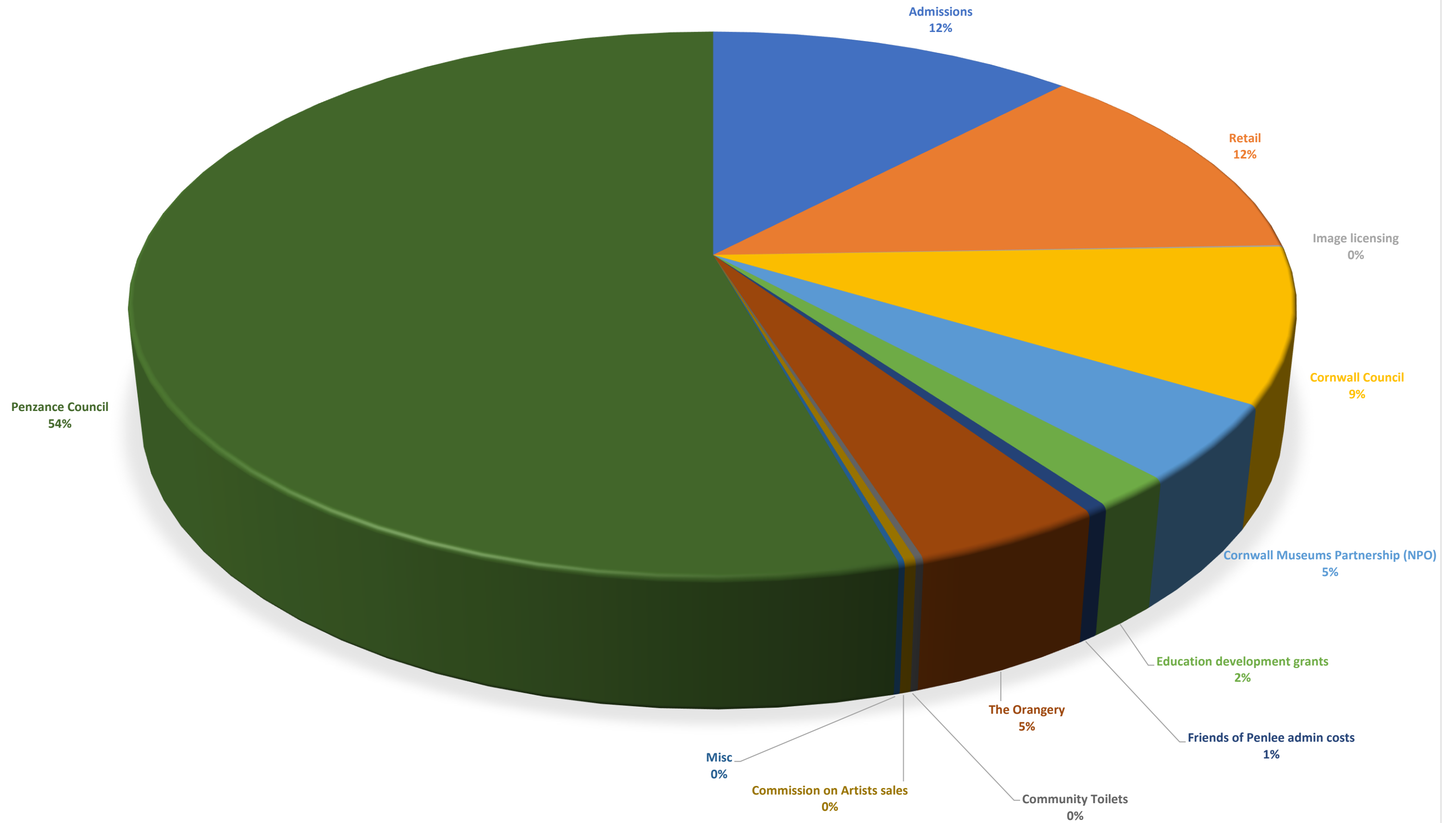
