

Note : Draft Budget Estimates

		<u>Last Year 2015-16</u>		<u>Current Year 2016-17</u>			<u>Next Year 2017-18</u>
		<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<u>101</u>	<u>Administration</u>						
4000	Employee Salaries	151,668	151,687	153,788	126,066	159,360	160,404
4001	Employer National Insurance	18,200	10,916	14,408	11,430	15,332	15,418
4002	Employer Pension Contributions	33,421	35,704	37,057	28,408	38,458	36,496
4030	Training	7,000	2,527	7,000	1,357	5,000	5,000
4040	Travel & Expenses	500	91	1,600	198	1,600	1,600
4260	Equipment Purchases	1,250	176	1,250	0	0	0
4270	Printer/Photocopier	3,500	2,988	3,500	2,360	3,400	3,400
4400	Stationery	1,900	1,489	1,900	449	1,500	1,500
4425	Postage	2,600	2,567	2,800	1,143	2,000	2,000
4441	Telephone & Internet	5,000	6,736	6,600	5,091	6,600	6,600
4446	Mobile Phones	450	430	120	181	250	300
4460	Subscriptions	3,335	3,092	3,335	2,728	3,335	3,135
4461	External Audit	1,300	1,300	1,300	1,300	1,300	1,300
4462	Internal Audit	580	553	580	138	555	300
4464	Insurance	8,000	8,088	8,500	8,410	8,410	9,000
4466	Catering Sundries	500	374	0	0	0	0
4468	Miscellaneous	250	216	250	65	250	250
4470	Publications	200	205	50	0	50	50
4471	Advertising & Promotion	2,000	779	2,000	298	2,000	2,000
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Note : Draft Budget Estimates

		<u>Last Year 2015-16</u>		<u>Current Year 2016-17</u>			<u>Next Year 2017-18</u>
		Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4481	IT Maintenance & Software	7,000	5,181	6,000	3,553	5,000	5,000
4490	Professional Fees	2,000	1,047	2,000	247	2,000	2,000
4500	Election Expenses	10,000	9,452	0	0	0	0
4550	Bank Charges	1,000	587	750	732	1,100	1,300
OverHead Expenditure		261,654	246,186	254,788	194,155	257,500	257,053
1800	Agency Income	1,500	1,500	0	0	0	0
1805	Bank Interest Received	4,000	2,210	4,000	4,183	4,700	5,600
1830	Community Infrastructure Levy	0	0	0	911	911	0
1850	Miscellaneous Income	0	247	0	0	0	0
1900	Precept	522,361	522,361	537,347	537,347	537,347	549,742
1901	Transition Grant	34,160	34,160	19,364	19,364	19,364	0
Total Income		562,021	560,478	560,711	561,805	562,322	555,342
101	Net Expenditure	-300,367	-314,292	-305,923	-367,650	-304,822	-298,289
201	<u>Town Hall</u>						
4000	Employee Salaries	13,638	12,554	10,815	8,823	11,233	22,904
4001	Employer National Insurance	1,731	14	47	34	55	1,314
4002	Employer Pension Contributions	0	0	0	0	0	806
4030	Training	2,000	0	2,000	163	2,000	2,000
4040	Travel & Expenses	50	0	0	0	0	0

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		<u>Last Year 2015-16</u>		<u>Current Year 2016-17</u>			<u>Next Year 2017-18</u>
		Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4110	Rates	7,035	6,960	7,100	6,316	7,018	7,110
4115	Water and Sewerage	600	336	380	171	340	380
4120	Gas	3,000	2,857	3,150	686	2,400	2,500
4122	Electricity	2,300	1,974	2,415	1,392	1,920	2,150
4150	Cleaning	4,500	4,181	4,690	3,084	4,542	0
4155	Cleaning Materials	50	49	0	0	0	1,000
4170	Repairs and Maintenance	10,000	8,666	7,500	4,041	7,500	7,500
4180	Licences	900	600	600	600	600	600
4260	Equipment Purchases	550	428	550	391	550	550
4466	Catering Sundries	0	0	500	293	500	500
4553	Loan Repayments	34,732	34,732	34,732	17,366	34,732	34,732
OverHead Expenditure		81,086	73,350	74,479	43,360	73,390	84,046
1000	Hirings	1,500	1,602	1,200	2,404	2,700	2,000
1001	Weddings	4,400	12,221	6,600	5,321	5,321	7,500
1030	Leases, Rents & Licences	7,546	5,984	5,463	8,265	8,784	7,767
Total Income		13,446	19,808	13,263	15,990	16,805	17,267
201	Net Expenditure	67,640	53,542	61,216	27,371	56,585	66,779
202	Walton						
4000	Employee Salaries	2,960	2,197	2,164	1,987	2,302	2,686

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Note : Draft Budget Estimates

		<u>Last Year 2015-16</u>		<u>Current Year 2016-17</u>			<u>Next Year 2017-18</u>
		Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4001	Employer National Insurance	0	-16	1	0	1	225
4002	Employer Pension Contributions	483	331	335	231	328	161
4110	Rates	930	912	930	828	920	1,035
4115	Water and Sewerage	500	285	350	204	350	350
4122	Electricity	1,500	1,810	2,000	1,217	1,600	1,850
4155	Cleaning Materials	50	45	0	0	0	0
4170	Repairs and Maintenance	4,500	1,802	4,500	600	4,000	4,000
4260	Equipment Purchases	100	81	100	0	100	100
OverHead Expenditure		11,023	7,447	10,380	5,068	9,601	10,407
1000	Hirings	7,500	10,028	7,500	5,516	7,500	7,500
Total Income		7,500	10,028	7,500	5,516	7,500	7,500
202	Net Expenditure	3,523	-2,581	2,880	-448	2,101	2,907
203	Broadway House						
4000	Employee Salaries	9,542	8,247	8,096	7,849	8,645	4,545
4001	Employer National Insurance	1,305	-87	3	1	3	381
4002	Employer Pension Contributions	1,284	1,524	1,635	1,274	1,741	273
4030	Training	2,000	0	2,000	82	82	0
4040	Travel & Expenses	250	0	0	0	0	0
4170	Repairs and Maintenance	0	0	0	0	0	1,000
OverHead Expenditure		14,381	9,684	11,734	9,206	10,471	6,199

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Note : Draft Budget Estimates

