

**Health Professions Council  
Finance and Resources Committee Meeting – 21<sup>st</sup> June 2007**

**MARCH 2007 MANAGEMENT ACCOUNTS - PUBLIC PAPER**

**Executive Summary and Recommendations**

**1. Introduction**

**2. Decision**

The Council/Committee is requested to note the document. No decision is required.

These accounts reflect any changes made by the auditors and agree to the statutory accounts.

**3. Background information**

**4. Resource implications**

Nil

**5. Financial implications**

Nil

**6. Background papers**

**7. Appendices**

Nil

**8. Date of paper**

20<sup>th</sup> June 2007

# HEALTH PROFESSIONS COUNCIL

## CONSOLIDATED MANAGEMENT ACCOUNTS FOR THE 12 MONTHS ENDED 31 MARCH 2007 VARIANCE COMMENTARY

### INTRODUCTION

These accounts have been compared to budget version 4, which was agreed by the Council on 11<sup>th</sup> May 2006. The format of the management accounts is the same as last financial year.

### DETAILED SUMMARY

At the end of the financial year, we budgeted an operating deficit, after unrealised gains, of £113,951 compared to 2005's budgeted surplus of £375,866. The actual result for year to date was a surplus of £235,064 after unrealised gains; a favourable variance of £363,827.

Income totalled £10,511,524 with overheads at £10,502,420 thus giving the operating surplus of £9,104.

### INCOME

Registration income is £389,696 below budget. This is mostly due to below than expected income received from International Scrutiny Fees (a deficit of £450k at the year end).

Year to date investment income is more or less on budget except for an unrealised gain of £59,755, as the market value of the portfolio has increased.

### DEPARTMENTS

Departmental expenditure is at £10,502,420 which is £706,551 below budget. There have been under spends in Approvals and Monitoring, Communications, Facilities, Policy and Standards and the Registration departments. However, some of these under spends will be offset by the overspend in FTP and various project costs e.g. the fees rise project, which have been incurred over the year.

### OVERHEADS

Below is an explanation of some of the main favourable variances as well as any unfavourable variances:

#### Payroll costs

Payroll costs continue to show a favourable variance (year to date £419k) due to some budgeted positions not being appointed during the year until the final couple of months, particularly in the following areas; Approvals & Monitoring, Registrations, Fitness to Practise and Policy & Standards. Most roles have now been filled. Some of this variance is offset by temporary staff hired during the recruitment process and the cost in recruiting the new employees.

#### Council and committee expenses

This shows a favourable variance (year to date £152k). £52K favourable variance is due to 8 council meetings being budgeted for, when only 6 meeting took place. Also some of the variance (year to date 74K) relates to the tax cost for council and committee members, which has been over budgeted for due to the more than expected number of members being self employed.

#### Property services

The favourable variance of £102k as at the end of the year is mainly due to building project costs for Stannary Street now deferred to the 2007-08 year.

### Office services

This shows a favourable variance of £62K. This is mainly due to a favourable variance of £93K in printing and stationery and a favourable variance of £31K in postage. These under spends are due to various departments over budgeting in these areas and the decision not to print hard copies of the annual reports. There is an overspend on room hire (£32K) due to the increase number of FTP hearings taking place during the year and internal space constraints. There is also an overspend on Other Office services (£53K) which relates to the hire of furniture which was not included in the original budget plus the hire of the Policy and Standards room at the Evangelical Alliance.

### Computer services

The year end accounts shows a favourable variance of £118k. This is mainly due to depreciation not being incurred on some Lisa projects, as the projects are not yet complete. Also there is a favourable variance of £44K for New IT Software systems which relates to a new profession joining HPC, which has not happened during this financial year.

### Communications

The year end accounts show a favourable variance of £161k. Of this variance £67K relates to a favourable variance in Advertising due to a campaign being delayed until the next financial year. Also there is a favourable variance of £24K for the Standards of Proficiency which is being deferred to next year also.

### Partners

At the year end the accounts show a favourable variance of £166k. The variance is due to the low Assessors fees claimed to date and a lower than expected number of International registration applications scrutinised with flow-on under spending on application assessments conducted by partners. The under spend of £74K on Partners Training is due to the partners conference taking place in this year and therefore some training being delayed to the following year, i.e. legal training is taking place in June 2007. There is however an unfavourable variance of £104K on panels due to the increase in FTP cases against budget.

### Council Election

This currently shows an unfavourable variance of £30k due to budget estimation error and an additional election taking place during the year.

### Legal expenses

This currently shows an unfavourable variance of £335K. Of this, £141K unfavourable variance relates to HR employment legal costs being higher than budgeted. There has also been an increase in the number of FTP cases which have been longer in duration and greater in number than expected.

### Professional Liaison Groups

This currently shows a favourable variance of £35K. This is due to only one meeting taking place during the year.

## **BALANCE SHEET**

The main movements in the balance sheet since the beginning of the year are an increase in Prepayments, increase in Creditors and a decrease in deferred income (income received in advance). The net impact of these movements is an increase in the cash balance of £48K.

Currently we have only spent £554,460 on capital items compared to £1,300,713 which has been budgeted for the year. £999,925 of this budget relates to the development of 22-24 Stannary St which only £224K as been during the year. This relates to fees in relation to the planning of the development. HPC has currently spent £230K on Lisa projects.

Working capital is £2,449,207 showing HPC continues to be in a stable financial position, although not if Deferred Income (fees received in advance) had to be repaid. The Net Assets are £2,582,813 which is represented the Accumulated Fund of £1,930,624 and the revaluation reserve of £652,189. The

Accumulated Fund comprises £1,695,560 at the beginning of the financial year plus the net surplus for the year to date.

## **CASH FLOW**

The Cash Flow statement indicates a net increase in cash of £47,595 from 1<sup>st</sup> April 2006 to the end of the financial year.

The net increase or decrease in cash when compared to the accounting surplus or deficit can be significantly different. To arrive at the cash movement, non cash items such as depreciation are removed and balance sheet movements taken into consideration.

## **CONCLUSION**

Overall of the year to 31<sup>st</sup> march 2007 year has led to a lower deficit than budgeted (an operating surplus of £9,104 against a budgeted deficit of £303,120).HPC continues to be in a stable financial position.

