



GUILDFORD
BOROUGH

General Fund Budget Book

2013 - 14

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

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Movement in General Fund net budget

The major reasons for the change between the 2012-13 and 2013-14 General Fund net budget (excluding Parish precepts) are as follows:

	£000
Inflation and other adjustments	502
Unavoidable adjustments and commitments	231
Business rates retention scheme	27,302
Net effect of interest rate and cash flow movements	214
Revenue effects of financing capital expenditure	308
Transfers to reserves	610
Service improvements	743
Non-specific Government grants	64
Increased income	(1,402)
Efficiency savings	(769)
Net Increase	<u>27,803</u>

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

Summary – gross expenditure and income

Actual 2011-12 Net Exp. £		Estimate 2013-14 Gross Exp. £	Estimate 2013-14 Gross Inc. £	Estimate 2013-14 Net Exp. £
	Service units			
452,564	Business Systems	4,203,390	(3,942,600)	260,790
2,279,133	Corporate Development	2,653,670	(896,200)	1,757,470
(2,063,172)	Economic Development	4,895,730	(6,866,690)	(1,970,960)
2,173,964	Financial Services	3,565,950	(1,226,730)	2,339,220
4,333,375	Health and Community Care	5,237,000	(2,318,560)	2,918,440
527,188	Housing Advice	1,767,620	(174,010)	1,593,610
10,167	Human Resources	810,890	(826,060)	(15,170)
1,752,829	Legal and Democratic	2,868,980	(1,042,140)	1,826,840
441,825	Neighbourhood and Housing Management	3,914,880	(3,510,570)	404,310
1,616,833	Operational	21,476,090	(20,398,080)	1,078,010
6,281,491	Parks and Leisure	9,605,300	(4,582,280)	5,023,020
3,040,541	Planning	4,283,240	(1,505,160)	2,778,080
501,261	Revenue and Payments	40,218,090	(39,532,170)	685,920
21,347,999	Total service unit level	105,500,830	(86,821,250)	18,679,580
(7,409,687)	Depreciation (contra to service unit budgets)	(5,697,790)	0	(5,697,790)
13,938,312	Service Unit Level excl depreciation	99,803,040	(86,821,250)	12,981,790
(949,141)	External Interest	5,000	(673,730)	(668,730)
0	Minimum Revenue Provision	493,260	0	493,260
(8,805)	Revenue income from sale of assets	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)			
0	Met from: Capital Schemes Reserve	0	0	0
897,244	Other Reserves	2,253,000	0	2,253,000
0	General Fund	541,000	0	541,000
13,877,610	Total before transfers to and from reserves	103,095,300	(87,494,980)	15,600,320
	Transfers to and from reserves			
	Capital Schemes			
0	Funding of Revenue Contribution to Capital Outlay	0	0	0
1,308,919	Contribution in Year	0	0	0
0	Business rates equalisation	293,650	0	293,650
(115,183)	Car Park Income Equalisation	0	0	0
280,982	Car Park Maintenance	700,840	(1,295,200)	(594,360)
(79,373)	Credit Crunch	0	0	0
(54,529)	Election Costs	15,000	0	15,000
(37,490)	Energy Management Schemes	23,330	(55,000)	(31,670)
100,789	Housing Revenue Account	174,350	0	174,350
213,977	Insurance	0	(760)	(760)
124,526	IT Renewals	327,430	(400,000)	(72,570)
(117,421)	Invest to Save	250,000	0	250,000
(152,999)	Local Authority Business Growth Incentive	0	(222,480)	(222,480)
0	New Homes Bonus	1,077,060	0	1,077,060
0	On Street Parking	123,400	0	123,400
(2,556,964)	Parking, Highways and Transportation	0	0	0
1,626,514	Pensions (Statutory)	0	0	0
200,000	Pensions (Guildford Borough Council)	0	0	0
(17,731)	Spectrum	166,020	(477,000)	(310,980)
531,811	Other reserves	101,330	(620,660)	(519,330)
15,133,438	Total after transfers to and from reserves	106,347,710	(90,566,080)	15,781,630
	Business Rates Retention Scheme payments			
0	Business rates tariff	27,007,513	0	27,007,513
0	Business rates levy	293,659	0	293,659
	Non specific government grants			
(205,883)	Council Tax Freeze Grant	0	0	0
(137,525)	New Homes Bonus	0	(1,214,580)	(1,214,580)
14,790,030	GUILDFORD BOROUGH COUNCIL NET BUDGET	133,648,882	(91,780,660)	41,868,222
1,284,415	Parish Council Precepts	1,224,407	0	1,224,407
16,074,445	TOTAL NET BUDGET	134,873,289	(91,780,660)	43,092,629
(6,544,381)	Formula grant (excl 2011-12 C Tax freeze element)	0	0	0
0	Business rates - retained income	0	(30,153,137)	(30,153,137)
0	Revenue support grant	0	(3,845,515)	(3,845,515)
(10,322)	Collection Fund Deficit/(Surplus)	0	(30,802)	(30,802)
9,519,742	COUNCIL TAX REQUIREMENT	134,873,289	(125,810,114)	9,063,175

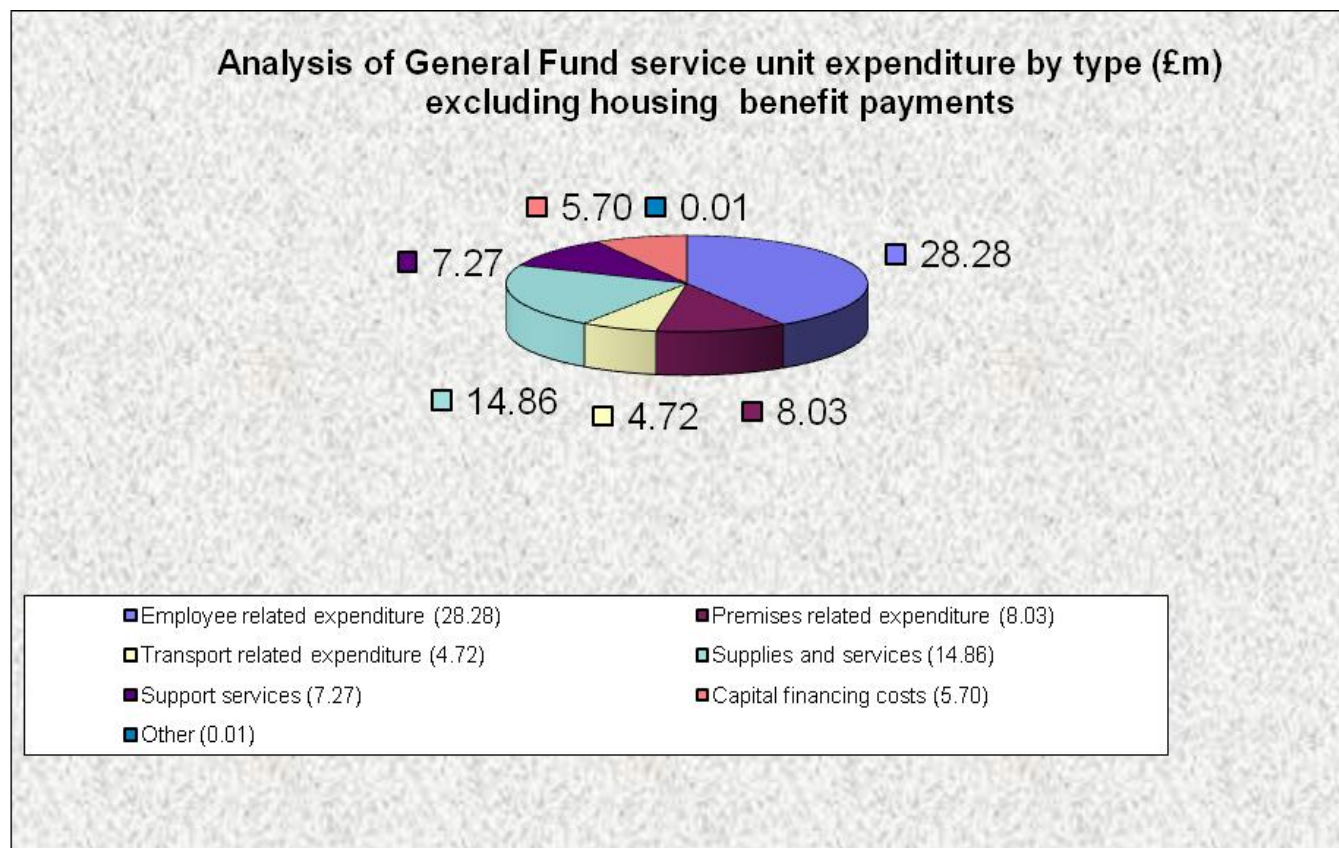
**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2012-13**

Summary – net expenditure

Actual 2011-12 Net Exp. £		Estimate 2012-13 Net Exp. £	Probable 2012-13 Net Exp. £	Estimate 2013-14 Net Exp. £
	Service Units - Net Expenditure			
452,564	Business Systems	308,900	273,426	260,790
2,279,133	Corporate Development	1,740,320	1,777,915	1,757,470
(2,063,172)	Economic Development	(1,532,730)	(1,496,511)	(1,970,960)
2,173,964	Financial Services	2,233,080	2,206,325	2,339,220
4,333,375	Health and Community Care	3,038,240	2,926,659	2,918,440
527,188	Housing Advice	785,920	782,137	1,593,610
10,167	Human Resources	29,890	(61,758)	(15,170)
1,752,829	Legal and Democratic	1,742,950	1,826,188	1,826,840
441,825	Neighbourhood and Housing Management	404,950	400,010	404,310
1,616,833	Operational	1,805,610	1,266,905	1,078,010
6,281,491	Parks and Leisure	4,996,580	4,926,796	5,023,020
3,040,541	Planning	2,583,520	2,456,285	2,778,080
501,261	Revenue and Payments	522,190	450,666	685,920
21,347,999	<i>Total service unit level</i>	18,659,420	17,735,043	18,679,580
(7,409,687)	Depreciation (contra to service unit budgets)	(5,356,210)	(5,356,210)	(5,697,790)
13,938,312	<i>Service Unit Level excl depreciation</i>	13,303,210	12,378,833	12,981,790
(949,141)	External Interest receivable (net)	(808,640)	(767,138)	(668,730)
0	Minimum Revenue Provision	170,560	91,325	493,260
(8,805)	Revenue income from sale of assets	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)			
0	Met from: Capital Schemes Reserve	0	0	0
897,244	Other Reserves	3,416,000	3,314,000	2,253,000
0	General Fund	556,000	651,000	541,000
13,877,610	Total before transfers to and from reserves	16,637,130	15,668,020	15,600,320
	Transfers to and from reserves			
	Capital Schemes			
0	Funding of Revenue Contribution to Capital Outlay	0	0	0
1,308,919	Contribution in Year	0	0	0
0	Business rates equalisation	0	0	293,650
(115,183)	Car Park Income Equalisation	0	0	0
280,982	Car Park Maintenance	(1,539,690)	(665,517)	(594,360)
(79,373)	Credit Crunch	0	0	0
(54,529)	Election Costs	41,000	41,000	15,000
(37,490)	Energy Management Schemes	(186,000)	(198,667)	(31,670)
100,789	Housing Revenue Account	98,640	238,240	174,350
213,977	Insurance	(30)	2,524	(760)
124,526	IT Renewals	(38,240)	(38,312)	(72,570)
(117,421)	Invest to Save	250,750	80,898	250,000
(152,999)	Local Authority Business Growth Incentive	(510,700)	(532,947)	(222,480)
0	New Homes Bonus	446,390	446,390	1,077,060
0	On Street Parking	110,670	166,641	123,400
(2,556,964)	Parking, Highways and Transportation	0	0	0
1,626,514	Pensions (Statutory)	0	0	0
200,000	Pensions (Guildford Borough Council)	175,000	175,000	0
(17,731)	Spectrum	(211,040)	(387,310)	(310,980)
531,811	Other reserves	(211,020)	(778,653)	(519,330)
15,133,438	Total after transfers to and from reserves	15,062,860	14,217,307	15,781,630
	Business Rates Retention Scheme payments			
0	Business rates tariff	0	0	27,007,513
0	Business rates levy	0	0	293,659
	Non specific government grants			
(205,883)	Council Tax Freeze Grant	(413,400)	(413,400)	0
(137,525)	New Homes Bonus	(583,910)	(583,910)	(1,214,580)
14,790,030	GUILDFORD BOROUGH COUNCIL NET BUDGET	14,065,550	13,219,997	41,868,222
1,284,415	Parish Council Precepts	1,283,382	1,283,382	1,224,407
16,074,445	TOTAL NET BUDGET	15,348,932	14,503,379	43,092,629
(6,544,381)	Formula grant (excl 2011-12 C Tax freeze element)	(5,716,938)	(5,716,938)	0
0	Business rates - retained income	0	0	(30,153,137)
0	Revenue support grant	0	0	(3,845,515)
(10,322)	Collection Fund Deficit/(Surplus)	(45,177)	(45,177)	(30,802)
9,519,742	COUNCIL TAX REQUIREMENT	9,586,817	8,741,264	9,063,175
	Projected Variance lower net expenditure) based on 8 months data		(845,553)	

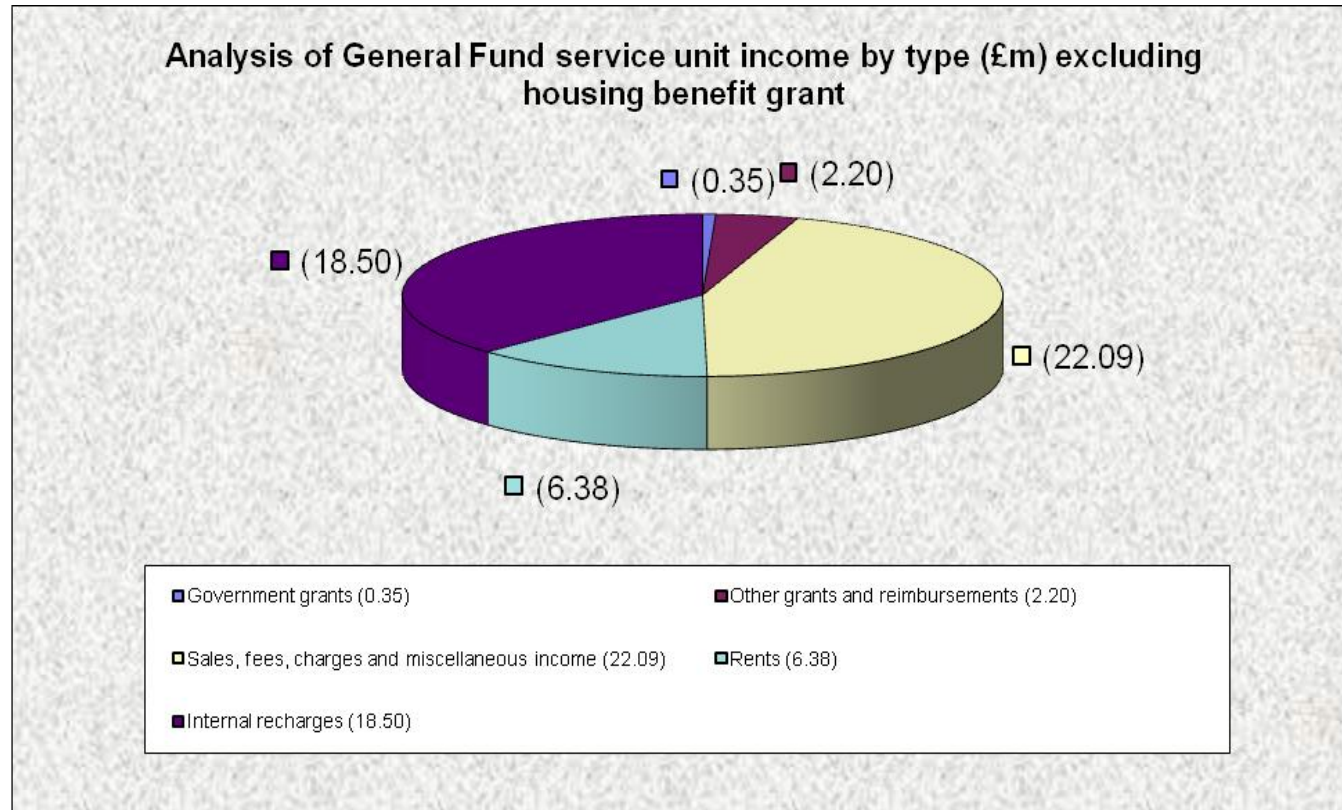
**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

Graphical analysis of General Fund service unit gross expenditure for 2013-14 by type (subjective analysis) excluding housing benefit payments



**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

Graphical analysis of General Fund service unit gross income for 2013-14 by type (subjective analysis) excluding housing benefit grant



**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

Analysis of General Fund gross expenditure and sources of finance for 2013-14

Gross Expenditure by Service		
<u>General Fund Services</u>	%	£000
Car Parks	5	6,372
Corporate Services	1	992
Culture and Heritage	3	3,367
Democratic Services	1	1,325
Environmental Services	3	3,097
Leisure centres	2	2,651
Housing Benefits (incl. Administration)	31	37,882
Industrial Estates and Property	1	1,726
Parks and Countryside	3	3,817
Planning and Development Services	4	5,008
Refuse Collection and Recycling	6	6,854
Welfare	2	2,070
Other Services	10	11,839
Parish Precepts	1	1,224
Transfer to reserves	3	3,078
Interest payable	0	179
Business rates retention scheme payments	22	27,301
Minimum Revenue Provision for repayment of debt	0	493
Revenue Contributions to Capital Outlay	2	2,794
	100	122,069

Gross Expenditure alternatively analysed as:

	%	£000
Building Repairs & Maintenance	2	1,907
Depreciation, leasing and minimum revenue provision for r	5	6,200
Direct payroll costs (Incl NI & Superannuation)	21	26,425
Housing benefit payments	30	36,634
Rates	2	2,061
Energy costs	1	1,705
Grants	2	1,879
Other	9	10,682
Business rates retention scheme payments	22	27,301
Interest payable	0	179
Parish Precepts	1	1,224
Transfer to reserves	3	3,078
Revenue contributions to capital outlay	2	2,794
	100	122,069

Received From:

	%	£000
Depreciation reversed	5	5,698
<u>Government grants</u>		
Housing Benefit	30	37,301
Revenue Support Grant	3	3,846
Other Government grants	1	1,561
Interest receivable	1	677
Local taxation (via Collection Fund)	7	9,063
Retained business rates	25	30,153
Rent income	5	6,383
Fees, charges and miscellaneous income from services	20	24,285
Collection Fund surplus	0	31
Transfers from reserves	3	3,071
	100	122,069

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

General Fund Revenue Balance and major reserves' projections to 2016-17

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 2011-12 £000	Estimate 2012-13 £000	Revised 2012-13 £000	Estimate 2013-14 £000	Projection 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £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 2011-12 £000	Estimate 2012-13 £000	Revised 2012-13 £000	Estimate 2013-14 £000	Projection 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000
(919) Balance b/f 1 April	(925)	(1,133)	(628)	(618)	(618)	(618)
(243) Receipts in year	0	(3)	0	0	0	0
29 Used in year	0	508	10	0	0	0
(1,133) Balance c/f 31 March	(925)	(628)	(618)	(618)	(618)	(618)

IT Renewals reserve

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

Actual 2011-12 £000	Estimate 2012-13 £000	Revised 2012-13 £000	Estimate 2013-14 £000	Projection 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000
(993) Balance b/f 1 April	(977)	(1,117)	(1,078)	(1,006)	(942)	(892)
(339) Receipts in year	(362)	(361)	(328)	(336)	(350)	(364)
215 Used re capital expenditure	400	400	400	400	400	400
(1,117) Balance c/f 31 March	(939)	(1,078)	(1,006)	(942)	(892)	(856)

**GUILDFORD BOROUGH COUNCIL
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General Fund Revenue Balance and major reserves' projections to 2016-17 (continued)

Capital Schemes reserve

Used to fund capital schemes and other approved items.

Actual 2011-12 £000	Estimate 2012-13 £000	Revised 2012-13 £000	Estimate 2013-14 £000	Projection 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000
(2,652) Balance b/f 1 April	0	(4,187)	0	0	0	0
(1,544) Receipts in year	0	0	0	0	0	0
9 Transfer to other reserves	0	0	0	0	0	0
0 Used re capital expenditure	0	4,187	0	0	0	0
<u>(4,187) Balance c/f 31 March</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Invest to Save reserve

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

Actual 2011-12 £000	Estimate 2012-13 £000	Revised 2012-13 £000	Estimate 2013-14 £000	Projection 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000
(1,485) Balance b/f 1 April	(361)	(1,377)	(838)	(333)	(583)	(833)
(872) Receipts in year	(307)	(307)	(250)	(250)	(250)	(250)
980 Used in year	307	846	755	0	0	0
<u>(1,377) Balance c/f 31 March</u>	<u>(361)</u>	<u>(838)</u>	<u>(333)</u>	<u>(583)</u>	<u>(833)</u>	<u>(1,083)</u>

Car Parks Maintenance Reserve

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

Actual 2011-12 £000	Estimate 2012-13 £000	Revised 2012-13 £000	Estimate 2013-14 £000	Projection 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000
(2,471) Balance b/f 1 April	(2,612)	(2,752)	(2,259)	(1,960)	(2,589)	(3,300)
(692) Receipts in year	(696)	(696)	(701)	(706)	(711)	(716)
411 Used in year	2,236	1,189	1,000	77	0	0
<u>(2,752) Balance c/f 31 March</u>	<u>(1,072)</u>	<u>(2,259)</u>	<u>(1,960)</u>	<u>(2,589)</u>	<u>(3,300)</u>	<u>(4,016)</u>

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

General Fund Revenue Balance and major reserves' projections to 2016-17 (continued)

Spectrum reserve

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

Actual 2011-12 £000	Estimate 2012-13 £000	Revised 2012-13 £000	Estimate 2013-14 £000	Projection 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000
(2,471) Balance b/f 1 April	(2,612)	(2,752)	(2,259)	(1,960)	(2,589)	(3,300)
(692) Receipts in year	(696)	(696)	(701)	(706)	(711)	(716)
411 Used in year	2,236	1,189	1,000	77	0	0
<u>(2,752) Balance c/f 31 March</u>	<u>(1,072)</u>	<u>(2,259)</u>	<u>(1,960)</u>	<u>(2,589)</u>	<u>(3,300)</u>	<u>(4,016)</u>

Usable Capital Receipts (General Fund)

Available to fund capital expenditure

Actual 2011-12 £000	Estimate 2012-13 £000	Revised 2012-13 £000	Estimate 2013-14 £000	Projection 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000
0 Balance b/f 1 April	0	(221)	0	(1,689)	0	0
(1,743) Receipts in year	(10,500)	(50)	(10,500)	0	0	0
1,522 Used in year	10,391	271	8,811	1,689	0	0
<u>(221) Balance c/f 31 March</u>	<u>(109)</u>	<u>0</u>	<u>(1,689)</u>	<u>0</u>	<u>0</u>	<u>0</u>

Usable Capital Receipts (General Fund - Housing related)

Available to fund capital expenditure

Actual 2011-12 £000	Estimate 2012-13 £000	Revised 2012-13 £000	Estimate 2013-14 £000	Projection 2014-15 £000	Projection 2015-16 £000	Projection 2016-17 £000
(18,776) Balance b/f 1 April	(14,471)	(18,581)	(16,311)	(23,002)	(21,819)	(20,889)
(346) Receipts in year (net of pooling)	(13,040)	(200)	(9,027)	(200)	(200)	(200)
541 Used in year	3,405	2,470	2,336	1,383	1,130	1,130
<u>(18,581) Balance c/f 31 March</u>	<u>(24,106)</u>	<u>(16,311)</u>	<u>(23,002)</u>	<u>(21,819)</u>	<u>(20,889)</u>	<u>(19,959)</u>

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

Net budget, Council Tax Requirement and Council Tax

	Estimate 2011-12 £	Estimate 2012-13 £	Estimate 2013-14 £
General Fund - net budget	14,790,030	14,065,550	41,868,222
Formula Grant (excl 2011-12 Council Tax Freeze grant)	(6,544,381)	(5,716,938)	0
Revenue support grant	0	0	(3,845,515)
Business rates - retained income	0	0	(30,153,137)
Collection Fund Surplus	(10,322)	(45,177)	(30,802)
Council Tax Requirement (excluding Parish Councils)	8,235,327	8,303,435	7,838,768
Council Tax Base	57,169.97	57,644.39	53,401.22
Council Tax (Guildford Borough Council element only)	144.05	144.05	146.79
per cent increase on previous year	0.00	0.00	1.90

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

Economic Indicators

The following assumptions have been made in the preparation of the estimates for 2013-14.		A 1 per cent change in the rates assumed opposite would cost/save the General Fund as follows:	
Payroll:	Pay award of 1.5 per cent plus incremental progression where appropriate.		£000
Non Domestic Rates:	Rates based on September RPI increase of 2.6 per cent and transitional changes where appropriate.	Payroll	245
Depreciation:	Straight line basis over the estimated life of the asset, taking into account any residual value.	Rates	20
Interest Rate	Average base rate of 0.50 per cent	Interest	493
Investment Interest	Average target return of 1.02 per cent from all investments.	Other Expenditure	142
Other Expenses	No general inflation allowance has been included – only contractual increases.	<u>Income</u>	
Income	<u>Where the market will bear</u> a 4.5 per cent increase in charges has been included	Car Parks	95
		Recycling and Refuse Collection	44
		Parks and Countryside	16
		Building and Development Control	13
		Crematorium	11
		Other fees, charges and miscellaneous income	41

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

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

Service Unit	2012-13			2013-14		
	Total FTE (General Fund)	Externally Funded	Council Funded	Total FTE (General Fund)	Externally Funded	Council Funded
Business Systems	36.31	-	36.31	38.78	-	38.78
Community Care Services	62.45	3.10	59.35	-	-	-
Corporate Development and Improvement	23.30	0.59	22.71	23.19	-	23.19
Economic Development	33.31	-	33.31	35.58	-	35.58
Environmental Health and Licensing	23.70	0.67	23.03	-	-	-
Financial Services	17.47	-	17.47	17.47	-	17.47
Health and Community Care	-	-	-	83.99	3.69	80.30
Housing Advice	10.80	4.00	6.80	16.80	7.40	9.40
Human Resources	10.22	-	10.22	10.22	-	10.22
Legal & Democratic Services	23.23	-	23.23	22.43	-	22.43
Leisure Services	13.61	-	13.61	-	-	-
Management Team	6.57	-	6.57	6.57	-	6.57
Neighbourhood and Housing Management	46.63	-	46.63	45.54	-	45.54
Operational Services	221.67	-	221.67	220.59	-	220.59
Parks and Countryside	78.26	-	78.26	-	-	-
Parks and Leisure	-	-	-	99.32	-	99.32
Planning	68.42	-	68.42	68.88	-	68.88
Revenues & Payments	46.26	2.00	44.26	48.76	2.00	46.76
	722.21	10.36	711.85	738.12	13.09	725.03

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

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

Salaries and employee costs

2011-12 ACTUAL £	ANALYSIS	2012-13 ESTIMATE £	2013-14 ESTIMATE £
	<i>Salaries (including NI and Superannuation)</i>		
1,414,829	Business Systems	1,465,560	1,448,600
1,813,583	Community Care	1,835,110	0
889,074	Corporate Development and Improvement	979,130	990,280
1,142,505	Economic Development	1,300,690	1,335,150
948,627	Environmental Health and Licensing	976,320	0
754,492	Financial Services	768,190	782,810
0	Health and Community Care	0	2,693,780
384,093	Housing Advice	443,560	650,980
437,819	Human resources	446,630	486,870
1,023,936	Legal and Democratic Services	930,090	945,080
1,925,395	Leisure Services	520,740	0
589,057	Management Team	592,670	601,990
1,533,493	Neighbourhood and Housing Management	1,707,130	1,695,230
5,869,772	Operational Services	6,191,300	6,179,310
1,802,350	Parks and Countryside	2,126,640	0
0	Parks and Leisure	0	2,706,730
2,507,131	Planning Services	2,739,650	2,735,870
1,634,023	Revenues and Payments	1,645,510	1,844,830
1,733,842	Corporate costs	1,466,730	1,579,260
0	Vacancy credit	(354,230)	(633,160)
26,404,021	Total salaries	25,781,420	26,043,610
	<i>Other employee related expenditure</i>		
2,441,222	Casual salaries	1,050,970	1,157,410
175,055	Training	359,730	429,330
294,674	Car leasing	306,710	299,860
233,270	Employers liability insurance	161,650	157,850
133,184	Health/Medical expenses	110,340	113,990
6,987	Advertising vacancies	25,000	20,000
25,441	Professional subscriptions	23,550	19,340
327,037	Instructors fees	0	0
546,538	Miscellaneous employee related costs	57,130	49,170
4,183,408	Total other employee related expenditure	2,095,080	2,246,950
30,587,429		27,876,500	28,290,560

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

Collection Fund

Actual 2011-12 £	Expenditure	Estimate 2012-13 £	Probable 2012-13 £	Estimate 2013-14 £
	Precepts and Demands			
63,822,268	Surrey County Council	66,271,449	66,271,449	62,613,998
11,350,526	Surrey Police Authority/Police and Crime Commissioner	11,730,057	11,730,057	11,083,423
9,519,742	Guildford Borough Council	9,586,817	9,586,817	9,063,175
	Payment of Business Rate shares			
0	Central Government	0	0	37,691,421
0	Surrey County Council	0	0	7,538,284
0	Guildford Borough Council	0	0	30,153,137
0	Transitional protection payment to government	0	0	148,638
73,290,288	Contribution to Business Rate Pool	74,298,177	73,398,177	0
241,983	Payment to General Fund for collecting business rates	239,068	239,068	237,981
270,000	Provision for business rate bad debts	0	900,000	811,769
100,000	Provision for council tax bad debts	100,000	100,000	500,000
	Distribution of Collection Fund surplus			
69,265	Surrey County Council	302,875	302,875	212,926
12,318	Surrey Police Authority/Police and Crime Commissioner	53,865	53,865	37,688
10,322	Guildford Borough Council	45,177	45,177	30,802
158,686,712	Total Expenditure	162,627,485	162,627,485	160,123,242
	Income			
73,802,271	Business Rates	74,537,245	74,537,245	76,581,230
85,280,066	Council Taxes	87,688,323	87,962,971	83,260,596
159,082,337	Total Income	162,225,568	162,500,216	159,841,826
(395,625)	Net (Surplus)/Deficit for the year	401,917	127,269	281,416
(13,060)	Balance brought forward	(401,917)	(408,685)	(281,416)
(408,685)	Balance Carried Forward	0	(281,416)	0

The estimated council tax surplus of £281,416 on the fund for 2012-13 will be paid to the General Fund and the major precepting authorities (that is; Surrey County Council and Surrey Police and Crime Commissioner) in 2013-14 pro rata to the 2012-13 demand/precept on the fund. The payment to the General Fund, which reduces Council Tax bills for the year, will be £30,802.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

Medium Term Financial Strategy

Revenue

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

Capital

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

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

Medium Term Financial Strategy

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 2013-14**

Budget projection to 2016-17 – excluding Parish precepts

Actual 2011-12 £	GENERAL FUND SUMMARY EXCLUDING PARISH PRECEPTS	Estimate 2012-13 £	Probable 2012-13 £	Estimate 2013-14 £	Estimate 2014-15 £	Estimate 2015-16 £	Estimate 2016-17 £
	Service Units - Net Expenditure						
452,564	Business Systems	308,900	273,426	260,790	197,750	171,840	145,200
2,279,133	Corporate Development	1,740,320	1,777,915	1,757,470	1,747,530	1,776,350	1,805,600
(2,063,172)	Economic Development	(1,532,730)	(1,496,511)	(1,970,960)	(1,549,030)	(1,669,540)	(1,620,460)
2,173,964	Financial Services	2,233,080	2,206,325	2,339,220	2,349,920	2,375,820	2,402,090
4,333,375	Health and Community Care	3,038,240	2,926,659	2,918,440	2,917,710	2,940,360	2,934,250
527,188	Housing Advice	785,920	782,137	1,593,610	1,162,230	1,188,310	1,214,990
10,167	Human Resources	29,890	(61,758)	(15,170)	(16,860)	(18,620)	(20,400)
1,752,829	Legal and Democratic	1,742,950	1,826,188	1,826,840	1,848,330	1,993,840	1,922,200
441,825	Neighbourhood and Housing Management	404,950	400,010	404,310	412,820	423,990	435,790
1,616,833	Operational	1,805,610	1,266,905	1,078,010	658,720	810,970	647,720
6,281,491	Parks and Leisure	4,996,580	4,926,796	5,023,020	4,609,900	4,654,860	4,674,040
3,040,541	Planning	2,583,520	2,456,285	2,778,080	2,639,500	2,700,490	2,763,170
501,261	Revenue and Payments	522,190	450,666	685,920	705,050	712,160	718,930
0	Changes not yet allocated to Service Units	0	0	0	217,110	336,870	749,410
21,347,999	<i>Total Service Unit Level</i>	18,659,420	17,735,043	18,679,580	17,900,680	18,397,700	18,772,530
(7,409,687)	Depreciation (contra to service unit budgets)	(5,356,210)	(5,356,210)	(5,697,790)	(5,697,790)	(5,697,790)	(5,697,790)
13,938,312	<i>Service Unit Level excluding depreciation</i>	13,303,210	12,378,833	12,981,790	12,202,890	12,699,910	13,074,740
(949,141)	External Interest receivable (net)	(808,640)	(767,138)	(668,730)	(505,191)	(547,807)	(600,565)
0	Minimum Revenue Provision	170,560	91,325	493,260	1,173,190	1,393,050	1,536,550
(8,805)	Revenue income from sale of assets	0	0	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

Actual 2011-12 £	GENERAL FUND SUMMARY EXCLUDING PARISH PRECEPTS	Estimate 2012-13 £	Probable 2012-13 £	Estimate 2013-14 £	Estimate 2014-15 £	Estimate 2015-16 £	Estimate 2016-17 £
	Revenue Contributions to Capital Outlay (RCCO)						
0	Met from: Capital Schemes Reserve	0	0	0	0	0	0
897,244	Other Reserves	3,416,000	3,314,000	2,253,000	2,253,000	781,000	625,000
0	General Fund	556,000	651,000	541,000	0	0	0
13,877,610	Total before transfers to and from reserves	16,637,130	15,668,020	15,600,320	15,123,889	14,326,153	14,635,725
	Transfers to and from reserves						
	Capital Schemes						
0	Funding of Revenue Contribution to Capital Outlay	0	0	0	0	0	0
1,308,919	Contribution in Year	0	0	0	0	0	0
0	Business rates equalisation	0	0	293,650	303,000	311,000	321,000
(115,183)	Car Park Income Equalisation	0	0	0	0	0	0
280,982	Car Park Maintenance	(1,539,690)	(665,517)	(594,360)	(349,390)	427,140	693,900
(79,373)	Credit Crunch	0	0	0	0	0	0
(54,529)	Election Costs	41,000	41,000	15,000	15,000	(94,880)	30,000
(37,490)	Energy Management Schemes	(186,000)	(198,667)	(31,670)	(30,740)	25,230	26,240
100,789	Housing Revenue Account	98,640	238,240	174,350	201,610	280,980	383,690
213,977	Insurance	(30)	2,524	(760)	0	0	0
124,526	IT Renewals	(38,240)	(38,312)	(72,570)	(59,410)	(45,720)	(31,470)
(117,421)	Invest to Save	250,750	80,898	250,000	250,000	250,000	250,000
(152,999)	Local Authority Business Growth Incentive	(510,700)	(532,947)	(222,480)	(186,000)	0	0
0	New Homes Bonus	446,390	446,390	1,077,060	1,077,060	1,077,060	1,077,060
0	On Street Parking	110,670	166,641	123,400	91,950	63,030	33,400
(2,556,964)	Parking, Highways and Transportation	0	0	0	0	0	0
1,626,514	Pensions (Statutory)	0	0	0	0	0	0
200,000	Pensions (Guildford Borough Council)	175,000	175,000	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2013-14**

Actual 2011-12 £	GENERAL FUND SUMMARY EXCLUDING PARISH PRECEPTS	Estimate 2012-13 £	Probable 2012-13 £	Estimate 2013-14 £	Estimate 2014-15 £	Estimate 2015-16 £	Estimate 2016-17 £
(17,731)	Spectrum	(211,040)	(387,310)	(310,980)	(307,660)	(31,270)	51,180
531,811	Other reserves	(211,020)	(778,653)	(519,330)	(27,480)	14,440	21,680
15,133,438	Total after transfers to and from reserves	15,062,860	14,217,307	15,781,630	16,101,829	16,603,163	17,492,405
	Business Rates Retention Scheme payments						
0	Business rates tariff	0	0	27,007,513	27,836,000	28,597,000	29,483,000
0	Business rates levy	0	0	293,659	303,000	311,000	321,000
	Non specific government grants						
(205,883)	Council Tax Freeze Grant	(413,400)	(413,400)	0	0	0	0
(137,525)	New Homes Bonus	(583,910)	(583,910)	(1,214,580)	(1,214,580)	(1,214,580)	(1,214,580)
14,790,030	GUILDFORD BOROUGH COUNCIL NET BUDGET	14,065,550	13,219,997	41,868,222	43,026,249	44,296,583	46,081,825
(6,544,381)	Formula grant (excl 2011-12 C Tax freeze element)	(5,716,938)	(5,716,938)	0	0	0	0
0	Business rates - retained income	0	0	(30,153,137)	(31,088,000)	(31,927,000)	(32,917,000)
0	Revenue support grant	0	0	(3,845,515)	(2,990,000)	(2,460,000)	(2,017,000)
(10,322)	Collection Fund Deficit/(Surplus)	(45,177)	(45,177)	(30,802)	0	0	0
8,235,327	COUNCIL TAX REQUIREMENT	8,303,435	7,457,882	7,838,768	8,948,249	9,909,583	11,147,825
	Projected Variance (lower net expenditure) based on eight month's data		(845,553)				
	Estimated resource availability				7,995,760	8,155,430	8,318,310
	Projected demand over availability				952,489	1,754,153	2,829,515

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

BUSINESS SYSTEMS

HEAD OF SERVICE - STEVE WRAGGE-MORLEY

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
4,585,363	4,250,190	Gross Expenditure	4,203,390	4,240,170	4,316,710	4,395,220
(4,132,799)	(3,941,290)	Gross Income	(3,942,600)	(4,042,420)	(4,144,870)	(4,250,020)
452,564	308,900	Net Expenditure	260,790	197,750	171,840	145,200
1,599,636	1,602,830	Employee Related Expenditure	1,530,560	1,569,910	1,610,250	1,651,630
700,173	718,230	Premises Related Expenditure	757,410	737,270	755,600	774,470
12,057	21,010	Transport Related Expenditure	19,760	20,040	20,330	20,620
875,662	754,940	Supplies and Services	665,420	673,310	681,330	689,450
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,187,528	3,097,010	Total Directly Controllable Expenditure	2,973,150	3,000,530	3,067,510	3,136,170
(4,132,799)	(3,941,290)	Income	(3,942,600)	(4,042,420)	(4,144,870)	(4,250,020)
(945,271)	(844,280)	Net Directly Controllable Expenditure/(Income)	(969,450)	(1,041,890)	(1,077,360)	(1,113,850)
0	0	Special Works	0	0	0	0
851,472	785,490	Capital Charges	837,770	837,770	837,770	837,770
546,363	367,690	Support Services	392,470	401,870	411,430	421,280
452,564	308,900	Total Service Cost/(Surplus)	260,790	197,750	171,840	145,200

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
45,776	79,480	ICT Business Services Team	19,750	20,110	20,470	20,860
59,631	(44,300)	ICT Customer Technical Support	(100,410)	(105,290)	(110,330)	(115,510)
(7,609)	6,320	Information Systems Team	(1,100)	(2,470)	(3,870)	(5,270)
209,109	250,490	IT Renewals Revenue Account	289,400	276,240	262,550	248,300
145,657	16,910	Office Services Team	53,150	9,160	3,020	(3,180)
452,564	308,900	Total Net Expenditure/(Income)	260,790	197,750	171,840	145,200

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
548,819	Employee Related Expenditure	585,300	478,279	534,720	Employee Related		
10,766	Premises Related Expenditure	0	3,074	110	Salaries	573,960	524,220
3,737	Transport Related Expenditure	6,950	6,857	6,810	Transport Related		
117,903	Supplies and Services	105,800	110,304	70,690	Car Leasing and Allowances	6,840	6,700
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	40,000	17,890
681,225	Total Directly Controllable Expenditure	698,050	598,514	612,330	Inspection Fee	3,500	3,500
					IT Renewals	52,540	37,770
(686,437)	Income	(710,340)	(710,340)	(694,180)	Telecomms	3,560	3,060
(5,212)	Net Directly Controllable Expenditure/(Income)	(12,290)	(111,826)	(81,850)	Income		
					Support Service Recharge	(710,050)	(693,930)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	3,110	3,000
50,988	Support Services	91,770	91,850	101,600	Audit Services Recharge	11,060	11,290
45,776	Total Service Cost/(Surplus)	79,480	(19,976)	19,750	Health and Safety Recharge	2,320	2,320
					Human Resources Recharge	8,520	9,010
	Full Time Equivalent Staff	13.77		14.10	Information Sys Support Recharge	6,600	6,280
					Office Cleaning Recharge	3,290	3,240
					Office Services Recharge	11,840	13,260
					Paymaster Recharge	4,930	5,600
					Performance Mngt. Recharge	5,590	5,970
					Public Offices Recharge	31,280	37,460

Major Variances 2012-13 v 2013-14

Following a review of the service, the employee related expenditure reflects the movement of staff and change in salary allocations.

The computer software licence estimates shows a reduction to reflect the number of licences required in 2013-14.

IT Renewal fund contributions are lower in 2013-14 as repayments are completed for investment projects.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
418,161	Employee Related Expenditure	375,410	403,038	351,360
24,619	Premises Related Expenditure	15,130	24,463	24,570
4,799	Transport Related Expenditure	5,440	5,437	5,900
258,991	Supplies and Services	274,490	281,707	228,330
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
706,570	Total Directly Controllable Expenditure	670,470	714,645	610,160
(696,487)	Income	(781,820)	(774,528)	(783,510)
10,083	Net Directly Controllable Expenditure/(Income)	(111,350)	(59,883)	(173,350)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
49,548	Support Services	67,050	67,066	72,940
59,631	Total Service Cost/(Surplus)	(44,300)	7,183	(100,410)
	Full Time Equivalent Staff	8.43		8.24

Major Variances 2012-13 v 2013-14

Following a review of the service, the employee related expenditure reflects the movement of staff and change in salary allocations.

The estimate for the contribution to invest to save for the server virtualisation project in 2012-13 was incorrect. The 2013-14 estimate reflects the required contribution.

The computer maintenance; infrastructure maintenance; telecommunications maintenance and Surrey Data Centre budgets in 2013-14 reflect the current level of service required.

IT Renewal fund contributions are lower in 2013-14 as repayments are completed for investment projects.

A service challenge saving of £100,000 is identified to investigate opportunities for partnership working for a shared Surrey information technology service.