		<u>Last Year 2015-16</u>		<u>Current Year 2016-17</u>			<u>Next Year 2017-18</u>
		Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1030	Leases, Rents & Licences	1,360	1,375	1,360	0	1,375	2,000
	Total Income	1,360	1,375	1,360	0	1,375	2,000
203	Net Expenditure	13,021	8,309	10,374	9,206	9,096	4,199
204	Cemetery						
4000	Employee Salaries	80,211	77,940	81,391	61,016	81,391	85,648
4001	Employer National Insurance	9,625	5,814	7,523	5,566	7,500	8,013
4002	Employer Pension Contributions	9,965	9,981	19,693	8,564	12,200	13,981
4030	Training	4,000	3,084	4,000	570	3,000	3,000
4040	Travel & Expenses	100	0	0	0	0	0
4110	Rates	2,600	2,544	2,600	2,308	2,565	2,878
4115	Water and Sewerage	400	134	330	148	330	330
4122	Electricity	1,050	930	1,100	475	1,100	1,155
4155	Cleaning Materials	100	99	0	0	0	0
4170	Repairs and Maintenance	4,000	4,034	4,000	2,015	4,000	4,000
4260	Equipment Purchases	4,600	4,521	4,600	1,230	4,600	4,600
4300	Vehicle Running Costs	2,125	1,710	2,125	2,116	2,125	2,125
4320	Vehicles/Tool Hire	5,600	5,399	5,600	3,351	5,600	5,600
4330	Fuel	2,800	2,014	2,200	1,456	2,200	2,200
4446	Mobile Phones	900	860	480	365	495	595

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Note : Draft Budget Estimates

		<u>Last Year 2015-16</u>		<u>Current Year 2016-17</u>			<u>Next Year 2017-18</u>
		Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4466	Catering Sundries	50	18	50	4	50	50
	OverHead Expenditure	128,126	119,082	135,692	89,184	127,156	134,175
1032	Mobile Phone Mast	5,315	5,315	5,315	5,315	5,315	5,315
1100	Interment Fees	44,000	54,074	40,000	31,614	40,000	40,000
1120	Purchase of Graves	13,200	6,931	8,500	7,124	8,000	8,000
1130	Memorials	9,900	12,045	9,200	7,114	12,040	10,000
1140	Upkeep of Grave Spaces	800	617	800	767	767	800
1141	Bench Maintenance	0	3,150	0	0	0	0
1160	Admin Fees	350	890	700	531	600	700
	Total Income	73,565	83,022	64,515	52,465	66,722	64,815
204	Net Expenditure	54,561	36,061	71,177	36,719	60,434	69,360
205	Allotments						
4000	Employee Salaries	14,156	13,750	14,363	10,769	14,363	15,114
4001	Employer National Insurance	1,700	1,026	1,328	982	1,328	1,414
4002	Employer Pension Contributions	1,758	1,761	3,476	1,511	2,100	2,467
4115	Water and Sewerage	2,300	2,017	2,000	1,577	2,000	2,100
4170	Repairs and Maintenance	5,000	4,915	5,000	617	5,000	5,000
4320	Vehicles/Tool Hire	2,300	2,057	2,000	854	2,000	2,000
	OverHead Expenditure	27,214	25,526	28,167	16,311	26,791	28,095

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Note : Draft Budget Estimates

		<u>Last Year 2015-16</u>		<u>Current Year 2016-17</u>			<u>Next Year 2017-18</u>
		Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1080	Allotment Rents	13,500	13,649	14,000	13,881	14,000	14,400
	Total Income	13,500	13,649	14,000	13,881	14,000	14,400
205	Net Expenditure	13,714	11,878	14,167	2,430	12,791	13,695
301	<u>Civic & Community</u>						
4095	Honoraria	250	250	250	0	250	0
4505	Mayoral Allowance	7,000	7,000	7,000	7,000	7,000	6,000
4511	Town Twinning	4,500	1,963	3,500	1,645	3,500	2,500
4512	Engraving/Sign Writing	300	106	200	75	200	200
4513	Civic Awards	600	417	500	511	511	600
4530	Civic Events	300	542	600	411	600	1,700
4600	CCTV	7,400	7,400	9,980	9,980	9,980	9,980
4605	Litter/Dog Bins	800	383	800	643	800	0
4612	Bus Shelter Cleaning	750	740	800	528	792	0
4615	Street Furniture	0	0	0	0	0	1,600
4645	Christmas Lights	7,250	6,750	6,750	6,750	6,750	6,750
4650	Seasonal Events	0	0	0	0	0	6,000
4675	Youth Forum	2,000	2,000	2,000	0	2,000	2,000
	OverHead Expenditure	31,150	27,550	32,380	27,543	32,383	37,330
1800	Agency Income	0	0	3,990	3,992	3,992	3,992

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Note : Draft Budget Estimates

		<u>Last Year 2015-16</u>		<u>Current Year 2016-17</u>			<u>Next Year 2017-18</u>
		Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1810	Donations & Sponsorship	0	0	0	0	0	4,000
	Total Income	0	0	3,990	3,992	3,992	7,992
301	Net Expenditure	31,150	27,550	28,390	23,551	28,391	29,338
302	Section 137 Expenditure						
4531	Remembrance	300	268	300	286	300	300
4620	Annual Grants	6,800	6,800	6,800	5,300	6,800	5,850
4655	Occasional Grants	15,000	15,000	15,000	15,000	15,000	25,000
	OverHead Expenditure	22,100	22,068	22,100	20,586	22,100	31,150
	Total Income	0	0	0	0	0	0
302	Net Expenditure	22,100	22,068	22,100	20,586	22,100	31,150
303	Felixstowe in Flower						
4170	Repairs and Maintenance	3,700	3,699	3,700	3,595	3,700	0
4290	Flowers & Containers	4,000	3,807	4,000	3,554	4,000	7,590
4400	Stationery	200	1	0	0	0	0
4512	Engraving/Sign Writing	575	468	500	324	324	500
4532	Felixstowe in Flower Events	1,350	1,096	1,350	1,005	1,005	1,350
	OverHead Expenditure	9,825	9,070	9,550	8,477	9,029	9,440

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Note : Draft Budget Estimates

		<u>Last Year 2015-16</u>		<u>Current Year 2016-17</u>			<u>Next Year 2017-18</u>
		Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1810	Donations & Sponsorship	4,000	6,133	4,000	6,718	6,218	4,000
	Total Income	4,000	6,133	4,000	6,718	6,218	4,000
303	Net Expenditure	5,825	2,936	5,550	1,759	2,811	5,440
304	Communication						
4420	Newsletter Print	2,370	2,370	2,370	1,580	2,370	2,490
4421	Newsletter Distribution	1,865	1,865	1,865	1,243	1,865	1,958
4483	Website	1,140	798	1,350	428	1,350	1,350
	OverHead Expenditure	5,375	5,032	5,585	3,251	5,585	5,798
304	Net Expenditure	5,375	5,032	5,585	3,251	5,585	5,798
305	Community Fund Projects						
4625	Felixstowe Harwich Ferry	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	10,866
4670	Felixstowe Forward	20,000	20,000	20,000	20,000	20,000	20,000
	OverHead Expenditure	41,866	41,779	41,866	38,186	41,779	41,866
1810	Donations & Sponsorship	0	5,700	0	6,500	3,000	0
	Total Income	0	5,700	0	6,500	3,000	0
305	Net Expenditure	41,866	36,079	41,866	31,686	38,779	41,866

