

BUDGET BOOK

2010/2011

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2010/11

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Major Changes introduced in 2010/11

There have not been any major changes in accounting regulations or in the way that the figures are prepared for 2010/11.

The restructuring of the Business Systems Service Unit has led to a change in service groupings within that unit. Where possible previous years' figures have also been amended to aid comparison but this has not been possible in all cases.

The vacancy credit which in previous years had been held centrally is now allocated to services on the basis of salary costs. The 2009/10 estimates have been adjusted to aid comparison.

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2010/11

Movement in General Fund budget requirement

The major reasons for the change between the 2009/10 and 2010/11 General Fund budget requirement (excluding Parish precepts) are as follows:

	£000
Inflation & other adjustments	132
Unavoidable adjustments & commitments	807
Net effect of interest rate & cash flow movements	401
Minimum Revenue Provision	329
Transfers to reserves	(392)
Service improvements	300
Government grants	(530)
Reduced income	198
Efficiency savings	(792)
Net Increase	453

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General Fund Summary – Gross Expenditure and Income

Actual 2008/09 Net Exp.		Estimate 2010/11 Gross Exp. £	Estimate 2010/11 Gross Inc. £	Estimate 2010/11 Net Exp. £
£	Service Units			
228,547	Business Systems	4,245,240	(4,186,510)	58,730
3,055,584	Community Care Services	5,364,890	(2,684,110)	2,680,780
1,835,751	Corporate Development	2,760,290	(822,800)	1,937,490
1,405,055	Economic Development	3,757,150	(5,789,520)	(2,032,370)
1,224,162	Environmental Health & Licensing	1,816,150	(679,920)	1,136,230
1,322,734	Financial Services	3,181,900	(1,209,440)	1,972,460
825,384	Housing Advice Services	1,307,610	(390,720)	916,890
(53,527)	Human Resources	830,700	(817,340)	13,360
2,048,063	Legal & Democratic Services	3,414,850	(1,658,240)	1,756,610
2,892,377	Leisure Services	11,112,000	(8,291,900)	2,820,100
322,375	Neighbourhood & Housing Management	3,071,450	(2,696,270)	375,180
1,844,640	Operational Services	21,517,490	(19,034,710)	2,482,780
2,239,407	Parks & Countryside Services	4,594,110	(2,449,900)	2,144,210
2,634,482	Planning Services	4,002,860	(1,294,760)	2,708,100
1,787,932	Revenue & Payments	40,692,270	(39,541,970)	1,150,300
23,612,966	Total Service Unit Level	111,668,960	(91,548,110)	20,120,850
(8,407,789)	Depreciation/Deferred Charges (contra to Service Unit Budgets)	(3,405,880)	0	(3,405,880)
15,205,177	Service Unit Level excl contra items	108,263,080	(91,548,110)	16,714,970
(113,958)	Improvement Grant Commutation Credit	0	0	0
(4,955,322)	External Interest Receivable (net)	10,090	(1,443,130)	(1,433,040)
222,025	Minimum Revenue Provision	328,860	0	328,860
	Revenue Contributions to Capital Outlay			
551,572	Met from: Capital Schemes Reserve	8,532,000	0	8,532,000
908,747	Other Reserves	1,790,000	0	1,790,000
11,818,241	Total before transfers to Reserves and Provisions	118,924,030	(92,991,240)	25,932,790
	Transfers to Reserves and Provisions			
	Capital Schemes Reserve			
(551,572)	Funding of Revenue Contribution to Capital Outlay	0	(8,532,000)	(8,532,000)
452,000	Contribution in Year	78,000	0	78,000
1,775,041	Other	0	0	0
17,640	Affordable Housing Reserve	0	0	0
155,180	Car Park Income Equalisation Reserve	0	(191,380)	(191,380)
1,099,414	Car Park Maintenance Reserve	769,000	(757,000)	12,000
29,700	Election Costs Reserve	36,000	0	36,000
504,268	Housing Revenue Account & Major Repairs Reserve	107,480	0	107,480
(75,644)	Insurance Reserve	42,010	0	42,010
162,754	IT Renew als Reserve	625,530	(597,700)	27,830
0	Invest to Save Reserve	0	(34,660)	(34,660)
219,862	Local Authority Business Growth Incentive	0	(18,000)	(18,000)
(21,098)	Local Development Scheme Reserve	0	0	0
27,975	Parking, Highw ays & Transportation Reserve	579,860	(850,530)	(270,670)
816,656	Pensions Reserve	0	0	0
100,000	Planning Legal Fees	0	0	0
(20,040)	Recycling Reserve	0	0	0
(119,718)	Spectrum Re-investment Reserve	29,000	(125,000)	(96,000)
(12,468)	Spectrum Renew als Reserve	183,430	(562,000)	(378,570)
72,356	Other Reserves	269,970	(213,450)	56,520
(22,500)	Area Based Grant	0	(28,819)	(28,819)
16,428,047	GBC BUDGET REQUIREMENT	121,644,310	(104,901,779)	16,742,531
1,232,185	Parish Council Precepts	1,274,875	0	1,274,875
17,660,232	TOTAL BUDGET REQUIREMENT	122,919,185	(104,901,779)	18,017,406
(7,319,704)	Govt. Grants: NNDR Receipt from Nat. Pool	0	(7,424,562)	(7,424,562)
(1,018,962)	Revenue Support Grant	0	(1,078,115)	(1,078,115)
(228,657)	Local Authority Business Growth Incentive Grant	0	0	0
(2,107)	Collection Fund Deficit/(Surplus)		(11,997)	(11,997)
9,090,802	GBC DEM AND ON COLLECTION FUND	122,919,185	(113,416,453)	9,502,732

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General Fund Summary – Net Expenditure

Actual 2008/09 Net Exp.		Estimate 2009/10	Probable 2009/10	Estimate 2010/11
£	Service Units - Net Expenditure	£		£
228,547	Business Systems	69,030	313,651	58,730
3,055,584	Community Care Services	2,801,250	2,717,449	2,680,780
1,835,751	Corporate Development	2,050,520	1,922,730	1,937,490
1,405,055	Economic Development	(2,308,400)	(1,996,007)	(2,032,370)
1,224,162	Environmental Health & Licensing	1,210,630	1,210,310	1,136,230
1,322,734	Financial Services	1,922,040	1,840,070	1,972,460
825,384	Housing Advice Services	923,610	904,506	916,890
(53,527)	Human Resources	(48,030)	(87,395)	13,360
2,048,063	Legal & Democratic Services	1,812,490	1,658,513	1,756,610
2,892,377	Leisure Services	2,489,380	2,900,956	2,820,100
322,375	Neighbourhood & Housing Management	396,810	416,001	375,180
1,844,640	Operational Services	2,249,790	3,074,423	2,482,780
2,239,407	Parks & Countryside Services	1,943,360	2,093,485	2,144,210
2,634,482	Planning Services	2,851,430	2,695,659	2,708,100
1,787,932	Revenue & Payments	1,685,110	2,000,708	1,150,300
23,612,966	<i>Total Service Unit Level</i>	20,049,020	21,665,059	20,120,850
(8,407,789)	Depreciation/Deferred Charges (contra to Service Unit Budg	(3,506,990)	(3,506,990)	(3,405,880)
15,205,177	<i>Service Unit Level excl contra items</i>	16,542,030	18,158,069	16,714,970
(113,958)	Improvement Grant Commutation Credit	(28,830)	(28,830)	0
(4,955,322)	External Interest Receivable (net)	(1,793,770)	(2,407,282)	(1,433,040)
222,025	Minimum Revenue Provision	0	0	328,860
	Revenue Contributions to Capital Outlay			
551,572	Met from: Capital Schemes Reserve	12,760,000	9,074,000	8,532,000
908,747	Other Reserves	1,982,000	1,945,000	1,790,000
11,818,241	<i>Total before transfers to Reserves and Provisions</i>	29,461,430	26,740,957	25,932,790
	Transfers to Reserves and Provisions			
	Capital Schemes Reserve			
(551,572)	Funding of Revenue Contribution to Capital Outlay	(12,760,000)	(9,074,000)	(8,532,000)
452,000	Contribution in Year	281,000	281,000	78,000
1,775,041	Other	0	0	0
17,640	Affordable Housing Reserve	0	0	0
155,180	Car Park Income Equalisation Reserve	(253,210)	(116,632)	(191,380)
1,099,414	Car Park Maintenance Reserve	(37,390)	(352,889)	12,000
0	Credit Crunch Fund	200,000	173,175	0
29,700	Election Costs Reserve	32,000	32,000	36,000
504,268	Housing Revenue Account & Major Repairs Reserve	74,820	55,940	107,480
(75,644)	Insurance Reserve	(13,790)	(46,936)	42,010
162,754	IT Renew als Reserve	(69,040)	(57,040)	27,830
0	Invest to Save Reserve	(28,580)	(168,547)	(34,660)
219,862	Local Authority Business Growth Incentive	(57,000)	(84,189)	(18,000)
(21,098)	Local Development Scheme Reserve	0	0	0
27,975	Parking, Highw ays & Transportation Reserve	(227,940)	(455,167)	(270,670)
816,656	Pensions Reserve	0	0	0
100,000	Planning Legal Fees	0	(2,753)	0
(20,040)	Recycling Reserve	0	(57,960)	0
(119,718)	Spectrum Re-investment Reserve	380	(25,000)	(96,000)
(12,468)	Spectrum Renew als Reserve	(222,130)	74,040	(378,570)
72,356	Other Reserves	(68,240)	(499,560)	56,520
(22,500)	Area Based Grant	(22,500)	(22,811)	(28,819)
16,428,047	GBC BUDGET REQUIREMENT	16,289,810	16,393,628	16,742,531
1,232,185	Parish Council Precepts	1,240,130	1,240,130	1,274,875
17,660,232	TOTAL BUDGET REQUIREMENT	17,529,940	17,633,758	18,017,406
(7,319,704)	Govt. Grants: NINDR Receipt from Nat. Pool	(6,808,800)	(6,808,800)	(7,424,562)
(1,018,962)	Revenue Support Grant	(1,571,559)	(1,571,559)	(1,078,115)
(228,657)	Local Authority Business Growth Incentive Grant	0	(73,942)	0
(2,107)	Collection Fund Deficit/(Surplus)	112,163	112,163	(11,997)
9,090,802	GBC DEMAND ON COLLECTION FUND	9,261,744	9,291,620	9,502,732

Projected Variance (higher net expenditure) based on 10 months data

29,876

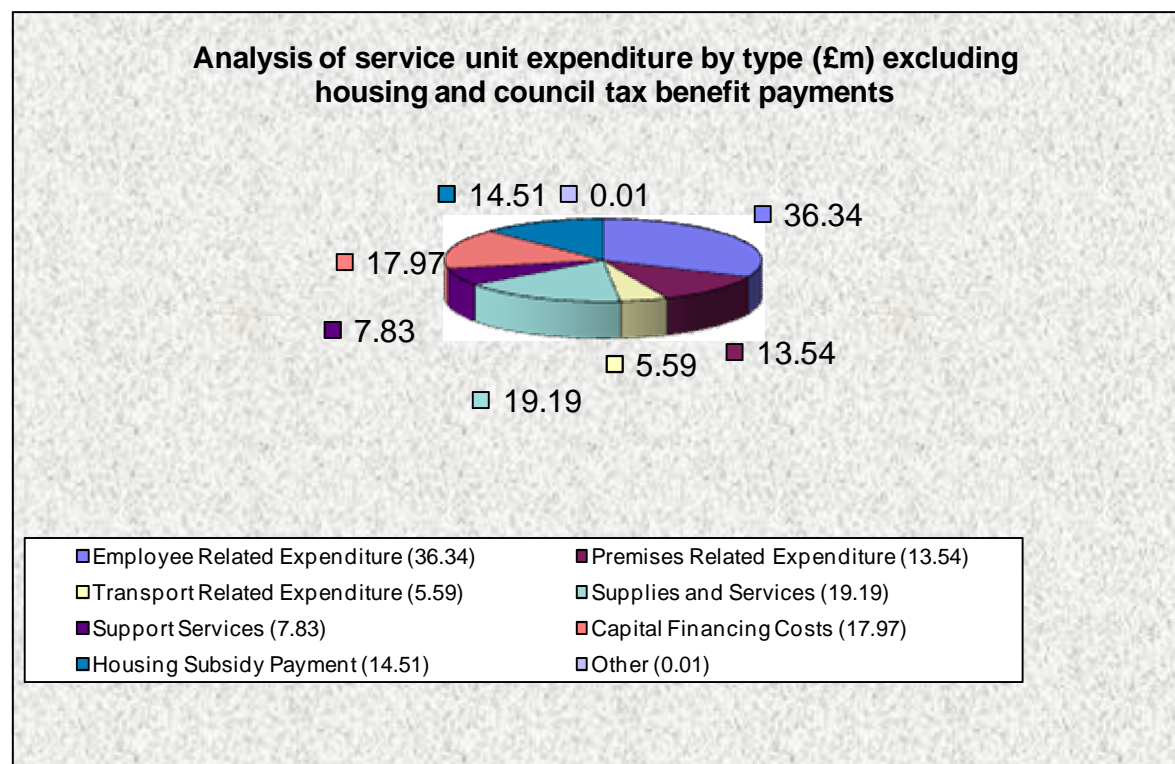
VAT refund (net including interest)

(1,182,277)

(1,152,401)

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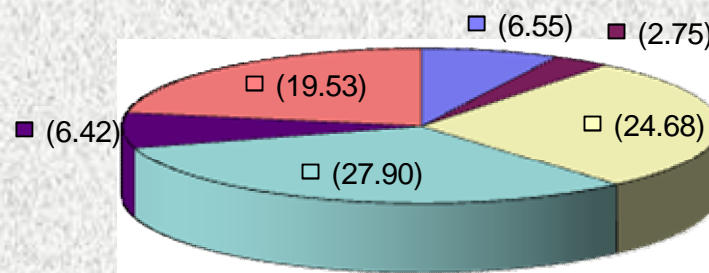
Graphical analysis of service unit gross expenditure for 2010/11 by type (subjective analysis) including Housing Revenue Account but excluding housing and council tax benefit payments



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Graphical analysis of service unit gross income for 2010/11 by type (subjective analysis) including Housing Revenue Account but excluding housing and council tax benefit grant

Analysis of service unit income by type (£m) excluding housing and council tax benefit grant



Government Grants 6.55	Other Grants & Reimbursements 2.75
Council House rents 24.68	Sales, Fees, Charges & Miscellaneous Income 27.90
Rents 6.42	Internal Recharges 19.53

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Analysis of Total Gross Expenditure and Sources of Finance for 2010/11 – 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	4,525	5	4,525	0	0
Corporate Services	1	1,011	1	1,011	0	0
Culture & Heritage	3	4,340	4	4,340	0	0
Democratic Services	1	1,397	1	1,397	0	0
Environmental Services	2	3,469	3	3,469	0	0
Guildford Spectrum	5	8,020	8	8,020	0	0
Housing Benefits (incl. Administration)	24	36,395	35	36,395	0	0
Industrial Estates & Property	1	1,176	1	1,176	0	0
Parks & Countryside	2	3,244	3	3,244	0	0
Planning & Development Services	3	5,122	5	5,122	0	0
Refuse Collection & Recycling	4	6,669	7	6,669	0	0
Welfare	2	2,268	2	2,268	0	0
Other Services	10	14,522	14	14,522	0	0
<u>Housing Revenue Account</u>						
Capital Charges & Leasing	9	13,552	0	0	30	13,552
Repairs & Maintenance	3	4,760	0	0	11	4,760
Subsidy payment to Government	10	14,510	0	0	32	14,510
Supervision & Management	4	6,088	0	0	13	6,088
Transfer to Major Repairs Reserve	3	3,973	0	0	9	3,973
Parish Precepts	1	1,275	1	1,275	0	0
Collection Fund Deficit	0	0	0	0	0	0
Transfer to HRA capital programme reserve	2	2,349	0	0	5	2,349
Minimum Revenue Provision for repayment of debt	0	329	0	329	0	0
Revenue Contributions to Capital Outlay	7	10,397	10	10,322	0	75
	100	149,391	100	104,084	100	45,307
Gross Expenditure alternatively analysed as:						
<u>Building Repairs & Maintenance</u>						
Council Houses	3	3,848	0	0	8	3,848
Other Buildings	1	2,091	2	2,091	0	0
Capital Charges & Leasing	12	18,567	5	5,015	30	13,552
Direct Payroll Costs (Incl NI & Superannuation)	23	34,470	31	31,368	7	3,102
Housing Benefit Payments	23	35,592	34	35,257	1	335
Rates	2	2,389	2	2,388	0	1
Energy Costs	1	1,885	1	1,459	1	426
Grants	2	2,536	2	2,535	0	1
Other	10	15,509	12	12,374	7	3,135
Subsidy payment to Government	10	14,510	0	0	32	14,510
Parish Precepts	1	1,275	1	1,275	0	0
Transfer to Major Repair Reserve	3	3,973	0	0	9	3,973
Transfer to HRA capital programme reserve	2	2,349	0	0	5	2,349
Revenue Contributions to Capital Outlay	7	10,397	10	10,322	0	75
Collection Fund Deficit	0	0	0	0	0	0
	100	149,391	100	104,084	100	45,307

