

GENERAL FUND BUDGET BOOK

2012 - 2013

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2012-13**

Contents

Budget Analysis	Page Number	Service Units (Page Colour)	Page Number
Alphabetical list of services	ii	Business Systems (Orange)	1
Movement in General Fund net budget	vi	Community Care Services (Canary)	13
Summary - gross expenditure and income	vii	Corporate Development (Bright Blue)	29
Summary - net expenditure	viii	Economic Development (Peach)	43
Graphical analysis of service unit gross expenditure for 2012-13 by type (subjective analysis)	ix	Environmental Health and Licensing (Pink)	61
Graphical analysis of service unit gross income for 2012-13 by type	x	Financial Services (White)	75
Analysis of General Fund gross expenditure and sources of Finance for 2012-13	xi	Housing Advice Services (Yellow)	87
General Fund revenue balance and major reserve funds' projections to 2015-16	xii	Human Resources (Lilac)	97
Net budget, Council Tax requirement and Council Tax	xv	Legal and Democratic Services (Grey)	105
Economic Indicators	xvi	Neighbourhood and Housing Management (Blue)	121
Manpower Establishment used in General Fund estimate preparation	xvii	Operational Services (Gold)	133
Salaries and Employee Costs	xviii	Parks and Countryside Services (Lavender)	165
Collection Fund	xix	Leisure Services (Deep Green)	175
Medium Term Financial Strategy framework	xx	Planning Services (Beige)	191
General Fund budget projection to 2015-16	xxi	Revenue and Payments (Deep Blue)	203
		Fees and Charges (Ivory)	215
		Capital Programme (Salmon)	255
		Glossary (Green)	275

GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

	Page No
A	
Abandoned Vehicles	139
Access Group for Guildford	111
Accountancy Services	81
Affordable Housing Development	93
Arts Development	181
Asset Development	48
B	
Building Control	197
Building Maintenance	127
Business and Tourism	49
Business Forum	50
C	
Capital Programmes (General Fund):-	
Main Programme	258
Projects funded from S106 contributions	263
Projects funded from reserves and leasing/borrowing	266
General Fund Housing	273
CCTV Systems	140
Cemeteries and Closed Churchyards	171
Citizens Advice Bureaux	19
Civic Expenses	112
Civil Emergencies	67
Climate Change	35
Committee Services	113
Community Development	36
Community Meals and TPT	20
Community Safety Wardens	128
Community Services	21
Concessionary Bus Fares	209
Corporate Financial	82
Corporate Services	37
Council and Committee Support	114
Crematorium	172
D	
Day Centres	22
Debtors	83
Democratic Representation and Management	115
Development Control	198
Dog Control and Animal Welfare	141
E	
Elections	116
Electoral Registration	117
Electric Theatre	182
Emergency Communications System	23

GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

	Page No
E Continued:	
EMI Services	24
Engineering and Transport Services	143
Engineering Projects	142
Environmental Control	68
F	
Feasibility Studies	84
Fees and Charges: -	215
Business Systems	218
Community Care Services	219
Economic Development	221
Environmental Health and Licensing	225
Legal and Democratic Services	230
Operational Services	231
Parks and Countryside Services	234
Leisure Services	244
Planning Services	250
Revenues and Payments	254
Fleet Management Service	144
Food and Safety Services	69
G	
G Live	183
Grants – Leisure Organisations	184
Grants to Voluntary Organisations: Housing and Community	25
Graphics and IT Unit	199
Guildford House	51
Guildford Museum	52
Guildford Philharmonic	185
Guildford Youth Council	118
Guildhall	53
Gypsy Caravan Sites	70
H	
Health and Safety	71
Home Farm, Effingham	72
Homelessness and Emergency Accommodation	94
Housing Advice	95
Housing Benefits	210
Housing Outside the HRA	129
Housing Purchase Advances	211
Housing Surveying Services	130
Human Resources	103
I	
ICT Business Services Team	7
ICT Customer Technical Support	8
Industrial Estates	54

GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

	Page No
I Continued:	
Information and Communication Technology	9
Information Systems Team	10
Insurance Revenue Account	212
Internal Audit	38
IT Renewals Revenue Account	11
L	
Land Drainage	145
Legal Services	119
Leisure Management Services	186
Licensing Services	73
Local Land Charges	200
Local Taxation	213
M	
Major Projects	56
Markets	146
Miscellaneous Items	85
N	
Non Distributed Costs	86
O	
Off Street Parking	147
Office Services Team	12
On Street Parking	148
Ordnance Survey and Mapping Services	149
Other Employee Costs	104
P	
Parish and Local Liaison	120
Park and Ride Services	150
Parks and Countryside	173
Paymaster Services	214
Performance Management	39
Pest Control	151
Play and Youth	187
Policy	201
Private Sector Housing	26
Property (Investment)	56
Property (Non-Core Operations)	57
Public Conveniences	152
Public Relations and Marketing	40
R	
Recycling, Cleansing and Parking Services Ove	153
Refuse and Recycling	154
River Control	155
Roads and Footpaths Maintenance	156
S	
Slyfield Area Regeneration Project (SARP)	58

GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

	Page No
S Continued:	
Snow and Ice Plan Holding Account	157
Sports and Physical Activity	188
Street Cleansing	158
Street Furniture	159
Supporting People	27
T	
Taxi Licensing and Private Hire Vehicles	74
Tourist Information Centre	59
Town Centre Management	60
Transportation	160
Transportation Projects	161
V	
Vehicle Maintenance Workshop	162
W	
Website	41
Woking Road Depot	163
Woking Road Depot Stores	131
Works Ancillary Services	164
Y	
Youth and Community Centres	189

Movement in General Fund net budget

The major reasons for the change between the 2011-12 and 2012-13 General Fund net budget (excluding Parish precepts) are as follows:

	£000
Inflation and other adjustments	1,137
Unavoidable adjustments and commitments	828
Net effect of interest rate and cash flow movements	97
Revenue effects of financing capital expenditure	432
Transfers to reserves	475
Service improvements	450
Non-specific Government grants	(792)
Increased income	(906)
Efficiency savings	<u>(2,445)</u>
Net Decrease	<u>(724)</u>

GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

Summary – gross expenditure and income

Actual 2010-11 Net Exp. £		Estimate 2012-13 Gross Exp. £	Estimate 2012-13 Gross Inc. £	Estimate 2012-13 Net Exp. £
	Service Units			
434,306	Business Systems	4,250,190	(3,941,290)	308,900
2,844,200	Community Care Services	3,808,510	(1,698,460)	2,110,050
1,692,767	Corporate Development	2,629,440	(889,120)	1,740,320
2,387,543	Economic Development	4,028,390	(5,843,070)	(1,814,680)
1,247,806	Environmental Health and Licensing	1,710,570	(758,980)	951,590
(18,195,993)	Financial Services	3,426,910	(1,193,830)	2,233,080
845,928	Housing Advice Services	1,174,420	(388,500)	785,920
(38,859)	Human Resources	764,040	(734,150)	29,890
1,922,517	Legal and Democratic Services	2,797,440	(1,054,490)	1,742,950
444,844	Neighbourhood and Housing Management	3,534,510	(3,117,840)	416,670
2,891,777	Operational Services	21,593,390	(19,808,680)	1,784,710
2,252,721	Parks and Countryside Services	4,806,280	(2,372,230)	2,434,050
5,194,557	Leisure Services	5,142,980	(2,312,720)	2,830,260
2,826,164	Planning Services	4,086,980	(1,503,460)	2,583,520
726,635	Revenue and Payments	42,894,090	(42,371,900)	522,190
7,476,913	<i>Total Service Unit Level</i>	106,648,140	(87,988,720)	18,659,420
(14,455,932)	Depreciation (contra to Service Unit Budgets)	(5,356,210)	0	(5,356,210)
(6,979,019)	<i>Service Unit Level excl depreciation</i>	101,291,930	(87,988,720)	13,303,210
(1,349,403)	External Interest Receivable (net)	77,450	(886,090)	(808,640)
470,302	Minimum Revenue Provision	170,560	0	170,560
	Revenue Contributions to Capital Outlay			
11,414,610	Met from: Capital Schemes Reserve	0	0	0
847,357	Other Reserves	3,416,000	0	3,416,000
57,506	General Fund	556,000	0	556,000
4,461,353	<i>Total before transfers to Reserves and Provisions</i>	105,511,940	(88,874,810)	16,637,130
	Transfers to Reserves and Provisions			
	Capital Schemes Reserve			
(11,414,610)	<i>Funding of Revenue Contribution to Capital Outlay</i>	0	0	0
2,729,811	<i>Contribution in Year</i>	0	0	0
(191,380)	Car Park Income Equalisation Reserve	0	0	0
444,730	Car Park Maintenance Reserve	696,110	(2,235,800)	(1,539,690)
(21,354)	Credit Crunch Fund	0	0	0
36,000	Election Costs Reserve	41,000		41,000
(70,000)	Energy Management Schemes Reserve	14,000	(200,000)	(186,000)
73,600	Housing Revenue Account and Major Repairs Reserve	98,640	0	98,640
31,197	Insurance Reserve	0	(30)	(30)
119,866	IT Renewals Reserve	361,760	(400,000)	(38,240)
471,031	Invest to Save Reserve	307,000	(56,250)	250,750
(123,982)	Local Authority Business Growth Incentive	0	(510,700)	(510,700)
0	New Homes Bonus	446,390	0	446,390
142,289	Parking, Highways and Transportation Reserve	110,670	0	110,670
19,123,819	Pensions Reserve (Statutory)	0	0	0
600,000	Pensions Reserve (Council)	175,000	0	175,000
(59,665)	Planning Legal Fees	0	0	0
447,552	Spectrum	204,960	(416,000)	(211,040)
(16,868)	Other Reserves	126,040	(337,060)	(211,020)
	Non specific government grants			
(40,858)	Area Based Grant	0	0	0
0	Council Tax Freeze Grant	0	(413,400)	(413,400)
0	New Homes Bonus	0	(583,910)	(583,910)
16,742,531	COUNCIL NET BUDGET	108,093,510	(94,027,960)	14,065,550
1,274,875	Parish Council Precepts	1,283,382	0	1,283,382
18,017,406	TOTAL NET BUDGET	109,376,892	(94,027,960)	15,348,932
(8,502,677)	Formula grant (excl 2011-12 C Tax freeze element)	0	(5,716,938)	(5,716,938)
(11,997)	Collection Fund Deficit/(Surplus)		(45,177)	(45,177)
9,502,732	COUNCIL TAX REQUIREMENT	109,376,892	(99,790,075)	9,586,817

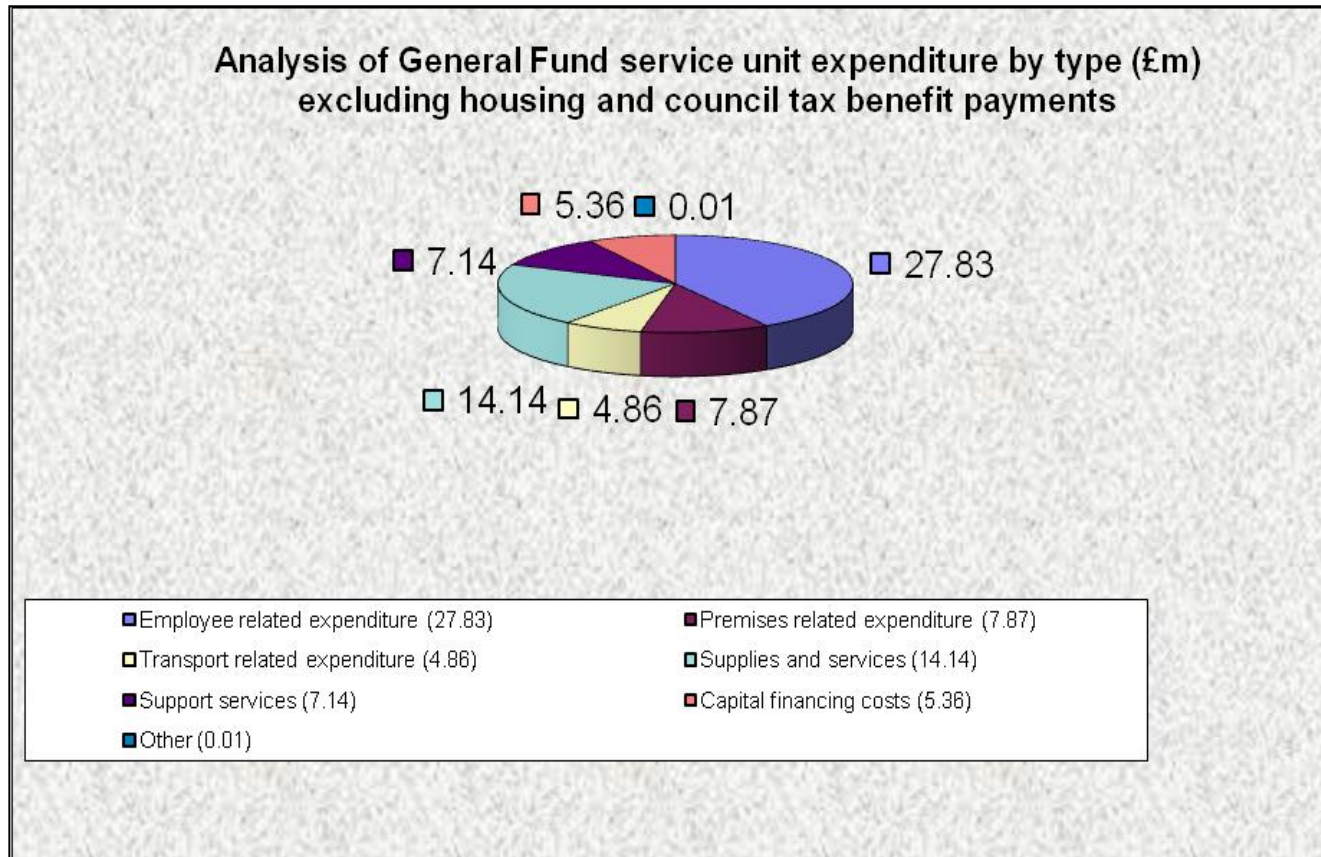
GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

Summary – net expenditure

Actual 2010-11 Net Exp. £		Estimate 2011-12 £	Probable 2011-12	Estimate 2012-13 £
	Service Units - Net Expenditure			
434,306	Business Systems	183,720	239,736	308,900
2,844,200	Community Care Services	2,491,970	2,662,123	2,110,050
1,692,767	Corporate Development	1,812,900	1,967,141	1,740,320
2,387,543	Economic Development	(2,473,080)	(2,238,096)	(1,814,680)
1,247,806	Environmental Health and Licensing	1,039,510	1,022,494	951,590
(18,195,993)	Financial Services	1,987,690	2,039,399	2,233,080
845,928	Housing Advice Services	811,450	780,462	785,920
(38,859)	Human Resources	42,960	15,194	29,890
1,922,517	Legal and Democratic Services	1,797,700	1,735,167	1,742,950
444,844	Neighbourhood and Housing Management	393,660	383,629	416,670
2,891,777	Operational Services	1,396,930	1,721,106	1,784,710
2,252,721	Parks and Countryside Services	2,477,710	2,262,809	2,434,050
5,194,557	Leisure Services	3,274,840	3,316,781	2,830,260
2,826,164	Planning Services	2,658,680	2,654,438	2,583,520
726,635	Revenue and Payments	510,690	470,257	522,190
7,476,913	<i>Total Service Unit Level</i>	18,407,330	19,032,640	18,659,420
(14,455,932)	Depreciation (contra to Service Unit Budgets)	(4,384,160)	(4,384,160)	(5,356,210)
(6,979,019)	<i>Service Unit Level excl depreciation</i>	14,023,170	14,648,480	13,303,210
(1,349,403)	External Interest Receivable (net)	(919,240)	(737,746)	(808,640)
470,302	Minimum Revenue Provision	175,000	0	170,560
	Revenue Contributions to Capital Outlay			
11,414,610	Met from: Capital Schemes Reserve	0	0	0
847,357	Other Reserves	2,254,000	2,254,000	3,416,000
57,506	General Fund	0	0	556,000
4,461,353	Total before transfers to Reserves and Provisions	15,532,930	16,164,734	16,637,130
	Transfers to Reserves and Provisions			
	Capital Schemes Reserve			
(11,414,610)	<i>Funding of Revenue Contribution to Capital Outlay</i>	0	0	0
2,729,811	<i>Contribution in Year</i>	0	0	0
(191,380)	Car Park Income Equalisation Reserve	(98,250)	(105,851)	0
444,730	Car Park Maintenance Reserve	(252,500)	(252,500)	(1,539,690)
(21,354)	Credit Crunch Fund	40,380	(44,095)	0
36,000	Election Costs Reserve	(54,000)	(54,000)	41,000
(70,000)	Energy Management Schemes Reserve	(210,000)	(210,000)	(186,000)
73,600	Housing Revenue Account and Major Repairs Reserve	112,750	84,143	98,640
31,197	Insurance Reserve	(900)	5,219	(30)
119,866	IT Renewals Reserve	(15,540)	(15,548)	(38,240)
471,031	Invest to Save Reserve	263,000	(176,128)	250,750
(123,982)	Local Authority Business Growth Incentive	(70,000)	(138,443)	(510,700)
0	New Homes Bonus	0	0	446,390
142,289	Parking, Highways and Transportation Reserve	82,970	55,433	110,670
19,123,819	Pensions Reserve (Statutory)	0	0	0
600,000	Pensions Reserve (Council)	200,000	200,000	175,000
(59,665)	Planning Legal Fees	0	0	0
447,552	Spectrum	(199,800)	(199,380)	(211,040)
(16,868)	Other Reserves	(335,200)	(290,643)	(211,020)
	Non specific government grants			
(40,858)	Area Based Grant	0	0	0
0	Council Tax Freeze Grant	(205,810)	(205,810)	(413,400)
0	New Homes Bonus	0	(137,525)	(583,910)
16,742,531	COUNCIL NET BUDGET	14,790,030	14,679,606	14,065,550
1,274,875	Parish Council Precepts	1,284,415	1,284,415	1,283,382
18,017,406	TOTAL NET BUDGET	16,074,445	15,964,021	15,348,932
(8,502,677)	Formula grant (excl 2011-12 C Tax freeze element)	(6,544,381)	(6,544,381)	(5,716,938)
(11,997)	Collection Fund Deficit/(Surplus)	(10,322)	(10,322)	(45,177)
9,502,732	COUNCIL TAX REQUIREMENT	9,519,742	9,409,318	9,586,817
	Projected Variance lower net expenditure) based on 8 months data		(110,424)	

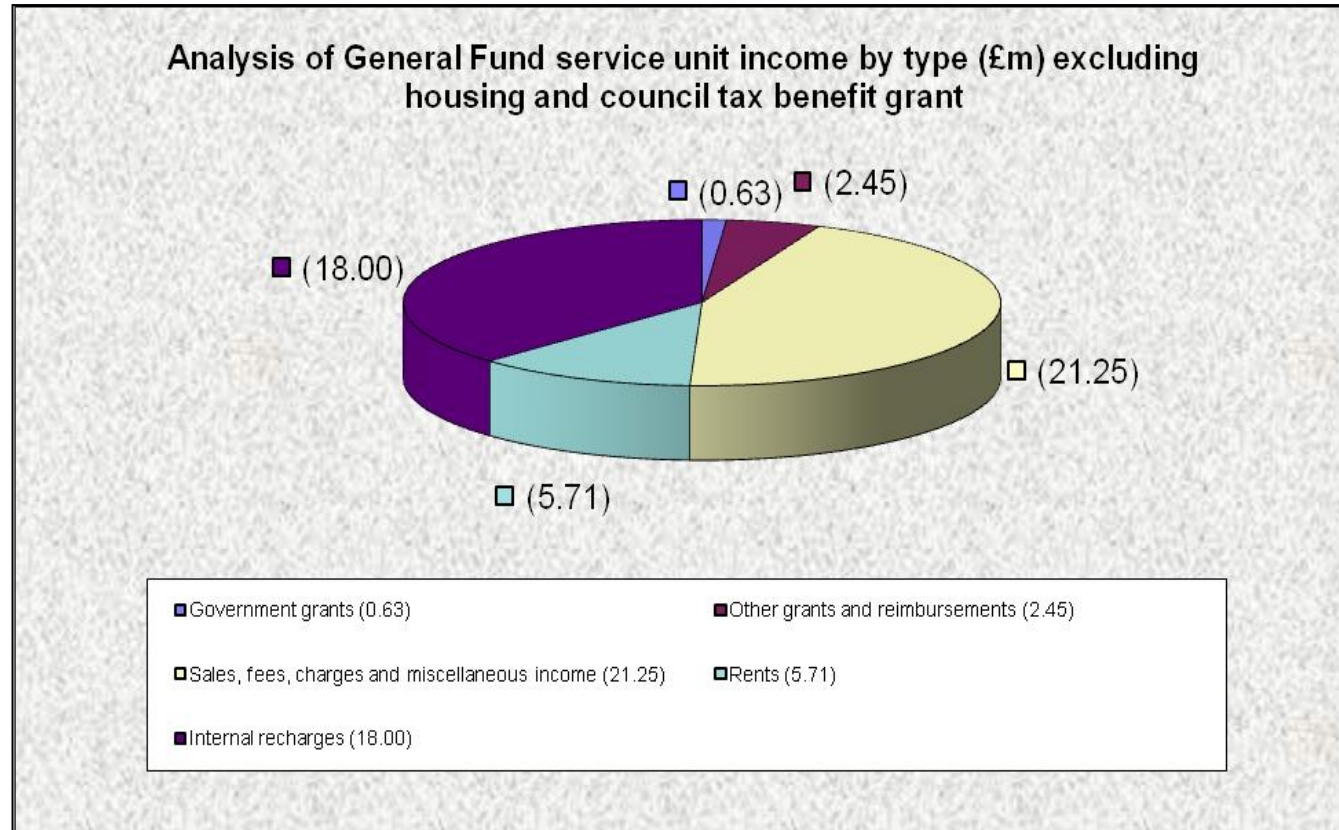
GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

Graphical analysis of General Fund service unit gross expenditure for 2012-13 by type (subjective analysis) excluding housing benefit and council tax benefit payments



GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

Graphical analysis of General Fund service unit gross income for 2012-13 by type (subjective analysis) excluding housing benefit and council tax benefit grant



GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

Analysis of General Fund gross expenditure and sources of finance for 2012-13

Gross Expenditure by Service		
<u>General Fund Services</u>		
Car Parks	7	6,297
Corporate Services	1	991
Culture and Heritage	4	3,971
Democratic Services	1	1,336
Environmental Services	3	3,232
Leisure centres	3	2,696
Housing Benefits (incl. Administration)	42	40,648
Industrial Estates and Property	1	1,135
Parks and Countryside	4	3,401
Planning and Development Services	5	4,828
Refuse Collection and Recycling	7	6,813
Welfare	2	2,117
Other services	12	11,188
Parish Precepts	1	1,283
Transfer to reserves	3	2,482
Interest payable	0	176
Minimum Revenue Provision for repayment of debt	0	170
Revenue contributions to capital outlay	4	3,972
	100	96,736

Gross Expenditure alternatively analysed as:		
	%	£000
Building repairs and maintenance	2	2,003
Capital charges and leasing	6	5,582
Direct payroll costs (Incl NI and Superannuation)	27	26,101
Housing Benefit payments	41	39,470
Rates	2	2,026
Energy costs	2	1,776
Grants	2	1,840
Other	10	10,024
Interest payable	0	176
Parish Precepts	1	1,283
Transfer to reserves	3	2,483
Revenue contributions to capital outlay	4	3,972
	100	96,736

	Gen. Fund	
	%	£000
Received From:		
Capital charges reversed	6	5,356
<u>Government grants</u>		
Housing Benefit	41	39,953
Formula Grant	6	5,717
Other Government grants	2	1,625
Interest receivable	1	890
Local taxation (via Collection Fund)	10	9,587
Rent income	6	5,708
Fees, charges and miscellaneous income from services	24	23,699
Collection Fund surplus	0	45
Transfers from reserves (gross)	4	4,156
	100	96,736

GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

General Fund Revenue Balance and Major Reserve Funds' projections to 2015-16

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		Estimate	Revised	Estimate	Projection	Projection	Projection
2010-11		2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
£000		£000	£000	£000	£000	£000	£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		Estimate	Revised	Estimate	Projection	Projection	Projection
2010-11		2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
£000		£000	£000	£000	£000	£000	£000
(888)	Balance b/f 1 April	(910)	(919)	(925)	(925)	(925)	(925)
(31)	Receipts in year	0	(35)	0	0	0	0
0	Used in year	1	29	0	0	0	0
(919)	Balance c/f 31 March	(909)	(925)	(925)	(925)	(925)	(925)
IT Renewals Reserve							
To provide finance for IT related items such as equipment, software and infrastructure							
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2010-11		2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
£000		£000	£000	£000	£000	£000	£000
(873)	Balance b/f 1 April	(901)	(993)	(977)	(939)	(917)	(910)
(432)	Receipts in year	(384)	(384)	(362)	(378)	(393)	(409)
312	Used re capital expenditure	400	400	400	400	400	400
(993)	Balance c/f 31 March	(885)	(977)	(939)	(917)	(910)	(919)

GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

General Fund Revenue Balance and Major Reserve Funds' projections to 2015-16 (continued)

Capital Schemes Reserve							
		Used to fund capital schemes and other approved items.					
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2010-11		2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
£000		£000	£000	£000	£000	£000	£000
(11,287)	Balance b/f 1 April	0	(2,652)	0	0	0	0
(2,730)	Receipts in year	0	0	0	0	0	0
(50)	Transfer from other reserves	0	0	0	0	0	0
11,415	Used re capital expenditure	0	2,652	0	0	0	0
(2,652)	Balance c/f 31 March	0	0	0	0	0	0
Parking, Highways and Transport Reserve							
		Surplus from On Street parking, to be used in conjunction with Surrey County Council for investment in parking, highways and transportation including funding the revenue costs of park and ride. Paid over to Surrey County Council in 2011-12.					
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2010-11		2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
£000		£000	£000	£000	£000	£000	£000
(2,588)	Balance b/f 1 April	(2,251)	(2,730)	0	0	0	0
(514)	Receipts in year	(465)	0	0	0	0	0
0	Paid over to SCC	2,334	2,730	0	0	0	0
372	Used in year	382	0	0	0	0	0
(2,730)	Balance c/f 31 March	0	0	0	0	0	0
Car Parks Maintenance Reserve							
		Available to fund major repairs, maintenance and improvements in car parks					
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2010-11		2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
£000		£000	£000	£000	£000	£000	£000
(2,027)	Balance b/f 1 April	(1,250)	(2,471)	(2,612)	(1,072)	(1,644)	(2,350)
(769)	Receipts in year	(691)	(692)	(696)	(701)	(706)	(711)
325	Used in year	969	551	2,236	129	0	0
(2,471)	Balance c/f 31 March	(972)	(2,612)	(1,072)	(1,644)	(2,350)	(3,061)

GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

General Fund Revenue Balance and Major Reserve Funds' projections to 2015-16 (continued)

Usable Capital Receipts (General Fund)							
	Available to fund capital expenditure						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2010-11		2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
£000		£000	£000	£000	£000	£000	£000
0	Balance b/f 1 April	0	0	0	(109)	0	0
(1,090)	Receipts in year	(1,629)	(1,000)	(10,500)	0	0	0
1,090	Used in year	1,629	1,000	10,391	109	0	0
0	Balance c/f 31 March	0	0	(109)	0	0	0
Usable Capital Receipts (General Fund - Housing related)							
	Available to fund capital expenditure						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2010-11		2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
£000		£000	£000	£000	£000	£000	£000
(21,717)	Balance b/f 1 April	(15,269)	(18,776)	(14,471)	(24,106)	(16,783)	(13,003)
(642)	Receipts in year (net of pooling)	(2,078)	(280)	(13,040)	(200)	(200)	(200)
3,583	Used in year	6,605	4,585	3,405	7,523	3,980	980
(18,776)	Balance c/f 31 March	(10,742)	(14,471)	(24,106)	(16,783)	(13,003)	(12,223)

GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

Net budget, Council Tax Requirement and Council Tax

	Estimate	Estimate	Estimate
	2010-11	2011-12	2012-13
	£	£	£
General Fund - net budget	16,742,531	14,790,030	14,065,550
Formula Grant (excl 2011-12 Council Tax Freeze grant)	(8,502,677)	(6,544,381)	(5,716,938)
Collection Fund (Surplus)/Deficit	(11,997)	(10,322)	(45,177)
Council Tax Requirement (excl Parish Councils)	8,227,857	8,235,327	8,303,435
Council Tax Base	57,118.03	57,169.97	57,644.39
Council Tax (Borough Council element only)	144.05	144.05	144.05
% increase on previous year	1.75	0.00	0.00

GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

Economic Indicators

<p>The following assumptions have been made in the detailed preparation of estimates for 2012-13.</p>		<p>A 1 per cent change in the rates assumed opposite would cost/save the General Fund as follows:</p>																					
Payroll:	Pay award of 1.5 per cent plus incremental progression where appropriate.																						
Non Domestic Rates:	Rates based on September RPI increase of 5.6 per cent and transitional changes where appropriate.																						
Depreciation:	Straight line basis over the estimated life of the asset, taking into account any residual value.																						
Interest Rate	Average base rate of 0.50 per cent																						
Investment Interest	Average target return of 0.93 per cent from all investments.																						
Other Expenses	No general inflation allowance has been included – only contractual increases.																						
Income	<u>Where the market will bear</u> a 5.0 per cent increase in charges has been included																						
		<p>£000</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Payroll</td> <td style="text-align: right;">243</td> </tr> <tr> <td>Rates</td> <td style="text-align: right;">19</td> </tr> <tr> <td>Interest</td> <td style="text-align: right;">522</td> </tr> <tr> <td>Other Expenditure</td> <td style="text-align: right;">156</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><u>Income</u></td> </tr> <tr> <td>Car Parks</td> <td style="text-align: right;">92</td> </tr> <tr> <td>Recycling and Refuse Collection</td> <td style="text-align: right;">41</td> </tr> <tr> <td>Building and Development Control</td> <td style="text-align: right;">13</td> </tr> <tr> <td>Other fees, charges and miscellaneous income</td> <td style="text-align: right;">64</td> </tr> </table>		Payroll	243	Rates	19	Interest	522	Other Expenditure	156	 		<u>Income</u>		Car Parks	92	Recycling and Refuse Collection	41	Building and Development Control	13	Other fees, charges and miscellaneous income	64
Payroll	243																						
Rates	19																						
Interest	522																						
Other Expenditure	156																						
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Other fees, charges and miscellaneous income	64																						

GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

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

Service Unit	2011-12			2012-13		
	Total FTE (General Fund)	Externally Funded	Council Funded	Total FTE (General Fund)	Externally Funded	Council Funded
Business Systems	38.13	-	38.13	36.31	-	36.31
Community Care Services	79.55	4.10	75.45	62.45	3.10	59.35
Corporate Development & Improvement	21.39	0.59	20.80	23.30	0.59	22.71
Economic Development	31.72	-	31.72	33.31	-	33.31
Environmental Health & Licensing Services	24.11	-	24.11	23.70	0.67	23.03
Financial Services	17.47	-	17.47	17.47	-	17.47
Housing Advice	10.67	4.00	6.67	10.80	4.00	6.80
HR Services	10.83	-	10.83	10.22	-	10.22
Legal & Democratic Services	28.96	-	28.96	23.23	-	23.23
Management Team	6.57	-	6.57	6.57	-	6.57
Neighbourhood & Housing Management Services	46.64	-	46.64	46.63	-	46.63
Operational Services	230.22	-	230.22	221.67	-	221.67
Parks & Countryside Services	76.26	-	76.26	78.26	-	78.26
Leisure Services	116.11	-	116.11	13.61	-	13.61
Planning Services	67.99	-	67.99	68.42	-	68.42
Revenues & Payments	49.92	2.00	47.92	46.26	2.00	44.26
	856.54	10.69	845.85	722.21	10.36	711.85
This statement does not include equivalent provision for casual staff, agency staff (particularly Recycling, Cleansing and Parking services) or seasonal staff (particularly Parks and Countryside services).						

Salaries and employee costs

2010-11	ANALYSIS	2011-12	2012-13
ACTUAL		ESTIMATE	ESTIMATE
£		£	£
	<i>Salaries (including NI and Superannuation)</i>		
1,352,427	Business Systems	1,456,310	1,465,560
1,943,348	Community Care Services	2,244,410	1,835,110
838,969	Corporate Development and Improvement	927,460	979,130
1,075,662	Economic Development	1,192,320	1,300,690
983,171	Environmental Health and Licensing Services	995,530	976,320
763,033	Financial Services	748,800	768,190
447,658	Housing Advice Services	444,560	443,560
464,085	HR Services	468,790	446,630
1,228,821	Legal and Democratic Services	1,245,760	930,090
602,320	Management Team	580,980	592,670
1,611,230	Neighbourhood and Housing Management Services	1,693,430	1,707,130
6,031,439	Operational Services	6,424,370	6,191,300
1,773,603	Parks and Countryside Services	2,015,960	2,126,640
2,466,976	Planning Services	2,628,390	2,739,650
3,015,950	Leisure Services	3,355,000	520,740
1,694,014	Revenues and Payments Services	1,722,020	1,645,510
1,529,578	Corporate costs	1,469,860	1,466,730
0	Vacancy credit	(541,010)	(354,230)
27,822,284	Total salaries	29,072,940	25,781,420
	<i>Other employee related expenditure</i>		
2,660,030	Casual salaries	1,815,830	1,050,970
209,361	Training	361,190	359,730
253,567	Car leasing	302,040	306,710
250,820	Employers liability insurance	233,270	161,650
129,091	Health/Medical expenses	120,510	110,340
5,680	Vacancy advertising	33,500	25,000
24,798	Professional subscriptions	22,180	23,550
487,645	Instructors fees	465,180	0
93,405	Miscellaneous employee related costs	62,600	57,130
4,114,397	Total Other Employee Related Costs	3,416,300	2,095,080
31,936,681		32,489,240	27,876,500

GUILDFORD BOROUGH COUNCIL - GENERAL FUND BUDGET BOOK 2012-13

Collection Fund

Actual 2010-11 £		Estimate 2011-12 £	Probable 2011-12 £	Estimate 2012-13 £
	Expenditure			
	Precepts and Demands			
63,764,284	Surrey County Council	63,822,268	63,822,268	66,271,449
11,340,214	Surrey Police Authority	11,350,526	11,350,526	11,730,057
9,502,732	Guildford Borough Council	9,519,742	9,519,742	9,586,817
71,526,157	Contribution to NNDR Pool	72,257,312	72,257,312	74,298,177
245,333	Payt to General Fund for collecting NNDR	241,983	241,983	239,068
288,000	Provision for NDR bad debts	0	0	0
0	Provision for Council Tax bad debts	100,000	100,000	100,000
	Distribution of CF surplus			
79,941	Surrey County Council	69,265	69,265	302,875
14,228	Surrey Police Authority	12,318	12,318	53,865
11,997	Guildford Borough Council	10,322	10,322	45,177
156,772,886	Total Expenditure	157,383,736	157,383,736	162,627,485
	Income			
72,059,490	Income from Business Rate Payers	72,499,295	72,499,295	74,537,245
	Distribution of Deficit:			
0	Surrey County Council	0	0	0
0	Surrey Police	0	0	0
0	Guildford Borough Council	0	0	0
84,479,637	Council Taxes	84,792,536	85,273,298	87,688,323
156,539,127	Total Income	157,291,831	157,772,593	162,225,568
233,759	Net (Surplus)/Deficit for the year	91,905	(388,857)	401,917
(246,819)	Balance brought forward	(91,905)	(13,060)	(401,917)
(13,060)	Balance Carried Forward	0	(401,917)	0

The estimated council tax surplus of £401,917 on the fund for 2011-12 will be paid to the General Fund and the major precepting authorities (i.e. Surrey County Council and Surrey Police Authority) in 2012-13 pro rata to the 2011-12 demand/precept on the fund. The payment to the General Fund, which reduces Council Tax bills for the year, will be £45,177.

MEDIUM TERM FINANCIAL STRATEGY

Revenue

1. To set an annual revenue budget and a council tax, which 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.
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 2012-13

Budget projection to 2015-16– excluding revenue contributions to capital outlay and Parish precepts

Actual 2010-11	GENERAL FUND SUMMARY EXCLUDING RCCO & PARISH PRECEPTS	Estimate 2011-12	Probable 2011-12	Estimate 2012-13	Estimate 2013-14	Estimate 2014-15	Estimate 2015-16
£	Service Units - Net Expenditure	£	£	£	£	£	£
434,306	Business Systems	183,720	239,736	308,900	287,100	251,870	211,170
2,844,200	Community Care Services	2,491,970	2,662,123	2,110,050	2,131,520	2,173,570	2,216,730
1,692,767	Corporate Development	1,812,900	1,967,141	1,740,320	1,753,090	1,792,820	1,833,230
2,387,543	Economic Development	(2,473,080)	(2,238,096)	(1,814,680)	(2,034,010)	(2,198,150)	(2,199,070)
1,247,806	Environmental Health and Licensing	1,039,510	1,022,494	951,590	962,130	986,260	1,011,230
(18,195,993)	Financial Services	1,987,690	2,039,399	2,233,080	2,242,010	2,243,460	2,247,120
845,928	Housing Advice Services	811,450	780,462	785,920	908,370	933,310	765,550
(38,859)	Human Resources	42,960	15,194	29,890	31,070	29,810	27,780
1,922,517	Legal and Democratic Services	1,797,700	1,735,167	1,742,950	1,771,070	1,809,690	1,969,870
444,844	Neighbourhood and Housing Management	393,660	383,629	416,670	2,825,360	2,817,020	2,808,460
2,891,777	Operational Services	1,396,930	1,721,106	1,784,710	427,760	440,290	453,240
2,252,721	Parks and Countryside Services	2,477,710	2,262,809	2,434,050	1,307,950	1,270,590	1,225,270
5,194,557	Leisure Services	3,274,840	3,316,781	2,830,260	2,468,220	2,521,790	2,576,410
2,826,164	Planning Services	2,658,680	2,654,438	2,583,520	2,629,160	2,741,620	2,857,840
726,635	Revenue and Payments	510,690	470,257	522,190	535,770	550,590	565,680
0	Changes not yet allocated to Service Units	0	0	0	684,980	981,080	567,570
7,476,913	Total Service Unit Level	18,407,330	19,032,640	18,659,420	18,931,550	19,345,620	19,138,080
(14,455,932)	Depreciation (contra to Service Unit Budgets)	(4,384,160)	(4,384,160)	(5,356,210)	(5,356,210)	(5,356,210)	(5,356,210)
(6,979,019)	Service Unit Level excl contra items	14,023,170	14,648,480	13,303,210	13,575,340	13,989,410	13,781,870
(1,349,403)	External Interest Receivable (net)	(919,240)	(737,746)	(808,640)	(595,850)	(687,890)	(814,810)
470,302	Minimum Revenue Provision	175,000	0	170,560	555,250	880,350	1,078,880
57,506	RCCO funded from revenue	0	0	556,000	0	0	0
(7,800,614)	Total before transfers to Reserves and Provisions	13,278,930	13,910,734	13,221,130	13,534,740	14,181,870	14,045,940
	Transfers to Reserves and Provisions						
2,729,811	Capital Schemes Reserve	0	0	0	0	0	0
(191,380)	Car Park Income Equalisation Reserve	(98,250)	(105,851)	0	0	0	0
599,312	Car Park Maintenance Reserve	546,500	546,500	119,310	700,840	705,690	710,660
(21,354)	Credit Crunch Fund	40,380	(44,095)	0	0	0	0
36,000	Election Costs Reserve	(54,000)	(54,000)	41,000	30,000	30,000	(90,000)
0	Energy Management Schemes Reserve	0	0	14,000	14,630	15,220	15,830
73,600	Housing Revenue Account and Major Repairs Reserve	112,750	84,143	98,640	105,850	113,250	215,150
31,197	Insurance Reserve	(900)	5,219	(30)	0	0	0
432,346	IT Renewals Reserve	384,460	384,452	361,760	378,120	393,290	409,070
471,031	Invest to Save Reserve	263,000	(176,128)	250,750	0	0	0
(123,982)	Local Authority Business Growth Incentive	(70,000)	(138,443)	(39,700)	(20,480)	0	0
0	New Homes Bonus	0	0	446,390	446,390	446,390	446,390
142,289	Parking, Highways and Transportation Reserve	82,970	55,433	110,670	0	0	0
19,123,819	Pensions Reserve (Statutory)	0	0	0	0	0	0
600,000	Pensions Reserve (Council)	200,000	200,000	175,000	0	0	0
(59,665)	Planning Legal Fees	0	0	0	0	0	0
549,817	Spectrum	381,200	381,620	204,960	214,310	217,630	222,180
191,162	Other Reserves	(71,200)	(26,643)	58,980	127,760	129,360	131,020
	Non specific government grants						
(40,858)	Area Based Grant	0	0	0	0	0	0
0	Council Tax Freeze Grant	(205,810)	(205,810)	(413,400)	(205,880)	(205,880)	0
0	New Homes Bonus	0	(137,525)	(583,910)	(583,910)	(583,910)	(583,910)
16,742,531	COUNCIL NET BUDGET	14,790,030	14,679,606	14,065,550	14,742,370	15,442,910	15,522,330
(8,502,677)	Formula grant (excl 2011-12 C Tax freeze element)	(6,544,381)	(6,544,381)	(5,716,938)	(5,648,330)	(5,219,060)	(5,219,060)
(11,997)	Collection Fund Deficit/(Surplus)	(10,322)	(10,322)	(45,177)	0	0	0
8,227,857	COUNCIL TAX REQUIREMENT	8,235,327	8,124,903	8,303,435	9,094,040	10,223,850	10,303,270
	Projected Variance (lower net expenditure) based on 10 months data		(110,424)				
	Estimated resource availability				8,469,690	8,639,160	8,812,100
	Projected demand over availability				624,350	1,584,690	1,491,170

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

BUSINESS SYSTEMS

HEAD OF SERVICE - STEVE WRAGGE-MORLEY

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	4
Service Unit Summary	5
ICT Business Services Team	7
ICT Customer Technical Support	8
Information and Communication Technology	9
Information Systems Team	10
IT Renewals Revenue Account	11
Office Services Team	12

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
4,474,094	4,290,700	Gross Expenditure	4,250,190	4,341,830	4,435,040	4,530,440
(4,039,788)	(4,106,980)	Gross Income	(3,941,290)	(4,054,730)	(4,183,170)	(4,319,270)
434,306	183,720	Net Expenditure	308,900	287,100	251,870	211,170
1,531,004	1,502,070	Employee Related Expenditure	1,602,830	1,652,810	1,704,450	1,757,700
736,592	702,500	Premises Related Expenditure	718,230	737,770	755,180	772,210
14,907	14,170	Transport Related Expenditure	21,010	21,420	21,830	22,250
918,595	778,920	Supplies and Services	754,940	766,770	778,810	791,110
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,201,098	2,997,660	Total Directly Controllable Expenditure	3,097,010	3,178,770	3,260,270	3,343,270
(4,039,788)	(4,106,980)	Income	(3,941,290)	(4,054,730)	(4,183,170)	(4,319,270)
(838,690)	(1,109,320)	Net Directly Controllable Expenditure/(Income)	(844,280)	(875,960)	(922,900)	(976,000)
0	0	Special Works	0	0	0	0
786,387	725,320	Capital Charges	785,490	785,490	785,490	785,490
486,609	567,720	Support Services	367,690	377,570	389,280	401,680
434,306	183,720	Total Service Cost/(Surplus)	308,900	287,100	251,870	211,170

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
441,471	16,420	ICT Business Services Team	79,480	82,670	83,540	83,780
680,643	0	ICT Customer Technical Support	(44,300)	(46,670)	(51,960)	(58,180)
(1,149,944)	0	Information and Communication Technology	0	0	0	0
257,423	52,680	Information Systems Team	6,320	5,410	3,120	370
179,902	207,450	IT Renewals Revenue Account	250,490	234,130	218,960	203,180
24,811	(92,830)	Office Services Team	16,910	11,560	(1,790)	(17,980)
434,306	183,720	Total Net Expenditure/(Income)	308,900	287,100	251,870	211,170

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

Business Systems

Financial Information ICT Business Services Team

Ledger Code BUSSVC

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

Financial Services Contact Martin Hills - Accountancy Technician
(Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
387,095	Employee Related Expenditure	521,060	512,178	585,300	Employee Related		
2,593	Premises Related Expenditure	0	0	0	Salaries	507,180	573,960
1,675	Transport Related Expenditure	5,270	5,076	6,950	Training	8,000	2,000
41,605	Supplies and Services	118,200	120,097	105,800	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing & Allowances	4,950	6,840
0	Transfer Payments	0	0	0	Supplies and Services		
432,968	Total Directly Controllable Expenditure	644,530	637,351	698,050	Computer Software Licence	39,650	40,000
					IT Renewals	62,750	52,540
(40,597)	Income	(679,080)	(686,737)	(710,340)	Telecomms	7,380	3,560
392,371	Net Directly Controllable Expenditure/(Income)	(34,550)	(49,386)	(12,290)	Income		
					Support Service Recharge	(678,730)	(710,050)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Audit Services Recharge	7,730	11,060
49,100	Support Services	50,970	50,790	91,770	Business Services Support Recharg	2,430	210
441,471	Total Service Cost/(Surplus)	16,420	1,404	79,480	Customer Tech Support Recharge	4,380	1,740
					Human Resources Recharge	4,180	8,520
	Full Time Equivalent Staff	15.80		13.77	Information Sys Support Recharge	6,910	6,600
					Office Services Recharge	8,200	11,840
					Paymaster Recharge	1,640	4,930
					Public Offices Recharge	11,770	31,280

Major Variances 2011-12 v 2012-13

From 1 April 2012 the budget for Customer Service Excellence has been included under this service from Financial Services (Miscellaneous Items).

The increase in salary costs relates to a change in salary allocations.

IT Renewal fund contributions are lower in 2012-13 as repayments are completed for investment projects.

The increase in support costs takes into account any changes to bases and actual time recording and this is reflected in the corresponding increased support service recharge to this fully recharged service.

Guildford Borough Council General Fund Budget 2012-2013

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 Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
431,097	Employee Related Expenditure	377,310	399,187	375,410	Employee Related		
300	Premises Related Expenditure	20,170	20,178	15,130	Salaries	359,270	366,120
5,321	Transport Related Expenditure	5,730	5,052	5,440	Training	10,400	1,500
194,845	Supplies and Services	255,360	265,175	274,490	Supplies and Services		
0	Third Party Payments	0	0	0	Computer Maintenance	23,050	6,670
0	Transfer Payments	0	0	0	Disaster Recovery	20,110	10,000
631,563	Total Directly Controllable Expenditure	658,570	689,592	670,470	Equipment & Tools	7,990	6,040
					General Subscriptions	10,540	10,000
0	Income	(708,080)	(709,395)	(781,820)	Infrastructure Maintenance	30,000	37,000
631,563	Net Directly Controllable Expenditure/(Income)	(49,510)	(19,803)	(111,350)	IT Renewals	62,600	53,410
					Network Links	0	14,250
0	Special Works	0	0	0	Surrey Data Centre	0	42,000
0	Capital Charges	0	0	0	Telecomms: Maintenance	32,000	30,000
49,080	Support Services	49,510	49,542	67,050	Income		
680,643	Total Service Cost/(Surplus)	0	29,739	(44,300)	Support Service Recharge	(708,080)	(766,820)
					Support Services		
	Full Time Equivalent Staff	7.46		8.43	Audit Services Recharge	9,760	14,090
					Business Services Support Recharg	3,810	3,850
					Human Resources Recharge	4,580	5,140
					Information Sys Support Recharge	4,040	3,770
					Office Services Recharge	9,250	6,880
					Paymaster Recharge	1,750	4,270
					Performance Mngt. Recharge	1,460	3,370
					Public Offices Recharge	11,960	18,170

Major Variances 2011-12 v 2012-13

Employee related expenditure is understated in 2011-12 and there have been changes to salary allocations in 2012-13

The computer maintenance and network links budget have been adjusted in 2012-13 to reflect the correct activity. Disaster recovery budget has also been readjusted in 2012-13.

IT Renewal fund contributions are lower in 2012-13 as repayments are completed for investment projects.