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Budget Detail - By Centre

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

Note : Draft Budget Estimates

	<u>Last Year 2015-16</u>		<u>Current Year 2016-17</u>			<u>Next Year 2017-18</u>
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
Total Budget Expenditure	633,800	586,774	626,721	455,326	615,785	645,559
Income	675,392	700,192	669,339	666,867	681,934	673,316
Net Expenditure	<u>-41,592</u>	<u>-113,418</u>	<u>-42,618</u>	<u>-211,541</u>	<u>-66,149</u>	<u>-27,757</u>

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 withdrawn by SCDC in 2016/17.
1805	Bank Interest Received	101	Administration	1.2% on £400,000 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	2017/18 taxbase confirmed as 8,162.47. Precept shown based on 0% tax increase @£67.35 per band D eq.
1901	Transition Grant	101	Administration	No longer applied from 2017/18
4000	Employee Salaries	101	Administration	As recommended by Personnel Committee 20 December 2016
4001	Employer National Insurance	101	Administration	As recommended by Personnel Committee 20 December 2016
4002	Employer Pension Contributions	101	Administration	As recommended by Personnel Committee 20 December 2016
4030	Training	101	Administration	Retain a reduced provision for staff and member training
4040	Travel & Expenses	101	Administration	Approx £100 per Member for reimbursement of expenses
4260	Equipment Purchases	101	Administration	Allowance for purchase of office equipment
4270	Printer/Photocopier	101	Administration	Slight reduction to reflect previous actual and current projected costs.
4400	Stationery	101	Administration	Slight reduction to reflect previous actual and current projected costs.
4425	Postage	101	Administration	Based on estimated cost of postage - decreased due to emailing correspondence wherever possible.
4441	Telephone & Internet	101	Administration	Costs for provision of telephone system and broadband internet lines.
4446	Mobile Phones	101	Administration	Contract expires 3 March 2017. Similar sim only 1 year contract @£12 p/m
4460	Subscriptions	101	Administration	Cost of subscriptions for Council and staff in 2017/18
4461	External Audit	101	Administration	Cost expected to remain the same in 2017/18
4462	Internal Audit	101	Administration	Reduce costs pending Council approval of recommendation to reduce no. of audits per year.
4464	Insurance	101	Administration	Increase expected due to recent revaluation of premises
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 arrangements for 2017-18 since the introduction of bank charges

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1000	Hirings	201	Town Hall	Increased in line with trend/projected outturn for current year.
1001	Weddings	201	Town Hall	Increase based on wedding deposits already taken for year 2017/18
1030	Leases, Rents & Licences	201	Town Hall	Figure based on existing agreements continuing. Current year projection includes backdated receipt.
4000	Employee Salaries	201	Town Hall	As recommended by Personnel Committee 20 December 2016
4001	Employer National Insurance	201	Town Hall	As recommended by Personnel Committee 20 December 2016
4002	Employer Pension Contributions	201	Town Hall	As recommended by Personnel Committee 20 December 2016
4030	Training	201	Town Hall	Retain for training of staff
4110	Rates	201	Town Hall	Government estimate new rateable value £6,771 (+5% SCDC say likely to be same or no more than)
4115	Water and Sewerage	201	Town Hall	Based on average annual usage
4120	Gas	201	Town Hall	Projected saving against last year actual cost but rates not guaranteed for 2017/18.
4122	Electricity	201	Town Hall	Projected current usage plus 5% increase on charges
4150	Cleaning	201	Town Hall	No longer required
4170	Repairs and Maintenance	201	Town Hall	No change in 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 2017/18
4466	Catering Sundries	201	Town Hall	Retain same figure for 2017/18 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 2017/18
4000	Employee Salaries	202	Walton	As recommended by Personnel Committee 20 December 2016
4001	Employer National Insurance	202	Walton	As recommended by Personnel Committee 20 December 2016
4002	Employer Pension Contributions	202	Walton	As recommended by Personnel Committee 20 December 2016
4110	Rates	202	Walton	Government estimate new rateable value £982 (+5% SCDC say likely to be same or no more than)
4115	Water and Sewerage	202	Walton	Retain same figure for 2017/18
4122	Electricity	202	Walton	Projected saving against last year actual cost but rates not guaranteed for 2017/18.
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

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1030	Leases, Rents & Licences	203	Broadway House	Est. licence figure for 2017/18 based on draft new arrangements.
4000	Employee Salaries	203	Broadway House	As recommended by Personnel Committee 20 December 2016
4001	Employer National Insurance	203	Broadway House	As recommended by Personnel Committee 20 December 2016
4002	Employer Pension Contributions	203	Broadway House	As recommended by Personnel Committee 20 December 2016
1032	Mobile Phone Mast	204	Cemetery	O2 Mast retain same figure for 2017/18
1100	Interment Fees	204	Cemetery	2017/18 budget based on current year projection
1120	Purchase of Graves	204	Cemetery	2017/18 budget based on current year projection
1140	Upkeep of Grave Spaces	204	Cemetery	2017/18 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 20 December 2016
4001	Employer National Insurance	204	Cemetery	As recommended by Personnel Committee 20 December 2016
4002	Employer Pension Contributions	204	Cemetery	As recommended by Personnel Committee 20 December 2016
4030	Training	204	Cemetery	Retain reduce provision for 17/18 for staff training.
4110	Rates	204	Cemetery	Government estimated from new rateable value £2,741 (+5% SCDC say likely to be same or no more than)
4115	Water and Sewerage	204	Cemetery	Retained based on current and historical consumption.
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	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
4320	Vehicles/Tool Hire	204	Cemetery	Retain same figure for digger/skip hire 2017/18
4330	Fuel	204	Cemetery	Retain provision for fuel
4446	Mobile Phones	204	Cemetery	Contract expires 3 March 2017. Similar sim only 1 year contract @£12 p/m
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 20 December 2016
4001	Employer National Insurance	205	Allotments	As recommended by Personnel Committee 20 December 2016
4002	Employer Pension Contributions	205	Allotments	As recommended by Personnel Committee 20 December 2016

