

HEALTH PROFESSIONS COUNCIL

Management Accounts For the 8 months ended 30th November 2004

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 30 NOVEMBER 2004
DETAILED SUMMARY

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
INCOME					
Professions					
Arts Therapists	71,106	67,939	3,167	4.66	108,100
Biomedical Scientists	857,396	885,381	(27,985)	(3.16)	1,328,070
Chiropodists	516,305	381,984	134,321	35.16	631,045
Clinical Scientists	163,157	140,522	22,635	16.11	219,783
Dietitians	205,141	192,753	12,388	6.43	316,688
Orthoptists	48,926	52,400	(3,474)	(6.63)	78,600
Occupational Therapists	1,063,542	1,044,299	19,243	1.84	1,566,448
Paramedics	400,821	426,932	(26,111)	(6.12)	640,398
Physiotherapists	1,525,758	1,475,864	49,894	3.38	2,270,603
Prosthetists & Orthotists	30,939	33,197	(2,258)	(6.80)	49,795
Radiographers	946,749	941,827	4,922	0.52	1,412,740
Speech and Language Therapists	420,942	409,145	11,797	2.88	613,718
Operating Department Practitioners	0	90,000	(90,000)	(100.00)	210,000
Registration Income	6,250,782	6,142,243	108,539	1.77	9,445,988
Department of Health Capital Grant Released	167,412	167,408	4	0.00	251,112
TOTAL INCOME	6,418,194	6,309,651	108,543	1.72	9,697,100
EXPENDITURE					
Departments					
President	33,965	33,633	(332)	(0.99)	50,450
Council	131,836	106,093	(25,743)	(24.26)	175,390
Secretariat	119,589	120,741	1,152	0.95	175,863
Chief Executive	154,804	155,976	1,172	0.75	226,463
Education and Training	725,764	558,790	(166,974)	(29.88)	721,385
Registration	1,054,921	870,754	(184,167)	(21.15)	1,295,629
IT Department	1,117,450	1,074,282	(43,168)	(4.02)	1,510,341
Finance	228,372	231,145	2,773	1.20	341,443
Administration	890,952	805,126	(85,826)	(10.66)	1,100,984
Fitness to Practise	1,165,303	904,367	(260,936)	(28.85)	1,344,207
Human Resources	382,156	327,342	(54,814)	(16.75)	453,233
Communications	900,084	1,016,170	116,086	11.42	1,360,504
Operating Expenses	6,905,196	6,204,419	(700,777)	(11.29)	8,755,891
(DEFICIT) (Excluding Unrealised Gains)	(487,002)	105,232	(592,234)	562.79	941,209
Investment Income (Excluding Unrealised Gains)	86,274	43,182	43,092	99.79	65,000
Investment - Unrealised Gains	86,162	0	86,162	0.00	0
(DEFICIT)	(314,566)	148,414	(462,980)	311.95	1,006,209

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 30 NOVEMBER 2004

DETAILED SUMMARY

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
Income					
Registration fees	339,155	237,324	101,831	42.91	430,988
Registration fees (part year)	(17)	0	(17)	0.00	0
Readmission fees	54,802	71,336	(16,534)	(23.18)	107,000
Renewal fees	5,174,300	5,498,915	(324,615)	(5.90)	8,397,000
International scrutiny fees	437,892	222,667	215,225	96.66	334,000
Confirmation letter fees	0	0	0	0.00	0
Grandparenting scrutiny fees & other	244,650	112,001	132,649	118.44	177,000
	<u>6,250,782</u>	<u>6,142,243</u>	<u>108,539</u>	1.77	<u>9,445,988</u>

