

General Purposes Group Report

Purpose

1. This report updates the Board on the activities of the General Purposes Group. The group last met virtually earlier this month.

Key issues

2. The group received an HR update which focused on recruitment to vacant posts. It was requested that all staff who leave the organisation be offered an exit interview. This is being actioned by the management team.
3. The group considered the budget position at the end of August 2022. Income and expenditure are generally as expected, with some areas of possible underspend forecast. The salary review considered by this Board in the private session has financial implications which the Board will be fully sighted on. Several strands of additional income are being progressed.
4. The payment of the core grant from Cambridgeshire County Council has not yet been received. The group asked the CEO to escalate as a concern.
5. The group considered the risk register, this is attached. Note there are two new risks and the rating of two risks has changed since this was last reported to the Board in January 2022.

Action required by the Board

5. The Board is asked to:
 - Note the contents of this report including updates to the risk register.

Authors

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28 September 2022

FINANCIAL POSITION AS AT THE END OF MONTH 8 2022/23

| Income and Expenditure | Year to Date - end Aug | | | Full Year | | |
|---------------------------------|------------------------|----------------|----------------|----------------|-----------------|---------------|
| | Budget | Actual | Var | budget | Current | Forecast |
| Income | | | | | Forecast | Change |
| Core Grant PCC | 78,125 | 93,750 | 15,625 | 187,500 | 187,500 | 0 |
| Core Grant CCC | 119,834 | 0 | -119,834 | 287,602 | 287,602 | 0 |
| CCC Eng Contract | 36,214 | 43,096 | 6,882 | 86,914 | 86,914 | 0 |
| Lottery Fund | 21,486 | 29,139 | 7,653 | 51,566 | 51,566 | 0 |
| South Place | 10,417 | 25,000 | 14,583 | 25,000 | 25,000 | 0 |
| Other contracts | 5,833 | 1,958 | -3,875 | 14,000 | 14,000 | 0 |
| HR contingency | 12,500 | 30,000 | 17,500 | 30,000 | 30,000 | 0 |
| Total | 284,409 | 222,943 | -61,466 | 682,582 | 682,582 | 0 |
| Expenditure | | | | | | |
| Payroll | 224,411 | 218,258 | -6,153 | 538,586 | 538,404 | 182 |
| HR Contingency | 12,500 | 0 | -12,500 | 30,000 | 30,000 | 0 |
| Travel | 6,250 | 3,939 | -2,311 | 15,000 | 12,000 | 3,000 |
| Insurance | 833 | 0 | -833 | 2,000 | 2,000 | 0 |
| Room Bookings | 3,333 | 5,761 | 2,428 | 8,000 | 8,000 | 0 |
| Marketing | 3,333 | 2,321 | -1,012 | 8,000 | 8,000 | 0 |
| Mobile Phones | 833 | 730 | -103 | 2,000 | 2,000 | 0 |
| Professional Fees | 5,833 | 7,384 | 1,551 | 14,000 | 14,000 | 0 |
| IT + IT support | 5,833 | 4,100 | -1,733 | 14,000 | 9,876 | 4,124 |
| Office Supplies | 7,500 | 8,982 | 1,482 | 18,000 | 18,000 | 0 |
| Training + Wellbeing | 2,083 | 764 | -1,319 | 5,000 | 3,500 | 1,500 |
| Accommodation | 11,667 | 10,481 | -1,186 | 28,000 | 28,000 | 0 |
| Bank Charges/tax | 40 | 40 | 0 | 96 | 96 | 0 |
| Total | 284,451 | 262,760 | -21,691 | 682,682 | 632,964 | 49,718 |
| Underlying surplus / Def | | | | | 49,618 | |
| Restricted funds | | | | | | |
| Spend to end Aug 22 | | | | | | |
| South Place ring-fenced | | | | | | 9,556 |
| Lottery Fund ring fenced | | | | | | 15,892 |
| Total | | | | | | 25,448 |
| Bank @ end Aug 22 | | | | | | |
| Reserves (Interest paid) | | | | | | 150,040 |
| Gold account | | | | | | 918 |
| Current account | | | | | | 45,910 |