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4115	Water and Sewerage	205	Allotments	Based on historic and current year projection
4170	Repairs and Maintenance	205	Allotments	Retain same figure for 2017/18
4320	Vehicles/Tool Hire	205	Allotments	Retain same figure for 2017/18
1800	Agency Income	301	Civic & Community	2017/18 as per 2016/17: charged to SCDC for portion of CCTV maintenance agreement
1810	Donations & Sponsorship	301	Civic & Community	Sponsorship towards seasonal events
4095	Honoraria	301	Civic & Community	Honoraria arrangement concludes at end of 2016/17 financial year.
4505	Mayoral Allowance	301	Civic & Community	As recommended by F&GP 23 November 2016
4511	Town Twinning	301	Civic & Community	Reduction whilst Salzwedel are not reciprocating Civic engagements
4512	Engraving/Sign Writing	301	Civic & Community	No change proposed - includes items such as Mayoral Board, Shields& Trophies
4513	Civic Awards	301	Civic & Community	Small increase to provision for civic awards related expenditure
4530	Civic Events	301	Civic & Community	As recommended by F&GP 23 November 2016
4600	CCTV	301	Civic & Community	Full contract cost shown. Costs offset by income from SCDC portion shown at 301/1800
4605	Litter/Dog Bins	301	Civic & Community	Sum for provision of litter and dog bins amalgamated under new Street Furniture code.
4612	Bus Shelter Cleaning	301	Civic & Community	Formal arrangement to conclude this year, resources reprovided under new Street Furniture code
4615	Street Furniture	301	Civic & Community	New code created for street furniture maintenance and provision
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	Based on historic and current year projection
4620	Annual Grants	302	Section 137 Expenditure	As per Civic & Community Cttee 21 September 2016
4655	Occasional Grants	302	Section 137 Expenditure	As recommended by F&GP 23 November 2016
1810	Donations & Sponsorship	303	Felixstowe in Flower	Propose to retain target sponsorship level at 2016/17
4170	Repairs and Maintenance	303	Felixstowe in Flower	Watering to be carried out in-house for 2017/18
4290	Flowers & Containers	303	Felixstowe in Flower	Additional costs for new 'holestar' baskets and plant displays in 2017/18

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4512	Engraving/Sign Writing	303	Felixstowe in Flower	Retain at same level for 2017/18
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 4 FTC newsletters.
4421	Newsletter Distribution	304	Communication	Projected cost +5% of delivering 4 FTC newsletters.
4483	Website	304	Communication	Hosting cost plus a sum for potential in-year developments.
4625	Felixstowe Harwich Ferry	305	Community Fund Projects	FTC contribution towards the foot ferry partnership.
4630	Level 2	305	Community Fund Projects	Contribution to be retained for 2017/18 as per Civic & Community Cttee.
4640	Floral Bedding	305	Community Fund Projects	Confirmed costs for 2017/18 the same as 2015/16 and 2016/17
4670	Felixstowe Forward	305	Community Fund Projects	Year three of three year partnership agreement in 2017/18.

Budget Detail - By Committee

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

Note : Movements and Transfers to Earmarked Reserves

		<u>Last Year 2015/16</u>		Agreed Budget	<u>Current Year 2016/17</u>		Projected Actual	<u>Next Year 2017/18</u>	
		Budget	Actual		Revised Budget	Actual YTD		Next Year Budget	C/Fwd Budget
<u>Earmarked Reserves</u>									
<u>900</u>	<u>Earmarked Reserves</u>								
9010	Election Expenses	4,500	0	5,000	9,500	0	7,000	6,000	8,500
9015	Enhancement & Promotional	7,865	4,187	0	3,679	958	958	0	2,721
9020	Felixstowe in Flower	8,428	0	0	8,428	0	0	-8,428	0
9025	Asset Repairs & Replacement	13,532	0	3,000	16,532	0	0	3,000	19,532
9030	IT Replacement Fund	3,117	0	0	3,117	0	0	0	3,117
9035	Recycling Credits	4,306	1,872	0	2,434	0	0	-2,434	0
9040	Cemetery Projects	130,000	3,193	20,000	146,807	14,694	20,000	20,000	146,807
9050	Broadway House	57,500	0	2,500	60,000	1,480	1,480	2,500	61,020
9055	Walton Community Hall	57,500	0	2,500	60,000	0	0	2,500	62,500
9060	Town Hall Capital Refurb	7,821	0	0	7,821	7,821	7,821	0	0
9065	Town Hall Maintenance	93,594	34,476	54,774	113,892	8,160	8,160	0	105,732
9070	Play Equipment	27,000	0	0	27,000	0	0	0	27,000
9075	Community Fund	168,820	6,415	17,184	179,589	23,890	23,890	7,184	162,883
9080	Council Tax Localisation Rsrve	74,904	0	-62,339	12,565	0	0	-12,565	0
9085	CCTV	42,000	0	0	42,000	0	0	0	42,000
9090	Staffing Reserve	25,500	0	0	25,500	25,125	25,125	10,000	10,375
OverHead Expenditure		726,387	50,142	42,619	718,864	82,129	94,434	27,757	652,187
900	Net Expenditure	726,387	50,142	42,619	718,864	82,129	94,434	27,757	652,187

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Budget Detail - By Committee

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

Note : Movements and Transfers to Earmarked Reserves

	<u>Last Year 2015/16</u>		<u>Agreed Budget</u>	<u>Current Year 2016/17</u>		<u>Projected Actual</u>	<u>Next Year 2017/18</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	726,387	50,142	42,619	718,864	82,129	94,434	27,757	652,187
Income	0	0	0	0	0	0	0	0
Net Expenditure	726,387	50,142	42,619	718,864	82,129	94,434	27,757	652,187
Total Budget Expenditure	726,387	50,142	42,619	718,864	82,129	94,434	27,757	652,187
Income	0	0	0	0	0	0	0	0
Net Expenditure	726,387	50,142	42,619	718,864	82,129	94,434	27,757	652,187

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.
9020	Felixstowe in Flower	900	Earmarked Reserves	Contingency fund for Felixstowe in Flower. No longer needed.
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.
9035	Recycling Credits	900	Earmarked Reserves	Legacy fund - no longer 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.
9060	Town Hall Capital Refurb	900	Earmarked Reserves	Reserve spent on capital repairs in 2016/17
9065	Town Hall Maintenance	900	Earmarked Reserves	No uplift for 17/18 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	Annual uplift of £69,050 less £20k to Occasional Grants and £41,866 to Community Fund Projects
9080	Council Tax Localisation Rsrve	900	Earmarked Reserves	Rebalance £12,565 across reserves to meet expected requirements.
9085	CCTV	900	Earmarked Reserves	Reserve balance for hardware replacement. No increase proposed.
9090	Staffing Reserve	900	Earmarked Reserves	Reserve balance for staffing contingencies.

Budget Detail - By Centre

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

Note : Draft Budget Estimates 2018-19 - Appendix C

		<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>
<u>101</u>	<u>Administration</u>						
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>		Agreed Budget	<u>Current Year 2017-18</u>		<u>Next Year 2018-19</u>	
		Budget	Actual		Actual YTD	Projected Actual	Next Year Budget	
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	Broadway House							
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>		Projected Actual	<u>Next Year 2018-19</u>	
		<u>Budget</u>	<u>Actual</u>		<u>Actual YTD</u>			<u>Next Year Budget</u>	
<u>204</u>	<u>Cemetery</u>								
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>		Projected Actual	<u>Next Year</u>
		Budget	Actual		Actual YTD	Next Year Budget		
<u>301</u>	<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>		Projected Actual	<u>Next Year 2018-19</u>
		Budget	Actual		Actual YTD	Next Year Budget		
<u>302</u>	<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	
<u>303</u>	<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	
<u>304</u>	<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

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

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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
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

