

## Budget – Supporting Information

**Table 1 – Three year budget – operational and disbursements**

	Revised budget for monitoring purposes 2022/23 £000	DRAFT Budget 2023/24 £000	Indicative Budget 2024/25 £000	Indicative Budget 2025/26 £000
<b>Expenditure - cost of operating our business</b>				
<b>Staff costs</b>				
Staff salary costs	14,939	15,072	15,179	15,527
Other staff costs	566	844	844	844
<b>Total staff costs</b>	<b>15,505</b>	<b>15,916</b>	<b>16,023</b>	<b>16,370</b>
<b>Running costs</b>				
Accommodation	791	538	459	466
Administration	1,186	923	881	855
Travel	84	76	76	76
Supplies & Services	2,435	1,929	2,050	1,975
<b>Total running costs</b>	<b>4,495</b>	<b>3,466</b>	<b>3,466</b>	<b>3,373</b>
<b>Total operating expenditure</b>	<b>20,001</b>	<b>19,382</b>	<b>19,489</b>	<b>19,743</b>
<b>Income - from operating our business</b>				
Grant in aid to fund our operating costs	(11,028)	(11,028)	(11,028)	(11,028)
Grant in aid - reimbursement of Local Authority registration fees	0	(2,593)	(2,453)	(2,459)
Registration fees - collected from registrants	(5,962)	(3,310)	(3,290)	(3,261)
Other income	(398)	(385)	(295)	(299)
<b>Total operating income</b>	<b>(17,387)</b>	<b>(17,316)</b>	<b>(17,066)</b>	<b>(17,047)</b>
<b>Deficit/(Surplus) on operating the business</b>	<b>2,614</b>	<b>2,066</b>	<b>2,423</b>	<b>2,696</b>
<b>Disbursements to other organisations/students</b>				
Disbursements and VSDF	0	0	0	0
Postgraduate bursaries	2,655	2,655	2,655	2,655
Practice Learning fees	2,352	2,352	2,352	2,352
<b>Total disbursement expenditure</b>	<b>5,007</b>	<b>5,007</b>	<b>5,007</b>	<b>5,007</b>
<b>Disbursement funding</b>				
Voluntary Sector Development Fund (VSDF)	0	0	0	0
Grant in aid (PG Bursaries)	(2,655)	(2,655)	(2,655)	(2,655)
Grant in aid (practice learning)	(2,352)	(2,352)	(2,352)	(2,352)
<b>total disbursement income</b>	<b>(5,007)</b>	<b>(5,007)</b>	<b>(5,007)</b>	<b>(5,007)</b>
<b>Deficit/(surplus) on disbursements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total operating and disbursement expenditure</b>	<b>25,008</b>	<b>24,389</b>	<b>24,496</b>	<b>24,750</b>
<b>Total operating and disbursement income</b>	<b>(22,394)</b>	<b>(22,323)</b>	<b>(22,073)</b>	<b>(22,054)</b>
<b>Overall deficit - spending pressure</b>	<b>2,614</b>	<b>2,066</b>	<b>2,423</b>	<b>2,696</b>

**Table 2 – Digital developments – 2023/24**

	<b>Draft budget 2023/24 £000</b>
Investigate intelligent automation	10
Website development	30
Data and intelligence mapping for external stakeholders	60
Customer voice software	10
Upgrade Learning Zone for sector	35
	<b>145</b>

**Table 3 - Draft 2023/24 Budget for the Future Proofing Programme**

<b>Staff</b>	<b>Project budget £000</b>	<b>Non Staff</b>	<b>Project budget £000</b>
Programme Manager	61	Digital development	419
Project Coordinator	32	Research and engagement	35
Communications Officer	46	Legal fees	10
3 x Learning & Dev Advisers	186	Venue hire and travel	10
Registration Lead Officer	55	Programme governance	6
6 x Registration Assistants	169	Printing codes	5
Systems Development Officer	48		
Systems Development Assistant	35		
Less vacancy management	(25)		
<b>Total staff costs (15 FTE)</b>	<b>607</b>	<b>Total non staff costs</b>	<b>485</b>
		<b>Total programme costs</b>	<b>1,092</b>

**Table 4 - Projected General Reserves at 31 March 2023 (based on projections at 28 February 2023)**

<b>Expenditure type</b>	<b>General reserve balance £000</b>
Practice learning fees - disbursements	445
Workforce Development Grant	165
Target 2% reserve (available for general use)	500
Available for general use	305
Projected general reserve at 31 March 2023	<b>1,412</b>

**Table 5 – Temporary posts we will fund from spending pressure**

Post	<sup>1</sup> FTE	Cost £000
Laravel PHP Online Application Software Developer	1.0	52
Product Owner - Managing Mattersphere	1.0	56
Digital Marketing Communications Coordinator (requested permanent)	1.0	48
Stakeholder/Involving People Coordinator	1.0	47
PMO - Project Coordinator	1.0	32
Intelligence Analyst	1.0	47
2nd Level Technical Analyst	1.0	47
Rewards Review Project Manager (six months)	0.5	29
Organisational Development Adviser (requested permanent)	1.0	44
Transactions Assistant	1.0	32
	<b>9.5</b>	<b>434</b>
Vacancy management – 4%		<b>(17)</b>
		<b>417</b>

**Table 6 - Budget split by Strategic Outcomes**

Strategic outcome	2023/24 £k	2022/23 £k	%
Strategic Outcome 1	15,312	14,891	79.0
Strategic Outcome 2	2,965	2,876	15.3
Strategic Outcome 3	988	967	5.1
Strategic Outcome 4	116	117	0.6
	<b>19,382</b>	<b>18,851</b>	<b>100</b>
Specific grants		141	
Disbursements	5,007	5,042	
	<b>24,389</b>	<b>24,034</b>	