Major Items	2012-13 Estimate £	2013-14 Estimate £
Employee Related		
Salaries	366,120	317,630
Premises Related		
Contribution Invest to Save (Energy)	14,000	23,330
Supplies and Services		
Computer Maintenance	6,670	0
Disaster Recovery	10,000	10,000
Equipment & Tools	6,040	3,380
General Subscriptions	10,000	6,770
Government Connect	15,500	12,180
Infrastructure Maintenance	37,000	44,500
IT Renewals	53,410	42,410
IT Security	22,000	16,000
Network Links	14,250	14,250
Surrey Data Centre	42,000	27,000
Telecomms: Maintenance	30,000	37,000
Income		
Support Service Recharge	(766,820)	(783,510)
Support Services		
Audit Services Recharge	14,090	14,380
Business Services Support Recharge	3,850	3,420
Health and Safety Recharge	1,400	1,520
Human Resources Recharge	5,140	5,900
Information Sys Support Recharge	3,770	3,600
Office Services Recharge	6,880	7,470
Paymaster Recharge	4,270	4,890
Performance Mngt. Recharge	3,370	3,910
Public Offices Recharge	18,170	21,100

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
203,324	Employee Related Expenditure	197,970	200,350	206,500	Employee Related		
4,891	Premises Related Expenditure	6,890	7,283	5,020	Salaries	194,670	200,390
444	Transport Related Expenditure	310	585	180	Training	500	2,990
136,138	Supplies and Services	136,390	136,000	103,760	Premises Related		
0	Third Party Payments	0	0	0	Contract Payments	3,680	1,950
0	Transfer Payments	0	0	0	Fixtures and Fittings - General	3,210	3,070
344,797	Total Directly Controllable Expenditure	341,560	344,218	315,460	Supplies and Services		
					Computer Software Development	5,000	4,110
(476,361)	Income	(379,390)	(379,946)	(361,750)	Computer Software Licence	62,000	34,790
(131,564)	Net Directly Controllable Expenditure/(Income)	(37,830)	(35,728)	(46,290)	Cryoserver Costs	6,200	6,200
					Equipment & Tools	210	210
0	Special Works	0	0	0	General Subscriptions	1,250	1,250
0	Capital Charges	0	0	0	IT Renewals	51,880	48,340
123,955	Support Services	44,150	43,416	45,190	Mapping Services Agreement	5,000	4,110
(7,609)	Total Service Cost/(Surplus)	6,320	7,688	(1,100)	Telecomms; Business Use	580	580
					Income		
	Full Time Equivalent Staff	4.10		4.10	Support Service Recharge	(378,210)	(360,270)
					Support Services		
					Accountancy Services Recharge	2,310	2,350
					Audit Services Recharge	8,380	8,550
					Business Services Support Recharg	120	100
					Customer Service Centre Recharge	660	760
					Customer Tech Support Recharge	7,820	8,020
					Engineering and Transport Recharg	2,510	2,630
					Human Resources Recharge	2,500	2,620
					Office Services Recharge	3,530	3,310
					Paymaster Recharge	3,310	3,460
					Public Offices Recharge	9,310	9,360

Major Variances 2012-13 v 2013-14

The Computer Software Licence estimate shows a reduction of £12,000 to reflect the number of licences required in 2013-14. A Service Challenge saving of £15,000 is included to review opportunities for a Surrey geographic information system and a local land and property gazetter.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	0	0	0	Income		
0	Premises Related Expenditure	0	0	0	Recharged to Other Services	(366,690)	(332,080)
0	Transport Related Expenditure	0	0	0	Capital Charges		
0	Supplies and Services	0	0	0	Amortisation of Intangible Fas	373,800	373,800
0	Third Party Payments	0	0	0	Depreciation	238,450	243,030
0	Transfer Payments	0	0	0	Support Services		
0	Total Directly Controllable Expenditure	0	0	0	Accountancy Services Recharge	3,930	3,140
					Asset Register Recharge	1,000	1,510
(348,471)	Income	(366,690)	(366,690)	(332,080)			
(348,471)	Net Directly Controllable Expenditure/(Income)	(366,690)	(366,690)	(332,080)			
0	Special Works	0	0	0			
548,772	Capital Charges	612,250	612,314	616,830			
8,808	Support Services	4,930	4,938	4,650			
209,109	Total Service Cost/(Surplus)	250,490	250,562	289,400			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

The reduction in the overall recharges to other services reflects lower expenditure in previous years.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
429,332	Employee Related Expenditure	444,150	434,356	437,980	Employee Related		
659,897	Premises Related Expenditure	696,210	691,150	727,710	Casual Salaries	62,180	27,550
3,077	Transport Related Expenditure	8,310	8,056	6,870	Salaries	358,580	388,550
362,630	Supplies and Services	238,260	310,694	262,640	Staff Car Parking	12,540	13,530
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Biomass	25,000	30,000
1,454,936	Total Directly Controllable Expenditure	1,386,930	1,444,256	1,435,200	Electricity	65,000	80,200
					Gas	17,250	21,100
(1,925,043)	Income	(1,703,050)	(1,751,004)	(1,771,080)	General Rates	371,500	353,720
(470,107)	Net Directly Controllable Expenditure/(Income)	(316,120)	(306,748)	(335,880)	Removal of Refuse	10,950	11,710
					Repairs and Maintenance	162,340	172,140
0	Special Works	0	0	0	Water	17,850	14,600
302,700	Capital Charges	173,240	173,296	220,940	Supplies and Services		
313,064	Support Services	159,790	161,421	168,090	Contract Catering	92,000	92,000
145,657	Total Service Cost/(Surplus)	16,910	27,969	53,150	Equip.& Tools; Leasing Charges	8,700	8,700
					Equipment & Tools Repairs	7,640	4,900
					Equipment Electrical Testing	2,170	6,000
					External Printing and Design	0	30,000
					Furniture	36,000	36,000
					Paper & Board	11,000	11,000
					Telecomms	6,600	6,260
					Income		
					Rents - Office space	(92,010)	(121,270)
					Rents - Staff lets	(27,660)	(31,270)
					Support Service Recharge	(1,526,170)	(1,560,930)
					Capital Charges		
					Depreciation	173,240	220,940
					Support Services		
					Asset Development Recharge	15,380	16,040
					Business Services Support Recharg	11,360	10,090
					Customer Tech Support Recharge	14,590	14,960
					Housing Surveying Services	7,810	10,450
					Information Sys Support Recharge	12,030	11,530
					Paymaster Recharge	26,750	28,070
	Full Time Equivalent Staff	11.25		12.80			

Major Variances 2012-13 v 2013-14

A review of office cleaning has resulted in casual staff transferring to permanent salaried positions in 2013-14.

Utility costs are set to increase by £28,700 in 2013-14 based on new contracts from October 2012.

Business Rates calculation for the Millmead site from 2010 has reduced the previous year's rates in accordance with the Government transition scheme. This has resulted in a reduction of £17,780 in 2013-14.

The Reprographics Unit cost of external printing and design of £30,000 is fully offset and appears in the support service recharge to services.

Increases in support costs take into account changes to bases and actual time spent on a service.

The increase in capital charges reflect the increased investment at the Millmead site following the installation of the biomass boiler; replacement of the gas boilers and a major electrical rewire.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

CORPORATE DEVELOPMENT

HEAD OF SERVICE - MARTYN BRAKE

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
3,280,537	2,629,440	Gross Expenditure	2,653,670	2,670,460	2,726,860	2,784,580
(1,001,404)	(889,120)	Gross Income	(896,200)	(922,930)	(950,510)	(978,980)
2,279,133	1,740,320	Net Expenditure	1,757,470	1,747,530	1,776,350	1,805,600
1,347,666	1,352,770	Employee Related Expenditure	1,364,010	1,399,080	1,435,030	1,471,880
113,504	131,670	Premises Related Expenditure	179,200	141,150	141,380	141,610
34,584	31,780	Transport Related Expenditure	35,350	35,870	36,400	36,930
986,653	592,370	Supplies and Services	543,160	550,530	558,050	565,760
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,482,407	2,108,590	Total Directly Controllable Expenditure	2,121,720	2,126,630	2,170,860	2,216,180
(1,001,404)	(889,120)	Income	(896,200)	(922,930)	(950,510)	(978,980)
1,481,003	1,219,470	Net Directly Controllable Expenditure/(Income)	1,225,520	1,203,700	1,220,350	1,237,200
0	0	Special Works	0	0	0	0
304,033	39,450	Capital Charges	34,520	34,520	34,520	34,520
494,097	481,400	Support Services	497,430	509,310	521,480	533,880
2,279,133	1,740,320	Total Service Cost/(Surplus)	1,757,470	1,747,530	1,776,350	1,805,600

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
410,865	117,080	Climate Change	153,180	111,300	107,510	103,510
418,165	337,080	Community Development	294,890	299,920	305,070	310,380
800,272	772,910	Corporate Services	755,910	770,440	785,210	800,210
20,281	360	Internal Audit	200	(80)	(350)	(650)
100,221	270	Performance Management	(4,950)	(4,680)	(4,410)	(4,130)
308,197	287,970	Public Relations and Marketing	314,140	321,280	328,600	336,060
221,132	224,650	Website	244,100	249,350	254,720	260,220
2,279,133	1,740,320	Total Net Expenditure/(Income)	1,757,470	1,747,530	1,776,350	1,805,600

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Guildford Borough Council General Fund Budget 2013-2014

Corporate Development

Financial Information Climate Change

Ledger Code CLIMAT

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
190,484	Employee Related Expenditure	192,860	149,569	172,260
112,591	Premises Related Expenditure	130,840	131,535	173,300
10,391	Transport Related Expenditure	11,420	11,773	8,960
62,618	Supplies and Services	41,500	49,188	44,840
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
376,084	Total Directly Controllable Expenditure	376,620	342,065	399,360
(268,251)	Income	(312,370)	(321,119)	(310,160)
107,833	Net Directly Controllable Expenditure/(Income)	64,250	20,946	89,200
0	Special Works	0	0	0
271,194	Capital Charges	6,830	6,830	1,900
31,838	Support Services	46,000	46,542	62,080
410,865	Total Service Cost/(Surplus)	117,080	74,318	153,180
	Full Time Equivalent Staff	5.18		5.18

Major Variances 2012-13 v 2013-14

The salary estimates for 2013-14 includes a service challenge saving of £25,000 to undertake a review of the energy management elements of the service.

The Carbon Reduction Commitment (CRC) scheme whereby non-domestic properties carbon tax reflects their annual carbon footprint, is now identified in this budget as a contribution to Premises Provision to reflect a change in accounting treatment. The requirement in 2013-14 is lower by £25,000.

There are planned repairs and maintenance works of £80,250 at the Toll House (Turbine House) which require strict safety measures and specialist equipment, as much of the work is over fast flowing water.

The reduction in recharges to other services reflects the change to the overall level of activity relating to climate change in individual services.

The increase in support costs is for a new asset development recharge of £14,520 to allow for supervision of the repairs and maintenance works at the Toll House (Turbine House).

Major Items

Employee Related

Salaries 189,970 164,620

Premises Related

Carbon Reduction Commitment Tax 110,000 0

Contribution to Salix 11,850 0

Contributions to Premises Provision 0 85,000

Repair and Maintenance 7,500 87,250

Transport Related

Officers Car Leasing 2,490 3,230

Transport Pool Hire Charge 6,170 2,740

Supplies and Services

Building Energy Development 7,500 7,500

Climate Change Strategy 3,370 3,360

Data/Software Costs 8,200 8,200

Environmental Promotion 9,000 9,000

Greening the Borough Grants 2,520 2,520

Registration fee 1,800 1,000

Income

Recharged to Other Services (162,220) (137,140)

Sale of Electricity (20,000) (25,000)

Support Service Recharge (129,210) (129,420)

Support Services

Accountancy and Debtors Recharge 1,790 2,400

Asset Development Recharge 0 14,520

Business Services Support Recharge 970 850

Customer Tech Support Recharge 5,810 5,950

Human Resources Recharge 3,160 3,300

Information Sys Support Recharge 4,270 4,080

Office Services Recharge 4,410 4,040

Paymaster Recharge 4,790 5,520

Performance Mngt. Recharge 2,070 2,190

Public Offices Recharge 11,660 11,410

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
185,361	Employee Related Expenditure	177,640	146,581	150,680	Employee Related		
0	Premises Related Expenditure	0	0	5,000	Salaries	174,030	147,890
2,190	Transport Related Expenditure	2,030	1,871	1,960	Premises Related		
423,944	Supplies and Services	109,660	161,026	89,040	Payment in Lieu of Rent	0	5,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Contribution to Partnership	30,000	5,000
611,495	Total Directly Controllable Expenditure	289,330	309,478	246,680	General Grants	59,500	67,820
					Grants Database	2,130	2,350
(254,552)	Income	(18,680)	(33,401)	(18,160)	Promotional Campaigns	4,000	4,000
356,943	Net Directly Controllable Expenditure/(Income)	270,650	276,077	228,520	Strategic Assessment	2,620	0
					Income		
0	Special Works	0	0	0	Other Grants, Sponsorship	(15,000)	(15,000)
32,839	Capital Charges	32,620	32,628	32,620	SCC Grant	(2,500)	(3,160)
28,383	Support Services	33,810	33,657	33,750	Capital Charges		
418,165	Total Service Cost/(Surplus)	337,080	342,362	294,890	Depreciation	32,620	32,620
					Support Services		
	Full Time Equivalent Staff	3.40		2.74	Accountancy and Debtors Recharge	6,840	5,680
					Business Services Support Recharge	1,460	1,290
					Customer Tech Support Recharge	2,960	3,040
					Human Resources Recharge	2,070	1,750
					Information Sys Support Recharge	2,900	2,780
					Office Services Recharge	2,930	3,020
					Performance Mngt. Recharge	1,360	1,160
					Public Offices Recharge	7,730	8,540

Major Variances 2012-13 v 2013-14

The contribution to the partnership has reduced by £25,000 in 2013-14 as central government now provides funding for domestic abuse outreach services.

The amount of Safer Guildford Partnership grants available have reduced over the last couple of years and the corresponding staff costs reflect this lower level of activity in 2013-14.

A rent payment to the Housing Revenue account represents the difference between affordable and market rent of a property being let to a social enterprise group.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
371,870	Employee Related Expenditure	397,410	393,365	399,830	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	337,340	344,790
11,768	Transport Related Expenditure	8,120	8,354	12,980	Training Management Development	50,000	50,000
265,670	Supplies and Services	240,480	256,467	211,640	Transport Related		
0	Third Party Payments	0	0	0	Officers Car Leasing	7,680	12,560
0	Transfer Payments	0	0	0	Supplies and Services		
649,308	Total Directly Controllable Expenditure	646,010	658,186	624,450	Audit Fee	113,720	78,310
(127,536)	Income	(129,360)	(125,187)	(121,320)	Bank Charges	110,930	119,140
521,772	Net Directly Controllable Expenditure/(Income)	516,650	532,999	503,130	Miscellaneous Expenses	3,000	2,610
0	Special Works	0	0	0	Printing Services Recharge	5,030	4,390
0	Capital Charges	0	0	0	Income		
278,500	Support Services	256,260	254,660	252,780	Expenses Recovered	(14,420)	(15,480)
800,272	Total Service Cost/(Surplus)	772,910	787,659	755,910	Recharged to Other Services	(104,340)	(94,600)
	Full Time Equivalent Staff	4.54		4.64	Support Services		

Major Variances 2012-13 v 2013-14

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

The audit of the Council's accounts will be undertaken by Grant Thornton from 2013-14 and the audit fees are reduced to reflect the promise by the Audit Commission to reduce these costs as a result of out-sourcing the service.

Estimated bank charges have increased in 2013-14 to reflect the increased use of credit card and internet payments.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
127,869	Employee Related Expenditure	118,770	122,726	121,620	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	114,980	116,970
3,465	Transport Related Expenditure	3,710	3,643	3,910	Transport Related		
40,874	Supplies and Services	53,360	53,242	53,230	Officers Car Leasing	3,600	3,870
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Consultants Fees	51,600	51,600
172,208	Total Directly Controllable Expenditure	175,840	179,611	178,760	Income		
					Support Service Recharge	(206,330)	(210,060)
(179,791)	Income	(206,380)	(206,404)	(210,060)	Support Services		
(7,583)	Net Directly Controllable Expenditure/(Income)	(30,540)	(26,793)	(31,300)	Accountancy Services Recharge	1,410	1,840
					Business Services Support Recharg	5,000	4,440
0	Special Works	0	0	0	Customer Tech Support Recharge	8,240	8,450
0	Capital Charges	0	0	0	HR Services Recharge	1,290	1,360
27,864	Support Services	30,900	30,948	31,500	Information Sys Support Recharge	3,810	3,650
20,281	Total Service Cost/(Surplus)	360	4,155	200	Office Services Recharge	1,820	1,710
					Paymaster Recharge	2,050	2,420
	Full Time Equivalent Staff	2.12		2.12	Public Offices Recharge	4,820	4,840

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
171,483	Employee Related Expenditure	182,790	182,021	187,830	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	178,320	183,140
2,617	Transport Related Expenditure	2,900	2,850	3,090	Transport Related		
61,926	Supplies and Services	740	39,668	670	Officers Car Leasing	2,800	2,990
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Income		
236,026	Total Directly Controllable Expenditure	186,430	224,539	191,590	Support Service Recharge	(218,640)	(229,240)
(164,461)	Income	(218,640)	(218,696)	(229,240)	Support Services		
71,565	Net Directly Controllable Expenditure/(Income)	(32,210)	5,843	(37,650)	Business Services Support Recharg	2,710	2,410
0	Special Works	0	0	0	Customer Tech Support Recharge	4,530	4,640
0	Capital Charges	0	0	0	Human Resources Recharge	2,710	2,870
28,656	Support Services	32,480	32,488	32,700	Information Sys Support Recharge	1,720	1,640
100,221	Total Service Cost/(Surplus)	270	38,331	(4,950)	Office Services Recharge	3,820	3,630
	Full Time Equivalent Staff	4.44		4.68	Public Offices Recharge	10,080	10,250

Major Variances 2012-13 v 2013-14

There is an overall increase in employee related expenditure following a review of salary allocations for the service following an initial service review in 2012-13. A service challenge saving of £20,000 is included in 2013-14 for a further service review to be carried out.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
196,674	Employee Related Expenditure	163,930	211,127	195,430	Employee Related		
913	Premises Related Expenditure	830	835	900	Salaries	158,070	187,920
3,289	Transport Related Expenditure	2,950	3,041	3,800	Transport Related		
50,629	Supplies and Services	70,430	79,788	70,130	Car Leasing and Allowances	2,820	3,670
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	About Guildford	37,000	37,000
251,505	Total Directly Controllable Expenditure	238,140	294,791	270,260	Computer Software Licence	4,940	4,940
					Consultation	15,000	15,000
(6,800)	Income	(3,690)	(8,710)	(7,260)	Corporate Promotions	2,500	2,500
244,705	Net Directly Controllable Expenditure/(Income)	234,450	286,081	263,000	Photography	2,500	2,500
					Plain English	3,150	3,150
0	Special Works	0	0	0	Printing Services Recharge	1,100	1,270
0	Capital Charges	0	0	0	Income		
63,492	Support Services	53,520	53,584	51,140	Advertising Income	(3,500)	(7,260)
308,197	Total Service Cost/(Surplus)	287,970	339,665	314,140	Support Services		
					Accountancy Services Recharge	6,930	4,830
	Full Time Equivalent Staff	4.44		4.43	Business Services Support Recharg	7,050	6,260
					Customer Tech Support Recharge	11,330	11,620
					Human Resources Recharge	2,710	2,830
					Information Sys Support Recharge	5,850	5,610
					Office Services Recharge	3,020	2,890
					Paymaster Recharge	1,800	2,090
					Performance Mngt. Recharge	1,770	1,870
					Public Offices Recharge	7,970	8,170

Major Variances 2012-13 v 2013-14

A service challenge saving was included in 2012-13 to rationalise the Council's Public Relations and Marketing staff across the Council. This work is ongoing and savings made across other services as a result, but not direct to this service.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
103,925	Employee Related Expenditure	119,370	86,263	136,360	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	117,190	132,240
864	Transport Related Expenditure	650	626	650	Supplies and Services		
80,992	Supplies and Services	76,200	76,098	73,610	IT Renewals	13,470	14,320
0	Third Party Payments	0	0	0	Market Research	2,800	1,000
0	Transfer Payments	0	0	0	Web Site Mtce Costs	22,000	20,500
185,781	Total Directly Controllable Expenditure	196,220	162,987	210,620	Website Hosting Costs	37,610	37,610
					Support Services		
(13)	Income	0	0	0	Audit Services Recharge	4,360	4,450
185,768	Net Directly Controllable Expenditure/(Income)	196,220	162,987	210,620	Business Services Support Recharg	1,090	970
0	Special Works	0	0	0	Customer Tech Support Recharge	1,970	2,020
0	Capital Charges	0	0	0	Human Resources Recharge	1,700	1,980
35,364	Support Services	28,430	28,438	33,480	Information Sys Support Recharge	1,220	1,170
221,132	Total Service Cost/(Surplus)	224,650	191,425	244,100	Legal Services Recharge	4,880	5,100
					Office Services Recharge	2,400	3,220
	Full Time Equivalent Staff	2.79		3.10	Performance Mngt. Recharge	1,110	1,310
					Public Offices Recharge	6,340	9,090

Major Variances 2012-13 v 2013-14

For estimate purposes, the vacant post of Web Manager in 2013-14 returns to a full time position, as a review of the post is undertaken.

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

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

ECONOMIC DEVELOPMENT

HEAD OF SERVICE - CHRIS MANSFIELD

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
4,324,009	4,654,260	Gross Expenditure	4,895,730	5,501,090	5,420,940	5,517,020
(6,387,181)	(6,186,990)	Gross Income	(6,866,690)	(7,050,120)	(7,090,480)	(7,137,480)
(2,063,172)	(1,532,730)	Net Expenditure	(1,970,960)	(1,549,030)	(1,669,540)	(1,620,460)
1,644,910	1,716,540	Employee Related Expenditure	1,792,480	1,814,240	1,780,090	1,825,050
679,405	1,020,910	Premises Related Expenditure	880,990	1,460,340	1,419,560	1,441,780
20,144	16,320	Transport Related Expenditure	21,210	21,470	21,730	21,990
923,961	999,090	Supplies and Services	847,100	801,230	779,100	790,610
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,268,420	3,752,860	Total Directly Controllable Expenditure	3,541,780	4,097,280	4,000,480	4,079,430
(6,387,181)	(6,186,990)	Income	(6,866,690)	(7,050,120)	(7,090,480)	(7,137,480)
(3,118,761)	(2,434,130)	Net Directly Controllable Expenditure/(Income)	(3,324,910)	(2,952,840)	(3,090,000)	(3,058,050)
0	0	Special Works	0	0	0	0
403,323	227,200	Capital Charges	677,740	677,740	677,740	677,740
652,266	674,200	Support Services	676,210	726,070	742,720	759,850
(2,063,172)	(1,532,730)	Total Service Cost/(Surplus)	(1,970,960)	(1,549,030)	(1,669,540)	(1,620,460)

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
12,893	272,340	Asset Development	295,390	1,150,210	1,167,750	1,185,590
278,189	558,020	Business and Tourism	332,350	289,220	235,070	236,860
34,986	30,540	Business Forum	31,270	31,800	32,330	32,880
259,680	267,730	Electric Theatre	263,000	260,960	258,750	256,220
273,652	268,060	Guildford House	283,840	284,340	289,360	294,460
418,531	546,520	Guildford Museum	383,860	351,390	352,830	358,790
180,625	102,240	Guildhall	114,860	116,500	118,460	120,430
15,847	14,220	Home Farm Estate, Effingham	40,550	20,930	21,330	21,730
(2,143,398)	(2,030,170)	Industrial Estates	(2,152,840)	(2,248,460)	(2,256,400)	(2,251,670)
91,932	39,700	Major Projects	43,240	44,360	45,520	46,710
(5,090,218)	(2,078,680)	Property (Investment)	(2,568,710)	(2,688,120)	(2,682,540)	(2,676,840)
3,211,784	90,990	Property (Non-Core Operational)	645,630	515,500	419,790	420,270
75,258	95,860	Slyfield Area Regeneration Project (SARP)	54,960	55,900	56,860	57,830
191,758	200,260	Tourist Information Centre	186,830	190,280	193,840	197,410
125,309	89,640	Town Centre Management	74,810	76,160	77,510	78,870
(2,063,172)	(1,532,730)	Total Net Expenditure/(Income)	(1,970,960)	(1,549,030)	(1,669,540)	(1,620,460)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
377,008	Employee Related Expenditure	307,070	318,135	314,360	Employee Related		
1,220	Premises Related Expenditure	177,330	42,977	166,330	Salaries	298,220	305,200
8,671	Transport Related Expenditure	5,230	7,227	8,560	Premises Related		
144,579	Supplies and Services	119,020	137,275	150,630	Repairs and Maintenance	177,330	166,330
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	3,960	7,410
531,478	Total Directly Controllable Expenditure	608,650	505,614	639,880	Supplies and Services		
					Computer Maintenance	3,000	3,000
(610,846)	Income	(514,640)	(515,880)	(543,940)	Computer Software Licence	14,400	14,400
(79,368)	Net Directly Controllable Expenditure/(Income)	94,010	(10,266)	95,940	Condition Surveys	8,000	8,000
					Consultants Fees	30,000	63,500
0	Special Works	0	0	0	General Subscriptions	4,500	3,500
0	Capital Charges	0	0	0	Valuers Fees	50,000	50,000
92,261	Support Services	178,330	134,173	199,450	Income		
12,893	Total Service Cost/(Surplus)	272,340	123,907	295,390	Recharged to Other Services	(512,000)	(541,310)
					Support Services		
	Full Time Equivalent Staff	7.01		7.16	Accountancy Services Recharge	9,470	14,510
					Asset Development Recharge	74,810	93,180
					Business Services Support Recharg	6,560	5,830
					Customer Tech Support Recharge	11,140	11,430
					Human Resources Recharge	4,280	4,550
					Information Sys Support Recharge	4,820	4,620
					Office Services Recharge	6,310	5,760
					Paymaster Recharge	4,930	4,750
					Public Offices Recharge	16,650	16,280
					Valuation Services Recharge	30,000	28,800

Major Variances 2012-13 v 2013-14

The decrease in the repairs and maintenance estimate has arisen following the removal of the cost of fire risk assessments undertaken in 2012-13.

The estimate for car allowances has increased in recognition of the fact that the service is to be fully resourced in 2013-14.

The budget for specialist consultancy advice has risen to enable the Asset Development service to comply with statutory regulations and requirements, and to meet the demands of a changing and increasing workload.

The Accountancy Services recharge has risen to represent the recent levels of support provided by this service.

The increase in the Asset Development recharge reflects recent levels of officer support required in respect of responsive repairs, the budget for which falls under this service. This has necessarily resulted in an increase in the Support Service recharge to other services.

Guildford Borough Council General Fund Budget 2013-2014

Economic Development

Financial Information Business and Tourism

Ledger Code TOUDEV

Responsible Officer Local Economy Manager (Tel: 444329)

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
122,999	Employee Related Expenditure	121,650	102,272	173,620	Employee Related		
7,619	Premises Related Expenditure	9,470	13,644	13,500	Apprenticeships	0	56,000
2,277	Transport Related Expenditure	2,070	2,070	2,050	Salaries	119,730	115,470
240,351	Supplies and Services	492,600	558,980	238,410	Premises Related		
0	Third Party Payments	0	0	0	Electricity	3,000	3,200
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	3,550	3,890
373,246	Total Directly Controllable Expenditure	625,790	676,966	427,580	Repair and Maintenance	2,640	6,100
(111,088)	Income	(90,710)	(124,637)	(115,500)	Supplies and Services		
262,158	Net Directly Controllable Expenditure/(Income)	535,080	552,329	312,080	Advertising	8,620	8,760
0	Special Works	0	0	0	Attractions Guide	28,000	24,000
0	Capital Charges	0	0	0	Business News	6,000	0
16,031	Support Services	22,940	21,764	20,270	Christmas Street Lights	25,500	17,000
278,189	Total Service Cost/(Surplus)	558,020	574,093	332,350	Contributions	54,000	24,000
					Event Costs	276,700	34,100
					Event Marshalling	0	4,100
	Full Time Equivalent Staff	2.44		2.45	External Printing and Design	6,170	7,300
					General Marketing	30,000	38,400
					Initiatives	7,000	7,000
					Notice/Banner Boards R&M	7,000	7,000
					Tourism South East Membership	5,000	2,600
					Venues Guide	3,200	6,500
					Visitors Guide	20,000	37,700
					Income		
					Attractions Guide	(28,000)	(28,000)
					Notice Board Income	(25,000)	(29,000)
					Venues Guide	(5,970)	(10,000)
					Visitors Guide	(27,000)	(40,000)
					Support Services		
					Accountancy Services Recharge	2,380	4,080
					HR Services Recharge	1,480	2,000
					Paymaster Recharge	2,210	3,610
					Public Offices Recharge	4,300	1,790

Major Variances 2012-13 v 2013-14

The Council has set aside £56,000 to expand the scope of its apprenticeship programme.

The reduction in the Business News and Tourism South East Membership estimates offsets the increase in the General Marketing estimate.

The estimate for Christmas street decorations has reduced following itemisation of the costs involved. A reduction in the estimate for the Christmas streetlights therefore offsets a corresponding increase in repairs and maintenance and event costs (marshalling).

The contributions estimate provides for continued financial support of the Job Club, Economic Forum, and Local Enterprise Partnership. The 2012-13 estimates for event costs included the one-off cost of the 2012 Olympic Torch Relay event in Stoke Park.

The estimates for the Attractions, Venue, and Visitors Guides have increased to reflect current expenditure and income levels. This also applies to notice board income, increased in recognition of recent income levels.

Guildford Borough Council General Fund Budget 2013-2014

Economic Development

Financial Information Business Forum

Ledger Code BUSFOR

Responsible Officer Local Economy Manager (Tel: 444329)

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
6,983	Employee Related Expenditure	4,600	9,443	4,610	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	4,550	4,540
199	Transport Related Expenditure	210	218	220	Supplies and Services		
43,161	Supplies and Services	24,910	19,889	25,400	Support for Forum	24,400	24,400
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
50,343	Total Directly Controllable Expenditure	29,720	29,550	30,230			
(16,353)	Income	0	0	0			
33,990	Net Directly Controllable Expenditure/(Income)	29,720	29,550	30,230			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
996	Support Services	820	836	1,040			
34,986	Total Service Cost/(Surplus)	30,540	30,386	31,270			
	Full Time Equivalent Staff	0.06		0.06			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

Economic Development

Financial Information Electric Theatre

Ledger Code ELECTR

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
263,526	Employee Related Expenditure	282,070	340,798	299,330
70,324	Premises Related Expenditure	104,060	107,004	68,040
1,048	Transport Related Expenditure	970	711	330
122,810	Supplies and Services	117,550	185,924	153,040
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
457,708	Total Directly Controllable Expenditure	504,650	634,437	520,740
(291,747)	Income	(334,170)	(327,454)	(354,620)
165,961	Net Directly Controllable Expenditure/(Income)	170,480	306,983	166,120
0	Special Works	0	0	0
38,644	Capital Charges	38,640	38,648	38,640
55,075	Support Services	58,610	59,969	58,240
259,680	Total Service Cost/(Surplus)	267,730	405,600	263,000
	Full Time Equivalent Staff	6.17		8.02

Major Variances 2012-13 v 2013-14

The figure for the Repair & Maintenance budget reflects the required works identified from the property condition survey for 2013-2014. The decrease in the Asset Development recharge reflects the reduced repair and maintenance budget.

The figures include the cost and income for a full year of the catering facility provided in-house and the cessation of the contract with the external provider, as approved by the 1 March 2012 Executive. The increase in full time equivalent staff reflects the additional staff in the cafe bar offset by a small reduction in other allocated time to this service.

Major Items	2012-13 Estimate £	2013-14 Estimate £
Employee Related		
Casual Staff	52,490	60,600
Salaries	224,610	233,070
Premises Related		
Contract cleaning & materials	19,920	19,480
General Rates	9,600	9,890
Repairs and Maintenance	44,330	13,300
Utilities	27,180	21,780
Supplies and Services		
Advertising	21,300	20,300
Equipment & Tools	17,760	18,000
Food & Beverage purchase	27,960	53,000
Postage and Telephones	9,210	9,280
Promotions Expenditure	24,580	35,000
Income		
Catering Income	(24,240)	0
Commercial Lettings	(78,200)	(58,000)
Commission on General Sales	(36,000)	(32,620)
Letting Fees-General	(47,250)	(47,650)
Promotions Income	(35,000)	(50,000)
Refreshment Sales	(71,700)	(132,900)
Support Services		
Accountancy Services Recharge	13,010	14,170
Asset Development Recharge	4,730	0
Customer Tech Support Recharge	7,640	7,840
HR Services Recharge	3,760	5,120
Legal Services Recharge	6,540	6,840
Paymaster Recharge	7,930	8,910

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
200,575	Employee Related Expenditure	210,080	182,680	216,530	Employee Related		
41,393	Premises Related Expenditure	43,730	46,730	31,070	Casual Salaries	11,000	10,170
1,117	Transport Related Expenditure	1,320	1,608	1,330	Salaries	195,330	201,910
52,650	Supplies and Services	54,430	45,538	54,270	Premises Related		
0	Third Party Payments	0	0	0	General Rates	15,910	3,390
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	1,900	2,060
295,735	Total Directly Controllable Expenditure	309,560	276,556	303,200	Repairs and Maintenance	13,160	10,790
					Security Systems Maintenance	2,790	2,150
(75,901)	Income	(84,830)	(58,825)	(68,390)	Utilities	8,020	9,170
219,834	Net Directly Controllable Expenditure/(Income)	224,730	217,731	234,810	Supplies and Services		
					Advertising	4,000	3,910
0	Special Works	0	0	0	Consultants Fees	0	4,160
18,109	Capital Charges	13,500	13,500	18,110	Display Boards	500	3,470
35,709	Support Services	29,830	31,678	30,920	Exhibits	6,000	6,000
273,652	Total Service Cost/(Surplus)	268,060	262,909	283,840	Printing and Stationery	4,000	3,940
					Souvenirs and Postcards for resale	26,000	20,840
	Full Time Equivalent Staff	6.09		6.59	Telecomms	3,900	3,670

Major Variances 2012-13 v 2013-14

A benchmarking review of the heritage service will take place during 2013-14. Provision for the cost of the review has been included under consultancy fees.

A review of the organisational status of some aspects of the heritage service will take place in 2013-14. The potential savings resulting from this review include a reduction in the general rates paid in respect of heritage properties.

A decrease in the estimate for other expenditure areas within the heritage service will offset the rise in the estimate for advertising display boards.

The reduction in the estimate for souvenir and craftwork revenue reflects recent sales levels, which have fallen following the relocation of the Guildford House shop. The reduction in the estimate for stock purchases results from the fall in sales.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
221,825	Employee Related Expenditure	225,520	186,483	270,010
124,854	Premises Related Expenditure	241,300	223,618	83,700
1,287	Transport Related Expenditure	1,380	1,086	1,260
47,036	Supplies and Services	40,630	37,774	46,070
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
395,002	Total Directly Controllable Expenditure	508,830	448,961	401,040
(63,948)	Income	(60,510)	(48,829)	(91,150)
331,054	Net Directly Controllable Expenditure/(Income)	448,320	400,132	309,890
0	Special Works	0	0	0
27,456	Capital Charges	27,630	27,646	27,460
60,021	Support Services	70,570	61,352	46,510
418,531	Total Service Cost/(Surplus)	546,520	489,130	383,860
	Full Time Equivalent Staff	5.28		5.41

Major Variances 2012-13 v 2013-14

The increase in the casual staff salary and lottery grant estimates reflects the anticipated revenue cost and income associated with the Museum and Castle development capital project.

A review of the organisational status of some aspects of the heritage service will take place in 2013-14. The potential savings resulting from this review include a reduction in the general rates paid in respect of heritage properties.

The decrease in the repairs and maintenance estimate relates to works at Salters, Castle Street, for which budget provision was required for 2012-13 only. The level of Asset Development recharge, which reflects the cost of staff supporting the repairs and maintenance works, has fallen accordingly.

A benchmarking review of the heritage service will take place during 2013-14. Provision for the cost of the review has been included under consultancy fees.

Major Items	2012-13 Estimate £	2013-14 Estimate £
Employee Related		
Casuals Salaries	44,570	89,430
Salaries	177,460	176,340
Premises Related		
General Rates	15,280	3,680
Proportion of Depot Expenses	21,730	23,800
Repairs and Maintenance	183,620	37,790
Utilities	16,770	13,720
Supplies and Services		
Consultants Fees	0	8,340
Copying & Printing	2,720	3,590
Exhibits	5,200	5,200
Museum Dev. Officer Contribution	3,000	3,000
Postage and Telephones	6,470	5,380
Souvenirs and Postcards for resale	9,400	8,700
Telecomms	5,220	4,760
Income		
Admissions	(16,250)	(16,100)
Fee Income	(20,400)	(21,400)
Lottery Grants	(2,800)	(34,400)
Souvenirs, Postcards and Publicatio	(19,460)	(17,650)
Capital Charges		
Depreciation	27,630	27,460
Support Services		
Accountancy Services Recharge	4,770	4,450
Asset Development Recharge	27,020	4,600
Business Services Support Recharg	2,340	2,080
Customer Tech Support Recharge	7,910	8,120
Human Resources Recharge	3,220	3,460
Information Sys Support Recharge	2,340	2,240
Paymaster Recharge	7,510	7,990
Performance Mngt. Recharge	2,110	2,290

Guildford Borough Council General Fund Budget 2013-2014

Economic Development

Financial Information Guildhall

Ledger Code GUILDH

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
85,201	Employee Related Expenditure	72,670	69,615	81,640	Employee Related		
37,898	Premises Related Expenditure	20,070	25,078	24,500	Salaries	71,480	80,110
221	Transport Related Expenditure	250	259	230	Premises Related		
20,885	Supplies and Services	16,480	31,010	17,290	General Rates	5,710	5,790
0	Third Party Payments	0	0	0	Repairs and Maintenance	3,570	8,920
0	Transfer Payments	0	0	0	Utilities	6,120	5,170
144,205	Total Directly Controllable Expenditure	109,470	125,962	123,660	Window Cleaning	2,190	2,190
					Supplies and Services		
(20,095)	Income	(31,000)	(21,504)	(31,000)	Cleaning-through Purchasing	1,820	1,820
124,110	Net Directly Controllable Expenditure/(Income)	78,470	104,458	92,660	Computer & Telephone Costs	1,810	1,790
					Lunch time concerts	8,000	8,000
0	Special Works	0	0	0	Musical Instruments hire & upkeep	2,200	2,200
7,462	Capital Charges	7,600	7,600	7,460	Income		
49,053	Support Services	16,170	32,127	14,740	Letting Fees-General	(21,000)	(21,000)
180,625	Total Service Cost/(Surplus)	102,240	144,185	114,860	Lunchtime Concerts	(10,000)	(10,000)
					Support Services		
	Full Time Equivalent Staff	1.87		2.19	Business Services Support Recharg	1,660	1,470
					Customer Tech Support Recharge	980	1,000
					Human Resources Recharge	1,140	1,400
					Paymaster Recharge	3,120	3,660

Major Variances 2012-13 v 2013-14

Following the annual review of salary allocations twenty per cent of the cost of the Guildhall Custodian and Guildhall Caretaker posts, previously allocated to the Civic support service, has been reallocated to the Guildhall. This has resulted in an increase in the salary estimate and the full time equivalent allocation.

The increase in the estimate for repairs and maintenance reflects the current costs of fire and security system maintenance and monitoring.

Guildford Borough Council General Fund Budget 2013-2014

Economic Development

Financial Information Home Farm Estate, Effingham

Ledger Code HOMFAR

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
9,402	Employee Related Expenditure	8,960	9,168	10,590	Employee Related		
1,298	Premises Related Expenditure	5,110	11,589	30,030	Salaries	8,840	10,440
438	Transport Related Expenditure	440	434	510	Premises Related		
3,226	Supplies and Services	70	554	70	Repairs and Maintenance	5,000	5,000
0	Third Party Payments	0	0	0	Site Maintenance	0	25,000
0	Transfer Payments	0	0	0	Income		
14,364	Total Directly Controllable Expenditure	14,580	21,745	41,200	Licence Fees	(4,200)	(5,200)
(10,750)	Income	(9,750)	(11,456)	(10,760)	Rent (Land & Wayleaves)	(1,550)	(1,550)
3,614	Net Directly Controllable Expenditure/(Income)	4,830	10,289	30,440	Rents (Dwellings)	(4,000)	(4,000)
0	Special Works	0	0	0	Support Services		
2,700	Capital Charges	2,700	2,700	2,700	Legal Services Recharge	4,670	4,890
9,533	Support Services	6,690	6,698	7,410			
15,847	Total Service Cost/(Surplus)	14,220	19,687	40,550			
	Full Time Equivalent Staff	0.23		0.26			

Major Variances 2012-13 v 2013-14

An allowance of £25,000 has been included in respect of some one-off and subsequent routine maintenance at the site.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
57,852	Employee Related Expenditure	60,960	58,264	59,310	Employee Related		
92,745	Premises Related Expenditure	127,100	295,791	93,620	Salaries	59,990	58,080
1,583	Transport Related Expenditure	640	982	1,420	Premises Related		
7,706	Supplies and Services	34,820	25,899	34,230	Cleaning Materials	3,800	3,880
0	Third Party Payments	0	0	0	Electricity	4,200	3,250
0	Transfer Payments	0	0	0	Emissions Monitoring	3,500	3,500
159,886	Total Directly Controllable Expenditure	223,520	380,936	188,580	General Rates	5,730	5,610
					Grounds Maintenance	27,230	27,950
(2,480,947)	Income	(2,444,560)	(2,470,796)	(2,510,320)	Repairs and Maintenance	68,210	50,160
(2,321,061)	Net Directly Controllable Expenditure/(Income)	(2,221,040)	(2,089,860)	(2,321,740)	Supplies and Services		
					Consultants Fees	13,200	13,200
0	Special Works	0	0	0	Valuers Fees	20,000	20,000
90,145	Capital Charges	111,120	111,152	90,140	Income		
87,518	Support Services	79,750	78,936	78,760	Expenses Recovered	(43,890)	(29,330)
(2,143,398)	Total Service Cost/(Surplus)	(2,030,170)	(1,899,772)	(2,152,840)	Management Fee Income	(2,370)	(2,280)
					Rent (Building & Shops)	(384,990)	(374,690)
					Rent (Land & Wayleaves)	(2,012,200)	(2,102,970)
	Full Time Equivalent Staff	1.48		1.48	Support Services		
					Accountancy Services Recharge	9,230	9,150
					Asset Development Recharge	6,320	4,340
					Debtors Section Recharge	9,370	7,200
					Engineering and Transport Recharg	6,520	6,830
					Legal Services Recharge	30,830	32,250
					Valuation Services Recharge	7,500	7,200

Major Variances 2012-13 v 2013-14

The estimate for repairs and maintenance is lower in 2013-14 to reflect recent levels of rechargeable expenditure on repairs and maintenance across the estates. Accordingly, there is a reduction in the estimate of the recharges made to tenants (expenses recovered).

There have been number of rent reviews and lease renewals resulting in uplift in the rent for some units. The estimate for income reflects these changes.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
16,884	Employee Related Expenditure	72,760	69,025	71,750	Employee Related		
49,692	Premises Related Expenditure	141,560	111,119	140,150	Salaries	71,370	70,340
925	Transport Related Expenditure	1,380	1,854	2,220	Premises Related		
34,228	Supplies and Services	220	1,105	680	Electricity	14,300	13,750
0	Third Party Payments	0	0	0	General Rates	8,180	8,330
0	Transfer Payments	0	0	0	Insurance	12,240	24,310
101,729	Total Directly Controllable Expenditure	215,920	183,103	214,800	Repairs and Maintenance	100,680	87,870
					Window Cleaning	3,900	3,900
(2,538,945)	Income	(2,445,670)	(2,480,901)	(2,938,300)	Income		
(2,437,216)	Net Directly Controllable Expenditure/(Income)	(2,229,750)	(2,297,798)	(2,723,500)	Expenses Recovered	(18,280)	(15,710)
					Insurance Recovered	0	(19,810)
0	Special Works	0	0	0	Rent (Building & Shops)	(1,294,100)	(1,751,200)
(2,844,020)	Capital Charges	0	0	0	Rent (Land & Wayleaves)	(1,084,850)	(1,101,580)
191,018	Support Services	151,070	154,746	154,790	Rents (Vol Groups Subsidy)	(48,350)	(50,000)
(5,090,218)	Total Service Cost/(Surplus)	(2,078,680)	(2,143,052)	(2,568,710)	Support Services		
					Accountancy Services Recharge	8,570	7,690
	Full Time Equivalent Staff	1.40		1.40	Asset Development Recharge	15,350	14,550
					Asset Register Recharge	4,150	6,120
					Audit Services Recharge	12,210	12,460
					Business Services Support Recharg	6,610	5,870
					Customer Tech Support Recharge	4,090	4,200
					Engineering and Transport Recharg	7,660	8,030
					Legal Services Recharge	53,770	56,280
					Public Offices Recharge	2,450	3,080
					Valuation Services Recharge	25,500	24,480

Major Variances 2012-13 v 2013-14

Insurance costs that were previously charged and recovered centrally by the insurance service have now been allocated to the investment property portfolio. This has resulted in increases in the insurance cost and insurance recovered estimates.

The estimate for repairs and maintenance will vary from year to year as it is dependent on the works identified through the property condition surveys. The estimate reflects the value of works planned for 2013-14.

The increase in the rental income estimate reflects the uplift in rents from completed or pending rent reviews or lease renewals and additional rental income of £385,500 following the acquisition of the leasehold interest in Leys House, Woodbridge Road.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
21	Employee Related Expenditure	39,700	15,051	42,260	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	39,700	41,860
0	Transport Related Expenditure	0	0	0			
39,615	Supplies and Services	0	11,562	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
39,636	Total Directly Controllable Expenditure	39,700	26,613	42,260			
(3,450)	Income	0	0	0			
36,186	Net Directly Controllable Expenditure/(Income)	39,700	26,613	42,260			
0	Special Works	0	0	0			
55,746	Capital Charges	0	0	0			
0	Support Services	0	0	980			
91,932	Total Service Cost/(Surplus)	39,700	26,613	43,240			
	Full Time Equivalent Staff	1.00		1.07			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
243,891	Premises Related Expenditure	140,450	154,596	221,700	Council Tax	2,330	2,330
0	Transport Related Expenditure	0	0	0	Electricity	8,000	9,000
42,963	Supplies and Services	8,000	30,803	33,000	Emissions Monitoring	3,300	3,300
0	Third Party Payments	0	0	0	General Rates	9,630	8,660
0	Transfer Payments	0	0	0	Rents Payable	94,000	94,000
286,854	Total Directly Controllable Expenditure	148,450	185,399	254,700	Repairs and Maintenance	15,070	99,440
					Supplies and Services		
(83,919)	Income	(87,660)	(86,312)	(118,680)	Security Services	8,000	33,000
202,935	Net Directly Controllable Expenditure/(Income)	60,790	99,087	136,020	Income		
0	Special Works	0	0	0	Rent (Building & Shops)	(51,450)	(78,160)
3,001,410	Capital Charges	26,010	26,018	493,230	Rents (Dwellings)	(34,170)	(37,280)
7,439	Support Services	4,190	5,243	16,380	Support Services		
3,211,784	Total Service Cost/(Surplus)	90,990	130,348	645,630	Asset Development Recharge	1,570	14,680
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

The rise in the repairs and maintenance and Asset Development recharge estimates recognises the increase in planned property related works within the non-core operational property portfolio in 2013-14.

A continued security presence has been necessary at two of the Council's vacant properties. The estimated additional cost of this security has been included in the 2013-14 estimates.