A budget provision has been made in 2012-13 for the Surrey First project - Surrey wide infrastructure for the Surrey Data Centre and Unicorn project.

The increase in support costs takes into account any changes to bases and actual time recording and this is reflected in the corresponding increased support service recharge to this fully recharged service.

Guildford Borough Council General Fund Budget 2012-2013

Business Systems

Financial Information Information and Communication Technology

Ledger Code INFTEC

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

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	0	0
0	Transport Related Expenditure	0	11	0	Training	0	0
257,996	Supplies and Services	0	42	0	Supplies and Services		
0	Third Party Payments	0	0	0	Computer Maintenance	0	0
0	Transfer Payments	0	0	0	Computer Software Licence	0	0
257,996	Total Directly Controllable Expenditure	0	53	0	Cryoserver Costs	0	0
(1,407,940)	Income	0	0	0	Disaster Recovery	0	0
(1,149,944)	Net Directly Controllable Expenditure/(Income)	0	53	0	Equipment & Tools	0	0
0	Special Works	0	0	0	General Subscriptions	0	0
0	Capital Charges	0	0	0	Infrastructure Maintenance	0	0
0	Support Services	0	0	0	IT Renewals	0	0
(1,149,944)	Total Service Cost/(Surplus)	0	53	0	Telecomms: Maintenance	0	0
	Full Time Equivalent Staff	0.00		0.00	Income		
					Support Service Recharge	0	0
					Support Services		
					Audit Services Recharge	0	0
					Business Services Support Recharg	0	0
					Customer Tech Support Recharge	0	0
					Human Resources Recharge	0	0
					Office Services Recharge	0	0
					Paymaster Recharge	0	0
					Public Offices Recharge	0	0

Major Variances 2011-12 v 2012-13

In 2011/12 all income and expenditure has been disaggregated to the four new teams.

Guildford Borough Council General Fund Budget 2012-2013

Business Systems

Financial Information Information Systems Team

Ledger Code INFSYS

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

Financial Services Contact Martin Hills - Accountancy Technician
(Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
236,171	Employee Related Expenditure	191,170	194,440	197,970	Employee Related		
6,709	Premises Related Expenditure	8,500	8,500	6,890	Salaries	186,280	194,670
313	Transport Related Expenditure	380	436	310	Training	1,000	500
93,841	Supplies and Services	155,640	154,404	136,390	Supplies and Services		
0	Third Party Payments	0	0	0	Computer Software Development	5,450	5,000
0	Transfer Payments	0	0	0	Computer Software Licence	52,210	62,000
337,034	Total Directly Controllable Expenditure	355,690	357,780	341,560	Cryoserver Costs	6,000	6,200
					Equipment & Tools	1,020	210
(182,800)	Income	(467,110)	(476,453)	(379,390)	General Subscriptions	6,270	1,250
154,234	Net Directly Controllable Expenditure/(Income)	(111,420)	(118,673)	(37,830)	IT Renewals	64,330	51,880
					Mapping Services Agreement	15,100	5,000
0	Special Works	0	0	0	Telecomms; Business Use	520	580
0	Capital Charges	0	0	0	Income		
103,189	Support Services	164,100	139,740	44,150	Support Service Recharge	(466,110)	(378,210)
257,423	Total Service Cost/(Surplus)	52,680	21,067	6,320	Support Services		
					Audit Services Recharge	5,720	8,380
	Full Time Equivalent Staff	4.07		4.10	Business Services Support Recharg	180	120
					Customer Service Centre Recharge	60,310	660
					Customer Tech Support Recharge	7,710	7,820
					Engineering and Transport Recharg	47,850	2,510
					Human Resources Recharge	3,280	2,500
					Office Services Recharge	6,640	3,530
					Paymaster Recharge	5,730	3,310
					Public Offices Recharge	19,360	9,310

Major Variances 2011-12 v 2012-13

During 2011-12 the Street Naming function was transferred from Engineering and Transportation Services following a review of the service.

There is a reduction in Contributions to the IT Renewals Fund to reflect the repayment of advances from the fund. The Mapping Service Agreement has been reduced following a change by Government in its operation and a corresponding increase in computer software licence costs.

Support cost recharges have reduced for Engineering and Transport following a review of the service and Customer Service Centre has been reassessed to reflect users of the service.

Support services recharges to the service have reduced in 2012-13 with the aim of fully recharging costs.

Guildford Borough Council General Fund Budget 2012-2013

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 Martin Hills - Accountancy Technician
(Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0
0	Premises Related Expenditure	0	0	0
0	Transport Related Expenditure	0	0	0
0	Supplies and Services	0	0	0
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
0	Total Directly Controllable Expenditure	0	0	0
(441,756)	Income	(393,260)	(393,260)	(366,690)
(441,756)	Net Directly Controllable Expenditure/(Income)	(393,260)	(393,260)	(366,690)
0	Special Works	0	0	0
612,248	Capital Charges	591,910	591,974	612,250
9,410	Support Services	8,800	8,808	4,930
179,902	Total Service Cost/(Surplus)	207,450	207,522	250,490
	Full Time Equivalent Staff	0.00		0.00

Major Items	2011-12 Estimate £	2012-13 Estimate £
Capital Charges		
Amortisation of Intangible Fas	350,000	373,800
Depreciation	241,910	238,450
Support Services		
Accountancy Services Recharge	7,710	3,930

Major Variances 2011-12 v 2012-13

The increased provision for Amortisation of Intangible Fixed Assets has been based on previous years investment in software.

Guildford Borough Council General Fund Budget 2012-2013

Business Systems

Financial Information Office Services Team

Ledger Code OFFSVC

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

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
476,641	Employee Related Expenditure	412,530	415,629	444,150	Employee Related		
726,990	Premises Related Expenditure	673,830	690,509	696,210	Casual Salaries	41,560	62,180
7,598	Transport Related Expenditure	2,790	3,643	8,310	Salaries	343,500	358,580
330,308	Supplies and Services	249,720	349,827	238,260	Staff Car Parking	15,040	12,540
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Biomass	27,750	25,000
1,541,537	Total Directly Controllable Expenditure	1,338,870	1,459,608	1,386,930	Electricity	75,000	65,000
					Gas	13,000	17,250
(1,966,695)	Income	(1,859,450)	(1,923,985)	(1,703,050)	General Rates	351,800	371,500
(425,158)	Net Directly Controllable Expenditure/(Income)	(520,580)	(464,377)	(316,120)	Insurance	3,740	4,380
					Removal of Refuse	10,230	10,950
0	Special Works	0	0	0	Repairs & Maintenance	164,500	162,340
174,139	Capital Charges	133,410	133,442	173,240	Water	7,500	17,850
275,830	Support Services	294,340	310,886	159,790	Supplies and Services		
24,811	Total Service Cost/(Surplus)	(92,830)	(20,049)	16,910	Equipment Electrical Testing	7,480	2,170
					Furniture	36,000	36,000
	Full Time Equivalent Staff	11.05		11.25	General Insurance	7,740	7,750

Major Variances 2011-12 v 2012-13

The increased employee related expenditure costs reflect the change in salary allocations to the service and a permanent member of staff has moved to casual staff.

Following the condition survey, there is a lower level of repairs and maintenance works in 2012-13 compared to 2011-12.

There has been a reduction in support costs taking into account any changes to bases and actual time spent on a service. In particular, the Public Offices recharge has been based on FTE's working at Millmead and this has resulted in a significant reduction in costs to this service area.

The increase capital charges reflects the increased value of the Millmead site following the installation of the biomass boiler; replacement of the gas boilers and major electrical rewire.

Reduction in the support service recharge has resulted in lower level of costs to the service area.

Income		
Rents - Staff Lets	(21,440)	(27,660)
Support Service Recharge	(1,716,010)	(1,526,170)
Capital Charges		
Depreciation	133,410	173,240
Support Services		
Asset Development Recharge	4,250	15,380
Business Services Support Recharg	8,790	11,360
Customer Tech Support Recharge	9,950	14,590
Housing Surveying Services	12,800	7,810
Information Sys Support Recharge	8,880	12,030
Paymaster Recharge	25,580	26,750
Public Offices Recharge	118,110	16,440
Valuation Services Recharge	16,160	15,000

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

COMMUNITY CARE SERVICES

HEAD OF SERVICE - JOHN MARTIN

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	16
Service Unit Summary	17
Citizens Advice Bureaux	19
Community Meals and TPT	20
Community Services	21
Day Services	22
Emergency Communications System	23
EMI Services	24
Grants to Voluntary Organisations - Housing and Community	25
Private Sector Housing	26
Supporting People	27

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
5,468,546	4,894,800	Gross Expenditure	3,808,510	3,884,930	3,978,040	4,074,270
(2,624,346)	(2,402,830)	Gross Income	(1,698,460)	(1,753,410)	(1,804,470)	(1,857,540)
2,844,200	2,491,970	Net Expenditure	2,110,050	2,131,520	2,173,570	2,216,730
2,329,268	2,267,750	Employee Related Expenditure	1,842,380	1,900,400	1,960,320	2,022,190
228,811	236,880	Premises Related Expenditure	212,870	217,370	221,830	226,350
341,755	307,470	Transport Related Expenditure	270,990	276,380	281,880	287,490
1,610,747	1,332,570	Supplies and Services	1,073,110	1,072,230	1,084,320	1,096,680
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
4,510,581	4,144,670	Total Directly Controllable Expenditure	3,399,350	3,466,380	3,548,350	3,632,710
(2,624,346)	(2,402,830)	Income	(1,698,460)	(1,753,410)	(1,804,470)	(1,857,540)
1,886,235	1,741,840	Net Directly Controllable Expenditure/(Income)	1,700,890	1,712,970	1,743,880	1,775,170
0	0	Special Works	0	0	0	0
654,665	404,570	Capital Charges	58,350	58,350	58,350	58,350
303,300	345,560	Support Services	350,810	360,200	371,340	383,210
2,844,200	2,491,970	Total Service Cost/(Surplus)	2,110,050	2,131,520	2,173,570	2,216,730

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
290,597	286,350	Citizens Advice Bureaux	286,640	291,160	295,770	300,480
540,704	513,760	Community Meals and TPT	515,470	523,110	532,890	542,840
66,102	58,000	Community Services	0	0	0	0
777,771	600,890	Day Services	660,140	673,010	687,560	702,610
61,004	71,090	Emergency Communications System	(31,470)	(38,240)	(43,310)	(48,640)
(47,100)	(50,240)	EMI Services	(62,510)	(67,240)	(71,200)	(75,350)
278,008	259,120	Grants to Voluntary Organisations - Housing and Comm	265,920	269,420	273,030	276,750
877,114	753,000	Private Sector Housing	475,860	480,300	498,830	518,040
0	0	Supporting People	0	0	0	0
2,844,200	2,491,970	Total Net Expenditure/(Income)	2,110,050	2,131,520	2,173,570	2,216,730

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

Community Care Services

Financial Information Citizens Advice Bureaux

Ledger Code CITADV

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

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0			
51,390	Premises Related Expenditure	50,760	50,760	51,390	Premises Related		
0	Transport Related Expenditure	0	0	0	Rent in lieu of Grant	39,850	39,850
237,757	Supplies and Services	234,210	224,762	234,190	Service Charge	10,910	11,540
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Cab General Expenses Grant	61,400	61,400
289,147	Total Directly Controllable Expenditure	284,970	275,522	285,580	Car Parking Charges	11,100	11,420
0	Income	0	0	0	Salaries in lieu of Grant	161,690	161,370
289,147	Net Directly Controllable Expenditure/(Income)	284,970	275,522	285,580	Support Services		
0	Special Works	0	0	0	Accountancy Services Recharge	1,380	1,060
0	Capital Charges	0	0	0			
1,450	Support Services	1,380	1,380	1,060			
290,597	Total Service Cost/(Surplus)	286,350	276,902	286,640			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

Community Care Services

Financial Information Community Meals and TPT

Ledger Code MOWTPT

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

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
452,059	Employee Related Expenditure	512,790	454,711	511,730	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	495,440	496,990
296,482	Transport Related Expenditure	270,880	297,501	233,220	Transport Related		
86,087	Supplies and Services	73,860	88,632	74,920	Car Leasing & Allowances	3,960	1,410
0	Third Party Payments	0	0	0	Fuel & Oil	45,060	45,060
0	Transfer Payments	0	0	0	Insurance	10,400	4,270
834,628	Total Directly Controllable Expenditure	857,530	840,844	819,870	Transport Pool Hire Charge	181,980	153,130
					Supplies and Services		
(349,374)	Income	(395,570)	(351,502)	(365,740)	Computer Maintenance Agree	8,600	7,760
485,254	Net Directly Controllable Expenditure/(Income)	461,960	489,342	454,130	Food Purchases	55,730	60,000
					IT Renewals	4,770	2,510
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Bus Service Operations Grant	(16,000)	(13,000)
55,450	Support Services	51,800	50,120	61,340	Dar & DC Membership Fees	(8,400)	(3,000)
540,704	Total Service Cost/(Surplus)	513,760	539,462	515,470	Fee Income	(123,600)	(110,000)
					Refreshment Sales	(137,990)	(120,000)
					SCC Grant	(109,580)	(109,740)
					Support Services		
					Accountancy Services Recharge	3,700	5,320
					Business systems Recharge	5,340	14,270
					Debtors Section Recharge	9,180	9,290
					Health & Safety Recharge	2,380	3,450
					Human Resources Recharge	12,880	12,670
					Office Services Recharge	2,000	0
					Paymaster Recharge	7,000	7,530
					Performance Mngt. Recharge	2,680	3,890
	Full Time Equivalent Staff	19.73		20.79			

Major Variances 2011-12 v 2012-13

Reduction of £28,850 in the transport pool recharge as 2012-13 is the last year of the current vehicle lease and this element of the charge is discounted by 50%.

Fee and refreshment sales income is projected on the basis of current year to date which has been affected by the ageing fleet leading to a high volume of vehicles off the road for repairs.

The business systems recharge is increased by £8,930 due to a change in the basis of the recharge.

Guildford Borough Council General Fund Budget 2012-2013

Community Care Services

Financial Information Community Services

Ledger Code COMSER

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

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
44,053	Employee Related Expenditure	40,720	36,197	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	39,730	0
662	Transport Related Expenditure	730	674	0	Supplies and Services		
7,077	Supplies and Services	7,330	5,553	0	IT Renewals	310	0
0	Third Party Payments	0	0	0	Postages	4,420	0
0	Transfer Payments	0	0	0	Telecomms	1,720	0
51,792	Total Directly Controllable Expenditure	48,780	42,424	0	Support Services		
					Accountancy Services Recharge	1,390	0
0	Income	(10)	(5)	0	Business systems Recharge	1,740	0
51,792	Net Directly Controllable Expenditure/(Income)	48,770	42,419	0	Office Services Recharge	1,160	0
					Public Offices Recharge	1,710	0
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
14,310	Support Services	9,230	9,254	0			
66,102	Total Service Cost/(Surplus)	58,000	51,673	0			
	Full Time Equivalent Staff	0.96		0.00			

Major Variances 2011-12 v 2012-13

This cost centre will be discontinued with effect from 2012-13 as it is no longer considered necessary to have a general Community Care service unit estimate. Costs previously accounted for here have been incorporated with other Community Care service unit cost centres.

Guildford Borough Council General Fund Budget 2012-2013

Community Care Services

Financial Information Day Services

Ledger Code DAYSER

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

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
591,998	Employee Related Expenditure	529,380	486,644	497,660	Employee Related		
132,390	Premises Related Expenditure	135,220	114,150	136,240	Salaries	511,170	478,670
14,913	Transport Related Expenditure	4,220	5,023	5,250	Premises Related		
147,931	Supplies and Services	135,810	105,526	111,860	Electricity	30,000	32,500
0	Third Party Payments	0	0	0	Gas	10,200	10,600
0	Transfer Payments	0	0	0	General Rates	10,470	11,050
887,232	Total Directly Controllable Expenditure	804,630	711,343	751,010	Rents Payable	25,000	25,000
					Repairs & Maintenance	43,680	37,050
(256,998)	Income	(318,440)	(261,739)	(239,300)	Transport Related		
630,234	Net Directly Controllable Expenditure/(Income)	486,190	449,604	511,710	Car Leasing & Allowances	4,220	5,250
					Supplies and Services		
0	Special Works	0	0	0	Copying & Printing	6,440	4,520
75,848	Capital Charges	44,570	44,578	58,350	Day Centre Activities Cost	8,320	8,320
71,689	Support Services	70,130	69,254	90,080	Equipment & Tools	6,940	6,940
777,771	Total Service Cost/(Surplus)	600,890	563,436	660,140	Food Purchases	73,060	65,000
					Miscellaneous Expenses	25,160	10,160
	Full Time Equivalent Staff	17.06		18.42	Telecomms	5,290	5,130
					Income		
					Coffee Shop income	(13,000)	(13,000)
					Fee Income	(99,970)	(6,400)
					Miscellaneous Income	(13,830)	(3,000)
					Refreshment Sales	(97,570)	(76,000)
					Rent Income	(24,290)	(12,000)
					SCC Grant	(63,280)	(122,800)
					Capital Charges		
					Depreciation	44,570	58,350
					Support Services		
					Accountancy Services Recharge	5,580	7,550
					Business systems Recharge	8,020	16,330
					Human Resources Recharge	12,550	11,220
					Office Services Recharge	14,310	2,320
					Paymaster Recharge	10,520	16,150
					Performance Mngt. Recharge	4,010	4,830

Major Variances 2011-12 v 2012-13

Costs and income are projected on the basis of 6 months operation of the new hub and spoke model of service delivery.

Guildford Borough Council General Fund Budget 2012-2013

Community Care Services

Financial Information Emergency Communications System

Ledger Code EMECOM

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

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
629,601	Employee Related Expenditure	548,660	639,988	157,950	Employee Related		
25,702	Premises Related Expenditure	31,580	25,613	5,100	Salaries	536,250	151,700
2,365	Transport Related Expenditure	2,170	2,851	3,880	Premises Related		
131,907	Supplies and Services	74,410	107,868	66,270	Payment in Lieu of Rent	24,290	5,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Alarm Monitoring Contract	0	34,220
789,575	Total Directly Controllable Expenditure	656,820	776,320	233,200	Disaster Recovery	9,980	0
(811,739)	Income	(679,450)	(570,368)	(338,020)	Equipment Supply, Mtnce & Repair	41,250	23,200
(22,164)	Net Directly Controllable Expenditure/(Income)	(22,630)	205,952	(104,820)	Telecomms	15,110	2,940
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Emergency Communications Fees	(454,550)	(234,700)
83,168	Support Services	93,720	93,032	73,350	Expenses Recovered	(21,510)	0
61,004	Total Service Cost/(Surplus)	71,090	298,984	(31,470)	Out of Hours; General Services	(29,250)	0
	Full Time Equivalent Staff	17.95		3.15	Recharged to other services	(152,370)	(103,300)
					SCC Grant	(21,750)	0
					Support Services		
					Accountancy Services Recharge	14,520	12,260
					Business systems Recharge	16,310	14,010
					Debtors Section Recharge	37,590	35,120
					Human Resources Recharge	10,110	1,920

Major Variances 2011-12 v 2012-13

Costs and income reflect the Executive decision at the 30th September 2010 meeting to grant approval for an alternative provider to be found to carry out the monitoring of connections. It was estimated at that time to produce a surplus of (£57,000) from 2012-13. Based on the latest predicted number of connections this has now been revised to (£31,470).

Guildford Borough Council General Fund Budget 2012-2013

Community Care Services

Financial Information EMI Services

Ledger Code EMISER

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

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
112,537	Employee Related Expenditure	95,540	77,167	110,570	Employee Related		
7,749	Premises Related Expenditure	7,930	7,290	8,260	Salaries	89,590	107,210
1,321	Transport Related Expenditure	1,070	956	680	Premises Related		
1,683	Supplies and Services	4,540	3,125	2,970	Electricity	1,000	650
0	Third Party Payments	0	0	0	General Rates	6,060	6,400
0	Transfer Payments	0	0	0	Transport Related		
123,290	Total Directly Controllable Expenditure	109,080	88,538	122,480	Car Leasing & Allowances	1,070	680
(181,383)	Income	(194,250)	(185,000)	(195,300)	Supplies and Services		
(58,093)	Net Directly Controllable Expenditure/(Income)	(85,170)	(96,462)	(72,820)	Day Centre Activities Cost	1,000	1,000
					Miscellaneous Expenses	2,050	480
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Fee Income	(58,290)	(44,000)
10,993	Support Services	34,930	33,250	10,310	SCC Grant	(135,960)	(151,300)
(47,100)	Total Service Cost/(Surplus)	(50,240)	(63,212)	(62,510)	Support Services		
					Accountancy Services Recharge	3,700	1,110
	Full Time Equivalent Staff	4.64		5.00	Audit Services Recharge	1,500	0
					Business systems Recharge	5,340	620
					Health & Safety Recharge	2,380	830
					Housing Surveying Services	1,860	0
					Human Resources Recharge	4,140	3,040
					Office Services Recharge	2,000	0
					Paymaster Recharge	6,980	1,670
					Performance Mngt. Recharge	2,710	850

Major Variances 2011-12 v 2012-13

Costs and income are projected on the basis of 6 months operation following the joint service review of day care services

Guildford Borough Council General Fund Budget 2012-2013

Community Care Services

Financial Information Grants to Voluntary Organisations - Housing and Community

Ledger Code GRANTH

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

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
39,235	Employee Related Expenditure	36,820	37,969	38,960	Employee Related		
11,000	Premises Related Expenditure	11,000	11,000	11,500	Salaries	36,220	38,390
1,722	Transport Related Expenditure	2,020	1,762	1,750	Premises Related		
919,464	Supplies and Services	749,440	653,192	483,560	Rents Payable	11,000	11,500
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	1,930	1,650
971,421	Total Directly Controllable Expenditure	799,280	703,923	535,770	Supplies and Services		
					Council for Voluntary Services	9,750	9,750
(704,833)	Income	(545,840)	(449,526)	(279,520)	Shopmobility	34,840	34,840
266,588	Net Directly Controllable Expenditure/(Income)	253,440	254,397	256,250	Voluntary Associations Grant	704,730	438,890
					Income		
0	Special Works	0	0	0	Miscellaneous Income	(20,000)	(19,500)
0	Capital Charges	0	0	0	Voluntary Grant Contributions	(525,840)	(260,020)
11,420	Support Services	5,680	5,680	9,670	Support Services		
278,008	Total Service Cost/(Surplus)	259,120	260,077	265,920	Accountancy Services Recharge	2,720	4,110
					Paymaster Recharge	1,060	1,020
					Public Offices Recharge	940	2,090
	Full Time Equivalent Staff	0.90		0.92			

Major Variances 2011-12 v 2012-13

The overall level of grant funding is subject to continuing reductions by partner organisations to the Voluntary Grants Panel. In particular for 2012-13 the Primary Care Trust is withdrawing all of its funding to the panel. These changes will be fully offset and have no impact on the bottom line.

Guildfords own contribution to the panel is currently included at the same level as 2011-12

Guildford Borough Council General Fund Budget 2012-2013

Community Care Services

Financial Information Private Sector Housing

Ledger Code PRIHOU

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

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
459,785	Employee Related Expenditure	503,840	475,136	525,510	Employee Related		
580	Premises Related Expenditure	390	398	380	Insurance - Emps Liab, All Risk	4,140	2,890
24,290	Transport Related Expenditure	26,380	25,998	26,210	Salaries	487,920	510,640
78,841	Supplies and Services	52,970	67,342	99,340	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	10,380	8,950
0	Transfer Payments	0	0	0	Officers Car Leasing	11,480	13,350
563,496	Total Directly Controllable Expenditure	583,580	568,874	651,440	Supplies and Services		
(320,019)	Income	(269,270)	(272,803)	(280,580)	Bought In Services	14,000	14,000
243,477	Net Directly Controllable Expenditure/(Income)	314,310	296,071	370,860	Computer Software Licence	3,920	3,920
					Consultants Fees	2,900	43,690
0	Special Works	0	0	0	Home Trust Loan Scheme	6,000	7,000
578,817	Capital Charges	360,000	360,000	0	IT Renewals	240	470
54,820	Support Services	78,690	78,730	105,000	Materials	11,000	11,000
877,114	Total Service Cost/(Surplus)	753,000	734,801	475,860	Printing Services Recharge	1,870	2,530
					Telecomms	2,640	3,080
					Income		
	Full Time Equivalent Staff	13.25		13.54	Fee Income	(73,200)	(69,000)
					Income from Clients	(18,800)	(19,740)
					Other Grants, Sponsorship	(20,000)	(20,000)
					SCC Income	(156,970)	(171,570)
					Capital Charges		
					Commutation; WO Deferred Chrg	360,000	0
					Support Services		
					Accountancy Services Recharge	5,760	8,620
					Business systems Recharge	23,700	26,120
					Human Resources Recharge	6,730	8,270
					Legal Services Recharge	8,430	5,030
					Office Services Recharge	11,370	9,980
					Paymaster Recharge	4,040	5,570
					Public Offices Recharge	11,560	26,350

Major Variances 2011-12 v 2012-13

£41,000 is included under consultants fees for an empty homes initiative with the long term aim of reducing the number of empty homes in Guildford.

The commutation charge is now accounted for below the line in the accounts.

The public office space recharge now includes Officers employed on the Waverley care and repair contract.

Guildford Borough Council General Fund Budget 2012-2013

Community Care Services

Financial Information Supporting People

Ledger Code SPGPPL

Responsible Officer Kim Rippet - Acting Head of Housing Advice Services (Tel: 444241); John Martin - Head of Community Care Services (Tel: 444380)

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
0	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
0	Total Directly Controllable Expenditure	0	0	0			
0	Income	0	0	0			
0	Net Directly Controllable Expenditure/(Income)	0	0	0			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
0	Total Service Cost/(Surplus)	0	0	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

Note: This budget represents any shortfall of supporting people grant funding against expenditure. No shortfall is anticipated at this stage for 2012-13

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

CORPORATE DEVELOPMENT

HEAD OF SERVICE - MARTYN BRAKE

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	32
Service Unit Summary	33
Climate Change	35
Community Development	36
Corporate Services	37
Internal Audit	38
Performance Management	39
Public Relations and Marketing	40
Website	41

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
2,923,107	2,716,670	Gross Expenditure	2,629,440	2,672,240	2,743,620	2,817,370
(1,230,340)	(903,770)	Gross Income	(889,120)	(919,150)	(950,800)	(984,140)
1,692,767	1,812,900	Net Expenditure	1,740,320	1,753,090	1,792,820	1,833,230
1,218,050	1,363,080	Employee Related Expenditure	1,352,770	1,369,490	1,412,610	1,457,070
4,521	1,570	Premises Related Expenditure	131,670	134,310	136,990	139,730
28,513	31,550	Transport Related Expenditure	31,780	32,380	33,010	33,640
1,177,855	780,650	Supplies and Services	592,370	604,830	615,370	626,170
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,428,939	2,176,850	Total Directly Controllable Expenditure	2,108,590	2,141,010	2,197,980	2,256,610
(1,230,340)	(903,770)	Income	(889,120)	(919,150)	(950,800)	(984,140)
1,198,599	1,273,080	Net Directly Controllable Expenditure/(Income)	1,219,470	1,221,860	1,247,180	1,272,470
0	0	Special Works	0	0	0	0
38,126	38,130	Capital Charges	39,450	39,450	39,450	39,450
456,042	501,690	Support Services	481,400	491,780	506,190	521,310
1,692,767	1,812,900	Total Service Cost/(Surplus)	1,740,320	1,753,090	1,792,820	1,833,230

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
(53,606)	36,410	Climate Change	117,080	116,340	116,060	115,650
283,684	320,440	Community Development	337,080	320,120	326,440	333,010
797,735	844,380	Corporate Services	772,910	788,530	808,060	828,010
20,531	26,400	Internal Audit	360	520	(20)	(780)
54,130	16,830	Performance Management	270	1,140	1,290	1,260
343,843	339,380	Public Relations and Marketing	287,970	295,950	304,360	313,090
246,450	229,060	Website	224,650	230,490	236,630	242,990
1,692,767	1,812,900	Total Net Expenditure/(Income)	1,740,320	1,753,090	1,792,820	1,833,230

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

Corporate Development

Financial Information Climate Change

Ledger Code CLIMAT

Responsible Officer Garry Bosworth - Principal Climate Change Officer (Tel: 444515)

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £
118,409	Employee Related Expenditure	185,630	186,613	192,860
601	Premises Related Expenditure	730	2,681	130,840
8,972	Transport Related Expenditure	4,550	5,648	11,420
40,836	Supplies and Services	41,120	39,143	41,500
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
168,818	Total Directly Controllable Expenditure	232,030	234,085	376,620
(256,423)	Income	(236,280)	(222,589)	(312,370)
(87,605)	Net Directly Controllable Expenditure/(Income)	(4,250)	11,496	64,250
0	Special Works	0	0	0
5,505	Capital Charges	5,510	5,510	6,830
28,494	Support Services	35,150	33,352	46,000
(53,606)	Total Service Cost/(Surplus)	36,410	50,358	117,080
	Full Time Equivalent Staff	3.20		5.18

Major Variances 2011-12 v 2012-13

As part of a service review the Energy Services and GBC Hydro budgets have been added to this service area from Business Systems, resulted in an increase in employee related expenditure in 2012-13.

There has been a Government change to the Carbon Reduction Commitment (CRC) scheme whereby businesses will be charged a carbon tax based on their annual carbon footprint. A budget provision has been based on energy consumption (gas and electricity) and the cost has been spread across the identified Council budgets.

The increase in support costs takes into account any changes to bases and actual time recording.

Major Items	2011-12 Estimate £	2012-13 Estimate £
Employee Related		
Salaries	178,540	189,970
Premises Related		
Contribution to Salix	0	11,850
CRC Tax	0	110,000
Repair & Maintenance	0	7,500
Transport Related		
Officers Car Leasing	1,320	2,490
Transport Pool Hire Charge	2,450	6,170
Supplies and Services		
Climate Change Strategy	3,830	3,370
Data/Software Costs	8,200	8,200
Environmental Promotion	9,000	9,000
Green Business	750	750
IT Renewals	290	80
New, Replace Equip & Tools	630	100
Printing Services Recharge	200	430
Registration fee	1,800	1,800
Schools Grant Scheme	2,520	2,520
Schools Promotion	1,000	770
Income		
Recharged to Other Services	(124,130)	(162,220)
Sale of Electricity	(23,000)	(20,000)
Support Service Recharge	(87,590)	(129,210)
Support Services		
Business Services Support Recharg	800	970
Customer Tech Support Recharge	4,730	5,810
Human Resources Recharge	2,700	3,160
Information Sys Support Recharge	2,510	4,270
Office Services Recharge	4,060	4,410
Public Offices Recharge	5,640	11,660

Guildford Borough Council General Fund Budget 2012-2013

Corporate Development

Financial Information Community Development

Ledger Code COMDEV

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

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
185,246	Employee Related Expenditure	177,850	175,795	177,640	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	174,490	174,030
1,699	Transport Related Expenditure	4,530	3,009	2,030	Supplies and Services		
500,601	Supplies and Services	262,060	298,067	109,660	Community Issues	5,000	910
0	Third Party Payments	0	0	0	Contribution to Partnership	30,000	30,000
0	Transfer Payments	0	0	0	General Grants	196,730	59,500
687,546	Total Directly Controllable Expenditure	444,440	476,871	289,330	Grants Database	2,130	2,130
					Printing & Stationery	1,010	530
(464,211)	Income	(184,780)	(99,705)	(18,680)	Promotional Campaigns	7,360	4,000
223,335	Net Directly Controllable Expenditure/(Income)	259,660	377,166	270,650	Strategic Assessment	6,150	2,620
					Income		
0	Special Works	0	0	0	Contribution from ABG	(109,130)	0
32,621	Capital Charges	32,620	32,628	32,620	Miscellaneous Income	(1,120)	(1,180)
27,728	Support Services	28,160	28,206	33,810	Other Grants, Sponsorship	(30,000)	(15,000)
283,684	Total Service Cost/(Surplus)	320,440	438,000	337,080	PCT	(5,910)	0
					SCC Grant	(14,500)	(2,500)
	Full Time Equivalent Staff	3.49		3.40	Surrey Police	(24,120)	0
					Capital Charges		
					Depreciation	32,620	32,620
					Support Services		
					Accountancy Services Recharge	5,020	6,820
					Business Services Support Recharg	1,470	1,460
					Customer Tech Support Recharge	2,540	2,960
					Health & Safety Recharge	610	570
					Information Sys Support Recharge	2,820	2,900
					Office Services Recharge	1,960	2,930
					Performance Mngt. Recharge	690	1,360
					Public Offices Recharge	5,890	7,730

Major Variances 2011-12 v 2012-13

Safer Guildford Partnership income has been significantly reduced in 2011-12 for the following reasons:

- The area based grant (ABG) has been top sliced by Surrey County Council so that services can be centralised e.g. Guildford and Waverley Domestic Abuse Outreach Service;
- Contributions that we normally receive from Surrey Police, Surrey County Council and the Primary Care Trust have been given to Surrey County Council this year and merged with the (ABG) to become a new community safety fund;
- The new community fund has been top sliced so that a contingency can be held back to help with further cuts to our budgets in 2012-13.

The income from partners is not agreed until the summer each year and the estimate for 2012-13 is based on the approved level for 2011-12. There is a corresponding adjustment to grants expenditure.

Guildford Borough Council General Fund Budget 2012-2013

Corporate Development

Financial Information Corporate Services

Ledger Code CORSER

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

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
350,964	Employee Related Expenditure	423,350	409,167	397,410	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	362,940	337,340
11,470	Transport Related Expenditure	12,570	12,963	8,120	Training Management Development	50,000	50,000
278,946	Supplies and Services	256,140	259,947	240,480	Transport Related		
0	Third Party Payments	0	0	0	Officers Car Leasing	12,010	7,680
0	Transfer Payments	0	0	0	Supplies and Services		
641,380	Total Directly Controllable Expenditure	692,060	682,077	646,010	Audit Fee	144,270	113,720
(132,945)	Income	(130,810)	(127,128)	(129,360)	Bank Charges	93,140	110,930
508,435	Net Directly Controllable Expenditure/(Income)	561,250	554,949	516,650	IT Renewals	350	160
0	Special Works	0	0	0	Miscellaneous Expenses	5,000	3,000
0	Capital Charges	0	0	0	Printing Services Recharge	6,740	5,030
289,300	Support Services	283,130	280,114	256,260	Income		
797,735	Total Service Cost/(Surplus)	844,380	835,063	772,910	Expenses Recovered	(12,890)	(14,420)
	Full Time Equivalent Staff	5.31		4.54	Recharged to Other Services	(109,240)	(104,340)

Major Variances 2011-12 v 2012-13

The reductions in employee related expenditure reflects changes to salary allocations for the service.

The Audit Commission have notified the Council that will be a reduction in our audit fees for 2012-13 following its promise to reduce costs.

Estimated bank charges have increased in 2012-13 to reflect the increased use of credit card and internet payments.

The reduction in support costs takes into account any changes to bases and actual time recording.

Accountancy Services Recharge	117,880	135,990
Audit Services Recharge	17,550	20,990
Business Services Support Recharg	7,620	4,840
Customer Tech Support Recharge	12,210	10,560
Information Sys Support Recharge	6,060	5,000
Legal Services Recharge	34,650	20,680
Paymaster Recharge	5,030	1,840
Performance Mngt. Recharge	11,580	1,820
Public Offices Recharge	22,480	10,290
Valuation Services Recharge	32,320	30,000

Guildford Borough Council General Fund Budget 2012-2013

Corporate Development

Financial Information Internal Audit

Ledger Code G3525

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

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
136,500	Employee Related Expenditure	118,410	121,383	118,770	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	115,530	114,980
2,705	Transport Related Expenditure	3,890	3,847	3,710	Transport Related		
63,509	Supplies and Services	56,040	56,106	53,360	Officers Car Leasing	3,800	3,600
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Consultants Fees	51,600	51,600
202,714	Total Directly Controllable Expenditure	178,340	181,336	175,840	IT Renewals	2,490	60
(195,943)	Income	(179,770)	(180,081)	(206,380)	Income		
6,771	Net Directly Controllable Expenditure/(Income)	(1,430)	1,255	(30,540)	Support Service Recharge	(179,770)	(206,330)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Business Services Support Recharg	4,860	5,000
13,760	Support Services	27,830	27,870	30,900	Customer Tech Support Recharge	7,350	8,240
20,531	Total Service Cost/(Surplus)	26,400	29,125	360	HR Services Recharge	1,170	1,290
					Information Sys Support Recharge	4,030	3,810
					Office Services Recharge	2,370	1,820
					Public Offices Recharge	4,310	4,820
	Full Time Equivalent Staff	2.17		2.12			

Major Variances 2011-12 v 2012-13

The increase in income from support costs recharged to the service reflects this fully recharged service.

Guildford Borough Council General Fund Budget 2012-2013

Corporate Development

Financial Information Performance Management

Ledger Code G2531

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

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
130,093	Employee Related Expenditure	147,270	164,246	182,790	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	141,470	178,320
1,564	Transport Related Expenditure	2,310	2,324	2,900	Transport Related		
78,503	Supplies and Services	3,070	41,961	740	Officers Car Leasing	2,180	2,800
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Maintenance Agree	1,950	0
210,160	Total Directly Controllable Expenditure	152,650	208,531	186,430	IT Renewals	260	20
(177,780)	Income	(164,450)	(167,623)	(218,640)	Income		
32,380	Net Directly Controllable Expenditure/(Income)	(11,800)	40,908	(32,210)	Support Service Recharge	(164,450)	(218,640)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Business Services Support Recharg	2,560	2,710
21,750	Support Services	28,630	28,646	32,480	Customer Tech Support Recharge	3,860	4,530
54,130	Total Service Cost/(Surplus)	16,830	69,554	270	Human Resources Recharge	2,610	2,710
					Information Sys Support Recharge	1,800	1,720
					Office Services Recharge	5,270	3,820
					Public Offices Recharge	8,120	10,080
	Full Time Equivalent Staff	3.68		4.44			

Major Variances 2011-12 v 2012-13

The costs of the Transformation Projects Officer have transferred into this service from Human Resources.

The increase in income from support costs recharged to the service reflects this fully recharged service.

Guildford Borough Council General Fund Budget 2012-2013

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 Martin Hills - Accountancy Technician
(Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
193,507	Employee Related Expenditure	191,680	191,607	163,930	Employee Related		
3,920	Premises Related Expenditure	840	848	830	Salaries	184,170	158,070
1,899	Transport Related Expenditure	3,140	3,042	2,950	Premises Related		
100,515	Supplies and Services	87,970	63,780	70,430	Proportion of Depot Expenses	670	650
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing & Allowances	2,610	2,820
299,841	Total Directly Controllable Expenditure	283,630	259,277	238,140	Supplies and Services		
					About Guildford	55,000	37,000
(3,038)	Income	(7,680)	(3,830)	(3,690)	Computer Software Licence	6,000	4,940
296,803	Net Directly Controllable Expenditure/(Income)	275,950	255,447	234,450	Consultation	9,650	15,000
					Corporate Promotions	2,500	2,500
0	Special Works	0	0	0	Initiatives	4,010	0
0	Capital Charges	0	0	0	IT Renewals	50	40
47,040	Support Services	63,430	63,470	53,520	Printing Services Recharge	1,190	1,100
343,843	Total Service Cost/(Surplus)	339,380	318,917	287,970	Income		
					Advertising Income	(7,500)	(3,500)
	Full Time Equivalent Staff	4.44		4.44	Support Services		
					Accountancy Services Recharge	7,480	6,930
					Audit Services Recharge	770	940
					Business Services Support Recharg	6,880	7,050
					Customer Tech Support Recharge	10,190	11,330
					Human Resources Recharge	2,410	2,710
					Information Sys Support Recharge	8,000	5,850
					Office Services Recharge	3,850	3,020
					Paymaster Recharge	3,890	1,800
					Public Offices Recharge	15,170	7,970

Major Variances 2011-12 v 2012-13

There is an overall increase in employee related expenditure following a review of salary allocations for the service.

There is a reduction in publication costs for About Guildford as the number of publications have been reduced from six to four per annum.

Guildford Borough Council General Fund Budget 2012-2013

Corporate Development

Financial Information Website

Ledger Code WEB

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

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
103,331	Employee Related Expenditure	118,890	113,046	119,370	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	115,780	117,190
204	Transport Related Expenditure	560	571	650	Supplies and Services		
114,945	Supplies and Services	74,250	77,136	76,200	IT Renewals	14,340	13,470
0	Third Party Payments	0	0	0	Market Research	2,800	2,800
0	Transfer Payments	0	0	0	Web Site Mtce Costs	22,000	22,000
218,480	Total Directly Controllable Expenditure	193,700	190,753	196,220	Website Hosting Costs *	34,360	37,610
					Support Services		
0	Income	0	(13)	0	Audit Services Recharge	8,130	4,360
218,480	Net Directly Controllable Expenditure/(Income)	193,700	190,740	196,220	Business Services Support Recharg	1,040	1,090
					Customer Tech Support Recharge	1,700	1,970
0	Special Works	0	0	0	Human Resources Recharge	1,630	1,700
0	Capital Charges	0	0	0	Information Sys Support Recharge	1,190	1,220
27,970	Support Services	35,360	35,384	28,430	Legal Services Recharge	8,170	4,880
246,450	Total Service Cost/(Surplus)	229,060	226,124	224,650	Office Services Recharge	2,190	2,400
					Public Offices Recharge	8,600	6,340
	Full Time Equivalent Staff	2.82		2.79			

Major Variances 2011-12 v 2012-13

Support service costs remain constant taking into account any changes to bases and actual time recording.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

ECONOMIC DEVELOPMENT

HEAD OF SERVICE - CHRIS MANSFIELD

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	46
Service Unit Summary	47
Asset Development	48
Business and Tourism	49
Business Forum	50
Guildford House	51
Guildford Museum	52
Guildhall	53
Industrial Estates	54
Major Projects	55
Property (Investment)	56
Property (Non-Core Operational)	57
Slyfield Area Regeneration Project (SARP)	58
Tourist Information Centre	59
Town Centre Management	60

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
8,408,245	3,571,570	Gross Expenditure	4,028,390	3,840,110	3,881,590	3,915,280
(6,020,702)	(6,044,650)	Gross Income	(5,843,070)	(5,874,120)	(6,079,740)	(6,114,350)
2,387,543	(2,473,080)	Net Expenditure	(1,814,680)	(2,034,010)	(2,198,150)	(2,199,070)
1,386,938	1,316,790	Employee Related Expenditure	1,425,510	1,424,100	1,447,280	1,492,340
662,049	701,330	Premises Related Expenditure	911,740	1,036,240	1,024,030	980,770
19,016	18,860	Transport Related Expenditure	14,910	15,190	15,470	15,750
724,929	700,510	Supplies and Services	881,470	553,530	564,540	575,730
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
201,062	123,670	Total Directly Controlable Expenditure	215,920	219,710	225,010	230,430
2,591,870	2,613,820	Total Directly Controllable Expenditure	3,017,710	2,809,350	2,826,310	2,834,160
(6,020,702)	(6,044,650)	Income	(5,843,070)	(5,874,120)	(6,079,740)	(6,114,350)
(2,315,021)	(2,434,250)	Net Directly Controlable Expenditure/(Income)	(2,229,750)	(2,227,170)	(2,389,280)	(2,385,020)
(912,749)	(872,910)	Net Directly Controllable Expenditure/(Income)	(379,690)	(617,890)	(639,140)	(664,740)
0	0	Special Works	0	0	0	0
5,006,595	260,070	Capital Charges	185,860	185,860	185,860	185,860
608,718	574,010	Support Services	608,900	625,190	644,410	664,830
2,387,543	(2,473,080)	Total Service Cost/(Surplus)	(1,814,680)	(2,034,010)	(2,198,150)	(2,199,070)

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
22,639	(5,430)	Asset Development	272,340	400,370	408,970	417,830
236,455	277,580	Business and Tourism	558,020	231,180	235,670	240,190
33,914	30,040	Business Forum	30,540	31,210	31,900	32,620
633,535	244,220	Guildford House	268,060	273,770	280,070	286,530
416,993	495,520	Guildford Museum	546,520	558,020	570,250	582,860
494,725	126,360	Guildhall	102,240	104,330	106,660	109,090
(598,517)	(2,027,640)	Industrial Estates	(2,030,170)	(2,046,620)	(2,041,540)	(2,036,300)
0	0	Major Projects	39,700	20,480	0	0
325,729	(2,215,770)	Property (Investment)	(2,078,680)	(2,072,030)	(2,229,350)	(2,220,010)
222,195	188,520	Property (Non-Core Operational)	90,990	70,030	33,640	(28,100)
243,968	116,870	Slyfield Area Regeneration Project (SARP)	95,860	98,360	100,980	103,670
224,057	162,460	Tourist Information Centre	200,260	205,110	210,410	215,890
131,850	134,190	Town Centre Management	89,640	91,780	94,190	96,660
2,387,543	(2,473,080)	Total Net Expenditure/(Income)	(1,814,680)	(2,034,010)	(2,198,150)	(2,199,070)

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £
417,517	Employee Related Expenditure	347,940	364,410	307,070
0	Premises Related Expenditure	0	0	177,330
9,573	Transport Related Expenditure	9,360	12,971	5,230
128,958	Supplies and Services	103,270	126,575	119,020
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
556,048	Total Directly Controllable Expenditure	460,570	503,956	608,650
(605,759)	Income	(556,530)	(571,903)	(514,640)
(49,711)	Net Directly Controllable Expenditure/(Income)	(95,960)	(67,947)	94,010
0	Special Works	0	0	0
0	Capital Charges	0	0	0
72,350	Support Services	90,530	90,570	178,330
22,639	Total Service Cost/(Surplus)	(5,430)	22,623	272,340
	Full Time Equivalent Staff	8.05		7.01

Major Variances 2011-12 v 2012-13

The decrease in the salary estimate results from a reduction in hours of the Asset Support Officer post and the reallocation of officer resources to the investment property service.

Allowance for responsive property repairs and maintenance has been made centrally for 2012-13 and falls under this service. This accounts for the increase in the repairs and maintenance and Asset Development recharge estimates.

The estimate for officers' car leasing has reduced following the retirement of the Head of Property.

The estimate for Valuers Fees has increased by £30,000 (£10,000 having been transferred from Consultantcy Fees) in recognition of the annual cost of valuing the Council's property portfolio.

Major Items	2011-12 Estimate £	2012-13 Estimate £
Employee Related		
Salaries	339,970	298,220
Premises Related		
Repairs & Maintenance	0	177,330
Transport Related		
Car Allowances	3,770	3,960
Officers Car Leasing	5,240	920
Supplies and Services		
Computer Maintenance	3,000	3,000
Computer Software Licence	14,500	14,400
Condition Surveys	8,000	8,000
Consultants Fees	40,000	30,000
General Subscriptions	5,100	4,500
Valuers Fees	20,000	50,000
Income		
Recharged to Other Services	(553,590)	(512,000)
Valuers Fees	(2,630)	(2,630)
Support Services		
Accountancy Services Recharge	6,050	9,470
Asset Development Recharge	0	74,810
Business Services Support Recharge	6,220	6,560
Customer Tech Support Recharge	9,580	11,140
Human Resources Recharge	3,980	4,280
Information Sys Support Recharge	5,720	4,820
Office Services Recharge	8,050	6,310
Paymaster Recharge	3,620	4,930
Public Offices Recharge	9,320	16,650
Valuation Services Recharge	32,320	30,000

Guildford Borough Council General Fund Budget 2012-2013

Economic Development

Financial Information Business and Tourism

Ledger Code TOUDEV

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
129,444	Employee Related Expenditure	122,600	123,043	121,650	Employee Related		
9,730	Premises Related Expenditure	8,270	8,270	9,470	Salaries	119,080	119,730
1,856	Transport Related Expenditure	2,170	2,264	2,070	Premises Related		
173,483	Supplies and Services	210,760	227,348	492,600	Electricity	2,000	3,000
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	3,670	3,550
0	Transfer Payments	0	0	0	Transport Related		
314,513	Total Directly Controllable Expenditure	343,800	360,925	625,790	Officers Car Leasing	1,620	1,560
					Supplies and Services		
(90,739)	Income	(82,580)	(107,145)	(90,710)	Advertising	8,620	8,620
223,774	Net Directly Controllable Expenditure/(Income)	261,220	253,780	535,080	Attractions Guide	28,000	28,000
					Business News	6,000	6,000
0	Special Works	0	0	0	Christmas Street Lights	21,900	25,500
0	Capital Charges	1,970	1,970	0	Contributions	0	54,000
12,681	Support Services	14,390	16,027	22,940	Event Costs	0	276,700
236,455	Total Service Cost/(Surplus)	277,580	271,777	558,020	General Tourism Marketing Initiatives	30,000 7,000	30,000 7,000
					Miscellaneous Expenses	51,720	1,720
	Full Time Equivalent Staff	2.43		2.44	Notice/Banner Boards R&M	7,000	7,000
					Tourism South East Membership	5,000	5,000
					Venues Guide	3,200	3,200
					Visitors Guide	20,000	20,000
					Income		
					Attractions Guide	(28,000)	(28,000)
					Notice Board Income	(23,000)	(25,000)
					Venues Guide	(5,970)	(5,970)
					Visitors Guide	(21,000)	(27,000)
					Support Services		
					Business Services Support Recharg	1,060	1,130
					Customer Tech Support Recharge	1,520	1,780
					Debtors Section Recharge	1,840	1,860
					HR Services Recharge	1,160	1,480
					Public Offices Recharge	3,250	4,300

Major Variances 2011-12 v 2012-13

The events estimate includes the anticipated costs of the 2012 Olympics torch event, cycle road race, and Queen's Diamond Jubilee. The estimate for contributions includes amounts to be provided in respect of the Economic Forum, Local Enterprise Partnership and Job Club.

