

| This report covers the period<br>1-31 January 2025 |               |                | Current Year (2024/25) |                |                         | Previous years |                |                |                |                |                |                |                |                |         |         |
|--|---------------|----------------|------------------------|----------------|-------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------|---------|
|  |               |                | Actual                 |                | Forecast to<br>year end | 2023/24        | 2022/23        | 2021/22        | 2020/21        | 2019/20        | 2018/19        | 2017/18        | 2016/17        | 2015/16        | 2014/15 | 2013/14 |
|  |               |                | This month             | Year to date   |                         |                |                |                |                |                |                |                |                |                |         |         |
| £  | £             | £              | £                      | £              | £                       | £              | £              | £              | £              | £              | £              | £              | £              | £              |         |         |
| Cash at bank brought forward:                      | 34,300        |                |                        |                |                         |                |                |                |                |                |                |                |                |                |         |         |
| LBH funding:                                       | 0             | 117,359        |                        |                |                         |                |                |                |                |                |                |                |                |                |         |         |
| Interest:  | 0             | 132            |                        |                |                         |                |                |                |                |                |                |                |                |                |         |         |
| Corporation Tax refund:                            | 0             | 0              |                        |                |                         |                |                |                |                |                |                |                |                |                |         |         |
| Corporation Tax refund - interest:                 | 0             | 0              |                        |                |                         |                |                |                |                |                |                |                |                |                |         |         |
| Other income:                                      | 0             | 500            |                        |                |                         |                |                |                |                |                |                |                |                |                |         |         |
| <b>Total cash balance:</b>                         | <b>34,300</b> | <b>117,991</b> | <b>123,149</b>         | <b>123,149</b> | <b>147,401</b>          | <b>131,353</b> | <b>132,139</b> | <b>131,290</b> | <b>128,202</b> | <b>124,150</b> | <b>125,117</b> | <b>125,923</b> | <b>138,663</b> | <b>126,544</b> |         |         |
| <b>Expenditure:</b>                                |               |                |                        |                |                         |                |                |                |                |                |                |                |                |                |         |         |
| <i>Costs of management:</i>                        | <b>10,387</b> | 105,766        |                        | 126,610        |                         |                |                |                |                |                |                |                |                |                |         |         |
| <i>Payroll</i>                                     |               |                |                        |                |                         |                |                |                |                |                |                |                |                |                |         |         |
| Fees and salaries                                  | 7,379         | 71,949         | 90,000                 | 87,882         | 88,898                  | 80,924         | 81,934         | 80,288         | 81,807         | 82,511         | 84,621         | 80,169         | 92,812         | 74,181         |         |         |
| Employer's pension contribution                    | 38            | 305            | 400                    | 367            | 367                     | 367            | 382            | 367            | 245            | 184            | 0              | 0              | 1,675          | 2,680          |         |         |
| Payroll administration                             | 172           | 1,701          | 2,500                  | 2,468          | 2,245                   | 1,475          | 2,193          | 1,973          | 2,024          | 2,508          | 1,368          | 1,971          | 2,440          | 1,829          |         |         |
| <i>Administration</i>                              |               |                |                        |                |                         |                |                |                |                |                |                |                |                |                |         |         |
| Mileage  | 0             | 1,451          | 1,200                  | 1,067          | 1,498                   | 830            | 69             | 1,754          | 745            | 1,290          | 1,116          | 1,523          | 977            | 504            |         |         |
| Travel (excl mileage) and subsistence              | 0             | 1,302          | 1,700                  | 1,650          | 1,481                   | 1,003          | 380            | 1,324          | 1,646          | 1,648          | 1,861          | 1,750          | 945            | 1,614          |         |         |
| Rent   | 1,512         | 16,206         | 20,000                 | 19,170         | 18,492                  | 17,826         | 17,280         | 17,280         | 17,280         | 17,280         | 17,280         | 17,280         | 17,280         | 8,880          |         |         |
| Rent deposit (refundable)                          | 0             | 0              | 0                      | 0              | 0                       | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 5              | 1,460          |         |         |
| Audit & accountancy advice                         | 92            | 924            | 1,100                  | 1,064          | 1,001                   | 1,001          | 1,408          | 1,408          | 1,408          | 1,368          | 1,310          | 1,284          | 1,284          | 2,184          |         |         |
| Bank charges                                       | 9             | 77             | 100                    | 94             | 102                     | 93             | 59             | 71             | 28             | Not shown      | Not shown      | Not shown      | Not shown      | Not shown      |         |         |
| Business insurance                                 | 110           | 2,128          | 1,350                  | 1,265          | 1,208                   | 1,114          | 1,086          | 1,057          | 537            | 486            | 371            | 360            | 360            | 330            |         |         |
| IT equipment/services (incl. photocopier rental)   | 0             | 1,129          | 1,849                  | 954            | 1,703                   | 3,927          | 1,651          | 1,545          | 878            | 1,168          | 2,815          | 971            | 2,631          | 2,610          |         |         |
| Mobile telephone Services                          | 41            | 317            | 150                    | 144            | 151                     | 126            | 79             | 91             | 107            | 135            | 177            | 291            | 599            | 473            |         |         |
| Office expenses                                    | 18            | 1,472          | 1,000                  | 1,436          | 1,540                   | 1,327          | 1,724          | 2,723          | 1,682          | 1,887          | 2,038          | 2,318          | 1,919          | 3,187          |         |         |
| Office telephone services                          | 25            | 212            | 300                    | 256            | 305                     | 307            | 310            | 203            | 222            | 204            | 210            | 211            | 332            | 321            |         |         |
| Website & email                                    | 206           | 1,080          | 2,000                  | 2,013          | 1,072                   | 1,038          | 1,422          | 830            | 738            | 474            | 757            | 882            | 685            | 415            |         |         |