An asset transferred from the industrial property portfolio to the non-core operational property portfolio resulted in an increase of £7,000 in the rental income estimate. The occupancy of a property vacant throughout 2012-13 has resulted in an increase of £15,000 in the rental income estimate. Rent reviews or lease renewals at a number of properties also contributed to the increase in the income estimate.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
42,340	Employee Related Expenditure	41,120	41,520	8,280	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	40,110	7,200
865	Transport Related Expenditure	990	1,088	1,260	Supplies and Services		
10,194	Supplies and Services	40,070	5,050	40,070	Consultants Fees	40,000	40,000
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Legal Services Recharge	8,390	350
53,399	Total Directly Controllable Expenditure	82,180	47,658	49,610			
0	Income	0	0	0			
53,399	Net Directly Controllable Expenditure/(Income)	82,180	47,658	49,610			
0	Special Works	0	0	0			
5,671	Capital Charges	0	0	0			
16,188	Support Services	13,680	13,680	5,350			
75,258	Total Service Cost/(Surplus)	95,860	61,338	54,960			
	Full Time Equivalent Staff	0.76		0.09			

Major Variances 2012-13 v 2013-14

The Planning salaries and Legal Services recharge estimates are lower to reflect the level of support required at this stage of the project.

Guildford Borough Council General Fund Budget 2013-2014

Economic Development

Financial Information Tourist Information Centre

Ledger Code TIC

Responsible Officer Local Economy Manager (Tel: 444329)

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
163,698	Employee Related Expenditure	190,710	161,841	175,740	Employee Related		
6,986	Premises Related Expenditure	7,910	7,915	6,450	Casual Salaries	15,880	16,110
704	Transport Related Expenditure	610	678	920	Salaries	171,970	156,540
51,625	Supplies and Services	31,930	33,251	35,220	Premises Related		
0	Third Party Payments	0	0	0	General Rates	3,980	4,090
0	Transfer Payments	0	0	0	Premises Expenses Recharge	0	2,000
223,013	Total Directly Controllable Expenditure	231,160	203,685	218,330	Utilities	1,780	0
					Supplies and Services		
(49,395)	Income	(55,490)	(58,181)	(55,530)	Computer Maintenance Agree	5,250	7,190
173,618	Net Directly Controllable Expenditure/(Income)	175,670	145,504	162,800	Postage	1,490	2,230
					Purchases for Resale	17,360	17,360
0	Special Works	0	0	0	Stationery and Office Supplies	700	2,240
0	Capital Charges	0	0	0	Town Guides Grant	1,900	1,900
18,140	Support Services	24,590	24,595	24,030	Income		
191,758	Total Service Cost/(Surplus)	200,260	170,099	186,830	Commission on General Sales	(15,000)	(15,000)
					Miscellaneous Income	(6,540)	(6,630)
	Full Time Equivalent Staff	5.60		5.06	Souvenirs, Postcards and Publicatio	(31,000)	(31,000)
					Support Services		
					Accountancy Services Recharge	3,740	3,510
					Business Services Support Recharg	2,170	1,930
					Customer Tech Support Recharge	3,830	3,930
					HR Services Recharge	3,410	3,110
					Information Sys Support Recharge	1,580	1,510
					Paymaster Recharge	4,410	5,150

Major Variances 2012-13 v 2013-14

A correction to the establishment has resulted in the reduction in the full time equivalent figure from 5.60 to 5.06. The decrease in the salary estimate reflects the correction.

As a co-occupier of Guildford House, the Tourist Information Centre pays a premises recharge for its share of the day-to-day premises costs rather than incurring these costs, such as utilities, direct.

The increase in the estimates for postage and stationery is to accommodate current levels of shop and ticket sales.

Guildford Borough Council General Fund Budget 2013-2014

Economic Development

Financial Information Town Centre Management

Ledger Code TOWMAN

Responsible Officer Local Economy Manager (Tel: 444329)

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
76,596	Employee Related Expenditure	78,670	69,968	64,450	Employee Related		
1,485	Premises Related Expenditure	2,820	1,900	1,900	Salaries	77,280	63,080
809	Transport Related Expenditure	830	830	900	Premises Related		
62,932	Supplies and Services	18,360	46,828	18,720	Site Maintenance	1,900	1,900
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Car Parking Charges	5,000	5,000
141,822	Total Directly Controllable Expenditure	100,680	119,526	85,970	Display Boards	1,800	1,800
					Equipment & Tools Hire	1,760	1,760
(29,797)	Income	(28,000)	(28,500)	(28,500)	Miscellaneous Expenses	2,840	2,840
112,025	Net Directly Controllable Expenditure/(Income)	72,680	91,026	57,470	Publicity	6,000	6,000
					Income		
0	Special Works	0	0	0	Rents; Market Stall Spaces	(26,500)	(26,500)
0	Capital Charges	0	0	0	Support Services		
13,284	Support Services	16,960	16,992	17,340	Accountancy Services Recharge	1,350	1,520
125,309	Total Service Cost/(Surplus)	89,640	108,018	74,810	Business Services Support Recharg	1,460	1,290
					Customer Tech Support Recharge	2,680	2,760
					Debtors Section Recharge	2,070	2,410
					Human Resources Recharge	1,230	1,280
					Paymaster Recharge	1,080	1,350
					Public Offices Recharge	3,290	3,100
	Full Time Equivalent Staff	2.01		2.00			

Major Variances 2012-13 v 2013-14

The reduction in employee related costs reflects the anticipated transfer of some Town Centre Officer responsibilities to the recently formed Business Improvement District.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

FINANCIAL SERVICES

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
3,319,836	3,426,910	Gross Expenditure	3,565,950	3,621,770	3,678,800	3,737,010
(1,145,872)	(1,193,830)	Gross Income	(1,226,730)	(1,271,850)	(1,302,980)	(1,334,920)
2,173,964	2,233,080	Net Expenditure	2,339,220	2,349,920	2,375,820	2,402,090
73,817	2,307,290	Employee Related Expenditure	2,396,370	2,439,630	2,483,820	2,528,920
0	0	Premises Related Expenditure	0	0	0	0
26,360	32,980	Transport Related Expenditure	34,640	35,160	35,680	36,210
2,848,725	710,110	Supplies and Services	738,400	740,940	743,530	746,160
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,948,902	3,050,380	Total Directly Controllable Expenditure	3,169,410	3,215,730	3,263,030	3,311,290
(1,145,872)	(1,193,830)	Income	(1,226,730)	(1,271,850)	(1,302,980)	(1,334,920)
1,803,030	1,856,550	Net Directly Controllable Expenditure/(Income)	1,942,680	1,943,880	1,960,050	1,976,370
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
370,934	376,530	Support Services	396,540	406,040	415,770	425,720
2,173,964	2,233,080	Total Service Cost/(Surplus)	2,339,220	2,349,920	2,375,820	2,402,090

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
61,773	3,400	Accountancy	(18,970)	(34,270)	(34,020)	(33,740)
190,411	192,920	Corporate Financial	209,740	212,280	214,800	217,320
2,260	(14,930)	Debtors	8,180	9,090	9,310	9,540
8,620	20,090	Feasibility Studies	20,070	20,070	20,070	20,070
2,616,516	565,630	Miscellaneous Items	643,870	644,290	644,730	645,170
(705,616)	1,465,970	Non Distributed Costs	1,476,330	1,498,460	1,520,930	1,543,730
2,173,964	2,233,080	Total Net Expenditure/(Income)	2,339,220	2,349,920	2,375,820	2,402,090

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
676,558	Employee Related Expenditure	660,780	660,801	648,380	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	3,010	2,950
24,851	Transport Related Expenditure	31,240	30,760	32,740	Salaries	642,710	630,360
38,129	Supplies and Services	39,410	48,562	43,490	Transport Related		
0	Third Party Payments	0	0	0	Officers Car Leasing	29,850	31,840
0	Transfer Payments	0	0	0	Supplies and Services		
739,538	Total Directly Controllable Expenditure	731,430	740,123	724,610	Books and Publications	9,000	9,100
(793,121)	Income	(856,920)	(857,144)	(872,270)	Computer Software Licence	7,890	10,710
(53,583)	Net Directly Controllable Expenditure/(Income)	(125,490)	(117,021)	(147,660)	General Subscriptions	7,810	10,270
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Support Service Recharge	(856,920)	(872,230)
115,356	Support Services	128,890	128,946	128,690	Support Services		
61,773	Total Service Cost/(Surplus)	3,400	11,925	(18,970)	Audit Services Recharge	5,200	5,310
	Full Time Equivalent Staff	13.84		13.85	Business systems Recharge	51,760	50,150
					HR Services Recharge	8,440	8,850
					Office Services Recharge	11,910	11,200
					Paymaster Recharge	5,260	5,750
					Public Offices Recharge	31,440	31,620

Major Variances 2012-13 v 2013-14

The overall credit balance in 2013-14 represents an over recovery of costs as a result of changes to the estimates after the charges to individual services were calculated, including a service challenge saving of £16,000 as part of a forthcoming restructure of the service.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
20,672	Employee Related Expenditure	19,830	19,886	19,600	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	19,590	19,320
885	Transport Related Expenditure	830	838	980	Supplies and Services		
115,554	Supplies and Services	102,190	100,896	100,690	Consultants Fees	44,540	45,370
0	Third Party Payments	0	0	0	Fund Managers Fees	22,500	25,730
0	Transfer Payments	0	0	0	Grants and subscriptions	29,880	24,100
137,111	Total Directly Controllable Expenditure	122,850	121,620	121,270	Income		
					Recharged to Other Services	(91,620)	(99,640)
(86,068)	Income	(91,620)	(91,647)	(99,640)	Support Services		
51,043	Net Directly Controllable Expenditure/(Income)	31,230	29,973	21,630	Accountancy Services Recharge	125,040	149,910
					Audit Services Recharge	17,410	17,780
0	Special Works	0	0	0	Legal Services Recharge	17,940	18,770
0	Capital Charges	0	0	0			
139,368	Support Services	161,690	161,762	188,110			
190,411	Total Service Cost/(Surplus)	192,920	191,735	209,740			
	Full Time Equivalent Staff	0.25		0.25			

Major Variances 2012-13 v 2013-14

Increase of £24,870 in the accountancy service recharge based on increased time spent on treasury management and support to the capital programme. A proportion of the increase recharged to the Housing Revenue Account.

Reduction of £5,000 in the subscriptions budget as a subscription to Surrey First is no longer required.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
124,129	Employee Related Expenditure	119,150	120,501	119,480	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	117,020	116,090
624	Transport Related Expenditure	910	910	920	Transport Related		
21,236	Supplies and Services	21,130	23,752	22,280	Supplies and Services		
0	Third Party Payments	0	0	0	Computer Software Licence	4,630	5,360
0	Transfer Payments	0	0	0	Copying & Printing	6,200	6,270
145,989	Total Directly Controllable Expenditure	141,190	145,163	142,680	Postages	8,440	7,730
(252,629)	Income	(241,220)	(241,244)	(213,290)	Income		
(106,640)	Net Directly Controllable Expenditure/(Income)	(100,030)	(96,081)	(70,610)	Support Service Recharge	(240,860)	(212,940)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Business systems Recharge	13,150	12,730
108,900	Support Services	85,100	85,156	78,790	Legal Services Recharge	33,110	34,640
2,260	Total Service Cost/(Surplus)	(14,930)	(10,925)	8,180	Paymaster Recharge	17,820	10,180
					Public Offices Recharge	8,340	8,360
	Full Time Equivalent Staff	3.67		3.66			

Major Variances 2012-13 v 2013-14

The overall debit balance in 2013-14 represents an underrecovery of costs as a result of changes to the estimates after the charges to individual services were calculated.

A reduction in the cash office element of the paymaster recharge due to a detailed analysis of cash office transactions leading to a reduced charge to this service and an increase to other services.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
8,500	Supplies and Services	20,000	20,000	20,000	Supplies and Services		
0	Third Party Payments	0	0	0	Consultants Fees	20,000	20,000
0	Transfer Payments	0	0	0			
8,500	Total Directly Controllable Expenditure	20,000	20,000	20,000			
0	Income	0	0	0			
8,500	Net Directly Controllable Expenditure/(Income)	20,000	20,000	20,000			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
120	Support Services	90	90	70			
8,620	Total Service Cost/(Surplus)	20,090	20,090	20,070			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
(41,542)	Employee Related Expenditure	41,900	13,972	133,000	Employee Related		
0	Premises Related Expenditure	0	0	0	Advertising Staff Vacancies	25,000	20,000
0	Transport Related Expenditure	0	0	0	Relocation Expenses	16,900	10,000
2,665,306	Supplies and Services	527,380	524,344	551,940	Superannuation auto enrolment	0	103,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	10,000	0
2,623,764	Total Directly Controllable Expenditure	569,280	538,316	684,940	Inflation Allowance	250,000	230,000
					IT Renewals	155,290	145,240
(14,054)	Income	(4,070)	(20,834)	(41,530)	Service Challenge Allowance	106,100	167,800
2,609,710	Net Directly Controllable Expenditure/(Income)	565,210	517,482	643,410	Income		
					Government Grant	0	(38,080)
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
6,806	Support Services	420	428	460			
2,616,516	Total Service Cost/(Surplus)	565,630	517,910	643,870			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

£103,000 allowed for the cost of employees automatic enrolment into the superannuation scheme.

An inflation allowance is included which service units can bid for if they consider an increase necessary due to no inflationary increase applied to individual service budgets. £20,000 lower estimated in 2013-14.

The £10,000 cost of software licences in 2012-13 for e-procurement charged to the relevant services in 2013-14.

The service challenge allowance is for service challenge items not achieving a full year saving and corporate savings not yet allocated to services. £62,000 increase in allowance estimated in 2013-14.

Additional New Burdens grant income of £8,550 for the community right to challenge initiative and £7,850 for the community right to bid initiative. Nationally unused New Homes Bonus grant of £21,680.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
(706,000)	Employee Related Expenditure	1,465,630	1,475,250	1,475,910	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	168,000	178,280
0	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
(706,000)	Total Directly Controllable Expenditure	1,465,630	1,475,250	1,475,910			
0	Income	0	0	0			
(706,000)	Net Directly Controllable Expenditure/(Income)	1,465,630	1,475,250	1,475,910			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
384	Support Services	340	340	420			
(705,616)	Total Service Cost/(Surplus)	1,465,970	1,475,590	1,476,330			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

A £10,280 increase in added years pension payments. These payments are linked to the retail price index, which has been high over the past year.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

HEALTH AND COMMUNITY CARE SERVICES

HEAD OF SERVICE - JOHN MARTIN

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
7,108,867	5,468,230	Gross Expenditure	5,237,000	5,330,280	5,436,650	5,517,550
(2,775,492)	(2,429,990)	Gross Income	(2,318,560)	(2,412,570)	(2,496,290)	(2,583,300)
4,333,375	3,038,240	Net Expenditure	2,918,440	2,917,710	2,940,360	2,934,250
3,323,706	2,881,370	Employee Related Expenditure	2,787,920	2,860,130	2,934,240	3,010,250
226,926	221,290	Premises Related Expenditure	220,920	223,970	227,170	230,420
417,717	318,890	Transport Related Expenditure	267,080	271,070	275,120	279,200
1,552,121	1,357,770	Supplies and Services	1,282,790	1,282,100	1,292,070	1,274,160
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
5,520,470	4,779,320	Total Directly Controllable Expenditure	4,558,710	4,637,270	4,728,600	4,794,030
(2,775,492)	(2,429,990)	Income	(2,318,560)	(2,412,570)	(2,496,290)	(2,583,300)
2,744,978	2,349,330	Net Directly Controllable Expenditure/(Income)	2,240,150	2,224,700	2,232,310	2,210,730
0	0	Special Works	0	0	0	0
991,618	62,580	Capital Charges	57,760	57,760	57,760	57,760
596,779	626,330	Support Services	620,530	635,250	650,290	665,760
4,333,375	3,038,240	Total Service Cost/(Surplus)	2,918,440	2,917,710	2,940,360	2,934,250

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
274,766	286,640	Citizens Advice Bureaux	283,960	286,640	289,070	291,510
77,365	60,360	Civil Emergencies	59,950	61,350	62,790	64,250
568,500	515,470	Community Meals and TPT	429,980	433,010	435,860	438,500
35,757	0	Community Services	0	0	0	0
884,092	660,140	Day Services	641,350	650,330	659,460	668,630
331,300	(31,470)	Emergency Communications System	(18,100)	(24,400)	(31,070)	(38,110)
(69,348)	(62,510)	EMI Services	(60,040)	(64,510)	(69,170)	(74,070)
518,200	475,110	Environmental Control	422,210	431,600	441,200	451,050
406,089	402,390	Food and Safety Services	372,680	381,730	391,020	400,540
263,997	265,920	Grants to Voluntary Organisations - Housing and Comm	275,460	277,030	278,640	280,280
20,612	970	Health and Safety	(2,770)	(2,840)	(2,900)	(2,980)
39,680	(1,200)	Licensing Services	7,630	5,180	2,560	(240)
16,927	(10,410)	Pest Control	18,810	19,280	19,730	20,170
983,921	475,860	Private Sector Housing	461,230	452,970	458,100	435,190
0	0	Supporting People	0	0	0	0
(18,483)	970	Taxi Licensing and Private Hire Vehicles	26,090	10,340	5,070	(470)
4,333,375	3,038,240	Total Net Expenditure/(Income)	2,918,440	2,917,710	2,940,360	2,934,250

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Citizens Advice Bureaux

Ledger Code CITADV

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	0	0	0			
48,080	Premises Related Expenditure	51,390	51,390	50,530	Premises Related		
0	Transport Related Expenditure	0	0	0	Rent in lieu of Grant	39,850	40,000
225,306	Supplies and Services	234,190	234,157	232,600	Service Charge	11,540	10,530
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Cab General Expenses Grant	61,400	222,800
273,386	Total Directly Controllable Expenditure	285,580	285,547	283,130	Car Parking Charges	11,420	9,800
0	Income	0	0	0	Salaries in lieu of Grant	161,370	0
273,386	Net Directly Controllable Expenditure/(Income)	285,580	285,547	283,130	Support Services		
0	Special Works	0	0	0	Accountancy Services Recharge	1,060	830
0	Capital Charges	0	0	0			
1,380	Support Services	1,060	1,068	830			
274,766	Total Service Cost/(Surplus)	286,640	286,615	283,960			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

With effect from 1st April 2013, the bureaux will take over the administration of the payment of staff salaries currently carried out by Guildford Borough Council. The general expenses grant budget has increased which fully offsets a reduction in the payment of salaries budget.

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Civil Emergencies

Ledger Code CIVEMS

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
47,934	Employee Related Expenditure	40,130	35,560	43,980	Employee Related		
853	Premises Related Expenditure	750	758	820	Salaries	37,320	41,050
2,068	Transport Related Expenditure	2,700	2,867	530	Transport Related		
18,086	Supplies and Services	10,770	11,968	9,210	Car Leasing and Allowances	2,700	530
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Emergency Accommodation	4,000	4,000
68,941	Total Directly Controllable Expenditure	54,350	51,153	54,540	Emergency Planning Contribution	5,050	3,540
0	Income	0	0	0	Miscellaneous Expenses	940	340
68,941	Net Directly Controllable Expenditure/(Income)	54,350	51,153	54,540	National Resilience Extranet	320	320
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	800	640
8,424	Support Services	6,010	6,018	5,410	Customer Tech Support Recharge	410	420
77,365	Total Service Cost/(Surplus)	60,360	57,171	59,950	Human Resources Recharge	470	400
					Office Services Recharge	780	580
					Public Offices Recharge	2,070	1,640
	Full Time Equivalent Staff	0.78		0.78			

Major Variances 2012-13 v 2013-14

There are no major variances to report .

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Community Meals and TPT

Ledger Code MOWTPT

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
442,748	Employee Related Expenditure	511,730	456,753	490,120	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	496,990	475,510
329,480	Transport Related Expenditure	233,220	244,235	180,190	Premises Related		
91,464	Supplies and Services	74,920	74,845	74,390	Transport Related		
0	Third Party Payments	0	0	0	Driver Damage to Vehicles	3,620	10,020
0	Transfer Payments	0	0	0	Fuel and Oil	45,060	47,230
863,692	Total Directly Controllable Expenditure	819,870	775,833	744,700	Hire of Vehicles	22,070	22,070
					Insurance	4,270	4,510
(344,368)	Income	(365,740)	(355,351)	(376,830)	Transport Pool Hire Charge	153,130	89,680
519,324	Net Directly Controllable Expenditure/(Income)	454,130	420,482	367,870	Supplies and Services		
0	Special Works	0	0	0	Computer Maintenance Agree	7,760	8,500
0	Capital Charges	0	0	0	Food Purchases	60,000	60,000
49,176	Support Services	61,340	61,356	62,110	Telecomms	2,390	2,390
568,500	Total Service Cost/(Surplus)	515,470	481,838	429,980	Income		
					Bus Service Operations Grant	(13,000)	(17,000)
	Full Time Equivalent Staff	20.79		20.52	Dar and DC Membership Fees	(3,000)	(5,640)
					Fee Income	(110,000)	(100,000)
					Refreshment Sales	(120,000)	(144,450)
					SCC Grant	(109,740)	(109,740)

Major Variances 2012-13 v 2013-14

£14,000 of the reduction in salary costs is due to the end of a fixed term contract.

Reduction of £63,000 in the transport pool hire charge mainly due to a change in the method of financing the vehicles from a leasing cost to a purchase cost spread over a number of years. Lower repairs costs anticipated for the new vehicles.

Fee and refreshment sales income projected based on current year to date and an overall increase of £14,000 anticipated

Accountancy Services Recharge	5,320	3,780
Business systems Recharge	14,270	14,160
Debtors Section Recharge	9,290	10,810
Health and Safety Recharge	3,450	3,370
Human Resources Recharge	12,670	13,110
Paymaster Recharge	7,530	7,710
Performance Mngt. Recharge	3,890	3,270

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Community Services

Ledger Code COMSER

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
34,699	Employee Related Expenditure	0	0	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	0	0
653	Transport Related Expenditure	0	0	0	Supplies and Services		
5,022	Supplies and Services	0	0	0	IT Renewals	0	0
0	Third Party Payments	0	0	0	Postages	0	0
0	Transfer Payments	0	0	0	Telecomms	0	0
40,374	Total Directly Controllable Expenditure	0	0	0	Support Services		
(13,857)	Income	0	0	0	Accountancy Services Recharge	0	0
26,517	Net Directly Controllable Expenditure/(Income)	0	0	0	Business systems Recharge	0	0
0	Special Works	0	0	0	Office Services Recharge	0	0
0	Capital Charges	0	0	0	Public Offices Recharge	0	0
9,240	Support Services	0	0	0			
35,757	Total Service Cost/(Surplus)	0	0	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

This cost centre is no longer in use, as not considered necessary to have a general community services estimate. Costs previously accounted for here incorporated with other Health and Community Care service unit cost centres.

Guildford Borough Council General Fund Budget 2013-2014

Health and 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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
534,978	Employee Related Expenditure	497,660	502,910	494,450	Employee Related		
121,325	Premises Related Expenditure	136,240	113,958	134,160	Salaries	478,670	476,910
6,480	Transport Related Expenditure	5,250	6,705	7,770	Premises Related		
93,709	Supplies and Services	111,860	110,118	109,460	Electricity	32,500	29,000
0	Third Party Payments	0	0	0	Gas	10,600	12,300
0	Transfer Payments	0	0	0	General Rates	11,050	11,010
756,492	Total Directly Controllable Expenditure	751,010	733,691	745,840	Rents Payable	25,000	15,000
					Repairs and Maintenance	37,050	47,190
(267,618)	Income	(239,300)	(229,812)	(247,160)	Transport Related		
488,874	Net Directly Controllable Expenditure/(Income)	511,710	503,879	498,680	Car Leasing and Allowances	5,250	7,770
					Supplies and Services		
0	Special Works	0	0	0	Copying & Printing	4,520	4,260
326,925	Capital Charges	58,350	58,358	57,760	Day Centre Activities Cost	8,320	7,640
68,293	Support Services	90,080	88,512	84,910	Equipment & Tools	6,940	4,620
884,092	Total Service Cost/(Surplus)	660,140	650,749	641,350	Food Purchases	65,000	72,000
					Miscellaneous Expenses	10,160	7,250
					Telecomms	5,130	4,600
					Income		
	Full Time Equivalent Staff	18.42		18.73	Coffee Shop income	(13,000)	(17,990)
					Fee Income	(6,400)	(8,230)
					Miscellaneous Income	(3,000)	(10,580)
					Refreshment Sales	(76,000)	(79,420)
					Rent Income	(12,000)	(3,000)
					SCC Grant	(122,800)	(122,800)
					Capital Charges		
					Depreciation	58,350	57,760
					Support Services		
					Accountancy Services Recharge	7,550	8,310
					Business systems Recharge	16,330	16,980
					Human Resources Recharge	11,220	11,970
					Office Services Recharge	2,320	1,690
					Paymaster Recharge	16,150	13,100
					Performance Mngt. Recharge	4,830	5,340

Major Variances 2012-13 v 2013-14

Additional repairs and maintenance budget of £10,000 is required based on current levels of expenditure. The rent payment to St Martins Court for space occupied has been re-valued and has reduced by £10,000.

There is a reduction in anticipated rental income of £9,000 due to a phased rent increase over a number of years, offset by an overall increase in income from various fees and charges of £17,000.

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Emergency Communications System

Ledger Code EMECOM

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
676,212	Employee Related Expenditure	157,950	166,769	160,830
27,577	Premises Related Expenditure	5,100	66	3,800
4,166	Transport Related Expenditure	3,880	5,745	4,730
101,276	Supplies and Services	66,270	72,770	83,100
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
809,231	Total Directly Controllable Expenditure	233,200	245,350	252,460
(570,632)	Income	(338,020)	(359,880)	(334,850)
238,599	Net Directly Controllable Expenditure/(Income)	(104,820)	(114,530)	(82,390)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
92,701	Support Services	73,350	73,365	64,290
331,300	Total Service Cost/(Surplus)	(31,470)	(41,165)	(18,100)
	Full Time Equivalent Staff	3.15		3.35

Major Variances 2012-13 v 2013-14

An increase in the equipment and tools budget of £18,500 in line with the current spend profile for the installation element of the service.

An equipment maintenance contract on behalf of other local authorities generates additional income of £18,000. Reduction of £22,000 income charged to internal customers due to a lower number of connections.

Reduction in support costs of £10,000 reflecting the reduced service since the recent outsourcing of the monitoring service to Chichester borough council.

A net surplus of £18,100 generated for 2013-14 using the latest predicted number of connections.

Major Items	2012-13 Estimate £	2013-14 Estimate £
Employee Related		
Salaries	151,700	157,780
Premises Related		
Payment in Lieu of Rent	5,000	3,800
Transport Related		
Car Leasing and Allowances	3,880	4,730
Supplies and Services		
Alarm Monitoring Contract	34,220	34,220
Equipment Supply, Mtnc & Repair	23,200	41,700
Miscellaneous Expenses	3,200	3,200
Telecomms	2,940	900
Income		
Emergency Communications Fees	(234,700)	(231,250)
Expenses Recovered	0	(18,000)
Recharged to Other Services	(103,300)	(82,110)
SCC Grant	0	(2,500)
Support Services		
Accountancy Services Recharge	12,260	8,960
Audit Services Recharge	2,540	2,600
Business systems Recharge	14,010	13,680
Customer Service Centre Recharge	1,250	1,430
Debtors Section Recharge	35,120	28,900
Human Resources Recharge	1,920	2,140
Paymaster Recharge	4,150	3,990

Guildford Borough Council General Fund Budget 2013-2014

Health and 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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
69,873	Employee Related Expenditure	110,570	94,820	115,220	Employee Related		
8,199	Premises Related Expenditure	8,260	9,488	11,400	Salaries	107,210	111,960
40	Transport Related Expenditure	680	268	80	Premises Related		
2,529	Supplies and Services	2,970	1,326	2,970	Electricity	650	600
0	Third Party Payments	0	0	0	General Rates	6,400	6,480
0	Transfer Payments	0	0	0	Transport Related		
80,641	Total Directly Controllable Expenditure	122,480	105,902	129,670	Supplies and Services		
					Day Centre Activities Cost	1,000	1,000
(182,281)	Income	(195,300)	(195,300)	(200,020)	Income		
(101,640)	Net Directly Controllable Expenditure/(Income)	(72,820)	(89,398)	(70,350)	Fee Income	(44,000)	(48,720)
					SCC Grant	(151,300)	(151,300)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	1,110	710
32,292	Support Services	10,310	10,483	10,310	Business systems Recharge	620	570
(69,348)	Total Service Cost/(Surplus)	(62,510)	(78,915)	(60,040)	Health and Safety Recharge	830	830
					Human Resources Recharge	3,040	3,210
	Full Time Equivalent Staff	5.00		5.03	Paymaster Recharge	1,670	1,450
					Performance Mngt. Recharge	850	920

Major Variances 2012-13 v 2013-14

There are no major variances to report

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Environmental Control

Ledger Code ENVHEA

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
319,928	Employee Related Expenditure	309,680	302,943	272,680	Employee Related		
9,302	Premises Related Expenditure	7,510	7,510	0	Salaries	301,170	264,820
15,907	Transport Related Expenditure	17,180	17,642	16,470	Premises Related		
132,658	Supplies and Services	89,850	94,135	90,060	Proportion of Depot Expenses	7,510	0
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing and Allowances	17,180	16,470
477,795	Total Directly Controllable Expenditure	424,220	422,230	379,210	Supplies and Services		
					Computer Software Licence	2,980	2,020
(18,911)	Income	(16,670)	(19,242)	(18,500)	General Subscriptions	2,000	2,000
458,884	Net Directly Controllable Expenditure/(Income)	407,550	402,988	360,710	General Subscriptions	2,000	2,000
					New, Replace Equip & Tools	1,850	1,850
0	Special Works	0	0	0	Out of Hours Service	5,140	5,140
0	Capital Charges	4,230	4,238	0	Pest Control Charges	65,630	65,630
59,316	Support Services	63,330	63,418	61,500	Veterinary Surgeons Fees	3,280	4,000
518,200	Total Service Cost/(Surplus)	475,110	470,644	422,210	Income		
					Animal Establishment Fees	(6,270)	(7,500)
					Contaminated Land Enquiries	(1,500)	(1,500)
					Fee Income	(7,900)	(8,500)
					Capital Charges		
					Depreciation	4,230	0
					Support Services		
					Business Services Support Recharge	6,770	6,010
					Customer Tech Support Recharge	10,000	10,260
					Health and Safety Recharge	1,150	1,010
					Human Resources Recharge	4,230	3,920
					Information Sys Support Recharge	7,120	6,830
					Office Services Recharge	5,770	5,370
					Performance Mngt. Recharge	2,780	2,600
					Public Offices Recharge	15,240	15,180
	Full Time Equivalent Staff	7.06		6.26			

Major Variances 2012-13 v 2013-14

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

There is a reduction in depot expenses recharge, as equipment is no longer stored at the depot.

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Food and Safety Services

Ledger Code FOODSF

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
297,193	Employee Related Expenditure	289,870	286,854	260,450	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	281,570	253,460
13,180	Transport Related Expenditure	15,070	15,014	15,680	Transport Related		
33,781	Supplies and Services	20,060	23,998	18,850	Car Leasing and Allowances	15,070	15,680
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	3,100	2,100
344,154	Total Directly Controllable Expenditure	325,000	325,866	294,980	General Subscriptions	1,000	1,000
					Health Education Expenditure	1,000	1,000
(10,731)	Income	(6,680)	(2,155)	(6,600)	New, Replace Equip & Tools	1,000	1,000
333,423	Net Directly Controllable Expenditure/(Income)	318,320	323,711	288,380	Printing Services Recharge	1,460	2,380
					Storage, Archiving Recharge	3,170	3,220
0	Special Works	0	0	0	Telecomms	1,100	1,100
0	Capital Charges	0	0	0	Income		
72,666	Support Services	84,070	84,265	84,300	Food Hygiene Course	(4,500)	(3,000)
406,089	Total Service Cost/(Surplus)	402,390	407,976	372,680	Support Services		
					Accountancy Services Recharge	4,600	4,150
	Full Time Equivalent Staff	6.61		6.14	Audit Services Recharge	6,440	6,570

Major Variances 2012-13 v 2013-14

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

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Grants to Voluntary Organisations - Housing and Community

Ledger Code GRANTH

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
40,083	Employee Related Expenditure	38,960	40,303	39,640	Employee Related		
11,000	Premises Related Expenditure	11,500	19,830	19,800	Salaries	38,390	38,900
1,636	Transport Related Expenditure	1,750	1,767	1,970	Premises Related		
604,182	Supplies and Services	483,560	415,199	421,200	Rents Payable	11,500	19,800
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	1,650	1,860
656,901	Total Directly Controllable Expenditure	535,770	477,099	482,610	Supplies and Services		
					Council for Voluntary Services	9,750	9,750
(398,592)	Income	(279,520)	(209,690)	(217,190)	Shopmobility	34,840	34,840
258,309	Net Directly Controllable Expenditure/(Income)	256,250	267,409	265,420	Vol Assoc Grant - Guildford	178,870	178,870
					Vol Assoc Grant - Partners	260,020	197,690
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Miscellaneous Income	(19,500)	(19,500)
5,688	Support Services	9,670	9,702	10,040	Voluntary Grant Contributions	(260,020)	(197,690)
263,997	Total Service Cost/(Surplus)	265,920	277,111	275,460	Support Services		
					Accountancy Services Recharge	4,110	3,930
	Full Time Equivalent Staff	0.92		0.93	Paymaster Recharge	1,020	1,080
					Public Offices Recharge	2,090	2,120

Major Variances 2012-13 v 2013-14

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

Additional funding of £8,300 is included as additional rent support to the Rape and Sexual Abuse Support Centre (RASASC) as part of tapered support to 2016-17.

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Health and Safety

Ledger Code G2525

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
123,281	Employee Related Expenditure	107,320	110,623	104,260	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	95,010	91,740
2,027	Transport Related Expenditure	2,050	2,107	2,260	Training - Health and Safety	10,000	10,000
6,932	Supplies and Services	6,110	6,265	5,810	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing and Allowances	2,040	2,250
0	Transfer Payments	0	0	0	Supplies and Services		
132,240	Total Directly Controllable Expenditure	115,480	118,995	112,330	Consultants Fees	3,500	3,500
(137,422)	Income	(131,470)	(131,510)	(132,040)	Income		
(5,182)	Net Directly Controllable Expenditure/(Income)	(15,990)	(12,515)	(19,710)	Support Service Recharge	(131,470)	(130,820)
0	Special Works	0	0	0	Support Services		
9,342	Capital Charges	0	0	0	Customer Tech Support Recharge	1,100	1,130
16,452	Support Services	16,960	16,992	16,940	Office Services Recharge	1,940	1,680
20,612	Total Service Cost/(Surplus)	970	4,477	(2,770)	Paymaster Recharge	3,460	3,310
					Public Offices Recharge	5,110	4,750
	Full Time Equivalent Staff	2.07		2.07			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Licensing Services

Ledger Code LICENS

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
122,438	Employee Related Expenditure	105,350	90,424	121,640	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	101,670	118,270
3,388	Transport Related Expenditure	3,040	3,121	2,450	Transport Related		
18,101	Supplies and Services	9,900	15,503	7,610	Car Allowances	1,630	2,150
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	6,300	4,260
143,927	Total Directly Controllable Expenditure	118,290	109,048	131,700	Telecomms	1,020	1,020
(157,383)	Income	(165,890)	(184,686)	(171,180)	Income		
(13,456)	Net Directly Controllable Expenditure/(Income)	(47,600)	(75,638)	(39,480)	Gambling Licence Annual Fees	(8,400)	(13,400)
0	Special Works	0	0	0	LA03 Licence Fees	(140,160)	(136,160)
0	Capital Charges	0	0	0	Licence Fees	(5,780)	(10,420)
53,136	Support Services	46,400	46,432	47,110	Support Services		
39,680	Total Service Cost/(Surplus)	(1,200)	(29,206)	7,630	Accountancy Services Recharge	2,650	2,390
	Full Time Equivalent Staff	2.73		3.36	Audit Services Recharge	2,180	2,230
					Business Services Support Recharg	2,180	1,940
					Customer Tech Support Recharge	3,870	3,970
					Human Resources Recharge	1,670	2,120
					Information Sys Support Recharge	2,360	2,260
					Information Sys Support Recharge	2,360	2,260
					Legal Services Recharge	17,150	17,940
					Office Services Recharge	2,610	2,280
					Public Offices Recharge	6,880	6,440

Major Variances 2012-13 v 2013-14

There is an overall increase in employee related expenditure following a review of salary allocations from time recording analysis.

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Pest Control

Ledger Code PESCON

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
48,795	Employee Related Expenditure	62,180	26,367	54,020
157	Premises Related Expenditure	160	160	0
6,298	Transport Related Expenditure	2,850	287	520
37,009	Supplies and Services	40,520	43,939	38,480
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
92,259	Total Directly Controllable Expenditure	105,710	70,753	93,020
(88,339)	Income	(129,980)	(75,630)	(87,990)
3,920	Net Directly Controllable Expenditure/(Income)	(24,270)	(4,877)	5,030
0	Special Works	0	0	0
0	Capital Charges	0	0	0
13,007	Support Services	13,860	13,884	13,780
16,927	Total Service Cost/(Surplus)	(10,410)	9,007	18,810
	Full Time Equivalent Staff	1.81		1.93

Major Items	2012-13 Estimate £	2013-14 Estimate £
Employee Related		
Salaries	61,100	52,810
Transport Related		
Fuel and Oil	2,380	0
Supplies and Services		
Payment to Contractors	33,850	38,000
Income		
Pest Control Charges	(64,350)	(22,360)
Recharged to Other Services	(65,630)	(65,630)
Support Services		
Accountancy Services Recharge	930	840
Business Services Support Recharg	150	140
Customer Tech Support Recharge	3,060	3,140
Debtors Section Recharge	870	280
Human Resources Recharge	1,100	1,230
Information Sys Support Recharge	1,020	980
Office Services Recharge	620	750
Public Offices Recharge	1,640	2,120
Works Services Recharge	740	0

Major Variances 2012-13 v 2013-14

Employee related expenditure is lower by £10,000 to reflect a service challenge saving relating to a lean review of the service.

The level of income included in 2012-13 reflected the assumption that the review of Pest Control, including the fees for all services, would be undertaken during the year. This review is now part of the Environmental Health reviews and until the outcome is complete, the income is set at previous levels for 2013-14.

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Private Sector Housing

Ledger Code PRIHOU

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
465,405	Employee Related Expenditure	525,510	484,345	524,820	Employee Related		
433	Premises Related Expenditure	380	380	410	Insurance - Emps Liab, All Risk	2,890	2,960
28,075	Transport Related Expenditure	26,210	26,948	28,310	Salaries	510,640	507,870
92,841	Supplies and Services	99,340	125,585	84,660	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	8,950	14,090
0	Transfer Payments	0	0	0	Officers Car Leasing	13,350	14,160
586,754	Total Directly Controllable Expenditure	651,440	637,258	638,200	Supplies and Services		
					Bought In Services	14,000	14,000
(336,892)	Income	(280,580)	(294,396)	(281,980)	Computer Software Licence	3,920	5,920
249,862	Net Directly Controllable Expenditure/(Income)	370,860	342,862	356,220	Consultants Fees	43,690	30,700
					Home Trust Loan Scheme	7,000	6,000
0	Special Works	0	0	0	Materials	11,000	11,000
655,351	Capital Charges	0	0	0	Printing Services Recharge	2,530	1,570
78,708	Support Services	105,000	105,096	105,010	Telecomms	3,080	2,560
983,921	Total Service Cost/(Surplus)	475,860	447,958	461,230	Income		
					Fee Income	(69,000)	(74,400)
	Full Time Equivalent Staff	13.54		13.63	Income from Clients	(19,740)	(22,000)
					Other Grants, Sponsorship	(20,000)	(10,000)
					SCC Income	(171,570)	(171,580)
					Capital Charges		
					Support Services		
					Accountancy Services Recharge	8,620	7,050
					Business systems Recharge	26,120	25,490
					Human Resources Recharge	8,270	8,740
					Legal Services Recharge	5,030	5,270
					Office Services Recharge	9,980	9,660
					Paymaster Recharge	5,570	5,220
					Public Offices Recharge	26,350	27,290

Major Variances 2012-13 v 2013-14

Reduction of £12,990 under consultants fees for an empty homes initiative with the long-term aim of reducing the number of empty homes in Guildford.

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Supporting People

Ledger Code SPGPPL

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 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 2012-13 v 2013-14

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

Guildford Borough Council General Fund Budget 2013-2014

Health and Community Care Services

Financial Information Taxi Licensing and Private Hire Vehicles

Ledger Code TAXLIC

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
100,139	Employee Related Expenditure	124,460	115,668	105,810
0	Premises Related Expenditure	0	0	0
4,319	Transport Related Expenditure	5,010	5,325	6,120
89,225	Supplies and Services	107,450	105,361	104,390
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
193,683	Total Directly Controllable Expenditure	236,920	226,354	216,320
(248,466)	Income	(280,840)	(288,883)	(244,220)
(54,783)	Net Directly Controllable Expenditure/(Income)	(43,920)	(62,529)	(27,900)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
36,300	Support Services	44,890	44,928	53,990
(18,483)	Total Service Cost/(Surplus)	970	(17,601)	26,090
	Full Time Equivalent Staff	3.51		3.12

Major Variances 2012-13 v 2013-14

There is an overall reduction in employee related expenditure following a review of salary allocations from time recording analysis.

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

The increase in support costs is mainly due to an increased level of accounting support to this service based on actual time recording.

Major Items

Employee Related

Salaries 122,060 103,790

Supplies and Services

Computer Software Licence 3,200 2,200

Consultants (Projects) 10,000 8,590

CRB Checks 5,680 7,220

Equipment & Tools 7,860 6,500

Printing and Stationery 4,140 3,230

Taxi and Private Hire Car Tests 59,740 59,740

Taxi Ranks Maintenance 12,000 12,000

Income

CRB Check Fees (5,680) (7,220)

Operators (16,220) (10,990)

Private Hire Drivers (35,840) (37,700)

Private Hire Vehicle Licence Fees (93,950) (105,350)

Taxi Drivers (24,780) (17,860)

Taxi Licence Fees (104,370) (63,140)

Support Services

Accountancy Services Recharge 6,200 11,330

Business Services Support Recharg 3,150 2,820

Customer Tech Support Recharge 5,400 5,550

HR Services Recharge 2,130 1,980

Information Sys Support Recharge 3,420 3,280

Legal Services Recharge 9,020 9,440

Office Services Recharge 2,570 3,370

Paymaster Recharge 2,070 2,460

Public Offices Recharge 6,770 9,510

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

HOUSING ADVICE SERVICES

HEAD OF SERVICE - KIM RIPPETT

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
1,374,322	1,174,420	Gross Expenditure	1,767,620	1,175,110	1,201,710	1,228,930
(847,134)	(388,500)	Gross Income	(174,010)	(12,880)	(13,400)	(13,940)
527,188	785,920	Net Expenditure	1,593,610	1,162,230	1,188,310	1,214,990
432,344	408,420	Employee Related Expenditure	599,130	414,330	425,720	437,390
1,625	3,010	Premises Related Expenditure	3,000	3,040	3,090	3,140
4,469	3,950	Transport Related Expenditure	11,720	4,780	4,840	4,910
675,292	666,520	Supplies and Services	1,063,890	660,940	673,850	687,020
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,113,730	1,081,900	Total Directly Controllable Expenditure	1,677,740	1,083,090	1,107,500	1,132,460
(847,134)	(388,500)	Income	(174,010)	(12,880)	(13,400)	(13,940)
266,596	693,400	Net Directly Controllable Expenditure/(Income)	1,503,730	1,070,210	1,094,100	1,118,520
0	0	Special Works	0	0	0	0
147,852	0	Capital Charges	0	0	0	0
112,740	92,520	Support Services	89,880	92,020	94,210	96,470
527,188	785,920	Total Service Cost/(Surplus)	1,593,610	1,162,230	1,188,310	1,214,990

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
325,151	207,290	Affordable Housing Development	211,110	216,340	221,720	227,240
(44,003)	311,630	Homelessness and Emergency Accommodation	1,097,680	646,780	659,980	673,460
246,040	267,000	Housing Advice	284,820	299,110	306,610	314,290
527,188	785,920	Total Net Expenditure/(Income)	1,593,610	1,162,230	1,188,310	1,214,990

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
115,734	Employee Related Expenditure	153,580	143,831	155,970	Employee Related		
10	Premises Related Expenditure	10	10	0	Salaries	150,460	152,820
1,230	Transport Related Expenditure	1,330	1,345	1,960	Transport Related		
12,855	Supplies and Services	12,740	13,278	13,500	Car Leasing and Allowances	1,280	1,910
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	3,220	3,140
129,829	Total Directly Controllable Expenditure	167,660	158,464	171,430	Consultants Fees	1,000	1,000
					General Grants	3,800	3,800
(14)	Income	0	0	0	General Subscriptions	2,000	2,000
129,815	Net Directly Controllable Expenditure/(Income)	167,660	158,464	171,430	Housing Needs Surveys	1,500	1,500
					Support Services		
0	Special Works	0	0	0	Accountancy Services Recharge	1,090	690
147,852	Capital Charges	0	0	0	Business systems Recharge	10,180	10,070
47,484	Support Services	39,630	39,670	39,680	Customer Service Centre Recharge	870	1,010
325,151	Total Service Cost/(Surplus)	207,290	198,134	211,110	Human Resources Recharge	1,690	1,770
					Legal Services Recharge	9,020	9,440
	Full Time Equivalent Staff	2.77		2.77	Office Services Recharge	2,380	2,240
					Paymaster Recharge	1,210	1,490
					Performance Mngt. Recharge	1,110	1,170
					Public Offices Recharge	6,290	6,320
					Valuation Services Recharge	4,500	4,320

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

Housing Advice Services

Financial Information Homelessness and Emergency Accommodation

Ledger Code HOMLES

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
316,610	Employee Related Expenditure	254,840	257,486	443,160	Employee Related		
1,615	Premises Related Expenditure	3,000	3,000	3,000	Salaries	250,280	439,230
3,239	Transport Related Expenditure	2,620	2,674	9,760	Premises Related		
416,397	Supplies and Services	386,780	401,062	765,570	Repairs and Maintenance	3,000	3,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	2,220	9,350
737,861	Total Directly Controllable Expenditure	647,240	664,222	1,221,490	Supplies and Services		
					Bonds issued/claimed	40,000	46,000
(847,120)	Income	(388,500)	(388,500)	(174,010)	Building Condition surveys	11,880	11,370
(109,259)	Net Directly Controllable Expenditure/(Income)	258,740	275,722	1,047,480	Computer Software Licence	1,270	1,250
					Consultants (Projects)	20,000	355,750
0	Special Works	0	0	0	Contr to Bad Debts Provision	20,000	0
0	Capital Charges	0	0	0	Emergency Accommodation	40,000	45,000
65,256	Support Services	52,890	52,930	50,200	General Grants	88,000	136,740
(44,003)	Total Service Cost/(Surplus)	311,630	328,652	1,097,680	Homeless Outreach Support	159,310	154,000
					Telecomms	3,000	3,350
	Full Time Equivalent Staff	8.02		14.02	Income		
					Bed and Breakfast Income	(16,000)	(12,380)
					Government Grants	(372,500)	0

Major Variances 2012-13 v 2013-14

A change to the funding mechanism for homelessness takes effect from 1st April 2013. The level of funding will be the same and £372,000 grant forms part of the Business Rate Retention Scheme funding.