	Total GBC		Gen. Fund		Housing (HRA)	
	%	£000	%	£000	%	£000
Received From:						
Capital Charges contra	11	16,923	3	3,406	30	13,517
Council House Rents	17	24,675	0	0	54	24,675
<u>Government Grants</u>						
Housing Benefit	24	36,184	35	36,184	0	0
Major Repairs Allowance	3	3,973	0	0	9	3,973
Revenue Support Grant	1	1,078	1	1,078	0	0
NNDR Pool Contribution	5	7,425	7	7,425	0	0
Other Govt Grants	1	1,859	2	1,859	0	0
Supporting People Grant	1	880	0	0	2	880
Interest	1	1,438	1	1,331	0	107
Local Taxation (via Collection Fund)	6	9,503	9	9,503	0	0
Rent Income	4	6,416	5	5,533	2	883
Fees, charges & miscellaneous income from Services	20	29,756	28	28,484	3	1,272
Collection Fund Surplus	0	12	0	12	0	0
Transfers from reserves (net)	6	9,269	9	9,269	0	0
	100	149,391	100	104,084	100	45,307

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General Fund Revenue Balance and Major Reserve Funds' projections to 2013/14

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 2008/09 £000	Estimate 2009/10 £000	2009/10 Revised £000	Estimate 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000	Projection 2013/14 £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
<u>(2,750) Balance c/f 31 March</u>	<u>(2,750)</u>	<u>(2,750)</u>	<u>(2,750)</u>	<u>(2,750)</u>	<u>(2,750)</u>	<u>(2,750)</u>

Car Parks Income Equalisation Reserve

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

Actual 2008/09 £000	Estimate 2009/10 £000	2009/10 Revised £000	Estimate 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000	Projection 2013/14 £000
(575) Balance b/f 1 April	(726)	(730)	(613)	(422)	(351)	(351)
(155) Receipts in year	0	0	0	0	0	0
0 Used in year	253	117	191	71	0	0
<u>(730) Balance c/f 31 March</u>	<u>(473)</u>	<u>(613)</u>	<u>(422)</u>	<u>(351)</u>	<u>(351)</u>	<u>(351)</u>

Insurance Reserve

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

Actual 2008/09 £000	Estimate 2009/10 £000	2009/10 Revised £000	Estimate 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000	Projection 2013/14 £000
(991) Balance b/f 1 April	(1,076)	(915)	(868)	(910)	(969)	(1,047)
0 Receipts in year	(14)	0	(42)	(59)	(78)	(97)
76 Used in year	0	47	0	0	0	0
<u>(915) Balance c/f 31 March</u>	<u>(1,090)</u>	<u>(868)</u>	<u>(910)</u>	<u>(969)</u>	<u>(1,047)</u>	<u>(1,144)</u>

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2010/11

General Fund Revenue Balance and Major Reserve Funds' projections to 2013/14 (continued)

IT Renewals Reserve

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

Actual 2008/09 £000	Estimate 2009/10 £000	2009/10 Revised £000	Estimate 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000	Projection 2013/14 £000
(622) Balance b/f 1 April	(536)	(788)	(731)	(759)	(863)	(1,050)
(505) Receipts in year	(531)	(531)	(428)	(504)	(587)	(634)
339 Used re capital expenditure	600	588	400	400	400	400
(788) Balance c/f 31 March	(467)	(731)	(759)	(863)	(1,050)	(1,284)

Capital Schemes Reserve

Used to fund capital schemes and other approved items.

Actual 2008/09 £000	Estimate 2009/10 £000	2009/10 Revised £000	Estimate 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000	Projection 2013/14 £000
(16,679) Balance b/f 1 April	(13,230)	(16,584)	(7,791)	0	0	0
(1,775) Receipts in year	(281)	(281)	(128)	0	0	0
1,770 Transfer to other reserves	0	0	0	0	0	0
100 Used re capital expenditure	12,760	9,074	7,919	0	0	0
(16,584) Balance c/f 31 March	(751)	(7,791)	0	0	0	0

Parking, Highways and Transport Reserve

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

Actual 2008/09 £000	Estimate 2009/10 £000	2009/10 Revised £000	Estimate 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000	Projection 2013/14 £000
(2,584) Balance b/f 1 April	(2,366)	(2,612)	(2,157)	(1,886)	(1,635)	(1,362)
(467) Receipts in year	(562)	(483)	(528)	(555)	(549)	(515)
439 Used in year	790	938	799	806	822	839
(2,612) Balance c/f 31 March	(2,138)	(2,157)	(1,886)	(1,635)	(1,362)	(1,038)

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2010/11

General Fund Revenue Balance and Major Reserve Funds' projections to 2013/14 (continued)

Car Parks Maintenance Reserve

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

Actual 2008/09 £000	Estimate 2009/10 £000	2009/10 Revised £000	Estimate 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000	Projection 2013/14 £000
(514) Balance b/f 1 April	(1,614)	(1,614)	(1,261)	(1,273)	(1,267)	(1,271)
(1,146) Receipts in year	(773)	(773)	(769)	(691)	(696)	(701)
46 Used in year	810	1,126	757	697	692	1,025
<u>(1,614) Balance c/f 31 March</u>	<u>(1,577)</u>	<u>(1,261)</u>	<u>(1,273)</u>	<u>(1,267)</u>	<u>(1,271)</u>	<u>(947)</u>

Usable Capital Receipts (General Fund)

Available to fund capital expenditure

Actual 2008/09 £000	Estimate 2009/10 £000	2009/10 Revised £000	Estimate 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000	Projection 2013/14 £000
(1,592) Balance b/f 1 April	0	(709)	0	0	0	0
(1,417) Receipts in year	(470)	(760)	(2,345)	0	0	0
2,300 Used in year	470	1,469	2,345	0	0	0
<u>(709) 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 2008/09 £000	Estimate 2009/10 £000	2009/10 Revised £000	Estimate 2010/11 £000	Projection 2011/12 £000	Projection 2012/13 £000	Projection 2013/14 £000
(22,743) Balance b/f 1 April	(21,333)	(21,600)	(21,549)	(13,654)	(7,959)	(7,192)
(573) Receipts in year	(126)	(392)	(178)	(113)	(113)	(113)
1,716 Used in year	2,361	443	8,073	5,808	880	880
<u>(21,600) Balance c/f 31 March</u>	<u>(19,098)</u>	<u>(21,549)</u>	<u>(13,654)</u>	<u>(7,959)</u>	<u>(7,192)</u>	<u>(6,425)</u>

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2010/11

Housing Revenue Account Balance and Major Reserve Funds' projections to 2013/14

HRA Reserve for Future Capital

Actual	Estimate	Revised	Estimate	Projection	Projection	Projection
2008/09	2009/10	2009/10	2010/11	2011/12	2012/13	2013/14
£000	£000	£000	£000	£000	£000	£000
(12,495) Balance b/f 1 April	(13,162)	(13,088)	(13,298)	(13,083)	(12,383)	(11,183)
1,765 Used in year	2,086	2,088	2,527	3,000	3,500	3,500
(2,358) From revenue in year	(2,542)	(2,298)	(2,312)	(2,300)	(2,300)	(2,300)
(13,088) Balance c/f 31 March	(13,618)	(13,298)	(13,083)	(12,383)	(11,183)	(9,983)

HRA Major Repairs reserve

Actual	Estimate	Revised	Estimate	Projection	Projection	Projection
2008/09	2009/10	2009/10	2010/11	2011/12	2012/13	2013/14
£000	£000	£000	£000	£000	£000	£000
0 Balance b/f 1 April	0	0	0	0	0	0
3,781 Used in year	3,914	3,913	3,973	4,000	4,000	4,000
(3,781) From revenue in year	(3,914)	(3,913)	(3,973)	(4,000)	(4,000)	(4,000)
0 Balance c/f 31 March	0	0	0	0	0	0

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	Estimate	Revised	Estimate	Projection	Projection	Projection
2008/09	2009/10	2009/10	2010/11	2011/12	2012/13	2013/14
£000	£000	£000	£000	£000	£000	£000
(1,900) Balance b/f 1 April	(1,900)	(1,900)	(1,900)	(1,900)	(1,900)	(1,900)
0 From revenue in year	0	0	0	0	0	0
(1,900) Balance c/f 31 March	(1,900)	(1,900)	(1,900)	(1,900)	(1,900)	(1,900)

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2010/11

Budget Requirement & Council Tax

	Estimate 2008/09 £	Estimate 2009/10 £	Estimate 2010/11 £
GBC Budget Requirement excl Parish precepts	16,199,390	16,289,810	16,742,531
Formula Grant	(8,338,666)	(8,380,359)	(8,502,677)
Collection Fund (Surplus)/Deficit	(2,107)	112,163	(11,997)
 Council Tax Base	 56,874.96	 56,660.12	 57,118.03
 Council Tax (Borough element only)	 138.17	 141.57	 144.05
 % increase on previous year	 2.98	 2.46	 1.75

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2010/11

Economic Indicators

The following assumptions have been made in the detailed preparation of estimates for 2010/11:		A 1% change in the rates assumed opposite would cost/save the General Fund as follows:	
Payroll:	No pay award (except for those employees who earn a basic salary of less than £18,025 - £300 non consolidated payment)		£000
Non Domestic Rates:	Revaluation with effect from 1.4.2010. Rates based on new valuations and transitional relief.	Payroll	294
Depreciation:	Straight line basis over the estimated life of the asset, taking into account any residual value.	Rates	23
Interest Rate	Average 7 day rate of 0.71%	Interest	353
Investment Interest	Average target return of 1.87% from all investments.	Other Expenditure	185
Other Expenses	No general inflation allowance has been included – only contractual increases.	<u>Income</u>	
Income	<u>Where the market will bear</u> a 2.0% increase in charges has been included	Spectrum	72
		Car Parks	85
		Recycling & Refuse Collection	35
		Building & Development Control	13
		Other fees, charges and miscellaneous income	59

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2010/11

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

Service Unit	2009/10			2010/11		
	Total FTE	Externally Funded	GBC Funded	Total FTE	Externally Funded	GBC Funded
Business Systems	40.43	-	40.43	38.02	-	38.02
Community Care Services	108.39	3.56	104.83	110.04	6.23	103.81
Corporate Development & Improvement	20.62	-	20.62	19.08	-	19.08
Economic Development	31.66	-	31.66	31.40	-	31.40
Environmental Health & Licensing Services	25.42	-	25.42	25.11	-	25.11
Financial Services	17.74	-	17.74	17.55	-	17.55
Housing Advice	35.68	13.94	21.74	40.15	13.94	26.21
HR Services	11.92	-	11.92	11.45	-	11.45
Legal & Democratic Services	31.30	-	31.30	29.86	-	29.86
Leisure Services	118.58	-	118.58	120.11	-	120.11
Management Team	8.81	-	8.81	8.63	-	8.63
Neighbourhood & Housing Management Services	89.87	1.59	88.28	86.46	0.59	85.87
Operational Services	228.75	-	228.75	236.86	-	236.86
Parks & Countryside Services	81.88	-	81.88	80.55	-	80.55
Planning Services	77.81	1.20	76.61	72.33	0.60	71.73
Revenues & Payments	51.02	-	51.02	49.46	-	49.46
	979.88	20.29	959.59	977.06	21.36	955.70

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 BUDGET BOOK 2010/11

Salaries and employee costs (including Housing Revenue Account)

2008/09 ACTUAL £	ANALYSIS	2009/10 ESTIMATE £	2010/11 ESTIMATE £
	<i>Salaries (including NI and Superannuation)</i>		
1,198,953	Business Systems	1,503,170	1,445,340
2,731,922	Community Care Services	2,939,400	2,957,230
582,962	Corporate Development & Improvement	878,810	832,870
466,020	Economic Development	1,177,290	1,154,590
1,022,104	Environmental Health & Licensing Services	1,086,070	1,068,630
745,102	Financial Services	771,950	733,330
1,296,501	Housing Advice Services	1,299,490	1,280,660
368,157	HR Services	479,300	468,220
1,466,436	Legal & Democratic Services	1,320,200	1,249,210
2,651,661	Leisure Services	3,640,500	3,241,530
746,481	Management Team	662,940	653,180
2,883,224	Neighbourhood & Housing Management Services	3,200,960	3,122,150
5,625,894	Operational Services	6,333,110	6,467,720
1,861,314	Parks & Countryside Services	2,106,780	2,081,340
2,168,419	Planning Services	2,822,610	2,680,520
1,402,066	Revenues & Payments Services	1,754,240	1,779,570
286,548	Communication Services	0	0
464,188	Cultural Services	0	0
367,166	Democratic Services	0	0
630,039	Environmental Policy & Design Services	0	0
232,127	Payments and eProcurement Services	0	0
1,993,436	Corporate Costs	1,684,410	1,718,880
0	Vacancy Credit	-674,540	-498,470
31,190,720	Total Salaries	32,986,690	32,436,500
	<i>Other employee related expenditure</i>		
2,790,788	Casual Salaries	1,745,210	1,751,160
355,426	Car Leasing	372,580	359,590
43,555	Child Care Allowance	50,700	20,940
134,781	Health/Medical Expenses	134,970	132,210
7,070	Mortgage Subsidy	5,190	2,660
25,300	Professional Subscriptions	22,570	23,260
430	Relocation Costs	28,100	16,900
15,725	Staff Car Parking	14,440	14,880
360,880	Training	460,370	457,360
67,108	Vacancy Advertising	120,700	103,300
3,801,063	Total Other Employee Related Costs	2,954,830	2,882,260
34,991,783		35,941,520	35,318,760

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2010/11

Collection Fund

Actual 2008/09 £		Estimate 2009/10 £	Probable 2009/10 £	Estimate 2010/11 £
	Expenditure			
60,175,983	Precepts and Demands			
	Surrey County Council	61,713,070	61,713,070	63,764,284
10,687,942	Surrey Police Authority	11,167,710	10,984,131	11,340,214
9,090,802	Guildford Borough Council	9,261,744	9,261,744	9,502,732
71,950,364	Contribution to NNDR Pool	77,536,197	77,536,197	77,052,080
252,781	Payt to General Fund for collecting NNDR	254,920	254,920	245,333
616,135	Provision for NDR bad debts	0	0	0
100,000	Provision for Council Tax bad debts	100,000	100,000	100,000
	Distribution of CF surplus			
0	Surrey County Council	0	0	79,941
0	Surrey Police Authority	0	0	14,228
90,111	Guildford Borough Council	0	0	11,997
152,964,118	Total Expenditure	160,033,641	159,850,062	162,110,809
	Income			
72,819,280	Income from Business Rate Payers	77,791,117	77,791,117	77,297,413
	Distribution of Deficit:			
574,605	Surrey County Council	742,457	742,457	0
97,475	Surrey Police	131,869	131,869	0
88,004	Guildford Borough Council	112,163	112,163	0
79,422,782	Council Taxes	82,242,524	82,062,329	84,707,230
153,002,146	Total Income	161,020,130	160,839,935	162,004,643
(38,028)	Net (Surplus)/Deficit for the year	(986,489)	(989,873)	106,166
921,735	Balance brought forward	986,489	883,707	(106,166)
883,707	Balance Carried Forward	0	(106,166)	0

The Estimated council tax surplus of £106,166 on the Fund for 2009/10 will be paid to the General Fund and the major precepting authorities (i.e. Surrey County Council and Surrey Police Authority) in 2010/11 pro rata to the 2009/10 demand/precept on the fund, as shown above. The payment to the General Fund, which reduces Council Tax bills for the year, will be £11,997.

