

RYE HERITAGE CENTRE BUDGET 2012-13

NOTE: ALL FIGURES INCLUDE VAT WHERE APPLICABLE

	Budget 2011-12	Actual to 31.12.11	predicted 31.3.11	Estimate 2012-13	Notes
RECEIPTS					
Accommodation booking commission	2800	2075	2250	2000	1
Retail sales	82000	80432	90500	95930	2
Town Model admissions	31500	26944	31500	33390	3
Rye Audio Tours	3000	1531	2200	2200	4
Old Pier Amusement Machines	8000	7433	8100	8586	5
Bookings commission/events	600	345	345	0	6
Other (Ghost walks etc)	1500	1435	1600	1600	7
Retail sales postage stamps	1850	2084	2200	2200	8
Total Receipts	131250	122279	138695	145906	
PAYMENTS					
Stock	34000	38000	39000	37000	9
Salaries	37000	30896	38400	40000	10
Pension costs/provision	0	0	0	0	
Heritage Centre Business Development	0	0	0	3000	11
Staff training	250	270	270	300	
Staff uniforms	250	218	250	250	
Business rates	8500	9418	9418	9800	
Light and heat	4000	2813	3600	4000	
Water rates	150	114	114	140	
Insurance	1800	1827	1827	1900	
Alarms maintenance	700	453	600	700	
Repairs and renewals - Model	3200	2713	2713	3200	12
Repairs and renewals Audio Wands	1000	0	1000	500	13
Repairs and renewals - premises	500	322	500	700	
Repairs and renewals - off equip	400	40	250	500	
Postage	200	80	120	200	
Entertainment/Hospitality/Refreshments	50	0	50	50	
Advertising/Publicity	3000	929	1700	3000	14
Printing	700	220	700	1000	
Stationery/materials/office/sundry	1200	800	1200	1500	
Telephone/Internet	1800	1477	1850	2000	
Bank/Credit card charges	2000	1750	2350	2400	
Computer costs/website	400	196	400	400	
Traveling expenses	50	0	0	50	
Music License	350	0	338	350	
Membership fees	40	35	35	40	
Bookkeeping/Payroll/Accountancy	2200	1170	1400	1600	15
Cleaning	400	196	400	400	
Old Pier Amusement Machines	4000	3716	4050	4252	
Post office stamps	1800	1930	2050	2050	
Event contribution- Ghost Tours	400	100	430	500	16
vat payments	8000	10252	12000	13000	17
Total Payments	118340	109935	127015	134782	
Surplus	12910	12344	11680	11124	18

NOTES

- 1 Walk in bookings continue to fall slowly - expected due to increased booking by internet and as the TIC becomes more established
- 2 Retail sales have grown in year 3 despite recession/competition. Anticipated growth year 4 is 6% of which 3% linked through additional development (see note 11)
- 3 Anticipated Town model growth year 4 is 6% of which 3% is linked through additional development (see note 11)
- 4 Plans to re-launch spring 2012
- 5 Gross receipts (50% passed to owner)
- 6 *Possibility that Balormal cruise will not sail in 2012*
- 7 Ghost tours run between October and March - with continued high demand
- 8 Retail of stamps - attract small profit margin & improves customer experience/retention
- 9 Stock increased to enable full readiness for February & March. Also taken advantage of special offers. Anticipated that some year 3 stock will carry over to late in year 4 reducing overall cost
- 10 Allows for 3 permanent staff, & 1 or 2 temp contract. Some positions are seasonal
No provision for Manager. Includes NI & holiday based on current scales
RTC pay award impact - increased wages bill by £700 for 2011/12
2012/13 estimated based on 1% increase and new staff pay rates
- 11 New business development opportunity to meet and greet student groups, coach parties etc
Investment will also increase sales & enable longer term growth
- 12 Annual service contract for model & general maintenance
- 13 Development now to be conducted in 2012
- 14 Main costs are Rye Guide & 1066. Additional costs are for re- launches
- 15 Majority of activities conducted 'in house' by staff member
- 16 *Payments to Rye Museum in connection with Ghost Tour*
- 17 VAT paid to inland Revenue
- 18 *Predicted profit for 2011/12 will be higher as RTC pay award needs to be taken into account*
2012/13 business development investment enables additional 3% (£3660) growth model/retail

