

**APHA EXECUTIVE BOARD - AGENDA 20<sup>th</sup> May 2020**  
Meeting held by video conference, commencing 13.00 hrs.

EB 20/17	Welcome	JW
EB 20/18	List of Attendees & Apologies for Absence:	GG
EB 20/19	Declarations of Interest	GG
EB 20/20	Election of Chair & Vice Chair	GG
EB 20/21	Minutes of the previous EB meeting – 15 <sup>th</sup> January 2020:	GG
	a. Accuracy	
	b. Matters arising that are not on the agenda	
EB 20/22	APHA Financial Report and Accounts.	GG
	a. APHA Income and Expenditure report including expenses for 2019/20 and 2020/21.	
	b. Draft Financial Statement 2019/20	
	c. Budget 2019/20	
	d. Budget 2020/21	
	e. Outstanding Action (OA): 19/51a - Savings Account	
	e. Outstanding Action (OA): 19/51b – Amend SLA with Medway Council	
EB 20/23	APHA Administration	
	a. OA:19/43c - BH to make some enquiries re scoping work on the website	BH
	b. OA: 20/08a - Finalise EO's draft Contract & Job Description.	Chair
	c. OA: 20/08b - Review APHA Operating Arrangements document for detail on performance monitoring.	
EB 20/24	Membership and Renewals.	GG
EB 20/25	Task and Finish Group Action Plan:	GG
	a. Training:	
	b. MOU MCA/APHA	

	c.	Industry Guide to Good Hygiene Practice: Catering Guide – Ships	
	d.	OA: 20/16 - EO to raise the setting of fees for Organics with the Major Ports representatives.	
EB 20/26		AGM/CPD Event 2020:	GG
EB 20/27		APHA Modernisation	Chair
EB20/28		Brexit	Chair
EB 20/29		Covid-19 pandemic	Chair
EB 20/30		Executive Board Proposed Meeting Schedule:	Chair
	1.	The Lawrence Room, Union Jack Club on the 9 <sup>th</sup> September 2020.	
	2.	Union Jack Club on the 17 <sup>th</sup> November 2020	
	3.	APHA AGM 2020: 18 <sup>th</sup> November 2020 - Gascoigne Suite, Union Jack Club	
EB 20/31		AOB	Chair



## Minutes of the APHA Executive Board Meeting Held on 15<sup>th</sup> January 2020 at The Union Jack Club, London

<b>20/01</b>	<b>Welcome</b>	<b>Person Responsible</b>																												
<p>With all attendees present, Cllr. John Warman opened the meeting at 13.15 by welcoming everyone and wishing all present a Happy New Year. He then said that he was very sorry to report that Gill Morgan's husband had passed away, suddenly, during the Christmas holiday and requested that all present be upstanding for a minute's silence, in a mark of respect.</p> <p>He then welcomed Steve Bell from Portsmouth City Council as a new Board member representing the Southern region and confirmed that the meeting was quorate.</p>																														
<b>EB 20/02</b>	<b>List of Attendees</b>	<b>Abbreviation</b>																												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;"><b>List of Attendees:</b></th> <th style="text-align: left; width: 30%;"><b>Authority</b></th> <th style="text-align: left; width: 30%;"><b>Representing</b></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Cllr. John Warman</td> <td>Swansea Bay PHA</td> <td>Wales</td> <td>JW</td> </tr> <tr> <td>Cllr. Trevor Clarke</td> <td>Medway PHA</td> <td>London &amp; SE</td> <td>TC</td> </tr> <tr> <td>Cllr. Wayne Davies</td> <td>River Tees PHA (via Skype)</td> <td>Northern</td> <td>WD</td> </tr> <tr> <td>Steve Bell</td> <td>Portsmouth PHA</td> <td>Southern</td> <td>SB</td> </tr> <tr> <td> Gary Gould</td> <td> Hon Associate, Executive Officer</td> <td></td> <td> GG</td> </tr> <tr> <td colspan="4"> Minutes taken by: GG</td> </tr> </tbody> </table>			<b>List of Attendees:</b>	<b>Authority</b>	<b>Representing</b>		Cllr. John Warman	Swansea Bay PHA	Wales	JW	Cllr. Trevor Clarke	Medway PHA	London & SE	TC	Cllr. Wayne Davies	River Tees PHA (via Skype)	Northern	WD	Steve Bell	Portsmouth PHA	Southern	SB	 Gary Gould	 Hon Associate, Executive Officer		 GG	 Minutes taken by: GG			
<b>List of Attendees:</b>	<b>Authority</b>	<b>Representing</b>																												
Cllr. John Warman	Swansea Bay PHA	Wales	JW																											
Cllr. Trevor Clarke	Medway PHA	London & SE	TC																											
Cllr. Wayne Davies	River Tees PHA (via Skype)	Northern	WD																											
Steve Bell	Portsmouth PHA	Southern	SB																											
 Gary Gould	 Hon Associate, Executive Officer		 GG																											
 Minutes taken by: GG																														
<b>EB 20/03</b>	<b>Apologies for Absence</b>	<b>Person Responsible</b>																												
<p>GG said that apologies had been received from:</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 40%;">Cllr. Norma Mackie</td> <td>Cardiff PHA</td> </tr> <tr> <td>Diane Ward</td> <td>Fife Council</td> </tr> <tr> <td>Gill Morgan</td> <td>Swansea Bay PHA</td> </tr> </tbody> </table>		Cllr. Norma Mackie	Cardiff PHA	Diane Ward	Fife Council	Gill Morgan	Swansea Bay PHA																							
Cllr. Norma Mackie	Cardiff PHA																													
Diane Ward	Fife Council																													
Gill Morgan	Swansea Bay PHA																													
<b>EB 20/04</b>	<b>Declaration of Interests</b>	<b>Person Responsible</b>																												
There were none.																														
<b>EB 20/06</b>	<b>Minutes of the previous meeting held on the 6<sup>th</sup> November 2019</b>	<b>Person Responsible</b>																												
<p>a. TC asked for item EB 19/59 to be amended to reflect the fact that he had not asked for the meeting to be re-scheduled but was advising members that we would be unable to attend on that date. GG apologised for the misunderstanding and said that he would amend the minutes. With that amendment, the minutes of the previous meeting were accepted as a true record.</p> <p>Proposed: WD Seconded: TC</p> <p><b>Agreed all.</b></p> <p><b>Action:</b> GG to amend the minutes as indicated before final publication.</p>		GG																												

b.	GG referred everyone to the list of actions (attached) and confirmed that all outstanding actions were covered by agenda items. He suggested that, unless anyone had anything they specifically wanted to contribute at this stage, the Chair proceeded to the next item.  <b>Agreed all</b>	
<b>EB 20/07</b>	<b>APHA Financial Report and Accounts.</b>	<b>Person Responsible</b>
a.	GG referred the Board to the Income and Expenditure Report that was included within the papers for the meeting. On expenditure, he said that, as part of APHA's financial governance, it was incumbent on the Board to review the expenditure since the previous meeting and confirm that all payments were both valid and justified.  TC asked for the income entry for 11 Oct 19 "G Gould Refund for PUR20-2019 (3) - Payment made in error" to be clarified. GG explained that the Finance Team had accidentally paid an expense claim twice, hence the repayment.  There were no further questions and the Board agreed that the expenditure was both valid and justified.  <b>Agreed all.</b>	
b.	GG then made the following comments:  a. RHE were now sponsoring the monthly newsletter for £1500 a year. TC asked who RHE were. GG said that they were a company that ran the Regulatory Information and Management Systems.(RIAMS) communication platform for the FSA as well as the "Communities" message board for Environmental Health Officers. APHA had recently made use of the Communities Platform to facilitate the more effective sharing of finance documents by creating a "closed group".  b. APHA has received the first grant payment for FY 2019/20 from the FSA taking the current account total to approximately £95,000. The Chair expressed his thanks to the FSA for their continuing support. The grant money had provided APHA with a "breathing space" in which to modernise and grow the membership.  <b>Secretary's Note:</b> It has been confirmed that "RHE" stands for "Robert Halford Environmental" the company's founder.  GG then referred the Board to the Budget 2019/20 summary document and said that the increase in expenditure forecast was as a result of the increase in the Executive Officers remuneration. As a result, excluding grant money from the FSA, the budget was showing an end of year deficit of £7251.12. When the grant money is factored in, the budget is showing an expected profit of £57,500 taking the expected closing balance at the 31 Mar 20 to £112,961.88. This means that APHA should be in a better financial position that it has been since before 2014/15 and probably before Tony Morris's time as Chief Executive.  TC queried the handbook entry on expenditure saying that, at £26.00 for its production, it represented exceptionally good value for money. GG replied that the entry was, in fact, for costs of posting a copies of the handbook to those requesting it and not production. The Handbook costs of production were paid for in the year it was published (2018). There was only one print run. He continued that the costs of postage were covered by Handbook Income.  TC then asked why the costs of the Executive Officer appeared to be entered twice under expenditure. GG replied that this was not the case, it appears that way because the source document is a spread sheet and that "Executive Officers Invoices and Expenses" were a total of the entries for "Executive Officer Expenses" and "Executive Officer Consultancy". Therefore, the figures were not counted twice.	
c.	<b>Outstanding Action EB: 19/51a.</b> GG referred the Board to the savings account procedure that had been distributed with the meeting papers. He explained that there were 3	