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 30 NOVEMBER 2004

CODE	INVESTMENT & OTHER INCOME				Annual Budget £
	Actual £	Budget £	Variance £	Variance %	
BUDGET MANAGER	Paul Baker				
Income					
Bank interest - Business Reserve	17,759	6,667	11,092	166.37	10,000
Bank interest - Money Market	20,898	3,182	17,716	556.76	5,000
Bond interest	7,780	0	7,780	0.00	0
Portfolio income	41,650	33,333	8,317	24.95	50,000
P & L on disposal of investments (Realised)	(1,813)	0	(1,813)	0.00	0
	<u>86,274</u>	<u>43,182</u>	<u>43,092</u>	<u>99.79</u>	<u>65,000</u>
P & L on disposal of investments (Unrealised)	86,162	0	86,162	0.00	0

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 30 NOVEMBER 2004

OVERHEAD TOTAL

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
Payroll					
Basic	1,147,464	1,227,941	80,477	6.55	1,834,289
Overtime	29,252	26,833	(2,419)	(9.02)	40,250
National Insurance	129,816	138,025	8,209	5.95	206,198
Pension costs	130,491	160,966	30,475	18.93	241,452
Medical insurance	0	0	0	0.00	0
Staff recruitment	158,625	62,667	(95,958)	(153.12)	63,500
Temporary staff	254,832	128,001	(126,831)	(99.09)	191,000
Other payroll expense	43,947	80,000	36,053	45.07	80,000
	<u>1,894,427</u>	<u>1,824,433</u>	<u>(69,994)</u>	<u>(3.84)</u>	<u>2,656,689</u>
Staff travelling and subsistence					
Fares	45,985	21,666	(24,319)	(112.24)	32,500
Car expenses and car park	3,467	3,533	66	1.87	5,300
Subsistence	44,197	13,116	(31,081)	(236.97)	19,675
Entertaining	490	2,050	1,560	76.10	3,075
Conferences	6,202	21,666	15,464	71.37	32,500
Lecturing	0	1,667	1,667	100.00	2,500
	<u>100,341</u>	<u>63,698</u>	<u>(36,643)</u>	<u>(57.53)</u>	<u>95,550</u>
Council and committee expenses					
Allowances	116,715	115,905	(810)	(0.70)	167,000
Travelling and subsistence	99,933	126,950	27,017	21.28	176,390
Conference expenses	5,674	7,333	1,659	22.62	11,000
Training	4,250	4,500	250	5.56	5,000
	<u>226,572</u>	<u>254,688</u>	<u>28,116</u>	<u>11.04</u>	<u>359,390</u>
Property services					
Business rates	27,695	33,197	5,502	16.57	41,496
Water	582	767	185	24.12	1,150
Electricity	4,323	5,333	1,010	18.94	8,000
Gas	1,510	2,000	490	24.50	3,000
Cleaning contractors	13,369	12,667	(702)	(5.54)	19,000
Cleaning materials	6,015	6,667	652	9.78	10,000
Waste disposal	5,786	5,667	(119)	(2.10)	8,500
Repairs and maintenance	7,772	10,000	2,228	22.28	15,000
Maintenance contracts	3,439	3,667	228	6.22	5,500
Security	46,618	5,000	(41,618)	(832.36)	5,000
Building Refurbishment	125,651	108,875	(16,776)	(15.41)	108,875
Property depreciation	16,000	16,000	0	0.00	24,000
	<u>258,760</u>	<u>209,840</u>	<u>(48,920)</u>	<u>(23.31)</u>	<u>249,521</u>

