

WESTBURY MANOR MUSEUM		2014/15	2014/15	2015/16	2016/17	Notes / commentary
EXPENDITURE		Q1 & Q2	Q3 & Q4	Indicative	Indicative	
Venue Management	Salaries and staff costs	24,169	23,315	47,430	48,014	33% of Curator; 100% VSA; 5% Area Manager. This includes salary increments and assumes 1% pay increase annually. Includes casual staff budgets and training/other employee costs.
	Rates	16,050	1,366	2,732	2,732	The figure shown in 2014/15 Q1 & Q2 is the total rates, supplies and services, utilities and repairs and maintenance budget that will apply before transfer to the Trust. The figure in column 2014/15 Q3 & Q4 for rates is 20% current NNDR costs (Trust eligible for 80% mandatory relief).
	Supplies and services		2,500	5,000	5,000	Also includes general property costs i.e. cleaning
	VAT (on supplies and services)		440	880	880	VAT costs based on analysis of current expenditure and takes account of 0% VAT and non-vatable items.
	Utilities		3,650	7,300	7,300	<i>This expenditure would be paid for by HCC as part of lease agreement.</i>
	Repairs and maintenance		1,281	2,562	2,562	<i>This expenditure would be paid for by HCC as part of lease agreement. The amount identified for repairs and maintenance is an average of the actual costs over the past 3 years. However, due to annual fluctuations in property and maintenance costs some years this will be more as work needs to be carried out and in other years the burden will be lighter. HCC will pick up any such overspend in years when more work needs to be done.</i>
Area Learning and Engagement	Salaries, Supplies and Services (including VAT)	17,238	15,976	32,574	33,095	13/14 figure for comparison: £34,475. This includes salary increments and assumes 1% pay increase annually.
Collections	Salaries, Supplies and Services (including VAT)	21,496	22,445	45,421	45,964	13/14 figure for comparison: £42,991 (excludes collection storage costs at Chilcomb). This includes salary increments and assumes 1% pay increase annually.
Public Programmes (Exhibitions)	Salaries, Supplies and Services (including VAT)	14,350	9,154	18,433	18,560	13/14 figure for comparison: £28,699. This includes salary increments and assumes 1% pay increase annually. As outlined in the report, costs overall on public programming will remain the same but will show at a lower level locally due to increases in efficiency and spreading the costs across more venues.
Business Development	Marketing, including digital (salaries, services and VAT)	5,525	4,449	9,053	9,213	13/14 figure for comparison: £11,050. This includes salary increments and assumes 1% pay increase annually.
	Strategic Management, Trading and Fundraising (salaries)		6,631	13,524	13,793	As outlined in the report, HSCT will be taking a more business focused approach with the aim of increase visitors and external investment.
	Projects (services and VAT)	-	£tbc	£tbc	£tbc	New. As outlined in the report, this new line in the budget is a project budget that will be allocated on an annual basis on targeted projects.
		98,827	91,206			
Total Expenditure			190,032	184,909	187,113	
INCOME						
	Fareham Borough Council		71,700	71,700	71,700	This currently assumes a standstill based on 2013/14 funding and will be adjusted if necessary when funding is confirmed.
	HSCT Contribution		97,214	86,172	88,376	
	HCC Contribution		4,931	9,862	9,862	<i>Relates to utilities, building and maintenance costs which will remain with HCC.</i>
	Net Income - Charitable	7,600	3,348	6,695	6,695	This includes all income from hiring, donations, admissions/gift aid (if appropriate) and any additional grants.
	Net Income - Trading		5,240	10,480	10,480	This is the profit income from the Trading Account
Total Income			190,032	184,909	187,113	

Westbury Museum - Trading Account*		2014/15	2014/15	2015/16	2016/17	Notes / commentary
EXPENDITURE		Q1 & Q2	Q3 & Q4	Indicative	Indicative	
			£	£	£	
Venue Management	Salaries					Further work to identify core charity costs and the % that applies to trading activity is underway. This includes staffing, rates and any additional supplies and services.
	Rates					
	Supplies & Services		3,000	6,000	6,000	
	VAT					VAT on trading activity will be fully recoverable so is not included for the purposes of this final draft budget.
	Utilities (HCC)					Costs to remain with HCC.

	Repairs & Maintenance (HCC)				
Total Expenditure			3,000	6,000	6,000
TRADING INCOME	Retail & Catering		8,240	16,480	16,480
Total Income			8,240	16,480	16,480
Net			5,240	10,480	10,480

Costs to remain with HCC.
Income is the net value after VAT, where VAT applies
This is the profit income from the Trading Account.

*It is anticipated that the Trust will establish a Trading Arm, and in due course both Trading Income (retail, catering and

External Investment 2014/15 Targets/ Secured: Cash		Awarded	2013/14 £
Confirmed Grants/ Sponsorship	Stronger and Bolder Together, Strategic Renaissance Funding from Arts Council England	Yes	15,886
Grants/ Sponsorship Applied For	HLF Catalyst Fundraising	Yes	tbc
Total		0	15,886

Notes / commentary
Service-wide, amount stated is the local benefit
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External Investment 2014/15 Targets/ Secured: Cash	Number of Hours	Cash Value
Westbury Manor Volunteers	tbc	tbc
Hampshire Solent Cultural Trust Board	tbc	tbc
Volunteers in collections, exhibitions, community engagement and learning	tbc	tbc
In kind business support	tbc	tbc
Total	0	0

Central Support – financial equivalent estimates		£
FBC (Westbury Manor)	Employees	6,200
	Premises (maintenance of grounds)	5,000
	Commercial rent value of Museum	40,000
	Central costs	7,800
Total Fareham Borough Council		59,000
HSCT (Westbury Manor)	Business Support (Admin)	5,005
HCC (entire service excluding property services)	Finance	74,000
	HR	68,000
	IT	250,000
	Legal	55,000
	Architectural Consultancy	Up to £75,000
	Marketing Consultancy	25,500
	Risk and Safety	30,000
Total Hampshire County Council		502,500

