

Option 1: Closure

This assumes that the Museum would be Closed .

	Cost Incurred £	Year 1 Current Budget	Budget Saving £	Cost Incurred £	Year 2 Current Budget	Budget Saving £	One off Costs
Employee Costs It is likely that it would take up to 6 months to organise closure etc. We have assumed that 1fte for 6 months <i>Assume this is paid at operation mangaer salary level</i>	18,253	145,733	-127,480	0	145,733	-145,733	36,527
Premises	0	24,106	-24,106	0	24,106	-24,106	
Transport	0	330	-330	0	330	-330	
Supplies & Services SLA with the County Council, we would have to give 1 year notice on this	12,000		12,000	0		0	
Minimal stationery / admin costs, and telephones for 6 months	700		700			0	
Cover insurance for only 6 months , while dismantling Museum	3,027						73,000
Removal of Collections							20,000
Removal of display fittings etc							
Courier Service - some lenders of exhibits require courier service by their staff							5,000
	15,727	-118,769	134,496	0	-118,769	118,769	
Support Services Internal charges that would still be incurred, or have to be absorbed elsewhere in the Council	178,862	178,862	0	178,862	178,862	0	
Income Loss of income	0	-29,500	29,500	0	-29,500	29,500	
Total	212,842	200,762	12,080	178,862	200,762	-21,900	98,000 { To be negotiated with the County Transformation might fund a part of costs?

	Year 1	Year 2
Total Revenue Saving per year	12,080	-21,900
One Off Costs		
- Redundancy Costs	36,527	36,527
- Pay back of any grants received	0	0
- Removal of exhibition costs		0
Total net saving year 1	48,607	

Transformation "Spend to save" might fund a part of one-off costs"

2009 The cost of rehabilitation conversion of the museum to Town Hall usage is estimated at £670,00.
Based on current BCIS figures - £1118 per square metre
Total area of museum (both floors) estimated at 600 sq m

Summary for Museum Closure 2010/11

Option 1 - Closure

Employee	18,253	Based on 1 FTE at manager level for 6 months to organise closure etc.
Premise	3,027	
Supplies & Services	12,700	SLA with the County Council, we would have to give 1 year notice on this & other
Redundancy Costs	0	
Total Costs	33,980	

Net Budget 21,900

Total Savings 12,080

3 months Savings (25,409) If, close from Jan.10 - please see 3 months savings worksheet

Total Costs (13,329)

Option 2 -Stays Open

2010/11 savings reverse	90,000	
Development Officer	30,000	Additional costs
Total Costs	120,000	

Option 3 With Option A plus an additional cost of a Development Officer

Development Officer	30,000	Additional costs
Shut	(13,329)	Net amount of Option A
Total Costs	16,671	

Note: Options A & B for Closure
£98k one off costs are excluded. These costs could be met by negotiation with the County and Transformation "Spend to save" might fund a part of the costs"

