

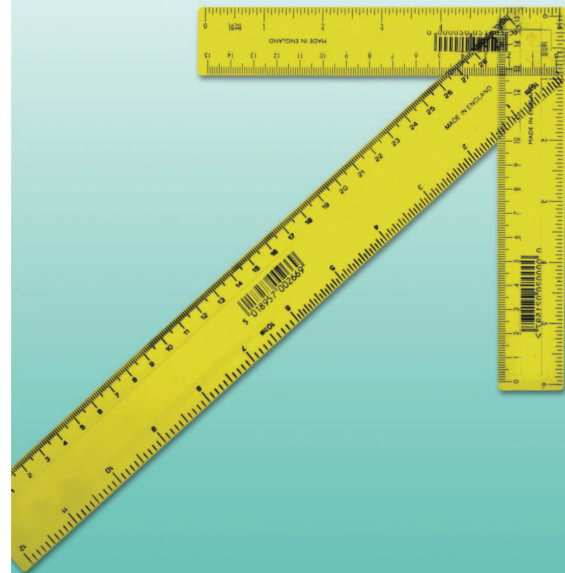


Guildford
looking forward

Value for
money

Medium Term Financial Strategy

2009/10 - 2012/13



Providing efficient, cost
effective and relevant
quality public services



GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY

2009/10 – 2012/13

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**GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY
2009/10 – 2012/13**

Major changes introduced in 2009/10

There have not been any major changes in accounting regulations or the way that the figures are prepared for 2009/10. The presentation has changed, however, with the services now shown within service units rather than portfolios.

A financial information page is included for each service and includes the probable outturn for the service for 2008/09. Service information pages are no longer included but each service unit prepares a service plan at a high level. A summary is given for each service unit that projects service costs forward to 2012/13 and a summary of these, plus other potential changes over the period, is given for both the General Fund and the Housing Revenue Account.

Finally the Medium Term Financial Strategy framework, as approved by the Executive at its meeting on 29 January 2009 is now included.

**GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY
2009/10 – 2012/13**

Movement in General Fund budget requirement

The major reasons for the change between the 2008/09 and 2009/10 General Fund budget requirement (excluding parish precepts) are as follows:

	£000
Inflation and other adjustments	383
Unavoidable adjustments & commitments	711
Interest rate & cash flow movements (net)	1,439
Transfers to reserves	(281)
Service Improvements	550
Increased Income	(355)
Efficiency savings	<u>(2,357)</u>
Net Increase	<u>90</u>

GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

General Fund Summary – Gross Expenditure and Income

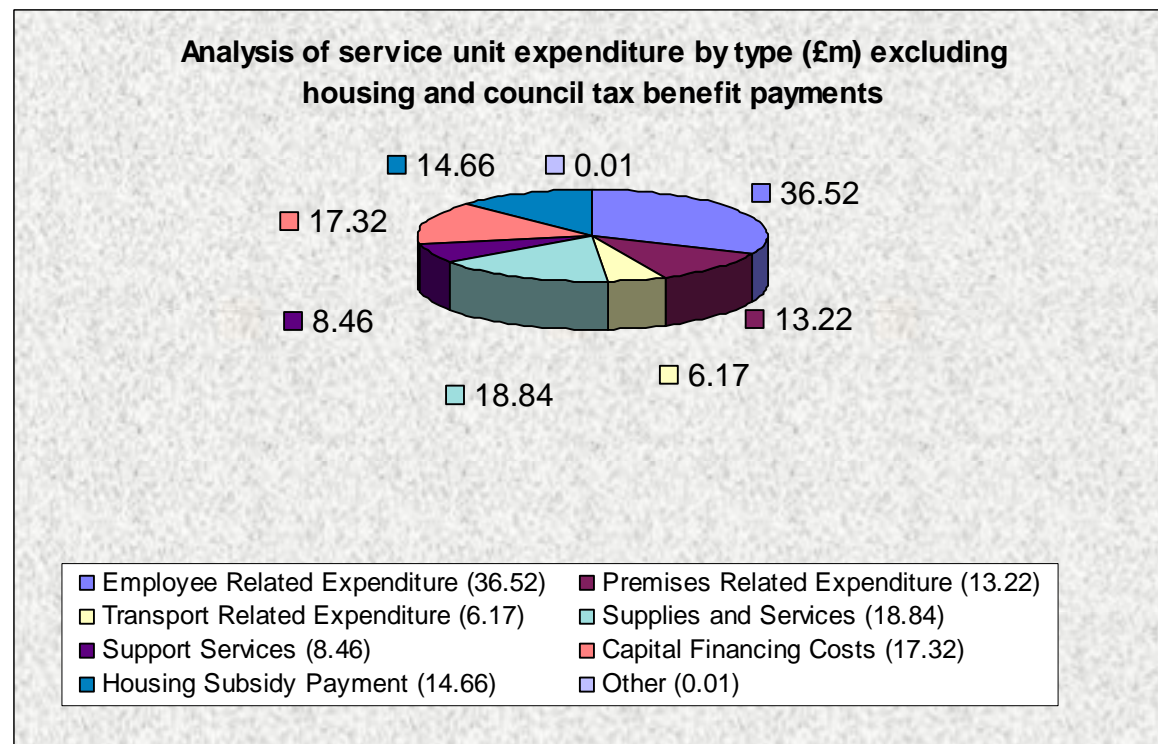
Actual 2007/08 Net Exp.		Estimate 2009/10 Gross Exp.	Estimate 2009/10 Gross Inc.	Estimate 2009/10 Net Exp.
£	Service Units	£	£	£
292,581	Business Systems	4,576,560	(4,472,120)	104,440
3,086,950	Community Care Services	5,097,290	(2,237,360)	2,859,930
1,912,521	Corporate Development	2,367,020	(495,980)	1,871,040
(2,321,832)	Economic Development	3,530,840	(5,809,680)	(2,278,840)
1,365,775	Environmental Health & Licensing	1,946,720	(708,940)	1,237,780
501,585	Financial Services	2,679,790	(1,235,830)	1,443,960
971,422	Housing Advice Services	1,326,840	(390,550)	936,290
37,315	Human Resources	850,860	(887,900)	(37,040)
2,048,853	Legal & Democratic Services	3,767,270	(1,914,770)	1,852,500
2,701,507	Leisure Services	10,953,910	(8,444,540)	2,509,370
669,588	Neighbourhood & Housing Management	3,691,510	(3,055,670)	635,840
2,652,322	Operational Services	21,569,130	(19,260,960)	2,308,170
2,157,572	Parks & Countryside Services	4,209,280	(2,251,960)	1,957,320
2,719,867	Planning Services	4,374,400	(1,454,050)	2,920,350
866,997	Revenue & Payments	37,023,200	(35,295,290)	1,727,910
19,663,023	<i>Total Service Unit Level</i>	107,964,620	(87,915,600)	20,049,020
(4,102,713)	Depreciation/Deferred Charges (contra to Service Unit Budgets)	(3,506,990)	0	(3,506,990)
15,560,310	<i>Service Unit Level excl contra items</i>	104,457,630	(87,915,600)	16,542,030
(183,720)	Improvement Grant Commutation Credit	0	(28,830)	(28,830)
(4,499,113)	External Interest Receivable (net)	0	(1,793,770)	(1,793,770)
	Revenue Contributions to Capital Outlay			
436,568	Met from: Capital Schemes Reserve	12,760,000	0	12,760,000
643,252	Other Reserves	1,982,000	0	1,982,000
11,957,297	Total before transfers to Reserves and Provisions	119,199,630	(89,738,200)	29,461,430
	Transfers to Reserves and Provisions			
	Capital Schemes Reserve			
(436,568)	Funding of Revenue Contribution to Capital Outlay	0	(12,760,000)	(12,760,000)
502,000	Contribution in Year	281,000	0	281,000
407,671	Other	0	0	0
17,300	Affordable Housing Reserve	0	0	0
167,220	Car Park Income Equalisation Reserve	0	(253,210)	(253,210)
181,828	Car Park Maintenance Reserve	772,610	(810,000)	(37,390)
150,000	Collection Fund Balance Reserve	0	0	0
0	Credit Crunch Fund	200,000	0	200,000
(82,630)	Election Costs Reserve	32,000	0	32,000
649,198	Housing Revenue Account & Major Repairs Reserve	74,820	0	74,820
263,498	Insurance Reserve	0	(13,790)	(13,790)
66,692	IT Renewals Reserve	729,230	(798,270)	(69,040)
733,928	Invest to Save Reserve	0	(28,580)	(28,580)
735,445	Local Authority Business Growth Incentive	0	(57,000)	(57,000)
376,178	Parking, Highways & Transportation Reserve	510,450	(738,390)	(227,940)
103,552	Pensions Reserve	0	0	0
25,007	Recycling Reserve	0	0	0
67,065	Spectrum Re-investment Reserve	125,380	(125,000)	380
328,007	Spectrum Renewals Reserve	179,870	(402,000)	(222,130)
256,337	Other Reserves	142,220	(210,460)	(68,240)
0	Area Based Grant	0	(22,500)	(22,500)
16,469,025	GBC BUDGET REQUIREMENT	122,247,210	(105,957,400)	16,289,810
1,157,667	Parish Council Precepts	1,240,130	0	1,240,130
17,626,692	TOTAL BUDGET REQUIREMENT	123,487,340	(105,957,400)	17,529,940
(7,004,657)	Govt. Grants: NNDR Receipt from Nat. Pool	0	(6,808,800)	(6,808,800)
(1,175,526)	Revenue Support Grant	0	(1,571,559)	(1,571,559)
(735,445)	Local Authority Business Growth Incentive Grant	0	0	0
40,810	Collection Fund Deficit/(Surplus)	112,163	0	112,163
8,751,874	GBC DEMAND ON COLLECTION FUND	123,599,503	(114,337,759)	9,261,744

GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY
2009/10 – 2012/13
General Fund Summary – Net Expenditure

Actual 2007/08 Net Exp.		Estimate 2008/09	Probable 2008/09	Estimate 2009/10
£	Service Units - Net Expenditure	£		£
292,581	Business Systems	89,330	99,263	104,440
3,086,950	Community Care Services	3,277,890	3,044,000	2,859,930
1,912,521	Corporate Development	1,876,530	1,828,547	1,871,040
(2,321,832)	Economic Development	(2,464,650)	(2,350,014)	(2,278,840)
1,365,775	Environmental Health & Licensing	1,387,870	1,248,504	1,237,780
501,585	Financial Services	1,540,010	1,765,181	1,443,960
971,422	Housing Advice Services	918,320	869,720	936,290
37,315	Human Resources	28,490	(33,498)	(37,040)
2,048,853	Legal & Democratic Services	2,026,320	2,035,040	1,852,500
2,701,507	Leisure Services	2,584,380	2,934,067	2,509,370
669,588	Neighbourhood & Housing Management	628,390	596,763	635,840
2,652,322	Operational Services	2,494,100	2,042,203	2,308,170
2,157,572	Parks & Countryside Services	2,079,770	2,051,168	1,957,320
2,719,867	Planning Services	2,856,750	2,678,485	2,920,350
866,997	Revenue & Payments	1,955,180	1,673,306	1,727,910
19,663,023	<i>Total Service Unit Level</i>	21,278,680	20,482,735	20,049,020
(4,102,713)	Depreciation/Deferred Charges (contra to Service Unit Budgets)	(3,390,310)	(3,391,070)	(3,506,990)
15,560,310	<i>Service Unit Level excl contra items</i>	17,888,370	17,091,665	16,542,030
(183,720)	Improvement Grant Commutation Credit	(113,960)	(113,960)	(28,830)
(4,499,113)	External Interest Receivable (net)	(3,956,480)	(4,810,472)	(1,793,770)
	Revenue Contributions to Capital Outlay			
436,568	Met from: Capital Schemes Reserve	12,252,000	2,268,000	12,760,000
643,252	Other Reserves	2,249,780	2,155,000	1,982,000
11,957,297	Total before transfers to Reserves and Provisions	28,319,710	16,590,233	29,461,430
	Transfers to Reserves and Provisions			
	Capital Schemes Reserve			
(436,568)	<i>Funding of Revenue Contribution to Capital Outlay</i>	(12,252,000)	(2,268,000)	(12,760,000)
502,000	<i>Contribution in Year</i>	452,000	452,000	281,000
407,671	<i>Other</i>	0	0	0
17,300	Affordable Housing Reserve	17,640	17,640	0
167,220	Car Park Income Equalisation Reserve	(35,850)	150,650	(253,210)
181,828	Car Park Maintenance Reserve	(223,000)	(223,000)	(37,390)
150,000	Collection Fund Balance Reserve	0	0	0
0	Credit Crunch Fund	0	0	200,000
(82,630)	Election Costs Reserve	29,700	29,700	32,000
649,198	Housing Revenue Account & Major Repairs Reserve	690,690	537,030	74,820
263,498	Insurance Reserve	4,900	(84,975)	(13,790)
66,692	IT Renewals Reserve	(34,760)	(85,331)	(69,040)
733,928	Invest to Save Reserve	0	0	(28,580)
735,445	Local Authority Business Growth Incentive	(7,000)	(7,000)	(57,000)
376,178	Parking, Highways & Transportation Reserve	17,510	(218,201)	(227,940)
103,552	Pensions Reserve	0	0	0
25,007	Recycling Reserve	(78,000)	(78,000)	0
67,065	Spectrum Re-investment Reserve	(58,580)	(170,000)	380
328,007	Spectrum Renewals Reserve	(298,690)	(63,330)	(222,130)
256,337	Other Reserves	(344,880)	(437,938)	(68,240)
0	Area Based Grant	0	0	(22,500)
16,469,025	GBC BUDGET REQUIREMENT	16,199,390	14,141,478	16,289,810
1,157,667	Parish Council Precepts	1,232,185	1,232,185	1,240,130
17,626,692	TOTAL BUDGET REQUIREMENT	17,431,575	15,373,663	17,529,940
(7,004,657)	Govt. Grants: NNDR Receipt from Nat. Pool	(7,319,704)	(7,319,704)	(6,808,800)
(1,175,526)	Revenue Support Grant	(1,018,962)	(1,018,962)	(1,571,559)
(735,445)	Local Authority Business Growth Incentive Grant	0	(228,656)	0
40,810	Collection Fund Deficit/(Surplus)	(2,107)	(2,107)	112,163
8,751,874	GBC DEMAND ON COLLECTION FUND	9,090,802	6,804,234	9,261,744
	Projected Variance (lower net expenditure) based on 10 months data		(2,286,568)	

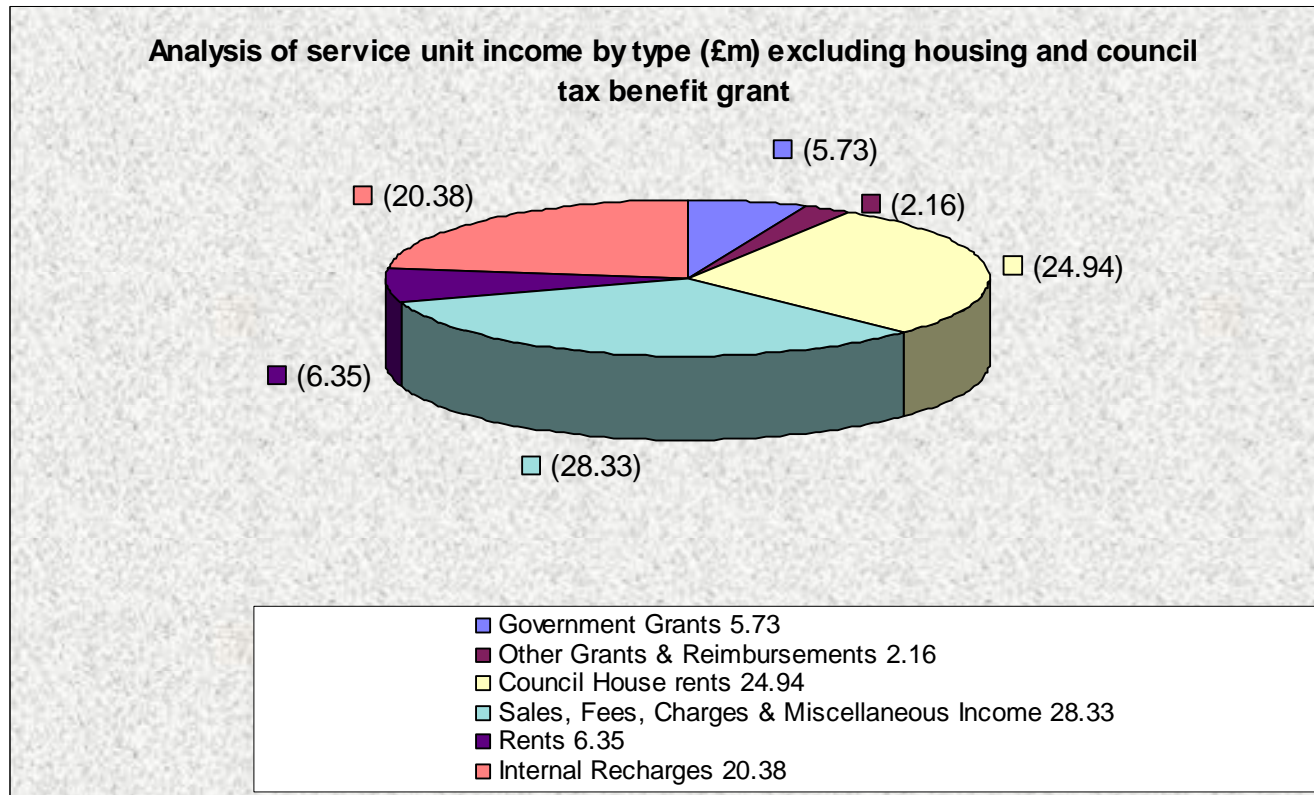
**GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY
2009/10 – 2012/13**

Graphical analysis of service unit gross expenditure for 2009/10 by type (subjective analysis) including Housing Revenue Account but excluding housing and council tax benefit payments



**GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY
2009/10 – 2012/13**

Graphical analysis of service unit gross income for 2009/10 by type (subjective analysis) including Housing Revenue Account but excluding housing and council tax benefit grant



GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

Analysis of Total Gross Expenditure and Sources of Finance for 2009/10 – showing split between General Fund and Housing Revenue Account

	Total GBC		Gen. Fund		Housing (HRA)	
	%	£000	%	£000	%	£000
Gross Expenditure by Service						
<u>General Fund Services</u>						
Car Parks	3	4,578	5	4,578	0	0
Corporate Services	1	1,090	1	1,090	0	0
Culture & Heritage	3	4,059	4	4,059	0	0
Democratic Services	1	1,488	1	1,488	0	0
Environmental Services	3	4,029	4	4,029	0	0
Guildford Spectrum	5	7,868	8	7,868	0	0
Housing Benefits (incl. Adminstration)	22	32,890	32	32,890	0	0
Industrial Estates & Property	1	1,193	1	1,193	0	0
Parks & Countryside	2	2,937	3	2,937	0	0
Planning & Development Services	3	5,084	5	5,084	0	0
Recycling	2	3,484	3	3,484	0	0
Refuse Collection	2	3,079	3	3,079	0	0
Welfare	1	2,381	2	2,381	0	0
Other Services	9	13,439	13	13,439	0	0
<u>Housing Revenue Account</u>						
Capital Charges & Leasing	9	13,788	0	0	30	13,788
Repairs & Main tenance	3	4,549	0	0	10	4,549
Subsidy payment to Government	10	14,656	0	0	32	14,656
Supervision & Management	4	6,274	0	0	14	6,274
Transfer to Major Repairs Reserve	3	3,913	0	0	9	3,913
Parish Precepts	1	1,240	1	1,240	0	0
Collection Fund Deficit	0	112	0	112	0	0
Transfer to HRA capital programme reserve	2	2,474	0	0	5	2,474
Revenue Contributions to Capital Outlay	10	14,817	14	14,742	0	75
	100	149,422	100	103,693	100	45,729
Gross Expenditure alternatively analysed as:						
<u>Building Repairs & Maintenance</u>						
Council Houses	2	3,665	0	0	8	3,665
Other Buildings	1	1,345	1	1,345	0	0
Capital Charges & Leasing	12	18,175	4	4,387	30	13,788
Direct Payroll Costs (Incl NI & Superannuation)	23	34,515	31	31,345	7	3,170
Housing Benefit Payments	21	32,045	31	31,757	1	288
Rates	2	2,407	2	2,355	0	52
Energy Costs	2	2,433	2	1,909	1	524
Grants	1	2,220	2	2,219	0	1
Other	10	15,405	12	12,282	7	3,123
Subsidy payment to Government	10	14,656	0	0	32	14,656
Parish Precepts	1	1,240	1	1,240	0	0
Transfer to Major Repair Reserve	3	3,913	0	0	9	3,913
Transfer to HRA capital programme reserve	2	2,474	0	0	5	2,474
Revenue Contributions to Capital Outlay	10	14,817	14	14,742	0	75
Collection Fund Deficit	0	112	0	112	0	0
	100	149,422	100	103,693	100	45,729

Received From:

	Total GBC		Gen. Fund		Housing (HRA)	
	%	£000	%	£000	%	£000
Capital Charges contra	11	17,260	3	3,507	30	13,753
Council House Rents	17	24,938	0	0	54	24,938
Government Grants	0		0		0	
Housing Benefit	22	32,724	32	32,724	0	0
Major Repairs Allowance	3	3,913	0	0	9	3,913
Revenue Support Grant	1	1,572	1	1,572	0	0
NNDR Pool Contribution	4	6,809	7	6,809	0	0
Other Govt Grants	1	1,057	1	1,054	0	3
Supporting People Grant	1	876	0		2	876
Interest	1	1,800	2	1,725	0	75
Local Taxation (via Collection Fund)	6	9,262	9	9,262	0	0
Rent Income	4	6,348	5	5,507	2	841
Fees, charges & miscellaneous income from Services	20	29,639	27	28,309	3	1,330
Transfers from reserves (net)	9	13,224	13	13,224	0	0
	100	149,422	100	103,693	100	45,729

GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

General Fund Revenue Balance and Major Reserve Funds' projections to 2012/13

General Fund Revenue Balance

The Revenue Balance of the General Fund is maintained at £2,750,000 and is available to meet unexpected fluctuations in the budget.

Actual 2007/08 £000	Estimate 2008/09 £000	2008/09 Revised £000	Estimate 2009/10 £000	Projection 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000
(2,750) Balance b/f 1 April	(2,750)	(2,750)	(2,750)	(2,750)	(2,750)	(2,750)
0 Transfers in year	0	0	0	0	0	0
(2,750) Balance c/f 31 March	(2,750)	(2,750)	(2,750)	(2,750)	(2,750)	(2,750)

Car Parks Income Equalisation Reserve

To fund the revenue shortfall during the temporary closure of car parks for development purposes.

Actual 2007/08 £000	Estimate 2008/09 £000	2008/09 Revised £000	Estimate 2009/10 £000	Projection 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000
(408) Balance b/f 1 April	(565)	(575)	(726)	(473)	(220)	(220)
(167) Receipts in year	(126)	(151)	0	0	0	0
0 Used in year	162	0	253	253	0	0
(575) Balance c/f 31 March	(529)	(726)	(473)	(220)	(220)	(220)

Insurance Reserve

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

Actual 2007/08 £000	Estimate 2008/09 £000	2008/09 Revised £000	Estimate 2009/10 £000	Projection 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000
(727) Balance b/f 1 April	(844)	(991)	(1,076)	(1,090)	(1,073)	(1,053)
(264) Receipts in year	(5)	(85)	(14)	0	0	0
0 Used in year	0	0	0	17	20	23
(991) Balance c/f 31 March	(849)	(1,076)	(1,090)	(1,073)	(1,053)	(1,030)

GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

General Fund Revenue Balance and Major Reserve Funds' projections to 2012/13 (contd)

IT Renewals Reserve

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

Actual	Estimate	2008/09	Estimate	Projection	Projection	Projection
2007/08	2008/09	Revised	2009/10	2010/11	2011/12	2012/13
£000	£000	£000	£000	£000	£000	£000
(555) Balance b/f 1 April	(620)	(622)	(536)	(467)	(420)	(397)
(512) Receipts in year	(565)	(548)	(531)	(553)	(577)	(600)
445 Used re capital expenditure	600	634	600	600	600	600
(622) Balance c/f 31 March	(585)	(536)	(467)	(420)	(397)	(397)

Capital Schemes Reserve

Used to fund capital schemes and other approved items.

Actual	Estimate	2008/09	Estimate	Projection	Projection	Projection
2007/08	2008/09	Revised	2009/10	2010/11	2011/12	2012/13
£000	£000	£000	£000	£000	£000	£000
(16,246) Balance b/f 1 April	(14,286)	(16,678)	(13,230)	(751)	0	0
(1,023) Receipts in year	(452)	(590)	(281)	(128)	0	0
0 Transfer to other reserves	0	1,770	0	0	0	0
591 Used re capital expenditure	12,252	2,268	12,760	879	0	0
(16,678) Balance c/f 31 March	(2,486)	(13,230)	(751)	0	0	0

Parking, Highways and Transport Reserve

Surplus from On Street parking, to be used in conjunction with Surrey County Council for investment in parking, highways and transportation including funding the revenue costs of park and ride.

Actual	Estimate	2008/09	Estimate	Projection	Projection	Projection
2007/08	2008/09	Revised	2009/10	2010/11	2011/12	2012/13
£000	£000	£000	£000	£000	£000	£000
(2,208) Balance b/f 1 April	(2,513)	(2,584)	(2,366)	(2,138)	(1,951)	(1,822)
(718) Receipts in year	(692)	(474)	(562)	(602)	(658)	(685)
342 Used in year	675	692	790	789	787	785
(2,584) Balance c/f 31 March	(2,530)	(2,366)	(2,138)	(1,951)	(1,822)	(1,722)

**GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY
2009/10 – 2012/13**

General Fund Revenue Balance and Major Reserve Funds' projections to 2012/13 (contd)

Usable Capital Receipts (General Fund)

Available to fund capital expenditure

Actual	Estimate	2008/09	Estimate	Projection	Projection	Projection
2007/08	2008/09	Revised	2009/10	2010/11	2011/12	2012/13
£000	£000	£000	£000	£000	£000	£000
(764) Balance b/f 1 April	0	(1,592)	0	0	0	0
(2,827) Receipts in year	0	(1,267)	(470)	0	0	0
1,999 Used in year	0	2,859	470	0	0	0
<u>(1,592) Balance c/f 31 March</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Usable Capital Receipts (General Fund - Housing related)

Available to fund capital expenditure

Actual	Estimate	2008/09	Estimate	Projection	Projection	Projection
2007/08	2008/09	Revised	2009/10	2010/11	2011/12	2012/13
£000	£000	£000	£000	£000	£000	£000
(19,843) Balance b/f 1 April	(22,281)	(22,743)	(21,333)	(19,098)	(18,398)	(17,698)
(3,601) Receipts in year	(1,119)	(604)	(126)	(125)	(125)	(125)
701 Used in year	4,703	2,014	2,361	825	825	825
<u>(22,743) Balance c/f 31 March</u>	<u>(18,697)</u>	<u>(21,333)</u>	<u>(19,098)</u>	<u>(18,398)</u>	<u>(17,698)</u>	<u>(16,998)</u>

**GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY
2009/10 – 2012/13**

Housing Revenue Account Balance and Major Reserve Funds' projections to 2012/13

HRA Reserve for Future Capital

Actual 2007/08 £000	Estimate 2008/09 £000	Revised 2008/09 £000	Estimate 2009/10 £000	Projection 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000
(10,125) Balance b/f 1 April	(13,098)	(12,495)	(13,162)	(13,618)	(12,933)	(12,033)
323 Used in year	1,704	1,604	2,086	2,410	2,900	2,800
(2,693) From revenue in year	(2,271)	(2,271)	(2,542)	(1,725)	(2,000)	(2,000)
<u>(12,495) Balance c/f 31 March</u>	<u>(13,665)</u>	<u>(13,162)</u>	<u>(13,618)</u>	<u>(12,933)</u>	<u>(12,033)</u>	<u>(11,233)</u>

HRA Major Repairs reserve

Actual 2007/08 £000	Estimate 2008/09 £000	Revised 2008/09 £000	Estimate 2009/10 £000	Projection 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000
0 Balance b/f 1 April	0	0	0	0	0	0
3,789 Used in year	3,781	3,781	3,914	4,090	4,100	4,200
(3,789) From revenue in year	(3,781)	(3,781)	(3,914)	(4,090)	(4,100)	(4,200)
<u>0 Balance c/f 31 March</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

HRA Revenue Balance

The Revenue Balance of the HRA was reviewed in 2007/08 when it was increased to £1,900,000. It is available to meet unexpected fluctuations in the budget.

Actual 2007/08 £000	Estimate 2008/09 £000	Revised 2008/09 £000	Estimate 2009/10 £000	Projection 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000
(1,100) Balance b/f 1 April	(1,100)	(1,900)	(1,900)	(1,900)	(1,900)	(1,900)
(800) From revenue in year	0	0	0	0	0	0
<u>(1,900) Balance c/f 31 March</u>	<u>(1,100)</u>	<u>(1,900)</u>	<u>(1,900)</u>	<u>(1,900)</u>	<u>(1,900)</u>	<u>(1,900)</u>

**GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY
2009/10 – 2012/13**

Budget Requirement & Council Tax

Actual 2007/08 £	Estimate 2008/09 £	Estimate 2009/10 £
16,469,025 GBC Budget Requirement excl Parish precepts	16,199,390	16,289,810
(8,180,183) Formula Grant	(8,338,666)	(8,380,359)
(735,445) Local Authority Business Growth Incentive Grant	0	0
40,810 Collection Fund (Surplus)/Deficit	(2,107)	112,163
 56,599.31 Council Tax Base	 56,874.96	 56,660.12
 134.17 Council Tax (Borough element only)	 138.17	 141.57
 1.95 % increase on previous year	 2.98	 2.46

GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

Economic Indicators

The following assumptions have been made in the detailed preparation of estimates for 2009/10:		A 1% change in the rates assumed opposite would cost/save the General Fund as follows:	
Payroll:	2.75% from 1.7.2009 (except for those employees who receive their award in April).		£000
Non Domestic Rates:	5.0% from 1.4.2009	Payroll	293
Depreciation:	Straight line basis over the estimated life of the asset, taking into account any residual value.	Rates	22
Interest Rate	Average 7 day rate of 0.5%	Interest	385
Investment Interest	Average target return of 2.79% from all investments.	Other Expenditure	177
Other Expenses	No general inflation allowance has been included – only contractual increases.	<u>Income</u>	
Income	<u>Where the market will bear</u> a 4.0% increase in charges has been included	Spectrum	71
		Car Parks	81
		Recycling & Refuse Collection	26
		Building & Development Control	70
		Other fees, charges and miscellaneous income	70

**GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY
2009/10 – 2012/13**

**Manpower establishment used in the estimate preparation
Number of posts, shown as Full Time equivalents, (FTE's)**

Service Unit	2008/09			2009/10		
	Total FTE	Externally Funded	GBC Funded	Total FTE	Externally Funded	GBC Funded
Audit & Performance Management Services	7.57	-	7.57	-	-	-
Business Systems	-	-	-	40.43	-	40.43
Communication Services	16.23	0.41	15.82	-	-	-
Community Care Services	130.13	4.27	125.86	108.39	3.56	104.83
Corporate Development & Improvement	-	-	-	20.62	-	20.62
Cultural Services	31.55	-	31.55	-	-	-
Democratic Services	18.00	-	18.00	-	-	-
Economic Development	-	-	-	31.66	-	31.66
Environmental Health & Licensing Services	27.51	-	27.51	25.42	-	25.42
Environmental Policy & Design Services	36.53	1.68	34.85	-	-	-
Financial Services	17.45	-	17.45	17.74	-	17.74
Housing Advice	42.05	5.86	36.19	40.54	4.86	35.68
HR Services	12.50	-	12.50	11.92	-	11.92
ICT Services	21.19	-	21.19	-	-	-
Legal & Democratic Services	-	-	-	31.30	-	31.30
Legal & Property Services	45.57	-	45.57	-	-	-
Leisure Services	-	-	-	118.58	-	118.58
Management Team	9.81	-	9.81	8.81	-	8.81
Neighbourhood & Housing Management Services	90.25	1.59	88.66	89.87	1.59	88.28
Operational Services	-	-	-	228.75	-	228.75
Parks & Countryside Services	86.13	-	86.13	81.88	-	81.88
Payments & E Procurement Services	16.93	-	16.93	-	-	-
Planning Development Services	59.80	2.00	57.80	-	-	-
Planning Services	-	-	-	77.81	1.20	76.61
Recycling, Cleansing & Parking Services	218.57	-	218.57	-	-	-
Revenues & Benefits Services	37.59	-	37.59	-	-	-
Revenues & Payments	-	-	-	51.02	-	51.02
Spectrum Leisure Services	108.15	-	108.15	-	-	-
	1,033.51	15.81	1,017.70	984.74	11.21	973.53

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

**GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY
2009/10 – 2012/13**

Salaries and employee costs (including Housing Revenue Account)

2007/08 ACTUAL £	ANALYSIS	2008/09 ESTIMATE £	2009/10 ESTIMATE £
	<i>Salaries (including NI and Superannuation)</i>		
810,967	Business Systems	911,060	1,503,170
2,872,837	Community Care Services	3,475,496	2,939,400
379,069	Corporate Development & Improvement	347,540	878,810
0	Economic Development	0	1,177,290
995,900	Environmental Health & Licensing Services	1,166,150	1,086,070
677,938	Financial Services	767,540	771,950
1,208,487	Housing Advice Services	1,268,293	1,299,490
450,930	HR Services	493,510	479,300
1,567,188	Legal & Democratic Services	1,692,560	1,320,200
2,779,889	Leisure Services	3,080,720	3,640,500
684,856	Management Team	784,360	662,940
2,625,271	Neighbourhood & Housing Management Services	3,096,710	3,200,960
5,172,035	Operational Services	5,656,930	6,333,110
1,797,118	Parks & Countryside Services	2,094,560	2,106,780
1,847,088	Planning Services	2,050,550	2,822,610
1,123,265	Revenues & Payments Services	1,281,780	1,754,240
535,451	Communication Services	598,499	0
906,539	Cultural Services	1,086,320	0
645,473	Democratic Services	690,900	0
1,353,697	Environmental Policy & Design Services	1,381,280	0
547,436	Payments and eProcurement Services	541,230	0
2,236,321	Corporate Costs	1,642,520	1,684,410
0	Vacancy Credit	-708,730	(674,540)
31,217,755	Total Salaries	33,399,778	32,986,690
	<i>Other employee related expenditure</i>		
2,710,063	Casual Salaries	1,589,980	1,745,210
366,996	Car Leasing	197,483	372,580
42,037	Child Care Allowance	46,030	50,700
118,516	Health/Medical Expenses	107,900	134,970
4,162	Mortgage Subsidy	2,460	5,190
25,927	Professional Subscriptions	24,680	22,570
33,890	Relocation Costs	23,900	28,100
11,280	Staff Car Parking	13,260	14,440
399,495	Training	455,610	460,370
120,055	Vacancy Advertising	176,400	120,700
35,050,176		36,037,481	35,941,520

**GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY
2009/10 – 2012/13**

Collection Fund

Actual 2007/08 £		Estimate 2008/09 £	Probable 2008/09 £	Estimate 2009/10 £
	Expenditure			
	Precepts and Demands			
57,143,795	Surrey County Council	60,175,983	60,175,983	61,713,070
9,693,764	Surrey Police Authority	10,687,942	10,687,942	11,167,710
8,751,874	Guildford Borough Council	9,090,802	9,090,802	9,261,744
66,603,356	Contribution to NNDR Pool	74,565,249	73,268,530	77,536,197
251,379	Payt to General Fund for collecting NNDR	252,781	252,781	254,920
96,306	Provision for Council Tax bad debts	100,000	100,000	100,000
	Distribution of CF surplus			
0	Surrey County Council	0	0	0
0	Surrey Police Authority	0	0	0
0	Guildford Borough Council	90,111	90,111	0
142,540,474	Total Expenditure	154,962,868	153,666,149	160,033,641
	Income			
66,951,041	Income from Business Rate Payers	74,818,030	73,521,311	77,791,117
	Distribution of Deficit:			
259,140	Surrey County Council	574,605	574,605	742,457
43,765	Surrey Police	97,475	97,475	131,869
40,810	Guildford Borough Council	88,004	88,004	112,163
90,111	Community Charge	0		
74,869,491	Council Taxes	80,054,727	79,320,000	82,242,524
142,254,358	Total Income	155,632,841	153,601,395	161,020,130
286,116	Net (Surplus)/Deficit for the year	(669,973)	64,754	(986,489)
635,619	Balance brought forward	669,973	921,735	986,489
921,735	Balance Carried Forward	0	986,489	0

The Estimated council tax deficit of £986,489 on the Fund for 2008/09 will be charged to the General Fund and the major precepting authorities (i.e. Surrey County Council and Surrey Police Authority) in 2009/10 pro rata to the 2008/09 demand/precept on the fund, as shown above. The charge to the General Fund, which increases Council Tax bills for the year, will be £112,163.

GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

Medium Term Financial Strategy Framework

Revenue

1. To set an annual revenue budget and a council tax, which is increased by less than the prevailing rate of inflation.
2. The detailed budget will be prepared with an allowance for a pay award, but with no allowance for general inflation unless there is a contractual agreement. Each year, members will determine a guideline increase for fees and charges.
3. To direct resources to meet council priorities and to consider bids for growth with reference to the strategic priorities.
4. To produce an outline budget for a rolling 4 year period, and in doing so seek to identify a package of measures to balance the budget over the medium term.
5. To review charging policies for all service areas, to ensure that those who can pay the full cost of a service do so.
6. Supplementary estimates will only be approved in exceptional circumstances; we will firstly seek to identify savings as a means of meeting additional costs or bids for additional expenditure.
7. A working balance, currently £2.75m, will be retained and will be assessed for reasonableness on a regular basis as part of the final accounts process.
8. All items of expenditure, even if funded by a grant from a third party must have an approved capital or revenue budget. Where a specific grant is received, the expenditure must be approved; any under spending is returned to the general reserve and not left as a contingency in the service budget.
9. Any under spending on grants will be treated as an under spending and not carried forward for spending in the following year.
10. The principle of having a special works budget will be discontinued, these items need to be submitted as growth bids and considered alongside other growth bids.

Capital

11. A single capital programme will be prepared each year over a 4/5 year rolling period as part of the detailed budget process, so that the impact of decisions on the capital programme will be considered as part of the budget process. The capital programme will include both approved and provisional schemes so that we can clearly see the impact of our future capital requirements.
12. We will review each year how the capital programme is to be funded in relation to capital receipts, revenue or earmarked reserves.
13. The council will consider whether it is appropriate to borrow to fund large capital schemes: in doing so it will consider the impact on the budget and the cost of early repayment.
14. In planning our capital expenditure we will only take account of future capital receipts where there is a reasonable degree of certainty about their receipt.
15. We will undertake a periodic review of our property portfolio to determine whether they are still required to meet our strategic priorities; and dispose of assets that are not required in accordance with our disposals policy.

Reserves

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

GUILDFORD BOROUGH COUNCIL MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

Budget projection to 2012/13 – excluding revenue contributions to capital outlay and Parish precepts

Actual 2007/08	GENERAL FUND SUMMARY EXCLUDING RCCO & PARISH PRECEPTS	Estimate 2008/09	Probable 2008/09	Estimate 2009/10	Estimate 2010/11	Estimate 2011/12	Estimate 2012/13
£	Service Units - Net Expenditure	£	£	£	£	£	£
292,581	Business Systems	89,330	99,263	104,440	34,000	(42,740)	(122,050)
3,086,950	Community Care Services	3,277,890	3,044,000	2,859,930	2,943,840	3,034,950	3,130,550
1,912,521	Corporate Development	1,876,530	1,828,547	1,871,040	1,929,780	1,990,920	2,054,700
(2,321,832)	Economic Development	(2,464,650)	(2,350,014)	(2,278,840)	(2,242,320)	(2,200,780)	(2,153,740)
1,365,775	Environmental Health & Licensing	1,387,870	1,248,504	1,237,780	1,276,200	1,316,470	1,358,680
501,585	Financial Services	1,540,010	1,765,181	1,443,960	1,453,650	1,433,510	1,412,680
971,422	Housing Advice Services	918,320	869,720	936,290	967,940	1,000,840	1,035,380
37,315	Human Resources	28,490	(33,498)	(37,040)	(38,070)	(43,750)	(49,520)
2,048,853	Legal & Democratic Services	2,026,320	2,035,040	1,852,500	1,904,210	2,093,460	2,012,000
2,701,507	Leisure Services	2,584,380	2,934,067	2,509,370	2,495,430	2,688,830	2,993,880
669,588	Neighbourhood & Housing Management	628,390	596,763	635,840	660,170	683,410	707,860
2,652,322	Operational Services	2,494,100	2,042,203	2,308,170	2,023,240	1,467,230	1,149,160
2,157,572	Parks & Countryside Services	2,079,770	2,051,168	1,957,320	1,988,960	2,021,750	2,056,200
2,719,867	Planning Services	2,856,750	2,678,485	2,920,350	3,168,050	3,349,950	3,522,300
866,997	Revenue & Payments	1,955,180	1,673,306	1,727,910	1,819,860	1,922,300	2,029,720
0	Changes not yet allocated to Service Units	0	0	0	1,390,700	3,491,400	4,071,450
19,663,023	<i>Total Service Unit Level</i>	21,278,680	20,482,735	20,049,020	21,775,640	24,207,750	25,209,250
(4,102,713)	Depreciation/Deferred Charges (contra to Service Unit Level)	(3,390,310)	(3,391,070)	(3,506,990)	(3,506,990)	(3,506,990)	(3,506,990)
15,560,310	<i>Service Unit Level excl contra items</i>	17,888,370	17,091,665	16,542,030	18,268,650	20,700,760	21,702,260
(183,720)	Improvement Grant Commutation Credit	(113,960)	(113,960)	(28,830)	0	0	0
(4,499,113)	External Interest Receivable (net)	(3,956,480)	(4,810,388)	(1,793,770)	(2,020,560)	(3,056,690)	(3,935,990)
10,877,477	Provisions	13,817,930	12,167,317	14,719,430	16,248,090	17,644,070	17,766,270
Transfers to Reserves and Provisions							
Capital Schemes Reserve							
0	Funding of Revenue Contribution to Capital Outlay	0	0	0	0	0	0
502,000	Contribution in year	452,000	452,000	281,000	78,000	0	0
407,671	Other	0	0	0	0	0	0
17,300	Affordable Housing Reserve	17,640	17,640	0	0	0	0
167,220	Car Park Income Equalisation Reserve	(35,850)	150,650	(253,210)	(253,210)	0	0
181,828	Car Park Maintenance Reserve	592,000	592,000	742,610	747,000	751,500	756,110
150,000	Collection Fund Balance Reserve	0	0	0	0	0	0
0	Credit Crunch Fund	0	0	200,000	0	0	0
(82,630)	Election Costs Reserve	29,700	29,700	32,000	36,000	(97,600)	42,000
649,198	Housing Revenue Account & Major Repairs Reserve	690,690	537,030	74,820	283,050	520,670	760,190
263,498	Insurance Reserve	4,900	(84,975)	(13,790)	(17,030)	(20,190)	(23,470)
512,221	IT Renewals Reserve	565,240	548,669	530,960	553,220	576,360	600,430
758,936	Invest to Save Reserve	0	0	(28,580)	0	0	0
735,445	Local Authority Business Growth Incentive Reserve	(7,000)	(7,000)	(57,000)	(7,000)	0	0
376,178	Parking, Highways & Transportation Reserve	17,510	(218,201)	(227,940)	(222,900)	(217,960)	(243,700)
103,552	Pensions Reserve	0	0	0	0	0	0
78,000	Recycling Reserve	(78,000)	(78,000)	0	0	0	0
127,380	Spectrum Re-investment Reserve	31,420	29,000	125,380	158,010	108,990	15,000
354,864	Spectrum Renewals Reserve	218,310	210,670	179,870	182,100	201,500	207,250
288,887	Other Reserves	(117,100)	(204,938)	6,760	46,220	46,220	46,220
0	Area Based Grant	0	0	(22,500)	(22,500)	0	0
16,469,025	GBC BUDGET REQUIREMENT	16,199,390	14,141,562	16,289,810	17,809,050	19,513,560	19,926,300
(7,004,657)	Govt. Grants: NNDR Receipt from Nat. Pool	(7,319,704)	(7,319,704)	(6,808,800)	(8,502,677)	(8,502,677)	(8,502,677)
(1,175,526)	Revenue Support Grant	(1,018,962)	(1,018,962)	(1,571,559)	inc above	inc above	inc above
(735,445)	Local Authority Business Growth Incentive (LABGI)	0	(228,656)	0	0	0	0
40,810	Collection Fund Deficit/(Surplus)	(2,107)	(2,107)	112,163	0	0	0
7,594,207	GBC DEMAND ON COLLECTION FUND	7,858,617	5,572,133	8,021,614	9,306,373	11,010,883	11,423,623
Projected Variance (lower net expenditure) based on 10 months data							
				(2,286,484)			
Estimated resource availability					8,181,720	8,427,060	8,679,760
Projected demand over availability					1,124,653	2,583,823	2,743,863

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

BUSINESS SYSTEMS

HEAD OF SERVICE - STEVE WRAGGE-MORLEY

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
4,510,831	4,530,270	Gross Expenditure	4,576,560	4,676,740	4,777,120	4,881,670
(4,218,250)	(4,440,940)	Gross Income	(4,472,120)	(4,642,740)	(4,819,860)	(5,003,720)
292,581	89,330	Net Expenditure	104,440	34,000	(42,740)	(122,050)
1,572,039	1,576,820	Employee Related Expenditure	1,564,510	1,632,080	1,702,640	1,776,330
729,122	707,800	Premises Related Expenditure	670,730	684,060	693,910	704,010
18,587	19,720	Transport Related Expenditure	24,440	24,440	24,440	24,440
1,062,398	1,061,480	Supplies and Services	1,012,260	1,014,650	1,017,140	1,019,720
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,382,146	3,365,820	Total Direct Expenditure	3,271,940	3,355,230	3,438,130	3,524,500
(4,218,250)	(4,440,940)	Income	(4,472,120)	(4,642,740)	(4,819,860)	(5,003,720)
(836,104)	(1,075,120)	Net Direct Expenditure/(Income)	(1,200,180)	(1,287,510)	(1,381,730)	(1,479,220)
(2,500)	0	Special Works	0	0	0	0
710,104	731,760	Capital Charges	859,500	859,500	859,500	859,500
421,081	432,690	Support Services	445,120	462,010	479,490	497,670
292,581	89,330	Total Service Cost/(Surplus)	104,440	34,000	(42,740)	(122,050)

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
(11,798)	540	Energy Services	(280)	(410)	(530)	(630)
11,747	(2,940)	Facilities Management	(35,190)	(40,820)	(46,560)	(52,450)
(965)	(100)	GBC Hydro	210	(470)	(1,190)	(1,940)
108,248	93,740	Geographic Information System (GIS and NLPG)	61,750	61,650	61,550	61,490
82,517	(55,310)	Information and Communication Technology	(3,750)	(16,620)	(29,760)	(43,080)
66,059	37,900	IT Renewals Revenue Account	173,270	151,010	127,870	103,800
(35,237)	10,710	Office Accommodation	(36,770)	(57,670)	(83,330)	(110,050)
72,010	4,790	Print Unit	(54,800)	(62,670)	(70,790)	(79,190)
292,581	89,330	Total Net Expenditure/(Income)	104,440	34,000	(42,740)	(122,050)

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Financial Information Energy Services

Ledger Code G4586

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

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
35,444	Employee Related Expenditure	47,000	46,442	49,880
0	Premises Related Expenditure	0	0	0
1,030	Transport Related Expenditure	1,410	1,399	1,410
12,400	Supplies and Services	12,550	12,619	12,460
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
48,874	Total Direct Expenditure	60,960	60,460	63,750
 (70,728)	Income	 (67,730)	 (67,840)	 (73,580)
(21,854)	Net Direct Expenditure/(Income)	(6,770)	(7,380)	(9,830)
 0	Special Works	 0	 0	 0
0	Capital Charges	0	0	0
10,056	Support Services	7,310	7,310	9,550
(11,798)	Total Service Cost/(Surplus)	540	(70)	(280)
	Full Time Equivalent Staff	1.29	1.29	1.44

Major Items

Employee Related

Salaries	46,330	49,020
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Transport Related

Officers Car Leasing	1,370	1,370
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Supplies and Services

Computer Maintenance Agreement	2,200	2,250
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Computer Services Recharge	2,180	2,100
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Consultants Fees	7,500	7,500
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IT Renewals	120	50
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Support Services

Audit Services Recharge	1,880	1,930
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Facilities Management Recharge	900	1,200
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Paymaster Recharge	970	1,340
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Public Offices Recharge	2,220	3,560
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Major Variances 2008/09 v 2009/10

There are no major variances to report.

Financial Information Facilities Management

Ledger Code G4585

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
206,283	Employee Related Expenditure	197,680	193,923	182,850
0	Premises Related Expenditure	530	530	0
8,768	Transport Related Expenditure	9,520	10,752	9,750
180,731	Supplies and Services	170,860	168,718	161,200
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
395,782	Total Direct Expenditure	378,590	373,923	353,800
(489,827)	Income	(484,000)	(484,062)	(498,490)
(94,045)	Net Direct Expenditure/(Income)	(105,410)	(110,139)	(144,690)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
105,792	Support Services	102,470	102,520	109,500
11,747	Total Service Cost/(Surplus)	(2,940)	(7,619)	(35,190)
	Full Time Equivalent Staff	6.81	6.81	6.01

Major Items

Employee Related

Salaries	193,950	178,490
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Transport Related

Fuel & Oil	530	1,100
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Officers Car Leasing	3,750	3,750
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Transport Pool Hire Charge	4,770	4,450
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Supplies and Services

Catering Equipment Expenditure	113,530	103,530
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Clothing and Uniform	1,700	1,700
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Computer Services Recharge	22,690	22,230
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Computer Software Licence	3,930	3,930
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Equipment & Tools	10,780	10,780
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Gis & Nlpg Recharge	1,770	2,210
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IT Renewals	630	330
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Telecomms	9,530	12,220
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Support Services

Accountancy Services Recharge	2,640	2,700
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Human Resources Recharge	4,040	4,410
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Paymaster Recharge	4,530	6,220
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Public Offices Recharge	88,680	92,640
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Major Variances 2008/09 v 2009/10

The reduction in employee related costs reflect the savings in the provision of a self service solution for the room booking system. The Catering expenditure has been reduced to show the expected savings following a review of the contract pricing for the Staff Restaurant.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Business Systems

Financial Information GBC Hydro

Ledger Code G4587

Responsible Officer John Weedon - Head of Property (Tel: 444994); Kevin Handley - Facilities & Office Services Manager (Tel: 444447)

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
405	Premises Related Expenditure	11,500	2,439	11,510	Repairs & Maintenance	11,100	11,100
0	Transport Related Expenditure	0	0	0	Income		
5,317	Supplies and Services	0	1,040	90	Sale of Electricity	(20,000)	(20,800)
0	Third Party Payments	0	0	0	Capital Charges		
0	Transfer Payments	0	0	0	Depreciation	5,410	5,640
5,722	Total Direct Expenditure	11,500	3,479	11,600	Support Services		
					Engineers Recharge	2,080	2,550
(14,889)	Income	(20,000)	(30,910)	(20,800)	Property Services Recharge	670	1,220
(9,167)	Net Direct Expenditure/(Income)	(8,500)	(27,431)	(9,200)			
0	Special Works	0	0	0			
5,642	Capital Charges	5,410	5,410	5,640			
2,560	Support Services	2,990	4,454	3,770			
(965)	Total Service Cost/(Surplus)	(100)	(17,567)	210			
	Full Time Equivalent Staff			0.00			

Major Variances 2008/09 v 2009/10

It is estimated that there will be a reduction in income based on anticipated sale price of electricity.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Business Systems

Financial Information Geographic Information System (GIS and NLPG)

Ledger Code F1131, F1132

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
119,710	Employee Related Expenditure	116,950	116,564	119,600
0	Premises Related Expenditure	0	0	0
84	Transport Related Expenditure	270	317	320
100,949	Supplies and Services	95,300	116,470	92,170
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
220,743	Total Direct Expenditure	212,520	233,351	212,090
(128,981)	Income	(135,370)	(135,530)	(166,170)
91,762	Net Direct Expenditure/(Income)	77,150	97,821	45,920
0	Special Works	0	0	0
1,667	Capital Charges	0	0	0
14,819	Support Services	16,590	15,148	15,830
108,248	Total Service Cost/(Surplus)	93,740	112,969	61,750
	Full Time Equivalent Staff	2.99	2.99	2.99

Major Items

Employee Related

Salaries	115,110	117,570
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Supplies and Services

Computer Services Recharge	5,640	6,970
Computer Software Development	3,450	3,450
Computer Software Licence	46,510	46,510
IT Renewals	23,790	19,570
Mapping Services Agreement	14,730	14,730

Income

Support Service Recharge	(135,370)	(166,160)
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Support Services

Facilities Management Recharge	2,300	2,350
Human Resources Recharge	1,820	2,030
Public Offices Recharge	5,880	6,200

Major Variances 2008/09 v 2009/10

There is an incremental and inflationary increase in salary costs. The Support Service Recharge has been increased to reflect the level of activity for the Service.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Business Systems

Financial Information Information and Communication Technology

Ledger Code G3535, G3537

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
865,857	Employee Related Expenditure	867,490	872,799	909,380
1,080	Premises Related Expenditure	1,280	1,280	1,400
8,232	Transport Related Expenditure	8,050	8,172	12,680
479,646	Supplies and Services	457,620	463,821	473,440
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,354,815	Total Direct Expenditure	1,334,440	1,346,072	1,396,900
(1,412,554)	Income	(1,543,640)	(1,536,175)	(1,549,780)
(57,739)	Net Direct Expenditure/(Income)	(209,200)	(190,103)	(152,880)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
140,256	Support Services	153,890	153,950	149,130
82,517	Total Service Cost/(Surplus)	(55,310)	(36,153)	(3,750)
	Full Time Equivalent Staff	20.28	20.28	20.14

Major Items

Employee Related

Salaries	842,710	880,400
Training	10,000	10,250

Supplies and Services

Computer Maintenance	23,050	23,050
Computer Software Licence	53,370	53,370
Cryoserver Costs	19,890	5,500
Disaster Recovery	24,590	24,590
Equipment & Tools	13,140	13,140
General Subscriptions	19,410	19,410
Infrastructure Maintenance	31,650	31,650
IT Renewals	158,050	194,400
Telecomms: Maintenance	31,640	31,640

Income

Support Service Recharge	(1,533,040)	(1,549,520)
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Support Services

Audit Services Recharge	46,080	46,720
Facilities Management Recharge	19,810	18,960
Human Resources Recharge	14,580	15,190
Paymaster Recharge	17,690	9,510
Public Offices Recharge	46,320	45,680

Major Variances 2008/09 v 2009/10

There is a £46K incremental and inflationary increase in salary costs. The budget for the Cryoserver has reduced because the Council has been successful in negotiating a competitive price for the e-mail archiving system.

