

# **Mtarfa Local Council**

**Business Plan  
for the  
Period  
2018 - 2020**

# Table of Contents

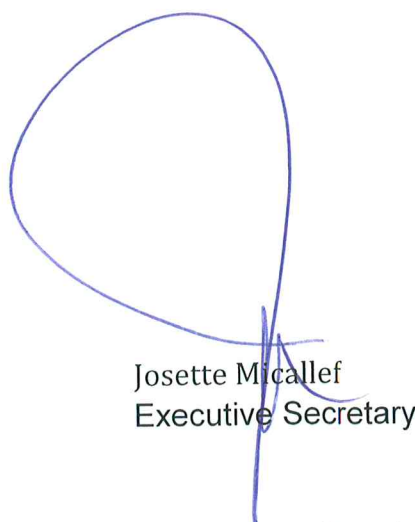
Overview and Summary	Page 3
Statement of Income and Expenditure	Page 4
Statement of Financial Position	Page 5
Cash Budget	Page 6
Detailed Estimates of Income	Page 7
Detailed Estimates of Expenditure	Page 8
Detailed Estimates of Statement of Financial Position	Page 10
Depreciation of Property, Plant and Equipment	Page 11
Depreciation of Property, Plant and Equipment	Page 12
Depreciation of Property, Plant and Equipment	Page 13

### **Overview and Summary**

The following pages represent the Business Plan for the period covering 2018 until 2020 as approved by the Mtarfa Local Council. The Mtarfa Local Council is herewith showing its predictions and obligations for the following 3 year period but it is mainly declaring its commitment to the ERDF Project for the restoration of the Mtarfa Clock Tower and the construction of a new interpretation centre. This is a very ambitious project for a small local council such as ours and one which we have been awaiting and saving for quite a few years. As one may see we are envisaging to close off these coming years with a positive balance and a financial situation indicator over the 10% required by the law even after having disbursed all the monies due for the 20% co-financing of the project.



Daniel John Attard  
Mayor



Josette Micallef  
Executive Secretary

## Statement of Income and Expenditure

DESCRIPTION	A	B	C	D (A+B+C)
	BUDGET	BUDGET	BUDGET	BUDGET
	Jan-Dec	Jan-Dec	Jan-Dec	Period
	2018	2019	2020	2018-2020
	€	€	€	€
<b>Income</b>				
Funds received from Central Government (1)	305,956	284,808	309,691	900,454
Income raised from Bye-Laws (2)	5,825	5,922	5,901	17,648
Income raised from LES (3)	1,400	1,450	1,620	4,470
Investment Income (4)	3	3	2	8
Other Income (5)	3,616	3,792	3,939	11,346
<b>TOTAL</b>	<b>316,800</b>	<b>295,974</b>	<b>321,153</b>	<b>933,927</b>
<b>Expenditure</b>				
Personal Emoluments (6)	79,905	80,490	80,548	240,943
Operations and Maintenance (7)	180,175	159,382	183,335	522,892
Administration (8)	31,119	32,102	32,270	95,491
Finance Cost (9)	-	-	-	-
Other Expenditure (10)	42,327	46,103	43,385	131,814
<b>TOTAL</b>	<b>333,527</b>	<b>318,076</b>	<b>339,537</b>	<b>991,140</b>
<b>Surplus / Deficit</b>	<b>(16,727)</b>	<b>(22,102)</b>	<b>(18,384)</b>	<b>(57,213)</b>

## Statement of Financial Position

DESCRIPTION	A	B	C	D (A+B+C)
	BUDGET Jan-Dec 2018 €	BUDGET Jan-Dec 2019 €	BUDGET Jan-Dec 2020 €	BUDGET Period 2018-2020 €
<b>Non-current Assets</b>				
Property, Plant and Equipment (16)	430,774	439,058	406,862	1,276,694
<b>Current Assets</b>				
Inventories (11)	900	870	820	2,590
Receivables (12)	5,000	5,400	116,046	126,446
Cash and Cash Equivalents (13)	207,661	152,414	55,730	415,805
<b>Total Current Assets</b>	<b>213,561</b>	<b>158,684</b>	<b>172,596</b>	<b>544,841</b>
<b>Current Liabilities (14)</b>				
Payables	75,562	51,071	51,171	177,804
<b>Total Current Liabilities</b>	<b>75,562</b>	<b>51,071</b>	<b>51,171</b>	<b>177,804</b>
<b>Net Current Assets</b>	<b>137,999</b>	<b>107,613</b>	<b>121,425</b>	<b>367,037</b>
<b>Non-current liabilities (15)</b>	-	-	-	-
<b>Net Assets</b>	<b>568,773</b>	<b>546,671</b>	<b>528,287</b>	<b>1,643,731</b>
<b>Reserves</b>				
Retained Funds	568,773	546,671	528,287	1,643,731

