

**Burnham Parish Council  
Budget 2018-19**

**OVERVIEW**

**NOTES**

		<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	
		<b>Actual</b>	<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	
<b>Overheads &amp; administration</b>	Income	16,905	20,000	5,000	5,000	
	Expenditure	160,263	198,525	172,225	190,225	
	<b>Net Income/(Expenditure)</b>	<b>(143,358)</b>	<b>(178,525)</b>	<b>(167,225)</b>	<b>(185,225)</b>	
<b>Burnham Park Hall</b>	Income	304,618	320,000	339,400	367,000	
	Expenditure	371,704	369,975	391,475	412,000	
	<b>Net Income/(Expenditure)</b>	<b>(67,086)</b>	<b>(49,975)</b>	<b>(52,075)</b>	<b>(45,000)</b>	
<b>Recreation &amp; amenities</b>	Income	46,238	52,000	53,000	54,500	
	Expenditure	150,568	167,100	180,780	196,450	
	<b>Net Income/(Expenditure)</b>	<b>(104,330)</b>	<b>(115,100)</b>	<b>(127,780)</b>	<b>(141,950)</b>	
<b>Precept PWLB Loan</b>	Income	496,712	510,000	510,000	522,700	----- Recommended 2% increase as per calculations below Increase of £2 per annum for average household
	Expenditure	122,691	123,000	123,000	123,000	
	<b>Total net surplus</b>	<b>59,247</b>	<b>43,400</b>	<b>39,920</b>	<b>27,525</b>	----- Net surplus required to help rebuild general reserves
<b>Reserves</b>	<b>Closing general reserves</b>	<b>95,939</b>	<b>139,339</b>	<b>135,859</b>	<b>163,384</b>	----- Target figure of £200k by 2020. Increase from £57k in 2014/15
<b>Precept calculations</b>		<b>Total</b>	<b>Tax Band D rate</b>	<b>Tax base</b>		
	2016/17 actual	496,712	101.85			
	2017/18 actual	510,000	103.83	4911.8		
	2018/19 - 0% rise	512,500	103.83	4935.4		
	2018/19 - 1% rise	517,500	104.85			
	2018/19 - 1.5% rise	520,000	105.36			
	2018/19 - 2% rise	522,700	105.90			

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**OVERHEADS AND ADMINISTRATION**

**NOTES**

		2016/17	2017/18	2016/17	2017/18	
		Actual	Budget	Forecast	Budget	
<b>INCOME</b>	Other income	16,905	20,000	5,000	5,000	----- Most additional income is through grant funding for particular projects, and not included in the budget
<b>Total income</b>		<b>16,905</b>	<b>20,000</b>	<b>5,000</b>	<b>5,000</b>	
<b>EXPENDITURE</b>						
<b>Staffing</b>	Salaries	107,170	120,000	105,000	110,000	
	Legal and Professional fees	6,202	6,000	5,000	6,000	
	Pension costs	11,000	11,000	1,000	1,000	----- Majority of pension costs included in respective salary lines
	Office staff mileage	240	150	50	100	
	Training & subscriptions	6,527	5,300	4,000	5,500	
	Staff welfare	913	500	1,500	1,500	----- Welfare includes enhanced health surveillance for groundsmen
	Recruitment	0	200	0	200	
<b>Subtotal</b>		<b>132,052</b>	<b>143,150</b>	<b>116,550</b>	<b>124,300</b>	
<b>Office</b>	Office maintenance	1,121	800	300	500	
	Office equipment	6,410	5,925	5,925	6,000	
	Postage	607	500	600	600	
	Stationery	2,753	3,000	3,000	3,000	
	Office telephones	3,231	2,400	4,000	3,500	----- Current contracts due for review in coming year - should be able to reduce costs substantial
	Bank charges	196	1,500	1,000	1,000	
<b>Subtotal</b>		<b>14,318</b>	<b>14,125</b>	<b>14,825</b>	<b>18,325</b>	
<b>Council</b>	Insurance	10,628	10,000	10,500	11,000	
	Twinning expenses	0	250	200	200	
	Advertising	0	500	300	500	
	Chairman's Fund	937	1,500	1,500	1,500	
	Councillors' expenses	390	100	250	200	
	Election costs	0	200	0	200	
	Meeting expenses	287	200	400	500	
	Community events	0	1,000	200	0	----- Included in grants / donations
	Capital Programme Fund	0	25,000	25,000	30,000	----- Very successful use this year. Recommend an increase to enable wider range of projects
	Grants / donations	1,650	2,500	2,500	3,500	
<b>Subtotal</b>		<b>13,892</b>	<b>41,250</b>	<b>40,850</b>	<b>47,600</b>	
<b>Total Expenditure</b>		<b>160,263</b>	<b>198,525</b>	<b>172,225</b>	<b>190,225</b>	----- 0.5% overall decrease in gross expenditure
<b>Total Net Income/Expenditure</b>		<b>143,358</b>	<b>178,525</b>	<b>167,225</b>	<b>185,225</b>	----- 1.5% overall uncrease in net expenditure

