



North Horsham Parish Council

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North Horsham Parish Council Budget and Precept Calculations 2017/18

Agreed by full Council on 5th January 2017

**BUDGET 2017/18
PROPERTY COMMITTEE**

		BUDGET	ACTUAL	ESTIMATED	DIFFERENCE	NOTES	BUDGET
		2016/2017	TO	TO	AT		BUDGET
EXPENDITURE - REVENUE			31.03.17	31.3.2017	31.3.2017		2017/18
	HALLS SUMMARY						
4011	NNDR (Business Rates)	15,914		14,811	-1,103		15,690
4012	Water Rates	5,000		4,200	-800		4,284
4014	Electricity	14,637		11,500	-3,137		11,500
4015	Gas	14,210		9,500	-4,710		9,500
4016	Cleaning Materials	5,750		4,600	-1,150		4,600
4017	Refuse Clearance (HDC)	3,750		3,175	-575		3,207
4018	Sanitary Disposals	950		600	-350		607
4019	Window Cleaning	2,000		1,310	-690		1,229
4020	Refreshment Sale Costs	1,250		750	-500		750
4034	Maintenance - electrical	7,500		7,500	0		6,000
4035	Maintenance - electrical insp.	1,050		750	-300		4,000
4036	Maintenance - general	6,750		6,750	0		6,750
4037	Maintenance - fire alarm	2,500		2,500	0		1,500
4039	Maintenance - intruder alarm	3,240		2,700	-540		2,727
4040	Maintenance - lift	900		900	0		909
4041	Maintenance - fire extinguishers	650		450	-200		450
4042	Maintenance - gas boiler	715		1,609	894		900
4044	Maintenance - partition wall	1,250		1,250	0		1,250
4061	Legionella Testing	900		900	0		900
4062	Maintenance - air conditioning	350		350	0		354
4063	Maintenance - plumbing	4,250		3,000	-1,250		3,000
4064	Maintenance - lightning conductor	275		275	0		275
4065	Fire Prevention Sundries	800		400	-400		400
4066	Keyholder Services	825		1,242	417		1,266
4500	Re-decoration	7,000		3,500	-3,500		3,000
		102,416		84,522	-17,894		85,048

BUDGET 2017/18
PROPERTY COMMITTEE

			BUDGET	ACTUAL	ESTIMATED	DIFFERENCE	NOTES	BUDGET
			2016/2017	TO	TO	AT		2017/18
				31.03.2017	31.3.2017	31.3.2017		
EXPENDITURE - REVENUE								
403	ROFFEY MILLENNIUM HALL							
	4011	NNDR (Business Rates)	6,460		5,929	-531	Notified figure	6,304
	4012	Water Rates	1,600		1,600	0	Plus 2%	1,632
	4014	Electricity	5,725		5,000	-725	Based on invoices	5,000
	4015	Gas	7,560		6,000	-1,560	Based on invoices	6,000
	4016	Cleaning Materials	2,500		1,800	-700	Changes in products to make efficiencies.	1,800
	4017	Refuse Clearance (HDC)	1,800		1,575	-225	2016/17 figure based on invoices Plus 1%	1,591
	4018	Sanitary Disposals	500		300	-200	2016/17 figure based on invoices Plus 1%	303
	4019	Window Cleaning	1,000	Reduced service	750	-250	2016/17 figure based on invoices Plus 1%	606
	4020	Refreshment Sale Costs	1,250		750	-500	2016/17 figure based on invoices .	750
	4034	Maintenance - electrical	2,500		2,500	0		2,000
	4035	Maintenance - electrical insp.	350		250	-100	Periodic electrical test due March 2018	2,000
	4036	Maintenance - general	2,750		2,750	0	Kept the same as unknown.	2,750
	4037	Maintenance - fire alarm	820		820	0	Take testing back in house	500
	4039	Maintenance - intruder alarm	1,080		900	-180	2016/17 figure based on invoices Plus 1%	909
	4040	Maintenance - lift	900		900	0	Plus 1%	909
	4041	Maintenance - fire extinguishers	200		150	-50	2016/17 figure based on invoices .	150
	4042	Maintenance - gas boiler	315		500	185	2016/17 figure based on invoices additional work was required	500
	4044	Maintenance - partition wall	550		550	0	Kept the same as unknown.	550
	4061	Legionella Testing	400		400	0	Kept the same as unknown.	400
	4062	Maintenance - air conditioning	350		350	0	Plus 1%	354
	4063	Maintenance - plumbing	2,750		1,500	-1,250	2016/17 figure based on invoices and previous years	1,500
	4064	Maintenance - lightning conductor	275		275	0	Kept the same as unknown.	275
	4065	Fire Prevention Sundries	500		250	-250	2016/176 figure based on invoices and previous years	250
	4066	Keyholder Services	275		414	139	2016/17 figure based on invoices Plus 2%	422
	4500	Internal decorations	3,000		1,000	-2,000	2016/17 limited time to orgainse re-painting due to bookings. Lobby and some re-touching. Schedule of decoration to be drawn up.	1,000
			45,410		37,213	-8,197		38,455

