

SOUTHWARK GROUP OF TENANTS ORGANISATION

Annual Budget 2017-18				Proposed Annual Budget 2018-19				Comments On Budget
Description	SGTO Budget 2017-18	Carryover/Reserve Spending for 2017-2018	Total available Budget 2017-18	SGTO Proposed Budget 2018-19	Carryover/Reserve Spending for 2018-2019	Total available Budget 2018-19	% Difference for funding	
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	£144,900.00			£146,050.44				1% increase in proposed budget - staff salaries annual increase inline with the annual Council staff salary increase
Employer NIC for the six staff	£14,454.00			£14,605.04				1% increase in proposed budget -inline with salary increase
Part time outreach worker - To be made into full time post		£15,000.00		£6,500.00	£19,500.00			Increase in proposed funding to change part time outreach post in full time post - currently working with half the TRAs in northern part of the borough - there is a need for SGTO to do more work with TRAs in the Northern part of the borough with more outreach work and to help any TRAs that need it - 75% from SGTO reserve and 25% from increase in funding
	£159,354.00	£15,000.00	£174,354.00	£167,155.48	£19,500.00	£186,655.48	-4.90%	
Employers contribution towards staff pensions	£8,844.00	£500.00	£9,344.00	£8,282.52		£8,282.52	-6.35%	Reduction in SGTO contributions to staff pensions due to staff changes
Volunteers payment - Average 3 x volunteers at £6.00 per day, once a week = £18.00 x 52 weeks	£936.00		£936.00	£936.00		£936.00	0.00%	
Advertising & Recruitment Cost - £300 spent in 2015-16 remainder carried over for 2016-17	£100.00	£200.00	£300.00	£100.00	£200.00	£300.00	0.00%	
Subscription and fees - Southwark News £88.50, Inside Housing £172, Companies House £13.00(web filing) and new group replacing community matters	£425.00		£425.00	£425.00		£425.00	0.00%	
Refuse Collection (Veolia) contribution paid to Bells	£285.00		£285.00	£285.00		£285.00	0.00%	
Audit & Accountancy Fees - Audit and preparation of annual report and monthly payroll	£3,000.00		£3,000.00	£2,500.00		£2,500.00	-16.67%	Reduction in proposed budget for the SGTO annual audit as part of on going cost saving
Legal Advice Cost/Support	£2,000.00	£3,000.00	£5,000.00		£5,000.00	£5,000.00	-100.00%	No funding needed this year as the funding given in 2017-18 not used so carried over for 2018-19
Insurance - yearly premium	£650.00		£650.00	£700.00		£700.00	7.69%	Increase in proposed funding due insurance policy increase - on going cost being monitored with quotes being requested when policy up for renewal annual
Equipment for Hire	£500.00		£500.00		£500.00	£500.00	-100.00%	No funding needed this year as the funding given in 2017-18 not used so carried over for 2018-19
Replacement & Renewal of office furniture - New desk, 2 x chairs required	£500.00		£500.00	£100.00		£100.00	-80.00%	Ongoing Renewal of Furniture within the SGTO office with a review of occupation heath needs of its staff
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	£1,000.00		£1,000.00	-23.66%	Ongoing review of SGTO Budget and get best value quotations for all services it buys
Parking Permits - for 2 members of staff (increased to £260 in April 2016 added for increase in April 2017)	£280.00		£280.00	£280.00		£280.00	0.00%	
Rent - at present SGTO do not pay, but this is being looked at by Ian Brinley in the future.	£0.00		£0.00	£0.00		£0.00	0.00%	
Computer Maintenance (Contract) occasional call-out (Hands-on, includes monthly fee rather than being split)	£2,000.00		£2,000.00		£1,000.00	£1,000.00	-100.00%	Ongoing review of SGTO Budget and get best value quotations for all services it buys
Internet Charges/Domain Name/Websites for TRA's - Easy-space £100, Trend £215 , Claranet £2030, website 1&1 £125	£2,030.00		£2,030.00	£2,200.00		£2,200.00	8.37%	Increase in funding due to the increase digital use i.e. updating and use of websites
