Appendix A - Ordinary Council 6 March 2024

FELIXSTOWE TOWN COUNCIL

Budget Summary 2024-25

	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Administration					
Expenditure	286,800	311,726	328,809	348,113	365,137
Income	644,795	625,935	645,803	700,727	700,727
Subtotal	**-357,995**	**-314,209**	**-316,994**	**-352,614**	**-335,590**
Town Hall					
Expenditure	83,335	83,335	85,671	87,417	85,868
Income	25,232	25,231	19,496	21,400	21,828
Subtotal	**58,104**	**58,104**	**66,175**	**66,017**	**64,040**
Walton Communuty Hall					
Expenditure	8,907	13,257	14,095	14,007	14,030
Income	6,366	11,084	12,376	8,000	8,160
Subtotal	**2,541**	**2,173**	**1,719**	**6,007**	**5,870**
Broadway House					
Expenditure	7,216	10,976	10,012	10,302	10,558
Income	1,584	2,393	2,400	2,650	2,800
Subtotal	**5,633**	**8,584**	**7,612**	**7,652**	**7,758**
Cemetery					
Expenditure	179,538	202,124	200,897	177,917	182,067
Income	89,992	76,586	81,331	76,565	78,157
Subtotal	**89,546**	**125,538**	**119,565**	**101,352**	**103,910**
Allotments					
Expenditure	34,637	41,040	37,054	39,775	40,814
Income	16,620	17,062	17,333	17,850	18,207
Subtotal	**18,017**	**23,978**	**19,721**	**21,925**	**22,607**
Parks and Recreation					
Expenditure	656	6,033	3,923	40,075	41,071
Income	0	0	0	0	0
Subtotal	**656**	**6,033**	**3,923**	**40,075**	**41,071**
Civic & Community					
Expenditure	27,210	28,490	29,375	38,578	34,328
Income	3,992	4,191	3,143	4,191	4,191
Subtotal	**23,218**	**24,299**	**26,231**	**34,387**	**30,137**

Appendix A - Ordinary Council 6 March 2024

Grants					
Expenditure	32,400	34,774	37,490	44,950	38,700
Income	0	0	0	0	0
Subtotal	**32,400**	**34,774**	**37,490**	**44,950**	**38,700**
Felixstowe in Flower					
Expenditure	5,583	3,733	7,087	9,250	9,435
Income	4,650	3,438	6,141	6,000	8,250
Subtotal	**933**	**296**	**946**	**3,250**	**1,185**
Communication					
Expenditure	13,060	19,657	20,862	22,000	22,430
Income	5,836	3,986	8,731	6,000	6,500
Subtotal	**7,224**	**15,671**	**12,131**	**16,000**	**15,930**
Community Fund Projects					
Expenditure	40,119	14,774	11,000	11,000	11,000
Income	2,000	0	0	0	0
Subtotal	**38,119**	**14,774**	**11,000**	**11,000**	**11,000**

TOTALS	**Actual 2021-22**	**Actual 2022-23**	**Est. Outturn 2023-24**	**Budget 2024-25**	**Forecast Budget 2025-26**
General Reserves (c/f)	449,926	437,340	390,828	339,808	298,308
Earmarked Reserves (c/f)	680,229	795,445	873,849	949,468	940,968
TOTAL RESERVES (c/f balance)	**1,130,155**	**1,232,785**	**1,264,677**	**1,289,277**	**1,239,276**
Income (excluding Precept or CIL)	199,458	157,170	175,125	178,656	184,093
Precept	601,608	612,736	621,629	664,727	664,727
Expenditure	719,462	769,919	786,273	843,383	855,438
Expenditure (from Earmarked Reserves)	-21,026	-31,905	-14,119	50,000	17,291
Transfers from GF to Earmarked reserves	94,190	46,500	61,500	41,500	41,500
General Reserves (balance 31 March)	437,340	390,828	339,808	298,308	250,191
Earmarked Reserves (balance 31 March)	795,445	873,849	949,468	940,968	965,177
(of which CIL) 24/25 & 25/26 income TBC	(118,883)	(235,395)	(359,754)	(359,754)	(359,754)
Surplus (+) Shortfall (-)	*102,630*	*31,892*	*24,600*	*-50,000*	*-23,909*
Surplus (+) Shortfall (-) excl. ER	*81,604*	*-13*	*10,481*	*0*	*-6,618*
% Expenditure change excl. ER		*7.01%*	*2.12%*	*7.26%*	*1.43%*
TOTAL RESERVES (closing balance)	**1,232,785**	**1,264,677**	**1,289,277**	**1,239,276**	**1,215,368**
Taxbase (Band D Equivalents)	8,488.90	8645.91	8,771.40	8,887.28	8,887.28
Precept charge per Band D	70.87	70.87	70.87	74.80	74.80
Tax charge increase per Band D	0.00%	0.00%	0.00%	5.54%	0.00%
					if static taxbase

FELIXSTOWE TOWN COUNCIL

Draft Budget Detail 2024-25

Committee: Finance & Governance

Cost Centre: 101 Administration

	Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Expenditure	4000	Employee Salaries	199,935	223,181	238,084	247,203	259,563
	4001	Employer National Insurance	18,793	20,855	22,072	26,561	27,889
	4002	Employer Pension Contributions	37,944	39,416	40,154	42,809	44,949
	4030	Training	627	733	509	2,000	2,000
	4040	Travel & Expenses	361	641	200	400	400
	4270	Printer/Photocopier	760	864	696	760	760
	4400	Stationery	290	487	514	350	350
	4425	Postage	356	615	409	300	500
	4441	Telephone & Internet	1,536	1,904	1,694	2,000	2,350
	4446	Mobile Phone	67	68	41	0	0
	4460	Subscriptions	3,510	3,662	3,491	3,600	3,672
	4461	External Audit	1,600	1,600	1,680	1,680	1,680
	4462	Internal Audit	735	1,078	1,316	1,400	1,428
	4464	Insurance	5,733	6,508	7,466	8,250	8,415
	4468	Miscellaneous	1,780	0	0	0	0
	4470	Publications	0	0	0	0	0
	4481	IT Maintenance & Software	9,898	8,039	8,627	9,000	9,180
	4490	Professional Fees	2,039	1,048	1,068	1,000	1,000
	4500	Election Expenses	0	0	0	0	0
	4550	Bank Fees	835	1,028	788	800	1,000
		Administration Expenditure	**286,800**	**311,726**	**328,809**	**348,113**	**365,137**
Income	100/500	Accruals/Debtors (NET)	18441.2	1806	0	0	0
	1165	CJRS	12,690	-95	0	0	0
	1805	Bank Interest Received	4,580	8,489	24,174	36,000	36,000
	1850	Miscellaneous Income	7,476	3,000	0	0	0
	1900	Precept	601,608	612,736	621,629	664,727	664,727
		Sub-Total Income	**644,795**	**625,935**	**645,803**	**700,727**	**700,727**
	101	**Administration Expenditure-Income**	**-357,995**	**-314,209**	**-316,994**	**-352,614**	**-335,590**

Committee: Assets & Services

Cost Centre: 201 Town Hall

	Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Expenditure	4003	Employee Salaries	25,905	24,643	22,938	23,997	24,657
	4004	Employer National Insurance	1,678	2,002	1,856	2,048	2,104
	4005	Employer Pension Contributions	875	1,119	1,116	1,440	1,480
	4031	Training	0	0	120	500	500
	4110	Rates	7,526	7,526	7,526	8,000	7,526
	4115	Water and Sewerage	238	307	252	300	353
	4120	Gas	2,709	3,948	4,978	5,000	3,000
	4122	Electricity	3,418	3,362	4,725	5,000	5,000
	4155	Cleaning Materials	152	235	300	350	357
	4170	Repairs and Maintenance	5,139	4,661	6,000	5,000	5,100
	4180	Licences	600	600	600	600	600
	4260	Equipment Purchases	217		268	250	255
	4466	Catering Sundries	147	203	260	200	204
	4553	Loan Repayments	34,732	34,732	34,732	34,732	34,732
		Sub-Total Expenditure	**83,335**	**83,335**	**85,671**	**87,417**	**85,868**
Income	1000	Hirings	1,463	2,629	1,983	2,000	2,040
	1001	Weddings	15,528	14,146	10,523	13,000	13,260
	1030	Leases	8,240	8,456	6,989	6,400	6,528
		Sub-Total Income	**25,232**	**25,231**	**19,496**	**21,400**	**21,828**
201	**Town Hall**	**Expenditure-Income**	**58,104**	**58,104**	**66,175**	**66,017**	**64,040**

Cost Centre: 202 Walton Community Hall

	Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Expenditure	4006	Employee Salaries	3,176	4,929	4,580	4,799	4,931
	4007	Employer National Insurance	272	400	368	410	421
	4008	Employer Pension Contributions	191	224	223	288	296
	4111	Rates	1,272	1,272	1,336	1,360	1,272
	4116	Water and Sewerage	197	237	301	300	243
	4123	Electricity	2,765	5,484	6,450	6,000	6,000
	4171	Repairs and Maintenance	1,035	711	770	750	765
	4261	Equipment Purchases	0	0	66	100	102
		Sub-Total Expenditure	**8,907**	**13,257**	**14,095**	**14,007**	**14,030**
Income	1002	Hirings	6,366	11,084	12,376	8,000	8,160
		Sub-Total Income	**6,366**	**11,084**	**12,376**	**8,000**	**8,160**
202	**Walton**	**Expenditure-Income**	**2,541**	**2,173**	**1,719**	**6,007**	**5,870**

Appendix A - Ordinary Council 6 March 2024

Cost Centre: 203 Broadway House

	Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Expenditure	4009	Employee Salaries	5,375	8,346	7,730	8,122	8,345
	4010	Employer National Insurance	481	678	615	693	712
	4011	Employer Pension Contributions	322	379	378	487	500
	4172	Repairs & Maintenance	1,038	1,574	1,289	1,000	1,000
		Sub-Total Expenditure	**7,216**	**10,976**	**10,012**	**10,302**	**10,558**
Income	1031	Leases, Rents &Licences	1,584	2,393	2,400	2,650	2,800
		Sub-Total Income	**1,584**	**2,393**	**2,400**	**2,650**	**2,800**
	203	**Broadway House Expenditure-Income**	**5,633**	**8,584**	**7,612**	**7,652**	**7,758**

Cost Centre: 204 Cemetery

	Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Expenditure	4012	Employee Salaries	128,452	146,878	142,928	124,227	127,643
	4013	Employer National Insurance	11,463	14,731	13,532	13,108	13,468
	4014	Employer Pension Contributions	16,431	18,213	16,870	14,680	15,084
	4032	Training	2,847	880	755	1,500	1,500
	4112	Rates	2,944	2,944	3,091	3,150	2,944
	4117	Water and Sewerage	85	382	550	400	254
	4124	Electricity	1,068	1,144	2,788	2,000	2,040
	4173	Repairs and Maintenance	3,863	3,118	2,750	4,000	4,000
	4262	Equipment Purchases	1,859	986	2,340	1,800	1,836
	4300	Vehicle Running Costs	1,995	1,268	2,098	1,500	1,530
NEW	4310	Van Lease *New 2022/23	0	1,982	3,398	3,398	3,398
	4320	Vehicle/Tool Hire	6,368	7,606	8,069	6,300	6,426
	4330	Fuel	1,915	1,818	1,683	1,800	1,836
	4447	Mobile Phone	227	172	45	54	108
	4467	Catering Sundries	20	0	0	0	0
		Sub-Total Expenditure	**179,538**	**202,124**	**200,897**	**177,917**	**182,067**
Income	1032	Mobile Phone Mast	5,315	5,315	5,315	5,315	5,315
	1100	Interment Fees	21,768	23,306	27,149	24,000	24,480
	1120	Purchase of Graves	39,106	32,886	29,433	30,000	30,600
	1130	Memorials	21,539	13,100	17,432	16,000	16,320
	1140	Upkeep of Grave Spaces	677	677	713	500	677
	1160	Admin Fees	1,378	1,302	1,290	750	765
	1170	External Works	208	0	0	0	0
		Sub-Total Income	**89,992**	**76,586**	**81,331**	**76,565**	**78,157**
	204	**Cemetery Expenditure-Income**	**89,546**	**125,538**	**119,565**	**101,352**	**103,910**

Appendix A - Ordinary Council 6 March 2024

Cost Centre: 205 Allotments

	Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Expenditure	4015	Employee Salaries	22,620	26,548	25,223	26,620	27,352
	4016	Employer National Insurance	2,174	2,600	2,384	2,809	2,886
	4017	Employer Pension Contributions	2,729	3,214	2,977	3,146	3,233
	4118	Water and Sewerage	2,952	5,450	2,994	3,500	3,570
	4174	Repairs and Maintenance	1,536	1,033	1,476	1,500	1,530
	4321	Vehicle/Tool Hire	2,626	2,196	2,000	2,200	2,244
		Sub-Total Expenditure	**34,637**	**41,040**	**37,054**	**39,775**	**40,814**
Income	1080	Allotment Rents	16,620	17,062	17,333	17,850	18,207
		Sub-Total Income	**16,620**	**17,062**	**17,333**	**17,850**	**18,207**
	205	**Allotments Expenditure-Income**	**18,017**	**23,978**	**19,721**	**21,925**	**22,607**

Cost Centre: 206 Parks and Recreation

	Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Expenditure	4015	Employee Salaries	0	0	0	26,620	27,352
	4016	Employer National Insurance	0	0	0	2,809	2,886
	4017	Employer Pension Contributions	0	0	0	3,146	3,233
	4175	Repairs and Maintenance	0	2,414	2,414	5,000	5,100
	4660	Play Equipment	0	293	220	500	500
	4615	Street Furniture	656	3,326	1,141	1,000	1,000
	4690	Planting	0	0	148	1,000	1,000
		Sub-Total Expenditure	**656**	**6,033**	**3,923**	**40,075**	**41,071**
Income	1030	Leases, Rents &Licences	0	0	0	0	0
		Sub-Total Income	**0**	**0**	**0**	**0**	**0**
	206	**Parks and Rec Expenditure-Income**	**656**	**6,033**	**3,923**	**40,075**	**41,071**

		Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Assets & Services	Expenditure	279,653	315,725	314,597	329,718	333,594
	Income	123,173	115,293	115,604	108,615	110,945
	Expenditure-Income	**156,479**	**200,432**	**198,994**	**221,103**	**222,649**