**BUDGET 2017/18
PROPERTY COMMITTEE**

			BUDGET 2016/2017	ACTUAL TO 31.3.2017	ESTIMATED TO 31.3.2017	DIFFERENCE AT 31.3.2017	NOTES	BUDGET 2017/18
EXPENDITURE - REVENUE								
403	NORTH HEATH HALL							
	4011	NNDR (Business Rates)	6,000		5,687	-313	Notified figure	6,071
	4012	Water Rates	1,800		1,000	-800	Plus 2%	1,020
	4014	Electricity	3,812		3,000	-812	Based on invoices.	3,000
	4015	Gas	4,550		2,000	-2,550	Based on renewed contract	2,000
	4016	Cleaning Materials	2,000		1,800	-200	Changes in products to make efficiencies.	1,800
	4017	Refuse Clearance (HDC)	975		800	-175	2016/17 figure based on invoices Plus 1%	808
	4018	Sanitary Disposals	200		150	-50	2016/17 figure based on invoices Plus 1%	152
	4019	Window Cleaning	550	Reduced service	320	-230	2016/17 figure based on invoices Plus 1%	323
	4034	Maintenance - electrical	2,500		2,500	0		2,000
	4035	Maintenance - electrical insp.	350		250	-100	Just PAT testing - periodic due 2019	250
	4036	Maintenance - general	2,000		2,000	0	Kept the same as unknown.	2,000
	4037	Maintenance - fire alarm	820		820	0	Take testing back in house	500
	4039	Maintenance - intruder alarm	1,080		900	-180	2016/17 figure based on invoices Plus 1%	909
	4041	Maintenance - fire extinguishers	250		150	-100	2016/17 figure based on invoices .	150
	4042	Maintenance - gas boiler	200		690	490	2016/17 figure based on invoices additional work was required	200
	4044	Maintenance - partition wall	700		700	0	Kept the same as unknown.	700
	4061	Legionella Testing	250		250	0	Kept the same as unknown.	250
	4063	Maintenance - plumbing	750		750	0	2016/17 figure based on invoices and previous years	750
	4065	Fire Prevention Sundries	150		75	-75	2016/17 figure based on invoices and previous years	75
	4066	Keyholder Services	275		414	139	2016/17 figure based on invoices Plus 2%	422
	4500	Internal decoration	1,500		1,500	0	Some re-decorating already undertaken.	1,000
			30,712		25,756	-4,956		24,380

**BUDGET 2017/18
PROPERTY COMMITTEE**

		BUDGET	ACTUAL	ESTIMATED	DIFFERENCE	NOTES	BUDGET
		2016/2017	TO	TO	AT		2017/18
			31.3.2017	31.3.2017	31.3.2017		
EXPENDITURE - REVENUE							
403	HOLBROOK TYTHE BARN						
	4011 NNDR (Business Rates)	3,454		3,195	-259	Notified figure	3,315
	4012 Water Rates	1,600		1,600	0	Plus 2%	1,632
	4014 Electricity	5,100		3,500	-1,600	Based on invoices.	3,500
	4015 Gas	2,100		1,500	-600	Based on renewed contract	1,500
	4016 Cleaning Materials	1,250		1,000	-250	Changes in products to make efficiencies.	1,000
	4017 Refuse Clearance (HDC)	975		800	-175	2016/17 figure based on invoices Plus 1%	808
	4018 Sanitary Disposals	250		150	-100	2016/17 figure based on invoices Plus 1%	152
	4019 Window Cleaning	450	Reduced service	240	-210	2016/17 figure based on invoices Plus 1%	300
	4034 Maintenance - electrical	2,500		2,500	0	Kept the same as unknown.	2,000
	4035 Maintenance - electrical insp.	350		250	-100	Periodic electrical inspection due July 2017	1,750
	4036 Maintenance - general	2,000		2,000	0		2,000
	4037 Maintenance - fire alarm	860		860	0	Take testing back in house	500
	4039 Maintenance - intruder alarm	1,080		900	-180	2016/17 figure based on invoices Plus 1%	909
	4041 Maintenance - fire extinguishers	200		150	-50	2016/17 figure based on invoices .	150
	4042 Maintenance - gas boiler	200		419	219	2016/17 figure based on invoices additional work was required	200
	4061 Legionella Testing	250		250	0	Kept the same as unknown.	250
	4063 Maintenance - plumbing	750		750	0	2016/17 figure based on invoices and previous years	750
	4065 Fire Prevention Sundries	150		75	-75	2016/17 figure based on invoices and previous years	75
	4066 Keyholder Services	275		414	139	2016/17 figure based on invoices Plus 2%	422
	4500 Internal decoration	2,500		1,000	-1,500	2016/17 limited time to orgainse re-painting due to bookings.	1,000
		26,294		21,553	-4,741		22,213

