

**GENERAL FUND
BUDGET BOOK
2015 - 2016**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

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CHIEF FINANCE OFFICER'S STATUTORY REPORT

1. Introduction

- 1.1 The Local Government Act 2003 requires the Chief Finance Officer to report on the robustness of the estimates and adequacy of proposed financial reserves. The report below provides a strategic overview of the Council's financial position before making specific considerations on the 2015-16 budget.

2. Strategic Overview

Local Government Funding

- 2.1 The overall financial climate continues to be severe and is expected to remain so for a number of years. Local government will continue to play its part in helping to address the national funding deficit, and each council will be required to contribute accordingly by continuing to deliver services with fewer resources.
- 2.2 Since 2013-14, the Council has experienced a reduction in government grants and has taken on significant responsibilities in relation to council tax benefits and business rates (explained below). Both these changes placed more resource demands on the Council and increased risks. The Business Rates Retention Scheme (BRRS) moved local government funding away from formula grant to a combination of retained business rates and revenue support grant. In addition, many specific grants were merged with the formula grant to provide a rolled up resource position known as *Start-Up Funding*.
- 2.3 The autumn statement made by the Chancellor on 3 December 2014, announced that while there would be further savings for government departments, local government would be protected for 2015-16 (i.e. the provisional settlement would be as already indicated). This was to encourage councils to take up the council tax freeze grant offer. The statement also revealed that:
- the 2% cap on the increase in business rates, introduced in 2014-15, will continue into 2015-16
 - the doubling of small business rate relief (SBRR) will be extended to April 2016
 - there will be a discount against business rate bills for certain shops, food and drink premises
 - transitional relief will be extended for certain small businesses to delay business rate increases introduced following the 2010 revaluation
 - there will be a review of the structure of business rates in time for the 2016 budget
 - the chancellor has committed to providing local government with multi-year budgets in future
 - real term public sector spending reductions are to continue until 2018 at the same rate as reductions were made between 2010 and 2015
 - public sector pay restraint is expected to continue until 2018

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2.4 The government outlined that local councils will be fully funded for the loss in revenue resulting from the business rates changes announced in the autumn statement through a specific grant, known as a section 31 grant, as happened in 2014-15. However, it is expected that the section 31 grant will be rolled into the Revenue Support Grant (RSG) from 2016-17 onwards.

3. Localisation of business rates, Revenue Support Grant and New Homes Bonus

3.1 From 2013-14, local authorities have retained a proportion of their collected business rates, based on central shares (a proportion returned to the government) and local shares (retained by the authority). As an incentive, the government allows local authorities to retain a proportion of any increase in business rates collected as a result of increased growth. The Council will benefit by 25p in the £1 on any net growth but will be liable for 50p in the £1 on any net reduction.

3.2 As outlined in paragraph 2.3 above, the autumn statement announced some changes to the scheme but the government has stated that local authorities will be fully funded for the loss in revenue.

3.3 The draft local government finance settlement for 2015-16 issued on 18 December 2014 reduced funding to local authorities in cash terms. Guildford's settlement funding assessment (SFA) reduction was 15%, which is higher than the national average reduction of 13.9%. However, due to the variable nature of the business rates element of local authority funding, the draft settlement no longer sets the absolute funding level for local authorities. The actual level of funding the Council receives will depend on the business rate income for the year. At the start of the year, we estimate the business rate income, but the actual amount is unknown until after the year ends. For 2015-16, we estimate our net business rate income will be a 3.8% increase on 2014-15.

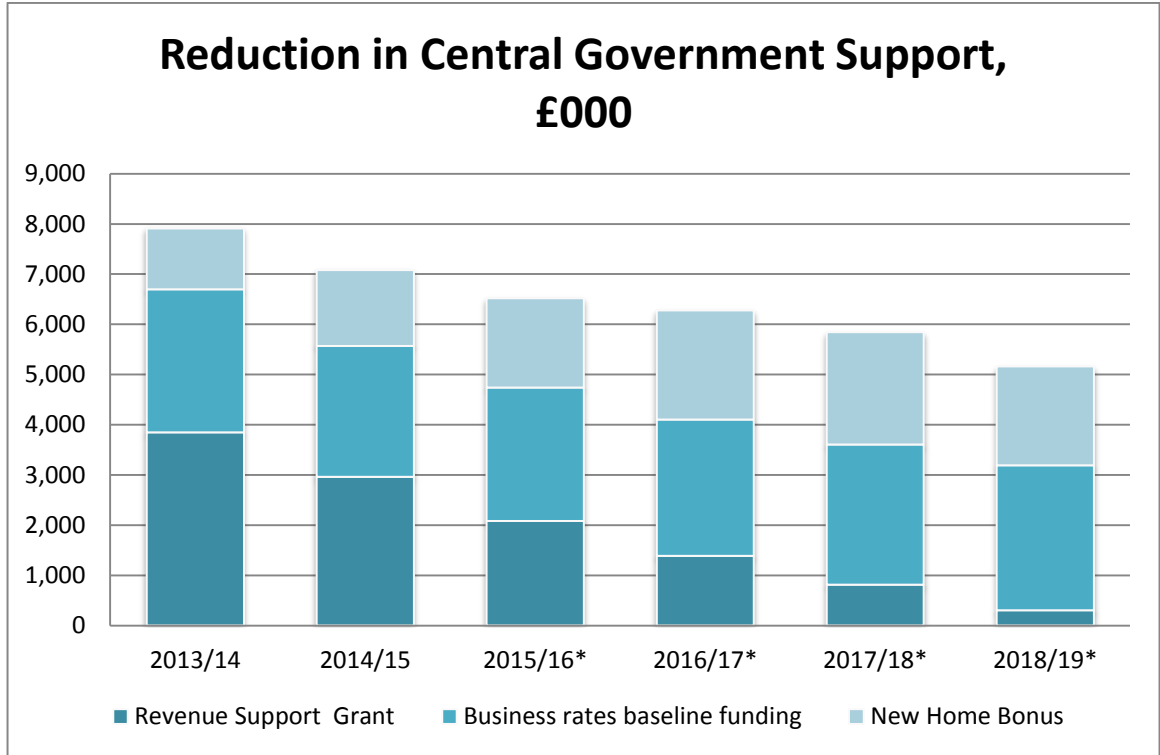
3.4 The revenue support grant element of the SFA has reduced by 30% between 2014-15 and 2015-16. Due to an increase in the number of properties on the council tax system, the Council's new homes bonus (NHB) in 2015-16 has increased by £268,404 or 18% from 2014-15. However, the funding is only guaranteed for six years and so will fall out of the budget in the future.

3.5 Taken together, the settlement funding assessment (business rates and RSG) and new homes bonus are the key elements of central government support the Council receives. In total, the three elements have reduced by 8% (£564,338) since 2014-15, and a cumulative reduction of 14.5% since 2013-14. When comparing local authorities in the local government finance settlement the government uses a term *spending power*; this includes the council tax that the government expects the Council to raise and some specific grants. The government states that Guildford's spending power has reduced by 3.8% between 2014-15 and 2015-16; however, I feel that this does not properly reflect the true reduction in central government support.

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4. Changes in government support

4.1 Over recent years, the level of central government support to Guildford Borough Council has been reducing as the government addresses the national deficit. The chart below shows the change in central government funding since 2013-14 and our projections to 2018-19.



* Projection

4.2 Our medium term projections show a continuing reduction in central government support to 2018-19. The 2014 autumn statement projected further cuts to departmental expenditure limits beyond 2015-16. Analysis shows that this is likely to have a cumulative impact of around 10.6% between April 2016 and March 2019.

4.3 The income we receive from business rates is also projected to fall in the medium term due to the redevelopment of North Street (see below).

4.4 We expect a moderate increase in New Homes Bonus (NHB) in the medium term. This is based on expected completions and hard commitments¹ generated in 2014-15; however, our budget and medium term financial plan assumes that any increase in NHB is transferred to reserves to finance one off short to medium term revenue projects or capital projects and therefore does not affect the council tax calculation or the budget gap identified below. This is because NHB funding

¹ Hard Commitment is a term used to describe sites where planning permission has been granted and it is known that the building work has started, i.e. a commitment to build out the planning permission is in place

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is only available for six years and so it would not be prudent to rely on the income to finance ongoing revenue expenditure. We also foresee a risk that NHB will cease to exist as a separate grant in the future depending on which political party wins power at the general election in May 2015. We expect that our NHB income will start to fall in 2018-19 unless any new developments are identified; however, as the Local Plan is developed we anticipate being able to change this assumption.

5. Economic Outlook

- 5.1 The economic situation continues to pose a risk. As the government's austerity measures impact on residents, then our income streams could be affected.
- 5.2 Interest earnings, whilst no longer forming a significant source of income, are still estimated to be approximately £592,170 (net) and the preservation of our capital whilst maximising our income is of paramount importance. The adoption of the Treasury Management Strategy is designed to mitigate this risk.

6. Guildford Borough Council Medium Term Financial Plan

Corporate Plan

- 6.1 The Council's Corporate Plan was developed for the three year period April 2013 to March 2016 and includes bold ambitions for service delivery for the future. Many of the priorities within the plan involve significant investment in services, infrastructure and housing to deliver the outcomes.
- 6.2 A 10-year capital strategy is being developed with the aims of realising the Council's Corporate Plan, raising the quality of life for residents and improving the long-term financial planning process. The first five years of the capital strategy are effectively the capital programme. The capital programme is significant but includes investment in key projects to support our corporate plan such as:-
- Redevelopment of North Street
 - Investment in affordable houses
 - Investment in new social housing (HRA)
 - A new link road at Clay Lane, Slyfield
 - Pedestrian and cycling routes around the town
 - Funding for transport schemes
 - Development of Guildford Castle and Museum
 - Replacement of the roof at Spectrum
 - Upgrading of Woodbridge Road Sports Ground
 - Acquisition of new burial ground
 - Investment in property under the asset investment strategy
 - Increasing the car parking provision in the town
 - Rebuilding the crematorium
- 6.3 To finance the capital strategy, a variety of funding sources, such as capital receipts, capital reserves, revenue contributions, S106 contributions and

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borrowing will be required. Unless the Council is able to generate capital receipts, it will need to borrow from its own internal resources, or the market. Any borrowing will have a direct impact on the revenue budget, as there is a requirement to charge a minimum revenue provision (MRP) for the use of borrowing. The impact of MRP is included within the revenue budget outlined in this report.

6.4 Growth included within the revenue budget for 2015-16 also supports the delivery of the Corporate Plan. The growth arising from investment in services to meet the Corporate Plan for 2016-17 to 2018-19 has been included in the medium term financial plan. The main areas of investment to support our corporate plan include:

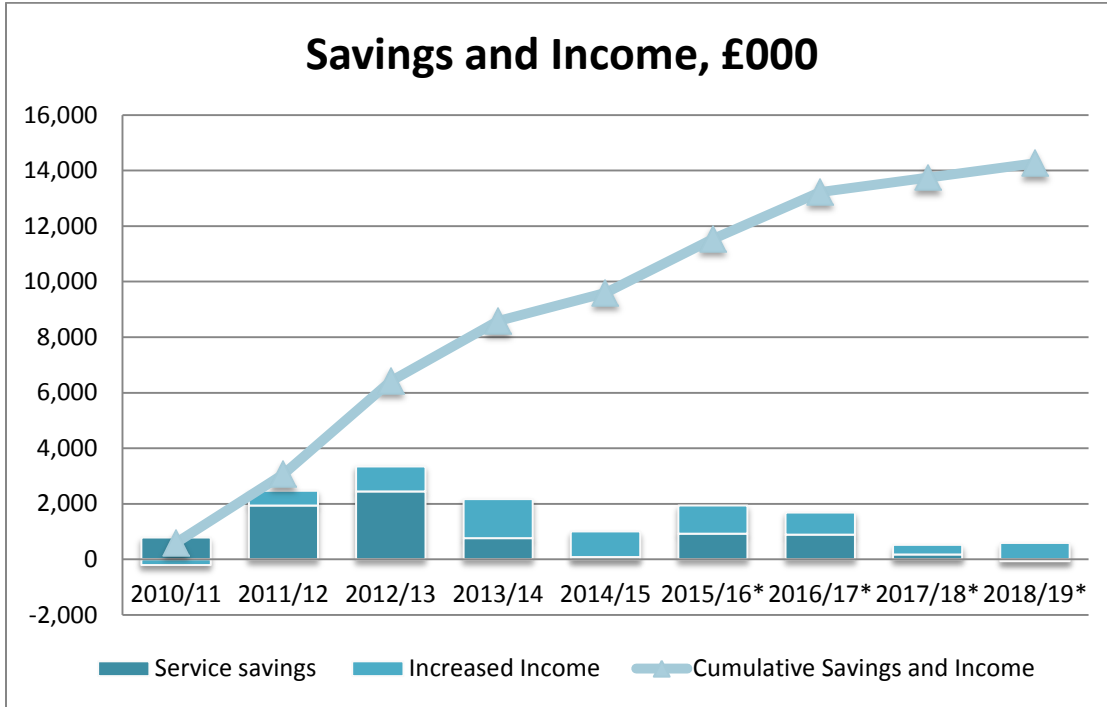
- Investment in our waste and recycling services
- Investment to support improvement in our customer services
- Continued investment in the family support programme
- Further infrastructure modelling and consultation relating to the local plan
- Investment in upgrading facilities at Woodbridge Road Sports Ground
- Investment in our parks

7. Savings and Income

7.1 As part of the drive to continue to deliver services with fewer resources, the Council is undertaking a transformation programme to remodel services, achieve savings and increase income to achieve a sustainable financial future. In addition, we undertook a business planning exercise in 2015-16 to identify transformation and other savings for the medium term. Since 2010-11, the Council has generated a total of £6.0 million in savings and £3.6 million in additional income.

7.2 The budget includes further savings and additional income proposals of £2 million for 2015-16 and the medium term financial plan assumes a further £2.4 million savings and additional income can be achieved between 2016-17 and 2018-19, which were identified from the business planning process undertaken in 2015-16.

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8. Medium Term Financial Strategy

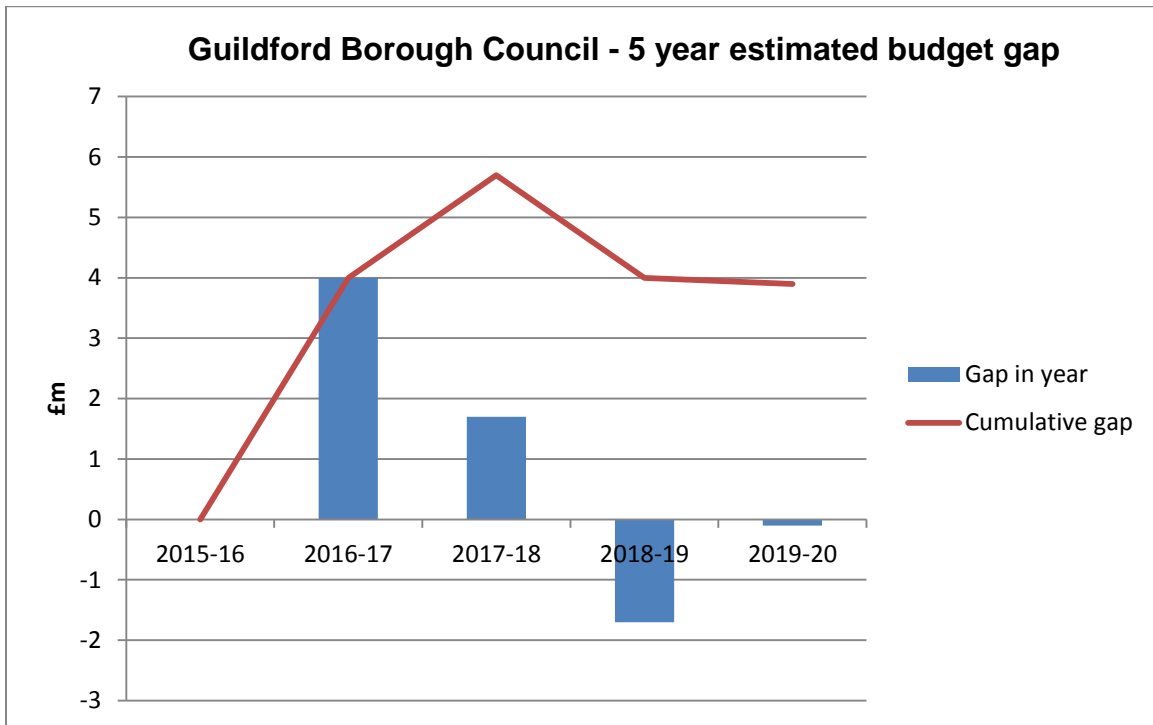
- 8.1 The medium term financial strategy (MTFS) (attached at **Appendix 1A**) provides a framework within which we will prepare annual spending plans. In essence, it sets a framework for our spending plans and use of resources over the medium term, ensuring that we have a sustainable financial future. Adopted by the Executive for the first time for the 2009-10 financial year, it has provided a framework that has enabled officers to focus on the delivery of savings without impacting on service levels or quality.
- 8.2 We have reworked the financial projections to 2018-19 at a summary level, but many of the assumptions (for example, interest rate movements) in reality could be significantly different.
- 8.3 Officers prepared the medium term figures using the assumptions in the table below. The Executive approved the first six assumptions at its meeting on 22 July 2014. These assumptions are for outline planning purposes only and will be reviewed and updated before detailed estimates are prepared for each financial year.

	2016-17	2017-18	2018-19
General Inflation allowance in budget	1.5%	2.0%	2.0%
Payroll	1.5%	2.0%	2.0%
Income	4%	3.6%	3.8%

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	2016-17	2017-18	2018-19
Council Tax increase	1.9%	1.9%	1.9%
Business Rates Inflation	3.3%	3.6%	3.8%
Revenue Support Grant (RSG)	-37%	-47%	-50%
Average interest rate	1.69%	2.20%	2.33%

- 8.4 Approved capital expenditure is built into the cash flow projections. The statutory MRP relating to the capital financing requirement (the underlying need to borrow) has been built in with reference to the life of the assets involved, in accordance with the MRP policy within the Treasury Management Strategy.
- 8.5 There is a gap between projected income and expenditure over the period 2016-17 to 2018-19 as demonstrated below.



- 8.6 We estimate that the funding gap totals approximately £4 million over the plan period (to 2018-19. It includes an assumed 87% (£1.8 m) reduction in RSG over the period to 2019-20. The exact gap is hard to identify due to the government's next Comprehensive Spending Review, which will impact from 2016, and should give more information about the level of reduction in government support, including RSG.

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8.7	The principal causes of the budget gap are follows:	£million
	RSG Reduction	£0.775
	Inflation	£0.890
	Employers National Insurance increase	£0.675
	Net growth in services	£0.260
	<u>Increase in provision for debt repayment (MRP)</u>	<u>£1.400</u>
	Total	£4.000

8.8 As part of our Corporate Plan, it is likely that we will undertake the redevelopment of North Street in the next 3-5 years. During the redevelopment scheme, we expect that our income from business rates will fall. We have planned to mitigate the loss and spread the impact of the reduction in income over time. As a result, our medium term financial plan assumes that we will contribute our share of business rate levy into a business rate equalisation reserve in 2015-16 to offset future reductions. During the development phase of the project, we will transfer funds from the reserve to support the revenue budget. Once development is completed, we should experience a growth in business rates.

8.9 As outlined in paragraph 7.2 above, the medium term budget gap already assumes that £2.4 million savings and additional income proposals (put forward as part of the 2015-16 business planning process) identified for 2016-17 to 2018-19 can be achieved. There is a risk that if the savings and income proposals are not achieved then the budget gap will be higher.

8.10 The Council is continuing to pursue a programme of transformation to address the budget gap and ensure a financially sustainable future. The transformation programme has three strands:

- i. Commercial / traded services
- ii. Asset investment
- iii. Fundamental service reviews.

8.11 All of these figures are subject to further scrutiny and will be revised as the budget process for 2016-17 to 2019-20 proceeds and further information becomes available. Any action taken to close the gap in one year will benefit future years (assuming that it is not a one-off saving).

9. Robustness of Estimates

9.1 The budget process was started in July 2014 and the inflation assumptions outlined in paragraph 8.3 above were used in the preparation of the 2015-16 estimates outlined in the budget report.

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- 9.2 Staffing costs have been included on the basis of the Full Time Equivalents (FTEs) included within the establishment and charged to the General Fund (approximately 703).
- 9.3 A composite loss allowance of 1.5% has been assumed for the council tax base, the same as used in 2014-15.
- 9.4 The effects of the capital programmes have been taken into account both in the revenue budget and in predicting cash flow for investment purposes. For the purposes of calculating interest on balances, the average base rate has been assumed to be 0.5%. The impact of longer-term investments made in order to protect the Council's investment income means that an average rate for in-house investments of 0.79% has been assumed and a weighted average return of 3.32% has been assumed on externally managed investments. Interest rate predictions remain extremely uncertain.
- 9.5 Service level risk assessments are in place for major areas. The corporate risks are included in the corporate risk register, whilst service risk registers are available on the intranet along with comprehensive guidance about how to identify and score risks. For the first time in 2015-16, we have compiled a financial risk register which is reported in this budget book. This will outline the main financial risks the Council will face in terms of operating within its budget for 2015-16.
- 9.6 The Joint Scrutiny Committee considered the budget at its meeting on 13 November and the Executive at its meetings on 25 November 2014 and 20 January 2015.
- 9.7 The assets review programme currently underway may identify some assets that could be disposed of, but none is expected to be of significant value individually to generate capital receipts.
- 9.8 Looking forward, based on our current assumptions, we predict a significant budget deficit over the outline period (to March 2019) as outlined in paragraphs 8.6 to 8.9. Action to address the deficit is underway as outlined in paragraph 8.10; however, this remains a significant challenge for the Council.
- 10. Adequacy of reserves and balances**
- 10.1 The value of General Fund revenue reserves as at 1 April 2014 was £20.3 million. The estimated value of all revenue reserves over the plan period is:

	GF revenue reserves (£m)
31 March 2015	15.2
31 March 2016	15.6

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	GF revenue reserves (£m)
31 March 2017	14.5
31 March 2018	14.8
31 March 2019	16.2
31 March 2020	16.5

- 10.2 The figures include some earmarked reserves held for specific purposes (for example, Insurance) which cannot be used to support the council tax or capital schemes. This approach, which enables the Council to even out the impact of significant costs, is considered prudent.
- 10.3 The General Fund revenue balance is maintained at £3.75 million, which is considered an adequate level.

11. Budget risks

- 11.1 The Council faces many risks to the successful delivery of a balanced budget. The major ones are explained below.
- 11.2 **The economic situation.** Particular consideration will need to be given to the following in the budget proposals:
- Loss of interest from investments arising from bank base rates remaining at a low level for longer than expected
 - Increase in housing benefit claimants and bad debts
 - Potential increase in homelessness
 - Loss of income from fees and charges
 - Loss of rental income on investment properties
 - Higher than expected cuts in central government support following the 2015 general election
- 11.3 **Delivery of savings and income.** The Council has embarked on a transformation programme to deliver savings and generate income required to balance the budget. There is a risk that the programme will not be delivered on target.
- 11.4 **Welfare Reform.** We have retained the Local Council Tax Support Scheme (LCTSS) of 2014-15 for 2015-16, with a minor amendment. Although we did not make any changes to the LCTSS for 2015-16, some residents may find themselves in financial difficulty as a delayed reaction to the savings in the national welfare budget. In addition, there will be further welfare reforms in the future, which are likely to influence the support we are able to offer council tax payers. Although the number of claims is currently stable, any increase in take-up of the scheme is a direct cost to the General Fund, as we no longer receive a direct grant linked to expenditure levels.

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- 11.5 Universal credit, which will replace housing benefit, is still expected to come into effect. Key staff may decide to look for other jobs and leave whilst the Council is managing the run down to 2017 (when housing welfare costs are earmarked for removal from Council business). It is possible that new burdens grant funding will not cover all of the Council's run-down expenses (for example communications strategy and redundancy costs) and the council will have to fund a shortfall.
- 11.6 The welfare changes will also affect the Council through their effects on vulnerable people where there is likely to be an increase in demand for services such as homelessness and housing advice.
- 11.7 Businesses and Council Tax payers now have the right to request payment of their bill by 12 instalments instead of 10. If large numbers of payers take this option it will adversely affect cash flow and therefore interest receipts.
- 11.8 **Business rates retention scheme.** There continues to be volatility in our business rate income due to voids, appeals, revaluations and bad debts. This uncertainty makes it difficult to budget accurately for business rate income and close monitoring through the year is crucial to identify any shortfalls at an early stage. If a large business chose to close or relocate away from Guildford, it would adversely affect our income.
- 11.9 **CSR 2015.** It is clear from the continued economic difficulties experienced in the UK, Europe and the USA and the statements made by the Chancellor of the Exchequer in the 2014 autumn statement that the 2015 CSR will bring further government funding reductions for local authorities.
- 11.10 The Council is likely to embark on two major regeneration schemes during the medium term budget period; North Street and Slyfield. Taking both schemes forward will have significant financial risks for the Council. Officers are currently looking at alternative legal structures to help us manage those risks.
- 11.11 **Armed Forces Day National Event.** Guildford Borough Council is hosting the national event in June 2015. There is a risk that additional funding will be required, from the Council's reserves, to support the event if costs exceed estimate or sponsorship and income falls below expectations.
- 12. Conclusion**
- 12.1 The Council faces many challenges over the medium term. We have an exciting and ambitious corporate plan and will continue to have a high demand for some of our services, particularly relating to welfare and environmental services. Continued significant reductions in government funding mean that we have a gap between projected expenditure and funding that we will have to address. We intend to do this through projects such as commercialisation and traded services, asset investment and fundamental service reviews.

Sue Sturgeon, Managing Director and Chief Finance Officer

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CFO report – Appendix 1 – Medium Term Financial Strategy Framework

Revenue

1. To set an annual revenue budget and a council tax that is increased by less than the prevailing rate of inflation, as measured by RPI (X).
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 conduct a business planning exercise 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 £3.75 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. A 10-year capital strategy or vision will be prepared to include the impact of some of our long term strategic projects.
13. We will review each year how the capital programme is to be funded in relation to capital receipts, revenue or earmarked reserves.
14. 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.
15. 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.

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Movement in General Fund net budget - summary

The major reasons for the change between the 2014-15 and 2015-16 General Fund net budget (excluding Parish precepts) are as follows:

	£000
Net Budget 2014-15 (excl Parish Precepts)	41,828
Inflation & other adjustments	338
Unavoidable adjustments & commitments	609
Business Rates Retention Scheme	890
Net effect of interest rate and cash flow movements	(109)
Revenue effects of financing capital expenditure	56
Transfers to reserves	628
Investment in services	1,374
Non-specific government grants	(102)
Increased income	(1,272)
Efficiency savings	(746)
Net Budget 2015-16 (excl Parish Precepts)	43,494
Increase in net budget	1,666

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GENERAL FUND BUDGET BOOK 2015-16**

Movement in General Fund net budget – detail

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

	2014-15 net budget	Inflation & other adjustments	Unavoidable adjustments & commitments	Net effect of interest rate & cash flow movements	Investment in Services	Increased income	Efficiency savings	Business Rates Retention Scheme	Revenue effects of financing capital expenditure	Transfers to reserves	Non-specific government grants	2015-16 net budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Service units												
<i>Development</i>												
Economic Development	(2,238)	(107)	-	-	301	(772)	-	-	-	-	-	(2,816)
Planning	2,978	232	-	-	289	(223)	-	-	-	-	-	3,276
<i>Environment</i>												
Operational	1,847	(224)	480	-	20	(223)	(248)	-	-	-	-	1,652
Parks and Leisure	5,334	448	-	-	244	(265)	(25)	-	-	-	-	5,736
<i>Financial Services</i>												
Financial Services	2,854	(158)	-	-	-	202	186	-	-	-	16	3,100
Revenue and Payments	622	107	-	-	45	(12)	(49)	-	-	-	126	839
<i>Governance and Monitoring</i>												
Legal and	1,774	61	129	-	-	-	-	-	-	-	24	1,988

**GUILDFORD BOROUGH COUNCIL
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	2014-15 net budget	Inflation & other adjustments	Unavoidable adjustments & commitments	Net effect of interest rate & cash flow movements	Investment in Services	Increased income	Efficiency savings	Business Rates Retention Scheme	Revenue effects of financing capital expenditure	Transfers to reserves	Non-specific government grants	2015-16 net budget
Democratic					-					-		
<i>Housing and Health</i>												
Health and Community Care	3,099	165	-	-	73	22	(31)	-	-	-	-	3,328
Housing Advice	1,386	12	-	-	15	-	(49)	-	-	-	-	1,364
Neighbourhood and Housing Management	370	148	-	-	29	(1)	-	-	-	-	-	546
<i>Organisational Development</i>												
Business Systems	74	(118)	-	-	300	-	(300)	-	-	-	-	(44)
Corporate Development	1,825	(27)	-	-	47	-	-	-	-	-	-	1,845
Human Resources	17	(11)	-	-	11	-	(200)	-	-	-	-	(183)
Total service unit level	19,942	528	609	-	1,374	(1,272)	(716)	-	-	-	166	20,631
Depreciation (contra to service unit budgets)	(5,791)	(1,161)	-	-	-	-	-	-	-	-	-	(6,952)
Service Unit Level excl	14,151	(633)	609	-	1,374	(1,272)	(716)	-	-	-	166	13,679

**GUILDFORD BOROUGH COUNCIL
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	2014-15 net budget	Inflation & other adjustments	Unavoidable adjustments & commitments	Net effect of interest rate & cash flow movements	Investment in Services	Increased income	Efficiency savings	Business Rates Retention Scheme	Revenue effects of financing capital expenditure	Transfers to reserves	Non-specific government grants	2015-16 net budget
depreciation												
External Interest	(706)	-	-	(145)	-	-	-	-	-	-	-	(851)
Minimum Revenue Provision	450	-	-	-	-	-	-	-	56	-	-	506
<i>Revenue Contributions to Capital Outlay (RCCO)</i>												
Met from: Reserves	971	1,109	-	-	-	-	-	-	-	-	-	2,080
Total before transfers to and from reserves	14,866	476	609	(145)	1,374	(1,272)	(716)	-	56	-	166	15,414
Transfers to and from reserves	1,067	(138)	-	36	-	-	(30)	-	-	628	-	1,563
Total after transfers to and from reserves	15,933	338	609	(109)	1,374	(1,272)	(746)	-	56	628	166	16,977

**GUILDFORD BOROUGH COUNCIL
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	2014-15 net budget	Inflation & other adjustments	Unavoidable adjustments & commitments	Net effect of interest rate & cash flow movements	Investment in Services	Increased income	Efficiency savings	Business Rates Retention Scheme	Revenue effects of financing capital expenditure	Transfers to reserves	Non-specific government grants	2015-16 net budget
Business Rates Retention Scheme payments												
Business rates tariff	27,534	-	-	-	-	-	-	526	-	-	-	28,060
Business rates levy	555	-	-	-	-	-	-	324	-	-	-	879
Non specific government grants												
s31 grant re BRR scheme	(683)	-	-	-	-	-	-	40	-	-	-	(643)
New Homes Bonus	(1,511)	-	-	-	-	-	-	-	-	-	(268)	(1,779)
GUILDFORD BOROUGH COUNCIL NET BUDGET	41,828	338	609	(109)	1,374	(1,272)	(746)	890	56	628	(102)	43,494

**GUILDFORD BOROUGH COUNCIL
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Investment in services included in the 2015-16 budget

Bid No.	Main Corporate Plan Theme	Service Unit	SCHEME	2015-16	2016-17	2017-18	2018-19
				£	£	£	£
HCC - Rev 02	Developing the Council	Health & Community Care	Enhanced legionella prevention measures	60,000	60,000	60,000	60,000
PL - Cap 26	Developing the Council	Parks & Leisure Services	Woodbridge Road sports ground (revenue consequences of cap scheme)	70,000	0	0	0
NHM - Rev 02	Developing the Council	Neighbourhood & Housing Management (GF)	Increased mechanical and electrical engineering capacity	25,000	25,000	25,000	25,000
RP - Rev 01	Developing the Council	Revenue & Payment Services	Procurement officer - 2 year contract	45,430	45,430	0	0
BS - Rev 02	Developing the Council	Business Systems	Customer Service Improvement	120,000	60,000	60,000	60,000
HR - Rev 03	Developing the Council	Human Resources	Introduction of talent and succession planning and self service software - revenue implications	7,000	7,000	7,000	7,000
CD - Rev 03	Developing the Council	Corporate Development	Additional resources for Internal Audit	42,600	42,600	42,600	42,600
Plan - Rev 03	Development	Planning	Local Plan	288,500	217,000	0	0
ED - Rev 11	Economy	Economic Development	Visitor strategy delivery budget	55,000	35,000	35,000	35,000
ED - Rev 05	Economy	Economic Development	Display and presentation improvements at Guildford House	18,000	0	0	0
ED - Rev 08	Economy	Economic Development	Guildhall review recommendations	24,400	3,800	3,860	3,920
ED - Rev 04	Economy	Economic Development	Conservation management plan for Guildford House and the Guildhall	0	50,000	0	0
ED - Rev 07	Economy	Economic Development	Feasibility study of improvements - Guildford House and the Guildhall	0	0	20,000	0
PL - Cap 19	Infrastructure	Parks & Leisure Services	Replacement roof and steel repairs at Spectrum (revenue consequences of cap scheme).	0	1,000,000	600,000	0
ED - Cap 08	Society	Economic Development	Guildford heart of heritage - development phase	5,970	2,520	0	0
HCC - Rev 01	Society	Health & Community Care	Delivering the public health work plan.	10,000	0	0	0
PL - Cap 04	Society	Parks & Leisure Services	Troughs & baskets (rev consequences of cap scheme).	7,500	7,500	7,500	7,500
ED - Rev 02	Society	Economic Development	Access to collections	15,300	16,700	0	0
PL - Cap 02	Sustainability	Parks & Leisure Services	Stoke Park Infrastructure (revenue consequences of cap scheme).	20,000	40,000	20,000	65,000
PL - Rev 03	Sustainability	Parks & Leisure Services	Playground infrastructure maintenance fund	20,000	20,000	20,000	20,000
PL - Rev 04	Sustainability	Parks & Leisure Services	SANGS Officer	48,150	48,150	48,150	0
PL - Rev 02	Sustainability	Parks & Leisure Services	Parks and Leisure reserve fund	75,000	100,000	150,000	200,000
OS - Rev 03	Sustainability	Operational Services	Fly tipping	20,000	20,000	20,000	20,000
OS - Rev 02	Sustainability	Operational Services	Property growth - waste service provision	0	0	150,000	150,000
				977,850	1,800,700	1,269,110	696,020

**GUILDFORD BOROUGH COUNCIL
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Savings and additional income included in 2015-16 budget

Service Unit	Corporate Plan Theme	Project Name	Project Description	Savings 2015/16 (£)	Income 2015/16 (£)	Savings 2016/17 (£)	Income 2016/17 (£)	Savings 2017/18 (£)	Income 2017/18 (£)	Savings 2018/19 (£)	Income 2018/19 (£)
Business Systems	Developing your Council	Customer Service Improvement	Complete the implementation of the Customer Service Improvement plans agreed by Executive as part of the Customer Service Improvement Strategy. Savings will accrue across the organisation from a higher number of automated transactions and consolidation of some work in the Customer Service Centre.	(250,000)	0	(500,000)	0	(500,000)	0	(500,000)	0
Business Systems	Developing your Council	Flexible office	Change office space to provide flexible multi-tenant environment supporting modern flexible and project working methods. Costs are included in budgets.	0	0	0	(50,000)	0	(50,000)	0	(50,000)
Business Systems	Developing your Council	Office services catering	Office services Fundamental Service Review identified savings from catering at Millmead. The project is now part of the Millmead refurbishment project	(50,000)	0	(50,000)	0	(50,000)	0	(50,000)	0
Business Systems	Developing your Council	Shared business systems	Make use of new cloud based technologies to develop multi-tenant system platforms transforming ICT into a utility based consumer model.	0	0	(50,000)	0	(75,000)	0	(100,000)	0
Corporate Development	Developing your Council	Reviews of essential car user allowance and Staff Parking	Review staff parking at Millmead and essential car user allowances and consider options to save/generate income.	(50,000)	0	(50,000)	0	(50,000)	0	(50,000)	0
Corporate Development	Developing your Council	Website CMS and Hosting	Investigate and introduce new options for the hosting and Content Management System of the website	0	0	(30,000)	0	(30,000)	0	(30,000)	0

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Service Unit	Corporate Plan Theme	Project Name	Project Description	Savings 2015/16 (£)	Income 2015/16 (£)	Savings 2016/17 (£)	Income 2016/17 (£)	Savings 2017/18 (£)	Income 2017/18 (£)	Savings 2018/19 (£)	Income 2018/19 (£)
Health and Community Care	Developing your council	Review of West Hub Arrangements	Review of West Hub Arrangements	0	0	0	0	0	0	(30,000)	0
Health and Community Care	Developing your Council	Private Sector Housing – Fundamental Service Review	Complete a Fundamental Service Review of Private Sector Housing	0	0	(5,000)	0	0	0	0	0
Health and Community Care	Developing your Council	Lean review of Licensing Service - Service Support	Review of service support once the Tascomi system is fully implemented	0	0	(5,000)	0	(5,000)	0	0	0
Health and Community Care	Developing your Council	Environmental Health and Private Sector Housing Services - Mobile working	Introduce mobile working using Tascomi system. To be financed from IT renewals fund	0	0	0	0	(1,000)	0	(1,000)	0
Health and Community Care	Developing your Council	Licensing Service Fundamental Service Review (FSR)	Complete and implement a Fundamental Service Review of Licensing services	(15,000)	0	(25,000)	0	0	0	0	0
Human Resources	Developing your Council	Corporate Staff Savings target	Increase in vacancy allowance to reflect ongoing management of the establishment and natural turnover of staff	(150,000)	0	(150,000)	0	(150,000)	0	(150,000)	0
Operational Services	Developing your Council	Advertising and Sponsorship review	Revenue generated from advertising on various Council assets	0	(50,000)	0	(100,000)	(100,000)	0	(100,000)	0
Operational Services	Developing your Council	Parking Services Fundamental Service Review (FSR)	Fundamental Service Review of Parking Services.	0	0	(20,000)	0	(20,000)	0	(20,000)	0

**GUILDFORD BOROUGH COUNCIL
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Service Unit	Corporate Plan Theme	Project Name	Project Description	Savings 2015/16 (£)	Income 2015/16 (£)	Savings 2016/17 (£)	Income 2016/17 (£)	Savings 2017/18 (£)	Income 2017/18 (£)	Savings 2018/19 (£)	Income 2018/19 (£)
Parks and Leisure	Developing your Council	Crematorium Vault expansion	Estimated income from additional vaults	0	(5,000)	0	(5,000)	0	(5,000)	0	(5,000)
Parks and Leisure	Developing your Council	Bereavement Services Review	Increase in fee income following crematorium rebuild and improvement to services and facilities	0	0	0	0	0	0	0	(340,000)
Parks and Leisure	Developing your Council	Parks Service Challenge and FSR	Net income/reduced costs from establishment of a business development post and review of the effectiveness of the Parks & Countryside operation following a fundamental service review.	(25,000)	0	(45,000)	0	(60,000)	0	(60,000)	0
Revenue and Payments	Developing your Council	Automation of Revenues and Payments service	Open Access project	0	0	0	(20,000)	0	(50,000)	0	(80,000)
Revenue and Payments	Developing your Council	Automation of Revenues and Payments service	Further efficiencies from automation of the Income Management System and cheque processing	0	0	(14,000)	0	(14,000)	0	(14,000)	0
Revenue and Payments	Developing your Council	Benefits Analyst post	Non replacement of post	(36,460)	0	0	0	0	0	0	0
Revenue and Payments	Developing your Council	Cessation of paper application forms	Electronic forms - saving on printing costs	(6,000)	0	(6,000)	0	(6,000)	0	(6,000)	0
Revenue and Payments	Developing your Council	Payroll/Insurance Service	Review of the future of payroll/insurance service and resilience	0	0	(20,000)	0	(20,000)	0	(20,000)	0
Revenue and Payments	Developing your Council	Council Tax debt factoring	Factoring old Council Tax debts - this will be income to the Collection Fund.	0	0	0	(19,500)	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
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Service Unit	Corporate Plan Theme	Project Name	Project Description	Savings 2015/16 (£)	Income 2015/16 (£)	Savings 2016/17 (£)	Income 2016/17 (£)	Savings 2017/18 (£)	Income 2017/18 (£)	Savings 2018/19 (£)	Income 2018/19 (£)
Revenue and Payments	Developing your Council	Council Tax and Business Rates - annual billing	Annual billing printing - reduction in contract price	(7,000)	0	(7,000)	0	(7,000)	0	(7,000)	0
Housing Advice	Development	Affordable housing development	Review of resources required to support the housing development and enabling function.	(9,000)	0	(9,000)	0	(9,000)	0	(9,000)	0
Planning Services	Development	Increase in income from pre-application advice	Increase pre-application fee income to £80,000 in 15-16, £100,000 in 16-17, £120,000 in 17-18 and £140,000 in 18-19	0	(25,000)	0	(20,000)	0	(20,000)	0	(20,000)
Planning Services	Development	Increase in income from planning fees	Increase planning fee income to £900k in 2015-16, £1m in 16-17, £1.1m in 17-18 and £1.2m in 18-19 arising from recent government fee increase and continued improvement in market activity	0	(220,000)	0	(320,000)	0	(420,000)	0	(520,000)
Economic Development	Economy	Asset Investment Strategy	Purchase of new property investment assets to achieve the Council's Economic Strategy and generate additional revenue income. Revenue implication of capital scheme - total additional income target of £1.2 million (from £25 million capital investment).	0	(700,000)	0	(500,000)	0	0	0	0
Economic Development	Economy	Reduce sponsorship and event management activities	Seek to self-finance in the future	0	0	(20,000)	0	(20,000)	0	(20,000)	0
Economic Development	Economy	Visitor Economy Strategy	Implementation of Visitor Economy Strategy including Visit Guildford Web site and funding for projects.	0	0	0	(15,000)		(15,000)	0	(15,000)

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Service Unit	Corporate Plan Theme	Project Name	Project Description	Savings 2015/16 (£)	Income 2015/16 (£)	Savings 2016/17 (£)	Income 2016/17 (£)	Savings 2017/18 (£)	Income 2017/18 (£)	Savings 2018/19 (£)	Income 2018/19 (£)
Parks Leisure	Infrastructure	Investigate Car Park management options	Review of Parks parking restrictions at Stoke Park etc	0	0	0	(500)	0	(1,000)	0	(1,000)
Parks Leisure	Infrastructure	Northside drainage scheme	Match funding	0	0	0	(3,000)	0	0	0	0
Parks Leisure	Infrastructure	Replacement roundabout planters	Ensure SLA standards and additional income as a result of capital scheme to replace planters.	0	(9,000)	0	0	0	0	0	0
Health and Community Care	Society	Community Transport Fleet	Procurement of replacement Community Transport fleet and reduction by two vehicles	(16,000)	0	0	0	0	0	0	0
Health and Community Care	Society	Licensing Policy review	Implement a caravan site licensing scheme	0	0	(1,000)	0	0	0	0	0
Housing Advice	Society	Employment, Training, Housing Options and Support (ETHOS)	ETHOS - 50% of cost to be charged to the Housing Revenue Account to reflect the support to tenants	(10,000)	0	(10,000)	0	(10,000)	0	(10,000)	0
Neighbourhood, Housing and Management Services	Society	Gypsy public pitch	Provision of single public pitch at Wyke Avenue, Normandy.	0	(1,450)	0	(1,450)	0	(1,450)	0	(1,450)
Parks Leisure	Society	Woodbridge Road sports ground	Transfer of asset to community company	0	0	(106,000)	0	(126,000)	0	(126,000)	0
Revenue and Payments	Society	Business rates	Review of the Discretionary Relief Scheme	0	0	0	0	(10,000)	0	(20,000)	0

**GUILDFORD BOROUGH COUNCIL
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Service Unit	Corporate Plan Theme	Project Name	Project Description	Savings 2015/16 (£)	Income 2015/16 (£)	Savings 2016/17 (£)	Income 2016/17 (£)	Savings 2017/18 (£)	Income 2017/18 (£)	Savings 2018/19 (£)	Income 2018/19 (£)
Revenue and Payments	Society	Local Council Tax support	Review of the Local Council Tax Support Scheme - any saving will be achieved through Collection Fund/tax base changes.	0	0	(10,000)	0	(20,000)	0	(30,000)	0
Revenue and Payments	Society	Local Council Tax Support Scheme - hardship fund	Finance hardship budget from reserve set up by lower use of budget in previous year	(30,000)	0	(30,000)	0	(30,000)	0	0	0
Revenue and Payments	Society	Welfare reform - Single Fraud Investigation Service (SFIS)	Transfer of Housing Benefit anti-fraud service to the Department for Work and Pensions w.e.f 1 November 2015.	(30,000)	0	(70,000)	0	(70,000)	0	(70,000)	0
Corporate Development	Sustainability	Renewables Projects	Implement recommendations from the Renewables Mapping exercise in 2014-15.	0	0	(3,000)	0	(7,000)	0	(7,000)	0
Corporate Development	Sustainability	Woking Road Depot energy reduction	Use of Salix fund to implement energy efficient measures including implementation of measures from review of Woking Road Depot.	0	0	(18,000)	0	(18,000)	0	(18,000)	0
Operational Services	Sustainability	Relighting York Road, Farnham Road and Castle Street Car Parks	To replace the existing lights with LED lights to reduce energy and produce savings	0	0	(45,000)	0	(45,000)	0	(45,000)	0
Operational Services	Sustainability	Environmental services restructure	Staff restructure within Environmental Services	(148,000)	0	(148,000)	0	(148,000)	0	(148,000)	0

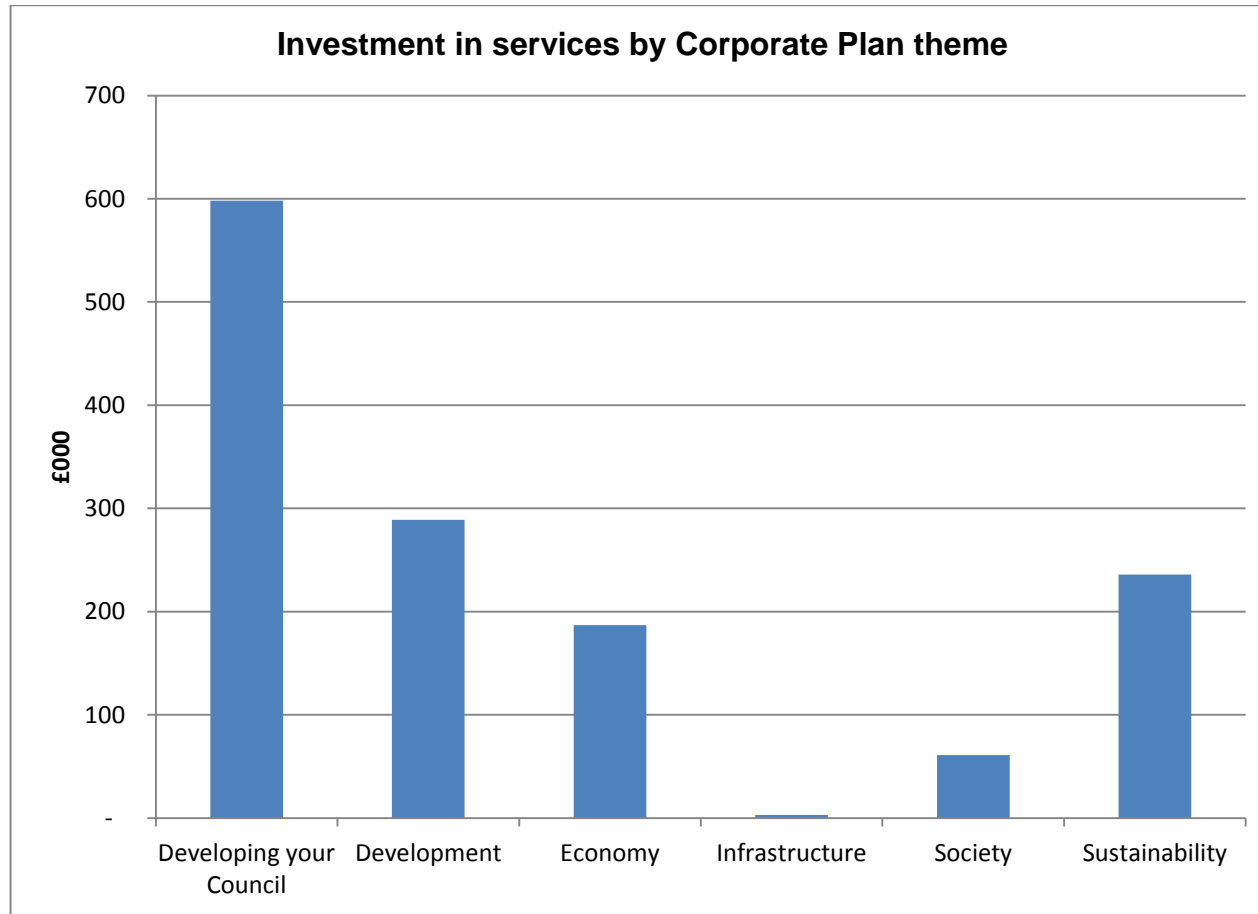
**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Service Unit	Corporate Plan Theme	Project Name	Project Description	Savings 2015/16 (£)	Income 2015/16 (£)	Savings 2016/17 (£)	Income 2016/17 (£)	Savings 2017/18 (£)	Income 2017/18 (£)	Savings 2018/19 (£)	Income 2018/19 (£)
Operational Services	Sustainability	Street Cleaning Fundamental Service Review	Following a fundamental service review of our Street Cleansing service we identified growth to manage an increase in fly tipping activity and savings relating to staffing	(100,000)	0	(100,000)	0	(100,000)	0	(100,000)	0
Grand Total				(932,460)	(1,010,450)	(1,547,000)	(1,054,450)	(1,701,000)	(562,450)	(1,741,000)	(1,032,450)

20% non-achievement allowance 186,490 202,090

(745,970) (808,360)

**GUILDFORD BOROUGH COUNCIL
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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Summary – gross expenditure and income

Actual 2013-14 Net Exp. £		Estimate 2015-16 Gross Exp. £	Estimate 2015-16 Gross Inc. £	Estimate 2015-16 Net Exp. £
	Service units			
	<i>Development</i>			
(1,328,206)	Economic Development	6,167,560	(8,989,250)	(2,821,690)
2,967,630	Planning	5,120,670	(1,850,920)	3,269,750
	<i>Environment</i>			
1,635,878	Operational	22,619,270	(20,968,390)	1,650,880
4,799,781	Parks and Leisure	10,734,410	(5,008,350)	5,726,060
	<i>Financial Services</i>			
339,299	Financial Services	4,132,400	(1,026,240)	3,106,160
647,523	Revenue and Payments	40,614,850	(39,775,220)	839,630
	<i>Governance and Monitoring</i>			
1,915,347	Legal and Democratic	3,414,020	(1,417,390)	1,996,630
	<i>Housing and Health</i>			
3,268,933	Health and Community Care	5,650,810	(2,323,000)	3,327,810
1,762,460	Housing Advice	1,586,480	(222,500)	1,363,980
533,895	Neighbourhood and Housing Management	4,130,850	(3,580,770)	550,080
	<i>Organisational Development</i>			
206,910	Business Systems	4,761,140	(4,804,330)	(43,190)
1,899,688	Corporate Development	2,897,210	(1,052,230)	1,844,980
(12,903)	Human Resources	597,050	(776,660)	(179,610)
18,636,235	Total service unit level	112,426,720	(91,795,250)	20,631,470
(6,678,471)	Depreciation (contra to service unit budgets)	0	(6,952,020)	(6,952,020)
11,957,764	Service Unit Level excl depreciation	112,426,720	(98,747,270)	13,679,450
(906,887)	External Interest	274,200	(1,125,540)	(851,340)
174,790	Minimum Revenue Provision	506,330	0	506,330
(31,724)	Revenue income from sale of assets	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)			
0	Met from: Capital Schemes Reserve	0	0	0
0	Other Reserves	2,080,000	0	2,080,000
541,000	General Fund	0	0	0
11,734,943	Total before transfers to and from reserves	115,287,250	(99,872,810)	15,414,440
	Transfers to and from reserves			
	Capital Schemes			
0	Funding of Revenue Contribution to Capital Outlay	0	0	0
0	Contribution in Year	0	0	0
542,729	Business rates equalisation	1,847,514	0	1,847,514
623,130	Car Park Maintenance	591,590	(697,000)	(105,410)
15,000	Election Costs	15,000	(129,170)	(114,170)
23,334	Energy Management Schemes	17,580	(234,000)	(216,420)
146,990	Housing Revenue Account	259,170	0	259,170
(32,667)	Insurance	0	0	0
311,342	IT Renewals	427,580	(515,000)	(87,420)
(90,128)	Invest to Save	250,000	(55,000)	195,000
(42,747)	Local Authority Business Growth Incentive	0	(281,000)	(281,000)
1,077,060	New Homes Bonus	778,815	0	778,815
105,490	On Street Parking	0	(18,650)	(18,650)
123,860	Pensions (Statutory)	0	0	0
146,659	Spectrum	171,880	(243,000)	(71,120)
1,181,953	Other reserves	87,930	(711,690)	(623,760)
15,866,948	Total after transfers to and from reserves	119,734,309	(102,757,320)	16,976,989
	Business Rates Retention Scheme payments			
27,007,513	Business rates tariff	28,059,754	0	28,059,754
531,453	Business rates levy	879,482	0	879,482
	Non specific government grants			
(323,105)	s31 grant re BRR scheme	0	(643,239)	(643,239)
(1,214,587)	New Homes Bonus	0	(1,779,365)	(1,779,365)
41,868,222	GUILDFORD BOROUGH COUNCIL NET BUDGET	148,673,545	(105,179,924)	43,493,621
1,224,407	Parish Council Precepts	1,406,405	0	1,406,405
43,092,629	TOTAL NET BUDGET	150,079,950	(105,179,924)	44,900,026
(30,153,137)	Business rates - retained income	0	(32,066,981)	(32,066,981)
(3,845,515)	Revenue support grant	0	(2,079,187)	(2,079,187)
0	Collection Fund (surplus)/deficit - Business Rates	0	(766,888)	(766,888)
(30,802)	Collection Fund surplus - Council Tax	0	(256,915)	(256,915)
9,063,175	COUNCIL TAX REQUIREMENT	150,079,950	(140,349,895)	9,730,055

GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET BOOK 2015-16

Summary – net expenditure

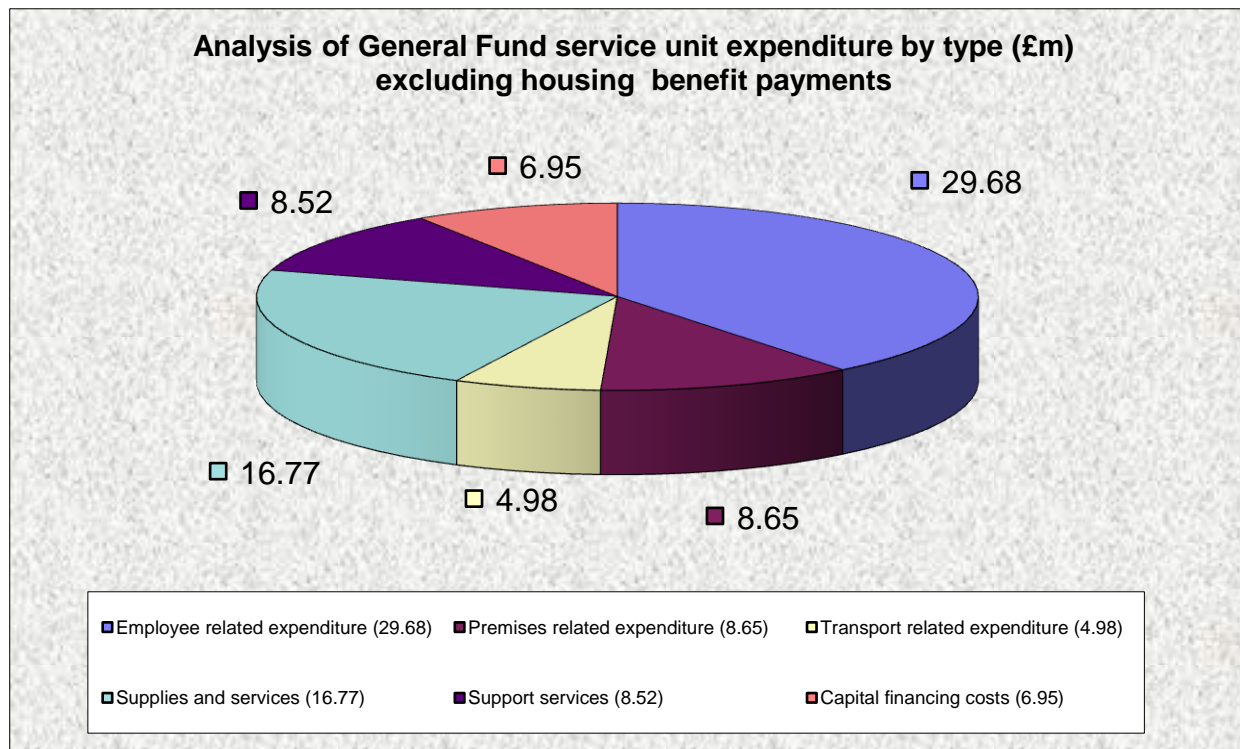
Actual 2013-14 Net Exp. £		Estimate 2014-15 Net Exp. £	Probable 2014-15 Net Exp. £	Estimate 2015-16 Net Exp. £
	Service Units - Net Expenditure			
	<i>Development</i>			
(1,328,206)	Economic Development	(2,237,790)	(1,928,141)	(2,821,690)
2,967,630	Planning	2,977,860	3,024,605	3,269,750
	<i>Environment</i>			
1,635,878	Operational	1,847,080	1,898,343	1,650,880
4,799,781	Parks and Leisure	5,334,490	5,315,187	5,726,060
	<i>Financial Services</i>			
339,299	Financial Services	2,822,260	2,797,313	3,106,160
647,523	Revenue and Payments	621,530	652,959	839,630
	<i>Governance and Monitoring</i>			
1,915,347	Legal and Democratic	1,774,400	1,799,918	1,996,630
	<i>Housing and Health</i>			
3,268,933	Health and Community Care	3,098,610	3,344,978	3,327,810
1,762,460	Housing Advice	1,386,330	1,387,268	1,363,980
533,895	Neighbourhood and Housing Management	370,180	369,468	550,080
	<i>Organisational Development</i>			
206,910	Business Systems	73,930	38,999	(43,190)
1,899,688	Corporate Development	1,824,520	1,734,936	1,844,980
(12,903)	Human Resources	48,640	(49,779)	(179,610)
18,636,235	Total service unit level	19,942,040	20,386,054	20,631,470
(6,678,471)	Depreciation (contra to service unit budgets)	(5,790,750)	(5,790,750)	(6,952,020)
11,957,764	Service Unit Level excl depreciation	14,151,290	14,595,304	13,679,450
(906,887)	External Interest receivable (net)	(706,350)	(839,707)	(851,340)
174,790	Minimum Revenue Provision	449,870	493,837	506,330
(31,724)	Revenue income from sale of assets	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)			
0	Met from: Capital Schemes Reserve	0	0	0
0	Other Reserves	971,000	2,544,000	2,080,000
541,000	General Fund	0	0	0
11,734,943	Total before transfers to and from reserves	14,865,810	16,793,434	15,414,440
	Transfers to and from reserves			
	<i>Capital Schemes</i>			
0	Funding of Revenue Contribution to Capital Outlay	0	0	0
0	Contribution in Year	0	0	0
542,729	Business rates equalisation	915,065	687,239	1,847,514
623,130	Car Park Maintenance	(353,780)	(1,149,280)	(105,410)
15,000	Election Costs	15,000	15,000	(114,170)
23,334	Energy Management Schemes	(190,000)	(104,417)	(216,420)
146,990	Housing Revenue Account	223,110	238,072	259,170
(32,667)	Insurance	10,110	(889)	0
311,342	IT Renewals	(98,490)	(348,080)	(87,420)
(90,128)	Invest to Save	250,000	(148,814)	195,000
(42,747)	Local Authority Business Growth Incentive	0	0	(281,000)
1,077,060	New Homes Bonus	510,396	510,396	778,815
105,490	On Street Parking	29,090	90,766	(18,650)
123,860	Pensions (Statutory)	0	0	0
146,659	Spectrum	(34,660)	(140,660)	(71,120)
1,181,953	Other reserves	(208,540)	(1,475,592)	(623,760)
15,866,948	Total after transfers to and from reserves	15,933,111	14,967,175	16,976,989
	Business Rates Retention Scheme payments			
27,007,513	Business rates tariff	27,533,633	27,533,633	28,059,754
531,453	Business rates levy	554,571	790,528	879,482
	Non specific government grants			
(323,105)	s31 grant re BRR scheme	(682,566)	(690,697)	(643,239)
(1,214,587)	New Homes Bonus	(1,510,950)	(1,510,950)	(1,779,365)
41,868,222	GUILDFORD BOROUGH COUNCIL NET BUDGET	41,827,799	41,089,689	43,493,621
1,224,407	Parish Council Precepts	1,260,607	1,260,607	1,406,405
43,092,629	TOTAL NET BUDGET	43,088,406	42,350,296	44,900,026
(30,153,137)	Business rates - retained income	(30,977,434)	(30,977,434)	(32,066,981)
(3,845,515)	Revenue support grant	(2,962,530)	(2,962,530)	(2,079,187)
0	Collection Fund (surplus)/deficit - Business Rates	216,660	216,660	(766,888)
(30,802)	Collection Fund surplus - Council Tax	(148,615)	(148,615)	(256,915)
9,063,175	COUNCIL TAX REQUIREMENT	9,216,487	8,478,377	9,730,055

Projected Variance (lower net expenditure) based on 8 months data

(738,110)

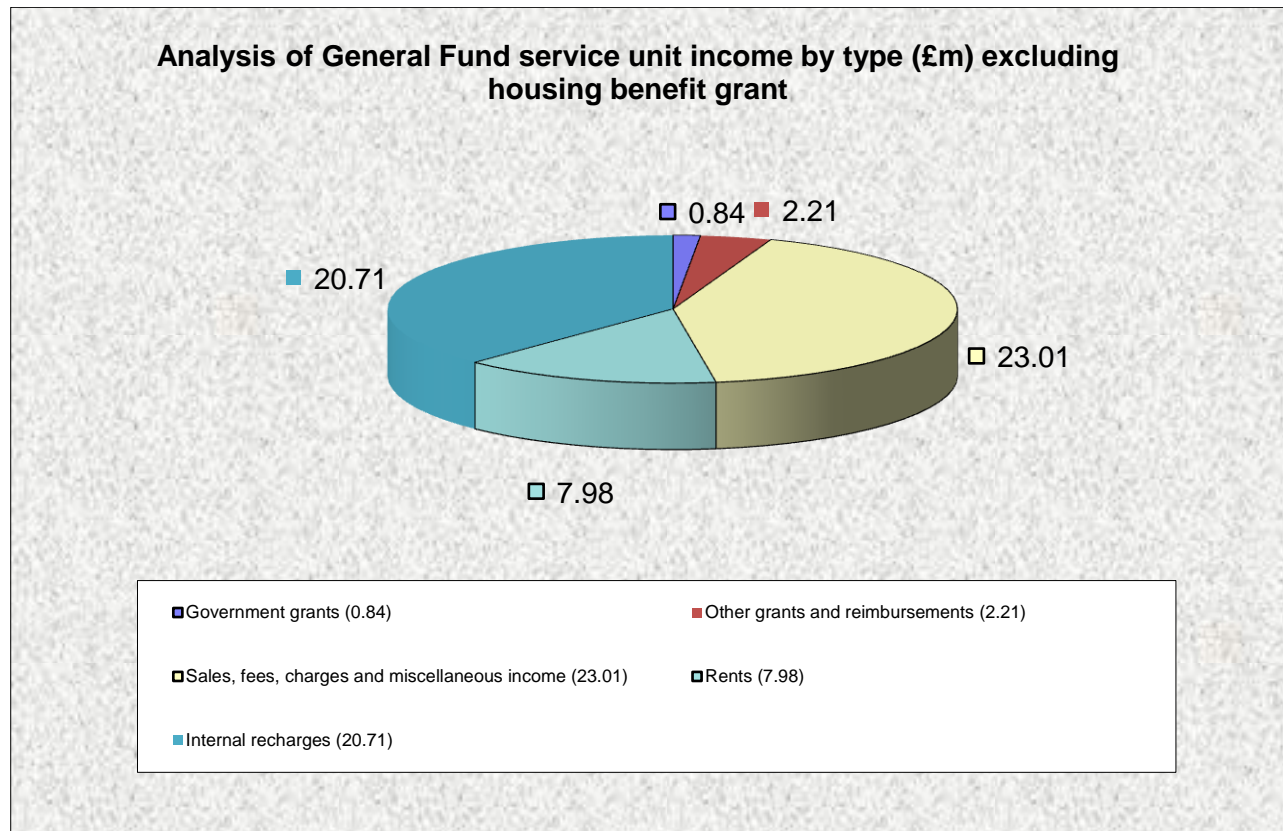
**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Graphical analysis of General Fund service unit gross expenditure for 2015-16 by type (subjective analysis) excluding housing benefit payments



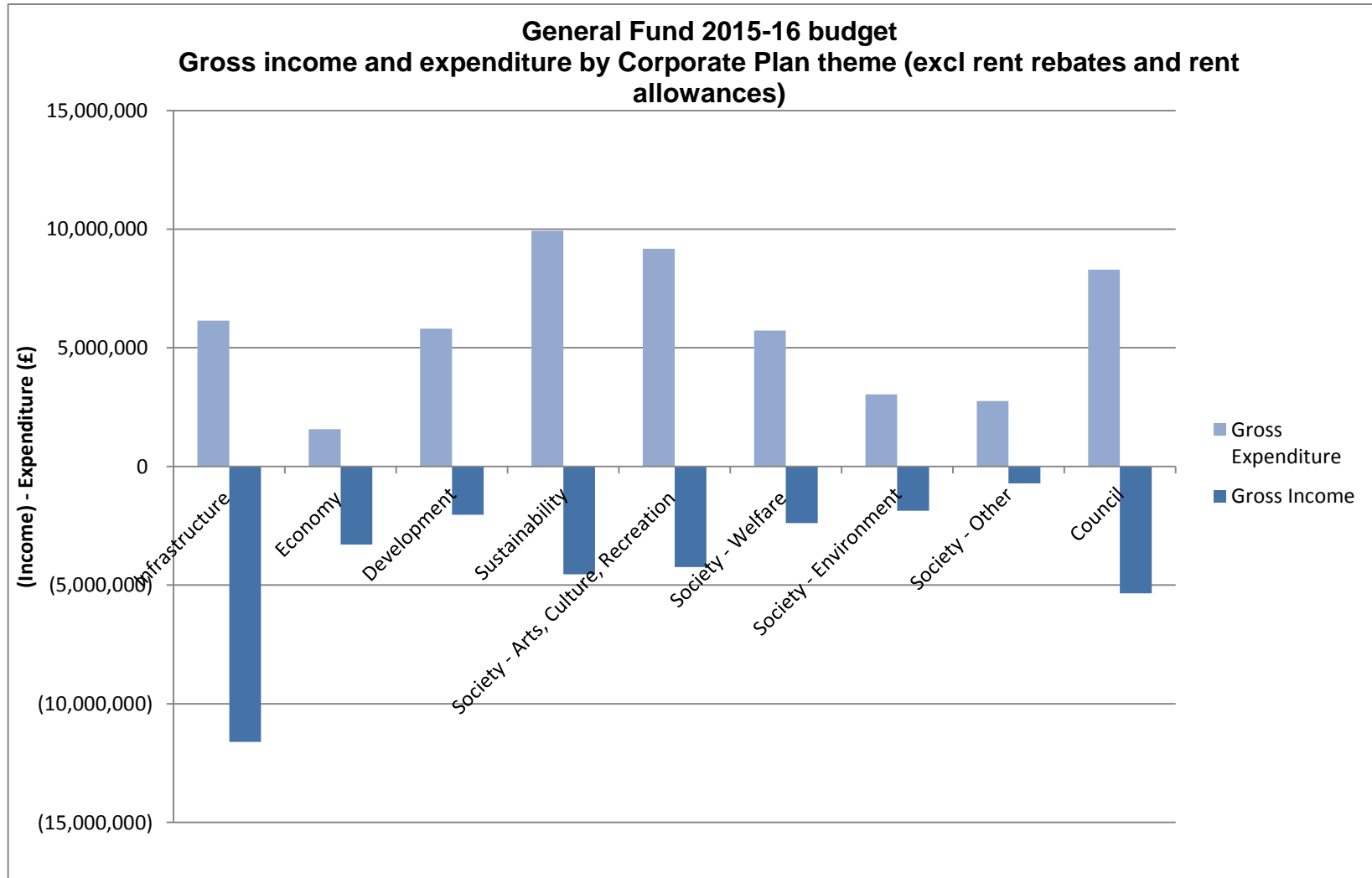
**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Graphical analysis of General Fund service unit gross income for 2015-16 by type (subjective analysis) excluding housing benefit grant



**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Graphical analysis of gross expenditure and gross income by Corporate Plan theme



**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Analysis of General Fund gross expenditure and sources of finance for 2015-16

	Gen. Fund	
	%	£000
Gross Expenditure by Service		
<u>General Fund Services</u>	%	£000
Car Parks	5	6,774
Corporate Services	1	1,111
Culture and Heritage	4	4,726
Democratic Services	1	1,357
Environmental Services	3	3,306
Leisure centres	2	2,739
Housing Benefits (incl. Administration)	29	38,066
Industrial Estates and Property	1	1,698
Parks and Countryside	3	4,214
Planning and Development Services	5	6,112
Refuse Collection and Recycling	5	6,619
Welfare	2	2,605
Other Services	10	12,394
Parish Precepts	1	1,406
Transfer to reserves	3	4,188
Interest payable	0	533
Business rates retention scheme payments	23	28,939
Minimum Revenue Provision for repayment of debt	0	506
Revenue Contributions to Capital Outlay	2	2,080
	100	129,373

Gross Expenditure alternatively analysed as:	%	£000
Building Repairs & Maintenance	1	1,757
Depreciation, leasing and minimum revenue provision for repayment of debt.	6	7,470
Direct payroll costs (Incl NI & Superannuation)	22	28,124
Housing benefit grant payments	29	36,880
Rates	2	2,234
Energy costs	1	1,931
Grants	1	1,806
Other	9	12,025
Business rates retention scheme payments	23	28,939
Interest payable	0	533
Parish Precepts	1	1,406
Transfer to reserves	3	4,188
Revenue contributions to capital outlay	2	2,080
Collection Fund deficit	0	0
	100	129,373
Received From:	%	£000
Depreciation reversed	5	6,952
<u>Government grants</u>		
Housing Benefit (incl admin grant)	29	37,567
Revenue Support Grant	2	2,079
Other Government grants	2	2,735
Interest receivable	1	1,129
Local taxation (via Collection Fund)	8	9,730
Retained business rates	25	32,067
Rent income	6	7,983
Fees, charges and miscellaneous income from services	19	25,222
Collection Fund surplus	1	1,024
Transfers from reserves	2	2,885
	100	129,373

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

General Fund Revenue Balance and major reserves' projections to 2018-19

General Fund Revenue Balance

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

Actual	Estimate	Revised	Estimate	Projection	Projection	Projection
2013-14	2014-15	2014-15	2015-16	2016-17	2017-18	2018-19
£000	£000	£000	£000	£000	£000	£000
(3,748) Balance b/f 1 April	(3,748)	(3,748)	(3,748)	(3,748)	(3,748)	(3,748)
0 Transfers in year	0	0	0	0	0	0
<u>(3,748) Balance c/f 31 March</u>	<u>(3,748)</u>	<u>(3,748)</u>	<u>(3,748)</u>	<u>(3,748)</u>	<u>(3,748)</u>	<u>(3,748)</u>

IT Renewals reserve

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

Actual	Estimate	Revised	Estimate	Projection	Projection	Projection
2013-14	2014-15	2014-15	2015-16	2016-17	2017-18	2018-19
£000	£000	£000	£000	£000	£000	£000
(1,199) Balance b/f 1 April	(1,090)	(939)	(591)	(504)	(449)	(560)
(311) Receipts in year	(302)	(402)	(428)	(445)	(461)	(478)
571 Used re capital expenditure	750	750	515	500	350	350
<u>(939) Balance c/f 31 March</u>	<u>(642)</u>	<u>(591)</u>	<u>(504)</u>	<u>(449)</u>	<u>(560)</u>	<u>(688)</u>

Capital Schemes reserve

Used to fund capital schemes and other approved items.

Actual	Estimate	Revised	Estimate	Projection	Projection	Projection
2013-14	2014-15	2014-15	2015-16	2016-17	2017-18	2018-19
£000	£000	£000	£000	£000	£000	£000
(2,714) Balance b/f 1 April	0	(1,570)	0	0	0	0
Receipts in year	0	0	0	0	0	0
1,144 Transfer to other reserves	0	0	0	0	0	0
0 Used re capital expenditure	0	1,570	0	0	0	0
<u>(1,570) Balance c/f 31 March</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

General Fund Revenue Balance and major reserves' projections to 2018-19 (continued)

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 2013-14 £000	Estimate 2014-15 £000	Revised 2014-15 £000	Estimate 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000
(1,846) Balance b/f 1 April	(1,405)	(1,756)	(1,206)	(581)	(431)	(281)
(615) Receipts in year	(250)	(250)	(250)	(250)	(250)	(250)
705 Used in year	500	800	875	400	400	400
<u>(1,756) Balance c/f 31 March</u>	<u>(1,155)</u>	<u>(1,206)</u>	<u>(581)</u>	<u>(431)</u>	<u>(281)</u>	<u>(131)</u>

Car Parks Maintenance Reserve

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

Actual 2013-14 £000	Estimate 2014-15 £000	Revised 2014-15 £000	Estimate 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000
(3,105) Balance b/f 1 April	(1,837)	(3,400)	(3,344)	(3,239)	(3,493)	(2,564)
(701) Receipts in year	(706)	(706)	(592)	(600)	(612)	(625)
406 Used in year	1,060	762	697	346	1,541	154
<u>(3,400) Balance c/f 31 March</u>	<u>(1,483)</u>	<u>(3,344)</u>	<u>(3,239)</u>	<u>(3,493)</u>	<u>(2,564)</u>	<u>(3,035)</u>

Spectrum reserve

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

Actual 2013-14 £000	Estimate 2014-15 £000	Revised 2014-15 £000	Estimate 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000
(1,104) Balance b/f 1 April	(674)	(1,251)	(1,110)	(1,039)	(1,213)	(1,390)
(166) Receipts in year	(169)	(169)	(172)	(174)	(177)	(180)
19 Used in year	447	310	243	0	0	0
<u>(1,251) Balance c/f 31 March</u>	<u>(396)</u>	<u>(1,110)</u>	<u>(1,039)</u>	<u>(1,213)</u>	<u>(1,390)</u>	<u>(1,570)</u>

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

General Fund Revenue Balance and major reserves' projections to 2018-19 (continued)

New Homes Bonus

Non ringfenced reserve available to fund revenue or capital expenditure

Actual 2013-14 £000	Estimate 2014-15 £000	Revised 2014-15 £000	Estimate 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000
(540) Balance b/f 1 April	(1,617)	(1,617)	(2,127)	(2,906)	(2,195)	(3,429)
(1,077) Receipts in year	(510)	(510)	(779)	(1,174)	(1,234)	(968)
0 Used in year	0	0	0	1,885	0	0
<u>(1,617) Balance c/f 31 March</u>	<u>(2,127)</u>	<u>(2,127)</u>	<u>(2,906)</u>	<u>(2,195)</u>	<u>(3,429)</u>	<u>(4,397)</u>

Business Rates Equalisation

Non ringfenced reserve available to offset any variances in income from the Business Rates Retention Scheme

Actual 2013-14 £000	Estimate 2014-15 £000	Revised 2014-15 £000	Estimate 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000
0 Balance b/f 1 April	(379)	(543)	(1,230)	(3,078)	(3,525)	(3,116)
(543) Receipts in year	(915)	(687)	(1,848)	(874)	(460)	(592)
0 Used in year	0	0	0	427	869	884
<u>(543) Balance c/f 31 March</u>	<u>(1,294)</u>	<u>(1,230)</u>	<u>(3,078)</u>	<u>(3,525)</u>	<u>(3,116)</u>	<u>(2,824)</u>

Usable Capital Receipts (General Fund)

Available to fund capital expenditure

Actual 2013-14 £000	Estimate 2014-15 £000	Revised 2014-15 £000	Estimate 2015-16 £000	Projection 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000
0 Balance b/f 1 April	0	(5,809)	0	0	0	0
(14,232) Receipts in year	0	0	0	0	0	0
8,423 Used in year	0	5,809	0	0	0	0
<u>(5,809) Balance c/f 31 March</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Net budget, Council Tax Requirement and Council Tax

	Estimate 2013-14 £	Estimate 2014-15 £	Estimate 2015-16 £
General Fund - net budget	41,868,222	41,827,799	43,493,621
Revenue support grant	(3,845,515)	(2,962,530)	(2,079,187)
Business rates - retained income	(30,153,137)	(30,977,434)	(32,066,981)
Collection Fund (Surplus)/Deficit - Business Rates	0	216,660	(766,888)
Collection Fund Surplus - Council Tax	(30,802)	(148,615)	(256,915)
Council Tax Requirement (excluding Parish Councils)	7,838,768	7,955,880	8,323,650
Council Tax Base	53,401.22	53,188.10	54,825.76
Council Tax (Guildford Borough Council element only)	146.79	149.58	151.82
Increase on previous year (£)	2.74	2.79	2.24
	%	%	%
Increase on previous year (%)	1.90	1.90	1.50

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Economic Indicators

The following assumptions have been made in the preparation of the estimates for 2015-16.		A 1% change in the rates assumed opposite would cost/save the General Fund as follows:	
Payroll:	Pay award of 1.5% plus incremental progression where appropriate.		£000
Non Domestic Rates:	Rates based on September RPI increase of 2.5% and transitional changes where appropriate.	Payroll	255
Depreciation:	Straight line basis over the estimated life of the asset, taking into account any residual value.	Rates	22
Interest Rate	Average base rate of 0.67%	Interest	548
Investment Interest	Average target return of 1.21% from all investments.	Other Expenditure	157
Other Expenses	No general inflation allowance has been included – only contractual increases.	<u>Income</u>	
Income	<u>Where the market will bear</u> a 4% per cent increase in charges has been included	Car Parks	97
		Recycling and Refuse Collection	40
		Building and Development Control	16
		Parks and Countryside	15
		Crematorium	12
		Other fees, charges and miscellaneous income	46
		Investment property rent	43

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

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

Service Unit	2014-15 Total FTE (General Fund)	2015-16 Total FTE (General Fund)
Corporate Management Team	9.79	6.17
<i>Development</i>		
Economic Development	41.58	48.99
Planning Services	69.90	69.76
<i>Environment</i>		
Operational Services	191.59	188.60
Parks and Leisure Services	88.53	89.03
<i>Financial Services</i>		
Financial Services	17.09	16.97
Revenues and Payments	45.76	44.56
<i>Governance and Monitoring</i>		
Legal and Democratic Services	21.80	25.74
<i>Housing and Health</i>		
Health and Community Care Services	77.57	82.27
Housing Advice	10.40	16.86
Neighbourhood and Housing Management Services	45.50	46.11
<i>Organisational Development</i>		
Business Systems	39.36	43.12
Corporate Development	23.19	22.15
Human Resources	9.32	13.06
	691.38	713.39

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).

The Corporate Management Team figure for 2014-15 has been adjusted to include Executive Head of Service posts created during the senior management restructure, to make the figures comparable between years.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

General Fund salaries and employee costs

2013-14 ACTUAL £	ANALYSIS	2014-15 ESTIMATE £	2015-16 ESTIMATE £
	<i>Salaries (including NI and Superannuation)</i>		
1,015,118	Corporate Management Team	874,560	738,320
	<i>Development</i>		
1,351,958	Economic Development	1,655,910	1,976,790
2,556,362	Planning Services	2,944,380	3,024,830
	<i>Environment</i>		
5,544,431	Operational Services	5,665,240	5,534,380
2,211,762	Parks and Leisure Services	2,523,470	2,774,470
	<i>Financial Services</i>		
713,131	Financial Services	756,630	767,710
1,437,611	Revenues and Payments	1,663,300	1,618,250
	<i>Governance and Monitoring</i>		
791,293	Legal and Democratic Services	1,149,050	1,094,930
	<i>Housing and Health</i>		
2,376,353	Health and Community Care Services	2,717,980	2,787,200
607,392	Housing Advice	705,300	663,670
1,625,274	Neighbourhood and Housing Management Services	1,735,400	1,797,610
	<i>Organisational Development</i>		
1,476,648	Business Systems	1,586,870	1,808,730
765,554	Corporate Development	983,640	972,990
416,367	Human Resources	506,940	593,340
1,650,217	Corporate Costs	2,229,760	2,230,840
0	Vacancy Credit	(560,190)	(718,840)
24,539,471	Total salaries	27,138,240	27,665,220
	<i>Other employee related expenditure</i>		
2,404,827	Casual Salaries	1,178,150	981,390
280,396	Car Leasing	294,470	279,800
157,850	Insurance Employers Liability	158,580	184,510
135,456	Health/Medical Expenses	117,950	167,110
3,215	Disclosure Barring Service Checks	3,500	3,500
8,524	Staff Committee Attendance	6,950	17,680
1,572	Emergency Planning Duties	2,000	0
3,960	Practicing Certificate	6,160	4,080
3,778	Staff Concessions	4,000	4,000
2,215	Facilitators and Assessors	4,000	3,000
348,970	Redundancy costs	0	0
4,460	Other Costs	6,440	6,370
28,089	Professional Subscriptions	21,930	28,870
128	Relocation Costs	10,000	0
15,505	Staff Car Parking	14,020	(35,300)
222,982	Training	467,930	366,330
28,192	Vacancy Advertising	20,000	0
3,650,119	Total other employee related expenditure	2,316,080	2,011,340
28,189,590		29,454,320	29,676,560

The Corporate Management Team figures for 2013-14 and 2014-15 have been adjusted to include Executive Head of Service posts created during the senior management restructure, to make the figures comparable between years.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Collection Fund

Actual 2013-14	Actual 2013-14		Estimate 2014-15	Estimate 2014-15	Probable 2014-15	Probable 2014-15	Estimate 2015-16	Estimate 2015-16
Council Tax £	Business Rates £	Expenditure	Council Tax £	Business Rates £	Council Tax £	Business Rates £	Council Tax £	Business Rates £
62,613,998	0	Precepts and Demands	63,603,926	0	63,603,926	0	66,869,883	0
11,083,423	0	Surrey County Council	11,258,857	0	11,258,857	0	11,836,333	0
9,063,175	0	Surrey Police and Crime Commissioner	9,216,487	0	9,216,487	0	9,730,055	0
		Guildford Borough Council						
0	37,691,421	Payment of Business Rate shares	0	38,721,793	0	38,721,793	0	40,083,727
0	7,538,284	Central Government	0	7,744,359	0	7,744,359	0	8,016,745
0	30,153,137	Surrey County Council	0	30,977,434	0	30,977,434	0	32,066,981
0	611,528	Guildford Borough Council	0	365,420	0	843,067	0	0
		Transitional protection payment to government						
0	237,981	Payment to General Fund for collecting business rates	0	238,276	0	238,276	0	234,931
0	3,900,000	Provision for business rates rating appeals	0	2,000,000	0	900,000	0	1,000,000
0	375,000	Provision for business rates bad debts	0	401,480	0	283,491	0	413,736
500,000	0	Provision for council tax bad debts	500,000	0	500,000		500,000	0
		Distribution of Collection Fund surplus						
0	0	Central Government	0	0	0	0	0	958,611
212,926	0	Surrey County Council	1,026,721	0	1,026,721	0	1,772,998	191,722
37,688	0	Surrey Police and Crime Commissioner	181,742	0	181,742	0	313,848	0
30,802	0	Guildford Borough Council	148,615	0	148,615	0	256,915	766,888
83,542,012	80,507,351	Total Expenditure	85,936,348	80,448,762	85,936,348	79,708,420	91,280,032	83,733,341
		Income						
0	78,648,583	Business Rates	0	80,448,762	0	81,142,758	0	81,816,120
84,485,347	0	Council Taxes	84,579,270	0	86,998,345	0	88,936,271	0
		Contribution to Collection Fund deficit						
0	0	Central Government	0	270,826	0	270,826	0	0
0	0	Surrey County Council	0	54,165	0	54,165	0	0
0	0	Guildford Borough Council	0	216,660	0	216,660	0	0
84,485,347	78,648,583	Total Income	84,579,270	80,990,413	86,998,345	81,684,409	88,936,271	81,816,120
(943,335)	1,858,768	Net (Surplus)/Deficit for the year	1,357,078	(541,651)	(1,061,997)	(1,975,989)	2,343,761	1,917,221
(338,429)	0	Balance brought forward	(1,357,078)	2,400,419	(1,281,764)	1,858,768	(2,343,761)	(117,221)
(1,281,764)	1,858,768	Balance Carried Forward	0	1,858,768	(2,343,761)	(117,221)	0	1,800,000

Adjustment to probable surplus/deficit re appeals:
(Surplus)/deficit for allocation:

(1,800,000)
(1,917,221)

The estimated council tax surplus of £2,343,761 on the fund for 2014-15 will be paid to the General Fund and the major precepting authorities (that is; Surrey County Council and Surrey Police and Crime Commissioner) in 2015-16 pro rata to the 2014-15 demand/precept on the fund. The payment to the General Fund, which reduces Council Tax bills for the year, will be £256,915. The estimated surplus relating to business rates, after an adjustment for spreading the 2013-14 provision for rating appeals over five years, is split between the government, Surrey County Council and Guildford Borough Council. Our share is £766,888 and we have included this in the 2015-16 budget, reducing Council Tax bills for the year.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Budget projection to 2018-19 – excluding Parish precepts

Actual 2013-14	GENERAL FUND SUMMARY EXCLUDING PARISH PRECEPTS	Estimate 2014-15	Probable 2014-15	Estimate 2015-16	Estimate 2016-17	Estimate 2017-18	Estimate 2018-19
£		£	£	£	£	£	£
	Service Units - Net Expenditure						
	<i>Development</i>						
(1,328,206)	Economic Development	(2,237,790)	(1,928,141)	(2,821,690)	(2,976,820)	(3,002,900)	(2,911,090)
2,967,630	Planning	2,977,860	3,024,605	3,269,750	3,255,370	3,275,250	3,293,320
	<i>Environment</i>						
1,635,878	Operational	1,847,080	1,898,343	1,650,880	1,419,130	1,335,270	1,114,980
4,799,781	Parks and Leisure	5,334,490	5,315,187	5,726,060	5,435,940	5,468,270	5,496,340
	<i>Financial Services</i>						
339,299	Financial Services	2,822,260	2,797,313	3,106,160	3,101,060	3,105,620	3,110,350
647,523	Revenue and Payments	621,530	652,959	839,630	836,040	872,670	909,020
	<i>Governance and Monitoring</i>						
1,915,347	Legal and Democratic	1,774,400	1,799,918	1,996,630	1,936,460	1,981,050	2,026,860
	<i>Housing and Health</i>						
3,268,933	Health and Community Care	3,098,610	3,344,978	3,327,810	3,427,300	3,553,800	3,681,860
1,762,460	Housing Advice	1,386,330	1,387,268	1,363,980	1,380,900	1,403,610	1,426,580
533,895	Neighbourhood and Housing Management	370,180	369,468	550,080	478,560	422,360	358,040
	<i>Organisational Development</i>						
206,910	Business Systems	73,930	38,999	(43,190)	(268,630)	(345,260)	(424,860)
1,899,688	Corporate Development	1,824,520	1,734,936	1,844,980	1,866,550	1,912,570	1,964,680
(12,903)	Human Resources	48,640	(49,779)	(179,610)	(186,560)	(194,970)	(203,660)
	Changes not yet allocated to Service Units	0	0	0	149,420	(405,910)	(2,101,120)
18,636,235	<i>Total Service Unit Level</i>	19,942,040	20,386,054	20,631,470	19,854,720	19,381,430	17,741,300
(6,678,471)	Depreciation (contra to service unit budgets)	(5,790,750)	(5,790,750)	(6,952,020)	(6,952,020)	(6,886,200)	(6,886,200)
11,957,764	<i>Service Unit Level excluding depreciation</i>	14,151,290	14,595,304	13,679,450	12,902,700	12,495,230	10,855,100

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Actual 2013-14	GENERAL FUND SUMMARY EXCLUDING PARISH PRECEPTS	Estimate 2014-15	Probable 2014-15	Estimate 2015-16	Estimate 2016-17	Estimate 2017-18	Estimate 2018-19
£		£	£	£	£	£	£
(906,887)	External Interest receivable (net)	(706,350)	(839,707)	(851,340)	(601,560)	(580,440)	(731,750)
174,790	Minimum Revenue Provision	449,870	493,837	506,330	1,667,890	2,110,170	2,345,630
(31,724)	Revenue income from sale of assets	0	0	0	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)						
0	Met from: Capital Schemes Reserve	0	0	0	0	0	0
0	Other Reserves	971,000	2,544,000	2,080,000	743,000	1,843,000	493,000
541,000	General Fund	0	0	0	0	0	0
11,734,943	Total before transfers to and from reserves	14,865,810	16,793,434	15,414,440	14,712,030	15,867,960	12,961,980
	Transfers to and from reserves						
	Capital Schemes						
0	Funding of Revenue Contribution to Capital Outlay	0	0	0	0	0	0
0	Contribution in Year	0	0	0	0	0	0
542,729	Business Rates Equalisation	915,065	687,239	1,847,514	447,223	(409,420)	(292,668)
623,130	Car Park Maintenance	(353,780)	(1,149,280)	(105,410)	254,330	(928,300)	470,720
15,000	Election Costs	15,000	15,000	(114,170)	32,500	32,500	32,500
23,334	Energy Management Schemes	(190,000)	(104,417)	(216,420)	18,280	18,940	19,660
146,990	Housing Revenue Account	223,110	238,072	259,170	466,070	722,140	879,250
(32,667)	Insurance	10,110	(889)	0	0	0	0
311,342	IT Renewals	(98,490)	(348,080)	(87,420)	(55,320)	110,690	128,200
(90,128)	Invest to Save	250,000	(148,814)	195,000	220,000	220,000	250,000
(42,747)	Local Authority Business Growth Incentive	0	0	(281,000)	0	0	0
1,077,060	New Homes Bonus	510,396	510,396	778,815	1,174,234	1,234,484	968,367
105,490	On Street Parking	29,090	90,766	(18,650)	28,440	27,310	26,150
123,860	Pensions (Statutory)	0	0	0	0	0	0
146,659	Spectrum	(34,660)	(140,660)	(71,120)	174,460	177,100	179,760

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Actual 2013-14	GENERAL FUND SUMMARY EXCLUDING PARISH PRECEPTS	Estimate 2014-15	Probable 2014-15	Estimate 2015-16	Estimate 2016-17	Estimate 2017-18	Estimate 2018-19
£		£	£	£	£	£	£
1,181,953	Other reserves	(208,540)	(1,475,592)	(623,760)	(168,900)	(166,540)	(63,960)
15,866,948	Total after transfers to and from reserves	15,933,111	14,967,175	16,976,989	17,303,347	16,906,864	15,559,959
	Business Rates Retention Scheme payments						
27,007,513	Business rates tariff	27,533,633	27,533,633	28,059,754	28,649,009	29,465,506	30,458,493
531,453	Business rates levy	554,571	790,528	879,482	873,763	459,867	591,139
	Non-specific government grants						
(323,105)	s31 grant re BRR scheme	(682,566)	(690,697)	(643,239)	(672,510)	(679,254)	(705,511)
(1,214,587)	New Homes Bonus	(1,510,950)	(1,510,950)	(1,779,365)	(2,174,788)	(2,235,034)	(1,968,917)
41,868,222	GUILDFORD BOROUGH COUNCIL NET BUDGET	41,827,799	41,089,689	43,493,621	43,978,821	43,917,949	43,935,163
(30,153,137)	Business rates - retained income	(30,977,434)	(30,977,434)	(32,066,981)	(32,463,308)	(32,510,915)	(33,838,082)
(3,845,515)	Revenue support grant	(2,962,530)	(2,962,530)	(2,079,187)	(1,386,916)	(815,598)	(304,270)
0	Collection Fund (surplus)/deficit - business rates	216,660	216,660	(766,888)	0	0	0
(30,802)	Collection Fund surplus - Council Tax	(148,615)	(148,615)	(256,915)	0	0	0
7,838,768	COUNCIL TAX REQUIREMENT (EXCL PARISHES)	7,955,880	7,217,770	8,323,650	10,128,597	10,591,436	9,792,811
	Projected Variance (lower net expenditure) based on 8 months data		(738,110)				
	Estimated resources from Council Tax, assuming a 1.9% increase per annum				8,520,340	8,701,630	8,886,950
	Projected demand in excess of resources				1,608,257	1,889,806	905,861

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

Financial Risk Register

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
				2015-16	2016-17	2017-18	2018-19
1	Delay to Local Plan necessitating additional evidence and consultation work	6	Executive Head of Development, Interim Head of Planning	100	100	0	0
2	Armed Forces day - possible additional funding requirement	12	Executive Head of Environment	150	0	0	0
3	Unable to meet target for additional rental income proposed in Asset Investment Strategy £700k 15-16 & £500k 16-17	6	Asset Development Manager	200	500	0	0
4	Unable to achieve additional meter income built into 2015-16 estimates in respect of Off Street Parking Charges.	2	Parking Manager	100	0	0	0
5	Unable to recover arrears from investment property tenants.	3	Asset Development Manager	50	0	0	0
6	Business Rates liabilities for investment assets exceed estimates	3	Asset Development Manager	50 - 100	0	0	0
7	Co-mingled recycling disposal contract - new contract due from April 2015 may lead to increased net cost	8	Executive Head of Environment, Cleansing Manager	450	450	450	450
8	Increase in benefit claimants and bad debts	2	Executive Head of Financial Services	50	50	50	50
9	Family Support Programme (FSP) - the income from SCC to support the scheme is not certain and potential redundancy costs should the scheme end.	3	Head of Housing Advice	5	0	0	0
10	Potential increase in homelessness	3	Head of Housing Advice	50	50	50	50

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
11	Serious case reviews on behalf of other authorities. Risk of incurring the costs of investigation regarding a serious case review. It is difficult to predict if and when this may occur	4	Executive Head of Housing and Neighbourhood Management	20	20	20	20
12	Increased risk of judicial reviews and the legal costs associated with defending the council. Risk of challenge due to age of local plan 2003 and opposition to strategic development sites	4	Monitoring Officer	60	60	60	60
13	Loss of interest from investments arising from bank base rates remaining at a low level for longer than expected	8	Head of Financial Services	270	270	270	270
14	Loss of income from Fees and Charges	3	All budget managers and Head of Financial Services	100	100	100	100
15	Higher than expected cuts in central government support following the 2015 general election	4	Head of Financial Services	500	500	500	500
16	Business Rates Retention Scheme (BRRS) volatility	4	Head of Financial Services	160	160	160	160
17	Not all savings targets included in 2015-16 estimates are achieved	6	All Executive Heads and Head of Financial Services	200	200	200	200
18	North Street Financial Condition volatility	9	Executive Head of Development & Head of Financial Services	0	0	0	200
19	Treasury Management Counter Party Bail in	8	Head of Financial Services	800	800	800	800
20	S106 Clawback and/or collection risk	3	Interim Head of Planning	50	50	50	50

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
21	Commercial Services - income underachievement	8	Executive Head of Environment & Head of Financial Services	50	100	150	150
22	Increased cost of planning appeals	6	Interim Head of Planning	50	50	50	50
23	Major Emergency / Incident or Severe Weather event	4	Head of Financial Services	30	30	30	30
24	Unavoidable Capital Schemes - revenue implications due to low capital balances	4	Asset Development Manager	10	10	10	10
25	Capital programme - unavoidable scheme cost increases, revenue implications due to low capital balances	6	Head of Financial Services	143	71	25	211
26	Collapse of major contractor eg, Leisure Services or Cultural Services	4	All Executive Heads and Head of Financial Services	80	80	80	80
27	Implementation of the Community Infrastructure Levy - impact of reduced S106 income if scheme adoption delayed past April 2015	10	Executive Head of Development, Executive Head of Environment and Head of Financial Services	50	50	50	0
28	Implementation of the Community Infrastructure Levy - identification and provision of the infrastructure investment list	8	Executive Head of Development, Executive Head of Environment and Head of Financial Services	50	50	50	50
29	SCC provision and funding of Park and Ride, both existing and new sites from 1718	3	Executive Head of Environment and Parking Manager	200	200	780	780

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2015-16**

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
30	Failure to agree budget reductions for 2016/17 to 2019/20 to meet budget shortfall identified, leading to unplanned service cuts and use of reserves.	12	All Executive Heads and Head of Financial Services	0	1,600	1,800	900
TOTAL RISKS / RESERVES REQUIRED				3,978	5,551	5,735	5,171

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2015-2016**

DEVELOPMENT

EXECUTIVE HEAD OF DEVELOPMENT - CHRIS MANSFIELD

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**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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OUTLINE BUDGET 2015-2016**

ECONOMIC DEVELOPMENT

HEAD OF SERVICE - CHRIS MANSFIELD

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
5,845,342	6,096,400	Gross Expenditure	6,167,560	6,601,090	6,610,310	6,746,400
(7,173,548)	(8,334,190)	Gross Income	(8,989,250)	(9,577,910)	(9,613,210)	(9,657,490)
(1,328,206)	(2,237,790)	Net Expenditure	(2,821,690)	(2,976,820)	(3,002,900)	(2,911,090)
1,823,713	2,088,810	Employee Related Expenditure	2,285,320	2,351,490	2,431,440	2,514,120
961,753	1,189,430	Premises Related Expenditure	1,236,980	1,629,550	1,610,000	1,614,420
24,337	24,660	Transport Related Expenditure	24,860	24,860	24,860	24,860
941,998	876,900	Supplies and Services	1,167,530	926,990	897,280	898,640
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,751,801	4,179,800	Total Directly Controllable Expenditure	4,714,690	4,932,890	4,963,580	5,052,040
(7,173,548)	(8,334,190)	Income	(8,989,250)	(9,577,910)	(9,613,210)	(9,657,490)
(3,421,747)	(4,154,390)	Net Directly Controllable Expenditure/(Income)	(4,274,560)	(4,645,020)	(4,649,630)	(4,605,450)
1,423,088	1,057,880	Capital Charges	346,010	346,010	280,190	280,190
670,453	858,720	Support Services	1,106,860	1,322,190	1,366,540	1,414,170
(1,328,206)	(2,237,790)	Total Service Cost/(Surplus)	(2,821,690)	(2,976,820)	(3,002,900)	(2,911,090)

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
103,289	309,290	Asset Development	425,290	1,447,480	1,461,310	1,475,630
319,850	426,550	Business and Tourism	411,120	407,170	411,760	416,280
28,683	31,420	Business Forum	27,140	27,220	27,310	27,400
455,662	361,680	Electric Theatre	358,020	294,250	302,970	312,060
299,346	293,290	Guildford House	413,540	323,450	330,430	337,530
605,915	565,680	Guildford Museum	550,280	478,690	504,630	531,980
142,054	119,730	Guildhall	152,350	141,370	144,080	146,840
23,200	50,100	Home Farm Estate, Effingham	40,560	40,680	40,880	41,080
(2,227,819)	(2,208,860)	Industrial Estates	(2,234,690)	(2,344,680)	(2,339,000)	(2,333,150)
439,368	165,510	Major Projects	401,180	150,140	155,390	160,850
(2,633,086)	(3,515,540)	Property (Investment)	(3,868,870)	(4,365,440)	(4,358,320)	(4,353,700)
809,213	816,520	Property (Non-Core Operational)	77,210	(9,420)	(126,140)	(125,350)
24,346	53,780	Slyfield Area Regeneration Project (SARP)	70,740	71,620	72,680	73,780
181,664	193,840	Tourist Information Centre	221,530	226,240	232,550	238,930
100,109	99,220	Town Centre Management	132,910	134,410	136,570	138,750
(1,328,206)	(2,237,790)	Total Net Expenditure/(Income)	(2,821,690)	(2,976,820)	(3,002,900)	(2,911,090)

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
385,381	Employee Related Expenditure	517,350	519,075	652,970	Employee Related		
0	Premises Related Expenditure	166,330	98,554	200,000	Salaries	508,000	634,370
8,606	Transport Related Expenditure	8,310	11,326	11,540	Premises Related		
164,611	Supplies and Services	160,140	159,810	108,360	Repairs and Maintenance	166,330	200,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	7,180	10,500
558,598	Total Directly Controllable Expenditure	852,130	788,765	972,870	Supplies and Services		
					Computer Maintenance	3,000	3,000
(561,579)	Income	(707,260)	(710,292)	(841,500)	Computer Software Licence	15,900	15,900
(2,981)	Net Directly Controllable Expenditure/(Income)	144,870	78,473	131,370	Condition Surveys	16,000	8,000
					Consultants Fees	63,500	48,500
0	Capital Charges	0	0	0	General Subscriptions	4,580	5,000
106,270	Support Services	164,420	115,210	293,920	Valuers Fees	50,000	20,000
103,289	Total Service Cost/(Surplus)	309,290	193,683	425,290	Income		
					Recharged to Other Services	(704,630)	(836,500)
	Full Time Equivalent Staff	10.76		13.76	Support Services		

Major Variances 2014-15 v 2015-16

Additional employee resources have been agreed to meet the demands arising from the Asset Investment Strategy and Asset Management Framework. The additional costs will initially be met from the invest to save reserve.

The estimates for repairs and maintenance, and the associated Asset Development recharge, have increased in recognition of recent levels of responsive repairs.

A growth bid was approved in 2014-15 to provide the necessary funding to undertake condition surveys of the Council's non-housing assets. £16,000 was approved for 2014-15 and £8,000 was agreed for 2015-16.

£30,000 from the valuation budget, along with £15,000 from the consultancy budget, has been transferred to the investment property service to recognise the cost of valuation of the investment property portfolio.

The recharge to other services estimate has increased in line with the increase in the cost of the service.

The public offices recharge is higher in 2015-16 as a result of the costs of the Millmead accommodation project.

Guildford Borough Council Outline Budget 2015-2016

Economic Development

Financial Information Business and Tourism

Ledger Code TOUDEV

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
123,726	Employee Related Expenditure	273,130	180,748	243,030	Employee Related		
11,570	Premises Related Expenditure	13,510	13,643	17,130	Apprenticeships	97,000	15,000
2,740	Transport Related Expenditure	3,580	3,166	2,950	Salaries	169,920	223,840
270,235	Supplies and Services	233,320	236,239	245,200	Premises Related		
0	Third Party Payments	0	0	0	Electricity	3,000	3,000
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	4,140	7,690
408,271	Total Directly Controllable Expenditure	523,540	433,796	508,310	Repair and Maintenance	6,050	6,000
					Supplies and Services		
(111,634)	Income	(120,040)	(118,624)	(118,610)	Advertising	3,350	3,350
296,637	Net Directly Controllable Expenditure/(Income)	403,500	315,172	389,700	Attractions Guide	31,700	25,000
					Christmas Street Lights	17,250	18,300
0	Capital Charges	0	0	0	Consultants Fees	15,000	25,000
23,213	Support Services	23,050	24,566	21,420	Contributions	19,000	19,000
319,850	Total Service Cost/(Surplus)	426,550	339,738	411,120	Event Costs	14,100	4,100
					Event Marshalling	4,100	4,100
	Full Time Equivalent Staff	3.93		3.42	External Printing and Design	7,300	8,000
					General Marketing	50,810	55,810

Major Variances 2014-15 v 2015-16

The reduction in the funding for apprenticeships reflects the original timeframe of the scheme with costs reducing in 2015-16 when the 18 month-long placements were due to draw to a close.

In recognition of the increasing demands placed on the Economic Development Service Unit over the next few years, a growth bid was agreed for a Business & Cultural Services Manager. This increased the salaries estimate by £55,000.

To better reflect the anticipated costs of the guides in 2015-16, an element of the budget for the Attractions Guide has been transferred to the Venues Guide. The estimated income has been adjusted to recognise anticipated changes in advertising income.

Estimates for consultancy costs, general marketing, and signage have all been increased following the approval of a growth bid associated with the delivery of the Visitor Economic Strategy.

The events costs estimate in 2014-15 allowed for the funding of a cycle event in the Borough. This funding will not be required in 2015-16.

Signs	0	10,000
Venues Guide	6,500	13,000
Visitors Guide	30,000	30,000
Income		
Attractions Guide	(28,000)	(25,000)
Notice Board Income	(33,540)	(33,540)
Venues Guide	(10,000)	(13,000)
Visitors Guide	(40,000)	(30,000)
Support Services		
Accountancy Services Recharge	4,050	4,870
Customer Tech Support Recharge	1,750	2,150
HR Services Recharge	2,280	1,980
Paymaster Recharge	3,560	3,570
Performance Mngt. Recharge	1,820	1,530

Guildford Borough Council Outline Budget 2015-2016

Economic Development

Financial Information Business Forum

Ledger Code BUSFOR

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
8,310	Employee Related Expenditure	5,100	3,622	1,380	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	5,040	1,360
209	Transport Related Expenditure	220	220	0	Supplies and Services		
19,124	Supplies and Services	25,280	25,290	24,770	Support for Forum	24,400	24,400
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
27,643	Total Directly Controllable Expenditure	30,600	29,132	26,150			
0	Income	0	0	0			
27,643	Net Directly Controllable Expenditure/(Income)	30,600	29,132	26,150			
0	Capital Charges	0	0	0			
1,040	Support Services	820	828	990			
28,683	Total Service Cost/(Surplus)	31,420	29,960	27,140			
	Full Time Equivalent Staff	0.06		0.04			

Major Variances 2014-15 v 2015-16

A review of Management Team salary allocations has resulted in a reduced allocation to this service and a lower employee related expenditure estimate as a result.

Guildford Borough Council Outline Budget 2015-2016

Economic Development

Financial Information Electric Theatre

Ledger Code ELECTR

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
294,899	Employee Related Expenditure	330,750	302,144	340,930	Employee Related		
63,423	Premises Related Expenditure	122,130	196,504	138,560	Casual Staff	61,510	50,680
689	Transport Related Expenditure	230	123	130	Salaries	261,340	284,270
222,797	Supplies and Services	133,960	133,135	127,100	Premises Related		
0	Third Party Payments	0	0	0	Contract cleaning & materials	20,980	18,760
0	Transfer Payments	0	0	0	General Rates	10,210	10,370
581,808	Total Directly Controllable Expenditure	587,070	631,906	606,720	Repairs and Maintenance	61,880	68,440
					Utilities	21,040	20,050
(238,180)	Income	(333,800)	(278,491)	(371,880)	Supplies and Services		
343,628	Net Directly Controllable Expenditure/(Income)	253,270	353,415	234,840	Advertising	18,580	13,300
					Equipment & Tools	17,000	12,590
38,644	Capital Charges	38,640	38,648	38,640	Food & Beverage purchase	37,210	37,210
73,390	Support Services	69,770	72,672	84,540	Postage and Telephones	9,050	11,170
455,662	Total Service Cost/(Surplus)	361,680	464,735	358,020	Promotions Expenditure	34,570	29,580
					Income		
	Full Time Equivalent Staff	8.02		9.51	Commercial Lettings	(40,000)	(123,000)
					Commission on General Sales	(32,620)	(32,620)
					Letting Fees-General	(50,160)	0
					Promotions Income	(52,000)	(45,000)
					Refreshment Sales	(121,440)	(120,330)
					Support Services		
					Accountancy Services Recharge	14,110	12,540
					Asset Development Recharge	6,090	18,350
					Customer Tech Support Recharge	7,490	9,200
					HR Services Recharge	4,660	5,500
					Legal Services Recharge	9,870	10,550
					Paymaster Recharge	11,170	11,560

Major Variances 2014-15 v 2015-16

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

All the income budgets for lettings are amalgamated for 2015-16.

Financial Information Guildford House

Ledger Code GUIHOU

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
219,500	Employee Related Expenditure	211,260	208,389	211,840
47,314	Premises Related Expenditure	45,290	43,593	128,670
1,920	Transport Related Expenditure	3,240	3,142	2,990
40,883	Supplies and Services	52,570	54,062	66,400
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
309,617	Total Directly Controllable Expenditure	312,360	309,186	409,900
(66,702)	Income	(69,890)	(66,814)	(71,370)
242,915	Net Directly Controllable Expenditure/(Income)	242,470	242,372	338,530
18,109	Capital Charges	18,110	18,110	18,110
38,322	Support Services	32,710	37,207	56,900
299,346	Total Service Cost/(Surplus)	293,290	297,689	413,540
	Full Time Equivalent Staff	6.06		6.13

Major Variances 2014-15 v 2015-16

The decrease in the casuals estimate is offset by a corresponding increase at the Guildhall.

