

Proposed Budget for 2018/19

Budget for the Year Commencing 1 April 2018		
Description	2018/19 Annual Budget	Comment
Expenditure:		
Admin: Clerk's Salary	10,488	NALC new salary scale @ Jan 2015. Rate of £10.09 per hour x 20 hours x 52 weeks.
Admin: Clerk's Expenses	910.00	
Mileage (No VAT)	90.00	Same as current, to which we are currently underspending
Postage (No VAT)	50.00	Reduced from £60.00 in the current year, which we are underspending.
Stationery (VAT rec.)	150.00	Reduced from £200.00 in the current year, which we are underspending
Telephone (No VAT)	20.00	Same as current, to which we are currently underspending
Account Books (VAT rec.)	100.00	Reduced from £150.00 in the current year, which we are underspending
Catering (VAT ??)	200.00	Same as current, to which we are currently underspending
Office Equipment (VAT rec.)	300.00	Same as current, to which we are currently underspending
Admin: Other	5,150.00	
Rent of hall (No VAT)	250.00	Same as current, no increase expected.
Web Services (No VAT)	500.00	Yearly maintenance
Photocopying (VAT rec.)	200.00	Reduced by £150.00 as we no longer require a 2nd copy for the library. Budget left at £150.00 incase additional copies are required.
Insurance (No VAT)	500.00	Same as current, no increase expected.
Annual Subs (No VAT)	500.00	Same as current, no increase expected.
Audit Fee (VAT??)	500.00	Fairly consistent at this level.
Legal Fees (VAT rec.)	200.00	Same as current, to which we are currently underspending
Other Professional Fees (VAT rec.)	1,500.00	Potential Greenlawns planning appeal. Future is precautionary, mainly expected for planning advice.
Training (No VAT)	1,000.00	Increase due to new data regulation changes, which will require further training for clerk and councillors.
Sundries (VAT ??)	50.00	Same as current, to which we are currently underspending
Common Land:	6,100.00	
Cutting, strimming (VAT ??)	1,000.00	Same as current, to which we are currently underspending
Tree Work (VAT ??)	2,500.00	Same as current, no increase expected.
Other maintenance (VAT ??)	600.00	Minimal.
Tree safety checks (VAT ??)	2,000.00	Increased as a new Tree survey need to be carried out this financial year.
Chairman's Allowance	200.00	Same as current year, in which we are underspending.
Section 137 (VAT ??)	500.00	Max is £7.36 per head x 647 electors so it could be as high as £4,762. Same as current, to which we are currently underspending
Rebuilding of Reserves *	0.00	Reserves are ok and expect to remain so.
Total Expenditure	23,348	
Income:		
Reserve Brought Forward	11,000	Currently running higher than last year. This is due to the pending application of Greenlawns and winter storm damage to trees.
Annual Precept	17,784	This includes an increase of 4%.
VAT Recoveries	650	Best guess/calculation
Grants, incoming	1,125	Best guess/calculation
Other		
Total Funds Available	30,559	
Reserve Carried Forward to 2019/20	7,211	This is a very conservative estimate.

Expense & Budget Monitoring for the Year 2015- 2016																
Description	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total Year to Date	2015/16 Annual Budget	Variance from Budget	Proposed Budget 2016/17
Expenditure:																
Admin: Clerk's Salary	579.43	579.43	579.43	1,158.86		1,127.19	547.76	714.07	558.76	558.76	558.76	558.76	7,521.21	6,953.13	-568.08	7,000
Admin: Clerk's Expenses	3.58	36.58	3.58	65.26		16.66	764.00	0.00	34.65	0.00	0.00	0.00	924.31	790.00	-134.31	1,020
Mileage (No VAT)	3.58	3.58	3.58	7.16		7.16			34.65				59.71	60.00	0.29	90
Postage (No VAT)													0.00	60.00	60.00	60
Stationery (VAT rec.)													0.00	200.00	200.00	200
Telephone (No VAT)						9.50							9.50	20.00	10.50	20
Account Books (VAT rec.)		23.00											23.00	150.00	127.00	150
Catering (VAT ??)		10.00		58.10									68.10	200.00	131.90	200
Office Equipment (VAT rec.)							764.00						764.00	100.00	-664.00	300
Admin: Other	332.28	533.78	0.00	211.78		360.14	125.00	37.90	0.00	182.04	0.00	25.66	1,808.58	3,750.00	1,941.42	4,550
Rent of hall (No VAT)						240.00							240.00	250.00	10.00	250
Web Services (No VAT)													0.00	300.00	300.00	1,000
Photocopying (VAT rec.)	56.78			116.11		0.14	37.50			64.04		25.66	300.23	300.00	-0.23	350
Insurance (No VAT)		360.09											360.09	800.00	439.91	800
Annual Subs (No VAT)	275.50									118.00			393.50	500.00	106.50	500
Audit Fee (VAT??)		173.69				120.00							293.69	300.00	6.31	300
Legal Fees (VAT rec.)													0.00	200.00	200.00	200
Other Professional Fees (VAT rec.)													0.00	1,000.00	1,000.00	1,000
Training (No VAT)							87.50	20.90					108.40	100.00	-8.40	100
Sundries (VAT ??)				95.67				17.00					112.67	50.00	-62.67	50
Common Land:	0.00	600.00	50.00	0.00		1,908.00	0.00	0.00	0.00	0.00	0.00	1,440.00	3,998.00	2,600.00	-1,398.00	5,500
Cutting, strimming (VAT ??)			50.00										50.00	1,000.00	950.00	1,000
Tree Work (VAT ??)		600.00				1,908.00							2,508.00	1,000.00	-1,508.00	2,500
Other expenditure (VAT ??)												1,440.00	1,440.00	100.00	-1,340.00	1,500
Tree safety checks (VAT ??)													0.00	500.00	500.00	500
Chairman's Allowance (VAT ??)							100.00			140.00			240.00	200.00	-40.00	200
Section 137 (VAT ??)													0.00	500.00	500.00	500
Rebuilding Reserves *														1,000.00		0
Total Expenditure	915.29	1,749.79	633.01	1,435.90		3,411.99	2,116.19	751.97	593.41	880.80	558.76	2,024.42	15,072	15,793	722	18,770
Income:																
Reserve Brought Forward	7,240.20												7,240	4,609	-2,631	10,869
Precept	8,000					8,000							16,000	16,000	0	16,750
VAT Recoveries													0	634	634	1,033
Grants, incoming										1,200			1,200	0	-1,200	500
Other								1,500					1,500	0	-1,500	0
Total Funds Available	15,240	0	0	0		8,000	0	1,500	0	0	1,200	0	25,940	21,243	-4,697	29,152
Reserve to be Carried Forward													10,869			10,382
Total of items on which VAT is expected to be recoverable, next year.	56.78	633.00	0.00	116.11		2,028.14	801.50	0.00	0.00	64.04	0.00	1,465.66	5,165.23			
Expected Recoverable VAT, receivable in next financial year, for next Budget	11.36	126.60	0.00	23.22		405.63	160.30	0.00	0.00	12.81	0.00	293.13	1,033.05			

