

Dear Contractor

RE: Community Pharmacy Herefordshire & Worcestershire (LPC) Accounts voting 2023/24

The CPHW accounts balance at end of year 2023-24 was **£171,537** (levy related funds including accruals and prepayments including the CPE Levy for 24-25 part 1 £54,071), with an expenditure of **£176,452** against a planned budget of **£190,000** and income of **£186,729 (including £5,326 from the NHS MOU account in March)**. Actual bank balance at year end was **£120,945**.

We had some funding from NHSEI and ICB against MOUs – whilst much of this is for additional activities – some things such as Contractor engagement / training and service support activity would have been undertaken anyway at the CPHW's own expense. We received a significant amount of NHSEI / ICB funding subject to MOUs and some held for the ICB. (an overview of how this funding has been allocated is shared separately within the Annual Report).

We have, as set out in our plans last year, appointed services and engagement support across our LPC and our neighbours (CPA) with whom we share office and team resources, working as a collaborative.

Points of note on the accounts:

- The shared support and office function changes have now annualised.
- Treasurer is also now employed (a few hours per month) and so honorarium and wages are within the Gross Wages line of accounts. Chair honorarium also paid through payroll.
- To support the increased engagement and service support, we have invested in a Services Project Support Officer alongside our shared engagement lead has been appointed in June 2023. We had some seed funding for this role from the ICB (CCG) and NHSE. This will allow us to part fund the role for two years with NHS Funds (MOU funds of £5,326 in 2023-24). We have provided training and resources from the MOU Funds including Pharmacy First ENT face to face training for 150 pharmacists and hard copy as well as e-copy resources packs for every pharmacy. As well as implementation support for new advanced services and DMS including some external expert support (MOU funds of £25,000 in 2023-24).
- There are some accruals and pre-payments remain on the 'books'

Budget for 24-25 £215,450 (monthly average £17,954.17) (including £108,141.70 CPE Levy)

Contingency Held for 24-25 £27,000 to mitigate risks (employment allowance recovery, LPC closure) + £7,000 to mitigate against MOU Funds part funding services project officer. Total contingency = £34,000

Levy Accounts end March: £171,537

Reserves = £171,537 – 34,000 = £137,537 64% 7.6 months

We hope that these suggestions meet with your approval if you have any queries, please contact the CPHW office in the first instance and we will be happy to explain further. ahwlpc@gmail.com