

**FORECAST/BUDGET FOR 2016/17 RECOMMENDED BY THE FINANCE COMMITTEE AT THE MEETING 9TH
DECEMBER 2015. FOR PRESENTATION AT THE PARISH COUNCIL MEETING 17TH DECEMBER 2015**

Revenue

The figures highlighted in purple on the attached revenue breakdown have been included in the precept calculation.

Special Revenue Reserves

Cost Centre	Asset	Amount	Total
Finance	Elections	£3,750	
Recreation	Tennis courts resurfacing	£4,000	
	Tennis courts repainting	£600	
	Tennis courts cleaning	£250	
	Youth Shelter	£1,000	
	Tractor	£1,000	
	Major Roller Mower	£2,000	
	Scarifier	£1,000	
	Hayter 48 pedestrian mowers	£1,000	
	John Deere	£500	
	Road Trailer	£500	
	Mounted aerator	£500	
	Goal posts	£300	
	Dog bins	£800	
	Fuel bund	£500	
	Safety surfacing	£2,000	
	CCTV	£1,500	
Village Hall	Stage lighting	£500	
	Decoration	£3,280	
	Roof extension	£1,000	
	Boilers	£932	
Cemetery	Garden mower/ micro tractor	£1,000	
			£27,912

Capital Items

Cost Centre	Asset	Amount	Total
Grants		£3,000	
Recreation	CCTV cameras	£2,550	
	Verge markers around car park	£3,500	
	Field protection/fencing/bund	£5,000	
	Sweeper machine for tractor	£5,000	
	Road repairs	£8,500	
	Pathway repairs	£1,000	
	Tennis fencing/ lighting	£10,000	£35,550
Snoxhall pavilion	Guttering and roof repairs	£10,000	
	Replacement windows	£8,000	
	Floor covering in kitchen and corridor	£2,000	£20,000
Allotments	Dropped kerb at Elmbridge	£1,750	£1,750
Youth Cafe	Transferred from revenue to safeguard the fund and to reflect the transition of how the service may be provided in the future.	12,100	
			£72,400

Pauline Whitehead 10.12.15

BREAKDOWN OF THE REVENUE FORECAST AND BUDGET FIGURES FOR 2016/17 AGREED AT THE FINANCE MEETING 9TH DECEMBER 2015 AND FOR PRESENTATION AT THE PARISH COUNCIL MEETING 17th DECEMBER 2015.

Annex 3(b)

The figures which have been highlighted in purple have been transferred into the Precept calculation.

		FINANCE			
Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
4001	Staff Pay	46,080	49,500	56,600	Forecast includes pension contributions. Budget includes pension contributions plus 1%
4008	Training	500	500	500	Money to cover SLCC regional conferemnce, allotment training and legal and finance training and other suitable SALC courses.
4009	Travel expenses	80	80	80	
4011	Rates	3,874	3,888	3,920	Forecast (actual) plus 1%
4014	Electricity	1,827	2,000	1,800	Forecast based on actual. New windows should allow savings to be made.
4016	Cleaning	745	700	700	Slight reduction on budget - savings are made wherever possible.
4018	H&S	300	300	500	Includes PAT testing, servicing fire extinguisher, sanitary facilities and other miscellaneous work. New office chairs
4019	Security	130	130	130	
4020	Misc Expenses	1,000	1,000	1,000	Stamps, refreshements for meetings, minor repairs and maintenance.
4021	Telephone	1,500	1,500	1,500	Telephone arrangements are currently under review.
4023	Stationery/printing	1,000	1,000	1,000	
4024	Subs	3,500	3,500	3,500	SALC and SLCC are the main subscriptions. Other smaller organisations are included.
4025	Insurance	2,535	2,680	2,760	Forecast based on actual plus 3% to cover index linking
4026	Computer/ IT costs	1,000	1,250	1,000	New wiring was required in 2015/16
4030	Recruitment Advertising	0	0	0	
4032	Publicity	300	100	100	Publicity is usually through the website
4036	Prop Maintenance	500	600	600	Forecast includes leak under sink and new blinds. Budget includes new sink unit as the original has perished
4036	Equip hire	1,000	1,000	1,000	Photocopier
4051	Bank Charges	650	650	650	
4055	Accounting support	1,000	1,000	1,000	Accounts system and asset register.
4057	Audit fees	2,000	1,700	1,700	Internal and external audits
4059	Other professional fees	0	0	0	
4062	Newsletter	1,000	1,000	1,000	Covers website hosting and printing for newsletters.
	Total Expenditure	70,521	74,078	81,040	
INCOME					
1090	Interest received	1,500	500	1,000	
	Total income	1,500	500	1,000	
	Net expenditure	69,021	73,578	80,040	

