



FELIXSTOWE TOWN COUNCIL

Financial Forecast: Business Plan Period

2016 - 2020

	Actual 2016-17	Actual 2017-18	Approved Budget 2018-19	Forecast Budget 2019-20
Administration				
Expenditure	277,516	252,788	265,081	270,416
Income	562,055	593,476	564,967	578,951
Subtotal	-284,539	-340,688	-299,886	-308,535
Town Hall				
Expenditure	70,993	82,443	81,630	84,461
Income	17,919	22,628	19,967	18,667
Subtotal	53,074	59,816	61,663	65,794
Walton Community Hall				
Expenditure	7,274	7,133	8,716	10,959
Income	9,654	8,890	7,500	8,000
Subtotal	-2,380	-1,758	1,216	2,959
Broadway House				
Expenditure	10,616	6,363	6,451	6,560
Income	468	2,000	2,040	2,081
Subtotal	10,148	4,363	4,411	4,479
Cemetery				
Expenditure	128,754	127,105	138,862	144,223
Income	85,162	102,540	68,815	66,915
Subtotal	43,592	24,565	70,047	77,308
Allotments				
Expenditure	26,163	23,796	27,407	29,926
Income	14,407	14,728	14,900	15,400
Subtotal	11,756	9,067	12,507	14,526
Civic & Community				
Expenditure	31,853	35,399	37,930	37,930
Income	3,992	7,562	7,992	7,992
Subtotal	27,861	27,837	29,938	29,938
Section 137				
Expenditure	22,096	30,403	32,850	32,650
Income	0	0	0	0
Subtotal	22,096	30,403	32,850	32,650
Felixstowe in Flower				
Expenditure	8,902	9,150	7,850	9,440
Income	6,720	6,246	6,250	4,500
Subtotal	2,182	2,904	1,600	4,940
Communication				
Expenditure	5,512	5,971	6,527	6,852
Income	0	0	0	0
Subtotal	5,512	5,971	6,527	6,852
Community Fund Projects				
Expenditure	41,779	41,779	43,801	43,980
Income	6,500	0	0	0
Subtotal	35,279	41,779	43,801	43,980
TOTALS				
	Actual 2016-17	Actual 2017-18	Approved Budget 2018-19	Forecast Budget 2019-20
General Reserves (c/f)	254,643	286,532	356,823	338,474
Earmarked Reserves (c/f)	676,245	625,580	685,936	703,611
TOTAL RESERVES (c/f balance)	930,888	912,112	1,042,759	1,042,085
Net Transfers from GF to Earmarked reserves	43,530	65,450	53,675	53,184
Expenditure	631,458	622,329	657,105	677,398
Expenditure (from reserves)	94,195	5,094	36,000	39,796
Income (non-Precept)	169,530	208,328	131,464	130,555
Precept	537,347	549,742	560,967	571,951
General Reserves (balance 31 March)	286,532	356,823	338,474	310,399
Earmarked Reserves (balance 31 March)	625,580	685,936	703,611	716,999
<i>Surplus/Shortfall</i>	<i>-18,776</i>	<i>130,647</i>	<i>-674</i>	<i>-14,688</i>
TOTAL RESERVES (closing balance)	912,112	1,042,759	1,042,085	1,027,398
Increase on 2017/18 precept*			11,225	10,984
<small>*based on static taxbase</small>			2.04%	1.96%



