

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 JANUARY 2005
DETAILED SUMMARY

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
INCOME					
Professions					
Arts Therapists	89,765	88,021	1,744	1.98	108,100
Biomedical Scientists	1,076,910	1,106,724	(29,814)	(2.69)	1,328,070
Chiropodists	668,325	506,514	161,811	31.95	631,045
Clinical Scientists	209,371	175,653	33,718	19.20	219,783
Dietitians	269,717	254,721	14,996	5.89	316,688
Orthoptists	61,001	65,500	(4,499)	(6.87)	78,600
Occupational Therapists	1,335,647	1,305,373	30,274	2.32	1,566,448
Paramedics	504,898	533,665	(28,767)	(5.39)	640,398
Physiotherapists	1,932,764	1,873,233	59,531	3.18	2,270,603
Prosthetists & Orthotists	38,859	41,496	(2,637)	(6.35)	49,795
Radiographers	1,184,437	1,177,283	7,154	0.61	1,412,740
Speech and Language Therapists	524,077	511,432	12,645	2.47	613,718
Operating Department Practitioners	77,620	150,000	(72,380)	(48.25)	210,000
Registration Income	7,973,391	7,789,615	183,776	2.36	9,445,988
Department of Health Capital Grant Released	209,264	209,260	4	0.00	251,112
TOTAL INCOME	8,182,655	7,998,875	183,780	2.30	9,697,100
EXPENDITURE					
Departments					
President	42,942	42,042	(900)	(2.14)	50,450
Council	160,459	128,242	(32,217)	(25.12)	175,390
Secretariat	144,999	146,887	1,888	1.29	175,863
Chief Executive	198,949	191,218	(7,731)	(4.04)	226,463
Education and Training	860,567	637,988	(222,579)	(34.89)	721,385
Registration	1,301,124	1,083,191	(217,933)	(20.12)	1,295,629
IT Department	1,303,552	1,285,112	(18,440)	(1.43)	1,510,341
Finance	279,585	281,507	1,922	0.68	341,443
Administration	1,067,568	957,204	(110,364)	(11.53)	1,100,984
Fitness to Practise	1,445,211	1,119,289	(325,922)	(29.12)	1,344,207
Human Resources	441,627	388,375	(53,252)	(13.71)	453,233
Communications	1,035,833	1,182,003	146,170	12.37	1,360,504
Operating Expenses	8,282,416	7,443,058	(839,358)	(11.28)	8,755,891
(DEFICIT) (Excluding Unrealised Gains)	(99,761)	555,817	(655,578)	(117.95)	941,209
Investment Income (Excluding Unrealised Gains)	107,248	54,091	53,157	98.27	65,000
Investment - Unrealised Gains	143,658	0	143,658	0.00	0
(DEFICIT)	151,145	609,908	(458,763)	(75.22)	1,006,209

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 JANUARY 2005

DETAILED SUMMARY

	Actual	Budget	Variance	Variance	Annual
	£	£	£	%	Budget
					£
Income					
Registration fees	407,243	334,160	73,083	21.87	430,988
Registration fees (part year)	(34)	0	(34)	0.00	0
Readmission fees	68,452	89,164	(20,712)	(23.23)	107,000
Renewal fees	6,612,240	6,947,959	(335,719)	(4.83)	8,397,000
International scrutiny fees	576,240	278,333	297,907	107.03	334,000
Confirmation letter fees	0	0	0	0.00	0
Grandparenting scrutiny fees & other	309,050	139,999	169,051	120.75	177,000
	<u>7,973,191</u>	<u>7,789,615</u>	<u>183,576</u>	<u>2.36</u>	<u>9,445,988</u>

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 JANUARY 2005

CODE	INVESTMENT & OTHER INCOME				Annual Budget £
	Actual £	Budget £	Variance £	Variance %	
BUDGET MANAGER	Paul Baker				
Income					
Bank interest - Business Reserve	23,048	8,333	14,715	176.59	10,000
Bank interest - Money Market	21,301	4,091	17,210	420.68	5,000
Bond interest	15,560	0	15,560	0.00	0
Portfolio income	51,150	41,667	9,483	22.76	50,000
P & L on disposal of investments (Realised)	(3,811)	0	(3,811)	0.00	0
	<u>107,248</u>	<u>54,091</u>	<u>53,157</u>	98.27	<u>65,000</u>
P & L on disposal of investments (Unrealised)	143,658	0	143,658	0.00	0

HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 JANUARY 2005

OVERHEAD TOTAL

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
Payroll					
Basic	1,457,942	1,531,643	73,701	4.81	1,834,289
Overtime	30,880	33,542	2,662	7.94	40,250
National Insurance	165,297	172,171	6,874	3.99	206,198
Pension costs	165,384	201,210	35,826	17.81	241,452
Medical insurance	0	0	0	0.00	0
Staff recruitment	168,590	63,083	(105,507)	(167.25)	63,500
Temporary staff	273,959	159,499	(114,460)	(71.76)	191,000
Other payroll expense	64,076	80,000	15,924	19.91	80,000
	<u>2,326,128</u>	<u>2,241,148</u>	<u>(84,980)</u>	<u>(3.79)</u>	<u>2,656,689</u>
Staff travelling and subsistence					
Fares	48,217	27,084	(21,133)	(78.03)	32,500
Car expenses and car park	4,247	4,417	170	3.85	5,300
Subsistence	49,768	16,397	(33,371)	(203.52)	19,675
Entertaining	617	2,563	1,946	75.93	3,075
Conferences	6,760	27,084	20,324	75.04	32,500
Lecturing	0	2,083	2,083	100.00	2,500
	<u>109,609</u>	<u>79,628</u>	<u>(29,981)</u>	<u>(37.65)</u>	<u>95,550</u>
Council and committee expenses					
Allowances	139,090	132,071	(7,019)	(5.31)	167,000
Travelling and subsistence	123,332	141,683	18,351	12.95	176,390
Conference expenses	6,648	9,167	2,519	27.48	11,000
Training	4,250	4,750	500	10.53	5,000
	<u>273,320</u>	<u>287,671</u>	<u>14,351</u>	<u>4.99</u>	<u>359,390</u>
Property services					
Business rates	34,620	41,496	6,876	16.57	41,496
Water	715	958	243	25.37	1,150
Electricity	5,550	6,667	1,117	16.75	8,000
Gas	1,510	2,500	990	39.60	3,000
Cleaning contractors	16,814	15,833	(981)	(6.20)	19,000
Cleaning materials	7,411	8,333	922	11.06	10,000
Waste disposal	8,095	7,083	(1,012)	(14.29)	8,500
Repairs and maintenance	10,867	12,500	1,633	13.06	15,000
Maintenance contracts	1,673	4,583	2,910	63.50	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	20,000	20,000	0	0.00	24,000
	<u>279,524</u>	<u>233,828</u>	<u>(45,696)</u>	<u>(19.54)</u>	<u>249,521</u>

OVERHEAD TOTAL

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
Office services					
Printing and stationery	278,728	225,750	(52,978)	(23.47)	261,000
Photocopying	4,288	9,167	4,879	53.22	11,000
Microfilming	353	375	22	5.87	450
Postage	174,348	124,847	(49,501)	(39.65)	143,129
Telephone	23,228	26,667	3,439	12.90	32,000
Telephone system maintenance	0	2,667	2,667	100.00	3,200
Mobile telephone	4,246	3,333	(913)	(27.39)	4,000
Fax	1,262	2,500	1,238	49.52	3,000
Couriers	3,995	2,917	(1,078)	(36.96)	3,500
Office equipment < £1000	37,214	25,000	(12,214)	(48.86)	30,000
Office equipment rental	2,832	1,667	(1,165)	(69.89)	2,000
Staff catering	12,177	10,000	(2,177)	(21.77)	12,000
Other office services	11,054	16,667	5,613	33.68	20,000
Depreciation of office equipment	71,093	83,333	12,240	14.69	100,000
	624,818	534,890	(89,928)	(16.81)	625,279
Computer services					
Hardware < £1000	5,487	16,667	11,180	67.08	20,000
Hardware maintenance	6,011	5,833	(178)	(3.05)	7,000
Software Systems	317,088	380,801	63,713	16.73	433,600
Software licenses	45,795	41,667	(4,128)	(9.91)	50,000
Systems support	68,711	51,250	(17,461)	(34.07)	61,500
Internet maintenance	47,149	17,625	(29,524)	(167.51)	21,150
Computer media and sundries	10,550	8,333	(2,217)	(26.61)	10,000
Disaster contingency plan	33,611	40,625	7,014	17.27	50,000
Computer training	3,929	0	(3,929)	0.00	2,500
Other computer services costs	16,887	15,000	(1,887)	(12.58)	18,000
IT Security - Backup Offsite etc	3,261	3,917	656	16.75	4,700
IT Hardware Disposals	0	0	0	0.00	0
Hardware depreciation	468,547	480,833	12,286	2.56	577,000
	1,027,026	1,062,551	35,525	3.34	1,255,450
Communications					
Advertising	368,784	345,000	(23,784)	(6.89)	400,000
Annual Reports (Design, Distribute)	12,301	50,000	37,699	75.40	50,000
Brochures (Design, Distribute)	24,878	86,000	61,122	71.07	105,000
HPC Consultation Events	441,753	229,000	(212,753)	(92.91)	229,000
Grandparenting Communications	0	16,667	16,667	100.00	20,000
Listening Events	15,403	12,000	(3,403)	(28.36)	20,000
Lobbying	7,357	16,667	9,310	55.86	20,000
PR Advisors	43,498	40,000	(3,498)	(8.75)	48,000
Market Research	83,394	62,500	(20,894)	(33.43)	62,500
Registrant Comms & Internal	37,597	62,500	24,903	39.84	75,000
Translations	4,745	8,333	3,588	43.06	10,000
Stakeholder Communications	2,491	46,667	44,176	94.66	70,000
Standards of Proficiency (Design,Prod,Dist)	3,713	10,000	6,287	62.87	10,000
Web Site Design	44,787	48,000	3,213	6.69	48,000
Annual Conference	130,312	100,000	(30,312)	(30.31)	100,000
Marketing & Promotions	10,113	25,000	14,887	59.55	30,000
Conference Attendance	8,725	28,333	19,608	69.21	34,000
General Events (Internal & External)	19,785	20,000	215	1.08	20,000
Media Relations - Press Event Launch	764	10,000	9,236	92.36	10,000
Welsh Language Scheme	0	12,500	12,500	100.00	15,000
	1,260,400	1,229,167	(31,233)	(2.54)	1,376,500