<p>key values applicable to the current account. They were £10,000, £15,000 &amp; £20,000. In effect should the current account balance drop below £10,000, money would be transferred from the savings account to bring the current account balance to £15,000. Conversely, should the current account balance exceed £20,000, money would be transferred from the current account to the savings account to bring the current account balance down to £15,000. He confirmed that these targets values will be monitored, to ensure that they are appropriate, and all withdrawals will need to be authorised by the Chair or Vice Chair but they are not expected to total more than one transaction a month.</p> <p>d. GG then referred to Board to the draft revised SLA between Medway Council and APHA that had been distributed to the Board the previous day. He apologised for the late distribution but he had only received it back from Medway Council the same day. He continued that it had been amended to reflect the increase in payment agreed at the previous meeting and to incorporate the savings account procedure. TC said that to future proof the document, the name “John Warman” should be replaced by “the Chair” where it occurs in Appendix 2. The Board agreed. He then said that the Board had actually agreed to increase the payment to Medway Council by £500 to £3,000 and not the £3,500 indicated. GG apologised for the error which was a typo and thanked TC for spotting it. With these amendments, the Board agreed the draft SLA.</p> <p>It was noted that the SLA with Swansea Bay PHA required revision. This would be carried out when Gill Morgan was back at work.</p> <p><b>Agreed All</b></p> <p><b>Action:</b> GG to amend the draft as indicated and forward to Medway for agreement prior to arranging for it to be signed.</p> <p>GM/GG to revise the SLA with Swansea Bay PHA.</p> <p>e. GG then advised the Board that the format for the Financial Statement filed with Companies House had changed. This only became apparent after APHA had attempted to file the Statement after it had been agreed at the AGM. The FT were obliged to file in the new format which has the advantages that it is simpler, being only one sheet, and can be done on-line. As the figures had not changed, and APHA were legally obliged to file the document before 31 Dec 19, it did not need to be re-presented at a general meeting. However, the Board will need to consider what is presented to the next AGM in terms of a financial report because the new format lacked detail. Owing to the changes to the composition of the Board, it was agreed that it was something that the new Board should consider at the next meeting.</p> <p><b>Agreed All.</b></p> <p><b>Action:</b> GG to ensure that the AGM Financial Report is included on the agenda for the next Executive Board meeting.</p>	<p>GG/FT</p> <p>GG/GM</p>
<p><b>EB 20/08</b>    <b>APHA Administration</b></p>	<p>Person Responsible</p>
<p>a.     <b>Outstanding Action (OA) EB 19/52a :- Key performance Indicators (KPIs) to be developed for EO.</b></p> <p>GG explained that he had not had much time to give due consideration to this action in recent months and even less now that he was undertaking the Admin role as well. However, it remains the case that the easiest tasks to measure were such actions as the production of the monthly newsletter and organising &amp; running of Executive Board meetings. TC acknowledged that the role was very difficult to benchmark and SB asked whether the Trading Standards Institute or CIEH could be utilised. GG replied that both organisations were very different to APHA being, larger and individual professional members’ organisations. TC said that it was important to have some method of assessing performance to protect both the EO and the Association. GG said that the starting point should be the contract of employment and job description, which had not yet been finalised although it had</p>	

<p>been drafted. SB said that performance of the Executive Officer should be the role of the Executive Board as it is with other organisations he had been involved with. GG replied that he believed that this was the case in the APHA Operating Arrangements document. JW said that APHA was at this position because of difficulties in the past. Following the discussion, it was agreed that the draft Contract and Job Description should be finalised by the next meeting and the Operating Arrangements checked so that a decision could be taken on the EO's performance monitoring.</p>	
<p><b>Agreed All.</b></p>	
<p><b>Action:</b></p>	
<p>a. Finalise EO's draft Contract &amp; Job Description.</p>	All
<p>b. Review APHA Operating Arrangements document for detail on performance monitoring.</p>	All
<p><b>b. Website</b></p>	
<p><b>OA EB 1943c:</b> Cllr. Brian Heading (BH) to make some enquiries re scoping work on the website.</p>	
<p>GG confirmed that he had not heard from BH on this action and that as BH was absent no further progress could be made for now.</p>	
<p><b>OA: 19/52b:</b> Website Metrics Report.</p>	
<p>GG referred all present to the Website Metrics Report composed by the Webmaster and in particular, the conclusion because it hi-lighted some interesting points as follows:</p>	GG
<p>a. The website is well used.</p>	
<p>b. The most popular search term is "port health". When "port health" is used google gives the APHA website a ranking of first in the search. This is a vast improvement from 3-4 years ago when the Association were plagued with rogue, duplicate, sites.</p>	
<p>c. The Port Directory was the most used popular section on the site.</p>	
<p>d. Singapore is the country which visits the site the most. This may be because Singapore is the second largest port in the world. The first is Shanghai but there is no traffic from there because the internet in China is restricted.</p>	
<p>e. Usage of the site is, in general, what would be typical of a site of this nature.</p>	
<p>There followed some discussion re website advertising to raise income. TC suggested that APHA attempt to attract more advertisers. GG explained that Lansdowne Publishing had undertaken an extensive campaign, albeit sometime ago, which only identified the one advertiser currently on the website i.e. Novus Environmental. TC said that as it was some time ago it may be time to revisit this action. GG said that, should the Board direct, he could approach Lansdowne and ask them if they would undertake another campaign although the Board should be aware that the terms of the previous agreement were that APHA received 50% of the revenue raised.</p>	
<p><b>Agreed All.</b></p>	GG
<p><b>Action:</b> GG to meet with Lansdowne and discuss the viability of another advertising campaign for the website and implement if agreed.</p>	
<p>TC then said it would be useful if a metrics report were provided on a regular basis, say every other meeting.</p>	
<p><b>Agreed All.</b></p>	
<p><b>Action:</b></p>	
<p>GG to ensure that an updated Metrics Report is provided at alternate Board meetings.</p>	GG

20/09	Membership & Renewals	Person Responsible
<p><b>a. Membership &amp; Renewals</b></p> <p>GG reported that Causeway Coast and Glens have confirmed their membership as PLaN members; however, the subscription had not yet been received because of a delay in invoicing. Flintshire had also applied to join as PLaN members and have paid their subscription. Suffolk Coastal have applied to join as Corporate Members and he was expecting applications from City of London and S. Cambs. shortly. Ipswich have made enquiries but they are not expected to rejoin because their port health work is subcontracted to Suffolk Coastal.</p> <p>With the new members, confirmed membership will stand at 26 Corporate, 19 PLaN, 3 Associate and 1 International.</p> <p><b>b. Subscriptions 2020/21</b></p> <p>GG said that it was agreed at the last Board meeting that there would be no increase in the subscriptions for next year. The FT would start the process of requesting Purchase Order numbers later this month as the next round of renewals begin. The reason for this was to provide LAs the opportunity to utilise any potential under spend to pay for membership.</p>		
EB 20/10	Task and Finish Group Action Plan	Person Responsible
<p><b>a. Training GG reported the following:</b></p> <p>(1). Belfast - Introduction to Ships Inspection. This was delivered on the 14<sup>th</sup> November and was very successful with 18 delegates. All costs were covered and there was a small profit.</p> <p>(2). Wales - Introduction to Ships Inspection. This will be held in Newport on the 28<sup>th</sup> February. It has now gone out to general advertising and we currently have 10 delegates. The costs are therefore expected to be covered and the event will therefore be viable.</p> <p>(3). APHA is already starting to look at the next training event which will be aimed at the Southern region and is hoped to be scheduled for June.</p> <p>JW said that the delivery of training proactively to officers was important because it addressed issues and promoted good practise.</p> <p><b>b. MOU MCA/APHA.</b> GG said that APHA has now received agreement on the final draft from the MCA. He should be meeting with Julie Carlton from the MCA on the 22 Jan 20 at the Catering Guide meeting to finalise and agree signing. GG will distribute the final text to Board members prior to signature.</p> <p><b>Action:</b></p> <p>GG to distribute final version of the MOU to Board members.</p> <p><b>c. Industry Guide to Good Hygiene Practice: Catering Guide - Ships.</b> GG reported that as mentioned the next meeting was scheduled for the 22 Jan 20 where the review of Part 4 "The Rules of Hygiene" will be discussed.</p>		GG
EB 20/11	AGM/CPD Event 2020	Person Responsible
<p>GG confirmed that the Gascoigne Suite had been booked for the event that was scheduled for the 17 Nov 20. The Board will need to give some thought to speakers. TC said that the timing was good for the end of the Brexit Implementation Period by which time we may have an idea of what was in store in terms of a Free Trade Agreement. GG said that he would be approaching those who had cancelled at short notice because of the purdah for the 2019</p>		