The continued investment in computer hardware and software has resulted in increased contributions to the IT Renewals Fund. The Support Service Recharge has been increased to reflect the level of activity for the Service.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Business Systems

Financial Information IT Renewals Revenue Account

Ledger Code F8611

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0	Capital Charges		
0	Premises Related Expenditure	0	0	0	Amortisation of Intangible FAS	420,000	460,170
0	Transport Related Expenditure	0	0	0	Depreciation	183,140	269,060
0	Supplies and Services	0	0	0	Support Services		
0	Third Party Payments	0	0	0	Accountancy Services Recharge	8,080	8,270
0	Transfer Payments	0	0	0			
0	Total Direct Expenditure	0	0	0			
(518,245)	Income	(573,320)	(556,760)	(565,190)			
(518,245)	Net Direct Expenditure/(Income)	(573,320)	(556,760)	(565,190)			
0	Special Works	0	0	0			
578,280	Capital Charges	603,140	603,200	729,230			
6,024	Support Services	8,080	8,080	9,230			
66,059	Total Service Cost/(Surplus)	37,900	54,520	173,270			
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Variances 2008/09 v 2009/10

Depreciation has increased by £86K as further investment takes place in computer hardware. Amortisation of Intangible Fixed Assets has increased by £40K as more software is accounted for.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Business Systems

Financial Information Office Accommodation

Ledger Code G7511, G7512, G7513, G7514, G7521

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
159,857	Employee Related Expenditure	161,710	155,871	170,240
727,637	Premises Related Expenditure	694,490	561,535	657,820
0	Transport Related Expenditure	70	10	0
59,412	Supplies and Services	88,790	79,282	90,070
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
946,906	Total Direct Expenditure	945,060	796,698	918,130
(1,182,096)	Income	(1,136,060)	(1,137,576)	(1,161,900)
(235,190)	Net Direct Expenditure/(Income)	(191,000)	(340,878)	(243,770)
(2,500)	Special Works	0	0	0
124,515	Capital Charges	123,210	123,250	124,630
77,938	Support Services	78,500	94,489	82,370
(35,237)	Total Service Cost/(Surplus)	10,710	(123,139)	(36,770)
	Full Time Equivalent Staff	4.00	4.00	4.03

Major Variances 2008/09 v 2009/10

There are no major variances to report.

Major Items

Employee Related

Casual Salaries	45,300	46,570
Salaries	85,160	88,680
Staff Car Parking	13,260	14,440

Premises Related

Electricity	80,250	77,000
Gas	34,600	50,000
General Rates	414,000	380,800
Insurance	12,520	13,580
Removal of Refuse	8,180	9,000
Repairs & Maintenance	119,220	99,380
Water	7,500	6,600

Supplies and Services

Consultants Fees	4,000	4,000
Equipment Electrical Testing	7,400	7,730
Furniture	56,220	56,000
General Insurance	1,510	1,370
IT Renewals	140	60

Income

Rents - Staff Lets	(12,240)	(14,070)
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Support Services

Housing Surveying Services	9,630	10,200
Paymaster Recharge	15,320	22,560
Property Services Recharge	19,870	23,000
Valuation Services Recharge	17,000	18,000

	2008/09 Estimate £	2009/10 Estimate £
Major Items		
Employee Related		
Salaries	182,960	129,310
Training	490	500
Transport Related		
Officers Car Leasing	150	0
Supplies and Services		
Binding Materials	1,800	1,000
Central Copiers	59,510	59,510
Computer Services Recharge	6,410	8,420
Computer Software; New Systems	3,500	2,750
Equip & Tools Repairs	4,500	4,500
Equip.& Tools; Leasing Charges	45,980	45,980
IT Renewals	5,090	0
New, Replace Equip & Tools	4,470	4,470
Paper & Board	41,000	43,000
Plate Making Materials	2,010	2,010
Postage	36,500	1,500
Subcontracted Services	22,950	5,000
Income		
Support Services		
Accountancy Services Recharge	3,150	3,220
Facilities Management Recharge	8,980	9,270
Human Resources Recharge	3,510	3,780
Paymaster Recharge	4,110	5,690
Public Offices Recharge	40,750	41,440

The reduction in salary cost reflect the savings following a review of all print/reprographic requirements across all Services to determine the most appropriate level and method of provision. Postages and Subcontracted Services are now charged directly to the relevant Service Unit.

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

COMMUNITY CARE SERVICES

HEAD OF SERVICE - JOHN MARTIN

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
5,329,490	5,471,310	Gross Expenditure	5,097,290	5,235,240	5,378,900	5,528,640
(2,242,540)	(2,193,420)	Gross Income	(2,237,360)	(2,291,400)	(2,343,950)	(2,398,090)
3,086,950	3,277,890	Net Expenditure	2,859,930	2,943,840	3,034,950	3,130,550
2,673,776	2,874,090	Employee Related Expenditure	2,525,780	2,636,640	2,752,510	2,873,570
206,838	261,270	Premises Related Expenditure	239,890	240,860	241,590	242,330
319,560	283,370	Transport Related Expenditure	320,090	320,090	320,090	320,090
1,456,660	1,323,380	Supplies and Services	1,309,900	1,323,430	1,337,430	1,351,900
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
4,656,834	4,742,110	Total Direct Expenditure	4,395,660	4,521,020	4,651,620	4,787,890
(2,242,540)	(2,193,420)	Income	(2,237,360)	(2,291,400)	(2,343,950)	(2,398,090)
2,414,294	2,548,690	Net Direct Expenditure/(Income)	2,158,300	2,229,620	2,307,670	2,389,800
4,164	17,250	Special Works	0	0	0	0
373,055	407,700	Capital Charges	370,360	370,360	370,360	370,360
295,437	304,250	Support Services	331,270	343,860	356,920	370,390
3,086,950	3,277,890	Total Service Cost/(Surplus)	2,859,930	2,943,840	3,034,950	3,130,550

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
263,554	270,750	Citizens Advice Bureaux	271,650	278,940	286,550	294,500
119,724	0	Community Projects	0	0	0	0
79,501	98,890	Community Services	65,330	67,680	70,130	72,680
489,636	409,200	Community Transport Scheme	431,460	440,250	449,460	459,090
860,320	861,770	Day Centres	821,900	855,300	889,870	925,880
147,989	272,880	Emergency Communications System	130,170	142,750	159,610	177,760
298,652	279,370	Grants to Voluntary Organisations - Housing and Comm	274,880	276,030	277,250	278,510
156,462	142,640	Lunch Clubs	11,660	10,150	8,590	6,990
84,292	114,390	Meals on Wheels and Frozen Food Service	96,970	100,000	103,150	106,420
586,820	823,370	Private Sector Housing	755,910	772,740	790,340	808,720
0	4,630	Supporting People	0	0	0	0
3,086,950	3,277,890	Total Net Expenditure/(Income)	2,859,930	2,943,840	3,034,950	3,130,550

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Guildford Borough Council Medium Term Financial Strategy 2009/10

Community Care Services

Financial Information Citizens Advice Bureaux

Ledger Code C2112, C2122

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0
36,362	Premises Related Expenditure	38,520	47,760	33,230
0	Transport Related Expenditure	0	0	0
226,088	Supplies and Services	230,780	230,746	236,840
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
262,450	Total Direct Expenditure	269,300	278,506	270,070
0	Income	0	0	0
262,450	Net Direct Expenditure/(Income)	269,300	278,506	270,070
0	Special Works	0	0	0
0	Capital Charges	0	0	0
1,104	Support Services	1,450	1,806	1,580
263,554	Total Service Cost/(Surplus)	270,750	280,312	271,650
	Full Time Equivalent Staff	0.00	0.00	0.00

Major Items

Premises Related

Rent in lieu of Grant	30,610	22,350
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Service Charge	7,910	10,880
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Supplies and Services

Cab General Expenses Grant	64,630	64,630
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Car Parking Charges	10,380	11,500
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Salaries in lieu of Grant	155,750	160,690
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Support Services

Accountancy Services Recharge	1,450	1,480
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Major Variances 2008/09 v 2009/10

It is intended to relocate the CAB at Millmead, in order to make a saving by renting out the Haydon Place premises.

The £5k increase in Salaries in lieu of Grant is due to the pay award.

Financial Information Community Projects

Ledger Code C2621

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

Financial Services Contact Gloria Nixon - Senior Accountant (Tel: 444840)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
40,740	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
40,740	Total Direct Expenditure	0	0	0			
0	Income	0	0	0			
40,740	Net Direct Expenditure/(Income)	0	0	0			
0	Special Works	0	0	0			
78,984	Capital Charges	0	0	0			
0	Support Services	0	0	0			
119,724	Total Service Cost/(Surplus)	0	0	0			
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Variances 2008/09 v 2009/10

Direct funding is no longer required from 08/09 as Community Projects will be funded through the Joint Voluntary Grants scheme.

Financial Information Community Services

Ledger Code C2611, C3121

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
56,312	Employee Related Expenditure	62,440	58,932	36,970
0	Premises Related Expenditure	0	0	0
1,642	Transport Related Expenditure	1,260	963	1,520
10,843	Supplies and Services	26,760	8,670	8,850
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
68,797	Total Direct Expenditure	90,460	68,565	47,340
0	Income	(10)	0	(10)
68,797	Net Direct Expenditure/(Income)	90,450	68,565	47,330
0	Special Works	0	0	0
0	Capital Charges	0	0	0
10,704	Support Services	8,440	8,460	18,000
79,501	Total Service Cost/(Surplus)	98,890	77,025	65,330
	Full Time Equivalent Staff	1.25	1.25	0.80

Major Items

Employee Related

Salaries	61,490	35,910
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Supplies and Services

Emergency Planning	5,000	0
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IT Renewals	0	10
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Partnership Work	10,000	0
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Postages	3,660	3,640
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Telecomms	3,910	2,930
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Support Services

Accountancy Services Recharge	1,710	1,740
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Facilities Management Recharge	2,410	9,070
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Public Offices Recharge	2,260	1,950
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Major Variances 2008/09 v 2009/10

The decrease in Salaries is mainly due to the reduction of allocation following the deletion of a post.

The £10k budget for Partnership Working is not required for 2009/10, plus a £5k budget for Emergency Planning has been removed.

Financial Information	Community Transport Scheme	Ledger Code	C3115
Responsible Officer	John Martin - Head of Community Care Services (Tel: 444380)	Financial Services Contact	Julie Power - Principal Accountant (Tel: 444837)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
376,648	Employee Related Expenditure	394,150	360,313	391,070	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	4,760	5,260
246,258	Transport Related Expenditure	203,960	282,437	238,110	Recharge From Other Emp. Exps.	3,070	3,640
14,340	Supplies and Services	14,430	15,297	24,550	Salaries	386,210	381,340
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Fuel & Oil	31,060	59,500
637,246	Total Direct Expenditure	612,540	658,047	653,730	Transport Pool Hire Charge	167,170	173,810
					Supplies and Services		
(167,470)	Income	(224,100)	(187,358)	(247,350)	Computer Maintenance Agree	7,200	6,240
469,776	Net Direct Expenditure/(Income)	388,440	470,689	406,380	Computer Services Recharge	770	6,310
					IT Renewals	0	3,880
0	Special Works	0	0	0	Telecomms	3,300	5,280
0	Capital Charges	0	0	0	Income		
19,860	Support Services	20,760	20,790	25,080	Bus Service Operations Grant	(5,000)	(13,000)
489,636	Total Service Cost/(Surplus)	409,200	491,479	431,460	Dar & DC Membership Fees	(12,800)	(8,000)
					Fee Income	(137,280)	(157,330)
					SCC Grant	(69,020)	(69,020)
	Full Time Equivalent Staff	17.48	17.48	17.14			

Major Variances 2008/09 v 2009/10

A staffing restructure has reduced allocation and made a saving of £5k after implementation of the pay award.

An extra £28k has been allowed for fuel cost escalation.

Increased costs within Supplies and Services total £10k, mainly in respect of Computer Services and IT Renewals.

The Bus Service Operations Grant has increased by £8k, and Fees and Charges by £20k reflecting approved price increases and anticipated number of journeys.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Community Care Services

Financial Information Day Centres

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

Ledger Code C8108, C8111, C8112, C8117, C8118, C8132, C8152, C8172, C8184

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
806,412	Employee Related Expenditure	842,200	798,491	834,500	Employee Related		
129,718	Premises Related Expenditure	179,280	160,152	161,470	Salaries	809,120	798,290
8,654	Transport Related Expenditure	7,170	4,233	7,480	Training	14,870	15,240
197,428	Supplies and Services	115,190	133,678	130,280	Premises Related		
0	Third Party Payments	0	0	0	Electricity	35,010	33,900
0	Transfer Payments	0	0	0	Gas	18,300	22,100
1,142,212	Total Direct Expenditure	1,143,840	1,096,554	1,133,730	General Rates	26,790	27,840
					Repairs & Maintenance	77,380	53,400
(418,057)	Income	(448,120)	(425,552)	(456,990)	Supplies and Services		
724,155	Net Direct Expenditure/(Income)	695,720	671,002	676,740	Food Purchases	57,840	64,440
					IT Renewals	330	430
4,164	Special Works	17,250	22,099	0	Miscellaneous Expenses	14,460	14,460
56,356	Capital Charges	57,700	53,052	50,360	Telecomms	9,390	15,150
75,645	Support Services	91,100	86,067	94,800	Income		
860,320	Total Service Cost/(Surplus)	861,770	832,220	821,900	Coffee Shop income	(26,200)	(24,530)
					Fee Income	(50,000)	(46,000)
					Miscellaneous Income	(7,550)	(16,460)
					Refreshment Sales	(94,440)	(111,190)
					Rent Income	(30,000)	(32,250)
					SCC Grant	(213,800)	(199,240)
					Capital Charges		
					Depreciation	57,700	50,360
					Support Services		
					Human Resources Recharge	25,720	27,300
					Paymaster Recharge	15,750	18,250

Major Variances 2008/09 v 2009/10

The salaries budget has reduced by £11,000 due to a reduction in Full Time Equivalent (FTE) staff charged to the service.

There is an £18,000 reduction in premises costs, mainly due to a £24,000 reduction in repairs and maintenance offset by an overall increase in other budgets.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Community Care Services

Financial Information Emergency Communications System

Ledger Code C2511, C2512, C2522

Responsible Officer David Thew - Care Services Manager (Tel: 444260)

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
677,557	Employee Related Expenditure	708,260	611,661	611,690
27,576	Premises Related Expenditure	30,880	28,798	31,540
5,591	Transport Related Expenditure	8,300	3,310	2,810
143,797	Supplies and Services	146,510	198,313	117,840
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
854,521	Total Direct Expenditure	893,950	842,082	763,880
(781,388)	Income	(715,370)	(785,449)	(735,290)
73,133	Net Direct Expenditure/(Income)	178,580	56,633	28,590
0	Special Works	0	0	0
0	Capital Charges	0	0	0
74,856	Support Services	94,300	88,999	101,580
147,989	Total Service Cost/(Surplus)	272,880	145,632	130,170
	Full Time Equivalent Staff	19.78	19.78	17.76

Major Items

Employee Related

Salaries	697,200	599,830
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Premises Related

Payment in Lieu of Rent	24,000	24,430
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Transport Related

Supplies and Services

Disaster Recovery	30,000	14,030
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Equipment Supply, Mtnce & Repair	62,750	53,560
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IT Renewals	7,540	5,070
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Telecomms	24,440	24,980
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Income

Emergency Communications Fees	(482,600)	(309,980)
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Expenses Recovered	(20,050)	(19,620)
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Out of Hours; General Services	(42,260)	(28,650)
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Support Services

Accountancy Services Recharge	15,310	15,660
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Debtors Section Recharge	45,400	41,910
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Human Resources Recharge	12,900	13,440
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Major Variances 2008/09 v 2009/10

Restructuring of the service during 2008/09 has led to a reduction in the Full Time Equivalent staff and therefore a fall of £97,000 in the salaries estimate.

Equipment costs have reduced by £9,000 and disaster recovery by £16,000 whilst estimated income has increased by £20,000

Guildford Borough Council Medium Term Financial Strategy 2009/10

Community Care Services

Financial Information Grants to Voluntary Organisations - Housing and Community

Ledger Code C3111

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
60,976	Employee Related Expenditure	50,130	51,683	37,190
11,000	Premises Related Expenditure	11,000	11,000	11,000
1,816	Transport Related Expenditure	3,420	2,458	2,150
627,098	Supplies and Services	628,480	924,842	644,690
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
700,890	Total Direct Expenditure	693,030	989,983	695,030
(413,650)	Income	(421,030)	(723,364)	(427,280)
287,240	Net Direct Expenditure/(Income)	272,000	266,619	267,750
0	Special Works	0	0	0
0	Capital Charges	0	0	0
11,412	Support Services	7,370	7,400	7,130
298,652	Total Service Cost/(Surplus)	279,370	274,019	274,880
	Full Time Equivalent Staff	1.16	1.16	0.91

Major Items

Employee Related

Salaries	49,450	36,420
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Premises Related

Rents Payable	11,000	11,000
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Transport Related

Car Allowances	3,420	2,000
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Supplies and Services

Council for Voluntary Services	10,260	10,260
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IT Renewals	0	10
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Shopmobility	33,180	34,840
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Surrey Law Centre	2,500	3,000
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Voluntary Associations Grant	582,530	595,560
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Income

Miscellaneous Income	(26,780)	(20,000)
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SCC & PCT Grant Contributions	(394,250)	(407,280)
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Support Services

Accountancy Services Recharge	2,890	2,960
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Public Offices Recharge	1,540	1,260
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Major Variances 2008/09 v 2009/10

The decrease in Salaries results from staff savings achieved through a restructure following a retirement.

There is an inflationary increase in the Shopmobility Grant as set out in the terms of agreement.

The increase in the Voluntary Associations Grant is matched by increased SCC and PCT funding.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Community Care Services

Financial Information Lunch Clubs

Ledger Code C8114, C8115, C8182, C8183, C8186

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
190,383	Employee Related Expenditure	178,590	97,344	37,740
1,678	Premises Related Expenditure	1,000	285	2,000
739	Transport Related Expenditure	450	9,492	12,610
44,601	Supplies and Services	42,370	35,315	39,260
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
237,401	Total Direct Expenditure	222,410	142,436	91,610
(94,571)	Income	(95,140)	(65,601)	(80,000)
142,830	Net Direct Expenditure/(Income)	127,270	76,835	11,610
0	Special Works	0	0	0
0	Capital Charges	0	0	0
13,632	Support Services	15,370	15,410	50
156,462	Total Service Cost/(Surplus)	142,640	92,245	11,660
	Full Time Equivalent Staff	8.02	8.02	1.90

Major Items

Employee Related

Community Care Salaries

174,830

37,720

Transport Related

Hire of Vehicles

0

12,600

Supplies and Services

Food Purchases

40,410

38,760

Income

Refreshment Sales

(95,140)

(80,000)

Major Variances 2008/09 v 2009/10

The way in which the Lunch Club service is delivered has been changed during 2008/09. All the variances relate to this change.

Financial Information Meals on Wheels and Frozen Food Service

Ledger Code C8142

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
116,936	Employee Related Expenditure	143,250	124,944	127,300
0	Premises Related Expenditure	0	0	0
28,909	Transport Related Expenditure	31,390	39,773	31,790
51,091	Supplies and Services	49,830	51,353	50,020
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
196,936	Total Direct Expenditure	224,470	216,070	209,110
(134,940)	Income	(134,500)	(138,000)	(144,140)
61,996	Net Direct Expenditure/(Income)	89,970	78,070	64,970
0	Special Works	0	0	0
0	Capital Charges	0	0	0
22,296	Support Services	24,420	24,450	32,000
84,292	Total Service Cost/(Surplus)	114,390	102,520	96,970
	Full Time Equivalent Staff	5.48	5.48	4.31

Major Items

Employee Related

Salaries	140,170	122,890
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Transport Related

Fuel & Oil	3,880	3,880
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Hire of Vehicles	25,000	25,200
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Supplies and Services

Food Purchases	45,000	45,000
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IT Renewals	3,010	0
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Income

Refreshment Sales	(109,500)	(119,140)
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SCC Grant	(25,000)	(25,000)
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Support Services

Debtors Section Recharge	13,520	9,330
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Legal Services Recharge	0	8,280
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Major Variances 2008/09 v 2009/10

The reduction in Full Time equivalent staff allocated to this service, has resulted in a £17,000 reduction in salary costs.

There is also a £10,000 increase in estimated income from sale of meals

Guildford Borough Council Medium Term Financial Strategy 2009/10

Community Care Services

Financial Information Private Sector Housing

Ledger Code C5111, C5122, C5125, C5131, C5132, C5135, C5136

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
388,552	Employee Related Expenditure	495,070	407,005	449,320	Employee Related		
504	Premises Related Expenditure	590	590	650	Insurance - Emps Liab, All Risk	3,660	3,960
25,951	Transport Related Expenditure	27,420	29,837	23,620	Operational Wages	25,860	27,350
100,634	Supplies and Services	64,490	68,491	57,570	Salaries	455,760	408,180
0	Third Party Payments	0	0	0	Training	4,700	4,820
0	Transfer Payments	0	0	0	Transport Related		
515,641	Total Direct Expenditure	587,570	505,923	531,160	Car Allowances	5,790	6,030
					Officers Car Leasing	16,140	12,680
(232,464)	Income	(155,150)	(149,145)	(146,300)	Supplies and Services		
283,177	Net Direct Expenditure/(Income)	432,420	356,778	384,860	Computer Services Recharge	21,410	20,920
					Computer Software Licence	3,500	3,420
0	Special Works	0	0	0	Consultants Fees	4,930	4,880
237,715	Capital Charges	350,000	350,000	320,000	IT Renewals	370	790
65,928	Support Services	40,950	40,910	51,050	Materials	7,000	7,000
586,820	Total Service Cost/(Surplus)	823,370	747,688	755,910	Printing Services Recharge	6,050	1,690
					Telecomms	6,980	8,410
					Income		
	Full Time Equivalent Staff	14.19	14.19	12.29	Fee Income	(46,530)	(37,560)
					Government Grants	(32,130)	(33,610)
					Income from Clients	(18,000)	(16,640)
					Other Grants, Sponsorship	(20,000)	0
					SCC Grant	(38,490)	(58,490)
					Capital Charges		
					Commutation; WO Deferred Chrg	350,000	320,000
					Support Services		
					Accountancy Services Recharge	6,050	6,180
					Facilities Management Recharge	6,720	8,270
					Human Resources Recharge	9,370	10,150
					Legal Services Recharge	1,760	3,270
					Paymaster Recharge	1,880	3,830
					Public Offices Recharge	11,040	13,780

Major Variances 2008/09 v 2009/10

A staffing restructure has resulted in a decrease in allocation and a saving of £48k after implementation of the pay award.

Fee Income is anticipated to be £9k less in 2009/10.

The Capital Charge (Commutation Deferred Charge) is based on estimated capital spend on improvement grants, and is £30k less in 2009/10.

Support Services have increased by £10k in total.

Financial Information Supporting People

Ledger Code C8200

Responsible Officer Susan Longman - Sheltered Housing Manager (Tel: 444249)

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £		2008/09 Estimate £	2009/10 Estimate £
	0 Employee Related Expenditure	0	0	0			
	0 Premises Related Expenditure	0	0	0			
	0 Transport Related Expenditure	0	0	0			
	0 Supplies and Services	4,540	760	0			
	0 Third Party Payments	0	0	0			
	0 Transfer Payments	0	0	0			
0	Total Direct Expenditure	4,540	760	0			
	0 Income	0	0	0			
0	Net Direct Expenditure/(Income)	4,540	760	0			
	0 Special Works	0	0	0			
	0 Capital Charges	0	0	0			
	0 Support Services	90	100	0			
0	Total Service Cost/(Surplus)	4,630	860	0			
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Items

Supplies and Services

Miscellaneous Expenses

4,540

0

Major Variances 2008/09 v 2009/10

Note: This budget represents any shortfall of supporting people grant funding against expenditure. No shortfall is anticipated at this stage for 2009/10.

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

CORPORATE DEVELOPMENT

HEAD OF SERVICE - MARTYN BRAKE

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
2,394,782	2,332,780	Gross Expenditure	2,367,020	2,444,690	2,525,530	2,609,780
(482,261)	(456,250)	Gross Income	(495,980)	(514,910)	(534,610)	(555,080)
1,912,521	1,876,530	Net Expenditure	1,871,040	1,929,780	1,990,920	2,054,700
1,224,547	1,212,520	Employee Related Expenditure	1,197,070	1,247,960	1,301,110	1,356,680
3,638	4,310	Premises Related Expenditure	4,700	4,710	4,720	4,730
32,494	29,710	Transport Related Expenditure	30,020	30,020	30,020	30,020
571,649	590,110	Supplies and Services	637,440	645,290	653,350	661,670
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,832,328	1,836,650	Total Direct Expenditure	1,869,230	1,927,980	1,989,200	2,053,100
(482,261)	(456,250)	Income	(495,980)	(514,910)	(534,610)	(555,080)
1,350,067	1,380,400	Net Direct Expenditure/(Income)	1,373,250	1,413,070	1,454,590	1,498,020
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
562,454	496,130	Support Services	497,790	516,710	536,330	556,680
1,912,521	1,876,530	Total Service Cost/(Surplus)	1,871,040	1,929,780	1,990,920	2,054,700

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
163,978	195,540	Climate Change	147,070	152,010	157,130	162,460
90,383	94,260	Community Development	111,860	115,500	119,280	123,210
940,155	878,500	Corporate Services	862,420	890,910	920,480	951,230
13,067	6,660	Internal Audit	(3,050)	(2,910)	(2,700)	(2,410)
15,929	10,780	Performance Management	47,890	50,060	52,320	54,710
498,402	492,210	Public Relations and Marketing	468,010	481,930	496,440	511,590
190,607	198,580	Website	236,840	242,280	247,970	253,910
1,912,521	1,876,530	Total Net Expenditure/(Income)	1,871,040	1,929,780	1,990,920	2,054,700

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Financial Information Climate Change

Ledger Code B3900, B3911, B3912, F7519

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
81,831	Employee Related Expenditure	130,510	71,005	97,280
96	Premises Related Expenditure	120	120	130
2,780	Transport Related Expenditure	5,080	3,852	3,640
40,389	Supplies and Services	41,570	37,853	35,530
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
125,096	Total Direct Expenditure	177,280	112,830	136,580
(329)	Income	(200)	(1,530)	(3,090)
124,767	Net Direct Expenditure/(Income)	177,080	111,300	133,490
0	Special Works	0	0	0
0	Capital Charges	0	0	0
39,211	Support Services	18,460	38,319	13,580
163,978	Total Service Cost/(Surplus)	195,540	149,619	147,070
	Full Time Equivalent Staff	3.01	3.01	2.62

Major Items

Employee Related

Salaries 125,730 93,080

Transport Related

Officers Car Leasing 2,860 2,760

Supplies and Services

Climate Change Strategy 5,000 5,000

Environmental Promotion 12,000 12,000

Green Business 3,000 3,000

IT Renewals 30 10

Printing Services Recharge 5,420 1,330

Schools Grant Scheme 2,650 2,650

Schools Promotion 1,530 1,530

Support Services

Public Offices Recharge 3,200 2,300

Transport & Projects Recharge 7,340 0

Major Variances 2008/09 v 2009/10

The reduction in salary costs and the Transport and Projects recharge is the result of the restructure and the re-allocation of staff resources.

Financial Information Community Development

Ledger Code F1127

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
30,496	Employee Related Expenditure	34,300	35,001	59,740	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	34,050	59,360
859	Transport Related Expenditure	680	744	1,630	Supplies and Services		
8,652	Supplies and Services	25,930	4,222	26,110	Exhibitions	5,380	5,380
0	Third Party Payments	0	0	0	Grants Database	3,500	3,500
0	Transfer Payments	0	0	0	IT Renewals	0	40
40,007	Total Direct Expenditure	60,910	39,967	87,480	Materials	4,140	4,140
					Miscellaneous Expenses	3,570	3,570
0	Income	(2,130)	(360)	(2,220)	Printing & Stationery	3,530	3,530
40,007	Net Direct Expenditure/(Income)	58,780	39,607	85,260	Publicity	5,280	5,280
					Income		
0	Special Works	0	0	0	Miscellaneous Income	(2,130)	(2,220)
0	Capital Charges	0	0	0	Support Services		
50,376	Support Services	35,480	35,520	26,600	Performance Mngt. Recharge	32,670	23,830
90,383	Total Service Cost/(Surplus)	94,260	75,127	111,860			
	Full Time Equivalent Staff	0.45	0.45	0.92			

Major Variances 2008/09 v 2009/10

The increase in salary cost is the result of a structure review of the Service. The reduced Performance Recharge reflects the anticipated time to be spent on the service during 2009/10.

Financial Information Corporate Services

Ledger Code F1111, F1121, F1122, F1125

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
418,844	Employee Related Expenditure	396,990	428,460	363,170
0	Premises Related Expenditure	0	0	0
16,865	Transport Related Expenditure	13,030	13,106	13,230
178,733	Supplies and Services	178,480	187,546	243,670
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
614,442	Total Direct Expenditure	588,500	629,112	620,070
(53,386)	Income	(53,050)	(53,089)	(111,980)
561,056	Net Direct Expenditure/(Income)	535,450	576,023	508,090
0	Special Works	0	0	0
0	Capital Charges	0	0	0
379,099	Support Services	343,050	345,405	354,330
940,155	Total Service Cost/(Surplus)	878,500	921,428	862,420
	Full Time Equivalent Staff	4.65	4.65	4.20

Major Items

Employee Related

Salaries 358,600 323,510

Training Management Development 34,000 34,850

Transport Related

Officers Car Leasing 12,180 12,570

Supplies and Services

Audit Fee 82,440 127,870

Bank Charges 47,530 59,060

Computer Services Recharge 20,510 23,020

IT Renewals 330 980

Printing Services Recharge 10,460 4,710

Income

Recharged to Other Services (42,550) (99,770)

Support Services

Accountancy Services Recharge 121,080 124,600

Audit Services Recharge 28,420 28,830

Legal Services Recharge 27,540 56,020

Paymaster Recharge 9,770 5,810

Performance Mngt. Recharge 79,630 58,080

Public Offices Recharge 27,630 27,900

Valuation Services Recharge 34,000 36,000

Major Variances 2008/09 v 2009/10

The reduction in salary costs is the result of the restructure and the re-allocation of staff resources. The increase in the Audit Fee and Bank Charges reflects the gross cost to the Council which is a requirement of CIPFA guidelines and is reflected by the corresponding increase in the recharge to Other Services namely the Housing Revenue Account.

Financial Information Internal Audit

Ledger Code G3525

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
214,894	Employee Related Expenditure	225,960	209,261	219,990	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	220,170	213,710
6,366	Transport Related Expenditure	6,470	6,257	6,560	Transport Related		
33,751	Supplies and Services	34,400	36,491	37,270	Officers Car Leasing	6,120	6,270
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Services Recharge	11,410	13,940
255,011	Total Direct Expenditure	266,830	252,009	263,820	Consultants Fees	12,000	11,000
					IT Renewals	6,610	7,040
(264,408)	Income	(287,010)	(287,180)	(291,780)	Income		
(9,397)	Net Direct Expenditure/(Income)	(20,180)	(35,171)	(27,960)	Support Service Recharge	(287,010)	(291,780)
					Support Services		
0	Special Works	0	0	0	Facilities Management Recharge	7,420	5,980
0	Capital Charges	0	0	0	HR Services Recharge	2,990	3,220
22,464	Support Services	26,840	26,870	24,910	Public Offices Recharge	12,970	11,360
13,067	Total Service Cost/(Surplus)	6,660	(8,301)	(3,050)			
	Full Time Equivalent Staff	4.96	4.96	4.80			

Major Variances 2008/09 v 2009/10

The reduction in salary costs is the result of a change of allocations to the Service. The level of Support Service Recharge to the Service has increased by £5K.

Financial Information Performance Management

Ledger Code G2531

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
148,770	Employee Related Expenditure	96,200	112,866	100,380
0	Premises Related Expenditure	0	0	0
3,043	Transport Related Expenditure	2,150	2,256	2,200
11,488	Supplies and Services	12,060	15,857	13,060
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
163,301	Total Direct Expenditure	110,410	130,979	115,640
(163,488)	Income	(112,300)	(112,340)	(81,910)
(187)	Net Direct Expenditure/(Income)	(1,890)	18,639	33,730
0	Special Works	0	0	0
0	Capital Charges	0	0	0
16,116	Support Services	12,670	12,690	14,160
15,929	Total Service Cost/(Surplus)	10,780	31,329	47,890
	Full Time Equivalent Staff	2.14	2.14	2.52

Major Items

Employee Related

Salaries	94,290	97,740
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Training	800	820
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Transport Related

Car Allowances	10	0
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Officers Car Leasing	1,970	2,040
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Supplies and Services

Computer Maintenance Agree	1,950	3,900
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Computer Services Recharge	7,050	6,970
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IT Renewals	160	40
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Telecomms	1,990	1,160
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Income

Support Service Recharge	(112,300)	(81,910)
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Support Services

Facilities Management Recharge	1,960	3,190
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Human Resources Recharge	1,370	1,470
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Public Offices Recharge	6,470	6,200
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Major Variances 2008/09 v 2009/10

The increase in salary costs is due to allocation changes following the restructure. The Support Service Recharge has been increased to ensure the Performance Management budget is fully recharged to Other Services.

Financial Information Public Relations and Marketing

Ledger Code F5511, F5521, F5523, F5551

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
245,616	Employee Related Expenditure	244,440	247,383	251,360
3,542	Premises Related Expenditure	4,190	4,190	4,570
2,403	Transport Related Expenditure	2,100	2,412	2,670
209,163	Supplies and Services	197,700	188,976	167,850
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
460,724	Total Direct Expenditure	448,430	442,961	426,450
(650)	Income	(1,560)	(10,303)	(5,000)
460,074	Net Direct Expenditure/(Income)	446,870	432,658	421,450
0	Special Works	0	0	0
0	Capital Charges	0	0	0
38,328	Support Services	45,340	45,430	46,560
498,402	Total Service Cost/(Surplus)	492,210	478,088	468,010
	Full Time Equivalent Staff	5.55	5.55	5.40

Major Variances 2008/09 v 2009/10

The increase in salary costs is due to allocation changes following the restructure. The increased cost of the publication, A-Z of Services is due to higher postage costs.
A review of the bi-annual Residents Survey will be undertaken in 2009/10 to establish the level of consultation.

Major Items

Employee Related

Salaries	228,550	234,520
Training	9,190	9,420

Premises Related

Proportion of Depot Expenses	4,000	4,370
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Supplies and Services

A-Z of Services	20,500	0
About Guildford	55,000	55,000
Citizens Panel	20,440	20,440
Computer Services Recharge	21,280	20,920
Corporate Promotions	12,560	7,560
Initiatives	5,000	5,000
IT Renewals	2,580	1,940
Printing Services Recharge	21,070	21,480
Residents Survey	0	0

Income

Advertising Income	(1,560)	(5,000)
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Support Services

Accountancy Services Recharge	7,920	8,100
Audit Services Recharge	3,270	3,300
Facilities Management Recharge	9,120	9,580
Human Resources Recharge	3,260	3,500
Paymaster Recharge	4,110	5,180
Public Offices Recharge	16,200	14,920

Financial Information Website

Ledger Code F1141

Responsible Officer Holly Ellis - Web Programme Manager (Tel: 444253)

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
84,096	Employee Related Expenditure	84,120	91,555	105,150
0	Premises Related Expenditure	0	0	0
178	Transport Related Expenditure	200	30	90
89,473	Supplies and Services	99,970	75,362	113,950
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
173,747	Total Direct Expenditure	184,290	166,947	219,190
0	Income	0	0	0
173,747	Net Direct Expenditure/(Income)	184,290	166,947	219,190
0	Special Works	0	0	0
0	Capital Charges	0	0	0
16,860	Support Services	14,290	14,310	17,650
190,607	Total Service Cost/(Surplus)	198,580	181,257	236,840
	Full Time Equivalent Staff	2.05	2.05	2.50

Major Items

Employee Related

Salaries	82,740	103,500
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Supplies and Services

Advertising	6,020	3,000
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Computer Maintenance	9,000	36,000
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IT Renewals	29,190	29,000
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Market Research	9,400	4,700
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Web Site Mtce Costs	39,500	36,540
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Support Services

Audit Services Recharge	5,030	5,110
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Facilities Management Recharge	950	1,790
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Human Resources Recharge	1,170	1,260
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Legal Services Recharge	3,000	2,830
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Public Offices Recharge	3,100	5,510
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Major Variances 2008/09 v 2009/10

The increase in salary costs is due to allocation changes following the restructure. Computer maintenance includes £27K approved by the Council (31 January 2008 as part of the Service Growth Provision) to investigate implementing fundamental improvements to the in-house operation or set up an external hosting arrangement.

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ECONOMIC DEVELOPMENT

HEAD OF SERVICE - APPOINTMENT PENDING

**GUILDFORD BOROUGH COUNCIL
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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
3,645,099	3,510,650	Gross Expenditure	3,530,840	3,616,170	3,704,150	3,795,610
(5,966,931)	(5,975,300)	Gross Income	(5,809,680)	(5,858,490)	(5,904,930)	(5,949,350)
(2,321,832)	(2,464,650)	Net Expenditure	(2,278,840)	(2,242,320)	(2,200,780)	(2,153,740)
1,356,943	1,343,710	Employee Related Expenditure	1,330,460	1,387,840	1,447,770	1,510,270
503,024	605,450	Premises Related Expenditure	618,240	621,450	623,840	626,280
21,364	19,550	Transport Related Expenditure	17,590	17,590	17,590	17,590
632,486	739,730	Supplies and Services	717,750	720,680	723,700	726,810
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,513,817	2,708,440	Total Direct Expenditure	2,684,040	2,747,560	2,812,900	2,880,950
(5,966,931)	(5,975,300)	Income	(5,809,680)	(5,858,490)	(5,904,930)	(5,949,350)
(3,453,114)	(3,266,860)	Net Direct Expenditure/(Income)	(3,125,640)	(3,110,930)	(3,092,030)	(3,068,400)
12,053	7,050	Special Works	0	0	0	0
619,490	243,160	Capital Charges	268,300	268,300	268,300	268,300
499,739	552,000	Support Services	578,500	600,310	622,950	646,360
(2,321,832)	(2,464,650)	Total Service Cost/(Surplus)	(2,278,840)	(2,242,320)	(2,200,780)	(2,153,740)

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
50,320	57,090	Business Forum	49,530	50,600	51,700	52,860
0	0	Economic Development	0	0	0	0
239,518	254,660	Guildford House	267,070	272,740	278,560	284,630
505,771	535,580	Guildford Museum	455,160	467,180	479,550	492,420
92,887	100,150	Guildhall	141,810	145,650	149,640	153,770
(1,903,374)	(1,914,750)	Industrial Estates	(1,797,690)	(1,779,790)	(1,780,470)	(1,772,390)
(1,779,786)	(2,064,350)	Non Operational Property	(2,034,370)	(2,048,440)	(2,040,040)	(2,036,370)
41,594	(2,680)	Property Services	4,300	780	(2,760)	(6,360)
0	127,000	SAAP	114,150	115,510	116,930	118,420
183,359	204,250	Tourism Development	269,140	272,890	276,790	280,860
192,505	200,890	Tourist Information Centre	206,690	213,020	219,520	226,290
55,374	37,510	Town Centre Management	45,370	47,540	49,800	52,130
(2,321,832)	(2,464,650)	Total Net Expenditure/(Income)	(2,278,840)	(2,242,320)	(2,200,780)	(2,153,740)

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Financial Information Business Forum

Ledger Code F7520

Responsible Officer Chris Howard - Town Centre Manager (Tel: 444331)

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
26,862	Employee Related Expenditure	28,650	19,985	20,990	Employee Related		
0	Premises Related Expenditure	0	0	0	Supplies and Services		
408	Transport Related Expenditure	160	110	380	IT Renewals	10	10
19,294	Supplies and Services	24,600	24,438	24,410	Support for Forum	24,400	24,400
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Facilities Management Recharge	600	600
46,564	Total Direct Expenditure	53,410	44,533	45,780	Human Resources Recharge	390	420
0	Income	0	0	0	Public Offices Recharge	1,930	1,840
46,564	Net Direct Expenditure/(Income)	53,410	44,533	45,780			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
3,756	Support Services	3,680	3,710	3,750			
50,320	Total Service Cost/(Surplus)	57,090	48,243	49,530			
	Full Time Equivalent Staff	0.63	0.63	0.48			

Major Variances 2008/09 v 2009/10

No major variances to report.

Financial Information Guildford House

Ledger Code A4511, A4521

Responsible Officer Christian Dettlaff - Gallery and Exhibitions Manager (Tel: 444741)

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
190,699	Employee Related Expenditure	198,270	203,158	192,710
35,958	Premises Related Expenditure	37,790	34,009	62,990
1,160	Transport Related Expenditure	1,860	1,475	1,080
78,042	Supplies and Services	76,810	84,653	69,020
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
305,859	Total Direct Expenditure	314,730	323,295	325,800
(115,586)	Income	(105,790)	(102,254)	(110,980)
190,273	Net Direct Expenditure/(Income)	208,940	221,041	214,820
2,595	Special Works	2,500	1,226	0
17,700	Capital Charges	17,700	17,710	17,700
28,950	Support Services	25,520	33,674	34,550
239,518	Total Service Cost/(Surplus)	254,660	273,651	267,070
	Full Time Equivalent Staff	5.80	5.80	5.62

Major Variances 2008/09 v 2009/10

The reduction in salary cost is the result of an adjustment to the level of salary allocations charged to the Service. The Repairs and Maintenance budget includes identified works of external and internal decoration and minor improvements which have resulted in a corresponding increase in the Property Services Recharge.

Major Items

	2008/09 Estimate £	2009/10 Estimate £
Employee Related		
Salaries	180,050	174,980
Premises Related		
General Rates	9,550	10,070
Repairs & Maintenance	15,540	36,350
Utilities	7,470	11,100
Supplies and Services		
Advertising	6,000	6,000
Exhibits	6,680	6,560
IT Renewals	430	220
Printing & Stationery	11,880	8,860
Souvenirs & Postcards for resale	29,450	30,000
Telecomms	5,260	4,030
Income		
Commission on Craftwork Sales	(28,000)	(28,000)
Souvenir & Postcard Sales	(56,000)	(64,000)
Capital Charges		
Depreciation	17,700	17,700
Support Services		
Accountancy Services Recharge	2,720	2,780
Human Resources Recharge	4,170	4,550
Paymaster Recharge	8,290	9,780
Property Services Recharge	3,450	10,310

Financial Information Guildford Museum

Ledger Code A5511, A5512, A5531, A5551, A5561, A5571, A5581

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
340,421	Employee Related Expenditure	369,510	297,916	265,720	Employee Related		
83,885	Premises Related Expenditure	106,930	93,109	114,040	Casuals Salaries	33,570	44,400
1,958	Transport Related Expenditure	1,620	1,665	980	Operational Wages	13,700	0
66,234	Supplies and Services	48,820	54,381	49,830	Salaries	312,820	213,440
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	General Rates	12,040	12,690
492,498	Total Direct Expenditure	526,880	447,071	430,570	Proportion of Depot Expenses	35,410	38,710
					Repairs & Maintenance	45,140	47,790
(61,410)	Income	(61,910)	(66,599)	(62,090)	Supplies and Services		
431,088	Net Direct Expenditure/(Income)	464,970	380,472	368,480	Computer Services Recharge	4,230	6,970
					Copying & Printing	4,600	4,930
4,476	Special Works	0	0	0	Exhibits	5,000	5,000
17,875	Capital Charges	17,880	17,900	17,880	IT Renewals	130	210
52,332	Support Services	52,730	55,476	68,800	Postage and Telephones	11,210	9,910
505,771	Total Service Cost/(Surplus)	535,580	453,848	455,160	Souvenirs & Postcards for resale	9,200	9,200
					Income		
	Full Time Equivalent Staff	9.25	9.25	6.55	Admission Charges	(11,440)	(11,440)
					Fee Income	(20,800)	(21,800)
					Souvenir & Postcard Sales	(19,000)	(19,680)
					Capital Charges		
					Depreciation	17,880	17,880
					Support Services		
					Accountancy Services Recharge	3,850	3,930
					Human Resources Recharge	5,340	5,810
					Legal Services Recharge	0	3,160
					Property Services Recharge	18,010	28,620
					Valuation Services Recharge	5,100	5,400

Major Variances 2008/09 v 2009/10

From 2009/10 Operational Wages have been included within Casual Salaries budget. The reduction in salary cost is the result of the restructure of the Service. Property Services have identified repairs and maintenance works of over £50K which has resulted in a corresponding increase in the Property Services Recharge.

Financial Information Guildhall

Ledger Code F3311

Responsible Officer Rowland Sidwell - Guildford Custodial Macebearer (Tel: 444035)

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
54,379	Employee Related Expenditure	52,490	61,822	89,810
31,370	Premises Related Expenditure	36,450	31,016	43,000
709	Transport Related Expenditure	750	766	110
16,285	Supplies and Services	16,780	26,660	17,150
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
102,743	Total Direct Expenditure	106,470	120,264	150,070
(24,983)	Income	(24,900)	(26,235)	(23,370)
77,760	Net Direct Expenditure/(Income)	81,570	94,029	126,700
4,982	Special Works	4,550	760	0
0	Capital Charges	0	0	0
10,145	Support Services	14,030	15,960	15,110
92,887	Total Service Cost/(Surplus)	100,150	110,749	141,810
	Full Time Equivalent Staff	1.41	1.41	2.03

Major Items

Employee Related

Salaries	50,630	87,050
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Premises Related

General Rates	5,520	5,820
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Repairs & Maintenance	22,920	23,170
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Utilities	3,740	8,190
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Supplies and Services

Advertising	1,000	110
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Computer & Telephone Costs	4,350	4,190
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IT Renewals	60	60
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Lunch time concerts	6,080	8,000
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Musical Instruments hire & upkeep	1,560	2,040
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Income

Letting Fees-General	(13,360)	(14,970)
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Lunchtime Concerts	(11,540)	(8,400)
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Support Services

Human Resources Recharge	980	1,190
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Paymaster Recharge	1,880	2,760
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Property Services Recharge	5,760	6,150
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Major Variances 2008/09 v 2009/10

The increase in salary cost is the result of an adjustment to the level of salary allocations charged to the Service. The budget for utilities reflects the latest increase in energy costs.

Income has been projected to reflect previous and current year activity levels.

Economic Development

Financial Information Industrial Estates

Ledger Code B5311, B5312, B5321, B5331, B5332, B5341, B5351,
B5361, B5371, B5372, B5375, B5376, B5381

Responsible Officer John Weedon - Head of Property (Tel: 444994)

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
60,968	Employee Related Expenditure	44,990	47,731	52,180
81,258	Premises Related Expenditure	113,070	95,163	101,240
1,587	Transport Related Expenditure	1,190	1,236	1,220
47,155	Supplies and Services	45,330	50,735	38,700
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
190,968	Total Direct Expenditure	204,580	194,865	193,340
(2,393,350)	Income	(2,399,190)	(2,427,042)	(2,309,070)
(2,202,382)	Net Direct Expenditure/(Income)	(2,194,610)	(2,232,177)	(2,115,730)
0	Special Works	0	0	0
192,360	Capital Charges	168,510	168,560	187,330
106,648	Support Services	111,350	97,066	130,710
(1,903,374)	Total Service Cost/(Surplus)	(1,914,750)	(1,966,551)	(1,797,690)
	Full Time Equivalent Staff	0.86	0.86	0.96

	2008/09 Estimate £	2009/10 Estimate £
Major Items		
Employee Related		
Salaries	42,330	49,290
Premises Related		
Cleaning Materials	3,330	3,420
Electricity	2,020	2,440
Emissions Monitoring	3,500	3,500
General Rates	16,660	17,630
Grounds Maintenance	27,440	25,080
Repairs & Maintenance	56,670	47,310
Supplies and Services		
Consultants Fees	14,500	15,700
IT Renewals	0	30
Valuers Fees	27,500	20,000
Income		
Expenses Recovered	(45,940)	(46,360)
Management Fee Income	(2,310)	(2,410)
Rent (Building & Shops)	(387,620)	(396,380)
Rent (Land & Wayleaves)	(1,963,320)	(1,863,920)
Support Services		
Accountancy Services Recharge	9,730	9,920
Debtors Section Recharge	12,510	10,270
Engineers Recharge	14,620	8,580
Legal Services Recharge	45,350	74,550
Property Services Recharge	13,860	12,430
Valuation Services Recharge	8,500	9,000

Major Variances 2008/09 v 2009/10

Salaries have increased due to reallocations as a result of the restructure. Repairs and Maintenance spend is expected to be lower in 09/10 due to less planned work than 08/09. Valuers Fees are estimated to be lower which is due to less rent reviews scheduled in the year. Legal recharge is higher which is based on time being spent on the service. Rental income is expected to be lower than budgeted because of the sale of the Chittys site, although the interest from the rent premium is to be offset below the line.

Financial Information Non Operational Property

Responsible Officer John Weedon - Head of Property (Tel: 444994)

Ledger Code A2511, B6111, B6112, B6113, B6114, B6115, B6116, B6117, B6118, B6119, B6120, B6121, B6122, B6123,

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
42,925	Employee Related Expenditure	15,080	23,831	20,210
209,553	Premises Related Expenditure	246,710	236,118	235,840
1,109	Transport Related Expenditure	250	250	620
14,324	Supplies and Services	13,030	17,430	20,860
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
267,911	Total Direct Expenditure	275,070	277,629	277,530
(2,627,014)	Income	(2,611,910)	(2,558,468)	(2,563,790)
(2,359,103)	Net Direct Expenditure/(Income)	(2,336,840)	(2,280,839)	(2,286,260)
0	Special Works	0	0	0
382,886	Capital Charges	37,100	41,128	41,770
196,431	Support Services	235,390	243,378	210,120
(1,779,786)	Total Service Cost/(Surplus)	(2,064,350)	(1,996,333)	(2,034,370)
	Full Time Equivalent Staff	0.14	0.14	0.28

Major Variances 2008/09 v 2009/10

The increase in salaries is a direct result of the restructure and more allocations being charged to this service. Security Services has been included, which is for security at Burpham Court Farm. Legal recharge has reduced which is based on time recording and less time is being spent on this service than in 08/09. Rental income has reduced which is due to the sale of properties, e.g. Castle Street properties and Land at Junction of Aldershot Road.

Major Items

Employee Related

Salaries	14,500	19,610
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Premises Related

Council Tax	3,070	3,720
Electricity	9,490	10,100
Emissions Monitoring	7,000	7,000
General Rates	28,350	34,210
Rents Payable	94,000	94,000
Repairs & Maintenance	97,500	79,380
Window Cleaning	3,990	4,110

Supplies and Services

Computer Services Recharge	12,820	12,500
Security Services	0	8,000

Income

Expenses Recovered	(19,100)	(19,870)
Rent (Building & Shops)	(1,414,100)	(1,365,630)
Rent (Land & Wayleaves)	(1,106,080)	(1,087,410)
Rents (Dwellings)	(27,890)	(29,740)
Rents (Vol Groups Subsidy)	(41,610)	(50,850)
Rents - Staff Lets	(3,130)	(10,290)

Support Services

Accountancy Services Recharge	10,120	10,700
Asset Register Recharge	12,940	8,080
Audit Services Recharge	7,310	7,440
Engineers Recharge	11,860	10,130
Legal Services Recharge	110,680	87,950
Property Services Recharge	36,950	41,070
Public Offices Recharge	7,890	8,030
Valuation Services Recharge	27,200	28,800

Financial Information Property Services

Ledger Code F1171, G4575

Responsible Officer John Weedon - Head of Property (Tel: 444994)

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
363,997	Employee Related Expenditure	342,310	339,003	349,580	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	1,900	2,040
12,368	Transport Related Expenditure	11,930	11,419	12,280	Private Medical	2,050	2,800
136,788	Supplies and Services	142,960	131,914	156,580	Salaries	332,690	338,180
0	Third Party Payments	0	0	0	Training	3,600	3,690
0	Transfer Payments	0	0	0	Transport Related		
513,153	Total Direct Expenditure	497,200	482,336	518,440	Car Allowances	4,910	5,260
					Officers Car Leasing	6,570	6,570
(540,286)	Income	(568,010)	(540,952)	(585,430)	Supplies and Services		
(27,133)	Net Direct Expenditure/(Income)	(70,810)	(58,616)	(66,990)	Computer Maintenance	3,000	3,000
					Computer Services Recharge	17,050	18,150
0	Special Works	0	0	0	Computer Software Licence	11,920	15,100
6,699	Capital Charges	0	0	1,650	Condition Surveys	7,970	8,000
62,028	Support Services	68,130	78,210	69,640	Consultants Fees	50,000	60,000
41,594	Total Service Cost/(Surplus)	(2,680)	19,594	4,300	General Subscriptions	4,070	4,600
					Gis & Nlpg Recharge	2,720	3,340
					IT Renewals	13,570	12,370
					Telecomms	5,020	4,990
					Valuers Fees	19,680	20,000
					Income		
					Valuers Fees	(2,500)	(2,500)
					Support Services		
					Accountancy Services Recharge	6,380	6,530
					Facilities Management Recharge	5,170	5,280
					Human Resources Recharge	4,300	4,690
					Legal Services Recharge	3,420	1,090
					Paymaster Recharge	2,580	3,750
					Public Offices Recharge	10,990	10,450
					Valuation Services Recharge	34,000	36,000
	Full Time Equivalent Staff	7.43	7.43	7.38			

Major Variances 2008/09 v 2009/10

£10k has been included for the annual valuation of the Asset Register, this cost has been incurred in the past but the budget included for the first time in 09/10.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Economic Development

Financial Information SAAP

Ledger Code D7102, D7103

Responsible Officer Mike Harris - Head of Economic Development (Tel: 444550)

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	30,230	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	0	30,230
0	Transport Related Expenditure	0	0	0	Supplies and Services		
0	Supplies and Services	127,000	535,819	83,920	Consultants Fees	127,000	83,920
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
0	Total Direct Expenditure	127,000	535,819	114,150			
0	Income	0	(289,000)	0			
0	Net Direct Expenditure/(Income)	127,000	246,819	114,150			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	180	0			
0	Total Service Cost/(Surplus)	127,000	246,999	114,150			
	Full Time Equivalent Staff			0.67			

Major Variances 2008/09 v 2009/10

There are no major variances to report.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Economic Development

Financial Information Tourism Development

Ledger Code F5531, F5534, F5535, F5536, F5545, F5546

Responsible Officer Mike Harris - Head of Economic Development (Tel: 444550)

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
87,141	Employee Related Expenditure	94,480	74,590	97,230	Employee Related		
12,272	Premises Related Expenditure	14,150	14,239	23,380	Salaries	93,440	96,030
1,737	Transport Related Expenditure	1,380	541	710	Premises Related		
194,343	Supplies and Services	186,180	177,899	199,600	Electricity	1,200	2,600
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	5,650	6,180
0	Transfer Payments	0	0	0	Repairs & Maintenance	3,200	10,500
295,493	Total Direct Expenditure	296,190	267,269	320,920	Supplies and Services		
(126,663)	Income	(110,750)	(82,321)	(75,120)	Advertising	7,900	5,410
168,830	Net Direct Expenditure/(Income)	185,440	184,948	245,800	Christmas Street Lights	25,880	27,040
0	Special Works	0	0	0	Conference Programme Costs	3,000	3,000
1,970	Capital Charges	1,970	1,970	1,970	County Show	3,440	3,440
12,559	Support Services	16,840	16,435	21,370	General Tourism Marketing	15,120	22,380
183,359	Total Service Cost/(Surplus)	204,250	203,353	269,140	Guildford Calendar	3,000	3,000
					IT Renewals	120	80
					Notice/Banner Boards R&M	6,000	6,000
					Overseas Marketing	3,750	0
					Printing Services Recharge	19,870	7,340
					Tourism South East Membership	4,540	4,600
					Valley of the Wey Costs	9,510	13,000
					Visitors Guide	1,210	15,000
					Income		
					Conference Programme Income	(5,220)	(5,220)
					Expenses Recovered	(14,600)	0
					Guildford Calendar	(3,000)	(3,000)
					Notice Board Income	(13,130)	(13,400)
					Promotions - Misc Income	(1,980)	0
					Valley of the Wey Exps Rec	(9,510)	(11,500)
					Visitors Guide	(12,000)	(12,000)
					Support Services		
					Housing Surveying Services	3,160	3,330
					Property Services Recharge	640	2,540
					Public Offices Recharge	5,910	5,630
	Full Time Equivalent Staff	1.53	1.53	2.24			

Major Variances 2008/09 v 2009/10

Salaries have increased which is a result of a review of allocations following the Economic Development restructure. Some costs have transferred from Economic Development service. Repairs & Maintenance budgets have increased which is due to the anticipated repairs on the Christmas Lights. The cost of the Visitors Guide & Valley of the Wey have been budgeted as what the publications have cost in 08/09. Property services recharge has increased as a direct result of the anticipated works. Expenses recovered income will no longer be received as it was for the 2 day a week contribution from Surrey Business Partnership for a secondment - this arrangement has now ended.