OVERHEAD TOTAL

	Actual £	Budget £	Variance £	Variance %	Annual Budget £
Partners					
Partners Recruitment	34,252	42,222	7,970	18.88	50,000
Partners Training	121,602	90,000	(31,602)	(35.11)	120,000
Legal Assessors	67,077	43,192	(23,885)	(55.30)	51,830
Registration Assessors	524,357	248,387	(275,970)	(111.10)	298,064
International Test of Competence	25,220	3,813	(21,407)	(561.42)	4,576
Mediation - Panels	0	4,167	4,167	100.00	5,000
Panels (Allowance & Travel)	229,046	138,502	(90,544)	(65.37)	166,202
Screening - Panels (Allow & Travel)	0	15,000	15,000	100.00	18,000
Approvals (Previously Visits)	32,038	83,333	51,295	61.55	100,000
JVC Costs	46,911	45,000	(1,911)	(4.25)	45,000
	<u>1,080,503</u>	<u>713,616</u>	<u>(366,887)</u>	<u>(51.41)</u>	<u>858,672</u>
Specific departmental expenses					
Archive storage	9,287	8,750	(537)	(6.14)	10,500
Auditors' fees	25,915	26,250	335	1.28	31,500
Bank charges & interest	49,297	36,222	(13,075)	(36.10)	42,500
Books and publications	3,993	0	(3,993)	0.00	0
General insurance	28,813	32,000	3,187	9.96	38,400
Legal insurance	33,688	36,750	3,062	8.33	44,100
Health and safety	1,706	6,833	5,127	75.03	8,200
Legal expenses	963,025	707,500	(255,525)	(36.12)	849,000
Other professional fees	32,983	47,777	14,794	30.96	79,000
Pension administration	6,985	6,250	(735)	(11.76)	7,500
Staff Handbook	0	1,667	1,667	100.00	2,000
Personal Performance Consultancy	5,100	5,250	150	2.86	6,300
Investors in People	2,900	20,000	17,100	85.50	20,000
Good Citizen Scheme	0	1,667	1,667	100.00	2,000
Quality ISO 2002	38,180	20,000	(18,180)	(90.90)	20,000
HPC Processes	88	20,000	19,912	99.56	20,000
Reward Data	770	5,000	4,230	84.60	5,000
Subscriptions to professional bodies	3,352	4,365	1,013	23.21	5,240
Professional Liaison Groups	9,962	5,000	(4,962)	(99.24)	5,000
Legal -Transcript Writer	53,735	33,000	(20,735)	(62.83)	39,600
Taxation advice	10,760	7,111	(3,649)	(51.31)	8,000
Training	20,549	29,167	8,618	29.55	35,000
	<u>1,301,088</u>	<u>1,060,559</u>	<u>(240,529)</u>	<u>(22.68)</u>	<u>1,278,840</u>
OVERHEAD TOTAL	<u>8,282,416</u>	<u>7,443,058</u>	<u>(839,358)</u>	<u>(11.28)</u>	<u>8,755,891</u>

