

COMMUNITY PHARMACY LINCOLNSHIRE COMMITTEE MEETING

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| <b>Report to:</b>       | Community Pharmacy Lincolnshire Committee | <b>Agenda Item:</b> | 5 |
| <b>Date of Meeting:</b> | 18 <sup>th</sup> May 2021                 |                     |   |

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| <b>Title of Report:</b>  | Finance: Budget vs Actual 2020/21            |
| <b>Status of Report (decision and approval, position statement, information, confidential discussion):</b> | For Information                              |
| <b>Lead Officer or Committee Member:</b>   | Chris Kenny, Treasurer                       |
| <b>Author:</b>   | Chief Officer/Treasurer                      |
| <b>Appendices:</b>   | Finance Spreadsheet Budget Vs Actual 2020-21 |

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| <b>1. Purpose of the Report</b>   |
| To provide a breakdown of actual vs budgeted spend for the financial year 2020/21 |

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| <b>2. Recommendations</b>          |
| That the committee note the report |

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| <b>3. Background</b>   |
| In the financial year 2020/21 there were unforeseen HR costs relating to the former incumbent on the Chief Officer post, reduced pension costs due to no liability for pensions during new Chief Officer probation period and a reduction in meeting costs, including backfill, due to the move to virtual meetings for the Covid-19 pandemic period. Further details are shown on the attached spreadsheet. |

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| <b>4. Summary of Key Issues for Discussion</b>   |
| The committee is asked to note the report and provide any feedback to the Treasurer. Changes to the meeting structure for CPL to ensure maximum economy efficiency and effectiveness embracing some virtual meetings were agreed in March 2021. To note, the budget agreed at the March 2021 committee meeting was prepared from a zero basis so should more accurately reflect actual expenses during the current financial year 2021/22. |

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| <b>5. Resource implications (staff, financial)</b> |
| n/a  |

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| <b>6. Legal and Constitutional implications if applicable</b> |
| n/a   |

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| <b>7. Risk Analysis</b> |
| n/a                     |

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| <b>8. Any other implications if appl. (Equality and Diversity, Health Inequalities)</b> |
| n/a   |

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| <b>9. Reference to Previous Reports if appl</b> |
| n/a   |

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| <b>10. For further information or for any enquiries relating to this report please contact</b>  |
| Chris Kenny, Treasurer, Community Pharmacy Lincolnshire<br><a href="mailto:Chris.Kenny@pharmacylincolnshire.org">Chris.Kenny@pharmacylincolnshire.org</a> |

## Appendix 1

| CASH IN                                    | Budget             | Actual             | Difference        | Details  |
|--|--------------------|--------------------|-------------------|--|
| <b>NHS Levy</b>                            | £100,500.00        | £90,171.36         | -£10,328.64       | <i>One more Levy holiday granted due to lower cost base and reduction required in reserves held</i>      |
| <b>PROJECT RECEIPTS FROM ACC 2</b>         | <b>Budget</b>      |                    |                   |  |
| Historic NHSE MAS/ ES/ IT Funds            | £0.00              | £5,576.09          | £5,576.09         | <i>CPCS OTC and Red flag books (partial)</i>   |
| NHSE Contract Change Funds                 | £0.00              | £0.00              | £0.00             |  |
| LCC HLP NRF Funds                          | £0.00              | £0.00              | £0.00             |  |
| <b>Project Function Receipts</b>           | £0.00              | £5,576.09          | £5,576.09         |  |
| <b>Total Receipts</b>                      | <b>£100,500.00</b> | <b>£95,747.45</b>  | <b>-£4,752.55</b> |  |
| <b>CORE FUNCTION CASH OUT</b>              | <b>Budget</b>      |                    |                   |  |
| Acct and Professional Fees                 | £1,087.80          | £720.00            | £367.80           | <i>Extra budgeted for any ad-hoc tax advice which was not utilised</i>                                   |
| Bank Charges                               | £0.77              | £0.66              | £0.11             |  |
| Corporation Tax                            | £114.20            | £127.68            | -£13.48           |  |
| Equipment Costs                            | £13,634.22         | £2,427.37          | £11,206.85        | <i>Didn't fund PharmOutcomes as an LPC</i>   |
| HMRC (PAYE, NI)                            | £6,551.62          | £7,846.99          | -£1,295.37        | <i>Recruited CO earlier than anticipated at time of budget, plus Chair ad-hoc duties through payroll</i> |
| Insurances and HR Support                  | £2,658.35          | £7,148.18          | -£4,489.83        | <i>Additional costs due to unforeseen HR support</i>   |
| Pension Costs                              | £2,461.18          | £0.00              | £2,461.18         | <i>No liability due to probation period of CO, plus Chair and Treasurer pay below threshold</i>          |
| Administration Fees                        | £1,533.00          | £1,393.53          | £139.47           |  |
| Member Backfill                            | £9,290.70          | £6,162.50          | £3,128.20         | <i>Switch to virtual meetings meant backfill liabilities reduced</i>                                     |
| Salaries                                   | £20,391.64         | £19,684.73         | £706.91           |  |
| Travel                                     | £2,267.17          | £4,152.61          | -£1,885.44        | <i>Retrospective travel claim from previous CO</i>   |
| PSNC Levy                                  | £44,510.00         | £45,256.90         | -£746.90          | <i>Extra was Wright Review Steering Group costs</i>  |
| Meeting Expenses                           | £4,004.00          | £0.00              | £4,004.00         | <i>Shift to online meetings due to COVID</i>   |
| Training Costs LPC Members/<br>Officers    | £1,144.50          | £0.00              | £1,144.50         | <i>No face-to-face training provided</i>   |
| Contractor training support event<br>costs | £7,117.80          | £4,385.90          | £2,731.90         | <i>Virtual Outcomes licence, PQS and PCN Lead webinars with Metaphor</i>                                 |
| Miscellaneous Costs                        | £330.00            | £2,731.97          | -£2,401.97        | <i>Expenses for backfill of Notts LPC (CO hearing), misc. resource costs and CO recruitment advert</i>   |
| <b>Ordinary operating costs (total)</b>    | <b>£117,096.95</b> | <b>£102,039.02</b> | <b>£15,057.93</b> |  |
| <b>PROJECT EXPENDITURE</b>                 | <b>Budget</b>      |                    |                   | <i>CPCS OTC and Red flag books (partial)</i>   |
| Historic NHSE MAS/ ES/ IT Funds            | £0.00              | £1,300.00          | £1,300.00         |  |
| NHSE Contract Change Funds                 | £0.00              | £0.00              | £0.00             |  |
| LCC HLP NRF Funds                          | £0.00              | £0.00              | £0.00             |  |
| <b>Project Function Receipts</b>           | £0.00              | £1,300.00          | £1,300.00         |  |
| <b>TOTAL CASH PAID OUT</b>                 | <b>£117,096.95</b> | <b>£103,339.02</b> | <b>£13,757.93</b> |  |