		CIVIC			
Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
4006	Chairman's Allowance	450	450	450	
4008	Training	1000	800	500	2015/16 budget reflects provision set aside for new councillors
4009	Travel expenses	1000	500	500	2015/16 budget reflects provision set aside for new councillors
4020	Misc Expenses	100	100	100	
	Civic service	500	213	0	Civic service takes place every four years. Due 2019.
	Total Expenditure	3,050	2,063	1,550	
	Net expenditure	3,050	2,063	1,550	

		YOUTH CAFÉ			
Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
4001	Staff Pay	10,550	3,568	0	The Parish Council is not employing its own youth services staff.
4003	Temporary workers	0	7,000	11,000	To cover contract workers.
4008	Training	400	0	0	There will be no requirement to support training financially.
4018	H&S	100	100	100	To cover uniform costs.
4020	Misc Expenses	1,000	1,000	1,000	Food and craft provision.
	Total Expenditure	12,050	11,668	12,100	NOTE that the 2016/17 will be in an EMR.
INCOME					
1050	Youth café Income	600	600	0	Currently there is a 60pence admission charge. SCC are keen to waive this.
	Total income	600	600	0	
	Net expenditure	11,450	11,068	12,100	To safeguard this funding due to the uncertainty of the service provision the amount in the 2016/17 will be transferred to an Ear Marked Reserve.

		PUBLIC CONVENIENCES			
Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
4001	Staff Pay	4,060	4,500	4,550	Forecast plus 1%
4011	Rates	2,225	2,232	2,260	Forecast plus 1%
4012	Water	500	400	400	Water saving devices are in place wherever possible.
4014	Electricity	250	200	200	Change in provider should reduce costs.
4016	Cleaning	9,000	9,000	9,000	
4018	H&S	1,500	2,000	2,000	To cover blockages. Work to line the pipes has been undertaken but this does not take account of paper blockages.
4025	Insurance	515	540	555	Forecast plus 3% to cover index linking
4036	Prop Maintenance	500	500	500	To cover any emergency work.
	Total Expenditure	18,550	19,372	19,465	
INCOME					
1078	Other Grants Received	2,000	2,000	0	
	Total income	2,000	2,000	0	
	Net expenditure	16,550	17,372	19,465	

		PLANNING			
Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
4001	Staff Pay	6,050	8,000	8,080	Forecast plus 1% More staff time is being taken up with larger planning applications.
	Total Expenditure	6,050	8,000	8,080	
	Net expenditure	6,050	8,000	8,080	

		EVENTS			
Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
INCOME					
Net expenditure					

Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
4001	Staff Pay	16,240	5,000	0	
4907	Cranleigh event costs	2,500	2,527	0	The Chamber of Commerce is leading on events in Cranleigh
	Total Expenditure	18,740	7,527	0	
INCOME					
1061	Cranleigh event income	2,500	1,385	0	
	Total income	2,500	1,385	0	
	Net expenditure	16,240	6,142	0	

RECREATION					
Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
4001	Staff Pay	65,000	53,000	53,500	Forecast reflects one fewer member of staff. Budget includes 1% increase.
4003	Temporary worker	1,200	2,000	2,000	Contractors have been employed seasonally to support existing staff and undertake specific jobs.
4008	Training	800	800	800	Chainsaw certification and spraying certification.
4009	Travel expenses	500	500	500	
4012	Water	300	200	200	
4017	Refuse collection	3,860	3,860	3,860	Forecast plus 1.5%
4018	H&S	1,250	1,250	1,500	Protective equipment and clothing; PAT testing; Fire extinguisher testing; rodent control. Legionella control.
4019	Security	500	500	500	
4020	Misc Expenses	850	850	850	
4021	Telephone	700	600	600	
4024	Subs	45	45	45	
4025	Insurance	2,603	3,350	3,450	Forecast plus 3% to cover index linking.
4037	Grounds Maintenance	5,100	5,100	4,750	Utilisation of new techniques and products will reduce the grounds maintenance costs.
4038	Equip hire/ contracts	4,300	4,300	4,500	Weed management and worm treatment on grounds including the tennis courts.
4040	Play Park	1,500	1,500	2,000	Top up of sand and bark.
4041	Equipment maint	2,100	2,100	2,100	
4042	Tree management	1,000	1,000	2,000	Non urgent work identified in the tree survey needs to be addressed.
4043	Tractor Maintenance	650	650	650	
4044	Fuel and Oil	2,775	2,000	2,000	Use of different products reduces the amount of cutting required which is reflected in the amount of fuel used.
4048	Equip purchase	1,200	1,200	1,200	Replacement blower, long handled powered pruning tool to do low level tree work.
	Total Expenditure	96,233	84,605	87,005	
INCOME					
1020	Pitch Hire	3,641	3,641	3,641	
1021	tennis income	1,500	1,500	1,500	
1089	Miscellaneous income	0	50	0	
	Total income	5,141	5,191	5,141	
	Net expenditure	91,092	79,614	81,864	