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>(28,000)</u>		<u>(8,000)</u>	
Net book value		1,672,000		1,692,000
Computer Equipment, at cost	1,975,418		1,920,399	
Depreciation	<u>(1,095,070)</u>		<u>(626,524)</u>	
Net book value		880,348		1,293,876
Office furniture and equipment, at cost	366,315		326,637	
Depreciation	<u>(197,891)</u>		<u>(126,798)</u>	
Net book value		168,424		199,839
		<hr/>		<hr/>
Total tangible fixed assets		2,720,772		3,185,715
Investments		1,367,748		1,203,107
		<hr/>		<hr/>
TOTAL FIXED ASSETS		4,088,520		4,388,822
CURRENT ASSETS				
Other debtors and prepayments	222,801		193,013	
Bank balances and cash	<u>2,007,903</u>		<u>2,407,980</u>	
	2,230,704		2,600,993	
CURRENT LIABILITIES				
Amounts falling due within one year				
Creditors and accrued expenses	<u>730,795</u>		<u>874,371</u>	
		<hr/>		<hr/>
WORKING CAPITAL		1,499,909		1,726,623
DEFERRED INCOME				
Registration fees in advance	121,843		80,667	
Retention fees in advance	<u>4,473,852</u>		<u>4,983,924</u>	
	(4,595,695)		(5,064,591)	
		<hr/>		<hr/>
NET ASSETS		992,734		1,050,854
		<hr/> <hr/>		<hr/> <hr/>
Represented by:				
Capital Grant Receivable - LISA System		397,602		606,867
Accumulated Fund at 1 April 2003		443,987		1,008,442
Surplus/(Deficit) for the period		<u>151,145</u>		<u>(564,455)</u>
		992,734		1,050,854
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HEALTH PROFESSIONS COUNCIL

MANAGEMENT ACCOUNTS TO 31 JANUARY 2005

CASH FLOW STATEMENT

From 1st April 2004 - 31st January 2005

	£
Deficit over expenditure	(99,761)
Depreciation of tangible fixed assets	559,640
Grant income released	(209,264)
Increase in debtors	(29,788)
Decrease in creditors	(143,576)
Decrease in deferred income	(468,896)
Net cash outflow from operating activities	(391,644)
Return on investments and servicing of finance	
Investment Income (Excluding realised gains)	111,059
Capital expenditure and financial investments	
Purchase of tangible fixed assets	(94,697)
Purchase of investments	(134,831)
Proceeds from sale of investments	110,036
Decrease in Cash	(400,077)
Cash at 31st March 2004	2,407,980
Cash at 31st January 2005	2,007,903
Cash Movement	(400,077)

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	1,549,941	2,007,903	1,876,559	
<u>Receipts</u>														
Registration Income		677,136	750,269	757,305	785,723	787,301	867,375	814,573	811,100	828,158	894,451			
Investment Income		3,568	9,238	16,369	11,445	8,746	17,083	8,316	13,322	13,320	9,652			
Investment Sales		0	16,944	14,215	21,936	11,775	9,000	585	0	6,958	28,623			
Deferred Income Movements		(283,152)	(238,114)	(333,301)	341,449	(163,977)	785,012	(109,062)	(302,895)	(303,297)	138,441			
Total Cash Receipts		397,552	538,337	454,588	1,160,553	643,845	1,678,470	714,412	521,527	545,139	1,071,167	411,367	1,548,151	9,685,108
<u>Payments</u>														
Operational														
Expenditure		744,507	750,195	1,047,631	790,035	726,457	1,151,411	865,363	829,597	726,108	651,112			
Depreciation		(55,541)	(55,741)	(55,889)	(55,986)	(56,036)	(56,026)	(56,026)	(56,115)	(56,140)	(56,140)			
Aged Cred / Accrual Movements		(159,160)	149,116	(339,004)	369,050	(101,253)	(353,207)	24,907	524,393	49,050	(20,316)			
Debtor Movements		19,920	2,501	56,518	13,594	10,551	(70,226)	(13,583)	22,869	(20,008)	7,652			
Payments to Creditors		549,726	846,071	709,256	1,116,693	579,719	671,952	820,661	1,320,744	699,010	582,308	531,995	572,023	9,000,158
Exceptional														
Capital Expenditure		24,806	16,122	3,901	40,029	2,513	1,866	0	4,293	1,167	0	10,716	10,716	116,129
Investment Purchases		0	11,002	17,477	9,759	0	46,203	0	9,267	10,225	30,897			134,830
Total Payments		574,532	873,195	730,634	1,166,481	582,232	720,021	820,661	1,334,304	710,402	613,205	542,711	582,739	9,251,117
Closing Balance		2,231,000	1,896,142	1,620,096	1,614,168	1,675,781	2,634,230	2,527,981	1,715,204	1,549,941	2,007,903	1,876,559	2,841,971	433,991

Aged Creditors	587,769	750,837	558,407	927,459	471,481	553,870	940,876	1,048,192	479,874	356,483	531,995	572,023	654,610	654,610
Accruals	286,602	282,694	326,008	295,960	382,888	401,752	367,953	235,730	279,655	353,996	198,800	285,000	285,000	285,000
Budgeted Expenditure 04/05												658,223	654,610	

Deferred Income Movements - 0 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 - 0 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.