

GENERAL FUND BUDGET BOOK

2014 - 2015

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

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Movement in General Fund net budget - summary

The major reasons for the change between the 2013-14 and 2014-15 General Fund net budget (excluding Parish precepts) are as follows:

	£000
Net Budget 2013-14 (excl Parish Precepts)	41,868
Inflation & other adjustments	866
Unavoidable adjustments & commitments	947
Business Rates Retention Scheme	787
Revenue effects of financing capital expenditure	(584)
Transfers to reserves	22
Service improvements	995
Non-specific government grants	(1,042)
Increased income	(1,438)
Efficiency savings	(593)
Net Budget 2014-15 (excl Parish Precepts)	41,828
Decrease in net budget	(40)

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Movement in General Fund net budget – detail

The table below shows the budget movement analysed across the elements of the budget.

	2013-14 net budget £000	Inflation & other adjustments £000	Unavoidable adjustments & commitments £000	Service improvements £000	Increased income £000	Efficiency savings £000	Business Rates Retention Scheme £000	Revenue effects of financing capital expenditure £000	Transfers to reserves £000	Non-specific government grants £000	2014-15 net budget	Increase/ (decrease) £000
Service units												
<i>Development</i>												
Economic Development	(1,971)	615	70	291	(1,243)	-	-	-	-	-	(2,238)	(267)
Planning	2,778	182	-	153	(97)	(38)	-	-	-	-	2,978	200
<i>Environment</i>												
Operational	1,078	934	108	38	(54)	(257)	-	-	-	-	1,847	769
Parks and Leisure	5,023	345	(15)	66	(85)	-	-	-	-	-	5,334	311
<i>Financial Services</i>												
Financial Services	2,339	(148)	647	8	-	(14)	-	-	-	22	2,854	515
Revenue and Payments	686	(76)	49	8	(14)	(10)	-	-	-	(21)	622	(64)
<i>Governance and Monitoring</i>												
Legal and Democratic	1,827	(247)	-	258	-	-	-	-	-	(64)	1,774	(53)
<i>Housing and Health</i>												
Health and Community Care	2,919	105	(3)	23	55	-	-	-	-	-	3,099	180
Housing Advice	1,594	(202)	-	41	-	(47)	-	-	-	-	1,386	(208)
Neighbourhood and Housing Management	404	(48)	6	8	-	-	-	-	-	-	370	(34)
<i>Organisational Development</i>												
Business Systems	261	(215)	20	8	-	-	-	-	-	-	74	(187)
Corporate Development	1,757	157	53	85	-	(227)	-	-	-	-	1,825	68
Human Resources	(15)	24	-	8	-	-	-	-	-	-	17	32
Total service unit level	18,680	1,426	935	995	(1,438)	(593)	-	-	-	(63)	19,942	1,262
Depreciation (contra to service unit budgets)	(5,698)	(93)	-	-	-	-	-	-	-	-	(5,791)	(93)
Service Unit Level excl depreciation	12,982	1,333	935	995	(1,438)	(593)	-	-	-	(63)	14,151	1,169
External Interest	(669)	-	(37)	-	-	-	-	-	-	-	(706)	(37)
Minimum Revenue Provision	493	-	-	-	-	-	-	(43)	-	-	450	(43)
<i>Revenue Contributions to Capital Outlay (RCCO)</i>												
Met from: Reserves	2,253	(1,282)	-	-	-	-	-	-	-	-	971	(1,282)
General Fund	541	-	-	-	-	-	-	(541)	-	-	-	(541)
Total before transfers to and from reserves	15,600	51	898	995	(1,438)	(593)	-	(584)	-	(63)	14,866	(734)
Transfers to and from reserves	181	815	49	-	-	-	-	-	22	-	1,067	886
Total after transfers to and from reserves	15,781	866	947	995	(1,438)	(593)	-	(584)	22	(63)	15,933	152
Business Rates Retention Scheme payments												
Business rates tariff	27,008	-	-	-	-	-	526	-	-	-	27,534	526
Business rates levy	294	-	-	-	-	-	261	-	-	-	555	261
Non specific government grants												
s31 grant re BRR scheme	-	-	-	-	-	-	-	-	-	(683)	(683)	(683)
New Homes Bonus	(1,215)	-	-	-	-	-	-	-	-	(296)	(1,511)	(296)
GUILDFORD BOROUGH COUNCIL NET BUDGET	41,868	866	947	995	(1,438)	(593)	787	(584)	22	(1,042)	41,828	(40)

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Summary – gross expenditure and income

Actual 2012-13 Net Exp. £		Estimate 2014-15 Gross Exp. £	Estimate 2014-15 Gross Inc. £	Estimate 2014-15 Net Exp. £
	Service units			
	<i>Development</i>			
(460,761)	Economic Development	6,096,400	(8,334,190)	(2,237,790)
2,665,037	Planning	4,609,040	(1,631,180)	2,977,860
	<i>Environment</i>			
1,396,294	Operational	21,910,950	(20,063,870)	1,847,080
5,455,438	Parks and Leisure	9,900,430	(4,565,940)	5,334,490
	<i>Financial Services</i>			
392,783	Financial Services	4,059,120	(1,204,750)	2,854,370
1,024,762	Revenue and Payments	41,517,690	(40,896,160)	621,530
	<i>Governance and Monitoring</i>			
1,872,744	Legal and Democratic	3,146,940	(1,372,540)	1,774,400
	<i>Housing and Health</i>			
3,992,918	Health and Community Care	5,562,240	(2,463,630)	3,098,610
773,261	Housing Advice	1,578,990	(192,660)	1,386,330
570,245	Neighbourhood and Housing Management	3,908,970	(3,538,790)	370,180
	<i>Organisational Development</i>			
44,253	Business Systems	3,988,120	(3,914,190)	73,930
1,645,939	Corporate Development	2,811,880	(987,360)	1,824,520
(60,591)	Human Resources	780,360	(763,830)	16,530
19,312,322	Total service unit level	109,871,130	(89,929,090)	19,942,040
(7,985,594)	Depreciation (contra to service unit budgets)	(5,790,750)	0	(5,790,750)
11,326,728	Service Unit Level excl depreciation	104,080,380	(89,929,090)	14,151,290
(762,083)	External Interest	5,000	(711,350)	(706,350)
91,324	Minimum Revenue Provision	449,870	0	449,870
(9,800)	Revenue income from sale of assets	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)			
2,480,453	Met from: Capital Schemes Reserve	0	0	0
1,264,569	Other Reserves	971,000	0	971,000
660,800	General Fund	0	0	0
15,051,991	Total before transfers to and from reserves	105,506,250	(90,640,440)	14,865,810
	Transfers to and from reserves			
	Capital Schemes			
(2,480,453)	Funding of Revenue Contribution to Capital Outlay	0	0	0
1,007,057	Contribution in Year	0	0	0
0	Business rates equalisation	915,065	0	915,065
(306,112)	Car Park Income Equalisation	0	0	0
352,737	Car Park Maintenance	706,000	(1,059,780)	(353,780)
(71,088)	Credit Crunch	0	0	0
41,000	Election Costs	15,000	0	15,000
44,357	Energy Management Schemes	0	(190,000)	(190,000)
109,343	Housing Revenue Account	223,110	0	223,110
(153,733)	Insurance	10,110	0	10,110
82,051	IT Renewals	301,510	(400,000)	(98,490)
469,371	Invest to Save	250,000	0	250,000
(367,166)	Local Authority Business Growth Incentive	0	0	0
446,393	New Homes Bonus	510,396	0	510,396
0	On Street Parking	29,090	0	29,090
593,925	Pensions (Statutory)	0	0	0
175,000	Pensions (Guildford Borough Council)	0	0	0
(124,724)	Spectrum	169,340	(204,000)	(34,660)
192,989	Other reserves	81,290	(289,830)	(208,540)
15,062,938	Total after transfers to and from reserves	108,717,161	(92,784,050)	15,933,111
	Business Rates Retention Scheme payments			
0	Business rates tariff	27,533,633	0	27,533,633
0	Business rates levy	554,571	0	554,571
	Non specific government grants			
0	s31 grant re BRR scheme	0	(682,566)	(682,566)
(413,475)	Council Tax Freeze Grant	0	0	0
(583,913)	New Homes Bonus	0	(1,510,950)	(1,510,950)
14,065,550	GUILDFORD BOROUGH COUNCIL NET BUDGET	136,805,365	(94,977,566)	41,827,799
1,283,382	Parish Council Precepts	1,260,607	0	1,260,607
15,348,932	TOTAL NET BUDGET	138,065,972	(94,977,566)	43,088,406
(5,716,938)	Formula grant	0	0	0
0	Business rates - retained income	0	(30,977,434)	(30,977,434)
0	Revenue support grant	0	(2,962,530)	(2,962,530)
0	Collection Fund Deficit - Business Rates	216,660	0	216,660
(45,177)	Collection Fund Surplus - Council Tax	0	(148,615)	(148,615)
9,586,817	COUNCIL TAX REQUIREMENT	138,282,632	(129,066,145)	9,216,487

**GUILDFORD BOROUGH COUNCIL
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Summary – net expenditure

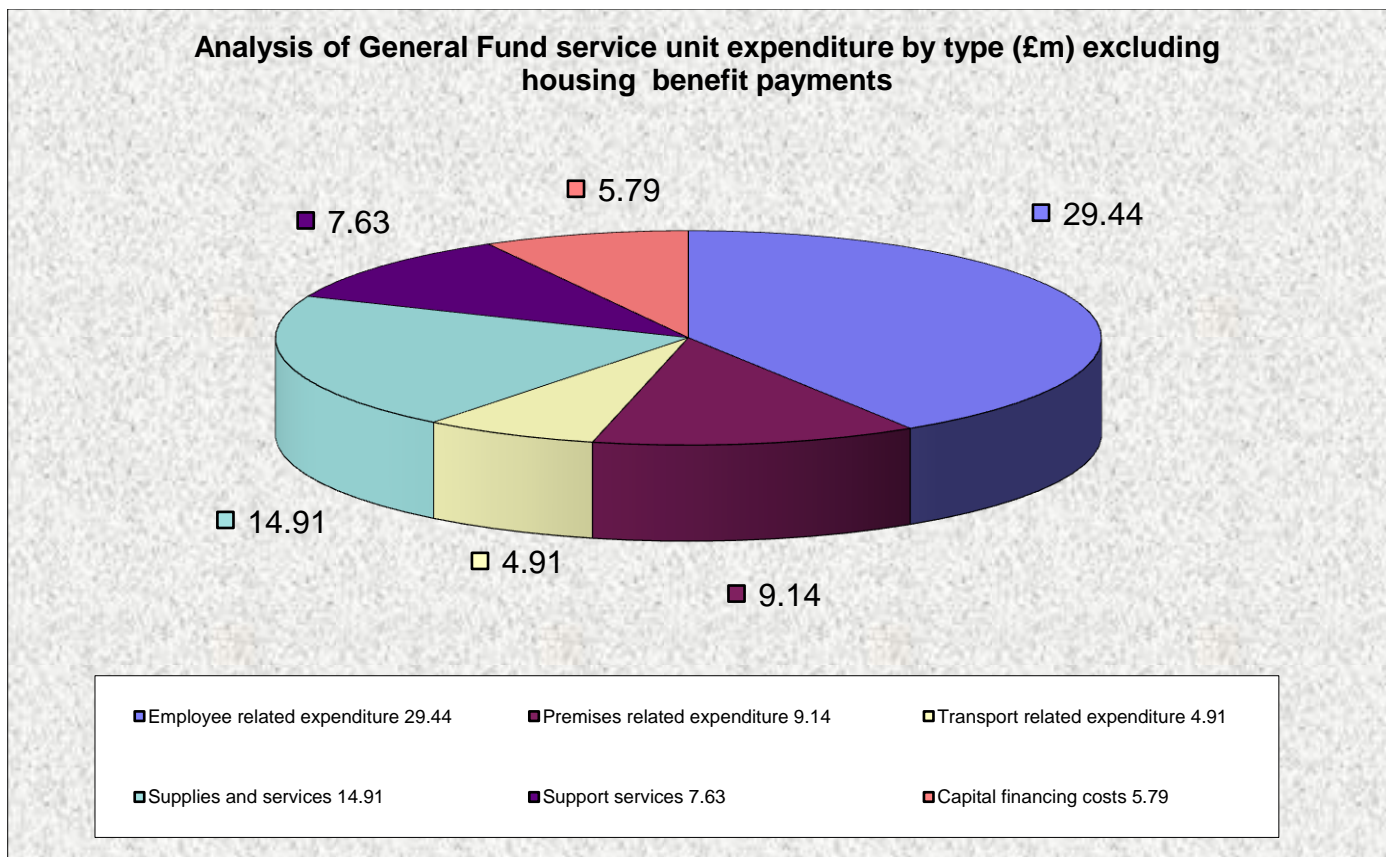
Actual 2012-13 Net Exp. £		Estimate 2013-14 Net Exp. £	Probable 2013-14 Net Exp. £	Estimate 2014-15 Net Exp. £
	Service Units - Net Expenditure			
	<i>Development</i>			
(460,761)	Economic Development	(1,970,960)	(1,678,755)	(2,237,790)
2,665,037	Planning	2,778,080	2,650,811	2,977,860
	<i>Environment</i>			
1,396,294	Operational	1,078,010	1,463,692	1,847,080
5,455,438	Parks and Leisure	5,023,020	5,049,795	5,334,490
	<i>Financial Services</i>			
392,783	Financial Services	2,339,220	2,079,329	2,854,370
1,024,762	Revenue and Payments	685,920	306,608	621,530
	<i>Governance and Monitoring</i>			
1,872,744	Legal and Democratic	1,826,840	1,997,613	1,774,400
	<i>Housing and Health</i>			
3,992,918	Health and Community Care	2,918,440	2,874,244	3,098,610
773,261	Housing Advice	1,593,610	1,548,630	1,386,330
570,245	Neighbourhood and Housing Management	404,310	404,601	370,180
	<i>Organisational Development</i>			
44,253	Business Systems	260,790	414,215	73,930
1,645,939	Corporate Development	1,757,470	1,845,446	1,824,520
(60,591)	Human Resources	(15,170)	(59,090)	16,530
19,312,322	<i>Total service unit level</i>	18,679,580	18,897,139	19,942,040
(7,985,594)	Depreciation (contra to service unit budgets)	(5,697,790)	(5,697,790)	(5,790,750)
11,326,728	<i>Service Unit Level excl depreciation</i>	12,981,790	13,199,349	14,151,290
(762,083)	External Interest receivable (net)	(668,730)	(775,126)	(706,350)
91,324	Minimum Revenue Provision	493,260	174,790	449,870
(9,800)	Revenue income from sale of assets	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)			
2,480,453	Met from: Capital Schemes Reserve	0	0	0
1,264,569	Other Reserves	2,253,000	3,944,000	971,000
660,800	General Fund	541,000	541,000	0
15,051,991	Total before transfers to and from reserves	15,600,320	17,084,013	14,865,810
	Transfers to and from reserves			
	Capital Schemes			
(2,480,453)	Funding of Revenue Contribution to Capital Outlay	0	0	0
1,007,057	Contribution in Year	0	0	0
0	Business rates equalisation	293,650	293,650	915,065
(306,112)	Car Park Income Equalisation	0	0	0
352,737	Car Park Maintenance	(594,360)	(1,451,609)	(353,780)
(71,088)	Credit Crunch	0	0	0
41,000	Election Costs	15,000	15,000	15,000
44,357	Energy Management Schemes	(31,670)	(16,666)	(190,000)
109,343	Housing Revenue Account	174,350	219,130	223,110
(153,733)	Insurance	(760)	(39,678)	10,110
82,051	IT Renewals	(72,570)	(108,570)	(98,490)
469,371	Invest to Save	250,000	(300,197)	250,000
(367,166)	Local Authority Business Growth Incentive	(222,480)	(532,694)	0
446,393	New Homes Bonus	1,077,060	1,077,060	510,396
0	On Street Parking	123,400	133,483	29,090
593,925	Pensions (Statutory)	0	0	0
175,000	Pensions (Guildford Borough Council)	0	0	0
(124,724)	Spectrum	(310,980)	(672,980)	(34,660)
192,989	Other reserves	(519,330)	(770,934)	(208,540)
15,062,938	Total after transfers to and from reserves	15,781,630	14,929,008	15,933,111
	Business Rates Retention Scheme payments			
0	Business rates tariff	27,007,513	27,007,513	27,533,633
0	Business rates levy	293,659	293,659	554,571
	Non specific government grants			
0	s31 grant re BRR scheme	0	0	(682,566)
(413,475)	Council Tax Freeze Grant	0	0	0
(583,913)	New Homes Bonus	(1,214,580)	(1,214,580)	(1,510,950)
14,065,550	GUILDFORD BOROUGH COUNCIL NET BUDGET	41,868,222	41,015,600	41,827,799
1,283,382	Parish Council Precepts	1,224,407	1,224,407	1,260,607
15,348,932	TOTAL NET BUDGET	43,092,629	42,240,007	43,088,406
(5,716,938)	Formula grant	0	0	0
0	Business rates - retained income	(30,153,137)	(30,153,137)	(30,977,434)
0	Revenue support grant	(3,845,515)	(3,845,515)	(2,962,530)
0	Collection Fund Deficit - Business Rates	0	0	216,660
(45,177)	Collection Fund Surplus - Council Tax	(30,802)	(30,802)	(148,615)
9,586,817	COUNCIL TAX REQUIREMENT	9,063,175	8,210,553	9,216,487

Projected Variance lower net expenditure) based on 8 months data

(852,622)

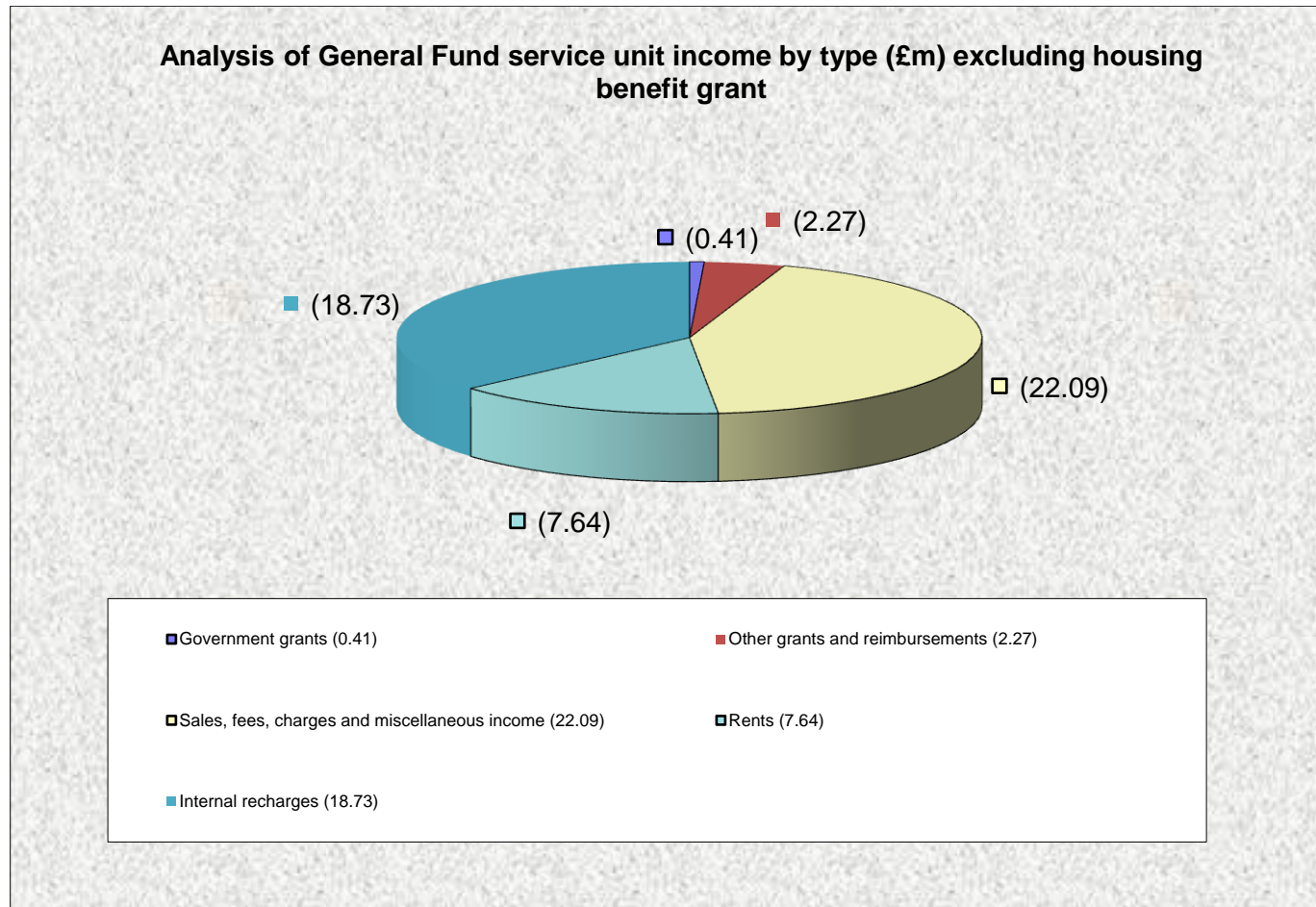
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Graphical analysis of General Fund service unit gross expenditure for 2014-15 by type (subjective analysis) excluding housing benefit payments



**GUILDFORD BOROUGH COUNCIL
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Graphical analysis of General Fund service unit gross income for 2014-15 by type (subjective analysis) excluding housing benefit grant



**GUILDFORD BOROUGH COUNCIL
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Analysis of General Fund gross expenditure and sources of finance for 2014-15

Gross Expenditure by Service		
<u>General Fund Services</u>	%	£000
Car Parks	6	7,448
Corporate Services	1	1,113
Culture and Heritage	3	3,702
Democratic Services	1	1,279
Environmental Services	3	3,527
Leisure centres	2	2,790
Housing Benefits (incl. Administration)	32	39,267
Industrial Estates and Property	2	2,252
Parks and Countryside	3	4,076
Planning and Development Services	4	5,382
Refuse Collection and Recycling	5	6,137
Welfare	2	2,301
Other Services	9	11,868
Parish Precepts	1	1,261
Transfer to reserves	2	2,988
Interest payable	0	228
Business rates retention scheme payments	23	28,089
Minimum Revenue Provision for repayment of debt	0	450
Revenue Contributions to Capital Outlay	1	971
Collection fund deficit re BRR scheme	0	217
	100	125,346

Gross Expenditure alternatively analysed as:	%	£000
Building Repairs & Maintenance	2	2,670
Depreciation, leasing and minimum revenue provision	5	6,249
Direct payroll costs (Incl NI & Superannuation)	22	27,688
Housing benefit payments	30	38,054
Rates	2	2,197
Energy costs	2	1,961
Grants	2	1,899
Other	9	10,875
Business rates retention scheme payments	22	28,088
Interest payable	0	228
Parish Precepts	1	1,261
Transfer to reserves	2	2,988
Revenue contributions to capital outlay	1	971
Collection Fund deficit re BRR scheme	0	217
	100	125,346
Received From:	%	£000
Depreciation reversed	5	5,791
<u>Government grants</u>		
Housing Benefit	31	38,786
Revenue Support Grant	2	2,963
Other Government grants	2	2,600
Interest receivable	1	716
Local taxation (via Collection Fund)	7	9,216
Retained business rates	25	30,977
Rent income	6	7,644
Fees, charges and miscellaneous income from services	19	24,360
Collection Fund surplus	0	149
Transfers from reserves	2	2,144
	100	125,346

**GUILDFORD BOROUGH COUNCIL
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General Fund Revenue Balance and major reserves' projections to 2017-18

General Fund Revenue Balance

The Revenue Balance of the General Fund is maintained at £3,748,000 and is available to meet unexpected fluctuations in the budget.

Actual 2012-13 £000	Estimate 2013-14 £000	Revised 2013-14 £000	Estimate 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000
(3,748) Balance b/f 1 April	(3,748)	(3,748)	(3,748)	(3,748)	(3,748)	(3,748)
0 Transfers in year	0	0	0	0	0	0
(3,748) Balance c/f 31 March	(3,748)	(3,748)	(3,748)	(3,748)	(3,748)	(3,748)

Insurance reserve

Receives any credit balance and funds any debit balance on the insurance revenue account (included within Revenues and Payments service unit)

Actual 2012-13 £000	Estimate 2013-14 £000	Revised 2013-14 £000	Estimate 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000
(1,133) Balance b/f 1 April	(628)	(979)	(905)	(915)	(925)	(935)
0 Receipts in year	0	0	(10)	(10)	(10)	(10)
154 Used in year	10	74	0	0	0	0
(979) Balance c/f 31 March	(618)	(905)	(915)	(925)	(935)	(945)

IT Renewals reserve

To provide finance for IT related items such as equipment, software and infrastructure

Actual 2012-13 £000	Estimate 2013-14 £000	Revised 2013-14 £000	Estimate 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000
(1,117) Balance b/f 1 April	(1,078)	(1,199)	(1,090)	(642)	(556)	(482)
(271) Receipts in year	(328)	(327)	(302)	(314)	(326)	(339)
189 Used re capital expenditure	400	436	750	400	400	400
(1,199) Balance c/f 31 March	(1,006)	(1,090)	(642)	(556)	(482)	(421)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

General Fund Revenue Balance and major reserves' projections to 2017-18 (continued)

Capital Schemes reserve

Used to fund capital schemes and other approved items.

Actual 2012-13 £000	Estimate 2013-14 £000	Revised 2013-14 £000	Estimate 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000
(4,187) Balance b/f 1 April	0	(2,714)	0	0	0	0
(1,007) Receipts in year	0	0	0	0	0	0
2,480 Transfer to other reserves	0	0	0	0	0	0
0 Used re capital expenditure	0	2,714	0	0	0	0
(2,714) Balance c/f 31 March	0	0	0	0	0	0

Invest to Save reserve

Used to fund investment opportunities in services that will allow ongoing savings to be achieved and to accommodate short term increases in revenue costs during periods of transition.

Actual 2012-13 £000	Estimate 2013-14 £000	Revised 2013-14 £000	Estimate 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000
(1,377) Balance b/f 1 April	(838)	(1,846)	(1,405)	(1,155)	(905)	(655)
(1,092) Receipts in year	(250)	(250)	(250)	(250)	(250)	(250)
623 Used in year	755	691	500	500	500	500
(1,846) Balance c/f 31 March	(333)	(1,405)	(1,155)	(905)	(655)	(405)

Car Parks Maintenance Reserve

Available to fund major repairs, maintenance and improvements in car parks

Actual 2012-13 £000	Estimate 2013-14 £000	Revised 2013-14 £000	Estimate 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000
(2,752) Balance b/f 1 April	(2,259)	(3,105)	(1,837)	(1,483)	(1,292)	(1,767)
(696) Receipts in year	(701)	(701)	(706)	(711)	(716)	(721)
343 Used in year	1,000	1,969	1,060	902	241	1,273
(3,105) Balance c/f 31 March	(1,960)	(1,837)	(1,483)	(1,292)	(1,767)	(1,215)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

General Fund Revenue Balance and major reserves' projections to 2017-18 (continued)

Spectrum reserve

Available to fund major repairs, maintenance and improvements at Spectrum leisure centre

Actual 2012-13 £000	Estimate 2013-14 £000	Revised 2013-14 £000	Estimate 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000
(1,229) Balance b/f 1 April	(2,259)	(1,104)	(674)	(396)	(444)	(495)
(172) Receipts in year	(701)	(166)	(169)	(173)	(176)	(180)
297 Used in year	1,000	596	447	125	125	125
(1,104) Balance c/f 31 March	(1,960)	(674)	(396)	(444)	(495)	(550)

Usable Capital Receipts (General Fund)

Available to fund capital expenditure

Actual 2012-13 £000	Estimate 2013-14 £000	Revised 2013-14 £000	Estimate 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000
(221) Balance b/f 1 April	0	0	0	0	0	0
(50) Receipts in year	(10,500)	(10,500)	0	0	0	0
271 Used in year	8,811	10,500	0	0	0	0
0 Balance c/f 31 March	(1,689)	0	0	0	0	0

Usable Capital Receipts (General Fund - Housing related)

Available to fund Housing, Affordable Housing and Regeneration projects only.

Actual 2012-13 £000	Estimate 2013-14 £000	Revised 2013-14 £000	Estimate 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000
(18,581) Balance b/f 1 April	(16,311)	(17,934)	(23,169)	(21,208)	(20,438)	(19,908)
(312) Receipts in year (net of pooling)	(9,027)	(6,827)	(200)	(200)	(200)	(200)
959 Used in year	2,336	1,592	2,161	970	730	1,130
(17,934) Balance c/f 31 March	(23,002)	(23,169)	(21,208)	(20,438)	(19,908)	(18,978)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

Net budget, Council Tax Requirement and Council Tax

	Estimate	Estimate	Estimate
	2012-13	2013-14	2014-15
	£	£	£
General Fund - net budget	14,065,550	41,868,222	41,827,799
Formula Grant	(5,716,938)	0	0
Revenue support grant	0	(3,845,515)	(2,962,530)
Business rates - retained income	0	(30,153,137)	(30,977,434)
Collection Fund Deficit - BRR scheme	0	0	216,660
Collection Fund Surplus - Council Tax	(45,177)	(30,802)	(148,615)
Council Tax Requirement (excluding Parish Councils)	8,303,435	7,838,768	7,955,880
Council Tax Base	57,644.39	53,401.22	53,188.10
Council Tax (Guildford Borough Council element only)	144.05	146.79	149.58
per cent increase on previous year	0.00	1.90	1.90

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

Economic Indicators

The following assumptions have been made in the preparation of the estimates for 2014-15.		A 1% change in the rates assumed opposite would cost/save the General Fund as follows:	
Payroll:	Pay award of 1.5% plus incremental progression where appropriate.		£000
Non Domestic Rates:	Rates based on September RPI increase of 3.2% and transitional changes where appropriate.	Payroll	251
Depreciation:	Straight line basis over the estimated life of the asset, taking into account any residual value.	Rates	21
Interest Rate	Average base rate of 0.50%	Interest	611
Investment Interest	Average target return of 1.03% from all investments.	Other Expenditure	155
Other Expenses	No general inflation allowance has been included – only contractual increases.	<u>Income</u>	
Income	<u>Where the market will bear</u> a 4% per cent increase in charges has been included	Car Parks	95
		Recycling and Refuse Collection	39
		Parks and Countryside	14
		Building and Development Control	14
		Crematorium	12
		Other fees, charges and miscellaneous income	45
		Investment property rent	40

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

Manpower establishment used in the General Fund estimate preparation: number of posts, shown as Full Time Equivalents

Service Unit	2013-14			2014-15		
	Total FTE (General Fund)	Externally Funded	Council Funded	Total FTE (General Fund)	Externally Funded	Council Funded
Management Team	6.57		6.57	4.57		4.57
<i>Development</i>						
Economic Development	35.58		35.58	42.58		42.58
Planning Services	68.88		68.88	69.90		69.90
<i>Environment</i>						
Operational Services	220.59		220.59	192.59		192.59
Parks and Leisure Services	99.32		99.32	88.53		88.53
<i>Financial Services</i>						
Financial Services	17.47		17.47	17.09		17.09
Revenues and Payments	48.76	2.00	46.76	48.76	2.00	46.76
<i>Governance and Monitoring</i>						
Legal and Democratic Services	22.43		22.43	22.80		22.80
<i>Housing and Health</i>						
Health and Community Care Services	83.99	3.69	80.30	81.26	3.69	77.57
Housing Advice	16.80	7.40	9.40	16.80	6.40	10.40
Neighbourhood and Housing Management Services	45.54		45.54	45.72		45.72
<i>Organisational Development</i>						
Business Systems	38.78		38.78	39.36		39.36
Corporate Development	23.19		23.19	24.19		24.19
Human Resources	10.22		10.22	9.32		9.32
	738.12	13.09	725.03	703.47	12.09	691.38

This statement does not include equivalent provision for casual staff, agency staff (particularly Recycling, Cleansing and Parking services) or seasonal staff (particularly Parks and Leisure services).

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

General Fund salaries and employee costs

2012-13 ACTUAL £	ANALYSIS	2013-14 ESTIMATE £	2014-15 ESTIMATE £
	<i>Salaries (including NI and Superannuation)</i>		
476,174	Management Team	601,990	367,530
	<i>Development</i>		
1,049,915	Economic Development	1,335,150	1,752,260
2,458,861	Planning Services	2,735,870	2,944,380
	<i>Environment</i>		
5,815,668	Operational Services	6,179,310	5,769,410
0	Parks and Leisure Services	2,706,730	2,523,470
1,857,099	Parks and Countryside Services	0	0
511,958	Leisure Services	0	0
	<i>Financial Services</i>		
754,889	Financial Services	782,810	756,630
1,519,611	Revenues and Payments	1,844,830	1,759,620
	<i>Governance and Monitoring</i>		
805,508	Legal and Democratic Services	945,080	1,240,170
	<i>Housing and Health</i>		
0	Health and Community Care Services	2,693,780	2,717,980
404,333	Housing Advice	650,980	705,300
1,624,512	Neighbourhood and Housing Management Services	1,695,230	1,758,140
1,524,082	Community Care Services	0	0
856,154	Environmental Health and Licensing	0	0
	<i>Organisational Development</i>		
1,370,287	Business Systems	1,448,600	1,586,870
882,742	Corporate Development	990,280	1,079,970
450,390	Human Resources	486,870	506,940
1,770,976	Corporate Costs	1,579,260	2,229,760
0	Vacancy Credit	(633,160)	(560,190)
24,133,158	Total salaries	26,043,610	27,138,240
	<i>Other employee related expenditure</i>		
2,066,490	Casual Salaries	1,157,410	1,178,150
280,396	Car Leasing	299,860	294,470
438	Child Care Allowance	0	0
155,095	Insurance Employers Liability	157,850	158,580
114,151	Health/Medical Expenses	113,990	117,950
2,656	Disclosure Barring Service Checks	2,500	3,500
6,381	Staff Committee Attendance	6,950	6,950
1,325	Emergency Planning Duties	2,000	2,000
3,052	Practicing Certificate	2,720	6,160
2,228	Staff Concessions	4,000	4,000
3,528	Facilitators and Assessors	4,000	4,000
142,383	Redundancy and Compromise Agreements	0	0
8,443	Other Costs	3,470	6,440
22,649	Professional Subscriptions	19,340	21,930
0	Relocation Costs	10,000	10,000
15,166	Staff Car Parking	13,530	14,020
206,868	Training	429,330	467,930
22,949	Vacancy Advertising	20,000	20,000
3,054,199	Total other employee related expenditure	2,246,950	2,316,080
27,187,357		28,290,560	29,454,320

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

Collection Fund

Actual 2012-13		Estimate 2013-14 Council Tax £	Estimate 2013-14 Business Rates £	Probable 2013-14 Council Tax £	Probable 2013-14 Business Rates £	Estimate 2014-15 Council Tax £	Estimate 2014-15 Business Rates £
£	Expenditure						
66,271,449	Precepts and Demands	62,613,998	0	62,613,998	0	63,603,926	0
11,730,057	Surrey County Council						
	Surrey Police Authority/Police and Crime Commissioner	11,083,423	0	11,083,423	0	11,258,857	0
9,586,817	Guildford Borough Council	9,063,175	0	9,063,175	0	9,216,487	0
	Payment of Business Rate shares						
0	Central Government	0	37,691,421	0	37,691,421	0	38,721,793
0	Surrey County Council	0	7,538,284	0	7,538,284	0	7,744,359
0	Guildford Borough Council	0	30,153,137	0	30,153,137	0	30,977,434
0	Transitional protection payment to government	0	148,638	0	584,082	0	365,420
74,751,170	Contribution to Business Rate Pool	0	0	0	0	0	0
239,068	Payment to General Fund for collecting business rates	0	237,981	0	237,981	0	238,276
0	Provision for business rates rating appeals	0	0	0	4,800,000	0	2,000,000
1,000,000	Provision for business rates bad debts	0	811,769	0	315,000	0	401,480
100,000	Provision for council tax bad debts	500,000	0	500,000		500,000	0
	Distribution of Collection Fund surplus re Council Tax						
302,875	Surrey County Council	212,926	0	212,926	0	1,026,721	0
53,865	Surrey Police Authority/Police and Crime Commissioner	37,688	0	37,688	0	181,742	0
45,177	Guildford Borough Council	30,802	0	30,802	0	148,615	0
164,080,478	Total Expenditure	83,542,012	76,581,230	83,542,012	81,319,905	85,936,348	80,448,762
	Income						
75,990,238	Business Rates	0	76,581,230	0	80,778,254	0	80,448,762
88,019,984	Council Taxes	83,260,596	0	84,560,661	0	84,579,270	0
	Contribution to Collection Fund deficit re NNDR						
0	Central Government	0	0	0	0	0	270,826
0	Surrey County Council	0	0	0	0	0	54,165
0	Guildford Borough Council	0	0	0	0	0	216,660
164,010,222	Total Income	83,260,596	76,581,230	84,560,661	80,778,254	84,579,270	80,990,413
70,256	Net (Surplus)/Deficit for the year	281,416	0	(1,018,649)	541,651	1,357,078	(541,651)
(408,685)	Balance brought forward	(281,416)	0	(338,429)	0	(1,357,078)	541,651
(338,429)	Balance Carried Forward	0	0	(1,357,078)	541,651	0	0

The estimated council tax surplus of £1,357,078 on the fund for 2013-14 will be paid to the General Fund and the major precepting authorities (that is; Surrey County Council and Surrey Police and Crime Commissioner) in 2014-15 pro rata to the 2013-14 demand/precept on the fund. The payment to the General Fund, which reduces Council Tax bills for the year, will be £148,615. The estimated deficit relating to Business Rates is split between the Government, Surrey County Council and Guildford Borough Council. Our share is £216,660 and we have included this in the 2014-15 budget.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

Medium Term Financial Strategy Framework

Revenue

1. To set an annual revenue budget and a council tax that is increased by less than the prevailing rate of inflation.
2. The detailed budget will be prepared with an allowance for a pay award, but with no allowance for general inflation unless there is a contractual agreement. Each year, members will determine a guideline increase for fees and charges.
3. To direct resources to meet council priorities and to consider bids for growth with reference to the strategic priorities.
4. To produce an outline budget for a rolling 4 year period, and in doing so seek to identify a package of measures to balance the budget over the medium term.
5. To review charging policies for all service areas, to ensure that those who can pay the full cost of a service do so.
6. Supplementary estimates will only be approved in exceptional circumstances; we will firstly seek to identify savings as a means of meeting additional costs or bids for additional expenditure.
7. A working balance, currently £3.748 million, will be retained and will be assessed for reasonableness on a regular basis as part of the final accounts process.
8. All items of expenditure, even if funded by a grant from a third party must have an approved capital or revenue budget. Where a specific grant is received, the expenditure must be approved; any under spending is returned to the general reserve and not left as a contingency in the service budget.
9. Any under spending on grants will be treated as an under spending and not carried forward for spending in the following year.
10. The principle of having a special works budget will be discontinued, these items need to be submitted as growth bids and considered alongside other growth bids.

Capital

11. A single capital programme will be prepared each year over a 4/5 year rolling period as part of the detailed budget process, so that the impact of decisions on the capital programme will be considered as part of the budget process. The capital programme will include both approved and provisional schemes so that we can clearly see the impact of our future capital requirements.
12. We will review each year how the capital programme is to be funded in relation to capital receipts, revenue or earmarked reserves.
13. The council will consider whether it is appropriate to borrow to fund large capital schemes: in doing so it will consider the impact on the budget and the cost of early repayment.
14. In planning our capital expenditure we will only take account of future capital receipts where there is a reasonable degree of certainty about their receipt.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

Medium Term Financial Strategy Framework

15. We will undertake a periodic review of our property portfolio to determine whether they are still required to meet our strategic priorities; and dispose of assets that are not required in accordance with our disposals policy.

Reserves

16. We will identify a level of earmarked reserves to be held which support our service delivery (for example, insurance, spectrum, and car parks maintenance reserve) such that annual contributions from the general fund can be evened out.
17. We will retain an invest to save fund which will be used to fund the upfront costs of new initiatives or one off costs not of an ongoing nature.
18. We will review the level of reserves which need to be retained to support the council tax by way of interest earnings.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

Budget projection to 2017-18 – excluding Parish precepts

Actual 2012-13	GENERAL FUND SUMMARY EXCLUDING PARISH PRECEPTS	Estimate 2013-14	Probable 2013-14	Estimate 2014-15	Estimate 2015-16	Estimate 2016-17	Estimate 2017-18
£		£	£	£	£	£	£
	Service Units - Net Expenditure						
	<i>Development</i>						
(460,761)	Economic Development	(1,970,960)	(1,678,755)	(2,237,790)	(1,587,370)	(1,829,630)	(1,828,310)
2,665,037	Planning	2,778,080	2,650,811	2,977,860	3,087,690	2,961,680	3,032,090
	<i>Environment</i>						
1,396,294	Operational	1,078,010	1,463,692	1,847,080	1,637,030	863,580	485,540
5,455,438	Parks and Leisure	5,023,020	5,049,795	5,334,490	4,723,900	4,664,160	4,582,420
	<i>Financial Services</i>						
392,783	Financial Services	2,339,220	2,079,329	2,854,370	2,860,680	2,958,620	2,965,070
1,024,762	Revenue and Payments	685,920	306,608	621,530	634,470	637,050	639,020
	<i>Governance and Monitoring</i>						
1,872,744	Legal and Democratic	1,826,840	1,997,613	1,774,400	1,866,020	1,792,970	1,820,310
	<i>Housing and Health</i>						
3,992,918	Health and Community Care	2,918,440	2,874,244	3,098,610	3,186,810	3,275,340	3,366,060
773,261	Housing Advice	1,593,610	1,548,630	1,386,330	1,408,110	1,430,180	1,452,490
570,245	Neighbourhood and Housing Management	404,310	404,601	370,180	316,650	259,810	199,530
	<i>Organisational Development</i>						
44,253	Business Systems	260,790	414,215	73,930	(24,040)	(49,160)	(74,110)
1,645,939	Corporate Development	1,757,470	1,845,446	1,824,520	1,816,140	1,845,650	1,875,650
(60,591)	Human Resources	(15,170)	(59,090)	16,530	13,900	11,130	8,250
	Changes not yet allocated to Service Units	0	0	0	(96,990)	(247,590)	305,690
19,312,322	<i>Total Service Unit Level</i>	18,679,580	18,897,139	19,942,040	19,843,000	18,573,790	18,829,700
(7,985,594)	Depreciation (contra to service unit budgets)	(5,697,790)	(5,697,790)	(5,790,750)	(5,790,750)	(5,790,750)	(5,790,750)
11,326,728	<i>Service Unit Level excluding depreciation</i>	12,981,790	13,199,349	14,151,290	14,052,250	12,783,040	13,038,950

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

Actual 2012-13 £	GENERAL FUND SUMMARY EXCLUDING PARISH PRECEPTS	Estimate 2013-14 £	Probable 2013-14 £	Estimate 2014-15 £	Estimate 2015-16 £	Estimate 2016-17 £	Estimate 2017-18 £
(762,083)	External Interest receivable (net)	(668,730)	(775,126)	(706,350)	(352,630)	(273,220)	(257,030)
91,324	Minimum Revenue Provision	493,260	174,790	449,870	1,691,500	2,242,200	2,752,970
(9,800)	Revenue income from sale of assets	0	0	0	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)						
2,480,453	Met from: Capital Schemes Reserve	0	0	0	0	0	0
1,264,569	Other Reserves	2,253,000	3,944,000	971,000	625,000	625,000	1,875,000
660,800	General Fund	541,000	541,000	0	0	0	0
15,051,991	Total before transfers to and from reserves	15,600,320	17,084,013	14,865,810	16,016,120	15,377,020	17,409,890
	Transfers to and from reserves						
	Capital Schemes						
(2,480,453)	Funding of Revenue Contribution to Capital Outlay	0	0	0	0	0	0
1,007,057	Contribution in Year	0	0	0	0	0	0
0	Business rates equalisation	293,650	293,650	915,065	1,226,375	790,886	784,288
(306,112)	Car Park Income Equalisation	0	0	0	0	0	0
352,737	Car Park Maintenance	(594,360)	(1,451,609)	(353,780)	(140,860)	474,810	(551,520)
(71,088)	Credit Crunch	0	0	0	0	0	0
41,000	Election Costs	15,000	15,000	15,000	(105,000)	30,000	30,000
44,357	Energy Management Schemes	(31,670)	(16,666)	(190,000)	0	0	0
109,343	Housing Revenue Account	174,350	219,130	223,110	391,190	643,620	793,310
(153,733)	Insurance	(760)	(39,678)	10,110	10,150	10,300	10,450
82,051	IT Renewals	(72,570)	(108,570)	(98,490)	(86,380)	(73,790)	(60,690)
469,371	Invest to Save	250,000	(300,197)	250,000	250,000	250,000	250,000
(367,166)	Local Authority Business Growth Incentive	(222,480)	(532,694)	0	0	0	0
446,393	New Homes Bonus	1,077,060	1,077,060	510,396	510,396	510,396	372,880
0	On Street Parking	123,400	133,483	29,090	24,140	23,250	22,340

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2014-15**

Actual 2012-13	GENERAL FUND SUMMARY EXCLUDING PARISH PRECEPTS	Estimate 2013-14	Probable 2013-14	Estimate 2014-15	Estimate 2015-16	Estimate 2016-17	Estimate 2017-18
£		£	£	£	£	£	£
593,925	Pensions (Statutory)	0	0	0	0	0	0
175,000	Pensions (Guildford Borough Council)	0	0	0	0	0	0
(124,724)	Spectrum	(310,980)	(672,980)	(34,660)	47,730	51,180	54,700
192,989	Other reserves	(519,330)	(770,934)	(208,540)	(34,670)	(30,660)	(26,360)
15,062,938	Total after transfers to and from reserves	15,781,630	14,929,008	15,933,111	18,109,191	18,057,012	19,089,288
	Business Rates Retention Scheme payments						
0	Business rates tariff	27,007,513	27,007,513	27,533,633	28,293,585	29,227,273	30,279,455
0	Business rates levy	293,659	293,659	554,571	551,877	126,299	130,871
	Non-specific government grants						
0	s31 grant re BRR scheme	0	0	(682,566)	(674,498)	(664,587)	(653,417)
(413,475)	Council Tax Freeze Grant	0	0	0	0	0	0
(583,913)	New Homes Bonus	(1,214,580)	(1,214,580)	(1,510,950)	(1,510,950)	(1,510,950)	(1,373,434)
14,065,550	GUILDFORD BOROUGH COUNCIL NET BUDGET	41,868,222	41,015,600	41,827,799	44,769,205	45,235,047	47,472,763
(5,716,938)	Formula grant	0	0	0	0	0	0
0	Business rates - retained income	(30,153,137)	(30,153,137)	(30,977,434)	(31,779,358)	(31,944,335)	(33,094,331)
0	Revenue support grant	(3,845,515)	(3,845,515)	(2,962,530)	(2,065,000)	(1,269,000)	(672,000)
0	Collection Fund Deficit - Business Rates	0	0	216,660	0	0	0
(45,177)	Collection Fund Surplus - Council Tax	(30,802)	(30,802)	(148,615)	0	0	0
8,303,435	COUNCIL TAX REQUIREMENT (EXCL PARISHES)	7,838,768	6,986,146	7,955,880	10,924,847	12,021,712	13,706,432
	Projected Variance (lower net expenditure) based on 8 months data		(852,622)				
	Estimated resources from Council Tax, assuming a 1.9% increase per annum				8,106,930	8,261,180	8,418,080
	Projected demand in excess of resources				2,817,917	3,760,532	5,288,352

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

DEVELOPMENT

EXECUTIVE HEAD OF DEVELOPMENT - CHRIS MANSFIELD

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

ECONOMIC DEVELOPMENT

HEAD OF SERVICE - CHRIS MANSFIELD

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
5,755,256	4,895,730	Gross Expenditure	6,096,400	6,591,630	6,354,150	6,397,360
(6,216,017)	(6,866,690)	Gross Income	(8,334,190)	(8,179,000)	(8,183,780)	(8,225,670)
(460,761)	(1,970,960)	Net Expenditure	(2,237,790)	(1,587,370)	(1,829,630)	(1,828,310)
1,672,773	1,792,480	Employee Related Expenditure	2,088,810	2,132,880	1,953,240	1,995,260
977,100	880,990	Premises Related Expenditure	1,189,430	1,549,260	1,504,720	1,478,970
20,201	21,210	Transport Related Expenditure	24,660	24,980	25,300	25,620
1,211,431	847,100	Supplies and Services	876,900	804,660	766,810	768,580
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,881,505	3,541,780	Total Directly Controllable Expenditure	4,179,800	4,511,780	4,250,070	4,268,430
(6,216,017)	(6,866,690)	Income	(8,334,190)	(8,179,000)	(8,183,780)	(8,225,670)
(2,334,512)	(3,324,910)	Net Directly Controllable Expenditure/(Income)	(4,154,390)	(3,667,220)	(3,933,710)	(3,957,240)
1,271,926	677,740	Capital Charges	1,057,880	1,057,880	1,057,880	1,057,880
601,825	676,210	Support Services	858,720	1,021,970	1,046,200	1,071,050
(460,761)	(1,970,960)	Total Service Cost/(Surplus)	(2,237,790)	(1,587,370)	(1,829,630)	(1,828,310)

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
78,062	295,390	Asset Development	309,290	1,335,280	1,297,760	1,302,180
572,373	332,350	Business and Tourism	426,550	395,660	299,840	293,440
29,526	31,270	Business Forum	31,420	31,930	32,440	32,980
456,275	263,000	Electric Theatre	361,680	316,160	321,990	327,800
278,604	283,840	Guildford House	293,290	297,640	302,070	306,590
425,808	383,860	Guildford Museum	565,680	402,850	410,530	416,950
150,316	114,860	Guildhall	119,730	121,510	123,330	125,200
20,692	40,550	Home Farm Estate, Effingham	50,100	30,300	15,510	15,720
(1,712,643)	(2,152,840)	Industrial Estates	(2,208,860)	(2,251,090)	(2,245,670)	(2,240,110)
272,823	43,240	Major Projects	165,510	166,330	88,250	55,190
(2,458,790)	(2,433,710)	Property (Investment)	(3,515,540)	(3,465,220)	(3,459,400)	(3,453,380)
1,094,303	510,630	Property (Non-Core Operational)	816,520	700,030	648,030	649,000
64,731	54,960	Slyfield Area Regeneration Project (SARP)	53,780	54,070	54,370	54,670
181,638	186,830	Tourist Information Centre	193,840	196,850	199,870	202,910
85,521	74,810	Town Centre Management	99,220	80,330	81,450	82,550
(460,761)	(1,970,960)	Total Net Expenditure/(Income)	(2,237,790)	(1,587,370)	(1,829,630)	(1,828,310)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Asset Development

Ledger Code PROPSV

Responsible Officer Marieke van der Reijden - Asset Development Manager (Tel: 444995)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
331,350	Employee Related Expenditure	314,360	358,552	517,350	Employee Related		
0	Premises Related Expenditure	166,330	55,490	166,330	Salaries	305,200	508,000
8,198	Transport Related Expenditure	8,560	8,642	8,310	Premises Related		
107,391	Supplies and Services	150,630	162,987	160,140	Repairs and Maintenance	166,330	166,330
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	7,410	7,180
446,939	Total Directly Controllable Expenditure	639,880	585,671	852,130	Supplies and Services		
					Computer Maintenance	3,000	3,000
(468,873)	Income	(543,940)	(549,144)	(707,260)	Computer Software Licence	14,400	15,900
(21,934)	Net Directly Controllable Expenditure/(Income)	95,940	36,527	144,870	Condition Surveys	8,000	16,000
					Consultants Fees	63,500	63,500
0	Capital Charges	0	0	0	General Subscriptions	3,500	4,580
99,996	Support Services	199,450	154,394	164,420	Valuers Fees	50,000	50,000
78,062	Total Service Cost/(Surplus)	295,390	190,921	309,290	Income		
					Recharged to Other Services	(541,310)	(704,630)
	Full Time Equivalent Staff	7.16		10.76	Support Services		
					Accountancy Services Recharge	14,510	14,460
					Asset Development Recharge	93,180	69,790
					Business Services Support Recharg	5,830	5,930
					Customer Tech Support Recharge	11,430	10,920
					Human Resources Recharge	4,550	4,160
					Information Sys Support Recharge	4,620	4,630
					Office Services Recharge	5,760	5,890
					Paymaster Recharge	4,750	4,500
					Public Offices Recharge	16,280	16,240
					Valuation Services Recharge	28,800	16,500

Major Variances 2013-14 v 2014-15

For the 2014-15 estimates all Asset Development salary costs have been allocated directly to the Asset Development Service and will be recharged through the support service recharge to other services. Previously, some Asset Development salary costs were allocated directly to property related cost centres. This change is reflected in the increase to both salary costs and income from charges to other services.

