



FELIXSTOWE TOWN COUNCIL

Financial Forecast covering period of Business Plan

2016 - 2020

	Actual 2016-17	Budget 2017-18	Forecast Budget 2018-19	Forecast Budget 2019-20
Administration				
Expenditure	277,516	257,053	264,209	269,739
Income	562,055	556,842	568,436	579,251
Subtotal	-284,539	-299,789	-304,227	-309,512
Town Hall				
Expenditure	70,993	84,046	85,156	86,348
Income	17,919	17,267	17,967	18,667
Subtotal	53,074	66,779	67,189	67,681
Walton Community Hall				
Expenditure	7,274	10,407	10,630	10,875
Income	9,654	7,500	7,750	8,000
Subtotal	-2,380	2,907	2,880	2,875
Broadway House				
Expenditure	10,616	6,199	6,308	6,415
Income	468	2,000	2,040	2,081
Subtotal	10,148	4,199	4,268	4,334
Cemetery				
Expenditure	128,754	134,175	136,752	140,893
Income	85,162	64,815	64,865	64,915
Subtotal	43,592	69,360	71,887	75,978
Allotments				
Expenditure	26,163	28,095	28,574	29,078
Income	14,407	14,400	14,900	15,400
Subtotal	11,756	13,695	13,674	13,678
Civic & Community				
Expenditure	31,853	37,330	37,930	38,450
Income	3,992	7,992	7,992	8,192
Subtotal	27,861	29,338	29,938	30,258
Section 137				
Expenditure	22,096	31,150	32,850	32,650
Income	0	0	0	0
Subtotal	22,096	31,150	32,850	32,650
Felixstowe in Flower				
Expenditure	8,902	9,440	9,440	9,440
Income	6,718	4,000	4,250	4,500
Subtotal	2,184	5,440	5,190	4,940
Communication				
Expenditure	5,512	5,798	6,090	6,395
Income	0	0	0	0
Subtotal	5,512	5,798	6,090	6,395
Community Fund Projects				
Expenditure	41,779	41,866	42,410	42,980
Income	6,500	0	0	0
Subtotal	35,279	41,866	42,410	42,980

	Actual	Budget	Forecast	Forecast
TOTALS	2016-17	2017-18	Budget	Budget
			2018-19	2019-20
General Reserves (c/f)	254,643	287,441	288,030	263,197
Earmarked Reserves (c/f)	676,245	624,669	653,337	696,021
TOTAL RESERVES (c/f balance)	930,888	912,110	941,367	959,218
Net Transfers from GF to Earmarked reserves	42,619	28,668	52,684	53,184
Expenditure	631,458	645,559	660,349	673,263
Expenditure (from reserves)	94,195	0	10,000	30,000
Income (non-Precept)	169,528	125,074	127,464	129,055
Precept	537,347	549,742	560,736	571,951
General Reserves (balance 31 March)	287,441	288,030	263,197	237,756
Earmarked Reserves (balance 31 March)	624,669	653,337	696,021	719,205
<i>Surplus/Shortfall</i>	<i>-18,778</i>	<i>29,257</i>	<i>17,851</i>	<i>-2,257</i>
TOTAL RESERVES (closing balance)	912,110	941,367	959,218	956,961
Increase on 2016/17 Precept*		12,395	10,994	11,215
*based on static taxbase		2.31%	2.00%	2.00%