The miscellaneous expenses estimate included the cost of the Olympic 2012 Co-ordinators in 2011-12. This has now been included in the events cost estimate.

Income generated from the sale of Visitor Guides has been increased to reflect recent sales levels.

Guildford Borough Council General Fund Budget 2012-2013

Economic Development

Financial Information Business Forum

Ledger Code BUSFOR

Responsible Officer Chris Howard - Business & Tourism Manager (Tel: 444329)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
4,764	Employee Related Expenditure	4,630	5,317	4,600	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	4,460	4,550
174	Transport Related Expenditure	220	204	210	Supplies and Services		
30,269	Supplies and Services	24,540	39,947	24,910	Support for Forum	24,400	24,400
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Accountancy Services Recharge	270	450
35,207	Total Directly Controllable Expenditure	29,390	45,468	29,720	Paymaster Recharge	230	290
(2,203)	Income	(340)	(16,469)	0			
33,004	Net Directly Controllable Expenditure/(Income)	29,050	28,999	29,720			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
910	Support Services	990	998	820			
33,914	Total Service Cost/(Surplus)	30,040	29,997	30,540			
	Full Time Equivalent Staff	0.06		0.06			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
208,968	Employee Related Expenditure	205,600	196,454	210,080	Employee Related		
54,401	Premises Related Expenditure	40,480	40,572	43,730	Casual Salaries	11,000	11,000
2,129	Transport Related Expenditure	1,240	1,090	1,320	Salaries	190,400	195,330
62,897	Supplies and Services	68,750	51,647	54,430	Premises Related		
0	Third Party Payments	0	0	0	General Rates	15,070	15,910
0	Transfer Payments	0	0	0	Repairs & Maintenance	12,710	13,160
328,395	Total Directly Controllable Expenditure	316,070	289,763	309,560	Utilities	7,120	7,650
					Supplies and Services		
(81,414)	Income	(97,510)	(68,979)	(84,830)	Advertising	6,000	4,000
246,981	Net Directly Controllable Expenditure/(Income)	218,560	220,784	224,730	Exhibits	6,000	6,000
					Printing & Stationery	9,530	4,000
0	Special Works	0	0	0	Souvenirs & Postcards for resale	30,000	26,000
288,922	Capital Charges	0	0	13,500	Telecomms	4,230	3,900
97,632	Support Services	25,660	34,485	29,830	Income		
633,535	Total Service Cost/(Surplus)	244,220	255,269	268,060	Commission on Craftwork Sales	(25,000)	(25,000)
					Souvenirs, Postcards & Publications	(62,000)	(52,000)
	Full Time Equivalent Staff	6.15		6.09	Capital Charges		
					Support Services		
					Accountancy Services Recharge	2,600	3,400
					Customer Tech Support Recharge	2,850	3,400
					Human Resources Recharge	3,330	3,710
					Paymaster Recharge	9,100	8,880

Major Variances 2011-12 v 2012-13

The decrease in the estimate for printing and stationery costs reflects recent levels of usage.

The fall in revenue from souvenir and postcard sales has arisen following the relocation of the Guildford House shop from the front to the rear of the premises. The estimate for stock purchases has been adjusted accordingly.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £
209,074	Employee Related Expenditure	219,620	223,408	225,520
113,250	Premises Related Expenditure	196,410	195,396	241,300
1,219	Transport Related Expenditure	1,190	1,111	1,380
50,377	Supplies and Services	48,460	45,545	40,630
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
373,920	Total Directly Controllable Expenditure	465,680	465,460	508,830
(55,885)	Income	(57,600)	(64,658)	(60,510)
318,035	Net Directly Controllable Expenditure/(Income)	408,080	400,802	448,320
0	Special Works	0	0	0
39,154	Capital Charges	17,780	17,788	27,630
59,804	Support Services	69,660	56,956	70,570
416,993	Total Service Cost/(Surplus)	495,520	475,546	546,520
	Full Time Equivalent Staff	5.35		5.28

Major Variances 2011-12 v 2012-13

The estimate for utilities has been increased to reflect the recent usage levels and costs of electricity at the museum.

The 2011-12 estimate for new/replacement equipment and tools included £9,000 for the purchase of new CCTV equipment. This was a one-off cost and has been removed for 2012-13.

The increase in the repairs and maintenance estimate relates to planned works to be undertaken at the Salters, Castle Street.

Major Items	2011-12 Estimate £	2012-13 Estimate £
Employee Related		
Casuals Salaries	44,100	44,570
Salaries	171,260	177,460
Premises Related		
General Rates	14,470	15,280
Proportion of Depot Expenses	22,460	21,730
Repairs & Maintenance	145,130	183,620
Utilities	10,520	15,980
Supplies and Services		
Copying & Printing	4,550	2,720
Exhibits	5,000	5,200
Museum Dev. Officer Contribution	3,000	3,000
New, Replace Equip & Tools	9,300	690
Postage and Telephones	6,210	6,470
Souvenirs & Postcards for resale	9,200	9,400
Income		
Admissions	(16,220)	(16,250)
Fee Income	(20,720)	(20,400)
Souvenirs, Postcards & Publications	(19,060)	(19,460)
Capital Charges		
Depreciation	17,780	27,630
Support Services		
Accountancy Services Recharge	3,620	4,770
Asset Development Recharge	32,580	27,020
Customer Tech Support Recharge	6,610	7,910
Housing Surveying Services	2,000	1,660
Human Resources Recharge	2,720	3,220
Information Sys Support Recharge	2,240	2,340
Legal Services Recharge	1,100	660
Valuation Services Recharge	4,850	4,500

Guildford Borough Council General Fund Budget 2012-2013

Economic Development

Financial Information Guildhall

Ledger Code GUILDH

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
80,449	Employee Related Expenditure	73,960	88,772	72,670	Employee Related		
43,258	Premises Related Expenditure	29,460	171,257	20,070	Salaries	72,850	71,480
236	Transport Related Expenditure	280	240	250	Premises Related		
22,159	Supplies and Services	21,170	23,119	16,480	General Rates	5,410	5,710
0	Third Party Payments	0	0	0	Repairs & Maintenance	14,470	3,570
0	Transfer Payments	0	0	0	Utilities	5,670	5,810
146,102	Total Directly Controllable Expenditure	124,870	283,388	109,470	Supplies and Services		
					Computer & Telephone Costs	1,570	1,810
(32,380)	Income	(29,000)	(24,533)	(31,000)	Lunch time concerts	8,000	8,000
113,722	Net Directly Controllable Expenditure/(Income)	95,870	258,855	78,470	Musical Instruments hire & upkeep	2,200	2,200
					New, Replace Equip & Tools	5,300	210
0	Special Works	0	0	0	Income		
347,600	Capital Charges	19,690	19,698	7,600	Letting Fees-General	(21,000)	(21,000)
33,403	Support Services	10,800	28,181	16,170	Lunchtime Concerts	(8,000)	(10,000)
494,725	Total Service Cost/(Surplus)	126,360	306,734	102,240	Support Services		
					Business Services Support Recharg	1,620	1,660
	Full Time Equivalent Staff	1.87		1.87	Customer Tech Support Recharge	820	980
					Housing Surveying Services	1,360	400
					Human Resources Recharge	1,010	1,140
					Paymaster Recharge	2,420	3,120

Major Variances 2011-12 v 2012-13

The decrease in the repairs and maintenance estimate recognises that the budget for responsive property repairs is to be held centrally for 2012-13.

The 2011-12 estimate for new/replacement equipment and tools included £5,000 for a new public address system. This was a one-off item and the budget for 2012-13 has been removed.

The estimate for lunchtime concert income has been adjusted to reflect the current level of revenue.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
44,463	Employee Related Expenditure	54,480	55,750	60,960	Employee Related		
77,588	Premises Related Expenditure	101,560	100,937	127,100	Salaries	52,890	59,990
1,167	Transport Related Expenditure	1,450	1,504	640	Premises Related		
27,780	Supplies and Services	36,520	32,005	34,820	Cleaning Materials	3,650	3,800
0	Third Party Payments	0	0	0	Electricity	4,200	4,200
0	Transfer Payments	0	0	0	Emissions Monitoring	3,500	3,500
150,998	Total Directly Controllable Expenditure	194,010	190,196	223,520	General Rates	5,430	5,730
(2,492,235)	Income	(2,487,620)	(2,519,481)	(2,444,560)	Grounds Maintenance	26,520	27,230
(2,341,237)	Net Directly Controllable Expenditure/(Income)	(2,293,610)	(2,329,285)	(2,221,040)	Repairs & Maintenance	44,160	68,210
					Supplies and Services		
0	Special Works	0	0	0	Consultants Fees	13,200	13,200
1,647,049	Capital Charges	173,260	173,300	111,120	Valuers Fees	20,000	20,000
95,671	Support Services	92,710	90,644	79,750	Income		
(598,517)	Total Service Cost/(Surplus)	(2,027,640)	(2,065,341)	(2,030,170)	Expenses Recovered	(46,340)	(43,890)
					Management Fee Income	(2,380)	(2,370)
	Full Time Equivalent Staff	1.09		1.48	Rent (Building & Shops)	(397,490)	(384,990)
					Rent (Land & Wayleaves)	(2,041,410)	(2,012,200)

Major Variances 2011-12 v 2012-13

The salaries estimate has risen due to the employment of a temporary surveyor on a fixed term contract.

The increase in the repairs and maintenance and Asset Development Recharge is in recognition of some specific works required at a number of the estates in 2012-13.

The decrease in the rental income estimate is to allow for vacancy periods across the estates.

Guildford Borough Council General Fund Budget 2012-2013

Economic Development

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	39,700	Employee Related Salaries	0	39,700
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
0	Supplies and Services	0	34,543	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
0	Total Directly Controllable Expenditure	0	34,543	39,700			
0	Income	0	0	0			
0	Net Directly Controllable Expenditure/(Income)	0	34,543	39,700			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
0	Total Service Cost/(Surplus)	0	34,543	39,700			
	Full Time Equivalent Staff			1.00			

Major Variances 2011-12 v 2012-13

The estimate reflects the anticipated cost of the Regeneration Projects Officer.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
16,379	Employee Related Expenditure	15,680	16,003	72,760	Salaries	15,510	71,370
94,760	Premises Related Expenditure	106,900	79,534	141,560	Premises Related		
890	Transport Related Expenditure	940	940	1,380	Electricity	11,500	14,300
89,033	Supplies and Services	150	1,790	220	General Rates	7,750	8,180
0	Third Party Payments	0	0	0	Repairs & Maintenance	67,290	100,680
0	Transfer Payments	0	0	0	Window Cleaning	3,900	3,900
201,062	Total Directly Controlable Expenditure	123,670	98,267	215,920	Income		
(2,516,083)	Income	(2,557,920)	(2,456,973)	(2,445,670)	Expenses Recovered	(19,860)	(18,280)
(2,315,021)	Net Directly Controlable Expenditure/(Income)	(2,434,250)	(2,358,706)	(2,229,750)	Rent (Building & Shops)	(1,402,350)	(1,294,100)
0	Special Works	0	0	0	Rent (Land & Wayleaves)	(1,084,860)	(1,084,850)
2,455,650	Capital Charges	25,440	25,448	0	Rents (Vol Groups Subsidy)	(50,850)	(48,350)
185,100	Support Services	193,040	189,903	151,070	Support Services		
325,729	Total Service Cost/(Surplus)	(2,215,770)	(2,143,355)	(2,078,680)	Accountancy Services Recharge	11,770	8,570
	Full Time Equivalent Staff	0.20		1.40	Asset Development Recharge	18,610	15,350
					Asset Register Recharge	3,240	4,150
					Audit Services Recharge	10,100	12,210
					Business Services Support Recharg	6,400	6,610
					Customer Tech Support Recharge	3,670	4,090
					Engineering and Transport Recharg	9,440	7,660
					Information Sys Support Recharge	1,650	1,650
					Legal Services Recharge	90,100	53,770
					Public Offices Recharge	7,100	2,450
					Valuation Services Recharge	25,860	25,500

Major Variances 2011-12 v 2012-13

The estimate for salaries has been increased as a result of the employment of a temporary surveyor on a fixed term contract and the reallocation of officer resources from other services to reflect the anticipated workload involved in managing the investment property portfolio in 2012-13.

The increase in the repairs and maintenance estimate reflects the level of planned works to be undertaken on properties within the investment property portfolio in 2012-13.

The estimate for rental income is lower in 2012-13 due to the disposal of some properties located on the town centre development site and the sale of 170 High Street.

The decrease in the Legal Services recharge reflects the reduction in the cost of that service for 2012-13.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
10	Employee Related Expenditure	0	0	0			
213,420	Premises Related Expenditure	208,460	187,646	140,450	Premises Related		
0	Transport Related Expenditure	0	0	0	Council Tax	2,330	2,330
12,916	Supplies and Services	8,230	28,788	8,000	Electricity	0	8,000
0	Third Party Payments	0	0	0	Emissions Monitoring	3,300	3,300
0	Transfer Payments	0	0	0	General Rates	10,790	9,630
226,346	Total Directly Controllable Expenditure	216,690	216,434	148,450	Rents Payable	94,000	94,000
					Repairs & Maintenance	92,270	15,070
(62,746)	Income	(79,200)	(79,500)	(87,660)	Supplies and Services		
163,600	Net Directly Controllable Expenditure/(Income)	137,490	136,934	60,790	Security Services	8,000	8,000
0	Special Works	0	0	0	Income		
55,133	Capital Charges	21,930	21,938	26,010	Rent (Building & Shops)	(41,450)	(51,450)
3,462	Support Services	29,100	11,131	4,190	Rent (Land & Wayleaves)	(4,040)	(2,040)
222,195	Total Service Cost/(Surplus)	188,520	170,003	90,990	Rents (Dwellings)	(33,710)	(34,170)
					Support Services		
					Asset Development Recharge	27,030	1,570
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

The increase in the electricity estimate reflects the additional costs associated with maintaining vacant properties where a security presence is required.

The fall in the repairs and maintenance and Asset Development Recharge estimates recognises the reduction in planned property related works within the non-core operational property portfolio in 2012-13.

The rental income estimate has been increased to reflect the anticipated occupation of a property that remained vacant throughout 2011-12.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
41,917	Employee Related Expenditure	39,590	40,056	41,120	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	38,810	40,110
865	Transport Related Expenditure	1,010	977	990	Supplies and Services		
74,757	Supplies and Services	60,100	30,196	40,070	Consultants Fees	40,000	40,000
0	Third Party Payments	0	0	0	Miscellaneous Expenses	20,000	10
0	Transfer Payments	0	0	0	Support Services		
117,539	Total Directly Controllable Expenditure	100,700	71,229	82,180	Legal Services Recharge	14,050	8,390
0	Income	0	0	0			
117,539	Net Directly Controllable Expenditure/(Income)	100,700	71,229	82,180			
0	Special Works	0	0	0			
109,666	Capital Charges	0	0	0			
16,763	Support Services	16,170	16,194	13,680			
243,968	Total Service Cost/(Surplus)	116,870	87,423	95,860			
	Full Time Equivalent Staff	0.76		0.76			

Major Variances 2011-12 v 2012-13

As a result of the service challenge exercise the estimate for miscellaneous expenses has been reduced for 2012-13.

Guildford Borough Council General Fund Budget 2012-2013

Economic Development

Financial Information Tourist Information Centre

Ledger Code TIC

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
156,698	Employee Related Expenditure	156,930	157,905	190,710	Employee Related		
53,631	Premises Related Expenditure	6,970	7,041	7,910	Casual Salaries	15,880	15,880
193	Transport Related Expenditure	220	308	610	Salaries	138,490	171,970
44,180	Supplies and Services	31,810	36,143	31,930	Premises Related		
0	Third Party Payments	0	0	0	Electricity	1,040	1,040
0	Transfer Payments	0	0	0	General Rates	3,770	3,980
254,702	Total Directly Controllable Expenditure	195,930	201,397	231,160	Supplies and Services		
					Computer Maintenance Agree	5,250	5,250
(51,223)	Income	(51,150)	(53,440)	(55,490)	Postage	2,300	1,490
203,479	Net Directly Controllable Expenditure/(Income)	144,780	147,957	175,670	Purchases for Resale	15,610	17,360
					Town Guides Grant	1,900	1,900
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Commission on General Sales	(13,650)	(15,000)
20,578	Support Services	17,680	18,124	24,590	Miscellaneous Income	(6,540)	(6,540)
224,057	Total Service Cost/(Surplus)	162,460	166,081	200,260	Souvenirs, Postcards & Publications	(28,560)	(31,000)
					Support Services		
	Full Time Equivalent Staff	4.47		5.60	Accountancy Services Recharge	2,100	3,740
					Business Services Support Recharg	2,060	2,170
					Customer Tech Support Recharge	3,180	3,830
					HR Services Recharge	2,470	3,410
					Information Sys Support Recharge	1,640	1,580
					Paymaster Recharge	3,410	4,410

Major Variances 2011-12 v 2012-13

The increase in the salaries estimate has arisen as a result of the inclusion of a cleaners post that was excluded from the 2011-12 estimates.

The increase in the income estimate recognises the additional revenue generated following relocation of the Tourist Information Centre to Guildford House. Stock purchases have been increased accordingly.

Guildford Borough Council General Fund Budget 2012-2013

Economic Development

Financial Information Town Centre Management

Ledger Code TOWMAN

Responsible Officer Chris Howard - Business & Tourism Manager (Tel: 444329)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £
77,255	Employee Related Expenditure	75,760	76,224	78,670
2,011	Premises Related Expenditure	2,820	1,900	2,820
714	Transport Related Expenditure	780	780	830
8,120	Supplies and Services	86,750	89,233	18,360
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
88,100	Total Directly Controllable Expenditure	166,110	168,137	100,680
(30,035)	Income	(45,200)	(30,853)	(28,000)
58,065	Net Directly Controllable Expenditure/(Income)	120,910	137,284	72,680
0	Special Works	0	0	0
63,421	Capital Charges	0	0	0
10,364	Support Services	13,280	13,320	16,960
131,850	Total Service Cost/(Surplus)	134,190	150,604	89,640
	Full Time Equivalent Staff	2.00		2.01

Major Variances 2011-12 v 2012-13

The consultants fees estimate for 2011-12 included start-up costs in relation to the Business Improvement District. This was a one-off cost and has been removed from the 2012-13 estimates.

The miscellaneous income and sponsorship receipts estimates have been removed for 2012-13 as these will follow on from the formation of the Business Improvement District in the summer of 2012.

Major Items	2011-12 Estimate £	2012-13 Estimate £
Employee Related		
Salaries	74,260	77,280
Premises Related		
Site Maintenance	1,900	1,900
Supplies and Services		
Car Parking Charges	3,900	5,000
Consultants Fees	70,000	0
Display Boards	1,800	1,800
Equipment & Tools Hire	1,760	1,760
Miscellaneous Expenses	2,840	2,840
Publicity	5,990	6,000
Income		
Miscellaneous Income	(7,200)	0
Other Grants, Sponsorship	(1,500)	(1,500)
Rents; Market Stall Spaces	(26,500)	(26,500)
Sponsorship Receipts	(10,000)	0
Support Services		
Accountancy Services Recharge	1,160	1,350
Business Services Support Recharg	1,410	1,460
Customer Tech Support Recharge	2,470	2,680
Debtors Section Recharge	2,050	2,070
Human Resources Recharge	1,110	1,230
Paymaster Recharge	930	1,080
Public Offices Recharge	1,650	3,290

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

ENVIRONMENTAL HEALTH AND LICENSING

HEAD OF SERVICE - (ACTING) JOHN MARTIN

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	64
Service Unit Summary	65
Civil Emergencies	67
Environmental Control	68
Food and Safety Services	69
Gypsy Caravan Sites	70
Health and Safety	71
Home Farm Estate, Effingham	72
Licensing Services	73
Taxi Licensing and Private Hire Vehicles	74

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
1,949,193	1,721,970	Gross Expenditure	1,710,570	1,748,080	1,798,180	1,850,230
(701,387)	(682,460)	Gross Income	(758,980)	(785,950)	(811,920)	(839,000)
1,247,806	1,039,510	Net Expenditure	951,590	962,130	986,260	1,011,230
1,118,185	1,032,070	Employee Related Expenditure	1,019,750	1,052,060	1,085,360	1,119,810
104,046	99,100	Premises Related Expenditure	101,090	103,120	105,170	107,290
43,460	45,750	Transport Related Expenditure	47,780	48,700	49,650	50,620
458,167	268,740	Supplies and Services	249,400	244,080	248,860	253,770
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,723,858	1,445,660	Total Directly Controllable Expenditure	1,418,020	1,447,960	1,489,040	1,531,490
(701,387)	(682,460)	Income	(758,980)	(785,950)	(811,920)	(839,000)
1,022,471	763,200	Net Directly Controllable Expenditure/(Income)	659,040	662,010	677,120	692,490
0	0	Special Works	0	0	0	0
29,601	7,590	Capital Charges	6,930	6,930	6,930	6,930
195,734	268,720	Support Services	285,620	293,190	302,210	311,810
1,247,806	1,039,510	Total Service Cost/(Surplus)	951,590	962,130	986,260	1,011,230

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
76,450	70,020	Civil Emergencies	60,360	62,050	63,790	65,610
559,277	534,320	Environmental Control	485,600	498,900	513,010	527,630
436,402	370,280	Food and Safety Services	402,390	414,300	426,960	440,100
60,526	(10,170)	Gypsy Caravan Sites	(11,720)	(10,580)	(9,170)	(7,680)
29,440	11,750	Health and Safety	970	1,310	1,200	1,000
28,292	17,770	Home Farm Estate, Effingham	14,220	14,520	14,880	15,260
25,446	35,050	Licensing Services	(1,200)	(3,830)	(5,610)	(7,450)
31,973	10,490	Taxi Licensing and Private Hire Vehicles	970	(14,540)	(18,800)	(23,240)
1,247,806	1,039,510	Total Net Expenditure/(Income)	951,590	962,130	986,260	1,011,230

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

Environmental Health and Licensing

Financial Information Civil Emergencies

Ledger Code CIVEMS

Responsible Officer Helen Barnsley - Health and Safety Team Leader (Tel: 444218)

Financial Services Contact Martin Hills - Accountancy Technician
(Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
56,806	Employee Related Expenditure	42,990	46,341	40,130	Employee Related		
1,110	Premises Related Expenditure	780	780	750	Salaries	39,970	37,320
1,594	Transport Related Expenditure	1,940	1,988	2,700	Transport Related		
7,080	Supplies and Services	15,890	13,326	10,770	Car Leasing & Allowances	1,940	2,700
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Emergency Accommodation	4,000	4,000
66,590	Total Directly Controllable Expenditure	61,600	62,435	54,350	Emergency Planning Contribution	5,570	5,050
0	Income	0	0	0	Miscellaneous Expenses	940	940
66,590	Net Directly Controllable Expenditure/(Income)	61,600	62,435	54,350	National Resilience Extranet	3,600	320
0	Special Works	0	0	0	Printing & Stationery	1,410	150
0	Capital Charges	0	0	0	Support Services		
9,860	Support Services	8,420	8,428	6,010	Accountancy Services Recharge	1,270	800
76,450	Total Service Cost/(Surplus)	70,020	70,863	60,360	Customer Tech Support Recharge	340	410
					Human Resources Recharge	630	470
					Office Services Recharge	1,270	780
					Public Offices Recharge	3,700	2,070
	Full Time Equivalent Staff	1.02		0.78			

Major Variances 2011-12 v 2012-13

The National Resilience Extranet is a bi-annual charge with a saving in 2012-13.

Guildford Borough Council General Fund Budget 2012-2013

Environmental Health and Licensing

Financial Information Environmental Control

Ledger Code ENVHEA

Responsible Officer Gary Durrant - Principal Environmental Health Officer (Tel: 444373)

Financial Services Contact Martin Hills - Accountancy Technician
(Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
338,827	Employee Related Expenditure	331,610	330,181	314,060	Employee Related		
11,670	Premises Related Expenditure	9,070	9,070	7,870	Salaries	318,970	305,440
15,414	Transport Related Expenditure	16,830	16,634	17,180	Premises Related		
161,335	Supplies and Services	122,090	117,863	94,940	Proportion of Depot Expenses	9,070	7,870
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing & Allowances	16,830	17,180
527,246	Total Directly Controllable Expenditure	479,600	473,748	434,050	Supplies and Services		
					Air Pollution Monitoring	6,530	1,000
(8,794)	Income	(13,580)	(16,303)	(17,420)	CECS Monitoring	26,140	0
518,452	Net Directly Controllable Expenditure/(Income)	466,020	457,445	416,630	Computer Software Licence	3,130	2,980
					Consultants Fees	5,000	1,000
0	Special Works	0	0	0	New, Replace Equip & Tools	2,230	2,230
4,235	Capital Charges	4,890	4,898	4,230	Out of Hours Service	0	5,140
36,590	Support Services	63,410	63,506	64,740	Pest Control Charges	65,630	65,630
559,277	Total Service Cost/(Surplus)	534,320	525,849	485,600	Income		
					Animal Establishment Fees	0	(6,270)
	Full Time Equivalent Staff	7.26		7.06	Contaminated Land Enquiries	(1,500)	(1,500)
					Fee Income	(10,370)	(7,900)
					Capital Charges		
					Depreciation	4,890	4,230
					Support Services		
					Business Services Support Recharg	6,490	6,770
					Customer Tech Support Recharge	8,580	10,000
					Health & Safety Recharge	1,120	1,170
					Human Resources Recharge	3,940	4,300
					Information Sys Support Recharge	9,340	7,170
					Office Services Recharge	7,730	5,880
					Performance Mngt. Recharge	1,250	2,830
					Public Offices Recharge	13,570	15,540

Major Variances 2011-12 v 2012-13

The reduction in employee related expenditure reflects changes to the number of hours worked by two members of staff.

The CECS out of hours staff monitoring will no longer be carried out by the alarm centre after November 2011, an alternative arrangement has been made with Forestcare which has resulted in savings to this service.

Guildford Borough Council General Fund Budget 2012-2013

Environmental Health and Licensing

Financial Information Food and Safety Services

Ledger Code FOODSF

Responsible Officer Chris Woodhatch - Principal Environmental Health Officer (Tel: 444390)

Financial Services Contact Martin Hills - Accountancy Technician
(Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £
302,105	Employee Related Expenditure	269,110	281,851	289,870
0	Premises Related Expenditure	0	0	0
14,011	Transport Related Expenditure	13,070	13,685	15,070
73,770	Supplies and Services	23,680	28,313	20,060
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
389,886	Total Directly Controllable Expenditure	305,860	323,849	325,000
(4,458)	Income	(8,600)	(10,167)	(6,680)
385,428	Net Directly Controllable Expenditure/(Income)	297,260	313,682	318,320
0	Special Works	0	0	0
0	Capital Charges	0	0	0
50,974	Support Services	73,020	72,830	84,070
436,402	Total Service Cost/(Surplus)	370,280	386,512	402,390
	Full Time Equivalent Staff	6.39		6.61

Major Variances 2011-12 v 2012-13

There is an overall increase in employee related expenditure following a review of salary allocations for the service.

The increase in support costs takes into account any changes to bases and actual time recording.

Major Items

Employee Related

Salaries	261,450	281,570
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Transport Related

Car Leasing & Allowances	13,070	15,070
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Supplies and Services

Computer Software Licence	3,500	3,100
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Food Hygiene Course Expenses	1,270	780
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General Subscriptions	4,500	1,000
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Health Education Expenditure	1,000	1,000
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IT Renewals	260	630
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New, Replace Equip & Tools	610	1,000
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Postages	1,920	890
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Printing Services Recharge	790	1,460
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Storage, Archiving Recharge	3,100	3,170
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Telecomms	1,040	1,100
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Income

Food Hygiene Course	(5,500)	(4,500)
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Support Services

Accountancy Services Recharge	3,170	4,600
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Audit Services Recharge	1,730	6,440
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Business Services Support Recharge	10,180	10,630
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Customer Service Centre Recharge	0	2,120
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Customer Tech Support Recharge	12,170	14,360
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Human Resources Recharge	3,550	4,030
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Information Sys Support Recharge	11,400	8,420
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Legal Services Recharge	6,060	3,620
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Office Services Recharge	7,190	5,500
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Paymaster Recharge	2,920	3,940
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Public Offices Recharge	10,760	14,510
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Guildford Borough Council General Fund Budget 2012-2013

Environmental Health and Licensing

Financial Information Gypsy Caravan Sites

Ledger Code CARSIT

Responsible Officer Gary Durrant - Principal Environmental Health Officer (Tel: 444373)

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
29,904	Employee Related Expenditure	28,080	29,796	29,600	Employee Related		
86,235	Premises Related Expenditure	83,160	85,465	87,360	Salaries	27,630	28,860
2,569	Transport Related Expenditure	2,360	2,463	2,290	Premises Related		
52,867	Supplies and Services	70	5,747	100	Electricity	45,000	48,500
0	Third Party Payments	0	0	0	Repairs & Maintenance	24,160	18,900
0	Transfer Payments	0	0	0	Water	14,000	17,330
171,575	Total Directly Controllable Expenditure	113,670	123,471	119,350	Income		
(119,669)	Income	(132,730)	(130,344)	(146,930)	Electricity Recharged	(17,290)	(27,590)
51,906	Net Directly Controllable Expenditure/(Income)	(19,060)	(6,873)	(27,580)	Rent (Land & Wayleaves)	(99,840)	(102,960)
0	Special Works	0	0	0	Water Recharged	(15,600)	(16,380)
0	Capital Charges	0	0	0	Support Services		
8,620	Support Services	8,890	8,914	15,860	Accountancy Services Recharge	1,230	2,420
60,526	Total Service Cost/(Surplus)	(10,170)	2,041	(11,720)	Business Services Support Recharg	370	380
					Customer Tech Support Recharge	540	680
					Energy Management Recharge	840	4,990
					Human Resources Recharge	450	510
					Information Sys Support Recharge	250	270
					Office Services Recharge	910	710
					Public Offices Recharge	1,740	1,890
	Full Time Equivalent Staff	0.84		0.83			

Major Variances 2011-12 v 2012-13

The repairs and maintenance budget has been reduced in 2012-13 to reflect previous years expenditure.

The increase in the Energy Management service recharge is due to additional time being required in pursuing outstanding charges.

Guildford Borough Council General Fund Budget 2012-2013

Environmental Health and Licensing

Financial Information Health and Safety

Ledger Code G2525

Responsible Officer Chris Woodhatch - Principal Environmental Health Officer (Tel: 444390)

Financial Services Contact Martin Hills - Accountancy Technician
(Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
128,275	Employee Related Expenditure	118,600	120,011	107,320	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	102,480	95,010
1,937	Transport Related Expenditure	2,010	2,189	2,050	Training - Health & Safety	13,330	10,000
9,112	Supplies and Services	10,920	10,871	6,110	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing & Allowances	2,000	2,040
0	Transfer Payments	0	0	0	Supplies and Services		
139,324	Total Directly Controllable Expenditure	131,530	133,071	115,480	Consultants Fees	9,000	3,500
(143,060)	Income	(136,210)	(139,235)	(131,470)	General Subscriptions	900	830
(3,736)	Net Directly Controllable Expenditure/(Income)	(4,680)	(6,164)	(15,990)	Income		
					Support Service Recharge	(136,210)	(131,470)
0	Special Works	0	0	0	Support Services		
22,666	Capital Charges	0	0	0	Audit Services Recharge	3,610	0
10,510	Support Services	16,430	16,462	16,960	Business Services Support Recharg	750	780
29,440	Total Service Cost/(Surplus)	11,750	10,298	970	Customer Tech Support Recharge	970	1,100
					Information Sys Support Recharge	490	450
					Office Services Recharge	2,600	1,940
					Paymaster Recharge	2,420	3,460
					Public Offices Recharge	3,000	5,110
	Full Time Equivalent Staff	2.38		2.07			

Major Variances 2011-12 v 2012-13

There is an overall reduction in employee related expenditure following a review of salary allocations for the service.

Guildford Borough Council General Fund Budget 2012-2013

Environmental Health and Licensing

Financial Information Home Farm Estate, Effingham

Ledger Code HOMFAR

Responsible Officer Gary Durrant - Principal Environmental Health Officer (Tel: 444373)

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
8,834	Employee Related Expenditure	8,770	9,130	8,960	Employee Related		
5,031	Premises Related Expenditure	6,090	6,090	5,110	Salaries	8,660	8,840
521	Transport Related Expenditure	550	463	440	Premises Related		
11,045	Supplies and Services	40	2,069	70	Repairs & Maintenance	6,000	5,000
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Licence Fees	(4,000)	(4,200)
25,431	Total Directly Controllable Expenditure	15,450	17,752	14,580	Rent (Land & Wayleaves)	(1,550)	(1,550)
					Rents (Dwellings)	(4,000)	(4,000)
(9,419)	Income	(9,550)	(9,687)	(9,750)	Support Services		
16,012	Net Directly Controllable Expenditure/(Income)	5,900	8,065	4,830	Legal Services Recharge	7,820	4,670
0	Special Works	0	0	0			
2,700	Capital Charges	2,700	2,700	2,700			
9,580	Support Services	9,170	9,210	6,690			
28,292	Total Service Cost/(Surplus)	17,770	19,975	14,220			
	Full Time Equivalent Staff	0.23		0.23			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

Environmental Health and Licensing

Financial Information Licensing Services

Ledger Code LICENS

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

Financial Services Contact Martin Hills - Accountancy Technician
(Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
137,018	Employee Related Expenditure	125,750	123,846	105,350	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	121,690	101,670
3,444	Transport Related Expenditure	3,810	3,519	3,040	Transport Related		
17,683	Supplies and Services	12,760	10,980	9,900	Car Allowances	2,510	1,630
0	Third Party Payments	0	0	0	Officers Car Leasing	1,100	1,210
0	Transfer Payments	0	0	0	Supplies and Services		
158,145	Total Directly Controllable Expenditure	142,320	138,345	118,290	Computer Software Licence	6,040	6,300
					Miscellaneous Expenses	1,000	200
(174,579)	Income	(160,410)	(152,688)	(165,890)	Income		
(16,434)	Net Directly Controllable Expenditure/(Income)	(18,090)	(14,343)	(47,600)	LA03 Licence Fees	(133,580)	(140,160)
					Licence Fees	(11,480)	(5,780)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	2,080	2,650
41,880	Support Services	53,140	53,172	46,400	Audit Services Recharge	1,800	2,180
25,446	Total Service Cost/(Surplus)	35,050	38,829	(1,200)	Business Services Support Recharg	2,070	2,180
					Customer Tech Support Recharge	3,320	3,870
	Full Time Equivalent Staff	3.34		2.73	Human Resources Recharge	1,810	1,670
					Information Sys Support Recharge	2,470	2,360
					Information Sys Support Recharge	2,470	2,360
					Legal Services Recharge	28,730	17,150
					Office Services Recharge	3,350	2,610
					Public Offices Recharge	4,330	6,880

Major Variances 2011-12 v 2012-13

There is an overall reduction in employee related expenditure following a review of salary allocations for the service.

The LA03 Licence fee income estimate has been based on actuals for 2010-11.

The reduction in support costs takes into account any changes to bases and actual time recording.

Guildford Borough Council General Fund Budget 2012-2013

Environmental Health and Licensing

Financial Information Taxi Licensing and Private Hire Vehicles

Ledger Code TAXLIC

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

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £
116,416	Employee Related Expenditure	107,160	100,640	124,460
0	Premises Related Expenditure	0	0	0
3,970	Transport Related Expenditure	5,180	4,935	5,010
125,275	Supplies and Services	83,290	89,142	107,450
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
245,661	Total Directly Controllable Expenditure	195,630	194,717	236,920
(241,408)	Income	(221,380)	(262,926)	(280,840)
4,253	Net Directly Controllable Expenditure/(Income)	(25,750)	(68,209)	(43,920)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
27,720	Support Services	36,240	36,336	44,890
31,973	Total Service Cost/(Surplus)	10,490	(31,873)	970
	Full Time Equivalent Staff	3.05		3.51

Major Variances 2011-12 v 2012-13

There is an overall increase in employee related expenditure following a review of salary allocations for the service.

A budget has been included in 2012-13 for taxi rank maintenance and mystery shopper survey.

Income levels for all Taxi/Private Hire Licence Fees has been based on actual activity in 2010-11.

The increase in support costs takes into account any changes to bases and actual time recording.

Major Items	2011-12 Estimate £	2012-13 Estimate £
Employee Related		
Salaries	104,790	122,060
Supplies and Services		
Computer Software Licence	3,060	3,200
Consultants (Projects)	0	10,000
CRB Checks	5,680	5,680
Equipment & Tools	8,000	7,860
Printing & Stationery	3,150	4,140
Taxi & Private Hire Car Tests	57,000	59,740
Taxi Ranks Maintenance	0	12,000
Income		
Operators	(10,210)	(16,220)
Private Hire Drivers	(19,130)	(31,330)
Private Hire Licence Fees	(113,100)	(93,950)
Taxi Drivers	(11,180)	(22,000)
Taxi Licence Fees	(55,680)	(104,370)
Support Services		
Business Services Support Recharg	3,180	3,150
Customer Tech Support Recharge	4,630	5,400
HR Services Recharge	1,640	2,130
Information Sys Support Recharge	2,290	3,420
Legal Services Recharge	13,420	9,020
Office Services Recharge	3,310	2,570
Public Offices Recharge	3,730	6,770

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

FINANCIAL SERVICES

HEAD OF SERVICE - SUE REEKIE

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	78
Service Unit Summary	79
Accountancy	81
Corporate Financial	82
Debtors	83
Feasibility Studies	84
Miscellaneous Items	85
Non Distributed Costs	86

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
(16,829,367)	3,096,430	Gross Expenditure	3,426,910	3,467,700	3,507,170	3,549,360
(1,366,626)	(1,108,740)	Gross Income	(1,193,830)	(1,225,690)	(1,263,710)	(1,302,240)
(18,195,993)	1,987,690	Net Expenditure	2,233,080	2,242,010	2,243,460	2,247,120
(17,483,033)	2,292,030	Employee Related Expenditure	2,307,290	2,331,590	2,354,770	2,379,800
0	0	Premises Related Expenditure	0	0	0	0
27,818	29,330	Transport Related Expenditure	32,980	33,650	34,330	35,020
306,761	400,820	Supplies and Services	710,110	715,790	719,410	723,150
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
(17,148,454)	2,722,180	Total Directly Controllable Expenditure	3,050,380	3,081,030	3,108,510	3,137,970
(1,366,626)	(1,108,740)	Income	(1,193,830)	(1,225,690)	(1,263,710)	(1,302,240)
(18,515,080)	1,613,440	Net Directly Controllable Expenditure/(Income)	1,856,550	1,855,340	1,844,800	1,835,730
0	0	Special Works	0	0	0	0
1,317	0	Capital Charges	0	0	0	0
317,770	374,250	Support Services	376,530	386,670	398,660	411,390
(18,195,993)	1,987,690	Total Service Cost/(Surplus)	2,233,080	2,242,010	2,243,460	2,247,120

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
(36,530)	35,510	Accountancy	3,400	6,160	6,150	5,350
195,543	183,880	Corporate Financial	192,920	197,920	202,910	210,020
(3,982)	(1,420)	Debtors	(14,930)	(14,870)	(15,430)	(16,150)
1,654	20,120	Feasibility Studies	20,090	20,090	20,090	20,090
(45,508)	280,490	Miscellaneous Items	565,630	568,730	569,750	570,810
(18,307,170)	1,469,110	Non Distributed Costs	1,465,970	1,463,980	1,459,990	1,457,000
(18,195,993)	1,987,690	Total Net Expenditure/(Income)	2,233,080	2,242,010	2,243,460	2,247,120

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

Financial Services

Financial Information Accountancy

Ledger Code ACCOUN

Responsible Officer Sue Reekie - Head of Financial Services (Tel: 444829)

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
680,992	Employee Related Expenditure	641,910	653,673	660,780	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	3,880	3,010
25,073	Transport Related Expenditure	26,470	26,071	31,240	Salaries	621,210	642,710
84,916	Supplies and Services	41,350	39,532	39,410	Training	6,660	4,440
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	25,400	29,850
790,981	Total Directly Controllable Expenditure	709,730	719,276	731,430	Supplies and Services		
					Books and Publications	9,000	9,000
(890,151)	Income	(789,560)	(793,112)	(856,920)	Computer Software Development	4,000	4,000
(99,170)	Net Directly Controllable Expenditure/(Income)	(79,830)	(73,836)	(125,490)	Computer Software Licence	11,820	7,890
					General Subscriptions	7,810	7,810
0	Special Works	0	0	0	IT Renewals	1,070	2,010
0	Capital Charges	0	0	0	Storage, Archiving Recharge	2,330	2,620
62,640	Support Services	115,340	115,388	128,890	Income		
(36,530)	Total Service Cost/(Surplus)	35,510	41,552	3,400	Support Service Recharge	(789,560)	(856,920)
					Support Services		
	Full Time Equivalent Staff	13.86		13.84	Audit Services Recharge	4,300	5,200
					Business systems Recharge	52,650	51,760
					HR Services Recharge	7,440	8,440
					Office Services Recharge	15,050	11,910
					Paymaster Recharge	4,250	5,260
					Public Offices Recharge	25,110	31,440

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

Financial Services

Financial Information Corporate Financial

Ledger Code CORFIN

Responsible Officer Sue Reekie - Head of Financial Services (Tel: 444829)

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
24,592	Employee Related Expenditure	19,120	19,608	19,830	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	18,830	19,590
844	Transport Related Expenditure	900	884	830	Supplies and Services		
76,928	Supplies and Services	76,230	74,242	102,190	Computer Maintenance Agreement	3,600	3,610
0	Third Party Payments	0	0	0	Consultants Fees	15,750	44,540
0	Transfer Payments	0	0	0	Fund Managers Fees	22,950	22,500
102,364	Total Directly Controllable Expenditure	96,250	94,734	122,850	Grants & subscriptions	32,720	29,880
(54,931)	Income	(55,130)	(58,063)	(91,620)	Income		
47,433	Net Directly Controllable Expenditure/(Income)	41,120	36,671	31,230	Recharged to Other Services	(55,130)	(91,620)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	93,070	125,040
148,110	Support Services	142,760	139,402	161,690	Audit Services Recharge	14,380	17,410
195,543	Total Service Cost/(Surplus)	183,880	176,073	192,920	Legal Services Recharge	30,060	17,940
					Paymaster Recharge	30	50
	Full Time Equivalent Staff	0.25		0.25			

Major Variances 2011-12 v 2012-13

Increase in consultants fees of £28,790. Most of this increase is for additional advice required relating to the restructuring of Housing Revenue Account (HRA) debt and also the costs associated with achieving the Aaa credit rating in 2011. These additional costs are charged to the HRA.

Increase of £31,970 in the accountancy service recharge based on increased time spent on treasury management. A proportion of this increase is recharged to the HRA.

Guildford Borough Council General Fund Budget 2012-2013

Financial Services

Financial Information Debtors

Ledger Code G3555

Responsible Officer Sue Reekie - Head of Financial Services (Tel: 444829)

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
131,776	Employee Related Expenditure	119,870	121,652	119,150	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	115,190	117,020
1,901	Transport Related Expenditure	1,960	2,000	910	Transport Related		
33,164	Supplies and Services	20,340	19,846	21,130	Officers Car Leasing	1,960	900
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	4,980	4,630
166,841	Total Directly Controllable Expenditure	142,170	143,498	141,190	Copying & Printing	5,100	6,200
(269,973)	Income	(252,480)	(252,643)	(241,220)	IT Renewals	0	280
(103,132)	Net Directly Controllable Expenditure/(Income)	(110,310)	(109,145)	(100,030)	Postages	8,430	8,440
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Support Service Recharge	(252,280)	(240,860)
99,150	Support Services	108,890	108,930	85,100	Support Services		
(3,982)	Total Service Cost/(Surplus)	(1,420)	(215)	(14,930)	Audit Services Recharge	2,700	3,270
	Full Time Equivalent Staff	3.70		3.67	Business systems Recharge	12,220	13,150
					HR Services Recharge	2,190	2,240
					Legal Services Recharge	55,470	33,110
					Office Services Recharge	4,430	3,160
					Paymaster Recharge	22,040	17,820
					Public Offices Recharge	7,870	8,340

Major Variances 2011-12 v 2012-13

The credit balance of £14,930 represents an overrecovery of costs. This is fully offset by charges to individual services.

Guildford Borough Council General Fund Budget 2012-2013

Financial Services

Financial Information Feasibility Studies

Ledger Code FEASTU

Responsible Officer Sue Reekie - Head of Financial Services (Tel: 444829)

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
247	Supplies and Services	20,000	20,100	20,000	Supplies and Services		
0	Third Party Payments	0	0	0	Consultants Fees	20,000	20,000
0	Transfer Payments	0	0	0			
247	Total Directly Controllable Expenditure	20,000	20,100	20,000			
0	Income	0	0	0			
247	Net Directly Controllable Expenditure/(Income)	20,000	20,100	20,000			
0	Special Works	0	0	0			
1,317	Capital Charges	0	0	0			
90	Support Services	120	417	90			
1,654	Total Service Cost/(Surplus)	20,120	20,517	20,090			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

Financial Services

Financial Information Miscellaneous Items

Ledger Code MISEXE

Responsible Officer Sue Reekie - Head of Financial Services (Tel: 444829)

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
(12,793)	Employee Related Expenditure	42,400	29,472	41,900	Employee Related		
0	Premises Related Expenditure	0	0	0	Advertising Staff Vacancies	25,500	25,000
0	Transport Related Expenditure	0	161	0	Relocation Expenses	16,900	16,900
111,506	Supplies and Services	242,900	257,211	527,380	Supplies and Services		
0	Third Party Payments	0	0	0	Computer Software Licence	0	10,000
0	Transfer Payments	0	0	0	Consultants Fees	3,500	3,500
98,713	Total Directly Controllable Expenditure	285,300	286,844	569,280	Inflation Allowance	0	250,000
(151,571)	Income	(11,570)	(10,621)	(4,070)	IT Renewals	122,560	155,290
(52,858)	Net Directly Controllable Expenditure/(Income)	273,730	276,223	565,210	Service Challenge Allowance	114,250	106,100
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Interest from Car Loans	(6,500)	(4,000)
7,350	Support Services	6,760	7,050	420	Miscellaneous Income	(5,000)	0
(45,508)	Total Service Cost/(Surplus)	280,490	283,273	565,630			
	Full Time Equivalent Staff	0.22		0.22			

Major Variances 2011-12 v 2012-13

An inflation allowance of £250,000 has been included for 2012-13 as a contingency sum due to no inflationary increase being applied to individual service budgets.

A software licence is included at £10,000 relating to the ongoing assessment of the customer service excellence standard.

