

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1050	RENT RECEIVED	102	LANGDALE HALL	Lease to ICE from March 2018 - Next rent review due 01/03/2024 [every 3 yrs]
1058	WATER RECOVERED	102	LANGDALE HALL	See 4012/102 Water charges + Recharged utilities since occupation
1059	ELECTRICITY RECOVER	102	LANGDALE HALL	Recharged utilities since occupation
1060	INSURANCE RECOVERED	102	LANGDALE HALL	Recharge buildings insurance to tenant ref 4025/102
4012	WATER RATES	102	LANGDALE HALL	Recharge to ICE - lease from March 2018
4021	TELEPHONE/FAX	102	LANGDALE HALL	Alarm lines (x2) continue to be be connected until ICE take on hall ?? ->> Need to check this out!
4025	INSURANCE	102	LANGDALE HALL	Buildings Insurance - recharge to tenant
4036	PROPERTY MAINTENANCE	102	LANGDALE HALL	Line Marking in LD Car Park/Parking Order
4038	OTHER MAINTENANCE	102	LANGDALE HALL	Alarm company/Gas checks - lease to ICE from March 2018 - Landlord responsibilities
4059	OTHER PROF FEES	102	LANGDALE HALL	Lease to ICE fr March'18 - Sols/agents fees for lease negos + 19/20 carpark enforcement WODC
4888	O/S STAFF RCHG	102	LANGDALE HALL	Works Salaries for recommissioning works
4890	O/S O'HEAD RCHG	102	LANGDALE HALL	Works Salaries for recommissioning works
4892	C/S STAFF RCHG	102	LANGDALE HALL	Salaries for recommissioning works
4893	C/S O'HEAD RCHG	102	LANGDALE HALL	Salaries for recommissioning works
1000	BAR SALES - DRINK	103	BARS	50% Profit margin per Venue Manager Bar Functions/Jazz/Parties/Weddings etc
1001	BAR SALES - FOOD	103	BARS	50% Profit margin per Venue Manager Hot lunches 22-23 per Business Plan adopted by CEWP
1009	CAFE SALES - HOT DRINKS	103	BARS	50% Profit margin per Venue Manager per Business Plan adaopted by CEWP
4001	SALARIES	103	BARS	Rev based on actual + est last qtr/22-23 increased operating hours per Business Plan adopt CEWP
4002	ER'S NIC	103	BARS	Rev based on actual + est last qtr/22-23 new structure
4003	ER'S SUPERANN	103	BARS	Rev based on actual + est last qtr/22-23 new structure
4042	EQUIPMENT	103	BARS	Cafe Equip £1557 pa x4 yrs from Sept20/Till £648 pa etc on lease other equipmt fund EMR
1007	CORN EXCHNGE LETTING	104	CORN EXCHANGE	Forecast income based on actuals for 2021/22 as at 30 Sept 21
1015	TEA DANCE INCOME	104	CORN EXCHANGE	Tea Dance to resume November 2021 @ £2.50
1019	OTHER EQUIPMENT HIRE	104	CORN EXCHANGE	? do we intend to charge for other stuff like flip charts, retractable seating, lighting etc
1049	FACILITY HIRE - EQUIP	104	CORN EXCHANGE	Projector
4001	SALARIES	104	CORN EXCHANGE	Real Living Wage £9.50 21/22 + 3% COST OF LIVING RISE + INCREMENTS WHERE

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4002	ER'S NIC	104	CORN EXCHANGE	APPLICABLE Salaried Staff Real Living Wage £9.50 21/22 + 3% COST OF LIVING RISE + INCREMENTS WHERE APPLICABLE Salaried Staff
4003	ER'S SUPERANN	104	CORN EXCHANGE	Real Living Wage £9.50 21/22 + 3% COST OF LIVING RISE + INCREMENTS WHERE APPLICABLE Salaried Staff
4007	PROTECTIVE CLOTHING	104	CORN EXCHANGE	Caretakers uniform - increase to £300 = one full set
4011	RATES	104	CORN EXCHANGE	Allow 5%
4012	WATER RATES	104	CORN EXCHANGE	Plan an 5% price increase year on year/actual
4014	ELECTRICITY	104	CORN EXCHANGE	New Green Energy Contract in place
4015	GAS	104	CORN EXCHANGE	New Green Energy Contract in place
4017	CONTRACT CLEAN/WASTE	104	CORN EXCHANGE	Window Cleaner, Sanitary Bins, Recycling/Commercial Waste charges + carpet cleaning
4018	PHOTOCOPIER COSTS	104	CORN EXCHANGE	Photocopier relocated to Admin Office - printing costs only
4020	COPIER RENTAL	104	CORN EXCHANGE	vire budget to Admin Support Office where copier has moved to
4028	I.T.	104	CORN EXCHANGE	Broadband + £420 ANNUAL HOSTING FOR C/EX WEBSITE
4030	RECRUITMENT ADVT'G	104	CORN EXCHANGE	Caretakers/Venue Mgr
4032	PUBLICITY	104	CORN EXCHANGE	Marketing budget
4036	PROPERTY MAINTENANCE	104	CORN EXCHANGE	Unspect Budget Tfr to EMR
4038	OTHER MAINTENANCE	104	CORN EXCHANGE	annual inspects - lift, gas, heating, avishock(needs repairs AW 26/10/21), alarms + key holding
4043	SMALL TOOLS & EQUIPT	104	CORN EXCHANGE	Proposed budget for painting equipment and other small tools
4045	LICENCES	104	CORN EXCHANGE	PRS/PPL/Alcohol Licences - based on actual 18/19 [+ Wedding Licence £2150- renew in 2022/23]
4059	OTHER PROF FEES	104	CORN EXCHANGE	Professional fees for Phase 2 Project
4141	EVENTS	104	CORN EXCHANGE	? Venue Officer to put 1 event on per mth? 22/23
4142	TEA DANCE COSTS	104	CORN EXCHANGE	Hall hire and refreshments re-srtd Nov 2021 subject to COVID
4250	BAD DEBTS	104	CORN EXCHANGE	W/Off
4491	TFR TO EARMARKED RES	104	CORN EXCHANGE	Transfer to new E/M Reserve [a/c 363] replacement lift 2017-2020 £10k pa & £10k damp works
4888	O/S STAFF RCHG	104	CORN EXCHANGE	60%/40% split with Burwell Hall
4890	O/S O'HEAD RCHG	104	CORN EXCHANGE	60%/40% split with Burwell Hall
4892	C/S STAFF RCHG	104	CORN EXCHANGE	60%/40% split with Burwell Hall
4893	C/S O'HEAD RCHG	104	CORN EXCHANGE	60%/40% split with Burwell Hall