ALLOTMENTS					
Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
4001	Staff Pay	4100	4500	4500	
4012	Water	750	750	750	
4037	Grounds Maintenance	200	1,000	1,000	To cover annual cut of the adjoining hedges.
	Total Expenditure	5,050	6,250	6,250	
INCOME					
1010	Rent received	3,000	3,381	3,400	
	Total income	3,000	3,381	3,400	
	Net expenditure	2,050	2,869	2,850	

SNOXHALL PAVILION includes costs for Snoxhall Machine Shed					
Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
4001	Staff Pay	9,850	8,000	8,080	Forecast plus 1%
4011	Rates	2,100	2,112	2,135	Forecast (actual) plus 1%
4012	Water	400	700	700	
4014	Electricity	1,200	1,500	1,500	
4015	Gas	3,000	3,000	3,000	
4016	Cleaning	2,500	2,500	2,500	
4017	Refuse collection	1,000	1,000	1,000	
4018	H&S	1,500	1,500	1,800	PAT testing, fire extinguisher maintenance, Legionella control.
4019	Security	500	550	550	
4020	Miscellaneous	300	300	300	
4021	Telephone	300	300	300	
4025	Insurance	1,240	1,300	1,340	Forecast plus 3% to cover index linking.
4036	Prop Maintenance	1,000	1,000	2,000	To include new water tank as identified in a legionella risk assessment.
	Total Expenditure	24,890	23,762	25,205	
INCOME					
1010	Rent received	6,600	2,500	2,500	
	Total income	6,600	2,500	2,500	
	Net expenditure	18,290	21,262	22,705	

YOUTH CENTRE					
Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
4001	Staff Pay	11,900	10,000	10,100	Forecast plus 1%
4011	Rates	3,442	3,456	3,500	Forecast (Actual) plus 1%
4012	Water	300	300	300	
4014	Electricity	650	650	650	
4015	Gas	400	400	400	
4016	Cleaning	1,800	1,800	1,800	
4018	H&S	1,000	1,000	1,000	PAT testing, fire extinguisher maintenance.
4019	Security	250	275	275	
4020	Misc Expenses	100	100	100	
4021	Telephone	140	250	250	
4025	Insurance	412	430	450	Forecast plus 3% to cover index linking.
4036	Prop Maintenance	1,000	1,000	1,000	
	Total Expenditure	21,394	19,661	19,825	
INCOME					
1030	Letting income	13,195	13,000	13,000	
	Total income	13,195	13,000	13,000	
	Net expenditure	8,199	6,661	6,825	

Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
4001	Staff Pay	13,430	13,430	13,564	Indicative figures only. 16/17 budget + 1%
4003	Temporary workers	609	400	404	Forecast- reduction as lower than expected 16/17 budget based on forecast + 1%.
4008	Training	200	200	200	Budget 2015/16 to include training on working at high level. Still to be undertaken.
4011	Rates	2,367	2,376	2,400	Forecast- slight increase based on actual. 16/17 budget based on forecast + 1%
4012	Water	635	800	635	Forecast- increase due to leak, now fixed. 16/17 based on original budget + 1%.
4014	Electricity	1,800	2,000	2,000	Forecast- increase based on actual. 16/17 new supplier as from November.
4015	Gas	2,680	2,800	2,800	Forecast- increase based on actual. 16/17 as forecast as on fixed rate.
4016	Cleaning	3,215	3,215	3,247	Includes deep cleans and supplies. 16/17 budget based on forecast + 1%.
4017	Refuse collection	690	690	736	16/17 budget based on forecast + 7% (as advised by supplier, increase due to Gov. waste tax)
4018	H&S	1,800	1,556	2,860	Includes PAT testing, servicing fire extinguishers and fire alarm and monitoring charges. Includes an allowance for any misc. work required. Increase in 16/17 as periodic 5yr electrical inspection due in 2016.
4019	Security	44	80	81	Forecast- increase based on actual. 16/17 budget based on forecast.
4020	Misc Expenses	200	200	200	Misc kitchen supplies, lamps etc
4021	Telephone	161	161	163	Phone line for monitoring alarm. 16/17 budget based on forecast + 1%.
1600	Insurance	1,478	1,560	1,607	Forecast- increase based on actual. 16/17 budget based on forecast + 3% index linking as advised by insurers.
4032	Publicity	213	213	213	Church magazine, Bonfire magazine
4036	Prop Maintenance	2,500	3,000	3,000	Annual costs for misc. repairs. Forecast increased as plaster to be removed from wall at rear of stage and strip lights on stage to be replaced. 16/17 includes cost for wall to be replastered.
4038	Equipment hire	0	0	0	
4048	Equip purchase	0	0	0	
4059	Professional fees	272	150	150	Performing Rights Licence. Forecast based on actual.
	Village Hall Roof	11,200	10,663	10,663	Public Works Loan Board repayment. Forecast and 16/17 budget based on actual.
Total Expenditure		43494	43494	44924.72	

