

Precept 2020/21								
			Budget	Forecast	Budget	Projection	Projection	
			2019/20	2019/20	2020/21	2021/22	2022/23	
			£	£	£	£	£	
Expenditure/Income								
F&GP Expenditure			283,205	279,290	315,495	316,494	321,460	
F&GP Income			-13,470	-13,760	-13,500	-14,310	-13,310	
Leisure & Amenities Expenditure			130,996	133,716	145,011	149,361	153,781	
Leisure & Amenities Income			-33,476	-31,891	-39,076	-46,469	-47,874	
Full Council, Grants, Loans etc			38,500	21,198	35,146	35,146	35,146	
Net Expenditure			405,755	388,553	443,076	440,222	449,204	
Net Expenditure			405,755		443,076	440,222	449,204	
Earmarked Funds requirement (below)			35,000		25,000	30,000	30,000	
Total Expenditure			440,755		468,076	470,222	479,204	
Council Tax Support Grant			0		0	0	0	
Double Taxation Grant			-37,000		-38,400	-39,100	-39,900	
CIL			-5,000		0			
General Reserve funds(- used /+increased)			-26,000		-25,000	10,000	20,000	
			372,755		404,676	441,122	459,304	
Precept requirement			372,755		404,676	441,122	459,304	
Summary 2020/21		(Band D Parish Element of Council Tax)						
						Tax		
No of Households 2020	10,191.7		20/21			39.71		
No of Households 2019	9,843.2		19/20			37.87		
Increase in no of households	349	Annual Increase per household				1.84		
						% increase	4.85	
Predicted Movements on Reserves	1.4.19	19/20	19/20			1.4.20		
		movements	spend	earmark				
General fund	203,597					203,597		
predicted underspend 19/20						15,502		
						219,099		
Earmarked Funds		earmark 19/20		earmark 20/21		bal		
CIL						22,827		
Election Contingency	11,243					11,243		
Edmonds Hall				5,000		5,000		
Parks and Playgrounds	11,000	20,000	-2640	20,000		48,360		
Projects Fund - Café *	115,000	15,000	-116000			14,000		
sub total	137,243	35,000	-118,640	25,000		101,430		
Total Reserves	340,840	35,000	-118,640	25,000		320,529		

Main points

Tax base increased by 349 households	income gain
PWLB loan (CAFE) good rate at time of draw down	income gain
Café will generate income	income gain
CIL payments anticipated	to be earmarked and treated in a special way - therefore cannot be classed as income
Double taxation grant yr 6 of 10 expires 31.3.24	decreased income in 24/25 of around £40,000
GDPR	ongoing cost minimal and to come from Office Expenditure
General Reserves	Down
Inflation	increase of 3% applied to regular services
Members Allowances	Added to the budget
Earmarked Funds	Amalgamate Parks and Playgrounds, consider moving Election Contingency back into General Reserve

Budget Headings

F&GP Income	expected to remain the same
Legal and Statutory	expect Audit costs to increase - external due to loan receipt moving us up the charge scale - internal due to appointment of new auditor
Salaries	increase to allow for spine points, increased hours, predicted 2% pay increase and some flexibility to allow for reorganisation
Office Expenditure	increase in budget for one year to pay for upgrade to Accounts and Invoicing Software. Ongoing costs are roughly equivalent to what we currently pay.
Admin	decrease due to reduction in the HR retainer
Rent and Rates	expect to remain the same
Maintenance and Repair	increase in cleaning costs
Utilities	increase in energy prices
Lettings and Rent	increase due to Extreme Fun at Court Lodge
Grounds Maintenance	future costs uncertain
Horley Rec	spend was on playground resurfacing
Court Lodge	increase utilities cost
Michael Crescent	propose to move earmarked funds into Parks and Playgrounds Earmark
Allotments	increase to budget for Langshott maintenance now that the S106 fund is depleted
Security	CCTV replacement at Court Lodge and additions for the Café

