

Westfield Parish Council Proposed Budget 2017 18

updated: 07/02/2017

CODE	ITEM	Current budget 2016 17	Actual at 6 months	Estimate to year end	Proposed 2017 18 budget	NOTES
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This shading denotes items in the remit of the E&D Committee

EXPENDITURE**1 Central Services**

4001	Wages & Salaries	33,360	15,794	32,044	33,692	
4002	Employers NIC	2,569	555	1,137	1,212	see Salaries budget
4003	Employers Superan	6,473	3,427	6,954	5,492	
4005	Training	536	0	536	1,675	Carry over any unspent to earmarked reserves at year end Add AAT Level 3 - £1,629. (Level 4 is estimated at £1689)
4006	Employment Services	842	833	833	865	Ellis Whittam 3-year agreement ends 2016-17 - assume £782+3% increase upon renewal + Moneysoft licence £60 (cost for 2016).
4008	Travel & Subsistence	200	19	200	200	
4013	Rent Payable (office premises)	5,838	2,919	5,838	6,013	3 year commitment to Oval Homes ending December 2017 £5838 +3% to allow to for possible increase from January 2018
4018	Health and Safety	890	439	1,110	931	This year there were additional costs associated with legionella testing and monitoring. Annual tree survey £200 + PAT testing £75 and fixed elects testing £130 + fire extinguisher service £88 + legionella survey £300 (every 2 years in Feb: 2018, 2020, 2022 etc) + boiler service £120 +3%
4021	Telephone & fax	400	161	400	400	GPS £23pcm + calls (average £8pcm)
4022	Postage	300	6	200	200	suggest reduction based on estimate to year-end
4023	Stationery, Printing & Publications	2,000	187	1,000	1,000	suggest reduction based on estimate to year-end
4024	Subscriptions	981	979	979	999	SLCC/ILCM £246; NALC & ALCA £709.22 (confirmed) ; Data Protection £35 + 3%
4025	Insurance	2,754	2,808	2,808	2,906	IPT increases from 9.5-10%. LTA with Zurich until April 2017. 2808+0.5% IPT+3%=2906
4026	Photocopying charges	750	404	800	856	this year increased by 7% on 2015 price and 2017 price is 7% increase on 2016 so budget for another 7% increase on 2016 estimate to year-end
4027	Information Technology	2,340	1,315	2,340	2,200	Broadband £20 pcm +3%; Apollo £1147+ 3%; Back-up £432, Hosted exchange £180; RBS Omega support and maint £360 pa (checked)
4030	Recruitment	500	0	500	500	
4036	Furniture & Equipment	250	0	250	250	
4050	Bank charges	0	20	90	120	Budget for cost of duplicate banks statements - £10 per month
4055	Legal Fees	2,000	0	2,000	0	Carry over any unspent to earmarked reserves at year end. As there will be £6000 in reserves at end of 2016-7 no need to budget more at the moment.
4056	Audit Fees - External	400	-600	625	600	New Audit arrangements but fees will be the same as previously - at least in the first year (confirmed by ALCA)
4057	Audit Fees - Internal	350	0	350	335	Two visits at 162.50 each + 3%
4058	Accountancy Support	755	-17	755	955	DCK £390 year end closedown £325 Accounts production plus mileage £40. £200 for VAT Partial Exemption calculation - this is likely to be necessary this year because of the large amount of funds spent on the two recreation grounds.
	Sub total	64,488	29,249	61,749	61,401	

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100 Corporate Management

4061	Pension deficit funding	5,500	2,750	5,500	5,534
	Sub total	5,500	2,750	5,500	5,534

The deficit for the years 2017/8-2019/0 is to be paid in a lump sum (£16,600) but should still be budgetted to ensure that the payment is recovered over that period.
£16,600 = £5534 per year

101 Democratic Process

4005	Training	1,000	0	1,000	1,000
4007	Conference expenses	500	0	500	500
4008	Travel and subsistence	300	0	300	300
4131	Meeting rooms/hospitality	1,000	300	1,000	1,000
	Sub total	2,800	300	2,800	2,800

Carry over any unspent into earmarked reserves

Hire of boardroom for meetings - £660 + other ad hoc expenses

102 Civic Support

4101	Chairs allowance	600	0	600	600
4102	Civic expenses	1,700	546	700	100
	Sub total	2,300	546	1,300	700

2016-7 included extra for Chain of Office - back to previous standard budget

199 Capital and projects

4901	Loan interest	2,000	848	1,696	1,696
4902	Loan capital repaid	5,374	2,839	5,678	5,678
4990	Rolling capital provision	5,500	0	5,500	0
	Sub total	12,874	3,687	12,874	7,374

£3686.72 x 2 payments per year (this includes loan repayment and interest - the split of loan/interest varies). Loan to be repayments finish 3/8/2025

Carry over any unspent into earmarked reserves.