The fixtures and fittings, equipment and tools and storage estimates reflect the growth bid for display and presentation improvements at the Guildhall.

The internal decorations budget is £45,000 and the repairs and maintenance budget for damp proofing is £15,000. The increased level of officer support is reflected in the asset development estimate.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Casual Salaries	10,170	7,670
Salaries	196,580	199,570
Premises Related		
Fixtures and Fittings - General	200	5,200
General Rates	16,920	17,190
Proportion of Depot Expenses	2,190	4,080
Repairs and Maintenance	9,580	82,860
Utilities	11,390	13,310
Supplies and Services		
Advertising	5,320	4,680
Equipment & Tools	700	7,400
Exhibits	6,200	6,200
Printing and Stationery	3,900	4,560
Souvenirs and Postcards for resale	21,000	20,000
Storage costs	0	8,000
Telecomms	3,900	3,320
Income		
Commission on Craftwork Sales	(17,000)	(16,500)
Letting Fees-General	(5,400)	(5,420)
Souvenirs, Postcards & Publications	(40,500)	(40,000)
Support Services		
Accountancy Services Recharge	3,340	3,810
Asset Development Recharge	0	22,300
Customer Tech Support Recharge	3,330	4,100
Human Resources Recharge	3,830	3,650
Paymaster Recharge	10,180	11,070
Performance Mngt. Recharge	3,040	2,810

Guildford Borough Council Outline Budget 2015-2016

Economic Development

Financial Information Guildford Museum

Ledger Code MUSEUM

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
240,173	Employee Related Expenditure	294,720	248,504	317,730	Employee Related		
277,757	Premises Related Expenditure	237,020	218,099	192,300	Casuals Salaries	89,620	90,960
517	Transport Related Expenditure	1,090	1,515	1,040	Salaries	199,570	220,530
42,840	Supplies and Services	41,390	59,071	54,610	Premises Related		
0	Third Party Payments	0	0	0	General Rates	16,170	16,430
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	25,310	47,080
561,287	Total Directly Controllable Expenditure	574,220	527,189	565,680	Repairs and Maintenance	175,730	109,110
					Utilities	15,060	14,830
(58,278)	Income	(90,600)	(93,791)	(116,260)	Supplies and Services		
503,009	Net Directly Controllable Expenditure/(Income)	483,620	433,398	449,420	Advertising	9,250	9,590
					Copying & Printing	3,340	4,830
36,118	Capital Charges	27,460	27,476	41,190	Exhibits	3,200	3,200
66,788	Support Services	54,600	56,128	59,670	Museum Dev. Officer Contribution	3,000	3,000
605,915	Total Service Cost/(Surplus)	565,680	517,002	550,280	Postage and Telephones	5,590	5,790
					Souvenirs and Postcards for resale	7,700	7,700
	Full Time Equivalent Staff	5.83		6.17	Telecomms	4,970	4,710
					Income		
					Admissions	(17,050)	(20,760)
					Fee Income	(21,400)	(25,420)
					Lottery Grants	(34,400)	(52,980)
					Souvenirs, Postcards & Publications	(16,450)	(15,450)
					Capital Charges		
					Depreciation	27,460	41,190
					Support Services		
					Accountancy Services Recharge	4,440	4,280
					Asset Development Recharge	15,110	14,910
					Business Services Support Recharge	2,110	2,100
					Customer Tech Support Recharge	7,760	9,530
					Human Resources Recharge	3,140	3,670
					Information Sys Support Recharge	2,240	2,120
					Paymaster Recharge	7,610	8,090
					Performance Mngt. Recharge	2,500	2,830

Major Variances 2014-15 v 2015-16

The increase in salaries and lottery grants is due mainly to the Heart of Heritage growth bid.

Due to major premises repairs, Woking Road depot has incurred an increase in capital charges. This has resulted in a higher support service recharge than in previous years.

The repairs and maintenance estimate is less than last year to reflect the level of planned works.

Depreciation charges in 2014-15 were underestimated.

Financial Information Guildhall

Ledger Code GUILDH

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
78,059	Employee Related Expenditure	75,000	78,730	81,340
24,002	Premises Related Expenditure	26,920	29,242	37,750
277	Transport Related Expenditure	220	238	230
15,862	Supplies and Services	11,320	7,288	28,710
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
118,200	Total Directly Controllable Expenditure	113,460	115,498	148,030
(18,004)	Income	(21,000)	(23,577)	(25,000)
100,196	Net Directly Controllable Expenditure/(Income)	92,460	91,921	123,030
19,154	Capital Charges	12,530	12,530	12,500
22,704	Support Services	14,740	16,080	16,820
142,054	Total Service Cost/(Surplus)	119,730	120,531	152,350
	Full Time Equivalent Staff	2.23		1.88

Major Variances 2014-15 v 2015-16

The agency budget of £1,470 has been transferred to the casuals budget and so has £2,500 from Guildford House casuals. There is a requirement to prepare for weekend events and clean up afterwards which wasn't being met from the existing budget.

The Guildhall drainage budget is £10,000 in 2015-16 to allow for the installation of guttering.

A growth bid following the Guildhall review approved an additional £2,000 for a new layout, £7,000 for more marketing and £10,000 for the conservation assessment of paintings.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Casual Staff	1,880	5,880
Salaries	71,630	73,950
Premises Related		
General Rates	5,960	6,040
Repairs and Maintenance	11,370	22,960
Utilities	6,130	5,370
Window Cleaning	2,190	2,190
Supplies and Services		
Advertising	2,310	9,080
Cleaning-though Purchasing	1,810	1,920
Equipment & Tools	690	2,300
Exhibits	0	10,000
Telephone Costs	1,760	1,700
Income		
Letting Fees-General	(21,000)	(25,000)
Support Services		
Accountancy Services Recharge	1,560	2,440
Asset Development Recharge	0	1,530
Business Services Support Recharge	1,500	1,500
Customer Tech Support Recharge	960	1,180
Energy Management Recharge	1,280	1,300
Human Resources Recharge	1,270	1,120
Paymaster Recharge	4,120	3,890

Financial Information Home Farm Estate, Effingham

Ledger Code HOMFAR

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
11,690	Employee Related Expenditure	5,550	5,671	3,470	Employee Related		
391	Premises Related Expenditure	10,010	410	10,010	Salaries	5,390	3,330
715	Transport Related Expenditure	720	427	770	Premises Related		
811	Supplies and Services	35,070	35,057	15,060	Repairs and Maintenance	5,000	5,000
0	Third Party Payments	0	0	0	Site Maintenance	5,000	5,000
0	Transfer Payments	0	0	0	Supplies and Services		
13,607	Total Directly Controllable Expenditure	51,350	41,565	29,310	Consultants Fees	35,000	15,000
(10,416)	Income	(10,680)	(9,585)	(10,290)	Income		
3,191	Net Directly Controllable Expenditure/(Income)	40,670	31,980	19,020	Licence Fees	(5,200)	(6,290)
11,560	Capital Charges	0	0	12,080	Rents (Dwellings)	(4,000)	(4,000)
8,449	Support Services	9,430	10,325	9,460	Support Services		
23,200	Total Service Cost/(Surplus)	50,100	42,305	40,560	Legal Services Recharge	7,060	7,550
	Full Time Equivalent Staff	0.11		0.11			

Major Variances 2014-15 v 2015-16

In 2014-15, a growth bid of £50,000 was approved to engage external professional support to assist with the regularisation of the planning and public health situation on the Home Farm Estate, Effingham. Of the total, £35,000 was allocated to 2014-15 with the remaining £15,000 to be used in 2015-16.

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
67,900	Employee Related Expenditure	6,690	6,317	6,060
178,981	Premises Related Expenditure	109,540	117,967	210,170
2,281	Transport Related Expenditure	1,830	434	1,630
14,839	Supplies and Services	34,930	35,949	85,190
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
264,001	Total Directly Controllable Expenditure	152,990	160,667	303,050
<u>(2,561,475)</u>	Income	<u>(2,626,200)</u>	<u>(2,619,678)</u>	<u>(2,815,710)</u>
(2,297,474)	Net Directly Controllable Expenditure/(Income)	(2,473,210)	(2,459,011)	(2,512,660)
(18,926)	Capital Charges	87,960	87,984	86,070
88,581	Support Services	176,390	180,752	191,900
(2,227,819)	Total Service Cost/(Surplus)	(2,208,860)	(2,190,275)	(2,234,690)
	Full Time Equivalent Staff	0.08		0.08

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Salaries	5,380	5,950
Premises Related		
Electricity	5,200	17,300
General Rates	20,620	31,100
Repairs and Maintenance	70,440	143,120
Supplies and Services		
Consultants Fees	13,200	63,200
Valuers Fees	20,000	20,000
Income		
Expenses Recovered	(43,250)	(66,750)
Management Fee Income	(2,490)	(2,390)
Rent (Building & Shops)	(391,330)	(394,630)
Rent (Land & Wayleaves)	(2,188,870)	(2,351,940)
Support Services		
Accountancy Services Recharge	9,120	9,380
Debtors Section Recharge	7,520	7,850
Engineering and Transport Recharge	6,960	5,970
Legal Services Recharge	46,560	49,780
Valuation Services Recharge	92,400	89,610

Major Variances 2014-15 v 2015-16

The estimate for repair and maintenance expenditure has been increased to reflect planned works, including glazing and door repairs, at Lysons Avenue Estate and the Slyfield Enterprise and Foundation units.

The increase in the estimates for electricity, general rates, expenses recovered, and rent income, all result primarily from the Council acquiring a number of additional units at the Midleton Industrial Estate during 2014-15.

The estimate for consultants' fees has been increased following approval of funding for a Development Masterplan for Slyfield Industrial Estate.

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
53,203	Employee Related Expenditure	94,580	55,740	108,130	Employee Related		
32,303	Premises Related Expenditure	68,820	66,132	63,710	Salaries	93,910	105,000
530	Transport Related Expenditure	450	904	400	Premises Related		
19,674	Supplies and Services	0	241,572	191,560	General Rates	19,320	19,640
0	Third Party Payments	0	0	0	Rents Payable	42,500	42,500
0	Transfer Payments	0	0	0	Supplies and Services		
105,710	Total Directly Controllable Expenditure	163,850	364,348	363,800	Consultants Fees	0	190,000
0	Income	0	0	0	Support Services		
105,710	Net Directly Controllable Expenditure/(Income)	163,850	364,348	363,800	Valuation Services Recharge	0	33,120
330,099	Capital Charges	0	0	0			
3,559	Support Services	1,660	1,668	37,380			
439,368	Total Service Cost/(Surplus)	165,510	366,016	401,180			
	Full Time Equivalent Staff	1.07		2.36			

Major Variances 2014-15 v 2015-16

In November 2014, the Executive agreed the release of £290,000 from the Masterplan Reserve for Town Centre Masterplanning. £190,000 is included in the estimates for 2015-16, the remainder being earmarked for use in 2014-15.

The 2014-15 full time equivalent staff total omitted 1.0 FTE in respect of the recently created Development Projects Officer post, the cost of this post was however provided for in the budget in that year. The FTE total for 2015-16 includes this post plus some salary allocation from the Communications service.

The inclusion of a Valuation Service recharge reflects the anticipated level of support to be provided to the Major Projects service in 2015-16.

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
73,324	Employee Related Expenditure	18,660	17,786	13,050
135,380	Premises Related Expenditure	221,740	214,919	112,940
2,731	Transport Related Expenditure	2,540	1,082	720
22,868	Supplies and Services	620	461	40,880
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
234,303	Total Directly Controllable Expenditure	243,560	234,248	167,590
(3,209,097)	Income	(3,992,720)	(3,892,584)	(4,265,020)
(2,974,794)	Net Directly Controllable Expenditure/(Income)	(3,749,160)	(3,658,336)	(4,097,430)
165,700	Capital Charges	9,400	9,400	4,700
176,008	Support Services	224,220	213,977	223,860
(2,633,086)	Total Service Cost/(Surplus)	(3,515,540)	(3,434,959)	(3,868,870)
	Full Time Equivalent Staff	0.20		0.15

Major Items

Employee Related

Salaries 17,490 12,890

Premises Related

Electricity 13,150 12,250

General Rates 8,580 8,710

Insurance 29,100 52,740

Repairs and Maintenance 164,380 32,730

Window Cleaning 3,900 3,900

Supplies and Services

Valuers Fees 0 40,000

Income

Expenses Recovered (76,340) (18,290)

Insurance Recovered (13,060) (31,300)

Rent (Building & Shops) (2,751,650) (3,102,260)

Rent (Land & Wayleaves) (1,101,670) (1,104,170)

Rents (Vol Groups Subsidy) (50,000) (9,000)

Support Services

Accountancy Services Recharge 7,660 6,700

Asset Development Recharge 24,740 28,980

Audit Services Recharge 12,700 13,260

Business Services Support Recharge 5,960 5,950

Engineering and Transport Recharge 8,190 5,270

Legal Services Recharge 81,100 86,700

Valuation Services Recharge 62,700 60,900

Major Variances 2014-15 v 2015-16

A review of Management Team salary allocations has resulted in a reduced allocation to this service and a lower employee related expenditure estimate as a result.

The estimates for insurance and insurance costs recovered have increased to account for the recoverable insurance costs in respect of the recently acquired Liongate House and Leys House.

The 2014-15 estimates included one-off repair and maintenance works totalling £143,300.

The valuation estimate was previously accounted for under the Asset Development Service but has been transferred to this service in recognition of the cost of the investment property portfolio valuation in 2015-16.

In 2014-15 the expenses recovered estimate included a one-off £60,000 in respect of rechargeable works.

The estimate for income from rents has been increased to reflect the additional income proposed within the Asset Investment Strategy. £41,000 has been transferred from the voluntary group subsidy rent to the rent from buildings & shops.

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
181,677	Premises Related Expenditure	159,010	211,836	115,760	Council Tax	7,730	10,560
0	Transport Related Expenditure	0	0	0	Emissions Monitoring	3,300	2,790
45,948	Supplies and Services	33,000	35,409	35,960	General Rates	13,120	14,520
0	Third Party Payments	0	0	0	Rents Payable	94,000	0
0	Transfer Payments	0	0	0	Repairs and Maintenance	30,870	76,420
227,625	Total Directly Controllable Expenditure	192,010	247,245	151,720	Utilities	8,100	7,400
(256,272)	Income	(279,450)	(268,920)	(256,660)	Supplies and Services		
(28,647)	Net Directly Controllable Expenditure/(Income)	(87,440)	(21,675)	(104,940)	Security Services	33,000	30,960
822,630	Capital Charges	863,780	864,012	132,720	Income		
15,230	Support Services	40,180	50,565	49,430	Rent (Building & Shops)	(233,000)	(208,000)
809,213	Total Service Cost/(Surplus)	816,520	892,902	77,210	Rents (Dwellings)	(38,390)	(40,020)
					Support Services		
					Asset Development Recharge	3,060	13,370
					Valuation Services Recharge	33,000	32,020
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

Rent is no longer payable in respect of Buryfields House, saving £94,000 per annum.

The repairs and maintenance estimate allows for works at Burpham and Tying farms valued at £59,000. The increase in the Asset Development recharge reflects the support costs associated with these planned works.

Rent in respect of the Community Club at Slyfield Green, previously £27,500, has been removed from the 2015-16 estimates following identification of the site as a potential development area.

The capital charge, previously allocated to the Civic Hall Site cost centre within this service, has been reallocated to the G Live cost centre under the Parks & Leisure Service.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
8,756	Employee Related Expenditure	8,730	8,975	9,220	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	8,060	8,720
659	Transport Related Expenditure	560	627	570	Supplies and Services		
9,581	Supplies and Services	40,050	120,502	40,020	Consultants Fees	40,000	40,000
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Accountancy Services Recharge	1,280	1,450
18,996	Total Directly Controllable Expenditure	49,340	130,104	49,810	Legal Services Recharge	360	380
0	Income	0	0	0	Public Offices Recharge	1,640	2,350
18,996	Net Directly Controllable Expenditure/(Income)	49,340	130,104	49,810	Valuation Services Recharge	0	14,720
0	Capital Charges	0	0	0			
5,350	Support Services	4,440	4,440	20,930			
24,346	Total Service Cost/(Surplus)	53,780	134,544	70,740			
	Full Time Equivalent Staff	0.09		0.09			

Major Variances 2014-15 v 2015-16

The inclusion of a Valuation Service recharge reflects the anticipated level of support to be provided on SARP in 2015-16.

Financial Information Tourist Information Centre

Ledger Code TIC

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
173,977	Employee Related Expenditure	179,270	183,961	210,890	Employee Related		
7,276	Premises Related Expenditure	7,210	6,881	8,080	Casual Salaries	16,350	16,350
1,050	Transport Related Expenditure	750	868	700	Salaries	159,670	191,060
28,594	Supplies and Services	36,440	34,786	35,320	Premises Related		
0	Third Party Payments	0	0	0	General Rates	4,220	4,300
0	Transfer Payments	0	0	0	Premises Expenses Recharge	2,600	3,000
210,897	Total Directly Controllable Expenditure	223,670	226,496	254,990	Supplies and Services		
(53,442)	Income	(54,500)	(54,839)	(58,900)	Computer Maintenance Agreement	7,190	7,190
157,455	Net Directly Controllable Expenditure/(Income)	169,170	171,657	196,090	Postage	3,000	3,380
0	Capital Charges	0	0	0	Purchases for Resale	17,360	17,360
24,209	Support Services	24,670	24,790	25,440	Stationery and Office Supplies	1,240	1,240
181,664	Total Service Cost/(Surplus)	193,840	196,447	221,530	Town Guides Grant	1,900	1,900
	Full Time Equivalent Staff	4.82		4.82	Income		
					Commission on General Sales	(17,000)	(20,000)
					Miscellaneous Income	(7,000)	(7,250)
					Souvenirs, Postcards & Publications	(30,000)	(31,500)
					Support Services		
					Accountancy Services Recharge	3,490	3,660
					Business Services Support Recharge	1,960	1,960
					Customer Tech Support Recharge	3,760	4,610
					HR Services Recharge	2,940	2,860
					Information Sys Support Recharge	1,510	1,430
					Paymaster Recharge	5,820	5,820
					Performance Mngt. Recharge	2,330	2,210

Major Variances 2014-15 v 2015-16

A growth bid for £25,000 for a part time deputy team manager on a 2 year fixed term contract was approved as part of the Visitor Strategy Delivery project.

Financial Information Town Centre Management

Ledger Code TOWMAN

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
84,815	Employee Related Expenditure	68,020	64,577	85,280	Employee Related		
1,679	Premises Related Expenditure	1,900	1,900	1,900	Salaries	66,640	83,710
1,413	Transport Related Expenditure	920	1,207	1,190	Premises Related		
23,331	Supplies and Services	38,810	52,255	68,390	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
111,238	Total Directly Controllable Expenditure	109,650	119,939	156,760	Display Boards	1,800	1,800
					Equipment & Tools Hire	1,760	1,760
(28,469)	Income	(28,050)	(36,050)	(38,050)	Miscellaneous Expenses	2,840	2,840
82,769	Net Directly Controllable Expenditure/(Income)	81,600	83,889	118,710	New Initiatives	20,000	50,000
					Publicity	6,000	6,000
0	Capital Charges	0	0	0	Income		
17,340	Support Services	17,620	17,652	14,200	Rents; Market Stall Spaces	(26,500)	(26,500)
100,109	Total Service Cost/(Surplus)	99,220	101,541	132,910	Support Services		
					Accountancy Services Recharge	1,520	1,260
	Full Time Equivalent Staff	2.00		1.99	Business Services Support Recharge	1,310	840
					Customer Tech Support Recharge	2,630	1,510
					Debtors Section Recharge	2,520	2,750
					Human Resources Recharge	1,170	1,190
					Paymaster Recharge	1,540	1,400
					Public Offices Recharge	3,100	2,520

Major Variances 2014-15 v 2015-16

With the introduction of new initiatives such as the purple flag award and the public realm enhancement project, along with the desire to provide greater support to the management of the Town Centre, the service has needed to reinstate the previous salary budget reduction of £15,000.

Following the success of the public realm enhancement fund in 2014-15, funding has been increased to £50,000 (against the new initiatives account) for 2015-16.

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

PLANNING SERVICES

HEAD OF SERVICE - CHRIS MANSFIELD

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
4,965,498	4,609,040	Gross Expenditure	5,120,670	5,180,220	5,269,310	5,363,050
(1,997,868)	(1,631,180)	Gross Income	(1,850,920)	(1,924,850)	(1,994,060)	(2,069,730)
2,967,630	2,977,860	Net Expenditure	3,269,750	3,255,370	3,275,250	3,293,320
2,981,491	2,957,240	Employee Related Expenditure	3,067,400	3,159,140	3,269,520	3,383,740
37,299	37,050	Premises Related Expenditure	51,310	51,310	51,310	51,310
88,821	82,050	Transport Related Expenditure	73,750	73,750	73,750	73,750
979,690	759,460	Supplies and Services	1,033,370	983,840	934,410	884,990
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
4,087,301	3,835,800	Total Directly Controllable Expenditure	4,225,830	4,268,040	4,328,990	4,393,790
(1,997,868)	(1,631,180)	Income	(1,850,920)	(1,924,850)	(1,994,060)	(2,069,730)
2,089,433	2,204,620	Net Directly Controllable Expenditure/(Income)	2,374,910	2,343,190	2,334,930	2,324,060
136,595	0	Capital Charges	0	0	0	0
741,602	773,240	Support Services	894,840	912,180	940,320	969,260
2,967,630	2,977,860	Total Service Cost/(Surplus)	3,269,750	3,255,370	3,275,250	3,293,320

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
201,823	156,090	Building Control	269,210	269,420	275,030	279,750
1,057,802	1,404,120	Development Control	1,246,670	1,256,230	1,286,580	1,315,400
54,440	67,700	Graphics and IT Unit	68,420	70,430	72,870	75,390
36,317	12,430	Local Land Charges	22,270	16,730	12,780	8,140
1,617,248	1,337,520	Policy	1,663,180	1,642,560	1,627,990	1,614,640
2,967,630	2,977,860	Total Net Expenditure/(Income)	3,269,750	3,255,370	3,275,250	3,293,320

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Financial Information Building Control

Ledger Code BUICTL

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
486,495	Employee Related Expenditure	510,310	524,262	545,470	Employee Related		
357	Premises Related Expenditure	0	0	0	Salaries	492,020	528,220
21,998	Transport Related Expenditure	20,930	21,189	23,980	Transport Related		
70,043	Supplies and Services	70,240	59,845	73,500	Car Allowances	20,420	23,400
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	21,340	21,340
578,893	Total Directly Controllable Expenditure	601,480	605,296	642,950	Consultants Fees	23,450	23,450
(489,890)	Income	(559,180)	(491,396)	(503,200)	General Subscriptions	6,120	6,120
89,003	Net Directly Controllable Expenditure/(Income)	42,300	113,900	139,750	Postage and Telephones	6,210	6,760
					Scanning	5,320	5,320
0	Capital Charges	0	0	0	Income		
112,820	Support Services	113,790	113,854	129,460	Building Control Fees	(550,000)	(500,000)
201,823	Total Service Cost/(Surplus)	156,090	227,754	269,210	Support Services		
					Accountancy Services Recharge	4,510	3,770
	Full Time Equivalent Staff	11.63		11.70	Business Services Support Recharge	10,470	10,440
					Customer Tech Support Recharge	20,020	24,610
					Health and Safety Recharge	2,000	1,820
					Human Resources Recharge	6,820	6,710
					Information Sys Support Recharge	9,420	8,920
					Office Cleaning Recharge	2,660	2,660
					Office Services Recharge	9,690	9,460
					Paymaster Recharge	6,290	5,750
					Performance Mngt. Recharge	5,410	5,170
					Public Offices Recharge	26,700	38,480

Major Variances 2014-15 v 2015-16

Building Control fees targets have not been met in recent years due to increased competition in the market place and the reduced budget reflects this.

The public office recharge estimate has increased as a result of the accommodation project building works.

Financial Information Development Control

Ledger Code DEVCON

Responsible Officer Tim Dawes- Development Control Manager (Tel: 444650)

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
1,476,195	Employee Related Expenditure	1,500,090	1,462,635	1,526,720
0	Premises Related Expenditure	0	0	0
54,943	Transport Related Expenditure	50,040	49,789	39,060
294,431	Supplies and Services	203,140	250,193	222,610
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,825,569	Total Directly Controllable Expenditure	1,753,270	1,762,617	1,788,390
<u>(1,207,318)</u>	Income	<u>(803,600)</u>	<u>(1,069,246)</u>	<u>(1,079,220)</u>
618,251	Net Directly Controllable Expenditure/(Income)	949,670	693,371	709,170
0	Capital Charges	0	0	0
439,551	Support Services	454,450	456,790	537,500
1,057,802	Total Service Cost/(Surplus)	1,404,120	1,150,161	1,246,670
	Full Time Equivalent Staff	36.59		38.00

Major Variances 2014-15 v 2015-16

The increase in both the printing service recharge estimate and the postage estimate reflect the greater number of major planning applications received and subsequent neighbour letters required.

Planning fees have consistently exceeded targets in the past and the revised estimate mirrors this trend. Pre-application charging now includes a householder surgery fee which is estimated to bring in an additional £12,500. The S106 monitoring income budget has also been increased to reflect the upturn in income.

The public office recharge estimate has increased as a result of the accommodation project building works.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Salaries	1,456,940	1,478,110
Transport Related		
Car Leasing and Allowances	49,630	38,650
Supplies and Services		
Computer Software Licence	15,000	15,000
Consultants Fees	60,000	60,000
IT Renewals	2,200	6,940
Legal Expenses	20,000	20,000
Planning Appeals Expenses	50,760	50,760
Postage	4,850	8,570
Printing Services Recharge	2,630	6,020
Scanning	15,000	15,000
Stationery and Office Supplies	3,430	3,430
Income		
Planning Fees	(680,000)	(900,000)
Pre-application Charging	(55,000)	(92,500)
Section 106 Income	(39,020)	(50,520)
Support Services		
Accountancy Services Recharge	10,560	10,980
Business Services Support Recharge	32,430	32,350
Customer Tech Support Recharge	64,330	79,010
Health and Safety Recharge	6,200	6,300
Human Resources Recharge	21,090	23,280
Information Sys Support Recharge	35,940	34,010
Legal Services Recharge	115,150	123,100
Office Cleaning Recharge	8,340	9,230
Office Services Recharge	30,440	32,800
Paymaster Recharge	12,410	13,620
Performance Mngt. Recharge	16,750	17,930
Public Offices Recharge	83,900	133,450

Financial Information Graphics and IT Unit

Ledger Code BUIGIT

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
41,071	Employee Related Expenditure	50,620	33,751	52,100	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	49,690	50,040
76	Transport Related Expenditure	60	54	60	Income		
208	Supplies and Services	300	300	390	Recharged to Other Services	0	(3,000)
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Business Services Support Recharge	1,970	1,970
41,355	Total Directly Controllable Expenditure	50,980	34,105	52,550	Customer Tech Support Recharge	3,720	4,570
(3,635)	Income	0	(2,680)	(3,000)	Human Resources Recharge	830	790
37,720	Net Directly Controllable Expenditure/(Income)	50,980	31,425	49,550	Information Sys Support Recharge	3,300	3,120
0	Capital Charges	0	0	0	Office Services Recharge	1,180	1,110
16,720	Support Services	16,720	16,736	18,870	Public Offices Recharge	3,260	4,530
54,440	Total Service Cost/(Surplus)	67,700	48,161	68,420			
	Full Time Equivalent Staff	1.33		1.33			

Major Variances 2014-15 v 2015-16

The income line represents the recharge for graphic design made by the service.

Guildford Borough Council Outline Budget 2015-2016

Planning Services

Financial Information Local Land Charges

Ledger Code LANCHA

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
128,018	Employee Related Expenditure	123,050	115,222	114,810
0	Premises Related Expenditure	0	0	0
960	Transport Related Expenditure	820	725	970
125,485	Supplies and Services	116,370	121,404	120,830
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
254,463	Total Directly Controllable Expenditure	240,240	237,351	236,610
(254,178)	Income	(263,020)	(263,373)	(256,000)
285	Net Directly Controllable Expenditure/(Income)	(22,780)	(26,022)	(19,390)
0	Capital Charges	0	0	0
36,032	Support Services	35,210	35,923	41,660
36,317	Total Service Cost/(Surplus)	12,430	9,901	22,270
	Full Time Equivalent Staff	2.49		2.63

Major Variances 2014-15 v 2015-16

The 2014-15 estimates made provision for the use of casual staff to assist with the scanning of Local Land Charges records. This task is now complete and therefore the budget is not required in 2015-16.

Major Items

Employee Related

	2014-15 Estimate £	2015-16 Estimate £
Casuals Salaries	15,000	0
Salaries	105,500	110,910

Supplies and Services

	2014-15 Estimate £	2015-16 Estimate £
Computer Related Costs	12,070	12,070
Payment to SCC	97,010	97,010

Income

	2014-15 Estimate £	2015-16 Estimate £
Con29 Extra	(16,090)	(16,090)
Land Charges Search Fees	(43,100)	(36,050)
Nlis Full Search	(68,440)	(68,440)
SCC Income	(97,010)	(97,010)
TM Searches - Full Searches	(31,960)	(31,960)

Support Services

	2014-15 Estimate £	2015-16 Estimate £
Accountancy Services Recharge	10,430	11,210
Audit Services Recharge	1,130	1,180
Business Services Support Recharge	1,480	1,470
Customer Tech Support Recharge	2,900	3,560
Human Resources Recharge	1,510	1,600
Information Sys Support Recharge	4,100	3,880
Office Services Recharge	2,120	2,250
Paymaster Recharge	1,790	1,990
Public Offices Recharge	5,830	9,150

Financial Information Policy

Ledger Code POLICY

Responsible Officer Stuart Harrison - Planning Policy Manager (Tel: 444512)

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
849,712	Employee Related Expenditure	773,170	870,407	828,300
36,942	Premises Related Expenditure	37,050	39,369	51,310
10,844	Transport Related Expenditure	10,200	10,127	9,680
489,523	Supplies and Services	369,410	550,867	616,040
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,387,021	Total Directly Controllable Expenditure	1,189,830	1,470,770	1,505,330
(42,847)	Income	(5,380)	(25,937)	(9,500)
1,344,174	Net Directly Controllable Expenditure/(Income)	1,184,450	1,444,833	1,495,830
136,595	Capital Charges	0	0	0
136,479	Support Services	153,070	143,795	167,350
1,617,248	Total Service Cost/(Surplus)	1,337,520	1,588,628	1,663,180
	Full Time Equivalent Staff	17.31		16.03

Major Variances 2014-15 v 2015-16

Due to major premises repairs, Woking Road depot has incurred an increase in capital charges. This has resulted in a higher support service recharge than in previous years.

A growth bid has increased the salaries budget by £28,500, the casuals budget by £16,000, the agency budget by £8,000, the consultants budget by £127,000, the legal expenses budget by £59,000 and the advertising budget by £50,000, all to reflect the extension of the Local Plan project.

The public office recharge estimate has increased as a result of the accommodation project building works.

The engineering and transport recharge has decreased significantly as emphasis has shifted to land drainage.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Casual / Temporary Staff	13,000	37,200
Salaries	752,120	788,880
Premises Related		
Env Imps & Lighting Mtce	31,130	31,130
Proportion of Depot Expenses	5,920	11,010
Transport Related		
Car Allowances	1,620	1,620
Officers Car Leasing	8,300	7,780
Supplies and Services		
Advertising	0	50,000
Computer Software Licence	5,000	5,000
Consultants (C.I. Levy)	50,000	50,000
Consultants Fees	204,790	331,790
Inspection Fees	30,000	30,000
Legal Expenses	15,000	74,000
Plan Printing	50,000	50,000
Surrey Hills ANB Contribution	5,580	5,580
Support Services		
Accountancy Services Recharge	3,370	3,260
Business Services Support Recharge	11,560	11,530
Customer Service Centre Recharge	6,210	7,670
Customer Tech Support Recharge	23,130	28,420
Engineering & Transport Recharge	14,750	780
Human Resources Recharge	9,500	9,500
Information Sys Support Recharge	12,120	11,460
Legal Services Recharge	4,520	4,820
Office Services Recharge	12,510	13,390
Paymaster Recharge	6,770	7,430
Performance Mngt. Recharge	7,550	7,320
Public Offices Recharge	34,470	54,460

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2015-2016**

ENVIRONMENT

EXECUTIVE HEAD OF ENVIRONMENT - JAMES WHITEMAN

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OPERATIONAL SERVICES

HEAD OF SERVICE - JAMES WHITEMAN

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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
21,419,942	21,910,950	Gross Expenditure	22,619,270	22,644,230	22,998,600	23,254,500
(19,784,064)	(20,063,870)	Gross Income	(20,968,390)	(21,225,100)	(21,663,330)	(22,139,520)
1,635,878	1,847,080	Net Expenditure	1,650,880	1,419,130	1,335,270	1,114,980
7,190,165	6,286,780	Employee Related Expenditure	6,067,190	6,242,770	6,454,730	6,673,930
3,288,852	4,131,570	Premises Related Expenditure	3,703,330	3,793,420	3,817,810	3,759,660
3,874,219	3,616,220	Transport Related Expenditure	3,613,020	3,617,020	3,644,020	3,646,020
3,366,391	3,733,670	Supplies and Services	4,474,620	4,228,880	4,255,190	4,281,330
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
17,719,627	17,768,240	Total Directly Controllable Expenditure	17,858,160	17,882,090	18,171,750	18,360,940
(19,784,064)	(20,063,870)	Income	(20,968,390)	(21,225,100)	(21,663,330)	(22,139,520)
(2,064,437)	(2,295,630)	Net Directly Controllable Expenditure/(Income)	(3,110,230)	(3,343,010)	(3,491,580)	(3,778,580)
1,883,113	2,295,420	Capital Charges	2,869,580	2,869,580	2,869,580	2,869,580
1,817,202	1,847,290	Support Services	1,891,530	1,892,560	1,957,270	2,023,980
1,635,878	1,847,080	Total Service Cost/(Surplus)	1,650,880	1,419,130	1,335,270	1,114,980

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
45,920	45,870	Abandoned Vehicles	42,140	43,190	44,450	45,750
0	0	Armed Forces Day	100,000	0	0	0
88,338	127,580	CCTV Systems	110,770	111,200	111,720	112,260
8,906	6,660	Clinical Waste	6,880	7,070	7,300	7,540
69,659	71,140	Dog Control and Animal Welfare	75,230	77,570	79,460	81,190
(3,894)	(3,510)	Engineering and Transport Services	(11,840)	2,690	2,780	2,870
307	0	Engineering Projects	0	0	0	0
(60,476)	4,820	Fleet Management Service	17,380	21,750	29,610	36,980
327,412	208,300	Land Drainage	355,700	361,570	368,620	375,920
(88,493)	(89,650)	Markets	(96,530)	(102,350)	(107,590)	(113,370)
(4,996,807)	(4,067,960)	Off Street Parking	(4,856,610)	(5,057,560)	(5,379,540)	(5,816,560)
(607,893)	(652,020)	On Street Parking	(634,410)	(620,340)	(594,810)	(568,170)
12,735	10,590	Ordnance Survey and Mapping Services	14,340	14,650	15,030	15,420
648,839	729,020	Park and Ride Services	742,130	743,610	765,070	786,890
294,043	280,050	Public Conveniences	301,430	292,030	297,390	302,930
34,937	10,310	Recycling, Cleansing and Parking Services Overhead A	10,880	8,320	5,240	2,030
3,683,886	2,684,700	Refuse and Recycling	3,082,290	3,176,450	3,285,070	3,395,220
31,371	52,960	River Control	44,060	44,350	44,700	45,060
100,078	100,640	Roads and Footpaths Maintenance	102,760	88,800	89,390	89,990
351	0	Snow and Ice Plan Holding Account	8,310	0	0	0
2,028,958	2,095,120	Street Cleansing	2,045,070	2,086,520	2,158,930	2,207,860
60,526	70,270	Street Furniture	66,670	67,130	67,690	68,270

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
47,305	56,000	Transportation	14,950	14,970	14,990	15,010
3,988	18,090	Vehicle Maintenance Workshop	12,770	21,580	32,190	43,160
(94,206)	88,100	Woking Road Depot	96,510	15,930	(2,420)	(21,270)
88	0	Works Ancillary Services	0	0	0	0
1,635,878	1,847,080	Total Net Expenditure/(Income)	1,650,880	1,419,130	1,335,270	1,114,980

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
30,432	Employee Related Expenditure	28,510	28,608	22,660	Employee Related		
3,270	Premises Related Expenditure	3,480	3,480	6,470	Salaries	28,050	22,070
1,813	Transport Related Expenditure	2,150	2,090	410	Premises Related		
16	Supplies and Services	20	404	20	Proportion of Depot Expenses	3,480	6,470
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	1,960	220
35,531	Total Directly Controllable Expenditure	34,160	34,582	29,560	Support Services		
					Accountancy Services Recharge	270	110
(421)	Income	(310)	(206)	0	Business Services Support Recharge	1,730	1,730
35,110	Net Directly Controllable Expenditure/(Income)	33,850	34,376	29,560	HR Services Recharge	400	410
					Legal Services Recharge	2,770	2,960
0	Capital Charges	0	0	0	Paymaster Recharge	210	210
10,810	Support Services	12,020	12,036	12,580	Works Services Recharge	6,080	6,610
45,920	Total Service Cost/(Surplus)	45,870	46,412	42,140			
	Full Time Equivalent Staff	0.69		0.54			

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

Operational Services

Financial Information Armed Forces Day

Ledger Code ARMDAY

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	7,410	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Event Costs	0	275,000
0	Transport Related Expenditure	0	0	0	Income		
0	Supplies and Services	0	43,394	275,000	Other Grants and Sponsorship	0	(25,000)
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
0	Total Directly Controllable Expenditure	0	50,804	275,000			
0	Income	0	0	(175,000)			
0	Net Directly Controllable Expenditure/(Income)	0	50,804	100,000			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
0	Total Service Cost/(Surplus)	0	50,804	100,000			
	Full Time Equivalent Staff			0.00			

Major Variances 2014-15 v 2015-16

Expenditure agreed to fund Armed Forces Day in June 2015 offset by sponsorship monies, with the balance funded from reserves.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
301	Employee Related Expenditure	10	10	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Supplies and Services		
24	Transport Related Expenditure	0	0	0	Maintenance Agreements	43,700	43,700
70,183	Supplies and Services	92,440	91,827	92,590	New, Replace Equip & Tools	7,000	8,000
0	Third Party Payments	0	0	0	Transmission Line Rental	38,500	38,500
0	Transfer Payments	0	0	0	Capital Charges		
70,508	Total Directly Controllable Expenditure	92,450	91,837	92,590	Depreciation	3,420	3,420
(115)	Income	0	(9)	0	Support Services		
70,393	Net Directly Controllable Expenditure/(Income)	92,450	91,828	92,590	Engineering and Transport Recharge	31,120	14,380
3,415	Capital Charges	3,420	3,420	3,420			
14,530	Support Services	31,710	21,074	14,760			
88,338	Total Service Cost/(Surplus)	127,580	116,322	110,770			
	Full Time Equivalent Staff	0.02		0.00			

Major Variances 2014-15 v 2015-16

The Engineering and Transport recharge has reduced due to the introduction of the Flood and Water Management Act, therefore the emphasis of the work has shifted to land drainage.

Guildford Borough Council Outline Budget 2015-2016

Operational Services

Financial Information Clinical Waste

Ledger Code CLINWA

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
7,693	Employee Related Expenditure	5,610	5,890	5,740	Employee Related Salaries and Wages	5,630	5,750
390	Premises Related Expenditure	0	0	0			
94	Transport Related Expenditure	110	112	110			
19	Supplies and Services	410	147	410			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
8,196	Total Directly Controllable Expenditure	6,130	6,149	6,260			
0	Income	0	0	0			
8,196	Net Directly Controllable Expenditure/(Income)	6,130	6,149	6,260			
0	Capital Charges	0	0	0			
710	Support Services	530	538	620			
8,906	Total Service Cost/(Surplus)	6,660	6,687	6,880			
	Full Time Equivalent Staff	0.08		0.08			

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
39,433	Employee Related Expenditure	36,990	36,799	36,460
890	Premises Related Expenditure	1,890	1,898	1,740
7,250	Transport Related Expenditure	5,680	5,680	6,490
18,288	Supplies and Services	22,580	22,068	21,950
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
65,861	Total Directly Controllable Expenditure	67,140	66,445	66,640
(6,032)	Income	(7,000)	(6,488)	(3,000)
59,829	Net Directly Controllable Expenditure/(Income)	60,140	59,957	63,640
0	Capital Charges	0	0	0
9,830	Support Services	11,000	11,000	11,590
69,659	Total Service Cost/(Surplus)	71,140	70,957	75,230
	Full Time Equivalent Staff	0.92		0.91

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Salaries	36,410	35,860
Premises Related		
Proportion of Depot Expenses	1,890	1,740
Transport Related		
Fuel and Oil	1,000	900
Transport Pool Hire Charge	3,860	4,850
Supplies and Services		
Kennelling Fees	16,990	18,000
New, Replace Equip & Tools	2,500	1,000
Poop Scoop Service	2,300	1,000
Income		
Kennelling Fees	(7,000)	(3,000)
Support Services		
Business Services Support Recharge	940	940
Customer Tech Support Recharge	1,300	1,600
Human Resources Recharge	530	540
Information Sys Support Recharge	320	310
Legal Services Recharge	3,720	3,980
Paymaster Recharge	1,700	1,760
Works Services Recharge	760	830

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
319,396	Employee Related Expenditure	299,390	302,789	286,210	Employee Related		
5,700	Premises Related Expenditure	6,060	6,060	11,260	Private Medical	1,790	2,360
22,642	Transport Related Expenditure	24,070	24,083	26,410	Recharge From Other Emp. Exps.	2,610	2,540
2,953	Supplies and Services	4,730	4,252	2,990	Salaries	293,070	279,130
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	6,060	11,260
350,691	Total Directly Controllable Expenditure	334,250	337,184	326,870	Transport Related		
					Car Leasing and Allowances	24,040	26,380
(419,695)	Income	(404,540)	(404,540)	(408,480)	Income		
(69,004)	Net Directly Controllable Expenditure/(Income)	(70,290)	(67,356)	(81,610)	Support Service Recharge	(404,540)	(408,480)
					Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	5,330	3,930
65,110	Support Services	66,780	66,812	69,770	Audit Services Recharge	1,420	1,480
(3,894)	Total Service Cost/(Surplus)	(3,510)	(544)	(11,840)	Business Services Support Recharge	4,960	4,950
					Customer Tech Support Recharge	9,180	11,280
	Full Time Equivalent Staff	6.50		5.93	Health and Safety Recharge	1,110	1,040
					Human Resources Recharge	3,780	3,860
					Information Sys Support Recharge	5,910	5,590
					Paymaster Recharge	5,690	5,860
					Performance Mngt. Recharge	3,000	2,980
					Works Services Recharge	24,320	26,420

Major Variances 2014-15 v 2015-16

Due to major premises repairs, Woking Road Depot has incurred an increase in capital charges, this has resulted in a higher support service recharge than previous years.

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
307	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
307	Total Directly Controllable Expenditure	0	0	0			
0	Income	0	0	0			
307	Net Directly Controllable Expenditure/(Income)	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
307	Total Service Cost/(Surplus)	0	0	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

This cost centre has now ceased and amalgamated to Engineering and Transport Services.

Financial Information Fleet Management Service

Ledger Code FLEMAN

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
176,257	Employee Related Expenditure	174,080	194,216	160,090
80,326	Premises Related Expenditure	84,640	103,639	168,930
857,864	Transport Related Expenditure	760,760	762,868	774,200
67,590	Supplies and Services	69,030	71,928	71,520
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,182,037	Total Directly Controllable Expenditure	1,088,510	1,132,651	1,174,740
(2,384,361)	Income	(2,369,210)	(2,339,800)	(2,462,620)
(1,202,324)	Net Directly Controllable Expenditure/(Income)	(1,280,700)	(1,207,149)	(1,287,880)
865,008	Capital Charges	995,040	995,384	1,003,270
276,840	Support Services	290,480	290,520	301,990
(60,476)	Total Service Cost/(Surplus)	4,820	78,755	17,380
	Full Time Equivalent Staff	5.03		4.88

Major Variances 2014-15 v 2015-16

Due to major premises repairs, Woking Road Depot has incurred an increase in capital charges, this has resulted in a higher support service recharge than previous years.

Vehicle repairs conducted within the workshop will increase due to new equipment purchased to assist repairs and services.

Reduction in the use of hired vehicles due to the newer vehicles and equipment.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Salaries	170,940	156,640
Premises Related		
Proportion of Depot Expenses	77,640	144,350
Transport Related		
Hire of Vehicles	89,380	35,000
Insurance	197,340	216,280
Licences - Vehicles	32,800	37,320
Vehicle MOT Test	12,740	10,040
Vehicle Repairs: Workshop	311,600	356,370
Vehicle Service : Workshop	115,390	118,400
Supplies and Services		
Equipment & Tools Repairs	12,570	11,510
Fleet Inspections	12,000	12,000
Maintenance Agreements	28,600	29,900
Income		
Guildford MOT Taxi Inspection	(62,410)	(63,000)
MOT Testing Fees	(89,990)	(84,500)
Recharged to Other Services	(198,060)	(212,090)
Recharges; Transport Pool	(1,923,750)	(2,010,270)
Waverley Taxi Inspection	(21,000)	(21,000)
Woking Taxi Inspection	(55,000)	(52,000)
Capital Charges		
Depreciation	995,040	1,003,270
Support Services		
Accountancy Services Recharge	20,000	13,440
Asset Register Recharge	7,240	7,310
Customer Tech Support Recharge	4,450	5,430
Fleet Management Admin Charge	198,060	212,090
Paymaster Recharge	17,870	18,330
Works Services Recharge	25,840	28,050

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
127,811	Premises Related Expenditure	127,000	166,874	134,740	Cctv Sewers	2,000	2,000
30	Transport Related Expenditure	0	(7,237)	0	Contract Payments	35,000	35,000
1,932	Supplies and Services	710	1,073	26,220	Culvert R&M	10,000	2,000
0	Third Party Payments	0	0	0	Flood Works	48,000	27,000
0	Transfer Payments	0	0	0	Grille Repair and Maintenance	5,000	12,000
129,773	Total Directly Controllable Expenditure	127,710	160,710	160,960	Investigation Works	3,000	5,000
(31,772)	Income	(520)	(15,000)	0	Proportion of Depot Expenses	9,000	16,740
98,001	Net Directly Controllable Expenditure/(Income)	127,190	145,710	160,960	Water Course Maintenance	15,000	35,000
42,051	Capital Charges	0	0	0	Supplies and Services		
187,360	Support Services	81,110	182,118	194,740	Payment to Contractors	0	25,000
327,412	Total Service Cost/(Surplus)	208,300	327,828	355,700	Support Services		
	Full Time Equivalent Staff	0.00		0.00	Engineering and Transport Recharge	79,000	193,950

Major Variances 2014-15 v 2015-16

The Engineering and Transport recharge has increased due to the introduction of the Flood and Water Management Act, as the emphasis of the work has shifted to land drainage.

The Surface Water Management plan will incur payments to contractors at an estimated cost of £25,000.

Guildford Borough Council Outline Budget 2015-2016

Operational Services

Financial Information Markets

Ledger Code MARKET

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
9,315	Employee Related Expenditure	7,210	6,746	5,890	Employee Related		
50,984	Premises Related Expenditure	54,220	49,840	52,910	Salaries	7,100	5,770
182	Transport Related Expenditure	240	240	160	Premises Related		
822	Supplies and Services	1,500	1,068	1,120	Electricity	2,550	2,600
0	Third Party Payments	0	0	0	General Rates	14,190	11,700
0	Transfer Payments	0	0	0	Market Traders re Cleaning	35,600	36,920
61,303	Total Directly Controllable Expenditure	63,170	57,894	60,080	Supplies and Services		
					Advertising	1,500	1,000
(158,096)	Income	(161,520)	(155,300)	(166,300)	Income		
(96,793)	Net Directly Controllable Expenditure/(Income)	(98,350)	(97,406)	(106,220)	Rents; Market Stall Spaces	(161,520)	(166,300)
					Support Services		
0	Capital Charges	0	0	0	Debtors Section Recharge	2,900	3,100
8,300	Support Services	8,700	8,700	9,690	Works Services Recharge	3,040	3,300
(88,493)	Total Service Cost/(Surplus)	(89,650)	(88,706)	(96,530)			
	Full Time Equivalent Staff	0.15		0.14			

Major Variances 2014-15 v 2015-16

The estimate for market stall rents has been increased to reflect the new prices to be introduced from 1st April 2015.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
647,605	Employee Related Expenditure	621,340	638,426	656,380
2,027,296	Premises Related Expenditure	2,870,790	2,743,376	2,111,470
27,111	Transport Related Expenditure	33,480	32,252	37,120
509,945	Supplies and Services	705,680	595,822	610,950
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
3,211,957	Total Directly Controllable Expenditure	4,231,290	4,009,876	3,415,920
(9,270,895)	Income	(9,522,970)	(9,432,214)	(9,724,620)
(6,058,938)	Net Directly Controllable Expenditure/(Income)	(5,291,680)	(5,422,338)	(6,308,700)
845,189	Capital Charges	899,970	900,202	1,229,990
216,942	Support Services	323,750	307,573	222,100
(4,996,807)	Total Service Cost/(Surplus)	(4,067,960)	(4,214,563)	(4,856,610)
	Full Time Equivalent Staff	22.14		23.25

Major Variances 2014-15 v 2015-16

The 2014-15 estimates included the cost of significant decoration works at several car parks. Aside from the completion of any outstanding items from 2014-15, no significant revenue works are scheduled for 2015-16, resulting in a large decrease in both the repairs and maintenance and Asset Development recharge estimates.

Items included in the estimates for software development and consultants' fees in 2014-15 were one-off items and have therefore been removed from the estimates for 2015-16.

The estimates for season ticket income, contract parking income, and meter income have risen to reflect the agreed price increases for 2015-16.

Income from recharges to other services has increased as the cost of refurbishing the toilet facilities at the Bedford Road parking office, included within the repairs and maintenance estimate, will be partially recharged to the on-street parking service.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Salaries	607,040	640,270
Premises Related		
Business Improvement District Levy	28,090	28,950
General Rates	1,376,150	1,398,870
Insurance	24,500	24,850
Rents Payable	47,000	48,000
Repairs and Maintenance	1,057,550	260,670
Safer Car Parks	23,000	23,000
Utilities	246,460	247,350
Transport Related		
Transport Pool Hire Charge	23,580	25,300
Supplies and Services		
Cash Collection Service	150,000	146,000
Computer Software Development	60,000	10,000
Consultants Fees	50,000	0
Contract Security	165,000	165,000
Pay & Display Machinery Mtce	110,000	110,000
Telecomms	39,620	40,820
Tickets	20,000	18,000
Income		
Car Parks Season Tickets	(756,360)	(800,000)
Contract Car Parking Income	(570,420)	(593,620)
Garage Rents	(121,030)	(121,030)
Meter Income	(7,612,170)	(7,722,770)
Penalty Fees	(300,600)	(300,000)
Recharged to Other Services	(99,010)	(127,330)
Support Services		
Accountancy Services Recharge	35,080	28,930
Asset Development Recharge	131,300	23,750
Debtors Section Recharge	25,870	25,840
Human Resources Recharge	12,820	13,830
Paymaster Recharge	23,290	24,900

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
702,372	Employee Related Expenditure	679,140	668,993	675,290	Employee Related		
62,359	Premises Related Expenditure	62,330	59,309	76,400	Salaries	660,310	659,710
22,011	Transport Related Expenditure	23,170	21,658	24,710	Premises Related		
324,800	Supplies and Services	331,190	340,099	335,930	Car Park Office Costs	47,000	64,590
0	Third Party Payments	0	0	0	Electricity	12,500	10,000
0	Transfer Payments	0	0	0	Transport Related		
1,111,542	Total Directly Controllable Expenditure	1,095,830	1,090,059	1,112,330	Fuel and Oil	3,790	4,590
					Hire of Vehicles	8,020	8,020
(1,829,891)	Income	(1,855,070)	(1,910,314)	(1,862,530)	Transport Pool Hire Charge	7,860	8,440
(718,349)	Net Directly Controllable Expenditure/(Income)	(759,240)	(820,255)	(750,200)	Supplies and Services		
					Adjudication Service	13,800	13,800
2,643	Capital Charges	2,650	2,650	2,640	Cash Collection Service	41,650	41,650
107,813	Support Services	104,570	104,626	113,150	Computer Software Development	10,750	10,750
(607,893)	Total Service Cost/(Surplus)	(652,020)	(712,979)	(634,410)	Computer Software Licence	33,500	33,500
					External Printing and Design	16,370	16,370
	Full Time Equivalent Staff	22.16		21.77	Pay & Display Machinery Mtce	24,950	24,950
					Payment to SCC	96,000	107,620
					Printing and Stationery	22,600	21,550
					Signs	12,000	12,000
					Income		
					Meter Income	(931,000)	(923,000)
					Penalty Fees	(565,000)	(575,000)
					Permits Income	(280,760)	(283,830)
					Suspension Fees	(52,000)	(52,000)
					Support Services		
					Accountancy Services Recharge	7,400	9,470
					Business Services Support Recharge	5,800	5,780
					Customer Tech Support Recharge	10,600	13,030
					Human Resources Recharge	12,930	12,940
					Paymaster Recharge	10,370	11,410
					Performance Mngt. Recharge	10,260	9,980
					Works Services Recharge	36,050	39,170

Major Variances 2014-15 v 2015-16

The increase in the car parks office costs recharge primarily results from the planned refurbishment of the toilets at the Bedford Road parking office.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Computer Maintenance Agreement	640	640
0	Transport Related Expenditure	0	0	0	Computer Software Licence	1,700	2,500
2,300	Supplies and Services	3,030	3,352	3,830	New, Replace Equip & Tools	410	410
0	Third Party Payments	0	0	0	Survey Mapping Development	240	240
0	Transfer Payments	0	0	0	Support Services		
2,300	Total Directly Controllable Expenditure	3,030	3,352	3,830	Engineering and Transport Recharge	7,440	10,420
0	Income	0	0	0			
2,300	Net Directly Controllable Expenditure/(Income)	3,030	3,352	3,830			
0	Capital Charges	0	0	0			
10,435	Support Services	7,560	8,638	10,510			
12,735	Total Service Cost/(Surplus)	10,590	11,990	14,340			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

There are no major variances to report.

