



South Bucks
District Council

**RESOURCES PORTFOLIO
2016/17 BUDGET PROPOSALS**

**RESOURCES
POLICY ADVISORY GROUP
10th DECEMBER 2015**

REVENUE SUMMARY - SBDC RESOURCES

2014/15 ACTUALS	Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	<u>INVESTMENT PROPERTIES (CM)</u>				
(48,672)	Offices - Beaconsfield 3432	(74,930)	(74,140)	1	-1.1%
(235,987)	Offices - Brindley House 3433	(29,500)	(29,500)	0	0.0%
(211,405)	Stoke Place 3495	(119,910)	(119,900)	0	0.0%
7,249	Bath Road Depot 3554	1,190	1,150	(0)	-3.4%
(61,734)	Misc Land / Property 3560,3295	(34,840)	(34,850)	(0)	0.0%
(125)	Housing Dwellings 3634	7,920	7,920	0	0.0%
(18,511)	Caravan Site 3635	(17,000)	(17,500)	(1)	2.9%
	<u>ENVIRONMENT (CM)</u>				
130,990	Joint Facilities & Property FP**	181,980	200,664	19	10.3%
663,641	Offices - Capswood 3430	654,520	680,900	26	4.0%
(623,240)	Car Parking 346*,347*	(724,992)	(671,716)	53	-7.3%
	<u>EXECUTIVE & SUPPORT (BS/RP/JB)</u>				
299,086	Executive & Support 1251	304,920	264,140	(41)	-13.4%
121,229	Joint Human Resources HR01	164,410	150,110	(14)	-8.7%
107,068	Joint Comms, Performance and Polic CO01	138,120	138,069	(0)	0.0%
	<u>FINANCE (RF)</u>				
621,376	Corporate Management Costs CM01	596,480	114,200	(482)	-80.9%
118,514	Non Distributed Costs ND01	115,750	628,950	513	443.4%
349,867	Joint Finance FI01	336,662	350,874	14	4.2%
46,877	Internal Audit IA01	49,520	49,150	(0)	-0.7%
	<u>BUSINESS SUPPORT (SD)</u>				
824,234	Joint Business Support (IT) BU**	810,400	672,161	(138)	-17.1%
	<u>CUSTOMER SERVICES (NE)</u>				
169,256	Revenues & Benefits Client 2286	135,900	135,980	0	0.1%
309,036	Council Tax Collection 2288	386,830	399,090	12	3.2%
(35,424)	Non Domestic Rates Collection 2289	(27,530)	(26,120)	1	-5.1%
213,523	Housing Benefits 2642	119,450	144,710	25	21.1%
110,327	Joint Customer Services CU01	124,010	121,490	(3)	-2.0%
	<u>LEGAL & DEMOCRATIC SERVICES (JS)</u>				
286,101	Joint Legal LE01	242,285	276,594	34	14.2%
247,654	Democratic Services 2323,2324	233,630	222,770	(11)	-4.6%
89,378	Committee Services 2308	93,460	93,240	(0)	-0.2%
139,040	Electoral Services 2317,2321	217,020	147,390	(70)	-32.1%
(41,262)	Local Land Charges 2316	(49,230)	(41,420)	8	-15.9%
	Footpath Diversions 3551				
3,578,085	Net Running Expenses	3,836,525	3,784,406	(52)	-1.4%

SBDC RESOURCES PORTFOLIO

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET
£		£	£
2,688,403	Direct Employee Expenses	2,614,000	1,798,530
254,749	Indirect Employee Expenses	190,580	153,240
828,887	Premises Related Expenses	849,270	851,725
28,808	Transport Related Costs	27,190	9,940
940,014	Supplies & Services	1,038,968	767,679
	Recharge from CDC	333,782	1,598,878
1,252,965	Third Party Payments	1,284,300	938,950
15,682,605	Transfer Payments	15,065,000	15,815,000
21,676,431	Running Expenses	21,403,090	21,933,942
(1,786,796)	Fees & Charges and Other Income	(1,790,330)	(1,653,700)
(16,051,350)	Grant Income	(15,347,700)	(16,072,700)
(249,800)	Recharge to CDC	(428,535)	(423,136)
	Recharge to Crem		
(10,400)	Recharge to Trust		
3,578,085	Net Running Expenses	3,836,525	3,784,406
471,477	Depreciation	391,280	377,200
2,206,590	Support Recharges In	1,689,222	1,703,408
561,100	Office Recharge	564,193	616,928
(4,720,090)	Support Recharges Out	(4,399,734)	(4,399,734)
2,097,163	Net Expenditure	2,081,486	2,082,208