A number of major projects are due to come forward during 2014-15. A growth bid of £41,000 for an additional post was approved to provide the level of support necessary to deliver these projects.

In order to deliver the final year of the three year condition survey programme a one-off increase in the budget of £8,000 was approved.

The decrease in the Asset Development Recharge reflects the anticipated level of support required for responsive repairs. The responsive repair budget is held centrally and managed by the Asset Development Service.

Following the annual review of the Valuation Service's work programme, the recharge to the Asset Register has been reduced. The Asset Register forms part of the Asset Development Service.

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Business and Tourism

Ledger Code TOUDEV

Responsible Officer Chris Burchell - Local Economy Manager (Tel: 444329)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
98,593	Employee Related Expenditure	173,620	164,705	273,130	Employee Related		
11,550	Premises Related Expenditure	13,500	13,707	13,510	Apprenticeships	56,000	97,000
2,265	Transport Related Expenditure	2,050	2,190	3,580	Salaries	115,470	169,920
563,657	Supplies and Services	238,410	252,089	233,320	Premises Related		
0	Third Party Payments	0	0	0	Electricity	3,200	3,000
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	3,890	4,140
676,065	Total Directly Controllable Expenditure	427,580	432,691	523,540	Repair and Maintenance	6,100	6,050
					Supplies and Services		
(124,901)	Income	(115,500)	(122,728)	(120,040)	Advertising	8,760	3,350
551,164	Net Directly Controllable Expenditure/(Income)	312,080	309,963	403,500	Attractions Guide	24,000	31,700
					Christmas Street Lights	17,000	17,250
0	Capital Charges	0	0	0	Consultants Fees	0	15,000
21,209	Support Services	20,270	23,177	23,050	Contributions	24,000	19,000
572,373	Total Service Cost/(Surplus)	332,350	333,140	426,550	Event Costs	34,100	14,100
					Event Marshalling	4,100	4,100
	Full Time Equivalent Staff	2.45		3.93	External Printing and Design	7,300	7,300
					General Marketing	38,400	50,810
					Initiatives	7,000	0
					Notice/Banner Boards R&M	7,000	10,560
					Tourism South East Membership	2,600	2,600
					Venues Guide	6,500	6,500
					Visitors Guide	37,700	30,000
					Income		
					Attractions Guide	(28,000)	(28,000)
					Notice Board Income	(29,000)	(33,540)
					Venues Guide	(10,000)	(10,000)
					Visitors Guide	(40,000)	(40,000)
					Support Services		
					Accountancy Services Recharge	4,080	4,050
					Customer Tech Support Recharge	1,830	1,750
					HR Services Recharge	2,000	2,280
					Paymaster Recharge	3,610	3,560
					Performance Mngt. Recharge	1,330	1,820

Major Variances 2013-14 v 2014-15

Funding made available to support the apprenticeship programme has been increased to reflect the anticipated full year costs in 2014-15. In order to deliver on the priorities of both the economic and tourism strategies, a growth bid of £48,410 was approved to enable the restructure of the Business service.

The reduction in the advertising and initiatives estimates offsets the increase in the general marketing estimate. Whilst the increase in the estimate for the cost of the attractions guide is offset by a corresponding reduction in the estimate for the visitors guide.

In order to produce a tourism strategy for the borough, the 2014-15 estimate includes an allowance of £15,000 to engage external support to undertake the work.

In 2013-14, the estimate for event costs included the cost of the Tour of Britain and the Ride London cycle races. The 2014-15 estimate assumes funding for activities around the Ride London event only.

Following a review of the condition of the Council's banner boards the budget for repairs and maintenance has been increased. The charges for banner board hire have been adjusted to recover the additional costs.

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Business Forum

Ledger Code BUSFOR

Responsible Officer Chris Burchell - Local Economy Manager (Tel: 444329)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
8,714	Employee Related Expenditure	4,610	6,871	5,100	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	4,540	5,040
214	Transport Related Expenditure	220	220	220	Supplies and Services		
19,778	Supplies and Services	25,400	23,066	25,280	Support for Forum	24,400	24,400
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
28,706	Total Directly Controllable Expenditure	30,230	30,157	30,600			
0	Income	0	0	0			
28,706	Net Directly Controllable Expenditure/(Income)	30,230	30,157	30,600			
0	Capital Charges	0	0	0			
820	Support Services	1,040	1,048	820			
29,526	Total Service Cost/(Surplus)	31,270	31,205	31,420			
	Full Time Equivalent Staff	0.06		0.06			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Electric Theatre

Ledger Code ELECTR

Responsible Officer Chris Mansfield - Head of Economic Development (Tel: 444550)

Financial Services Contact Janet Humphreys - Principal Accountant (Tel: 444847)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
357,294	Employee Related Expenditure	299,330	303,440	330,750	Employee Related		
117,715	Premises Related Expenditure	68,040	135,779	122,130	Casual Staff	60,600	61,510
594	Transport Related Expenditure	330	180	230	Salaries	233,070	261,340
198,394	Supplies and Services	153,040	224,322	133,960	Premises Related		
0	Third Party Payments	0	0	0	Contract cleaning & materials	19,480	20,980
0	Transfer Payments	0	0	0	General Rates	9,890	10,210
673,997	Total Directly Controllable Expenditure	520,740	663,721	587,070	Repairs and Maintenance	13,420	61,880
					Utilities	21,780	21,040
(319,229)	Income	(354,620)	(253,958)	(333,800)	Supplies and Services		
354,768	Net Directly Controllable Expenditure/(Income)	166,120	409,763	253,270	Advertising	20,300	18,580
					Equipment & Tools	18,000	17,000
38,644	Capital Charges	38,640	38,648	38,640	Food & Beverage purchase	53,000	37,210
62,863	Support Services	58,240	69,758	69,770	Postage and Telephones	9,280	9,050
456,275	Total Service Cost/(Surplus)	263,000	518,169	361,680	Promotions Expenditure	35,000	34,570
					Income		
	Full Time Equivalent Staff	8.02		8.02	Commercial Lettings	(58,000)	(40,000)
					Commission on General Sales	(32,620)	(32,620)
					Letting Fees-General	(47,650)	(50,160)
					Promotions Income	(50,000)	(52,000)
					Refreshment Sales	(132,900)	(121,440)
					Support Services		
					Accountancy Services Recharge	14,170	14,110
					Asset Development Recharge	0	6,090
					Customer Tech Support Recharge	7,840	7,490
					HR Services Recharge	5,120	4,660
					Legal Services Recharge	6,840	9,870
					Paymaster Recharge	8,910	11,170

Major Variances 2013-14 v 2014-15

The figure for the Repair & Maintenance budget reflects the required works identified from the property condition survey for 2014-2015. The Asset Development recharge reflects the repair and maintenance budget.

The figures include the cost and income for a full year of the catering facility being provided in-house.

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Guildford House

Ledger Code GUIHOU

Responsible Officer Jill Draper - Heritage Manager (Tel: 444752)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
200,581	Employee Related Expenditure	216,530	214,650	211,260	Employee Related		
47,737	Premises Related Expenditure	31,070	44,368	45,290	Casual Salaries	10,170	10,170
1,689	Transport Related Expenditure	1,330	1,560	3,240	Salaries	201,910	196,580
43,600	Supplies and Services	54,270	55,848	52,570	Premises Related		
0	Third Party Payments	0	0	0	General Rates	3,390	16,920
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	2,060	2,190
293,607	Total Directly Controllable Expenditure	303,200	316,426	312,360	Repairs and Maintenance	11,350	9,580
					Utilities	9,170	11,390
(66,581)	Income	(68,390)	(66,696)	(69,890)	Supplies and Services		
227,026	Net Directly Controllable Expenditure/(Income)	234,810	249,730	242,470	Advertising	3,910	5,320
					Consultants Fees	4,160	0
18,109	Capital Charges	18,110	18,110	18,110	Display Boards	3,470	3,470
33,469	Support Services	30,920	35,891	32,710	Exhibits	6,700	8,900
278,604	Total Service Cost/(Surplus)	283,840	303,731	293,290	Printing and Stationery	3,940	3,900
					Souvenirs and Postcards for resale	20,840	21,000
	Full Time Equivalent Staff	6.59		6.59	Telecomms	3,670	3,900

Major Variances 2013-14 v 2014-15

The estimate for consultancy fees in 2013-14 allowed for a benchmarking review of the heritage service. The benchmarking was a one off project and the estimate has therefore been removed for 2014-15.

A review of the organisational status of some aspects of the heritage service was planned for 2013-14. The potential savings were reflected in the general rates estimate for that year. It has now been determined that a saving in the cost of general rates will not be achievable and the estimate has been reinstated for 2014-15.

The increase in the exhibits estimate at Guildford House is offset by a corresponding decrease at the Museum.

An estimate for the Valuation Service has been included to reflect time spent on lease related matters at Guildford House.

Income		
Commission on Craftwork Sales	(16,000)	(17,000)
Letting Fees-General	(5,300)	(5,400)
Souvenirs, Postcards and Publicatio	(40,000)	(40,500)
Support Services		
Accountancy Services Recharge	3,350	3,340
Customer Tech Support Recharge	3,490	3,330
Energy Management Recharge	1,560	1,110
Health and Safety Recharge	1,080	1,130
Human Resources Recharge	4,210	3,830
Paymaster Recharge	8,930	10,180
Performance Mngt. Recharge	2,790	3,040
Valuation Services Recharge	0	1,650

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Guildford Museum

Ledger Code MUSEUM

Responsible Officer Jill Draper - Heritage Manager (Tel: 444752)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
184,604	Employee Related Expenditure	270,010	228,894	294,720	Employee Related		
162,646	Premises Related Expenditure	83,700	293,380	237,020	Casuals Salaries	89,430	89,620
566	Transport Related Expenditure	1,260	1,146	1,090	Salaries	176,340	199,570
44,531	Supplies and Services	46,070	48,027	41,390	Premises Related		
0	Third Party Payments	0	0	0	General Rates	3,680	16,170
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	23,800	25,310
392,347	Total Directly Controllable Expenditure	401,040	571,447	574,220	Repairs and Maintenance	37,790	175,730
					Utilities	13,720	15,060
(54,081)	Income	(91,150)	(55,163)	(90,600)	Supplies and Services		
338,266	Net Directly Controllable Expenditure/(Income)	309,890	516,284	483,620	Advertising	2,610	9,250
					Consultants Fees	8,340	0
30,456	Capital Charges	27,460	27,476	27,460	Copying & Printing	3,590	3,340
57,086	Support Services	46,510	61,895	54,600	Exhibits	5,700	3,700
425,808	Total Service Cost/(Surplus)	383,860	605,655	565,680	Museum Dev. Officer Contribution	3,000	3,000
					Postage and Telephones	5,380	5,590
	Full Time Equivalent Staff	5.41		5.41	Souvenirs and Postcards for resale	8,700	7,700
					Telecomms	4,760	4,970

Major Variances 2013-14 v 2014-15

Following a review of salary allocations across the heritage service some salary costs have been reallocated from the Guildhall and Guildford House to the Museum. In order to maintain levels of cleanliness an additional £4,570 has been included in the 2014-15 estimates to allow for an increase in caretaking resources.

A review of the organisational status of some aspects of the heritage service was planned for 2013-14. The potential savings were reflected in the general rates estimate for that year. It has now been determined that a saving in the cost of general rates will not be achievable and the rates estimate has been reinstated for 2014-15.

The increase in the repairs and maintenance estimate, along with Asset Development recharge estimate, reflects the estimated cost of structural repair works planned for the Museum and 48 Quarry Street in 2014-15.

A growth bid of £8,060, spread across the heritage service, was approved to ensure that there are sufficient resources available to effectively promote the attractions.

The estimate for consultancy fees in 2013-14 allowed for a benchmarking review of the heritage service. This was a one-off piece of work and the estimate has been removed for 2014-15.

Admissions	(16,100)	(17,050)
Fee Income	(21,400)	(21,400)
Lottery Grants	(34,400)	(34,400)
Souvenirs, Postcards and Publicatio	(17,650)	(16,450)
Capital Charges		
Depreciation	27,460	27,460
Support Services		
Accountancy Services Recharge	4,450	4,440
Asset Development Recharge	4,600	15,110
Business Services Support Recharg	2,080	2,110
Customer Tech Support Recharge	8,120	7,760
Human Resources Recharge	3,460	3,140
Information Sys Support Recharge	2,240	2,240
Paymaster Recharge	7,990	7,610
Performance Mngt. Recharge	2,290	2,500

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Guildhall

Ledger Code GUILDH

Responsible Officer Jill Draper - Heritage Manager (Tel: 444752)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
70,413	Employee Related Expenditure	81,640	78,859	75,000	Employee Related		
26,246	Premises Related Expenditure	24,500	26,320	26,920	Salaries	80,110	71,630
215	Transport Related Expenditure	230	215	220	Premises Related		
30,170	Supplies and Services	17,290	16,872	11,320	General Rates	5,790	5,960
0	Third Party Payments	0	0	0	Repairs and Maintenance	9,630	11,370
0	Transfer Payments	0	0	0	Utilities	5,170	6,130
127,044	Total Directly Controllable Expenditure	123,660	122,266	113,460	Window Cleaning	2,190	2,190
					Supplies and Services		
(25,369)	Income	(31,000)	(16,236)	(21,000)	Advertising	600	2,310
101,675	Net Directly Controllable Expenditure/(Income)	92,660	106,030	92,460	Cleaning-though Purchasing	1,820	1,810
					Lunch time concerts	8,000	0
33,030	Capital Charges	7,460	7,468	12,530	Musical Instruments hire & upkeep	2,200	1,000
15,611	Support Services	14,740	17,943	14,740	Telephone Costs	1,790	1,760
150,316	Total Service Cost/(Surplus)	114,860	131,441	119,730	Income		
					Letting Fees-General	(21,000)	(21,000)
	Full Time Equivalent Staff	2.19		2.19	Lunchtime Concerts	(10,000)	0
					Support Services		
					Accountancy Services Recharge	1,560	1,560
					Business Services Support Recharg	1,470	1,500
					Customer Tech Support Recharge	1,000	960
					Energy Management Recharge	1,610	1,280
					Human Resources Recharge	1,400	1,270
					Paymaster Recharge	3,660	4,120
					Performance Mngt. Recharge	930	1,010

Major Variances 2013-14 v 2014-15

Following a review of salary allocations, some officer resources have been reallocated to the Museum, resulting in a decrease in the salary estimate for the Guildhall.

A growth bid of £8,060, spread across the heritage service, was approved to ensure that there are sufficient resources available to effectively promote the attractions.

The Council will not be running the lunchtime recital programme in 2014-15. Both the cost and income relating to the recitals have been removed from the estimates.

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Home Farm Estate, Effingham

Ledger Code HOMFAR

Responsible Officer Chris Mansfield - Head of Economic Development (Tel: 444550)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
10,244	Employee Related Expenditure	10,590	10,799	5,550	Employee Related		
14,204	Premises Related Expenditure	30,030	30,030	10,010	Salaries	10,440	5,390
402	Transport Related Expenditure	510	649	720	Premises Related		
1,678	Supplies and Services	70	63	35,070	Repairs and Maintenance	5,000	5,000
0	Third Party Payments	0	0	0	Site Maintenance	25,000	5,000
0	Transfer Payments	0	0	0	Supplies and Services		
26,528	Total Directly Controllable Expenditure	41,200	41,541	51,350	Consultants Fees	0	35,000
					Income		
(12,526)	Income	(10,760)	(10,752)	(10,680)	Licence Fees	(5,200)	(5,200)
14,002	Net Directly Controllable Expenditure/(Income)	30,440	30,789	40,670	Rent (Land & Wayleaves)	(1,550)	(1,480)
					Rents (Dwellings)	(4,000)	(4,000)
0	Capital Charges	2,700	2,700	0	Support Services		
6,690	Support Services	7,410	7,426	9,430	Legal Services Recharge	4,890	7,060
20,692	Total Service Cost/(Surplus)	40,550	40,915	50,100			
	Full Time Equivalent Staff	0.26		0.11			

Major Variances 2013-14 v 2014-15

Following the review of salary allocations for the Home Farm Estate there has been a reduction in the allocation from the Health and Community Care service.

An increase in the site maintenance budget was introduced for 2013-14. A large element of this was to fund one-off works and the estimate has been reduced for 2014-15 to reflect this.

£35,000 has been included in the 2014-15 estimates to engage external support to assist with the regularisation of the planning and public health situation on the Home Farm Estate, Effingham.

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Industrial Estates

Ledger Code INDEST

Responsible Officer Marieke van der Reijden - Asset Development Manager (Tel: 444995)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
60,106	Employee Related Expenditure	59,310	63,856	6,690	Employee Related		
313,992	Premises Related Expenditure	93,620	182,006	109,540	Salaries	58,080	5,380
1,239	Transport Related Expenditure	1,420	1,870	1,830	Premises Related		
46,832	Supplies and Services	34,230	30,295	34,930	Cleaning Materials	3,880	3,880
0	Third Party Payments	0	0	0	Electricity	3,250	5,200
0	Transfer Payments	0	0	0	Emissions Monitoring	3,500	5,560
422,169	Total Directly Controllable Expenditure	188,580	278,027	152,990	General Rates	5,610	20,620
					Repairs and Maintenance	74,610	70,440
(2,448,160)	Income	(2,510,320)	(2,543,805)	(2,626,200)	Supplies and Services		
(2,025,991)	Net Directly Controllable Expenditure/(Income)	(2,321,740)	(2,265,778)	(2,473,210)	Consultants Fees	13,200	13,200
					Valuers Fees	20,000	20,000
236,223	Capital Charges	90,140	90,164	87,960	Income		
77,125	Support Services	78,760	79,470	176,390	Expenses Recovered	(29,330)	(43,250)
(1,712,643)	Total Service Cost/(Surplus)	(2,152,840)	(2,096,144)	(2,208,860)	Management Fee Income	(2,280)	(2,490)
					Rent (Building & Shops)	(374,690)	(391,330)
	Full Time Equivalent Staff	1.48		0.08	Rent (Land & Wayleaves)	(2,102,970)	(2,188,870)
					Support Services		
					Accountancy Services Recharge	9,150	9,120
					Debtors Section Recharge	7,200	7,520
					Engineering and Transport Recharg	6,830	6,960
					Legal Services Recharge	32,250	46,560
					Valuation Services Recharge	7,200	92,400

Major Variances 2013-14 v 2014-15

The service previously received a direct salary allocation in respect of officers from the Asset Development Service. This has now been replaced with the Valuation Services Recharge.

The increase in the general rates estimate reflects the number of incidents of void units over recent months. The Council is liable for the rates on empty units.

The expenses recovered estimate has risen in recognition of the level of repair and maintenance expenditure that will be recoverable through service charges in 2014-15.

An estimate of the potential uplift in rental income from pending and upcoming reviews and renewals is represented in the rent from buildings, shops, land and wayleaves.

Following a review of the legal service, a new staffing structure will be implemented providing a broader range of in-house services. This has resulted in an increase in the cost of the legal service and the recharges to other services.

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Property (Investment)

Ledger Code INVPRO

Responsible Officer Marieke van der Reijden - Asset Development Manager (Tel: 444995)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
72,831	Employee Related Expenditure	71,750	70,024	18,660	Employee Related		
119,418	Premises Related Expenditure	140,150	196,055	221,740	Salaries	70,340	17,490
2,235	Transport Related Expenditure	2,220	2,435	2,540	Premises Related		
20,042	Supplies and Services	680	650	620	Electricity	13,750	13,150
0	Third Party Payments	0	0	0	General Rates	8,330	8,580
0	Transfer Payments	0	0	0	Insurance	24,310	29,100
214,526	Total Directly Controllable Expenditure	214,800	269,164	243,560	Repairs and Maintenance	87,870	164,380
					Window Cleaning	3,900	3,900
(2,375,300)	Income	(2,803,300)	(3,144,143)	(3,992,720)	Income		
(2,160,774)	Net Directly Controllable Expenditure/(Income)	(2,588,500)	(2,874,979)	(3,749,160)	Expenses Recovered	(15,710)	(76,340)
					Insurance Recovered	(19,810)	(13,060)
(464,028)	Capital Charges	0	0	9,400	Rent (Building & Shops)	(1,616,200)	(2,751,650)
166,012	Support Services	154,790	164,138	224,220	Rent (Land & Wayleaves)	(1,101,580)	(1,101,670)
(2,458,790)	Total Service Cost/(Surplus)	(2,433,710)	(2,710,841)	(3,515,540)	Rents (Vol Groups Subsidy)	(50,000)	(50,000)
					Support Services		
	Full Time Equivalent Staff	1.40		0.20	Accountancy Services Recharge	7,690	7,660
					Asset Development Recharge	14,550	24,740
					Asset Register Recharge	6,120	1,740
					Audit Services Recharge	12,460	12,700
					Business Services Support Recharg	5,870	5,960
					Customer Tech Support Recharge	4,200	4,010
					Engineering and Transport Recharg	8,030	8,190
					Legal Services Recharge	56,280	81,100
					Public Offices Recharge	3,080	3,080
					Valuation Services Recharge	24,480	62,700

Major Variances 2013-14 v 2014-15

The service previously received a direct salary allocation in respect of officers from the Asset Development Service. This has now been replaced with the Valuation Services Recharge.

The estimate for repairs and maintenance will vary from year to year as it is dependent on the works identified through the property condition surveys. The level of Officer support for the works will change inline with these variations. This is reflected in the increase in the Asset Development Recharge. The estimates reflect the value of works planned for 2014-15.

The increase in the estimate for expenses recovered is as a result of an increase in the value of rechargeable works in 2014-15. An estimate of the potential uplift in the rental income from rent reviews and renewals is represented in the rent from buildings and shops along with additional income of £1,090,000 following the acquisition of 4 Liongate, Ladymead.

Following a review of the legal service, a new staffing structure will be implemented providing a broader range of in-house services. This has resulted in an increase in the cost of the legal service and the recharges to other services.

Financial Information Major Projects

Ledger Code MAJPRO

Responsible Officer Chris Mansfield - Head of Economic Development (Tel: 444550)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
16,358	Employee Related Expenditure	42,260	48,959	94,580	Employee Related		
0	Premises Related Expenditure	0	47,223	68,820	Salaries	41,860	93,910
0	Transport Related Expenditure	0	498	450	Premises Related		
0	Supplies and Services	0	54,634	0	General Rates	0	19,320
0	Third Party Payments	0	0	0	Insurance	0	1,000
0	Transfer Payments	0	0	0	Rents Payable	0	42,500
16,358	Total Directly Controllable Expenditure	42,260	151,314	163,850	Utilities	0	4,000
0	Income	0	0	0			
16,358	Net Directly Controllable Expenditure/(Income)	42,260	151,314	163,850			
256,465	Capital Charges	0	0	0			
0	Support Services	980	3,560	1,660			
272,823	Total Service Cost/(Surplus)	43,240	154,874	165,510			
	Full Time Equivalent Staff	1.07		1.07			

Major Variances 2013-14 v 2014-15

The 2014-15 estimates include £45,000 additional expenditure to fund a dedicated project manager to assist with the delivery of the North Street development project. The remainder of the increase in the salary estimate represents the difference between the estimated cost of a vacant post in 2013-14 and the actual cost of that post, now that it is occupied, in 2014-15.

The premises related estimates are associated with the acquisition of the lease at 25 Swan Lane.

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Property (Non-Core Operational)

Ledger Code PROPER, OTHPRO

Responsible Officer Marieke van der Reijden - Asset Development Manager (Tel: 444995)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
154,868	Premises Related Expenditure	221,700	216,614	159,010	Council Tax	2,330	7,730
0	Transport Related Expenditure	0	0	0	Emissions Monitoring	3,300	3,300
41,662	Supplies and Services	33,000	31,389	33,000	General Rates	8,660	13,120
0	Third Party Payments	0	0	0	Rents Payable	94,000	94,000
0	Transfer Payments	0	0	0	Repairs and Maintenance	102,470	30,870
196,530	Total Directly Controllable Expenditure	254,700	248,003	192,010	Utilities	9,600	8,100
(231,016)	Income	(253,680)	(256,138)	(279,450)	Supplies and Services		
(34,486)	Net Directly Controllable Expenditure/(Income)	1,020	(8,135)	(87,440)	Security Services	33,000	33,000
1,123,027	Capital Charges	493,230	493,350	863,780	Income		
5,762	Support Services	16,380	12,935	40,180	Rent (Building & Shops)	(213,160)	(233,000)
1,094,303	Total Service Cost/(Surplus)	510,630	498,150	816,520	Rents (Dwellings)	(37,280)	(38,390)
					Support Services		
					Asset Development Recharge	14,680	3,060
					Valuation Services Recharge	0	33,000
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

The increase in the Council Tax estimate is due to the inclusion of an allowance for Burpham Court Farm in 2014-15.

The general rates estimate has increased to provide for a vacant property which is located adjacent to the town centre development site.

The estimate for repairs and maintenance will vary from year to year as it is dependent on the works identified through the property condition surveys. The level of Officer support for the works will also change inline with these variations. This is reflected in the decrease in the Asset Development Recharge. The estimates reflect the value of works planned for 2013-14.

The agreement of a new lease at the Community Club, Slyfield Green, has resulted in an increase in the estimate for rental income of £20,500.

Following the review and revision of the Valuation Service allocation a recharge has now been included for non-core operational property.

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Slyfield Area Regeneration Project (SARP)

Ledger Code SAAP

Responsible Officer Chris Mansfield - Head of Economic Development (Tel: 444550)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
44,882	Employee Related Expenditure	8,280	8,277	8,730	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	7,200	8,060
1,021	Transport Related Expenditure	1,260	1,101	560	Supplies and Services		
7,648	Supplies and Services	40,070	40,072	40,050	Consultants Fees	40,000	40,000
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Accountancy Services Recharge	1,290	1,280
53,551	Total Directly Controllable Expenditure	49,610	49,450	49,340	Legal Services Recharge	350	360
					Public Offices Recharge	1,640	1,640
(2,500)	Income	0	0	0			
51,051	Net Directly Controllable Expenditure/(Income)	49,610	49,450	49,340			
0	Capital Charges	0	0	0			
13,680	Support Services	5,350	5,358	4,440			
64,731	Total Service Cost/(Surplus)	54,960	54,808	53,780			
	Full Time Equivalent Staff	0.09		0.09			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Tourist Information Centre

Ledger Code TIC

Responsible Officer Chris Burchell - Local Economy Manager (Tel: 444329)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
166,793	Employee Related Expenditure	175,740	169,438	179,270	Employee Related		
6,839	Premises Related Expenditure	6,450	5,075	7,210	Casual Salaries	16,110	16,350
697	Transport Related Expenditure	920	869	750	Salaries	156,540	159,670
38,441	Supplies and Services	35,220	35,368	36,440	Premises Related		
0	Third Party Payments	0	0	0	General Rates	4,090	4,220
0	Transfer Payments	0	0	0	Premises Expenses Recharge	2,000	2,600
212,770	Total Directly Controllable Expenditure	218,330	210,750	223,670	Supplies and Services		
					Computer Maintenance Agree	7,190	7,190
(55,674)	Income	(55,530)	(59,872)	(54,500)	Postage	2,230	3,000
157,096	Net Directly Controllable Expenditure/(Income)	162,800	150,878	169,170	Purchases for Resale	17,360	17,360
					Stationery and Office Supplies	2,240	1,450
0	Capital Charges	0	0	0	Town Guides Grant	1,900	1,900
24,542	Support Services	24,030	24,253	24,670	Income		
181,638	Total Service Cost/(Surplus)	186,830	175,131	193,840	Commission on General Sales	(15,000)	(17,000)
					Miscellaneous Income	(6,630)	(7,000)
	Full Time Equivalent Staff	5.06		5.06	Souvenirs, Postcards and Publicatio	(31,000)	(30,000)

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Economic Development

Financial Information Town Centre Management

Ledger Code TOWMAN

Responsible Officer Chris Burchell - Local Economy Manager (Tel: 444329)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
50,010	Employee Related Expenditure	64,450	79,956	68,020	Employee Related		
1,885	Premises Related Expenditure	1,900	1,900	1,900	Salaries	63,080	66,640
866	Transport Related Expenditure	900	1,042	920	Premises Related		
47,607	Supplies and Services	18,720	20,804	38,810	Site Maintenance	1,900	1,900
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Car Parking Charges	5,000	5,000
100,368	Total Directly Controllable Expenditure	85,970	103,702	109,650	Display Boards	1,800	1,800
					Equipment & Tools Hire	1,760	1,760
(31,807)	Income	(28,500)	(31,000)	(28,050)	Miscellaneous Expenses	2,840	2,840
68,561	Net Directly Controllable Expenditure/(Income)	57,470	72,702	81,600	New Initiatives	0	20,000
					Publicity	6,000	6,000
0	Capital Charges	0	0	0	Income		
16,960	Support Services	17,340	17,388	17,620	Rents; Market Stall Spaces	(26,500)	(26,500)
85,521	Total Service Cost/(Surplus)	74,810	90,090	99,220	Support Services		
					Accountancy Services Recharge	1,520	1,520
	Full Time Equivalent Staff	2.00		2.00	Business Services Support Recharg	1,290	1,310
					Customer Tech Support Recharge	2,760	2,630
					Debtors Section Recharge	2,410	2,520
					Human Resources Recharge	1,280	1,170
					Paymaster Recharge	1,350	1,540
					Public Offices Recharge	3,100	3,100

Major Variances 2013-14 v 2014-15

A fund containing £20,000 has been established to support the Project Proud initiative which will look to fund short-term projects aimed at enhancing the fabric and aesthetics of Guildford Town Centre.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

PLANNING SERVICES

HEAD OF SERVICE - CAROL HUMPHREY

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
4,235,538	4,283,240	Gross Expenditure	4,609,040	4,754,790	4,655,350	4,752,990
(1,570,501)	(1,505,160)	Gross Income	(1,631,180)	(1,667,100)	(1,693,670)	(1,720,900)
2,665,037	2,778,080	Net Expenditure	2,977,860	3,087,690	2,961,680	3,032,090
2,659,942	2,721,220	Employee Related Expenditure	2,957,240	3,022,220	3,088,640	3,156,500
37,172	35,890	Premises Related Expenditure	37,050	37,610	40,170	40,770
74,722	87,650	Transport Related Expenditure	82,050	83,260	84,500	85,760
549,627	700,070	Supplies and Services	759,460	819,860	631,190	639,680
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,321,463	3,544,830	Total Directly Controllable Expenditure	3,835,800	3,962,950	3,844,500	3,922,710
(1,570,501)	(1,505,160)	Income	(1,631,180)	(1,667,100)	(1,693,670)	(1,720,900)
1,750,962	2,039,670	Net Directly Controllable Expenditure/(Income)	2,204,620	2,295,850	2,150,830	2,201,810
195,255	0	Capital Charges	0	0	0	0
718,820	738,410	Support Services	773,240	791,840	810,850	830,280
2,665,037	2,778,080	Total Service Cost/(Surplus)	2,977,860	3,087,690	2,961,680	3,032,090

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
170,533	160,910	Building Control	156,090	171,030	186,260	201,810
1,244,769	1,325,840	Development Control	1,404,120	1,426,940	1,460,650	1,495,210
57,022	70,870	Graphics and IT Unit	67,700	69,240	70,810	72,400
105,308	21,040	Local Land Charges	12,430	7,130	1,520	(4,420)
1,087,405	1,199,420	Policy	1,337,520	1,413,350	1,242,440	1,267,090
2,665,037	2,778,080	Total Net Expenditure/(Income)	2,977,860	3,087,690	2,961,680	3,032,090

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Guildford Borough Council General Fund Budget 2014-2015

Planning Services

Financial Information Building Control

Ledger Code BUICTL

Responsible Officer Jacqui Barr - Building Control Manager (Tel: 444680)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
474,088	Employee Related Expenditure	505,580	447,922	510,310	Employee Related		
2,095	Premises Related Expenditure	0	357	0	Salaries	483,820	492,020
21,806	Transport Related Expenditure	28,340	23,690	20,930	Transport Related		
55,235	Supplies and Services	68,880	59,687	70,240	Car Allowances	27,830	20,420
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	21,340	21,340
553,224	Total Directly Controllable Expenditure	602,800	531,656	601,480	Consultants Fees	23,450	23,450
					General Subscriptions	6,120	6,120
(497,481)	Income	(554,710)	(477,274)	(559,180)	Postage and Telephones	5,950	6,210
55,743	Net Directly Controllable Expenditure/(Income)	48,090	54,382	42,300	Scanning	5,320	5,320
					Income		
0	Capital Charges	0	0	0	Building Control Fees	(550,000)	(550,000)
114,790	Support Services	112,820	112,924	113,790	Support Services		
170,533	Total Service Cost/(Surplus)	160,910	167,306	156,090	Accountancy Services Recharge	4,540	4,510
					Business Services Support Recharg	10,300	10,470
	Full Time Equivalent Staff	11.72		11.63	Customer Tech Support Recharge	20,950	20,020
					Health and Safety Recharge	1,920	2,000
					Human Resources Recharge	7,490	6,820
					Information Sys Support Recharge	9,400	9,420
					Office Cleaning Recharge	2,330	2,660
					Office Services Recharge	9,470	9,690
					Paymaster Recharge	5,560	6,290
					Performance Mngt. Recharge	4,960	5,410
					Public Offices Recharge	26,760	26,700

Major Variances 2013-14 v 2014-15

There are no major variances to report

Guildford Borough Council General Fund Budget 2014-2015

Planning Services

Financial Information Development Control

Ledger Code DEVCON

Responsible Officer Carol Humphrey - Head of Planning Services (Tel: 444620)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £
1,392,422	Employee Related Expenditure	1,389,560	1,392,202	1,500,090
71	Premises Related Expenditure	0	0	0
41,528	Transport Related Expenditure	46,940	49,074	50,040
202,188	Supplies and Services	180,250	252,696	203,140
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,636,209	Total Directly Controllable Expenditure	1,616,750	1,693,972	1,753,270
(810,991)	Income	(710,170)	(1,063,160)	(803,600)
825,218	Net Directly Controllable Expenditure/(Income)	906,580	630,812	949,670
0	Capital Charges	0	0	0
419,551	Support Services	419,260	420,425	454,450
1,244,769	Total Service Cost/(Surplus)	1,325,840	1,051,237	1,404,120
	Full Time Equivalent Staff	36.23		36.59

Major Variances 2013-14 v 2014-15

The change in employee related expenditure follows a review of the requirements within the service.

The consultants fee increase is due to the growth in the number of complex and contentious major planning applications.

The income estimates for pre-application charging and Section 106 reflect the income received in the previous year. The planning fee income allows for the full year effect of the increase in the statutory charges.

Following a review of the legal service, we will implement a new staffing structure which will provide a broader range of in-house services. This has resulted in an increase in the cost of the legal service and therefore the recharge to other services.

Major Items

Employee Related

Salaries 1,346,880 1,456,940

Transport Related

Car Leasing and Allowances 46,530 49,630

Supplies and Services

Advertising 17,000 0

Computer Software Licence 22,950 15,000

Consultants Fees 30,000 60,000

Legal Expenses 20,000 20,000

Planning Appeals Expenses 50,760 50,760

Postage 4,850 4,850

Printing Services Recharge 2,970 2,630

Scanning 15,000 15,000

Stationery and Office Supplies 7,040 6,060

Telecomms 1,830 1,830

Income

Planning Fees (610,000) (680,000)

Pre-application Charging (50,000) (55,000)

Section 106 Income (30,000) (39,020)

Support Services

Accountancy Services Recharge 10,590 10,560

Business Services Support Recharge 31,890 32,430

Customer Tech Support Recharge 67,320 64,330

Health and Safety Recharge 5,960 6,200

Human Resources Recharge 23,150 21,090

Information Sys Support Recharge 35,850 35,940

Legal Services Recharge 79,860 115,150

Office Cleaning Recharge 7,290 8,340

Office Services Recharge 29,780 30,440

Paymaster Recharge 12,760 12,410

Performance Mngt. Recharge 15,330 16,750

Public Offices Recharge 84,100 83,900

Guildford Borough Council General Fund Budget 2014-2015

Planning Services

Financial Information Graphics and IT Unit

Ledger Code BUITG

Responsible Officer Jacqui Barr - Building Control Manager (Tel: 444680)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
43,489	Employee Related Expenditure	52,880	38,699	50,620	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	51,960	49,690
141	Transport Related Expenditure	310	139	60	Support Services		
287	Supplies and Services	960	388	300	Business Services Support Recharge	1,940	1,970
0	Third Party Payments	0	0	0	Customer Tech Support Recharge	3,890	3,720
0	Transfer Payments	0	0	0	Human Resources Recharge	910	830
43,917	Total Directly Controllable Expenditure	54,150	39,226	50,980	Information Sys Support Recharge	3,290	3,300
(3,725)	Income	0	(1,665)	0	Office Services Recharge	1,160	1,180
40,192	Net Directly Controllable Expenditure/(Income)	54,150	37,561	50,980	Public Offices Recharge	3,270	3,260
0	Capital Charges	0	0	0			
16,830	Support Services	16,720	16,736	16,720			
57,022	Total Service Cost/(Surplus)	70,870	54,297	67,700			
	Full Time Equivalent Staff	1.43		1.33			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Planning Services

Financial Information Local Land Charges

Ledger Code LANCHA

Responsible Officer Jacqui Barr - Building Control Manager (Tel: 444680)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £
126,611	Employee Related Expenditure	110,410	121,523	123,050
0	Premises Related Expenditure	0	0	0
1,132	Transport Related Expenditure	890	866	820
184,414	Supplies and Services	109,500	112,958	116,370
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
312,157	Total Directly Controllable Expenditure	220,800	235,347	240,240
(244,376)	Income	(234,710)	(258,188)	(263,020)
67,781	Net Directly Controllable Expenditure/(Income)	(13,910)	(22,841)	(22,780)
0	Capital Charges	0	0	0
37,527	Support Services	34,950	35,773	35,210
105,308	Total Service Cost/(Surplus)	21,040	12,932	12,430
	Full Time Equivalent Staff	2.56		2.49

Major Variances 2013-14 v 2014-15

The conversion from paper to electronic records is being undertaken in-house, utilising casual staff rather than an external scanning service provider. The estimates for casual staffing and scanning reflect this.

The income estimates are based on an increase in activity across a range of search options.

Major Items

Employee Related

Casuals Salaries	0	15,000
Salaries	106,240	105,500

Supplies and Services

Computer Related Costs	10,670	12,070
Copying Machines	1,130	1,130
Insurance; All Risks	4,090	4,520
Payment to SCC	75,770	97,010
Scanning	15,000	0

Income

Con29 Extra	(10,250)	(16,090)
Con29 R	(2,800)	(2,910)
Land Charges Search Fees	(42,940)	(43,100)
LLC1 Only	(1,000)	(1,000)
Nlis Full Search	(65,170)	(68,440)
SCC Income	(75,770)	(97,010)
TM Searches - Full Searches	(33,390)	(31,960)

Support Services

Accountancy Services Recharge	10,460	10,430
Audit Services Recharge	1,110	1,130
Business Services Support Recharge	1,450	1,480
Customer Tech Support Recharge	3,030	2,900
Human Resources Recharge	1,640	1,510
Information Sys Support Recharge	4,090	4,100
Office Services Recharge	2,070	2,120
Paymaster Recharge	1,700	1,790
Public Offices Recharge	5,850	5,830

Guildford Borough Council General Fund Budget 2014-2015

Planning Services

Financial Information Policy

Ledger Code POLICY

Responsible Officer Carol Humphrey - Head of Planning Services (Tel: 444620)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
623,332	Employee Related Expenditure	662,790	804,371	773,170	Employee Related		
35,006	Premises Related Expenditure	35,890	33,426	37,050	Salaries	644,020	752,120
10,115	Transport Related Expenditure	11,170	10,636	10,200	Premises Related		
107,503	Supplies and Services	340,480	413,490	369,410	Env Imps & Lighting Mtce	25,000	31,130
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	5,570	5,920
0	Transfer Payments	0	0	0	Transport Related		
775,956	Total Directly Controllable Expenditure	1,050,330	1,261,923	1,189,830	Car Allowances	2,480	1,620
					Officers Car Leasing	8,410	8,300
(13,928)	Income	(5,570)	(39,613)	(5,380)	Supplies and Services		
762,028	Net Directly Controllable Expenditure/(Income)	1,044,760	1,222,310	1,184,450	Computer Software Licence	1,710	5,000
					Consultants (C.I. Levy)	50,000	50,000
195,255	Capital Charges	0	0	0	Consultants Fees	241,260	204,790
130,122	Support Services	154,660	142,729	153,070	Inspection Fees	20,000	30,000
1,087,405	Total Service Cost/(Surplus)	1,199,420	1,365,039	1,337,520	Plan Printing	15,000	50,000
					Surrey Hills ANB Contribution	5,580	5,580
	Full Time Equivalent Staff	16.34		17.31	Support Services		
					Accountancy Services Recharge	3,390	3,370
					Business Services Support Recharg	11,360	11,560
					Customer Service Centre Recharge	5,450	6,210
					Customer Tech Support Recharge	24,220	23,130
					Engineering and Transport Recharg	18,530	14,750
					Human Resources Recharge	9,670	9,500
					Information Sys Support Recharge	12,090	12,120
					Legal Services Recharge	3,330	4,520
					Office Services Recharge	12,230	12,510
					Paymaster Recharge	6,730	6,770
					Performance Mngt. Recharge	6,410	7,550
					Public Offices Recharge	34,550	34,470

Major Variances 2013-14 v 2014-15

The increase in salary costs relate to posts agreed under the Council's strategic planning framework including the new Local Plan.

Maintenance of environmental projects has increased by £6,130 to reflect the upkeep and replacement of these schemes.

The reduction in consultant's fees reflects the completion of several one-off reviews during 2013-14 and an allowance for support in implementing the Local Plan.

