

Note : Draft Budget Estimates 2018-19 - Appendix C

| | <u>Last Year 2016-17</u> | | Agreed Budget | <u>Current Year 2017-18</u> | | Next Year Budget |
|-------------------------------------|--------------------------|---------|---------------|-----------------------------|------------------|------------------|
| | Budget | Actual | | Actual YTD | Projected Actual | |
| 101 Administration | | | | | | |
| 4000 Employee Salaries | 153,788 | 164,810 | 160,404 | 116,864 | 160,404 | 165,558 |
| 4001 Employer National Insurance | 14,408 | 15,321 | 15,418 | 10,225 | 15,418 | 16,087 |
| 4002 Employer Pension Contributions | 37,057 | 60,234 | 36,496 | 24,375 | 36,496 | 37,591 |
| 4030 Training | 7,000 | 2,506 | 5,000 | 4,929 | 5,000 | 7,000 |
| 4040 Travel & Expenses | 1,600 | 239 | 1,600 | 180 | 500 | 1,000 |
| 4260 Equipment Purchases | 1,250 | 149 | 0 | 0 | 0 | 0 |
| 4270 Printer/Photocopier | 3,500 | 3,012 | 3,400 | 2,594 | 3,500 | 3,570 |
| 4400 Stationery | 1,900 | 1,111 | 1,500 | 618 | 1,200 | 1,500 |
| 4425 Postage | 2,800 | 1,683 | 2,000 | 1,389 | 1,880 | 1,800 |
| 4441 Telephone & Internet | 6,600 | 7,078 | 6,600 | 4,716 | 6,590 | 6,900 |
| 4446 Mobile Phones | 120 | 260 | 300 | 52 | 84 | 130 |
| 4460 Subscriptions | 3,335 | 3,244 | 3,135 | 3,046 | 3,071 | 3,215 |
| 4461 External Audit | 1,300 | 1,300 | 1,300 | 1,300 | 1,300 | 1,365 |
| 4462 Internal Audit | 580 | 553 | 300 | 0 | 300 | 315 |
| 4464 Insurance | 8,500 | 8,410 | 9,000 | 8,593 | 8,594 | 9,450 |
| 4468 Miscellaneous | 250 | 83 | 250 | 34 | 250 | 250 |
| 4470 Publications | 50 | 0 | 50 | 8 | 50 | 50 |
| 4471 Advertising & Promotion | 2,000 | 1,112 | 2,000 | 88 | 1,000 | 2,000 |
| 4481 IT Maintenance & Software | 6,000 | 4,386 | 5,000 | 4,457 | 5,000 | 4,000 |

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| | | <u>Last Year 2016-17</u> | | | <u>Current Year 2017-18</u> | | | <u>Next Year 2018-19</u> | |
|------------|--------------------------------|--------------------------|-----------------|----------------------|-----------------------------|-------------------------|--|--------------------------|--|
| | | <u>Budget</u> | <u>Actual</u> | <u>Agreed Budget</u> | <u>Actual YTD</u> | <u>Projected Actual</u> | | <u>Next Year Budget</u> | |
| 4490 | Professional Fees | 2,000 | 954 | 2,000 | 2,914 | 3,164 | | 2,000 | |
| 4550 | Bank Charges | 750 | 1,071 | 1,300 | 910 | 1,300 | | 1,300 | |
| | OverHead Expenditure | 254,788 | 277,515 | 257,053 | 187,290 | 255,101 | | 265,081 | |
| 1805 | Bank Interest Received | 4,000 | 4,433 | 5,600 | 5,651 | 5,890 | | 4,000 | |
| 1830 | Community Infrastructure Levy | 0 | 911 | 0 | 0 | 0 | | 0 | |
| 1900 | Precept | 537,347 | 537,347 | 549,742 | 549,742 | 549,742 | | 560,967 | |
| 1901 | Transition Grant | 19,364 | 19,364 | 0 | 0 | 0 | | 0 | |
| | Total Income | 560,711 | 562,055 | 555,342 | 555,393 | 555,632 | | 564,967 | |
| 101 | Net Expenditure | -305,923 | -284,540 | -298,289 | -368,103 | -300,531 | | -299,886 | |
| 201 | <u>Town Hall</u> | | | | | | | | |
| 4000 | Employee Salaries | 10,815 | 13,992 | 22,904 | 16,639 | 22,904 | | 24,024 | |
| 4001 | Employer National Insurance | 47 | 127 | 1,314 | 855 | 1,314 | | 1,456 | |
| 4002 | Employer Pension Contributions | 0 | 210 | 806 | 589 | 806 | | 843 | |
| 4030 | Training | 2,000 | 769 | 2,000 | 375 | 1,000 | | 1,000 | |
| 4110 | Rates | 7,100 | 7,018 | 7,110 | 6,081 | 6,757 | | 7,465 | |
| 4115 | Water and Sewerage | 380 | 321 | 380 | 173 | 325 | | 400 | |
| 4120 | Gas | 3,150 | 1,265 | 2,500 | 1,100 | 1,800 | | 2,000 | |
| 4122 | Electricity | 2,415 | 1,920 | 2,150 | 1,134 | 1,800 | | 2,260 | |
| 4150 | Cleaning | 4,690 | 4,222 | 0 | 0 | 0 | | 0 | |