## Financial Situation Indicator

DESCRIPTION	A	B	C	D (A+B+C)
	BUDGET Jan-Dec 2018 €	BUDGET Jan-Dec 2019 €	BUDGET Jan-Dec 2020 €	BUDGET Period 2018-2020 €
Current Assets	213,561	158,684	172,596	544,841
Current Liabilities	75,562	51,071	51,171	177,804
<b>Working Capital</b>	<b>137,999</b>	<b>107,613</b>	<b>121,425</b>	<b>367,037</b>
Government Allocation	264,963	266,288	267,619	798,870
<b>FSI</b>	<b>52 %</b>	<b>40 %</b>	<b>45 %</b>	<b>46 %</b>



**Cash Budget**

DESCRIPTION	A	B	C	D (A+B+C)
	BUDGET	BUDGET	BUDGET	BUDGET
	Jan-Dec	Jan-Dec	Jan-Dec	Period
	2018	2019	2020	2018-2020
	€	€	€	€
<b>Cash Inflows</b>				
Government cash inflows	305,956	284,808	309,691	900,454
Cash flows from Bye-Laws & L.N fees	10,841	11,163	11,460	33,464
Local Enforcement cash flows				-
<b>Finance cash flows</b>				
Loan Proceeds				-
Investment income	3	3	2	8
	3	3	2	8
<b>Capital cash flow</b>				
Proceeds from disposal of assets				-
Cash received from EU funds	93,922	220,993	110,496	425,411
Cash received from Twinning				-
Cash from Community Services				-
Other Cash Inflows				-
<b>TOTAL Inflows</b>	<b>410,722</b>	<b>516,967</b>	<b>431,649</b>	<b>1,359,337</b>
<b>Cash Outflows</b>				
Personal Emoluments	79,905	80,490	80,548	240,943
Operations & Maintenance	182,948	162,254	185,688	530,890
Administration	28,347	29,230	29,916	87,493
<b>Finance</b>				-
<b>Capital</b>				
Acquisition of property				-
Construction				-
Improvements	3,600			3,600
Special programmes	22,000	24,000	25,000	71,000
Clock Tower	69,060	276,240	207,180	552,480
	94,660	300,240	232,180	627,080
Cash outflows re EU projects				-
Cash outflows re Twinning				-
Cash outflows re Community Services				-
	-	-	-	-
<b>TOTAL Outflows</b>	<b>385,860</b>	<b>572,214</b>	<b>528,333</b>	<b>1,486,406</b>
<b>SURPLUS / (DEFICIT)</b>	<b>24,862</b>	<b>(55,247)</b>	<b>(96,684)</b>	<b>(127,069)</b>
Brought forward (Bank /Cash Bal.)	182,799	207,661	152,414	182,799
Carry forward	207,661	152,414	55,730	55,730

## Detailed Estimates of Income

## DESCRIPTION

A	B	C	D (A+B+C)
BUDGET	BUDGET	BUDGET	BUDGET
Jan-Dec	Jan-Dec	Jan-Dec	Period
2018	2019	2020	2018-2020
€	€	€	€

## Income

## 1 Funds received from Central Government:

0001 In terms of section 55 CAP 363  
0002-0004 In terms of section 58 CAP 363  
0005-0019 Other Income

264,963	266,288	267,619	798,870
31,274	8,315	31,357	70,946
9,719	10,204	10,715	30,638
305,956	284,808	309,691	900,454

