

Meeting	Trustee Board meeting
Date	18 June 2020
Title	2020/21 budget
Agenda item	6
Paper by	Victoria Southwell

1.0 Purpose of paper

Propose Triangle Trust 1949 Fund budget for 2020/21 for approval.

2.0 Background

Trustees will recall that at the March 2020 Trustee Meeting a draft budget was circulated. At this point we did not have 2019/20 actual spends and so it was agreed that the budget would be finalised at the June 2020 meeting once 19/20 spending was confirmed.

Subsequent to this the decision to award emergency grants to the carers sector has impacted expenditure both in terms of the overall spend but also distributing money over one year rather than three. This is evident in the large expenditure figure of **£1,279,889** against estimated income of **£680,000**. The figures in this budget therefore have been updated since the one that was presented in March 2020.

3.0 Notes to budget

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

Key points to note in the budget are as follows;

- Website development was budgeted to take place in 2019/20. This has been moved into the 2020/21 financial year and the amount reduced from £4,000 to £3,000.
- Office equipment was budgeted for 2019/20 as £1,500 to replace an old desktop. 2 new laptops were actually purchased costing in the region of £3,000 leaving this budget line overspent. This replaced both of the old and slow desktops that had been purchased by Triangle Trust a number of years ago and were showing their age.

- Rent is showing an increase due to higher rent charges in the new Brighton office.
- Staff costs show an increase (in both salary and on costs) due to increased hours for both the Grants Director and the Grants Assistant from the previous incumbents.
- A slight increase in IT licenses represents moving to Office 365 and purchasing Sage Online to improve financial processes.
- Increase in staff training reflects that 2 new staff members are in place who may need to access training to support their roles.
- Increase in staff travel reflects the ambition to develop a new monitoring, evaluation and learning strategy which may require additional travel to projects whilst being developed. This is of course dependent on the coming months and relaxing of travel and social distancing restrictions.
- Inclusion of a fee for an external facilitator links into overall strategy development and Trustee meeting content for December 2020. This equates to roughly five days' work across the whole year.
- Trustee travel costs have been increased to reflect the distance travelled by some trustees to meetings and to project visits during 2019/20 where the budget line was significantly overspent. These costs could be reduced significantly depending on whether travel restrictions are lifted for future meetings and project visits but it feels prudent at this point to budget in as planned.

The overall proposed costs are around 12.5% of the budgeted original expenditure of £650,000 in grants as agreed in the draft strategy document for 2020 and 2021 onwards. Support costs have traditionally aimed to be around 10% of expenditure but have not historically included as much investment in monitoring, evaluation and learning.

4.0 Next steps

Trustees are asked to approve the Triangle Trust 1949 Fund budget for financial year 2020/21 as outlined in Appendices 1 and 2.

Appendix 1 - Overview of proposed Budget 2020/21

2020-21 budget			
		(ACTUAL)	(ACTUAL)
Budget Heading	2020-21	2019-20	2018-19
Grants			
Hardship grants	£11,000	£11,850	£14,900
Carers	£688,321*	£282,465	£378,590
Rehab of offenders	£495,026**	£310,984	£321,947
Total	£1,194,347	£605,299	£715,437
Support Costs			
Staff costs	£55,217	£46,167	£39,897
Office costs	£5,575	£6,687	£4,398
General support costs	£10,350	£10,699	£5,816
Governance costs	£14,400	£10,685	£31,486
Total	£85,542	£74,239	£81,597
Total Expenditure	£1,279,889	£679,538	£797,034

* This figure includes £300,000 for Covid-19 Emergency Small Grants funding and £200,000 for a phase 2 (to be allocated in Autumn 2020). As we made no multi-year grants for unpaid carers in 2020 expenditure will be less than predicted in 21/22 and 22/23 but more in 20/21.

** This figure represents 2 funding rounds for rehabilitation of offenders due to the changed schedule of grant making for 2020. The 2nd round awards would have fallen into the budget for 2021/22. This accounts for estimated expenditure of £125,000 and will be recovered in budget for 23/24.

	2020-21	2019-20	2018-19
Income	£680,000*	£737,344	£707,746
Expenditure	£1,279,889	£679,538	£797,034
Surplus/deficit	-£597,739	£57,806	-£89,288

* This income figure was estimated by Sarasin on 12/03/20 so is the most up to date figure we have. Meetings since with Sarasin have suggested that 2020/21 may see a slight reduction in predicted income levels by around 10% but no firm figure has been provided.

Appendix 2 - Detailed breakdown of proposed support costs 20/21

Staff costs	2020/21	2019/20 (actual)	2019/20 (budgeted)
Salaries (Director and GA)	£52,057	£43,183	£41,000
NI contributions	£1,760	£604	£0
Employer Pension contributions	£1,100	£1,491	£1,200
Recruitment	£0	£609	£0
Payroll fees	£300	£281	£310
Total staff costs	£55,217	£43,838	£42,510
Office costs			
Rent and services	£5,000	£5,785	£4,070
Insurance	£575	£902	£600
Office move	£0	£0	£0
Total office costs	£5,575	£6,687	£4,670
General support costs			
Office equipment	£500	£3,426	£1,500
IT support/license fees	£750	£1,060	£500
Grants database	£500	£295	£500
Website	£3,000	£0	£4,000
Printing/post/stationery	£500	£386	£450
Affiliation fees (ACF etc)	£1,500	£2,257	£1,300
Staff training/conferences	£1,000	£447	£800
Staff travel/expenses	£2,500	£2,745	£2,000
Bank charges/fees	£100	£83	£60
Total General support costs	£10,350	£10,717	£11,110
Governance costs			
Auditor's fee	£4,500	£4,200	£4,200
Trustee Meetings	£2,000	£1,768	£2,000
Trustee training	£750	£285	£700
Trustee travel/expenses	£4,500	£4,377	£1,000
Trustee Recruitment	£150	£55	£300
External Facilitator	£2,500	£0	£0
Total Governance costs	£14,400	£10,685	£8,200
Total support costs	£85,542	£74,239	£66,490