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| | | <u>Last Year 2016-17</u> | | Agreed Budget | <u>Current Year 2017-18</u> | | <u>Next Year 2018-19</u> | |
|------------|--------------------------------|--------------------------|---------------|------------------|-----------------------------|---------------------|--------------------------|--|
| | | Budget | Actual | | Actual YTD | Projected Actual | Next Year Budget | |
| 4155 | Cleaning Materials | 0 | 0 | 1,000 | 329 | 600 | 800 | |
| 4170 | Repairs and Maintenance | 7,500 | 4,869 | 7,500 | 4,368 | 5,000 | 5,000 | |
| 4180 | Licences | 600 | 600 | 600 | 600 | 600 | 600 | |
| 4260 | Equipment Purchases | 550 | 505 | 550 | 2,184 | 2,184 | 550 | |
| 4466 | Catering Sundries | 500 | 443 | 500 | 345 | 500 | 500 | |
| 4553 | Loan Repayments | 34,732 | 34,732 | 34,732 | 17,366 | 34,732 | 34,732 | |
| | OverHead Expenditure | 74,479 | 70,993 | 84,046 | 52,138 | 80,322 | 81,630 | |
| 1000 | Hirings | 1,200 | 4,080 | 2,000 | 1,828 | 2,300 | 2,200 | |
| 1001 | Weddings | 6,600 | 5,054 | 7,500 | 11,413 | 12,043 | 10,000 | |
| 1030 | Leases, Rents & Licences | 5,463 | 8,785 | 7,767 | 7,246 | 7,767 | 7,767 | |
| | Total Income | 13,263 | 17,920 | 17,267 | 20,487 | 22,110 | 19,967 | |
| | 201 Net Expenditure | 61,216 | 53,073 | 66,779 | 31,652 | 58,212 | 61,663 | |
| 202 | Walton | | | | | | | |
| 4000 | Employee Salaries | 2,164 | 2,590 | 2,686 | 1,946 | 2,686 | 2,811 | |
| 4001 | Employer National Insurance | 1 | 18 | 225 | 143 | 225 | 241 | |
| 4002 | Employer Pension Contributions | 335 | 334 | 161 | 118 | 161 | 169 | |
| 4110 | Rates | 930 | 920 | 1,035 | 887 | 985 | 1,085 | |
| 4115 | Water and Sewerage | 350 | 268 | 350 | 233 | 320 | 370 | |
| 4122 | Electricity | 2,000 | 1,590 | 1,850 | 516 | 1,200 | 1,940 | |

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| | | <u>Last Year 2016-17</u> | | Agreed Budget | <u>Current Year 2017-18</u> | | <u>Next Year 2018-19</u> |
|------------|--------------------------------|--------------------------|---------------|------------------|-----------------------------|---------------------|--------------------------|
| | | Budget | Actual | | Actual YTD | Projected Actual | Next Year Budget |
| 4170 | Repairs and Maintenance | 4,500 | 1,554 | 4,000 | 508 | 2,000 | 2,000 |
| 4260 | Equipment Purchases | 100 | 0 | 100 | 482 | 537 | 100 |
| | OverHead Expenditure | 10,380 | 7,274 | 10,407 | 4,833 | 8,114 | 8,716 |
| 1000 | Hirings | 7,500 | 9,654 | 7,500 | 5,946 | 7,500 | 7,500 |
| | Total Income | 7,500 | 9,654 | 7,500 | 5,946 | 7,500 | 7,500 |
| 202 | Net Expenditure | 2,880 | -2,379 | 2,907 | -1,112 | 614 | 1,216 |
| 203 | <u>Broadway House</u> | | | | | | |
| 4000 | Employee Salaries | 8,096 | 8,869 | 4,545 | 3,191 | 4,545 | 4,757 |
| 4001 | Employer National Insurance | 3 | 31 | 381 | 242 | 381 | 409 |
| 4002 | Employer Pension Contributions | 1,635 | 1,634 | 273 | 199 | 273 | 285 |
| 4030 | Training | 2,000 | 82 | 0 | 0 | 0 | 0 |
| 4170 | Repairs and Maintenance | 0 | 0 | 1,000 | 778 | 1,000 | 1,000 |
| | OverHead Expenditure | 11,734 | 10,615 | 6,199 | 4,410 | 6,199 | 6,451 |
| 1030 | Leases, Rents & Licences | 1,360 | 468 | 2,000 | 2,000 | 2,000 | 2,040 |
| | Total Income | 1,360 | 468 | 2,000 | 2,000 | 2,000 | 2,040 |
| 203 | Net Expenditure | 10,374 | 10,147 | 4,199 | 2,410 | 4,199 | 4,411 |