2014/15 ACTUALS	Offices - Beaconsfield	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
2,593	Premises Related Expenses	2,130	3,620
	Transport Related Costs		
25,243	Supplies & Services	210	470
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
27,836	Running Expenses	2,340	4,090
(76,508)	Fees & Charges and Other Income	(77,270)	(78,230)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
(48,672)	Net Running Expenses	(74,930)	(74,140)

This cost centre contains the cost of the Offices at Beaconsfield.

Premises: This budget is mainly for premises insurance.

Income: This is the income for the letting of the offices.

2014/15 ACTUALS	Offices - Brindley House	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses	£	£
602	Premises Related Expenses	2,100	2,830
(204,987)	Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments		
(204,385)	Running Expenses	2,100	2,830
(31,602)	Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	(31,600)	(32,330)
(235,987)	Net Running Expenses	(29,500)	(29,500)

This cost centre contains the cost of the Offices at Brindley House.

Premises: This is for repairs & maintenance and insurance.

Income: Rental income.

2014/15 ACTUALS	Stoke Place	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses	£	£
	Indirect Employee Expenses		
11,289	Premises Related Expenses	12,300	15,870
	Transport Related Costs		
(84,829)	Supplies & Services	170	310
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
(73,540)	Running Expenses	12,470	16,180
	Fees & Charges and Other Income		
(137,865)	Grant Income	(132,380)	(136,080)
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
(211,405)	Net Running Expenses	(119,910)	(119,900)

This cost centre contains the cost of maintaining Stoke Place.

Premises: This is for repairs & maintenance and insurance.

Income: This budget is mainly the Stoke Place rental income and recharge of insurance premiums.

2014/15 ACTUALS	Bath Road Depot	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses 7,222 Premises Related Expenses Transport Related Costs 27 Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	£ 6,190	£ 6,150
7,249	Running Expenses Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	6,190 (5,000)	6,150 (5,000)
7,249	Net Running Expenses	1,190	1,150

This cost centre contains the cost of maintaining the Bath Road Depot.

Premises: This budget is for repairs, electricity and premises insurance.

Income: This budget is for rental income.

2014/15 ACTUALS	Misc Land / Property	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses	£	£
7,586	Premises Related Expenses	1,900	1,550
(38,316)	Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments		
(30,731)	Running Expenses	1,900	1,550
(31,003)	Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	(36,740)	(36,400)
(61,734)	Net Running Expenses	(34,840)	(34,850)

This cost centre contains the costs relating to the other Council land / property.

Premises: This budget is for premises insurance.

Income: This is rental income from these assets.

2014/15 ACTUALS	Housing Dwellings	2015/16 BUDGET	2016/17 BUDGET
£		£	£
10,225	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs	10,970	11,550
19	Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	20 9,050	30 9,050
10,244	Running Expenses	20,040	20,630
(10,370)	Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	(12,120)	(12,710)
(125)	Net Running Expenses	7,920	7,920

This cost centre contains costs and income relating to a few housing properties.

Premises: This budget is for the leaseback of properties at Holtspur, plus minor repairs.

Supplies & Services: This budget is for insurances fees.

Third Party Payments: This is to cover the grasscutting recharge.

Income: The income is mainly from the leaseback of the properties at Holtspur but also includes wayleaves and other minor income.

2014/15 ACTUALS	Caravan Site	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	£	£
(18,511)	Running Expenses Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	(17,000)	(17,500)
(18,511)	Net Running Expenses	(17,000)	(17,500)

This cost centre contains the income from the rent of the caravan site.

Income: This is the rental income from the land at Wyatts Covert which is rented by the Cavaran Club.