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Annual Budget - By Centre

Note: Final Draft Full Budget 2019-20 Appendix D

		<u>Last Year 2017-18</u>		<u>Current Year 2018-19</u>				<u>Next Year 2019-20</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	<u>Administration</u>									
1805	Bank Interest Received	5,600	6,041	4,000	4,525	4,750	0	7,350	0	0
1830	Community Infrastructure Levy	0	26,897	0	4,057	5,285	0	0	0	0
1850	Miscellaneous Income	0	10,796	0	0	0	0	0	0	0
1900	Precept	549,742	549,742	560,967	560,967	560,967	0	578,113	0	0
Total Income		555,342	593,476	564,967	569,549	571,002	0	585,463	0	0
4000	Employee Salaries	160,404	160,474	165,558	122,636	165,558	0	172,414	0	0
4001	Employer National Insurance	15,418	15,340	16,087	11,761	16,087	0	17,033	0	0
4002	Employer Pension Contributions	36,496	36,422	37,591	28,841	37,591	0	40,059	0	0
4030	Training	5,000	4,945	7,000	5,990	7,000	0	3,000	0	0
4040	Travel & Expenses	1,600	206	1,000	76	500	0	500	0	0
4270	Printer/Photocopier	3,400	3,375	3,570	2,195	2,800	0	1,200	0	0
4400	Stationery	1,500	1,122	1,500	452	1,200	0	1,200	0	0
4425	Postage	2,000	1,885	1,800	1,300	1,800	0	1,700	0	0
4441	Telephone & Internet	6,600	6,274	6,900	5,541	6,900	0	6,900	0	0
4446	Mobile Phones	300	84	130	64	97	0	130	0	0
4460	Subscriptions	3,135	3,046	3,215	3,143	3,143	0	3,300	0	0
4461	External Audit	1,300	1,300	1,365	1,600	1,600	0	1,600	0	0
4462	Internal Audit	300	288	315	150	300	0	356	0	0
4464	Insurance	9,000	8,593	9,450	8,740	8,965	0	9,450	0	0
4468	Miscellaneous	250	131	250	240	240	0	250	0	0
4470	Publications	50	8	50	0	50	0	50	0	0
4471	Advertising & Promotion	2,000	474	2,000	0	0	0	0	0	0

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Annual Budget - By Centre

Note: Final Draft Full Budget 2019-20 Appendix D

		<u>Last Year 2017-18</u>		<u>Current Year 2018-19</u>				<u>Next Year 2019-20</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4481	IT Maintenance & Software	5,000	4,949	4,000	3,549	4,000	0	6,000	0	0
4490	Professional Fees	2,000	2,699	2,000	698	2,000	0	1,500	0	0
4500	Election Expenses	0	0	0	0	0	0	0	15,000	0
4550	Banking Fees	1,300	1,174	1,300	890	1,100	0	1,300	0	0
Overhead Expenditure		257,053	252,788	265,081	197,868	260,931	0	267,942	15,000	0
Movement to/(from) Gen Reserve		298,289	340,688	299,886	371,681	310,071		317,521		
201	<u>Town Hall</u>									
1000	Hirings	2,000	2,973	2,200	1,570	1,680	0	1,680	0	0
1001	Weddings	7,500	11,833	10,000	9,867	9,867	0	10,000	0	0
1030	Leases, Rents & Licences	7,767	7,821	7,767	7,463	7,984	0	8,050	0	0
Total Income		17,267	22,628	19,967	18,899	19,531	0	19,730	0	0
4000	Employee Salaries	22,904	22,749	24,024	19,264	24,024	0	25,678	0	0
4001	Employer National Insurance	1,314	1,279	1,456	1,220	1,456	0	1,685	0	0
4002	Employer Pension Contributions	806	785	843	616	843	0	899	0	0
4030	Training	2,000	375	1,000	0	500	0	500	0	0
4110	Rates	7,110	6,757	7,465	6,264	6,960	0	7,200	0	0
4115	Water and Sewerage	380	356	400	162	400	0	420	0	0
4120	Gas	2,500	2,047	2,000	1,539	2,200	0	2,200	0	0
4122	Electricity	2,150	2,227	2,260	1,315	2,400	0	2,550	0	0
4155	Cleaning Materials	1,000	426	800	131	500	0	500	0	0
4170	Repairs and Maintenance	7,500	7,499	5,000	5,680	6,334	0	5,500	0	0
4180	Licences	600	600	600	600	600	0	600	0	0

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Annual Budget - By Centre

Note: Final Draft Full Budget 2019-20 Appendix D

		<u>Last Year 2017-18</u>		<u>Current Year 2018-19</u>				<u>Next Year 2019-20</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Equipment Purchases	550	2,184	550	491	550	0	550	0	0
4466	Catering Sundries	500	427	500	216	500	0	500	0	0
4553	Loan Repayments	34,732	34,732	34,732	17,366	34,732	0	34,732	0	0
Overhead Expenditure		84,046	82,443	81,630	54,864	81,999	0	83,514	0	0
Movement to/(from) Gen Reserve		(66,779)	(59,816)	(61,663)	(35,965)	(62,468)		(63,784)		
202	<u>Walton</u>									
1000	Hirings	7,500	8,890	7,500	6,012	7,000	0	7,000	0	0
Total Income		7,500	8,890	7,500	6,012	7,000	0	7,000	0	0
4000	Employee Salaries	2,686	2,665	2,811	2,055	2,811	0	2,996	0	0
4001	Employer National Insurance	225	215	241	170	241	0	267	0	0
4002	Employer Pension Contributions	161	157	169	123	169	0	180	0	0
4110	Rates	1,035	985	1,085	982	1,090	0	1,130	0	0
4115	Water and Sewerage	350	298	370	157	300	0	350	0	0
4122	Electricity	1,850	1,304	1,940	718	2,300	0	2,400	0	0
4170	Repairs and Maintenance	3,563	1,027	2,000	430	1,000	0	1,000	0	0
4260	Equipment Purchases	537	482	100	0	100	0	100	0	0
Overhead Expenditure		10,407	7,133	8,716	4,634	8,011	0	8,423	0	0
Movement to/(from) Gen Reserve		(2,907)	1,758	(1,216)	1,378	(1,011)		(1,423)		
203	<u>Broadway House</u>									
1030	Leases, Rents & Licences	2,000	2,000	2,040	2,067	2,067	0	2,130	0	0
Total Income		2,000	2,000	2,040	2,067	2,067	0	2,130	0	0