Guildford Borough Council General Fund Budget 2012-2013

Financial Services

Financial Information Non Distributed Costs

Ledger Code UNALLO

Responsible Officer Sue Reekie - Head of Financial Services (Tel: 444829)

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
(18,307,600)	Employee Related Expenditure	1,468,730	1,517,819	1,465,630	Employee Related		
0	Premises Related Expenditure	0	0	0	Backfunding of Superannuation	1,297,630	1,297,630
0	Transport Related Expenditure	0	0	0	Pension Payments for Added Years	171,100	168,000
0	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
(18,307,600)	Total Directly Controllable Expenditure	1,468,730	1,517,819	1,465,630			
0	Income	0	0	0			
(18,307,600)	Net Directly Controllable Expenditure/(Income)	1,468,730	1,517,819	1,465,630			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
430	Support Services	380	380	340			
(18,307,170)	Total Service Cost/(Surplus)	1,469,110	1,518,199	1,465,970			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

HOUSING ADVICE SERVICES

HEAD OF SERVICE - (ACTING) KIM RIPPETT

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	90
Service Unit Summary	91
Affordable Housing Development	93
Homelessness and Emergency Accommodation	94
Housing Advice	95

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
1,302,120	1,201,420	Gross Expenditure	1,174,420	1,160,150	1,185,370	1,017,910
(456,192)	(389,970)	Gross Income	(388,500)	(251,780)	(252,060)	(252,360)
845,928	811,450	Net Expenditure	785,920	908,370	933,310	765,550
474,441	444,820	Employee Related Expenditure	408,420	421,960	435,970	450,430
7,706	3,010	Premises Related Expenditure	3,010	3,070	3,130	3,190
9,469	5,780	Transport Related Expenditure	3,950	4,020	4,100	4,180
578,066	635,090	Supplies and Services	666,520	636,090	644,250	459,060
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,069,682	1,088,700	Total Directly Controllable Expenditure	1,081,900	1,065,140	1,087,450	916,860
(456,192)	(389,970)	Income	(388,500)	(251,780)	(252,060)	(252,360)
613,490	698,730	Net Directly Controllable Expenditure/(Income)	693,400	813,360	835,390	664,500
0	0	Special Works	0	0	0	0
148,010	0	Capital Charges	0	0	0	0
84,428	112,720	Support Services	92,520	95,010	97,920	101,050
845,928	811,450	Total Service Cost/(Surplus)	785,920	908,370	933,310	765,550

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
321,855	211,680	Affordable Housing Development	207,290	213,530	220,130	226,990
264,828	325,970	Homelessness and Emergency Accommodation	311,630	422,500	435,390	255,210
259,245	273,800	Housing Advice	267,000	272,340	277,790	283,350
845,928	811,450	Total Net Expenditure/(Income)	785,920	908,370	933,310	765,550

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

Housing Advice Services

Financial Information Affordable Housing Development

Ledger Code HOUASS

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

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
117,898	Employee Related Expenditure	149,790	123,739	153,580	Employee Related		
0	Premises Related Expenditure	10	10	10	Salaries	146,800	150,460
1,753	Transport Related Expenditure	1,270	1,404	1,330	Transport Related		
25,606	Supplies and Services	13,150	12,044	12,740	Car Allowances	700	710
0	Third Party Payments	0	0	0	Officers Car Leasing	520	570
0	Transfer Payments	0	0	0	Supplies and Services		
145,257	Total Directly Controllable Expenditure	164,220	137,197	167,660	Computer Software Licence	4,220	3,220
					Consultants Fees	2,000	1,000
(2,550)	Income	0	(14)	0	Copying & Printing	490	400
142,707	Net Directly Controllable Expenditure/(Income)	164,220	137,183	167,660	General Grants	3,800	3,800
					General Subscriptions	1,780	2,000
0	Special Works	0	0	0	Housing Needs Surveys	0	1,500
148,010	Capital Charges	0	0	0	IT Renewals	210	190
31,138	Support Services	47,460	47,492	39,630	Support Services		
321,855	Total Service Cost/(Surplus)	211,680	184,675	207,290	Accountancy Services Recharge	5,390	1,090
					Business systems Recharge	9,330	10,180
	Full Time Equivalent Staff	2.78		2.77	Customer Service Centre Recharge	0	870
					Human Resources Recharge	1,500	1,690
					Legal Services Recharge	15,110	9,020
					Office Services Recharge	3,030	2,380
					Paymaster Recharge	1,120	1,210
					Performance Mngt. Recharge	480	1,110
					Public Offices Recharge	5,660	6,290
					Valuation Services Recharge	4,850	4,500

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

Housing Advice Services

Financial Information Homelessness and Emergency Accommodation

Ledger Code HOMLES

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

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
356,543	Employee Related Expenditure	295,030	310,623	254,840	Employee Related		
7,706	Premises Related Expenditure	3,000	1,428	3,000	Salaries	289,300	250,280
7,716	Transport Related Expenditure	4,510	4,252	2,620	Premises Related		
293,215	Supplies and Services	348,140	329,070	386,780	Repairs & Maintenance	3,000	3,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	3,940	2,220
665,180	Total Directly Controllable Expenditure	650,680	645,373	647,240	Supplies and Services		
					Bonds issued/claimed	40,000	40,000
(453,642)	Income	(389,970)	(388,670)	(388,500)	Building Condition surveys	13,000	11,880
211,538	Net Directly Controllable Expenditure/(Income)	260,710	256,703	258,740	Computer Software Licence	2,160	1,270
					Contr to Bad Debts Provision	20,000	20,000
0	Special Works	0	0	0	Emergency Accommodation	50,000	40,000
0	Capital Charges	0	0	0	General Grants	58,000	88,000
53,290	Support Services	65,260	65,284	52,890	Homeless Outreach Support	159,310	159,310
264,828	Total Service Cost/(Surplus)	325,970	321,987	311,630	IT Renewals	640	230
					Telecomms	3,050	3,000
	Full Time Equivalent Staff	7.89		8.02	Income		
					Bed & Breakfast Income	(17,500)	(16,000)
					Government Grants	(372,470)	(372,500)

Major Variances 2011-12 v 2012-13

The additional homelessness grant of £135,000 received in 2011-12 will also apply to 2012-13. A sum of £41,340 will be spent on supporting the Homeless Outreach Support contract to 31st March 2013. £20,000 will be used on a social housing fraud initiative. £33,000 on additional support to the money advice service provided by the Citizens Advice Bureau. £20,000 on an enhanced housing options employment support initiative, and £15,660 for a part time Homeless outreach Support worker. The balance remaining of £5,000 will be used to support other general homelessness costs.

The £10,000 reduction in estimated emergency accommodation expenditure is based on levels of spend in the current year. A reduction of £7,480 in the public office recharge is due to the charge now being based on Millmead based staff.

Guildford Borough Council General Fund Budget 2012-2013

Housing Advice Services

Financial Information Housing Advice

Ledger Code HOUADV

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

Financial Services Contact Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
259,245	Supplies and Services	273,800	273,800	267,000	Supplies and Services		
0	Third Party Payments	0	0	0	Hsg Advice Services (To HRA)	273,800	267,000
0	Transfer Payments	0	0	0			
259,245	Total Directly Controllable Expenditure	273,800	273,800	267,000			
0	Income	0	0	0			
259,245	Net Directly Controllable Expenditure/(Income)	273,800	273,800	267,000			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
259,245	Total Service Cost/(Surplus)	273,800	273,800	267,000			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

This represents 50% of housing advice costs in the HRA.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

HUMAN RESOURCES

HEAD OF SERVICE - JUDITH COSLETT

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	100
Service Unit Summary	101
HR Services	103
Other Employee Costs	104

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
774,963	748,160	Gross Expenditure	764,040	785,050	807,160	830,010
(813,822)	(705,200)	Gross Income	(734,150)	(753,980)	(777,350)	(802,230)
(38,859)	42,960	Net Expenditure	29,890	31,070	29,810	27,780
548,107	557,830	Employee Related Expenditure	589,760	606,470	623,690	641,400
0	0	Premises Related Expenditure	0	0	0	0
7,002	8,650	Transport Related Expenditure	8,580	8,750	8,920	9,090
97,244	49,270	Supplies and Services	49,230	50,200	51,200	52,210
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
652,353	615,750	Total Directly Controllable Expenditure	647,570	665,420	683,810	702,700
(813,822)	(705,200)	Income	(734,150)	(753,980)	(777,350)	(802,230)
(161,469)	(89,450)	Net Directly Controllable Expenditure/(Income)	(86,580)	(88,560)	(93,540)	(99,530)
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
122,610	132,410	Support Services	116,470	119,630	123,350	127,310
(38,859)	42,960	Total Service Cost/(Surplus)	29,890	31,070	29,810	27,780

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
13,520	17,830	HR Services	(19,590)	(18,910)	(19,740)	(21,040)
(52,379)	25,130	Other Employee Costs	49,480	49,980	49,550	48,820
(38,859)	42,960	Total Net Expenditure/(Income)	29,890	31,070	29,810	27,780

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

Human Resources

Financial Information HR Services

Ledger Code HRSERV

Responsible Officer Judith Coslett - Head of Human Resources (Tel: 444010)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
420,118	Employee Related Expenditure	343,130	336,244	322,500	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	331,840	309,900
6,425	Transport Related Expenditure	7,250	7,449	7,560	Training	4,680	4,800
90,227	Supplies and Services	39,950	63,038	40,510	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	3,440	3,530
0	Transfer Payments	0	0	0	Officers Car Leasing	3,720	3,940
516,770	Total Directly Controllable Expenditure	390,330	406,731	370,570	Supplies and Services		
(601,590)	Income	(481,050)	(491,156)	(480,380)	Computer Software Licence	15,800	16,000
(84,820)	Net Directly Controllable Expenditure/(Income)	(90,720)	(84,425)	(109,810)	Consultants Fees	6,000	3,000
0	Special Works	0	0	0	General Subscriptions	1,660	1,660
0	Capital Charges	0	0	0	IT Renewals	2,790	1,480
98,340	Support Services	108,550	108,590	90,220	Miscellaneous Expenses	70	70
13,520	Total Service Cost/(Surplus)	17,830	24,165	(19,590)	Printing Services Recharge	2,900	3,260
	Full Time Equivalent Staff	8.25		7.64	Telecomms	780	560
					Support Services		
					Accountancy Services Recharge	7,500	8,140
					Audit Services Recharge	3,160	3,820
					Business Services Support Recharg	7,310	7,680
					Customer Tech Support Recharge	11,660	13,480
					Information Sys Support Recharge	5,180	5,010
					Legal Services Recharge	26,180	15,620
					Office Services Recharge	8,830	6,570
					Paymaster Recharge	3,310	4,110
					Public Offices Recharge	30,400	17,350

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

Human Resources

Financial Information Other Employee Costs

Ledger Code OTHEMP

Responsible Officer Judith Coslett - Head of Human Resources (Tel: 444010)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
127,989	Employee Related Expenditure	214,700	196,024	267,260	Employee Related		
0	Premises Related Expenditure	0	0	0	Child Protection Training	2,970	2,700
577	Transport Related Expenditure	1,400	609	1,020	Corporate Training Plan	38,680	88,390
7,017	Supplies and Services	9,320	2,739	8,720	Criminal Records Bureau	5,000	5,000
0	Third Party Payments	0	0	0	Equalities Training	4,000	4,000
0	Transfer Payments	0	0	0	External Qualification Training	39,820	39,820
135,583	Total Directly Controllable Expenditure	225,420	199,372	277,000	Medical Fees	26,830	26,830
(212,232)	Income	(224,150)	(228,731)	(253,770)	Salaries	87,980	90,090
(76,649)	Net Directly Controllable Expenditure/(Income)	1,270	(29,359)	23,230	Sight Tests & Glasses	2,400	2,400
0	Special Works	0	0	0	Staff Concessions	4,000	4,000
0	Capital Charges	0	0	0	Supplies and Services		
24,270	Support Services	23,860	20,388	26,250	Contract Catering	1,500	1,500
(52,379)	Total Service Cost/(Surplus)	25,130	(8,971)	49,480	General Subscriptions	5,500	5,500
					Healthy Living Week	1,500	1,050
					Staff Suggestion Scheme	400	500
					Support Services		
	Full Time Equivalent Staff	1.91		1.91	Accountancy Services Recharge	2,380	7,800
					Engineering and Transport Recharg	14,690	7,760
					Paymaster Recharge	1,450	1,800

Major Variances 2011-12 v 2012-13

Service unit training budgets are now centrally co-ordinated. This enables training and development needs common to a number of service units to be identified. Running training sessions on site using identified providers which staff from across the Council attend delivers significant savings. To facilitate this estimates have been moved to corporate training from individual service unit budgets.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

LEGAL AND DEMOCRATIC SERVICES

HEAD OF SERVICE - STEPHEN GERRARD (INTERIM)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	108
Service Unit Summary	109
Access Group for Guildford	111
Civic Expenses	112
Committee Services	113
Council and Committee Support	114
Democratic Representation and Management	115
Elections	116
Electoral Registration	117
Guildford Youth Council	118
Legal Services	119
Parish and Local Liaison	120

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
3,431,377	3,154,750	Gross Expenditure	2,797,440	2,824,940	2,896,570	3,091,120
(1,508,860)	(1,357,050)	Gross Income	(1,054,490)	(1,053,870)	(1,086,880)	(1,121,250)
1,922,517	1,797,700	Net Expenditure	1,742,950	1,771,070	1,809,690	1,969,870
1,526,265	1,438,690	Employee Related Expenditure	1,228,620	1,234,580	1,273,790	1,314,230
1,740	9,670	Premises Related Expenditure	1,610	1,640	1,670	1,700
44,965	41,650	Transport Related Expenditure	37,190	37,940	38,690	39,450
950,442	903,580	Supplies and Services	796,430	797,460	805,790	934,350
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,523,412	2,393,590	Total Directly Controllable Expenditure	2,063,850	2,071,620	2,119,940	2,289,730
(1,508,860)	(1,357,050)	Income	(1,054,490)	(1,053,870)	(1,086,880)	(1,121,250)
1,014,552	1,036,540	Net Directly Controllable Expenditure/(Income)	1,009,360	1,017,750	1,033,060	1,168,480
0	0	Special Works	0	0	0	0
236,816	0	Capital Charges	0	0	0	0
671,149	761,160	Support Services	733,590	753,320	776,630	801,390
1,922,517	1,797,700	Total Service Cost/(Surplus)	1,742,950	1,771,070	1,809,690	1,969,870

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
5,929	3,920	Access Group for Guildford	4,430	4,540	4,670	4,800
210,017	218,820	Civic Expenses	185,950	191,090	196,480	202,030
(25,692)	9,520	Committee Services	(250)	460	540	490
408,473	334,210	Council and Committee Support	350,680	359,760	370,390	381,610
768,776	783,850	Democratic Representation and Management	798,330	810,950	825,470	840,660
52,062	166,570	Elections	78,890	81,080	83,430	205,840
188,247	182,460	Electoral Registration	188,830	186,530	191,420	196,490
9,964	10,710	Guildford Youth Council	11,130	11,390	11,690	12,010
(26,380)	(44,300)	Legal Services	0	0	0	0
331,121	131,940	Parish and Local Liaison	124,960	125,270	125,600	125,940
1,922,517	1,797,700	Total Net Expenditure/(Income)	1,742,950	1,771,070	1,809,690	1,969,870

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

Legal and Democratic Services

Financial Information Access Group for Guildford

Ledger Code ACCGUI

Responsible Officer Head of Legal & Democratic Services (Tel: 444042)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
1,133	Employee Related Expenditure	1,100	1,110	1,150	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,070	1,110
50	Transport Related Expenditure	50	65	50	Supplies and Services		
326	Supplies and Services	160	273	100	Printing Services Recharge	160	100
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0	Support Services		
1,509	Total Directly Controllable Expenditure	1,310	1,448	1,300	Committee Services Recharge	2,530	3,030
0	Income	0	0	0			
1,509	Net Directly Controllable Expenditure/(Income)	1,310	1,448	1,300			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
4,420	Support Services	2,610	2,618	3,130			
5,929	Total Service Cost/(Surplus)	3,920	4,066	4,430			
	Full Time Equivalent Staff	0.02		0.02			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

Legal and Democratic Services

Financial Information Civic Expenses

Ledger Code CIVEXP

Responsible Officer Head of Legal & Democratic Services (Tel: 444042)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £
115,279	Employee Related Expenditure	116,530	109,059	98,680
0	Premises Related Expenditure	0	0	0
12,959	Transport Related Expenditure	5,990	8,256	7,440
50,718	Supplies and Services	63,930	61,779	58,220
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
178,956	Total Directly Controllable Expenditure	186,450	179,094	164,340
(349)	Income	0	(21)	0
178,607	Net Directly Controllable Expenditure/(Income)	186,450	179,073	164,340
0	Special Works	0	0	0
0	Capital Charges	0	0	0
31,410	Support Services	32,370	32,402	21,610
210,017	Total Service Cost/(Surplus)	218,820	211,475	185,950
	Full Time Equivalent Staff	2.97		2.67

Major Variances 2011-12 v 2012-13

The decrease in the salaries estimate reflects the current level of overtime paid in respect of the Mayor's Chauffeur and a reduction in full time equivalents following the disestablishment of an Administrative Assistant post.

The estimate for fuel has been increased to reflect current levels of usage and fuel prices.

Major Items

Employee Related

	2011-12 Estimate £	2012-13 Estimate £
Salaries	113,740	96,060
Temporary Staff	1,090	1,090

Transport Related

	2011-12 Estimate £	2012-13 Estimate £
Fuel & Oil	2,090	3,300
Transport Pool Hire Charge	3,170	3,450

Supplies and Services

	2011-12 Estimate £	2012-13 Estimate £
Borough Promotional Expenses	36,720	36,720
Civic Regalia; Robes	1,500	980
Deputy Mayor Allowance	1,330	1,330
Insurance; All Risks	6,150	3,330
Mayors Allowance	10,620	10,620
Printing & Stationery	4,630	2,380
Telecomms	1,450	1,480

Support Services

	2011-12 Estimate £	2012-13 Estimate £
Accountancy Services Recharge	850	1,620
Customer Tech Support Recharge	1,320	1,610
Human Resources Recharge	1,600	1,630
Legal Services Recharge	7,570	4,520
Office Services Recharge	3,640	1,710
Paymaster Recharge	1,800	1,980
Public Offices Recharge	12,390	4,520

Guildford Borough Council General Fund Budget 2012-2013

Legal and Democratic Services

Financial Information Committee Services

Ledger Code CSADMN

Responsible Officer Head of Legal & Democratic Services (Tel: 444042)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
187,224	Employee Related Expenditure	154,460	151,383	155,650	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	151,310	153,240
923	Transport Related Expenditure	1,050	820	310	Supplies and Services		
34,651	Supplies and Services	8,110	7,906	6,230	Computer Software Licence	3,440	3,440
0	Third Party Payments	0	0	0	IT Renewals	1,850	30
0	Transfer Payments	0	0	0	Income		
222,798	Total Directly Controllable Expenditure	163,620	160,109	162,190	Support Service Recharge	(196,240)	(201,690)
					Support Services		
(270,330)	Income	(197,120)	(196,948)	(202,610)	Accountancy Services Recharge	1,010	1,490
(47,532)	Net Directly Controllable Expenditure/(Income)	(33,500)	(36,839)	(40,420)	Business Services Support Recharg	6,040	6,180
					Customer Tech Support Recharge	7,990	8,880
0	Special Works	0	0	0	HR Services Recharge	2,150	1,990
0	Capital Charges	0	0	0	Information Sys Support Recharge	8,460	4,540
21,840	Support Services	43,020	43,036	40,170	Office Services Recharge	4,520	2,890
(25,692)	Total Service Cost/(Surplus)	9,520	6,197	(250)	Paymaster Recharge	2,400	2,930
					Public Offices Recharge	8,460	7,630
	Full Time Equivalent Staff	3.35		3.27			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

Legal and Democratic Services

Financial Information Council and Committee Support

Ledger Code COMSUP

Responsible Officer Head of Legal & Democratic Services (Tel: 444042)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
128,612	Employee Related Expenditure	120,860	121,737	130,070	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	111,810	121,270
5,106	Transport Related Expenditure	5,880	5,899	5,990	Staff Committee Att. Allowance	7,190	7,190
45,806	Supplies and Services	29,950	47,431	51,030	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing & Allowances	5,880	5,990
0	Transfer Payments	0	0	0	Supplies and Services		
179,524	Total Directly Controllable Expenditure	156,690	175,067	187,090	Printing Services Recharge	29,060	48,490
(57,891)	Income	(48,270)	(48,270)	(48,990)	Income		
121,633	Net Directly Controllable Expenditure/(Income)	108,420	126,797	138,100	Recharged to Other Services	(48,270)	(48,990)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	6,810	5,590
286,840	Support Services	225,790	225,854	212,580	Committee Services Recharge	189,480	193,610
408,473	Total Service Cost/(Surplus)	334,210	352,651	350,680	Legal Services Recharge	9,540	5,690
					Office Services Recharge	12,540	1,310
					Public Offices Recharge	5,170	3,440
	Full Time Equivalent Staff	1.47		1.53			

Major Variances 2011-12 v 2012-13

The rise in the salaries estimate reflects an increase in Committee Staff time allocated to committee support.

Recharges from the Print Service have increased to reflect recent levels of usage.

A review of some support service bases has resulted in a change in the level of recharges.

Guildford Borough Council General Fund Budget 2012-2013

Legal and Democratic Services

Financial Information Democratic Representation and Management

Ledger Code DEMREP

Responsible Officer Head of Legal & Democratic Services (Tel: 444042)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
195,216	Employee Related Expenditure	220,250	224,054	223,790	Employee Related		
0	Premises Related Expenditure	0	0	0	Councillors Training	9,820	9,820
6,822	Transport Related Expenditure	7,640	7,774	5,010	Salaries	203,620	209,450
450,048	Supplies and Services	349,670	349,557	360,700	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing & Allowances	7,640	5,010
0	Transfer Payments	0	0	0	Supplies and Services		
652,086	Total Directly Controllable Expenditure	577,560	581,385	589,500	Computer Software Licence	3,850	3,850
					Contract Refreshments	9,000	9,000
(81,220)	Income	(80,360)	(80,379)	(80,960)	Councillors Attendance Allowances	295,310	295,310
570,866	Net Directly Controllable Expenditure/(Income)	497,200	501,006	508,540	Postage	4,790	6,380
					Telecomms	22,920	14,940
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Recharged to Other Services	(80,360)	(80,960)
197,910	Support Services	286,650	286,738	289,790	Support Services		
768,776	Total Service Cost/(Surplus)	783,850	787,744	798,330	Accountancy Services Recharge	4,340	3,420
					Business Services Support Recharg	37,450	39,190
					Customer Tech Support Recharge	49,940	57,220
					Human Resources Recharge	1,180	1,720
					Information Sys Support Recharge	32,960	25,350
					Office Services Recharge	36,590	27,000
					Paymaster Recharge	2,970	3,950
					Public Offices Recharge	111,890	117,130
	Full Time Equivalent Staff	2.81		2.82			

Major Variances 2011-12 v 2012-13

Postage and telecomms estimates have been revised to reflect recent levels of usage.

Guildford Borough Council General Fund Budget 2012-2013

Legal and Democratic Services

Financial Information Elections

Ledger Code ELECT1

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
37,462	Employee Related Expenditure	47,450	44,935	49,590	Employee Related		
0	Premises Related Expenditure	8,000	8,000	0	Salaries	42,930	43,960
1,295	Transport Related Expenditure	2,950	2,950	1,170	Temporary Staff	1,500	1,500
32,318	Supplies and Services	97,500	97,626	16,010	Premises Related		
0	Third Party Payments	0	0	0	Rent of Rooms for Elections	8,000	0
0	Transfer Payments	0	0	0	Transport Related		
71,075	Total Directly Controllable Expenditure	155,900	153,511	66,770	Car Leasing & Allowances	920	940
					Travel - Elections	1,800	0
(27,689)	Income	0	(14)	0	Supplies and Services		
43,386	Net Directly Controllable Expenditure/(Income)	155,900	153,497	66,770	Computer Maintenance Agreement	3,700	3,850
					Computer Software Licence	4,050	4,200
0	Special Works	0	0	0	Election Fees Clerical	4,000	0
0	Capital Charges	0	0	0	Election Fees Postal Vote	6,000	0
8,676	Support Services	10,670	10,951	12,120	Election Fees: Returning Officer	7,000	0
52,062	Total Service Cost/(Surplus)	166,570	164,448	78,890	Election Fees; Count; Post Vote	6,600	0
					Election Fees; Poll Clerks	10,000	0
					Election Fees; Presiding Officers	10,000	0
					Election Notice Printing	3,000	0
					Electoral Admin Bill Changes	1,500	1,500
					New, Replace Equip & Tools	4,300	2,300
					Postages Poll Cards	8,300	0
					Postages Postal Votes	7,000	0
					Printing Etc; Ballot Papers	9,100	0
					Printing Poll Cards	1,200	0
					Printing Postal Vote Packs	6,100	0
					Rooms for Elections Adaptation	1,800	0
					Support Services		
					Accountancy Services Recharge	1,350	2,150
					Office Services Recharge	1,090	910
					Paymaster Recharge	1,150	1,740
					Public Offices Recharge	2,540	2,410
	Full Time Equivalent Staff	1.06		1.06			

Major Variances 2011-12 v 2012-13

In 2011-12 the estimates included the costs associated with the Borough Election in May 2011. These have been removed for 2012-13 resulting in variances against the majority of premises related and supplies and services related items.

Guildford Borough Council General Fund Budget 2012-2013

Legal and Democratic Services

Financial Information Electoral Registration

Ledger Code ELECTO

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
83,195	Employee Related Expenditure	71,910	66,752	73,340	Employee Related		
1,740	Premises Related Expenditure	1,670	1,670	1,610	Salaries	64,810	66,660
2,230	Transport Related Expenditure	2,030	1,078	990	Temporary Staff	2,580	2,580
86,218	Supplies and Services	73,760	72,814	82,200	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	1,670	1,610
0	Transfer Payments	0	0	0	Transport Related		
173,383	Total Directly Controllable Expenditure	149,370	142,314	158,140	Car Leasing & Allowances	1,900	860
(6,406)	Income	(3,520)	(2,512)	(3,520)	Supplies and Services		
166,977	Net Directly Controllable Expenditure/(Income)	145,850	139,802	154,620	Advertising	2,000	2,000
0	Special Works	0	0	0	Computer Maintenance Agreement	3,550	3,650
0	Capital Charges	0	0	0	Computer Software Licence	1,990	2,060
21,270	Support Services	36,610	36,721	34,210	Electoral Admin Bill Changes	5,000	2,000
188,247	Total Service Cost/(Surplus)	182,460	176,523	188,830	Electoral Registration Fees	16,600	27,100
					Postage	30,100	29,870
					Printing & Stationery	9,300	11,300
					Printing Services Recharge	4,440	3,570
					Income		
	Full Time Equivalent Staff	2.03		2.03	Electoral Registers Sales	(3,520)	(3,520)
					Support Services		
					Audit Services Recharge	590	730
					Business Services Support Recharg	7,100	7,420
					Customer Tech Support Recharge	8,640	9,790
					Human Resources Recharge	1,220	1,240
					Information Sys Support Recharge	3,560	3,370
					Legal Services Recharge	350	210
					Office Services Recharge	2,770	1,750
					Public Offices Recharge	9,000	4,610

Major Variances 2011-12 v 2012-13

The increase in the Electoral Registration Fees and Printing and Stationery estimates reflects the increased resources now required in these areas to meet current workloads. The increases have been offset to some degree by a decrease in the Electoral Admin Bill Changes estimate.

Guildford Borough Council General Fund Budget 2012-2013

Legal and Democratic Services

Financial Information Guildford Youth Council

Ledger Code YOUCOU

Responsible Officer Head of Legal & Democratic Services (Tel: 444042)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
350	Employee Related Expenditure	340	352	340	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	340	340
19	Transport Related Expenditure	20	17	20	Supplies and Services		
2,232	Supplies and Services	5,410	2,446	5,160	Printing Services Recharge	420	170
0	Third Party Payments	0	0	0	Support for Forum	4,590	4,590
0	Transfer Payments	0	0	0	Support Services		
2,601	Total Directly Controllable Expenditure	5,770	2,815	5,520	Committee Services Recharge	4,230	5,050
0	Income	0	0	0			
2,601	Net Directly Controllable Expenditure/(Income)	5,770	2,815	5,520			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
7,363	Support Services	4,940	4,948	5,610			
9,964	Total Service Cost/(Surplus)	10,710	7,763	11,130			
	Full Time Equivalent Staff	0.01		0.01			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

Legal and Democratic Services

Financial Information Legal Services

Ledger Code G4525

Responsible Officer Head of Legal & Democratic Services (Tel: 444042)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £
772,764	Employee Related Expenditure	700,060	657,622	490,700
0	Premises Related Expenditure	0	0	0
15,338	Transport Related Expenditure	15,830	15,502	16,100
164,733	Supplies and Services	154,390	116,347	101,770
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
952,835	Total Directly Controllable Expenditure	870,280	789,471	608,570
(1,064,975)	Income	(1,027,780)	(1,010,685)	(718,410)
(112,140)	Net Directly Controllable Expenditure/(Income)	(157,500)	(221,214)	(109,840)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
85,760	Support Services	113,200	113,437	109,840
(26,380)	Total Service Cost/(Surplus)	(44,300)	(107,777)	0
	Full Time Equivalent Staff	15.56		11.02

Major Variances 2011-12 v 2012-13

As a result of the service challenge exercise the estimates for salaries and legal expenses have been reduced for 2012-13. In addition, an officer transferred to a vacant Management Team support post and the post vacated was removed from the establishment. A Trainee Solicitor post was also removed from the establishment.

The reduction in the Legal Expenses estimate was also partly due to the decline in the level of Section 106 work undertaken by Kent County Council on behalf of the Council.

A number of Support Service estimates have decreased as they are based on the number of full time equivalents. The Accountancy Services Recharge has increased in recognition of the current level of support provided by that service.

The Support Service Recharge estimate has reduced to account for the above changes.

Major Items	2011-12 Estimate £	2012-13 Estimate £
Employee Related		
Salaries	676,590	473,480
Transport Related		
Officers Car Leasing	14,660	14,760
Supplies and Services		
Computer Software Licence	6,000	6,000
Gis & Nlpg Recharge	0	0
IT Renewals	4,850	5,660
Law Library Books	16,350	18,790
Legal Expenses	103,000	50,000
Printing Services Recharge	1,890	2,330
Income		
Expenses Recovered - Waverley	(30,000)	(33,460)
Legal Charges	(60,000)	(61,200)
Section 106 income	(56,000)	(52,000)
Support Service Recharge	(880,090)	(569,690)
Support Services		
Accountancy Services Recharge	2,790	7,720
Business Services Support Recharg	5,970	6,430
Customer Tech Support Recharge	11,450	13,980
HR Services Recharge	8,770	7,940
Information Sys Support Recharge	11,810	5,390
Office Services Recharge	20,500	11,970
Paymaster Recharge	6,010	6,630
Performance Mngt. Recharge	2,790	5,200
Public Offices Recharge	35,010	31,590

Guildford Borough Council General Fund Budget 2012-2013

Legal and Democratic Services

Financial Information Parish and Local Liaison

Ledger Code PARISH

Responsible Officer Head of Legal & Democratic Services (Tel: 444042); Julie Brown / Joyce Stewart - Principal Accountant (Tel: 444830)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
5,030	Employee Related Expenditure	5,730	5,843	5,310	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	5,660	5,250
223	Transport Related Expenditure	210	218	110	Transport Related		
83,392	Supplies and Services	120,700	120,708	115,010	Car Leasing & Allowances	210	110
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	General Grants	120,000	114,000
88,645	Total Directly Controllable Expenditure	126,640	126,769	120,430	Support Services		
					Accountancy Services Recharge	4,540	4,000
0	Income	0	0	0			
88,645	Net Directly Controllable Expenditure/(Income)	126,640	126,769	120,430			
0	Special Works	0	0	0			
236,816	Capital Charges	0	0	0			
5,660	Support Services	5,300	5,308	4,530			
331,121	Total Service Cost/(Surplus)	131,940	132,077	124,960			
	Full Time Equivalent Staff	0.09		0.07			

Major Variances 2011-12 v 2012-13

The total level of grant funding to Parish Councils has been revised to £114,000.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

NEIGHBOURHOOD AND HOUSING MANAGEMENT

HEAD OF SERVICE - PHIL O'DWYER

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	124
Service Unit Summary	125
Building Maintenance	127
Community Safety Wardens	128
Housing Outside the HRA	129
Housing Surveying Services	130
Woking Road Depot Stores	131

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
3,512,816	3,270,640	Gross Expenditure	3,534,510	3,625,750	3,720,450	3,818,000
(3,067,972)	(2,876,980)	Gross Income	(3,117,840)	(3,197,990)	(3,280,160)	(3,364,760)
444,844	393,660	Net Expenditure	416,670	427,760	440,290	453,240
1,772,466	1,725,400	Employee Related Expenditure	1,744,240	1,798,740	1,855,050	1,913,140
99,325	86,680	Premises Related Expenditure	72,370	73,820	75,290	76,780
180,413	165,100	Transport Related Expenditure	192,890	196,750	200,670	204,680
1,292,794	1,086,240	Supplies and Services	1,268,820	1,294,210	1,320,110	1,346,510
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,344,998	3,063,420	Total Directly Controllable Expenditure	3,278,320	3,363,520	3,451,120	3,541,110
(3,067,972)	(2,876,980)	Income	(3,117,840)	(3,197,990)	(3,280,160)	(3,364,760)
277,026	186,440	Net Directly Controllable Expenditure/(Income)	160,480	165,530	170,960	176,350
0	0	Special Works	0	0	0	0
33,736	12,240	Capital Charges	33,740	33,740	33,740	33,740
134,082	194,980	Support Services	222,450	228,490	235,590	243,150
444,844	393,660	Total Service Cost/(Surplus)	416,670	427,760	440,290	453,240

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
19,745	3,950	Building Maintenance	1,910	0	0	0
384,452	388,720	Community Safety Wardens	390,030	402,100	414,690	427,710
24,653	9,040	Housing Outside the HRA	25,780	25,660	25,600	25,530
14,631	(7,450)	Housing Surveying Services	(940)	0	0	0
1,363	(600)	Woking Road Depot Stores	(110)	0	0	0
444,844	393,660	Total Net Expenditure/(Income)	416,670	427,760	440,290	453,240

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

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 Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
893,912	Employee Related Expenditure	818,300	805,668	834,250	Employee Related		
73,050	Premises Related Expenditure	64,150	64,174	50,170	Salaries	804,640	819,900
142,700	Transport Related Expenditure	126,250	133,761	157,080	Temporary Staff	65,000	65,980
1,230,816	Supplies and Services	1,056,300	1,157,817	1,241,780	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	62,850	48,760
0	Transfer Payments	0	0	0	Transport Related		
2,340,478	Total Directly Controllable Expenditure	2,065,000	2,161,420	2,283,280	Car Leasing & Allowances	9,740	11,650
(2,375,344)	Income	(2,132,470)	(2,232,880)	(2,353,690)	Fuel & Oil	20,230	25,000
(34,866)	Net Directly Controllable Expenditure/(Income)	(67,470)	(71,460)	(70,410)	Transport Pool Hire Charge	94,060	110,820
0	Special Works	0	0	0	Supplies and Services		
0	Capital Charges	0	0	0	Contaminated Waste Removal	1,290	10,000
54,611	Support Services	71,420	71,460	72,320	IT Renewals	20	10
19,745	Total Service Cost/(Surplus)	3,950	0	1,910	Materials	525,360	594,330
	Full Time Equivalent Staff	22.30		22.30	Payment to Contractors	400,000	500,000
					Stores Recharge	36,040	40,440
					Tipping Fees	75,000	78,000
					Vehicle Tracking	1,560	2,790
					Income		
					Recharged to Other Services	(2,093,550)	(2,313,490)
					Works to Outside Bodies	(37,620)	(39,500)
					Support Services		
					Accountancy Services Recharge	4,830	2,420
					Business systems Recharge	26,070	26,230
					HR Services Recharge	12,060	13,590
					Paymaster Recharge	9,480	10,100
					Performance Mngt. Recharge	3,840	2,520
					WSD Recharges	7,410	8,130

Major Variances 2011-12 v 2012-13

Estimated increase in volume of work £220,000 which is fully offset by increased income.

Reduction of £14,090 in the charge from the depot due to a reduction in space occupied

Guildford Borough Council General Fund Budget 2012-2013

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 Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
325,431	Employee Related Expenditure	328,370	315,051	332,030	Employee Related		
3,114	Premises Related Expenditure	3,300	2,666	3,200	Salaries	323,870	326,750
9,235	Transport Related Expenditure	9,450	8,173	8,300	Premises Related		
30,311	Supplies and Services	12,070	10,583	11,190	Rents Payable	3,100	3,080
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	8,170	7,020
368,091	Total Directly Controllable Expenditure	353,190	336,473	354,720	Supplies and Services		
					Community Issues	5,000	5,000
(2,699)	Income	(10)	498	(50)	IT Renewals	200	120
365,392	Net Directly Controllable Expenditure/(Income)	353,180	336,971	354,670	Printing & Stationery	910	1,750
					Telecomms	2,750	2,740
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Audit Services Recharge	1,170	1,410
19,060	Support Services	35,540	35,564	35,360	Business systems Recharge	19,150	20,580
384,452	Total Service Cost/(Surplus)	388,720	372,535	390,030	Customer Service Centre Recharge	0	780
					Health & Safety Recharge	1,120	1,410
	Full Time Equivalent Staff	8.47		8.54	HR Services Recharge	3,970	5,200
					Performance Mngt. Recharge	1,260	3,410
					Public Offices Recharge	5,120	0

Major Variances 2011-12 v 2012-13

The printing estimate has been increased to reflect the current requirement

The public offices recharge has been removed to reflect the fact that the Community Safety Wardens are not based at Millmead

Guildford Borough Council General Fund Budget 2012-2013

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 Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
5,531	Premises Related Expenditure	4,720	6,155	4,960	Contract Cleaning	650	650
0	Transport Related Expenditure	0	0	0	Electricity	700	950
1,121	Supplies and Services	1,650	1,494	950	Grounds Maintenance	770	790
0	Third Party Payments	0	0	0	Insurance Fund (Fire)	230	230
0	Transfer Payments	0	0	0	Repairs & Maintenance	1,080	1,000
6,652	Total Directly Controllable Expenditure	6,370	7,649	5,910	Window Cleaning	350	350
					Supplies and Services		
(13,174)	Income	(13,310)	(13,325)	(12,030)	Alarm Centre Monitoring	1,180	0
(6,522)	Net Directly Controllable Expenditure/(Income)	(6,940)	(5,676)	(6,120)	Out of Hours Service	0	500
					Income		
0	Special Works	0	0	0	Expenses Recovered	(5,670)	(3,770)
26,625	Capital Charges	11,600	11,608	26,630	Garage Rents	(1,600)	(1,730)
4,550	Support Services	4,380	4,442	5,270	Rent Income	(5,620)	(6,060)
24,653	Total Service Cost/(Surplus)	9,040	10,374	25,780	Capital Charges		
					Capital Financing	11,600	26,630
					Support Services		
	Full Time Equivalent Staff	0.00		0.00	Accountancy Services Recharge	2,690	3,540
					Debtors Section Recharge	800	810

Major Variances 2011-12 v 2012-13

Increase in the depreciation charge of £15,030 as a result of a revaluation of the asset. This is fully offset below the line in the Council's accounts

Guildford Borough Council General Fund Budget 2012-2013

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 Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
515,524	Employee Related Expenditure	536,870	481,021	534,630	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	526,560	524,900
28,292	Transport Related Expenditure	29,180	29,253	27,320	Transport Related		
28,711	Supplies and Services	6,640	6,774	6,140	Car Leasing & Allowances	29,130	27,270
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	1,060	1,060
572,527	Total Directly Controllable Expenditure	572,690	517,048	568,090	Copying & Printing	1,200	750
					IT Renewals	760	140
(599,006)	Income	(646,800)	(583,740)	(661,730)	Postage	460	920
(26,479)	Net Directly Controllable Expenditure/(Income)	(74,110)	(66,692)	(93,640)	Storage, Archiving Recharge	530	530
					Telecomms	1,750	1,740
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Support Service Recharge	(646,760)	(661,730)
41,110	Support Services	66,660	66,692	92,700	Support Services		
14,631	Total Service Cost/(Surplus)	(7,450)	0	(940)	Accountancy Services Recharge	4,010	4,310
					Business systems Recharge	21,820	23,590
	Full Time Equivalent Staff	12.56		12.53	Customer Service Centre Recharge	0	2,880
					Health & Safety Recharge	1,910	2,080
					Human Resources Recharge	6,790	7,640
					Office Services Recharge	13,740	10,800
					Paymaster Recharge	3,720	4,520
					Performance Mngt. Recharge	2,160	5,010
					Public Offices Recharge	11,480	28,530

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

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 Julie Power - Senior Accountant (Tel: 444837)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
37,599	Employee Related Expenditure	41,860	42,282	43,330	Employee Related		
17,630	Premises Related Expenditure	14,510	14,510	14,040	Salaries	40,990	42,460
186	Transport Related Expenditure	220	196	190	Premises Related		
1,835	Supplies and Services	9,580	13,500	8,760	Proportion of Depot Expenses	14,510	14,040
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	220	190
57,250	Total Directly Controllable Expenditure	66,170	70,488	66,320	Supplies and Services		
					Computer Software Licence	8,000	7,580
(77,749)	Income	(84,390)	(87,388)	(90,340)	Equipment & Racking	1,250	1,000
(20,499)	Net Directly Controllable Expenditure/(Income)	(18,220)	(16,900)	(24,020)	IT Renewals	170	10
					Income		
0	Special Works	0	0	0	Recharged to Other Services	(40,630)	(45,490)
7,111	Capital Charges	640	640	7,110	Stores Archive	(43,760)	(44,850)
14,751	Support Services	16,980	16,980	16,800	Support Services		
1,363	Total Service Cost/(Surplus)	(600)	720	(110)	Accountancy Services Recharge	6,470	3,830
					Audit Services Recharge	1,800	2,180
	Full Time Equivalent Staff	1.45		1.45	Business systems Recharge	4,520	4,940
					Customer Service Centre Recharge	0	260
					Human Resources Recharge	780	880
					Paymaster Recharge	2,160	3,040
					Performance Mngt. Recharge	250	580
					WSD Recharges	670	740

Major Variances 2011-12 v 2012-13

Costs are fully offset by income recharged to Other Services.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

OPERATIONAL SERVICES

HEAD OF SERVICE - JAMES WHITEMAN

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	136
Service Unit Summary	137
Abandoned Vehicles	139
CCTV Systems	140
Dog Control and Animal Welfare	141
Engineering Projects	142
Engineering and Transport Services	143
Fleet Management Service	144
Land Drainage	145
Markets	146
Off Street Parking	147
On Street Parking	148
Ordnance Survey and Mapping Services	149
Park and Ride Services	150
Pest Control	151
Public Conveniences	152
Recycling, Cleansing and Parking Services Overhead Account	153
Refuse and Recycling	154
River Control	155
Roads and Footpaths Maintenance	156
Snow and Ice Plan Holding Account	157
Street Cleansing	158
Street Furniture	159
Transportation	160
Transportation Projects	161
Vehicle Maintenance Workshop	162
Woking Road Depot	163
Works Ancillary Services	164

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
22,571,008	20,907,340	Gross Expenditure	21,593,390	21,503,250	21,994,130	22,497,860
(19,679,231)	(19,510,410)	Gross Income	(19,808,680)	(20,195,300)	(20,723,540)	(21,272,590)
2,891,777	1,396,930	Net Expenditure	1,784,710	1,307,950	1,270,590	1,225,270
7,091,628	7,022,830	Employee Related Expenditure	6,850,630	7,059,020	7,274,130	7,496,160
2,940,776	2,984,040	Premises Related Expenditure	3,455,260	2,957,250	3,027,290	3,095,870
3,658,470	3,661,520	Transport Related Expenditure	3,519,420	3,589,230	3,660,210	3,732,740
3,834,190	3,336,490	Supplies and Services	3,457,060	3,538,970	3,618,370	3,698,920
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
17,525,064	17,004,880	Total Directly Controllable Expenditure	17,282,370	17,144,470	17,580,000	18,023,690
(19,679,231)	(19,510,410)	Income	(19,808,680)	(20,195,300)	(20,723,540)	(21,272,590)
(2,154,167)	(2,505,530)	Net Directly Controllable Expenditure/(Income)	(2,526,310)	(3,050,830)	(3,143,540)	(3,248,900)
0	0	Special Works	0	0	0	0
3,432,510	2,140,720	Capital Charges	2,553,600	2,553,600	2,553,600	2,553,600
1,613,434	1,761,740	Support Services	1,757,420	1,805,180	1,860,530	1,920,570
2,891,777	1,396,930	Total Service Cost/(Surplus)	1,784,710	1,307,950	1,270,590	1,225,270

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
40,779	45,090	Abandoned Vehicles	45,470	46,790	48,210	49,670
115,868	126,350	CCTV Systems	123,230	125,830	128,590	131,460
83,216	76,300	Dog Control and Animal Welfare	74,030	75,830	77,750	79,750
0	0	Engineering and Transport Services	(870)	350	310	(60)
(12,585)	(69,840)	Engineering Projects	0	0	0	0
(225,407)	(50,150)	Fleet Management Service	(48,900)	(79,100)	(108,450)	(136,840)
288,896	278,880	Land Drainage	176,370	180,170	184,210	188,380
(86,295)	(87,230)	Markets	(86,250)	(91,560)	(96,380)	(101,460)
(4,858,929)	(5,231,750)	Off Street Parking	(4,438,710)	(5,318,410)	(5,598,740)	(5,893,850)
(475,449)	(508,180)	On Street Parking	(499,020)	(469,470)	(438,710)	(406,880)
11,943	13,780	Ordnance Survey and Mapping Services	11,140	11,420	11,730	12,060
1,251,773	433,800	Park and Ride Services	527,130	536,480	545,830	555,300
38,602	2,700	Pest Control	(10,410)	(13,050)	(15,130)	(17,310)
466,031	278,400	Public Conveniences	276,010	282,260	288,740	295,400
(10,544)	18,580	Recycling, Cleansing and Parking Services Overhead A	25,260	26,430	26,640	26,600
4,020,714	3,680,530	Refuse and Recycling	3,244,410	3,588,440	3,765,510	3,947,080
27,518	51,440	River Control	60,020	61,330	62,740	64,200
138,696	95,110	Roads and Footpaths Maintenance	89,520	91,660	94,060	96,580
5	7,410	Snow and Ice Plan Holding Account	0	(870)	(1,580)	(2,330)
1,878,013	1,911,490	Street Cleansing	1,960,520	2,010,880	2,063,750	2,118,250
166,075	101,880	Street Furniture	80,220	81,950	83,760	85,630
110,187	104,380	Transportation	93,800	96,200	98,990	101,930

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
544	(25,700)	Transportation Projects	0	0	0	0
(14,028)	(19,130)	Vehicle Maintenance Workshop	4,090	(14,100)	(28,860)	(44,460)
(60,261)	149,870	Woking Road Depot	77,650	78,490	77,620	76,170
(3,585)	12,920	Works Ancillary Services	0	0	0	0
2,891,777	1,396,930	Total Net Expenditure/(Income)	1,784,710	1,307,950	1,270,590	1,225,270