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
7,960	Employee Related Expenditure	7,220	7,538	7,050	Employee Related		
212,212	Premises Related Expenditure	229,930	223,128	231,740	Salaries	7,120	6,900
285,257	Transport Related Expenditure	361,200	361,200	295,220	Premises Related		
99,731	Supplies and Services	123,620	141,667	123,630	Electricity	9,450	8,450
0	Third Party Payments	0	0	0	General Rates	107,760	109,830
0	Transfer Payments	0	0	0	Rents Payable	75,400	75,400
605,160	Total Directly Controllable Expenditure	721,970	733,533	657,640	Site Maintenance	19,970	19,970
					Snow/Ice Clearance	12,500	11,510
(56,947)	Income	(105,640)	(123,196)	(20,000)	Transport Related		
548,213	Net Directly Controllable Expenditure/(Income)	616,330	610,337	637,640	SCC Park and Ride Services	361,000	295,000
					Supplies and Services		
87,269	Capital Charges	88,740	88,764	87,270	Security Services	122,400	122,400
13,357	Support Services	23,950	14,526	17,220	Income		
648,839	Total Service Cost/(Surplus)	729,020	713,627	742,130	Meter Income	(19,000)	(20,000)
					SCC Grant	(86,640)	0
	Full Time Equivalent Staff	0.15		0.15	Capital Charges		
					Depreciation	88,740	87,270
					Support Services		
					Accountancy Services Recharge	1,620	1,530
					Engineering and Transport Recharge	17,000	9,400
					Works Services Recharge	3,040	3,300

Major Variances 2014-15 v 2015-16

Costs incurred for the operation of Onslow Park and Ride site are no longer funded through the Local Sustainable Transport Bid. For 2015-16 the costs will be allocated through the surplus funds on the On-Street Car Park account £86,640.

Due to major premises repairs, Woking Road Depot has incurred an increase in capital charges, this has resulted in a higher support service recharge than previous years.

Surrey County Council park and ride service charges for 2014-15 were lower than anticipated, therefore they have reduced for 2015-16.

Financial Information Public Conveniences

Ledger Code PUBCON

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
110,760	Employee Related Expenditure	123,300	121,208	119,740	Employee Related		
95,001	Premises Related Expenditure	71,930	86,032	87,980	Casual / Temporary Staff	8,200	9,500
13,263	Transport Related Expenditure	18,560	18,357	20,210	Salaries and Wages	115,190	110,090
16,621	Supplies and Services	17,190	18,091	17,170	Premises Related		
0	Third Party Payments	0	0	0	Electricity	6,150	6,010
0	Transfer Payments	0	0	0	General Rates	6,310	6,410
235,645	Total Directly Controllable Expenditure	230,980	243,688	245,100	Proportion of Depot Expenses	1,240	2,270
(8,290)	Income	(8,440)	(8,440)	(10,570)	Repairs and Maintenance	38,400	50,420
227,355	Net Directly Controllable Expenditure/(Income)	222,540	235,248	234,530	Toilet Requisites	10,000	10,000
					Water	9,190	12,000
38,750	Capital Charges	34,670	34,678	38,750	Transport Related		
27,938	Support Services	22,840	22,882	28,150	Fuel and Oil	5,000	4,830
294,043	Total Service Cost/(Surplus)	280,050	292,808	301,430	Officers Car Leasing	1,160	1,150
					Transport Pool Hire Charge	11,220	13,180
	Full Time Equivalent Staff	3.57		3.40	Supplies and Services		
					Cleaning-though Purchasing	1,900	1,930
					New, Replace Equip & Tools	550	550
					Shere & Ash Parish WC's Contn	14,040	14,040
					Capital Charges		
					Depreciation	34,670	38,750
					Support Services		
					Accountancy Services Recharge	780	520
					Asset Development Recharge	0	2,710
					Asset Register Recharge	840	770
					Energy Management Recharge	3,170	3,910
					Housing Surveying Services	3,750	3,240
					HR Services Recharge	2,080	2,120
					Paymaster Recharge	1,560	2,310
					Works Services Recharge	9,120	9,910

Major Variances 2014-15 v 2015-16

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

Changes in salary allocations has resulted in a decrease in salary estimates.

Guildford Borough Council Outline Budget 2015-2016

Operational Services

Financial Information Recycling, Cleansing and Parking Services Overhead Account

Ledger Code WSOH

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
220,207	Employee Related Expenditure	213,010	212,365	216,240	Employee Related		
18,170	Premises Related Expenditure	19,320	19,328	35,930	Salaries	186,060	186,200
7,369	Transport Related Expenditure	7,990	8,033	8,380	Training	23,700	26,880
27,211	Supplies and Services	28,010	26,483	30,310	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	19,320	35,930
0	Transfer Payments	0	0	0	Transport Related		
272,957	Total Directly Controllable Expenditure	268,330	266,209	290,860	Car Leasing and Allowances	7,960	8,350
(284,430)	Income	(304,030)	(304,030)	(330,250)	Supplies and Services		
(11,473)	Net Directly Controllable Expenditure/(Income)	(35,700)	(37,821)	(39,390)	Accreditation Assessments	6,000	6,000
0	Capital Charges	0	0	0	Computer Software Licence	2,400	2,500
46,410	Support Services	46,010	46,058	50,270	Health Education Expenditure	2,040	2,040
34,937	Total Service Cost/(Surplus)	10,310	8,237	10,880	Postages	2,970	6,930
					Printing Services Recharge	960	1,870
					Telephone Costs	3,400	250
					Income		
	Full Time Equivalent Staff	3.35		3.34	Recharged to Other Services	(304,030)	(330,250)
					Support Services		
					Business Services Support Recharge	8,430	8,410
					Customer Service Centre Recharge	1,830	2,260
					Customer Tech Support Recharge	19,610	24,100
					Human Resources Recharge	1,950	1,990
					Information Sys Support Recharge	9,030	8,550
					Paymaster Recharge	1,980	2,010

Major Variances 2014-15 v 2015-16

Due to major premises repairs, Woking Road Depot has incurred an increase in capital charges, this has resulted in a higher support service recharge than previous years.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
3,118,203	Employee Related Expenditure	2,381,960	2,542,673	2,357,490
158,210	Premises Related Expenditure	151,300	150,090	229,380
2,176,189	Transport Related Expenditure	1,872,390	1,824,750	1,904,040
1,510,734	Supplies and Services	1,490,070	1,590,565	1,919,670
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
6,963,336	Total Directly Controllable Expenditure	5,895,720	6,108,078	6,410,580
(3,949,493)	Income	(3,885,940)	(4,070,172)	(4,019,650)
3,013,843	Net Directly Controllable Expenditure/(Income)	2,009,780	2,037,906	2,390,930
222,626	Capital Charges	251,180	251,252	222,620
447,417	Support Services	423,740	423,924	468,740
3,683,886	Total Service Cost/(Surplus)	2,684,700	2,713,082	3,082,290
	Full Time Equivalent Staff	73.12		71.08

Major Variances 2014-15 v 2015-16

The revised green waste collection from sacks to bins has proved highly popular within the Borough. This is reflected in the income estimate.

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

Reduction of grant income from Surrey County Council relating to the Food Waste Incentive Scheme £21,000.

Due to major premises repairs, Woking Road Depot has incurred an increase in capital charges, this has resulted in a higher support service recharge than previous years.

Income for some recycling credits has ceased and has now resulted in a charge (gate fee) to dispose of items collected resulting in an additional charge of £250,000. All items are now fully co-mingled of which income is received.

Customer Services recharge has increased due to the number of staff within the centre, plus an additional maintenance contract for its systems, resulting in an increase of £36,900.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Casual / Temporary Staff	341,060	213,920
Salaries and Wages	2,006,160	2,103,670
Premises Related		
Proportion of Depot Expenses	96,830	174,340
Transport Related		
Fuel and Oil	434,470	430,250
Hire of Vehicles	105,890	99,670
Transport Pool Hire Charge	1,078,070	1,115,290
Tyres	75,110	75,110
Vehicle Repairs	152,000	160,000
Supplies and Services		
Gate Fees	214,500	580,000
New, Replace Equip & Tools	29,630	29,630
Refuse Sacks; Purchase	71,920	73,050
Removal of Refuse	433,930	482,780
Trade Refuse Disposal Charges	435,000	470,000
Income		
Recharged to Other Services	(433,930)	(482,780)
Recycling Credits	(1,197,530)	(1,336,000)
Recycling Product Income	(146,670)	(47,400)
Reusable Green Sack Sales	(700,000)	(745,000)
Trade Refuse Removal Charges	(1,130,000)	(1,089,200)
Trade Refuse Sale of Sacks	(150,300)	(148,000)
Capital Charges		
Depreciation	251,180	222,620
Support Services		
Accountancy and Debtors Recharge	63,530	63,350
Customer Service Centre Recharge	156,240	193,140
HR Services Recharge	43,070	43,460
Paymaster Recharge	37,300	40,340
Works Services Recharge	72,960	79,270

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
6,331	Premises Related Expenditure	7,600	7,600	6,780	Electricity	1,500	1,200
0	Transport Related Expenditure	0	0	0	Repairs and Maintenance	6,000	4,000
14,629	Supplies and Services	24,580	24,580	25,000	Supplies and Services		
0	Third Party Payments	0	0	0	Flood Emergencies	10,000	10,000
0	Transfer Payments	0	0	0	Operating Sluices	14,580	15,000
20,960	Total Directly Controllable Expenditure	32,180	32,180	31,780	Capital Charges		
					Depreciation	2,210	2,210
0	Income	0	0	0	Support Services		
20,960	Net Directly Controllable Expenditure/(Income)	32,180	32,180	31,780	Engineering and Transport Recharge	14,940	6,130
					Works Services Recharge	3,040	3,300
2,211	Capital Charges	2,210	2,210	2,210			
8,200	Support Services	18,570	9,930	10,070			
31,371	Total Service Cost/(Surplus)	52,960	44,320	44,060			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

The Engineering and Transport recharge has reduced due to the introduction of the Flood and Water Management Act, therefore the emphasis of the work has shifted to land drainage.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	0	0			
26,586	Premises Related Expenditure	36,340	32,708	34,190	Premises Related		
0	Transport Related Expenditure	0	0	0	Drainage; Surface Water Gutter	300	2,000
350	Supplies and Services	190	277	710	Roads & Footpath Maintenance	30,000	30,000
0	Third Party Payments	0	0	0	Salt	4,000	0
0	Transfer Payments	0	0	0	Street Lighting	1,850	2,000
26,936	Total Directly Controllable Expenditure	36,530	32,985	34,900	Support Services		
					Engineering and Transport Recharge	62,710	65,360
(3,570)	Income	(1,000)	(336)	0			
23,366	Net Directly Controllable Expenditure/(Income)	35,530	32,649	34,900			
0	Capital Charges	0	0	0			
76,712	Support Services	65,110	65,213	67,860			
100,078	Total Service Cost/(Surplus)	100,640	97,862	102,760			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

Operational Services

Financial Information Snow and Ice Plan Holding Account

Ledger Code SNOICE

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
1,766	Employee Related Expenditure	5,050	5,050	2,000	Employee Related		
17,592	Premises Related Expenditure	28,660	23,668	33,740	Operational Wages	5,050	2,000
4,882	Transport Related Expenditure	7,800	7,988	14,090	Premises Related		
25	Supplies and Services	0	13	190	Proportion of Depot Expenses	18,660	23,740
0	Third Party Payments	0	0	0	Salt	10,000	10,000
0	Transfer Payments	0	0	0	Transport Related		
24,265	Total Directly Controllable Expenditure	41,510	36,719	50,020	Transport Pool Hire Charge	7,220	12,590
(23,954)	Income	(49,920)	(49,920)	(45,920)	Income		
311	Net Directly Controllable Expenditure/(Income)	(8,410)	(13,201)	4,100	Recharged to Other Services	(49,920)	(45,920)
0	Capital Charges	0	0	0	Support Services		
40	Support Services	8,410	2,882	4,210	Engineering and Transport Recharge	8,300	4,080
351	Total Service Cost/(Surplus)	0	(10,319)	8,310			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

The transport pool hire charge has increased due to an additional vehicle allocated to assist with snow and salt removal at Woking Road Depot.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
1,446,515	Employee Related Expenditure	1,387,070	1,381,798	1,194,780
40,946	Premises Related Expenditure	37,650	37,658	75,110
416,154	Transport Related Expenditure	468,680	464,772	472,520
129,273	Supplies and Services	198,210	208,597	297,040
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
2,032,888	Total Directly Controllable Expenditure	2,091,610	2,092,825	2,039,450
(131,429)	Income	(128,950)	(125,554)	(132,000)
1,901,459	Net Directly Controllable Expenditure/(Income)	1,962,660	1,967,271	1,907,450
0	Capital Charges	4,230	4,238	0
127,499	Support Services	128,230	128,286	137,620
2,028,958	Total Service Cost/(Surplus)	2,095,120	2,099,795	2,045,070
	Full Time Equivalent Staff	40.77		42.97

Major Variances 2014-15 v 2015-16

The payment to contractors budget reflects the statutory requirement to clean the A3, A31 and A331, which is partly funded through a reduction in salary charges.

A service review of Street Cleansing is currently on going, various changes have already been implemented resulting in a reduction of salary costs.

The increase in Fly Tipping within the borough has resulted in extra resources required.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Insurance - Emps Liab, All Risk	9,540	10,950
Recharge From Other Emp. Exps.	17,180	16,800
Salaries	1,360,180	1,166,240
Premises Related		
Proportion of Depot Expenses	36,460	73,920
Transport Related		
Car Leasing and Allowances	13,210	10,290
Fuel, Oil and Tyres	118,590	139,100
Transport Charge/Hired Vehicles	296,580	282,390
Vehicle Repairs	40,100	40,500
Supplies and Services		
Clothing and Uniform	9,000	9,000
Enforcement Activities	9,200	9,200
Fly Tips	5,130	25,130
New, Replace Equip & Tools	20,000	20,000
Payment to Contractors	50,000	122,000
Publicity; Special Items	11,930	11,930
Social Enterprise	60,000	65,000
Street Litter Bins - Purchase/Maint	12,000	12,000
Income		
Friary Bus Station Cleaning	(34,750)	(35,450)
Recharged to Other Services	(92,110)	(94,360)
Support Services		
Accountancy Services Recharge	4,450	3,540
Business Services Support Recharge	3,010	3,000
Customer Tech Support Recharge	9,860	12,110
Health and Safety Recharge	7,320	6,890
Human Resources Recharge	24,860	25,490
Information Sys Support Recharge	4,270	4,030
Paymaster Recharge	13,440	14,170
Works Services Recharge	34,230	37,150

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
6,237	Employee Related Expenditure	5,940	6,010	5,930	Employee Related		
5,402	Premises Related Expenditure	8,830	8,176	8,030	Salaries	5,840	5,790
700	Transport Related Expenditure	620	627	640	Premises Related		
40,517	Supplies and Services	43,770	46,131	42,730	Bus Shelter - R&M	2,000	2,000
0	Third Party Payments	0	0	0	Bus Shelters - New, Town Area	2,000	2,000
0	Transfer Payments	0	0	0	Electricity	3,300	2,500
52,856	Total Directly Controllable Expenditure	59,160	60,944	57,330	Pedestrianisation R&M	1,390	1,390
					Supplies and Services		
(1,759)	Income	0	0	0	Friary Bus Station Cleaning	34,750	35,450
51,097	Net Directly Controllable Expenditure/(Income)	59,160	60,944	57,330	Notice/Banner Boards R&M	960	270
					Signs	1,340	400
0	Capital Charges	0	0	0	Street Furniture Cleaning	2,500	2,500
9,429	Support Services	11,110	9,834	9,340	Street Furniture Repairs/Maint	2,290	2,290
60,526	Total Service Cost/(Surplus)	70,270	70,778	66,670	Support Services		
					Energy Management Recharge	720	710
	Full Time Equivalent Staff	0.11		0.11	Engineering and Transport Recharge	7,260	5,510
					Paymaster Recharge	1,990	1,990

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
448	Premises Related Expenditure	510	174	510	Cycle Route Improvements	510	510
10,623	Transport Related Expenditure	10,830	10,814	10,830	Transport Related		
3,379	Supplies and Services	3,750	2,597	2,090	Bus Service Spectrum	10,800	10,800
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Advertising	660	660
14,450	Total Directly Controllable Expenditure	15,090	13,585	13,430	Cycle Facilities	1,200	1,200
					Monitoring	1,080	0
0	Income	0	0	0	Support Services		
14,450	Net Directly Controllable Expenditure/(Income)	15,090	13,585	13,430	Engineering and Transport Recharge	39,420	40
652	Capital Charges	650	650	650			
32,203	Support Services	40,260	25,965	870			
47,305	Total Service Cost/(Surplus)	56,000	40,200	14,950			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

The Engineering and Transport recharge has reduced due to the introduction of the Flood and Water Management Act, therefore the emphasis of the work has shifted to land drainage.

Guildford Borough Council Outline Budget 2015-2016

Operational Services

Financial Information Vehicle Maintenance Workshop

Ledger Code VEHMAI

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
284,134	Employee Related Expenditure	254,740	273,823	259,850
15,378	Premises Related Expenditure	13,860	13,860	22,140
11,657	Transport Related Expenditure	8,550	8,672	8,460
476,419	Supplies and Services	528,160	520,212	527,620
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
787,588	Total Directly Controllable Expenditure	805,310	816,567	818,070
(825,600)	Income	(826,190)	(826,190)	(844,070)
(38,012)	Net Directly Controllable Expenditure/(Income)	(20,880)	(9,623)	(26,000)
0	Capital Charges	0	0	0
42,000	Support Services	38,970	38,978	38,770
3,988	Total Service Cost/(Surplus)	18,090	29,355	12,770
	Full Time Equivalent Staff	7.99		8.12

Major Variances 2014-15 v 2015-16

Due to major premises repairs, Woking Road Depot has incurred an increase in capital charges, this has resulted in a higher support service recharge than previous years.

Major Items

Employee Related

	2014-15 Estimate £	2015-16 Estimate £
Casual / Temporary Staff	10,000	10,150
Salaries and Wages	241,760	246,410

Premises Related

	2014-15 Estimate £	2015-16 Estimate £
Proportion of Depot Expenses	8,700	15,940
Removal of Refuse	2,160	2,200

Transport Related

	2014-15 Estimate £	2015-16 Estimate £
Transport Pool Hire Charge	6,460	5,890

Supplies and Services

	2014-15 Estimate £	2015-16 Estimate £
Equipment & Tools Repairs	4,000	6,300
New, Replace Equip & Tools	2,800	9,000
Spares for Vehicles	520,310	511,310

Income

	2014-15 Estimate £	2015-16 Estimate £
Recharged Labour	(325,190)	(323,760)
Recharged Parts	(501,000)	(520,310)

Support Services

	2014-15 Estimate £	2015-16 Estimate £
Accountancy Services Recharge	3,140	2,460
Business Services Support Recharge	1,510	1,510
Customer Tech Support Recharge	2,840	3,480
Health and Safety Recharge	1,370	1,290
Human Resources Recharge	4,650	4,750
Information Sys Support Recharge	1,260	1,190
Paymaster Recharge	12,440	11,610
Performance Mngt. Recharge	1,380	910
Works Services Recharge	9,120	9,910

Guildford Borough Council Outline Budget 2015-2016

Operational Services

Financial Information Woking Road Depot

Ledger Code WRD

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
61,491	Employee Related Expenditure	56,210	55,731	55,390	Employee Related		
333,550	Premises Related Expenditure	315,230	335,179	373,880	Salaries	54,830	53,970
9,104	Transport Related Expenditure	9,940	9,702	9,020	Premises Related		
48,347	Supplies and Services	44,800	46,009	45,930	Cleaning Materials	4,000	4,000
0	Third Party Payments	0	0	0	General Rates	100,620	102,260
0	Transfer Payments	0	0	0	Insurance	4,090	3,960
452,492	Total Directly Controllable Expenditure	426,180	446,621	484,220	Proportion of Depot Expenses	3,550	6,600
(397,314)	Income	(432,620)	(434,786)	(763,380)	Repairs and Maintenance	89,890	143,160
55,178	Net Directly Controllable Expenditure/(Income)	(6,440)	11,835	(279,160)	Utilities	104,710	105,310
(226,701)	Capital Charges	12,660	12,660	278,760	Transport Related		
77,317	Support Services	81,880	81,080	96,910	Transport Pool Hire Charge	5,660	6,450
(94,206)	Total Service Cost/(Surplus)	88,100	105,575	96,510	Vehicle Repairs	3,000	1,500
	Full Time Equivalent Staff	2.18		2.17	Supplies and Services		
					Cleaning-though Purchasing	3,340	2,410
					Copying Machines	7,270	8,710
					Equipment & Tools Repairs	2,980	2,980
					Food Purchases	16,840	18,000
					Telecomms	5,580	5,370
					Income		
					Recharged to Other Services	(405,100)	(732,980)
					Rents - Staff lets	(6,880)	(7,200)
					Vending Machine Sales	(16,840)	(18,000)
					Support Services		
					Accountancy Services Recharge	7,010	7,720
					Energy Management Recharge	1,950	2,070
					Engineering and Transport Recharge	4,150	2,210
					Housing Surveying Services	2,950	2,680
					Human Resources Recharge	1,260	1,300
					Legal Services Recharge	2,540	2,720
					Paymaster Recharge	4,320	4,510
					Valuation Services Recharge	3,300	3,130
					Works Services Recharge	48,640	52,840

Major Variances 2014-15 v 2015-16

Due to major premises repairs, Woking Road Depot has incurred an increase in capital charges, this has resulted in a higher support service recharge than previous years.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
88	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	60	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
88	Total Directly Controllable Expenditure	0	60	0			
0	Income	0	0	0			
88	Net Directly Controllable Expenditure/(Income)	0	60	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
88	Total Service Cost/(Surplus)	0	60	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

This service has now ceased.

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

PARKS AND LEISURE SERVICES

HEAD OF SERVICE - JAMES WHITEMAN

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
9,488,628	9,900,430	Gross Expenditure	10,734,410	10,532,880	10,656,000	10,783,350
(4,688,847)	(4,565,940)	Gross Income	(5,008,350)	(5,096,940)	(5,187,730)	(5,287,010)
4,799,781	5,334,490	Net Expenditure	5,726,060	5,435,940	5,468,270	5,496,340
2,707,803	2,769,500	Employee Related Expenditure	2,968,630	3,029,760	3,132,670	3,239,070
2,125,873	2,523,310	Premises Related Expenditure	2,241,050	2,076,330	2,078,570	2,081,030
478,962	526,150	Transport Related Expenditure	554,270	554,270	554,270	554,270
1,855,705	1,771,190	Supplies and Services	1,797,970	1,739,100	1,740,500	1,741,910
13,280	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
7,181,623	7,590,150	Total Directly Controllable Expenditure	7,561,920	7,399,460	7,506,010	7,616,280
(4,688,847)	(4,565,940)	Income	(5,008,350)	(5,096,940)	(5,187,730)	(5,287,010)
2,492,776	3,024,210	Net Directly Controllable Expenditure/(Income)	2,553,570	2,302,520	2,318,280	2,329,270
1,842,379	1,796,750	Capital Charges	2,655,990	2,655,990	2,655,990	2,655,990
464,626	513,530	Support Services	516,500	477,430	494,000	511,080
4,799,781	5,334,490	Total Service Cost/(Surplus)	5,726,060	5,435,940	5,468,270	5,496,340

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
70,053	85,710	Arts Development	85,420	87,440	89,860	92,340
163,473	306,280	Cemeteries and Closed Churchyards	170,280	171,060	174,560	178,080
(311,381)	(557,270)	Crematorium	(524,830)	(581,210)	(595,940)	(613,900)
414,877	378,630	G Live	1,255,520	1,230,110	1,231,530	1,233,000
597,789	639,830	Grants - Leisure Organisations	444,050	444,440	444,900	445,380
44,134	0	Guildford Philharmonic	0	0	0	0
782,714	998,450	Leisure Management Contract	766,850	752,190	739,150	724,760
2,529,073	2,827,130	Parks and Countryside	2,997,350	2,802,490	2,842,990	2,883,370
145,489	176,340	Play and Youth	167,680	170,020	172,790	175,520
182,239	214,310	Ranger Service	193,520	198,280	204,040	209,990
77,756	77,910	Sports and Physical Activity	73,940	75,730	77,970	80,300
103,565	187,170	Youth and Community Centres	96,280	85,390	86,420	87,500
4,799,781	5,334,490	Total Net Expenditure/(Income)	5,726,060	5,435,940	5,468,270	5,496,340

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Guildford Borough Council Outline Budget 2015-2016

Parks and Leisure Services

Financial Information Arts Development

Ledger Code ARTDEV

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
46,246	Employee Related Expenditure	51,040	51,922	55,390	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	50,020	53,780
2,407	Transport Related Expenditure	2,090	2,175	1,870	Transport Related		
8,621	Supplies and Services	19,050	19,463	18,930	Car Leasing and Allowances	2,090	1,870
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Partnership Work	10,320	10,000
57,274	Total Directly Controllable Expenditure	72,180	73,560	76,190	Printing and Stationery	830	1,120
					Printing Services Recharge	670	1,040
(651)	Income	(500)	(408)	(160)	Income		
56,623	Net Directly Controllable Expenditure/(Income)	71,680	73,152	76,030	Support Services		
					Accountancy Services Recharge	650	510
0	Capital Charges	0	0	0	Business Services Support Recharge	810	810
13,430	Support Services	14,030	14,062	9,390	Customer Tech Support Recharge	1,960	2,400
70,053	Total Service Cost/(Surplus)	85,710	87,214	85,420	Human Resources Recharge	850	870
					Information Sys Support Recharge	840	790
	Full Time Equivalent Staff	1.46		1.51	Office Services Recharge	1,270	0
					Paymaster Recharge	2,350	2,450
					Public Offices Recharge	3,510	0

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

Parks and Leisure Services

Financial Information Cemeteries and Closed Churchyards

Ledger Code CEMETE

Responsible Officer Paul Stacey - Parks and Landscape Manager (Tel: 444720)

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
126,739	Employee Related Expenditure	119,540	128,162	121,120	Employee Related		
27,779	Premises Related Expenditure	130,320	101,693	20,760	Parks Salaries	116,600	117,890
34,630	Transport Related Expenditure	30,520	33,110	38,090	Premises Related		
18,053	Supplies and Services	56,330	48,482	11,680	Contract cleaning & materials	5,830	6,010
0	Third Party Payments	0	0	0	General Rates	4,930	4,990
0	Transfer Payments	0	0	0	Removal of Refuse	3,940	4,090
207,201	Total Directly Controllable Expenditure	336,710	311,447	191,650	Repairs and Maintenance	113,190	4,240
					Transport Related		
(67,650)	Income	(69,400)	(71,053)	(54,390)	Fuel and Oil	2,700	2,700
139,551	Net Directly Controllable Expenditure/(Income)	267,310	240,394	137,260	Transport Pool Hire Charge	23,300	30,760
					Vehicle Repairs	3,000	3,000
7,616	Capital Charges	9,950	9,950	17,540	Supplies and Services		
16,306	Support Services	29,020	25,719	15,480	Clothing and Uniform	1,000	1,000
163,473	Total Service Cost/(Surplus)	306,280	276,063	170,280	Consultants (Projects)	33,000	0
					Equipment & Tools Hire	1,000	500
	Full Time Equivalent Staff	4.70		4.65	Materials	2,750	2,750
					New, Replace Equip & Tools	3,250	3,250
					Security Services	2,110	2,110
					Income		
					Disposal of Cremated Remains	(3,210)	(2,320)
					Grant of Excl. Burial Rights	(30,000)	(19,000)
					Interment Fees	(20,850)	(19,670)
					Rents - Staff lets	(7,280)	(7,620)
					Support Services		
					Accountancy Services Recharge	2,140	2,320
					Asset Development Recharge	14,840	370
					Energy Management Recharge	1,390	1,360
					Human Resources Recharge	2,730	2,790
					Paymaster Recharge	3,250	3,220

Major Variances 2014-15 v 2015-16

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

The consultants (projects) budget for 2014-15 related to a one year only approved growth request.

Guildford Borough Council Outline Budget 2015-2016

Parks and Leisure Services

Financial Information Crematorium

Ledger Code CREMAT

Responsible Officer Paul Stacey - Parks and Landscape Manager (Tel: 444720)

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
249,231	Employee Related Expenditure	256,420	247,572	354,000	Employee Related		
238,522	Premises Related Expenditure	183,790	175,562	207,320	Parks Salaries	227,240	340,110
10,586	Transport Related Expenditure	12,400	11,483	13,640	Premises Related		
143,807	Supplies and Services	98,540	111,547	114,060	General Rates	40,340	41,000
0	Third Party Payments	0	0	0	Removal of Refuse	2,900	3,000
0	Transfer Payments	0	0	0	Repairs and Maintenance	64,500	91,750
642,146	Total Directly Controllable Expenditure	551,150	546,164	689,020	Utilities	68,140	64,170
					Transport Related		
(1,147,331)	Income	(1,209,480)	(1,303,699)	(1,415,420)	Transport Pool Hire Charge	6,680	8,020
(505,185)	Net Directly Controllable Expenditure/(Income)	(658,330)	(757,535)	(726,400)	Supplies and Services		
					Book of Remembrance	3,710	3,620
155,597	Capital Charges	68,420	68,444	161,650	Computer Related Costs	3,000	4,000
38,207	Support Services	32,640	31,743	39,920	Maintenance Agreements	10,600	10,600
(311,381)	Total Service Cost/(Surplus)	(557,270)	(657,348)	(524,830)	Medical Referees Fees	30,000	35,000
					Plant and Materials	6,000	5,920
	Full Time Equivalent Staff	6.70		6.60	Printing Services Recharge	6,610	7,530
					Rememberance Memorial Items	14,030	15,300
					Telecomms	4,890	2,970
					Income		
					Book of Remembrance Inscriptions	(16,360)	(13,200)
					Cremation Fees	(990,480)	(1,208,520)
					Medical Referees Fees	(30,000)	(35,000)
					Memorial Plaques and Tablets	(15,440)	(17,910)
					Memorial Vaults and Vase Blocks	(31,600)	(40,570)
					Rents - Staff Lets	(20,700)	(24,120)
					Rose, Tree and Seat Memorials	(59,330)	(58,880)
					Support Services		
					Asset Development Recharge	3,200	8,680
					Customer Tech Support Recharge	4,160	5,100
					Human Resources Recharge	3,890	3,980
					Paymaster Recharge	7,240	7,670

Major Variances 2014-15 v 2015-16

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

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

Income from memorial items reflects the additional memorabilia now available.

Guildford Borough Council Outline Budget 2015-2016

Parks and Leisure Services

Financial Information G Live

Ledger Code NEWENT

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
16,595	Employee Related Expenditure	16,970	31,312	40,960	Employee Related		
13,312	Premises Related Expenditure	22,360	14,762	22,390	Salaries	16,970	39,960
0	Transport Related Expenditure	0	311	570	Premises Related		
341,571	Supplies and Services	335,860	385,695	339,850	Insurance	7,360	7,390
0	Third Party Payments	0	0	0	Repairs and Maintenance	15,000	15,000
0	Transfer Payments	0	0	0	Supplies and Services		
371,478	Total Directly Controllable Expenditure	375,190	432,080	403,770	Management Fee	328,600	328,600
					Income		
(9,383)	Income	(7,360)	(13,583)	(7,390)	Insurance Reimbursed	(7,360)	(7,390)
362,095	Net Directly Controllable Expenditure/(Income)	367,830	418,497	396,380	Support Services		
					Accountancy Services Recharge	1,480	1,250
48,356	Capital Charges	0	0	841,670	Asset Development Recharge	6,290	11,530
4,426	Support Services	10,800	6,727	17,470	Audit Services Recharge	1,720	1,790
414,877	Total Service Cost/(Surplus)	378,630	425,224	1,255,520			
	Full Time Equivalent Staff	1.00		0.80			

Major Variances 2014-15 v 2015-16

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

The increase salary cost relates to the review of requirements for this service within the Parks and Leisure service unit.

Capital charges were previously reported within the Property (Non core operational) page.

Guildford Borough Council Outline Budget 2015-2016

Parks and Leisure Services

Financial Information Grants - Leisure Organisations

Ledger Code GRANTL

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
10,374	Employee Related Expenditure	3,940	4,177	4,160	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	3,750	4,030
162	Transport Related Expenditure	120	150	120	Supplies and Services		
575,693	Supplies and Services	624,040	627,049	431,060	Basingstoke Canal Grant	34,960	0
0	Third Party Payments	0	0	0	Blackwater Valley Project	10,300	0
0	Transfer Payments	0	0	0	Book Festival	22,840	22,840
586,229	Total Directly Controllable Expenditure	628,100	631,376	435,340	General Grants	168,360	36,000
					Yvonne Arnaud Theatre Grant	318,170	310,220
0	Income	0	0	0	Support Services		
586,229	Net Directly Controllable Expenditure/(Income)	628,100	631,376	435,340	Accountancy Services Recharge	4,610	2,940
					Business Services Support Recharge	1,220	1,220
0	Capital Charges	0	0	0	Customer Tech Support Recharge	1,750	2,150
11,560	Support Services	11,730	11,762	8,710	Paymaster Recharge	1,330	820
597,789	Total Service Cost/(Surplus)	639,830	643,138	444,050			
	Full Time Equivalent Staff	0.13		0.10			

Major Variances 2014-15 v 2015-16

Following the review of grants, some payments have transferred to the relevant service area.

Financial Information Guildford Philharmonic

Ledger Code MUSIC

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
38,946	Employee Related Expenditure	0	0	0			
83	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
6,169	Supplies and Services	0	229	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
45,198	Total Directly Controllable Expenditure	0	229	0			
(1,295)	Income	0	0	0			
43,903	Net Directly Controllable Expenditure/(Income)	0	229	0			
0	Capital Charges	0	0	0			
231	Support Services	0	0	0			
44,134	Total Service Cost/(Surplus)	0	229	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

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

The probable figures relate to the final residual costs.

Guildford Borough Council Outline Budget 2015-2016

Parks and Leisure Services

Financial Information Leisure Management Contract

Ledger Code LEMANC

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
57,547	Employee Related Expenditure	69,730	69,973	83,360
1,095,761	Premises Related Expenditure	1,246,390	1,129,971	1,228,800
25,730	Transport Related Expenditure	8,290	8,552	25,490
29,426	Supplies and Services	28,010	28,814	23,160
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,208,464	Total Directly Controllable Expenditure	1,352,420	1,237,310	1,360,810
(1,803,637)	Income	(1,791,850)	(1,713,846)	(1,972,130)
(595,173)	Net Directly Controllable Expenditure/(Income)	(439,430)	(476,536)	(611,320)
1,346,234	Capital Charges	1,408,600	1,408,976	1,346,240
31,653	Support Services	29,280	29,296	31,930
782,714	Total Service Cost/(Surplus)	998,450	961,736	766,850
	Full Time Equivalent Staff	1.07		1.55

Major Items

Employee Related

Salaries 68,750 81,460

Premises Related

Repairs and Maintenance 97,000 82,000

Utilities 1,125,120 1,122,160

Transport Related

Bus Service Spectrum 7,800 25,000

Supplies and Services

Miscellaneous Expenses 10,000 5,000

Sporting Concessions 10,000 10,000

Income

Management Fee (984,840) (944,000)

Utilities Recharged (800,770) (970,940)

Support Services

Accountancy Services Recharge 5,100 4,620

Asset Register Recharge 2,580 2,140

Energy Management Recharge 4,060 4,940

Legal Services Recharge 7,760 8,300

Major Variances 2014-15 v 2015-16

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

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

Financial Information Parks and Countryside

Ledger Code PARKS

Responsible Officer Paul Stacey - Parks and Landscape Manager (Tel: 444720)

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
1,822,246	Employee Related Expenditure	1,881,800	1,865,961	1,930,750
672,664	Premises Related Expenditure	825,800	827,874	706,950
367,922	Transport Related Expenditure	430,860	444,545	435,140
651,089	Supplies and Services	541,440	709,721	806,150
13,280	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
3,527,201	Total Directly Controllable Expenditure	3,679,900	3,848,101	3,878,990
(1,558,243)	Income	(1,425,880)	(1,483,601)	(1,495,660)
1,968,958	Net Directly Controllable Expenditure/(Income)	2,254,020	2,364,500	2,383,330
255,006	Capital Charges	245,120	245,200	259,320
305,109	Support Services	327,990	324,865	354,700
2,529,073	Total Service Cost/(Surplus)	2,827,130	2,934,565	2,997,350
	Full Time Equivalent Staff	69.84		69.71

Major Variances 2014-15 v 2015-16

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

The increase in games and playground equipment relates to an approved growth bid.

The increase in contractors reflects their use in specialist areas.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Casual / Temporary Staff	37,090	26,670
Parks Salaries	1,751,830	1,828,500
Recharge From Other Emp. Exps.	26,530	24,910
Training	50,000	31,550
Premises Related		
Buildings Infrastructure	301,280	151,630
Grounds Works	221,760	225,510
Tree Survey/Surgery	99,880	99,880
Utilities	94,130	93,200
Transport Related		
Car Leasing and Allowances	17,140	17,910
Fuel, Oil and Tyres	61,980	57,510
Mowers and Machinery	51,500	51,190
Transport Pool Hire Charge	264,990	276,850
Vehicle Repairs	27,690	25,630
Supplies and Services		
Clothing and Uniform	12,500	15,300
Contractors	158,360	203,770
Equipment, Tools and Machinery	73,120	80,110
Games & Playground Equipment	18,860	38,860
Grants and Contributions	35,100	37,100
Materials	99,200	104,150
Tipping Fees	25,000	31,000
Support Services		
Accountancy Services Recharge	23,970	25,000
Asset Development Recharge	36,100	25,970
Energy Management Recharge	14,080	15,480
HR Services Recharge	38,370	37,880
Legal Services Recharge	49,910	53,360
Valuation Services Recharge	42,900	41,580

Financial Information Play and Youth

Ledger Code PLADEV

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
138,644	Employee Related Expenditure	144,430	138,735	146,330	Employee Related		
10,700	Premises Related Expenditure	12,760	12,710	15,400	Casual Salaries	65,500	66,120
13,009	Transport Related Expenditure	15,420	15,478	14,790	Salaries	73,330	75,530
41,185	Supplies and Services	47,600	42,117	37,880	Premises Related		
0	Third Party Payments	0	0	0	Hire of Halls	9,690	9,690
0	Transfer Payments	0	0	0	Transport Related		
203,538	Total Directly Controllable Expenditure	220,210	209,040	214,400	Car Allowances	2,330	2,330
					Hire of Vehicles	7,500	6,880
(73,359)	Income	(59,470)	(68,157)	(57,580)	Transport Pool Hire Charge	4,560	4,550
130,179	Net Directly Controllable Expenditure/(Income)	160,740	140,883	156,820	Supplies and Services		
					Advertising	3,160	1,500
0	Capital Charges	0	0	0	Clothing and Uniform	1,000	500
15,310	Support Services	15,600	15,624	10,860	Instructors Fees	28,000	21,000
145,489	Total Service Cost/(Surplus)	176,340	156,507	167,680	New, Replace Equip & Tools	2,000	2,500
					Play Initiatives	5,000	8,000
	Full Time Equivalent Staff	2.42		2.41	Printing Services Recharge	2,510	1,100
					Youth Initiatives	5,000	2,000
					Income		
					Fees and Admissions	(53,470)	(50,780)
					Support Services		
					Business Services Support Recharge	660	660
					Customer Tech Support Recharge	1,190	1,470
					Human Resources Recharge	1,410	1,440
					Information Sys Support Recharge	650	620
					Office Services Recharge	1,740	340
					Paymaster Recharge	1,710	1,770
					Performance Mngt. Recharge	1,110	1,100
					Public Offices Recharge	4,790	1,360

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

Parks and Leisure Services

Financial Information Ranger Service

Ledger Code RANGER

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
139,338	Employee Related Expenditure	169,030	166,497	165,260	Employee Related		
9,760	Premises Related Expenditure	8,000	8,000	0	Salaries	143,410	140,590
21,562	Transport Related Expenditure	23,670	0	21,610	Transport Related		
24,812	Supplies and Services	6,780	16,181	1,200	Fue, Oil and Tyres	7,500	7,500
0	Third Party Payments	0	0	0	Transport Pool Hire	14,280	12,260
0	Transfer Payments	0	23,379	0	Support Services		
195,472	Total Directly Controllable Expenditure	207,480	214,057	188,070	Health and Safety	990	930
					Human Resources	3,380	3,430
(20,373)	Income	0	(4,304)	(620)	Paymaster	1,620	1,470
175,099	Net Directly Controllable Expenditure/(Income)	207,480	209,753	187,450			
0	Capital Charges	0	0	0			
7,140	Support Services	6,830	6,846	6,070			
182,239	Total Service Cost/(Surplus)	214,310	216,599	193,520			

Full Time Equivalent Staff

Major Variances 2014-15 v 2015-16

This service was previously part of Parks and Countryside

Guildford Borough Council Outline Budget 2015-2016

Parks and Leisure Services

Financial Information Sports and Physical Activity

Ledger Code SPODEV

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
58,312	Employee Related Expenditure	52,910	44,721	56,590	Employee Related		
309	Premises Related Expenditure	0	0	0	Casual Salaries	3,550	3,500
2,372	Transport Related Expenditure	2,780	1,511	2,760	Salaries	48,390	52,020
12,728	Supplies and Services	12,800	12,727	12,970	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	2,750	2,750
0	Transfer Payments	0	0	0	Supplies and Services		
73,721	Total Directly Controllable Expenditure	68,490	58,959	72,320	New Initiatives	3,340	3,340
(6,925)	Income	(2,000)	(1,420)	(5,000)	Printing and Stationery	250	380
66,796	Net Directly Controllable Expenditure/(Income)	66,490	57,539	67,320	Surrey Youth Games	4,000	4,000
0	Capital Charges	0	0	0	Income		
10,960	Support Services	11,420	11,444	6,620	Events Income	(2,000)	(5,000)
77,756	Total Service Cost/(Surplus)	77,910	68,983	73,940	Support Services		
	Full Time Equivalent Staff	1.44		1.48	Accountancy Services Recharge	620	490
					Business Services Support Recharge	540	540
					Customer Tech Support Recharge	1,190	1,470
					Human Resources Recharge	840	850
					Information Sys Support Recharge	590	550
					Office Services Recharge	1,250	0
					Paymaster Recharge	1,100	1,120
					Public Offices Recharge	3,440	0

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

Parks and Leisure Services

Financial Information Youth and Community Centres

Ledger Code YOUCOM

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
3,585	Employee Related Expenditure	3,690	8,180	10,710	Employee Related		
56,983	Premises Related Expenditure	93,890	122,359	39,430	Salaries	3,520	10,460
582	Transport Related Expenditure	0	100	190	Premises Related		
2,551	Supplies and Services	740	17,000	1,030	General Rates	13,150	4,690
0	Third Party Payments	0	0	0	Insurance	1,430	1,720
0	Transfer Payments	0	0	0	Removal of Refuse	5,510	2,440
63,701	Total Directly Controllable Expenditure	98,320	147,639	51,360	Repairs and Maintenance	70,700	29,480
					Water	1,600	1,100
0	Income	0	(33,319)	0	Supplies and Services		
63,701	Net Directly Controllable Expenditure/(Income)	98,320	114,320	51,360	Telecomms; Business Use	590	690
					Income		
29,570	Capital Charges	64,660	64,668	29,570	Capital Charges		
10,294	Support Services	24,190	23,289	15,350	Depreciation	64,660	29,570
103,565	Total Service Cost/(Surplus)	187,170	202,277	96,280	Support Services		
					Accountancy Services Recharge	960	680
	Full Time Equivalent Staff	0.11		0.20	Asset Development Recharge	10,440	2,320
					Asset Register Recharge	280	200
					Customer Tech Support Recharge	410	500
					Energy Management Recharge	1,110	1,200
					Housing Surveying Services	1,810	1,700
					Paymaster Recharge	1,580	1,720
					Valuation Services Recharge	6,600	6,440

Major Variances 2014-15 v 2015-16

The change in the repair and maintenance budget reflects the work requirement from the condition survey review. In addition to this some of the leases have been renegotiated for the operation of the sites and there has been some amendments to the asset responsibilities and the General Rates liability. Moving Guildford Community Centre to the newly refurbished Beverley Hall has also reduced the demand for maintenance and repairs.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2015-2016**

FINANCIAL SERVICES

EXECUTIVE HEAD OF FINANCIAL SERVICES - STEVE WHITE

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**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

FINANCIAL SERVICES

HEAD OF SERVICE - CLAIRE MORRIS

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
1,603,637	4,027,010	Gross Expenditure	4,132,400	4,166,300	4,214,130	4,263,650
(1,264,338)	(1,204,750)	Gross Income	(1,026,240)	(1,065,240)	(1,108,510)	(1,153,300)
339,299	2,822,260	Net Expenditure	3,106,160	3,101,060	3,105,620	3,110,350
968,307	3,012,250	Employee Related Expenditure	3,015,770	3,039,280	3,067,510	3,096,740
0	0	Premises Related Expenditure	0	0	0	0
32,748	34,550	Transport Related Expenditure	28,300	28,300	28,300	28,300
194,799	559,700	Supplies and Services	624,320	627,180	630,300	633,540
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,195,854	3,606,500	Total Directly Controllable Expenditure	3,668,390	3,694,760	3,726,110	3,758,580
(1,264,338)	(1,204,750)	Income	(1,026,240)	(1,065,240)	(1,108,510)	(1,153,300)
(68,484)	2,401,750	Net Directly Controllable Expenditure/(Income)	2,642,150	2,629,520	2,617,600	2,605,280
0	0	Capital Charges	0	0	0	0
407,783	420,510	Support Services	464,010	471,540	488,020	505,070
339,299	2,822,260	Total Service Cost/(Surplus)	3,106,160	3,101,060	3,105,620	3,110,350

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
34,719	(12,360)	Accountancy	(19,660)	(22,070)	(25,070)	(28,180)
208,173	219,650	Corporate Financial	243,650	244,880	252,260	259,920
19,998	9,140	Debtors	26,930	23,230	23,600	23,990
3,902	20,070	Feasibility Studies	20,090	20,090	20,090	20,090
(33,914)	355,880	Miscellaneous Items	604,200	603,980	603,790	603,580
106,421	2,229,880	Non Distributed Costs	2,230,950	2,230,950	2,230,950	2,230,950
339,299	2,822,260	Total Net Expenditure/(Income)	3,106,160	3,101,060	3,105,620	3,110,350

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Guildford Borough Council Outline Budget 2015-2016

Financial Services

Financial Information Accountancy

Ledger Code ACCOUN

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
710,508	Employee Related Expenditure	645,640	634,373	636,210	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	3,090	3,460
31,071	Transport Related Expenditure	32,720	32,781	27,200	Salaries	626,440	609,350
36,680	Supplies and Services	42,170	41,624	42,680	Transport Related		
0	Third Party Payments	0	0	0	Officers Car Leasing	31,800	26,470
0	Transfer Payments	0	0	0	Supplies and Services		
778,259	Total Directly Controllable Expenditure	720,530	708,778	706,090	Books and Publications	9,000	9,190
					Computer Software Licence	8,230	8,440
(872,230)	Income	(861,790)	(862,022)	(875,160)	General Subscriptions	10,890	10,410
(93,971)	Net Directly Controllable Expenditure/(Income)	(141,260)	(153,244)	(169,070)	Income		
					Support Service Recharge	(861,790)	(875,160)
0	Capital Charges	0	0	0	Support Services		
128,690	Support Services	128,900	128,932	149,410	Audit Services Recharge	5,410	5,650
34,719	Total Service Cost/(Surplus)	(12,360)	(24,312)	(19,660)	Business Systems Recharge	49,280	54,240
					HR Services Recharge	8,050	8,050
	Full Time Equivalent Staff	13.62		12.53	Office Services Recharge	11,450	11,350
					Paymaster Recharge	5,770	5,750
					Public Offices Recharge	31,550	46,170

Major Variances 2014-15 v 2015-16

A post has been transferred from Accountancy to Debtors, leading to a reduction in the salary budget and Full Time Equivalent staff number

Financial Information Corporate Financial

Ledger Code CORFIN

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
17,338	Employee Related Expenditure	22,940	14,239	8,990	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	22,650	8,840
957	Transport Related Expenditure	910	918	330	Supplies and Services		
96,290	Supplies and Services	100,890	114,408	128,500	Consultants Fees	48,740	49,080
0	Third Party Payments	0	0	0	Fund Managers Fees	24,010	24,000
0	Transfer Payments	0	0	0	Grants and subscriptions	23,310	46,240
114,585	Total Directly Controllable Expenditure	124,740	129,565	137,820	Income		
(98,512)	Income	(101,290)	(98,531)	(105,110)	Recharged to Other Services	(101,290)	(105,110)
16,073	Net Directly Controllable Expenditure/(Income)	23,450	31,034	32,710	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	149,350	161,920
192,100	Support Services	196,200	196,311	210,940	Audit Services Recharge	18,110	18,910
208,173	Total Service Cost/(Surplus)	219,650	227,345	243,650	Legal Services Recharge	27,100	28,970
	Full Time Equivalent Staff	0.25		0.15			

Major Variances 2014-15 v 2015-16

The salary budget is lower because of a reduction in Corporate Management Team salaries charged to this service. There is an increase in the subscriptions budget due to the inclusion of our subscription to a credit rating agency. This cost was previously incorrectly shown within consultants fees. There has been an increase in consultants fees (masked by the movement to subscriptions of the credit rating agency fee) due to anticipated additional support will we require on Treasury Management as we investigate the provision of services through trading companies and embark on large scale regeneration projects.

Guildford Borough Council Outline Budget 2015-2016

Financial Services

Financial Information Debtors

Ledger Code G3555

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
123,877	Employee Related Expenditure	114,040	120,801	139,840	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	111,610	137,490
720	Transport Related Expenditure	920	923	770	Supplies and Services		
21,508	Supplies and Services	20,540	20,035	20,770	Computer Software Licence	4,110	4,220
0	Third Party Payments	0	0	0	Copying & Printing	5,770	4,940
0	Transfer Payments	0	0	0	Postages	7,730	8,870
146,105	Total Directly Controllable Expenditure	135,500	141,759	161,380	Income		
					Support Service Recharge	(221,120)	(237,320)
(212,260)	Income	(221,120)	(221,184)	(237,320)	Support Services		
(66,155)	Net Directly Controllable Expenditure/(Income)	(85,620)	(79,425)	(75,940)	Business Systems Recharge	12,500	13,800
					Legal Services Recharge	50,010	53,460
0	Capital Charges	0	0	0	Paymaster Recharge	10,690	10,640
86,153	Support Services	94,760	94,800	102,870	Public Offices Recharge	8,340	11,760
19,998	Total Service Cost/(Surplus)	9,140	15,375	26,930			
	Full Time Equivalent Staff	3.51		4.45			

Major Variances 2014-15 v 2015-16

A post has been transferred from Accountancy to Debtors, leading to an increase in the salary budget and Full Time Equivalent staff number.

Guildford Borough Council Outline Budget 2015-2016

Financial Services

Financial Information Feasibility Studies

Ledger Code FEASTU

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
3,832	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			
3,832	Total Directly Controllable Expenditure	20,000	20,000	20,000			
0	Income	0	0	0			
3,832	Net Directly Controllable Expenditure/(Income)	20,000	20,000	20,000			
0	Capital Charges	0	0	0			
70	Support Services	70	70	90			
3,902	Total Service Cost/(Surplus)	20,070	20,070	20,090			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

Financial Services

Financial Information Miscellaneous Items

Ledger Code MISEXE

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
10,583	Employee Related Expenditure	0	10,000	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Advertising Staff Vacancies	0	0
0	Transport Related Expenditure	0	0	0	Relocation Expenses	0	0
36,489	Supplies and Services	376,100	321,569	412,370	Superannuation auto enrolment	0	0
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Inflation Allowance	142,000	232,000
47,072	Total Directly Controllable Expenditure	376,100	331,569	412,370	IT Renewals	144,160	208,020
(81,336)	Income	(20,550)	(34,615)	191,350	Miscellaneous Expenses	0	(250,000)
(34,264)	Net Directly Controllable Expenditure/(Income)	355,550	296,954	603,720	Service efficiencies allowance	89,700	221,170
0	Capital Charges	0	0	0	Income		
350	Support Services	330	448	480	Government Grant	(16,400)	0
(33,914)	Total Service Cost/(Surplus)	355,880	297,402	604,200	Income non-achievement allowance	0	202,090
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

The inflation allowance has increased by £90,000, due to higher inflationary pressure.

The IT renewals charge reflects the anticipated level of capital expenditure from the IT renewals fund, approved as part of the capital programme, for which the relevant service is not known at present.

The efficiency saving in the estimates relating to the Customer Service Centre has been included in the miscellaneous expenses budget until the relevant services are identified.

The value of service efficiencies included in the service budgets has increased so the central allowance for items not achieved has also increased.

The 2014-15 budget for Government Grant included £16,400 for new burdens grants that will not be available in 2015-16.

The service accounts include additional income targets approved by Council. This service holds the non-achievement allowance.