OVERHEAD TOTAL

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
Office services					
Printing and stationery	224,680	190,500	(34,180)	(17.94)	261,000
Photocopying	2,888	7,333	4,445	60.62	11,000
Microfilming	282	300	18	6.00	450
Postage	142,952	106,565	(36,387)	(34.15)	143,129
Telephone	18,952	21,333	2,381	11.16	32,000
Telephone system maintenance	0	2,133	2,133	100.00	3,200
Mobile telephone	2,308	2,667	359	13.46	4,000
Fax	1,025	2,000	975	48.75	3,000
Couriers	3,606	2,333	(1,273)	(54.56)	3,500
Office equipment < £1000	29,758	20,000	(9,758)	(48.79)	30,000
Office equipment rental	2,228	1,333	(895)	(67.14)	2,000
Staff catering	9,963	8,000	(1,963)	(24.54)	12,000
Other office services	8,361	13,333	4,972	37.29	20,000
Depreciation of office equipment	56,389	66,667	10,278	15.42	100,000
	503,392	444,497	(58,895)	(13.25)	625,279
Computer services					
Hardware < £1000	4,367	13,333	8,966	67.25	20,000
Hardware maintenance	5,353	4,667	(686)	(14.70)	7,000
Software Systems	302,593	342,406	39,813	11.63	433,600
Software licenses	37,196	33,333	(3,863)	(11.59)	50,000
Systems support	59,428	41,000	(18,428)	(44.95)	61,500
Internet maintenance	34,320	14,100	(20,220)	(143.40)	21,150
Computer media and sundries	9,675	6,667	(3,008)	(45.12)	10,000
Disaster contingency plan	32,195	31,250	(945)	(3.02)	50,000
Computer training	3,929	0	(3,929)	0.00	2,500
Other computer services costs	16,437	12,000	(4,437)	(36.98)	18,000
IT Security - Backup Offsite etc	3,133	3,133	0	0.00	4,700
IT Hardware Disposals	0	0	0	0.00	0
Hardware depreciation	374,971	384,667	9,696	2.52	577,000
	883,597	886,556	2,959	0.33	1,255,450
Communications					
Advertising	302,676	290,000	(12,676)	(4.37)	400,000
Annual Reports (Design, Distribute)	12,301	50,000	37,699	75.40	50,000
Brochures (Design, Distribute)	19,392	67,000	47,608	71.06	105,000
HPC Consultation Events	387,403	213,866	(173,537)	(81.14)	229,000
Grandparenting Communications	0	13,333	13,333	100.00	20,000
Listening Events	13,935	12,000	(1,935)	(16.13)	20,000
Lobbying	5,839	13,333	7,494	56.21	20,000
PR Advisors	34,917	32,000	(2,917)	(9.12)	48,000
Market Research	81,926	62,500	(19,426)	(31.08)	62,500
Registrant Comms & Internal	37,400	50,000	12,600	25.20	75,000
Translations	4,745	6,667	1,922	28.83	10,000
Stakeholder Communications	2,491	35,000	32,509	92.88	70,000
Standards of Proficiency (Design,Prod,Dist)	3,713	10,000	6,287	62.87	10,000
Web Site Design	33,624	48,000	14,376	29.95	48,000
Annual Conference	130,113	100,000	(30,113)	(30.11)	100,000
Marketing & Promotions	10,113	20,000	9,887	49.44	30,000
Conference Attendance	8,725	22,667	13,942	61.51	34,000
General Events (Internal & External)	13,644	13,000	(644)	(4.95)	20,000
Media Relations - Press Event Launch	683	10,000	9,317	93.17	10,000
Welsh Language Scheme	0	10,000	10,000	100.00	15,000
	1,103,640	1,079,366	(24,274)	(2.25)	1,376,500