The increase in plan printing relates to Local Plan publications.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

ENVIRONMENT

EXECUTIVE HEAD OF ENVIRONMENT - JAMES WHITEMAN

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

OPERATIONAL SERVICES

HEAD OF SERVICE - JAMES WHITEMAN

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
21,466,662	21,476,090	Gross Expenditure	21,910,950	22,052,830	21,799,660	21,951,130
(20,070,368)	(20,398,080)	Gross Income	(20,063,870)	(20,415,800)	(20,936,080)	(21,465,590)
1,396,294	1,078,010	Net Expenditure	1,847,080	1,637,030	863,580	485,540
7,099,066	6,849,490	Employee Related Expenditure	6,286,780	6,421,430	6,559,010	6,699,630
3,062,326	3,462,750	Premises Related Expenditure	4,131,570	4,160,890	3,629,580	3,497,640
3,827,630	3,475,550	Transport Related Expenditure	3,616,220	3,669,060	3,723,080	3,777,770
3,552,909	3,552,630	Supplies and Services	3,733,670	3,679,900	3,722,840	3,766,440
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
17,541,931	17,340,420	Total Directly Controllable Expenditure	17,768,240	17,931,280	17,634,510	17,741,480
(20,070,368)	(20,398,080)	Income	(20,063,870)	(20,415,800)	(20,936,080)	(21,465,590)
(2,528,437)	(3,057,660)	Net Directly Controllable Expenditure/(Income)	(2,295,630)	(2,484,520)	(3,301,570)	(3,724,110)
2,216,633	2,374,170	Capital Charges	2,295,420	2,295,420	2,295,420	2,295,420
1,708,098	1,761,500	Support Services	1,847,290	1,826,130	1,869,730	1,914,230
1,396,294	1,078,010	Total Service Cost/(Surplus)	1,847,080	1,637,030	863,580	485,540

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
45,331	44,030	Abandoned Vehicles	45,870	46,860	47,860	48,870
93,460	127,060	CCTV Systems	127,580	129,720	131,920	134,160
5,761	9,270	Clinical Waste	6,660	6,810	6,960	7,110
74,939	70,520	Dog Control and Animal Welfare	71,140	72,620	74,150	75,710
13,547	(2,700)	Engineering and Transport Services	(3,510)	0	0	0
429	0	Engineering Projects	0	0	0	0
(211,189)	(36,870)	Fleet Management Service	4,820	(17,030)	(39,310)	(62,600)
243,548	166,600	Land Drainage	208,300	212,670	216,620	220,640
(76,521)	(90,920)	Markets	(89,650)	(93,790)	(98,100)	(102,530)
(5,168,450)	(4,819,960)	Off Street Parking	(4,067,960)	(4,560,000)	(5,466,890)	(5,990,440)
(257,443)	(575,780)	On Street Parking	(652,020)	(629,190)	(609,970)	(590,380)
12,641	12,280	Ordnance Survey and Mapping Services	10,590	10,820	11,050	11,290
559,287	546,360	Park and Ride Services	729,020	828,130	840,960	854,410
319,226	293,190	Public Conveniences	280,050	284,200	288,630	293,170
32,431	10,650	Recycling, Cleansing and Parking Services Overhead A	10,310	9,490	8,620	7,740
3,237,930	2,929,120	Refuse and Recycling	2,684,700	2,830,620	2,900,230	2,980,340
23,833	51,760	River Control	52,960	53,880	54,810	55,770
112,289	92,320	Roads and Footpaths Maintenance	100,640	103,740	105,880	108,070
420	350	Snow and Ice Plan Holding Account	0	0	0	0
2,011,058	1,995,860	Street Cleansing	2,095,120	2,135,230	2,176,150	2,218,100
120,637	79,110	Street Furniture	70,270	71,450	72,660	73,890
49,091	87,450	Transportation	56,000	57,200	58,420	59,670

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
8,424	(8,030)	Vehicle Maintenance Workshop	18,090	(700)	(710)	(720)
145,568	96,340	Woking Road Depot	88,100	84,300	83,640	83,270
47	0	Works Ancillary Services	0	0	0	0
1,396,294	1,078,010	Total Net Expenditure/(Income)	1,847,080	1,637,030	863,580	485,540

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Abandoned Vehicles

Ledger Code ABACAR

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
28,875	Employee Related Expenditure	28,080	28,384	28,510	Employee Related		
2,990	Premises Related Expenditure	3,270	3,278	3,480	Salaries	27,620	28,050
2,062	Transport Related Expenditure	2,110	2,142	2,150	Premises Related		
19	Supplies and Services	20	17	20	Proportion of Depot Expenses	3,270	3,480
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	1,990	1,960
33,946	Total Directly Controllable Expenditure	33,480	33,821	34,160	Support Services		
					Accountancy Services Recharge	270	270
(285)	Income	(260)	(174)	(310)	Business Services Support Recharg	1,700	1,730
33,661	Net Directly Controllable Expenditure/(Income)	33,220	33,647	33,850	HR Services Recharge	440	400
					Legal Services Recharge	1,920	2,770
0	Capital Charges	0	0	0	Paymaster Recharge	270	210
11,670	Support Services	10,810	10,818	12,020	Works Services Recharge	5,690	6,080
45,331	Total Service Cost/(Surplus)	44,030	44,465	45,870			
	Full Time Equivalent Staff	0.69		0.69			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information CCTV Systems

Ledger Code CCTV

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
884	Employee Related Expenditure	1,840	915	10	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,830	0
31	Transport Related Expenditure	0	0	0	Supplies and Services		
81,002	Supplies and Services	92,430	92,422	92,440	Maintenance Agreements	43,700	43,700
0	Third Party Payments	0	0	0	New, Replace Equip & Tools	7,000	7,000
0	Transfer Payments	0	0	0	Transmission Line Rental	38,500	38,500
81,917	Total Directly Controllable Expenditure	94,270	93,337	92,450	Capital Charges		
					Depreciation	3,420	3,420
(59)	Income	0	(90)	0	Support Services		
81,858	Net Directly Controllable Expenditure/(Income)	94,270	93,247	92,450	Engineering and Transport Recharg	28,480	31,120
3,415	Capital Charges	3,420	3,420	3,420			
8,187	Support Services	29,370	29,370	31,710			
93,460	Total Service Cost/(Surplus)	127,060	126,037	127,580			
	Full Time Equivalent Staff	0.02		0.02			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Clinical Waste

Ledger Code C1125

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
2,593	Employee Related Expenditure	7,610	7,622	5,610	Employee Related Salaries and Wages	7,620	5,630
360	Premises Related Expenditure	390	398	0			
83	Transport Related Expenditure	150	130	110			
1,315	Supplies and Services	410	143	410			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
4,351	Total Directly Controllable Expenditure	8,560	8,293	6,130			
0	Income	0	0	0			
4,351	Net Directly Controllable Expenditure/(Income)	8,560	8,293	6,130			
0	Capital Charges	0	0	0			
1,410	Support Services	710	718	530			
5,761	Total Service Cost/(Surplus)	9,270	9,011	6,660			
	Full Time Equivalent Staff	0.08		0.08			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Dog Control and Animal Welfare

Ledger Code DOGCON

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
37,854	Employee Related Expenditure	37,370	37,376	36,990	Employee Related		
820	Premises Related Expenditure	890	890	1,890	Salaries	36,780	36,410
8,552	Transport Related Expenditure	7,300	7,061	5,680	Premises Related		
22,634	Supplies and Services	22,630	21,259	22,580	Proportion of Depot Expenses	890	1,890
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Fuel and Oil	1,000	1,000
69,860	Total Directly Controllable Expenditure	68,190	66,586	67,140	Transport Pool Hire Charge	5,300	3,860
					Supplies and Services		
(5,072)	Income	(7,500)	(6,170)	(7,000)	Kennelling Fees	16,340	16,990
64,788	Net Directly Controllable Expenditure/(Income)	60,690	60,416	60,140	New, Replace Equip & Tools	2,500	2,500
					Poop Scoop Service	3,000	2,300
0	Capital Charges	0	0	0	Income		
10,151	Support Services	9,830	9,854	11,000	Kennelling Fees	(7,500)	(7,000)
74,939	Total Service Cost/(Surplus)	70,520	70,270	71,140	Support Services		
					Business Services Support Recharg	920	940
	Full Time Equivalent Staff	0.92		0.92	Customer Tech Support Recharge	1,370	1,300
					Human Resources Recharge	590	530
					Information Sys Support Recharge	320	320
					Legal Services Recharge	2,580	3,720
					Paymaster Recharge	1,700	1,700
					Works Services Recharge	710	760

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Engineering and Transport Services

Ledger Code G5538

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
306,537	Employee Related Expenditure	294,560	294,343	299,390	Employee Related		
5,200	Premises Related Expenditure	5,700	5,700	6,060	Private Medical	1,790	1,790
17,667	Transport Related Expenditure	23,890	24,063	24,070	Recharge From Other Emp. Exps.	2,620	2,610
4,586	Supplies and Services	4,660	4,672	4,730	Salaries	288,290	293,070
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	5,700	6,060
333,990	Total Directly Controllable Expenditure	328,810	328,778	334,250	Transport Related		
					Car Leasing and Allowances	23,860	24,040
(384,984)	Income	(396,620)	(396,620)	(404,540)	Income		
(50,994)	Net Directly Controllable Expenditure/(Income)	(67,810)	(67,842)	(70,290)	Support Service Recharge	(396,620)	(404,540)
					Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	5,350	5,330
64,541	Support Services	65,110	65,142	66,780	Audit Services Recharge	1,390	1,420
13,547	Total Service Cost/(Surplus)	(2,700)	(2,700)	(3,510)	Business Services Support Recharg	4,880	4,960
					Customer Tech Support Recharge	9,610	9,180
	Full Time Equivalent Staff	6.50		6.50	Health and Safety Recharge	1,070	1,110
					Human Resources Recharge	4,150	3,780
					Information Sys Support Recharge	5,900	5,910
					Paymaster Recharge	5,320	5,690
					Performance Mngt. Recharge	2,750	3,000
					Works Services Recharge	22,750	24,320

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Engineering Projects

Ledger Code G5532

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
429	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
429	Total Directly Controllable Expenditure	0	0	0			
0	Income	0	0	0			
429	Net Directly Controllable Expenditure/(Income)	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
429	Total Service Cost/(Surplus)	0	0	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

Engineering Projects and Transportation Projects have now been amalgamated to form the Engineering and Transportation Service.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Fleet Management Service

Ledger Code FLEMAN

Responsible Officer Paul Wells - Fleet and Waste Operations Manager (Tel: 445011)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
167,996	Employee Related Expenditure	152,270	166,451	174,080	Employee Related		
74,022	Premises Related Expenditure	80,000	79,959	84,640	Salaries	149,190	170,940
959,095	Transport Related Expenditure	743,720	748,440	760,760	Premises Related		
87,087	Supplies and Services	77,990	76,396	69,030	Proportion of Depot Expenses	73,000	77,640
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Hire of Vehicles	55,000	89,380
1,288,200	Total Directly Controllable Expenditure	1,053,980	1,071,246	1,088,510	Insurance	191,750	197,340
					Licences - Vehicles	32,240	32,800
(2,634,317)	Income	(2,392,780)	(2,394,407)	(2,369,210)	Vehicle MOT Test	10,400	12,740
(1,346,117)	Net Directly Controllable Expenditure/(Income)	(1,338,800)	(1,323,161)	(1,280,700)	Vehicle Repairs: Workshop	325,400	311,600
					Vehicle Service : Workshop	127,450	115,390
868,573	Capital Charges	1,025,090	1,025,090	995,040	Supplies and Services		
266,355	Support Services	276,840	276,896	290,480	Equipment & Tools Repairs	12,760	12,570
(211,189)	Total Service Cost/(Surplus)	(36,870)	(21,175)	4,820	Fleet Inspections	10,000	12,000
					Maintenance Agreements	41,140	28,600
	Full Time Equivalent Staff	5.03		5.03	Income		
					Guildford MOT Taxi Inspection	(59,740)	(62,410)
					MOT Testing Fees	(82,000)	(89,990)
					Recharged to Other Services	(182,900)	(198,060)
					Recharges; Transport Pool	(1,979,240)	(1,923,750)
					Waverley Taxi Inspection	(20,500)	(21,000)
					Woking Taxi Inspection	(50,000)	(55,000)
					Capital Charges		
					Depreciation	1,025,090	995,040
					Support Services		
					Accountancy Services Recharge	20,100	20,000
					Asset Register Recharge	10,740	7,240
					Customer Tech Support Recharge	4,690	4,450
					Fleet Management Admin Charge	182,900	198,060
					Paymaster Recharge	17,220	17,870
					Works Services Recharge	24,170	25,840

Major Variances 2013-14 v 2014-15

The vehicle repair budgets reflect a higher level of repairs completed under warranty.

Due to the delay in some delivery dates, a higher hire of vehicles estimate is required.

Vehicle maintenance agreements have reduced for 2014-15 as the cost is incorporated into the purchase price of the new vehicles.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Land Drainage

Ledger Code LANDRA

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
78,796	Premises Related Expenditure	124,820	124,020	127,000	Cctv Sewers	2,000	2,000
0	Transport Related Expenditure	0	30	0	Contract Payments	35,000	35,000
318	Supplies and Services	710	1,509	710	Culvert R&M	10,000	10,000
0	Third Party Payments	0	0	0	Flood Works	48,000	48,000
0	Transfer Payments	0	0	0	Grille Repair and Maintenance	5,000	5,000
79,114	Total Directly Controllable Expenditure	125,530	125,559	127,710	Investigation Works	3,000	3,000
(12,019)	Income	(500)	0	(520)	Proportion of Depot Expenses	6,820	9,000
67,095	Net Directly Controllable Expenditure/(Income)	125,030	125,559	127,190	Water Course Maintenance	15,000	15,000
15,898	Capital Charges	0	0	0	Support Services		
160,555	Support Services	41,570	119,490	81,110	Engineering and Transport Recharg	40,970	79,000
243,548	Total Service Cost/(Surplus)	166,600	245,049	208,300			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

The Engineers Recharge is a time based recharge, with the additional budget reflecting the works required on land drainage projects.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Markets

Ledger Code MARKET

Responsible Officer Kevin McKee - Parking Manager (Tel: 444530)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
9,229	Employee Related Expenditure	7,380	7,730	7,210	Employee Related		
49,690	Premises Related Expenditure	52,130	54,639	54,220	Salaries	7,270	7,100
281	Transport Related Expenditure	230	239	240	Premises Related		
750	Supplies and Services	1,500	800	1,500	Electricity	2,700	2,550
0	Third Party Payments	0	0	0	General Rates	13,290	14,190
0	Transfer Payments	0	0	0	Market Traders re Cleaning	34,920	35,600
59,950	Total Directly Controllable Expenditure	61,240	63,408	63,170	Supplies and Services		
					Advertising	1,500	1,500
(145,316)	Income	(160,520)	(157,597)	(161,520)	Income		
(85,366)	Net Directly Controllable Expenditure/(Income)	(99,280)	(94,189)	(98,350)	Rents; Market Stall Spaces	(160,520)	(161,520)
					Support Services		
0	Capital Charges	0	0	0	Debtors Section Recharge	2,770	2,900
8,845	Support Services	8,360	8,352	8,700	Works Services Recharge	2,840	3,040
(76,521)	Total Service Cost/(Surplus)	(90,920)	(85,837)	(89,650)			
	Full Time Equivalent Staff	0.16		0.15			

Major Variances 2013-14 v 2014-15

No major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Off Street Parking

Ledger Code OFFSTR

Responsible Officer Kevin McKee - Parking Manager (Tel: 444530)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
617,006	Employee Related Expenditure	605,390	608,264	621,340	Employee Related		
1,961,110	Premises Related Expenditure	2,244,870	2,213,645	2,870,790	Salaries	591,290	607,040
34,544	Transport Related Expenditure	31,200	33,051	33,480	Premises Related		
486,924	Supplies and Services	609,740	557,074	705,680	Business Improvement District Levy	28,230	28,090
0	Third Party Payments	0	0	0	General Rates	1,331,660	1,376,150
0	Transfer Payments	0	0	0	Insurance	24,150	24,500
3,099,584	Total Directly Controllable Expenditure	3,491,200	3,412,034	4,231,290	Rents Payable	37,000	47,000
					Repairs and Maintenance	526,540	1,057,550
(9,276,603)	Income	(9,470,650)	(9,403,573)	(9,522,970)	Safer Car Parks	21,000	23,000
(6,177,019)	Net Directly Controllable Expenditure/(Income)	(5,979,450)	(5,991,539)	(5,291,680)	Utilities	225,340	246,460
					Transport Related		
799,563	Capital Charges	895,150	895,390	899,970	Transport Pool Hire Charge	22,220	23,580
209,006	Support Services	264,340	250,714	323,750	Supplies and Services		
(5,168,450)	Total Service Cost/(Surplus)	(4,819,960)	(4,845,435)	(4,067,960)	Cash Collection Service	150,000	150,000
					Computer Software Development	2,300	60,000
	Full Time Equivalent Staff	22.05		22.14	Consultants Fees	0	50,000
					Contract Security	165,000	165,000
					Pay & Display Machinery Mtce	130,000	110,000
					Tickets	20,000	20,000
					Income		
					Car Parks Season Tickets	(734,330)	(756,360)
					Contract Car Parking Income	(545,160)	(570,420)
					Garage Rents	(116,380)	(121,030)
					Meter Income	(7,612,170)	(7,612,170)
					Penalty Fees	(300,000)	(300,600)
					Recharged to Other Services	(101,070)	(99,010)
					Support Services		
					Accountancy Services Recharge	35,200	35,080
					Asset Development Recharge	72,420	131,300
					Debtors Section Recharge	24,980	25,870
					Human Resources Recharge	14,090	12,820
					Paymaster Recharge	24,360	23,290
					Works Services Recharge	17,460	18,670

Major Variances 2013-14 v 2014-15

The estimate for repairs and maintenance, and associated Asset Development recharges, has increased in recognition of the level of works planned for 2014-15. Utility estimates have risen to reflect recent levels of usage and anticipated contract prices in 2014-15.

£50,000 has been included in the 2014-15 estimates to fund a replacement IT system, implementation will be subject to the outcome of the fundamental service review. The cost will be met from the car park maintenance reserve.

To enable a study to be undertaken on the options for developing Millbrook car park, £50,000 has been included in the estimates. The cost will be met from the car park maintenance reserve.

Following the renewal of the Council's pay and display machines, the estimated annual maintenance costs have been reduced by £20,000.

The estimates for season ticket income, contract parking income, and garage rents have risen to reflect the agreed price increases for 2014-15.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information On Street Parking

Ledger Code ONSTR

Responsible Officer Kevin McKee - Parking Manager (Tel: 444530)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
648,227	Employee Related Expenditure	667,160	674,272	679,140	Employee Related		
60,220	Premises Related Expenditure	61,540	61,540	62,330	Salaries	647,510	660,310
23,042	Transport Related Expenditure	25,310	23,973	23,170	Premises Related		
518,712	Supplies and Services	331,500	343,968	331,190	Car Park Office Costs	47,000	47,000
0	Third Party Payments	0	0	0	Electricity	12,000	12,500
0	Transfer Payments	0	0	0	Transport Related		
1,250,201	Total Directly Controllable Expenditure	1,085,510	1,103,753	1,095,830	Fuel and Oil	4,000	3,790
					Hire of Vehicles	10,390	8,020
(1,628,772)	Income	(1,764,300)	(1,797,266)	(1,855,070)	Transport Pool Hire Charge	7,410	7,860
(378,571)	Net Directly Controllable Expenditure/(Income)	(678,790)	(693,513)	(759,240)	Supplies and Services		
					Adjudication Service	13,000	13,800
2,651	Capital Charges	2,650	2,650	2,650	Cash Collection Service	41,000	41,650
118,477	Support Services	100,360	107,540	104,570	Computer Software Development	10,750	10,750
(257,443)	Total Service Cost/(Surplus)	(575,780)	(583,323)	(652,020)	Computer Software Licence	32,500	33,500
					External Printing and Design	12,570	16,370
	Full Time Equivalent Staff	22.23		22.16	Pay & Display Machinery Mtce	22,100	24,950
					Payment to SCC	108,650	96,000
					Printing and Stationery	18,720	22,600
					Signs	12,000	12,000
					Tickets	14,000	14,000
					Income		
					Meter Income	(861,000)	(931,000)
					Penalty Fees	(563,500)	(565,000)
					Permits Income	(292,120)	(280,760)
					Suspension Fees	(52,900)	(52,000)
					Support Services		
					Accountancy Services Recharge	7,440	7,400
					Business Services Support Recharg	5,710	5,800
					Customer Tech Support Recharge	11,100	10,600
					Human Resources Recharge	14,200	12,930
					Paymaster Recharge	7,910	10,370
					Performance Mngt. Recharge	9,410	10,260
					Works Services Recharge	33,730	36,050

Major Variances 2013-14 v 2014-15

The increase in the meter income estimate reflects the changes to on street parking tarriffs implemented in January 2014.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Ordnance Survey and Mapping Services

Ledger Code OSMAP

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Computer Maintenance Agreement	2,100	640
0	Transport Related Expenditure	0	0	0	Computer Software Licence	1,700	1,700
2,976	Supplies and Services	4,790	4,806	3,030	New, Replace Equip & Tools	710	410
0	Third Party Payments	0	0	0	Survey Mapping Development	240	240
0	Transfer Payments	0	0	0	Support Services		
2,976	Total Directly Controllable Expenditure	4,790	4,806	3,030	Engineering and Transport Recharg	7,300	7,440
0	Income	0	0	0			
2,976	Net Directly Controllable Expenditure/(Income)	4,790	4,806	3,030			
0	Capital Charges	0	0	0			
9,665	Support Services	7,490	7,498	7,560			
12,641	Total Service Cost/(Surplus)	12,280	12,304	10,590			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Park and Ride Services

Ledger Code PARRID

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
7,586	Employee Related Expenditure	7,090	7,349	7,220	Employee Related		
172,245	Premises Related Expenditure	187,270	210,083	229,930	Salaries	7,000	7,120
183,052	Transport Related Expenditure	181,620	181,620	361,200	Premises Related		
86,099	Supplies and Services	95,900	95,967	123,620	Electricity	8,180	9,450
0	Third Party Payments	0	0	0	General Rates	72,860	107,760
0	Transfer Payments	0	0	0	Rents Payable	75,000	75,400
448,982	Total Directly Controllable Expenditure	471,880	495,019	721,970	Site Maintenance	19,970	19,970
					Snow/Ice Clearance	6,800	12,500
(19,889)	Income	(47,380)	(47,380)	(105,640)	Transport Related		
429,093	Net Directly Controllable Expenditure/(Income)	424,500	447,639	616,330	SCC Park and Ride Services	181,400	361,000
					Supplies and Services		
121,986	Capital Charges	85,800	85,824	88,740	Security Services	94,840	122,400
8,208	Support Services	36,060	21,557	23,950	Income		
559,287	Total Service Cost/(Surplus)	546,360	555,020	729,020	Expenses Recovered	(27,380)	0
					Meter Income	(20,000)	(19,000)
	Full Time Equivalent Staff	0.15		0.15	SCC Grant	0	(86,640)
					Capital Charges		
					Depreciation	85,800	88,740
					Support Services		
					Accountancy Services Recharge	1,630	1,620
					Engineering and Transport Recharg	28,480	17,000
					Works Services Recharge	2,840	3,040

Major Variances 2013-14 v 2014-15

Additional costs incurred for the operation of Onslow Park and Ride site, including general rates of £34,760, will be funded through the £86,640 Local Sustainable Transport Bid until March 2015.

Changes in Concessionary travel funding has increased costs by £160,000, which will be recovered through the On-Street Car Park account.

The reduction in the Engineers Recharge reflects time allocated to other service areas.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Public Conveniences

Ledger Code PUBCON

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
115,428	Employee Related Expenditure	104,950	105,691	123,300	Employee Related		
72,162	Premises Related Expenditure	97,770	96,848	71,930	Casual / Temporary Staff	7,840	8,200
19,008	Transport Related Expenditure	15,360	14,699	18,560	Salaries and Wages	96,610	115,190
17,424	Supplies and Services	18,030	18,320	17,190	Premises Related		
0	Third Party Payments	0	0	0	Electricity	5,180	6,150
0	Transfer Payments	0	0	0	General Rates	5,600	6,310
224,022	Total Directly Controllable Expenditure	236,110	235,558	230,980	Proportion of Depot Expenses	1,170	1,240
(8,193)	Income	(8,290)	(8,290)	(8,440)	Repairs and Maintenance	66,720	38,400
215,829	Net Directly Controllable Expenditure/(Income)	227,820	227,268	222,540	Toilet Requisites	10,000	10,000
78,750	Capital Charges	34,670	34,678	34,670	Water	8,650	9,190
24,647	Support Services	30,700	31,418	22,840	Transport Related		
319,226	Total Service Cost/(Surplus)	293,190	293,364	280,050	Fuel and Oil	5,000	5,000
					Officers Car Leasing	1,400	1,160
					Transport Pool Hire Charge	7,660	11,220
					Supplies and Services		
	Full Time Equivalent Staff	3.57		3.57	Cleaning-through Purchasing	2,430	1,900
					New, Replace Equip & Tools	860	550
					Shere & Ash Parish WC's Contrn	14,040	14,040
					Capital Charges		
					Depreciation	34,670	34,670
					Support Services		
					Accountancy Services Recharge	780	780
					Asset Development Recharge	7,260	0
					Asset Register Recharge	2,730	840
					Energy Management Recharge	2,540	3,170
					Housing Surveying Services	3,010	3,750
					HR Services Recharge	2,280	2,080
					Paymaster Recharge	2,040	1,560
					Works Services Recharge	8,580	9,120

Major Variances 2013-14 v 2014-15

The change in the Repair and Maintenance budget reflects the work identified from the property condition survey and the resulting allocation of funds. This has resulted in a corresponding decrease in the Asset Development recharge.

Changes in salary allocations has resulted in an increase in salary estimates.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Recycling, Cleansing and Parking Services Overhead Account

Ledger Code WSOH

Responsible Officer Derek Trawber - Administration Manager (Tel: 445060)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £
226,650	Employee Related Expenditure	196,980	198,980	213,010
16,580	Premises Related Expenditure	18,170	18,170	19,320
6,743	Transport Related Expenditure	8,040	8,054	7,990
22,602	Supplies and Services	25,480	26,695	28,010
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
272,575	Total Directly Controllable Expenditure	248,670	251,899	268,330
(286,784)	Income	(284,430)	(284,430)	(304,030)
(14,209)	Net Directly Controllable Expenditure/(Income)	(35,760)	(32,531)	(35,700)
0	Capital Charges	0	0	0
46,640	Support Services	46,410	46,418	46,010
32,431	Total Service Cost/(Surplus)	10,650	13,887	10,310
	Full Time Equivalent Staff	3.35		3.35

Major Variances 2013-14 v 2014-15

This overhead account is recharged to other operational services. At the end of 2013-14, a balance remained unallocated.

Major Items	2013-14 Estimate £	2014-15 Estimate £
Employee Related		
Salaries	174,590	186,060
Training	19,170	23,700
Premises Related		
Proportion of Depot Expenses	18,170	19,320
Transport Related		
Car Leasing and Allowances	8,010	7,960
Supplies and Services		
Accreditation Assessments	6,000	6,000
Computer Software Licence	2,240	2,400
Health Education Expenditure	2,040	2,040
Postages	2,970	2,970
Printing Services Recharge	1,090	960
Telephone Costs	330	3,400
Income		
Recharged to Other Services	(284,430)	(304,030)
Support Services		
Business Services Support Recharg	8,290	8,430
Customer Service Centre Recharge	1,600	1,830
Customer Tech Support Recharge	20,530	19,610
Human Resources Recharge	2,140	1,950
Information Sys Support Recharge	9,010	9,030
Paymaster Recharge	1,800	1,980

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Refuse and Recycling

Ledger Code REFYCL

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £
3,225,733	Employee Related Expenditure	3,029,370	2,953,400	2,381,960
137,158	Premises Related Expenditure	165,220	154,188	151,300
2,043,915	Transport Related Expenditure	1,938,500	2,050,715	1,872,390
1,410,658	Supplies and Services	1,496,660	1,402,289	1,490,070
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
6,817,464	Total Directly Controllable Expenditure	6,629,750	6,560,592	5,895,720
(4,228,168)	Income	(4,424,720)	(4,085,278)	(3,885,940)
2,589,296	Net Directly Controllable Expenditure/(Income)	2,205,030	2,475,314	2,009,780
251,180	Capital Charges	304,840	304,920	251,180
397,454	Support Services	419,250	419,410	423,740
3,237,930	Total Service Cost/(Surplus)	2,929,120	3,199,644	2,684,700
	Full Time Equivalent Staff	101.12		73.12

Major Variances 2013-14 v 2014-15

Due to the commencement of the Recycling More service, the cost of the service has reduced, as less staff, vehicles and equipment are required.

Overall income has reduced following the paper recycling contract expiring and all collections are now based on co-mingled rates.

The revised green waste collection from sacks to bins has proved more popular than originally anticipated. This is reflected in the income estimate.

The trade refuse removal charges includes the increase in the Surrey County Council charges.

Major Items

Employee Related

Casual / Temporary Staff	454,550	341,060
Salaries and Wages	2,523,980	2,006,160

Premises Related

Proportion of Depot Expenses	85,170	96,830
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Transport Related

Fuel and Oil	416,000	434,470
Hire of Vehicles	120,000	105,890
Transport Pool Hire Charge	1,108,830	1,078,070
Tyres	117,000	75,110
Vehicle Repairs	152,000	152,000

Supplies and Services

Gate Fees	253,310	214,500
New, Replace Equip & Tools	32,130	29,630
Refuse Sacks; Purchase	76,900	71,920
Removal of Refuse	500,000	433,930
Trade Refuse Disposal Charges	410,000	435,000

Income

Other Grants, Sponsorship	(101,000)	(101,000)
Recharged to Other Services	(500,000)	(433,930)
Recycling Credits	(935,500)	(1,197,530)
Recycling Product Income	(1,272,490)	(146,670)
Reusable Green Sack Sales	(380,000)	(700,000)
Trade Refuse Removal Charges	(1,075,000)	(1,130,000)
Trade Refuse Sale of Sacks	(136,000)	(150,300)

Capital Charges

Depreciation	304,840	251,180
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Support Services

Accountancy and Debtors Recharge	62,170	63,530
Customer Service Centre Recharge	136,960	156,240
HR Services Recharge	64,610	43,070
Paymaster Recharge	31,190	37,300
Works Services Recharge	68,260	72,960

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information River Control

Ledger Code RIVCON

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
2,888	Premises Related Expenditure	7,560	7,560	7,600	Electricity	1,500	1,500
0	Transport Related Expenditure	0	0	0	Repairs and Maintenance	6,000	6,000
14,111	Supplies and Services	24,700	24,700	24,580	Supplies and Services		
0	Third Party Payments	0	0	0	Flood Emergencies	10,000	10,000
0	Transfer Payments	0	0	0	Operating Sluices	14,700	14,580
16,999	Total Directly Controllable Expenditure	32,260	32,260	32,180	Capital Charges		
					Depreciation	1,480	2,210
0	Income	0	0	0	Support Services		
16,999	Net Directly Controllable Expenditure/(Income)	32,260	32,260	32,180	Engineering and Transport Recharg	14,650	14,940
					Works Services Recharge	2,840	3,040
2,211	Capital Charges	1,480	1,480	2,210			
4,623	Support Services	18,020	8,396	18,570			
23,833	Total Service Cost/(Surplus)	51,760	42,136	52,960			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Roads and Footpaths Maintenance

Ledger Code ROAFOO

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0
37,976	Premises Related Expenditure	36,300	38,717	36,340
0	Transport Related Expenditure	0	0	0
543	Supplies and Services	280	431	190
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
38,519	Total Directly Controllable Expenditure	36,580	39,148	36,530
(620)	Income	0	(2,950)	(1,000)
37,899	Net Directly Controllable Expenditure/(Income)	36,580	36,198	35,530
0	Capital Charges	0	0	0
74,390	Support Services	55,740	74,717	65,110
112,289	Total Service Cost/(Surplus)	92,320	110,915	100,640
	Full Time Equivalent Staff	0.00		0.00

Major Items	2013-14 Estimate £	2014-15 Estimate £
Premises Related		
Roads & Footpath Maintenance	30,000	30,000
Salt	4,000	4,000
Support Services		
Engineering and Transport Recharg	53,130	62,710

Major Variances 2013-14 v 2014-15

Increased engineering time is allocated to this service to allow for further research and maintenance works.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Snow and Ice Plan Holding Account

Ledger Code SNOICE

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
4,819	Employee Related Expenditure	5,020	5,020	5,050	Employee Related		
15,777	Premises Related Expenditure	18,160	18,160	28,660	Operational Wages	5,020	5,050
6,561	Transport Related Expenditure	6,830	6,606	7,800	Premises Related		
(2)	Supplies and Services	0	12	0	Proportion of Depot Expenses	8,160	18,660
0	Third Party Payments	0	0	0	Salt	10,000	10,000
0	Transfer Payments	0	0	0	Transport Related		
27,155	Total Directly Controllable Expenditure	30,010	29,798	41,510	Transport Pool Hire Charge	6,230	7,220
					Income		
(26,775)	Income	(37,840)	(37,840)	(49,920)	Recharged to Other Services	(37,840)	(49,920)
380	Net Directly Controllable Expenditure/(Income)	(7,830)	(8,042)	(8,410)	Support Services		
					Engineering and Transport Recharg	8,140	8,300
0	Capital Charges	0	0	0			
40	Support Services	8,180	8,180	8,410			
420	Total Service Cost/(Surplus)	350	138	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

The proportion of depot expenses have increased due to the additional area used for salt storage.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Street Cleansing

Ledger Code STRCLE

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £
1,370,911	Employee Related Expenditure	1,393,790	1,404,492	1,387,070
41,930	Premises Related Expenditure	40,900	40,908	37,650
490,486	Transport Related Expenditure	455,710	470,571	468,680
129,553	Supplies and Services	101,710	112,545	198,210
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
2,032,880	Total Directly Controllable Expenditure	1,992,110	2,028,516	2,091,610
(143,657)	Income	(126,200)	(131,019)	(128,950)
1,889,223	Net Directly Controllable Expenditure/(Income)	1,865,910	1,897,497	1,962,660
0	Capital Charges	5,980	5,980	4,230
121,835	Support Services	123,970	124,010	128,230
2,011,058	Total Service Cost/(Surplus)	1,995,860	2,027,487	2,095,120
	Full Time Equivalent Staff	42.77		40.77

Major Variances 2013-14 v 2014-15

The payment to contractors budget reflects the statutory requirement to clean the A3, A31 and A331.

Major Items

Employee Related

	2013-14 Estimate £	2014-15 Estimate £
Insurance - Emps Liab, All Risk	9,130	9,540
Recharge From Other Emp. Exps.	17,250	17,180
Salaries	1,367,240	1,360,180

Premises Related

	2013-14 Estimate £	2014-15 Estimate £
Proportion of Depot Expenses	39,710	36,460

Transport Related

	2013-14 Estimate £	2014-15 Estimate £
Car Leasing and Allowances	17,510	13,210
Fuel, Oil and Tyres	123,800	118,590
Transport Charge/Hired Vehicles	264,030	296,580
Vehicle Repairs	50,100	40,100

Supplies and Services

	2013-14 Estimate £	2014-15 Estimate £
Clothing and Uniform	7,800	9,000
General Subscriptions	4,500	4,500
New, Replace Equip & Tools	20,000	20,000
Payment to Contractors	20,000	50,000
Publicity	3,000	3,000
Publicity; Special Items	11,930	11,930
Street Litter Bins - Purchase/Maint	6,030	12,000
Vehicle Tracking	3,820	4,180

Income

	2013-14 Estimate £	2014-15 Estimate £
Friary Bus Station Cleaning	(34,070)	(34,750)
Recharged to Other Services	(90,220)	(92,110)

Support Services

	2013-14 Estimate £	2014-15 Estimate £
Accountancy Services Recharge	4,470	4,450
Business Services Support Recharge	2,960	3,010
Customer Tech Support Recharge	10,320	9,860
Health and Safety Recharge	7,030	7,320
Human Resources Recharge	27,330	24,860
Information Sys Support Recharge	4,260	4,270
Paymaster Recharge	11,150	13,440
Works Services Recharge	32,000	34,230

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Street Furniture

Ledger Code STRFUR

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
5,871	Employee Related Expenditure	5,800	5,816	5,940	Employee Related		
6,344	Premises Related Expenditure	18,200	18,200	8,830	Salaries	5,710	5,840
428	Transport Related Expenditure	650	705	620	Premises Related		
40,762	Supplies and Services	43,360	45,809	43,770	Bus Shelter - R&M	5,000	2,000
0	Third Party Payments	0	0	0	Bus Shelter Grants to Parishes	6,000	0
0	Transfer Payments	0	0	0	Bus Shelters - New, Town Area	2,000	2,000
53,405	Total Directly Controllable Expenditure	68,010	70,530	59,160	Electricity	3,000	3,300
					Pedestrianisation R&M	2,100	1,390
(466)	Income	0	(1,759)	0	Supplies and Services		
52,939	Net Directly Controllable Expenditure/(Income)	68,010	68,771	59,160	Friary Bus Station Cleaning	34,070	34,750
					Notice/Banner Boards R&M	960	960
59,091	Capital Charges	0	0	0	Signs	1,340	1,340
8,607	Support Services	11,100	11,132	11,110	Street Furniture Cleaning	2,500	2,500
120,637	Total Service Cost/(Surplus)	79,110	79,903	70,270	Street Furniture Repairs/Maint	2,290	2,290
					Support Services		
	Full Time Equivalent Staff	0.11		0.11	Energy Management Recharge	780	720
					Engineering and Transport Recharg	7,120	7,260
					Paymaster Recharge	2,070	1,990

Major Variances 2013-14 v 2014-15

The estimate for the Bus Shelter Grants is now included in Concurrent Grants. Parishes can apply for the grant through that process.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Transportation

Ledger Code TRANSP

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
2,196	Premises Related Expenditure	510	551	510	Cycle Route Improvements	510	510
10,547	Transport Related Expenditure	10,060	10,020	10,830	Transport Related		
4,760	Supplies and Services	3,890	3,893	3,750	Bus Service Spectrum	10,000	10,800
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Advertising	1,000	660
17,503	Total Directly Controllable Expenditure	14,460	14,464	15,090	Cycle Facilities	1,200	1,200
					Monitoring	1,080	1,080
0	Income	0	0	0	Support Services		
17,503	Net Directly Controllable Expenditure/(Income)	14,460	14,464	15,090	Engineering and Transport Recharg	71,190	39,420
652	Capital Charges	0	0	650			
30,936	Support Services	72,990	43,486	40,260			
49,091	Total Service Cost/(Surplus)	87,450	57,950	56,000			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

The decrease in the Engineering and Transport recharge reflects the time allocated to other service areas in 2014-15.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Vehicle Maintenance Workshop

Ledger Code VEHMAI

Responsible Officer Paul Wells - Fleet and Waste Operations Manager (Tel: 445011)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
261,221	Employee Related Expenditure	250,730	283,143	254,740	Employee Related		
11,334	Premises Related Expenditure	13,250	13,258	13,860	Casual / Temporary Staff	10,000	10,000
10,876	Transport Related Expenditure	13,510	15,393	8,550	Salaries and Wages	237,940	241,760
572,254	Supplies and Services	550,570	544,129	528,160	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	8,190	8,700
0	Transfer Payments	0	0	0	Removal of Refuse	2,060	2,160
855,685	Total Directly Controllable Expenditure	828,060	855,923	805,310	Transport Related		
					Transport Pool Hire Charge	11,420	6,460
(889,297)	Income	(878,090)	(913,869)	(826,190)	Supplies and Services		
(33,612)	Net Directly Controllable Expenditure/(Income)	(50,030)	(57,946)	(20,880)	Equipment & Tools Repairs	5,060	4,000
					New, Replace Equip & Tools	2,690	2,800
0	Capital Charges	0	0	0	Spares for Vehicles	541,870	520,310
42,036	Support Services	42,000	42,040	38,970	Income		
8,424	Total Service Cost/(Surplus)	(8,030)	(15,906)	18,090	Recharged Labour	(333,420)	(325,190)
					Recharged Parts	(544,670)	(501,000)
	Full Time Equivalent Staff	7.99		7.99	Support Services		
					Accountancy Services Recharge	3,150	3,140
					Business Services Support Recharg	1,490	1,510
					Customer Tech Support Recharge	2,970	2,840
					Health and Safety Recharge	1,310	1,370
					Human Resources Recharge	5,110	4,650
					Information Sys Support Recharge	1,260	1,260
					Paymaster Recharge	15,740	12,440
					Performance Mngt. Recharge	1,270	1,380
					Works Services Recharge	8,530	9,120

Major Variances 2013-14 v 2014-15

Due to the reduction in the number of fleet vehicles, the estimates on spares for vehicles and subsequent recharge of parts have reduced.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Woking Road Depot

Ledger Code WRD

Responsible Officer Derek Trawber - Administration Manager (Tel: 445060)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
61,646	Employee Related Expenditure	54,100	55,320	56,210	Employee Related		
312,528	Premises Related Expenditure	285,830	321,382	315,230	Salaries	52,750	54,830
10,657	Transport Related Expenditure	11,360	10,040	9,940	Premises Related		
47,346	Supplies and Services	45,670	48,139	44,800	Cleaning Materials	7,080	4,000
0	Third Party Payments	0	0	0	General Rates	101,030	100,620
0	Transfer Payments	0	0	0	Grounds Works	9,990	9,990
432,177	Total Directly Controllable Expenditure	396,960	434,881	426,180	Insurance	3,190	4,090
					Proportion of Depot Expenses	3,340	3,550
(379,092)	Income	(398,000)	(399,190)	(432,620)	Repairs and Maintenance	68,890	89,890
53,085	Net Directly Controllable Expenditure/(Income)	(1,040)	35,691	(6,440)	Utilities	96,240	104,710
					Transport Related		
12,663	Capital Charges	15,090	15,098	12,660	Fuel and Oil	2,000	970
79,820	Support Services	82,290	79,618	81,880	Transport Pool Hire Charge	6,170	5,660
145,568	Total Service Cost/(Surplus)	96,340	130,407	88,100	Vehicle Repairs	3,000	3,000
					Supplies and Services		
	Full Time Equivalent Staff	2.18		2.18	Cleaning-though Purchasing	3,380	3,340
					Copying Machines	7,270	7,270
					Equipment & Tools Repairs	2,980	2,980
					Food Purchases	16,840	16,840
					Telecomms	5,230	5,580
					Income		
					Recharged to Other Services	(367,140)	(405,100)
					Rents - Staff lets	(6,710)	(6,880)
					Vending Machine Sales	(18,390)	(16,840)
					Support Services		
					Accountancy Services Recharge	7,040	7,010
					Energy Management Recharge	2,910	1,950
					Engineering and Transport Recharge	2,520	4,150
					Housing Surveying Services	3,760	2,950
					Human Resources Recharge	1,390	1,260
					Legal Services Recharge	1,760	2,540
					Paymaster Recharge	4,810	4,320
					Valuation Services Recharge	2,880	3,300

Major Variances 2013-14 v 2014-15

The utilisation of storage space at Woking Road Depot has resulted in additional income.

Guildford Borough Council General Fund Budget 2014-2015

Operational Services

Financial Information Works Ancillary Services

Ledger Code WAS

Responsible Officer James Whiteman - Head of Operational Services (Tel: 445010)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
47	Supplies and Services	0	81	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
47	Total Directly Controllable Expenditure	0	81	0			
0	Income	0	0	0			
47	Net Directly Controllable Expenditure/(Income)	0	81	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
47	Total Service Cost/(Surplus)	0	81	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

This service has now ceased.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

PARKS AND LEISURE SERVICES

HEAD OF SERVICE - PHIL NEWCOMBE

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
9,926,717	9,605,300	Gross Expenditure	9,900,430	9,462,540	9,566,220	9,643,680
(4,471,279)	(4,582,280)	Gross Income	(4,565,940)	(4,738,640)	(4,902,060)	(5,061,260)
5,455,438	5,023,020	Net Expenditure	5,334,490	4,723,900	4,664,160	4,582,420
2,645,978	2,765,440	Employee Related Expenditure	2,769,500	2,803,680	2,864,130	2,925,830
1,798,122	2,336,820	Premises Related Expenditure	2,523,310	2,109,490	2,139,610	2,170,410
547,706	514,660	Transport Related Expenditure	526,150	533,990	541,960	550,080
1,963,708	1,804,870	Supplies and Services	1,771,190	1,759,010	1,753,270	1,719,020
13,280	13,280	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
6,968,794	7,435,070	Total Directly Controllable Expenditure	7,590,150	7,206,170	7,298,970	7,365,340
(4,471,279)	(4,582,280)	Income	(4,565,940)	(4,738,640)	(4,902,060)	(5,061,260)
2,497,515	2,852,790	Net Directly Controllable Expenditure/(Income)	3,024,210	2,467,530	2,396,910	2,304,080
2,519,493	1,688,560	Capital Charges	1,796,750	1,796,750	1,796,750	1,796,750
438,430	481,670	Support Services	513,530	459,620	470,500	481,590
5,455,438	5,023,020	Total Service Cost/(Surplus)	5,334,490	4,723,900	4,664,160	4,582,420

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
77,818	77,300	Arts Development	85,710	87,380	89,100	90,840
156,973	208,870	Cemeteries and Closed Churchyards	306,280	152,370	156,040	159,790
(461,241)	(318,670)	Crematorium	(557,270)	(641,600)	(675,840)	(711,400)
400,872	427,150	G Live	378,630	379,480	380,230	380,990
570,393	619,420	Grants - Leisure Organisations	639,830	640,200	640,570	640,950
245,656	0	Guildford Philharmonic	0	0	0	0
855,077	881,750	Leisure Management Contract	998,450	948,550	896,180	841,260
2,469,438	2,731,460	Parks and Countryside	3,041,440	2,772,300	2,786,220	2,781,330
160,283	179,770	Play and Youth	176,340	179,050	182,650	186,700
77,279	77,360	Sports and Physical Activity	77,910	79,430	80,980	82,570
902,890	138,610	Youth and Community Centres	187,170	126,740	128,030	129,390
5,455,438	5,023,020	Total Net Expenditure/(Income)	5,334,490	4,723,900	4,664,160	4,582,420

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Guildford Borough Council General Fund Budget 2014-2015

Parks and Leisure Services

Financial Information Arts Development

Ledger Code ARTDEV

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Janet Humphreys - Principal Accountant (Tel: 444847)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
53,490	Employee Related Expenditure	50,280	47,531	51,040	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	49,360	50,020
1,933	Transport Related Expenditure	1,420	1,788	2,090	Transport Related		
13,408	Supplies and Services	12,670	13,430	19,050	Car Leasing and Allowances	1,420	2,090
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Live and Direct	500	500
68,831	Total Directly Controllable Expenditure	64,370	62,749	72,180	Partnership Work	10,470	10,320
(4,293)	Income	(500)	(500)	(500)	Printing and Stationery	930	830
64,538	Net Directly Controllable Expenditure/(Income)	63,870	62,249	71,680	Printing Services Recharge	760	670
0	Capital Charges	0	0	0	Income		
13,280	Support Services	13,430	13,446	14,030	Donations	(500)	(500)
77,818	Total Service Cost/(Surplus)	77,300	75,695	85,710	Support Services		
	Full Time Equivalent Staff	1.46		1.46	Accountancy Services Recharge	660	650
					Business Services Support Recharg	800	810
					Customer Tech Support Recharge	2,050	1,960
					Human Resources Recharge	790	850
					Information Sys Support Recharge	840	840
					Office Services Recharge	1,240	1,270
					Paymaster Recharge	2,040	2,350
					Public Offices Recharge	3,520	3,510

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Parks and Leisure Services

Financial Information Cemeteries and Closed Churchyards

Ledger Code CEMETE

Responsible Officer Paul Stacey - Operations Manager (Tel: 444720)

Financial Services Contact Janet Humphreys - Principal Accountant (Tel: 444847)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £
118,371	Employee Related Expenditure	122,130	123,174	119,540
35,158	Premises Related Expenditure	53,580	32,823	130,320
34,364	Transport Related Expenditure	40,100	40,099	30,520
10,185	Supplies and Services	21,200	22,031	56,330
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
198,078	Total Directly Controllable Expenditure	237,010	218,127	336,710
(66,350)	Income	(53,850)	(66,017)	(69,400)
131,728	Net Directly Controllable Expenditure/(Income)	183,160	152,110	267,310
8,553	Capital Charges	4,680	4,680	9,950
16,692	Support Services	21,030	21,015	29,020
156,973	Total Service Cost/(Surplus)	208,870	177,805	306,280
	Full Time Equivalent Staff	4.70		4.70

Major Variances 2013-14 v 2014-15

The increase in the repair and maintenance budget and the associate Asset Development recharge, reflects the work identified from the property condition survey.

The reduction in the transport pool hire recharge is due to changes in service equipment.

The consultants (projects) budget relates to a one year only approved growth request.

The income estimates are adjusted to reflect the level of income received in previous years.

Major Items	2013-14 Estimate £	2014-15 Estimate £
Employee Related		
Parks Salaries	114,290	116,600
Recharge From Other Emp. Exps.	1,860	1,890
Premises Related		
Contract cleaning & materials	5,570	5,830
General Rates	4,780	4,930
Removal of Refuse	3,710	3,940
Repairs and Maintenance	38,210	113,190
Transport Related		
Fuel and Oil	4,000	2,700
Transport Pool Hire Charge	31,170	23,300
Vehicle Repairs	3,390	3,000
Supplies and Services		
Clothing and Uniform	1,000	1,000
Consultants (Projects)	0	33,000
Equipment & Tools Hire	1,000	1,000
Materials and Bedding	2,750	2,750
Memorial Safety Inspection	6,580	9,580
New, Replace Equip & Tools	3,250	3,250
Seats;Purchase and Maintenance	1,600	1,600
Security Services	2,500	2,110
Income		
Disposal of Cremated Remains	(1,100)	(3,210)
Expenses Recovered	(2,000)	(1,500)
Grant of Excl. Burial Rights	(25,000)	(30,000)
Interment Fees	(15,000)	(20,850)
Rents - Staff lets	(7,090)	(7,280)
Right to Erect Monument	(750)	(1,750)
Support Services		
Accountancy Services Recharge	2,140	2,140
Asset Development Recharge	6,520	14,840
Energy Management Recharge	1,550	1,390
Human Resources Recharge	2,940	2,730

Guildford Borough Council General Fund Budget 2014-2015

Parks and Leisure Services

Financial Information Crematorium

Ledger Code CREMAT

Responsible Officer Paul Stacey - Operations Manager (Tel: 444720)

Financial Services Contact Janet Humphreys - Principal Accountant (Tel: 444847)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
228,101	Employee Related Expenditure	241,830	237,443	256,420	Employee Related		
210,416	Premises Related Expenditure	255,560	268,932	183,790	Parks Salaries	217,790	227,240
11,891	Transport Related Expenditure	14,000	13,502	12,400	Premises Related		
98,928	Supplies and Services	102,900	134,809	98,540	General Rates	59,330	40,340
0	Third Party Payments	0	0	0	Removal of Refuse	2,750	2,900
0	Transfer Payments	0	0	0	Repairs and Maintenance	131,460	64,500
549,336	Total Directly Controllable Expenditure	614,290	654,686	551,150	Utilities	54,860	68,140
					Transport Related		
(1,121,401)	Income	(1,054,660)	(1,076,366)	(1,209,480)	Transport Pool Hire Charge	10,460	6,680
(572,065)	Net Directly Controllable Expenditure/(Income)	(440,370)	(421,680)	(658,330)	Supplies and Services		
					Book of Remembrance	3,710	3,710
68,120	Capital Charges	68,420	68,444	68,420	Computer Related Costs	2,000	3,000
42,704	Support Services	53,280	52,580	32,640	Consultants (Projects)	15,000	0
(461,241)	Total Service Cost/(Surplus)	(318,670)	(300,656)	(557,270)	Maintenance Agreements	0	10,600
					Medical Referees Fees	30,000	30,000
	Full Time Equivalent Staff	6.70		6.70	Plant and Materials	6,000	6,000
					Printing Services Recharge	7,480	6,610
					Rememberance Memorial Items	14,580	14,030
					Telecomms	4,610	4,890
					Income		
					Book of Remembrance Inscriptions	(10,000)	(16,360)
					Cremation Fees	(926,830)	(990,480)
					Medical Referees Fees	(30,000)	(30,000)
					Memorial Plaques and Tablets	(6,900)	(15,440)
					Memorial Vaults and Vase Blocks	(21,000)	(31,600)
					Rents - Staff Lets	(14,980)	(20,700)
					Rose, Tree and Seat Memorials	(29,750)	(59,330)
					Support Services		
					Asset Development Recharge	22,070	3,200
					Customer Tech Support Recharge	4,350	4,160
					Human Resources Recharge	4,180	3,890
					Paymaster Recharge	7,110	7,240

Major Variances 2013-14 v 2014-15

The repairs and maintenance budget and the associated Asset Development recharge, reflects the work identified from the property condition survey.

The increase in cremation fees brings them in line with the average charge in the local area.

Income from memorial items reflects the additional memorabilia now available.

Guildford Borough Council General Fund Budget 2014-2015

Parks and Leisure Services

Financial Information G Live

Ledger Code NEWENT

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Janet Humphreys - Principal Accountant (Tel: 444847)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
535	Employee Related Expenditure	42,830	14,722	16,970	Employee Related		
11,927	Premises Related Expenditure	26,180	26,180	22,360	Salaries	42,830	16,970
0	Transport Related Expenditure	0	0	0	Premises Related		
344,161	Supplies and Services	356,590	356,582	335,860	Insurance	7,960	7,360
0	Third Party Payments	0	0	0	Repairs and Maintenance	18,300	15,000
0	Transfer Payments	0	0	0	Supplies and Services		
356,623	Total Directly Controllable Expenditure	425,600	397,484	375,190	G Live Concessions Grant	20,000	0
(8,927)	Income	(11,260)	(11,180)	(7,360)	Management Fee	328,600	328,600
347,696	Net Directly Controllable Expenditure/(Income)	414,340	386,304	367,830	Income		
					Insurance Reimbursed	(7,960)	(7,360)
49,106	Capital Charges	0	0	0	Support Services		
4,070	Support Services	12,810	12,884	10,800	Accountancy Services Recharge	1,480	1,480
400,872	Total Service Cost/(Surplus)	427,150	399,188	378,630	Asset Development Recharge	8,450	6,290
					Audit Services Recharge	1,680	1,720
	Full Time Equivalent Staff	1.00		1.00			

Major Variances 2013-14 v 2014-15

HQ Theatres commenced the management of G Live from 1 July 2011, with the first activities taking place from 8 September 2011.

The reduced salary cost relates to the appointment of the client officer post following a review of requirements within the Parks and Leisure service unit.

Following the review of all grants, the concession grant budget is incorporated into the new Community Grant budget.