Expenditure of £399,000 for the prevention of homelessness is included in various elements of this budget for 2013-14 and offset by income already received and held in reserves, so has no effect on the bottom line budget.

A growth bid for the Surrey Family Support initiative with a net cost to this budget in 2013-14 of £50,000 is included.

Removal of a growth bid of £20,000 approved for 2012-2013 for a fraud initiative.

A bad debts contribution is not required in 2013-14.

Guildford Borough Council General Fund Budget 2013-2014

Housing Advice Services

Financial Information Housing Advice

Ledger Code HOUADV

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services Hsg Advice Services (To HRA)	267,000	284,820
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
246,040	Supplies and Services	267,000	255,351	284,820			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
246,040	Total Directly Controllable Expenditure	267,000	255,351	284,820			
0	Income	0	0	0			
246,040	Net Directly Controllable Expenditure/(Income)	267,000	255,351	284,820			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
246,040	Total Service Cost/(Surplus)	267,000	255,351	284,820			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

This represents 50% of housing advice costs in the Housing Revenue Account.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

HUMAN RESOURCES

HEAD OF SERVICE - JUDITH COSLETT

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
715,638	764,040	Gross Expenditure	810,890	829,030	847,580	866,590
(705,471)	(734,150)	Gross Income	(826,060)	(845,890)	(866,200)	(886,990)
10,167	29,890	Net Expenditure	(15,170)	(16,860)	(18,620)	(20,400)
509,290	589,760	Employee Related Expenditure	630,780	645,170	659,890	674,970
0	0	Premises Related Expenditure	0	0	0	0
6,455	8,580	Transport Related Expenditure	8,960	9,080	9,200	9,330
73,717	49,230	Supplies and Services	49,680	50,400	51,140	51,890
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
589,462	647,570	Total Directly Controllable Expenditure	689,420	704,650	720,230	736,190
(705,471)	(734,150)	Income	(826,060)	(845,890)	(866,200)	(886,990)
(116,009)	(86,580)	Net Directly Controllable Expenditure/(Income)	(136,640)	(141,240)	(145,970)	(150,800)
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
126,176	116,470	Support Services	121,470	124,380	127,350	130,400
10,167	29,890	Total Service Cost/(Surplus)	(15,170)	(16,860)	(18,620)	(20,400)

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
30,061	(19,590)	HR Services	(12,490)	(12,570)	(12,640)	(12,680)
(19,894)	49,480	Other Employee Costs	(2,680)	(4,290)	(5,980)	(7,720)
10,167	29,890	Total Net Expenditure/(Income)	(15,170)	(16,860)	(18,620)	(20,400)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Guildford Borough Council General Fund Budget 2013-2014

Human Resources

Financial Information HR Services

Ledger Code HRSERV

Responsible Officer Judith Coslett - Head of Human Resources (Tel: 444010)0

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
329,344	Employee Related Expenditure	322,500	330,502	352,250	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	309,900	338,720
6,275	Transport Related Expenditure	7,560	7,541	7,870	Training	4,800	5,060
67,188	Supplies and Services	40,510	39,362	40,200	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	3,530	3,580
0	Transfer Payments	0	0	0	Officers Car Leasing	3,940	4,200
402,807	Total Directly Controllable Expenditure	370,570	377,405	400,320	Supplies and Services		
					Computer Software Licence	16,000	16,000
(481,310)	Income	(480,380)	(480,508)	(504,630)	Consultants Fees	3,000	3,000
(78,503)	Net Directly Controllable Expenditure/(Income)	(109,810)	(103,103)	(104,310)	General Subscriptions	1,660	1,660
					IT Renewals	1,480	2,940
0	Special Works	0	0	0	Printing Services Recharge	3,260	1,100
0	Capital Charges	0	0	0	Income		
108,564	Support Services	90,220	90,268	91,820	Support Service Recharge	(480,380)	(504,630)
30,061	Total Service Cost/(Surplus)	(19,590)	(12,835)	(12,490)	Support Services		
					Accountancy Services Recharge	8,140	7,460
	Full Time Equivalent Staff	7.64		7.64	Audit Services Recharge	3,820	3,900
					Business Services Support Recharg	7,680	6,810
					Customer Tech Support Recharge	13,480	13,830
					Information Sys Support Recharge	5,010	4,800
					Legal Services Recharge	15,620	16,340
					Office Services Recharge	6,570	6,560
					Paymaster Recharge	4,110	4,630
					Public Offices Recharge	17,350	18,540

Major Variances 2012-13 v 2013-14

The cost of salaries has increased due to some changes in the grading of posts.

Guildford Borough Council General Fund Budget 2013-2014

Human Resources

Financial Information Other Employee Costs

Ledger Code OTHEMP

Responsible Officer Judith Coslett - Head of Human Resources (Tel: 444010)0

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
179,946	Employee Related Expenditure	267,260	176,703	278,530	Employee Related		
0	Premises Related Expenditure	0	0	0	Child Protection Training	2,700	2,700
180	Transport Related Expenditure	1,020	489	1,090	Corporate Training Plan	88,390	88,390
6,529	Supplies and Services	8,720	1,889	9,480	Criminal Records Bureau	5,000	2,500
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
186,655	Total Directly Controllable Expenditure	277,000	179,081	289,100	Medical Fees	26,830	37,000
					Salaries	90,090	92,870
(224,161)	Income	(253,770)	(253,698)	(321,430)	Sight Tests and Glasses	2,400	2,090
(37,506)	Net Directly Controllable Expenditure/(Income)	23,230	(74,617)	(32,330)	Staff Concessions	4,000	4,000
					Supplies and Services		
0	Special Works	0	0	0	Contract Catering	1,500	1,500
0	Capital Charges	0	0	0	General Subscriptions	5,500	5,840
17,612	Support Services	26,250	25,694	29,650	Healthy Living Week	1,050	1,050
(19,894)	Total Service Cost/(Surplus)	49,480	(48,923)	(2,680)	Staff Suggestion Scheme	500	500
					Income		
	Full Time Equivalent Staff	1.91		1.92	Support Service Recharge	(253,560)	(321,210)
					Support Services		
					Accountancy Services Recharge	7,800	8,990
					Engineering and Transport Recharg	7,760	8,140
					Paymaster Recharge	1,800	1,350

Major Variances 2012-13 v 2013-14

Increase of £10,000 in medical fees estimated for 2013-14 based on current levels of expenditure.

The overall debit balance in 2012-13 represents an under recovery of costs as a result of changes to the estimates after the charges to individual services were calculated.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

LEGAL AND DEMOCRATIC SERVICES

HEAD OF SERVICE - SATISH MISTRY (INTERIM HEAD)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
3,146,158	2,797,440	Gross Expenditure	2,868,980	2,916,880	3,089,230	3,045,390
(1,393,329)	(1,054,490)	Gross Income	(1,042,140)	(1,068,550)	(1,095,390)	(1,123,190)
1,752,829	1,742,950	Net Expenditure	1,826,840	1,848,330	1,993,840	1,922,200
1,506,377	1,228,620	Employee Related Expenditure	1,208,230	1,225,820	1,259,100	1,293,300
9,568	1,610	Premises Related Expenditure	1,770	1,800	1,830	1,860
43,623	37,190	Transport Related Expenditure	27,080	27,450	27,820	28,190
816,388	796,430	Supplies and Services	870,690	882,380	1,002,440	904,970
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,375,956	2,063,850	Total Directly Controllable Expenditure	2,107,770	2,137,450	2,291,190	2,228,320
(1,393,329)	(1,054,490)	Income	(1,042,140)	(1,068,550)	(1,095,390)	(1,123,190)
982,627	1,009,360	Net Directly Controllable Expenditure/(Income)	1,065,630	1,068,900	1,195,800	1,105,130
0	0	Special Works	0	0	0	0
8,421	0	Capital Charges	0	0	0	0
761,781	733,590	Support Services	761,210	779,430	798,040	817,070
1,752,829	1,742,950	Total Service Cost/(Surplus)	1,826,840	1,848,330	1,993,840	1,922,200

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
4,060	4,430	Access Group for Guildford	3,450	3,520	3,600	3,680
198,797	185,950	Civic Expenses	174,110	177,880	181,710	185,620
10,612	(250)	Committee Services	(5,790)	(5,710)	(5,620)	(5,510)
362,981	350,680	Council and Committee Support	339,630	347,720	356,020	364,490
784,619	798,330	Democratic Representation and Management	816,190	832,670	848,060	865,700
156,665	78,890	Elections	75,670	77,420	189,080	80,960
178,361	188,830	Electoral Registration	179,200	182,880	186,630	190,450
7,502	11,130	Guildford Youth Council	10,180	10,380	10,580	10,780
(49,418)	0	Legal Services	14,800	0	0	0
98,650	124,960	Parish and Local Liaison	219,400	221,570	223,780	226,030
1,752,829	1,742,950	Total Net Expenditure/(Income)	1,826,840	1,848,330	1,993,840	1,922,200

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
1,163	Employee Related Expenditure	1,150	1,153	1,180	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,110	1,150
64	Transport Related Expenditure	50	68	90	Supplies and Services		
217	Supplies and Services	100	243	30			
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Committee Services Recharge	3,030	2,070
1,444	Total Directly Controllable Expenditure	1,300	1,464	1,300			
0	Income	0	0	0			
1,444	Net Directly Controllable Expenditure/(Income)	1,300	1,464	1,300			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
2,616	Support Services	3,130	3,138	2,150			
4,060	Total Service Cost/(Surplus)	4,430	4,602	3,450			
	Full Time Equivalent Staff	0.02		0.02			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
110,373	Employee Related Expenditure	98,680	91,079	87,360	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	96,060	84,720
9,616	Transport Related Expenditure	7,440	7,346	6,990	Transport Related		
46,441	Supplies and Services	58,220	61,949	58,950	Fuel and Oil	3,300	3,300
0	Third Party Payments	0	0	0	Transport Pool Hire Charge	3,450	2,910
0	Transfer Payments	0	0	0	Supplies and Services		
166,430	Total Directly Controllable Expenditure	164,340	160,374	153,300	Borough Promotional Expenses	36,720	36,720
(21)	Income	0	0	0	Deputy Mayor Allowance	1,330	1,330
166,409	Net Directly Controllable Expenditure/(Income)	164,340	160,374	153,300	Insurance; All Risks	3,330	4,690
0	Special Works	0	0	0	Mayors Allowance	10,620	10,620
0	Capital Charges	0	0	0	Printing and Stationery	2,380	2,750
32,388	Support Services	21,610	21,626	20,810	Telecomms	1,480	1,510
198,797	Total Service Cost/(Surplus)	185,950	182,000	174,110	Support Services		
	Full Time Equivalent Staff	2.67		2.36	Accountancy Services Recharge	1,620	2,360
					Customer Tech Support Recharge	1,610	1,650
					Human Resources Recharge	1,630	1,510
					Legal Services Recharge	4,520	4,730
					Office Services Recharge	1,710	1,260
					Paymaster Recharge	1,980	2,000
					Public Offices Recharge	4,520	3,560

Major Variances 2012-13 v 2013-14

Following the annual review of salary allocations twenty per cent of the cost of the Guildhall Custodian and Guildhall Caretaker posts, previously allocated to the Civic support service, has been reallocated to the Guildhall. This has resulted in a decrease in the salary estimate and the full time equivalent allocation.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
154,618	Employee Related Expenditure	155,650	149,590	151,310	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	153,240	148,390
638	Transport Related Expenditure	310	137	990	Supplies and Services		
8,924	Supplies and Services	6,230	5,178	5,920	Computer Software Licence	3,440	3,440
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Support Service Recharge	(201,690)	(206,790)
164,180	Total Directly Controllable Expenditure	162,190	154,905	158,220	Support Services		
					Accountancy Services Recharge	1,490	1,490
(196,600)	Income	(202,610)	(202,379)	(207,750)	Business Services Support Recharg	6,180	5,480
(32,420)	Net Directly Controllable Expenditure/(Income)	(40,420)	(47,474)	(49,530)	Customer Tech Support Recharge	8,880	9,110
					HR Services Recharge	1,990	2,090
0	Special Works	0	0	0	Information Sys Support Recharge	4,540	4,350
0	Capital Charges	0	0	0	Office Services Recharge	2,890	3,650
43,032	Support Services	40,170	40,178	43,740	Paymaster Recharge	2,930	3,010
10,612	Total Service Cost/(Surplus)	(250)	(7,296)	(5,790)	Public Offices Recharge	7,630	10,280
	Full Time Equivalent Staff	3.27		3.28			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
132,619	Employee Related Expenditure	130,070	115,977	117,970	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	121,270	109,490
5,529	Transport Related Expenditure	5,990	6,010	5,540	Staff Committee Att. Allowance	7,190	6,950
48,545	Supplies and Services	51,030	65,233	47,120	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing and Allowances	5,990	5,540
0	Transfer Payments	0	0	0	Supplies and Services		
186,693	Total Directly Controllable Expenditure	187,090	187,220	170,630	Printing Services Recharge	48,490	44,580
(49,492)	Income	(48,990)	(48,990)	(49,170)	Income		
137,201	Net Directly Controllable Expenditure/(Income)	138,100	138,230	121,460	Recharged to Other Services	(48,990)	(49,170)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	5,590	5,330
225,780	Support Services	212,580	212,540	218,170	Committee Services Recharge	193,610	200,590
362,981	Total Service Cost/(Surplus)	350,680	350,770	339,630	Legal Services Recharge	5,690	5,950
					Office Services Recharge	1,310	1,020
					Public Offices Recharge	3,440	2,860
	Full Time Equivalent Staff	1.53		1.28			

Major Variances 2012-13 v 2013-14

Following the annual review of salary allocations the Leisure Services and Planning Services allocations to a number of the Committees have reduced. The salaries estimates reflect this reduction.

Recharges from the Print Service have decreased to reflect recent levels of usage across all committees.

A review of the Committee Services current workload allocations has resulted in an increase in the level of recharge to a number of Committees.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
230,273	Employee Related Expenditure	223,790	204,797	226,230
0	Premises Related Expenditure	0	0	0
7,385	Transport Related Expenditure	5,010	5,290	7,670
342,173	Supplies and Services	360,700	348,424	357,380
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
579,831	Total Directly Controllable Expenditure	589,500	558,511	591,280
(81,856)	Income	(80,960)	(80,960)	(82,230)
497,975	Net Directly Controllable Expenditure/(Income)	508,540	477,551	509,050
0	Special Works	0	0	0
0	Capital Charges	0	0	0
286,644	Support Services	289,790	289,870	307,140
784,619	Total Service Cost/(Surplus)	798,330	767,421	816,190
	Full Time Equivalent Staff	2.82		2.97

Major Variances 2012-13 v 2013-14

The increase in the estimate for refreshments, to reflect recent levels of expenditure, is offset by reductions in the estimate against a number of other accounts, including the computer software licence estimate.

A review of the support service bases for Office Services and Public Offices has resulted in an increase in the recharge to Democratic Representation and Management.

Major Items	2012-13 Estimate £	2013-14 Estimate £
Employee Related		
Councillors Training	9,820	9,820
Salaries	209,450	211,790
Transport Related		
Car Leasing and Allowances	5,010	7,510
Supplies and Services		
Computer Software Licence	3,850	1,320
Contract Refreshments	9,000	13,150
Councillors Attendance Allowances	295,310	294,020
Postage	6,380	6,980
Telecomms	14,940	13,850
Income		
Recharged to Other Services	(80,960)	(82,230)
Support Services		
Accountancy Services Recharge	3,420	2,670
Business Services Support Recharg	39,190	34,800
Customer Tech Support Recharge	57,220	58,710
Human Resources Recharge	1,720	1,900
Information Sys Support Recharge	25,350	24,330
Office Services Recharge	27,000	35,280
Paymaster Recharge	3,950	4,250
Public Offices Recharge	117,130	123,240

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
49,377	Employee Related Expenditure	49,590	49,359	46,190	Employee Related		
7,744	Premises Related Expenditure	0	0	0	Casual / Temporary Staff	1,500	1,520
1,708	Transport Related Expenditure	1,170	1,005	1,500	Salaries	43,960	43,640
108,177	Supplies and Services	16,010	21,792	15,060	Premises Related		
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing and Allowances	940	1,270
167,006	Total Directly Controllable Expenditure	66,770	72,156	62,750	Supplies and Services		
					Computer Maintenance Agreement	3,850	4,040
(21,286)	Income	0	(7,108)	0	Computer Software Licence	4,200	4,410
145,720	Net Directly Controllable Expenditure/(Income)	66,770	65,048	62,750	Electoral Admin Bill Changes	1,500	1,500
					New, Replace Equip & Tools	2,300	2,000
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	2,150	2,950
10,945	Support Services	12,120	12,136	12,920	Audit Services Recharge	1,090	1,110
156,665	Total Service Cost/(Surplus)	78,890	77,184	75,670	Paymaster Recharge	1,740	1,690
					Public Offices Recharge	2,410	2,420
	Full Time Equivalent Staff	1.06		1.06			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

Legal and Democratic Services

Financial Information Electoral Registration

Ledger Code ELECTO

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
69,413	Employee Related Expenditure	73,340	75,462	71,220	Employee Related		
1,824	Premises Related Expenditure	1,610	1,610	1,770	Casual / Temporary Staff	2,580	2,620
1,146	Transport Related Expenditure	990	1,000	1,260	Salaries	66,660	66,910
73,503	Supplies and Services	82,200	80,915	74,160	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	1,610	1,770
0	Transfer Payments	0	0	0	Transport Related		
145,886	Total Directly Controllable Expenditure	158,140	158,987	148,410	Car Leasing and Allowances	860	1,130
(4,244)	Income	(3,520)	(4,565)	(3,000)	Supplies and Services		
141,642	Net Directly Controllable Expenditure/(Income)	154,620	154,422	145,410	Advertising	2,000	1,500
0	Special Works	0	0	0	Computer Maintenance Agreement	3,650	5,180
0	Capital Charges	0	0	0	Computer Software Licence	2,060	900
36,719	Support Services	34,210	34,805	33,790	Electoral Admin Bill Changes	2,000	2,000
178,361	Total Service Cost/(Surplus)	188,830	189,227	179,200	Electoral Registration Fees	27,100	17,600
					External Printing and Design	11,000	11,870
					Postage	29,870	31,160
					Printing Services Recharge	3,570	2,960
					Income		
	Full Time Equivalent Staff	2.03		2.03	Electoral Registers Sales	(3,520)	(3,000)
					Support Services		
					Accountancy Services Recharge	1,510	1,360
					Business Services Support Recharg	7,420	6,590
					Customer Tech Support Recharge	9,790	10,050
					Human Resources Recharge	1,240	1,300
					Information Sys Support Recharge	3,370	3,230
					Office Services Recharge	1,750	1,640
					Public Offices Recharge	4,610	4,640

Major Variances 2012-13 v 2013-14

The increase in the computer maintenance estimate has arisen following a system upgrade. The increase is offset by a reduction in other areas, namely software licences and advertising costs.

In 2012-13, the electoral registration estimate included additional funding required in respect of postal vote refreshing. The majority of this funding was only required for one year, hence the reduction in the registration fees estimate for 2013-14. Some of the additional funding is required in 2013-14 and the increase in the postage estimate reflects this.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
367	Employee Related Expenditure	340	316	350	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Support for Forum	4,590	4,590
20	Transport Related Expenditure	20	13	20	Support Services		
2,171	Supplies and Services	5,160	2,833	5,150	Committee Services Recharge	5,050	4,130
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
2,558	Total Directly Controllable Expenditure	5,520	3,162	5,520			
0	Income	0	0	0			
2,558	Net Directly Controllable Expenditure/(Income)	5,520	3,162	5,520			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
4,944	Support Services	5,610	5,610	4,660			
7,502	Total Service Cost/(Surplus)	11,130	8,772	10,180			
	Full Time Equivalent Staff	0.01		0.01			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
752,072	Employee Related Expenditure	490,700	586,280	501,310
0	Premises Related Expenditure	0	0	0
17,315	Transport Related Expenditure	16,100	15,959	2,800
107,616	Supplies and Services	101,770	78,637	99,810
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
877,003	Total Directly Controllable Expenditure	608,570	680,876	603,920
(1,039,830)	Income	(718,410)	(661,833)	(699,990)
(162,827)	Net Directly Controllable Expenditure/(Income)	(109,840)	19,043	(96,070)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
113,409	Support Services	109,840	109,888	110,870
(49,418)	Total Service Cost/(Surplus)	0	128,931	14,800
	Full Time Equivalent Staff	11.02		12.21

Major Variances 2012-13 v 2013-14

The estimate for car leasing costs has reduced following the termination of several agreements. This results from the departure of a number of staff who had lease car agreements.

The arrangement to provide legal services to Waverley Borough Council terminated during 2012-13.

The reduction in the income estimates for Legal Charges and Section 106 agreements reflects recent levels of income generated from these activities.

The support service recharge has risen to account for the above changes.

Major Items	2012-13 Estimate £	2013-14 Estimate £
Employee Related		
Salaries	473,480	487,490
Transport Related		
Officers Car Leasing	14,760	1,540
Supplies and Services		
Computer Software Licence	6,000	6,500
IT Renewals	5,660	5,550
Law Library Books	18,790	18,790
Legal Expenses	50,000	50,000
Stationery and Office Supplies	4,330	3,430
Storage, Archiving Recharge	6,710	6,100
Income		
Expenses Recovered - Waverley	(33,460)	0
Legal Charges	(61,200)	(45,000)
Section 106 income	(52,000)	(45,000)
Support Service Recharge	(569,690)	(607,870)
Support Services		
Accountancy Services Recharge	7,720	8,900
Business Services Support Recharg	6,430	5,710
Customer Tech Support Recharge	13,980	14,340
HR Services Recharge	7,940	8,560
Information Sys Support Recharge	5,390	5,160
Office Services Recharge	11,970	11,130
Paymaster Recharge	6,630	6,470
Performance Mngt. Recharge	5,200	5,670
Public Offices Recharge	31,590	31,440

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
6,102	Employee Related Expenditure	5,310	5,384	5,110	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	5,250	5,030
202	Transport Related Expenditure	110	110	220	Transport Related		
78,621	Supplies and Services	115,010	114,545	207,110	Supplies and Services		
0	Third Party Payments	0	0	0	General Grants	114,000	114,000
0	Transfer Payments	0	0	0	Local Council Tax Scheme Support	0	92,290
84,925	Total Directly Controllable Expenditure	120,430	120,039	212,440	Support Services		
					Accountancy Services Recharge	4,000	6,350
0	Income	0	0	0			
84,925	Net Directly Controllable Expenditure/(Income)	120,430	120,039	212,440			
0	Special Works	0	0	0			
8,421	Capital Charges	0	0	0			
5,304	Support Services	4,530	4,538	6,960			
98,650	Total Service Cost/(Surplus)	124,960	124,577	219,400			
	Full Time Equivalent Staff	0.07		0.07			

Major Variances 2012-13 v 2013-14

Following the introduction of the new Local Council Tax Support Scheme a grant fund has been set up to support the implementation of the scheme.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

NEIGHBOURHOOD AND HOUSING MANAGEMENT

HEAD OF SERVICE - PHIL O'DWYER

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
3,662,198	3,669,720	Gross Expenditure	3,914,880	3,993,970	4,074,770	4,157,290
(3,220,373)	(3,264,770)	Gross Income	(3,510,570)	(3,581,150)	(3,650,780)	(3,721,500)
441,825	404,950	Net Expenditure	404,310	412,820	423,990	435,790
1,727,121	1,773,840	Employee Related Expenditure	1,768,690	1,813,950	1,860,360	1,907,970
162,143	159,730	Premises Related Expenditure	147,790	149,990	152,210	154,480
162,689	195,180	Transport Related Expenditure	188,170	191,000	193,870	196,770
1,372,064	1,268,920	Supplies and Services	1,550,000	1,573,240	1,596,860	1,620,800
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,424,017	3,397,670	Total Directly Controllable Expenditure	3,654,650	3,728,180	3,803,300	3,880,020
(3,220,373)	(3,264,770)	Income	(3,510,570)	(3,581,150)	(3,650,780)	(3,721,500)
203,644	132,900	Net Directly Controllable Expenditure/(Income)	144,080	147,030	152,520	158,520
0	0	Special Works	0	0	0	0
33,736	33,740	Capital Charges	27,270	27,270	27,270	27,270
204,445	238,310	Support Services	232,960	238,520	244,200	250,000
441,825	404,950	Total Service Cost/(Surplus)	404,310	412,820	423,990	435,790

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
22,644	1,910	Building Maintenance	(730)	0	0	0
381,004	390,030	Community Safety Wardens	380,960	390,600	400,520	410,670
(2,131)	(11,720)	Gypsy Caravan Sites	(4,400)	(3,010)	(1,640)	(260)
24,508	25,780	Housing Outside the HRA	24,050	23,920	23,780	24,030
15,155	(940)	Housing Surveying Services	4,880	1,310	1,330	1,350
645	(110)	Woking Road Depot Stores	(450)	0	0	0
441,825	404,950	Total Net Expenditure/(Income)	404,310	412,820	423,990	435,790

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
853,404	Employee Related Expenditure	834,250	804,682	840,510	Employee Related		
70,015	Premises Related Expenditure	50,170	50,186	54,940	Casual / Temporary Staff	65,980	66,970
129,683	Transport Related Expenditure	157,080	150,569	149,050	Salaries	819,900	825,510
1,379,229	Supplies and Services	1,241,780	1,527,135	1,522,160	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	48,760	53,420
0	Transfer Payments	0	0	0	Transport Related		
2,432,331	Total Directly Controllable Expenditure	2,283,280	2,532,572	2,566,660	Car Leasing and Allowances	11,650	12,090
(2,481,527)	Income	(2,353,690)	(2,600,574)	(2,641,050)	Fuel and Oil	25,000	24,900
(49,196)	Net Directly Controllable Expenditure/(Income)	(70,410)	(68,002)	(74,390)	Transport Pool Hire Charge	110,820	103,090
0	Special Works	0	0	0	Supplies and Services		
0	Capital Charges	0	0	0	Contaminated Waste Removal	10,000	9,840
71,840	Support Services	72,320	72,392	73,660	IT Renewals	10	10
22,644	Total Service Cost/(Surplus)	1,910	4,390	(730)	Materials	594,330	725,830
	Full Time Equivalent Staff	22.30		22.30	Payment to Contractors	500,000	650,000
					Stores Recharge	40,440	39,140
					Tipping Fees	78,000	80,000
					Vehicle Tracking	2,790	2,970
					Income		
					Recharged to Other Services	(2,313,490)	(2,599,770)
					Works to Outside Bodies	(39,500)	(41,280)
					Support Services		
					Accountancy Services Recharge	2,420	2,640
					Business systems Recharge	26,230	25,520
					HR Services Recharge	13,590	14,240
					Paymaster Recharge	10,100	11,360
					Performance Mngt. Recharge	2,520	3,090
					Works Services Recharge	8,130	7,820

Major Variances 2012-13 v 2013-14

Estimated increase in volume of work £282,000 fully offset by increased income.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
324,497	Employee Related Expenditure	332,030	329,986	323,980	Employee Related		
3,947	Premises Related Expenditure	3,200	2,569	3,950	Salaries	326,750	317,080
7,445	Transport Related Expenditure	8,300	7,599	6,320	Premises Related		
9,694	Supplies and Services	11,190	11,711	11,110	Rents Payable	3,080	3,920
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	7,020	4,940
345,583	Total Directly Controllable Expenditure	354,720	351,865	345,360	Officers Car Leasing	1,280	1,380
					Supplies and Services		
(123)	Income	(50)	(2,708)	0	Community Issues	5,000	5,000
345,460	Net Directly Controllable Expenditure/(Income)	354,670	349,157	345,360	Out of Hours Service	900	900
					Printing and Stationery	1,750	1,710
0	Special Works	0	0	0	Telecomms	2,740	2,580
0	Capital Charges	0	0	0	Support Services		
35,544	Support Services	35,360	35,376	35,600	Audit Services Recharge	1,410	1,440
381,004	Total Service Cost/(Surplus)	390,030	384,533	380,960	Business systems Recharge	20,580	19,880
					Customer Service Centre Recharge	780	900
	Full Time Equivalent Staff	8.54		8.25	Health and Safety Recharge	1,410	1,360
					HR Services Recharge	5,200	5,270
					Paymaster Recharge	2,050	2,440
					Performance Mngt. Recharge	3,410	3,490

Major Variances 2012-13 v 2013-14

There are no major variances to report

Guildford Borough Council General Fund Budget 2013-2014

Neighbourhood and Housing Management

Financial Information Gypsy Caravan Sites

Ledger Code CARSIT

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
31,254	Employee Related Expenditure	29,600	35,793	49,570	Employee Related		
67,215	Premises Related Expenditure	87,360	64,622	69,000	Salaries	28,860	48,780
2,396	Transport Related Expenditure	2,290	2,928	3,030	Premises Related		
15,709	Supplies and Services	100	8,436	100	Electricity	48,500	37,000
0	Third Party Payments	0	0	0	Repairs and Maintenance	18,900	18,800
0	Transfer Payments	0	0	0	Water	17,330	13,200
116,574	Total Directly Controllable Expenditure	119,350	111,779	121,700	Income		
(127,621)	Income	(146,930)	(137,332)	(140,530)	Electricity Recharged	(27,590)	(19,690)
(11,047)	Net Directly Controllable Expenditure/(Income)	(27,580)	(25,553)	(18,830)	Rent (Land & Wayleaves)	(102,960)	(107,640)
0	Special Works	0	0	0	Water Recharged	(16,380)	(13,200)
0	Capital Charges	0	0	0	Support Services		
8,916	Support Services	15,860	15,698	14,430	Accountancy Services Recharge	2,420	2,110
(2,131)	Total Service Cost/(Surplus)	(11,720)	(9,855)	(4,400)	Business Services Support Recharg	380	340
	Full Time Equivalent Staff	0.83		1.10	Customer Tech Support Recharge	680	700
					Energy Management Recharge	4,990	2,380
					Human Resources Recharge	510	950
					Information Sys Support Recharge	270	260
					Office Services Recharge	710	670
					Public Offices Recharge	1,890	1,870

Major Variances 2012-13 v 2013-14

Following a review of Environmental Health and Licencing this service has been transferred to Neighbourhood and Housing Management Service Unit.

Employee related expenditure has increased to reflect the full allocation of the Corporate Gypsy and Traveller Site officer to the service. A corresponding reduction in salary allocation and costs appear under Environmental Control in Health and Community Care Services.

Electricity costs are estimated to be lower in 2013-14 based on the usage in 2011-12.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
5,105	Premises Related Expenditure	4,960	5,771	4,520	Contract Cleaning	650	700
0	Transport Related Expenditure	0	0	0	Electricity	950	600
1,180	Supplies and Services	950	464	500	Grounds Maintenance	790	810
0	Third Party Payments	0	0	0	Insurance Fund (Fire)	230	280
0	Transfer Payments	0	0	0	Repairs and Maintenance	1,000	810
6,285	Total Directly Controllable Expenditure	5,910	6,235	5,020	Window Cleaning	350	350
					Supplies and Services		
(12,848)	Income	(12,030)	(9,347)	(11,370)	Out of Hours Service	500	500
(6,563)	Net Directly Controllable Expenditure/(Income)	(6,120)	(3,112)	(6,350)	Income		
0	Special Works	0	0	0	Expenses Recovered	(3,770)	(2,900)
26,625	Capital Charges	26,630	26,638	26,630	Garage Rents	(1,730)	(1,700)
4,446	Support Services	5,270	5,295	3,770	Rent Income	(6,060)	(6,300)
24,508	Total Service Cost/(Surplus)	25,780	28,821	24,050	Capital Charges		
					Capital Financing	26,630	26,630
					Support Services		
	Full Time Equivalent Staff	0.00		0.00	Accountancy Services Recharge	3,540	2,090
					Debtors Section Recharge	810	680

Major Variances 2012-13 v 2013-14

There are no major variances to report

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
472,511	Employee Related Expenditure	534,630	490,933	512,410	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	524,900	505,710
22,979	Transport Related Expenditure	27,320	27,450	29,580	Transport Related		
7,127	Supplies and Services	6,140	5,725	7,000	Car Leasing and Allowances	27,270	29,530
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	1,060	2,170
502,617	Total Directly Controllable Expenditure	568,090	524,108	548,990	Copying & Printing	750	660
					Postage	920	900
(554,134)	Income	(661,730)	(616,832)	(632,420)	Storage, Archiving Recharge	530	530
(51,517)	Net Directly Controllable Expenditure/(Income)	(93,640)	(92,724)	(83,430)	Telecomms	1,740	1,740
					Income		
0	Special Works	0	0	0	Support Service Recharge	(661,730)	(632,420)
0	Capital Charges	0	0	0	Support Services		
66,672	Support Services	92,700	92,724	88,310	Accountancy Services Recharge	4,310	3,960
15,155	Total Service Cost/(Surplus)	(940)	0	4,880	Business systems Recharge	23,590	22,910
					Customer Service Centre Recharge	2,880	3,320
	Full Time Equivalent Staff	12.53		11.67	Health and Safety Recharge	2,080	1,920
					Human Resources Recharge	7,640	7,450
					Office Services Recharge	10,800	9,430
					Paymaster Recharge	4,520	4,800
					Performance Mngt. Recharge	5,010	4,940
					Public Offices Recharge	28,530	26,650

Major Variances 2012-13 v 2013-14

Reduction in salary costs of £19,000 mainly due to two posts changing from full time to part time.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
45,455	Employee Related Expenditure	43,330	43,387	42,220	Employee Related		
15,861	Premises Related Expenditure	14,040	14,040	15,380	Salaries	42,460	41,230
186	Transport Related Expenditure	190	190	190	Premises Related		
(40,875)	Supplies and Services	8,760	75,948	9,130	Proportion of Depot Expenses	14,040	15,380
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	190	190
20,627	Total Directly Controllable Expenditure	66,320	133,565	66,920	Supplies and Services		
					Computer Software Licence	7,580	7,960
(44,120)	Income	(90,340)	(165,370)	(85,200)	Equipment & Racking	1,000	1,000
(23,493)	Net Directly Controllable Expenditure/(Income)	(24,020)	(31,805)	(18,280)	Income		
					Recharged to Other Services	(45,490)	(42,520)
0	Special Works	0	0	0	Stores Archive	(44,850)	(42,680)
7,111	Capital Charges	7,110	7,110	640	Support Services		
17,027	Support Services	16,800	16,816	17,190	Accountancy Services Recharge	3,830	4,140
645	Total Service Cost/(Surplus)	(110)	(7,879)	(450)	Audit Services Recharge	2,180	2,250
					Business systems Recharge	4,940	4,800
	Full Time Equivalent Staff	1.45		1.45	Customer Service Centre Recharge	260	300
					Human Resources Recharge	880	930
					Paymaster Recharge	3,040	3,090
					Performance Mngt. Recharge	580	610
					Works Services Recharge	740	710

Major Variances 2012-13 v 2013-14

Costs fully offset by income recharged to Other Services.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

OPERATIONAL SERVICES

HEAD OF SERVICE - JAMES WHITEMAN

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
21,496,025	21,485,060	Gross Expenditure	21,476,090	21,209,770	21,631,630	21,757,410
(19,879,192)	(19,679,450)	Gross Income	(20,398,080)	(20,551,050)	(20,820,660)	(21,109,690)
1,616,833	1,805,610	Net Expenditure	1,078,010	658,720	810,970	647,720
7,144,973	6,792,830	Employee Related Expenditure	6,849,490	6,853,350	6,932,010	7,042,720
2,724,601	3,455,460	Premises Related Expenditure	3,462,750	3,129,940	3,356,530	3,249,120
3,723,993	3,516,570	Transport Related Expenditure	3,475,550	3,473,290	3,511,120	3,553,410
3,734,215	3,421,630	Supplies and Services	3,552,630	3,574,510	3,609,480	3,644,950
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
17,327,782	17,186,490	Total Directly Controllable Expenditure	17,340,420	17,031,090	17,409,140	17,490,200
(19,879,192)	(19,679,450)	Income	(20,398,080)	(20,551,050)	(20,820,660)	(21,109,690)
(2,551,410)	(2,492,960)	Net Directly Controllable Expenditure/(Income)	(3,057,660)	(3,519,960)	(3,411,520)	(3,619,490)
0	0	Special Works	0	0	0	0
2,393,431	2,553,600	Capital Charges	2,374,170	2,374,170	2,374,170	2,374,170
1,774,812	1,744,970	Support Services	1,761,500	1,804,510	1,848,320	1,893,040
1,616,833	1,805,610	Total Service Cost/(Surplus)	1,078,010	658,720	810,970	647,720

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
44,309	45,470	Abandoned Vehicles	44,030	45,360	46,460	47,580
126,561	123,230	CCTV Systems	127,060	135,190	137,480	139,810
14,613	10,490	Clinical Waste	9,270	9,500	9,740	9,990
82,368	74,030	Dog Control and Animal Welfare	70,520	73,150	75,820	78,530
51,210	(870)	Engineering and Transport Services	(2,700)	(2,420)	(2,140)	(1,840)
108,264	0	Engineering Projects	0	0	0	0
(147,041)	(48,900)	Fleet Management Service	(36,870)	(50,220)	(64,680)	(79,590)
145,005	176,370	Land Drainage	166,600	169,960	172,910	175,910
(91,799)	(86,250)	Markets	(90,920)	(95,950)	(101,150)	(106,590)
(5,328,487)	(4,438,710)	Off Street Parking	(4,819,960)	(5,279,410)	(5,244,650)	(5,548,780)
(277,431)	(499,020)	On Street Parking	(575,780)	(559,520)	(537,950)	(515,830)
11,745	11,140	Ordnance Survey and Mapping Services	12,280	12,530	12,780	13,030
455,191	527,130	Park and Ride Services	546,360	555,220	562,570	570,080
308,401	276,010	Public Conveniences	293,190	257,640	262,260	266,970
25,271	25,260	Recycling, Cleansing and Parking Services Overhead A	10,650	10,630	10,640	10,660
3,612,860	3,244,410	Refuse and Recycling	2,929,120	2,938,810	2,979,860	3,042,810
31,950	60,020	River Control	51,760	52,670	53,590	54,530
118,547	89,520	Roads and Footpaths Maintenance	92,320	94,200	96,120	98,070
7,411	0	Snow and Ice Plan Holding Account	350	0	0	0
2,026,198	1,960,520	Street Cleansing	1,995,860	2,040,090	2,085,350	2,131,660
159,690	80,220	Street Furniture	79,110	80,350	81,620	82,930
98,285	93,800	Transportation	87,450	91,380	93,430	95,520

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
(10,658)	4,090	Vehicle Maintenance Workshop	(8,030)	0	0	0
1,071	77,650	Woking Road Depot	96,340	79,560	80,910	82,270
43,299	0	Works Ancillary Services	0	0	0	0
1,616,833	1,805,610	Total Net Expenditure/(Income)	1,078,010	658,720	810,970	647,720

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
22,320	Employee Related Expenditure	28,620	28,132	28,080	Employee Related		
4,264	Premises Related Expenditure	2,990	2,990	3,270	Salaries	28,270	27,620
1,803	Transport Related Expenditure	2,020	2,030	2,110	Premises Related		
21	Supplies and Services	20	17	20	Proportion of Depot Expenses	2,990	3,270
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	1,840	1,990
28,408	Total Directly Controllable Expenditure	33,650	33,169	33,480	Support Services		
					Accountancy Services Recharge	330	270
(248)	Income	0	(286)	(260)	Business Services Support Recharg	1,910	1,700
28,160	Net Directly Controllable Expenditure/(Income)	33,650	32,883	33,220	Debtors Section Recharge	580	0
					HR Services Recharge	420	440
0	Special Works	0	0	0	Legal Services Recharge	1,840	1,920
0	Capital Charges	0	0	0	Paymaster Recharge	310	270
16,149	Support Services	11,820	11,844	10,810	Works Services Recharge	5,910	5,690
44,309	Total Service Cost/(Surplus)	45,470	44,727	44,030			
	Full Time Equivalent Staff	0.69		0.69			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
2,440	Employee Related Expenditure	1,900	703	1,840	Employee Related		
170	Premises Related Expenditure	0	0	0	Salaries	1,850	1,830
104	Transport Related Expenditure	110	110	0	Supplies and Services		
90,898	Supplies and Services	88,550	89,798	92,430	Maintenance Agreements	43,700	43,700
0	Third Party Payments	0	0	0	New, Replace Equip & Tools	7,000	7,000
0	Transfer Payments	0	0	0	Transmission Line Rental	35,000	38,500
93,612	Total Directly Controllable Expenditure	90,560	90,611	94,270	Capital Charges		
					Depreciation	4,460	3,420
(25)	Income	0	(35)	0	Support Services		
93,587	Net Directly Controllable Expenditure/(Income)	90,560	90,576	94,270	Engineering and Transport Recharg	27,170	28,480
0	Special Works	0	0	0			
3,416	Capital Charges	4,460	4,460	3,420			
29,558	Support Services	28,210	13,040	29,370			
126,561	Total Service Cost/(Surplus)	123,230	108,076	127,060			
	Full Time Equivalent Staff	0.02		0.02			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

Operational Services

Financial Information Clinical Waste

Ledger Code C1125

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
4,233	Employee Related Expenditure	4,380	3,259	7,610	Employee Related		
617	Premises Related Expenditure	360	360	390	Salaries and Wages	3,900	7,620
61	Transport Related Expenditure	0	19	150	Premises Related		
5,538	Supplies and Services	5,090	4,604	410	Proportion of Depot Expenses	360	390
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	New, Replace Equip & Tools	380	380
10,449	Total Directly Controllable Expenditure	9,830	8,242	8,560	Renal Dialysis Refuse Collection	4,680	0
0	Income	(750)	(254)	0			
10,449	Net Directly Controllable Expenditure/(Income)	9,080	7,988	8,560			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
4,164	Support Services	1,410	1,426	710			
14,613	Total Service Cost/(Surplus)	10,490	9,414	9,270			
	Full Time Equivalent Staff			0.08			

Major Variances 2012-13 v 2013-14

The renal dialysis collection charge has transferred from an external supplier to employee expenditure after a review of the service.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
42,245	Employee Related Expenditure	40,070	38,623	37,370	Employee Related		
577	Premises Related Expenditure	820	820	890	Salaries	39,520	36,780
9,259	Transport Related Expenditure	7,820	7,826	7,300	Premises Related		
26,090	Supplies and Services	23,150	20,704	22,630	Proportion of Depot Expenses	820	890
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Fuel and Oil	1,000	1,000
78,171	Total Directly Controllable Expenditure	71,860	67,973	68,190	Transport Pool Hire Charge	6,660	5,300
					Supplies and Services		
(7,226)	Income	(8,000)	(5,561)	(7,500)	Kennelling Fees	16,340	16,340
70,945	Net Directly Controllable Expenditure/(Income)	63,860	62,412	60,690	New, Replace Equip & Tools	2,500	2,500
					Poop Scoop Service	3,590	3,000
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Kennelling Fees	(8,000)	(7,500)
11,423	Support Services	10,170	10,194	9,830	Support Services		
82,368	Total Service Cost/(Surplus)	74,030	72,606	70,520	Business Services Support Recharg	1,040	920
					Customer Tech Support Recharge	1,330	1,370
	Full Time Equivalent Staff	0.98		0.92	Human Resources Recharge	600	590
					Information Sys Support Recharge	340	320
					Legal Services Recharge	2,470	2,580
					Paymaster Recharge	1,740	1,700
					Works Services Recharge	740	710

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
319,947	Employee Related Expenditure	290,910	290,580	294,560	Employee Related		
0	Premises Related Expenditure	5,200	5,200	5,700	Private Medical	1,800	1,790
24,779	Transport Related Expenditure	22,940	22,948	23,890	Recharge From Other Emp. Exps.	2,080	2,620
4,943	Supplies and Services	3,140	3,778	4,660	Salaries	285,270	288,290
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	5,200	5,700
349,669	Total Directly Controllable Expenditure	322,190	322,506	328,810	Transport Related		
					Car Leasing and Allowances	22,900	23,860
(396,547)	Income	(388,200)	(388,200)	(396,620)	Income		
(46,878)	Net Directly Controllable Expenditure/(Income)	(66,010)	(65,694)	(67,810)	Support Service Recharge	(388,200)	(396,620)
					Support Services		
0	Special Works	0	0	0	Accountancy Services Recharge	4,270	5,350
0	Capital Charges	0	0	0	Audit Services Recharge	1,370	1,390
98,088	Support Services	65,140	65,180	65,110	Business Services Support Recharg	5,490	4,880
51,210	Total Service Cost/(Surplus)	(870)	(514)	(2,700)	Customer Tech Support Recharge	9,370	9,610
					Health and Safety Recharge	1,080	1,070
	Full Time Equivalent Staff	6.50		6.50	Human Resources Recharge	3,960	4,150
					Information Sys Support Recharge	6,150	5,900
					Paymaster Recharge	5,370	5,320
					Performance Mngt. Recharge	2,600	2,750
					Works Services Recharge	23,660	22,750

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
127,831	Employee Related Expenditure	0	0	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	0	0
2,052	Transport Related Expenditure	0	0	0	Transport Related		
640	Supplies and Services	0	0	0	Car Allowances	0	0
0	Third Party Payments	0	0	0	Officers Car Leasing	0	0
0	Transfer Payments	0	0	0	Supplies and Services		
130,523	Total Directly Controllable Expenditure	0	0	0	IT Renewals	0	0
					Telecomms	0	0
(22,259)	Income	0	0	0	Income		
108,264	Net Directly Controllable Expenditure/(Income)	0	0	0	Support Service Recharge	0	0
					Support Services		
0	Special Works	0	0	0	Accountancy Services Recharge	0	0
0	Capital Charges	0	0	0	Business Services Support Recharg	0	0
0	Support Services	0	0	0	Customer Tech Support Recharge	0	0
108,264	Total Service Cost/(Surplus)	0	0	0	Health and Safety Recharge	0	0
					HR Services Recharge	0	0
	Full Time Equivalent Staff	0.00		0.00	Information Sys Support Recharge	0	0
					Office Services Recharge	0	0
					Public Offices Recharge	0	0

Major Variances 2012-13 v 2013-14

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

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
162,779	Employee Related Expenditure	153,170	166,864	152,270
101,997	Premises Related Expenditure	66,630	75,272	80,000
847,098	Transport Related Expenditure	781,320	865,712	743,720
75,898	Supplies and Services	70,280	83,989	77,990
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,187,772	Total Directly Controllable Expenditure	1,071,400	1,191,837	1,053,980
(2,640,474)	Income	(2,596,220)	(2,650,843)	(2,392,780)
(1,452,702)	Net Directly Controllable Expenditure/(Income)	(1,524,820)	(1,459,006)	(1,338,800)
0	Special Works	0	0	0
959,695	Capital Charges	1,208,930	1,208,930	1,025,090
345,966	Support Services	266,990	267,054	276,840
(147,041)	Total Service Cost/(Surplus)	(48,900)	16,978	(36,870)
	Full Time Equivalent Staff	5.08		5.03

Major Variances 2012-13 v 2013-14

The vehicle leasing and fleet financing estimates are no longer required. This is due to a change in the method of financing vehicles from a leasing cost to a purchase cost spread over a number of years.