AGM.		
<b>EB 20/12</b>	<b>Brexit</b>	Person Responsible
<p>GG reported that, because of the general election, it had been very quiet re Brexit but that since the New Year things had picked up again. The Border Delivery Port Health Steering Group had had the first teleconference the previous week and that it was intend that these would continue on a regular basis. GG drafted and distributed a summary of the teleconference to all subscribers. Of note were the following:</p> <ol style="list-style-type: none"> <li>1. The UK will leave the EU on the 31 Jan 20 but will enter an implementation period where it will be “business as usual” i.e. no change.</li> <li>2. DeExEU will be wound up by the end of Jan 20. It is not yet known where any residual functions will sit.</li> <li>3. The focus of the Steering Group will be on the negotiations regarding the Free Trade Agreement and how any outcome would impact on port health, as well the Northern Ireland protocol.</li> <li>4. There will be a stakeholder event for interested parties. This is likely to be on the 3 Feb 20 but because GG will be returning from a holiday in Madeira on that day, he will be unable to attend. SB then agreed to represent APHA at this event and would draft an article for the APHA Newsletter.</li> </ol> <p><b>Action:</b> SB to attend the BDG Stakeholder event as APHA’s representative and provide a brief report for the newsletter</p>		SB
<b>EB 20/13</b>	<b>Political Engagement &amp; Parliamentary Questions</b>	Person Responsible
<p>With the changes to the Executive Board, as a result of modernisation, it was suggested that this standing agenda item be removed. In the ensuing discussion it was agreed that APHA had tried extensively to engage with MPs politically; the efforts of the previous Chair, Pat McCarty, were gratefully acknowledged in this respect. Unfortunately, APHA had little success in this endeavour. GG said that the Major Ports forum did not attempt to engage directly with politicians but used their contacts with Industry bodies as a “softer” approach. This was because they were likely to have a greater impact. Whilst it was agreed that APHA should every opportunity to “talk up” the Association, it should be on an opportunistic basis and subsequently there was no need to have this item as standing agenda item.</p> <p><b>Agreed All</b></p>		
<b>EB 20/14</b>	<b>APHA Modernisation</b>	Person Responsible
<p>GG said that he would be meeting with the Major Ports representatives on Friday before the Major Ports Forum and would be asking City of London about their membership application. He continued that he had drafted an email to go out to Chairs and Secretaries of the PLaN Groups, under the Chair’s signature, to advise them of the changes and request that make arrangements to appoint their Group’s representative to the Board. Unfortunately, owing to unforeseen circumstances, it was not distributed and, as a result, he had embarked on a series of phone calls to advise them of the action required. It has been/will be requested that the Scottish, Welsh and Southern PLaN Groups re-appoint Diane Ward, Gill Morgan, and Steve Bell, respectively, to ensure some continuity. However, it will be for the relevant PLaN groups to confirm this.</p> <p>In terms of transitional arrangements, GG recommended that it be agreed that JW and GM continue in the roles of Chair and Vice-Chair until the first Board meeting after the new Articles come into force. This is to ensure that the Association can still function in terms of</p>		



authorising payments etc. <b>Agreed All</b>		
<b>EB 20/15</b>	<b>Meeting Schedule 2020</b>	<b>Person Responsible</b>
<ol style="list-style-type: none"> <li>1. The Lawrence Room, Union Jack Club on the 13<sup>th</sup> May 2020.</li> <li>2. The Lawrence Room, Union Jack Club on the 9<sup>th</sup> September 2020.</li> <li>3. Union Jack Club on the 17<sup>th</sup> November 2020</li> </ol> <p><b>APHA AGM 2020:</b> Gascoigne Suite, Union Jack Club on the 18<sup>th</sup> November 2020.</p> <p>JW asked if there was any possibility of changing the date of the meeting on the 13<sup>th</sup> may 2020. He had mayoral commitments on the 14<sup>th</sup> which he need to prepare for. GG said that because the meeting rooms at the UJC were booked well in advance, it was unlikely. However, he would make enquiries.</p> <p><b>Action:</b> GG to makes enquiries regarding changing the date of the May meeting.</p>		GG
<b>EB 20/16</b>	<b>AOB</b>	<b>Person Responsible</b>
<p>SB said that he had noted that it was a function of the Executive Board to review and set the fees for Ships Sanitation Inspections. He then asked whether the Board set the fees for the Import of Organic Food. This was because he did not believe that they covered the cost of the work undertaken. GG said that the fees for inspections of organics were set some time ago and, as far as he was aware, APHA had been involved. However, there was no provision or agreement for APHA to review or change these charges. GG then said that he could raise the issue at a meeting with the Major Ports representatives at their next meeting.</p> <p><b>Agreed All.</b></p> <p><b>Action:</b> GG to raise the setting of fees for Organics at the next meeting with the Major Ports representatives.</p> <p>There being no further business, the Chair thanked everyone for their contribution and attendance then closed the meeting at 15.10</p>		GG

G Gould  
Hon Associate  
APHA Executive Officer

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
<b>Actions from Executive Board Meeting held on 11 Sep 19</b>			
19/43a	Key performance indicators to be developed for EO	All	See 19/52a
19/43c	BH to make some enquiries re scoping work on the website	BH	
<b>Actions from the Executive Board meeting held on 6 Nov 19</b>			
19/51a	GG to make contact with Finance Manager and discuss the opening of an instant access savings account for APHA reserves. If agreed FT to action	GG/FT	Teleconference with Finance Manager held on 5 Dec 19. Discussed further with FT at Video conference on 6 Dec 19.
19/51b	GG to advise Medway of the change in payment s for Admin and finance services. Draft an amendment to the SLAs.	GG/FT	Advised at teleconference on 5 Dec 19. Agreed that SLA to be amended including authorisations for savings account.
19/52a	GG to review tasks in an attempt to identify potential KPIs	GG	Ongoing
19/52b	GG to have a meeting with Webmaster to discuss the provision of information and guidance on website as well as the production of website metrics.		Done. Meeting held on 21 Nov 19. Metrics report to be presented to next Board meeting
19/53	GG to advise FT no subscription increases for 2020/21	GG	Done at Video conference 6 Dec 19.
19/54	GG to ensure that the Ships Sanitation Inspection fees for 2020/21 are promulgated.	GG	Done: Website updated 29 Nov 19 Included in December & Christmas Newsletter
19/57	GG to promulgate APHA Issues document to Exec Board	GG	Done. Distributed 6 Dec 19.

Key

JW Cllr. John Warman, Chair  
WD Cllr. Wayne Davies  
SB Steve Bell  
DW Diane Ward  
FT Finance Team

GM Gill Morgan, Vice Chair  
BH Cllr. Brian Heading  
TC Cllr. Trevor Clarke  
GG Gary Gould, APHA Executive Officer