**RYE TOWN COUNCIL
TOWN HALL**

BUDGET 2012-13

	Budget 2011-12	Actual to 16.1.12	Projected to 31.3.12	Estimate 2012-13	note
INCOME					
Ceremonies	18,000	12,492	13,692	18,000	1
Cottage	8,520	5,520	8,280	8,460	2
Freda Gardham Field	500	500	500	500	3
Grants/Donations	0	0	0	0	
Heritage Centre	5,000	8,452	8,452	7,000	4
Interest	2,500	40	2,280	2,300	5
Mayor's Allowance/Mayor Making	N/A	50	50	N/A	6
Miscellaneous	0	229	229	0	7
Precept (2011-12)	84,487	84,487	84,487	N/A	
Precept (2012-13)	N/A	N/A	N/A	84,487	8
Reproduction rights	0	0	0	0	9
Sales	0	5	5	0	10
Town Hall Hire (General)	850	192	231	200	11
Training fees	0	93	93	0	12
Income	119,857	112,060	118,299	120,947	
EXPENDITURE					
Advertising & Pub					
Ceremonies	1,225	726	1,225	1,275	13
General	3,240	1,187	3,122	3,405	14
Alarm (Burglar)	400	232	232	250	
Alarm (Fire)	447	378	488	500	
Audit (external) [incl HC turnover]	875	875	875	900	
Audit(internal)	260	260	260	270	
Bank Charges	25	0	25	25	
Ceremonies licence	1,500	1,400	1,400	350	15
Civic Fund (PWB)	600	518	600	625	16
Computer Software & Training	0	25	25	0	17
Contingency	0	0	0	134	
Cottage Repairs & Renewals	0	200	200	0	18
Devolved Services	0	0	0	0	19
Domestic Supplies	325	272	325	340	
Elections	0	5,041	5,041	3,000	20
Emergency Planning	250	0	0	250	21
Finger posts (black & silver)	0	0	0	0	
Freda Gardham Field	0	0	0	0	
Grants Fund	15,000	19,750	22,750	14,000	22
Health & Safety	50	0	0	0	
Heritage Centre Repairs	0	3,051	3,051	0	23
Honoraria	477	477	477	482	24
Insurance	7,675	7,471	7,471	7,750	25
Light & Heat	2,500	1,486	2,500	2,500	
Mayor's Allowance	2,650	2,844	3,250	2,650	26
Members & Staff Expenses	450	160	225	300	
Members & Staff Training	500	363	400	400	
Misc	200	126	175	175	
Non-Domestic Rates	4,660	4,655	4,655	4,750	
Office Equipment	250	125	200	0	27
Professional Fees	2,000	670	670	2,000	28
Robes & Regalia	300	68	68	300	29
Rye Local Action Plan	0	0	0	0	30
Salaries	66,261	47,623	64,000	64,984	31
Skatepark	275	103	103	1,500	32
Southern Water	710	722	722	740	
Speakership (2013-14)	0	0	0	500	33
Stationery, Printing & Postage	2,350	2,092	2,350	2,400	
Street Furniture	0	0	0	0	

14	<i>Estimate</i>	Newsletters' (4)	£1,540
		ATM flyer/poster & insertion	£415
		Annual Report	£1,250
		VisitRye/other advertising	£200
			<u>£3,405</u>
15	<i>Note</i>	Venue registration renewal is every 3 years (next expiry 25.6.14) <i>Projected</i> £100 balance to be placed in Earmarked Reserve <i>Estimate</i> Suggested £350pa provision to build Earmarked Reserve to £1,550 by 2014.	
16	<i>Note</i>	Typical civic fund expense items: wreaths, refreshments for civic functions, Confederation events travel, Cinque Ports volunteers, hot pennies, ATM refreshments.	
17	<i>Actual/Projected</i>	To be funded from Earmarked Reserve	
18	<i>Actual/Projected</i>	To be drawn from Earmarked Reserve <i>Note</i> Internal repairs likely to be required in 2012-13	
19	<i>Estimate</i>	Suggested that any further joint consultancy work is funded from the General Reserve.	
20	<i>Estimate</i>	Next full elections 2015. Estimated cost: £5,500 + estimated cost of one bye-election (£3,500) = £9,000. Suggested annual provision: £3,000.	
21	<i>Actual/Projected</i>	Most of the support to REACT is photocopying (absorbed within the Stationery, Printing & Postage budget) or staff time. The cost of the public meeting held at TG Community Centre (£35) was allocated to Miscellaneous.	
22	<i>Actual/Projected:</i>		
		Rye in Bloom - hanging baskets	£250
		Tilling Green Residents' Assoc - IT equipment	£3,500
		Rye Maritime Festival 2011	£500
		Rye & District Community Transport - minibus*	£4,000
		Rye Arts Festival 2011	£500
		Chamber of Commerce - 2011 Christmas Festival	£1,000
		Rye United FC - new pathway *	£2,000
		Rye Scouts - new scout hut**	£8,000
			<u>£19,750</u>
		* Precepted/Agreed in 2010-11	
		** £5,000 ringfenced prior to 2010-11	
23	<i>Estimate</i>	Suggested that the HC Capital Earmarked Reserve (balance £2,710), and the General Reserve, be used to fund: re-pointing exterior below damp course (£500); replacing first floor fire escape door (£750) replacing curved double glazed window pane units (£4,000); painting weatherboarding/external staircase (£700); new external noticeboard (£450)	
24	Confidential Note		
25	<i>Estimate</i>	It is not yet known whether this can be reduced - and to what extent.	
26	<i>Note</i>	Financial year and Mayoral Year not concurrent and expenditure offset by Mayor Making receipts. A 'second term' Mayor may have monies available from the preceding year.	
27	<i>Estimate</i>	Earmarked Reserve to be drawn upon as necessary.	
28	<i>Actual/Projected</i>	Accountancy fees - 2010-11 Annual Accounts. Balance of budget to be placed in new Allotments Earmarked Reserve (Hedleys still to invoice £4,116) <i>Estimate</i> Includes contribution towards allotments legal fees.	
29	<i>Budget</i>	Unspent provision to be placed in the Earmarked Reserve.	
30	<i>Estimate</i>	Earmarked Reserve to be drawn upon as necessary.	
31	Confidential Note		
32	<i>Actual/Projected</i>	Annual inspection plus licence from RDC for 2009-10 and 2010-11. <i>Estimate</i> Contribution towards plywood repairs	
33	<i>Estimate</i>	Contribution towards cost of holding the Speakership of the Confederation of the Cinque Ports in 2013-14.	
34	<i>Actual/</i>	Confederation of the Cinque Ports	£225
	<i>Projected</i>	Rother Association of Local Councils	£45
		Society of Local Council Clerks	£220
		Sussex Associations of Local Councils	£907