The vehicle insurance premium has increased partly due to a change in provider and because of changes between the numbers of staff owned vehicles and fleet vehicles, which attract a higher cost.

The vehicle repairs element of the budget is less due to a higher level of repairs completed under warranty.

Major Items	2012-13 Estimate £	2013-14 Estimate £
Employee Related		
Salaries	150,510	149,190
Premises Related		
Proportion of Depot Expenses	66,630	73,000
Transport Related		
Hire of Vehicles	38,000	55,000
Insurance	139,000	191,750
Licences - Vehicles	32,200	32,240
Vehicle Leasing	46,520	0
Vehicle MOT Test	10,220	10,400
Vehicle Repairs: Workshop	389,750	325,400
Vehicle Service : Workshop	124,230	127,450
Supplies and Services		
Equipment & Tools Repairs	11,760	12,760
Fleet Inspections	10,000	10,000
Maintenance Agreements	33,140	33,140
Income		
Guildford MOT Taxi Inspection	(59,740)	(59,740)
Leased Car Admin Support	(17,090)	(18,400)
MOT Testing Fees	(82,000)	(82,000)
Recharged to Other Services	(174,210)	(182,900)
Recharges; Transport Pool	(2,192,910)	(1,979,240)
Waverley Taxi Inspection	(22,000)	(20,500)
Woking Taxi Inspection	(46,000)	(50,000)
Capital Charges		
Depreciation	1,000,730	1,025,090
Fleet Financing	208,200	0
Support Services		
Accountancy Services Recharge	25,550	20,100
Asset Register Recharge	8,190	10,740
Customer Tech Support Recharge	4,510	4,690
Fleet Management Admin Charge	174,210	182,900
Paymaster Recharge	13,010	17,220
Works Services Recharge	25,120	24,170

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
28,632	Premises Related Expenditure	135,580	136,046	124,820	Cctv Sewers	2,000	2,000
0	Transport Related Expenditure	0	0	0	Contract Payments	39,900	35,000
617	Supplies and Services	610	584	710	Culvert R&M	11,420	10,000
0	Third Party Payments	0	0	0	Flood Works	52,520	48,000
0	Transfer Payments	0	0	0	Grille Repair and Maintenance	5,000	5,000
29,249	Total Directly Controllable Expenditure	136,190	136,630	125,530	Investigation Works	3,540	3,000
(1,248)	Income	0	0	(500)	Proportion of Depot Expenses	6,220	6,820
28,001	Net Directly Controllable Expenditure/(Income)	136,190	136,630	125,030	Water Course Maintenance	14,980	15,000
0	Special Works	0	0	0	Support Services		
36,182	Capital Charges	200	200	0	Engineering and Transport Recharg	39,090	40,970
80,822	Support Services	39,980	140,906	41,570			
145,005	Total Service Cost/(Surplus)	176,370	277,736	166,600			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

Due to flood related projects funded through Capital, the revenue accounts have reduced.

Guildford Borough Council General Fund Budget 2013-2014

Operational Services

Financial Information Markets

Ledger Code MARKET

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
8,653	Employee Related Expenditure	8,620	8,723	7,380	Employee Related		
48,079	Premises Related Expenditure	50,280	49,876	52,130	Salaries	8,490	7,270
209	Transport Related Expenditure	220	221	230	Premises Related		
609	Supplies and Services	1,500	1,500	1,500	Electricity	2,750	2,700
0	Third Party Payments	0	0	0	General Rates	12,580	13,290
0	Transfer Payments	0	0	0	Market Traders re Cleaning	33,900	34,920
57,550	Total Directly Controllable Expenditure	60,620	60,320	61,240	Supplies and Services		
					Advertising	1,500	1,500
(157,219)	Income	(155,840)	(145,408)	(160,520)	Income		
(99,669)	Net Directly Controllable Expenditure/(Income)	(95,220)	(85,088)	(99,280)	Rents; Market Stall Spaces	(155,840)	(160,520)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Debtors Section Recharge	2,850	2,770
7,870	Support Services	8,970	8,962	8,360	Works Services Recharge	2,960	2,840
(91,799)	Total Service Cost/(Surplus)	(86,250)	(76,126)	(90,920)			
	Full Time Equivalent Staff	0.18		0.16			

Major Variances 2012-13 v 2013-14

The income estimate has risen following a 3% increase in market stall rent.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
544,629	Employee Related Expenditure	613,110	599,136	605,390
1,528,353	Premises Related Expenditure	2,353,900	2,029,682	2,244,870
25,117	Transport Related Expenditure	30,320	30,279	31,200
635,157	Supplies and Services	583,300	573,227	609,740
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
2,733,256	Total Directly Controllable Expenditure	3,580,630	3,232,324	3,491,200
<u>(9,163,389)</u>	Income	<u>(9,191,730)</u>	<u>(9,393,437)</u>	<u>(9,470,650)</u>
(6,430,133)	Net Directly Controllable Expenditure/(Income)	(5,611,100)	(6,161,113)	(5,979,450)
0	Special Works	0	0	0
895,156	Capital Charges	886,160	886,400	895,150
206,490	Support Services	286,230	266,727	264,340
(5,328,487)	Total Service Cost/(Surplus)	(4,438,710)	(5,007,986)	(4,819,960)
	Full Time Equivalent Staff	21.37		22.05

Major Variances 2012-13 v 2013-14

Following the establishment of a Business Improvement District (BID) for Guildford, the Council will be required to pay an additional rates levy to support the BID organisation.

The estimate for general rates has risen to reflect the anticipated increase in non-domestic rates in 2013-14.

The estimate for repairs and maintenance, and associated Asset Development recharges, has decreased in recognition of the level of planned works for 2013-14. Utility estimates have risen to reflect recent levels of usage and anticipated contract prices in 2013-14.

The estimate for cash collection reflects the anticipated contract cost during 2013-14. The increase is offset, in part, by a reduction in the estimates for contract security and transmission line rental. The cost of tickets will be higher in 2013-14 as the initial stock of tickets, provided as part of the installation of new machines, will have been used up.

The estimates for season ticket income, contract-parking income, meter income, and garage rents have risen to reflect the agreed price increases for 2013-14. The estimate for penalty fee income has fallen in recognition of the actual level of income received in the last two years.

Major Items	2012-13 Estimate £	2013-14 Estimate £
Employee Related		
Salaries	600,710	591,290
Premises Related		
Business Improvement District Levy	0	28,230
General Rates	1,295,490	1,331,660
Insurance	25,960	24,150
Rents Payable	33,500	37,000
Repairs and Maintenance	713,180	526,540
Safer Car Parks	21,000	21,000
Utilities	212,520	225,340
Transport Related		
Transport Pool Hire Charge	22,690	22,220
Supplies and Services		
Cash Collection Service	122,000	150,000
Contract Security	170,000	165,000
Pay & Display Machinery Mtce	130,000	130,000
Telecomms	19,730	18,540
Tickets	10,000	20,000
Transmission Line Rental	25,000	20,000
Income		
Car Parks Season Tickets	(712,940)	(734,330)
Contract Car Parking Income	(490,380)	(545,160)
Garage Rents	(113,000)	(116,380)
Meter Income	(7,381,460)	(7,612,170)
Penalty Fees	(330,320)	(300,000)
Recharged to Other Services	(102,990)	(101,070)
Support Services		
Accountancy Services Recharge	32,630	35,200
Asset Development Recharge	105,210	72,420
Debtors Section Recharge	25,300	24,980
Human Resources Recharge	13,640	14,090
Paymaster Recharge	17,030	24,360
Works Services Recharge	18,160	17,460

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
684,221	Employee Related Expenditure	665,490	645,421	667,160	Employee Related		
49,782	Premises Related Expenditure	64,630	64,605	61,540	Salaries	644,800	647,510
27,479	Transport Related Expenditure	25,370	21,057	25,310	Premises Related		
417,413	Supplies and Services	194,450	340,269	331,500	Car Park Office Costs	51,090	47,000
0	Third Party Payments	0	0	0	Electricity	10,000	12,000
0	Transfer Payments	0	0	0	Transport Related		
1,178,895	Total Directly Controllable Expenditure	949,940	1,071,352	1,085,510	Fuel and Oil	4,000	4,000
					Hire of Vehicles	10,390	10,390
(1,544,140)	Income	(1,550,800)	(1,615,657)	(1,764,300)	Transport Pool Hire Charge	7,560	7,410
(365,245)	Net Directly Controllable Expenditure/(Income)	(600,860)	(544,305)	(678,790)	Supplies and Services		
					Adjudication Service	13,000	13,000
0	Special Works	0	0	0	Cash Collection Service	36,000	41,000
2,651	Capital Charges	2,650	2,650	2,650	Computer Software Development	10,750	10,750
85,163	Support Services	99,190	119,336	100,360	Computer Software Licence	31,000	32,500
(277,431)	Total Service Cost/(Surplus)	(499,020)	(422,319)	(575,780)	External Printing and Design	12,570	12,570
					Pay & Display Machinery Mtce	21,500	22,100
	Full Time Equivalent Staff	22.08		22.23	Payment to SCC	0	108,650
					Printing and Stationery	15,630	18,720
					Signs	12,000	12,000
					Tickets	4,000	14,000
					Income		
					Meter Income	(698,000)	(861,000)
					Penalty Fees	(563,500)	(563,500)
					Permits Income	(274,900)	(292,120)
					Suspension Fees	(20,000)	(52,900)
					Support Services		
					Accountancy Services Recharge	6,950	7,440
					Business Services Support Recharg	6,420	5,710
					Customer Tech Support Recharge	10,810	11,100
					Human Resources Recharge	13,460	14,200
					Paymaster Recharge	7,430	7,910
					Performance Mngt. Recharge	8,830	9,410
					Works Services Recharge	35,070	33,730

Major Variances 2012-13 v 2013-14

The increase in the cash collection cost has arisen following the introduction of pay and display parking in Waverley. New machines will be installed which will require emptying at regular intervals. This also accounts for the increase in the ticket and meter income estimates.

The payment to SCC reflects the proportion of the estimated on-street surplus not retained by Guildford Borough Council.

The estimate for permit income has increased following the proposal to introduce revised schemes in Waverley. Suspension fees will be higher in 2013-14 following the price increase introduced by Surrey County Council in respect of parking bay suspensions.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Computer Maintenance Agreement	1,420	2,100
0	Transport Related Expenditure	0	0	0	Computer Software Licence	1,440	1,700
2,356	Supplies and Services	4,120	4,124	4,790	New, Replace Equip & Tools	970	710
0	Third Party Payments	0	0	0	Survey Mapping Development	250	240
0	Transfer Payments	0	0	0	Support Services		
2,356	Total Directly Controllable Expenditure	4,120	4,124	4,790	Engineering and Transport Recharg	6,960	7,300
0	Income	0	0	0			
2,356	Net Directly Controllable Expenditure/(Income)	4,120	4,124	4,790			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
9,389	Support Services	7,020	7,020	7,490			
11,745	Total Service Cost/(Surplus)	11,140	11,144	12,280			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
7,552	Employee Related Expenditure	7,160	7,262	7,090	Employee Related		
137,594	Premises Related Expenditure	147,230	168,360	187,270	Salaries	7,100	7,000
137,656	Transport Related Expenditure	195,200	195,804	181,620	Premises Related		
82,067	Supplies and Services	84,090	87,721	95,900	Electricity	7,450	8,180
0	Third Party Payments	0	0	0	General Rates	63,660	72,860
0	Transfer Payments	0	0	0	Grounds Maintenance	6,200	2,000
364,869	Total Directly Controllable Expenditure	433,680	459,147	471,880	Rents Payable	52,000	75,000
					Site Maintenance	9,880	19,970
(20,807)	Income	(27,000)	(15,000)	(47,380)	Snow/Ice Clearance	6,570	6,800
344,062	Net Directly Controllable Expenditure/(Income)	406,680	444,147	424,500	Transport Related		
					SCC Park and Ride Services	195,000	181,400
0	Special Works	0	0	0	Supplies and Services		
105,403	Capital Charges	85,800	85,824	85,800	Security Services	81,530	94,840
5,726	Support Services	34,650	16,667	36,060	Income		
455,191	Total Service Cost/(Surplus)	527,130	546,638	546,360	Expenses Recovered	0	(27,380)
					Meter Income	(27,000)	(20,000)
	Full Time Equivalent Staff	0.15		0.15	Capital Charges		
					Depreciation	85,800	85,800
					Support Services		
					Accountancy Services Recharge	1,720	1,630
					Energy Management Recharge	1,660	1,860
					Engineering and Transport Recharg	27,170	28,480
					Works Services Recharge	2,960	2,840

Major Variances 2012-13 v 2013-14

Additional costs incurred are due to the opening of Onslow Park and Ride site in 2013. Utility services £830, Site Maintenance £2,970, General Rates £10,100 and Security Services £13,340. These costs will be recovered £27,380 through Surrey County Council.

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

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
115,398	Employee Related Expenditure	124,870	120,898	104,950	Employee Related		
71,743	Premises Related Expenditure	63,500	68,138	97,770	Casual / Temporary Staff	7,840	7,840
16,915	Transport Related Expenditure	18,010	17,706	15,360	Salaries and Wages	116,260	96,610
22,190	Supplies and Services	18,730	18,275	18,030	Premises Related		
0	Third Party Payments	0	0	0	Electricity	5,000	5,180
0	Transfer Payments	0	0	0	General Rates	7,860	5,600
226,246	Total Directly Controllable Expenditure	225,110	225,017	236,110	Proportion of Depot Expenses	1,060	1,170
(8,977)	Income	(8,130)	(8,201)	(8,290)	Repairs and Maintenance	30,590	66,720
217,269	Net Directly Controllable Expenditure/(Income)	216,980	216,816	227,820	Toilet Requisites	10,000	10,000
0	Special Works	0	0	0	Water	8,000	8,650
59,668	Capital Charges	35,290	35,298	34,670	Transport Related		
31,464	Support Services	23,740	24,671	30,700	Fuel and Oil	6,400	5,000
308,401	Total Service Cost/(Surplus)	276,010	276,785	293,190	Officers Car Leasing	1,040	1,400
					Transport Pool Hire Charge	9,660	7,660
					Supplies and Services		
					Cleaning-though Purchasing	2,430	2,430
					New, Replace Equip & Tools	1,560	860
					Shere & Ash Parish WC's Contrn	14,040	14,040
					Capital Charges		
					Depreciation	35,290	34,670
					Support Services		
					Accountancy Services Recharge	1,220	780
					Asset Development Recharge	0	7,260
					Asset Register Recharge	2,000	2,730
					Energy Management Recharge	2,430	2,540
					Housing Surveying Services	3,670	3,010
					HR Services Recharge	2,180	2,280
					Paymaster Recharge	1,820	2,040
					Works Services Recharge	8,870	8,580
	Full Time Equivalent Staff	3.57		3.57			

Major Variances 2012-13 v 2013-14

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

Salary allocation changes have resulted in reduced costs.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
225,665	Employee Related Expenditure	224,660	222,783	196,980	Employee Related		
11,256	Premises Related Expenditure	16,580	16,588	18,170	Salaries	196,140	174,590
6,639	Transport Related Expenditure	9,170	8,517	8,040	Training	25,520	19,170
23,687	Supplies and Services	22,510	21,061	25,480	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	16,580	18,170
0	Transfer Payments	0	0	0	Transport Related		
267,247	Total Directly Controllable Expenditure	272,920	268,949	248,670	Car Leasing and Allowances	9,140	8,010
(284,876)	Income	(294,300)	(294,332)	(284,430)	Supplies and Services		
(17,629)	Net Directly Controllable Expenditure/(Income)	(21,380)	(25,383)	(35,760)	Accreditation Assessments	9,000	6,000
0	Special Works	0	0	0	Computer Software Licence	2,240	2,240
0	Capital Charges	0	0	0	Health Education Expenditure	2,040	2,040
42,900	Support Services	46,640	46,680	46,410	Postages	5,390	2,970
25,271	Total Service Cost/(Surplus)	25,260	21,297	10,650	Printing Services Recharge	260	1,090
	Full Time Equivalent Staff	3.46		3.35	Income		
					Recharged to Other Services	(294,230)	(284,430)
					Support Services		
					Business Services Support Recharg	9,340	8,290
					Customer Tech Support Recharge	20,010	20,530
					Human Resources Recharge	2,110	2,140
					Information Sys Support Recharge	9,390	9,010
					Paymaster Recharge	1,390	1,800

Major Variances 2012-13 v 2013-14

Salary allocation changes have resulted in decreased costs.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
3,105,441	Employee Related Expenditure	2,966,130	3,088,874	3,029,370
213,480	Premises Related Expenditure	160,310	136,516	165,220
2,104,609	Transport Related Expenditure	1,932,230	2,032,439	1,938,500
1,520,226	Supplies and Services	1,535,320	1,494,894	1,496,660
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
6,943,756	Total Directly Controllable Expenditure	6,593,990	6,752,723	6,629,750
(3,987,485)	Income	(4,058,170)	(4,445,683)	(4,424,720)
2,956,271	Net Directly Controllable Expenditure/(Income)	2,535,820	2,307,040	2,205,030
0	Special Works	0	0	0
304,846	Capital Charges	309,340	309,340	304,840
351,743	Support Services	399,250	399,418	419,250
3,612,860	Total Service Cost/(Surplus)	3,244,410	3,015,798	2,929,120
	Full Time Equivalent Staff	101.02		101.12

Major Variances 2012-13 v 2013-14

The budget for temporary staff now reflects the implications of the Agency Worker Directive, which will maintain a full staffing requirement due to health and safety requirements. The costs will reduce including many other aspects of the budget, during the financial year after the commencement of Recycling More.

A higher volume of tyres is required for the existing fleet than anticipated.

Disposal charges for trade refuse have decreased due to the retendering in contracts for glass. Guildford Borough Council are no longer charged for disposal, this is now included within the recycling product income.

Due to an increase in services provided from Customer Services relating to Garden Waste and Recycling More charges have increased for 2013-14.

Green waste collections will be changing from sacks to bins. The estimate reflects the service attracting an increase in customers.

Major Items	2012-13 Estimate £	2013-14 Estimate £
Employee Related		
Casual / Temporary Staff	414,140	454,550
Insurance - Emps Liab, All Risk	21,710	21,330
Salaries and Wages	2,503,030	2,523,980
Premises Related		
Proportion of Depot Expenses	82,080	85,170
Transport Related		
Driver Damage to Vehicles	115,000	152,000
Fuel and Oil	412,000	416,000
Hire of Vehicles	121,000	120,000
Transport Pool Hire Charge	1,161,030	1,108,830
Tyres	95,440	117,000
Supplies and Services		
Gate Fees	255,310	253,310
New, Replace Equip & Tools	32,130	32,130
Refuse Sacks; Purchase	71,700	76,900
Removal of Refuse	490,000	500,000
Trade Refuse Disposal Charges	435,980	410,000
Income		
Other Grants, Sponsorship	(136,000)	(101,000)
Recharged to Other Services	(490,000)	(500,000)
Recycling Credits	(925,160)	(935,500)
Recycling Product Income	(901,100)	(1,272,490)
Reusable Green Sack Sales	(320,400)	(380,000)
Trade Refuse Removal Charges	(1,101,920)	(1,075,000)
Trade Refuse Sale of Sacks	(120,000)	(136,000)
Capital Charges		
Depreciation	309,340	304,840
Support Services		
Accountancy and Debtors Recharge	65,030	62,170
Customer Service Centre Recharge	118,980	136,960
HR Services Recharge	61,600	64,610
Paymaster Recharge	25,840	31,190
Works Services Recharge	70,970	68,260

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
8,773	Premises Related Expenditure	8,110	8,111	7,560	Electricity	2,000	1,500
0	Transport Related Expenditure	0	0	0	Repairs and Maintenance	6,000	6,000
15,094	Supplies and Services	32,260	32,260	24,700	Supplies and Services		
0	Third Party Payments	0	0	0	Flood Emergencies	20,000	10,000
0	Transfer Payments	0	0	0	Operating Sluices	12,260	14,700
23,867	Total Directly Controllable Expenditure	40,370	40,371	32,260	Capital Charges		
					Depreciation	1,050	1,480
0	Income	0	0	0	Support Services		
23,867	Net Directly Controllable Expenditure/(Income)	40,370	40,371	32,260	Engineering and Transport Recharg	13,980	14,650
					Works Services Recharge	2,960	2,840
0	Special Works	0	0	0			
1,481	Capital Charges	1,050	1,058	1,480			
6,602	Support Services	18,600	9,366	18,020			
31,950	Total Service Cost/(Surplus)	60,020	50,795	51,760			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

Flood emergencies have reduced by £10,000 as the Flood Prevention cost centre reflects the anticipated cost of the service.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	0	0	0			
45,363	Premises Related Expenditure	36,590	37,222	36,300	Premises Related		
0	Transport Related Expenditure	0	0	0	Roads & Footpath Maintenance	30,000	30,000
1,778	Supplies and Services	560	560	280	Salt	4,000	4,000
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Engineering and Transport Recharg	50,700	53,130
47,141	Total Directly Controllable Expenditure	37,150	37,782	36,580			
(5,732)	Income	(620)	(204)	0			
41,409	Net Directly Controllable Expenditure/(Income)	36,530	37,578	36,580			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
77,138	Support Services	52,990	52,822	55,740			
118,547	Total Service Cost/(Surplus)	89,520	90,400	92,320			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
4,700	Employee Related Expenditure	5,020	5,020	5,020	Employee Related		
15,861	Premises Related Expenditure	17,440	17,440	18,160	Operational Wages	5,020	5,020
4,914	Transport Related Expenditure	6,220	6,256	6,830	Premises Related		
450	Supplies and Services	0	0	0	Proportion of Depot Expenses	7,440	8,160
0	Third Party Payments	0	0	0	Salt	10,000	10,000
0	Transfer Payments	0	0	0	Transport Related		
25,925	Total Directly Controllable Expenditure	28,680	28,716	30,010	Transport Pool Hire Charge	5,620	6,230
(18,550)	Income	(36,480)	(36,480)	(37,840)	Income		
7,375	Net Directly Controllable Expenditure/(Income)	(7,800)	(7,764)	(7,830)	Recharged to Other Services	(36,480)	(37,840)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Engineering and Transport Recharg	7,760	8,140
36	Support Services	7,800	2,632	8,180			
7,411	Total Service Cost/(Surplus)	0	(5,132)	350			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
1,353,458	Employee Related Expenditure	1,353,910	1,328,380	1,393,790
53,836	Premises Related Expenditure	41,930	41,938	40,900
471,115	Transport Related Expenditure	458,530	480,650	455,710
130,850	Supplies and Services	100,380	119,628	101,710
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
2,009,259	Total Directly Controllable Expenditure	1,954,750	1,970,596	1,992,110
(120,901)	Income	(123,980)	(137,099)	(126,200)
1,888,358	Net Directly Controllable Expenditure/(Income)	1,830,770	1,833,497	1,865,910
0	Special Works	0	0	0
5,975	Capital Charges	7,130	7,130	5,980
131,865	Support Services	122,620	122,684	123,970
2,026,198	Total Service Cost/(Surplus)	1,960,520	1,963,311	1,995,860
	Full Time Equivalent Staff	42.68		42.77

Major Variances 2012-13 v 2013-14

Increase in temporary staff costs to maintain a full staffing requirement due to health & safety requirements.

Transport Pool Hire charges have reduced due to changes within the calculation relating to the depreciation charge, as the vehicles are at the end of their useful life in financial terms.

Fuel and oil charges have increased to reflect the changes in the current economic climate.

Major Items	2012-13 Estimate £	2013-14 Estimate £
Employee Related		
Insurance - Emps Liab, All Risk	10,220	9,130
Recharge From Other Emp. Exps.	13,640	17,250
Salaries	1,329,440	1,367,240
Premises Related		
Proportion of Depot Expenses	40,730	39,710
Transport Related		
Car Leasing and Allowances	15,160	17,510
Driver Damage to Vehicles	38,470	50,100
Fuel and Oil	86,700	110,700
Transport Pool Hire Charge	301,000	254,030
Tyres	12,200	13,100
Supplies and Services		
Clothing and Uniform	7,800	7,800
General Subscriptions	4,500	4,500
New, Replace Equip & Tools	20,000	20,000
Payment to Contractors	18,360	20,000
Publicity	3,000	3,000
Publicity; Special Items	11,930	11,930
Street Litter Bins - Purchase/Maint	6,030	6,030
Vehicle Tracking	3,820	3,820
Income		
Friary Bus Station Cleaning	(33,400)	(34,070)
Recharged to Other Services	(88,670)	(90,220)
Support Services		
Accountancy Services Recharge	5,870	4,470
Business Services Support Recharg	3,340	2,960
Customer Tech Support Recharge	10,210	10,320
Health and Safety Recharge	7,070	7,030
Human Resources Recharge	26,020	27,330
Information Sys Support Recharge	4,510	4,260
Paymaster Recharge	10,490	11,150
Works Services Recharge	31,050	32,000

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
31,924	Employee Related Expenditure	6,170	5,809	5,800	Employee Related		
79,518	Premises Related Expenditure	18,930	19,124	18,200	Salaries	6,050	5,710
820	Transport Related Expenditure	0	22	650	Premises Related		
41,772	Supplies and Services	44,050	44,584	43,360	Bus Shelter - R&M	3,600	5,000
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	2,000
154,034	Total Directly Controllable Expenditure	69,150	69,539	68,010	Electricity	2,300	3,000
					Pedestrianisation R&M	1,200	2,100
(138)	Income	0	(466)	0	Supplies and Services		
153,896	Net Directly Controllable Expenditure/(Income)	69,150	69,073	68,010	Friary Bus Station Cleaning	33,400	34,070
0	Special Works	0	0	0	Notice/Banner Boards R&M	1,100	960
0	Capital Charges	0	0	0	Signs	1,870	1,340
5,794	Support Services	11,070	9,671	11,100	Street Furniture Cleaning	2,500	2,500
159,690	Total Service Cost/(Surplus)	80,220	78,744	79,110	Street Furniture Repairs/Maint	2,290	2,290
					Support Services		
					Energy Management Recharge	960	780
	Full Time Equivalent Staff	0.11		0.11	Engineering and Transport Recharg	6,790	7,120
					Paymaster Recharge	2,170	2,070

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
49	Employee Related Expenditure	0	0	0	Premises Related		
5,301	Premises Related Expenditure	510	2,370	510	Cycle Route Improvements	510	510
9,944	Transport Related Expenditure	10,300	10,267	10,060	Transport Related		
2,501	Supplies and Services	6,130	5,404	3,890	Bus Service Spectrum	10,200	10,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Advertising	560	1,000
17,795	Total Directly Controllable Expenditure	16,940	18,041	14,460	Computer Software Licence	1,000	0
0	Income	0	0	0	Cycle Facilities	1,820	1,200
17,795	Net Directly Controllable Expenditure/(Income)	16,940	18,041	14,460	Monitoring	1,190	1,080
0	Special Works	0	0	0	Support Services		
3,873	Capital Charges	0	0	0	Engineering and Transport Recharg	75,700	71,190
76,617	Support Services	76,860	50,320	72,990			
98,285	Total Service Cost/(Surplus)	93,800	68,361	87,450			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
260,762	Employee Related Expenditure	243,290	253,707	250,730	Employee Related		
10,535	Premises Related Expenditure	12,390	12,398	13,250	Casual / Temporary Staff	0	10,000
11,748	Transport Related Expenditure	8,590	8,827	13,510	Salaries and Wages	240,110	237,940
585,386	Supplies and Services	556,500	579,332	550,570	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	7,470	8,190
0	Transfer Payments	0	0	0	Removal of Refuse	1,920	2,060
868,431	Total Directly Controllable Expenditure	820,770	854,264	828,060	Transport Related		
					Transport Pool Hire Charge	7,010	11,420
(918,353)	Income	(858,940)	(892,608)	(878,090)	Supplies and Services		
(49,922)	Net Directly Controllable Expenditure/(Income)	(38,170)	(38,344)	(50,030)	Equipment & Tools Repairs	7,000	5,060
					New, Replace Equip & Tools	2,690	2,690
0	Special Works	0	0	0	Spares for Vehicles	546,020	541,870
0	Capital Charges	0	0	0	Income		
39,264	Support Services	42,260	42,260	42,000	Recharged Labour	(312,070)	(333,420)
(10,658)	Total Service Cost/(Surplus)	4,090	3,916	(8,030)	Recharged Parts	(546,870)	(544,670)
					Capital Charges		
	Full Time Equivalent Staff	7.94		7.99	Support Services		
					Accountancy Services Recharge	4,460	3,150
					Business Services Support Recharg	1,670	1,490
					Customer Tech Support Recharge	2,890	2,970
					Health and Safety Recharge	1,320	1,310
					Human Resources Recharge	4,840	5,110
					Information Sys Support Recharge	1,320	1,260
					Paymaster Recharge	14,920	15,740
					Performance Mngt. Recharge	1,180	1,270
					Works Services Recharge	8,870	8,530

Major Variances 2012-13 v 2013-14

Temporary Staff required covering annual leave, which will enable the workshop to maintain a full service throughout the year.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
55,405	Employee Related Expenditure	55,350	56,308	54,100	Employee Related		
294,373	Premises Related Expenditure	251,550	298,456	285,830	Salaries	54,180	52,750
15,529	Transport Related Expenditure	8,200	9,818	11,360	Premises Related		
46,937	Supplies and Services	46,890	44,853	45,670	Cleaning Materials	8,040	7,080
0	Third Party Payments	0	0	0	General Rates	98,170	101,030
0	Transfer Payments	0	0	0	Grounds Miscellaneous	9,990	9,990
412,244	Total Directly Controllable Expenditure	361,990	409,435	396,960	Insurance	3,960	3,190
					Proportion of Depot Expenses	3,050	3,340
(521,947)	Income	(380,290)	(381,765)	(398,000)	Repairs and Maintenance	32,940	58,900
(109,703)	Net Directly Controllable Expenditure/(Income)	(18,300)	27,670	(1,040)	Utilities	89,620	96,240
					Transport Related		
0	Special Works	0	0	0	Driver Damage to Vehicles	500	3,000
15,085	Capital Charges	12,590	12,598	15,090	Fuel and Oil	500	2,000
95,689	Support Services	83,360	81,636	82,290	Transport Pool Hire Charge	7,090	6,170
1,071	Total Service Cost/(Surplus)	77,650	121,904	96,340	Supplies and Services		
					Cleaning-though Purchasing	3,380	3,380
	Full Time Equivalent Staff	2.18		2.18	Copying Machines	8,850	7,270
					Equipment & Tools Repairs	2,990	2,980
					Food Purchases	17,000	16,840
					Telecomms	5,580	5,230
					Income		
					Recharged to Other Services	(351,620)	(367,140)
					Rents - Staff lets	(6,450)	(6,710)
					Vending Machine Sales	(18,380)	(18,390)
					Support Services		
					Accountancy Services Recharge	4,790	7,040
					Energy Management Recharge	3,200	2,910
					Engineering and Transport Recharg	2,410	2,520
					Housing Surveying Services	3,580	3,760
					Human Resources Recharge	1,330	1,390
					Legal Services Recharge	1,680	1,760
					Paymaster Recharge	5,140	4,810
					Valuation Services Recharge	7,500	2,880
					Works Services Recharge	47,320	45,500

Major Variances 2012-13 v 2013-14

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 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
65,321	Employee Related Expenditure	0	1	0			
14,497	Premises Related Expenditure	0	0	0			
6,143	Transport Related Expenditure	0	0	0			
1,097	Supplies and Services	0	351	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
87,058	Total Directly Controllable Expenditure	0	352	0			
(58,651)	Income	0	0	0			
28,407	Net Directly Controllable Expenditure/(Income)	0	352	0			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
14,892	Support Services	0	0	0			
43,299	Total Service Cost/(Surplus)	0	352	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

This service has now ceased.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

PARKS AND LEISURE SERVICES

HEAD OF SERVICE - PHIL NEWCOMBE

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
14,002,054	9,347,360	Gross Expenditure	9,605,300	9,282,870	9,428,190	9,549,510
(7,720,563)	(4,350,780)	Gross Income	(4,582,280)	(4,672,970)	(4,773,330)	(4,875,470)
6,281,491	4,996,580	Net Expenditure	5,023,020	4,609,900	4,654,860	4,674,040
4,868,384	2,752,130	Employee Related Expenditure	2,765,440	2,809,730	2,880,820	2,953,740
2,965,801	2,131,330	Premises Related Expenditure	2,336,820	2,029,990	2,062,140	2,094,770
532,888	571,040	Transport Related Expenditure	514,660	523,290	531,130	539,090
2,967,165	1,770,290	Supplies and Services	1,804,870	1,724,930	1,747,470	1,743,320
13,280	13,280	Third Party Payments	13,280	13,280	13,280	13,280
0	0	Transfer Payments	0	0	0	0
11,347,518	7,238,070	Total Directly Controllable Expenditure	7,435,070	7,101,220	7,234,840	7,344,200
(7,720,563)	(4,350,780)	Income	(4,582,280)	(4,672,970)	(4,773,330)	(4,875,470)
3,626,955	2,887,290	Net Directly Controllable Expenditure/(Income)	2,852,790	2,428,250	2,461,510	2,468,730
41,514	0	Special Works	0	0	0	0
1,968,094	1,651,050	Capital Charges	1,688,560	1,688,560	1,688,560	1,688,560
644,928	458,240	Support Services	481,670	493,090	504,790	516,750
6,281,491	4,996,580	Total Service Cost/(Surplus)	5,023,020	4,609,900	4,654,860	4,674,040

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
76,878	77,910	Arts Development	77,300	79,130	81,010	82,920
167,965	191,640	Cemeteries and Closed Churchyards	208,870	174,080	180,680	187,620
(172,428)	(212,330)	Crematorium	(318,670)	(477,050)	(506,360)	(537,030)
572,746	438,240	G Live	427,150	428,920	430,750	432,610
563,021	558,000	Grants - Leisure Organisations	619,420	619,910	620,400	620,920
208,412	190,080	Guildford Philharmonic	0	0	0	0
1,817,045	933,590	Leisure Management Contract	881,750	876,620	867,400	860,010
2,531,000	2,454,740	Parks and Countryside	2,731,460	2,506,780	2,573,430	2,613,320
157,723	161,960	Play and Youth	179,770	182,710	185,700	188,720
79,720	76,650	Sports and Physical Activity	77,360	79,190	81,050	82,960
279,409	126,100	Youth and Community Centres	138,610	139,610	140,800	141,990
6,281,491	4,996,580	Total Net Expenditure/(Income)	5,023,020	4,609,900	4,654,860	4,674,040

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Guildford Borough Council General Fund Budget 2013-2014

Parks and Leisure Services

Financial Information Arts Development

Ledger Code ARTDEV

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
52,293	Employee Related Expenditure	50,000	52,872	50,280	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	48,860	49,360
2,644	Transport Related Expenditure	2,190	2,067	1,420	Transport Related		
11,741	Supplies and Services	12,970	16,266	12,670	Car Leasing and Allowances	2,140	1,420
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Live and Direct	500	500
66,678	Total Directly Controllable Expenditure	65,160	71,205	64,370	Partnership Work	10,470	10,470
(500)	Income	(530)	(4,680)	(500)	Printing and Stationery	1,180	930
66,178	Net Directly Controllable Expenditure/(Income)	64,630	66,525	63,870	Printing Services Recharge	1,010	760
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Donations	(530)	(500)
10,700	Support Services	13,280	13,296	13,430	Support Services		
76,878	Total Service Cost/(Surplus)	77,910	79,821	77,300	Accountancy Services Recharge	1,100	660
	Full Time Equivalent Staff	1.35		1.46	Business Services Support Recharg	900	800
					Customer Tech Support Recharge	2,000	2,050
					Human Resources Recharge	820	790
					Information Sys Support Recharge	870	840
					Office Services Recharge	1,160	1,240
					Paymaster Recharge	1,860	2,040
					Public Offices Recharge	3,070	3,520

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

Parks and Leisure Services

Financial Information Cemeteries and Closed Churchyards

Ledger Code CEMETE

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
109,773	Employee Related Expenditure	110,770	111,490	122,130	Employee Related		
59,107	Premises Related Expenditure	54,390	35,440	53,580	Parks Salaries	108,180	114,290
26,354	Transport Related Expenditure	39,290	39,294	40,100	Recharge From Other Emp. Exps.	1,470	1,860
11,139	Supplies and Services	22,060	21,094	21,200	Premises Related		
0	Third Party Payments	0	0	0	Contract cleaning & materials	5,230	5,570
0	Transfer Payments	0	0	0	General Rates	4,610	4,780
206,373	Total Directly Controllable Expenditure	226,510	207,318	237,010	Removal of Refuse	3,430	3,710
					Repairs and Maintenance	42,800	40,210
(63,525)	Income	(59,810)	(55,160)	(53,850)	Transport Related		
142,848	Net Directly Controllable Expenditure/(Income)	166,700	152,158	183,160	Driver Damage to Vehicles	4,000	3,390
					Fuel and Oil	4,000	4,000
0	Special Works	0	0	0	Transport Pool Hire Charge	29,090	31,170
4,675	Capital Charges	4,680	4,680	4,680	Supplies and Services		
20,442	Support Services	20,260	18,813	21,030	Clothing and Uniform	1,000	1,000
167,965	Total Service Cost/(Surplus)	191,640	175,651	208,870	Computer Maintenance Agree	700	700
					Equipment & Tools Hire	0	1,000
	Full Time Equivalent Staff	4.60		4.70	Materials	4,000	2,750
					Memorial Safety Inspection	6,580	6,580
					New, Replace Equip & Tools	2,750	3,250
					Seats;Purchase and Maintenance	800	1,600
					Security Services	4,700	2,500
					Income		
					Disposal of Cremated Remains	(1,000)	(1,100)
					Expenses Recovered	(2,500)	(2,000)
					Grant of Excl. Burial Rights	(28,000)	(25,000)
					Interment Fees	(15,600)	(15,000)
					Rents - Staff lets	(6,820)	(7,090)
					Right to Erect Monument	(2,310)	(750)
					Support Services		
					Accountancy Services Recharge	1,740	2,140
					Asset Development Recharge	6,330	6,520
					Energy Management Recharge	1,530	1,550
					Human Resources Recharge	2,800	2,940
					Paymaster Recharge	2,950	3,220

Major Variances 2012-13 v 2013-14

Employee costs have increased to reflect changes required for the service review.

Guildford Borough Council General Fund Budget 2013-2014

Parks and Leisure Services

Financial Information Crematorium

Ledger Code CREMAT

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
207,997	Employee Related Expenditure	213,580	222,658	241,830	Employee Related		
227,224	Premises Related Expenditure	364,490	349,268	255,560	Parks Salaries	209,670	217,790
9,419	Transport Related Expenditure	11,970	12,175	14,000	Premises Related		
100,366	Supplies and Services	83,140	81,125	102,900	General Rates	57,620	59,330
0	Third Party Payments	0	0	0	Removal of Refuse	2,560	2,750
0	Transfer Payments	0	0	0	Repairs and Maintenance	238,250	134,960
545,006	Total Directly Controllable Expenditure	673,180	665,226	614,290	Utilities	62,460	54,860
(908,918)	Income	(1,019,830)	(1,027,554)	(1,054,660)	Transport Related		
(363,912)	Net Directly Controllable Expenditure/(Income)	(346,650)	(362,328)	(440,370)	Transport Pool Hire Charge	9,760	10,460
0	Special Works	0	0	0	Supplies and Services		
143,447	Capital Charges	69,480	69,504	68,420	Book of Remembrance	3,710	3,710
48,037	Support Services	64,840	63,381	53,280	Computer	2,920	2,000
(172,428)	Total Service Cost/(Surplus)	(212,330)	(229,443)	(318,670)	Medical Referees Fees	29,890	30,000
	Full Time Equivalent Staff	6.40		6.70	Plant and Materials	3,000	6,000

Major Variances 2012-13 v 2013-14

Employee costs have increased to reflect changes required for the service review.

Due to roof, repairs completed in 2012-13 property repairs and maintenance works are reduced for 2013-14.

Cremation Fee income has increased by 4.5%. A comparison between local crematoria was conducted the results show that the charges are still lower than average.

Book Of Remembrance Inscriptions	(10,000)	(10,000)
Cremation Fees	(889,440)	(926,830)
Medical Referees Fees	(29,890)	(30,000)
Memorial Vaults and Vase Blocks	(21,000)	(19,500)
Rents - Staff lets	(14,400)	(14,980)
Rose Memorials	(38,000)	(20,000)
Sales of Plaques and Tablets	(7,000)	(4,500)
Support Services		
Asset Development Recharge	31,320	22,070
Customer Tech Support Recharge	4,240	4,350

Guildford Borough Council General Fund Budget 2013-2014

Parks and Leisure Services

Financial Information G Live

Ledger Code NEWENT

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	46,760	535	42,830	Employee Related		
396	Premises Related Expenditure	44,600	21,727	26,180	Salaries	46,220	42,830
0	Transport Related Expenditure	0	0	0	Premises Related		
572,199	Supplies and Services	356,500	345,341	356,590	Grounds Maintenance	15,910	0
0	Third Party Payments	0	0	0	Insurance	13,690	7,960
0	Transfer Payments	0	0	0	Repairs and Maintenance	15,000	18,300
572,595	Total Directly Controllable Expenditure	447,860	367,603	425,600	Supplies and Services		
					G Live Concessions Grant	20,000	20,000
0	Income	(13,690)	(6,727)	(11,260)	Management Fee	328,600	328,600
572,595	Net Directly Controllable Expenditure/(Income)	434,170	360,876	414,340	Income		
					Insurance Reimbursed	(13,690)	(7,960)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	890	1,480
151	Support Services	4,070	4,094	12,810	Asset Development Recharge	0	8,450
572,746	Total Service Cost/(Surplus)	438,240	364,970	427,150	Audit Services Recharge	1,650	1,680
	Full Time Equivalent Staff	1.00		1.00			

Major Variances 2012-13 v 2013-14

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

Under the terms of the contract, the operator is recharged the insurance and lift maintenance and grounds maintenance is charged directly to the operator.

Guildford Borough Council General Fund Budget 2013-2014

Parks and Leisure Services

Financial Information Grants - Leisure Organisations

Ledger Code GRANTL

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
25,854	Employee Related Expenditure	13,860	20,417	7,430	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	13,610	7,230
1,034	Transport Related Expenditure	990	1,010	10	Supplies and Services		
524,644	Supplies and Services	531,110	531,114	600,420	Arts Grants	20,720	20,720
0	Third Party Payments	0	0	0	Basingstoke Canal Grant	34,960	34,960
0	Transfer Payments	0	0	0	Blackwater Valley Project	10,300	10,300
551,532	Total Directly Controllable Expenditure	545,960	552,541	607,860	Book Festival	20,660	22,840
					Community and Youth Projects	22,840	20,660
0	Income	0	0	0	Disability Challengers Grant	13,960	13,960
551,532	Net Directly Controllable Expenditure/(Income)	545,960	552,541	607,860	General Grants	26,620	36,000
					Hurtwood Control Grant	6,750	6,750
0	Special Works	0	0	0	Musical Grants	12,660	12,660
0	Capital Charges	0	0	0	Play Development Grants	10,080	10,080
11,489	Support Services	12,040	12,072	11,560	Sports Grants	23,310	23,310
563,021	Total Service Cost/(Surplus)	558,000	564,613	619,420	Surrey Arts Partnership Grant	6,460	6,460
					Yvonne Arnaud Theatre Grant	318,170	318,170
	Full Time Equivalent Staff	0.18		0.13	Support Services		
					Accountancy Services Recharge	6,070	4,630
					Business Services Support Recharg	1,350	1,200
					Customer Tech Support Recharge	1,790	1,830
					Paymaster Recharge	1,120	1,270

Major Variances 2012-13 v 2013-14

Employee costs have reduced to reflect changes in salary allocation.