Appendix A - Ordinary Council 6 March 2024

Committee: Civic & Community

Cost Centre: 301 Civic & Community

	Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
	4471	Advertising and Promotion	1,935	798	879	1,000	1,000
	4505	Mayoral Allowance	3,000	3,000	3,000	3,000	3,000
	4511	Town Twinning	0	0	2,213	5,000	2,500
	4512	Engraving/Sign Writing	0	93	85	100	100
	4513	Civic Awards	489	35	844	2,000	2,000
	4530	Civic Events	1,278	3,513	3,060	4,000	3,500
	4531	Remembrance	778	575	684	1,000	1,000
	4600	CCTV	9,980	10,478	7,859	10,478	10,478
	4645	Christmas Lights	6,750	6,750	6,750	8,000	6,750
	4650	Seasonal Events	3,000	3,000	3,000	3,000	3,000
	4675	Youth Forum	0	248	1,000	1,000	1,000
		Sub-Total Expenditure	**27,210**	**28,490**	**29,375**	**38,578**	**34,328**
Income	1800	Agency Income	3,992	4,191	3,143	4,191	4,191
	1810	Donations & Sponsorship	0	0	0	0	0
		Sub-Total Income	**3,992**	**4,191**	**3,143**	**4,191**	**4,191**
	301	**Civic & Community Expenditure-Income**	**23,218**	**24,299**	**26,231**	**34,387**	**30,137**

Cost Centre: 302 Grants

	Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Expenditure	4620	Annual Grants	7,900	9,800	13,450	19,950	13,700
	4655	Occasional Grants	24,500	24,974	24,040	25,000	25,000
		Sub-Total Expenditure	**32,400**	**34,774**	**37,490**	**44,950**	**38,700**
	302		**32,400**	**34,774**	**37,490**	**44,950**	**38,700**

Cost Centre: 303 Felixstowe in Flower

	Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Expenditure	4290	Flowers & Containers	4,267	3,460	6,169	7,350	7,497
	4614	Engraving/Sign Writing	322	243	236	400	408
	4532	Felixstowe in Flower Events	994	30	681	1,500	1,530
		Sub-Total Expenditure	**5,583**	**3,733**	**7,087**	**9,250**	**9,435**
Income	1811	Donations & Sponsorship	4,650	3,438	6,141	6,000	8,250
		Sub-Total Income	**4,650**	**3,438**	**6,141**	**6,000**	**8,250**
	303	**Felixstowe in Flower Expenditure-Income**	**933**	**296**	**946**	**3,250**	**1,185**

Appendix A - Ordinary Council 6 March 2024

Cost Centre: 304 Communication

	Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Expenditure	4420	Newsletter Print	10,588	17,412	18,212	18,900	19,278
	4421	Newsletter Distribution	2,112	2,200	2,200	2,600	2,652
	4483	Website	360	45	450	500	500
		Sub-Total Expenditure	**13,060**	**19,657**	**20,862**	**22,000**	**22,430**
Income	1812	Donations & Sponsorship	5,836	3,986	8,731	6,000	6,500
		Sub-Total Income	**5,836**	**3,986**	**8,731**	**6,000**	**6,500**
	304	**Communication Expenditure-Income**	**7,224**	**15,671**	**12,131**	**16,000**	**15,930**

Cost Centre: 305 Community Projects & Partnerships

	Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
Expenditure	4625	Harwich Harbour Ferry Services	1,000	1,000	1,000	1,000	1,000
	4630	Level 2	10,000	10,000	10,000	10,000	10,000
	4640	Floral Bedding	4,319	1,374	0	0	0
	4670	Felixstowe Forward	15,000	0	0	0	0
	4680	New Community Projects	4,800	2,400	0	0	0
	4685	Landguard Partnership	5,000	0	0	0	0
		Sub-Total Expenditure	**40,119**	**14,774**	**11,000**	**11,000**	**11,000**
Income	1810	Donations & Sponsorship	2,000	0	0	0	0
		Sub-Total Income	**2,000**	**0**	**0**	**0**	**0**
	305	**Community Projects & Partnerships Expenditure-Income**	**38,119**	**14,774**	**11,000**	**11,000**	**11,000**

Civic & Community	Expenditure	118,372	101,428	105,813	125,778	115,893
	Income	16,478	11,615	18,015	16,191	18,941
	Expenditure-Income	**101,895**	**89,813**	**87,798**	**109,587**	**96,952**

Earmarked Reserves

Cost Centre: **Earmarked Reserves - Expenditure**

Code	Description	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Budget 2024-25	Forecast Budget 2025-26
330	Election Expenses	0	0	21,360	0	0
335	Enhancement & Promotional	0	0	0	0	0
345	Asset Repairs & Renewals	417	3,550	0	0	0
350	IT Replacement Fund	4,911	0	4,975	0	0
360	Cemetery Projects	11,131	10,803	13,904	10,000	10,000
365	Broadway House	1,345	224	82	0	0
370	Walton Community Hall	250	224	1,000	0	0
380	Town Hall	2,210	39,070	35,640	0	0
390	Community Fund	25,000	0	7,500	0	0
400	CCTV	0	0	0	40,000	0
405	Staffing Reserve	1,000	0	0	0	0
410	CIL 2018/19	4,057	0	0	0	0
411	CIL 2019/20	5,943	0	23,665	0	0
412	CIL 2020/21	0	0	10,000	0	7,291
413	CIL 2021/22	-77,290	0	0	0	0
414	CIL 2022/23	0	-116,511	0	0	0
416	CIL 2023/24	0	0	-158,024	0	0
415	King Charles III Coronation	0	21,990	2,764	0	0
392	Community Support Fund	0	8,746	12,260	0	0
420	Public Spaces	0	0	3,255	0	0
425	Play Equipment	0	0	7,500	0	0
	Total Earmarked Reserve Expenditure	**-21,026**	**-31,905**	**-14,119**	**50,000**	**17,291**

Cost Centre: **Earmarked Reserves - Transfers in from General Fund**

Code	Description	Transfer	Transfer	Est.	Approved	Forecast
330	Election Expenses	6,000	6,000	6,000	6,000	6,000
335	Enhancement & Promotional	0	0	0	0	0
345	Asset Repairs & Renewals	3,000	3,000	3,000	3,000	3,000
350	IT Replacement Fund	0	0	0	0	0
360	Cemetery Projects	20,000	20,000	20,000	20,000	20,000
365	Broadway House	2,500	2,500	0	0	0
370	Walton Community Hall	2,500	2,500	0	0	0
380	Town Hall	5,000	5,000	5,000	5,000	5,000
390	Community Fund	-20,004	-25,000	0	0	0
400	CCTV	0	0	0	0	0
405	Staffing Reserve	22,690	0	0	0	0
415	AFW Legacy/Jubilee/VE Fund	20,004	0	0	0	0
392	Community Support Fund	25,000	25,000	0	0	0
420	Public Spaces	0	0	20,000	0	0
385	Play Equipment	7,500	7,500	7,500	7,500	7,500
	Total Transferred in to Earmarked Reserves	**94,190**	**46,500**	**61,500**	**41,500**	**41,500**

FELIXSTOWE TOWN COUNCIL

Draft Budget Detail 2023-24

Business Plan Period 2020 - 2024

Committee: Finance & Governance

Cost Centre: 101 Administration

	Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Draft Budget 2023-24	Forecast Budget 2024-25	Notes
Expenditure	4000	Employee Salaries	187,142	199,935	224,518	231,880	243,474	As per Personnel Committee Min. #232 of 2022/23
	4001	Employer National Insurance	18,543	18,793	20,855	25,585	26,864	As per Personnel Committee Min. #232 of 2022/23
	4002	Employer Pension Contributions	41,335	37,944	39,468	44,035	46,237	As per Personnel Committee Min. #232 of 2022/23
	4030	Training	245	627	2,000	2,000	2,000	As per Personnel Committee Min. #232 of 2022/23
	4040	Travel & Expenses	0	361	400	400	400	Budget to retain similar provision for 2023-24.
	4270	Printer/Photocopier	774	760	760	760	760	Printer contract renewed at same cost for 2023/24
	4400	Stationery	372	290	350	350	350	Budget to retain similar provision for 2023-24.
	4425	Postage	877	356	500	500	500	Budget to retain similar provision for 2023-24.
	4441	Telephone & Internet	5,925	1,536	2,010	2,200	2,350	Cost of Cemetery and Town Hall Broadband plus 8x8 telephone system.
	4446	Mobile Phone	87	67	75	60	61	Annual cost of new SIM-Only contract for Caretaker
	4460	Subscriptions	3,363	3,510	3,663	3,736	3,811	Subscription fees for SALC, SLCC, ICCM, ICO & Living Wage Foundation
	4461	External Audit	1,600	1,600	1,600	1,680	1,680	Determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27
	4462	Internal Audit	493	735	1,078	1,287	1,313	Cost of SALC internal audit to 2023/24.
	4464	Insurance	5,745	5,733	6,508	7,140	7,283	Increase in 22/23 due to additional play equipment and electric van
	4468	Miscellaneous	0	1,780	150	0	0	Delete from 2023/24
	4470	Publications	0	0	0	0	0	Delete from 2023/24
	4481	IT Maintenance & Software	9,175	9,898	8,500	8,500	8,670	Office 365, Canva, Scribe, Edge, Zoom, Centradata, Payroll + allowance for kit
	4490	Professional Fees	120	2,039	1,048	1,000	1,000	Retain a provision for 2023/24
	4500	Election Expenses	0	0	0	0	0	Est. £18,169.31 2023/24 from ESC Elections. Expenditure via Elections ER
	4550	Bank Fees	841	835	1,100	1,000	1,000	Retain same budget provision for 2023/24
		Administration Expenditure	**276,637**	**286,800**	**314,583**	**332,113**	**347,753**	
Income	100/500	Accruals/Debtors (NET)	0	18441.2	0	0	0	
	1165	CJRS	570	12,690	0	0	0	Coronavirus Job Retention Scheme - now defunct.
	1805	Bank Interest Received	6,997	4,580	6,324	15,500	16,000	Interest return on investment vehicles - rate increased since 2021/22
	1850	Miscellaneous Income	0	7,476	0	0	0	One off Local Council Tax Support grant due to Covid (Nothing else predicted)
	1900	Precept	600,570	601,608	612,735	621,629	621,629	As per calculation on summary page
		Sub-Total Income	**608,137**	**644,795**	**619,059**	**637,129**	**637,629**	
	101	**Administration Expenditure-Income**	**-331,500**	**-357,995**	**-304,476**	**-305,016**	**-289,876**	

Committee: Assets & Services

Cost Centre: 201 Town Hall

	Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Draft Budget 2023-24	Forecast Budget 2024-25	Notes
Expenditure	4003	Employee Salaries	25,842	25,905	23,636	26,701	27,435	As per Personnel Committee Min. #232 of 2022/23
	4004	Employer National Insurance	1,565	1,678	1,762	1,810	1,860	As per Personnel Committee Min. #232 of 2022/23
	4005	Employer Pension Contributions	918	875	1,047	1,602	1,646	As per Personnel Committee Min. #232 of 2022/23
	4031	Training	0	0	250	500	500	As per Personnel Committee Min. #232 of 2022/23
	4110	Rates	7,236	7,526	7,526	7,526	7,526	Business Rates est. to remain the same to 31.03.24 + BID @290
	4115	Water and Sewerage	130	238	320	336	353	Estimates based on +5% year on year
	4120	Gas	1,591	2,709	3,000	3,000	3,000	Similar energy usage to last year, as per 3yr contract
	4122	Electricity	1,521	3,418	4,500	5,000	5,000	Similar energy usage to last year, as per 3yr contract
	4155	Cleaning Materials	181	152	350	375	383	Retain similar provision for 2023/24
	4170	Repairs and Maintenance	5,468	5,139	4,500	5,000	5,100	2022/23 Budget £5,600. Aim to reduce for 2023/24
	4180	Licences	600	600	600	600	600	Wedding Licence fee
	4260	Equipment Purchases	446	217	200	250	255	2022/23 Budget £550. Aim to reduce for 2023/24
	4466	Catering Sundries	5	147	200	200	204	2022/23 Budget £300. Aim to reduce for 2023/24
	4553	Loan Repayments	34,732	34,732	34,732	34,732	34,732	PWLB payments are a set cost
		Sub-Total Expenditure	**80,235**	**83,335**	**82,623**	**87,632**	**88,594**	
Income	1000	Hirings	420	1,463	2,000	2,500	2,550	Retain similar provision for 2023/24
	1001	Weddings	5,976	15,528	12,200	12,500	12,750	Anticipated to exceed budget estimate this year.
	1030	Leases	7,984	8,240	8,456	8,500	8,670	Income due to licences for room hire
		Sub-Total Income	**14,380**	**25,232**	**22,656**	**23,500**	**23,970**	
	201 Town Hall	**Expenditure-Income**	**65,855**	**58,104**	**59,967**	**64,132**	**64,624**	

Cost Centre: 202 Walton Community Hall

	Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Draft Budget 2023-24	Forecast Budget 2024-25	Notes
Expenditure	4006	Employee Salaries	3,059	3,176	4,727	5,340	5,487	As per Personnel Committee Min. #232 of 2022/23
	4007	Employer National Insurance	264	272	352	362	372	As per Personnel Committee Min. #232 of 2022/23
	4008	Employer Pension Contributions	184	191	209	320	329	As per Personnel Committee Min. #232 of 2022/23
	4111	Rates	1,272	1,272	1,272	1,272	1,272	Business Rates est. to remain the same 31.03.24
	4116	Water and Sewerage	140	197	220	231	243	Estimates based on +5% year on year
	4123	Electricity	1,730	2,765	4,500	4,500	4,500	Similar energy usage to last year, as per 3yr contract
	4171	Repairs and Maintenance	1,079	1,035	500	750	765	2022/23 Budget £1000. Aim to reduce for 2023/24
	4261	Equipment Purchases	0	0	0	100	102	Nominal amount for kettle etc.
		Sub-Total Expenditure	**7,728**	**8,907**	**11,780**	**12,875**	**13,070**	
Income	1002	Hirings	402	6,366	8,000	8,000	8,160	2022/23 Budget £7,500. Anticipated to exceed budget estimate this year.
		Sub-Total Income	**402**	**6,366**	**8,000**	**8,000**	**8,160**	
	202 Walton	**Expenditure-Income**	**7,326**	**2,541**	**3,780**	**4,875**	**4,910**	