Financial Information Tourist Information Centre

Ledger Code F5541

Responsible Officer Mike Harris - Head of Economic Development (Tel: 444550)

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
134,970	Employee Related Expenditure	144,450	145,554	153,750
46,072	Premises Related Expenditure	47,530	45,633	34,930
280	Transport Related Expenditure	370	146	150
35,612	Supplies and Services	39,800	37,634	39,480
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
216,934	Total Direct Expenditure	232,150	228,967	228,310
(38,491)	Income	(47,220)	(42,457)	(39,110)
178,443	Net Direct Expenditure/(Income)	184,930	186,510	189,200
0	Special Works	0	0	0
0	Capital Charges	0	0	0
14,062	Support Services	15,960	16,604	17,490
192,505	Total Service Cost/(Surplus)	200,890	203,114	206,690
	Full Time Equivalent Staff	4.29	4.29	5.03

Major Variances 2008/09 v 2009/10

Income has been reduced to reflect likely levels following the trend of the last 2 years.

Major Items

Employee Related

Casual Salaries	15,450	15,880
Salaries	125,210	135,120

Premises Related

Electricity	1,950	3,400
General Rates	10,930	11,520
Rents Payable	31,000	16,000
Repairs & Maintenance	3,140	3,500

Supplies and Services

Computer Maintenance Agree	3,800	5,250
Computer Services Recharge	5,000	4,870
External Insurance	1,000	1,000
IT Renewals	130	880
Purchases for Resale	15,610	15,610
Telecomms	4,270	3,580
Town Guides Grant	2,000	2,000

Income

Commission on General Sales	(13,290)	(9,000)
Miscellaneous Income	(2,170)	(1,700)
Publications Sales	(10,610)	(9,000)
Souvenir & Postcard Sales	(20,740)	(19,000)

Support Services

Accountancy Services Recharge	2,210	2,260
HR Services Recharge	4,820	5,250
Paymaster Recharge	5,220	5,160

Financial Information Town Centre Management

Ledger Code F7521, F7522

Responsible Officer Chris Howard - Town Centre Manager (Tel: 444331)

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
54,581	Employee Related Expenditure	53,480	61,252	58,050
2,656	Premises Related Expenditure	2,820	2,820	2,820
48	Transport Related Expenditure	40	62	60
24,409	Supplies and Services	18,420	20,324	18,200
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
81,694	Total Direct Expenditure	74,760	84,458	79,130
(39,148)	Income	(45,620)	(39,569)	(40,720)
42,546	Net Direct Expenditure/(Income)	29,140	44,889	38,410
0	Special Works	0	0	0
0	Capital Charges	0	0	0
12,828	Support Services	8,370	8,430	6,960
55,374	Total Service Cost/(Surplus)	37,510	53,319	45,370
	Full Time Equivalent Staff	1.34	1.34	1.35

Major Items

Employee Related

Salaries	52,500	56,770
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Premises Related

Payment in Lieu of Rent	920	920
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Site Maintenance	1,900	1,900
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Supplies and Services

Car Parking Charges	2,650	3,200
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Computer Services Recharge	2,440	2,500
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Equipment & Tools Hire	1,760	1,760
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IT Renewals	420	30
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Miscellaneous Expenses	2,840	2,840
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Publicity	5,990	5,990
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Income

Other Grants, Sponsorship	(1,540)	(1,500)
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Rents; Market Stall Spaces	(26,860)	(23,000)
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Sponsorship Receipts	(17,220)	(16,220)
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Support Services

Accountancy Services Recharge	1,200	1,220
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Debtors Section Recharge	3,110	2,000
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Human Resources Recharge	1,180	1,260
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Paymaster Recharge	1,250	900
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Public Offices Recharge	1,060	910
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Major Variances 2008/09 v 2009/10

Salary allocations to this service have increased which is due to the restructure. Rental Income and sponsorship receipts are all included at anticipated levels for the year.

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

ENVIRONMENTAL HEALTH AND LICENSING

HEAD OF SERVICE - CLIFF BELL

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
1,959,930	1,985,000	Gross Expenditure	1,946,720	2,008,700	2,073,330	2,140,780
(594,155)	(597,130)	Gross Income	(708,940)	(732,500)	(756,860)	(782,100)
1,365,775	1,387,870	Net Expenditure	1,237,780	1,276,200	1,316,470	1,358,680
1,171,126	1,255,670	Employee Related Expenditure	1,177,040	1,227,570	1,280,380	1,335,540
103,120	70,610	Premises Related Expenditure	103,120	103,120	103,120	103,120
52,024	51,540	Transport Related Expenditure	49,480	49,480	49,480	49,480
383,332	372,380	Supplies and Services	391,430	394,750	398,170	401,740
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,709,602	1,750,200	Total Direct Expenditure	1,721,070	1,774,920	1,831,150	1,889,880
(594,155)	(597,130)	Income	(708,940)	(732,500)	(756,860)	(782,100)
1,115,447	1,153,070	Net Direct Expenditure/(Income)	1,012,130	1,042,420	1,074,290	1,107,780
0	0	Special Works	0	0	0	0
11,652	7,590	Capital Charges	11,650	11,650	11,650	11,650
238,676	227,210	Support Services	214,000	222,130	230,530	239,250
1,365,775	1,387,870	Total Service Cost/(Surplus)	1,237,780	1,276,200	1,316,470	1,358,680

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
76,230	85,910	Civil Emergencies	122,290	126,840	131,560	136,500
601,862	587,090	Environmental Control	594,480	612,160	630,640	649,910
556,789	558,050	Food and Safety Services	475,660	493,570	512,280	531,770
32,315	(34,410)	Gypsy Caravan Sites	(14,050)	(14,130)	(14,220)	(14,290)
2,981	51,660	Health and Safety	(5,390)	(6,620)	(7,790)	(8,850)
6,275	13,360	Home Farm Estate, Effingham	21,880	22,590	23,340	24,110
44,816	99,340	Licensing Services	50,480	52,260	54,120	56,080
44,507	26,870	Taxi Licensing and Private Hire Vehicles	(7,570)	(10,470)	(13,460)	(16,550)
1,365,775	1,387,870	Total Net Expenditure/(Income)	1,237,780	1,276,200	1,316,470	1,358,680

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Guildford Borough Council Medium Term Financial Strategy 2009/10

Environmental Health and Licensing

Financial Information Civil Emergencies

Ledger Code F1511

Responsible Officer Cliff Bell - Head of Environmental & Licensing Services (Tel: 444370)

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
64,134	Employee Related Expenditure	66,890	54,720	102,730
1,008	Premises Related Expenditure	1,200	1,200	1,320
1,886	Transport Related Expenditure	2,070	1,822	1,920
4,524	Supplies and Services	9,740	8,708	9,580
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
71,552	Total Direct Expenditure	79,900	66,450	115,550
(290)	Income	(190)	(98)	(310)
71,262	Net Direct Expenditure/(Income)	79,710	66,352	115,240
0	Special Works	0	0	0
0	Capital Charges	0	0	0
4,968	Support Services	6,200	6,210	7,050
76,230	Total Service Cost/(Surplus)	85,910	72,562	122,290
	Full Time Equivalent Staff	1.18	1.18	2.13

Major Items

Employee Related

Emergency Planning Duties	5,000	5,000
Salaries	59,310	94,950
Training	2,000	2,050

Supplies and Services

Emergency Planning Contribution	5,500	5,720
IT Renewals	50	0
Miscellaneous Expenses	3,530	3,530

Support Services

Facilities Management Recharge	750	1,100
Human Resources Recharge	720	840
Public Offices Recharge	3,020	3,100

Major Variances 2008/09 v 2009/10

The increase in salary cost relates to the approval of a new initiative to develop the resilience of emergency plans.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Environmental Health and Licensing

Financial Information Environmental Control

Ledger Code C1113, C1115, C1125

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
363,554	Employee Related Expenditure	375,270	340,724	368,810
10,524	Premises Related Expenditure	12,510	12,520	13,680
16,317	Transport Related Expenditure	20,380	20,404	15,870
176,083	Supplies and Services	161,830	200,641	165,950
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
566,478	Total Direct Expenditure	569,990	574,289	564,310
(22,228)	Income	(23,260)	(71,353)	(13,460)
544,250	Net Direct Expenditure/(Income)	546,730	502,936	550,850
0	Special Works	0	0	0
8,952	Capital Charges	4,890	4,900	8,950
48,660	Support Services	35,470	34,740	34,680
601,862	Total Service Cost/(Surplus)	587,090	542,576	594,480
	Full Time Equivalent Staff	8.57	8.57	7.99

Major Variances 2008/09 v 2009/10

The reduction in salary cost reflects the proposal to Job Share with other local authorities the post of Trainee Environmental Health Officer. The provision for consultancy has been reduced in 2009/10. Depreciation has increased in 2009/10 because of the investment in Air Quality Equipment purchased in 2007/08. Fee income has been adjusted to reflect the expected activity levels in 2009/10.

Major Items

Employee Related

Salaries	364,260	354,840
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Training	6,350	6,510
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Premises Related

Proportion of Depot Expenses	12,510	13,680
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Transport Related

Car Leasing & Allowances	20,380	15,870
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Supplies and Services

Air Pollution Monitoring	10,900	10,470
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CECS Monitoring	24,400	25,380
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Computer Services Recharge	17,820	18,810
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Computer Software Licence	4,490	3,130
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Consultants Fees	15,000	10,000
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IT Renewals	440	240
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New, Replace Equip & Tools	3,380	4,980
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Pest Control Charges	65,630	65,630
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Income

Contaminated Land Enquiries	(3,340)	(3,470)
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Fee Income	(15,000)	(8,450)
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Capital Charges

Depreciation	4,890	8,950
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Support Services

Facilities Management Recharge	6,220	6,230
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Legal Services Recharge	520	0
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Public Offices Recharge	16,870	16,190
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Guildford Borough Council Medium Term Financial Strategy 2009/10

Environmental Health and Licensing

Financial Information Food and Safety Services

Ledger Code C1111

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
380,176	Employee Related Expenditure	414,170	355,066	339,240
0	Premises Related Expenditure	0	0	0
19,375	Transport Related Expenditure	17,010	16,159	16,350
96,900	Supplies and Services	78,370	79,183	72,330
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
496,451	Total Direct Expenditure	509,550	450,408	427,920
(8,077)	Income	(11,410)	(8,575)	(11,680)
488,374	Net Direct Expenditure/(Income)	498,140	441,833	416,240
0	Special Works	0	0	0
0	Capital Charges	0	0	0
68,415	Support Services	59,910	59,546	59,420
556,789	Total Service Cost/(Surplus)	558,050	501,379	475,660
	Full Time Equivalent Staff	9.44	9.44	7.44

Major Variances 2008/09 v 2009/10

The reduction in salary costs is the result of the vacant post of Health and Safety Enforcement Officer being frozen for 2009/10. Legal Services Recharge has been adjusted following a review of officer time spent on the Service.

Major Items

Employee Related

Salaries	401,920	326,640
Training	6,850	7,020

Transport Related

Officers Car Leasing	10,620	10,570
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Supplies and Services

Computer Services Recharge	24,100	27,890
Computer Software Licence	5,060	3,130
Food Hygiene Course Expenses	2,500	2,360
General Subscriptions	4,600	5,500
Health Education Expenditure	4,250	4,000
IT Renewals	1,200	540
New, Replace Equip & Tools	2,000	1,000
Postages	3,280	4,380
Printing Services Recharge	4,030	2,930
Telecomms	12,410	9,320

Income

Food Hygiene Course	(8,320)	(8,650)
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Support Services

Accountancy Services Recharge	3,320	3,390
Facilities Management Recharge	11,080	11,720
Human Resources Recharge	6,310	6,860
Legal Services Recharge	11,390	8,500
Paymaster Recharge	2,920	3,780
Public Offices Recharge	14,690	14,230

Guildford Borough Council Medium Term Financial Strategy 2009/10

Environmental Health and Licensing

Financial Information Gypsy Caravan Sites

Ledger Code C1511, C1521

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
25,551	Employee Related Expenditure	27,800	29,720	26,970
86,811	Premises Related Expenditure	47,900	44,289	81,880
2,025	Transport Related Expenditure	2,430	2,181	2,020
1,343	Supplies and Services	910	915	1,220
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
115,730	Total Direct Expenditure	79,040	77,105	112,090
(96,285)	Income	(121,380)	(100,405)	(134,140)
19,445	Net Direct Expenditure/(Income)	(42,340)	(23,300)	(22,050)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
12,870	Support Services	7,930	8,382	8,000
32,315	Total Service Cost/(Surplus)	(34,410)	(14,918)	(14,050)
	Full Time Equivalent Staff	0.79	0.79	0.77

Major Items

Employee Related

Salaries	27,350	26,480
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Premises Related

Electricity	30,400	43,500
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Repairs & Maintenance	6,900	21,080
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Water	10,600	17,300
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Supplies and Services

IT Renewals	40	0
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Income

Electricity Recharged	(30,400)	(30,400)
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Rent (Land & Wayleaves)	(80,380)	(93,600)
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Water Recharged	(10,600)	(10,140)
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Support Services

Accountancy Services Recharge	1,280	1,310
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Energy Management Recharge	810	970
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Facilities Management Recharge	700	700
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Human Resources Recharge	850	980
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Public Offices Recharge	2,070	1,950
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Major Variances 2008/09 v 2009/10

The budget for utilities included in premises related expenditure reflects the latest increase in energy costs. A new control meter has been installed to closely monitor electricity consumption.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Environmental Health and Licensing

Financial Information Health and Safety

Ledger Code G2525

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
81,908	Employee Related Expenditure	102,470	88,478	113,150
0	Premises Related Expenditure	0	0	0
1,759	Transport Related Expenditure	1,800	1,738	1,790
4,130	Supplies and Services	35,610	10,515	35,580
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
87,797	Total Direct Expenditure	139,880	100,731	150,520
(92,616)	Income	(95,210)	(95,380)	(165,910)
(4,819)	Net Direct Expenditure/(Income)	44,670	5,351	(15,390)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
7,800	Support Services	6,990	7,000	10,000
2,981	Total Service Cost/(Surplus)	51,660	12,351	(5,390)
	Full Time Equivalent Staff	1.55	1.55	2.31

Major Items

Employee Related

Salaries	86,820	97,800
Training - Health & Safety	13,000	13,330

Supplies and Services

Computer Services Recharge	2,180	2,100
General Subscriptions	250	250
IT Renewals	10	120
New, Replace Equip & Tools	500	200

Income

Support Service Recharge	(95,210)	(165,910)
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Support Services

Facilities Management Recharge	1,050	1,600
Paymaster Recharge	1,810	2,700
Public Offices Recharge	2,390	3,330

Major Variances 2008/09 v 2009/10

There is an incremental and inflationary increase in salary costs and an adjustment to the level of salary allocations charged to the budget. The Support Service Recharge has been increased to ensure the Corporate Health and Safety provision is fully recharged to Other Services.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Environmental Health and Licensing

Financial Information Home Farm Estate, Effingham

Ledger Code B6403

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
8,009	Employee Related Expenditure	8,940	7,951	8,130	Employee Related		
4,777	Premises Related Expenditure	9,000	5,627	6,240	Salaries	8,840	8,010
545	Transport Related Expenditure	730	609	520	Premises Related		
605	Supplies and Services	50	117	80	Repairs & Maintenance	8,760	6,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	IT Renewals	40	10
13,936	Total Direct Expenditure	18,720	14,304	14,970	Income		
(15,676)	Income	(9,210)	(8,359)	(9,540)	Licence Fees	(3,870)	(4,200)
(1,740)	Net Direct Expenditure/(Income)	9,510	5,945	5,430	Rent (Land & Wayleaves)	(1,340)	(1,340)
					Rents (Dwellings)	(4,000)	(4,000)
0	Special Works	0	0	0	Support Services		
2,700	Capital Charges	2,700	2,700	2,700	Legal Services Recharge	0	12,640
5,315	Support Services	1,150	1,170	13,750			
6,275	Total Service Cost/(Surplus)	13,360	9,815	21,880			
	Full Time Equivalent Staff	0.21	0.21	0.20			

Major Variances 2008/09 v 2009/10

The increase in the cost of the Service is mainly due to the Legal Services Recharge which reflects officer time spent on the service not previously identified.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Environmental Health and Licensing

Financial Information Licensing Services

Ledger Code H2100, H2101

Responsible Officer Robert Mattock - Licensing Services Manager (Tel: 444387)

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
122,986	Employee Related Expenditure	128,940	120,867	121,000
0	Premises Related Expenditure	0	0	0
4,545	Transport Related Expenditure	3,950	3,624	4,300
16,728	Supplies and Services	13,290	18,152	21,810
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
144,259	Total Direct Expenditure	146,180	142,643	147,110
(150,515)	Income	(134,590)	(141,899)	(154,450)
(6,256)	Net Direct Expenditure/(Income)	11,590	744	(7,340)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
51,072	Support Services	87,750	87,720	57,820
44,816	Total Service Cost/(Surplus)	99,340	88,464	50,480
	Full Time Equivalent Staff	3.14	3.14	2.94

Major Items	2008/09 Estimate £	2009/10 Estimate £
Employee Related		
Salaries	125,860	117,230
Transport Related		
Car Allowances	3,290	2,980
Officers Car Leasing	660	1,120
Supplies and Services		
Computer Maintenance Agree	2,090	5,140
Computer Services Recharge	6,410	7,630
IT Renewals	420	80
Printing Services Recharge	1,000	4,180
Income		
LA03 Licence Fees	(116,810)	(120,350)
Licence Fees	0	(10,930)
Support Services		
Accountancy Services Recharge	2,220	2,270
Audit Services Recharge	3,760	3,820
Facilities Management Recharge	2,110	2,290
Human Resources Recharge	1,890	2,240
Legal Services Recharge	72,260	40,550
Public Offices Recharge	4,500	4,700

Major Variances 2008/09 v 2009/10

The reduction in salary cost reflects a minor restructure of administration and licensing in mid 2009/10. The increase in the Printing Services Recharge is based on previous year's usage. The estimate for Licence Fees income includes riding establishments and animal boarding which were not identified in the previous year's budget. The Legal Services Recharge reflects reduced officer time spent on the Service.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Environmental Health and Licensing

Financial Information Taxi Licensing and Private Hire Vehicles

Ledger Code H1100

Responsible Officer Robert Mattock - Licensing Services Manager (Tel: 444387)

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
124,808	Employee Related Expenditure	131,190	132,734	97,010	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	128,420	93,370
5,572	Transport Related Expenditure	3,170	2,960	6,710	Supplies and Services		
83,019	Supplies and Services	72,580	99,828	84,880	Computer Services Recharge	12,820	9,730
0	Third Party Payments	0	0	0	CRB Checks	7,000	8,010
0	Transfer Payments	0	0	0	IT Renewals	520	110
213,399	Total Direct Expenditure	206,940	235,522	188,600	Taxi & Private Hire Car Tests	37,610	49,830
					Income		
(208,468)	Income	(201,880)	(221,067)	(219,450)	Operators	(8,680)	(9,970)
4,931	Net Direct Expenditure/(Income)	5,060	14,455	(30,850)	Private Hire Drivers	(32,620)	(29,770)
					Private Hire Licence Fees	(86,490)	(97,190)
0	Special Works	0	0	0	Taxi Drivers	(21,360)	(21,650)
0	Capital Charges	0	0	0	Taxi Licence Fees	(45,390)	(52,860)
39,576	Support Services	21,810	21,820	23,280	Support Services		
44,507	Total Service Cost/(Surplus)	26,870	36,275	(7,570)	Facilities Management Recharge	1,860	2,590
					HR Services Recharge	1,630	2,450
					Legal Services Recharge	12,110	9,260
					Public Offices Recharge	3,910	5,170
	Full Time Equivalent Staff	2.82	2.82	2.52			

Major Variances 2008/09 v 2009/10

The salary costs have reduced in 2009/10 following the termination of the fixed term temporary post.
The estimate for Taxi & Private Hire Car Tests reflects the anticipated increased costs in 2009/10 which have been offset by the increased fees from Taxi Licensing and Private Hire Vehicles and revised to take into account previous and current year activity levels.
Legal Services Recharge has been adjusted following a review of officer time spent on the Service.

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

FINANCIAL SERVICES

HEAD OF SERVICE - SUE REEKIE

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
1,730,522	2,763,350	Gross Expenditure	2,679,790	2,735,040	2,762,210	2,790,480
(1,228,937)	(1,223,340)	Gross Income	(1,235,830)	(1,281,390)	(1,328,700)	(1,377,800)
501,585	1,540,010	Net Expenditure	1,443,960	1,453,650	1,433,510	1,412,680
1,152,231	1,966,090	Employee Related Expenditure	1,903,660	1,942,970	1,953,560	1,964,640
0	0	Premises Related Expenditure	0	0	0	0
25,567	29,650	Transport Related Expenditure	30,820	30,820	30,820	30,820
232,730	422,570	Supplies and Services	396,480	399,170	401,970	404,870
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,410,528	2,418,310	Total Direct Expenditure	2,330,960	2,372,960	2,386,350	2,400,330
(1,228,937)	(1,223,340)	Income	(1,235,830)	(1,281,390)	(1,328,700)	(1,377,800)
181,591	1,194,970	Net Direct Expenditure/(Income)	1,095,130	1,091,570	1,057,650	1,022,530
0	0	Special Works	0	0	0	0
770	0	Capital Charges	0	0	0	0
319,224	345,040	Support Services	348,830	362,080	375,860	390,150
501,585	1,540,010	Total Service Cost/(Surplus)	1,443,960	1,453,650	1,433,510	1,412,680

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
(10,526)	6,200	Accountancy	(1,670)	(1,010)	(120)	1,010
166,333	198,360	Corporate Financial	187,220	193,550	200,150	207,000
2,040	2,580	Debtors	(8,850)	(9,210)	(9,550)	(9,850)
10,755	20,090	Feasibility Studies	20,090	20,090	20,090	20,090
26,439	26,920	Grants and Subscriptions	28,330	28,360	28,400	28,440
(34,299)	(139,940)	Miscellaneous Items	(227,680)	(253,840)	(281,190)	(309,760)
340,843	1,425,800	Non Distributed Costs	1,446,520	1,475,710	1,475,730	1,475,750
501,585	1,540,010	Total Net Expenditure/(Income)	1,443,960	1,453,650	1,433,510	1,412,680

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Financial Information Accountancy

Ledger Code G3565, G3575

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
654,329	Employee Related Expenditure	669,940	652,797	670,110
0	Premises Related Expenditure	0	0	0
22,317	Transport Related Expenditure	25,920	26,113	26,120
109,753	Supplies and Services	99,850	101,108	108,370
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
786,399	Total Direct Expenditure	795,710	780,018	804,600
(861,101)	Income	(853,170)	(853,700)	(869,230)
(74,702)	Net Direct Expenditure/(Income)	(57,460)	(73,682)	(64,630)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
64,176	Support Services	63,660	63,680	62,960
(10,526)	Total Service Cost/(Surplus)	6,200	(10,002)	(1,670)
	Full Time Equivalent Staff	13.94	13.94	13.98

Major Variances 2008/09 v 2009/10

The Salaries estimate includes an increase due to the pay award, which is offset by a salary saving resulting from a staffing review following a retirement.

The Contribution to IT Renewals has reduced by £5k.

The Support Service Recharge has been increased to match the cost of this service.

Major Items

Employee Related

Insurance - Emps Liab, All Risk	3,590	3,870
Salaries	648,510	647,550
Training	8,770	8,990

Transport Related

Officers Car Leasing	25,150	25,220
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Supplies and Services

Books and Publications	9,000	9,000
Computer Services Recharge	49,610	50,120
Computer Software Development	4,000	4,000
Computer Software Licence	11,930	12,270
General Subscriptions	6,490	7,620
IT Renewals	6,190	1,580
Storage, Archiving Recharge	3,220	3,220
Telecomms	4,740	3,430

Income

Support Service Recharge	(853,170)	(869,230)
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Support Services

Audit Services Recharge	5,140	6,100
Facilities Management Recharge	10,580	10,770
HR Services Recharge	8,920	9,660
Paymaster Recharge	7,870	4,140
Public Offices Recharge	28,660	28,810

Financial Information Corporate Financial

Ledger Code F1135, F1309

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

Financial Services Contact Matthew Cue - Accountancy Technician (Tel: 444839)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
26,590	Employee Related Expenditure	26,550	25,828	26,170
0	Premises Related Expenditure	0	0	0
445	Transport Related Expenditure	390	430	910
47,807	Supplies and Services	84,640	43,778	44,700
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
74,842	Total Direct Expenditure	111,580	70,036	71,780
(61,185)	Income	(76,700)	(56,160)	(57,600)
13,657	Net Direct Expenditure/(Income)	34,880	13,876	14,180
0	Special Works	0	0	0
0	Capital Charges	0	0	0
152,676	Support Services	163,480	163,570	173,040
166,333	Total Service Cost/(Surplus)	198,360	177,446	187,220
	Full Time Equivalent Staff	0.34	0.34	0.35

Major Items

Employee Related

Salaries	26,270	25,820
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Supplies and Services

Computer Maintenance Agreement	4,230	4,230
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Consultants Fees	9,900	10,150
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Fund Managers Fees	69,410	29,160
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Income

Recharged to Other Services	(76,700)	(57,600)
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Support Services

Accountancy Services Recharge	108,820	111,370
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Audit Services Recharge	21,810	22,170
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Legal Services Recharge	20,400	32,700
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Paymaster Recharge	10,030	3,360
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Major Variances 2008/09 v 2009/10

Fund Managers Fees have decreased by £40k, due to a change in the method of charging by the managers (the fee for the Cash Plus Fund is now included in the %age return). 50% of this saving has been passed on to the HRA within Recharged to Other Services.

Legal Services has increased by £12k, and the Paymaster Recharge has decreased by £7k, due to a change in the base for 2009/10.

Financial Information Debtors

Ledger Code G3555

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
130,469	Employee Related Expenditure	128,650	129,964	135,640
0	Premises Related Expenditure	0	0	0
2,805	Transport Related Expenditure	3,340	3,299	3,430
33,255	Supplies and Services	32,040	34,984	35,890
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
166,529	Total Direct Expenditure	164,030	168,247	174,960
(265,925)	Income	(277,430)	(277,543)	(293,920)
(99,396)	Net Direct Expenditure/(Income)	(113,400)	(109,296)	(118,960)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
101,436	Support Services	115,980	116,030	110,110
2,040	Total Service Cost/(Surplus)	2,580	6,734	(8,850)
	Full Time Equivalent Staff	3.69	3.69	3.95

Major Items

Employee Related

Salaries	126,050	131,510
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Transport Related

Officers Car Leasing	3,270	3,340
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Supplies and Services

Computer Services Recharge	11,410	11,180
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Computer Software Licence	4,700	4,370
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IT Renewals	0	480
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Postages	8,780	9,440
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Printing Services Recharge	2,640	4,360
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Income

Support Service Recharge	(277,060)	(293,540)
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Support Services

Audit Services Recharge	3,760	3,820
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Facilities Management Recharge	10,580	10,920
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HR Services Recharge	3,450	3,080
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Legal Services Recharge	62,950	63,010
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Paymaster Recharge	25,490	18,640
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Public Offices Recharge	8,930	9,530
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Major Variances 2008/09 v 2009/10

The increase in the Salaries estimate is mainly due to the pay award.

There is a £7k reduction in the Paymaster Recharge, due to a change in the allocations for 2009/10.

The Support Services Recharge has been increased to match the cost of this service.

Financial Information Feasibility Studies

Ledger Code F7600, F7634-F7641

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

Financial Services Contact Matthew Cue - Accountancy Technician (Tel: 444839)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
9,901	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			
9,901	Total Direct Expenditure	20,000	20,000	20,000			
0	Income	0	0	0			
9,901	Net Direct Expenditure/(Income)	20,000	20,000	20,000			
0	Special Works	0	0	0			
770	Capital Charges	0	0	0			
84	Support Services	90	100	90			
10,755	Total Service Cost/(Surplus)	20,090	20,100	20,090			
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Variances 2008/09 v 2009/10

No variances to report.

Financial Information Grants and Subscriptions

Ledger Code F3111

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

Financial Services Contact Matthew Cue - Accountancy Technician (Tel: 444839)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Local Government Association	12,750	13,760
0	Transport Related Expenditure	0	0	0	S E Employers Association	5,780	5,630
25,695	Supplies and Services	25,950	26,613	27,430	SEERA Subscription	4,520	4,270
0	Third Party Payments	0	0	0	SGLA Subscription	2,900	3,260
0	Transfer Payments	0	0	0			
25,695	Total Direct Expenditure	25,950	26,613	27,430			
0	Income	0	0	0			
25,695	Net Direct Expenditure/(Income)	25,950	26,613	27,430			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
744	Support Services	970	970	900			
26,439	Total Service Cost/(Surplus)	26,920	27,583	28,330			
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Variances 2008/09 v 2009/10

No major variances to report.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Financial Services

Financial Information Miscellaneous Items

Ledger Code F3511, F7512, 25, 26, 30, 31

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

Financial Services Contact Matthew Cue - Accountancy Technician (Tel: 444839)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
0	Employee Related Expenditure	(284,420)	(31,996)	(374,340)
0	Premises Related Expenditure	0	0	0
0	Transport Related Expenditure	0	342	360
6,319	Supplies and Services	160,090	223,149	160,090
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
6,319	Total Direct Expenditure	(124,330)	191,495	(213,890)
(40,726)	Income	(16,040)	(133,156)	(15,080)
(34,407)	Net Direct Expenditure/(Income)	(140,370)	58,339	(228,970)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
108	Support Services	430	430	1,290
(34,299)	Total Service Cost/(Surplus)	(139,940)	58,769	(227,680)
	Full Time Equivalent Staff	0.30	0.30	0.00

Major Items

Employee Related

Advertising Staff Vacancies	132,600	95,000
Relocation Expenses	23,900	28,100
Salaries	19,710	0
Vacancies Credit	(460,630)	(497,580)

Supplies and Services

Consultants Fees	10,000	10,000
IT Renewals	199,090	199,090
Procurement Saving	(50,000)	(50,000)

Income

Interest from Car Loans	(6,000)	(5,000)
Miscellaneous Income	(10,000)	(10,000)

Major Variances 2008/09 v 2009/10

There is a decrease of £37k in the budget for Advertising Staff Vacancies, plus an allowance of £37k for the Vacancies Credit, taking account of the staffing restructure across the Council resulting from the budget process.

The Salaries budget of £20k for Procurement Initiatives within this service is no longer required.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Financial Services

Financial Information Non Distributed Costs

Ledger Code F7550

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

Financial Services Contact Matthew Cue - Accountancy Technician (Tel: 444839)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
340,843	Employee Related Expenditure	1,425,370	1,484,121	1,446,080
0	Premises Related Expenditure	0	0	0
0	Transport Related Expenditure	0	0	0
0	Supplies and Services	0	0	0
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
340,843	Total Direct Expenditure	1,425,370	1,484,121	1,446,080
0	Income	0	0	0
340,843	Net Direct Expenditure/(Income)	1,425,370	1,484,121	1,446,080
0	Special Works	0	0	0
0	Capital Charges	0	0	0
0	Support Services	430	430	440
340,843	Total Service Cost/(Surplus)	1,425,800	1,484,551	1,446,520
	Full Time Equivalent Staff	0.00	0.00	0.00

Major Items

Employee Related

Backfunding of Superannuation	1,183,870	1,239,880
Pension Fund Strain	51,990	28,580
Pension Payments for Added Years	189,510	177,620

Major Variances 2008/09 v 2009/10

Backfunding of Superannuation costs have increased by £56k for 2009/10.

Pension Fund Strain has reduced by £23k for 2009/10

The budget for Pension Payments for Added Years has been reduced by £12k for 2009/10.

**GUILDFORD BOROUGH COUNCIL
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**GUILDFORD BOROUGH COUNCIL
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HOUSING ADVICE SERVICES

HEAD OF SERVICE - JEFF HOLDERNESS

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
1,276,362	1,242,330	Gross Expenditure	1,326,840	1,367,520	1,410,010	1,454,550
(304,940)	(324,010)	Gross Income	(390,550)	(399,580)	(409,170)	(419,170)
971,422	918,320	Net Expenditure	936,290	967,940	1,000,840	1,035,380
514,997	570,420	Employee Related Expenditure	538,920	562,740	587,660	613,680
24,865	32,080	Premises Related Expenditure	33,530	33,530	33,530	33,530
16,048	12,270	Transport Related Expenditure	12,240	12,240	12,240	12,240
588,190	545,400	Supplies and Services	647,970	661,270	675,150	689,820
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,144,100	1,160,170	Total Direct Expenditure	1,232,660	1,269,780	1,308,580	1,349,270
(304,940)	(324,010)	Income	(390,550)	(399,580)	(409,170)	(419,170)
839,160	836,160	Net Direct Expenditure/(Income)	842,110	870,200	899,410	930,100
0	0	Special Works	0	0	0	0
41,217	0	Capital Charges	0	0	0	0
91,045	82,160	Support Services	94,180	97,740	101,430	105,280
971,422	918,320	Total Service Cost/(Surplus)	936,290	967,940	1,000,840	1,035,380

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
391,408	267,940	Affordable Housing Development	225,260	233,960	243,040	252,510
324,884	361,040	Homelessness and Emergency Accommodation	401,180	412,040	423,240	434,930
255,130	289,340	Housing Advice	309,850	321,940	334,560	347,940
971,422	918,320	Total Net Expenditure/(Income)	936,290	967,940	1,000,840	1,035,380

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Guildford Borough Council Medium Term Financial Strategy 2009/10

Housing Advice Services

Financial Information Affordable Housing Development

Ledger Code C4111, C4112

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
174,696	Employee Related Expenditure	193,310	160,955	156,420
0	Premises Related Expenditure	1,840	310	0
9,572	Transport Related Expenditure	4,480	4,783	4,870
127,630	Supplies and Services	31,590	47,207	27,790
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
311,898	Total Direct Expenditure	231,220	213,255	189,080
(876)	Income	0	0	0
311,022	Net Direct Expenditure/(Income)	231,220	213,255	189,080
0	Special Works	0	0	0
41,217	Capital Charges	0	0	0
39,169	Support Services	36,720	36,670	36,180
391,408	Total Service Cost/(Surplus)	267,940	249,925	225,260
	Full Time Equivalent Staff	3.68	3.68	2.81

Major Items	2008/09 Estimate £	2009/10 Estimate £
Employee Related		
Salaries	190,450	153,370
Transport Related		
Car Allowances	770	830
Officers Car Leasing	3,570	3,900
Supplies and Services		
Computer Services Recharge	8,460	8,420
Computer Software Licence	3,710	4,140
Consultants Fees	2,000	2,000
General Grants	4,000	4,000
General Subscriptions	2,300	1,780
IT Renewals	100	240
Printing Services Recharge	4,800	1,250
Support Services		
Accountancy Services Recharge	5,100	5,220
Facilities Management Recharge	2,760	3,090
Human Resources Recharge	2,150	2,240
Legal Services Recharge	10,460	6,320
Paymaster Recharge	420	1,610
Public Offices Recharge	6,510	7,690
Valuation Services Recharge	8,500	9,000

Major Variances 2008/09 v 2009/10

There has been a reduction of 1 post within this service area, of which 50% related to the General Fund. Other salary allocation adjustments have further reduced the salary costs, resulting in an overall variance of £38,000.

Financial Information	Homelessness and Emergency Accommodation	Ledger Code	C3311, C3312, C3313, C3314, C3315, C3316, C3317, F7534
Responsible Officer	Jeff Holderness - Head of Housing Advice Services (Tel: 444238)	Financial Services Contact	Julie Power - Principal Accountant (Tel: 444837)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £		2008/09 Estimate £	2009/10 Estimate £
340,301	Employee Related Expenditure	377,110	347,034	382,500	Employee Related		
24,865	Premises Related Expenditure	30,240	32,127	33,530	Salaries	363,470	369,910
6,476	Transport Related Expenditure	7,790	7,740	7,370	Premises Related		
205,430	Supplies and Services	224,470	223,049	310,330	Proportion of Depot Expenses	16,510	18,050
0	Third Party Payments	0	0	0	Rents Payable	5,120	5,120
0	Transfer Payments	0	0	0	Repairs & Maintenance	7,500	8,900
577,072	Total Direct Expenditure	639,610	609,950	733,730	Transport Related		
					Car Allowances	7,040	6,440
(304,064)	Income	(324,010)	(325,005)	(390,550)	Supplies and Services		
273,008	Net Direct Expenditure/(Income)	315,600	284,945	343,180	Bonds issued/claimed	10,000	20,000
					Computer Recharge & Mtne	16,920	16,710
0	Special Works	0	0	0	Emergency Accommodation	14,000	20,000
0	Capital Charges	0	0	0	General Grants	39,000	43,300
51,876	Support Services	45,440	45,510	58,000	Homeless Outreach Support	79,000	137,000
324,884	Total Service Cost/(Surplus)	361,040	330,455	401,180	IT Renewals	330	440
					Rent in Advance	10,000	38,700
					Security Deposits	29,300	5,000
	Full Time Equivalent Staff	10.80	10.80	10.51			

Major Variances 2008/09 v 2009/10

The estimates for Rent in Advance, bonds issued/claimed, security deposits and Emergency Accommodation have been increased to reflect current requirements.

The increase in the Homeless Outreach Support is funded from the SCC grant for Supporting People.

	2008/09 Estimate £	2009/10 Estimate £
Major Items		
Employee Related		
Salaries	363,470	369,910
Premises Related		
Proportion of Depot Expenses	16,510	18,050
Rents Payable	5,120	5,120
Repairs & Maintenance	7,500	8,900
Transport Related		
Car Allowances	7,040	6,440
Supplies and Services		
Bonds issued/claimed	10,000	20,000
Computer Recharge & Mtne	16,920	16,710
Emergency Accommodation	14,000	20,000
General Grants	39,000	43,300
Homeless Outreach Support	79,000	137,000
IT Renewals	330	440
Rent in Advance	10,000	38,700
Security Deposits	29,300	5,000
Income		
Government Grants	(250,000)	(276,650)
SCC Grant	(59,540)	(96,500)
Support Services		
Accountancy Services Recharge	8,340	8,530
Facilities Management Recharge	7,670	8,970
Human Resources Recharge	7,160	7,630
Legal Services Recharge	1,140	5,120
Public Offices Recharge	15,310	20,660

Guildford Borough Council Medium Term Financial Strategy 2009/10

Housing Advice Services

Financial Information Housing Advice

Ledger Code C3211

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
255,130	Supplies and Services	289,340	289,340	309,850	Supplies and Services		
0	Third Party Payments	0	0	0	Hsg Advice Services (To HRA)	289,340	309,850
0	Transfer Payments	0	0	0			
255,130	Total Direct Expenditure	289,340	289,340	309,850			
0	Income	0	0	0			
255,130	Net Direct Expenditure/(Income)	289,340	289,340	309,850			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
255,130	Total Service Cost/(Surplus)	289,340	289,340	309,850			
	Full Time Equivalent Staff			0.00			

Major Variances 2008/09 v 2009/10

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

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**GUILDFORD BOROUGH COUNCIL
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HUMAN RESOURCES

HEAD OF SERVICE - JUDITH COSLETT

**GUILDFORD BOROUGH COUNCIL
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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
831,333	873,540	Gross Expenditure	850,860	882,520	911,410	941,520
(794,018)	(845,050)	Gross Income	(887,900)	(920,590)	(955,160)	(991,040)
37,315	28,490	Net Expenditure	(37,040)	(38,070)	(43,750)	(49,520)
611,665	642,470	Employee Related Expenditure	617,800	642,520	664,220	686,890
0	0	Premises Related Expenditure	0	0	0	0
14,027	14,690	Transport Related Expenditure	12,980	12,980	12,980	12,980
112,159	96,120	Supplies and Services	80,600	82,250	83,950	85,700
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
737,851	753,280	Total Direct Expenditure	711,380	737,750	761,150	785,570
(794,018)	(845,050)	Income	(887,900)	(920,590)	(955,160)	(991,040)
(56,167)	(91,770)	Net Direct Expenditure/(Income)	(176,520)	(182,840)	(194,010)	(205,470)
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
93,482	120,260	Support Services	139,480	144,770	150,260	155,950
37,315	28,490	Total Service Cost/(Surplus)	(37,040)	(38,070)	(43,750)	(49,520)

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
23,433	7,320	HR Services	(54,830)	(21,650)	(21,300)	(20,820)
13,882	21,170	Other Employee Costs	17,790	(16,420)	(22,450)	(28,700)
37,315	28,490	Total Net Expenditure/(Income)	(37,040)	(38,070)	(43,750)	(49,520)

**GUILDFORD BOROUGH COUNCIL
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Guildford Borough Council Medium Term Financial Strategy 2009/10

Human Resources

Financial Information HR Services

Ledger Code F1181, G2535, G2545, G2555

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
474,326	Employee Related Expenditure	479,380	425,282	441,190
0	Premises Related Expenditure	0	0	0
13,899	Transport Related Expenditure	13,390	12,374	11,680
88,432	Supplies and Services	76,280	68,046	70,880
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
576,657	Total Direct Expenditure	569,050	505,702	523,750
(618,300)	Income	(652,030)	(652,500)	(691,740)
(41,643)	Net Direct Expenditure/(Income)	(82,980)	(146,798)	(167,990)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
65,076	Support Services	90,300	90,330	113,160
23,433	Total Service Cost/(Surplus)	7,320	(56,468)	(54,830)
	Full Time Equivalent Staff	11.98	11.98	10.67

Major Items

Employee Related

Salaries	463,910	421,980
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Training	8,500	8,710
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Transport Related

Car Allowances	5,620	3,360
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Officers Car Leasing	7,540	7,920
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Supplies and Services

Computer Services Recharge	22,690	22,230
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Computer Software Licence	12,750	15,000
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Consultants Fees	4,080	4,080
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Equalities Promotion	1,800	0
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General Subscriptions	450	2,000
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IT Renewals	4,160	4,640
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Miscellaneous Expenses	800	320
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Printing Services Recharge	9,790	8,050
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Telecomms	8,290	5,890
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Support Services

Accountancy Services Recharge	7,910	8,090
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Audit Services Recharge	8,410	8,550
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Facilities Management Recharge	14,340	14,260
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Legal Services Recharge	23,500	43,710
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Paymaster Recharge	2,990	4,190
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Public Offices Recharge	31,030	31,450
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Major Variances 2008/09 v 2009/10

The trainin officer post has come out for 09/10 as a one year saving. Other HR posts have been filled on a part time basis for the year also. Legal recharge has increased due to time being spent on the service.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Human Resources

Financial Information Other Employee Costs

Ledger Code G1121, G1122

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
137,339	Employee Related Expenditure	163,090	151,333	176,610	Employee Related		
0	Premises Related Expenditure	0	0	0	Child Protection Training	2,900	2,970
128	Transport Related Expenditure	1,300	452	1,300	Corporate Training Plan	37,740	38,680
23,727	Supplies and Services	19,840	23,570	9,720	Criminal Records Bureau	12,000	6,200
0	Third Party Payments	0	0	0	Equalities Training	5,500	4,000
0	Transfer Payments	0	0	0	External Qualification Training	63,240	54,820
161,194	Total Direct Expenditure	184,230	175,355	187,630	Medical Fees	25,500	28,000
					Salaries	3,270	31,440
(175,718)	Income	(193,020)	(175,082)	(196,160)	Sight Tests & Glasses	2,400	2,400
(14,524)	Net Direct Expenditure/(Income)	(8,790)	273	(8,530)	Sports & Social Club Contr	0	600
					Staff Concessions	3,500	4,600
0	Special Works	0	0	0	Transport Related		
0	Capital Charges	0	0	0	Supplies and Services		
28,406	Support Services	29,960	22,697	26,320	Accreditation Assessments	1,950	0
13,882	Total Service Cost/(Surplus)	21,170	22,970	17,790	Contract Catering	2,040	1,540
					General Subscriptions	0	5,500
					Healthy Living Week	1,320	1,500
					Staff Suggestion Scheme	2,000	1,000
					Income		
					Support Services		
					Accountancy Services Recharge	2,470	2,520
					Engineers Recharge	21,570	19,380
					Paymaster Recharge	2,230	1,670
					Transport & Projects Recharge	3,180	1,710
	Full Time Equivalent Staff	0.07	0.07	0.83			

Major Variances 2008/09 v 2009/10

Salaries have increased due to 9 months of a project officer post included to start looking at Job Evaluation. EQT budget has decreased as part of the savings for 09/10. The new budget for General Subscription is for the Jobs Go Public annual subscription.

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

LEGAL AND DEMOCRATIC SERVICES

HEAD OF SERVICE - RICHARD LINGARD

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
3,923,212	4,006,410	Gross Expenditure	3,767,270	3,886,610	4,146,180	4,137,660
(1,874,359)	(1,980,090)	Gross Income	(1,914,770)	(1,982,400)	(2,052,720)	(2,125,660)
2,048,853	2,026,320	Net Expenditure	1,852,500	1,904,210	2,093,460	2,012,000
1,818,333	1,929,390	Employee Related Expenditure	1,761,550	1,837,860	1,917,570	2,000,870
1,584	1,880	Premises Related Expenditure	2,060	2,060	2,060	2,060
50,925	55,390	Transport Related Expenditure	46,980	46,980	46,980	46,980
1,282,228	1,265,320	Supplies and Services	1,212,430	1,227,220	1,377,760	1,255,560
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,153,070	3,251,980	Total Direct Expenditure	3,023,020	3,114,120	3,344,370	3,305,470
(1,874,359)	(1,980,090)	Income	(1,914,770)	(1,982,400)	(2,052,720)	(2,125,660)
1,278,711	1,271,890	Net Direct Expenditure/(Income)	1,108,250	1,131,720	1,291,650	1,179,810
0	0	Special Works	0	0	0	0
5,448	0	Capital Charges	0	0	0	0
764,694	754,430	Support Services	744,250	772,490	801,810	832,190
2,048,853	2,026,320	Total Service Cost/(Surplus)	1,852,500	1,904,210	2,093,460	2,012,000

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
4,400	6,280	Access Group for Guildford	6,340	6,580	6,830	7,090
227,120	240,610	Civic Expenses	226,980	233,540	240,400	247,530
15,773	5,530	Committee Services	(12,860)	(12,500)	(12,030)	(11,520)
573,327	519,120	Council and Committee Support	481,870	500,630	520,160	540,490
168,033	61,280	Elections	59,520	61,440	200,050	65,520
177,747	213,960	Electoral Registration	220,650	226,490	232,590	238,920
8,411	15,540	Guildford Youth Council	15,950	16,310	16,680	17,070
(1,201)	(5,940)	Information Rights	600	750	900	1,120
20,060	(5,800)	Legal Services	(69,350)	(70,090)	(70,690)	(71,050)
(44,664)	(140)	Local Land Charges	0	0	0	0
764,643	819,110	Member Services and Democratic Representation	790,710	807,070	824,050	841,760
135,204	156,770	Parish and Local Liaison	132,090	133,990	134,520	135,070
2,048,853	2,026,320	Total Net Expenditure/(Income)	1,852,500	1,904,210	2,093,460	2,012,000

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Guildford Borough Council Medium Term Financial Strategy 2009/10

Legal and Democratic Services

Financial Information Access Group for Guildford

Ledger Code C3121, F7518

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
1,132	Employee Related Expenditure	1,110	1,102	1,120	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,040	1,070
21	Transport Related Expenditure	80	51	50	Supplies and Services		
223	Supplies and Services	720	623	270	Printing Services Recharge	720	270
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Committee Services Recharge	4,170	4,160
1,376	Total Direct Expenditure	1,910	1,776	1,440			
0	Income	0	0	0			
1,376	Net Direct Expenditure/(Income)	1,910	1,776	1,440			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
3,024	Support Services	4,370	4,390	4,900			
4,400	Total Service Cost/(Surplus)	6,280	6,166	6,340			
	Full Time Equivalent Staff	0.02	0.02	0.02			

Major Variances 2008/09 v 2009/10

There are no major variances to report.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Legal and Democratic Services

Financial Information Civic Expenses

Ledger Code F2131, F2135, F2141

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
123,724	Employee Related Expenditure	122,100	127,857	116,610
0	Premises Related Expenditure	0	0	0
16,703	Transport Related Expenditure	15,780	16,475	12,540
61,057	Supplies and Services	71,580	55,767	67,930
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
201,484	Total Direct Expenditure	209,460	200,099	197,080
(272)	Income	(1,090)	(23)	(300)
201,212	Net Direct Expenditure/(Income)	208,370	200,076	196,780
0	Special Works	0	0	0
0	Capital Charges	0	0	0
25,908	Support Services	32,240	32,270	30,200
227,120	Total Service Cost/(Surplus)	240,610	232,346	226,980
	Full Time Equivalent Staff	3.02	3.02	2.97

Major Variances 2008/09 v 2009/10

£10k has been taken out of the budget following the suggested review of the Mayors transportation.

Major Items	2008/09 Estimate £	2009/10 Estimate £
Employee Related		
Salaries	120,620	114,820
Temporary Staff	2,580	1,090
Transport Related		
External Vehicle Insurance	0	700
Fuel & Oil	2,000	3,000
Transport Pool Hire Charge	13,030	8,390
Supplies and Services		
Borough Promotional Expenses	36,720	36,720
Civic Regalia; Robes	1,500	1,500
Computer Services Recharge	1,410	1,450
Contract Catering	1,500	1,500
Deputy Mayor Allowance	1,640	1,330
Floral Decorations	1,000	1,000
Insurance; All Risks	5,570	4,300
IT Renewals	30	130
Mayors Allowance	12,150	10,620
Printing Services Recharge	5,900	4,940
Telecomms	2,900	2,010
Support Services		
Facilities Management Recharge	2,910	2,990
Human Resources Recharge	1,820	1,960
Legal Services Recharge	11,390	7,960
Paymaster Recharge	770	1,470
Public Offices Recharge	13,880	14,120

Guildford Borough Council Medium Term Financial Strategy 2009/10

Legal and Democratic Services

Financial Information Committee Services

Ledger Code G4535, G4565

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
238,823	Employee Related Expenditure	239,900	256,319	228,950
0	Premises Related Expenditure	0	0	0
1,054	Transport Related Expenditure	1,680	1,635	240
42,925	Supplies and Services	45,730	40,702	37,220
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
282,802	Total Direct Expenditure	287,310	298,656	266,410
(287,825)	Income	(302,730)	(302,441)	(302,590)
(5,023)	Net Direct Expenditure/(Income)	(15,420)	(3,785)	(36,180)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
20,796	Support Services	20,950	20,950	23,320
15,773	Total Service Cost/(Surplus)	5,530	17,165	(12,860)
	Full Time Equivalent Staff	5.14	5.14	4.96

Major Items	2008/09 Estimate £	2009/10 Estimate £
Employee Related		
Salaries	232,110	221,840
Training	2,500	2,560
Transport Related		
Officers Car Leasing	1,350	0
Supplies and Services		
Advertising	1,670	1,670
Computer Services Recharge	24,100	19,470
Computer Software Licence	3,340	3,340
Gis & Nlpg Recharge	2,290	2,840
IT Renewals	5,870	6,050
Printing Services Recharge	670	440
Telecomms	6,020	1,180
Income		
Support Services		
Accountancy Services Recharge	1,020	1,040
Facilities Management Recharge	3,860	4,440
HR Services Recharge	2,990	3,220
Paymaster Recharge	1,810	2,800
Public Offices Recharge	10,380	10,560

Major Variances 2008/09 v 2009/10

Salaries have decreased due to the corporate restructure and one post being included at a lower grade for 09/10, also a result of the corporate restructure.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Legal and Democratic Services

Financial Information Council and Committee Support

Responsible Officer Richard Lingard - Head of Legal & Democratic Services (Tel: 444042); Geoff Nutt - Technical Accountant (Tel: 444805)

Ledger Code F1301, F1302, F1303, F1304, F1305, F1306, F1307, F1308, F1310, F1311, F1312, F1313, F1314, F1315,

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
219,325	Employee Related Expenditure	182,820	185,697	153,270	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	173,030	142,460
7,834	Transport Related Expenditure	6,850	6,945	6,790	Staff Committee Att. Allowance	7,600	8,470
69,592	Supplies and Services	72,490	42,100	72,390	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing & Allowances	6,850	6,790
0	Transfer Payments	0	0	0	Fuel & Oil	0	0
296,751	Total Direct Expenditure	262,160	234,742	232,450	Supplies and Services		
(99,905)	Income	(89,350)	(89,350)	(73,820)	IT Renewals	40	160
196,846	Net Direct Expenditure/(Income)	172,810	145,392	158,630	Printing Services Recharge	71,990	71,550
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Recharged to Other Services	(89,350)	(73,820)
376,481	Support Services	346,310	346,435	323,240	Support Services		
573,327	Total Service Cost/(Surplus)	519,120	491,827	481,870	Accountancy Services Recharge	7,250	7,290
					Committee Services Recharge	263,870	263,720
					Facilities Management Recharge	25,860	26,160
					Legal Services Recharge	34,990	15,360
					Public Offices Recharge	8,590	8,260
	Full Time Equivalent Staff	2.41	2.41	2.10			

Major Variances 2008/09 v 2009/10

The cost of salaries has decreased due to a vacant post being deleted. Legal recharge has reduced reflecting time being spent on this service.

Financial Information Elections

Ledger Code F2151

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

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
37,357	Employee Related Expenditure	32,630	33,172	34,480
0	Premises Related Expenditure	0	0	0
2,401	Transport Related Expenditure	670	897	900
133,656	Supplies and Services	20,530	29,247	14,220
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
173,414	Total Direct Expenditure	53,830	63,316	49,600
(15,446)	Income	0	(5,331)	0
157,968	Net Direct Expenditure/(Income)	53,830	57,985	49,600
0	Special Works	0	0	0
0	Capital Charges	0	0	0
10,065	Support Services	7,450	7,460	9,920
168,033	Total Service Cost/(Surplus)	61,280	65,445	59,520
	Full Time Equivalent Staff	0.90	0.90	0.87

Major Items

Employee Related

Salaries	32,030	33,050
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Temporary Staff	0	800
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Premises Related

Transport Related

Car Leasing & Allowances	570	600
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Supplies and Services

Computer Maintenance Agreement	3,170	2,500
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Computer Software Licence	4,600	3,780
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Electoral Admin Bill Changes	10,150	2,000
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IT Renewals	0	130
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New, Replace Equip & Tools	190	3,000
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Postage	930	930
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Stationery & Office Supplies	90	90
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Support Services

Accountancy Services Recharge	1,450	1,480
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Facilities Management Recharge	850	900
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Paymaster Recharge	910	1,980
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Public Offices Recharge	2,910	2,980
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Major Variances 2008/09 v 2009/10

There are no major variances to report.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Legal and Democratic Services

Financial Information Electoral Registration

Ledger Code F2511

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

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
81,161	Employee Related Expenditure	82,110	78,958	85,250
1,584	Premises Related Expenditure	1,880	1,880	2,060
971	Transport Related Expenditure	1,110	1,420	1,060
94,030	Supplies and Services	111,970	128,119	111,900
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
177,746	Total Direct Expenditure	197,070	210,377	200,270
(21,920)	Income	(3,650)	(8,082)	(3,650)
155,826	Net Direct Expenditure/(Income)	193,420	202,295	196,620
0	Special Works	0	0	0
0	Capital Charges	0	0	0
21,921	Support Services	20,540	20,550	24,030
177,747	Total Service Cost/(Surplus)	213,960	222,845	220,650
	Full Time Equivalent Staff	2.28	2.28	2.24

Major Variances 2008/09 v 2009/10

There are no major variances to report.