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 has been 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 BUDGET BOOK 2010/11

Budget projection to 2013/14 – excluding revenue contributions to capital outlay and Parish precepts

Actual excl RCCO & Parishes 2008/09	GENERAL FUND SUMMARY	Estimate excl RCCO & Parishes 2009/10	Probable excl RCCO & Parishes 2009/10	Estimate excl RCCO & Parishes 2010/11	Projection 2011/12	Projection 2012/13	Projection 2013/14
£		£	£	£	£	£	£
	Service Units - Net Expenditure						
228,547	Business Systems	69,030	313,651	58,730	(38,780)	(147,180)	(221,370)
3,055,584	Community Care Services	2,801,250	2,717,449	2,680,780	2,759,590	2,844,060	2,932,170
1,835,751	Corporate Development	2,050,520	1,922,730	1,937,490	1,989,880	2,063,760	2,140,670
1,405,055	Economic Development	(2,308,400)	(1,996,007)	(2,032,370)	(2,065,660)	(1,993,190)	(1,912,990)
1,224,162	Environmental Health & Licensing	1,210,630	1,210,310	1,136,230	1,168,950	1,215,500	1,264,040
1,322,734	Financial Services	1,922,040	1,840,070	1,972,460	2,062,260	2,141,980	2,186,480
825,384	Housing Advice Services	923,610	904,506	916,890	1,189,480	1,227,340	1,266,620
(53,527)	Human Resources	(48,030)	(87,395)	13,360	13,320	13,470	13,700
2,048,063	Legal & Democratic Services	1,812,490	1,658,513	1,756,610	1,935,040	1,852,950	1,903,780
2,892,377	Leisure Services	2,489,380	2,900,956	2,820,100	2,848,540	2,930,190	3,052,890
322,375	Neighbourhood & Housing Management	396,810	416,001	375,180	388,050	405,110	422,940
1,844,640	Operational Services	2,249,790	3,074,423	2,482,780	2,342,900	2,198,830	2,230,570
2,239,407	Parks & Countryside Services	1,943,360	2,093,485	2,144,210	2,185,390	2,249,260	2,315,660
2,634,482	Planning Services	2,851,430	2,695,659	2,708,100	2,839,420	2,958,120	3,082,070
1,787,932	Revenue & Payments	1,685,110	2,000,708	1,150,300	1,156,210	1,173,730	1,191,680
0	Changes not yet allocated to Service Units	0	0	0	4,785,750	5,962,550	6,498,500
23,612,966	Total Service Unit Level	20,049,020	21,665,059	20,120,850	25,560,340	27,096,480	28,367,410
(8,407,789)	Depreciation/Deferred Charges (contra to Service Unit Budgets)	(3,506,990)	(3,506,990)	(3,405,880)	(3,405,880)	(3,405,880)	(3,405,880)
15,205,177	Service Unit Level excl contra items	16,542,030	18,158,069	16,714,970	22,154,460	23,690,600	24,961,530
(113,958)	Improvement Grant Commutation Credit	(28,830)	(28,830)	0	0	0	0
(4,955,322)	External Interest Receivable (net)	(1,793,770)	(2,407,282)	(1,433,040)	(1,723,130)	(1,995,580)	(1,856,320)
222,025	Minimum Revenue Provision	0	0	328,860	110,530	110,740	110,740
10,357,922	Total before transfers to Reserves and Provisions	14,719,430	15,721,957	15,610,790	20,541,860	21,805,760	23,215,950
	Transfers to Reserves and Provisions						
	Capital Schemes Reserve						
452,000	Contribution in year	281,000	281,000	78,000	0	0	0
1,775,041	Other	0	0	0	0	0	0
17,640	Affordable Housing Reserve	0	0	0	0	0	0
155,180	Car Park Income Equalisation Reserve	(253,210)	(116,632)	(191,380)	(71,080)	0	0
1,102,542	Car Park Maintenance Reserve	742,610	740,111	662,000	588,730	591,290	593,920
0	Collection Fund Balance Reserve	0	0	0	0	0	0
0	Credit Crunch Fund	200,000	173,175	0	0	0	0
29,700	Election Costs Reserve	32,000	32,000	36,000	(97,600)	42,000	45,000
504,268	Housing Revenue Account & Major Repairs Reserve	74,820	55,940	107,480	416,510	541,320	509,320
(75,644)	Insurance Reserve	(13,790)	(46,936)	42,010	59,250	77,760	97,330
501,958	IT Renew als Reserve	530,960	530,960	427,830	504,250	586,980	634,580
0	Invest to Save Reserve	(28,580)	(168,547)	(34,660)	0	0	0
219,862	Local Authority Business Growth Incentive Reserve	(57,000)	(84,189)	(7,000)	0	0	0
(21,089)	Local Development Scheme Reserve	0	0	0	0	0	0
27,975	Parking, Highways & Transportation Reserve	(227,940)	(455,167)	(270,670)	(247,040)	(269,210)	(319,290)
816,656	Pensions Reserve	0	0	0	0	0	0
100,000	Planning Legal Fees	0	(2,753)	0	0	0	0
(20,040)	Recycling Reserve	0	(57,960)	0	0	0	0
29,000	Spectrum Re-investment Reserve	125,380	29,000	29,000	29,000	15,000	15,000
212,421	Spectrum Renew als Reserve	179,870	180,040	183,430	187,880	190,490	191,010
265,164	Other Reserves	6,760	(395,560)	98,520	133,210	133,920	134,640
(22,500)	Area Based Grant	(22,500)	(22,811)	(28,819)	0	0	0
16,428,056	GBC BUDGET REQUIREMENT	16,289,810	16,393,628	16,742,531	22,044,970	23,715,310	25,117,460
(7,319,704)	Govt. Grants: NNDR Receipt from Nat. Pool	(6,808,800)	(6,808,800)	(7,424,562)	(7,424,562)	(7,424,562)	(7,424,562)
(1,018,962)	Revenue Support Grant	(1,571,559)	(1,571,559)	(1,078,115)	(1,078,115)	(1,078,115)	(1,078,115)
(228,657)	Local Authority Business Growth Incentive (LABGI)	0	(73,942)	0	0	0	0
0	Area Based Grant	0	0	0	0	0	0
(2,107)	Collection Fund Deficit/(Surplus)	112,163	112,163	(11,997)	0	0	0
7,858,626	GBC DEMAND ON COLLECTION FUND	8,021,614	8,051,490	8,227,857	13,542,293	15,212,633	16,614,783
	Projected variance (higher net expenditure) based on 10 months data		29,876				
	Estimated resource availability				8,392,350	8,560,280	8,731,630
	Projected demand over availability				5,149,943	6,652,353	7,883,153

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

BUSINESS SYSTEMS

HEAD OF SERVICE - STEVE WRAGGE-MORLEY

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
4,490,796	4,593,280	Gross Expenditure	4,245,240	4,329,980	4,451,170	4,577,070
(4,262,249)	(4,524,250)	Gross Income	(4,186,510)	(4,368,760)	(4,598,350)	(4,798,440)
228,547	69,030	Net Expenditure	58,730	(38,780)	(147,180)	(221,370)
1,584,296	1,571,640	Employee Related Expenditure	1,523,440	1,578,370	1,651,040	1,727,080
629,471	670,730	Premises Related Expenditure	622,600	632,480	648,870	665,690
23,146	24,450	Transport Related Expenditure	21,400	21,600	22,030	22,460
1,066,445	1,017,890	Supplies and Services	916,620	924,970	940,810	956,960
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,303,358	3,284,710	Total Direct Expenditure	3,084,060	3,157,420	3,262,750	3,372,190
(4,262,249)	(4,524,250)	Income	(4,186,510)	(4,368,760)	(4,598,350)	(4,798,440)
(958,891)	(1,239,540)	Net Direct Expenditure/(Income)	(1,102,450)	(1,211,340)	(1,335,600)	(1,426,250)
0	0	Special Works	0	0	0	0
739,595	859,500	Capital Charges	752,830	752,830	752,830	752,830
447,843	449,070	Support Services	408,350	419,730	435,590	452,050
228,547	69,030	Total Service Cost/(Surplus)	58,730	(38,780)	(147,180)	(221,370)

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
(14,919)	(1,260)	ICT Business Services Team	479,820	493,500	511,950	531,220
0	0	ICT Customer Technical Support	738,350	757,860	784,970	813,230
8,139	(25,080)	Information and Communication Technology	(1,407,940)	(1,447,360)	(1,502,350)	(1,559,430)
115,079	58,480	Information Systems Team	275,810	281,260	289,680	298,460
107,379	173,270	IT Renewals Revenue Account	197,700	121,280	38,550	(9,050)
12,869	(136,380)	Office Services Team	(225,010)	(245,320)	(269,980)	(295,800)
228,547	69,030	Total Net Expenditure/(Income)	58,730	(38,780)	(147,180)	(221,370)

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

Business Systems

Financial Information ICT Business Services Team

Ledger Code G3543,G4586,G4587

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
45,474	Employee Related Expenditure	48,690	50,052	376,950
916	Premises Related Expenditure	11,510	12,629	2,040
1,029	Transport Related Expenditure	1,410	1,473	6,320
18,006	Supplies and Services	12,550	10,842	123,820
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
65,425	Total Direct Expenditure	74,160	74,996	509,130
(97,520)	Income	(94,380)	(96,301)	(95,830)
(32,095)	Net Direct Expenditure/(Income)	(20,220)	(21,305)	413,300
0	Special Works	0	0	0
5,642	Capital Charges	5,640	5,640	5,640
11,534	Support Services	13,320	14,053	60,880
(14,919)	Total Service Cost/(Surplus)	(1,260)	(1,612)	479,820

Full Time Equivalent Staff 9.32

Major Items

Employee Related

Salaries	47,830	370,720
Training	0	200

Supplies and Services

Computer Software Licence	0	39,650
IT Renewals	50	60,780

Income

Sale of Electricity	(20,800)	(22,000)
Support Service Recharge	(73,580)	(73,490)

Support Services

Audit Services Recharge	1,930	13,640
Facilities Management Recharge	1,200	10,080
Human Resources Recharge	910	5,510
Paymaster Recharge	1,340	3,950
Public Offices Recharge	3,560	19,950

Major Variances 2009/10 v 2010/11

A review of the Business Systems Service Unit has taken place with the aim of reflecting the requirements of the business and the ICT Strategy to deliver a streamlined and cost efficient service.

Business Services provides project management, ICT development and maintenance and business systems research. Technical support for the web site is provided but will reduce when the new web site comes on line.

Business Support provides management, checking and validation of utilities billing for all council sites. The team also collects energy consumption data and provides information for the Carbon Reduction Commitment. In addition, the team is responsible for the Guildford Hydro, asset management, contracts, performance indicators and administration for Business Systems.

Business services maintains and updates ICT strategies in accordance with plans. The ICT system administrators' forum is facilitated with regular meetings and support.

As this presentation reflects the new structure, comparative data is not available between 2009/10 and 2010/11.

Financial Information ICT Customer Technical Support

Ledger Code G3542

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
0	Employee Related Expenditure	0	0	443,770
0	Premises Related Expenditure	0	0	300
0	Transport Related Expenditure	0	0	6,310
0	Supplies and Services	0	0	238,890
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
0	Total Direct Expenditure	0	0	689,270
0	Income	0	0	0
0	Net Direct Expenditure/(Income)	0	0	689,270
0	Special Works	0	0	0
0	Capital Charges	0	0	0
0	Support Services	0	0	49,080
0	Total Service Cost/(Surplus)	0	0	738,350
	Full Time Equivalent Staff			9.59

Major Items

Employee Related

Salaries 0 426,440

Training 0 9,620

Supplies and Services

Computer Maintenance 0 23,050

Disaster Recovery 0 20,110

Equipment & Tools 0 7,990

General Subscriptions 0 10,540

Infrastructure Maintenance 0 40,000

IT Renewals 0 60,700

Telecomms: Maintenance 0 32,000

Support Services

Audit Services Recharge 0 12,350

Facilities Management Recharge 0 8,490

Human Resources Recharge 0 4,720

Paymaster Recharge 0 2,910

Public Offices Recharge 0 16,110

Major Variances 2009/10 v 2010/11

A review of the Business Systems Service Unit has taken place with the aim of reflecting the requirements of the business and the ICT Strategy to deliver a streamlined and cost efficient service.

The service desk provides a single, professional and informed service to support business systems and manage first line contact with customers. The service desk aims to resolve the majority of service calls at first contact and will provide a single point of contact for the whole service. A Service Level Agreement is in place.

ICT Technical Support provides technical support for centralised and service based systems. Support, management and maintenance of the network, infrastructure, ICT security and telecommunications is provided by technical staff. The team also manages electronic storage and backup and support for service based system administrators.

ITIL service management guidelines are used to ensure best practice.

As this presentation reflects the new structure, comparative data is not available between 2009/10 and 2010/11.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
849,004	Employee Related Expenditure	888,050	867,249	0
1,390	Premises Related Expenditure	1,400	1,400	0
12,119	Transport Related Expenditure	12,680	12,475	0
525,601	Supplies and Services	473,440	483,137	0
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,388,114	Total Direct Expenditure	1,375,570	1,364,261	0
(1,533,865)	Income	(1,549,780)	(1,550,267)	(1,407,940)
(145,751)	Net Direct Expenditure/(Income)	(174,210)	(186,006)	(1,407,940)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
153,890	Support Services	149,130	149,188	0
8,139	Total Service Cost/(Surplus)	(25,080)	(36,818)	(1,407,940)
	Full Time Equivalent Staff	20.14		0.00

Major Items

Employee Related

Salaries	859,070	0
Training	10,250	0

Supplies and Services

Computer Maintenance	23,050	0
Computer Software Licence	53,370	0
Cryoserver Costs	5,500	0
Disaster Recovery	24,590	0
Equipment & Tools	13,140	0
General Subscriptions	19,410	0
Infrastructure Maintenance	31,650	0
IT Renewals	194,400	0
Telecomms: Maintenance	31,640	0

Income

Support Service Recharge	(1,549,520)	(1,407,940)
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Support Services

Audit Services Recharge	46,720	0
Facilities Management Recharge	18,960	0
Human Resources Recharge	15,190	0
Paymaster Recharge	9,510	0
Public Offices Recharge	45,680	0

Major Variances 2009/10 v 2010/11

A review of the Business Systems Service Unit has taken place with the aim of reflecting the requirements of the business and the ICT Strategy to deliver a streamlined and cost efficient service.

The Business Systems Management is comprised of four new teams: Information Systems; ICT Customer and Technical Support; ICT Business Services and Office Services which are recharged to other services of the Council.

This page shows the costs associated with the ICT function prior to the Business System review. The expenditure budget for 2010/11 have been disaggregated across the four new teams, however the recharges associated with the service remain on this page, pending work on an appropriate method for reallocation to each of the four new areas.

Guildford Borough Council - Budget 2010/2011

Business Systems

Financial Information Information Systems Team

Ledger Code F1131, F1132, F1191, G3541

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
153,733	Employee Related Expenditure	158,870	161,125	238,510			
0	Premises Related Expenditure	0	0	0	Employee Related		
229	Transport Related Expenditure	330	271	290	Salaries	155,750	226,480
134,248	Supplies and Services	97,800	99,254	170,010	Training	0	5,960
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Services Recharge	6,970	6,610
288,210	Total Direct Expenditure	257,000	260,650	408,810	Computer Software Licence	46,510	47,460
					Cryoserver Costs	0	6,000
(191,690)	Income	(218,300)	(218,670)	(181,540)	Equipment & Tools	0	1,020
96,520	Net Direct Expenditure/(Income)	38,700	41,980	227,270	General Subscriptions	500	6,270
					IT Renewals	22,210	59,580
0	Special Works	0	0	0	Mapping Services Agreement	14,730	15,100
0	Capital Charges	0	0	0	Telecomms; Business Use	220	9,110
18,559	Support Services	19,780	18,679	48,540	Income		
115,079	Total Service Cost/(Surplus)	58,480	60,659	275,810	Support Service Recharge	(218,290)	(181,540)
					Support Services		
	Full Time Equivalent Staff			5.99	Audit Services Recharge	0	6,660
					Facilities Management Recharge	3,050	9,140
					Human Resources Recharge	2,660	5,340
					Paymaster Recharge	610	2,590
					Public Offices Recharge	8,380	17,700

Major Variances 2009/10 v 2010/11

A review of the Business Systems Service Unit has taken place with the aim of reflecting the requirements of the business and the ICT Strategy to deliver a streamlined and cost efficient service.