## 2 Bye-Laws &amp; Legal Fees

0021-0025 Community Services  
0026-0035 Income from Permits

3,375	3,422	3,351	10,148
2,450	2,500	2,550	7,500
5,825	5,922	5,901	17,648

## 3 Local Enforcement Income

0037 Commission from Regional Committees  
0038-0055 Contraventions

1,400	1,450	1,620	4,470
-	-	-	-
1,400	1,450	1,620	4,470

## 4 Investment Income

0091-0095 Bank interest  
0096-0099 Income received from Government Securities

3	3	2	8
-	-	-	-
-	-	-	-
3	3	2	8

## 5 General Income

0056-0065 Sponsorships  
0066-0069 Documents & Information  
0070-0075 EU Funds  
0076-0080 Twinning  
0081-0089 Insurance Claims  
0100-0109 Donations  
0110-0119 Contributions  
0120-0129 General Income

-	-	-	-
100	100	100	300
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
720	756	756	2,232
2,796	2,936	3,083	8,814
-	-	-	-
3,616	3,792	3,939	11,346

## Total

316,800	295,974	321,153	933,927
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## Detailed Estimates of Expenditure

## DESCRIPTION

A	B	C	D (A+B+C)
BUDGET	BUDGET	BUDGET	BUDGET
Jan-Dec	Jan-Dec	Jan-Dec	Period
2018	2019	2020	2018-2020
€	€	€	€

6

## Personal Emoluments

1100 Mayor's Allowance	7,464	7,494	7,524	22,482
1200 Employees' Salaries & Wages	53,307	53,761	54,214	161,282
1300 Bonuses	4,753	4,782	4,811	14,346
1400 Income Supplements	349	349	349	1,048
1500 Social Security Contributions	4,958	5,004	5,049	15,011
1600 Allowances	6,400	6,400	6,400	19,200
1700 Overtime	2,674	2,700	2,200	7,574
	<b>79,905</b>	<b>80,490</b>	<b>80,548</b>	<b>240,943</b>

7

## Operations and Maintenance

2100-2149 Public Utilities	10,350	10,557	10,768	31,675
2200-2259 Public Materials & Supplies	5,530	5,641	5,753	16,924
2300-2399 Repairs & Upkeep	17,900	18,258	18,623	54,781
2400-2449 Rent	7,331	7,331	7,331	21,992
3010 Street Lighting	6,000	6,120	6,242	18,362
3020 Lease of Equipment	150	153	156	459
3030 Insurance	1,197	1,221	1,245	3,663
3035 Bank Charges	80	82	83	245
3038 Penalties	-	-	-	-
3040 Waste Disposal	16,800	17,136	17,479	51,415
3041 Refuse Collection	29,124	29,706	30,301	89,131
3042 Bulky Refuse Collection	10,500	10,710	10,924	32,134
3043 Bins on wheels	-	-	-	-
3045 Bring in sites	-	-	-	-
3051 Road & Street Cleaning	15,362	15,669	15,982	47,012
3052 Cleaning & Maintenance of Non-Urban Areas	-	-	-	-
3053 Cleaning of Public Conveniences	2,920	2,978	3,038	8,936
3055 Cleaning of Council Premises	-	-	-	-
3060 Cleaning & Maintenance of Parks & Gardens	18,850	18,178	16,202	53,230
3061 Cleaning & Maintenance of Soft Areas	-	-	-	-
3062 Cleaning & Maintenance of Beaches & CA	-	-	-	-
3063 Cleaning & Maintenance of Country Non-Urban	-	-	-	-
3064 Other Contractual Services	2,832	2,889	2,946	8,667
3070-3090 Consultation Fees	-	-	-	-
3100-3139 Contract & Project Management	-	-	-	-
3300-3379 Hospitality	35,000	12,500	36,000	83,500
3380-3389 Community	-	-	-	-
3600-3694 Local Enforcement Expenses	250	255	260	765
3700-3799 EU Projects	-	-	-	-
3800-3899 Twinning	-	-	-	-
	<b>180,175</b>	<b>159,382</b>	<b>183,335</b>	<b>522,892</b>