**Charlotte Milner**  
**Management Accountant**  
June 2007

# **HEALTH PROFESSIONS COUNCIL**

## **Consolidated Management Accounts For the 12 months ended 31st March 2007**

## HEALTH PROFESSIONS COUNCIL

CONSOLIDATED ACCOUNTS TO 31 MARCH 2007  
DETAILED SUMMARY

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>INCOME</b>					
<b>Professions</b>					
Arts Therapists	151,180	131,355	19,825	15.09	131,355
Biomedical Scientists	1,327,496	1,379,633	(52,137)	(3.78)	1,379,633
Chiropodists	770,796	715,200	55,596	7.77	715,200
Clinical Scientists	249,077	257,439	(8,362)	(3.25)	257,439
Dietitians	359,924	400,469	(40,545)	(10.12)	400,469
Occupational Therapists	1,624,856	1,725,678	(100,822)	(5.84)	1,725,678
Operating Department Practitioners	510,080	483,408	26,672	5.52	483,408
Orthoptists	73,954	77,061	(3,107)	(4.03)	77,061
Paramedics	671,191	696,810	(25,619)	(3.68)	696,810
Physiotherapists	2,461,299	2,735,691	(274,392)	(10.03)	2,735,691
Prosthetists & Orthotists	48,425	54,314	(5,889)	(10.84)	54,314
Radiographers	1,512,262	1,458,920	53,342	3.66	1,458,920
Speech and Language Therapists	650,985	685,243	(34,258)	(5.00)	685,243
<b>Registration Income</b>	10,411,525	10,801,221	(389,696)	(3.61)	10,801,221
<b>Department of Health Capital Grant Released</b>	(1)	104,630	(104,631)	(100.00)	104,630
<b>Miscellaneous Income</b>	100,000	0	100,000	0.00	0
<b>TOTAL INCOME</b>	<b>10,511,524</b>	<b>10,905,851</b>	<b>(394,327)</b>	<b>(3.62)</b>	<b>10,905,851</b>
<b>EXPENDITURE</b>					
<b>Departments</b>					
Approvals & Monitoring	478,283	714,401	236,118	33.05	714,401
Chief Executive	260,473	270,230	9,757	3.61	270,230
Committees & PLG	188,114	267,542	79,428	29.69	267,542
Communications	833,157	1,001,530	168,373	16.81	1,001,530
Council	406,103	489,103	83,000	16.97	489,103
Facilities Management	971,904	1,069,116	97,212	9.09	1,069,116
Finance	512,460	426,598	(85,862)	(20.13)	426,598
Fitness to Practise	2,940,191	2,587,411	(352,780)	(13.63)	2,587,411
Human Resources & Partners	485,101	397,957	(87,144)	(21.90)	397,957
IT Department	903,242	1,051,849	148,607	14.13	1,051,849
Operations Office	344,807	327,990	(16,817)	(5.13)	327,990
Policy & Standards	194,486	302,677	108,191	35.74	302,677
President	48,758	49,500	742	1.50	49,500
Projects	162,303	35,550	(126,753)	(356.55)	35,550
Registration	1,520,066	1,960,817	440,751	22.48	1,960,817
Secretariat	252,974	256,700	3,726	1.45	256,700
<b>Operating Expenses</b>	<b>10,502,420</b>	<b>11,208,971</b>	<b>706,551</b>	<b>6.30</b>	<b>11,208,971</b>
<b>SURPLUS / (DEFICIT) - Excl. Unrealised Gains/(Losses)</b>	<b>9,104</b>	<b>(303,120)</b>	<b>312,224</b>	<b>103.00</b>	<b>(303,120)</b>
<b>Taxation</b>	<b>(38,544)</b>	<b>0</b>	<b>(38,544)</b>	<b>0.00</b>	<b>0.00</b>
<b>Investment Income - Excl. Unrealised Gains/(Losses)</b>	<b>204,749</b>	<b>174,357</b>	<b>(28,691)</b>	<b>(16.46)</b>	<b>174,357</b>
<b>Investment - Unrealised Gains / (Losses)</b>	<b>59,755</b>	<b>0</b>	<b>59,755</b>	<b>0.00</b>	<b>0</b>
<b>SURPLUS / (DEFICIT)</b>	<b>235,064</b>	<b>(128,763)</b>	<b>(363,827)</b>	<b>(282.56)</b>	<b>(128,763)</b>

HEALTH PROFESSIONS COUNCIL

CONSOLIDATED ACCOUNTS TO 31 MARCH 2007

CONSOLIDATED DETAILED SUMMARY

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Consolidated Income</b>					
Registration fees	395,529	<b>420,413</b>	(24,884)	(5.92)	<b>420,413</b>
Registration fees (part year)	0	0	0	0.00	0
Readmission fees	230,724	<b>172,341</b>	58,383	33.88	<b>172,341</b>
Renewal fees	9,172,297	<b>9,154,680</b>	17,617	0.19	<b>9,154,680</b>
International scrutiny fees	602,950	<b>1,053,787</b>	(450,837)	(42.78)	<b>1,053,787</b>
Confirmation letter fees	25	0	25	0.00	0
Grandparenting scrutiny fees & other	10,000	0	10,000	0.00	0
	<u>10,411,525</u>	<u>10,801,221</u>	<u>(389,696)</u>	<u>(3.61)</u>	<u>10,801,221</u>

HEALTH PROFESSIONS COUNCIL

CONSOLIDATED ACCOUNTS TO 31 MARCH 2007

		INVESTMENT & OTHER INCOME				
CODE		Finance Director				
BUDGET MANAGER		Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Consolidated Income</b>						
	Bank interest - Business Reserve	13,344	20,000	(6,656)	(33.28)	20,000
	Bank interest - Money Market	72,194	92,360	(20,166)	(21.83)	92,360
	Bond interest	59,082	0	59,082	0.00	0
	Portfolio income	68,016	61,997	6,019	9.71	61,997
	P & L on disposal of investments (Realised)	(7,888)	0	(7,888)	0.00	0
		<b>204,749</b>	<b>174,357</b>	<b>(28,691)</b>	<b>(16.46)</b>	<b>174,357</b>
	P & L on disposal of investments (Unrealised)	59,755	0	59,755	0.00	0

## HEALTH PROFESSIONS COUNCIL

## CONSOLIDATED ACCOUNTS TO 31 MARCH 2007

## OVERHEAD TOTAL

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Payroll</b>					
Basic	2,305,348	2,702,918	397,570	14.71	2,702,918
Overtime	13,409	23,500	10,091	42.94	23,500
National Insurance	245,523	299,907	54,384	18.13	299,907
Pension costs	211,463	271,217	59,754	22.03	271,217
Medical insurance	1,115	0	(1,115)	0.00	0
Staff recruitment	165,378	147,550	(17,828)	(12.08)	147,550
Temporary staff	514,847	425,447	(89,400)	(21.01)	425,447
Other payroll expense	33,983	40,500	6,517	16.09	40,500
	<b>3,491,065</b>	<b>3,911,039</b>	<b>419,974</b>	<b>10.74</b>	<b>3,911,039</b>
<b>Staff travelling and subsistence</b>					
Fares	66,292	80,360	14,068	17.51	80,360
Car expenses and car park	780	2,080	1,300	62.50	2,080
Subsistence	53,275	72,260	18,985	26.27	72,260
Entertaining	1,128	2,250	1,122	49.87	2,250
Conferences	5,864	14,200	8,336	58.70	14,200
	<b>127,340</b>	<b>171,150</b>	<b>43,810</b>	<b>25.60</b>	<b>171,150</b>
<b>Council and committee expenses</b>					
Fees	216,644	268,970	52,326	19.45	268,970
Travelling and subsistence	161,922	169,275	7,353	4.34	169,275
Tax Cost (NI ER and PAYE)	60,512	134,916	74,404	55.15	134,916
Conference expenses	12,222	4,000	(8,222)	(205.54)	4,000
Training	44,692	70,890	26,198	36.96	70,890
	<b>495,992</b>	<b>648,051</b>	<b>152,059</b>	<b>23.46</b>	<b>648,051</b>
<b>Property services</b>					
Business rates	76,501	60,530	(15,971)	(26.39)	60,530
Water	1,648	1,876	228	12.16	1,876
Electricity	19,466	20,475	1,009	4.93	20,475
Gas	5,216	4,860	(356)	(7.32)	4,860
Cleaning contractors	33,934	28,200	(5,734)	(20.33)	28,200
Cleaning materials	4,952	10,563	5,611	53.12	10,563
Waste disposal	11,621	12,623	1,002	7.94	12,623
Repairs and maintenance	21,081	19,000	(2,081)	(10.95)	19,000
Maintenance contracts	12,403	7,829	(4,574)	(58.42)	7,829
Security	17,587	13,500	(4,087)	(30.28)	13,500
Building Refurbishment	26,880	150,000	123,120	82.08	150,000
Property depreciation	41,125	44,856	3,731	8.32	44,856
	<b>272,413</b>	<b>374,312</b>	<b>101,899</b>	<b>27.22</b>	<b>374,312</b>