Guildford Borough Council General Fund Budget 2014-2015

Parks and Leisure Services

Financial Information Grants - Leisure Organisations

Ledger Code GRANTL

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Janet Humphreys - Principal Accountant (Tel: 444847)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
24,564	Employee Related Expenditure	7,430	10,236	3,940	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	7,230	3,750
670	Transport Related Expenditure	10	104	120	Supplies and Services		
533,119	Supplies and Services	600,420	600,535	624,040	Basingstoke Canal Grant	34,960	34,960
0	Third Party Payments	0	0	0	Blackwater Valley Project	10,300	10,300
0	Transfer Payments	0	0	0	Book Festival	22,840	22,840
558,353	Total Directly Controllable Expenditure	607,860	610,875	628,100	Community Grants	101,390	0
0	Income	0	0	0	General Grants	36,000	168,360
558,353	Net Directly Controllable Expenditure/(Income)	607,860	610,875	628,100	Hurtwood Control Grant	6,750	6,750
0	Capital Charges	0	0	0	Surrey Arts Partnership Grant	6,460	0
12,040	Support Services	11,560	11,584	11,730	Yvonne Arnaud Theatre Grant	318,170	318,170
570,393	Total Service Cost/(Surplus)	619,420	622,459	639,830	Support Services		
					Accountancy Services Recharge	4,630	4,610
					Business Services Support Recharg	1,200	1,220
					Customer Tech Support Recharge	1,830	1,750
					Paymaster Recharge	1,270	1,330
	Full Time Equivalent Staff	0.13		0.13			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Parks and Leisure Services

Financial Information Guildford Philharmonic

Ledger Code MUSIC

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Janet Humphreys - Principal Accountant (Tel: 444847)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
158,084	Employee Related Expenditure	0	67,124	0			
6,605	Premises Related Expenditure	0	83	0			
4,181	Transport Related Expenditure	0	0	0			
112,537	Supplies and Services	0	4,802	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
281,407	Total Directly Controllable Expenditure	0	72,009	0			
(62,931)	Income	0	(1,177)	0			
218,476	Net Directly Controllable Expenditure/(Income)	0	70,832	0			
0	Capital Charges	0	0	0			
27,180	Support Services	0	231	0			
245,656	Total Service Cost/(Surplus)	0	71,063	0			
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Variances 2013-14 v 2014-15

The 6 December 2012 Executive approved the provision of classical music in the borough through a grant to an external organisation.

The probable figures relate to the final residual costs.

Guildford Borough Council General Fund Budget 2014-2015

Parks and Leisure Services

Financial Information Leisure Management Contract

Ledger Code LEMANC

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Janet Humphreys - Principal Accountant (Tel: 444847)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
45,922	Employee Related Expenditure	58,830	62,572	69,730	Employee Related		
1,014,906	Premises Related Expenditure	1,146,360	1,120,453	1,246,390	Salaries	57,720	68,750
8,149	Transport Related Expenditure	9,110	9,046	8,290	Premises Related		
35,587	Supplies and Services	32,940	37,548	28,010	Repairs and Maintenance	97,000	97,000
0	Third Party Payments	0	0	0	Utilities	1,026,460	1,125,120
0	Transfer Payments	0	0	0	Transport Related		
1,104,564	Total Directly Controllable Expenditure	1,247,240	1,229,619	1,352,420	Bus Service Spectrum	8,500	7,800
(1,722,792)	Income	(1,769,430)	(1,745,225)	(1,791,850)	Supplies and Services		
(618,228)	Net Directly Controllable Expenditure/(Income)	(522,190)	(515,606)	(439,430)	Miscellaneous Expenses	10,000	10,000
					Sporting Concessions	13,500	10,000
1,448,806	Capital Charges	1,374,160	1,374,536	1,408,600	Income		
24,499	Support Services	29,780	29,870	29,280	Management Fee	(922,000)	(984,840)
855,077	Total Service Cost/(Surplus)	881,750	888,800	998,450	Utilities Recharged	(841,430)	(800,770)
					Support Services		
	Full Time Equivalent Staff	1.07		1.07	Accountancy Services Recharge	5,100	5,100
					Asset Register Recharge	5,560	2,580
					Energy Management Recharge	1,820	4,060
					Legal Services Recharge	5,380	7,760

Major Variances 2013-14 v 2014-15

Greenwich Leisure Ltd commenced the Leisure Partnership Agreement on 1 November 2011 with the facilities managed by Freedom Leisure in a back-to-back agreement with Greenwich Leisure Ltd.

Under the terms of the contract, the council manage the utilities with the usage recharged to the operator. The utility budgets and recharges reflect anticipated charging.

The management fee includes the approved repayment of the funding of the Lido slides project.

Guildford Borough Council General Fund Budget 2014-2015

Parks and Leisure Services

Financial Information Parks and Countryside

Ledger Code PARKS

Responsible Officer Phil Newcombe - Head of Parks and Leisure Services (Tel: 444738)

Financial Services Contact Janet Humphreys - Principal Accountant (Tel: 444847)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
1,804,281	Employee Related Expenditure	2,037,670	1,912,887	2,050,830	Employee Related		
461,771	Premises Related Expenditure	802,160	780,576	833,800	Casual / Temporary Staff	55,850	59,330
466,855	Transport Related Expenditure	434,390	464,336	454,530	Parks Salaries	1,895,020	1,894,910
749,189	Supplies and Services	609,990	726,069	548,220	Recharge From Other Emp. Exps.	29,330	28,860
13,280	Third Party Payments	13,280	13,280	0	Training	40,230	50,000
0	Transfer Payments	0	0	0	Premises Related		
3,495,376	Total Directly Controllable Expenditure	3,897,490	3,897,148	3,887,380	Buildings Infrastructure	177,240	301,280
(1,408,311)	Income	(1,630,250)	(1,632,776)	(1,425,880)	Grounds Works	236,760	221,760
2,087,065	Net Directly Controllable Expenditure/(Income)	2,267,240	2,264,372	2,461,500	Tree Survey/Surgery	104,850	99,880
					Utilities	102,490	94,130
					Transport Related		
115,801	Capital Charges	159,050	159,090	245,120	Car Leasing and Allowances	17,580	17,800
266,572	Support Services	305,170	305,195	334,820	Fuel and Oil	66,500	57,380
2,469,438	Total Service Cost/(Surplus)	2,731,460	2,728,657	3,041,440	Mowers and Machinery	51,500	51,500
					Transport Pool Hire Charge	246,590	279,270
	Full Time Equivalent Staff	72.03		69.84	Tyres	9,760	12,100
					Vehicle Repairs	31,040	28,920
					Supplies and Services		
					Clothing and Uniform	12,500	12,500
					Consultants (Projects)	75,000	0
					Contractors and HLS Pmts	200,020	201,520
					Equipment, Tools and Machinery	75,620	78,120
					Games & Playground Equipment	18,860	18,860
					Grants and Contributions	35,100	35,100
					Materials and Bedding	100,700	99,200
					Tipping Fees	22,000	25,000
					Support Services		
					Accountancy Services Recharge	24,060	23,970
					Asset Development Recharge	39,160	36,100
					Energy Management Recharge	16,950	14,080
					HR Services Recharge	46,420	41,750
					Legal Services Recharge	34,570	49,910
					Valuation Services Recharge	8,640	42,900

Major Variances 2013-14 v 2014-15

The increase in the Building Infrastructure budget reflects the work identified from the property condition survey.

Transport pool hire charges have increased due to the changes in vehicle requirements for the service.

The budget for consultants relates to 2013-14 only.

A review of the valuation recharge has resulted in an additional charge for this service.

Guildford Borough Council General Fund Budget 2014-2015

Parks and Leisure Services

Financial Information Play and Youth

Ledger Code PLADEV

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Janet Humphreys - Principal Accountant (Tel: 444847)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
137,090	Employee Related Expenditure	145,990	144,794	144,430	Employee Related		
10,402	Premises Related Expenditure	10,750	10,750	12,760	Casual Salaries	65,420	65,500
17,243	Transport Related Expenditure	13,540	12,743	15,420	Salaries	75,040	73,330
51,638	Supplies and Services	51,460	52,876	47,600	Premises Related		
0	Third Party Payments	0	0	0	Hire of Halls	9,690	9,690
0	Transfer Payments	0	0	0	Transport Related		
216,373	Total Directly Controllable Expenditure	221,740	221,163	220,210	Car Allowances	1,900	2,330
(68,920)	Income	(57,280)	(76,514)	(59,470)	Hire of Vehicles	7,500	7,500
147,453	Net Directly Controllable Expenditure/(Income)	164,460	144,649	160,740	Transport Pool Hire Charge	3,090	4,560
0	Capital Charges	0	0	0	Supplies and Services		
12,830	Support Services	15,310	15,326	15,600	Advertising	3,160	3,160
160,283	Total Service Cost/(Surplus)	179,770	159,975	176,340	Clothing and Uniform	1,000	1,000
	Full Time Equivalent Staff	2.42		2.42	Instructors Fees	31,440	28,000
					New, Replace Equip & Tools	2,000	2,000
					Play Initiatives	5,000	5,000
					Printing Services Recharge	2,850	2,510
					Youth Initiatives	5,000	5,000
					Income		
					Donations	0	(5,000)
					Fees and Admissions	(52,280)	(53,470)
					Recharged to Other Services	(5,000)	0
					Support Services		
					Business Services Support Recharg	650	660
					Customer Tech Support Recharge	1,250	1,190
					Human Resources Recharge	1,410	1,410
					Information Sys Support Recharge	650	650
					Office Services Recharge	1,690	1,740
					Paymaster Recharge	1,790	1,710
					Performance Mngt. Recharge	930	1,110
					Public Offices Recharge	4,800	4,790

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Parks and Leisure Services

Financial Information Sports and Physical Activity

Ledger Code SPODEV

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Janet Humphreys - Principal Accountant (Tel: 444847)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
58,973	Employee Related Expenditure	53,510	55,578	52,910	Employee Related		
0	Premises Related Expenditure	0	308	0	Casual Salaries	3,550	3,550
1,841	Transport Related Expenditure	2,080	2,092	2,780	Salaries	49,090	48,390
13,615	Supplies and Services	14,810	18,033	12,800	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	2,050	2,750
0	Transfer Payments	0	0	0	Supplies and Services		
74,429	Total Directly Controllable Expenditure	70,400	76,011	68,490	General Subscriptions	4,200	4,200
(7,190)	Income	(4,000)	(6,925)	(2,000)	New Initiatives	7,340	3,340
67,239	Net Directly Controllable Expenditure/(Income)	66,400	69,086	66,490	Printing and Stationery	260	250
0	Capital Charges	0	0	0	Surrey Youth Games	2,000	4,000
10,040	Support Services	10,960	10,992	11,420	Income		
77,279	Total Service Cost/(Surplus)	77,360	80,078	77,910	Events Income	(2,000)	(2,000)
	Full Time Equivalent Staff	1.44		1.44	Surrey Youth Games	(2,000)	0
					Support Services		
					Accountancy Services Recharge	620	620
					Business Services Support Recharg	530	540
					Customer Tech Support Recharge	1,250	1,190
					Human Resources Recharge	770	840
					Information Sys Support Recharge	580	590
					Office Services Recharge	1,220	1,250
					Paymaster Recharge	990	1,100
					Public Offices Recharge	3,450	3,440

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Parks and Leisure Services

Financial Information Youth and Community Centres

Ledger Code YOUCOM

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Janet Humphreys - Principal Accountant (Tel: 444847)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
16,567	Employee Related Expenditure	4,940	150	3,690	Employee Related		
46,937	Premises Related Expenditure	42,230	52,932	93,890	Salaries	4,800	3,520
579	Transport Related Expenditure	10	2	0	Premises Related		
1,341	Supplies and Services	1,890	2,268	740	General Rates	12,780	13,150
0	Third Party Payments	0	0	0	Insurance	1,560	1,430
0	Transfer Payments	0	0	0	Removal of Refuse	5,180	5,510
65,424	Total Directly Controllable Expenditure	49,070	55,352	98,320	Repairs and Maintenance	20,240	70,700
					Water	1,370	1,600
(164)	Income	(1,050)	(700)	0	Supplies and Services		
65,260	Net Directly Controllable Expenditure/(Income)	48,020	54,652	98,320	Equipment Electrical Testing	1,150	0
					Telecomms; Business Use	590	590
829,107	Capital Charges	82,250	82,274	64,660	Income		
8,523	Support Services	8,340	9,805	24,190	Donations	(1,050)	0
902,890	Total Service Cost/(Surplus)	138,610	146,731	187,170	Capital Charges		
					Depreciation	82,250	64,660
	Full Time Equivalent Staff	0.11		0.11	Support Services		
					Accountancy Services Recharge	950	960
					Asset Development Recharge	0	10,440
					Asset Register Recharge	850	280
					Customer Tech Support Recharge	420	410
					Energy Management Recharge	1,300	1,110
					Housing Surveying Services	2,390	1,810
					Paymaster Recharge	1,580	1,580
					Public Offices Recharge	370	360
					Valuation Services Recharge	0	6,600

Major Variances 2013-14 v 2014-15

The change in the repair and maintenance budget reflects the work requirement from the condition survey review.

The removal of the £1,150 electrical testing budget and the £1,050 corresponding recovery budget is no longer required.

The change in the valuation recharge reflects the review of that service.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

FINANCIAL SERVICES

EXECUTIVE HEAD OF FINANCIAL SERVICES - STEVE WHITE

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

FINANCIAL SERVICES

HEAD OF SERVICE - CLAIRE MORRIS

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
1,640,287	3,565,950	Gross Expenditure	4,059,120	4,093,580	4,203,950	4,239,920
(1,247,504)	(1,226,730)	Gross Income	(1,204,750)	(1,232,900)	(1,245,330)	(1,274,850)
392,783	2,339,220	Net Expenditure	2,854,370	2,860,680	2,958,620	2,965,070
1,021,432	2,396,370	Employee Related Expenditure	3,042,250	3,059,960	3,153,180	3,171,660
0	0	Premises Related Expenditure	0	0	0	0
30,601	34,640	Transport Related Expenditure	34,550	35,070	35,590	36,120
209,508	738,400	Supplies and Services	561,700	567,870	574,160	580,560
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,261,541	3,169,410	Total Directly Controllable Expenditure	3,638,500	3,662,900	3,762,930	3,788,340
(1,247,504)	(1,226,730)	Income	(1,204,750)	(1,232,900)	(1,245,330)	(1,274,850)
14,037	1,942,680	Net Directly Controllable Expenditure/(Income)	2,433,750	2,430,000	2,517,600	2,513,490
0	0	Capital Charges	0	0	0	0
378,746	396,540	Support Services	420,620	430,680	441,020	451,580
392,783	2,339,220	Total Service Cost/(Surplus)	2,854,370	2,860,680	2,958,620	2,965,070

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
28,893	(18,970)	Accountancy	(12,360)	(14,640)	(16,990)	(19,490)
189,661	209,740	Corporate Financial	219,650	224,350	229,170	234,090
(7,773)	8,180	Debtors	9,140	8,940	8,720	8,510
8,912	20,070	Feasibility Studies	20,070	20,370	20,670	20,980
(20,850)	643,870	Miscellaneous Items	387,990	391,780	412,050	415,980
193,940	1,476,330	Non Distributed Costs	2,229,880	2,229,880	2,305,000	2,305,000
392,783	2,339,220	Total Net Expenditure/(Income)	2,854,370	2,860,680	2,958,620	2,965,070

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Guildford Borough Council General Fund Budget 2014-2015

Financial Services

Financial Information Accountancy

Ledger Code ACCOUN

Responsible Officer Claire Morris - Head of Financial Services (Tel: 444827)

Financial Services Contact Sue Reekie - Principal Accountant
(Tel: 444829)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
682,093	Employee Related Expenditure	648,380	685,835	645,640	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	2,950	3,090
28,903	Transport Related Expenditure	32,740	32,786	32,720	Salaries	630,360	626,440
45,927	Supplies and Services	43,490	41,597	42,170	Transport Related		
0	Third Party Payments	0	0	0	Officers Car Leasing	31,840	31,800
0	Transfer Payments	0	0	0	Supplies and Services		
756,923	Total Directly Controllable Expenditure	724,610	760,218	720,530	Books and Publications	9,100	9,000
(856,920)	Income	(872,270)	(872,478)	(861,790)	Computer Software Licence	10,710	8,230
(99,997)	Net Directly Controllable Expenditure/(Income)	(147,660)	(112,260)	(141,260)	General Subscriptions	10,270	10,890
0	Capital Charges	0	0	0	Income		
128,890	Support Services	128,690	128,738	128,900	Support Service Recharge	(872,230)	(861,790)
28,893	Total Service Cost/(Surplus)	(18,970)	16,478	(12,360)	Support Services		
	Full Time Equivalent Staff	13.85		13.62	Audit Services Recharge	5,310	5,410
					Business Systems Recharge	50,150	49,280
					HR Services Recharge	8,850	8,050
					Office Services Recharge	11,200	11,450
					Paymaster Recharge	5,750	5,770
					Public Offices Recharge	31,620	31,550

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Financial Services

Financial Information Corporate Financial

Ledger Code CORFIN

Responsible Officer Claire Morris - Head of Financial Services (Tel: 444827)

Financial Services Contact Sue Reekie - Principal Accountant
(Tel: 444829)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
20,859	Employee Related Expenditure	19,600	20,599	22,940	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	19,320	22,650
940	Transport Related Expenditure	980	998	910	Supplies and Services		
97,347	Supplies and Services	100,690	101,979	100,890	Consultants Fees	45,370	48,740
0	Third Party Payments	0	0	0	Fund Managers Fees	25,730	24,010
0	Transfer Payments	0	0	0	Grants and subscriptions	24,100	23,310
119,146	Total Directly Controllable Expenditure	121,270	123,576	124,740	Income		
					Recharged to Other Services	(99,640)	(101,290)
(93,391)	Income	(99,640)	(102,233)	(101,290)	Support Services		
25,755	Net Directly Controllable Expenditure/(Income)	21,630	21,343	23,450	Accountancy Services Recharge	149,910	149,350
					Audit Services Recharge	17,780	18,110
0	Capital Charges	0	0	0	Legal Services Recharge	18,770	27,100
163,906	Support Services	188,110	188,190	196,200			
189,661	Total Service Cost/(Surplus)	209,740	209,533	219,650			
	Full Time Equivalent Staff	0.25		0.25			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Financial Services

Financial Information Debtors

Ledger Code G3555

Responsible Officer Claire Morris - Head of Financial Services (Tel: 444827)

Financial Services Contact Sue Reekie - Principal Accountant
(Tel: 444829)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
123,457	Employee Related Expenditure	119,480	116,772	114,040	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	116,090	111,610
758	Transport Related Expenditure	920	921	920	Supplies and Services		
23,772	Supplies and Services	22,280	21,266	20,540	Computer Software Licence	5,360	4,110
0	Third Party Payments	0	0	0	Copying & Printing	6,270	5,770
0	Transfer Payments	0	0	0	Postages	7,730	7,730
147,987	Total Directly Controllable Expenditure	142,680	138,959	135,500	Income		
					Support Service Recharge	(212,940)	(221,120)
(240,860)	Income	(213,290)	(212,540)	(221,120)	Support Services		
(92,873)	Net Directly Controllable Expenditure/(Income)	(70,610)	(73,581)	(85,620)	Business Systems Recharge	12,730	12,500
					Legal Services Recharge	34,640	50,010
0	Capital Charges	0	0	0	Paymaster Recharge	10,180	10,690
85,100	Support Services	78,790	78,814	94,760	Public Offices Recharge	8,360	8,340
(7,773)	Total Service Cost/(Surplus)	8,180	5,233	9,140			
	Full Time Equivalent Staff	3.66		3.51			

Major Variances 2013-14 v 2014-15

Following a review of the legal service, we will implement a new staffing structure which will provide a broader range of in-house services. This has resulted in an increase in the cost of the legal service and therefore the recharges to other services.

Guildford Borough Council General Fund Budget 2014-2015

Financial Services

Financial Information Feasibility Studies

Ledger Code FEASTU

Responsible Officer Claire Morris - Head of Financial Services (Tel: 444827)

Financial Services Contact Sue Reekie - Principal Accountant
(Tel: 444829)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
8,822	Supplies and Services	20,000	20,000	20,000	Supplies and Services		
0	Third Party Payments	0	0	0	Consultants Fees	20,000	20,000
0	Transfer Payments	0	0	0			
8,822	Total Directly Controllable Expenditure	20,000	20,000	20,000			
0	Income	0	0	0			
8,822	Net Directly Controllable Expenditure/(Income)	20,000	20,000	20,000			
0	Capital Charges	0	0	0			
90	Support Services	70	70	70			
8,912	Total Service Cost/(Surplus)	20,070	20,070	20,070			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Financial Services

Financial Information Miscellaneous Items

Ledger Code MISEXE

Responsible Officer Claire Morris - Head of Financial Services (Tel: 444827)

Financial Services Contact Sue Reekie - Principal Accountant
(Tel: 444829)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
1,423	Employee Related Expenditure	133,000	60,336	30,000	Employee Related		
0	Premises Related Expenditure	0	0	0	Advertising Staff Vacancies	20,000	20,000
0	Transport Related Expenditure	0	0	0	Relocation Expenses	10,000	10,000
33,640	Supplies and Services	551,940	281,722	378,100	Superannuation auto enrolment	103,000	0
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Inflation Allowance	230,000	142,000
35,063	Total Directly Controllable Expenditure	684,940	342,058	408,100	IT Renewals	145,240	144,160
(56,333)	Income	(41,530)	(43,649)	(20,550)	Service Challenge Allowance	167,800	89,700
(21,270)	Net Directly Controllable Expenditure/(Income)	643,410	298,409	387,550	Income		
0	Capital Charges	0	0	0	Government Grant	(38,080)	(16,400)
420	Support Services	460	468	440			
(20,850)	Total Service Cost/(Surplus)	643,870	298,877	387,990			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

The superannuation auto enrolment costs are included within the salary costs of each service for 2014-15.

The inflation allowance has reduced by £88,000, due to lower inflationary pressure.

The value of service challenge items included in the service budgets has reduced so the central allowance for items not achieved has also been reduced.

The 2013-14 budget for Government Grant included £21,680 for nationally unused New Homes Bonus grant. No allowance has been made for a further allocation in 2014-15

Guildford Borough Council General Fund Budget 2014-2015

Financial Services

Financial Information Non Distributed Costs

Ledger Code UNALLO

Responsible Officer Claire Morris - Head of Financial Services (Tel: 444827)

Financial Services Contact Sue Reekie - Principal Accountant
(Tel: 444829)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
193,600	Employee Related Expenditure	1,475,910	1,528,702	2,229,630	Employee Related		
0	Premises Related Expenditure	0	0	0	Backfunding of Superannuation	1,297,630	2,047,630
0	Transport Related Expenditure	0	0	0	Pension Payments for Added Years	178,280	182,000
0	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
193,600	Total Directly Controllable Expenditure	1,475,910	1,528,702	2,229,630			
0	Income	0	0	0			
193,600	Net Directly Controllable Expenditure/(Income)	1,475,910	1,528,702	2,229,630			
0	Capital Charges	0	0	0			
340	Support Services	420	436	250			
193,940	Total Service Cost/(Surplus)	1,476,330	1,529,138	2,229,880			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

The pension fund valuation that will take effect from 1 April 2014 has resulted in a significant increase in the backfunding payment.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

REVENUES AND PAYMENTS

HEAD OF SERVICE - STEVE WHITE

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
47,344,468	40,218,090	Gross Expenditure	41,517,690	42,157,190	42,806,720	43,466,290
(46,319,706)	(39,532,170)	Gross Income	(40,896,160)	(41,522,720)	(42,169,670)	(42,827,270)
1,024,762	685,920	Net Expenditure	621,530	634,470	637,050	639,020
1,716,097	1,867,320	Employee Related Expenditure	1,780,020	1,819,150	1,859,120	1,899,990
650	700	Premises Related Expenditure	750	760	770	780
23,003	25,740	Transport Related Expenditure	26,040	26,400	26,770	27,140
2,042,025	1,195,350	Supplies and Services	1,154,410	1,171,560	1,188,990	1,206,640
0	0	Third Party Payments	0	0	0	0
43,064,490	36,634,000	Transfer Payments	38,054,450	38,625,260	39,204,640	39,792,710
46,846,265	39,723,110	Total Directly Controllable Expenditure	41,015,670	41,643,130	42,280,290	42,927,260
(46,319,706)	(39,532,170)	Income	(40,896,160)	(41,522,720)	(42,169,670)	(42,827,270)
526,559	190,940	Net Directly Controllable Expenditure/(Income)	119,510	120,410	110,620	99,990
0	0	Capital Charges	0	0	0	0
498,203	494,980	Support Services	502,020	514,060	526,430	539,030
1,024,762	685,920	Total Service Cost/(Surplus)	621,530	634,470	637,050	639,020

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
397,131	334,620	Housing Benefits	351,190	361,270	371,570	382,070
128,286	(8,860)	Insurance Revenue Account	(20,110)	(10,150)	(10,300)	(10,450)
463,474	364,020	Local Taxation	289,100	282,610	275,570	267,810
35,871	(3,860)	Paymaster	1,350	740	210	(410)
1,024,762	685,920	Total Net Expenditure/(Income)	621,530	634,470	637,050	639,020

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Guildford Borough Council General Fund Budget 2014-2015

Revenues and Payments

Financial Information Housing Benefits

Ledger Code HOUBEN

Responsible Officer Steve White - Head of Revenue & Payments (Tel: 444920)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
773,683	Employee Related Expenditure	856,980	797,309	819,160	Employee Related		
270	Premises Related Expenditure	290	290	310	Salaries	842,610	803,240
12,164	Transport Related Expenditure	12,520	12,853	12,480	Transport Related		
788,560	Supplies and Services	183,500	170,662	175,890	Car Leasing and Allowances	12,320	12,280
0	Third Party Payments	0	0	0	Supplies and Services		
43,064,490	Transfer Payments	36,634,000	37,110,610	38,054,450	Audit Fee	33,000	25,400
44,639,167	Total Directly Controllable Expenditure	37,687,290	38,091,724	39,062,290	Computer Software Licence	42,700	44,100
					Postage	21,540	21,540
(44,440,006)	Income	(37,547,060)	(38,289,688)	(38,916,250)	Printing and Stationery	19,740	18,850
199,161	Net Directly Controllable Expenditure/(Income)	140,230	(197,964)	146,040	Transfer Payments		
					Non HRA Rent Rebates	17,000	19,000
0	Capital Charges	0	0	0	Rent Allowances	21,540,000	22,490,050
197,970	Support Services	194,390	194,438	205,150	Rent Rebates	15,077,000	15,545,400
397,131	Total Service Cost/(Surplus)	334,620	(3,526)	351,190	Income		
					Housing Benefit Admin Grant	(657,600)	(604,520)
	Full Time Equivalent Staff	22.87		22.90	Overpayment Recovery	(50,000)	(50,000)

Major Variances 2013-14 v 2014-15

The combined value of housing benefit admin grant and localised council tax support admin grant received from the Department of Work and Pensions and Communities and Local Government is 7.8 per cent lower than the amount received in 2013-14.

Claimant count remain high with increases in both rent rebate and rent allowance payments over the budgeted 2013-14 level. There is evidence that the level of claimant has plateaued, but upward pressure remains on rent allowance costs. The majority of expenditure incurred is recovered from the Department of Work and Pensions as part of the annual grant claim.

The reduction in the subsidy limitation transfer from the housing revenue account reflects the narrowing of the gap between actual average rent charged on its tenanted stock and the limit set by government upon which housing benefit costs are reimbursed to the council. This has no impact on the general fund as it receives a contribution from the housing revenue account for any element not covered by grant.

Rent Allowances Grant	(21,579,900)	(22,530,050)
Rent Rebate Grant	(15,056,800)	(15,644,400)
Subsidy Limitation Transfer	(148,200)	(30,000)
Support Services		
Accountancy Services Recharge	15,280	15,220
Customer Tech Support Recharge	23,680	22,620
Debtors Section Recharge	18,820	19,660
HR Services Recharge	11,950	12,130
Information Sys Support Recharge	6,050	6,070
Legal Services Recharge	13,310	19,210
Office Services Recharge	16,060	16,420
Public Offices Recharge	45,370	45,260

Guildford Borough Council General Fund Budget 2014-2015

Revenues and Payments

Financial Information Insurance Revenue Account

Ledger Code INSREV

Responsible Officer Steve White - Head of Revenue & Payments (Tel: 444920)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Consultants Fees	5,140	5,140
0	Transport Related Expenditure	0	0	0	Insurance Claims Paid	59,800	59,800
826,632	Supplies and Services	702,140	748,292	692,140	Insurance Premiums Paid	623,200	613,200
0	Third Party Payments	0	0	0	Risk Management Initiatives	10,000	10,000
0	Transfer Payments	0	0	0	Income		
826,632	Total Directly Controllable Expenditure	702,140	748,292	692,140	Insurance Reimbursed	(10,000)	(10,000)
					Recharged to Other Services	(704,250)	(705,490)
(700,799)	Income	(714,250)	(721,872)	(715,490)			
125,833	Net Directly Controllable Expenditure/(Income)	(12,110)	26,420	(23,350)			
0	Capital Charges	0	0	0			
2,453	Support Services	3,250	3,258	3,240			
128,286	Total Service Cost/(Surplus)	(8,860)	29,678	(20,110)			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Revenues and Payments

Financial Information Local Taxation

Ledger Code LOCTAX

Responsible Officer Steve White - Head of Revenue & Payments (Tel: 444920)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £
572,635	Employee Related Expenditure	654,630	564,211	599,090
380	Premises Related Expenditure	410	410	440
7,879	Transport Related Expenditure	9,490	9,306	9,580
310,390	Supplies and Services	195,400	172,555	166,400
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
891,284	Total Directly Controllable Expenditure	859,930	746,482	775,510
(618,390)	Income	(681,480)	(650,940)	(668,800)
272,894	Net Directly Controllable Expenditure/(Income)	178,450	95,542	106,710
0	Capital Charges	0	0	0
190,580	Support Services	185,570	185,666	182,390
463,474	Total Service Cost/(Surplus)	364,020	281,208	289,100
	Full Time Equivalent Staff	16.51		16.48

Major Variances 2013-14 v 2014-15

A combination of the removal of a salary estimate associated with the administration of the Business Improvement District levy, and other allocation and post changes have contributed to a lower salary estimate.

Major Items

Employee Related

	2013-14 Estimate £	2014-15 Estimate £
Insurance - Emps Liab, All Risk	3,310	3,680
Salaries	640,510	583,420
Training	1,870	2,680

Supplies and Services

	2013-14 Estimate £	2014-15 Estimate £
Computer Programming	2,000	2,000
Computer Software Licence	28,100	29,130
Debt Collection Services	25,860	23,290
Local Council Tax Hardship Relief	40,000	40,000
Postage	28,920	27,810
Printing Paying in Books	16,750	15,800
Printing Services Recharge	8,650	7,640
Telecomms	2,500	2,630
Tracing Services	3,250	440

Income

	2013-14 Estimate £	2014-15 Estimate £
Expenses Recovered	(335,000)	(349,000)
UBR Admin Grant	(237,980)	(240,000)

Support Services

	2013-14 Estimate £	2014-15 Estimate £
Audit Services Recharge	5,930	6,050
Business Services Support Recharg	17,530	17,830
Customer Tech Support Recharge	32,430	30,990
HR Services Recharge	9,910	9,590
Information Sys Support Recharge	9,460	9,490
Office Services Recharge	12,540	12,820
Paymaster Recharge	42,010	37,380
Public Offices Recharge	35,420	35,330

Guildford Borough Council General Fund Budget 2014-2015

Revenues and Payments

Financial Information Paymaster

Ledger Code PAYMAS

Responsible Officer Steve White - Head of Revenue & Payments (Tel: 444920)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
369,779	Employee Related Expenditure	355,710	358,609	361,770	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	2,030	2,120
2,960	Transport Related Expenditure	3,730	3,802	3,980	Recharge From Other Emp. Exps.	3,820	3,800
116,443	Supplies and Services	114,310	118,364	119,980	Salaries	347,310	354,570
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	3,630	3,620
489,182	Total Directly Controllable Expenditure	473,750	480,775	485,730	Supplies and Services		
					Cash Machines Software Mtce	17,000	17,000
(560,511)	Income	(589,380)	(593,481)	(595,620)	Computer Software Licence	34,370	38,420
(71,329)	Net Directly Controllable Expenditure/(Income)	(115,630)	(112,706)	(109,890)	Consultants (Projects)	6,000	6,000
					IT Renewals	13,580	15,980
0	Capital Charges	0	0	0	Payment to Contractors	23,580	22,500
107,200	Support Services	111,770	111,914	111,240	Postages	2,400	2,400
35,871	Total Service Cost/(Surplus)	(3,860)	(792)	1,350	Printing Services Recharge	2,440	2,150
					Scanning	6,000	5,780
					Income		
	Full Time Equivalent Staff	9.50		9.50	Support Service Recharge	(589,380)	(595,620)

Major Variances 2013-14 v 2014-15

Employee costs have increased to reflect changes in salary allocations.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

GOVERNANCE AND MONITORING

EXECUTIVE HEAD OF GOVERNANCE AND MONITORING - SATISH MISTRY

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LEGAL AND DEMOCRATIC SERVICES

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
2,878,570	2,868,980	Gross Expenditure	3,146,940	3,206,980	3,167,540	3,229,380
(1,005,826)	(1,042,140)	Gross Income	(1,372,540)	(1,340,960)	(1,374,570)	(1,409,070)
1,872,744	1,826,840	Net Expenditure	1,774,400	1,866,020	1,792,970	1,820,310
1,404,949	1,208,230	Employee Related Expenditure	1,399,710	1,430,380	1,461,690	1,493,720
1,610	1,770	Premises Related Expenditure	1,880	1,910	1,940	1,970
32,027	27,080	Transport Related Expenditure	26,630	26,990	27,350	27,710
655,777	870,690	Supplies and Services	956,510	967,250	877,440	887,770
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,094,363	2,107,770	Total Directly Controllable Expenditure	2,384,730	2,426,530	2,368,420	2,411,170
(1,005,826)	(1,042,140)	Income	(1,372,540)	(1,340,960)	(1,374,570)	(1,409,070)
1,088,537	1,065,630	Net Directly Controllable Expenditure/(Income)	1,012,190	1,085,570	993,850	1,002,100
50,317	0	Capital Charges	0	0	0	0
733,890	761,210	Support Services	762,210	780,450	799,120	818,210
1,872,744	1,826,840	Total Service Cost/(Surplus)	1,774,400	1,866,020	1,792,970	1,820,310

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
4,658	3,450	Access Group for Guildford	5,760	5,880	6,000	6,120
155,423	174,110	Civic Expenses	178,140	181,630	185,180	188,790
(8,037)	(5,790)	Committee Services	(1,460)	(1,850)	(2,250)	(2,670)
347,856	339,630	Council and Committee Support	343,730	315,750	322,880	330,170
763,439	816,190	Democratic Representation and Management	758,650	773,260	788,170	803,380
74,378	75,670	Elections	79,340	180,950	82,600	84,280
193,911	179,200	Electoral Registration	194,590	198,240	201,940	205,710
7,253	10,180	Guildford Youth Council	14,220	14,520	14,820	15,130
200,097	14,800	Legal Services	6,760	2,670	(1,650)	(6,190)
133,766	219,400	Parish and Local Liaison	194,670	194,970	195,280	195,590
1,872,744	1,826,840	Total Net Expenditure/(Income)	1,774,400	1,866,020	1,792,970	1,820,310

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Guildford Borough Council General Fund Budget 2014-2015

Legal and Democratic Services

Financial Information Access Group for Guildford

Ledger Code ACCGUI

Responsible Officer Satish Mistry - Executive Head of Governance (Tel: 444042)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
1,224	Employee Related Expenditure	1,180	1,189	1,220	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,150	1,190
74	Transport Related Expenditure	90	75	70	Support Services		
230	Supplies and Services	30	194	230	Committee Services Recharge	2,070	4,160
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
1,528	Total Directly Controllable Expenditure	1,300	1,458	1,520			
0	Income	0	0	0			
1,528	Net Directly Controllable Expenditure/(Income)	1,300	1,458	1,520			
0	Capital Charges	0	0	0			
3,130	Support Services	2,150	2,158	4,240			
4,658	Total Service Cost/(Surplus)	3,450	3,616	5,760			
	Full Time Equivalent Staff	0.02		0.02			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Legal and Democratic Services

Financial Information Civic Expenses

Ledger Code CIVEXP

Responsible Officer Satish Mistry - Executive Head of Governance (Tel: 444042)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
91,210	Employee Related Expenditure	87,360	90,836	89,980	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	84,720	86,340
7,260	Transport Related Expenditure	6,990	7,036	6,770	Transport Related		
35,343	Supplies and Services	58,950	59,189	58,980	Fuel and Oil	3,300	3,300
0	Third Party Payments	0	0	0	Transport Pool Hire Charge	2,910	2,610
0	Transfer Payments	0	0	0	Supplies and Services		
133,813	Total Directly Controllable Expenditure	153,300	157,061	155,730	Borough Promotional Expenses	36,720	36,720
0	Income	0	0	0	Deputy Mayor Allowance	1,330	1,330
133,813	Net Directly Controllable Expenditure/(Income)	153,300	157,061	155,730	Insurance; All Risks	4,690	4,710
0	Capital Charges	0	0	0	Mayors Allowance	10,620	10,620
21,610	Support Services	20,810	20,826	22,410	Printing and Stationery	2,750	2,710
155,423	Total Service Cost/(Surplus)	174,110	177,887	178,140	Telecomms	450	450
	Full Time Equivalent Staff	2.36		2.36	Support Services		
					Accountancy Services Recharge	2,360	2,360
					Customer Tech Support Recharge	1,650	1,580
					Human Resources Recharge	1,510	1,370
					Legal Services Recharge	4,730	6,830
					Office Services Recharge	1,260	1,290
					Paymaster Recharge	2,000	1,430
					Public Offices Recharge	3,560	3,550

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Legal and Democratic Services

Financial Information Committee Services

Ledger Code CSADMN

Responsible Officer Satish Mistry - Executive Head of Governance (Tel: 444042)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
149,444	Employee Related Expenditure	151,310	154,443	157,120	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	148,390	154,430
82	Transport Related Expenditure	990	814	300	Supplies and Services		
4,287	Supplies and Services	5,920	4,789	5,810	Advertising	350	1,380
0	Third Party Payments	0	0	0	Computer Software Licence	3,440	2,380
0	Transfer Payments	0	0	0	Copying Machines	1,140	1,140
153,813	Total Directly Controllable Expenditure	158,220	160,046	163,230	Income		
					Support Service Recharge	(206,790)	(207,840)
(202,020)	Income	(207,750)	(207,166)	(208,240)	Support Services		
(48,207)	Net Directly Controllable Expenditure/(Income)	(49,530)	(47,120)	(45,010)	Accountancy Services Recharge	1,490	1,490
					Business Services Support Recharg	5,480	5,580
0	Capital Charges	0	0	0	Customer Tech Support Recharge	9,110	8,700
40,170	Support Services	43,740	43,764	43,550	HR Services Recharge	2,090	1,910
(8,037)	Total Service Cost/(Surplus)	(5,790)	(3,356)	(1,460)	Information Sys Support Recharge	4,350	4,360
					Office Services Recharge	3,650	3,720
	Full Time Equivalent Staff	3.28		3.28	Paymaster Recharge	3,010	2,830
					Public Offices Recharge	10,280	10,250

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Legal and Democratic Services

Financial Information Council and Committee Support

Ledger Code COMSUP

Responsible Officer Satish Mistry - Executive Head of Governance (Tel: 444042)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
125,923	Employee Related Expenditure	117,970	122,467	96,060	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	109,490	87,620
5,040	Transport Related Expenditure	5,540	5,488	4,910	Staff Committee Att. Allowance	6,950	6,950
52,828	Supplies and Services	47,120	62,552	76,920	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing and Allowances	5,540	4,910
0	Transfer Payments	0	0	0	Supplies and Services		
183,791	Total Directly Controllable Expenditure	170,630	190,507	177,890	Contributions	0	35,000
(48,245)	Income	(49,170)	(49,194)	(49,700)	Printing Services Recharge	44,580	39,370
135,546	Net Directly Controllable Expenditure/(Income)	121,460	141,313	128,190	Income		
0	Capital Charges	0	0	0	Recharged to Other Services	(49,170)	(49,700)
212,310	Support Services	218,170	218,114	215,540	Support Services		
347,856	Total Service Cost/(Surplus)	339,630	359,427	343,730	Accountancy Services Recharge	5,330	5,340
					Committee Services Recharge	200,590	195,380
					Legal Services Recharge	5,950	8,590
					Office Services Recharge	1,020	1,030
					Public Offices Recharge	2,860	2,830
	Full Time Equivalent Staff	1.28		1.23			

Major Variances 2013-14 v 2014-15

The reduced salary estimate follows a review of the senior management structure.

The 2014-15 estimates includes a £35,000 fund to support local community initiatives.

Guildford Borough Council General Fund Budget 2014-2015

Legal and Democratic Services

Financial Information Democratic Representation and Management

Ledger Code DEMREP

Responsible Officer Satish Mistry - Executive Head of Governance (Tel: 444042)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
220,853	Employee Related Expenditure	226,230	260,355	173,110	Employee Related		
0	Premises Related Expenditure	0	0	0	Councillors Training	9,820	9,820
5,590	Transport Related Expenditure	7,670	8,023	5,740	Salaries	211,790	156,140
327,047	Supplies and Services	357,380	352,710	355,490	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing and Allowances	7,510	5,340
0	Transfer Payments	0	0	0	Supplies and Services		
553,490	Total Directly Controllable Expenditure	591,280	621,088	534,340	Computer Software Licence	1,320	1,320
					Contract Refreshments	13,150	13,250
(79,841)	Income	(82,230)	(82,230)	(81,600)	Councillors Attendance Allowances	294,020	298,000
473,649	Net Directly Controllable Expenditure/(Income)	509,050	538,858	452,740	Postage	6,980	9,780
					Telecomms	13,850	9,140
0	Capital Charges	0	0	0	Webcasting	20,000	20,000
289,790	Support Services	307,140	307,220	305,910	Income		
763,439	Total Service Cost/(Surplus)	816,190	846,078	758,650	Recharged to Other Services	(82,230)	(81,600)
					Support Services		
	Full Time Equivalent Staff	2.97		2.88	Accountancy Services Recharge	2,670	2,680
					Business Services Support Recharg	34,800	35,390
					Customer Tech Support Recharge	58,710	56,100
					Information Sys Support Recharge	24,330	24,390
					Office Services Recharge	35,280	35,330
					Paymaster Recharge	4,250	4,250
					Public Offices Recharge	123,240	123,230

Major Variances 2013-14 v 2014-15

The reduced salary estimate follows the review of the senior management structure.

Guildford Borough Council General Fund Budget 2014-2015

Legal and Democratic Services

Financial Information Elections

Ledger Code ELECTI

Responsible Officer Lynda Murlewski - Electoral Services Manager (Tel: 444101)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
49,147	Employee Related Expenditure	46,190	48,203	49,300	Employee Related		
0	Premises Related Expenditure	0	0	0	Casual / Temporary Staff	1,520	1,600
913	Transport Related Expenditure	1,500	1,321	1,120	Salaries	43,640	45,320
12,441	Supplies and Services	15,060	28,222	15,990	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing and Allowances	1,270	890
0	Transfer Payments	0	0	0	Supplies and Services		
62,501	Total Directly Controllable Expenditure	62,750	77,746	66,410	Computer Related Costs	8,450	8,530
(243)	Income	0	(4,684)	0	Electoral Admin Bill Changes	1,500	1,500
62,258	Net Directly Controllable Expenditure/(Income)	62,750	73,062	66,410	New, Replace Equip & Tools	2,000	2,000
0	Capital Charges	0	0	0	Support Services		
12,120	Support Services	12,920	12,968	12,930	Accountancy Services Recharge	2,950	2,940
74,378	Total Service Cost/(Surplus)	75,670	86,030	79,340	Audit Services Recharge	1,110	1,130
					Paymaster Recharge	1,690	1,640
					Public Offices Recharge	2,420	2,410
	Full Time Equivalent Staff	1.06		1.06			

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Legal and Democratic Services

Financial Information Electoral Registration

Ledger Code ELECTO

Responsible Officer Lynda Murlewski - Electoral Services Manager (Tel: 444101)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £
78,709	Employee Related Expenditure	71,220	80,413	75,700
1,610	Premises Related Expenditure	1,770	1,778	1,880
931	Transport Related Expenditure	1,260	1,395	940
81,893	Supplies and Services	74,160	75,792	149,770
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
163,143	Total Directly Controllable Expenditure	148,410	159,378	228,290
(4,012)	Income	(3,000)	(12,616)	(67,320)
159,131	Net Directly Controllable Expenditure/(Income)	145,410	146,762	160,970
0	Capital Charges	0	0	0
34,780	Support Services	33,790	33,830	33,620
193,911	Total Service Cost/(Surplus)	179,200	180,592	194,590
	Full Time Equivalent Staff	2.03		2.03

Major Variances 2013-14 v 2014-15

The Council has been awarded a grant to support the activities relating to the transition phase of the move to individual electoral registration. Grant income of £64,320, along with the corresponding expenditure under Electoral Administration Bill Changes, has been included in the 2014-15 estimates

The estimate for postage has been increased to allow for current levels of expenditure following recent price increases.

Major Items

Employee Related

	2013-14 Estimate £	2014-15 Estimate £
Casual / Temporary Staff	2,620	2,660
Salaries	66,910	69,740

Premises Related

	2013-14 Estimate £	2014-15 Estimate £
Proportion of Depot Expenses	1,770	1,880

Transport Related

	2013-14 Estimate £	2014-15 Estimate £
Car Leasing and Allowances	1,130	810

Supplies and Services

	2013-14 Estimate £	2014-15 Estimate £
Advertising	1,500	1,500
Computer Related Costs	6,080	6,600
Electoral Admin Bill Changes	2,000	66,320
Electoral Registration Fees	17,600	17,600
External Printing and Design	11,870	11,870
Postage	31,160	41,160
Printing Services Recharge	2,960	2,610

Income

	2013-14 Estimate £	2014-15 Estimate £
Electoral Registers Sales	(3,000)	(3,000)
Individual Electoral Reg Grant	0	(64,320)

Support Services

	2013-14 Estimate £	2014-15 Estimate £
Accountancy Services Recharge	1,360	1,350
Business Services Support Recharge	6,590	6,700
Customer Tech Support Recharge	10,050	9,600
Human Resources Recharge	1,300	1,180
Information Sys Support Recharge	3,230	3,240
Office Services Recharge	1,640	1,680
Public Offices Recharge	4,640	4,620

Guildford Borough Council General Fund Budget 2014-2015

Legal and Democratic Services

Financial Information Guildford Youth Council

Ledger Code YOUCOU

Responsible Officer Satish Mistry - Executive Head of Governance (Tel: 444042)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
213	Employee Related Expenditure	350	370	380	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Support for Forum	4,590	4,590
10	Transport Related Expenditure	20	15	10	Support Services		
1,420	Supplies and Services	5,150	2,144	5,130	Committee Services Recharge	4,130	8,300
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
1,643	Total Directly Controllable Expenditure	5,520	2,529	5,520			
0	Income	0	0	0			
1,643	Net Directly Controllable Expenditure/(Income)	5,520	2,529	5,520			
0	Capital Charges	0	0	0			
5,610	Support Services	4,660	4,660	8,700			
7,253	Total Service Cost/(Surplus)	10,180	7,189	14,220			
	Full Time Equivalent Staff	0.01		0.01			

Major Variances 2013-14 v 2014-15

Following a review of the workloads of officers in Committee Services, the allocation to the Youth Council has been revised.

Guildford Borough Council General Fund Budget 2014-2015

Legal and Democratic Services

Financial Information Legal Services

Ledger Code G4525

Responsible Officer Satish Mistry - Executive Head of Governance (Tel: 444042)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £
682,701	Employee Related Expenditure	501,310	630,749	751,170
0	Premises Related Expenditure	0	0	0
12,008	Transport Related Expenditure	2,800	2,414	6,660
67,013	Supplies and Services	99,810	75,256	106,040
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
761,722	Total Directly Controllable Expenditure	603,920	708,419	863,870
(671,465)	Income	(699,990)	(698,264)	(965,680)
90,257	Net Directly Controllable Expenditure/(Income)	(96,070)	10,155	(101,810)
0	Capital Charges	0	0	0
109,840	Support Services	110,870	110,918	108,570
200,097	Total Service Cost/(Surplus)	14,800	121,073	6,760
	Full Time Equivalent Staff	12.21		11.58

Major Items	2013-14 Estimate £	2014-15 Estimate £
Employee Related		
Salaries	487,490	725,300
Supplies and Services		
Computer Software Licence	6,500	6,500
IT Renewals	5,550	8,460
Law Library Books	18,790	24,580
Legal Expenses	50,000	48,000
Stationery and Office Supplies	3,430	3,260
Storage, Archiving Recharge	6,100	6,100
Income		
Legal Charges	(45,000)	(45,000)
Section 106 income	(45,000)	(54,000)
Support Service Recharge	(607,870)	(864,480)
Support Services		
Accountancy Services Recharge	8,900	8,870
Audit Services Recharge	3,340	3,400
Business Services Support Recharg	5,710	5,810
Customer Service Centre Recharge	4,380	5,000
Customer Tech Support Recharge	14,340	13,700
HR Services Recharge	8,560	6,730
Information Sys Support Recharge	5,160	5,170
Office Services Recharge	11,130	11,380
Paymaster Recharge	6,470	5,870
Performance Mngt. Recharge	5,670	5,340
Public Offices Recharge	31,440	31,370

Major Variances 2013-14 v 2014-15

Following a review of the legal service, a new staffing structure will be implemented to provide a broader range of in-house services. This has resulted in an increase in the cost of the legal service. The new structure will provide improved resilience and the ability to respond flexibly whilst developing and retaining knowledge within the organisation, therefore reducing the use of external legal support. The income from the support service recharge has increased correspondingly.

The contractual cost of the provision of law library books has increased. In addition, some further essential items have been included within the contract.

The purchase of a case management system through the IT renewals fund has resulted in an increase in the IT renewals estimate.

Following a review of the charging structure for S106 agreements, the charges have been adjusted resulting in an increase in income from this work.