Information Systems manages and supports the geographic information systems (GIS), the national land and property gazetteer (NLP), information management and the intranet (the Loop).

The team is rolling out the new intranet to provide electronic document and records management systems and a new information resources for all council staff supporting flexible working and integrating business systems. The training and promotion of information management best practice to all staff is on going work.

The team also manages information rights including Freedom of Information and Data Protection, providing advice, handling enquiries and ensuring processes and standards are maintained.

As this presentation reflects the new structure, comparative data is not available between 2009/10 and 2010/11.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
0	Employee Related Expenditure	0	0	0
0	Premises Related Expenditure	0	0	0
0	Transport Related Expenditure	0	0	0
0	Supplies and Services	0	0	0
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
0	Total Direct Expenditure	0	0	0
(510,031)	Income	(565,190)	(565,190)	(437,240)
(510,031)	Net Direct Expenditure/(Income)	(565,190)	(565,190)	(437,240)
0	Special Works	0	0	0
609,330	Capital Charges	729,230	729,320	625,530
8,080	Support Services	9,230	9,230	9,410
107,379	Total Service Cost/(Surplus)	173,270	173,360	197,700
	Full Time Equivalent Staff	0.00		0.00

Major Items

Capital Charges

Amortisation of Intangible Fas 460,170 415,000

Depreciation 269,060 210,530

Support Services

Accountancy Services Recharge 8,270 8,280

Major Variances 2009/10 v 2010/11

The reduced provision for Amortisation of Intangible Fixed Assets is the result of a lower level of investment in software. Depreciation has been reduced to reflect lower levels of investment in hardware.

Business Systems

Ledger Code G4545, G4585, G7509, G7510, G7511, G7512, G7513, G7514, G7515, G7516, G7521

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

	2009/10 Estimate £	2010/11 Estimate £
Major Items		
Employee Related		
Casual Salaries	46,570	41,560
Salaries	386,860	396,470
Staff Car Parking	14,440	14,880
Premises Related		
Contribution to Salix	0	35,000
Electricity	77,000	41,000
Gas	50,000	37,000
General Rates	380,800	365,400
Insurance	13,580	8,050
Removal of Refuse	9,000	9,360
Repairs & Maintenance	99,380	96,710
Water	6,600	4,900
Supplies and Services		
Consultants Fees	4,000	4,000
Equipment Electrical Testing	7,730	3,000
Furniture	56,000	56,000
General Insurance	1,370	5,270
IT Renewals	390	700
Income		
Rents - Staff Lets	(14,070)	(16,020)
Support Service Recharge	(2,078,460)	(2,040,790)
Support Services		
Housing Surveying Services	10,200	8,940
Paymaster Recharge	34,470	28,930
Property Services Recharge	23,000	5,770
Valuation Services Recharge	18,000	17,000

A review of the Business Systems Service Unit has taken place with the aim of reflecting the requirements of the business and the ICT Strategy to deliver a streamlined and cost efficient service.

Following the outcome of the Business Systems review, this page reflects the transfer out of the Hydro and Energy Services employee related budgets to the newly created Information Systems Team. The budget for the new Reprographics Unit (which replaces the Print Unit) has been transferred into Offices Services.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

COMMUNITY CARE SERVICES

HEAD OF SERVICE - JOHN MARTIN

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
5,469,400	5,038,610	Gross Expenditure	5,364,890	5,489,340	5,651,920	5,821,290
(2,413,816)	(2,237,360)	Gross Income	(2,684,110)	(2,729,750)	(2,807,860)	(2,889,120)
3,055,584	2,801,250	Net Expenditure	2,680,780	2,759,590	2,844,060	2,932,170
2,410,304	2,467,100	Employee Related Expenditure	2,556,080	2,650,360	2,774,690	2,904,890
266,162	239,890	Premises Related Expenditure	234,970	237,540	242,490	247,530
369,014	320,090	Transport Related Expenditure	324,410	327,620	334,170	340,840
1,644,768	1,309,900	Supplies and Services	1,575,570	1,591,380	1,606,020	1,621,020
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
4,690,248	4,336,980	Total Direct Expenditure	4,691,030	4,806,900	4,957,370	5,114,280
(2,413,816)	(2,237,360)	Income	(2,684,110)	(2,729,750)	(2,807,860)	(2,889,120)
2,276,432	2,099,620	Net Direct Expenditure/(Income)	2,006,920	2,077,150	2,149,510	2,225,160
24,244	0	Special Works	0	0	0	0
464,282	370,360	Capital Charges	361,880	361,880	361,880	361,880
290,626	331,270	Support Services	311,980	320,560	332,670	345,130
3,055,584	2,801,250	Total Service Cost/(Surplus)	2,680,780	2,759,590	2,844,060	2,932,170

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
284,420	271,650	Citizens Advice Bureaux	287,940	290,860	296,710	302,660
72,112	64,470	Community Services	64,420	66,430	69,200	72,080
483,014	422,210	Community Transport Scheme	434,130	444,920	460,520	476,760
959,883	802,560	Day Centres	779,150	801,460	832,170	864,240
112,112	115,620	Emergency Communications System	5,820	8,160	10,940	13,990
278,387	274,000	Grants to Voluntary Organisations - Housing and Comm	274,480	296,400	300,400	304,550
183,409	104,730	Meals on Wheels and Lunch Clubs	109,010	111,100	114,420	117,830
682,157	746,010	Private Sector Housing	725,830	740,260	759,700	780,060
90	0	Supporting People	0	0	0	0
3,055,584	2,801,250	Total Net Expenditure/(Income)	2,680,780	2,759,590	2,844,060	2,932,170

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

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 - Senior Accountant (Tel: 444837)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
0	Employee Related Expenditure	0	0	0			
51,630	Premises Related Expenditure	33,230	50,730	50,730	Premises Related		
0	Transport Related Expenditure	0	0	0	Rent in lieu of Grant	22,350	39,850
230,994	Supplies and Services	236,840	229,836	235,760	Service Charge	10,880	10,880
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Cab General Expenses Grant	64,630	64,630
282,624	Total Direct Expenditure	270,070	280,566	286,490	Car Parking Charges	11,500	11,500
0	Income	0	0	0	Salaries in lieu of Grant	160,690	159,610
282,624	Net Direct Expenditure/(Income)	270,070	280,566	286,490	Support Services		
0	Special Works	0	0	0	Accountancy Services Recharge	1,480	1,450
0	Capital Charges	0	0	0			
1,796	Support Services	1,580	1,615	1,450			
284,420	Total Service Cost/(Surplus)	271,650	282,181	287,940			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2009/10 v 2010/11

It was intended to relocate the Citizens Advice Bureau at Millmead in 2009/10, resulting in a saving by renting out the Haydon Place premises. This has not happened so the rental of £16,400 has been re-introduced to the budget for 2010/11.

Guildford Borough Council - Budget 2010/2011

Community Care Services

Financial Information Community Services

Ledger Code C2611

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
53,555	Employee Related Expenditure	36,110	32,124	41,440
0	Premises Related Expenditure	0	0	0
1,435	Transport Related Expenditure	1,520	1,102	760
8,682	Supplies and Services	8,850	8,277	7,920
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
63,672	Total Direct Expenditure	46,480	41,503	50,120
0	Income	(10)	0	(10)
63,672	Net Direct Expenditure/(Income)	46,470	41,503	50,110
0	Special Works	0	0	0
0	Capital Charges	0	0	0
8,440	Support Services	18,000	18,020	14,310
72,112	Total Service Cost/(Surplus)	64,470	59,523	64,420
	Full Time Equivalent Staff	0.80		0.99

Major Items

Employee Related

Salaries	35,050	40,320
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Supplies and Services

IT Renewals	10	10
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Postages	3,640	3,650
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Telecomms	2,930	2,600
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Support Services

Accountancy Services Recharge	1,740	1,540
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Facilities Management Recharge	9,070	4,750
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Public Offices Recharge	1,950	1,970
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Major Variances 2009/10 v 2010/11

The increase in salaries is mainly due to several minor allocation increases totalling £7,000.

Guildford Borough Council - Budget 2010/2011

Community Care Services

Financial Information Community Transport Scheme

Ledger Code C3115

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
343,494	Employee Related Expenditure	381,820	355,945	384,380
0	Premises Related Expenditure	0	0	0
285,128	Transport Related Expenditure	238,110	237,139	233,590
11,697	Supplies and Services	24,550	21,769	17,890
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
640,319	Total Direct Expenditure	644,480	614,853	635,860
(178,065)	Income	(247,350)	(209,433)	(225,500)
462,254	Net Direct Expenditure/(Income)	397,130	405,420	410,360
0	Special Works	0	0	0
0	Capital Charges	0	0	0
20,760	Support Services	25,080	25,110	23,770
483,014	Total Service Cost/(Surplus)	422,210	430,530	434,130
	Full Time Equivalent Staff	17.14		17.02

Major Variances 2009/10 v 2010/11

Reduction of £14,000 in estimated cost of fuel, offset by an increase of £10,000 in estimated transport pool hire charges. Income from Surrey County Council towards Elderly Mentally infirm transport £15,000 was not included in the 2009/10 estimates. An estimated reduction of £37,000 in fee income is anticipated based on current projections.

Major Items

Employee Related

Insurance - Emps Liab, All Risk	5,260	4,570
Recharge From Other Emp. Exps.	3,640	3,520
Salaries	372,090	375,460

Transport Related

Fuel & Oil	59,500	45,410
Transport Pool Hire Charge	173,810	184,080

Supplies and Services

Computer Maintenance Agree	6,240	5,000
Computer Services Recharge	6,310	5,980
IT Renewals	3,880	500
Telecomms	5,280	4,130

Income

Bus Service Operations Grant	(13,000)	(13,260)
Dar & DC Membership Fees	(8,000)	(8,660)
Fee Income	(157,330)	(120,000)
SCC Grant	(69,020)	(83,580)

Support Services

Health & Safety Recharge	3,060	2,530
Human Resources Recharge	12,810	9,990
Paymaster Recharge	3,690	2,950

Guildford Borough Council - Budget 2010/2011

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 - Senior Accountant (Tel: 444837)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
775,730	Employee Related Expenditure	815,160	729,490	828,560	Employee Related		
177,318	Premises Related Expenditure	161,470	137,983	145,350	Salaries	778,950	797,820
7,116	Transport Related Expenditure	7,480	6,020	5,920	Training	15,240	10,850
142,318	Supplies and Services	130,280	127,343	125,590	Premises Related		
0	Third Party Payments	0	0	0	Electricity	33,900	28,600
0	Transfer Payments	0	0	0	Gas	22,100	16,600
1,102,482	Total Direct Expenditure	1,114,390	1,000,836	1,105,420	General Rates	27,840	21,570
					Repairs & Maintenance	53,400	59,590
(402,491)	Income	(456,990)	(434,071)	(472,250)	Water	6,600	3,000
699,991	Net Direct Expenditure/(Income)	657,400	566,765	633,170	Transport Related		
					Car Leasing & Allowances	7,480	5,920
24,244	Special Works	0	(45)	0	Supplies and Services		
151,883	Capital Charges	50,360	50,380	61,880	Day Centre Activities Cost	9,320	9,320
83,765	Support Services	94,800	86,394	84,100	Food Purchases	64,440	63,060
959,883	Total Service Cost/(Surplus)	802,560	703,494	779,150	IT Renewals	430	450
					Miscellaneous Expenses	14,460	12,530
					Telecomms	15,150	11,650
					Income		
					Coffee Shop income	(24,530)	(26,640)
					Fee Income	(46,000)	(56,590)
					Miscellaneous Income	(16,460)	(17,920)
					Refreshment Sales	(111,190)	(113,410)
					Rent Income	(32,250)	(32,110)
					SCC Grant	(199,240)	(199,240)
					Capital Charges		
					Depreciation	50,360	61,880
					Support Services		
					Accountancy Services Recharge	7,400	7,260
					Housing Surveying Services	9,670	7,780
					Human Resources Recharge	27,300	22,750
					Paymaster Recharge	18,250	16,960
	Full Time Equivalent Staff	32.43		34.19			

Major Variances 2009/10 v 2010/11

The increase of 1.76 FTE is offset in monetary terms by a reduction in the number of contracted hours in several posts.

There is a £14,000 reduction in estimated utility costs based on predicted price levels. The charge for depreciation increases by £12,000 but this has no impact on the bottom line.

Income from various sources is expected to increase overall by £15,000, mainly due to price increases.

Guildford Borough Council - Budget 2010/2011

Community Care Services

Financial Information Emergency Communications System

Ledger Code C2511, C2512, C2522

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
597,318	Employee Related Expenditure	597,140	623,881	591,310
25,296	Premises Related Expenditure	31,540	31,041	25,310
2,262	Transport Related Expenditure	2,810	2,528	2,190
163,094	Supplies and Services	117,840	111,637	109,100
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
787,970	Total Direct Expenditure	749,330	769,087	727,910
(763,633)	Income	(735,290)	(758,620)	(805,270)
24,337	Net Direct Expenditure/(Income)	14,040	10,467	(77,360)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
87,775	Support Services	101,580	95,799	83,180
112,112	Total Service Cost/(Surplus)	115,620	106,266	5,820
	Full Time Equivalent Staff	17.76		17.95

Major Items

Employee Related

Salaries	585,280	581,410
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Premises Related

Payment in Lieu of Rent	24,430	24,290
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Supplies and Services

Disaster Recovery	14,030	14,030
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Equipment Supply, Mtnce & Repair	53,560	52,760
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Telecomms	24,980	24,620
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Income

Emergency Communications Fees	(525,230)	(567,750)
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Expenses Recovered	(19,620)	(21,290)
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Out of Hours; General Services	(28,650)	(30,420)
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Recharged to other services	(161,790)	(164,060)
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SCC Grant	0	(21,750)
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Support Services

Accountancy Services Recharge	15,660	15,540
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Debtors Section Recharge	41,910	41,340
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Human Resources Recharge	13,440	12,390
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Major Variances 2009/10 v 2010/11

Total expenditure has reduced by £40,000 mainly due to the reductions in support services (£18,000), salary costs (£7,000) and repairs and maintenance (£6,000).

Income from fees has increased by £42,000, mainly from increased charges to external commercial clients. A grant from Surrey County Council supporting people of £22,000 towards the CATS and Telecare service is also included.

Guildford Borough Council - Budget 2010/2011

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 - Senior Accountant (Tel: 444837)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
48,174	Employee Related Expenditure	36,310	37,834	36,390
11,000	Premises Related Expenditure	11,000	11,000	11,000
2,330	Transport Related Expenditure	2,150	2,149	2,130
924,885	Supplies and Services	644,690	951,064	946,250
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
986,389	Total Direct Expenditure	694,150	1,002,047	995,770
(715,372)	Income	(427,280)	(737,430)	(732,710)
271,017	Net Direct Expenditure/(Income)	266,870	264,617	263,060
0	Special Works	0	0	0
0	Capital Charges	0	0	0
7,370	Support Services	7,130	7,150	11,420
278,387	Total Service Cost/(Surplus)	274,000	271,767	274,480
	Full Time Equivalent Staff	0.91		0.90

Major Items

Employee Related

Salaries	35,540	35,920
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Premises Related

Rents Payable	11,000	11,000
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Transport Related

Car Allowances	2,000	2,000
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Supplies and Services

Council for Voluntary Services	10,260	10,260
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IT Renewals	10	10
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Shopmobility	34,840	34,840
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Surrey Law Centre	3,000	0
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Voluntary Associations Grant	595,560	900,990
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Income

Miscellaneous Income	(20,000)	(20,000)
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Voluntary Grant Contributions	(407,280)	(712,710)
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Support Services

Accountancy Services Recharge	2,960	2,900
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Legal Services Recharge	650	5,080
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Public Offices Recharge	1,260	1,100
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Major Variances 2009/10 v 2010/11

This 2010/11 budget assumes the same level of funding as 2009/10. The total grant expenditure and voluntary grant contributions shows an increase from 2009/10 due to the Waverley expenditure £302,900 and matched income being excluded from the 2009/10 budget figures. The Surrey Law Centre grant of £3,000 is now paid through the joint panel and no longer identified separately. An increase in the Legal Services recharge £4,000 is based on time recording.