Major Items

Employee Related

Salaries	76,040	78,300
Temporary Staff	1,850	2,500
Training	2,800	2,870

Premises Related

Proportion of Depot Expenses	1,880	2,060
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Transport Related

Car Leasing & Allowances	1,030	980
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Supplies and Services

Advertising	3,500	2,500
Computer Maintenance Agreement	4,060	3,280
Computer Services Recharge	19,870	18,150
Computer Software Licence	9,980	950
Computer Software; New Systems	0	4,630
Electoral Admin Bill Changes	14,520	10,700
Electoral Registration Fees	15,860	15,860
IT Renewals	0	1,490
Postage	24,240	29,980
Postage	4,090	4,980
Printing & Stationery	600	600
Printing Services Recharge	16,250	19,570

Income

Electoral Registers Sales	(3,650)	(3,650)
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Support Services

Audit Services Recharge	2,510	2,540
Engineers Recharge	0	1,160
Facilities Management Recharge	4,360	4,890
Human Resources Recharge	1,300	1,400
Legal Services Recharge	0	1,200
Public Offices Recharge	10,360	10,450

Guildford Borough Council Medium Term Financial Strategy 2009/10

Legal and Democratic Services

Financial Information Guildford Youth Council

Ledger Code F7533

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

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
319	Employee Related Expenditure	320	331	350
0	Premises Related Expenditure	0	0	0
13	Transport Related Expenditure	10	14	20
4,935	Supplies and Services	7,390	6,482	7,740
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
5,267	Total Direct Expenditure	7,720	6,827	8,110
0	Income	0	0	0
5,267	Net Direct Expenditure/(Income)	7,720	6,827	8,110
0	Special Works	0	0	0
0	Capital Charges	0	0	0
3,144	Support Services	7,820	7,820	7,840
8,411	Total Service Cost/(Surplus)	15,540	14,647	15,950
	Full Time Equivalent Staff	0.01	0.01	0.01

Major Items

Employee Related

Salaries	320	350
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Supplies and Services

Printing Services Recharge	1,250	1,600
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Support for Forum	6,000	6,000
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Support Services

Committee Services Recharge	7,130	7,120
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Major Variances 2008/09 v 2009/10

There are no major variances to report.

Financial Information Information Rights

Ledger Code F1191

Responsible Officer Vincenzo Ardilio - Information Rights Officer (Tel: 444053)

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
51,229	Employee Related Expenditure	41,650	41,576	43,140	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	41,240	42,050
11	Transport Related Expenditure	10	11	10	Supplies and Services		
3,503	Supplies and Services	5,140	5,298	5,630	Consultants Fees	1,940	1,940
0	Third Party Payments	0	0	0	General Subscriptions	410	500
0	Transfer Payments	0	0	0	IT Renewals	2,530	2,640
54,743	Total Direct Expenditure	46,800	46,885	48,780	Miscellaneous Expenses	260	260
					Support Services		
(60,408)	Income	(56,460)	(56,610)	(52,130)	Public Offices Recharge	1,990	2,180
(5,665)	Net Direct Expenditure/(Income)	(9,660)	(9,725)	(3,350)			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
4,464	Support Services	3,720	3,720	3,950			
(1,201)	Total Service Cost/(Surplus)	(5,940)	(6,005)	600			
	Full Time Equivalent Staff	0.81	0.81	0.82			

Major Variances 2008/09 v 2009/10

There are no major variances to report.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Legal and Democratic Services

Financial Information Legal Services

Ledger Code G4525

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

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
657,761	Employee Related Expenditure	797,710	761,969	784,050	Employee Related		
0	Premises Related Expenditure	0	0	0	Practising Certificate	10,000	10,000
11,993	Transport Related Expenditure	17,060	16,053	16,810	Salaries	758,650	739,650
210,446	Supplies and Services	187,310	138,532	185,940	Training	18,000	18,450
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	14,780	14,780
880,200	Total Direct Expenditure	1,002,080	916,554	986,800	Supplies and Services		
(947,844)	Income	(1,104,220)	(1,082,496)	(1,157,410)	Computer Services Recharge	17,050	20,920
(67,644)	Net Direct Expenditure/(Income)	(102,140)	(165,942)	(170,610)	Computer Software Licence	5,100	6,300
0	Special Works	0	0	0	Gis & Nlpg Recharge	4,560	5,720
0	Capital Charges	0	0	0	IT Renewals	1,380	2,640
87,704	Support Services	96,340	96,390	101,260	Law Library Books	20,600	20,600
20,060	Total Service Cost/(Surplus)	(5,800)	(69,552)	(69,350)	Legal Expenses	100,000	100,000
					Printing Services Recharge	10,080	6,050
					Telecomms	5,340	5,400
					Income		
					Legal Charges	(66,150)	(69,800)
					Section 106 income	(39,150)	(39,150)
					Support Services		
					Facilities Management Recharge	17,600	18,050
					HR Services Recharge	12,370	13,510
					Paymaster Recharge	5,220	5,610
					Public Offices Recharge	52,730	54,180
	Full Time Equivalent Staff	19.90	19.90	17.76			

Major Variances 2008/09 v 2009/10

Salaries have decreased due to 2 posts being deleted and the reduction in the grade of another.

Financial Information Local Land Charges

Ledger Code F4111

Responsible Officer Alicia Whelan - Land Charges Officer (Tel: 444082)

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
167,287	Employee Related Expenditure	173,860	134,897	103,700	Employee Related		
0	Premises Related Expenditure	0	591	0	Salaries	168,710	98,550
2,932	Transport Related Expenditure	3,180	1,831	890	Training	1,570	1,610
124,454	Supplies and Services	129,900	92,728	104,420	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	2,340	120
0	Transfer Payments	0	0	0	Supplies and Services		
294,673	Total Direct Expenditure	306,940	230,047	209,010	Computer Maintenance	5,350	5,200
					Computer Services Recharge	31,150	30,650
(364,620)	Income	(335,600)	(205,031)	(237,610)	Copying Machines	410	980
(69,947)	Net Direct Expenditure/(Income)	(28,660)	25,016	(28,600)	Gis & Nlpg Recharge	4,150	5,120
					IT Renewals	0	540
0	Special Works	0	0	0	Pymt to SCC - Searches	83,040	55,580
0	Capital Charges	0	0	0	Scanning	3,060	3,000
25,283	Support Services	28,520	28,289	28,600	Income		
(44,664)	Total Service Cost/(Surplus)	(140)	53,305	0	Con29 Extra	0	(200)
					Land Charges Search Fees	(335,600)	(149,720)
					LLC1 Only	0	(900)
					Personal Searches	0	(30,100)
					Printing & Photocopying Income	0	(1,110)
					SCC Income	0	(55,580)
					Support Services		
					Accountancy Services Recharge	3,660	3,740
					Audit Services Recharge	1,670	1,690
					Facilities Management Recharge	4,260	4,140
					Human Resources Recharge	3,580	3,850
					Paymaster Recharge	1,670	2,590
					Public Offices Recharge	12,230	10,560
	Full Time Equivalent Staff	5.23	5.23	2.87			

Major Variances 2008/09 v 2009/10

Salary allocations have been transferred from Land Charges to Planning following a review of work and Land Charges becoming a "one stop shop" for searches. One Land Charges Assistant post has also been deleted. The cost of SCC questions are calculated based on the number of searches for a set period. Income has been split into the relevant categories and is based on assumed number of searches. The individual search fee will be calculated according to expenditure levels to ensure a break even position.

The projected loss for 08/09 will be funded by the surplus from 07/08.

From 1 April 07 this service must ensure that total income does not exceed total costs. Latest guidance sets a time frame of between 1 and 3 years for this to take place.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Legal and Democratic Services

Financial Information Member Services and Democratic Representation

Ledger Code F2121, F2123

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
232,375	Employee Related Expenditure	247,740	281,708	204,450	Employee Related		
0	Premises Related Expenditure	0	0	0	Members Training	9,580	9,820
6,846	Transport Related Expenditure	8,750	8,774	7,460	Salaries	234,440	190,840
418,217	Supplies and Services	468,820	462,458	484,840	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing & Allowances	8,750	7,460
0	Transfer Payments	0	0	0	Supplies and Services		
657,438	Total Direct Expenditure	725,310	752,940	696,750	Computer Services Recharge	102,170	103,520
					Computer Software Licence	1,000	4,000
(76,119)	Income	(86,990)	(86,990)	(87,260)	Contract Catering	500	500
581,319	Net Direct Expenditure/(Income)	638,320	665,950	609,490	Contract Refreshments	9,000	9,000
					Gis & Nlpg Recharge	11,940	14,730
0	Special Works	0	0	0	IT Renewals	6,690	11,060
0	Capital Charges	0	0	0	Members Attendance Allowances	283,440	284,830
183,324	Support Services	180,790	180,860	181,220	Members Travelling Allowances	9,000	9,000
764,643	Total Service Cost/(Surplus)	819,110	846,810	790,710	Postage	8,290	8,230
					Printing Services Recharge	4,180	8,000
					Telecomms	29,830	29,100
					Income		
					Recharged to Other Services	(86,990)	(87,260)
					Support Services		
					Accountancy Services Recharge	4,600	4,700
					Committee Services Recharge	24,370	24,350
					Facilities Management Recharge	11,550	11,830
					Human Resources Recharge	1,820	2,100
					Paymaster Recharge	6,830	3,440
					Public Offices Recharge	130,810	133,730

Full Time Equivalent Staff 3.13 3.13 2.60

Major Variances 2008/09 v 2009/10

Salaries have reduced which is a result of the restructure. Printing services recharge has increased reflecting anticipated spend on the service based on previous usage, and the cost of IT Renewals contribution has increased due to the pay back of IT equipment.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Legal and Democratic Services

Financial Information Parish and Local Liaison

Ledger Code A4113, F1115

Responsible Officer Richard Lingard - Head of Legal & Democratic Services (Tel: 444042); Geoff Nutt - Technical Accountant (Tel: 444805)

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
7,840	Employee Related Expenditure	7,440	9,950	6,180	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	7,280	6,080
146	Transport Related Expenditure	210	220	210	Transport Related		
119,190	Supplies and Services	143,740	144,491	119,930	Car Leasing & Allowances	210	210
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	General Grants	143,630	118,620
127,176	Total Direct Expenditure	151,390	154,661	126,320	Support Services		
0	Income	0	0	0	Accountancy Services Recharge	4,760	4,870
127,176	Net Direct Expenditure/(Income)	151,390	154,661	126,320			
0	Special Works	0	0	0			
5,448	Capital Charges	0	0	0			
2,580	Support Services	5,380	5,380	5,770			
135,204	Total Service Cost/(Surplus)	156,770	160,041	132,090			
	Full Time Equivalent Staff	0.12	0.12	0.10			

Major Variances 2008/09 v 2009/10

General Grants have reduced to reflect likely levels of spend in the year.

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

LEISURE SERVICES

HEAD OF SERVICE - CLARE DAVENPORT

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
10,783,657	10,433,740	Gross Expenditure	10,953,910	11,249,760	11,558,940	11,887,750
(8,082,150)	(7,849,360)	Gross Income	(8,444,540)	(8,754,330)	(8,870,110)	(8,893,870)
2,701,507	2,584,380	Net Expenditure	2,509,370	2,495,430	2,688,830	2,993,880
4,492,472	4,405,800	Employee Related Expenditure	4,561,940	4,752,450	4,951,180	5,158,370
2,467,193	2,352,130	Premises Related Expenditure	2,724,460	2,749,430	2,772,270	2,798,930
65,433	63,990	Transport Related Expenditure	69,410	69,410	69,410	69,410
2,412,005	2,270,940	Supplies and Services	2,183,170	2,246,370	2,316,220	2,392,730
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
9,437,103	9,092,860	Total Direct Expenditure	9,538,980	9,817,660	10,109,080	10,419,440
(8,082,150)	(7,849,360)	Income	(8,444,540)	(8,754,330)	(8,870,110)	(8,893,870)
1,354,953	1,243,500	Net Direct Expenditure/(Income)	1,094,440	1,063,330	1,238,970	1,525,570
6,928	0	Special Works	0	0	0	0
983,850	937,730	Capital Charges	963,370	963,370	963,370	963,370
355,776	403,150	Support Services	451,560	468,730	486,490	504,940
2,701,507	2,584,380	Total Service Cost/(Surplus)	2,509,370	2,495,430	2,688,830	2,993,880

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
81,083	75,780	Arts Development	82,540	85,450	88,690	92,260
72,798	(20,050)	Ash Manor	45,390	45,100	48,860	57,840
218,068	220,250	Electric Theatre	234,600	237,600	240,600	243,730
738,145	751,240	Grants - Leisure Organisations	700,840	755,830	810,870	866,030
0	0	Guildford Civic	0	0	0	0
229,237	153,180	Guildford Lido	220,200	220,070	219,560	219,060
297,806	307,510	Guildford Philharmonic	281,120	285,840	293,520	304,130
590,056	627,650	Guildford Spectrum Leisure Centre	450,730	364,850	478,850	695,160
186,527	161,260	Play and Youth	172,870	175,820	179,160	182,970
66,548	73,520	Sports and Physical Activity	79,790	82,110	84,550	87,070
221,239	234,040	Youth and Community Centres	241,290	242,760	244,170	245,630
2,701,507	2,584,380	Total Net Expenditure/(Income)	2,509,370	2,495,430	2,688,830	2,993,880

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Guildford Borough Council Medium Term Financial Strategy 2009/10

Leisure Services

Financial Information Arts Development

Ledger Code A3511

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
54,808	Employee Related Expenditure	47,230	49,613	54,450
0	Premises Related Expenditure	0	0	0
1,205	Transport Related Expenditure	2,400	4,642	2,310
25,641	Supplies and Services	17,890	35,885	21,600
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
81,654	Total Direct Expenditure	67,520	90,140	78,360
(11,299)	Income	(300)	(19,356)	(4,800)
70,355	Net Direct Expenditure/(Income)	67,220	70,784	73,560
0	Special Works	0	0	0
0	Capital Charges	0	0	0
10,728	Support Services	8,560	8,570	8,980
81,083	Total Service Cost/(Surplus)	75,780	79,354	82,540
	Full Time Equivalent Staff	1.38	1.38	1.44

Major Items

Employee Related

Salaries	45,730	52,950
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Transport Related

Car Leasing & Allowances	2,350	2,260
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Supplies and Services

Books & Publications	200	30
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Computer Services Recharge	2,180	2,100
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IT Renewals	20	30
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Live and Direct	0	4,500
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Partnership Work	10,470	10,470
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Printing & Stationery	2,620	2,370
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Printing Services Recharge	1,580	2,130
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Income

Donations	0	(4,500)
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Miscellaneous Income	(300)	(300)
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Support Services

Accountancy Services Recharge	940	960
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Facilities Management Recharge	1,400	1,790
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Paymaster Recharge	1,180	1,680
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Public Offices Recharge	3,390	2,640
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Major Variances 2008/09 v 2009/10

The small increase in FTE and salaries reflects adjusted salary allocations following the service unit review.
The Live and Direct scheme is fully funded from donations/sponsorships.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Leisure Services

Financial Information Ash Manor

Ledger Code A7521

Responsible Officer Claire Davenport - Head of Leisure Services (Tel: 443300)

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
173,570	Employee Related Expenditure	157,960	170,464	181,620
104,891	Premises Related Expenditure	85,160	107,647	119,580
316	Transport Related Expenditure	190	198	450
37,844	Supplies and Services	18,990	36,589	32,120
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
316,621	Total Direct Expenditure	262,300	314,898	333,770
(288,269)	Income	(295,150)	(320,395)	(320,810)
28,352	Net Direct Expenditure/(Income)	(32,850)	(5,497)	12,960
0	Special Works	0	0	0
29,014	Capital Charges	0	0	15,040
15,432	Support Services	12,800	12,788	17,390
72,798	Total Service Cost/(Surplus)	(20,050)	7,291	45,390
	Full Time Equivalent Staff	4.18	4.18	4.29

Major Variances 2008/09 v 2009/10

The number of casuals required has increased in line with the additional usage, which is also reflected in the steady increase in income.

The increase in the General Upkeep payment to SCC reflects the current estimated cost of the provision including the rate revaluation.

The utility estimates have been adjusted in line with anticipated inflationary increases.

The increase in Purchases for Resale is balanced by additional income from the vending machines and general sales.

The additional income from the All Weather Pitch is due to the continual increase in football usage, while the income collected for the Energy Level memberships has been adjusted to reflect the current trend with a corresponding increase in the estimate for "pay as you go" usage.

The depreciation relates to the health & fitness equipment.

Major Items

Employee Related

Instructors fees	22,520	27,610
Salaries	110,830	119,620
Spectrum Casuals	16,910	27,000

Premises Related

General Upkeep- payment to SCC	43,290	54,500
Repair & Maintenance	8,150	14,220
Utilities	32,100	48,600

Supplies and Services

Advertising	3,120	3,120
Audio Visual	0	3,240
Computer Recharge & Mtne	4,810	4,760
Instructors Fees	1,040	2,160
IT Renewals	50	0
New, Replace Equip & Tools	2,820	2,820
Purchases for Resale	1,260	8,250
Telecomms	2,010	2,180

Income

All Weather Pitch	(46,800)	(66,560)
Energy Level - memberships	(160,540)	(154,470)
Vending & General Sales	(5,430)	(14,340)

Capital Charges

Depreciation	0	15,040
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Support Services

Accountancy Services Recharge	4,850	4,960
Paymaster Recharge	1,530	5,900

Guildford Borough Council Medium Term Financial Strategy 2009/10

Leisure Services

Financial Information Electric Theatre

Ledger Code A3811

Responsible Officer Sue Barnard - General Manager, Electric Theatre (Tel: 4787)

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £		2008/09 Estimate £	2009/10 Estimate £
					Major Items		
243,126	Employee Related Expenditure	235,960	228,993	232,830	Employee Related		
58,200	Premises Related Expenditure	62,430	58,770	72,020	Casual Staff	31,000	26,870
1,114	Transport Related Expenditure	1,190	1,264	340	Salaries	195,620	194,190
106,233	Supplies and Services	76,930	105,608	77,570	Premises Related		
0	Third Party Payments	0	0	0	Contract cleaning & materials	12,220	12,130
0	Transfer Payments	0	0	0	General Rates	9,660	9,750
408,673	Total Direct Expenditure	376,510	394,635	382,760	Insurance	2,420	3,070
					Repairs & Maintenance	18,290	18,380
(227,991)	Income	(224,870)	(235,852)	(221,810)	Utilities	17,770	24,700
180,682	Net Direct Expenditure/(Income)	151,640	158,783	160,950	Transport Related		
					Officers Car Leasing	1,080	280
6,928	Special Works	0	1,008	0	Supplies and Services		
1,515	Capital Charges	36,640	36,650	37,170	Advertising	16,200	17,000
28,943	Support Services	31,970	33,535	36,480	IT Renewals	340	220
218,068	Total Service Cost/(Surplus)	220,250	229,976	234,600	Postage and Telephones	12,180	14,800
					Promotions Expenditure	17,000	17,000
					Income		
	Full Time Equivalent Staff	6.22	6.22	6.18	Catering Income	(19,000)	(20,590)
					Commercial Lettings	(78,730)	(64,370)
					Commission on General Sales	(38,600)	(42,200)
					Letting Fees-General	(44,530)	(46,310)
					Promotions Income	(17,000)	(20,000)
					Support Services		
					Accountancy Services Recharge	8,670	8,870
					HR Services Recharge	3,580	4,550
					Paymaster Recharge	7,170	9,100
					Property Services Recharge	2,380	3,250

Major Variances 2008/09 v 2009/10

The small reduction in FTE is due to changes to salary allocations following the service unit review.

The increased cost of utilities is reflected in the estimates,

The reduction in Commercial lettings is due to the cessation of the Sunday morning hirer.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Leisure Services

Financial Information Grants - Leisure Organisations

Ledger Code A4111, A4114, A4115, A4121, A4125, A4126, A4127

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
32,892	Employee Related Expenditure	33,220	37,542	33,100
315	Premises Related Expenditure	140	66	500
1,039	Transport Related Expenditure	1,550	1,551	1,290
698,103	Supplies and Services	708,300	706,550	655,930
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
732,349	Total Direct Expenditure	743,210	745,709	690,820
0	Income	0	0	0
732,349	Net Direct Expenditure/(Income)	743,210	745,709	690,820
0	Special Works	0	0	0
0	Capital Charges	0	0	0
5,796	Support Services	8,030	8,060	10,020
738,145	Total Service Cost/(Surplus)	751,240	753,769	700,840
	Full Time Equivalent Staff	0.88	0.88	0.67

Major Variances 2008/09 v 2009/10

The grants available for the Community and Youth Projects has been adjusted for 2009/10 to reflect the value of requests received. The grant available under the Community Partnership Fund was identified as an area for saving for 2009/10.

Major Items

Employee Related

Salaries	32,750	32,610
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Premises Related

Electricity	140	500
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Transport Related

Officers Car Leasing	1,510	1,260
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Supplies and Services

Arts Grants	21,810	21,810
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Basingstoke Canal Grant	41,430	40,010
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Blackwater Valley Project	10,840	10,840
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Book Festival	24,040	24,040
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Civic Concessions Grant	10,610	10,610
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Community and Youth Projects	32,500	24,040
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Community Partnership Fund	64,530	20,030
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Disability Challengers Grant	14,690	14,690
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General Grants	33,000	38,000
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Guildford Summer Festival	13,880	13,880
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Guilfest Music Festival	20,000	16,000
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IT Renewals	40	60
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Play Development Grants	10,610	10,610
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Sporting Concessions - Spectrum	13,500	13,500
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Sports Grants	24,540	24,540
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Yvonne Arnaud Theatre Grant	334,920	334,920
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Support Services

Accountancy Services Recharge	4,510	4,610
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Paymaster Recharge	560	620
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Public Offices Recharge	1,380	1,490
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Guildford Borough Council Medium Term Financial Strategy 2009/10

Leisure Services

Financial Information Guildford Lido

Ledger Code L2521- L2586

Responsible Officer Claire Davenport - Head of Leisure Services (Tel: 443300)

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
198,969	Employee Related Expenditure	198,360	206,818	205,230
150,030	Premises Related Expenditure	158,380	161,506	186,160
208	Transport Related Expenditure	190	198	210
34,492	Supplies and Services	34,370	39,086	36,280
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
383,699	Total Direct Expenditure	391,300	407,608	427,880
(210,507)	Income	(298,560)	(241,386)	(273,450)
173,192	Net Direct Expenditure/(Income)	92,740	166,222	154,430
0	Special Works	0	0	0
30,436	Capital Charges	30,440	30,450	30,440
25,609	Support Services	30,000	26,142	35,330
229,237	Total Service Cost/(Surplus)	153,180	222,814	220,200
	Full Time Equivalent Staff	4.29	4.29	4.38

Major Variances 2008/09 v 2009/10

The increase in utility costs reflects the anticipated price increases.

The increase in the estimate for Purchases for Resale is offset by the increase income from Vending and General Sales.

The income under Government Grant relates to the contribution made toward the cost of providing free swimming for the over 60's.

The income from fees and charges for Poolside has been adjusted to reflect a realistic target for a typical summer, based on recent years.

Major Items

Employee Related

Lido Casuals	57,990	54,590
Salaries	133,820	142,200

Premises Related

General Rates	28,980	30,560
Grounds Maintenance	11,670	12,140
Repairs & Maintenance	43,460	36,580
Utilities	65,850	97,500

Supplies and Services

Advertising	6,100	3,500
Computer Recharge & Mtne	4,520	4,460
IT Renewals	30	0
Purchases for Resale	8,640	14,200
Security Services	7,430	6,000

Income

Car Park income	(17,460)	(18,260)
Government Grant	0	(11,100)
Gym - Fitness Room	(44,790)	(47,560)
Poolside - Fees & Charges	(214,000)	(166,600)
Vending & General Sales	(15,720)	(21,250)

Support Services

Accountancy Services Recharge	5,700	5,830
Paymaster Recharge	1,350	5,350
Property Services Recharge	10,140	11,350

Guildford Borough Council Medium Term Financial Strategy 2009/10

Leisure Services

Financial Information Guildford Philharmonic

Ledger Code A6111, A6121

Responsible Officer Nicola Goold - General Manager (Tel: 444666)

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
118,485	Employee Related Expenditure	138,300	108,673	117,420	Employee Related		
13,653	Premises Related Expenditure	11,030	11,417	18,000	Salaries	135,060	105,430
3,821	Transport Related Expenditure	3,520	3,803	3,330	Premises Related		
232,727	Supplies and Services	269,630	252,306	212,930	Hire of Halls	11,030	18,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Transport Pool Hire Charge	2,180	2,950
368,686	Total Direct Expenditure	422,480	376,199	351,680	Supplies and Services		
					Advertising	14,500	200
(102,908)	Income	(148,980)	(162,263)	(109,560)	Artists & Orchestra Fees	123,930	115,430
265,778	Net Direct Expenditure/(Income)	273,500	213,936	242,120	AV Presentation	11,000	9,760
					Computer Services Recharge	7,820	7,630
0	Special Works	0	0	0	Design, Print & Distribution	11,990	20,350
0	Capital Charges	4,190	4,190	4,190	Display Boards	0	5,000
32,028	Support Services	29,820	29,850	34,810	Equip, Music & Instrument hire	27,890	7,650
297,806	Total Service Cost/(Surplus)	307,510	247,976	281,120	Freelance Services	18,390	20,000
					IT Renewals	80	130
	Full Time Equivalent Staff	3.01	3.01	2.33	Payment to Contractors	17,330	0
					Postage and Telephones	11,180	6,490
					Storage Hire	0	5,000
					Ticket Sales Commission	12,770	7,270
					Income		
					Admission Charges	(130,000)	(78,140)
					Miscellaneous Income	(1,460)	(10,000)
					Sponsorship Receipts	(10,300)	(9,500)
					Support Services		
					Facilities Management Recharge	6,470	8,820
					Paymaster Recharge	6,480	8,180
					Public Offices Recharge	10,830	11,020

Major Variances 2008/09 v 2009/10

The small reduction in FTE is the result of adjustments to salary allocations following the service unit review. The increase in hall hire is due to price increases for the use of the Cathedral and Holy Trinity Church. The costs of the Shalford Park concerts have been removed from Supplies & Services for 2009/10 and the income estimates have been adjusted accordingly to show the Philharmonic playing at Guildfest. The opportunity has been taken to adjust estimates to better reflect the type of expenditure currently spent.

Leisure Services

Financial Information	Guildford Spectrum Leisure Centre	Ledger Code	A7531, L4586, L7512- L7592
Responsible Officer	Claire Davenport - Head of Leisure Services (Tel: 443300)	Financial Services Contact	Janet Humphreys - Principal Accountant (Tel: 444847)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
3,470,057	Employee Related Expenditure	3,398,300	3,514,161	3,520,740	Employee Related		
2,058,799	Premises Related Expenditure	1,961,470	2,115,880	2,246,010	Instructors fees	253,490	260,550
41,051	Transport Related Expenditure	34,550	41,849	43,970	Salaries	2,393,730	2,468,760
1,196,369	Supplies and Services	1,060,290	1,103,945	1,055,140	Spectrum Casuals	657,200	689,090
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Cleaning	84,480	80,490
6,766,276	Total Direct Expenditure	6,454,610	6,775,835	6,865,860	General Rates	532,220	561,260
(7,166,751)	Income	(6,797,740)	(6,827,226)	(7,417,230)	Grounds Maintenance	51,770	53,840
(400,475)	Net Direct Expenditure/(Income)	(343,130)	(51,391)	(551,370)	Repairs & Maintenance	325,070	382,670
					Utilities	917,000	1,114,000
					Transport Related		
0	Special Works	0	0	0	Bus Service	28,610	41,000
775,718	Capital Charges	719,290	719,530	729,360	Supplies and Services		
214,813	Support Services	251,490	235,207	272,740	Bank Charges	35,390	40,000
590,056	Total Service Cost/(Surplus)	627,650	903,346	450,730	Computer Recharge & Mtne	39,560	40,720
					Equipment - repair, hire & replace	173,130	141,660
					Instructors	207,690	215,250
	Full Time Equivalent Staff	99.76	99.76	95.58			

Major Variances 2008/09 v 2009/10

The increase in utilities reflects the anticipated price increases while additional amounts have been included to support the current and expected level of repair & maintenance work needed as the Centre get older, which has been partially offset by reducing the estimates for equipment.

The estimate for the Bus Service has been adjusted to reflect the current anticipated cost of the provision. The reduction included in the 2008/09 Fees and Charges to reflect the anticipated lost of income while areas of the Centre were closed for the defect repairs, has been added back for 2009/10. This also applies to the difference between the two year's estimates for Catering.

The inclusion of an estimate against Government Grants relates to the contribution towards the free swimming for the over 60's.

Income		
Catering Income	(295,120)	(370,000)
Fees & Charges	(6,464,950)	(6,969,400)
Government Grants	0	(25,900)
Support Services		
Accountancy Services Recharge	38,250	39,150
Human Resources Recharge	61,370	66,710
Paymaster Recharge	53,110	66,130
Property Services Recharge	27,810	28,800

Guildford Borough Council Medium Term Financial Strategy 2009/10

Leisure Services

Financial Information Play and Youth

Ledger Code A7211

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
136,764	Employee Related Expenditure	131,710	144,654	141,240	Employee Related		
11,519	Premises Related Expenditure	11,000	12,881	13,100	Salaries	51,670	58,230
13,592	Transport Related Expenditure	16,670	14,606	14,440	Spectrum Casuals	76,540	80,110
64,143	Supplies and Services	63,440	62,184	64,770	Premises Related		
0	Third Party Payments	0	0	0	Hire of Halls	11,000	13,100
0	Transfer Payments	0	0	0	Transport Related		
226,018	Total Direct Expenditure	222,820	234,325	233,550	Car Allowances	1,120	1,420
					Hire of Vehicles	15,000	12,600
(46,223)	Income	(69,960)	(67,139)	(69,860)	Officers Car Leasing	550	370
179,795	Net Direct Expenditure/(Income)	152,860	167,186	163,690	Supplies and Services		
					Advertising	3,500	5,000
0	Special Works	0	0	0	Computer Services Recharge	1,410	1,450
0	Capital Charges	0	0	0	Instructors Fees	42,000	40,000
6,732	Support Services	8,400	8,526	9,180	IT Renewals	20	130
186,527	Total Service Cost/(Surplus)	161,260	175,712	172,870	Play Initiatives	5,080	5,080
					Printing Services Recharge	3,220	4,070
					Youth Initiatives	5,090	5,090
					Income		
	Full Time Equivalent Staff	1.39	1.39	1.67	Fees and Admissions	(59,960)	(59,860)
					Support Services		
					Facilities Management Recharge	1,400	2,140
					Human Resources Recharge	910	1,120
					Paymaster Recharge	3,130	2,130
					Public Offices Recharge	2,350	2,980

Major Variances 2008/09 v 2009/10

The small increase in FTE numbers and salaries reflects adjusted salary allocations following the service unit review. This page now includes the FISH and CHIPS schemes.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Leisure Services

Financial Information Sports and Physical Activity

Ledger Code A7311

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
45,803	Employee Related Expenditure	46,720	51,214	56,990
1,652	Premises Related Expenditure	1,320	612	2,320
1,999	Transport Related Expenditure	2,440	2,690	1,900
16,102	Supplies and Services	19,310	25,753	24,700
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
65,556	Total Direct Expenditure	69,790	80,269	85,910
(4,108)	Income	(1,500)	(11,053)	(13,000)
61,448	Net Direct Expenditure/(Income)	68,290	69,216	72,910
0	Special Works	0	0	0
0	Capital Charges	0	0	0
5,100	Support Services	5,230	5,260	6,880
66,548	Total Service Cost/(Surplus)	73,520	74,476	79,790
	Full Time Equivalent Staff	1.42	1.42	1.53

Major Variances 2008/09 v 2009/10

The small increase in FTE and salaries reflects adjusted salary allocations following the service unit review. There is also a provision for a casual staff budget for the Surrey Youth Games, which had previously been included in the Initiatives estimate under Supplies & Services.

The Sport Guildford and Street Clash initiatives are fully funded schemes.

Major Items

Employee Related

Casual Salaries	0	3,000
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Salaries	45,200	52,440
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Premises Related

Facility Hire	1,320	2,320
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Transport Related

Car Allowances	1,720	1,400
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Officers Car Leasing	720	500
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Supplies and Services

General Subscriptions	3,000	2,080
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IT Renewals	20	30
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New Initiatives	8,960	4,290
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Printing & Stationery	3,670	1,800
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Printing Services Recharge	3,650	1,780
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Sport Guildford	0	5,000
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Street Clash	0	8,000
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Income

Donations	0	(8,000)
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Events Income	(1,500)	(5,000)
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Support Services

Facilities Management Recharge	1,200	1,840
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Human Resources Recharge	850	980
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Public Offices Recharge	2,130	2,750
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Guildford Borough Council Medium Term Financial Strategy 2009/10

Leisure Services

Financial Information Youth and Community Centres

Ledger Code A8111, A8121, A8131, A8141, A8151

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
17,998	Employee Related Expenditure	18,040	18,734	18,320
68,134	Premises Related Expenditure	61,200	60,062	66,770
1,088	Transport Related Expenditure	1,290	1,295	1,170
351	Supplies and Services	1,790	1,923	2,130
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
87,571	Total Direct Expenditure	82,320	82,014	88,390
(24,094)	Income	(12,300)	(11,371)	(14,020)
63,477	Net Direct Expenditure/(Income)	70,020	70,643	74,370
0	Special Works	0	0	0
147,167	Capital Charges	147,170	147,230	147,170
10,595	Support Services	16,850	21,480	19,750
221,239	Total Service Cost/(Surplus)	234,040	239,353	241,290
	Full Time Equivalent Staff	0.28	0.28	0.28

Major Items

Employee Related

Salaries	17,770	18,020
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Premises Related

General Rates	12,750	13,440
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Insurance	2,440	2,530
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Repairs & Maintenance	40,410	43,900
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Transport Related

Officers Car Leasing	1,280	1,160
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Supplies and Services

Equipment Electrical Testing	1,440	1,520
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IT Renewals	60	60
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Telecomms; Business Use	290	550
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Income

Donations	(7,300)	(14,020)
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Capital Charges

Depreciation	147,170	147,170
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Support Services

Accountancy Services Recharge	1,190	1,220
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Housing Surveying Services	2,390	2,480
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Paymaster Recharge	770	840
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Property Services Recharge	9,140	12,300
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Major Variances 2008/09 v 2009/10

The income under Donations relates to specific repairs that the relevant Management Committee will refund.
The recharge from Property Services also relates to the level of repair and maintenance undertaken.

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

NEIGHBOURHOOD AND HOUSING MANAGEMENT

HEAD OF SERVICE - PHIL O'DWYER

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
3,774,828	3,534,710	Gross Expenditure	3,691,510	3,785,140	3,882,850	3,984,900
(3,105,240)	(2,906,320)	Gross Income	(3,055,670)	(3,124,970)	(3,199,440)	(3,277,040)
669,588	628,390	Net Expenditure	635,840	660,170	683,410	707,860
1,718,812	1,887,740	Employee Related Expenditure	1,932,590	2,017,170	2,105,520	2,197,830
94,169	102,700	Premises Related Expenditure	111,610	111,610	111,610	111,610
189,846	189,050	Transport Related Expenditure	172,340	172,340	172,340	172,340
1,513,496	1,161,750	Supplies and Services	1,278,060	1,281,290	1,284,660	1,288,140
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,516,323	3,341,240	Total Direct Expenditure	3,494,600	3,582,410	3,674,130	3,769,920
(3,105,240)	(2,906,320)	Income	(3,055,670)	(3,124,970)	(3,199,440)	(3,277,040)
411,083	434,920	Net Direct Expenditure/(Income)	438,930	457,440	474,690	492,880
0	0	Special Works	0	0	0	0
105,399	37,230	Capital Charges	43,030	43,030	43,030	43,030
153,106	156,240	Support Services	153,880	159,700	165,690	171,950
669,588	628,390	Total Service Cost/(Surplus)	635,840	660,170	683,410	707,860

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
36,545	22,640	Building Maintenance	1,640	(1,520)	(1,580)	(1,660)
(1,580)	(480)	Housing Outside the HRA	1,090	1,140	1,190	1,240
3,459	(12,750)	Housing Surveying Services	(3,590)	(1,850)	120	2,360
625,429	618,980	Safer Guildford	640,040	666,700	688,930	712,150
5,735	0	Woking Road Depot Stores	(3,340)	(4,300)	(5,250)	(6,230)
669,588	628,390	Total Net Expenditure/(Income)	635,840	660,170	683,410	707,860

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Guildford Borough Council Medium Term Financial Strategy 2009/10

Neighbourhood and Housing Management

Financial Information Building Maintenance

Ledger Code K1515

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
801,834	Employee Related Expenditure	812,530	840,159	821,650	Employee Related		
65,352	Premises Related Expenditure	78,150	77,330	85,430	Operational Wages	474,530	497,950
151,859	Transport Related Expenditure	149,350	156,791	130,920	Salaries	323,930	311,990
1,159,155	Supplies and Services	867,750	1,061,112	939,430	Temporary Staff	62,000	63,740
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	77,130	84,310
2,178,200	Total Direct Expenditure	1,907,780	2,135,392	1,977,430	Transport Related		
(2,195,640)	Income	(1,939,740)	(2,167,402)	(2,028,520)	Fuel & Oil	18,350	21,000
(17,440)	Net Direct Expenditure/(Income)	(31,960)	(32,010)	(51,090)	Officers Car Leasing	5,680	5,750
0	Special Works	0	0	0	Transport Pool Hire Charge	113,900	95,920
1,821	Capital Charges	0	0	1,820	Supplies and Services		
52,164	Support Services	54,600	54,650	50,910	Computer Services Recharge	19,870	19,470
36,545	Total Service Cost/(Surplus)	22,640	22,640	1,640	Contaminated Waste Removal	2,500	4,000
					IT Renewals	230	520
					Materials	436,560	442,000
					Payment to Contractors	300,000	300,000
					Stores Recharge	36,370	87,080
					Tipping Fees	40,000	60,000
					Income		
					Income from Invoices	(75,820)	(78,850)
					Recharged to Other Services	(1,837,790)	(1,912,280)
					Works to Outside Bodies	(24,600)	(35,800)
					Support Services		
					Accountancy Services Recharge	7,310	7,480
					HR Services Recharge	17,160	14,280
					Paymaster Recharge	11,070	10,800
					WSD Recharges	8,250	9,660
	Full Time Equivalent Staff	23.55	23.55	22.55			

Major Variances 2008/09 v 2009/10

None to Report.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Neighbourhood and Housing Management

Financial Information Housing Outside the HRA

Ledger Code C5521 TO C5581

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
9,748	Premises Related Expenditure	2,380	3,965	2,210	Contract Cleaning	0	0
0	Transport Related Expenditure	0	0	0	Electricity	260	340
1,135	Supplies and Services	1,110	1,448	1,260	Grounds Maintenance	730	750
0	Third Party Payments	0	0	0	Insurance Fund (Fire)	540	570
0	Transfer Payments	0	0	0	Repairs & Maintenance	190	80
10,883	Total Direct Expenditure	3,490	5,413	3,470	Window Cleaning	360	370
					Supplies and Services		
(23,941)	Income	(18,000)	(19,331)	(15,540)	Alarm Centre Monitoring	1,110	1,150
(13,058)	Net Direct Expenditure/(Income)	(14,510)	(13,918)	(12,070)	Income		
					Expenses Recovered	(5,550)	(2,680)
0	Special Works	0	0	0	Rent Income	(12,120)	(12,510)
8,586	Capital Charges	8,590	8,590	8,590	Capital Charges		
2,892	Support Services	5,440	5,915	4,570	Capital Financing	8,590	8,590
(1,580)	Total Service Cost/(Surplus)	(480)	587	1,090	Support Services		
					Accountancy Services Recharge	2,990	3,050
	Full Time Equivalent Staff	0.00	0.00	0.00	Debtors Section Recharge	870	890

Major Variances 2008/09 v 2009/10

There are no major variances to report

Guildford Borough Council Medium Term Financial Strategy 2009/10

Neighbourhood and Housing Management

Financial Information Housing Surveying Services

Ledger Code G6525

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
435,754	Employee Related Expenditure	534,530	458,418	550,430	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	519,810	535,080
30,368	Transport Related Expenditure	31,720	32,311	31,790	Transport Related		
25,768	Supplies and Services	23,690	24,117	28,490	Car Leasing & Allowances	31,700	31,770
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Services Recharge	14,870	18,810
491,890	Total Direct Expenditure	589,940	514,846	610,710	Gis & Nlpg Recharge	1,590	1,980
					IT Renewals	540	310
(527,843)	Income	(639,530)	(579,180)	(653,710)	Telecomms	3,960	4,110
(35,953)	Net Direct Expenditure/(Income)	(49,590)	(64,334)	(43,000)	Income		
					Support Service Recharge	(639,530)	(653,710)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	4,250	4,350
39,412	Support Services	36,840	36,850	39,410	Facilities Management Recharge	7,420	7,630
3,459	Total Service Cost/(Surplus)	(12,750)	(27,484)	(3,590)	Health & Safety Recharge	950	2,000
					Human Resources Recharge	7,220	7,910
					Paymaster Recharge	2,510	3,050
					Public Offices Recharge	12,880	13,430
	Full Time Equivalent Staff	12.29	12.29	12.39			

Major Variances 2008/09 v 2009/10

Guildford Borough Council Medium Term Financial Strategy 2009/10

Neighbourhood and Housing Management

Financial Information Safer Guildford

Ledger Code F5711, F5712, F5713, F5724

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
428,322	Employee Related Expenditure	479,790	479,024	502,900
3,169	Premises Related Expenditure	3,260	3,096	3,300
7,362	Transport Related Expenditure	7,790	9,600	9,400
311,732	Supplies and Services	257,810	287,676	297,710
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
750,585	Total Direct Expenditure	748,650	779,396	813,310
(254,126)	Income	(198,390)	(246,698)	(246,210)
496,459	Net Direct Expenditure/(Income)	550,260	532,698	567,100
0	Special Works	0	0	0
94,992	Capital Charges	28,640	28,650	32,620
33,978	Support Services	40,080	39,672	40,320
625,429	Total Service Cost/(Surplus)	618,980	601,020	640,040
	Full Time Equivalent Staff	11.64	11.64	11.79

Major Variances 2008/09 v 2009/10

Salaries have increased because of allocation changes and an allowance for the pay award and incremental progression.

The income from partners is the final agreed funding for 2008/09 with a corresponding increase in grant expenditure. The actual level of funding for 2009/10 is subject to confirmation from the partner organisations on 25th March 2009 and may change.

Major Items	2008/09 Estimate £	2009/10 Estimate £
Employee Related		
Salaries	470,510	491,970
Premises Related		
Rents Payable	3,060	3,100
Transport Related		
Car Allowances	7,200	8,220
Supplies and Services		
Community Issues	5,000	5,000
Computer Services Recharge	22,050	23,020
General Grants	176,970	219,200
IT Renewals	120	240
Miscellaneous Expenses	15,310	14,550
Promotional Campaigns	7,360	7,360
Income		
Other Grants, Sponsorship	(15,380)	(30,510)
PCT	(5,000)	(5,000)
SCC Grant	(160,500)	(168,190)
Surrey Police	(17,000)	(42,000)
Support Services		
Audit Services Recharge	3,270	3,300
Facilities Management Recharge	6,460	3,940
HR Services Recharge	7,550	8,260
Public Offices Recharge	8,390	8,840

Guildford Borough Council Medium Term Financial Strategy 2009/10

Neighbourhood and Housing Management

Financial Information Woking Road Depot Stores

Ledger Code K7515

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
52,902	Employee Related Expenditure	60,890	37,475	57,610
15,900	Premises Related Expenditure	18,910	18,920	20,670
257	Transport Related Expenditure	190	218	230
15,706	Supplies and Services	11,390	11,664	11,170
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
84,765	Total Direct Expenditure	91,380	68,277	89,680
(103,690)	Income	(110,660)	(87,567)	(111,690)
(18,925)	Net Direct Expenditure/(Income)	(19,280)	(19,290)	(22,010)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
24,660	Support Services	19,280	19,290	18,670
5,735	Total Service Cost/(Surplus)	0	0	(3,340)
	Full Time Equivalent Staff	2.20	2.20	2.20

Major Items	2008/09 Estimate £	2009/10 Estimate £
Employee Related		
Salaries	60,320	56,090
Premises Related		
Proportion of Depot Expenses	18,910	20,670
Transport Related		
Car Allowances	190	230
Supplies and Services		
Computer Maintenance Agreement	710	710
Computer Services Recharge	4,230	4,210
Computer Software Licence	5,100	5,100
Equipment & Racking	1,000	500
IT Renewals	0	270
Income		
Recharged to Other Services	(68,620)	(65,230)
Stores Archive	(42,040)	(46,460)
Support Services		
Accountancy Services Recharge	6,550	6,700
Audit Services Recharge	5,030	5,110
Human Resources Recharge	720	1,960
Paymaster Recharge	5,640	3,260

Major Variances 2008/09 v 2009/10

None to report

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

OPERATIONAL SERVICES

HEAD OF SERVICE - JAMES WHITEMAN

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
20,685,555	20,912,480	Gross Expenditure	21,569,130	21,853,040	22,144,370	22,454,550
(18,033,233)	(18,418,380)	Gross Income	(19,260,960)	(19,829,800)	(20,677,140)	(21,305,390)
2,652,322	2,494,100	Net Expenditure	2,308,170	2,023,240	1,467,230	1,149,160
6,822,494	6,807,510	Employee Related Expenditure	7,048,650	7,352,150	7,669,030	7,999,870
2,829,855	3,032,950	Premises Related Expenditure	3,017,210	3,058,550	3,089,110	3,120,430
4,359,151	4,566,730	Transport Related Expenditure	4,732,130	4,732,130	4,732,130	4,732,130
3,961,207	3,838,050	Supplies and Services	3,988,080	3,855,560	3,725,670	3,597,570
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
17,972,707	18,245,240	Total Direct Expenditure	18,786,070	18,998,390	19,215,940	19,450,000
(18,033,233)	(18,418,380)	Income	(19,260,960)	(19,829,800)	(20,677,140)	(21,305,390)
(60,526)	(173,140)	Net Direct Expenditure/(Income)	(474,890)	(831,410)	(1,461,200)	(1,855,390)
5,808	12,650	Special Works	0	0	0	0
1,033,354	937,760	Capital Charges	907,090	907,090	907,090	907,090
1,673,686	1,716,830	Support Services	1,875,970	1,947,560	2,021,340	2,097,460
2,652,322	2,494,100	Total Service Cost/(Surplus)	2,308,170	2,023,240	1,467,230	1,149,160

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
53,639	52,210	Abandoned Vehicles	52,790	54,690	56,680	58,760
169,503	171,830	CCTV Systems	154,550	156,790	159,110	161,520
3,290	3,560	Cesspool Emptying Services	1,720	1,780	1,850	1,920
277	0	Cleaning Contracts	0	0	0	0
(22,405)	(3,430)	Council Transport Plan	20	(360)	(730)	(1,120)
69,212	101,910	Dog Control and Animal Welfare	89,130	91,130	93,200	95,370
27,758	14,980	Engineering Projects	(94,220)	(97,590)	(101,000)	(104,430)
75,816	15,090	Fleet Management Service	(54,440)	(49,800)	(45,350)	(41,070)
314,080	256,950	Land Drainage	285,600	290,910	296,430	302,150
(72,104)	(90,280)	Markets	(83,680)	(88,660)	(93,970)	(99,510)
3,452	3,550	Night Soil Collection	1,750	1,800	1,860	1,920
(4,299,924)	(4,325,620)	Off Street Parking	(4,849,980)	(5,110,210)	(5,644,140)	(5,946,720)
(563,164)	(512,070)	On Street Parking	(495,930)	(472,280)	(447,630)	(421,940)
17,270	13,580	Ordnance Survey and Mapping Services	17,510	17,990	18,490	19,010
459,029	674,530	Park and Ride Services	790,390	789,000	787,070	785,030
102,546	48,160	Pest Control	31,110	31,690	32,330	33,010
304,153	253,600	Public Conveniences	270,130	276,450	282,970	289,790
1,583,840	1,616,020	Recycling	2,147,510	1,981,820	1,816,590	1,651,910
14,140	13,330	Recycling, Cleansing and Parking Services Overhead A	(1,970)	(4,220)	(7,220)	(10,310)
1,937,122	1,823,990	Refuse Collection	1,614,810	1,627,860	1,642,710	1,658,390
42,348	46,930	River Control	64,920	65,820	66,750	67,710
100,218	54,620	Roads and Footpaths Maintenance	84,000	85,870	87,810	89,830
5	0	Snow and Ice Plan Holding Account	(2,090)	0	0	0

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
1,724,901	1,760,160	Street Cleansing	1,856,400	1,911,300	1,968,610	2,028,390
169,346	147,990	Street Furniture	192,760	196,340	200,030	203,880
231,124	236,900	Transportation	146,550	150,670	154,950	159,390
9,282	2,780	Transportation Projects	7,410	8,300	9,280	10,350
16,091	12,310	Vehicle Maintenance Workshop	7,810	22,290	37,410	53,190
180,937	94,880	Woking Road Depot	73,950	83,860	93,140	102,740
540	5,640	Works Ancillary Services	(340)	0	0	0
2,652,322	2,494,100	Total Net Expenditure/(Income)	2,308,170	2,023,240	1,467,230	1,149,160

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Abandoned Vehicles

Ledger Code B4462

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
39,190	Employee Related Expenditure	40,420	40,793	43,740
3,996	Premises Related Expenditure	4,750	4,750	5,190
3,228	Transport Related Expenditure	3,940	3,933	3,910
1,331	Supplies and Services	720	298	320
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
47,745	Total Direct Expenditure	49,830	49,774	53,160
(5,458)	Income	(9,570)	(9,750)	(9,950)
42,287	Net Direct Expenditure/(Income)	40,260	40,024	43,210
0	Special Works	0	0	0
0	Capital Charges	0	0	0
11,352	Support Services	11,950	11,960	9,580
53,639	Total Service Cost/(Surplus)	52,210	51,984	52,790
	Full Time Equivalent Staff	1.17	1.17	1.14

Major Variances 2008/09 v 2009/10

None to Report.

Major Items

Employee Related

Insurance - Emps Liab, All Risk	300	330
Recharge From Other Emp. Exps.	200	240
Salaries	39,870	43,110

Premises Related

Proportion of Depot Expenses	4,750	5,190
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Transport Related

Car Allowances	310	310
Officers Car Leasing	3,630	3,600

Supplies and Services

IT Renewals	120	70
Printing Services Recharge	0	0
Telecomms	600	250

Income

Abandoned Vehicles - Sale Proceed	(9,570)	(9,950)
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Support Services

Accountancy Services Recharge	510	520
Debtors Section Recharge	0	630
HR Services Recharge	780	840
Paymaster Recharge	3,760	270
WSD Recharges	6,220	7,020

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information CCTV Systems

Ledger Code F7540

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
2,926	Employee Related Expenditure	3,000	2,880	2,970
0	Premises Related Expenditure	0	0	0
143	Transport Related Expenditure	130	130	130
91,580	Supplies and Services	117,400	98,468	90,620
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
94,649	Total Direct Expenditure	120,530	101,478	93,720
0	Income	0	0	0
94,649	Net Direct Expenditure/(Income)	120,530	101,478	93,720
0	Special Works	0	0	0
25,438	Capital Charges	1,040	1,040	5,210
49,416	Support Services	50,260	32,658	55,620
169,503	Total Service Cost/(Surplus)	171,830	135,176	154,550
	Full Time Equivalent Staff	0.04	0.04	0.04

Major Items

Employee Related

Salaries	2,980	2,940
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Supplies and Services

Maintenance Agreements	43,400	43,400
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New, Replace Equip & Tools	25,000	6,590
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Transmission Line Rental	35,000	35,000
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Income

Capital Charges

Depreciation	1,040	5,210
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Support Services

Engineers Recharge	49,660	54,650
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Major Variances 2008/09 v 2009/10

The estimate for Equipment and Tools has been adjusted downwards to reflect the level of prior year spend.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Cesspool Emptying Services

Ledger Code K2512

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
1,139	Employee Related Expenditure	1,130	1,149	1,230	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,120	1,220
73	Transport Related Expenditure	100	100	100	Transport Related		
470	Supplies and Services	650	194	240	Officers Car Leasing	100	100
0	Third Party Payments	0	0	0	Printing Services Recharge	0	0
0	Transfer Payments	0	0	0	Telecomms	650	240
1,682	Total Direct Expenditure	1,880	1,443	1,570	Support Services		
0	Income	0	0	0	WSD Recharges	1,540	0
1,682	Net Direct Expenditure/(Income)	1,880	1,443	1,570			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
1,608	Support Services	1,680	1,680	150			
3,290	Total Service Cost/(Surplus)	3,560	3,123	1,720			
	Full Time Equivalent Staff	0.02	0.02	0.02			

Major Variances 2008/09 v 2009/10

None to Report

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Cleaning Contracts

Ledger Code K6515, K6525, K6535, K6598

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Operational Wages	0	0
277	Transport Related Expenditure	0	0	0	Salaries	0	0
0	Supplies and Services	0	1	0	Premises Related		
0	Third Party Payments	0	0	0	Cleaning Materials	0	0
0	Transfer Payments	0	0	0	Transport Related		
277	Total Direct Expenditure	0	1	0	Fuel & Oil	0	0
					Transport Pool Hire Charge	0	0
0	Income	0	0	0	Supplies and Services		
277	Net Direct Expenditure/(Income)	0	1	0	Miscellaneous Expenses	0	0
					New, Replace Equip & Tools	0	0
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Recharged to Other Services	0	0
0	Support Services	0	0	0	Support Services		
277	Total Service Cost/(Surplus)	0	1	0	Accountancy Services Recharge	0	0
					HR Services Recharge	0	0
					Paymaster Recharge	0	0
	Full Time Equivalent Staff	5.05	5.05	0.00			

Major Variances 2008/09 v 2009/10

Responsibility for the cleaning of the Citizens Advice Bureau, Tourist Information Centre and the Millmead Complex has transferred to site managers.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Council Transport Plan

Ledger Code F1161

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
10,738	Employee Related Expenditure	18,740	19,378	21,050
0	Premises Related Expenditure	0	0	0
11,210	Transport Related Expenditure	10,760	10,865	8,840
5,693	Supplies and Services	7,400	2,120	5,630
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
27,641	Total Direct Expenditure	36,900	32,363	35,520
(52,752)	Income	(49,440)	(49,590)	(37,350)
(25,111)	Net Direct Expenditure/(Income)	(12,540)	(17,227)	(1,830)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
2,706	Support Services	9,110	3,030	1,850
(22,405)	Total Service Cost/(Surplus)	(3,430)	(14,197)	20
	Full Time Equivalent Staff	0.56	0.56	0.56

Major Items

Employee Related

Salaries	18,490	20,760
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Transport Related

Fuel & Oil	1,190	1,190
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Officers Car Leasing	3,970	3,790
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Pool Car Expenses	3,640	500
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Transport Pool Hire Charge	1,510	3,050
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Supplies and Services

Advertising	2,300	750
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Car Clubs	0	0
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Computer Services Recharge	1,410	1,450
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Cycle Loan Interest Payments	50	40
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Equipment & Tools	430	430
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Guaranteed Lift Home Car Scheme	500	500
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Miscellaneous Expenses	1,000	1,000
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Publicity	1,000	750
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Transport Plan Purchases	710	710
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Support Services

HR Services Recharge	330	350
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Transport & Projects Recharge	7,100	390
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Major Variances 2008/09 v 2009/10

There are no major variances to report.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Dog Control and Animal Welfare

Ledger Code C1135

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
41,515	Employee Related Expenditure	42,940	40,488	44,110
1,080	Premises Related Expenditure	1,280	1,280	1,400
8,899	Transport Related Expenditure	8,140	8,402	6,350
19,381	Supplies and Services	51,420	32,152	38,730
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
70,875	Total Direct Expenditure	103,780	82,322	90,590
(5,275)	Income	(5,740)	(6,615)	(6,020)
65,600	Net Direct Expenditure/(Income)	98,040	75,707	84,570
0	Special Works	0	0	0
0	Capital Charges	0	0	0
3,612	Support Services	3,870	3,870	4,560
69,212	Total Service Cost/(Surplus)	101,910	79,577	89,130
	Full Time Equivalent Staff	1.20	1.20	1.17

Major Items

Employee Related

Salaries	42,430	43,550
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Premises Related

Proportion of Depot Expenses	1,280	1,400
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Transport Related

Car Leasing & Allowances	180	120
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Fuel & Oil	1,120	1,120
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Transport Pool Hire Charge	6,840	5,110
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Supplies and Services

IT Renewals	50	20
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Kennelling Fees	8,840	12,840
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New, Replace Equip & Tools	4,500	2,500
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Payment to Contractors	28,000	15,500
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Poop Scoop Service	6,120	4,120
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Income

Kennelling Fees	(5,740)	(5,970)
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Support Services

Human Resources Recharge	720	770
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Paymaster Recharge	1,180	1,470
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WSD Recharges	770	880
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Major Variances 2008/09 v 2009/10

The reduction in service costs relates to the favourable arrangement for the management of out of hours dog control (shown in Payment to Contractors)

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Engineering Projects

Ledger Code G5532

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
411,883	Employee Related Expenditure	430,680	389,080	338,300
0	Premises Related Expenditure	0	0	0
28,196	Transport Related Expenditure	31,090	29,327	29,100
38,046	Supplies and Services	42,120	37,916	40,250
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
478,125	Total Direct Expenditure	503,890	456,323	407,650
(508,627)	Income	(542,030)	(504,446)	(553,660)
(30,502)	Net Direct Expenditure/(Income)	(38,140)	(48,123)	(146,010)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
58,260	Support Services	53,120	53,160	51,790
27,758	Total Service Cost/(Surplus)	14,980	5,037	(94,220)
	Full Time Equivalent Staff	10.75	10.75	8.33

Major Items

Employee Related

Salaries	418,280	325,360
Training	5,000	5,130

Transport Related

Car Allowances	11,490	9,500
Officers Car Leasing	19,560	19,560

Supplies and Services

Computer Services Recharge	24,100	23,680
Gis & Nlpg Recharge	5,540	6,600
IT Renewals	550	620
Telecomms	9,540	6,370

Support Services

Accountancy Services Recharge	7,990	8,180
Facilities Management Recharge	8,320	8,130
Health & Safety Recharge	1,030	1,610
HR Services Recharge	6,440	6,300
Human Resources Recharge	6,440	6,300
Paymaster Recharge	2,370	2,960
Public Offices Recharge	23,010	22,500

Major Variances 2008/09 v 2009/10

None to Report.