<b>OVERHEAD TOTAL</b>
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	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Office services</b>					
Printing and stationery	293,525	386,787	93,262	24.11	386,787
Photocopying	6,518	7,200	682	9.47	7,200
Microfilming	438	432	(6)	(1.45)	432
Postage	185,011	216,647	31,636	14.60	216,647
Telephone	26,250	34,908	8,658	24.80	34,908
Mobile telephone	10,368	9,236	(1,132)	(12.25)	9,236
Fax	0	1,750	1,750	100.00	1,750
Couriers	6,389	5,250	(1,139)	(21.69)	5,250
Office equipment < £1000	21,715	30,250	8,535	28.21	30,250
Office equipment rental	8,746	0	(8,746)	0.00	0
Staff catering	9,282	7,350	(1,932)	(26.28)	7,350
Other office services	72,811	19,722	(53,089)	(269.19)	19,722
Room Hire	66,256	34,010	(32,246)	(94.81)	34,010
Office equipment depreciation	66,859	83,000	16,141	19.45	83,000
	<u>774,167</u>	<u>836,542</u>	<u>62,375</u>	<u>(205)</u>	<u>836,542</u>
<b>Computer services</b>					
Hardware < £1000	5,038	11,250	6,212	55.22	11,250
Hardware maintenance	48,988	4,600	(44,388)	(964.96)	4,600
Software	2,820	10,000	7,180	71.80	10,000
Software maintenance & licenses	63,122	59,660	(3,462)	(5.80)	59,660
Systems support	68,334	71,000	2,666	3.75	71,000
New IT Software Systems	(3,028)	45,000	48,028	106.73	45,000
Internet maintenance	117,158	97,738	(19,420)	(19.87)	97,738
Computer media and sundries	20,661	15,000	(5,661)	(37.74)	15,000
Disaster contingency plan	10,639	34,120	23,481	68.82	34,120
Computer training	9,999	10,000	1	0.01	10,000
IT Security - Backup Offsite etc	4,634	0	(4,634)	0.00	0
Other computer services costs	6,174	19,000	12,826	67.51	19,000
IT Hardware Disposals	291	0	(291)	0.00	0
Hardware depreciation	299,560	394,854	95,294	24.13	394,854
	<u>654,390</u>	<u>772,222</u>	<u>117,832</u>	<u>15.26</u>	<u>772,222</u>
<b>Communications</b>					
Advertising	161,394	228,000	66,607	29.21	228,000
Annual Reports (Design, Distribute)	13,617	16,200	2,583	15.95	16,200
Brochures (Design, Distribute)	35,518	45,150	9,632	21.33	45,150
Listening Events	22,953	29,880	6,927	23.18	29,880
PR Advisors	376	0	(376)	0.00	0
Market Research	12,946	23,500	10,554	44.91	23,500
Registrant Comms & Internal	631	0	(631)	0.00	0
Translations	0	3,150	3,150	100.00	3,150
Stakeholder Communications	10,214	16,450	6,236	37.91	16,450
Standards of Proficiency (Design, Prod, Dist)	888	25,000	24,112	96.45	25,000
Web Site Design	33,197	41,740	8,543	20.47	41,740
Annual Conference	146,511	148,280	1,769	1.19	148,280
Marketing & Promotions	2,362	12,560	10,198	81.19	12,560
Conference Attendance	5,384	13,000	7,616	58.59	13,000
General Events (Internal & External)	63,045	40,725	(22,320)	(54.81)	40,725
Media Relations - Press Event Launch	29,891	56,400	26,509	47.00	56,400
Welsh Language Scheme	101	0	(101)	0.00	0
	<u>539,027</u>	<u>700,035</u>	<u>161,008</u>	<u>23.00</u>	<u>700,035</u>

<b>OVERHEAD TOTAL</b>
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	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Partners</b>					
Partners Recruitment	1,936	26,700	24,764	92.75	26,700
Partners Training	64,093	138,008	73,915	53.56	138,008
Registration Assessors	15,999	39,060	23,061	59.04	39,060
Panels (Allowance & Travel )	529,628	424,880	(104,748)	(24.65)	424,880
Approvals (Previously Visits)	108,346	132,400	24,054	18.17	132,400
Assessors fees (All Professions)	471,705	573,810	102,105	17.79	573,810
Test of Competence (All Professions)	10,253	15,600	5,347	34.27	15,600
Annual Monitoring	31,819	41,475	9,656	23.28	41,475
Major/Minor Change	4,177	12,580	8,403	66.80	12,580
	<u>1,237,956</u>	<u>1,404,513</u>	<u>166,557</u>	<u>11.86</u>	<u>1,404,513</u>
<b>Project Costs</b>					
MP2 - CPD	71,076	35,550	(35,526)	(99.93)	35,550
MP7 - Fee rise	84,074	0	(84,074)	0.00	0
MP5 - Equality & Diversity	7,153	0	(7,153)	0.00	0
	<u>162,303</u>	<u>35,550</u>	<u>(126,753)</u>	<u>(99.93)</u>	<u>35,550</u>
<b>Specific departmental expenses</b>					
Archive storage	13,385	14,400	1,015	7.05	14,400
Auditors' fees	61,508	57,665	(3,843)	(6.66)	57,665
Bank charges	59,411	65,000	5,589	8.60	65,000
Books and publications	155	1,000	845	84.50	1,000
Consultation Ev (SET, Approvals,CPD)	3,120	18,960	15,840	83.54	18,960
Council Elections	137,855	108,000	(29,855)	(27.64)	108,000
General insurance	34,690	39,600	4,910	12.40	39,600
Health and safety	14,627	3,880	(10,747)	(277.00)	3,880
Miscellaneous Expenses	6,414	0	(6,414)	0.00	0
Internal Audit	21,853	0	(21,853)	0.00	0
Legal advice	263,647	293,720	30,073	10.24	293,720
Legal expenses	1,615,155	1,280,000	(335,155)	(26.18)	1,280,000
Legal insurance	37,800	46,200	8,400	18.18	46,200
Legal -Transcript Writer	123,093	90,250	(32,843)	(36.39)	90,250
Other professional fees	91,108	102,310	11,202	10.95	102,310
Pension administration	24,334	12,672	(11,662)	(92.03)	12,672
Personal Performance Consultancy	6,805	8,800	1,995	22.67	8,800
Professional Liaison Groups	7,444	42,140	34,696	82.33	42,140
ISO 9001 Certification	2,163	10,047	7,884	78.47	10,047
Reward Data	8,813	7,000	(1,813)	(25.89)	7,000
Subscriptions to professional bodies	19,412	11,360	(8,052)	(70.88)	11,360
Taxation advice	17,178	6,000	(11,178)	(186.31)	6,000
Training	177,797	136,553	(41,244)	(30.20)	136,553
	<u>2,747,770</u>	<u>2,355,557</u>	<u>(392,213)</u>	<u>(16.65)</u>	<u>2,355,557</u>
<b>OVERHEAD TOTAL</b>	<u>10,502,420</u>	<u>11,208,971</u>	<u>706,551</u>	<u>6.30</u>	<u>11,208,971</u>