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| | | <u>Last Year 2016-17</u> | | Agreed Budget | <u>Current Year 2017-18</u> | | <u>Next Year 2018-19</u> |
|------------|--------------------------------|--------------------------|----------------|------------------|-----------------------------|---------------------|--------------------------|
| | | Budget | Actual | | Actual YTD | Projected Actual | Next Year Budget |
| 204 | Cemetery | | | | | | |
| 4000 | Employee Salaries | 81,391 | 80,875 | 85,648 | 62,264 | 85,648 | 90,954 |
| 4001 | Employer National Insurance | 7,523 | 7,350 | 8,013 | 5,287 | 8,013 | 8,721 |
| 4002 | Employer Pension Contributions | 19,693 | 19,692 | 13,981 | 9,606 | 13,981 | 14,830 |
| 4030 | Training | 4,000 | 1,240 | 3,000 | 44 | 2,000 | 2,000 |
| 4110 | Rates | 2,600 | 2,565 | 2,878 | 2,472 | 2,748 | 3,020 |
| 4115 | Water and Sewerage | 330 | 250 | 330 | 131 | 280 | 347 |
| 4122 | Electricity | 1,100 | 713 | 1,155 | 537 | 1,000 | 1,215 |
| 4170 | Repairs and Maintenance | 4,000 | 3,217 | 4,000 | 3,328 | 4,000 | 4,000 |
| 4260 | Equipment Purchases | 4,600 | 2,801 | 4,600 | 676 | 3,000 | 3,000 |
| 4300 | Vehicle Running Costs | 2,125 | 2,118 | 2,125 | 1,435 | 2,125 | 2,230 |
| 4320 | Vehicles/Tool Hire | 5,600 | 5,436 | 5,600 | 4,967 | 5,600 | 5,600 |
| 4330 | Fuel | 2,200 | 1,976 | 2,200 | 1,682 | 2,200 | 2,300 |
| 4446 | Mobile Phones | 480 | 513 | 595 | 248 | 385 | 595 |
| 4466 | Catering Sundries | 50 | 8 | 50 | 34 | 50 | 50 |
| | OverHead Expenditure | 135,692 | 128,754 | 134,175 | 92,710 | 131,030 | 138,862 |
| 1032 | Mobile Phone Mast | 5,315 | 5,315 | 5,315 | 5,315 | 5,315 | 5,315 |
| 1100 | Interment Fees | 40,000 | 53,475 | 40,000 | 28,440 | 40,000 | 40,000 |
| 1120 | Purchase of Graves | 8,500 | 11,577 | 8,000 | 19,049 | 20,000 | 10,000 |

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| | | <u>Last Year 2016-17</u> | | Agreed Budget | <u>Current Year 2017-18</u> | | <u>Next Year 2018-19</u> | |
|------------|--------------------------------|--------------------------|--------|------------------|-----------------------------|---------------------|--------------------------|--|
| | | Budget | Actual | | Actual YTD | Projected Actual | Next Year Budget | |
| 1130 | Memorials | 9,200 | 11,076 | 10,000 | 12,330 | 14,000 | 12,000 | |
| 1140 | Upkeep of Grave Spaces | 800 | 2,705 | 800 | 621 | 621 | 800 | |
| 1160 | Admin Fees | 700 | 1,014 | 700 | 464 | 700 | 700 | |
| | Total Income | 64,515 | 85,162 | 64,815 | 66,218 | 80,636 | 68,815 | |
| 204 | Net Expenditure | 71,177 | 43,592 | 69,360 | 26,492 | 50,394 | 70,047 | |
| 205 | Allotments | | | | | | | |
| 4000 | Employee Salaries | 14,363 | 14,236 | 15,114 | 10,988 | 15,114 | 16,051 | |
| 4001 | Employer National Insurance | 1,328 | 1,297 | 1,414 | 933 | 1,414 | 1,539 | |
| 4002 | Employer Pension Contributions | 3,476 | 3,476 | 2,467 | 1,695 | 2,467 | 2,617 | |
| 4115 | Water and Sewerage | 2,000 | 2,101 | 2,100 | 937 | 2,100 | 2,200 | |
| 4170 | Repairs and Maintenance | 5,000 | 3,849 | 5,000 | 590 | 3,000 | 3,000 | |
| 4320 | Vehicles/Tool Hire | 2,000 | 1,204 | 2,000 | 640 | 2,000 | 2,000 | |
| | OverHead Expenditure | 28,167 | 26,163 | 28,095 | 15,783 | 26,095 | 27,407 | |
| 1080 | Allotment Rents | 14,000 | 14,407 | 14,400 | 13,905 | 14,200 | 14,900 | |
| | Total Income | 14,000 | 14,407 | 14,400 | 13,905 | 14,200 | 14,900 | |
| 205 | Net Expenditure | 14,167 | 11,756 | 13,695 | 1,878 | 11,895 | 12,507 | |