	2018/19	2019/20	2019/20		2020/21	2021/22	2022/23	Comments and Justification
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection	
FINANCE & GENERAL PURPOSES COMMITTEE								
Income								
INTEREST RECEIVABLE								
Deposit Account Interest	1,765	1,000	1,000	0	1,000	1,000	1,000	
	1,765	1,000	1,000	0	1,000	1,000	1,000	
MISCELLANEOUS SERVICES								
Photocopying	703	50	140	-90	80	80	80	
	703	50	140	-90	80	80	80	
LETTINGS								
Edmonds Hall lettings	12,470	12,000	12,000	0	12,000	13,000	13,500	
Meeting Room lettings	220	220	220	0	220	230	240	
Saturday Market	430	200	400	-200	200	0	0	
	13,120	12,420	12,620	-200	12,420	13,230	13,230	
New PWLB loan for café/pavilion		473,000	473,000	0				direct to earmarked for Café in the Park
Total F&GP Income	15,587	13,470	13,760	-290	13,500	14,310	13,310	
F&GP Expenditure								
LEGAL & STATUTORY								
Audit Costs	1,804	2,200	2,200	0	2,600	2,678	2,758	
Insurance	7,071	8,500	7,050	1,450	8,500	8,755	9,018	
Legal fees	1,500	1,500	3,000	-1,500	2,000	2,060	2,122	special circs
	10,375	12,200	12,250	-50	13,100	13,493	13,898	
SALARIES								
Salaries	112,258	130,000	130,000	0	155,000	159,650	164,440	Final Salary Payment included
NIC Employer	10,339	11,000	12,000	-1,000	15,000	15,450	15,914	
Superannuation Employer	17,784	24,000	21,000	3,000	25,000	25,750	26,523	
	140,381	165,000	163,000	2,000	195,000	200,850	206,876	
OFFICE EXPENDITURE								
Stationery	833	1,600	1,400	200	1,600	1,700	1,700	
Postage, Courier	206	400	200	200	400	425	425	
Office supplies & equipment	1,566	3,000	3,000	0	3,000	1,800	1,800	
Website	800	2,800	3,900	-1,100	2,800	2,000	2,000	Website revamp complete
Communication	1,803	1,800	2,400	-600	1,800	1,800	1,800	
Photocopier	3,414	4,500	3,000	1,500	4,000	4,500	4,500	
Compliance & Regulatory	2,684	5,000	1,000	4,000	5,000	5,000	5,000	
Health & Safety	0	60	60	0	0	0	0	
Window cleaning	330	750	350	400	750	750	750	
Information Technology & Support	5,253	6,000	5,000	1,000	8,000	4,000	4,000	upgrade to accounting and invoicing software
	16,889	25,910	20,310	5,600	27,350	21,975	17,905	
ADMINISTRATION								
Bank charges	1,074	1,350	750	600	1,000	1,400	1,450	reduced costs for debit card payments
Professional fees	32,221	18,000	30,000	-12,000	18,000	19,000	19,000	HR retainer, consultancy
GDPR	2,845	3,000	35	2,965	0	0	0	will come under office expenditure
Election expenses	0	2,500	0	2,500	2,500	0	0	local elections 2019
Councillors' training & expenses	260	1,500	1,200	300	1,100	1,100	1,100	new cllrs training (May 2019) elections
Staff training & expenses	552	2,000	1,200	800	2,000	2,060	2,122	
Chairman's allowance	370	400	400	400	400	412	424	
Members Allowances					1,800	1,800	1,800	Scheme adopted in 19/20
Subscriptions & Licences	6,418	7,100	6,900	200	7,300	7,519	7,745	
	43,740	35,850	40,485	-4,635	34,100	33,291	33,641	
RENT & RATES								
PWLB Repayment Council Offices	19,545	19,545	19,545	0	19,545	19,545	19,545	
Council Offices Rates	832	3,000	1,200	1,800	3,000	3,000	4,600	New Rateable Value 2017
	20,377	22,545	20,745	1,800	22,545	22,545	24,145	
MAINTENANCE & REPAIR								
Council Office Repairs & Maint	3,273	3,000	3,000	0	3,000	3,090	3,183	
Offices, hall (cleaning)	12,943	10,500	14,000	-3,500	13,000	13,390	13,792	
Maintenance Contracts	1,297	3,200	1,200	2,000	2,000	2,060	2,122	heating, aircon, barrier etc
	17,513	16,700	18,200	-1,500	18,000	18,540	19,096	
OTHER RUNNING COSTS								
Council Office utilities	4,199	5,000	4,300	700	5,400	5,800	5,900	
	4,199	5,000	4,300	700	5,400	5,800	5,900	
Total F&GP Expenditure	253,475	283,205	279,290	3,915	315,495	316,494	321,460	
Total F&GP Income	15,587	13,470	13,760	-290	13,500	14,310	13,310	
F&GP Precept requirement	237,888	269,735	265,530	4,205	301,995	302,184	308,150	
LEISURE & AMENITIES COMMITTEE								
Income								
DEVOLVED POWERS								