Guildford Borough Council General Fund Budget 2014-2015

Legal and Democratic Services

Financial Information Parish and Local Liaison

Ledger Code PARISH

Responsible Officer Satish Mistry - Executive Head of Governance (Tel: 444042); Julie Brown / Joyce Stewart - Principal Accountant (Tel: 444830)

Financial Services Contact Matthew Cue - Accountant (Tel: 444839)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
5,525	Employee Related Expenditure	5,110	5,331	5,670	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	5,030	5,590
119	Transport Related Expenditure	220	220	110	Supplies and Services		
73,275	Supplies and Services	207,110	206,550	182,150	General Grants	114,000	89,000
0	Third Party Payments	0	0	0	Local Council Tax Scheme Support	92,290	92,290
0	Transfer Payments	0	0	0	Support Services		
78,919	Total Directly Controllable Expenditure	212,440	212,101	187,930	Accountancy Services Recharge	6,350	6,320
0	Income	0	0	0			
78,919	Net Directly Controllable Expenditure/(Income)	212,440	212,101	187,930			
50,317	Capital Charges	0	0	0			
4,530	Support Services	6,960	6,976	6,740			
133,766	Total Service Cost/(Surplus)	219,400	219,077	194,670			
	Full Time Equivalent Staff	0.07		0.07			

Major Variances 2013-14 v 2014-15

Following a review of recent funding levels, the General Grants budget has been reduced by £25,000.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

HOUSING AND HEALTH

EXECUTIVE HEAD OF HOUSING AND HEALTH - PHILIP O'DWYER

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GENERAL FUND BUDGET 2014-2015**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

HEALTH AND COMMUNITY CARE SERVICES

HEAD OF SERVICE - JOHN MARTIN

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
6,286,044	5,237,000	Gross Expenditure	5,562,240	5,653,820	5,747,610	5,843,350
(2,293,126)	(2,318,560)	Gross Income	(2,463,630)	(2,467,010)	(2,472,270)	(2,477,290)
3,992,918	2,918,440	Net Expenditure	3,098,610	3,186,810	3,275,340	3,366,060
2,754,621	2,787,920	Employee Related Expenditure	2,893,790	2,956,420	3,020,560	3,086,080
198,878	220,920	Premises Related Expenditure	161,190	163,730	166,360	169,100
342,970	267,080	Transport Related Expenditure	311,490	316,140	320,890	325,680
1,271,183	1,282,790	Supplies and Services	1,510,330	1,517,130	1,524,080	1,531,100
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
4,567,652	4,558,710	Total Directly Controllable Expenditure	4,876,800	4,953,420	5,031,890	5,111,960
(2,293,126)	(2,318,560)	Income	(2,463,630)	(2,467,010)	(2,472,270)	(2,477,290)
2,274,526	2,240,150	Net Directly Controllable Expenditure/(Income)	2,413,170	2,486,410	2,559,620	2,634,670
1,093,466	57,760	Capital Charges	57,380	57,380	57,380	57,380
624,926	620,530	Support Services	628,060	643,020	658,340	674,010
3,992,918	2,918,440	Total Service Cost/(Surplus)	3,098,610	3,186,810	3,275,340	3,366,060

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
284,600	283,960	Citizens Advice Bureau	283,960	283,980	284,000	284,020
51,432	59,950	Civil Emergencies	60,490	61,730	62,990	64,280
518,771	429,980	Community Meals and TPT	504,950	521,290	538,000	555,050
0	0	Community Services	0	0	0	0
988,645	641,350	Day Services	654,890	670,430	686,420	702,760
(37,348)	(18,100)	Emergency Communications System	(55,970)	(49,680)	(43,220)	(36,670)
(41,179)	(60,040)	EMI Services	(17,170)	(13,980)	(10,680)	(7,290)
449,947	422,210	Environmental Control	452,470	461,290	470,260	479,410
426,279	372,680	Food and Safety Services	355,750	363,520	371,600	379,710
268,909	275,460	Grants to Voluntary Organisations - Housing and Comm	265,560	267,130	268,730	270,350
20,299	(2,770)	Health and Safety	(9,880)	0	(100)	170
(11,884)	7,630	Licensing Services	21,900	26,160	29,820	33,590
27,303	18,810	Pest Control	28,390	29,930	31,740	33,600
1,048,856	461,230	Private Sector Housing	467,080	482,070	497,390	513,070
0	0	Public Health	60,480	61,480	62,500	63,540
(1,712)	26,090	Taxi Licensing and Private Hire Vehicles	25,710	21,460	25,890	30,470
3,992,918	2,918,440	Total Net Expenditure/(Income)	3,098,610	3,186,810	3,275,340	3,366,060

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Citizens Advice Bureau

Ledger Code CITADV

Responsible Officer John Martin - Head of Health and Community Care Services (Tel: 444380)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0			
50,870	Premises Related Expenditure	50,530	0	0	Premises Related		
0	Transport Related Expenditure	0	0	0	Rent in lieu of Loan charges	40,000	0
232,670	Supplies and Services	232,600	283,130	283,140	Service Charge	10,530	0
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Cab General Expenses Grant	222,800	283,140
283,540	Total Directly Controllable Expenditure	283,130	283,130	283,140	Car Parking Charges	9,800	0
0	Income	0	0	0	Support Services		
283,540	Net Directly Controllable Expenditure/(Income)	283,130	283,130	283,140	Accountancy Services Recharge	830	820
0	Capital Charges	0	0	0			
1,060	Support Services	830	830	820			
284,600	Total Service Cost/(Surplus)	283,960	283,960	283,960			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

The bureau now receive one grant which includes any rent, service charge and other support previously identified separately. The total support given remains the same as for 2013-14.

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Civil Emergencies

Ledger Code CIVEMS

Responsible Officer Helen Barnsley - Corporate Public Health Co-ordinator (Tel: 444218)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
37,403	Employee Related Expenditure	43,980	41,687	44,170	Employee Related		
750	Premises Related Expenditure	820	820	880	Salaries	41,050	41,600
853	Transport Related Expenditure	530	646	710	Transport Related		
6,416	Supplies and Services	9,210	9,475	9,210	Car Leasing and Allowances	530	710
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Emergency Accommodation	4,000	4,000
45,422	Total Directly Controllable Expenditure	54,540	52,628	54,970	Emergency Planning Contribution	3,540	3,540
					Miscellaneous Expenses	340	340
0	Income	0	0	0	National Resilience Extranet	320	320
45,422	Net Directly Controllable Expenditure/(Income)	54,540	52,628	54,970	Support Services		
					Accountancy Services Recharge	640	640
0	Capital Charges	0	0	0	Customer Tech Support Recharge	420	410
6,010	Support Services	5,410	5,426	5,520	Human Resources Recharge	400	450
51,432	Total Service Cost/(Surplus)	59,950	58,054	60,490	Office Services Recharge	580	600
					Public Offices Recharge	1,640	1,640
	Full Time Equivalent Staff	0.78		0.78			

Major Variances 2013-14 v 2014-15

There are no major variances to report .

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Community Meals and TPT

Ledger Code MOWTPT

Responsible Officer Jane Read - Community Services Manager (Tel: 444214)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
442,596	Employee Related Expenditure	490,120	450,948	482,870	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	475,510	468,820
258,466	Transport Related Expenditure	180,190	192,081	227,740	Transport Related		
71,996	Supplies and Services	74,390	72,753	69,050	Fuel and Oil	47,230	46,310
0	Third Party Payments	0	0	0	Hire of Vehicles	22,070	22,070
0	Transfer Payments	0	0	0	Insurance	4,510	4,460
773,058	Total Directly Controllable Expenditure	744,700	715,782	779,660	Transport Pool Hire Charge	89,680	132,770
					Vehicle Repairs	10,020	13,620
(315,627)	Income	(376,830)	(368,108)	(334,520)	Supplies and Services		
457,431	Net Directly Controllable Expenditure/(Income)	367,870	347,674	445,140	Computer Maintenance Agree	8,500	5,400
					Food Purchases	60,000	55,350
0	Capital Charges	0	0	0	Telecomms	2,390	2,390
61,340	Support Services	62,110	62,158	59,810	Income		
518,771	Total Service Cost/(Surplus)	429,980	409,832	504,950	Bus Service Operations Grant	(17,000)	(12,000)
					Dar and DC Membership Fees	(5,640)	(4,400)
	Full Time Equivalent Staff	20.52		19.52	Fee Income	(100,000)	(90,000)
					Refreshment Sales	(144,450)	(114,000)
					SCC Grant	(109,740)	(114,120)

Major Variances 2013-14 v 2014-15

The transport pool hire charge includes an additional sum of £56,000 reflecting the capital financing costs associated with the acquisition of a new fleet of vehicles.

Refreshment sales and fee income are projected based on current year activity to date and a reduction of £40,000 is anticipated.

Accountancy Services Recharge	3,780	3,770
Business Systems Recharge	14,160	13,760
Debtors Section Recharge	10,810	11,290
Health and Safety Recharge	3,370	3,340
Human Resources Recharge	13,110	11,340
Paymaster Recharge	7,710	6,900
Performance Mngt. Recharge	3,270	3,110

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Community Services

Ledger Code COMSER

Responsible Officer John Martin - Head of Health and Community Care Services (Tel: 444380)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	33,570	Employee Related		
0	Premises Related Expenditure	0	0	5,000	Salaries	0	33,570
0	Transport Related Expenditure	0	0	0	Premises Related		
0	Supplies and Services	0	0	141,430	Buildings Infrastructure	0	5,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Contribution to External Suppliers	0	110,400
0	Total Directly Controllable Expenditure	0	0	180,000	Miscellaneous Expenses	0	23,530
					Publicity	0	2,500
0	Income	0	0	(180,000)	Survey Mapping Development	0	5,000
0	Net Directly Controllable Expenditure/(Income)	0	0	0	Income		
					SCC Grant	0	(180,000)
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
0	Total Service Cost/(Surplus)	0	0	0			

Full Time Equivalent Staff

Major Variances 2013-14 v 2014-15

Funding received from Surrey County Council to administer the Prevention, Personalisation and Partnership Fund for the elderly with the borough of Guildford.

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Day Services

Ledger Code DAYSER

Responsible Officer Jane Read - Community Services Manager (Tel: 444214)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
505,784	Employee Related Expenditure	494,450	482,530	507,480	Employee Related		
118,773	Premises Related Expenditure	134,160	127,038	124,310	Salaries	476,910	492,570
8,238	Transport Related Expenditure	7,770	7,151	9,280	Premises Related		
112,816	Supplies and Services	109,460	100,286	104,320	Electricity	29,000	26,500
0	Third Party Payments	0	0	0	Gas	12,300	12,200
0	Transfer Payments	0	0	0	General Rates	11,010	11,370
745,611	Total Directly Controllable Expenditure	745,840	717,005	745,390	Rents Payable	15,000	0
					Repairs and Maintenance	50,970	58,620
(265,884)	Income	(247,160)	(236,552)	(234,060)	Transport Related		
479,727	Net Directly Controllable Expenditure/(Income)	498,680	480,453	511,330	Car Leasing and Allowances	7,770	9,280
					Supplies and Services		
420,640	Capital Charges	57,760	57,768	57,380	Copying & Printing	4,260	4,230
88,278	Support Services	84,910	87,424	86,180	Day Centre Activities Cost	7,640	7,350
988,645	Total Service Cost/(Surplus)	641,350	625,645	654,890	Equipment & Tools	4,620	4,470
					Food Purchases	72,000	62,000
	Full Time Equivalent Staff	18.73		18.71	Miscellaneous Expenses	7,250	7,250
					Telecomms	4,600	4,740

Major Variances 2013-14 v 2014-15

Increased salary costs above inflation £10,000 is due to increased allocation of officer time to this service.

There are no longer any day care services provided at St Martins Court so the payment of rent £15,000 for space occupied has been removed.

Additional £9,000 repair and maintenance expenditure is based on latest assessment of required works.

The budget of £10,000 for food purchases at St Martins court has been removed as meals are no longer to be prepared on site.

Coffee shop income has been merged with the refreshment sales income budget. An overall £17,000 reduction is based on current levels of activity across all the centres.

Income		
Coffee Shop income	(17,990)	0
Fee Income	(8,230)	(6,200)
Miscellaneous Income	(10,580)	(11,000)
Refreshment Sales	(79,420)	(80,500)
Rent Income	(3,000)	(3,000)
SCC Grant	(122,800)	(130,860)
Capital Charges		
Depreciation	57,760	57,380
Support Services		
Accountancy Services Recharge	8,310	8,290
Business Systems Recharge	16,980	16,710
Human Resources Recharge	11,970	10,890
Office Services Recharge	1,690	1,740
Paymaster Recharge	13,100	13,200
Performance Mngt. Recharge	5,340	5,810

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Emergency Communications System

Ledger Code EMECOM

Responsible Officer John Martin - Head of Health and Community Care Services (Tel: 444380)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
168,405	Employee Related Expenditure	160,830	144,164	149,560	Employee Related		
30	Premises Related Expenditure	3,800	3,800	3,800	Salaries	157,780	146,120
7,415	Transport Related Expenditure	4,730	6,799	8,010	Premises Related		
76,937	Supplies and Services	83,100	79,767	102,970	Payment in Lieu of Rent	3,800	3,800
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing and Allowances	4,730	8,010
252,787	Total Directly Controllable Expenditure	252,460	234,530	264,340	Supplies and Services		
					Alarm Monitoring Contract	34,220	34,220
(363,428)	Income	(334,850)	(333,772)	(385,420)	Equipment Supply, Mtnc & Repair	41,700	61,040
(110,641)	Net Directly Controllable Expenditure/(Income)	(82,390)	(99,242)	(121,080)	Miscellaneous Expenses	3,200	2,000
					Telecomms	900	3,490
0	Capital Charges	0	0	0	Income		
73,293	Support Services	64,290	64,314	65,110	Emergency Communications Fees	(231,250)	(231,450)
(37,348)	Total Service Cost/(Surplus)	(18,100)	(34,928)	(55,970)	Expenses Recovered	(18,000)	(18,000)
					Recharged to Other Services	(82,110)	(82,980)
	Full Time Equivalent Staff	3.35		3.35	SCC Grant	(2,500)	(52,000)
					Support Services		
					Accountancy and Debtors Recharge	37,860	39,310
					Audit Services Recharge	2,600	2,650
					Business Systems Recharge	13,680	13,410
					Customer Service Centre Recharge	1,430	1,640
					Human Resources Recharge	2,140	1,950
					Paymaster Recharge	3,990	3,590

Major Variances 2013-14 v 2014-15

A reduction of £16,000 in employee costs due to overtime and shift allowances no longer being required.

An increase in the equipment and tools budget of £20,000 relating to a revised telecare strategy with Surrey County Council. This is fully funded by additional income.

Additional income of £47,000 from Surrey County Council to support a revised telecare strategy. This income is partially offset by additional expenditure.

The net surplus for 2014-15 is based on the latest projection of connections, any change in the number of connections will have a direct correlation on the surplus.

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information EMI Services

Ledger Code EMISER

Responsible Officer Jane Read - Community Services Manager (Tel: 444214)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
103,428	Employee Related Expenditure	115,220	116,178	122,260	Employee Related		
8,480	Premises Related Expenditure	11,400	9,606	9,460	Salaries	111,960	118,880
556	Transport Related Expenditure	80	395	590	Premises Related		
2,126	Supplies and Services	2,970	2,328	2,970	Electricity	600	550
0	Third Party Payments	0	0	0	General Rates	6,480	6,670
0	Transfer Payments	0	0	0	Supplies and Services		
114,590	Total Directly Controllable Expenditure	129,670	128,507	135,280	Day Centre Activities Cost	1,000	1,000
					Income		
(166,243)	Income	(200,020)	(171,230)	(162,980)	Fee Income	(48,720)	(40,000)
(51,653)	Net Directly Controllable Expenditure/(Income)	(70,350)	(42,723)	(27,700)	SCC Grant	(151,300)	(122,980)
					Support Services		
0	Capital Charges	0	0	0	Accountancy and Debtors Recharge	1,900	1,960
10,474	Support Services	10,310	10,334	10,530	Business Systems Recharge	570	570
(41,179)	Total Service Cost/(Surplus)	(60,040)	(32,389)	(17,170)	Health and Safety Recharge	830	860
					Human Resources Recharge	3,210	2,920
	Full Time Equivalent Staff	5.03		5.03	Paymaster Recharge	1,450	1,330
					Performance Mngt. Recharge	920	1,000

Major Variances 2013-14 v 2014-15

Reduction of £28,000 in Surrey County Council income due to re-negotiated contracts. £8,000 reduction in fee income based on the current level of activity at the centres.

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Environmental Control

Ledger Code ENVHEA

Responsible Officer Gary Durrant - Team Leader Environmental Control (Tel: 444373)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
291,537	Employee Related Expenditure	272,680	277,531	302,000	Employee Related		
7,935	Premises Related Expenditure	0	0	0	Salaries	264,820	293,960
14,240	Transport Related Expenditure	16,470	15,604	10,150	Transport Related		
92,044	Supplies and Services	90,060	105,659	101,910	Car Leasing and Allowances	16,470	10,150
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	2,020	2,020
405,756	Total Directly Controllable Expenditure	379,210	398,794	414,060	General Subscriptions	2,000	2,000
					General Subscriptions	2,000	2,000
(19,139)	Income	(18,500)	(25,057)	(24,440)	New, Replace Equip & Tools	1,850	5,000
386,617	Net Directly Controllable Expenditure/(Income)	360,710	373,737	389,620	Out of Hours Service	5,140	5,140
					Pest Control Charges	65,630	65,630
0	Capital Charges	0	0	0	Veterinary Surgeons Fees	4,000	4,000
63,330	Support Services	61,500	61,607	62,850	Welfare Funerals	0	5,000
449,947	Total Service Cost/(Surplus)	422,210	435,344	452,470	Works in Default	0	3,000
					Income		
	Full Time Equivalent Staff	6.26		6.46	Animal Establishment Fees	(7,500)	(7,800)
					Contaminated Land Enquiries	(1,500)	(1,600)
					Fee Income	(8,500)	(9,040)
					Welfare Funerals Income	0	(6,000)
					Support Services		
					Business Systems Recharge	23,100	22,770
					Human Resources Recharge	3,920	4,150
					Office Services Recharge	5,370	5,500
					Performance Mngt. Recharge	2,600	3,300
					Public Offices Recharge	15,180	15,140

Major Variances 2013-14 v 2014-15

The increase in employee related expenditure reflects changes to salary allocations following the Environmental Health and Licencing review.

Budgets for welfare funerals £5,000 and works in default £3,000, are partially offset by expenses recovered towards these services of £6,000.

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Food and Safety Services

Ledger Code FOODSF

Responsible Officer Chris Woodhatch - Team Leader Food Safety (Tel: 444390)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
313,750	Employee Related Expenditure	260,450	257,768	239,000	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	253,460	234,080
15,414	Transport Related Expenditure	15,680	15,342	14,920	Transport Related		
22,281	Supplies and Services	18,850	19,563	19,600	Car Leasing and Allowances	15,680	14,920
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	2,100	2,100
351,445	Total Directly Controllable Expenditure	294,980	292,673	273,520	General Subscriptions	1,000	1,000
					Health Education Expenditure	1,000	800
(9,383)	Income	(6,600)	(5,200)	(3,600)	New, Replace Equip & Tools	1,000	1,000
342,062	Net Directly Controllable Expenditure/(Income)	288,380	287,473	269,920	Printing Services Recharge	2,380	2,100
					Stationery and Office Supplies	4,380	5,100
0	Capital Charges	0	0	0	Storage, Archiving Recharge	3,220	2,920
84,217	Support Services	84,300	84,348	85,830	Telecomms	1,100	1,100
426,279	Total Service Cost/(Surplus)	372,680	371,821	355,750	Income		
					Food Hygiene Course	(3,000)	(1,000)
	Full Time Equivalent Staff	6.14		5.44	Support Services		
					Accountancy Services Recharge	4,150	4,130
					Audit Services Recharge	6,570	6,700
					Business Systems Recharge	32,240	31,760
					Customer Service Centre Recharge	2,440	2,790
					Human Resources Recharge	4,270	3,680
					Legal Services Recharge	3,790	5,470
					Office Services Recharge	5,420	5,540
					Paymaster Recharge	4,420	4,360
					Public Offices Recharge	15,300	15,260

Major Variances 2013-14 v 2014-15

The reduction in employee related expenditure reflects changes to salary allocations following the Environmental Health and Licencing Service review.

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Grants to Voluntary Organisations - Housing and Community

Ledger Code GRANTH

Responsible Officer John Martin - Head of Health and Community Care Services (Tel: 444380)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
40,044	Employee Related Expenditure	39,640	28,147	25,150	Employee Related		
11,500	Premises Related Expenditure	19,800	19,431	17,300	Salaries	38,900	24,400
1,940	Transport Related Expenditure	1,970	1,503	1,860	Premises Related		
394,907	Supplies and Services	421,200	421,342	421,200	Rents Payable	19,800	17,300
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	1,860	1,240
448,391	Total Directly Controllable Expenditure	482,610	470,423	465,510	Supplies and Services		
					Council for Voluntary Services	9,750	9,750
(189,152)	Income	(217,190)	(217,190)	(209,690)	Shopmobility	34,840	34,840
259,239	Net Directly Controllable Expenditure/(Income)	265,420	253,233	255,820	Vol Assoc Grant - Guildford	178,870	178,870
					Vol Assoc Grant - Partners	197,690	197,690
0	Capital Charges	0	0	0	Income		
9,670	Support Services	10,040	10,072	9,740	Miscellaneous Income	(19,500)	(12,000)
268,909	Total Service Cost/(Surplus)	275,460	263,305	265,560	Voluntary Grant Contributions	(197,690)	(197,690)
					Support Services		
	Full Time Equivalent Staff	0.93		0.54	Accountancy Services Recharge	3,930	3,910
					Paymaster Recharge	1,080	710
					Public Offices Recharge	2,120	2,120

Major Variances 2013-14 v 2014-15

The overall level of grant funding is subject to confirmation by partner organisations to the Voluntary Grants Panel and varies year on year. Any changes to the level of funding are fully offset and have no impact on the bottom line.

A reduction of £15,000 in salary costs is due to a reduction in the number of hours worked by the grants monitoring officer.

A reduction of £7,500 in the miscellaneous income budget is a reduction in the contribution from partners towards admin support and is offset by a reduction in the number of hours worked by the grants monitoring officer.

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Health and Safety

Ledger Code G2525

Responsible Officer Helen Barnsley - Corporate Public Health Co-ordinator (Tel: 444218)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
115,755	Employee Related Expenditure	104,260	106,824	100,130	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	91,740	86,090
2,213	Transport Related Expenditure	2,260	2,252	2,420	Training - Health and Safety	10,000	12,000
6,509	Supplies and Services	5,810	6,160	6,030	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing and Allowances	2,250	2,410
0	Transfer Payments	0	0	0	Supplies and Services		
124,477	Total Directly Controllable Expenditure	112,330	115,236	108,580	Consultants Fees	3,500	3,500
					Lone Worker Monitoring	1,050	1,390
(132,504)	Income	(132,040)	(132,204)	(135,150)	Income		
(8,027)	Net Directly Controllable Expenditure/(Income)	(19,710)	(16,968)	(26,570)	Recharged to Other Services	(980)	(1,390)
					Support Service Recharge	(130,820)	(133,520)
11,366	Capital Charges	0	0	0	Support Services		
16,960	Support Services	16,940	16,964	16,690	Customer Tech Support Recharge	1,130	1,080
20,299	Total Service Cost/(Surplus)	(2,770)	(4)	(9,880)	Office Services Recharge	1,680	1,720
					Paymaster Recharge	3,310	3,060
	Full Time Equivalent Staff	2.07		1.91	Public Offices Recharge	4,750	4,740

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Licensing Services

Ledger Code LICENS

Responsible Officer David Curtis-Botting - Licensing Services Manager (Tel: 444387)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
105,174	Employee Related Expenditure	121,640	108,942	129,990	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	118,270	126,600
1,955	Transport Related Expenditure	2,450	2,134	1,230	Transport Related		
18,316	Supplies and Services	7,610	23,629	7,460	Car Allowances	2,150	1,210
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	4,260	4,260
125,445	Total Directly Controllable Expenditure	131,700	134,705	138,680	Telecomms	1,020	1,020
(183,729)	Income	(171,180)	(163,372)	(172,090)	Income		
(58,284)	Net Directly Controllable Expenditure/(Income)	(39,480)	(28,667)	(33,410)	Licence Fees	(171,180)	(169,740)
0	Capital Charges	0	0	0	Support Services		
46,400	Support Services	47,110	47,142	55,310	Accountancy Services Recharge	2,390	2,380
(11,884)	Total Service Cost/(Surplus)	7,630	18,475	21,900	Audit Services Recharge	2,230	2,270
					Business Services Support Recharg	1,940	1,970
					Customer Tech Support Recharge	3,970	3,790
					Human Resources Recharge	2,120	2,040
					Information Sys Support Recharge	2,260	2,260
					Legal Services Recharge	17,940	25,900
					Office Services Recharge	2,280	2,340
					Public Offices Recharge	6,440	6,420
	Full Time Equivalent Staff	3.36		3.60			

Major Variances 2013-14 v 2014-15

Employee costs are based on actual time recording analysis.

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Pest Control

Ledger Code PESCON

Responsible Officer Gary Durrant - Team Leader Environmental Control (Tel: 444373)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
29,730	Employee Related Expenditure	54,020	42,653	65,040	Employee Related		
160	Premises Related Expenditure	0	0	0	Salaries	52,810	63,820
510	Transport Related Expenditure	520	496	0	Supplies and Services		
57,178	Supplies and Services	38,480	50,427	38,480	Payment to Contractors	38,000	38,000
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Pest Control Charges	(22,360)	(23,250)
87,578	Total Directly Controllable Expenditure	93,020	93,576	103,520	Recharged to Other Services	(65,630)	(65,630)
					Support Services		
(74,116)	Income	(87,990)	(86,630)	(88,880)	Accountancy Services Recharge	840	830
13,462	Net Directly Controllable Expenditure/(Income)	5,030	6,946	14,640	Business Services Support Recharg	140	140
					Customer Tech Support Recharge	3,140	3,000
0	Capital Charges	0	0	0	Human Resources Recharge	1,230	1,120
13,841	Support Services	13,780	13,804	13,750	Information Sys Support Recharge	980	980
27,303	Total Service Cost/(Surplus)	18,810	20,750	28,390	Office Services Recharge	750	770
					Public Offices Recharge	2,120	2,120
	Full Time Equivalent Staff	1.93		1.88			

Major Variances 2013-14 v 2014-15

There are no major variances to report

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Public Health

Ledger Code C1210

Responsible Officer Helen Barnsley - Corporate Public Health Co-ordinator (Tel: 444218)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	11,591	44,260	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	0	43,640
0	Transport Related Expenditure	0	249	0	Support Services		
0	Supplies and Services	0	1,557	15,000	Accountancy and Debtors Recharge	0	440
0	Third Party Payments	0	0	0	Health and Safety Recharge	0	140
0	Transfer Payments	0	0	0	HR Services Recharge	0	460
0	Total Directly Controllable Expenditure	0	13,397	59,260			
0	Income	0	(1,523)	0			
0	Net Directly Controllable Expenditure/(Income)	0	11,874	59,260			
0	Capital Charges	0	0	0			
0	Support Services	0	0	1,220			
0	Total Service Cost/(Surplus)	0	11,874	60,480			
	Full Time Equivalent Staff			0.80			

Major Variances 2013-14 v 2014-15

With effect from April 2013 responsibility for public health transferred from the national health service to local authorities. The initial budget is for a post of Corporate Public Health Co-ordinator. In future budgets costs will also be included to facilitate various public health initiatives aimed at improving the health of the population in the borough.

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Private Sector Housing

Ledger Code PRIHOU

Responsible Officer John Martin - Head of Health and Community Care Services (Tel: 444380)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
479,801	Employee Related Expenditure	524,820	480,254	529,500	Employee Related		
380	Premises Related Expenditure	410	410	440	Salaries	507,870	510,310
26,255	Transport Related Expenditure	28,310	28,098	33,770	Transport Related		
96,811	Supplies and Services	84,660	98,872	81,840	Car Allowances	14,090	14,310
0	Third Party Payments	0	0	0	Officers Car Leasing	14,160	15,200
0	Transfer Payments	0	0	0	Supplies and Services		
603,247	Total Directly Controllable Expenditure	638,200	607,634	645,550	Bought In Services	14,000	14,000
					Computer Software Licence	5,920	5,320
(321,014)	Income	(281,980)	(287,821)	(285,540)	Consultants Fees	30,700	30,700
282,233	Net Directly Controllable Expenditure/(Income)	356,220	319,813	360,010	Home Trust Loan Scheme	6,000	6,170
					Materials and Bedding	11,000	6,670
661,460	Capital Charges	0	0	0	Income		
105,163	Support Services	105,010	105,082	107,070	Fee Income	(74,400)	(80,160)
1,048,856	Total Service Cost/(Surplus)	461,230	424,895	467,080	Income from Clients	(22,000)	(20,400)
					Other Grants, Sponsorship	(10,000)	0
					SCC Income	(171,580)	(181,580)
	Full Time Equivalent Staff	13.63		13.51	Support Services		
					Accountancy Services Recharge	7,050	7,020
					Business Systems Recharge	25,490	24,980
					Human Resources Recharge	8,740	7,920
					Legal Services Recharge	5,270	7,620
					Office Services Recharge	9,660	9,880
					Paymaster Recharge	5,220	4,720
					Performance Mngt. Recharge	5,800	6,290
					Public Offices Recharge	27,290	27,220

Major Variances 2013-14 v 2014-15

There are no major variances to report

Guildford Borough Council General Fund Budget 2014-2015

Health and Community Care Services

Financial Information Taxi Licensing and Private Hire Vehicles

Ledger Code TAXLIC

Responsible Officer David Curtis-Botting - Licensing Services Manager (Tel: 444387)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
121,214	Employee Related Expenditure	105,810	103,238	118,810	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	103,790	116,370
4,915	Transport Related Expenditure	6,120	6,181	810	Supplies and Services		
80,176	Supplies and Services	104,390	101,200	105,720	Computer Software Licence	2,200	2,200
0	Third Party Payments	0	0	0	Consultants (Projects)	8,590	8,590
0	Transfer Payments	0	0	0	CRB Checks	7,220	6,500
206,305	Total Directly Controllable Expenditure	216,320	210,619	225,340	Equipment & Tools	6,500	4,400
					Printing and Stationery	3,230	3,020
(252,907)	Income	(244,220)	(247,111)	(247,260)	Taxi and Private Hire Car Tests	59,740	62,410
(46,602)	Net Directly Controllable Expenditure/(Income)	(27,900)	(36,492)	(21,920)	Taxi Ranks Maintenance	12,000	12,000
					Income		
0	Capital Charges	0	0	0	Taxi Licence Fees	(244,220)	(247,260)
44,890	Support Services	53,990	54,102	47,630	Support Services		
(1,712)	Total Service Cost/(Surplus)	26,090	17,610	25,710	Accountancy Services Recharge	11,330	3,770
					Business Services Support Recharg	2,820	2,870
	Full Time Equivalent Staff	3.12		3.22	Customer Tech Support Recharge	5,550	5,300
					HR Services Recharge	1,980	1,810
					Information Sys Support Recharge	3,280	3,290
					Legal Services Recharge	9,440	13,350
					Office Services Recharge	3,370	2,980
					Paymaster Recharge	2,460	2,090
					Public Offices Recharge	9,510	8,220

Major Variances 2013-14 v 2014-15

Employee costs are based on actual time recording analysis.

Income levels for all Taxi/Private Hire Licence Fees are based on the current level of licences being issued.

A reduction of £7,560 in accountancy support is due to the completion of the review of this service.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

HOUSING ADVICE SERVICES

HEAD OF SERVICE - KIM RIPPETT

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
1,271,291	1,767,620	Gross Expenditure	1,578,990	1,608,480	1,638,570	1,669,220
(498,030)	(174,010)	Gross Income	(192,660)	(200,370)	(208,390)	(216,730)
773,261	1,593,610	Net Expenditure	1,386,330	1,408,110	1,430,180	1,452,490
435,184	599,130	Employee Related Expenditure	698,710	714,190	729,990	746,140
5,525	3,000	Premises Related Expenditure	3,500	3,550	3,600	3,650
4,307	11,720	Transport Related Expenditure	12,580	12,760	12,940	13,120
722,451	1,063,890	Supplies and Services	767,210	778,650	790,310	802,140
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,167,467	1,677,740	Total Directly Controllable Expenditure	1,482,000	1,509,150	1,536,840	1,565,050
(498,030)	(174,010)	Income	(192,660)	(200,370)	(208,390)	(216,730)
669,437	1,503,730	Net Directly Controllable Expenditure/(Income)	1,289,340	1,308,780	1,328,450	1,348,320
11,304	0	Capital Charges	0	0	0	0
92,520	89,880	Support Services	96,990	99,330	101,730	104,170
773,261	1,593,610	Total Service Cost/(Surplus)	1,386,330	1,408,110	1,430,180	1,452,490

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
226,895	211,110	Affordable Housing Development	216,270	221,010	225,870	230,820
284,625	1,097,680	Homelessness and Emergency Accommodation	919,300	932,580	945,970	959,450
261,741	284,820	Housing Advice	250,760	254,520	258,340	262,220
773,261	1,593,610	Total Net Expenditure/(Income)	1,386,330	1,408,110	1,430,180	1,452,490

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Guildford Borough Council General Fund Budget 2014-2015

Housing Advice Services

Financial Information Affordable Housing Development

Ledger Code HOUASS

Responsible Officer Head of Housing Advice Services (Tel: 444238)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
148,559	Employee Related Expenditure	155,970	154,317	162,040	Employee Related		
10	Premises Related Expenditure	0	0	0	Salaries	152,820	158,860
1,325	Transport Related Expenditure	1,960	1,372	1,340	Transport Related		
26,067	Supplies and Services	13,500	11,124	13,430	Car Leasing and Allowances	1,910	1,290
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	3,140	3,140
175,961	Total Directly Controllable Expenditure	171,430	166,813	176,810	Consultants Fees	1,000	1,000
					General Grants	3,800	3,800
0	Income	0	0	0	General Subscriptions	2,000	2,000
175,961	Net Directly Controllable Expenditure/(Income)	171,430	166,813	176,810	Housing Needs Surveys	1,500	1,500
					Support Services		
11,304	Capital Charges	0	0	0	Accountancy Services Recharge	690	690
39,630	Support Services	39,680	39,752	39,460	Business Systems Recharge	10,070	9,810
226,895	Total Service Cost/(Surplus)	211,110	206,565	216,270	Customer Service Centre Recharge	1,010	1,150
					Human Resources Recharge	1,770	1,610
	Full Time Equivalent Staff	2.77		2.77	Legal Services Recharge	9,440	13,630
					Office Services Recharge	2,240	2,290
					Paymaster Recharge	1,490	1,470
					Performance Mngt. Recharge	1,170	1,280
					Public Offices Recharge	6,320	6,310
					Valuation Services Recharge	4,320	0

Major Variances 2013-14 v 2014-15

There are no major variances to report.

Guildford Borough Council General Fund Budget 2014-2015

Housing Advice Services

Financial Information Homelessness and Emergency Accommodation

Ledger Code HOMLES

Responsible Officer Kim Rippet - Head of Housing Advice Services (Tel: 444241)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
286,625	Employee Related Expenditure	443,160	461,256	536,670	Employee Related		
5,515	Premises Related Expenditure	3,000	5,121	3,500	Salaries	439,230	529,600
2,982	Transport Related Expenditure	9,760	11,268	11,240	Premises Related		
434,643	Supplies and Services	765,570	700,622	503,020	Repairs and Maintenance	3,000	3,500
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	9,350	10,730
729,765	Total Directly Controllable Expenditure	1,221,490	1,178,267	1,054,430	Supplies and Services		
					Bonds issued/claimed	46,000	46,000
(498,030)	Income	(174,010)	(171,238)	(192,660)	Building Condition Surveys	11,370	11,370
231,735	Net Directly Controllable Expenditure/(Income)	1,047,480	1,007,029	861,770	Computer Software Licence	1,250	1,140
					Consultants (Projects)	355,750	98,670
0	Capital Charges	0	0	0	Contr to Bad Debts Provision	0	0
52,890	Support Services	50,200	50,216	57,530	Emergency Accommodation	45,000	70,000
284,625	Total Service Cost/(Surplus)	1,097,680	1,057,245	919,300	General Grants	136,740	106,040
					Homeless Outreach Support	154,000	154,000
	Full Time Equivalent Staff	14.02		14.02	Telecomms	3,350	3,600
					Income		
					Bed and Breakfast Income	(12,380)	(17,500)
					Recharged to Other Services	(50,000)	(50,000)
					SCC Grant	(111,630)	(125,160)
					Support Services		
					Accountancy Services Recharge	5,080	5,050
					Business Systems Recharge	17,060	16,690
					Human Resources Recharge	2,510	5,190
					Office Services Recharge	3,900	3,990
					Paymaster Recharge	3,740	4,830
					Public Offices Recharge	11,030	11,000

Major Variances 2013-14 v 2014-15

A change to the funding mechanism for homelessness took effect from 1st April 2013. The level of funding in 2014-15 is estimated to remain the same as for 2013-14 at £351,970 and forms part of the Business Rate Retention Scheme funding.

Expenditure of £399,000 for the prevention of homelessness was included in various elements of this budget for 2013-14 and offset by income already received and held in reserves, having no effect on the bottom line budget. £112,000 of this anticipated expenditure will now be spent in 2014-15. Expenditure of £288,000 has therefore been removed from these budgets.

A growth bid for the Surrey Family Support initiative with a net cost to this budget £50,000 is included. The Housing Revenue Account match funds this contribution, which is shown under the income heading as Recharged to Other Services.

The demand for emergency accommodation is increasing. An additional £25,000 is included in the bed and breakfast expenditure budget offset in part by an additional £5,000 in income recovered via housing benefit.

Guildford Borough Council General Fund Budget 2014-2015

Housing Advice Services

Financial Information Housing Advice

Ledger Code HOUADV

Responsible Officer Kim Rippet - Head of Housing Advice Services (Tel: 444241)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
261,741	Supplies and Services	284,820	284,820	250,760	Supplies and Services		
0	Third Party Payments	0	0	0	Hsg Advice Services (To HRA)	284,820	250,760
0	Transfer Payments	0	0	0			
261,741	Total Directly Controllable Expenditure	284,820	284,820	250,760			
0	Income	0	0	0			
261,741	Net Directly Controllable Expenditure/(Income)	284,820	284,820	250,760			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
261,741	Total Service Cost/(Surplus)	284,820	284,820	250,760			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

This represents 50% of the overall Housing Advice service costs accounted for in full in the Housing Revenue Account and transferred to the general fund at year-end.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

***NEIGHBOURHOOD AND HOUSING
MANAGEMENT***

HEAD OF SERVICE - PHIL O'DWYER

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
4,323,467	3,914,880	Gross Expenditure	3,908,970	3,981,020	4,054,520	4,129,520
(3,753,222)	(3,510,570)	Gross Income	(3,538,790)	(3,664,370)	(3,794,710)	(3,929,990)
570,245	404,310	Net Expenditure	370,180	316,650	259,810	199,530
1,746,541	1,768,690	Employee Related Expenditure	1,755,740	1,794,070	1,833,220	1,873,290
161,583	147,790	Premises Related Expenditure	164,100	166,550	169,030	171,550
192,784	188,170	Transport Related Expenditure	178,520	181,170	183,880	186,620
1,907,211	1,550,000	Supplies and Services	1,544,780	1,567,940	1,591,460	1,615,330
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
4,008,119	3,654,650	Total Directly Controllable Expenditure	3,643,140	3,709,730	3,777,590	3,846,790
(3,753,222)	(3,510,570)	Income	(3,538,790)	(3,664,370)	(3,794,710)	(3,929,990)
254,897	144,080	Net Directly Controllable Expenditure/(Income)	104,350	45,360	(17,120)	(83,200)
77,632	27,270	Capital Charges	33,750	33,750	33,750	33,750
237,716	232,960	Support Services	232,080	237,540	243,180	248,980
570,245	404,310	Total Service Cost/(Surplus)	370,180	316,650	259,810	199,530

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
24,595	(730)	Building Maintenance	(30)	(59,680)	(122,700)	(189,230)
394,344	380,960	Community Safety Wardens	350,780	358,430	366,280	374,320
108,383	(4,400)	Gypsy Caravan Sites	(2,460)	(1,320)	(220)	880
26,213	24,050	Housing Outside the HRA	22,210	21,970	21,720	21,450
16,029	4,880	Housing Surveying Services	(1,730)	(3,180)	(4,670)	(6,210)
681	(450)	Woking Road Depot Stores	1,410	430	(600)	(1,680)
570,245	404,310	Total Net Expenditure/(Income)	370,180	316,650	259,810	199,530

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Guildford Borough Council General Fund Budget 2014-2015

Neighbourhood and Housing Management

Financial Information Building Maintenance

Ledger Code BUIMAI

Responsible Officer Philip O'Dwyer - Head of Neighbourhood & Housing Management Services (Tel: 444318)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
806,974	Employee Related Expenditure	840,510	819,216	846,920	Employee Related		
50,170	Premises Related Expenditure	54,940	54,956	58,410	Casual / Temporary Staff	66,970	49,540
155,579	Transport Related Expenditure	149,050	145,425	137,760	Salaries	825,510	831,760
1,815,722	Supplies and Services	1,522,160	1,577,869	1,517,650	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	53,420	56,800
0	Transfer Payments	0	0	0	Transport Related		
2,828,445	Total Directly Controllable Expenditure	2,566,660	2,597,466	2,560,740	Car Leasing and Allowances	12,090	11,830
					Fuel and Oil	24,900	22,310
(2,875,964)	Income	(2,641,050)	(2,671,182)	(2,635,140)	Transport Pool Hire Charge	103,090	94,100
(47,519)	Net Directly Controllable Expenditure/(Income)	(74,390)	(73,716)	(74,400)	Supplies and Services		
					Contaminated Waste Removal	9,840	7,040
0	Capital Charges	0	0	0	Materials	725,830	704,350
72,114	Support Services	73,660	73,716	74,370	Payment to Contractors	650,000	650,000
24,595	Total Service Cost/(Surplus)	(730)	0	(30)	Stores Recharge	39,140	58,450
					Tipping Fees	80,000	80,000
	Full Time Equivalent Staff	22.30		22.30	Vehicle Tracking	2,970	2,960
					Income		
					Recharged to Other Services	(2,599,770)	(2,592,210)
					Works to Outside Bodies	(41,280)	(42,930)
					Support Services		
					Accountancy Services Recharge	2,640	2,630
					Business Systems Recharge	25,520	25,030
					HR Services Recharge	14,240	12,960
					Paymaster Recharge	11,360	12,880
					Performance Mngt. Recharge	3,090	3,370
					Works Services Recharge	7,820	8,360

Major Variances 2013-14 v 2014-15

The cost of operating the building maintenance service is fully recovered with the majority of income being generated from work undertaken on behalf of, and paid for by the Housing Revenue Account.

Guildford Borough Council General Fund Budget 2014-2015

Neighbourhood and Housing Management

Financial Information Community Safety Wardens

Ledger Code SAFGUI

Responsible Officer Philip O'Dwyer - Head of Neighbourhood & Housing Management Services (Tel: 444318)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
341,097	Employee Related Expenditure	323,980	338,290	295,420	Employee Related		
3,622	Premises Related Expenditure	3,950	3,934	3,920	Salaries	317,080	289,610
6,833	Transport Related Expenditure	6,320	5,856	5,620	Premises Related		
10,122	Supplies and Services	11,110	18,050	10,650	Rents Payable	3,920	3,920
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	4,940	4,260
361,674	Total Directly Controllable Expenditure	345,360	366,130	315,610	Officers Car Leasing	1,380	1,360
					Supplies and Services		
(2,690)	Income	0	(4,420)	0	Community Issues	5,000	5,000
358,984	Net Directly Controllable Expenditure/(Income)	345,360	361,710	315,610	Printing and Stationery	1,710	1,560
					Telecomms	2,580	3,170
0	Capital Charges	0	0	0	Support Services		
35,360	Support Services	35,600	35,600	35,170	Audit Services Recharge	1,440	1,470
394,344	Total Service Cost/(Surplus)	380,960	397,310	350,780	Business Systems Recharge	19,880	19,550
					Customer Service Centre Recharge	900	1,020
	Full Time Equivalent Staff	8.25		7.45	Health and Safety Recharge	1,360	1,410
					HR Services Recharge	5,270	4,790
					Paymaster Recharge	2,440	2,300
					Performance Mngt. Recharge	3,490	3,810

Major Variances 2013-14 v 2014-15

A reduction in employee costs of £25,000 results from the deletion of one post, 70% of which was charged to this service.

Guildford Borough Council General Fund Budget 2014-2015

Neighbourhood and Housing Management

Financial Information Gypsy Caravan Sites

Ledger Code CARSIT

Responsible Officer Philip O'Dwyer - Head of Neighbourhood & Housing Management Services (Tel: 444318)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
66,304	Employee Related Expenditure	49,570	61,730	47,930	Employee Related		
87,959	Premises Related Expenditure	69,000	54,995	80,220	Salaries	48,780	47,260
2,847	Transport Related Expenditure	3,030	3,074	3,760	Premises Related		
15,485	Supplies and Services	100	(1,510)	110	Electricity	37,000	43,000
0	Third Party Payments	0	0	0	Repairs and Maintenance	18,800	18,400
0	Transfer Payments	0	0	0	Water	13,200	18,820
172,595	Total Directly Controllable Expenditure	121,700	118,289	132,020	Income		
(123,616)	Income	(140,530)	(158,431)	(146,910)	Electricity Recharged	(19,690)	(22,110)
48,979	Net Directly Controllable Expenditure/(Income)	(18,830)	(40,142)	(14,890)	Rent (Land & Wayleaves)	(107,640)	(111,080)
					Water Recharged	(13,200)	(13,720)
43,896	Capital Charges	0	0	0	Support Services		
15,508	Support Services	14,430	14,118	12,430	Accountancy Services Recharge	2,110	2,100
108,383	Total Service Cost/(Surplus)	(4,400)	(26,024)	(2,460)	Business Services Support Recharg	340	340
					Customer Tech Support Recharge	700	670
					Energy Management Recharge	2,380	1,730
					Human Resources Recharge	950	630
					Information Sys Support Recharge	260	260
					Office Services Recharge	670	680
					Public Offices Recharge	1,870	1,870
	Full Time Equivalent Staff	1.10		1.00			

Major Variances 2013-14 v 2014-15

Electricity and water estimates reflect the usage patterns at both sites.

