Community Pharmacy Hertfordshire
2026/27 Budget

	2026									2027			BUDGET	BUDGET	Notes
	April	May	June	July	August	September	October	November	December	January	February	March	2026/27	2025/26	
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	439,128	0% increase as agreed
Event Sponsorship	-	558	-	3,490	-	558	-	558	-	558	-	558	6,280	4,919	Based on 10 sponsors at the AGM and two per CPH meeting
Bank Interest	40	40	40	40	40	40	40	40	40	40	40	40	480	-	
Other Income	-	-	-	-	-	-	-	-	-	-	-	-	9,572	12,072	Funding is to be used for collaborative working and approximately £2500 has been spent in 2025-26.Expect to be fully spent in 2026-27
TOTAL	**36,634**	**37,192**	**36,634**	**40,124**	**36,634**	**37,192**	**36,634**	**37,192**	**36,634**	**37,192**	**36,634**	**37,192**	**455,460**	**456,119**	
EXPENDITURE															
Staff Employment															
Officers Honoraria	973	973	973	973	973	973	973	973	973	973	973	973	11,680	11,680	
Chief Officer Salary	7,019	7,019	7,019	7,019	7,019	7,019	7,019	7,019	7,019	7,019	7,019	7,019	84,231	81,619	Based upon maximum salary for CO (1.0WTE)
Staff Salary	14,459	14,459	14,459	14,459	14,459	14,459	14,459	14,459	14,459	14,459	14,459	14,459	173,506	184,251	Based upon maximum salary for DCO (1.0WTE), SELO (1.0WTE), B&EO (1.0WTE) and AO (0.6WTE).
Employers NI	1,916	1,916	1,916	1,916	1,916	1,916	1,916	1,916	1,916	1,916	1,916	1,916	22,986	25,793	Based on actual figures on salary.
Employers Pension	618	618	618	618	618	618	618	618	618	618	618	618	7,415	7,774	Based on 3% Employers Pension Contributions for all employed staff (not including officers).
Staff Expenses	156	156	156	156	156	156	156	156	156	156	156	156	1,875	1,500	Based on 2025-26 figures and increased in person 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	1,000	£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	**25,599**	**25,599**	**25,599**	**25,599**	**25,599**	**25,599**	**25,599**	**25,599**	**25,599**	**25,599**	**25,599**	**25,599**	**307,193**	**318,117**	
Office															
Rent	663	663	663	663	663	663	663	663	663	663	663	663	7,956	7,665	Rent rate now confirmed for April 2026
Cleaning	67	67	67	67	67	67	67	67	67	67	67	67	800	800	Office cleaning and products.
Insurance	37	37	37	37	37	37	37	37	37	37	37	37	441	420	Based on 5% increase from previous year.
Electricity	69	69	69	69	69	69	69	69	69	69	69	69	833	800	Based on inflationary increase of 4.1%.
IT Support and Software	429	429	429	429	429	429	429	429	429	429	429	429	5,143	4,898	Based on 5% increase from previous year 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	42	42	42	42	42	42	42	42	42	42	42	42	500	4,762	Laptops bought last year - not expecting to replace for another three years. Budget is for office furniture should it be required particularly linked to DSE requirements.
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	**1,431**	**1,431**	**1,431**	**1,431**	**1,431**	**1,431**	**1,431**	**1,431**	**1,431**	**1,431**	**1,431**	**1,431**	**17,173**	**20,845**	
Meetings															
CPH Committee (member)	-	3,200	-	-	-	3,200	-	3,200	-	3,200	-	3,200	16,000	21,120	Based on 5x full day meetings of 10 members. Budgeted for 10 attendees per meeting, based on a 3-year historical average of 9 members plus one designated observer.
CPH Committee (venue and catering)	-	705	-	-	-	705	-	705	-	705	-	705	3,525	4,493	Based on 5x full day meetings.
Travel (member)	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,500	Members not claiming for travel
Training (member)	293	293	293	293	293	293	293	293	293	293	293	293	3,520	3,520	Based on 1 day honoraria of 8 hours per member.
Other meetings (member)	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	15,332	5,760	Includes 3x EoE, 2x CPE Chairs, 1x other 10 members and 1x member at ET. Includes £9572 monies reserved for collaborative working with other LPCs in Central East ICB.
Other meetings (venue and catering)	475	475	475	475	475	475	475	475	475	475	475	475	5,700	5,700	Based on AGM and incorporates office team meetings.
TOTAL	**2,171**	**6,076**	**2,171**	**2,171**	**2,171**	**6,076**	**2,171**	**6,076**	**2,171**	**6,076**	**2,171**	**6,076**	**45,577**	**42,093**	
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	460	No inflationary increase.
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	221	221	221	221	221	221	221	221	221	221	221	221	2,646	2,000	New contract in place from November 2025. Price remains same for 3 years - no inflationary increase.
Photocopier	83	83	83	83	83	83	83	83	83	83	83	83	1,000	1,000	Based on current spend. New contract negotiated until 2028.
Gifts	50	50	50	50	50	50	50	50	50	50	50	50	600	500	Due to a number of changes in staff may need increase to support recognition.
Sundry Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**463**	**463**	**463**	**463**	**463**	**463**	**463**	**463**	**463**	**463**	**463**	**463**	**5,556**	**4,810**	
Levies and License Fees															
CPE Levy	7,741	7,741	7,741	7,741	7,741	7,741	7,741	7,741	7,741	7,741	7,741	7,741	92,896	92,870	Now confirmed.
Accountancy Fees	140	140	140	140	140	140	140	140	140	140	140	140	1,680	1,600	Based upon 5% increase. Have requested estimate from Accountant.
ICO	4	4	4	4	4	4	4	4	4	4	4	4	52	47	Based upon fees and uplifts for ICO commissioners office.
Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**7,886**	**7,886**	**7,886**	**7,886**	**7,886**	**7,886**	**7,886**	**7,886**	**7,886**	**7,886**	**7,886**	**7,886**	**94,628**	**94,517**	
Communications															
Marketing	-	-	-	-	-	-	-	-	-	-	-	-	-	600	Suggested that there is no marketing budget assigned in 2026-27.
TOTAL	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**600**	
Finance															
Loan Interest	-	-	-	-	-	-	-	-	-	-	-	-		-	
Bank Charges	9	9	9	9	9	9	9	9	9	9	9	9	102	102	We pay approximately £8.50 per month.
TOTAL	**9**	**9**	**9**	**9**	**9**	**9**	**9**	**9**	**9**	**9**	**9**	**9**	**102**	**102**	
TOTAL COSTS	**37,559**	**41,464**	**37,559**	**37,559**	**37,559**	**41,464**	**37,559**	**41,464**	**37,559**	**41,464**	**37,559**	**41,464**	**470,228**	**481,084**	
Surplus/(Deficit) before tax	**- 925**	**- 4,272**	**- 925**	**2,565**	**- 925**	**- 4,272**	**- 925**	**- 4,272**	**- 925**	**- 4,272**	**- 925**	**- 4,272**	**- 14,768**	**- 24,965**	
Corporation Tax	2	2	2	2	2	2	2	2	2	2	2	2	20	20	Predicted based upon current bank interest.
Surplus/(Deficit) after tax	**- 926**	**- 4,273**	**- 926**	**2,564**	**- 926**	**- 4,273**	**- 926**	**- 4,273**	**- 926**	**- 4,273**	**- 926**	**- 4,273**	**- 14,788**	**- 24,985**	NB approximately £13,000 underspend predicted from quarter 3 spreadsheet in 2025-26.