FELIXSTOWE TOWN COUNCIL

Financial Forecast covering period of Business Plan 2016 - 2020

Committee: Finance & General Purposes

Cost Centre: 101 Administration

	Code	Description	Actual 2016-	Actual 2017-	Budget 2018-	Forecast	Notes/ Action Plan Ref
			17	18	19	Budget 2019-20	
Expenditure	4000	Employee Salaries	164,810	160,474	165,558	168,869) FC5-8, F&GP 1-10	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4001	Employer National Insurance	15,321	15,340	16,087	16,409) A&S1-9,C&C1-12	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4002	Employer Pension Contributions	60,234	36,422	37,591	38,343) PE1-4, P3, HA1-8, FF1-2	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4030	Training	2,506	4,945	7,000	7,000 FC1, P1-2	
	4040	Travel & Expenses	239	206	1,000	1,000 FC2	Forecast 19/20 adjusted re decrease in required budget 18/19
	4260	Equipment Purchases	149	0	0	0	
	4270	Printer/Photocopier	3,290	3,375	3,570	2,500)	Forecast 19/20 adjusted re new photocopier contract currently being negotiated
	4400	Stationery	1,111	1,122	1,500	1,500) FC5-8, F&GP 1-10	
	4425	Postage	1,683	1,885	1,800	1,800) A&S1-9,C&C1-12	Forecast 19/20 reduced due to reduction in posting
	4441	Telephone Calls	6,800	6,274	6,900	7,275) PE1-4, P3, HA1-8, FF1-2	
	4446	Mobile Phone	260	84	130	130)	
	4460	Subscriptions	3,244	3,046	3,215	3,300 FC1, P1-2	
	4461	External Audit	1,300	1,300	1,365	1,435 FC7	
	4462	Internal Audit	553	288	315	330 FC7	
	4464	Insurance	8,410	8,593	9,450	9,925 FC6 & F&GP9	
	4468	Miscellaneous	83	131	250	250	
	4470	Publications	0	8	50	50 FC1, P1-2	
	4471	Advertising & Promotion	1,112	474	2,000	2,000 A&S 3,6; C&C3,4,7	
	4481	IT Maintenance & Software	4,386	4,949	4,000	5,000	
	4490	Professional Fees	954	2,699	2,000	2,000	
	4550	Bank Charges	1,071	1,174	1,300	1,300 F&GP7	
		Administration Expenditure	277,516	252,788	265,081	270,416	
Income	1805	Bank Interest Received	4,433	6,041	4,000	7,000	Although 4,000 budget set 2018/19 interest expected is £7,000 19/20 forecast adjusted accordingly
	1830	Community Infrastructure Levy	911	26,897	0	0	P&E3
	1850	Miscellaneous Income	0	10,796	0	0	
	1900	Precept	537,347	549,742	560,967	571,951	F&GP3
	1901	Transition Grant	19,364	0	0	0	
		Sub-Total Income	562,055	593,476	564,967	578,951	
		101 Administration Expenditure-Income	-284,539	-340,688	-299,886	-308,535	

Committee: Assets & Services

Cost Centre: 201 Town Hall

			Forecast				
	Code	Description	Actual 2016-17	Actual 2017-18	Budget 2018-19	Budget 2019-20	Notes/ Action Plan Ref
Expenditure	4000	Employee Salaries	13,992	22,749	24,024	24,504)	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4001	Employer National Insurance	127	1,279	1,456	1,485) A&S2	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4002	Employer Pension Contributions	210	785	843	860)	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4030	Training	769	375	1,000	2,000 FC1, P1-2	
	4110	Rates	7,018	6,757	7,465	7,840)	
	4115	Water and Sewerage	321	356	400	420)	
	4120	Gas	1,265	2,047	2,000	2,750)	
	4122	Electricity	1,920	2,227	2,260	2,370) A&S2	
	4150	Cleaning	4,222	0	0	0)	
	4155	Cleaning Materials	0	426	800	800)	Forecast reduced based on actual 2017-18
	4170	Repairs and Maintenance	4,869	7,499	5,000	5,000)	Forecast reduced based on actual 2017-18
	4180	Licences	600	600	600	600 A&S3	
	4260	Equipment Purchases	505	2,184	550	600 A&S2	
	4466	Catering Sundries	443	427	500	500 A&S4	
	4553	Loan Repayments	34,732	34,732	34,732	34,732	
		Sub-Total Expenditure	70,993	82,443	81,630	84,461	
Income	1000	Hirings	4,080	2,973	2,200	2,400)	
	1001	Weddings	5,054	11,833	10,000	8,500) A&S3	
	1030	Leases	8,785	7,821	7,767	7,767)	
		Sub-Total Income	17,919	22,628	19,967	18,667	
		201 Town Hall Expenditure-Income	53,074	59,816	61,663	65,794	

Cost Centre: 202 Walton Community Hall

			Forecast				
	Code	Description	Actual 2016-17	Actual 2017-18	Budget 2018-19	Budget 2019-20	Notes/ Action Plan Ref
Expenditure	4000	Employee Salaries	2,590	2,665	2,811	2,867)	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4001	Employer National Insurance	18	215	241	245) FC6 & A&S2	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4002	Employer Pension Contributions	334	157	169	172)	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4110	Rates	920	985	1,085	1,145)	
	4115	Water and Sewerage	268	298	370	390) A&S2	
	4122	Electricity	1,590	1,304	1,940	2,040)	
	4170	Repairs and Maintenance	1,554	1,027	2,000	4,000)	
	4260	Equipment Purchases	0	482	100	100)	
		Sub-Total Expenditure	7,274	7,133	8,716	10,959	
Income	1000	Hirings	9,654	8,890	7,500	8,000 A&S3	
		Sub-Total Income	9,654	8,890	7,500	8,000	
		202 Walton Expenditure-Income	-2,380	-1,758	1,216	2,959	