**HEALTH PROFESSIONS COUNCIL**  
**CONSOLIDATED BALANCE SHEET**  
**as at 31 March 2007**

	31 March 2007		31 March 2006	
	£	£	£	£
<b>FIXED ASSETS</b>				
<b>Tangible fixed assets</b>				
Land & buildings, at cost or valuation	3,224,656		3,069,443	
Depreciation	<u>(42,000)</u>		<u>(69,443)</u>	
Net book value		3,182,656		3,000,000
Computer Equipment, at cost	2,354,123		2,090,422	
Depreciation	<u>(1,885,259)</u>		<u>(1,598,868)</u>	
Net book value		468,865		491,554
Office furniture and equipment, at cost	395,249		353,370	
Depreciation	<u>(332,823)</u>		<u>(265,964)</u>	
Net book value		62,426		87,406
		<u>3,713,947</u>		<u>3,578,960</u>
<b>Total tangible fixed assets</b>		<b>3,713,947</b>		<b>3,578,960</b>
Investments		1,848,266		1,714,190
<b>TOTAL ASSETS</b>		<u><b>5,562,213</b></u>		<u><b>5,293,150</b></u>
<b>CURRENT ASSETS</b>				
Debtors	42,694		29,740	
Prepayments	197,462		84,608	
Bank balances and cash	<u>4,049,524</u>		<u>4,001,929</u>	
		4,289,679		4,116,277
<b>CURRENT LIABILITIES</b>				
<b>Amounts falling due within one year</b>				
Creditors and accrued expenses	1,840,472		1,583,906	
<b>WORKING CAPITAL</b>		<b>2,449,207</b>		<b>2,532,371</b>
<b>DEFERRED INCOME</b>				
Registration fees in advance	61,624		106,502	
Retention fees in advance	<u>5,366,983</u>		<u>5,371,271</u>	
		<b>(5,428,607)</b>		<b>(5,477,773)</b>
<b>NET ASSETS</b>		<u><b>2,582,813</b></u>		<u><b>2,347,748</b></u>
<b>Represented by:</b>				
Capital Grant Receivable - LISA System		0		104,632
Accumulated Fund		1,695,560		355,210
Revaluation reserve		652,189		652,189
plus/(Deficit) for the period		<u>235,064</u>		<u>1,235,717</u>
		<u><b>2,582,813</b></u>		<u><b>2,347,748</b></u>

HEALTH PROFESSIONS COUNCIL  
CONSOLIDATED ACCOUNTS TO 31 MARCH 2007

CAPITAL EXPENDITURE  
From 1st April 2006 - 31 March 2007

	Actual £	Budget £	Variance £	Annual Budget £
<b>Major Investment (£50K+ Individual Item)</b>				
Office Services	Renovation work to 22-26 Stannery Street. Figures are based on a quantity surveyors estimations and the work will go out to tender early in the new financial year. £851,000 + VAT.			
	224,656	999,925	(775,269)	999,925
Sub Total	<u>224,656</u>	<u>999,925</u>	<u>(775,269)</u>	<u>999,925</u>
<b>Minor Investment (less than £50K individually)</b>				
Information Technology	15 New Laptops or PCs (New Employees) - £1085 (average)			
	9,730	16,275	6,545	16,275
	2 Dell 3300 Projectors - £1500 each			
	0	3,000	3,000	3,000
	3 HP LaserJet 4200 DTN Printer - £1025			
	2,958	3,075	117	3,075
	2 Procurve Switches (Server Room) - £2.5k average			
	0	5,000	5,000	5,000
	Server to Consolidate existing PC's being used as servers - £5000 + £2000 for a rack to house the new server.			
	0	7,000	7,000	7,000
	Replacement UPS (battery)			
	0	3,000	3,000	3,000
	Add on to Homer system			
	15,134	0	(15,134)	0
	Test development server for LISA			
	15,240	0	(15,240)	0
Office Services	Colour photocopier			
	9,066	0	(9,066)	
	3x desk & storage			
	2,332	0	(2,332)	
	Rackmount storage			
	1,856	0	(1,856)	
	FujiScanner s500			
	3,845	0	(3,845)	
	1 Xerox Work Centre BW Photocopier with 4 Hole Punch - £4565+ VAT			
	0	5,363	5,363	5,363
	Separate air conditioning units in server room			
	3,367	5,000	1,633	5,000
	Access Control System (to cover 3 buildings & increasing employee numbers)			
	10,106	9,504	(602)	9,504
	New compressor for airconditioning			
	3,507	0	(3,507)	0
	Dishwasher for Kitchen			
	2,872	0	(2,872)	0
	Envelope Machine			
	3,171	0	(3,171)	0
	Fellows Commencal Shedder			
	1,217	0	(1,217)	0
	Grahi SPS Back Chair			
	1,152	0	(1,152)	0
	Replacement Windows for 20 Stannery St			
	13,338	0	(13,338)	0
	<u>98,891</u>	<u>57,217</u>	<u>(41,674)</u>	<u>57,217</u>
Contingency	0	0	0	50,795
<b>LISA IT Projects</b>	<u>230,914</u>	<u>243,571</u>	<u>(12,657)</u>	<u>243,571</u>
<b>Total Capital Expenditure</b>	<u>554,460</u>	<u>1,300,713</u>	<u>(829,600)</u>	<u>1,300,713</u>

**HEALTH PROFESSIONS COUNCIL  
CONSOLIDATED ACCOUNTS TO 31 MARCH 2007**

**CAPITAL EXPENDITURE - LISA PROJECTS  
From 1st April 2006 - 31 March 2007**

	Actual £	Budget £	Variance £	Bal as at 01.04.06 £	Bal as at 31.03.07 £
MP12 On Line Applications - 100% Complete in 2005/06	11,989	12,000	(11)	11,989	23,978
MP23 On Line Renewals - 50% Complete in 2005/06	0	13,374	(13,374)	13,374	13,374
MP14 Authentication - 40% Complete in 2005/06	60,396	13,198	47,198	13,198	73,594
MP10 BACS-IP AUDDIS - 100% Complete	10,765	10,000	765	27,539	38,304
MP11 Supplementary Prescribing	6,063	20,000	(13,937)	0	6,063
MP11 Intermediate Lapsing	34,033	20,000	14,033	0	34,033
MP19 Add UK Nations	0	15,000	(15,000)	0	0
MP16 Generic Bulk Letter Handling	0	15,000	(15,000)	0	0
MP15 Registration Fee Calculator	0	25,000	(25,000)	0	0
MP22 Returned Mail Flag	0	15,000	(15,000)	0	0
MP20 Trust Employee Status Tracking	9,198	25,000	(15,802)	0	9,198
MP19 Online Register Improvements	0	15,000	(15,000)	0	0
MP5 Ethnicity & Diversity	0	20,000	(20,000)	0	0
MP2 CPD Audit Tracking	0	25,000	(25,000)	0	0
MP7 Registration Fee Change	69,037	0	69,037	0	69,037
MP15 Registration Fee Calculator	0	0	0	0	0
MP2 Renewal Forms	29,434	0	29,434	0	29,434
<b>Total Capital Expenditure</b>	<b>230,914</b>	<b>243,571</b>	<b>(12,657)</b>	<b>66,100</b>	<b>297,014</b>

Project number

MP12 On Line Applications - 100% Complete in 2005/06  
 MP23 On Line Renewals - 50% Complete in 2005/06  
 MP14 Authentication - 40% Complete in 2005/06  
 MP10 BACS-IP AUDDIS - 100% Complete  
 MP11 Supplementary Prescribing  
 MP11 Intermediate Lapsing  
 MP19 Add UK Nations  
 MP16 Generic Bulk Letter Handling  
 MP15 Registration Fee Calculator  
 MP22 Returned Mail Flag  
 MP20 Trust Employee Status Tracking  
 MP19 Online Register Improvements  
 MP5 Ethnicity & Diversity  
 MP2 CPD Audit Tracking  
 MP7 Registration Fee Change  
 MP15 Registration Fee Calculator  
 MP2 Renewal Forms

# HEALTH PROFESSIONS COUNCIL

## CONSOLIDATED ACCOUNTS TO 31 MARCH 2007

### CASH FLOW STATEMENT

From 1st April 2006 - 31 March 2007

	£
Surplus /(deficit) over expenditure	9,104
Depreciation charge for the year of tangible fixed assets	395,248
Grant income released	0
(Increase)/decrease in debtors	(125,808)
Increase/(decrease) in creditors (CGT and VAT Tax not included)	218,022
Increase /(decrease) in deferred income	(49,166)
<b>Net cash In/(out)flow from operating activities</b>	<b><u>447,400</u></b>
<b>Return on investments and servicing of finance</b>	
Investment Income (Excluding realised gains & losses)	212,636
<b>Capital expenditure and financial investments</b>	
Purchase of tangible assets	(554,460)
Disposal of tangible assets	24,227
Purchase of investments	(284,679)
Proceeds from sale of investments	202,470
<b>Increase/(decrease) in Cash</b>	<b><u><u>47,595</u></u></b>
Cash at 31 March 2006	4,001,929
Cash at 31 March 2007	4,049,524
<b>Cash Movement</b>	<b><u><u>47,595</u></u></b>