As Rolling Capital is now a healthy balance no need to budget more at the moment.

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202 Community Support						
4203	Grants	16,819	0	16,819	17,324	current budget + 3%
4206	Neighbourhood Plan	2,640	2,640	2,640	3,000	Budget fully spent this year - now spending from reserves. Actual spend is £6654 (4014 from reserves) Budget £3000 for 2017-18 - provisional
4210	Website E&D	103	0	103	106	hosting and domain name £103+3%
4212	Newsletter E&D	5,200	2,600	5,200	5,320	£1000+3% per quarter to Ignyte and £300 per quarter for delivery.
4223	Christmas Lights / trees	5,488	3,819	8,913	9,276	£998 put up / take down existing display + £500 for trees + £100 for electricity + TEN £25 + FC presents / refreshments £150+ £6300 for lights on lampposts + £300 for testing/problems+ £200 for electricity for lampposts + £30 for advert for switch-on + £113 Sound system for event + £175 for Silver Band + £375 for Lamps & Tubes to attend Switch-On Day + £10 christmas cards
4224	Parish Environment E&D	2,250	267	2,250	2,250	ad hoc maintenance and projects - eg. weeding around the Christmas tree, repairs to irrigation system.
4227	E & D Projects E&D	5,000	627	5,000	5,000	Carry over any surplus to earmarked reserves
4229	Play equipment renewal E&D	10,000	0	10,000	0	Carry over any surplus to earmarked reserves. Remove for the time being.
4230	Flowers in Public Places E&D	5,500	2,047	5,500	5,775	Increase by 5%.
4231	De-fibrillator	80	40	80	80	sundry items such as replacement pads
4232	Community projects	0	0	0	500	Actual spend at 6 months is £1128 but this has been paid for out of EMR. Fun Day made a profit / broke even but no more funds from Big Local to pay for events so budget a small contingency.
NEW	Telephone Box	0	0	0	500	Budget for ongoing small maintenance/refurbishment tasks.
NEW	Youth Provision	0	0	0	15,342	as per E&D minutes 10.10.16 - Waiting on Sam Plummer for costs but this is the current full cost of running the service.
NEW	Heritage Walk	0	0	0	1,000	as suggested at F&P - figure to be estimated for now.
	Sub total	53,080	12,040	56,505	65,473	
303 Allotments						
4039	Grounds maintenance E&D	100	0	100	100	
	Sub total	100	0	100	100	
	Total expenditure	141,142	48,572	140,828	143,382	

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INCOME

1176	Precept	179,900	89,950	179,900	181,953	
1178	LTO Management fee	0	6,602	3,301	0	£6602 represents LTO fee for first 6 months of Year 2 - calculate that WPC will step down after 3 months and have to return half the fee.
1196	Interest received	700	373	700	600	No budget for next year as WPC is relinquishing this work. NB. Loss of Big Local funds.
1181	Parish Grant from B&NES	15,730	7,865	15,730	7,870	Corp Treasury around £20pcm (£240) and Fixed rate acc around £375pa based on £75K in fixed rate at 0.5% interest
1012	Allotments income - WAGS	100	100	100	100	Confirmed by BANES: 17-18 £7870, 18-19 £3940, 19-20 £0
1032	Fun Day and Xmas Fair income	500	1,032	1,050	500	budget cautiously in case of bad weather etc
1035	Neighbourhood Plan	0	0	5,967	0	not to be budgetted as outcome of grant bids cannot be guaranteed
1177	Grants received	0	1,500	1,500	0	this is WCIF grant for benches

	Total income	196,930	107,422	208,248	191,023	
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	<i>Deficit / surplus</i>	<i>55,788</i>	<i>58,850</i>	<i>67,420</i>	<i>47,641</i>	
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