Financial Information	Fleet Management Service	Ledger Code	V****
Responsible Officer	James Whiteman - Head of Operational Services (Tel: 445010)	Financial Services Contact	Mark Jasper - Accountant (Tel: 444846)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £		2008/09 Estimate £	2009/10 Estimate £
196,104	Employee Related Expenditure	184,600	192,983	162,780	Employee Related		
91,476	Premises Related Expenditure	108,720	108,760	118,860	Salaries	84,460	54,910
1,803,234	Transport Related Expenditure	1,843,490	1,717,051	1,726,150	Premises Related		
62,780	Supplies and Services	39,620	66,450	85,420	Proportion of Depot Expenses	108,720	118,860
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Hire of Vehicles	369,430	226,300
2,153,594	Total Direct Expenditure	2,176,430	2,085,244	2,093,210	Insurance	189,130	176,960
(2,466,593)	Income	(2,538,920)	(2,560,569)	(2,566,410)	Vehicle Leasing	754,790	834,050
(312,999)	Net Direct Expenditure/(Income)	(362,490)	(475,325)	(473,200)	Vehicle Licences	35,260	38,780
					Vehicle Repairs: Workshop	324,220	350,900
					Supplies and Services		
0	Special Works	0	0	0	Advertising	5,100	5,100
72,303	Capital Charges	66,360	66,410	66,440	Computer Maintenance Agree	5,200	5,200
316,512	Support Services	311,220	311,304	352,320	Computer Services Recharge	7,050	6,970
75,816	Total Service Cost/(Surplus)	15,090	(97,611)	(54,440)	Equip & Tools Repairs	5,520	5,520
					IT Renewals	150	130
	Full Time Equivalent Staff	6.07	6.07	5.06	Maintenance Agreement - Sweeper	0	45,990

Major Variances 2008/09 v 2009/10

Re-assessment of staffing levels as a result of reduced maintenance and repair requirements arising from the arrival of a new vehicle fleet.

Major Items	Estimate £	Estimate £
Employee Related		
Salaries	84,460	54,910
Premises Related		
Proportion of Depot Expenses	108,720	118,860
Transport Related		
Hire of Vehicles	369,430	226,300
Insurance	189,130	176,960
Vehicle Leasing	754,790	834,050
Vehicle Licences	35,260	38,780
Vehicle Repairs: Workshop	324,220	350,900
Supplies and Services		
Advertising	5,100	5,100
Computer Maintenance Agree	5,200	5,200
Computer Services Recharge	7,050	6,970
Equip & Tools Repairs	5,520	5,520
IT Renewals	150	130
Maintenance Agreement - Sweeper	0	45,990
New, Replace Equip & Tools	2,040	2,040
Income		
Guildford Taxi Inspection	(48,500)	(49,830)
Leased Car Admin Support	(16,430)	(17,090)
MOT Testing Fees	(63,000)	(74,910)
Recharges; Transport Pool	(2,097,320)	(2,098,490)
Waverley Taxi Inspection	(16,500)	(17,630)
Woking Taxi Inspection	(41,000)	(42,640)
Support Services		
Accountancy Services Recharge	27,300	27,930
Audit Services Recharge	0	6,770
Human Resources Recharge	3,650	3,850
Legal Services Recharge	0	9,260
Paymaster Recharge	560	4,250
WSD Recharges	26,340	29,870

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Land Drainage

Ledger Code B5511, B5512, F7551

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0
181,018	Premises Related Expenditure	157,530	130,187	143,840
0	Transport Related Expenditure	0	0	0
508	Supplies and Services	0	738	0
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
181,526	Total Direct Expenditure	157,530	130,925	143,840
(2,148)	Income	(10,000)	(1,670)	(10,400)
179,378	Net Direct Expenditure/(Income)	147,530	129,255	133,440
0	Special Works	0	0	0
13,619	Capital Charges	740	740	1,140
121,083	Support Services	108,680	113,399	151,020
314,080	Total Service Cost/(Surplus)	256,950	243,394	285,600
	Full Time Equivalent Staff	0.00	0.00	0.00

Major Items

Premises Related

	2008/09 Estimate £	2009/10 Estimate £
Contract Payments	39,900	39,900
Culvert R&M	11,420	11,420
Flood Works	59,830	55,430
Investigation Works	3,540	3,540
Proportion of Depot Expenses	8,430	9,210
Water Course Maintenance	24,000	14,980

Support Services

	2008/09 Estimate £	2009/10 Estimate £
Engineers Recharge	107,790	149,490

Major Variances 2008/09 v 2009/10

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Markets

Ledger Code B57*

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

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
11,525	Employee Related Expenditure	11,660	11,519	8,540	Employee Related		
42,725	Premises Related Expenditure	45,480	44,883	47,870	Salaries	11,490	8,420
268	Transport Related Expenditure	320	330	240	Premises Related		
1,020	Supplies and Services	1,580	1,520	1,500	Electricity	3,150	3,300
0	Third Party Payments	0	0	0	General Rates	9,860	10,410
0	Transfer Payments	0	0	0	Market Traders re Cleaning	31,000	32,640
55,538	Total Direct Expenditure	59,040	58,252	58,150	Repairs & Maintenance	1,000	1,050
					Supplies and Services		
(139,294)	Income	(158,920)	(143,359)	(155,840)	Advertising	1,500	1,500
(83,756)	Net Direct Expenditure/(Income)	(99,880)	(85,107)	(97,690)	Income		
					Rents; Market Stall Spaces	(158,920)	(155,840)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Audit Services Recharge	1,010	1,020
11,652	Support Services	9,600	9,530	14,010	Debtors Section Recharge	3,550	3,400
(72,104)	Total Service Cost/(Surplus)	(90,280)	(75,577)	(83,680)	Legal Services Recharge	100	4,360
					WSD Recharges	3,080	3,520
	Full Time Equivalent Staff	0.27	0.27	0.20			

Major Variances 2008/09 v 2009/10

Legal recharge has increased which is based on time recording and more time is being spent on this service.
Salaries have reduced which is due to vacant posts charged to this service being deleted.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Night Soil Collection

Ledger Code B3322, K2522

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
1,139	Employee Related Expenditure	1,130	1,149	1,230	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,120	1,220
73	Transport Related Expenditure	100	100	100	Transport Related		
428	Supplies and Services	620	100	210	Car Leasing & Allowances	100	100
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Telecomms	620	210
1,640	Total Direct Expenditure	1,850	1,349	1,540	Support Services		
0	Income	0	0	0	Accountancy Services Recharge	90	90
1,640	Net Direct Expenditure/(Income)	1,850	1,349	1,540	Paymaster Recharge	70	120
0	Special Works	0	0	0	WSD Recharges	1,540	0
0	Capital Charges	0	0	0			
1,812	Support Services	1,700	1,710	210			
3,452	Total Service Cost/(Surplus)	3,550	3,059	1,750			
	Full Time Equivalent Staff	0.02	0.02	0.02			

Major Variances 2008/09 v 2009/10

None to Report

Financial Information Off Street Parking

Ledger Code B2*

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

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
567,804	Employee Related Expenditure	583,710	559,224	595,520
1,684,713	Premises Related Expenditure	1,882,990	1,688,498	1,744,620
31,327	Transport Related Expenditure	31,160	33,824	38,820
548,337	Supplies and Services	573,290	559,326	574,960
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
2,832,181	Total Direct Expenditure	3,071,150	2,840,872	2,953,920
(7,860,310)	Income	(8,262,500)	(8,574,661)	(8,576,750)
(5,028,129)	Net Direct Expenditure/(Income)	(5,191,350)	(5,733,789)	(5,622,830)
0	Special Works	0	0	0
522,895	Capital Charges	583,420	583,610	519,520
205,310	Support Services	282,310	258,909	253,330
(4,299,924)	Total Service Cost/(Surplus)	(4,325,620)	(4,891,270)	(4,849,980)
	Full Time Equivalent Staff	21.38	21.38	21.21

Major Variances 2008/09 v 2009/10

Salaries have increased due to incremental progression and inflationary increases partly offset by the deletion of a post. General Rates have increased in line with recommended government increases. Utilities budgets have increased taking into account current contract rates and assumed prices thereafter. Repairs & Maintenance is lower due to the major works scheduled to be paid from the Maintenance Reserve will be capital rather than revenue and is therefore not show here. Property services recharge has reduced reflecting the anticipated revenue works in the year. Income has been included at a 4% increase from 08/09.

	2008/09 Estimate £	2009/10 Estimate £
Major Items		
Employee Related		
Salaries	573,720	584,810
Premises Related		
Car Park Office Costs	41,040	36,630
General Rates	965,300	1,021,070
Insurance	37,880	39,500
Rents Payable	37,000	37,000
Repairs & Maintenance	551,330	309,160
Safer Car Parks	17,000	21,000
Utilities	214,670	261,180
Transport Related		
Transport Pool Hire Charge	23,880	30,970
Supplies and Services		
Cash Collection Service	142,000	158,000
Computer Software Licence	17,000	19,000
Contract Security	153,750	163,000
New, Replace Equip & Tools	25,000	15,000
Pay & Display Machinery Mtce	88,000	97,000
Telecomms	24,630	23,230
Income		
Car Parks Season Tickets	(548,680)	(682,940)
Contract Car Parking Income	(569,600)	(633,960)
Garage Rents	(102,520)	(113,730)
Meter Income	(6,586,290)	(6,670,460)
Penalty Fees	(338,820)	(330,270)
Recharged to Other Services	(90,690)	(99,620)
Support Services		
Accountancy Services Recharge	33,000	33,770
Debtors Section Recharge	26,950	27,970
Housing Surveying Services	13,060	14,000
Human Resources Recharge	13,280	14,840
Paymaster Recharge	16,440	17,530
Property Services Recharge	101,300	68,800
WSD Recharges	25,120	28,110

Financial Information On Street Parking

Ledger Code B2217, B2218

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

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
584,851	Employee Related Expenditure	607,270	563,300	601,580
58,157	Premises Related Expenditure	48,590	57,243	67,280
7,353	Transport Related Expenditure	8,410	7,888	3,390
180,338	Supplies and Services	237,610	222,215	199,230
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
830,699	Total Direct Expenditure	901,880	850,646	871,480
(1,463,991)	Income	(1,485,200)	(1,249,763)	(1,447,120)
(633,292)	Net Direct Expenditure/(Income)	(583,320)	(399,117)	(575,640)
0	Special Works	0	0	0
0	Capital Charges	2,650	2,650	2,650
70,128	Support Services	68,600	68,550	77,060
(563,164)	Total Service Cost/(Surplus)	(512,070)	(327,917)	(495,930)
	Full Time Equivalent Staff	20.69	20.69	19.87

Major Variances 2008/09 v 2009/10

Salaries have decreased due to the deletion of a post. Car Park Office costs have increased which is due to anticipated spend in the year, and electricity on the machines have increased taking into account current contract prices and assumed increases thereafter. The assumed surplus on DPE for 08/09 has turned into an assumed deficit for 09/10. This is based on reduced income levels taking into account current trends and levels of offences.

Major Items

Employee Related

Salaries	588,990	582,590
Training	6,120	6,270

Premises Related

Car Park Office Costs	36,390	46,780
Electricity	9,900	18,000

Transport Related

Officers Car Leasing	2,510	2,450
Transport Pool Hire Charge	4,950	0

Supplies and Services

Adjudication Service	13,500	12,000
Cash Collection Service	34,000	38,000
Computer Services Recharge	16,410	16,040
Computer Software Development	6,500	10,750
Computer Software Licence	31,500	31,500
Consultants Fees	2,000	0
Pay & Display Machinery Mtce	20,000	20,000
Printing & Stationery	20,880	24,200
SCC DPE	39,290	(10,880)
Signs	12,000	12,000

Income

Meter Income	(698,000)	(698,000)
Penalty Fees	(588,200)	(532,500)
Permits Income	(200,420)	(207,740)

Support Services

Human Resources Recharge	12,620	13,930
Paymaster Recharge	17,480	19,360
WSD Recharges	31,280	35,130

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Ordnance Survey and Mapping Services

Ledger Code B5911

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Computer Maintenance Agreement	2,000	2,000
0	Transport Related Expenditure	0	0	0	Computer Software Licence	1,100	940
5,948	Supplies and Services	5,710	4,479	4,800	New, Replace Equip & Tools	1,500	1,500
0	Third Party Payments	0	0	0	Survey Mapping Development	1,000	250
0	Transfer Payments	0	0	0	Support Services		
5,948	Total Direct Expenditure	5,710	4,479	4,800	Engineers Recharge	7,710	12,620
0	Income	0	0	0			
5,948	Net Direct Expenditure/(Income)	5,710	4,479	4,800			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
11,322	Support Services	7,870	9,201	12,710			
17,270	Total Service Cost/(Surplus)	13,580	13,680	17,510			
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Variances 2008/09 v 2009/10

None to report.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Park and Ride Services

Ledger Code B52*

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
2,547	Employee Related Expenditure	2,510	2,511	2,580
93,876	Premises Related Expenditure	93,810	106,313	125,310
278,956	Transport Related Expenditure	571,540	571,490	652,550
41,690	Supplies and Services	99,850	89,764	85,920
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
417,069	Total Direct Expenditure	767,710	770,078	866,360
(38,309)	Income	(100,880)	(92,348)	(110,000)
378,760	Net Direct Expenditure/(Income)	666,830	677,730	756,360
0	Special Works	0	0	0
63,266	Capital Charges	0	0	0
17,003	Support Services	7,700	14,438	34,030
459,029	Total Service Cost/(Surplus)	674,530	692,168	790,390
	Full Time Equivalent Staff	0.06	0.06	0.06

Major Items

Employee Related

Salaries	2,500	2,560
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Premises Related

General Rates	24,840	46,400
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Grounds Maintenance	0	6,200
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Rents Payable	52,000	52,000
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Repairs & Maintenance	70	1,070
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Site Maintenance	15,000	17,000
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Transport Related

SCC P&R Services	571,490	652,500
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Supplies and Services

Cash Collection Service	1,300	2,600
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Miscellaneous Expenses	57,950	0
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Pay & Display Machinery Mtce	0	1,200
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Security Services	40,000	81,000
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Income

Meter Income	(78,380)	(80,000)
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Miscellaneous Income	(22,500)	(30,000)
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Support Services

Transport & Projects Recharge	2,890	27,020
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Major Variances 2008/09 v 2009/10

The costs of Merrow Park and Ride are included on the individual budget headings and no longer under Miscellaneous, and are for a full year.

Financial Information	Pest Control	Ledger Code	C1121
Responsible Officer	James Whiteman - Head of Operational Services (Tel: 445010)	Financial Services Contact	Mark Jasper - Accountant (Tel: 444846)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
99,928	Employee Related Expenditure	103,010	88,949	104,380
276	Premises Related Expenditure	340	340	370
27,077	Transport Related Expenditure	27,460	27,603	9,310
71,788	Supplies and Services	20,060	43,759	20,760
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
199,069	Total Direct Expenditure	150,870	160,651	134,820
(106,831)	Income	(113,510)	(82,794)	(115,430)
92,238	Net Direct Expenditure/(Income)	37,360	77,857	19,390
0	Special Works	0	0	0
0	Capital Charges	0	0	0
10,308	Support Services	10,800	10,810	11,720
102,546	Total Service Cost/(Surplus)	48,160	88,667	31,110
	Full Time Equivalent Staff	3.47	3.47	3.23

Major Variances 2008/09 v 2009/10

None to Report.

	2008/09 Estimate £	2009/10 Estimate £
Major Items		
Employee Related		
Salaries	101,530	102,840
Premises Related		
Proportion of Depot Expenses	340	370
Transport Related		
Fuel & Oil	3,000	2,500
Transport Pool Hire Charge	24,250	6,640
Supplies and Services		
Baits, Poisons, Disinfectants	7,200	7,200
Computer Services Recharge	1,410	1,450
Gis & Nlpg Recharge	780	1,010
IT Renewals	0	250
Materials	5,300	5,300
Vehicle Tracking	1,040	1,040
Income		
Pest Control Charges	(46,240)	(48,090)
Recharged to Other Services	(65,630)	(65,630)
Support Services		
Accountancy Services Recharge	1,360	1,390
Debtors Section Recharge	1,250	940
Facilities Management Recharge	850	750
Human Resources Recharge	2,210	2,240
Legal Services Recharge	0	1,310
Paymaster Recharge	1,880	1,910
Public Offices Recharge	1,860	1,490
WSD Recharges	770	880

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Public Conveniences

Ledger Code B7111, K6545

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
113,247	Employee Related Expenditure	85,060	90,618	106,290
77,397	Premises Related Expenditure	64,020	57,799	63,140
22,540	Transport Related Expenditure	20,410	21,157	15,500
21,357	Supplies and Services	18,900	18,193	18,960
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
234,541	Total Direct Expenditure	188,390	187,767	203,890
(5,370)	Income	(5,590)	(5,720)	(5,810)
229,171	Net Direct Expenditure/(Income)	182,800	182,047	198,080
0	Special Works	0	0	0
39,900	Capital Charges	38,450	38,460	39,900
35,082	Support Services	32,350	32,931	32,150
304,153	Total Service Cost/(Surplus)	253,600	253,438	270,130
	Full Time Equivalent Staff	3.55	3.55	3.28

Major Variances 2008/09 v 2009/10

None to Report.

Major Items

Employee Related

Insurance - Emps Liab, All Risk	1,010	810
Salaries & Wages	81,260	102,650
Temporary Staff	2,190	2,250

Premises Related

Electricity	2,400	8,800
General Rates	5,100	5,960
Proportion of Depot Expenses	1,670	1,830
Repairs & Maintenance	36,290	28,480
Water	8,800	8,300

Transport Related

Fuel & Oil	5,470	5,470
Transport Pool Hire Charge	13,660	8,740

Supplies and Services

IT Renewals	20	0
New, Replace Equip & Tools	1,560	1,560
Shere & Ash Parish WC's Contrn	14,050	14,050
Vehicle Tracking	1,080	1,080

Support Services

Accountancy Services Recharge	1,790	1,830
Asset Register Recharge	3,320	2,700
HR Services Recharge	2,280	1,820
Paymaster Recharge	1,670	1,680
Property Services Recharge	11,010	10,920
WSD Recharges	9,240	10,540

Financial Information Recycling

Ledger Code B77**, K3561

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
1,344,906	Employee Related Expenditure	1,275,950	1,373,340	1,559,390
80,486	Premises Related Expenditure	101,040	101,114	105,190
773,702	Transport Related Expenditure	679,100	833,925	926,450
898,497	Supplies and Services	730,310	755,491	906,790
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
3,097,591	Total Direct Expenditure	2,786,400	3,063,870	3,497,820
(1,668,443)	Income	(1,311,720)	(1,574,951)	(1,518,030)
1,429,148	Net Direct Expenditure/(Income)	1,474,680	1,488,919	1,979,790
0	Special Works	0	0	0
54,007	Capital Charges	36,050	36,060	50,640
100,685	Support Services	105,290	105,292	117,080
1,583,840	Total Service Cost/(Surplus)	1,616,020	1,630,271	2,147,510
	Full Time Equivalent Staff	46.19	46.19	46.16

Major Variances 2008/09 v 2009/10

The increase in the total service cost mainly relates to the introduction of Recycling Works, which requires increased expenditure on vehicles, crews, fuel, publicity, wheeled bin delivery and the cost of replacing the existing Kerbsider fleet. Additional expenditure is offset in part by revenue support of £75,000 (income:other grants) from Surrey County Council.

The estimate also takes account of increased fuel costs associated with the service generally.

The introduction of the Recycling Works project has resulted in a reduction in the costs of the Refuse Collection budget shown overleaf

Major Items

Employee Related

Operational Wages	866,200	992,310
Salaries	389,970	545,900
Temporary Staff	177,470	331,230

Premises Related

Proportion of Depot Expenses	31,360	34,280
Special Maintenance - Banks	8,450	8,450

Transport Related

Driver Damage to Vehicles	23,440	36,440
Fuel & Oil	121,030	185,680
Transport Pool Hire Charge	449,990	605,860

Supplies and Services

Education & Promotion	52,100	52,100
Food Waste Caddies	0	7,500
Food Waste Liners	0	45,000
Green Waste Composter	52,240	52,240
IT Renewals	500	240
Payment to Contractors	174,860	181,850
Publicity	28,640	28,640
Recycling - Gate Fees	204,480	250,430
Wheeled Bin Delivery	0	130,000

Income

Other Grants, Sponsorship	0	(75,000)
Recycling Credits	(834,080)	(969,870)
Reusable Green Sack Sales	(248,000)	(260,000)

Support Services

Accountancy Services Recharge	17,520	17,930
Audit Services Recharge	5,670	5,750
Human Resources Recharge	26,880	29,050
WSD Recharges	34,340	40,410

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Recycling, Cleansing and Parking Services Overhead Account

Ledger Code K1519

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
221,998	Employee Related Expenditure	233,560	239,091	232,820
22,188	Premises Related Expenditure	26,370	26,380	28,830
5,432	Transport Related Expenditure	5,530	5,714	5,530
50,998	Supplies and Services	58,830	59,617	68,810
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
300,616	Total Direct Expenditure	324,290	330,802	335,990
(308,832)	Income	(320,870)	(320,980)	(351,400)
(8,216)	Net Direct Expenditure/(Income)	3,420	9,822	(15,410)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
22,356	Support Services	9,910	9,910	13,440
14,140	Total Service Cost/(Surplus)	13,330	19,732	(1,970)
	Full Time Equivalent Staff	3.66	3.66	3.55

Major Variances 2008/09 v 2009/10

Recharges to other services have been increased to reflect full recovery.

Major Items

Employee Related

Salaries	206,410	204,210
Training	25,100	25,730

Premises Related

Proportion of Depot Expenses	26,370	28,830
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Transport Related

Car Leasing & Allowances	5,500	5,500
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Supplies and Services

Accreditation Assessments	4,180	6,000
Computer Services Recharge	22,690	25,120
Computer Software Licence	4,280	3,840
Gis & Nlpg Recharge	5,480	7,240
Health Education Expenditure	2,040	2,040
IT Renewals	330	380
Postages	5,460	6,160
Printing Services Recharge	2,060	530
Telecomms	8,060	12,470

Income

Recharged to Other Services	(320,870)	(351,400)
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Support Services

Accountancy Services Recharge	770	780
Facilities Management Recharge	4,510	4,940
Human Resources Recharge	2,150	2,240
Legal Services Recharge	720	3,490
Paymaster Recharge	1,040	1,010

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Refuse Collection

Ledger Code B75**, K3551

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
1,329,486	Employee Related Expenditure	1,320,470	1,260,239	1,256,560
79,584	Premises Related Expenditure	94,590	94,592	103,400
937,351	Transport Related Expenditure	947,120	1,033,223	856,750
916,518	Supplies and Services	959,520	924,981	1,065,390
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
3,262,939	Total Direct Expenditure	3,321,700	3,313,035	3,282,100
(1,487,109)	Income	(1,666,450)	(1,571,688)	(1,833,550)
1,775,830	Net Direct Expenditure/(Income)	1,655,250	1,741,347	1,448,550
0	Special Works	0	0	0
0	Capital Charges	0	0	0
161,292	Support Services	168,740	168,780	166,260
1,937,122	Total Service Cost/(Surplus)	1,823,990	1,910,127	1,614,810
	Full Time Equivalent Staff	52.31	52.31	54.07

Major Variances 2008/09 v 2009/10

The estimate for 2009/10 reflects savings achieved as a result of the introduction of the Recycling Works project. This includes variations in staffing, vehicles and fuel costs.

Major Items

Employee Related

Operational Wages	1,028,520	1,047,320
Salaries	270,040	183,880
Temporary Staff	106,850	22,630

Premises Related

Proportion of Depot Expenses	94,590	103,400
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Transport Related

Driver Damage to Vehicles	32,450	32,450
Fuel & Oil	161,410	179,630
Hire of Vehicles	46,600	59,100
Transport Pool Hire Charge	659,460	538,140

Supplies and Services

IT Renewals	360	190
Recycling - Gate Fees	35,000	33,000
Refuse Sacks; Purchase	104,400	30,400
Trade Refuse Disposal Charges	352,000	400,000

Income

Refuse Special Collection	(45,240)	(52,050)
Trade Refuse Removal Charges	(1,051,120)	(1,174,840)
Trade Refuse Sale of Sacks	(148,990)	(159,410)

Support Services

Accountancy Services Recharge	11,400	11,660
Debtors Section Recharge	50,030	36,020
Health & Safety Recharge	4,070	8,800
Human Resources Recharge	30,570	34,440
Paymaster Recharge	20,680	16,040
WSD Recharges	46,650	54,460

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information River Control

Ledger Code B8111

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
3,599	Premises Related Expenditure	6,590	11,399	4,640	Repairs & Maintenance	5,950	3,440
0	Transport Related Expenditure	0	0	0	Supplies and Services		
12,083	Supplies and Services	17,530	15,379	32,390	Flood Emergencies	5,100	20,000
0	Third Party Payments	0	0	0	Operating Sluices	12,260	12,260
0	Transfer Payments	0	0	0	Capital Charges		
15,682	Total Direct Expenditure	24,120	26,778	37,030	Depreciation	2,870	4,110
0	Income	0	0	0	Support Services		
15,682	Net Direct Expenditure/(Income)	24,120	26,778	37,030	Asset Register Recharge	0	1,480
0	Special Works	0	0	0	Engineers Recharge	16,500	18,100
5,832	Capital Charges	2,870	2,870	4,110	WSD Recharges	3,080	3,520
20,834	Support Services	19,940	13,047	23,780			
42,348	Total Service Cost/(Surplus)	46,930	42,695	64,920			
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Variances 2008/09 v 2009/10

Inclusion of £20,000 arising from the Pitt Review into the 2007 floods.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Roads and Footpaths Maintenance

Ledger Code B5112, B5113

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0
22,665	Premises Related Expenditure	12,770	22,527	32,310
0	Transport Related Expenditure	0	0	0
27,330	Supplies and Services	1,760	606	2,160
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
49,995	Total Direct Expenditure	14,530	23,133	34,470
(7,771)	Income	0	0	(8,420)
42,224	Net Direct Expenditure/(Income)	14,530	23,133	26,050
0	Special Works	0	0	0
2,710	Capital Charges	0	0	0
55,284	Support Services	40,090	49,843	57,950
100,218	Total Service Cost/(Surplus)	54,620	72,976	84,000
	Full Time Equivalent Staff	0.00	0.00	0.00

Major Items

Premises Related

Drainage; Surface Water Gutter	1,000	490
Roads & Footpath Maintenance	10,000	30,000
Salt	1,260	1,260

Supplies and Services

Stores Recharge	1,310	1,920
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Support Services

Engineers Recharge	38,770	56,200
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Major Variances 2008/09 v 2009/10

Increase in Premises Related Expenditure resulting from an increase of £20,000 in the Roads and Footpath Maintenance budget following a one-off saving in 2008/09.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Snow and Ice Plan Holding Account

Ledger Code K1555

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
6,677	Employee Related Expenditure	6,180	2,059	6,180
10,890	Premises Related Expenditure	16,080	13,647	17,190
9,750	Transport Related Expenditure	11,320	16,136	10,600
610	Supplies and Services	630	630	660
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
27,927	Total Direct Expenditure	34,210	32,472	34,630
(28,786)	Income	(34,210)	(32,472)	(36,720)
(859)	Net Direct Expenditure/(Income)	0	0	(2,090)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
864	Support Services	0	0	0
5	Total Service Cost/(Surplus)	0	0	(2,090)
	Full Time Equivalent Staff	0.00	0.00	0.00

Major Items

Employee Related

Operational Wages

Premises Related

Proportion of Depot Expenses

Salt

Transport Related

Fuel & Oil

Hire of Vehicles

Transport Pool Hire Charge

Supplies and Services

CECS Monitoring

Income

Recharged to Other Services

Support Services

2008/09 Estimate £	2009/10 Estimate £
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6,180 6,180

11,850 12,960

4,230 4,230

370 370

4,590 5,960

6,360 4,270

630 660

(34,210) (36,720)

Major Variances 2008/09 v 2009/10

None to Report.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Street Cleansing

Ledger Code B8152, B8511, B8512, K4551, K4598

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
1,208,670	Employee Related Expenditure	1,239,190	1,180,317	1,288,500
42,306	Premises Related Expenditure	49,840	50,138	54,410
350,761	Transport Related Expenditure	313,270	356,140	397,120
137,637	Supplies and Services	172,930	203,260	132,400
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,739,374	Total Direct Expenditure	1,775,230	1,789,855	1,872,430
(111,367)	Income	(112,120)	(112,464)	(118,270)
1,628,007	Net Direct Expenditure/(Income)	1,663,110	1,677,391	1,754,160
0	Special Works	0	0	0
4,230	Capital Charges	5,630	5,630	7,130
92,664	Support Services	91,420	91,436	95,110
1,724,901	Total Service Cost/(Surplus)	1,760,160	1,774,457	1,856,400
	Full Time Equivalent Staff	43.55	43.55	43.03

Major Variances 2008/09 v 2009/10

The increase in employee related expenditure reflects the impact of the pay award on a predominantly labour based service. However the impact is partly negated by the inclusion of an additional cost allocation from Street Cleansing to Public Conveniences in respect of Street Cleansing staff engaged in the locking and unlocking of toilets.

Management of external maintenance agreements for specialist equipment has been transferred to Fleet and are included in the Transport Pool Hire Charge.

Major Items

Employee Related

Operational Wages	916,140	944,720
Salaries	304,800	323,340
Temporary Staff	98,450	115,050

Premises Related

Proportion of Depot Expenses	49,070	53,640
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Transport Related

Car Leasing & Allowances	17,950	18,220
Driver Damage to Vehicles	23,270	23,270
Fuel & Oil	61,960	83,680
Transport Pool Hire Charge	204,590	266,740

Supplies and Services

Brought In Services	34,340	14,340
Clothing and Uniform	7,800	7,800
Computer Services Recharge	8,460	11,180
IT Renewals	530	230
Maintenance Agreements - Sweepers	21,000	0
New, Replace Equip & Tools	12,500	12,700
Payment to Contractors	18,360	18,360
Printing Services Recharge	530	710
Publicity; Special Items	10,400	11,930
Street Litter Bins - Purchase/Maint	10,000	10,000
Vehicle Tracking	13,160	13,160

Income

Dog Bin Emptying Recharge	(16,800)	(16,800)
Litter Patrol Recharge	(64,520)	(67,880)

Support Services

Accountancy Services Recharge	6,300	6,350
Health & Safety Recharge	3,730	7,050
Human Resources Recharge	25,880	28,000
Paymaster Recharge	3,180	6,540
WSD Recharges	42,100	36,900

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Street Furniture

Ledger Code B3711, B3721, B3731

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
37,636	Employee Related Expenditure	36,590	35,002	37,370
33,359	Premises Related Expenditure	31,130	27,475	33,290
625	Transport Related Expenditure	580	1,616	1,820
45,472	Supplies and Services	43,100	41,057	69,880
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
117,092	Total Direct Expenditure	111,400	105,150	142,360
(6,154)	Income	(9,000)	(9,004)	(11,980)
110,938	Net Direct Expenditure/(Income)	102,400	96,146	130,380
0	Special Works	0	0	0
0	Capital Charges	0	0	0
58,408	Support Services	45,590	57,808	62,380
169,346	Total Service Cost/(Surplus)	147,990	153,954	192,760
	Full Time Equivalent Staff	1.13	1.13	1.10

Major Items

Employee Related

Salaries	36,120	36,860
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Premises Related

Bus Shelter - R&M	3,600	3,600
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Bus Shelter Expenditure	16,820	14,700
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Bus Shelter Grants to Parishes	8,120	6,000
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Bus Shelters - New, Town Area	5,100	5,100
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Contract Payments	5,000	5,000
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Electricity	2,620	6,900
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Graffiti Prevention	1,990	1,990
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Pedestrianisation R&M	1,200	1,200
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Supplies and Services

Friary Bus Station Grant	29,640	30,830
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New, Replace Equip & Tools	1,000	1,000
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Notice/Banner Boards R&M	1,500	1,100
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Signs	2,000	2,000
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Street Furniture R&M	2,290	2,290
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Street Names; Cleaning	500	500
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Support Services

Engineers Recharge	35,150	55,860
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Paymaster Recharge	1,810	2,320
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Major Variances 2008/09 v 2009/10

Increase in Support Service costs due to an anticipated increase in the time spent delivering this service.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Transportation

Ledger Code B5122, B5125, B5129

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £		2008/09 Estimate £	2009/10 Estimate £
					Major Items		
8,946	Employee Related Expenditure	3,080	3,063	50	Employee Related		
1,608	Premises Related Expenditure	3,850	3,850	3,700	Salaries	2,950	0
9,135	Transport Related Expenditure	9,830	9,822	9,960	Premises Related		
101,700	Supplies and Services	113,930	61,536	20,410	Cycle Route Improvements	1,760	1,610
0	Third Party Payments	0	0	0	Disabled Movement Works	2,090	2,090
0	Transfer Payments	0	0	0	Transport Related		
121,389	Total Direct Expenditure	130,690	78,271	34,120	Bus Service Spectrum	9,560	9,510
					Supplies and Services		
0	Income	0	0	0	Advertising	1,890	1,890
121,389	Net Direct Expenditure/(Income)	130,690	78,271	34,120	Airtrack Forum	0	7,500
					Cycle Facilities	2,490	2,490
2,135	Special Works	0	0	0	Monitoring	2,000	2,000
22,601	Capital Charges	130	130	4,200	Payment to Contractors	94,250	0
84,999	Support Services	106,080	91,678	108,230	Promotional Campaigns	8,000	5,000
231,124	Total Service Cost/(Surplus)	236,900	170,079	146,550	Special Works		
					Capital Charges		
	Full Time Equivalent Staff	0.10	0.10	0.05	Depreciation	130	4,200
					Support Services		
					Asset Register Recharge	0	1,040
					Engineers Recharge	2,590	2,490
					Legal Services Recharge	3,830	3,050
					Transport & Projects Recharge	98,430	101,080

Major Variances 2008/09 v 2009/10

The cost of the Shuttle Bus has been removed following the service no longer being undertaken. The Airtrack Forum is now shown under here having been transferred from Policy & Design as part of the restructure.

Financial Information Transportation Projects

Ledger Code G5537

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
132,031	Employee Related Expenditure	118,460	133,806	148,070
0	Premises Related Expenditure	0	0	0
3,548	Transport Related Expenditure	3,030	3,200	2,960
13,443	Supplies and Services	13,460	14,974	15,050
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
149,022	Total Direct Expenditure	134,950	151,980	166,080
(152,880)	Income	(141,910)	(158,313)	(168,840)
(3,858)	Net Direct Expenditure/(Income)	(6,960)	(6,333)	(2,760)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
13,140	Support Services	9,740	9,740	10,170
9,282	Total Service Cost/(Surplus)	2,780	3,407	7,410
	Full Time Equivalent Staff	2.90	2.90	3.34

Major Items

Employee Related

Salaries 114,340 143,750

Training 2,000 2,050

Transport Related

Officers Car Leasing 2,670 2,670

Supplies and Services

Computer Services Recharge 11,410 11,180

Copying Machines 0 940

Gis & Nlpg Recharge 1,140 1,410

IT Renewals 390 140

Support Services

Accountancy Services Recharge 600 610

Facilities Management Recharge 1,810 1,840

HR Services Recharge 1,820 1,890

Paymaster Recharge 1,460 2,010

Public Offices Recharge 3,200 2,750

Major Variances 2008/09 v 2009/10

Salaries have increased as a result of re-allocations from other services, partly due to the restructure.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Vehicle Maintenance Workshop

Ledger Code K5551

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
257,714	Employee Related Expenditure	272,290	276,850	289,370
10,974	Premises Related Expenditure	12,960	12,960	14,170
10,776	Transport Related Expenditure	10,060	10,128	3,970
604,112	Supplies and Services	433,790	500,589	434,380
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
883,576	Total Direct Expenditure	729,100	800,527	741,890
(903,869)	Income	(750,090)	(832,707)	(770,660)
(20,293)	Net Direct Expenditure/(Income)	(20,990)	(32,180)	(28,770)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
36,384	Support Services	33,300	33,332	36,580
16,091	Total Service Cost/(Surplus)	12,310	1,152	7,810
	Full Time Equivalent Staff	9.43	9.43	9.43

Major Items

Employee Related

Salaries & Wages	265,680	281,920
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Premises Related

Proportion of Depot Expenses	11,940	13,050
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Transport Related

Transport Pool Hire Charge	8,190	3,200
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Supplies and Services

Clothing and Uniform	310	310
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Computer Services Recharge	5,640	5,520
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Equip & Tools Repairs	520	520
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IT Renewals	0	220
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New, Replace Equip & Tools	1,560	1,560
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Spares for Vehicles	424,830	424,830
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Income

Recharged Labour	(328,090)	(345,810)
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Recharged Parts	(422,000)	(424,830)
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Support Services

Accountancy Services Recharge	6,460	6,610
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Human Resources Recharge	5,600	6,160
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Paymaster Recharge	8,680	10,930
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WSD Recharges	9,210	10,540
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Major Variances 2008/09 v 2009/10

None to Report.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Operational Services

Financial Information Woking Road Depot

Ledger Code B3741, B4452, B4453, B4454, B4472

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
65,032	Employee Related Expenditure	64,140	64,233	69,170	Employee Related		
269,650	Premises Related Expenditure	249,020	265,748	279,020	Salaries	62,970	67,890
8,458	Transport Related Expenditure	9,310	7,743	7,790	Premises Related		
38,167	Supplies and Services	43,490	43,322	42,490	Electricity	36,000	54,000
0	Third Party Payments	0	0	0	Gas	27,400	39,200
0	Transfer Payments	0	0	0	General Rates	93,240	97,850
381,307	Total Direct Expenditure	365,960	381,046	398,470	Repairs & Maintenance	55,200	47,090
					Water	13,000	12,000
(500,318)	Income	(591,630)	(589,620)	(644,220)	Supplies and Services		
(119,011)	Net Direct Expenditure/(Income)	(225,670)	(208,574)	(245,750)	Copying Machines	3,120	6,180
					Equip & Tools Repairs	6,680	3,040
3,673	Special Works	12,650	11,561	0	Food Purchases	15,160	13,010
206,553	Capital Charges	200,420	200,490	206,150	IT Renewals	0	60
89,722	Support Services	107,480	99,784	113,550	Telecomms	5,340	6,120
180,937	Total Service Cost/(Surplus)	94,880	103,261	73,950	Income		
					Recharged to Other Services	(566,180)	(618,940)
					Vending Machine Sales	(15,160)	(15,770)
					Support Services		
					Accountancy Services Recharge	2,650	2,700
					Engineers Recharge	4,260	2,930
					Legal Services Recharge	8,390	4,800
					Paymaster Recharge	3,340	4,690
					Property Services Recharge	9,940	9,870
					Valuation Services Recharge	5,100	5,400
					WSD Recharges	65,620	73,800
	Full Time Equivalent Staff	2.70	2.70	2.69			

Major Variances 2008/09 v 2009/10

Increases in Electricity and Gas budgets due to increased energy costs.

Operational Services

Ledger Code K2511, K2533, K2544, K2555, K2599

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

	2008/09 Estimate £	2009/10 Estimate £
Major Items		
Employee Related		
Operational Wages	105,390	109,760
Salaries	14,470	15,070
Premises Related		
Proportion of Depot Expenses	21,200	23,180
Transport Related		
Driver Damage to Vehicles	580	580
Fuel & Oil	4,180	4,180
Hire of Vehicles	0	0
Officers Car Leasing	1,020	990
Transport Pool Hire Charge	14,750	8,940
Supplies and Services		
Clothing and Uniform	30	30
Computer Services Recharge	5,640	5,520
IT Renewals	0	20
Materials	13,000	13,000
Radio Equip; R&M	6,520	6,520
Telecomms	6,240	4,130
Income		
Recharged to Other Services	(198,080)	(203,350)
Support Services		
Accountancy Services Recharge	2,470	2,530
Health & Safety Recharge	340	700
Human Resources Recharge	2,540	2,800
Paymaster Recharge	980	1,090
WSD Recharges	1,540	1,760

None to Report.

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

PARKS AND COUNTRYSIDE SERVICES

HEAD OF SERVICE - CHRIS BRUCE

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
4,232,597	4,223,360	Gross Expenditure	4,209,280	4,324,020	4,443,240	4,567,540
(2,075,025)	(2,143,590)	Gross Income	(2,251,960)	(2,335,060)	(2,421,490)	(2,511,340)
2,157,572	2,079,770	Net Expenditure	1,957,320	1,988,960	2,021,750	2,056,200
2,210,075	2,262,660	Employee Related Expenditure	2,259,130	2,356,980	2,459,240	2,566,020
587,118	600,960	Premises Related Expenditure	617,370	619,380	620,870	622,380
488,466	441,160	Transport Related Expenditure	436,080	436,080	436,080	436,080
509,514	481,480	Supplies and Services	450,430	451,740	453,120	454,540
13,980	13,980	Third Party Payments	13,980	13,980	13,980	13,980
0	0	Transfer Payments	0	0	0	0
3,809,153	3,800,240	Total Direct Expenditure	3,776,990	3,878,160	3,983,290	4,093,000
(2,075,025)	(2,143,590)	Income	(2,251,960)	(2,335,060)	(2,421,490)	(2,511,340)
1,734,128	1,656,650	Net Direct Expenditure/(Income)	1,525,030	1,543,100	1,561,800	1,581,660
18,934	13,050	Special Works	0	0	0	0
84,943	82,580	Capital Charges	75,760	75,760	75,760	75,760
319,567	327,490	Support Services	356,530	370,100	384,190	398,780
2,157,572	2,079,770	Total Service Cost/(Surplus)	1,957,320	1,988,960	2,021,750	2,056,200

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
121,610	159,650	Cemeteries and Closed Churchyards	142,460	145,570	148,840	152,230
(286,245)	(312,100)	Crematorium	(350,210)	(371,880)	(394,800)	(418,620)
2,322,207	2,232,220	Parks and Countryside	2,165,070	2,215,270	2,267,710	2,322,590
2,157,572	2,079,770	Total Net Expenditure/(Income)	1,957,320	1,988,960	2,021,750	2,056,200

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Guildford Borough Council Medium Term Financial Strategy 2009/10

Parks and Countryside Services

Financial Information Cemeteries and Closed Churchyards

Responsible Officer Chris Bruce - Head of Parks & Countryside Services (Tel: 444702)

Ledger Code A1400, A1410, A1420, A1430, A1431, A1440, B3112, B3122, B3132, B3142

Financial Services Contact Matthew Cue - Accountancy Technician (Tel: 444839)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
121,760	Employee Related Expenditure	123,810	130,881	112,770
26,720	Premises Related Expenditure	36,490	13,319	30,420
26,316	Transport Related Expenditure	23,090	24,721	24,160
24,533	Supplies and Services	28,460	11,918	27,490
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
199,329	Total Direct Expenditure	211,850	180,839	194,840
(96,199)	Income	(79,710)	(76,879)	(86,160)
103,130	Net Direct Expenditure/(Income)	132,140	103,960	108,680
0	Special Works	0	0	0
3,375	Capital Charges	3,380	3,380	3,380
15,105	Support Services	24,130	17,287	30,400
121,610	Total Service Cost/(Surplus)	159,650	124,627	142,460
	Full Time Equivalent Staff	5.60	5.60	4.60

Major Variances 2008/09 v 2009/10

The decrease in employee related expenditure reflects a reduction in full time equivalents arising from the redeployment or retirement of one operative in the interests of the efficiency of the service.

The decrease in premises related expenditure is as a result of the reassessment of repair and maintenance requirements arising from a borough wide condition survey. The property services recharge was calculated prior to the reassessment and reflects the initial work programme.

Major Items

Employee Related

Parks Salaries	120,830	105,960
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Premises Related

Electricity	1,140	2,200
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General Rates	3,470	4,160
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Removal of Refuse	2,500	2,750
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Repairs & Maintenance	28,160	19,950
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Water	790	930
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Transport Related

Transport Pool Hire Charge	19,390	20,480
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Supplies and Services

Materials	3,730	3,730
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Memorial Safety Inspection	9,180	9,180
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New, Replace Equip & Tools	3,270	3,270
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Printing & Stationery	2,400	1,080
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Security Services	5,260	5,260
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Income

Disposal of Cremated Remains	(4,850)	(3,570)
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Grant of Excl. Burial Rights	(37,250)	(38,740)
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Interment Fees	(29,100)	(31,250)
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Rents - Staff Lets	(2,200)	(6,060)
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Right to Erect Monument	(5,250)	(5,460)
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Support Services

Accountancy Services Recharge	1,190	1,220
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Human Resources Recharge	3,250	3,500
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Paymaster Recharge	2,160	3,170
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Property Services Recharge	13,960	19,790
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Guildford Borough Council Medium Term Financial Strategy 2009/10

Parks and Countryside Services

Financial Information Crematorium

Ledger Code A1500, A1501, B4111

Responsible Officer Chris Bruce - Head of Parks & Countryside Services (Tel: 444702)

Financial Services Contact Matthew Cue - Accountancy Technician (Tel: 444839)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £		2008/09 Estimate £	2009/10 Estimate £
181,212	Employee Related Expenditure	190,080	205,916	200,750	Major Items		
122,494	Premises Related Expenditure	146,980	146,120	165,140	Employee Related		
14,419	Transport Related Expenditure	14,600	11,382	17,800	Parks Salaries	186,470	192,580
79,580	Supplies and Services	65,630	73,560	73,900	Premises Related		
0	Third Party Payments	0	0	0	General Rates	39,100	41,230
0	Transfer Payments	0	0	0	Repairs & Maintenance	60,480	60,060
397,705	Total Direct Expenditure	417,290	436,978	457,590	Utilities	42,440	58,200
					Transport Related		
(749,496)	Income	(779,430)	(799,499)	(850,940)	Mowers & Machinery R&M	3,600	3,600
(351,791)	Net Direct Expenditure/(Income)	(362,140)	(362,521)	(393,350)	Officers Car Leasing	3,600	3,600
					Transport Pool Hire Charge	6,560	9,770
10,841	Special Works	8,500	7,056	0	Supplies and Services		
18,514	Capital Charges	15,630	15,640	15,630	Book of Remembrance & Inscription	5,510	5,510
36,191	Support Services	25,910	29,313	27,510	Computer	6,040	5,870
(286,245)	Total Service Cost/(Surplus)	(312,100)	(310,512)	(350,210)	Materials	2,470	2,470
					Medical Referees Fees	29,140	32,690
					Memorial Placques	6,030	6,030
					Memorial Rose Trees & Shrubs	1,420	1,420
					Printing Services Recharge	380	2,450
					Telecomms	4,410	5,530
					Urns & Containers	1,560	1,560
					Income		
					Book Of Remembrance Inscriptions	(16,000)	(13,000)
					Cremation Fees	(648,610)	(709,610)
					Medical Referees Fees	(29,140)	(32,690)
					Memorial Vaults & Vase Blocks	(20,000)	(20,800)
					Rose Memorials	(40,000)	(40,000)
					Sales of Plaques & Tablets	(9,000)	(9,000)
					Support Services		
					Accountancy Services Recharge	2,470	2,520
					Debtors Section Recharge	5,700	4,000
					Human Resources Recharge	3,710	4,060
					Paymaster Recharge	3,690	4,970
					Property Services Recharge	4,990	5,520

Major Variances 2008/09 v 2009/10

Increase in fee for cremations to reflect the charges made by other local crematoria (part of the agreed/costed savings list)

The budget for premises related expenditure reflects the latest increase in energy costs.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Parks and Countryside Services

Financial Information Parks and Countryside

Ledger Code A1*** (Excl. A14/A15)

Responsible Officer Chris Bruce - Head of Parks & Countryside Services (Tel: 444702)

Financial Services Contact Matthew Cue - Accountancy Technician (Tel: 444839)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £		2008/09 Estimate £	2009/10 Estimate £
1,907,103	Employee Related Expenditure	1,948,770	1,910,410	1,945,610	Major Items		
437,904	Premises Related Expenditure	417,490	342,629	421,810	Employee Related		
447,731	Transport Related Expenditure	403,470	443,320	394,120	Insurance - Emps Liab, All Risk	19,110	20,610
405,401	Supplies and Services	387,390	439,104	349,040	Parks Salaries	1,787,260	1,780,820
13,980	Third Party Payments	13,980	13,980	13,980	Recharge From Other Emp. Exps.	11,380	13,680
0	Transfer Payments	0	0	0	Temporary Staff	99,820	94,730
3,212,119	Total Direct Expenditure	3,171,100	3,149,443	3,124,560	Training	18,240	18,700
					Premises Related		
(1,229,330)	Income	(1,284,450)	(1,231,650)	(1,314,860)	Buildings Infrastructure	130,050	102,480
1,982,789	Net Direct Expenditure/(Income)	1,886,650	1,917,793	1,809,700	Dog Bins Emptying	16,800	16,800
					Tree Survey Works	61,200	89,350
8,093	Special Works	4,550	3,987	0	Utilities	75,050	82,680
63,054	Capital Charges	63,570	63,610	56,750	Transport Related		
268,271	Support Services	277,450	251,663	298,620	Car Leasing & Allowances	23,090	23,990
2,322,207	Total Service Cost/(Surplus)	2,232,220	2,237,053	2,165,070	Fuel & Oil	43,500	43,610
					Mowers & Machinery R&M	13,700	12,200
					Transport Pool Hire Charge	290,980	284,900
					Supplies and Services		
	Full Time Equivalent Staff	73.29	73.29	70.79	Clothing and Uniform	13,640	13,640
					Computer	18,190	17,920
					Games & Playground Equipment	28,560	28,560
					Grandstand Seating - Hire	22,000	0
					Marquee Hire	21,000	0
					Materials	86,960	85,460
					Payment to Contractors	40,900	40,900
					Plants & Troughs	20,600	20,600
					Street Furniture R&M	14,000	14,000
					Tipping Fees	18,970	18,970
					Vehicle Tracking	18,100	15,410
					Income		
					Corporate Hospitality	(64,130)	0
					Recharged to Other Services	(306,320)	(318,570)
					Rents	(132,730)	(138,380)
					Sports Fee Income	(230,630)	(246,870)

Major Variances 2008/09 v 2009/10

The incremental and inflationary increase in salary costs has been offset by the reduction in full time equivalents.

The increase in the tree survey works estimate reflects the costs associated with a revised inspection schedule.

Discussions regarding the extent of the Council's involvement in the 2009 Guildford Cricket Festival were ongoing at the time of the production of the above estimates. 2009/10 estimates for grandstand seating, marquee hire and corporate hospitality have been produced on the supposition of reduced Council involvement in the event.

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

PLANNING SERVICES

HEAD OF SERVICE - CAROL HUMPHREY

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
4,432,600	4,565,280	Gross Expenditure	4,374,400	4,538,540	4,709,710	4,888,180
(1,712,733)	(1,708,530)	Gross Income	(1,454,050)	(1,370,490)	(1,359,760)	(1,365,880)
2,719,867	2,856,750	Net Expenditure	2,920,350	3,168,050	3,349,950	3,522,300
2,879,526	2,887,250	Employee Related Expenditure	2,956,080	3,085,230	3,220,160	3,361,150
56,203	39,740	Premises Related Expenditure	40,550	40,550	40,550	40,550
91,553	100,110	Transport Related Expenditure	82,410	82,410	82,410	82,410
813,445	987,380	Supplies and Services	763,330	778,380	793,930	809,970
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,840,727	4,014,480	Total Direct Expenditure	3,842,370	3,986,570	4,137,050	4,294,080
(1,712,733)	(1,708,530)	Income	(1,454,050)	(1,370,490)	(1,359,760)	(1,365,880)
2,127,994	2,305,950	Net Direct Expenditure/(Income)	2,388,320	2,616,080	2,777,290	2,928,200
0	0	Special Works	0	0	0	0
133,431	4,800	Capital Charges	7,930	7,930	7,930	7,930
458,442	546,000	Support Services	524,100	544,040	564,730	586,170
2,719,867	2,856,750	Total Service Cost/(Surplus)	2,920,350	3,168,050	3,349,950	3,522,300

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
187,268	198,100	Building Control	198,160	230,040	247,220	265,410
1,373,412	1,428,920	Development Control	1,470,580	1,641,020	1,758,470	1,863,330
1,159,187	1,229,730	Policy and Design	1,251,610	1,296,990	1,344,260	1,393,560
2,719,867	2,856,750	Total Net Expenditure/(Income)	2,920,350	3,168,050	3,349,950	3,522,300

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Financial Information Building Control

Ledger Code D8100, D8122

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
588,536	Employee Related Expenditure	615,460	595,896	610,580	Employee Related		
341	Premises Related Expenditure	0	0	0	Salaries	577,590	589,320
23,656	Transport Related Expenditure	25,780	24,650	25,630	Transport Related		
129,587	Supplies and Services	125,840	139,190	132,440	Car Allowances	24,690	24,690
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Services Recharge	31,150	34,860
742,120	Total Direct Expenditure	767,080	759,736	768,650	Computer Software Licence	7,990	8,450
					Consultants Fees	40,060	40,060
(635,960)	Income	(648,930)	(644,432)	(651,320)	IT Renewals	1,910	2,710
106,160	Net Direct Expenditure/(Income)	118,150	115,304	117,330	Postage and Telephones	17,100	15,940
					Scanning	6,140	6,140
0	Special Works	0	0	0	Income		
3,372	Capital Charges	0	0	850	Building Control Fees	(644,500)	(644,500)
77,736	Support Services	79,950	79,990	79,980	Support Services		
187,268	Total Service Cost/(Surplus)	198,100	195,294	198,160	Facilities Management Recharge	12,540	15,360
					Human Resources Recharge	9,690	10,290
					Public Offices Recharge	37,470	34,780
	Full Time Equivalent Staff	15.22	15.22	15.51			

Major Variances 2008/09 v 2009/10

The increase in salary costs is associated with moving Land Charges work back to them, resulting in time previously charged to Land Charges now remaining within Building Control.

