

Godalming Joint Burial Committee
Revised Estimates 2017/18 and Budget 2018/19

2016/17 Actual		2017/18 Budget £	2017/18 Revised Estimate £	2018/19 Budget £	Notes 4 - Budget preparation 2018/19
Premises Related Expenditure					
73,749	Repairs, alteration & maintenance of buildings	4,200	4,200	4,280	2% Increase
196	Energy costs	500	550	550	2% Increase
0	Rents	0	0	0	
1,500	Rates	1,510	4,346	4,430	Revised = actual Add 2% for 2018/19
(638)	Water services	600	500	500	
130	Fixtures and fittings				
3,107	Cleaning & domestic supplies	1,395	1,500	1,530	2% Increase
87,568	Grounds maintenance costs ¹	60,150	66,150	61,250	See memo below
4,472	Premises insurance	4,560	4,551	4,650	Revised = actual Add 2% for 2018/19
12,500	Contribution to premises-related provisions ²	10,000	10,000	5,000	
Transport Related Expenditure					
176	Car allowances	500	500	500	No change
Supplies & Services					
263	Equipment, furniture and materials	200	827	200	2017/18 Replaced washing machines in both lodges
0	Printing, stationery & general office expenses	0	0	0	
3,677	Services	2,000	2,000	2,000	No major planned maintenance for 2017/18 or 2018/19
0	Professional Fees				
	Audit fees	400	800	800	2017/18 Actual, assumed no increase in 2018/19
27,000	Admin fees	27,270	27,000	27,500	Add 1% for payroll increases
208	Bank charges	210	250	250	
0	Communications & computing				
0	computers	0	0	0	
0	website	400	400	400	
795	publicity	1,000	1,000	1,000	No change
Expenses					
20	Grants & Subscriptions	150	150	150	No change
0	Contributions to provisions	1,000	1,000	0	To be transferred to Letting fees reserves; 2018/19 nil as reserve at sufficient level
71	Miscellaneous expenses	400	400	400	No change

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	Income				
0	Other grants etc	0	0	0	No longer to receive War Memorial Commission
(79,220)	Customer & client receipts ³	-50,150	-54,923	-50,150	See memo below
(311)	Interest	-340	-340	-340	No change
(135,504)	Recharges ⁴	-64,572	-69,572	-64,572	See memo below
-240	Net Expenditure (to/from revenue reserve)	1,383	1,289	328	

Memoranda

1. Grounds Maintenance

Eashing Maintenance Contract	41,200	41,200	42,000	Add 2% for 2018/19
Nightingale Maintenance Contract	15,450	17,500	15,750	2017/18 Tree Works; Add 2% for 2018/19
Tree Maintenance	1,500	5,450	1,500	2017/18 Compliance works, 2018/19 back to normal levels
Memorial Inspection	2,000	2,000	2,000	As previously agreed
	60,150	66,150	61,250	

2. Contribution to premises-related provisions

Nightingale Lodge Mtce Fund	1,000	1,000	0
Eashing Lodge Mtce Fund	1,000	1,000	0
Nightingale Cemetery Mtce Fund	1,000	1,000	0
Eashing Cemetery Mtce Fund	1,000	1,000	0
Drives	2,000	2,000	0
Chapels	2,000	2,000	3,000
Boundary Repairs	2,000	2,000	0
Tree Works	0	0	2,000
	10,000	10,000	5,000

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2016/17 Actual		2017/18 Budget £	2017/18 Revised Estimate £	2018/19 Budget £	Notes 4 - Budget preparation 2018/19
3. Customer & client receipts					
-11,190	Eashing Cemetery				
	Purchases	-6,000	-7,750	-6,000	Assume historic level of activity & no fee increase
-8,970					
	Interments	-8,000	-8,000	-8,000	ditto
-3,050					
	Memorials	-2,000	-2,000	-2,000	ditto
-5,140					
	Chapel Hire	-350	-70	-350	Assume chapel to be used 5 times
-26,800					
	Lodge Rent	-16,200	-16,200	-16,200	Assume no change of tenant
	Nightingale Cemetery				
	Purchases	0	-1,800	0	Treat all Nightingale income as windfall & pick up at revised estimate
	Interments	0	-350	0	ditto
	Memorials	0	-500	0	
	Chapel Rent	-5,000	-5,000	-5,000	Did not invoice in 2014/15 so invoice twice in 2016/17
	Lodge Rent	-12,600	-12,600	-12,600	Assume no change of tenant
-1,223	Miscellaneous Income	0	-653	0	
-56,373		-50,150	-54,923	-50,150	
4. Recharges - Allocation between Constituent Authorities					
-61,521	Godalming Town Council	-61,696	-61,696	-61,064	2018/19 allocation between Godalming & Busbridge are provisional - TBC January 2018
-3,051	Busbridge Parish Council	-2,876	-2,876	-3,508	ditto
Recharges - Transfers from Earmarked Reserves					
	EMR Tree Maintenance	0	-5,000	0	Upfront tree works done before start of rolling maintenance programme
-64,572		-64,572	-69,572	-64,572	
Band D equivalent number 2017/18					
	Godalming	9,058.0	9,058.0	9,108.2	Based on letter from Waverley dated 3/11/17
	Busbridge	422.3	422.3	523.2	
		9,480.3	9,480.3	9,631.4	

