

## **Emergency Budget for 1/7/2020 to 30/6/2021 – 12 month period**

<b>Item</b>	<b>Description</b>	<b>£</b>
Staffing	Manager & administrator (inc. employers costs)	66,972
Office	IT, telephone, stationery	4,662
Utilities	Gas, electric, water,	1,440
Rent	Office	8,500
Prof Fees	Bank, accountant, prof membership	2,830
Refuse	Serco commercial waste contract	600
SMBC charges	Admin cost from Business Rates	16,000
Projects 1	Town centre Ambassadors	72,000
Projects 2	Hanging baskets	6,500
Projects 3	Newsletter and marketing	5,600
Projects 4	Litter picking and jet washing	20,000
Projects 5	Events	1,100
	<b>Total</b>	<b>206,204</b>

### Cost Savings:

The projected income for the BID based on all levy income invoiced for the same twelve-month period is £315,000. The projected budget is set out below showing where cost savings have been made to deliver an emergency budget. In some cases savings are not possible due to contractual arrangements:

<b>Item</b>	<b>Cost saving description</b>	<b>Original £</b>	<b>Revised £</b>	<b>Saving £</b>
Staffing	Additional hours reduced	70,000	66,972	3,028
Office	IT, tele, stationery - no saving	4,662	4,662	0
Utilities	Gas, electric, water – no saving	1,440	1,440	0
Rent	Office – no saving	8,500	8,500	0
Prof Fees	Bank, accountant, prof membership – no saving	2,830	2,830	0
Refuse	Serco waste – no saving	600	600	0
SMBC charges	Admin costs – no saving	16,000	16,000	0
Projects 1	Town centre Ambassadors – cancelled additional patrols	90,000	72,000	18,000
Projects 2	Hanging baskets/planters cancelled planters	10,000	6,500	3,500
Projects 3	Newsletter and marketing – no saving	5,600	5,600	0
Projects 4	Litter picking and jet washing – reduced frequency	25,000	20,000	5,000
Projects 5	Events	65,000	1,100	63,900
Project 6	Security app for shops cancelled	9,000	0	9,000
Contingency	Cancel contingency	6,368	0	6,368
	<b>Total</b>	<b>315,000</b>	<b>206,204</b>	<b>108,796</b>

**These costs savings equate to the BID operating with only 65% of its original projected budget.**

A major area of cost saving is the events programme. However, events will be critical to encouraging the general public to return to the town centre, so the BID has been very busy liaising with their partners and have come up with an extensive menu of event and activity ideas that will be free of charge to the BID and the general public, as indicated in the following list:

- Event ideas with relevant organisations which will be FREE OF CHARGE
  - Creative Academies (sports and craft)
  - Albion Foundation (Sports)
  - Go Play Sandwell (Dance, craft and music)
  - JD Gyms – promote membership plus activities
  - Pure Gym – promote membership plus activities
  - West Bromwich Leisure Centre – promote membership plus activities
  - Foodbank collections
  - Litter picks around the town on a monthly basis with Tipton Litter Watch / graffiti removal
  - DanceQube dance school
  - Cre8 dance group
  - Mental Health Training for BID members
  - Counter Terrorism Training for BID members

Whilst the lists of events will help bring people into the town centre there is an obvious lack of the more traditional event formats such as Christmas light switch-on, Easter celebrations, public holiday events etc. Normally, these would incur significant costs with hiring entertainers, mobile stages and additional security to manage crowds. However, if levy payments exceed the minimum 65% projected or if other Government funding becomes available that the BID can access, then the event programme will be enhanced, as money becomes available.

The projected cost savings are the maximum that the BID can find that will not seriously affect its ability to help businesses recover from the COVID-19 pandemic. They maintain the core services that are essential to encourage people back into the town centre and enable the BID to continue to support businesses. If the BID becomes ineffective, then the retail and business community in West Bromwich town centre will lose an effective agent that many look to for assistance on a daily basis. This assistance will be even more important in the post COVID-19 period.

For the BID to survive and remain effective, it must cover its costs on an ongoing basis. Whilst the BID will be working hard to convince businesses that it is essential that they pay their BID levy if the BID is to be able to continue offering its assistance to them, it is likely that there will be delays in BID levy payments as businesses re-open and start trading again. This issue has been recognised by all BIDs across the UK and the majority are undertaking the same action that we are. That is, to work out an emergency budget and to ask their respective local authorities to pre-pay levy income on a quarterly basis, so as to help manage their cash flow. In our case we currently have sufficient funds to continue to operate until 30<sup>th</sup> September 2020, which constitutes the first quarter of our financial year. However, we ask for Sandwell Council to pre-pay levy funds to our BID for the remaining three quarters as follows:

1 <sup>st</sup> July 2020 - £0	1 <sup>st</sup> October 2020 - £51,551
1 <sup>st</sup> January 2021 - £51,551	1 <sup>st</sup> April 2021 - £51,551

**West Bromwich Town BID CIC**  
**4 St Michaels Court, Victoria Street, West Bromwich, B70 8ET**  
**Phone number:- 07572 121906**  
**Registration Number:- 9716368**

The current BID levy year runs from 1<sup>st</sup> July to 30<sup>th</sup> June each year. Therefore, if it becomes apparent that a significantly higher amount of levy has been paid to the Council by the mid-point of the year then a reconciliation should be carried out and any additional levy due to the BID should be transferred, which will be used to enhance the event programme. Also, at the end of the BID levy year, 30<sup>th</sup> June 2021, a final reconciliation should be carried out to settle any monies outstanding.

We hope that Sandwell council will support this proposal as it will ensure that there is an active BID in West Bromwich town centre to help the many small retail businesses that will be struggling to recover from the COVID-19 pandemic.

Lisa Hill  
BID Operations Manager

Rebecca Jenkins  
BID Chair

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