

Appendix C – Support Costs Caterham

Caterham 2019/20	No's issued	Approximate resourcing hours
Caterham Bills / Adjustment notices issued during 2019/20	1,465 <i>(1,465 x £0.65p 2nd class postage = £952.25)</i>	<i>5 hours in total for original billing set up with 2 Business & Income Specialist / 1 IT Specialist</i>
Caterham Reminders issued	135 (£87.75)	<i>2 hours reviewing and running report</i>
Caterham Summonses issued	40 (£26.00)	<i>2 hours reviewing, running court list and attending Magistrates Court</i>
Cases to Bailiffs	13	<i>1 hour reviewing and selecting cases from Court list with BID involvement</i>
Reconciling	05/07/19 = 53% 02/08/19 = 86% 05/09/19 = 88.4% 02/10/19 = 94.2% 11/11/19 = No change 25/03/20 = 98.4%	<i>Each reconciliation takes at least 2 to 3 hours</i>
	Total postage £1,066.00 not allowing for stationary costs	Total approximate Tandridge staff resource hours = 28
Total Staff Resource hours for Business & Income Officers (2019)	28 (£27.79) = £778.12	28 Hours - M4 grade
Printing and Media Costs	£150.00 per annum	Approx. costs
Total Costs per year	£1,994.12 per annum	The BID term is 5 years. Potential support costs for Caterham BID could amount to £9970.60 for 5-year term.