

<b>To:</b>	Legal Services Board	<b>Agenda Item No.:</b>	16
<b>Date of Meeting:</b>	23 March 2017	<b>Item:</b>	Paper (17) 20

<b>Title:</b>	Finance Report to 28 February 2017
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<b>Status:</b>	Official

<b>Summary:</b>
This paper summarises the financial position as at the end of February 2017.

<b>Recommendation(s):</b>
The Board is invited to <b>note</b> and to <b>comment on</b> the Finance Report.

<b>Risks and mitigations</b>	
<b>Financial:</b>	There are no financial risks – this is a factual report
<b>Legal:</b>	There are no legal risks - this is a factual report
<b>Reputational:</b>	The LSB needs to be seen as effective in managing funds at its disposal. The Board needs to satisfy itself that this is the case. The Executive also consider how it is has used it funds on a monthly basis and will take any necessary action as a result of this review.
<b>Resource:</b>	There are no resource risks - this is a factual report

Consultation	Yes	No	Who / why?
<b>Board Members:</b>		✓	N/A- routine update and commentary
<b>Consumer Panel:</b>		✓	
<b>Others:</b>	N/A		

<b>Freedom of Information Act 2000 (Fol)</b>		
Para ref	Fol exemption and summary	Expires
N/A	None	

## LEGAL SERVICES BOARD

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### Finance report for February 2017

#### Purpose

1. This paper provides a brief commentary about the period ending 28 February 2017. A financial report is attached (**Appendix 1**).

#### Recommendation

2. The Board is invited to note and to comment on the Finance report.

#### Points to note

3. This report covers the nine months of the year and spending is largely in line with expectations and forecasted variances.
4. *Overall position* – spending to the end of February is £3,062k against a budget of £3,267k resulting in an underspend of £205k (£236k for the same period in 2015/16).
5. *Cash position* - following supplier, legal, HMRC and salary payments in December, the funds held in the bank are £4.04m.
6. An analysis of the main spending headings reveals:
  - a) **Board Costs** – We currently have one additional lay member on the Board. This was a conscious decision in the knowledge that one lay member will leave at the end of September 2017. This will not adversely affect the forecast outturn on this heading, as we were one member down for six months.
  - b) **Staff Costs** – We are currently carrying two full time vacancies and have three colleagues on maternity leave.
  - c) **Office Costs** – We continue to scrutinise our office running costs to ensure we are obtaining the best value we can.
  - d) **Governance and Support Services**- In line with the Board's statutory responsibility work has begun on recruiting a new Chair and Member of the Office for Legal Complaints.
  - e) **Legal Costs** – We have been managing our external advice spend carefully throughout the year and anticipate an underspend on this heading subject to our requirements in the final month of the year.
  - f) **Consumer Panel**- We appointed a new Chair and Member of the Panel from 1 January 2017.

- g) OLC costs-** This will continue to show an underspend each month reflecting the fact that there is one less member than allowed for in the budget. The budget for 2017/18 will be based on seven members. This reflects the prior decision made by the LSB in conjunction with the OLC on filling vacancies. The level of expenses claimed by OLC members has been consistently lower than budgeted, which reflects where the members live.