Capital & Revenue Costs Involved in Asset Transfer

The tables below are intended to be an indicative rather than exhaustive list of the income and expenditure involved in the initial capital project and the ongoing operation of a facility.

Depending on the nature and complexity of your project not all of these items will need to be considered. Similarly there may be other which need to be taken into consideration.

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| **Capital costs and income** | |
| **Costs** | **Income** |
| * Site investigations, survey costs, (e.g.: noise, traffic, environmental), planning fees, building regulation fees, legal fees. * Ground works, construction, finishes, furniture, fittings & equipment, external works. * Professional fees: Architect, Structural Engineer, Mechanical & Electrical Engineer, Quantity Surveyor, Project Manager, Building Surveyor, CDM Co-ordinator. * Project management * VAT. * Purchase costs and Stamp Duty Land Tax, (there is relief for registered charities). * Renewable Energy installations & other green features * Sinking Fund, (reserve fund for future work) * Contingency. | * Grants, loans, equity, community shares, donations, subscriptions, reserves, Feed-in-Tariffs |

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| **Revenue Costs and Income** | |
| **Costs** | **Income** |
| * Staff salaries, (including employer’s NI, pensions, holiday cover, recruitment, training, travel). * Insurance, (land, buildings, public liability, employer’s liability, contents, consequential loss). * ITC, post, stationery and reprographics. * Consumables. * Catering/vending * Laundry. * Professional fees – audit and legal. * Memberships e.g. Governing Bodies * Repairs and renewals. * Marketing / Letting * Utilities, (gas, electric, water / drainage rates). * Training for staff / volunteers * Administration, book-keeping. * Business Rates, (there is mandatory rate relief of 80% for charities / CASCs. Rate collecting authorities can waive the remaining 20%). * Loan repayments. * Cyclical maintenance, (decoration, repairs, etc). * Cleaning, caretaking & security * Landscaping, grounds, pitch, track maintenance. * Utility and fire compliance. * Promotion, publicity. * Allowance for bad debts, voids, (unlet property). * Waste management / disposal. * Car parking. * Licenses, (eg: Performing Rights). * Replacement of equipment. * VAT. * Corporation Tax. * Bank charges. | * Rents, fees and charges, venue / pitch hire, sub-letting parts of the asset, (subject to the terms of the property agreement). * Sale of goods & services e.g. food & drink, coaching, merchandise. * Fundraising & grants for projects. * Public sector contracts * Don’t forget to show VAT refunds if relevant. * Charities can claim gift aid on donations. * Prices should be set relative to the market. * Market research can help decide what trading is likely to be most profitable. * Show your assumptions e.g. * no. of hours of regular & casual usage by different clubs & users |