INCOME

450	Cupboard hire	1,282	1,282	1,282	16/17 no increase in fees.
1030	Letting Income	24,950	23,000	23,000	Forecast reduced due to fewer bookings. 16/17 budget based on no increase in fees.
1031	Hirers insurance			0	
Total Income		26,232	24,282	24,282	
Net expenditure		17,262	19,212	20,643	

CEMETERY

Code	Description	Budget 2015/16	Forecast 2015/16	Budget 2016/17	
EXPENDITURE					
4001	Staff Pay	33,358	33,758	34,100	Indicative figures only. Forecast allows for Sexton's salary increase 16/17 budget based on forecast + 1%
4003	Temporary worker	3,500	7,800	7,800	Contractor to tend the flowerbeds on the High Street and for help in the Cemetery at busy times. Forecast and budget based on 1800 for labour at Flower Beds and 6000 at Cemetery.
4008	Training	0	0		The Sexton has 'in house' training which is documented.
4011	Rates	586	588	594	Forecast- based on actual. 16/17 budget based on forecast + 1%
4012	Water	150	150	152	Forecast- based on actual. 16/17 budget based on forecast + 1%.
4014	Electricity	73	100	101	15/16 forecast slight increase based on actual. 16/17 budget based on forecast + 1%.
4016	Cleaning	0	0		Sexton does own cleaning.
4017	Refuse collection	914	914	978	16/17 budget based on forecast + 7% (as advised by supplier, increase due to Gov. waste tax).
4018	H&S	400	300	300	Slight reduction on forecast based on actual. PPE is required on an ongoing basis. Includes PAT testing, servicing of fire extinguishers.
4019	Security	51	51	52	Surpol registration, keys. Budget 16/17 - 1% increase.
4020	Misc Expenses	600	600	600	To include grave markers.
4021	Telephone	203	144	100	New cheaper contract as from Sept 15.
4024	Subs	315	315	318	Annual fee for ICCM and Cemetery Management System. 16/17 budget based on forecast + 1%.
4025	Insurance	711	730	752	Forecast- increase based on actual. 16/17 budget based on forecast + 3% index linking as advised by insurers.
4032	Publicity	0	0	0	Money originally set aside for advertising headstones that have to be laid down. Advised that this can be done on notice board and in Newsletter.
4036	Prop Maintenance	250	250	250	Includes money for general repairs including staining posts and gates, replacing odd tiles on Lych Gate roof and new signs.
4037	Grounds Maintenance	450	515	150	Forecast increased as seat base an unexpected cost. 47 leylandi required for new hedge + some replacements. 16/17 allowance for some replacement hedging + misc. supplies.
4038	Equip hire	800	800	400	15/16 Digger and dumper x 2 to remove hedging and turn compost. 16/17 x 1 to turn compost only.
4039	Flowerbeds	500	500	500	Money set aside to replace plants in Garden of Remembrance and High Street flower beds.
4041	Equipment maintenance	1,117	1,117	1,128	As the equipment ages and the length of the growing season extends there is more wear and tear on machinery. 16/17 budget based on forecast + 1%
4042	Tree management	500	500	500	Difficult to predict. Some work maybe required.
4044	Fuel and Oil	609	500	500	Lower fuel prices so forecast and budget reduced.
4048	Equip purchase	900	900	100	15/16 new 48 mower still to be purchased. 16/17 no new large items required, just misc. hand tools.
Total Expenditure		45,987	50,532	49,375	