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
25,870	Employee Related Expenditure	23,020	21,853	28,620	Employee Related		
4,430	Premises Related Expenditure	3,900	3,900	2,990	Salaries	22,610	28,270
1,524	Transport Related Expenditure	1,960	1,960	2,020	Premises Related		
61	Supplies and Services	370	370	20	Proportion of Depot Expenses	3,900	2,990
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	320	180
31,885	Total Directly Controllable Expenditure	29,250	28,083	33,650	Officers Car Leasing	1,640	1,840
(264)	Income	0	(248)	0	Support Services		
31,621	Net Directly Controllable Expenditure/(Income)	29,250	27,835	33,650	Accountancy Services Recharge	510	330
0	Special Works	0	0	0	Business Services Support Recharg	0	1,910
0	Capital Charges	0	0	0	Debtors Section Recharge	560	580
9,158	Support Services	15,840	15,872	11,820	HR Services Recharge	360	420
40,779	Total Service Cost/(Surplus)	45,090	43,707	45,470	Legal Services Recharge	3,090	1,840
					Paymaster Recharge	230	310
					WSD Recharges	5,390	5,910
	Full Time Equivalent Staff	0.54		0.69			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
2,045	Employee Related Expenditure	1,830	1,891	1,900	Employee Related		
0	Premises Related Expenditure	0	170	0	Salaries	1,810	1,850
108	Transport Related Expenditure	110	110	110	Supplies and Services		
82,495	Supplies and Services	89,690	89,209	88,550	Maintenance Agreements	43,400	43,700
0	Third Party Payments	0	0	0	New, Replace Equip & Tools	6,590	7,000
0	Transfer Payments	0	0	0	Transmission Line Rental	35,000	35,000
84,648	Total Directly Controllable Expenditure	91,630	91,380	90,560	Capital Charges		
					Depreciation	4,460	4,460
0	Income	0	0	0	Support Services		
84,648	Net Directly Controllable Expenditure/(Income)	91,630	91,380	90,560	Engineering and Transport Recharg	29,100	27,170
0	Special Works	0	0	0			
4,579	Capital Charges	4,460	4,460	4,460			
26,641	Support Services	30,260	30,268	28,210			
115,868	Total Service Cost/(Surplus)	126,350	126,108	123,230			
	Full Time Equivalent Staff	0.02		0.02			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
42,471	Employee Related Expenditure	40,790	40,776	40,070	Employee Related		
1,210	Premises Related Expenditure	530	530	820	Salaries	40,220	39,520
6,947	Transport Related Expenditure	8,070	8,858	7,820	Premises Related		
33,881	Supplies and Services	25,390	24,907	23,150	Proportion of Depot Expenses	530	820
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing & Allowances	300	160
84,509	Total Directly Controllable Expenditure	74,780	75,071	71,860	Fuel & Oil	960	1,000
					Transport Pool Hire Charge	6,810	6,660
(7,344)	Income	(9,830)	(9,830)	(8,000)	Supplies and Services		
77,165	Net Directly Controllable Expenditure/(Income)	64,950	65,241	63,860	Kennelling Fees	16,340	16,340
					New, Replace Equip & Tools	2,500	2,500
0	Special Works	0	0	0	Poop Scoop Service	4,120	3,590
0	Capital Charges	0	0	0	Income		
6,051	Support Services	11,350	11,374	10,170	Kennelling Fees	(9,830)	(8,000)
83,216	Total Service Cost/(Surplus)	76,300	76,615	74,030	Support Services		
					Business Services Support Recharg	990	1,040
	Full Time Equivalent Staff	1.04		0.98	Customer Tech Support Recharge	1,170	1,330
					Human Resources Recharge	560	600
					Information Sys Support Recharge	350	340
					Legal Services Recharge	4,140	2,470
					Paymaster Recharge	1,320	1,740
					WSD Recharges	670	740

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
308,479	Employee Related Expenditure	354,330	127,135	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	347,060	0
19,611	Transport Related Expenditure	21,340	2,052	0	Transport Related		
37,943	Supplies and Services	(64,470)	37	0	Car Allowances	8,780	0
0	Third Party Payments	0	0	0	Officers Car Leasing	12,520	0
0	Transfer Payments	0	0	0	Supplies and Services		
366,033	Total Directly Controllable Expenditure	311,200	129,224	0	IT Renewals	600	0
					Telecomms	910	0
(428,918)	Income	(458,540)	(22,259)	0	Income		
(62,885)	Net Directly Controllable Expenditure/(Income)	(147,340)	106,965	0	Support Service Recharge	(458,540)	0
					Support Services		
0	Special Works	0	0	0	Accountancy Services Recharge	3,360	0
0	Capital Charges	0	0	0	Business Services Support Recharg	7,720	0
50,300	Support Services	77,500	0	0	Customer Tech Support Recharge	10,540	0
(12,585)	Total Service Cost/(Surplus)	(69,840)	106,965	0	Health & Safety Recharge	1,350	0
					HR Services Recharge	4,790	0
	Full Time Equivalent Staff	8.86		0.00	Information Sys Support Recharge	12,130	0
					Office Services Recharge	9,690	0
					Public Offices Recharge	19,350	0

Major Variances 2011-12 v 2012-13

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

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £
0	Employee Related Expenditure	0	298,720	290,910
0	Premises Related Expenditure	0	0	5,200
0	Transport Related Expenditure	0	24,830	22,940
0	Supplies and Services	0	5,805	3,140
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
0	Total Directly Controllable Expenditure	0	329,355	322,190
0	Income	0	(380,800)	(388,200)
0	Net Directly Controllable Expenditure/(Income)	0	(51,445)	(66,010)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
0	Support Services	0	98,114	65,140
0	Total Service Cost/(Surplus)	0	46,669	(870)

Full Time Equivalent Staff

6.50

Major Variances 2011-12 v 2012-13

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

Major Items

Employee Related

	2011-12 Estimate £	2012-13 Estimate £
Private Medical	0	1,800
Recharge From Other Emp. Exps.	0	2,080
Salaries	0	285,270

Premises Related

	2011-12 Estimate £	2012-13 Estimate £
Proportion of Depot Expenses	0	5,200

Transport Related

	2011-12 Estimate £	2012-13 Estimate £
Car Leasing & Allowances	0	22,900

Income

	2011-12 Estimate £	2012-13 Estimate £
Support Service Recharge	0	(388,200)

Support Services

	2011-12 Estimate £	2012-13 Estimate £
Accountancy Services Recharge	0	4,270
Audit Services Recharge	0	1,370
Business Services Support Recharg	0	5,490
Customer Tech Support Recharge	0	9,370
Health & Safety Recharge	0	1,080
Human Resources Recharge	0	3,960
Information Sys Support Recharge	0	6,150
Paymaster Recharge	0	5,370
Performance Mngt. Recharge	0	2,600
WSD Recharges	0	23,660

Guildford Borough Council General Fund Budget 2012-2013

Operational Services

Financial Information Fleet Management Service

Ledger Code FLEMAN

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
151,706	Employee Related Expenditure	152,580	160,720	153,170	Employee Related		
108,764	Premises Related Expenditure	85,910	87,269	66,630	Salaries	149,280	150,510
742,227	Transport Related Expenditure	994,810	1,018,137	781,320	Premises Related		
81,201	Supplies and Services	64,280	69,528	70,280	Proportion of Depot Expenses	85,910	66,630
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Hire of Vehicles	152,290	84,520
1,083,898	Total Directly Controllable Expenditure	1,297,580	1,335,654	1,071,400	Insurance	205,670	139,000
					Vehicle Leasing	113,580	46,520
(2,728,402)	Income	(2,759,930)	(2,798,593)	(2,596,220)	Vehicle MOT Test	0	10,220
(1,644,504)	Net Directly Controllable Expenditure/(Income)	(1,462,350)	(1,462,939)	(1,524,820)	Vehicle Repairs: Workshop	442,030	389,750
					Vehicle Revenue Purchases	64,000	0
0	Special Works	0	0	0	Vehicle Service : Workshop	98,500	124,230
1,108,022	Capital Charges	1,098,940	1,098,940	1,208,930	Supplies and Services		
311,075	Support Services	313,260	313,292	266,990	Equip & Tools Repairs	4,060	11,760
(225,407)	Total Service Cost/(Surplus)	(50,150)	(50,707)	(48,900)	Maintenance Agreements	34,100	33,140
					Miscellaneous Expenses	2,350	1,080
	Full Time Equivalent Staff	5.05		5.08	Income		
					Guildford MOT Taxi Inspection	(57,000)	(59,740)
					Insurance Recovered	0	(2,270)
					Leased Car Admin Support	(18,080)	(17,090)
					MOT Testing Fees	(82,020)	(82,000)
					Recharged to Other Services	(187,190)	(174,210)
					Recharges; Transport Pool	(2,351,640)	(2,192,910)
					Waverley Taxi Inspection	(22,000)	(22,000)
					Woking Taxi Inspection	(40,000)	(46,000)
					Capital Charges		
					Fleet Financing	100,000	208,200
					Support Services		
					Accountancy Services Recharge	25,900	25,550
					Audit Services Recharge	5,930	7,200
					Customer Tech Support Recharge	4,050	4,510
					Fleet Management Admin Charge	225,750	174,210
					Paymaster Recharge	13,590	13,010
					WSD Recharges	22,920	25,120

Major Variances 2011-12 v 2012-13

The vehicle insurance premium has reduced as a result of a retendering exercise.

The vehicle leasing budget continues to fall following a decision to change the method of financing vehicles. The remaining leasing costs will fall out of the account in 2013-14.

A budget has been introduced to reflect the cost of MOT charges for a tranche of the fleet which is now 3 years old.

The equipment, tools & repairs budget has increased to assist with the type of repairs required.

The vehicle purchases budget has been removed as no suitable vehicles have been identified for purchase at the conclusion of the leasing period.

The Transport Pool recharge, recharges to other services and the fleet admin recharge have all reduced as a result of a reduction in costs.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
126,671	Premises Related Expenditure	142,310	142,155	135,580	Contract Payments	39,900	39,900
147	Transport Related Expenditure	0	0	0	Culvert R&M	11,420	11,420
100	Supplies and Services	250	586	610	Flood Works	55,430	52,520
0	Third Party Payments	0	0	0	Investigation Works	3,540	3,540
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	8,230	6,220
126,918	Total Directly Controllable Expenditure	142,560	142,741	136,190	Water Course Maintenance	14,980	14,980
					Support Services		
(920)	Income	0	(1,248)	0	Engineering and Transport Recharg	134,610	39,090
125,998	Net Directly Controllable Expenditure/(Income)	142,560	141,493	136,190			
0	Special Works	0	0	0			
40,538	Capital Charges	740	740	200			
122,360	Support Services	135,580	135,580	39,980			
288,896	Total Service Cost/(Surplus)	278,880	277,813	176,370			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

The recharges from Engineering & Transportation have reduced due to the recently completed service review.

Guildford Borough Council General Fund Budget 2012-2013

Operational Services

Financial Information Markets

Ledger Code MARKET

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
8,488	Employee Related Expenditure	8,040	8,074	8,620	Employee Related		
46,082	Premises Related Expenditure	48,320	47,960	50,280	Salaries	7,930	8,490
186	Transport Related Expenditure	200	202	220	Premises Related		
3,114	Supplies and Services	1,500	1,506	1,500	Electricity	3,000	2,750
0	Third Party Payments	0	0	0	General Rates	11,920	12,580
0	Transfer Payments	0	0	0	Market Traders re Cleaning	32,900	33,900
57,870	Total Directly Controllable Expenditure	58,060	57,742	60,620	Repairs & Maintenance	500	900
					Supplies and Services		
(153,019)	Income	(153,000)	(153,000)	(155,840)	Advertising	1,500	1,500
(95,149)	Net Directly Controllable Expenditure/(Income)	(94,940)	(95,258)	(95,220)	Income		
					Rents; Market Stall Spaces	(153,000)	(155,840)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Audit Services Recharge	540	660
8,854	Support Services	7,710	7,742	8,970	Debtors Section Recharge	2,810	2,850
(86,295)	Total Service Cost/(Surplus)	(87,230)	(87,516)	(86,250)	WSD Recharges	2,690	2,960
	Full Time Equivalent Staff	0.18		0.18			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
595,980	Employee Related Expenditure	602,600	556,680	613,110	Employee Related		
1,684,380	Premises Related Expenditure	1,810,760	1,758,661	2,353,900	Salaries	593,110	600,710
32,596	Transport Related Expenditure	32,410	33,792	30,320	Premises Related		
529,699	Supplies and Services	587,450	550,217	583,300	General Rates	1,211,230	1,295,490
0	Third Party Payments	0	0	0	Insurance	15,200	25,960
0	Transfer Payments	0	0	0	Rents Payable	33,500	33,500
2,842,655	Total Directly Controllable Expenditure	3,033,220	2,899,350	3,580,630	Repairs & Maintenance	284,150	713,180
					Safer Car Parks	21,000	21,000
(8,808,489)	Income	(8,964,700)	(8,965,697)	(9,191,730)	Utilities	200,440	201,140
(5,965,834)	Net Directly Controllable Expenditure/(Income)	(5,931,480)	(6,066,347)	(5,611,100)	Transport Related		
					Transport Pool Hire Charge	24,590	22,690
0	Special Works	0	0	0	Supplies and Services		
916,164	Capital Charges	519,820	519,956	886,160	Cash Collection Service	150,000	122,000
190,741	Support Services	179,910	219,937	286,230	Computer Software Licence	10,000	15,000
(4,858,929)	Total Service Cost/(Surplus)	(5,231,750)	(5,326,454)	(4,438,710)	Contract Security	163,000	170,000
					New, Replace Equip & Tools	15,000	15,000
	Full Time Equivalent Staff	20.87		21.37	Pay & Display Machinery Mtce	97,000	130,000
					Telecomms	18,360	19,730

Major Variances 2011-12 v 2012-13

The estimate for general rates has risen to reflect the anticipated increases in non-domestic rates in 2012-13. The asset values related to the Council's car parks have increased as a proportion of the total value of all Council assets. As a result the proportion of the insurance premium allocated to car parks has risen.

The estimates for repairs and maintenance and property services recharges have increased in recognition of the level of planned works to be undertaken in 2012-13. Utility estimates have risen to reflect recent levels of usage and cost.

The cost of cash collection has fallen following negotiation of a new contract. The costs associated with the Contract Security agreement are set to rise in 2012-13. Following the upgrade from pay and display to pay on foot machines in several of the Council's car parks the associated machine maintenance costs have risen.

The estimate for contract parking income has been reduced to reflect the closure of the Bellerby and College Road car parks in 2012-13. The estimates for season ticket and meter income has been increased following price rises from April 2012.

Income

Car Parks Season Tickets	(682,940)	(712,940)
Contract Car Parking Income	(537,530)	(490,380)
Garage Rents	(115,900)	(113,000)
Meter Income	(7,153,240)	(7,381,460)
Penalty Fees	(330,270)	(330,320)
Recharged to Other Services	(97,920)	(102,990)
Support Services		
Accountancy Services Recharge	30,910	32,630
Asset Development Recharge	7,720	105,210
Debtors Section Recharge	25,090	25,300
Housing Surveying Services	10,270	8,870
Human Resources Recharge	9,120	13,640
Paymaster Recharge	23,810	17,030
WSD Recharges	16,550	18,160

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
571,820	Employee Related Expenditure	716,570	676,756	665,490	Employee Related		
55,892	Premises Related Expenditure	64,350	59,070	64,630	Salaries	694,560	644,800
12,535	Transport Related Expenditure	37,380	29,745	25,370	Premises Related		
151,755	Supplies and Services	198,250	210,782	194,450	Car Park Office Costs	51,350	51,090
0	Third Party Payments	0	0	0	Electricity	10,000	10,000
0	Transfer Payments	0	0	0	Transport Related		
792,002	Total Directly Controllable Expenditure	1,016,550	976,353	949,940	Fuel & Oil	10,000	4,000
(1,339,030)	Income	(1,610,800)	(1,515,995)	(1,550,800)	Hire of Vehicles	10,390	10,390
(547,028)	Net Directly Controllable Expenditure/(Income)	(594,250)	(539,642)	(600,860)	Officers Car Leasing	2,890	2,490
0	Special Works	0	0	0	Transport Pool Hire Charge	13,120	7,560
2,651	Capital Charges	2,650	2,650	2,650	Supplies and Services		
68,928	Support Services	83,420	83,476	99,190	Adjudication Service	16,100	13,000
(475,449)	Total Service Cost/(Surplus)	(508,180)	(453,516)	(499,020)	Cash Collection Service	36,000	36,000
					Computer Software Development	10,750	10,750
					Computer Software Licence	36,000	31,000
					Pay & Display Machinery Mtce	21,500	21,500
					Printing & Stationery	18,840	15,630
					Signs	12,000	12,000
					Income		
					Meter Income	(698,000)	(698,000)
					Penalty Fees	(619,500)	(563,500)
					Permits Income	(274,860)	(274,900)
					Support Services		
					Business Services Support Recharg	6,530	6,420
					Customer Tech Support Recharge	9,340	10,810
					Human Resources Recharge	12,670	13,460
					Information Sys Support Recharge	4,700	3,810
					Paymaster Recharge	7,140	7,430
					WSD Recharges	31,940	35,070
	Full Time Equivalent Staff	23.11		22.08			

Major Variances 2011-12 v 2012-13

The reduction in the salaries estimate has arisen as a result of vacant posts being filled at a lower level than was allowed for in the 2011-12 estimates.

The estimate for the cost of fuel has been revised following data on actual usage collected from the first six months operation of the Waverley enforcement agreement.

The estimate for the Adjudication Service has been reduced to reflect recent levels of usage of the service.

Income from penalty fees has been reduced in recognition of actual levels of income over the past two years.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Computer Maintenance Agreement	2,000	1,420
0	Transport Related Expenditure	0	0	0	Computer Software Licence	1,800	1,440
4,237	Supplies and Services	5,360	5,360	4,120	New, Replace Equip & Tools	1,200	970
0	Third Party Payments	0	0	0	Survey Mapping Development	250	250
0	Transfer Payments	0	0	0	Support Services		
4,237	Total Directly Controllable Expenditure	5,360	5,360	4,120	Engineering and Transport Recharg	8,230	6,960
(45)	Income	0	0	0			
4,192	Net Directly Controllable Expenditure/(Income)	5,360	5,360	4,120			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
7,751	Support Services	8,420	8,420	7,020			
11,943	Total Service Cost/(Surplus)	13,780	13,780	11,140			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
5,222	Employee Related Expenditure	7,220	7,275	7,160	Employee Related		
136,654	Premises Related Expenditure	136,200	137,910	147,230	Salaries	7,130	7,100
218,056	Transport Related Expenditure	241,050	241,010	195,200	Premises Related		
84,127	Supplies and Services	82,630	82,106	84,090	Electricity	4,800	7,450
0	Third Party Payments	0	0	0	General Rates	60,290	63,660
0	Transfer Payments	0	0	0	Grounds Maintenance	6,200	6,200
444,059	Total Directly Controllable Expenditure	467,100	468,301	433,680	Rents Payable	52,000	52,000
					Site Maintenance	11,000	9,880
(26,533)	Income	(45,300)	(24,787)	(27,000)	Snow/Ice Clearance	0	6,570
417,526	Net Directly Controllable Expenditure/(Income)	421,800	443,514	406,680	Transport Related		
					SCC P&R Services	241,000	195,000
0	Special Works	0	0	0	Supplies and Services		
828,396	Capital Charges	0	0	85,800	Cash Collection Service	1,150	1,150
5,851	Support Services	12,000	12,379	34,650	Pay & Display Machinery Mtce	600	600
1,251,773	Total Service Cost/(Surplus)	433,800	455,893	527,130	Security Services	80,030	81,530
					Income		
	Full Time Equivalent Staff	0.15		0.15	Meter Income	(35,000)	(27,000)
					Capital Charges		
					Depreciation	0	85,800
					Support Services		
					Accountancy Services Recharge	810	1,720
					Energy Management Recharge	810	1,660
					Engineering and Transport Recharg	6,610	27,170
					WSD Recharges	2,690	2,960

Major Variances 2011-12 v 2012-13

Reduced payments to SCC P&R services is due to the closure of the Ladymead site.

Meter Income has reduced due to the purchase of weekly and monthly tickets, which is not available through the machine.

Engineering & Transportation Service recharges have increased as a result of the anticipated level of works on Park & Ride sites.

Guildford Borough Council General Fund Budget 2012-2013

Operational Services

Financial Information Pest Control

Ledger Code PESCON

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
60,906	Employee Related Expenditure	52,620	52,138	62,180	Employee Related		
320	Premises Related Expenditure	140	140	160	Salaries	51,610	61,100
10,884	Transport Related Expenditure	7,820	8,001	2,850	Premises Related		
40,454	Supplies and Services	41,810	42,010	40,520	Proportion of Depot Expenses	140	160
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Fuel & Oil	2,380	2,380
112,564	Total Directly Controllable Expenditure	102,390	102,289	105,710	Transport Pool Hire Charge	4,610	0
					Supplies and Services		
(87,603)	Income	(112,630)	(112,630)	(129,980)	Baits, Poisons, Disinfectants	2,500	2,500
24,961	Net Directly Controllable Expenditure/(Income)	(10,240)	(10,341)	(24,270)	IT Renewals	70	30
					Materials	2,000	2,000
0	Special Works	0	0	0	Payment to Contractors	35,000	33,850
0	Capital Charges	0	0	0	Vehicle Tracking	370	170
13,641	Support Services	12,940	12,964	13,860	Income		
38,602	Total Service Cost/(Surplus)	2,700	2,623	(10,410)	Pest Control Charges	(47,000)	(64,350)
					Recharged to Other Services	(65,630)	(65,630)
					Support Services		
	Full Time Equivalent Staff	1.70		1.81	Accountancy Services Recharge	1,300	930
					Business Services Support Recharg	90	150
					Customer Tech Support Recharge	2,580	3,060
					Debtors Section Recharge	860	870
					Human Resources Recharge	920	1,100
					Information Sys Support Recharge	1,090	1,020
					Office Services Recharge	2,220	620
					Public Offices Recharge	1,140	1,640
					WSD Recharges	670	740

Major Variances 2011-12 v 2012-13

An increase in the salary budget resulted from a decrease in the vacancy credit allocation.

The service will be reviewed following the retirement of the existing postholder. In advance of this review the estimate for the vehicle has been removed.

Additional income is the result of the decision to charge for rodent control services within the borough.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
119,018	Employee Related Expenditure	118,440	118,908	124,870	Employee Related		
91,818	Premises Related Expenditure	68,720	78,512	63,500	Insurance - Emps Liab, All Risk	1,020	770
15,548	Transport Related Expenditure	17,540	16,161	18,010	Salaries & Wages	112,080	116,260
17,245	Supplies and Services	18,880	18,965	18,730	Temporary Staff	5,950	7,840
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Electricity	7,500	5,000
243,629	Total Directly Controllable Expenditure	223,580	232,546	225,110	General Rates	7,450	7,860
(6,472)	Income	(7,990)	(8,190)	(8,130)	Proportion of Depot Expenses	750	1,060
237,157	Net Directly Controllable Expenditure/(Income)	215,590	224,356	216,980	Repairs & Maintenance	33,750	30,590
0	Special Works	0	0	0	Toilet Requisites	10,000	10,000
196,658	Capital Charges	39,900	39,908	35,290	Water	8,500	8,000
32,216	Support Services	22,910	28,434	23,740	Transport Related		
466,031	Total Service Cost/(Surplus)	278,400	292,698	276,010	Fuel & Oil	6,400	6,400
					Transport Pool Hire Charge	9,240	9,660
					Supplies and Services		
					New, Replace Equip & Tools	1,560	1,560
					Shere & Ash Parish WC's Contrn	14,050	14,040
					Vehicle Tracking	730	350
					Support Services		
					Accountancy Services Recharge	1,700	1,220
					Asset Development Recharge	0	0
					Asset Register Recharge	2,180	2,000
					Energy Management Recharge	1,230	2,430
					Housing Surveying Services	2,200	3,670
					HR Services Recharge	1,960	2,180
					Paymaster Recharge	1,810	1,820
					WSD Recharges	8,080	8,870
	Full Time Equivalent Staff	3.57		3.57			

Major Variances 2011-12 v 2012-13

The change in the Repair & Maintenance budget reflects the work identified from the property condition survey exercise and the resulting allocation of funds.

Guildford Borough Council General Fund Budget 2012-2013

Operational Services

Financial Information Recycling, Cleansing and Parking Services Overhead Account

Ledger Code WSOH

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
210,807	Employee Related Expenditure	205,870	211,549	224,660	Employee Related		
24,600	Premises Related Expenditure	10,290	10,298	16,580	Salaries	180,800	196,140
3,978	Transport Related Expenditure	5,020	4,547	9,170	Training	22,210	25,520
62,367	Supplies and Services	23,910	26,744	22,510	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	10,290	16,580
0	Transfer Payments	0	0	0	Transport Related		
301,752	Total Directly Controllable Expenditure	245,090	253,138	272,920	Car Leasing & Allowances	4,990	9,140
(321,236)	Income	(269,400)	(273,150)	(294,300)	Supplies and Services		
(19,484)	Net Directly Controllable Expenditure/(Income)	(24,310)	(20,012)	(21,380)	Accreditation Assessments	9,000	9,000
0	Special Works	0	0	0	Computer Software Licence	2,330	2,240
0	Capital Charges	0	0	0	Health Education Expenditure	2,040	2,040
8,940	Support Services	42,890	42,922	46,640	Postages	6,140	5,390
(10,544)	Total Service Cost/(Surplus)	18,580	22,910	25,260	Printing Services Recharge	540	260
					Telecomms	270	330
					Income		
					Recharged to Other Services	(269,400)	(294,230)
					Support Services		
					Accountancy Services Recharge	700	810
					Business Services Support Recharg	8,690	9,340
					Customer Tech Support Recharge	16,740	20,010
					Human Resources Recharge	1,790	2,110
					Information Sys Support Recharge	12,750	9,390
					Paymaster Recharge	1,070	1,390
	Full Time Equivalent Staff	3.32		3.46			

Major Variances 2011-12 v 2012-13

Salary allocation changes have resulted in increased costs.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
3,072,059	Employee Related Expenditure	2,862,500	2,930,581	2,966,130	Employee Related		
143,391	Premises Related Expenditure	206,690	207,461	160,310	Salaries & Wages	2,470,710	2,503,030
2,115,674	Transport Related Expenditure	1,835,740	2,051,876	1,932,230	Temporary Staff	344,080	414,140
1,878,461	Supplies and Services	1,576,660	1,571,192	1,535,320	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	130,140	82,080
0	Transfer Payments	0	0	0	Transport Related		
7,209,585	Total Directly Controllable Expenditure	6,481,590	6,761,110	6,593,990	Driver Damage to Vehicles	94,000	115,000
(3,789,947)	Income	(3,450,520)	(3,805,689)	(4,058,170)	Fuel & Oil	385,100	412,000
3,419,638	Net Directly Controllable Expenditure/(Income)	3,031,070	2,955,421	2,535,820	Hire of Vehicles	90,000	121,000
					Transport Pool Hire Charge	1,176,330	1,161,030
0	Special Works	0	0	0	Tyres	61,910	95,440
309,346	Capital Charges	301,840	301,840	309,340	Supplies and Services		
291,730	Support Services	347,620	347,724	399,250	Bought In Services	61,270	0
4,020,714	Total Service Cost/(Surplus)	3,680,530	3,604,985	3,244,410	Green Waste - Gate Fees	0	155,000
					Publicity	30,350	28,640
					Recycling - Gate Fees	265,410	100,310
					Refuse Sacks; Purchase	62,400	71,700
					Trade Refuse Disposal Charges	400,000	435,980
					Income		
					Can & Plastics Income	0	(25,000)
					Green Waste Recycling Credits	(214,000)	(259,330)
					Other Grants, Sponsorship	(150,000)	(131,000)
					Paper Recycling Credits	(418,000)	(368,000)
					Paper Recycling Income	(248,000)	(684,040)
					Plastic Recycling Credits	0	(131,000)
					Reusable Green Sack Sales	(295,000)	(320,400)
					Textile Recycling Credits	(1,800)	(6,830)
					Trade Refuse Removal Charges	(1,124,590)	(1,101,920)
					Trade Refuse Sale of Sacks	(137,050)	(120,000)
					Support Services		
					Customer Service Centre Recharge	64,180	118,980
					HR Services Recharge	55,700	61,600
					Information Sys Support Recharge	6,270	13,040
	Full Time Equivalent Staff	101.52		101.02			

Major Variances 2011-12 v 2012-13

The budget for temporary staff has been increased to reflect both the implications of the Agency Worker Directive and the impact of losing the hours provided as cover for substantive posts by the now discontinued Works Ancillary Service (see reduction in brought in services budget)

Following the transfer of engineering staff to the depot, the proportion of depot expenses attributable to this service has decreased as the costs have been allocated over a wider base.

Increased budgets for both fuel and tyres have been included reflecting current trends and historical data.

Gate fee budgets have been disaggregated to show the costs of Recycling and Green Waste.

Trade refuse disposal charges have increased as a result of the annual Landfill Tax increase.

Following a retendering exercise new material contracts are in place for recycle, this has resulted in increased income estimates.

The majority of the costs of the Customer Service Centre have been attributed to this service.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
2,042	Premises Related Expenditure	4,670	8,943	8,110	Electricity	2,000	2,000
0	Transport Related Expenditure	0	0	0	Repairs & Maintenance	2,670	6,000
12,922	Supplies and Services	32,260	32,273	32,260	Supplies and Services		
0	Third Party Payments	0	0	0	Flood Emergencies	20,000	20,000
0	Transfer Payments	0	0	0	Operating Sluices	12,260	12,260
14,964	Total Directly Controllable Expenditure	36,930	41,216	40,370	Capital Charges		
					Depreciation	2,870	1,050
0	Income	0	0	0	Support Services		
14,964	Net Directly Controllable Expenditure/(Income)	36,930	41,216	40,370	Asset Register Recharge	1,320	1,290
					Engineering and Transport Recharg	7,340	13,980
0	Special Works	0	0	0	WSD Recharges	2,690	2,960
1,048	Capital Charges	2,870	2,870	1,050			
11,506	Support Services	11,640	11,640	18,600			
27,518	Total Service Cost/(Surplus)	51,440	55,726	60,020			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

An increase in river bank repairs & maintenance costs will result in additional engineering & transportation recharges as these are allocated on a time basis.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
35,452	Premises Related Expenditure	33,990	37,655	36,590	Drainage; Surface Water Gutter	490	490
0	Transport Related Expenditure	0	0	0	Roads & Footpath Maintenance	30,000	30,000
310	Supplies and Services	450	278	560	Salt	1,100	4,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Stores Recharge	220	250
35,762	Total Directly Controllable Expenditure	34,440	37,933	37,150	Support Services		
(620)	Income	0	(2,558)	(620)	Engineering and Transport Recharg	58,120	50,700
35,142	Net Directly Controllable Expenditure/(Income)	34,440	35,375	36,530			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
103,554	Support Services	60,670	62,979	52,990			
138,696	Total Service Cost/(Surplus)	95,110	98,354	89,520			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

Due to the adverse weather conditions salt purchases have been increased.

Guildford Borough Council General Fund Budget 2012-2013

Operational Services

Financial Information Snow and Ice Plan Holding Account

Ledger Code SNOICE

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
5,017	Employee Related Expenditure	5,000	5,000	5,020	Employee Related		
25,294	Premises Related Expenditure	15,120	17,620	17,440	Operational Wages	5,000	5,020
6,614	Transport Related Expenditure	10,600	10,275	6,220	Premises Related		
7,486	Supplies and Services	680	680	0	Proportion of Depot Expenses	10,120	7,440
0	Third Party Payments	0	0	0	Salt	5,000	10,000
0	Transfer Payments	0	0	0	Transport Related		
44,411	Total Directly Controllable Expenditure	31,400	33,575	28,680	Fuel & Oil	290	300
					Transport Pool Hire Charge	10,010	5,620
(44,406)	Income	(24,020)	(24,020)	(36,480)	Income		
5	Net Directly Controllable Expenditure/(Income)	7,380	9,555	(7,800)	Recharged to Other Services	(24,020)	(36,480)
					Support Services		
0	Special Works	0	0	0	Engineering and Transport Recharg	0	7,760
0	Capital Charges	0	0	0			
0	Support Services	30	38	7,800			
5	Total Service Cost/(Surplus)	7,410	9,593	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

The recharge for the service was originally based on estimated costs.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £
1,293,848	Employee Related Expenditure	1,326,990	1,318,110	1,353,910
46,841	Premises Related Expenditure	44,160	44,571	41,930
436,473	Transport Related Expenditure	407,890	448,228	458,530
115,569	Supplies and Services	115,690	112,370	100,380
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,892,731	Total Directly Controllable Expenditure	1,894,730	1,923,279	1,954,750
(118,431)	Income	(119,800)	(122,321)	(123,980)
1,774,300	Net Directly Controllable Expenditure/(Income)	1,774,930	1,800,958	1,830,770
0	Special Works	0	0	0
7,130	Capital Charges	7,130	7,130	7,130
96,583	Support Services	129,430	129,727	122,620
1,878,013	Total Service Cost/(Surplus)	1,911,490	1,937,815	1,960,520
	Full Time Equivalent Staff	43.08		42.68

Major Variances 2011-12 v 2012-13

Further amendments have been made to salary allocations for both Refuse & Recycling and Street Cleansing, reflecting management and supervisory responsibility. Increase in temporary staff costs to maintain a full staffing requirement due to health & safety requirements.

Additional charges for transportation are due to the anticipated replacement of vehicles & equipment due to the age therefore resulting in higher repair costs.

The budget for new, replacement equipment & tools has been amended to reflect the average spend over the past three years.

The Works Ancillary Service has now ceased resulting in the removal of Bought in Service charges .

Major Items

Employee Related

Recharge From Other Emp. Exps.	11,190	13,640
Salaries	1,302,680	1,329,440

Premises Related

Proportion of Depot Expenses	43,390	40,730
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Transport Related

Car Leasing & Allowances	14,560	15,160
Driver Damage to Vehicles	23,270	38,470
Fuel & Oil	82,340	86,700
Transport Pool Hire Charge	279,510	301,000
Tyres	8,200	12,200

Supplies and Services

Bought In Services	15,060	0
Clothing and Uniform	7,800	7,800
General Subscriptions	4,500	4,500
New, Replace Equip & Tools	12,700	20,000
Payment to Contractors	18,360	18,360
Publicity	3,000	3,000
Publicity; Special Items	11,930	11,930
Street Litter Bins - Purchase/Maint	10,000	6,030
Vehicle Tracking	8,030	3,820

Income

Dog Bin Emptying Recharge	(16,800)	(17,400)
Litter Patrol Recharge	(67,880)	(71,270)

Support Services

Accountancy Services Recharge	5,920	5,870
Business Services Support Recharg	3,070	3,340
Customer Tech Support Recharge	8,220	10,210
Health & Safety Recharge	6,740	7,070
Human Resources Recharge	23,970	26,020
Information Sys Support Recharge	4,500	4,510
Paymaster Recharge	8,910	10,490
WSD Recharges	28,290	31,050

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
38,964	Employee Related Expenditure	37,870	43,306	6,170	Employee Related		
112,686	Premises Related Expenditure	16,900	54,532	18,930	Salaries	37,270	6,050
2,045	Transport Related Expenditure	1,820	1,450	0	Premises Related		
79,731	Supplies and Services	41,750	41,038	44,050	Bus Shelter - R&M	3,600	3,600
0	Third Party Payments	0	0	0	Bus Shelter Grants to Parishes	6,000	6,000
0	Transfer Payments	0	0	0	Bus Shelters - New, Town Area	5,100	5,100
233,426	Total Directly Controllable Expenditure	98,340	140,326	69,150	Electricity	1,000	2,300
					Pedestrianisation R&M	1,200	1,200
(75,272)	Income	(9,360)	(9,360)	0	Supplies and Services		
158,154	Net Directly Controllable Expenditure/(Income)	88,980	130,966	69,150	Friary Bus Station Cleaning	30,830	33,400
					New, Replace Equip & Tools	550	550
0	Special Works	0	0	0	Notice/Banner Boards R&M	1,100	1,100
0	Capital Charges	0	0	0	Signs	2,000	1,870
7,921	Support Services	12,900	12,924	11,070	Street Furniture Cleaning	2,500	2,500
166,075	Total Service Cost/(Surplus)	101,880	143,890	80,220	Street Furniture R&M	2,290	2,290
					Support Services		
	Full Time Equivalent Staff	1.04		0.11	Energy Management Recharge	390	960
					Engineering and Transport Recharg	8,420	6,790
					Paymaster Recharge	1,780	2,170

Major Variances 2011-12 v 2012-13

The reduction in salaries is due to the Engineering & Transportation service review.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
499	Premises Related Expenditure	1,610	3,910	510	Cycle Route Improvements	1,610	510
10,345	Transport Related Expenditure	10,320	10,300	10,300	Transport Related		
6,449	Supplies and Services	14,230	10,629	6,130	Bus Service Spectrum	10,200	10,200
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Advertising	1,890	560
17,293	Total Directly Controllable Expenditure	26,160	24,839	16,940	Airtrack Forum	2,380	0
0	Income	0	0	0	Computer Software Licence	0	1,000
17,293	Net Directly Controllable Expenditure/(Income)	26,160	24,839	16,940	Cycle Facilities	1,920	1,820
0	Special Works	0	0	0	Monitoring	1,190	1,190
5,393	Capital Charges	130	130	0	Promotional Campaigns	4,870	220
87,501	Support Services	78,090	78,109	76,860	Support Services		
110,187	Total Service Cost/(Surplus)	104,380	103,078	93,800	Engineering and Transport Recharg	77,580	75,700
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

As the Airtrack Forum has not been subscribed to in the past few years the budget has been withdrawn.

The advertising budget has been reduced as the Park & Ride sites are now established and there are no promotional campaigns running at present.

Guildford Borough Council General Fund Budget 2012-2013

Operational Services

Financial Information Transportation Projects

Ledger Code G5537

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
121,206	Employee Related Expenditure	85,870	0	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	84,080	0
4,211	Transport Related Expenditure	5,490	1	0	Transport Related		
13,705	Supplies and Services	(27,470)	(1)	0	Officers Car Leasing	4,690	0
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Copying Machines	1,250	0
139,122	Total Directly Controllable Expenditure	63,890	0	0	IT Renewals	280	0
					Support Services		
(150,308)	Income	(110,140)	0	0	Accountancy Services Recharge	590	0
(11,186)	Net Directly Controllable Expenditure/(Income)	(46,250)	0	0	Business Services Support Recharg	3,700	0
					Customer Tech Support Recharge	5,520	0
0	Special Works	0	0	0	HR Services Recharge	1,000	0
0	Capital Charges	0	0	0	Information Sys Support Recharge	3,570	0
11,730	Support Services	20,550	0	0	Office Services Recharge	2,030	0
544	Total Service Cost/(Surplus)	(25,700)	0	0	Paymaster Recharge	1,770	0
					Public Offices Recharge	1,400	0
	Full Time Equivalent Staff	1.86		0.00			

Major Variances 2011-12 v 2012-13

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

Guildford Borough Council General Fund Budget 2012-2013

Operational Services

Financial Information Vehicle Maintenance Workshop

Ledger Code VEHMAI

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
273,315	Employee Related Expenditure	242,980	250,349	243,290	Employee Related		
15,679	Premises Related Expenditure	11,380	11,388	12,390	Salaries & Wages	236,550	240,110
1,660	Transport Related Expenditure	11,260	11,783	8,590	Temporary Staff	3,000	0
527,127	Supplies and Services	447,850	495,498	556,500	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	7,590	7,470
0	Transfer Payments	0	0	0	Removal of Refuse	1,790	1,920
817,781	Total Directly Controllable Expenditure	713,470	769,018	820,770	Transport Related		
					Transport Pool Hire Charge	10,100	7,010
(870,301)	Income	(771,860)	(827,424)	(858,940)	Supplies and Services		
(52,520)	Net Directly Controllable Expenditure/(Income)	(58,390)	(58,406)	(38,170)	Clothing and Uniform	240	240
					Equip & Tools Repairs	7,000	7,000
0	Special Works	0	0	0	New, Replace Equip & Tools	5,000	2,690
0	Capital Charges	0	0	0	Spares for Vehicles	434,950	546,020
38,492	Support Services	39,260	39,276	42,260	Income		
(14,028)	Total Service Cost/(Surplus)	(19,130)	(19,130)	4,090	Recharged Labour	(319,760)	(312,070)
					Recharged Parts	(451,850)	(546,870)
	Full Time Equivalent Staff	7.94		7.94	Support Services		
					Accountancy Services Recharge	6,170	4,460
					Business Services Support Recharg	1,510	1,670
					Customer Tech Support Recharge	2,460	2,890
					Health & Safety Recharge	1,360	1,320
					Human Resources Recharge	4,840	4,840
					Information Sys Support Recharge	1,520	1,320
					Paymaster Recharge	11,640	14,920
					Performance Mngt. Recharge	1,540	1,180
					WSD Recharges	8,080	8,870

Major Variances 2011-12 v 2012-13

The vehicle spares budget has increased as a result of higher than anticipated maintenance cost. This includes vehicle repairs, specialist vehicle repairs, tyres, consumables & oil. This cost is fully recovered through a recharge to the relevant service user.

Guildford Borough Council General Fund Budget 2012-2013

Operational Services

Financial Information Woking Road Depot

Ledger Code WRD

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
58,790	Employee Related Expenditure	53,040	51,837	55,350	Employee Related		
258,281	Premises Related Expenditure	264,830	296,661	251,550	Salaries	51,750	54,180
10,869	Transport Related Expenditure	4,070	7,887	8,200	Premises Related		
48,939	Supplies and Services	47,910	47,003	46,890	Cleaning Materials	9,020	8,040
0	Third Party Payments	0	0	0	CRC Tax	0	0
0	Transfer Payments	0	0	0	Electricity	40,000	43,000
376,879	Total Directly Controllable Expenditure	369,850	403,388	361,990	Gas	26,000	25,300
					General Rates	92,960	98,170
(545,383)	Income	(474,910)	(484,943)	(380,290)	Grounds Miscellaneous	12,000	9,990
(168,504)	Net Directly Controllable Expenditure/(Income)	(105,060)	(81,555)	(18,300)	Insurance	4,530	3,340
					Proportion of Depot Expenses	1,890	3,050
0	Special Works	0	0	0	Repairs & Maintenance	56,810	32,940
12,585	Capital Charges	162,240	162,280	12,590	Water	16,000	17,600
95,658	Support Services	92,690	102,944	83,360	Transport Related		
(60,261)	Total Service Cost/(Surplus)	149,870	183,669	77,650	Transport Pool Hire Charge	3,410	7,090
					Supplies and Services		
	Full Time Equivalent Staff	2.18		2.18	Copying Machines	10,940	8,850
					Equip & Tools Repairs	3,040	2,990
					Food Purchases	16,000	17,000
					Telecomms	3,350	5,580
					Income		
					Recharged to Other Services	(447,060)	(351,620)
					Rents - Staff Lets	(4,840)	(6,450)
					Vending Machine Sales	(19,270)	(18,380)
					Support Services		
					Accountancy Services Recharge	2,470	4,790
					Energy Management Recharge	1,420	3,200
					Engineering and Transport Recharg	2,830	2,410
					Housing Surveying Services	5,100	3,580
					Human Resources Recharge	1,240	1,330
					Legal Services Recharge	2,810	1,680
					Paymaster Recharge	4,000	5,140
					Valuation Services Recharge	8,080	7,500
					WSD Recharges	56,570	47,320

Major Variances 2011-12 v 2012-13

The change in the repair & maintenance budget reflects the work identified from the properties services report with a change in budget allocation for condition survey works.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
125,617	Employee Related Expenditure	124,670	69,011	0	Employee Related		
19,790	Premises Related Expenditure	13,260	13,260	0	Salaries	122,190	0
6,232	Transport Related Expenditure	6,620	5,910	0	Premises Related		
14,812	Supplies and Services	11,180	2,827	0	Proportion of Depot Expenses	13,260	0
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Driver Damage to Vehicles	580	0
166,451	Total Directly Controllable Expenditure	155,730	91,008	0	Fuel & Oil	1,750	0
(176,288)	Income	(157,680)	(50,348)	0	Officers Car Leasing	700	0
(9,837)	Net Directly Controllable Expenditure/(Income)	(1,950)	40,660	0	Transport Pool Hire Charge	3,590	0
0	Special Works	0	0	0	Supplies and Services		
0	Capital Charges	0	0	0	Materials	1,420	0
6,252	Support Services	14,870	14,878	0	Radio Equip; R&M	6,520	0
(3,585)	Total Service Cost/(Surplus)	12,920	55,538	0	Telecomms	3,210	0
	Full Time Equivalent Staff	4.25		0.00	Income		
					Recharged to Other Services	(157,030)	0
					Support Services		
					Accountancy Services Recharge	2,350	0
					Health & Safety Recharge	650	0
					Human Resources Recharge	2,300	0
					Paymaster Recharge	930	0
					WSD Recharges	1,350	0

Major Variances 2011-12 v 2012-13

This service has now ceased.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

PARKS AND COUNTRYSIDE SERVICES

HEAD OF SERVICE - PHIL NEWCOMBE

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	168
Service Unit Summary	169
Cemeteries and Closed Churchyards	171
Crematorium	172
Parks and Countryside	173

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
4,704,016	4,716,260	Gross Expenditure	4,806,280	4,926,700	5,051,270	5,179,580
(2,451,295)	(2,238,550)	Gross Income	(2,372,230)	(2,458,480)	(2,529,480)	(2,603,170)
2,252,721	2,477,710	Net Expenditure	2,434,050	2,468,220	2,521,790	2,576,410
2,043,525	2,148,580	Employee Related Expenditure	2,274,660	2,346,200	2,420,100	2,496,360
577,329	955,690	Premises Related Expenditure	896,330	915,150	933,820	952,650
538,891	572,450	Transport Related Expenditure	525,190	535,670	546,320	557,240
618,140	518,380	Supplies and Services	589,840	600,070	610,470	621,090
13,980	13,280	Third Party Payments	13,280	13,280	13,280	13,280
0	0	Transfer Payments	0	0	0	0
3,791,865	4,208,380	Total Directly Controllable Expenditure	4,299,300	4,410,370	4,523,990	4,640,620
(2,451,295)	(2,238,550)	Income	(2,372,230)	(2,458,480)	(2,529,480)	(2,603,170)
1,340,570	1,969,830	Net Directly Controllable Expenditure/(Income)	1,927,070	1,951,890	1,994,510	2,037,450
79,196	0	Special Works	0	0	0	0
522,567	91,400	Capital Charges	160,680	160,680	160,680	160,680
310,388	416,480	Support Services	346,300	355,650	366,600	378,280
2,252,721	2,477,710	Total Service Cost/(Surplus)	2,434,050	2,468,220	2,521,790	2,576,410

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
126,650	161,390	Cemeteries and Closed Churchyards	191,640	195,770	200,270	204,900
(242,428)	(198,610)	Crematorium	(212,330)	(238,600)	(261,420)	(285,430)
2,368,499	2,514,930	Parks and Countryside	2,454,740	2,511,050	2,582,940	2,656,940
2,252,721	2,477,710	Total Net Expenditure/(Income)	2,434,050	2,468,220	2,521,790	2,576,410

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

Parks and Countryside Services

Financial Information Cemeteries and Closed Churchyards

Ledger Code CEMETE

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
117,161	Employee Related Expenditure	109,970	109,598	110,770	Employee Related		
27,552	Premises Related Expenditure	47,180	41,769	54,390	Parks Salaries	107,380	108,180
32,112	Transport Related Expenditure	35,140	39,883	39,290	Premises Related		
12,138	Supplies and Services	22,770	22,796	22,060	General Rates	4,360	4,610
0	Third Party Payments	0	0	0	Removal of Refuse	3,180	3,430
0	Transfer Payments	0	0	0	Repairs & Maintenance	33,310	42,800
188,963	Total Directly Controllable Expenditure	215,060	214,046	226,510	Transport Related		
					Driver Damage to Vehicles	2,000	4,000
(83,050)	Income	(77,720)	(66,581)	(59,810)	Fuel & Oil	1,340	4,000
105,913	Net Directly Controllable Expenditure/(Income)	137,340	147,465	166,700	Transport Pool Hire Charge	30,450	29,090
					Supplies and Services		
0	Special Works	0	0	0	Materials	3,730	4,000
4,675	Capital Charges	3,500	3,500	4,680	Memorial Safety Inspection	6,580	6,580
16,062	Support Services	20,550	16,138	20,260	New, Replace Equip & Tools	2,240	2,750
126,650	Total Service Cost/(Surplus)	161,390	167,103	191,640	Security Services	5,610	4,700
					Income		
	Full Time Equivalent Staff	4.60		4.60	Disposal of Cremated Remains	(4,020)	(1,000)
					Grant of Excl. Burial Rights	(32,000)	(28,000)
					Interment Fees	(28,600)	(15,600)
					Rents - Staff Lets	(6,420)	(6,820)
					Right to Erect Monument	(5,730)	(2,310)
					Support Services		
					Accountancy Services Recharge	1,160	1,740
					Asset Development Recharge	9,480	6,330
					Business Services Support Recharg	1,000	1,350
					Energy Management Recharge	840	1,530
					Human Resources Recharge	2,490	2,800
					Paymaster Recharge	2,330	2,950

Major Variances 2011-12 v 2012-13

The change in the repairs & maintenance budget reflects the work identified from the property condition survey exercise and the resulting allocation of funds.