Guildford Borough Council Outline Budget 2015-2016

Financial Services

Financial Information Non Distributed Costs

Ledger Code UNALLO

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
106,001	Employee Related Expenditure	2,229,630	2,261,175	2,230,730	Employee Related		
0	Premises Related Expenditure	0	0	0	Backfunding of Superannuation	2,047,630	2,047,630
0	Transport Related Expenditure	0	0	0	Pension Payments for Added Years	182,000	183,100
0	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
106,001	Total Directly Controllable Expenditure	2,229,630	2,261,175	2,230,730			
0	Income	0	0	0			
106,001	Net Directly Controllable Expenditure/(Income)	2,229,630	2,261,175	2,230,730			
0	Capital Charges	0	0	0			
420	Support Services	250	258	220			
106,421	Total Service Cost/(Surplus)	2,229,880	2,261,433	2,230,950			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

REVENUES AND PAYMENTS

HEAD OF SERVICE - STEVE WHITE

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
41,304,653	41,517,690	Gross Expenditure	40,614,850	40,687,260	40,773,030	40,861,780
(40,657,130)	(40,896,160)	Gross Income	(39,775,220)	(39,851,220)	(39,900,360)	(39,952,760)
647,523	621,530	Net Expenditure	839,630	836,040	872,670	909,020
1,829,613	1,780,020	Employee Related Expenditure	1,750,420	1,803,190	1,866,650	1,932,330
700	750	Premises Related Expenditure	7,110	7,110	7,110	7,110
23,251	26,040	Transport Related Expenditure	23,970	23,970	23,970	23,970
1,829,479	1,154,410	Supplies and Services	1,330,820	1,331,360	1,332,010	1,332,690
0	0	Third Party Payments	0	0	0	0
37,122,707	38,054,450	Transfer Payments	36,880,000	36,880,000	36,880,000	36,880,000
40,805,750	41,015,670	Total Directly Controllable Expenditure	39,992,320	40,045,630	40,109,740	40,176,100
(40,657,130)	(40,896,160)	Income	(39,775,220)	(39,851,220)	(39,900,360)	(39,952,760)
148,620	119,510	Net Directly Controllable Expenditure/(Income)	217,100	194,410	209,380	223,340
0	0	Capital Charges	0	0	0	0
498,903	502,020	Support Services	622,530	641,630	663,290	685,680
647,523	621,530	Total Service Cost/(Surplus)	839,630	836,040	872,670	909,020

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
228,448	351,190	Housing Benefits	423,430	451,390	484,650	518,910
76,900	(20,110)	Insurance Revenue Account	28,860	0	0	0
310,367	289,100	Local Taxation	338,530	337,490	342,850	347,060
31,808	1,350	Paymaster	48,810	47,160	45,170	43,050
647,523	621,530	Total Net Expenditure/(Income)	839,630	836,040	872,670	909,020

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
841,571	Employee Related Expenditure	819,160	836,566	752,070
290	Premises Related Expenditure	310	310	6,290
12,050	Transport Related Expenditure	12,480	11,688	11,640
689,762	Supplies and Services	175,890	177,454	143,560
0	Third Party Payments	0	0	0
<u>37,122,707</u>	Transfer Payments	<u>38,054,450</u>	<u>37,977,238</u>	<u>36,880,000</u>
38,666,380	Total Directly Controllable Expenditure	39,062,290	39,003,256	37,793,560
<u>(38,636,245)</u>	Income	<u>(38,916,250)</u>	<u>(38,865,934)</u>	<u>(37,642,000)</u>
30,135	Net Directly Controllable Expenditure/(Income)	146,040	137,322	151,560
0	Capital Charges	0	0	0
<u>198,313</u>	Support Services	<u>205,150</u>	<u>205,230</u>	<u>271,870</u>
228,448	Total Service Cost/(Surplus)	351,190	342,552	423,430
	Full Time Equivalent Staff	22.90		21.31

Major Variances 2014-15 v 2015-16

The combined value of housing benefit admin grant and localised council tax admin support grant received from the Department of Work and Pensions and Communities and Local Government is £72,000 lower than the amount received in 2014-15.

Overall claimant count remains high, although there is evidence that the number of claimants has plateaued and some modest reductions are being seen. The majority of expenditure incurred is recovered from the Department of Work and Pensions as part of the annual grant claim.

The subsidy limitation transfer from the Housing Revenue Account (HRA) has been removed, as the actual average rent charged on the HRA tenanted stock is lower than the limit rent set by government. This forms the basis upon which the amount of housing benefit costs the council is able to recover is calculated.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Salaries	803,240	735,670
Transport Related		
Car Leasing and Allowances	12,280	11,440
Supplies and Services		
Audit Fee	25,400	23,000
Computer Software Licence	44,100	51,620
Postage	21,540	7,940
Printing and Stationery	18,850	19,200
Transfer Payments		
Non HRA Rent Rebates	19,000	0
Rent Allowances	22,490,050	21,900,000
Rent Rebates	15,545,400	14,980,000
Income		
Housing Benefit Admin Grant	(604,520)	(532,000)
Overpayment Recovery	(50,000)	(50,000)
Rent Allowances Grant	22,530,050	(21,940,000)
Rent Rebate Grant	15,644,400	(15,090,000)
Subsidy Limitation Transfer	(30,000)	0
Support Services		
Accountancy Services Recharge	15,220	14,880
Customer Tech Support Recharge	22,620	30,870
Debtors Section Recharge	19,660	38,280
HR Services Recharge	12,130	12,380
Information Sys Support Recharge	6,070	6,890
Legal Services Recharge	19,210	20,540
Office Services Recharge	16,420	19,120
Public Offices Recharge	45,260	77,820

Guildford Borough Council Outline Budget 2015-2016

Revenues and Payments

Financial Information Insurance Revenue Account

Ledger Code INSREV

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 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	114,570
790,019	Supplies and Services	692,140	792,949	906,270	Insurance Premiums Paid	613,200	774,560
0	Third Party Payments	0	0	0	Risk Management Initiatives	10,000	8,000
0	Transfer Payments	0	0	0	Income		
790,019	Total Directly Controllable Expenditure	692,140	792,949	906,270	Insurance Reimbursed	(10,000)	(37,280)
					Recharged to Other Services	(705,490)	(843,010)
(716,369)	Income	(715,490)	(801,289)	(880,740)			
73,650	Net Directly Controllable Expenditure/(Income)	(23,350)	(8,340)	25,530			
0	Capital Charges	0	0	0			
3,250	Support Services	3,240	3,240	3,330			
76,900	Total Service Cost/(Surplus)	(20,110)	(5,100)	28,860			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

The estimate includes allowance for increases in insurance premiums in line with market expectations.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
593,792	Employee Related Expenditure	599,090	603,956	570,300	Employee Related		
410	Premises Related Expenditure	440	440	820	Insurance - Emps Liab, All Risk	3,680	4,050
8,505	Transport Related Expenditure	9,580	9,192	9,190	Salaries	583,420	555,170
233,277	Supplies and Services	166,400	189,792	174,460	Training	2,680	2,040
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Programming	2,000	2,000
835,984	Total Directly Controllable Expenditure	775,510	803,380	754,770	Computer Software Licence	29,130	38,240
					Debt Collection Services	23,290	23,510
(711,187)	Income	(668,800)	(672,309)	(627,640)	Local Council Tax Hardship Relief	40,000	40,000
124,797	Net Directly Controllable Expenditure/(Income)	106,710	131,071	127,130	Postage	27,810	31,950
					Printing Paying in Books	15,800	8,800
0	Capital Charges	0	0	0	Printing Services Recharge	7,640	12,680
185,570	Support Services	182,390	182,479	211,400	Telecomms	2,630	1,950
310,367	Total Service Cost/(Surplus)	289,100	313,550	338,530	Tracing Services	440	160
					Income		
	Full Time Equivalent Staff	16.48		14.79	Expenses Recovered	(349,000)	(361,030)
					UBR Admin Grant	(240,000)	(240,000)
					Support Services		
					Audit Services Recharge	6,050	6,310
					Business Services Support Recharge	17,830	17,770
					Customer Tech Support Recharge	30,990	38,080
					HR Services Recharge	9,590	9,440
					Information Sys Support Recharge	9,490	8,970
					Office Services Recharge	12,820	13,260
					Paymaster Recharge	37,380	38,880
					Public Offices Recharge	35,330	53,930

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

Revenues and Payments

Financial Information Paymaster

Ledger Code PAYMAS

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
394,250	Employee Related Expenditure	361,770	372,027	428,050	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	2,120	2,410
2,696	Transport Related Expenditure	3,980	3,848	3,140	Recharge From Other Emp. Exps.	3,800	3,690
116,421	Supplies and Services	119,980	114,061	106,530	Salaries	354,570	418,500
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	3,620	3,100
513,367	Total Directly Controllable Expenditure	485,730	489,936	537,720	Supplies and Services		
					Cash Machines Software Mtce	17,000	17,000
(593,329)	Income	(595,620)	(599,299)	(624,840)	Computer Software Licence	38,420	38,630
(79,962)	Net Directly Controllable Expenditure/(Income)	(109,890)	(109,363)	(87,120)	Consultants (Projects)	6,000	6,000
					IT Renewals	15,980	22,450
0	Capital Charges	0	0	0	Payment to Contractors	22,500	8,000
111,770	Support Services	111,240	111,320	135,930	Postages	2,400	5,140
31,808	Total Service Cost/(Surplus)	1,350	1,957	48,810	Printing Services Recharge	2,150	1,210
					Scanning	5,780	4,410
					Income		
	Full Time Equivalent Staff	9.50		9.61	Support Service Recharge	(595,620)	(624,840)

Major Variances 2014-15 v 2015-16

Increase in employee related costs arising from Growth Bid Rev01: Fixed Term Procurement Officer £45,430.
(this is not reflected in the establishment number shown above)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2015-2016**

GOVERNANCE AND MONITORING

EXECUTIVE HEAD OF GOVERNANCE AND MONITORING - SATISH MISTRY

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OUTLINE BUDGET 2015-2016**

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**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

LEGAL AND DEMOCRATIC SERVICES

HEAD OF SERVICE - SATISH MISTRY

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
3,115,100	3,146,940	Gross Expenditure	3,414,020	3,310,060	3,399,000	3,491,000
(1,199,753)	(1,372,540)	Gross Income	(1,417,390)	(1,373,600)	(1,417,950)	(1,464,140)
1,915,347	1,774,400	Net Expenditure	1,996,630	1,936,460	1,981,050	2,026,860
1,473,953	1,399,710	Employee Related Expenditure	1,398,790	1,438,080	1,487,670	1,539,020
2,328	1,880	Premises Related Expenditure	3,500	3,500	3,500	3,500
24,954	26,630	Transport Related Expenditure	34,650	34,650	34,650	34,650
831,304	956,510	Supplies and Services	1,121,690	952,820	961,460	970,290
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,332,539	2,384,730	Total Directly Controllable Expenditure	2,558,630	2,429,050	2,487,280	2,547,460
(1,199,753)	(1,372,540)	Income	(1,417,390)	(1,373,600)	(1,417,950)	(1,464,140)
1,132,786	1,012,190	Net Directly Controllable Expenditure/(Income)	1,141,240	1,055,450	1,069,330	1,083,320
20,626	0	Capital Charges	0	0	0	0
761,935	762,210	Support Services	855,390	881,010	911,720	943,540
1,915,347	1,774,400	Total Service Cost/(Surplus)	1,996,630	1,936,460	1,981,050	2,026,860

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
3,721	5,760	Access Group for Guildford	6,030	6,190	6,390	6,600
166,802	178,140	Civic Expenses	189,920	193,570	197,960	202,500
9,252	(1,460)	Committee Services	4,400	4,140	3,800	3,440
365,910	343,730	Council and Committee Support	350,680	359,670	370,840	382,320
848,978	758,650	Democratic Representation and Management	811,980	819,880	840,960	862,500
78,331	79,340	Elections	213,490	86,170	88,410	90,720
174,098	194,590	Electoral Registration	229,420	233,570	238,590	243,810
6,358	14,220	Guildford Youth Council	13,760	14,020	14,330	14,650
41,841	6,760	Legal Services	(32,100)	9,880	10,030	10,190
220,056	194,670	Parish and Local Liaison	209,050	209,370	209,740	210,130
1,915,347	1,774,400	Total Net Expenditure/(Income)	1,996,630	1,936,460	1,981,050	2,026,860

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Guildford Borough Council Outline Budget 2015-2016

Legal and Democratic Services

Financial Information Access Group for Guildford

Ledger Code ACCGUI

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
1,279	Employee Related Expenditure	1,220	1,248	1,220	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,190	1,190
112	Transport Related Expenditure	70	188	70	Support Services		
180	Supplies and Services	230	288	200	Committee Services Recharge	4,160	4,460
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
1,571	Total Directly Controllable Expenditure	1,520	1,724	1,490			
0	Income	0	0	0			
1,571	Net Directly Controllable Expenditure/(Income)	1,520	1,724	1,490			
0	Capital Charges	0	0	0			
2,150	Support Services	4,240	4,240	4,540			
3,721	Total Service Cost/(Surplus)	5,760	5,964	6,030			
	Full Time Equivalent Staff	0.02		0.02			

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

Legal and Democratic Services

Financial Information Civic Expenses

Ledger Code CIVEXP

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
97,830	Employee Related Expenditure	89,980	95,254	91,970	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	86,340	88,020
7,746	Transport Related Expenditure	6,770	5,473	9,190	Transport Related		
39,411	Supplies and Services	58,980	60,118	59,130	Fuel and Oil	3,300	3,300
0	Third Party Payments	0	0	0	Transport Pool Hire Charge	2,610	4,940
0	Transfer Payments	0	0	0	Supplies and Services		
144,987	Total Directly Controllable Expenditure	155,730	160,845	160,290	Borough Promotional Expenses	36,720	36,720
0	Income	0	(750)	0	Deputy Mayor Allowance	1,330	2,660
144,987	Net Directly Controllable Expenditure/(Income)	155,730	160,095	160,290	Insurance; All Risks	4,710	5,360
0	Capital Charges	0	0	0	Mayors Allowance	10,620	10,620
21,815	Support Services	22,410	22,418	29,630	Printing and Stationery	2,710	1,960
166,802	Total Service Cost/(Surplus)	178,140	182,513	189,920	Telecomms	450	170
					Support Services		
					Accountancy Services Recharge	2,360	3,050
					Customer Tech Support Recharge	1,580	1,940
					Human Resources Recharge	1,370	1,400
					Legal Services Recharge	6,830	7,300
					Office Services Recharge	1,290	1,970
					Paymaster Recharge	1,430	1,610
					Public Offices Recharge	3,550	8,000
	Full Time Equivalent Staff	2.36		2.33			

Major Variances 2014-15 v 2015-16

The transport pool hire charge has increased following the inclusion of a capital charge in respect of the Mayoral car acquired in 2014. The previous vehicle had been fully depreciated prior to 2014-15.

The public offices recharge is higher in 2015-16 as a result of the estimated costs of the Millmead accommodation project.

Guildford Borough Council Outline Budget 2015-2016

Legal and Democratic Services

Financial Information Committee Services

Ledger Code CSADMN

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
167,526	Employee Related Expenditure	157,120	171,365	167,460	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	154,430	162,700
83	Transport Related Expenditure	300	118	4,750	Transport Related		
4,693	Supplies and Services	5,810	5,708	10,080	Car Leasing and Allowances	0	4,700
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Advertising	1,380	1,480
172,302	Total Directly Controllable Expenditure	163,230	177,191	182,290	Computer Software Licence	2,380	6,870
(206,790)	Income	(208,240)	(208,042)	(222,790)	Income		
(34,488)	Net Directly Controllable Expenditure/(Income)	(45,010)	(30,851)	(40,500)	Support Service Recharge	(207,840)	(222,790)
0	Capital Charges	0	0	0	Support Services		
43,740	Support Services	43,550	43,550	44,900	Accountancy Services Recharge	1,490	1,020
9,252	Total Service Cost/(Surplus)	(1,460)	12,699	4,400	Business Services Support Recharge	5,580	5,560
					Customer Tech Support Recharge	8,700	10,690
					HR Services Recharge	1,910	1,950
					Information Sys Support Recharge	4,360	4,130
					Office Services Recharge	3,720	2,750
					Paymaster Recharge	2,830	2,900
					Public Offices Recharge	10,250	11,180
	Full Time Equivalent Staff	3.28		3.28			

Major Variances 2014-15 v 2015-16

A car leasing estimate has been introduced, as from 2014-15 the Democratic Services Manager post became eligible for a lease car.

With the introduction of the ModernGov committee decision management system, software costs have increased to £6,870.

The support service recharge has increased in line with the increase in the cost of the service.

Financial Information Council and Committee Support

Ledger Code COMSUP

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
130,281	Employee Related Expenditure	96,060	89,465	74,420	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	87,620	55,900
5,638	Transport Related Expenditure	4,910	4,968	2,560	Staff Committee Att. Allowance	6,950	17,680
65,172	Supplies and Services	76,920	128,971	86,550	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing and Allowances	4,910	2,560
0	Transfer Payments	0	0	0	Supplies and Services		
201,091	Total Directly Controllable Expenditure	177,890	223,404	163,530	Contributions	35,000	35,000
(53,071)	Income	(49,700)	(49,700)	(40,590)	Printing Services Recharge	39,370	51,490
148,020	Net Directly Controllable Expenditure/(Income)	128,190	173,704	122,940	Income		
0	Capital Charges	0	0	0	Recharged to Other Services	(49,700)	(40,590)
217,890	Support Services	215,540	215,460	227,740	Support Services		
365,910	Total Service Cost/(Surplus)	343,730	389,164	350,680	Accountancy Services Recharge	5,340	5,450
					Committee Services Recharge	195,380	211,640
					Legal Services Recharge	8,590	9,180
	Full Time Equivalent Staff	1.23		0.77			

Major Variances 2014-15 v 2015-16

The reduction in the salary and car leasing estimates follows a review of the senior management structure.

The introduction of webcasting of committee meetings has required the attendance of additional staff to manage the webcast. This has resulted in an increase in the attendance allowance estimate.

The rise in the printing services recharge reflects recent levels of printed material following an increase in the frequency of extraordinary committee items.

The decrease in the recharge to other services has arisen following a reduction in the salary estimates (see above) against those committees where part of the cost is recharged to the Housing Revenue Account (HRA).

The estimate for the Committee Services recharge has risen in line with the increase in the cost of Committee Services.

Guildford Borough Council Outline Budget 2015-2016

Legal and Democratic Services

Financial Information Democratic Representation and Management

Ledger Code DEMREP

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
268,154	Employee Related Expenditure	173,110	177,182	180,150
0	Premises Related Expenditure	0	0	0
6,823	Transport Related Expenditure	5,740	6,335	6,930
350,365	Supplies and Services	355,490	357,298	385,500
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
625,342	Total Directly Controllable Expenditure	534,340	540,815	572,580
(83,504)	Income	(81,600)	(81,600)	(84,410)
541,838	Net Directly Controllable Expenditure/(Income)	452,740	459,215	488,170
0	Capital Charges	0	0	0
307,140	Support Services	305,910	306,014	323,810
848,978	Total Service Cost/(Surplus)	758,650	765,229	811,980
	Full Time Equivalent Staff	2.88		2.43

Major Variances 2014-15 v 2015-16

Councillor attendance allowances have increased in line with the recommendations made by the Independent Remuneration Panel.

The increase in the estimate for postage costs reflects recent usage levels.

The estimate for webcasting is lower as £7,620 has been transferred to the Committee Support service to cover the costs of staff committee attendance allowances associated with webcasting.

The customer technical support recharge has risen following the inclusion of a growth bid in respect of the Surrey Data Centre, the budget for which was transferred from the IT renewals fund.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Councillors Training	9,820	9,820
Salaries	156,140	160,850
Transport Related		
Car Leasing and Allowances	5,340	6,530
Supplies and Services		
Contract Refreshments	13,250	10,200
Councillors Attendance Allowances	298,000	310,200
Postage	9,780	16,520
Telecomms	9,140	11,900
Webcasting	20,000	12,380
Income		
Recharged to Other Services	(81,600)	(84,410)
Support Services		
Accountancy Services Recharge	2,680	2,860
Business Services Support Recharge	35,390	35,240
Customer Tech Support Recharge	56,100	68,950
Information Sys Support Recharge	24,390	23,070
Office Services Recharge	35,330	35,730
Paymaster Recharge	4,250	4,300
Public Offices Recharge	123,230	127,550

Guildford Borough Council Outline Budget 2015-2016

Legal and Democratic Services

Financial Information Elections

Ledger Code ELECTI

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
54,044	Employee Related Expenditure	49,300	55,126	52,210	Employee Related		
558	Premises Related Expenditure	0	328	0	Casual / Temporary Staff	1,600	1,600
1,001	Transport Related Expenditure	1,120	1,103	1,410	Salaries	45,320	44,790
24,347	Supplies and Services	15,990	21,241	145,050	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing and Allowances	890	1,300
0	Transfer Payments	0	0	0	Supplies and Services		
79,950	Total Directly Controllable Expenditure	66,410	77,798	198,670	Borough Election Costs	50	9,550
					Computer Related Costs	8,530	8,800
(14,539)	Income	0	0	0	Election Fees; Count; Post Vote	0	12,000
65,411	Net Directly Controllable Expenditure/(Income)	66,410	77,798	198,670	Election Fees; Poll Clerks	0	18,000
					Election Fees; Presiding Officers	0	15,000
0	Capital Charges	0	0	0	Electoral Admin Bill Changes	1,500	1,500
12,920	Support Services	12,930	12,938	14,820	New, Replace Equip & Tools	2,000	3,500
78,331	Total Service Cost/(Surplus)	79,340	90,736	213,490	Postages Poll Cards	0	13,000
					Printing Etc; Ballot Papers	0	10,000
	Full Time Equivalent Staff	1.06		1.30	Printing Postal Vote Packs	0	13,000
					Support Services		
					Accountancy Services Recharge	2,940	3,410
					Audit Services Recharge	1,130	1,180
					Paymaster Recharge	1,640	1,640
					Public Offices Recharge	2,410	3,560

Major Variances 2014-15 v 2015-16

The estimates include the cost of the Borough Election taking place on 7th May 2015.

Financial Information Electoral Registration

Ledger Code ELECTO

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
86,957	Employee Related Expenditure	75,700	94,227	101,360
1,770	Premises Related Expenditure	1,880	1,880	3,500
1,173	Transport Related Expenditure	940	1,050	1,650
75,216	Supplies and Services	149,770	139,910	127,440
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
165,116	Total Directly Controllable Expenditure	228,290	237,067	233,950
(24,808)	Income	(67,320)	(67,320)	(43,000)
140,308	Net Directly Controllable Expenditure/(Income)	160,970	169,747	190,950
0	Capital Charges	0	0	0
33,790	Support Services	33,620	33,644	38,470
174,098	Total Service Cost/(Surplus)	194,590	203,391	229,420
	Full Time Equivalent Staff	2.03		2.78

Major Variances 2014-15 v 2015-16

To provide the necessary levels of support for the ongoing management of Individual Electoral Registration (IER) additional staff resources have been put in place, resulting in an increase in the salary estimate.

The decrease in the estimates for electoral administration bill changes and IER grant funding reflects the move into the second year of IER where certain costs will be lower than in year one.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Casual / Temporary Staff	2,660	2,660
Salaries	69,740	95,720
Premises Related		
Proportion of Depot Expenses	1,880	3,500
Transport Related		
Car Leasing and Allowances	810	1,400
Supplies and Services		
Advertising	1,500	1,500
Computer Related Costs	6,600	6,830
Electoral Admin Bill Changes	66,320	42,000
Electoral Registration Fees	17,600	17,600
External Printing and Design	11,870	11,870
Postage	41,160	41,160
Printing Services Recharge	2,610	3,650
Income		
Electoral Registers Sales	(3,000)	(3,000)
Individual Electoral Reg Grant	(64,320)	(40,000)
Support Services		
Accountancy Services Recharge	1,350	1,360
Business Services Support Recharge	6,700	6,690
Customer Tech Support Recharge	9,600	11,790
Human Resources Recharge	1,180	1,210
Information Sys Support Recharge	3,240	3,060
Office Services Recharge	1,680	1,700
Public Offices Recharge	4,620	6,920

Guildford Borough Council Outline Budget 2015-2016

Legal and Democratic Services

Financial Information Guildford Youth Council

Ledger Code YOUCOU

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
402	Employee Related Expenditure	380	412	1,680	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Support for Forum	4,590	4,590
18	Transport Related Expenditure	10	40	10	Support Services		
1,278	Supplies and Services	5,130	2,178	4,990	Committee Services Recharge	8,300	6,690
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
1,698	Total Directly Controllable Expenditure	5,520	2,630	6,680			
0	Income	0	0	0			
1,698	Net Directly Controllable Expenditure/(Income)	5,520	2,630	6,680			
0	Capital Charges	0	0	0			
4,660	Support Services	8,700	8,716	7,080			
6,358	Total Service Cost/(Surplus)	14,220	11,346	13,760			
	Full Time Equivalent Staff	0.01		0.05			

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Financial Information Legal Services

Ledger Code G4525

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
662,798	Employee Related Expenditure	751,170	725,848	724,530
0	Premises Related Expenditure	0	0	0
2,243	Transport Related Expenditure	6,660	2,418	7,890
82,971	Supplies and Services	106,040	88,258	104,350
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
748,012	Total Directly Controllable Expenditure	863,870	816,524	836,770
(817,041)	Income	(965,680)	(979,337)	(1,026,600)
(69,029)	Net Directly Controllable Expenditure/(Income)	(101,810)	(162,813)	(189,830)
0	Capital Charges	0	0	0
110,870	Support Services	108,570	108,594	157,730
41,841	Total Service Cost/(Surplus)	6,760	(54,219)	(32,100)
	Full Time Equivalent Staff	16.90		16.05

Major Variances 2014-15 v 2015-16

The estimate for salaries reflects the cost of a revised structure for Legal Services following a review of the service in 2013-14.

The support service recharge estimate was agreed prior to the final load of the salary estimates, in this case resulting in a net surplus for the service.

The public offices recharge is higher in 2015-16 as a result of the costs of the Millmead accommodation project.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Salaries	725,300	688,710
Supplies and Services		
Computer Software Licence	6,500	4,500
IT Renewals	8,460	5,520
Law Library Books	24,580	24,580
Legal Expenses	48,000	48,000
Stationery and Office Supplies	2,000	2,000
Storage, Archiving Recharge	6,100	6,280
Income		
Legal Charges	(45,000)	(46,800)
Section 106 income	(54,000)	(54,000)
Support Service Recharge	(864,480)	(924,200)
Support Services		
Accountancy Services Recharge	8,870	11,210
Audit Services Recharge	3,400	3,550
Business Services Support Recharge	5,810	5,790
Customer Service Centre Recharge	5,000	6,170
Customer Tech Support Recharge	13,700	16,840
HR Services Recharge	6,730	10,550
Information Sys Support Recharge	5,170	4,890
Office Services Recharge	11,380	14,860
Paymaster Recharge	5,870	7,240
Performance Mngt. Recharge	5,340	8,130
Public Offices Recharge	31,370	60,470

Guildford Borough Council Outline Budget 2015-2016

Legal and Democratic Services

Financial Information Parish and Local Liaison

Ledger Code PARISH

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
4,682	Employee Related Expenditure	5,670	4,276	3,790	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	5,590	3,730
117	Transport Related Expenditure	110	110	190	Supplies and Services		
187,671	Supplies and Services	182,150	181,945	198,400	General Grants	89,000	105,730
0	Third Party Payments	0	0	0	Local Council Tax Scheme Support Gr	92,290	92,290
0	Transfer Payments	0	0	0	Support Services		
192,470	Total Directly Controllable Expenditure	187,930	186,331	202,380	Accountancy Services Recharge	6,320	5,860
0	Income	0	0	0			
192,470	Net Directly Controllable Expenditure/(Income)	187,930	186,331	202,380			
20,626	Capital Charges	0	0	0			
6,960	Support Services	6,740	6,764	6,670			
220,056	Total Service Cost/(Surplus)	194,670	193,095	209,050			
	Full Time Equivalent Staff	0.07		0.06			

Major Variances 2014-15 v 2015-16

The level of grant funding for 2015-16 was agreed by the Executive Committee on 25th November 2014.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2015-2016**

HOUSING AND HEALTH

EXECUTIVE HEAD OF HOUSING AND HEALTH - PHILIP O'DWYER

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HEALTH AND COMMUNITY CARE SERVICES

HEAD OF SERVICE - JOHN MARTIN

**GUILDFORD BOROUGH COUNCIL
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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
5,979,435	5,562,240	Gross Expenditure	5,650,810	5,584,630	5,721,840	5,864,390
(2,710,502)	(2,463,630)	Gross Income	(2,323,000)	(2,157,330)	(2,168,040)	(2,182,530)
3,268,933	3,098,610	Net Expenditure	3,327,810	3,427,300	3,553,800	3,681,860
2,748,020	2,893,790	Employee Related Expenditure	2,895,990	2,948,120	3,051,170	3,157,800
191,680	161,190	Premises Related Expenditure	164,160	159,760	160,440	161,180
298,900	311,490	Transport Related Expenditure	345,870	345,870	345,870	345,870
1,511,334	1,510,330	Supplies and Services	1,521,910	1,387,770	1,397,090	1,407,420
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
4,749,934	4,876,800	Total Directly Controllable Expenditure	4,927,930	4,841,520	4,954,570	5,072,270
(2,710,502)	(2,463,630)	Income	(2,323,000)	(2,157,330)	(2,168,040)	(2,182,530)
2,039,432	2,413,170	Net Directly Controllable Expenditure/(Income)	2,604,930	2,684,190	2,786,530	2,889,740
600,571	57,380	Capital Charges	49,560	49,560	49,560	49,560
628,930	628,060	Support Services	673,320	693,550	717,710	742,560
3,268,933	3,098,610	Total Service Cost/(Surplus)	3,327,810	3,427,300	3,553,800	3,681,860

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
283,867	283,960	Citizens Advice Bureau	283,740	283,760	283,780	283,800
22,990	60,490	Civil Emergencies	60,900	62,340	64,050	65,820
452,561	504,950	Community Meals and TPT	604,580	618,150	638,710	660,010
(180,263)	0	Community Services	0	0	0	0
619,680	654,890	Day Services	607,380	624,160	643,250	662,650
(49,049)	(55,970)	Emergency Communications System	(39,760)	(34,530)	(27,280)	(20,850)
(21,572)	(17,170)	EMI Services	(25,820)	(21,120)	(15,500)	(9,680)
468,991	452,470	Environmental Control	459,570	472,250	487,540	502,450
382,134	355,750	Food and Safety Services	371,590	381,760	393,960	406,590
253,048	265,560	Grants to Voluntary Organisations - Housing and Comm	401,450	402,340	403,420	404,530
6,850	(9,880)	Health and Safety	1,400	410	440	470
58,361	21,900	Licensing Services	38,340	42,890	49,820	55,670
9,080	28,390	Pest Control	31,470	35,580	40,880	47,220
932,671	467,080	Private Sector Housing	437,380	456,990	480,570	504,910
28,760	60,480	Public Health	79,690	81,300	83,240	85,250
824	25,710	Taxi Licensing and Private Hire Vehicles	15,900	21,020	26,920	33,020
3,268,933	3,098,610	Total Net Expenditure/(Income)	3,327,810	3,427,300	3,553,800	3,681,860

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Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Citizens Advice Bureau

Ledger Code CITADV

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
105	Premises Related Expenditure	0	0	0	Cab General Expenses Grant	283,140	283,140
0	Transport Related Expenditure	0	0	0	Support Services		
282,932	Supplies and Services	283,140	283,416	283,150	Accountancy Services Recharge	820	590
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
283,037	Total Directly Controllable Expenditure	283,140	283,416	283,150			
0	Income	0	0	0			
283,037	Net Directly Controllable Expenditure/(Income)	283,140	283,416	283,150			
0	Capital Charges	0	0	0			
830	Support Services	820	820	590			
283,867	Total Service Cost/(Surplus)	283,960	284,236	283,740			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Civil Emergencies

Ledger Code CIVEMS

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
52,369	Employee Related Expenditure	44,170	44,677	40,670	Employee Related		
31,007	Premises Related Expenditure	880	880	1,630	Salaries	41,600	39,750
2,120	Transport Related Expenditure	710	849	2,070	Premises Related		
10,580	Supplies and Services	9,210	172,388	10,000	Proportion of Depot Expenses	880	1,630
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing and Allowances	710	2,070
96,076	Total Directly Controllable Expenditure	54,970	218,794	54,370	Supplies and Services		
					Emergency Accommodation	4,000	4,000
(78,496)	Income	0	(163,900)	0	Emergency Planning Contribution	3,540	3,700
17,580	Net Directly Controllable Expenditure/(Income)	54,970	54,894	54,370	Support Services		
					Accountancy Services Recharge	640	590
0	Capital Charges	0	0	0	Customer Tech Support Recharge	410	500
5,410	Support Services	5,520	5,536	6,530	Human Resources Recharge	450	440
22,990	Total Service Cost/(Surplus)	60,490	60,430	60,900	Office Services Recharge	600	620
					Public Offices Recharge	1,640	2,520
	Full Time Equivalent Staff	0.78		0.74			

Major Variances 2014-15 v 2015-16

There are no major variances to report .

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Community Meals and TPT

Ledger Code MOWTPT

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
449,048	Employee Related Expenditure	482,870	442,625	494,380
0	Premises Related Expenditure	0	0	0
207,880	Transport Related Expenditure	227,740	228,935	257,290
78,251	Supplies and Services	69,050	83,323	70,950
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
735,179	Total Directly Controllable Expenditure	779,660	754,883	822,620
(344,728)	Income	(334,520)	(322,868)	(287,640)
390,451	Net Directly Controllable Expenditure/(Income)	445,140	432,015	534,980
0	Capital Charges	0	0	0
62,110	Support Services	59,810	59,826	69,600
452,561	Total Service Cost/(Surplus)	504,950	491,841	604,580
	Full Time Equivalent Staff	19.52		20.17

Major Variances 2014-15 v 2015-16

Due to the reduction in the Broadwater Lodge contract, the grant from Surrey County Council will also reduce.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Insurance - Emps Liab, All Risk	4,350	5,360
Recharge From Other Emp. Exps.	7,840	8,210
Salaries	468,820	478,360
Training	1,610	1,610
Transport Related		
Fuel and Oil	46,310	46,270
Hire of Vehicles	22,070	23,000
Insurance	4,460	4,970
Transport Pool Hire Charge	132,770	158,460
Vehicle Repairs	13,620	14,980
Supplies and Services		
Computer Maintenance Agree	5,400	5,400
Food Purchases	55,350	60,000
Telecomms	2,390	1,570
Income		
Bus Service Operations Grant	(12,000)	(12,000)
Dar and DC Membership Fees	(4,400)	(5,000)
Fee Income	(90,000)	(85,000)
Refreshment Sales	(114,000)	(145,450)
SCC Grant	(114,120)	(40,190)
Support Services		
Accountancy Services Recharge	3,770	2,120
Business Systems Recharge	13,760	15,860
Debtors Section Recharge	11,290	11,790
Health and Safety Recharge	3,340	3,370
Human Resources Recharge	11,340	12,460
Paymaster Recharge	6,900	7,180
Performance Mngt. Recharge	3,110	9,610

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Community Services

Ledger Code COMSER

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
31,914	Employee Related Expenditure	33,570	33,570	33,570	Employee Related		
0	Premises Related Expenditure	5,000	5,000	5,000	Salaries	33,570	33,570
0	Transport Related Expenditure	0	49	0	Premises Related		
102,559	Supplies and Services	141,430	361,950	141,430	Buildings Infrastructure	5,000	5,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Contribution to External Suppliers	110,400	110,400
134,473	Total Directly Controllable Expenditure	180,000	400,569	180,000	Miscellaneous Expenses	23,530	23,530
					Publicity	2,500	2,500
(314,736)	Income	(180,000)	(220,239)	(180,000)	Survey Mapping Development	5,000	5,000
(180,263)	Net Directly Controllable Expenditure/(Income)	0	180,330	0	Income		
					SCC Grant	(180,000)	(180,000)
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
(180,263)	Total Service Cost/(Surplus)	0	180,330	0			
	Full Time Equivalent Staff			0.00			

Major Variances 2014-15 v 2015-16

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

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Day Services

Ledger Code DAYSER

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
506,974	Employee Related Expenditure	507,480	486,521	496,260	Employee Related		
129,107	Premises Related Expenditure	124,310	128,066	126,160	Insurance - Emps Liab, All Risk	4,180	4,300
8,722	Transport Related Expenditure	9,280	9,150	9,190	Recharge From Other Emp. Exps.	7,520	6,600
102,465	Supplies and Services	104,320	89,315	93,810	Salaries	492,570	477,490
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Electricity	26,500	23,000
747,268	Total Directly Controllable Expenditure	745,390	713,052	725,420	Gas	12,200	14,000
					General Rates	11,370	11,550
(265,413)	Income	(234,060)	(231,259)	(259,200)	Repairs and Maintenance	58,620	59,310
481,855	Net Directly Controllable Expenditure/(Income)	511,330	481,793	466,220	Transport Related		
					Car Leasing and Allowances	9,280	9,190
49,563	Capital Charges	57,380	57,396	49,560	Supplies and Services		
88,262	Support Services	86,180	90,765	91,600	Copying & Printing	4,230	2,320
619,680	Total Service Cost/(Surplus)	654,890	629,954	607,380	Day Centre Activities Cost	7,350	7,700
					Equipment & Tools	4,470	2,910
	Full Time Equivalent Staff	18.71		17.45	Food Purchases	62,000	55,050
					Miscellaneous Expenses	7,250	7,000
					Telecomms	4,740	5,500
					Income		
					Fee Income	(6,200)	(6,950)
					Miscellaneous Income	(11,000)	(9,500)
					Refreshment Sales	(80,500)	(109,500)
					Rent Income	(3,000)	(10,450)
					SCC Grant	(130,860)	(120,800)
					Capital Charges		
					Depreciation	57,380	49,560
					Support Services		
					Accountancy Services Recharge	8,290	6,330
					Business Systems Recharge	16,710	18,180
					Human Resources Recharge	10,890	10,020
					Office Services Recharge	1,740	1,750
					Paymaster Recharge	13,200	12,830
					Performance Mngt. Recharge	5,810	7,720

Major Variances 2014-15 v 2015-16

Salary costs have reduced due to salary allocation changes within the service.

Food purchases have reduced at Park Barn centre as the lunchtime club has transferred to community meals.

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Emergency Communications System

Ledger Code EMECOM

Responsible Officer Ted Wainhouse - Private Sector Services Manager (Tel 444305)

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
147,460	Employee Related Expenditure	149,560	149,478	178,080
3,800	Premises Related Expenditure	3,800	3,800	3,800
8,086	Transport Related Expenditure	8,010	8,814	10,040
98,783	Supplies and Services	102,970	102,657	87,350
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
258,129	Total Directly Controllable Expenditure	264,340	264,749	279,270
(371,468)	Income	(385,420)	(384,453)	(371,840)
(113,339)	Net Directly Controllable Expenditure/(Income)	(121,080)	(119,704)	(92,570)
0	Capital Charges	0	0	0
64,290	Support Services	65,110	65,142	52,810
(49,049)	Total Service Cost/(Surplus)	(55,970)	(54,562)	(39,760)
	Full Time Equivalent Staff	3.35		4.35

Major Variances 2014-15 v 2015-16

An additional Careline Officer is included within the budget which may be part funded by SCC £17,000, this was not confirmed prior to the budget process. If this is not forthcoming, the post will be removed.

Reduction in the equipment and tools budget by £16,000 due to changes in the telecare strategy implemented by Surrey County Council

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Casual / Temporary Staff	3,000	3,050
Salaries	146,120	175,160
Premises Related		
Payment in Lieu of Rent	3,800	3,800
Transport Related		
Car Leasing and Allowances	8,010	10,040
Supplies and Services		
Alarm Monitoring Contract	34,220	38,000
Equipment Supply, Mtnc & Repair	61,040	44,450
Miscellaneous Expenses	2,000	1,140
Telecomms	3,490	2,940
Income		
Contributions from SCC	0	(35,000)
Emergency Communications Fees	(231,450)	(240,700)
Expenses Recovered	(18,000)	(15,000)
Recharged to Other Services	(82,980)	(79,640)
SCC Grant	(52,000)	(1,000)
Support Services		
Accountancy and Debtors Recharge	39,310	32,500
Audit Services Recharge	2,650	2,760
Business Systems Recharge	13,410	7,970
Customer Service Centre Recharge	1,640	1,560
Human Resources Recharge	1,950	1,990
Paymaster Recharge	3,590	3,490

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information EMI Services

Ledger Code EMISER

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
121,360	Employee Related Expenditure	122,260	120,890	134,960	Employee Related		
7,820	Premises Related Expenditure	9,460	8,577	9,450	Salaries	118,880	130,960
564	Transport Related Expenditure	590	332	290	Premises Related		
2,690	Supplies and Services	2,970	1,593	2,380	Electricity	550	450
0	Third Party Payments	0	0	0	Gas	850	850
0	Transfer Payments	0	0	0	General Rates	6,670	6,760
132,434	Total Directly Controllable Expenditure	135,280	131,392	147,080	Supplies and Services		
					Day Centre Activities Cost	1,000	1,000
(164,316)	Income	(162,980)	(153,451)	(185,000)	Income		
(31,882)	Net Directly Controllable Expenditure/(Income)	(27,700)	(22,059)	(37,920)	Fee Income	(40,000)	(40,000)
					SCC Grant	(122,980)	(145,000)
0	Capital Charges	0	0	0	Support Services		
10,310	Support Services	10,530	10,614	12,100	Accountancy and Debtors Recharge	1,960	1,800
(21,572)	Total Service Cost/(Surplus)	(17,170)	(11,445)	(25,820)	Business Systems Recharge	570	550
					Health and Safety Recharge	860	870
	Full Time Equivalent Staff	5.03		5.43	Human Resources Recharge	2,920	3,230
					Paymaster Recharge	1,330	1,370
					Performance Mngt. Recharge	1,000	2,490

Major Variances 2014-15 v 2015-16

Changes in salary allocations have resulted in additional charges to EMI Services offset by an increase of £22,020 in Surrey County Council income due to re-negotiated contracts.

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Environmental Control

Ledger Code ENVHEA

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
299,108	Employee Related Expenditure	302,000	300,709	307,840
0	Premises Related Expenditure	0	0	0
17,533	Transport Related Expenditure	10,150	11,770	14,070
118,047	Supplies and Services	101,910	102,793	89,990
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
434,688	Total Directly Controllable Expenditure	414,060	415,272	411,900
(27,197)	Income	(24,440)	(29,058)	(24,440)
407,491	Net Directly Controllable Expenditure/(Income)	389,620	386,214	387,460
0	Capital Charges	0	0	0
61,500	Support Services	62,850	62,898	72,110
468,991	Total Service Cost/(Surplus)	452,470	449,112	459,570
	Full Time Equivalent Staff	6.46		6.43

Major Variances 2014-15 v 2015-16

The internal recharge from Pest Control services has reduced to £45,000 to accurately resemble the amount of works conducted on their behalf.

An increase in the public offices recharge has occurred due to various building works within Millmead House .

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Salaries	293,960	297,990
Transport Related		
Car Leasing and Allowances	10,150	14,070
Supplies and Services		
Computer Software Licence	2,020	4,000
General Subscriptions	2,000	2,200
IT Renewals	40	2,190
New, Replace Equip & Tools	5,000	5,000
Out of Hours Service	5,140	5,600
Pest Control Charges	65,630	45,000
Telecomms	1,760	1,600
Veterinary Surgeons Fees	4,000	4,000
Welfare Funerals	5,000	5,000
Works in Default	3,000	3,000
Income		
Animal Establishment Fees	(7,800)	(7,800)
Contaminated Land Enquiries	(1,600)	(1,600)
Fee Income	(9,040)	(9,040)
Welfare Funerals Income	(6,000)	(6,000)
Support Services		
Business Systems Recharge	22,770	24,630
Human Resources Recharge	4,150	3,820
Office Services Recharge	5,500	5,390
Performance Mngt. Recharge	3,300	2,950
Public Offices Recharge	15,140	21,910

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Food and Safety Services

Ledger Code FOODSF

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
264,224	Employee Related Expenditure	239,000	238,718	248,940
0	Premises Related Expenditure	0	0	0
14,087	Transport Related Expenditure	14,920	14,442	15,100
21,381	Supplies and Services	19,600	19,531	20,350
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
299,692	Total Directly Controllable Expenditure	273,520	272,691	284,390
(1,858)	Income	(3,600)	(3,694)	(1,900)
297,834	Net Directly Controllable Expenditure/(Income)	269,920	268,997	282,490
0	Capital Charges	0	0	0
84,300	Support Services	85,830	85,862	89,100
382,134	Total Service Cost/(Surplus)	355,750	354,859	371,590
	Full Time Equivalent Staff	5.44		5.46

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Private Medical	50	2,950
Recharge From Other Emp. Exps.	2,540	2,140
Salaries	234,080	239,680
Training	0	2,000
Transport Related		
Car Leasing and Allowances	14,920	15,100
Supplies and Services		
Computer Software Licence	2,100	2,100
General Subscriptions	1,000	1,500
Health Education Expenditure	800	800
IT Renewals	590	2,480
New, Replace Equip & Tools	1,000	1,000
Postage	880	1,410
Printing Services Recharge	2,100	600
Stationery and Office Supplies	3,000	3,000
Storage, Archiving Recharge	2,920	3,010
Telecomms	1,100	530
Income		
Food Hygiene Course	(1,000)	0
Health & Safety Registrations	(2,000)	(1,900)
Support Services		
Accountancy Services Recharge	4,130	2,770
Audit Services Recharge	6,700	6,990
Business Systems Recharge	31,760	34,530
Customer Service Centre Recharge	2,790	3,450
Health and Safety Recharge	1,080	880
Human Resources Recharge	3,680	3,240
Legal Services Recharge	5,470	5,850
Office Services Recharge	5,540	4,570
Paymaster Recharge	4,360	4,110
Public Offices Recharge	15,260	18,600

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Grants to Voluntary Organisations - Housing and Community

Ledger Code GRANTH

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
25,267	Employee Related Expenditure	25,150	23,972	22,580	Employee Related		
19,431	Premises Related Expenditure	17,300	17,300	17,300	Salaries	24,400	22,110
1,643	Transport Related Expenditure	1,860	1,964	1,770	Premises Related		
433,565	Supplies and Services	421,200	421,264	468,700	Rents Payable	17,300	17,300
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	1,240	1,240
479,906	Total Directly Controllable Expenditure	465,510	464,500	510,350	Supplies and Services		
					Council for Voluntary Services	9,750	9,750
(236,898)	Income	(209,690)	(209,690)	(116,080)	Shopmobility	34,840	34,840
243,008	Net Directly Controllable Expenditure/(Income)	255,820	254,810	394,270	Surrey Community Buildings Grant	0	132,360
					Vol Assoc Grant - Guildford	178,870	178,870
0	Capital Charges	0	0	0	Vol Assoc Grant - Partners	197,690	112,080
10,040	Support Services	9,740	9,756	7,180	Income		
253,048	Total Service Cost/(Surplus)	265,560	264,566	401,450	Miscellaneous Income	(12,000)	(4,000)
					Voluntary Grant Contributions	(197,690)	(112,080)
					Support Services		
	Full Time Equivalent Staff	0.54		0.50	Accountancy Services Recharge	3,910	2,770
					Paymaster Recharge	710	600
					Public Offices Recharge	2,120	1,710

Major Variances 2014-15 v 2015-16

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.

Waverley Grants are no longer received or paid, therefore they have been removed £85,610.

Community Grants £132,360, are now allocated to the grants holding account to ease monitoring.

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Health and Safety

Ledger Code G2525

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
110,870	Employee Related Expenditure	100,130	101,628	103,050
0	Premises Related Expenditure	0	0	0
2,625	Transport Related Expenditure	2,420	2,493	2,660
8,215	Supplies and Services	6,030	7,570	5,590
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
121,710	Total Directly Controllable Expenditure	108,580	111,691	111,300
(131,800)	Income	(135,150)	(134,910)	(128,480)
(10,090)	Net Directly Controllable Expenditure/(Income)	(26,570)	(23,219)	(17,180)
0	Capital Charges	0	0	0
16,940	Support Services	16,690	16,690	18,580
6,850	Total Service Cost/(Surplus)	(9,880)	(6,529)	1,400
	Full Time Equivalent Staff	1.91		1.90

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Salaries	86,090	88,350
Training - Health and Safety	12,000	12,000
Transport Related		
Car Leasing and Allowances	2,410	2,650
Supplies and Services		
Consultants Fees	3,500	3,500
Lone Worker Monitoring	1,390	1,390
Income		
Recharged to Other Services	(1,390)	(1,390)
Support Service Recharge	(133,520)	(127,090)
Support Services		
Customer Service Centre Recharge	580	720
Customer Tech Support Recharge	1,080	1,330
HR Services Recharge	1,120	1,130
Office Services Recharge	1,720	1,590
Paymaster Recharge	3,060	3,110
Performance Mngt. Recharge	960	870
Public Offices Recharge	4,740	6,490

Major Variances 2014-15 v 2015-16

Health and Safety is a support service which is recharged to other cost centres.

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Licensing Services

Ledger Code LICENS

Responsible Officer Justine Fuller - Environmental Health Manager (Tel: 444370)

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
116,980	Employee Related Expenditure	129,990	154,784	112,510	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	126,600	109,720
2,423	Transport Related Expenditure	1,230	1,810	2,620	Transport Related		
28,040	Supplies and Services	7,460	70,718	10,490	Car Allowances	1,210	2,130
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	4,260	4,260
147,443	Total Directly Controllable Expenditure	138,680	227,312	125,620	IT Renewals	120	2,040
					Postage	880	1,810
(140,005)	Income	(172,090)	(139,987)	(150,470)	Telecomms	1,020	780
7,438	Net Directly Controllable Expenditure/(Income)	(33,410)	87,325	(24,850)	Income		
					Licence Fees	(169,740)	(149,170)
0	Capital Charges	0	0	0	Support Services		
50,923	Support Services	55,310	55,350	63,190	Accountancy Services Recharge	2,380	2,070
58,361	Total Service Cost/(Surplus)	21,900	142,675	38,340	Audit Services Recharge	2,270	2,370
					Business Services Support Recharge	1,970	1,970
	Full Time Equivalent Staff	3.60		3.60	Customer Tech Support Recharge	3,790	4,660
					Human Resources Recharge	2,040	2,140
					Information Sys Support Recharge	2,260	2,140
					Legal Services Recharge	25,900	27,690
					Office Services Recharge	2,340	2,690
					Paymaster Recharge	1,970	1,980
					Performance Mngt. Recharge	1,640	1,640
					Public Offices Recharge	6,420	10,960

Major Variances 2014-15 v 2015-16

Employee costs have reduced due to salary allocation changes within the service.

Income has reduced by £20,570 to reflex the actual income anticipated.

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Pest Control

Ledger Code PESCON

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
29,008	Employee Related Expenditure	65,040	22,812	26,140	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	63,820	25,580
12	Transport Related Expenditure	0	0	0	Supplies and Services		
47,697	Supplies and Services	38,480	70,293	55,370	Payment to Contractors	38,000	55,000
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Pest Control Charges	(23,250)	(15,000)
76,717	Total Directly Controllable Expenditure	103,520	93,105	81,510	Recharged to Other Services	(65,630)	(45,000)
					Support Services		
(81,417)	Income	(88,880)	(80,846)	(60,000)	Accountancy Services Recharge	830	860
(4,700)	Net Directly Controllable Expenditure/(Income)	14,640	12,259	21,510	Business Services Support Recharge	140	130
					Customer Tech Support Recharge	3,000	3,690
0	Capital Charges	0	0	0	Human Resources Recharge	1,120	520
13,780	Support Services	13,750	13,774	9,960	Information Sys Support Recharge	980	930
9,080	Total Service Cost/(Surplus)	28,390	26,033	31,470	Legal Services Recharge	360	380
					Office Services Recharge	770	0
	Full Time Equivalent Staff	1.88		0.89	Paymaster Recharge	1,940	1,720
					Public Offices Recharge	2,120	0

Major Variances 2014-15 v 2015-16

The Pest Control service is now fully operated through contractors at an anticipated yearly cost of £55,000. The internal recharge to Housing services has reduced to £45,000 to accurately resemble the amount of works conducted on their behalf.

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Public Health

Ledger Code PUBHEA

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
28,072	Employee Related Expenditure	44,260	44,986	45,170	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	43,640	44,030
555	Transport Related Expenditure	0	1,035	1,130	Supplies and Services		
1,656	Supplies and Services	15,000	15,050	26,380	Consultants (Projects)	15,000	25,000
0	Third Party Payments	0	0	0	Printing Services Recharge	0	1,320
0	Transfer Payments	0	0	0	Support Services		
30,283	Total Directly Controllable Expenditure	59,260	61,071	72,680	Accountancy and Debtors Recharge	440	250
(1,523)	Income	0	0	0	Business Systems Recharge	0	1,600
28,760	Net Directly Controllable Expenditure/(Income)	59,260	61,071	72,680	Customer Service Centre Recharge	0	410
0	Capital Charges	0	0	0	Health and Safety Recharge	140	130
0	Support Services	1,220	1,220	7,010	HR Services Recharge	460	480
28,760	Total Service Cost/(Surplus)	60,480	62,291	79,690	Office Services Recharge	0	670
					Public Offices Recharge	0	2,730
	Full Time Equivalent Staff	0.80		0.80			

Major Variances 2014-15 v 2015-16

With effect from April 2013 responsibility for public health transferred from the national health service to local authorities.

This cost code was originally set up for the Corporate Public Health Co-ordinator post, but additional budgets costs now include various public health initiatives aimed at improving the health of the population in the borough.

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Private Sector Housing

Ledger Code PRIHOU

Responsible Officer Ted Wainhouse - Private Sector Services Manager (Tel 444305)

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
450,171	Employee Related Expenditure	529,500	436,101	540,000
410	Premises Related Expenditure	440	440	820
26,124	Transport Related Expenditure	33,770	33,859	27,580
91,944	Supplies and Services	81,840	102,558	47,140
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
568,649	Total Directly Controllable Expenditure	645,550	572,958	615,540
(291,996)	Income	(285,540)	(276,673)	(301,180)
276,653	Net Directly Controllable Expenditure/(Income)	360,010	296,285	314,360
551,008	Capital Charges	0	0	0
105,010	Support Services	107,070	107,158	123,020
932,671	Total Service Cost/(Surplus)	467,080	403,443	437,380
	Full Time Equivalent Staff	13.51		13.05

Major Variances 2014-15 v 2015-16

Reduced expenditure for Consultants Fees has resulted in a reduction in the budget £27,160.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Insurance - Emps Liab, All Risk	3,040	3,300
Private Medical	2,400	4,910
Salaries	510,310	523,080
Training	7,250	2,380
Transport Related		
Car Allowances	14,310	13,550
Officers Car Leasing	15,200	10,470
Supplies and Services		
Bought In Services	14,000	3,000
Computer Software Licence	5,320	7,400
Consultants (Projects)	2,000	2,000
Consultants Fees	30,700	3,540
Home Trust Loan Scheme	6,170	6,170
Materials	6,670	6,150
Miscellaneous Expenses	3,030	2,870
Printing Services Recharge	1,390	3,430
Income		
Expenses Recovered	0	(36,000)
Fee Income	(80,160)	(70,000)
Income from Clients	(20,400)	(22,060)
SCC Income	(181,580)	(164,720)
Support Services		
Accountancy Services Recharge	7,020	6,500
Business Systems Recharge	24,980	27,630
Human Resources Recharge	7,920	7,660
Legal Services Recharge	7,620	8,140
Office Services Recharge	9,880	9,960
Paymaster Recharge	4,720	4,910
Performance Mngt. Recharge	6,290	5,460
Public Offices Recharge	27,220	40,530

Guildford Borough Council Outline Budget 2015-2016

Health and Community Care Services

Financial Information Taxi Licensing and Private Hire Vehicles

Ledger Code TAXLIC

Responsible Officer Justine Fuller - Environmental Health Manager (Tel: 444370)

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
115,195	Employee Related Expenditure	118,810	121,720	111,840
0	Premises Related Expenditure	0	0	0
6,526	Transport Related Expenditure	810	1,121	2,060
82,529	Supplies and Services	105,720	127,265	108,830
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
204,250	Total Directly Controllable Expenditure	225,340	250,106	222,730
(258,651)	Income	(247,260)	(230,104)	(256,770)
(54,401)	Net Directly Controllable Expenditure/(Income)	(21,920)	20,002	(34,040)
0	Capital Charges	0	0	0
55,225	Support Services	47,630	47,742	49,940
824	Total Service Cost/(Surplus)	25,710	67,744	15,900
	Full Time Equivalent Staff	3.22		3.22

Major Variances 2014-15 v 2015-16

Employee costs have decreased due to salary allocation changes within the service.