Consultants are required to cover structural investigations and electrical installations, as the expertise is not currently available inhouse.

Building Control fees have been held for 2009/10, due to the competition within the sector, in order to maintain our market share.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Planning Services

Financial Information Development Control

Ledger Code D5100, D5200, D5900

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

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

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
1,522,938	Employee Related Expenditure	1,569,360	1,430,550	1,490,700
15,532	Premises Related Expenditure	940	940	1,030
51,414	Transport Related Expenditure	57,110	60,039	44,850
436,345	Supplies and Services	465,630	401,854	387,870
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
2,026,229	Total Direct Expenditure	2,093,040	1,893,383	1,924,450
(952,563)	Income	(991,370)	(797,181)	(800,130)
1,073,666	Net Direct Expenditure/(Income)	1,101,670	1,096,202	1,124,320
0	Special Works	0	0	0
116	Capital Charges	0	0	1,280
299,630	Support Services	327,250	327,615	344,980
1,373,412	Total Service Cost/(Surplus)	1,428,920	1,423,817	1,470,580
	Full Time Equivalent Staff	43.73	43.73	40.37

Major Items

Employee Related

Salaries	1,519,250	1,442,960
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Supplies and Services

Advertising	45,360	45,360
Computer Services Recharge	119,220	131,020
Computer Software Licence	16,880	16,880
Consultants Fees	46,180	14,930
Gis & Nlpg Recharge	14,360	15,620
IT Renewals	3,750	6,380
Legal Expenses	66,960	6,230
Planning Appeals Expenses	63,290	83,290
Postage	16,630	13,580
Scanning	15,000	15,000
Telecomms	22,220	19,440

Income

Government Grants	(140,440)	(55,030)
Planning fees	(785,000)	(700,000)
Section 106 income	(35,420)	(28,000)

Support Services

Facilities Management Recharge	46,180	43,330
Human Resources Recharge	28,570	28,350
Legal Services Recharge	139,410	152,670
Public Offices Recharge	81,870	87,020

Major Variances 2008/09 v 2009/10

A reduction, totalling the equivalent of 1.85 FTE, has created a saving in salaries.

The estimate for Legal Expenses has been reduced following the transfer of costs associated with Planning Appeals being included in that estimate to give a truer cost of Appeals. The Planning Appeals estimate has also been reduced to reflect current levels.

The reduction in the use of consultants reflects the decision to complete more appeal cases in-house.

The Government Grants income relates to the amount of Planning Delivery Grant required to cover the identified costs funded from the grant. There will no be no further Government contributions for this element of Planning.

Planning fee income reflects the current lower level of applications being received, which is anticipated to continue for another year. It is also expected that income from S106 areas will be lower during the next year.

The increase in the internal Legal Services Recharge reflects the estimated level of advice to be given in 2009/10 based on previous and current requirements, although it is anticipated that due to the current climate, the level of advice needed will not be that high.

Financial Information	Policy and Design	Ledger Code	D7100, D7111, D7200
Responsible Officer	Carol Humphrey - Head of Planning Services (Tel: 444620)	Financial Services Contact	Janet Humphreys - Principal Accountant (Tel: 444847)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
768,052	Employee Related Expenditure	702,430	681,356	854,800	Employee Related		
40,330	Premises Related Expenditure	38,800	46,635	39,520	Salaries	663,090	826,640
16,483	Transport Related Expenditure	17,220	14,645	11,930	Training	10,920	12,390
247,513	Supplies and Services	395,910	250,155	243,020	Premises Related		
0	Third Party Payments	0	0	0	Env Imps & Lighting Mtce	31,000	31,000
0	Transfer Payments	0	0	0	Transport Related		
1,072,378	Total Direct Expenditure	1,154,360	992,791	1,149,270	Car Allowances	6,880	6,710
					Officers Car Leasing	9,340	5,120
(124,210)	Income	(68,230)	(62,318)	(2,600)	Supplies and Services		
948,168	Net Direct Expenditure/(Income)	1,086,130	930,473	1,146,670	Computer Services Recharge	39,100	34,960
					Consultants Fees	125,000	89,190
0	Special Works	0	0	0	Historic Building Grants	20,000	15,000
129,943	Capital Charges	4,800	4,800	5,800	Inspection Fees	20,000	20,000
81,076	Support Services	138,800	124,101	99,140	IT Renewals	920	800
1,159,187	Total Service Cost/(Surplus)	1,229,730	1,059,374	1,251,610	Legal Expenses	20,000	550
					Plan Printing	43,500	15,000
	Full Time Equivalent Staff	17.82	17.82	19.52	Printing Services Recharge	42,780	30,240

Major Variances 2008/09 v 2009/10

Salaries have increased due to two additional staff being approved during 2008/9. The staff previously funded from Planning Delivery grant are no longer funded, which can be seen by the removal of an estimate against Government Grant. The transfer of this service area into the extended Planning Services unit has given the opportunity to assess some workloads and make adjustments to salary allocations.

The anticipated reduction in the use of consultants, plan and general printing and the need for external legal advice has been reflected in the estimates.

Based on current requirement, the expected assistance from the internal Legal Services is also projected to decrease in 2009/10.

Income		
Government Grant	(60,730)	0
Support Services		
Facilities Management Recharge	18,210	18,990
Human Resources Recharge	11,320	13,930
Legal Services Recharge	44,120	12,640
Public Offices Recharge	28,150	28,000

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MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

REVENUES AND PAYMENTS

HEAD OF SERVICE - STEVE WHITE

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Service Unit Subjective Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
34,096,031	35,471,680	Gross Expenditure	37,023,200	37,118,870	37,288,320	37,464,940
(33,229,034)	(33,516,500)	Gross Income	(35,295,290)	(35,299,010)	(35,366,020)	(35,435,220)
866,997	1,955,180	Net Expenditure	1,727,910	1,819,860	1,922,300	2,029,720
1,945,105	1,835,300	Employee Related Expenditure	1,869,350	1,888,090	1,971,530	2,058,780
1,584	1,870	Premises Related Expenditure	2,040	2,040	2,040	2,040
28,251	31,540	Transport Related Expenditure	25,030	25,030	25,030	25,030
2,405,205	2,973,580	Supplies and Services	2,838,330	2,895,060	2,960,130	3,027,780
0	0	Third Party Payments	0	0	0	0
29,222,790	30,149,390	Transfer Payments	31,756,710	31,756,710	31,756,710	31,756,710
33,602,935	34,991,680	Total Direct Expenditure	36,491,460	36,566,930	36,715,440	36,870,340
(33,229,034)	(33,516,500)	Income	(35,295,290)	(35,299,010)	(35,366,020)	(35,435,220)
373,901	1,475,180	Net Direct Expenditure/(Income)	1,196,170	1,267,920	1,349,420	1,435,120
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
493,096	480,000	Support Services	531,740	551,940	572,880	594,600
866,997	1,955,180	Total Service Cost/(Surplus)	1,727,910	1,819,860	1,922,300	2,029,720

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
829,650	1,250,180	Concessionary Bus Fares	1,065,830	1,112,080	1,160,590	1,211,450
(296,469)	149,390	Housing Benefits	131,810	169,780	209,390	250,740
1,990	6,450	Housing Purchase Advances	5,760	(100)	(110)	(120)
(263,498)	(13,370)	Insurance Revenue Account	13,980	17,030	20,190	23,470
514,384	592,800	Local Taxation	572,170	584,950	598,330	612,360
80,940	(30,270)	Paymaster	(61,640)	(63,880)	(66,090)	(68,180)
866,997	1,955,180	Total Net Expenditure/(Income)	1,727,910	1,819,860	1,922,300	2,029,720

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Guildford Borough Council Medium Term Financial Strategy 2009/10

Revenues and Payments

Financial Information Concessionary Bus Fares

Ledger Code C8122

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
24,764	Employee Related Expenditure	20,850	22,078	21,430	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	20,580	20,990
161	Transport Related Expenditure	0	4	0	Supplies and Services		
884,333	Supplies and Services	1,579,280	1,385,971	1,401,600	Bus Permit Cards	0	15,000
0	Third Party Payments	0	0	0	Concessionary Bus Fares	1,573,280	1,379,380
0	Transfer Payments	0	0	0	Consultants Fees	6,000	6,000
909,258	Total Direct Expenditure	1,600,130	1,408,053	1,423,030	Income		
					Government Grant	(352,000)	(360,000)
(81,600)	Income	(352,000)	(352,097)	(360,000)			
827,658	Net Direct Expenditure/(Income)	1,248,130	1,055,956	1,063,030			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
1,992	Support Services	2,050	2,090	2,800			
829,650	Total Service Cost/(Surplus)	1,250,180	1,058,046	1,065,830			
	Full Time Equivalent Staff	0.65	0.65	0.62			

Major Variances 2008/09 v 2009/10

Guildford's contribution for the costs of Concessionary Fares has reduced from 23.42% to 19.21%, resulting in a saving of £194k. £15k has been included to cover the cost of Bus Permit Cards.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Revenues and Payments

Financial Information Housing Benefits

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

Ledger Code C4511, C4513, C4514, C4515, C4516, C4541, C4551, C4561

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
798,928	Employee Related Expenditure	719,800	744,373	777,780	Employee Related		
360	Premises Related Expenditure	430	430	470	Salaries	704,160	762,050
12,632	Transport Related Expenditure	15,310	14,188	14,010	Transport Related		
388,191	Supplies and Services	210,080	245,909	190,350	Car Leasing & Allowances	15,060	13,760
0	Third Party Payments	0	0	0	Supplies and Services		
29,222,790	Transfer Payments	30,149,390	30,242,470	31,756,710	Audit Fee	30,770	33,010
30,422,901	Total Direct Expenditure	31,095,010	31,247,370	32,739,320	Computer Services Recharge	38,330	36,170
					Computer Software Licence	40,260	32,700
(30,850,638)	Income	(31,067,630)	(31,374,588)	(32,758,500)	IT Renewals	13,900	3,680
(427,737)	Net Direct Expenditure/(Income)	27,380	(127,218)	(19,180)	Postage	18,470	19,650
					Printing & Stationery	33,460	29,610
0	Special Works	0	0	0	Transfer Payments		
0	Capital Charges	0	0	0	Council Tax Benefit	5,444,690	5,751,190
131,268	Support Services	122,010	122,080	150,990	Non HRA Rent Rebates	51,280	47,930
(296,469)	Total Service Cost/(Surplus)	149,390	(5,138)	131,810	Rent Allowances	12,560,320	13,484,370
					Rent Rebates	12,093,100	12,473,220
					Income		
	Full Time Equivalent Staff	21.80	21.80	20.17	Council Tax Benefit Grant	(5,487,890)	(5,807,100)
					Housing Benefit Admin Grant	(745,910)	(778,980)
					Overpayment Recovery	0	(35,000)
					Rent Allowances Grant	12,618,980	13,513,150
					Rent Rebate Grant	12,079,980	12,312,610
					Subsidy Limitation Transfer	(134,440)	(311,660)
					Support Services		
					Accountancy Services Recharge	13,090	13,400
					Debtors Section Recharge	1,380	22,640
					Facilities Management Recharge	21,970	19,990
					HR Services Recharge	14,060	13,930
					Legal Services Recharge	11,490	26,160
					Public Offices Recharge	39,400	38,680

Major Variances 2008/09 v 2009/10

The Salaries Estimate includes £61k for temporary staff, which is fully funded by additional Admin Grant from DWP.

Supplies and Services have decreased by £20k, mainly due to decreases in the estimates for Contributions to IT Renewals and Software Licences.

Support Costs have increased by £29k due to the recharges for Legal Services and Debtors Services.

Additional income of £35k is anticipated for Overpayment Recovery.

Net HB Subsidy received is estimated at £13k more in 2009/10. This is shown as the net of the variances included under Transfer Payments and Council Tax Benefit Grant, Rent Allowances Grant, Rent Rebate Grant and the Subsidy Limitation Transfer included under Income.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Revenues and Payments

Financial Information Housing Purchase Advances

Ledger Code C3511

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

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £		2008/09 Estimate £	2009/10 Estimate £
					Major Items		
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Computer Software; Gemini	5,770	5,850
0	Transport Related Expenditure	0	0	0			
72	Supplies and Services	5,830	5,832	5,910			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
72	Total Direct Expenditure	5,830	5,832	5,910			
 (218)	Income	 (180)	 (30)	 (150)			
(146)	Net Direct Expenditure/(Income)	5,650	5,802	5,760			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
2,136	Support Services	800	800	0			
1,990	Total Service Cost/(Surplus)	6,450	6,602	5,760			
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Variances 2008/09 v 2009/10

No major variances to report.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Revenues and Payments

Financial Information Insurance Revenue Account

Ledger Code F8531

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Consultants Fees	6,000	6,500
0	Transport Related Expenditure	0	0	0	Insurance Claims Paid	60,390	64,950
672,323	Supplies and Services	696,040	783,483	734,700	Insurance Premiums Paid	609,000	642,600
0	Third Party Payments	0	0	0	Risk Management Initiatives	20,000	20,000
0	Transfer Payments	0	0	0	Income		
672,323	Total Direct Expenditure	696,040	783,483	734,700	Insurance Reimbursed	(12,500)	(26,930)
(1,013,945)	Income	(783,350)	(795,642)	(800,940)	Recharged to Other Services	(770,630)	(773,810)
(341,622)	Net Direct Expenditure/(Income)	(87,310)	(12,159)	(66,240)	Support Services		
0	Special Works	0	0	0	Paymaster Recharge	72,560	78,570
0	Capital Charges	0	0	0			
78,124	Support Services	73,940	88,664	80,220			
(263,498)	Total Service Cost/(Surplus)	(13,370)	76,505	13,980			
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Variances 2008/09 v 2009/10

The estimate for 2009/10 provides for an increase of £34k in the cost of the Council's Insurance Premium.

Anticipated income for Insurance Reimbursed is £14k more for 2009/10.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Revenues and Payments

Financial Information Local Taxation

Ledger Code F6131, F6133, F6141, F6151, F6161

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
556,940	Employee Related Expenditure	616,120	584,271	571,980
1,224	Premises Related Expenditure	1,440	1,440	1,570
7,982	Transport Related Expenditure	9,440	8,530	9,490
329,083	Supplies and Services	364,180	365,287	373,290
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
895,229	Total Direct Expenditure	991,180	959,528	956,330
(565,465)	Income	(581,000)	(585,670)	(584,050)
329,764	Net Direct Expenditure/(Income)	410,180	373,858	372,280
0	Special Works	0	0	0
0	Capital Charges	0	0	0
184,620	Support Services	182,620	182,710	199,890
514,384	Total Service Cost/(Surplus)	592,800	556,568	572,170
	Full Time Equivalent Staff	17.47	17.47	16.03

Major Variances 2008/09 v 2009/10

Salary estimates have decreased due to a saving following a retirement and a decrease in allocations.

Changes in the base of the Paymaster recharge has resulted in an increase of £10k.

Discretionary NNDR payments have increased by £9k. Additional growth items have been included to cover software, publicity and advertising etc; £10k for Business Rates Revaluation, and £10k for Supplementary Business Rates. The Contribution to IT Renewals has decreased by £15k.

Major Items	2008/09 Estimate £	2009/10 Estimate £
Employee Related		
Insurance - Emps Liab, All Risk	4,500	4,800
Salaries	602,030	556,740
Training	4,500	4,620
Supplies and Services		
Bailiff Services	9,000	9,000
Business Rates Revaluation	0	10,000
Computer Programming	4,000	2,000
Computer Services Recharge	52,610	51,440
Computer Software Licence	36,350	38,170
Debt Collection Services	28,800	30,800
Discretionary NNDR Relief	93,050	101,760
Giro Fees	5,880	4,480
IT Renewals	20,420	5,560
Postage	37,000	30,450
Printing Paying in Books	29,830	30,730
Printing Services Recharge	21,020	30,900
Supplementary Business Rates	0	10,000
Telecomms	15,600	11,830
Tracing Services	4,150	4,150
Income		
Expenses Recovered	(328,000)	(328,000)
UBR Admin Grant	(253,000)	(256,000)
Support Services		
Audit Services Recharge	5,060	5,540
Facilities Management Recharge	15,150	17,800
HR Services Recharge	10,870	11,760
Paymaster Recharge	114,410	124,470
Public Offices Recharge	31,120	33,060

Guildford Borough Council Medium Term Financial Strategy 2009/10

Revenues and Payments

Financial Information Paymaster

Ledger Code G3594, G3595, G3596, G3597, G3598, G3599

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
564,473	Employee Related Expenditure	478,530	491,564	498,160	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	4,290	4,440
7,476	Transport Related Expenditure	6,790	6,127	1,530	Salaries	468,700	487,500
131,203	Supplies and Services	118,170	117,172	132,480	Transport Related		
0	Third Party Payments	0	0	0	Officers Car Leasing	5,050	280
0	Transfer Payments	0	0	0	Supplies and Services		
703,152	Total Direct Expenditure	603,490	614,863	632,170	Cash Machines Software Mtce	7,650	8,190
					Computer Services Recharge	39,870	42,210
(717,168)	Income	(732,340)	(732,820)	(791,650)	Computer Software Licence	19,700	21,730
(14,016)	Net Direct Expenditure/(Income)	(128,850)	(117,957)	(159,480)	IT Renewals	11,420	16,600
					Postages	4,090	4,330
0	Special Works	0	0	0	Printing & Stationery	3,360	3,310
0	Capital Charges	0	0	0	Printing Services Recharge	7,340	7,150
94,956	Support Services	98,580	98,680	97,840	Scanning	9,000	9,800
80,940	Total Service Cost/(Surplus)	(30,270)	(19,277)	(61,640)	Security Services	4,200	5,160
					Telecomms	6,710	9,590
					Income		
					Support Service Recharge	(732,340)	(791,650)
					Support Services		
					Accountancy Services Recharge	2,480	2,520
					Audit Services Recharge	15,140	14,580
					Facilities Management Recharge	22,020	19,550
					HR Services Recharge	11,200	11,620
					Public Offices Recharge	44,710	44,770

Major Variances 2008/09 v 2009/10

Additional allocations have been charged to this service following the restructuring exercise. However this has been offset by savings totalling £83k made in respect of Procurement, Payroll, Insurance, and Cash Office Services.

Overall Supplies and Services have increased by £14k, mainly due to Contributions to IT Renewals Fund, Computer Software Licences and Computer Services Recharge.

Income Recharged is £60k higher for 2009/10, having been calculated at the beginning of the budget process prior to the above savings.

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

***HOUSING PORTFOLIO (HOUSING REVENUE
ACCOUNT)***

HEAD OF SERVICE - PHIL O'DWYER

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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Guildford Borough Council Medium Term Financial Strategy 2009/10 - 2012/13 Housing Portfolio (Housing Revenue Account)

HRA Subjective Summary

2007/08	2008/09		2009/10	2010/11	2011/12	2012/13
Actual	Estimate		Estimate	Estimate	Estimate	Estimate
£	£		£	£	£	£
45,651,793	37,700,200	Gross Expenditure	38,965,820	39,586,170	40,211,520	40,844,760
(29,434,051)	(30,364,070)	Gross Income	(31,917,160)	(32,400,000)	(32,900,000)	(33,400,000)
16,217,742	7,336,130	Net Cost of services	7,048,660	7,186,170	7,311,520	7,444,760
2,911,592	3,325,950	Employee Related Expenditure	3,277,490	3,413,560	3,555,800	3,704,340
4,457,112	4,894,000	Premises Related Expenditure	5,030,440	5,032,260	5,033,590	5,034,970
93,711	95,120	Transport Related Expenditure	107,560	107,560	107,560	107,560
973,180	975,640	Supplies and Services	935,690	943,870	952,370	961,210
13,170,879	14,279,660	Transfer Payments	14,944,290	15,384,290	15,824,290	16,264,290
0	(11,000)	Transfer to Capital	(2,200)	0	0	0
(255,148)	(289,340)	Transfer to General Fund	(312,350)	(324,840)	(337,830)	(351,350)
21,351,326	23,270,030	Total Direct Expenditure	23,980,920	24,556,700	25,135,780	25,721,020
826,430	1,120,560	Support Services	1,174,230	1,218,800	1,265,070	1,313,070
23,474,037	13,309,610	Capital Financing costs	13,810,670	13,810,670	13,810,670	13,810,670
45,651,793	37,700,200	Total Expenditure	38,965,820	39,586,170	40,211,520	40,844,760
(29,434,051)	(30,364,070)	Income	(31,917,160)	(32,400,000)	(32,900,000)	(33,400,000)
0	0	Service Changes	0	0	0	0
16,217,742	7,336,130	Net cost of Services(Income & Expenditure a/c)	7,048,660	7,186,170	7,311,520	7,444,760
218,140	218,890	HRA share of CDC	260,850	266,070	271,390	276,820
16,435,882	7,555,020	Net Cost of HRA services	7,309,510	7,452,240	7,582,910	7,721,580
(651,055)	(692,070)	Investment Income	(74,990)	(76,490)	(78,020)	(79,580)
238,825	207,490	Interest Payable	21,150	21,570	22,000	22,450
16,023,652	7,070,440	Deficit for Year on HRA Services	7,255,670	7,397,320	7,526,890	7,664,450
35,212	35,120	Amortised Premiums & Discounts	35,120	35,120	35,120	0
0	75,000	RCCO	75,000	75,000	75,000	75,000
2,692,954	2,271,170	Contrib to/(Use of) RFFC	2,473,990	2,332,340	2,202,770	2,100,330
10,000	0	Government Grants Deferred re Depreciation	0	0	0	0
45,589	0	Tfr (fr) to Pensions Reserve	0	0	0	0
(9,648,830)	0	Tfr (from)/to CFR re Impairment charge	0	0	0	0
6,000	0	Tfr (from)/to Other Reserves	0	0	0	0
(9,964,577)	(9,451,730)	Transfer (from)/to MRR	(9,839,780)	(9,839,780)	(9,839,780)	(9,839,780)
(800,000)	0	HRA Balance	0	0	0	0
(1,100,000)	(1,100,000)	Balance Brought Forward	(1,900,000)	(1,900,000)	(1,900,000)	(1,900,000)
(1,900,000)	(1,100,000)	Balance Carried Forward	(1,900,000)	(1,900,000)	(1,900,000)	(1,900,000)

Service Unit Summary

2007/08	2008/09		2009/10	2010/11	2011/12	2012/13
Actual	Estimate		Estimate	Estimate	Estimate	Estimate
£	£		£	£	£	£
293,869	304,210	Advice, Registers and Tenant Selection	308,180	319,870	332,100	344,910
146,253	166,380	Elderly Persons Dwellings	170,280	170,490	170,700	170,920
457,916	474,520	Environmental Works to Estates	507,030	507,960	508,930	509,950
401,326	437,990	Flats Communal Services	444,720	454,640	464,980	475,730
83,054	81,370	Garage Management	87,630	89,860	92,190	94,640
46,241	12,150	Homelessness Hostels Management	10,720	11,130	11,550	11,990
568,721	586,220	Income Collection	580,450	602,280	625,070	648,830
36,516,238	27,823,680	Other Items of Expenditure	29,010,510	29,451,020	29,891,550	30,332,100
4,073,029	4,502,710	Responsive and Planned Maintenance	4,548,420	4,582,590	4,618,170	4,655,250
150,195	188,030	Sale of Council House and Equity Share Property	170,540	179,170	185,860	192,800
1,202,734	1,272,300	Sheltered Housing	1,207,600	1,234,370	1,262,350	1,291,530
247,234	277,800	Strategic Support	305,680	315,940	326,620	337,740
387,716	410,390	Supported Housing Management	458,030	475,010	492,740	511,230
161,783	168,560	Tenant Participation	140,220	144,870	149,730	154,810
732,075	814,360	Tenants' Services	812,570	837,030	862,030	888,080
183,409	179,530	Void Property Management and Lettings	203,240	209,940	216,950	224,250
45,651,793	37,700,200	Total Net Expenditure/(Income)	38,965,820	39,586,170	40,211,520	40,844,760

Service Unit Summary

2007/08 Actual £	2008/09 Estimate £		2009/10 Estimate £	2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £
45,691,793	37,700,200	Total Net Expenditure/ (Income) C/F from previous page	38,965,820	39,586,170	40,211,520	40,844,760
-29,434,051	-30,364,070	Income	-31,917,160	-32,400,000	-32,900,000	-33,400,000
16,217,742	7,336,130	Net Cost of services (per income & expenditure a/c)	7,048,660	7,186,170	7,311,520	7,444,760
218,140	218,890	HRA share of Corporate & Democratic Core	260,850	266,070	271,390	276,820
16,435,882	7,555,020	Net Cost of HRA services	7,309,510	7,452,240	7,582,910	7,721,580
-651,055	-692,070	Investment Income	-74,990	-76,490	-78,020	-79,580
238,825	207,490	Interest Payable	21,150	21,570	22,000	22,450
16,023,652	7,070,440	Deficit for Year on HRA Services	7,255,670	7,397,320	7,526,890	7,664,450
35,212	35,120	Amortised Premiums & Discounts	35,120	35,120	35,120	0
0	75,000	RCCO	75,000	75,000	75,000	75,000
2,692,954	2,271,170	Contrib. to/ (Use of) Reserve for Future Capital Programme	2,473,990	2,332,340	2,202,770	2,100,330
10,000	0	Government Grants deferred re depreciation	0	0	0	0
45,589	0	Transfer (from) to Pensions Reserve	0	0	0	0
-9,648,830	0	Transfer (from) to CFR re Impairment charge	0	0	0	0
6,000	0	Transfer (from) to Other Reserves	0	0	0	0
-9,964,577	-9,451,730	Transfer (from) to Major Repairs Reserve	-9,839,780	-9,839,780	-9,839,780	-9,839,780
-800,000	0	HRA Balance	0	0	0	0
-1,100,000	-1,100,000	Balance Brought Forward	-1,900,000	-1,900,000	-1,900,000	-1,900,000
-1,900,000	-1,100,000	Balance Carried Forward	-1,900,000	-1,900,000	-1,900,000	-1,900,000

Financial Information Advice, Registers and Tenant Selection

Ledger Code M1131

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

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
385,934	Employee Related Expenditure	461,640	461,640	486,400
100	Premises Related Expenditure	0	0	0
3,978	Transport Related Expenditure	4,960	4,960	5,640
98,915	Supplies and Services	80,130	80,130	75,030
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
488,927	Total Direct Expenditure	546,730	546,730	567,070
(255,130)	Income	(289,340)	(289,340)	(312,350)
233,797	Net Direct Expenditure/(Income)	257,390	257,390	254,720
0	Special Works	0	0	0
0	Capital Charges	0	0	0
60,072	Support Services	46,820	46,820	53,460
293,869	Total Service Cost/(Surplus)	304,210	304,210	308,180
	Full Time Equivalent Staff	12.95	12.95	13.18

Major Items

Employee Related

Salaries	430,720	456,530
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Transport Related

Car Leasing & Allowances	4,350	5,030
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Supplies and Services

Computer Services Recharge	14,100	13,940
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Computer Software Licence	6,330	6,140
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Consultants Fees	2,000	2,000
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IT Renewals	8,800	5,430
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Medical Referees Fees	6,900	6,700
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Printing & Stationery	21,400	23,470
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Telecomms	4,940	6,130
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Income

Recharged to Other Services	(289,340)	(312,350)
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Support Services

Facilities Management Recharge	11,570	10,870
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Health & Safety Recharge	1,080	2,060
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HR Services Recharge	8,790	9,170
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Legal Services Recharge	2,800	3,160
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Paymaster Recharge	2,090	2,490
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Public Offices Recharge	18,070	23,990
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Major Variances 2008/09 v 2009/10

Increase of £25,810 in the salaries estimate due to several allocation changes.

An increase of £5,920 in the public office recharge based on space occupied.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Elderly Persons Dwellings

Financial Information Elderly Persons Dwellings

Ledger Code M2111, M2612

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
64,568	Premises Related Expenditure	83,220	83,220	87,810	Gas	63,000	66,000
0	Transport Related Expenditure	0	0	0	Snow/Ice Clearance	17,340	18,620
76,153	Supplies and Services	77,590	77,590	77,050	Supplies and Services		
0	Third Party Payments	0	0	0	Emergency Communication System	77,590	77,050
0	Transfer Payments	0	0	0	Support Services		
140,721	Total Direct Expenditure	160,810	160,810	164,860	Energy Management Recharge	5,480	5,160
0	Income	0	0	0			
140,721	Net Direct Expenditure/(Income)	160,810	160,810	164,860			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
5,532	Support Services	5,570	5,570	5,420			
146,253	Total Service Cost/(Surplus)	166,380	166,380	170,280			
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Variances 2008/09 v 2009/10

None to report

Guildford Borough Council Medium Term Financial Strategy 2009/10

Environmental Works to Estates

Financial Information Environmental Works to Estates

Ledger Code M4615

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
0	Employee Related Expenditure	0	0	18,100	Employee Related		
375,881	Premises Related Expenditure	382,870	382,870	399,670	Salaries	0	17,880
0	Transport Related Expenditure	2,910	2,910	520	Premises Related		
80,271	Supplies and Services	86,580	86,580	85,370	Grounds Maintenance	190,940	196,640
0	Third Party Payments	0	0	0	Offsite Sewer Works	3,760	8,260
0	Transfer Payments	0	0	0	Roads & Footpath Maintenance	2,000	2,000
456,152	Total Direct Expenditure	472,360	472,360	503,660	Tree Maintenance	47,400	47,400
					Works to Gardens	135,130	140,400
0	Income	0	0	0	Supplies and Services		
456,152	Net Direct Expenditure/(Income)	472,360	472,360	503,660	Games & Playground Equipment	30,600	30,420
					Street Cleansing Contractor	54,260	53,230
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Paymaster Recharge	1,250	1,920
1,764	Support Services	2,160	2,160	3,370			
457,916	Total Service Cost/(Surplus)	474,520	474,520	507,030			
	Full Time Equivalent Staff	0.00	0.00	0.50			

Major Variances 2008/09 v 2009/10

50% allocation of the Tree Officers time £17,880 for one year only to try and reduce the level of subsidence claims.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Flats Communal Services

Financial Information Flats Communal Services

Ledger Code M2611, M2615-M2620, M2623-M2985, M3511-M3513

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
71,827	Employee Related Expenditure	95,960	95,960	99,890	Employee Related		
153,593	Premises Related Expenditure	150,570	150,570	165,780	Salaries	94,130	97,320
1,619	Transport Related Expenditure	2,320	2,320	2,420	Premises Related		
37,460	Supplies and Services	40,690	40,690	32,690	Contract Cleaning	56,500	57,200
0	Third Party Payments	0	0	0	Electricity	45,350	50,510
0	Transfer Payments	0	0	0	Gas	17,580	24,450
264,499	Total Direct Expenditure	289,540	289,540	300,780	Grounds Maintenance	3,560	3,660
					Insurance	12,770	12,480
0	Income	0	0	0	R&M- General	4,000	4,500
264,499	Net Direct Expenditure/(Income)	289,540	289,540	300,780	Water	4,240	5,040
					Window Cleaning	5,610	6,550
0	Special Works	0	0	0	Transport Related		
0	Capital Charges	0	0	0	Car Leasing & Allowances	2,320	2,420
136,827	Support Services	148,450	148,450	143,940	Supplies and Services		
401,326	Total Service Cost/(Surplus)	437,990	437,990	444,720	IT Renewals	160	170
					Management Fee	3,900	3,610
					Publicity	10,200	0
					Security Services	10,050	10,340
					Sinking Fund Contributions	12,410	13,200
					Telecomms	3,220	3,680
					Support Services		
					Accountancy Services Recharge	71,100	60,990
					Debtors Section Recharge	49,840	50,100
					Energy Management Recharge	12,770	13,670
					Human Resources Recharge	3,320	4,340
					Paymaster Recharge	8,700	11,450
	Full Time Equivalent Staff	3.49	3.49	3.59			

Major Variances 2008/09 v 2009/10

Increase of £12,830 in estimated utilities costs.

The provision of £10,000 included in 2008/09 for the initial cost of producing a leaseholders handbook has been removed for 2009/10.

Reduction of £10,110 in the Accountancy recharge based on actual time recording. Increase of £2,750 in the Paymaster recharge due to an increase in the number of invoices processed.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Garage Management

Financial Information Garage Management

Ledger Code M1172, M4111

Responsible Officer Philip O'Dwyer - Head of Neighbourhood & Housing Management Services (Tel: 444318); Jeff Holderness - Head of Housing Advice Services (Tel: 444238)

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
40,492	Employee Related Expenditure	38,520	38,520	41,900	Employee Related		
20,350	Premises Related Expenditure	20,880	20,880	21,620	Salaries	37,790	41,090
411	Transport Related Expenditure	420	420	440	Premises Related		
15,873	Supplies and Services	15,870	15,870	16,660	Grounds Maintenance	20,020	20,620
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Services Recharge	2,820	2,760
77,126	Total Direct Expenditure	75,690	75,690	80,620	Street Cleansing Contractor	11,450	11,450
					Support Services		
0	Income	0	0	0	Audit Services Recharge	1,010	1,020
77,126	Net Direct Expenditure/(Income)	75,690	75,690	80,620	Facilities Management Recharge	1,150	1,350
					HR Services Recharge	980	1,120
0	Special Works	0	0	0	Public Offices Recharge	2,210	2,410
0	Capital Charges	0	0	0			
5,928	Support Services	5,680	5,680	7,010			
83,054	Total Service Cost/(Surplus)	81,370	81,370	87,630			
	Full Time Equivalent Staff	1.30	1.30	1.35			

Major Variances 2008/09 v 2009/10

None to report

Guildford Borough Council Medium Term Financial Strategy 2009/10

Homelessness Hostels Management

Financial Information Homelessness Hostels Management

Ledger Code M3611-M3681

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
6,336	Employee Related Expenditure	6,500	6,500	6,180
10,354	Premises Related Expenditure	490	490	470
494	Transport Related Expenditure	420	420	420
18,437	Supplies and Services	1,260	1,260	0
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
35,621	Total Direct Expenditure	8,670	8,670	7,070
0	Income	0	0	0
35,621	Net Direct Expenditure/(Income)	8,670	8,670	7,070
0	Special Works	0	0	0
0	Capital Charges	0	0	0
10,620	Support Services	3,480	3,480	3,650
46,241	Total Service Cost/(Surplus)	12,150	12,150	10,720
	Full Time Equivalent Staff	0.19	0.19	0.18

Major Items	2008/09 Estimate £	2009/10 Estimate £
Employee Related		
Salaries	6,140	5,970
Premises Related		
Insurance	490	470
Transport Related		
Car Allowances	420	420
Supplies and Services		
Computer Services Recharge	1,150	0
IT Renewals	110	0
Support Services		
Accountancy Services Recharge	770	780
Facilities Management Recharge	300	400
Legal Services Recharge	1,140	1,740
Paymaster Recharge	630	0
Public Offices Recharge	390	460

Major Variances 2008/09 v 2009/10

All of the Council's Hostels are now leased to Rosebery Housing Association. The remaining costs are for general contract supervision.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Income Collection

Financial Information Income Collection

Ledger Code M1121

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
354,795	Employee Related Expenditure	359,010	359,010	370,010			
0	Premises Related Expenditure	0	0	0	Employee Related		
8,431	Transport Related Expenditure	10,050	10,050	8,530	Salaries	350,450	359,630
93,475	Supplies and Services	107,080	107,080	89,390	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing & Allowances	10,050	8,530
0	Transfer Payments	0	0	0	Supplies and Services		
456,701	Total Direct Expenditure	476,140	476,140	467,930	Agency Services	3,560	0
					Bank Charges	13,280	0
0	Income	0	0	0	Computer Services Recharge	21,970	25,120
456,701	Net Direct Expenditure/(Income)	476,140	476,140	467,930	Computer Software Licence	4,320	4,540
					Giro Fees	17,000	16,570
0	Special Works	0	0	0	IT Renewals	140	330
0	Capital Charges	0	0	0	Legal Expenses	8,660	8,660
112,020	Support Services	110,080	110,080	112,520	Postage	8,150	9,230
568,721	Total Service Cost/(Surplus)	586,220	586,220	580,450	Printing & Stationery	14,370	10,570
					Telecomms	7,060	5,900
					Support Services		
	Full Time Equivalent Staff	9.83	9.83	9.92	Audit Services Recharge	2,660	2,710
					Facilities Management Recharge	10,300	9,270
					HR Services Recharge	6,440	6,440
					Legal Services Recharge	45,550	45,780
					Paymaster Recharge	25,240	29,650
					Public Offices Recharge	17,210	15,270

Major Variances 2008/09 v 2009/10

Reduction of £3,560 for Agency services no longer used.

Reduction of £13,280 for bank charges. This is still a charge to the HRA but now part of the corporate and democratic core recharge.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Other Items of Expenditure

Financial Information Other Items of Expenditure

Ledger Code M8131-33, M8151, M8171

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

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
22,404	Employee Related Expenditure	159,050	168,499	177,160	Employee Related		
0	Premises Related Expenditure	0	0	0	Backfunding of Superannuation	169,130	177,120
0	Transport Related Expenditure	0	0	0	Pension Payments for Added Years	38,700	59,210
50,000	Supplies and Services	55,000	55,000	65,000	Vacancies Credit	(66,680)	(69,470)
0	Third Party Payments	0	0	0	Supplies and Services		
12,952,739	Transfer Payments	14,279,660	14,529,913	14,944,290	Contr to Bad Debts Provision	55,000	65,000
13,025,143	Total Direct Expenditure	14,493,710	14,753,412	15,186,450	Transfer Payments		
0	Income	0	0	0	Negative Subsidy Pymt to DCLG	14,144,080	14,656,140
13,025,143	Net Direct Expenditure/(Income)	14,493,710	14,753,412	15,186,450	Rent Rebates	135,580	288,150
0	Special Works	0	0	0	Capital Charges		
23,474,037	Capital Charges	13,309,610	13,312,262	13,810,670	Debt Management expenses	76,700	57,600
17,076	Support Services	20,360	20,366	13,390	Depreciation	13,232,910	13,753,070
36,516,256	Total Service Cost/(Surplus)	27,823,680	28,086,040	29,010,510	Support Services		
					Asset Register Recharge	20,360	13,390
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Variances 2008/09 v 2009/10

An increase of £20,510 in the anticipated pension payments for added years benefits.

An increase of £10,000 in the bad debts provision, based on current levels of bad debts.

Increase of £0.512m in the negative subsidy payment to the DCLG based on a complex Central Government formula which assesses whether an authority is in need of support ,or can make a contribution into the national pool.

The estimate for rent rebate expenditure payable by the HRA for loss of subsidy on the proportion of rents above the DCLG guideline was understated in 2008/09 and shows an increase of £152,570.

The charge for depreciation is increased by £520,000 based on the latest asset register. This is offset by an adjustment "below the line" in the HRA accounts.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Responsive and Planned Maintenance

Financial Information Responsive and Planned Maintenance

Ledger Code M5103-M5116

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
378,241	Employee Related Expenditure	430,050	430,050	433,530
3,245,941	Premises Related Expenditure	3,655,310	3,302,600	3,661,670
17,467	Transport Related Expenditure	20,150	20,150	20,290
102,664	Supplies and Services	69,270	69,270	67,010
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
3,744,313	Total Direct Expenditure	4,174,780	3,822,070	4,182,500
0	Income	0	0	0
3,744,313	Net Direct Expenditure/(Income)	4,174,780	3,822,070	4,182,500
0	Special Works	0	0	0
0	Capital Charges	0	0	0
328,716	Support Services	327,930	327,930	365,920
4,073,029	Total Service Cost/(Surplus)	4,502,710	4,150,000	4,548,420
	Full Time Equivalent Staff	11.43	11.43	11.25

Major Variances 2008/09 v 2009/10

An increase of £28,270 in the Debtors section recharge based on actual time recording and numbers of invoices produced.

Major Items	2008/09 Estimate £	2009/10 Estimate £
Employee Related		
Salaries	423,340	425,320
Premises Related		
Revenue Repairs	3,655,310	3,660,000
Transport Related		
Car Leasing & Allowances	20,000	20,210
Supplies and Services		
CECS Monitoring	3,000	3,120
Computer Services Recharge	21,280	23,680
Computer Software Licence	5,310	5,600
Consultants (Projects)	6,070	6,070
IT Renewals	1,120	1,290
Postage	3,610	3,810
Storage, Archiving Recharge	5,860	5,860
Telecomms	13,170	8,850
Tenants Removal Expenses	4,590	4,590
Support Services		
Accountancy Services Recharge	19,720	20,190
Audit Services Recharge	2,900	2,920
Debtors Section Recharge	3,700	31,970
Engineers Recharge	17,200	21,150
Facilities Management Recharge	6,770	7,780
Housing Surveying Services	241,510	242,240
HR Services Recharge	6,780	7,210
Paymaster Recharge	12,810	13,290
Public Offices Recharge	12,490	12,170

Guildford Borough Council Medium Term Financial Strategy 2009/10

of Council House and Equity Share Property Admin

Financial Information Sale of Council House and Equity Share Property Admin

Ledger Code M1181, M1182,

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
51,163	Employee Related Expenditure	43,890	43,890	24,110
0	Premises Related Expenditure	0	0	0
820	Transport Related Expenditure	700	700	610
11,754	Supplies and Services	9,490	9,490	9,650
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
63,737	Total Direct Expenditure	54,080	54,080	34,370
0	Income	(11,000)	(2,200)	(2,200)
63,737	Net Direct Expenditure/(Income)	43,080	51,880	32,170
0	Special Works	0	0	0
0	Capital Charges	0	0	0
86,458	Support Services	144,950	144,950	138,370
150,195	Total Service Cost/(Surplus)	188,030	196,830	170,540
	Full Time Equivalent Staff	1.35	1.35	0.68

Major Items

Employee Related

Salaries	43,200	23,340
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Transport Related

Car Leasing & Allowances	700	610
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Supplies and Services

Advertising	1,550	1,550
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Computer Services Recharge	2,820	2,760
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IT Renewals	0	20
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Valuers Fees	2,480	2,480
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Income

Recharged to Other Services	(11,000)	(2,200)
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Support Services

Debtors Section Recharge	8,450	6,420
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Engineers Recharge	13,440	16,550
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Legal Services Recharge	116,260	108,230
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Major Variances 2008/09 v 2009/10

The element of these costs associated with successful sales which can be offset against capital receipts from sales is lower than estimated for 2008/09 and is anticipated to continue at the same lower level for 2009/10 based on the latest available information on levels of sales. *(The remaining costs represents the cost of unsuccessful sales and also the administration of the scheme).*

There is a reduction on salaries of £19,700 mainly due to the removal of a temporary housing development officers post charged 50% to this service.

The Legal Services recharge is reduced by £8,030 based on actual time recording and reflecting a lower level of sales.

Financial Information	Sheltered Housing	Ledger Code	M1515-M1576, M4656
Responsible Officer	Susan Longman - Sheltered Housing Manager (Tel: 444249)	Financial Services Contact	Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
619,826	Employee Related Expenditure	719,260	609,260	533,150	Employee Related		
387,206	Premises Related Expenditure	376,750	376,750	476,760	Salaries	694,710	510,650
9,794	Transport Related Expenditure	10,230	10,230	23,220	Training	11,350	11,630
101,106	Supplies and Services	89,850	89,850	96,490	Premises Related		
0	Third Party Payments	0	0	0	Electricity	131,650	158,540
0	Transfer Payments	0	0	0	Fixtures & Fittings	30,120	23,170
1,117,932	Total Direct Expenditure	1,196,090	1,086,090	1,129,620	Gas	117,550	189,100
					Grounds Maintenance	40,830	42,170
0	Income	0	0	0	Water	21,210	29,900
1,117,932	Net Direct Expenditure/(Income)	1,196,090	1,086,090	1,129,620	Transport Related		
					Car Leasing & Allowances	10,080	23,070
0	Special Works	0	0	0	Supplies and Services		
0	Capital Charges	0	0	0	CECS Visiting Service	0	19,450
84,802	Support Services	76,210	76,210	77,980	Computer Services Recharge	23,380	11,180
1,202,734	Total Service Cost/(Surplus)	1,272,300	1,162,300	1,207,600	Copying Machines	1,530	3,350
					Emergency Communication System	20,270	23,170
	Full Time Equivalent Staff	26.00	26.00	19.54	Equip & Tools Repairs	4,000	2,000

Major Variances 2008/09 v 2009/10

Following a review of the service the salaries have reduced by £184,000, offset by a new charge for the CECS visiting service of £19,000 and car allowances £12,920.

An increase in estimated utilities costs of £107,130 based on assumed price increases.

A reduction on the computer service recharge of £12,200 following a review of the base.

Support Services		
Energy Management Recharge	5,790	8,730
Health & Safety Recharge	4,530	3,210
Human Resources Recharge	17,970	14,840
Paymaster Recharge	28,000	28,270
Public Offices Recharge	2,570	2,980

Financial Information Strategic Support

Ledger Code M8121, M8141

Responsible Officer Various

Financial Services Contact Vicky Worsfold - Senior Accountant
(Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
55,942	Employee Related Expenditure	71,630	71,630	112,630
0	Premises Related Expenditure	0	0	0
2,211	Transport Related Expenditure	1,430	1,430	3,290
99,574	Supplies and Services	92,880	92,880	69,420
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
157,727	Total Direct Expenditure	165,940	165,940	185,340
0	Income	0	0	0
157,727	Net Direct Expenditure/(Income)	165,940	165,940	185,340
0	Special Works	0	0	0
0	Capital Charges	0	0	0
89,507	Support Services	111,860	111,860	120,340
247,234	Total Service Cost/(Surplus)	277,800	277,800	305,680
	Full Time Equivalent Staff	1.23	1.23	2.21

Major Items

Employee Related

Salaries	70,560	110,800
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Transport Related

Car Leasing & Allowances	1,430	3,290
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Supplies and Services

Audit Fee	47,710	10,090
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Computer Services Recharge	15,640	15,260
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Consultants Fees	8,000	20,570
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General Subscriptions	6,670	7,460
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Gis & Nlpg Recharge	1,710	2,110
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IT Renewals	2,810	4,520
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Telecomms	7,470	7,000
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Support Services

Accountancy Services Recharge	41,490	51,330
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Debtors Section Recharge	6,900	5,280
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Facilities Management Recharge	1,100	1,990
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HR Services Recharge	850	1,540
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Legal Services Recharge	28,470	29,980
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Paymaster Recharge	5,710	6,510
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Public Offices Recharge	3,090	5,170
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Valuation Services Recharge	17,000	18,000
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Major Variances 2008/09 v 2009/10

Increase of £40,240 in salaries. £38,560 of this increase is a transfer of an allocation of 100% of a post to this service. This is offset by a reduction elsewhere within the HRA.

Reduction of £37,620 in the external audit fee. This is still charged to the HRA but as part of the corporate and democratic core recharge. The remaining charge is for specific government grants audit work.

Increase of £12,570 in the consultants fees estimate. This includes provision for a mock Housing inspection to be carried out.

Increase of £9,840 in the Accountancy recharge based on actual time recording.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Supported Housing Management

Financial Information Supported Housing Management

Ledger Code M2613, M2614, M3690-M3693

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £		2008/09 Estimate £	2009/10 Estimate £
					Major Items		
317,356	Employee Related Expenditure	310,790	310,790	352,720	Employee Related		
24,349	Premises Related Expenditure	30,830	30,830	33,930	Salaries	305,730	347,120
5,595	Transport Related Expenditure	4,770	4,770	7,370	Premises Related		
26,112	Supplies and Services	46,790	46,790	44,600	Electricity	7,080	7,740
0	Third Party Payments	0	0	0	Fixtures & Fittings	2,500	2,380
0	Transfer Payments	0	0	0	Gas	14,100	15,440
373,412	Total Direct Expenditure	393,180	393,180	438,620	General Rates	890	1,330
					Insurance	1,320	1,370
0	Income	0	0	0	Water	2,340	3,140
373,412	Net Direct Expenditure/(Income)	393,180	393,180	438,620	Transport Related		
					Car Leasing & Allowances	4,710	7,310
0	Special Works	0	0	0	Supplies and Services		
0	Capital Charges	0	0	0	CECS Monitoring	1,000	1,040
14,304	Support Services	17,210	17,210	19,410	Computer Services Recharge	10,460	10,390
387,716	Total Service Cost/(Surplus)	410,390	410,390	458,030	Computer Software Licence	1,680	1,730
					Furniture	4,230	4,230
					Gis & Nlpg Recharge	1,400	1,680
					IT Renewals	0	40
					Miscellaneous Expenses	16,090	12,470
					Telecomms	8,850	10,320
					Support Services		
					Accountancy Services Recharge	860	970
					Energy Management Recharge	1,580	3,210
					Facilities Management Recharge	4,210	800
					Health & Safety Recharge	760	1,570
					Human Resources Recharge	6,050	7,070
					Paymaster Recharge	2,660	4,710
	Full Time Equivalent Staff	9.72	9.72	10.94			

Major Variances 2008/09 v 2009/10

The main increase in salaries is £26,770 which is part of a total increase in expenditure of £37,000 to support an increase in case work capacity on the working and Runnymede Floating Support contract. This is fully offset by income.

Reduction of £3,410 in the facilities recharge. This was charged in error in 2008/09 as this is a service provided off site.

Financial Information Tenant Participation

Ledger Code M1152

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £	Major Items	2008/09 Estimate £	2009/10 Estimate £
90,593	Employee Related Expenditure	98,640	98,639	86,190	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	96,920	84,730
2,104	Transport Related Expenditure	2,870	2,870	2,630	Transport Related		
38,210	Supplies and Services	49,530	57,530	39,680	Car Leasing & Allowances	2,870	2,630
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Services Recharge	5,000	6,310
130,907	Total Direct Expenditure	151,040	159,039	128,500	IT Renewals	440	60
					Postage	910	950
0	Income	0	0	0	Printing Services Recharge	5,860	3,560
130,907	Net Direct Expenditure/(Income)	151,040	159,039	128,500	Publicity	29,000	22,320
					Tenants Training	3,550	1,590
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Facilities Management Recharge	3,210	2,490
30,876	Support Services	17,520	17,520	11,720	HR Services Recharge	2,020	1,400
161,783	Total Service Cost/(Surplus)	168,560	176,559	140,220	Public Offices Recharge	11,070	6,540
	Full Time Equivalent Staff	2.53	2.53	2.01			

Major Variances 2008/09 v 2009/10

A reduction of £12,100 in the salaries estimate due to a vacant post.

A reduction of £6,680 in the publicity budget based on latest cost information.

A reduction of £4,530 in the public offices recharge due to a revised base.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Tenants' Services

Financial Information Tenants' Services

Ledger Code M1151

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £		2008/09 Estimate £	2009/10 Estimate £
					Major Items		
405,737	Employee Related Expenditure	417,190	417,190	406,180	Employee Related		
174,743	Premises Related Expenditure	193,080	193,080	182,430	Salaries	407,300	395,740
38,747	Transport Related Expenditure	31,110	31,110	29,500	Premises Related		
72,820	Supplies and Services	105,610	105,610	113,560	Disinfestation of Premises	2,000	2,000
0	Third Party Payments	0	0	0	Electricity	9,600	9,000
0	Transfer Payments	0	0	0	Empty Property Rates	60,000	50,000
692,047	Total Direct Expenditure	746,990	746,990	731,670	Insurance	110,980	111,860
					Water	9,900	9,000
0	Income	0	0	0	Transport Related		
692,047	Net Direct Expenditure/(Income)	746,990	746,990	731,670	Car Leasing & Allowances	15,040	16,830
					Fuel & Oil	3,500	3,500
0	Special Works	0	0	0	Transport Pool Hire Charge	12,380	8,980
0	Capital Charges	0	0	0	Supplies and Services		
40,028	Support Services	67,370	67,370	80,900	CECS Monitoring	1,830	1,900
732,075	Total Service Cost/(Surplus)	814,360	814,360	812,570	Computer Services Recharge	32,050	33,410
					Computer Software Licence	1,550	1,600
					Gis & Nlpg Recharge	2,470	3,060
					IT Renewals	90	440
					Miscellaneous Expenses	2,570	2,570
					New, Replace Equip & Tools	3,370	2,710
					Postage	3,040	3,540
					Printing & Stationery	5,010	6,820
					Publicity	35,500	35,500
					Telecomms	8,310	12,210
					Tenants Compensation	6,080	6,080
					Support Services		
					Facilities Management Recharge	7,920	8,630
					Health & Safety Recharge	870	1,780
					HR Services Recharge	6,900	7,770
					Legal Services Recharge	36,340	41,090
					Paymaster Recharge	1,740	3,730
					Public Offices Recharge	10,820	14,460
	Full Time Equivalent Staff	11.20	11.20	10.68			

Major Variances 2008/09 v 2009/10

A reduction of £10,000 in the estimated empty property rates charge based on latest known information of empty properties held.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Void Property Management and Lettings

Financial Information Void Property Management and Lettings

Ledger Code M1141

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

Financial Services Contact Vicky Worsfold - Senior Accountant (Tel: 444834)

2007/08 Actual £		2008/09 Estimate £	2008/09 Probable £	2009/10 Estimate £
110,946	Employee Related Expenditure	113,820	113,820	129,340
27	Premises Related Expenditure	0	0	300
2,040	Transport Related Expenditure	2,780	2,780	2,680
50,356	Supplies and Services	48,020	48,020	54,090
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
163,369	Total Direct Expenditure	164,620	164,620	186,410
0	Income	0	0	0
163,369	Net Direct Expenditure/(Income)	164,620	164,620	186,410
0	Special Works	0	0	0
0	Capital Charges	0	0	0
20,040	Support Services	14,910	14,910	16,830
183,409	Total Service Cost/(Surplus)	179,530	179,530	203,240
	Full Time Equivalent Staff	3.32	3.32	3.74

Major Items	2008/09 Estimate £	2009/10 Estimate £
Employee Related		
Salaries	111,500	127,170
Transport Related		
Car Allowances	2,390	2,290
Supplies and Services		
Computer Services Recharge	7,050	6,970
Computer Software Licence	8,760	9,740
Gis & Nlpg Recharge	1,100	1,350
IT Renewals	100	360
Key Cutting	2,950	3,400
Printing Services Recharge	0	400
Telecomms	1,690	2,950
Tenants Removal Expenses	25,000	25,000
Support Services		
Audit Services Recharge	1,880	1,930
Facilities Management Recharge	2,960	3,140
HR Services Recharge	2,850	2,450
Paymaster Recharge	630	1,040
Public Offices Recharge	5,420	6,660

Major Variances 2008/09 v 2009/10

Increase in salaries of £15,670 mainly due to several minor allocation changes leading to an increase in FTE

Guildford Borough Council Medium Term Financial Strategy 2009/10

Housing Portfolio (Housing Revenue Account)

Financial Information Income
Responsible Officer Various

Ledger Code M9100
Financial Services Contact Julie Power, Principal Accountant (Tel: 444837)

2007/08	2008/09	2008/09	2009/10	Major Items	2008/09	2009/10
Actual	Estimate	Probable	Estimate		Estimate	Estimate
£	£	£	£		£	£
(22,514,719)	(23,486,500)	(23,192,050)	(24,800,000)	As shown on left side of page		
(132,745)	(118,000)	(128,440)	(133,580)			
(195,631)	(212,550)	(205,000)	(213,200)			
(602,615)	(615,530)	(614,830)	(627,950)			
(23,445,710)	(24,432,580)	(24,140,320)	(25,774,730)			
(3,788,890)	(3,781,180)	(3,781,180)	(3,913,290)			
(847,716)	(826,430)	(830,080)	(876,490)			
(1,160,888)	(1,156,460)	(1,128,470)	(1,173,610)			
(11,404)	(10,920)	(18,920)	(14,590)			
(14,282)	(8,500)	(15,550)	(16,170)			
(2,926)	(3,560)	(2,670)	(2,750)			
(71,841)	(63,800)	(63,800)	(68,660)			
(90,394)	(80,640)	(66,580)	(76,870)			
(29,434,051)	(30,364,070)	(30,047,570)	(31,917,160)			
Total Income						
% Change in Income	3.16	(1.04)	6.22			
0	0	0	0			
Full Time Equivalent Staff						

Major Variances 2008/09 v 2009/10

Rent income for 2009/10 includes a 6.2% (£5.27) average rent increase in line with Government guidelines to comply with rent restructuring policy.