National Association of Local Councils	£174
Guild of Mace Bearers (K Barry)	£20
Information Commissioner	£35
Local Council Review	£27
	<u>£1,653</u>
<i>Estimate</i>	
Confederation of the Cinque Ports	£225
Rother Association of Local Councils	£45
Society of Local Council Clerks	£230
Sussex Associations of Local Councils	£904
National Association of Local Councils	£181
Guild of Mace Bearers (K Barry)	£20
Information Commissioner	£35
Local Council Review	£27
	<u>£1,667</u>

35 Actual/Projected Council agreed to fund from General Reserve.

Estimate 3 bulk bags of rock salt

36 Budget Unspent provision to be placed in Earmarked Reserve

PROJECTED EARMARKED RESERVES as at 31.3.12

	at 1.4.11	Provided	Used	at 31.3.12
ASSET RENEWAL RESERVES				
Capital Fund Heritage Centre	5,011	750	3,051	2,710
Capital Fund Attractions	20,000	0	0	20,000
Heritage Centre Office Equipment	1,000	0	0	1,000
Capital Fund Town Hall	16,532	0	1,091	15,441
Capital Fund Cottage	8,830	0	200	8,630
Town Hall Office Equipment	857	50	0	907
Robes & Regalia	59	232	0	291
Black & Silver Finger Posts (3.2.03)	172	100	0	272
Skate Park	354	922	0	922
Street Furniture	375	0	0	375
	<u>53,190</u>	<u>2,054</u>	<u>4,342</u>	<u>50,548</u>
OTHER EARMARKED RESERVES				
Computer Software & Training (24.1.00)	841	0	25	816
Assets Valuations (28.1.02)	870	0	0	870
New Scout Hut (9.2.04)	8,000	0	8000	0
Detached youth work (7.2.05)	1,500	0	0	1,500
Elections	3,000	0	3000	0
Alarm upgrade	921	0	0	921
Local Action Plan (PRGP 9.6.08)	1,000	0	0	1,000
Devolved services negotiation	0	0	0	0
Training	393	100	0	493
Quality Council LAA grant	766	0	0	766
Ceremonies Licence	400	100	0	500
Rye Environment Bequest	11,723	0	0	11,723
Rye United FC (path)	2,000	0	2,000	0
Marketing	5,000	0	0	5,000
Web site (Town Hall)	0	200	0	200
Allotments	0	1330	0	1,330
TOTAL EARMARKED RESERVES	<u>89,604</u>	<u>3,784</u>	<u>17,367</u>	<u>75,667</u>

PROJECTED TOTAL RESERVES

	projected as at 31.3.12	actual as at 1.4.11
Earmarked	75,667	89,604
General	79,000	83,296
	<u>154,667</u>	<u>172,900</u>