The increase in General Grants relates to the full funding which is available.

Guildford Borough Council General Fund Budget 2013-2014

Parks and Leisure Services

Financial Information Guildford Philharmonic

Ledger Code MUSIC

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
95,451	Employee Related Expenditure	95,660	97,970	0	Employee Related		
14,584	Premises Related Expenditure	14,250	10,873	0	Salaries	90,400	0
3,633	Transport Related Expenditure	3,830	3,806	0	Premises Related		
153,897	Supplies and Services	180,810	126,379	0	Hire of Halls	14,250	0
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Transport Pool Hire Charge	2,710	0
267,565	Total Directly Controllable Expenditure	294,550	239,028	0	Supplies and Services		
					Artists & Orchestra Fees	107,630	0
(91,637)	Income	(131,720)	(68,288)	0	AV Presentation	4,200	0
175,928	Net Directly Controllable Expenditure/(Income)	162,830	170,740	0	Design, Print & Distribution	16,050	0
					Display Boards	2,000	0
0	Special Works	0	0	0	Equip, Music & Instrument hire	4,660	0
0	Capital Charges	0	0	0	Freelance Services	16,160	0
32,484	Support Services	27,250	27,226	0	Postage and Telephones	2,520	0
208,412	Total Service Cost/(Surplus)	190,080	197,966	0	Storage Hire	6,930	0
					Ticket Sales Commission	13,480	0
	Full Time Equivalent Staff	1.78			Income		
					Admission Charges	(118,810)	0
					Sponsorship Receipts	(5,000)	0
					Support Services		
					Accountancy Services Recharge	5,120	0
					Business Services Support Recharg	3,060	0
					Customer Tech Support Recharge	3,240	0
					Information Sys Support Recharge	2,970	0
					Office Services Recharge	1,530	0
					Paymaster Recharge	3,210	0
					Public Offices Recharge	4,040	0

Major Variances 2012-13 v 2013-14

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

Guildford Borough Council General Fund Budget 2013-2014

Parks and Leisure Services

Financial Information Leisure Management Contract

Ledger Code LEMANC

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
2,357,884	Employee Related Expenditure	77,850	45,324	58,830
2,019,336	Premises Related Expenditure	1,125,680	959,892	1,146,360
11,239	Transport Related Expenditure	13,220	13,388	9,110
884,996	Supplies and Services	32,370	30,881	32,940
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
5,273,455	Total Directly Controllable Expenditure	1,249,120	1,049,485	1,247,240
(5,054,166)	Income	(1,762,350)	(1,636,932)	(1,769,430)
219,289	Net Directly Controllable Expenditure/(Income)	(513,230)	(587,447)	(522,190)
10,075	Special Works	0	0	0
1,384,236	Capital Charges	1,422,550	1,422,566	1,374,160
203,445	Support Services	24,270	24,429	29,780
1,817,045	Total Service Cost/(Surplus)	933,590	859,548	881,750
	Full Time Equivalent Staff	2.07		1.07

Major Items	2012-13 Estimate £	2013-14 Estimate £
Employee Related		
Salaries	76,760	57,720
Premises Related		
Contribution to Salix	22,370	0
Repairs and Maintenance	97,000	97,000
Utilities	992,820	1,026,460
Transport Related		
Bus Service Spectrum	13,000	8,500
Supplies and Services		
Sporting Concessions	13,500	13,500
Income		
Leisure Man fee	(896,000)	(922,000)
Utilities recharged	(860,150)	(841,430)
Support Services		
Accountancy Services Recharge	3,960	5,100
Asset Register Recharge	3,720	5,560
Energy Management Recharge	0	1,820
HR Services Recharge	1,260	1,000
Legal Services Recharge	5,140	5,380

Major Variances 2012-13 v 2013-14

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

The reduction in salaries reflects the Parks and Leisure service review.

Under the terms of the contract, the council manage the utilities with the usage recharged to the operator.

Guildford Borough Council General Fund Budget 2013-2014

Parks and Leisure Services

Financial Information Parks and Countryside

Ledger Code PARKS

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
1,799,986	Employee Related Expenditure	1,950,310	1,828,899	2,037,670	Employee Related		
491,746	Premises Related Expenditure	477,450	494,444	802,160	Casual / Temporary Staff	39,190	55,850
451,272	Transport Related Expenditure	473,930	472,923	434,390	Parks Salaries	1,844,010	1,895,020
624,165	Supplies and Services	484,640	730,431	609,990	Recharge From Other Emp. Exps.	21,550	29,330
13,280	Third Party Payments	13,280	13,280	13,280	Training	28,680	40,230
0	Transfer Payments	0	0	0	Premises Related		
3,380,449	Total Directly Controllable Expenditure	3,399,610	3,539,977	3,897,490	Buildings Infrastructure	146,300	177,240
					Grounds Miscellaneous	63,600	71,760
(1,504,684)	Income	(1,292,590)	(1,354,965)	(1,630,250)	Tree Survey Works	89,350	89,350
1,875,765	Net Directly Controllable Expenditure/(Income)	2,107,020	2,185,012	2,267,240	Utilities	102,610	102,490
					Transport Related		
31,439	Special Works	0	(11,140)	0	Car Leasing and Allowances	16,370	17,580
353,483	Capital Charges	86,520	86,520	159,050	Driver Damage to Vehicles	25,310	31,040
270,313	Support Services	261,200	273,004	305,170	Fuel and Oil	60,000	66,500
2,531,000	Total Service Cost/(Surplus)	2,454,740	2,533,396	2,731,460	Mowers and Machinery	52,620	51,500
					Transport Pool Hire Charge	293,320	246,590
	Full Time Equivalent Staff	67.46		72.03	Tyres	13,860	9,760
					Supplies and Services		
					Clothing and Uniform	11,700	12,500
					Computer & Telephone Costs	11,360	9,440
					Games & Playground Equipment	18,860	18,860
					Materials	64,460	63,280
					New, Replace Equip & Tools	35,120	30,620
					Payment to Contractors	153,860	156,860
					Plants & Troughs	38,420	37,420
					Sinking Fund Contributions	16,000	18,000
					Surrey Heathlands Grant	17,100	17,100
					Tipping Fees	19,520	22,000
					Support Services		
					Asset Development Recharge	16,540	39,160
					Energy Management Recharge	17,440	16,950
					HR Services Recharge	41,130	46,420
					Legal Services Recharge	33,050	34,570

Major Variances 2012-13 v 2013-14

Employee costs have increased to reflect changes required from the service review.

The training budget has increased due to courses identified from the recent review.

The increase in the Building Infrastructure budget reflects the work identified from the property condition survey and the resulting allocation of funds. This has resulted in a corresponding increase in the Asset Development recharge.

Transport pool hire charges have decreased due to the reduction in the number of replacement vehicles.

Guildford Borough Council General Fund Budget 2013-2014

Parks and Leisure Services

Financial Information Play and Youth

Ledger Code PLADEV

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
147,563	Employee Related Expenditure	130,040	139,228	145,990	Employee Related		
10,547	Premises Related Expenditure	11,240	10,402	10,750	Casual Salaries	67,570	65,420
23,746	Transport Related Expenditure	21,890	16,596	13,540	Salaries	59,010	75,040
54,505	Supplies and Services	49,370	63,751	51,460	Premises Related		
0	Third Party Payments	0	0	0	Hire of Halls	10,270	9,690
0	Transfer Payments	0	0	0	Transport Related		
236,361	Total Directly Controllable Expenditure	212,540	229,977	221,740	Car Allowances	1,950	1,900
					Hire of Vehicles	12,510	7,500
(88,538)	Income	(63,410)	(73,191)	(57,280)	Officers Car Leasing	560	0
147,823	Net Directly Controllable Expenditure/(Income)	149,130	156,786	164,460	Transport Pool Hire Charge	5,860	3,090
					Supplies and Services		
0	Special Works	0	0	0	Advertising	3,160	3,160
0	Capital Charges	0	0	0	Clothing and Uniform	1,290	1,000
9,900	Support Services	12,830	12,838	15,310	Instructors Fees	31,440	31,440
157,723	Total Service Cost/(Surplus)	161,960	169,624	179,770	New, Replace Equip & Tools	1,290	2,000
					Play Initiatives	5,000	5,000
	Full Time Equivalent Staff	1.70		2.42	Printing Services Recharge	990	2,850
					Youth Initiatives	5,000	5,000
					Income		
					Fees and Admissions	(56,410)	(52,280)
					Recharged to Other Services	(5,000)	(5,000)
					Support Services		
					Business Services Support Recharg	730	650
					Customer Tech Support Recharge	1,220	1,250
					Human Resources Recharge	1,030	1,410
					Information Sys Support Recharge	690	650
					Office Services Recharge	1,460	1,690
					Paymaster Recharge	1,440	1,790
					Performance Mngt. Recharge	680	930
					Public Offices Recharge	3,860	4,800

Major Variances 2012-13 v 2013-14

Employee costs have increased to reflect changes in salary allocations.

Hire of vehicle charges have reduced as a result in changes to the contract agreement.

Guildford Borough Council General Fund Budget 2013-2014

Parks and Leisure Services

Financial Information Sports and Physical Activity

Ledger Code SPODEV

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
55,924	Employee Related Expenditure	52,270	54,024	53,510	Employee Related		
0	Premises Related Expenditure	0	0	0	Casual Salaries	3,550	3,550
2,674	Transport Related Expenditure	2,910	2,342	2,080	Salaries	47,630	49,090
20,908	Supplies and Services	16,430	20,080	14,810	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	2,320	2,050
0	Transfer Payments	0	0	0	Officers Car Leasing	560	0
79,506	Total Directly Controllable Expenditure	71,610	76,446	70,400	Supplies and Services		
					General Subscriptions	4,200	4,200
(8,402)	Income	(5,000)	(9,090)	(4,000)	New Initiatives	7,340	7,340
71,104	Net Directly Controllable Expenditure/(Income)	66,610	67,356	66,400	Printing and Stationery	830	260
					Sport Guildford	1,000	0
0	Special Works	0	0	0	Surrey Youth Games	2,000	2,000
0	Capital Charges	0	0	0	Income		
8,616	Support Services	10,040	10,056	10,960	Events Income	(2,000)	(2,000)
79,720	Total Service Cost/(Surplus)	76,650	77,412	77,360	Sport Guildford	(1,000)	0
					Surrey Youth Games	(2,000)	(2,000)
					Support Services		
	Full Time Equivalent Staff	1.31		1.44	Accountancy Services Recharge	570	620
					Business Services Support Recharg	600	530
					Customer Tech Support Recharge	1,220	1,250
					Human Resources Recharge	800	770
					Information Sys Support Recharge	610	580
					Office Services Recharge	1,130	1,220
					Paymaster Recharge	740	990
					Public Offices Recharge	2,980	3,450

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

Parks and Leisure Services

Financial Information Youth and Community Centres

Ledger Code YOUCOM

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

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

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
15,659	Employee Related Expenditure	11,030	15,704	4,940	Employee Related		
142,861	Premises Related Expenditure	39,230	41,240	42,230	Salaries	10,830	4,800
873	Transport Related Expenditure	820	840	10	Premises Related		
8,605	Supplies and Services	890	1,012	1,890	General Rates	12,600	12,780
0	Third Party Payments	0	0	0	Insurance	1,840	1,560
0	Transfer Payments	0	0	0	Removal of Refuse	4,800	5,180
167,998	Total Directly Controllable Expenditure	51,970	58,796	49,070	Repairs and Maintenance	17,110	20,240
					Water	930	1,370
(193)	Income	(1,850)	(1,850)	(1,050)	Supplies and Services		
167,805	Net Directly Controllable Expenditure/(Income)	50,120	56,946	48,020	Equipment Electrical Testing	260	1,150
					Telecomms; Business Use	590	590
0	Special Works	0	0	0	Income		
82,253	Capital Charges	67,820	67,836	82,250	Donations	(1,850)	(1,050)
29,351	Support Services	8,160	8,456	8,340	Capital Charges		
279,409	Total Service Cost/(Surplus)	126,100	133,238	138,610	Depreciation	67,820	82,250
					Support Services		
	Full Time Equivalent Staff	0.16		0.11	Accountancy Services Recharge	1,400	950
					Asset Register Recharge	570	850
					Customer Tech Support Recharge	410	420
					Energy Management Recharge	1,280	1,300
					Housing Surveying Services	2,000	2,390
					Paymaster Recharge	1,460	1,580
					Public Offices Recharge	360	370

Major Variances 2012-13 v 2013-14

Employee costs have reduced to reflect changes in salary allocations.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

PLANNING SERVICES

HEAD OF SERVICE - CAROL HUMPHREY

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
4,499,401	4,086,980	Gross Expenditure	4,283,240	4,174,670	4,267,890	4,364,070
(1,458,860)	(1,503,460)	Gross Income	(1,505,160)	(1,535,170)	(1,567,400)	(1,600,900)
3,040,541	2,583,520	Net Expenditure	2,778,080	2,639,500	2,700,490	2,763,170
2,722,080	2,702,500	Employee Related Expenditure	2,721,220	2,792,030	2,864,660	2,939,150
38,871	30,080	Premises Related Expenditure	35,890	36,410	36,430	36,980
85,922	82,890	Transport Related Expenditure	87,650	88,980	90,310	91,660
496,937	535,000	Supplies and Services	700,070	501,140	502,300	503,570
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,343,810	3,350,470	Total Directly Controllable Expenditure	3,544,830	3,418,560	3,493,700	3,571,360
(1,458,860)	(1,503,460)	Income	(1,505,160)	(1,535,170)	(1,567,400)	(1,600,900)
1,884,950	1,847,010	Net Directly Controllable Expenditure/(Income)	2,039,670	1,883,390	1,926,300	1,970,460
0	0	Special Works	0	0	0	0
421,015	3,100	Capital Charges	0	0	0	0
734,576	733,410	Support Services	738,410	756,110	774,190	792,710
3,040,541	2,583,520	Total Service Cost/(Surplus)	2,778,080	2,639,500	2,700,490	2,763,170

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
194,678	124,260	Building Control	160,910	177,970	184,410	191,080
1,479,511	1,386,160	Development Control	1,325,840	1,372,120	1,406,940	1,442,600
41,901	71,480	Graphics and IT Unit	70,870	72,680	74,530	76,420
(2,000)	37,740	Local Land Charges	21,040	0	0	0
1,326,451	963,880	Policy	1,199,420	1,016,730	1,034,610	1,053,070
3,040,541	2,583,520	Total Net Expenditure/(Income)	2,778,080	2,639,500	2,700,490	2,763,170

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
488,664	Employee Related Expenditure	517,460	432,545	505,580	Employee Related		
3,467	Premises Related Expenditure	0	894	0	Salaries	500,600	483,820
25,268	Transport Related Expenditure	20,850	23,294	28,340	Training	6,000	10,620
61,726	Supplies and Services	74,390	77,335	68,880	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	20,350	27,830
0	Transfer Payments	0	0	0	Officers Car Leasing	480	490
579,125	Total Directly Controllable Expenditure	612,700	534,068	602,800	Supplies and Services		
					Computer Software Licence	8,760	21,340
(493,335)	Income	(603,230)	(528,112)	(554,710)	Consultants Fees	40,000	23,450
85,790	Net Directly Controllable Expenditure/(Income)	9,470	5,956	48,090	General Subscriptions	7,110	6,120
					Postage and Telephones	6,160	5,950
0	Special Works	0	0	0	Scanning	5,320	5,320
0	Capital Charges	0	0	0	Income		
108,888	Support Services	114,790	114,846	112,820	Building Control Fees	(600,000)	(550,000)
194,678	Total Service Cost/(Surplus)	124,260	120,802	160,910	Support Services		
					Accountancy Services Recharge	3,820	4,540
	Full Time Equivalent Staff	11.90		11.72	Business Services Support Recharg	11,600	10,300
					Customer Tech Support Recharge	20,420	20,950
					Health and Safety Recharge	1,950	1,920
					Human Resources Recharge	7,170	7,490
					Information Sys Support Recharge	9,810	9,400
					Office Cleaning Recharge	2,840	2,330
					Office Services Recharge	10,240	9,470
					Paymaster Recharge	4,930	5,560
					Performance Mngt. Recharge	4,700	4,960
					Public Offices Recharge	27,030	26,760

Major Variances 2012-13 v 2013-14

There is a reduction in employee related expenditure following a review of the salary grades for staff vacancies.

There are reduced consultant's fees to reflect the level of advice required.

The economic climate has meant income levels are below targets; this is consistent across neighbouring authorities. The estimate for 2013-14 reflects the activity trends in previous years.

A growth bid item for new computer licence and maintenance costs has meant an increase in computer software licence costs.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
1,450,041	Employee Related Expenditure	1,433,960	1,354,431	1,389,560	Employee Related		
409	Premises Related Expenditure	170	71	0	Salaries	1,383,710	1,346,880
46,629	Transport Related Expenditure	48,390	51,027	46,940	Transport Related		
253,371	Supplies and Services	173,810	199,260	180,250	Car Leasing and Allowances	47,980	46,530
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Advertising	17,000	17,000
1,750,450	Total Directly Controllable Expenditure	1,656,330	1,604,789	1,616,750	Computer Software Licence	14,450	22,950
					Consultants Fees	30,000	30,000
(712,998)	Income	(688,260)	(714,927)	(710,170)	Legal Expenses	20,000	20,000
1,037,452	Net Directly Controllable Expenditure/(Income)	968,070	889,862	906,580	Planning Appeals Expenses	50,760	50,760
					Postage	6,790	4,850
0	Special Works	0	0	0	Printing Services Recharge	2,910	2,970
0	Capital Charges	0	0	0	Scanning	15,000	15,000
442,059	Support Services	418,090	419,423	419,260	Stationery and Office Supplies	5,980	7,040
1,479,511	Total Service Cost/(Surplus)	1,386,160	1,309,285	1,325,840	Telecomms	1,830	1,830
					Income		
	Full Time Equivalent Staff	37.50		36.23	Planning fees	(600,000)	(610,000)
					Pre-application charging	(35,000)	(50,000)
					Section 106 income	(35,160)	(30,000)
					Support Services		
					Accountancy Services Recharge	9,140	10,590
					Business Services Support Recharg	35,920	31,890
					Customer Tech Support Recharge	65,610	67,320
					Health and Safety Recharge	6,220	5,960
					Human Resources Recharge	22,870	23,150
					Information Sys Support Recharge	37,400	35,850
					Legal Services Recharge	76,010	79,860
					Office Cleaning Recharge	8,850	7,290
					Office Services Recharge	31,890	29,780
					Paymaster Recharge	11,340	12,760
					Performance Mngt. Recharge	14,980	15,330
					Public Offices Recharge	84,180	84,100

Major Variances 2012-13 v 2013-14

The change in employee related expenditure follows two retirements and a review of vacancies. New staff appointments are at lower salary grades.

The income estimates for pre-application charging and Section 106 reflect the income received in the previous year.

A growth bid item for new computer licence and maintenance costs has meant an increase in computer software licence costs.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
35,659	Employee Related Expenditure	52,610	41,873	52,880	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	51,830	51,960
171	Transport Related Expenditure	1,090	486	310	Transport Related		
1,297	Supplies and Services	950	318	960	Car Allowances	1,090	310
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Business Services Support Recharg	2,180	1,940
37,127	Total Directly Controllable Expenditure	54,650	42,677	54,150	Customer Tech Support Recharge	3,790	3,890
(5,594)	Income	0	(2,736)	0	Human Resources Recharge	910	910
31,533	Net Directly Controllable Expenditure/(Income)	54,650	39,941	54,150	Information Sys Support Recharge	3,430	3,290
0	Special Works	0	0	0	Office Services Recharge	1,200	1,160
0	Capital Charges	0	0	0	Public Offices Recharge	3,180	3,270
10,368	Support Services	16,830	16,854	16,720			
41,901	Total Service Cost/(Surplus)	71,480	56,795	70,870			
	Full Time Equivalent Staff	1.40		1.43			

Major Variances 2012-13 v 2013-14

There are no major variances to report.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
100,422	Employee Related Expenditure	109,010	122,978	110,410	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	106,150	106,240
588	Transport Related Expenditure	1,020	989	890	Transport Related		
91,014	Supplies and Services	103,520	120,630	109,500	Officers Car Leasing	500	340
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Maintenance	4,920	4,920
192,024	Total Directly Controllable Expenditure	213,550	244,597	220,800	Copying Machines	1,330	1,130
					Payment to SCC	75,770	75,770
(246,385)	Income	(211,970)	(249,526)	(234,710)	Scanning	15,000	15,000
(54,361)	Net Directly Controllable Expenditure/(Income)	1,580	(4,929)	(13,910)	Income		
					Con29 Extra	(10,250)	(10,250)
0	Special Works	0	0	0	Con29 R	(3,040)	(2,800)
0	Capital Charges	0	0	0	Land Charges Search Fees	(54,300)	(42,940)
52,361	Support Services	36,160	37,132	34,950	LLC1 Only	(810)	(1,000)
(2,000)	Total Service Cost/(Surplus)	37,740	32,203	21,040	Nlis Full Search	(65,570)	(65,170)
					SCC Income	(75,770)	(75,770)
	Full Time Equivalent Staff	2.54		2.56	TM Searches - Full Searches	0	(33,390)
					Support Services		
					Accountancy Services Recharge	7,960	10,460
					Audit Services Recharge	1,090	1,110
					Business Services Support Recharg	1,640	1,450
					Customer Tech Support Recharge	2,960	3,030
					Human Resources Recharge	1,550	1,640
					Information Sys Support Recharge	4,270	4,090
					Office Services Recharge	3,350	2,070
					Paymaster Recharge	1,060	1,700
					Public Offices Recharge	8,840	5,850

Major Variances 2012-13 v 2013-14

Income from the TM Group (UK) Limited searches identified separately in 2013-14, previously they were included under Land Charges search fees.

The deficit at total service cost level reflects the estimated transfer amount from the Land Charges reserve to ensure in future years the service breaks even.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
647,294	Employee Related Expenditure	589,460	575,804	662,790	Employee Related		
34,995	Premises Related Expenditure	29,910	30,637	35,890	Salaries	576,230	644,020
13,266	Transport Related Expenditure	11,540	10,944	11,170	Premises Related		
89,529	Supplies and Services	182,330	180,994	340,480	Env Imps & Lighting Mtce	25,000	25,000
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	4,910	5,570
0	Transfer Payments	0	0	0	Transport Related		
785,084	Total Directly Controllable Expenditure	813,240	798,379	1,050,330	Car Allowances	3,460	2,480
(548)	Income	0	(260)	(5,570)	Officers Car Leasing	7,800	8,410
784,536	Net Directly Controllable Expenditure/(Income)	813,240	798,119	1,044,760	Supplies and Services		
0	Special Works	0	0	0	Computer Software Licence	300	1,710
421,015	Capital Charges	3,100	3,100	0	Consultants (C.I. Levy)	50,000	50,000
120,900	Support Services	147,540	135,981	154,660	Consultants Fees	81,670	241,260
1,326,451	Total Service Cost/(Surplus)	963,880	937,200	1,199,420	Inspection Fees	20,000	20,000
	Full Time Equivalent Staff	13.83		16.34	IT Renewals	280	160
					Plan Printing	15,000	15,000
					Printing Services Recharge	1,010	150
					Surrey Hills ANB Contribution	5,950	5,580
					Support Services		
					Accountancy Services Recharge	4,120	3,390
					Business Services Support Recharg	12,800	11,360
					Customer Service Centre Recharge	4,730	5,450
					Customer Tech Support Recharge	23,590	24,220
					Engineering and Transport Recharg	17,680	18,530
					Human Resources Recharge	8,440	9,670
					Information Sys Support Recharge	12,620	12,090
					Legal Services Recharge	2,510	3,330
					Office Services Recharge	11,940	12,230
					Paymaster Recharge	5,430	6,730
					Performance Mngt. Recharge	5,530	6,410
					Public Offices Recharge	31,530	34,550

Major Variances 2012-13 v 2013-14

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

Part 11 of the Planning Act 2008 introduced the Community Infrastructure Levy; operational amendments by the Community Infrastructure Levy (Amendment) Regulations 2011. Following approval by the Executive (29 Sept. 2010) a budget provision is made in 2012-13 and 2013-14 to assess the viability of different uses and locations of development for the Community Infrastructure Levy and consult on the preliminary draft charging schedule.

There are increased consultant's fees to reflect successful growth bids for Guildford Town Centre and approaches movement study; Strategic A3 Corridor Transport Study and the supply of deliverable Traveller pitches and preparation of planning applications where appropriate.

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

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

REVENUES AND PAYMENTS

HEAD OF SERVICE - STEVE WHITE

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Service Unit Subjective Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
45,027,128	42,894,090	Gross Expenditure	40,218,090	40,846,210	41,481,350	42,126,480
(44,525,867)	(42,371,900)	Gross Income	(39,532,170)	(40,141,160)	(40,769,190)	(41,407,550)
501,261	522,190	Net Expenditure	685,920	705,050	712,160	718,930
1,895,570	1,723,420	Employee Related Expenditure	1,867,320	1,915,820	1,965,550	2,016,590
735	650	Premises Related Expenditure	700	710	720	730
25,546	24,170	Transport Related Expenditure	25,740	26,110	26,490	26,890
1,567,463	1,221,110	Supplies and Services	1,195,350	1,213,180	1,228,280	1,243,380
0	0	Third Party Payments	0	0	0	0
41,034,989	39,426,600	Transfer Payments	36,634,000	37,183,510	37,741,270	38,307,390
44,524,303	42,395,950	Total Directly Controllable Expenditure	39,723,110	40,339,330	40,962,310	41,594,980
(44,525,867)	(42,371,900)	Income	(39,532,170)	(40,141,160)	(40,769,190)	(41,407,550)
(1,564)	24,050	Net Directly Controllable Expenditure/(Income)	190,940	198,170	193,120	187,430
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
502,825	498,140	Support Services	494,980	506,880	519,040	531,500
501,261	522,190	Total Service Cost/(Surplus)	685,920	705,050	712,160	718,930

Service Unit Summary

2011-12 Actual £	2012-13 Estimate £		2013-14 Estimate £	2014-15 Estimate £	2015-16 Estimate £	2016-17 Estimate £
24,096	150,140	Housing Benefits	334,620	348,060	361,870	376,070
60	0	Housing Purchase Advances	0	0	0	0
(73,978)	(2,530)	Insurance Revenue Account	(8,860)	0	0	0
413,485	375,640	Local Taxation	364,020	361,450	358,380	354,860
137,598	(1,060)	Paymaster	(3,860)	(4,460)	(8,090)	(12,000)
501,261	522,190	Total Net Expenditure/(Income)	685,920	705,050	712,160	718,930

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £
869,776	Employee Related Expenditure	802,390	756,273	856,980
302	Premises Related Expenditure	270	278	290
13,558	Transport Related Expenditure	11,740	12,412	12,520
481,400	Supplies and Services	208,980	93,981	183,500
0	Third Party Payments	0	0	0
<u>41,034,989</u>	Transfer Payments	<u>39,426,600</u>	<u>39,426,600</u>	<u>36,634,000</u>
42,400,025	Total Directly Controllable Expenditure	40,449,980	40,289,544	37,687,290
<u>(42,558,569)</u>	Income	<u>(40,497,810)</u>	<u>(40,432,170)</u>	<u>(37,547,060)</u>
(158,544)	Net Directly Controllable Expenditure/(Income)	(47,830)	(142,626)	140,230
0	Special Works	0	0	0
0	Capital Charges	0	0	0
<u>182,640</u>	Support Services	<u>197,970</u>	<u>198,018</u>	<u>194,390</u>
24,096	Total Service Cost/(Surplus)	150,140	55,392	334,620
	Full Time Equivalent Staff	21.36		22.87

Major Variances 2012-13 v 2013-14

The increase in salaries cost reflects the additional human resource implication arising from the introduction of a local council tax support scheme and universal credit.

Notification from the Department of Work and Pensions of a reduction in housing benefit admin grant.

Claimant count continues to remain high with increases in both rent rebate and rent allowance payments. This expenditure is recovered from the Department of Work and Pensions as part of the annual grant claim.

Because of the introduction of a local council tax support scheme, all the implications of council tax benefit have moved from the general fund, to the collection fund.

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

Major Items

Employee Related

Salaries 786,080 842,610

Transport Related

Car Leasing and Allowances 11,540 12,320

Supplies and Services

Audit Fee 32,500 33,000

Computer Software Licence 40,530 42,700

Postage 21,420 21,540

Printing and Stationery 32,870 19,740

Transfer Payments

Council Tax Benefit 6,710,000 0

Non HRA Rent Rebates 16,600 17,000

Rent Allowances 18,800,000 21,540,000

Rent Rebates 13,900,000 15,077,000

Income

Council Tax Benefit Grant (6,760,500) 0

Housing Benefit Admin Grant (720,750) (657,600)

Overpayment Recovery (50,000) (50,000)

Rent Allowances Grant (18,880,000) (21,579,900)

Rent Rebate Grant (13,585,000) (15,056,800)

Subsidy Limitation Transfer (445,500) (148,200)

Support Services

Accountancy Services Recharge 14,850 15,280

Customer Tech Support Recharge 23,080 23,680

Debtors Section Recharge 20,550 18,820

HR Services Recharge 13,020 11,950

Information Sys Support Recharge 6,330 6,050

Legal Services Recharge 12,720 13,310

Office Services Recharge 16,650 16,060

Public Offices Recharge 43,970 45,370

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
60	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
60	Total Directly Controllable Expenditure	0	0	0			
0	Income	0	0	0			
60	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			
60	Total Service Cost/(Surplus)	0	0	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

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

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Consultants Fees	5,140	5,140
0	Transport Related Expenditure	0	0	0	Insurance Claims Paid	59,800	59,800
719,719	Supplies and Services	677,170	697,703	702,140	Insurance Premiums Paid	602,200	623,200
0	Third Party Payments	0	0	0	Risk Management Initiatives	10,000	10,000
0	Transfer Payments	0	0	0	Income		
719,719	Total Directly Controllable Expenditure	677,170	697,703	702,140	Insurance Reimbursed	(25,000)	(10,000)
					Recharged to Other Services	(657,090)	(704,250)
(795,761)	Income	(682,090)	(702,680)	(714,250)			
(76,042)	Net Directly Controllable Expenditure/(Income)	(4,920)	(4,977)	(12,110)			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
2,064	Support Services	2,390	2,453	3,250			
(73,978)	Total Service Cost/(Surplus)	(2,530)	(2,524)	(8,860)			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2012-13 v 2013-14

The increase in insurance premiums paid includes insurances charged to premises offset by a reduction in insurance reimbursed, as costs are now allocated directly to the individual cost centre.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
542,553	Employee Related Expenditure	567,850	529,157	654,630	Employee Related		
433	Premises Related Expenditure	380	380	410	Insurance - Emps Liab, All Risk	3,370	3,310
7,643	Transport Related Expenditure	8,880	8,635	9,490	Salaries	554,810	640,510
233,244	Supplies and Services	239,950	401,629	195,400	Training	2,060	1,870
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Programming	2,000	2,000
783,873	Total Directly Controllable Expenditure	817,060	939,801	859,930	Computer Software Licence	27,210	28,100
(569,529)	Income	(632,000)	(741,200)	(681,480)	Debt Collection Services	20,860	25,860
214,344	Net Directly Controllable Expenditure/(Income)	185,060	198,601	178,450	Discretionary NNDR Relief	109,840	0
0	Special Works	0	0	0	Local Council Tax Hardship Relief	0	40,000
0	Capital Charges	0	0	0	Postage	28,420	28,920
199,141	Support Services	190,580	190,636	185,570	Printing Paying in Books	16,500	16,750
413,485	Total Service Cost/(Surplus)	375,640	389,237	364,020	Printing Services Recharge	13,100	8,650
					Telecomms	2,630	2,500
					Tracing Services	3,250	3,250
					Income		
	Full Time Equivalent Staff	15.51		16.51	Expenses Recovered	(385,000)	(335,000)
					UBR Admin Grant	(241,000)	(237,980)

Major Variances 2012-13 v 2013-14

The increase in salaries cost reflects the additional human resource implication arising from changes to the local taxation scheme.

The removal of the national non-domestic rate discretionary relief estimate within this budget is due to changes in the way the scheme will be administered from 1 April 2013.

The local council tax hardship relief budget is in anticipation of cases of hardship arising from the introduction of the scheme.

The number of court notices issued in respect of Council Tax and National Non-Domestic Rates has been significantly lower than anticipated; as a result, £50,000 of income is removed from the expenses recovered budget.

Guildford Borough Council General Fund Budget 2013-2014

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)

2011-12 Actual £		2012-13 Estimate £	2012-13 Probable £	2013-14 Estimate £	Major Items	2012-13 Estimate £	2013-14 Estimate £
483,241	Employee Related Expenditure	353,180	355,934	355,710	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	2,670	2,030
4,345	Transport Related Expenditure	3,550	3,744	3,730	Recharge From Other Emp. Exps.	3,030	3,820
133,040	Supplies and Services	95,010	102,234	114,310	Salaries	346,360	347,310
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	3,470	3,630
620,626	Total Directly Controllable Expenditure	451,740	461,912	473,750	Supplies and Services		
					Cash Machines Software Mtce	14,000	17,000
(602,008)	Income	(560,000)	(560,671)	(589,380)	Computer Software Licence	26,690	34,370
18,618	Net Directly Controllable Expenditure/(Income)	(108,260)	(98,759)	(115,630)	Consultants (Projects)	5,000	6,000
					IT Renewals	5,850	13,580
0	Special Works	0	0	0	Payment to Contractors	23,000	23,580
0	Capital Charges	0	0	0	Postages	3,080	2,400
118,980	Support Services	107,200	107,320	111,770	Printing Services Recharge	2,260	2,440
137,598	Total Service Cost/(Surplus)	(1,060)	8,561	(3,860)	Scanning	7,500	6,000
					Income		
	Full Time Equivalent Staff	9.50		9.50	Support Service Recharge	(560,000)	(589,380)

Major Variances 2012-13 v 2013-14

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

FEES AND CHARGES

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

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GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET 2013-2014

FEES AND CHARGES

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Guildford Borough Council - General Fund Budget 2013-2014

	Business Systems		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
To be approved by Council			
Letting of Council Accommodation for Meetings (Charges for other uses subject to negotiation)			
<u>Council Chamber</u>			
Morning	189.00	197.00	4.2%
Afternoon	189.00	197.00	4.2%
Evening to 9.00 pm	241.00	252.00	4.6%
<u>Committee Room 1</u>			
Morning	131.00	137.00	4.6%
Afternoon	131.00	137.00	4.6%
Evening to 9.00 pm	189.00	197.00	4.2%
<u>Committee Room 2</u>			
Morning	131.00	137.00	4.6%
Afternoon	131.00	137.00	4.6%
Evening to 9.00 pm	189.00	197.00	4.2%

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 2013-2014

	Economic Development		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
To be approved by Council			
Education Sessions, 39.5 Castle Street			
Cost per child ¹			
Victorian schoolroom	6.50	6.70	3.1%
Victorian playroom	6.20	6.40	3.2%
¹ A minimum charge equivalent to 25 child places is payable for all bookings			
Exhibition Space Hire, Heritage Buildings			
Guildford House			
Brew House - one week hire	165.00	165.00	0.0%
Main House - three week hire	340.00	350.00	2.9%
Main House - First Floor: Pine Room, Study, Landing, Powell Room - three week hire	750.00	780.00	4.0%
Main House exhibitions are open to the public for a minimum of three weeks, with the first and last day of the exhibition normally being on a Saturday.			
Private View of Exhibitions			
Main House, Daytime 12.00pm - 2.00pm	250.00	200.00	-20.0%
Main House, Evening 7.00pm - 9.00pm	300.00	312.00	4.0%
Brew House, Saturdays 12.00pm - 2.00pm	0.00	80.00	new

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

Guildford Borough Council - General Fund Budget 2013-2014

	Economic Development		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Venue Hire, Heritage Buildings			
The Brew House, Guildford House			
These rates include use of VCR, OHP, slide projector, etc			
Weekdays and Saturdays			
Half Day, 9.00am -12.00pm or 1.00pm - 4.00pm	90.00	94.00	4.4%
Full Day, 9.00am - 4.00pm	165.00	172.00	4.2%
Guildford Castle			
<u>Day Hire</u>			
(a) Weekdays			
Half day, 9.00am - 1.00pm or 1.00pm - 5.00pm	190.00	190.00	0.0%
Full day, 9.00am - 5.00pm	350.00	350.00	0.0%
Evenings, 5.00pm - 9.30pm	380.00	380.00	0.0%
Available October - March			
(b) Weekends			
Saturday or Sunday, 9.00am - 5.00pm	400.00	400.00	0.0%
Evenings, 5.00pm - 9.30pm	400.00	400.00	0.0%
Available November - March			
Guildford Museum			
<u>Daily rates (Museum Classroom)</u>			
Half Day 9.00am -12.00pm or 1.00pm - 4.00pm	40.00	40.00	0.0%
Full day 9.00am - 4.00pm	70.00	70.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Economic Development		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Guildhall			
<u>Guildhall whole building</u>			
(a) Weekdays			
Morning, 9.00am - 1.00pm	260.00	270.00	3.8%
Afternoon, 1.00pm - 5.00pm	260.00	270.00	3.8%
Whole Day, 9.00am - 5.00pm	420.00	440.00	4.8%
Evening, 5.00pm - 9.30 pm	330.00	350.00	6.1%
(b) Weekends			
Saturday 9.00am - 5.00pm	480.00	500.00	4.2%
Saturday 5.00pm - 12.00am	480.00	500.00	4.2%
Sunday 9.00am - 5.00pm	510.00	530.00	3.9%
Sunday 5.00pm - 12.00am	510.00	530.00	3.9%
<u>Guildhall Court Room</u>			
Weekdays			
Morning, 9.00am - 1.00pm	180.00	195.00	8.3%
Afternoon, 1.00pm - 5.00pm	180.00	195.00	8.3%
Whole Day, 9.00am - 5.00pm	230.00	250.00	8.7%
Evening, 5.00pm - 9.30pm	320.00	340.00	6.3%
<u>Guildhall Council Chamber</u>			
Weekdays			
Morning, 9.00am - 1.00pm	180.00	185.00	2.8%
Afternoon, 1.00pm - 5.00pm	180.00	185.00	2.8%
Whole Day, 9.00am - 5.00pm	230.00	230.00	0.0%
Evening, 5.00pm - 9.30 pm	320.00	320.00	0.0%
All rooms excess charge for evening hire after 9.30 pm (per hour)	80.00	85.00	6.3%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Economic Development		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Note:			
<i>(i) Charities, local voluntary organisations, local branches of national organisations, amenity societies and similar organisations will pay 50% of any sessional charge at the Guildhall for meetings up to 9.30 pm.</i>			
<i>(ii) After 9.30pm the excess hourly charge will apply.</i>			
 <i>Sessional and excess hourly charges for the Guildhall may be remitted in respect of those charities or local voluntary organisations which have traditionally held their meetings in Council accommodation .</i>			
 Bookings for commercial use of Heritage Buildings			
Subject to negotiation dependant upon day of the week and preparation involved.			
 Admission Charges, Guildford Castle			
Adult admission	3.00 *	3.00 *	0.0%
Child admission	1.50 *	1.50 *	0.0%
 Poster Boards			
All poster boards are 4 sheet poster size			
- Rental per space - Rental per week	13.00 *	13.60 *	4.6%
 Banner Boards			
- Rental per space - Rental per week			
Large 9ft banners	39.10 *	40.85 *	4.5%
A0 & A1	32.45 *	33.90 *	4.5%
A2 & A3	13.10 *	13.70 *	4.6%
 High Street Banner			
- Rental per space - Rental per week	259.56 *	271.50 *	4.6%

The above poster and banner board charges represent the minimum amounts payable. Rates payable by commercial organisations will be subject to negotiation.