**HPC CONSOLIDATED Cash Flow: April 06 - March 07**

	Mar-06	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	Total 12 Mths
<b>Opening Balance 1st</b>		<b>4,001,929</b>	<b>4,042,162</b>	<b>3,618,682</b>	<b>3,500,656</b>	<b>3,738,794</b>	<b>4,054,079</b>	<b>4,392,735</b>	<b>4,566,748</b>	<b>4,065,270</b>	<b>3,413,139</b>	<b>3,722,166</b>	<b>3,450,571</b>	
<b>Receipts</b>														
Registration Income		850,782	773,322	969,779	853,236	885,037	871,929	897,986	857,228	843,052	833,463	906,902	868,809	
Investment Income		4,923	24,553	20,583	12,544	(3,443)	46,877	130	5,360	49,212	4,159	2,702	45,036	
Investment Sales		0	111,385	6,780	0	108,450	0	0	25,660	0	15,416	25,251	(90,472)	
Deferred Income Movements		436,748	(439,916)	(371,285)	306,941	315,304	182,038	51,671	(497,952)	(502,584)	175,732	(474,032)	768,169	
Bank Loan														
Miscellaneous Income											100,000			
<b>Total Cash Receipts</b>		<b>1,292,453</b>	<b>469,344</b>	<b>625,857</b>	<b>1,172,721</b>	<b>1,305,348</b>	<b>1,100,844</b>	<b>949,787</b>	<b>390,296</b>	<b>389,680</b>	<b>1,128,770</b>	<b>460,823</b>	<b>1,591,542</b>	<b>10,877,465</b>
<b>Payments</b>														
<b>Operational</b>														
Expenditure		793,583	820,763	986,386	863,316	922,520	724,499	903,567	1,095,560	691,626	618,193	824,613	1,257,794	
Depreciation		(57,238)	(50,046)	(57,564)	(53,360)	(57,811)	(17,786)	(16,367)	(16,602)	(16,655)	(16,437)	(16,159)	(19,223)	
Aged Cred / Accrual Movements		245,174	308,573	(198,541)	131,830	(77,854)	(12,725)	(100,793)	(197,657)	395,403	21,952	(171,471)	(561,913)	
Debtor Movements		268,212	(189,382)	(5,041)	(6,470)	(23,790)	(8,324)	(18,323)	(2,864)	(31,274)	(15,864)	(29,501)	188,429	
<b>Payments to Creditors</b>		<b>1,249,731</b>	<b>889,908</b>	<b>725,240</b>	<b>935,316</b>	<b>763,065</b>	<b>685,664</b>	<b>768,084</b>	<b>878,437</b>	<b>1,039,100</b>	<b>607,844</b>	<b>607,482</b>	<b>865,087</b>	<b>10,014,958</b>
<b>Exceptional</b>														
Capital Expenditure		13,254	3,846	0	3,507	10,106	33,546	7,690	13,337	2,711	205,674	112,447	148,342	
Capital Write-off		(10,765)	(8,224)	0	(4,240)	0	(998)	0	0	0	0	0	0	
Investment Purchases		0	7,294	18,643	0	216,892	43,976	0	0	0	6,225	12,489	(20,840)	
Loan Repayments		0	0	0	0	0	0	0	0	0	0	0	0	
<b>Total Payments</b>		<b>1,252,220</b>	<b>892,824</b>	<b>743,883</b>	<b>934,583</b>	<b>990,063</b>	<b>762,188</b>	<b>775,774</b>	<b>891,774</b>	<b>1,041,811</b>	<b>819,743</b>	<b>732,418</b>	<b>992,589</b>	<b>10,829,870</b>
<b>Closing Balance</b>	<b>4,001,929</b>	<b>4,042,162</b>	<b>3,618,682</b>	<b>3,500,656</b>	<b>3,738,794</b>	<b>4,054,079</b>	<b>4,392,735</b>	<b>4,566,748</b>	<b>4,065,270</b>	<b>3,413,139</b>	<b>3,722,166</b>	<b>3,450,571</b>	<b>4,049,524</b>	<b>47,595</b>

Aged Creditors	800,652	1,338,113	1,029,540	1,228,081	1,096,251	1,174,105	1,186,830	1,287,623	1,485,280	1,089,877	1,067,925	1,239,396	374,309	374,309
Accruals	782,635													0
Budgeted Expenditure 05/06														

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.

**Health Professions Council  
Finance and Resources Committee Meeting – 21<sup>st</sup> June 2007**

**APRIL 2007 MANAGEMENT ACCOUNTS - PUBLIC PAPER**

**Executive Summary and Recommendations**

**1. Introduction**

**2. Decision**

The Council/Committee is requested to note the document. No decision is required.

**3. Background information**

**4. Resource implications**

Nil

**5. Financial implications**

Nil

**6. Background papers**

**7. Appendices**

Nil

**8. Date of paper**

20<sup>th</sup> June 2007

# HEALTH PROFESSIONS COUNCIL

## CONSOLIDATED MANAGEMENT ACCOUNTS FOR THE MONTH ENDED 30 APRIL 2007 VARIANCE COMMENTARY

### INTRODUCTION

These accounts have been compared to budget version 7, which was agreed by the Council on 29th March 2007. The format of the management accounts is the same as last financial year except for this year includes a sheet related to project reporting.,

### DETAILED SUMMARY

At the end of the financial year, we budgeted an operating surplus, after unrealised gains, of £233,736 compared to 2007's budgeted deficit of £128,763. The actual result for year to date was a surplus of £315,424 after unrealised gains; a favourable variance of £280,604.

Income totalled £834,762 with overheads at £589,888 thus giving the operating surplus of £244,874.

### INCOME

Registration income is £170,057 below budget. This is due to the timing of the fee rise, as the income is split over 12 months therefore a portion of the new fees is included within the budget for April.

Year to date investment income is more or less on budget except for an unrealised gain of £67,867 as the market value of the portfolio has increased.

### DEPARTMENTS

Departmental expenditure is at £589,888 which is £394,695 below budget. There have been under spends in Approvals and Monitoring, Fitness to Practice, Committees and the Registration departments. However, these under spends are likely to be reversed in following months due to receiving expense claim forms in relation to the year end accruals. These accruals have now been reversed.

### OVERHEADS

Below is an explanation of some of the main favourable variances as well as any unfavourable variances:

#### Payroll costs

Payroll costs continue to show a favourable variance (year to date £39k) due to some budgeted positions not being appointed in the prior year particularly in the following areas; Approvals & Monitoring, Registrations, Operations, Fitness to Practise and Policy & Standards. Some of this variance is offset by temporary staff hired during the recruitment process and the cost in recruiting the new employees.

#### Council and committee expenses

This shows a favourable variance (year to date £30k). This is mainly due to the reversal of the year end accrual, which was made for Council member's fees and expenses.

#### Property services

The unfavourable variance of £32k. This is due to rates invoices being received for 22-26 Stannary St and work done in respect of the building refurbishment. This difference is unlikely to remain for the rest of the year.

### Office services

This shows a favourable variance of £39K. This is mainly due to a favourable variance of £35K in printing and stationery. This variance is likely to reverse in the remainder of the year, as departments spend their various budgets especially in the registration department when the renewal forms are printed.

### Communications

The year end accounts show a favourable variance of £26k. Of this variance £20K relates to expense claims not received in relation to the partner's conference last October.

### Partners

At the year end the accounts show a favourable variance of £148k. The main reason for this is the accruals which were made at the year end have reversed in April. From June, accruals will be made each month for any partner invoices which have not been received. Therefore, this variance is likely to reverse in the future.