2014/15 ACTUALS	Joint Facilities & Property	2015/16 BUDGET	2016/17 BUDGET
£		£	£
192,933	Direct Employee Expenses	219,610	
5,876	Indirect Employee Expenses	16,210	
	Premises Related Expenses		
5,764	Transport Related Costs	5,800	
2,057	Supplies & Services	12,470	
	Recharge from CDC		200,664
	Third Party Payments		
	Transfer Payments		
206,630	Running Expenses	254,090	200,664
(19,350)	Fees & Charges and Other Income	(19,350)	
	Grant Income		
(56,290)	Recharge to CDC	(52,760)	
	Recharge to Crem		
	Recharge to Trust		
130,990	Net Running Expenses	181,980	200,664

This cost centre contains the cost of running the joining Property & Facilities section. CDC is the accounting authority and thus the net recharge to SBDC is shown here.

2014/15 ACTUALS	Offices - Capswood	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses	£	£
	Indirect Employee Expenses		
662,234	Premises Related Expenses	666,390	684,540
	Transport Related Costs		
31,914	Supplies & Services	24,540	22,610
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
694,148	Running Expenses	690,930	707,150
(30,507)	Fees & Charges and Other Income	(36,410)	(26,250)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
663,641	Net Running Expenses	654,520	680,900

This cost centre contains the cost of renting and maintaining the Capswood offices.

Premises: These are the budgets for the service charge, security, electricity, rent, NNDR and insurance for the building that the Council is responsible for.

Supplies & Services: This includes the vending machines and the limited off site storage that we rent.

Income: This is the budget for the rental income from contractors.

2014/15 ACTUALS	Car Parks	2015/16 BUDGET	2016/17 BUDGET
£		£	£
39,471	Direct Employee Expenses		
28,852	Indirect Employee Expenses		
125,238	Premises Related Expenses	147,290	125,615
5,531	Transport Related Costs		
159,714	Supplies & Services	154,178	177,069
	Recharge from CDC		
22,534	Third Party Payments	22,320	22,880
	Transfer Payments		
381,340	Running Expenses	323,788	325,564
(1,004,580)	Fees & Charges and Other Income	(1,048,780)	(997,280)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
(623,240)	Net Running Expenses	(724,992)	(671,716)

This cost centre contains the cost of running the following car parks.

Altons	Penncroft
Bulstrode Way	Station Road
Jennery Lane	Summers Road
Neville Court	Broadway (Beaconsfield Road)
Packhorse Road	Warwick Road
Council Hall	Rogers Lane

Direct Emp Expenses: Car Park Management is now a joint service with CDC.

Premises: This budget is for NNDR, electricity, insurance and other premises costs.

Supplies & Services: This budget is for the maintenance of the car park equipment and other minor costs.

Third Party Payments: This budget is for grass cutting costs

Income: This is from car park tickets, season tickets, excess charges, advertising fees and rents.

2014/15 ACTUALS	Executive & Support	2015/16 BUDGET	2016/17 BUDGET
£		£	£
424,577	Direct Employee Expenses	414,650	381,230
3,721	Indirect Employee Expenses	4,560	4,310
	Premises Related Expenses		
1,284	Transport Related Costs	900	900
9,911	Supplies & Services	15,080	14,510
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
439,494	Running Expenses	435,190	400,950
(3,187)	Fees & Charges and Other Income	(3,000)	(3,000)
	Grant Income		
(137,220)	Recharge to CDC	(127,270)	(133,810)
	Recharge to Crem		
	Recharge to Trust		
299,086	Net Running Expenses	304,920	264,140

This cost centre contains the cost of running the Executive and Corporate Support section.

Direct Emp Expenses: There are the following staff in this section:
 Chief Executive - Joint Post
 Director of Resources - Joint Post
 Director of Services - Joint Post
 Team Leader - Corporate Support
 Administration Officer

Transport: This budget is for mileage claims

Supplies & Services: These costs mainly relate to printing & stationery, insurances and other minor business expenses

Income: DBS fee income.

Recharge to CDC: This is the recharge of the joint Directors posts

2014/15 ACTUALS	Joint Human Resources (HR)	2015/16 BUDGET	2016/17 BUDGET
£		£	£
110,154	Direct Employee Expenses	144,810	
10,375	Indirect Employee Expenses	15,730	
	Premises Related Expenses		
636	Transport Related Costs	2,360	
21,123	Supplies & Services	22,570	
	Recharge from CDC		150,110
	Third Party Payments		
	Transfer Payments		
142,289	Running Expenses	185,470	150,110
(21,060)	Fees & Charges and Other Income	(21,060)	
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
121,229	Net Running Expenses	164,410	150,110

This cost centre contains the cost of running the joint HR section.