	2018/19	2019/20	2019/20		2020/21	2021/22	2022/23	Comments and Justification
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection	
Devolved Powers RBBC	3,400	1,700	1,700	1,700	1,700	1,700	1,700	Receipts in 18/19 were for 17/18 and 18/19
	3,400	1,700	1,700	1,700	1,700	1,700	1,700	
LETTINGS & RENTS								
Bowling Club lease	251	276	251	25	276	276	276	
Events Income + Banners	7,910	6,000	10,000	-4,000	8,000	8,000	8,000	fairground, circus, banners, additional funfair
Church Road Allotments Rent	3,030	3,300	3,200	100	3,300	3,399	3,501	increased rent to 53
Langshott Allotments Rent	3,895	3,800	3,540	260	3,800	3,914	4,031	increased rent to 48
Football pitches income	6,422	8,400	4,000	4,400	6,000	6,180	6,365	reduced teams
Café in the Park -rent	0.00	0	0	0	6,000	12,000	12,000	concessionary rent first 12m
Innes Pavilion - rent	9,252	10,000	9,200	800	10,000	11,000	12,000	
Rents Received	30,760	31,776	30,191	1,585	37,376	44,769	46,174	
Total L&A Income	34,160	33,476	31,891	3,285	39,076	46,469	47,874	
Expenditure								
GROUNDS MAINTENANCE								
GM Contract 2016/2020	49,676	50,000	52,000	-2,000	52,000	53,560	55,167	
Playground Inspections	8,582	8,300	7,800	500	8,300	8,549	8,805	inc grounds inspections
Playground Repairs	5,207	4,000	6,000	-2,000	7,000	7,210	7,426	
Parks furniture	1,273	4,000	4,000	0	5,000	5,150	5,305	
Signage	713	1,600	1,600	0	1,600	1,648	1,697	
Pest Control	0	550	0	550	550	567	583	
Tree Surgery	10,808	8,000	8,000	0	8,000	8,240	8,487	all grounds
	76,259	76,450	79,400	-2,950	82,450	84,924	87,471	
HORLEY RECREATION GROUND								
Maintenance	829	2,000	2,000	0	2,000	2,060	2,122	
Café in the Park	0	0	0	0	3,000	3,090	3,183	
Memorial & Ornamental Gdns	1,841	5,000	3,500	1,500	5,000	5,150	5,305	
	2,670	7,000	5,500	1,500	10,000	10,300	10,609	
COURT LODGE & INNES PAVILION								
Rent to RBBC	1	1	1	0	1	1	1	
Refurbishment/Repairs	77,748	5,000	5,000	0	5,000	5,150	5,305	
Football Pitches posts/repairs	1,632	1,000	1,000	0	1,000	1,030	1,061	
Football Pavillion cleaning costs	2,351	2,200	2,200	0	2,200	2,266	2,334	
Telephone	501	300	600	-300	600	618	637	
Rates	0	0	0	0	0	0	0	
Security	200	0	0	0	0	0	0	now in security costs
Boiler/Heating Maint Contract	871	820	820	0	820	845	870	
Innes Pavilion utilities	2,357	2,500	2,300	200	2,600	2,678	2,758	new contract increased energy cost
Total	85,661	11,821	11,921	-100	12,221	12,588	12,965	
MICHAEL CRESCENT								
Rates & Utilities	551	700	720	-20	740	762	785	
Bldg and Grounds	15,301	1,550	3,200	-1,650	2,000	2,060	2,122	
	15,852	2,250	3,920	-1,670	2,740	2,822	2,907	
EMLYN MEADOWS								
Emlyn Meadows	52	500	500	0	500	515	530	
	52	500	500	0	500	515	530	
ALLOTMENTS								
Church Rd Maintenance & repair	438.00	1,800	1,800	0	1,800	1,854	1,910	skips, signs, car park
Church Rd Utilities	326	500	500	0	500	515	530	water etc
Langhott Maintenance and Repair		0	0	0	2,500	2,575	2,652	
Langshott Utilities	31	900	900	0	900	927	955	Water bill needs sorting
	795	3,200	3,200	0	5,700	5,871	6,047	
TOWN CENTRE								
Flower baskets, beds and planters	9,976	8,500	8,500	0	8,500	8,755	9,018	
Sponsorship	-525	-725	-525	-200	-600	-618	-637	
Horley/SE in Bloom	1,485	2,100	1,800	300	2,100	2,163	2,228	
Christmas Tree	1,178	1,900	1,900	0	1,900	1,957	2,016	
	12,114	11,775	11,675	100	11,900	12,257	12,625	
SECURITY								
Security Patrols	4,781	5,000	4,500	500	5,500	5,665	5,835	patrols rec grounds + football lockup
CCTV Installation	0	11,000	11,000	0	12,000	12,360	12,731	enhancements to 2 sites + café
CCTV Maintenance	195	1,000	1,000	0	1,000	1,030	1,061	
CCTV Broadband Connection	963	1,000	1,100	-100	1,000	1,030	1,000	
	5,939	18,000	17,600	400	19,500	20,085	20,627	
Total L&A Expenditure	199,341	130,996	133,716	-2,720	145,011	149,361	153,781	
Total L&A Income	34,160	33,476	31,891	3,285	39,076	46,469	47,874	
L&A Precept Requirement	165,181	97,520	101,825	-6,005	105,935	102,892	105,907	