**Detailed Estimates of Expenditure (Continued)**

DESCRIPTION	A	B	C	D (A+B+C)
	BUDGET	BUDGET	BUDGET	BUDGET
	Jan-Dec	Jan-Dec	Jan-Dec	Period
	2018	2019	2020	2018-2020
	€	€	€	€
<b>8 Administration &amp; Other Expenditure</b>				
2150-2199 Office Utilities	-			-
2260-2299 Office Materials & Supplies	-			-
2450-2499 Office Rent	-			-
2500-2599 National & International Memberships	600	612	624	1,836
2600-2699 Office Services	1,900	1,938	1,977	5,815
2700-2799 Transport	2,300	2,346	2,393	7,039
2800-2899 Travel	1,000	1,020	1,040	3,060
2900-2999 Information Services	9,764	9,959	10,158	29,880
3050 Office Cleaning	1,080	1,102	1,124	3,305
3140-3199 Professional Services	12,783	13,039	13,300	39,122
3200-3299 Training	-	500	-	500
3345 Office Hospitality	1,500	1,270	1,230	4,000
3400-3499 Incidental Expenses	192	316	424	933
	-			-
	<b>31,119</b>	<b>32,102</b>	<b>32,270</b>	<b>95,491</b>
<b>9 Finance Costs</b>				
3036 Interest on Bank Loan				-
				-
				-
	-	-	-	-
<b>10 Other Expenditure</b>				
3500-3599 Loss / (Profit) on Disposal of assets				-
3695 Increase/(Decrease) in allowance for bad debts				-
8000-8099 Depreciation (charge for the year)	42,327	46,103	43,385	131,814
	<b>42,327</b>	<b>46,103</b>	<b>43,385</b>	<b>131,814</b>
<b>Total</b>	<b>333,527</b>	<b>318,076</b>	<b>339,537</b>	<b>991,140</b>

## Detailed Estimates of Statement of Financial Position

DESCRIPTION	A	B	C	D (A+B+C)
	BUDGET	BUDGET	BUDGET	BUDGET
	Jan-Dec	Jan-Dec	Jan-Dec	Period
	2018	2019	2020	2018-2020
	€	€	€	€
<b>11 Inventory</b>				
5201-5249 Stationery	-			-
5250-5299 Consumables	900	870	820	2,590
	-			-
	<b>900</b>	<b>870</b>	<b>820</b>	<b>2,590</b>
<b>12 Receivables</b>				
0201-0209 Receivables	3,000	3,200	3,400	9,600
0210-0219 LES Receivables	-			-
0220-0229 Receivables from EU	-		110,496	110,496
0250 Prepayments & Accrued income	2,000	2,200	2,150	6,350
	-			-
	<b>5,000</b>	<b>5,400</b>	<b>116,046</b>	<b>126,446</b>
<b>13 Cash &amp; Equivalents</b>				
5001-5099 Bank & Cash Balances	207,661	152,414	55,730	415,805
	<b>207,661</b>	<b>152,414</b>	<b>55,730</b>	<b>415,805</b>
<b>14 Payables</b>				
4000 Payables	35,000	38,000	36,000	109,000
4100 Accruals	40,562	13,071	15,171	68,804
4150 Deferred Income				-
				-
	<b>75,562</b>	<b>51,071</b>	<b>51,171</b>	<b>177,804</b>
<b>15 Non Current Liabilities</b>				
4200 Long Term Borrowings				-
				-
	-	-	-	-

**16 Depreciation of Property, Plant and Equipment**

Asset % of depreciation	Furn & Fittings		Office Equipment		Urban Improvements		Construction		Trees		Plant & Machinery		Computer Equipment		Street Signs		Assets under Construction		Total
	€	8%	€	20%	€	10%	€	10%	€	0%	€	20%	€	25%	€	€	0%	€	€
<b>Cost</b>																			
As at 01 January 2018		43,524		15,607		294,503		449,433		6,981		8,114		10,519		38,068		13,064	879,813
Additions				19,800		3,600		-		-		-		2,200				93,922	119,522
Disposals																			-
As at 31 December 2018		<b>43,524</b>		<b>35,407</b>		<b>298,103</b>		<b>449,433</b>		<b>6,981</b>		<b>8,114</b>		<b>12,719</b>		<b>38,068</b>		<b>106,986</b>	<b>999,335</b>
<b>Grants/ other reimbursements</b>																			
As at 01 January 2018						51,246												93,922	51,246
Additions																			93,922
As at 31 December 2018		-		-		<b>51,246</b>		-		-		-		-		-		<b>93,922</b>	<b>145,168</b>
<b>Accumulated Depreciation</b>																			
As at 01 January 2018		25,344		11,662		177,152		114,451		-		5,991		8,398		38,068		-	381,066
Charge for the year		1,355		795		6,418		32,922		-		409		428		-		-	42,327
Released on disposal																			-
As at 31 December 2018		<b>26,699</b>		<b>12,457</b>		<b>183,570</b>		<b>147,373</b>		-		<b>6,400</b>		<b>8,826</b>		<b>38,068</b>		-	<b>423,393</b>
<b>Budgeted NBV 31 Dec 2017</b>		18,180		3,945		66,105		334,982		6,981		2,123		2,121		-		13,064	<b>447,501</b>
<b>Budgeted NBV 31 Dec 2018</b>		16,825		22,950		63,288		302,060		6,981		1,714		3,893		-		13,064	<b>430,774</b>

