

**Budget for the Year Commencing 1 April 2016**

<b>Description</b>	<b>2016/17 Annual Budget</b>	<b>Comment</b>
<b>Expenditure:</b>		
<b>Admin: Clerk's Salary</b>	7,000	Clerk's salary will increase in line with NALC recommendations and any national salary award.
<b>Admin: Clerk's Expenses</b>	1,020	
<b>Mileage (No VAT)</b>	90	Clerk's mileage, estimated
<b>Postage (No VAT)</b>	60	Was Nil in 2015/16 but need to make provision.
<b>Stationery (VAT rec.)</b>	200	Historically at this level, but now reducing, with move towards digital.
<b>Telephone (No VAT)</b>	20	Small provision only.
<b>Account Books (VAT rec.)</b>	150	Generally required, pretty much annually.
<b>Catering (VAT ??)</b>	200	Mainly APA, but also includes cost of tea, coffee for meetings.
<b>Office Equipment (VAT rec.)</b>	300	Expect to need a new printer.
<b>Admin: Other</b>	4,550	
<b>Rent of hall (No VAT)</b>	250	Has remained at £240 for several years.
<b>Web Services (No VAT)</b>	1,000	Provision for design & delivery of a new site to cater for new needs.
<b>Photocopying (VAT rec.)</b>	350	Mainly copying of plans etc.
<b>Insurance (No VAT)</b>	800	This may yet go back up to previous levels, circa £750+.
<b>Annual Subs (No VAT)</b>	500	SALC, SLCC, Parish-on-Line
<b>Audit Fee (VAT??)</b>	300	Fairly consistent at this level.
<b>Legal Fees (VAT rec.)</b>	200	Contingency.
<b>Other Professional Fees (VAT rec.)</b>	1,000	Past costs are associated with Greenlawns planning application and appeal. Future is precautionary, mainly expected for planning advice.
<b>Training (No VAT)</b>	100	We should try to do more.
<b>Sundries (VAT ??)</b>	50	Minimal "misc" bucket.
<b>Common Land:</b>	5,500	
<b>Cutting, strimming (VAT ??)</b>	1,000	We may have to pay in future for Chelsham Common to be cut.
<b>Tree Work (VAT ??)</b>	2,500	Routine tidying of paths plus emergency safety work.
<b>Other expenditure (VAT ??)</b>	1,500	Estimate for a new notice board on Farleigh Common. 2nd for Chelsham Common to follow later.
<b>Tree safety checks (VAT ??)</b>	500	Need to demonstrate to insurers that we take reasonable care.
<b>Chairman's Allowance</b>	200	Discretionary expenditure, we try to allocate costs fully and avoid using this.
<b>Section 137 (VAT ??)</b>	500	Max is £7.36 per head x 647 electors so it could be as high as £4,762.
<b>Rebuilding of Reserves *</b>	0	Reserves are reasonable and budget is conservative so expect some.
<b>Total Expenditure</b>	<b>18,770</b>	This exceeds precept but includes a one off for a new notice board and other parts of budget are conservative provisions.
<b>Income:</b>		
<b>Reserve Brought Forward</b>	11,323	This is the estimate of the b/f from 2015/16, to be adjusted after audit. Now inc. VAT rec of £454.59 from 4/15.
<b>Annual Precept</b>	16,750	Increased from £16,000 in '15/16.
<b>VAT Recoveries</b>	1,033	Estimated, based on actual expenditure in previous year.
<b>Grants, incoming</b>	500	Clerk applied for a grant and we expect to receive it.
<b>Other</b>	0	
<b>Total Funds Available</b>	<b>29,606</b>	
<b>Reserve to be Carried Forward</b>	<b>10,836</b>	About the same as the b/f figure but budget is conservative and possibly a slightly higher figure will be achieved.