Appendix B - Ordinary Council 11 January 2023

Cost Centre: 203 Broadway House

	Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn Budget 2022-23	Draft Budget 2023-24	Forecast Budget 2024-25	Notes
Expenditure	4009	Employee Salaries	5,180	5,375	8,000	9,037	9,286	As per Personnel Committee Min. #232 of 2022/23
	4010	Employer National Insurance	449	481	596	613	630	As per Personnel Committee Min. #232 of 2022/23
	4011	Employer Pension Contributions	311	322	354	542	557	As per Personnel Committee Min. #232 of 2022/23
	4172	Repairs & Maintenance	520	1,038	1,000	1,000	1,000	Retain similar provision for 2023/24
		Sub-Total Expenditure	**6,460**	**7,216**	**9,950**	**11,192**	**11,472**	
Income	1031	Leases, Rents &Licences	0	1,584	2,393	2,650	2,800	Licence fee = Apr 22 RPI x Current lease / Apr 21 RPI
		Sub-Total Income	**0**	**1,584**	**2,393**	**2,650**	**2,800**	
	203	**Broadway House Expenditure-Income**	**6,460**	**5,633**	**7,557**	**8,542**	**8,672**	

Cost Centre: 204 Cemetery

	Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Draft Budget 2023-24	Forecast Budget 2024-25	Projected Notes
Expenditure	4012	Employee Salaries	98,948	128,452	149,718	154,662	158,915	As per Personnel Committee Min. #232 of 2022/23
	4013	Employer National Insurance	9,518	11,463	14,839	16,491	16,945	As per Personnel Committee Min. #232 of 2022/23
	4014	Employer Pension Contributions	14,928	16,431	18,353	13,637	14,012	As per Personnel Committee Min. #232 of 2022/23
	4032	Training	967	2,847	1,500	1,500	1,500	As per Personnel Committee Min. #232 of 2022/23
	4112	Rates	2,944	2,944	2,944	2,944	2,944	Business Rates est. to remain the same 31.03.24
	4117	Water and Sewerage	220	85	230	242	254	Estimates based on +5% year on year
	4124	Electricity	591	1,068	1,800	2,000	2,040	To reflect increase cost of energy + EV/Tools
	4173	Repairs and Maintenance	4,641	3,863	4,000	4,000	4,000	Retain similar provision for 2023/24
	4262	Equipment Purchases	338	1,859	1,500	1,500	1,530	Retain similar provision for 2023/24
	4300	Vehicle Running Costs	1,625	1,995	1,500	1,500	1,530	Retain similar provision for 2023/24
NEW	4310	Van Lease *New 2022/23	-	0	1,982	3,398	3,398	Leased @£283.14 per month
	4320	Vehicle/Tool Hire	5,643	6,368	6,000	6,000	6,120	Retain similar provision for 2023/24
	4330	Fuel	1,431	1,915	2,000	2,000	2,040	Consumption lower but litre cost higher than 2021/22
	4447	Mobile Phone	260	227	190	108	108	Renewed contract on lower rate. Fewer phones
	4467	Catering Sundries	7	20	0	0	0	Delete for 2023/24
		Sub-Total Expenditure	**142,061**	**179,538**	**206,556**	**209,982**	**215,335**	
Income	1032	Mobile Phone Mast	5,315	5,315	5,315	5,315	5,315	Mobile phone mast licence
	1100	Interment Fees	40,837	21,768	25,000	25,000	25,500	Reduction in interments noticed
	1120	Purchase of Graves	33,159	39,106	35,000	35,000	35,700	Reduction in interments noticed
	1130	Memorials	15,608	21,539	16,000	16,000	16,320	Retain similar expected budget for 2023/24
	1140	Upkeep of Grave Spaces	537	677	677	677	677	Based on current customer base
	1160	Admin Fees	491	1,378	800	800	816	Similar return expected for current and next financial year
	1170	External Works	0	208	0	0	0	None expected for current or next financial year
		Sub-Total Income	**95,947**	**89,992**	**82,792**	**82,792**	**84,328**	
	204	**Cemetery Expenditure-Income**	**46,114**	**89,546**	**123,764**	**127,190**	**131,007**	

Appendix B - Ordinary Council 11 January 2023

Cost Centre: 205 Allotments

	Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Draft Budget 2023-24	Forecast Budget 2024-25	Notes
Expenditure	4015	Employee Salaries	17,521	22,620	26,421	27,293	28,044	As per Personnel Committee Min. #232 of 2022/23
	4016	Employer National Insurance	1,680	2,174	2,619	2,910	2,990	As per Personnel Committee Min. #232 of 2022/23
	4017	Employer Pension Contributions	2,641	2,729	3,239	3,239	3,328	As per Personnel Committee Min. #232 of 2022/23
	4118	Water and Sewerage	3,726	2,952	3,750	3,750	3,825	High usage in 2022/23 due to drought. Retain similar provision for 2023/24
	4174	Repairs and Maintenance	1,740	1,536	1,500	1,500	1,530	Aim to reduce for 2023/24
	4321	Vehicle/Tool Hire	1,802	2,626	2,000	2,000	2,040	Retain similar provision for 2023/24
		Sub-Total Expenditure	**29,110**	**34,637**	**39,529**	**40,692**	**41,757**	
Income	1080	Allotment Rents	16,724	16,620	16,750	17,000	17,340	Based on full occupancy at agreed rates.
		Sub-Total Income	**16,724**	**16,620**	**16,750**	**17,000**	**17,340**	
	205	**Allotments Expenditure-Income**	**12,386**	**18,017**	**22,779**	**23,692**	**24,417**	

Cost Centre: 206 Parks and Recreation

	Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Forecast Budget 2023-24	Forecast Budget 2024-25	Notes
Expenditure	4175	Repairs and Maintenance	0	0	1,000	2,500	2,550	Full-year provision estimate for 2023/24
	4280	Security	0	0	4,000	6,400	6,400	Estimated cost of in-house gate security
	4615	Street Furniture	875	656	50	500	510	Allowance for in-year street furniture costs
	4690	Planting	0	0	0	1,000	1,020	Replacing Community Floral Bedding Code
		Sub-Total Expenditure	**875**	**656**	**5,050**	**10,400**	**10,480**	
Income	1030	Leases, Rents &Licences	0	0	0	0	0	
		Sub-Total Income	**0**	**0**	**0**	**0**	**0**	
	206	**Parks and Rec Expenditure-Income**	**875**	**656**	**5,050**	**10,400**	**10,480**	

		Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Budget 2023-24	Forecast Budget 2024-25
Assets & Services	Expenditure	237,359	279,653	315,959	332,081	338,951
	Income	110,729	123,173	115,841	116,942	119,258
	Expenditure-Income	**126,630**	**156,479**	**200,118**	**215,139**	**219,693**

Committee: Civic & Community

Cost Centre: 301 Civic & Community

	Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Draft Budget 2023-24	Forecast Budget 2024-25	Notes
	4471	Advertising and Promotion	0	1,935	1,478	1,000	1,000	Blue Flag and Seaside Awards accreditation fee
	4505	Mayoral Allowance	3,000	3,000	3,000	3,000	3,000	Council approved for 2023-24
	4511	Town Twinning	0	0	1,000	2,500	2,500	Similar provision included for 2023-24
	4512	Engraving/Sign Writing	85	0	90	100	100	Similar provision included for 2023-24
	4513	Civic Awards	0	489	289	1,500	1,500	Budget adjusted to reflect increased venue hire and catering
	4530	Civic Events	697	1,278	3,000	3,500	3,500	Return to pre-pandemic (2019-20) level of events expected.
	4531	Remembrance	1,065	778	1,000	1,000	1,000	Similar provision included for 2023-24
	4600	CCTV	9,980	9,980	10,478	10,478	10,478	Holding sum, pending outcome of CCTV review
	4645	Christmas Lights	6,750	6,750	6,750	6,750	6,750	Similar provision included for 2023-24
	4650	Seasonal Events	0	3,000	3,000	3,000	3,000	Similar provision included for 2023-24
	4675	Youth Forum	-1	0	1,000	1,000	1,000	Similar provision included for 2023-24
		Sub-Total Expenditure	**21,576**	**27,210**	**31,085**	**33,828**	**33,828**	
Income	1800	Agency Income	3,992	3,992	4,191	4,191	4,191	ESC portion (2/5th) of CCTV contract
	1810	Donations & Sponsorship	0	0	0	0	0	
		Sub-Total Income	**3,992**	**3,992**	**4,191**	**4,191**	**4,191**	
	301	**Civic & Community Expenditure-Income**	**17,584**	**23,218**	**26,893**	**29,637**	**29,637**	

Cost Centre: 302 Grants

	Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Draft Budget 2023-24	Forecast Budget 2024-25	Notes
Expenditure	4620	Annual Grants	11,600	7,900	9,800	13,700	13,700	Recommended increase as per C&C Minute #215 of 2022/23
	4655	Occasional Grants	24,624	24,500	25,000	25,000	25,000	Similar provision included for 2023-24
		Sub-Total Expenditure	**36,224**	**32,400**	**34,800**	**38,700**	**38,700**	
	302		**36,224**	**32,400**	**34,800**	**38,700**	**38,700**	

Cost Centre: 303 Felixstowe in Flower

	Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Draft Budget 2023-24	Forecast Budget 2024-25	Notes
Expenditure	4290	Flowers & Containers	3,133	4,267	4,035	7,000	7,140	Current flower supplier no longer operating. Cost based on new quotes plus container maintenance
	4614	Engraving/Sign Writing	0	322	400	400	408	Similar provision included for 2023-24
	4532	Felixstowe in Flower Events	19	994	1,500	1,500	1,530	Awards event costs approx. £1,500
		Sub-Total Expenditure	**3,152**	**5,583**	**5,935**	**8,900**	**9,078**	
Income	1811	Donations & Sponsorship	500	4,650	3,438	6,000	8,250	Ongoing recovery post-pandemic impact.
		Sub-Total Income	**500**	**4,650**	**3,438**	**6,000**	**8,250**	
	303	**Felixstowe in Flower Expenditure-Income**	**2,652**	**933**	**2,497**	**2,900**	**828**	

Appendix B - Ordinary Council 11 January 2023

Cost Centre: 304 Communication

	Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Draft Budget 2023-24	Forecast Budget 2024-25	Notes
Expenditure	4420	Newsletter Print	9,245	10,588	17,412	18,000	18,360	Magazine print cost has increased dramatically, assume same for 23-24
	4421	Newsletter Distribution	2,525	2,112	2,200	2,500	2,550	Similar provision included for 2023-24
	4483	Website	388	360	375	500	500	Vision ICT and Rare Earth. Similar provision for 2023-24
		Sub-Total Expenditure	**12,158**	**13,060**	**19,987**	**21,000**	**21,410**	
Income	1812	Donations & Sponsorship	6,534	5,836	7,000	8,000	10,000	Ongoing recovery post-pandemic impact.
		Sub-Total Income	**6,534**	**5,836**	**7,000**	**8,000**	**10,000**	
	304	**Communication Expenditure-Income**	**5,624**	**7,224**	**12,987**	**13,000**	**11,410**	

Cost Centre: 305 Community Projects & Partnerships

	Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Draft Budget 2023-24	Forecast Budget 2024-25	Notes
Expenditure	4625	Harwich Harbour Ferry Services	1,000	1,000	1,000	1,000	1,000	Ongoing
	4630	Level 2	10,000	10,000	10,000	10,000	10,000	Ongoing
	4640	Floral Bedding	12,391	4,319	411	0	0	Costs zero'd since introductions of sustainable bedding scheme.
	4670	Felixstowe Forward	20,000	15,000	0	0	0	F.Fwd ceased 2021-22
	4680	New Community Projects	7,530	4,800	2,400	0	0	
	4685	Landguard Partnership	1,000	5,000	0	0	0	No further funding commitment from 2022-23
		Sub-Total Expenditure	**51,921**	**40,119**	**13,811**	**11,000**	**11,000**	
Income	1810	Donations & Sponsorship	2,800	2,000	0	0	0	
		Sub-Total Income	**2,800**	**2,000**	**0**	**0**	**0**	
	305	**Community Projects & Partnerships Expenditure-Income**	**49,121**	**38,119**	**13,811**	**11,000**	**11,000**	

		Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Draft Budget 2023-24	Forecast Budget 2024-25
Civic & Community	Expenditure	125,031	118,372	105,618	113,428	114,016
	Income	13,826	16,478	14,629	18,191	22,441
	Expenditure-Income	**111,205**	**101,895**	**90,989**	**95,237**	**91,575**

Earmarked Reserves

Cost Centre: **Earmarked Reserves - Expenditure**

Code	Description	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Draft Est. Expenditure 2023-24	Forecast Exp. 2024-25	Notes
330	Election Expenses	0	0	0	18,169	0	Full Council Election in May 2023
335	Enhancement & Promotional	450	0	0	0	0	No expenditure anticipated
345	Asset Repairs & Renewals	0	417	2,981	4,151	0	Electric Van deposit & charger
350	IT Replacement Fund	12,803	4,911	0	5,000	0	Potential provision of laptops for Cllrs joining in May 2023
360	Cemetery Projects	2,585	11,131	8,692	10,000	10,000	Professional fees for Cemetery extension. Project anticipated to commence 2024/25
365	Broadway House	6,310	1,345	224	0	0	Repairs and Refurbishments - replacement kitchen
370	Walton Community Hall	0	250	300	0	0	New cooker or repair
380	Town Hall	846	2,210	60,000	0	20,000	2022/23: Window refurbishment
390	Community Fund	10,758	25,000	32,500	0	0	2022/23: 25k Cost of Living Support / £7,500 towards Langer Creek Play Trail
400	CCTV	0	0	0	40,000	0	Potential upgrade of equipment pending review
405	Staffing Reserve	0	1,000	0	0	0	Cycle to Work scheme
410	CIL 2018/19	0	4,057	0	0	0	2021-22: £4,057 towards FAA hut
411	CIL 2019/20	0	5,943	0	0	24,302	2021.22: £5,943 towards FAA hut - £24,302 to be spent by 2024-25
412	CIL 2020/21	-17,291	0	0	0	0	£17,291 held to be spent on Infrastructure by 2025-26
413	CIL 2021/22	0	-77,290	0	0	0	£70,471 held to be spent on Infrastructure by 2026-27
414	CIL 2022/23	0	0	-116,511	0	0	£116,511 held to be spent on Infrastructure by 2027-28
415	AFW Legacy/Jubilee/VE Fund	0	0	21,745	0	0	Jubilee Event Funding Support
420	Community Support Fund	0	0	25,000	0	0	2022/23: £25k Cost of Living Support
425	Play Equipment	0	0	7,500	0	0	£7,500 towards Langer Creek Play Trail
	Total Earmarked Reserve Expenditure	**16,461**	**-21,026**	**42,431**	**77,320**	**54,302**	

