments	138,399		712,010	
Bank balances and cash	<u>0</u>		<u>504,924</u>	
	405,077		1,312,270	
CURRENT LIABILITIES				
Amounts falling due within one year				
Bank overdraft	832,988		0	
Creditors and accrued expenses	<u>1,042,981</u>		<u>1,325,969</u>	
WORKING CAPITAL		(1,470,891)		(13,699)
DEFERRED INCOME				
Registration fees in advance	54,973		63,982	
Retention fees in advance	<u>1,559,751</u>		<u>2,174,581</u>	
		(1,614,725)		(2,238,563)
NET ASSETS		1,289,783		1,761,793
		<hr/> <hr/>		<hr/> <hr/>
Represented by:				
Capital Grant Receivable - LISA System		753,351		753,351
Accumulated Fund at 1 April 2003		1,008,442		2,416,615
Surplus/(Deficit) for the period		<u>(472,010)</u>		<u>(1,408,173)</u>
		1,289,783		1,761,793
		<hr/> <hr/>		<hr/> <hr/>

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 JULY 2003

CASH FLOW STATEMENT

From 1st April 2003 - 31st July 2003

	£
Deficit	(686,662)
Depreciation of tangible fixed assets	64,062
Gain on disposal of investments	(3,837)
Gain on disposal of hardware (insurance claim)	(2,535)
Investment income	(30,208)
Decrease in debtors	402,269
Decrease in creditors	(282,988)
Decrease in deferred income	(623,839)
Net cash outflow from operating activities	<u>(1,163,738)</u>
Returns on investment and servicing of finance	
Investment Income	30,208
Capital expenditure and financial investment	
Purchase of tangible fixed assets	(358,570)
Disposal Income (insurance claim)	10,547
Purchase of investments	(8,274)
Sale of investments	151,915
Decrease in Cash	<u><u>(1,337,912)</u></u>
Cash at 31st March 2003	504,924
Cash at 31st July 2003	(832,988)
Cash Movement	<u><u>(1,337,912)</u></u>

HPC Cash Flow Forecast: August 03 - March 04

	31st July 03	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	Total 8 Mths
Opening Balance 1st		-832,988	-876,331	-989,087	-666,045	79,151	297,697	230,918	754,777	
Receipts										
Fees		354,716	752,735	1,284,430	1,316,943	733,250	501,554	1,140,230	721,969	6,805,828
Grants		209,909	176,509							386,418
Investment Cash										0
Total Receipts	0	564,625	929,244	1,284,430	1,316,943	733,250	501,554	1,140,230	721,969	7,192,246
Payments										
Operational										
Payments to Creditors		415,968	750,000	769,388	379,747	332,704	386,333	434,372	374,211	3,842,723
Wages (Gross,NI & Pension)		182,000	182,000	182,000	182,000	182,000	182,000	182,000	182,000	1,456,000
Exceptional										
IT System (LISA)			100,000							100,000
Other Cap Ex		10,000	10,000	10,000	10,000					40,000
Total Payment		607,968	1,042,000	961,388	571,747	514,704	568,333	616,372	556,211	5,438,723
Closing Balance	-832,988	-876,331	-989,087	-666,045	79,151	297,697	230,918	754,777	920,535	

Aged Creditors & Accruals	1,042,981	1,093,314	769,388	379,747	332,704	386,333	434,372	374,211	492,845	492,845
Budgeted Expenditure 03/04		466,301	426,074	379,747	332,704	386,333	434,372	374,211	492,845	