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

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Salaries	116,370	109,330
Transport Related		
Car Allowances	800	1,790
Supplies and Services		
Computer Software Licence	2,200	2,110
Consultants (Projects)	8,590	8,590
CRB Checks	6,500	6,500
Equipment & Tools	4,400	4,500
New, Replace Equip & Tools	4,400	4,500
Payment to Contractors	0	3,000
Postage	900	1,410
Printing and Stationery	3,020	2,440
Taxi and Private Hire Car Tests	62,410	63,000
Taxi Ranks Maintenance	12,000	12,000
Income		
Taxi Licence Fees	(247,260)	(256,770)
Support Services		
Accountancy Services Recharge	3,770	10,370
Business Services Support Recharge	2,870	1,140
Customer Tech Support Recharge	5,300	2,600
HR Services Recharge	1,810	1,910
Information Sys Support Recharge	3,290	1,220
Legal Services Recharge	13,350	14,280
Office Services Recharge	2,980	2,430
Paymaster Recharge	2,090	2,300
Public Offices Recharge	8,220	9,890

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

HOUSING ADVICE SERVICES

HEAD OF SERVICE - KIM RIPPETT

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
1,967,108	1,578,990	Gross Expenditure	1,586,480	1,612,300	1,643,340	1,675,420
(204,648)	(192,660)	Gross Income	(222,500)	(231,400)	(239,730)	(248,840)
1,762,460	1,386,330	Net Expenditure	1,363,980	1,380,900	1,403,610	1,426,580
669,351	698,710	Employee Related Expenditure	662,860	683,060	707,330	732,450
4,165	3,500	Premises Related Expenditure	4,000	4,000	4,000	4,000
13,943	12,580	Transport Related Expenditure	20,230	20,230	20,230	20,230
921,842	767,210	Supplies and Services	713,360	713,380	713,400	713,420
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,609,301	1,482,000	Total Directly Controllable Expenditure	1,400,450	1,420,670	1,444,960	1,470,100
(204,648)	(192,660)	Income	(222,500)	(231,400)	(239,730)	(248,840)
1,404,653	1,289,340	Net Directly Controllable Expenditure/(Income)	1,177,950	1,189,270	1,205,230	1,221,260
265,920	0	Capital Charges	0	0	0	0
91,887	96,990	Support Services	186,030	191,630	198,380	205,320
1,762,460	1,386,330	Total Service Cost/(Surplus)	1,363,980	1,380,900	1,403,610	1,426,580

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
490,015	216,270	Affordable Housing Development	215,450	221,410	228,530	235,890
989,041	872,660	Homelessness and Emergency Accommodation	758,200	768,520	781,200	794,250
279,408	250,760	Housing Advice	286,000	286,000	286,000	286,000
3,996	46,640	Surrey Family Support Programme	104,330	104,970	107,880	110,440
1,762,460	1,386,330	Total Net Expenditure/(Income)	1,363,980	1,380,900	1,403,610	1,426,580

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Guildford Borough Council Outline Budget 2015-2016

Housing Advice Services

Financial Information Affordable Housing Development

Ledger Code HOUASS

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
168,451	Employee Related Expenditure	162,040	144,168	144,730	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	158,860	140,700
1,286	Transport Related Expenditure	1,340	1,066	4,000	Transport Related		
12,671	Supplies and Services	13,430	11,079	15,700	Car Leasing and Allowances	1,290	3,950
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	3,140	5,520
182,408	Total Directly Controllable Expenditure	176,810	156,313	164,430	Consultants Fees	1,000	790
					General Grants	3,800	3,800
0	Income	0	0	0	General Subscriptions	2,000	2,600
182,408	Net Directly Controllable Expenditure/(Income)	176,810	156,313	164,430	Housing Needs Surveys	1,500	800
					Support Services		
265,920	Capital Charges	0	0	0	Accountancy Services Recharge	690	1,130
41,687	Support Services	39,460	39,492	51,020	Business Systems Recharge	9,810	11,140
490,015	Total Service Cost/(Surplus)	216,270	195,805	215,450	Customer Service Centre Recharge	1,150	1,420
					Human Resources Recharge	1,610	1,540
	Full Time Equivalent Staff	2.77		2.60	Legal Services Recharge	13,630	14,570
					Office Services Recharge	2,290	2,180
					Paymaster Recharge	1,470	1,470
					Performance Mngt. Recharge	1,280	1,190
					Public Offices Recharge	6,310	8,850
					Valuation Services Recharge	0	6,440

Major Variances 2014-15 v 2015-16

Employee costs reflect the saving attributable to HA: Sav03 which reassessed the level of resource required to support the housing and enabling function within the Housing Advice Service in light of the new housing strategy priorities.

Guildford Borough Council Outline Budget 2015-2016

Housing Advice Services

Financial Information Homelessness and Emergency Accommodation

Ledger Code HOMLES

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
310,782	Employee Related Expenditure	331,050	302,587	291,170	Employee Related		
4,165	Premises Related Expenditure	3,500	2,720	4,000	Salaries	327,400	285,050
3,440	Transport Related Expenditure	3,140	3,106	6,080	Premises Related		
623,582	Supplies and Services	494,940	488,532	401,270	Repairs and Maintenance	3,500	4,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	2,730	5,230
941,969	Total Directly Controllable Expenditure	832,630	796,945	702,520	Supplies and Services		
					Bonds issued/claimed	46,000	46,000
(3,128)	Income	(17,500)	(17,603)	(22,500)	Building Condition Surveys	11,370	11,250
938,841	Net Directly Controllable Expenditure/(Income)	815,130	779,342	680,020	Computer Software Licence	1,140	4,650
					Consultants (Projects)	98,670	0
0	Capital Charges	0	0	0	Contr to Bad Debts Provision	0	0
50,200	Support Services	57,530	57,586	78,180	Emergency Accommodation	70,000	70,000
989,041	Total Service Cost/(Surplus)	872,660	836,928	758,200	General Grants	106,040	93,000
					Homeless Outreach Support	154,000	154,000
	Full Time Equivalent Staff	7.36		7.68	Telecomms	3,000	2,250
					Income		
					Bed and Breakfast Income	(17,500)	(12,500)
					Recharged to Other Services	0	(10,000)
					SCC Grant	0	0
					Support Services		
					Accountancy Services Recharge	5,050	6,520
					Business Systems Recharge	16,690	18,660
					Human Resources Recharge	5,190	4,560
					Office Services Recharge	3,990	6,420
					Paymaster Recharge	4,830	4,790
					Public Offices Recharge	11,000	26,140

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

Housing Advice Services

Financial Information Housing Advice

Ledger Code HOUADV

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services Hsg Advice Services (To HRA)	250,760	286,000
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
279,408	Supplies and Services	250,760	250,760	286,000			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
279,408	Total Directly Controllable Expenditure	250,760	250,760	286,000			
0	Income	0	0	0			
279,408	Net Directly Controllable Expenditure/(Income)	250,760	250,760	286,000			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
279,408	Total Service Cost/(Surplus)	250,760	250,760	286,000			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

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

Guildford Borough Council Outline Budget 2015-2016

Housing Advice Services

Financial Information Surrey Family Support Programme

Ledger Code C3320

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
190,118	Employee Related Expenditure	205,620	196,768	226,960	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	202,200	222,050
9,217	Transport Related Expenditure	8,100	11,607	10,150	Transport Related		
6,181	Supplies and Services	8,080	6,970	10,390	Car Allowances	8,000	10,000
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Recharged to Other Services	(50,000)	(50,000)
205,516	Total Directly Controllable Expenditure	221,800	215,345	247,500	SCC Grant	(125,160)	(150,000)
(201,520)	Income	(175,160)	(111,570)	(200,000)			
3,996	Net Directly Controllable Expenditure/(Income)	46,640	103,775	47,500			
0	Capital Charges	0	0	0			
0	Support Services	0	0	56,830			
3,996	Total Service Cost/(Surplus)	46,640	103,775	104,330			
	Full Time Equivalent Staff	6.66		6.66			

Major Variances 2014-15 v 2015-16

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

***NEIGHBOURHOOD AND HOUSING
MANAGEMENT***

HEAD OF SERVICE - PHILIP O'DWYER

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
4,222,171	3,908,970	Gross Expenditure	4,130,850	4,190,570	4,262,450	4,336,790
(3,688,276)	(3,538,790)	Gross Income	(3,580,770)	(3,712,010)	(3,840,090)	(3,978,750)
533,895	370,180	Net Expenditure	550,080	478,560	422,360	358,040
1,857,186	1,755,740	Employee Related Expenditure	1,808,120	1,861,680	1,926,200	1,992,950
161,725	164,100	Premises Related Expenditure	297,900	297,900	297,900	297,900
174,492	178,520	Transport Related Expenditure	188,230	188,230	188,230	188,230
1,727,216	1,544,780	Supplies and Services	1,561,910	1,562,000	1,562,110	1,562,220
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,920,619	3,643,140	Total Directly Controllable Expenditure	3,856,160	3,909,810	3,974,440	4,041,300
(3,688,276)	(3,538,790)	Income	(3,580,770)	(3,712,010)	(3,840,090)	(3,978,750)
232,343	104,350	Net Directly Controllable Expenditure/(Income)	275,390	197,800	134,350	62,550
69,172	33,750	Capital Charges	73,440	73,440	73,440	73,440
232,380	232,080	Support Services	201,250	207,320	214,570	222,050
533,895	370,180	Total Service Cost/(Surplus)	550,080	478,560	422,360	358,040

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
43,878	(30)	Building Maintenance	25,470	(54,890)	(122,570)	(198,590)
401,648	350,780	Community Safety Wardens	367,160	377,710	390,370	403,480
37,230	(2,460)	Gypsy Caravan Sites	(6,270)	(6,620)	(6,610)	(6,690)
21,490	22,210	Housing Outside the HRA	66,680	66,450	66,270	66,060
28,960	(1,730)	Housing Surveying Services	96,180	96,140	96,070	96,000
689	1,410	Woking Road Depot Stores	860	(230)	(1,170)	(2,220)
533,895	370,180	Total Net Expenditure/(Income)	550,080	478,560	422,360	358,040

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Guildford Borough Council Outline Budget 2015-2016

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 Michele Rogers - Accountancy Assistant (Tel: 444842)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
870,440	Employee Related Expenditure	846,920	852,296	874,540	Employee Related		
54,940	Premises Related Expenditure	58,410	58,426	107,170	Insurance - Emps Liab, All Risk	4,970	5,690
133,670	Transport Related Expenditure	137,760	136,384	149,070	Recharge From Other Emp. Exps.	8,950	8,740
1,665,146	Supplies and Services	1,517,650	1,708,485	1,521,760	Salaries	831,760	858,860
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	56,800	105,490
2,724,196	Total Directly Controllable Expenditure	2,560,740	2,755,591	2,652,540	Transport Related		
(2,753,978)	Income	(2,635,140)	(2,830,031)	(2,705,070)	Car Leasing and Allowances	11,830	11,540
(29,782)	Net Directly Controllable Expenditure/(Income)	(74,400)	(74,440)	(52,530)	Fuel and Oil	22,310	22,310
0	Capital Charges	0	0	0	Hire of Vehicles	3,860	3,770
73,660	Support Services	74,370	74,410	78,000	Transport Pool Hire Charge	94,100	105,790
43,878	Total Service Cost/(Surplus)	(30)	(30)	25,470	Tyres	3,000	3,000
					Vehicle Repairs	2,100	2,100
					Supplies and Services		
	Full Time Equivalent Staff	22.30		22.29	Clothing and Uniform	3,440	3,440
					Contaminated Waste Removal	7,040	7,040
					Materials	704,350	715,150
					Payment to Contractors	650,000	650,000
					Stores Recharge	58,450	51,390
					Tipping Fees	80,000	80,000
					Vehicle Tracking	2,960	2,780
					Income		
					Income from Invoices	0	(101,900)
					Recharged to Other Services	(2,592,210)	(2,575,130)
					Works to Outside Bodies	(42,930)	(28,000)
					Support Services		
					Accountancy Services Recharge	2,630	2,530
					Business Systems Recharge	25,030	27,710
					HR Services Recharge	12,960	13,250
					Paymaster Recharge	12,880	13,430
					Performance Mngt. Recharge	3,370	2,880
					Works Services Recharge	8,360	9,080

Major Variances 2014-15 v 2015-16

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

Changes within the service have resulted in higher salary costs.

No previous budget for income from invoices.

Guildford Borough Council Outline Budget 2015-2016

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 Michele Rogers - Accountancy Assistant (Tel: 444842)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
351,639	Employee Related Expenditure	295,420	311,582	310,620	Employee Related		
3,933	Premises Related Expenditure	3,920	3,920	3,200	Insurance - Emps Liab, All Risk	1,840	1,930
5,443	Transport Related Expenditure	5,620	5,203	5,150	Recharge From Other Emp. Exps.	3,310	2,960
21,618	Supplies and Services	10,650	21,732	11,190	Salaries	289,610	301,390
0	Third Party Payments	0	0	0	Training	0	3,600
0	Transfer Payments	0	0	0	Premises Related		
382,633	Total Directly Controllable Expenditure	315,610	342,437	330,160	Rents Payable	3,920	3,200
					Transport Related		
(16,585)	Income	0	(5,940)	0	Car Allowances	4,260	3,800
366,048	Net Directly Controllable Expenditure/(Income)	315,610	336,497	330,160	Officers Car Leasing	1,360	1,350
					Supplies and Services		
0	Capital Charges	0	0	0	Community Issues	5,000	5,000
35,600	Support Services	35,170	35,218	37,000	Printing and Stationery	1,560	1,840
401,648	Total Service Cost/(Surplus)	350,780	371,715	367,160	Telecomms	3,170	3,260
					Support Services		
	Full Time Equivalent Staff	7.45		7.57	Audit Services Recharge	1,470	1,540
					Business Systems Recharge	19,550	21,540
					Customer Service Centre Recharge	1,020	1,260
					Health and Safety Recharge	1,410	1,220
					HR Services Recharge	4,790	4,500
					Paymaster Recharge	2,300	2,150
					Performance Mngt. Recharge	3,810	3,470

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

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)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
54,643	Employee Related Expenditure	47,930	46,537	29,950	Employee Related		
80,713	Premises Related Expenditure	80,220	84,550	105,510	Salaries	47,260	28,760
3,197	Transport Related Expenditure	3,760	2,918	3,050	Premises Related		
(1,494)	Supplies and Services	110	2,193	10,650	Electricity	43,000	61,000
0	Third Party Payments	0	0	0	Repairs and Maintenance	18,400	21,010
0	Transfer Payments	0	0	0	Water	18,820	23,500
137,059	Total Directly Controllable Expenditure	132,020	136,198	149,160	Income		
					Electricity Recharged	(22,110)	(24,040)
(152,620)	Income	(146,910)	(155,566)	(168,820)	Rent (Land & Wayleaves)	(111,080)	(128,280)
(15,561)	Net Directly Controllable Expenditure/(Income)	(14,890)	(19,368)	(19,660)	Water Recharged	(13,720)	0
					Support Services		
38,911	Capital Charges	0	0	0	Accountancy Services Recharge	2,100	1,990
13,880	Support Services	12,430	12,254	13,390	Business Services Support Recharge	340	340
37,230	Total Service Cost/(Surplus)	(2,460)	(7,114)	(6,270)	Customer Tech Support Recharge	670	1,650
					Energy Management Recharge	1,730	1,960
	Full Time Equivalent Staff	1.00		0.99	Human Resources Recharge	630	590
					Information Sys Support Recharge	260	550
					Office Services Recharge	680	420
					Public Offices Recharge	1,870	1,700

Major Variances 2014-15 v 2015-16

Reflects restructuring of management allocation following service review.

Guildford Borough Council Outline Budget 2015-2016

Neighbourhood and Housing Management

Financial Information Housing Outside the HRA

Ledger Code OSHRA

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
6,759	Premises Related Expenditure	5,200	5,589	4,770	Contract Cleaning	700	0
0	Transport Related Expenditure	0	0	0	Electricity	720	720
1,134	Supplies and Services	1,110	374	1,110	Insurance Fund (Fire)	250	260
0	Third Party Payments	0	0	0	Repairs and Maintenance	1,870	2,120
0	Transfer Payments	0	0	0	Window Cleaning	350	350
7,893	Total Directly Controllable Expenditure	6,310	5,963	5,880	Supplies and Services		
					Out of Hours Service	0	0
(13,293)	Income	(14,610)	(21,874)	(15,310)	Income		
(5,400)	Net Directly Controllable Expenditure/(Income)	(8,300)	(15,911)	(9,430)	Expenses Recovered	(5,930)	(6,170)
					Garage Rents	(1,750)	(1,900)
23,150	Capital Charges	26,630	26,638	72,800	Rent Income	(6,460)	(6,770)
3,740	Support Services	3,880	3,864	3,310	Capital Charges		
21,490	Total Service Cost/(Surplus)	22,210	14,591	66,680	Capital Financing	26,630	72,800
					Support Services		
	Full Time Equivalent Staff	0.00		0.00	Accountancy Services Recharge	2,080	1,890

Major Variances 2014-15 v 2015-16

Increase in the capital charge reflects a revaluation of Old Manor House, East Horsley.

Financial Information Housing Surveying Services

Ledger Code G6525

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

Financial Services Contact Michele Rogers - Accountancy Assistant (Tel: 444842)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
532,033	Employee Related Expenditure	519,160	505,908	548,650	Employee Related		
0	Premises Related Expenditure	0	0	60,000	Salaries	511,850	543,910
31,996	Transport Related Expenditure	31,190	31,021	30,770	Premises Related		
8,509	Supplies and Services	6,760	8,148	8,600	Legionella Works	0	60,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing and Allowances	31,140	30,720
572,538	Total Directly Controllable Expenditure	557,110	545,077	648,020	Supplies and Services		
					Computer Software Licence	1,640	2,520
(631,888)	Income	(647,880)	(647,880)	(603,830)	Copying & Printing	660	750
(59,350)	Net Directly Controllable Expenditure/(Income)	(90,770)	(102,803)	44,190	Postage	900	1,260
					Storage, Archiving Recharge	760	780
0	Capital Charges	0	0	0	Telecomms	1,740	1,750
88,310	Support Services	89,040	89,072	51,990	Income		
28,960	Total Service Cost/(Surplus)	(1,730)	(13,731)	96,180	Support Service Recharge	(647,880)	(603,830)
					Support Services		
	Full Time Equivalent Staff	11.67		11.62	Accountancy Services Recharge	3,940	2,560
					Business Systems Recharge	22,490	24,810
					Customer Service Centre Recharge	3,780	4,670
					Health and Safety Recharge	2,000	1,870
					Human Resources Recharge	6,780	6,910
					Office Services Recharge	9,650	0
					Paymaster Recharge	5,160	5,190
					Performance Mngt. Recharge	5,380	5,320

Major Variances 2014-15 v 2015-16

Employee costs have increased due to an additional post (Growth Bid NHM-Rev 02 £25,000) required due to increased mechanical and electrical engineering capacity.

Premises Related Expenditure relates to Growth Bid £60,000 for enhanced Legionella prevention measures. This is a support service charge recharge cost centre which is mainly recharged, additional items were added after the initial calculation resulting in a balance outstanding.

Guildford Borough Council Outline Budget 2015-2016

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 Michele Rogers - Accountancy Assistant (Tel: 444842)

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
48,431	Employee Related Expenditure	46,310	46,830	44,360	Employee Related		
15,380	Premises Related Expenditure	16,350	16,358	17,250	Salaries	45,320	43,340
186	Transport Related Expenditure	190	190	190	Premises Related		
32,303	Supplies and Services	8,500	9,247	8,600	Proportion of Depot Expenses	16,350	17,250
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	7,830	7,950
96,300	Total Directly Controllable Expenditure	71,350	72,625	70,400	Equipment & Racking	500	500
(119,912)	Income	(94,250)	(92,922)	(87,740)	Income		
(23,612)	Net Directly Controllable Expenditure/(Income)	(22,900)	(20,297)	(17,340)	Recharged to Other Services	(61,530)	(54,090)
7,111	Capital Charges	7,120	7,120	640	Stores Archive	(32,720)	(33,650)
17,190	Support Services	17,190	17,214	17,560	Capital Charges		
689	Total Service Cost/(Surplus)	1,410	4,037	860	Capital Financing	7,120	640
	Full Time Equivalent Staff	1.45		1.45	Support Services		
					Accountancy Services Recharge	4,130	3,530
					Audit Services Recharge	2,270	2,370
					Business Systems Recharge	4,720	5,250
					Customer Service Centre Recharge	340	420
					Human Resources Recharge	840	860
					Paymaster Recharge	3,180	3,370
					Performance Mngt. Recharge	670	660
					Works Services Recharge	760	830

Major Variances 2014-15 v 2015-16

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2015-2016**

ORGANISATIONAL DEVELOPMENT

EXECUTIVE HEAD OF ORGANISATIONAL DEVELOPMENT - MARTYN BRAKE

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BUSINESS SYSTEMS

HEAD OF SERVICE - MARTYN BRAKE

**GUILDFORD BOROUGH COUNCIL
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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
4,203,980	3,988,120	Gross Expenditure	4,761,140	4,680,410	4,773,830	4,871,370
(3,997,070)	(3,914,190)	Gross Income	(4,804,330)	(4,949,040)	(5,119,090)	(5,296,230)
206,910	73,930	Net Expenditure	(43,190)	(268,630)	(345,260)	(424,860)
1,757,201	1,640,260	Employee Related Expenditure	1,806,970	1,861,040	1,926,040	1,993,340
759,619	771,130	Premises Related Expenditure	782,370	669,700	683,290	698,160
23,916	18,860	Transport Related Expenditure	26,160	26,160	26,160	26,160
836,800	662,880	Supplies and Services	774,200	774,300	774,410	774,520
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,377,536	3,093,130	Total Directly Controllable Expenditure	3,389,700	3,331,200	3,409,900	3,492,180
(3,997,070)	(3,914,190)	Income	(4,804,330)	(4,949,040)	(5,119,090)	(5,296,230)
(619,534)	(821,060)	Net Directly Controllable Expenditure/(Income)	(1,414,630)	(1,617,840)	(1,709,190)	(1,804,050)
406,370	515,080	Capital Charges	926,810	926,810	926,810	926,810
420,074	379,910	Support Services	444,630	422,400	437,120	452,380
206,910	73,930	Total Service Cost/(Surplus)	(43,190)	(268,630)	(345,260)	(424,860)

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
71,653	(7,730)	ICT Business Services Team	20,760	19,880	18,850	17,780
55,410	(29,920)	ICT Customer Technical Support	(9,910)	(21,960)	(36,450)	(51,420)
23,401	2,760	Information Systems Team	7,570	5,000	1,930	(1,250)
(68,067)	(4,110)	IT Renewals Revenue Account	(91,330)	(108,430)	(124,440)	(141,950)
124,513	112,930	Office Services Team	29,720	(163,120)	(205,150)	(248,020)
206,910	73,930	Total Net Expenditure/(Income)	(43,190)	(268,630)	(345,260)	(424,860)

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Financial Information ICT Business Services Team

Ledger Code BUSSVC

Responsible Officer ICT Business Services Manager (Tel: 444949)

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
637,870	Employee Related Expenditure	562,730	630,750	673,870	Employee Related		
110	Premises Related Expenditure	110	110	110	Salaries	547,370	659,220
10,015	Transport Related Expenditure	6,930	7,513	7,470	Transport Related		
50,870	Supplies and Services	60,010	49,695	48,150	Car Leasing and Allowances	6,820	7,070
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Clothing and Uniform	2,100	2,100
698,865	Total Directly Controllable Expenditure	629,780	688,068	729,600	Computer Software Licence	17,890	0
					Inspection Fee	3,500	4,200
(728,812)	Income	(741,850)	(742,050)	(818,390)	IT Renewals	20,740	10,470
(29,947)	Net Directly Controllable Expenditure/(Income)	(112,070)	(53,982)	(88,790)	Printing and Stationery	6,510	3,630
					Telecomms	3,560	2,350
0	Capital Charges	0	0	0	Telecomms: Maintenance	0	20,000
101,600	Support Services	104,340	104,388	109,550	Income		
71,653	Total Service Cost/(Surplus)	(7,730)	50,406	20,760	Support Service Recharge	(741,850)	(818,390)
					Support Services		
	Full Time Equivalent Staff	14.39		16.00	Accountancy Services Recharge	3,050	3,220
					Audit Services Recharge	11,500	12,010

Major Variances 2014-15 v 2015-16

The increase in staff costs relates to a growth bid for two additional customer service advisors at the Customer Service Centre and the extension of two one year contracts.

The computer software licence budget has been moved to Customer and Technical Support and £20,000 of the latter's telecomms budget has been transferred to the Customer Service Centre. The stationery budget for Business Service Support has been moved to Customer and Technical Support to centralise purchasing.

IT Renewals Fund contributions are lower in 2015-16 following the completion of investment projects and the public office recharge estimate increase is as a result of the accommodation project building works.

The higher support service recharge reflects the overall increase in expenditure.

Financial Information ICT Customer Technical Support

Ledger Code CUSTEC

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
438,929	Employee Related Expenditure	414,030	432,692	438,340
24,574	Premises Related Expenditure	1,320	1,320	2,450
5,999	Transport Related Expenditure	5,420	6,134	5,560
296,478	Supplies and Services	225,040	224,674	389,330
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
765,980	Total Directly Controllable Expenditure	645,810	664,820	835,680
(783,510)	Income	(748,620)	(749,820)	(933,500)
(17,530)	Net Directly Controllable Expenditure/(Income)	(102,810)	(85,000)	(97,820)
0	Capital Charges	0	0	0
72,940	Support Services	72,890	72,930	87,910
55,410	Total Service Cost/(Surplus)	(29,920)	(12,070)	(9,910)
	Full Time Equivalent Staff	8.41		9.21

Major Variances 2014-15 v 2015-16

Salary increases reflect the re-allocation of one member of staff from the Customer Service Centre.

The Surrey Data Centre growth bid transfers £150,000 from the IT Renewals Fund to the revenue budget to enable the Council to benefit from centralised IT services provided by Surrey County Council.

£20,000 of the telecomms budget has been moved to the Customer Service Centre.

IT Renewals Fund contributions are higher in 2015-16 following new investment projects and the public office recharge estimate increase is as a result of the accommodation project building works.

The higher support service recharge reflects the increase in expenditure.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Salaries	405,130	428,280
Transport Related		
Officers Car Leasing	5,260	5,480
Supplies and Services		
Disaster Recovery	8,910	8,910
Equipment & Tools	3,380	3,380
General Subscriptions	6,250	6,250
Government Connect	12,180	12,180
Infrastructure Maintenance	44,500	44,500
IT Renewals	29,670	61,370
IT Security	29,300	29,300
Network Links	14,250	14,250
Surrey Data Centre	27,000	177,000
Telecomms	5,670	3,620
Telecomms: Maintenance	37,000	17,000
Income		
Support Service Recharge	(748,620)	(933,500)
Support Services		
Audit Services Recharge	14,660	15,310
Business Services Support Recharge	3,480	3,460
Customer Service Centre Recharge	2,010	2,480
Health and Safety Recharge	1,440	1,510
Human Resources Recharge	4,900	5,600
Information Sys Support Recharge	3,610	3,420
Office Cleaning Recharge	2,100	2,220
Office Services Recharge	7,640	7,880
Paymaster Recharge	4,970	5,200
Performance Mngt. Recharge	3,890	4,310
Public Offices Recharge	21,050	32,080

Financial Information Information Systems Team

Ledger Code INFSYS

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
230,699	Employee Related Expenditure	218,450	206,072	210,310
7,939	Premises Related Expenditure	0	0	0
529	Transport Related Expenditure	170	407	170
109,664	Supplies and Services	101,350	108,536	91,180
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
348,831	Total Directly Controllable Expenditure	319,970	315,015	301,660
(369,008)	Income	(362,350)	(367,032)	(347,200)
(20,177)	Net Directly Controllable Expenditure/(Income)	(42,380)	(52,017)	(45,540)
0	Capital Charges	0	0	0
43,578	Support Services	45,140	43,945	53,110
23,401	Total Service Cost/(Surplus)	2,760	(8,072)	7,570
	Full Time Equivalent Staff	4.28		4.28

Major Variances 2014-15 v 2015-16

Salary costs have reduced due to the re-grading of an existing post and the training budget has increased to reflect the requirement for further staff development.

IT Renewals Fund contributions are lower in 2015-16 following the completion of investment projects and the public office recharge estimate increase is as a result of the accommodation project building works.

The decrease in the support service recharge reflects the overall reduction in expenditure.

Major Items

Employee Related

	2014-15 Estimate £	2015-16 Estimate £
Salaries	214,480	201,980
Training	820	3,290

Supplies and Services

	2014-15 Estimate £	2015-16 Estimate £
Computer Software Development	5,000	5,000
Computer Software Licence	36,000	36,000
Cryoserver Costs	6,200	6,200
General Subscriptions	1,250	1,800
IT Renewals	42,160	32,680
Mapping Services Agreement	1,000	1,000
Street Name Plates	5,090	5,090

Income

	2014-15 Estimate £	2015-16 Estimate £
Support Service Recharge	(361,150)	(345,390)

Support Services

	2014-15 Estimate £	2015-16 Estimate £
Accountancy Services Recharge	2,350	2,300
Audit Services Recharge	8,710	9,100
Customer Tech Support Recharge	7,670	10,320
Engineering and Transport Recharge	2,680	1,020
Human Resources Recharge	2,380	2,550
Office Services Recharge	3,390	3,590
Paymaster Recharge	3,680	3,920
Public Offices Recharge	9,340	14,590

Guildford Borough Council Outline Budget 2015-2016

Business Systems

Financial Information IT Renewals Revenue Account

Ledger Code ITREV

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
0	Employee Related Expenditure	0	0	0	Income		
0	Premises Related Expenditure	0	0	0	Recharged to Other Services	(304,920)	(428,060)
0	Transport Related Expenditure	0	0	0	Capital Charges		
0	Supplies and Services	0	0	0	Amortisation of Intangible Fas	215,900	280,000
0	Third Party Payments	0	0	0	Depreciation	81,500	56,250
0	Transfer Payments	0	0	0	Support Services		
0	Total Directly Controllable Expenditure	0	0	0	Accountancy Services Recharge	3,130	220
					Asset Register Recharge	280	260
(315,992)	Income	(304,920)	(405,330)	(428,060)			
(315,992)	Net Directly Controllable Expenditure/(Income)	(304,920)	(405,330)	(428,060)			
243,275	Capital Charges	297,400	297,424	336,250			
4,650	Support Services	3,410	3,410	480			
(68,067)	Total Service Cost/(Surplus)	(4,110)	(104,496)	(91,330)			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2014-15 v 2015-16

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

Financial Information Office Services Team

Ledger Code OFFSVC

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
449,703	Employee Related Expenditure	445,050	433,395	484,450
726,996	Premises Related Expenditure	769,700	802,994	779,810
7,373	Transport Related Expenditure	6,340	7,808	12,960
379,788	Supplies and Services	276,480	306,505	245,540
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,563,860	Total Directly Controllable Expenditure	1,497,570	1,550,702	1,522,760
(1,799,748)	Income	(1,756,450)	(1,815,918)	(2,277,180)
(235,888)	Net Directly Controllable Expenditure/(Income)	(258,880)	(265,216)	(754,420)
163,095	Capital Charges	217,680	217,736	590,560
197,306	Support Services	154,130	160,711	193,580
124,513	Total Service Cost/(Surplus)	112,930	113,231	29,720
	Full Time Equivalent Staff	12.69		13.84

Major Variances 2014-15 v 2015-16

As casual cleaning staff have moved to permanent posts, the casuals budget has decreased and the salaries budget increased correspondingly with an additional sum of £30,000 for a fixed term employee as part of the growth bid for microfiche scanning.

The repairs and maintenance budget increase relates to the link bridge works and the outcome of the general condition survey. The asset development recharge reflects the level of new works. The Surrey Data Centre growth bid should give a saving of of electricity of £36,000.

The decrease in the catering contract budget relates to changes in the way the service will be provided. Office space rental has increased as more Surrey County Council staff have moved into Millmead House. Riverview Cottage will return to a staff let when an onsite caretaker is recruited.

Depreciation charges are higher to reflect changes in value as a result of the accommodation project building works and the public office recharge is therefore higher too.

The higher support service recharge reflects the increase in expenditure.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Casual Salaries	27,960	18,220
Salaries	394,480	442,530
Staff Car Parking	14,020	14,700
Premises Related		
Biomass	29,000	27,000
General Rates	359,690	365,560
Removal of Refuse	12,330	12,770
Repairs and Maintenance	201,550	251,520
Utilities	140,020	99,330
Supplies and Services		
Central Copiers	29,580	29,180
Contract Catering	93,000	45,420
Equip. Replace/Repair/Test/Lease	23,750	27,470
External Printing and Design	30,000	30,000
Furniture	36,000	36,000
Paper & Board	11,000	9,000
Telecomms	6,600	6,000
Income		
Rents - Office Space	(106,270)	(117,010)
Rents - Staff Lets	(22,250)	(30,580)
Rents;Dwellings	(7,090)	0
Support Service Recharge	(1,552,190)	(2,085,670)
Capital Charges		
Depreciation	217,680	590,560
Support Services		
Asset Development Recharge	18,650	34,470
Business Services Support Recharge	10,260	10,230
Customer Tech Support Recharge	14,300	17,580
Housing Surveying Services	9,370	8,650
Information Sys Support Recharge	11,560	10,930
Paymaster Recharge	28,070	30,060
Public Offices Recharge	16,370	33,360

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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**GUILDFORD BOROUGH COUNCIL
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CORPORATE DEVELOPMENT

HEAD OF SERVICE - MARTYN BRAKE

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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
2,852,123	2,811,880	Gross Expenditure	2,897,210	2,953,900	3,037,880	3,130,150
(952,435)	(987,360)	Gross Income	(1,052,230)	(1,087,350)	(1,125,310)	(1,165,470)
1,899,688	1,824,520	Net Expenditure	1,844,980	1,866,550	1,912,570	1,964,680
1,482,510	1,532,330	Employee Related Expenditure	1,546,460	1,590,590	1,643,860	1,698,930
123,610	152,200	Premises Related Expenditure	155,450	154,840	166,010	183,070
45,228	44,640	Transport Related Expenditure	40,490	40,490	40,490	40,490
680,773	562,020	Supplies and Services	587,700	587,960	588,280	588,610
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,332,121	2,291,190	Total Directly Controllable Expenditure	2,330,100	2,373,880	2,438,640	2,511,100
(952,435)	(987,360)	Income	(1,052,230)	(1,087,350)	(1,125,310)	(1,165,470)
1,379,686	1,303,830	Net Directly Controllable Expenditure/(Income)	1,277,870	1,286,530	1,313,330	1,345,630
30,637	34,490	Capital Charges	30,630	30,630	30,630	30,630
489,365	486,200	Support Services	536,480	549,390	568,610	588,420
1,899,688	1,824,520	Total Service Cost/(Surplus)	1,844,980	1,866,550	1,912,570	1,964,680

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
34,442	72,360	Climate Change	67,550	59,890	65,960	77,140
266,562	288,340	Community Development	255,520	260,240	265,930	271,790
1,076,933	874,620	Corporate Services	843,160	854,930	873,830	893,050
21,636	7,460	Internal Audit	43,390	42,930	42,360	41,760
(33,931)	4,650	Performance Management	3,660	3,560	3,470	3,350
344,072	328,140	Public Relations and Marketing	355,640	363,370	372,720	382,360
189,974	248,950	Website	276,060	281,630	288,300	295,230
1,899,688	1,824,520	Total Net Expenditure/(Income)	1,844,980	1,866,550	1,912,570	1,964,680

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Financial Information Climate Change

Ledger Code CLIMAT

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
171,892	Employee Related Expenditure	197,220	185,100	201,580	Employee Related		
117,711	Premises Related Expenditure	146,260	167,907	148,850	Salaries	191,280	196,910
8,131	Transport Related Expenditure	8,890	8,909	7,770	Premises Related		
29,253	Supplies and Services	37,610	35,026	36,980	Carbon Allowances	138,100	133,840
0	Third Party Payments	0	0	0	Repair and Maintenance	7,000	7,400
0	Transfer Payments	0	0	0	Transport Related		
326,987	Total Directly Controllable Expenditure	389,980	396,942	395,180	Transport Pool Hire Charge	4,130	4,550
					Supplies and Services		
(352,838)	Income	(367,650)	(389,573)	(393,600)	Building Energy Development	7,500	7,500
(25,851)	Net Directly Controllable Expenditure/(Income)	22,330	7,369	1,580	Climate Change Strategy	3,360	3,360
					Data/Software Costs	4,000	4,000
7,944	Capital Charges	1,900	1,900	7,940	Environmental Promotion	9,000	9,000
52,349	Support Services	48,130	49,505	58,030	Income		
34,442	Total Service Cost/(Surplus)	72,360	58,774	67,550	Electric Feed-in Tariffs	(11,500)	(11,960)
					Expenses Recovered	(18,530)	(18,570)
	Full Time Equivalent Staff	5.18		5.11	Recharged to Other Services	(185,740)	(206,520)
					Sale of Electricity	(25,000)	(20,000)
					Support Service Recharge	(126,880)	(136,550)
					Support Services		
					Audit Services Recharge	3,400	3,550
					Business Systems Recharge	10,640	11,750
					Office Services Recharge	4,130	4,340
					Paymaster Recharge	5,960	6,140
					Public Offices Recharge	11,390	17,650

Major Variances 2014-15 v 2015-16

Income recharged to other services is greater in 2015-16 because of the Energy Invest to Save budget of £17,580 for fuel savers.

The public office recharge estimate has increased as a result of the accommodation project building works.

Financial Information Community Development

Ledger Code COMDEV

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
170,650	Employee Related Expenditure	142,680	144,406	124,250	Employee Related		
5,000	Premises Related Expenditure	5,000	5,000	5,000	Salaries	139,960	121,090
2,507	Transport Related Expenditure	1,970	1,928	1,150	Premises Related		
58,224	Supplies and Services	98,620	87,098	87,000	Payment in Lieu of Rent	5,000	5,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Contribution to Partnership	15,000	15,000
236,381	Total Directly Controllable Expenditure	248,270	238,432	217,400	General Grants	71,060	61,360
					Grants Database	2,200	2,200
(26,156)	Income	(25,100)	(22,471)	(15,000)	Income		
210,225	Net Directly Controllable Expenditure/(Income)	223,170	215,961	202,400	Other Grants and Sponsorship	(21,940)	(15,000)
					SCC Grant	(3,160)	0
22,693	Capital Charges	32,590	32,598	22,690	Capital Charges		
33,644	Support Services	32,580	32,100	30,430	Depreciation	32,590	22,690
266,562	Total Service Cost/(Surplus)	288,340	280,659	255,520	Support Services		
					Accountancy and Debtors Recharge	5,670	4,780
	Full Time Equivalent Staff	2.65		2.36	Business Systems Recharge	7,040	7,460
					Human Resources Recharge	1,590	1,510
					Office Services Recharge	3,090	2,130
					Performance Mngt. Recharge	1,260	1,170
					Public Offices Recharge	8,520	8,680

Major Variances 2014-15 v 2015-16

Salaries are less than in 2014-15 because of the senior management team restructure.

The reduction in grants awarded is reflected in the grant income received.

Financial Information Corporate Services

Ledger Code CORSER

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
527,120	Employee Related Expenditure	503,050	356,785	463,130
0	Premises Related Expenditure	0	0	0
15,777	Transport Related Expenditure	17,470	19,010	15,580
407,399	Supplies and Services	211,370	276,014	228,000
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
950,296	Total Directly Controllable Expenditure	731,890	651,809	706,710
(126,831)	Income	(111,220)	(112,722)	(138,190)
823,465	Net Directly Controllable Expenditure/(Income)	620,670	539,087	568,520
0	Capital Charges	0	0	0
253,468	Support Services	253,950	251,398	274,640
1,076,933	Total Service Cost/(Surplus)	874,620	790,485	843,160
	Full Time Equivalent Staff	4.92		4.17

Major Variances 2014-15 v 2015-16

Changes in salary allocations have resulted in a decrease in employee related expenditure. The training management development budget has been reduced to reflect previous expenditure.

The external audit fee has reduced in accordance with the Audit Commission scale of fees. Card payment charges have increased due to greater use of electronic banking by our customers. The recovery of credit card expenses is also higher.

The public office recharge estimate has increased as a result of the accommodation project building works.

Increased costs have lead to a greater recharge to other services.

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Salaries	446,110	423,950
Training Management Development	50,000	30,000
Transport Related		
Officers Car Leasing	17,080	15,190
Supplies and Services		
Audit Fee	78,310	60,930
Bank Charges	120,000	144,000
Miscellaneous Expenses	2,610	2,610
Printing Services Recharge	3,880	6,730
Income		
Expenses Recovered	(18,300)	(23,750)
Recharged to Other Services	(92,820)	(114,340)
Support Services		
Accountancy Services Recharge	130,140	124,180
Audit Services Recharge	21,840	22,800
Business Services Support Recharge	4,370	4,360
Customer Tech Support Recharge	10,350	12,730
HR Services Recharge	3,160	4,830
Information Sys Support Recharge	4,800	4,540
Legal Services Recharge	31,230	33,390
Office Services Recharge	3,830	6,800
Paymaster Recharge	1,780	2,880
Performance Mngt. Recharge	2,140	3,720
Public Offices Recharge	10,550	27,670
Valuation Services Recharge	19,800	19,140

Financial Information Internal Audit

Ledger Code G3525

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
143,647	Employee Related Expenditure	130,160	147,956	171,620	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	126,190	167,230
4,886	Transport Related Expenditure	4,130	3,969	3,940	Transport Related		
51,663	Supplies and Services	55,770	49,007	55,540	Officers Car Leasing	3,840	3,800
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Consultants Fees	53,900	53,900
200,196	Total Directly Controllable Expenditure	190,060	200,932	231,100	Income		
					Support Service Recharge	(214,040)	(223,480)
(210,060)	Income	(214,040)	(214,096)	(223,480)	Support Services		
(9,864)	Net Directly Controllable Expenditure/(Income)	(23,980)	(13,164)	7,620	Accountancy Services Recharge	1,820	1,320
					Business Services Support Recharge	4,510	4,500
0	Capital Charges	0	0	0	Customer Tech Support Recharge	8,080	9,930
31,500	Support Services	31,440	31,456	35,770	HR Services Recharge	1,230	1,310
21,636	Total Service Cost/(Surplus)	7,460	18,292	43,390	Information Sys Support Recharge	3,660	3,460
					Office Services Recharge	1,750	1,840
	Full Time Equivalent Staff	2.12		2.20	Paymaster Recharge	2,510	2,590
					Public Offices Recharge	4,830	7,500

Major Variances 2014-15 v 2015-16

A growth bid will see the appointment of a new senior auditor.

The public office recharge estimate has increased as a result of the accommodation project building works.

Financial Information Performance Management

Ledger Code G2531

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
153,364	Employee Related Expenditure	217,920	159,290	228,310	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	213,580	223,110
8,862	Transport Related Expenditure	8,450	8,430	8,620	Transport Related		
383	Supplies and Services	670	544	610	Officers Car Leasing	8,330	8,500
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Support Service Recharge	(255,350)	(274,960)
162,609	Total Directly Controllable Expenditure	227,040	168,264	237,540	Support Services		
					Business Services Support Recharge	2,450	2,450
(229,240)	Income	(255,350)	(255,414)	(274,960)	Customer Tech Support Recharge	4,440	5,450
(66,631)	Net Directly Controllable Expenditure/(Income)	(28,310)	(87,150)	(37,420)	Human Resources Recharge	2,720	2,900
					Information Sys Support Recharge	1,650	1,560
0	Capital Charges	0	0	0	Office Services Recharge	3,710	4,080
32,700	Support Services	32,960	32,984	41,080	Public Offices Recharge	10,230	16,610
(33,931)	Total Service Cost/(Surplus)	4,650	(54,166)	3,660			
	Full Time Equivalent Staff	4.68		4.74			

Major Variances 2014-15 v 2015-16

The public office recharge estimate has increased as a result of the accommodation project building works which in turn explains the increase in the support service recharge.

Financial Information Public Relations and Marketing

Ledger Code PUBREL

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
221,385	Employee Related Expenditure	201,180	221,132	208,450	Employee Related		
899	Premises Related Expenditure	940	951	1,600	Salaries	194,270	199,230
3,944	Transport Related Expenditure	3,080	3,083	2,760	Transport Related		
74,014	Supplies and Services	85,870	101,181	91,160	Car Leasing and Allowances	2,970	2,650
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	4,940	4,940
300,242	Total Directly Controllable Expenditure	291,070	326,347	303,970	Consultation	15,000	15,000
					Corporate Promotions	2,000	3,000
(7,310)	Income	(14,000)	(7,655)	(7,000)	Photography	3,000	4,000
292,932	Net Directly Controllable Expenditure/(Income)	277,070	318,692	296,970	Publicity; Special Items	56,000	56,000
					Income		
0	Capital Charges	0	0	0	Advertising Income	(14,000)	(7,000)
51,140	Support Services	51,070	51,150	58,670	Support Services		
344,072	Total Service Cost/(Surplus)	328,140	369,842	355,640	Accountancy Services Recharge	4,800	1,680
					Business Services Support Recharge	6,370	6,350
	Full Time Equivalent Staff	4.43		4.58	Customer Tech Support Recharge	11,110	13,650
					Human Resources Recharge	2,580	3,200
					Information Sys Support Recharge	5,620	5,320
					Office Services Recharge	2,960	3,460
					Paymaster Recharge	2,210	2,410
					Performance Mngt. Recharge	2,040	2,470
					Public Offices Recharge	8,150	14,080

Major Variances 2014-15 v 2015-16

The additional income anticipated from advertising of £7,000 did not materialise.

The public office recharge estimate has increased as a result of the accommodation project building works.

Financial Information Website

Ledger Code WEB

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

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
94,452	Employee Related Expenditure	140,120	102,588	149,120	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	136,940	142,120
1,121	Transport Related Expenditure	650	650	670	Supplies and Services		
59,837	Supplies and Services	72,110	131,726	88,410	Computer Software Licence	30	18,000
0	Third Party Payments	0	0	0	IT Renewals	14,440	11,270
0	Transfer Payments	0	0	0	Market Research	1,000	1,000
155,410	Total Directly Controllable Expenditure	212,880	234,964	238,200	Web Site Mtce Costs	13,320	13,320
					Website Hosting Costs	43,170	43,170
0	Income	0	0	0	Support Services		
155,410	Net Directly Controllable Expenditure/(Income)	212,880	234,964	238,200	Audit Services Recharge	4,540	4,740
					Business Services Support Recharge	990	980
0	Capital Charges	0	0	0	Customer Tech Support Recharge	1,930	2,370
34,564	Support Services	36,070	36,086	37,860	Human Resources Recharge	1,800	1,840
189,974	Total Service Cost/(Surplus)	248,950	271,050	276,060	Information Sys Support Recharge	1,170	1,110
					Legal Services Recharge	7,370	7,880
	Full Time Equivalent Staff	3.10		3.10	Office Services Recharge	3,290	2,600
					Performance Mngt. Recharge	1,430	1,420
					Public Offices Recharge	9,070	10,570

Major Variances 2014-15 v 2015-16

A budget virement was made in 2014-15 to transfer £18,000 from the inflation budget to cover the annual CRM software licence costs.

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

HUMAN RESOURCES

HEAD OF SERVICE - MARTYN BRAKE

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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Service Unit Subjective Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
815,959	812,470	Gross Expenditure	597,050	613,280	632,760	652,930
(828,862)	(763,830)	Gross Income	(776,660)	(799,840)	(827,730)	(856,590)
(12,903)	48,640	Net Expenditure	(179,610)	(186,560)	(194,970)	(203,660)
597,554	626,750	Employee Related Expenditure	403,390	415,720	430,540	445,880
0	0	Premises Related Expenditure	0	0	0	0
5,909	3,950	Transport Related Expenditure	2,960	2,960	2,960	2,960
89,828	53,140	Supplies and Services	65,630	65,780	65,960	66,150
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
693,291	683,840	Total Directly Controllable Expenditure	471,980	484,460	499,460	514,990
(828,862)	(763,830)	Income	(776,660)	(799,840)	(827,730)	(856,590)
(135,571)	(79,990)	Net Directly Controllable Expenditure/(Income)	(304,680)	(315,380)	(328,270)	(341,600)
0	0	Capital Charges	0	0	0	0
122,668	128,630	Support Services	125,070	128,820	133,300	137,940
(12,903)	48,640	Total Service Cost/(Surplus)	(179,610)	(186,560)	(194,970)	(203,660)

Service Unit Summary

2013-14 Actual £	2014-15 Estimate £		2015-16 Estimate £	2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £
55,643	9,110	HR Services	12,830	11,570	10,050	8,470
(68,546)	39,530	Other Employee Costs	(192,440)	(198,130)	(205,020)	(212,130)
(12,903)	48,640	Total Net Expenditure/(Income)	(179,610)	(186,560)	(194,970)	(203,660)

Guildford Borough Council Outline Budget 2015-2016

Human Resources

Financial Information HR Services

Ledger Code HRSERV

Responsible Officer Helen Bennett - HR& Business Improvement Manager (Tel: 444083)

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £	Major Items	2014-15 Estimate £	2015-16 Estimate £
381,284	Employee Related Expenditure	314,510	320,609	316,140	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	302,470	302,020
5,665	Transport Related Expenditure	3,800	3,397	2,810	Training	4,610	5,100
78,031	Supplies and Services	42,280	39,308	54,320	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	3,530	2,800
0	Transfer Payments	0	0	0	Officers Car Leasing	260	0
464,980	Total Directly Controllable Expenditure	360,590	363,314	373,270	Supplies and Services		
					Computer Software Licence	20,000	20,000
(504,630)	Income	(450,510)	(450,638)	(466,890)	Consultants Fees	2,790	9,790
(39,650)	Net Directly Controllable Expenditure/(Income)	(89,920)	(87,324)	(93,620)	General Subscriptions	1,660	350
					IT Renewals	2,010	2,700
0	Capital Charges	0	0	0	Printing Services Recharge	970	5,050
95,293	Support Services	99,030	99,062	106,450	Income		
55,643	Total Service Cost/(Surplus)	9,110	11,738	12,830	Support Service Recharge	(450,510)	(466,890)
					Support Services		
	Full Time Equivalent Staff	7.12		7.09	Accountancy Services Recharge	7,420	4,840
					Audit Services Recharge	3,970	4,150
					Business Services Support Recharge	6,930	6,910
					Customer Tech Support Recharge	13,210	16,240
					Information Sys Support Recharge	4,810	4,550
					Legal Services Recharge	23,590	25,220
					Office Services Recharge	6,710	5,940
					Paymaster Recharge	4,420	4,840
					Public Offices Recharge	18,500	24,150

Major Variances 2014-15 v 2015-16

There are no major variances to report.

Guildford Borough Council Outline Budget 2015-2016

Human Resources

Financial Information Other Employee Costs

Ledger Code OTHEMP

Responsible Officer Helen Bennett - HR& Business Improvement Manager (Tel: 444083)

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

2013-14 Actual £		2014-15 Estimate £	2014-15 Probable £	2015-16 Estimate £
216,270	Employee Related Expenditure	312,240	210,224	87,250
0	Premises Related Expenditure	0	0	0
244	Transport Related Expenditure	150	321	150
11,797	Supplies and Services	10,860	10,841	11,310
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
228,311	Total Directly Controllable Expenditure	323,250	221,386	98,710
(324,232)	Income	(313,320)	(313,416)	(309,770)
(95,921)	Net Directly Controllable Expenditure/(Income)	9,930	(92,030)	(211,060)
0	Capital Charges	0	0	0
27,375	Support Services	29,600	30,513	18,620
(68,546)	Total Service Cost/(Surplus)	39,530	(61,517)	(192,440)
	Full Time Equivalent Staff	1.91		1.91

Major Items	2014-15 Estimate £	2015-16 Estimate £
Employee Related		
Corporate Training Plan	84,730	87,470
Disclosure Barring Service	3,500	3,500
Equalities Training	6,000	6,000
External Qualification Training	39,820	39,820
Medical Fees	37,000	37,000
Salaries	93,260	(54,540)
Sight Tests and Glasses	2,090	2,090
Staff Concessions	4,000	4,000
Supplies and Services		
Child Protection Training	4,000	4,000
Contract Catering	1,500	320
General Subscriptions	5,840	5,840
Healthy Living Week	500	4,500
Staff Suggestion Scheme	500	500
Income		
Support Service Recharge	(313,320)	(309,770)
Support Services		
Accountancy Services Recharge	9,060	7,670
Engineering and Transport Recharge	8,300	6,130
Paymaster Recharge	1,000	1,070

Major Variances 2014-15 v 2015-16

The salaries total includes the corporate establishment savings target of £150,000 and £50,000 arising from the staff car parking review.