CDC is the accounting authority and thus the net recharge to SBDC is shown here.

2014/15 ACTUALS	Joint Comms, Performance & Policy	2015/16 BUDGET	2016/17 BUDGET
£		£	£
86,336	Direct Employee Expenses	105,550	
5	Indirect Employee Expenses	2,500	
	Premises Related Expenses		
1,803	Transport Related Costs	1,930	
17,674	Supplies & Services	24,670	
	Recharge from CDC		138,069
1,250	Third Party Payments	3,470	
	Transfer Payments		
107,068	Running Expenses	138,120	138,069
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
107,068	Net Running Expenses	138,120	138,069

This cost centre contains the cost of running the joint Comms section.

CDC is the accounting authority and thus the net recharge to SBDC is shown here.

2014/15 ACTUALS	Corporate Management Costs	2015/16 BUDGET	2016/17 BUDGET
£		£	£
474,340	Direct Employee Expenses	496,260	12,000
400	Indirect Employee Expenses		1,200
1,898	Premises Related Expenses		
	Transport Related Costs		
167,694	Supplies & Services	128,220	126,000
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
644,333	Running Expenses	624,480	139,200
(22,957)	Fees & Charges and Other Income	(28,000)	(25,000)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
621,376	Net Running Expenses	596,480	114,200

This cost centre contains those costs that are specified in the Accounting Code of Practice as 'Corporate Management Costs' which is defined as those activities and costs that provide the infrastructure that allows services to be provided, whether by the authority or not, and the information that is required for public accountability.

Direct Emp Expenses: This is the budget for standby allowances.
The annual contribution to the historical pension fund deficit is now shown in the NDC cost centre.

Indirect Emp Expenses: Long service awards

Supplies & Services:	The breakdown of these costs is as follows:		
	Publicity Notices	3,000	1,000
	Bank Charges	36,000	40,000
	Management Fees (Sector)	4,500	4,500
	Asset Disposal Costs	2,000	2,000
	Bad Debt Provision	5,000	5,000
	Annual Revaluation of Assets	4,000	4,000
	Audit Fees	72,500	69,500
	Other	1,220	
		<u>128,220</u>	<u>126,000</u>

Income: Reimbursement of grant audit fees from Northgate.

2014/15 ACTUALS	Non Distributed Costs	2015/16 BUDGET	2016/17 BUDGET
£		£	£
119,261	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	116,000	510,000 119,200
119,261	Running Expenses	116,000	629,200
(747)	Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	(250)	(250)
118,514	Net Running Expenses	115,750	628,950

This cost centre contains those costs that are specified in the Accounting Code of Practice as 'Non Distributed Costs' which is defined as those costs that do not relate to the provision of current services. Primarily these costs relate to any ongoing pension costs relating to retired employees.

Direct Emp Expenses: The annual contribution to the historical pension fund deficit.

Indirect Emp Expenses: These budgets are the ongoing payments to the Bucks County Council Pension Fund for added years pension payments and gratuity payments to a few ex employees who were not entitled to a pension.

Income: This is contributions from other authorities towards the gratuity payments.

2014/15 ACTUALS	Joint Finance	2015/16 BUDGET	2016/17 BUDGET
£		£	£
338,682	Direct Employee Expenses		
17,775	Indirect Employee Expenses		
	Premises Related Expenses		
2,765	Transport Related Costs		
76,187	Supplies & Services	2,880	
	Recharge from CDC	333,782	350,874
14,282	Third Party Payments		
	Transfer Payments		
449,691	Running Expenses	336,662	350,874
(33,135)	Fees & Charges and Other Income		
	Grant Income		
(56,290)	Recharge to CDC		
	Recharge to Crem		
(10,400)	Recharge to Trust		
349,867	Net Running Expenses	336,662	350,874

This cost centre contains the cost of running the joint Finance section.

CDC is the accounting authority and thus the net recharge to SBDC is shown here.