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**BURNHAM PARK HALL**

**NOTES**

INCOME	Dept	2016/17 Actual	2017/18 Budget	2017/18 Forecast	2018/19 Budget
Hire	2 BPH hire	153,830	175,000	169,500	180,000
Food and drink sales	3 Café sales	56,801	47,000	53,000	65,000
	4 Bar sales	86,019	92,000	109,700	115,000
	5 Event income	6,393	4,500	4,000	4,000
Other income	6 Other income	1,575	1,500	3,200	3,000
<b>Total income</b>		<b>304,618</b>	<b>320,000</b>	<b>339,400</b>	<b>367,000</b>

----- Increase due to some function catering being brought back in-house

**EXPENDITURE - Operating**

Direct Costs					
	Purchases				
2	BPH Hire	15,359	2,500	4,600	4,500
3	Café	25,091	23,500	24,800	29,300
4	Bar	33,552	36,800	44,500	50,600
6	BPH Admin	4,048	3,000	2,000	2,000
	Staff salaries	147,010	130,000	135,700	145,000
	Staff wages	23,878	28,000	30,400	13,000
	Staff training	0	0	0	2,000
	Event Promotion	4,525	7,000	5,500	7,000
	Entertainment	9,980	10,175	10,175	13,000
	Equipment Purchase	12,344	5,000	6,700	10,000
	Licences	2,029	1,200	1,300	1,200
	Equipment Hire	688	1,500	800	1,000
	Laundry	2,782	2,000	2,700	2,500
	Clothing	75	50	50	50
<b>Subtotal</b>		<b>281,361</b>	<b>250,725</b>	<b>269,225</b>	<b>281,150</b>
<b>Operational Profit/Loss</b>		<b>23,257</b>	<b>69,275</b>	<b>70,175</b>	<b>85,850</b>

----- Increases in line with projected income

----- Increase due to casual caretaker joining permanent staff

----- Decrease due to reason above

----- New budget line - encourage staff development

----- Floor scrubber needed and potential repairs to Crestron

**EXPENDITURE - Overheads**

Staffing	Halls staff mileage	266	150	50	50
	Stationery	352	900	700	800
Other	Property maintenance and repairs	33,949	34,650	40,000	39,500
	HVAC Repair Fund	0	25,000	25,000	25,000
	Bank Charges	1,618	1,750	2,500	2,500
	Rates	16,065	17,500	16,000	17,000
	Refuse	3,228	3,300	3,500	4,000
	Utilities	32,146	32,000	30,000	38,000
	Community Events	2,471	4,000	3,500	4,000
	Bad debt write off	248	0	1,000	0
<b>Subtotal</b>		<b>90,343</b>	<b>119,250</b>	<b>122,250</b>	<b>130,850</b>

----- Reflect increased investment in building

----- Predicted £250k needed over 10 years for system

----- Reflect market price increase - potential to reduce when solar feasibility study completed

<b>Total Expenditure</b>		<b>371,704</b>	<b>369,975</b>	<b>391,475</b>	<b>412,000</b>
<b>Total Net Income / Expenditure</b>		<b>67,086</b>	<b>49,975</b>	<b>52,075</b>	<b>45,000</b>

----- Total expenditure up 10% to reflect growth in income and continued investment in building improvements