Cost Centre: **Earmarked Reserves - Transfers in from General Fund**

Code	Description	Transfer to/from Reserves 2020-21	Transfer to/from Reserves 2021-22	Est. Transfer to/from Reserves 2022-23	Draft Transfer to/from Reserves 2023-24	Forecast Transfer to/from Reserves 2024-25	Notes
330	Election Expenses	6,000	6,000	6,000	6,000	6,000	£6,000 annual uplift towards election costs. Next full election May 2023
335	Enhancement & Promotional	0	0	0	0	0	No uplifts proposed at this time, currently stands at £692
345	Asset Repairs & Renewals	3,000	3,000	3,000	3,000	3,000	£3,000 pa uplift towards asset replacements.
350	IT Replacement Fund	40,000	0	0	0	0	Funded in 2020/21 to upgrade IT and conferencing equipment
360	Cemetery Projects	20,000	20,000	20,000	20,000	20,000	£20,000 pa uplift towards Cemetery extension project.
365	Broadway House	2,500	2,500	2,500	0	0	£2,500 pa uplift for maintenance and repairs fund. Suspend.
370	Walton Community Hall	2,500	2,500	2,500	0	0	£2,500 pa uplift for maintenance and repairs fund. Suspend.
380	Town Hall	5,000	5,000	5,000	5,000	5,000	£5,000 pa uplift for maintenance and repairs fund.
390	Community Fund	-20,640	-20,004	0	0	0	No uplifts proposed at this time. Est. Outturn for 2022-23: £1,797
400	CCTV	0	0	0	0	0	No uplifts proposed at this time, currently stands at £42,000
405	Staffing Reserve	10,000	22,690	10,000	0	0	No uplifts proposed at this time, currently stands at £68,564
415	AFW Legacy/Jubilee/VE Fund	9,996	20,004	0	0	0	This EMR to close once complete.
392	Community Support Fund	0	25,000	25,000	0	0	*NEW* Fund to assist with community recovery as recommended by C&C
385	Play Equipment	0	7,500	7,500	7,500	7,500	*NEW* Fund for capital repairs and replacement of play equipment
	Total Transferred in to Earmarked Reserves	**78,356**	**94,190**	**81,500**	**41,500**	**41,500**	

FELIXSTOWE TOWN COUNCIL

Budget Summary 2022-23

Financial Estimates for Business Plan Period 2020 - 2024

	Actual 2019-20	Actual 2020-21	Est. Outturn 2021-22	Draft Budget 2022-23	Forecast 2023-24
Administration					
Expenditure	276,387	276,637	309,357	312,678	320,935
Income	616,585	634,548	693,825	616,030	617,315
Subtotal	**-340,198**	**-357,911**	**-384,468**	**-303,352**	**-296,380**
Town Hall					
Expenditure	82,211	80,235	84,677	78,997	80,741
Income	24,336	14,380	21,877	22,740	23,195
Subtotal	**57,875**	**65,855**	**62,800**	**56,257**	**57,547**
Walton Communuty Hall					
Expenditure	8,984	7,728	8,799	10,567	10,813
Income	12,377	402	3,500	7,500	7,650
Subtotal	**-3,393**	**7,326**	**5,299**	**3,067**	**3,163**
Broadway House					
Expenditure	6,654	6,460	7,354	8,869	9,085
Income	2,130	0	1,584	2,270	2,315
Subtotal	**4,524**	**6,460**	**5,770**	**6,599**	**6,770**
Cemetery					
Expenditure	138,087	142,061	163,933	195,897	200,915
Income	98,187	95,947	81,768	86,482	88,212
Subtotal	**39,900**	**46,114**	**82,165**	**109,415**	**112,703**
Allotments					
Expenditure	26,884	29,110	32,924	37,754	38,736
Income	15,528	16,724	15,965	16,750	17,085
Subtotal	**11,356**	**12,386**	**16,959**	**21,004**	**21,651**
Parks and Recreation (NEW 2021-22)					
Expenditure	0	0	3,500	14,780	15,076
Income	0	0	0	0	0
Subtotal	**0**	**0**	**3,500**	**14,780**	**15,076**
Civic & Community					
Expenditure	33,464	21,576	29,355	32,430	32,430
Income	14,292	3,992	3,992	3,992	3,992
Subtotal	**19,172**	**17,584**	**25,363**	**28,438**	**28,438**

Grants					
Expenditure	36,599	36,224	32,900	86,200	86,600
Income	0	0	0	0	0
Subtotal	**36,599**	**36,224**	**32,900**	**86,200**	**86,600**
Felixstowe in Flower					
Expenditure	4,955	3,152	4,059	5,900	6,018
Income	8,021	500	3,680	8,250	8,250
Subtotal	**-3,066**	**2,652**	**379**	**-2,350**	**-2,232**
Communication					
Expenditure	12,522	12,158	13,029	13,200	13,454
Income	4,805	6,534	5,682	10,000	10,000
Subtotal	**7,717**	**5,624**	**7,347**	**3,200**	**3,454**
Community Fund Projects					
Expenditure	76,779	51,921	43,301	16,000	16,100
Income	0	2,800	0	0	0
Subtotal	**76,779**	**49,121**	**43,301**	**16,000**	**16,100**

TOTALS	**Actual 2019-20**	**Actual 2020-21**	**Est. Outturn 2021-22**	**Draft Budget 2022-23**	**Forecast 2023-24**
General Reserves (c/f)	385,601	397,064	387,318	334,031	248,273
Earmarked Reserves (c/f)	623,465	668,846	730,070	805,999	766,848
TOTAL RESERVES (c/f balance)	**1,009,066**	**1,065,910**	**1,117,387**	**1,140,030**	**1,015,121**
Transfers from GF to Earmarked reserves	81,272	118,311	151,971	46,500	46,500
Expenditure	703,526	667,262	733,188	813,272	830,903
Expenditure (from Earmarked Reserves)	35,891	57,087	76,042	85,651	75,995
Income (non-Precept)	218,148	175,257	230,265	161,279	165,279
Precept	578,113	600,570	601,608	612,735	612,735
General Reserves (balance 31 March)	397,064	387,318	334,031	248,273	148,884
Earmarked Reserves (balance 31 March)	668,846	730,070	805,999	766,848	737,353
Surplus (+) Shortfall (-)	*56,844*	*51,478*	*22,643*	*-124,909*	*-128,884*
TOTAL RESERVES (closing balance)	**1,065,910**	**1,117,387**	**1,140,030**	**1,015,121**	**886,237**
Taxbase (Band D Equivalents)	8,324.16	8,474.25	8,488.90	8,645.91	8,645.91
Precept charge per Band D	£69.45	£70.87	£70.87	£70.87	£70.87
Tax charge increase per Band D	2.00%	2.04%	0.00%	0.00%	0.00%
					if static taxbase

Annual Budget - By Centre (Actual YTD Month 10)

Note: Draft Full Budget 2021-22

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	**Administration**									
1805	Bank Interest Received	7,350	8,227	8,000	6,980	6,990	0	4,580	0	0
1830	Community Infrastructure Levy	0	30,245	0	17,291	17,291	0	0	0	0
1850	Miscellaneous Income	0	0	0	121	0	0	7,476	0	0
1900	Precept	578,113	578,113	600,570	600,570	600,570	0	601,608	0	0
	Total Income	585,463	616,585	608,570	624,962	624,851	0	613,664	0	0
4000	Employee Salaries	172,414	174,005	190,258	139,446	190,258	0	212,898	0	0
4001	Employer National Insurance	17,033	16,808	19,108	13,782	19,108	0	20,895	0	0
4002	Employer Pension Contributions	40,059	40,216	41,443	30,861	41,443	0	43,823	0	0
4030	Training	3,000	2,136	3,000	175	3,000	0	2,000	0	0
4040	Travel & Expenses	1,500	441	800	0	200	0	800	0	0
4270	Printer/Photocopier	1,200	979	1,200	594	900	0	1,200	0	0
4400	Stationery	1,200	528	850	246	500	0	500	0	0
4425	Postage	1,700	982	1,200	475	700	0	800	0	0
4441	Telephone & Internet	6,900	6,472	6,900	4,345	6,700	0	2,400	0	0
4446	Mobile Phones	130	95	130	60	100	0	120	0	0
4460	Subscriptions	3,300	3,227	3,300	3,363	3,363	0	3,532	0	0
4461	External Audit	1,600	1,600	1,600	1,600	1,600	0	1,600	0	0
4462	Internal Audit	356	355	655	493	493	0	955	0	0
4464	Insurance	5,950	5,575	5,745	5,745	5,745	0	5,745	0	0
4468	Miscellaneous	250	93	160	0	150	0	150	0	0
4470	Publications	50	9	50	0	50	0	50	0	0
4481	IT Maintenance & Software	6,000	5,911	6,000	7,136	7,033	0	10,000	0	0
4490	Professional Fees	1,500	773	1,500	120	1,500	0	1,500	0	0

Continued on next page

Felixstowe Town Council
Annual Budget - By Centre (Actual YTD Month 10)
Note: Draft Full Budget 2021-22

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4500	Election Expenses	15,000	15,002	0	0	0	0	0	0	0
4550	Banking Fees	1,300	1,180	1,200	676	1,000	0	1,000	0	0
	Overhead Expenditure	280,442	276,388	285,099	209,114	283,843	0	309,968	0	0
	101 Net Income over Expenditure	305,021	340,198	323,471	415,848	341,008	0	303,696	0	0
6001	less Transfer to EMR	0	30,245	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	305,021	309,953	323,471	415,848	341,008		303,696		
201	**Town Hall**									
1000	Hirings	1,680	4,425	2,500	380	760	0	2,500	0	0
1001	Weddings	10,000	11,927	12,000	5,118	6,468	0	12,000	0	0
1030	Leases, Rents & Licences	8,050	7,984	8,210	7,463	7,984	0	8,210	0	0
	Total Income	19,730	24,336	22,710	12,961	15,212	0	22,710	0	0
4000	Employee Salaries	25,678	25,147	26,912	19,382	26,912	0	27,977	0	0
4001	Employer National Insurance	1,685	1,506	1,748	1,174	1,748	0	1,861	0	0
4002	Employer Pension Contributions	899	876	942	689	942	0	980	0	0
4030	Training	500	39	500	0	500	0	500	0	0
4110	Rates	7,200	7,120	7,452	6,512	7,235	0	7,530	0	0
4115	Water and Sewerage	420	358	400	34	300	0	400	0	0
4120	Gas	2,200	1,766	2,310	1,304	1,800	0	2,300	0	0
4122	Electricity	2,550	2,781	2,678	1,234	1,700	0	2,750	0	0
4155	Cleaning Materials	500	371	375	132	375	0	375	0	0
4170	Repairs and Maintenance	5,500	6,125	5,610	3,932	5,600	0	5,600	0	0
4180	Licences	600	600	600	600	600	0	600	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: Draft Full Budget 2021-22

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Equipment Purchases	550	548	550	322	550	0	550	0	0
4466	Catering Sundries	500	242	500	0	100	0	300	0	0
4553	Loan Repayments	34,732	34,732	34,732	17,366	34,732	0	34,732	0	0
	Overhead Expenditure	83,514	82,211	85,309	52,680	83,094	0	86,455	0	0
	Movement to/(from) Gen Reserve	(63,784)	(57,875)	(62,599)	(39,718)	(67,882)		(63,745)		
202	**Walton**									
1000	Hirings	7,000	12,377	7,500	334	3,000	0	7,500	0	0
	Total Income	7,000	12,377	7,500	334	3,000	0	7,500	0	0
4000	Employee Salaries	2,996	2,920	3,140	2,294	3,140	0	3,265	0	0
4001	Employer National Insurance	267	248	278	199	278	0	293	0	0
4002	Employer Pension Contributions	180	175	188	138	188	0	196	0	0
4110	Rates	1,130	1,227	1,270	1,145	1,272	0	1,317	0	0
4115	Water and Sewerage	350	258	364	96	250	0	350	0	0
4122	Electricity	2,400	3,014	2,520	1,586	2,050	0	2,500	0	0
4170	Repairs and Maintenance	1,000	1,007	1,000	706	1,000	0	1,000	0	0
4260	Equipment Purchases	100	135	100	0	100	0	100	0	0
	Overhead Expenditure	8,423	8,985	8,860	6,164	8,278	0	9,021	0	0
	Movement to/(from) Gen Reserve	(1,423)	3,392	(1,360)	(5,830)	(5,278)		(1,521)		
203	**Broadway House**									
1030	Leases, Rents & Licences	2,130	2,130	2,173	0	0	0	2,194	0	0
	Total Income	2,130	2,130	2,173	0	0	0	2,194	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: Draft Full Budget 2021-22

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	Employee Salaries	5,070	4,942	5,314	3,885	5,314	0	5,526	0	0
4001	Employer National Insurance	452	420	471	336	471	0	496	0	0
4002	Employer Pension Contributions	304	297	319	233	319	0	332	0	0
4170	Repairs and Maintenance	1,000	995	1,000	250	1,000	0	1,000	0	0
	Overhead Expenditure	6,826	6,653	7,104	4,705	7,104	0	7,354	0	0
	Movement to/(from) Gen Reserve	(4,696)	(4,523)	(4,931)	(4,705)	(7,104)		(5,160)		
204	**Cemetery**									
1032	Mobile Phone Mast	5,315	8,290	5,315	5,315	5,315	0	5,315	0	0
1100	Interment Fees	40,000	29,588	40,000	27,187	35,000	0	30,000	0	0
1120	Purchase of Graves	15,000	35,606	17,500	19,410	25,000	0	25,000	0	0
1130	Memorials	12,000	22,678	13,000	8,277	13,000	0	13,000	0	0
1140	Upkeep of Grave Spaces	760	780	780	537	798	0	798	0	0
1160	Admin Fees	700	1,245	1,000	311	500	0	500	0	0
	Total Income	73,775	98,186	77,595	61,037	79,613	0	74,613	0	0
4000	Employee Salaries	95,302	94,473	99,872	74,557	99,872	0	116,781	0	0
4001	Employer National Insurance	9,321	8,983	9,732	7,183	9,732	0	10,964	0	0
4002	Employer Pension Contributions	15,549	15,100	15,050	11,213	15,050	0	16,326	0	0
4030	Training	2,000	881	1,000	967	1,000	0	1,000	0	0
4110	Rates	2,930	2,897	2,998	2,650	2,944	0	3,050	0	0
4115	Water and Sewerage	350	207	370	152	220	0	230	0	0
4122	Electricity	1,275	490	500	448	520	0	550	0	0
4170	Repairs and Maintenance	4,000	3,501	4,000	2,910	4,000	0	4,000	0	0
4260	Equipment Purchases	3,000	1,886	1,500	328	1,500	0	1,500	0	0