These budgets are subject to potential direct commissioning of carers services by Surrey County Council and NHS Surrey. Any changes will be fully offset and will have no impact on the bottom line.

Guildford Borough Council - Budget 2010/2011

Community Care Services

Financial Information Meals on Wheels and Lunch Clubs

Ledger Code C8142, C8187

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
212,591	Employee Related Expenditure	161,140	159,266	157,610
277	Premises Related Expenditure	2,000	602	2,000
48,586	Transport Related Expenditure	44,400	56,813	51,060
86,550	Supplies and Services	89,280	84,754	55,990
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
348,004	Total Direct Expenditure	296,820	301,435	266,660
(204,385)	Income	(224,140)	(199,013)	(196,580)
143,619	Net Direct Expenditure/(Income)	72,680	102,422	70,080
0	Special Works	0	0	0
0	Capital Charges	0	0	0
39,790	Support Services	32,050	32,070	38,930
183,409	Total Service Cost/(Surplus)	104,730	134,492	109,010
	Full Time Equivalent Staff	6.21		5.83

Major Items

Employee Related

Salaries	156,710	153,390
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Premises Related

Cleaning Materials	2,000	2,000
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Transport Related

Fuel & Oil	3,880	7,000
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Hire of Vehicles	37,800	37,800
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Insurance	0	2,580
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Supplies and Services

Computer Maintenance Agreement	4,000	3,600
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Food Purchases	83,760	50,730
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Income

Refreshment Sales	(199,140)	(171,580)
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SCC Grant	(25,000)	(25,000)
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Support Services

Accountancy Services Recharge	2,700	5,130
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Debtors Section Recharge	9,330	9,220
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Human Resources Recharge	5,810	5,060
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Legal Services Recharge	8,280	12,470
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Paymaster Recharge	2,900	4,410
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Major Variances 2009/10 v 2010/11

Reduction in estimated cost of food purchases (£34,000) based on current numbers of meals provided, offset by a reduction in income from sales of meals (£27,000).

Guildford Borough Council - Budget 2010/2011

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 - Senior Accountant (Tel: 444837)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
379,442	Employee Related Expenditure	439,420	420,604	516,390	Employee Related		
641	Premises Related Expenditure	650	650	580	Insurance - Emps Liab, All Risk	3,960	4,240
22,157	Transport Related Expenditure	23,620	22,668	28,760	Operational Wages	27,350	0
76,548	Supplies and Services	57,570	116,256	77,070	Salaries	398,280	500,710
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	6,030	11,660
478,788	Total Direct Expenditure	521,260	560,178	622,800	Officers Car Leasing	12,680	12,150
					Supplies and Services		
(149,870)	Income	(146,300)	(202,138)	(251,790)	Bought In Services	0	14,000
328,918	Net Direct Expenditure/(Income)	374,960	358,040	371,010	Computer Services Recharge	20,920	19,690
					Computer Software Licence	3,420	3,420
0	Special Works	0	0	0	Consultants Fees	4,880	2,890
312,399	Capital Charges	320,000	320,000	300,000	Home Trust Loan Scheme	0	2,110
40,840	Support Services	51,050	51,156	54,820	IT Renewals	790	680
682,157	Total Service Cost/(Surplus)	746,010	729,196	725,830	Materials	7,000	11,000
					Printing Services Recharge	1,690	4,250
					Telecomms	8,410	6,700
					Income		
					Fee Income	(37,560)	(58,140)
					Government Grants	(33,610)	(33,260)
					Income from Clients	(16,640)	(17,500)
					SCC Grant	(58,490)	(142,790)
					Capital Charges		
					Commutation; WO Deferred Chrg	320,000	300,000
					Support Services		
					Accountancy Services Recharge	6,180	6,240
					Facilities Management Recharge	8,270	9,390
					Human Resources Recharge	10,150	8,250
					Legal Services Recharge	3,270	8,870
					Paymaster Recharge	3,830	3,030
					Public Offices Recharge	13,780	13,360

Major Variances 2009/10 v 2010/11

Operational wages are now included within other salaries.

£18,000 is included as bought in services and additional materials costs to extend the Handyperson service. This is fully offset by an additional grant from Surrey County Council.

£191,540 expenditure and income is included for operating the Waverley Home Improvement Agency in 2010/11.

Guildford Borough Council - Budget 2010/2011

Community Care Services

Financial Information Supporting People

Ledger Code C8200

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
	0 Employee Related Expenditure	0	0	0			
	0 Premises Related Expenditure	0	0	0			
	0 Transport Related Expenditure	0	0	0			
	0 Supplies and Services	0	0	0			
	0 Third Party Payments	0	0	0			
	0 Transfer Payments	0	0	0			
0	Total Direct Expenditure	0	0	0			
0	Income	0	0	0			
0	Net Direct Expenditure/(Income)	0	0	0			
	0 Special Works	0	0	0			
	0 Capital Charges	0	0	0			
90	Support Services	0	0	0			
90	Total Service Cost/(Surplus)	0	0	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Items

Supplies and Services

Miscellaneous Expenses

0

0

Major Variances 2009/10 v 2010/11

Note: This budget represents any shortfall of supporting people grant funding against expenditure. No shortfall is anticipated at this stage for 2010/11.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

CORPORATE DEVELOPMENT

HEAD OF SERVICE - MARTYN BRAKE

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
2,706,731	2,778,210	Gross Expenditure	2,760,290	2,830,500	2,930,470	3,034,420
(870,980)	(727,690)	Gross Income	(822,800)	(840,620)	(866,710)	(893,750)
1,835,751	2,050,520	Net Expenditure	1,937,490	1,989,880	2,063,760	2,140,670
1,278,775	1,314,970	Employee Related Expenditure	1,274,200	1,320,280	1,381,300	1,445,140
4,664	4,700	Premises Related Expenditure	3,860	3,900	3,980	4,060
31,696	30,520	Transport Related Expenditure	28,070	28,360	28,900	29,450
810,970	879,950	Supplies and Services	973,150	984,480	1,005,430	1,026,870
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,126,105	2,230,140	Total Direct Expenditure	2,279,280	2,337,020	2,419,610	2,505,520
(870,980)	(727,690)	Income	(822,800)	(840,620)	(866,710)	(893,750)
1,255,125	1,502,450	Net Direct Expenditure/(Income)	1,456,480	1,496,400	1,552,900	1,611,770
0	0	Special Works	0	0	0	0
39,651	32,620	Capital Charges	32,620	32,620	32,620	32,620
540,975	515,450	Support Services	448,390	460,860	478,240	496,280
1,835,751	2,050,520	Total Service Cost/(Surplus)	1,937,490	1,989,880	2,063,760	2,140,670

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
(1,591)	144,820	Climate Change	100,490	105,430	112,120	119,060
334,425	317,170	Community Development	355,400	363,630	375,480	387,790
866,418	854,580	Corporate Services	819,330	839,620	868,870	899,260
(17,774)	(8,230)	Internal Audit	(4,040)	(3,660)	(3,340)	(2,970)
29,957	45,520	Performance Management	37,280	39,780	42,820	46,040
441,638	462,330	Public Relations and Marketing	408,150	419,210	434,860	451,150
182,678	234,330	Website	220,880	225,870	232,950	240,340
1,835,751	2,050,520	Total Net Expenditure/(Income)	1,937,490	1,989,880	2,063,760	2,140,670

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

Corporate Development

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
58,186	Employee Related Expenditure	95,030	66,729	108,150
130	Premises Related Expenditure	130	130	110
2,806	Transport Related Expenditure	3,640	3,501	920
39,565	Supplies and Services	35,530	30,801	69,610
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
100,687	Total Direct Expenditure	134,330	101,161	178,790
(141,563)	Income	(3,090)	(3,478)	(94,830)
(40,876)	Net Direct Expenditure/(Income)	131,240	97,683	83,960
0	Special Works	0	0	0
0	Capital Charges	0	0	0
39,285	Support Services	13,580	12,887	16,530
(1,591)	Total Service Cost/(Surplus)	144,820	110,570	100,490
	Full Time Equivalent Staff	2.62		3.02

Major Items

Employee Related

Salaries	90,830	106,760
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Transport Related

Officers Car Leasing	2,760	90
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Supplies and Services

Climate Change Strategy	5,000	5,000
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Environmental Promotion	12,000	10,840
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Green Business	3,000	2,490
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IT Renewals	10	140
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New, Replace Equip & Tools	250	35,240
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Printing Services Recharge	1,330	4,530
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Schools Grant Scheme	2,650	2,650
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Schools Promotion	1,530	960
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Income

Recharged to Other Services	(2,730)	(92,400)
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Support Services

Public Offices Recharge	2,300	2,630
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Major Variances 2009/10 v 2010/11

The increase in employee related expenditure reflects the changes to salary allocations for the service. Provision has been made in 2010/11 of £35,000 for the Carbon Reduction Commitment. This service includes an income estimate for the Salix Revenue Account of £93,000 in the Recharge to Other Services for which corresponding estimates have been made in other revenue service accounts.

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
195,607	Employee Related Expenditure	203,470	198,377	190,310
0	Premises Related Expenditure	0	0	0
5,279	Transport Related Expenditure	2,130	2,666	2,490
303,141	Supplies and Services	268,620	297,320	326,330
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
504,027	Total Direct Expenditure	474,220	498,363	519,130
(266,105)	Income	(233,930)	(235,292)	(224,620)
237,922	Net Direct Expenditure/(Income)	240,290	263,071	294,510
0	Special Works	0	0	0
39,651	Capital Charges	32,620	32,630	32,620
56,852	Support Services	44,260	44,090	28,270
334,425	Total Service Cost/(Surplus)	317,170	339,791	355,400
	Full Time Equivalent Staff	0.92		1.39

Major Variances 2009/10 v 2010/11

The decrease in employee related expenditure reflects the changes to salary allocations following the restructure of the service. A number of small budgets have been adjusted to show the reduced level of expenditure on supplies and services.

There is also an overall reduction in the amount of recharges from other support services to the Community Development service area.

Community Safety estimates are now incorporated here. These were previously included as part of the Neighbourhood & Housing Management estimates. The income from partners is the final agreed funding for 2009/10 with a corresponding increase in grant expenditure. The actual level of funding for 2010/11 is subject to confirmation from the partner organisations in March 2010 and may change.

Major Items

	2009/10 Estimate £	2010/11 Estimate £
Employee Related		
Salaries	200,440	186,580
Supplies and Services		
Community Issues	5,000	5,000
Contribution to Partnership	0	30,010
Exhibitions	5,380	0
General Grants	219,200	251,660
Grants Database	3,500	2,130
IT Renewals	170	460
Materials	4,140	0
Miscellaneous Expenses	10,220	0
Printing & Stationery	4,390	910
Promotional Campaigns	7,360	7,360
Publicity	5,280	0
Strategic Assessment	0	6,150
Income		
Miscellaneous Income	(2,720)	(1,120)
Other Grants, Sponsorship	(30,510)	(30,010)
PCT	(5,000)	(5,910)
SCC Grant	(168,190)	(177,780)
SCC Grant	(24,000)	(14,500)
Surrey Police	(42,000)	(9,800)
Capital Charges		
Depreciation	32,620	32,620
Support Services		
Accountancy Services Recharge	7,740	5,500
Facilities Management Recharge	3,640	5,070
Health & Safety Recharge	770	2,690
Performance Mngt. Recharge	23,830	1,240
Public Offices Recharge	9,070	5,360

Guildford Borough Council - Budget 2010/2011

Corporate Development

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
383,778	Employee Related Expenditure	355,330	384,360	361,560
0	Premises Related Expenditure	0	0	0
12,352	Transport Related Expenditure	13,230	13,535	13,060
177,390	Supplies and Services	243,670	269,454	273,580
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
573,520	Total Direct Expenditure	612,230	667,349	648,200
(52,800)	Income	(111,980)	(117,682)	(121,990)
520,720	Net Direct Expenditure/(Income)	500,250	549,667	526,210
0	Special Works	0	0	0
0	Capital Charges	0	0	0
345,698	Support Services	354,330	352,499	293,120
866,418	Total Service Cost/(Surplus)	854,580	902,166	819,330
	Full Time Equivalent Staff	4.20		4.09

Major Items

Employee Related

Salaries	315,670	316,880
Training Management Development	34,850	34,850

Transport Related

Officers Car Leasing	12,570	12,560
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Supplies and Services

Audit Fee	127,870	144,270
Bank Charges	59,060	82,690
Computer Services Recharge	23,020	21,820
IT Renewals	980	550
Printing Services Recharge	4,710	5,480

Income

Recharged to Other Services	(99,770)	(109,760)
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Support Services

Accountancy Services Recharge	124,600	126,060
Audit Services Recharge	28,830	19,360
Legal Services Recharge	56,020	36,120
Paymaster Recharge	5,810	5,040
Performance Mngt. Recharge	58,080	24,890
Public Offices Recharge	27,900	25,850
Valuation Services Recharge	36,000	34,000

Major Variances 2009/10 v 2010/11

There has been an increase in the amount of audit fees to be charged in 2010/11 following notification from the Audit Commission.

The estimate for bank charges was understated in 2009/10 and has been adjusted to include the new costs following the recent bank tendering process. The increase in audit fees and bank charges has resulted in an increase in Recharges to Other Services.

There is an overall reduction in the amount of recharges from other support services to Corporate Services.

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
195,488	Employee Related Expenditure	214,810	165,637	129,120
0	Premises Related Expenditure	0	0	0
6,209	Transport Related Expenditure	6,560	6,461	4,080
40,739	Supplies and Services	37,270	45,780	44,900
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
242,436	Total Direct Expenditure	258,640	217,878	178,100
 (287,050)	Income	 (291,780)	 (291,950)	 (195,900)
(44,614)	Net Direct Expenditure/(Income)	(33,140)	(74,072)	(17,800)
 0	Special Works	 0	 0	 0
0	Capital Charges	0	0	0
26,840	Support Services	24,910	24,918	13,760
(17,774)	Total Service Cost/(Surplus)	(8,230)	(49,154)	(4,040)
Full Time Equivalent Staff		4.80		2.40

Major Items

	2009/10 Estimate £	2010/11 Estimate £
Employee Related		
Salaries	208,530	126,320
Transport Related		
Officers Car Leasing	6,270	3,980
Supplies and Services		
Computer Services Recharge	13,940	13,210
Consultants Fees	11,000	22,350
IT Renewals	7,040	5,430
Income		
Support Service Recharge	(291,780)	(195,900)
Support Services		
Facilities Management Recharge	5,980	4,010
HR Services Recharge	3,220	1,440
Public Offices Recharge	11,360	4,930

Major Variances 2009/10 v 2010/11

The reduction in salary costs reflects the change in the structure of the section and this has been offset by a reduction in the Support Service Recharge. The increase in the provision for the use of consultants follows the review of Audit and Performance which resulted in a reduction of one post in the service.

Full Time Equivalents should also be compared with those reported for Performance Management.

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
111,293	Employee Related Expenditure	98,010	101,615	177,880
0	Premises Related Expenditure	0	0	0
2,361	Transport Related Expenditure	2,200	2,239	3,170
15,933	Supplies and Services	13,060	12,749	12,260
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
129,587	Total Direct Expenditure	113,270	116,603	193,310
(112,300)	Income	(81,910)	(81,940)	(177,780)
17,287	Net Direct Expenditure/(Income)	31,360	34,663	15,530
0	Special Works	0	0	0
0	Capital Charges	0	0	0
12,670	Support Services	14,160	14,178	21,750
29,957	Total Service Cost/(Surplus)	45,520	48,841	37,280
	Full Time Equivalent Staff	2.52		4.46

Major Items

Employee Related

Salaries	95,370	173,400
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Transport Related

Car Allowances	0	760
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Officers Car Leasing	2,040	2,250
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Supplies and Services

Computer Maintenance Agree	3,900	3,900
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Computer Services Recharge	6,970	6,610
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IT Renewals	40	240
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Telecomms	1,160	580
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Income

Support Service Recharge	(81,910)	(177,780)
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Support Services

Facilities Management Recharge	3,190	5,610
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Human Resources Recharge	1,470	2,950
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Public Offices Recharge	6,200	9,310
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Major Variances 2009/10 v 2010/11

The increase in salary costs reflects the change in the structure of the section which has also resulted in a corresponding increase in the Support Service Recharge.