Reduced income is due to the current trend in increased cremations rather than burial.

Guildford Borough Council General Fund Budget 2012-2013

Parks and Countryside Services

Financial Information Crematorium

Ledger Code CREMAT

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
200,487	Employee Related Expenditure	212,760	212,760	213,580	Employee Related		
151,617	Premises Related Expenditure	330,160	193,916	364,490	Parks Salaries	208,860	209,670
15,889	Transport Related Expenditure	26,100	25,001	11,970	Premises Related		
72,566	Supplies and Services	64,470	68,807	83,140	General Rates	54,560	57,620
0	Third Party Payments	0	0	0	Repairs & Maintenance	230,960	238,250
0	Transfer Payments	0	0	0	Utilities	39,700	59,350
440,559	Total Directly Controllable Expenditure	633,490	500,484	673,180	Transport Related		
					Transport Pool Hire Charge	18,670	9,760
(885,904)	Income	(932,770)	(942,173)	(1,019,830)	Supplies and Services		
(445,345)	Net Directly Controllable Expenditure/(Income)	(299,280)	(441,689)	(346,650)	Book of Remembrance & Inscription	4,530	3,710
					Computer	2,310	2,920
0	Special Works	0	0	0	Medical Referees Fees	30,000	29,890
169,486	Capital Charges	16,470	16,478	69,480	Printing Services Recharge	1,070	1,690
33,431	Support Services	84,200	42,269	64,840	Security Services	700	12,000
(242,428)	Total Service Cost/(Surplus)	(198,610)	(382,942)	(212,330)	Telecomms	4,480	4,890
					Income		
	Full Time Equivalent Staff	6.40		6.40	Book Of Remembrance Inscriptions	(12,000)	(10,000)
					Cremation Fees	(792,000)	(889,440)

Major Variances 2011-12 v 2012-13

The change in the repairs and maintenance budget reflects the work identified from the property condition survey exercise and the changes due to the mercury abatement rulings which must be implemented by December 2012.

Cremation Fee income has been increased by 15% increase (5% from November 2011 and 10% from April 2012). The charges remain below those of neighbouring crematoria.

Medical Referees Fees	(30,000)	(29,890)
Memorial Vaults & Vase Blocks	(20,000)	(21,000)
Rents - Staff Lets	(18,820)	(14,400)
Rose Memorials	(42,020)	(38,000)
Sales of Plaques & Tablets	(7,500)	(7,000)
Support Services		
Asset Development Recharge	56,800	31,320
Business Services Support Recharg	710	790
Customer Tech Support Recharge	3,570	4,240
Information Sys Support Recharge	700	740

Guildford Borough Council General Fund Budget 2012-2013

Parks and Countryside Services

Financial Information Parks and Countryside

Ledger Code PARKS

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £
1,725,877	Employee Related Expenditure	1,825,850	1,801,607	1,950,310
398,160	Premises Related Expenditure	578,350	554,920	477,450
490,890	Transport Related Expenditure	511,210	542,850	473,930
533,436	Supplies and Services	431,140	529,165	484,640
13,980	Third Party Payments	13,280	13,280	13,280
0	Transfer Payments	0	0	0
3,162,343	Total Directly Controllable Expenditure	3,359,830	3,441,822	3,399,610
(1,482,341)	Income	(1,228,060)	(1,373,878)	(1,292,590)
1,680,002	Net Directly Controllable Expenditure/(Income)	2,131,770	2,067,944	2,107,020
79,196	Special Works	0	54,000	0
348,406	Capital Charges	71,430	71,446	86,520
260,895	Support Services	311,730	285,258	261,200
2,368,499	Total Service Cost/(Surplus)	2,514,930	2,478,648	2,454,740
	Full Time Equivalent Staff	65.30		67.46

Major Variances 2011-12 v 2012-13

The change in the Building Infrastructure budget reflects the work identified from the property condition survey exercise and the resulting allocation of funds. Resulting in a corresponding reduction in the Asset Development recharge.

Utilities estimates have increased to reflect usage, unit price and a contribution towards the costs of implementing the Carbon Reduction Commitment imposed by the government.

Mowers & machinery R&M have increased for additional works required due to the age of the equipment.

Transport pool hire charges have decreased as the replacement of vehicles has been delayed until 2013-14.

Special Works are now included within Supplies & Services being funded from income received from Natural England and RPA.

Major Items	2011-12 Estimate £	2012-13 Estimate £
Employee Related		
Parks Salaries	1,693,760	1,844,010
Recharge From Other Emp. Exps.	16,500	21,550
Temporary Staff	68,480	39,190
Training	27,430	28,680
Premises Related		
Buildings Infrastructure	250,930	146,300
Grounds Miscellaneous	85,000	63,600
Tree Survey Works	89,350	89,350
Utilities	87,090	98,360
Transport Related		
Car Leasing & Allowances	14,730	16,370
Driver Damage to Vehicles	26,220	25,310
Fuel & Oil	55,000	60,000
Mowers & Machinery R&M	34,620	52,620
Transport Pool Hire Charge	360,630	293,320
Tyres	9,040	13,860
Supplies and Services		
Clothing and Uniform	11,700	11,700
Computer & Telephone Costs	8,870	11,360
Games & Playground Equipment	22,020	18,860
Materials	60,890	64,460
New, Replace Equip & Tools	5,430	35,120
Payment to Contractors	157,860	153,860
Plants & Troughs	39,920	38,420
Sinking Fund Contributions	18,000	16,000
Surrey Heathlands Grant	17,100	17,100
Tipping Fees	19,790	19,520
Support Services		
Asset Development Recharge	61,450	16,540
Energy Management Recharge	8,660	17,440
HR Services Recharge	35,330	41,130
Legal Services Recharge	55,380	33,050

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

LEISURE SERVICES

HEAD OF SERVICE - UNDER REVIEW

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	178
Service Unit Summary	179
Arts Development	181
Electric Theatre	182
G Live	183
Grants - Leisure Organisations	184
Guildford Philharmonic	185
Leisure Management Contract	186
Play and Youth	187
Sports and Physical Activity	188
Youth and Community Centres	189

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
13,236,736	11,511,440	Gross Expenditure	5,142,980	5,209,900	5,278,310	5,349,210
(8,042,179)	(8,236,600)	Gross Income	(2,312,720)	(2,384,540)	(2,461,290)	(2,540,750)
5,194,557	3,274,840	Net Expenditure	2,830,260	2,825,360	2,817,020	2,808,460
4,620,635	4,770,190	Employee Related Expenditure	759,540	781,620	804,400	827,950
2,528,175	2,608,030	Premises Related Expenditure	1,339,060	1,366,090	1,393,500	1,421,400
61,585	49,860	Transport Related Expenditure	46,820	47,750	48,710	49,670
2,300,393	2,779,680	Supplies and Services	1,298,000	1,310,330	1,322,210	1,334,990
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
9,510,788	10,207,760	Total Directly Controllable Expenditure	3,443,420	3,505,790	3,568,820	3,634,010
(8,042,179)	(8,236,600)	Income	(2,312,720)	(2,384,540)	(2,461,290)	(2,540,750)
1,468,609	1,971,160	Net Directly Controllable Expenditure/(Income)	1,130,700	1,121,250	1,107,530	1,093,260
0	0	Special Works	0	0	0	0
3,321,420	919,820	Capital Charges	1,529,010	1,529,010	1,529,010	1,529,010
404,528	383,860	Support Services	170,550	175,100	180,480	186,190
5,194,557	3,274,840	Total Service Cost/(Surplus)	2,830,260	2,825,360	2,817,020	2,808,460

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
72,350	76,970	Arts Development	77,910	80,130	82,490	84,950
394,422	378,620	Electric Theatre	267,730	267,010	267,950	268,770
65,582	613,620	G Live	438,240	441,010	443,880	446,830
631,353	627,530	Grants - Leisure Organisations	558,000	562,340	566,110	570,690
192,384	190,330	Guildford Philharmonic	190,080	191,820	194,280	196,740
2,137,456	888,210	Leisure Management Contract	933,590	911,890	884,280	855,450
156,497	159,580	Play and Youth	161,960	164,820	168,000	171,230
77,591	77,820	Sports and Physical Activity	76,650	78,780	81,040	83,360
1,466,922	262,160	Youth and Community Centres	126,100	127,560	128,990	130,440
5,194,557	3,274,840	Total Net Expenditure/(Income)	2,830,260	2,825,360	2,817,020	2,808,460

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

Leisure Services

Financial Information Arts Development

Ledger Code ARTDEV

Responsible Officer Mike Beckwith - Leisure Strategy Officer (Tel:444703)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
51,378	Employee Related Expenditure	51,790	51,048	50,000	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	50,920	48,860
1,777	Transport Related Expenditure	2,550	2,638	2,190	Transport Related		
12,265	Supplies and Services	12,490	12,779	12,970	Car Leasing & Allowances	2,500	2,140
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	IT Renewals	70	0
65,420	Total Directly Controllable Expenditure	66,830	66,465	65,160	Live and Direct	500	500
0	Income	(500)	(164)	(530)	Partnership Work	10,470	10,470
65,420	Net Directly Controllable Expenditure/(Income)	66,330	66,301	64,630	Printing & Stationery	770	1,180
0	Special Works	0	0	0	Printing Services Recharge	600	1,010
0	Capital Charges	0	0	0	Income		
6,930	Support Services	10,640	10,648	13,280	Donations	(500)	(530)
72,350	Total Service Cost/(Surplus)	76,970	76,949	77,910	Support Services		
	Full Time Equivalent Staff	1.45		1.35	Accountancy Services Recharge	900	1,100
					Business Services Support Recharg	850	900
					Customer Tech Support Recharge	1,700	2,000
					Information Sys Support Recharge	890	870
					Office Services Recharge	1,480	1,160
					Paymaster Recharge	1,360	1,860
					Public Offices Recharge	2,090	3,070

Major Variances 2011-12 v 2012-13

The Live and Direct scheme is fully funded from donations/sponsorships.

Guildford Borough Council General Fund Budget 2012-2013

Leisure Services

Financial Information Electric Theatre

Ledger Code ELECTR

Responsible Officer Mike Beckwith - Leisure Strategy Officer (Tel:444703)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
254,589	Employee Related Expenditure	243,420	249,400	282,070	Employee Related		
75,284	Premises Related Expenditure	178,330	74,713	104,060	Casual Staff	41,000	52,490
629	Transport Related Expenditure	600	1,049	970	Salaries	196,960	203,080
101,976	Supplies and Services	88,160	97,355	117,550	Premises Related		
0	Third Party Payments	0	0	0	Contract cleaning & materials	14,520	19,920
0	Transfer Payments	0	0	0	General Rates	9,090	9,600
432,478	Total Directly Controllable Expenditure	510,510	422,517	504,650	Insurance	1,210	930
(253,334)	Income	(257,620)	(235,728)	(334,170)	Repairs & Maintenance	128,610	44,330
179,144	Net Directly Controllable Expenditure/(Income)	252,890	186,789	170,480	Utilities	22,800	26,010
0	Special Works	0	0	0	Supplies and Services		
183,644	Capital Charges	34,130	34,138	38,640	Advertising	23,000	21,300
31,634	Support Services	91,600	54,398	58,610	Equip & Tools Repairs	15,000	16,380
394,422	Total Service Cost/(Surplus)	378,620	275,325	267,730	Food & Beverage purchase	0	27,960
					Postage and Telephones	8,060	9,210
					Promotions Expenditure	24,580	24,580
					Income		
	Full Time Equivalent Staff	6.15		6.17	Catering Income	(21,630)	(24,240)
					Commercial Lettings	(74,000)	(78,200)
					Commission on General Sales	(45,000)	(36,000)
					Letting Fees-General	(45,000)	(47,250)
					Promotions Income	(32,420)	(35,000)
					Refreshment Sales	0	(71,700)
					Support Services		
					Accountancy Services Recharge	8,270	13,010
					Asset Development Recharge	38,190	4,730
					Customer Tech Support Recharge	6,340	7,640
					HR Services Recharge	3,340	3,760
					Legal Services Recharge	10,960	6,540
					Paymaster Recharge	7,280	7,930

Major Variances 2011-12 v 2012-13

The decrease in the Repair & Maintenance budget reflects the works identified from the property condition survey for 2012-2013.

The decrease in the Asset Development recharge is linked to the reduced repair and maintenance budget.

The figures include the costs and income approved by the 1 March Executive for the catering facility being brought in-house.

Guildford Borough Council General Fund Budget 2012-2013

Leisure Services

Financial Information G Live

Ledger Code NEWENT

Responsible Officer Jim Miles - Director (Tel: 444701)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	32,850	0	46,760	Employee Related		
0	Premises Related Expenditure	43,690	34,146	44,600	Salaries	32,850	46,220
0	Transport Related Expenditure	0	0	0	Premises Related		
65,390	Supplies and Services	537,080	572,192	356,500	Grounds Maintenance	15,000	15,910
0	Third Party Payments	0	0	0	Insurance	13,690	13,690
0	Transfer Payments	0	0	0	Repairs & Maintenance	15,000	15,000
65,390	Total Directly Controllable Expenditure	613,620	606,338	447,860	Supplies and Services		
0	Income	0	0	(13,690)	G Live Concessions Grant	0	20,000
65,390	Net Directly Controllable Expenditure/(Income)	613,620	606,338	434,170	Management Fee	164,300	328,600
0	Special Works	0	0	0	Pre-opening costs	372,780	0
0	Capital Charges	0	0	0	Income		
192	Support Services	0	5,716	4,070	Insurance Reimbursed	0	(13,690)
65,582	Total Service Cost/(Surplus)	613,620	612,054	438,240			
	Full Time Equivalent Staff	0.00		1.00			

Major Variances 2011-12 v 2012-13

G Live was handed over to the Council's operator, HQ Theatres on 1 July 2011. This enabled fitting out works to be undertaken before the building opened to the public on 1 September. The first activities took place from 8 September.

The salaries and premises related budgets are included for the contract supervision function and relevant maintenance expenses. Under the terms of the contract, insurance is recharged to the operator.

The concession grant function has moved to this service from the Grants to Voluntary Organisations (Leisure).

Guildford Borough Council General Fund Budget 2012-2013

Leisure Services

Financial Information Grants - Leisure Organisations

Ledger Code GRANTL

Responsible Officer Chris Howard - Business & Tourism Manager (Tel: 444329)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
27,949	Employee Related Expenditure	25,390	24,763	13,860	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	24,920	13,610
976	Transport Related Expenditure	1,210	1,211	990	Transport Related		
594,308	Supplies and Services	589,490	589,124	531,110	Officers Car Leasing	1,190	970
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Arts Grants	20,720	20,720
623,233	Total Directly Controllable Expenditure	616,090	615,098	545,960	Basingstoke Canal Grant	34,960	34,960
0	Income	0	0	0	Blackwater Valley Project	10,300	10,300
623,233	Net Directly Controllable Expenditure/(Income)	616,090	615,098	545,960	Book Festival	22,840	20,660
0	Special Works	0	0	0	Community and Youth Projects	18,580	22,840
0	Capital Charges	0	0	0	Disability Challengers Grant	13,960	13,960
8,120	Support Services	11,440	11,472	12,040	G Live Concessions Grant	10,610	0
631,353	Total Service Cost/(Surplus)	627,530	626,570	558,000	General Grants	36,000	26,620
	Full Time Equivalent Staff	0.65		0.18	Guilfest Music Festival	21,000	0
					Play Development Grants	10,080	10,080
					Sporting Concessions - Spectrum	18,000	0
					Sports Grants	23,310	23,310
					Yvonne Arnaud Theatre Grant	318,170	318,170
					Support Services		
					Accountancy Services Recharge	4,260	6,070
					Business Services Support Recharg	1,290	1,350
					Customer Tech Support Recharge	1,560	1,790

Major Variances 2011-12 v 2012-13

The payment allowance for Guilfest has been deleted following the new contract arrangements.

The administration of the Sporting Concessions payment has moved to the Leisure Management account.

The administration of the G Live Concessions payments has moved to the G Live account.

Guildford Borough Council General Fund Budget 2012-2013

Leisure Services

Financial Information Guildford Philharmonic

Ledger Code MUSIC

Responsible Officer Mike Beckwith - Leisure Strategy Officer (Tel:444703)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
99,048	Employee Related Expenditure	93,900	92,004	95,660	Employee Related		
9,758	Premises Related Expenditure	14,000	14,000	14,250	Salaries	85,740	90,400
4,233	Transport Related Expenditure	3,870	3,917	3,830	Premises Related		
156,709	Supplies and Services	183,240	161,292	180,810	Hire of Halls	14,000	14,250
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Transport Pool Hire Charge	3,100	2,710
269,748	Total Directly Controllable Expenditure	295,010	271,213	294,550	Supplies and Services		
(104,754)	Income	(141,320)	(110,524)	(131,720)	Artists & Orchestra Fees	107,630	107,630
164,994	Net Directly Controllable Expenditure/(Income)	153,690	160,689	162,830	AV Presentation	6,200	4,200
0	Special Works	0	0	0	Design, Print & Distribution	16,050	16,050
0	Capital Charges	4,190	4,190	0	Display Boards	2,000	2,000
27,390	Support Services	32,450	32,490	27,250	Equip, Music & Instrument hire	4,660	4,660
192,384	Total Service Cost/(Surplus)	190,330	197,369	190,080	Freelance Services	16,160	16,160
					Postage and Telephones	2,700	2,520
					Storage Hire	6,980	6,930
					Ticket Sales Commission	12,480	13,480
					Income		
					Admission Charges	(113,150)	(118,810)
					Sponsorship Receipts	(6,000)	(5,000)
					Support Services		
					Business Services Support Recharg	3,000	3,060
					Customer Tech Support Recharge	2,720	3,240
					Information Sys Support Recharge	3,110	2,970
					Office Services Recharge	3,450	1,530
					Paymaster Recharge	5,540	3,210
					Public Offices Recharge	9,060	4,040
	Full Time Equivalent Staff	1.74		1.78			

Major Variances 2011-12 v 2012-13

There are no major variances to report.

Guildford Borough Council General Fund Budget 2012-2013

Leisure Services

Financial Information Leisure Management Contract

Ledger Code LEMANC

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
3,963,432	Employee Related Expenditure	4,117,560	2,739,734	77,850	Employee Related		
2,358,550	Premises Related Expenditure	2,271,630	1,430,560	1,125,680	Salaries	2,774,960	76,760
17,117	Transport Related Expenditure	15,350	20,086	13,220	Premises Related		
1,284,682	Supplies and Services	1,286,620	697,538	32,370	Contribution to Salix	68,130	22,370
0	Third Party Payments	0	0	0	Repairs & Maintenance	625,360	97,000
0	Transfer Payments	0	0	0	Utilities	952,660	942,770
7,623,781	Total Directly Controllable Expenditure	7,691,160	4,887,918	1,249,120	Transport Related		
					Bus Service Spectrum	12,000	13,000
(7,562,799)	Income	(7,737,840)	(4,880,683)	(1,762,350)	Supplies and Services		
60,982	Net Directly Controllable Expenditure/(Income)	(46,680)	7,235	(513,230)	Sporting Concessions - Spectrum	0	13,500
					Income		
0	Special Works	0	0	0	Leisure Man fee	0	(896,000)
1,788,997	Capital Charges	734,850	734,850	1,422,550	Utilities recharged	(47,140)	(860,150)
287,477	Support Services	200,040	202,665	24,270	Support Services		
2,137,456	Total Service Cost/(Surplus)	888,210	944,750	933,590	Accountancy Services Recharge	35,630	3,960
					HR Services Recharge	29,370	1,260
					Legal Services Recharge	8,610	5,140
	Full Time Equivalent Staff	102.78		2.07			

Major Variances 2011-12 v 2012-13

Greenwich Leisure Ltd (GLL) commenced the Leisure Partnership Agreement on 1 November 2011. The facilities will be managed by Freedom Leisure in a back to back agreement with GLL.

Full TUPE arrangements were implemented.

Under the terms of the contract, utilities are managed by GBC and recharged to the operator.

The Sporting Concessions budget has moved to this service from the Grants to Voluntary Organisations (Leisure).

Guildford Borough Council General Fund Budget 2012-2013

Leisure Services

Financial Information Play and Youth

Ledger Code PLADEV

Responsible Officer Mike Beckwith - Leisure Strategy Officer (Tel:444703)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
150,011	Employee Related Expenditure	133,210	143,919	130,040	Employee Related		
10,000	Premises Related Expenditure	13,040	13,040	11,240	Casual Salaries	71,110	67,570
33,116	Transport Related Expenditure	22,210	23,739	21,890	Salaries	59,080	59,010
55,876	Supplies and Services	58,930	57,289	49,370	Premises Related		
0	Third Party Payments	0	0	0	Hire of Halls	12,040	10,270
0	Transfer Payments	0	0	0	Transport Related		
249,003	Total Directly Controllable Expenditure	227,390	237,987	212,540	Car Allowances	1,790	1,950
(101,216)	Income	(77,670)	(89,874)	(63,410)	Hire of Vehicles	12,510	12,510
147,787	Net Directly Controllable Expenditure/(Income)	149,720	148,113	149,130	Officers Car Leasing	500	560
0	Special Works	0	0	0	Transport Pool Hire Charge	5,860	5,860
0	Capital Charges	0	0	0	Supplies and Services		
8,710	Support Services	9,860	9,892	12,830	Advertising	4,000	3,160
156,497	Total Service Cost/(Surplus)	159,580	158,005	161,960	Instructors Fees	34,000	31,440
					IT Renewals	20	20
					New, Replace Equip & Tools	5,000	1,290
					Play Initiatives	5,000	5,000
					Printing Services Recharge	2,810	990
					Youth Initiatives	5,000	5,000
					Income		
					Fees and Admissions	(56,050)	(56,410)
					Lottery Grants	(11,620)	0
					Miscellaneous Income	(5,000)	(2,000)
					Recharged to Other Services	(5,000)	(5,000)
					Support Services		
					Business Services Support Recharg	560	730
					Customer Tech Support Recharge	1,040	1,220
					Information Sys Support Recharge	710	690
					Office Services Recharge	1,750	1,460
					Paymaster Recharge	1,310	1,440
					Public Offices Recharge	2,430	3,860
	Full Time Equivalent Staff	1.78		1.70			

Major Variances 2011-12 v 2012-13

The Lottery funded Play Ranger project has been completed, with the budgets adjusted accordingly.

Guildford Borough Council General Fund Budget 2012-2013

Leisure Services

Financial Information Sports and Physical Activity

Ledger Code SPODEV

Responsible Officer Mike Beckwith - Leisure Strategy Officer (Tel:444703)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
57,488	Employee Related Expenditure	56,350	55,459	52,270	Employee Related		
0	Premises Related Expenditure	0	0	0	Casual Salaries	3,500	3,550
2,947	Transport Related Expenditure	3,120	2,703	2,910	Salaries	51,940	47,630
27,819	Supplies and Services	22,260	24,432	16,430	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	2,450	2,320
0	Transfer Payments	0	0	0	Officers Car Leasing	640	560
88,254	Total Directly Controllable Expenditure	81,730	82,594	71,610	Supplies and Services		
					General Subscriptions	4,200	4,200
(17,323)	Income	(12,500)	(12,046)	(5,000)	IT Renewals	80	0
70,931	Net Directly Controllable Expenditure/(Income)	69,230	70,548	66,610	New Initiatives	5,340	7,340
					Printing & Stationery	760	830
0	Special Works	0	0	0	Sport Guildford	2,500	1,000
0	Capital Charges	0	0	0	Surrey Youth Games	8,000	2,000
6,660	Support Services	8,590	8,614	10,040	Income		
77,591	Total Service Cost/(Surplus)	77,820	79,162	76,650	Events Income	(2,000)	(2,000)
					Sport Guildford	(2,500)	(1,000)
					Surrey Youth Games	(8,000)	(2,000)
					Support Services		
	Full Time Equivalent Staff	1.45		1.31	Business Services Support Recharg	560	600
					Customer Tech Support Recharge	1,040	1,220
					Human Resources Recharge	790	800
					Information Sys Support Recharge	650	610
					Office Services Recharge	1,600	1,130
					Public Offices Recharge	2,220	2,980

Major Variances 2011-12 v 2012-13

The Sport Guildford initiative is a fully funded scheme.

Guildford Borough Council General Fund Budget 2012-2013

Leisure Services

Financial Information Youth and Community Centres

Ledger Code YOUCOM

Responsible Officer Mike Beckwith - Leisure Strategy Officer (Tel:444703)

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
16,740	Employee Related Expenditure	15,720	15,333	11,030	Employee Related		
74,583	Premises Related Expenditure	87,340	137,780	39,230	Salaries	15,410	10,830
790	Transport Related Expenditure	950	954	820	Premises Related		
1,368	Supplies and Services	1,410	16,285	890	General Rates	11,930	12,600
0	Third Party Payments	0	0	0	Insurance	2,120	1,840
0	Transfer Payments	0	0	0	Repairs & Maintenance	65,290	17,110
93,481	Total Directly Controllable Expenditure	105,420	170,352	51,970	Transport Related		
					Officers Car Leasing	940	800
(2,753)	Income	(9,150)	(986)	(1,850)	Supplies and Services		
90,728	Net Directly Controllable Expenditure/(Income)	96,270	169,366	50,120	Equipment Electrical Testing	800	260
					Telecomms; Business Use	570	590
0	Special Works	0	0	0	Income		
1,348,779	Capital Charges	146,650	146,690	67,820	Donations	(9,150)	(1,850)
27,415	Support Services	19,240	30,541	8,160	Capital Charges		
1,466,922	Total Service Cost/(Surplus)	262,160	346,597	126,100	Depreciation	146,650	67,820
					Support Services		
	Full Time Equivalent Staff	0.26		0.16	Accountancy Services Recharge	1,090	1,400
					Asset Development Recharge	10,950	0
					Housing Surveying Services	3,300	2,000
					Paymaster Recharge	1,020	1,460

Major Variances 2011-12 v 2012-13

The Repair & Maintenance budgets reflect the work identified from the property condition survey and the resulting allocation of funds. The Asset Development recharge reflects the level of involvement in the repair and maintenance work.

Income received under donations is from the relevant Management Committee, which funds specific repairs.

The reduced depreciation charge reflects a re-valuation of the properties.

Guildford Community Centre is situated on the Bellerby Theatre redevelopment site where a new centre is planned for 2012-2013.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

PLANNING SERVICES

HEAD OF SERVICE - CAROL HUMPHREY

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	194
Service Unit Summary	195
Building Control	197
Development Control	198
Graphics and IT Unit	199
Local Land Charges	200
Policy	201

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
4,331,008	4,051,320	Gross Expenditure	4,086,980	4,165,710	4,287,000	4,412,400
(1,504,844)	(1,392,640)	Gross Income	(1,503,460)	(1,536,550)	(1,545,380)	(1,554,560)
2,826,164	2,658,680	Net Expenditure	2,583,520	2,629,160	2,741,620	2,857,840
2,716,447	2,712,730	Employee Related Expenditure	2,702,500	2,788,820	2,877,940	2,969,940
29,356	39,060	Premises Related Expenditure	30,080	30,680	31,290	31,910
82,680	85,220	Transport Related Expenditure	82,890	84,550	86,250	87,990
771,447	459,720	Supplies and Services	535,000	529,850	538,790	547,890
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,599,930	3,296,730	Total Directly Controllable Expenditure	3,350,470	3,433,900	3,534,270	3,637,730
(1,504,844)	(1,392,640)	Income	(1,503,460)	(1,536,550)	(1,545,380)	(1,554,560)
2,095,086	1,904,090	Net Directly Controllable Expenditure/(Income)	1,847,010	1,897,350	1,988,890	2,083,170
0	0	Special Works	0	0	0	0
245,009	4,800	Capital Charges	3,100	3,100	3,100	3,100
486,069	749,790	Support Services	733,410	728,710	749,630	771,570
2,826,164	2,658,680	Total Service Cost/(Surplus)	2,583,520	2,629,160	2,741,620	2,857,840

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
219,574	109,980	Building Control	124,260	145,580	168,040	191,310
1,383,165	1,452,800	Development Control	1,386,160	1,419,220	1,478,300	1,539,210
121,983	42,250	Graphics and IT Unit	71,480	73,660	75,980	78,390
49,914	92,710	Local Land Charges	37,740	0	0	0
1,051,528	960,940	Policy	963,880	990,700	1,019,300	1,048,930
2,826,164	2,658,680	Total Net Expenditure/(Income)	2,583,520	2,629,160	2,741,620	2,857,840

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

Planning Services

Financial Information Building Control

Ledger Code BUICTL

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

Financial Services Contact Martin Hills - Accountancy Technician
(Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
541,793	Employee Related Expenditure	525,900	497,341	517,460	Employee Related		
315	Premises Related Expenditure	0	3,267	0	Salaries	503,490	500,600
26,481	Transport Related Expenditure	26,210	27,294	20,850	Training	11,280	6,000
110,678	Supplies and Services	52,240	62,891	74,390	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	25,480	20,350
0	Transfer Payments	0	0	0	Officers Car Leasing	710	480
679,267	Total Directly Controllable Expenditure	604,350	590,793	612,700	Supplies and Services		
					Computer Software Licence	8,870	8,760
(534,663)	Income	(603,230)	(554,563)	(603,230)	Consultants Fees	15,060	40,000
144,604	Net Directly Controllable Expenditure/(Income)	1,120	36,230	9,470	IT Renewals	90	670
					Postage and Telephones	8,550	6,160
0	Special Works	0	0	0	Scanning	5,320	5,320
0	Capital Charges	0	0	0	Income		
74,970	Support Services	108,860	108,908	114,790	Building Control Fees	(600,000)	(600,000)
219,574	Total Service Cost/(Surplus)	109,980	145,138	124,260	Support Services		
					Business Services Support Recharg	10,990	11,600
	Full Time Equivalent Staff	12.28		11.90	Customer Tech Support Recharge	17,430	20,420
					Human Resources Recharge	6,670	7,170
					Information Sys Support Recharge	12,520	9,810
					Office Services Recharge	13,490	10,240
					Public Offices Recharge	28,210	27,030

Major Variances 2011-12 v 2012-13

Consultants fees have increased to reflect activity in previous years.

Guildford Borough Council General Fund Budget 2012-2013

Planning Services

Financial Information Development Control

Ledger Code DEVCON

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

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
1,340,030	Employee Related Expenditure	1,421,880	1,414,055	1,433,960	Employee Related		
1,127	Premises Related Expenditure	440	374	170	Salaries	1,381,300	1,383,710
45,226	Transport Related Expenditure	46,440	47,377	48,390	Transport Related		
326,112	Supplies and Services	197,560	272,581	173,810	Car Leasing & Allowances	46,030	47,980
0	Third Party Payments	0	0	0	Officers Car Leasing	16,930	20,270
0	Transfer Payments	0	0	0	Supplies and Services		
1,712,495	Total Directly Controllable Expenditure	1,666,320	1,734,387	1,656,330	Advertising	34,820	17,000
(646,202)	Income	(654,600)	(699,739)	(688,260)	Computer Software Licence	14,450	14,450
1,066,293	Net Directly Controllable Expenditure/(Income)	1,011,720	1,034,648	968,070	Consultants Fees	14,930	30,000
0	Special Works	0	0	0	IT Renewals	810	140
0	Capital Charges	0	0	0	Legal Expenses	6,230	20,000
316,872	Support Services	441,080	442,090	418,090	Planning Appeals Expenses	83,290	50,760
1,383,165	Total Service Cost/(Surplus)	1,452,800	1,476,738	1,386,160	Postage	8,980	6,790
	Full Time Equivalent Staff	38.45		37.50	Scanning	11,470	15,000
					Telecomms	3,660	1,830

Major Variances 2011-12 v 2012-13

The increase in employee related expenditure relates to a change in salary allocations following a review of the service.

There has been an increase in the legal expenses and consultants budget provisions which reflects previous years activity. Savings have been identified to the advertising and planning appeal expenses estimates based upon the outturn in the previous years.

The income estimates for pre-application charging and Section 106 have been based on activity in the previous year.

Support service costs remain constant taking into account any changes to bases and actual time recording.

Income		
Planning fees	(600,000)	(600,000)
Pre-application charging	(15,000)	(35,000)
Section 106 income	(20,000)	(35,160)
Support Services		
Business Services Support Recharge	37,270	35,920
Customer Tech Support Recharge	57,710	65,610
Health & Safety Recharge	6,040	6,220
Human Resources Recharge	21,480	22,870
Information Sys Support Recharge	50,320	37,400
Legal Services Recharge	127,350	76,010
Office Services Recharge	42,960	31,890
Performance Mngt. Recharge	6,850	14,980
Public Offices Recharge	66,020	84,180

Guildford Borough Council General Fund Budget 2012-2013

Planning Services

Financial Information Graphics and IT Unit

Ledger Code BUIGIT

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

Financial Services Contact Martin Hills - Accountancy Technician
(Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
126,832	Employee Related Expenditure	31,910	33,531	52,610	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	31,200	51,830
766	Transport Related Expenditure	0	131	1,090	Transport Related		
380	Supplies and Services	0	1,010	950	Car Allowances	0	1,090
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Business Services Support Recharg	2,070	2,180
127,978	Total Directly Controllable Expenditure	31,910	34,672	54,650	Customer Tech Support Recharge	3,250	3,790
					Human Resources Recharge	540	910
(5,995)	Income	0	(3,690)	0	Information Sys Support Recharge	2,900	3,430
121,983	Net Directly Controllable Expenditure/(Income)	31,910	30,982	54,650	Office Services Recharge	1,090	1,200
					Public Offices Recharge	0	3,180
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	10,340	10,356	16,830			
121,983	Total Service Cost/(Surplus)	42,250	41,338	71,480			
	Full Time Equivalent Staff	1.00		1.40			

Major Variances 2011-12 v 2012-13

The increase in employee related expenditure relates to a change in salary allocations following a review of the service.

Guildford Borough Council General Fund Budget 2012-2013

Planning Services

Financial Information Local Land Charges

Ledger Code LANCHA

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

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
107,701	Employee Related Expenditure	103,320	112,811	109,010	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	100,130	106,150
608	Transport Related Expenditure	710	647	1,020	Transport Related		
236,397	Supplies and Services	71,720	105,122	103,520	Officers Car Leasing	440	500
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Maintenance	4,920	4,920
344,706	Total Directly Controllable Expenditure	175,750	218,580	213,550	Copying Machines	1,480	1,330
					Pymt to SCC - Searches	62,000	75,770
(310,473)	Income	(134,810)	(231,232)	(211,970)	Scanning	1,490	15,000
34,233	Net Directly Controllable Expenditure/(Income)	40,940	(12,652)	1,580	Income		
					Con29 Extra	(3,000)	(10,250)
0	Special Works	0	0	0	Con29 R	(5,000)	(3,040)
0	Capital Charges	0	0	0	Land Charges Search Fees	(63,230)	(54,300)
15,681	Support Services	51,770	52,135	36,160	LLC1 Only	(1,000)	(810)
49,914	Total Service Cost/(Surplus)	92,710	39,483	37,740	Nlis Full Search	0	(65,570)
					SCC Income	(62,000)	(75,770)
	Full Time Equivalent Staff	2.89		2.54	Support Services		
					Accountancy Services Recharge	3,490	7,960
					Audit Services Recharge	900	1,090
					Business Services Support Recharg	10,140	1,640
					Customer Tech Support Recharge	12,520	2,960
					Human Resources Recharge	1,590	1,550
					Information Sys Support Recharge	13,330	4,270
					Office Services Recharge	3,620	3,350
					Paymaster Recharge	910	1,060
					Public Offices Recharge	3,700	8,840

Major Variances 2011-12 v 2012-13

During 2011-12 this service was transferred from Legal and Democratic Services and the opportunity was taken to review the level of salary allocations for 2012-13. The salary allocations reflect an increase in management time to this service.

Additional scanning work is programmed for 2012-13. Search numbers have increase in 2011-12 and this trend is expected to continue in 2012-13 this will therefore result in an increase in additional payments to Surrey County Council.

Search income previously included in Land Charges Search Fees has been separated out into the NLIS search fees and Con29 Extra search fees. The SCC income estimate has been increased to reflect the higher level of searches expected in 2012-13.

The deficit at total service cost level reflects the estimated amount to be transferred from the Land Charges reserve to achieve a cost neutral position.

Guildford Borough Council General Fund Budget 2012-2013

Planning Services

Financial Information Policy

Ledger Code POLICY

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

Financial Services Contact Martin Hills - Accountancy Technician (Tel: 444838)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
600,091	Employee Related Expenditure	629,720	630,816	589,460	Employee Related		
27,914	Premises Related Expenditure	38,620	38,620	29,910	Salaries	613,820	576,230
9,599	Transport Related Expenditure	11,860	12,556	11,540	Premises Related		
97,880	Supplies and Services	138,200	139,509	182,330	Env Imps & Lighting Mtce	31,000	25,000
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	7,620	4,910
0	Transfer Payments	0	0	0	Transport Related		
735,484	Total Directly Controllable Expenditure	818,400	821,501	813,240	Car Allowances	3,510	3,460
					Officers Car Leasing	8,070	7,800
(7,511)	Income	0	(198)	0	Supplies and Services		
727,973	Net Directly Controllable Expenditure/(Income)	818,400	821,303	813,240	Consultants (C.I. Levy)	0	50,000
					Consultants Fees	81,670	81,670
0	Special Works	0	0	0	Inspection Fees	20,000	20,000
245,009	Capital Charges	4,800	4,800	3,100	IT Renewals	1,310	280
78,546	Support Services	137,740	125,638	147,540	Plan Printing	15,000	15,000
1,051,528	Total Service Cost/(Surplus)	960,940	951,741	963,880	Printing Services Recharge	4,830	1,010
					Support Services		
	Full Time Equivalent Staff	10.35		13.83	Accountancy Services Recharge	3,140	4,120
					Business Services Support Recharg	11,890	12,800
					Customer Tech Support Recharge	19,380	23,590
					Human Resources Recharge	8,770	8,440
					Information Sys Support Recharge	15,170	12,620
					Legal Services Recharge	4,210	2,510
					Office Services Recharge	17,720	11,940
					Public Offices Recharge	25,390	31,530

Major Variances 2011-12 v 2012-13

During 2011-12 line management responsibility changed for Environmental Projects from the Building Control service area to the Policy service area. As a result of this change salary allocations to this service area were revised for 2012-13.

Part 11 of the Planning Act 2008 introduced the Community Infrastructure Levy (C.I.Levy). Amendments to its operation have been made by the CIL (Amendment) Regulations 2011. Following approval by the Executive (29 Sept. 2010) a budget provision has been made in 2012-13 to assess the viability of different uses and locations of development for the CIL and consult on the preliminary draft CIL charging schedule.

The small increase in support costs takes into account any changes to bases and actual time recording.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

REVENUES AND PAYMENTS

HEAD OF SERVICE - STEVE WHITE

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Contents

Subjective Summary	206
Service Unit Summary	207
Concessionary Bus Fares	209
Housing Benefits	210
Housing Purchase Advances	211
Insurance Revenue Account	212
Local Taxation	213
Paymaster	214

Service Unit Subjective Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
45,057,505	38,858,050	Gross Expenditure	42,894,090	43,762,880	44,664,000	45,584,550
(44,330,870)	(38,347,360)	Gross Income	(42,371,900)	(43,227,110)	(44,113,410)	(45,018,870)
726,635	510,690	Net Expenditure	522,190	535,770	550,590	565,680
1,844,183	1,796,220	Employee Related Expenditure	1,723,420	1,777,430	1,833,240	1,890,760
1,740	670	Premises Related Expenditure	650	670	690	710
21,011	22,530	Transport Related Expenditure	24,170	24,650	25,140	25,630
3,518,019	1,277,870	Supplies and Services	1,221,110	1,233,460	1,258,200	1,283,470
0	0	Third Party Payments	0	0	0	0
39,197,436	35,257,000	Transfer Payments	39,426,600	40,215,130	41,019,430	41,839,820
44,582,389	38,354,290	Total Directly Controllable Expenditure	42,395,950	43,251,340	44,136,700	45,040,390
(44,330,870)	(38,347,360)	Income	(42,371,900)	(43,227,110)	(44,113,410)	(45,018,870)
251,519	6,930	Net Directly Controllable Expenditure/(Income)	24,050	24,230	23,290	21,520
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
475,116	503,760	Support Services	498,140	511,540	527,300	544,160
726,635	510,690	Total Service Cost/(Surplus)	522,190	535,770	550,590	565,680

Service Unit Summary

2010-11 Actual £	2011-12 Estimate £		2012-13 Estimate £	2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £
644,584	0	Concessionary Bus Fares	0	0	0	0
(400,437)	146,750	Housing Benefits	150,140	160,470	172,650	185,540
69	0	Housing Purchase Advances	0	0	0	0
(31,198)	(28,100)	Insurance Revenue Account	(2,530)	0	0	0
546,837	335,130	Local Taxation	375,640	375,530	379,160	382,820
(33,220)	56,910	Paymaster	(1,060)	(230)	(1,220)	(2,680)
726,635	510,690	Total Net Expenditure/(Income)	522,190	535,770	550,590	565,680

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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Guildford Borough Council General Fund Budget 2012-2013

Revenues and Payments

Financial Information Concessionary Bus Fares

Ledger Code CONBUS

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
18,654	Employee Related Expenditure	0	0	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	0	0
10	Transport Related Expenditure	0	0	0	Supplies and Services		
1,497,730	Supplies and Services	0	(280)	0	Bus Permit Cards	0	0
0	Third Party Payments	0	0	0	Concessionary Bus Fares	0	0
0	Transfer Payments	0	0	0	Consultants Fees	0	0
1,516,394	Total Directly Controllable Expenditure	0	(280)	0	Income		
					Government Grant	0	0
(874,840)	Income	0	0	0			
641,554	Net Directly Controllable Expenditure/(Income)	0	(280)	0			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
3,030	Support Services	0	0	0			
644,584	Total Service Cost/(Surplus)	0	(280)	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

Management of this service has transferred to Surrey County Council.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
785,701	Employee Related Expenditure	805,160	845,952	802,390	Employee Related		
420	Premises Related Expenditure	280	280	270	Salaries	788,060	786,080
12,208	Transport Related Expenditure	11,840	13,006	11,740	Transport Related		
834,707	Supplies and Services	204,860	214,639	208,980	Car Leasing & Allowances	11,640	11,540
0	Third Party Payments	0	0	0	Supplies and Services		
39,197,436	Transfer Payments	35,257,000	40,755,539	39,426,600	Audit Fee	36,910	32,500
40,830,472	Total Directly Controllable Expenditure	36,279,140	41,829,416	40,449,980	Computer Software Licence	38,600	40,530
					IT Renewals	2,570	1,560
(41,375,119)	Income	(36,315,010)	(42,044,153)	(40,497,810)	Postage	22,260	21,420
(544,647)	Net Directly Controllable Expenditure/(Income)	(35,870)	(214,737)	(47,830)	Printing & Stationery	26,670	32,870
					Transfer Payments		
0	Special Works	0	0	0	Council Tax Benefit	6,062,000	6,710,000
0	Capital Charges	0	0	0	Non HRA Rent Rebates	50,000	16,600
144,210	Support Services	182,620	182,676	197,970	Rent Allowances	16,500,000	18,800,000
(400,437)	Total Service Cost/(Surplus)	146,750	(32,061)	150,140	Rent Rebates	12,645,000	13,900,000
					Income		
	Full Time Equivalent Staff	21.73		21.36	Council Tax Benefit Grant	(6,107,000)	(6,760,500)
					Housing Benefit Admin Grant	(796,360)	(720,750)
					Overpayment Recovery	(35,000)	(50,000)
					Rent Allowances Grant	(16,535,000)	(18,880,000)
					Rent Rebate Grant	(12,482,000)	(13,585,000)
					Subsidy Limitation Transfer	(313,000)	(445,500)
					Support Services		
					Accountancy Services Recharge	12,430	14,850
					Customer Tech Support Recharge	19,880	23,080
					Debtors Section Recharge	20,320	20,550
					HR Services Recharge	11,750	13,020
					Information Sys Support Recharge	8,500	6,330
					Legal Services Recharge	21,310	12,720
					Office Services Recharge	23,370	16,650
					Public Offices Recharge	32,700	43,970

Major Variances 2011-12 v 2012-13

Notification from the Department of Work and Pensions of a reduction in the amount of Housing Benefit Admin Grant.

Claimant count continues to remain high with increases in Council Tax, Rent Rebate and Rent Allowance payments. This expenditure is recovered from the Department of Work and Pensions as part of the annual grant claim.

Guildford Borough Council General Fund Budget 2012-2013

Revenues and Payments

Financial Information Housing Purchase Advances

Ledger Code HOU PUR

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
69	Supplies and Services	0	40	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
69	Total Directly Controllable Expenditure	0	40	0			
0	Income	0	0	0			
69	Net Directly Controllable Expenditure/(Income)	0	40	0			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
69	Total Service Cost/(Surplus)	0	40	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

The one remaining mortgage managed by the Council has now been redeemed.

Guildford Borough Council General Fund Budget 2012-2013

Revenues and Payments

Financial Information Insurance Revenue Account

Ledger Code INSREV

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Consultants Fees	6,000	5,140
0	Transport Related Expenditure	0	0	0	Insurance Claims Paid	80,000	59,800
787,354	Supplies and Services	763,300	763,260	677,170	Insurance Premiums Paid	667,200	602,200
0	Third Party Payments	0	0	0	Risk Management Initiatives	10,000	10,000
0	Transfer Payments	0	0	0	Income		
787,354	Total Directly Controllable Expenditure	763,300	763,260	677,170	Insurance Reimbursed	(25,000)	(25,000)
					Recharged to Other Services	(768,470)	(657,090)
(880,248)	Income	(793,470)	(799,550)	(682,090)			
(92,894)	Net Directly Controllable Expenditure/(Income)	(30,170)	(36,290)	(4,920)			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
61,696	Support Services	2,070	2,071	2,390			
(31,198)	Total Service Cost/(Surplus)	(28,100)	(34,219)	(2,530)			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2011-12 v 2012-13

The estimate for insurance claims paid has been adjusted downward to reflect the value of claims paid in previous years.

Following a competitive retendering process significant savings have been achieved on the overall premium, without compromising the Council's level of insurance cover.

Guildford Borough Council General Fund Budget 2012-2013

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)

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
583,202	Employee Related Expenditure	531,030	524,585	567,850	Employee Related		
1,320	Premises Related Expenditure	390	398	380	Insurance - Emps Liab, All Risk	4,310	3,370
6,163	Transport Related Expenditure	7,860	7,776	8,880	Salaries	518,510	554,810
291,155	Supplies and Services	232,730	230,424	239,950	Training	1,680	2,060
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Programming	2,000	2,000
881,840	Total Directly Controllable Expenditure	772,010	763,183	817,060	Computer Software Licence	34,290	27,210
(513,233)	Income	(637,000)	(568,681)	(632,000)	Debt Collection Services	21,270	20,860
368,607	Net Directly Controllable Expenditure/(Income)	135,010	194,502	185,060	Discretionary NNDR Relief	100,960	109,840
0	Special Works	0	0	0	IT Renewals	2,180	1,390
0	Capital Charges	0	0	0	Postage	27,610	28,420
178,230	Support Services	200,120	199,528	190,580	Printing Paying in Books	15,430	16,500
546,837	Total Service Cost/(Surplus)	335,130	394,030	375,640	Printing Services Recharge	12,260	13,100
					Telecomms	2,500	2,630
					Tracing Services	3,660	3,250
					Income		
	Full Time Equivalent Staff	15.31		15.51	Expenses Recovered	(385,000)	(385,000)
					UBR Admin Grant	(252,000)	(241,000)
					Support Services		
					Audit Services Recharge	4,780	5,810
					Business Services Support Recharg	18,780	19,740
					Customer Tech Support Recharge	27,280	31,610
					HR Services Recharge	8,280	9,460
					Information Sys Support Recharge	12,100	9,880
					Office Services Recharge	16,740	13,340
					Paymaster Recharge	73,840	44,820
					Public Offices Recharge	27,490	35,230

Major Variances 2011-12 v 2012-13

The estimate assumes a 5% reduction in the value of the Uniform Business Rate grant.