DRAFT

**APHA Expenditure 01/04/2019 - 31/03/2020**

Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
01/04/2019	PUR64/2018	Martin Walker Speaker Expenses - PUR64	£ 190.00	£ 4.78	£ 194.78	£ 194.78
02/04/2019	PUR65/2018	P McCarthy Chairmans allowance - PUR65	£ 250.00	£ -	£ 250.00	£ 250.00
17/04/2019	PUR01/2019(1)	G Gould-Mileage for attendance at Border Delivery Port Health Group Meeting	£ 4.50	£ -	£ 4.50	£ 4.50
17/04/2019	PUR01/2019(2)	G Gould-Rail Travel for attendance at Border Delivery Port Health Group Meeting	£ 38.30	£ -	£ 38.30	£ 38.30
17/04/2019	PUR01/2019(3)	G Gould-Lunch for attendance at Border Delivery Port Health Group Meeting	£ 5.14	£ 1.03	£ 6.17	£ 6.17
17/04/2019	PUR01/2019(4)	K Morley-Deposit for flat accommodation for Executive board meeting & AGM	£ 197.13	£ 39.42	£ 236.55	£ 236.55
30/04/2019	VAT1/2019	HMRC VAT ANNACC April	£ 635.00	£ -	£ 635.00	£ 635.00
30/04/2019	BC1/2019	Bank Charges to 09/03/2019	£ 5.50	£ -	£ 5.50	£ 5.50
03/05/2019	E0146220	Aberdeen City Council Catering Services 26/03/19	£ 141.70	£ 28.34	£ 170.04	£ 170.04
07/05/2019	PUR02/2019(1)	G Gould - Mileage for attendance at FSA meeting, Clive House	£ 4.50	£ -	£ 4.50	£ 4.50
07/05/2019	PUR02/2019(2)	G Gould - Rail travel to London Victoria for attendance at FSA meeting, Clive House	£ 21.50	£ -	£ 21.50	£ 21.50
07/05/2019	PUR02/2019(3)	G Gould - Lunch for attendance at FSA meeting, Clive House	£ 5.39	£ 1.08	£ 6.47	£ 6.47
07/05/2019	PUR02/2019(4)	G Gould - Consultancy fee for 29th March to 2nd May (5 weeks) APHA/020	£ 1,562.50	£ -	£ 1,562.50	£ 1,562.50
30/05/2019		Bank charges to 08/05/2019	£ 6.80	£ -	£ 6.80	£ 6.80
31/05/2019	VAT2/2019	HMRC VAT ANNACC May	£ 635.00	£ -	£ 635.00	£ 635.00
02/06/2019	INV19582	Lansdowne April 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
05/06/2019	PUR03/2019(1)(Err)	Payment in Error	£ 312.73	£ 28.33	£ 341.06	£ 341.06
05/06/2019	PUR03/2019(2)	G Gould - Invoice from Gary Gould for period 3rd May 2019 to 30th May 2019	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
05/06/2019	PUR03/2019(3)	G Gould - Attendance at mosquito workshop @ Edgehill University and expenses for attendance at Executive Board meeting	£ 209.04	£ 4.95	£ 213.99	£ 213.99
05/06/2019	PUR03/2019(4)	G Gould - Attendance at LGC Stakeholder Workshop, attendance at NPLaN meeting Darlington, attendance at SREG meeting and 1 ream of A4 paper	£ 252.15	£ -	£ 252.15	£ 252.15
05/06/2019	PUR03/2019(5)	G Gould - Additional payment for Gary Gould for period 8th May 2019 to 30th May 2019 as authorised at exec board agenda item EB 18/36 referring to 18/31	£ 1,875.00	£ -	£ 1,875.00	£ 1,875.00
10/06/2019	PUR03/2019(1)	Edinburgh ships inspection workshop. Return flights and hotel rooms Stansted to Edinburgh for M Walker and J Ambrose (Refund)	£ 312.73	£ 28.33	£ 341.06	£ 341.06
26/06/2019	PUR04-2019	G Gould attendance at Border Delivery Port Health 07/06/2019	£ 34.90	£ 1.08	£ 35.98	£ 35.98
26/06/2019	PUR04-2019	G Gould attendance at Export Health Cert Workshop 11/06/2019	£ 34.71	£ 1.04	£ 35.75	£ 35.75
28/06/2019	VAT3/2019	HMRC VAT ANNACC June	£ 635.00	£ -	£ 635.00	£ 635.00
30/06/2019		Bank charges to 08/06/19	£ 5.50	£ -	£ 5.50	£ 5.50
02/07/2019	PUR06-2019	Chairman's allowance - Pat McCarthy	£ 250.00	£ -	£ 250.00	£ 250.00
03/07/2019	INV19623	Lansdowne May 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
08/07/2019	PUR05-2019(1)	G Gould - Invoice from Gary Gould for period 31st May 2019 to 27th June 2019	£ 1,353.50	£ -	£ 1,353.50	£ 1,353.50
08/07/2019	PUR05-2019(2)	G Gould attendance at Major Ports Forum 17/06/2019	£ 34.92	£ 1.08	£ 36.00	£ 36.00
08/07/2019	PUR05-2019(3)	G Gould attendance at CIEH Port Health Forum 19/06/2019	£ 54.50	£ -	£ 54.50	£ 54.50
08/07/2019	PUR05-2019(4)	Companies House	£ 13.00	£ -	£ 13.00	£ 13.00
22/07/2019	PUR07-2019(1)	Gary Gould Expenses at meeting to discuss 'Good practice for safe catering in ships'	£ 34.08	£ 0.92	£ 35.00	£ 35.00
22/07/2019	PUR07-2019(2)	John Ambrose & Martin Walker Travel and accomodation for Belfast training event November 2019	£ 228.90	£ 25.00	£ 253.90	£ 253.90
30/07/2019	Bank charges	Bank charges to 8/07/2019	£ 6.80	£ -	£ 6.80	£ 6.80
31/07/2019		HMRC VAT ANNACC July	£ 635.00	£ -	£ 635.00	£ 635.00
31/07/2019	PUR08-2019	Gary Gould - Invoice APHA/023	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
05/08/2019	INV-19707	Lansdowne June 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
06/08/2019	PU09-2019	Gill Morgan Expenses - Postage	£ 45.50	£ 5.70	£ 51.20	£ 51.20
13/08/2019	PUR12-2019	Pat McCarthy - Accommodation for attendance at Executive Board meeting	£ 118.50	£ -	£ 118.50	£ 118.50
19/08/2019	PUR13-2019	Pat McCarthy - Accommodation for attendance at Executive Board meeting	£ 58.20	£ -	£ 58.20	£ 58.20
19/08/2019	PUR10-2019	Pat McCarthy - Flights for attendance at Board meeting	£ 186.63	£ -	£ 186.63	£ 186.63
21/08/2019	PUR14-2019(1)	Gary Gould - Travel expenses for Meeting with webmaster at Lansdowne Publishing	£ 138.60	£ -	£ 138.60	£ 138.60
21/08/2019	PUR14-2019(2)	Gary Gould - Travel expenses for Port Health Steering Group meeting	£ 52.30	£ -	£ 52.30	£ 52.30
21/08/2019	PUR14-2019(3)	Gary Gould - Subsistence	£ 7.33	£ 1.47	£ 8.80	£ 8.80
27/08/2019	PUR15-2019(1)	Gary Gould - Invoice APHA/024	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
27/08/2019	PUR15-2019(2)	Gary Gould - Executive Officer Additional payment	£ 1,875.00	£ -	£ 1,875.00	£ 1,875.00

**APHA Expenditure 01/04/2019 - 31/03/2020**

Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
30/08/2019		HMRC VAT ANNACC August	£ 635.00	£ -	£ 635.00	£ 635.00
30/08/2019		Bank Charges to 08/08/19	£ 5.50	£ -	£ 5.50	£ 5.50
05/09/2019	INV-19748	Lansdowne July 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
19/09/2019	PUR17-2019(1)	Gary Gould - Room Hire Executive Board Meeting	£ 150.00	£ -	£ 150.00	£ 150.00
19/09/2019	PUR17-2019(2)	Gary Gould - Travel & Lunch Executive board Meeting	£ 30.41	£ 0.88	£ 31.29	£ 31.29
19/09/2019	PUR17-2019(3)	Gary Gould - Travel & Lunch Major Ports Rep Meeting	£ 81.17	£ 0.93	£ 82.10	£ 82.10
19/09/2019	PUR17-2019(4)	Gary Gould - Travel & Lunch Defra Transports Hub Workshop	£ 30.00	£ 1.00	£ 31.00	£ 31.00
20/09/2019	PUR16-2019	Pat McCarthy - Lunch & Travel 11/09/2019	£ 68.21	£ 3.74	£ 71.95	£ 71.95
23/09/2019	PUR19-2019	John Ambrose - Speaker Fees 19.09.2019	£ 200.00	£ -	£ 200.00	£ 200.00
24/09/2019	PUR18-2019	Pat McCarthy - 50 Business Cards	£ 5.00	£ -	£ 5.00	£ 5.00
24/09/2019	PUR21-2019	Redcare & Cleveland - Nplan Meeting - 16/05/2019	£ 261.90	£ -	£ 261.90	£ 261.90
30/09/2019	VAT6/2019	HMRC VAT ANNACC September	£ 635.00	£ -	£ 635.00	£ 635.00
30/09/2019	Bank charges/6	Bank Charges to 08/09/2019	£ 6.80	£ -	£ 6.80	£ 6.80
09/10/2019	PUR22-2019 (1)	John Ambrose - Travel and Accomodation for Southampton Training	£ 137.10	£ -	£ 137.10	£ 137.10
09/10/2019	PUR22-2019 (2)	John Ambrose - Speaker's Fee for Southampton Training	£ 200.00	£ -	£ 200.00	£ 200.00
10/10/2019	PUR20-2019 (1)	Gary Gould - Invoice APHA/025	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
10/10/2019	PUR20-2019 (2)	Gary Gould - Travel, food and accomodation for Edinburgh training & scottish PlAn Meeting	£ 291.41	£ 10.09	£ 301.50	£ 301.50
10/10/2019	PUR20-2019 (3)	Payment made to Gary in error	£ 235.26	£ 47.05	£ 282.31	£ 282.31
10/10/2019	PUR20-2019 (4)	Gary Gould - Travel, food and accomodation for Southampton Training	£ 198.88	£ 9.42	£ 208.30	£ 208.30
15/10/2019	PUR20-2019 (5)	The Scottish Government - Catering for training Workshop	£ 235.26	£ 47.05	£ 282.31	£ 282.31
24/10/2019	PUR20-2019 (1)	Lansdowne August 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
24/10/2019	PUR20-2019 (2)	Lansdowne September 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
24/10/2019	PUR20-2019 (3)	Swansea Bay PHA - Admin Support	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
24/10/2019	PUR20-2019 (4)	Gary Gould - Travel for Seafish meeting	£ 40.50	£ -	£ 40.50	£ 40.50
24/10/2019	PUR20-2019 (5)	Gary Gould - Travel and food for Ships Catering guide meeting	£ 33.83	£ 0.87	£ 34.70	£ 34.70
24/10/2019	PUR20-2019 (6)	Gary Gould - Business Cards	£ 6.00	£ -	£ 6.00	£ 6.00
28/10/2019	PUR24-2019	Gary Gould - Invoice APHA/026	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
30/10/2019		Bank Charges to 08/10/19	£ 6.50	£ -	£ 6.50	£ 6.50
31/10/2019		HMRC VAT ANNACC October	£ 635.00	£ -	£ 635.00	£ 635.00
12/11/2019	PUR26-2019 (1)	Martin Walker - Food and travel for Edinburgh training	£ 129.39	£ 11.23	£ 140.62	£ 140.62
12/11/2019	PUR26-2019 (2)	Martin Walker - Speaker Fee for Edinburgh Training	£ 200.00	£ -	£ 200.00	£ 200.00
12/11/2019	PUR26-2019 (3)	Gary Gould - Food and travel for AGM	£ 130.69	£ 10.91	£ 141.60	£ 141.60
12/11/2019	PUR26-2019 (4)	AGM - Gascoigne Suite Hire and Lunch + residual charge	£ 1,192.59	£ 165.96	£ 1,358.55	£ 1,358.55
19/11/2019	PUR29-2019	Gary Gould -Invoice APHA/027	£ 1,600.00	£ -	£ 1,600.00	£ 1,600.00
26/11/2019	PUR28-2019	John Ambrose Speaker's fee - Belfast Training	£ 200.00	£ -	£ 200.00	£ 200.00
26/11/2019	PUR30-2019 (1)	Martin Walker - Travel for Belfast Training	£ 105.30	£ 9.00	£ 114.30	£ 114.30
26/11/2019	PUR30-2019 (2)	Martin Walker - Speaker's Fee for Belfast Training	£ 200.00	£ -	£ 200.00	£ 200.00
26/11/2019	PUR27-2019	John Ambrose - Travel for AGM	£ 79.10	£ -	£ 79.10	£ 79.10
29/11/2019		HMRC VAT ANNACC November	£ 635.00	£ -	£ 635.00	£ 635.00
30/11/2019		Bank Charges to 08/11/19	£ 6.50	£ -	£ 6.50	£ 6.50
02/12/2019	PUR25-2019	Lansdowne October 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
18/12/2019	PUR32-2019 (1)	Gary Gould - Back Pay	£ 3,456.25	£ -	£ 3,456.25	£ 3,456.25
30/12/2019		Bank Charges to 08/12/19	£ 6.50	£ -	£ 6.50	£ 6.50
30/12/2019	PUR31-2019	Lansdowne November 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
31/12/2019		HMRC VAT ANNACC December	£ 635.00	£ -	£ 635.00	£ 635.00
03/01/2020	PUR34-2019	G Gould - Invoice APHA/028	£ 1,600.00	£ -	£ 1,600.00	£ 1,600.00
04/01/2020	PUR32-2019 (2)	Belfast City Council - Catering for Belfast Training	£ 175.00	£ 35.00	£ 210.00	£ 210.00
13/01/2020	PUR33/2019 (1)	Gary Gould - Remuneration	£ 2,400.00	£ -	£ 2,400.00	£ 2,400.00
13/01/2020	PUR33/2019 (2)	Gary Gould - Food and travel for LGC Honey Workshop, Ships Catering guide meeting , Lansdowne meeting and PHE Eastern region meeting	£ 339.03	£ 1.97	£ 341.00	£ 341.00

