

Report to:	QSMTM Q3 2021-22
Report by:	Helen Gardner-Swift, Head of Corporate Services Kim Berry, Finance and Administration Manager
Meeting Date:	03/02/2022
Subject/ Title: (and VC no)	Finance Report Q3 2021-22 VC164204
Attached Papers (title and VC no)	Financial Summary – Variance Analysis as at 31 December 2021 VC164190

Purpose of report

1. This Committee Report (CR) has the following purposes:
 - (i) to update the Senior Management Team (SMT) on the organisation spend against agreed 2021-22 budget as at 31 December 2021
 - (ii) to update the SMT on any instances of fraud in Q3 2021-22.

Recommendation and actions

2. I recommend
 - (i) the SMT notes the CR and the Financial Summary – Variance Analysis as at 31 December 2021.
 - (ii) the CR and the Financial Summary – Variance Analysis as at 31 December 2021 are published in full as set out in paragraph 17.

Executive summary

Financial Summary – Variance Analysis as at 31 December 2021

3. The Financial Summary – Variance Analysis as at 31 December 2021 provides details of organisation spend against the agreed budget up to the end of Q3 2021-22.
4. Key points to note:
 - (i) the “Budget year to date” column shows the budget for the first nine months. Each approved budget line amount is divided by 12 and multiplied by the relevant number of months.
 - (ii) The variance amount may be somewhat misleading – for example, we may be over budget at this moment in time but under budget in the next quarter.
5. Underspend highlights in Q3 2021-22:
 - underspend on staff costs is due to staff vacancies
 - underspend on travel and expense costs is due to restrictions on travel and attending external meetings
 - underspend on utilities is due to savings as a result of the office being closed

- underspend on cleaning is due to credits received for staff absence
 - underspend on IT is due to phasing across the year
 - due to a change in priorities, it is anticipated that there will be an underspend on publicity and promotion and research at the end of Q4 as illustrated
 - further capital expenditure to take place in Q4
6. Spending highlights in Q3 2021-22:
- the current overspend on Other Fees is as a result of unbudgeted onboarding costs relating to the procurement of a new payroll provider
 - with the exception of Officeholder staff costs, all other current overspends should even out across the year.
7. Income:
- income received from reimbursement of legal costs.

Instances of fraud – Q3 2021-22

8. As far as I am aware, there were no instances of fraud affecting our organisation in Q3 and, also, there have been no instances of fraud affecting our organisation to date in 2021-22.

Risk impact

9. This CR helps to mitigate the impact of strategic and operational risks relating to the monitoring of resources. If resources are not monitored effectively this may affect business continuity and, also, result in the inefficient and inappropriate use of resources.

Equalities impact

10. There is no direct equalities impact arising from this CR.

Privacy impact

11. There is no direct privacy impact arising from this CR.

Resources impact

12. There is no additional resource impact as regards the preparation of this CR and the quarterly Financial Summary – Variance Analysis. However, this CR helps us to monitor the impact of expenditure and the level of resources that are available during the financial year.

Operational/ strategic plan impact

13. Preparation of this CR and the quarterly Financial Summary – Variance Analysis fall within Business as Usual and the related governance reporting as set out in the Operational Plan 2021-22.
14. This CR helps us to monitor our resources and the impact on planned work carried out 2021-22, as set out in the Operational Plan 2021-22.

Records management impact (including any key documents actions)

15. None – other than the publication requirements as set out in this CR.

Consultation and Communication

16. QSMTM minute.

Publication

17. This CR and the Financial Summary – Variance Analysis as at 31 December 2021 should be published in full.