OVERHEAD TOTAL

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
Partners					
Partners Recruitment	27,882	34,444	6,562	19.05	50,000
Partners Training	106,338	70,000	(36,338)	(51.91)	120,000
Legal Assessors	47,591	34,553	(13,038)	(37.73)	51,830
Registration Assessors	416,004	198,709	(217,295)	(109.35)	298,064
International Test of Competence	21,789	3,051	(18,738)	(614.16)	4,576
Mediation - Panels	0	3,333	3,333	100.00	5,000
Panels (Allowance & Travel)	177,696	110,801	(66,895)	(60.37)	166,202
Screening - Panels (Allow & Travel)	0	12,000	12,000	100.00	18,000
Approvals (Previously Visits)	28,988	66,667	37,679	56.52	100,000
JVC Costs	46,911	45,000	(1,911)	(4.25)	45,000
	873,199	578,558	(294,641)	(50.93)	858,672
Specific departmental expenses					
Archive storage	5,558	7,000	1,442	20.60	10,500
Auditors' fees	20,665	21,000	335	1.60	31,500
Bank charges & interest	42,070	30,444	(11,626)	(38.19)	42,500
Books and publications	776	0	(776)	0.00	0
General insurance	23,757	25,600	1,843	7.20	38,400
Legal insurance	26,950	29,400	2,450	8.33	44,100
Health and safety	1,417	5,467	4,050	74.08	8,200
Legal expenses	795,504	566,000	(229,504)	(40.55)	849,000
Other professional fees	23,266	41,556	18,290	44.01	79,000
Pension administration	3,245	5,000	1,755	35.10	7,500
Staff Handbook	0	1,333	1,333	100.00	2,000
Personal Performance Consultancy	4,202	4,200	(2)	(0.05)	6,300
Investors in People	2,900	20,000	17,100	85.50	20,000
Good Citizen Scheme	0	1,333	1,333	100.00	2,000
Quality ISO 2002	32,397	20,000	(12,397)	(61.99)	20,000
HPC Processes	88	20,000	19,912	99.56	20,000
Reward Data	751	0	(751)	0.00	5,000
Subscriptions to professional bodies	2,585	3,495	910	26.04	5,240
Professional Liaison Groups	9,962	5,000	(4,962)	(99.24)	5,000
Legal -Transcript Writer	41,335	26,400	(14,935)	(56.57)	39,600
Taxation advice	6,001	6,222	221	3.55	8,000
Training	17,839	23,333	5,494	23.55	35,000
	1,061,268	862,783	(198,485)	(23.01)	1,278,840
OVERHEAD TOTAL	6,905,196	6,204,419	(700,777)	(11.29)	8,755,891

HEALTH PROFESSIONS COUNCIL

BALANCE SHEET

as at 30th November 2004

	£	£	March 2004	
			£	£
FIXED ASSETS				
Tangible fixed assets				
Land & buildings, at cost or valuation	1,700,000		1,700,000	
Depreciation	<u>(24,000)</u>		<u>(8,000)</u>	
Net book value		1,676,000		1,692,000
Computer Equipment, at cost	1,974,252		1,920,399	
Depreciation	<u>(1,001,495)</u>		<u>(626,524)</u>	
Net book value		972,757		1,293,876
Office furniture and equipment, at cost	366,315		326,637	
Depreciation	<u>(183,187)</u>		<u>(126,798)</u>	
Net book value		183,128		199,839
		<hr/>		<hr/>
Total tangible fixed assets		2,831,885		3,185,715
Investments		1,306,709		1,203,107
TOTAL FIXED ASSETS		4,138,594		4,388,822
CURRENT ASSETS				
Other debtors and prepayments	235,157		193,013	
Bank balances and cash	<u>1,715,205</u>		<u>2,407,980</u>	
	1,950,362		2,600,993	
CURRENT LIABILITIES				
Amounts falling due within one year				
Creditors and accrued expenses	<u>759,529</u>		<u>874,371</u>	
WORKING CAPITAL		1,190,833		1,726,623
DEFERRED INCOME				
Registration fees in advance	118,163		80,667	
Retention fees in advance	<u>4,642,388</u>		<u>4,983,924</u>	
		(4,760,551)		(5,064,591)
NET ASSETS		568,876		1,050,854
		<hr/> <hr/>		<hr/> <hr/>
Represented by:				
Capital Grant Receivable - LISA System		439,455		606,867
Accumulated Fund at 1 April 2003		443,987		1,008,442
Surplus/(Deficit) for the period		<u>(314,566)</u>		<u>(564,455)</u>
		568,876		1,050,854
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HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 30 NOVEMBER 2004