NOTE: since finalising this budget, CLG announced a change from 6.2% to 3.1% in the guideline rent increase to encourage local authorities to reduce their rent increase for appropriate compensation through the subsidy formula. These proposals are being considered.

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

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**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10**

FEES AND CHARGES

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**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10**

FEES AND CHARGES

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	2008/2009 £ As approved prior to VAT change		2009/2010 £ From 1 April 2009 (VAT 15%)	Increase %	2009/2010 £ From 1 January 2010 (VAT 17.5%)	Increase %
DAY CENTRES						
Price per meal:						
Member	3.65		3.80	4.1%	3.80	4.1%
Non member (<i>Vat is included wef 2008/09 at 17.5%</i>)	4.70	*	4.80	2.1%	4.90	4.3%
Membership Fees:						
Day Centre only	8.00		8.00	0.0%	8.00	0.0%
Day Centre and Dial a Ride (50% is for Community Transport)	12.00		12.00	0.0%	12.00	0.0%
Day Centre Activities - Member**	2.10		2.20	4.8%	2.20	4.8%
Day Centre Activities - Non Member**	3.15		3.30	4.8%	3.30	4.8%
Bathing (charge per bath Shawfield)	5.20		5.20	0.0%	5.20	0.0%
Bathing (charge per bath at other Day Centres, excluding Shawfield)	5.20		5.20	0.0%	5.20	0.0%
Income from other services*** e.g. hairdressing and chiropody (% of takings)	15%		15%	0.0%	15%	0.0%
<i>**These are activities such as Tai Chi, Line Dancing provided by external facilitators</i>						
<i>*** These charges were previously retained by the centre welfare funds</i>						
COMMUNITY TRANSPORT SERVICE						
Single Journey (Members)						
Up to 5 miles	2.00		2.10	5.0%	2.10	5.0%
Up to 10 miles	3.00		3.10	3.3%	3.10	3.3%
Up to 15 miles	5.00		5.10	2.0%	5.10	2.0%
Membership Fees:						
Dial a Ride only	8.00		8.00	0.0%	8.00	0.0%
Community Transport to Day Centre	8.00		8.00	0.0%	8.00	0.0%
Day Centre and Dial a Ride (half this fee relates to Day Centres)	12.00		12.00	0.0%	12.00	0.0%
MEALS ON WHEELS SERVICE						
Price per meal	3.65		3.80	4.1%	3.80	4.1%
PRIVATE SECTOR HOUSING						
HMO Licences	450.00		475.00	5.6%	475.00	5.6%
(Discount of £25 if applicant is a member of a recognised landlord organisation)						
Handyperson Service - available for the over 60's, disabled and vulnerable						

Guildford Borough Council Medium Term Financial Strategy 2009/10

Community Care Services

	2008/2009 £		2009/2010 £	Increase %	2009/2010 £	Increase %
	As approved prior to VAT change		From 1 April 2009 (VAT 15%)		From 1 January 2010 (VAT 17.5%)	
General Services (per hour incl VAT)	16.00	*	16.60	3.8%	17.00	6.3%
General Services for those on benefits (per hour incl VAT)	10.00	*	10.80	8.0%	11.00	10.0%
Safe and Secure Works free of charge for those on benefits						

* = Inclusive of VAT at relevant rate.

Guildford Borough Council Medium Term Financial Strategy 2009/10

Corporate Development

	2008/2009 £		2009/2010 £	Increase %	2009/2010 £	Increase %
Poster Boards	As approved prior to VAT change		From 1 April 2009 (VAT 15%)		From 1 January 2010 (VAT 17.5%)	
All poster boards are 4 sheet poster size						
- Rental per space - Rental per week	6.00	*	6.10	1.7%	6.25	4.2%
Banner Boards						
- Rental per space - Rental per week	21.00	*	21.50	2.4%	22.00	4.8%
Farmers Market						
Stall Charge (per market, per linear metre of frontage)	8.33		8.33	0.0%	8.33	0.0%
Table Charges	7.05	*	6.90	-2.1%	7.05	0.0%
Electricity Supply Charge	11.75	*	11.50	-2.1%	11.75	0.0%
Car Parking - Civic Hall (General Producers) - BASED ON PARKING FEES	5.60	*	6.20	10.7%	6.30	12.5%
Car Parking - North Street (Essential Refrigerated Vehicles) - BASED ON PARKING FEES	5.60	*	6.20	10.7%	6.30	12.5%

* = Inclusive of VAT at relevant rate

	2008/2009 £ As approved prior to VAT change	2009/2010 £ From 1 April 2009 (VAT 15%)	Increase %	2009/2010 £ From 1 January 2010 (VAT 17.5%)	Increase %
GUILDFORD HOUSE					
Hire of rooms for exhibitions					
Garden Room - three week hire	260.00	270.00	3.8%	270.00	3.8%
First Floor Pine, Study, Landing, Powell - 3 week hire	650.00	676.00	4.0%	676.00	4.0%
Exhibitions are open to the public for a minimum of three weeks, with the first and last day of the exhibition normally being on a Saturday. Guildford House is open to the public: 10am-4.45pm, Tuesday-Saturday and is closed on Sundays, Mondays and Bank Holidays.					
Private View of Exhibitions					
Daytime 12-2pm	120.00	125.00	4.2%	125.00	4.2%
Evening 7-9pm	290.00	302.00	4.1%	302.00	4.1%
Private views are normally held on the Friday prior to the Saturday opening, although this is negotiable. These prices include a service charge for the use of the Gallery which includes the cost of staffing for Guildford House and staff to service drinks. An extra 3% commission (plus VAT) is charged on credit/debit card ticket sales to cover extra banking charges.					
These are the minimum fees payable in respect of each facility.					
The Brew House					
These rates include use of VCR, OHP, slide projector, etc					
Half Day (9-12am or 1-4pm)	130.00	135.00	3.8%	135.00	3.8%
Full Day (9am-4pm)	240.00	250.00	4.2%	250.00	4.2%
Evenings (5-10pm)	300.00	312.00	4.0%	312.00	4.0%
Equipment Hire	37.00 *	37.70	1.9%	38.50	4.1%
Digital Projector	26.00 *	26.40	1.5%	27.00	3.8%
Laptop	52.00 *	52.90	1.7%	54.00	3.8%
Digital Projector and Laptop	10.50 *	10.80	2.9%	11.00	4.8%
TV (14") and VCR					

* = Inclusive of VAT at relevant rate

	2008/2009 £	2009/2010 £	Increase %	2009/2010 £	Increase %
GUILDHALL					
(a) Weekdays					
<u>Guildhall</u>					
Morning	230.00	240.00	4.3%	240.00	4.3%
Afternoon	230.00	240.00	4.3%	240.00	4.3%
Evening to 9.30 pm	290.00	300.00	3.4%	300.00	3.4%
9.00am - 5.00pm	365.00	380.00	4.1%	380.00	4.1%
<u>Main Court Room</u>					
Morning	145.00	150.00	3.4%	150.00	3.4%
Afternoon	145.00	150.00	3.4%	150.00	3.4%
Evening to 9.30pm	185.00	195.00	5.4%	195.00	5.4%
9.00am - 5.00pm	280.00	290.00	3.6%	290.00	3.6%
All rooms excess charge for evening hire after 9.30 pm (per hour)	65.00	68.00	4.6%	68.00	4.6%
(b) Weekends					
Saturday 9.00am - 5.00pm	420.00	435.00	3.6%	435.00	3.6%
Saturday 5.00pm - midnight	420.00	435.00	3.6%	435.00	3.6%
Sunday 9.00am - 5.00pm	440.00	460.00	4.5%	460.00	4.5%
Sunday 5.00pm - midnight	440.00	460.00	4.5%	460.00	4.5%

Commercial Bookings

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

NOTE:

(i) Charities, local voluntary organisations, local branches of national organisations, amenity societies and similar organisations will pay 50% of any sessional charge for meetings up to 9.00 pm.

(ii) After 9.00pm the excess hourly charge will apply.

65.00	68.00	4.6%	68.00	4.6%
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These sessional and excess hourly charges may be remitted in respect of those charities or local voluntary organisations which have traditionally held their meetings in Council accommodation .

	2008/2009 £	2009/2010 £	Increase %	2009/2010 £	Increase %
GUILDFORD MUSEUM					
<u>Daily rates</u>					
Half Day 9-12 pm or 1-4pm	35.00	36.50	4.3%	36.50	4.3%
Full day 9-4 pm	55.00	57.50	4.5%	57.50	4.5%
<u>Education Sessions</u>					
Cost per child ¹					
Victorian schoolroom	6.25	6.50	4.0%	6.50	4.0%
Victorian playroom	5.75	6.00	4.3%	6.00	4.3%
¹ A minimum charge equivalent to 25 child places is payable for all bookings					
Lectures					
Lecture from museum programme given off site	52.00	60.00	15.4%	60.00	15.4%
The lecturer's travelling expenses will be charged in addition at cost					
Gallery talk from museum programme	25.00	26.00	4.0%	26.00	4.0%
Creation of new lecture / talk to suit group requirements by negotiation					
GUILDFORD CASTLE					
Adult admission	2.50 *	2.50	0.0%	2.60	4.0%
Child admission	1.20 *	1.30	8.3%	1.30	8.3%

* = Inclusive of VAT at relevant rate

	2008/2009 £ As approved prior to VAT change		2009/2010 £ From 1 April 2009 (VAT 15%)	Increase %		2009/2010 £ From 1 January 2010 (VAT 17.5%)	Increase %
Animal Businesses							
<u>Pet animals</u>							
-New	200.00		208.00	4.0%		208.00	4.0%
-Renewal	83.00		86.00	3.6%		86.00	3.6%
<u>Animal Boarding</u>							
-New	223.00		232.00	4.0%		232.00	4.0%
-Renewal	84.00		87.00	3.6%		87.00	3.6%
<u>Riding Establishments</u>							
-New	244.00	**	298.50	22.3%		305.00	25.0%
-Renewal	244.00	**	298.50	22.3%		305.00	25.0%
** Includes administration fee							
<u>Dangerous Wild Animals</u>							
-New	244.00		254.00	4.1%		254.00	4.1%
-Renewal	244.00		254.00	4.1%		254.00	4.1%
<u>Dog Breeding</u>							
-New	200.00		208.00	4.0%		208.00	4.0%
-Renewal	83.00		86.00	3.6%		86.00	3.6%
Registration – Acupuncture, tattooing, etc							
Practitioner	163.00		170.00	4.3%		170.00	4.3%
Premises	397.00		413.00	4.0%		413.00	4.0%
Miscellaneous							
Extracts from Registers - Food Safety Act, per page. Under the Freedom of Information Act 2000 the charge is waived as the cost of collecting the fee is more than the charge.	4.00		Free			Free	
Charge for return of seized stray dogs	25.00	sm	25.45	1.8%	sm	26.00	4.0%
<i>Note: plus kennelling costs and any veterinary fee</i>							
sm = Statutory Maximum							
Sex Establishments - Fixed by Council							
Initial & Renewal Applications - basic fee	6,240.00		6500.00	4.2%		6,500.00	4.2%
Training Courses							
Food Hygiene – basic certificate course for food handlers (one day) – validated by CIEH	79.00		82.00	3.8%		82.00	3.8%
Street Trading	504.00		524.00	4.0%		524.00	4.0%
Services of an Environmental Health Officer							

* = Inclusive of VAT at relevant rate

	2008/2009	2009/2010	Increase	2009/2010	Increase
	£	£	%	£	%
Per hour or part thereof :	72.00	75.00	4.2%	75.00	4.2%
Hackney Carriages					
Vehicle Licence (including two tests and Licence Plate)	328.00	341.00	4.0%	341.00	4.0%
Further Tests	54.00	56.00	3.7%	56.00	3.7%
Failure Re-test	54.00	56.00	3.7%	56.00	3.7%
Failure to present vehicle for test penalty	95.00	99.00	4.2%	99.00	4.2%
Driver's Licence Test	64.00	67.00	4.7%	67.00	4.7%
Driver's Licence (3 year licence)	296.00	308.00	4.1%	308.00	4.1%
Driver's Licence - Application Fee	78.00	81.00	3.8%	81.00	3.8%
Replacement Badge	14.00	15.00	7.1%	15.00	7.1%
Private Hire					
Vehicle Licences (including two tests and Licence Plate)	328.00	341.00	4.0%	341.00	4.0%
Further Tests	54.00	56.00	3.7%	56.00	3.7%
Failure Re-test	54.00	56.00	3.7%	56.00	3.7%
Failure to present vehicle for test penalty	96.00	99.00	3.1%	99.00	3.1%
Driver's Licence (3 year licence)	296.00	308.00	4.1%	308.00	4.1%
Driver's Licence - Application Fee	78.00	81.00	3.8%	81.00	3.8%
Replacement Badge	13.50	15.00	11.1%	15.00	11.1%
Private Hire Operator's Licence (1 year)					
less than 5 vehicles	163.00	170.00	4.3%	170.00	4.3%
5 - 10 vehicles	188.00	196.00	4.3%	196.00	4.3%
11-15 vehicles	201.00	209.00	4.0%	209.00	4.0%
16 - 20 vehicles	215.00	224.00	4.2%	224.00	4.2%
21 - 30 vehicles	241.00	251.00	4.1%	251.00	4.1%
31 - 40 vehicles	268.00	279.00	4.1%	279.00	4.1%
41 - 50 vehicles	292.00	304.00	4.1%	304.00	4.1%
Over 50 vehicles	333.00	346.00	3.9%	346.00	3.9%
Change of Vehicle					
Hackney Carriage or Private Hire, including new Licence Plate (Test required)	101.00	105.00	4.0%	105.00	4.0%
Hackney Carriage or Private Hire, including new Licence Plate (No test required)	60.00	62.00	3.3%	62.00	3.3%
New or Replacement Plate (non-refundable)	21.00	22.00	4.8%	22.00	4.8%

Environmental Protection Act 1990

Fees for authorisation of industrial processes

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

* = Inclusive of VAT at relevant rate

	2008/2009 £		2009/2010 £	Increase %	2009/2010 £	Increase %
<u>Contaminated Land & Air Quality</u>						
Responding to enquiries about contaminated land – report with plan	90.00		94.00	4.4%	94.00	4.4%
<i>Note: for more extensive enquiries the fee is calculated on the hourly cost of the EHO hours added to the basic fee</i>						
Copy of Contaminated Land Strategy	11.50		12.00	4.3%	12.00	4.3%
Report on Air Quality Review	23.00		24.00	4.3%	24.00	4.3%
<u>Extracts from Registers</u>						
Environmental Protection Act - per page	4.10		4.25	3.7%	4.25	3.7%
<u>Gypsy Caravan Sites - Pitch Rental</u>						
Ash Bridge & Cobbetts Close Sites (per week)	55.00		60.00	9.1%	60.00	9.1%
<u>Miscellaneous for Small Businesses</u>						
Sharps collection - service agreement for 6 months delivery and removal of 25 x 7cl Sharps boxes on monthly collection. Price per box thereafter £10 per container	385.00	*	391.50	1.7%	400.00	3.9%
Reports to Solicitors on the circumstances relating to workplace accidents (excl cost of photographs) - up to 2 hours, extra charged at the hourly rate	146.00	*	148.60	1.8%	151.80	4.0%

* = Inclusive of VAT at relevant rate

SCHEDULE FOR INFORMATION ONLY

Table of maximum fees

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
Regional casino premises licence	15,000	15,000	7,500	6,500	6,500	15,000
Large casino premises licence	10,000	10,000	5,000	2,150	2,150	10,000
Small casino premises licence	8,000	5,000	4,000	1,800	1,800	8,000
Bingo premises licence	3,500	1,000	1,750	1,200	1,200	3,500
Adult gaming centre premises licence	2,000	1,000	1,000	1,200	1,200	2,000
Betting premises (track) licence	2,500	1,000	1,250	950	950	2,500
Family entertainment centre premises licence	2,000	750	1,000	950	950	2,000
Betting premises (other) licence	3,000	600	1,500	1,200	1,200	3,000

* = Inclusive of VAT at relevant rate

2008/2009 £ As approved prior to VAT change	2009/2010 £ From 1 April 2009 (VAT 15%)	Increase %	2009/2010 £ From 1 January 2010 (VAT 17.5%)	Increase %
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Bed & Breakfast

Occupancy, breakfast, heating, electricity & cleaning variable as per providers rates.

	2008/2009 £ As approved prior to VAT change		2009/2010 £ From 1 April 2009 (VAT 15%)	Increase %	2009/2010 £ From 1 January 2010 (VAT 17.5%)	Increase %
Sold Flats Service Charges - Solicitors' Enquiry Letters						
Sales / purchases	91.65	*	93.30	1.8%	95.30	4.0%
Remortgages	45.83	*	46.70	1.9%	47.70	4.1%
House Purchase Fees						
<u>Right to Buy</u>						
Engrossment Fee	60.00		62.40	4.0%	62.40	4.0%
Consent - Application in Advance	75.00		78.00	4.0%	78.00	4.0%
Consent - Retrospective Application	125.00		130.00	4.0%	130.00	4.0%
<u>Equity Share</u>						
Lease Surrender	76.00		79.00	3.9%	79.00	3.9%
Road Closure Application Fee	0.00		100.00	100.0%	100.00	100.0%
Land Charges Search Fees						
Basic Fee	135.00		135.00	0.0%	135.00	0.0%
NLIS Fee	106.45		106.45	0.0%	106.45	0.0%
Personal Search Fee (Statutory)	11.00		11.00	0.0%	11.00	0.0%
Section 106 Agreements	Negotiable		Negotiable			
Letting of Council Accommodation for Meetings (Charges for other uses subject to negotiation)						
<u>Council Chamber</u>						
Morning	160.00		166.40	4.0%	166.40	4.0%
Afternoon	160.00		166.40	4.0%	166.40	4.0%
Evening to 9.00 pm	210.00		218.40	4.0%	218.40	4.0%
<u>Committee Room 1</u>						
Morning	110.00		114.40	4.0%	114.40	4.0%
Afternoon	110.00		114.40	4.0%	114.40	4.0%
Evening to 9.00 pm	160.00		166.40	4.0%	166.40	4.0%
<u>Committee Room 2</u>						
Morning	110.00		114.40	4.0%	114.40	4.0%
Afternoon	110.00		114.40	4.0%	114.40	4.0%
Evening to 9.00 pm	160.00		166.40	4.0%	166.40	4.0%
<u>Meeting Rooms 5 & 6 (combined)</u>						
Evening to 9.00 pm	100.00		104.00	4.0%	104.00	4.0%
<u>Commercial Bookings</u>						

* = Inclusive of VAT at relevant rate

	2008/2009 £	2009/2010 £	Increase %	2009/2010 £	Increase %
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Subject to negotiation within range of £259-£626 dependent upon day of the week and preparation involved.

Millmead Staff Restaurant

Catering requirements to be arranged with Facilities Management. Prices are subject to negotiation.

Council Minutes Booklet and Committee Agendas - Annual Subscription

Business organisations	70.00	73.00	4.3%	73.00	4.3%
Amenity organisations and private individuals	47.00	49.00	4.3%	49.00	4.3%
Parish Councils (first copy free)	47.00	49.00	4.3%	49.00	4.3%
Individual Agendas	7.80	8.10	3.8%	8.10	3.8%
Constitution	26.00	27.00	3.8%	27.00	3.8%
Annual Report and Statement of Accounts - supply to Borough Residents			Free		
Annual Report and Statement of Accounts - supply to organisations and individuals outside the Borough			Head of Financial Services to assess		

Electoral Register Sales

Fees are set by Statute and are available on request.

	2008/2009 £ As approved prior to VAT change		2009/2010 £ From 1 April 2009 (VAT 15%)	Increase %	2009/2010 £ From 1 January 2010 (VAT 17.5%)	Increase %
GUILDFORD SPECTRUM						
<u>Standard Social Charges</u>						
CONCESSIONARY CHARGES - the rates shown below relate to the following groups:-						
Senior Citizens						
Income Support						
Unemployed						
Students						
Disabled						
<u>Main Pool</u>						
Adult swim (16 years of age and over) - Peak	3.40	*	3.50	2.9%	3.50	2.9%
Adult swim (16 years of age and over) - Off Peak	3.10	*	3.20	3.2%	3.20	3.2%
Senior free swim	2.30	*	0.00	-100.0%	0.00	-100.0%
Junior, concessions	2.30	*	2.40	4.3%	2.40	4.3%
<u>Showers</u>						
Shower (senior citizen)	1.60	*	1.70	6.3%	1.70	6.3%
<u>Block bookings of the Pool and Sports Hall</u>						
<u>Per hour</u>						
Schools - Main Pool - per person	1.70	*	1.80	5.9%	1.80	5.9%
Guildford Swimming Club Main Pool - per Lane	9.75	*	9.80	0.5%	10.00	2.6%
<u>Special Activities</u>						
Badminton Court per hour - super saver	5.40	*	5.50	1.9%	5.60	3.7%
Group Games per hour - super saver	27.00	*	27.40	1.5%	28.00	3.7%
Squash/Racquetball, per half hour - super saver	3.90	*	4.00	2.6%	4.00	2.6%
Table Tennis	3.90	*	4.10	5.1%	4.10	5.1%

* = Inclusive of VAT at relevant rate

	2008/2009 £		2009/2010 £	Increase %		2009/2010 £	Increase %
Off peak charges - concessions:							
Competition Pool	2.30	*	2.40	4.3%		2.40	4.3%
Leisure Pool	3.20	*	3.30	3.1%		3.30	3.1%
Ice Rink	3.20	*	3.30	3.1%		3.30	3.1%
Ten Pin (single game)	3.20	*	3.20	0.0%		3.20	0.0%
Health Suite: relaxation area	3.20	*	3.40	6.3%		3.40	6.3%
Fitness Area	3.20	*	3.40	6.3%		3.40	6.3%
Badminton per court (one hour)	5.40	*	5.50	1.9%		5.60	3.7%
Squash per court (half hour)	3.90	*	4.00	2.6%		4.00	2.6%
Athletics	2.30	*	2.50	8.7%		2.50	8.7%
Off peak charges - concessionary discount:-							
Competition Pool	0.80	*	0.80	0.0%) Will depend on		
Leisure Pool	1.10	*	1.00	-9.1%) concessionary		
Ice Rink	1.50	*	1.40	-6.7%) price set with		
Ten Pin (single game)	0.60	*	0.60	0.0%) effect from		
Health Suite: relaxation area	2.20	*	1.80	-18.2%) 1.9.09		
Fitness Area	2.20	*	1.90	-13.6%)		
Badminton per court (one hour)	1.60	*	1.40	-12.5%)		
Squash per court (half hour)	1.20	*	1.20	0.0%)		
Athletics	1.30	*	1.30	0.0%)		
*Existing 'Super Saver' rates apply							
<u>GUILDFORD LIDO</u>							
Standard							
Adult	4.70	*	4.90	4.3%		5.00	6.4%
Junior	3.60	*	3.90	8.3%		3.90	8.3%
Senior free swimming sessions	3.60	*	0.00	0.0%		0.00	0.0%
Concessions	3.60	*	3.90	8.3%		3.90	8.3%
Family	15.00	*	15.90	6.0%		16.20	8.0%
Off Peak							
Adult	3.70	*	4.00	8.1%		4.00	8.1%
Junior	2.50	*	2.80	12.0%		2.80	12.0%
Senior free swimming sessions	2.50	*	0.00	-100.0%		0.00	0.0%
Concessions	2.50	*	2.80	12.0%		2.80	12.0%
Family	10.80	*	11.80	9.3%		12.00	11.1%

* = Inclusive of VAT at relevant rate

	2008/2009 £		2009/2010 £	Increase %	2009/2010 £	Increase %
Season Tickets						
Adult	96.00	*	97.90	2.0%	100.00	4.2%
Junior	71.00	*	73.40	3.4%	75.00	5.6%
Senior free swimming sessions	47.00	*	0.00	-100.0%	0.00	-100.0%
Student	71.00	*	73.40	3.4%	75.00	5.6%
Concessionary Groups - All Times	2.50	*	2.80	12.0%	2.80	12.0%
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	2.50	*	2.50	0.0%	2.50	0.0%
Crazy Golf	2.10	*	2.50	19.0%	2.50	19.0%
Functions (period of hire outside the hours of 11am to 7pm)						
Instructional Classes and Sponsored Swims						
Barbecues/Parties/Discos - per hour						
Use of lights/PA System - per session						
) Note:- Maximum		
) attendance at		
) managers discretion		
) prices negotiable		
GYM						
<i>Pay as You Train - Peak</i>						
Adult Fitness Session	5.70	*	5.90	3.5%	6.00	5.3%
Student/Senior/Concessionary Fitness Session	3.80	*	4.00	5.3%	4.00	5.3%
Enhanced Induction Course	27.00		27.00	0.0%	27.00	0.0%
Fast Track/Concessionary Induction	16.00		16.00	0.0%	16.00	0.0%
<i>Pay as You Train - Off Peak</i>						
Adult Fitness Session	4.60	*	4.70	2.2%	4.80	4.3%
Student/Senior/Concessionary Fitness Session	2.80	*	3.00	7.1%	3.00	7.1%
Enhanced Induction Course	27.00		27.00	0.0%	27.00	0.0%
Fast Track/Concessionary Induction	16.00		16.00	0.0%	16.00	0.0%
Membership						
Annual Membership - Concessions	275.00	*	285.30	3.7%	291.50	6.0%
Monthly Membership - Concessions	25.00	*	26.00	4.0%	26.50	6.0%

* = Inclusive of VAT at relevant rate

	2008/2009 £		2009/2010 £	Increase %	2009/2010 £	Increase %
<u>ASH MANOR SPORTS CENTRE</u>						
<u>Main Sports Hall</u>						
Badminton per hour - peak	8.10	*	8.10	0.0%	8.30	2.5%
Badminton per hour - off-peak	6.10	*	6.20	1.6%	6.30	3.3%
Group Games per hour - peak	35.50	*	36.20	2.0%	37.00	4.2%
Group Games per hour - off-peak	29.00	*	29.40	1.4%	30.00	3.4%
Aerobics	4.00	*	4.20	5.0%	4.20	5.0%
Basketball - Junior - non member	5.00	*	5.10	2.0%	5.10	2.0%
Basketball - Junior - member	3.20	*	3.30	3.1%	3.30	3.1%
Badminton - Junior	3.00	*	3.20	6.7%	3.20	6.7%
<u>Gymnasium</u>						
Badminton per hour - peak	8.10	*	8.10	0.0%	8.30	2.5%
Badminton per hour - off-peak	6.10	*	6.20	1.6%	6.30	3.3%
Group Games per hour - peak	22.50	*	22.50	0.0%	23.00	2.2%
Group Games per hour - off-peak	16.00	*	16.20	1.3%	16.50	3.1%
<u>Equipment Hire - Adults only (£10.00 deposit)</u>						
Badminton Racquet/Table Tennis bat	2.10	*	2.50	19.0%	2.50	19.0%
Football	3.70	*	4.00	8.1%	4.00	8.1%
<u>Outside Court (Playground) - per hour</u>						
With floodlights	12.00	*	12.70	5.8%	13.00	8.3%
Without floodlights	8.00	*	8.30	3.8%	8.50	6.3%
<u>Artificial Pitch</u>						
1 hour without lights	52.50	*	52.90	0.8%	54.00	2.9%
1 hour with lights	70.00	*	71.00	1.4%	72.50	3.6%
2 hours without lights	105.00	*	105.70	0.7%	108.00	2.9%
2 hours with lights	140.00	*	141.90	1.4%	145.00	3.6%
1/4 with lights, per hour	23.50	*	26.50	12.8%	27.00	14.9%
1/4 without lights, per hour	19.50	*	21.60	10.8%	22.00	12.8%
<u>Health & Fitness</u>						
Annual Membership - Junior	148.50	*	150.70	1.5%	154.00	3.7%
Annual Membership - Concessions	209.00	*	210.00	0.5%	214.50	2.6%
Monthly Membership - Junior	13.50	*	13.70	1.5%	14.00	3.7%
Monthly Membership - Concessions	19.00	*	19.10	0.5%	19.50	2.6%

* = Inclusive of VAT at relevant rate

	2008/2009 £		2009/2010 £	Increase %	2009/2010 £	Increase %
<u>Pay as you Train - Peak</u>						
Adult Fitness Session	4.80	*	4.90	2.1%	5.00	4.2%
Student/Senior/Concessionary Fitness Session	4.80	*	4.90	2.1%	5.00	4.2%
Enhanced Induction Course	23.00		24.00	4.3%	24.00	4.3%
Concessionary Induction	14.00		14.50	3.6%	14.50	3.6%
<u>Pay as you Train - Off Peak</u>						
Off Peak Fitness Sessions - Adult	4.20	*	4.40	4.8%	4.40	4.8%
Off Peak Fitness Sessions - Junior & Concessions	3.20	*	3.30	3.1%	3.30	3.1%
Enhanced Induction Course	23.00		24.00	4.3%	24.00	4.3%
Induction - Juniors & Concessions	14.00		14.50	3.6%	14.50	3.6%
<u>GP Referral</u>						
Peak	4.00	*	4.20	5.0%	4.20	5.0%
Off Peak	2.70	*	2.80	3.7%	2.80	3.7%

OTHER PROVISION - In accordance with the Arts and Recreation decision at their meeting on 3 September 1992 (min. no. 312), these charges will be determined by the Head of Leisure Services in consultation with the Head of Financial Services. It is intended to review these prices for Spectrum, the Lido and Ash Manor with effect from September 2009.

MUSIC

A wide range of concerts and musical events are currently under consideration.
The charges for the programme are also under review.

ELECTRIC THEATRE

Guildford Amateur Theatre Assoc (G.A.T.A.) Members

Per Week	1150.00		1200.00	4.3%	1200.00	4.3%
Per Day	280.00		295.00	5.4%	295.00	5.4%
Plus 10% of ticket sales						
Theatre Bookings	Negotiable	*			Negotiable	

Amateur Arts

Per Week	1525.00		1575.00	3.3%	1575.00	3.3%
Per Day	400.00		420.00	5.0%	420.00	5.0%
Plus 10% of ticket sales						

An extra 3% commission (plus VAT) is charged on credit/debit card ticket sales to cover extra banking charges.

	2008/2009 £	2009/2010 £	Increase %	2009/2010 £	Increase %
Conferences					
Auditorium, per week	2450.00	2550.00	4.1%	2550.00	4.1%
Auditorium, per hour	195.00	205.00	5.1%	205.00	5.1%
Café Bar, per hour	140.00	150.00	7.1%	150.00	7.1%
Auditorium, per day	900.00	940.00	4.4%	940.00	4.4%
Café Bar, per day	680.00	710.00	4.4%	710.00	4.4%
Farley Room, per day	350.00	365.00	4.3%	365.00	4.3%
Farley Room as rehearsal or dressing room PER HOUR (GATA)	12.00	13.00	8.3%	13.00	8.3%
Farley Room as rehearsal or dressing room PER HOUR (Non GATA)	18.00	20.00	11.1%	20.00	11.1%

HOUSING REVENUE ACCOUNT

		2008/2009 £ As approved prior to VAT change	2009/2010 £ From 1 April 2009 (VAT 15%)	Increase %	2009/2010 £ From 1 January 2010 (VAT 17.5%)	Increase %
Sheltered Units (see note 1)						
<u>Guest Room Fees:</u>						
For one night (St Martin's, St Martha's, Dray, Victoria and Japonica)		14.40	14.40	0.0%	14.40	0.0%
Per subsequent night		14.40	14.40	0.0%	14.40	0.0%
For one night (Tarragon and Millmead)		14.40	14.40	0.0%	14.40	0.0%
Per subsequent night		14.40	14.40	0.0%	14.40	0.0%
<u>Function Room Hire</u>						
Voluntary /Charity Organisations	Per Hour	11.30	11.30	0.0%	11.30	0.0%
	Per Day	55.60	55.60	0.0%	55.60	0.0%
Adult Education/Social Services	Per Hour	17.00	17.00	0.0%	17.00	0.0%
	Per Day	87.60	87.60	0.0%	87.60	0.0%
Social/Private Hire	Per Hour	23.70	23.70	0.0%	23.70	0.0%
	Per Day	118.50	118.50	0.0%	118.50	0.0%
<u>Total charge</u>						
Dray Court		91.00	88.67	-2.6%	88.67	-2.6%
Japonica Court		95.50	90.32	-5.4%	90.32	-5.4%
St Martha's Court		75.50	75.34	-0.2%	75.34	-0.2%
Millmead Court		75.50	75.34	-0.2%	75.34	-0.2%
St Martin's Court		75.50	75.34	-0.2%	75.34	-0.2%
Tarragon Court		75.50	75.34	-0.2%	75.34	-0.2%
Victoria Court		75.50	75.34	-0.2%	75.34	-0.2%
Elderly Persons Dwellings (Non Sheltered)						
Central Heating - per week (VAT is applied at the reduced rate of 5%)		12.00 *	12.00	0.0%	12.00	0.0%
Friary House (61 flats)						
Heating, Electricity, Cleaning, Caretaking and Security Services		22.10	24.14	9.2%	24.14	9.2%
Garages (on Housing Estates) (VAT is applied at the standard rate on private lets only)						
High demand area (non residents)		13.80	14.66	6.2%	14.66	6.2%
High demand area		8.45	8.97	6.2%	8.97	6.2%
Elsewhere		6.90	7.33	6.2%	7.33	6.2%
Castle Cliffe						
Gas and Electricity Charges - per week		5.80	3.90	-32.8%	3.90	-32.8%
Mount & Bishops Court						
Caretaking and Cleaning Charges - per week		4.40	4.55	3.4%	4.55	3.4%
Malthouse Court						

* = Inclusive of VAT at relevant rate

HOUSING REVENUE ACCOUNT

	2008/2009 £		2009/2010 £	Increase %	2009/2010 £	Increase %
Caretaking, Cleaning, Gas and Electricity Charges - per week	12.45	*	12.00	-3.6%	12.00	-3.6%
Flats						
<u>Where cleaning provided to communal areas:</u>						
Three times per week	7.20		7.20	0.0%	7.20	0.0%
Once per week	2.40		2.40	0.0%	2.40	0.0%
Sandmore (Laundry and Communal Facilities)	3.95		3.40	-13.9%	3.40	-13.9%
Ardmore House (Caretaking and Cleaning)	3.10		3.20	3.2%	3.20	3.2%
Decorating charge (<i>Note: charge is per room</i>)	1.30		1.45	11.5%	1.45	11.5%
Supported Housing (see note 2)						
William Swayne House;						
Shared Accommodation	81.67		85.63	4.8%	85.63	4.8%
Self Contained bedsits	84.13		88.79	5.5%	88.79	5.5%
Self Contained flat	85.89		91.05	6.0%	91.05	6.0%
William Swayne Place	37.22		39.18	5.3%	39.18	5.3%
Dene Road	58.51		62.06	6.1%	62.06	6.1%
79 York Road	21.48		25.15	17.1%	25.15	17.1%
Caxtons	48.70		52.90	8.6%	52.90	8.6%
Dene Court	66.03		66.08	0.1%	66.08	0.1%

NOTES:

1. All the Sheltered housing charges have been reviewed as part of the restructure of the service
2. Management costs have increased across all schemes due mainly to increases in utility costs

	2008/2009 £ As approved prior to VAT change		2009/2010 £ From 1 April 2009 (VAT 15%)	Increase %	2009/2010 £ From 1 January 2010 (VAT 17.5%)	Increase %
CAR PARKS						
Markets						
North Street - Market Stall per day per metre, stall frontage	11.68		12.15	4.0%	12.15	4.0%
CLEANSING						
Clearance of Blocked Drains						
Minimum Charges:-						
- Attendance (to include investigation) between 0800 & 1600 hrs						
Monday - Friday up to 1 hour	68.50	*	69.70	1.8%	71.20	3.9%
Additional time charged per 30 minutes	30.00	*	30.50	1.7%	31.20	4.0%
Call-out - Evenings & Saturdays - up to 2 hours	133.00	*	135.40	1.8%	138.30	4.0%
Additional time charged per 30 minutes	46.00	*	46.80	1.7%	47.80	3.9%
Call-out - Sundays & Bank Holidays - up to 2 hours	145.00	*	147.60	1.8%	150.80	4.0%
Additional time charged per 30 minutes	53.00	*	53.90	1.7%	55.10	4.0%
Jetting Machine/Tanker Hire						
Rate per hour	112.00	*	114.00	1.8%	116.50	4.0%
Weighbridge						
Tolls per weigh	6.75	*	6.85	1.5%	7.00	3.7%
Tolls per double weigh	9.90	*	10.10	2.0%	10.30	4.0%
Refuse Collection Service						
<u>Special Collection of Household Refuse</u>						
For a single item	12.50		13.00	4.0%	13.00	4.0%
For 2 to 5 items	18.20		18.90	3.8%	18.90	3.8%
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)	61.00		63.40	3.9%	63.40	3.9%
Commercial Waste per hour or part thereof (Minimum 2 hours)	42.50	*	43.30	1.9%	44.20	4.0%
			plus cost of disposal			
Recycling - Green Waste Bags						
2 bags	13.00		13.00	0.0%	13.00	0.0%
3 bags	26.00		26.00	0.0%	26.00	0.0%

* = Inclusive of VAT at relevant rate

	2008/2009		2009/2010	Increase	2009/2010	Increase
	£		£	%	£	%
4 bags	39.00		39.00	0.0%	39.00	0.0%
Pest Control						
<u>Commercial Premises</u>						
(The charges shown are based on the cost of labour, transport plus materials)						
Rodents	62.50	*	63.60	1.8%	65.00	4.0%
Wasps (max 2 nests per premises)	62.50	*	63.60	1.8%	65.00	4.0%
Wasps (extra nest at same visit)	7.80	*	7.90	1.3%	8.10	3.8%
Other Treatments	62.50	*	63.60	1.8%	65.00	4.0%
Pigeons	62.50	*	63.60	1.8%	65.00	4.0%
<u>Domestic Premises</u>						
Wasps (max 2 nests per premises)	54.00	*	55.00	1.9%	56.20	4.1%
Wasps (extra nest at same visit)	6.80	*	7.00	3.0%	7.10	4.4%
Other Treatments	53.50	*	54.40	1.7%	55.60	3.9%
Pigeons	53.50	*	54.40	1.7%	55.60	3.9%
<u>Domestic Premises where the main occupier is a senior citizen or registered disabled</u>						
Wasps (max 2 nests per premises)	25.00	*	25.40	1.6%	26.00	4.0%
Wasps (extra nest at same visit)	3.80	*	3.90	2.6%	4.00	5.3%
Other Treatments	25.00	*	25.40	1.6%	26.00	4.0%
Pigeons	25.00	*	25.40	1.6%	26.00	4.0%
<u>Domestic Premises where the main occupier is receiving income support</u>						
Wasps (max 2 nests per premises)	16.00	*	16.20	1.3%	16.60	3.8%
Wasps (extra nest at same visit)	-				-	
Other Treatments	16.00	*	16.20	1.3%	16.60	3.8%
Pigeons	16.00	*	16.20	1.3%	16.60	3.8%
<u>Services of Environmental Health Officer</u>						
Services of Pest Control officer and van per hour	69.00	*	70.30	1.9%	71.80	4.1%
Per hour or part thereof	71.00	*	72.20	1.7%	73.80	3.9%

* = Inclusive of VAT at relevant rate

		2008/2009 £ <i>As approved prior to VAT change</i>		2009/2010 £ From 1 April 2009 (VAT 15%)	Increase %	2009/2010 £ From 1 January 2010 (VAT 17.5%)	Increase %
<u>PARKS AND OPEN SPACES</u>							
<u>TENNIS:</u> (excl. Sutherland Memorial Park)							
Coaching Session	Per Hour-Per Court (in excess of 4 persons)	13.50	*	13.70	1.5%	14.00	3.7%
Adult price, per court, per hour		8.30	*	8.40	1.2%	8.60	3.6%
Junior (under16) price, per court, per hour		3.60	*	3.70	2.8%	3.80	5.6%
Adult Concession price, per court, per hour		3.60	*	3.70	2.8%	3.80	5.6%
<u>CRAZY GOLF:</u> Stoke Park							
	Adults	3.00	*	3.00	0.0%	3.10	3.3%
	Children	2.00	*	2.10	5.0%	2.10	5.0%
<u>BOWLS</u>							
	Hire of facilities for season: per rink	680.00		710.00	4.4%	710.00	4.4%
	Use of Pavilion	735.00		765.00	4.1%	765.00	4.1%
	Per player per hour (public cost)	3.10	*	3.10	0.0%	3.20	3.2%
<u>CRICKET:</u> Woodbridge Road Sports Ground							
	Weekdays and Saturdays: Full Day	270.00	*	274.00	1.5%	280.00	3.7%
	Sundays and Bank Holidays: Full Day	395.00	*	401.30	1.6%	410.00	3.8%
<u>CRICKET:</u> Other Parks & Grounds							
	Evening 17:00 hrs onwards	70.00	*	71.50	2.1%	73.00	4.3%
	Full Day	98.00	*	99.80	1.8%	102.00	4.1%
	Standard Pitch for clubs	31.00	*	31.60	1.9%	32.30	4.2%
	Small Pitch for junior teams under 14	23.00	*	23.50	2.2%	24.00	4.3%
<u>FOOTBALL and RUGBY:</u> 11 a side (except Stoke Rec. Ground & Sutherland Memorial Park)							
	Standard Pitch per game: school usage (Youth)	31.20	*	31.80	1.9%	32.50	4.2%
	Standard Pitch per game: all other Clubs	59.30	*	60.40	1.9%	61.70	4.0%
	Small Pitch for junior teams: all Clubs	20.80	*	21.10	1.4%	21.60	3.8%
<u>FOOTBALL and RUGBY:</u> 11 a side Stoke Rec. Ground & Sutherland Memorial Park							
	All Clubs	67.00	*	68.20	1.8%	69.70	4.0%
	Youth rate	35.00	*	35.70	2.0%	36.50	4.3%
	Small Pitch for junior teams: all Clubs	23.00	*	23.50	2.2%	24.00	4.3%
<u>NETBALL:</u> Stoke Park							
	All	20.00	*	20.40	2.0%	20.80	4.0%
<u>HOCKEY:</u> Woodbridge Road Sports Ground							
	Clubs	65.00	*	66.60	2.5%	68.00	4.6%
	Schools	33.00	*	33.80	2.4%	34.50	4.5%
<u>LACROSSE:</u>							
Woodbridge Road/Stoke Park Sports Grounds	Seniors	65.00	*	66.10	1.7%	67.50	3.8%
Woodbridge Road Sports Ground	Schools	33.00	*	33.60	1.8%	34.30	3.9%

* = Inclusive of VAT at relevant rate

		2008/2009 £		2009/2010 £	Increase %	2009/2010 £	Increase %
Stoke Park	Schools	33.00	*	33.60	1.8%	34.30	3.9%
<u>EVENT ALL SITES:</u>							
Per Day	5% Discount for 6 or more days	375.00		390.00	4.0%	390.00	4.0%
	Set-up Fee (per day)	161.00		168.00	4.3%	168.00	4.3%
	Dismantle Fee (per day)	161.00		168.00	4.3%	168.00	4.3%
HIRE OF FACILITIES/CHANGING ROOMS FOR EVENT		62.00		64.50	4.0%	64.50	4.0%
<u>EVENT ALL SITES: (FUND-RAISING & CHARITIES/COMMUNITY ORGANISATIONS)</u>							
Per Day on Site (Negotiable) Minimum £50 per day	Per Day	219.00		228.00	4.1%	228.00	4.1%
<u>EVENT (Shalford Common Only)</u>							
Per day on site.	Per Day	161.00		168.00	4.3%	168.00	4.3%
<u>FILMING ALL SITES:</u>							
Per Day on Site (Negotiable) Minimum £300 per day	Per Event						
Less than one Hour	Per Occs	65.00		67.50	3.8%	67.50	3.8%
<u>CAR PARKING ALL SITES:</u>							
Per Day on Site	Per Day on Site	270.00	*	274.00	1.5%	280.00	3.7%
<u>SHALFORD PARK:</u>							
Camping and Caravanning (Club Use)	per tent per night	4.15		4.30	3.6%	4.30	3.6%
<u>CHANTRIES CAMP SITE</u>							
	per person per night	2.50		2.60	4.0%	2.60	4.0%
<u>SUTHERLAND MEMORIAL PARK:</u>							
Tennis: Multi-Sport Area	Adult price, per court, per hour	10.00	*	10.20	2.0%	10.40	4.0%
	Junior (under16) price, per court, per hour	4.70	*	4.80	2.1%	4.90	4.3%
	Adult Concession price, per court, per hour	4.70	*	4.80	2.1%	4.90	4.3%
<u>Floodlights For Tennis: Multi-Sport Area</u>							
Artificial Turf: Multi-Sport Area	Adults, per court per hour	13.00	*	13.20	1.5%	13.50	3.8%
	5-a-side Football per court per hour including floodlights	34.00	*	34.70	2.1%	35.50	4.4%
	Junior Teams 16 years and under, per hour including floodlights	17.70	*	18.00	1.7%	18.40	4.0%
<u>Boules Rink</u>							
	per hour	2.70	*	0.00	-100.0%	0.00	-100.0%
<u>KINGS COLLEGE SCHOOL:</u>							
Synthetic Turf Pitch	Full Football (Adults) per hr	69.00	*	70.50	2.2%	72.00	4.3%
	Hockey (Adults) per game	69.00	*	70.50	2.2%	72.00	4.3%

* = Inclusive of VAT at relevant rate

	2008/2009 £		2009/2010 £	Increase %	2009/2010 £	Increase %
Full Pitch (Under 16's) and schools per hour	38.50	*	39.20	1.8%	40.00	3.9%
Floodlights per hour for full pitch (same rate for all users)	23.90	*	24.40	2.1%	24.90	4.2%
5-a-side Football (incl. Floodlights) per hour - Adults	39.00	*	39.60	1.5%	40.50	3.8%
5-a-side Football (incl. Floodlights) per hour (special youth under 16's rate)	25.00	*	25.50	2.0%	26.00	4.0%
<u>BALLOON FLIGHTS</u>						
All Sites (where applicable)	Per Take Off		52.00	*	58.70	12.9%
					60.00	15.4%
<u>THE BARN AT BURCHATTS</u>						
<u>The Barn</u>						
<u>Monday-Thursday (excluding Bank/Public Holidays):</u>						
For each hour or part between 9am and 5pm **	59.30		61.70	4.0%	61.70	4.0%
For each hour or part between 5pm and 12pm	84.20		87.60	4.0%	87.60	4.0%
<u>Friday-Sunday and Bank/Public Holidays:</u>						
For each hour or part between 9am and 6pm	101.00		105.00	4.0%	105.00	4.0%
For each hour or part after 6pm to 12pm	127.00		132.00	3.9%	132.00	3.9%
<u>Kitchen</u>						
Use of kitchen servery and/or equipment	85.00	*	86.60	1.9%	88.50	4.1%
Use of kitchen and equipment together with cutlery, china and glassware	128.00	*	130.20	1.7%	133.00	3.9%
<u>Equipment Hire</u>						
Overhead projector and screen	25.00	*	25.50	2.0%	26.00	4.0%
Enhanced projection equipment	156.00	*	158.60	1.7%	162.00	3.8%
Flipchart	16.10	*	16.40	1.9%	16.80	4.3%
Lectern	21.80	*	22.20	1.8%	22.70	4.1%
TV & VHS Video	130.00	*	132.10	1.6%	135.00	3.8%
Internet usage per day Connection (subject to terms and conditions)						

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

GUILDFORD CREMATORIUM

Cremations

For the cremation:

* = Inclusive of VAT at relevant rate

	2008/2009 £		2009/2010 £	Increase %	2009/2010 £	Increase %
- of the body of a stillborn child or of a child whose age at the time of death did not exceed 16 years	27.00		28.00	3.7%	28.00	3.7%
- of the body of a person whose age at the time of death exceeded 16 years (incl medical reference fees (£18.50 2009/10)	430.00		450.00	4.7%	450.00	4.7%
- Saturday cremation (09:00 am - 12 Noon)	560.00		600.00	7.1%	600.00	7.1%
Cancellation of diary booking with less than 48 hours notice	25.00		25.00	0.0%	25.00	0.0%
Service of double or additional length; per half hour additional fee of:	100.00		100.00	0.0%	100.00	0.0%
Service which exceeds the allocated timeslot	100.00		100.00	0.0%	100.00	0.0%
NOTE: The cremation fee includes:						
The use of the organ and the provision of a plastic urn if required or interment in the grounds.						
Use of Chapel, waiting room, etc. and all attendances after coffin is placed on catafalque by funeral director.						
Disposal of ashes in Garden of Remembrance						
The use of recorded music.						
Certificate of cremation for burial of ashes elsewhere.						
<u>Urns and Containers</u>						
Urns	25.00	*	25.50	2.0%	26.00	4.0%
Plastic Urns	15.00	*	15.20	1.3%	15.50	3.3%
Packing and dispatch of ashes, including container (Securicor)	52.00	*	52.90	1.7%	54.00	3.8%
Wooden Casket	40.00	*	41.10	2.8%	42.00	5.0%
<u>Deposit of Ashes</u>						
Temporary deposit of ashes (per month after first month)	35.00		35.00	0.0%	35.00	0.0%
For the scattering of ashes in the Garden of Remembrance when cremation has taken place elsewhere	60.00		63.00	5.0%	63.00	5.0%
Placement of ashes in Garden of Remembrance with family in attendance	10.00		10.00	0.0%	10.00	0.0%
<u>Memorials and Inscriptions</u>						
Entries in the Book of Remembrance						
2 line entry	64.00	*	62.60	-2.2%	64.00	0.0%
5 line entry	75.00	*	73.40	-2.1%	75.00	0.0%
8 line entry	85.00	*	83.20	-2.1%	85.00	0.0%
Extra for badge, crest or spray	45.00	*	44.00	-2.2%	45.00	0.0%
Extra for Coat of Arms	45.00	*	44.00	-2.2%	45.00	0.0%

* = Inclusive of VAT at relevant rate

	2008/2009 £		2009/2010 £	Increase %	2009/2010 £	Increase %
Replicas of entries in Book of Remembrance Memorial Cards						
2 line entry	22.00	*	21.50	-2.3%	22.00	0.0%
5 line entry	23.00	*	22.50	-2.2%	23.00	0.0%
8 line entry	24.00	*	23.50	-2.1%	24.00	0.0%
Extra for badge, crest or spray	40.00	*	39.20	-2.0%	40.00	0.0%
Extra for Coat of Arms	40.00	*	39.20	-2.0%	40.00	0.0%
Miniature Books of Remembrance						
2 line entry	52.00	*	50.90	-2.1%	52.00	0.0%
5 line entry	55.00	*	53.80	-2.2%	55.00	0.0%
8 line entry	58.00	*	56.80	-2.1%	58.00	0.0%
Extra for badge, crest or spray	40.00	*	39.20	-2.0%	40.00	0.0%
Extra for Coat of Arms	40.00	*	39.20	-2.0%	40.00	0.0%
Adoption of Rose Trees (including nameplate)						
Renewals after initial period:						
(a) 5 years	172.00	*	174.20	1.3%	178.00	3.5%
(b) 1 year	47.00	*	48.00	2.1%	49.00	4.3%
Standard Roses (5 years)	207.00	*	210.40	1.6%	215.00	3.9%
Renewals after initial period:						
(a) 5 years	175.00	*	176.20	0.7%	180.00	2.9%
(b) 1 year	52.00	*	52.90	1.7%	54.00	3.8%
Granite Plaque	105.00	*	106.70	1.6%	109.00	3.8%
Replacement plaque or added inscription	45.00	*	46.00	2.2%	47.00	4.4%
Double plaque	45.00	*	46.00	2.2%	47.00	4.4%
Trees and Shrubs (5 years)	340.00	*	342.60	0.8%	350.00	2.9%
Renewals after initial period:						
(a) 5 years	270.00	*	274.00	1.5%	280.00	3.7%
(b) 1 year	67.00	*	68.50	2.2%	70.00	4.5%
Seats 6 feet length (for a period of 25 years)	1,300.00	*	1321.30	1.6%	1,350.00	3.8%
Wall Plaques (for 5 years)	135.00	*	137.00	1.5%	140.00	3.7%
Replacement Wall Plaque	75.00	*	76.30	1.7%	78.00	4.0%
Renewals after initial period:						
(a) 5 years	105.00	*	106.70	1.6%	109.00	3.8%
(b) 1 year	47.00	*	48.00	2.1%	49.00	4.3%
Wall Tablets						
(a) 10 years	360.00	*	367.00	1.9%	375.00	4.2%
Memorial Vault - Sanctum						
(a) 10 years	740.00	*	724.30	-2.1%	740.00	0.0%

* = Inclusive of VAT at relevant rate

	2008/2009 £		2009/2010 £	Increase %	2009/2010 £	Increase %
(b) 20 years	1,000.00	*	978.70	-2.1%	1,000.00	0.0%
(c) 30 years	1,260.00	*	1233.20	-2.1%	1,260.00	0.0%
(d) 50 years	1,485.00	*	1453.40	-2.1%	1,485.00	0.0%
Vase Blocks - 10 years	410.00	*	401.30	-2.1%	410.00	0.0%
Replacement Vault Tablet	210.00	*	210.40	0.2%	215.00	2.4%
Sanctum Replacement Vault Tablet (up to 80 letters)	240.00	*	234.90	-2.1%	240.00	0.0%
Sundial Tablets - Lower Tablet (when available)	400.00	*	391.50	-2.1%	400.00	0.0%
Sundial Tablets - Middle Tablet (when available)	375.00	*	367.00	-2.1%	375.00	0.0%
Sundial Tablets - Top Tablet (when available)	350.00	*	342.60	-2.1%	350.00	0.0%
Use of Chapel for Memorial Service (no cremation)	290.00	*	293.60	1.2%	300.00	3.4%
Certified Extract from Register of Cremations	15.00	*	14.66	-2.3%	15.00	0.0%
Depositing of Coffin in the Chapel overnight	50.00	*	48.90	-2.2%	50.00	0.0%

CEMETERIES

Guildford, Stoke New and Old Cemeteries - Interments

For the interment in a grave in respect of which an exclusive right of burial has not been granted:-

of the body of a stillborn child or of a child whose age at the time of death did not exceed one month	50.00		50.00	0.0%	50.00	0.0%
of the body of a child whose age at the time of death exceeded 1 month but did not exceed 12 years	50.00		50.00	0.0%	50.00	0.0%
of the body of a person whose age at the time of death exceeded 12 years	325.00		340.00	4.6%	340.00	4.6%

For the interment in a grave in respect of which an exclusive right of burial has been granted:-

to a depth not exceeding 5ft 6ins	530.00		550.00	3.8%	550.00	3.8%
to a depth exceeding 5ft 6 ins but not exceeding 7ft	585.00		605.00	3.4%	605.00	3.4%
to a depth exceeding 7ft but not exceeding 9ft	640.00		665.00	3.9%	665.00	3.9%
to a depth exceeding 9ft	700.00		730.00	4.3%	730.00	4.3%

the body of a child not exceeding 12 years or of cremated remains - ONE HALF of the fees above.