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Variation between 2017/18 Base Budget & 2017/18 Revised Estimate

	£
2017/18 Budget (Net)	1,383
Less additional income (Nightingale Cemetery)	-2,650
Less additional income (Eashing Cemetery)	-1,750
Add Cost of Tree Works	6,000
Add increase in Rates	2,836
Add new washing machines	627
Less transfer from reserves re tree works	-5,000
Less roundings & minor adjustments	-63
2017/18 Revised Estimate (Net)	<u>1,383</u>

Variation between 2017/18 Base Budget & 2018/19 Base Budget

	£
2017/18 Budget (Net)	1,383
Less roundings & minor adjustments inc inflation	1,625
Add increase in Rates	2,920
Less reduction in transfer to reserves as levels sufficient	-6,000
Add increase to Audit Fees	<u>400</u>
2018/19 Budget (Net)	<u>328</u>

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ACTUAL 2016/17
Godalming Joint Burial Committee
Actual Reserves at March 31 2017

	Balance b/f 1 April 2016 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2017 £
1 Revenue Surplus	81,526	-239			81,765
2 Railings and Boundaries	18,000		4,500		22,500
3 Nightingale and Eashing Drive repairs	14,883		2,000		16,883
4 Memorials/Memorial inspections	14,027		0	3,000	11,027
5 Nightingale Lodge Maintenance Fund	15,071		0		15,071
6 Nightingale Cemetery Maintenance Fund	5,000		1,000		6,000
7 Eashing Cemetery Maintenance Fund	6,000		1,000		7,000
8 Letting Fees & Voids	4,000		1,000		5,000
9 Chapels Building Fund	14,000		2,000	68,000	-52,000
10 Eashing Lodge Maintenance Fund	8,000		1,000		9,000
11 Tree Maintenance	5,000		0		5,000
12 Consolidated Stock	4,506		0		4,506
	190,013	-239	12,500	71,000	131,752

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BUDGET 2017/18
Godalming Joint Burial Committee
Projection of Reserves to March 31 2018

	Balance b/f 1 April 2017 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2018 £
1 Revenue Surplus	11,709	1,383			10,326
2 Railings and Boundaries	22,500		4,500		27,000
3 Nightingale and Eashing Drive repairs	16,883		2,000		18,883
4 Memorials/Memorial inspections	10,000		0		10,000
5 Nightingale Lodge Maintenance Fund	16,071		1,000		17,071
6 Nightingale Cemetery Maintenance Fund	6,000		1,000		7,000
7 Eashing Cemetery Maintenance Fund	7,000		1,000		8,000
8 Letting Fees & Voids	5,000		1,000		6,000
9 Chapels Building Fund	16,000		2,000		18,000
10 Eashing Lodge Maintenance Fund	9,000		1,000		10,000
11 Tree Maintenance	5,000		0		5,000
12 Consolidated Stock	0		0		0
	125,163	1,383	13,500	0	137,280

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REVISED ESTIMATE 2017/18
Godalming Joint Burial Committee
Projection of Reserves to March 31 2018

	Balance b/f 1 April 2017 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Transfers betw Reserves	Balance c/f 31 March 2018 £
1 Revenue Surplus	81,765	1,289			-40,994	39,482
2 EMR Boundaries	22,500		2,000		-4,500	20,000
3 EMR Driveways	16,883		2,000			18,883
4 EMR Memorial Inspections	11,027		0			11,027
5 EMR Nightingale Lodge	15,071		1,000			16,071
6 EMR Nightingale Cemetery	6,000		1,000			7,000
7 EMR Eashing Cemetery	7,000		1,000			8,000
8 EMR Letting Fees	5,000		1,000			6,000
9 EMR Chapels	-52,000		2,000		50,000	0
10 EMR Eashing Lodge	9,000		1,000			10,000
11 EMR Tree Maintenance	5,000		0	5,000		0
12 EMR Consolidated Stock	4,506		0		-4,506	0
	131,752	1,289	11,000	5,000	0	136,463

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BUDGET 2018/19
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Projection of Reserves to March 31 2019

	Balance b/f 1 April 2017 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2018 £
1 Revenue Surplus	39,482	328			39,154
2 EMR Boundaries	20,000				20,000
3 EMR Driveways	18,883				18,883
4 EMR Memorial Inspections	11,027				11,027
5 EMR Nightingale Lodge	16,071				16,071
6 EMR Nightingale Cemetery	7,000				7,000
7 EMR Eashing Cemetery	8,000				8,000
8 EMR Letting Fees	6,000				6,000
9 EMR Chapels	0		3,000		3,000
10 EMR Eashing Lodge	10,000				10,000
11 EMR Tree Maintenance	0		2,000		2,000
	136,463	328	5,000	0	141,135