2014/15 ACTUALS	Internal Audit	2015/16 BUDGET	2016/17 BUDGET
£		£	£
10,860	Direct Employee Expenses	11,220	10,150
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
239	Supplies & Services		
	Recharge from CDC		
35,778	Third Party Payments	41,000	39,000
	Transfer Payments		
46,877	Running Expenses	52,220	49,150
	Fees & Charges and Other Income	(2,700)	
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
46,877	Net Running Expenses	49,520	49,150

This cost centre contains the cost of maintaining an internal audit function.

Direct Emp Expenses: This is the cost of the Internal Audit manager - Joint Post

Third Party Payments: This is the cost of the internal audit contract.

2014/15 ACTUALS	Business Support	2015/16 BUDGET	2016/17 BUDGET
£		£	£
298,648	Direct Employee Expenses	298,060	
17,888	Indirect Employee Expenses	6,850	
	Premises Related Expenses		
4,420	Transport Related Costs	6,460	
187,346	Supplies & Services	172,730	34,490
	Recharge from CDC		637,671
336,687	Third Party Payments	355,300	
	Transfer Payments		
844,988	Running Expenses	839,400	672,161
(24,859)	Fees & Charges and Other Income	(21,000)	
4,105	Grant Income		
	Recharge to CDC	(8,000)	
	Recharge to Crem		
	Recharge to Trust		
824,234	Net Running Expenses	810,400	672,161

This cost centre contains the cost of running the joint Business Support section.
CDC is the accounting authority and thus the net recharge to SBDC is shown here.

Supplies &	Lync telephone system costs.	25,000
Services:	External Support to Service Reveiws	18,040
	Net copier charges	(11,570)
	Other	3,020
		<u>34,490</u>

2014/15 ACTUALS	Revenues & Benefits Client	2015/16 BUDGET	2016/17 BUDGET
£		£	£
144,084	Direct Employee Expenses	126,220	127,520
525	Indirect Employee Expenses	850	850
	Premises Related Expenses		
2,041	Transport Related Costs	2,270	2,270
28,098	Supplies & Services	9,710	9,990
	Recharge from CDC		
	Third Party Payments	250	250
	Transfer Payments		
174,749	Running Expenses	139,300	140,880
(5,492)	Fees & Charges and Other Income	(3,400)	(4,900)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
169,256	Net Running Expenses	135,900	135,980

This cost centre contains the costs relating to the client side management of Revenues and Benefits. It also includes the cost of the anti fraud function.

Direct Emp Expenses: There are the following staff in this section:
 Head of Customer Services (Part) - Joint Post
 Revenues & Benefits Client Manager
 Benefits Policy Officer
 Benefit Fraud Officer (P/T)

Transport: This budget is for mileage claims and mileage allowances.

Supplies & Services: This budget is for printing & stationery, insurances and other minor office costs.

Third Party Payments: Budget for transcription service.

Fees & Charges: This budget is for recharges to Northgate.

2014/15 ACTUALS	Council Tax Collection	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
29,006	Supplies & Services	38,010	36,010
	Recharge from CDC		
476,013	Third Party Payments	487,520	496,780
	Transfer Payments	15,000	15,000
505,019	Running Expenses	540,530	547,790
(154,659)	Fees & Charges and Other Income	(110,000)	(110,000)
(41,324)	Grant Income	(43,700)	(38,700)
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
309,036	Net Running Expenses	386,830	399,090

This cost centre contains the cost of the Council Tax Collection function.

Supplies & Services:	Court fees	8,000	6,000
	Unrecoverable court cost debts	30,000	30,000
	Other	10	10
		<u>38,010</u>	<u>36,010</u>

Third Party Payments: This is the cost of the contract to provide the Council Tax Collection service.

Transfer Payments: Council Tax Support Hardship Scheme.

Fees & Charges: This budget is for court costs that are recovered following legal action to recover sums due.

Grant Income: Council Tax Support Admin grant.

2014/15 ACTUALS	Non Domestic Rates Collection	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC	£	£
68,972	Third Party Payments Transfer Payments	74,370	75,780
68,972	Running Expenses	74,470	75,880
(6,795)	Fees & Charges and Other Income	(7,000)	(7,000)
(97,601)	Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	(95,000)	(95,000)
(35,424)	Net Running Expenses	(27,530)	(26,120)

This cost centre contains the cost of the NNDR Collection function.

Third Party Payments: This is the cost of the contract to provide the NNDR Collection service.

Fees & Charges: This budget is for court costs that are recovered following legal action to recover sums due.