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2015-2016**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2015-16**

FEES AND CHARGES

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2015-16**

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GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET 2015-2016

FEES AND CHARGES

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Guildford Borough Council - General Fund Budget 2015-16

Economic Development

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
To be approved by Council			
Education Sessions, 39.5 Castle Street			
Cost per child ¹			
Victorian schoolroom	6.70	6.70	0.0%
Victorian playroom	6.40	6.40	0.0%
¹ A minimum charge equivalent to 25 child places is payable for all bookings			
Exhibition Space Hire, Heritage Buildings			
Guildford House			
Brew House - one week hire	165.00	165.00	0.0%
Main House - three week hire	360.00	360.00	0.0%
Main House - First Floor: Pine Room, Study, Landing, Powell Room - three week hire	810.00	810.00	0.0%
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	200.00	200.00	0.0%
Main House, Evening 7.00pm - 9.00pm	320.00	320.00	0.0%
Brew House, Saturdays 12.00pm - 2.00pm	80.00	80.00	0.0%

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

Guildford Borough Council - General Fund Budget 2015-16

Economic Development

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
Venue Hire, Heritage Buildings			
The Brew House, Guildford House			
These rates include use of VCR, OHP, slide projector, etc			
Weekdays and Saturdays			
Half Day, 9.00am -12.00pm or 1.00pm - 4.00pm	98.00	100.00	2.0%
Full Day, 9.00am - 4.00pm	180.00	180.00	0.0%
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	45.00	45.00	0.0%
Full day 9.00am - 4.00pm	75.00	75.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Economic Development

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
Guildhall			
<u>Guildhall whole building</u>			
(a) Weekdays			
Morning, 9.00am - 1.00pm	280.00	290.00	3.6%
Afternoon, 1.00pm - 5.00pm	280.00	290.00	3.6%
Whole Day, 9.00am - 5.00pm	460.00	470.00	2.2%
Evening, 5.00pm - 9.30 pm	365.00	380.00	4.1%
(b) Weekends			
Saturday 9.00am - 5.00pm	520.00	530.00	1.9%
Saturday 5.00pm - 12.00am	520.00	530.00	1.9%
Sunday 9.00am - 5.00pm	550.00	560.00	1.8%
Sunday 5.00pm - 12.00am	550.00	560.00	1.8%
<u>Guildhall Court Room</u>			
Weekdays			
Morning, 9.00am - 1.00pm	200.00	200.00	0.0%
Afternoon, 1.00pm - 5.00pm	200.00	200.00	0.0%
Whole Day, 9.00am - 5.00pm	360.00	370.00	2.8%
Evening, 5.00pm - 9.30pm	270.00	280.00	3.7%
<u>Guildhall Council Chamber</u>			
Weekdays			
Morning, 9.00am - 1.00pm	190.00	190.00	0.0%
Afternoon, 1.00pm - 5.00pm	190.00	190.00	0.0%
Whole Day, 9.00am - 5.00pm	340.00	350.00	2.9%
Evening, 5.00pm - 9.30 pm	250.00	260.00	4.0%
All rooms excess charge for evening hire after 9.30 pm (per hour)	90.00	90.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Economic Development

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
Note:			
<i>(i) Charities, local voluntary organisations, local branches of national organisations, amenity societies and similar organisations will pay 50% of any sessional charge at the Guildhall for meetings up to 9.30 pm.</i>			
<i>(ii) After 9.30pm the excess hourly charge will apply.</i>			
<i>Sessional and excess hourly charges for the Guildhall may be remitted in respect of those charities or local voluntary organisations which have traditionally held their meetings in Council accommodation .</i>			
Bookings for commercial use of Heritage Buildings			
Subject to negotiation dependant upon day of the week and preparation involved.			
Admission Charges, Guildhall (new)			
Adult admission	0.00 *	2.00 *	n/a
Child admission	0.00 *	1.00 *	n/a
Admission Charges, Guildford Castle			
Adult admission	3.00 *	3.00 *	0.0%
Child admission	1.50 *	1.50 *	0.0%
Farmers Market			
Stall Charge (per market, per linear metre of frontage)	8.67	8.67	0.0%
Fee Supplement	3.50	3.50	0.0%
Car Parking	9.00 *	9.00 *	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Economic Development

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
Electric Theatre (in consultation with the Head of Financial Services and Lead Councillor)			
Guildford Amateur Theatre Association (G.A.T.A.) Members			
Per Week	1,415.00	n/a	0.0%
Per Day	355.00	n/a	0.0%
Plus 13% of ticket sales			
Amateur Arts			
Sun - Sat	0.00	1,960.00	0.0%
Mon - Sat **	0.00	1,790.00	0.0%
Sun 6-11pm 'add on'	0.00	170.00	0.0%
Thurs/Fri daytime 'add on' per day	0.00	255.00	0.0%
Mon - Fri ***	0.00	1,475.00	0.0%
Daily fee	505.00	525.00	4.0%
Sun 2-11pm	0.00	POA	0.0%
Thurs/Fri 6-11pm	0.00	POA	0.0%
Per Week	1,885.00	n/a	0.0%
Plus 13% of ticket sales			
GATA			
Sun - Sat	0.00	1,472.00	0.0%
Mon - Sat **	0.00	1,345.00	0.0%
Sun 6-11pm 'add on'	0.00	125.00	0.0%
Thurs/Fri daytime 'add on' per day	0.00	190.00	0.0%
Daily fee	0.00	369.00	0.0%
Sun 2-11pm	0.00	POA	0.0%
Thurs/Fri 6-11pm	0.00	POA	0.0%
Plus 13% of ticket sales			
Commercial			
Sun - Sat	0.00	3,219.00	0.0%
Mon - Sat **	0.00	2,940.00	0.0%
Sun 6-11pm 'add on'	0.00	280.00	0.0%
Thurs/Fri daytime 'add on' per day	0.00	420.00	0.0%
Mon - Fri ***	0.00	2,425.00	0.0%
Daily fee	0.00	1,186.00	0.0%
Sun 2-11pm	0.00	POA	0.0%
Thurs/Fri 6-11pm	0.00	POA	0.0%
Hourly fee	0.00	265.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Economic Development

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
Plus 13% of ticket sales			
Auditorium, per week	3,095.00	n/a	0.0%
Auditorium, per hour	255.00	n/a	0.0%
Auditorium, per day	1,140.00	n/a	0.0%
Auditorium, per day - ACM	0.00	562.00	0.0%
Café Bar, per hour	185.00	35.00	-81.1%
Café Bar, per day	850.00	POA	0.0%
Farley Room, per day	435.00	n/a	0.0%
Farley Room - Per hour (GATA)	16.50	17.00	3.0%
Farley Room - per hour (standard)	25.00	26.00	4.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Economic Development

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
Approved under Delegated Authority			
Standard charges:			
Poster Boards			
All poster boards are A4 sheet poster size			
- Rental per space - Rental per week	20.40 *	21.60 *	5.9%
Banner Boards			
- Rental per space - Rental per week			
Large 9ft banners	58.80 *	61.20 *	4.1%
A0 & A1	50.40 *	52.80 *	4.8%
A2 & A3	21.60 *	22.80 *	5.6%
Concessionary charges:			
Poster Boards			
All poster boards are A4 sheet poster size			
- Rental per space - Rental per week	15.60 *	16.80 *	7.7%
Banner Boards			
- Rental per space - Rental per week			
Large 9ft banners	46.80 *	49.20 *	5.1%
A0 & A1	39.60 *	41.40 *	4.5%
A2 & A3	16.80 *	18.00 *	7.1%
High Street Banner			
- Rental per space - Rental per week	312.00 *	336.00 *	7.7%
- Rental per space - Rental subsequent weeks (maximum rental 3 weeks)	72.00 *	75.60 *	5.0%

* = inclusive of VAT at relevant rate

	2014-2015 From 1 April 2014 £		2015-16 From 1 April 2015 £		Increase %
To be approved by Council					
Statutory Planning Fees can be found by referring to current government legislation. The Planning Portal is the UK online planning and building regulations resource- http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentlegislation/statutoryinstruments					
Decision Notices					
Planning Decisions (TP3s) - post 2005 on website	16.30 *		17.00 *		4.3%
Planning Appeal Decisions - post 2005 on website	16.30 *		17.00 *		4.3%
Planning Legal agreements (Section 106 etc) - if available on website (New)	16.30 *		17.00 *		4.3%
Tree Preservation Orders (if available on website)	16.30 *		17.00 *		4.3%
BC Completion Certificate pre 2001	16.30 *		17.00 *		4.3%
BC Completion Letter pre 1991	16.30 *		17.00 *		4.3%
All charges are per document					
If the above information is not available on our website the photocopying charges listed below will apply:-					
Photocopy Charges					
Plan Copying(A2-A0)	9.65		10.00		3.6%
Photocopying Charges (black and white A4)	0.20 *		0.25 *		25.0%
Photocopying Charges (black and white A3)	0.20 *		0.25 *		25.0%
Photocopying Charges (colour A4)	0.40 *		0.45 *		12.5%
Photocopying Charges (colour A3)	0.40 *		0.45 *		12.5%
Supply of information to professional organisations					
General enquiries (one off charge)	55.00 *		60.00 *		9.1%

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

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
Pre Application Advice			
Residential			
Householder- surgery (meeting and meeting note)	n/a	50.00 *	n/a
Householder - site visit and written response	80.00 *	85.00 *	6.3%
Housing: Small			
1-4 dwellings - site visit, meeting and meeting note	180.00 *	190.00 *	5.6%
5-9 dwellings - site visit, meeting and meeting note	360.00 *	380.00 *	5.6%
Housing: Medium			
10-24 dwellings - site visit, meeting and meeting note	625.00 *	650.00 *	4.0%
25-49 dwellings - site visit, meeting and meeting note	910.00 *	950.00 *	4.4%
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	360.00 *	380.00 *	5.6%
Commercial: Medium			
500sqm - 2000sqm - site visit, meeting and meeting note	625.00 *	650.00 *	4.0%
Commercial: Large			
over 2500sqm - site visit, meeting and meeting note (fees to be advised on case-by-case basis)			
Other (examples of these include Listed Building (non-householder, changes of use, advertisements, shop fronts, agricultural, telecommunications - site visit, meeting and meeting note)			

Guildford Borough Council - General Fund Budget 2015-16

Planning Services

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
Guildford Borough Local Plan 2003			
Sale to residents	19.75	21.00	6.3%
Sale to others	46.00	48.00	4.3%
Sale to students	19.75	21.00	6.3%
Postage and packing for each document	6.55	7.00	6.9%
Conservation Area Character Appraisals			
Chilworth Character Appraisal	5.70	6.00	5.3%
Chilworth conservation area map boundary	5.70	6.00	5.3%
St Catherine's Conservation Aea Character appraisal (new)	5.70	6.00	n/a
Onslow Village Character Appraisal	5.70	6.00	5.3%
Shere Character Appraisal	5.70	6.00	5.3%
Shere Map	5.70	6.00	5.3%
Shere Conservation Area Character appraisal	10.40	11.00	5.8%
Ripley Conservation Area Character appraisal	10.40	11.00	5.8%
East Clandon Character Appraisal	5.70	6.00	5.3%
East Clandon Map	5.70	6.00	5.3%
Bridge Street Character Appraisal	5.70	6.00	5.3%
Bridge Street Map	5.70	6.00	5.3%
Charlottesville Warren Road Appraisal (Sections 1-4)	8.30	9.00	8.4%
Charlottesville Warren Road Maps 1-4	8.30	9.00	8.4%
Waterden Road Area Appraisal	12.50	13.00	4.0%
Pirbright Area Appraisal (full set of documents)	12.50	13.00	4.0%
Abbotswood Area Appraisal (full set of documents)	12.50	13.00	4.0%
Town Centre Conservation Area Appraisal	14.60	16.00	9.6%
Littleton Conservation Area Appraisal	14.60	16.00	9.6%

* = inclusive of VAT at relevant rate

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
Local Plan documents			
Community Involvement in Planning	7.80	8.00	2.6%
Infrastructure baseline - black and white	9.60	10.00	4.2%
Infrastructure baseline - colour	23.20	24.00	3.4%
Settlement hierarchy - colour only	21.20	22.00	3.8%
Settlement profiles - black and white	8.00	8.50	6.3%
Settlement profiles - colour	18.60	20.00	7.5%
Strategic Housing Land Availability Assessment (SHLAA) black and white	25.35	27.00	6.5%
Strategic Housing Land Availability Assessment (SHLAA) colour	67.00	70.00	4.5%
Green Belt and Countryside Study - full set	312.00	325.00	4.2%
Green Belt and Countryside Study - volume I	25.50	27.00	5.9%
Green Belt and Countryside Study - volume II	60.50	63.00	4.1%
Green Belt and Countryside Study - volume II appendix III	112.00	120.00	7.1%
Green Belt and Countryside Study - volume III	51.50	54.00	4.9%
Green Belt and Countryside Study - volume III appendix VI	44.70	47.00	5.1%
Green Belt and Countryside Study - volume IV	40.00	42.00	5.0%
The Green Belt and Countryside Study - full set is available in DVD for free			
Employment Land Assessment - black and white	13.65	14.20	4.0%
Employment Land Assessment - colour	32.00	33.00	3.1%
Local Plan Strategy and Sites Issues and Options (October 2013)	50.00	52.00	4.0%
Traveller Accommodation Assessment (October 2013)	5.70	6.00	5.3%
Supplementary Planning Documents			
Sustainable Development and Construction 2005	7.80	8.15	4.5%
Vehicle Parking Standards 2006	7.80	8.15	4.5%
Planning Contributions 2011 (New)	7.80	8.15	4.5%
Bellerby theatre and North Place Day Centre Planning Brief SPD2011	7.80	8.15	4.5%
Deepcut Planning guidance 2011	7.80	8.15	4.5%
Woodbridge Meadows 2008	7.80	8.15	4.5%
Supplementary Planning Guidance			
Residential Design Guide 2006, 2010 update	7.80	8.15	4.5%
Telecommunications 2004	4.40	4.60	4.5%
North St/Commercial Rd/Leapale Rd Design and Development Brief adopted as SPG 2003	4.40	4.60	4.5%
Residential Extensions 2003	4.40	4.60	4.5%
Street Cafes 1995	2.70	2.80	3.7%

Guildford Borough Council - General Fund Budget 2015-16

Planning Services

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %	
Development Briefs and Other Strategies				
Thames Basin Heath Special Protection Area Avoidance Strategy (2010-14)	7.80	8.15	4.5%	
Slyfield Industrial Estate 2004	4.40	4.60	4.5%	
UniS Manor Park 2003	7.80	8.15	4.5%	
Bedford Road 2000/2003	7.80	8.15	4.5%	
Landscape Character Assessments				
Townscape	28.10	30.00	6.8%	
Rural urban fringe	27.55	29.00	5.3%	
Rural	32.25	34.00	5.4%	
If the above documents are not available on our website then normal photocopying charges apply				
Approved under Delegated Authority (in consultation with the Lead Councillor for Finance and Resources)				
Land Charges Search Fees				
Basic Fee	90.00	90.00	0.0%	Subject to change Nov/Dec when SCC set fees
LLC1 Only	18.00	18.00	0.0%	Subject to change Nov/Dec when SCC set fees
Con29 Additional Questions	14.00	14.00	0.0%	Subject to change Nov/Dec when SCC set fees
Con 29R Only	72.00	72.00	0.0%	Subject to change Nov/Dec when SCC set fees
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	436.80	460.00	5.3%	

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

	Operational Services		
	2014-2015	2015-16	Increase
	From 1 April 2014	From 1 April 2015	
	£	£	%
To be approved by Council			
Car Parks			
Markets			
North Street - Market Stall per day per metre, stall frontage	13.60	14.10	3.7%
Weighbridge			
Tolls per weigh	8.50 *	8.90 *	4.7%
Tolls per double weigh	13.00 *	13.60 *	4.6%
Refuse Collection Service			
Special Collection of Household Refuse		price on application	
For a single item		price on application	
For 2 to 5 items		price on application	
For the collection of large quantities with charges being assessed by a Council Inspector			
Domestic Waste per hour or part thereof (Minimum charge 1 hour)			
Commercial Waste per hour or part thereof (Minimum 2 hours)		price on application	
Stray Dogs			
A £25.00 statutory fee is included within the charge.			
1st day or part of day	57.20	60.00	4.9%
2nd day or part of day	71.70	75.00	4.6%
3rd day or part of day	86.30	90.00	4.3%
4th day or part of day	100.90	105.00	4.1%
5th day or part of day	116.00	120.00	3.4%
6th day or part of day	130.50	135.00	3.4%
7th day or part of day	145.60	150.00	3.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

	Operational Services		
	2014-2015	2015-16	Increase
	From 1 April 2014	From 1 April 2015	
	£	£	%
Approved under Delegated Authority			
Cleansing			
Recycling - Green Waste Bins			
Per Bin	30.00	30.00	0.0%
Replacement Bin	40.00	40.00	0.0%
1 Set of 4 - 60 litre sacks	30.00	30.00	0.0%
Black Sacks			
Quantity 26	3.50 *	3.50 *	0.0%
Miscellaneous for Small Businesses			
Sharps collection - service agreement for 6 months delivery and removal of 25 x 7cl Sharps boxes on monthly collection.	490.00 *	price on application	
Approved by Government			
Public			
MOT	54.80	54.80	0.0%
Re-test within 24 hours on minor items	foc	foc	
Re-test within 10 days	27.40	27.40	0.0%
Thereafter full cost			
Taxi			
MOT & Inspection	57.00	57.00	0.0%
For a full list of charges please contact the MOT bay			

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Parks and Leisure Services

	2014-2015 From 1 April 2014 £		2015-16 From 1 April 2015 £		Increase %
To be approved by Council					
Parks and Open Spaces					
Tennis-Stoke park and Sutherland Memorial Park					
Adult price, per court, per hour	6.00	*	6.25	*	4.2%
Junior (under 16) price, per court, per hour	5.00	*	5.20	*	4.0%
Adult Concession (over 60's NUS and unemployed) price, per court, per hour (weekdays only)	5.00	*	5.20	*	4.0%
Coaching	6.00	*	6.20	*	3.3%
Burpham Tennis Club	5.00	*	5.20	*	4.0%
Crazy Golf - Stoke Park					
Adults	4.00	*	4.20	*	5.0%
Children	2.70	*	2.80	*	3.7%
Family Ticket (2 adults and 3 under 16's)	10.00	*	10.50	*	5.0%
Cricket: Woodbridge Road Sports Ground					
Weekdays and Saturdays: Full Day	340.00	*	350.00	*	2.9%
Sundays and Bank Holidays: Full Day	495.00	*	500.00	*	1.0%
Cricket: Other Parks & Grounds					
Evening 17:00 hrs onwards	90.00	*	93.50	*	3.9%
Full Day - Adults (22 yds)	125.00	*	130.00	*	4.0%
Standard Pitch - Under 17's (22yds)	40.00	*	41.50	*	3.8%
Small Pitch - Junior teams under 15's	30.00	*	31.00	*	3.3%
Football - All sites					
Standard Pitch per game - School usage and youth (Under 16's)	41.00	*	42.50	*	3.7%
Standard Pitch per game - Adults	76.00	*	79.00	*	3.9%
Junior Pitch per game / 9 v 9	27.00	*	28.00	*	3.7%
Junior Pitch per game 5v5	0.00	*	25.00	*	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Parks and Leisure Services

	2014-2015 From 1 April 2014 £		2015-16 From 1 April 2015 £		Increase %
Rugby: 11 a side					
Standard Pitch per game - School usage and youth (Under 16's)	41.00	*	42.50	*	3.7%
Standard Pitch per game - Adults	76.00	*	79.00	*	3.9%
Training only	26.00	*	27.00	*	3.8%
Netball - Stoke Park (All)	30.00	*	31.00	*	3.3%
Rounders - Stoke Park (All)	36.50	*	38.00	*	4.1%
Lacrosse:					
Stoke Park - Adults	83.00	*	86.00	*	3.6%
Stoke Park - School usage and youth (Under 16's)	42.50	*	44.00	*	3.5%
Event all Sites					
Price on application (minimum charge £50 per day)					price on application
Community events receive a 50% discount					
Charity and 100% fundraising events receive a 60% discount					
Circuses and Fun Fairs					
Per day on site including set up/dismantle (Shalford Common only)					price on application
Per day on site (all other sites) if onsite longer than 6 days receive a 5% discount					
Set up/dismantle fee per day					
Filming all Sites: -					
Per Event - Per Day on Site (Negotiable) Minimum £50 - Maximum £1,000 per day					price on application
Car Parking Only All Sites:					
Per Day on Site (not in conjunction with event hire)					price on application
Shalford Park:					
Camping and Caravanning (Club Use) - per unit per night	7.60	*	7.90	*	3.9%
Organised frisbee game per pitch / 2hrs	0.00		30.00	*	n/a

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

	Parks and Leisure Services			
	2014-2015		2015-16	Increase
	From 1 April		From 1 April	
	2014		2015	%
	£		£	
Chantries Camp Site: per person per day/night	3.00	*	3.00	0.0%
Sutherland Memorial Park				
Astro Pitch 5-a-side				
All - per court per hour before 4pm	16.00	*	16.00	0.0%
5-a-side Football per court per hour including floodlights - Adults	44.00	*	45.75	4.0%
5-a-side Football per court per hour including floodlights - Youth (Under 16's)	22.00	*	22.75	3.4%
Kings College School				
Astro Pitch				
Full Pitch Football per hour - Adults	95.00	*	95.00	0.0%
Full Pitch Hockey per game - Adults	95.00	*	95.00	0.0%
Full Pitch per hour - School usage and youth (Under 16's)	47.50	*	47.50	0.0%
5-a-side Football per court per hour including floodlights- Adults	46.20	*	46.20	0.0%
5-a-side Football per court per hour including floodlights - Youth (Under 16's)	29.40	*	29.40	0.0%
5-a-side Football per court per hour including floodlights - Coaching	46.20	*	46.20	0.0%
Balloon Flights				
Seasonal annual agreement paid in advance for take off rights per site	550.00		575.00	4.5%
Burchatts Farm Barn				
<u>Monday-Thursday (excluding Bank/Public Holidays):</u>				
Each hour or part between 9am and 5pm **	67.00		67.00	0.0%
Each hour or part between 5pm and 12pm	98.00		98.00	0.0%
<u>Friday-Sunday and Bank/Public Holidays:</u>				
Each hour or part between 9am and 6pm	115.00		115.00	0.0%
Each hour or part after 6pm to 12pm	145.00		145.00	0.0%
Meeting Bookings per Hour				
Up to twenty people per hour	40.00		40.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Parks and Leisure Services

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
** GBC Departments 25% off scheduled rates between 9am and 5pm			
Greenark			
Commercial - Each hour or part	22.00	22.50	2.3%
Community - Each hour or part	18.50	19.00	2.7%
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	40.00	40.00	0.0%
Cremation of the body of a person whose age at the time of death exceeded 16 years (incl medical reference fees)	735.00	755.00	2.7%
Saturday cremation (09:00 am - 12 Noon)	955.00	990.00	3.7%
Cancellation of diary booking with less than 48 hours notice	37.00	100.00	170.3%
Service of double or additional length; per 45 minutes additional fee of:	150.00	160.00	6.7%
Service which exceeds the allocated timeslot	160.00	190.00	18.8%
Cremation of a child on a Saturday	125.00	130.00	4.0%
Cremation of Non Viable Foetus (up to 24 weeks gestation)	20.00	20.00	0.0%
Fee for exhuming ashes if not for re-interment within the grounds	90.00	95.00	5.6%
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 - service time of 30 minutes, 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.			
Urns and Containers			
Urns	45.00 *	50.00 *	11.1%
Plastic Urns	20.00 *	20.00 *	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Parks and Leisure Services

	2014-2015		2015-16		Increase	
	From 1 April 2014		From 1 April 2015			
	£	*	£	*	£	%
Wooden Casket	55.00	*	60.00	*	5.00	9.1%
Urns new range	105.00	*	105.00	*	0.00	0.0%
Urns keepsake new range	30.00	*	30.00	*	0.00	0.0%
Scatter tubes	40.00	*	40.00	*	0.00	0.0%
Child Scatter tubes	15.00	*	15.00	*	0.00	0.0%
Deposit of Ashes						
For the scattering of ashes in the Garden of Remembrance when cremation has taken place elsewhere	80.00		85.00		5.00	6.3%
Split of ashes to include 2x cremation certificate and 2x polytainers for separate scattering elsewhere.	37.00		40.00		3.00	8.1%
Memorials and Incriptions						
Entries in the Book of Remembrance						
2 line entry	80.00	*	85.00	*	5.00	6.3%
5 line entry	100.00	*	115.00	*	15.00	15.0%
8 line entry	120.00	*	140.00	*	20.00	16.7%
Motif	60.00	*	65.00	*	5.00	8.3%
Additional Lines	6.00	*	15.00	*	9.00	150.0%
Replicas of entries in Book of Remembrance Memorial Cards						
2 line entry	30.00	*	32.00	*	2.00	6.7%
5 line entry	47.00	*	52.00	*	5.00	10.6%
8 line entry	55.00	*	60.00	*	5.00	9.1%
Motif	60.00	*	65.00	*	5.00	8.3%
Additional Lines	5.00	*	15.00	*	10.00	200.0%
Miniature Books of Remembrance						
2 line entry	70.00	*	75.00	*	5.00	7.1%
5 line entry	95.00	*	105.00	*	10.00	10.5%
8 line entry	100.00	*	115.00	*	15.00	15.0%
Motif	60.00	*	65.00	*	5.00	8.3%
Additional Lines	5.00	*	15.00	*	10.00	200.0%
Adoption of Rose Trees (including nameplate)						
Standard Roses (5 years)	410.00	*	430.00	*	20.00	4.9%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

	Parks and Leisure Services			
	2014-2015		2015-16	Increase
	From 1 April		From 1 April	
	2014		2015	%
	£		£	%
Renewals after initial period:				
(a) 5 years	255.00	*	270.00	5.9%
(b) 1 year	80.00	*	85.00	6.3%
Aluminium Plaque	85.00	*	90.00	5.9%
Granite Plaque (6 x 4)	220.00	*	230.00	4.5%
Granite Plaque (7 x 5)	275.00	*	285.00	3.6%
Additional artwork			price on application	
Replacement plaque or added inscription	58.00	*	60.00	3.4%
Double plaque	72.80	*	75.00	3.0%
Trees and Shrubs (5 years)	635.00	*	665.00	4.7%
Renewals after initial period:				
(a) 5 years	450.00	*	470.00	4.4%
(b) 1 year	125.00	*	130.00	4.0%
Seats wooden 5 feet length (for a period of 10 years)	1,800.00	*	1,800.00	0.0%
Seats Granite Columbaria (for a period of 10 years)	1,200.00	*	1,400.00	16.7%
Replacement or additional seat plaque 6" x 2"	65.00	*	68.00	4.6%
Restaining Charge	10.00	*	15.00	50.0%
Wall Plaques (for 5 years)	195.00	*	220.00	12.8%
Wall plaque with design			price on application	
Double plaque for 5 years	390.00	*	440.00	12.8%
Double plaque for 5 years with design			price on application	
Replacement Wall Plaque	100.00	*	105.00	5.0%
Renewals after initial period:				
(a) 5 years	200.00	*	180.00	-10.0%
(b) 1 year	65.00	*	60.00	-7.7%
Wall Tablets				
Renewal of tablet for 10 years	500.00	*	520.00	4.0%
Renewal of tablet for 5 years			200.00	n/a

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

	Parks and Leisure Services				
	2014-2015		2015-16	Increase	
	From 1 April 2014		From 1 April 2015		
	£		£	%	
Memorial Vault - Sanctum					
(a) 10 years	1,100.00	*	1,150.00	*	4.5%
(b) 20 years	1,500.00	*	1,575.00	*	5.0%
(c) 30 years	1,800.00	*	1,875.00	*	4.2%
(d) 40 years	1,950.00	*	2,050.00	*	5.1%
(e) 50 years	2,200.00	*	2,300.00	*	4.5%
Per Letter after first 80 letters	2.75	*	2.85	*	3.6%
Standard motif	185.00	*	190.00	*	2.7%
Non standard motif			price on application		
Photo plaque	110.00	*	115.00	*	4.5%
Replacement Vault Tablet	295.00	*	310.00	*	5.1%
Sanctum Replacement Vault Tablet (up to 80 letters)	320.00	*	335.00	*	4.7%
Memorial Vault - Renewal 5 years		*	300.00	*	n/a
Memorial Vault - Renewal 10 years	520.00	*	600.00	*	15.4%
Memorial Vault - Renewal 20 years	1,050.00	*	1,200.00	*	14.3%
Vase Blocks - 10 years	535.00	*	560.00	*	4.7%
Standard motif	185.00	*	190.00	*	2.7%
Non standard motif			price on application		
Photo plaque	78.00	*	80.00	*	2.6%
Renewal of Vase Block for 5 years	340.00	*	250.00	*	-26.5%
Sundial Tablets Older style- Lower Tablet (when available)	538.00	*	560.00	*	4.1%
Sundial Tablets Older style- Middle Tablet (when available)	505.00	*	525.00	*	4.0%
Sundial Tablets Older style- Top Tablet (when available)	465.00	*	485.00	*	4.3%
Sundial Tablets Older style- Lower Tablet - 5 years	250.00	*	260.00	*	4.0%
Sundial Tablets Older style- Middle Tablet - 5 years	250.00	*	260.00	*	4.0%
Sundial Tablets Older style- Top Tablet - 5 years	250.00	*	260.00	*	4.0%
Replacement tablet for older style sundial tablet	205.00	*	215.00	*	4.9%
New Sundial Tablet first row for a period of 10 years	450.00	*	475.00	*	5.6%
New Sundial Tablet second row for a period of 10 years	465.00	*	490.00	*	5.4%
New Sundial Tablet third row for a period of 10 years	500.00	*	525.00	*	5.0%
New Sundial Tablet forth row for a period of 10 years	520.00	*	545.00	*	4.8%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Parks and Leisure Services

	2014-2015 From 1 April 2014 £		2015-16 From 1 April 2015 £		Increase %
New Sundial Tablet fifth row for a period of 10 years	540.00	*	565.00	*	4.6%
Standard motif	185.00	*	190.00	*	2.7%
Non standard motif (New)			price on application		
Replacement vase for vaseblock. Vault	10.00	*	15.00	*	50.0%
Children's Mushroom Memorial - Perpetuity	575.00	*	n/a	*	n/a
Children's Wishing Well Plaque - 5 years	310.00	*	n/a	*	n/a
Use of Chapel for Memorial Service (no cremation)	450.00		470.00		4.4%
Certified Extract from Register of Cremations	21.00		21.00		0.0%
Depositing of Coffin in the Chapel overnight	150.00		155.00		3.3%
Assistance with bearing of a coffin into the chapel	22.00		25.00		13.6%
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	70.00		70.00		0.0%
the body of a person whose age at the time of death exceeded 16 years	475.00		475.00		0.0%
For the interment in a grave in respect of which an exclusive right of burial has been granted:-					
To a single depth	695.00		735.00		5.8%
To a double depth	750.00		795.00		6.0%
To a treble depth	820.00		n/a		n/a
Interment of cremated remains in a grave	325.00		335.00		3.1%
Interment of cremated remains in the Garden of Remembrance	400.00		420.00		5.0%
the body of a child not exceeding 16 years					
To a single depth	325.00		340.00		4.6%
To a double depth	360.00		375.00		4.2%
To a treble depth	400.00		n/a		n/a
Interment of cremated remains in a grave	115.00		120.00		4.3%
Interment of cremated remains in the Garden of Remembrance	400.00		420.00		5.0%
Cremated Remains plot (includes exclusive right of burial, interment and casket - Single 10 years	1,450.00		1,515.00		4.5%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Parks and Leisure Services

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
Cremated Remains plot (includes exclusive right of burial, interment and casket - Double - 10 years	2,250.00	2,355.00	4.7%
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	340.00	355.00	4.4%
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:			
New and replacement memorial	135.00	140.00	3.7%
Additional inscription on an existing memorial	90.00	95.00	5.6%
Vase with inscription		95.00	n/a
Exclusive Rights of Burial in Earthen Graves: Traditional and Lawn Section			
In an earthen grave 7ft 6 ins x 3ft 6 ins	1,590.00	1,655.00	4.1%
In an earthen grave 6ft x 3ft	735.00	775.00	5.4%
Extension of Exclusive Right of Burial for additional five years	270.00	285.00	5.6%
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.			
Miscellaneous Charges			
Exhumation of a coffin: Fees to be assessed by the Registrar:		price on application	
Certified Copy of title deed of burial	20.00	21.00	5.0%
For depositing of coffin in the Chapel during the night prior to interment	150.00	155.00	3.3%
Cemeteries - Non Residents of Guildford Borough Fees			
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	70.00	70.00	0.0%
the body of a person whose age at the time of death exceeded 16 years	950.00	950.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Parks and Leisure Services

	2014-2015 From 1 April 2014 £	2015-16 From 1 April 2015 £	Increase %
For the interment in a grave in respect of which an exclusive right of burial has been granted:-			
To a single depth	1,390.00	1,470.00	5.8%
To a double depth	1,500.00	1,590.00	6.0%
To a treble depth	1,640.00	n/a	n/a
Interment of cremated remains in a grave	650.00	750.00	15.4%
Interment of cremated remains in the Garden of Remembrance	800.00	840.00	5.0%
 the body of a child not exceeding 16 years			
To a single depth	325.00	340.00	4.6%
To a double depth	360.00	375.00	4.2%
To a treble depth	400.00	n/a	n/a
Interment of cremated remains in a grave	115.00	120.00	4.3%
Interment of cremated remains in the Garden of Remembrance	400.00	420.00	5.0%
 Cremated Remains plot (includes exclusive right of burial, interment and casket - Single 10 years	2,900.00	3,030.00	4.5%
Cremated Remains plot (includes exclusive right of burial, interment and casket - Double - 10 years	4,500.00	4,710.00	4.7%
 Exclusive Rights of Burial in Earthen Graves:			
Traditional and Lawn Section			
In an earthen grave 7ft 6 ins x 3ft 6 ins	3,180.00	3,310.00	4.1%
In an earthen grave 6ft x 3ft	1,470.00	1,550.00	5.4%
Extension of Exclusive Right of Burial for additional five years	540.00	570.00	5.6%
 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.			
 Miscellaneous Charges			
Exhumation of a coffin: Fees to be assessed by the Registrar:		price on application	
Certified Copy of title deed of burial	20.00	21.00	5.0%
For depositing of coffin in the Chapel during the night prior to interment	150.00	155.00	3.3%

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.

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Parks and Leisure Services

	2014-2015 From 1 April 2014 £		2015-16 From 1 April 2015 £		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	4.20 *		4.30 *		2.4%
Adult swim (16 years of age and over) - Off Peak	3.90 *		4.00 *		2.6%
Junior, concessions	2.90 *		3.00 *		3.4%
Showers					
Shower (senior citizen)	2.00 *		2.00 *		0.0%
Block bookings of the Pool and Sports Hall					
Per hour					
Schools - Main Pool - per person	2.20 *		2.30 *		4.5%
Special Activities					
Badminton Court per hour - super saver	6.60 *		6.70 *		1.5%
Group Games per hour - super saver	33.00 *		33.50 *		1.5%
Squash/Racquetball, per half hour - super saver	4.70 *		4.80 *		2.1%
Table Tennis	4.70 *		4.80 *		2.1%
Off Peak Charges - Concessions					
Competition Pool	2.90 *		3.00 *		3.4%
Leisure Pool	4.00 *		4.10 *		2.5%
Ice Rink	4.00 *		4.10 *		2.5%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Parks and Leisure Services

	2014-2015 From 1 April 2014 £		2015-16 From 1 April 2015 £		Increase %
Ten Pin (single game) - now includes shoe hire	4.80	*	4.90	*	2.1%
Health Suite: relaxation area	4.00	*	4.00	*	0.0%
Fitness Area	4.10	*	4.20	*	2.4%
Badminton per court (one hour)	6.50	*	6.50	*	0.0%
Squash per court (half hour)	4.60	*	4.60	*	0.0%
Athletics	3.20	*	3.30	*	3.1%
Guildford Lido - To be approved by Council					
Standard					
Adult	6.00	*	6.10	*	1.7%
Junior	4.60	*	4.70	*	2.2%
Concessions	4.60	*	4.70	*	2.2%
Family	19.00	*	19.10	*	0.5%
Off Peak					
Adult	4.80	*	4.90	*	2.1%
Junior	3.50	*	3.60	*	2.9%
Concessions	3.50	*	3.60	*	2.9%
Family	14.50	*	14.60	*	0.7%
Season Tickets					
Adult	125.00	*	129.00	*	3.2%
Junior	93.00	*	99.00	*	6.5%
Student	93.00	*	99.00	*	6.5%
Concessionary Groups - All Times	3.30	*	3.40	*	3.0%
The concessionary rate applies to admission for groups from registered charities, schools and non profit organisations.					
These only apply if the booking was made in advance.					
Deck Chair Hire	1.50	*	1.50	*	0.0%
Crazy Golf	2.00	*	1.00	*	-50.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

Parks and Leisure Services

	2014-2015 From 1 April 2014 £		2015-16 From 1 April 2015 £		Increase %
Gym					
<i>Pay as You Train - Peak</i>					
Adult Fitness Session	6.70	*	6.50	*	-3.0%
Student/Senior/Concessionary Fitness Session	4.60	*	4.50	*	-2.2%
Enhanced Induction Course	29.50		29.50		0.0%
Fast Track/Concessionary Induction	17.50		17.50		0.0%
<i>Pay as You Train - Off Peak</i>					
Adult Fitness Session	5.50	*	5.30	*	-3.6%
Student/Senior/Concessionary Fitness Session	3.40	*	3.30	*	-2.9%
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	*	308.00	*	-5.1%
Monthly Membership - Concessions	29.50	*	27.70	*	-6.1%
Ash Manor Sports Centre - To be approved by Council					
Main Sports Hall					
Badminton per hour - peak	9.20	*	9.30	*	1.1%
Badminton per hour - off-peak	7.20	*	7.30	*	1.4%
Group Games per hour - peak	41.50	*	42.00	*	1.2%
Group Games per hour - off-peak	34.50	*	35.00	*	1.4%
Fitness & Group Exercise Classes (min price)	4.90	*	5.00	*	2.0%
Badminton - Junior	3.50	*	3.50	*	0.0%
Gymnasium					
Group Games per hour - peak	26.50	*	27.00	*	1.9%
Group Games per hour - off-peak	19.00	*	19.20	*	1.1%
Table tennis - per hour - peak and off peak	4.30	*	4.30	*	0.0%
Equipment Hire - Adults only (£10.00 deposit)					
Badminton Racquet/Table Tennis bat	2.50	*	2.50	*	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-16

	Parks and Leisure Services			
	2014-2015		2015-16	Increase
	From 1 April		From 1 April	
	2014		2015	%
	£		£	%
Football	4.00 *		4.00 *	0.0%
Outside Court (Playground) - per hour				
With floodlights	17.50 *		18.00 *	2.9%
Without floodlights	10.80 *		11.10 *	2.8%
Artificial Pitch				
1 hour without lights	64.00 *		65.00 *	1.6%
1 hour with lights	86.00 *		87.00 *	1.2%
2 hours without lights	128.00 *		130.00 *	1.6%
2 hours with lights	172.00 *		174.00 *	1.2%
1/4 with lights, per hour	34.00 *		34.50 *	1.5%
1/4 without lights, per hour	27.00 *		27.50 *	1.9%
Health & Fitness				
Annual Membership - Junior	176.00 *		176.00 *	0.0%
Annual Membership - Concessions	242.00 *		242.00 *	0.0%
Monthly Membership - Junior	16.00 *		16.00 *	0.0%
Monthly Membership - Concessions	22.00 *		22.00 *	0.0%
Pay as you Train - Peak				
Adult Fitness Session	5.90 *		6.00 *	1.7%
Student/Senior/Concessionary Fitness Session	5.90 *		6.00 *	1.7%
Enhanced Induction Course	28.00		28.00	0.0%
Concessionary Induction	17.00		17.00	0.0%
Pay as you Train - Off Peak				
Off Peak Fitness Sessions - Adult	5.20 *		5.30 *	1.9%
Off Peak Fitness Sessions - Junior & Concessions	3.90 *		3.90 *	0.0%
Enhanced Induction Course	28.00		28.00	0.0%
Induction - Juniors & Concessions	17.00		17.00	0.0%
GP Referral				
Off Peak	3.50 *		3.50 *	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-2016

		Revenues and Payments	
	2014-2015	2015-16	Increase
	From 1 April 2014	From 1 April 2015	
	£	£	%
To be approved by Council			
Local Taxation			
Court Costs - Council Tax*	103.00	103.00	0.0%
Court Costs - Business Rates*	103.00	103.00	0.0%

*subject to magistrates approval.

Guildford Borough Council - General Fund Budget 2015-2016

Legal and Democratic Services

	2014-2015 From 1 April 2014 £	2015-2016 From 1 April 2015 £	Increase %
To be approved by Council			
House Purchase Fees			
(a) Right to Buy			
Engrossment Fee	76.00	79.00	3.9%
Consent - Application in Advance	94.00	98.00	4.3%
Consent - Retrospective Application	157.00	163.00	3.8%
(b) Equity Share			
Lease Surrender	96.00	100.00	4.2%
Road Closure Application Fee	123.00	128.00	4.1%
<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)	89.30	92.90	4.0%
Amenity organisations and private individuals	59.90	62.30	4.0%
Parish Councils (first copy free)	59.90	62.30	4.0%
Individual Agendas	10.10	10.50	4.0%
Constitution	32.80	34.10	4.0%
Annual Report and Statement of Accounts - supply to Borough Residents	Free	Free	
Annual Report and Statement of Accounts - supply to organisations and individuals outside the Borough			
		Head of Financial Services to assess	
Section 106 Agreements			
Suitable Access to Natural Green Space (SANGS) Section 106 agreement or Unilateral Undertaking	£650.00	£650.00	0.0%
Section 106 agreement or Unilateral Undertaking (development up to 25 dwellings)	£1,000.00	£1,000.00	0.0%
Section 106 agreement or Unilateral Undertaking (development exceeding 25 up to 50 dwellings)	£2,000.00	£2,000.00	0.0%
Section 106 agreement or Unilateral Undertaking (development exceeding 51 up to 100 dwellings)	£0	Minimum of £2,000 **	-
Section 106 agreement or Unilateral Undertaking (development exceeding 101 up to 199 dwellings)	£0	Minimum of £2,000 **	-
Section 106 agreement (Major applications, small scale, large scale)	£0	Minimum of £2,000 **	-

**Complex agreements, major applications, small scale, large scale can exceed £2,000, the Council's reasonable legal costs are payable.

Approved by the Government

Electoral Register Sales

Fees are set by Statute and are available on request.

Guildford Borough Council - General Fund Budget 2015-2016

	Health and Community Care		
	2014-2015	2015-2016	Increase
	From 1 April 2014	From 1 April 2015	
	£	£	%
To be approved by Council			
Animal Businesses			
Pet animals			
-New	249.00	258.96	4.0%
-Renewal	102.75	106.86	4.0%
Animal Boarding			
-New	278.25	289.38	4.0%
-Renewal	104.75	108.94	4.0%
-Home Boarding	95.25	99.06	4.0%
Riding Establishments			
-New	365.00	379.60	4.0%
-Renewal	365.00	379.60	4.0%
Additional charge per premises for vets inspection			
Dangerous Wild Animals			
-New	304.25	316.42	4.0%
-Renewal	304.25	316.42	4.0%
Dog Breeding			
-New	249.00	258.96	4.0%
-Renewal	103.25	107.38	4.0%
Registration – Acupuncture, tattooing, etc			
Practitioner	178.00	178.00	0.0%
Premises	434.00	434.00	0.0%
Pest Control			
Commercial Premises			
(The charges shown are based on the cost of labour, transport plus materials)			
Rodents	79.60 *	82.78 *	4.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-2016

Health and Community Care

	2014-2015		2015-2016		Increase
	From 1 April 2014		From 1 April 2015		
	£	*	£	*	%
Wasps (max 2 nests per premises)	79.60	*	82.78	*	4.0%
Wasps (extra nest at same visit)	10.15	*	10.56	*	4.0%
Other Treatments	79.60	*	82.78	*	4.0%
Pigeons	79.60	*	82.78	*	4.0%
Domestic Premises					
Wasps (max 2 nests per premises)	68.60	*	71.34	*	4.0%
Wasps (extra nest at same visit)	8.95	*	9.31	*	4.0%
Other Treatments	68.10	*	71.82	*	5.5%
Pigeons	68.10	*	70.82	*	4.0%
Domestic Premises where the main occupier is a senior citizen or registered disabled					
Wasps (max 2 nests per premises)	32.25	*	33.54	*	4.0%
Wasps (extra nest at same visit)	5.20	*	5.41	*	4.0%
Other Treatments	32.25	*	33.54	*	4.0%
Pigeons	32.25	*	33.54	*	4.0%
Domestic Premises where the main occupier is receiving income support					
Wasps (max 2 nests per premises)	20.40	*	21.22	*	4.0%
Wasps (extra nest at same visit)	5.20	*	5.41	*	4.0%
Other Treatments	20.80	*	21.63	*	4.0%
Pigeons	20.80	*	21.63	*	4.0%
Services of Environmental Health Officer					
- per hour or part thereof	91.00	*	94.64	*	4.0%
Note:					
<i>Due to the current service review within Pest Control and Special Collections, charges are subject to change under delegated authority</i>					
Miscellaneous					
Extracts from Registers - Food Safety Act, per page. Under the Freedom of Information Act 2000 the charge is waived as the cost of collecting the fee is more than the charge.	free		free		

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-2016

	Health and Community Care		
	2014-2015	2015-2016	Increase
	From 1 April 2014	From 1 April 2015	
	£	£	%
Sex Establishments - Fixed by Council			
Initial & Renewal Applications - basic fee	6,287.00	6,287.00	0.0%
Training Courses			
Food Hygiene – basic certificate course for food handlers (one day) – validated by CIEH	94.00	price on application	
Risk Assessment Training	46.00 *	price on application	
Contaminated Land & Air Quality			
Responding to enquiries about contaminated land – report with plan	113.50	118.04	4.0%
<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	15.25	15.86	4.0%
Report on Air Quality Review	29.25	30.42	4.0%
Extracts from Registers			
Environmental Protection Act - per page	5.75	5.98	4.0%
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	185.60 *	185.60 *	0.0%
Approved under Delegated Authority (In consultation with the Chairman)			
Street Trading			
Charges for issue of a consent under the provisions of the Local Government (Miscellaneous) Provisions Act 1982	627.10	652.18	4.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-2016

	Health and Community Care		
	2014-2015	2015-2016	Increase
	From 1 April 2014	From 1 April 2015	
	£	£	%
Day Centres			
Price per meal:			
Member	4.10	4.10	0.0%
Non member	5.70 *	5.70 *	0.0%
Membership Fees:			
Day Centre only	12.00	12.00	0.0%
Day Centre and Dial a Ride (50% is for Community Transport)	18.00	18.00	0.0%
Day Centre Activities - Member**	3.00	3.00	0.0%
Day Centre Activities - Non Member**	4.00	4.00	0.0%
Bathing (charge per bath Shawfield)	6.00	6.00	0.0%
Bathing (charge per bath at other Day Centres, excluding Shawfield)	6.00	6.00	0.0%
Income from other services***e.g. hairdressing and chiropody (% of takings)	15%	15%	0.0%
<i>**These are activities such as Tai Chi and Line Dancing provided by external facilitators</i>			
<i>*** These charges were previously retained by the centre welfare funds</i>			
Meals on Wheels Service			
Price per meal	4.10	4.10	0.0%
Community Transport Service			
Membership Fees:			
Dial a Ride only	12.00	12.00	0.0%
Community Transport to Day Centre	12.00	12.00	0.0%
Day Centre and Dial a Ride (half this fee relates to Day Centres)	18.00	18.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-2016

Health and Community Care

	2014-2015 From 1 April 2014 £	2015-2016 From 1 April 2015 £	Increase %
Single Journey (Members)			
1 mile	2.50	2.50	0.0%
2 miles	3.00	3.00	0.0%
3 miles	3.50	3.50	0.0%
4 miles	4.00	4.00	0.0%
5 miles	4.50	4.50	0.0%
6 miles	5.00	5.00	0.0%
7 miles	5.50	5.50	0.0%
8 miles	6.00	6.00	0.0%
9 miles	6.50	6.50	0.0%
10 miles	7.00	7.00	0.0%
11 miles	7.50	7.50	0.0%
12 miles	8.00	8.00	0.0%
13 miles	8.50	8.50	0.0%
14 miles	9.00	9.00	0.0%
15 miles. Journeys above 15 miles are not undertaken.	9.50	9.50	0.0%
Handyperson Service - Available for the over 60's, disabled and vulnerable			
General Services (per hour incl VAT)	18.00 *	18.00 *	0.0%
General Services for those on benefits (per hour incl VAT)	11.50 *	11.50 *	0.0%
Safe and Secure Works for those on benefits	free	free	

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-2016

	Health and Community Care		
	2014-2015	2015-2016	Increase
	From 1 April 2014	From 1 April 2015	
	£	£	%
Approved under Delegated Authority			
Private Sector Housing			
HMO Licences (Discount of £25 if applicant is a member of a recognised landlord organisation)	515.00	535.00	3.9%
Late application fee	100.00	104.00	4.0%
Careline			
Sheltered accommodation clients	0.55	0.57	3.6%
Elderly Persons dwellings clients	2.25	2.25	0.0%
Private Sector Clients (dispersed alarms)	4.25	4.25	0.0%
Caravan Licence			
New Licence Application			
Number of Pitches 1 - 5	n/a	495.00	n/a
Number of Pitches 6 - 15	n/a	533.00	n/a
Number of Pitches 16 - 45	n/a	571.00	n/a
Number of Pitches greater than 46	n/a	609.00	n/a
Transfer of Existing Licence			
Number of Pitches 1 - 5	n/a	124.00	n/a
Number of Pitches 6 - 15	n/a	124.00	n/a
Number of Pitches 16 - 45	n/a	124.00	n/a
Number of Pitches greater than 46	n/a	124.00	n/a
Application to vary a Site Licence			
Number of Pitches 1 - 5	n/a	204.00	n/a
Number of Pitches 6 - 15	n/a	255.00	n/a
Number of Pitches 16 - 45	n/a	306.00	n/a
Number of Pitches greater than 46	n/a	357.00	n/a
Annual Licence Fee			
Number of Pitches 1 - 5	n/a	80.00	n/a
Number of Pitches 6 - 15	n/a	106.00	n/a

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-2016

Health and Community Care

	2014-2015	2015-2016	Increase
	From 1 April 2014	From 1 April 2015	
	£	£	%
Number of Pitches 16 - 45	n/a	160.00	n/a
Number of Pitches greater than 46	n/a	320.00	n/a
Deposit of Site Rules			
Number of Pitches 1 - 5	n/a	30.00	n/a
Number of Pitches 6 - 15	n/a	30.00	n/a
Number of Pitches 16 - 45	n/a	30.00	n/a
Number of Pitches greater than 46	n/a	30.00	n/a

Local Authority Pollution Protection Control

Fees are set by Statute and are available on request from the Environmental Control service.

Guildford Borough Council - General Fund Budget 2015-2016

Health and Community Care1 Taxi

	2014-2015 From 1 April 2014 £	2015-2016 From 1 April 2015 £	Increase %
To be approved by Council			
Hackney Carriages and Private Hire Vehicles			
Hackney Vehicle Application Fee (including 2 Vehicle Tests and Licence Plate)	318.00	267.00	-16.0%
Hackney Vehicle Renewal Fee (including 2 Vehicle Tests and Licence Plate)	318.00	267.00	-16.0%
Hackney Licence Vehicle Change	100.50	48.00	-52.2%
Hackney Licence Vehicle Change with Test	151.00	105.00	-30.5%
Hackney Licence Plates	19.00	18.50	-2.6%
Private Hire Vehicle Application Fee (including 2 Vehicle Tests and Licence Plate)	293.00	260.00	-11.3%
Private Hire Vehicle Renewal Fee (including 2 Vehicle Tests and Licence Plate)	293.00	260.00	-11.3%
Private Hire Vehicle Change	100.50	47.00	-53.2%
Private Hire Vehicle Change with Test	151.00	104.50	-30.8%
Private Hire Licence Plates	19.00	18.50	-2.6%
Test Fee	57.00	57.00	0.0%
Hackney Carriage Amend Licence (Change of Operator)	10.00	11.50	15.0%
Hackney Carriage Amend Licence (Name and Address)	10.00	11.50	15.0%
Hackney Carriage Amend Licence (Other)	10.00	11.50	15.0%
Hackney Carriage Transfer of Interest	57.00	50.00	-12.3%
Private Hire Amend Licence (Operator)	10.00	11.50	15.0%
Private Hire Amend Licence (Name and Address)	10.00	11.50	15.0%
Private Hire Amend Licence (Other)	10.00	11.50	15.0%
Private Hire Transfer of Interest	57.00	50.00	-12.3%
Hackney Carriage and Private Hire Drivers			
Hackney Drivers Application Fee (3 year licence)	225.50	241.50	7.1%
Hackney Drivers Renewal Fee	225.50	241.50	7.1%
Hackney Drivers Knowledge Test	78.50	91.00	15.9%
Private Hire Drivers Application Fee (3 year licence)	225.50	233.00	3.3%
Private Hire Drivers Renewal Fee	225.50	233.00	3.3%
Private Hire Drivers Knowledge Test	43.00	19.00	-55.8%
DRB Check Fees (Statutory)	44.00	44.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-2016

Health and Community Care1 Taxi

	2014-2015 From 1 April 2014 £	2015-2016 From 1 April 2015 £	Increase %
To be approved by Council			
Hackney Carriage Amend Licence (Operator)	12.00	12.50	4.2%
Hackney Carriage Amend Licence (Name and Address)	12.00	12.50	4.2%
Hackney Carriage Replacement Badge	10.50	10.00	-4.8%
Private Hire Amend Licence (Operator)	12.00	12.50	4.2%
Private Hire Amend Licence (Name and Address)	12.00	12.50	4.2%
Private Hire Replacement Badge	10.50	10.00	-4.8%
Convert from Private Hire Driver to Hackney Carriage Driver	75.50	55.00	-27.2%
Private Hire Operator's Licence (1 year)			
less than 5 vehicles	181.50	130.00	-28.4%
5 - 10 vehicles	212.50	132.00	-37.9%
11-15 vehicles	225.00	134.00	-40.4%
16 - 20 vehicles	240.50	136.00	-43.5%
21 - 30 vehicles	267.00	140.00	-47.6%
31 - 40 vehicles	297.50	144.00	-51.6%
41 - 50 vehicles	330.50	148.00	-55.2%
Over 50 vehicles	382.50	160.00	-58.2%
Amend Licence	12.00	12.50	4.2%

* = inclusive of VAT at relevant rate

SCHEDULE FOR INFORMATION ONLY

Table of Maximum Fees

Approved by the Government

Environmental Protection Act 1990-Fees for authorisation of industrial process Note: these fees are prescribed nationally by regulation and are reviewed annually by DCLG.