|   |  | Current Year (2024/25) |              |             | Previous years |          |          |          |          |          |          |          |         |           |           |
|---|--|------------------------|--------------|-------------|----------------|----------|----------|----------|----------|----------|----------|----------|---------|-----------|-----------|
|   |  | Actual                 |              | Forecast to |                |          |          |          |          |          |          |          |         |           |           |
| Continued...                                |  | This month             | Year to date | year end    | 2023/24        | 2022/23  | 2021/22  | 2020/21  | 2019/20  | 2018/19  | 2017/18  | 2016/17  | 2015/16 | 2014/15   | 2013/14   |
|   |  | £                      | £            | £           | £              | £        | £        | £        | £        | £        | £        | £        | £       | £         | £         |
| <b>Costs of management (cont'd):</b>        |  |                        |              |             |                |          |          |          |          |          |          |          |         |           |           |
| <b>Taxation and regulation</b>              |  |                        |              |             |                |          |          |          |          |          |          |          |         |           |           |
| Employer's NICs                             |  | 786                    | 4,529        | 6,700       | 6,624          | 6,946    | 6,195    | 4,982    | 6,254    | 6,038    | 6,192    | 6,582    | 5,877   | 7,135     | 5,949     |
| Corporation Tax                             |  | 0                      | 876          | 1,200       | 0              | 0        | 0        | 0        | 0        | 0        | 0        | 1,072    | 0       | 1,861     | 0         |
| Statutory fees                              |  | 0                      | 0            | 13          | 13             | 13       | 28       | 13       | 13       | 38       | 13       | 13       | 13      | 13        | 13        |
| Cost of Data Protection                     |  | 0                      | 110          | 150         | 145            | 140      | 140      | 135      | 120      | 839      | 2,790    | 35       | 35      | Not shown | Not shown |
| <b>Costs of volunteering:</b>               |  | <b>336</b>             | <b>431</b>   |             | <b>477</b>     |          |          |          |          |          |          |          |         |           |           |
| <b>Out of pocket expenses</b>               |  |                        |              |             |                |          |          |          |          |          |          |          |         |           |           |
| Mileage                                     |  | 0                      | 0            | 0           | 0              | 0        | 0        | 0        | 0        | 0        | 0        | 53       | 212     | 337       | 207       |
| Travel (excl mileage) and subsistence       |  | 0                      | 357          | 0           | 205            | 553      | 310      | 265      | 314      | 148      | 298      | 411      | 598     | 582       | 547       |
| Office expenses                             |  | 0                      | 0            | 0           | 0              | 84       | 34       | 0        | 0        | 0        | 0        | 0        | 5       | 57        | 55        |
| <b>Publicity</b>                            |  |                        |              |             |                |          |          |          |          |          |          |          |         |           |           |
| Advertising                                 |  | 0                      | 0            | 0           | 0              | 0        | 0        | 0        | 0        | 0        | 20       | 0        | 0       | 0         | 1,045     |
| Printing – leaflets etc.                    |  | 0                      | 0            | 0           | 0              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0         | 431       |
| <b>Recruitment</b>                          |  |                        |              |             |                |          |          |          |          |          |          |          |         |           |           |
| DBS checking                                |  | 0                      | 54           | 150         | 0              | 36       | 23       | 12       | 35       | 288      | 48       | 96       | 167     | 221       | 632       |
| ID cards                                    |  | 0                      | 20           | 50          | 20             | 0        | 40       | 0        | 0        | 247      | 0        | 85       | 30      | 92        | 312       |
| Printing – forms etc.                       |  | 0                      | 0            | 0           | 0              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 350       | 152       |
| <b>Support</b>                              |  |                        |              |             |                |          |          |          |          |          |          |          |         |           |           |
| Equipment & Supplies                        |  | 336                    | 0            | 250         | 252            | 228      | 186      | 216      | 391      | 156      | 204      | 204      | 288     | 742       | 1,094     |
| IT equipment                                |  | 0                      | 0            | 0           | 0              | 0        | 0        | 0        | 0        | 60       | 0        | 0        | 0       | 0         | 549       |
| Mobile phones                               |  | Not used               | Not used     | Not used    | Not used       | Not used | Not used | Not used | Not used | Not used | Not used | Not used | 600     | 990       | 436       |
| <b>Costs of training &amp; development:</b> |  | <b>0</b>               | <b>1,405</b> |             | <b>1,473</b>   |          |          |          |          |          |          |          |         |           |           |
| Mileage                                     |  | 0                      | 0            | 0           | 0              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0         | 29        |
| Travel (excl mileage) and subsistence       |  | 0                      | 0            | 0           | 0              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 175     | 89        | 651       |
| Accommodation                               |  | 0                      | 1,345        | 1,500       | 1,473          | 1,494    | 1,553    | 0        | 522      | 1,007    | 1,028    | 984      | 0       | 254       | 300       |
| Office expenses                             |  | 0                      | 0            | 0           | 0              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | Not shown | Not shown |
| Publications                                |  | 0                      | 0            | 0           | 0              | 0        | 0        | 0        | 40       | 0        | 0        | 0        | 0       | 0         | 420       |
| Trainers' fees                              |  | 0                      | 0            | 0           | 0              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0       | 0         | 463       |
| Training courses                            |  | 60                     | 60           | 250         | 50             | 50       | 50       | 50       | 50       | 154      | 395      | 314      | 545     | 185       | 39        |

