

Meeting	Trustee Board meeting
Date	18 March 2021
Title	2021/22 budget
Agenda item	7
Paper by	Victoria Southwell

1.0 Purpose of paper

Propose Triangle Trust 1949 Fund budget for 2021/22 for approval.

2.0 Summary

Trustees will recall that at the June 2020 Trustee Meeting a deficit budget was agreed to accommodate two specific aims – run an emergency grants programme for carers and agree two rounds of rehabilitation of offenders grants in one financial year.

- The expenditure figure that was agreed was **£1,279,889** against estimated income of **£730,000**. This included an additional £175,000 added to the carers emergency fund (on top of the usual £325,000 grants budget for the year). It was also noted that some of this amount would be recovered in subsequent years due to the full carers budget for 2020 being paid over 12 months rather than the usual 36 months. There would also be no new grant expenditure for rehabilitation of offenders in the 2021/22 financial year.
- We are predicting that expenditure for 2020/21 is likely to actually be £991,846 resulting in a deficit of £286,749 against income.
- The budget for 2021/22 has been developed on the assumption that we will not be incurring the kinds of costs in some areas, such as travel, that we would normally expect until at least the summer, due to the current restrictions. Expenditure is predicted to be **£591,796** against income of **£680,816**.

3.0 Recommendations

Trustees are asked to:

- i. Approve the Triangle Trust 1949 Fund budget for financial year 2021/22 as outlined in Appendices 1 and 2.

4.0 Notes to budget

For comparison I have included the proposed budget and actual expenditure for the last financial year in the proposed support costs expenditure table in Appendix 2.

Key points to note in the budget are as follows;

- Website costs of £500 have been included to address any teething problems with the new website and to purchase any further support that might be necessary.
- Rent for 2021/22 has been frozen and will remain the same as the 2020/21 costs. Figure in budget includes full service charge which has been reduced.
- Staff costs show an increase due to a salary adjustment for the Grants Assistant and the annual salary increase of 1.3% for both staff members.
- Staff travel costs reflect the current restrictions on travel and the expectation that reduced travel will still be in place for part of the year. It is anticipated that this would return to the levels of previous years in the 2022/23 budget.
- Inclusion of a fee for an external facilitator links into overall strategy development and Trustee meeting content for autumn 2021. This equates to roughly five days' work across the whole year.
- Trustee travel costs have been reduced to reflect the fact that meetings are likely to be limited still for part of the year and that the vast majority of outstanding project visits have been undertaken by Zoom. It is likely that in 2022/23 these costs will increase to the levels of previous years.

The overall proposed costs are around 16% of the budgeted expenditure of £511,864 in grants. This does not represent a significant increase in actual support costs but is a result of three grants rounds happening in 2020/21 and only one in 2021/22 due to the strategy review. If the grants expenditure from the last rehabilitation of offenders grant round was added to the 2021/22 budget then support costs would actually sit around 12.5% which is generally accepted to be within the parameters of good practice. It should also be noted that some of the support costs – such as the external consultant – are one off costs that could be viewed as falling outside of the definition of core support costs.

Appendix 1 - Overview of proposed Budget 2021/22

2021-22 budget			
		(ESTIMATED based on spend to date)	(ACTUAL)
Budget Heading	2021-22	2020-21	2019-20
Grants			
Hardship grants	£8,800	£10,500	£11,850
Carers	£218,337	£602,505	£282,465
Rehab of offenders	£284,727	£307,008	£310,984
Total	£511,864	£920,013	£605,299
Support Costs			
Staff costs	£56,166	£54,631	£46,167
Office costs	£6,100	£5,458	£6,687
General support costs	£6,336	£7,235	£10,699
Governance costs	£11,300	£4,509	£10,685
Total	£79,932	£71,833	£74,239
Total Expenditure	£591,796	£991,846	£679,538

	2021-22	2020-21	2019-20
Income	£680,816*	£705,097	£737,344
Expenditure	£591,796	£991,846	£679,538
Surplus/deficit	£89,020	- £286,749	£57,806

* This income figure was estimated by Sarasin on 04/02/21 so is the most up to date figure we currently have for budgeting purposes. This represents a reduction of income of 8% from the previous year.

Appendix 2 - Detailed breakdown of proposed support costs 21/22

Staff costs	2021/22	2020/21 (estimated)	2020/21 (budgeted)
Salaries (Director and GA)	£53,334	£52,353	£52,057
NI contributions	£933	£800	£1,760
Employer Pension contributions	£1,599	£1,219	£1,100
Recruitment	£0	£0	£0
Payroll fees	£300	£259	£300
Total staff costs	£56,166	£54,631	£55,217
Office costs			
Rent and services	£5,425	£4,794	£5,000
Insurance	£675	£664	£575
Office move	£0	£0	£0
Total office costs	£6,100	£6,687	£5,575
General support costs			
Office equipment	£500	£135	£500
IT support/license fees	£900	£834	£750
Grants database	£0	£0	£500
Website	£500	£4,400	£3,000*
Printing/post/stationery	£600	£94	£500
Affiliation fees (ACF etc)	£1,500	£1,390	£1,500
Staff training/conferences	£1,000	£280	£1,000
Staff travel/expenses	£1,250	£0	£2,500
Bank charges/fees	£116	£102	£100
Total General support costs	£6,366	£7,235	£10,350
Governance costs			
Auditor's fee	£4,500	£4,200	£4,500
Trustee Meetings	£2,000	£309	£2,000
Trustee training	£500	£0	£750
Trustee travel/expenses	£1,500	£0	£4,500
Trustee Recruitment	£300	£0	£150
External Facilitator	£2,500	£0	£2,500
Total Governance costs	£11,300	£10,685	£14,400
Total support costs	£79,932	£71,833	£85,542

* website budget was increased at October 2020 Trustee meeting to £5,500.