### Miscellaneous Expenses

This shows an unfavourable variance of £32K. This mostly relates to details of Portman expenses not being received and not allocated to the correct department. This will reverse in May, as the details have now been received.

## **PROJECTS**

No expenditure has been incurred during April.

## **BALANCE SHEET**

The main movements in the balance sheet since the beginning of the year are a decrease in Prepayments, decrease in Creditors and a decrease in deferred income (income received in advance). The net impact of these movements is a decrease in the cash balance of £429K.

Nothing has been spent in April on the purchase of capital equipment.

Working capital is £2,653,336 showing HPC continues to be in a stable financial position, although not if Deferred Income (fees received in advance) had to be repaid. The Net Assets are £2,898,237 which is represented the Accumulated Fund of £2,246,048 and the revaluation reserve of £652,189. The Accumulated Fund comprises £1,930,624 at the beginning of the financial year plus the net surplus for the year to date.

## **CASH FLOW**

The Cash Flow statement indicates a net increase in cash of £429K from 1<sup>st</sup> April 2007 to the end of April 2007.

The net increase or decrease in cash when compared to the accounting surplus or deficit can be significantly different. To arrive at the cash movement, non cash items such as depreciation are removed and balance sheet movements taken into consideration.

## **CONCLUSION**

Overall the year to 30<sup>th</sup> April 2007 year has led to a lower surplus than budgeted (an operating surplus of £244,874 against a budgeted deficit of £20,236). HPC continues to be in a stable financial position.

**Charlotte Milner**  
**Management Accountant**  
June 2007

# **HEALTH PROFESSIONS COUNCIL**

## **Consolidated Management Accounts For the 1 month ended 30th April 2007**

## HEALTH PROFESSIONS COUNCIL

CONSOLIDATED MANAGEMENT ACCOUNTS TO 30 APRIL 2007  
DETAILED SUMMARY

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>INCOME</b>					
<b>Professions</b>					
Arts Therapists	10,150	12,443	(2,293)	(18.43)	155,664
Biomedical Scientists	111,837	133,823	(21,986)	(16.43)	1,655,611
Chiropodists	59,830	64,341	(4,511)	(7.01)	788,686
Clinical Scientists	21,300	23,584	(2,284)	(9.68)	291,107
Dietitians	30,404	34,118	(3,714)	(10.89)	429,950
Occupational Therapists	140,430	166,113	(25,683)	(15.46)	2,070,085
Operating Department Practitioners	39,480	41,574	(2,094)	(5.04)	523,091
Orthoptists	6,250	7,034	(784)	(11.15)	86,298
Paramedics	60,883	72,446	(11,564)	(15.96)	897,554
Physiotherapists	172,122	223,210	(51,088)	(22.89)	2,819,586
Prosthetists & Orthotists	4,080	4,971	(891)	(17.92)	61,343
Radiographers	122,585	151,808	(29,223)	(19.25)	1,911,678
Speech and Language Therapists	55,413	69,354	(13,942)	(20.10)	861,074
Registration Income	834,762	1,004,819	(170,057)	(16.92)	12,551,727
Department of Health Capital Grant Released	0	0	0	0.00	0
Miscellaneous Income	0	0	0	0.00	0
<b>TOTAL INCOME</b>	<b>834,762</b>	<b>1,004,819</b>	<b>(170,057)</b>	<b>(16.92)</b>	<b>12,551,727</b>
<b>EXPENDITURE</b>					
<b>Departments</b>					
Approvals & Monitoring	2,837	63,635	60,798	95.54	657,017
Chief Executive	21,314	21,368	54	0.25	256,414
Committees & PLG	(3,677)	28,155	31,832	113.06	396,192
Communications	19,004	35,152	16,148	45.94	1,016,454
Council	3,390	7,346	3,956	53.85	423,008
Facilities Management	102,083	71,612	(30,471)	(42.55)	981,195
Finance	57,374	36,717	(20,657)	(56.26)	449,271
Fitness to Practise	185,069	293,642	108,573	36.97	3,591,583
Human Resources & Partners	50,275	40,895	(9,380)	(22.94)	490,744
IT Department	69,723	69,078	(645)	(0.93)	844,074
Registrations Office	17,498	21,611	4,113	19.03	259,316
Policy & Standards	10,904	35,894	24,990	69.62	430,727
President	1,975	3,992	2,017	50.53	47,900
Projects	(2,115)	6,709	8,824	131.52	353,213
Registration	37,951	223,399	185,448	83.01	2,021,818
Secretariat	16,284	25,378	9,094	35.83	274,065
<b>Operating Expenses</b>	<b>589,888</b>	<b>984,583</b>	<b>394,695</b>	<b>40.09</b>	<b>12,492,991</b>
<b>SURPLUS / (DEFICIT) - Excl. Unrealised Gains/(Losses)</b>	<b>244,874</b>	<b>20,236</b>	<b>224,638</b>	<b>(1,110.09)</b>	<b>58,736</b>
<b>Taxation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>
<b>Investment Income - Excl. Unrealised Gains/(Losses)</b>	<b>2,683</b>	<b>14,584</b>	<b>(11,901)</b>	<b>(81.61)</b>	<b>175,000</b>
<b>Investment - Unrealised Gains / (Losses)</b>	<b>67,867</b>	<b>0</b>	<b>67,867</b>	<b>0.00</b>	<b>0</b>
<b>SURPLUS / (DEFICIT)</b>	<b>315,424</b>	<b>34,820</b>	<b>(280,604)</b>	<b>805.87</b>	<b>233,736</b>

HEALTH PROFESSIONS COUNCIL

CONSOLIDATED MANAGEMENT ACCOUNTS TO 30 APRIL 2007

CONSOLIDATED DETAILED SUMMARY

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Consolidated Income</b>					
Registration fees	24,054	0	24,054	0.00	0
Registration fees (part year)	0	0	0	0.00	0
Readmission fees	3,840	17,101	(13,261)	(77.55)	205,200
Renewal fees	769,069	897,984	(128,915)	(14.36)	10,775,787
International scrutiny fees	37,800	89,734	(51,934)	(57.88)	1,076,800
Confirmation letter fees	0	0	0	0.00	0
Grandparenting scrutiny fees & other	0	0	0	0.00	0
UK scrutiny fee/Graduated < 2 years	0	0	0	0.00	493,940
	<u>834,762</u>	<u>1,004,819</u>	<u>(170,057)</u>	(16.92)	<u>12,551,727</u>

HEALTH PROFESSIONS COUNCIL

CONSOLIDATED MANAGEMENT ACCOUNTS TO 30 APRIL 2007

CODE

**INVESTMENT & OTHER INCOME**

BUDGET MANAGER

**Finance Director**

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Consolidated Income</b>					
Bank interest - Business Reserve	0	1,667	(1,667)	(100.00)	20,000
Bank interest - Money Market	0	7,750	(7,750)	(100.00)	93,000
Bond interest	0	0	0	0.00	0
Portfolio income	2,683	5,167	(2,484)	(48.08)	62,000
P & L on disposal of investments (Realised)	0	0	0	0.00	0
	<u>2,683</u>	<u>14,584</u>	<u>(11,901)</u>	<u>(81.61)</u>	<u>175,000</u>
P & L on disposal of investments (Unrealised)	67,867	0	67,867	0.00	0