**BUDGET 2017/18
PROPERTY COMMITTEE**

			BUDGET	ACTUAL	ESTIMATED	DIFFERENCE	NOTES	BUDGET
			2016/2017	TO	TO	AT		2017/18
				31.3.2017	31.3.2017	31.3.2017		
EXPENDITURE - REVENUE								
AMENITIES - ALLOTMENTS								
301	4012	Water Rates	200		214	14	Plus 2%	218
	4102	Rent to WSCC - Harwood Rd	250		250	0		250
	4200	Grounds Maintenance	750		750	0	Grass and hedge cutting	750
	4259	Allotment Maintenance	500		500	0	Tree work	100
			1,700		1,714	14		1,318

OTHER AMENITIES								
302	4200	Grounds Maintenance	18,500		18,500	0	Plus 2%	18,870
	4019	Bus shelter cleaning	0		1,710	1 710	Previously incorporated in bus shelter maintenance	2,280
	4250	Bus Shelter Maintenance	5,000		2,000	-3 000	Unknown	2,000
	4251	Play Area Maintenance	8,850		8,850	0	Work from ROSPA report	8,000
	4252	Open Space Maintenance	9,000		9,000	0		9,000
	4253	Litter Warden Equipment	675		650	-25		650
	4254	Dog Bin Emptying - HDC	2,000		1,833	-167	2016/17 invoices plus 1%	1,853
	4255	Street Lighting Maint/Supply	4,500		4,500	0	Some work to be done in 2015/16	4,500
	4258	Multi Courts Maintenance	2,500		2,400	-100	2016/17 invoices plus 1%	2,424
	4260	Workshop	0		54	54	Security	100
	4302	Notice Board Maintenance	250		1,200	950	2016/17 invoices plus 1%	1,212
			51,275		50,697	-578		50,889

TOTAL	52,975		52,411	-564		52,207
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**BUDGET 2017/18
F & A COMMITTEE**

			BUDGET 2016/2017	CTUAL TO 31.03.2017	ESTIMATED TO 31.03.2017	BALANCE AT 31.03.2017	NOTE	BUDGET 2017/18
EXPENDITURE - REVENUE								
101	4006	Conferences	500		0	500		0
	4007	Councillors' Training	1,000		750	250		750
	4008	Councillors' Expenses	5,600		5,505	95		5,850
	4021	Telephone	5,000		5,000		upgrade to system - 3 year rental	5,500
	4022	Postage	2,000		2,000			2,000
	4023	Stationery and Printing	2,500		2,500		Reduce through streamlining systems and more economical printing arrangements	2,000
	4024	Subscriptions	3,250		3,000	250	Plus 2%	3,060
	4025	Insurance	12,000		11,918	82	Plus 1%	12,040
	4026	Publications	500		100	400	LCR	100
	4028	IT Costs (Software)	1,000	Agreed by Finance Cttee	2,500	1,500	Costs associated with upgrading IT facilities	2,133
	4029	Website Maintenance (hosting)	160		140	20		160
	4031	Other Advertising	500		200	300		200
	4032	Publicity/Marketing	500		200	300		1,000
	4033	Newsletter	7,000		1,000	6,000		1,000
	4038	Office Equipment Maintenance	2,250		1,500	750		1,500
	4051	Bank Charges	1,500		500	1,000		500
	4053	PWLB Loan Charges	14,250		14,114	136	Principal £4,807.70, interest on remaining sum ends 2025.	13,400
	4057	External Audit Fees	1,300		1,300			1,500
	4058	Professional Services	3,000		3,000		Including Sage for processing salaries in house	3,000
	4059	Internal Audit Fees	500		450	50		500
	4100	Chairman's Allowance	400		400			400
	4103	Parish Plan/ Neighbourhood Plan	1,000		0	1,000		0
	4120	RMH Equipment (for hire)	750		750			750
	4122	Office Equipment	1,000		1,000		Photocopier	600
102	4150	S137 Grants	2,000		0	2,000		0
103	4155	Grants	15,000		10,000	5,000		10,000
104	4101	Burial Charges	6,000	Under investigation	3,000	3,000	Under investigation	1,500
			90,460	0	70,827	19,633		69,443