Grant Income: This budget is for Government Grant that is received to help towards collection.

2014/15 ACTUALS	Housing Benefit	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
129,991	Supplies & Services	1,500	1,500
	Recharge from CDC		
287,878	Third Party Payments	276,950	282,210
15,682,605	Transfer Payments	15,050,000	15,800,000
16,100,474	Running Expenses	15,328,450	16,083,710
(292)	Fees & Charges and Other Income		
(15,886,659)	Grant Income	(15,209,000)	(15,939,000)
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
213,523	Net Running Expenses	119,450	144,710

This cost centre contains the cost of running the Housing Benefit (HB) section and the net cost of awarding HB.

Supplies & Services: This budget is for legal fees.

Third Party Payments: This is the cost of the contract to provide the HB service.

Transfer Payments: This is the amount of HB that is awarded in the year.

Income:	HB Admin Grant	(159,000)	(139,000)
	Grant to fund HB Expenditure	(15,000,000)	(15,750,000)
	Grant to fund HB DHP Expenditure	(50,000)	(50,000)
		<u>(15,209,000)</u>	<u>(15,939,000)</u>

2014/15 ACTUALS	Customer Services	2015/16 BUDGET	2016/17 BUDGET
£		£	£
116,528	Direct Employee Expenses	120,920	
	Indirect Employee Expenses	200	
	Premises Related Expenses		
32	Transport Related Costs		
(4,214)	Supplies & Services	3,390	
	Recharge from CDC		121,490
	Third Party Payments		
	Transfer Payments		
112,347	Running Expenses	124,510	121,490
(2,019)	Fees & Charges and Other Income	(500)	
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
110,327	Net Running Expenses	124,010	121,490

This cost centre contains the cost of running the joint Customer Services section. CDC is the accounting authority and thus the net recharge to SBDC is shown here.

2014/15 ACTUALS	Joint Legal	2015/16 BUDGET	2016/17 BUDGET
£		£	£
239,843	Direct Employee Expenses	462,160	541,870
28,251	Indirect Employee Expenses	15,020	15,020
	Premises Related Expenses		
407	Transport Related Costs	130	130
28,880	Supplies & Services	30,480	33,900
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
297,382	Running Expenses	507,790	590,920
(11,281)	Fees & Charges and Other Income	(25,000)	(25,000)
	Grant Income		
	Recharge to CDC	(240,505)	(289,327)
	Recharge to Crem		
	Recharge to Trust		
286,101	Net Running Expenses	242,285	276,594

This cost centre contains the cost of running the Legal section.

Direct Emp Expenses: This is the cost of the joint legal team.

Indirect Emp Expense: These are the costs of professional subscriptions together with training & development.

Transport: This budget is for mileage claims.

Supplies & Services: These costs mainly relate to printing & stationery and the purchase of essential legal publications.

Fees & Charges: Flexible legal resource funded from income / recharging others.

2014/15 ACTUALS	Democratic Processes	2015/16 BUDGET	2016/17 BUDGET
£		£	£
1,491	Direct Employee Expenses	1,830	1,850
960	Indirect Employee Expenses	3,000	3,000
	Premises Related Expenses		
1,298	Transport Related Costs	4,700	4,000
243,904	Supplies & Services	224,100	213,920
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
247,654	Running Expenses	233,630	222,770
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
247,654	Net Running Expenses	233,630	222,770

This cost centre contains the cost of Members' allowances and other Member related expenses.

Direct Emp Expenses This is the budget for the National Insurance payable on Members' allowances.

Indirect Emp Expenses: Member training budget.

Transport: This budget is for Member travel claims and the hire of vehicles.

Supplies & Services: This budget is for Members Allowances, corporate subscriptions (LGA, South East Employers etc), and other minor business expenses.

2014/15 ACTUALS	Committee Services	2015/16 BUDGET	2016/17 BUDGET
£		£	£
77,448	Direct Employee Expenses	79,720	80,200
747	Indirect Employee Expenses	1,180	1,180
	Premises Related Expenses		
1,213	Transport Related Costs	1,130	1,130
9,971	Supplies & Services	11,430	10,730
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
89,378	Running Expenses	93,460	93,240
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
89,378	Net Running Expenses	93,460	93,240

This cost centre contains the Committee Services Section

Direct Emp Expenses The cost of the Committee and Electoral team is shared equally with the Electoral Services cost centre.