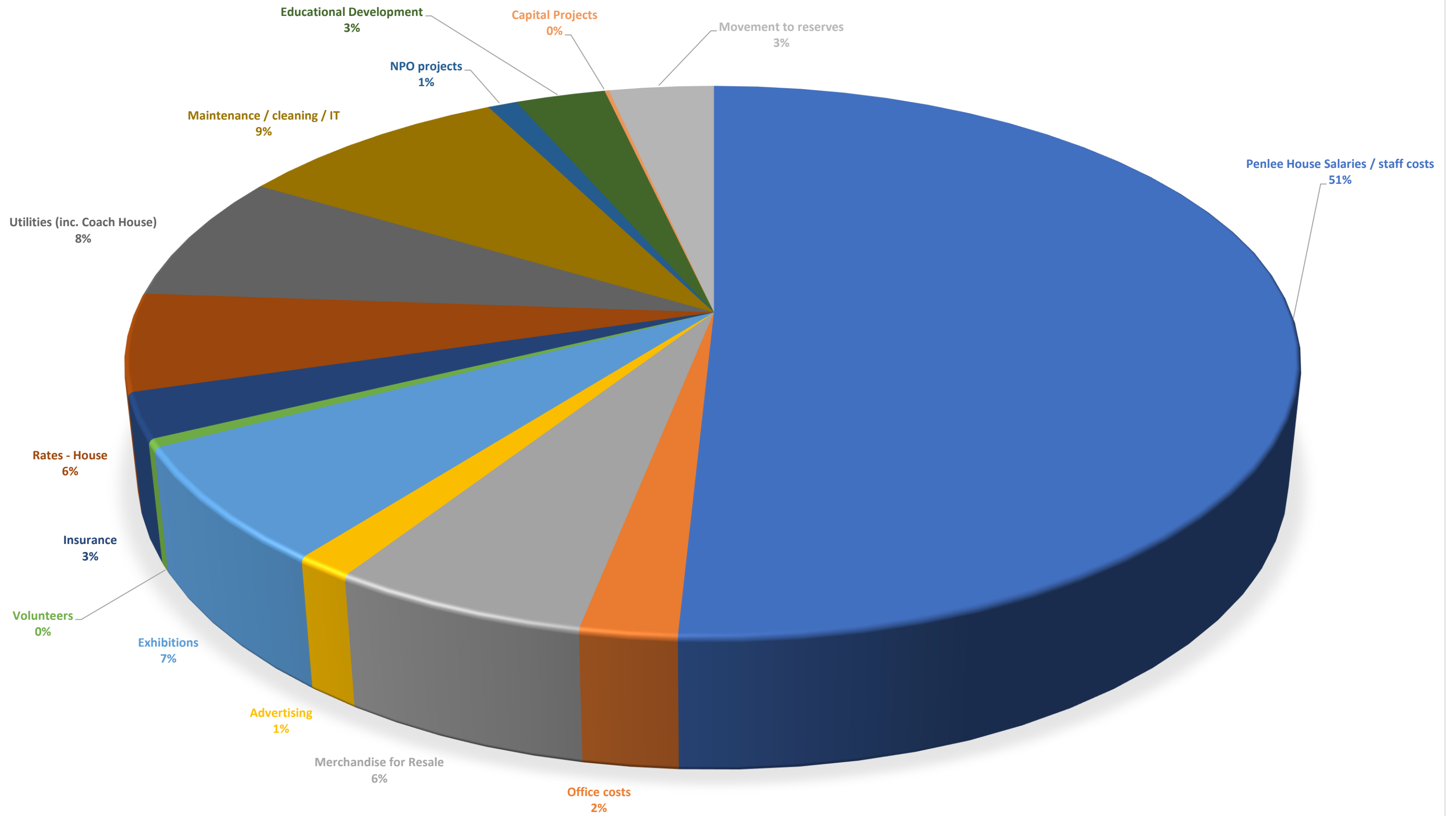