Updated after F&A 15.12.16

**BUDGET 2017/18
PERSONNEL COMMITTEE**

			BUDGET	ACTUAL	ESTIMATED	BALANCE	NOTE	BUDGET
			2016/2017	TO	TO	31.03.2017		2017/18
				31.03.2017	31.03.2017			
EXPENDITURE - REVENUE								
106	4001	Salaries/NI/Pensions	265,000		285,231	20,231		272,565
	4003	Payroll Administration Charge	1,200		854	-346	In house for 2017/18 - cost for Sage	360
	4009	Staff Expenses	2,000		2,500	500		2,500
	4010	Staff Training	1,500		1,500	0		1,500
	4030	Recruitment Advertising	400		400	0		400
			270,100		290,485	20,385		277,325

**BUDGET 2017/18
PET COMMITTEE**

			BUDGET	ACTUAL	ESTIMATED	BALANCE	NOTE	BUDGET
			2016/2017	TO	TO	AT		2017/18
				31.03.2017	31.03.2017	31.03.2017		
EXPENDITURE - REVENUE								
201	4305	Planning Consultant Fees	4,000		2,000	-2,000		2,000
	4306	Motte and Bailey	0		0	0		0
	4307	Emergency Planning	0		0	0		0
	4308	Highway Enhancements	0		0	0		0
			4,000		2,000	-2,000		2,000

**BUDGET 2017/18
INCOME**

			BUDGET 2016/2017	ACTUAL TO 31.3.2016	ESTIMATED TO 31.3.2017	BALANCE 31.3.2016	NOTES	BUDGET 2017/18
INCOME								
401	1000	Hall Lettings	59,000		59,000	0	2%	60,200
402	1000	Hall Lettings	25,000		25,686	686	2%	26,200
	1010	Multi Court Income	12,000		12,000	0	2%	12,240
403	1000	Hall Lettings	70,000		70,000	0	2%	71,400
	1004	Miscellaneous Income	750		600	-150	Photocopying	600
	1006	Sale of Beverages	3,000		2,000	-1,000		2,000
101	1196	Interest Received	600		150	-450		150
301	1050	Allotment Rents	725		750	25	2%	765
			171,075		170,186	-889		173,555

North Heath Hall
Tythe Barn
Tythe Barn
RMH
RMH
RMH
F&A Except precept
Amenities

**BUDGET 2017/18
SUMMARY**

	2016/17								2017/18	
	EXPENDITURE				INCOME				BUDGET	
	BUDGET 2016/17	ACTUAL 31.3.2016	ESTIMATED 31.3.2016	TOTAL	BUDGET 2016/17	ACTUAL 31.3.2016	ESTIMATED 31.3.2016	TOTAL	EXPENDITURE	INCOME
Roffey Millennium Hall	45,410	0	37,213	37,213	73,750	0	72,600	72,600	38,455	74,000
North Heath Hall	30,712	0	25,756	25,756	59,000	0	59,000	59,000	24,380	60,200
Holbrook Tythe Barn	26,294	0	21,553	21,553	37,000	0	37,686	37,686	22,213	38,440
Amenities	52,975	0	52,411	52,411	725	0	750	750	52,207	725
F & A (exc. Precept)	90,460	0	70,827	70,827	600	0	150	150	69,443	150
PERSONNEL	270,100	0	290,485	290,485	0	0	0	0	277,325	0
PET	4,000	0	2,000	2,000	0	0	0	0	2,000	0
	519,951	0	500,245	500,245	171,075		170,186	170,186	486,023	173,515

	FUNDING			
	BUDGET 2016/17	ACTUAL 31.3.2016	ESTIMATED 31.3.2016	TOTAL
F & A - precept *	282,726		282,726	282,726
Council Tax Benefit Gt*	7,006		7,006	7,006
Environmental Grant*	9,500		9,500	9,500
Total Funding	299,232		299,232	299,232