	2018/19	2019/20	2019/20		2020/21	2021/22	2022/23	Comments and Justification
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection	
FULL COUNCIL								
Café in the Park PWLB @ 1.55%	0	31,000	13,798	17,202	27,596	27,596	27,596	
Churchyards Grant	6,000	6,500	6,400	100	6,550	6,550	6,550	
HTC Grants Scheme	1,437	1,000	1,000	0	1,000	1,000	1,000	
	7,437	38,500	21,198	17,302	35,146	35,146	35,146	
Net Spend	410,506	405,755	388,553	15,502	443,076	440,222	449,204	

RESERVES REPORT

Name					Balance	Estimated Date of Use	Notes
	1.4.19	Earmark	Expenditure	Transfer	1.4.20		
General Reserves	203,596.83				£ 163,305.86		
Earmarked Funds							
CIL		£ 17,535.64		£ 5,290.97	£ 22,826.61	2020	resurface tennis courts
Election Contingency	£ 11,243.95				£ 11,243.95		
Parks and Playgrounds	£ 11,000.00	£ 20,000.00	£ 2,640.00	£ 20,000.00	£ 48,360.00	2021	lamposts,railings, etc
Edmonds Hall		£ 5,000.00			£ 5,000.00	2021	Maintanence and refurbishment
Tree surgery	£ -	£ -			£ -		
Projects Fund (Cafe)*	£ 115,000.00	£ -	£ 116,000.00	£ 15,000.00	£ 14,000.00		Amount of retention of contract
Total Earmarked Funds	£ 137,243.95	£ 42,535.64	£ 118,640.00	£ 40,290.97	£ 101,430.56		
Total Reserves	£ 340,840.78	£ 42,535.64	£ 118,640.00	£ 40,290.97	£ 264,736.42		

* plus the PWLB loan

Precept and Banding Calculator

<u>Current Year</u>		<u>Next Year</u>	<u>Increase</u>
£372,755	Precept	£404,676	8.56%
9,845.2	Tax Base	10,191.7	3.52%
£37.86	Band D	£39.71	4.87%

**Band D increase per
£1,000 precept rise** £0.10

Full Breakdown by Band

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£25.24	Band A	£26.47	£0.02
£29.45	Band B	£30.88	£0.03
£33.65	Band C	£35.29	£0.03
£37.86	Band D	£39.71	£0.04
£46.28	Band E	£48.53	£0.04
£54.69	Band F	£57.35	£0.05
£63.10	Band G	£66.18	£0.06
£75.72	Band H	£79.41	£0.07

Instructions for use

Enter the relevant figures into boxes a,b,c and d and the spreadsheet will work out the calculations. DO NOT enter any figures into any of the other boxes or you will lose the pre-set calculations.