Continued on next page

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4300	Vehicle Running Costs	2,000	1,336	1,500	1,347	1,500	0	1,500	0	0
4320	Vehicles/Tool Hire	5,600	5,764	5,600	5,643	5,600	0	5,600	0	0
4330	Fuel	2,400	2,270	2,520	1,080	1,800	0	2,300	0	0
4446	Mobile Phones	520	278	520	179	300	0	375	0	0
4466	Catering Sundries	50	21	50	0	50	0	50	0	0
	Overhead Expenditure	144,297	138,088	145,212	108,657	144,088	0	164,226	0	0
	Movement to/(from) Gen Reserve	(70,522)	(39,901)	(67,617)	(47,620)	(64,475)		(89,613)		
205	**Allotments**									
1080	Allotment Rents	15,200	15,528	15,500	15,037	15,528	0	15,965	0	0
	Total Income	15,200	15,528	15,500	15,037	15,528	0	15,965	0	0
4000	Employee Salaries	16,818	16,672	17,624	13,217	17,624	0	20,608	0	0
4001	Employer National Insurance	1,645	1,585	1,717	1,268	1,717	0	1,935	0	0
4002	Employer Pension Contributions	2,744	2,659	2,656	1,985	2,656	0	2,881	0	0
4115	Water and Sewerage	2,500	2,636	3,500	3,716	4,000	0	4,000	0	0
4170	Repairs and Maintenance	2,000	1,320	2,000	816	2,000	0	2,000	0	0
4320	Vehicles/Tool Hire	2,000	2,012	1,000	310	2,000	0	2,000	0	0
	Overhead Expenditure	27,707	26,885	28,497	21,311	29,997	0	33,424	0	0
	Movement to/(from) Gen Reserve	(12,507)	(11,357)	(12,997)	(6,274)	(14,469)		(17,459)		
206	**Parks and Recreation**									
4170	Repairs and Maintenance	0	0	0	0	0	0	5,000	0	0
4280	Security	0	0	0	0	0	0	7,280	0	0

Continued on next page

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4615	Street Furniture	0	0	0	0	0	0	500	0	0
4660	Play Equipment	0	0	0	0	0	0	2,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	14,780	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(14,780)		
301	**Civic & Community**									
1800	Agency Income	3,992	3,992	3,992	3,992	3,992	0	3,992	0	0
1810	Donations & Sponsorship	3,400	10,300	3,700	0	0	0	3,000	0	0
	Total Income	7,392	14,292	7,692	3,992	3,992	0	6,992	0	0
4471	Advertising & Promotion	0	0	0	0	0	0	1,000	0	0
4505	Mayoral Allowance	3,000	3,000	3,000	2,250	3,000	0	3,000	0	0
4511	Town Twinning	2,500	1,340	2,500	0	0	0	2,500	0	0
4512	Engraving/Sign Writing	100	85	100	85	85	0	90	0	0
4513	Civic Awards	1,000	556	1,000	0	0	0	600	0	0
4530	Civic Events	3,500	2,525	3,500	697	1,000	0	3,500	0	0
4531	Remembrance	5,313	2,315	1,000	1,016	1,012	0	1,000	0	0
4600	CCTV	9,980	9,980	9,980	9,980	9,980	0	9,980	0	0
4615	Street Furniture	1,600	573	1,600	239	700	0	0	0	0
4645	Christmas Lights	6,750	6,750	6,750	6,750	6,750	0	6,750	0	0
4650	Seasonal Events	6,350	6,450	6,500	0	0	0	6,500	0	0
4675	Youth Forum	1,000	463	1,000	-1	1,000	0	1,000	0	0
	Overhead Expenditure	41,093	34,037	36,930	21,016	23,527	0	35,920	0	0
	301 Net Income over Expenditure	-33,701	-19,745	-29,238	-17,024	-19,535	0	-28,928	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: Draft Full Budget 2021-22

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	1,513	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(33,701)	(18,232)	(29,238)	(17,024)	(19,535)		(28,928)		
302	**Grants**									
4620	Annual Grants	11,600	11,600	11,600	11,600	11,600	0	11,400	0	0
4655	Occasional Grants	25,000	24,999	25,000	19,549	25,000	0	25,000	0	0
	Overhead Expenditure	36,600	36,599	36,600	31,149	36,600	0	36,400	0	0
	Movement to/(from) Gen Reserve	(36,600)	(36,599)	(36,600)	(31,149)	(36,600)		(36,400)		
303	**Felixstowe in Flower**									
1810	Donations & Sponsorship	7,300	8,021	8,250	500	500	0	8,250	0	0
	Total Income	7,300	8,021	8,250	500	500	0	8,250	0	0
4290	Flowers & Containers	5,000	3,476	5,000	3,133	4,000	0	4,000	0	0
4512	Engraving/Sign Writing	400	347	400	0	0	0	400	0	0
4532	Felixstowe in Flower Events	1,350	1,132	1,350	19	19	0	1,500	0	0
	Overhead Expenditure	6,750	4,955	6,750	3,152	4,019	0	5,900	0	0
	Movement to/(from) Gen Reserve	550	3,066	1,500	(2,652)	(3,519)		2,350		
304	**Communication**									
1810	Donations & Sponsorship	0	4,805	13,000	4,310	6,000	0	10,000	0	0
	Total Income	0	4,805	13,000	4,310	6,000	0	10,000	0	0
4420	Magazine Print	11,016	10,022	11,016	7,092	9,533	0	10,500	0	0
4421	Magazine Distribution	2,112	2,112	2,112	1,997	2,525	0	2,112	0	0

Continued on next page

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4483	Website	500	388	500	388	500	0	500	0	0
	Overhead Expenditure	13,628	12,522	13,628	9,476	12,558	0	13,112	0	0
	Movement to/(from) Gen Reserve	(13,628)	(7,716)	(628)	(5,166)	(6,558)		(3,112)		
305	**Community Projects & Prtnrshps**									
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	10,779	10,779	12,301	4,917	11,801	0	12,301	0	0
4670	Felixstowe Forward	20,000	20,000	20,000	20,000	20,000	0	15,000	0	0
4680	New Community Projects	34,000	34,000	42,667	-1,770	-1,770	0	0	0	0
4685	Landguard Partnership	1,000	1,000	1,000	1,000	1,000	0	5,000	0	0
	Overhead Expenditure	76,779	76,779	86,968	35,147	42,031	0	43,301	0	0
	Movement to/(from) Gen Reserve	(76,779)	(76,779)	(86,968)	(35,147)	(42,031)		(43,301)		
	Total Budget Income	717,990	796,261	762,990	723,133	748,696	0	761,888	0	0
	Expenditure	726,059	704,100	740,957	502,571	675,139	0	759,861	0	0
	Net Income over Expenditure	-8,069	92,161	22,033	220,562	73,557	0	2,027	0	0
	plus Transfer from EMR	0	1,513	0	0	0	0	0	0	0
	less Transfer to EMR	0	30,245	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,069)	63,429	22,033	220,562	73,557		2,027		

Felixstowe Town Council

Budget Notes

A/c Code	Description	Centre	Description	Budget Notes
1805	Bank Interest Received	**101**	Administration	0.9% 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.
1850	Miscellaneous Income	**101**	Administration	LCTS Grant for 2021/22 from ESC
1900	Precept	**101**	Administration	£70.87 per Band D eqvlnt (+0% on 20/21) on 21/22 taxbase of 8,488.90
4000	Employee Salaries	**101**	Administration	As recommended by Personnel Committe 7 Oct 2020
4001	Employer National Insurance	**101**	Administration	As recommended by Personnel Committe 7 Oct 2020
4002	Employer Pension Contributions	**101**	Administration	As recommended by Personnel Committe 7 Oct 2020
4030	Training	**101**	Administration	Personnel Committe 7 Oct 2020 recommended £3k. £2k achievable.
4040	Travel & Expenses	**101**	Administration	For reimbursement of Member and Mayoral expenses
4270	Printer/Photocopier	**101**	Administration	Year 3 of 3 year contract for Printer/Copier
4400	Stationery	**101**	Administration	Based on estimated stationery requirements previous & post Covid
4425	Postage	**101**	Administration	Aiming to reduce overall postage cost in favour of email - reduced this year re COVID
4441	Telephone & Internet	**101**	Administration	Costs for provision of telephone system & broadband internet lines. Contract due for renewal Feb2021
4446	Mobile Phones	**101**	Administration	Cost of sim only 1 year contract
4460	Subscriptions	**101**	Administration	Cost of subscriptions for Council and staff in 2021/22
4461	External Audit	**101**	Administration	Fixed cost of external audit based on projected annual turnover
4462	Internal Audit	**101**	Administration	SALC confirmed cost of 2 internal audits inc mileage for Internal Auditor 2021/22
4464	Insurance	**101**	Administration	Year 3 of 3 year LTA
4468	Miscellaneous	**101**	Administration	Small provision for any miscellaneous expenditure not otherwise covered.
4470	Publications	**101**	Administration	Retain same figure from 2020/21
4481	IT Maintenance & Software	**101**	Administration	Cost of software licences & IT
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 2021/22
1000	Hirings	**201**	Town Hall	Same as budget set for 2020/21 reduced projected this year
1001	Weddings	**201**	Town Hall	Same as budget set for 2020/21 reduced projected this year
1030	Leases, Rents & Licences	**201**	Town Hall	Figure based on existing agreements continuing
4000	Employee Salaries	**201**	Town Hall	As recommended by Personnel Committe 7 Oct 2020
4001	Employer National Insurance	**201**	Town Hall	As recommended by Personnel Committe 7 Oct 2020
4002	Employer Pension Contributions	**201**	Town Hall	As recommended by Personnel Committe 7 Oct 2020
4030	Training	**201**	Town Hall	As recommended by Personnel Committe 7 Oct 2020

Continued on Page 2

A/c Code	Description	Centre	Description	Budget Notes
4110	Rates	**201**	Town Hall	Rates +3.5% + 2% BID levy (Est. only until confirmation in March 2021)
4115	Water and Sewerage	**201**	Town Hall	Based on average annual usage +5%
4120	Gas	**201**	Town Hall	Based on previous year usage pre Covid
4122	Electricity	**201**	Town Hall	Based on previous year usage pre Covid
4155	Cleaning Materials	**201**	Town Hall	Provision based on expected outturn in current year
4170	Repairs and Maintenance	**201**	Town Hall	Based on existing routine maintenance costs
4180	Licences	**201**	Town Hall	£1,800 wedding licence over three years
4260	Equipment Purchases	**201**	Town Hall	Retain same figure for 2021/22
4466	Catering Sundries	**201**	Town Hall	Revised cost of catering supplies for hired and other meetings
4553	Loan Repayments	**201**	Town Hall	Fixed PWLB repayment cost
1000	Hirings	**202**	Walton	Income based on previous year's (non-Covid) budget
4000	Employee Salaries	**202**	Walton	As recommended by Personnel Committe 7 Oct 2020
4001	Employer National Insurance	**202**	Walton	As recommended by Personnel Committe 7 Oct 2020
4002	Employer Pension Contributions	**202**	Walton	As recommended by Personnel Committe 7 Oct 2020
4110	Rates	**202**	Walton	Rates +3.5% (Est. only until confirmation in March 2021)
4115	Water and Sewerage	**202**	Walton	Projected usage post Covid
4122	Electricity	**202**	Walton	Projected usage post Covid
4170	Repairs and Maintenance	**202**	Walton	Retain for routine maintenance costs for 2021/2022
4260	Equipment Purchases	**202**	Walton	Retain same figure for 2021/2022 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 7 Oct 2020
4001	Employer National Insurance	**203**	Broadway House	As recommended by Personnel Committe 7 Oct 2020
4002	Employer Pension Contributions	**203**	Broadway House	As recommended by Personnel Committe 7 Oct 2020
4170	Repairs and Maintenance	**203**	Broadway House	Retain provision for ongoing maintenance and in year repairs
1032	Mobile Phone Mast	**204**	Cemetery	O2 Mast licence fee
1100	Interment Fees	**204**	Cemetery	2021/22 budget based on previous year and current year projection
1120	Purchase of Graves	**204**	Cemetery	2021/22 budget based on current year projection
1130	Memorials	**204**	Cemetery	2021/22 budget based on current year projection
1140	Upkeep of Grave Spaces	**204**	Cemetery	2021/22 budget based on current year projection

Continued on Page 3

A/c Code	Description	Centre	Description	Budget Notes
1160	Admin Fees	**204**	Cemetery	2020/21 budget based on current year projection
4000	Employee Salaries	**204**	Cemetery	As recommended by Personnel Committe 7 Oct 2020
4001	Employer National Insurance	**204**	Cemetery	As recommended by Personnel Committe 7 Oct 2020
4002	Employer Pension Contributions	**204**	Cemetery	As recommended by Personnel Committe 7 Oct 2020
4030	Training	**204**	Cemetery	As recommended by Personnel Committe 7 Oct 2020
4110	Rates	**204**	Cemetery	Rates +3.5% (Est. only until confirmation in March 2021)
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, tractor & trailers
4320	Vehicles/Tool Hire	**204**	Cemetery	Retained figure for digger/skip hire 2021/22
4330	Fuel	**204**	Cemetery	Fuel based on consumption for previous year
4446	Mobile Phones	**204**	Cemetery	Sim only 1 year contracts x5
4466	Catering Sundries	**204**	Cemetery	Retain small provision for catering supplies
1080	Allotment Rents	**205**	Allotments	Modest increase to allotment tenancy fee
4000	Employee Salaries	**205**	Allotments	As recommended by Personnel Committe 7 Oct 2020
4001	Employer National Insurance	**205**	Allotments	As recommended by Personnel Committe 7 Oct 2020
4002	Employer Pension Contributions	**205**	Allotments	As recommended by Personnel Committe 7 Oct 2020
4115	Water and Sewerage	**205**	Allotments	Increased provision based on previous year outturn and current year projection
4170	Repairs and Maintenance	**205**	Allotments	Figure for 2021/22 based on current & projected figures
4320	Vehicles/Tool Hire	**205**	Allotments	Increased for 2021/22 based on previous year outturn and current projection
4170	Repairs and Maintenance	**206**	Parks and Recreation	*NEW* Overhead for management and maintenance of council-owned parks
4280	Security	**206**	Parks and Recreation	Current quoted cost for lock/unlock of Allenby Park
4615	Street Furniture	**206**	Parks and Recreation	*NEW* Overhead for management and maintenance of council-owned outdoor assets
4660	Play Equipment	**206**	Parks and Recreation	*NEW* Overhead for management and maintenance of council-owned play equipment
1800	Agency Income	**301**	Civic & Community	No change for 2021/22: charged to ESC for portion of CCTV maintenance agreement
1810	Donations & Sponsorship	**301**	Civic & Community	Events cancelled 2020 due to Covid-19. 2021 unknown - anticipate £0 at current time
4471	Advertising & Promotion	**301**	Civic & Community	Blue Flag