* Actual in 2016/17

Colour codes refer to Precept Calculation

NORTH HORSHAM PARISH COUNCIL
SUGGESTED RESERVE BALANCES - from 31.3.2015 to 1.4.17

	BALANCE 31.3.2015	TRANSFER 1.4.2015	AT 1.4.2015	EXPENDITURE ACTUAL 31.3.2016	INCOME ACTUAL 31.3.2016	BALANCE 31.3.2016	RESERVES TRANSFER 31.3.2016	BALANCE 1.4.2016	FORECAST	FORECAST	BALANCE 31.03.2017	TRANSFER 1.4.17	AT 1.4.17	NOTES
									EXPENDITURE 31.03.2017	INCOME 31.03.2017				
310/0 GENERAL RESERVES	178,591	-77,510	101,081	477,370	478,033	101,744	-24,100	77,644	500,245	469,418	46,817	38,762	85,579	
EARMARKED RESERVES														
320/0 VAT Contingency	7,955	0	7,955	0	0	7,955	0	7,955			7,955		7,955	
321/0 Repairs and Renewals	121,057	44,150	165,207	24,541	0	140,666	20,100	160,766	23,738		137,030	8,000	145,030	From 325 and 330 2016/17 RMH Roof repairs £1 192 2017/18 nets at MC - no cost as yet
322/0 Election costs	16,669	3,331	20,000	352	302	19,950	0	19,950			19,950	0	19,950	
325/0 Damage	4,000	0	4,000	0	0	4,000	0	4,000			4,000	-4,000	0	To R & R 321
327/0 Roffey Youth Club	5,621	0	5,621	0	0	5,621	0	5,621			5,621		5,621	For starting a Youth service
328/0 Planning	0	8,000	8,000	0	0	8,000	4,000	12,000	3,750		8,250		8,250	To cover professional support in association with large development
330/0 Capital Projects	1,971	2,029	4,000	0	0	4,000	0	4,000			4,000	-4,000	0	To R & R 321
335/0 Capital projects associated with NHPC Business Plan	25,000	0	25,000	0	0	25,000	0	25,000			25,000		25,000	
	360,864	-20,000	340,864	502,263	478,335	316,936	0	316,936	527,731	469,418	258,623	38,762	297,385	

Updated after F&A 15 12 16

Colour codes refer to precept calculation on page 13

PRECEPT REQUIREMENT - 2017/18

Part 1 2016/17

				Notes
General Reserves	General Reserve at 31.03.16		101,744	From page 11 reserves
	Reserves transfer 21.3.2016		-24,100	From page 11 reserves
General Reserves	General Reserves at 1.4.2016		77,644	From page 11 reserves
Funding 2016/17	Precept		282,726	From page 10 budget summary
	Council Tax Benefit Grant (1177/101)		7,006	From page 10 budget summary
	Environmental Grant		9,500	From page 10 budget summary
Funding 2016/17			299,232	
Income and Expenditure	Income estimated for 2016/17		170,186	From page 10 budget summary
	Expenditure (revenue) estimated for 2016/17		-500,245	From page 10 budget summary
Net expenditure 2016/17			-330,059	
BALANCE FROM 2016/17			46,817	From page 11 reserves
Part 2 2017/18				
General Reserves	Estimated General Reserve at 31.03.17		46,817	From page 11 reserves
General Reserves	General Reserves at 1.4.2017		46,817	From page 11 reserves
Funding 2017/18	Council Tax Benefit Grant (1177/101) -notified figure		1401	Included in the calculation
	Environmental Grant		9500	Included in the calculation
Funding 2017/18			10,901	
Income and Expenditure	Income estimated for 2017/18		173,515	From page 10 budget summary
	Expenditure (revenue) estimated for 2017/18		-486,023	From page 10 budget summary
Net expenditure 2016/17			312,508	
4 months projected net expenditure	Annual net expenditure = £312,508 ; 4 months expenditure = £104,169; Less existing predicted General Reserve 46,817- recommended by Internal Auditor = £57,352. To balance to 1.9% increase, reduce by 18,590		38,762	See page 11 - transfer to General Reserve
			38,762	
Deficit/ Precept			-293,552	

Precept 2017/18	Amount in pounds	Band D equivalent	
Tax base for 2017/18		8,580.90	Figures from HDC F&A recommend an increase of 1.9%
2017/18 Council Tax Benefit Grant	1,401		
Increase at Band D of 1.9%	293,552	34.21	

Updated after F&A 15.12.16

Summary of Precepts

Year	Precept	Tax Base	Tax at Band D	% increase
2017/18	293,552	8580.90	34.21	1.90
2016/17	282,726	8421.40	33.57	0.90
2015/16	278,908	8382.10	33.27	0.91
2014/15	271,405	8230.70	32.97	0.91
2013/14	267,040	8172.30	32.68	0.90
2012/13	288,106	8894.30	32.39	0.87
2011/12	285,531	8894.80	32.10	0.91

TBC