Guildford Borough Council General Fund Budget 2014-2015

Neighbourhood and Housing Management

Financial Information Housing Outside the HRA

Ledger Code OSHRA

Responsible Officer Philip O'Dwyer - Head of Neighbourhood & Housing Management Services (Tel: 444318)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
5,792	Premises Related Expenditure	4,520	4,864	5,200	Contract Cleaning	700	700
0	Transport Related Expenditure	0	0	0	Electricity	600	720
0	Supplies and Services	500	1,134	1,110	Insurance Fund (Fire)	280	250
0	Third Party Payments	0	0	0	Repairs and Maintenance	1,620	1,870
0	Transfer Payments	0	0	0	Window Cleaning	350	350
5,792	Total Directly Controllable Expenditure	5,020	5,998	6,310	Supplies and Services		
					Out of Hours Service	500	0
(11,457)	Income	(11,370)	(13,086)	(14,610)	Income		
(5,665)	Net Directly Controllable Expenditure/(Income)	(6,350)	(7,088)	(8,300)	Expenses Recovered	(2,900)	(5,930)
					Garage Rents	(1,700)	(1,750)
26,625	Capital Charges	26,630	26,638	26,630	Rent Income	(6,300)	(6,460)
5,253	Support Services	3,770	3,762	3,880	Capital Charges		
26,213	Total Service Cost/(Surplus)	24,050	23,312	22,210	Capital Financing	26,630	26,630
					Support Services		
	Full Time Equivalent Staff	0.00		0.00	Accountancy Services Recharge	2,090	2,080

Major Variances 2013-14 v 2014-15

There are no major variances to report

Guildford Borough Council General Fund Budget 2014-2015

Neighbourhood and Housing Management

Financial Information Housing Surveying Services

Ledger Code G6525

Responsible Officer Philip O'Dwyer - Head of Neighbourhood & Housing Management Services (Tel: 444318)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
488,355	Employee Related Expenditure	512,410	493,500	519,160	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	505,710	511,850
27,339	Transport Related Expenditure	29,580	30,593	31,190	Transport Related		
5,915	Supplies and Services	7,000	7,066	6,760	Car Leasing and Allowances	29,530	31,140
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	2,170	1,640
521,609	Total Directly Controllable Expenditure	548,990	531,159	557,110	Copying & Printing	660	660
					Postage	900	900
(598,280)	Income	(632,420)	(619,509)	(647,880)	Storage, Archiving Recharge	530	760
(76,671)	Net Directly Controllable Expenditure/(Income)	(83,430)	(88,350)	(90,770)	Telecomms	1,740	1,740
					Income		
0	Capital Charges	0	0	0	Support Service Recharge	(632,420)	(647,880)
92,700	Support Services	88,310	88,350	89,040	Support Services		
16,029	Total Service Cost/(Surplus)	4,880	0	(1,730)	Accountancy Services Recharge	3,960	3,940
					Business Systems Recharge	22,910	22,490
	Full Time Equivalent Staff	11.67		11.67	Customer Service Centre Recharge	3,320	3,780
					Health and Safety Recharge	1,920	2,000
					Human Resources Recharge	7,450	6,780
					Office Services Recharge	9,430	9,650
					Paymaster Recharge	4,800	5,160
					Performance Mngt. Recharge	4,940	5,380
					Public Offices Recharge	26,650	26,580

Major Variances 2013-14 v 2014-15

There are no major variances to report

Guildford Borough Council General Fund Budget 2014-2015

Neighbourhood and Housing Management

Financial Information Woking Road Depot Stores

Ledger Code WRDSTO

Responsible Officer Philip O'Dwyer - Head of Neighbourhood & Housing Management Services (Tel: 444318)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
43,811	Employee Related Expenditure	42,220	48,043	46,310	Employee Related		
14,040	Premises Related Expenditure	15,380	15,388	16,350	Salaries	41,230	45,320
186	Transport Related Expenditure	190	190	190	Premises Related		
59,967	Supplies and Services	9,130	8,700	8,500	Proportion of Depot Expenses	15,380	16,350
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	7,960	7,830
118,004	Total Directly Controllable Expenditure	66,920	72,321	71,350	Equipment & Racking	1,000	500
					Income		
(141,215)	Income	(85,200)	(80,196)	(94,250)	Recharged to Other Services	(42,520)	(61,530)
(23,211)	Net Directly Controllable Expenditure/(Income)	(18,280)	(7,875)	(22,900)	Stores Archive	(42,680)	(32,720)
					Capital Charges		
7,111	Capital Charges	640	640	7,120	Capital Financing	640	7,120
16,781	Support Services	17,190	17,238	17,190	Support Services		
681	Total Service Cost/(Surplus)	(450)	10,003	1,410	Accountancy Services Recharge	4,140	4,130
					Audit Services Recharge	2,250	2,270
	Full Time Equivalent Staff	1.45		1.45	Business Systems Recharge	4,800	4,720
					Customer Service Centre Recharge	300	340
					Human Resources Recharge	930	840
					Paymaster Recharge	3,090	3,180
					Performance Mngt. Recharge	610	670
					Works Services Recharge	710	760

Major Variances 2013-14 v 2014-15

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

ORGANISATIONAL DEVELOPMENT

EXECUTIVE HEAD OF ORGANISATIONAL DEVELOPMENT - MARTYN BRAKE

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GENERAL FUND BUDGET 2014-2015**

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GENERAL FUND BUDGET 2014-2015**

BUSINESS SYSTEMS

HEAD OF SERVICE - STEVE WRAGGE-MORLEY

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GENERAL FUND BUDGET 2014-2015**

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
3,949,503	4,203,390	Gross Expenditure	3,988,120	3,984,860	4,056,890	4,131,630
(3,905,250)	(3,942,600)	Gross Income	(3,914,190)	(4,008,900)	(4,106,050)	(4,205,740)
44,253	260,790	Net Expenditure	73,930	(24,040)	(49,160)	(74,110)
1,575,492	1,530,560	Employee Related Expenditure	1,640,260	1,676,240	1,712,990	1,750,540
696,112	757,410	Premises Related Expenditure	771,130	725,410	742,710	761,640
16,277	19,760	Transport Related Expenditure	18,860	19,120	19,390	19,670
774,504	665,420	Supplies and Services	662,880	671,330	679,980	688,740
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,062,385	2,973,150	Total Directly Controllable Expenditure	3,093,130	3,092,100	3,155,070	3,220,590
(3,905,250)	(3,942,600)	Income	(3,914,190)	(4,008,900)	(4,106,050)	(4,205,740)
(842,865)	(969,450)	Net Directly Controllable Expenditure/(Income)	(821,060)	(916,800)	(950,980)	(985,150)
515,078	837,770	Capital Charges	515,080	515,080	515,080	515,080
372,040	392,470	Support Services	379,910	377,680	386,740	395,960
44,253	260,790	Total Service Cost/(Surplus)	73,930	(24,040)	(49,160)	(74,110)

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
(21,239)	19,750	ICT Business Services Team	(7,730)	(9,940)	(12,240)	(14,640)
(5,560)	(100,410)	ICT Customer Technical Support	(29,920)	(33,970)	(38,130)	(42,460)
7,594	(1,100)	Information Systems Team	2,760	820	(1,170)	(3,240)
25,891	289,400	IT Renewals Revenue Account	(4,110)	(16,220)	(28,810)	(41,910)
37,567	53,150	Office Services Team	112,930	35,270	31,190	28,140
44,253	260,790	Total Net Expenditure/(Income)	73,930	(24,040)	(49,160)	(74,110)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Guildford Borough Council General Fund Budget 2014-2015

Business Systems

Financial Information ICT Business Services Team

Ledger Code BUSSVC

Responsible Officer Sharon Bathurst - ICT Business Services Manager (Tel: 444949)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
502,311	Employee Related Expenditure	534,720	547,160	562,730	Employee Related		
3,074	Premises Related Expenditure	110	148	110	Insurance - Emps Liab, All Risk	3,540	3,370
4,397	Transport Related Expenditure	6,810	7,036	6,930	Recharge From Other Emp. Exps.	5,690	6,070
87,259	Supplies and Services	70,690	70,877	60,010	Salaries	524,220	547,370
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing and Allowances	6,700	6,820
597,041	Total Directly Controllable Expenditure	612,330	625,221	629,780	Supplies and Services		
					Clothing and Uniform	100	2,100
(710,050)	Income	(694,180)	(694,188)	(741,850)	Computer Software Licence	17,890	17,890
(113,009)	Net Directly Controllable Expenditure/(Income)	(81,850)	(68,967)	(112,070)	Inspection Fee	3,500	3,500
					IT Renewals	37,770	20,740
0	Capital Charges	0	0	0	Printing and Stationery	3,030	6,510
91,770	Support Services	101,600	101,712	104,340	Telecomms	3,060	3,560
(21,239)	Total Service Cost/(Surplus)	19,750	32,745	(7,730)	Income		
					Support Service Recharge	(693,930)	(741,850)
	Full Time Equivalent Staff	14.10		14.02	Support Services		
					Accountancy Services Recharge	3,000	3,050
					Audit Services Recharge	11,290	11,500
					Health and Safety Recharge	2,320	2,590
					Human Resources Recharge	9,010	8,780
					Information Sys Support Recharge	6,280	6,290
					Office Cleaning Recharge	3,240	3,720
					Office Services Recharge	13,260	13,560
					Paymaster Recharge	5,600	6,250
					Performance Mngt. Recharge	5,970	6,970
					Public Offices Recharge	37,460	37,360

Major Variances 2013-14 v 2014-15

IT Renewal fund contributions are lower in 2014-15 following the completion of investment projects.

The clothing and uniform budget has been increased to provide a standard uniform for staff on the front reception desk.

Guildford Borough Council General Fund Budget 2014-2015

Business Systems

Financial Information ICT Customer Technical Support

Ledger Code CUSTEC

Responsible Officer Peter Barnes - ICT Customer & Technical Support Manager (Tel: 444944)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £
417,392	Employee Related Expenditure	351,360	421,915	414,030
24,463	Premises Related Expenditure	24,570	24,574	1,320
2,112	Transport Related Expenditure	5,900	5,758	5,420
250,243	Supplies and Services	228,330	273,197	225,040
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
694,210	Total Directly Controllable Expenditure	610,160	725,444	645,810
(766,820)	Income	(783,510)	(783,942)	(748,620)
(72,610)	Net Directly Controllable Expenditure/(Income)	(173,350)	(58,498)	(102,810)
0	Capital Charges	0	0	0
67,050	Support Services	72,940	72,972	72,890
(5,560)	Total Service Cost/(Surplus)	(100,410)	14,474	(29,920)
	Full Time Equivalent Staff	8.24		8.43

Major Variances 2013-14 v 2014-15

A service challenge saving of £70,000 in 2013-14 to investigate opportunities for partnership working for a shared Surrey information technology service is removed for 2014-15.

The estimate for the contribution to invest to save for the server virtualisation project is now fully repaid.

The IT security increase of £13,300 is due to changes to Public Service Network requirements from central government .

IT Renewal fund contributions are lower in 2014-15 following the completion of investment projects.

Major Items

Employee Related

	2013-14 Estimate £	2014-15 Estimate £
Salaries	317,630	405,130
Training	24,900	0

Premises Related

	2013-14 Estimate £	2014-15 Estimate £
Contribution Invest to Save (Energy)	23,330	0

Transport Related

	2013-14 Estimate £	2014-15 Estimate £
Officers Car Leasing	5,320	5,260

Supplies and Services

	2013-14 Estimate £	2014-15 Estimate £
Disaster Recovery	10,000	8,910
Equipment & Tools	3,380	3,380
General Subscriptions	6,770	6,250
Government Connect	12,180	12,180
Infrastructure Maintenance	44,500	44,500
IT Renewals	42,410	29,670
IT Security	16,000	29,300
Network Links	14,250	14,250
Surrey Data Centre	27,000	27,000
Telecomms	5,210	5,670
Telecomms: Maintenance	37,000	37,000

Income

	2013-14 Estimate £	2014-15 Estimate £
Support Service Recharge	(783,510)	(748,620)

Support Services

	2013-14 Estimate £	2014-15 Estimate £
Audit Services Recharge	14,380	14,660
Business Services Support Recharge	3,420	3,480
Customer Service Centre Recharge	1,760	2,010
Health and Safety Recharge	1,520	1,440
Human Resources Recharge	5,900	4,900
Information Sys Support Recharge	3,600	3,610
Office Cleaning Recharge	1,830	2,100
Office Services Recharge	7,470	7,640
Paymaster Recharge	4,890	4,970
Performance Mngt. Recharge	3,910	3,890
Public Offices Recharge	21,100	21,050

Guildford Borough Council General Fund Budget 2014-2015

Business Systems

Financial Information Information Systems Team

Ledger Code INFSYS

Responsible Officer Darren Spice - Information Systems Manager (Tel: 444940)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
213,709	Employee Related Expenditure	206,500	206,757	218,450	Employee Related		
5,692	Premises Related Expenditure	5,020	6,500	0	Salaries	200,390	214,480
557	Transport Related Expenditure	180	444	170	Training	2,990	820
124,784	Supplies and Services	103,760	105,968	101,350	Premises Related		
0	Third Party Payments	0	0	0	Contract Payments	1,950	0
0	Transfer Payments	0	0	0	Fixtures and Fittings - General	3,070	0
344,742	Total Directly Controllable Expenditure	315,460	319,669	319,970	Supplies and Services		
					Computer Software Development	4,110	5,000
(380,137)	Income	(361,750)	(361,343)	(362,350)	Computer Software Licence	34,790	36,000
(35,395)	Net Directly Controllable Expenditure/(Income)	(46,290)	(41,674)	(42,380)	Cryoserver Costs	6,200	6,200
					General Subscriptions	1,250	1,250
0	Capital Charges	0	0	0	IT Renewals	48,340	42,160
42,989	Support Services	45,190	44,205	45,140	Mapping Services Agreement	4,110	1,000
7,594	Total Service Cost/(Surplus)	(1,100)	2,531	2,760	Street Name Plates	70	5,090
					Income		
	Full Time Equivalent Staff	4.10		4.10	Support Service Recharge	(360,270)	(361,150)
					Support Services		
					Accountancy Services Recharge	2,350	2,350
					Audit Services Recharge	8,550	8,710
					Customer Tech Support Recharge	8,020	7,670
					Engineering and Transport Recharg	2,630	2,680
					Human Resources Recharge	2,620	2,380
					Office Services Recharge	3,310	3,390
					Paymaster Recharge	3,460	3,680
					Public Offices Recharge	9,360	9,340

Major Variances 2013-14 v 2014-15

The estimate for Contract Payments and Fixtures and Fittings under the Premises Related heading have transferred to the Street Name Plate heading in Supplies and Services.

Guildford Borough Council General Fund Budget 2014-2015

Business Systems

Financial Information IT Renewals Revenue Account

Ledger Code ITREV

Responsible Officer Steve Wragge-Morley - Head of Business Systems (Tel: 444900)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
0	Employee Related Expenditure	0	0	0	Income		
0	Premises Related Expenditure	0	0	0	Recharged to Other Services	(332,080)	(304,920)
0	Transport Related Expenditure	0	0	0	Capital Charges		
0	Supplies and Services	0	0	0	Amortisation of Intangible Fas	373,800	215,900
0	Third Party Payments	0	0	0	Depreciation	243,030	81,500
0	Transfer Payments	0	0	0	Support Services		
0	Total Directly Controllable Expenditure	0	0	0	Accountancy Services Recharge	3,140	3,130
					Asset Register Recharge	1,510	280
(276,439)	Income	(332,080)	(332,080)	(304,920)			
(276,439)	Net Directly Controllable Expenditure/(Income)	(332,080)	(332,080)	(304,920)			
297,400	Capital Charges	616,830	616,830	297,400			
4,930	Support Services	4,650	4,650	3,410			
25,891	Total Service Cost/(Surplus)	289,400	289,400	(4,110)			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2013-14 v 2014-15

The reduction in the recharges to other services and capital charges reflects a lower level of projects.

Guildford Borough Council General Fund Budget 2014-2015

Business Systems

Financial Information Office Services Team

Ledger Code OFFSVC

Responsible Officer Kevin Handley - Office Services Manager (Tel: 444447)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
442,080	Employee Related Expenditure	437,980	446,603	445,050	Employee Related		
662,883	Premises Related Expenditure	727,710	766,927	769,700	Casual Salaries	27,550	27,960
9,211	Transport Related Expenditure	6,870	7,328	6,340	Salaries	388,550	394,480
312,218	Supplies and Services	262,640	296,964	276,480	Staff Car Parking	13,530	14,020
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Biomass	30,000	29,000
1,426,392	Total Directly Controllable Expenditure	1,435,200	1,517,822	1,497,570	General Rates	353,720	359,690
(1,771,804)	Income	(1,771,080)	(1,837,793)	(1,756,450)	Removal of Refuse	11,710	12,330
(345,412)	Net Directly Controllable Expenditure/(Income)	(335,880)	(319,971)	(258,880)	Repairs and Maintenance	181,450	201,550
					Utilities	122,120	140,020
					Supplies and Services		
217,678	Capital Charges	220,940	220,996	217,680	Central Copiers	29,580	29,580
165,301	Support Services	168,090	174,040	154,130	Contract Catering	92,000	93,000
37,567	Total Service Cost/(Surplus)	53,150	75,065	112,930	Equip. Replace/Repair/Test/Lease	24,010	23,750
					External Printing and Design	30,000	30,000
	Full Time Equivalent Staff	12.80		12.80	Furniture	36,000	36,000
					Paper & Board	11,000	11,000
					Telecomms	6,260	6,600
					Income		
					Rents - Office Space	(121,270)	(106,270)
					Rents - Staff Lets	(31,270)	(22,250)
					Support Service Recharge	(1,560,930)	(1,552,190)
					Capital Charges		
					Depreciation	220,940	217,680
					Support Services		
					Asset Development Recharge	16,040	18,650
					Business Services Support Recharg	10,090	10,260
					Customer Tech Support Recharge	14,960	14,300
					Housing Surveying Services	10,450	9,370
					Information Sys Support Recharge	11,530	11,560
					Paymaster Recharge	28,070	28,070
					Public Offices Recharge	16,420	16,370
					Valuation Services Recharge	14,400	0

Major Variances 2013-14 v 2014-15

The increase in the repair and maintenance estimates reflect the outcomes of the property survey.

The utilities estimate includes a 15% increase in charges as advised by the supplier.

Changes to the allocation of the valuation recharge results in no charge for 2014-15.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

CORPORATE DEVELOPMENT

HEAD OF SERVICE - MARTYN BRAKE

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
2,568,744	2,653,670	Gross Expenditure	2,811,880	2,828,740	2,884,220	2,940,940
(922,805)	(896,200)	Gross Income	(987,360)	(1,012,600)	(1,038,570)	(1,065,290)
1,645,939	1,757,470	Net Expenditure	1,824,520	1,816,140	1,845,650	1,875,650
1,300,982	1,364,010	Employee Related Expenditure	1,532,330	1,565,050	1,598,400	1,632,550
91,095	179,200	Premises Related Expenditure	152,200	154,410	156,660	158,950
35,302	35,350	Transport Related Expenditure	44,640	45,270	45,920	46,570
627,352	543,160	Supplies and Services	562,020	531,690	539,020	546,450
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,054,731	2,121,720	Total Directly Controllable Expenditure	2,291,190	2,296,420	2,340,000	2,384,520
(922,805)	(896,200)	Income	(987,360)	(1,012,600)	(1,038,570)	(1,065,290)
1,131,926	1,225,520	Net Directly Controllable Expenditure/(Income)	1,303,830	1,283,820	1,301,430	1,319,230
34,494	34,520	Capital Charges	34,490	34,490	34,490	34,490
479,519	497,430	Support Services	486,200	497,830	509,730	521,930
1,645,939	1,757,470	Total Service Cost/(Surplus)	1,824,520	1,816,140	1,845,650	1,875,650

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
32,650	153,180	Climate Change	72,360	71,710	71,020	70,250
329,636	294,890	Community Development	288,340	255,240	259,750	264,330
740,553	755,910	Corporate Services	874,620	889,770	905,100	920,690
(2,608)	200	Internal Audit	7,460	6,830	6,160	5,450
43,019	(4,950)	Performance Management	4,650	4,280	3,870	3,460
320,703	314,140	Public Relations and Marketing	328,140	334,520	341,040	347,710
181,986	244,100	Website	248,950	253,790	258,710	263,760
1,645,939	1,757,470	Total Net Expenditure/(Income)	1,824,520	1,816,140	1,845,650	1,875,650

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Financial Information Climate Change

Ledger Code CLIMAT

Responsible Officer Chris Reynolds - Energy Management and Sustainability Officer (Tel: 444446)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £
155,979	Employee Related Expenditure	172,260	161,786	197,220
90,260	Premises Related Expenditure	173,300	165,538	146,260
13,683	Transport Related Expenditure	8,960	8,182	8,890
26,517	Supplies and Services	44,840	31,173	37,610
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
286,439	Total Directly Controllable Expenditure	399,360	366,679	389,980
(302,714)	Income	(310,160)	(338,425)	(367,650)
(16,275)	Net Directly Controllable Expenditure/(Income)	89,200	28,254	22,330
1,900	Capital Charges	1,900	1,900	1,900
47,025	Support Services	62,080	59,236	48,130
32,650	Total Service Cost/(Surplus)	153,180	89,390	72,360
	Full Time Equivalent Staff	5.18		5.18

Major Variances 2013-14 v 2014-15

The salary estimates for 2013-14 included a service challenge saving of £25,000 to undertake a review of the energy management elements of the service. This is now subject to a wider review of the corporate development service unit and added back to the budget for 2014-15 at this stage.

Carbon allowances are being purchased in year with effect from 2014, previously a contribution to Premises Provision. The requirement in 2014-15 is higher by £53,100.

The estimate for one off planned repairs and maintenance works of £80,250 at the Toll House (Turbine House) in 2013-14 has been removed.

Income of £11,500 is anticipated from photo voltaic installations to roofs of council properties. Additional income of £49,000 is a recovery of additional carbon allowance expenditure recharged to services.

The asset development recharge of £14,520 to supervise the one off repair works to the Toll House in 2013-14 has been removed.

Major Items

Employee Related

Salaries 164,620 191,280

Premises Related

Carbon Allowances 0 138,100

Contributions to Premises Provision 85,000 0

Repair and Maintenance 87,250 7,000

Transport Related

Transport Pool Hire Charge 2,740 4,130

Supplies and Services

Building Energy Development 7,500 7,500

Climate Change Strategy 3,360 3,360

Data/Software Costs 8,200 4,000

Environmental Promotion 9,000 9,000

Income

Electric Feed-in Tariffs 0 (11,500)

Expenses Recovered (18,490) (18,530)

Recharged to Other Services (137,140) (185,740)

Sale of Electricity (25,000) (25,000)

Support Service Recharge (129,420) (126,880)

Support Services

Asset Development Recharge 14,520 0

Audit Services Recharge 3,340 3,400

Business Systems Recharge 10,880 10,640

Office Services Recharge 4,040 4,130

Paymaster Recharge 5,520 5,960

Public Offices Recharge 11,410 11,390

Guildford Borough Council General Fund Budget 2014-2015

Corporate Development

Financial Information Community Development

Ledger Code COMDEV

Responsible Officer Stephen Benbough - Policy and Partnerships Officer (Tel: 444052)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
151,020	Employee Related Expenditure	150,680	149,940	142,680	Employee Related		
0	Premises Related Expenditure	5,000	5,000	5,000	Salaries	147,890	139,960
1,743	Transport Related Expenditure	1,960	2,021	1,970	Premises Related		
164,221	Supplies and Services	89,040	67,841	98,620	Payment in Lieu of Rent	5,000	5,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Contribution to Partnership	5,000	15,000
316,984	Total Directly Controllable Expenditure	246,680	224,802	248,270	General Grants	67,820	71,060
					Grants Database	2,350	2,200
(53,356)	Income	(18,160)	(23,520)	(25,100)	Income		
263,628	Net Directly Controllable Expenditure/(Income)	228,520	201,282	223,170	Other Grants, Sponsorship	(15,000)	(15,000)
					SCC Grant	(3,160)	(3,160)
32,594	Capital Charges	32,620	32,628	32,590	Capital Charges		
33,414	Support Services	33,750	33,609	32,580	Depreciation	32,620	32,590
329,636	Total Service Cost/(Surplus)	294,890	267,519	288,340	Support Services		
					Accountancy and Debtors Recharge	5,680	5,670
	Full Time Equivalent Staff	2.74		2.74	Business Systems Recharge	7,110	7,040
					Human Resources Recharge	1,750	1,590
					Office Services Recharge	3,020	3,090
					Performance Mngt. Recharge	1,160	1,260
					Public Offices Recharge	8,540	8,520

Major Variances 2013-14 v 2014-15

Contributions by the Council to the Safer and Stronger Communities projects are £15,000, which is the same as in 2013-14 although the estimate for that year was £5,000 due to an omission.

A contribution of £50,000 towards the funding of two police community support officers has been removed in 2014-15 in line with a report to the Executive in September 2013. A contribution to Guildford Philanthropy was agreed by the Executive in September 2013 for inclusion in the 2014-15 estimates, matching the £37,500 raised from private donations. The budget for Safer and Stronger Communities projects has increased by £15,740.

Financial Information Corporate Services

Ledger Code CORSER

Responsible Officer Martyn Brake - Head of Corporate Development (Tel: 444850)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
372,285	Employee Related Expenditure	399,830	482,975	503,050	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	344,790	446,110
10,100	Transport Related Expenditure	12,980	13,228	17,470	Training Management Development	50,000	50,000
229,451	Supplies and Services	211,640	336,290	211,370	Transport Related		
0	Third Party Payments	0	0	0	Officers Car Leasing	12,560	17,080
0	Transfer Payments	0	0	0	Supplies and Services		
611,836	Total Directly Controllable Expenditure	624,450	832,493	731,890	Audit Fee	78,310	78,310
(125,033)	Income	(121,320)	(113,711)	(111,220)	Bank Charges	119,140	120,000
486,803	Net Directly Controllable Expenditure/(Income)	503,130	718,782	620,670	Miscellaneous Expenses	2,610	2,610
0	Capital Charges	0	0	0	Printing Services Recharge	4,390	3,880
253,750	Support Services	252,780	250,252	253,950	Income		
740,553	Total Service Cost/(Surplus)	755,910	969,034	874,620	Miscellaneous Income	(26,350)	(18,300)
	Full Time Equivalent Staff	4.64		5.46	Recharged to Other Services	(94,600)	(92,820)

Major Variances 2013-14 v 2014-15

The increase in employee costs is due to the allocation of a currently vacant senior post to this service following a review of the organisations senior management structure and to the creation of six corporate internship posts. This is offset by a saving resulting from the loss of the post of Chief Executive.

A £10,000 reduction in Miscellaneous Income relates to the removal of a budget for the cancelled out of date cheques, following the reduction in the number of cheques issued.

Following a review of the legal service, we will implement a new staffing structure which will provide a broader range of in-house services. This has resulted in an increase in the cost of the legal service and therefore the recharges to other services.

Accountancy Services Recharge	130,640	130,140
Audit Services Recharge	21,430	21,840
Business Services Support Recharg	4,300	4,370
Customer Tech Support Recharge	10,840	10,350
Engineering and Transport Recharg	3,910	3,990
HR Services Recharge	2,970	3,160
Information Sys Support Recharge	4,790	4,800
Legal Services Recharge	21,630	31,230
Office Services Recharge	3,740	3,830
Paymaster Recharge	1,850	1,780
Performance Mngt. Recharge	1,970	2,140
Public Offices Recharge	10,570	10,550
Valuation Services Recharge	28,800	19,800

Guildford Borough Council General Fund Budget 2014-2015

Corporate Development

Financial Information Internal Audit

Ledger Code G3525

Responsible Officer Martyn Brake - Head of Corporate Development (Tel: 444850)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
127,737	Employee Related Expenditure	121,620	129,907	130,160	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	116,970	126,190
3,384	Transport Related Expenditure	3,910	3,978	4,130	Transport Related		
41,701	Supplies and Services	53,230	53,304	55,770	Officers Car Leasing	3,870	3,840
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Consultants Fees	51,600	53,900
172,822	Total Directly Controllable Expenditure	178,760	187,189	190,060	Income		
					Support Service Recharge	(210,060)	(214,040)
(206,330)	Income	(210,060)	(210,116)	(214,040)	Support Services		
(33,508)	Net Directly Controllable Expenditure/(Income)	(31,300)	(22,927)	(23,980)	Accountancy Services Recharge	1,840	1,820
					Business Services Support Recharg	4,440	4,510
0	Capital Charges	0	0	0	Customer Tech Support Recharge	8,450	8,080
30,900	Support Services	31,500	31,516	31,440	HR Services Recharge	1,360	1,230
(2,608)	Total Service Cost/(Surplus)	200	8,589	7,460	Information Sys Support Recharge	3,650	3,660
					Office Services Recharge	1,710	1,750
	Full Time Equivalent Staff	2.12		2.12	Paymaster Recharge	2,420	2,510
					Public Offices Recharge	4,840	4,830

Major Variances 2013-14 v 2014-15

The overall debit balance represents an under recovery of costs as a result of changes to the estimates after the charges to individual services were calculated.

Financial Information Performance Management

Ledger Code G2531

Responsible Officer Martyn Brake - Head of Corporate Development (Tel: 444850)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
186,950	Employee Related Expenditure	187,830	155,269	217,920	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	183,140	213,580
2,637	Transport Related Expenditure	3,090	3,034	8,450	Transport Related		
39,592	Supplies and Services	670	523	670	Officers Car Leasing	2,990	8,330
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Support Service Recharge	(229,240)	(255,350)
229,179	Total Directly Controllable Expenditure	191,590	158,826	227,040	Support Services		
(218,640)	Income	(229,240)	(229,296)	(255,350)	Business Services Support Recharg	2,410	2,450
10,539	Net Directly Controllable Expenditure/(Income)	(37,650)	(70,470)	(28,310)	Customer Tech Support Recharge	4,640	4,440
0	Capital Charges	0	0	0	Human Resources Recharge	2,870	2,720
32,480	Support Services	32,700	32,724	32,960	Information Sys Support Recharge	1,640	1,650
43,019	Total Service Cost/(Surplus)	(4,950)	(37,746)	4,650	Office Services Recharge	3,630	3,710
					Public Offices Recharge	10,250	10,230
	Full Time Equivalent Staff	4.68		4.68			

Major Variances 2013-14 v 2014-15

The salary estimates for 2013-14 included a service challenge saving of £20,000 to undertake a review of the service. This is now subject to a wider review of the Corporate Development service unit and added back to the budget for 2014-15 at this stage.

The increase in the support service recharge reflects the increase in salary costs included in the recharge to service users.

Guildford Borough Council General Fund Budget 2014-2015

Corporate Development

Financial Information Public Relations and Marketing

Ledger Code PUBREL

Responsible Officer Carolyn Patterson - Public Relations and Marketing Manager (Tel: 444338)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
218,234	Employee Related Expenditure	195,430	202,908	201,180	Employee Related		
835	Premises Related Expenditure	900	899	940	Salaries	187,920	194,270
3,151	Transport Related Expenditure	3,800	3,319	3,080	Transport Related		
61,695	Supplies and Services	70,130	73,723	85,870	Car Leasing and Allowances	3,670	2,970
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	4,940	4,940
283,915	Total Directly Controllable Expenditure	270,260	280,849	291,070	Consultation	15,000	15,000
					Corporate Promotions	2,500	2,000
(16,732)	Income	(7,260)	(4,442)	(14,000)	Photography	2,500	3,000
267,183	Net Directly Controllable Expenditure/(Income)	263,000	276,407	277,070	Plain English	3,150	0
					Printing Services Recharge	1,270	1,120
0	Capital Charges	0	0	0	Publicity; Special Items	37,000	56,000
53,520	Support Services	51,140	51,180	51,070	Income		
320,703	Total Service Cost/(Surplus)	314,140	327,587	328,140	Advertising Income	(7,260)	(14,000)
					Support Services		
	Full Time Equivalent Staff	4.43		4.43	Accountancy Services Recharge	4,830	4,800
					Business Services Support Recharg	6,260	6,370
					Customer Tech Support Recharge	11,620	11,110
					Human Resources Recharge	2,830	2,580
					Information Sys Support Recharge	5,610	5,620
					Office Services Recharge	2,890	2,960
					Paymaster Recharge	2,090	2,210
					Performance Mngt. Recharge	1,870	2,040
					Public Offices Recharge	8,170	8,150

Major Variances 2013-14 v 2014-15

An increase of £12,000 has been included in the publicity budget to continue supporting a community media hub in association with Eagle radio which began in 2013-14 and an additional £7,000 is available for the About Guildford publication.

Additional income from advertising of £7,000 is anticipated.

Guildford Borough Council General Fund Budget 2014-2015

Corporate Development

Financial Information Website

Ledger Code WEB

Responsible Officer Martyn Brake - Head of Corporate Development (Tel: 444850)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
88,777	Employee Related Expenditure	136,360	104,483	140,120	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	132,240	136,940
604	Transport Related Expenditure	650	650	650	Supplies and Services		
64,175	Supplies and Services	73,610	82,428	72,110	IT Renewals	14,320	14,440
0	Third Party Payments	0	0	0	Market Research	1,000	1,000
0	Transfer Payments	0	0	0	Web Site Mtce Costs	20,500	13,320
153,556	Total Directly Controllable Expenditure	210,620	187,561	212,880	Website Hosting Costs	37,610	43,170
					Support Services		
0	Income	0	0	0	Audit Services Recharge	4,450	4,540
153,556	Net Directly Controllable Expenditure/(Income)	210,620	187,561	212,880	Business Services Support Recharg	970	990
					Customer Tech Support Recharge	2,020	1,930
0	Capital Charges	0	0	0	Human Resources Recharge	1,980	1,800
28,430	Support Services	33,480	33,512	36,070	Information Sys Support Recharge	1,170	1,170
181,986	Total Service Cost/(Surplus)	244,100	221,073	248,950	Legal Services Recharge	5,100	7,370
					Office Services Recharge	3,220	3,290
	Full Time Equivalent Staff	3.10		3.10	Performance Mngt. Recharge	1,310	1,430
					Public Offices Recharge	9,090	9,070

Major Variances 2013-14 v 2014-15

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

HUMAN RESOURCES

HEAD OF SERVICE - EXECUTIVE HEAD OF ORGANISATIONAL DEVELOPMENT

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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Service Unit Subjective Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
674,399	810,890	Gross Expenditure	780,360	796,060	812,060	828,410
(734,990)	(826,060)	Gross Income	(763,830)	(782,160)	(800,930)	(820,160)
(60,591)	(15,170)	Net Expenditure	16,530	13,900	11,130	8,250
511,542	630,780	Employee Related Expenditure	596,750	608,570	620,620	632,910
0	0	Premises Related Expenditure	0	0	0	0
6,529	8,960	Transport Related Expenditure	3,950	4,000	4,050	4,100
40,720	49,680	Supplies and Services	51,140	51,890	52,650	53,420
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
558,791	689,420	Total Directly Controllable Expenditure	651,840	664,460	677,320	690,430
(734,990)	(826,060)	Income	(763,830)	(782,160)	(800,930)	(820,160)
(176,199)	(136,640)	Net Directly Controllable Expenditure/(Income)	(111,990)	(117,700)	(123,610)	(129,730)
0	0	Capital Charges	0	0	0	0
115,608	121,470	Support Services	128,520	131,600	134,740	137,980
(60,591)	(15,170)	Total Service Cost/(Surplus)	16,530	13,900	11,130	8,250

Service Unit Summary

2012-13 Actual £	2013-14 Estimate £		2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £
(6,894)	(12,490)	HR Services	9,110	8,260	7,360	6,410
(53,697)	(2,680)	Other Employee Costs	7,420	5,640	3,770	1,840
(60,591)	(15,170)	Total Net Expenditure/(Income)	16,530	13,900	11,130	8,250

Guildford Borough Council General Fund Budget 2014-2015

Human Resources

Financial Information HR Services

Ledger Code HRSERV

Responsible Officer Clare Matton - Organisational Development Manager (Tel: 444022)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
342,245	Employee Related Expenditure	352,250	375,345	314,510	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	338,720	302,470
6,343	Transport Related Expenditure	7,870	7,824	3,800	Training	5,060	4,610
34,678	Supplies and Services	40,200	66,320	42,280	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	3,580	3,530
0	Transfer Payments	0	0	0	Officers Car Leasing	4,200	260
383,266	Total Directly Controllable Expenditure	400,320	449,489	360,590	Supplies and Services		
					Computer Software Licence	16,000	20,000
(480,380)	Income	(504,630)	(504,766)	(450,510)	Consultants Fees	3,000	2,790
(97,114)	Net Directly Controllable Expenditure/(Income)	(104,310)	(55,277)	(89,920)	General Subscriptions	1,660	1,660
					IT Renewals	2,940	2,010
0	Capital Charges	0	0	0	Printing Services Recharge	1,100	970
90,220	Support Services	91,820	91,868	99,030	Income		
(6,894)	Total Service Cost/(Surplus)	(12,490)	36,591	9,110	Support Service Recharge	(504,630)	(450,510)
					Support Services		
	Full Time Equivalent Staff	7.64		7.12	Accountancy Services Recharge	7,460	7,420
					Audit Services Recharge	3,900	3,970
					Business Services Support Recharg	6,810	6,930
					Customer Tech Support Recharge	13,830	13,210
					Information Sys Support Recharge	4,800	4,810
					Legal Services Recharge	16,340	23,590
					Office Services Recharge	6,560	6,710
					Paymaster Recharge	4,630	4,420
					Public Offices Recharge	18,540	18,500

Major Variances 2013-14 v 2014-15

The deletion of the Head of Human Resources post has resulted in a reduction in salary costs.

Guildford Borough Council General Fund Budget 2014-2015

Human Resources

Financial Information Other Employee Costs

Ledger Code OTHEMP

Responsible Officer Clare Matton - Organisational Development Manager (Tel: 444022)

Financial Services Contact Mark Jasper - Senior Accountant (Tel: 444846)

2012-13 Actual £		2013-14 Estimate £	2013-14 Probable £	2014-15 Estimate £	Major Items	2013-14 Estimate £	2014-15 Estimate £
169,297	Employee Related Expenditure	278,530	187,195	282,240	Employee Related		
0	Premises Related Expenditure	0	0	0	Corporate Training Plan	88,390	84,730
186	Transport Related Expenditure	1,090	551	150	Disclosure Barring Service	2,500	3,500
6,042	Supplies and Services	9,480	10,545	8,860	Equalities Training	4,000	6,000
0	Third Party Payments	0	0	0	External Qualification Training	39,820	39,820
0	Transfer Payments	0	0	0	Medical Fees	37,000	37,000
175,525	Total Directly Controllable Expenditure	289,100	198,291	291,250	Salaries	92,870	93,260
(254,610)	Income	(321,430)	(321,374)	(313,320)	Sight Tests and Glasses	2,090	2,090
(79,085)	Net Directly Controllable Expenditure/(Income)	(32,330)	(123,083)	(22,070)	Staff Concessions	4,000	4,000
					Supplies and Services		
0	Capital Charges	0	0	0	Child Protection Training	2,700	4,000
25,388	Support Services	29,650	27,402	29,490	Contract Catering	1,500	1,500
(53,697)	Total Service Cost/(Surplus)	(2,680)	(95,681)	7,420	General Subscriptions	5,840	5,840
					Healthy Living Week	1,050	500
					Staff Suggestion Scheme	500	500
	Full Time Equivalent Staff	1.92		1.91	Income		
					Support Service Recharge	(321,210)	(313,320)
					Support Services		
					Accountancy Services Recharge	8,990	8,950
					Engineering and Transport Recharg	8,140	8,300
					Paymaster Recharge	1,350	1,000

Major Variances 2013-14 v 2014-15

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

FEES AND CHARGES

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

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GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET 2014-2015

FEES AND CHARGES

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Guildford Borough Council - General Fund Budget 2014-2015

Economic Development

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
To be approved by Council			
Education Sessions, 39.5 Castle Street			
Cost per child ¹			
Victorian schoolroom	6.70	6.70	0.0%
Victorian playroom	6.40	6.40	0.0%
¹ A minimum charge equivalent to 25 child places is payable for all bookings			
Exhibition Space Hire, Heritage Buildings			
Guildford House			
Brew House - one week hire	165.00	165.00	0.0%
Main House - three week hire	350.00	360.00	2.9%
Main House - First Floor: Pine Room, Study, Landing, Powell Room - three week hire	780.00	810.00	3.8%
Main House exhibitions are open to the public for a minimum of three weeks, with the first and last day of the exhibition normally being on a Saturday.			
Private View of Exhibitions			
Main House, Daytime 12.00pm - 2.00pm	200.00	200.00	0.0%
Main House, Evening 7.00pm - 9.00pm	312.00	320.00	2.6%
Brew House, Saturdays 12.00pm - 2.00pm	80.00	80.00	0.0%

Private views are normally held on the Friday prior to the Saturday opening, although this is negotiable. These prices include a service charge for the use of the Gallery which includes the cost of staffing for Guildford House and staff to serve drinks.

Guildford Borough Council - General Fund Budget 2014-2015

Economic Development

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
Venue Hire, Heritage Buildings			
The Brew House, Guildford House			
These rates include use of VCR, OHP, slide projector, etc			
Weekdays and Saturdays			
Half Day, 9.00am -12.00pm or 1.00pm - 4.00pm	94.00	98.00	4.3%
Full Day, 9.00am - 4.00pm	172.00	180.00	4.7%
Guildford Castle			
<u>Day Hire</u>			
(a) Weekdays			
Half day, 9.00am - 1.00pm or 1.00pm - 5.00pm	190.00	190.00	0.0%
Full day, 9.00am - 5.00pm	350.00	350.00	0.0%
Evenings, 5.00pm - 9.30pm	380.00	380.00	0.0%
Available October - March			
(b) Weekends			
Saturday or Sunday, 9.00am - 5.00pm	400.00	400.00	0.0%
Evenings, 5.00pm - 9.30pm	400.00	400.00	0.0%
Available November - March			
Guildford Museum			
<u>Daily rates (Museum Classroom)</u>			
Half Day 9.00am -12.00pm or 1.00pm - 4.00pm	40.00	45.00	12.5%
Full day 9.00am - 4.00pm	70.00	75.00	7.1%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Economic Development

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
Guildhall			
<u>Guildhall whole building</u>			
(a) Weekdays			
Morning, 9.00am - 1.00pm	270.00	280.00	3.7%
Afternoon, 1.00pm - 5.00pm	270.00	280.00	3.7%
Whole Day, 9.00am - 5.00pm	440.00	460.00	4.5%
Evening, 5.00pm - 9.30 pm	350.00	365.00	4.3%
(b) Weekends			
Saturday 9.00am - 5.00pm	500.00	520.00	4.0%
Saturday 5.00pm - 12.00am	500.00	520.00	4.0%
Sunday 9.00am - 5.00pm	530.00	550.00	3.8%
Sunday 5.00pm - 12.00am	530.00	550.00	3.8%
<u>Guildhall Court Room</u>			
Weekdays			
Morning, 9.00am - 1.00pm	195.00	200.00	2.6%
Afternoon, 1.00pm - 5.00pm	195.00	200.00	2.6%
Whole Day, 9.00am - 5.00pm	340.00	360.00	5.9%
Evening, 5.00pm - 9.30pm	250.00	270.00	8.0%
<u>Guildhall Council Chamber</u>			
Weekdays			
Morning, 9.00am - 1.00pm	185.00	190.00	2.7%
Afternoon, 1.00pm - 5.00pm	185.00	190.00	2.7%
Whole Day, 9.00am - 5.00pm	320.00	340.00	6.3%
Evening, 5.00pm - 9.30 pm	230.00	250.00	8.7%
All rooms excess charge for evening hire after 9.30 pm (per hour)	85.00	90.00	5.9%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Economic Development

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
Note:			
<i>(i) Charities, local voluntary organisations, local branches of national organisations, amenity societies and similar organisations will pay 50% of any sessional charge at the Guildhall for meetings up to 9.30 pm.</i>			
<i>(ii) After 9.30pm the excess hourly charge will apply.</i>			
<i>Sessional and excess hourly charges for the Guildhall may be remitted in respect of those charities or local voluntary organisations which have traditionally held their meetings in Council accommodation .</i>			
Bookings for commercial use of Heritage Buildings			
Subject to negotiation dependant upon day of the week and preparation involved.			
Admission Charges, Guildford Castle			
Adult admission	3.00 *	3.00 *	0.0%
Child admission	1.50 *	1.50 *	0.0%
Farmers Market			
Stall Charge (per market, per linear metre of frontage)	8.67	8.67	0.0%
Fee Supplement	3.50	3.50	0.0%
Car Parking	9.00 *	9.00 *	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Economic Development

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
Electric Theatre (in consultation with the Head of Financial Services and Lead Councillor)			
Guildford Amateur Theatre Assoc (G.A.T.A.) Members			
Per Week	1,360.00	1,415.00	4.0%
Per Day	340.00	355.00	4.4%
Plus 13% of ticket sales			
Amateur Arts			
Per Week	1,815.00	1,885.00	3.9%
Per Day	485.00	505.00	4.1%
Plus 13% of ticket sales			
Conferences			
Auditorium, per week	2,975.00	3,095.00	4.0%
Auditorium, per hour	245.00	255.00	4.1%
Café Bar, per hour	180.00	185.00	2.8%
Auditorium, per day	1,095.00	1,140.00	4.1%
Café Bar, per day	820.00	850.00	3.7%
Farley Room, per day	420.00	435.00	3.6%
Farley Room as rehearsal or dressing room PER HOUR (GATA)	16.00	16.50	3.1%
Farley Room as rehearsal or dressing room PER HOUR (Non GATA)	24.00	25.00	4.2%
Farley Room per hour		By negotiation	

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Economic Development

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
Approved under Delegated Authority			
**Standard charges:			
Poster Boards			
All poster boards are 4 sheet poster size			
- Rental per space - Rental per week	0.00 *	20.40 *	not applicable
Banner Boards			
- Rental per space - Rental per week			
Large 9ft banners	0.00 *	58.80 *	not applicable
A0 & A1	0.00 *	50.40 *	not applicable
A2 & A3	0.00 *	21.60 *	not applicable
**Concessionary charges:			
Poster Boards			
All poster boards are A4 sheet poster size			
- Rental per space - Rental per week	13.60 *	15.60 *	14.7%
Banner Boards			
- Rental per space - Rental per week			
Large 9ft banners	40.85 *	46.80 *	14.6%
A0 & A1	33.90 *	39.60 *	16.8%
A2 & A3	13.70 *	16.80 *	22.6%
High Street Banner			
- Rental per space - Rental per week	271.50 *	312.00 *	14.9%
- Rental per space - Rental subsequent weeks (maximum rental 3 weeks)	60.00 *	72.00 *	20.0%

**A two tier charging structure applies from 2014-15

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Planning Services		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
To be approved by Council			
Statutory Planning fees are charged under:-			
The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008 http://www.legislation.gov.uk/ukdsi/2008/9780110809892/contents - the Government have announced a 15% fee increase from 22 November 2012.			
Decision Notices			
Planning Decisions (TP3s) - post 2005 on website	15.70 *	16.30 *	3.8%
Planning Appeal Decisions - post 2005 on website	15.70 *	16.30 *	3.8%
Planning Legal agreements (Section 106 etc) - if available on website (New)	15.70 *	16.30 *	3.8%
Tree Preservation Orders (if available on website)	15.70 *	16.30 *	3.8%
BC Completion Certificate pre 2001	15.70 *	16.30 *	3.8%
BC Completion Letter pre 1991	15.70 *	16.30 *	3.8%
All charges are per document			
If the above information is not available on our website the photocopying charges listed below will apply:-			
Photocopy Charges			
Plan Copying(A2-A0)	9.30	9.65	3.8%
Photocopying Charges (black and white A4)	0.15 *	0.20 *	33.3%
Photocopying Charges (black and white A3)	0.15 *	0.20 *	33.3%
Photocopying Charges (colour A4)	0.35 *	0.40 *	14.3%
Photocopying Charges (colour A3)	0.35 *	0.40 *	14.3%
Supply of information to professional organisations			
General enquiries (one off charge)	53.00	55.00	3.8%

Tables A,B, C, (domestic) D and E (commercial) for Building Control fees are available on the web site or from the Building Control office

Guildford Borough Council - General Fund Budget 2014-2015

	Planning Services		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
Pre Application Advice			
Residential			
Householder - site visit and written response	75.00	80.00	6.7%
Housing: Small			
1-4 dwellings - site visit, meeting and meeting note	175.00	180.00	2.9%
5-9 dwellings - site visit, meeting and meeting note	350.00	360.00	2.9%
Housing: Medium			
10-24 dwellings - site visit, meeting and meeting note	600.00	625.00	4.2%
25-49 dwellings - site visit, meeting and meeting note	875.00	910.00	4.0%
Housing: Large			
25-49 dwellings - site visit, meeting and meeting note (fees to be advised on case-by-case basis)			
Non-Residential			
Commercial: Small			
Under 500sqm - site visit, meeting and meeting note	350.00	360.00	2.9%
Commercial: Medium			
500sqm - 2000sqm - site visit, meeting and meeting note	600.00	625.00	4.2%
Commercial: Large			
over 2500sqm - site visit, meeting and meeting note (fees to be advised on case-by-case basis)			
Other (examples of these include Listed Building (non-householder, changes of use, advertisements, shop fronts, agricultural, telecommunications - site visit, meeting and meeting note)			

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Planning Services		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	%
	£	£	%
Guildford Borough Local Plan 2003			
Sale to residents	19.00	19.75	3.9%
Sale to others	44.00	46.00	4.5%
Sale to students	19.00	19.75	3.9%
Postage and packing for each document	6.30	6.55	4.0%
Conservation Area Character Appraisals			
Chilworth Character Appraisal (New)	5.50	5.70	3.6%
Chilworth conservation area map boundary (New)	5.50	5.70	3.6%
Onslow Village Character Appraisal (New)	5.50	5.70	3.6%
Shere Character Appraisal	5.50	5.70	3.6%
Shere Map	5.50	5.70	3.6%
Shere Conservation Area Character appraisal	10.00	10.40	4.0%
Ripley Conservation Area Character appraisal	10.00	10.40	4.0%
East Clandon Character Appraisal (New)	5.50	5.70	3.6%
East Clandon Map (New)	5.50	5.70	3.6%
Bridge Street Character Appraisal (New)	5.50	5.70	3.6%
Bridge Street Map (New)	5.50	5.70	3.6%
Charlottesville Warren Road Appraisal (Sections 1-4)	8.00	8.30	3.8%
Charlottesville Warren Road Maps 1-4	8.00	8.30	3.8%
Waterden Road Area Appraisal	12.00	12.50	4.2%
Pirbright Area Appraisal (full set of documents)	12.00	12.50	4.2%
Abbotswood Area Appraisal (full set of documents)	12.00	12.50	4.2%
Town Centre Conservation Area Appraisal	14.00	14.60	4.3%
Littleton Conservation Area Appraisal	14.00	14.60	4.3%
Local Plan documents			
Community Involvement in Planning	7.50	7.80	4.0%
Infrastructure baseline - black and white	9.23	9.60	4.0%
Infrastructure baseline - colour	22.32	23.20	3.9%
Settlement hierarchy - colour only	20.46	21.20	3.6%
Settlement profiles - black and white	7.74	8.00	3.4%
Settlement profiles - colour	17.89	18.60	4.0%
Strategic Housing Land Availability Assessment (SHLAA) black and white	24.44	25.35	3.7%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Planning Services		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
Strategic Housing Land Availability Assessment (SHLAA) colour	64.34	67.00	4.1%
Green Belt and Countryside Study - full set	300.00	312.00	4.0%
Green Belt and Countryside Study - volume I	24.50	25.50	4.1%
Green Belt and Countryside Study - volume II	58.20	60.50	4.0%
Green Belt and Countryside Study - volume II appendix III	108.00	112.00	3.7%
Green Belt and Countryside Study - volume III	49.50	51.50	4.0%
Green Belt and Countryside Study - volume III appendix VI	43.00	44.70	4.0%
Green Belt and Countryside Study - volume IV	38.50	40.00	3.9%
The Green Belt and Countryside Study - full set is available in DVD for free			
Employland Land Assessment - black and white	13.10	13.65	4.2%
Employment Land Assessment - colour	30.79	32.00	3.9%
Local Plan Strategy and Sites Issues and Options (October 2013)	50.00	50.00	0.0%
Traveller Accommodation Assessment (October 2013)	5.70	5.70	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Planning Services		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
Supplementary Planning Documents			
Sustainable Development and Construction 2005	7.50	7.80	4.0%
Vehicle Parking Standards 2006	7.50	7.80	4.0%
Planning Contributions 2011 (New)	7.50	7.80	4.0%
Bellerby theatre and North Place Day Centre Planning Brief SPD2011	7.50	7.80	4.0%
Deepcut Planning guidance 2011	7.50	7.80	4.0%
Woodbridge Meadows 2008	7.50	7.80	4.0%
Supplementary Planning Guidance			
Residential Design Guide 2006, 2010 update	7.50	7.80	4.0%
Telecommunications 2004	4.25	4.40	3.5%
North St/Commercial Rd/Leapale Rd Design and Development Brief adopted as SPG 2003	4.25	4.40	3.5%
Residential Extensions 2003	4.25	4.40	3.5%
Street Cafes 1995	2.60	2.70	3.8%
Development Briefs and Other Strategies			
Thames Basin Heath Special Protection Area Avoidance Strategy (2010-14)	7.50	7.80	4.0%
Slyfield Industrial Estate 2004	4.25	4.40	3.5%
UniS Manor Park 2003	7.50	7.80	4.0%
Bedford Road 2000/2003	7.50	7.80	4.0%
Landscape Character Assessments			
Townscape	27.00	28.10	4.1%
Rural urban fringe	26.50	27.55	4.0%
Rural	31.00	32.25	4.0%

If the above documents are not available on our website then normal photocopying charges apply