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| | | <u>Last Year 2016-17</u> | | Agreed Budget | <u>Current Year 2017-18</u> | | <u>Next Year 2018-19</u> |
|------------|-------------------------------------|--------------------------|---------------|---------------|-----------------------------|------------------|--------------------------|
| | | Budget | Actual | | Actual YTD | Projected Actual | Next Year Budget |
| 301 | <u>Civic & Community</u> | | | | | | |
| 4095 | Honoraria | 250 | 250 | 0 | 0 | 0 | 0 |
| 4505 | Mayoral Allowance | 7,000 | 7,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 4511 | Town Twinning | 3,500 | 3,091 | 2,500 | 1,463 | 2,500 | 2,500 |
| 4512 | Engraving/Sign Writing | 200 | 75 | 200 | 85 | 85 | 200 |
| 4513 | Civic Awards | 500 | 511 | 600 | 195 | 300 | 1,200 |
| 4530 | Civic Events | 600 | 586 | 1,700 | 1,151 | 1,700 | 1,700 |
| 4600 | CCTV | 9,980 | 9,980 | 9,980 | 9,980 | 9,980 | 9,980 |
| 4605 | Litter/Dog Bins | 800 | 818 | 0 | 0 | 0 | 0 |
| 4612 | Bus Shelter Cleaning | 800 | 792 | 0 | 0 | 0 | 0 |
| 4615 | Street Furniture | 0 | 0 | 1,600 | 0 | 1,600 | 1,600 |
| 4645 | Christmas Lights | 6,750 | 6,750 | 6,750 | 6,750 | 6,750 | 6,750 |
| 4650 | Seasonal Events | 0 | 0 | 6,000 | 6,050 | 6,050 | 6,000 |
| 4675 | Youth Forum | 2,000 | 2,000 | 2,000 | 0 | 2,000 | 2,000 |
| | OverHead Expenditure | 32,380 | 31,854 | 37,330 | 31,674 | 36,965 | 37,930 |
| 1800 | Agency Income | 3,990 | 3,992 | 3,992 | 3,992 | 3,992 | 3,992 |
| 1810 | Donations & Sponsorship | 0 | 0 | 4,000 | 3,570 | 3,570 | 4,000 |
| | Total Income | 3,990 | 3,992 | 7,992 | 7,562 | 7,562 | 7,992 |
| 301 | Net Expenditure | 28,390 | 27,862 | 29,338 | 24,112 | 29,403 | 29,938 |

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| | | <u>Last Year 2016-17</u> | | Agreed Budget | <u>Current Year 2017-18</u> | | <u>Next Year 2018-19</u> | |
|------------|---------------------------------------|--------------------------|--------|------------------|-----------------------------|---------------------|--------------------------|--|
| | | Budget | Actual | | Actual YTD | Projected Actual | Next Year Budget | |
| 302 | <u>Section 137 Expenditure</u> | | | | | | | |
| 4531 | Remembrance | 300 | 296 | 300 | 233 | 233 | 500 | |
| 4620 | Annual Grants | 6,800 | 6,800 | 5,850 | 5,850 | 5,850 | 7,350 | |
| 4655 | Occasional Grants | 15,000 | 15,000 | 25,000 | 18,781 | 24,763 | 25,000 | |
| | OverHead Expenditure | 22,100 | 22,096 | 31,150 | 24,863 | 30,846 | 32,850 | |
| | 302 Net Expenditure | 22,100 | 22,096 | 31,150 | 24,863 | 30,846 | 32,850 | |
| 303 | <u>Felixstowe in Flower</u> | | | | | | | |
| 4170 | Repairs and Maintenance | 3,700 | 3,595 | 0 | 0 | 0 | 0 | |
| 4290 | Flowers & Containers | 4,000 | 3,969 | 7,590 | 4,502 | 6,000 | 6,000 | |
| 4512 | Engraving/Sign Writing | 500 | 324 | 500 | 296 | 296 | 500 | |
| 4532 | Felixstowe in Flower Events | 1,350 | 1,014 | 1,350 | 1,055 | 1,055 | 1,350 | |
| | OverHead Expenditure | 9,550 | 8,902 | 9,440 | 5,854 | 7,351 | 7,850 | |
| 1810 | Donations & Sponsorship | 4,000 | 6,718 | 4,000 | 6,138 | 6,245 | 6,250 | |
| | Total Income | 4,000 | 6,718 | 4,000 | 6,138 | 6,245 | 6,250 | |
| | 303 Net Expenditure | 5,550 | 2,184 | 5,440 | -284 | 1,106 | 1,600 | |
| 304 | <u>Communication</u> | | | | | | | |
| 4420 | Newsletter Print | 2,370 | 2,385 | 2,490 | 1,640 | 2,460 | 2,615 | |

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| | | <u>Last Year 2016-17</u> | | Agreed Budget | <u>Current Year 2017-18</u> | | <u>Next Year 2018-19</u> | |
|------------|--|--------------------------|----------------|------------------|-----------------------------|---------------------|--------------------------|--|
| | | Budget | Actual | | Actual YTD | Projected Actual | Next Year Budget | |
| 4421 | Newsletter Distribution | 1,865 | 1,949 | 1,958 | 1,582 | 2,374 | 2,492 | |
| 4483 | Website | 1,350 | 1,178 | 1,350 | 388 | 1,350 | 1,420 | |
| | OverHead Expenditure | 5,585 | 5,512 | 5,798 | 3,610 | 6,184 | 6,527 | |
| 304 | Net Expenditure | 5,585 | 5,512 | 5,798 | 3,610 | 6,184 | 6,527 | |
| 305 | <u>Community Projects & Prtnrshps</u> | | | | | | | |
| 4625 | Harwich Harbour Ferry Services | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 4630 | Level 2 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | |
| 4640 | Floral Bedding | 10,866 | 10,779 | 10,866 | 7,186 | 10,779 | 11,801 | |
| 4670 | Felixstowe Forward | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | |
| 4685 | Landguard Partnership | 0 | 0 | 0 | 0 | 0 | 1,000 | |
| | OverHead Expenditure | 41,866 | 41,779 | 41,866 | 38,186 | 41,779 | 43,801 | |
| 1810 | Donations & Sponsorship | 0 | 6,500 | 0 | 0 | 0 | 0 | |
| | Total Income | 0 | 6,500 | 0 | 0 | 0 | 0 | |
| 305 | Net Expenditure | 41,866 | 35,279 | 41,866 | 38,186 | 41,779 | 43,801 | |
| | Total Budget Expenditure | 626,721 | 631,456 | 645,559 | 461,351 | 629,986 | 657,105 | |
| | Income | 669,339 | 706,876 | 673,316 | 677,648 | 695,885 | 692,431 | |
| | Net Expenditure | -42,618 | -75,419 | -27,757 | -216,296 | -65,899 | -35,326 | |

