

Community Pharmacy Hertfordshire															
2024/25 Budget															
Areas shaded in yellow updated from committee decision in January 2024															
	2024												2025		
	April	May	June	July	August	September	October	November	December	January	February	March	Total 2024/25	Total 2023/24	Notes
<b>INCOME</b>															
Contractor Levy	35,667	35,667	35,667	35,667	35,667	35,667	35,667	35,667	35,667	35,667	35,667	35,667	428,000	284,605	
Event Sponsorship	417	417	417	417	417	417	417	417	417	417	417	417	5,000	4,000	Based on 7 sponsors at the AGM and one per CPH meeting.
Bank Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	1,508	
ICB Secondment	5,377	1,710	-	-	-	-	-	-	-	-	-	-	7,087	29,640	Based on existing contract - may extend until July 2024 but awaiting confirmation to seek committee approval
Other Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL</b>	<b>41,460</b>	<b>37,793</b>	<b>36,083</b>	<b>36,083</b>	<b>36,083</b>	<b>36,083</b>	<b>36,083</b>	<b>36,083</b>	<b>36,083</b>	<b>36,083</b>	<b>36,083</b>	<b>36,083</b>	<b>440,087</b>	<b>319,753</b>	
<b>EXPENDITURE</b>															
<b>Staff Employment</b>															
Officers Honoraria	973	973	973	973	973	973	973	973	973	973	973	973	11,680	13,440	Based upon current rate at £40.
Chief Officer Salary	7,209	7,049	6,629	6,629	6,629	6,629	6,629	6,629	6,629	6,629	6,629	6,629	80,551	83,405	Based upon maximum salary including 4.5% inflationary increase including secondment
Staff Salary	14,965	14,965	14,965	14,965	14,965	14,965	14,965	14,965	14,965	14,965	14,965	14,965	179,582	133,622	Based upon maximum salary for DCO (1.0WTE) SELO (1.0WTE) and BO (2.0 WTE) including 4.5 inflationary increase
Employers NI	2,846	2,846	2,846	2,846	2,846	2,846	2,846	2,846	2,846	2,846	2,846	2,846	34,150	34,150	Based on 15.05% of all staff salaries less Employers Allowance of £5000 adjusted.
Employers Pension	650	650	650	650	650	650	650	650	650	650	650	650	7,803	7,804	Based on 3% Employers Pension Contributions for all employed staff (not including officers).
Staff Expenses	100	100	100	100	100	100	100	100	100	100	100	100	1,200	1,200	Based upon what was spent in previous year. Costs may increase.
Staff Training	208	208	208	208	208	208	208	208	208	208	208	208	2,500	2,500	
Staff Rewards	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,500	
HR and Recruitment	167	167	167	167	167	167	167	167	167	167	167	167	2,000	2,000	Contingency for HR costs maybe needed in next year.
<b>TOTAL</b>	<b>27,244</b>	<b>27,084</b>	<b>26,664</b>	<b>26,664</b>	<b>26,664</b>	<b>26,664</b>	<b>26,664</b>	<b>26,664</b>	<b>26,664</b>	<b>26,664</b>	<b>26,664</b>	<b>26,664</b>	<b>320,966</b>	<b>279,621</b>	
<b>Office</b>															
Rent	626	626	626	626	626	626	626	626	626	626	626	626	7,515	7,089	Increase of 6% confirmed February 2024. Internet included as part of rent.
Cleaning	67	67	67	67	67	67	67	67	67	67	67	67	800	800	Office cleaning and products.
Insurance	33	33	33	33	33	33	33	33	33	33	33	33	400	358	
Electricity	65	65	65	65	65	65	65	65	65	65	65	65	780	900	
IT Support and Software	267	267	267	267	267	267	267	267	267	267	267	267	3,203	4,895	Based on 5% increase annually. Includes all software - Teams, 365 Licence, Sage payroll and accounting and Canva.
IT Hardware and Office Furniture	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Office and Equipment Repairs (contingency)	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,500	Contingency if items break.