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1005	BURWELL HALL LETTING	105	BURWELL HALL	Forecast income based on actuals for 2021/22 as at 30 September 2021
4001	SALARIES	105	BURWELL HALL	Real Living Wage £9.50 21/22 + 3% COST OF LIVING RISE + INCREMENTS WHERE APPLICABLE Salaried Staff
4002	ER'S NIC	105	BURWELL HALL	Caretaking/Cleaning Salaries for Compliance checks and basic day to day maintenance.
4003	ER'S SUPERANN	105	BURWELL HALL	Caretaking/Cleaning Salaries for Compliance checks and basic day to day maintenance.
4007	PROTECTIVE CLOTHING	105	BURWELL HALL	Caretakers uniform - increase to £300 = one full set
4008	TRAINING	105	BURWELL HALL	Share 50:50 with Corn Exchange
4009	TRAVELLING	105	BURWELL HALL	Share 50:50 with Corn Exchange
4011	RATES	105	BURWELL HALL	Allow 5%
4012	WATER RATES	105	BURWELL HALL	Plan an 5% price increase
4014	ELECTRICITY	105	BURWELL HALL	New Green Energy Contract in place
4015	GAS	105	BURWELL HALL	New Green Energy Contract in place
4016	CLEANING MATERIALS	105	BURWELL HALL	Increased for 19/20 due to actual expenditure - Venue Manager to review suppliers
4017	CONTRACT CLEAN/WASTE	105	BURWELL HALL	Window Cleaner, Sanitary Bins, Recycling/Commercial Waste charges + carpet cleaning.
4021	TELEPHONE/FAX	105	BURWELL HALL	? additional charge for broadband should be charged to 4028/105
4025	INSURANCE	105	BURWELL HALL	Set for 2017-2020
4028	I.T.	105	BURWELL HALL	Put Wifi into Burwell Hall?
4030	RECRUITMENT ADVT'G	105	BURWELL HALL	Caretakers/Venue Mgr
4032	PUBLICITY	105	BURWELL HALL	Equalise budget with CE?
4036	PROPERTY MAINTENANCE	105	BURWELL HALL	To/from EMR if not spent
4038	OTHER MAINTENANCE	105	BURWELL HALL	Keyholding, Gas Safety Checks, Alarm maint
4042	EQUIPMENT	105	BURWELL HALL	Tfr to earmark reserve if unspent
4045	LICENCES	105	BURWELL HALL	PRS and bar - based on actual 18/19
4048	ENG.INSPEC.(VATABLE)	105	BURWELL HALL	Zurich Boiler Inspection
4888	O/S STAFF RCHG	105	BURWELL HALL	Halls staffing 50% split Corn Exchange and Burwell
4890	O/S O'HEAD RCHG	105	BURWELL HALL	Halls staffing 50% split Corn Exchange and Burwell
4892	C/S STAFF RCHG	105	BURWELL HALL	Halls staffing 50% split Corn Exchange and Burwell
4893	C/S O'HEAD RCHG	105	BURWELL HALL	Halls staffing 50% split Corn Exchange and Burwell
1060	INSURANCE RECOVERED	106	MADLEY PARK COMMUNITY	Recharge 4025/106 to MPHTrust annually
4025	INSURANCE	106	MADLEY PARK COMMUNITY	Revised budget = actual.Set for 2017-2020

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4036	PROPERTY MAINTENANCE	106	MADLEY PARK COMMUNITY	EMR held
4038	OTHER MAINTENANCE	106	MADLEY PARK COMMUNITY	Landlords Gas Safety inspection
4059	OTHER PROF FEES	106	MADLEY PARK COMMUNITY	Legal Fees for lease renewal due June 2018
4888	O/S STAFF RCHG	106	MADLEY PARK COMMUNITY	Maintenance Staffing costs - have budgeted minimal sum for 2016 onwards
4890	O/S O'HEAD RCHG	106	MADLEY PARK COMMUNITY	Maintenance Staffing costs - have budgeted minimal sum for 2016 onwards
4892	C/S STAFF RCHG	106	MADLEY PARK COMMUNITY	Maintenance Staffing costs - have budgeted minimal sum for 2016 onwards
4893	C/S O'HEAD RCHG	106	MADLEY PARK COMMUNITY	Maintenance Staffing costs - have budgeted minimal sum for 2016 onwards