Cost Centre: 203 Broadway House

			Forecast				
	Code	Description	Actual 2016-17	Actual 2017-18	Budget 2018-19	Budget 2019-20	Notes/ Action Plan Ref
Expenditure	4000	Employee Salaries	8,869	4,383	4,757	4,852)	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4001	Employer National Insurance	31	364	409	417) FC6, A&S2	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4002	Employer Pension Contributions	1,634	266	285	291)	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4030	Training	82	0	0	0 FC1, P1-2	
	4170	Repairs & Maintenance	0	1,350	1,000	1,000 A&S 2	2017-18 New fire extinguishers
		Sub-Total Expenditure	10,616	6,363	6,451	6,560	
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	4,363	4,411	4,479	

Cost Centre: 204 Cemetery

			Forecast				
	Code	Description	Actual 2016-17	Actual 2017-18	Budget 2018-19	Budget 2019-20	Notes/ Action Plan Ref
Expenditure	4000	Employee Salaries	80,875	84,525	90,954	92,773)	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4001	Employer National Insurance	7,350	7,836	8,721	8,895) A&S5, & A&S7	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4002	Employer Pension Contributions	19,692	13,916	14,830	15,126)	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4030	Training	1,240	44	2,000	3,000 FC1, P1-2 & A&S5	
	4110	Rates	2,565	2,747	3,020	3,175)	
	4115	Water and Sewerage	250	161.77	347	364)	
	4122	Electricity	713	855	1,215	1,275)	
	4170	Repairs and Maintenance	3,217	4,036	4,000	4,000)	
	4260	Equipment Purchases	2,801	2,943	3,000	4,600) A&S5	
	4300	Vehicle Running Costs	2,118	1,899	2,230	2,345)	
	4320	Vehicle/Tool Hire	5,436	5,580	5,600	5,600)	
	4330	Fuel	1,976	2,148	2,300	2,425)	
	4446	Mobile Phone	513	375	595	595)	
	4466	Catering Sundries	8	39	50	50)	
		Sub-Total Expenditure	128,754	127,105	138,862	144,223	
Income	1032	Mobile Phone Mast	5315	5315	5,315	5,315)	
	1100	Interment Fees	53,475	57,260	40,000	40,000)	
	1120	Purchase of Graves	11,577	19,049	10,000	10,000)	
	1130	Memorials	11,076	19,359	12,000	10,100) A&S5	Forecast increased based on actual 2017-18
	1140	Upkeep of Grave Spaces	2705	620.85	800	800)	
	1160	Admin Fees	1,014	937	700	700)	
		Sub-Total Income	85,162	102,540	68,815	66,915	
204 Cemetery Expenditure-Income			43,592	24,565	70,047	77,308	

Cost Centre: 205 Allotments

		Forecast				
		Actual 2016-	Actual 2017-	Budget 2018-	Budget 2019-	
	Code Description	17	18	19	20	Notes/ Action Plan Ref
Expenditure	4000 Employee Salaries	14,236	14,916	16,051	16,372)	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4001 Employer National Insurance	1,297	1,383	1,539	1,570)	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4002 Employer Pension Contributions	3,476	2,456	2,617	2,669)	Forecast 19/20 adjusted re set budget Personnel committee 18/19 +2%
	4115 Water and Sewerage	2,101	1,429	2,200	2,315)	A&S6
	4170 Repairs and Maintenance	3,849	1,635	3,000	5,000)	
	4320 Vehicle/Tool Hire	1,204	1,977	2,000	2,000)	
	Sub-Total Expenditure	26,163	23,796	27,407	29,926	
Income	1080 Allotment Rents	14,407	14,728	14,900	15400	A&S6
	Sub-Total Income	14,407	14,728	14,900	15,400	
205 Allotments Expenditure-Income		11,756	9,067	12,507	14,526	
Assets & Services	Expenditure	243,800	246,839	263,066	276,130	
	Income	127,610	150,786	113,222	111,063	
	Expenditure-Income	116,190	96,053	149,844	165,067	

Committee: Civic & Community

Cost Centre: 301 Civic & Community

		Forecast				
		Actual 2016-	Actual 2017-	Budget 2018-	Budget 2019-	
		17	18	19	20	Notes/ Action Plan Ref
Code	Description					
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	2,410	2,500	2,500	C&C6
	4512 Engraving/Sign Writing	75	85	200	200	C&C2
	4513 Civic Awards	511	271	1,200	1,200	Min # 10 2017/18 , C&C2
	4530 Civic Events	586	1,384	1,700	1,700	C&C2
	4600 CCTV	9,980	9,980	9,980	9,980	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		6,050	6,000	6,000	C&C7
	4675 Youth Forum	2,000	869	2,000	2,000	C&C1
	Sub-Total Expenditure	31,853	35,399	37,930	37,930	
Income	1800 Agency Income	3,992	3,992	3,992	3,992	C&C12
	1810 Donations & Sponsorship	0	3,570	4,000	4,000	C&C4
	Sub-Total Income	3,992	7,562	7,992	7,992	
301 Civic & Community Expenditure-Income		27,861	27,837	29,938	29,938	