Guildford Borough Council - General Fund Budget 2014-2015

	Planning Services		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
Approved under Delegated Authority (in consultation with the Lead Councillor for Finance and Resources)			
Land Charges Search Fees			
Basic Fee	90.00	90.00	0.0%
LLC1 Only	18.00	18.00	0.0%
Con29 Additional Questions	12.00	14.00	16.7%
Con 29R Only	72.00	72.00	0.0%
Assisted Personal Search	15.00	15.00	0.0%
Assisted Con29R Search (Per Question)	1.85	1.85	0.0%
Approved under Delegated Authority			
High Hedges	420.00	436.80	4.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	2013-2014 From 1 April 2013	2014-2015 From 1 April 2014	Operational Services Increase
	£	£	%
To be approved by Council			
Car Parks			
Markets			
North Street - Market Stall per day per metre, stall frontage	13.60	13.60	0.0%
Weighbridge			
Tolls per weigh	8.25 *	8.50 *	3.0%
Tolls per double weigh	12.60 *	13.00 *	3.2%
Refuse Collection Service			
Special Collection of Household Refuse			
For a single item		price on application	
For 2 to 5 items		price on application	
For the collection of large quantities with charges being assessed by a Council Inspector			
Domestic Waste per hour or part thereof (Minimum charge 1 hour)		price on application	
Commercial Waste per hour or part thereof (Minimum 2 hours)		* price on application	
Stray Dogs			
A £25.00 statutory fee is included within the charge.			
1st day or part of day	55.00	57.20	4.0%
2nd day or part of day	69.00	71.70	3.9%
3rd day or part of day	83.00	86.30	4.0%
4th day or part of day	97.00	100.90	4.0%
5th day or part of day	111.50	116.00	4.0%
6th day or part of day	125.50	130.50	4.0%
7th day or part of day	140.00	145.60	4.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	2013-2014 From 1 April 2013	2014-2015 From 1 April 2014	Operational Services Increase
	£	£	%
Approved under Delegated Authority			
Cleansing			
Recycling - Green Waste Bins			
Per Bin	20.00	30.00	50.0%
Replacement Bin	40.00	40.00	0.0%
1 Set of 4 - 60 litre sacks	20.00	30.00	50.0%
Black Sacks			
Quantity 26	3.50 *	3.50 *	0.0%
Miscellaneous for Small Businesses			
Sharps collection - service agreement for 6 months delivery and removal of 25 x 7cl Sharps boxes on monthly collection. Price per box thereafter £10 per container	470.00 *	490.00 *	4.3%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Parks and Leisure Services

	2013-2014 From 1 April 2013 £		2014-2015 From 1 April 2014 £		Increase %
To be approved by Council					
Parks and Open Spaces					
Tennis-Stoke park and Sutherland Memorial Park					
Adult price, per court, per hour	9.70 *		6.00 *		-38.1%
Junior (under 16) price, per court, per hour	4.40 *		5.00 *		13.6%
Adult Concession (over 60's NUS and unemployed) price, per court, per hour (weekdays only)	4.40 *		5.00 *		13.6%
Coaching	0.00 *		6.00 *		n/a
Burpham Tennis Club	0.00 *		5.00 *		n/a
Crazy Golf - Stoke Park					
Adults	4.00 *		4.00 *		0.0%
Children	2.60 *		2.70 *		3.8%
Family Ticket (2 adults and 3 under 16's)	10.00 *		10.00 *		
Cricket: Woodbridge Road Sports Ground					
Weekdays and Saturdays: Full Day	325.00 *		340.00 *		4.6%
Sundays and Bank Holidays: Full Day	475.00 *		495.00 *		4.2%
Cricket: Other Parks & Grounds					
Evening 17:00 hrs onwards	86.00 *		90.00 *		4.7%
Full Day - Adults (22 yds)	120.00 *		125.00 *		4.2%
Standard Pitch - Under 17's (22yds)	37.80 *		40.00 *		5.8%
Small Pitch - Junior teams under 15's	28.00 *		30.00 *		7.1%
Football - All sites					
Standard Pitch per game - School usage and youth (Under 16's)	39.00 *		41.00 *		5.1%
Standard Pitch per game - Adults	72.40 *		76.00 *		5.0%
Junior Pitch per game / 9 v 9	25.80 *		27.00 *		4.7%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Parks and Leisure Services

	2013-2014 From 1 April 2013 £		2014-2015 From 1 April 2014 £		Increase %
Rugby: 11 a side					
Standard Pitch per game - School usage and youth (Under 16's)	0.00	*	41.00	*	n/a
Standard Pitch per game - Adults	0.00	*	76.00	*	n/a
Training only	0.00	*	26.00	*	n/a
Netball - Stoke Park (All)	28.80	*	30.00	*	4.2%
Rounders - Stoke Park (All)	0.00	*	36.50	*	n/a
Lacrosse:					
Stoke Park - Adults	80.00	*	83.00	*	3.8%
Stoke Park - School usage and youth (Under 16's)	41.00	*	42.50	*	3.7%
Event all Sites					
Price on application (minimum charge £50 per day)					price on application
Community events receive a 50% discount					
Charity and 100% fundraising events receive a 60% discount					
Circuses and Fun Fairs					
Per day on site including set up/dismantle (Shalford Common only)					price on application
Per day on site (all other sites) if onsite longer than 6 days receive a 5% discount					
Set up/dismantle fee per day					
Filming all Sites: -					
Per Event - Per Day on Site (Negotiable) Minimum £50 - Maximum £1,000 per day					price on application
Car Parking Only All Sites:					
Per Day on Site (not in conjunction with event hire)					price on application
Shalford Park:					
Camping and Caravanning (Club Use) - per unit per night	7.30	*	7.60	*	4.1%
Chantryes Camp Site: per person per day/night	3.00	*	3.00	*	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Parks and Leisure Services				
	2013-2014		2014-2015	Increase	
	From 1 April 2013		From 1 April 2014		
	£		£	%	
Sutherland Memorial Park					
Astro Pitch 5-a-side					
All - per court per hour before 4pm	15.70	*	16.00	*	1.9%
5-a-side Football per court per hour including floodlights - Adults	43.90	*	44.00	*	0.2%
5-a-side Football per court per hour including floodlights - Youth (Under 16's)	21.40	*	22.00	*	2.8%
Kings College School					
Astro Pitch					
Full Pitch Football per hour - Adults	83.00	*	95.00	*	14.5%
Full Pitch Hockey per game - Adults	83.00	*	95.00	*	14.5%
Full Pitch per hour - School usage and youth (Under 16's)	45.20	*	47.50	*	5.1%
5-a-side Football per court per hour including floodlights- Adults	46.20	*	46.20	*	0.0%
5-a-side Football per court per hour including floodlights - Youth (Under 16's)	29.40	*	29.40	*	0.0%
5-a-side Football per court per hour including floodlights - Coaching	0.00	*	46.20	*	n/a
Balloon Flights					
Seasonal annual agreement paid in advance for take off rights per site	525.00	*	550.00	*	4.8%
Burchatts Farm Barn					
<u>Monday-Thursday (excluding Bank/Public Holidays):</u>					
Each hour or part between 9am and 5pm **	66.90		67.00		0.1%
Each hour or part between 5pm and 12pm	96.10		98.00		2.0%
<u>Friday-Sunday and Bank/Public Holidays:</u>					
Each hour or part between 9am and 6pm	114.95		115.00		0.0%
Each hour or part after 6pm to 12pm	144.21		145.00		0.5%
Meeting Bookings per Hour					
Up to twenty people per hour	40.00		40.00		0.0%

** GBC Departments 25% off scheduled rates between 9am and 5pm

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Parks and Leisure Services		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
Greenark			
Commercial - Each hour or part	21.00	22.00	4.8%
Community - Each hour or part	18.30	18.50	1.1%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Parks and Leisure Services

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
Guildford Crematorium			
Cremations Fees			
Cremation of the body of a stillborn child or of a child whose age at the time of death did not exceed 16 years	38.00	40.00	5.3%
Cremation of the body of a person whose age at the time of death exceeded 16 years (incl medical reference fees)	610.00	735.00	20.5%
Saturday cremation (09:00 am - 12 Noon)	840.00	955.00	13.7%
Cancellation of diary booking with less than 48 hours notice	35.00	37.00	5.7%
Service of double or additional length; per half hour additional fee of:	115.00	150.00	30.4%
Service which exceeds the allocated timeslot	145.00	160.00	10.3%
Cremation of a child on a Saturday	115.00	125.00	8.7%
Cremation of Non Viable Foetus (up to 24 weeks gestation)	20.00	20.00	0.0%
Fee for exhuming ashes if not for re-internment within the grounds	85.00	90.00	5.9%

NOTE: The cremation fee includes:

The use of the organ and the provision of a plastic urn if required or interment in the grounds.

Use of Chapel, waiting room, etc. and all attendances after coffin is placed on catafalque by funeral director.

Disposal of ashes in Garden of Remembrance

The use of music system.

Certificate of cremation for burial of ashes elsewhere.

Guildford Borough Council - General Fund Budget 2014-2015

	Parks and Leisure Services				
	2013-2014		2014-2015	Increase	
	From 1 April 2013		From 1 April 2014		
	£		£	%	
Urns and Containers					
Urns	40.00	*	45.00	*	12.5%
Plastic Urns	20.00	*	20.00	*	0.0%
Packing and dispatch of ashes, including container (Securicor) - NO LONGER OFFERED	85.00	*	0.00	*	0.0%
Wooden Casket	55.00	*	55.00	*	0.0%
Urns new range	100.00	*	105.00	*	5.0%
Urns keepsake new range	27.00	*	30.00	*	11.1%
Deposit of Ashes					
For the scattering of ashes in the Garden of Remembrance when cremation has taken place elsewhere	75.00		80.00		6.7%
Split of ashes to include 2x cremation certificate and 2x polytainers for separate scattering elsewhere.	35.00		37.00		5.7%
Memorials and Incriptions					
Entries in the Book of Remembrance					
2 line entry	75.00	*	80.00	*	6.7%
5 line entry	91.00	*	100.00	*	9.9%
8 line entry	107.00	*	120.00	*	12.1%
Extra for badge, crest or spray	59.00	*	60.00	*	1.7%
Extra for Coat of Arms	59.00	*	60.00	*	1.7%
Additional Lines	5.25	*	6.00	*	14.3%
Replicas of entries in Book of Remembrance Memorial Cards					
2 line entry	28.00	*	30.00	*	7.1%
5 line entry	41.00	*	47.00	*	14.6%
8 line entry	50.00	*	55.00	*	10.0%
Extra for badge, crest or spray	59.00	*	60.00	*	1.7%
Extra for Coat of Arms	59.00	*	60.00	*	1.7%
Additional Lines	4.30	*	5.00	*	16.3%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Parks and Leisure Services				
	2013-2014		2014-2015	Increase	
	From 1 April 2013		From 1 April 2014	%	
	£		£	%	
Miniature Books of Remembrance					
2 line entry	67.00	*	70.00	*	4.5%
5 line entry	80.00	*	95.00	*	18.8%
8 line entry	88.50	*	100.00	*	13.0%
Extra for badge, crest or spray	59.00	*	60.00	*	1.7%
Extra for Coat of Arms	59.00	*	60.00	*	1.7%
Additional Lines	4.30	*	5.00	*	16.3%
Adoption of Rose Trees (including nameplate)					
Standard Roses (5 years)	390.00	*	410.00	*	5.1%
Renewals after initial period:					
(a) 5 years	230.00	*	255.00	*	10.9%
(b) 1 year	75.00	*	80.00	*	6.7%
Aluminium Plaque	75.00	*	85.00	*	13.3%
Granite Plaque (6 x 4)	210.00	*	220.00	*	4.8%
Granite Plaque (7 x 5)	260.00	*	275.00	*	5.8%
Additional artwork			price on application		
Replacement plaque or added inscription	55.00	*	58.00	*	5.5%
Double plaque	70.00	*	72.80	*	4.0%
Trees and Shrubs (5 years)	600.00	*	635.00	*	5.8%
Renewals after initial period:					
(a) 5 years	420.00	*	450.00	*	7.1%
(b) 1 year	120.00	*	125.00	*	4.2%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Parks and Leisure Services			
	2013-2014		2014-2015	Increase
	From 1 April		From 1 April	
	2013		2014	%
	£		£	%
Seats wooden 5 feet length (for a period of 10 years)	1,700.00	*	1,800.00	5.9%
Seats Granite Columbaria (for a period of 10 years)	975.00	*	1,200.00	23.1%
Restaining Charge	10.00		10.00	0.0%
Wall Plaques (for 5 years)	182.00	*	195.00	7.1%
Wall plaque with design			price on application	
Double plaque for 5 years	364.00	*	390.00	7.1%
Double plaque for 5 years with design			price on application	
Replacement Wall Plaque	97.00	*	100.00	3.1%
Renewals after initial period:				
(a) 5 years	140.00	*	200.00	42.9%
(b) 1 year	65.00	*	65.00	0.0%
Wall Tablets				
(a) 10 years	480.00	*	500.00	4.2%
Memorial Vault - Sanctum				
(a) 10 years	975.00	*	1,100.00	12.8%
(b) 20 years	1,320.00	*	1,500.00	13.6%
(c) 30 years	1,650.00	*	1,800.00	9.1%
(d) 40 years	1,800.00	*	1,950.00	8.3%
(e) 50 years	2,000.00	*	2,200.00	10.0%
Per Letter after first 80 letters	2.35	*	2.75	17.0%
Standard motif	175.00	*	185.00	5.7%
Non standard motif			price on application	
Photo plaque	105.00	*	110.00	4.8%
Replacement Vault Tablet	270.00	*	295.00	9.3%
Sanctum Replacement Vault Tablet (up to 80 letters)	310.00	*	320.00	3.2%
Memorial Vault - Renewal 10 years	465.00	*	520.00	11.8%
Memorial Vault - Renewal 20 years	930.00	*	1,050.00	12.9%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Parks and Leisure Services				
	2013-2014		2014-2015	Increase	
	From 1 April 2013		From 1 April 2014		
	£		£	%	
Vase Blocks - 10 years	510.00	*	535.00	*	4.9%
Standard motif	175.00	*	185.00	*	5.7%
Non standard motif			price on application		
Photo plaque	74.00	*	78.00	*	5.4%
Renewal of Vase Block for 10 years	315.00	*	340.00	*	7.9%
Sundial Tablets Older style- Lower Tablet (when available)	515.00	*	538.00	*	4.5%
Sundial Tablets Older style- Middle Tablet (when available)	482.00	*	505.00	*	4.8%
Sundial Tablets Older style- Top Tablet (when available)	444.00	*	465.00	*	4.7%
Sundial Tablets Older style- Lower Tablet - 5 years	240.00	*	250.00	*	4.2%
Sundial Tablets Older style- Middle Tablet - 5 years	240.00	*	250.00	*	4.2%
Sundial Tablets Older style- Top Tablet - 5 years	240.00	*	250.00	*	4.2%
Replacement tablet for older style sundial tablet	190.00	*	205.00	*	7.9%
New Sundial Tablet first row for a period of 10 years	430.00	*	450.00	*	4.7%
New Sundial Tablet second row for a period of 10 years	445.00	*	465.00	*	4.5%
New Sundial Tablet third row for a period of 10 years	480.00	*	500.00	*	4.2%
New Sundial Tablet fourth row for a period of 10 years	500.00	*	520.00	*	4.0%
New Sundial Tablet fifth row for a period of 10 years	515.00	*	540.00	*	4.9%
Standard motif	175.00	*	185.00	*	5.7%
Non standard motif (New)			price on application		
Replacement vase for vaseblock. Vault	0.00		10.00		NEW
Children's Mushroom Memorial - Perpetuity	535.00	*	575.00	*	7.5%
Children's Wishing Well Plaque - 5 years	295.00	*	310.00	*	5.1%
Pond Feature - 10 years single	1,125.00	*	n/a	*	
Pond Feature - 10 years double	2,050.00	*	n/a	*	
Use of Chapel for Memorial Service (no cremation)	380.00		450.00		18.4%
Certified Extract from Register of Cremations	21.00		21.00		0.0%
Depositing of Coffin in the Chapel overnight	95.00		150.00		57.9%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Parks and Leisure Services

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
Cemeteries			
Guildford, Stoke New and Old Cemeteries - Interments			
For the interment in a grave in respect of which an exclusive right of burial has not been granted:-			
the body of a stillborn child or of a child whose age at the time of death did not exceed 16 years	65.00	70.00	7.7%
the body of a person whose age at the time of death exceeded 16 years	450.00	475.00	5.6%
For the interment in a grave in respect of which an exclusive right of burial has been granted:-			
to a depth not exceeding 5ft 6ins	650.00	695.00	6.9%
to a depth exceeding 5ft 6 ins but not exceeding 7ft	705.00	750.00	6.4%
to a depth exceeding 7ft but not exceeding 9ft	780.00	820.00	5.1%
to a depth exceeding 9ft	845.00	900.00	6.5%
Internment of cremated remains in a grave	325.00	325.00	0.0%
the body of a child not exceeding 16 years			
to a depth exceeding 5ft 6 ins	310.00	325.00	4.8%
to a depth exceeding 5ft 6 ins but not exceeding 7ft	345.00	360.00	4.3%
to a depth exceeding 7ft but not exceeding 9ft	380.00	400.00	5.3%
Interment of cremated remains in the Garden of Remembrance	380.00	400.00	5.3%
Cremated Remains plot (includes exclusive right of burial, interment, tablet and casket - Single 10 years	1,350.00	1,450.00	7.4%
Cremated Remains plot (includes exclusive right of burial, interment, tablet and casket - Double - 10 years	2,250.00	2,250.00	0.0%
The fees indicated above include the digging of the grave and apply only where the interment is made between the hours of 10:00 am and 3:00 pm on a weekday, or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary.			
Should interment be required outside the stipulated times, then an additional fee is payable of	325.00	340.00	4.6%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Parks and Leisure Services

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
Monuments, Gravestones, Tablets and Monumental Inscriptions			
For the rights to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted:			
Any approved monument or memorial; -	130.00	135.00	3.8%
For each inscription after the first, a fee of	87.00	90.00	3.4%
Exclusive Rights of Burial in Earthen Graves:			
Lawn Section			
In an earthen grave 7ft 6 ins x 3ft 6 ins	1,480.00	1,590.00	7.4%
In an earthen grave 6ft x 3ft	690.00	735.00	6.5%
Extension of Exclusive Right of Burial for additional five years	250.00	270.00	8.0%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 30 years.			
Exclusive Rights of Burial in Earthen Graves			
Traditional Section			
In an earthen grave 7ft 6 ins 3ft 6 ins	1,490.00	1,590.00	6.7%
In an earthen grave 6ft x 3ft	690.00	735.00	6.5%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 30 years.			
Garden of Remembrance (Cremated Remains Section)	470.00	510.00	8.5%
Miscellaneous Charges			
Exhumation of a coffin: Fees to be assessed by the Registrar:		price on application	
Certified Copy of an Entry in Register of Burials, including Stamp Duty	20.00	20.00	0.0%
For depositing of coffin in the Chapel during the night prior to interment	95.00	150.00	57.9%

The Cemetery fees apply only where the person to be interred or in respect of whom the right is granted is, or immediately before his or her death was, an inhabitant of the Borough of Guildford or in the case of a still-born child, where one parent is, or at the time of interment was, such an inhabitant. All fees are double in respect of non-inhabitants.

Guildford Borough Council - General Fund Budget 2014-2015

Parks and Leisure Services

	2013-2014 From 1 April 2013 £		2014-2015 From 1 April 2014 £		Increase %
Guildford Spectrum - To be approved by Council					
Standard Social Charges					
Concessionary Charges - the rates shown below relate to the following groups:-					
Senior Citizens					
Income Support Recipients					
Unemployed					
Students					
Disabled					
Main Pool					
Adult swim (16 years of age and over) - Peak	4.10 *		4.20 *		2.4%
Adult swim (16 years of age and over) - Off Peak	3.80 *		3.90 *		2.6%
Junior, concessions	2.80 *		2.90 *		3.6%
Showers					
Shower (senior citizen)	2.00 *		2.00 *		0.0%
Block bookings of the Pool and Sports Hall					
Per hour					
Schools - Main Pool - per person	2.10 *		2.20 *		4.8%
Special Activities					
Badminton Court per hour - super saver	6.50 *		6.60 *		1.5%
Group Games per hour - super saver	32.50 *		33.00 *		1.5%
Squash/Racquetball, per half hour - super saver	4.60 *		4.70 *		2.2%
Table Tennis	4.70 *		4.70 *		0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Parks and Leisure Services

	2013-2014 From 1 April 2013 £		2014-2015 From 1 April 2014 £	Increase %
Off Peak Charges - Concessions				
Competition Pool	2.80 *		2.90 *	3.6%
Leisure Pool	3.90 *		4.00 *	2.6%
Ice Rink	3.90 *		4.00 *	2.6%
Ten Pin (single game) - now includes shoe hire	4.70 *		4.80 *	2.1%
Health Suite: relaxation area	4.00 *		4.00 *	0.0%
Fitness Area	4.00 *		4.10 *	2.5%
Badminton per court (one hour)	6.50 *		6.50 *	0.0%
Squash per court (half hour)	4.60 *		4.60 *	0.0%
Athletics	3.10 *		3.20 *	3.2%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Parks and Leisure Services

	2013-2014 From 1 April 2013 £		2014-2015 From 1 April 2014 £		Increase %
Guildford Lido - To be approved by Council					
Standard					
Adult	5.90 *		6.00 *		1.7%
Junior	4.50 *		4.60 *		2.2%
Concessions	4.50 *		4.60 *		2.2%
Family	18.90 *		19.00 *		0.5%
Off Peak					
Adult	4.70 *		4.80 *		2.1%
Junior	3.40 *		3.50 *		2.9%
Concessions	3.40 *		3.50 *		2.9%
Family	14.30 *		14.50 *		1.4%
Season Tickets					
Adult	118.50 *		125.00 *		5.5%
Junior	88.50 *		93.00 *		5.1%
Student	88.50 *		93.00 *		5.1%
Concessionary Groups - All Times	3.30 *		3.30 *		0.0%
The concessionary rate applies to admission for groups from registered charities, schools and non profit organisations. These only apply if the booking was made in advance.					
Deck Chair Hire	1.50 *		1.50 *		0.0%
Crazy Golf	2.80 *		2.00 *		-28.6%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Parks and Leisure Services		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
Gym			
<i>Pay as You Train - Peak</i>			
Adult Fitness Session	6.50 *	6.70 *	3.1%
Student/Senior/Concessionary Fitness Session	4.50 *	4.60 *	2.2%
Enhanced Induction Course	29.50	29.50	0.0%
Fast Track/Concessionary Induction	17.50	17.50	0.0%
<i>Pay as You Train - Off Peak</i>			
Adult Fitness Session	5.30 *	5.50 *	3.8%
Student/Senior/Concessionary Fitness Session	3.30 *	3.40 *	3.0%
Enhanced Induction Course	29.50	29.50	0.0%
Fast Track/Concessionary Induction	17.50	17.50	0.0%
<i>Membership</i>			
Annual Membership - Concessions	324.50 *	324.50 *	0.0%
Monthly Membership - Concessions	29.50 *	29.50 *	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Parks and Leisure Services

	2013-2014 From 1 April 2013 £		2014-2015 From 1 April 2014 £		Increase %
Ash Manor Sports Centre - To be approved by Council					
Main Sports Hall					
Badminton per hour - peak	9.00	*	9.20	*	2.2%
Badminton per hour - off-peak	7.00	*	7.20	*	2.9%
Group Games per hour - peak	41.00	*	41.50	*	1.2%
Group Games per hour - off-peak	34.00	*	34.50	*	1.5%
Fitness & Group Exercise Classes (min price)	4.80	*	4.90	*	2.1%
Badminton - Junior	3.50	*	3.50	*	0.0%
Gymnasium					
Group Games per hour - peak	26.00	*	26.50	*	1.9%
Group Games per hour - off-peak	18.80	*	19.00	*	1.1%
Table tennis - per hour - peak and off peak	4.30	*	4.30	*	0.0%
Equipment Hire - Adults only (£10.00 deposit)					
Badminton Racquet/Table Tennis bat	2.50	*	2.50	*	0.0%
Football	4.00	*	4.00	*	0.0%
Outside Court (Playground) - per hour					
With floodlights	17.00	*	17.50	*	2.9%
Without floodlights	10.50	*	10.80	*	2.9%
Artificial Pitch					
1 hour without lights	63.00	*	64.00	*	1.6%
1 hour with lights	85.00	*	86.00	*	1.2%
2 hours without lights	126.00	*	128.00	*	1.6%
2 hours with lights	170.00	*	172.00	*	1.2%
1/4 with lights, per hour	33.50	*	34.00	*	1.5%
1/4 without lights, per hour	26.50	*	27.00	*	1.9%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Parks and Leisure Services				
	2013-2014		2014-2015	Increase	
	From 1 April 2013		From 1 April 2014		
	£		£	%	
Health & Fitness					
Annual Membership - Junior	176.00	*	176.00	*	0.0%
Annual Membership - Concessions	242.00	*	242.00	*	0.0%
Monthly Membership - Junior	16.00	*	16.00	*	0.0%
Monthly Membership - Concessions	22.00	*	22.00	*	0.0%
Pay as you Train - Peak					
Adult Fitness Session	5.80	*	5.90	*	1.7%
Student/Senior/Concessionary Fitness Session	5.80	*	5.90	*	1.7%
Enhanced Induction Course	28.00		28.00		0.0%
Concessionary Induction	17.00		17.00		0.0%
Pay as you Train - Off Peak					
Off Peak Fitness Sessions - Adult	5.10	*	5.20	*	2.0%
Off Peak Fitness Sessions - Junior & Concessions	3.90	*	3.90	*	0.0%
Enhanced Induction Course	28.00		28.00		0.0%
Induction - Juniors & Concessions	17.00		17.00		0.0%
GP Referral					
Off Peak	3.40	*	3.50	*	2.9%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

		Revenues and Payments	
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
To be approved by Council			
Local Taxation			
Court Costs - Council Tax*	93.00	103.00	10.8%
Court Costs - Business Rates	103.00	103.00	0.0%

*subject to magistrates approval

Guildford Borough Council - General Fund Budget 2014-2015

Legal and Democratic Services

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
To be approved by Council			
House Purchase Fees			
(a) Right to Buy			
Engrossment Fee	73.00	76.00	4.1%
Consent - Application in Advance	90.00	94.00	4.4%
Consent - Retrospective Application	151.00	157.00	4.0%
(b) Equity Share			
Lease Surrender	92.00	96.00	4.3%
Road Closure Application Fee	118.00	123.00	4.2%
<i>This is the minimum standard charge which includes the cost of basic laminated signage only. The actual amount payable is subject to any additional signage costs incurred.</i>			
Council Minutes Booklet and Committee Agendas - Annual Subscription			
Business organisations (per committee)	85.80	89.30	4.1%
Amenity organisations and private individuals	57.60	59.90	4.0%
Parish Councils (first copy free)	57.60	59.90	
Individual Agendas			
	9.70	10.10	4.1%
Constitution	31.55	32.80	4.0%
Annual Report and Statement of Accounts - supply to Borough Residents	free		
Annual Report and Statement of Accounts - supply to organisations and individuals outside the Borough		Head of Financial Services to assess	

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Legal and Democratic Services

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
Section 106 Agreements**			
Suitable Access to Natural Green Space (SANGS) Section 106 agreement or Unilateral Undertaking	0.00	£650.00	not applicable
Section 106 agreement or Unilateral Undertaking (development up to 25 dwellings)	0.00	£1,000.00	not applicable
Section 106 agreement or Unilateral Undertaking (development exceeding 25 dwellings)	0.00	£2,000.00	not applicable

**Prior to 2014-15 legal costs payable in respect of Section 106 agreements were assessed on a case by case basis.

Approved by the Government

Electoral Register Sales

Fees are set by Statute and are available on request.

Guildford Borough Council - General Fund Budget 2014-2015

	Health and Community Care		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
To be approved by Council			
Animal Businesses			
Pet animals			
-New	239.50	249.00	4.0%
-Renewal	98.75	102.75	4.1%
Animal Boarding			
-New	267.50	278.25	4.0%
-Renewal	100.75	104.75	4.0%
-Home Boarding	91.50	95.25	4.1%
Riding Establishments			
-New	351.00	365.00	4.0%
-Renewal	351.00	365.00	4.0%
# Includes administration fee			
Dangerous Wild Animals			
-New	292.50	304.25	4.0%
-Renewal	292.50	304.25	
Dog Breeding			
-New	239.50	249.00	4.0%
-Renewal	99.25	103.25	4.0%
Registration – Acupuncture, tattooing, etc			
Practitioner	178.00	178.00	0.0%
Premises	434.00	434.00	0.0%
Pest Control			
Commercial Premises			
(The charges shown are based on the cost of labour, transport plus materials)			
Rodents	76.50 *	79.60 *	4.1%
Wasps (max 2 nests per premises)	76.50 *	79.60 *	4.1%
Wasps (extra nest at same visit)	9.75 *	10.15 *	4.1%
Other Treatments	76.50 *	79.60 *	4.1%
Pigeons	76.50 *	79.60 *	4.1%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Health and Community Care		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
Domestic Premises			
Wasps (max 2 nests per premises)	66.00 *	68.60 *	3.9%
Wasps (extra nest at same visit)	8.60 *	8.95 *	4.1%
Other Treatments	65.50 *	68.10 *	4.0%
Pigeons	65.50 *	68.10 *	4.0%
Domestic Premises where the main occupier is a senior citizen or registered disabled			
Wasps (max 2 nests per premises)	31.00 *	32.25 *	4.0%
Wasps (extra nest at same visit)	5.00 *	5.20 *	4.0%
Other Treatments	31.00 *	32.25 *	4.0%
Pigeons	31.00 *	32.25 *	4.0%
Domestic Premises where the main occupier is receiving income support			
Wasps (max 2 nests per premises)	19.60 *	20.40 *	4.1%
Wasps (extra nest at same visit)	5.00 *	5.20 *	4.0%
Other Treatments	20.00 *	20.80 *	4.0%
Pigeons	20.00 *	20.80 *	4.0%
Services of Environmental Health Officer			
- per hour or part thereof	87.50 *	91.00 *	4.0%
Note:			
<i>Due to the current service review within Pest Control and Special Collections, charges are subject to change under delegated authority</i>			
Miscellaneous			
Extracts from Registers - Food Safety Act, per page. Under the Freedom of Information Act 2000 the charge is waived as the cost of collecting the fee is more than the charge.	free	free	
Charge for return of seized stray dogs	25.00	26.00 sm	4.0%
<i>Note: plus kennelling costs and any veterinary fee</i>			
sm = Statutory Maximum			

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Health and Community Care		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
Sex Establishments - Fixed by Council			
Initial & Renewal Applications - basic fee	6,287.00	6,287.00	0.0%
Training Courses			
Food Hygiene – basic certificate course for food handlers (one day) – validated by CIEH	94.00	94.00	0.0%
Risk Assessment Training	46.00 *	46.00 *	0.0%
Contaminated Land & Air Quality			
Responding to enquiries about contaminated land – report with plan	109.00	113.50	4.1%
<i>Note: for more extensive enquiries the fee is based on the hourly rate of the EHO added to the basic fee</i>			
Copy of Contaminated Land Strategy	14.50	15.25	5.2%
Report on Air Quality Review	28.00	29.25	4.5%
Extracts from Registers			
Environmental Protection Act - per page	5.50	5.75	4.5%
Miscellaneous			
Reports to Solicitors on the circumstances relating to workplace accidents (excl. cost of photographs) - up to 2 hours, extra charged at the hourly rate	178.50 *	185.60 *	4.0%
Approved under Delegated Authority (In consultation with the Chairman)			
Street Trading	603.00	627.10	4.0%
Charges for issue of a consent under the provisions of the Local Government (Miscellaneous) Provisions Act 1982			

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Health and Community Care		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
Day Centres			
Price per meal:			
Member	4.10	4.10	0.0%
Non member	5.70 *	5.70 *	0.0%
Membership Fees:			
Day Centre only	12.00	12.00	0.0%
Day Centre and Dial a Ride (50% is for Community Transport)	18.00	18.00	0.0%
Day Centre Activities - Member**	3.00	3.00	0.0%
Day Centre Activities - Non Member**	4.00	4.00	0.0%
Bathing (charge per bath Shawfield)	6.00	6.00	0.0%
Bathing (charge per bath at other Day Centres, excluding Shawfield)	6.00	6.00	0.0%
Income from other services***e.g. hairdressing and chiropody (% of takings)	15%	15%	0.0%
<i>**These are activities such as Tai Chi and Line Dancing provided by external facilitators</i>			
<i>*** These charges were previously retained by the centre welfare funds</i>			
Meals on Wheels Service			
Price per meal	4.10	4.10	0.0%
Community Transport Service			
Membership Fees:			
Dial a Ride only	12.00	12.00	0.0%
Community Transport to Day Centre	12.00	12.00	0.0%
Day Centre and Dial a Ride (half this fee relates to Day Centres)	18.00	18.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Health and Community Care		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
Single Journey (Members) <i>(new pricing structure wef 1 Apr 2013)</i>			
	2.50	2.50	0.0%
	3.00	3.00	0.0%
	3.50	3.50	0.0%
	4.00	4.00	0.0%
	4.50	4.50	0.0%
	5.00	5.00	0.0%
	5.50	5.50	0.0%
	6.00	6.00	0.0%
	6.50	6.50	0.0%
	7.00	7.00	0.0%
	7.50	7.50	0.0%
	8.00	8.00	0.0%
	8.50	8.50	0.0%
	9.00	9.00	0.0%
	10.00	10.00	0.0%
Handyperson Service - Available for the over 60's, disabled and vulnerable			
General Services (per hour incl VAT)	18.00 *	18.00 *	0.0%
General Services for those on benefits (per hour incl VAT)	11.50 *	11.50 *	0.0%
Safe and Secure Works for those on benefits	free	free	

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

	Health and Community Care		
	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
Approved under Delegated Authority			
Private Sector Housing			
HMO Licences	495.00	515.00	4.0%
(Discount of £25 if applicant is a member of a recognised landlord organisation)			
Late application fee	100.00	100.00	0.0%
Emergency Communication Service			
Sheltered accommodation clients	0.55	0.55	0.0%
Elderly Persons dwellings clients	2.25	2.25	0.0%
Private Sector Clients (dispersed alarms)	4.25	4.25	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Health and Community Care1 Taxi

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
To be approved by Council			
Hackney Carriages and Private Hire Vehicles			
Hackney Vehicle Application Fee (including 2 Vehicle Tests and Licence Plate)	318.00	334.00	5.0%
Hackney Vehicle Renewal Fee (including 2 Vehicle Tests and Licence Plate)	318.00	334.00	5.0%
Hackney Licence Vehicle Change	100.50	48.00	-52.2%
Hackney Licence Vehicle Change with Test	151.00	105.00	-30.5%
Hackney Licence Plates	19.00	19.00	0.0%
Private Hire Vehicle Application Fee (including 2 Vehicle Tests and Licence Plate)	293.00	298.00	1.7%
Private Hire Vehicle Renewal Fee (including 2 Vehicle Tests and Licence Plate)	293.00	298.00	1.7%
Private Hire Vehicle Change	100.50	48.00	-52.2%
Private Hire Vehicle Change with Test	151.00	105.00	-30.5%
Private Hire Licence Plates	19.00	19.00	0.0%
Test Fee	57.00	57.00	0.0%
Hackney Carriage Amend Licence (Change of Operator)	10.00	12.00	20.0%
Hackney Carriage Amend Licence (Name and Address)	10.00	12.00	20.0%
Hackney Carriage Amend Licence (Other)	10.00	12.00	
Hackney Carriage Transfer of Interest	57.00	50.00	-12.3%
Private Hire Amend Licence (Operator)	10.00	12.00	20.0%
Private Hire Amend Licence (Name and Address)	10.00	12.00	20.0%
Private Hire Amend Licence (Other)	10.00	12.00	20.0%
Private Hire Transfer of Interest	57.00	50.00	-12.3%
Hackney Carriage and Private Hire Drivers			
Hackney Drivers Application Fee (3 year licence)	225.50	225.00	-0.2%
Hackney Drivers Renewal Fee	225.50	225.00	-0.2%
Hackney Drivers Knowledge Test	78.50	80.00	1.9%
Private Hire Drivers Application Fee (3 year licence)	225.50	225.00	-0.2%
Private Hire Drivers Renewal Fee	225.50	225.00	-0.2%
Private Hire Drivers Knowledge Test	43.00	47.00	9.3%
CRB Check Fees (Statutory)	44.00	44.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Health and Community Care1 Taxi

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
To be approved by Council			
Hackney Carriage Amend Licence (Operator)	12.00	13.00	8.3%
Hackney Carriage Amend Licence (Name and Address)	12.00	13.00	8.3%
Hackney Carriage Replacement Badge	10.50	10.00	-4.8%
Private Hire Amend Licence (Operator)	12.00	13.00	8.3%
Private Hire Amend Licence (Name and Address)	12.00	13.00	8.3%
Private Hire Replacement Badge	10.50	10.00	-4.8%
Convert from Private Hire Driver to Hackney Carriage Driver	75.50	55.00	-27.2%
Private Hire Operator's Licence (1 year)			
less than 5 vehicles	181.50	198.00	9.1%
5 - 10 vehicles	212.50	233.00	9.6%
11-15 vehicles	225.00	245.00	8.9%
16 - 20 vehicles	240.50	262.00	8.9%
21 - 30 vehicles	267.00	286.00	7.1%
31 - 40 vehicles	297.50	319.00	7.2%
41 - 50 vehicles	330.50	360.00	8.9%
Over 50 vehicles	382.50	421.00	10.1%
Amend Licence	12.00	13.00	8.3%

* = inclusive of VAT at relevant rate

SCHEDULE FOR INFORMATION ONLY

Table of Maximum Fees

Approved by the Government

Environmental Protection Act 1990-Fees for authorisation of industrial process

Note: these fees are prescribed nationally by regulation and are reviewed annually by DCLG.

Classes of Premises licence	Maximum non-conversion application fee in respect of other premises	Maximum annual fee	Maximum fee for application to vary licence	Maximum fee for application to transfer a licence	Maximum fee for application for reinstatement of a licence	Maximum fee for application for provisional statement	Maximum fee for Licence Application (provisional Statement Holders)	Maximum fee for Copy Licence	Maximum fee for Notification of Change
	£	£	£	£	£	£	£	£	£
Regional casino premises licence	15,000	15,000	7,500	6,500	6,500	15,000	8,000	25	50
Large casino premises licence	10,000	10,000	5,000	2,150	2,150	10,000	5,000	25	50
Small casino premises licence	8,000	5,000	4,000	1,800	1,800	8,000	3,000	25	50
Bingo premises licence	1,634	617	606	606	606	606	606	25	50
Adult gaming centre premises licence	1,634	617	606	606	606	606	606	25	50
Betting premises (track) licence	1,634	617	606	606	606	606	606	25	50
Family entertainment centre premises licence	1,634	617	606	606	606	606	606	25	50
Betting premises (other) licence	1,634	617	606	606	606	606	606	25	50

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2014-2015

Neighbourhood and Housing Management

	2013-2014	2014-2015	Increase
	From 1 April 2013	From 1 April 2014	
	£	£	%
To be approved by Council			
Gypsy Caravan Sites - Pitch Rental			
Ash Bridge & Cobbetts Close Sites (per week)	68.00	70.50	3.7%

Guildford Borough Council - General Fund Budget 2014-2015

Appendix 4 Business Systems

	2013-2014 From 1 April 2013 £	2014-2015 From 1 April 2014 £	Increase %
To be approved by Council			
Letting of Council Accommodation for Meetings (Charges for other uses subject to negotiation)			
<u>Council Chamber</u>			
Morning	197.00	205.00	4.1%
Afternoon	197.00	205.00	4.1%
Evening to 9.00 pm	252.00	265.00	5.2%
<u>Committee Room 1</u>			
Morning	137.00	143.00	4.4%
Afternoon	137.00	143.00	4.4%
Evening to 9.00 pm	197.00	205.00	4.1%
<u>Committee Room 2</u>			
Morning	137.00	143.00	4.4%
Afternoon	137.00	143.00	4.4%
Evening to 9.00 pm	197.00	205.00	4.1%
House Name			
House Name Change	30.00	30.00	0.0%

Approved under Delegated Authority

Other meeting rooms

May be made available for smaller groups, please direct enquiries to Office Services for details of applicable rates.

Millmead Staff Restaurant

Catering requirements to be arranged with Office Services. Menus/Tariffs available on request.

* = inclusive of VAT at relevant rate

**GUILDFORD BOROUGH COUNCIL
BUDGET 2014-15 to 2018-19**

***GENERAL FUND
CAPITAL PROGRAMMES***

**GUILDFORD BOROUGH COUNCIL
BUDGET 2014-15 to 2018-19**

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GUILDFORD BOROUGH COUNCIL - BUDGET

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2014-15 to 2018-19

GENERAL FUND CAPITAL PROGRAMMES

General Fund Capital Programme:	Page no.
Approved programme	264
Provisional programme	267
Projects funded from reserves	270
Projects funded from S106 contributions	273
Resources	275
Housing Capital Programme:	
General Fund Housing element	278

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-13 (b) £000	2013-14		2014-15 Est for year (j) £000	2015-16 Est for year (k) £000	2016-17 Est for year (l) £000	2017-18 Est for year (m) £000	2018-19 Est for year (n) £000	Projected expenditure total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000	Total net cost approved by Executive (k) £000	
				Estimate for year approved by Council in February (c) £000	Revised estimate for year (d) £000										Projected expenditure for year estimated by project officer (f) £000
APPROVED SCHEMES															
BUSINESS SYSTEMS															
BS1	Civic Suite, Millmead House-replace air conditioning	80	30	-	50	65	-	-	-	-	95	-	95	80	
BS4	Civic Suite improvements	265	-	265	265	265	-	-	-	-	265	-	265	265	
BS5	Investment in Millmead House campus	1,273	-	-	-	-	1,273	-	-	-	1,273	-	1,273	1,273	
BUSINESS SYSTEMS - Totals		1,618	189	265	315	330	1,273	-	-	-	1,633	-	1,633	1,618	
CORPORATE DEVELOPMENT															
CD1	Solar Photovoltaic panels on Council buildings	178	151	-	27	27	-	-	-	-	178	-	178	178	
CORPORATE DEVELOPMENT - Totals		178	151	-	27	27	-	-	-	-	178	-	178	178	
ECONOMIC DEVELOPMENT															
ED1	Guildford Museum Structural works ph.1	115	86	15	29	29	-	-	-	-	115	-	115	115	
ED2	Pedestrian access from Castle Grounds	15	-	15	15	-	15	-	-	-	15	-	15	15	
ED3	Disabled Access (DDA) Improvements: ph.2	330	271	-	59	59	-	-	-	-	330	-	330	330	
ED4	Guildford Museum - Museum and Castle Development Project (from conservation management plan)	10	3	-	7	7	-	-	-	-	10	-	10	10	
ED5	Guildford Museum - improved access to collections	47	-	42	47	10	37	-	-	-	47	-	47	47	
ED6	Slyfield Area Regeneration Project (SARP) (GBC share)	234	62	172	172	50	122	-	-	-	234	-	234	234	
ED7	Guildford Town Centre Development Study	90	-	-	90	90	-	-	-	-	90	-	90	90	
ED8	Guildhall - Roof reinstatement	396	372	-	24	8	-	-	-	-	380	-	380	400	
ED9	Heritage Lottery Fund Development Grant - Guildford Museum and Castle	100	-	79	100	21	79	-	-	-	100	(73)	27	27	
ED10	Tyting Farm Planning Permission	40	-	20	40	40	30	-	-	-	70	-	70	70	
ED11	Leasehold property acquisition	940	839	-	101	101	-	-	-	-	940	-	940	940	
ED12	Property Acquisition	17,927	4,173	10,000	13,754	13,754	-	-	-	-	17,927	-	17,927	17,927	
ED13	Security improvements to heritage buildings	17	-	-	17	17	-	-	-	-	17	-	17	17	
ED14	Void investment property refurbishment works	90	-	100	90	90	-	-	-	-	90	-	90	100	
ED14a	14-15 Midleton, Building 1 refurbishment	10	-	-	10	10	-	-	-	-	10	-	10	100	
ED19	Asbestos surveys and removal in non-residential council premises	42	-	42	15	15	27	-	-	-	42	-	42	42	
ED21	Methane gas monitoring system	50	-	50	50	50	-	-	-	-	50	-	50	50	
ED22	Energy efficiency compliance - Council owned properties	25	-	-	-	-	25	-	-	-	25	-	25	25	
ED23	Rebuild retaining wall on Shalford Park boundary with the Old Vicarage	60	-	-	-	-	60	-	-	-	60	-	60	60	
ED24	Electric Theatre - replace neon sign	14	-	-	-	-	14	-	-	-	14	-	14	14	
ED25	Guildford Park - new MSCP and infrastructure works	500	-	-	-	-	500	-	-	-	500	-	500	500	
ED26	Bridges	67	-	-	-	-	67	-	-	-	67	-	67	67	
ED31	Asset Investment Fund	5,000	-	-	-	-	5,000	-	-	-	5,000	-	5,000	5,000	
ECONOMIC DEVELOPMENT - Totals		26,119	5,806	10,535	14,620	14,351	5,976	-	-	-	26,133	(73)	26,060	26,180	
HEALTH AND COMMUNITY CARE															
HC1	Shawfield centre kitchen	65	-	65	65	65	-	-	-	-	65	-	65	65	
HEALTH AND COMMUNITY CARE - Totals		65	0	65	65	65	0	0	0	0	65	0	65	65	

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-13 (b) £000	2013-14		2014-15 Est for year (j) £000	2015-16 Est for year (ii) £000	2016-17 Est for year (iii) £000	2017-18 Est for year (iv) £000	2018-19 Est for year (v) £000	Projected expenditure total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000	Total net cost approved by Executive (k) £000
				Estimate for year approved by Council in February (c) £000	Revised estimate for year (d) £000									
APPROVED SCHEMES CONT.														
OPERATIONAL SERVICES														
OP1	Safer Guildford: CCTV & Lighting Strategy - CCTV etc. phase 4	174	62	-	112	-	112	-	-	-	174	-	174	174
OP2	Land Drainage: Ash Green - flood relief works	346	90	-	256	-	256	-	-	-	346	(60)	286	287
OP3	Sluice Gates Motorisation at Town Mill Toll House	70	59	-	11	11	-	-	-	-	70	-	70	70
OP4	Garden Waste Service redesign-containers & Vehicles	1,000	500	-	500	500	-	-	-	-	1,000	(436)	564	564
OP5	Mill Lane (Pirbright) Flood Protection Scheme	25	13	-	12	12	-	-	-	-	25	(19)	6	25
OP6	Vehicles, Plant & Equipment Replacement Programme	1,069	269	-	800	800	-	-	-	-	1,069	-	1,069	annual
OP7	Recycling and Garden Waste Design	3,900	-	3,900	3,900	3,900	-	-	-	-	3,900	-	3,900	3,900
OP8	Chester road	95	-	95	95	-	95	-	-	-	95	-	95	95
OP16	Replace timber plies protecting the cantilevered towpath	45	-	-	-	-	43	2	-	-	45	-	45	-
OPERATIONAL SERVICES - Totals		6,724	993	3,995	5,686	5,223	506	2	-	-	6,724	(515)	6,209	5,115
PARKS AND LEISURE SERVICES														
PL1	Conservation Works: Gunpowder Mills,Chilworth - conservation/preservation	23	17	-	6	6	-	-	-	-	23	-	23	23
PL2	Ash Manor overflow car parking	40	-	-	40	-	40	-	-	-	40	(5)	35	35
PL3	Spectrum Steelwork Repairs & replacement	120	-	120	120	30	90	-	-	-	120	-	120	120
PL4	Crematorium - mercury abatement	1,017	760	-	257	257	-	-	-	-	1,017	-	1,017	1,017
PL5	Improvement of Security at Guildford Crematorium	24	-	-	24	24	-	-	-	-	24	-	24	24
PL6	Wild Wood Adventure	321	-	150	321	321	-	-	-	-	321	-	321	150
PL7	Infrastructure works: Stoke Park	30	-	30	30	-	30	-	-	-	30	-	30	30
PL8	Grant to Disability Challengers for new play centre	50	-	-	50	50	-	-	-	-	50	-	50	50
PL9	Bereavement Services Infrastructure Improvements	63	-	63	63	63	-	-	-	-	63	-	63	63
PL10	Lido Slide	504	-	500	504	504	-	-	-	-	504	-	504	-
PL25	Sprectrum Combined Heat and Power (GF contr)	1,200	-	-	-	-	-	869	-	-	869	-	869	-
PARKS & COUNTRYSIDE SERVICES - Totals		3,392	777	863	1,415	1,255	160	869	-	-	3,061	(5)	3,056	1,512
PLANNING SERVICES														
P1	Environmental Improvements: High Street / Chertsey St., Guildford	60	-	25	60	25	35	-	-	-	60	(20)	40	40
P2	Safer Guildford: CCTV & Lighting Strategy - Lighting Strategy phase 3	124	105	-	19	19	-	-	-	-	124	-	124	124
P3	Safer Guildford: CCTV & Lighting Strategy - Lighting Strategy phase 4	144	108	-	36	36	-	-	-	-	144	(6)	138	138
P4	Gypsy & Traveller Scoping	36	31	-	5	5	-	-	-	-	36	-	36	36
P5	Gypsy & Traveller (Ash bridge)	72	13	-	59	59	-	-	-	-	72	-	72	22
PLANNING SERVICES - Totals		436	256	25	180	144	35	-	-	-	435	(26)	409	360
APPROVED SCHEMES TOTAL		38,532	8,173	15,748	22,307	21,395	7,950	871	0	0	38,230	(619)	37,611	35,028
SUMMARY														
APPROVED SCHEMES - TOTAL		38,532	8,173	15,748	22,307	21,395	7,950	871	-	-	38,230	(619)	37,611	35,028
GRAND TOTAL		38,532	8,173	15,748	22,307	21,395	7,950	871	-	-	38,230	(619)	37,611	35,028