INCOME

1040	Burial Fees	6,477	9,325	9,325	Forecast has been increased as there have been a higher than usual number of burials so far this year. Impossible to know if this trend will continue. 16/17 budget in line with forecast.
1041	Memorial fees	4,370	4,590	4,590	Forecast has been increased slightly as number of permits issued has been higher than anticipated. 16/17 budget in line with forecast.
1042	Grant of Rights	3,284	3,600	3,600	Forecast has been increased as there have been a higher than usual number of graves purchased so far this year. Impossible to know if this trend will continue. 16/17 budget in line with forecast.
1078	Other Grants Received	25	25	0	Money from the War Graves Commission for tending 3 graves. Will not be paid 16/17.
	Transfer of graves	781	781	781	16/17 budget in line with forecast.
1084	VH Sale of postcards	0	0	0	
1089	Miscellaneous income	0	0	0	
1090	Interest received	0	0	0	
Total Income		16937	18321	18296	
Net expenditure		29,050	32,211	31,079	

CALCULATION OF ESTIMATED BALANCE FOR 2015/16

REVENUE	REVENUE	SRF	CAPITAL	TOTAL
Balance brought forward at 1.4.15	95393			95393
FUNDING for 15/16				
Precept	231695	20644	23255	275594
Compensatory Grant	24802	0	0	24802
Precept support grant	6080			
Youth Café grant funding	2000	0	0	2000
Public conveniences grant funding	2,020	0	0	2,020
INCOME for 15/16 Estimated	<i>Estimated amount</i>			
Finance	500	0	0	500
Recreation	5191	0	0	5191
Snnoxhall Pavilion	2500	0	0	2500
Allotments	3381	0	0	3381
Village hall	24282	0	0	24282
Cemetery	18321	0	0	18321
Youth Café	600	0	0	600
Youth Centre	13000	0	0	13000
Events	1385	0	0	1385
INCOME for 15/16 Estimated	69160			69160
TOTAL ESTIMATED INCOME 15/16	69160			0

Estimated EXPENDITURE for 15/16	Estimated amount			
Finance	74078	0	0	74078
Civic	2063	0	0	2063
Grants	2000	0	0	2000
Recreation	84805	0	0	84805
Snnoxhall Pavilion	23762	0	0	23762
Allotments	6250	0	0	6250
Village Hall	43494	0	0	43494
Cemetery	50532	0	0	50532
Public Conveniences	19372	0	0	19372
Youth Café	11668	0	0	11668
Youth Centre	19661	0	0	19661
Planning	8000	0	0	8000
Events	7527	0	0	7527
Sub-total of estimated expenditure for 15/16	353212			353212
TOTAL ESTIMATED EXPENDITURE FOR 15/16	353212			353212
ESTIMATED BALANCE AT 31.03.16	284052			114372

PRECEPT FOR 2016/17

ESTIMATED INCOME FOR 2015/17

INCOME for 16/17 Estimated	REVENUE	SPECIAL REVENUE	CAPITAL		
Finance	1000	0	0	0	1000
Recreation	5141	0	0	0	5141
Snnoxhall Pavilion	2500	0	0	0	2500
Allotments	3400	0	0	0	3400
Village Hall	24282	0	0	0	24282
Cemetery	18296	0	0	0	18296
Youth Café	0	0	0	0	0
Youth Centre	13000	0	0	0	13000
Events	0	0	0	0	0
TOTAL ESTIMATED INCOME 16/17	67619	0	0	0	67619

Estimated EXPENDITURE for 16/17	REVENUE	PROPOSED SPECIAL REVENUE	PROPOSED CAPITAL PROVISION		
Finance	80840	3750	0	0	84590
Civic	1550			0	1550
Grants			3000	0	3000
Recreation	87005	17450	35,550	0	140005
Snnoxhall Pavilion	25205		20,000	0	45205
Allotments	6250		1,750	0	8000
Village Hall	44925	5712		0	50637
Cemetery	49375	1000		0	50375
Public Conveniences	19465			0	19465
Youth Café	0		12,100	0	12100
Youth Centre	19825			0	19825
Planning	8080			0	8080
Events	0	0	0	0	0
TOTAL ESTIMATED EXPENDITURE FOR 16/17	342520	27912	72400	0	442832
ESTIMATED EXPENDITURE 16/17	274901		TOTAL DEFICIT		-375213

ESTIMATED NET EXPENDITURE 16/17

Estimated amount needed at 31.03.16	274901
Plus Proposed Special Revenue Funds (Admin, Rec, VH, Cem)	27912
Plus capital provision	72400
Plus Revenue Reserve Objective	43050 (Policy 15% of budgetted net exp for 16/17)
Minus estimated revenue reserve 15/16	114372
Minus tax support grant	5428 (12% less than last year's figure)
Minus compensatory grant	22547 (10% of last year's figure)
FUNDS REQUEST 2016/17	275916

Last year's precept of £275,594 gave a Band D Council Tax payment of £54.58
The proposed precept of £275,916 gives a Band D Council Tax payment of £53.89.