FELIXSTOWE TOWN COUNCIL

Financial Forecast covering period of Business Plan 2016 - 2020

Committee: Finance & General Purposes

Cost Centre: 101 Administration

Code	Description	Actual 2016-17	Budget 2017-18	Forecast		Notes/ Action Plan Ref
				Budget 2018-19	Forecast Budget 2019-20	
Expenditure						
4000	Employee Salaries	164,810	160,404	163,612	166,884) FC5-8, F&GP 1-10
4001	Employer National Insurance	15,321	15,418	15,726	16,040) A&S1-9,C&C1-12
4002	Employer Pension Contributions	60,234	36,496	37,226	37,970) PE1-4, P3, HA1-8, FF1-2
4030	Training	2,506	5,000	7,000	7,000	FC1, P1-2
4040	Travel & Expenses	239	1,600	1,600	1,600	FC2
4260	Equipment Purchases	149	0	0	0	
4270	Printer/Photocopier	3,290	3,400	3,570	3,750)
4400	Stationery	1,111	1,500	1,500	1,500) FC5-8, F&GP 1-10
4425	Postage	1,683	2,000	2,000	2,000) A&S1-9,C&C1-12
4441	Telephone Calls	6,800	6,600	6,900	7,275) PE1-4, P3, HA1-8, FF1-2
4446	Mobile Phone	260	300	130	130)
4460	Subscriptions	3,244	3,135	3,215	3,300	FC1, P1-2
4461	External Audit	1,300	1,300	1,365	1,435	FC7
4462	Internal Audit	553	300	315	330	FC7
4464	Insurance	8,410	9,000	9,450	9,925	FC6 & F&GP9
4468	Miscellaneous	83	250	250	250	
4470	Publications	0	50	50	50	FC1, P1-2
4471	Advertising & Promotion	1,112	2,000	2,000	2,000	A&S 3,6; C&C3,4,7
4481	IT Maintenance & Software	4,386	5,000	5,000	5,000	
4490	Professional Fees	954	2,000	2,000	2,000	
4500	Bank Charges	1,071	1,300	1,300	1,300	F&GP7
	Administration Expenditure	277,516	257,053	264,209	269,739	
Income						
1805	Bank Interest Received	4,433	5,600	5,700	5,800	
1830	Community Infrastructure Levy	911	1,500	2,000	1,500	P&E3
1850	Miscellaneous Income	0	0	0	0	
1900	Precept	537,347	549,742	560,736	571,951	F&GP3
1901	Transition Grant	19,364	0	0	0	
	Sub-Total Income	562,055	556,842	568,436	579,251	
	101 Administration Expenditure-Income	-284,539	-299,789	-304,227	-309,512	

Committee: Assets & Services

Cost Centre: 201 Town Hall

Code	Description	Actual 2016-17	Budget 2017-18	Forecast		Notes/ Action Plan Ref
				Budget 2018-19	Forecast Budget 2019-20	
Expenditure						
4000	Employee Salaries	13,992	22,904	23,362	23,829)
4001	Employer National Insurance	127	1,314	1,340	1,367) A&S2
4002	Employer Pension Contributions	210	806	822	840)
4030	Training	769	2,000	2,000	2,000	FC1, P1-2
4110	Rates	7,018	7,110	7,465	7,840)
4115	Water and Sewerage	321	380	400	420)
4120	Gas	1,265	2,500	2,625	2,750)
4122	Electricity	1,920	2,150	2,260	2,370) A&S2
4150	Cleaning	4,222	0	0	0)
4155	Cleaning Materials	0	1,000	1,000	1,000)
4170	Repairs and Maintenance	4,869	7,500	7,500	7,500)
4180	Licences	600	600	600	600	A&S3
4260	Equipment Purchases	505	550	550	600	A&S2
4466	Catering Sundries	443	500	500	500	A&S4
4553	Loan Repayments	34,732	34,732	34,732	34,732	
	Sub-Total Expenditure	70,993	84,046	85,156	86,348	
Income						
1000	Hirings	4,080	2,000	2,200	2,400)
1001	Weddings	5,054	7,500	8,000	8,500) A&S3
1030	Leases	8,785	7,767	7,767	7,767)
	Sub-Total Income	17,919	17,267	17,967	18,667	
	201 Town Hall Expenditure-Income	53,074	66,779	67,189	67,681	

Cost Centre: 202 Walton Community Hall

Code	Description	Actual 2016-17	Budget 2017-18	Forecast		Notes/ Action Plan Ref
				Budget 2018-19	Forecast Budget 2019-20	
Expenditure						
4000	Employee Salaries	2,590	2,686	2,740	2,795)
4001	Employer National Insurance	18	225	230	235) FC6 & A&S2
4002	Employer Pension Contributions	334	161	165	170)
4110	Rates	920	1,035	1,085	1,145)
4115	Water and Sewerage	268	350	370	390) A&S2
4122	Electricity	1,590	1,850	1,940	2,040)
4170	Repairs and Maintenance	1,554	4,000	4,000	4,000)
4260	Equipment Purchases	0	100	100	100)
	Sub-Total Expenditure	7,274	10,407	10,630	10,875	
Income						
1000	Hirings	9,654	7,500	7,750	8,000	A&S3
	Sub-Total Income	9,654	7,500	7,750	8,000	
	202 Walton Expenditure-Income	-2,380	2,907	2,880	2,875	