CASH FLOW STATEMENT

From 1st April 2004 - 30th November 2004

	£
Deficit over expenditure	(487,002)
Depreciation of tangible fixed assets	447,360
Grant income released	(167,412)
Increase in debtors	(42,144)
Decrease in creditors	(114,842)
Decrease in deferred income	(304,040)
Net cash outflow from operating activities	(668,079)
Return on investments and servicing of finance	
Investment Income (Excluding realised gains)	88,087
Capital expenditure and financial investments	
Purchase of tangible fixed assets	(93,530)
Purchase of investments	(93,708)
Proceeds from sale of investments	74,455
Decrease in Cash	(692,775)
Cash at 31st March 2004	2,407,980
Cash at 30th November 2004	1,715,205
Cash Movement	(692,775)

HPC Cash Flow: April 04 - March 05

	Mar-04	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	Total 12 Mths
Opening Balance 1st		2,407,980	2,231,000	1,896,142	1,620,096	1,614,168	1,675,781	2,634,230	2,527,981	1,715,204	1,550,732	1,814,350	1,605,339	
<u>Receipts</u>														
Registration Income		677,136	750,269	757,305	785,723	787,301	867,375	814,573	811,100					
Investment Income		3,568	9,238	16,369	11,445	8,746	17,083	8,316	13,322					
Investment Sales		0	16,944	14,215	21,936	11,775	9,000	585	0					
Deferred Income Movements		(283,152)	(238,114)	(333,301)	341,449	(163,977)	785,012	(109,062)	(302,895)					
Total Cash Receipts		397,552	538,337	454,588	1,160,553	643,845	1,678,470	714,412	521,527	326,119	897,967	411,367	1,548,151	9,292,888
<u>Payments</u>														
Operational														
Expenditure		744,507	750,195	1,047,631	790,035	726,457	1,151,411	865,363	829,597					
Depreciation		(55,541)	(55,741)	(55,889)	(55,986)	(56,036)	(56,026)	(56,026)	(56,115)					
Aged Cred / Accrual Movements		(159,160)	149,116	(339,004)	369,050	(101,253)	(353,207)	24,907	524,393					
Debtor Movements		19,920	2,501	56,518	13,594	10,551	(70,226)	(13,583)	22,869					
Payments to Creditors		549,726	846,071	709,256	1,116,693	579,719	671,952	820,661	1,320,744	479,874	623,632	609,662	658,223	8,986,213
Exceptional														
Capital Expenditure		24,806	16,122	3,901	40,029	2,513	1,866	0	4,293	10,717	10,717	10,716	10,716	136,396
Investment Purchases		0	11,002	17,477	9,759	0	46,203	0	9,267					93,708
Total Payments		574,532	873,195	730,634	1,166,481	582,232	720,021	820,661	1,334,304	490,591	634,349	620,378	668,939	9,216,317
Closing Balance	2,407,980	2,231,000	1,896,142	1,620,096	1,614,168	1,675,781	2,634,230	2,527,981	1,715,204	1,550,732	1,814,350	1,605,339	2,484,551	76,571

Aged Creditors	587,769	750,837	558,407	927,459	471,481	553,870	940,876	1,048,192	479,874	623,632	609,662	658,223	654,610	654,610
Accruals	286,602	282,694	326,008	295,960	382,888	401,752	367,953	235,730	279,655	285,000	285,000	285,000	285,000	285,000
Budgeted Expenditure 04/05										628,977	609,662	658,223	654,610	

Deferred Income Movements - () Some income from deferred income and cash has already been received. If positive, cash received in advance and not recognised as income in current month.

Depreciation - Cash paid for fixed assets incurred in previous months make depreciation a non cash item, so is taken off the current month expenditure.

Aged Creditor Movements - () Denotes an increase in aged creditors from the previous month and is taken off the current month expenditure as they haven't been paid. Vice versa for a positive figure.

Debtor Movements - If positive, debtors/prepayments have been paid without all being recognised in the I & E Account, so must be added to the expenditure for the month, Vice versa for a negative figure.