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Economic Development		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Farmers Market			
Stall Charge (per market, per linear metre of frontage)	8.33	8.67	4.1%
Fee Supplement	3.50	3.50	0.0%
Car Parking	9.00 *	9.00 *	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Health and Community Care		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
To be approved by Council			
Animal Businesses			
Pet animals			
-New	229.00	239.50	4.6%
-Renewal	94.50	98.75	4.5%
Animal Boarding			
-New	256.00	267.50	4.5%
-Renewal	96.50	100.75	4.4%
-Home Boarding	87.50	91.50	4.6%
Riding Establishments			
-New	336.00	351.00	4.5%
-Renewal	336.00	351.00	4.5%
# Includes administration fee			
Dangerous Wild Animals			
-New	280.00	292.50	4.5%
-Renewal	280.00	292.50	4.5%
Dog Breeding			
-New	229.00	239.50	4.6%
-Renewal	95.00	99.25	4.5%
Registration – Acupuncture, tattooing, etc			
Practitioner	178.00	178.00	0.0%
Premises	434.00	434.00	0.0%
Pest Control			
Commercial Premises			
(The charges shown are based on the cost of labour, transport plus materials)			
Rodents	73.25 *	76.50 *	4.4%
Wasps (max 2 nests per premises)	73.25 *	76.50 *	4.4%
Wasps (extra nest at same visit)	9.25 *	9.75 *	5.4%
Other Treatments	73.25 *	76.50 *	4.4%
Pigeons	73.25 *	76.50 *	4.4%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

Health and Community Care

	2012-2013 From 1 April 2012 £		2013-2014 From 1 April 2013 £		Increase %
Domestic Premises					
Wasps (max 2 nests per premises)	63.25	*	66.00	*	4.3%
Wasps (extra nest at same visit)	8.25	*	8.60	*	4.2%
Other Treatments	62.75	*	65.50	*	4.4%
Pigeons	62.75	*	65.50	*	4.4%
Domestic Premises where the main occupier is a senior citizen or registered disabled					
Wasps (max 2 nests per premises)	29.50	*	31.00	*	5.1%
Wasps (extra nest at same visit)	4.75	*	5.00	*	5.3%
Other Treatments	29.50	*	31.00	*	5.1%
Pigeons	29.50	*	31.00	*	5.1%
Domestic Premises where the main occupier is receiving income support					
Wasps (max 2 nests per premises)	18.75	*	19.60	*	4.5%
Wasps (extra nest at same visit)	4.75	*	5.00	*	5.3%
Other Treatments	19.00	*	20.00	*	5.3%
Pigeons	19.00	*	20.00	*	5.3%
Services of Environmental Health Officer					
- per hour or part thereof	83.50	*	87.50	*	4.8%
Note:					
<i>Due to the current service review within Pest Control and Special Collections, charges are subject to change under delegated authority</i>					
Miscellaneous					
Extracts from Registers - Food Safety Act, per page. Under the Freedom of Information Act 2000 the charge is waived as the cost of collecting the fee is more than the charge.	free		free		
Charge for return of seized stray dogs	25.00		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 2013-2014

	Health and Community Care		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Sex Establishments - Fixed by Council			
Initial & Renewal Applications - basic fee	7,170.00	6,287.00	-12.3%
Training Courses			
Food Hygiene – basic certificate course for food handlers (one day) – validated by CIEH	90.00	94.00	4.4%
Risk Assessment Training	44.00 *	46.00 *	4.5%
Contaminated Land & Air Quality			
Responding to enquiries about contaminated land – report with plan	104.00	109.00	4.8%
<i>Note: for more extensive enquiries the fee is based on the hourly rate of the EHO added to the basic fee</i>			
Copy of Contaminated Land Strategy	14.00	14.50	3.6%
Report on Air Quality Review	27.00	28.00	3.7%
Extracts from Registers			
Environmental Protection Act - per page	5.25	5.50	4.8%
Gypsy Caravan Sites - Pitch Rental			
Ash Bridge & Cobbetts Close Sites (per week)	66.00	69.00	4.5%
Miscellaneous			
Reports to Solicitors on the circumstances relating to workplace accidents (excl. cost of photographs) - up to 2 hours, extra charged at the hourly rate	171.00 *	178.50 *	4.4%
Approved under Delegated Authority (In consultation with the Chairman)			
Street Trading	577.00	603.00	4.5%
Charges for issue of a consent under the provisions of the Local Government (Miscellaneous) Provisions Act 1982			

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Health and Community Care		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Day Centres			
Price per meal:			
Member	3.95	4.10	3.8%
Non member	5.06 *	5.70 *	12.6%
Membership Fees:			
Day Centre only	10.00	12.00	20.0%
Day Centre and Dial a Ride (50% is for Community Transport)	15.00	18.00	20.0%
Day Centre Activities - Member**	2.50	3.00	20.0%
Day Centre Activities - Non Member**	3.75	4.00	6.7%
Bathing (charge per bath Shawfield)	5.80	6.00	3.4%
Bathing (charge per bath at other Day Centres, excluding Shawfield)	5.80	6.00	3.4%
Income from other services***e.g. hairdressing and chiropody (% of takings)	15%	15%	0.0%
<i>**These are activities such as Tai Chi and Line Dancing provided by external facilitators</i>			
<i>*** These charges were previously retained by the centre welfare funds</i>			
Meals on Wheels Service			
Price per meal	3.95	4.10	3.8%
Community Transport Service			
Membership Fees:			
Dial a Ride only	10.00	12.00	20.0%
Community Transport to Day Centre	10.00	12.00	20.0%
Day Centre and Dial a Ride (half this fee relates to Day Centres)	15.00	18.00	20.0%
Single Journey (Members)			
Up to 5 miles	2.20	0.00	not applicable
Up to 10 miles	3.20	0.00	not applicable
Up to 15 miles	5.20	0.00	not applicable

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

Health and Community Care

	2012-2013 From 1 April 2012 £	2013-2014 From 1 April 2013 £	Increase %
Single Journey (Members) <i>(new pricing structure wef 1 Apr 2013)</i>	MILES		
	1	2.50	new
	2	3.00	new
	3	3.50	new
	4	4.00	new
	5	4.50	new
	6	5.00	new
	7	5.50	new
	8	6.00	new
	9	6.50	new
	10	7.00	new
	11	7.50	new
	12	8.00	new
	13	8.50	new
	14	9.00	new
	15	10.00	new
Handyperson Service - Available for the over 60's, disabled and vulnerable			
General Services (per hour incl VAT)	18.00 *	18.00 *	0.0%
General Services for those on benefits (per hour incl VAT)	11.50 *	11.50 *	0.0%
Safe and Secure Works for those on benefits	free	free	

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Health and Community Care		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Approved under Delegated Authority			
Private Sector Housing			
HMO Licences	495.00	495.00	0.0%
(Discount of £25 if applicant is a member of a recognised landlord organisation)			
Late application fee	100.00	100.00	0.0%
Emergency Communication Service			
Sheltered accommodation clients	0.55	0.55	0.0%
Elderly Persons dwellings clients	2.25	2.25	0.0%
Private Sector Clients (dispersed alarms)	4.25	4.25	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

Health and Community Care1 Taxi

	2012-2013 From 1 April 2012 £	2013-2014 From 1 April 2013 £	Increase %
To be approved by Council			
Hackney Carriages and Private Hire Vehicles			
Hackney Vehicle Application Fee (including 2 Vehicle Tests and Licence Plate)	348.00	318.00	-8.6%
Hackney Vehicle Renewal Fee (including 2 Vehicle Tests and Licence Plate)	348.00	318.00	-8.6%
Hackney Licence Vehicle Change	63.00	100.50	59.5%
Hackney Licence Vehicle Change with Test	107.00	151.00	41.1%
Hackney Licence Plates	22.00	19.00	-13.6%
Private Hire Vehicle Application Fee (including 2 Vehicle Tests and Licence Plate)	348.00	293.00	-15.8%
Private Hire Vehicle Renewal Fee (including 2 Vehicle Tests and Licence Plate)	348.00	293.00	-15.8%
Private Hire Vehicle Change	63.00	100.50	59.5%
Private Hire Vehicle Change with Test	107.00	151.00	41.1%
Private Hire Licence Plates	22.00	19.00	-13.6%
Test Fee	57.00	57.00	0.0%
Hackney Carriage Amend Licence (Change of Operator)	0.00	10.00	new
Hackney Carriage Amend Licence (Name and Address)	0.00	10.00	new
Hackney Carriage Amend Licence (Other)	0.00	10.00	new
Hackney Carriage Transfer of Interest	0.00	57.00	new
Private Hire Amend Licence (Operator)	0.00	10.00	new
Private Hire Amend Licence (Name and Address)	0.00	10.00	new
Private Hire Amend Licence (Other)	0.00	10.00	new
Private Hire Transfer of Interest	0.00	57.00	new
Hackney Carriage and Private Hire Drivers			
Hackney Drivers Application Fee (3 year licence)	215.00	225.50	4.9%
Hackney Drivers Renewal Fee	215.00	225.50	4.9%
Hackney Drivers Knowledge Test	68.00	78.50	15.4%
Private Hire Drivers Application Fee (3 year licence)	215.00	225.50	4.9%
Private Hire Drivers Renewal Fee	215.00	225.50	4.9%
Private Hire Drivers Knowledge Test	34.00	43.00	26.5%
CRB Check Fees (Statutory)	37.00	44.00	18.9%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Health and Community Care1 Taxi		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
To be approved by Council			
Hackney Carriage Amend Licence (Operator)	0.00	12.00	new
Hackney Carriage Amend Licence (Name and Address)	0.00	12.00	new
Hackney Carriage Replacement Badge	0.00	10.50	new
Private Hire Amend Licence (Operator)	0.00	12.00	new
Private Hire Amend Licence (Name and Address)	0.00	12.00	new
Private Hire Replacement Badge	0.00	10.50	new
Convert from Private Hire Driver to Hackney Carriage Driver	0.00	75.50	new
Hackney Carriage Driver Application Fee (Non-Refundable)	83.00	0.00	no longer applicable
Private Hire Driver Application Fee (Non-Refundable)	83.00	0.00	no longer applicable
Private Hire Operator's Licence (1 year)			
less than 5 vehicles	173.00	181.50	4.9%
5 - 10 vehicles	200.00	212.50	6.3%
11-15 vehicles	213.00	225.00	5.6%
16 - 20 vehicles	228.00	240.50	5.5%
21 - 30 vehicles	256.00	267.00	4.3%
31 - 40 vehicles	285.00	297.50	4.4%
41 - 50 vehicles	310.00	330.50	6.6%
Over 50 vehicles	353.00	382.50	8.4%
Amend Licence	0.00	12.00	new

* = 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

Guildford Borough Council - General Fund Budget 2013-2014

Legal and Democratic Services

	2012-2013 From 1 April 2012 £	2013-2014 From 1 April 2013 £	Increase %
To be approved by Council			
House Purchase Fees			
(a) Right to Buy			
Engrossment Fee	70.00	73.00	4.3%
Consent - Application in Advance	86.50	90.00	4.0%
Consent - Retrospective Application	145.00	151.00	4.1%
(b) Equity Share			
Lease Surrender	88.00	92.00	4.5%
Sold Flats Service Charges - Solicitors' Enquiry			
Sales/purchases	107.70	112.00	4.0%
Remortgages	54.60	57.00	4.4%
Road Closure Application Fee			
	113.00	118.00	4.4%
<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)	82.10	85.80	4.5%
Amenity organisations and private individuals	55.10	57.60	4.5%
Parish Councils (first copy free)	55.10	57.60	4.5%
Individual Agendas	9.30	9.70	4.3%
Constitution	30.20	31.55	4.5%
Annual Report and Statement of Accounts - supply to Borough Residents	free	free	not applicable
Annual Report and Statement of Accounts - supply to organisations and individuals outside the Borough			Head of Financial Services to assess

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

Legal and Democratic Services

2012-2013 From 1 April 2012 £	2013-2014 From 1 April 2013 £	Increase %
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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 2013-2014

	2012-2013	2013-2014	Operational Services
	From 1 April 2012	From 1 April 2013	Increase
	£	£	%
To be approved by Council			
Car Parks			
Markets			
North Street - Market Stall per day per metre, stall frontage	13.20	13.60	3.0%
Weighbridge			
Tolls per weigh	7.90 *	8.25 *	4.4%
Tolls per double weigh	12.08 *	12.60 *	4.3%
Refuse Collection Service			
Special Collection of Household Refuse			
For a single item	14.75	price on application	
For 2 to 5 items	21.50	price on application	
For the collection of large quantities with charges being assessed by a Council Inspector			
Domestic Waste per hour or part thereof (Minimum charge 1 hour)	72.00	price on application	
Commercial Waste per hour or part thereof (Minimum 2 hours)	50.00 *	price on application	
Stray Dogs			
A £25.00 statutory fee is included within the charge.			
1st day or part of day	52.50	55.00	4.8%
2nd day or part of day	66.00	69.00	4.5%
3rd day or part of day	79.50	83.00	4.4%
4th day or part of day	93.00	97.00	4.3%
5th day or part of day	106.50	111.50	4.7%
6th day or part of day	120.00	125.50	4.6%
7th day or part of day	134.00	140.00	4.5%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	2012-2013	2013-2014	Operational Services
	From 1 April 2012	From 1 April 2013	Increase
	£	£	%
Approved under Delegated Authority			
Cleansing			
Recycling - Green Waste Bins			
2 bags	15.00	0.00	not applicable
3 bags	30.00	0.00	not applicable
4 bags	45.00	0.00	not applicable
Per Bin	0.00	20.00	new
Replacement Bin	0.00	40.00	new
1 Set of 4 - 60 litre sacks	0.00	20.00	new
Black Sacks			
Quantity 26	4.50 *	3.50 *	-22.2%
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	450.50 *	470.00 *	4.3%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Parks and Leisure Services				
	2012-2013		2013-2014	Increase	
	From 1 April 2012		From 1 April 2013		
	£		£	%	
To be approved by Council					
Parks and Open Spaces					
Tennis-Stoke park					
Adult price, per court, per hour	9.70	*	9.70	*	0.0%
Junior (under16) price, per court, per hour	4.40	*	4.40	*	0.0%
Adult Concession price, per court, per hour	4.40	*	4.40	*	0.0%
Crazy Golf/Putting Green					
Adults	3.80	*	4.00	*	5.3%
Children	2.50	*	2.60	*	4.0%
Family Ticket	10.00	*	10.00	*	0.0%
Bowls					
Hire of facilities for season: per rink	787.50		823.00		4.5%
Use of Pavilion	840.00		885.00		5.4%
Per player per hour (public cost)	3.70	*	3.85	*	4.1%
Cricket: Woodbridge Road Sports Ground					
Weekdays and Saturdays: Full Day	315.00	*	325.00	*	3.2%
Sundays and Bank Holidays: Full Day	456.80	*	475.00	*	4.0%
Cricket: Other Parks & Grounds					
Evening 17:00 hrs onwards	82.40	*	86.00	*	4.4%
Full Day	114.50	*	120.00	*	4.8%
Standard Pitch for clubs	36.20	*	37.80	*	4.4%
Small Pitch for junior teams under 14	26.80	*	28.00	*	4.5%
Football and Rugby: 11 a side					
(except Stoke Rec. Ground & Sutherland Memorial Park)					
Standard Pitch per game: school usage (Youth)	37.30	*	39.00	*	4.6%
Standard Pitch per game: all other Clubs	69.30	*	72.40	*	4.5%
Small Pitch for junior teams: all Clubs	24.70	*	25.80	*	4.5%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Parks and Leisure Services				
	2012-2013		2013-2014	Increase	
	From 1 April 2012		From 1 April 2013		
	£		£	%	
Football and Rugby: 11 a side					
Sutherland Memorial Park	75.10	*	78.50	*	4.5%
Stoke Rec. Ground	75.10	*	78.50	*	4.5%
Youth rate	41.50	*	43.00	*	3.6%
Small Pitch for junior teams: all Clubs	27.30	*	28.50	*	4.4%
Netball: Stoke Park (All)	27.60	*	28.80	*	4.3%
Lacrosse:					
Stoke Park Sports Ground - Seniors	77.20	*	80.00	*	3.6%
Stoke Park - Schools	39.90	*	41.00	*	2.8%
Hire of Facilities/Changing Rooms for Events	73.50		76.00		3.4%
Event all Sites					
Price on application (minimum charge £50 per day)			price on application		
Community events receive a 50% discount					
Charity and 100% fundraising events receive a 60% discount					
Circuses and Fun Fairs					
Per day on site including set up/dismantle (Shalford Common only)	200.00		210.00		5.0%
Per day on site (all other sites) if onsite longer than 6 days receive a 5% discount	525.00		548.50		4.5%
Set up/dismantle fee per day	262.50		275.00		4.8%
Filming all Sites: -					
Per Event - Per Day on Site (Negotiable) Minimum £50 - Maximum £1,000 per day			price on application		
Car Parking Only All Sites:					
Per Day on Site (not in conjunction with event hire)	375.00	*	392.00	*	4.5%
Tennis-Burpham					
Tennis Club Saturday rate	7.50	*	7.50	*	0.0%
Tennis Club Discount rate	10.00	*	10.00	*	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Parks and Leisure Services				
	2012-2013		2013-2014	Increase	
	From 1 April 2012		From 1 April 2013	%	
	£		£	%	
Shalford Park:					
Camping and Caravanning (Club Use) - per unit per night	7.00	*	7.30	*	4.3%
Chantries Camp Site: per person per night	6.10	*	3.00	*	-50.8%
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	15.00	*	15.70	*	4.7%
5-a-side Football per court per hour including floodlights	42.00	*	43.90	*	4.5%
Junior Teams 16 years and under, per hour including floodlights	20.50	*	21.40	*	4.4%
Kings College School					
Synthetic Turf Pitch					
Full Football (Adults) per hr	83.00	*	83.00	*	0.0%
Hockey (Adults) per game	83.00	*	83.00	*	0.0%
Full Pitch (Under 16's) and schools per hour	45.20	*	45.20	*	0.0%
Floodlights per hour for full pitch (same rate for all users)	28.90	*	28.90	*	0.0%
5-a-side Football (incl. Floodlights) per hour - Adults	46.20	*	46.20	*	0.0%
5-a-side Football (incl. Floodlights) per hour (special youth under 16's rate)	29.40	*	29.40	*	0.0%
Balloon Flights					
Seasonal annual agreement paid in advance for take off rights per site	500.00		525.00		5.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Parks and Leisure Services		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
The Barn at Burchett's			
<u>Monday-Thursday (excluding Bank/Public Holidays):</u>			
For each hour or part between 9am and 5pm **	64.00	66.90	4.5%
For each hour or part between 5pm and 12pm	92.00	96.10	4.5%
<u>Friday-Sunday and Bank/Public Holidays:</u>			
For each hour or part between 9am and 6pm	110.00	114.95	4.5%
For each hour or part after 6pm to 12pm	138.00	144.21	4.5%
Meeting Bookings per Hour			
Up to twenty people per hour	0.00	40.00	new
Equipment Hire			
Projector and screen	29.00 *	20.00 *	-31.0%
Flipchart	18.00 *	10.00 *	-44.4%
** GBC Departments 25% off scheduled rates between 9am and 5pm			

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

Parks and Leisure Services

	2012-2013 From 1 April 2012 £	2013-2014 From 1 April 2013 £	Increase %
Guildford Crematorium			
Cremations Fees			
Cremation of the body of a stillborn child or of a child whose age at the time of death did not exceed 16 years	35.00	38.00	8.6%
Cremation of the body of a person whose age at the time of death exceeded 16 years (incl medical reference fees)	580.00	610.00	5.2%
Saturday cremation (09:00 am - 12 Noon)	800.00	840.00	5.0%
Cancellation of diary booking with less than 48 hours notice	28.00	35.00	25.0%
Service of double or additional length; per half hour additional fee of:	110.00	115.00	4.5%
Service which exceeds the allocated timeslot	130.00	145.00	11.5%
Cremation of a child on a Saturday	105.00	115.00	9.5%
Cremation of Non Viable Foetus (up to 24 weeks gestation)	35.00	20.00	-42.9%
Fee for exhuming ashes if not for re-internment within the grounds	0.00	85.00	new

NOTE: The cremation fee includes:

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

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

Disposal of ashes in Garden of Remembrance

The use of music system.

Certificate of cremation for burial of ashes elsewhere.

Guildford Borough Council - General Fund Budget 2013-2014

Parks and Leisure Services

	2012-2013		2013-2014		Increase
	From 1 April		From 1 April		
	2012		2013		
	£		£		%
Urns and Containers					
Urns	30.00	*	40.00	*	33.3%
Plastic Urns	18.00	*	20.00	*	11.1%
Packing and dispatch of ashes, including container (Securicor)	65.00	*	85.00	*	30.8%
Wooden Casket	50.00	*	55.00	*	10.0%
Urns new range	95.00	*	100.00	*	5.3%
Urns keepsake new range	25.00	*	27.00	*	8.0%
Deposit of Ashes					
For the scattering of ashes in the Garden of Remembrance when cremation has taken place elsewhere	70.00		75.00		7.1%
Split of ashes to include 2x cremation certificate and 2x polytainers for separate scattering elsewhere.	0.00		35.00		new
Memorials and Incriptions					
Entries in the Book of Remembrance					
2 line entry	70.00	*	75.00	*	7.1%
5 line entry	85.00	*	91.00	*	7.1%
8 line entry	100.00	*	107.00	*	7.0%
Extra for badge, crest or spray	55.00	*	59.00	*	7.3%
Extra for Coat of Arms	55.00	*	59.00	*	7.3%
Additional Lines	5.00	*	5.25	*	5.0%
Replicas of entries in Book of Remembrance Memorial Cards					
2 line entry	26.00	*	28.00	*	7.7%
5 line entry	38.00	*	41.00	*	7.9%
8 line entry	46.00	*	50.00	*	8.7%
Extra for badge, crest or spray	55.00	*	59.00	*	7.3%
Extra for Coat of Arms	55.00	*	59.00	*	7.3%
Additional Lines	4.00	*	4.30	*	7.5%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Parks and Leisure Services		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Miniature Books of Remembrance			
2 line entry	62.50	67.00	7.2%
5 line entry	74.50	80.00	7.4%
8 line entry	82.50	88.50	7.3%
Extra for badge, crest or spray	55.00	59.00	7.3%
Extra for Coat of Arms	55.00	59.00	7.3%
Additional Lines	4.00	4.30	7.5%
Adoption of Rose Trees (including nameplate)			
Renewals after initial period:			
(a) 5 years	215.00	230.00	7.0%
(b) 1 year	70.00	75.00	7.1%
Standard Roses (5 years)	270.00	390.00	44.4%
Renewals after initial period:			
(a) 5 years	215.00	230.00	7.0%
(b) 1 year	70.00	75.00	7.1%
Aluminium Plaque	70.00	75.00	7.1%
Granite Plaque (6 x 4)	190.00	210.00	10.5%
Granite Plaque (7 x 5)	235.00	260.00	10.6%
Additional artwork		price on application	
Replacement plaque or added inscription	55.00	55.00	0.0%
Double plaque	55.00	70.00	27.3%
Trees and Shrubs (5 years)	425.00	600.00	41.2%
Renewals after initial period:			
(a) 5 years	300.00	420.00	40.0%
(b) 1 year	85.00	120.00	41.2%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Parks and Leisure Services			
	2012-2013		2013-2014	Increase
	From 1 April		From 1 April	
	2012		2013	
	£		£	%
Seats wooden 5 feet length (for a period of 10 years)	1,600.00	*	1,700.00	6.3%
Seats Granite Columbaria (for a period of 10 years)	885.00	*	975.00	10.2%
Restaining Charge	0.00		10.00	new
Wall Plaques (for 5 years)	170.00	*	182.00	7.1%
Wall plaque with design			price on application	
Double plaque for 5 years	340.00	*	364.00	7.1%
Double plaque for 5 years with design			price on application	
Replacement Wall Plaque	90.00	*	97.00	7.8%
Renewals after initial period:				
(a) 5 years	130.00	*	140.00	7.7%
(b) 1 year	60.00	*	65.00	8.3%
Wall Tablets				
(a) 10 years	450.00	*	480.00	6.7%
Memorial Vault - Sanctum				
(a) 10 years	885.00	*	975.00	10.2%
(b) 20 years	1,200.00	*	1,320.00	10.0%
(c) 30 years	1,500.00	*	1,650.00	10.0%
(d) 40 years	0.00	*	1,800.00	new
(e) 50 years	1,800.00	*	2,000.00	11.1%
Per Letter after first 80 letters	2.20	*	2.35	6.8%
Standard motif	160.00	*	175.00	9.4%
Non standard motif			price on application	
Photo plaque	95.00	*	105.00	10.5%
Replacement Vault Tablet	255.00	*	270.00	5.9%
Sanctum Replacement Vault Tablet (up to 80 letters)	290.00	*	310.00	6.9%
Memorial Vault - Renewal 10 years	0.00	*	465.00	new
Memorial Vault - Renewal 20 years	0.00	*	930.00	new

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

Parks and Leisure Services

	2012-2013		2013-2014		Increase
	From 1 April		From 1 April		
	2012		2013		%
	£		£		
Vase Blocks - 10 years	485.00	*	510.00	*	5.2%
Standard motif	160.00	*	175.00	*	9.4%
Non standard motif			price on application		
Photo plaque	62.50	*	74.00	*	18.4%
Renewal of Vase Block for 10 years	300.00	*	315.00	*	5.0%
Sundial Tablets Older style- Lower Tablet (when available)	480.00	*	515.00	*	7.3%
Sundial Tablets Older style- Middle Tablet (when available)	450.00	*	482.00	*	7.1%
Sundial Tablets Older style- Top Tablet (when available)	415.00	*	444.00	*	7.0%
Sundial Tablets Older style- Lower Tablet - 5 years	0.00	*	240.00	*	new
Sundial Tablets Older style- Middle Tablet - 5 years	0.00	*	240.00	*	new
Sundial Tablets Older style- Top Tablet - 5 years	0.00	*	240.00	*	new
Replacement tablet for older style sundial tablet	0.00	*	190.00	*	new
New Sundial Tablet first row for a period of 10 years	0.00	*	430.00	*	new
New Sundial Tablet second row for a period of 10 years	0.00	*	445.00	*	new
New Sundial Tablet third row for a period of 10 years	0.00	*	480.00	*	new
New Sundial Tablet fourth row for a period of 10 years	0.00	*	500.00	*	new
New Sundial Tablet fifth row for a period of 10 years	0.00	*	515.00	*	new
Standard motif	160.00	*	175.00	*	9.4%
Non standard motif (New)			price on application		
Children's Mushroom Memorial - Perpetuity	500.00	*	535.00	*	7.0%
Children's Wishing Well Plaque - 5 years	275.00	*	295.00	*	7.3%
Pond Feature - 10 years single	1,050.00	*	1,125.00	*	7.1%
Pond Feature - 10 years double	0.00	*	2,050.00	*	new
Use of Chapel for Memorial Service (no cremation)	360.00		380.00		5.6%
Certified Extract from Register of Cremations	20.00		21.00		5.0%
Depositing of Coffin in the Chapel overnight	85.00		95.00		11.8%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

Parks and Leisure Services

	2012-2013 From 1 April 2012 £	2013-2014 From 1 April 2013 £	Increase %
Cemeteries			
Guildford, Stoke New and Old Cemeteries - Interments			
For the interment in a grave in respect of which an exclusive right of burial has not been granted:-			
the body of a stillborn child or of a child whose age at the time of death did not exceed 16 years	55.00	65.00	18.2%
the body of a person whose age at the time of death exceeded 16 years	370.00	450.00	21.6%
For the interment in a grave in respect of which an exclusive right of burial has been granted:-			
to a depth not exceeding 5ft 6ins	590.00	650.00	10.2%
to a depth exceeding 5ft 6 ins but not exceeding 7ft	650.00	705.00	8.5%
to a depth exceeding 7ft but not exceeding 9ft	710.00	780.00	9.9%
to a depth exceeding 9ft	780.00	845.00	8.3%
Internment of cremated remains in a grave	295.00	325.00	10.2%
the body of a child not exceeding 16 years			
to a depth exceeding 5ft 6 ins	0.00	310.00	new
to a depth exceeding 5ft 6 ins but not exceeding 7ft	0.00	345.00	new
to a depth exceeding 7ft but not exceeding 9ft	0.00	380.00	new
Interment of cremated remains in the Garden of Remembrance	360.00	380.00	5.6%
Cremated Remains plot (includes exclusive right of burial, interment, tablet and casket - Single 10 years	1,200.00	1,350.00	12.5%
Cremated Remains plot (includes exclusive right of burial, interment, tablet and casket - Double - 10 years	2,000.00	2,250.00	12.5%
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	300.00	325.00	8.3%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

Parks and Leisure Services

	2012-2013 From 1 April 2012 £	2013-2014 From 1 April 2013 £	Increase %
Monuments, Gravestones, Tablets and Monumental Inscriptions			
For the rights to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted:			
Any approved monument or memorial; -	120.00	130.00	8.3%
For each inscription after the first, a fee of	80.00	87.00	8.8%
Exclusive Rights of Burial in Earthen Graves:			
Lawn Section			
In an earthen grave 7ft 6 ins x 3ft 6 ins	1,400.00	1,480.00	5.7%
In an earthen grave 6ft x 3ft	655.00	690.00	5.3%
Extension of Exclusive Right of Burial for additional five years	0.00	250.00	new
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 30 years.			
Exclusive Rights of Burial in Earthen Graves			
Traditional Section			
In an earthen grave 7ft 6 ins 3ft 6 ins	1,400.00	1,490.00	6.4%
In an earthen grave 6ft x 3ft	655.00	690.00	5.3%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 30 years.			
Garden of Remembrance (Cremated Remains Section)	445.00	470.00	5.6%
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	18.00	20.00	11.1%
For depositing of coffin in the Chapel during the night prior to interment	85.00	95.00	11.8%

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

Guildford Borough Council - General Fund Budget 2013-2014

Parks and Leisure Services

	2012-2013 From 1 April 2012 £	2013-2014 From 1 April 2013 £	Increase %
Guildford Spectrum - To Be approved by Council			
Standard Social Charges			
Concessionary Charges - the rates shown below relate to the following groups:-			
Senior Citizens			
Income Support Recipients			
Unemployed			
Students			
Disabled			
Main Pool			
Adult swim (16 years of age and over) - Peak	4.00 *	4.10 *	2.5%
Adult swim (16 years of age and over) - Off Peak	3.70 *	3.80 *	2.7%
Junior, concessions	2.70 *	2.80 *	3.7%
Showers			
Shower (senior citizen)	1.90 *	2.00 *	5.3%
Block bookings of the Pool and Sports Hall			
Per hour			
Schools - Main Pool - per person	2.00 *	2.10 *	5.0%
Special Activities			
Badminton Court per hour - super saver	6.30 *	6.50 *	3.2%
Group Games per hour - super saver	31.50 *	32.50 *	3.2%
Squash/Racquetball, per half hour - super saver	4.50 *	4.60 *	2.2%
Table Tennis	4.60 *	4.70 *	2.2%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Parks and Leisure Services		
	2012-2013	2013-2014	Increase
	From 1 April 2012 £	From 1 April 2013 £	%
Off Peak Charges - Concessions			
Competition Pool	2.70 *	2.80 *	3.7%
Leisure Pool	3.80 *	3.90 *	2.6%
Ice Rink	3.80 *	3.90 *	2.6%
Ten Pin (single game) - now includes shoe hire	4.60 *	4.70 *	2.2%
Health Suite: relaxation area	3.90 *	4.00 *	2.6%
Fitness Area	3.90 *	4.00 *	2.6%
Badminton per court (one hour)	6.30 *	6.50 *	3.2%
Squash per court (half hour)	4.50 *	4.60 *	2.2%
Athletics	3.00 *	3.10 *	3.3%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

Parks and Leisure Services

	2012-2013 From 1 April 2012 £		2013-2014 From 1 April 2013 £		Increase %
Guildford Lido - To be approved by Council					
Standard					
Adult	5.70	*	5.90	*	3.5%
Junior	4.40	*	4.50	*	2.3%
Concessions	4.40	*	4.50	*	2.3%
Family	18.40	*	18.90	*	2.7%
Off Peak					
Adult	4.50	*	4.70	*	4.4%
Junior	3.30	*	3.40	*	3.0%
Concessions	3.30	*	3.40	*	3.0%
Family	13.70	*	14.30	*	4.4%
Season Tickets					
Adult	114.00	*	118.50	*	3.9%
Junior	85.00	*	88.50	*	4.1%
Student	85.00	*	88.50	*	4.1%
Concessionary Groups - All Times	3.20	*	3.30	*	3.1%
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	2.90	*	1.50	*	-48.3%
Crazy Golf	2.80	*	2.80	*	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Parks and Leisure Services		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Gym			
<i>Pay as You Train - Peak</i>			
Adult Fitness Session	6.50 *	6.50 *	0.0%
Student/Senior/Concessionary Fitness Session	4.50 *	4.50 *	0.0%
Enhanced Induction Course	29.50	29.50	0.0%
Fast Track/Concessionary Induction	17.50	17.50	0.0%
<i>Pay as You Train - Off Peak</i>			
Adult Fitness Session	5.30 *	5.30 *	0.0%
Student/Senior/Concessionary Fitness Session	3.30 *	3.30 *	0.0%
Enhanced Induction Course	29.50	29.50	0.0%
Fast Track/Concessionary Induction	17.50	17.50	0.0%
<i>Membership</i>			
Annual Membership - Concessions	324.50 *	324.50 *	0.0%
Monthly Membership - Concessions	29.50 *	29.50 *	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

Parks and Leisure Services

	2012-2013		2013-2014		Increase
	From 1 April		From 1 April		
	2012		2013		
	£		£		%
Ash Manor Sports Centre - To be approved by Council					
Main Sports Hall					
Badminton per hour - peak	9.00	*	9.00	*	0.0%
Badminton per hour - off-peak	6.90	*	7.00	*	1.4%
Group Games per hour - peak	41.00	*	41.00	*	0.0%
Group Games per hour - off-peak	33.60	*	34.00	*	1.2%
Fitness & Group Exercise Classes (min price)	4.70	*	4.80	*	2.1%
Badminton - Junior	3.50	*	3.50	*	0.0%
Gymnasium					
Group Games per hour - peak	25.70	*	26.00	*	1.2%
Group Games per hour - off-peak	18.50	*	18.80	*	1.6%
Table tennis - per hour - peak and off peak	4.20	*	4.30	*	2.4%
Equipment Hire - Adults only (£10.00 deposit)					
Badminton Racquet/Table Tennis bat	2.50	*	2.50	*	0.0%
Football	4.00	*	4.00	*	0.0%
Outside Court (Playground) - per hour					
With floodlights	16.00	*	17.00	*	6.3%
Without floodlights	10.00	*	10.50	*	5.0%
Artificial Pitch					
1 hour without lights	61.00	*	63.00	*	3.3%
1 hour with lights	82.00	*	85.00	*	3.7%
2 hours without lights	122.00	*	126.00	*	3.3%
2 hours with lights	164.00	*	170.00	*	3.7%
1/4 with lights, per hour	32.00	*	33.50	*	4.7%
1/4 without lights, per hour	25.50	*	26.50	*	3.9%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Parks and Leisure Services				
	2012-2013		2013-2014	Increase	
	From 1 April 2012		From 1 April 2013		
	£		£	%	
Health & Fitness					
Annual Membership - Junior	167.20	*	176.00	*	5.3%
Annual Membership - Concessions	236.50	*	242.00	*	2.3%
Monthly Membership - Junior	15.20	*	16.00	*	5.3%
Monthly Membership - Concessions	21.50	*	22.00	*	2.3%
Pay as you Train - Peak					
Adult Fitness Session	5.70	*	5.80	*	1.8%
Student/Senior/Concessionary Fitness Session	5.70	*	5.80	*	1.8%
Enhanced Induction Course	27.50		28.00		1.8%
Concessionary Induction	16.50		17.00		3.0%
Pay as you Train - Off Peak					
Off Peak Fitness Sessions - Adult	5.00	*	5.10	*	2.0%
Off Peak Fitness Sessions - Junior & Concessions	3.80	*	3.90	*	2.6%
Enhanced Induction Course	27.50		28.00		1.8%
Induction - Juniors & Concessions	16.50		17.00		3.0%
GP Referral					
Off Peak	3.40	*	3.40	*	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

Parks and Leisure Services

	2012-2013 From 1 April 2012 £	2013-2014 From 1 April 2013 £	Increase %
Electric Theatre (in consultation with the Head of Financial Services and Lead Councillor)			
Guildford Amateur Theatre Assoc (G.A.T.A.) Members			
Per Week	1,323.00	1,360.00	2.8%
Per Day	330.00	340.00	3.0%
Plus 10% of ticket sales			
Amateur Arts			
Per Week	1,760.00	1,815.00	3.1%
Per Day	470.00	485.00	3.2%
Plus 10% of ticket sales			
Conferences			
Auditorium, per week	2,835.00	2,975.00	4.9%
Auditorium, per hour	231.00	245.00	6.1%
Café Bar, per hour	170.00	180.00	5.9%
Auditorium, per day	1,040.00	1,095.00	5.3%
Café Bar, per day	780.00	820.00	5.1%
Farley Room, per day	400.00	420.00	5.0%
Farley Room as rehearsal or dressing room PER HOUR (GATA)	15.00	16.00	6.7%
Farley Room as rehearsal or dressing room PER HOUR (Non GATA)	23.00	24.00	4.3%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Planning Services		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
To be approved by Council			
Statutory Planning fees are charged under:-			
The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008 http://www.legislation.gov.uk/ukdsi/2008/9780110809892/contents - the Government have announced a 15% fee increase from 22 November 2012.			
Decision Notices			
Planning Decisions (TP3s) - post 2005 on website	15.00 *	15.70 *	4.7%
Planning Appeal Decisions - post 2005 on website	15.00 *	15.70 *	4.7%
Planning Legal agreements (Section 106 etc) - if available on website (New)	15.00 *	15.70 *	4.7%
Tree Preservation Orders (if available on website)	15.00 *	15.70 *	4.7%
BC Completion Certificate pre 2001	15.00 *	15.70 *	4.7%
BC Completion Letter pre 1991	15.00 *	15.70 *	4.7%
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)	8.90	9.30	4.5%
Photocopying Charges (black and white A4)	0.15 *	0.15 *	0.0%
Photocopying Charges (black and white A3)	0.15 *	0.15 *	0.0%
Photocopying Charges (colour A4)	0.35 *	0.35 *	0.0%
Photocopying Charges (colour A3)	0.35 *	0.35 *	0.0%
Supply of information to professional organisations			
General enquiries (one off charge)	50.00	53.00	6.0%

Tables A,B, C, (domestic) D and E (commercial) for Building Control fees were increased in the Executive report (30 September 2010) - an increase of 4.5% is proposed for 2013-14

Guildford Borough Council - General Fund Budget 2013-2014

	Planning Services		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Pre Application Advice			
Residential			
Householder - site visit and written response	50.00	75.00	50.0%
Housing: Small			
1-4 dwellings - site visit, meeting and meeting note	165.00	175.00	6.1%
5-9 dwellings - site visit, meeting and meeting note	330.00	350.00	6.1%
Housing: Medium			
10-24 dwellings - site visit, meeting and meeting note	550.00	600.00	9.1%
25-49 dwellings - site visit, meeting and meeting note	825.00	875.00	6.1%
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	330.00	350.00	6.1%
Commercial: Medium			
500sqm - 2000sqm - site visit, meeting and meeting note	550.00	600.00	9.1%
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 2013-2014

	Planning Services		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Guildford Borough Local Plan 2003			
Sale to residents	18.00	19.00	5.6%
Sale to others	42.00	44.00	4.8%
Sale to students	18.00	19.00	5.6%
Postage and packing for each document	6.00	6.30	5.0%
Conservation Area Character Appraisals			
Chilworth Character Appraisal (New)	5.00	5.50	10.0%
Chilworth conservation area map boundary (New)	5.00	5.50	10.0%
Onslow Village Character Appraisal (New)	5.00	5.50	10.0%
Shere Character Appraisal	5.00	5.50	10.0%
Shere Map	5.00	5.50	10.0%
Shere Conservation Area Character appraisal	0.00	10.00	new
Ripley Conservation Area Character appraisal	0.00	10.00	new
East Clandon Character Appraisal (New)	5.00	5.50	10.0%
East Clandon Map (New)	5.00	5.50	10.0%
Bridge Street Character Appraisal (New)	5.00	5.50	10.0%
Bridge Street Map (New)	5.00	5.50	10.0%
Charlottesville Warren Road Appraisal (Sections 1-4)	7.50	8.00	6.7%
Charlottesville Warren Road Maps 1-4	7.50	8.00	6.7%
Waterden Road Area Appraisal	10.00	12.00	20.0%
Pirbright Area Appraisal (full set of documents)	10.00	12.00	20.0%
Abbotswood Area Appraisal (full set of documents)	10.00	12.00	20.0%
Town Centre Conservation Area Appraisal	12.00	14.00	16.7%
Littleton Conservation Area Appraisal	0.00	14.00	new
Local Development Framework			
Community Involvement in Planning	7.00	7.50	7.1%
Interim Town Centre Framework Document	0.00	30.00	new
North Street Development Brief	0.00	5.00	new

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

	Planning Services		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Supplementary Planning Documents			
Sustainable Development and Construction 2005	7.00	7.50	7.1%
Vehicle Parking Standards 2006	7.00	7.50	7.1%
Planning Contributions 2011 (New)	7.00	7.50	7.1%
Bellerby theatre and North Place Day Centre Planning Brief SPD2011	7.00	7.50	7.1%
Deepcut Planning guidance 2011	7.00	7.50	7.1%
Woodbridge Meadows 2008	7.00	7.50	7.1%
Supplementary Planning Guidance			
Residential Design Guide 2006, 2010 update	7.00	7.50	7.1%
Telecommunications 2004	4.00	4.25	6.3%
North St/Commercial Rd/Leapale Rd Design and Development Brief adopted as SPG 2003	4.00	4.25	6.3%
Residential Extensions 2003	4.00	4.25	6.3%
Street Cafes 1995	2.50	2.60	4.0%
Development Briefs and Other Strategies			
Thames Basin Heath Special Protection Area Avoidance Strategy (2010-14)	7.00	7.50	7.1%
Slyfield Industrial Estate 2004	4.00	4.25	6.3%
UniS Manor Park 2003	7.00	7.50	7.1%
Bedford Road 2000/2003	7.00	7.50	7.1%
Landscape Character Assessments			
Townscape	0.00	27.00	new
Rural urban fringe	0.00	26.50	new
Rural	0.00	31.00	new

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

Guildford Borough Council - General Fund Budget 2013-2014

	Planning Services		
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
Approved under Delegated Authority (in consultation with the Lead Councillor for Finance and Resources)			
Land Charges Search Fees			
Basic Fee	90.00	90.00	0.0%
LLC1 Only	18.00	18.00	0.0%
Con29 Additional Questions	12.00	12.00	0.0%
Con 29R Only	72.00	72.00	0.0%
Assisted Personal Search	15.00	15.00	0.0%
Assisted Con29R Search (Per Question)	1.85	1.85	0.0%
Approved under Delegated Authority			
High Hedges	420.00	420.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2013-2014

		Revenues and Payments	
	2012-2013	2013-2014	Increase
	From 1 April 2012	From 1 April 2013	
	£	£	%
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 2013-14 to 2017-18**

***GENERAL FUND
CAPITAL PROGRAMMES***

**GUILDFORD BOROUGH COUNCIL
BUDGET 2013-14 to 2017-18**

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GUILDFORD BOROUGH COUNCIL - BUDGET

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2013-14 to 2017-18

GENERAL FUND CAPITAL PROGRAMMES

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Housing Capital Programme:	
General Fund Housing element	264

GUILDFORD BOROUGH COUNCIL GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2013-14 to 2017-18

	Service Units / Capital Schemes	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Future years	Cumulative	Projected	Grants or	Net total	Total	Total net
		Projected expenditure for scheme for year estimated by project officer (d) £000	Est for year (i) £000	Est for year (ii) £000	Est for year (iii) £000	Est for year (iv) £000	Est for year (v) £000	estimated expenditure for scheme (e) £000	spend at 31-03-12 for scheme (f) £000	expenditure total for scheme (d) to (f) = (g) £000	Contributions towards cost of scheme (h) £000	cost of scheme to the Council (g) - (h) = (i) £000	scheme estimate approved by Executive (j) £000	scheme cost approved by Executive (k) £000
APPROVED SCHEMES														
BUSINESS SYSTEMS														
<u>MILLMEAD HOUSE</u>														
1	New Millmead Offices - replace boilers and plant	0	-	-	-	-	-	0	631	631	(100)	531	631	531
BUSINESS SYSTEMS - Totals		0	0	0	0	0	0	0	189	631	(100)	531		
CORPORATE DEVELOPMENT														
2	Solar Photovoltaic panels on Council buildings	178	-	-	-	-	-	0	-	178	-	178	178	178
CORPORATE DEVELOPMENT - Totals		178	0	0	0	0	0	0	0	178	0	178		
ECONOMIC DEVELOPMENT														
3	Onslow House	101	-	-	-	-	-	0	3,957	4,058	-	4,058	4,057	4,057
4	Asbestos Management ph.3	14	-	-	-	-	-	0	149	163	-	163	155	155
5	Guildford Museum Structural works ph.1	20	15	-	-	-	-	15	80	115	-	115	115	115
6	Pedestrian access from Castle Grounds	-	15	-	-	-	-	15	-	15	-	15	15	15
7	DISABLED ACCESS (DDA) IMPROVEMENTS: ph.2	75	-	-	-	-	-	0	255	330	-	330	330	330
8	Guildford Museum - Development - conservation management plan	-	-	-	-	-	-	0	35	35	-	35	35	35
9	Guildford Museum - Museum and Castle Development Project (from conservation management plan)	10	-	-	-	-	-	0	-	10	-	10	10	10
10	Guildford Museum - improved access to collections	5	42	-	-	-	-	42	-	47	-	47	47	47
11	Bellfields Youth & Community Centre - Subsidence repairs / Extension to centre	2	-	-	-	-	-	0	93	95	(57)	38	85	28
12	Slyfield Area Regeneration Project (SARP) (GBC share)	-	172	-	-	-	-	172	62	234	-	234	234	234
13	Guildford Town Centre Development Study	90	-	-	-	-	-	0	-	90	-	90	90	90
14	Guildhall - Roof reinstatement	349	-	-	-	-	-	0	51	400	-	400	400	400
15	Heritage Lottery Fund Development Grant - Guildford Museum and Castle	0	79	21	-	-	-	100	-	100	(73)	27	100	27
16	Tyting Farm Planning Permission	20	20	-	-	-	-	20	-	40	-	40	40	40
17	Leasehold property acquisition	940	-	-	-	-	-	0	-	940	-	940	940	940
18	Property Acquisition	5,000	10,000	-	-	-	-	10,000	-	15,000	-	15,000	15,000	15,000
19	Security improvements to heritage buildings	17	-	-	-	-	-	0	-	17	-	17	17	17
ECONOMIC DEVELOPMENT - Totals		6,643	10,343	21	0	0	0	10,364	4,682	21,689	(130)	21,559		
OPERATIONAL SERVICES														
20	Cycle Routes - Aldershot Road, Ash	5	-	-	-	-	-	0	11	16	-	16	16	16
21	Cycle Routes - Guildford to Godalming cycle route ph.5	11	-	-	-	-	-	0	-	11	-	11	11	11
22	Safer Guildford: CCTV & Lighting Strategy - CCTV etc. phase 4	112	-	-	-	-	-	0	62	174	-	174	174	174
23	Shere Recreation Ground Car Park - extension/upgrade	-	-	-	-	-	-	0	111	111	(10)	101	106	96
24	Car Parks - CCTV upgrade (matrix)	22	-	-	-	-	-	0	22	44	-	44	43	43
25	Land Drainage: Ash Green - flood relief works	260	-	-	-	-	-	0	87	347	(60)	287	346	287
26	Sluice Gates Motorisation at Town Mill Toll House	11	-	-	-	-	-	0	59	70	-	70	70	70

GUILDFORD BOROUGH COUNCIL GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2013-14 to 2017-18

	Service Units / Capital Schemes	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Future years	Cumulative	Projected	Grants or	Net total	Total	Total net
		Projected expenditure for scheme for year estimated by project officer (d) £000	Est for year (i) £000	Est for year (ii) £000	Est for year (iii) £000	Est for year (iv) £000	Est for year (v) £000	estimated expenditure for scheme (e) £000	spend at 31-03-12 for scheme (f) £000	expenditure total for scheme (d) to (f) = (g) £000	Contributions towards cost of scheme (h) £000	cost of scheme to the Council (g) - (h) = (i) £000	scheme estimate approved by Executive (j) £000	scheme cost approved by Executive (k) £000
	OPERATIONAL SERVICES continued													
27	Calvert Road Repairs & Resurfacing	95	-	-	-	-	-	0	-	95	-	95	95	95
28	Garden Waste Service redesign-containers & Vehicles	1,000	-	-	-	-	-	0	-	1,000	-	1,000	1,000	1,000
29	Mill Lane Flood Protection Scheme	25	-	-	-	-	-	0	-	25	-	25	25	25
30	Vehicles, Plant & Equipment Replacement Programme - 2012-13	1,069	-	-	-	-	-	0	-	1,069	-	1,069	annual	annual
31	Recycling and Garden Waste Design	-	3,900	-	-	-	-	3,900	-	3,900	-	3,900	3,900	3,900
	OPERATIONAL SERVICES - Totals	2,610	3,900	0	0	0	0	3,900	352	6,862	(70)	6,792	5,786	5,717
	PARKS AND LEISURE SERVICES													
	<u>Leisure</u>													
32	G-LIVE	360	-	-	-	-	-	0	24,640	25,000	-	25,000	26,000	26,000
33	Ash Manor overflow car parking	40	-	-	-	-	-	0	-	40	(5)	35	40	35
34	Spectrum Steelwork Repairs & replacement	-	120	-	-	-	-	120	-	120	-	120	120	120
35	Spectrum Building Remedial Work Project	3	-	-	-	-	-	0	97	100	-	100	100	100
	<u>Parks</u>													
36	Quarry Street Gardens' Steps, Guildford	46	-	-	-	-	-	0	4	50	-	50	50	50
37	Crematorium - automatic charging system for cremators	17	-	-	-	-	-	0	-	17	-	17	17	17
38	Stoke Park Paddling pool - water quality improvements	-	-	-	-	-	-	0	38	38	-	38	40	40
39	Crematorium - mercury abatement	924	-	-	-	-	-	0	76	1,000	(436)	564	1,000	564
40	Improved Security for Stoke Park Nursery	2	-	-	-	-	-	0	24	26	-	26	25	25
41	Improvement of Security at Guildford Crematorium	24	-	-	-	-	-	0	-	24	-	24	24	24
42	Aerial Adventure	-	150	-	-	-	-	150	-	150	-	150	150	150
43	Infrastructure works: stoke park	-	30	-	-	-	-	30	-	30	-	30	30	30
	PARKS & COUNTRYSIDE SERVICES - Totals	1,416	300	0	0	0	0	300	24,879	26,595	(441)	26,154	27,596	27,155
	APPROVED SCHEMES Continued													
	PLANNING SERVICES													
44	Environmental Improvements: High Street / Chertsey St., Guildford	-	25	35	-	-	-	60	-	60	(20)	40	60	40
45	Safer Guildford: CCTV & Lighting Strategy - Lighting Strategy phase 3	19	-	-	-	-	-	0	105	124	-	124	124	124
46	Conservation Works: Gunpowder Mills, Chilworth - conservation/preservation	9	-	-	-	-	-	0	14	23	-	23	23	23
47	Safer Guildford: CCTV & Lighting Strategy - Lighting Strategy phase 4	36	-	-	-	-	-	0	108	144	(6)	138	144	138
48	Safer Guildford: Subway Improvements ph.3 (Haydon Place; Tongham)	4	-	-	-	-	-	0	26	30	-	30	30	30
49	Manor Park Park & Ride planning application	77	-	-	-	-	-	0	14	91	-	91	91	91
50	Gypsy & Traveller Scoping	36	-	-	-	-	-	0	-	36	-	36	36	36
51	Gypsy & Traveller	22	-	-	-	-	-	0	-	22	-	22	22	22
	PLANNING SERVICES - Totals	203	25	35	0	0	0	60	266	529	(26)	503	530	504
	APPROVED SCHEMES (excluding S106) TOTAL	11,050	14,568	56	0	0	0	14,624	30,368	56,484	(767)	55,717	33,912	33,376