Transport: This budget is for mileage claims and mileage allowances.

Supplies & Services: This budget is for printing & stationery, insurances and other minor office costs.

2014/15 ACTUALS	Electoral Services	2015/16 BUDGET	2016/17 BUDGET
£		£	£
95,872	Direct Employee Expenses	87,790	88,270
10,893	Indirect Employee Expenses	7,880	7,880
	Premises Related Expenses		
1,605	Transport Related Costs	1,410	1,410
61,541	Supplies & Services	107,640	38,600
	Recharge from CDC		
9,571	Third Party Payments	14,070	13,000
	Transfer Payments		
179,482	Running Expenses	218,790	149,160
(10,571)	Fees & Charges and Other Income	(1,770)	(1,770)
(29,871)	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
139,040	Net Running Expenses	217,020	147,390

This cost centre contains the direct costs of electoral registration and the running of elections. We do not budget for the cost of one off elections as the timing of these is unpredictable. Instead the cost of these elections is either recharged to other bodies (eg County Council or Parish elections) or the additional costs have to be met by using reserves.

Direct Emp Expenses: The cost of the Committee and Electoral team is shared equally with the Committee Services cost centre.

Supplies & Services: This budget is mainly for printing & stationery and postage costs relating to the maintenance of the electoral roll. We allowed £70,000 for elections to be held in 2015/16

Third Party Payments: This is the budget for the electronic electoral registration service.

Income: This is income from the sale of the electoral roll and the recovery of costs.

2014/15 ACTUALS	Local Land Charges	2015/16 BUDGET	2016/17 BUDGET
£		£	£
37,134	Direct Employee Expenses	45,200	45,440
9,221	Indirect Employee Expenses	600	600
	Premises Related Expenses		
8	Transport Related Costs	100	100
41,821	Supplies & Services	54,870	47,440
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
88,184	Running Expenses	100,770	93,580
(129,446)	Fees & Charges and Other Income	(150,000)	(135,000)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
(41,262)	Net Running Expenses	(49,230)	(41,420)

This cost centre contains the cost of running the local land charges service.

Direct Emp Expenses: This is the cost of the SBDC Land Charge team.

Supplies & Services: This budget is mainly to cover the land charge fees payable to BCC but also includes some printing & stationery, insurance and other minor costs.

Income: This budget is for land charge fee income.

2014/15 ACTUALS	Footpath Diversions	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	£	£
	Running Expenses Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust		
	Net Running Expenses		

This cost centre contains the cost of dealing with any requests to reroute footpaths. As it is not certain that there will be any requests, and the costs are generally recharged no budget allowance has been made for these.