----- 20% decrease in net expenditure - reflects continued growth

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**RECREATION & AMENITIES**

		2016/17	2017/18	2017/18	2018/19	NOTES
		Actual	Budget	Forecast	Budget	
<b>INCOME</b>						
<b>George Pitcher</b>	Sports and grounds lettings	18,842	19,500	21,500	23,000	----- Small increases in pitch hire income
	Pavilion lettings	15,328	26,000	26,000	26,000	
<b>Outside spaces</b>	Burnham Park	2,668	2,000	1,000	1,000	
	Leases	1,000	1,000	1,000	1,000	
	Other	8,400	3,500	3,500	3,500	----- Burnham Juniors Clubhouse
<b>TOTAL INCOME</b>		<b>46,238</b>	<b>52,000</b>	<b>53,000</b>	<b>54,500</b>	
<b>EXPENDITURE</b>						
<b>George Pitcher Memorial Ground Dept 7</b>	Mileage	15	100	30	50	
	Salaries	31,331	29,000	35,000	35,500	----- Reflects inclusion of pension scheme deficit payment
	Clothing	47	200	150	200	
	Maintenance & repairs	13,418	20,500	20,500	22,000	----- Further increases to reflect need to improve car parking facilities
	Refuse	2,421	1,500	1,500	1,500	
	Fuel	1,179	1,500	1,500	1,500	
<b>Subtotal</b>		<b>48,411</b>	<b>52,800</b>	<b>58,680</b>	<b>60,750</b>	
<b>GP Pavilion Dept 8</b>	Legal and professional fees	4,652	0	0	0	----- One off expenses in 2016/17 for new lease
	Maintenance	3,183	4,000	4,000	4,000	
	Utilities	9,265	9,800	6,000	6,000	
<b>Subtotal</b>		<b>17,100</b>	<b>13,800</b>	<b>10,000</b>	<b>10,000</b>	
<b>Pub Conveniences Dept 9</b>	Cleaning	742	3,000	3,500	3,500	
	Rates	1,863	2,000	1,600	1,700	
	Utilities	152	2,000	1,000	1,000	
	Maintenance	1,364	500	3,000	3,000	----- Lower maintenance costs in 2016/17 due to refurb Includes potential relaying of epoxy flooring
<b>Subtotal</b>		<b>3,817</b>	<b>7,500</b>	<b>9,100</b>	<b>9,200</b>	
<b>Tied Accomodation Dept 10</b>	Council tax	4,728	3,700	3,700	3,800	
	Maintenance	3,823	5,000	5,000	8,000	----- Include cost for kitchen refurb.
<b>Subtotal</b>		<b>8,551</b>	<b>8,700</b>	<b>8,700</b>	<b>11,800</b>	
<b>Outside Spaces Dept 11</b>	Fuel	616	1,000	1,500	1,500	
	Equipment purchase and repair	2,404	4,000	4,000	4,000	
	Tractor / mower replacement fund	0	10,000	10,000	15,000	----- Increase to accumulate fund faster due to aging equipment
	Salaries	33,309	41,000	45,000	50,000	----- Increase in apprentice salary following 1st year study
	Clothing	554	300	300	300	
	Property Maintenance & repairs	7,539	10,000	18,000	15,000	----- Higher costs due to Community Payback costs
<b>Subtotal</b>		<b>44,422</b>	<b>66,300</b>	<b>78,800</b>	<b>85,800</b>	
<b>Street lights Dept 12</b>	Electricity	4,256	4,000	3,500	3,900	
	Maintenance & repairs	24,011	14,000	12,000	15,000	----- Increase for potential upgrade of concrete posts or provision of new lights
<b>Subtotal</b>		<b>28,267</b>	<b>18,000</b>	<b>15,500</b>	<b>18,900</b>	
<b>Total Expenditure</b>		<b>150,568</b>	<b>167,100</b>	<b>180,780</b>	<b>196,450</b>	----- 15% increase reflecting ongoing improvement of assets and inclusion of pension scheme deficit payments
<b>Total Net Income/Expenditure</b>		<b>104,330</b>	<b>115,100</b>	<b>127,780</b>	<b>141,950</b>	