**APHA Expenditure 01/04/2019 - 31/03/2020**

Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
30/01/2020		Bank Charges to 08/01/20	£ 8.00	£ -	£ 8.00	£ 8.00
02/02/2020	PUR33-2019 (3)	Lansdowne December 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
07/02/2020	PUR36/2019 (1)	G Gould - Invoice APHA/029	£ 1,600.00	£ -	£ 1,600.00	£ 1,600.00
07/02/2020	PUR35/2019	Medway Council - Finance Support	£ 3,000.00	£ 600.00	£ 3,600.00	£ 3,600.00
19/02/2020	PUR37-2019 (1)	G Gould - Food & travel for Excutive Board meeting + Room hire and UJC membership fee	£ 140.63	£ 4.82	£ 145.45	£ 145.45
19/02/2020	PUR37-2019 (2)	G Gould - Food & travel for Major Ports & Airports	£ 57.89	£ 1.18	£ 59.07	£ 59.07
19/02/2020	PUR37-2019 (3)	G Gould - Food & travel for Ships Catering Guide Revision Meeting	£ 29.83	£ 0.67	£ 30.50	£ 30.50
19/02/2020	PUR37-2019 (4)	G Gould - Invoice APHA/030	£ 1,600.00	£ -	£ 1,600.00	£ 1,600.00
28/02/2020	PUR36-2019 (2)	Lansdowne January 2020	£ 550.00	£ 110.00	£ 660.00	£ 660.00
28/02/2020	PUR38-2019	G Gould - Remuneration	£ 2,400.00	£ -	£ 2,400.00	£ 2,400.00
01/03/2020		Bank Charges to 08/02/2020	£ 6.50	£ -	£ 6.50	£ 6.50
04/03/2020		HMRC VAT - Balancing Figure	£ 933.31	£ -	£ 933.31	£ 933.31
23/03/2020	PUR39-2019 (2)	John Ambrose Speaker's fee - Newport Training	£ 200.00	£ -	£ 200.00	£ 200.00
23/03/2020	PUR39-2019 (3)	John Ambrose - Travel, parking, food & accomodation for Newport Training	£ 128.20	£ 9.98	£ 138.18	£ 138.18
23/03/2020	PUR39-2019 (1)	Lansdowne February 2020	£ 550.00	£ 110.00	£ 660.00	£ 660.00
23/03/2020	PUR39-2019 (4)	G Gould - Travel, accomodation, food & parking for Newport Training event	£ 190.39	£ 14.49	£ 204.88	£ 204.88
23/03/2020	PUR39-2019 (5)	G Gould - Invoice APHA/031	£ 1,600.00	£ -	£ 1,600.00	£ 1,600.00
24/03/2020	PUR40-2019 (1)	Swansea Bay PHA - Invoice 4243 - Admin Support	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
24/03/2020	PUR40-2019 (5)	Swansea Bay PHA - Invoice 4245 - Admin Support	£ 3,000.00	£ -	£ 3,000.00	£ 3,000.00
24/03/2020	PUR40-2019 (2)	G Gould - Mobile Phone Bills	£ 29.34	£ 5.87	£ 35.21	£ 35.21
24/03/2020	PUR40-2019 (3)	G Gould - Remuneration	£ 1,600.00	£ -	£ 1,600.00	£ 1,600.00
24/03/2020	PUR40-2019 (4)	G Gould - Food, travel an accomodation for Seafish exporters meeting, Major ports & South PLaN meetings	£ 106.38	£ 7.72	£ 114.10	£ 114.10
24/03/2020	PUR40-2019 (6)	G Gould - Invoice APHA/032	£ 1,600.00	£ -	£ 1,600.00	£ 1,600.00
24/03/2020	PUR40-2019 (7)	G Gould - Mobile Phone Replacement	£ 369.99	£ 74.00	£ 443.99	£ 443.99
24/03/2020	PUR40-2019 (9)	G Gould - Laptop Replacement	£ 999.17	£ 199.83	£ 1,199.00	£ 1,199.00
30/03/2020		Bank Charges to 08/03/2020	£ 6.50	£ -	£ 6.50	£ 6.50
			<b>£64,092.69</b>	<b>£2,656.21</b>	<b>£66,748.90</b>	<b>£66,748.90</b>

**Summary**

Opening balance 1 Apr 19	£65,292.44
Expenditure to 31 Mar 20 (Incl VAT)	-£66,748.90
Income to 31 Mar 20 (Incl VAT)	£ 76,006.36
Balance as at 31 Mar 20	<b>£74,549.90</b>

## APHA Income 01/04/2019 - 31/03/2020

Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
02/04/2019	TRA2018/003	Aberdeenshire Council	-£ 200.00	-£ 40.00	-£ 240.00	-£ 240.00
12/04/2019	FND2018/002	FSA bid second installment - FND2018/002	-£ 11,111.52	£ -	-£ 11,111.52	-£ 11,111.52
12/04/2019	HDBK27	PHE 5 handbooks - HDBK27	-£ 27.00	£ -	-£ 27.00	-£ 27.00
15/04/2019	HDBK29	Welch E Handbook	-£ 7.00	£ -	-£ 7.00	-£ 7.00
16/04/2019	MEM2019/039	Swansea Bay PHA 19/20 membership fee	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
01/05/2019	MEM2019/033	River Tees PHA REDCAR/CLEVELAND	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
13/05/2019	MEM2019/005	Bournemouth, Christchurch and Poole Council Membship fee 19/20	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
17/05/2019	MEM2019/011	Doncaster Council Membership fee 19/20	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
24/05/2019	TRA2018/004	Edinburgh Council Aberdeen Training	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
28/05/2019	MEM2019/045	Salford City Council Membership 19/20	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
28/05/2019	MEM2019/018	Isle of Anglesey Membership 19/20	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
03/06/2019	MEM2019/045	Dorset Council membership 19/20	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
06/06/2019	MEM2019/002	Aberdeenshire Council Membership 19/20	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
10/06/2019	PUR03/2019(1)(Ref)	Refund of payment in error (PUR03/2019(1))	-£ 312.73	-£ 28.33	-£ 341.06	-£ 341.06
11/06/2019	MEM2019/026	North Ayrshire 2019/20 Membership	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
13/06/2019	MEM2019/032	RAF 2019/20 Membership - DBS FIN PAY 1	-£ 876.00	-£ 175.20	-£ 1,051.20	-£ 1,051.20
14/06/2019	MEM2019/003	Antrim & Newtonabbey 19/20 Membership Fee	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
28/06/2019	MEM2019/019	Isle of Man Government Membership 19/20	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
09/07/2019	PUR05-2019REF	G Gouls refund of overpayment	-£ 103.50	£ -	-£ 103.50	-£ 103.50
12/07/2019	MEM2018/019	London Luton Airport - Membership 18/19	-£ 342.00	-£ 68.40	-£ 410.40	-£ 410.40
12/07/2019	MEM2019/021	London Luton Airport - Membership 19/20	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
12/07/2019	MEM2019/008	City of Edinburgh - Membership 19/20	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
15/07/2019	MEM2019/007	Bristol Port Health Authority - Membership 19/20	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
16/07/2019	ED 01 2019	Dundee City Council - Edinburgh Training	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
23/07/2019	MEM2019/034	Royal Navy 2019/20 Membership Fee	-£ 876.00	-£ 175.20	-£ 1,051.20	-£ 1,051.20
23/07/2019	AGM016/2018	Lewes and Eastbourne Council AGM attendance	-£ 25.00	-£ 5.00	-£ 30.00	-£ 30.00
24/07/2019	MEM2019/016	Highland Council 19/20 Membership fee	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
24/07/2019	ED 02 2019	Falkirk Council Edinburgh Training	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00
30/07/2019	ED 03 2019	Angus Council Edinburgh Training	-£ 600.00	-£ 120.00	-£ 720.00	-£ 720.00
30/07/2019	ED 04 2019	Aberdeenshire Council - Edinburgh Training	-£ 200.00	-£ 40.00	-£ 240.00	-£ 240.00
31/07/2019	ED 09 2019	Shetland Council - Edinburgh Training	-£ 150.00	-£ 30.00	-£ 180.00	-£ 180.00
01/08/2019	ED 05 2019	South Ayrshire Council - Edinburgh Training	-£ 450.00	-£ 90.00	-£ 540.00	-£ 540.00
02/08/2019	HDBK24	Portsmouth City Council 70 Handbooks	-£ 170.00	£ -	-£ 170.00	-£ 170.00
02/08/2019	MEM2019/031	Portsmouth City Council - 19/20 Membership	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
08/08/2019	ED 08 2019	North Ayrshire Council	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
12/08/2019	ED 13 2019	Salford City Council	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00

