

CLSB Budget for 2012

Revised

Expenditure	Amount	Permitted purpose	Notes
OFFICE		6(a)(i), (c), (d), (f), (g)	
Phones	720.00		Mobile & 3G, based on £60.00 pm usage
Equipment	500.00		Contingency based on laptop being lost or non-functional
Postage	1,500.00		Based on 1 st class, writing to CL 3 times a year plus 20 additional 1 st class letters a week
Admin	1,200.00		Envelopes, stationary, printer cartridges, paper etc.
Printing	1,000.00		PC applications, Practising Certs, invoices, business cards, comp slips, letterheads etc.
Virtual Office Costs	2,200.00		Includes re-direction of mail & takes into account expected price rise & increase in mail
Room hire for meetings	1,500.00		4 board meeting a year, interviews, Panel Member training
SALARIES		6(a)(i), (c), (d), (f), (g)	
Chief Exec & Chair	56,350.00		Inc. 3% cost of living rise in September for CEO
Board	6,000.00		Includes contingency for 1 extra meeting a year
Payroll services	1,000.00		Payslips, P60's etc.
EXPENSES (Travel & Subs)		6(a)(i), (c), (d), (f), (g)	
Executive & Board	13,000.00		
Conduct Committee	2,250.00		Based on 3 hearings a year with each incurring £250.00 travel & subs costs
DISCIPLINARY		6(a)(i), (c), (d), (f), (g)	
Complaint investigations	2,000.00		Based on 4 at £500.00 each by outside service provider (contract yet to be negotiated)
Conduct hearings	5,000.00		Based on 3 hearings a year
Training of Panel Members	500.00		For 2 sessions a year of ACAS agreed course
PROFESSIONAL FEES		6(a)(i), (c), (d), (f), (g)	
Accountant	1,500.00		Includes Company Secretarial support
Lawyers	3,000.00		In event advice & assistance required

STATUTORY FEES		6(a)(i), (c), (d), (f), (g)	
Filing annual return	15.00		
Information Commissioner	35.00		
INSURANCE		6(a)(i), (c), (d), (f), (g)	
Professional Indemnity	1,380.00		Includes increase on 2011 of 15%
D&O	500.00		Includes increase on 2011 of 15%
Entity cover	140.00		Includes increase on 2011 of 15%
EL & Computer Eqpt	350.00		Includes increase on 2011 of 15%
IT		6(a)(i), (c), (d), (f), (g)	
Website	1,300.00		For updates
IT Support	500.00		For likely assistance required on database issues
Anti-virus	100.00		McAfee for laptop & notebook
MISC		6(a)(i), (c), (d), (f), (g)	
Banking costs (Lloyds TSB)	1,000.00		Free banking until 6 April 2012
Advertising	3,000.00		Board & Panel Members as required
Contingency	5,000.00		For unforeseen circumstances
LSB levy	14,000		Payable for Costs Lawyers on register as at April 2010
LeO levy	2,000		Payable for Costs Lawyers on register as at April 2010
	123,540.00		TOTAL

Note

- CLSB will not be paying the sum of £2,747 (third and final tranche of LSB set up costs) payable on 31 March 2012 as these were agreed and signed to by the ACL under a Memorandum of Understanding with the LSB. The CLSB was not a party to that agreement.
- Whilst CLSB has revised its budget to include the per head levy (LSB & LeO) for Costs Lawyers on the register as at April 2011, it is the CLSB's position that as it only took over the role of regulator on 31 October 2011, it is for the ACL to pay that levy figure in full or 10/12ths of it. CLSB will of course budget for and pay the per head LSB and LeO levy for those on the Costs Lawyer register as at April 2012.