

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1800	Agency Income	101	Administration	Agency Income for handling enquiries being withdrawn by SCDC from 2016/17.
1805	Bank Interest Received	101	Administration	Projected to be lower than budget in current year as interest on 1 yr bond not due until 9/4/16.
1850	Miscellaneous Income	101	Administration	Unbudgeted income.
1900	Precept	101	Administration	Taxbase for 2016/17 confirmed as 7,978.43. Precept based on 0% tax increase to £67.35.
1901	Transition Grant	101	Administration	Figure confirmed by SCDC. 2016/17 will be final year that this grant is received.
4000	Employee Salaries	101	Administration	As recommended by Personnel Committee 14/10/15
4001	Employer National Insurance	101	Administration	As recommended by Personnel Committee 14/10/15
4002	Employer Pension Contributions	101	Administration	As recommended by Personnel Committee 14/10/15
4030	Training	101	Administration	Retain provision for staff and member training
4040	Travel & Expenses	101	Administration	Budget estimate of £100 per Member for reimbursement of expenses as per new policy for 2016/17.
4260	Equipment Purchases	101	Administration	Allowance for purchase of office equipment
4270	Printer/Photocopier	101	Administration	Retain for in house printing.
4425	Postage	101	Administration	2015/16 includes 50% discount to quarterly rental of franking machine in first yr of 5 yr contract.
4441	Telephone & Internet	101	Administration	To meet increases to contract costs for provision of telephone system and broadband internet lines.
4446	Mobile Phones	101	Administration	Contract expires 3 March 2016. Move to single phone, sim only.
4460	Subscriptions	101	Administration	Same provision for 2016/17
4461	External Audit	101	Administration	Confirmed cost of BDO Audit in 2016/17
4462	Internal Audit	101	Administration	Same provision for 2016/17
4466	Catering Sundries	101	Administration	Catering budget moved under Town Hall for 2016/17
4468	Miscellaneous	101	Administration	Small provision for any miscellaneous expenditure not otherwise covered.
4470	Publications	101	Administration	Decrease based on projected cost for 2015/16.
4471	Advertising & Promotion	101	Administration	Allowance for Wedding advertising and promotional items.
4481	IT Maintenance & Software	101	Administration	Decrease based on projected cost for 2015/16.
4490	Professional Fees	101	Administration	Provision for professional or legal advice as may be required.
4500	Election Expenses	101	Administration	No elections expected in 2016/17. £5k annual contribution made to Earmarked Reserves to cover next.

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4550	Bank Charges	101	Administration	Budget decreased for 2016/17 based on current year projection
4551	DNU Card Merchant Charge	101	Administration	Decrease based on projected cost for 2015/16.
1000	Hirings	201	Town Hall	Rebalanced to reflect reduction in hall bookings in favour of wedding hire
1001	Weddings	201	Town Hall	Increase based on increased provision in 2016/17 above current year projected outturn.
1030	Leases, Rents & Licences	201	Town Hall	Figure based on existing agreements. Reduction in 2016/17 as Resort Team office licence expires.
4000	Employee Salaries	201	Town Hall	As recommended by Personnel Committee 14/10/15
4001	Employer National Insurance	201	Town Hall	As recommended by Personnel Committee 14/10/15
4040	Travel & Expenses	201	Town Hall	Provisions for Members made under 101/4040
4110	Rates	201	Town Hall	Current year plus 2% (2% was the increase over the previous year)
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	Projected current usage plus increase on cleaning to reflect 11% increase to national minimum wage
4155	Cleaning Materials	201	Town Hall	Subsumed within Repairs and Maintenance Budget
4170	Repairs and Maintenance	201	Town Hall	Reduce 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 2016/17
4466	Catering Sundries	201	Town Hall	To cover cost of catering supplies for hired and other meetings.
4553	Loan Repayments	201	Town Hall	Set repayment figure to PWLB
4000	Employee Salaries	202	Walton	As recommended by Personnel Committee 14/10/15
4001	Employer National Insurance	202	Walton	As recommended by Personnel Committee 14/10/15
4002	Employer Pension Contributions	202	Walton	As recommended by Personnel Committee 14/10/15
4110	Rates	202	Walton	Current year projected outturn plus 2% (2% was increase between 2014/15 and 2015/16)
4115	Water and Sewerage	202	Walton	Reduce to reflect historic consumption costs
4122	Electricity	202	Walton	Based on projected outturn for current year. Investigations ongoing.
4155	Cleaning Materials	202	Walton	Subsumed within Repairs and Maintenance Budget from 2016/17.