## HEALTH PROFESSIONS COUNCIL

## CONSOLIDATED MANAGEMENT ACCOUNTS TO 30 APRIL 2007

## OVERHEAD TOTAL

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Payroll</b>					
Basic	210,316	250,789	40,473	16.14	3,005,328
Overtime	399	2,407	2,008	83.43	28,875
National Insurance	22,404	29,783	7,379	24.78	357,401
Pension costs	28,364	17,907	(10,457)	(58.40)	214,867
Medical insurance	0	100	100	100.00	1,200
Staff recruitment	24,170	7,708	(16,462)	(213.57)	92,500
Temporary staff	13,533	25,907	12,374	47.76	310,887
Other payroll expense	0	3,333	3,333	100.00	40,000
	<b>299,186</b>	<b>337,934</b>	<b>38,748</b>	<b>11.47</b>	<b>4,051,058</b>
<b>Staff travelling and subsistence</b>					
Fares	7,103	9,812	2,709	27.60	107,090
Car expenses and car park	260	102	(158)	(154.90)	1,222
Subsistence	(2,744)	7,745	10,489	135.43	79,265
Entertaining	0	125	125	100.00	1,500
Conferences	0	708	708	100.00	10,000
	<b>4,619</b>	<b>18,492</b>	<b>13,873</b>	<b>75.02</b>	<b>199,077</b>
<b>Council and committee expenses</b>					
Fees	2,180	10,096	7,916	78.41	275,320
Travelling and subsistence	(1,728)	11,742	13,470	114.72	253,422
Tax Cost (NI ER and PAYE)	388	9,954	9,566	96.11	119,444
Conference expenses	331	0	(331)	0.00	39,640
Training	517	0	(517)	0.00	10,080
	<b>1,687</b>	<b>31,792</b>	<b>30,105</b>	<b>94.69</b>	<b>697,906</b>
<b>Property services</b>					
Business rates	29,380	7,804	(21,576)	(276.47)	93,652
Water	0	83	83	100.00	3,120
Electricity	4,416	3,063	(1,353)	(44.17)	36,750
Gas	317	633	316	49.92	7,592
Cleaning contractors	2,420	2,369	(51)	(2.17)	31,716
Cleaning materials	0	771	771	100.00	9,250
Waste disposal	346	1,045	699	66.92	14,675
Repairs and maintenance	(747)	1,364	2,111	154.80	16,376
Maintenance contracts	823	1,923	1,100	57.19	23,072
Security	1,046	1,958	912	46.60	26,020
Building Refurbishment	14,717	0	(14,717)	0.00	113,535
Property depreciation	3,500	2,875	(625)	(21.74)	34,500
	<b>56,218</b>	<b>23,888</b>	<b>(32,330)</b>	<b>(135.34)</b>	<b>410,258</b>

**OVERHEAD TOTAL**

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Office services</b>					
Printing and stationery	4,043	39,343	35,300	89.72	696,831
Photocopying	0	600	600	100.00	7,200
Microfilming	0	0	0	0.00	500
Postage	10,000	8,172	(1,828)	(22.37)	98,060
Telephone	(444)	2,734	3,178	116.24	34,908
Mobile telephone	18	863	845	97.92	10,700
Fax	0	0	0	0.00	0
Couriers	594	438	(156)	(35.54)	5,250
Office equipment < £1000	3,555	1,233	(2,322)	(188.29)	14,800
Office equipment rental	475	239	(236)	(98.54)	4,650
Staff catering	170	950	780	82.08	7,800
Other office services	755	1,632	877	53.74	19,580
Room Hire	12,550	13,172	622	4.72	215,570
Office equipment depreciation	3,148	4,627	1,479	31.96	55,521
	<b>34,863</b>	<b>74,003</b>	<b>39,140</b>	<b>232</b>	<b>1,171,370</b>
<b>Computer services</b>					
Hardware < £1000	674	833	159	19.11	10,000
Hardware maintenance	1,135	1,250	115	9.22	15,000
Software Licences	4,342	1,500	(2,842)	(189.49)	18,000
Software support & maintenance	13,136	2,849	(10,287)	(361.07)	34,200
IT systems external support	361	11,000	10,639	96.72	132,000
New IT Software Systems	3,701	1,250	(2,451)	(196.10)	15,000
Managed Web/Internet services	407	9,627	9,220	95.78	115,532
IT Consummerables	474	1,500	1,026	68.39	18,000
Disaster contingency plan	1,011	1,083	72	6.65	13,000
Computer training	0	833	833	100.00	10,000
IT Security - Backup Offsite etc	0	83	83	100.00	1,000
Other computer services costs	38	2,167	2,129	98.26	26,000
IT Hardware Disposals	0	0	0	0.00	0
Hardware depreciation	8,050	12,602	4,552	36.12	151,227
	<b>33,328</b>	<b>46,577</b>	<b>13,249</b>	<b>28.45</b>	<b>558,959</b>
<b>Communications</b>					
Campaigns	0	0	0	0.00	180,000
Annual Reports (Design, Distribute)	0	375	375	100.00	12,500
Brochures (Design, Distribute)	0	583	583	100.00	53,500
Listening Events	157	9,000	8,843	98.26	36,000
PR Advisors	0	0	0	0.00	0
Market Research	6,169	5,000	(1,169)	(23.38)	100,000
Registrant Comms & Internal	0	0	0	0.00	0
Translations	0	0	0	0.00	3,150
Stakeholder Communications	147	0	(147)	0.00	45,000
Standards of Proficiency (Design,Prod,Dist)	0	1,500	1,500	100.00	18,000
Web Site Design	220	0	(220)	0.00	41,740
Annual Conference	(20,117)	0	20,117	0.00	0
Marketing & Promotions	532	0	(532)	0.00	13,800
Conference Attendance	1,441	0	(1,441)	0.00	19,800
General Events (Internal & External)	(51)	2,277	2,328	102.25	50,322
Media Relations - Press Event Launch	0	0	0	0.00	60,000
General Public Literature	0	0	0	0.00	45,000
Internal Communications	4,658	0	(4,658)	0.00	34,500
Bi-Annual Opinion polling	0	0	0	0.00	60,000
	<b>(6,846)</b>	<b>18,735</b>	<b>25,581</b>	<b>477.13</b>	<b>773,312</b>

<b>OVERHEAD TOTAL</b>
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	Actual £	Budget £	Variance £	Variance %	Annual Budget £
<b>Partners</b>					
Partners Recruitment	0	1,633	1,633	100.00	19,600
Partners Training	(1,042)	4,210	5,252	124.74	50,517
Legal Assessors	0	0	0	0.00	0
Registration Assessors	0	3,264	3,264	100.00	39,170
Panels (Allowance & Travel )	11,582	59,202	47,620	80.44	710,423
Screening - Panels (Allow & Travel)	0	0	0	0.00	0
Approvals (Previously Visits)	(10,447)	18,746	29,193	155.73	154,260
Assessors fees (All Professions)	(21,930)	29,340	51,270	174.74	352,080
Test of Competence (All Professions)	467	1,350	883	65.39	16,200
Annual Monitoring	(1,534)	6,300	7,834	124.35	34,400
Major/Minor Change	(1,430)	0	1,430	0.00	10,050
	<u>(24,332)</u>	<u>124,045</u>	<u>148,377</u>	<u>119.62</u>	<u>1,386,700</u>
<b>Project Costs</b>					
MP2 - CPD	(2,115)	6,709	8,824	131.52	77,400
MP7 - Fee rise	0	0	0	0.00	0
MP5 - Equality & Diversity	0	0	0	0.00	43,125
MP2 - New profession	0	0	0	0.00	232,688
BAU Projects	0	32,525	32,525	100.00	64,275
	<u>(2,115)</u>	<u>39,234</u>	<u>41,349</u>	<u>231.52</u>	<u>417,488</u>
<b>Specific departmental expenses</b>					
Archive storage	1,297	750	(547)	(72.99)	27,020
Auditors' fees	(200)	3,167	3,367	106.32	38,000
Bank charges	1,310	4,489	3,179	70.81	53,862
Books and publications	0	42	42	100.00	500
Conselling	0	0	0	0.00	6,000
Council Elections	0	0	0	0.00	79,790
Counter fraud Solutions	0	52,849	52,849	100.00	84,198
General insurance	3,311	3,583	272	7.59	43,000
Health and safety	0	1,823	1,823	100.00	21,880
Miscellaneous Expenses	32,359	0	(32,359)	0.00	0
Internal Audit	939	2,250	1,311	58.27	27,000
Legal advice	71,782	20,528	(51,254)	(249.68)	273,931
Legal expenses	43,293	119,585	76,292	63.80	1,496,189
Legal insurance	2,625	4,235	1,610	38.02	50,820
Legal -Transcript Writer	1,760	18,055	16,295	90.25	216,657
Other professional fees	3,202	6,709	3,507	52.28	85,810
Pension administration	(3,748)	1,667	5,415	324.86	20,000
Personal Performance Consultancy	504	671	167	24.85	8,052
Professional Liaison Groups	0	5,375	5,375	100.00	64,504
ISO 9001 Certification	672	535	(137)	(25.64)	6,424
Reward Data	0	708	708	100.00	8,500
Subscriptions to professional bodies	2,680	2,922	242	8.29	33,432
Taxation advice	0	333	333	100.00	4,000
Training	31,494	19,607	(11,887)	(60.63)	177,294
	<u>193,280</u>	<u>269,883</u>	<u>76,603</u>	<u>28.38</u>	<u>2,826,863</u>
<b>OVERHEAD TOTAL</b>	<u>589,888</u>	<u>984,583</u>	<u>394,695</u>	<u>40.09</u>	<u>12,492,991</u>