Continued on Page 4

A/c Code	Description	Centre	Description	Budget Notes
4505	Mayoral Allowance	**301**	Civic & Community	No change proposed for 2021/22
4511	Town Twinning	**301**	Civic & Community	Potential for civic visits in 2021 unknown but allowance based on usual provision.
4512	Engraving/Sign Writing	**301**	Civic & Community	No change proposed for 2021/22 only used for Mayoral Board.
4513	Civic Awards	**301**	Civic & Community	Cost of Civic Awards at Annual Town Meeting. Revised for 2021/22.
4530	Civic Events	**301**	Civic & Community	Potential for civic events in 2021 unknown but allowance based on usual provision.
4531	Remembrance	**301**	Civic & Community	Event costs inc. barrier hire for 2021/22
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	(This budget to be moved to outdoor asset expenditure under A&S committee)
4645	Christmas Lights	**301**	Civic & Community	Annual contribution towards provision of Christmas Lights
4650	Seasonal Events	**301**	Civic & Community	Potential for Christmas events in 2021 unknown but allowance based on usual provision.
4675	Youth Forum	**301**	Civic & Community	Allowance for Youth Forum activities - No change proposed for 2021/22
4620	Annual Grants	**302**	Grants	As per Civic & Community Cttee 16 September 2020
4655	Occasional Grants	**302**	Grants	Retain provision for Occassional Grants
1810	Donations & Sponsorship	**303**	Felixstowe in Flower	Aim to reintroduce FiF sponsorship in 2021/22
4290	Flowers & Containers	**303**	Felixstowe in Flower	Projected cost of baskets and plant displays for FiF 2021
4512	Engraving/Sign Writing	**303**	Felixstowe in Flower	Cost of engraving when reintroduced in 2021/22
4532	Felixstowe in Flower Events	**303**	Felixstowe in Flower	Allowance towards provision of awards event.
1810	Donations & Sponsorship	**304**	Communication	Reduced expectation for advertisement revenue for based on current economic factors
4420	Magazine Print	**304**	Communication	Est. cost of 4x11,000 magazines, less design cost
4421	Magazine 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 2021/22 as per Civic & Community Cttee.
4640	Floral Bedding	**305**	Community Projects & Prtnrshps	Cost TBC - budget based on current year cost
4670	Felixstowe Forward	**305**	Community Projects & Prtnrshps	Felixstowe Forward transition funding (subject to Council approval)
4680	New Community Projects	**305**	Community Projects & Prtnrshps	Former PCSO costs
4685	Landguard Partnership	**305**	Community Projects & Prtnrshps	FTC contribution towards Partnership cost.

Felixstowe Town Council

Annual Budget - By Centre (Actual YTD Month 10)

Note: Draft Reserves Budget 2021-22

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
900	**Earmarked Reserves**									
9010	Election Expenses	5,862	0	11,862	0	0	0	6,000	0	11,862
9015	Enhancement & Promotional	1,941	799	1,142	450	450	0	0	0	692
9025	Asset Repairs & Replacement	18,032	0	21,032	0	0	0	3,000	0	21,032
9030	IT Replacement Fund	3,117	0	43,117	7,901	20,000	0	0	0	23,117
9040	Cemetery Projects	184,436	15,376	189,060	590	590	0	20,000	0	188,470
9050	Broadway House	61,606	1,500	62,607	6,216	10,000	0	2,500	0	52,607
9055	Walton Community Hall	67,500	0	70,000	0	1,000	0	2,500	0	69,000
9065	Town Hall	82,187	2,549	84,639	846	846	0	5,000	0	83,793
9070	Play Equipment	0	0	0	0	0	0	7,500	0	0
9075	Community Fund	120,699	10,000	90,059	10,758	10,758	0	0	0	79,301
9085	CCTV	42,000	0	42,000	0	0	0	0	0	42,000
9090	Staffing Reserve	30,375	3,501	36,874	0	0	0	10,000	0	36,874
9095	VE 75 Event	2,167	2,167	9,996	0	0	0	0	0	9,996
9100	CIL 2018-19	4,057	0	4,057	0	0	0	0	0	4,057
9105	CIL 2019-20	0	0	30,245	0	0	0	0	0	30,245
9110	Community Support Fund	0	0	0	0	0	0	25,000	0	0
	Overhead Expenditure	623,979	35,891	696,690	26,761	43,644	0	81,500	0	653,046
6000	plus Transfer from EMR	0	37,398	0	27,095	0	0	0	0	0
6001	less Transfer to EMR	0	1,506	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(623,979)	0	(696,690)	334	(43,644)		(81,500)		

Continued on next page

Felixstowe Town Council

Annual Budget - By Centre (Actual YTD Month 10)

Note: Draft Reserves Budget 2021-22

	Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	0	0	0	0	0	0	0	0	0
Expenditure	623,979	35,891	696,690	26,761	43,644	0	81,500	0	653,046
Net Income over Expenditure	-623,979	-35,891	-696,690	-26,761	-43,644	0	-81,500	0	-653,046
plus Transfer from EMR	0	37,398	0	27,095	0	0	0	0	0
less Transfer to EMR	0	1,506	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(623,979)	0	(696,690)	334	(43,644)		(81,500)		

Budget Notes

A/c Code	Description	Centre	Description	Budget Notes
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	*NEW* Fund to support capital repairs and replacement of play equipment
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	CIL 2018-19	**900**	Earmarked Reserves	Holding Fund for CIL Receipts 2018-19
9105	CIL 2019-20	**900**	Earmarked Reserves	Holding Fund for CIL Receipts 2019-20
9110	Community Support Fund	**900**	Earmarked Reserves	*NEW* Fund to assist with community recovery (e.g. Covid) as recommended by C&C

Felixstowe Town Council
Annual Budget - By Centre
Note: Draft Full Budget 2020-21

		Last Year 2018-19		Current Year 2019-20				Next Year 2020-21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	**Administration**									
1805	Bank Interest Received	4,000	5,085	7,350	7,693	8,000	0	8,000	0	0
1830	Community Infrastructure Levy	0	4,057	0	30,245	0	0	0	0	0
1900	Precept	560,967	560,967	578,113	578,113	578,113	0	600,570	0	0
	Total Income	564,967	570,109	585,463	616,051	586,113	0	608,570	0	0
4000	Employee Salaries	165,558	164,075	172,414	130,571	172,414	0	185,077	0	0
4001	Employer National Insurance	16,087	15,720	17,033	12,617	0	0	18,393	0	0
4002	Employer Pension Contributions	37,591	38,528	40,059	30,136	40,059	0	41,850	0	0
4030	Training	7,000	6,309	3,000	582	3,000	0	3,000	0	0
4040	Travel & Expenses	1,000	96	1,500	116	800	0	800	0	0
4270	Printer/Photocopier	3,570	2,415	1,200	763	1,200	0	1,200	0	0
4400	Stationery	1,500	951	1,200	481	1,000	0	850	0	0
4425	Postage	1,800	1,759	1,700	645	1,500	0	1,200	0	0
4441	Telephone & Internet	6,900	7,050	6,900	5,089	6,900	0	6,900	0	0
4446	Mobile Phones	130	87	130	66	100	0	130	0	0
4460	Subscriptions	3,215	3,143	3,300	3,227	0	0	3,300	0	0
4461	External Audit	1,365	1,600	1,600	1,600	1,600	0	1,600	0	0
4462	Internal Audit	315	300	356	355	356	0	655	0	0
4464	Insurance	9,450	8,740	9,450	5,575	5,575	0	5,745	0	0
4466	Catering Sundries	0	8	0	0	0	0	0	0	0
4468	Miscellaneous	250	240	250	81	250	0	160	0	0
4470	Publications	50	56	50	9	50	0	50	0	0
4471	Advertising & Promotion	2,000	179	0	0	0	0	0	0	0

Continued on next page

		Last Year 2018-19		Current Year 2019-20				Next Year 2020-21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4481	IT Maintenance & Software	4,000	3,851	6,000	5,911	6,000	0	6,000	0	0
4490	Professional Fees	2,000	518	1,500	773	1,500	0	1,500	0	0
4500	Election Expenses	0	0	15,000	15,002	0	0	0	0	0
4550	Banking Fees	1,300	1,050	1,300	941	1,300	0	1,200	0	0
	Overhead Expenditure	265,081	256,676	283,942	214,539	243,604	0	279,610	0	0
	Movement to/(from) Gen Reserve	299,886	313,433	301,521	401,512	342,509		328,960		
201	**Town Hall**									
1000	Hirings	2,200	2,558	1,680	3,236	3,500	0	2,500	0	0
1001	Weddings	10,000	9,996	10,000	11,604	11,817	0	12,000	0	0
1030	Leases, Rents & Licences	7,767	7,984	8,050	7,463	7,983	0	8,210	0	0
	Total Income	19,967	20,538	19,730	22,303	23,300	0	22,710	0	0
4000	Employee Salaries	24,024	25,340	25,678	18,983	25,678	0	26,694	0	0
4001	Employer National Insurance	1,456	1,579	1,685	1,146	1,685	0	1,718	0	0
4002	Employer Pension Contributions	843	822	899	657	899	0	935	0	0
4030	Training	1,000	0	500	39	500	0	500	0	0
4110	Rates	7,465	6,960	7,200	6,408	7,120	0	7,452	0	0
4115	Water and Sewerage	400	321	420	183	400	0	400	0	0
4120	Gas	2,000	2,576	2,200	902	2,200	0	2,310	0	0
4122	Electricity	2,260	2,576	2,550	2,204	2,550	0	2,678	0	0
4155	Cleaning Materials	800	250	500	218	400	0	375	0	0
4170	Repairs and Maintenance	5,000	5,999	5,500	4,474	5,500	0	5,610	0	0
4180	Licences	600	600	600	600	600	0	600	0	0

Continued on next page

		Last Year 2018-19		Current Year 2019-20				Next Year 2020-21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Equipment Purchases	550	550	550	68	550	0	550	0	0
4466	Catering Sundries	500	296	500	143	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	81,630	82,600	83,514	53,391	83,314	0	85,054	0	0
	Movement to/(from) Gen Reserve	(61,663)	(62,063)	(63,784)	(31,088)	(60,014)		(62,344)		
202	**Walton**									
1000	Hirings	7,500	8,738	7,000	9,020	10,000	0	7,500	0	0
	Total Income	7,500	8,738	7,000	9,020	10,000	0	7,500	0	0
4000	Employee Salaries	2,811	2,740	2,996	2,190	2,996	0	3,115	0	0
4001	Employer National Insurance	241	227	267	186	267	0	275	0	0
4002	Employer Pension Contributions	169	164	180	131	180	0	187	0	0
4110	Rates	1,085	1,091	1,130	1,104	1,227	0	1,270	0	0
4115	Water and Sewerage	370	217	350	192	350	0	364	0	0
4122	Electricity	1,940	2,147	2,400	1,993	2,400	0	2,520	0	0
4155	Cleaning Materials	0	0	0	24	0	0	0	0	0
4170	Repairs and Maintenance	2,000	875	1,000	478	1,000	0	1,000	0	0
4260	Equipment Purchases	100	46	100	0	100	0	100	0	0
	Overhead Expenditure	8,716	7,505	8,423	6,299	8,520	0	8,831	0	0
	Movement to/(from) Gen Reserve	(1,216)	1,233	(1,423)	2,721	1,480		(1,331)		
203	**Broadway House**									
1030	Leases, Rents & Licences	2,040	2,067	2,130	2,130	2,130	0	2,173	0	0

Continued on next page

		Last Year 2018-19		Current Year 2019-20				Next Year 2020-21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Total Income	2,040	2,067	2,130	2,130	2,130	0	2,173	0	0
4000	Employee Salaries	4,757	4,636	5,070	3,706	5,070	0	5,272	0	0
4001	Employer National Insurance	409	384	452	315	452	0	465	0	0
4002	Employer Pension Contributions	285	278	304	222	304	0	316	0	0
4170	Repairs and Maintenance	1,000	981	1,000	404	1,000	0	1,000	0	0
	Overhead Expenditure	6,451	6,279	6,826	4,647	6,826	0	7,053	0	0
	Movement to/(from) Gen Reserve	(4,411)	(4,212)	(4,696)	(2,517)	(4,696)		(4,880)		
204	**Cemetery**									
1032	Mobile Phone Mast	5,315	5,315	5,315	8,290	8,290	0	5,315	0	0
1100	Interment Fees	40,000	47,897	40,000	18,512	40,000	0	40,000	0	0
1120	Purchase of Graves	10,000	22,152	15,000	18,408	17,000	0	17,500	0	0
1130	Memorials	12,000	11,701	12,000	13,851	13,000	0	13,000	0	0
1140	Upkeep of Grave Spaces	800	615	760	520	780	0	780	0	0
1160	Admin Fees	700	896	700	912	900	0	1,000	0	0
	Total Income	68,815	88,575	73,775	60,493	79,970	0	77,595	0	0
4000	Employee Salaries	90,954	89,139	95,302	70,468	95,302	0	99,154	0	0
4001	Employer National Insurance	8,721	8,344	9,321	6,682	9,321	0	9,633	0	0
4002	Employer Pension Contributions	14,830	14,527	15,549	11,390	15,549	0	15,439	0	0
4030	Training	2,000	141	2,000	881	1,000	0	1,000	0	0
4110	Rates	3,020	2,832	2,930	2,607	2,897	0	2,998	0	0
4115	Water and Sewerage	347	209	350	167	350	0	370	0	0
4122	Electricity	1,215	400	1,275	174	475	0	500	0	0

Continued on next page

		Last Year 2018-19		Current Year 2019-20				Next Year 2020-21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4155	Cleaning Materials	0	0	0	16	0	0	0	0	0
4170	Repairs and Maintenance	4,000	4,797	4,000	2,749	4,000	0	4,000	0	0
4260	Equipment Purchases	3,000	796	3,000	752	1,500	0	1,500	0	0
4300	Vehicle Running Costs	2,230	2,118	2,000	538	1,500	0	1,500	0	0
4320	Vehicles/Tool Hire	5,600	5,574	5,600	4,748	5,600	0	5,600	0	0
4330	Fuel	2,300	2,291	2,400	1,862	2,400	0	2,520	0	0
4446	Mobile Phones	595	359	520	202	330	0	520	0	0
4466	Catering Sundries	50	47	50	0	50	0	50	0	0
	Overhead Expenditure	138,862	131,574	144,297	103,236	140,274	0	144,784	0	0
	Movement to/(from) Gen Reserve	(70,047)	(42,999)	(70,522)	(42,743)	(60,304)		(67,189)		
205	**Allotments**									
1080	Allotment Rents	14,900	14,593	15,200	14,775	15,200	0	15,500	0	0
	Total Income	14,900	14,593	15,200	14,775	15,200	0	15,500	0	0
4000	Employee Salaries	16,051	15,730	16,818	12,436	16,818	0	17,498	0	0
4001	Employer National Insurance	1,539	1,472	1,645	1,179	1,645	0	1,700	0	0
4002	Employer Pension Contributions	2,617	2,564	2,744	2,004	2,744	0	2,724	0	0
4115	Water and Sewerage	2,200	3,477	2,500	2,594	3,500	0	3,500	0	0
4170	Repairs and Maintenance	3,000	3,736	2,000	618	2,000	0	2,000	0	0
4320	Vehicles/Tool Hire	2,000	685	2,000	430	1,000	0	1,000	0	0
	Overhead Expenditure	27,407	27,664	27,707	19,261	27,707	0	28,422	0	0
	Movement to/(from) Gen Reserve	(12,507)	(13,071)	(12,507)	(4,486)	(12,507)		(12,922)		
301	**Civic & Community**									