Guildford Borough Council General Fund Budget 2012-2013

Revenues and Payments

Financial Information Paymaster

Ledger Code PAYMAS

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

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

2010-11 Actual £		2011-12 Estimate £	2011-12 Probable £	2012-13 Estimate £	Major Items	2011-12 Estimate £	2012-13 Estimate £
456,626	Employee Related Expenditure	460,030	501,148	353,180	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	3,670	2,670
2,630	Transport Related Expenditure	2,830	2,928	3,550	Recharge From Other Emp. Exps.	3,290	3,030
107,004	Supplies and Services	76,980	121,645	95,010	Salaries	450,850	346,360
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	2,720	3,470
566,260	Total Directly Controllable Expenditure	539,840	625,721	451,740	Supplies and Services		
					Cash Machines Software Mtce	12,230	14,000
(687,430)	Income	(601,880)	(602,020)	(560,000)	Computer Software Licence	26,820	26,690
(121,170)	Net Directly Controllable Expenditure/(Income)	(62,040)	23,701	(108,260)	Consultants (Projects)	5,000	5,000
					IT Renewals	10,350	5,850
0	Special Works	0	0	0	Payment to Contractors	0	23,000
0	Capital Charges	0	0	0	Postages	3,640	3,080
87,950	Support Services	118,950	119,046	107,200	Printing & Stationery	1,460	1,700
(33,220)	Total Service Cost/(Surplus)	56,910	142,747	(1,060)	Printing Services Recharge	4,830	2,260
					Scanning	7,500	7,500
					Income		
	Full Time Equivalent Staff	12.95		9.50	Support Service Recharge	(601,870)	(560,000)

Major Variances 2011-12 v 2012-13

Following a service review the budget for salaries has been reduced for 2012-13. Some of the functions previously provided in-house have been transferred to an external organisation resulting in an increase in the payment to contractors budget.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

FEES AND CHARGES

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

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GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET 2012-2013

FEES AND CHARGES

Contents

Service Unit	Page
Business Systems	218
Community Care Services	219
Economic Development	221
Environment Health and Licensing	225
Legal and Democratic Services	230
Operational Services	231
Parks and Countryside Services	234
Leisure Services	244
Planning Services	250
Revenues and Payments	254

Guildford Borough Council - General Fund Budget 2012-2013

Business Systems

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
To be approved by Council			
Letting of Council Accommodation for Meetings (Charges for other uses subject to negotiation)			
<u>Council Chamber</u>			
Morning	180.00	189.00	5.0%
Afternoon	180.00	189.00	5.0%
Evening to 9.00 pm	230.00	241.00	4.8%
<u>Committee Room 1</u>			
Morning	125.00	131.00	4.8%
Afternoon	125.00	131.00	4.8%
Evening to 9.00 pm	180.00	189.00	5.0%
<u>Committee Room 2</u>			
Morning	125.00	131.00	4.8%
Afternoon	125.00	131.00	4.8%
Evening to 9.00 pm	180.00	189.00	5.0%

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.

Guildford Borough Council - General Fund Budget 2012-2013

Community Care Services

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
To be approved by Council			
Day Centres			
Price per meal:			
Member	3.95	3.95	0.0%
Non member	5.06 *	5.06 *	0.0%
Membership Fees:			
Day Centre only	10.00	10.00	0.0%
Day Centre and Dial a Ride (50% is for Community Transport)	15.00	15.00	0.0%
Day Centre Activities - Member**	2.50	2.50	0.0%
Day Centre Activities - Non Member**	3.75	3.75	0.0%
Bathing (charge per bath Shawfield)	5.50	5.80	5.5%
Bathing (charge per bath at other Day Centres, excluding Shawfield)	5.50	5.80	5.5%
Income from other services***e.g. hairdressing and chiropody (% of takings)	0.15	0.15	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>			
Community Transport Service			
Single Journey (Members)			
Up to 5 miles	2.20	2.20	0.0%
Up to 10 miles	3.20	3.20	0.0%
Up to 15 miles	5.20	5.20	0.0%
Membership Fees:			
Dial a Ride only	10.00	10.00	0.0%
Community Transport to Day Centre	10.00	10.00	0.0%
Day Centre and Dial a Ride (half this fee relates to Day Centres)	15.00	15.00	0.0%
Meals on Wheels Service			
Price per meal	3.95	3.95	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Community Care Services

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
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 free of charge for those on benefits			
 Approved under Delegated Authority			
Private Sector Housing			
HMO Licences (Discount of £25 if applicant is a member of a recognised landlord organisation)	495.00	495.00	0.0%
Late application fee	100.00	100.00	0.0%
Emergency Communication Service			
Sheltered accommodation clients ****	1.53	0.55	-64.1%
Elderly Persons dwellings clients *****	2.50	2.25	-10.0%
Private Sector Clients (dispersed alarms)	4.25	4.25	0.0%

****Reduction is to bring charge into line with private clients as a result of outsourcing the monitoring service in November 2011

*****Reduction is due to a reduction in Supporting People funding

Guildford Borough Council - General Fund Budget 2012-2013

Economic Development

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
To be approved by Council			
Guildford House			
Hire of rooms for exhibitions			
Garden Room - three week hire	330.00	340.00	3.0%
First Floor Pine, Study, Landing, Powell - three week hire	720.00	750.00	4.2%
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. Guildford House is open to the public: 10am - 4.45pm, Tuesday to Saturday and is closed on Sundays, Mondays and Bank Holidays.			
Private View of Exhibitions			
Daytime 12 - 2pm	270.00	250.00	-7.4%
Evening 7 - 9pm	300.00	300.00	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 service drinks. An extra 3% commission (plus VAT) is charged on credit/debit card ticket sales to cover extra banking charges.			
These are the minimum fees payable in respect of each facility.			
The Brew House			
These rates include use of VCR, OHP, slide projector, etc			
Half Day (9-12am or 1-4pm)	80.00	90.00	12.5%
Full Day (9am-4pm)	150.00	165.00	10.0%
Evenings (5-10pm)	170.00	190.00	11.8%
Exhibitors weekly charge (within standard opening hours)	150.00	165.00	10.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Economic Development

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
Guildhall			
(a) Weekdays			
<u>Guildhall</u>			
Morning	252.00	260.00	3.2%
Afternoon	252.00	260.00	3.2%
Evening to 9.30 pm	315.00	330.00	4.8%
9.00am - 5.00pm	402.00	420.00	4.5%
<u>Main Court Room</u>			
Morning	160.00	180.00	12.5%
Afternoon	160.00	180.00	12.5%
Evening to 9.30pm	206.00	230.00	11.7%
9.00am - 5.00pm	304.00	320.00	5.3%
All rooms excess charge for evening hire after 9.30 pm (per hour)	72.00	80.00	11.1%
(b) Weekends			
Saturday 9.00am - 5.00pm	458.00	480.00	4.8%
Saturday 5.00pm - midnight	458.00	480.00	4.8%
Sunday 9.00am - 5.00pm	485.00	510.00	5.2%
Sunday 5.00pm - midnight	485.00	510.00	5.2%

Commercial Bookings

Subject to negotiation within range of £299-£669 dependant upon day of the week and preparation involved.

Note:

(i) Charities, local voluntary organisations, local branches of national organisations, amenity societies and similar organisations will pay 50% of any sessional charge for meetings up to 9.30 pm.

(ii) After 9.30pm the excess hourly charge will apply.

70.00	80.00	14.3%
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These sessional and excess hourly charges may be remitted in respect of those charities or local voluntary organisations which have traditionally held their meetings in Council accommodation .

Guildford Borough Council - General Fund Budget 2012-2013

Economic Development

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
Guildford Museum			
<u>Daily rates (Museum Classroom)</u>			
Half Day 9am-12 pm or 1pm-4pm	40.00	40.00	0.0%
Full day 9am-4pm	70.00	70.00	0.0%
<u>Education Sessions</u>			
Cost per child ¹			
Victorian schoolroom	6.50	6.50	0.0%
Victorian playroom	6.00	6.20	3.3%
¹ A minimum charge equivalent to 25 child places is payable for all bookings			
Lectures			
Lecture from museum programme given off site	64.00	66.00	3.1%
The lecturer's travelling expenses will be charged in addition at cost			
Gallery talk from museum programme	27.00	28.00	3.7%
Creation of new lecture / talk to suit group requirements by negotiation			
Guildford Castle			
Adult admission	2.80 *	3.00 *	7.1%
Child admission	1.40 *	1.50 *	7.1%
<u>Day Hire (New)</u>			
(a) Weekdays			
Half day (9am - 1pm or 1pm - 5pm)	0.00	190.00	n/a
Full day (9am - 5pm)	0.00	350.00	n/a
Evenings (5pm - 10pm)	0.00	380.00	n/a
Available October - March			
(b) Weekends			
Saturday or Sunday (9am - 5pm)	0.00	400.00	n/a
Evenings (5pm - 10pm)	0.00	400.00	n/a
Available November - February			
Day hire charges do not include any charge payable for late opening of Castle grounds			

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Economic Development

	2011-2012	2012-2013	Increase
	From 1 April 2011	From 1 April 2012	
	£	£	%
Poster Boards			
All poster boards are 4 sheet poster size			
- Rental per space - Rental per week	12.40 *	13.00 *	4.8%
Banner Boards			
- Rental per space - Rental per week			
Large 9ft banners	37.20 *	39.10 *	5.1%
A0 & A1	30.90 *	32.45 *	5.0%
A2 & A3	12.48 *	13.10 *	5.0%
Farmers Market			
Stall Charge (per market, per linear metre of frontage)	8.33	8.33	0.0%
Fee Supplement	3.00	3.50	16.7%
Car Parking	9.00 *	9.00 *	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Environ Health and Licensing1

	2011-2012	2012-2013	Increase
	From 1 April 2011	From 1 April 2012	
	£	£	%
To be approved by Council			
Animal Businesses			
Pet animals			
-New	218.00	229.00	5.0%
-Renewal	90.00	94.50	5.0%
Animal Boarding			
-New	244.00	256.00	4.9%
-Renewal	92.00	96.50	4.9%
-Home Boarding	83.50	87.50	4.8%
Riding Establishments			
-New	320.00	336.00	5.0%
-Renewal	320.00	336.00	5.0%
# Includes administration fee			
Dangerous Wild Animals			
-New	267.00	280.00	4.9%
-Renewal	267.00	280.00	4.9%
Dog Breeding			
-New	218.00	229.00	5.0%
-Renewal	90.50	95.00	5.0%
Registration – Acupuncture, tattooing, etc			
Practitioner	178.00	178.00	0.0%
Premises	434.00	434.00	0.0%
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		
Charge for return of seized stray dogs	25.00	25.00 sm	0.0%
<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 2012-2013

Environ Health and Licensing1

	2011-2012	2012-2013	Increase
	From 1 April 2011	From 1 April 2012	
	£	£	%
Sex Establishments - Fixed by Council			
Initial & Renewal Applications - basic fee	6,829.00	7,170.00	5.0%
Training Courses			
Food Hygiene – basic certificate course for food handlers (one day) – validated by CIEH	86.50	90.00	4.0%
Risk Assessment Training	42.00	44.00	4.8%
Services of an Environmental Health Officer			
Per hour or part thereof :	79.50	83.50	5.0%
Hackney Carriages			
Vehicle Licence (including Licence Plate)	348.00	348.00	0.0%
Vehicle Tests	57.00	57.00	0.0%
Driver's Licence (3 year licence)	215.00	215.00	0.0%
Driver's Licence - Application Fee	83.00	83.00	0.0%
Replacement Badge	15.00	15.00	0.0%
Knowledge Test	68.00	68.00	0.0%
Private Hire			
Vehicle Licences (including Licence Plate)	348.00	348.00	0.0%
Vehicle Tests	57.00	57.00	0.0%
Driver's Licence (3 year licence)	215.00	215.00	0.0%
Driver's Licence - Application Fee	83.00	83.00	0.0%
Replacement Badge	15.00	15.00	0.0%
Knowledge Test	34.00	34.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Environ Health and Licensing1

	2011-2012	2012-2013	Increase
	From 1 April 2011	From 1 April 2012	
	£	£	%
Private Hire Operator's Licence (1 year)			
less than 5 vehicles	173.00	173.00	0.0%
5 - 10 vehicles	200.00	200.00	0.0%
11-15 vehicles	213.00	213.00	0.0%
16 - 20 vehicles	228.00	228.00	0.0%
21 - 30 vehicles	256.00	256.00	0.0%
31 - 40 vehicles	285.00	285.00	0.0%
41 - 50 vehicles	310.00	310.00	0.0%
Over 50 vehicles	353.00	353.00	0.0%
Change of Vehicle			
Hackney Carriage or Private Hire, including new Licence Plate	107.00	107.00	0.0%
Hackney Carriage or Private Hire, including new Licence Plate (No test required)	63.00	63.00	0.0%
New or Replacement Plate (non-refundable)	22.00	22.00	0.0%
Contaminated Land & Air Quality			
Responding to enquiries about contaminated land – report with plan	99.00	104.00	5.1%
<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	13.50	14.00	3.7%
Report on Air Quality Review	26.00	27.00	3.8%
Extracts from Registers			
Environmental Protection Act - per page	5.00	5.25	5.0%
Gypsy Caravan Sites - Pitch Rental			
Ash Bridge & Cobbetts Close Sites (per week)	64.00	66.00	3.1%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Environ Health and Licensing1

	2011-2012		2012-2013		Increase
	From 1 April 2011		From 1 April 2012		%
	£		£		%
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	429.00	*	450.50	*	5.0%
Reports to Solicitors on the circumstances relating to workplace accidents (excl. cost of photographs) - up to 2 hours, extra charged at the hourly rate	163.00	*	171.00	*	4.9%
Approved under Delegated Authority (In consultation with the Chairman)					
Street Trading	550.00		577.00		4.9%
Charges for issue of a consent under the provisions of the Local Government (Miscellaneous) Provisions Act 1982					

* = 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	3,500	1,000	1,750	1,200	1,200	3,500	1,200	25	50
Adult gaming centre premises licence	2,000	1,000	1,000	1,200	1,200	2,000	1,200	25	50
Betting premises (track) licence	2,500	1,000	1,250	950	950	2,500	950	25	50
Family entertainment centre premises licence	2,000	750	1,000	950	950	2,000	950	25	50
Betting premises (other) licence	3,000	600	1,500	1,200	1,200	3,000	1,200	25	50

* = inclusive of VAT at relevant rate

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
To be approved by Council			
House Purchase Fees			
(a) Right to Buy			
Engrossment Fee	66.00	70.00	6.1%
Consent - Application in Advance	82.50	86.50	4.8%
Consent - Retrospective Application	138.00	145.00	5.1%
(b) Equity Share			
Lease Surrender	84.00	88.00	4.8%
Road Closure Application Fee	108.00	113.00	4.6%
<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)	78.20	82.10	5.0%
Amenity organisations and private individuals	52.50	55.10	5.0%
Parish Councils (first copy free)	52.50	55.10	5.0%
Individual Agendas	8.80	9.30	5.7%
Constitution	28.80	30.20	4.9%
Annual Report and Statement of Accounts - supply to Borough Residents	Free	Free	n/a
Annual Report and Statement of Accounts - supply to organisations and individuals outside the Borough		Head of Financial Services to assess	
Approved under Delegated Authority			
Section 106 Agreements			
Legal costs payable in respect of Section 106 agreements will be assessed on a case by case basis by reference to the officer time required to conclude the agreement			
Approved by the Government			
Electoral Register Sales			
Fees are set by Statute and are available on request.			

Guildford Borough Council - General Fund Budget 2012-2013

Operational Services

	2011-2012		2012-2013		Increase
	From 1 April 2011		From 1 April 2012		%
	£		£		%
To be approved by Council					
Car Parks					
Markets					
North Street - Market Stall per day per metre, stall frontage	12.80		13.20		3.1%
Weighbridge					
Tolls per weigh	7.50	*	7.90	*	5.3%
Tolls per double weigh	11.50	*	12.08	*	5.0%
Refuse Collection Service					
Special Collection of Household Refuse					
For a single item	14.00		14.75		5.4%
For 2 to 5 items	20.50		21.50		4.9%
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)	68.50		72.00		5.1%
Commercial Waste per hour or part thereof (Minimum 2 hours)	47.50	*	50.00	*	5.3%
Pest Control					
Commercial Premises					
(The charges shown are based on the cost of labour, transport plus materials)					
Rodents	69.75	*	73.25	*	5.0%
Wasps (max 2 nests per premises)	69.75	*	73.25	*	5.0%
Wasps (extra nest at same visit)	8.75	*	9.25	*	5.7%
Other Treatments	69.75	*	73.25	*	5.0%
Pigeons	69.75	*	73.25	*	5.0%

* = inclusive of VAT at relevant rate

	2011-2012		2012-2013		Increase
	From 1 April 2011		From 1 April 2012		
	£	*	£	*	%
Domestic Premises					
Wasps (max 2 nests per premises)	60.25	*	63.25	*	5.0%
Wasps (extra nest at same visit)	7.75	*	8.25	*	6.5%
Other Treatments	59.75	*	62.75	*	5.0%
Pigeons	59.75	*	62.75	*	5.0%
Domestic Premises where the main occupier is a senior citizen or registered disabled					
Wasps (max 2 nests per premises)	28.00	*	29.50	*	5.4%
Wasps (extra nest at same visit)	4.50	*	4.75	*	5.6%
Other Treatments	28.00	*	29.50	*	5.4%
Pigeons	28.00	*	29.50	*	5.4%
Domestic Premises where the main occupier is receiving income support					
Wasps (max 2 nests per premises)	17.75	*	18.75	*	5.6%
Wasps (extra nest at same visit)	4.50	*	4.75	*	5.6%
Other Treatments	18.00	*	19.00	*	5.6%
Pigeons	18.00	*	19.00	*	5.6%
Note:					
<i>Due to the current service review within Pest Control and Special Collections, charges are subject to change under delegated authority</i>					
Stray Dogs					
A £25.00 statutory fee is included within the charge.					
1st day or part of day	52.50		52.50		0.0%
2nd day or part of day	66.00		66.00		0.0%
3rd day or part of day	79.50		79.50		0.0%
4th day or part of day	93.00		93.00		0.0%
5th day or part of day	106.50		106.50		0.0%
6th day or part of day	120.00		120.00		0.0%
7th day or part of day	134.00		134.00		0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Operational Services

	2011-2012		2012-2013		Increase
	From 1 April 2011		From 1 April 2012		%
	£		£		%
Services of Environmental Health Officer					
Services of Pest Control officer and van per hour	77.00	*	81.00	*	5.2%
Services of Environmental Health Officer Per hour or part thereof	79.50	*	83.50	*	5.0%
Approved under Delegated Authority					
Cleansing					
Recycling - Green Waste Bags (in consultation with the Lead Councillor)					
2 bags	14.00		15.00		7.1%
3 bags	28.00		30.00		7.1%
4 bags	42.00		45.00		7.1%
Black Sacks					
Quantity 26	4.30	*	4.50	*	4.7%
Quantity 208	20.40	*	21.40	*	4.9%

* = inclusive of VAT at relevant rate

	2011-2012 From 1 April 2011 £		2012-2013 From 1 April 2012 £		Increase %
To be approved by Council					
Parks and Open Spaces					
Tennis-Stoke park					
Adult price, per court, per hour	9.20 *		9.70 *		5.4%
Junior (under16) price, per court, per hour	4.20 *		4.40 *		4.8%
Adult Concession price, per court, per hour	4.20 *		4.40 *		4.8%
Crazy Golf/Putting Green					
Adults	3.60 *		3.80 *		5.6%
Children	2.40 *		2.50 *		4.2%
Family Ticket	9.50 *		10.00 *		5.3%
Bowls					
Hire of facilities for season: per rink	750.00		787.50		5.0%
Use of Pavilion	800.00		840.00		5.0%
Per player per hour (public cost)	3.50 *		3.70 *		5.7%
Cricket: Woodbridge Road Sports Ground					
Weekdays and Saturdays: Full Day	300.00 *		315.00 *		5.0%
Sundays and Bank Holidays: Full Day	435.00 *		456.80 *		5.0%
Cricket: Other Parks & Grounds					
Evening 17:00 hrs onwards	78.50 *		82.40 *		5.0%
Full Day	109.00 *		114.50 *		5.0%
Standard Pitch for clubs	34.50 *		36.20 *		4.9%
Small Pitch for junior teams under 14	25.50 *		26.80 *		5.1%
Football and Rugby: 11 a side (except Stoke Rec. Ground & Sutherland Memorial Park)					
Standard Pitch per game: school usage (Youth)	35.50 *		37.30 *		5.1%
Standard Pitch per game: all other Clubs	66.00 *		69.30 *		5.0%
Small Pitch for junior teams: all Clubs	23.50 *		24.70 *		5.1%

Guildford Borough Council - General Fund Budget 2012-2013

Parks and Countryside Services

	2011-2012 From 1 April 2011 £		2012-2013 From 1 April 2012 £	Increase %
Football and Rugby: 11 a side				
Sutherland Memorial Park	75.00 *		75.10 *	0.1%
Stoke Rec. Ground	71.50 *		75.10 *	5.0%
Youth rate	39.50 *		41.50 *	5.1%
Small Pitch for junior teams: all Clubs	26.00 *		27.30 *	5.0%
Netball: Stoke Park (All)	26.25 *		27.60 *	5.1%
Lacrosse:				
Stoke Park Sports Ground - Seniors	73.50 *		77.20 *	5.0%
Stoke Park - Schools	38.00 *		39.90 *	5.0%
Hire of Facilities/Changing Rooms for Events	70.00		73.50	5.0%
Event all Sites				
Price on application (minimum charge £50 per day)			POA	n/a
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)	180.00		200.00	11.1%
Per day on site (all other sites) if onsite longer than 6 days receive a 5% discount	500.00		525.00	5.0%
Set up/dismantle fee per day	250.00		262.50	5.0%
Filming all Sites: -				
Per Event - Per Day on Site (Negotiable) Minimum £50 - Maximum £1,000 per day			POA	n/a

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Parks and Countryside Services

	2011-2012		2012-2013		Increase
	From 1 April 2011		From 1 April 2012		%
	£		£		%
Car Parking Only All Sites:					
Per Day on Site (not in conjunction with event hire)	357.50	*	375.00	*	4.9%
Tennis-Burpham					
Tennis Club Saturday rate	7.50	*	7.50	*	0.0%
Tennis Club Discount rate	10.00	*	10.00	*	0.0%
Shalford Park:					
Camping and Caravanning (Club Use) - per unit per night	4.90	*	7.00	*	42.9%
Chantries Camp Site: per person per night					
	6.10	*	6.10	*	0.0%
Sutherland Memorial Park:					
Tennis: Multi-Sport Area					
Adult price, per court, per hour	11.20	*	11.20	*	0.0%
Junior (under16) price, per court, per hour	5.10	*	5.10	*	0.0%
Adult Concession price, per court, per hour	5.10	*	5.10	*	0.0%
Floodlights For Tennis: Multi-Sport Area					
Artificial Turf: Multi-Sport Area					
Adults, per court per hour	14.30	*	15.00	*	4.9%
5-a-side Football per court per hour including floodlights	40.00	*	42.00	*	5.0%
Junior Teams 16 years and under, per hour including floodlights	19.50	*	20.50	*	5.1%
Kings College School					
Synthetic Turf Pitch					
Full Football (Adults) per hr	79.00	*	83.00	*	5.1%
Hockey (Adults) per game	79.00	*	83.00	*	5.1%
Full Pitch (Under 16's) and schools per hour	43.00	*	45.20	*	5.1%
Floodlights per hour for full pitch (same rate for all users)	27.50	*	28.90	*	5.1%
5-a-side Football (incl. Floodlights) per hour - Adults	44.00	*	46.20	*	5.0%
5-a-side Football (incl. Floodlights) per hour (special youth under 16's rate)	28.00	*	29.40	*	5.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Parks and Countryside Services

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
Balloon Flights			
Seasonal annual agreement paid in advance for take off rights per site (New)	0.00	500.00 *	n/a
The Barn at Burchett's			
<u>Monday-Thursday (excluding Bank/Public Holidays):</u>			
For each hour or part between 9am and 5pm **	64.00	64.00	0.0%
For each hour or part between 5pm and 12pm	92.00	92.00	0.0%
<u>Friday-Sunday and Bank/Public Holidays:</u>			
For each hour or part between 9am and 6pm	110.00	110.00	0.0%
For each hour or part after 6pm to 12pm	138.00	138.00	0.0%
Kitchen			
Use of kitchen and/or equipment	94.00 *	94.00 *	0.0%
Use of kitchen and equipment together with cutlery, china and glassware	145.00 *	145.00 *	0.0%
Equipment Hire			
Overhead projector and screen	29.00 *	29.00 *	0.0%
Enhanced projection equipment	174.00 *	174.00 *	0.0%
Flipchart	18.00 *	18.00 *	0.0%
Lectern	24.00 *	24.00 *	0.0%
TV & VHS Video	145.00 *	145.00 *	0.0%
Internet usage per day Connection (subject to terms and conditions)			

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

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
Guildford Crematorium			
Cremations Fees			
5% increase from November 2011 plus 10% increase from April 2012 approved by Council 13 October 2011			
For the cremation:			
- of the body of a stillborn child or of a child whose age at the time of death did not exceed 16 years	30.00	35.00	16.7%
- of the body of a person whose age at the time of death exceeded 16 years (incl medical reference fees)	530.00	580.00	9.4%
- Saturday cremation (09:00 am - 12 Noon)	730.00	800.00	9.6%
Cancellation of diary booking with less than 48 hours notice	26.00	28.00	7.7%
Service of double or additional length; per half hour additional fee of:	105.00	110.00	4.8%
Service which exceeds the allocated timeslot	105.00	130.00	23.8%
Cremation of a child on a Saturday (New)	0.00	105.00	n/a

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 recorded music.

Certificate of cremation for burial of ashes elsewhere.

	2011-2012 From 1 April 2011 £		2012-2013 From 1 April 2012 £		Increase %
Urns and Containers					
Urns	28.00 *		30.00 *		7.1%
Plastic Urns	16.50 *		18.00 *		9.1%
Packing and dispatch of ashes, including container (Securicor)	57.00 *		65.00 *		14.0%
Wooden Casket	45.00 *		50.00 *		11.1%
Deposit of Ashes					
For the scattering of ashes in the Garden of Remembrance when cremation has taken place elsewhere	65.00		70.00		7.7%
Memorials and Inscriptions					
Entries in the Book of Remembrance - prices increased by 10% by suppliers					
2 line entry	68.00 *		70.00 *		2.9%
5 line entry	80.00 *		85.00 *		6.3%
8 line entry	92.00 *		100.00 *		8.7%
Extra for badge, crest or spray	48.00 *		55.00 *		14.6%
Extra for Coat of Arms	48.00 *		55.00 *		14.6%
Additional Lines (New)	0.00 *		5.00 *		n/a
Replicas of entries in Book of Remembrance Memorial Cards - prices increased by 10% by suppliers					
2 line entry	23.00 *		26.00 *		13.0%
5 line entry	28.00 *		38.00 *		35.7%
8 line entry	32.00 *		46.00 *		43.8%
Extra for badge, crest or spray	42.00 *		55.00 *		31.0%
Extra for Coat of Arms (New)	0.00 *		55.00 *		n/a
Additional Lines (New)	0.00 *		4.00 *		n/a

	2011-2012 From 1 April 2011 £		2012-2013 From 1 April 2012 £		Increase %
Miniature Books of Remembrance - prices increased by 10% by suppliers					
2 line entry	55.00	*	62.50	*	13.6%
5 line entry	58.00	*	74.50	*	28.4%
8 line entry	62.00	*	82.50	*	33.1%
Extra for badge, crest or spray	42.00	*	55.00	*	31.0%
Extra for Coat of Arms	42.00	*	55.00	*	31.0%
Additional Lines (New)	0.00	*	4.00	*	n/a
Adoption of Rose Trees (including nameplate)					
Renewals after initial period:					
(a) 5 years	190.00	*	215.00	*	13.2%
(b) 1 year	60.00	*	70.00	*	16.7%
Standard Roses (5 years)	230.00	*	270.00	*	17.4%
Renewals after initial period:					
(a) 5 years	190.00	*	215.00	*	13.2%
(b) 1 year	60.00	*	70.00	*	16.7%
Granite Plaque (6 x 4) - prices increased by 10% by suppliers	150.00	*	190.00	*	26.7%
Granite Plaque (7 x 5) (New)	0.00	*	235.00	*	n/a
Additional artwork (New)	0.00	*	POA	*	n/a
Replacement plaque or added inscription	49.00	*	55.00	*	12.2%
Double plaque	49.00	*	55.00	*	12.2%
Trees and Shrubs (5 years)	375.00	*	425.00	*	13.3%
Renewals after initial period:					
(a) 5 years	292.00	*	300.00	*	2.7%
(b) 1 year	75.00	*	85.00	*	13.3%
Seats 6 feet length (for a period of 25 years)	1,410.00	*	1,600.00	*	13.5%
Wall Plaques (for 5 years) - prices increased by 7% by suppliers	148.00	*	170.00	*	14.9%
Wall plaque with design (New)	0.00	*	POA	*	n/a
Double plaque for 5 years (New)	0.00	*	340.00	*	n/a
Double plaque for 5 years with design (New)	0.00	*	POA	*	n/a
Replacement Wall Plaque	82.00	*	90.00	*	9.8%

* = inclusive of VAT at relevant rate

	2011-2012 From 1 April 2011 £		2012-2013 From 1 April 2012 £		Increase %
Renewals after initial period:					
(a) 5 years	115.00	*	130.00	*	13.0%
(b) 1 year	52.00	*	60.00	*	15.4%
Wall Tablets					
(a) 10 years	395.00	*	450.00	*	13.9%
Memorial Vault - Sanctum					
(a) 10 years	780.00	*	885.00	*	13.5%
(b) 20 years	1,050.00	*	1,200.00	*	14.3%
(c) 30 years	1,320.00	*	1,500.00	*	13.6%
(d) 50 years	1,600.00	*	1,800.00	*	12.5%
Per Letter after first 80 letters (New)	0.00	*	2.20	*	n/a
Standard motif (New)	0.00	*	160.00	*	n/a
Non standard motif (New)	0.00	*	POA	*	n/a
Photo plaque (New)	0.00	*	95.00	*	n/a
Replacement Vault Tablet	225.00	*	255.00	*	13.3%
Sanctum Replacement Vault Tablet (up to 80 letters)	255.00	*	290.00	*	13.7%
Vase Blocks - 10 years - prices increased by 10% by suppliers	428.00	*	485.00	*	13.3%
Standard motif (New)	0.00	*	160.00	*	n/a
Non standard motif (New)	0.00	*	POA	*	n/a
Photo plaque (New)	0.00	*	62.50	*	n/a
Renewal of Vase Block for 10 years	255.00	*	300.00	*	17.6%
Sundial Tablets - Lower Tablet (when available)	420.00	*	480.00	*	14.3%
Sundial Tablets - Middle Tablet (when available)	395.00	*	450.00	*	13.9%
Sundial Tablets - Top Tablet (when available)	365.00	*	415.00	*	13.7%
Standard motif (New)	0.00	*	160.00	*	n/a
Non standard motif (New)	0.00	*	POA	*	n/a
Children's Mushroom Memorial - Perpetuity (New)	0.00	*	500.00	*	n/a
Children's Wishing Well Plaque - 10 years (New)	0.00	*	275.00	*	n/a
Pond Feature - 10 years (New)	0.00	*	1,050.00	*	n/a
Use of Chapel for Memorial Service (no cremation)	315.00		360.00		14.3%
Certified Extract from Register of Cremations	17.00		20.00		17.6%
Depositing of Coffin in the Chapel overnight	60.00		85.00		41.7%

* = inclusive of VAT at relevant rate

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	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:- of the body of a stillborn child or of a child whose age at the time of death did not exceed 12 years of the body of a person whose age at the time of death exceeded 12 years	51.00 350.00	55.00 370.00	7.8% 5.7%
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 to a depth exceeding 5ft 6 ins but not exceeding 7ft to a depth exceeding 7ft but not exceeding 9ft to a depth exceeding 9ft the body of a child not exceeding 12 years or of cremated remains - ONE HALF of the fees above.	561.00 617.00 678.00 745.00	590.00 650.00 710.00 780.00	5.2% 5.3% 4.7% 4.7%
Garden of Remembrance (Cremated Remains Section)	342.00	360.00	5.3%
Cremated Remains plot (includes exclusive right of burial, interment, tablet and casket - Single 10 years (New))	0.00	1,200.00	n/a
Cremated Remains plot (includes exclusive right of burial, interment, tablet and casket - Double - 10 years (New))	0.00	2,000.00	n/a
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	286.00	300.00	4.9%
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; - Headstone/tablet - <i>included in Exclusive Right of Burial charges (See below)</i> Kerbs/headstone - <i>included in Exclusive Right of Burial charges (See below)</i>	120.00 150.00	0.00 0.00	-100.0% -100.0%
The fees indicated above include the first inscription. For each inscription after the first, a fee of	75.00	80.00	6.7%

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
Exclusive Rights of Burial in Earthen Graves:			
Lawn Section			
In an earthen grave 7ft 6 ins x 3ft 6 ins	1,340.00	1,400.00	4.5%
In an earthen grave 6ft x 3ft	625.00	655.00	4.8%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 50 years.			
Exclusive Rights of Burial in Earthen Graves			
Traditional Section			
In an earthen grave 7ft 6 ins 3ft 6 ins	1,340.00	1,400.00	4.5%
In an earthen grave 6ft x 3ft	625.00	655.00	4.8%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 50 years.			
Garden of Remembrance (Cremated Remains Section)	425.00	445.00	4.7%
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	17.00	18.00	5.9%
For depositing of coffin in the Chapel during the night prior to interment	60.00	85.00	41.7%

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.

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
To be approved by Council			
Guildford Spectrum			
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	3.80 *	4.00 *	5.3%
Adult swim (16 years of age and over) - Off Peak	3.50 *	3.70 *	5.7%
Junior, concessions	2.60 *	2.70 *	3.8%
Showers			
Shower (senior citizen)	1.80 *	1.90 *	5.6%
Block bookings of the Pool and Sports Hall			
Per hour			
Schools - Main Pool - per person	1.90 *	2.00 *	5.3%
Guildford Swimming Club Main Pool - per Lane	10.50 *	11.00 *	4.8%
Special Activities			
Badminton Court per hour - super saver	6.00 *	6.30 *	5.0%
Group Games per hour - super saver	30.00 *	31.50 *	5.0%
Squash/Racquetball, per half hour - super saver	4.30 *	4.50 *	4.7%
Table Tennis	4.40 *	4.60 *	4.5%

* = inclusive of VAT at relevant rate

	2011-2012 From 1 April 2011 £		2012-2013 From 1 April 2012 £		Increase %
Off Peak Charges - Concessions					
Competition Pool	2.60 *		2.70 *		3.8%
Leisure Pool	3.60 *		3.80 *		5.6%
Ice Rink	3.60 *		3.80 *		5.6%
Ten Pin (single game) - now includes shoe hire	4.40 *		4.60 *		4.5%
Health Suite: relaxation area	3.70 *		3.90 *		5.4%
Fitness Area	3.70 *		3.90 *		5.4%
Badminton per court (one hour)	6.00 *		6.30 *		5.0%
Squash per court (half hour)	4.30 *		4.50 *		4.7%
Athletics	2.80 *		3.00 *		7.1%
Guildford Lido					
Standard					
Adult	5.40 *		5.70 *		5.6%
Junior	4.20 *		4.40 *		4.8%
Concessions	4.20 *		4.40 *		4.8%
Family	17.50 *		18.40 *		5.1%
Off Peak					
Adult	4.30 *		4.50 *		4.7%
Junior	3.10 *		3.30 *		6.5%
Concessions	3.10 *		3.30 *		6.5%
Family	13.00 *		13.70 *		5.4%
Season Tickets					
Adult	108.50 *		114.00 *		5.1%
Junior	81.00 *		85.00 *		4.9%
Student	81.00 *		85.00 *		4.9%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Leisure Services

	2011-2012 From 1 April 2011 £		2012-2013 From 1 April 2012 £		Increase %
Concessionary Groups - All Times	3.00	*	3.20	*	6.7%
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	2.70	*	2.90	*	7.4%
Crazy Golf	2.70	*	2.80	*	3.7%
Gym					
<i>Pay as You Train - Peak</i>					
Adult Fitness Session	6.20	*	6.50	*	4.8%
Student/Senior/Concessionary Fitness Session	4.20	*	4.50	*	7.1%
Enhanced Induction Course	28.00		29.50		5.4%
Fast Track/Concessionary Induction	16.50		17.50		6.1%
<i>Pay as You Train - Off Peak</i>					
Adult Fitness Session	5.00	*	5.30	*	6.0%
Student/Senior/Concessionary Fitness Session	3.10	*	3.30	*	6.5%
Enhanced Induction Course	28.00		29.50		5.4%
Fast Track/Concessionary Induction	16.50		17.50		6.1%
<i>Membership</i>					
Annual Membership - Concessions	308.00	*	324.50	*	5.4%
Monthly Membership - Concessions	28.00	*	29.50	*	5.4%

* = inclusive of VAT at relevant rate

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
Ash Manor Sports Centre			
Main Sports Hall			
Badminton per hour - peak	8.70 *	9.00 *	3.4%
Badminton per hour - off-peak	6.60 *	6.90 *	4.5%
Group Games per hour - peak	39.00 *	41.00 *	5.1%
Group Games per hour - off-peak	32.00 *	33.60 *	5.0%
Fitness & Group Exercise Classes (min price)	4.50 *	4.70 *	4.4%
Badminton - Junior	3.40 *	3.50 *	2.9%
Gymnasium			
Badminton per hour - peak	8.70 *	9.00 *	3.4%
Badminton per hour - off-peak	6.70 *	6.90 *	3.0%
Group Games per hour - peak	24.50 *	25.70 *	4.9%
Group Games per hour - off-peak	17.50 *	18.50 *	5.7%
Table tennis - per hour - peak and off peak	4.00 *	4.20 *	5.0%
Equipment Hire - Adults only (£10.00 deposit)			
Badminton Racquet/Table Tennis bat	2.70 *	2.80 *	3.7%
Football	4.20 *	4.40 *	4.8%
Outside Court (Playground) - per hour			
With floodlights	15.00 *	16.00 *	6.7%
Without floodlights	9.50 *	10.00 *	5.3%
Artificial Pitch			
1 hour without lights	58.00 *	61.00 *	5.2%
1 hour with lights	78.00 *	82.00 *	5.1%
2 hours without lights	116.00 *	122.00 *	5.2%
2 hours with lights	156.00 *	164.00 *	5.1%
1/4 with lights, per hour	30.00 *	32.00 *	6.7%
1/4 without lights, per hour	24.00 *	25.50 *	6.3%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Leisure Services

	2011-2012 From 1 April 2011 £		2012-2013 From 1 April 2012 £	Increase %
Health & Fitness				
Annual Membership - Junior	159.50 *		167.20 *	4.8%
Annual Membership - Concessions	225.50 *		236.50 *	4.9%
Monthly Membership - Junior	14.50 *		15.20 *	4.8%
Monthly Membership - Concessions	20.50 *		21.50 *	4.9%
Pay as you Train - Peak				
Adult Fitness Session	5.40 *		5.70 *	5.6%
Student/Senior/Concessionary Fitness Session	5.40 *		5.70 *	5.6%
Enhanced Induction Course	26.00		27.50	5.8%
Concessionary Induction	15.50		16.50	6.5%
Pay as you Train - Off Peak				
Off Peak Fitness Sessions - Adult	4.70 *		5.00 *	6.4%
Off Peak Fitness Sessions - Junior & Concessions	3.60 *		3.80 *	5.6%
Enhanced Induction Course	26.00		27.50	5.8%
Induction - Juniors & Concessions	15.50		16.50	6.5%
GP Referral				
Off Peak	3.20 *		3.40 *	6.2%
Approved under Delegated Authority (in consultation with the Head of Financial Services)				
Non social pricing at Guildford Spectrum and Lido				
Non social pricing at Ash Manor Sports Centre				
Electric Theatre (in consultation with the Head of Financial Services and Lead Councillor)				
Guildford Amateur Theatre Assoc (G.A.T.A.) Members				
Per Week	1,260.00		1,323.00	5.0%
Per Day	315.00		330.00	4.8%
Plus 10% of ticket sales				

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Leisure Services

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
Amateur Arts			
Per Week	1,675.00	1,760.00	5.1%
Per Day	450.00	470.00	4.4%
Plus 10% of ticket sales			
An extra 3% commission (plus VAT) is charged on credit/debit card ticket sales to cover extra banking charges.			
Conferences			
Auditorium, per week	2,700.00	2,835.00	5.0%
Auditorium, per hour	220.00	231.00	5.0%
Café Bar, per hour	160.00	170.00	6.3%
Auditorium, per day	990.00	1,040.00	5.1%
Café Bar, per day	745.00	780.00	4.7%
Farley Room, per day	385.00	400.00	3.9%
Farley Room as rehearsal or dressing room PER HOUR (GATA)	14.00	15.00	7.1%
Farley Room as rehearsal or dressing room PER HOUR (Non GATA)	22.00	23.00	4.5%

* = inclusive of VAT at relevant rate

	2011-2012 From 1 April 2011 £		2012-2013 From 1 April 2012 £		Increase %
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					
Decision Notices					
Planning Decisions (TP3s) - post 2005 on website	7.30	*	15.00	*	105.5%
Planning Appeal Decisions - post 2005 on website	7.30	*	15.00	*	105.5%
Planning Legal agreements (Section 106 etc) - if available on website (New)	0.00	*	15.00	*	n/a
Tree Preservation Orders (if available on website) (New)	0.00	*	15.00	*	n/a
BC Completion Certificate pre 2001	11.00	*	15.00	*	36.4%
BC Completion Letter pre 1991	11.00	*	15.00	*	36.4%
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)	8.50		8.90		4.7%
Photocopying Charges (black and white A4)	0.10	*	0.15	*	50.0%
Photocopying Charges (black and white A3)	0.10	*	0.15	*	50.0%
Photocopying Charges (colour A4)	0.25	*	0.35	*	40.0%
Photocopying Charges (colour A3)	0.25	*	0.35	*	40.0%
Supply of information to professional organisations					
General enquiries (one off charge)	45.00		50.00		11.1%

Tables A,B, C, (domestic) D and E (commercial) for Building Control fees were increased in the Executive report (September 30th 2010) - no increase proposed for 2012-13

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Planning Services

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
Pre Application Advice			
Residential			
Householder - site visit and written response	25.00	50.00	100.0%
Housing: Small			
1-4 dwellings - site visit, meeting and meeting note	150.00	165.00	10.0%
5-9 dwellings - site visit, meeting and meeting note	300.00	330.00	10.0%
Housing: Medium			
10-24 dwellings - site visit, meeting and meeting note	500.00	550.00	10.0%
25-49 dwellings - site visit, meeting and meeting note	750.00	825.00	10.0%
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	300.00	330.00	10.0%
Commercial: Medium			
500sqm - 2000sqm - site visit, meeting and meeting note	500.00	550.00	10.0%
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 2012-2013

Planning Services

	2011-2012	2012-2013	Increase
	From 1 April 2011	From 1 April 2012	
	£	£	%
Guildford Borough Local Plan 2003			
Sale to residents	17.00	18.00	5.9%
Sale to others	39.50	42.00	6.3%
Sale to students	17.00	18.00	5.9%
Postage and packing for each document	5.75	6.00	4.3%
Conservation Area Character Appraisals			
Chilworth Character Appraisal (New)	0.00	5.00	n/a
Chilworth conservation area map boundary (New)	0.00	5.00	n/a
Onslow Village Character Appraisal (New)	0.00	5.00	n/a
Shere Character Appraisal (New)	0.00	5.00	n/a
Shere Map (New)	0.00	5.00	n/a
East Clandon Character Appraisal (New)	0.00	5.00	n/a
East Clandon Map (New)	0.00	5.00	n/a
Bridge Street Character Appraisal (New)	0.00	5.00	n/a
Bridge Street Map (New)	0.00	5.00	n/a
Charlottesville Warren Road Appraisal (Sections 1-4) (New)	0.00	7.50	n/a
Charlottesville Warren Road Maps 1-4 (New)	0.00	7.50	n/a
Waterden Road Area Appraisal (New)	0.00	10.00	n/a
Pirbright Area Appraisal (full set of documents) (New)	0.00	10.00	n/a
Abbotswood Area Appraisal (full set of documents) (New)	0.00	10.00	n/a
Town Centre Conservation Area Appraisal (New)	0.00	12.00	n/a
Local Development Framework			
Community Involvement in Planning	3.10	7.00	125.8%
Supplementary Planning Documents			
Sustainable Development and Construction 2005	6.60	7.00	6.1%
Vehicle Parking Standards 2006	6.50	7.00	7.7%
Planning Contributions 2011 (New)	0.00	7.00	n/a
Bellerby theatre and North Place Day Centre Planning Brief SPD2011 (New)	0.00	7.00	n/a
Deepcut Planning guidance 2011 (New)	0.00	7.00	n/a
Woodbridge Meadows 2008	6.20	7.00	12.9%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Planning Services

	2011-2012 From 1 April 2011 £	2012-2013 From 1 April 2012 £	Increase %
Supplementary Planning Guidance			
Residential Design Guide 2006, 2010 update	6.40	7.00	9.4%
Telecommunications 2004	3.20	4.00	25.0%
North St/Commercial Rd/Leapale Rd Design and Development Brief adopted as SPG 2003	3.20	4.00	25.0%
Residential Extensions 2003	3.20	4.00	25.0%
Street Cafes 1995	2.05	2.50	22.0%
Development Briefs and Other Strategies			
Thames Basin Heath Special Protection Area Avoidance Strategy (2010-14)	6.20	7.00	12.9%
Slyfield Industrial Estate 2004	3.20	4.00	25.0%
UniS Manor Park 2003	6.40	7.00	9.4%
Bedford Road 2000/2003	6.40	7.00	9.4%
If the above documents are not available on our website then normal photocopying charges apply			
Approved under Delegated Authority (in consultation with the Lead Councillor for Finance and Resources)			
Land Charges Search Fees			
Basic Fee	100.00	90.00	-10.0%
LLC1 Only	22.00	18.00	-18.2%
Con29 Additional Questions	12.00	12.00	0.0%
Con 29R Only	78.00	72.00	-7.7%
Assisted Personal Search	15.00	15.00	0.0%
Assisted Con29R Search (Per Question)	2.00	1.85	-7.5%
Approved under Delegated Authority			
High Hedges	400.00	420.00	5.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2012-2013

Revenues and Payments

	2011-2012	2012-2013	Increase
	From 1 April 2011	From 1 April 2012	
	£	£	%
To be approved by Council			
Local Taxation			
Court Costs - Council Tax	93.00	93.00	0.0%
Court Costs - Business Rates	103.00	103.00	0.0%

* = inclusive of VAT at relevant rate

**GUILDFORD BOROUGH COUNCIL
BUDGET 2012-13 to 2016-17**

***GENERAL FUND
CAPITAL PROGRAMMES***

**GUILDFORD BOROUGH COUNCIL
BUDGET 2012-13 to 2016-17**

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GUILDFORD BOROUGH COUNCIL - BUDGET
CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2012-13 to 2016-17

GENERAL FUND CAPITAL PROGRAMMES

General Fund :	Page no.
Main programme	258 - 262
Projects funded from S106 contributions	263 - 265
Projects funded from reserves, leasing/borrowing etc.	266 - 272
Housing Capital Programme :	
GF Element	273 - 274