### PENLEE HOUSE REVENUE AND FUNDING 2019-20



**PENLEE HOUSE EXPENDITURE 2019-20**



**Penlee House Committee - Revised Budget 2018/19 & Draft Budgets 2019/20 to 2021/22 (approved 28.1.19)**

			2017/18 Actual Exp/Inc £	2018/19 Actual Exp/Inc £	2019/20 Approved Budget £	2020/21 Forecast Budget £	2021/22 Forecast Budget £	Comments
<b>Income</b>								
200		Council Run Exhibitions Grant	5,758	6,270	1,000	0	0	NPO funded
205		Shop						
	205/1	Admission Charges	75,071	67,668	59,670	59,670	59,670	Income to date and income Oct-Mar last financial year
	205/2	Sale of Books & Non VAT Sales	60,625	35,974	50,000	50,000	50,000	Income to date and income Oct-Mar last financial year
	205/3	Sale of Vatable Merchandise	50,106	38,736	40,300	40,300	40,300	Income to date and income Oct-Mar last financial year
	205/4	Image Licensing Fees	1,566	679	1,500	1,500	1,500	Budget unchanged
205		Total	187,369	143,058	151,470	151,470	151,470	
210		Education						
	210/1	Education Development Grants	617	5,780	5,000	5,000	5,000	Grants will be raised to cover costs(2140/2)
	210/2	Education Development Grants - NPO	6,648	7,283	9,000	9,550	7,500	NPO funded
210		Total	7,265	13,063	14,000	14,550	12,500	
215		Agency Fee - Cornwall Council	46,930	48,651	48,650	48,650	48,650	Based on 2018/19 actual, to end 2022/23
220		Friends Administration	2,140	2,625	2,600	2,600	2,600	Budget unchanged
235		The Orangery						
	235/1	Orangery Franchise	25,460	24,854	25,460	25,460	25,460	Based on 2017/18
	235/2	Energy Costs	3,884	4,368	3,890	3,890	3,890	Based on 2017/18
	235/3	Waste Disposal	3,124	1,563	1,570	1,570	1,570	Based on actual expenditure for last 12 months
235		Total	32,469	30,784	30,920	30,920	30,920	
245		Cornwall Museums Partnership	26,013	15,692	39,910	50,170	35,430	NPO Funded expenditure which includes two 100% funded posts
250		Commission on Artist Sales		8,020				
290		Grants						
	290/2	Acquisition Capital Grants	37,468		0	0	0	
	290/4	HLF Grant - Luminaries Exhibition	0	13,500	0	0	0	
290		Total	37,468	13,500	0	0	0	
295		Community Toilets - L&A recharge	0	1,000	1,000	1,000	1,000	Budget unchanged
299		Miscellaneous	1,046	624	760	760	760	Budget unchanged
<b>Total Income</b>			<b>346,459</b>	<b>283,286</b>	<b>290,310</b>	<b>300,120</b>	<b>283,330</b>	

## Appendix 1: Penlee House Financial Information

			2017/18 Actual Exp/Inc £	2018/19 Actual Exp/Inc £	2019/20 Approved Budget £	2020/21 Forecast Budget £	2021/22 Forecast Budget £	Comments
2100		Museum Fittings						
	2100/1	Museum Fittings - Purchase	184	438	5,500	500	500	Budget unchanged, NPO Grant 2019/20
	2100/2	Museum Fittings - Maintenance	28,437	27,929	25,000	40,000	25,000	Budget unchanged, NPO Grant 2020/21 & one-off chiller costs
	2100/3	IT Replacement	1,074	1,353	1,000	1,000	1,000	Budget unchanged
	2100/4	Cleaning Contract	6,931	8,014	8,230	8,230	8,230	Budget increased during to 2018/19 to reflect new contract
	2100/5	Cleaning Materials/Hygiene contract	658	745	660	660	660	Based on 2017/18
	2100/6	Penlee House Waste Disposal	5,771	6,141	5,780	5,780	5,780	Based on 2017/18
2100		Total	43,055	44,620	46,170	56,170	41,170	
2105		Orangery Equip	1,181	393	1,000	1,000	1,000	50% recovered from The Orangery
2110		Cornwall Museums Partnership	0	3,335	1,000	1,000	1,000	NPO Grant - Digital engagement
2115		HLF Bid Writing	4,843	0	0	0	0	
2120		Secure Banking Service	0	725	2,000	2,000	2,000	New service commenced Oct 2018
2200		Grant Funded Projects						
	2200/1	HLF - Luminaries Project	0	13,406	0	0	0	
		Total	0	13,406	0	0	0	
2800		Capital Projects						
	2800/1	Coach House Refurbishment	0	750	19,250	0	0	Project delayed, budget moved to 2019/20
2800		Total	0	750	19,250	0	0	
2995		Funds/Earmarked Reserves						
	2995/1	Conservation Fund	1,000	1,000	500	500	500	Balance 31.3.18 £1,406 -annual contribution reduced
	2995/2	Penlee House Fab/Plant Fund	10,000	9,520	10,000	10,000	10,000	Balance 31.3.18 £31,227- annual contribution unchanged
	2995/3	Council Run Exhibition Fund	10,000	-5,387	0	0	0	Balance 31.3.18 £34,936 - Reserve sufficient
	2995/4	Coach House Refurbishment Fund	8,000	7,250	-15,250	0	0	Balance 31.3.18 £8,000 - used to fund project 2019/20
	2995/5	Agency Fee Buffer Fund	0		10,000	10,000	10,000	New reserve to establish buffer for future withdrawal of CC grant
2995		Total	29,000	12,383	5,250	20,500	20,500	
2996		Funds - Capital						
	2996/1	Acquisition Fund	30,000	1,250	1,250	1,250	0	Balance 31.3.18 £8,430 - contribution maintained until reached £10,000
2996		Total	30,000	1,250	1,250	1,250	0	
2999		Miscellaneous	917	0	1,000	1,000	1,000	Budget previously £1,000, re-established in 2019/20
<b>Total Expenditure</b>			<b>639,167</b>	<b>539,690</b>	<b>577,250</b>	<b>587,220</b>	<b>578,050</b>	
<b>Net Expenditure</b>			<b>292,708</b>	<b>256,402</b>	<b>286,940</b>	<b>287,100</b>	<b>294,720</b>	