	2018/19	2019/20	2019/20		2020/21	2021/22	2022/23	Comments and Justification
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection	
Income								
DEVOLVED POWERS								
Devolved Powers RBBC	3,400	1,700	1,700	1,700	1,700	1,700	1,700	Receipts in 18/19 were for 17/18 a
	3,400	1,700	1,700	1,700	1,700	1,700	1,700	
LETTINGS & RENTS								
Bowling Club lease	251	276	251	25	276	276	276	
Events Income + Banners	7,910	6,000	10,000	-4,000	8,000	8,000	8,000	fairground, circus, banners, additio
Church Road Allotments Rent	3,030	3,300	3,200	100	3,300	3,399	3,501	increased rent to 53
Langshott Allotments Rent	3,895	3,800	3,540	260	3,800	3,914	4,031	increased rent to 48
Football pitches income	6,422	8,400	4,000	4,400	6,000	6,180	6,365	reduced teams
Café/Pavilion - rent	0.00	0	0	0	6,000	12,000	12,000	concessionary rent first 12m
Innes Pavilion - rent	9,252	10,000	9,200	800	10,000	11,000	12,000	
Rents Received	30,760	31,776	30,191	1,585	37,376	44,769	46,174	
Total L&A Income	34,160	33,476	31,891	3,285	39,076	46,469	47,874	
Expenditure								
GROUNDS MAINTENANCE								
GM Contract 2016/2020	49,676	50,000	52,000	-2,000	52,000	53,560	55,167	
Playground Inspections	8,582	8,300	7,800	500	8,300	8,549	8,805	inc grounds inspections
Playground Repairs	5,207	4,000	6,000	-2,000	7,000	7,210	7,426	
Parks furniture	1,273	4,000	4,000	0	5,000	5,150	5,305	
Signage	713	1,600	1,600	0	1,600	1,648	1,697	
Pest Control	0	550	0	550	550	567	583	
Tree Surgery	10,808	8,000	4,000	4,000	8,000	8,240	8,487	all grounds
	76,259	76,450	75,400	1,050	82,450	84,924	87,471	
HORLEY RECREATION GROUND								
Maintenance	829	2,000	40,870	-38,870	2,000	2,060	2,122	Resurface of playground
Café/Pavilion (various)	0	0	0	0	3,000	3,090	3,183	
Memorial & Ornamental Gdns	1,841	5,000	3,500	1,500	5,000	5,150	5,305	
	2,670	7,000	44,370	-37,370	10,000	10,300	10,609	
COURT LODGE & INNES PAVILION								
Rent to RBBC	1	1	1	0	1	1	1	
Refurbishment/Repairs	77,748	5,000	5,000	0	5,000	5,150	5,305	
Football Pitches posts/repairs	1,632	1,000	1,000	0	1,000	1,030	1,061	
Football Pavillion cleaning costs	2,351	2,200	2,200	0	2,200	2,266	2,334	
Telephone	501	300	600	-300	600	618	637	
Rates	0	0	0	0	0	0	0	
Security	200	0	0	0	0	0	0	now in security costs
Boiler/Heating Maint Contract	871	820	820	0	820	845	870	
Innes Pavilion utilities	2,357	2,500	2,300	200	2,600	2,678	2,758	new contract increased energy cos
Total	85,661	11,821	11,921	-100	12,221	12,588	12,965	
MICHAEL CRESCENT								
Rates & Utilities	551	700	720	-20	740	762	785	
Bldg and Grounds	15,301	1,550	3,200	-1,650	2,000	2,060	2,122	
	15,852	2,250	3,920	-1,670	2,740	2,822	2,907	
EMLYN MEADOWS								
Emlyn Meadows	52	500	500	0	500	515	530	
	52	500	500	0	500	515	530	
ALLOTMENTS								
Church Rd Maintenance & repair	438.00	1,800	1,800	0	1,800	1,854	1,910	skips, signs, car park
Church Rd Utilities	326	500	500	0	500	515	530	water etc
Langhott Maintenance and Repair		0	0	0	2,500	2,575	2,652	
Langshott Utilities	31	900	900	0	900	927	955	Water bill needs sorting
	795	3,200	3,200	0	5,700	5,871	6,047	
TOWN CENTRE								
Flower baskets, beds and planters	9,976	8,500	8,500	0	8,500	8,755	9,018	
Sponsorship	-525	-725	-525	-200	-600	-618	-637	
Horley/SE in Bloom	1,485	2,100	1,800	300	2,100	2,163	2,228	
Christmas Tree	1,178	1,900	1,900	0	1,900	1,957	2,016	
	12,114	11,775	11,675	100	11,900	12,257	12,625	
SECURITY								

