

Appendix C – Oxted BID Support Costs 2019

Oxted 2019	No's issued	Approximate resourcing hours
<b>Oxted Bills / Adjustment Notices issued during 2019</b>	1,355 (1,355 x £0.65p 2 <sup>nd</sup> class postage = £880.75)	<i>*6 hours in total at original billing set up for 2 Business &amp; Income Specialist / 1 IT Specialist</i>  <i>*Have to BILL twice, i.e, 1 Jan to 31 March and 1 April to 31 Dec</i>
<b>Oxted Reminders issued</b>	129 (£83.85)	2 hours reviewing and running report
<b>Oxted Summonses issued</b>	24 (£15.60)	2 hours reviewing, running court list and attending Magistrates Court
<b>Cases to Bailiffs</b>	7	1 hour reviewing and selecting cases from Court list with BID involvement
<b>Reconciling</b>	08/07/19 = 90% 02/08/19 = 91% 10/09/19 = 91.3% 02/10/19 = 93.7% 11/11/19 = 94.9% 06/01/20 = 99.5%	<i>Each reconciliation takes at least 2 to 3 hours</i>
<b>Total Staff Resource Hours for Revenue and Benefits Team 2019</b>	29 (£27.79) = £805.91	29 Hours - M4 grade
<b>Occasional printing of flyers and posters</b>	<i>once or twice a year £100.00 - £150.00 in total</i>	<i>Print and Media Approx. 3 hours</i>