Continued on next page

Annual Budget - By Centre

Note: Draft Full Budget 2020-21

		Last Year 2018-19		Current Year 2019-20				Next Year 2020-21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1800	Agency Income	3,992	3,992	3,992	3,992	3,992	0	3,992	0	0
1810	Donations & Sponsorship	4,000	3,450	3,400	5,300	4,950	0	3,700	0	0
	Total Income	7,992	7,442	7,392	9,292	8,942	0	7,692	0	0
4505	Mayoral Allowance	6,000	6,000	3,000	2,250	3,000	0	3,000	0	0
4511	Town Twinning	2,500	1,895	2,500	1,154	2,500	0	2,500	0	0
4512	Engraving/Sign Writing	200	85	100	85	85	0	100	0	0
4513	Civic Awards	1,200	837	1,000	556	1,000	0	1,000	0	0
4530	Civic Events	1,700	1,656	3,500	2,454	3,500	0	3,500	0	0
4531	Remembrance	0	0	300	2,038	1,000	0	1,000	0	0
4600	CCTV	9,980	9,980	9,980	9,980	9,980	0	9,980	0	0
4615	Street Furniture	1,600	93	1,600	554	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	6,350	6,050	6,350	0	6,500	0	0
4675	Youth Forum	2,000	2,000	1,000	0	1,000	0	1,000	0	0
	Overhead Expenditure	37,930	35,346	36,080	31,871	36,765	0	36,930	0	0
	Movement to/(from) Gen Reserve	(29,938)	(27,904)	(28,688)	(22,579)	(27,823)		(29,238)		
302	**Grants**									
4531	Remembrance	500	496	0	0	0	0	0	0	0
4620	Annual Grants	7,350	7,350	11,600	11,600	11,600	0	11,600	0	0
4655	Occasional Grants	25,000	25,000	25,000	16,900	25,000	0	25,000	0	0
	Overhead Expenditure	32,850	32,846	36,600	28,500	36,600	0	36,600	0	0

Continued on next page

Annual Budget - By Centre

Note: Draft Full Budget 2020-21

		Last Year 2018-19		Current Year 2019-20				Next Year 2020-21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(32,850)	(32,846)	(36,600)	(28,500)	(36,600)		(36,600)		
303	**Felixstowe in Flower**									
1810	Donations & Sponsorship	6,250	7,600	7,300	7,888	8,034	0	8,250	0	0
	Total Income	6,250	7,600	7,300	7,888	8,034	0	8,250	0	0
4290	Flowers & Containers	6,000	5,998	5,000	3,476	5,000	0	5,000	0	0
4512	Engraving/Sign Writing	500	340	400	347	347	0	400	0	0
4532	Felixstowe in Flower Events	1,350	1,326	1,350	1,114	1,350	0	1,350	0	0
	Overhead Expenditure	7,850	7,664	6,750	4,937	6,697	0	6,750	0	0
	Movement to/(from) Gen Reserve	(1,600)	(64)	550	2,951	1,337		1,500		
304	**Communication**									
1810	Donations & Sponsorship	0	0	0	3,365	6,250	0	13,000	0	0
	Total Income	0	0	0	3,365	6,250	0	13,000	0	0
4420	Newsletter Print	2,615	2,280	11,016	5,114	11,016	0	11,016	0	0
4421	Newsletter Distribution	2,492	2,040	2,112	1,056	2,112	0	2,112	0	0
4483	Website	1,420	388	500	388	500	0	500	0	0
	Overhead Expenditure	6,527	4,708	13,628	6,558	13,628	0	13,628	0	0
	Movement to/(from) Gen Reserve	(6,527)	(4,708)	(13,628)	(3,193)	(7,378)		(628)		
305	**Community Projects & Prtnrshps**									
4625	Harwich Harbour Ferry Services	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0

Continued on next page

Felixstowe Town Council
Annual Budget - By Centre
Note: Draft Full Budget 2020-21

		Last Year 2018-19		Current Year 2019-20				Next Year 2020-21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4630	Level 2	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4640	Floral Bedding	11,801	10,779	10,779	7,186	10,779	0	12,301	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	34,000	34,000	34,000	0	20,000	22,667	0
4685	Landguard Partnership	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
	Overhead Expenditure	43,801	42,779	76,779	73,186	76,779	0	64,301	22,667	0
	Movement to/(from) Gen Reserve	(43,801)	(42,779)	(76,779)	(73,186)	(76,779)		(64,301)		
	Total Budget Income	692,431	719,661	717,990	745,317	739,939	0	762,990	0	0
	Expenditure	657,105	635,642	724,546	546,425	680,714	0	711,963	22,667	0
	Movement to/(from) Gen Reserve	35,326	84,019	(6,556)	198,892	59,225		51,027		

A/c Code	Description	Centre	Description	Budget Notes
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 £70.87 per Band D equivalent (+2% on 2019/20) on 2019/20 taxbase of 8,474.25
4000	Employee Salaries	**101**	Administration	As recommended by Personnel Committe 9 Oct 2019
4001	Employer National Insurance	**101**	Administration	As recommended by Personnel Committe 9 Oct 2019
4002	Employer Pension Contributions	**101**	Administration	As recommended by Personnel Committe 9 Oct 2019
4030	Training	**101**	Administration	As recommended by Personnel Committe 9 Oct 2019
4040	Travel & Expenses	**101**	Administration	For reimbursement of Member and Mayoral expenses
4270	Printer/Photocopier	**101**	Administration	Year 2 of 3 year contract for 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 & broadband internet lines. Contract due for renewal Feb2021
4446	Mobile Phones	**101**	Administration	Cost of sim only 1 year contract
4460	Subscriptions	**101**	Administration	Cost of subscriptions for Council and staff in 2020/21
4461	External Audit	**101**	Administration	Fixed cost of external audit based on projected annual turnover
4462	Internal Audit	**101**	Administration	SALC confirmed cost of 2 internal audits inc mileage for Internal Auditor 2020/21
4464	Insurance	**101**	Administration	Year 2 of 3 year LTA
4468	Miscellaneous	**101**	Administration	Small provision for any miscellaneous expenditure not otherwise covered.
4470	Publications	**101**	Administration	Retain same figure from 2019/20
4481	IT Maintenance & Software	**101**	Administration	Cost of software licences & IT, .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 2020/21
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 2020/21
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 Committe 9 Oct 2019
4001	Employer National Insurance	**201**	Town Hall	As recommended by Personnel Committe 9 Oct 2019
4002	Employer Pension Contributions	**201**	Town Hall	As recommended by Personnel Committe 9 Oct 2019

Continued on Page 2

A/c Code	Description	Centre	Description	Budget Notes
4030	Training	**201**	Town Hall	As recommended by Personnel Committe 9 Oct 2019
4110	Rates	**201**	Town Hall	Rates +3.5% (Est. only until confirmation in March 2020)
4115	Water and Sewerage	**201**	Town Hall	Based on average annual usage +5%
4120	Gas	**201**	Town Hall	Based on current usage
4122	Electricity	**201**	Town Hall	Projected current usage plus 5% increase on charges
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 2019/20 +2%
4180	Licences	**201**	Town Hall	£1,800 wedding licence over three years
4260	Equipment Purchases	**201**	Town Hall	Retain same figure for 2020/21
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 based on current projections for 2019/20
4000	Employee Salaries	**202**	Walton	As recommended by Personnel Committe 9 Oct 2019
4001	Employer National Insurance	**202**	Walton	As recommended by Personnel Committe 9 Oct 2019
4002	Employer Pension Contributions	**202**	Walton	As recommended by Personnel Committe 9 Oct 2019
4110	Rates	**202**	Walton	Rates +3.5% (Est. only until confirmation in March 2020)
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	Retain same figure for 2020/2021
4260	Equipment Purchases	**202**	Walton	Retain same figure for 2020/2021 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 9 Oct 2019
4001	Employer National Insurance	**203**	Broadway House	As recommended by Personnel Committe 9 Oct 2019
4002	Employer Pension Contributions	**203**	Broadway House	As recommended by Personnel Committe 9 Oct 2019
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 2020/21
1100	Interment Fees	**204**	Cemetery	2019/20 budget based on current year projection

Continued on Page 3

A/c Code	Description	Centre	Description	Budget Notes
1120	Purchase of Graves	**204**	Cemetery	Increase based on trend
1130	Memorials	**204**	Cemetery	2020/21 budget based on current year projection
1140	Upkeep of Grave Spaces	**204**	Cemetery	2020/21 budget based on current year projection
1160	Admin Fees	**204**	Cemetery	2020/21 budget based on current year projection
4000	Employee Salaries	**204**	Cemetery	As recommended by Personnel Committe 9 Oct 2019
4001	Employer National Insurance	**204**	Cemetery	As recommended by Personnel Committe 9 Oct 2019
4002	Employer Pension Contributions	**204**	Cemetery	As recommended by Personnel Committe 9 Oct 2019
4030	Training	**204**	Cemetery	As recommended by Personnel Committe 9 Oct 2019
4110	Rates	**204**	Cemetery	Rates +3.5% (Est. only until confirmation in March 2020)
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 2020/21
4330	Fuel	**204**	Cemetery	Retain provision for fuel with small increase 5%
4446	Mobile Phones	**204**	Cemetery	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 Committe 9 Oct 2019
4001	Employer National Insurance	**205**	Allotments	As recommended by Personnel Committe 9 Oct 2019
4002	Employer Pension Contributions	**205**	Allotments	As recommended by Personnel Committe 9 Oct 2019
4115	Water and Sewerage	**205**	Allotments	Increased provision based on previous year outturn and current year projection
4170	Repairs and Maintenance	**205**	Allotments	Figure for 2020/21 based on current & projected figures
4320	Vehicles/Tool Hire	**205**	Allotments	Reduced for 2020/21 based on previous year outturn and current projection
1800	Agency Income	**301**	Civic & Community	No change for 2020/21: charged to ESC 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 2020/21

Continued on Page 4

A/c Code	Description	Centre	Description	Budget Notes
4511	Town Twinning	**301**	Civic & Community	No change proposed for 2020/21
4512	Engraving/Sign Writing	**301**	Civic & Community	No change proposed for 2020/21 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	No change proposed for 2020/21
4531	Remembrance	**301**	Civic & Community	Event costs inc. barrier hire for 2020/21
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	Provision for street furniture maintenance including CPADs (move to A&S?)
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 - No change proposed for 2020/21
4620	Annual Grants	**302**	Grants	As per Civic & Community Cttee 18 September 2019
4655	Occasional Grants	**302**	Grants	Retain provision for Occassional Grants (move portion for Environmental projects to P&E?)
1810	Donations & Sponsorship	**303**	Felixstowe in Flower	Increase budget for sponsorship in 2020/21
4290	Flowers & Containers	**303**	Felixstowe in Flower	Projected cost of baskets and plant displays for FiF 2020
4512	Engraving/Sign Writing	**303**	Felixstowe in Flower	No change proposed for 2020/21
4532	Felixstowe in Flower Events	**303**	Felixstowe in Flower	Allowance towards provision of awards event.
1810	Donations & Sponsorship	**304**	Communication	Magazine advertisements
4420	Newsletter Print	**304**	Communication	Est. cost of 4x11,000 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 2020/21 as per Civic & Community Cttee.
4640	Floral Bedding	**305**	Community Projects & Prtnrshps	As per Norse quote for 2020/21
4670	Felixstowe Forward	**305**	Community Projects & Prtnrshps	Contribution for year 3 of 3-year partnership agreement
4680	New Community Projects	**305**	Community Projects & Prtnrshps	Community Partnerships + Pro-rata cost of second year of 2 year agreement PCSO (8months @ £34k p.a.)

Continued on Page 5

A/c Code	Description	Centre	Description	Budget Notes
4685	Landguard Partnership	**305**	Community Projects & Prtnrshps	Partnership fee for 2020/21

Felixstowe Town Council

Annual Budget - By Centre

Note: Draft Full Budget 2020-21

		Last Year 2018-19		Current Year 2019-20				Next Year 2020-21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
900	**Earmarked Reserves**									
9010	Election Expenses	14,862	0	5,862	0	0	0	6,000	0	5,862
9015	Enhancement & Promotional	1,941	0	1,941	0	0	0	0	0	1,941
9025	Asset Repairs & Replacement	22,532	7,500	18,032	0	0	0	3,000	0	18,032
9030	IT Replacement Fund	3,117	0	3,117	0	0	0	0	0	3,117
9040	Cemetery Projects	169,922	5,486	184,436	15,376	0	0	20,000	0	169,060
9050	Broadway House	63,520	4,414	61,606	1,500	0	0	2,500	0	58,607
9055	Walton Community Hall	65,000	0	67,500	0	0	0	2,500	0	67,500
9065	Town Hall	104,242	27,055	82,187	2,549	0	0	5,000	0	81,379
9070	Play Equipment	27,000	27,000	0	0	0	0	0	0	0
9075	Community Fund	164,005	11,333	120,699	0	0	0	2,027	-22,667	120,699
9085	CCTV	42,000	0	42,000	0	0	0	0	0	42,000
9090	Staffing Reserve	20,375	0	30,375	3,501	0	0	10,000	0	30,375
9095	Armed Forces Weekend Legacy	10,796	7,116	3,680	1,167	0	0	0	0	0
9100	Community Infrastructure Levy	27,808	27,808	4,057	0	0	0	0	0	4,057
	Overhead Expenditure	737,120	117,711	625,492	24,092	0	0	51,027	-22,667	602,629
6000	plus Transfer from EMR	0	114,361	0	25,599	0	0	0	0	0
6001	less Transfer to EMR	0	8,538	0	1,506	0	0	0	0	0
	Movement to/(from) Gen Reserve	(737,120)	(11,889)	(625,492)	0	0		(51,027)		
	Total Budget Income	0	0	0	0	0	0	0	0	0
	Expenditure	737,120	117,711	625,492	24,092	0	0	51,027	-22,667	602,629
	Net Income over Expenditure	-737,120	-117,711	-625,492	-24,092	0	0	-51,027	22,667	-602,629