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Annual Budget - By Centre

Note: Final Draft Full Budget 2019-20 Appendix D

		<u>Last Year 2017-18</u>		<u>Current Year 2018-19</u>				<u>Next Year 2019-20</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	Employee Salaries	4,545	4,383	4,757	3,477	4,757	0	5,070	0	0
4001	Employer National Insurance	381	364	409	288	409	0	452	0	0
4002	Employer Pension Contributions	273	266	285	209	285	0	304	0	0
4170	Repairs and Maintenance	1,000	1,350	1,000	874	1,000	0	1,000	0	0
Overhead Expenditure		6,199	6,363	6,451	4,848	6,451	0	6,826	0	0
Movement to/(from) Gen Reserve		(4,199)	(4,363)	(4,411)	(2,780)	(4,384)		(4,696)		
204	Cemetery									
1032	Mobile Phone Mast	5,315	5,315	5,315	5,315	5,315	0	5,315	0	0
1100	Interment Fees	40,000	57,260	40,000	19,324	37,500	0	40,000	0	0
1120	Purchase of Graves	8,000	19,049	10,000	20,956	25,000	0	15,000	0	0
1130	Memorials	10,000	19,359	12,000	6,050	12,000	0	12,000	0	0
1140	Upkeep of Grave Spaces	800	621	800	615	760	0	760	0	0
1160	Admin Fees	700	937	700	690	700	0	700	0	0
Total Income		64,815	102,540	68,815	52,949	81,275	0	73,775	0	0
4000	Employee Salaries	85,648	84,525	90,954	67,076	90,954	0	95,302	0	0
4001	Employer National Insurance	8,013	7,836	8,721	6,292	8,721	0	9,321	0	0
4002	Employer Pension Contributions	13,981	13,916	14,830	10,955	14,830	0	15,549	0	0
4030	Training	3,000	44	2,000	0	1,000	0	2,000	0	0
4110	Rates	2,878	2,747	3,020	2,549	2,832	0	2,930	0	0
4115	Water and Sewerage	330	162	347	180	330	0	350	0	0
4122	Electricity	1,155	855	1,215	217	1,215	0	1,275	0	0
4170	Repairs and Maintenance	4,000	4,036	4,000	2,732	4,000	0	4,000	0	0

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Annual Budget - By Centre

Note: Final Draft Full Budget 2019-20 Appendix D

		<u>Last Year 2017-18</u>		<u>Current Year 2018-19</u>				<u>Next Year 2019-20</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Equipment Purchases	4,600	2,943	3,000	123	3,000	0	3,000	0	0
4300	Vehicle Running Costs	2,125	1,899	2,230	873	2,000	0	2,000	0	0
4320	Vehicles/Tool Hire	5,600	5,580	5,600	3,409	5,600	0	5,600	0	0
4330	Fuel	2,200	2,148	2,300	1,727	2,300	0	2,400	0	0
4446	Mobile Phones	595	375	595	261	400	0	520	0	0
4466	Catering Sundries	50	39	50	10	50	0	50	0	0
Overhead Expenditure		134,175	127,105	138,862	96,402	137,232	0	144,297	0	0
Movement to/(from) Gen Reserve		(69,360)	(24,565)	(70,047)	(43,453)	(55,957)		(70,522)		
205	Allotments									
1080	Allotment Rents	14,400	14,728	14,900	13,857	14,900	0	15,200	0	0
Total Income		14,400	14,728	14,900	13,857	14,900	0	15,200	0	0
4000	Employee Salaries	15,114	14,916	16,051	11,837	16,051	0	16,818	0	0
4001	Employer National Insurance	1,414	1,383	1,539	1,110	1,539	0	1,645	0	0
4002	Employer Pension Contributions	2,467	2,456	2,617	1,933	2,617	0	2,744	0	0
4115	Water and Sewerage	2,100	1,429	2,200	3,235	3,600	0	2,500	0	0
4170	Repairs and Maintenance	5,000	1,635	3,000	1,047	2,000	0	2,000	0	0
4320	Vehicles/Tool Hire	2,000	1,977	2,000	270	1,500	0	2,000	0	0
Overhead Expenditure		28,095	23,796	27,407	19,432	27,307	0	27,707	0	0
Movement to/(from) Gen Reserve		(13,695)	(9,067)	(12,507)	(5,575)	(12,407)		(12,507)		
301	Civic & Community									
1800	Agency Income	3,992	3,992	3,992	3,992	3,992	0	3,992	0	0

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Annual Budget - By Centre

Note: Final Draft Full Budget 2019-20 Appendix D

		<u>Last Year 2017-18</u>		<u>Current Year 2018-19</u>				<u>Next Year 2019-20</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1810	Donations & Sponsorship	4,000	3,570	4,000	3,450	3,450	0	3,400	0	0
Total Income		7,992	7,562	7,992	7,442	7,442	0	7,392	0	0
4505	Mayoral Allowance	6,000	6,000	6,000	6,000	6,000	0	6,000	0	0
4511	Town Twinning	2,500	2,410	2,500	1,362	2,500	0	2,500	0	0
4512	Engraving/Sign Writing	200	85	200	85	85	0	100	0	0
4513	Civic Awards	600	271	1,200	368	600	0	1,000	0	0
4530	Civic Events	1,700	1,384	1,700	905	1,400	0	1,500	0	0
4600	CCTV	9,980	9,980	9,980	9,980	9,980	0	9,980	0	0
4615	Street Furniture	1,600	1,600	1,600	0	1,600	0	1,600	0	0
4645	Christmas Lights	6,750	6,750	6,750	6,750	6,750	0	6,750	0	0
4650	Seasonal Events	6,000	6,050	6,000	6,050	6,050	0	6,350	0	0
4675	Youth Forum	2,000	869	2,000	0	1,000	0	1,000	0	0
Overhead Expenditure		37,330	35,399	37,930	31,500	35,965	0	36,780	0	0
Movement to/(from) Gen Reserve		(29,338)	(27,837)	(29,938)	(24,058)	(28,523)		(29,388)		
302	<u>Section 137 Expenditure</u>									
4531	Remembrance	300	291	500	476	500	0	300	0	0
4620	Annual Grants	5,850	5,850	7,350	7,350	7,350	0	11,600	0	0
4655	Occasional Grants	25,000	24,263	25,000	11,665	25,000	0	25,000	0	0
Overhead Expenditure		31,150	30,403	32,850	19,491	32,850	0	36,900	0	0
Movement to/(from) Gen Reserve		(31,150)	(30,403)	(32,850)	(19,491)	(32,850)		(36,900)		
303	<u>Felixstowe in Flower</u>									