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-13 (b) £000	2013-14			2014-15 Est for year (j) £000	2015-16 Est for year (k) £000	2016-17 Est for year (l) £000	2017-18 Est for year (m) £000	2018-19 Est for year (n) £000	Projected expenditure total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000	Total net cost approved by Executive (k) £000
				Estimate for year approved by Council in February (c) £000	Revised estimate for year (d) £000	Projected expenditure for year estimated by project officer (f) £000									
FINANCED as follows :				Estimate for year approved by Council in February £000	Revised estimate for year £000	Projected expenditure for year estimated by project officer £000	2014-15 Est for year £000	2015-16 Est for year £000	2016-17 Est for year £000	2017-18 Est for year £000	2018-19 Est for year £000				
CONTRIBUTIONS				863		0	48	0	0	0	0				
LOTTERY FUNDING				-		0	0	0	0	0	0				
CAPITAL RECEIPTS				5,684		7,373	0	0	0	0	0				
R.C.C.O. :															
SPECIFIC (Recycling)				541		541	0	0	0	0	0				
GF CAPITAL SCHEMES RESERVE				-		2,714	0	0	0	0	0				
OTHER RESERVES				-		0	0	0	0	0	0				
FUNDING REQUIREMENT: HOUSING RECEIPTS				-		0	0	0	0	0	0				
FUNDING REQUIREMENT: BORROWING				7,543		10,767	7,902	871	0	0	0				
TOTAL				14,631	-	21,395	7,950	871	0	0	0				

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2013-14 to 2018-19

APPENDIX 4a

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-13 (b) £000	2013-14		2014-15 Est for year (i) £000	2015-16 Est for year (ii) £000	2016-17 Est for year (iii) £000	2017-18 Est for year (iv) £000	2018-19 Est for year (v) £000	Projected expenditure total (b) to (g)=(i) £000	Grants or Contributions towards cost of scheme (j) £000	Net total cost of scheme to the Council (i) - (j) = (k) £000	Total net cost approved by Executive (l) £000
				Estimate for year approved by Council in February (c) £000	Revised estimate for year (e) £000									
PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)														
BUSINESS SYSTEMS														
MILLMEAD HOUSE:														
BS1(P)	Civic Suite, Millmead House-replace air conditioning	113	-	-	113	113	-	-	-	-	113	-	113	113
BS2(P)	Millmead Offices-rewiring & upgrade of electric circuits Ph 2	499	-	-	499	499	-	-	-	-	499	-	499	499
BS3(P)	Vehicle delivery parking & goods in / out store Millmead Offices	40	-	-	40	40	-	-	-	-	40	-	40	40
BUSINESS SYSTEMS - Totals		652	-	-	652	652	-	-	-	-	652	-	652	652
CORPORATE DEVELOPMENT														
CD2(P)	Stoke Park Paddling pool water recycling	31	-	-	-	-	31	-	-	-	31	(28)	3	3
CORPORATE DEVELOPMENT - Totals		31	-	-	-	-	31	-	-	-	31	(28)	3	3
ECONOMIC DEVELOPMENT														
ED14(P)	Void investment property refurbishment works	400	-	100	-	-	100	100	100	-	400	-	400	400
ED15(P)	DISABLED ACCESS (DDA) IMPROVEMENTS: ph.3	340	-	340	-	-	170	170	-	-	340	-	340	340
ED16(P)	Slyfield Area Regeneration Project (SARP) (GBC share)	750	-	600	150	150	600	-	-	-	750	-	750	750
ED17(P)	Leasehold property acquisition	640	-	-	640	640	-	-	-	-	640	-	640	640
ED18(P)	Museum and castle development	271	-	119	20	20	251	-	-	-	271	(167)	104	104
ED21(P)	Methane gas monitoring system	200	-	200	200	200	-	-	-	-	200	-	200	200
ED22(P)	Energy efficiency compliance - Council owned properties	920	-	-	-	-	-	230	230	230	920	-	920	920
ED25(P)	Guildford Park new MSCP and infrastructure works	7,100	-	-	-	-	-	2,500	4,600	-	7,100	(4,500)	2,600	2,600
ED26(P)	Bridges	570	-	-	-	-	-	285	285	-	570	-	570	570
ED27(P)	North Street Development	850	-	-	-	-	300	250	100	100	850	-	850	850
ED28(P)	Guildhall Clock	45	-	-	-	-	45	-	-	-	45	-	45	45
ED29(P)	Guildford House courtyard	7	-	-	-	-	7	-	-	-	7	-	7	7
ED30(P)	Home Farm, Effingham - provision of Gypsy and Traveller pitches	900	-	-	-	-	50	825	25	-	900	-	900	900
ED31(P)	Asset investment fund	20,000	-	-	-	-	20,000	-	-	-	20,000	-	20,000	20,000
ECONOMIC DEVELOPMENT - Totals		32,993	-	1,359	1,010	1,010	21,523	4,360	5,340	430	330	(4,667)	28,326	28,326
HEALTH AND COMMUNITY CARE														
HC2(P)	Housing renewal and Disabled Facilities grants	2,400	-	-	-	-	-	600	600	600	2,400	(1,145)	1,255	1,255
HEALTH & COMMUNITY CARE - Totals		2,400	-	-	-	-	-	600	600	600	2,400	(1,145)	1,255	1,255

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-13 (b) £000	2013-14			2014-15 Est for year (i) £000	2015-16 Est for year (ii) £000	2016-17 Est for year (iii) £000	2017-18 Est for year (iv) £000	2018-19 Est for year (v) £000	Projected expenditure total (b) to (g)=(i) £000	Grants or Contributions towards cost of scheme (j) £000	Net total cost of scheme to the Council (i) - (j) = (k) £000	Total net cost approved by Executive (l) £000
				Estimate for year approved by Council in February (c) £000	Revised estimate for year (e) £000	Projected expenditure for year estimated by project officer (g) £000									
OPERATIONAL SERVICES															
OP5(P)	Mill Lane (Pirbright) Flood Protection Scheme	200	-	15	19	19	181	-	-	-	-	200	(20)	180	200
OP9(P)	RECYCLING: Bring-banks - replacement	65	-	-	65	65	-	-	-	-	-	65	-	65	65
OP10(P)	Guildford High Street Footway Replacement	104	-	104	104	104	-	-	-	-	-	104	-	104	104
OP11(P)	Guildford High Street Improvements	200	-	150	200	200	-	-	-	-	-	200	-	200	200
	Additional Parking Space Mary Rd & Millbrook Car Parks; Option 1: Mary Road decking (Option 3 being the more expensive option has been included in the figures)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OP13(P)	Option 2: Millbrook decking	1,025	-	970	-	-	1,025	-	-	-	-	1,025	-	1,025	1,025
OP14(P)	Option 3: Mary Road Multi Storey (this more expensive option has been included in the figures)	5,565	-	2,750	-	-	2,815	2,750	-	-	-	5,565	-	5,565	5,565
OP15(P)	Vehicles, Plant & Equipment Replacement Programme	2,991	-	591	591	591	600	600	1,600	600	600	4,591	-	4,591	4,591
OP17(P)	New vehicle washing system	155	-	-	-	-	-	155	-	-	-	155	-	155	155
OPERATIONAL SERVICES - Totals		10,305	-	4,580	979	979	4,621	3,505	1,600	600	600	11,905	(20)	11,885	11,905
PARKS & LEISURE SERVICES															
PL7(P)	Infrastructure works: stoke park	4,165	-	-	-	-	-	260	3,461	444	-	4,165	(3,424)	741	741
PL9(P)	Bereavement Services Infrastructure Improvements & refurb/rebuild crematorium	4,500	-	17	-	17	-	110	3,800	520	70	4,517	-	4,517	4,500
PL11(P)	Spectrum Roof replacement	2,306	-	739	739	739	1,567	-	-	-	-	2,306	-	2,306	2,306
PL12(P)	Spectrum schemes to be agreed with Freedom Leisure	700	-	700	-	-	700	-	-	-	-	700	-	700	700
PL13(P)	Stoke Park drainage & water features	77	-	-	-	-	77	-	-	-	-	77	-	77	77
PL14(P)	Stoke Park office improvements	55	-	-	55	55	-	-	-	-	-	55	-	55	55
PL15(P)	Infrastructure works: Guildford Commons	150	-	50	50	50	50	50	-	-	-	150	-	150	150
PL16(P)	New burial grounds	27	-	-	-	-	27	-	-	-	-	27	-	27	27
PL17(P)	G Live bar2 / cloak room change over	20	-	-	-	-	20	-	-	-	-	20	(10)	10	10
PL18(P)	Refurbishment / rebuild Sutherland Memorial Park Pavilion	100	-	-	-	-	50	50	-	-	-	100	-	100	100
PL19(P)	Castle Valley Gardens - automatic watering system for flower beds	30	-	-	-	-	30	-	-	-	-	30	-	30	30
PL20(P)	Council owned playground refurbishment	625	-	-	-	-	150	125	125	125	100	625	-	625	625
PL21(P)	Council tennis courts refurbishment	335	-	-	-	-	255	80	-	-	-	335	(10)	325	325
PL22(P)	Stoke Park Paddling Pool	162	-	-	-	-	162	-	-	-	-	162	(33)	129	129
PL23(P)	Infrastructure works at allotments	43	-	-	-	-	43	-	-	-	-	43	-	43	43
PL24(P)	Kings college astro turf	450	-	-	-	-	-	450	-	-	-	450	(350)	100	100
PARKS & LEISURE SERVICES - Totals		13,745	-	1,506	844	861	3,131	1,125	7,386	1,089	170	13,762	(3,827)	9,935	9,918
PLANNING SERVICES															
P6(P)	Gypsy & Traveller provision for additional spaces at Ash Bridge	648	-	720	648	648	TBA	TBA	TBA	TBA	TBA	648	(244)	404	478
PLANNING SERVICES - Totals		648	-	720	648	648	-	-	-	-	-	648	(244)	404	478
PROVISIONAL SCHEMES - GRAND TOTALS		60,774	-	8,165	4,133	4,150	29,306	9,590	14,926	2,719	1,700	62,391	(9,931)	52,460	52,537

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-13 (b) £000	2013-14			2014-15 Est for year (i) £000	2015-16 Est for year (ii) £000	2016-17 Est for year (iii) £000	2017-18 Est for year (iv) £000	2018-19 Est for year (v) £000	Projected expenditure total (b) to (g)=(i) £000	Grants or Contributions towards cost of scheme (j) £000	Net total cost of scheme to the Council (i) - (j) = (k) £000	Total net cost approved by Executive (l) £000
				Estimate for year approved by Council in February (c) £000	Revised estimate for year (e) £000	Projected expenditure for year estimated by project officer (g) £000									

SUMMARY															
PROVISIONAL SCHEMES - TOTAL		60,774	-	8,165	4,133	4,150	29,306	9,590	14,926	2,719	1,700	62,391	(9,931)	52,460	52,537
GRAND TOTAL		60,774	-	8,165	4,133	4,150	29,306	9,590	14,926	2,719	1,700	62,391	(9,931)	52,460	52,537

FINANCED as follows :	
CONTRIBUTIONS	
LOTTERY FUNDING	
CAPITAL RECEIPTS	
R.C.C.O. :	
GF CAPITAL SCHEMES RESERVE	
OTHER RESERVES	
FUNDING REQUIREMENT: HOUSING RECEIPTS	
FUNDING REQUIREMENT: BORROWING	
TOTAL	

Estimate for year approved by Council in February £000	Revised estimate for year £000	Projected expenditure for year estimated by project officer £000	2014-15 Est for year £000	2015-16 Est for year £000	2016-17 Est for year £000	2017-18 Est for year £000	2018-19 Est for year £000
-		0	82	635	4,785	285	290
-		0	0	0	0	0	0
-		0	0	0	0	0	0
-		0	0	0	0	0	0
-		0	0	0	0	0	0
9,281		4,150	29,224	8,955	10,141	2,434	1,410
9,281	-	4,150	29,306	9,590	14,926	2,719	1,700

Item No.	Projects & Sources of Funding	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-13 (b) £000	2013-14			2014-15 Est for year (i) £000	2015-16 Est for year (ii) £000	2016-17 Est for year (iii) £000	2017-18 Est for year (iv) £000	2018-19 Est for year (v) £000	Projected expenditure total (b)+(g) = (h) £000	Variance between projected expenditure to approved estimate (g)-(j) = (l) £000
				Estimate for year approved by Council in February (c) £000	Revised estimate for year @ 01-04-13 (d) (i) £000	Projected expenditure for year estimated by project officer (f) £000							
	AUDIT & PERFORMANCE												
	<u>ENERGY PROJECTS per SALIX RESERVE:</u>											-	-
R-EN2	Bedford road CP	-	-	-	-	84	-	-	-	-	-	84	84
R-EN7	Millmead court - replace lighting	-	-	-	-	12	-	-	-	-	-	12	12
R-EN8	Relight Electric Theatre stage	-	-	35	35	50	-	-	-	-	-	50	50
R-EN9	Lido boiler	-	-	-	-	1	-	-	-	-	-	1	1
R-EN10	Lighting replacement	80	-	-	-	-	80	-	-	-	-	80	-
	<u>ENERGY PROJECTS per GBC INVEST TO SAVE RESERVE:</u>												
	<i>GBC 'Invest to Save' energy projects (to be repaid in line with savings)</i>			50			-						
R-EN3	Spectrum - Absorption chiller	90	-	-	-	-	90					90	-
R-EN4	Millmead - replace lighting	100	-	-	-	-	100					100	-
R-EN7	Fleet Fuel Saver	-	-	-	-	30	-					30	30
	<i>GBC 'One Off' energy projects (no repayment)</i>	63	53	5	10	4	-	-				57	(6)
R-EN5	GBC one off- install PV			-	-	5						5	5
R-EN6	Biomass - Old Millmead	32	31	-	1	1	-					32	(0)
	AUDIT & PERFORMANCE - Totals	365	84	90	46	187	270	-	-	-	-	540	176
	<u>LABGI RESERVE</u>												
R-LB1	Bedford Rd Bus Station	250	59	-	191	191	-	-	-	-	-	250	-
R-LB2	Guildford town Centre Regeneration	508	256	186	182	252	-	-	-	-	-	508	-
R-LB3	Chapel Street sign	11	-	-	11	11	-	-	-	-	-	11	-
R-LB4	Guildford High St - repairs to setts	110	80	-	30	30	-	-	-	-	-	110	-
	LABGI Reserve - Totals	879	395	186	414	484	-	-	-	-	-	879	-
	BUSINESS SYSTEMS												
	<u>INFORMATION TECHNOLOGY - IT Renewals Reserve : £750,000 approved 2014-15, thereafter is provisional</u>												
	Hardware / software budget		-	400	400	114	750	400	400	400	400	2,464	2,464
R-IT1	Hardware	annual	annual	-	-	60	-	-	-	-	-	60	60
R-IT2	Software	annual	annual	-	-	194	-	-	-	-	-	194	194
R-IT3	- Share Point Intranet Upgrade			-	-	2	-	-	-	-	-	2	2
R-IT4	- Efin upgrade and E Procurement Implementation			-	-	6	-	-	-	-	-	6	6
R-IT5	- GIS Upgrade			-	-	24	-	-	-	-	-	24	24
R-IT6	- Desktop Virtualisation			-	-	19	-	-	-	-	-	19	19
R-IT7	- Sharepoint/Exchange			-	-	18	-	-	-	-	-	18	18
	IT Renewals Reserve - Totals	-	-	400	400	436	750	400	400	400	400	2,786	2,786

Item No.	Projects & Sources of Funding	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-13 (b) £000	2013-14			2014-15 Est for year (i) £000	2015-16 Est for year (ii) £000	2016-17 Est for year (iii) £000	2017-18 Est for year (iv) £000	2018-19 Est for year (v) £000	Projected expenditure total (b)+(g) = (h) £000	Variance between projected expenditure to approved estimate (g)-(j) = (l) £000
				Estimate for year approved by Council in February (c) £000	Revised estimate for year @ 01-04-13 (d) (i) £000	Projected expenditure for year estimated by project officer (f) £000							
	SPECTRUM RESERVE												
R-S1	Bowl TVs & Keypads (Phase two)	14	10	-	-	-	-	-	-	-	-	10	(4)
R-S2	Smoke Seals	15	7	-	8	8	-	-	-	-	-	15	-
R-S3	Arena drip trays	25	-	-	25	25	-	-	-	-	-	25	-
R-S4	Costa drip trays	2	-	-	2	2	-	-	-	-	-	2	-
R-S5	Action Suite / underground stores	36	2	-	34	34	-	-	-	-	-	36	-
R-S6	Pool store/Comp pool changing rooms	15	-	-	15	15	-	-	-	-	-	15	-
R-S7	Bowl tech office	4	1	-	3	3	-	-	-	-	-	4	-
R-S8	Signage strategy	40	-	-	40	40	-	-	-	-	-	40	-
R-S9	PA System	75	60	-	15	15	-	-	-	-	-	75	-
R-S10	Chiller Replacement & CHO absorption chiller	245	2	243	-	-	243	-	-	-	-	245	-
R-S11	Hot water calorifiers - replacement	30	41	-	(11)	-	-	-	-	-	-	41	11
R-S12	Air-conditioning units (replacing R22 A/C units) 11/12	32	9	-	23	23	-	-	-	-	-	32	-
R-S13	Lift controls - replacement	310	-	75	242	242	68	-	-	-	-	310	-
R-S14	Ducting Replacements	11	-	34	11	11	-	-	-	-	-	11	-
R-S15	AHU Works	22	-	-	11	11	11	-	-	-	-	22	-
R-S16	Bowl Mechanism	55	-	-	55	55	-	-	-	-	-	55	-
R-S17	Front Doors Replace	33	-	-	33	33	-	-	-	-	-	33	-
R-S18	BMS Upgrade	17	-	-	17	17	-	-	-	-	-	17	1
R-S19	Ice Lighting Replace	39	-	-	39	39	-	-	-	-	-	39	1
R-S20	Door Replacements	22	-	-	22	22	-	-	-	-	-	22	-
R-S22	Lido fire alarm upgrade	-	-	-	-	1	-	-	-	-	-	1	1
R-S21	Future projects - estimated expenditure	annual	-	125	-	-	125	125	125	125	-	500	500
	Spectrum Reserve - Totals	1,041	132	477	583	596	447	125	125	125	-	1,550	509
	OPERATIONAL SERVICES												
	CAR PARKS RESERVE (see note opposite):												
R-CP1	Car parks - install/replace pay-on-foot equipment	500	486	-	15	14	-	-	-	-	-	500	(1)
R-CP2	Car parks - install/replace pay and display equipment	300	180	-	120	120	-	-	-	-	-	300	-
	Car Parks - Lighting & Electrical improvements:												
R-CP3	- Bedford Road Lighting & Electrical	348	24	-	276	324	-	-	-	-	-	348	-
R-CP4	- Leapale Road Lighting & Electrical	102	9	-	141	93	-	-	-	-	-	102	-
R-CP5	- Castle car park Lighting	129	-	129	129	129	-	-	-	-	-	129	-
	Car parks - Deck surfacing:												
R-CP6	- York Road	400	383	-	17	17	-	-	-	-	-	400	-
R-CP7	- Leapale Road	349	20	-	329	329	-	-	-	-	-	349	-
R-CP8	- Castle car park	350	-	-	-	-	-	-	350	-	-	350	-
R-CP9	- Farnham Road car park	550	0	550	550	550	-	-	-	-	-	550	0
R-CP10	- Bedford Road	900	-	-	-	-	-	-	900	-	-	900	-
R-CP11	Dilapidation works to Onslow House and Bedford Rd M	77	-	-	-	-	77	-	-	-	-	77	-
R-CP12	Replacement of collapsed retaining wall Bright Hill	321	0	321	321	321	-	-	-	-	-	321	0
	Car Parks Reserve - Totals	4,326	1,102	1,000	1,897	1,897	77	-	-	1,250	-	4,326	(0)

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITURE 2013-14 to 2018-19

APPENDIX 7

Item No.	Projects & Sources of Funding	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-13 (b) £000	2013-14			2014-15 Est for year (i) £000	2015-16 Est for year (ii) £000	2016-17 Est for year (iii) £000	2017-18 Est for year (iv) £000	2018-19 Est for year (v) £000	Projected expenditure total (b)+(g) = (h) £000	Variance between projected expenditure to approved estimate (g)-(j) = (l) £000
				Estimate for year approved by Council in February (c) £000	Revised estimate for year @ 01-04-13 (d) (i) £000	Projected expenditure for year estimated by project officer (f) £000							
	PARKS SERVICES												
	SPA RESERVE :												
	SPA schemes (various)	100	annual	100	100	-	100	100	100	100	-	411	311
R-SPA1	Chantry Woods					1							
R-SPA2	Effingham					-							
R-SPA3	Lakeside					6							
R-SPA4	Riverside					4							
R-SPA5	Parsonage					-							
R-SPA6	Boardwalk at Riverside Nature Reserve	230	148	-	82	82	-	-	-	-	-	230	-
R-SPA7	Access tracks at Chantry Wood	60	-	-	60	60	-	-	-	-	-	60	-
	SPA Reserve - Totals	390	148	100	242	153	100	100	100	100	-	701	311
	GRAND TOTALS	7,001	1,861	2,253	3,582	3,753	1,644	625	625	1,875	400	10,782	3,782

FUNDING SUMMARY	
Reserves (various)	
Grants & contributions	
TOTALS	

Estimate for year approved by Council in February £000	Revised estimate for year @ 01-04-13 £000	Projected expenditure for year estimated by project officer £000	2014-15 Est for year £000	2015-16 Est for year £000	2016-17 Est for year £000	2017-18 Est for year £000	2018-19 Est for year £000
2,153	3,340	3,600	1,544	525	525	1,775	400
100	242	153	100	100	100	100	-
2,253	3,582	3,753	1,644	625	625	1,875	400

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive	Cumulative spend at 31-03-13	2013-14			2014-15 Est for year	2015-16 Est for year	2016-17 Est for year	2017-18 Est for year	2018-19 Est for year	Projected expenditure total	Grants or Contributions towards cost of scheme	Net total cost of scheme to the Council	Total net cost approved by Executive
				Estimate for year approved by Council in February	Revised estimate for year	Projected expenditure for year estimated by project officer									
				(a) £000	(b) £000	(c) £000									
	APPROVED SCHEMES (fully funded from S106 contributions)														
	OPERATIONAL SERVICES														
S-OP1	G Live WC (S106)	196	193	4	3	3	-	-	-	-	-	196	(196)	-	-
	OPERATIONAL SERVICES S106 - Totals	196	193	4	3	3	-	-	-	-	-	196	(196)	-	-
	PARKS & LEISURE														
S-PL1	Woodbridge Meadow Artwork	34	28	-	6	6	-	-	-	-	-	34	(34)	-	-
S-PL2	G Live Artwork	34	32	-	2	2	-	-	-	-	-	34	(34)	-	-
S-PL3	Art Print Hse Sq (Sculpture Martyr Rd)	36	25	-	11	11	-	-	-	-	-	36	(36)	-	-
S-PL4	Lakeside Public Art	5	-	-	5	5	-	-	-	-	-	5	(5)	-	-
S-PL5	Woking Road - willow screen	4	1	-	3	3	-	-	-	-	-	4	(4)	-	-
S-PL6	Stoke Park Skate park - replace existing facility	235	216	-	19	19	-	-	-	-	-	235	(235)	-	-
S-PL7	Tilehouse Open Space - Playground Refurbishment & Fitness Equipment	100	84	-	16	16	-	-	-	-	-	100	(100)	-	-
S-PL8	Briars Playground Refurb	10	-	-	10	10	-	-	-	-	-	10	(10)	-	-
S-PL9	Parks Civic - New trees & landscaping	57	27	-	30	30	-	-	-	-	-	57	(57)	-	-
S-PL10	Sutherland Memorial Park replace all weather pitches and cricket net surface	122	83	-	39	39	-	-	-	-	-	122	(122)	-	-
S-PL11	Foxenden Quarry replace playground Equip	29	-	-	29	29	-	-	-	-	-	29	(29)	-	-
S-PL13	Stoke Recreation Ground play area	37	33	-	4	4	-	-	-	-	-	37	(37)	-	-
S-PL14	Albury PC floodlights	6	-	-	6	6	-	-	-	-	-	6	(6)	-	-
S-PL15	King George V playing fields	16	-	-	16	16	-	-	-	-	-	16	(16)	-	-
S-PL16	Torch legacy sculpture	12	-	-	12	12	-	-	-	-	-	12	(12)	-	-
S-PL17	Bushy Hill Facilities	27	-	-	27	27	-	-	-	-	-	27	(27)	-	-
S-PL18	West Horsley Village Hall Playground	8	-	-	8	8	-	-	-	-	-	8	(8)	-	-
S-PL19	Blackwater close play facilities	12	-	-	12	12	-	-	-	-	-	12	(12)	-	-
S-PL20	Grace and Flavour community garden	21	-	-	21	21	-	-	-	-	-	21	(21)	-	-
S-PL21	Shalford Parish Childrens Playgrounds	24	-	-	24	24	-	-	-	-	-	24	(24)	-	-
	PARKS & COUNTRYSIDE SERVICES S106 - Totals	828	528	-	299	300	-	-	-	-	-	828	(828)	-	-

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-13 (b) £000	2013-14			2014-15 Est for year (i) £000	2015-16 Est for year (ii) £000	2016-17 Est for year (iii) £000	2017-18 Est for year (iv) £000	2018-19 Est for year (v) £000	Projected expenditure total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000	Total net cost approved by Executive (k) £000
				Estimate for year approved by Council in February (c) £000	Revised estimate for year (d)	Projected expenditure for year estimated by project officer (f) £000									
APPROVED SCHEMES continued (fully funded from S106 contributions)															
PLANNING SERVICES															
P S-P1	Haydon Place / Martyr Road	75	60	-	15	15	-	-	-	-	-	75	(75)	-	-
S-P2	Frenchland Hatch Footpath Works	20	15	-	5	5	-	-	-	-	-	20	(20)	-	-
S-P3	North Street Rejuvenation Project	489	135	145	179	180	175	-	-	-	-	490	(490)	-	-
S-P4	Grove Road Effingham	16	0	1	16	16	-	-	-	-	-	16	(16)	-	-
S-P5	Falcon Rd Guildford	6	-	5	6	6	-	-	-	-	-	6	(6)	-	-
S-P6	Walnut Tree Close, Guildford	3	2	-	1	1	-	-	-	-	-	3	(3)	-	-
S-P7	Woodbridge meadows (A25)	243	23	20	140	95	60	20	-	-	-	198	(198)	-	-
S-P8	Woodbridge Hill environmental improvements	72	-	89	72	72	-	-	-	-	-	72	(72)	-	-
S-P9	G Live Environmental Improvements	163	153	-	11	11	-	-	-	-	-	163	(163)	-	-
S-P10	G Live Lighting and Signage	32	-	-	32	32	-	-	-	-	-	32	(32)	-	-
S-P11	G Live Bus stop/drop off point	11	-	-	11	11	-	-	-	-	-	11	(11)	-	-
S-P12	Espom Rd/Boxgrove Road	150	1	100	119	119	30	-	-	-	-	150	(150)	-	-
S-P13	Kingpost Parade car park	20	13	-	7	7	-	-	-	-	-	20	(20)	-	-
S-P14	Bridge Street Waymarking	5	1	5	4	4	-	-	-	-	-	5	(5)	-	-
S-P15	Trinity Gate tree planting	18	-	-	18	18	-	-	-	-	-	18	(18)	-	-
PLANNING SERVICES S106 - Totals		1,323	403	365	635	592	265	20	-	-	-	1,279	(1,279)	-	-
APPROVED S106 SCHEMES TOTAL		2,346	1,124	369	937	895	265	20	-	-	-	2,304	(2,304)	-	-

PROVISIONAL SCHEMES (fully funded from S106 contributions)															
PROVISIONAL S106 SCHEMES TOTAL															

SUMMARY	
APPROVED S106 SCHEMES - TOTAL	1,124
PROVISIONAL S106 SCHEMES - TOTAL	-
GRAND TOTAL	1,124

1,124	369	937	895	265	20	-	-	-	-	-	2,304	(2,304)	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,124	369	937	895	265	20	-	-	-	-	-	2,304	(2,304)	-

FINANCED BY - S106 CONTRIBUTIONS	
	(1,124)

(1,124)	(369)	(937)	(895)	(265)	(20)	-	-	-	-	-	(2,304)	2,304	-
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GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

APPENDIX 5

1.0 AVAILABILITY OF RESOURCES - NOTES :

1.1 The following balances have been calculated taking account of estimated expenditure on the approved capital schemes

1.2 The actuals for 2012-13 have been drafted and are to be audited.

1.3 Funding assumptions:

1. All capital expenditure will be funded in the first instance from available capital receipts and the General Fund capital programme reserve.
2. Once the above resources have been exhausted in any given year, the balance of expenditure will be financed from borrowing, both internally and externally, dependnding upon the Council's financial situation at the time.

1.4 These projections are based on estimated project costs, some of which will be 'firmed up' in due course. Any variations to the estimates and the phasing of expenditure will affect year on year funding projections.

2.0 Capital receipts - Balances (T01001)

	2012-13 Actuals £000	2013-14 Est Outturn £000	2014-15 Estimate £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000
Balance as at 1 April	221	0	0	0	0	0	0
Add estimated usable receipts in year	50	10,500	0	0	0	0	0
Return Housing capital receipts	0	(3,127)	0	0	0	0	0
Less applied re funding of capital schemes	(271)	(7,373)	0	0	0	0	0
Balance after funding capital expenditure as at 31 March	0	0	0	0	0	0	0

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

APPENDIX 5

3.0 Capital expenditure and funding - summary

Estimated capital expenditure

Main programme - approved

Main programme - provisional

s106

Reserves

Total estimated capital expenditure

To be funded by:

Capital receipts (*per 2.above*)

Contributions

R.C.C.O. :

 Specific

Other reserves

Capital Schemes Reserve (*para.4 below*)

Internal borrowing

Balance of funding to be met from (i) the Capital

Reserve (para.4 below), and (ii) borrowing (para.6).

Total funding required

	2012-13 Actuals £000	2013-14 Est Outturn £000	2014-15 Estimate £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000
	7,701	21,395	7,950	871	0	0	0
	0	4,150	29,306	9,590	14,926	2,719	1,700
	1,414	895	265	20	0	0	0
	764	3,753	1,644	625	625	1,875	400
Total estimated capital expenditure	9,879	30,192	39,165	11,106	15,551	4,594	2,100
	(271)	(7,373)	0	0	0	0	0
	(1,029)	(1,047)	(495)	(755)	(4,885)	(385)	(290)
	(661)	(541)	0	0	0	0	0
	(1,265)	(3,600)	(1,544)	(525)	(525)	(1,775)	(400)
	(2,480)	0	0	0	0	0	0
	(4,173)	0	0	0	0	0	0
	(9,879)	(12,561)	(2,039)	(1,280)	(5,410)	(2,160)	(690)
	(0)	(17,631)	(37,126)	(9,826)	(10,141)	(2,434)	(1,410)
Total funding required	(9,879)	(30,192)	(39,165)	(11,106)	(15,551)	(4,594)	(2,100)

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

APPENDIX 5

4.0 General Fund Capital Schemes Reserve (U01030)

	2012-13 Actuals £000	2013-14 Est Outturn £000	2014-15 Estimate £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000
Balance as at 1 April	4,187	2,714	0	0	0	0	0
Add: General Fund Revenue Budget variations	0	0	0	0	0	0	0
Annual contribution from revenue	1,007	0	0	0	0	0	0
Tfr to xxxx	0	0	0	0	0	0	0
	5,194	2,714	0	0	0	0	0
Less: Applied re funding of capital programme	(2,480)	(2,714)	0	0	0	0	0
Balance after funding capital expenditure etc.as at 31 March	2,714	0	0	0	0	0	0

Estimated shortfall at year-end to be funded from borrowing

0	14,917	37,126	9,826	10,141	2,434	1,410
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5.0 Housing capital receipts - estimated availability/usage for Housing, Affordable Housing and Regeneration projects only

	2013-14 Est Outturn £000	2014-15 Estimate £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000
Balance as at 1 April	17,934	23,169	21,208	20,438	19,908	19,388
Add: Estimated receipts in year	3,700	200	200	200	200	200
Less: Applied re Housing (General Fund) capital programme	(1,342)	(1,911)	(720)	(480)	(470)	(470)
Less: Applied re Housing Improvement programme	(250)	(250)	(250)	(250)	(250)	(250)
	20,042	21,208	20,438	19,908	19,388	18,868
Less: Applied on regeneration schemes	0	0	0	0	0	0
Plus: Returned re G Live	3,127	0	0	0	0	0
Housing receipts - estimated balance in hand at year end	23,169	21,208	20,438	19,908	19,388	18,868

Total £'000s

6.1 Estimated annual borrowing requirement-current programme

14,917	37,126	9,826	10,141	2,434	1,410	75,854
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Total estimated borrowing requirement if all bids on Appendix 1 approved

14,917	37,126	9,826	10,141	2,434	1,410	75,854
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GENERAL FUND HOUSING CAPITAL PROGRAMME

	Approved Project Budget £000	Cumulative Spend at 31-03-13 £000	2013-14 Original Estimate £000	2013-14 Revised Estimate £000	2013-14 Actual @ 22-11-13 £000	2013-14 Projected Outturn £000	2014-15 Estimate £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	Total scheme cost £000
EXPENDITURE - APPROVED PROGRAMME												
Grants												
N51008	Disabled Facilities Grants - mandatory	annual	430	430	217	430	430	430	430	480	480	
N51020	Home Improvement Assistance	annual	120	120	65	120	120	120	120	80	80	
N51021	Solar energy loans	annual	30	30	0	30	30	30	30	30	30	
N51030/32	SHIP Scheme	annual	20	20	0	20	20	20	20	0	0	
N51022	DECC	102	0	10	10	10	0	0	0	0	0	
Total Disabled Facilities Grants			600	610	291	610	600	600	600	590	590	
Affordable Housing												
Acquisition of Land & Buildings												
<u>Feasibility/Site Preparation (incl. decommission costs and home loss & disturbance payments):</u>												
N55016	- Garage and infill Sites Ph 1	0	27	0	0	16	46	60	0	0	0	133
	- Garage and infill Sites Ph 2	0	0	0	0	0	0	0	40	0	0	40
N55004	- Lakeside Close, Ash	0	207	0	0	33	40	0	0	0	0	247
N55009	- New Road Gomshall	0	149	0	0	18	30	0	0	0	0	179
	- Guildford Corporation Club	0	0	0	0	0	1	38	0	0	0	39
	- Ladymead / Fire station	0	0	0	0	0	0	0	0	0	0	0
	- Guildford Park Car Park	0	0	0	0	12	150	0	0	0	0	150
	General	annual	0	200	700	0	197	110	100	50	50	50
Total In-house affordable housing expenditure			250	750	80	467	208	140	50	50	50	
Affordable Housing - Grants:												
N56041	Willow Way	326	20	163	163	0	0	120	0	0	0	140
	- Willow Way roadway	41	0	0	41	0	0	41	0	0	0	41
	White Hart Court	1,790	0	1,343	1,790	0	619	1,050	0	0	0	1,669
N56051	Bishopsmead, East Horsley	70	70	0	0	(70)	(70)	0	0	0	0	0
	General Grants	annual	0	0	0	0	0	162	250	100	100	100
Total housing association affordable housing expenditure			1,506	1,994	(70)	549	1,373	250	100	100	100	
Total Expenditure to be financed			2,356	3,354	301	1,626	2,181	990	750	740	740	2,638

Note 1: Funding for development of these sites is included in the HRA statement

GENERAL FUND HOUSING CAPITAL PROGRAMME

FINANCING OF PROGRAMME

Specific Grants	240	240	254	254
Housing Grant repayments	30	30	0	30
Capital Receipts Reserve - pre 13-14	330	340	37	326
Capital Receipts Reserve - post 13-14	1,756	2,744	10	1,016
Total Financing (= Total Expenditure)	2,356	3,354	301	1,626

2013-14 Original Estimate £000	2013-14 Revised Estimate £000	2013-14 Actual @ 22-11-13 £000	2013-14 Projected Outturn £000
240	240	254	254
30	30	0	30
330	340	37	326
1,756	2,744	10	1,016
2,356	3,354	301	1,626

2014-15 Estimate £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000
240	240	240	240	240
30	30	30	30	30
330	330	330	320	320
1,581	390	150	150	150
2,181	990	750	740	740

BALANCES

Usable Capital Receipts (T01008) pre 13-14

Balance b/f	18,581	16,311	17,934	0	17,934
Estimated receipts - sale of dwellings	366	0	0	0	0
Applied re DFG's capital programme (above)	0	(330)	(340)	(37)	(326)
Applied re HRA capital Programme	(1,013)	0	0	0	0
Repaid re General Fund capital programme	0	0	0	0	0
Balance c/f	17,934	15,981	17,594	(37)	17,608

2012-13 Actuals £000
18,581
366
0
(1,013)
0
17,934

2013-14 Original Estimate £000	2013-14 Revised Estimate £000	2013-14 Actual @ Outturn £000	2013-14 Projected Outturn £000
16,311	17,934	0	17,934
0	0	0	0
(330)	(340)	(37)	(326)
0	0	0	0
0	0	0	0
15,981	17,594	(37)	17,608

2014-15 Estimate £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000
17,608	17,278	16,948	16,618	16,298
0	0	0	0	0
(330)	(330)	(330)	(320)	(320)
0	0	0	0	0
0	0	0	0	0
17,278	16,948	16,618	16,298	15,978

BALANCES

Usable Capital Receipts (T01012) post 13-14 (can be used for: HRA, affordable housing & regeneration)

Balance b/f	0	0	0	0	0
Estimated receipts - sale of dwellings	0	200	200	0	200
Estimated receipts - sale of land (Bellerby)	0	5,700	5,700	0	3,500
Repaid re General Fund capital programme	0	3,127	3,127	0	3,127
Applied re General Fund Housing capital programme (above)	0	(1,756)	(2,744)	(10)	(1,016)
Applied re HRA capital Programme (buybacks)	0	(250)	(250)	0	(250)
Balance c/f	0	7,021	6,034	(10)	5,561

2012-13 Actuals £000
0
0
0
0
0
0
0

2013-14 Original Estimate £000	2013-14 Revised Estimate £000	2013-14 Actual @ Outturn £000	2013-14 Projected Outturn £000
0	0	0	0
200	200	0	200
5,700	5,700	0	3,500
3,127	3,127	0	3,127
(1,756)	(2,744)	(10)	(1,016)
(250)	(250)	0	(250)
7,021	6,034	(10)	5,561

2014-15 Estimate £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000
5,561	3,930	3,490	3,290	3,090
200	200	200	200	200
0	0	0	0	0
0	0	0	0	0
(1,581)	(390)	(150)	(150)	(150)
(250)	(250)	(250)	(250)	(250)
3,930	3,490	3,290	3,090	2,890

Housing Grant Repayments

Balance b/f	0	0	0	0	0
Repayments in year	54	30	30	0	30
Used in Year	(54)	(30)	(30)	0	(30)
Balance c/f	0	0	0	0	0

0
54
(54)
0

0	0	0	0
30	30	30	0
(30)	(30)	(30)	0
0	0	0	0

0	0	0	0	0
30	30	30	30	30
(30)	(30)	(30)	(30)	(30)
0	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
BUDGET 2014-15 to 2018-19**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2014-2015**

GLOSSARY

GUILDFORD BOROUGH COUNCIL

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Accrual - a sum included in the final accounts to cover income or expenditure attributable to an accounting period for goods supplied and received or works done, but for which payment either not received or made by the end of the period.

Appropriations - amounts transferred to or from revenue or capital reserves.

Balance - the surplus or deficit on any account at the end of the financial year (see Revenue Balances)

Budget – a statement of the Council's plans for revenue or capital expenditure over a specified period. The annual budget is prepared as part of the Council's annual Council Tax setting process.

Budgetary Control - the monitoring of actual expenditure and income against a financial target.

Business Improvement District (BID) – a defined area within which businesses pay an additional tax in order to fund improvements to the street scene, security, marketing and street cleaning of that geographical area.

Business Rates Retention Scheme – introduced by the Government in April 2013, this is a new method of financing local authorities. The scheme means that each council keeps some of the business rates generated in its area. The Government still controls the rateable value of the properties and the rate in the pound to be paid.

Capital Charge - a charge to the Revenue Account to reflect the cost of fixed assets consumed during the year.

Capital Expenditure - expenditure on the acquisition or construction of a non-current asset or expenditure adding to, and not merely maintaining the value of an existing non-current asset.

Capital Programme - a statement showing the estimated cost and actual expenditure of approved capital projects (see *Capital Expenditure*)

Capital Receipts - relates to the money from the sale of non-current assets. Capital receipts are used to pay for new capital expenditure, within rules set down by the government, or to repay outstanding loans. Not used to finance revenue expenditure.

Collection Fund - a fund set up in 1990-91, as required by the Local Government Finance Act 1988, to record the transactions relating to council tax and national non-domestic rates (NNDR). It must be kept separately from the General Fund and have its own revenue account and balance sheet. The precepts for this fund are from the Borough Council, the County Council and the Surrey Police and Crime Commissioner.

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Collection Fund Deficit/Surplus - the estimated surplus or deficit on the Collection Fund, which must be split into that relating to council tax and that relating to business rates. The council tax surplus or deficit is split between the Borough Council, the County Council and the Police and Crime Commissioner pro rata to their precept demand on the Fund. The business rates surplus or deficit is split between the Council, Central Government and the County Council. In both cases the Borough Council's share is transferred to the General Fund in the following year.

CIPFA - the Chartered Institute of Public Finance and Accountancy – privately funded with charitable status. This is the professional body responsible for accountants working in the public service. The Institute provides financial and statistical information on local government and public finance matters.

Contingency - an amount of money set aside in the budget for unforeseen items of expenditure.

Council Tax - a tax introduced in 1993-94 to replace Community Charge. Property value as at 1 April 1991 is the base, with a reduction for single occupancy.

Council Tax Benefit – this is a benefit of up to 100%, which is available to council taxpayers who are on income support or low incomes to help pay their council tax bills. Abolished in April 2013 and replaced with a local council tax support scheme.

County Precept - see under Precept.

Department of Communities and Local Government - central government department with responsibility for the allocation of government grant to local authorities.

Depreciation - the measure of change either from the wearing out, consumption, or other reduction in the useful economic life of a fixed asset, whether arising from use, passage of time or obsolescence through technological or other changes.

Employee Related Expenditure - a group of costs including salaries, wages, and employer's national insurance and superannuation contributions. Indirect employee expenses are also included. Examples are: relocation, interview and training expenses, staff advertising, severance payments, pensions increase act payments and employee related insurance. Agency staff costs are also included within this grouping.

Estimates – the amounts expected and incurred as expenditure, or received as income, during a specified financial year.

Fees and Charges - individual charges for services provided.

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Financial Year - the period covered by a set of financial accounts – commences 1 April and finishes 31 March the following year.

Fixed Assets – non-current assets that yield benefit to the Council and the services it provides for more than one year.

General Fund - the Council's main revenue fund credited with charges, grants etc. and to which the costs of services are charged. However, separate accounts are maintained for other aspects of Council activities, particularly the Collection Fund.

Government Grant – a form of cash or transfer of assets from government, inter-government agencies or similar bodies, to local, national or international authorities, as contributions towards the cost of local services e.g. Housing Benefit, Capital Grants and Revenue Support Grant.

Gross Expenditure - the total cost of providing the Council's services before taking into account income received.

Gross Income - the total amounts the Council receives or expects to receive, from any source. Income includes fees, charges, sales and specific and special grants.

Housing Benefit - an allowance to person(s) on low income to meet, in full or part, their rent. Benefit paid as rent rebate to Guildford's own council tenants, with benefit paid to tenants in the private sector referred to as rent allowance. The Department of Work and Pensions meets the majority of the cost.

Impairment - a reduction in the balance sheet value of a fixed asset either from a lack of maintenance or change of use.

Interest Income - the money earned from the investment of cash.

International Financial Reporting Standards (IFRS) – the reporting of a set of international accounting standards, stating how transactions and other events appear in financial statements. The International Accounting Standards Board issues IFRS.

Investments - a long-term investment is an investment held for use on a continuing basis in the activities of the Council for 365 days or more. A short-term investment relates to the investment of surplus funds for 364 days or fewer.

Liabilities - money owed to individuals or organisations for payment at some time in the future.

Lease - a lease is a contract for the hire of a specific asset. The lessor owns the asset but conveys the right to use the asset to the lessee for an agreed period in return for the payment of specified rentals.

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Local Council Tax Support Scheme (LCTSS) – replaces the abolished council tax benefits scheme from April 2013. As part of the overall changes to welfare benefit, the Government has asked councils to replace council tax benefit with a locally designed scheme. The Local Council Tax Support Scheme (LCTSS) will receive approximately ten per cent less funding from Government than the council tax benefits scheme and receive a grant with a discount on the council tax bill.

Minimum Revenue Provision (MRP) - the minimum amount which must be charged each year to the Council's general fund revenue account and set aside as provision for credit liabilities, as required by the Local Government and Housing Act 1989. There is no requirement to operate MRP in the Housing Revenue Account.

National Non-Domestic Rate (NNDR) - on 1st April 1990 a tax introduced, together with community charge (now council tax) to replace general rates for businesses. Rates are levied and collected by the Council on non-domestic property in the area in accordance with the Government formula which is the rateable value of the property (set by the valuation office) multiplied by the rate multiplier (set by central government). The NNDR tax system was changed in April 2014; the Council is now able to retain a proportion of the income collected for its own purposes (the proportion retained is based on a central shares formula), the remaining amount of income collected is paid to Central Government and Surrey County Council. The amount paid to central government is known as the business rates tariff. The Council also pays the Government and Surrey County Council a levy on the growth in business rates income above the central share formula.

Net Present Value - calculates the present value of all cashflow associated with an investment: the initial outflow and the future cashflow returns using an agreed discount rate reflecting the time value of money.

New Homes Bonus – a non-ring fenced grant paid by the government based on the increase in housing over the year from October to October.

Non-ring fenced grant - a government grant used for any purpose.

Out-turn - actual income and expenditure.

Precept - a charge levied by a council expressed in terms of a specific sum. The Borough Council, the County Council and the Police and Crime Commissioner levy precepts on the Collection Fund. Parish Councils precept on the Borough Council's General Fund.

Premises related expenditure - a group within the subjective analysis of expenditure, which brings together expenses directly related to the running of premises and land. It includes repairs, alterations and maintenance of buildings, fixed plant & grounds (including grounds maintenance contracts payments), energy costs, rents, rates, water services, fixtures & fittings, apportioned expenses of operational

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buildings (e.g. Woking Road depot), cleaning & domestic supplies, and premises related insurance.

Projection - a forecast of future developments based on current statistics and trends.

Provision - an amount, set aside in the accounts, for likely liabilities incurred but the amounts or the dates on which they will arise are uncertain.

Prudential Code for Capital Finance in Local Authorities - the 2003 Code introduced a need for local authorities to consider capital spending plans with reference to affordability (implications for Council Tax and Housing Rents), prudence and sustainability, value for money, stewardship of assets, strategic objectives and the practicality of the plans.

Public Works Loan Board (PWLB) - a government agency which provides loans of more than one year to Local Authorities at interest rates up to 1% higher than those at which the government itself can borrow.

Recharge - an internal charge to or from another part of the Council. It does not add to the council's total income and expenditure.

Rent Rebate Subsidy Limitation – a mechanism that caps the subsidy received by the Council from the government resulting from actual rents being in excess of the guideline rents issued by the Department of Communities and Local Government.

Reserves - monies set aside by the Council that does not fall within the definition of provisions.

Revenue Balances - the accumulated surplus of income over expenditure on the revenue accounts of the General Fund and of the Housing Revenue Account (see below).

Revenue Budget - an estimate of annual income and expenditure, which sets out the financial implications of the Council's policy for the budgeted year (see budget).

Revenue Contribution to Capital Outlay (RCCO) - resources provided from the Council's revenue budget to finance the cost of capital projects.

Revenue Expenditure - the operating costs incurred by the Council during the financial year in providing day-to-day services. Distinct from capital expenditure, which benefits the authority for more than one financial year.

Revenue Support Grant (RSG) - a grant paid by central government in aid of Council services in general, as opposed to specific grants, which may only be used for a specific purpose.

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Ring-fenced Grant - a grant paid to the Council, which has conditions attached to it that restrict the purposes for which it may be spent.

Service and Financial Plan - a three-year plan summarising the cost of services, with the first year calculated in detail and year two and three including published inflation and service changes.

Specific Grants - government grants to local authorities in aid of specified projects or services, e.g. Housing Benefit.

Stock - goods acquired in advance of their use in the provision of services or their resale. At the year-end stocks are a current asset in the balance sheet and they will be charged to Revenue in the year they are consumed or sold.

Subjective Analysis of Expenditure - nine standard groups or 'types' into which expenditure and income is analysed. CIPFA members are required to apply the recommended standards when preparing Local Authorities published accounts. The groups are Employee Related Expenditure, Premises Related Expenditure, Transport Related Expenditure, Supplies and Services, Third Party Payments, Transfer Payments, Support Services, Capital Financing Costs and Income.

Supplies and Services - the largest group of expenditure which relates to the general running costs of the organisation and includes equipment, furniture and materials, catering (including contract catering), clothing uniforms and laundry, printing, stationery and general office expenses, communications and computing, subsistence and conference expenses, members allowances, grants and subscriptions, contributions to provisions, and miscellaneous expenses.

Support Services - the charge made for services, which support the provision of services to the public. Includes professional and property services and includes administrative buildings.

Supporting People - the Supporting People initiative intends to provide support services that enable people to live independently in their own homes.

Third party payments – a payment to an organisation for providing a council service completely. For example, if a private contractor provided the refuse collection service the contract payment is a third party payment.

Transfer payments – a payment to individuals who provide no goods or services to the Council e.g. Housing and Council Tax benefits.

Transport related expenditure - a group of expenditure, which brings together all costs associated with the provision, hire and use of transport, including travelling allowances. It includes purchases of vehicles and equipment (where not leased or purchased through capital),

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repairs and maintenance, running costs (e.g. fuel, tax,), recharges for vehicles hired from the Fleet Manager, contract hire, operating leases, public transport, car allowances and transport insurance.

Virement - this is the permission to spend more on one budget head matched by a corresponding reduction on some other budget head. Virements must be properly authorised by Committee or by officers under delegated powers