| Continued...                                    | Current Year (2024/25) |                |                      | Previous years |               |                |                |                |                |                |                |                |                |                |
|---|------------------------|----------------|----------------------|----------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|   | Actual                 |                | Forecast to year end | 2023/24        | 2022/23       | 2021/22        | 2020/21        | 2019/20        | 2018/19        | 2017/18        | 2016/17        | 2015/16        | 2014/15        | 2013/14        |
|   | This month             | Year to date   |                      |                |               |                |                |                |                |                |                |                |                |                |
|   | £                      | £              | £                    |                | £             | £              | £              | £              | £              | £              | £              | £              | £              | £              |
| <b>Costs of public consultation and events:</b> | <b>20</b>              | <b>298</b>     |                      | 231            |               |                |                |                |                |                |                |                |                |                |
| Mileage   | 0                      | 0              | 0                    | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 39             |
| Travel and subsistence                          | 0                      | 0              | 0                    | 0              | 0             | 0              | 0              | 889            | 0              | 7              | 0              | 112            | 57             | 825            |
| Accommodation                                   | 0                      | 108            | 150                  | 0              | 50            | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 590            |
| Advertising (newspaper)                         | 0                      | 0              | 0                    | 0              | 372           | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 691            |
| IT software                                     | 20                     | 190            | 200                  | 231            | 215           | 547            | 551            | 0              | 0              | 0              | 0              | 0              | 0              | 299            |
| Office expenses                                 | 0                      | 0              | 0                    | 0              | 0             | 0              | -50            | 239            | 0              | 0              | 0              | 30             | Not shown      | Not shown      |
| Printing (leaflets etc.)                        | 0                      | 0              | 0                    | 0              | 588           | 0              | 0              | 918            | 402            | 0              | 396            | 1,589          | 710            | 1,030          |
| Commissioned support                            | 0                      | 0              | 0                    | 500            | 400           | 0              | 0              | 505            | 384            | 250            | 268            | 0              | 0              | 150            |
| <b>TOTAL EXPENDITURE</b>                        |                        |                |                      |                |               | <b>120,464</b> | <b>117,550</b> | <b>122,923</b> | <b>119,137</b> | <b>122,386</b> | <b>124,437</b> | <b>119,349</b> | <b>137,619</b> | <b>117,616</b> |
| Transferred to reserves at year end             |                        |                |                      | 6,406          | 1,037         | -565           | 960            | 1,720          | Not shown      | Not shown      | Not shown      | Not shown      | Not shown      | Not shown      |
| Payments due from 2022/23                       | 0                      | 872            | 872                  |                |               |                |                |                |                |                |                |                |                |                |
| This month:                                     | <b>10,803</b>          |                |                      |                |               |                |                |                |                |                |                |                |                |                |
| Overall expenditure this year to date:          |                        | <b>107,186</b> |                      |                |               |                |                |                |                |                |                |                |                |                |
| Forecast for full year:                         |                        |                | <b>135,134</b>       |                |               |                |                |                |                |                |                |                |                |                |
| Balance carried forward:                        | <b>23,497</b>          |                |                      |                |               |                |                |                |                |                |                |                |                |                |
| <b>Average monthly expenditure:</b>             |                        | <b>10,719</b>  |                      | <b>10,778</b>  | <b>10,095</b> | <b>9,266</b>   | <b>9,876</b>   | <b>10,244</b>  | <b>9,928</b>   | <b>10,199</b>  | <b>10,370</b>  | <b>9,946</b>   | <b>11,468</b>  | <b>9,801</b>   |

Paid in advance for the following items: **£1,533 as at 31/1/25**  
 (This amount varies from day to day)

- DBS check credits
- ID card credits
- Rent deposit
- Office key jobs deposit
- Postage credit