

Halton Strategic Partnership – record keeping exercises

Outputs and outcomes

In small groups, choose one of the five outputs/outcomes below and discuss what records you might keep to show your progress towards achieving the outputs/outcomes.

- Increase in fruit and vegetable consumption
- Number of roads and pavements improved
- Number of residents accessing employment
- Increased take up of welfare benefits
- Reduction in fear of crime

Choose one member of your group to give feedback on your discussions to the whole group.

Finance

In small groups, discuss what records you need to keep for each of the expenditure items below to enable you to report accurately on your initiative's expenditure.

- Staff
- Rent
- Training

Choose one member of your group to give feedback on your discussions to the whole group.

Halton Strategic Partnership – record keeping exercises

Outputs and outcomes

- Increase in fruit and vegetable consumption
 - ⇒ Information on sales in supermarkets and other shops
 - ⇒ Information on provision/ consumption in school meals
 - ⇒ Information on provision/consumption in workplaces
 - ⇒ Surveys of local people on their consumption
- Number of roads and pavements improved
 - ⇒ Information on need for roads and pavements to be improved
 - ⇒ Plans of work to take place
 - ⇒ Photographs of work taking place/completed
- Number of residents accessing employment
 - ⇒ Information on employment advice given to residents
 - ⇒ Information on residents being trained
 - ⇒ Information on residents being interviewed for work
 - ⇒ Information on residents getting work
- Increased take up of welfare benefits
 - ⇒ Information on the number of people receiving advice on welfare benefits
 - ⇒ Information on the number of people getting extra welfare benefits
 - ⇒ Information on the total amount of benefits being claimed
- Reduction in fear of crime
 - ⇒ Information on levels of fear of crime among local people
 - ⇒ Information on levels of fear of crime among local businesses

Finance

- Staff
 - ⇒ Staff contracts
 - ⇒ Payroll records
- Rent
 - ⇒ Rental contract
 - ⇒ Payment records
 - ⇒ Bank statement/ledger records
- Training
 - ⇒ Contract with training provider
 - ⇒ Orders and invoices
 - ⇒ Payment records
 - ⇒ Bank statement/ledger records

Halton Strategic Partnership – finance training exercises

Question 1

In the Expenditure section below, three pieces of information are missing. Can you identify the three omissions?

Expenditure

Item	Expenditure to date (April to September)	Budget to date (April to September)	Year end estimate	2004/05 budget
Staff	18,000	20,000	38,000	40,000
Rent	10,000	10,000		20,000
Overheads		5,000	10,000	10,000
Training	5,000	6,000	12,000	12,000
Publicity	3,500	4,000	8,000	8,000
Total	41,500	45,000		90,000

Question 2

In the Funding section below, two pieces of information are missing. Can you identify the two omissions?

Funding

Source	Spent to date (April to September)	Budget to date (April to September)	Year end estimate	2004/05 budget
NRF	13,250	15,000	29,000	30,000
National Lottery	13,250	15,000		30,000
Partners in-kind	15,000	15,000	30,000	30,000
Total	41,500	45,000		90,000

Question 3

Read the extract from Section 2: project information below and then examine the Expenditure section. There are possible discrepancies between the information provided in the extract and the figures entered for three of the expenditure items. Can you identify the possible discrepancies?

Section 2: project information

Please describe the activities undertaken in this period:

The staff team were appointed but started a month later than planned. The new office premises were moved into late due to a delay in the refurbishment work being done by the landlord. The first set of leaflets have been printed and distributed. Quotes have been received for future publicity work – these are currently all lower than the amount budgeted for.

Expenditure

Item	Expenditure to date (April to June)	Budget to date (April to June)	Year end estimate	2004/05 budget
Staff	10,000	10,000	40,000	40,000
Rent	5,000	5,000	20,000	20,000
Overheads	2,500	2,500	10,000	10,000
Training	2,000	3,000	12,000	12,000
Publicity	1,500	2,000	8,000	8,000
Total	21,000	22,500	90,000	90,000