Cost Centre: 302 Section 137 Expenditure

		Forecast				
		Actual 2016-	Actual 2017-	Budget 2018-	Budget 2019-	
		17	18	19	20	Notes/ Action Plan Ref
Code	Description					
Expenditure	4531 Remembrance	296	291	500	300	C&C11
	4620 Annual Grants	6,800	5,850	7,350	7,350	C&C8
	4655 Occasional Grants	15,000	24,263	25,000	25,000	C&C8
	Sub-Total Expenditure	22,096	30,403	32,850	32,650	
302 Section 137 Expenditure-Income		22,096	30,403	32,850	32,650	

Cost Centre: 303 Felixstowe in Flower

		Forecast				
		Actual 2016-	Actual 2017-	Budget 2018-	Budget 2019-	
	Code Description	17	18	19	20	Notes/ Action Plan Ref
Expenditure	4170 Repairs and Maintenance	3,595	0	0	0	4170/4290 now combined
	4290 Flowers & Containers	3,969	7,611	6,000	7,590)
	4512 Engraving/Sign Writing	324	296	500	500) C&C10
	4532 Felixstowe in Flower Events	1,014	1,243	1,350	1,350)
	Sub-Total Expenditure	8,902	9,150	7,850	9,440	
Income	1810 Donations & Sponsorship	6,720	6,246	6,250	4,500	C&C10
	Sub-Total Income	6,720	6,246	6,250	4,500	
303 Felixstowe in Flower Expenditure-Income		2,182	2,904	1,600	4,940	

Cost Centre: 304 Communication

		Forecast				
		Actual 2016-	Actual 2017-	Budget 2018-	Budget 2019-	
	Code Description	17	18	19	20	Notes/ Action Plan Ref
Expenditure	4420 Newsletter Print	2385	2460	2615	2,745	C&C9
	4421 Newsletter Distribution	1949	2373	2492	2,617	C&C9
	4483 Website	1,178	1,138	1,420	1,490	FC4, FC8 & C&C9
	Sub-Total Expenditure	5,512	5,971	6,527	6,852	
304 Communication Expenditure-Income		5,512	5,971	6,527	6,852	

Cost Centre: 305 Community Fund Projects

		Forecast				
		Actual 2016-	Actual 2017-	Budget 2018-	Budget 2019-	
	Code Description	17	18	19	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	10,779	11,801	11,980	C&C10
	4670 Felixstowe Forward	20,000	20,000	20,000	20,000	C&C3-4, FF1-2
	4685 Landguard Partnership	0	0	1000	1000	Prev included in 4620/302
	Sub-Total Expenditure	41,779	41,779	43,801	43,980	
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	41,779	43,801	43,980	

Civic & Community	Expenditure	110,142	122,702	128,958	130,852	
	Income	17,212	13,808	14,242	12,492	
	Expenditure-Income	92,930	108,894	114,716	118,360	

Earmarked Reserves

Cost Centre: 900 Earmarked Reserves - Expenditure

F&GP6

Code	Description	Actual Expenditure 2016-17	Actual 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	780	0	0	
9025	Asset Repairs & Renewals	0	0	8,000	17,000	Tractor replacement 2018-19, replacement of truck in 2019-20
9040	Cemetery Projects	16,885	0	0	0	New tractor 18/19 Cemetery Extension post-2020
9050	Broadway House	1,480	0	5,000	5,000	Cyclical Maintenance/Refurbishment
9055	Walton Community Hall	0	0	5,000	0	Cyclical Maintenance/Refurbishment
9060	Town Hall Capital Refurb	7,821	0	0	0	
9065	Town Hall Maintenance	8,160	1,490	10,000	0	New boiler
9075	Community Fund	27,128	2,824	0	0	
9090	Staffing Reserve	25,125	0	0	0	
9095	Armed Forces W/E Legacy Grant Fund	0	0	8,000	2,796	£2850 grants so far given, it is hoped to give all money in grant in next year
9100	Community Infrastructure Levy	0	0	0	0	
Total Earmarked Reserve Expenditure		94,195	5,094	36,000	39,796	

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
9095	Armed Forces W/E Legacy Grant Fund	0	10,796	0	0	Holding account for AFW Grants
9100	Community Infrastructure Levy	911	26,897	2,491	2,000	Holding account for CIL receipts received in previous year from SCDC
Total Movements to/from Earmarked Reserves		43,530	65,450	53,675	53,184	