Garden of Remembrance (Cremated Remains Section)	325.00		335.00	3.1%	335.00	3.1%
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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

Should interment be required outside the stipulated times, then

an additional fee is payable of:	260.00		280.00	7.7%	280.00	7.7%
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Monuments, Gravestones, Tablets and Monumental Inscriptions

For the rights to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted:

Any approved monument or memorial; -						
Headstone/tablet	110.00		115.00	4.5%	115.00	4.5%

* = Inclusive of VAT at relevant rate

	2008/2009 £	2009/2010 £	Increase %	2009/2010 £	Increase %
Kerbs/headstone	140.00	145.00	3.6%	145.00	3.6%
The fees indicated above include the first inscription. For each inscription after the first, a fee of:	70.00	73.00	4.3%	73.00	4.3%
<u>Exclusive Rights of Burial in Earthen Graves:</u>					
<u>LAWN SECTION</u>					
In an earthen grave 7ft 6 ins x 3ft 6 ins	1,220.00	1270.00	4.1%	1,270.00	4.1%
In an earthen grave 6ft x 3ft	590.00	610.00	3.4%	610.00	3.4%
The fees indicated for the various heads of this section include the deed of Grant and all the expenses thereof for a period of 50 years.					
<u>Exclusive Rights of Burial in Earthen Graves</u>					
<u>TRADITIONAL SECTION</u>					
In an earthen grave 7ft 6 ins 3ft 6 ins	1,220.00	1270.00	4.1%	1,270.00	4.1%
In an earthen grave 6ft x 3ft	590.00	610.00	3.4%	610.00	3.4%
The fees indicated for the various heads of this section include the deed of Grant and all the expenses thereof for a period of 50 years.					
Garden of Remembrance (Cremated Remains Section)	400.00	415.00	3.8%	415.00	3.8%
<u>Miscellaneous Charges</u>					
Exhumation of a coffin: Fees to be assessed by the Registrar, subject to minimum fee of:	1,000.00	1500.00	50.0%	1,500.00	50.0%
Certified Copy of an Entry in Register of Burials, including Stamp Duty	15.00	15.00	0.0%	15.00	0.0%
For depositing of coffin in the Chapel during the night prior to interment	50.00	50.00	0.0%	50.00	0.0%

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

All fees are double in respect of non-inhabitants.

	2008/2009 £ As approved prior to VAT change		2009/2010 £ From 1 April 2009 (VAT 15%)	Increase %	2009/2010 £ From 1 January 2010 (VAT 17.5%)	Increase %
PLANNING AND BUILDING CONTROL						
6 Block and 6 site Plans	41.00	*	0.00	-100.0%	0.00	0.0%
6 Site Plans	29.50	*	0.00	-100.0%	0.00	0.0%
6 Block Plan	29.50	*	0.00	-100.0%	0.00	0.0%
<u>Decision Notices</u>						
Planning Decisions (TP3s)	7.00	*	7.10	1.4%	7.30	4.3%
Planning Appeal Decisions	7.00	*	7.10	1.4%	7.30	4.3%
Completion Certificate	11.00	*	11.20	1.8%	11.40	3.6%
Completion Letter	11.00	*	11.20	1.8%	11.40	3.6%
Copy of Approval or Rejection Notice	7.00	*	7.10	1.4%	7.30	4.3%
Copy of Completion Certificate/Letter	6.00	*	6.10	1.7%	6.25	4.2%
Photocopying Charges for Documents not already listed on this page	0.40		0.45	12.5%	0.45	12.5%
Tree Preservation Orders	16.00		16.60	3.8%	16.60	3.8%
Section 106 Agreements	23.00		23.90	3.9%	23.90	3.9%
Article for Directions	15.00		15.60	4.0%	15.60	4.0%
Breach of Condition Notices	15.00		15.60	4.0%	15.60	4.0%
Discontinuance Notices	15.00		15.60	4.0%	15.60	4.0%
Enforcement Notices	15.00		15.60	4.0%	15.60	4.0%
Copies of A2, A1, A0 on Plan Copier (per copy)	9.00		9.40	4.4%	9.40	4.4%
Supply of Information to Professional Organisations						
General enquiries (one off charge)	45.00		47.00	4.4%	47.00	4.4%
Tables 1, 2 & 3 for Building Control fees have not been increased for 2009/2010						
Statutory Planning fees are charged under:-						
The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2005						
POLICY & DESIGN						
<u>Guildford Borough Local Plan</u>						
Guildford Borough Local Plan 2003						
Sale to residents	15.60		16.00	2.6%	16.00	2.6%
Sale to others	36.40		38.50	5.8%	38.50	5.8%

* = Inclusive of VAT at relevant rate

	2008/2009	2009/2010	Increase	2009/2010	Increase
	£	£	%	£	%
Sale to students	15.60	16.00	2.6%	16.00	2.6%
Postage and packing for each document	4.50	4.75	5.6%	4.75	5.6%
<u>Local Development Framework (no charge previously set)</u>					
Statement of Community Involvement	2.00	2.10	5.0%	2.10	5.0%
Supplementary Planning Documents					
Sustainable Development & Construction 2005	5.40	5.60	3.7%	5.60	3.7%
Sustainable Development & Construction 2005 - Students	1.00	1.05	5.0%	1.05	5.0%
Vehicle Parking Standards 2006	5.40	5.50	1.9%	5.50	1.9%
Vehicle Parking Standards 2006 - Students	1.00	1.05	5.0%	1.05	5.0%
Infrastructure 2006	5.20	5.40	3.8%	5.40	3.8%
Infrastructure 2006 - Students	1.00	1.05	5.0%	1.05	5.0%
Supplementary Planning Guidance					
Conservation Area Character Appraisals 2006	3.10	3.20	3.2%	3.20	3.2%
Residential Design Guide 2005	5.20	5.40	3.8%	5.40	3.8%
Telecommunications 2004	2.10	2.20	4.8%	2.20	4.8%
Planning Obligations & Infrastructure 2003	2.10	2.20	4.8%	2.20	4.8%
North St/Commercial Rd/Leapale Rd Design & Development Brief adopted as SPG 2003	2.10	2.20	4.8%	2.20	4.8%
Residential Extensions 2003	2.10	2.20	4.8%	2.20	4.8%
Open Space 2002	2.10	2.20	4.8%	2.20	4.8%
Street Cafes 1995	1.00	1.05	5.0%	1.05	5.0%
Development Guidance/Planning Guidelines					
Woodbridge Meadows 2005	4.20	4.40	4.8%	4.40	4.8%
Bright Hill Car Park 2004	2.10	2.20	4.8%	2.20	4.8%
Development Briefs					
Slyfield Industrial Estate 2004	2.10	2.20	4.8%	2.20	4.8%
UniS Manor Park 2003	5.20	5.40	3.8%	5.40	3.8%
Bellerby Theatre & Victoria Court/North Place Day Centre 2002	5.20	5.40	3.8%	5.40	3.8%
Former Odeon Cinema Site - Design Statement 2002	5.20	5.40	3.8%	5.40	3.8%
Bedford Road 2000/2003	5.20	5.40	3.8%	5.40	3.8%
Farnham Road (Former Bus Station Site) 2000	5.20	5.40	3.8%	5.40	3.8%
Queen Elizabeth Park Barracks 1999	5.20	5.40	3.8%	5.40	3.8%
Slyfield Industrial Estate 1996	5.20	5.40	3.8%	5.40	3.8%
Farnham Road Hospital 1995	5.20	5.40	3.8%	5.40	3.8%
Stag Hill, UniS 1994	5.20	5.40	3.8%	5.40	3.8%
<u>Monitoring Reports</u>					

* = Inclusive of VAT at relevant rate

	2008/2009 £	2009/2010 £	Increase %	2009/2010 £	Increase %
Annual Monitoring Reports - available on request at no charge					
Housing					
Borough Wide Housing Needs Survey	0.00	0.00	#DIV/0!	0.00	0.0%
Sale of Surveys to Students	1.00	1.00	0.0%	1.00	0.0%
Telecommunications					
Telecommunications Register	1.00	1.00	0.0%	1.00	0.0%
Cycling Strategy	1.60	1.60	0.0%	1.60	0.0%
Walking Strategy	1.60	1.60	0.0%	1.60	0.0%
Climate Change Strategy	1.60	1.60	0.0%	1.60	0.0%
Schedule of Listed Buildings at Risk - 2000	12.50	12.50	0.0%	12.50	0.0%
Countryside					
Rural Diversification A Guide to the Planning System	0.00	0.00	0.0%	0.00	0.0%
Nature Conservation Files (sites)	20.80	20.80	0.0%	20.80	0.0%
Thames Basin Heath Special Protection Area Interim Avoidance Strategy	5.20	5.20	0.0%	5.20	0.0%
Note: Consultation drafts of documents are available free of charge					

Guildford Borough Council Estimates 2009/10

Revenues and Payments

	2008/2009 £ As approved prior to VAT change	2009/2010 £ From 1 April 2009 (VAT 15%)	Increase %	2009/2010 £ From 1 January 2010 (VAT 17.5%)	Increase %
Local Taxation					
Court Costs - Council Tax	80.00	90.00	12.5%	90.00	12.5%
Court Costs - Business Rates	100.00	120.00	20.0%	120.00	20.0%

* = Inclusive of VAT at relevant rate

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10**

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**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 - 2012/13**

***GENERAL FUND & HOUSING
CAPITAL PROGRAMMES***

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2008/09 - 2012/13

GENERAL FUND & HOUSING CAPITAL PROGRAMMES

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 Housing Capital Programme :	
HRA Element	303 - 304
GF Element	305 - 308

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2008/09 - 2012/13

Item No.	Year Approved	Approved Estimate	Service Units / Capital Schemes (listed in Service Unit order) # Project not included in original annual capital programme.	Total Spend as at 31/03/08 (a) £000	2008/09 Estimated Out-turn (b) £000	2009/10 Estimate for year (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	Estimated Total Cost (g) £000	Notes Estimated Total Cost (g) = Cols (a) to (f)
		£000									
			BUSINESS SYSTEMS								
			MILLMEAD HOUSE:								
1	2009/10	193	Civic Suite, Millmead House - replace air conditioning	-	-	186	7	-	-	193	
2	2009/10	681	Millmead Offices-rewiring & upgrade of electric circuits	-	-	464	217	-	-	681	
3	2009/10	315	New Millmead Offices - replace boilers and plant	-	-	208	98	9	-	315	
			BUSINESS SYSTEMS - Totals	0	0	858	322	9	0	1,189	
			COMMUNITY CARE SERVICES								
			DAY CENTRES etc. :								
4	2008/09	88	Shawfield Centre - renew heating system	-	1	85	2	-	-	88	
5	2008/09	30	Park Barn Centre - imps.to meals on wheels storage facilities	-	30	-	-	-	-	30	
			COMMUNITY CARE SERVICES - Totals	0	31	85	2	0	0	118	
			ECONOMIC DEVELOPMENT								
			GUILDFORD HOUSE :								
6	2005/06	35	Conservation of artwork by John Russell RA	32	3	-	-	-	-	35	
7	2007/08	25	New gas boiler & heating system upgrade	1	25	-	-	-	-	26	
			GUILDFORD MUSEUM :								
8	2006/07	23	Needlework Collection - storage / display facilities	17	6	-	-	-	-	23	
9	2007/08	24	Replace cooling & humidity systems in main gallery	16	-	-	-	-	-	16	
10	2007/08	14	Temporary exhibition gallery in the main gallery	14	-	-	-	-	-	14	
11	2005/06	115	Structural works ph.1	66	49	-	-	-	-	115	
12	2007/08	45	Development - conservation management plan	-	45	-	-	-	-	45	
13	2008/09	47	Guildford Museum - improved access to collections	-	-	5	42	-	-	47	
14	2006/07	15	Pedestrian access from Castle Grounds	-	-	-	-	15	-	15	

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
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		£000		£000	£000	£000	£000	£000	£000	£000	
			ECONOMIC DEVELOPMENT (continued)								
15	2008/09	25	GUILDHALL : Heating system - upgrade	-	-	23	2	-	-	25	
16	2005/06	837	INDUSTRIAL ESTATES : SLYFIELD INDUSTRIAL ESTATE : traffic management improvements, Westfield Rd. & North Moors	844	-	-	-	-	-	844	
17	2005/06	330	DISABLED ACCESS (DDA) IMPROVEMENTS : Improvements ph.1	327	3	-	-	-	-	330	
18	2006/07	330	Improvements ph.2	-	80	170	80	-	-	330	
19	2009/10	340	Improvements ph.3	-	-	110	110	120	-	340	
20	2004/05	160	PROPERTY : Asbestos Management ph.3	86	8	30	36	-	-	160	
21		540	Bedford Road site - feasibility etc.	390	150	-	-	-	-	540	
22	2007/08	200	Burpham Court Farm - vacant possession	65	135	-	-	-	-	200	
23	2004/05	485	122 - 126 High Street - essential structural repairs	236	12	100	-	-	-	348	
24	1999/00	4,000+fees	Onslow House	3,938	113	18	-	-	-	4,069	Estimated cost £4m, subject to final agreement.
25	2006/07	340	Town Mill - renewable energy project	338	3	-	-	-	-	341	Cost offset by Clear Skies grant of £60,000.
26			Property disposal costs	11	-	-	-	-	-	11	
27	2003/04	70	Rodboro' Site - bin store	20	-	-	-	-	-	20	Original estimated gross cost = £70k, to be offset by contributions of £45k from users of the facility.
28	2005/06	750	Compulsory purchase of land	-	-	600	-	-	-	600	
29	2009/10	30	Fire risk assessment prog.- building improvements	-	-	30	-	-	-	30	
30	2009/10	2,174	Slyfield Area Regeneration Project (SARP)	-	-	421	268	1,315	170	2,174	
31	2004/05	11	PUBLIC OFFICES, MILLMEAD : Old Millmead House - new electrical supply	10	1	-	-	-	-	11	
32	2007/08	22	Print Room, Millmead - cooling system	16	-	-	-	-	-	16	

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
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		£000									
			ECONOMIC DEVELOPMENT (continued)								
			OTHER :								
33	2003/04 & 04/05	341	Charlottesville Community Centre - Contribution	341	-	-	-	-	-	341	Funding includes 3rd party contribution of £160,000.
34	2008/09	25	Bushy Hill Community Centre - resurfacing of car park	-	25	-	-	-	-	25	
35	2009/10	110	Guildford High Street - repairs to setts	-	-	110	-	-	-	110	
			ECONOMIC DEVELOPMENT - Totals	6,768	658	1,617	538	1,450	170	11,201	
			LEISURE SERVICES								
			GUILDFORD CIVIC :								
36	2005/06		Closure costs from 05/06	125	40	-	-	-	-	165	Assumes cost offset by Govt.grant of £10m.
37	2006/07	26,000	Construction of replacement facility	1,271	1,852	11,590	10,735	552	-	26,000	
			ELECTRIC THEATRE :								
38	2005/06	9	Lantern roof repairs	-	-	-	9	-	-	9	
			LIDO :								
39	2007/08	36	Replacement of swimming pool tiling surround	-	38	-	-	-	-	38	Scheme not to be progressed.
40	2007/08	29	Installation of solar thermal panels	-	2	-	-	-	-	2	
			SPORTS CENTRES :								
			ASH MANOR SPORTS CENTRE :								
41	2000/01	661	Improvements to health & fitness facilities etc.	412	249	-	-	-	-	661	Joint project with SCC. Estimate represents contribution, plus fees, towards SCC scheme costing over £900,000.
42	2007/08	17	Air-conditioning - upgrade	13	-	-	-	-	-	13	Cost to be offset by contribution of £5k from school.
43	2008/09	28	Shower facilities - upgrade	-	28	-	-	-	-	28	

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
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		£000									
			LEISURE SERVICES (Continued)								
			SPECTRUM :								
44	05/06-07	1,745	Essential repairs	836	890	36	-	-	-	1,762	Part-funded from contributions received.
45	2009/10	370	Leisure pool staircase & ductwork replacement	-	-	370	-	-	-	370	
46	2009/10	2,306	Roof replacement	-	-	-	739	-	-	739	Further roof works likely to be required.
47	2009/10	406	Replacement ice plant equipment	-	-	-	-	406	-	406	
48	2009/10	294	Replace GRP in pool flumes	-	-	-	-	-	294	294	
			YOUTH & COMMUNITY CENTRES - BELLFIELDS :								
49	2005/06	46	Heating improvements	1	44	1	-	-	-	46	
50	2008/09	28	Subsidence repairs	-	12	16	-	-	-	28	
			LEISURE SERVICES - Totals	2,658	3,155	12,013	11,483	958	294	30,561	
			OPERATIONAL SERVICES								
			CAR PARKING :								
51	2004/05	638	Bedford Rd. MSCP - structural repairs & renovation	646	39	-	-	-	-	685	As approved in the 2005/06 Car Parking Business Plan (Executive 03/02/05 EN22). Additional works (est.£223,000) funded from car parks' reserve.
52	1998/99	6,420	Castle Car Park	6,299	121	-	-	-	-	6,420	
53	2000/01	250	MSCPs - 'pay on foot' systems	2	248	-	-	-	-	250	
54	2003/04	76	Bedford Rd. MSCP - renewal of lift	74	6	-	-	-	-	80	Gross cost of £80,000, offset by insurance monies of £34,000. Net cost £46,000.
55	2006/07	152	Farnham Rd. MSCP - upgrade artificial lighting	146	16	-	-	-	-	162	
56	2008/09	59	CCTV upgrade (matrix)	-	-	59	-	-	-	59	
57	2007/08	80	Shere Recreation Ground Car Park - extension/upgrade	1	4	72	3	-	-	80	Cost to be offset by contribution of £10,000 from Shere Parish Council.
58	2002/03	1,650	Park & Ride Service - Merrow - new facility	149	1,338	158	5	-	-	1,650	
59	2007/08	1,134	Park & Ride Service - Artington extension	41	863	30	-	-	-	934	

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
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		£000									
			OPERATIONAL SERVICES (continued)								
			CYCLE ROUTES / SAFE ROUTES :								
			Cycle Routes :								
60	2001/02	25	- Aldershot Road, Guildford	25	-	-	-	-	-	25	
61	2001/02	10	- Aldershot Road, Ash	11	2	3	-	-	-	16	Original estimate increased by £6k using saving on Manor Rd.Ash footway/cycle way scheme below. Minor works only to be carried out - saving £10k.
62	2002/03	15	- Egerton Road Cycle Lane	-	5	-	-	-	-	5	
63	2004/05	11	- Guildford to Godalming cycle route ph.5	-	2	9	-	-	-	11	
64	2007/08	11	- Bury St. contra-flow cycle route	-	5	6	-	-	-	11	
			Safe Routes to Schools :								
65	2001/02	45	- Queen Street, Gomshall	35	2	8	-	-	-	45	
66	2004/05	30	- Improvements to pedestrian facilities, Stratford Rd./ Mytchett Rd., Ash Vale	5	2	23	-	-	-	30	
67	2005/06	25	- Shared Footway & Cycle Way, Manor Road, Ash	19	-	-	-	-	-	19	
68	2006/07	15	- Old Woking Road, Guildford	-	15	-	-	-	-	15	SCC to contribute £5,000.
			LAND DRAINAGE :								
69	2004/05	140	Burchatts Farm Woods Watercourse - repairs	150	-	-	-	-	-	150	
70	2007/08	60	Lakeside Close, Ash Vale - flood alleviation scheme	15	18	-	-	-	-	33	
71	2007/08	10	Ewins Close, Ash - flood investigations	2	11	-	-	-	-	13	
72	2009/10	120	Ash Green - flood relief works	-	-	120	-	-	-	120	
			PUBLIC CONVENIENCES :								
73	2004/05	39	Provision of night-time urinal, Guildford town centre	3	56	-	-	-	-	59	Original estimate increased by £20k utilising revenue savings.
74	2005/06	36	Allen House Grounds - refurbish public conveniences	38	-	-	-	-	-	38	
75	2008/09	39	Farnham Rd.car park - refurbish public conveniences	-	-	39	-	-	-	39	
76	2008/09	44	Ripley - refurbish public conveniences	-	-	44	-	-	-	44	
			RECYCLING :								
77	2004/05	46	Kerbside recycling - flats & residential homes:bin locks	46	-	-	-	-	-	46	
78	2006/07	19	Recycling for schools	22	-	-	-	-	-	22	

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
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		£000									
			OPERATIONAL SERVICES (continued)								
			RECYCLING (continued) :								
79	2008/09	1,120	Recycling works - wheeled bins	-	-	1,120	-	-	-	1,120	{ Cost to be offset by SCC contribution of £500k {
80	2008/09	326	Recycling works - kitchen caddies	-	-	326	-	-	-	326	
81	2009/10	65	Bring-banks - replacement	-	-	25	20	20	-	65	
			RIVER WEY :								
82	2006/07	82	Towpath Improvements - Bridge St. road bridge to Walnut Tree Close rail bridge	83	-	-	-	-	-	83	GBC contribution towards National Trust scheme estimated to cost £250,000.
83	2001/02	148	SAFER GUILDFORD : CCTV Rural mobile CCTV cameras	131	16	-	-	-	-	147	
84	2006/07	174	CCTV etc. phase 4	55	95	24	-	-	-	174	
			OPERATIONAL SERVICES - Totals	7,998	2,864	2,066	28	20	0	12,976	
			PARKS & COUNTRYSIDE SERVICES								
85	2002/03	744	CASTLE KEEP : essential repairs	819	-	-	-	-	-	819	Cost offset by a contribution of £100,000 from English Heritage.
86	2007/08	32	CEMETERIES & CREMATORIUM : Stoke New Cemetery - extend Garden of Remembrance	32	-	-	-	-	-	32	
87	2007/08	49	Crematorium - office extension to provide private area for comfort of the bereaved etc.	3	42	4	-	-	-	49	
88	2008/09	17	Crematorium - automatic charging system for cremators	-	17	-	-	-	-	17	
89	2009/10	1,000	Crematorium - mercury abatement	-	-	-	500	500	-	1,000	
			PARKS & OPEN SPACES :								
90	2003/04	425	Fixed Equipment Playground Strategy (FEPS)	117	290	18	-	-	-	425	
91	2007/08	8	Allen House - security improvements #	1	8	-	-	-	-	9	Funded from S.106 contributions.

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
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		£000									
			PARKS & COUNTRYSIDE SERVICES (continued)								
			PARKS & OPEN SPACES (continued) :								
92	2007/08	60	Allotments, Larch Avenue, Burpham & Farnham Road - replace fencing	34	14	12	-			60	
93	2006/07	16	Avondale, Ash - multi-sports ball-court #	16	-	-	-	-	-	16	Funded from S.106 contributions.
94	2006/07	8	Castle Grounds - pond refurbishment #	7	-	-	-	-	-	7	Funded from S.106 contributions.
95	2006/07	22	Effingham Common - improvements #	22	-	-	-	-	-	22	Funded from S.106 contributions.
96	2008/09	11	Fir Tree Community Garden - fencing #	-	11	-	-	-	-	11	Funded from S.106 contributions.
97	2008/09	21	Foxenden Quarry - play area fencing #	-	21	-	-	-	-	21	Funded from S.106 contributions.
98	2008/09	19	Harpers Rec. Ground, Ash - ballcourt #	-	9	10	-	-	-	19	Funded from S.106 contributions.
99	2007/08	65	Hazel Avenue, Bellfields - new play area #	-	65	-	-	-	-	65	Funded from S.106 contributions, plus saving of £7,700 on Bellfields Green play area scheme.
			Kingston Meadows, East Horsley :								
100	2005/06	12	- Playground improvements #	7	-	5	-	-	-	12	Funded from S.106 contributions.
101	2006/07	60	- Playground upgrade	60	-	-	-	-	-	60	Cost to be offset by £30,000 cont. from Parish.
102	2007/08	25	Nursery, Stoke Park - rainwater harvesting	13	12	-		-	-	25	
103	2007/08	90	Parsonage Water Meadows - improvements #	11	40	35	4	-	-	90	Funded from S.106 contributions.
104	2008/09	8	Shalford football pitch - spectator barrier	-	8	-	-	-	-	8	Funded from S.106 contributions.
105	2007/08	6	Stoke Fields - landscaping improvements #	4	-	-	-	-	-	4	Funded from S.106 contributions.
			Stoke Park :								
106	2007/08	25	- The Greenark - installation of a biomass boiler	10	-	-	-	-	-	10	
107	2007/08	31	- Crazy Golf course #	31	-	-	-	-	-	31	Funded from S106 contributions & 'invest to save'.
108	2008/09	40	- Paddling pool - water quality improvements	-	-	40	-	-	-	40	
109	2009/10	350	- Skate park, Stoke Park - replace existing facility	-	-	-	350	-	-	350	To be funded from S106 contributions.
110	2008/09	20	Stoke Rec.Ground Pavilion - upgrade hot water system	-	20	-	-	-	-	20	
111	2007/08	24	Stoke Rec.Ground - fencing #	-	24	-	-	-	-	24	Funded from S.106 contributions.
112	2007/08	7	Stoke Square / Artillery Terrace - play area landscaping #	6	-	-	-	-	-	6	Funded from S.106 contributions.
113	2007/08	24	Sutherland Memorial Park - new play equipment #	24	-	-	-	-	-	24	Funded from S.106 contributions.
114	2007/08	22	Waterside Rd. - multi-sports ball-court #	1	-	21	-	-	-	22	Lottery funding.
115	2006/07	4	Woking Road - willow screen #	-	4	-	-	-	-	4	Funded from S.106 contributions.

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2008/09 - 2012/13

Item No.	Year Approved	Approved Estimate	Service Units / Capital Schemes (listed in Service Unit order) # Project not included in original annual capital programme.	Total Spend as at 31/03/08 (a) £000	2008/09 Estimated Out-turn (b) £000	2009/10 Estimate for year (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	Estimated Total Cost (g) £000	Notes <i>Estimated Total Cost (g) = Cols (a) to (f)</i>
		£000									
			PARKS & COUNTRYSIDE SERVICES (continued)								
			PARKS & OPEN SPACES (continued) :								
116	2007/08	12	Woodbridge Meadows - landscaping #	3	9	-	-	-	-	12	Funded from S.106 contributions.
117	2007/08	33	Wood Street Village - multi-sports ball-court #	33	-	-	-	-	-	33	Funded from S.106 contributions plus savings.
			Parish Council Play Facilities :								
118	2006/07	27	- Albury PC - playground refurbishment #	11	16	-	-	-	-	27	Funded from S.106 contributions.
119	2008/09	13	- Normandy PC - Manor Fruit Farm play area #	-	13	-	-	-	-	13	Funded from S.106 contributions.
120	2007/08	16	- Send PC - play improvements #	-	16	-	-	-	-	16	Funded from S.106 contributions.
121	2006/07	8	- Shere PC - playground refurbishment #	8	-	-	-	-	-	8	Funded from S.106 contributions.
122	2007/08	18	- Worplesdon PC - play improvements #	18	-	-	-	-	-	18	Funded from S.106 contributions.
			PARKS & COUNTRYSIDE SERVICES - Totals	1,291	639	145	854	500	0	3,429	
			PLANNING SERVICES								
			ENVIRONMENTAL IMPROVEMENTS : (see note opposite *)								* Any contributions available towards individual schemes are included in the financing summary.
123	2000/01	50	Ash Village Centre (phase 1)	31	-	19	-	-	-	50	To be carried out in conjunction with scheme below.
124	2002/03	60	Ash Wharf Parade, Ash (phase 2)	1	4	40	15	-	-	60	Estimate increased to £60k following contribution of £10k from Guildford Safety Reassurance Fund.
125	2003/04	23	Gunpowder Mills, Chilworth - conservation/preservation	2	-	16	5	-	-	23	
126	2004/05	50	Quarry Street Gardens' Steps, Guildford	1	5	30	14	-	-	50	
127	2004/05	35	Oakfields, Broadacres, Guildford-retaining wall & fencing	30	5	-	-	-	-	35	Contribution of £6k received from Worplesdon PC.
128	2005/06	42	Trinity Gate - artwork #	42	-	-	-	-	-	42	Funded by S.106 % for Art contribution.
129	2006/07	97	St. Catherine's Chapel - restoration	-	4	70	23	-	-	97	
130	2006/07	30	Stoughton Rd.Shopping Parade ph.2	-	-	27	3	-	-	30	
131	2006/07	145	Haydon Place / Martyr Road	22	-	5	118	-	-	145	To be part-funded by anticipated S.106 cont.of £50k.
132	2007/08	12	Treadwheel Crane, Town Wharf - repairs	-	1	11	-	-	-	12	
133	2008/09	85	Millbrook pedestrian crossing - improvements	-	75	5	-	-	-	80	
134	2001/02	234	North Street	6	-	200	28	-	-	234	To be funded from contributions received.
135	2003/04	50	Wooden Bridge, Stoughton	39	8	3	-	-	-	50	To be funded from S106 contributions.
136	2003/04	130	Worplesdon Road	82	11	37	-	-	-	130	To be funded from S106 contributions.

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2008/09 - 2012/13

Item No.	Year Approved	Approved Estimate	Service Units / Capital Schemes (listed in Service Unit order) # Project not included in original annual capital programme.	Total Spend as at 31/03/08 (a) £000	2008/09 Estimated Out-turn (b) £000	2009/10 Estimate for year (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	Estimated Total Cost (g) £000	Notes <i>Estimated Total Cost (g) = Cols (a) to (f)</i>
		£000									
137	2003/04	80	PLANNING SERVICES (continued) ENVIRONMENTAL IMPROVEMENTS (continued) : Worplesdon Road Shops	-	5	75	-	-	-	80	To be funded from S106 contributions.
138	2009/10	122	"Greening the Approaches"	-	-	122	-	-	-	122	To be funded from S106 contributions.
139	2002/03	40	High Street / Chertsey St., Guildford	-	-	-	-	60	-	60	Estimate increased by £20,000, to be funded from S106 contributions (Env. & Transport P.P. 08/12/03). Provision represents the Council's contribution towards the work.
140	2003/04	181	SAFER GUILDFORD : Lighting Strategy phase 3	106	18	-	-	-	-	124	
141	2005/06	150	Lighting Strategy phase 4	56	65	16	-	-	-	137	
142	2001/02	30	Subway Improvements	30	-	-	-	-	-	30	
143	2008/09	30	Subway Improvements ph.3 (Haydon Place; Tongham)	-	-	10	20	-	-	30	
PLANNING SERVICES - Totals				448	201	686	226	60	0	1,621	
GRAND TOTALS				19,163	7,548	17,470	13,453	2,997	464	61,095	

2007/08		FINANCED as follows :	2008/09 Updated Estimate £000	2009/10 Estimate £000	2010/11 Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000
Updated Estimate £000	Actual £000						
1,204	840	Contributions etc.	2,421	4,069	7,474	20	0
0	0	Lottery funding	0	21	0	0	0
1,189	2,092	Capital Receipts	2,859	470	0	0	0
0	25	R.C.C.O. : - RCCO - Specific	0	0	0	0	0
494	437	- Minor Schemes Capital Reserve { combined	529	682	206	55	0
1,818	0	- R.C.C.O via GF Capital Schemes Reserve { from 09/10	1,739	12,078	271	0	0
75	0	- R.C.C.O via other reserves etc.	0	150	0	0	0
0	305	Adj. re negative CFR	0	0	0	0	0
0	0	Funding requirement - per Housing receipts	0	0	5,502	2,922	464
4,780	3,699	TOTALS	7,548	17,470	13,453	2,997	464

NOTES:

Some capital estimates have been updated since the projections of balances and reserves etc. shown at the front of this booklet were finalised. This may result in the figures opposite differing from those included in the projections.

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2008/09 - 2012/13

Item No.	Estimate £000	Projects & Sources of Funding <i>(listed in Service Unit order)</i>	Total Spend as at 31/03/08 <i>(a)</i> £000	2008/09 Estimated Out-turn <i>(b)</i> £000	2009/10 Estimate for year <i>(c)</i> £000	2010/11 Estimate for year <i>(d)</i> £000	2011/12 Estimate for year <i>(e)</i> £000	2012/13 Estimate for year <i>(f)</i> £000	Estimated Total Cost <i>(g)</i> £000	Notes <i>Estimated Total Cost (g) = Cols (a) to (f)</i>
1	340	AUDIT & PERFORMANCE ENERGY PROJECTS : SALIX - 'Invest to Save' energy projects	2	150	150	38	-	-	340	50% funding per SALIX contributions, 50% per Salix reserve
		AUDIT & PERFORMANCE - Totals	2	150	150	38	0	0	340	
2	annual	ICT SERVICES INFORMATION TECHNOLOGY - IT Renewals Reserve : Hardware / software	446	634	600	600	600	600	3,480	
		IT Renewals Reserve - Totals	446	634	600	600	600	600	3,480	Schemes to be funded from contributions, with initial pump-priming from reserve as required.
3	-	PARKS & COUNTRYSIDE SERVICES SPA RESERVE : SPA schemes (various)	128	130	100	100	100	100	658	
		SPA Reserve - Totals	128	130	100	100	100	100	658	
4	165	OPERATIONAL SERVICES CAR PARKS RESERVE : Millbrook Car Park - rebuild surface	-	165	-	-	-	-	165	Addit.funding of £250k incl. in capital programme
5	500	Car parks - install/replace pay-on-foot equipment	-	500	-	-	-	-	500	
6	150	Car Parks - Lighting improvements: - York Road (lighting & electrical works)	-	150	-	-	-	-	150	
7	150	- Bedford Road	-	-	150	-	-	-	150	
8	100	- Leapale Road	-	-	-	100	-	-	100	
9	150	- Castle car park	-	-	-	-	150	-	150	
10	150	Car Parks - Electrical works: - Bedford Road	-	-	150	-	-	-	150	
11	50	- Leapale Road	-	-	-	50	-	-	50	

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2008/09 - 2012/13

Item No.	Estimate £000	Projects & Sources of Funding (listed in Service Unit order)	Total Spend as at 31/03/08 (a) £000	2008/09 Estimated Out-turn (b) £000	2009/10 Estimate for year (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	Estimated Total Cost (g) £000	Notes <i>Estimated Total Cost (g) = Cols (a) to (f)</i>
		OPERATIONAL SERVICES (cont'd)								
		CAR PARKS RESERVE (continued) :								
		Car parks - Deck surfacing:								
12	480	- York Road	-	-	480	-	-	-	480	
13	400	- Leapale Road	-	-	-	400	-	-	400	
14	350	- Castle car park	-	-	-	-	350	-	350	
15	550	- Farnham Road car park	-	-	-	-	-	550	550	
		Car Parks Reserve - Totals	0	815	780	550	500	550	3,195	
		GROUP RESERVE :								
16	8	Internal communications equipment	9	-	-	-	-	-	9	
17	5	Safety equipment - vehicle workshop	3	6	-	-	-	-	9	
		Group Reserve - Totals	12	6	0	0	0	0	18	
		HOUSING REPAIRS RESERVE :								
18	5	Housing Team office - replace heating system	-	5	-	-	-	-	5	
19	5	Stores - stock control system	-	29	-	-	-	-	29	
		Housing Repairs Reserve - Totals	0	34	0	0	0	0	34	
		RECYCLING RESERVE :								
20	168	Kerbside / Plastics Collections	165	-	-	-	-	-	165	
21	15	Commercial waste containers	15	-	-	-	-	-	15	
		Recycling Reserve - Totals	180	0	0	0	0	0	180	
		VEHICLE REPLACEMENT RESERVE :								
22	7	Chewing gum removal machine	7	-	-	-	-	-	7	
23	32	Transit jumbo van - graffiti	-	32	-	-	-	-	32	
24	60	Transit vans	-	60	-	-	-	-	60	
		Vehicle Replacement Reserve - Totals	7	92	0	0	0	0	99	

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2008/09 - 2012/13

Item No.	Estimate £000	Projects & Sources of Funding (listed in Service Unit order)	Total Spend as at 31/03/08 (a) £000	2008/09 Estimated Out-turn (b) £000	2009/10 Estimate for year (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	Estimated Total Cost (g) £000	Notes <i>Estimated Total Cost (g) = Cols (a) to (f)</i>
25	annual	OPERATIONAL SERVICES (cont'd) LEASING / BORROWING : Vehicles, Plant & Equipment Replacement Programme	-	950	4,160	400	400	400	6,310	Any items leased by GBC are the property of the relevant lessors.
		Leasing - Totals	0	950	4,160	400	400	400	6,310	
		LEISURE SERVICES - SPECTRUM (a) Spectrum projects funded per Re-investment Reserve:								
26	annual	IT - planned improvements	6	15	-	-	-	-	21	
27	25	DDA Improvements	25	1	-	-	-	-	26	
28	45	Washroom changing room and toilet refurbishment	33	12	-	-	-	-	45	
29	10	Portable Ice Rink barrier	11	-	-	-	-	-	11	
30	370	Ash Manor - all-weather pitch	358	9	-	-	-	-	367	
31	120	Athletics track - resurfacing	119	3	-	-	-	-	122	
32	15	Ice Rink - changing area refurbishment	10	5	-	-	-	-	15	
33	37	Energy Level - replacement exercise equipment	24	13	-	-	-	-	37	
34	20	Beauty Therapy Rooms - refurbishment	-	20	-	-	-	-	20	
35	24	Spinning Studio - refurbishment & new equipment	2	22	-	-	-	-	24	
36	24	Athletic hammer net replacement	-	24	-	-	-	-	24	
37	15	10-pin bowling - washroom refurbishment	15	-	-	-	-	-	15	
38	21	Cleaning machines	-	21	-	-	-	-	21	
39	20	Energy Level - changing room/toilet refurbishment	-	54	-	-	-	-	54	
40	annual	Future projects - estimated expenditure	-	-	125	125	125	125	500	
		Spectrum Re-investment Reserve - Totals	603	199	125	125	125	125	1,302	
		(b) Spectrum projects funded per Renewals Reserve:								
41	455	Combined Heat & Power Unit (CHP)	-	2	-	-	-	-	2	
42	114	York Heat Pump - repair & replacement	19	98	-	-	-	-	117	
43	22	Ice Plant - motor controls	-	-	22	-	-	-	22	

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2008/09 - 2012/13

Item No.	Estimate £000	Projects & Sources of Funding (listed in Service Unit order)	Total Spend as at 31/03/08 (a) £000	2008/09 Estimated Out-turn (b) £000	2009/10 Estimate for year (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	Estimated Total Cost (g) £000	Notes <i>Estimated Total Cost (g) = Cols (a) to (f)</i>
		LEISURE SERVICES - SPECTRUM								
		(b) Spectrum projects funded per Renewals Reserve (cont'd):								
44	60	PA System	-	-	60	-	-	-	60	
45	10	Air-conditioning units	9	-	-	-	-	-	9	
46	20	Intruder alarm	20	-	-	-	-	-	20	
47	25	Hot water calorifiers - replacement	-	5	20	-	-	-	25	
48	154	Bleacher Seating replacement	60	-	-	94	-	-	154	
49	92	Chiller replacement & chiller repairs	-	-	92	-	-	-	92	
50	30	Ducting replacements	-	-	30	-	-	-	30	
51	58	Air-conditioning units (replacing R22 A/C units)	-	10	16	-	32	-	58	
52	15	Water regulations project	-	15	-	-	-	-	15	
53	10	Ice heat exchange	-	10	-	-	-	-	10	
54	7	Glycol circulation pump	-	7	-	-	-	-	7	
55	8	Heater mat heat exchanger replacement	-	8	-	-	-	-	8	
56	10	BMS upgrades	-	10	-	-	-	-	10	
57	256	Lift controls - replacement	-	-	-	87	169	-	256	
58	9	Pool water calorifiers - replacement	-	9	-	-	-	-	9	
59	106	Arena floor - replacement	-	100	-	-	-	-	100	
60	12	Ice rink plant repairs	-	-	12	-	-	-	12	
61	150	Contribution to staircase/flume staircase replacement	Note: contribution of £150k from reserve towards cost of works included in main capital programme							
62	20	Pool lighting	-	-	-	20	-	-	20	
63	27	Air-handling units	-	-	-	27	-	-	27	
64	21	Pressurisation sets	-	-	-	21	-	-	21	
65	90	Ice Hall enviro chiller replacement	-	-	-	90	-	-	90	
66	74	Ice resurfacers	-	-	-	80	-	-	80	

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2008/09 - 2012/13

Item No.	Estimate £000	Projects & Sources of Funding (listed in Service Unit order)	Total Spend as at 31/03/08 (a) £000	2008/09 Estimated Out-turn (b) £000	2009/10 Estimate for year (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	Estimated Total Cost (g) £000	Notes <i>Estimated Total Cost (g) = Cols (a) to (f)</i>
		LEISURE SERVICES - SPECTRUM								
		(b) Spectrum projects funded per Renewals Reserve (cont'd):								
67	43	Video wall replacement	-	-	-	-	43	-	43	
68	16	Ice resurfacers	-	-	-	-	16	-	16	
69	242	Proposed works 2012/13	-	-	-	-	-	242	242	
		Spectrum Renewals Reserve - Totals	108	274	252	419	260	242	1,555	
		GRAND TOTALS	1,486	3,284	6,167	2,232	1,985	2,017	17,171	

2007/08 Actual* £000	FUNDING SUMMARY * funding of actual spend in 07/08 only, not cumulative spend on projects listed above .	2008/09 Estimated Out-turn £000	2009/10 Estimate £000	2010/11 Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000
617	Reserves (various)	2,155	1,832	1,713	1,485	1,517
0	Leasing / borrowing (re vehicles & plant)	950	4,160	400	400	400
197	Grants & contributions	179	175	119	100	100
814	TOTALS	3,284	6,167	2,232	1,985	2,017

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
HOUSING INVESTMENT PROGRAMME 2009/10 - 2013/14 : HRA ELEMENT

EXPENDITURE	2007/08 Actual £000	2008/09 Estimate £000	2008/09 Updated Estimate £000	2009/10 Estimate £000	2010/11 Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000
Acquisition of Land & Buildings	0	0	0	0	0	0	0	0
Schemes to promote Home-Ownership								
Equity Share Re-purchases	495	100	900	100	100	100	100	100
Major Repairs & Improvements								
Major Repairs & Improvements	4,472	5,500	5,455	6,000	6,500	7,000	7,000	7,000
Grants								
Cash Incentive Scheme	0	75	0	75	75	75	75	75
Total Expenditure to be financed	4,967	5,675	6,355	6,175	6,675	7,175	7,175	7,175

RESOURCE AVAILABILITY	2007/08 Actual £000	2008/09 Estimate £000	2008/09 Updated Estimate £000	2009/10 Estimate £000	2010/11 Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000
Resources generated in year								
Equity Share resales and new shares	1,234	100	900	100	100	100	100	100
Contribution from Housing Revenue A/c (re cash incentives)	30	75	0	75	75	75	75	75
GF Capital Receipts transferred	419	15	70	0	0	0	0	0
Major Repairs reserve	3,763	3,781	3,781	3,914	4,090	4,100	4,200	4,200
Future Capital Programme reserve (per Housing Revenue A/c)	2,995	2,271	2,271	2,542	1,725	2,000	2,000	2,000
Balances brought forward								
Future Capital Programme reserve	7,741	12,495	12,495	13,162	13,618	12,933	12,033	11,233
Major Repairs reserve	0	0	0	0	0	0	0	0
Total Resources available	16,182	18,737	19,517	19,793	19,608	19,208	18,408	17,608

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
HOUSING INVESTMENT PROGRAMME 2009/10 - 2013/14 : HRA ELEMENT

	2007/08 Actual £000	2008/09 Estimate £000	2008/09 Updated Estimate £000	2009/10 Estimate £000	2010/11 Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000
FINANCING OF PROGRAMME								
Equity Share capital receipts (per General Capital receipts)	495	100	900	100	100	100	100	100
General Capital Receipts (Samuel Cody House)	4	0	0	0	0	0	0	0
General Capital Receipts (re Meadowlands)	2	0	0	0	0	0	0	0
General Capital Receipts (re Merchant Row)	354	15	10	0	0	0	0	0
General Capital Receipts (re Wodehouse Place)	0	0	60	0	0	0	0	0
Contribution from Housing Revenue A/c (re cash incentives)	0	75	0	75	75	75	75	75
Future Capital Programme reserve	323	1,704	1,604	2,086	2,410	2,900	2,800	2,800
Major Repairs Reserve	3,789	3,781	3,781	3,914	4,090	4,100	4,200	4,200
Total Financing (= Total Expenditure)	4,967	5,675	6,355	6,175	6,675	7,175	7,175	7,175

	2007/08 Actual £000	2008/09 Estimate £000	2008/09 Updated Estimate £000	2009/10 Estimate £000	2010/11 Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000
RESERVES - BALANCES								
Reserve for Future Capital Programme								
Balance b/f	10,125	12,495	12,495	13,162	13,618	12,933	12,033	11,233
Contribution in year	2,693	2,271	2,271	2,542	1,725	2,000	2,000	2,000
Used in year	(323)	(1,704)	(1,604)	(2,086)	(2,410)	(2,900)	(2,800)	(2,800)
Balance c/f	12,495	13,062	13,162	13,618	12,933	12,033	11,233	10,433

Major Repairs Reserve								
Balance b/f	0	0	0	0	0	0	0	0
Contribution in year	3,789	3,781	3,781	3,914	4,090	4,100	4,200	4,200
Used in Year	(3,789)	(3,781)	(3,781)	(3,914)	(4,090)	(4,100)	(4,200)	(4,200)
Balance c/f	0	0	0	0	0	0	0	0

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
HOUSING INVESTMENT PROGRAMME 2009/10-2013/14 : GENERAL FUND ELEMENT

	2007/08 Actuals	2008/09 Estimate	2008/09 Updated Estimate	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
EXPENDITURE								
Grants								
House Renovation Grants - Disabled mandatory	385	420	420	420	420	420	420	420
House Renovation Grants - Other	71	110	120	120	120	120	120	120
Affordable Housing								
Acquisition of Land & Buildings:								
- Bellerby Theatre site	38	200	525	0	0	0	0	0
Feasibility/Site Preparation (incl. decommission costs and home loss & disturbance payments):	0	50	50	50	50	50	50	50
- Pound Court	4	0	0	0	0	0	0	0
- Hornhatch	36	0	0	0	0	0	0	0
- Sandfields	110	50	137	0	0	0	0	0
- Lakeside Close, Ash	3	10	22	200	0	0	0	0
- White Hart Court	55	65	24	0	0	0	0	0
- Headway, North Rd.	0	0	5	0	0	0	0	0
Affordable Housing - Grants:								
<i>2005/06 Schemes</i>								
Pound Court	0	0	<i>provision may be required at some stage</i>			0	0	0
<i>2006/07 Schemes</i>								
Carfax Aireys	(90)	0	0	0	0	0	0	0
GBC Garage Sites : Waterside Rd.	141	0	0	0	0	0	0	0
Willow Way	0	377	0	754	0	0	0	0
Winterhill Way	0	40	83	0	0	0	0	0
North Road / Grange Road	0	320	0	0	0	0	0	0
London Rd., Burpham (Warden HA)	(154)	0	0	0	0	0	0	0
<i>continued overleaf</i>								

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
HOUSING INVESTMENT PROGRAMME 2009/10-2013/14 : GENERAL FUND ELEMENT

	2007/08 Actuals	2008/09 Estimate	2008/09 Updated Estimate	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
EXPENDITURE								
Affordable Housing - Grants (continued):								
<i>2007/08 Schemes</i>								
2 existing properties (SCDT) (Willow Way + Lilac Close)	0	20	20	0	0	0	0	0
Oak Tree Drive	0	45	45	0	0	0	0	0
Ash Grove, Guildford	0	24	40	0	0	0	0	0
Hornhatch	0	190	240	0	0	0	0	0
<i>2008/09 Schemes</i>								
May Crescent, Ash	0	400	0	0	0	0	0	0
Chester Rd., Ash	0	315	0	0	0	0	0	0
Sandfields, Send	0	1,300	60	0	0	0	0	0
Gardner Rd. / Woodbridge Rd.	0	771	0	771	0	0	0	0
<i>2010/11 Schemes</i>								
Friary Extension	0	0	<i>provision may be required at some stage</i>			0	0	0
General Grants to RSLs	0	0	0	500	500	500	500	500
Total Expenditure to be financed	599	4,707	1,791	2,815	1,090	1,090	1,090	1,090

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
HOUSING INVESTMENT PROGRAMME 2009/10-2013/14 : GENERAL FUND ELEMENT

	2007/08 Actuals	2008/09 Estimate	2008/09 Updated Estimate	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
RESOURCE AVAILABILITY								
Resources generated in year								
Sale of Council Houses (net of costs) *	1,961	1,630	750	750	750	750	750	750
<i>Less sum pooled (i.e. returned to Government)</i>	(1,485)	(1,223)	(563)	(563)	(563)	(563)	(563)	(563)
<i>Council House sales - net</i>	476	407	188	188	188	188	188	188
Equity Share sales (net of costs) *	551	600	150	150	150	150	150	150
<i>Less sum pooled (i.e. returned to Government)</i>	(480)	(450)	(113)	(113)	(113)	(113)	(113)	(113)
<i>Less funding of Equity Share buy-backs in HRA programme</i>	(496)	(100)	(900)	(100)	(100)	(100)	(100)	(100)
Mortgages (net of costs) *	6	4	8	2	0	0	0	0
<i>Less pooling</i>	(3)	(2)	(4)	(1)	0	0	0	0
HRA Land Sales *	553	660	375	0	0	0	0	0
Housing Grant repayments	30	25	25	25	25	25	25	25
Capital Receipts used for HRA element ##	(360)	(15)	(70)	0	0	0	0	0
s106 Contributions	0	0	0	0	0	0	0	0
Specific Grant re mandatory Disabled Facilities grant	218	200	234	240	240	240	240	240
Balances brought forward								
Usable capital receipts	19,843	22,281	22,743	21,333	19,098	18,398	17,698	16,998
s106 Contributions	779	779	677	189	0	0	0	0
Total Resources available	21,117	24,389	23,313	21,913	19,488	18,788	18,088	17,388

Items marked * must be used towards affordable housing or regeneration to avoid being paid over to the Government.

to match estimate on HRA element re Merchant Row and Wodehouse Place.

GUILDFORD BOROUGH COUNCIL - MEDIUM-TERM FINANCIAL STRATEGY 2009/10 - 2012/13
HOUSING INVESTMENT PROGRAMME 2009/10-2013/14 : GENERAL FUND ELEMENT

FINANCING OF PROGRAMME

Specific Grants	218
Housing Grant repayments	30
s106 Contributions	102
Capital Receipts	249
Total Financing (= Total Expenditure)	599

2007/08 Actuals	2008/09 Estimate	2008/09 Updated Estimate	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate
£000	£000	£000	£000	£000	£000	£000	£000
218	200	234	240	240	240	240	240
30	25	25	25	25	25	25	25
102	0	488	189	0	0	0	0
249	4,482	1,044	2,361	825	825	825	825
599	4,707	1,791	2,815	1,090	1,090	1,090	1,090

BALANCES

Usable Capital Receipts

Balance b/f	19,843
Received in year (net)	607
Adjustments re investments over year-end	2,994
Used in year (PFI funding)	(92)
Used in year	(609)
Balance c/f	22,743

2007/08 Actuals	2008/09 Estimate	2008/09 Updated Estimate	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate
£000	£000	£000	£000	£000	£000	£000	£000
19,843	22,281	22,743	21,333	19,098	18,398	17,698	16,998
607	1,119	(296)	126	125	125	125	125
2,994	0	0	0	0	0	0	0
(92)	(206)	0	0	0	0	0	0
(609)	(4,497)	(1,114)	(2,361)	(825)	(825)	(825)	(825)
22,743	18,697	21,333	19,098	18,398	17,698	16,998	16,298

s106 Contributions

Balance b/f	779
Contributions in year	0
Used in Year	(102)
Balance c/f	677

2007/08 Actuals	2008/09 Estimate	2008/09 Updated Estimate	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate
£000	£000	£000	£000	£000	£000	£000	£000
779	779	677	189	0	0	0	0
0	0	0	0	0	0	0	0
(102)	0	(488)	(189)	0	0	0	0
677	779	189	0	0	0	0	0

Housing Grant Repayments

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

2007/08 Actuals	2008/09 Estimate	2008/09 Updated Estimate	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate
£000	£000	£000	£000	£000	£000	£000	£000
0	0	0	0	0	0	0	0
30	25	25	25	25	25	25	25
(30)	(25)	(25)	(25)	(25)	(25)	(25)	(25)
0	0	0	0	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13**

GLOSSARY

GUILDFORD BOROUGH COUNCIL

MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

Accrual - A sum included in the final accounts to cover income or expenditure attributable to an accounting period for goods supplied and received or work done, but for which payment has not been received / 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 Authority's plans for revenue or capital expenditure over a specified period of time. The annual budget is prepared as part of the Council's annual Council Tax setting process.

Budgetary Control - Monitoring actual expenditure and income against a financial target.

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

Capital Expenditure - Spending on assets (e.g. land, buildings, roads etc) which adds to and not merely maintains the value of an existing fixed asset. Expenditure that does not fall within the definition must be charged to the revenue account.

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

Capital Receipts - The money from the sale of land or other long-term assets. Capital receipts can be used to pay for new capital expenditure, within rules set down by the government, or to repay outstanding loans. They cannot be used to finance revenue expenditure.

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

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

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MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

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

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

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

County Precept - See under Precept.

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

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

Debtor - Money owed to the Authority.

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

Employee Related Expenditure – A group of costs including salaries, wages, employers 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.

Estimate - Expected expenditure or income in a given year

Fees and Charges - Individual charges for services provided.

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

Financial Reporting Standards (FRS) - These standards are developed by the Accounting Standards Board and regulate the preparation and presentation of financial statements. Any material departures from these standards should be disclosed in the notes to the accounts.

GUILDFORD BOROUGH COUNCIL

MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

Fixed Assets - These are tangible assets that yield benefit to the Authority and the services it provides for more than one year.

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

Government Grant - Assistance by government and inter-government agencies and similar bodies, whether local, national or international, in the form of cash or transfer of assets, as contributions towards the cost of local services. e.g Housing Benefit, Capital Grants and Revenue Support Grant.

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

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

Housing Benefits Scheme - The term embraces rent rebates and allowances and council tax rebates granted to occupiers of domestic properties.

Housing Investment Programme (HIP) - The approved capital expenditure programme relating to the public and private sector housing aspects.

Housing Revenue Account - The revenue expenditure and income associated with the provision of housing in the public sector. Now technically part of the General Fund but transfers of balances between the accounts are not permitted. A separate record of expenditure and income on the Housing Revenue Account must be maintained.

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

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

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

Liabilities - Money owed to individuals or organisations that will be paid at some time in the future.

GUILDFORD BOROUGH COUNCIL

MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

Minimum Revenue Provision (MRP) - The minimum amount which must be charged each year to the Authority's revenue account and set aside as provision for credit liabilities, as required by the Local Government and Housing Act 1989.

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

Out-turn - Actual income and expenditure.

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

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

Projection – A forecast of future developments based on current statistics and trends.

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

Prudential Code for Capital Finance in Local Authorities - This replaced the previous regulatory frameworks in England, Wales and Scotland. The 2003 Code introduced a need for local authorities to consider capital spending plans with reference to affordability (implications for Council Tax), prudence and sustainability, value for money, stewardship of assets, strategic objectives and the practicality of the plans.

Public Works Loan Board (PWLB) - A government agency which provides longer term loans to Local Authorities at interest rates only slightly higher than those at which the government itself can borrow.

Reserves - Monies set aside by the Authority that do not fall within the definition of provisions.

GUILDFORD BOROUGH COUNCIL

MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

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 - Resources provided from the Authority's revenue budget to finance the cost of capital projects.

Revenue Expenditure - The day-to-day running costs incurred by an Authority in providing services.

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

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.

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

Statements of Standard Accounting Practice (SSAP's) - Standards developed by the Accounting Standards Board and its predecessor bodies to regulate the preparation and presentation of financial statements. Any new standards are now referred to as Financial Reporting Standards (FRS's). The CIPFA Code of Practice on Local Authority Accounting requires local authorities to comply with SSAP's and FRS's or to disclose the nature and effect of non compliance. (See Financial Reporting Standards)

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

GUILDFORD BOROUGH COUNCIL

MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2012/13

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

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

Transfer payments - A group of expenditure, which contains payments to individuals for which the Council receives no goods or services in return. Includes Housing and Council Tax benefits.

Transport related expenditure - A group of expenditure, which brings together all costs associated with the provision, hire and use of transport, including travelling allowances. It includes purchases of vehicles and equipment (where not leased or purchased through capital), repairs and maintenance, running costs (e.g. fuel, tax,), recharges for vehicles hired from the Fleet Manager, contract hire, operating leases, public transport, car allowances and transport insurance.

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