Budget Notes

| <u>A/c Code</u> | <u>Description</u> | <u>Centre</u> | <u>Description</u> | <u>Budget Notes</u> |
|-----------------|--------------------------------|---------------|--------------------|--|
| 1805 | Bank Interest Received | 101 | Administration | 0.75% on £404,966 investment plus interest on Savings Account |
| 1830 | Community Infrastructure Levy | 101 | Administration | CIL received in-year is unknown and will be transferred in to an Earmarked Reserve each year end. |
| 1900 | Precept | 101 | Administration | 2018/19 Precept of £68.09 (+1.1% on 2017/18) per Band D equivalent on confirmed taxbase of 8,238.61 |
| 1901 | Transition Grant | 101 | Administration | No longer applied from 2017/18 |
| 4000 | Employee Salaries | 101 | Administration | As recommended by Personnel Committee 15 November 2017 |
| 4001 | Employer National Insurance | 101 | Administration | As recommended by Personnel Committee 15 November 2017 |
| 4002 | Employer Pension Contributions | 101 | Administration | As recommended by Personnel Committee 15 November 2017 |
| 4030 | Training | 101 | Administration | As recommended by Personnel Committee 15 November 2017 |
| 4040 | Travel & Expenses | 101 | Administration | For reimbursement of Member expenses |
| 4260 | Equipment Purchases | 101 | Administration | Allowance for purchase of office equipment |
| 4270 | Printer/Photocopier | 101 | Administration | Slight increase to reflect previous actual and current projected costs. |
| 4400 | Stationery | 101 | Administration | Reduced in line with previous actual and current projected costs. |
| 4425 | Postage | 101 | Administration | Based on estimated cost of postage |
| 4441 | Telephone & Internet | 101 | Administration | Costs for provision of telephone system and broadband internet lines. |
| 4446 | Mobile Phones | 101 | Administration | Contract expires 23 March 2018. Similar sim only 1 year contract |
| 4460 | Subscriptions | 101 | Administration | Cost of subscriptions for Council and staff in 2018/19 |
| 4461 | External Audit | 101 | Administration | Projected increase of 5% on charges |
| 4462 | Internal Audit | 101 | Administration | Projected increase of 5% on charges |
| 4464 | Insurance | 101 | Administration | Projected increase of 5% on premium |
| 4468 | Miscellaneous | 101 | Administration | Small provision for any miscellaneous expenditure not otherwise covered. |
| 4470 | Publications | 101 | Administration | Retain same figure for 2017/18 |
| 4471 | Advertising & Promotion | 101 | Administration | Allowance for Wedding advertising and promotional items. |
| 4481 | IT Maintenance & Software | 101 | Administration | Reduced allowance expected to cover cost of software licences and cyclical repair/replacement of IT. |
| 4490 | Professional Fees | 101 | Administration | Provision for professional or legal advice as may be required. |
| 4550 | Bank Charges | 101 | Administration | Estimated cost of banking charges for 2018/19 |
| 1000 | Hirings | 201 | Town Hall | Increased in line with trend/projected outturn for current year. |
| 1001 | Weddings | 201 | Town Hall | Estimate based on previous years and wedding deposits already taken for year 2018/19 |