Full Time Equivalents should also be compared with those reported for Internal Audit.

Guildford Borough Council - Budget 2010/2011

Corporate Development

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
240,843	Employee Related Expenditure	245,680	204,389	215,730
4,534	Premises Related Expenditure	4,570	4,570	3,750
2,689	Transport Related Expenditure	2,670	2,312	3,770
159,394	Supplies and Services	167,850	120,277	145,590
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
407,460	Total Direct Expenditure	420,770	331,548	368,840
(11,162)	Income	(5,000)	(6,739)	(7,680)
396,298	Net Direct Expenditure/(Income)	415,770	324,809	361,160
0	Special Works	0	0	0
0	Capital Charges	0	0	0
45,340	Support Services	46,560	46,646	46,990
441,638	Total Service Cost/(Surplus)	462,330	371,455	408,150
	Full Time Equivalent Staff	5.40		5.04

Major Variances 2009/10 v 2010/11

The change in employee related expenditure reflects the change in salary allocations.

The costs of producing 'By The Wey' has been removed from the 2010/11 budget, along with the corresponding Printing Services recharge as it is now being published electronically.

Major Items

Employee Related

Salaries	228,840	208,990
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Premises Related

Proportion of Depot Expenses	4,370	3,750
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Supplies and Services

About Guildford	55,000	55,000
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By The Wey	5,000	0
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Citizens Panel	20,440	20,440
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Computer Services Recharge	20,920	19,820
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Corporate Promotions	7,560	7,560
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Initiatives	5,000	4,010
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IT Renewals	1,940	140
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Printing Services Recharge	21,480	14,050
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Income

Advertising Income	(5,000)	(7,500)
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Support Services

Accountancy Services Recharge	8,100	8,040
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Audit Services Recharge	3,300	2,210
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Facilities Management Recharge	9,580	8,250
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Human Resources Recharge	3,500	2,830
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Paymaster Recharge	5,180	4,330
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Public Offices Recharge	14,920	17,520
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Financial Information Website

Ledger Code F1141

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
93,580	Employee Related Expenditure	102,640	100,040	91,450	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	100,990	89,550
0	Transport Related Expenditure	90	20	580	Supplies and Services		
74,808	Supplies and Services	113,950	81,331	100,880	Advertising	3,000	1,500
0	Third Party Payments	0	0	0	Computer Maintenance *	36,000	0
0	Transfer Payments	0	0	0	IT Renewals	29,000	27,430
168,388	Total Direct Expenditure	216,680	181,391	192,910	Market Research	4,700	2,700
0	Income	0	0	0	Web Site Mtce Costs	36,540	27,660
168,388	Net Direct Expenditure/(Income)	216,680	181,391	192,910	Website Hosting Costs *	0	37,610
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Audit Services Recharge	5,110	3,430
14,290	Support Services	17,650	17,670	27,970	Facilities Management Recharge	1,790	3,260
182,678	Total Service Cost/(Surplus)	234,330	199,061	220,880	Human Resources Recharge	1,260	1,620
					Legal Services Recharge	2,830	8,590
					Public Offices Recharge	5,510	9,860
	Full Time Equivalent Staff	2.50		2.13			

Major Variances 2009/10 v 2010/11

The reduced employee related expenditure costs reflect the change in salary allocations for the service. There is an overall increase in the level of other support service recharges to the Website.

The Website is being hosted externally with a launch date of May 2010.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

ECONOMIC DEVELOPMENT

HEAD OF SERVICE - CHRIS MANSFIELD

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
7,462,215	3,501,280	Gross Expenditure	3,757,150	3,796,100	3,913,220	4,034,600
(6,057,160)	(5,809,680)	Gross Income	(5,789,520)	(5,861,760)	(5,906,410)	(5,947,590)
1,405,055	(2,308,400)	Net Expenditure	(2,032,370)	(2,065,660)	(1,993,190)	(1,912,990)
1,255,771	1,300,900	Employee Related Expenditure	1,278,440	1,324,430	1,385,360	1,449,060
544,272	618,240	Premises Related Expenditure	935,990	911,490	930,220	949,340
15,620	17,590	Transport Related Expenditure	18,370	18,530	18,880	19,230
933,566	717,750	Supplies and Services	621,110	621,020	633,790	646,860
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,749,229	2,654,480	Total Direct Expenditure	2,853,910	2,875,470	2,968,250	3,064,490
(6,057,160)	(5,809,680)	Income	(5,789,520)	(5,861,760)	(5,906,410)	(5,947,590)
(3,307,931)	(3,155,200)	Net Direct Expenditure/(Income)	(2,935,610)	(2,986,290)	(2,938,160)	(2,883,100)
16,900	0	Special Works	0	0	0	0
4,142,321	268,300	Capital Charges	271,360	271,360	271,360	271,360
553,765	578,500	Support Services	631,880	649,270	673,610	698,750
1,405,055	(2,308,400)	Total Service Cost/(Surplus)	(2,032,370)	(2,065,660)	(1,993,190)	(1,912,990)

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
181,626	266,820	Business and Tourism	215,070	212,580	219,410	226,450
37,440	49,030	Business Forum	30,100	30,530	31,290	32,070
765,468	262,830	Guildford House	264,510	260,710	271,510	282,730
467,960	449,990	Guildford Museum	641,840	653,890	672,640	691,970
1,295,535	139,700	Guildhall	286,370	289,260	297,460	305,930
(2,015,437)	(1,798,860)	Industrial Estates	(1,949,470)	(1,953,350)	(1,946,230)	(1,938,940)
189,039	(2,034,840)	Non Operational Property	(1,904,570)	(1,931,610)	(1,925,640)	(1,914,310)
26,828	(3,900)	Property Services	(13,610)	(13,660)	(13,820)	(13,900)
224,928	113,420	Slyfield Area Regeneration Project (SARP)	128,470	130,980	134,870	138,900
194,309	203,420	Tourist Information Centre	207,640	191,800	199,490	207,530
37,359	43,990	Town Centre Management	61,280	63,210	65,830	68,580
1,405,055	(2,308,400)	Total Net Expenditure/(Income)	(2,032,370)	(2,065,660)	(1,993,190)	(1,912,990)

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

Economic Development

Financial Information Business and Tourism

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

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
75,802	Employee Related Expenditure	94,910	77,937	116,090	Employee Related		
12,653	Premises Related Expenditure	23,380	22,377	10,150	Salaries	93,710	114,290
365	Transport Related Expenditure	710	242	370	Premises Related		
169,651	Supplies and Services	199,600	182,664	121,800	Electricity	2,600	2,000
0	Third Party Payments	0	0	0	Payment in Lieu of Rent	4,100	0
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	6,180	5,280
258,471	Total Direct Expenditure	318,600	283,220	248,410	Repairs & Maintenance	10,500	2,600
					Supplies and Services		
(94,307)	Income	(75,120)	(88,287)	(51,210)	Advertising	5,410	5,410
164,164	Net Direct Expenditure/(Income)	243,480	194,933	197,200	Business News	6,000	6,000
					Christmas Street Lights	27,040	20,000
0	Special Works	0	0	0	Computer Services Recharge	2,500	2,370
1,970	Capital Charges	1,970	1,970	1,970	Conference Programme Costs	3,000	3,200
15,492	Support Services	21,370	17,032	15,900	County Show	3,440	3,440
181,626	Total Service Cost/(Surplus)	266,820	213,935	215,070	General Subscriptions	2,450	2,450
					General Tourism Marketing	22,380	22,380
	Full Time Equivalent Staff	2.24		2.47	Guildford Calendar	3,000	3,000
					Initiatives	7,000	7,000
					Life with Style Expenditure	30,000	0
					Miscellaneous Expenses	25,640	300
					Notice/Banner Boards R&M	6,000	7,000
					Tourism South East Membership	4,600	4,800
					Valley of the Wey Costs	13,000	13,000
					Visitors Guide	15,000	15,500
					Income		
					Conference Programme Income	(5,220)	(5,320)
					Guildford Calendar	(3,000)	(3,000)
					Life with Style Sponsorship	(30,000)	0
					Notice Board Income	(13,400)	(13,400)
					Valley of the Wey Exps Rec	(11,500)	(13,000)
					Visitors Guide	(12,000)	(12,880)
					Support Services		
					HR Services Recharge	1,330	1,880
					Public Offices Recharge	5,630	3,340

Major Variances 2009/10 v 2010/11

The review and subsequent restructure of the Economic Development Service Unit has resulted in an increased allocation to the Business and Tourism aspect of the unit's work and therefore increased salary costs.

The payment in lieu of rent estimate is in respect of the Surrey Business Enterprise Trust and has been removed following the provision of alternative accommodation.

The estimate for repairs and maintenance has been reduced to reflect the anticipated level of expenditure on the Christmas lights. Other costs associated with the provision of the lights are also anticipated to reduce.

The Life with Style marketing campaign will not be undertaken in 2010/11, resulting in the removal of the expenditure and income estimates.

The 2009/10 miscellaneous expenses estimate relates to the Guildford Economic Study which has now been completed.

Guildford Borough Council - Budget 2010/2011

Economic Development

Financial Information Business Forum

Ledger Code F7520

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
19,431	Employee Related Expenditure	20,490	14,280	4,520	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	20,150	4,440
306	Transport Related Expenditure	380	365	270	Supplies and Services		
14,023	Supplies and Services	24,410	16,271	24,400	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	110
33,760	Total Direct Expenditure	45,280	30,916	29,190	Human Resources Recharge	420	60
0	Income	0	(320)	0	Public Offices Recharge	1,840	220
33,760	Net Direct Expenditure/(Income)	45,280	30,596	29,190			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
3,680	Support Services	3,750	3,760	910			
37,440	Total Service Cost/(Surplus)	49,030	34,356	30,100			
	Full Time Equivalent Staff	0.48		0.06			

Major Variances 2009/10 v 2010/11

Salary costs and corresponding recharges have reduced following a review of staff allocations which resulted in a reallocation of resources to other cost centres within the Economic Development Service Unit.

Guildford Borough Council - Budget 2010/2011

Economic Development

Financial Information Guildford House

Ledger Code A4511, A4521

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
199,326	Employee Related Expenditure	188,470	194,596	206,510
34,705	Premises Related Expenditure	62,990	88,564	57,850
600	Transport Related Expenditure	1,080	847	900
87,276	Supplies and Services	69,020	69,270	70,620
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
321,907	Total Direct Expenditure	321,560	353,277	335,880
(102,793)	Income	(110,980)	(96,421)	(105,840)
219,114	Net Direct Expenditure/(Income)	210,580	256,856	230,040
7,503	Special Works	0	0	0
501,241	Capital Charges	17,700	17,710	0
37,610	Support Services	34,550	40,506	34,470
765,468	Total Service Cost/(Surplus)	262,830	315,072	264,510
	Full Time Equivalent Staff	5.62		6.30

Major Items	2009/10 Estimate £	2010/11 Estimate £
Employee Related		
Salaries	170,740	190,620
Premises Related		
General Rates	10,070	14,780
Repairs & Maintenance	36,350	30,260
Utilities	11,100	7,820
Supplies and Services		
Advertising	6,000	6,000
Exhibits	6,560	6,400
IT Renewals	220	290
Printing & Stationery	8,860	10,880
Souvenirs & Postcards for resale	30,000	30,000
Telecomms	4,030	4,260
Income		
Commission on Craftwork Sales	(28,000)	(25,000)
Souvenir & Postcard Sales	(64,000)	(64,000)
Capital Charges		
Depreciation	17,700	0
Support Services		
Accountancy Services Recharge	2,780	2,820
Human Resources Recharge	4,550	4,270
Paymaster Recharge	9,780	9,110
Property Services Recharge	10,310	9,570

Major Variances 2009/10 v 2010/11

The general rates estimate has increased following the recent Business Rate revaluation exercise undertaken by the VOA.

The increase in the salary budget reflects the change of some salary allocations identified during the restructure within the Economic Development Service Unit.

The Repairs and Maintenance estimates and corresponding recharges have been reduced following the deletion of the external decoration and minor improvements budgets which will not be required in 2010/2011.

Guildford Borough Council - Budget 2010/2011

Economic Development

Financial Information Guildford Museum

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

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
289,488	Employee Related Expenditure	260,550	274,316	205,090	Employee Related		
100,760	Premises Related Expenditure	114,040	119,656	316,730	Casuals Salaries	44,400	48,000
1,008	Transport Related Expenditure	980	1,243	620	Salaries	208,270	152,210
56,264	Supplies and Services	49,830	48,570	52,250	Premises Related		
0	Third Party Payments	0	0	0	General Rates	12,690	13,600
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	38,710	32,940
447,520	Total Direct Expenditure	425,400	443,785	574,690	Repairs & Maintenance	47,790	253,720
					Utilities	10,310	13,200
(64,664)	Income	(62,090)	(61,472)	(59,010)	Supplies and Services		
382,856	Net Direct Expenditure/(Income)	363,310	382,313	515,680	Computer Services Recharge	6,970	6,610
					Copying & Printing	4,930	6,110
0	Special Works	0	0	0	Exhibits	5,000	5,000
29,496	Capital Charges	17,880	17,900	17,880	IT Renewals	210	960
55,608	Support Services	68,800	67,070	108,280	Postage and Telephones	9,910	9,580
467,960	Total Service Cost/(Surplus)	449,990	467,283	641,840	Souvenirs & Postcards for resale	9,200	9,200
					Income		
	Full Time Equivalent Staff	6.55		4.94	Admissions	(18,930)	(17,520)
					Fee Income	(21,800)	(20,700)
					Souvenir & Postcard Sales	(19,680)	(19,000)
					Capital Charges		
					Depreciation	17,880	17,880
					Support Services		
					Accountancy Services Recharge	3,930	3,950
					Human Resources Recharge	5,810	3,670
					Legal Services Recharge	3,160	1,660
					Property Services Recharge	28,620	73,060
					Valuation Services Recharge	5,400	5,100

Major Variances 2009/10 v 2010/11

The reduction in salary costs reflect salary allocation changes arising from a restructure of the Service.

The increase in the repairs and maintenance and Property Services recharge estimates is in recognition of the level of works required in 2010/11 identified in the recent condition surveys of Council owned buildings.

Guildford Borough Council - Budget 2010/2011

Economic Development

Financial Information Guildhall

Ledger Code F3311

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
63,006	Employee Related Expenditure	87,700	77,858	79,040
33,655	Premises Related Expenditure	43,000	37,953	136,740
212	Transport Related Expenditure	110	87	130
22,882	Supplies and Services	17,150	15,649	17,150
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
119,755	Total Direct Expenditure	147,960	131,547	233,060
(28,918)	Income	(23,370)	(22,933)	(25,000)
90,837	Net Direct Expenditure/(Income)	124,590	108,614	208,060
9,397	Special Works	0	0	0
1,180,333	Capital Charges	0	0	20,330
14,968	Support Services	15,110	14,051	57,980
1,295,535	Total Service Cost/(Surplus)	139,700	122,665	286,370
	Full Time Equivalent Staff	2.03		1.91

Major Items

Employee Related

Salaries	84,940	77,930
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Premises Related

General Rates	5,820	5,180
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Repairs & Maintenance	23,170	121,020
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Utilities	8,190	6,070
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Supplies and Services

Advertising	110	500
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Computer & Telephone Costs	4,190	3,390
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IT Renewals	60	60
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Lunch time concerts	8,000	8,000
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Musical Instruments hire & upkeep	2,040	2,200
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Income

Letting Fees-General	(14,970)	(15,000)
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Lunchtime Concerts	(8,400)	(10,000)
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Support Services

Human Resources Recharge	1,190	1,320
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Paymaster Recharge	2,760	2,550
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Property Services Recharge	6,150	48,770
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Major Variances 2009/10 v 2010/11

The decrease in salary costs is the result of an adjustment to the level of salary allocations charged to this service following the restructure within the Economic Development Service Unit.