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Annual Budget - By Centre

Note: Final Draft Full Budget 2019-20 Appendix D

		<u>Last Year 2017-18</u>		<u>Current Year 2018-19</u>				<u>Next Year 2019-20</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1810	Donations & Sponsorship	4,000	6,246	6,250	7,563	7,563	0	7,300	0	0
	Total Income	4,000	6,246	6,250	7,563	7,563	0	7,300	0	0
4290	Flowers & Containers	7,590	7,611	6,000	3,798	5,750	0	5,000	0	0
4512	Engraving/Sign Writing	500	296	500	340	340	0	400	0	0
4532	Felixstowe in Flower Events	1,350	1,243	1,350	1,320	1,350	0	1,350	0	0
	Overhead Expenditure	9,440	9,150	7,850	5,458	7,440	0	6,750	0	0
	Movement to/(from) Gen Reserve	(5,440)	(2,904)	(1,600)	2,105	123		550		
304	<u>Communication</u>									
4420	Newsletter Print	2,490	2,460	2,615	1,520	2,280	0	11,016	0	0
4421	Newsletter Distribution	1,958	2,373	2,492	1,360	2,040	0	2,112	0	0
4483	Website	1,350	1,138	1,420	388	500	0	500	0	0
	Overhead Expenditure	5,798	5,971	6,527	3,268	4,820	0	13,628	0	0
	Movement to/(from) Gen Reserve	(5,798)	(5,970)	(6,527)	(3,268)	(4,820)		(13,628)		
305	<u>Community Projects & Prtnrshps</u>									
4625	Harwich Harbour Ferry Services	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
4630	Level 2	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4640	Floral Bedding	10,866	10,779	11,801	8,084	10,779	0	10,779	0	0
4670	Felixstowe Forward	20,000	20,000	20,000	20,000	20,000	0	20,000	0	0
4680	New Community Projects	0	0	0	0	0	0	0	34,000	0
4685	Landguard Partnership	0	0	1,000	1,000	1,000	0	1,000	0	0
	Overhead Expenditure	41,866	41,779	43,801	40,084	42,779	0	42,779	34,000	0

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Annual Budget - By Centre

Note: Final Draft Full Budget 2019-20 Appendix D

	<u>Last Year 2017-18</u>		<u>Current Year 2018-19</u>				<u>Next Year 2019-20</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(41,866)</u>	<u>(41,779)</u>	<u>(43,801)</u>	<u>(40,084)</u>	<u>(42,779)</u>		<u>(42,779)</u>		
Total Budget Income	673,316	758,070	692,431	678,338	710,780	0	717,990	0	0
Expenditure	645,559	622,329	657,105	477,848	645,785	0	675,546	49,000	0
Movement to/(from) Gen Reserve	<u>27,757</u>	<u>135,741</u>	<u>35,326</u>	<u>200,490</u>	<u>64,995</u>		<u>42,444</u>		

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	1.2% on £500,000 investment plus interest on Savings Account
1830	Community Infrastructure Levy	101	Administration	CIL received in-year will be transferred in the CIL Earmarked Reserve at year end.
1900	Precept	101	Administration	Based on £69.45 per Band D equivalent (+2% on 2018/19) on taxbase of 8,324.16
1901	Transition Grant	101	Administration	No longer applied from 2017/18
4000	Employee Salaries	101	Administration	As recommended by Personnel Committee 24 Oct 2018
4001	Employer National Insurance	101	Administration	As recommended by Personnel Committee 24 Oct 2018
4002	Employer Pension Contributions	101	Administration	As recommended by Personnel Committee 24 Oct 2018
4030	Training	101	Administration	As recommended by Personnel Committee 24 Oct 2018
4040	Travel & Expenses	101	Administration	For reimbursement of Member expenses
4270	Printer/Photocopier	101	Administration	Decrease due to new 3 year contract on Printer/Copier
4400	Stationery	101	Administration	Based on estimated stationery requirements previous and 2019/20
4425	Postage	101	Administration	Aiming to reduce overall postage cost in favour of email
4441	Telephone & Internet	101	Administration	Costs for provision of telephone system and broadband internet lines.
4446	Mobile Phones	101	Administration	Contract expires 24 February 2019. Similar sim only 1 year contract
4460	Subscriptions	101	Administration	Cost of subscriptions for Council and staff in 2019/20
4461	External Audit	101	Administration	Fixed cost of external audit based on projected annual turnover
4462	Internal Audit	101	Administration	Actual cost of 2 internal audits inc mileage for Internal Auditor 2019/20
4464	Insurance	101	Administration	2018/19 estimate based on current year cost
4468	Miscellaneous	101	Administration	Small provision for any miscellaneous expenditure not otherwise covered.
4470	Publications	101	Administration	Retain same figure from 2018/19
4471	Advertising & Promotion	101	Administration	Promotional activity in future years to be costed to the relevant cost centre
4481	IT Maintenance & Software	101	Administration	Cost of software licences & IT + new for 2019/20 .gov email £758.40 + Clearskies £850
4490	Professional Fees	101	Administration	Provision for professional or legal advice as may be required.
4550	Banking Fees	101	Administration	Estimated cost of banking charges for 2019/20
1000	Hirings	201	Town Hall	Decreased in line with trend/projected outturn for current year re losing a commercial hirer
1001	Weddings	201	Town Hall	Estimate based on previous years and wedding deposits already taken for year 2019/20
1030	Leases, Rents & Licences	201	Town Hall	Figure based on existing agreements continuing +RPI for registrars lease
4000	Employee Salaries	201	Town Hall	As recommended by Personnel Committee 24 Oct 2018
4001	Employer National Insurance	201	Town Hall	As recommended by Personnel Committee 24 Oct 2018

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4002	Employer Pension Contributions	201	Town Hall	As recommended by Personnel Committe 24 Oct 2018
4030	Training	201	Town Hall	As recommended by Personnel Committe 24 Oct 2018
4110	Rates	201	Town Hall	Rates +3.5% (Est. only until confirmation in March 2019)
4115	Water and Sewerage	201	Town Hall	Based on average annual usage +5%
4120	Gas	201	Town Hall	Based on this years usage but now more economical boilers
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	Based on running costs 2018/19
4180	Licences	201	Town Hall	£1,800 wedding licence over three years
4260	Equipment Purchases	201	Town Hall	Retain same figure for 2019/20
4466	Catering Sundries	201	Town Hall	Retain same figure for 2019/20 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	Income projected to reduce for 2018/19, 2019/20 adjusted accordingly.
4000	Employee Salaries	202	Walton	As recommended by Personnel Committe 24 Oct 2018
4001	Employer National Insurance	202	Walton	As recommended by Personnel Committe 24 Oct 2018
4002	Employer Pension Contributions	202	Walton	As recommended by Personnel Committe 24 Oct 2018
4110	Rates	202	Walton	Rates +3.5% (Est. only until confirmation in March 2019)
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 based on previous use figures
4260	Equipment Purchases	202	Walton	Retain same figure for 2019/209 for replacement of stock items
1030	Leases, Rents & Licences	203	Broadway House	Current year projected plus RPI increase
4000	Employee Salaries	203	Broadway House	As recommended by Personnel Committe 24 Oct 2018
4001	Employer National Insurance	203	Broadway House	As recommended by Personnel Committe 24 Oct 2018
4002	Employer Pension Contributions	203	Broadway House	As recommended by Personnel Committe 24 Oct 2018
4170	Repairs and Maintenance	203	Broadway House	Retain provision for ongoing maintenance and in year repairs