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 4

Approved Est £000	Code	Service Units / Capital Schemes	Total spend at 31-03-11 (a) £000	2011-12 Estimated out-turn (d) £000	2012-13 Est for year (e) £000	2013-14 Est for year (f) £000	2014-15 Est for year (g) £000	2015-16 Est for year (h) £000	2016-17 Est for year (i) £000	Est Total Cost a+(d to i)=(j) £000	Less 3rd party contr (k) £000	Net Cost to GBC (j) - (k) £000
		APPROVED SCHEMES (excluding schemes fully funded from S106 contributions)										
		BUSINESS SYSTEMS										
		<u>MILLMEAD HOUSE</u>										
1	182	P78030 Millmead Offices-rewiring & upgrade of electric circuits (PH1)	170	19	-	-	-	-	-	189		189
2	622	P78031 New Millmead Offices - replace boilers and plant	592	30	-	-	-	-	-	622	(100)	522
		BUSINESS SYSTEMS - Totals	762	49	0	0	0	0	0	811	(100)	711
		COMMUNITY CARE SERVICES										
		<u>DAY CENTRES etc. :</u>										
3	44	Demolition of North Place Day Centre	-	44	-	-	-	-	-	44		44
		COMMUNITY CARE SERVICES - Totals	0	44	0	0	0	0	0	44	0	44
		CORPORATE DEVELOPMENT										
4		Solar Photovoltaic panels on Council buildings	-	-	178	-	-	-	-	178		178
		CORPORATE DEVELOPMENT - Totals	0	0	178	0	0	0	0	178	0	178
		ECONOMIC DEVELOPMENT										
		<u>GUILDFORD MUSEUM :</u>										
5	115	P15005 Structural works ph.1	80	35	-	-	-	-	-	115		115
6	45	P15009 Development - conservation management plan	35	10	-	-	-	-	-	45		45
7	47	P15008 Guildford Museum - improved access to collections	-	6	41	-	-	-	-	47		47
8	15	P15003 Pedestrian access from Castle Grounds	-	0	15	-	-	-	-	15		15
9	25	P29007 GUILDHALL: Heating system - upgrade	27	-	-	-	-	-	-	27		27
10	330	P74033 DISABLED ACCESS (DDA) IMPROVEMENTS: ph.2	251	79	-	-	-	-	-	330		330
11		P11001 Guildhall - Roof reinstatement	-	120	120	-	-	-	-	240		240
		<u>PROPERTY :</u>										
12	160	P79017 Asbestos Management ph.3	140	20	-	-	-	-	-	160		160
13	30	P74037 Fire risk assessment prog.- building improvements	28	2	-	-	-	-	-	30		30
14		Tyting Farm Planning Permission	-	-	40	-	-	-	-	40		40
15		Property Acquisition Fund	-	-	940	-	-	-	-	940		940
16	4,000+f	P74002 Onslow House	3955	79	-	-	-	-	-	4,034		4,034
17	218	P74040 Slyfield Area Regeneration Project (SARP) (GBC share)	60	174	-	-	-	-	-	234		234
18	97	P41044 St. Catherine's Chapel - restoration	63	34	-	-	-	-	-	97		97
19	160	P74041 Relocation of TIC into Guildford House	211	(8)	-	-	-	-	-	203		203
20	90	P74042 Guildford Town Centre Development Study	-	90	-	-	-	-	-	90		90
21	705	Middleton Industrial Est (purchase of leasehold No's 14&15)	-	705	-	-	-	-	-	705		705
		ECONOMIC DEVELOPMENT - Totals	4,850	1,346	1,156	0	0	0	0	7,352	0	7,352

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 4

	Approved Est £000	Code	Service Units / Capital Schemes	Total spend at 31-03-11 (a) £000	2011-12 Estimated out-turn (d) £000	2012-13 Est for year (e) £000	2013-14 Est for year (f) £000	2014-15 Est for year (g) £000	2015-16 Est for year (h) £000	2016-17 Est for year (i) £000	Est Total Cost a+(d to i)=(j) £000	Less 3rd party contr (k) £000	Net Cost to GBC (j) - (k) £000
APPROVED SCHEMES continued (excluding schemes fully funded from S106 contributions) continued													
LEISURE SERVICES													
22	26,000	P09020	G-LIVE	20,987	4,013	-	-	-	-	-	25,000		25,000
23	9	P07010	ELECTRIC THEATRE: Lantern roof repairs	-	-	-	-	-	-	-	0		0
ASH MANOR SPORTS CENTRE :													
24	28	P02007	Shower facilities - upgrade	26	0	-	-	-	-	-	26		26
25	40		Ash Manor overflow car parking	-	0	40	-	-	-	-	40	(5)	35
26	113	P22028	Ash Manor replace Gym Equipment	-	101	-	-	-	-	-	101		101
SPECTRUM SPORTS CENTRE :													
27	1,745	P22011-	Spectrum essential repairs	1,779	37	-	-	-	-	-	1,816	(1,025)	791
28	120		Steelwork Repairs & replacement	-	120	-	-	-	-	-	120		120
29	100	P22025	Building Remedial Work Project	97	3	-	-	-	-	-	100		100
30	236	P22027	Spectrum replace Gym Equipment	8	222	-	-	-	-	-	230		230
YOUTH & COMMUNITY CENTRES - BELLFIELDS :													
31	28	P28006	Subsidence repairs / Extension to centre	92	-	-	-	-	-	-	92	(57)	35
LEISURE SERVICES - Totals				22,989	4,496	40	0	0	0	0	27,525	(1,087)	26,438
OPERATIONAL SERVICES													
CAR PARKING :													
32	59	P37030	CCTV upgrade (matrix)	-	43	-	-	-	-	-	43		43
33	80	P79019	Shere Recreation Ground Car Park - extension/upgrade	103	9	-	-	-	-	-	112	(10)	102
34	1,134	P39004	Park & Ride Service - Artington extension	803	6	-	-	-	-	-	809		809
GENERAL													
35	164	P35016	LAND DRAINAGE: Ash Green - flood relief works	51	173	-	-	-	-	-	224	(60)	164
CYCLE ROUTES / SAFE ROUTES :													
36		P66079	Stoughton Scout Hut Footpath	4	4	-	-	-	-	-	8	(8)	0
Cycle Routes :													
37	16	P55014	- Aldershot Road, Ash	11	-	5	-	-	-	-	16		16
38	11	P55022	- Guildford to Godalming cycle route ph.5	-	11	-	-	-	-	-	11		11
PUBLIC CONVENIENCES :													
39	39	P43010	Bedford (was Farnham) Rd.car park - refurbish public conveniences	2	37	-	-	-	-	-	39		39
40	44	P43011	Ripley - refurbish public conveniences	2	42	-	-	-	-	-	44		44
SAFER GUILDFORD - CCTV & LIGHTING STRATEGY:													
41	174	P66055	CCTV etc. phase 4	62	112	-	-	-	-	-	174		174
42	124	P66*	Lighting Strategy phase 3	105	19	-	-	-	-	-	124		124
43	144	P66*	Lighting Strategy phase 4	108	36	-	-	-	-	-	144	(6)	138

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 4

Approved Est £000	Code	Service Units / Capital Schemes	Total spend at 31-03-11 (a) £000	2011-12 Estimated out-turn (d) £000	2012-13 Est for year (e) £000	2013-14 Est for year (f) £000	2014-15 Est for year (g) £000	2015-16 Est for year (h) £000	2016-17 Est for year (i) £000	Est Total Cost a+(d to i)=(j) £000	Less 3rd party contr (k) £000	Net Cost to GBC (j) - (k) £000
		APPROVED SCHEMES continued (excluding schemes fully funded from S106 contributions) continued										
44	70	P50013 OPERATIONAL SERVICES Cont. <u>GENERAL</u> Sluice Gates Motorisation at Town Mill Toll House	22	48						70		70
		OPERATIONAL SERVICES - Totals	1,272	540	5	0	0	0	0	1,817	(84)	1,733
		PARKS & COUNTRYSIDE										
		<u>CEMETERIES & CREMATORIUM :</u>										
45	1,000	P05008 CREMATORIUM: mercury abatement	1	999	-	-	-	-	-	1,000		1,000
46	17	P05007 Crematorium - automatic charging system for cremators	-	17	-	-	-	-	-	17		17
47		Improvement of Security at Guildford Crematorium	-	-	24	-	-	-	-	24		24
		<u>PARKS & OPEN SPACES :</u>										
48	40	P18097 Stoke Park Paddling pool - water quality improvements	38	2	-	-	-	-	-	40		40
49	50	P41041 Quarry Street Gardens' Steps, Guildford	3	47	-	-	-	-	-	50		50
50	25	P18134 Improved Security for Stoke Park Nursery	0	25	-	-	-	-	-	25		25
		PARKS & COUNTRYSIDE SERVICES - Totals	42	1,090	24	0	0	0	0	1,156	0	1,156
		PLANNING SERVICES										
		<u>CONSERVATION WORKS :</u>										
51	23	P41040 Gunpowder Mills,Chilworth - conservation/preservation	10	13	-	-	-	-	-	23		23
		<u>ENVIRONMENTAL IMPROVEMENTS :</u>										
52	50	P41019 Ash Village Centre (phase 1)	42	1	-	-	-	-	-	43		43
53	60	P41034 Ash Wharf Parade, Ash (phase 2)	50	2	-	-	-	-	-	52	(10)	42
54	40	P41032 High Street / Chertsey St., Guildford	0	-	60	-	-	-	-	60	(20)	40
55		Manor Park Park & Ride planning application	-	91	-	-	-	-	-	91		91
56		Gypsy & Traveller scoping	-	-	36	-	-	-	-	36		36
		<u>SAFER GUILDFORD :</u>										
57	30	P66073 Subway Improvements ph.3 (Haydon Place; Tongham)	26	4	-	-	-	-	-	30		30
		PLANNING SERVICES - Totals	128	111	96	0	0	0	0	335	(30)	305
		APPROVED SCHEMES (Excluding S106) TOTAL	30,043	7,676	1,499	0	0	0	0	39,218	(1,301)	37,917
		PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)										
		BUSINESS SYSTEMS										
		<u>MILLMEAD HOUSE:</u>										
58	193	P78029 Civic Suite, Millmead House-replace air conditioning	22	171	-	-	-	-	-	193		193
59	499	P78030 Millmead Offices-rewiring & upgrade of electric circuits Ph 2	0	100	399	-	-	-	-	499		499
60	40	Vehicle delivery parking & goods in / out store Millmead Offices	0	40	-	-	-	-	-	40		40
		BUSINESS SYSTEMS - Totals	22	311	399	0	0	0	0	732	0	732

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 4

Approved Est £000	Code	Service Units / Capital Schemes	Total spend at 31-03-11 (a) £000	2011-12 Estimated out-turn (d) £000	2012-13 Est for year (e) £000	2013-14 Est for year (f) £000	2014-15 Est for year (g) £000	2015-16 Est for year (h) £000	2016-17 Est for year (i) £000	Est Total Cost a+(d to i)=(j) £000	Less 3rd party contr (k) £000	Net Cost to GBC (j) - (k) £000
		PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required) cont.										
		ECONOMIC DEVELOPMENT										
61	340	DISABLED ACCESS (DDA) IMPROVEMENTS: ph.3	-	-	340	-	-	-	-	340		340
62		Slyfield Area Regeneration Project (SARP) (GBC share)	-	-	600	150	-	-	-	750		750
63		Heritage Lottery Fund Development Grant - Guildford Museum and Castle	-	-	17	62	21	-	-	100	(73)	27
64		Property Investment	-	-	640	-	-	-	-	640		640
		ECONOMIC DEVELOPMENT - Totals	0	0	1,597	212	21	0	0	1,830	(73)	1,757
		LEISURE SERVICES										
		<u>SPECTRUM:</u>										
65	2,306	P22022 Roof replacement	0	-	739	1,567	-	-	-	2,306		2,306
66	700	Schemes to be agreed with Freedom Leisure	0	-	700	-	-	-	-	700		700
		LEISURE SERVICES - Totals	0	0	1,439	1,567	0	0	0	3,006	0	3,006
		OPERATIONAL SERVICES										
67	65	P45014 RECYCLING: Bring-banks - replacement	0	-	65	-	-	-	-	65		65
68	104	Guildford High Street Footway Replacement	0	-	104	-	-	-	-	104		104
69	95	Calvert Road / Chester Road Repairs & Resurfacing	0	-	95	-	-	-	-	95		95
		<u>Additional Parking Space Mary Rd & Millbrook Car Parks;</u>										
		Option 1: Mary Road decking (Option 3 being the more expensive option has been included in the figures)	-	-	-	-	-	-	-	0		0
70		Option 2: Millbrook decking	-	-	55	970	-	-	-	1,025		1,025
71		Option 3: Mary Road Multi Storey (this more expensive option has been included in the figures)	-	-	65	2,750	2,750	-	-	5,565		5,565
72		Garden Waste Service redesign-containers & Vehicles	-	-	1,000	-	-	-	-	1,000	(436)	564
73		Guildford High Street Improvements	-	-	50	150	-	-	-	200		200
74		Mill Lane Flood Protection Scheme	-	-	25	15	185	-	-	225		225
		OPERATIONAL SERVICES - Totals	0	0	1,459	3,885	2,935	0	0	8,279	(436)	7,843
		PARKS & COUNTRYSIDE SERVICES										
75	16	Epsom Road Allotments Water Supply	-	16	-	-	-	-	-	16	0	16
76		Aerial Adventure	-	-	150	-	-	-	-	150	0	150
77		Crematorium Service Improvements	-	-	80	-	-	-	-	80	0	80
78		Stoke Park drainage & water features	-	-	77	-	-	-	-	77	0	77
79		Stoke Park office improvements	-	-	55	-	-	-	-	55	0	55
		PARKS & COUNTRYSIDE SERVICES - Totals	0	16	362	0	0	0	0	378	0	378

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 4

Approved Est £000	Code	Service Units / Capital Schemes	Total spend at 31-03-11 (a) £000	2011-12 Estimated out-turn (d) £000	2012-13 Est for year (e) £000	2013-14 Est for year (f) £000	2014-15 Est for year (g) £000	2015-16 Est for year (h) £000	2016-17 Est for year (i) £000	Est Total Cost a+(d to i)=(j) £000	Less 3rd party contr (k) £000	Net Cost to GBC (j) - (k) £000
80 81	100	PROVISIONAL SCHEMES continued (schemes approved in principle; further report to the Executive required) PLANNING SERVICES Carfax Avenue Improvements Gypsy & Traveller	- -	7 -	73 500	20 TBA	- TBA	- TBA	-	100 500		100 500
		PLANNING SERVICES - Totals	0	7	573	20	0	0	0	600	(872)	600
		PROVISIONAL SCHEMES - GRAND TOTALS	22	334	5,829	5,684	2,956	0	0	14,825	(1,381)	13,954

SUMMARY												
APPROVED SCHEMES (excl S106) - TOTAL			30,043	7,676	1,499	0	0	0	0	39,218	(1,301)	37,917
PROVISIONAL SCHEMES - TOTAL			22	334	5,829	5,684	2,956	0	0	14,825	(1,381)	13,954
GRAND TOTAL			30,065	8,010	7,328	5,684	2,956	0	0	54,043	(2,682)	51,871

FINANCED as follows :	2011-2012 Est out-turn £000	2012-2013 Est for year £000	2013-2014 Est for year £000	2014-2015 Est for year £000	2015-2016 Est for year £000	2016-2017 Est for year £000
CONTRIBUTIONS	37	478	56	0	0	0
LOTTERY FUNDING	0	0	0	0	0	0
CAPITAL RECEIPTS	1,000	3,251	109	0	0	0
R.C.C.O. :						
SPECIFIC	120	120	0	0	0	0
GF CAPITAL SCHEMES RESERVE	2,652	0	0	0	0	0
OTHER RESERVES	24	0	0	0	0	0
FUNDING REQUIREMENT: HOUSING RECEIPTS	4,013	0	0	0	0	0
FUNDING REQUIREMENT: BORROWING	164	3,479	5,519	2,956	0	0
TOTAL	8,010	7,328	5,684	2,956	0	0

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 6

	Approved Est £000	Code	Service Units / Capital Schemes	Total spend at 31-03-11 (a) £000	2011-2012 Est out-turn (d) £000	2012-2013 Est for year (e) £000	2013-2014 Est for year (f) £000	2014-2015 Est for year (g) £000	2015-2016 Est for year (h) £000	2016-2017 Est for year (i) £000	Est Total Cost a+(d to i)=(j) £000	Less 3rd party contr (k) £000	Net Cost to GBC (j) - (k) £000
APPROVED SCHEMES (fully funded from S106 contributions)													
LEISURE SERVICES													
1		P09021	Civic s106 Cycle Rack (P92257)	0	16	-	-	-	-	-	16	(16)	0
<u>ARTWORK - % FOR ART :</u>													
2		P41051	Send Village Artwork	12	1	-	-	-	-	-	13	(13)	0
3		P41054	Woodbridge Meadow Artwork	23	11	-	-	-	-	-	34	(34)	0
4		P41058	Civic Artwork	12	22	-	-	-	-	-	34	(34)	0
5		P29008	Art Print Hse Sq		5	15	-	-	-	-	20	(20)	0
6		P29009	Art Memorial Worp		2	-	-	-	-	-	2	(2)	0
LEISURE SERVICES S106 - Totals				47	57	15	0	0	0	0	119	(119)	0
OPERATIONAL SERVICES													
<u>CAR PARKING :</u>													
7	1,650	P39003	Park & Ride Service - Merrow - new facility	1,649	1	-	-	-	-	-	1,650	(1,650)	0
<u>PUBLIC CONVENIENCES :</u>													
8	76	P43012	G Live WC (S106)	0	25	-	-	-	-	-	25	(25)	0
OPERATIONAL SERVICES S106 - Totals				1,649	26	0	0	0	0	0	1,675	(1,675)	0
PARKS & COUNTRYSIDE													
9	35	P18099	Harpers Rec. Ground, Ash - ballcourt	2	59	-	-	-	-	-	61	(61)	(0)
10	90	P18085	Parsonage Water Meadows - improvements	86	-	-	-	-	-	-	86	(86)	0
11	4	P18084	Woking Road - willow screen	1	3	-	-	-	-	-	4	(4)	0
12	235	P18129	Stoke Park Skate park - replace existing facility	0	235	-	-	-	-	-	235	(235)	0
13		P18121	Castle Fencing	8	-	-	-	-	-	-	8	(8)	0
14	-	P18125	Castle Grounds	6	-	-	-	-	-	-	6	(6)	0
15		P18128	Waterside Rd Play	0	6	-	-	-	-	-	6	(6)	0
16		P18130	Easthor Bowls & Kings Mead	0	3	-	-	-	-	-	3	(3)	0
17		P18131	Sutherland Memorial Park - Cricket cage	0	2	-	-	-	-	-	2	(2)	0
18			Tilehouse Open Space - Playground Refurbishment & Fitness Equipment	0	-	100	-	-	-	-	100	(100)	0
19			Briars Playground Refurb	0	10	-	-	-	-	-	10	(10)	0
20			St Lukes Square horticultural improvements	0	2	-	-	-	-	-	2	(2)	0
21		P18132	Parks Civic - New trees & landscaping	-	57	-	-	-	-	-	57	(57)	0
PARKS & COUNTRYSIDE SERVICES S106 - Totals				103	377	100	0	0	0	0	580	(580)	0

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 6

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APPROVED SCHEMES continued (fully funded from S106 contributions)													
PLANNING SERVICES													
22	75	P41045	Haydon Place / Martyr Road	60	-	15	-	-	-	-	75	(75)	0
23	20	P41059	Frenchland Hatch Footpath Works	12	8	-	-	-	-	-	20	(20)	0
24	380	P41027	North Street Rejuvenation Project	6	107	178	89	-	-	-	380	(380)	0
25	130	P41043	Woodbridge Hill, formally, Worplesdon Road Environmental Improvement	92	-	37	-	-	-	-	129	(129)	0
26	80	P41048	Woodbridge Hill, formally, Worplesdon Road Shops	36	2	42	-	-	-	-	80	(80)	0
27	20		Woodbridge Hill, formally, Community Centre Action Fund	10	-	10	-	-	-	-	20	(20)	0
28	50		Stoughton Environmental Improvements	49	-	1	-	-	-	-	50	(50)	0
29	20		Stoughton Environmental Improvements	0	-	20	-	-	-	-	20	(20)	0
30	26		Stoughton Environmental Improvements	0	-	26	-	-	-	-	26	(26)	0
218		P41050	"Greening the Approaches" Strategy -	0	-	-	-	-	-	-	0	0	0
31		P41050	Woodbridge Meadows	86	31	-	-	-	-	-	117	(117)	0
32	67	P41056	Ladymead / Josephs Rd Pocket Park	22	61	4	-	-	-	-	87	(87)	0
33	132	P41063	A25 Ladymead/Woodbridge Rd	6	10	-	80	45	-	-	141	(141)	0
34		P41068	St Mary Pity- SCC	8	-	-	-	-	-	-	8	(8)	0
35	20	P41071	A25 Ladymead/Woodbridge Rd	11	9	-	-	-	-	-	20	(20)	0
36	150	P41067	G Live Environmental Improvements	0	163	-	-	-	-	-	163	(163)	0
37	30		G Live Lighting and Signage	0	32	-	-	-	-	-	32	(32)	0
38	11		G Live Bus stop/drop off point	0	11	-	-	-	-	-	11	(11)	0
39	80	P41057	Kingpost Parade	2	85	-	-	-	-	-	87	(87)	0
40	150		Espom Rd/Boxgrove Road	0	-	20	100	30	-	-	150	(150)	0
41			Bridge Street Waymarking	0	-	-	5	-	-	-	5	(5)	0
42	12	P41064	Linden Way Playground	1	11	-	-	-	-	-	12	(12)	0
43		P41072	Shafstbury Hall Refurb	-	15	-	-	-	-	-	15	(15)	0
			PLANNING SERVICES S106 - Totals	401	545	353	274	75	0	0	1,648	(1,648)	0
			APPROVED S106 SCHEMES TOTAL	2,200	1,004	468	274	75	0	0	4,021	(4,021)	0

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 6

Approved Est £000	Code	Service Units / Capital Schemes	Total spend at 31-03-11 (a) £000	2011-2012 Est out-turn (d) £000	2012-2013 Est for year (e) £000	2013-2014 Est for year (f) £000	2014-2015 Est for year (g) £000	2015-2016 Est for year (h) £000	2016-2017 Est for year (i) £000	Est Total Cost a+(d to i)=(j) £000	Less 3rd party contr (k) £000	Net Cost to GBC (j) - (k) £000
PROVISIONAL SCHEMES (fully funded from S106 contributions)												
PARKS & COUNTRYSIDE												
44		Sutherland Memorial Park replace Tennis Court all weather pitch	0	-	25	-	-	-	-	25	(25)	0
45	-	Foxenden Quarry replace playground Equip	0	-	20	-	-	-	-	20	(20)	0
PARKS & COUNTRYSIDE S106 - Totals			0	0	45	0	0	0	0	45	(45)	0
PLANNING SERVICES												
46	P41027	North Street Rejuvenation Project - additional as per Executive report 26/1/12	0	-	-	11	104	-	-	115	(115)	0
47		Grove Road Effingham	0	-	15	1	-	-	-	16	(16)	0
48		Falcon Rd Guildford	0	-	1	5	-	-	-	6	(6)	0
49		Walnut Tree Close, Guildford	0	-	3	-	-	-	-	3	(3)	0
PLANNING SERVICES S106 - Totals			0	0	19	17	104	0	0	140	(140)	0
LEISURE SERVICES												
50		Woodbridge meadows	0	-	75	-	-	-	-	75	(75)	0
LEISURE SERVICES S106 - Totals			0	0	75	0	0	0	0	75	(75)	0
PROVISIONAL S106 SCHEMES TOTAL			0	0	139	17	104	0	0	260	(260)	0

SUMMARY												
APPROVED S106 SCHEMES - TOTAL			2,200	1,004	468	274	75	0	0	4,021	(4,021)	(0)
PROVISIONAL S106 SCHEMES - TOTAL			0	0	139	17	104	0	0	260	(260)	0
GRAND TOTAL			2,200	1,004	607	291	179	0	0	4,281	(4,281)	0

FINANCED BY - S106 CONTRIBUTIONS			(2,200)	(1,004)	(607)	(291)	(179)	0	0	(4,281)	4,281	0
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GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 7

Item No.	Code	Projects & Sources of Funding (listed in Service Unit order)	Approved Estimate	Total spend at 31-03-11 (a) £000	2011-2012 Est Outturn (d) £000	2012-2013 Est for year (e) £000	2013-2014 Est for year (f) £000	2014-2015 Est for year (g) £000	2015-2016 Est for year (h) £000	2016-2017 Est for year (i) £000	Est Total Cost = a+(d to i)=j £000
		AUDIT & PERFORMANCE									
		<u>ENERGY PROJECTS per SALIX RESERVE:</u>	240				35				35
	P59...	SALIX - 'Invest to Save' energy projects:			-	-	-	-	-	-	0
1		Installation of low loss transformers		0	-	-	-	-	-	-	0
2		Lido High efficiency gas condensing boiler etc		0	70	-	-	-	-	-	70
3		General lighting controls		0	-	-	-	-	-	-	0
4		Spectrum - underground car park lighting		0	9						9
5		Spectrum- Ebox voltage optimisation		0	12						12
6		Parks -upgrade lighting (various buildings)		0	20						20
7		General Lighting Upgrades		0	38	-	-	-	-	-	38
8		Spectrum Lighting Upgrades & Controls		0	18	-	-	-	-	-	18
9		Leapale Road Lighting		0	0	-	-	-	-	-	0
10		Installation TRV's Millmead		0	11						11
11	P59203	Upgrade BMS (various sites)		0	7	-	-	-	-	-	7
		<u>ENERGY PROJECTS per GBC INVEST TO SAVE RESERVE:</u>									0
		<u>GBC 'Invest to Save' energy projects (to be repaid in line with savings)</u>	250				50				50
		Server Virtualisation		70	-	-	-	-	-	-	70
12		CHP & Absorption Chiller		0	-	-	-	-	-	-	0
13		Spectrum - Absorption chiller		0	0	90					90
		Millmead - replace lighting		0	0	100					100
		<u>GBC 'One Off' energy projects (no repayment)</u>	50			10	5				15
14	P59200	- Installation of solar PV at St Martha's Ct		0	1	-	-	-	-	-	1
15	P59201	- Installation TRV's		0	6	-	-	-	-	-	6
16	P59204	- Biomass connection to Old Millmead		0	28	-	-	-	-	-	28
		AUDIT & PERFORMANCE - Totals		70	220	200	90	0	0	0	580

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 7

Item No.	Code	Projects & Sources of Funding (listed in Service Unit order)	Approved Estimate	Total spend at 31-03-11 (a) £000	2011-2012 Est Outturn (d) £000	2012-2013 Est for year (e) £000	2013-2014 Est for year (f) £000	2014-2015 Est for year (g) £000	2015-2016 Est for year (h) £000	2016-2017 Est for year (i) £000	Est Total Cost = a+(d to i)=j £000
ECONOMIC DEVELOPMENT											
<u>SARP RESERVE</u>											
17	P74039	SCC & TWA share of costs		90	3	-	-	-	-	-	93
SARP PARTNERSHIP RESERVE - Totals				90	3	0	0	0	0	0	93
<u>LABGI RESERVE</u>											
18		Bedford Rd Bus Station		0	30	220	-	-	-	-	250
19		Guildford town Centre Regeneration		0	12	240	186	-	-	-	438
20		Chapel Street sign	11	0	-	11					11
21		Guildford High St - repairs to setts	110	72	38	-	-	-	-	-	110
LABGI Reserve - Totals				72	80	471	186	0	0	0	809
ICT SERVICES											
<u>INFORMATION TECHNOLOGY - IT Renewals Reserve :</u>											
22	P81002	Hardware / software	annual	0	44	-	-	-	-	-	44
23	P81003	- Payroll / HR System		0	2	-	-	-	-	-	2
24	P81014	- Website Development		0	6	-	-	-	-	-	6
25	P81017	- Share Point Intranet Upgrade		0	2	-	-	-	-	-	2
26	P81020	- Website (Goss) Project		0	-	-	-	-	-	-	0
27	P81021	- Server Virtualisation Project		0	16	-	-	-	-	-	16
28	P81022	- Orchard System Server Upgrade		0	11	-	-	-	-	-	11
29	P8100	Hardware / software - future years		0	319	400	400	400	400	400	2,319
IT Renewals Reserve - Totals				0	400	400	400	400	400	400	2,400

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 7

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				(a) £000	(d) £000	(e) £000	(f) £000	(g) £000	(h) £000	(i) £000	= a+(d to i)=j £000
		LEISURE SERVICES - SPECTRUM									
		(a) Spectrum projects funded per Re-investment Reserve:									
30	P23002+0	IT - planned improvements	annual	0	15	-	-	-	-	-	15
31		Contr to Gym Equipment Capital Bid	24	0	-	-	-	-	-	-	0
32	P23061	Bowl TVs & Keypads (Phase two)	14	10	-	-	-	-	-	-	10
33	P23064	Pool Changing Area Refurbishment	38	0	38	-	-	-	-	-	38
34	P23062	Conference Room Refurbishment	10	0	10	-	-	-	-	-	10
35	P23063	Replace Bowl monitors & screens	40	0	45	-	-	-	-	-	45
36	P22029	Fire Signage	0	0	8	-	-	-	-	-	8
37	P22030	Smoke Seals	0	0	15	-	-	-	-	-	15
38	P22031	Replace obsolete duct smoke detectors for optical devices	0	0	8	-	-	-	-	-	8
39	P22032	Replace poor quality hot water copper pipe work	0	0	50	-	-	-	-	-	50
40	P22033	Emergency lighting	0	0	15	-	-	-	-	-	15
41	P22034	DDA stair nosings	0	0	9	-	-	-	-	-	9
42	P22035	Door Pushpads	0	0	10	-	-	-	-	-	10
43	P22036	Various handrails	0	0	7	-	-	-	-	-	7
44	P22037	Bowl stair nosings and handrail	0	0	8	-	-	-	-	-	8
45	P22038	GCFC Portacabins (replace)	0	0	25	-	-	-	-	-	25
46	P22039	Trackside clubhouse (handrails/walkways)	0	0	-	-	-	-	-	-	0
47	P22040	Arena drip trays	0	0	25	-	-	-	-	-	25
48	P22041	Costa drip trays	0	0	2	-	-	-	-	-	2
49	P22042	Harvey's diner	0	0	19	-	-	-	-	-	19
50	P22043	Event entrance ramp	0	0	10	-	-	-	-	-	10
51	P22044	Action Suite / underground stores	0	0	36	-	-	-	-	-	36
52	P22045	Pool store/Comp pool changing rooms	0	0	15	-	-	-	-	-	15
53	P22046	Energy level gym (changing extension)	0	0	1	-	-	-	-	-	1
54	P22047	Energy level gym (flat conversion)	0	0	3	-	-	-	-	-	3
55	P22048	Bowl tech office	0	0	4	-	-	-	-	-	4
56	P22049	Lido fire alarm upgrade	0	0	5	-	-	-	-	-	5
57	P22050	Rubber membrane replacement (incl scaffolding)	0	0	15	-	-	-	-	-	15
58	P22051	Glazing	0	0	10	-	-	-	-	-	10
59	P22059	Signage strategy	0	0	40	-	-	-	-	-	40
60	P22060	Handrail to Comp pool viewing (front row)	0	0	-	-	-	-	-	-	0
61	P22061	S/steel handrails for comp pool balcony	0	0	15	-	-	-	-	-	15

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 7

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		LIDO :									
62	P22052	Changing room roofs - refelt		0	8	-	-	-	-	-	8
63	P22053	Pavilion remedial repairs		0	1	-	-	-	-	-	1
64	P22054	Ladies toilet - structural		0	2	-	-	-	-	-	2
65	P22055	New paddling pool floors		0	24	-	-	-	-	-	24
66	P22056	Structural surveys		0	1	-	-	-	-	-	1
67	P22057	Asbestos removal		0	12	-	-	-	-	-	12
68	P22058	Car Park bay lining		0	2	-	-	-	-	-	2
69		Future projects - estimated expenditure	annual	0	193	125	125	125	125	125	818
		Spectrum Re-investment Reserve - Totals		10	706	125	125	125	125	125	1,342
		(b) Spectrum projects funded per Renewals/Replacement Reserve:									
70	P24026	PA System	75	40	35	-	-	-	-	-	75
71	P24030	Ducting replacements	-	168	-	-	-	-	-	-	168
72	P24028	Chiller Replacement & CHO absorption chiller	92	2	243	-	-	-	-	-	245
73	P24047	Hot water calorifiers - replacement	30	0	30	-	-	-	-	-	30
74	P24032	Bleacher Seating replacement	94	1	19	-	-	-	-	-	20
75	P24038	Water regulations project	15	14	1	-	-	-	-	-	15
76	P24049	Energy Level Gym AHU	19	0	15	-	-	-	-	-	15
77	P24050	Air-conditioning units (replacing R22 A/C units) 11/12	32	0	14	-	-	-	-	-	14
78	P24045	Lift controls - replacement	310	0	75	92	75	68	-	-	310
79	P24048	Pool lighting	18	8	10	-	-	-	-	-	18
80	P24041	Air-handling units	23	25	-	-	-	-	-	-	25
81	P24046	Ice Hall enviro chiller replacement	90	0	-	-	-	-	-	-	0

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 7

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LEISURE SERVICES - SPECTRUM Cont.											
(b) Spectrum projects funded per Renewals/Replacement Reserve continued:											
82	P24055	Ice resurfacers	80	0	73	-	-	-	-	-	73
83	P24054	CAS Hall Heat Pump	14	0	14	-	-	-	-	-	14
84	P24052	Video wall replacement	43	0	43	-	-	-	-	-	43
85	P24053	Replace lifting equipment	16	0	5	-	-	-	-	-	5
86	P24030	Ducting Replacements	11	0	-	11	34	-	-	-	45
87		AHU Works	22	0	-	22	-	11	-	-	33
88		Bowl Mechanism	55	0	-	55	-	-	-	-	55
89		Front Doors Replace	33	0	-	33	-	-	-	-	33
90		BMS Upgrade	17	0	-	17	-	-	-	-	17
91		Ice Lighting Replace	39	0	-	39	-	-	-	-	39
92		Door Replacements	22	0	-	22	-	-	-	-	22
93	P24051	Fan coil units in ice boxes	40	0	13	-	-	-	-	-	13
94		Air Conditioning Units	34	0	-	-	34	-	-	-	34
95		Bowl Machinery	56	0	-	-	56	131	46	-	233
96		Fuel Cell CHP	139	0	-	-	139	-	-	-	139
97		Arena Lighting	34	0	-	-	34	-	-	-	34
98		Building Services	11	0	-	-	-	11	-	-	11
99		Lighting Replacements	46	0	-	-	-	-	46	-	46
Spectrum Renewals Reserve - Totals				258	590	291	372	221	92	0	1,824
(c) Lido Reinvestment Reserve:											
100	2026/P13C	Spectrum Swimming Pool Filters		51	-	-	-	-	-	-	51
Lido Reinvestment Reserve - Totals				51	0	0	0	0	0	0	51

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 7

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		OPERATIONAL SERVICES									
		<u>CAR PARKS RESERVE (see note opposite):</u>									
101	P37503	Car parks - install/replace pay-on-foot equipment	500	139	65	368	-	-	-	-	572
102		Car parks - install/replace pay and display equipment	300	0	-	300	-	-	-	-	300
		<u>Car Parks - Lighting improvements:</u>									
103	P37501	- York Road	135	123	3	-	-	-	-	-	126
104	P37506	- Bedford Road	150	9	-	141	-	-	-	-	150
105		- Leapale Road	100	0	-	100	-	-	-	-	100
106		- Castle car park	126	0	-	-	129	-	-	-	129
		<u>Car Parks - Electrical works:</u>									
107		- Bedford Road	150	0	-	150	-	-	-	-	150
108		- Leapale Road	50	0	-	50	-	-	-	-	50
		<u>Car parks - Deck surfacing:</u>									
109	P37505	- York Road	400	13	387	-	-	-	-	-	400
110	P37509	- Leapale Road	349	0	349	-	-	-	-	-	349
111		- Castle car park	350	0	-	-	-	-	-	-	0
112		- Farnham Road car park	550	0	-	550	-	-	-	-	550
		Car Parks Reserve - Totals		284	804	1,659	129	0	0	0	2,876

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2012-13 to 2016-17

APPENDIX 7

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		OPERATIONAL SERVICES cont.									
		VEHICLE REPLACEMENT PROGRAMME :									
113	P58002/J 01060	Vehicles, Plant & Equipment Replacement Programme	annual	0	669	400	550	400	400	400	2,819
		Vehicle Replacement - Totals (leasing / borrowing)		0	669	400	550	400	400	400	2,819
		PARKS & COUNTRYSIDE SERVICES									
		SPA RESERVE :									
114	P204..	SPA schemes (various)	-	366	100	100	100	100	100	100	966
115		Boardwalk at Riverside Nature Reserve		0	-	120	-	-	-	-	120
116		Access tracks at Chantry Wood		0	-	50	-	-	-	-	50
		SPA Reserve - Totals		366	100	270	100	100	100	100	1,136
		GRAND TOTALS		1,201	3,573	3,816	1,952	1,246	1,117	1,025	13,930

FUNDING SUMMARY		2011-2012 Est Outturn £000	2012-2013 Est for year £000	2013-2014 Est for year £000	2014-2015 Est for year £000	2015-2016 Est for year £000	2016-2017 Est for year £000
Reserves (various)		2,904	3,416	1,402	846	717	625
Leasing or borrowing re vehicles & plant replacement prog.#		669	400	550	400	400	400
Grants & contributions		0	0	0	0	0	0
# 08/09 acquisitions funded per borrowing							
TOTALS		3,573	3,816	1,952	1,246	1,117	1,025

GENERAL FUND HOUSING CAPITAL PROGRAMME

	2010-11 Actuals	2011-12 Estimate	2011-12 Updated Estimate	2012-13 Estimate	2013-14 Estimate	2014-15 Estimate	2015-16 Estimate
	£000	£000	£000	£000	£000	£000	£000
EXPENDITURE							
Grants							
Disabled Facilities Grants - mandatory	417	480	405	430	430	430	430
Home Improvement Assistance	110	80	115	120	120	120	120
Solar energy loans	24	0	60	30	30	30	30
SHIP Scheme	28	40	20	20	20	20	20
Affordable Housing							
Acquisition of Land & Buildings:	0	0	0	0	0	0	0
Feasibility/Site Preparation (incl. decommission costs and home loss & disturbance payments):	21	50	6	50	50	50	50
- Lakeside Close, Ash (<i>note 1</i>)	0	130	0	0	0	0	0
- New Road Gomshall (<i>note 1</i>)	34	0	6	0	0	0	0
- Victoria Court Decommissioning	93	0	0	0	0	0	0
- Victoria Court Demolition Costs	0	66	130	0	0	0	0
- Willow Way roadway	0	0	0	41	0	0	0
Affordable Housing - Grants:							
GBC Garage Sites : Willow Way	0	163	0	163	163	0	0
Gardner Road/Woodbridge Road	0	130	0	0	0	0	0
New Inn Lane	0	295	0	0	0	0	0
White Hart Court	0	895	0	895	895	0	0
Bishopsmead, East Horsley	0	0	0	35	35	0	0
General Grants to RSLs	0	0	0	500	500	500	500
Total Expenditure to be financed	727	2,329	742	2,284	2,243	1,150	1,150

Note 1: Funding for development of these sites is included in the HRA statement

GENERAL FUND HOUSING CAPITAL PROGRAMME

	2010-11 Actuals	2011-12 Estimate	2011-12 Updated Estimate	2012-13 Estimate	2013-14 Estimate	2014-15 Estimate	2015-16 Estimate
	£000	£000	£000	£000	£000	£000	£000
FINANCING OF PROGRAMME							
Specific Grants	244	240	240	240	240	240	240
Housing Grant repayments	25	30	30	30	30	30	30
s106 Contributions	127	0	0	259	0	0	0
Capital Receipts	331	2,059	472	1,755	1,973	880	880
Total Financing (= Total Expenditure)	727	2,329	742	2,284	2,243	1,150	1,150

	2010-11 Actuals	2011-12 Estimate	2011-12 Updated Estimate	2012-13 Estimate	2013-14 Estimate	2014-15 Estimate	2015-16 Estimate
	£000	£000	£000	£000	£000	£000	£000
BALANCES							
Usable Capital Receipts							
Balance b/f	21,717	15,269	18,776	14,471	24,106	16,783	13,003
Estimated receipts in year - sale of dwellings	613	212	280	200	200	200	200
Estimated receipts in year - sale of land	4	1,965	0	5,700	0	0	0
Applied re Housing (General Fund) capital programme	(331)	(2,059)	(472)	(1,755)	(1,973)	(880)	(880)
Applied re Housing Improvement Programme	(100)	(100)	(100)	(1,650)	(5,550)	(3,100)	(100)
Applied re General Fund capital programme	(3,127)	(4,546)	(4,013)	0	0	0	0
Repaid re General Fund capital programme	0	0	0	7,140	0	0	0
Balance c/f	18,776	10,741	14,471	24,106	16,783	13,003	12,223
s106 Contributions							
Balance b/f	386	0	259	259	0	0	0
Contributions in year	0	0	0	0	0	0	0
Used in Year	(127)	0	0	(259)	0	0	0
Balance c/f	259	0	259	0	0	0	0
Housing Grant Repayments							
Balance b/f	0	0	0	0	0	0	0
Repayments in year	25	30	30	30	30	30	30
Used in Year	(25)	(30)	(30)	(30)	(30)	(30)	(30)
Balance c/f	0	0	0	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2012-2013**

GLOSSARY

GUILDFORD BOROUGH COUNCIL

GENERAL FUND BUDGET 2012-2013

Accrual - a sum included in the final accounts to cover income or expenditure attributable to an accounting period for goods supplied and received or work done, but for which payment has not been 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 of time. 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.

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 creation of a tangible fixed asset or expenditure which adds to, and not merely maintains the value of an existing tangible fixed asset.

Capital Programme - a statement showing the estimated cost and actual expenditure of approved capital projects (see *Capital Expenditure*)

Capital Receipts - the money from the sale of land or other long-term assets. Capital receipts can be used to pay for new capital expenditure, within rules set down by the government, or to repay outstanding loans. They cannot be 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 Borough Council, the County Council and the Surrey Police Authority precept upon this fund.

Collection Fund Deficit/Surplus - the estimated surplus or deficit on the Collection Fund must be split between the Borough Council, the County Council and the Police Authority pro rata to their precept demand on the Fund. The Borough Council's share must be transferred to the General Fund in the following year.

CIPFA - the Chartered Institute of Public Finance and Accountancy. 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. CIPFA is privately funded with charitable status.

Contingency - an amount of money set aside in the budget for unforeseen items of expenditure.

GUILDFORD BOROUGH COUNCIL

GENERAL FUND BUDGET 2012-2013

Council Tax - a tax introduced in 1993-94 to replace Community Charge. It is based on property value as at 1 April 1991, with a reduction for single occupancy.

Council Tax Benefit – this is a benefit of up to 100% which is available to council tax payers who are on income support or low incomes to help pay their council tax bills.

County Precept - see under Precept.

Creditor - an amount owed by the Council to suppliers for work done or goods received for which payment has not yet been made.

Current Assets - cash and anything that is expected to be converted into cash within twelve months of the balance sheet date.

Debtor - money owed to the Council.

Decent Homes Standard – a technical standard for public housing which aims to provide a minimum standard of housing conditions for all those who are housed in the public sector.

Department of Communities and Local Government - central government department with responsibility for the allocation of government grant to local authorities.

Depreciation - the measure of 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, 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 that are expected to be incurred as expenditure, or received as income, during a specified financial year.

Fees and Charges - individual charges for services provided.

Financial Year - the period covered by a set of financial accounts – commences 1 April and finishes 31 March the following year.

GUILDFORD BOROUGH COUNCIL

GENERAL FUND BUDGET 2012-2013

Fixed Assets - are tangible 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 to which charges, grants etc. are credited and to which the costs of services are charged. However, separate accounts are required to be maintained for certain other aspects of Council activities, particularly the Collection Fund.

Government Grant - assistance by government and inter-government agencies and similar bodies, whether local, national or international, in the form of cash or transfer of assets, 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.

Gross Income - the total amounts that 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 to Guildford's own council tenants is known as rent rebate, with benefit paid to tenants in the private sector referred to as rent allowance. The cost is largely met by the Department of Work and Pensions.

Housing Revenue Account (HRA) - an account of expenditure and income that every local housing authority must keep. The account is kept separate or ring-fenced from other council activities.

HRA Negative Subsidy – a position which assumes that the council's income is higher than its expenditure. In this case the authority must pay an amount equivalent to the surplus, from its HRA to the government.

HRA Subsidy – amount paid to/from government based on their assumptions of the excess of the rental income from council tenants after covering the cost of managing and maintaining dwellings. From April 2012 this redistributive system has been replaced by a *self-financing* HRA.

HRA Self-financing – replaces the existing HRA subsidy system from April 2012, and involves a one-off settlement with government based on an assessment of the rental stream over a thirty year period, less an assumed allowance for expenditure on management, maintenance and major repairs. This surplus is then subjected to a *Net Present Value* calculation to arrive at a settlement total. This amount is paid over to government having potentially been financed by a combination of PWLB loans, housing reserves or market loans.

GUILDFORD BOROUGH COUNCIL

GENERAL FUND BUDGET 2012-2013

HRA Debt Cap – an amount prescribed by government above which the HRA is enable to borrow. This ceiling is intended to ensure that the extra income and flexibility under *self-financing* is not used to support an increase in public borrowing, which although affordable at a local level could undermine national fiscal policy.

Impairment - a reduction in the value of a fixed asset on the Balance Sheet due to lack of maintenance or change of use.

Interest Income - the money earned from the investment of surplus cash.

International Financial Reporting Standards (IFRS) – a set of international accounting standards stating how particular types of transactions and other events should be reported in financial statements. IFRS are issued by the International Accounting Standards Board.

Investments - a long-term investment is an investment that is intended to be held for use on a continuing basis in the activities of the Council for 365 days or more. A short-term investment occurs when surplus funds are invested for 364 days or fewer.

Liabilities - money owed to individuals or organisations that will be paid 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 of time in return for the payment of specified rentals.

Major Repairs Allowance - designed to provide funding through the subsidy system that would be adequate to maintain housing stock in an acceptable condition on an ongoing basis.

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 (NDR) - on 1 April 1990 a tax introduced, together with the Community Charge, (now Council Tax) to replace General Rates. Rates are levied and collected by the Council on non-domestic property in the area in accordance with Government formula. The total collected, less a small allowance for the cost of collecting the charge, is paid over to the Government, to the National Non-Domestic Rate Pool. The General Fund then receives an amount back from the Pool, based on an amount per head of local population. There is no link between the amount collected from local ratepayers and the amount received from the Pool.

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.

GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET 2012-2013

Out-turn - actual income and expenditure.

Precept - a charge levied by an council expressed in terms of a specific sum. The Borough Council, the County Council and Surrey Police 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 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 liabilities that are likely to be incurred but the amounts or the dates on which they will arise are uncertain.

Prudential Code for Capital Finance in Local Authorities - this replaced the previous regulatory frameworks in England, Wales and Scotland. The 2003 Code introduced a need for local authorities to consider capital spending plans with reference to affordability (implications for Council Tax), 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 longer term loans to Local Authorities at interest rates only slightly higher than those at which the government itself can borrow.

Recharge - used to describe 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 which caps the subsidy received by the Council from the government as a result of actual rents being in excess of the guideline rents issued by the Department of Communities and Local Government.

Rent Restructuring - a policy introduced by government with the aim to move rents charged by councils and housing associations to a common basis. Under this process, known as 'convergence' rents will be increased gradually each year towards the target level based on a combination of factors such as average wages in the area as well as size and location of the property.

Reserves - monies set aside by the Council that does not fall within the definition of provisions.

GUILDFORD BOROUGH COUNCIL

GENERAL FUND BUDGET 2012-2013

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 on projects which benefit the authority over a period of 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.

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 that are 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 - the analysis of expenditure and income into nine standard groups or 'types'. 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.

GUILDFORD BOROUGH COUNCIL

GENERAL FUND BUDGET 2012-2013

Support Services - the charge made for services, which support the provision of services to the public. Includes charges for: professional services and property services (including administrative buildings).

Supporting People - the Supporting People initiative is intended to provide support services that enable people to live independently in their own homes.

Tangible fixed assets - physical assets that yield benefits to the Council and the services it provides for a period of more than one year.

Third party payments - a group of expenditure, which consists of expenditure on payments to other organisations which are providing a complete service for the Council. For example, if a private contractor provided the refuse collection service the contract payment would be shown as a third party payment.

Transfer payments - a group of expenditure, which contains payments to individuals for which the Council receives no goods or services in return. Includes 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), 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 when this is matched by a corresponding reduction on some other budget head. Virements must be properly authorised by Committee or by officers under delegated powers