The increase in the repairs and maintenance and Property Services recharge estimates is in recognition of the level of works required in 2010/11 as identified in the recent condition surveys of Council owned buildings.

Guildford Borough Council - Budget 2010/2011

Economic Development

Financial Information Industrial Estates

Ledger Code B53*

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
49,337	Employee Related Expenditure	51,010	50,858	50,080
95,320	Premises Related Expenditure	101,240	89,307	94,290
1,231	Transport Related Expenditure	1,220	1,284	1,240
47,434	Supplies and Services	38,700	32,175	36,590
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
193,322	Total Direct Expenditure	192,170	173,624	182,200
(2,488,992)	Income	(2,309,070)	(2,406,375)	(2,410,070)
(2,295,670)	Net Direct Expenditure/(Income)	(2,116,900)	(2,232,751)	(2,227,870)
0	Special Works	0	0	0
187,329	Capital Charges	187,330	187,390	173,260
92,904	Support Services	130,710	119,880	105,140
(2,015,437)	Total Service Cost/(Surplus)	(1,798,860)	(1,925,481)	(1,949,470)
	Full Time Equivalent Staff	0.96		0.99

Major Variances 2009/10 v 2010/11

General rates have reduced as a result of the sale of 7 Westfield Road.

The rental income estimate for 2009/10 included the proposed adjustment to the Chitty's site which allowed for a lower annual rental following receipt of a premium. With new occupancy on the site, the 2010/11 estimates have been reinstated at the original full rental value.

The legal recharge has decreased as a result of an estimated reduction in the time being spent on industrial estates.

Major Items

Employee Related

Salaries	48,120	48,450
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Premises Related

Cleaning Materials	3,420	3,420
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Electricity	2,440	4,100
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Emissions Monitoring	3,500	3,500
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General Rates	17,630	540
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Grounds Maintenance	25,080	25,080
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Repairs & Maintenance	47,310	45,970
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Supplies and Services

Consultants Fees	15,700	13,200
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IT Renewals	30	160
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Valuers Fees	20,000	20,000
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Income

Expenses Recovered	(46,360)	(45,130)
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Management Fee Income	(2,410)	(2,430)
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Rent (Building & Shops)	(396,380)	(396,380)
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Rent (Land & Wayleaves)	(1,863,920)	(1,966,130)
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Support Services

Accountancy Services Recharge	9,920	10,050
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Debtors Section Recharge	10,270	10,200
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Engineers Recharge	8,580	7,520
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Legal Services Recharge	74,550	53,850
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Property Services Recharge	12,430	6,430
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Valuation Services Recharge	9,000	8,500
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Guildford Borough Council - Budget 2010/2011

Economic Development

Financial Information Non Operational Property

Ledger Code B6*

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
22,959	Employee Related Expenditure	19,740	44,970	15,140	Employee Related		
218,544	Premises Related Expenditure	235,840	414,565	281,990	Salaries	19,140	14,960
473	Transport Related Expenditure	620	1,544	1,470	Premises Related		
28,514	Supplies and Services	20,860	128,905	20,220	Council Tax	3,720	2,450
0	Third Party Payments	0	0	0	Electricity	10,100	15,350
0	Transfer Payments	0	0	0	Emissions Monitoring	7,000	3,300
270,490	Total Direct Expenditure	277,060	589,984	318,820	General Rates	34,210	29,940
					Rents Payable	94,000	94,000
(2,561,898)	Income	(2,563,790)	(2,455,272)	(2,475,170)	Repairs & Maintenance	79,380	109,820
(2,291,408)	Net Direct Expenditure/(Income)	(2,286,730)	(1,865,288)	(2,156,350)	Window Cleaning	4,110	3,900
					Supplies and Services		
0	Special Works	0	0	0	Computer Services Recharge	12,500	11,840
2,240,305	Capital Charges	41,770	41,800	57,920	Security Services	8,000	8,000
240,142	Support Services	210,120	204,829	193,860	Income		
189,039	Total Service Cost/(Surplus)	(2,034,840)	(1,618,659)	(1,904,570)	Expenses Recovered	(19,870)	(19,110)
					Rent (Building & Shops)	(1,365,630)	(1,278,980)
					Rent (Land & Wayleaves)	(1,087,410)	(1,088,630)
					Rents (Dwellings)	(29,740)	(30,300)
					Rents (Vol Groups Subsidy)	(50,850)	(53,350)
					Rents - Staff Lets	(10,290)	(4,800)
					Support Services		
					Accountancy Services Recharge	10,700	12,550
					Asset Register Recharge	8,080	5,700
					Audit Services Recharge	7,440	5,000
					Engineers Recharge	10,130	8,850
					Legal Services Recharge	87,950	94,670
					Property Services Recharge	41,070	23,790
					Public Offices Recharge	8,030	8,210
					Valuation Services Recharge	28,800	27,200

Major Variances 2009/10 v 2010/11

Salary costs have decreased as a result of the reduction in the FTE allocation.

The electricity and emissions monitoring estimates have been revised to reflect current actual usage costs.

The increase in the repairs and maintenance estimate is a recognition of the level of works required in 2010/11 identified through the recent condition surveys of Council owned buildings.

The rental income estimate reflects current occupancy rates of non-operational property.

Rents from staff lets have reduced following the disposal of specific properties.

Economic Development

Financial Information	Property Services	Ledger Code	F1171, G4575
Responsible Officer	John Weedon - Head of Property (Tel: 444994)	Financial Services Contact	Matthew Cue - Accountant (Tel: 444839)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
336,873	Employee Related Expenditure	341,380	345,424	329,370	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	2,040	1,990
11,272	Transport Related Expenditure	12,280	11,146	11,140	Private Medical	2,800	2,720
160,801	Supplies and Services	156,580	153,785	148,270	Salaries	329,980	322,260
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	5,260	3,990
508,946	Total Direct Expenditure	510,240	510,355	488,780	Officers Car Leasing	6,570	6,700
					Supplies and Services		
(551,895)	Income	(585,430)	(545,663)	(574,740)	Computer Maintenance	3,000	3,000
(42,949)	Net Direct Expenditure/(Income)	(75,190)	(35,308)	(85,960)	Computer Services Recharge	18,150	17,200
					Computer Software Licence	15,100	14,500
0	Special Works	0	0	0	Condition Surveys	8,000	8,000
1,647	Capital Charges	1,650	1,660	0	Consultants Fees	60,000	60,000
68,130	Support Services	69,640	70,011	72,350	General Subsriptions	4,600	4,600
26,828	Total Service Cost/(Surplus)	(3,900)	36,363	(13,610)	Gis & Nlpg Recharge	3,340	2,450
					IT Renewals	12,370	6,130
	Full Time Equivalent Staff	7.38		7.37	Telecomms	4,990	3,670

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Economic Development

Financial Information Slyfield Area Regeneration Project (SARP)

Ledger Code D7102, D7103

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
0	Employee Related Expenditure	29,500	32,404	35,580	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	29,500	34,810
0	Transport Related Expenditure	0	95	2,160	Supplies and Services		
315,330	Supplies and Services	83,920	161,675	75,000	Consultants Fees	83,920	55,000
0	Third Party Payments	0	0	0	Miscellaneous Expenses	0	20,000
0	Transfer Payments	0	0	0	Support Services		
315,330	Total Direct Expenditure	113,420	194,174	112,740	Legal Services Recharge	0	12,590
(90,840)	Income	0	(78,757)	0			
224,490	Net Direct Expenditure/(Income)	113,420	115,417	112,740			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
438	Support Services	0	537	15,730			
224,928	Total Service Cost/(Surplus)	113,420	115,954	128,470			
	Full Time Equivalent Staff	0.67		0.69			

Major Variances 2009/10 v 2010/11

The estimates reflect the anticipated progress of the Slyfield Area Regeneration Project (SARP) during 2010/11.

The inclusion of a Legal recharge estimate recognises the future requirement for the involvement of the service.

Guildford Borough Council - Budget 2010/2011

Economic Development

Financial Information Tourist Information Centre

Ledger Code F5541

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
138,833	Employee Related Expenditure	150,480	137,638	164,560
46,036	Premises Related Expenditure	34,930	47,500	35,420
85	Transport Related Expenditure	150	42	30
35,699	Supplies and Services	39,480	38,621	37,460
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
220,653	Total Direct Expenditure	225,040	223,801	237,470
(42,767)	Income	(39,110)	(37,905)	(46,940)
177,886	Net Direct Expenditure/(Income)	185,930	185,896	190,530
0	Special Works	0	0	0
0	Capital Charges	0	0	0
16,423	Support Services	17,490	18,062	17,110
194,309	Total Service Cost/(Surplus)	203,420	203,958	207,640
	Full Time Equivalent Staff	5.03		5.27

Major Items

Employee Related

Casual Salaries	15,880	15,880
Salaries	131,850	144,720

Premises Related

Electricity	3,400	2,200
General Rates	11,520	15,580
Rents Payable	16,000	15,500

Supplies and Services

Computer Maintenance Agree	5,250	5,250
Computer Services Recharge	4,870	4,610
Purchases for Resale	15,610	15,610
Telecomms	3,580	2,840
Town Guides Grant	2,000	2,000

Income

Commission on General Sales	(9,000)	(13,250)
Miscellaneous Income	(1,700)	(4,210)
Publications Sales	(9,000)	(9,180)
Souvenir & Postcard Sales	(19,000)	(19,380)

Support Services

Accountancy Services Recharge	2,260	2,220
HR Services Recharge	5,250	6,260
Paymaster Recharge	5,160	3,550

Major Variances 2009/10 v 2010/11

Following the review and subsequent restructure of the Economic Development Service Unit an increase in full time equivalents has resulted in a rise in salary costs for the Tourist Information Centre. The estimate for electricity has been reduced to reflect actual levels of expenditure over the last two financial years. Income estimates have been increased in recognition of recent revenue levels and the aspiration to maximise revenue generated through these activities.

Guildford Borough Council - Budget 2010/2011

Economic Development

Financial Information Town Centre Management

Ledger Code F7521, F7522

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
60,716	Employee Related Expenditure	56,670	52,903	72,460
2,599	Premises Related Expenditure	2,820	2,820	2,820
68	Transport Related Expenditure	60	47	40
(4,308)	Supplies and Services	18,200	21,907	17,350
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
59,075	Total Direct Expenditure	77,750	77,677	92,670
(30,086)	Income	(40,720)	(46,100)	(41,540)
28,989	Net Direct Expenditure/(Income)	37,030	31,577	51,130
0	Special Works	0	0	0
0	Capital Charges	0	0	0
8,370	Support Services	6,960	6,970	10,150
37,359	Total Service Cost/(Surplus)	43,990	38,547	61,280
	Full Time Equivalent Staff	1.35		2.00

Major Items

Employee Related

Salaries	55,390	71,240
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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	3,200	3,200
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Computer Services Recharge	2,500	2,370
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Equipment & Tools Hire	1,760	1,760
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IT Renewals	30	80
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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	(1,500)	(1,500)
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Rents; Market Stall Spaces	(23,000)	(23,500)
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Sponsorship Receipts	(16,220)	(16,540)
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Support Services

Accountancy Services Recharge	1,220	1,450
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Debtors Section Recharge	2,000	2,260
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Human Resources Recharge	1,260	1,360
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Paymaster Recharge	900	800
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Public Offices Recharge	910	2,270
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Major Variances 2009/10 v 2010/11

A review of salary allocations across the business and tourism functions identified the need to reallocate resources to better reflect current workloads. This resulted in an increase in FTE's allocated to Town Centre Management, offset by a reduction in FTE's against Tourism and the Farmers Market.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

ENVIRONMENTAL HEALTH AND LICENSING

HEAD OF SERVICE - CLIFF BELL

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
1,892,178	1,919,570	Gross Expenditure	1,816,150	1,868,790	1,941,820	2,017,870
(668,016)	(708,940)	Gross Income	(679,920)	(699,840)	(726,320)	(753,830)
1,224,162	1,210,630	Net Expenditure	1,136,230	1,168,950	1,215,500	1,264,040
1,078,485	1,149,890	Employee Related Expenditure	1,113,000	1,153,840	1,207,780	1,264,230
79,246	103,120	Premises Related Expenditure	101,300	102,310	104,350	106,420
48,251	49,480	Transport Related Expenditure	47,620	48,080	49,050	50,030
442,870	391,430	Supplies and Services	357,640	362,710	371,440	380,430
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,648,852	1,693,920	Total Direct Expenditure	1,619,560	1,666,940	1,732,620	1,801,110
(668,016)	(708,940)	Income	(679,920)	(699,840)	(726,320)	(753,830)
980,836	984,980	Net Direct Expenditure/(Income)	939,640	967,100	1,006,300	1,047,280
0	0	Special Works	0	0	0	0
17,497	11,650	Capital Charges	7,590	7,590	7,590	7,590
225,829	214,000	Support Services	189,000	194,260	201,610	209,170
1,224,162	1,210,630	Total Service Cost/(Surplus)	1,136,230	1,168,950	1,215,500	1,264,040

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
70,241	119,990	Civil Emergencies	83,290	85,840	89,320	92,940
548,125	585,870	Environmental Control	565,930	581,800	603,960	627,050
477,384	467,740	Food and Safety Services	433,700	447,930	467,140	487,170
2,215	(14,700)	Gypsy Caravan Sites	(150)	(1,690)	(2,320)	(2,960)
24,919	(7,760)	Health and Safety	(1,920)	(1,520)	(1,110)	(650)
5,956	21,680	Home Farm Estate, Effingham	18,320	18,870	19,640	20,420
77,560	47,640	Licensing Services	40,270	41,960	44,180	46,520
17,762	(9,830)	Taxi Licensing and Private Hire Vehicles	(3,210)	(4,240)	(5,310)	(6,450)
1,224,162	1,210,630	Total Net Expenditure/(Income)	1,136,230	1,168,950	1,215,500	1,264,040

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
52,566	Employee Related Expenditure	100,430	65,621	57,380
1,303	Premises Related Expenditure	1,320	1,320	1,110
1,635	Transport Related Expenditure	1,920	1,898	1,990
8,606	Supplies and Services	9,580	33,709	12,950
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
64,110	Total Direct Expenditure	113,250	102,548	73,430
(69)	Income	(310)	(50)	0
64,041	Net Direct Expenditure/(Income)	112,940	102,498	73,430
0	Special Works	0	0	0
0	Capital Charges	0	0	0
6,200	Support Services	7,050	7,050	9,860
70,241	Total Service Cost/(Surplus)	119,990	109,548	83,290
	Full Time Equivalent Staff	2.13		1.12

Major Items	2009/10 Estimate £	2010/11 Estimate £
Employee Related		
Emergency Planning Duties	5,000	2,000
Salaries	92,650	54,270
Supplies and Services		
Emergency Planning Contribution	5,720	5,570
Miscellaneous Expenses	3,530	940
Support Services		
Facilities Management Recharge	1,100	1,830
Human Resources Recharge	840	1,200
Public Offices Recharge	3,100	4,270

Major Variances 2009/10 v 2010/11

There is a reduction in salary costs in 2010/11 due to the removal of the post of Emergency Planning Officer following a peer review exercise.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
330,215	Employee Related Expenditure	360,200	343,178	353,270
13,589	Premises Related Expenditure	13,680	13,700	11,670
16,669	Transport Related Expenditure	15,870	18,172	16,940
214,413	Supplies and Services	165,950	218,876	156,550
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
574,886	Total Direct Expenditure	555,700	593,926	538,430
(70,233)	Income	(13,460)	(41,372)	(13,430)
504,653	Net Direct Expenditure/(Income)	542,240	552,554	525,000
0	Special Works	0	0	0
8,952	Capital Charges	8,950	8,950	4,890
34,520	Support Services	34,680	34,558	36,040
548,125	Total Service Cost/(Surplus)	585,870	596,062	565,930
	Full Time Equivalent Staff	7.99		7.66

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Major Items

Employee Related

Salaries	346,230	345,950
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Premises Related

Proportion of Depot Expenses	13,680	11,670
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Transport Related

Car Leasing & Allowances	15,870	16,940
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Supplies and Services