Monitoring for the Year Commencing 1 April 2015							
Description	2015/16 Annual Budget	Actual to end June	Actual to end Sept	Actual to end Dec	Actual to end March	Year end variance from Budget	Comment
Expenditure:							
Admin: Clerk's Salary	6,953	1,738.29	4,024.34	5,844.93	7,521.21	568	Includes extra 6 weeks salary for hand over.
Admin: Clerk's Expenses	790.00	43.74	125.66	924.31	924.31	134	
Mileage (No VAT)	60.00	10.74	25.06	59.71	59.71	-0	
Postage (No VAT)	60.00	0.00	0.00	0.00	0.00	-60	None claimed but will need a future provision.
Stationery (VAT rec.)	200.00	0.00	0.00	0.00	0.00	-200	None bought this year, going more digital.
Telephone (No VAT)	20.00	0.00	9.50	9.50	9.50	-11	Year was not fully claimed for.
Account Books (VAT rec.)	150.00	23.00	23.00	23.00	23.00	-127	Going more digital.
Catering (VAT ??)	200.00	10.00	68.10	68.10	68.10	-132	Monthly catering not yet claimed.
Office Equipment (VAT rec.)	100.00	0.00	0.00	764.00	764.00	664	New laptop bought for new Clerk.
Admin: Other	3,750.00	866.06	1,437.98	1,600.88	1,808.58	-1,941	
Rent of hall (No VAT)	250.00	0.00	240.00	240.00	240.00	-10	
Web Services (No VAT)	300.00	0.00	0.00	0.00	0.00	-300	No account submitted, expected next year.
Photocopying (VAT rec.)	300.00	56.78	173.03	210.53	300.23	0	
Insurance (No VAT)	800.00	360.09	360.09	360.09	360.09	-440	Reduced dramatically in 2014, may yet increase.
Annual Subs (No VAT)	500.00	275.50	275.50	275.50	393.50	-107	
Audit Fee (VAT??)	300.00	173.69	293.69	293.69	293.69	-6	
Legal Fees (VAT rec.)	200.00	0.00	0.00	0.00	0.00	-200	Fergus Webb paid directly or not yet billed?
Other Professional Fees (VAT rec.)	1,000.00	0.00	0.00	0.00	0.00	-1,000	None req'd in the year.
Training (No VAT)	100.00	0.00	0.00	108.40	108.40	8	
Sundries (VAT ??)	50.00	0.00	95.67	112.67	112.67	63	
Common Land:	2,600.00	650.00	2,558.00	2,558.00	3,998.00	1,398	
Cutting, strimming (VAT ??)	1,000.00	50.00	50.00	50.00	50.00	-950	We are not yet paying for cutting of Ch. Comm.
Tree Work (VAT ??)	1,000.00	600.00	2,508.00	2,508.00	2,508.00	1,508	Extensive tree safety work on Bull Green.
Other maintenance (VAT ??)	100.00	0.00	0.00	0.00	1,440.00	1,340	Ditching of Chelsham Common. (SCC grant rec'd.)
Tree safety checks (VAT ??)	500.00	0.00	0.00	0.00	0.00	-500	
Chairman's Allowance	200.00	0.00	0.00	100.00	240.00	40	Includes leaving gift for Clerk of 18 years.
Section 137 (VAT ??)	500.00	0.00	0.00	0.00	0.00	-500	
Rebuilding of Reserves *	1,000.00	0.00	0.00	0.00	0.00	-1,000	
Total Expenditure	15,793	3,298.09	8,145.98	11,607.55	15,071.53	-722	
Income:							
Reserve Brought Forward	4,609	7,240	7,240	7,240	7,240	2,631	We c/f rather more than the conservative estimate.
Annual Precept	16,000	8,000	16,000	16,000	16,000	0	
VAT Recoveries	300	0	0	0	0	-300	Not claimed in the year?
Grants, incoming	0	0	0	0	1,200	1,200	SCC (David Hodge) for ditching Chelsh. Comm.
Other	0	0	0	1,500	1,500	1,500	Fee for Easement Agreement
Total Funds Available	20,909	15,240	23,240	24,740	25,940	5,031	
Reserve to be Carried Forward, including * Planned Rebuilding of Reserves	6,116	11,942	15,094	13,133	10,869	4,753	We are c/f rather more than expected into 2016/17.