	2018/19	2019/20	2019/20		2020/21	2021/22	2022/23	Comments and Justification
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection	
Security Patrols	4,781	5,000	4,500	500	5,500	5,665	5,835	patrols rec grounds + football locku
CCTV Installation	0	11,000	8,815	2,185	12,000	12,360	12,731	enhancements to 2 sites + café
CCTV Maintenance	195	1,000	1,000	0	1,000	1,030	1,061	
CCTV Broadband Connection	963	1,000	1,100	-100	1,000	1,030	1,000	
	5,939	18,000	15,415	2,585	19,500	20,085	20,627	
Total L&A Expenditure	199,341	130,996	166,401	-35,405	145,011	149,361	153,781	
Total L&A Income	0	33,476	31,891	3,285	39,076	46,469	47,874	
L&A Precept Requirement	199,341	97,520	134,510	-38,690	105,935	102,892	105,907	
	bal		spend	bal				
Add Earmarked Reserves requirement	1.4.18		19/20	31.3.19	1.4.20			
Replacement - playgrounds fund	21,000		21,000	0	15,000			
Grounds and Repairs	0		0.00	0.00	25000			New fund
L&A Precept requirement 20/21					145,935			

Forecast Movement of Reserves

	General	Earmarked	Total Reserves
Reserves Brought Forward at 1.04.18	173,960	140,243	314,203
Forecast Year 18/19			
Reserves over/underspend	29,636		29,636
Projected Earmarked		92,000	92,000
Earmarked Reserves Spent		-95,000	-95,000
Reserves Brought Forward at 1.04.19	203,596	137,243	340,839
Forecast Year 19/20			
Reserves over/underspend	0		0
Projected Earmarked		87,826	87,826
Earmarked Reserves Spent		-118,640	-118,640
Reserves Projection At 01.04.20	203,596	106,429	310,025
Forecast Year 20/21			
Reserves over/underspend	-17,183		-17,183
Projected Earmarked		25,000	25,000
Earmarked Reserves Spent	-25,000	-25,000	-50,000
Reserves Projection At 01.04.21	161,413	106,429	267,842
Forecast Year 21/22			
Reserves over/underspend	10,000		10,000
Projected Earmarked		35,000	35,000
Earmarked Reserves Spent		-25,000	-25,000
Reserves Projection At 01.04.22	171,413	116,429	287,842
Forecast Year 22/23			
Reserves over/underspend	20,000		20,000
Projected Earmarked		35,000	35,000
Earmarked Reserves Spent		-25,000	-25,000
Reserves Projection At 01.04.23	191,413	126,429	317,842

HORLEY TOWN COUNCIL PRECEPT 2020 - 2021

Approved by Full Council - 10 December 2019

Service	Expenditure	Estimates Income	Net
Parks, Recreation Grounds & Town Centre	145,011	39,076	105,935
Projects & Repayments	47,141	0	47,141
Property Maintenance & Improvement	18,000	0	18,000
Grants Scheme	7,550	0	7,550
Rents, Rates, Lettings & Utilities	35,750	12,420	23,330
Administration	229,100	1,080	228,020
General Expenditure	13,100	0	13,100
Earmarked Funds	25,000		25,000
Totals 2020 - 2021	520,652	52,576	468,076
less from reserves			25,000
less Section 136 LGA 72			38,400
		Precept	404,676
	Council Tax Base		10,191.7
	Precept Band D Council Tax		39.71