GUILDFORD BOROUGH COUNCIL GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2013-14 to 2017-18

	Service Units / Capital Schemes	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Future years estimated expenditure for scheme	Cumulative spend at 31-03-12 for scheme	Projected expenditure total for scheme	Grants or Contributions towards cost of scheme	Net total cost of scheme to the Council	Total scheme estimate approved by Executive	Total net scheme cost approved by Executive
		Projected expenditure for scheme for year estimated by project officer (d) £000	Est for year (i) £000	Est for year (ii) £000	Est for year (iii) £000	Est for year (iv) £000	Est for year (v) £000							
PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)														
BUSINESS SYSTEMS														
MILLMEAD HOUSE:														
52	Civic Suite, Millmead House-replace air conditioning	163	-	-	-	-	-	0	30	193	-	193	193	193
53	Millmead Offices-rewiring & upgrade of electric circuits Ph 2	499	-	-	-	-	-	0	-	499	-	499	499	499
54	Vehicle delivery parking & goods in / out store Millmead Offices	40	-	-	-	-	-	0	-	40	-	40	40	40
55	Civic Suite improvements	-	265	-	-	-	-	265	-	265	-	265	265	265
BUSINESS SYSTEMS - Totals		702	265	0	0	0	0	265	30	997	0	997	997	997
ECONOMIC DEVELOPMENT														
56	DISABLED ACCESS (DDA) IMPROVEMENTS: ph.3	-	340	-	-	-	-	340	-	340	-	340	340	340
57	Slyfield Area Regeneration Project (SARP) (GBC share)	-	600	150	-	-	-	750	-	750	-	750	750	750
58	Leasehold property acquisition	640	-	-	-	-	-	0	-	640	-	640	640	640
59	Museum and castle development	-	119	152	-	-	-	271	-	271	(167)	104	271	104
60	Asbestos surveys and removal in non-residential council premises	-	42	-	-	-	-	42	-	42	-	42	42	42
61	Sydenham road roof replacement	-	99	-	-	-	-	99	-	99	-	99	99	99
62	Methane gas monitoring system	-	250	-	-	-	-	250	-	250	-	250	250	250
63	Void investment property refurbishment works	-	100	100	100	100	100	500	-	500	-	500	500	500
ECONOMIC DEVELOPMENT - Totals		640	1,550	402	100	100	100	2,252	0	2,892	(167)	2,725	2,892	2,725
HEALTH AND COMMUNITY CARE														
64	Shawfield centre kitchen	-	65	-	-	-	-	65	-	65	-	65	65	65
HEALTH AND COMMUNITY CARE - Totals		0	65	0	0	0	0	65	0	65	0	65	65	65
OPERATIONAL SERVICES														
65	RECYCLING: Bring-banks - replacement	65	-	-	-	-	-	0	-	65	-	65	65	65
66	Guildford High Street Footway Replacement	-	104	-	-	-	-	104	-	104	-	104	104	104
67	Guildford High Street Improvements	50	150	-	-	-	-	150	-	200	-	200	200	200
68	Mill Lane Flood Protection Scheme	-	15	185	-	-	-	200	-	200	-	200	200	200
Additional Parking Space Mary Rd & Millbrook Car Parks; Option 1: Mary Road decking (Option 3 being the more expensive option has been included in the figures)		-	-	-	-	-	-	0	-	0	-	0	-	-
69	Option 2: Millbrook decking	55	970	-	-	-	-	970	-	1,025	-	1,025	1,025	1,025
70	Option 3: Mary Road Multi Storey (this more expensive option has been included in the figures)	65	2,750	2,750	-	-	-	5,500	-	5,565	-	5,565	5,565	5,565
71	Vehicles, Plant & Equipment Replacement Programme - future years	-	591	600	600	600	600	2,991	-	2,991	-	2,991	annual	annual
72	Chester road	-	95	-	-	-	-	95	-	95	-	95	95	95
OPERATIONAL SERVICES - Totals		235	4,675	3,535	600	600	600	10,010	0	10,245	0	10,245	7,254	7,254

GUILDFORD BOROUGH COUNCIL GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2013-14 to 2017-18

Service Units / Capital Schemes	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Future years	Cumulative	Projected	Grants or	Net total	Total	Total net	
	Projected expenditure for scheme for year estimated by project officer (d) £000	Est for year (i) £000	Est for year (ii) £000	Est for year (iii) £000	Est for year (iv) £000	Est for year (v) £000	estimated expenditure for scheme (e) £000	spend at 31-03-12 for scheme (f) £000	expenditure total for scheme (d) to (f) = (g) £000	Contributions towards cost of scheme (h) £000	cost of scheme to the Council (g) - (h) = (i) £000	scheme estimate approved by Executive (j) £000	scheme cost approved by Executive (k) £000	
PROVISIONAL SCHEMES continued (schemes approved in principle; further report to the Executive required)														
PARKS & LEISURE SERVICES														
SPECTRUM :														
73	Roof replacement	-	739	1,567	-	-	2,306	-	2,306	-	2,306	2,306	2,306	
74	Schemes to be agreed with Freedom Leisure	-	700	-	-	-	700	-	700	-	700	700	700	
75	Epsom Road Allotments Water Supply	16	-	-	-	-	0	-	16	-	16	16	16	
76	Crematorium Service Improvements	-	80	-	-	-	80	-	80	-	80	80	80	
77	Stoke Park drainage & water features	77	-	-	-	-	0	-	77	-	77	77	77	
78	Stoke Park office improvements	55	-	-	-	-	0	-	55	-	55	55	55	
79	Infrastructure improvements: cremation and burial	-	-	123	695	296	1,114	-	1,114	-	1,114	1,114	1,114	
80	Infrastructure works: stoke park	-	-	-	260	3,461	4,165	-	4,165	(3,424)	741	4,165	741	
81	Infrastructure works: Guildford Commons	-	50	50	50	-	150	-	150	-	150	150	150	
82	Lido water features	-	500	-	-	-	500	-	500	(500)	0	500	0	
PARKS & LEISURE SERVICES - Totals		148	2,069	1,740	1,005	3,757	444	9,015	0	9,163	(3,924)	5,239	9,163	5,239
PLANNING SERVICES														
83	Carfax Avenue Improvements	-	-	-	-	-	0	0	0	-	0	100	100	
84	Gypsy & Traveller provision for additional pitches at Ash Bridge	-	720	TBA	TBA	TBA	720	-	720	(244)	476	478	478	
PLANNING SERVICES - Totals		0	720	0	0	0	720	0	720	(244)	476	578	578	
PROVISIONAL SCHEMES - GRAND TOTALS		1,725	9,344	5,677	1,705	4,457	1,144	22,327	30	24,082	(4,335)	14,524	20,949	16,858

SUMMARY														
APPROVED SCHEMES (excl S106) - TOTAL		11,050	14,568	56	0	0	0	14,624	30,368	56,484	(767)	55,717	33,912	33,376
PROVISIONAL SCHEMES - TOTAL		1,725	9,344	5,677	1,705	4,457	1,144	22,327	30	24,082	(4,335)	14,524	20,949	16,858
GRAND TOTAL		12,775	23,912	5,733	1,705	4,457	1,144	36,951	30,398	80,566	(5,102)	70,241	54,861	50,234

FINANCED as follows :	£000	£000	£000	£000	£000	£000	Future years
	£000	£000	£000	£000	£000	£000	£000
CONTRIBUTIONS	8	863	48	0	3,424	0	4,335
LOTTERY FUNDING	0	0	0	0	0	0	0
CAPITAL RECEIPTS	271	5,684	1,689	0	0	0	7,373
R.C.C.O. :							0
SPECIFIC (Guildhall Roof)	120	0	0	0	0	0	0
SPECIFIC (Recycling)	436	541	0	0	0	0	541
GF CAPITAL SCHEMES RESERVE	4,187	0	0	0	0	0	0
OTHER RESERVES	0	0	0	0	0	0	0
FUNDING REQUIREMENT: HOUSING RECEIPTS	0	0	0	0	0	0	0
FUNDING REQUIREMENT: BORROWING	7,753	16,824	3,996	1,705	1,033	1,144	24,702
TOTAL	12,775	23,912	5,733	1,705	4,457	1,144	36,951

GUILDFORD BOROUGH COUNCIL GENERAL FUND CAPITAL PROGRAMME - S106 ESTIMATED EXPENDITURE 2013-14 to 2017-18

	Service Units / Capital Schemes	2012-13 Projected expenditure for scheme for year estimated by project officer (d) £000	2013-14 Est for year (i) £000	2014-15 Est for year (ii) £000	2015-16 Est for year (iii) £000	2016-17 Est for year (iv) £000	2017-18 Est for year (v) £000	Cumulative spend at 31-03-12 for scheme (f) £000	Projected expenditure total for scheme (d) to (f) = (g) £000	Grants or Contributions towards cost of scheme (h) £000	Net total cost of scheme to the Council (g)-(h) = (i) £000	Total scheme estimate approved by Executive (j) £000	Total net scheme cost approved by Executive (k) £000
	APPROVED SCHEMES (fully funded from S106 contributions)												
	OPERATIONAL SERVICES												
1	G Live WC (S106)	103	4	-	-	-	-	93	200	(200)	0	196	0
	OPERATIONAL SERVICES S106 - Totals	103	4	0	0	0	0	93	200	(200)	0	196	0
	PARKS & LEISURE												
2	Woodbridge Meadow Artwork	6	-	-	-	-	-	28	34	(34)	0	34	0
3	G Live Artwork	3	-	-	-	-	-	31	34	(34)	0	34	0
4	Art Print Hse Sq (Sculpture Martyr Rd)	15	-	-	-	-	-	21	36	(36)	0	36	0
5	Millmead Island Seating	3	-	-	-	-	-	1	4	(4)	0	4	0
6	Art Memorial Worplesdon	7	-	-	-	-	-	-	7	(7)	0	7	0
7	Lakeside Public Art	5	-	-	-	-	-	-	5	(5)	0	5	0
8	Harpers Rec. Ground, Ash - ballcourt	7	-	-	-	-	-	61	68	(68)	0	61	0
9	Woking Road - willow screen	3	-	-	-	-	-	1	4	(4)	0	4	0
10	Stoke Park Skate park - replace existing facility	230	-	-	-	-	-	5	235	(235)	0	235	0
11	Tilehouse Open Space - Playground Refurbishment & Fitness Equipment	100	-	-	-	-	-	-	100	(100)	0	100	0
12	Briars Playground Refurb	10	-	-	-	-	-	-	10	(10)	0	10	0
13	Parks Civic - New trees & landscaping	31	-	-	-	-	-	26	57	(57)	0	57	0
14	Sutherland Memorial Park replace all weather pitches and cricket net surface	122	-	-	-	-	-	-	122	(122)	0	25	0
15	Foxenden Quarry replace playground Equip	29	-	-	-	-	-	-	29	(29)	0	20	0
16	Playground East Horsley & Grass Mound	15	-	-	-	-	-	-	15	(15)	0	15	0
17	Stoke Recreation Ground play area	37	-	-	-	-	-	-	37	(37)	0	37	0
	PARKS & COUNTRYSIDE SERVICES S106 - Totals	623	0	0	0	0	0	174	797	(797)	0	684	0
	PLANNING SERVICES												
P 18	Haydon Place / Martyr Road	15	-	-	-	-	-	60	75	(75)	0	75	0
19	Frenchland Hatch Footpath Works	8	-	-	-	-	-	12	20	(20)	0	20	0
20	North Street Rejuvenation Project	160	145	175	-	-	-	1	481	(481)	0	489	0
21	Grove Road Effingham	15	1	-	-	-	-	-	16	(16)	0	16	0
22	Falcon Rd Guildford	5	5	-	-	-	-	-	10	(10)	0	6	0
23	Walnut Tree Close, Guildford	3	-	-	-	-	-	-	3	(3)	0	3	0
24	Woodbridge meadows	75	-	-	-	-	-	-	75	(75)	0	75	0
25	Shaftsbury Hall	0	-	-	-	-	-	-	0	0	0	-	0
26	Enhance planting	1	-	-	-	-	-	-	1	(1)	0	-	0
27	Woodbridge Hill, formally, Worplesdon Road Shops	-	79	-	-	-	-	38	117	(117)	0	80	0
28	Woodbridge Hill, formally, Community Centre Action Fund	-	10	-	-	-	-	10	20	(20)	0	20	0
29	Stoughton Environmental Improvements	47	-	-	-	-	-	49	96	(96)	0	96	0

GUILDFORD BOROUGH COUNCIL GENERAL FUND CAPITAL PROGRAMME - S106 ESTIMATED EXPENDITURE 2013-14 to 2017-18

	Service Units / Capital Schemes	2012-13	2013-14 Est	2014-15 Est	2015-16 Est	2016-17 Est	2017-18 Est	Cumulative	Projected	Grants or	Net total cost	Total scheme	Total net
		Projected expenditure for scheme for year estimated by project officer (d) £000	for year (i) £000	for year (ii) £000	for year (iii) £000	for year (iv) £000	for year (v) £000	spend at 31-03-12 for scheme (f) £000	expenditure total for scheme (d) to (f) = (g) £000	Contributions towards cost of scheme (h) £000	of scheme to the Council (g)-(h) = (i) £000	estimate approved by Executive (j) £000	scheme cost approved by Executive (k) £000
APPROVED SCHEMES continued (fully funded from S106 contributions)													
"Greening the Approaches" Strategy -													
30	Woodbridge Meadows	1	-	-	-	-	-	123	124	(124)	0	117	0
31	Ladymead / Josephs Rd Pocket Park	-	-	-	-	-	-	25	25	(25)	0	87	0
32	A25 Ladymead/Woodbridge Rd	1	20	60	20	-	-	23	124	(124)	0	168	0
33	G Live Environmental Improvements	12	-	-	-	-	-	151	163	(163)	0	163	0
PLANNING SERVICES continued													
34	G Live Lighting and Signage	32	-	-	-	-	-	0	32	(32)	0	32	0
35	G Live Bus stop/drop off point	11	-	-	-	-	-	0	11	(11)	0	11	0
36	Kingpost Parade	4	-	-	-	-	-	82	86	(86)	0	87	0
37	Espom Rd/Boxgrove Road	19	100	30	-	-	-	1	150	(150)	0	150	0
38	Bridge Street Waymarking	-	5	-	-	-	-	0	5	(5)	0	5	0
39	Trinity Gate tree planting	18	-	-	-	-	-	0	18	(18)	0	-	0
40	Kingpost Parade sign	10	-	-	-	-	-	0	10	(10)	0	-	0
41	SCC Defra education	233	-	-	-	-	-	0	233	(233)	0	-	0
42	SCC Highways	1	-	-	-	-	-	0	1	(1)	0	-	0
PLANNING SERVICES S106 - Totals		671	365	265	20	0	0	575	1,896	(1,896)	0	1,700	0
APPROVED S106 SCHEMES TOTAL		1,397	369	265	20	0	0	842	2,893	(2,893)	0	2,580	0

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

SUMMARY											
APPROVED S106 SCHEMES - TOTAL	1,397	369	265	20	0	0	842	2,893	(2,893)	0	
PROVISIONAL S106 SCHEMES - TOTAL	-	-	-	-	-	-	-	-	-	-	
GRAND TOTAL	1,397	369	265	20	0	0	842	2,893	(2,893)	0	

FINANCED BY - S106 CONTRIBUTIONS	(1,397)	(369)	(265)	(20)	0	0	(842)	(2,893)	2,893	0	
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GUILDFORD BOROUGH COUNCIL GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES : ESTIMATED EXPENDITURE 2013-14 to 2017-18

Item No.	Projects & Sources of Funding	2012-13 Projected expenditure for scheme for year estimated by project officer (d) £000	2013-14 Est for year (i) £000	2014-15 Est for year (ii) £000	2015-16 Est for year (iii) £000	2016-17 Est for year (iv) £000	2017-18 Est for year (v) £000	Future years estimated expenditure for scheme (e) £000	Cumulative spend at 31-03-12 for scheme (f) £000	Projected expenditure total for scheme (d) to (f) = (g) £000	Total scheme estimate approved by Executive (h) £000
AUDIT & PERFORMANCE											
<u>ENERGY PROJECTS per SALIX RESERVE:</u>											
SALIX - 'Invest to Save' energy projects:											
1	Lido High efficiency gas condensing boiler etc	70	-	-	-	-	-	0	-	70	70
2	BEMS Upgrade	15	-	-	-	-	-	0	-	15	
3	Pavilion Timers	6	-	-	-	-	-	0	1	7	
4	Parks -upgrade lighting (various buildings)	10	-	-	-	-	-	0	10	20	20
5	Millmead Trend Civic Trend Upgrade (BEMS)	6	-	-	-	-	-	0	-	6	
6	New boiler - stoke park	-	-	-	-	-	-	0	-	0	
7	General Lighting Upgrades	38	-	-	-	-	-	0	-	38	38
<u>ENERGY PROJECTS per GBC INVEST TO SAVE RESERVE:</u>											
<u>GBC 'Invest to Save' energy projects (to be repaid in line with savings)</u>											
8	Spectrum - Absorption chiller	90	-	-	-	-	-	0	-	90	90
9	Millmead - replace lighting	100	-	-	-	-	-	0	-	100	100
<u>GBC 'One Off' energy projects (no repayment)</u>											
10	Biomass - Old Millmead	13	5	-	-	-	-	5	-	18	63
11	- Installation of solar PV	0	-	-	-	-	-	0	31	31	28
		20	-	-	-	-	-	0	2	22	2
AUDIT & PERFORMANCE - Totals		367	90	0	0	0	0	90	44	415	411
<u>LABGI RESERVE</u>											
12	Bedford Rd Bus Station	178	-	-	-	-	-	0	-	178	250
13	Guildford town Centre Regeneration	252	186	-	-	-	-	186	-	438	438
14	Chapel Street sign	11	-	-	-	-	-	0	-	11	11
15	Guildford High St - repairs to setts	38	-	-	-	-	-	0	72	110	110
LABGI Reserve - Totals		479	186	0	0	0	0	186	72	737	809
BUSINESS SYSTEMS											
<u>INFORMATION TECHNOLOGY - IT Renewals Reserve : £400,000 approved annually</u>											
16	Hardware	3	-	-	-	-	-	0	annual	3	annual
17	Software	34	-	-	-	-	-	0	annual	34	annual
18	- Payroll / HR System	-	-	-	-	-	-	0	-	0	annual
19	- Share Point Intranet Upgrade	44	-	-	-	-	-	0	-	44	annual
20	- Orchard System Server Upgrade	-	-	-	-	-	-	0	-	0	annual
21	- Efin upgrade and E Procurement Implementation	33	-	-	-	-	-	0	-	33	annual

GUILDFORD BOROUGH COUNCIL GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES : ESTIMATED EXPENDITURE 2013-14 to 2017-18

Item No.	Projects & Sources of Funding	2012-13 Projected expenditure for scheme for year estimated by project officer (d) £000	2013-14 Est for year (i) £000	2014-15 Est for year (ii) £000	2015-16 Est for year (iii) £000	2016-17 Est for year (iv) £000	2017-18 Est for year (v) £000	Future years estimated expenditure for scheme (e) £000	Cumulative spend at 31-03-12 for scheme (f) £000	Projected expenditure total for scheme (d) to (f) = (g) £000	Total scheme estimate approved by Executive (h) £000
BUSINESS SYSTEMS continued											
22	- Egress	-	-	-	-	-	-	0	-	0	annual
23	Hardware / software - future years	287	400	400	400	400	400	2,000	-	2,287	annual
IT Renewals Reserve - Totals		400	400	400	400	400	400	2,000	0	2,400	0
LEISURE SERVICES - SPECTRUM											
(a) Spectrum projects funded per Re-investment Reserve:											
24	IT - planned improvements	-	-	-	-	-	-	0	annual	0	annual
25	Bowl TVs & Keypads (Phase two)	-	-	-	-	-	-	0	10	10	14
26	Pool Changing Area Refurbishment	38	-	-	-	-	-	0	-	38	38
27	Smoke Seals	8	-	-	-	-	-	0	7	15	15
28	Replace poor quality hot water copper pipe work	34	-	-	-	-	-	0	16	50	50
29	Emergency lighting	14	-	-	-	-	-	0	1	15	15
30	DDA stair nosings	9	-	-	-	-	-	0	4	13	9
31	Bowl stair nosings and handrail	2	-	-	-	-	-	0	6	8	8
32	Arena drip trays	25	-	-	-	-	-	0	0	25	25
33	Costa drip trays	2	-	-	-	-	-	0	0	2	2
34	Event entrance ramp	9	-	-	-	-	-	0	1	10	10
35	Action Suite / underground stores	34	-	-	-	-	-	0	2	36	36
36	Pool store/Comp pool changing rooms	15	-	-	-	-	-	0	0	15	15
37	Energy level gym (changing extension)	1	-	-	-	-	-	0	0	1	1
38	Bowl tech office	3	-	-	-	-	-	0	1	4	4
39	Rubber membrane replacement (incl scaffolding)	19	-	-	-	-	-	0	2	21	15
40	Glazing	10	-	-	-	-	-	0	0	10	10
41	Signage strategy	40	-	-	-	-	-	0	0	40	40
LIDO :											
42	Ladies toilet - structural	2	-	-	-	-	-	0	0	2	2
43	New paddling pool floors	5	-	-	-	-	-	0	19	24	24
44	Future projects - estimated expenditure		125	125	125	125	125	625	-	625	annual
Spectrum Re-investment Reserve - Totals		269	125	125	125	125	125	625	69	963	333
(b) Spectrum projects funded per Renewals/Replacement Reserve:											
45	PA System	15	-	-	-	-	-	0	60	75	75
46	Chiller Replacement & CHO absorption chiller	-	243	-	-	-	-	243	2	245	245
47	Hot water calorifiers - replacement	44	-	-	-	-	-	0	-	44	30
48	Air-conditioning units (replacing R22 A/C units) 11/12	5	-	-	-	-	-	0	9	14	32
49	Lift controls - replacement	167	75	68	-	-	-	143	-	310	310
50	Pool lighting	8	-	-	-	-	-	0	10	18	18
51	Ice resurfacers	73	-	-	-	-	-	0	-	73	80

GUILDFORD BOROUGH COUNCIL GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES : ESTIMATED EXPENDITURE 2013-14 to 2017-18

Item No.	Projects & Sources of Funding	2012-13 Projected expenditure for scheme for year estimated by project officer (d) £000	2013-14 Est for year (i) £000	2014-15 Est for year (ii) £000	2015-16 Est for year (iii) £000	2016-17 Est for year (iv) £000	2017-18 Est for year (v) £000	Future years estimated expenditure for scheme (e) £000	Cumulative spend at 31-03-12 for scheme (f) £000	Projected expenditure total for scheme (d) to (f) = (g) £000	Total scheme estimate approved by Executive (h) £000
(b) Spectrum projects funded per Renewals/Replacement Reserve continued											
52	Video wall replacement	43	-	-	-	-	-	0	-	43	43
53	Ducting Replacements	11	34	-	-	-	-	34	-	45	11
54	AHU Works	22	-	11	-	-	-	11	-	33	22
55	Bowl Mechanism	-	-	-	-	-	-	0	-	0	55
56	Front Doors Replace	-	-	-	-	-	-	0	-	0	33
57	BMS Upgrade	-	-	-	-	-	-	0	-	0	17
58	Ice Lighting Replace	-	-	-	-	-	-	0	-	0	39
59	Door Replacements	-	-	-	-	-	-	0	-	0	22
Spectrum Renewals Reserve - Totals		388	352	79	0	0	0	431	81	900	1,031
OPERATIONAL SERVICES											
CAR PARKS RESERVE (see note opposite):											
60	Car parks - install/replace pay-on-foot equipment	393	-	-	-	-	-	0	179	572	500
61	Car parks - install/replace pay and display equipment	300	-	-	-	-	-	0	-	300	300
Car Parks - Lighting improvements:											
62	- Bedford Road	141	-	-	-	-	-	0	9	150	150
63	- Leapale Road	100	-	-	-	-	-	0	-	100	100
64	- Castle car park	-	129	-	-	-	-	129	-	129	126
Car Parks - Electrical works:											
65	- Bedford Road	150	-	-	-	-	-	0	-	150	150
66	- Leapale Road	50	-	-	-	-	-	0	-	50	50
Car parks - Deck surfacing:											
67	- York Road	49	-	-	-	-	-	0	351	400	400
68	- Leapale Road	6	-	-	-	-	-	0	14	20	349
69	- Castle car park	-	-	-	-	-	350	350	-	350	350
70	- Farnham Road car park	-	550	-	-	-	-	550	-	550	550
71	- Bedford Road	-	-	-	-	-	900	900	-	900	900
72	Dilapidation works to Onslow House and Bedford Rd MSCP	-	-	77	-	-	-	77	-	77	77
73	Replacement of collapsed retaining wall	-	321	-	-	-	-	321	-	321	321
Car Parks Reserve - Totals		1,189	1,000	77	0	0	1,250	2,327	553	4,069	4,323
PARKS SERVICES											
SPA RESERVE :											
74	SPA schemes (various)	-	100	100	100	100	100	500	annual	604	600
	Chantry Woods	21						0			
	Effingham	6						0			

GUILDFORD BOROUGH COUNCIL GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES : ESTIMATED EXPENDITURE 2013-14 to 2017-18

Item No.	Projects & Sources of Funding	2012-13 Projected expenditure for scheme for year estimated by project officer (d) £000	2013-14 Est for year (i) £000	2014-15 Est for year (ii) £000	2015-16 Est for year (iii) £000	2016-17 Est for year (iv) £000	2017-18 Est for year (v) £000	Future years estimated expenditure for scheme (e) £000	Cumulative spend at 31-03-12 for scheme (f) £000	Projected expenditure total for scheme (d) to (f) = (g) £000	Total scheme estimate approved by Executive (h) £000
	SPA RESERVE continued :										
	Lakeside	48						0			
	Riverside	29						0			
75	Boardwalk at Riverside Nature Reserve	210	-	-	-	-	-	0	-	210	210
76	Access tracks at Chantry Wood	60	-	-	-	-	-	0	-	60	60
	SPA Reserve - Totals	374	100	100	100	100	100	500	0	874	870
	GRAND TOTALS	3,466	2,253	781	625	625	1,875	6,159	819	10,358	7,777

FUNDING SUMMARY						
Reserves (various)	3,092	2,153	681	525	525	1,775
Grants & contributions	374	100	100	100	100	100
TOTALS	3,466	2,253	781	625	625	1,875

GUILDFORD BOROUGH COUNCIL GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

1.0 AVAILABILITY OF RESOURCES - NOTES :

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

1.2 The actuals for 2011-12 have been finalised and certified by District Audit.

1.3 Funding assumptions:

1. All capital expenditure will be funded in the first instance from available capital receipts and the General Fund capital programme reserve.

2. Once the above resources have been exhausted in any given year, the balance of expenditure will be financed from borrowing, both internally and externally, depending upon the Council's financial situation at the time.

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

2.0 Capital receipts - Balances (T01001)

	2011-2012 Actuals £000	2012-2013 Est Outturn £000	2013-2014 Estimate £000	2014-2015 Estimate £000	2015-2016 Estimate £000	2016-2017 Estimate £000	2017-2018 Estimate £000
Balance as at 1 April	0	221	0	1,689	0	0	0
Add estimated usable receipts in year	1,273	50	10,500	0	0	0	0
Transfer from PCL	470	0	0	0	0	0	0
Return Housing capital receipts	0	0	(3,127)	0	0	0	0
Less applied re funding of capital schemes	(1,522)	(271)	(5,684)	(1,689)	0	0	0
Balance after funding capital expenditure as at 31 March	221	0	1,689	0	0	0	0

3.0 Capital expenditure and funding - summary

	2011-2012 Actuals £000	2012-2013 Est Outturn £000	2013-2014 Estimate £000	2014-2015 Estimate £000	2015-2016 Estimate £000	2016-2017 Estimate £000	2017-2018 Estimate £000
Estimated capital expenditure (as per Appendix 4)	5,229	12,775	23,912	5,733	1,705	4,457	1,144
To be funded as follows:							
Use of capital receipts (<i>per 2.above</i>)	(1,522)	(271)	(5,684)	(1,689)	0	0	0
Contributions	(54)	(8)	(863)	(48)	0	(3,424)	0
<u>R.C.C.O.:</u>							
Specific - Guildhall Roof	0	(120)	0	0	0	0	0
Specific - Recycling	0	(436)	(541)	0	0	0	0
Other reserves etc.	0	0	0	0	0	0	0
Use of Capital Schemes Reserve (<i>para.4 below</i>)	0	0	0	0	0	0	0
Internal borrowing	(3,653)	0	0	0	0	0	0
	(5,229)	(835)	(7,088)	(1,737)	0	(3,424)	0
<i>Balance of funding to be met from (i) the Capital Reserve (para.4 below), and (iii) borrowing (para.6).</i>	0	(11,940)	(16,824)	(3,996)	(1,705)	(1,033)	(1,144)
Total funding required	(5,229)	(12,775)	(23,912)	(5,733)	(1,705)	(4,457)	(1,144)

GUILDFORD BOROUGH COUNCIL GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

4.0 General Fund Capital Schemes Reserve (U01030)

	2011-2012 Actuals £000	2012-2013 Est Outturn £000	2013-2014 Estimate £000	2014-2015 Estimate £000	2015-2016 Estimate £000	2016-2017 Estimate £000	2017-2018 Estimate £000
Balance as at 1 April	2,652	4,187	0	0	0	0	0
Add: General Fund Revenue Budget variations	496	0	0	0	0	0	0
Annual contribution from revenue	1,048	0	0	0	0	0	0
Tfr to invest to save reserve	(9)	0	0	0	0	0	0
	4,187	4,187	0	0	0	0	0
Less: Applied re funding of capital programme	0	(4,187)	0	0	0	0	0
Balance after funding capital expenditure etc.as at 31 March	4,187	0	0	0	0	0	0

Estimated shortfall at year-end to be funded from borrowing

	0	7,753	16,824	3,996	1,705	1,033	1,144
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5.0 Housing capital receipts - estimated availability/usage:

	2012-2013 Est Outturn £000	2013-2014 Estimate £000	2014-2015 Estimate £000	2015-2016 Estimate £000	2016-2017 Estimate £000	2017-2018 Estimate £000
Balance as at 1 April	18,581	16,311	23,002	21,819	20,889	19,959
Add: Estimated receipts in year	200	5,900	200	200	200	200
Less: Applied re Housing (General Fund) capital programme	(2,021)	(2,086)	(1,133)	(880)	(880)	(880)
Less: Applied re Housing Improvement programme	(450)	(250)	(250)	(250)	(250)	0
	16,311	19,875	21,819	20,889	19,959	19,279
Less: Applied re G Live	0	0	0	0	0	0
Plus: Returned re G Live	0	3,127	0	0	0	0
Housing receipts - estimated balance in hand at year end	16,311	23,002	21,819	20,889	19,959	19,279

Total £'000s

6.1 Estimated annual borrowing requirement

	7,753	16,824	3,996	1,705	1,033	1,144	32,455
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GUILDFORD BOROUGH COUNCIL - GENERAL FUND HOUSING CAPITAL PROGRAMME

	Approved Project Budget £000	Cumulative Spend at 31-03-12 £000	2012-13 Estimate £000	2012-13 Projected Outturn £000	2013-14 Estimate £000	2014-15 Estimate £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	Total scheme cost £000	
EXPENDITURE											
Grants											
N51008	annual	annual	430	430	430	430	430	430	480		
N51020	annual	annual	120	120	120	120	120	120	80		
N51021	annual	annual	30	30	30	30	30	30	30		
N51030/32	annual	annual	20	20	20	20	20	20	0		
Affordable Housing											
			0	0	0	0	0	0	0	0	
	annual		50	0	50	50	50	50	50		
<u>Feasibility/Site Preparation (incl. decommission costs and home loss & disturbance payments):</u>											
N55004	0	66	0	105	0	0	0	0	0	171	
N55009	40	56	0	102	0	0	0	0	0	158	
	41	0	41	41	0	0	0	0	0	41	
	0	0	0	70	0	0	0	0	0	70	
	0	0	0	0	0	90	0	0	0	90	
	0	0	0	10	0	0	0	0	0	10	
	annual	0	500	500	0	390	300	300	300		
Affordable Housing - Grants:											
N56041	326	20	163	0	163	163	0	0	0	346	
	1,790	0	895	448	1,343	0	0	0	0	1,790	
	70	0	35	70	0	0	0	0	0	70	
	annual	0	500	420	200	110	200	200	200		
Total Expenditure to be financed		2,267	142	2,784	2,366	2,356	1,403	1,150	1,150	1,140	2,746

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

	2012-13 Estimate £000	2012-13 Projected Outturn £000	2013-14 Estimate £000	2014-15 Estimate £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000
FINANCING OF PROGRAMME							
Specific Grants	240	297	240	240	240	240	240
Housing Grant repayments	30	48	30	30	30	30	30
s106 Contributions	259	0	0	0	0	0	0
Capital Receipts	1,755	2,021	2,086	1,133	880	880	870
Total Financing (= Total Expenditure)	2,284	2,366	2,356	1,403	1,150	1,150	1,140

GUILDFORD BOROUGH COUNCIL - GENERAL FUND HOUSING CAPITAL PROGRAMME

	2011-12 Actuals	2012-13 Estimate	2012-13 Projected Outturn	2013-14 Estimate	2014-15 Estimate	2015-16 Estimate	2016-17 Estimate	2017-18 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
BALANCES								
Usable Capital Receipts (T01008)								
Balance b/f	18,776	14,471	18,581	16,311	23,002	21,819	20,889	19,959
Estimated receipts - sale of dwellings	316	200	200	200	200	200	200	200
Estimated receipts - sale of land	0	5,700	0	5,700	0	0	0	0
Applied re General Fund Housing capital programme (above)	0	(1,755)	(2,021)	(2,086)	(1,133)	(880)	(880)	(870)
Applied re HRA capital Programme	(511)	(1,650)	(450)	(250)	(250)	(250)	(250)	(250)
Repaid re General Fund capital programme	0	7,140	0	3,127	0	0	0	0
Balance c/f	18,581	24,106	16,311	23,002	21,819	20,889	19,959	19,039

s106 Contributions

Balance b/f	54	259	0	0	0	0	0	0
Contributions in year	0	0	0	0	0	0	0	0
Used in Year	(54)	(259)	0	0	0	0	0	0
Balance c/f	0	0	0	0	0	0	0	0

Housing Grant Repayments

Balance b/f	0	0	0	0	0	0	0	0
Repayments in year	30	30	48	30	30	30	30	30
Used in Year	(30)	(30)	(48)	(30)	(30)	(30)	(30)	(30)
Balance c/f	0	0	0	0	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
BUDGET 2013-14 to 2017-18**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2013-2014**

GLOSSARY

GUILDFORD BOROUGH COUNCIL

GENERAL FUND BUDGET 2013-2014

Accrual - a sum included in the final accounts to cover income or expenditure attributable to an accounting period for goods supplied and received or works done, but for which payment either not received or made by the end of the period.

Appropriations - amounts transferred to or from revenue or capital reserves.

Balance - the surplus or deficit on any account at the end of the financial year (see Revenue Balances)

Budget – a statement of the Council's plans for revenue or capital expenditure over a specified period. The annual budget is prepared as part of the Council's annual Council Tax setting process.

Budgetary Control - the monitoring of actual expenditure and income against a financial target.

Business Improvement District (BID) – a defined area within which businesses pay an additional tax in order to fund improvements to the street scene, security, marketing and street cleaning of that geographical area.

Business Rates Retention Scheme – introduced by the Government in April 2013, this is a new method of financing local authorities. The scheme means that each council keeps some of the business rates generated in its area. The Government still controls the rateable value of the properties and the rate in the pound to be paid.

Capital Charge - a charge to the Revenue Account to reflect the cost of fixed assets consumed during the year.

Capital Expenditure - expenditure on the acquisition or construction of a non-current asset or expenditure adding to, and not merely maintains the value of an existing non-current asset.

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

Capital Receipts - relates to the money from the sale of non-current assets. Capital receipts used to pay for new capital expenditure, within rules set down by the government, or to repay outstanding loans. Not used to for the finance of revenue expenditure.

Collection Fund - a fund set up in 1990-91, as required by the Local Government Finance Act 1988, to record the transactions relating to council tax and national non-domestic rates (NNDR). It must be kept separately from the General Fund and have its own revenue account and balance sheet. The precepts for this fund are from the Borough Council, the County Council and the Surrey Police and Crime Commissioner.

GUILDFORD BOROUGH COUNCIL

GENERAL FUND BUDGET 2013-2014

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

CIPFA - the Chartered Institute of Public Finance and Accountancy – privately funded with charitable status. This is the professional body responsible for accountants working in the public service. The Institute provides financial and statistical information on local government and public finance matters.

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

Council Tax - a tax introduced in 1993-94 to replace Community Charge. Property value as at 1 April 1991 is the base, with a reduction for single occupancy.

Council Tax Benefit – this is a benefit of up to 100%, which is available to council taxpayers who are on income support or low incomes to help pay their council tax bills. Abolished in April 2013 and replaced with a local council tax support scheme.

County Precept - see under Precept.

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

Depreciation - the measure of change either from the wearing out, consumption, or other reduction in the useful economic life of a fixed asset, whether arising from use, passage of time or obsolescence through technological or other changes.

Employee Related Expenditure - a group of costs including salaries, wages, and employer's national insurance and superannuation contributions. Indirect employee expenses are also included. Examples are: relocation, interview and training expenses, staff advertising, severance payments, pensions increase act payments and employee related insurance. Agency staff costs are also included within this grouping.

Estimates – the amounts expected and incurred as expenditure, or received as income, during a specified financial year.

Fees and Charges - individual charges for services provided.

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 2013-2014

Fixed Assets – non-current assets that yield benefit to the Council and the services it provides for more than one year.

General Fund - the Council's main revenue fund credited with charges, grants etc. and to which the costs of services are charged. However, separate accounts are maintained for other aspects of Council activities, particularly the Collection Fund.

Government Grant – a form of cash or transfer of assets from government, inter-government agencies or similar bodies, to local, national or international authorities, as contributions towards the cost of local services e.g. Housing Benefit, Capital Grants and Revenue Support Grant.

Gross Expenditure - the total cost of providing the Council's services before taking into account income received.

Gross Income - the total amounts the Council receives or expects to receive, from any source. Income includes fees, charges, sales and specific and special grants.

Housing Benefit - an allowance to person(s) on low income to meet, in full or part, their rent. Benefit paid as rent rebate to Guildford's own council tenants, with benefit paid to tenants in the private sector referred to as rent allowance. The Department of Work and Pensions meets the majority of the cost.

Impairment - a reduction in the balance sheet value of a fixed asset either from a lack of maintenance or change of use.

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

International Financial Reporting Standards (IFRS) – the reporting of a set of international accounting standards, stating how transactions and other events appear in financial statements. The International Accounting Standards Board issues IFRS.

Investments - a long-term investment is an investment held for use on a continuing basis in the activities of the Council for 365 days or more. A short-term investment relates to the investment of surplus funds for 364 days or fewer.

Liabilities - money owed to individuals or organisations for payment at some time in the future.

Lease - a lease is a contract for the hire of a specific asset. The lessor owns the asset but conveys the right to use the asset to the lessee for an agreed period in return for the payment of specified rentals.

GUILDFORD BOROUGH COUNCIL

GENERAL FUND BUDGET 2013-2014

Local Council Tax Support Scheme (LCTSS) – replaces the abolished council tax benefits scheme from April 2013. As part of the overall changes to welfare benefit, the Government has asked councils to replace council tax benefit with a locally designed scheme. The Local Council Tax Support Scheme (LCTSS) will receive approximately ten per cent less funding from Government than the council tax benefits scheme and receive a grant with a discount on the council tax bill.

Minimum Revenue Provision (MRP) - the minimum amount which must be charged each year to the Council's general fund revenue account and set aside as provision for credit liabilities, as required by the Local Government and Housing Act 1989. There is no requirement to operate MRP in the Housing Revenue Account.

National Non-Domestic Rate (NDR) - on 1 April 1990 a tax introduced, together with the Community Charge, (now Council Tax) to replace General Rates. Rates 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 payable 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.

New Homes Bonus – a non-ring fenced grant paid by the government based on the increase in housing over the year from October to October.

Non-ring fenced grant - a government grant used for any purpose.

Out-turn - actual income and expenditure.

Precept - a charge levied by a council expressed in terms of a specific sum. The Borough Council, the County Council and the Police and Crime Commissioner levy precepts on the Collection Fund. Parish Councils precept on the Borough Council's General Fund.

Premises related expenditure - a group within the subjective analysis of expenditure, which brings together expenses directly related to the running of premises and land. It includes repairs, alterations and maintenance of buildings, fixed plant & grounds (including grounds maintenance contracts payments), energy costs, rents, rates, water services, fixtures & fittings, apportioned expenses of operational 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.

GUILDFORD BOROUGH COUNCIL

GENERAL FUND BUDGET 2013-2014

Provision - an amount, set aside in the accounts, for likely liabilities incurred but the amounts or the dates on which they will arise are uncertain.

Prudential Code for Capital Finance in Local Authorities - the 2003 Code introduced a need for local authorities to consider capital spending plans with reference to affordability (implications for Council Tax and Housing Rents), prudence and sustainability, value for money, stewardship of assets, strategic objectives and the practicality of the plans.

Public Works Loan Board (PWLB) - a government agency which provides loans of more than one year to Local Authorities at interest rates up to 1% higher than those at which the government itself can borrow.

Recharge - an internal charge to or from another part of the Council. It does not add to the council's total income and expenditure.

Rent Rebate Subsidy Limitation – a mechanism that caps the subsidy received by the Council from the government resulting from actual rents being in excess of the guideline rents issued by the Department of Communities and Local Government.

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

Revenue Balances - the accumulated surplus of income over expenditure on the revenue accounts of the General Fund and of the Housing Revenue Account (see below).

Revenue Budget - an estimate of annual income and expenditure, which sets out the financial implications of the Council's policy for the budgeted year (see budget).

Revenue Contribution to Capital Outlay (RCCO) - resources provided from the Council's revenue budget to finance the cost of capital projects.

Revenue Expenditure - the operating costs incurred by the Council during the financial year in providing day-to-day services. Distinct from capital expenditure, which benefits the authority for more than one financial year.

Revenue Support Grant (RSG) - a grant paid by central government in aid of Council services in general, as opposed to specific grants, which may only be used for a specific purpose.

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.

GUILDFORD BOROUGH COUNCIL

GENERAL FUND BUDGET 2013-2014

Service and Financial Plan - a three-year plan summarising the cost of services, with the first year calculated in detail and year two and three including published inflation and service changes.

Specific Grants - government grants to local authorities in aid of specified projects or services, e.g. Housing Benefit.

Stock - goods acquired in advance of their use in the provision of services or their resale. At the year-end stocks are a current asset in the balance sheet and they will be charged to Revenue in the year they are consumed or sold.

Subjective Analysis of Expenditure - nine standard groups or 'types' into which expenditure and income is analysed. CIPFA members are required to apply the recommended standards when preparing Local Authorities published accounts. The groups are Employee Related Expenditure, Premises Related Expenditure, Transport Related Expenditure, Supplies and Services, Third Party Payments, Transfer Payments, Support Services, Capital Financing Costs and Income.

Supplies and Services - the largest group of expenditure which relates to the general running costs of the organisation and includes equipment, furniture and materials, catering (including contract catering), clothing uniforms and laundry, printing, stationery and general office expenses, communications and computing, subsistence and conference expenses, members allowances, grants and subscriptions, contributions to provisions, and miscellaneous expenses.

Support Services - the charge made for services, which support the provision of services to the public. Includes professional and property services and includes administrative buildings.

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

Third party payments – a payment to an organisation for providing a council service completely. For example, if a private contractor provided the refuse collection service the contract payment is a third party payment.

Transfer payments – a payment to individuals who provide no goods or services to the Council e.g. Housing and Council Tax benefits.

Transport related expenditure - a group of expenditure, which brings together all costs associated with the provision, hire and use of transport, including travelling allowances. It includes purchases of vehicles and equipment (where not leased or purchased through capital), 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.

GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET 2013-2014

Virement - this is the permission to spend more on one budget head matched by a corresponding reduction on some other budget head. Virements must be properly authorised by Committee or by officers under delegated powers

