

## 1. Introduction

- 1.1 The total budget is split into two parts. Part One consists of the items agreed [with North Tyneside Council] as host expenses. Part Two consists of LINK expenses. From time to time VODA may propose some variation between the two parts of the budget and these will need to be agreed by the Board. VODA undertakes to try to maximise the amount available for LINK expenditure.
- 1.2 Procurement, expenditure and accounting for both parts of the budget will be carried out using the various procedures and protocols outlined in the VODA Financial Policy and Procedures.

## 2. Host budget

- 2.1 The host budget meets the costs of VODA in hosting the LINK. This section includes the following budget heads:

### Overheads

- Staff salaries, pensions and NI
- Recruitment
- Staff travel
- Staff training
- Rent, heat, light
- Office costs
- Audit and Insurance
- Equipment
- Management and admin including finance

### LINK Development Budget

- Meeting costs and events
- Marketing / publicity
- Web design and management
- Database design and management

- 2.2 VODA will report expenditure under these heads to the LINK Board. Reports will be available quarterly and will form an agenda item at Board Meetings.

## 3. The LINK budget

- 3.1 The LINK budget meets the costs of LINK governance and LINK activities. This section includes:
- Governance training and facilitation
  - Projects
- 3.2 The LINK Board will decide expenditure under these heads. During March the LINK

Board will consider and agree a budget for the next financial year. The Board will determine the payments for all commissioned work in light of the funds available.

**4. Review**

4.1 This policy will be revised by June 2012.

4.2 A report of budget expenditure will be shown as part of the Annual Report produced by LINK.

**LINK Manager  
June 2011**