Cost Centre: 203 Broadway House

Code	Description	Actual 2016-17	Budget 2017-18	Forecast		Notes/ Action Plan Ref
				Budget 2018-19	Forecast Budget 2019-20	
Expenditure						
4000	Employee Salaries	8,869	4,545	4,640	4,730)
4001	Employer National Insurance	31	381	390	400) FC6, A&S2
4002	Employer Pension Contributions	1,634	273	278	285)
4030	Training	82	0	0	0) FC1, P1-2
4170	Repairs & Maintenance	0	1,000	1,000	1,000) A&S 2
	Sub-Total Expenditure	10,616	6,199	6,308	6,415	
Income						
1030	Leases, Rents & Licences	468	2,000	2,040	2,081	A&S3
	Sub-Total Income	468	2,000	2,040	2,081	
	203 Broadway House Expenditure-Income	10,148	4,199	4,268	4,334	

Cost Centre: 204 Cemetery

Code	Description	Actual 2016-17	Budget 2017-18	Forecast		Notes/ Action Plan Ref
				Budget 2018-19	Forecast Budget 2019-20	
Expenditure						
4000	Employee Salaries	80,875	85,648	87,360	89,110)
4001	Employer National Insurance	7,350	8,013	8,174	9,808) A&S5, & A&S7
4002	Employer Pension Contributions	19,692	13,981	14,261	14,546)
4030	Training	1,240	3,000	3,000	3,000	FC1, P1-2 & A&S5

4110 Rates	2,565	2,878	3,020	3,175)
4115 Water and Sewerage	250	330	347	364)
4122 Electricity	713	1,155	1,215	1,275)
4170 Repairs and Maintenance	3,217	4,000	4,000	4,000)
4260 Equipment Purchases	2,801	4,600	4,600	4,600) A&S5
4300 Vehicle Running Costs	2,118	2,125	2,230	2,345)
4320 Vehicle/Tool Hire	5,436	5,600	5,600	5,600)
4330 Fuel	1,976	2,200	2,300	2,425)
4446 Mobile Phone	513	595	595	595)
4466 Catering Sundries	8	50	50	50)
Sub-Total Expenditure	128,754	134,175	136,752	140,893
Income				
1032 Mobile Phone Mast	5315	5315	5,315	5,315)
1100 Internment Fees	53,475	40,000	40,000	40,000)
1120 Purchase of Graves	11,577	8,000	8,000	8,000)
1130 Memorials	11,076	10,000	10,050	10,100) A&S5
1140 Upkeep of Grave Spaces	2705	800	800	800)
1160 Admin Fees	1,014	700	700	700)
Sub-Total Income	85,162	64,815	64,865	64,915
204 Cemetery Expenditure-Income	43,592	69,360	71,887	75,978

Cost Centre: 205 Allotments

		Actual 2016-17	Budget 2017-18	Forecast Budget 2018-19	Forecast Budget 2019-20	Notes/ Action Plan Ref
Expenditure						
4000 Employee Salaries		14,236	15,114	15,416	15,725)	
4001 Employer National Insurance		1,297	1,414	1,442	1,471)	
4002 Employer Pension Contributions		3,476	2,467	2,516	2,567)	
4115 Water and Sewerage		2,101	2,100	2,200	2,315) A&S6	
4170 Repairs and Maintenance		3,849	5,000	5,000	5,000)	
4320 Vehicle/Tool Hire		1,204	2,000	2,000	2,000)	
Sub-Total Expenditure		26,163	28,095	28,574	29,078	
Income						
1080 Allotment Rents		14,407	14,400	14,900	15,400 A&S6	
Sub-Total Income		14,407	14,400	14,900	15,400	
205 Allotments Expenditure-Income		11,756	13,695	13,674	13,678	

Assets & Services					
Expenditure		243,800	262,922	267,420	273,609
Income		127,610	105,982	107,522	109,063
Expenditure-Income		116,190	156,940	159,898	164,546