AJ01 - Museum 2010/11 Budget

Account	Account(T)	Approved budget
A0101	Salaries Basic	115,022
A0110	Salaries Employers NI	6,802
A0111	Salaries Employers Pension	24,215
A0801	Insurance Employee Related	277
A0995	Employers Pension FRS17 Adjustment	(583)
A	Employees	145,733
B1101	Reactive Maintenance & Minor Repairs	5,371
B1103	Services Maintenance (Planned)	2,686
B1140	Internal Painting/Decoration	10,743
B1202	Plant Maintenance	1,129
B1801	Buildings Related Insurance	6,054
B1821	Service Charges	1,150
B	Premises	27,133
C2503	Travel Concessions	330
C	Transport	330
D3001	Furniture & Equipment Purchase	1,210
D3011	Goods For Resale	3,300
D3013	Goods For Resale (TIC)	7,005
D3021	Materials	1,320
D3104	Town Hall Catering Recharge	110
D3301	General Stationery Supplies	1,196
D3304	Copier Unit Recharges	3,351
D3306	Photocopying/Paper Supplies	666
D3401	General Contracted Services	29,194
D3433	Bank Charges/Commission	302
D3501	Postage & Carriage	880
D3503	External Telephone Charges	1,040
D3703	Subscriptions	880
D3802	Advertising & Publicity	2,750
D3996	Unidentified Savings/Bids	(175,000)
D	Supplies & Services	(121,796)
G6105	Transformation Management	1,431
G6108	Caretaking & Cleaning	4,829
G6201	Media	404
G6203	SLA: HR Training	4,549
G6204	SLA: Human Resources	5,657
G6207	SLA: Chief Executive	1,327
G6212	SLA: FM Accountancy, Creditors & FM General	2,855
G6216	SLA: Audit & Risk	3,408
G6218	SLA: Business Systems	1,099
G6225	Post room & Other Admin	433
G6230	SLA: Office Accommodation	143,422
G6305	Recharges: FM Payroll	1,062
G6312	Recharges: L&D Legal Services	21
G6316	Telephones	1,650
G6322	BDC	6,715
G	Support Services	178,862
EXP	Expenditure	230,262
K9141	Grants/Donations/Contributions	(4,000)
K9201	Books & Publications	(500)
K9207	General Sales	(15,000)
K9307	General Sales	(3,000)
K9401	Services - General Fees	(1,000)
K9501	Services - General Fees	(6,000)
K	Income (Excluding Recharge Income)	(29,500)
INC	Income	(29,500)
AJ01	Museum Of Oxford	200,762

Excluding Supporting Costs	21,900
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3 months savings from Jan. 10 to Mar. 10

	6 months cost from Oct. to Mar. 10	3 months
Employee	50,066	25,033
Transport	100	50
Supplies & Services	13,540	6,770
Income	(12,888)	(6,444)
Total	50,818	25,409

Option 3 : Mothballing

This assumes that the Museum would be mothballed for two years.

	Cost Incurred £	Year 1 Current Budget	Budget Saving £	Cost Incurred £	Year 2 Current Budget	Budget Saving £	One off Costs
Employee Costs 0.5 FTE would need to be retained to ensure exhibits ok (probably condition of lenders agreement), this also includes time for the management of Carfax Tower <i>Assume this is paid at Vanessa Lea's salary level</i>	18,253	145,733	-127,480	18,253	145,733	-127,480	36,527
Premises The only likely saving on premises costs would be a saving of ££10k for internal decorating, removed £6,054 to other section then the balance reduced by 50%	5,168	21,079	-15,911	5,168	21,079	-15,911	
Transport	0	330	-330	0	-330	330	
Supplies & Services SLA with the County Council, we would have to give 1 year notice on this	12,000			0			Some lenders may want their objects back in which case there would be one 12,000 off costs to remove
Professional collections care				7,500			
Minimal stationery / admin costs, and telephones	700			700			
Insurances - budget transferred from Premise budget	6,054	6,054		6,054	6,054		
	18,754	-115,742	134,496	14,254	-115,742	129,996	
Support Services Internal charges that would still be incurred, or have to be absorbed elsewhere in the Council	178,862	178,862	0	178,862	178,862	0	
Income Loss of income	0	-29,500	29,500	0	-29,500	29,500	
Total	221,037	200,762	20,275	216,537	200,102	16,435	12,000
Note	The first year savings will be reduced due to redundancy & one off costs						

Mothballing Summary		Year 1	Year 2
Total Revenue Saving per year		20,275	16,435
One Off Costs			
- Redundancy Costs	36,527	36,527	
- removal costs of those collections that could no longer be kept	12,000	12,000	
- Pay back of any grants received	0	0	
Total Net Savings Year 1		68,802	16,435
At the end of the two years, there would be either:			
Further possible one off "start up " costs at the end of year 2			
The possible start up costs include a staffing cost to allow for 3 professional staff + 3 from of house staff for 3 months, plus £10k for recruitment, training & publicity		36,000	1 quarter of employee budget
If at the end of the period it was decided to reopen the Museum there would be reopening costs that would include recruitment, training, publicity.		10,000	
Total net savings Year 2		62,435	