Appendix 1: Penlee House Financial Information

**Penlee House Committee - Revised Budget 2019/20 & Budgets 2020/21 to 2022/23**

				2018/19 Actual Exp/Inc £	2019/20 Approved Budget £	2019/20 Exp/Inc to 31.10.19 £	2019/20 Revised Budget £	2020/21 Draft Budget £	2021/22 Forecast Budget £	2022/23 Forecast Budget £	Comments
<b>Income</b>											
200			Council Run Exhibitions Grant	6,270	1,000	0	1,000	0	0	0	NPO funded grant
205			Shop								
	205/1		Admission Charges	67,668	59,670	50,933	66,320	97,290	99,720	102,710	Income to date and average income Nov-Mar last 2 financial years, target increase in future years
	205/2		Sale of Books & Non VAT Sales	35,974	50,000	25,288	37,930	46,500	47,663	49,095	
	205/3		Sale of Vatable Merchandise	38,736	40,300	24,278	37,990	36,800	37,723	38,855	
	205/4		Image Licensing Fees	679	1,500	349	600	200	200	200	Based on April to October average
	205/5		Education Workshop Charges					300	590	590	Based on visits April/May 2019
205			Total	143,056	151,470	100,847	142,840	181,090	185,895	191,450	
210			Education								
	210/1		Education Development Grants	5,780	6,255	6,095	6,260	5,000	5,000	0	Grants will be raised to cover costs(2140/2)
	210/2		Educ. Dev. Grants - NPO	7,283	10,143	4,566	10,140	5,000	5,000	0	NPO funded grant
210			Total	13,063	16,398	10,661	16,400	10,000	10,000	0	
215			Agency Fee - Cornwall Council	48,651	48,650	49,527	49,530	50,420	51,330	0	Increased in line with 2019/20 increase
220			Friends Administration	2,625	2,600	0	2,690	2,690	2,740	2,800	Budget increase based on salary increases
235			The Orangery								
	235/1		Orangery Franchise	24,854	25,460	14,545	24,850	24,850	24,850	24,850	Based on 2018/19 income
	235/2		Energy Costs	4,368	3,890	2,882	4,370	4,370	4,370	4,370	Based on 2018/19 energy and water consumption
	235/3		Waste Disposal	1,563	1,570	0	1,570	0	0	0	The Orangery to arrange own waste collection service
235			Total	30,784	30,920	17,426	30,790	29,220	29,220	29,220	
245			Cornwall Museums Partnership	15,692	50,852	2,275	27,560	32,450	17,960	0	NPO Funded expenditure which includes two 100% funded posts
250			Commission on Artist Sales	8,020	0	0	1,640	1,640	1,640	1,640	Based on xmas 2018
290			Grants								
	290/4		HLF Grant - Luminaries Exhibition	13,500	0	-271	-270	0	0	0	
290			Total	13,500	0	-271	-270	0	0	0	
295			Community Toilets - L&A recharge	1,000	1,000	0	1,000	1,000	1,000	1,000	Budget unchanged
299			Miscellaneous	624	760	189	520	400	400	400	Budget unchanged
<b>Total Income</b>				<b>283,286</b>	<b>303,650</b>	<b>180,654</b>	<b>273,700</b>	<b>308,910</b>	<b>300,185</b>	<b>226,510</b>	
<b>Expenditure</b>											
2000			Penlee House Employee costs	240,184	284,043	147,200	262,670	259,560	263,720	256,820	Includes a grant funded post which ending in 2022 and a one year restructure arrangement in the shop
2005			Central Admin	15,200	17,250	10,063	17,250	17,600	17,950	18,310	Increased in line with payroll costs
2010			Staff Travelling	1,989	2,500	923	1,990	1,990	1,990	1,990	Based on expenditure to date in 2018/19
2015			Recruitment	1,325	500	500	500	500	500	500	Advert for 2 posts
2018			Training for Grant Funded post	289	1,000	0	1,000	1,000	1,000	0	NPO Grant funded
2021			Telephone	2,719	2,230	1,841	2,300	1,830	1,860	1,890	Based on known commitments & inflation in future years