Budget Notes

| <u>A/c Code</u> | <u>Description</u> | <u>Centre</u> | <u>Description</u> | <u>Budget Notes</u> |
|-----------------|--------------------------------|---------------|--------------------|---|
| 1030 | Leases, Rents & Licences | 201 | Town Hall | Figure based on existing agreements continuing. |
| 4000 | Employee Salaries | 201 | Town Hall | As recommended by Personnel Committee 15 November 2017 |
| 4001 | Employer National Insurance | 201 | Town Hall | As recommended by Personnel Committee 15 November 2017 |
| 4002 | Employer Pension Contributions | 201 | Town Hall | As recommended by Personnel Committee 15 November 2017 |
| 4030 | Training | 201 | Town Hall | As recommended by Personnel Committee 15 November 2017 |
| 4110 | Rates | 201 | Town Hall | Rates +5% SCDC cannot say what increase is until March 2018 |
| 4115 | Water and Sewerage | 201 | Town Hall | Based on average annual usage |
| 4120 | Gas | 201 | Town Hall | Projected current usage plus 5% increase on charges |
| 4122 | Electricity | 201 | Town Hall | Projected current usage plus 5% increase on charges |
| 4150 | Cleaning | 201 | Town Hall | No longer required |
| 4155 | Cleaning Materials | 201 | Town Hall | Reduced provision based on expected outturn in current year |
| 4170 | Repairs and Maintenance | 201 | Town Hall | Reduced provision based on expected outturn in current year |
| 4180 | Licences | 201 | Town Hall | £1,800 wedding licence over three years |
| 4260 | Equipment Purchases | 201 | Town Hall | Retain same figure for 2018/19 |
| 4466 | Catering Sundries | 201 | Town Hall | Retain same figure for 2018/19 to cover cost of catering supplies for hired and other meetings. |
| 4553 | Loan Repayments | 201 | Town Hall | Set repayment figure to PWLB |
| 1000 | Hirings | 202 | Walton | Retain same figure for 2018/19 |
| 4000 | Employee Salaries | 202 | Walton | As recommended by Personnel Committee 15 November 2017 |
| 4001 | Employer National Insurance | 202 | Walton | As recommended by Personnel Committee 15 November 2017 |
| 4002 | Employer Pension Contributions | 202 | Walton | As recommended by Personnel Committee 15 November 2017 |
| 4110 | Rates | 202 | Walton | Rates +5% SCDC cannot say what increase is until March 2018 |
| 4115 | Water and Sewerage | 202 | Walton | Projected current usage plus 5% increase on charges |
| 4122 | Electricity | 202 | Walton | Projected current usage plus 5% increase on charges |
| 4170 | Repairs and Maintenance | 202 | Walton | Reduced provision for ongoing maintenance and in year repairs |
| 4260 | Equipment Purchases | 202 | Walton | Retain same figure for 2018/19 for replacement of stock items |
| 1030 | Leases, Rents & Licences | 203 | Broadway House | Est. licence figure for 2018/19 based on draft new arrangements. |
| 4000 | Employee Salaries | 203 | Broadway House | As recommended by Personnel Committee 15 November 2017 |
| 4001 | Employer National Insurance | 203 | Broadway House | As recommended by Personnel Committee 15 November 2017 |

Budget Notes

| <u>A/c Code</u> | <u>Description</u> | <u>Centre</u> | <u>Description</u> | <u>Budget Notes</u> |
|-----------------|--------------------------------|---------------|--------------------|--|
| 4002 | Employer Pension Contributions | 203 | Broadway House | As recommended by Personnel Committee 15 November 2017 |
| 4170 | Repairs and Maintenance | 203 | Broadway House | Retain provision for ongoing maintenance and in year repairs |
| 1032 | Mobile Phone Mast | 204 | Cemetery | O2 Mast retain same figure for 2018/19 |
| 1100 | Interment Fees | 204 | Cemetery | 2018/19 budget based on current year projection |
| 1120 | Purchase of Graves | 204 | Cemetery | Increase based on trend |
| 1130 | Memorials | 204 | Cemetery | 2018/19 budget based on current year projection |
| 1140 | Upkeep of Grave Spaces | 204 | Cemetery | 2018/19 budget based on current year projection |
| 1160 | Admin Fees | 204 | Cemetery | 2018/19 budget based on current year projection |
| 4000 | Employee Salaries | 204 | Cemetery | As recommended by Personnel Committee 15 November 2017 |
| 4001 | Employer National Insurance | 204 | Cemetery | As recommended by Personnel Committee 15 November 2017 |
| 4002 | Employer Pension Contributions | 204 | Cemetery | As recommended by Personnel Committee 15 November 2017 |
| 4030 | Training | 204 | Cemetery | As recommended by Personnel Committee 15 November 2017 |
| 4110 | Rates | 204 | Cemetery | Rates +5% SCDC cannot say what increase is until March 2018 |
| 4115 | Water and Sewerage | 204 | Cemetery | Projected current usage plus 5% increase on charges |
| 4122 | Electricity | 204 | Cemetery | Projected current usage plus 5% increase on charges |
| 4170 | Repairs and Maintenance | 204 | Cemetery | Retain provision for ongoing maintenance and in year repairs |
| 4260 | Equipment Purchases | 204 | Cemetery | Reduced provision for purchase of tools, PPE and other equipment based on previous outturns |
| 4300 | Vehicle Running Costs | 204 | Cemetery | To cover tax, MOT, service and running repairs to the Council's truck and tractor with 5% increase |
| 4320 | Vehicles/Tool Hire | 204 | Cemetery | Retain same figure for digger/skip hire 2018/19 |
| 4330 | Fuel | 204 | Cemetery | Retain provision for fuel with small increase 5% |
| 4446 | Mobile Phones | 204 | Cemetery | Contract expires 23 March 2018. Similar sim only 1 year contract |
| 4466 | Catering Sundries | 204 | Cemetery | Retain small provision for catering supplies |
| 1080 | Allotment Rents | 205 | Allotments | To reflect increase on rental fee. |
| 4000 | Employee Salaries | 205 | Allotments | As recommended by Personnel Committee 15 November 2017 |
| 4001 | Employer National Insurance | 205 | Allotments | As recommended by Personnel Committee 15 November 2017 |
| 4002 | Employer Pension Contributions | 205 | Allotments | As recommended by Personnel Committee 15 November 2017 |
| 4115 | Water and Sewerage | 205 | Allotments | Small increase based on historic and current year projection |