Committee: Civic & Community

Cost Centre: 301 Civic & Community

		Actual 2016-17	Budget 2017-18	Forecast Budget 2018-19	Forecast Budget 2019-20	Notes/ Action Plan Ref
Expenditure						
4095 Honoraria		250	0	0	0	
4505 Mayoral Allowance		7,000	6,000	6,000	6,000 C&C2	
4511 Town Twinning		3,091	2,500	2,500	2,500 C&C6	
4512 Engraving/Sign Writing		75	200	200	200 C&C2	
4513 Civic Awards		511	600	1,200	1,200 Min # 10 2017/18 , C&C2	
4530 Civic Events		586	1,700	1,700	1,700 C&C2	
4600 CCTV		9,980	9,980	9,980	10,500 C&C12	
4605 Litter/Dog Bins		818	0	0	0) 4605 & 4612 now	
4612 Bus Shelter Cleaning		792	0	0	0) 4615 street furniture	
4615 Street Furniture			1,600	1,600	1,600) A&S9, HAC7	
4645 Christmas Lights		6,750	6,750	6,750	6,750 C&C7	
4650 Seasonal Events			6,000	6,000	6,000 C&C7	
4675 Youth Forum		2,000	2,000	2,000	2,000 C&C1	
Sub-Total Expenditure		31,853	37,330	37,930	38,450	
Income						
1800 Agency Income		3,992	3,992	3,992	4,192 C&C12	
1810 Donations & Sponsorship		0	4,000	4,000	4,000 C&C4	
Sub-Total Income		3,992	7,992	7,992	8,192	
301 Civic & Community Expenditure-Income		27,861	29,338	29,938	30,258	

Cost Centre: 302 Section 137 Expenditure

		Actual 2016-17	Budget 2017-18	Forecast Budget 2018-19	Forecast Budget 2019-20	Notes/ Action Plan Ref
Expenditure						
4531 Remembrance		296	300	500	300 C&C11	
4620 Annual Grants		6,800	5,850	7,350	7,350 C&C8	
4655 Occasional Grants		15,000	25,000	25,000	25,000 C&C8	
Sub-Total Expenditure		22,096	31,150	32,850	32,650	
302 Section 137 Expenditure-Income		22,096	31,150	32,850	32,650	

Cost Centre: 303 Felixstowe in Flower

		Actual 2016-17	Budget 2017-18	Forecast Budget 2018-19	Forecast Budget 2019-20	Notes/ Action Plan Ref
Expenditure						
4170 Repairs and Maintenance		3,595	0	0	0 4170/4290 now combined	
4290 Flowers & Containers		3,969	7,590	7,590	7,590)	
4512 Engraving/Sign Writing		324	500	500	500) C&C10	
4532 Felixstowe in Flower Events		1,014	1,350	1,350	1,350)	
Sub-Total Expenditure		8,902	9,440	9,440	9,440	
Income						
1810 Donations & Sponsorship		6,718	4,000	4,250	4,500 C&C10	
Sub-Total Income		6,718	4,000	4,250	4,500	
303 Felixstowe in Flower Expenditure-Income		2,184	5,440	5,190	4,940	

Cost Centre: 304 Communication

		Actual 2016-17	Budget 2017-18	Forecast Budget 2018-19	Forecast Budget 2019-20	Notes/ Action Plan Ref
Expenditure						
4420 Newsletter Print		2385	2490	2615	2,745 C&C9	
4421 Newsletter Distribution		1949	1958	2055	2,160 C&C9	
4483 Website		1,178	1,350	1,420	1,490 FC4, FC8 & C&C9	
Sub-Total Expenditure		5,512	5,798	6,090	6,395	
304 Communication Expenditure-Income		5,512	5,798	6,090	6,395	

Cost Centre: 305 Community Fund Projects

		Actual 2016-17	Budget 2017-18	Forecast Budget 2018-19	Forecast Budget 2019-20	Notes/ Action Plan Ref
Expenditure						
4625 Harwich Harbour Ferry Services		1,000	1,000	1,000	1,000 C&C8, HAC7	
4630 Level 2		10,000	10,000	10,000	10,000 C&C1, C&C8	
4640 Floral Bedding		10,779	10,866	11,410	11,980 C&C10	
4670 Felixstowe Forward		20,000	20,000	20,000	20,000 C&C3-4, FF1-2	
Sub-Total Expenditure		41,779	41,866	42,410	42,980	

