

Community Pharmacy Hertfordshire															
2025/26 Budget															
	2025				2026				Budget	Budget					
	April	May	June	July	August	September	October	November	December	January	February	March	2025/26	2024/25	Notes
INCOME															
Contractor Levy	36,594	36,594	36,594	36,594	36,594	36,594	36,594	36,594	36,594	36,594	36,594	36,594	439,128	428,000	£428,000 plus 2.6% as per Levy Policy
Event Sponsorship	410	410	410	410	410	410	410	410	410	410	410	410	4,919	5,000	Based on 8 sponsors at the AGM and one per CPH meeting.
Bank Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Income	1,064	1,064	1,064	1,064	1,064	1,064	1,064	1,064	1,064	1,064	1,064	1,064	9,575	12,767	Some of the budget has been spent in 2024/25.
TOTAL	38,068	38,068	38,068	38,068	38,068	38,068	38,068	38,068	38,068	37,004	37,004	37,004	453,622	445,767	
EXPENDITURE															
Staff Employment															
Officers Honoraria	973	973	973	973	973	973	973	973	973	973	973	973	11,680	11,680	Based upon current rate at £40.
Chief Officer Salary	6,802	6,802	6,802	6,802	6,802	6,802	6,802	6,802	6,802	6,802	6,802	6,802	81,619	78,400	Based upon maximum salary for CO (1.0WTE)
Staff Salary	15,354	15,354	15,354	15,354	15,354	15,354	15,354	15,354	15,354	15,354	15,354	15,354	184,251	164,161	Based upon maximum salary for DCO (1.0WTE), SELO (1.0WTE), BO (1.0WTE) and EO (1.0WTE)
Employers NI	2,149	2,149	2,149	2,149	2,149	2,149	2,149	2,149	2,149	2,149	2,149	2,149	25,793	31,505	Based on NI calculator sent by accountants and changes to budget
Employers Pension	648	648	648	648	648	648	648	648	648	648	648	648	7,774	7,277	Based on 3% Employers Pension Contributions for all employed staff (not including officers).
Staff Expenses	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,200	Based upon what was spent in Q3 2024/25 - costs increasing due to increased visits and meetings.
Staff Training	208	208	208	208	208	208	208	208	208	208	208	208	2,500	2,500	
Staff Rewards	83	83	83	83	83	83	83	83	83	83	83	83	1,000	1,500	£500 has been assigned to HR software which includes discounts and employee benefits.
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.
TOTAL	26,510	26,510	26,510	26,510	26,510	26,510	26,510	26,510	26,510	26,510	26,510	26,510	318,117	300,223	
Office															
Rent	639	639	639	639	639	639	639	639	639	639	639	639	7,665	7,515	Confirmed by Weltech 2% increase. 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	35	35	35	35	35	35	35	35	35	35	35	35	420	400	Based on 5% increase from previous year.
Electricity	67	67	67	67	67	67	67	67	67	67	67	67	800	780	Based on inflationary increase of 2.6%.
IT Support and Software	408	408	408	408	408	408	408	408	408	408	408	408	4,898	3,203	Based on 5% increase with antivirus and backup included. Includes all software - Teams, 365 standard, Sage payroll and accounting, Canva, HR and email domain. Also includes labour costs for laptops and licenses.
IT Hardware and Office Furniture	397	397	397	397	397	397	397	397	397	397	397	397	4,762	-	NB. Budget increase for this year due to 4x additional laptops (this will appear as depreciated items on our annual accounts).
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.
TOTAL	1,737	1,737	1,737	1,737	1,737	1,737	1,737	1,737	1,737	1,737	1,737	1,737	20,845	14,198	
Meetings															
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	23,040	Based on 6x full day meetings of 11 members (including observer).
CPH Committee (venue and catering)	374	374	374	374	374	374	374	374	374	374	374	374	4,493	5,184	Based on 6x full day meetings of 11 members and 5 office staff.
Travel (member)	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,500	
Training (member)	293	293	293	293	293	293	293	293	293	293	293	293	3,520	3,520	Includes attendance at CPE conference and member days. 1 days honoraria per member.
Other meetings (member)	480	480	480	480	480	480	480	480	480	480	480	480	5,760	-	Includes 3x EoE, 2x CPE Chairs, 1x other 10 members and 1x member at ET.
Other meetings (venue and catering)	475	475	475	475	475	475	475	475	475	475	475	475	5,700	4,000	Based on AGM and incorporates office team meetings.
TOTAL	3,508	3,508	3,508	3,508	3,508	3,508	3,508	3,508	3,508	3,508	3,508	3,508	42,093	37,244	
Insurance, Stationery, Telephone, etc															
Employers and Public Liability Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Provided free by NPA as paid for by CPE.
Directors and Officers Insurance	42	42	42	42	42	42	42	42	42	42	42	42	500	500	
Stationery and Equipment	38	38	38	38	38	38	38	38	38	38	38	38	460	300	Taking account of AGM resources for 2025.
Postage	29	29	29	29	29	29	29	29	29	29	29	29	350	350	Budget is based on replacing postage to send out one mailout to 220 contractors and contingency for mail sent by Weltech.
Telephone	167	167	167	167	167	167	167	167	167	167	167	167	2,000	1,894	Contract in place until September 2025. Includes 7% CPI.
Photocopier	83	83	83	83	83	83	83	83	83	83	83	83	1,000	900	Based on current spend. New contract negotiated until 2028.
Gifts	42	42	42	42	42	42	42	42	42	42	42	42	500	500	
Sundry Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	401	401	401	401	401	401	401	401	401	401	401	401	4,810	4,444	
Levies and License Fees															
CPE Levy	7,739	7,739	7,739	7,739	7,739	7,739	7,739	7,739	7,739	7,739	7,739	7,739	92,870	91,627	CPE confirmed 2% increase.
Accountancy Fees	133	133	133	133	133	133	133	133	133	133	133	133	1,600	1,500	Based upon 5% increase. Have requested estimate from Accountant.
ICO	3	3	3	3	3	3	3	3	3	3	3	3	35	35	
Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	7,875	7,875	7,875	7,875	7,875	7,875	7,875	7,875	7,875	7,875	7,875	7,875	94,505	93,162	
Communications															
Marketing	50	50	50	50	50	50	50	50	50	50	50	50	600	500	Increased slightly from last year to support AGM materials.
TOTAL	50	50	50	50	50	50	50	50	50	50	50	50	600	500	
Finance															
Loan Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Bank Charges	9	9	9	9	9	9	9	9	9	9	9	9	102	-	Have been informed of bank charges applying from January 2025 by Lloyds Bank.
TOTAL	9	9	9	9	9	9	9	9	9	9	9	9	102	-	
TOTAL COSTS	40,089	40,089	40,089	40,089	40,089	40,089	40,089	40,089	40,089	40,089	40,089	40,089	481,072	449,771	
Surplus/(Deficit) before tax	- 2,021	- 2,021	- 2,021	- 2,021	- 2,021	- 2,021	- 2,021	- 2,021	- 2,021	- 3,085	- 3,085	- 3,085	- 27,450	- 4,004	
Corporation Tax	2	2	2	2	2	2	2	2	2	2	2	2	20	-	
Surplus/(Deficit) after tax	- 2,023	- 2,023	- 2,023	- 2,023	- 2,023	- 2,023	- 2,023	- 2,023	- 2,023	- 3,087	- 3,087	- 3,087	- 27,470	- 4,004	