Continued on next page

Annual Budget - By Centre

Note: Draft Full Budget 2020-21

	Last Year 2018-19		Current Year 2019-20				Next Year 2020-21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
plus Transfer from EMR	0	114,361	0	25,599	0	0	0	0	0
less Transfer to EMR	0	8,538	0	1,506	0	0	0	0	0
Movement to/(from) Gen Reserve	(737,120)	(11,889)	(625,492)	0	0		(51,027)		

Felixstowe Town Council

Budget Notes

A/c Code	Description	Centre	Description	Budget Notes
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?)
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

Budget Detail - By Centre

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

Note : Draft Budget Estimates

		Last Year 2015-16		Current Year 2016-17			Next Year 2017-18
		Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
101	**Administration**						
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

Continued on Page 2

		Last Year 2015-16 Budget	Last Year 2015-16 Actual	Current Year 2016-17 Revised Budget	Current Year 2016-17 Actual YTD	Current Year 2016-17 Projected Actual	Next Year 2017-18 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	**Town Hall**						
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

Continued on Page 3

		Last Year 2015-16		Current Year 2016-17			Next Year 2017-18
		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

Continued on Page 4

Note : Draft Budget Estimates

		Last Year 2015-16		Current Year 2016-17			Next Year 2017-18
		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

Continued on Page 5

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

Note : Draft Budget Estimates

		Last Year 2015-16		Current Year 2016-17			Next Year 2017-18
		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

Continued on Page 6

		Last Year 2015-16		Current Year 2016-17			Next Year 2017-18
		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

Continued on Page 7

Note : Draft Budget Estimates

		Last Year 2015-16		Current Year 2016-17			Next Year 2017-18
		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	**Civic & Community**						
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

Continued on Page 8

Note : Draft Budget Estimates

		Last Year 2015-16		Current Year 2016-17			Next Year 2017-18
		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

Continued on Page 9

		Last Year 2015-16		Current Year 2016-17			Next Year 2017-18
		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

Continued on Page 10

Note : Draft Budget Estimates

	Last Year 2015-16		Current Year 2016-17			Next Year 2017-18
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
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	-41,592	-113,418	-42,618	-211,541	-66,149	-27,757

A/c Code	Description	Centre	Description	Budget Notes
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 Committe 20 December 2016
4001	Employer National Insurance	**101**	Administration	As recommended by Personnel Committe 20 December 2016
4002	Employer Pension Contributions	**101**	Administration	As recommended by Personnel Committe 20 December 2016
4030	Training	**101**	Administration	Retain a reduced provision for staff and member training
4040	Travel & Expenses	**101**	Administration	Aprrox £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

Continued on Page No : 2

A/c Code	Description	Centre	Description	Budget Notes
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 Committe 20 December 2016
4001	Employer National Insurance	201	Town Hall	As recommended by Personnel Committe 20 December 2016
4002	Employer Pension Contributions	201	Town Hall	As recommended by Personnel Committe 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 Committe 20 December 2016
4001	Employer National Insurance	202	Walton	As recommended by Personnel Committe 20 December 2016
4002	Employer Pension Contributions	202	Walton	As recommended by Personnel Committe 20 December 2016
4110	Rates	202	Walton	Goverment 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

Continued on Page No : 3

A/c Code	Description	Centre	Description	Budget Notes
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 Committe 20 December 2016
4001	Employer National Insurance	203	Broadway House	As recommended by Personnel Committe 20 December 2016
4002	Employer Pension Contributions	203	Broadway House	As recommended by Personnel Committe 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 Committe 20 December 2016
4001	Employer National Insurance	204	Cemetery	As recommended by Personnel Committe 20 December 2016
4002	Employer Pension Contributions	204	Cemetery	As recommended by Personnel Committe 20 December 2016
4030	Training	204	Cemetery	Retain reduce provision for 17/18 for staff training.
4110	Rates	204	Cemetery	Goverment 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 Committe 20 December 2016
4001	Employer National Insurance	205	Allotments	As recommended by Personnel Committe 20 December 2016
4002	Employer Pension Contributions	205	Allotments	As recommended by Personnel Committe 20 December 2016

Continued on Page No : 4

A/c Code	Description	Centre	Description	Budget Notes
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 almagamated 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

Continued on Page No : 5

A/c Code	Description	Centre	Description	Budget Notes
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

		Last Year 2015/16		Current Year 2016/17				Next Year 2017/18	
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	C/Fwd Budget
Earmarked Reserves									
900	**Earmarked Reserves**								
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

Continued on Page 2

Note : Movements and Transfers to Earmarked Reserves

	Last Year 2015/16		Current Year 2016/17				Next Year 2017/18	
	Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	C/Fwd Budget
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

A/c Code	Description	Centre	Description	Budget Notes
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.

Note : Draft Budget Estimates 2018-19 - Appendix C

		Last Year 2016-17		**Current Year 2017-18**			**Next Year 2018-19**
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
101	**Administration**						
4000	Employee Salaries	153,788	164,810	160,404	116,864	160,404	165,558
4001	Employer National Insurance	14,408	15,321	15,418	10,225	15,418	16,087
4002	Employer Pension Contributions	37,057	60,234	36,496	24,375	36,496	37,591
4030	Training	7,000	2,506	5,000	4,929	5,000	7,000
4040	Travel & Expenses	1,600	239	1,600	180	500	1,000
4260	Equipment Purchases	1,250	149	0	0	0	0
4270	Printer/Photocopier	3,500	3,012	3,400	2,594	3,500	3,570
4400	Stationery	1,900	1,111	1,500	618	1,200	1,500
4425	Postage	2,800	1,683	2,000	1,389	1,880	1,800
4441	Telephone & Internet	6,600	7,078	6,600	4,716	6,590	6,900
4446	Mobile Phones	120	260	300	52	84	130
4460	Subscriptions	3,335	3,244	3,135	3,046	3,071	3,215
4461	External Audit	1,300	1,300	1,300	1,300	1,300	1,365
4462	Internal Audit	580	553	300	0	300	315
4464	Insurance	8,500	8,410	9,000	8,593	8,594	9,450
4468	Miscellaneous	250	83	250	34	250	250
4470	Publications	50	0	50	8	50	50
4471	Advertising & Promotion	2,000	1,112	2,000	88	1,000	2,000
4481	IT Maintenance & Software	6,000	4,386	5,000	4,457	5,000	4,000

Continued on Page 2

Note : Draft Budget Estimates 2018-19 - Appendix C

		Last Year 2016-17		Current Year 2017-18			Next Year 2018-19
		Budget	Actual	Agreed Budget	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 **Town Hall**

		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
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

Continued on Page 3

Note : Draft Budget Estimates 2018-19 - Appendix C

		Last Year 2016-17		Current Year 2017-18			Next Year 2018-19
		Budget	Actual	Agreed Budget	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

Continued on Page 4

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

Note : Draft Budget Estimates 2018-19 - Appendix C

		Last Year 2016-17 Budget	Last Year 2016-17 Actual	Current Year 2017-18 Agreed Budget	Current Year 2017-18 Actual YTD	Current Year 2017-18 Projected Actual	Next Year 2018-19 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

Continued on Page 5

Note : Draft Budget Estimates 2018-19 - Appendix C

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

Continued on Page 6

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

Note : Draft Budget Estimates 2018-19 - Appendix C

		Last Year 2016-17 Budget	Last Year 2016-17 Actual	Current Year 2017-18 Agreed Budget	Current Year 2017-18 Actual YTD	Current Year 2017-18 Projected Actual	Next Year 2018-19 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

Continued on Page 7

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

Note : Draft Budget Estimates 2018-19 - Appendix C

		Last Year 2016-17		Current Year 2017-18			Next Year 2018-19
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
301	**Civic & Community**						
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

Continued on Page 8

Note : Draft Budget Estimates 2018-19 - Appendix C

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

Continued on Page 9

Note : Draft Budget Estimates 2018-19 - Appendix C

		Last Year 2016-17 Budget	Last Year 2016-17 Actual	Current Year 2017-18 Agreed Budget	Current Year 2017-18 Actual YTD	Current Year 2017-18 Projected Actual	Next Year 2018-19 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	**Community Projects & Prtnrshps**						
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

A/c Code	Description	Centre	Description	Budget Notes
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 Committe 15 November 2017
4001	Employer National Insurance	101	Administration	As recommended by Personnel Committe 15 November 2017
4002	Employer Pension Contributions	101	Administration	As recommended by Personnel Committe 15 November 2017
4030	Training	101	Administration	As recommended by Personnel Committe 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

Continued on Page No : 2

A/c Code	Description	Centre	Description	Budget Notes
1030	Leases, Rents & Licences	201	Town Hall	Figure based on existing agreements continuing.
4000	Employee Salaries	201	Town Hall	As recommended by Personnel Committe 15 November 2017
4001	Employer National Insurance	201	Town Hall	As recommended by Personnel Committe 15 November 2017
4002	Employer Pension Contributions	201	Town Hall	As recommended by Personnel Committe 15 November 2017
4030	Training	201	Town Hall	As recommended by Personnel Committe 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 Committe 15 November 2017
4001	Employer National Insurance	202	Walton	As recommended by Personnel Committe 15 November 2017
4002	Employer Pension Contributions	202	Walton	As recommended by Personnel Committe 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 Committe 15 November 2017
4001	Employer National Insurance	203	Broadway House	As recommended by Personnel Committe 15 November 2017

Continued on Page No : 3

A/c Code	Description	Centre	Description	Budget Notes
4002	Employer Pension Contributions	**203**	Broadway House	As recommended by Personnel Committe 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 Committe 15 November 2017
4001	Employer National Insurance	**204**	Cemetery	As recommended by Personnel Committe 15 November 2017
4002	Employer Pension Contributions	**204**	Cemetery	As recommended by Personnel Committe 15 November 2017
4030	Training	**204**	Cemetery	As recommended by Personnel Committe 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 Committe 15 November 2017
4001	Employer National Insurance	**205**	Allotments	As recommended by Personnel Committe 15 November 2017
4002	Employer Pension Contributions	**205**	Allotments	As recommended by Personnel Committe 15 November 2017
4115	Water and Sewerage	**205**	Allotments	Small increase based on historic and current year projection

Continued on Page No : 4

A/c Code	Description	Centre	Description	Budget Notes
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 Occassional 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.

Continued on Page No : 5

Budget Notes

A/c Code	Description	Centre	Description	Budget Notes
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: (-) Net Expenditure means Income is greater than Expenditure

Note : Draft Earmarked Reserve Budget and Transfers - Appendix E

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

Continued on Page 2

Budget Detail - By Committee

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

Note : Draft Earmarked Reserve Budget and Transfers - Appendix E

	Last Year 2016-17		Current Year 2017-18			Next Year 2018-19	
	Budget	Actual	Agreed Budget	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

A/c Code	Description	Centre	Description	Budget Notes
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

Felixstowe Town Council

Annual Budget - By Centre

Note: Final Draft Full Budget 2019-20 Appendix D

		Last Year 2017-18		Current Year 2018-19				Next Year 2019-20		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	**Administration**									
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

Continued on next page

Annual Budget - By Centre

Note: Final Draft Full Budget 2019-20 Appendix D

		Last Year 2017-18		Current Year 2018-19				Next Year 2019-20		
		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	**Town Hall**									
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

Continued on next page

Felixstowe Town Council

Annual Budget - By Centre

Note: Final Draft Full Budget 2019-20 Appendix D

		Last Year 2017-18		Current Year 2018-19				Next Year 2019-20		
		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	**Walton**									
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	**Broadway House**									
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

Continued on next page

Felixstowe Town Council
Annual Budget - By Centre
Note: Final Draft Full Budget 2019-20 Appendix D

		Last Year 2017-18		Current Year 2018-19				Next Year 2019-20		
		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

Continued on next page

		Last Year 2017-18		Current Year 2018-19				Next Year 2019-20		
		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

Continued on next page

		Last Year 2017-18		Current Year 2018-19				Next Year 2019-20		
		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	**Section 137 Expenditure**									
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	**Felixstowe in Flower**									

Continued on next page

		Last Year 2017-18		Current Year 2018-19				Next Year 2019-20		
		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	**Communication**									
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	**Community Projects & Prtnrshps**									
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

Continued on next page

Felixstowe Town Council

Annual Budget - By Centre

Note: Final Draft Full Budget 2019-20 Appendix D

	Last Year 2017-18		Current Year 2018-19				Next Year 2019-20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	(41,866)	(41,779)	(43,801)	(40,084)	(42,779)		(42,779)		
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	27,757	135,741	35,326	200,490	64,995		42,444		

A/c Code	Description	Centre	Description	Budget Notes
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 Committe 24 Oct 2018
4001	Employer National Insurance	**101**	Administration	As recommended by Personnel Committe 24 Oct 2018
4002	Employer Pension Contributions	**101**	Administration	As recommended by Personnel Committe 24 Oct 2018
4030	Training	**101**	Administration	As recommended by Personnel Committe 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 Committe 24 Oct 2018
4001	Employer National Insurance	**201**	Town Hall	As recommended by Personnel Committe 24 Oct 2018

Continued on Page 2

A/c Code	Description	Centre	Description	Budget Notes
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

Continued on Page 3

A/c Code	Description	Centre	Description	Budget Notes
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 Committe 24 Oct 2018
4001	Employer National Insurance	**204**	Cemetery	As recommended by Personnel Committe 24 Oct 2018
4002	Employer Pension Contributions	**204**	Cemetery	As recommended by Personnel Committe 24 Oct 2018
4030	Training	**204**	Cemetery	As recommended by Personnel Committe 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 Committe 24 Oct 2018
4001	Employer National Insurance	**205**	Allotments	As recommended by Personnel Committe 24 Oct 2018
4002	Employer Pension Contributions	**205**	Allotments	As recommended by Personnel Committe 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

Continued on Page 4

A/c Code	Description	Centre	Description	Budget Notes
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 Occassional 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)

Continued on Page 5

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

Felixstowe Town Council

Annual Budget - By Centre

Note: Earmarked Reserves 2019-20 Appendix F

		Last Year 2017-18		Current Year 2018-19				Next Year 2019-20		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
900	**Earmarked Reserves**									
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

Continued on next page

Felixstowe Town Council

Annual Budget - By Centre

Note: Earmarked Reserves 2019-20 Appendix F

	Last Year 2017-18		Current Year 2018-19				Next Year 2019-20		
	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	(653,337)	(5,094)	(737,120)	(11,889)	0		(51,027)		

Felixstowe Town Council

Budget Notes

A/c Code	Description	Centre	Description	Budget Notes
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