**HEALTH PROFESSIONS COUNCIL**  
**CONSOLIDATED BALANCE SHEET**  
as at 30 April 2007

	30 April 2007		Actual 31 March 2007	
	£	£	£	£
<b>FIXED ASSETS</b>				
<b>Tangible fixed assets</b>				
Land & buildings, at cost or valuation	3,224,656		3,224,656	
Depreciation	<u>(45,500)</u>		<u>(42,000)</u>	
Net book value		3,179,156		3,182,656
Computer Equipment, at cost	2,354,123		2,354,123	
Depreciation	<u>(1,893,308)</u>		<u>(1,885,259)</u>	
Net book value		460,815		468,864
Office furniture and equipment, at cost	395,249		395,249	
Depreciation	<u>(335,971)</u>		<u>(332,823)</u>	
Net book value		59,278		62,426
		<u>3,699,249</u>		<u>3,713,946</u>
<b>Investments</b>		<b>1,944,762</b>		<b>1,848,266</b>
<b>TOTAL FIXED ASSETS</b>		<b><u>5,644,011</u></b>		<b><u>5,562,212</u></b>
<b>CURRENT ASSETS</b>				
Debtors	26,446		42,694	
Prepayments	182,604		197,462	
Bank balances and cash	<u>3,620,399</u>		<u>4,049,524</u>	
		<u>3,829,449</u>		<u>4,289,680</u>
<b>CURRENT LIABILITIES</b>				
<b>Amounts falling due within one year</b>				
Creditors and accrued expenses	1,176,113		1,840,472	
<b>WORKING CAPITAL</b>		<b>2,653,336</b>		<b>2,449,208</b>
<b>DEFERRED INCOME</b>				
Registration fees in advance	50,200		61,624	
Retention fees in advance	<u>5,348,911</u>		<u>5,366,983</u>	
		<u>(5,399,111)</u>		<u>(5,428,607)</u>
<b>NET ASSETS</b>		<b><u>2,898,237</u></b>		<b><u>2,582,813</u></b>
<b>Represented by:</b>				
General Funds		1,930,624		1,695,560
Revaluation reserve		652,189		652,189
Surplus/(Deficit) for the period		<u>315,424</u>	2,246,048	<u>235,064</u>
		<u>2,898,237</u>	<u>0</u>	<u>2,582,813</u>



HEALTH PROFESSIONS COUNCIL  
 CONSOLIDATED MANAGEMENT ACCOUNTS TO 30 APRIL 2007

Project reporting  
 From 1st April 2007 - 31 March 2008

Actual £	Budget £	Variance £
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Project number

Capital Expenditure

MP2	CPD	0	85,000	(85,000)
MP25	Application Server Upgrade	0	30,000	(30,000)
MP26	Professional qualifications Directive	0	40,000	(40,000)
	Registrations Trends Analysis	0	2,000	(2,000)
MP27	Replacement of Finance system	0	19,000	(19,000)
	Call recording	0	20,000	(20,000)
	MIS Presentation	0	19,000	(19,000)
MP28	Change in Lisa access rights	0	35,000	(35,000)
	<b>Total Capital Expenditure</b>	<b>0</b>	<b>250,000</b>	<b>(250,000)</b>

Operating Expenditure

MP2	CPD	(2,115)	77,400	(79,515)
MP7	Fee Rise	0	0	0
MP5	Equality & Diversity	0	43,125	(43,125)
MP3	On-boarding of Applied Psychologists	0	232,688	(232,688)
	Registrations Trends Analysis	0	24,525	(24,525)
	Call Recording	0	8,000	(8,000)
	Certificates Review	0	3,625	(3,625)
	MIS presentation	0	11,500	(11,500)
MP26	Professional Qualifications Directive	0	6,625	(6,625)
	FTP Trend Analysis Project	0	10,000	(10,000)
	<b>Total Operating Expenditure</b>	<b>(2,115)</b>	<b>417,488</b>	<b>(419,603)</b>

# HEALTH PROFESSIONS COUNCIL

## CONSOLIDATED MANAGEMENT ACCOUNTS TO 30 APRIL 2007

### CASH FLOW STATEMENT

From 1st April 2007 - 31 March 2008

	£
Surplus /(deficit) over expenditure	244,874
Depreciation charge for the year of tangible fixed assets	14,695
Grant income released	0
(Increase)/decrease in debtors	31,106
Increase/(decrease) in creditors (CGT and VAT Tax not included)	(664,359)
Increase /(decrease) in deferred income	(29,496)
<b>Net cash In/(out)flow from operating activities</b>	<b><u>(403,180)</u></b>
<b>Return on investments and servicing of finance</b>	
Investment Income (Excluding realised gains & losses)	2,683
<b>Capital expenditure and financial investments</b>	
Purchase of tangible assets	0
Disposal of tangible assets	0
Purchase of investments	(28,628)
Proceeds from sale of investments	0
<b>Increase/(decrease) in Cash</b>	<b><u><u>(429,125)</u></u></b>
Cash at 31 March 2007	4,049,524
Cash at 30 April 2007	3,620,399
<b>Cash Movement</b>	<b><u><u>(429,125)</u></u></b>

**HPC CONSOLIDATED Cash Flow: April 07 - March 08**

	Mar-06	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	Total 12 Mths
<b>Opening Balance 1st</b>		4,049,524	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	
<b>Receipts</b>														
Registration Income		834,762												
Investment Income		2,683												
Investment Sales		0												
Deferred Income Movements		(29,496)												
Bank Loan														
Miscellaneous Income														
<b>Total Cash Receipts</b>		807,949	0	0	0	0	0	0	0	0	0	0	0	807,949
<b>Payments</b>														
<b>Operational</b>														
Expenditure		589,888												
Depreciation		(14,695)												
Aged Cred / Accrual Movements		664,359												
Debtor Movements		(31,106)												
Payments to Creditors		1,208,446	0	0	0	0	0	0	0	0	0	0	0	1,208,446
<b>Exceptional</b>														
Capital Expenditure		0												
Capital Write-off		0												
Investment Purchases		28,628												
Loan Repayments		0												
<b>Total Payments</b>		1,237,074	0	0	0	0	0	0	0	0	0	0	0	1,237,074
<b>Closing Balance</b>	4,049,524	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	3,620,399	(429,125)

Aged Creditors	800,652	918,928	918,928	918,928	918,928	918,928	918,928	918,928	918,928	918,928	918,928	918,928	918,928	
Accruals	782,635													918,928
Budgeted Expenditure 05/06														0

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.