Budget Notes

| <u>A/c Code</u> | <u>Description</u> | <u>Centre</u> | <u>Description</u> | <u>Budget Notes</u> |
|-----------------|-----------------------------|---------------|-------------------------|--|
| 4170 | Repairs and Maintenance | 205 | Allotments | Reduced amount based on current outturn projection |
| 4320 | Vehicles/Tool Hire | 205 | Allotments | Retain same figure for 2018/19 |
| 1800 | Agency Income | 301 | Civic & Community | 2018/19 as per 2017/18: charged to SCDC for portion of CCTV maintenance agreement |
| 1810 | Donations & Sponsorship | 301 | Civic & Community | Sponsorship towards seasonal events |
| 4505 | Mayoral Allowance | 301 | Civic & Community | No change proposed for 2018/19 |
| 4511 | Town Twinning | 301 | Civic & Community | No change proposed for 2018/19 |
| 4512 | Engraving/Sign Writing | 301 | Civic & Community | No change proposed - includes items such as Mayoral Board, Shields & Trophies |
| 4513 | Civic Awards | 301 | Civic & Community | Increase proposed to meet cost of Civic Awards at Annual Town Meeting |
| 4530 | Civic Events | 301 | Civic & Community | Retain provision for Civic Events |
| 4600 | CCTV | 301 | Civic & Community | Full contract cost shown. Costs offset by income from SCDC portion shown at 301/1800 |
| 4615 | Street Furniture | 301 | Civic & Community | Retain provision for street furniture maintenance |
| 4645 | Christmas Lights | 301 | Civic & Community | Annual contribution towards provision of Christmas Lights |
| 4650 | Seasonal Events | 301 | Civic & Community | Provision for events such as Christmas Ice Rink |
| 4675 | Youth Forum | 301 | Civic & Community | Allowance for Youth Forum activities. |
| 4531 | Remembrance | 302 | Section 137 Expenditure | Small increase proposed to cover any additional need in relation to Centenary WW1 events |
| 4620 | Annual Grants | 302 | Section 137 Expenditure | As per Civic & Community Cttee 20 September 2017 |
| 4655 | Occasional Grants | 302 | Section 137 Expenditure | Retain provision for Occasional Grants |
| 1810 | Donations & Sponsorship | 303 | Felixstowe in Flower | Increase budget target for sponsorship in 2018/19 |
| 4290 | Flowers & Containers | 303 | Felixstowe in Flower | Projected cost of baskets and plant displays for FiF 2018 |
| 4512 | Engraving/Sign Writing | 303 | Felixstowe in Flower | Retain at same level for 2018/19 |
| 4532 | Felixstowe in Flower Events | 303 | Felixstowe in Flower | Allowance towards provision of awards event. |
| 4420 | Newsletter Print | 304 | Communication | Projected cost +5% of printing 6 FTC newsletters. |
| 4421 | Newsletter Distribution | 304 | Communication | Projected cost +5% of delivering 6 FTC newsletters. |
| 4483 | Website | 304 | Communication | Hosting cost plus a sum for potential in-year developments. |

Budget Notes

| <u>A/c Code</u> | <u>Description</u> | <u>Centre</u> | <u>Description</u> | <u>Budget Notes</u> |
|-----------------|--------------------------------|---------------|--------------------------------|---|
| 4625 | Harwich Harbour Ferry Services | 305 | Community Projects & Prtnrshps | FTC contribution towards the foot ferry partnership. |
| 4630 | Level 2 | 305 | Community Projects & Prtnrshps | Contribution to be retained for 2018/19 as per Civic & Community Cttee. |
| 4640 | Floral Bedding | 305 | Community Projects & Prtnrshps | Confirmed costs for 2018/19 (13% increase from last year excl rebate) |
| 4670 | Felixstowe Forward | 305 | Community Projects & Prtnrshps | Proposed contribution for new partnership agreement 2018/19. |
| 4685 | Landguard Partnership | 305 | Community Projects & Prtnrshps | Partnership fee for 2018/19 now separated from Annual Grants |

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Draft Earmarked Reserve Budget and Transfers - Appendix E