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

* = inclusive of VAT at relevant rate

Guildford Borough Council - General Fund Budget 2015-2016

Neighbourhood and Housing Management

	2014-2015	2015-2016	Increase
	From 1 April	From 1 April	
	2014	2015	
	£	£	%
To be approved by Council			
Gypsy Caravan Sites - Pitch Rental			
Ash Bridge & Cobbetts Close Sites (per week)	70.50	72.05	2.2%

Guildford Borough Council - General Fund Budget 2015-2016

Business Systems

	2014-2015 From 1 April 2014 £	2015-2016 From 1 April 2015 £	Increase %
To be approved by Council			
Letting of Council Accommodation for Meetings (Charges for other uses subject to negotiation)			
<u>Council Chamber</u>			
Morning	205.00	215.00	4.9%
Afternoon	205.00	215.00	4.9%
Evening to 9.00 pm	265.00	275.00	3.8%
<u>Committee Room 1</u>			
Morning	143.00	150.00	4.9%
Afternoon	143.00	150.00	4.9%
Evening to 9.00 pm	205.00	215.00	4.9%
<u>Committee Room 2</u>			
Morning	143.00	150.00	4.9%
Afternoon	143.00	150.00	4.9%
Evening to 9.00 pm	205.00	215.00	4.9%
House Name			
House Name Change	30.00	35.00	16.7%

Approved under Delegated Authority

Other meeting rooms

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

Millmead Staff Restaurant

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

* = inclusive of VAT at relevant rate

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2015-16**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2015-16 to 2019-20**

**GENERAL FUND
CAPITAL PROGRAMMES**

**GUILDFORD BOROUGH COUNCIL
BUDGET 2015-16 to 2019-20**

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GUILDFORD BOROUGH COUNCIL - BUDGET

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2015-16 to 2019-20

GENERAL FUND CAPITAL PROGRAMMES

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General Fund Housing element	275

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

Ref	Service Units / Capital Scheme name	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-14 (b) £000	2014-15				2015-16 Est for year (i) £000	2016-17 Est for year (ii) £000	2017-18 Est for year (iii) £000	2018-19 Est for year (iv) £000	2019-20 Est for year (v) £000	Future years est exp (g) £000	Projected exp total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000	Total net cost approved by Executive (k) £000
				Est for year approved by Council in February (c) £000	Revised est plus budget adj (d) £000	Exp at 21-01-15 (e) £000	Projected exp estimated by project officer (f) £000										
APPROVED SCHEMES																	
BUSINESS SYSTEMS																	
BS1	Investment in Millmead House campus	2,301	100	1,304	2,221	135	250	1,971	-	-	-	-	1,971	2,321	-	2,321	2,321
BS*	Elections - IT equip 2014	-	-	-	7	7	7	-	-	-	-	-	-	7	(7)	-	-
BS2	Replacement mailing machine	31	-	-	31	33	33	-	-	-	-	-	-	33	-	33	31
BUSINESS SYSTEMS - Totals		2,332	189	1,304	2,259	175	290	1,971	-	-	-	-	-	2,361	(7)	2,354	2,352
ECONOMIC DEVELOPMENT																	
ED1	Guildford Museum Structural works ph.1	115	111	-	4	-	4	-	-	-	-	-	-	115	-	115	115
ED3	Disabled Access (DDA) Improvements: ph.2	330	271	-	59	-	30	29	-	-	-	-	29	330	-	330	330
ED5	Guildford Museum: improved access to collections (electronically)	47	-	37	47	-	-	15	32	-	-	-	47	47	-	47	47
ED6	Slyfield Area Regeneration Project (SARP) (GBC share)	234	62	122	172	-	60	112	-	-	-	-	112	234	-	234	234
ED9	Heritage Lottery Fund Development Grant - Guildford Museum and Castle	100	-	79	100	-	-	100	-	-	-	-	100	100	(73)	27	27
ED10	Tyting Farm Planning Permission	70	-	30	70	55	70	-	-	-	-	-	-	70	-	70	70
ED13	Security improvements to heritage buildings	17	12	-	5	-	5	-	-	-	-	-	0	17	-	17	17
ED14	Void investment property refurbishment works	150	-	100	154	-	151	-	-	-	-	-	-	151	-	151	50
ED14a	14-15 Midleton, Building 1 refurbishment	20	17	-	3	5	5	-	-	-	-	-	-	22	-	22	20
ED14c	12 Midleton Refurb	10	2	-	8	4	8	-	-	-	-	-	-	10	-	10	10
ED14d	11 Midleton Refurb	10	-	-	-	1	1	-	-	-	-	-	-	1	-	1	10
ED14e	13 Midleton Refurb	10	-	-	-	1	1	-	-	-	-	-	-	1	-	1	10
ED19	Asbestos surveys and removal in non-residential council premises	42	14	27	28	10	14	14	-	-	-	-	14	42	-	42	42
ED21	Methane gas monitoring system	100	-	-	100	29	100	-	-	-	-	-	-	100	-	100	100
ED22	Energy efficiency compliance - Council owned properties	25	-	25	25	-	25	-	-	-	-	-	-	25	-	25	25
ED23	Rebuild retaining wall on Shalford Park boundary with the Old Vicarage	60	-	60	60	-	-	60	-	-	-	-	60	60	-	60	60
ED24	Electric Theatre - replace neon sign	14	-	14	14	0	14	-	-	-	-	-	-	14	-	14	14
ED26	Bridges	67	-	67	67	1	30	37	-	-	-	-	37	67	-	67	67
ED27	North Street Development	949	78	300	420	240	240	331	100	100	100	-	631	949	(50)	899	899
ED28	Guildhall Clock	45	-	45	45	46	46	-	-	-	-	-	-	46	-	46	45
ED31	Asset Investment Fund	26,580	839	25,000	25,741	-	336	18,000	-	-	-	-	18,000	19,175	-	19,175	26,580
ED31a	11 Midleton purchase	-	-	-	-	491	491	-	-	-	-	-	-	491	-	491	491
ED31b	The Billings	-	-	-	-	570	5,900	-	-	-	-	-	-	5,900	-	5,900	5,900
ED31c	5 Midleton	-	-	-	-	677	677	-	-	-	-	-	-	677	-	677	677
ED31d	13 Midleton	-	-	-	-	337	337	-	-	-	-	-	-	337	-	337	337
ED32	Clay lane link road	500	-	-	400	63	400	100	-	-	-	-	100	500	-	500	500
ED33	Woking road depot roof	180	-	-	-	-	-	180	-	-	-	-	180	180	-	180	180
ED34	Slyfield, Foundation units forecourt	27	-	-	-	-	-	27	-	-	-	-	27	27	-	27	27
ED35	Electric Theatre - new boilers	120	-	-	-	-	-	120	-	-	-	-	120	120	-	120	120
ED36	Electric Theatre - new projector and screen	15	-	-	-	-	-	15	-	-	-	-	15	15	-	15	15
ECONOMIC DEVELOPMENT - Totals		29,837	1,407	25,906	27,522	2,529	8,945	19,140	132	100	100	-	19,130	29,482	(123)	29,359	28,772
HEALTH AND COMMUNITY CARE																	
HC1	Shawfield centre kitchen	65	-	-	65	66	66	-	-	-	-	-	-	66	-	66	65
HEALTH AND COMMUNITY CARE - Totals		65	0	0	65	66	66	0	0	0	0	0	0	66	0	66	65

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

Ref	Service Units / Capital Scheme name	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-14 (b) £000	2014-15				2015-16 Est for year (i) £000	2016-17 Est for year (ii) £000	2017-18 Est for year (iii) £000	2018-19 Est for year (iv) £000	2019-20 Est for year (v) £000	Future years est exp (g) £000	Projected exp total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000	Total net cost approved by Executive (k) £000
				Est for year approved by Council in February (c) £000	Revised est plus budget adj (d) £000	Exp at 21-01-15 (e) £000	Projected exp estimated by project officer (f) £000										
P5	NEIGHBOURHOOD AND HOUSING MANAGEMENT Gypsy & Traveller (Ash bridge)	921	47	-	874	749	874	-	-	-	-	-	-	921	(432)	489	489
ED25	Guildford Park - new MSCP and infrastructure works	500	-	500	500	-	500	-	-	-	-	-	-	500	-	500	500
	NEIGHBOURHOOD AND HOUSING MANAGEMENT - Totals	1,421	47	500	1,374	749	1,374	0	0	0	0	0	0	1,421	(432)	989	989
	OPERATIONAL SERVICES																
OP1	Safer Guildford: CCTV & Lighting Strategy - CCTV etc. phase 4	174	62	112	112	20	112	-	-	-	-	-	-	174	-	174	174
OP2	Land Drainage: Ash Green - flood relief works	346	104	256	242	11	242	-	-	-	-	-	-	346	(60)	286	287
OP3	Sluice Gates Motorisation at Town Mill Toll House	70	59	-	11	-	11	-	-	-	-	-	-	70	-	70	70
OP4	Garden Waste Service redesign-containers & Vehicles	980	670	-	156	156	156	-	-	-	-	-	-	826	(436)	390	544
OP5	Mill Lane (Pirbright) Flood Protection Scheme	25	19	-	6	21	8	-	-	-	-	-	-	27	(19)	8	25
OP6	Vehicles, Plant & Equipment Replacement Programme	2,260	722	600	1,593	307	1,593	630	-	-	-	-	630	2,945	(80)	2,865	2,235
OP8	Chester road	95	-	95	95	37	95	-	-	-	-	-	-	95	-	95	95
OP9	Replace town centre litter bins with dual litter and recycling bins	65	-	-	65	-	65	-	-	-	-	-	-	65	-	65	65
OP10	Guildford High Street Footway Replacement	104	-	-	104	-	-	104	-	-	-	-	104	104	-	104	104
OP11	Guildford High Street Improvements	200	-	-	200	-	-	200	-	-	-	-	200	200	-	200	200
	Ash Surface Water (grant funded)	-	22	-	-	-	-	-	-	-	-	-	-	22	(22)	0	-
	William Road Flood (grant funded)	-	-	-	-	15	15	-	-	-	-	-	-	15	(15)	-	-
OP16	Replace timber plies protecting the cantilevered towpath	45	-	43	43	1	43	2	-	-	-	-	2	45	-	45	45
OP18	Replacement rolling road brake testing equipment	25	-	-	25	26	26	-	-	-	-	-	-	26	-	26	26
OP19	Flexford Flood (EA grant)	25	-	-	3	3	3	-	-	-	-	-	-	3	(3)	-	-
OP20	Flood resilience measures	100	-	-	-	-	-	100	-	-	-	-	100	100	-	100	26
	OPERATIONAL SERVICES - Totals	4,514	1,659	1,106	2,655	596	2,369	1,036	-	-	-	-	1,036	5,064	(635)	4,428	3,896
	PARKS AND LEISURE SERVICES																
PL2	Ash Manor overflow car parking	40	-	40	40	-	-	40	-	-	-	-	40	40	-	40	40
PL3	Spectrum Steelwork Repairs & replacement	120	21	90	99	14	99	-	-	-	-	-	-	120	-	120	120
PL4	Crematorium - mercury abatement/new cremators	1,017	868	-	149	78	149	-	-	-	-	-	-	1,017	-	1,017	1,017
PL5	Improvement of Security at Guildford Crematorium	24	-	-	24	-	24	-	-	-	-	-	-	24	-	24	24
PL6	Wild Wood Adventure	381	361	-	20	46	20	-	-	-	-	-	-	381	-	381	381
PL7	Infrastructure works: Stoke Park	30	-	30	30	-	30	-	-	-	-	-	-	30	-	30	30
PL9	Bereavement Services Infrastructure Improvements/Rebuild Crematorium	263	33	200	230	(4)	40	190	-	-	-	-	190	263	-	263	263
PL21(a)	Council tennis courts refurbishment - Kingston meadows	121	-	40	121	-	-	121	-	-	-	-	121	121	(81)	40	40
PL22	Stoke Park Paddling Pool (ph1)	38	-	38	38	34	38	-	-	-	-	-	-	38	-	38	38
PL22a	Stoke Park Paddling Pool (ph2)	188	-	124	188	-	188	-	-	-	-	-	-	188	(46)	142	129
PL25	Spectrum Combined Heat and Power (GF contr)	1,200	-	-	-	-	-	869	-	-	-	-	869	869	-	869	869
PL26	Replacement roundabout planters	50	-	-	-	-	-	50	-	-	-	-	50	50	-	50	50
PL27	Stoke Park Glasshouses	26	-	-	-	-	-	26	-	-	-	-	26	26	-	26	26
PL28	Bay construction at Stoke Cemetery	15	-	-	-	-	-	15	-	-	-	-	15	15	-	15	15
	PARKS & COUNTRYSIDE SERVICES - Totals	3,513	1,283	562	939	168	588	1,311	-	-	-	-	1,311	3,182	(127)	3,055	3,042
	APPROVED SCHEMES CONT.																
	PLANNING SERVICES																
P1	Environmental Improvements: High Street / Chertsey St., Guildford	60	-	35	60	-	-	-	60	-	-	-	60	60	(20)	40	40
P2	Safer Guildford: CCTV & Lighting Strategy - Lighting Strategy phase 3	124	105	-	19	-	19	-	-	-	-	-	-	124	-	124	124
P3	Safer Guildford: CCTV & Lighting Strategy - Lighting Strategy phase 4	144	108	-	36	0	36	-	-	-	-	-	-	144	(6)	138	138
P4	Guildford Riverside Route Ph 1 (part SPA)	708	-	-	-	-	-	708	-	-	-	-	708	708	(708)	-	-
	PLANNING SERVICES - Totals	1,036	212	35	115	0	55	708	60	-	-	-	768	1,035	(734)	301	302
	APPROVED SCHEMES TOTAL	42,718	4,796	29,413	34,929	4,283	13,687	24,166	192	100	100	0	22,245	42,610	(2,058)	40,552	39,418

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

Ref	Service Units / Capital Scheme name	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-14 (b) £000	2014-15			Projected exp estimated by project officer (f) £000	2015-16 Est for year (i) £000	2016-17 Est for year (ii) £000	2017-18 Est for year (iii) £000	2018-19 Est for year (iv) £000	2019-20 Est for year (v) £000	Future years est exp (g) £000	Projected exp total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000	Total net cost approved by Executive (k) £000
				Est for year approved by Council in February (c) £000	Revised est plus budget adj (d) £000	Exp at 21-01-15 (e) £000											

SUMMARY																	
APPROVED SCHEMES - TOTAL		42,718	4,796	29,413	34,929	4,283	13,687	24,166	192	100	100	-	22,245	42,610	(2,058)	40,552	39,418
GRAND TOTAL		42,718	4,796	29,413	34,929	4,283	13,687	24,166	192	100	100	-	22,245	42,610	(2,058)	40,552	39,418

FINANCED as follows :	
CONTRIBUTIONS	48
LOTTERY FUNDING	-
CAPITAL RECEIPTS	-
R.C.C.O. :	
SPECIFIC	-
GF CAPITAL SCHEMES RESERVE	-
OTHER RESERVES	-
FUNDING REQUIREMENT: HOUSING RECEIPTS	-
FUNDING REQUIREMENT: BORROWING	29,365
TOTAL	29,413

£000	£000
48	
-	
-	
-	
-	
-	
-	
29,365	
29,413	-

£000	£000	£000	£000	£000	£000	£000
48	531	0	0	0	0	531
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	177	0	0	0	0	177
0	0	0	0	0	0	0
13,639	23,458	192	100	100	0	23,850
13,687	24,166	192	100	100	0	24,558

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2014-15 to 2019-20

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-14 (b) £000	2014-15				2015-16 Est for year (i) £000	2016-17 Est for year (ii) £000	2017-18 Est for year (iii) £000	2018-19 Est for year (iv) £000	2019-20 Est for year (v) £000	Future years est exp (h) £000	Projected exp total (b) to (g)=(i) £000	Grants or Contributions towards cost of scheme (j) £000	Net total cost of scheme to the Council (i) - (j) = (k) £000	Total net cost approved by Executive (l) £000
				Est for year approved by Council in February (c) £000	Revised est plus budget adj (e) £000	Exp at 21-01-15 (f) £000	Projected exp estimated by project officer (g) £000										
PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)																	
CORPORATE DEVELOPMENT																	
CD2(P)	Stoke Park Paddling pool water recycling	31	-	31	31	-	-	31	-	-	-	-	31	31	(28)	3	3
CD3(P)	Renewables	65	-	-	-	-	-	65	-	-	-	-	65	65	-	65	65
CORPORATE DEVELOPMENT - Totals		96	-	31	31	-	-	96	-	-	-	-	96	96	(28)	68	3
ECONOMIC DEVELOPMENT																	
ED14(P)	Void investment property refurbishment works	400	-	-	-	-	-	100	100	100	100	100	500	500	-	500	400
ED15(P)	DISABLED ACCESS (DDA) IMPROVEMENTS: ph.3	310	-	139	139	-	-	309	-	-	-	-	309	309	-	309	309
ED16(P)	Slyfield Area Regeneration Project (SARP) (GBC share)	750	-	600	750	-	750	-	-	-	-	-	750	-	-	750	750
ED18(P)	Museum and castle development	271	-	251	271	-	271	-	-	-	-	-	271	(167)	104	104	
ED21(P)	Methane gas monitoring system	150	-	-	150	-	150	-	-	-	-	-	150	-	-	150	200
ED22(P)	Energy efficiency compliance - Council owned properties	920	-	-	-	-	-	230	230	230	230	-	920	-	-	920	920
ED26(P)	Bridges	570	-	-	-	-	-	285	285	-	-	-	570	-	-	570	570
ED29(P)	Guildford House courtyard	7	-	7	7	-	7	-	-	-	-	-	7	-	-	7	7
ED30(P)	Home Farm, Effingham - provision of Gypsy and Traveller pitches	900	-	50	50	-	50	825	25	-	-	-	850	900	-	900	900
ED32(P)	Clay lane link road	7,340	-	-	-	-	-	-	7,340	-	-	-	7,340	7,340	(1,340)	6,000	6,000
ED37(P)	Guildford Heart of Heritage - delivery phase	4,960	-	-	-	-	-	-	142	1,707	1,997	1,115	4,961	4,961	(2,828)	2,133	2,133
ED38(P)	North Street development	70,334	-	-	-	-	-	21,134	-	-	49,200	-	70,334	70,334	-	70,334	70,334
ECONOMIC DEVELOPMENT - Totals		86,912	-	1,047	1,367	-	1,228	22,883	8,122	2,037	51,527	1,215	85,784	87,012	(4,335)	82,677	14,426
HEALTH AND COMMUNITY CARE																	
HC2(P)	Housing renewal and Disabled Facilities grants	2,400	-	-	600	-	-	-	600	600	600	-	1,800	1,800	(1,145)	655	1,255
HEALTH & COMMUNITY CARE - Totals		2,400	-	-	600	-	-	-	600	600	600	-	1,800	1,800	(1,145)	655	1,255
NEIGHBOURHOOD & HOUSING MANAGEMENT																	
ED25(P)	Guildford Park new MSCP and infrastructure works	7,100	-	-	-	-	-	2,500	4,600	-	-	-	7,100	7,100	(4,500)	2,600	2,600
N&HM1(P)	Provision of a single gypsy pitch at Wyke Avenue	158	-	-	-	-	-	153	5	-	-	-	158	158	(20)	138	138
NEIGHBOURHOOD & HOUSING MANAGEMENT - Totals		7,258	-	-	-	-	-	2,653	4,605	-	-	-	7,258	7,258	(4,520)	2,738	2,738
OPERATIONAL SERVICES																	
OP5(P)	Mill Lane (Pirbright) Flood Protection Scheme	200	-	181	200	-	200	-	-	-	-	-	200	200	(20)	180	200
	Additional Parking Space Mary Rd & Millbrook Car Parks; Option 1: Mary Road decking (Option 3 being the more expensive option has been included in the figures)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OP13(P)	Option 2: Millbrook decking	1,025	-	1,025	1,025	-	-	1,025	-	-	-	-	1,025	1,025	-	1,025	1,025
OP14(P)	Option 3: Mary Road Multi Storey (this more expensive option has been included in the figures)	5,565	-	2,815	2,815	-	-	2,815	2,750	-	-	-	5,565	5,565	-	5,565	5,565
OP15(P)	Vehicles, Plant & Equipment Replacement Programme	3,400	-	-	-	-	-	-	2,600	600	600	600	4,400	4,400	-	4,400	4,591
OP17(P)	New vehicle washing system	155	-	-	-	-	-	155	-	-	-	-	155	155	-	155	155
OP21(P)	Surface water management plan	200	-	-	-	-	-	200	-	-	-	-	200	200	-	200	200
OP22(P)	Litter bins	200	-	-	-	-	-	-	200	-	-	-	200	200	-	200	200
OPERATIONAL SERVICES - Totals		10,745	-	4,021	4,040	-	200	4,195	5,550	600	600	600	11,545	11,745	(20)	11,725	11,736
PARKS & LEISURE SERVICES																	
PL7(P)	Infrastructure works: stoke park	4,165	-	-	-	-	-	260	3,461	444	-	-	4,165	4,165	(3,424)	741	741
PL9(P)	Bereavement Services Infrastructure Improvements/Rebuild new crematorium	4,300	-	-	-	-	-	-	3,710	520	70	-	4,300	4,300	-	4,300	4,500
PL11(P)	Spectrum Roof replacement	2,306	-	1,567	2,306	-	-	2,769	1,231	-	-	-	4,000	4,000	-	4,000	4,000
PL12(P)	Spectrum schemes to be agreed with Freedom Leisure	700	-	700	700	-	-	700	-	-	-	-	700	700	-	700	700

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2014-15 to 2019-20

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-14 (b) £000	2014-15			Projected exp estimated by project officer (g) £000	2015-16 Est for year (i) £000	2016-17 Est for year (ii) £000	2017-18 Est for year (iii) £000	2018-19 Est for year (iv) £000	2019-20 Est for year (v) £000	Future years est exp (h) £000	Projected exp total (b) to (g)=(i) £000	Grants or Contributions towards cost of scheme (j) £000	Net total cost of scheme to the Council (i) - (j) = (k) £000	Total net cost approved by Executive (l) £000
				Est for year approved by Council in February (c) £000	Revised est plus budget adj (e) £000	Exp at 21-01-15 (f) £000											
PL13(P)	Stoke Park drainage & water features	77	-	77	77	-	77	-	-	-	-	-	77	77	-	77	77
PL14(P)	Stoke Park office improvements	55	-	-	55	-	55	-	-	-	-	-	55	55	-	55	55
PL15(P)	Infrastructure works: Guildford Commons	150	-	50	100	-	100	50	-	-	-	-	150	150	-	150	150
PL16(P)	New burial grounds - acquisition & development	1,750	-	27	27	-	1,000	750	-	-	-	-	1,750	1,750	-	1,750	1,750
PL18(P)	Refurbishment / rebuild Sutherland Memorial Park Pavilion	100	-	50	50	-	-	-	100	-	-	-	100	100	-	100	100
PL19(P)	Castle Valley Gardens - automatic watering system for flower beds	30	-	30	30	-	30	-	-	-	-	-	30	30	-	30	30
PL20(P)	Council owned playground refurbishment	625	-	150	150	-	125	125	125	100	120	595	745	-	745	625	
PL21(P)	Council tennis courts refurbishment	295	-	215	215	-	215	80	-	-	-	295	295	(10)	285	285	
PL23(P)	Infrastructure works at allotments	43	-	43	43	-	43	-	-	-	-	43	43	-	43	43	
PL24(P)	Kings college astro turf	450	-	-	-	-	-	450	-	-	-	450	450	(350)	100	100	
PL29(P)	Woodbridge Rd	1,162	-	-	-	-	1,162	-	-	-	-	1,162	1,162	(1,012)	150	150	
PL30(P)	Home Farm - stoke park	675	-	-	-	-	15	575	10	75	-	675	675	-	675	675	
PL31(P)	Northside drainage scheme	130	-	-	-	-	130	-	-	-	-	130	130	(80)	50	50	
PL32(P)	Stoke Park Bowls Club	35	-	-	-	-	-	35	-	-	-	35	35	-	35	35	
PARKS & LEISURE SERVICES - Totals		17,048	-	2,909	3,753	-	150	6,681	10,467	1,199	245	120	18,712	18,862	(4,876)	13,986	14,066
PLANNING SERVICES																	
PL5(P)	Guildford Gyrotory Package - Walnut/Wooden Bridge	4,469	-	-	-	-	-	2,369	2,100	-	-	4,469	4,469	(4,469)	-	-	
PL6(P)	Guildford Riverside Route PH 2&3	2,400	-	-	-	-	-	2,400	-	-	-	2,400	2,400	(2,400)	-	-	
PL7(P)	Transport schemes for future Local Growth Fund and other	4,000	-	-	-	-	-	4,000	-	-	-	4,000	4,000	(3,500)	-	500	
PLANNING SERVICES - Totals		10,869	-	-	-	-	-	8,769	2,100	-	-	10,869	10,869	(10,369)	-	500	
PROVISIONAL SCHEMES - GRAND TOTALS		135,328	-	8,008	9,791	-	1,578	36,508	38,113	6,536	52,972	1,935	136,064	137,642	(25,293)	111,849	44,724

SUMMARY																	
PROVISIONAL SCHEMES - TOTAL	135,328	-	8,008	9,791	-	1,578	36,508	38,113	6,536	52,972	1,935	136,064	137,642	(25,293)	111,849	44,724	
GRAND TOTAL	135,328	-	8,008	9,791	-	1,578	36,508	38,113	6,536	52,972	1,935	136,064	137,642	(25,293)	111,849	44,724	

FINANCED as follows :	
CONTRIBUTIONS	82
LOTTERY FUNDING	-
CAPITAL RECEIPTS	-
R.C.C.O. :	
GF CAPITAL SCHEMES RESERVE	-
OTHER RESERVES	-
FUNDING REQUIREMENT: HOUSING RECEIPTS	-
FUNDING REQUIREMENT: BORROWING	7,926
TOTAL	8,008

£000	£000
82	
-	
-	
-	
-	
-	
7,926	
8,008	-

£000	£000	£000	£000	£000	£000	£000
82	635	18,549	285	290	0	19,759
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	1,885	0	0	0	1,885
0	0	0	0	0	0	0
1,496	35,873	17,679	6,251	52,682	1,935	114,420
1,578	36,508	38,113	6,536	52,972	1,935	136,064

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITURE 2014-15 to 2019-20

Item No.	Projects & Sources of Funding	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-14 (b) £000	2014-15				2015-16 Est for year (i) £000	2016-17 Est for year (ii) £000	2017-18 Est for year (iii) £000	2018-19 Est for year (iv) £000	2019-20 Est for year (v) £000	Future years estimated expenditure (g) £000	Projected expenditure total (b)+(g) = (h) £000
				Estimate approved by Council in February (c) £000	Revised estimate plus budget adj (d) £000	Expenditure as at 21-01-15 (e) £000	Projected expenditure estimated by project officer (f) £000							
	CORPORATE DEVELOPMENT													
	<u>ENERGY PROJECTS per SALIX RESERVE:</u>													
R-EN8	Relight Electric Theatre stage	50	32	-	17	15	17	-	-	-	-	-	-	49
R-EN10	LED Lighting replacement	80	-	80	80	-	80	-	-	-	-	-	-	80
R-EN11	WRD energy reduction	70	-	-	-	-	-	70	-	-	-	-	70	70
	<u>ENERGY PROJECTS per GBC INVEST TO SAVE RESERVE:</u>													
	<i>GBC 'Invest to Save' energy projects (to be repaid in line with savings)</i>													
R-EN3	Spectrum - Absorption chiller	90	-	90	90	-	-	44	90	-	-	-	44	90
R-EN4	Millmead - replace lighting	100	-	100	100	-	100	-	-	-	-	-	-	100
R-EN7	Fleet Fuel Saver	18	18	-	12	18	18	-	-	-	-	-	-	36
R-EN12	PV projects	100	-	-	-	-	-	100	-	-	-	-	100	100
	<i>GBC 'One Off' energy projects (no repayment)</i>	63	59	-	4	-	4	-	-	-	-	-	-	63
	CORPORATE DEVELOPMENT - Totals	571	109	270	353	33	219	304	-	-	-	-	304	588
	<u>LABGI RESERVE</u>													
R-LB1	Bedford Rd Bus Station	250	59	-	191	-	-	191	-	-	-	-	191	250
R-LB4	Guildford High St - repairs to setts	110	80	-	30	-	-	30	-	-	-	-	30	110
	LABGI Reserve - Totals	360	139	-	221	-	-	221	-	-	-	-	221	360
	<u>BUSINESS SYSTEMS</u>													
	<u>INFORMATION TECHNOLOGY - IT Renewals Reserve : approved annually</u>													
	Hardware / software budget			750	750	-	376	515	500	350	350	350	2,065	2,441
R-IT1	Hardware	annual	annual	-	-	168	168	-	-	-	-	-	-	168
R-IT2	Software	annual	annual	-	-	170	170	-	-	-	-	-	-	170
R-IT3	- Share Point Intranet Upgrade			-	-	-	-	-	-	-	-	-	-	-
R-IT4	- Efin upgrade and E Procurement Implementation			-	-	3	3	-	-	-	-	-	-	3
R-IT5	- GIS Upgrade			-	-	-	-	-	-	-	-	-	-	-
R-IT6	- Desktop Virtualisation			-	-	-	-	-	-	-	-	-	-	-
R-IT7	- Sharepoint/Exchange			-	-	-	-	-	-	-	-	-	-	-
R-IT8	- Tascomi			-	-	2	2	-	-	-	-	-	-	2
R-IT9	- Waste Mgt collection system			-	-	-	-	-	-	-	-	-	-	-
R-IT10	- Adelante			-	-	16	16	-	-	-	-	-	-	16
R-IT11	- Corp project mgt software			-	-	12	12	-	-	-	-	-	-	12
R-IT12	- Asset mgt system			-	-	3	3	-	-	-	-	-	-	3
	IT Renewals Reserve - Totals	-	-	750	750	374	750	515	500	350	350	350	2,065	2,815

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITURE 2014-15 to 2019-20

Item No.	Projects & Sources of Funding	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-14 (b) £000	2014-15				2015-16 Est for year (i) £000	2016-17 Est for year (ii) £000	2017-18 Est for year (iii) £000	2018-19 Est for year (iv) £000	2019-20 Est for year (v) £000	Future years estimated expenditure (g) £000	Projected expenditure total (b)+(g) = (h) £000
				Estimate approved by Council in February (c) £000	Revised estimate plus budget adj (d) £000	Expenditure as at 21-01-15 (e) £000	Projected expenditure estimated by project officer (f) £000							
SPECTRUM RESERVE														
R-S2	Smoke Seals	15	7	-	8	-	8	-	-	-	-	-	-	15
R-S3	Arena drip trays	25	-	-	25	-	25	-	-	-	-	-	-	25
R-S4	Costa drip trays	2	-	-	2	6	6	-	-	-	-	-	-	6
R-S5	Action Suite / underground stores	36	20	-	16	7	16	-	-	-	-	-	-	36
R-S6	Pool store/Comp pool changing rooms	15	-	-	15	-	15	-	-	-	-	-	-	15
R-S7	Bowl tech office	4	1	-	3	-	3	-	-	-	-	-	-	4
R-S8	Signage strategy	40	-	-	40	17	40	-	-	-	-	-	-	40
R-S10	Chiller Replacement & CHO absorption chiller	245	-	243	243	-	-	243	-	-	-	-	243	243
R-S13	Lift controls - replacement	310	-	68	310	-	310	-	-	-	-	-	-	310
Spectrum Reserve - Totals		555	-	311	553	30	310	243	-	-	-	-	243	694
OPERATIONAL SERVICES														
<u>CAR PARKS RESERVE (see note opposite):</u>														
R-CP1	Car parks - install/replace pay-on-foot equipment	570	236	-	334	-	334	-	-	-	-	-	-	570
R-CP2	Car parks - install/replace pay and display equipment	300	182	-	118	-	118	-	-	-	-	-	-	300
<u>Car Parks - Lighting & Electrical improvements:</u>														
R-CP3	- Bedford Road Lighting & Electrical	348	306	-	42	-	42	-	-	-	-	-	-	348
R-CP4	- Leapale Road Lighting & Electrical	102	53	-	49	-	49	-	-	-	-	-	-	102
R-CP13	- Castle, Farnham & York Rd Lighting	300	-	-	-	-	-	300	-	-	-	-	300	300
<u>Car parks - Deck surfacing:</u>														
R-CP8	- Castle car park	350	-	-	-	-	-	-	-	350	-	-	350	350
R-CP9	- Farnham Road car park	550	0	-	550	488	550	-	-	-	-	-	-	550
R-CP10	- Bedford Road	900	-	-	-	-	-	-	-	900	-	-	900	900
R-CP11	Dilapidation works to Onslow House and Bedford Rd MS	77	-	77	77	1	1	76	-	-	-	-	76	77
R-CP12	Replacement of collapsed retaining wall Bright Hill	321	0	-	321	-	-	321	-	-	-	-	321	321
R-CP14	Lift replacement	429	-	-	-	-	-	-	143	143	143	-	429	429
Car Parks Reserve - Totals		4,247	776	77	1,491	488	1,094	697	143	1,393	143	-	2,376	4,246
PARKS SERVICES														
<u>SPA RESERVE:</u>														
R-SPA1	SPA schemes (various)	100	annual	100	100	-	49	100	100	100	-	-	300	400
R-SPA1	Chantry Woods					13	13						-	
R-SPA2	Effingham					7	7						-	
R-SPA3	Lakeside					29	29						-	
R-SPA4	Riverside					2	2						-	
R-SPA5	Parsonage					-	-						-	
R-SPA6	Boardwalk at Riverside Nature Reserve	230	218	-	12	12	12	-	-	-	-	-	-	230
R-SPA7	Access tracks at Chantry Wood	60	-	-	60	-	60	-	-	-	-	-	-	60
SPA Reserve - Totals		390	218	100	172	63	172	100	100	100	-	-	300	690
GRAND TOTALS		6,123	1,242	1,508	3,540	987	2,545	2,080	743	1,843	493	350	5,509	9,393

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITURE 2014-15 to 2019-20

Item No.	Projects & Sources of Funding	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-14 (b) £000	2014-15			Projected expenditure estimated by project officer (f) £000	2015-16 Est for year (i) £000	2016-17 Est for year (ii) £000	2017-18 Est for year (iii) £000	2018-19 Est for year (iv) £000	2019-20 Est for year (v) £000	Future years estimated expenditure (g) £000	Projected expenditure total (b)+(g) = (h) £000
				Estimate approved by Council in February (c) £000	Revised estimate plus budget adj (d) £000	Expenditure as at 21-01-15 (e) £000								

FUNDING SUMMARY		£000	£000	£000	£000	£000	£000	£000	£000	£000
Reserves (various)		1,408	3,368	924	2,373	1,980	643	1,743	493	350
Grants & contributions		100	172	63	172	100	100	100	-	-
TOTALS		1,508	3,540	987	2,545	2,080	743	1,843	493	350

GENERAL FUND CAPITAL PROGRAMME - S106 ESTIMATED EXPENDITURE 2014-15 to 2019-20

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-14 (b) £000	2014-15			Projected expenditure estimated by project officer (f) £000	2015-16 Est for year (i) £000	2016-17 Est for year (ii) £000	2017-18 Est for year (iii) £000	2018-19 Est for year (iv) £000	2019-20 Est for year (v) £000	Future years estimated expenditure (g) £000	Projected expenditure total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000
				Estimate approved by Council in February (c) £000	Revised estimate plus budget adj (d)	Exp at 21-01-15 (e) £000										
APPROVED SCHEMES (fully funded from S106 contributions)																
PARKS & LEISURE																
S-PL1	Woodbridge Meadow Artwork	34	28	-	6	-	6	-	-	-	-	-	-	34	(34)	-
S-PL2	G Live Artwork	34	32	-	2	-	2	-	-	-	-	-	-	34	(34)	-
S-PL3	Art Print Hse Sq (Sculpture Martyr Rd)	36	25	-	11	0	11	-	-	-	-	-	-	36	(36)	-
S-PL5	Woking Road - willow screen	4	1	-	3	-	3	-	-	-	-	-	-	4	(4)	-
S-PL6	Stoke Park Skate park - replace existing facility	235	229	-	6	1	6	-	-	-	-	-	-	235	(235)	-
S-PL7	Tilehouse Open Space - Playground Refurbishment & Fitness Equipment	100	84	-	16	9	16	-	-	-	-	-	-	100	(100)	-
S-PL8	Briars Playground Refurb	10	-	-	10	-	10	-	-	-	-	-	-	10	(10)	-
S-PL9	Parks Civic - New trees & landscaping	57	27	-	30	11	30	-	-	-	-	-	-	57	(57)	-
S-PL11	Foxenden Quarry replace playground Equip	29	28	-	29	-	29	-	-	-	-	-	-	57	(57)	-
S-PL13	Stoke Recreation Ground play area	37	33	-	4	(0)	4	-	-	-	-	-	-	37	(37)	-
S-PL16	Torch legacy sculpture	12	9	-	3	8	8	-	-	-	-	-	-	17	(17)	-
S-PL17	Bushy Hill Facilities	27	-	-	27	16	27	-	-	-	-	-	-	27	(27)	-
S-PL18	West Horsley Village Hall Playground	8	-	-	8	8	8	-	-	-	-	-	-	8	(8)	-
S-PL19	Blackwater close play facilities	12	-	-	12	11	12	-	-	-	-	-	-	12	(12)	-
S-PL20	Grace and Flavour community garden	21	-	-	21	12	21	-	-	-	-	-	-	21	(21)	-
S-PL21	Shalford Parish Childrens Playgrounds	24	-	-	24	24	24	-	-	-	-	-	-	24	(24)	-
S-PL22	Millmead Island improvements	32	-	-	32	13	32	-	-	-	-	-	-	32	(32)	-
S-PL23	75-78 Woodbridge Rd	15	1	-	14	3	14	-	-	-	-	-	-	15	(15)	-
S-PL24	Woodbridge Meadow Public Art	70	-	-	70	-	70	-	-	-	-	-	-	70	(70)	-
S-PL25	Lakeside Nature Reserve replacement and new fish swim platforms and boardwalks	6	-	-	6	6	6	-	-	-	-	-	-	6	(6)	-
S-PL26	Shackleford Village Centre roof	5	-	-	5	5	5	-	-	-	-	-	-	5	(5)	-
	Upper Edgeborough Road		-	-	4	4	4	-	-	-	-	-	-	4	(4)	-
	PARKS & COUNTRYSIDE SERVICES S106 - Totals	807	496	-	343	130	348	-	-	-	-	-	-	844	(844)	-
APPROVED SCHEMES continued (fully funded from S106 contributions)																
PLANNING SERVICES																
S-P1	Haydon Place / Martyr Road	75	64	-	3	0	3	-	-	-	-	-	-	67	(67)	-
S-P2	Frenchland Hatch Footpath Works	20	19	-	1	-	1	-	-	-	-	-	-	20	(20)	-
S-P3	North Street Rejuvenation Project	489	207	175	282	6	282	-	-	-	-	-	-	489	(489)	-
S-P4	Grove Road Effingham	16	15	-	1	-	1	-	-	-	-	-	-	16	(16)	-
S-P5	Falcon Rd Guildford	6	-	-	6	-	6	-	-	-	-	-	-	6	(6)	-
S-P7	Woodbridge meadows	243	23	60	200	-	200	20	-	-	-	20	243	(243)	-	
S-P8	Woodbridge Hill environmental improvements	72	4	-	68	5	68	-	-	-	-	-	-	72	(72)	-
S-P9	G Live Environmental Improvements	163	153	-	11	11	11	-	-	-	-	-	-	163	(163)	-
S-P10	G Live Lighting and Signage	32	-	-	32	-	32	-	-	-	-	-	-	32	(32)	-
S-P11	G Live Bus stop/drop off point	11	4	-	7	-	7	-	-	-	-	-	-	11	(11)	-
S-P12	Espom Rd/Boxgrove Road	150	1	30	149	1	149	-	-	-	-	-	-	150	(150)	-
S-P13	Kingpost Parade car park	20	18	-	2	0	2	-	-	-	-	-	-	20	(20)	-
S-P14	Bridge Street Waymarking	5	1	-	4	-	4	-	-	-	-	-	-	5	(5)	-
S-P15	Stoke Grove	42	-	-	42	9	42	-	-	-	-	-	-	42	(42)	-
	PLANNING SERVICES S106 - Totals	1,344	507	265	808	33	808	20	-	-	-	-	20	1,335	(1,335)	-

GENERAL FUND CAPITAL PROGRAMME - S106 ESTIMATED EXPENDITURE 2014-15 to 2019-20

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-14 (b) £000	2014-15			Projected expenditure estimated by project officer (f) £000	2015-16 Est for year (i) £000	2016-17 Est for year (ii) £000	2017-18 Est for year (iii) £000	2018-19 Est for year (iv) £000	2019-20 Est for year (v) £000	Future years estimated expenditure (g) £000	Projected expenditure total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000
				Estimate approved by Council in February (c) £000	Revised estimate plus budget adj (d)	Exp at 21-01-15 (e) £000										
	APPROVED S106 SCHEMES TOTAL	2,347	1,196	265	1,151	163	1,156	20	-	-	-	-	20	2,375	(2,375)	-

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

SUMMARY
APPROVED S106 SCHEMES - TOTAL
PROVISIONAL S106 SCHEMES - TOTAL
GRAND TOTAL

1,196	265	1,151	163	1,156	20	-	-	-	-	-	20	2,375	(2,375)	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,196	265	1,151	163	1,156	20	-	-	-	-	-	20	2,375	(2,375)	-

FINANCED BY - S106 CONTRIBUTIONS

(1,196)	(265)	(1,151)	(163)	(1,156)	(20)	-	-	-	-	-	(20)	(2,375)	2,375	-
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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 2013-14 have been drafted and are to be audited.

1.3 Funding assumptions:

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

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

2.0 Capital receipts - Balances (T01001)

	2013-14 Actuals £000	2014-15 Budget £000	2014-15 Est Outturn £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000
Balance as at 1 April	0	0	5,809	0	0	0	0	0
Add estimated usable receipts in year	14,232	0	0	0	0	0	0	0
Return Housing capital receipts	(3,127)	0	0	0	0	0	0	0
Less applied re funding of capital schemes	(5,296)	0	(5,809)	0	0	0	0	0
Balance after funding capital expenditure as at 31 March	5,809	0	0	0	0	0	0	0

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

during year = outturn (col v, actual = col u)

3.0 Capital expenditure and funding - summary

Estimated capital expenditure

Main programme - approved

Main programme - provisional

s106

Reserves

Total estimated capital expenditure

To be funded by:

Capital receipts (*per 2.above*)

Contributions

R.C.C.O. :

Specific

Other reserves

Capital Schemes Reserve (*para.4 below*)

Internal borrowing

Balance of funding to be met from (i) the Capital Reserve (para.4 below), and (ii) borrowing (para.6).

Total funding required

	2013-14 Actuals £000	2014-15 Budget £000	2014-15 Actual £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000
Main programme - approved	18,429	7,950	13,687	24,166	192	100	100	0
Main programme - provisional	0	29,306	1,578	36,508	38,113	6,536	52,972	1,935
s106	270	265	1,156	20	0	0	0	0
Reserves	1,386	1,644	2,545	2,080	743	1,843	493	350
Total estimated capital expenditure	20,085	39,165	18,966	62,774	39,048	8,479	53,565	2,285
To be funded by:								
Capital receipts (<i>per 2.above</i>)	(5,296)	0	(5,809)	0	0	0	0	0
Contributions	(491)	(495)	(335)	(1,286)	(18,649)	(385)	(290)	0
<u>R.C.C.O. :</u>								
Specific	(541)	0	0	0	0	0	0	0
Other reserves	(1,305)	(1,544)	(2,373)	(2,157)	(2,528)	(1,743)	(493)	(350)
Capital Schemes Reserve (<i>para.4 below</i>)	0	0	0	0	0	0	0	0
Internal borrowing	(12,453)	0	0	0	0	0	0	0
	(20,085)	(2,039)	(8,517)	(3,443)	(21,177)	(2,128)	(783)	(350)
<i>Balance of funding to be met from (i) the Capital Reserve (para.4 below), and (ii) borrowing (para.6).</i>	0	(37,126)	(10,449)	(59,331)	(17,871)	(6,351)	(52,782)	(1,935)
Total funding required	(20,085)	(39,165)	(18,966)	(62,774)	(39,048)	(8,479)	(53,565)	(2,285)

4.0 General Fund Capital Schemes Reserve (U01030)

Balance as at 1 April

Add: General Fund Revenue Budget variations

Contribution from revenue

Tfr to liongate reserve

Less: Applied re funding of capital programme

Balance after funding capital expenditure etc.as at 31 March

	2013-14 Actuals £000	2014-15 Budget £000	2014-15 Est Outturn £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000
Balance as at 1 April	2,714	0	1,570	0	0	0	0	0
Add: General Fund Revenue Budget variations	0	0	0	0	0	0	0	0
Contribution from revenue	0	0	0	0	0	0	0	0
Tfr to liongate reserve	(1,144)	0	0	0	0	0	0	0
	1,570	0	1,570	0	0	0	0	0
Less: Applied re funding of capital programme	0	0	(1,570)	0	0	0	0	0
Balance after funding capital expenditure etc.as at 31 March	1,570	0	0	0	0	0	0	0

Estimated shortfall at year-end to be funded from borrowing

	0	37,126	8,879	59,331	17,871	6,351	52,782	1,935
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GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

5.0 Housing capital receipts (pre 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects - this is a GBC policy

Balance as at 1 April	23,169	17,724	17,408	17,078	16,748	16,418	16,088
Add: Estimated receipts in year	200	0	0	0	0	0	0
Less: Applied re Housing (General Fund) capital programme	(1,911)	(316)	(330)	(330)	(330)	(330)	(330)
Less: Applied re Housing Improvement programme	(250)	0	0	0	0	0	0
	21,208	17,408	17,078	16,748	16,418	16,088	15,758
Less: Applied on regeneration schemes	0	0	0	0	0	0	0
Housing receipts - estimated balance in hand at year end	21,208	17,408	17,078	16,748	16,418	16,088	15,758

2014-15 Budget £000	2014-15 Est Outturn £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000
23,169	17,724	17,408	17,078	16,748	16,418	16,088
200	0	0	0	0	0	0
(1,911)	(316)	(330)	(330)	(330)	(330)	(330)
(250)	0	0	0	0	0	0
21,208	17,408	17,078	16,748	16,418	16,088	15,758
0	0	0	0	0	0	0
21,208	17,408	17,078	16,748	16,418	16,088	15,758

5.1 Housing capital receipts (post 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects only this is statutory

Balance as at 1 April	5,561	3,128	1,235	430	(95)	(560)	(1,020)
Add: Estimated receipts in year	200	200	200	200	200	200	200
Less: Applied re Housing (General Fund) capital programme	(1,581)	(1,843)	(755)	(475)	(415)	(410)	(410)
Less: Applied re Housing Improvement programme	(250)	(250)	(250)	(250)	(250)	(250)	(250)
	3,930	1,235	430	(95)	(560)	(1,020)	(1,480)
Less: Applied on regeneration schemes	0	0	0	0	0	0	0
Housing receipts - estimated balance in hand at year end	3,930	1,235	430	(95)	(560)	(1,020)	(1,480)

2014-15 Budget £000	2014-15 Est Outturn £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000
5,561	3,128	1,235	430	(95)	(560)	(1,020)
200	200	200	200	200	200	200
(1,581)	(1,843)	(755)	(475)	(415)	(410)	(410)
(250)	(250)	(250)	(250)	(250)	(250)	(250)
3,930	1,235	430	(95)	(560)	(1,020)	(1,480)
0	0	0	0	0	0	0
3,930	1,235	430	(95)	(560)	(1,020)	(1,480)

Total £'000s

6.1 Estimated annual borrowing requirement-current programme

Bids for funding	0	0	0	0	0	0	0
Total estimated borrowing requirement if all bids on Appendix 1 approved	37,126	8,879	59,331	17,871	6,351	52,782	147,149

37,126	8,879	59,331	17,871	6,351	52,782	1,935	147,149
0	0	0	0	0	0	0	0
37,126	8,879	59,331	17,871	6,351	52,782	1,935	147,149

GENERAL FUND HOUSING CAPITAL PROGRAMME

	Approved Project Budget £000	Cumulative Spend at 31-03-14 £000	2014-15 Original Estimate £000	2014-15 Revised Estimate £000	2014-15 Actual @ 21-01-15 £000	2014-15 Projected Outturn £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	Total scheme cost £000
EXPENDITURE - APPROVED PROGRAMME												
Grants												
N51008	Disabled Facilities Grants - mandatory	annual	430	430	250	430	430	430	490	490	490	
N51020	Home Improvement Assistance	annual	120	120	108	120	120	120	80	80	80	
N51021	Solar energy loans	annual	30	30	0	30	30	30	30	30	30	
N51030/32	SHIP Scheme	annual	20	20	0	20	20	20	0	0	0	
	Total Disabled Facilities Grants		600	600	358	600	600	600	600	600	600	
Affordable Housing												
	Acquisition of Land & Buildings		0	0	0	0	0	0	0	0	0	0
	<u>Feasibility/Site Preparation (incl. decommission costs and home loss & disturbance payments):</u>											
N55016	- Garage and infill Sites Ph 1	0	27	60	60	25	28	0	0	0	0	55
	- Garage and infill Sites Ph 2	0	0	0	0	0	0	50	20	20	20	130
N55004	- Lakeside Close, Ash	0	304	0	0	4	4	0	0	0	0	308
N55009	- New Road Gomshall	0	217	0	0	2	2	0	0	0	0	219
N55015	- Guildford Corporation Club	0	2	38	185	27	42	65	30	0	0	139
N55013	- Ladymead / Fire station	0	4	0	0	26	50	10	5	5	0	74
N55017	- Guildford Park Car Park	0	32	0	165	23	240	240	30	0	0	542
	General	annual	0	110	610	0	110	40	40	40	40	
	Total In-house affordable housing expenditure			208	1,020	105	476	405	125	65	60	60
Affordable Housing - Grants:												
N56041	Willow Way	326	20	120	120	0	120	0	0	0	0	140
	- Willow Way roadway	41	0	41	41	0	41	0	0	0	0	41
	White Hart Court	1,790	269	1,050	1,050	1,400	1,400	0	0	0	0	1,669
	General Grants	annual	0	162	162	0	162	350	350	350	350	
	Total housing association affordable housing expenditure			1,373	1,373	1,400	1,723	350	350	350	350	
	Total Expenditure to be financed			2,181	2,993	1,864	2,799	1,355	1,075	1,015	1,010	1,010

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

FINANCING OF PROGRAMME

Specific Grants
Housing Grant repayments
Capital Receipts Reserve - pre 13-14
Capital Receipts Reserve - post 13-14
Total Financing (= Total Expenditure)

2014-15 Original Estimate £000	2014-15 Revised Estimate £000	2014-15 Actual @ 21-01-15 £000	2014-15 Projected Outturn £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000
240	240	252	254	240	240	240	240	240
30	30	0	30	30	30	30	30	30
330	330	106	316	330	330	330	330	330
1,581	2,393	1,505	2,199	755	475	415	410	410
2,181	2,993	1,864	2,799	1,355	1,075	1,015	1,010	1,010

GENERAL FUND HOUSING CAPITAL PROGRAMME

	2013-14 Actuals £000	2014-15 Original Estimate £000	2014-15 Revised Estimate £000	2014-15 Actual @ Outturn £000	2014-15 Projected Outturn £000	2015-16 Estimate £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000
BALANCES										
Usable Capital Receipts (T01008) pre 13-14										
Balance b/f	17,934	17,608	17,724	0	17,724	17,408	17,078	16,748	16,418	16,088
Estimated receipts - sale of dwellings	0	0	0	0	0	0	0	0	0	0
Applied re DFG's capital programme (above)	(210)	(330)	(330)	(106)	(316)	(330)	(330)	(330)	(330)	(330)
Applied re HRA capital Programme	0	0	0	0	0	0	0	0	0	0
Repaid re General Fund capital programme	0	0	0	0	0	0	0	0	0	0
Balance c/f	17,724	17,278	17,394	(106)	17,408	17,078	16,748	16,418	16,088	15,758
BALANCES										
Usable Capital Receipts (T01012) post 13-14 (can be used for: HRA, affordable housing & regeneration)										
Balance b/f	0	5,561	3,128	0	3,128	879	74	(451)	(916)	(1,376)
Estimated receipts - sale of dwellings	447	200	200	0	200	200	200	200	200	200
Repaid re General Fund capital programme	3,127	0	0	0	0	0	0	0	0	0
Applied re General Fund Housing capital programme (above)	0	(1,581)	(2,393)	(1,505)	(2,199)	(755)	(475)	(415)	(410)	(410)
Applied re HRA capital Programme	(446)	(250)	(250)	0	(250)	(250)	(250)	(250)	(250)	(250)
Balance c/f	3,128	3,930	685	(1,505)	879	74	(451)	(916)	(1,376)	(1,836)
Housing Grant Repayments										
Balance b/f	0	0	0	0	0	0	0	0	0	0
Repayments in year	54	30	30	0	30	30	30	30	30	30
Used in Year	(54)	(30)	(30)	0	(30)	(30)	(30)	(30)	(30)	(30)
Balance c/f	0	0	0	0	0	0	0	0	0	0

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GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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Collection Fund Deficit/Surplus - the estimated surplus or deficit on the Collection Fund, which must be split into that relating to council tax and that relating to business rates. The council tax surplus or deficit is split between the Borough Council, the County Council and the Police and Crime Commissioner pro rata to their precept demand on the Fund. The business rates surplus or deficit is split between the Council, Central Government and the County Council. In both cases the Borough Council's share is transferred to the General Fund in the following year.

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

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

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

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

County Precept - see under Precept.

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

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

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

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

Fees and Charges - individual charges for services provided.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

National Non-Domestic Rate (NNDR) - on 1st April 1990 a tax introduced, together with community charge (now council tax) to replace general rates for businesses. Rates are levied and collected by the Council on non-domestic property in the area in accordance with the Government formula which is the rateable value of the property (set by the valuation office) multiplied by the rate multiplier (set by central government). The NNDR tax system was changed in April 2014; the Council is now able to retain a proportion of the income collected for its own purposes (the proportion retained is based on a central shares formula), the remaining amount of income collected is paid to Central Government and Surrey County Council. The amount paid to central government is known as the business rates tariff. The Council also pays the Government and Surrey County Council a levy on the growth in business rates income above the central share formula.

Net Present Value - calculates the present value of all cashflow associated with an investment: the initial outflow and the future cashflow returns using an agreed discount rate reflecting the time value of money.

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

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

Out-turn - actual income and expenditure.

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

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

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buildings (e.g. Woking Road depot), cleaning & domestic supplies, and premises related insurance.

Projection - a forecast of future developments based on current statistics and trends.

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

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

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

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

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

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

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

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

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

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

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

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Ring-fenced Grant - a grant paid to the Council, which has conditions attached to it that restrict the purposes for which it may be spent.

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

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

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

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

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

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

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

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

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

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

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repairs and maintenance, running costs (e.g. fuel, tax,), recharges for vehicles hired from the Fleet Manager, contract hire, operating leases, public transport, car allowances and transport insurance.

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