## APHA Income 01/04/2019 - 31/03/2020

Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
12/08/2019	ED 11 2019	Argyll and Bute Co - Eddinburgh Training	-£ 150.00	-£ 30.00	-£ 180.00	-£ 180.00
16/08/2019	AGM029/2018	London Borough of Hounslow - AGM	-£ 240.00	-£ 48.00	-£ 288.00	-£ 288.00
19/08/2019	MEM2019/037	States of Jersey 2019/20 Membership fee	-£ 1,050.00	£ -	-£ 1,050.00	-£ 1,050.00
20/08/2019	ED 10 2019	Fife Council - Edinburgh Training	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
27/08/2019	MEM2019/001	Aberdeen City - 19/20 Membership ?	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
27/08/2019	MEM2019/022	Manchester City Council - 19/20 Membership	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
28/08/2019	MEM2019/020	Lewes District Council - 19/20 Membership	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
29/08/2019	MEM2018/045	Manchester City Council - 18/19 Membership	-£ 250.00	-£ 50.00	-£ 300.00	-£ 300.00
29/08/2019	MEM2019/025	Newry, Mourne and Down BC - 19/20 Membership	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
02/09/2019	HDBK31	The Satori L	-£ 7.00	£ -	-£ 7.00	-£ 7.00
04/09/2019	MEM2019/004	Belfast City Council - 19/20 Membership	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
11/09/2019	ED 12 2019	North Tyneside Council - Edinburgh Training	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00
11/10/2019	PUR20-2019 (3)R	G Gould Refund for PUR20-2019 (3) - Payment made in error	-£ 282.31	£ -	-£ 282.31	-£ 282.31
15/10/2019	MEM2019/046	London Borough of Hillingdon - Membership 19/20	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
15/10/2019	SOT 01/2019	Southampton City Council - Ship Inspection Workshop Southampton	-£ 500.00	-£ 100.00	-£ 600.00	-£ 600.00
15/10/2019	ED 06 2019	City of Edinburgh Council - Edinburgh Ship inspection Workshop	-£ 150.00	-£ 30.00	-£ 180.00	-£ 180.00
17/10/2019	ED 07 2019	Aberdeen City Council - Edinburgh Ship Inspection Workshop	-£ 200.00	-£ 40.00	-£ 240.00	-£ 240.00
18/10/2019	SOT 02/2019	Portsmouth City Council - Southampton Training	-£ 300.00	-£ 60.00	-£ 360.00	-£ 360.00
21/10/2019	AGM 05 2019	The Burden Group Ltd - AGM	-£ 120.00	-£ 24.00	-£ 144.00	-£ 144.00
23/10/2019	AGM 04 2019	Manchester PHA - AGM	-£ 30.00	-£ 6.00	-£ 36.00	-£ 36.00
25/10/2019	BEL 01 2019	Public Health Agency - Belfast	-£ 150.00	-£ 30.00	-£ 180.00	-£ 180.00
29/10/2019	AGM 08 2019	Spelthorne BC - AGM	-£ 120.00	-£ 24.00	-£ 144.00	-£ 144.00
30/10/2019	AGM 10 2019	City of London - AGM	-£ 120.00	-£ 24.00	-£ 144.00	-£ 144.00
31/10/2019	INV 02-19	Lansdowne Publishing Partnership Ltd - Advertisement on APHA's website	-£ 500.00	-£ 100.00	-£ 600.00	-£ 600.00
05/11/2019	AGM 06 2019	Flintshire County Council - AGM	-£ 120.00	-£ 24.00	-£ 144.00	-£ 144.00
07/11/2019	AGM 11 2019	Tendring District Council - AGM	-£ 60.00	-£ 12.00	-£ 72.00	-£ 72.00
08/11/2019	AGM 09 2019	Vale of Glamorgan - AGM	-£ 30.00	-£ 6.00	-£ 36.00	-£ 36.00
08/11/2019	AGM 10 2019	City of London - AGM	-£ 120.00	-£ 24.00	-£ 144.00	-£ 144.00
08/11/2019	BEL 05 2019	Derry & Strabane Council - Belfast	-£ 350.00	-£ 70.00	-£ 420.00	-£ 420.00
08/11/2019	AGM 03 2019	Bournemouth Chistchurch and Poole Council - AGM	-£ 180.00	-£ 36.00	-£ 216.00	-£ 216.00
11/11/2019	AGM 02 2019	Bristol City Council - AGM	-£ 60.00	-£ 12.00	-£ 72.00	-£ 72.00
13/11/2019	INV 01-19	RHE - Sponsorship for AGM lunch	-£ 500.00	-£ 100.00	-£ 600.00	-£ 600.00
15/11/2019	BEL 06 2019	Causeway Coast and Glens BC - Belfast Training	-£ 200.00	-£ 40.00	-£ 240.00	-£ 240.00
18/11/2019	BEL 03 2019	River Tees Port Health - Belfast Training	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00
26/11/2019	AGM 01 2019	Southampton City Council - AGM	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
28/11/2019	BEL 02 2019	Portsmouth City Council - Belfast	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00



## APHA Income 01/04/2019 - 31/03/2020

Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
29/11/2019	AGM 14 2019	Suffolk Coastal PHA - AGM	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
29/11/2019	AGM 181119	Keith Morely - Accomodation for AGM	-£ 157.70	£ -	-£ 157.70	-£ 157.70
17/12/2019	BEL 04 2019	Newry, Mourne and Down BC - Belfast Training	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00
19/12/2019	AGM 12 2019	South Cambridgeshire DC - AGM	-£ 120.00	-£ 24.00	-£ 144.00	-£ 144.00
23/12/2019	Inv 04-19	RHE Global - Sponsorship of APHA Newsletter	-£ 1,500.00	-£ 300.00	-£ 1,800.00	-£ 1,800.00
24/12/2019	BEL 08 2019	Mid and East Antrim BC - Belfast Training	-£ 200.00	-£ 40.00	-£ 240.00	-£ 240.00
30/12/2019	Inv 03-19	London Borough of Hillingdon - Job Advertisements	-£ 75.00	-£ 15.00	-£ 90.00	-£ 90.00
09/01/2020	FN2019 001	FSA bid first installment	-£ 21,156.72	£ -	-£ 21,156.72	-£ 21,156.72
13/01/2020	BEL 07 2019	Ards and North Down BC - Belfast Training	-£ 300.00	-£ 60.00	-£ 360.00	-£ 360.00
13/01/2020	HDBK33	Diane Foy - Handbook	-£ 7.00	£ -	-£ 7.00	-£ 7.00
15/01/2020	MEM2019/048	Flintshire County Council - 19/20 Membership	-£ 85.00	-£ 17.00	-£ 102.00	-£ 102.00
17/01/2020	NEW012019	Vale of Glamorgan - Newport Training	-£ 300.00	-£ 60.00	-£ 360.00	-£ 360.00
21/01/2020	MEM2019/047	Suffolk Coastal Port Health Authority - Membership 19/20	-£ 300.00	-£ 60.00	-£ 360.00	-£ 360.00
21/01/2020	AGM 13 2019	Belfast City Council - AGM	-£ 30.00	-£ 6.00	-£ 36.00	-£ 36.00
24/01/2020	MEM2019/047	Causeway Coast and Glens BC - Membership 19/20	-£ 150.00	-£ 30.00	-£ 180.00	-£ 180.00
04/02/2020	NEW022019	Isle of Anglesey - Newport training	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
14/02/2020	MEM2019/050	City of London - 19/20 Membership	-£ 300.00	-£ 60.00	-£ 360.00	-£ 360.00
17/02/2020	NEW052019	Bristol City Council - Newport training	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
23/02/2020	NEW032019	London Borough of Hillingdon - Newport training	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00
28/02/2020	NEW062019	SwanseaBay Port Health - Newport Training	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
09/03/2020	NEW072019	Pembrokeshire County Council - Newport Training	-£ 150.00	-£ 30.00	-£ 180.00	-£ 180.00
10/03/2020	NEW052019	Flintshire County Council - Newport Training	-£ 400.00	-£ 80.00	-£ 480.00	-£ 480.00
16/03/2020	APHA082019	Belfast City Council - Cllr Headings accomodation	-£ 88.35	£ -	-£ 88.35	-£ 88.35
17/03/2020	NEW082019	Great Yarmouth - Newport Training	-£ 150.00	-£ 30.00	-£ 180.00	-£ 180.00
20/03/2020	NEW092019	Bristol - Newport Training	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
20/03/2020	MEME2020/021 (1)	Luton - Membership 20/21 (part payment)	-£ 342.00	-£ 68.40	-£ 410.40	-£ 410.40
23/03/2020	MEM2020/017	Kings Lynn BC - Membership 20/21	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
23/03/2020	MEM2020/038	Stroud DC - Membership 20/21	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
27/03/2020	MEM2020/042	Vale of Glamorgan - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
31/03/2020	MEM2020/045	Salford City Council - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
			<b>-£ 69,061.83</b>	<b>-£ 6,944.53</b>	<b>-£ 76,006.36</b>	<b>-£ 76,006.36</b>