web site hosting	£440.00		£440.00	£600.00		£600.00	36.36%	Increase in funding due to the increase digital use i.e. updating and use of website
Sage - software and support - £140.00 x 11	£1,550.00		£1,550.00	£1,650.00		£1,650.00	6.45%	Increase in propose funding due annual increase from service provider
Resource Room - Repairs & Renewal - ICT - All new computers Funded by TFMC	£0.00	£4,374.57	£4,374.57	£0.00		£0.00	0.00%	
HR. Support	£1,500.00		£1,500.00		£1,500.00	£1,500.00	-100.00%	No funding needed this year as the funding given in 2017-18 not used so carried over for 2018-19
Telephone (land & Fax lines) - Land £135x12, £165x4, fax £50x4 = £2480	£2,500.00		£2,500.00	£2,500.00		£2,500.00	0.00%	
Mobile Phones - 6 phones	£2,010.00		£2,010.00	£1,900.00		£1,900.00	-5.47%	Mobile Phones are now all SIM only contracts
Postage and Franking Machine - Quarterly rental £108, Top-up £600 per quarter, printing cartridges at £117 each x 3 432x2400x351	£3,183.00		£3,183.00	£3,183.00		£3,183.00	0.00%	
Photocopier - Lease and Maintenance	£8,328.00		£8,328.00	£8,328.00		£8,328.00	0.00%	
Cost per copy is charged quarterly, at approx. £3,200	£12,800.00		£12,800.00	£12,800.00		£12,800.00	0.00%	
Office Stationery, publicity material, newsletter and TRA printing all grouped together	£6,500.00	£1,000.00	£7,500.00	£6,000.00	£1,000.00	£7,000.00	-7.69%	Ongoing review of SGTO Budget and get best value quotations for all services it buys
Books & Resources - Keep library up to date with current books to assist residents	£0.00		£0.00	£0.00		£0.00	0.00%	
Water (Drinking) - Increased to include servicing of machine	£475.00		£475.00	£475.00		£475.00	0.00%	
Meeting Expenses - Group, board,	£2,150.00		£2,150.00	£1,500.00		£1,500.00	-30.23%	Ongoing review of SGTO Budget and get best value quotations for all services it buys
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	£3,000.00	£6,000.00	£9,000.00	£1,500.00	£7,000.00	£8,500.00	-50.00%	Ongoing Review of expenses that are needed with carried over unused money from 2017-18 budget
Campaign Materials - Printing, banners, travel to conferences	£1,000.00	£2,000.00	£3,000.00	£1,000.00	£2,000.00	£3,000.00	0.00%	
Youth Projects - youth forum meeting expenses	£250.00		£250.00	£50.00	£200.00	£250.00	-80.00%	Ongoing Review of expenses that are needed with carried over unused money from 2017-18 budget
Event expenses including football, summer fest, BME, repairs conference and youth conference	£500.00	£5,000.00	£5,500.00	£500.00	£4,000.00	£4,500.00	0.00%	
Ledbury funding - only to be used for agreed use for on going support on Ledbury works				£0.00	£3,000.00	£3,000.00	0.00%	Money given to SGTO to use on Ledbury Estate not part of the bid but in the budget to highlight still money available this is with quarterly Reports
Heating Costs - now includes and future water and electric Bills	£10,000.00	£27,290.61	£37,290.61	£0.00	£15,000.00	£15,000.00	-100.00%	Ongoing Review of expenses that are needed with carried over unused money from 2017-18 budget
Bank Service Charges - include new annual charge for Charge Card	£250.00		£250.00	£300.00		£300.00	20.00%	Increase in proposed Budget as higher Bank charges due the increase use of online banking and the use of charge card
Total Proposed Budgets	£238,650.00	£79,365.18	£303,015.18	£232,750.01	£59,900.00	£286,150.01	-2.47%	

The SGTO hold a reserve as recommended by The Charity Commission of 25% of its annual funding this is ring fenced as recommended

The SGTO also manage The Bell Gardens Community Halls - no funding it bid for is used for the hall and all the money that is generated from hiring out the halls is not used by the SGTO - all income and expenditure is shown in our quarterly reports