RESOURCES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

CAR PARKS - DAILY CHARGES (1a) 8.00 a.m. to 6.00 p.m.							
	General ledger code	2015/16 £	2016/17 £		General ledger code	2015/16 £	2016/17 £
<u>Altons</u>	3466-0863			<u>Penncroft</u>	3467-0863		
Up to 1 hour		1.20	1.20	Up to 1 hour		1.20	1.20
Up to 2 hours		1.70	1.70	Up to 2 hours		1.80	1.80
Up to 3 hours		2.20	2.20	Up to 3 hours		2.40	2.40
Up to 4 hours		3.10	3.10	Up to 4 hours		3.10	3.10
Up to 12 hours		4.50	4.50	Up to 12 hours		5.50	5.50
Sunday/Public Holiday		1.10	1.10	Sunday/Public Holiday		1.00	1.10
<u>Bulstrode Way</u>	3474-0863			<u>Station Road</u>	3477-0863		
Up to 1 hour		1.20	1.20	Up to 1 hour		1.20	1.20
Up to 2 hours		1.80	1.80	Up to 2 hours		1.80	1.80
Up to 3 hours		2.40	2.40	Up to 3 hours		2.40	2.40
No Long Stay		-	-	Up to 4 hours		3.10	3.10
Sunday/Public Holiday		1.00	1.10	Up to 24 hours		4.50	4.50
				Sunday/Public Holiday		1.00	1.10
<u>Jennery Lane</u>	3470-0863			<u>Summers Road</u>	3472-0863		
Up to ½ hour		0.50	0.50	Up to ½ hour		0.40	-
Up to 1 hour		1.00	1.00	Up to 1 hour		0.70	FREE
Up to 2 hours		1.20	1.20	Up to 2 hours		0.90	0.90
No Long Stay		-	-	Up to 3 hours		1.30	1.30
Sunday/Public Holiday		1.00	1.00	Up to 24 hours		2.10	2.10
				Sunday/Public Holiday		1.00	1.10
<u>Neville Court</u>	3471-0863			<u>Broadway - (Beac)</u>	3473-0863		
Up to 2 hours		0.30	0.30	Up to ½ hour		0.40	0.40
Up to 4 hours		0.50	0.50	Up to 3 hours		1.00	1.00
Up to 24 hours		1.00	1.00	Up to 24 hours		1.40	1.40
Sunday/Public Holiday		1.00	1.00	Sunday/Public Holiday		1.00	1.10
<u>Packhorse Road</u>	3475-0863			<u>Warwick Road</u>	3468-0863		
Up to ½ hour		-	-	Up to ½ hour		-	-
Up to 1 hour		1.20	1.20	Up to 1 hour		1.20	1.20
Up to 2 hours		1.80	1.80	Up to 2 hours		1.80	1.80
Up to 3 hours		3.40	3.40	Up to 3 hours		2.40	2.40
Up to 4 hours		4.20	4.20	Up to 4 hours		3.10	3.10
Up to 24 hours		6.50	6.50	Up to 12 hours		4.50	4.50
Sunday/Public Holiday		1.00	1.10	Sunday/Public Holiday		1.00	1.10

RESOURCES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

CAR PARKS - SEASON TICKETS (1a)							
	General ledger code	2015/16 £	2016/17 £		General ledger code	2015/16 £	2016/17 £
<u>Altons</u>	3466-0864			<u>Station Road</u>	3477-0864		
3 Monthly		220.00	220.00	3 Monthly		270.00	270.00
6 Monthly		410.00	410.00	6 Monthly		490.00	490.00
Residents out of hours (6 mnthly)		344.00	344.00	Residents out of hours (6 mnthly)		353.00	353.00
<u>Neville Court</u>	3471-0864			<u>Summers Road</u>	3472-0864		
3 Monthly		45.00	45.00	3 Monthly		140.00	140.00
6 Monthly		90.00	90.00	6 Monthly		270.00	270.00
Residents out of hours (6 mnthly)		68.00	68.00	Residents out of hours (6 mnthly)		182.00	182.00
<u>Packhorse Road</u>	3475-0864			<u>The Broadway</u>	3473-0864		
3 Monthly		290.00	290.00	3 Monthly		50.00	50.00
6 Monthly		540.00	540.00	6 Monthly		100.00	100.00
Residents out of hours (6 mnthly)		390.00	390.00	Residents out of hours (6 mnthly)		60.00	60.00
<u>Penncroft</u>	3467-0864			<u>Warwick Road</u>	3468-0864		
3 Monthly		270.00	270.00	3 Monthly		220.00	220.00
6 Monthly		490.00	490.00	6 monthly		410.00	410.00
Residents out of hours (6 mnthly)		371.00	371.00	Residents out of hours (6 mnthly)		353.00	353.00
<u>Jennery Lane</u>	3470-0864			<u>Bulstrode Way</u>	3474-0864		
3 Monthly		140.00	140.00	3 Monthly		270.00	270.00
6 Monthly		270.00	270.00	6 monthly		490.00	490.00
Residents out of hours (6 mnthly)		210.00	210.00	Residents out of hours (6 mnthly)		364.00	364.00
Issue of replacement Season Ticket			5.00				
CAR PARKS - EXCESS CHARGES							
	General ledger code	2015/16 £	2016/17 £		General ledger code	2015/16 £	2016/17 £
Paid within 14 Days (3)					3490-0865	40.00	40.00
Otherwise (3)					3490-0865	80.00	80.00

**RESOURCES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

DATA PROTECTION ACT	General ledger code	2015/16 £	2016/17 £
Subject Access Request (1a)	2305-0937	10.00	10.00
MISCELLANEOUS		2015/16 £	2016/17 £
Permission for works at Council property or related matters		Variable hourly rate appropriate for officer	Variable hourly rate appropriate for officer