

**SOUTHWARK GROUP OF TENANTS ORGANISATION**

**Annual Budget 2018-19**

**Proposed Annual Budget 2019-20**

Description	SGTO Budget 2018-19	Carryover Spending for 2018-2019	Total available Budget 2018-19	SGTO Proposed Budget 2019-20	Carryover Spending for 2019-20	Total available Budget 2019-20	% Difference for funding	Comments On Budget
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	£146,050.44			£150,431.95				2% increase in proposed budget - staff salaries annual increase inline with the annual Council staff salary increase - including 1% from last year not included
Employer NIC for the six staff	£14,605.04			£15,043.20				2% increase in proposed budget - inline with salary increase - plus 1% from last year
Part time outreach worker - To be made into full time post	£6,500.00	£19,500.00		£6,630.00	£19,890.00			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 carryover and 25% from increase in funding
	<b>£167,155.48</b>	<b>£19,500.00</b>	<b>£186,655.48</b>	<b>£172,105.15</b>	<b>£19,890.00</b>	<b>£191,995.15</b>	<b>2.98%</b>	
Employers contribution towards staff pensions	£8,282.52		£8,282.52	£8,501.60		£8,501.60	<b>2.65%</b>	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	£100.00	£200.00	£300.00	£300.00		£300.00	<b>200.00%</b>	£200 was c/f from 2017/8 with budget amount of £100 for 18/19. This £300 has been spent in 2018/19, so no reserves to c/f to 2019/20, hence requesting £300 for 2019/20.
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	£2,500.00		£2,500.00	£2,400.00		£2,400.00	-4.00%	Reduction in proposed budget for the SGTO annual audit as part of on going cost saving
Legal Advice Cost/Support		£5,000.00	£5,000.00	£0.00	£5,000.00	£5,000.00	0.00%	No funding needed this year as the funding given in 2017-18 not used so carried over for 2019-20
Insurance - yearly premium	£700.00		£700.00	£700.00		£700.00	0.00%	
Equipment for Hire		£500.00	£500.00	£0.00	£500.00	£500.00	0.00%	No funding needed this year as the funding given in 2017-18 not used so carried over for 2019-20
Replacement & Renewal of office furniture - New desk, 2 x chairs required	£100.00		£100.00	£100.00		£100.00	0.00%	Ongoing Renewal of Furniture within the SGTO office with a review of occupation health needs of its staff
Travel, Motor and Subsistence - Delivering newsletter, attending meetings, members taxi fare - Taxi £450, mileage allowance £300, oyster £200, childminding £360	£1,000.00		£1,000.00	£800.00		£800.00	-20.00%	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)		£1,000.00	£1,000.00	£0.00	£1,000.00	£1,000.00	#DIV/0!	Ongoing review of SGTO Budget and get best value quotations for all services it buys
Internet Charges/Domain Name - Easy-space £100, Trend £215, Claranet £2030,	£2,200.00		£2,200.00	£2,345.00		£2,345.00	<b>6.59%</b>	Increase in funding due to the increase digital use i.e. updating and use of websites
web site hosting	£600.00		£600.00	£600.00		£600.00	0.00%	Increase in funding due to the increase digital use i.e. updating and use of website
Sage - software and support - £140.00 x 11	£1,650.00		£1,650.00	£1,650.00		£1,650.00	0.00%	Increase in propose funding due annual increase from service provider
Resource Room - Repairs & Renewal - ICT - All new computers Funded by TFMC	£0.00		£0.00	£0.00		£0.00	0.00%	
HR Support		£1,500.00	£1,500.00		£1,500.00	£1,500.00	#DIV/0!	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	£1,900.00		£1,900.00	£1,900.00		£1,900.00	0.00%	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 432x2400+351	£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	£10,800.00		£10,800.00	-15.63%	
Office Stationery, publicity material, newsletter and TRA printing all grouped together	£6,000.00	£1,000.00	£7,000.00	£5,500.00	£1,000.00	£6,500.00	-8.33%	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,	£1,500.00		£1,500.00	£1,500.00		£1,500.00	0.00%	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	£1,500.00	£7,000.00	£8,500.00	£1,500.00	£5,500.00	£7,000.00	0.00%	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	£1,000.00	£2,000.00	0.00%	
Youth Projects - youth forum meeting expenses	£50.00	£200.00	£250.00	£50.00		£50.00	0.00%	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	£6,000.00	£6,500.00	£0.00		£0.00	-100.00%	
Heating Costs - now includes and future water and electric bills	£0.00	£15,000.00	£15,000.00	£0.00	£5,000.00	£5,000.00	0.00%	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	£300.00		£300.00	£300.00		£300.00	0.00%	Increase in proposed Budget as higher Bank charges due the increase use of online banking and the use of charge card
<b>Total Proposed Budgets</b>	<b>£232,750.01</b>	<b>£58,900.00</b>	<b>£285,150.01</b>	<b>£228,463.75</b>	<b>£40,390.00</b>	<b>£268,853.75</b>	<b>-1.84%</b>	

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

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 held by SGTO to use by Ledbury Action Group not part of the bid but in the budget to highlight still money available this is with quarterly Reports