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1032	Mobile Phone Mast	204	Cemetery	O2 Mast retain same figure for 2019/20
1100	Interment Fees	204	Cemetery	2019/20 budget based on current year projection
1120	Purchase of Graves	204	Cemetery	Increase based on trend
1130	Memorials	204	Cemetery	2019/20 budget based on current year projection
1140	Upkeep of Grave Spaces	204	Cemetery	2019/20 budget based on current year projection
1160	Admin Fees	204	Cemetery	2019/20 budget based on current year projection
4000	Employee Salaries	204	Cemetery	As recommended by Personnel Committee 24 Oct 2018
4001	Employer National Insurance	204	Cemetery	As recommended by Personnel Committee 24 Oct 2018
4002	Employer Pension Contributions	204	Cemetery	As recommended by Personnel Committee 24 Oct 2018
4030	Training	204	Cemetery	As recommended by Personnel Committee 24 Oct 2018
4110	Rates	204	Cemetery	Rates +3.5% (Est. only until confirmation in March 2019)
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	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 truck and tractor Reduced due to new tractor
4320	Vehicles/Tool Hire	204	Cemetery	Retain same figure for digger/skip hire 2019/20
4330	Fuel	204	Cemetery	Retain provision for fuel with small increase 5%
4446	Mobile Phones	204	Cemetery	Contract expires 23 March 2019. 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 24 Oct 2018
4001	Employer National Insurance	205	Allotments	As recommended by Personnel Committee 24 Oct 2018
4002	Employer Pension Contributions	205	Allotments	As recommended by Personnel Committee 24 Oct 2018
4115	Water and Sewerage	205	Allotments	Increased -Prev year low due to estimated bills, high projected 2018/19 due to this & hot weather.
4170	Repairs and Maintenance	205	Allotments	Figure for 2019/20 based on current & projected figures
4320	Vehicles/Tool Hire	205	Allotments	Retain same figure for 2019/20

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1800	Agency Income	301	Civic & Community	2019/20 as per 2018/19: 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 2019/20
4511	Town Twinning	301	Civic & Community	No change proposed for 2019/20
4512	Engraving/Sign Writing	301	Civic & Community	Decreased for 2019/20 as only used for Mayoral Board.
4513	Civic Awards	301	Civic & Community	Cost of Civic Awards at Annual Town Meeting
4530	Civic Events	301	Civic & Community	Provision for Civic Events reduced based on previous spending.
4600	CCTV	301	Civic & Community	Full contract cost shown. Costs offset by income from SCDC portion shown at 1800/301
4615	Street Furniture	301	Civic & Community	Retain provision for street furniture maintenance including CPADs
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 - decreased from previous year.
4531	Remembrance	302	Section 137 Expenditure	Small increase last year re Centenary WW1 events, budget back to £300
4620	Annual Grants	302	Section 137 Expenditure	As per Civic & Community Cttee 19 September 2018
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 2019/20
4290	Flowers & Containers	303	Felixstowe in Flower	Projected cost of baskets and plant displays for FiF 2019
4512	Engraving/Sign Writing	303	Felixstowe in Flower	Reduced budget for 2018/19 based on previous spending.
4532	Felixstowe in Flower Events	303	Felixstowe in Flower	Allowance towards provision of awards event.
4420	Newsletter Print	304	Communication	Est. cost of 4x11,000 32 page magazines
4421	Newsletter Distribution	304	Communication	Projected cost of delivering 4x11,000 magazine @£48 per thousand
4483	Website	304	Communication	Hosting cost plus a small sum retained for in-year development.
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 2019/20 as per Civic & Community Cttee.
4640	Floral Bedding	305	Community Projects & Prtnrshps	Norse confirmed holding cost for 2019/20
4670	Felixstowe Forward	305	Community Projects & Prtnrshps	Contribution for year 2 of 3-year partnership agreement
4680	New Community Projects	305	Community Projects & Prtnrshps	Cost of first year of 2yr PCSO (TBC)

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4685	Landguard Partnership	305	Community Projects & Prtnrshps	Partnership fee for 2019/20

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Annual Budget - By Centre

Note: Earmarked Reserves 2019-20 Appendix F

		<u>Last Year 2017-18</u>		<u>Current Year 2018-19</u>				<u>Next Year 2019-20</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
900	<u>Earmarked Reserves</u>									
9010	Election Expenses	8,862	0	14,862	0	0	0	6,000	-15,000	14,862
9015	Enhancement & Promotional	2,721	780	1,941	0	0	0	0	0	1,941
9025	Asset Repairs & Replacement	19,532	0	22,532	7,500	0	0	3,000	0	17,052
9030	IT Replacement Fund	3,117	0	3,117	0	0	0	0	0	3,117
9040	Cemetery Projects	149,922	0	169,922	5,486	0	0	20,000	0	169,922
9050	Broadway House	61,020	0	63,520	4,414	0	0	2,500	0	59,106
9055	Walton Community Hall	62,500	0	65,000	0	0	0	2,500	0	65,000
9065	Town Hall	105,732	1,490	104,242	25,286	0	0	5,000	0	78,600
9070	Play Equipment	27,000	0	27,000	0	0	0	0	0	27,000
9075	Community Fund	159,645	2,824	164,005	11,333	0	0	2,027	-34,000	166,550
9085	CCTV	42,000	0	42,000	0	0	0	0	0	42,000
9090	Staffing Reserve	10,375	0	20,375	0	0	0	10,000	0	20,375
9095	Armed Forces Weekend Legacy	0	0	10,796	5,616	0	0	0	0	6,136
9100	Community Infrastructure Levy	911	0	27,808	0	0	0	0	0	27,808
	Overhead Expenditure	653,337	5,094	737,120	59,635	0	0	51,027	-49,000	699,469
6000	plus Transfer from EMR	0	0	0	48,102	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	356	0	0	0	0	0
	Movement to/(from) Gen Reserve	(653,337)	(5,094)	(737,120)	(11,889)	0		(51,027)		
	Total Budget Income	0	0	0	0	0	0	0	0	0
	Expenditure	653,337	5,094	737,120	59,635	0	0	51,027	-49,000	699,469
	Net Income over Expenditure	-653,337	-5,094	-737,120	-59,635	0	0	-51,027	49,000	-699,469

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Annual Budget - By Centre

Note: Earmarked Reserves 2019-20 Appendix F

	<u>Last Year 2017-18</u>		<u>Current Year 2018-19</u>				<u>Next Year 2019-20</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
plus Transfer from EMR	0	0	0	48,102	0	0	0	0	0
less Transfer to EMR	0	0	0	356	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(653,337)</u>	<u>(5,094)</u>	<u>(737,120)</u>	<u>(11,889)</u>	<u>0</u>		<u>(51,027)</u>		

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 cost of 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 (cap at £80k?)
9055	Walton Community Hall	900	Earmarked Reserves	£2.5k uplift for maintenance and repairs fund (cap at £80k?)
9065	Town Hall	900	Earmarked Reserves	£5k uplift for maintenance and repairs fund (cap at £150k?)
9070	Play Equipment	900	Earmarked Reserves	Reserve balance for Play Equipment repair/purchase/replacement. No increase proposed.
9075	Community Fund	900	Earmarked Reserves	Reserve fund for strategic community projects
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