Appendix 1: Penlee House Financial Information

2022			Broadband	778	810	409	840	1,200	1,220	1,170	Based on known commitments & inflation in future years
2025			Postage (office)	233	1,500	363	790	690	700	710	
2030			Photocopier	3,157	3,620	2,540	3,710	3,770	3,830	3,900	Based on known contractual costs and anticipated usage and inflation in future years
2035			Office Consumables	1,103	1,200	503	1,200	1,200	1,200	1,200	Budget unchanged
2140			Educational Development	16,054							
	2140/1		Community educational activities		2,000	1,147	2,000	2,000	2,000	2,000	Budget unchanged
	2140/2		Other grant funded projects		5,634	4,510	5,630			0	Grants will be raised to cover these costs entirely
		2140/2/1	Health & Wellbeing					2,500	2,500		Grants will be raised to cover these costs entirely
		2140/2/2	Communities in Residence					2,500	2,500		Grants will be raised to cover these costs entirely
	2140/3		NPO Funded projects		10,143	5,813	10,140				100% NPO Grant funding
		2140/3/1	Health & Wellbeing					2,500	2,500	0	100% NPO Grant funding
		2140/3/2	Communities in Residence					2,500	2,500	0	100% NPO Grant funding
		2140/3/3	Children & Young People					2,500	2,500	0	100% NPO Grant funding
		2140/3/4	Citizen Curators					2,050	0	0	100% NPO Grant funding
			Total	16,054	17,777	11,470.14	17,770	16,550	14,500	2,000	
2045			Merchandise for Resale	41,763	49,460	29,142	34,460	46,460	47,625	49,053	Reduced in 2018/19 to reflect reduction in sales income, targeted increased in future years
2050			Advertising	10,775	8,380	6,525	8,380	8,830	8,980	9,130	
2055			Council Run Exhibitions	36,681	30,250	24,965	38,000	37,880	38,520	39,170	
2060			Volunteer Stewards	2,795	3,000	1,671	3,000	3,050	3,100	3,150	Budget unchanged
2065			Membership Subscription Fees	778	1,150	980	980	1,000	1,020	1,040	Budget unchanged
2070			Insurance	13,513	13,860	7,909	14,250	15,740	16,010	16,280	Based on 2019/20 costs & inflation for future years
2075			Rates - House	30,320	31,530	22,651	31,000	31,530	32,070	32,620	Based on 2018/19 actual & inflation for future years
2081			Electricity	26,977	23,840	15,176	28,730	29,220	29,720	30,230	Based on current expenditure & inflation for future years
2082			Gas	9,496	11,160	4,953	9,770	9,940	10,110	10,280	Based on current expenditure & inflation for future years
2085			Water Rates	4,037	5,870	1,977	4,150	4,220	4,290	4,360	Based on current expenditure & inflation for future years
2090			Coach House								
	2090/1		Coach House Electricity	1,117	1,270	250	1,100	1,120	1,140	1,160	Based on current expenditure & inflation for future years
	2090/2		Coach House Rates	818	850	644	920	940	960	980	Based on actual costs & inflation for future years
	2090/3		Coach House Water Rates	215	310	122	250	250	260	260	Based on actual costs & inflation for future years
2090			Total	2,150	2,430	1,016	2,270	2,310	2,360	2,400	
2095			Museum Exhibits - Maint. & Conservation	514	2,000	11	500	500	500	500	
2100			Museum Fittings								
	2100/1		Museum Fittings - Purchase	438	5,500	3,206	5,500	500	500	500	Budget unchanged, NPO Grant 2019/20
	2100/2		Museum Fittings - Maintenance	27,929	25,000	15,557	27,020	42,480	27,950	28,430	Increased in line with contractual changes & NPO grant of £15,000 for storage in 2020/21
	2100/3		IT Replacement	1,353	1,000	200	1,000	1,000	1,000	1,000	Budget unchanged
	2100/4		Cleaning Contract	8,014	8,230	4,424	8,220	8,360	8,500	8,640	Budget increased during 2019/20 to reflect new contract, increased by inflation in future years
	2100/5		Cleaning Materials/Hygiene contract	745	660	505	820	830	840	850	Based on 2018/19 expenditure and contractual costs 2019/20
	2100/6		Penlee House Waste Disposal	6,141	5,780	2,791	6,750	5,290	5,380	5,470	Based on current expenditure & inflation for future years
2100			Total	44,620	46,170	26,683	49,310	58,460	44,170	44,890	