Income	1810 Donations & Sponsorship	6,500	0	0	0	C&C4
	Sub-Total Income	6,500	0	0	0	
305 Community Fund Projects Expenditure-Income		35,279	42,410	42,410	42,980	
Civic & Community	Expenditure	110,142	125,584	128,720	129,915	
	Income	17,210	11,992	12,242	12,692	
	Expenditure-Income	92,932	114,136	116,478	117,223	

Earmarked Reserves

Cost Centre: 900 Earmarked Reserves - Expenditure		F&GP6				
Code	Description	Actual Expenditure 2016-17	Forecast Expenditure 2017-18	Forecast Expenditure 2018-19	Forecast Expenditure 2019-20	Notes
9010	Election Expenses	6,638	0	0	15,000	Full Council Election in May 2019
9015	Enhancement & Promotional	958	0	0	0	
9025	Asset Repairs & Renewals	0	0	0	15,000	Replacement of truck in 2019-20
9040	Cemetery Projects	16,885	0	0	0	
9050	Broadway House	1,480	0	10,000	0	Repairs and Refurbishments
9060	Town Hall Capital Refurb	7,821	0	0	0	
9065	Town Hall Maintenance	8,160	0	0	0	
9075	Community Fund	27,128	0	0	0	
9090	Staffing Reserve	25,125	0	0	0	
Total Earmarked Reserve Expenditure		94,195	0	10,000	30,000	

Cost Centre: 900 Earmarked Reserves - Transfers To/From		F&GP6				
Code	Description	Transfer to/from Reserves 2016-17	Transfer to/from Reserves 2017-18	Forecast Transfer to/from Reserves 2018-19	Forecast Transfer to/from Reserves 2019-20	Notes
9010	Election Expenses	5,000	6,000	6,000	6,000	£6,000 annual uplift towards election costs. Next full election May 2019
9015	Enhancement & Promotional	0	0	0	0	No uplift for 17/18 or proposed at this time, currently stands at £1,941
9020	Felixstowe in Flower	0	-8,428	-	-	Balance of reserve reallocated in 2017/18 budget.
9025	Asset Repairs & Renewals	3,000	3,000	3,000	3,000	£3,000 pa uplift towards asset replacements. Possible truck replacement in 2019-20
9030	IT Replacement Fund	0	0	0	0	No uplift for 17/18 or proposed at this time, currently stands at £3,117
9035	Recycling Credits	0	-2,434	-	-	Balance of reserve reallocated in 2017/18 budget.
9040	Cemetery Projects	20,000	20,000	20,000	20,000	£20,000 pa Uplift towards Cemetery extension project.
9050	Broadway House	2,500	2,500	2,500	2,500	£2,500 pa uplift for maintenance and repairs fund.
9055	Walton Community Hall	2,500	2,500	2,500	2,500	£2,500 pa uplift for maintenance and repairs fund
9060	Town Hall Capital Refurb	0	-	-	-	Reserve used towards capital repairs in 2016/17
9065	Town Hall Maintenance	54,774	0	0	0	No uplift for 17/18 or proposed at this time, currently stands at £105,732
9070	Play Equipment	0	0	0	0	No uplift for 17/18 or proposed at this time, currently stands at £27,000
9075	Community Fund	17,184	7,184	7,184	7,184	Annual uplift of £69,050 less £20k to Occasional Grants and £41,866 to Community Projects.
9080	Council Tax Localisation Rsrve	-62,339	-12,565	-	-	Balance of £12,565 reallocated across reserves in 2017/18 budget
9085	CCTV	0	0	0	0	No uplift for 17/18 or proposed at this time, currently stands at £42,000
9090	Staffing Reserve	0	10,000	10,000	10,000	Annual uplift £10,000 for staffing contingencies. Reasses in 2019-20
9100	Community Infrastructure Levy	0	911	1,500	2,000	Holding account for CIL receipts received in previous year from SCDC
Total Movements to/from Earmarked Reserves		42,619	28,668	52,684	53,184	