## APHA Expenditure 01/04/2020 - 11/05/2020

Date Paid	Invoice No	Supplier	Nett	Vat	Gross
14/04/2020	PUR40-2019	Lansdowne Website Admin + Maintenance	£ 1,650.00	£ 330.00	£ 1,980.00
30/04/2020		HMRC VAT ANNACC April	£ 660.00	£ -	£ 660.00
30/04/2020		Bank Charges to 08/04/2020	£ 6.50	£ -	£ 6.50
			<b>£2,316.50</b>	<b>£330.00</b>	<b>£2,646.50</b>

### Summary

Opening balance 1 Apr 19	£74,549.90
Expenditure to 31 Mar 20 (Incl VAT)	-£2,646.50
Income to 11 May 20 (Incl VAT)	£ 17,949.00
 Balance as at 11 May 20	 <b>£89,852.40</b>

## APHA Income 01/04/2020 - 11/05/2020

Date Paid	Invoice No	Supplier	Nett	Vat	Gross
02/04/2020	MEM2020/014	Falklands Government - Membership 20/21	-£ 360.00	£ -	-£ 360.00
03/04/2020	MEM2020/013	Falkirk District Council - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
03/04/2020	MEM2020/028	North West Leicestershire Council - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
03/04/2020	MEM2020/049	East Suffolk Council - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
07/04/2020	MEM2020/035	Seafish Industry - Membership 20/21	-£ 885.00	-£ 177.00	-£ 1,062.00
07/04/2020	MEM2020/022	Aberdeenshire Council - Membership 20/21	-£ 360.00	-£ 72.00	-£ 432.00
09/04/2020	MEM2020/019	Isle of Man Government - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
14/04/2020	MEM2020/048	Flintshire County Council - Membership 20/21	-£ 360.00	-£ 72.00	-£ 432.00
15/04/2020	MEM2020/046	London Borough of Hillingdon - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
15/04/2020	MEM2020/011	Doncaster Council - Membership 20/21	-£ 360.00	-£ 72.00	-£ 432.00
16/04/2020	MEM2020/001	Aberdeen City - Membership 20/21	-£ 360.00	-£ 72.00	-£ 432.00
16/04/2020	MEM2020/039	Swansea bay PHA - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
16/04/2020	MEM2020/041	Uttlesford DC - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
20/04/2020	MEM2020/030	Plymouth CC - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
23/04/2020	MEM2020/036	States of Guernsey - Membership 20/21	-£ 360.00	£ -	-£ 360.00
27/04/2020	MEM2020/052	Newport CC - Membership 20/21	-£ 360.00	-£ 72.00	-£ 432.00
29/04/2020	Inv 05-19	Advertisement - NiwriMedia	-£ 140.00	£ -	-£ 140.00
30/04/2020	HDBK34	Clarkson Port Services Ltd - Josh Calder - Handbook	-£ 7.00	£ -	-£ 7.00
04/05/2020	MEM2020/018	Isle of Anglesey CC - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
06/05/2020	MEM2020/033	River Tees PHA - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
11/05/2020	MEM2020/050	London PHA - Membership 20/21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
			<b>-£ 15,102.00</b>	<b>-£ 2,847.00</b>	<b>-£ 17,949.00</b>

**Association of Port Health Authorities**

Company Registration Number:

02346876 (England and Wales)

**Micro-entity Accounts**

**Period of Accounts**

**Start Date:** 1<sup>st</sup> April 2019

**End Date:** 31<sup>st</sup> March 2020

**Micro-entity Balance Sheet as at 31 March 2020**

	2019	2018
	£	£
Fixed assets	-	-
Current assets	<b>80,728</b>	78,033
Prepayments and accrued income	-	-
Creditors: amounts falling due within one year	<b>(555)</b>	(170)
Net current assets (liabilities)	<b>80,173</b>	77,863
<b>Total assets less current liabilities</b>	<b>80,173</b>	77,863
Creditors: amounts falling due after more than one year	<b>0</b>	0
Provisions for liabilities	<b>0</b>	0
Accruals and deferred income	<b>(3,162)</b>	(15,150)
<b>Total net assets (liabilities)</b>	<b>77,011</b>	62,713
<b>Reserves</b>	<b>77,011</b>	62,713

For the year ending 31<sup>st</sup> March 2020, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors on \_\_\_\_\_

**SIGNED ON BEHALF OF THE BOARD BY:**

Name:

Status:

**Association of Port Health Authorities**

Company Registration Number:

02346876 (England and Wales)

**(Unaudited) Financial Statements**

**Period of Accounts**

**Start Date:** 1<sup>st</sup> April 2019

**End Date:** 31<sup>st</sup> March 2020

**ASSOCIATION OF PORT HEALTH AUTHORITIES**

**Company Information**

**for the Period Ended 31<sup>st</sup> March 2020**

**Directors:**

G Morgan

J Warman

**Registered office address:**

Finance Strategy, Business Support Department Medway Council,  
Gun Wharf, Dock Road,  
Chatham,  
ME4 4TR

**Company  
Registration  
Number:**

02346876 (England and Wales)

**ASSOCIATION OF PORT HEALTH AUTHORITIES**  
**PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020**

	Notes	2019 £	2018 £
<b>TURNOVER</b>	<b>2</b>	<b>67,783</b>	84,212
Cost of sales	<b>3</b>	<b>(4,818)</b>	(7,364)
<b>GROSS PROFIT</b>		<b>62,965</b>	76,848
Administrative expenses	<b>4</b>	<b>(48,667)</b>	(41,234)
<b>OPERATING (LOSS)/PROFIT</b>		<b>14,298</b>	35,614
Interest receivable and similar income		-	-
<b>(LOSS)/PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>14,298</b>	35,614
Tax on (loss)/profit on ordinary activities		-	-
<b>PROFIT/(LOSS) FOR THE FINANCIAL YEAR</b>		<b>14,298</b>	35,614



**STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2020**

	Notes	2019 £	2018 £
<b>Current assets</b>			
Short-term debtors	5	3,002	12,741
Payments in advance	6	3,176	-
Cash at bank and in hand	7	74,550	65,292
<b>Total current assets:</b>		<u>80,728</u>	<u>78,033</u>
<b>Current liabilities</b>			
Short-term creditors	8	555	170
Cash received in advance	9	3,162	15,150
<b>Total current liabilities</b>		<u>3,717</u>	<u>15,320</u>
<b>Net current assets/(liabilities)</b>		<u>77,011</u>	<u>62,713</u>
<b>Total net assets/(liabilities)</b>		<u>77,011</u>	<u>62,713</u>
<b>Capital and reserves</b>			
Profit and loss account		77,011	62,713
		<u>77,011</u>	<u>62,713</u>
<b>Profit and loss account</b>			
		£	£
At 1 April 2019		62,713	27,099
Profit/(Loss) for the financial year		14,298	35,614
At 31 March 2020		<u>77,011</u>	<u>62,713</u>

For the year ending 31<sup>st</sup> March 2020, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors on \_\_\_\_\_

**SIGNED ON BEHALF OF THE BOARD BY:**

Name:

Status:

## Association of Port Health Authorities

### Notes to the Financial Statements for the Period Ended 31<sup>st</sup> March 2020

#### 1 Accounting policies

##### Basis of measurement and preparation of accounts

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and in accordance with the Financial Reporting Standard for Smaller Entities (Effective January 2015).

##### Turnover policy

The turnover shown in the profit and loss account represents revenue recognized by the company in respect of subscriptions and services supplied during the period, exclusive of Value Added Tax and trade discounts.