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4170	Repairs and Maintenance	202	Walton	Retain provision for ongoing maintenance and in year repairs
4260	Equipment Purchases	202	Walton	Retain small amount for replacement of stock items
4000	Employee Salaries	203	Broadway House	As recommended by Personnel Committee 14/10/15
4001	Employer National Insurance	203	Broadway House	As recommended by Personnel Committee 14/10/15
4002	Employer Pension Contributions	203	Broadway House	As recommended by Personnel Committee 14/10/15
1130	Memorials	204	Cemetery	2016/17 budget based on current year projection
1160	Admin Fees	204	Cemetery	2016/17 budget based on current year projection
4000	Employee Salaries	204	Cemetery	As recommended by Personnel Committee 14/10/15
4001	Employer National Insurance	204	Cemetery	As recommended by Personnel Committee 14/10/15
4002	Employer Pension Contributions	204	Cemetery	As recommended by Personnel Committee 14/10/15
4110	Rates	204	Cemetery	Current year projected outturn plus 2% (2% was increase between 2014/15 and 2015/16)
4115	Water and Sewerage	204	Cemetery	Revised based on current and historical consumption.
4155	Cleaning Materials	204	Cemetery	Subsumed within Repairs and Maintenance Budget from 2016/17.
4170	Repairs and Maintenance	204	Cemetery	Retain provision for ongoing maintenance and in year repairs
4260	Equipment Purchases	204	Cemetery	Retain provision for purchase of tools, PPE and other equipment
4300	Vehicle Running Costs	204	Cemetery	To cover tax, MOT, service and running repairs to the Council's truck and tractor
4330	Fuel	204	Cemetery	Reduced as cost of diesel lower in current year.
4446	Mobile Phones	204	Cemetery	Contract expires 3 March 2016. Move to sim only plans.
1080	Allotment Rents	205	Allotments	To reflect increase on rental fee.
4000	Employee Salaries	205	Allotments	Personnel Committee to consider staff salaries
4001	Employer National Insurance	205	Allotments	Personnel Committee to consider staff salaries
4002	Employer Pension Contributions	205	Allotments	Personnel Committee to consider staff salaries
4115	Water and Sewerage	205	Allotments	Based on historic and current year projection
1800	Agency Income	301	Civic & Community	2016/17 showing projected recharged to SCDC for portion of CCTV maintenance agreement
4095	Honoraria	301	Civic & Community	Transport liason and advice.

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4505	Mayoral Allowance	301	Civic & Community	Propose no increase.
4511	Town Twinning	301	Civic & Community	Based on historic and current year projection
4512	Engraving/Sign Writing	301	Civic & Community	Decreased due to historic and current year projection - inc Mayoral Board, Shields& Trophies
4513	Civic Awards	301	Civic & Community	Decreased due to historic and current year projection
4530	Civic Events	301	Civic & Community	Increase based on current year projection and cost of Civic Events.
4600	CCTV	301	Civic & Community	Full contract cost shown but net cost saving in 2016/17. Income from SCDC portion shown at 301/1800
4605	Litter/Dog Bins	301	Civic & Community	Small provision for in-year consideration of new litter and dog bins.
4612	Bus Shelter Cleaning	301	Civic & Community	Projected current usage plus confirmed 5% increase on charges
4645	Christmas Lights	301	Civic & Community	Contribution towards provision of Christmas Lights
4675	Youth Forum	301	Civic & Community	Allowance for Youth Forum activities.
4531	Remembrance Day	302	Section 137 Expenditure	Based on historic and current year projection
4620	Annual Grants	302	Section 137 Expenditure	Civic & Community Cttee confirmed same amount for 2016/17.
4655	Occasional Grants	302	Section 137 Expenditure	2013/14 budget was £1600, no budget set 2014/15 increased to £15,000 2015/16
1810	Donations & Sponsorship	303	Felixstowe in Flower	Actual YTD 2015/16 includes a one-off donation of £2k which cannot be presumed for 2016/17.
4170	Repairs and Maintenance	303	Felixstowe in Flower	Cost for watering and maintenance of floral baskets.
4290	Flowers & Containers	303	Felixstowe in Flower	Cost of baskets and plants for Felixstowe in Flower.
4400	Stationery	303	Felixstowe in Flower	Stationery costs reduced and now included in event cost. Nil budget required for 2016/17
4512	Engraving/Sign Writing	303	Felixstowe in Flower	Decreased due to historic and current year projection
4532	Felixstowe in Flower Events	303	Felixstowe in Flower	Allowance towards provision of awards event.
4420	Newsletter Print	304	Communication	Projected cost of printing 4 FTC newsletters.
4421	Newsletter Distribution	304	Communication	Projected cost of delivering 4 FTC newsletters.
4483	Website	304	Communication	Hosting cost plus a sum for minor in-year development.
1810	Donations & Sponsorship	305	Community Fund Projects	Unbudgeted donations received towards Ice Rink event in 2015/16.

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4625	Felixstowe Harwich Ferry	305	Community Fund Projects	FTC contribution towards the foot ferry.
4630	Level 2	305	Community Fund Projects	Contribution to be retained for 2016/17 as per Civic & Community Cttee.
4640	Floral Bedding	305	Community Fund Projects	Current contractor confirms no increase for 2016/17. Contract retendered and approved by C&C Cttee,
4670	Felixstowe Forward	305	Community Fund Projects	Year two of three year partnership agreement in 2016/17.