<b>TOTAL</b>	<b>1,183</b>	<b>1,183</b>	<b>1,183</b>	<b>1,183</b>	<b>1,183</b>	<b>1,183</b>	<b>1,183</b>	<b>1,183</b>	<b>1,183</b>	<b>1,183</b>	<b>1,183</b>	<b>1,183</b>	<b>14,198</b>	<b>15,542</b>	
<b>Meetings</b>															
CPH Committee (member)	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	1,760	21,120	14,400	Based on 6x full day meetings of 11 members due to expected apologies. Includes additional member representative.
CPH Committee (venue and catering)	432	432	432	432	432	432	432	432	432	432	432	432	5,184	1,800	Based on 6x face-to-face meetings.
Travel (member)	125	125	125	125	125	125	125	125	125	125	125	125	1,500	3,000	
Training (member)	293	293	293	293	293	293	293	293	293	293	293	293	3,520	3,520	
Other (venue and catering)	333	333	333	333	333	333	333	333	333	333	333	333	4,000	3,200	Based on AGM and incorporates office meetings and East of England meetings.
<b>TOTAL</b>	<b>2,944</b>	<b>2,944</b>	<b>2,944</b>	<b>2,944</b>	<b>2,944</b>	<b>2,944</b>	<b>2,944</b>	<b>2,944</b>	<b>2,944</b>	<b>2,944</b>	<b>2,944</b>	<b>2,944</b>	<b>35,324</b>	<b>25,920</b>	
<b>Insurance, Stationery, Telephone, etc</b>															
Employers and Public Liability Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Provided free by NPA.
Directors and Officers Insurance	42	42	42	42	42	42	42	42	42	42	42	42	500	-	
Stationery and Equipment	25	25	25	25	25	25	25	25	25	25	25	25	300	250	
Postage	29	29	29	29	29	29	29	29	29	29	29	29	350	275	Budget is based on replacing postage to send out one mailout to 220 contractors and contingency for mail sent by Weltech.
Telephone	158	158	158	158	158	158	158	158	158	158	158	158	1,894	1,647	Contract in place until 2025. Includes 15% CPI.
Photocopier	75	75	75	75	75	75	75	75	75	75	75	75	900	1,000	Based on current spend. Contract runs out February 2025.
Gifts	42	42	42	42	42	42	42	42	42	42	42	42	500	500	
Sundry Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL</b>	<b>370</b>	<b>370</b>	<b>370</b>	<b>370</b>	<b>370</b>	<b>370</b>	<b>370</b>	<b>370</b>	<b>370</b>	<b>370</b>	<b>370</b>	<b>370</b>	<b>4,444</b>	<b>3,672</b>	
<b>Levies and License Fees</b>															
CPE Levy	7,649	7,649	7,649	7,649	7,649	7,649	7,649	7,649	7,649	7,649	7,649	7,649	91,783	77,307	Based upon CPE indicative figure as notified in September 2022.
Accountancy Fees	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,500	
ICO	3	3	3	3	3	3	3	3	3	3	3	3	35	35	Paid in full at the beginning of the year.
Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL</b>	<b>7,777</b>	<b>7,777</b>	<b>7,777</b>	<b>7,777</b>	<b>7,777</b>	<b>7,777</b>	<b>7,777</b>	<b>7,777</b>	<b>7,777</b>	<b>7,777</b>	<b>7,777</b>	<b>7,777</b>	<b>93,318</b>	<b>78,842</b>	
<b>Communications</b>															
Marketing	42	42	42	42	42	42	42	42	42	42	42	42	500	500	
<b>TOTAL</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>500</b>	<b>500</b>	
<b>Finance</b>															
Loan Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL COSTS</b>	<b>39,559</b>	<b>39,399</b>	<b>38,979</b>	<b>38,979</b>	<b>38,979</b>	<b>38,979</b>	<b>38,979</b>	<b>38,979</b>	<b>38,979</b>	<b>38,979</b>	<b>38,979</b>	<b>38,979</b>	<b>468,750</b>	<b>404,098</b>	
<b>Surplus/(Deficit) before tax</b>	<b>1,901</b>	<b>- 1,606</b>	<b>- 2,896</b>	<b>- 2,896</b>	<b>- 2,896</b>	<b>- 2,896</b>	<b>- 2,896</b>	<b>- 2,896</b>	<b>- 2,896</b>	<b>- 2,896</b>	<b>- 2,896</b>	<b>- 2,896</b>	<b>- 28,663</b>	<b>- 84,344</b>	
<b>Corporation Tax</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7</b>	