	2019	2018
	£	£
<b>2 Turnover</b>		
Subscriptions	<b>36,367</b>	29,890
Sponsorship	<b>2,000</b>	1,000
Training income	<b>5,950</b>	3,610
AGM income	<b>1,570</b>	2,625
Handbook income	<b>14</b>	79
Advertising income	<b>725</b>	150
Contribution	-	253
FSA Grant	<b>21,157</b>	45,719
Previous Year	-	885
	<b>67,783</b>	<b>84,212</b>

	2019	2018
	£	£
<b>3 Cost of sales</b>		
Training cost	<b>2,986</b>	1,560
AGM cost	<b>1,213</b>	2,213
PLaN Group cost	<b>262</b>	329
Executive Board Cost	<b>168</b>	-
Handbook publishing	-	3,124
Previous Year	<b>190</b>	138
	<b>4,819</b>	<b>7,364</b>

**ASSOCIATION OF PORT HEALTH AUTHORITIES**

	<b>2019</b>	2018
	£	£
<b>4 Administration expenses</b>		
Printing, postage and stationery	<b>33</b>	217
Room hire	-	570
Catering	-	66
Website hosting	<b>6,600</b>	7,190
Finance and Administration expenses	<b>5,500</b>	5,000
Bank charges	<b>78</b>	78
Executive Officer (formerly Secretary)	<b>33,755</b>	26,069
Awards / Gifts	-	25
Chairman's expenses	<b>250</b>	750
EB & O&S Members expenses	<b>432</b>	1,236
Computer software / IT costs	<b>999</b>	-
Mobile phone	<b>399</b>	-
Sundry expenses	-	33
Depreciation – Plant and Machinery	-	-
Depreciation – Fixtures and Fittings	-	-
Loss on write-off of Intangible Fixed Assets	-	-
18/19 Expenses	<b>620</b>	-
	<b><u>48,667</u></b>	<b><u>41,234</u></b>
<b>5 Short-term debtors</b>	<b>£</b>	£
FSA Grant	-	11,152
Delegate fees - AGM 18/10/2018	-	265
Training fees - Aberdeen 29/03/2019	-	300
Membership 2018/19	-	592
Advertising fees – NiwriMedia 27/02/2020	150	-
Handbook fee – Josh Calder 11/03/2020	7	-
VAT net Income due from HMRC	2,845	472
	<b><u>3,002</u></b>	<b><u>12,741</u></b>
<b>6 Payments in Advance</b>	<b>£</b>	£
Executive Officer – G Gould 24/03/2020	<b>176</b>	-
Admin – Swansea Bay PHA 24/03/2020	<b>3,000</b>	-
	<b><u>3,176</u></b>	<b><u>-</u></b>
<b>7 Cash and cash equivalents</b>	<b>£</b>	£
Account 61503111 (Falmouth)	74,550	65,292
	<b><u>74,550</u></b>	<b><u>65,292</u></b>

**8 Short-term creditors**

	£	£
Training cost – Aberdeen Catering cost 26/03/2019	-	170
Website fees – Lansdowne	<b>550</b>	-
Bank Charges – 09/03/2020	<b>5</b>	-
VAT net Income due to HMRC	-	-
	<u><b>555</b></u>	<u>170</u>

**9 Cash received in advance**

	£	£
Various subscriptions relating to 2020/21	3,162	15,150
	<u><b>3,162</b></u>	<u>15,150</u>

DRAFT

<b>Expenditure</b>	<b>Budget</b>	<b>31/03/2020 Actuals</b>	<b>13/03/2020 Forecast</b>	<b>Change in Forecast</b>	<b>Notes</b>
APHA Administration	2,500.00	2,500.00	2,500.00	0.00	
APHA Finance	2,500.00	3,000.00	3,000.00	0.00	
Webmaster	6,600.00	6,050.00	6,600.00	550.00	Final invoice due to be paid in 20/21
Executive Officer Expenses	3,750.00	2,522.98	2,341.69	(181.29)	£114 Seafish, Major ports & south
Executive Officer Consultancy	16,250.00	20,792.07	20,800.00	7.93	PLaN Meeting
<b>Executive Officer Invoices &amp; Expenses</b>	<b>20,000.00</b>	<b>24,354.55</b>	<b>23,141.69</b>	<b>(1,212.86)</b>	
Exec Officer remuneration	7,500.00	10,440.00	10,400.00	(40.00)	
Chairman's Allowance	750.00	250.00	250.00	0.00	
PLaN Groups	5,000.00	261.90	5,000.00	4,738.10	No expenditure received for 4 PLaN groups
Executive Board Meeting	600.00	168.32	177.05	8.73	
Executive Board Expenses	1,500.00	431.54	431.54	0.00	
Bank Charges	80.00	73.33	70.30	(3.03)	
Expenses (Postage, Stationery etc.)	184.00	1,431.86	35.09	(1,396.77)	£1,199 Laptop + £444 Mobile phone
Companies House	15.00	13.00	13.00	0.00	
Training	1,400.00	2,985.70	2,657.50	(328.20)	John Ambrose £328.20
AGM	1,300.00	1,212.56	1,212.56	0.00	
Handbook	26.00	-	-	0.00	
Previous Year Expenditure	-	1,189.39	1,189.39	0.00	
	<b>49,955.00</b>	<b>53,322.65</b>	<b>56,678.12</b>	<b>3,355.47</b>	

<b>Income</b>					
Membership	(34,482.00)	(36,367.00)	(36,367.00)	0.00	
Sponsorship	0.00	(2,000.00)	(2,000.00)	0.00	
Contribution	0.00	0.00	0.00	0.00	
AGM	(2,360.00)	(1,570.00)	(1,570.00)	0.00	
Training	(3,610.00)	(5,950.00)	(5,950.00)	0.00	
Handbook	(65.00)	(218.00)	(229.31)	(11.31)	Payments to be received in 20/21
Advertising	(150.00)	(575.00)	(725.00)	(150.00)	Payments to be received in 20/21
	<b>(40,667.00)</b>	<b>(46,680.00)</b>	<b>(46,841.31)</b>	<b>(161.31)</b>	

**Net Expenditure** 9,288.00 6,642.65 9,836.81 3,194.16

**OPENING Balance Reserve** 62,713.00

#### Operating Activities

**Estimated Profit/(Loss)** (6,642.65)  
**Estimated Closing Balance Reserve** 56,070.35

#### Grant Income

FSA 1st	0.00	(21,156.72)	(21,156.72)	21,156.72
FSA 2nd	0.00	(32,884.00)	(36,343.28)	36,343.28
FSA 3rd	0.00	(3,500.00)		
	<b>0.00</b>	<b>(57,540.72)</b>	<b>(57,500.00)</b>	<b>57,500.00</b>

**Estimated Profit/(Loss)** 57,540.72  
**Estimated Closing Balance Reserve** 113,611.07

## APHA - Projected Net Expenditure for 2020/21 as at 18/05/2020

Expenditure	20/21		19/20 Budget	20/21 Budget	Variance (Prior Year -v- Current Year)	Comments/Assumptions Used
	20/21 Actual	Forecast				
APHA Administration	-	2,500.00	2,500.00	2,500.00	0.00	
APHA Finance	-	3,000.00	2,500.00	3,000.00	500.00	£500 increase in finance fees
Webmaster	-	6,600.00	6,600.00	6,600.00	0.00	
Executive Officer Invoices & Expenses	-	24,600.00	20,000.00	24,600.00	4,600.00	
Exec Officer remuneration	-	10,400.00	7,500.00	10,400.00	2,900.00	Remuneration increased to £2,400 every 12 weeks
Chairman's Allowance	-	-	750.00	-	(750.00)	N/A
PLaN Groups	-	5,000.00	5,000.00	5,000.00	0.00	
Executive Board Meeting	-	170.00	600.00	170.00	(430.00)	Less expenditure incurred last f/y
Executive Board Expenses	-	450.00	1,500.00	450.00	(1,050.00)	Less expenditure incurred last f/y
Bank Charges	-	80.00	80.00	80.00	0.00	
Expenses (Postage, Stationery etc.)	-	184.00	184.00	184.00	0.00	
Companies House	-	15.00	15.00	15.00	0.00	
Training	-	2,250.00	1,400.00	2,250.00	850.00	Based on three training courses
AGM	-	1,300.00	1,300.00	1,300.00	0.00	
Handbook	-	-	26.00	-	(26.00)	Less expenditure incurred last f/y
Previous Year Expenditure	-	-	-	-	0.00	
	<b>0.00</b>	<b>56,549.00</b>	<b>49,955.00</b>	<b>56,549.00</b>	<b>6,594.00</b>	
<b>Income</b>			01/04/2019	18/05/2020	31/03/2020	
Membership	0.00	(38,382.00)	(34,482.00)	(38,382.00)	(3,900.00)	5 additional memberships
Sponsorship	0.00	(2,000.00)	0.00	(2,000.00)	(2,000.00)	£2,000 sponsorship from RHE Global
Contribution	0.00	0.00	0.00	0.00	0.00	
AGM	0.00	(1,570.00)	(2,360.00)	(1,570.00)	790.00	Less income received last f/y
Training	0.00	(4,462.50)	(3,310.00)	(4,462.50)	(1,152.50)	Based on three training courses
Handbook	0.00	(218.00)	(65.00)	(218.00)	(153.00)	
Advertising	0.00	(575.00)	(150.00)	(575.00)	(425.00)	2 more advertisements than last f/y
Previous Year Income	0.00	0.00	0.00	0.00	0.00	
	<b>0.00</b>	<b>(47,207.50)</b>	<b>(40,367.00)</b>	<b>(47,207.50)</b>	<b>(6,840.50)</b>	
<b>Net Expenditure</b>	<b>0.00</b>	<b>9,341.50</b>	<b>9,588.00</b>	<b>9,341.50</b>	<b>(246.50)</b>	
<b>OPENING Balance Reserve</b>				62,712.91		
<b>Operating Activities</b>						
<b>Estimated Profit/(Loss)</b>				<u>(9,341.50)</u>		
<b>Estimated Closing Balance Reserve</b>				<u>53,371.41</u>		
<b>Grant Income</b>						
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Estimated Profit/(Loss)</b>				0.00		
<b>Estimated Closing Balance Reserve</b>				<u>53,371.41</u>		