**16 Depreciation of Property, Plant and Equipment**

Asset % of depreciation	Furn & Fittings		Office Equipment		Urban Improvements		Construction		Trees		Plant & Machinery		Computer Equipment		Street Signs		Assets under Construction		Total
	€	8%	€	20%	€	10%	€	10%	€	0%	€	20%	€	25%	€	€	0%	€	
<b>Cost</b>																			
As at 01 January 2019		43,524		35,407		298,103		449,433		6,981		8,114		12,719		38,068		106,986	999,335
Additions								24,000										251,379	275,379
Disposals																			-
As at 31 December 2019		<b>43,524</b>		<b>35,407</b>		<b>298,103</b>		<b>473,433</b>		<b>6,981</b>		<b>8,114</b>		<b>12,719</b>		<b>38,068</b>		<b>358,365</b>	<b>1,274,714</b>
<b>Grants/ other reimbursements</b>																			
As at 01 January 2019						51,246												93,922	145,168
Additions																		220,993	220,993
As at 31 December 2019		-		-		<b>51,246</b>		-		-		-		-		-		<b>314,915</b>	<b>366,161</b>
<b>Accumulated Depreciation</b>																			
As at 01 January 2019		26,699		12,457		183,570		147,373		-		6,400		8,826		38,068		-	423,393
Charge for the year		1,262		4,590		6,329		32,606		-		343		973		-		-	46,103
Released on disposal																			-
As at 31 December 2019		<b>27,961</b>		<b>17,047</b>		<b>189,898</b>		<b>179,979</b>		-		<b>6,743</b>		<b>9,799</b>		<b>38,068</b>		-	<b>469,495</b>
<b>Budgeted NBV 31 Dec 2018</b>		16,825		22,950		63,288		302,060		6,981		1,714		3,893		-		13,064	<b>430,774</b>
<b>Budgeted NBV 31 Dec 2019</b>		15,563		18,360		56,959		293,454		6,981		1,371		2,920		-		43,450	<b>439,058</b>



**16 Depreciation of Property, Plant and Equipment**

Asset % of depreciation	€										Total €
	Furn & Fittings 8%	Office Equipment 20%	Urban Improvements 10%	Construction 10%	Trees 0%	Plant & Machinery 20%	Computer Equipment 25%	Street Signs €	Assets under Construction 0%	€	
<b>Cost</b>											
As at 01 January 2020	43,524	35,407	298,103	473,433	6,981	8,114	12,719	38,068	358,365		1,274,714
Additions				25,000					207,181		232,181
Disposals											-
As at 31 December 2020	<b>43,524</b>	<b>35,407</b>	<b>298,103</b>	<b>498,433</b>	<b>6,981</b>	<b>8,114</b>	<b>12,719</b>	<b>38,068</b>	<b>565,546</b>		<b>1,506,895</b>
<b>Grants/ other reimbursements</b>											
As at 01 January 2020			51,246						314,915		366,161
Additions									220,992		220,992
As at 31 December 2020	-	-	<b>51,246</b>	-	-	-	-	-	<b>535,907</b>		<b>587,153</b>
<b>Accumulated Depreciation</b>											
As at 01 January 2020	27,961	17,047	189,898	179,979	-	6,743	9,799	38,068	-		469,495
Charge for the year	1,167	3,672	5,696	31,845	-	274	730	-	-		43,385
Released on disposal											-
As at 31 December 2020	<b>29,128</b>	<b>20,719</b>	<b>195,594</b>	<b>211,824</b>	-	<b>7,017</b>	<b>10,529</b>	<b>38,068</b>	-		<b>512,880</b>
<b>Budgeted NBV 31 Dec 2019</b>	15,563	18,360	56,959	293,454	6,981	1,371	2,920	-	43,450		439,058
<b>Budgeted NBV 31 Dec 2020</b>	14,396	14,688	51,263	286,609	6,981	1,097	2,190	-	29,639		406,862