

# SOUTHWARK GROUP OF TENANTS ORGANISATION

## Proposed Annual Budget 2017 -2018

### Description

	SGTO Proposed Budget 2016-17	SGTO Proposed Budget 2017-18	Saving on budget from 2016-17	Increased in proposed budget	Reserve Spending for. 2017-18	% Difference
Staff Salaries - compiling of a manager post, an office administrator, 2 Outreach workers (one of which carries out TRA account verifications) and a campaign and researcher officer	£144,549.65	£144,900.00		£ 350.35	£ -	0.2% Increase
Employer NIC for the six staff	£14,310.35	£14,454.11		£ 143.76	£ -	1% Increase
Employers contribution towards staff pensions	£7,400.00	£8,844.00		£ 1,444.00	£ -	19.5% Increase
Part time outreach worker - 12 months covered by reserve	£7,500.00		£ 7,500.00		£ 15,000.00	100% Decrease
Volunteers payment - Average 3 x volunteers at £6.00 per day, once a week = £18.00 x 52 weeks	£1,560.00	£936.00	£ 624.00		£ -	40% Decrease
Advertising & Recruitment Cost - £300 spent in 2015-16 remainder carried over for 2016-17	£0.00	£100.00		£ 100.00	£ -	100% Increase
Subscription and fees - Southwark News £88.50, Inside Housing £172, Companies House £13.00(webfiling) and new group replacing community matters	£400.00	£425.00	-£ 25.00		£ -	31% Decrease
Refuse Collection (Veolia) contribution paid to Bells	£285.00	£285.00			£ -	No Difference
Audit & Accountancy Fees - Audit and preparation of annual report and monthly payroll	£3,500.00	£3,000.00	£ 500.00		£ -	14% Decrease
Legal Advice Cost/Support	£5,000.00	£2,000.00	£ 3,000.00		£ -	60% Decrease
Cleaning & Maintenance of Office/Resource Room	£0.00	£0.00			£ -	No Difference
Insurance - yearly premium	£650.00	£650.00			£ -	No Difference
Equipment for Hire	£500.00	£500.00			£ -	No Difference
Replacement & Renewal of office furniture - New desk, 2 x chairs required	£500.00	£500.00			£ -	No Difference
Travel, Motor and Subsistence - Delivering newsletter, attending meetings, members taxi fare - Taxi £450, mileage allowance £300, oyster £200, childminding £360	£1,310.00	£1,310.00			£ -	No Difference
Parking Permits - for 2 members of staff ( increased to £260 in april 2016 added for increase in april 2017)	£250.00	£280.00		£ 30.00	£ -	12% Increase
Rent - at present SGTO do not pay, but this is being looked at by Ian Brinley in the future.	£0.00	£0.00			£ -	No Difference
Computer Maintenance (Contract) occasional call-out (Hands-on, includes monthly fee rather than being split)	£2,500.00	£2,000.00	£ 500.00		£ -	20% Decrease

Internet Charges/Domain Name/Websites for TRA's - Easy-space £100, Trend £215 , Claranet £2030, website 1&1 £125	£2,425.00	£2,470.00		£ 45.00	£ -	1.8% Increase
Sage - software and support - £140.00 x 11	£1,600.00	£1,550.00	£ 50.00		£ -	3% Decrease
Resource Room - Repairs & Renewal - ICT - All new computers Funded by TFMC	£0.00	£0.00			£ -	No Difference
H.R Support	£1,000.00	£1,500.00		£ 500.00	£ -	50% Increase
Telephone (land & Fax lines) - Land £135x12, £165x4, fax £50x4 = £2480	£1,590.00	£2,500.00		£ 910.00	£ -	57% Increase
Mobile Phones - 6 phones - changing to sim only contract after contract finishes in August	£2,400.00	£2,010.00	£ 390.00		£ -	19% Decrease
Postage and Franking Machine - Quarterly rental £108, Top-up £600 per quarter, printing cartridges at £117 each x 3 432+2400+351	£3,060.00	£3,183.00		£ 123.00	£ -	4% Increase
Photocopier - Lease and Maintenance	£8,000.00	£8,328.00		£ 328.00	£ -	4% Increase
Cost per copy is charged quarterly, at approx. £3,200	£12,800.00	£12,800.00			£ -	No Difference
Office Stationery, publicity material, newsletter and TRA printing all grouped together	£8,000.00	£6,500.00	£ 1,500.00		£ -	25% Decrease
Books & Resources - Keep library up to date with current books to assist residents	£0.00	£0.00			£ -	No Difference
Water (Drinking) - Increased to include servicing of machine	£400.00	£475.00		£ 75.00	£ -	18% Increase
Meeting Expenses - Group, board, etc.	£1,500.00	£1,500.00			£ -	No Difference
Hall Hire (Board away day Training) Venue	£650.00	£650.00			£ -	No Difference
Training Costs - Staff & Board - Hall Hire (Board away day Training) - Resource Room - Courses brought and offered free of charge to tenants and residents of Southwark	£5,000.00	£3,000.00	£ 2,000.00		£ -	40% Decrease
UK Online	£0.00	£0.00			£ -	No Difference
Campaign Materials - Printing, banners, travel to conferences	£0.00	£1,000.00		£ 1,000.00	£ -	100% Increase
Youth Forum meeting expenses - Participation project (reserch and conference)	£250.00	£250.00			£ -	No Difference
Event expenses	£500.00	£500.00			£ -	No Difference
BME or Repairs Conference 2014	£0.00	£0.00			£ -	No Difference
Heating Costs - Gas bills to be paid of about £20,000 per year equally split with Bells	£10,000.00	£10,000.00			£ 30,000.00	No Difference
Bank Service Charges - include new annual charge for Charge Card	£280.00	£250.00	£ 30.00		£ -	10% Decrease

Total Proposed Budgets

SGTO Proposed  
Budget 2016-17

£249,670.00

SGTO Proposed  
Budget 2017-18

£238,650.11

Saving on budget  
from 2016-17

£16,069.00

Increased in  
proposed budget

£5,049.11

Reserve Spending for.  
2017-18

£45,000.00

% Difference

4.6% Decrease

Total Savings

£11,019.89