| | | <u>Last Year 2016-17</u> | | Agreed Budget | <u>Current Year 2017-18</u> | | <u>Next Year 2018-19</u> | |
|----------------------------------|----------------------------------|--------------------------|--------|---------------|-----------------------------|------------|--------------------------|--------------|
| | | Budget | Actual | | Revised Budget | Actual YTD | Next Year Budget | C/Fwd Budget |
| <u>Earmarked Reserves</u> | | | | | | | | |
| 900 | <u>Earmarked Reserves</u> | | | | | | | |
| 9010 | Election Expenses | 9,500 | 6,638 | 6,000 | 8,862 | 0 | 6,000 | 14,862 |
| 9015 | Enhancement & Promotional | 3,679 | 958 | 0 | 2,721 | 780 | 0 | 1,941 |
| 9020 | Felixstowe in Flower | 8,428 | 0 | -8,428 | 0 | 0 | 0 | 0 |
| 9025 | Asset Repairs & Replacement | 16,532 | 0 | 3,000 | 19,532 | 0 | 3,000 | 22,532 |
| 9030 | IT Replacement Fund | 3,117 | 0 | 0 | 3,117 | 0 | 0 | 3,117 |
| 9035 | Recycling Credits | 2,434 | 0 | -2,434 | 0 | 0 | 0 | 0 |
| 9040 | Cemetery Projects | 146,807 | 16,885 | 20,000 | 149,922 | 0 | 20,000 | 169,922 |
| 9050 | Broadway House | 60,000 | 1,480 | 2,500 | 61,020 | 0 | 2,500 | 63,520 |
| 9055 | Walton Community Hall | 60,000 | 0 | 2,500 | 62,500 | 0 | 2,500 | 65,000 |
| 9060 | Town Hall Capital Refurb | 7,821 | 7,821 | 0 | 0 | 0 | 0 | 0 |
| 9065 | Town Hall Maintenance | 113,892 | 8,160 | 0 | 105,732 | 0 | 0 | 105,732 |
| 9070 | Play Equipment | 27,000 | 0 | 0 | 27,000 | 0 | 0 | 27,000 |
| 9075 | Community Fund | 179,589 | 27,128 | 7,184 | 159,645 | 279 | 7,184 | 166,550 |
| 9080 | Council Tax Localisation Rsrve | 12,565 | 0 | -12,565 | 0 | 0 | 0 | 0 |
| 9085 | CCTV | 42,000 | 0 | 0 | 42,000 | 0 | 0 | 42,000 |
| 9090 | Staffing Reserve | 25,500 | 25,125 | 10,000 | 10,375 | 0 | 10,000 | 20,375 |
| 9100 | Community Infrastructure Levy | 0 | 0 | 0 | 911 | -26,897 | 0 | 27,808 |
| | OverHead Expenditure | 718,864 | 94,195 | 27,757 | 653,337 | -25,838 | 51,184 | 730,359 |
| | 900 Net Expenditure | 718,864 | 94,195 | 27,757 | 653,337 | -25,838 | 51,184 | 730,359 |

Continued on Page 2

Note : Draft Earmarked Reserve Budget and Transfers - Appendix E

| | <u>Last Year 2016-17</u> | | <u>Agreed Budget</u> | <u>Current Year 2017-18</u> | | <u>Next Year 2018-19</u> | |
|---|--------------------------|---------------|----------------------|-----------------------------|-------------------|--------------------------|---------------------|
| | <u>Budget</u> | <u>Actual</u> | | <u>Revised Budget</u> | <u>Actual YTD</u> | <u>Next Year Budget</u> | <u>C/Fwd Budget</u> |
| Earmarked Reserves - Expenditure | 718,864 | 94,195 | 27,757 | 653,337 | -25,838 | 51,184 | 730,359 |
| Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Net Expenditure | 718,864 | 94,195 | 27,757 | 653,337 | -25,838 | 51,184 | 730,359 |
| Total Budget Expenditure | 718,864 | 94,195 | 27,757 | 653,337 | -25,838 | 51,184 | 730,359 |
| Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Net Expenditure | 718,864 | 94,195 | 27,757 | 653,337 | -25,838 | 51,184 | 730,359 |

Budget Notes

| <u>A/c Code</u> | <u>Description</u> | <u>Centre</u> | <u>Description</u> | <u>Budget Notes</u> |
|-----------------|-------------------------------|---------------|--------------------|---|
| 9010 | Election Expenses | 900 | Earmarked Reserves | £6,000 per annum uplift to cover full election and possible by-election (min. one every 4 years). |
| 9015 | Enhancement & Promotional | 900 | Earmarked Reserves | Legacy fund - used as required but no annual uplift expected. |
| 9025 | Asset Repairs & Replacement | 900 | Earmarked Reserves | £3k annual uplift towards replacement of assets (e.g truck). |
| 9030 | IT Replacement Fund | 900 | Earmarked Reserves | Contingency fund for server/major IT equipment. No increase required. |
| 9040 | Cemetery Projects | 900 | Earmarked Reserves | Uplift provision towards Cemetery extension project. |
| 9050 | Broadway House | 900 | Earmarked Reserves | £2.5k uplift for maintenance and repairs fund |
| 9055 | Walton Community Hall | 900 | Earmarked Reserves | £2.5k uplift for maintenance and repairs fund. |
| 9065 | Town Hall Maintenance | 900 | Earmarked Reserves | No uplift for 18/19 proposed at this time. |
| 9070 | Play Equipment | 900 | Earmarked Reserves | Reserve balance for Play Equipment repair/purchase/replacement. No increase proposed. |
| 9075 | Community Fund | 900 | Earmarked Reserves | £69,050 less £20k towards Occasional Grants and £41,866 to Community Projects and Partnerships |
| 9085 | CCTV | 900 | Earmarked Reserves | Reserve balance for hardware replacement. No increase proposed |
| 9090 | Staffing Reserve | 900 | Earmarked Reserves | Reserve held for staffing contingencies |
| 9100 | Community Infrastructure Levy | 900 | Earmarked Reserves | Holding Fund for CIL Receipts |