Appendix 1: Penlee House Financial Information

2105		Orangery Equip	393	3,000	2,157	3,000	1,500	1,500	1,500	50% recovered from The Orangery where appropriate
2110		Cornwall Museums Partnership	3,335	8,942	457	8,940	1,000	1,000	1,000	NPO Grant - Digital engagement
2120		Secure Banking Service	725	2,000	891	1,570	1,600	1,630	1,660	Based on current costs & inflation for future years
2200		Grant Funded Projects								
	2200/1	HLF - Luminaries Project	13,406	0	0	0	0	0	0	
		Total	13,406	0	0	0	0	0	0	
2800		Capital Projects								
	2800/1	Coach House Refurbishment	750	19,250	0	19,250	0	0	0	Project delayed, budget moved to 2019/20
2800		Total	750	19,250	0	19,250	0	0	0	
2995		Funds/Earmarked Reserves								
	2995/1	Conservation Fund	1,000	500	0	500	500	500	0	Balance at 31.3.19 £1,926 - Reserve sufficient April 2022
	2995/2	Penlee House Fab/Plant Fund	9,520	8,000	0	8,000	10,000	10,000	10,000	Balance 31.3.19 £37,982- annual contribution unchanged
	2995/3	Council Run Exhibition Fund	-5,387	-10,252	0	-10,250	0	0	0	Balance 31.3.19 £32,794.39 - Reserve sufficient, budget set at a more realistic level
	2995/4	Coach House Refurbishment Fund	7,250	-15,250	0	-15,250	0	0	0	
	2995/5	Agency Fee Buffer Fund	0	10,000	0	10,000	30,970	30,970	-9,360	£10,000 one-off contribution from precept in 2019/20, 2020/21 and 2021/22 accumulated from increase in admission charges. 2022/23 will be the first year where the reserve will be utilised as a buffer for the loss of the grant.
2995		Total	12,383	-7,002	0	-7,000	41,470	41,470	640	
2996		Funds - Capital								
	2996/1	Acquisition Fund	1,250	1,250	0	0	0	0	0	Balance 31.3.19 £7,680 - reserve considered sufficient for purpose
2996		Total	1,250	1,250	0	0	0	0	0	
2999		Miscellaneous	0	1,000	0	1,000	1,000	1,000	1,000	Budget unchanged
<b>Total Expenditure</b>			<b>539,690</b>	<b>589,970</b>	<b>322,975</b>	<b>561,580</b>	<b>601,600</b>	<b>593,545</b>	<b>537,393</b>	
<b>Net Expenditure</b>			<b>256,403</b>	<b>286,320</b>	<b>142,321</b>	<b>287,880</b>	<b>292,690</b>	<b>293,360</b>	<b>310,883</b>	