Air Pollution Monitoring	10,470	10,110
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CECS Monitoring	25,380	25,890
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Computer Services Recharge	18,810	17,820
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Computer Software Licence	3,130	3,130
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Consultants Fees	10,000	6,000
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IT Renewals	240	250
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New, Replace Equip & Tools	4,980	2,780
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Pest Control Charges	65,630	65,630
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Income

Contaminated Land Enquiries	(3,470)	(2,820)
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Fee Income	(8,450)	(9,150)
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Capital Charges

Depreciation	8,950	4,890
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Support Services

Facilities Management Recharge	6,230	7,330
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Public Offices Recharge	16,190	15,690
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Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
326,809	Employee Related Expenditure	331,320	301,386	315,100
0	Premises Related Expenditure	0	0	0
15,784	Transport Related Expenditure	16,350	16,570	14,100
84,175	Supplies and Services	72,330	103,633	62,100
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
426,768	Total Direct Expenditure	420,000	421,589	391,300
(8,794)	Income	(11,680)	(7,606)	(8,460)
417,974	Net Direct Expenditure/(Income)	408,320	413,983	382,840
0	Special Works	0	0	0
0	Capital Charges	0	0	0
59,410	Support Services	59,420	59,116	50,860
477,384	Total Service Cost/(Surplus)	467,740	473,099	433,700
	Full Time Equivalent Staff	7.44		7.07

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Major Items	2009/10 Estimate £	2010/11 Estimate £
Employee Related		
Salaries	318,720	310,360
Transport Related		
Officers Car Leasing	10,570	9,030
Supplies and Services		
Computer Services Recharge	27,890	26,430
Computer Software Licence	3,130	3,130
Food Hygiene Course Expenses	2,360	1,500
General Subscriptions	5,500	4,500
Health Education Expenditure	4,000	2,000
IT Renewals	540	610
New, Replace Equip & Tools	1,000	1,000
Postages	4,380	3,910
Printing Services Recharge	2,930	2,000
Telecomms	9,320	5,590
Income		
Food Hygiene Course	(8,650)	(6,000)
Support Services		
Accountancy Services Recharge	3,390	3,420
Committee Services Recharge	0	0
Facilities Management Recharge	11,720	10,940
Human Resources Recharge	6,860	5,050
Legal Services Recharge	8,500	6,370
Paymaster Recharge	3,780	3,070
Public Offices Recharge	14,230	12,380

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
28,636	Employee Related Expenditure	26,320	28,322	28,180
61,615	Premises Related Expenditure	81,880	85,044	82,450
2,086	Transport Related Expenditure	2,020	2,188	2,270
962	Supplies and Services	1,220	1,179	740
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
93,299	Total Direct Expenditure	111,440	116,733	113,640
(99,193)	Income	(134,140)	(121,464)	(122,470)
(5,894)	Net Direct Expenditure/(Income)	(22,700)	(4,731)	(8,830)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
8,109	Support Services	8,000	7,888	8,680
2,215	Total Service Cost/(Surplus)	(14,700)	3,157	(150)
	Full Time Equivalent Staff	0.77		0.79

Major Items

Employee Related

Salaries	25,830	27,670
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Premises Related

Electricity	43,500	45,000
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Repairs & Maintenance	21,080	23,650
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Water	17,300	13,800
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Income

Electricity Recharged	(30,400)	(14,830)
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Rent (Land & Wayleaves)	(93,600)	(96,720)
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Water Recharged	(10,140)	(10,920)
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Support Services

Accountancy Services Recharge	1,310	1,280
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Energy Management Recharge	970	970
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Facilities Management Recharge	700	860
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Human Resources Recharge	980	840
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Public Offices Recharge	1,950	2,080
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Major Variances 2009/10 v 2010/11

Water costs have been adjusted to reflect previous years usage. Electricity usage has been adjusted in 2010/11 to reflect a more realistic target, based on the average over the last three years actuals.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
91,869	Employee Related Expenditure	110,780	109,466	115,610
0	Premises Related Expenditure	0	0	0
1,860	Transport Related Expenditure	1,790	1,959	2,120
13,485	Supplies and Services	35,580	28,472	12,900
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
107,214	Total Direct Expenditure	148,150	139,897	130,630
(95,130)	Income	(165,910)	(166,060)	(143,060)
12,084	Net Direct Expenditure/(Income)	(17,760)	(26,163)	(12,430)
0	Special Works	0	0	0
5,845	Capital Charges	0	0	0
6,990	Support Services	10,000	10,028	10,510
24,919	Total Service Cost/(Surplus)	(7,760)	(16,135)	(1,920)
	Full Time Equivalent Staff	2.31		2.38

Major Items

Employee Related

Salaries	95,430	99,940
Training - Health & Safety	13,330	13,330

Supplies and Services

Computer Services Recharge	2,100	1,990
Consultants Fees	32,080	9,000
Equip & Tools Repairs	0	0
General Subscriptions	250	900
IT Renewals	120	100
New, Replace Equip & Tools	200	200

Income

Support Service Recharge	(165,910)	(143,060)
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Support Services

Facilities Management Recharge	1,600	2,000
Paymaster Recharge	2,700	2,480
Public Offices Recharge	3,330	3,500

Major Variances 2009/10 v 2010/11

The provision for consultants has been reduced by £23,000 in 2010/11. Income from Support Service recharges has been reduced by £23,000.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
7,577	Employee Related Expenditure	7,930	8,431	8,380
2,739	Premises Related Expenditure	6,240	11,240	6,070
569	Transport Related Expenditure	520	552	510
160	Supplies and Services	80	383	90
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
11,045	Total Direct Expenditure	14,770	20,606	15,050
(8,939)	Income	(9,540)	(9,230)	(9,010)
2,106	Net Direct Expenditure/(Income)	5,230	11,376	6,040
0	Special Works	0	0	0
2,700	Capital Charges	2,700	2,700	2,700
1,150	Support Services	13,750	13,790	9,580
5,956	Total Service Cost/(Surplus)	21,680	27,866	18,320
	Full Time Equivalent Staff	0.20		0.21

Major Items

Employee Related

Salaries	7,810	8,260
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Premises Related

Repairs & Maintenance	6,000	6,000
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Income

Licence Fees	(4,200)	(3,460)
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Rent (Land & Wayleaves)	(1,340)	(1,550)
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Rents (Dwellings)	(4,000)	(4,000)
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Support Services

Legal Services Recharge	12,640	8,220
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Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
116,450	Employee Related Expenditure	118,160	124,381	126,960
0	Premises Related Expenditure	0	0	0
4,073	Transport Related Expenditure	4,300	4,503	4,110
18,133	Supplies and Services	21,810	19,571	18,690
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
138,656	Total Direct Expenditure	144,270	148,455	149,760
(148,736)	Income	(154,450)	(182,259)	(151,370)
(10,080)	Net Direct Expenditure/(Income)	(10,180)	(33,804)	(1,610)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
87,640	Support Services	57,820	57,860	41,880
77,560	Total Service Cost/(Surplus)	47,640	24,056	40,270
	Full Time Equivalent Staff	2.94		3.41

Major Items

Employee Related

Salaries	114,390	124,670
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Transport Related

Car Allowances	2,980	2,830
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Officers Car Leasing	1,120	1,080
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Supplies and Services

Computer Maintenance Agree	5,140	5,400
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Computer Services Recharge	7,630	7,230
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IT Renewals	80	170
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Printing Services Recharge	4,180	1,590
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Income

LA03 Licence Fees	(133,670)	(129,200)
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Licence Fees	(10,930)	(11,140)
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Support Services

Accountancy Services Recharge	2,270	2,230
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Audit Services Recharge	3,820	2,570
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Facilities Management Recharge	2,290	2,860
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Human Resources Recharge	2,240	1,990
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Legal Services Recharge	40,550	23,450
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Public Offices Recharge	4,700	5,040
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Major Variances 2009/10 v 2010/11

The increase in employee related expenditure reflects the changes in salary allocations to the service. The Legal Services Recharge reflects the expected officer time spent on the Service in 2010/11.

The LA03 Licence fee income estimate has been based on actuals for 2008/09.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
124,363	Employee Related Expenditure	94,750	101,518	108,120
0	Premises Related Expenditure	0	0	0
5,575	Transport Related Expenditure	6,710	5,448	5,580
102,936	Supplies and Services	84,880	92,028	93,620
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
232,874	Total Direct Expenditure	186,340	198,994	207,320
(236,922)	Income	(219,450)	(229,647)	(232,120)
(4,048)	Net Direct Expenditure/(Income)	(33,110)	(30,653)	(24,800)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
21,810	Support Services	23,280	23,310	21,590
17,762	Total Service Cost/(Surplus)	(9,830)	(7,343)	(3,210)
	Full Time Equivalent Staff	2.52		3.08

Major Items

Employee Related

Salaries	91,110	106,370
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Supplies and Services

Computer Services Recharge	9,730	9,220
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CRB Checks	8,010	5,680
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IT Renewals	110	160
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Taxi & Private Hire Car Tests	49,830	60,000
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Income

Operators	(9,970)	(9,990)
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Private Hire Drivers	(29,770)	(30,350)
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Private Hire Licence Fees	(97,190)	(111,010)
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Taxi Drivers	(21,650)	(22,190)
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Taxi Licence Fees	(52,860)	(52,900)
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Support Services

Facilities Management Recharge	2,590	2,580
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HR Services Recharge	2,450	1,740
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Legal Services Recharge	9,260	9,240
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Public Offices Recharge	5,170	4,380
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Major Variances 2009/10 v 2010/11

The employee related expenditure reflects the changes to salary allocations for the service. Income levels for Private Hire Drivers and Private Hire Licence Fees has been based on actual activity in 2008/09.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

FINANCIAL SERVICES

HEAD OF SERVICE - SUE REEKIE

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
2,769,720	3,157,870	Gross Expenditure	3,181,900	3,287,600	3,413,410	3,506,020
(1,446,986)	(1,235,830)	Gross Income	(1,209,440)	(1,225,340)	(1,271,430)	(1,319,540)
1,322,734	1,922,040	Net Expenditure	1,972,460	2,062,260	2,141,980	2,186,480
2,072,169	2,381,740	Employee Related Expenditure	2,469,820	2,484,790	2,507,910	2,531,890
0	0	Premises Related Expenditure	0	0	0	0
31,861	30,820	Transport Related Expenditure	31,090	31,400	32,020	32,650
319,890	396,480	Supplies and Services	363,300	444,850	534,540	589,680
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,423,920	2,809,040	Total Direct Expenditure	2,864,210	2,961,040	3,074,470	3,154,220
(1,446,986)	(1,235,830)	Income	(1,209,440)	(1,225,340)	(1,271,430)	(1,319,540)
976,934	1,573,210	Net Direct Expenditure/(Income)	1,654,770	1,735,700	1,803,040	1,834,680
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
345,800	348,830	Support Services	317,690	326,560	338,940	351,800
1,322,734	1,922,040	Total Service Cost/(Surplus)	1,972,460	2,062,260	2,141,980	2,186,480

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
(25,031)	(17,360)	Accountancy	(47,820)	(44,990)	(42,360)	(39,360)
230,576	214,930	Corporate Financial	179,240	185,170	192,090	199,230
5,379	(12,040)	Debtors	(5,350)	(4,750)	(4,180)	(3,530)
17,336	20,090	Feasibility Studies	20,090	20,090	20,090	20,090
(150,918)	269,900	Miscellaneous Items	352,830	433,260	502,840	536,530
1,245,392	1,446,520	Non Distributed Costs	1,473,470	1,473,480	1,473,500	1,473,520
1,322,734	1,922,040	Total Net Expenditure/(Income)	1,972,460	2,062,260	2,141,980	2,186,480

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

Financial Services

Financial Information Accountancy

Ledger Code G3565, G3575

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
636,814	Employee Related Expenditure	654,420	683,834	620,300
0	Premises Related Expenditure	0	0	0
26,085	Transport Related Expenditure	26,120	26,568	27,740
101,490	Supplies and Services	108,370	107,810	95,710
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
764,389	Total Direct Expenditure	788,910	818,212	743,750
(853,080)	Income	(869,230)	(869,820)	(854,210)
(88,691)	Net Direct Expenditure/(Income)	(80,320)	(51,608)	(110,460)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
63,660	Support Services	62,960	62,998	62,640
(25,031)	Total Service Cost/(Surplus)	(17,360)	11,390	(47,820)
	Full Time Equivalent Staff	13.98		13.87

Major Items

Employee Related

Insurance - Emps Liab, All Risk	3,870	3,730
Salaries	631,860	602,680
Training	8,990	2,000

Transport Related

Officers Car Leasing	25,220	26,860
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Supplies and Services

Books and Publications	9,000	9,000
Computer Services Recharge	50,120	47,490
Computer Software Development	4,000	4,000
Computer Software Licence	12,270	12,170
General Subscriptions	7,620	7,810
IT Renewals	1,580	1,480
Storage, Archiving Recharge	3,220	3,700

Income

Support Service Recharge	(869,230)	(854,210)
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Support Services

Audit Services Recharge	6,100	4,090
Facilities Management Recharge	10,770	13,570
HR Services Recharge	9,660	8,480
Paymaster Recharge	4,140	3,350
Public Offices Recharge	28,810	28,910

Major Variances 2009/10 v 2010/11

The salaries estimate has reduced as a result of a staffing review following a retirement within the Accountancy section.

The increase in total service is because recharges to other service areas (income to this account) were calculated before the salaries estimates were adjusted for the restructure.

Guildford Borough Council - Budget 2010/2011

Financial Services

Financial Information Corporate Financial

Ledger Code F1135, F1309

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
25,230	Employee Related Expenditure	25,550	26,527	19,570
0	Premises Related Expenditure	0	0	0
1,055	Transport Related Expenditure	910	914	1,280
69,811	Supplies and Services	72,130	58,915	64,960
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
96,096	Total Direct Expenditure	98,590	86,356	85,810
(29,970)	Income	(57,600)	(50,080)	(54,660)
66,126	Net Direct Expenditure/(Income)	40,990	36,276	31,150
0	Special Works	0	0	0
0	Capital Charges	0	0	0
164,450	Support Services	173,940	174,028	148,090
230,576	Total Service Cost/(Surplus)	214,930	210,304	179,240
	Full Time Equivalent Staff	0.35		0.26

Major Items

Employee Related

Salaries	25,200	19,210
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Supplies and Services

Computer Maintenance Agreement	4,230	3,700
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Consultants Fees	10,150	20,000
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Fund Managers Fees	29,160	15,000
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Income

Recharged to Other Services	(57,600)	(54,660)
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Support Services

Accountancy Services Recharge	111,630	99,670
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Audit Services Recharge	22,810	15,320
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Legal Services Recharge	32,700	29,980
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Paymaster Recharge	3,360	30
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Major Variances 2009/10 v 2010/11

Fund Managers fees have decreased by £14,160 due to the change in the method of charging. 50% of this saving has been passed on to the HRA.

Support service recharges have fallen in recognition of the decreasing cost of those services attributable to the corporate financial service.

Guildford Borough Council - Budget 2010/2011

Financial Services

Financial Information Debtors

Ledger Code G3555

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
126,912	Employee Related Expenditure	132,450	135,342	125,950
0	Premises Related Expenditure	0	0	0
3,966	Transport Related Expenditure	3,430	3,395	2,070
35,890	Supplies and Services	35,890	35,248	36,720
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
166,768	Total Direct Expenditure	171,770	173,985	164,740
 (277,369)	Income	 (293,920)	 (294,029)	 (269,180)
(110,601)	Net Direct Expenditure/(Income)	(122,150)	(120,044)	(104,440)
 0	Special Works	 0	 0	 0
0	Capital Charges	0	0	0
115,980	Support Services	110,110	110,130	99,090
5,379	Total Service Cost/(Surplus)	(12,040)	(9,914)	(5,350)
	Full Time Equivalent Staff	3.95		3.85

Major Items

Employee Related

Salaries	128,320	122,830
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Transport Related

Officers Car Leasing	3,340	2,060
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Supplies and Services

Computer Services Recharge	11,180	10,600
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Computer Software Licence	4,370	5,130
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IT Renewals	480	280
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Postages	9,440	9,890
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Printing Services Recharge	4,360	4,960
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Income

Support Service Recharge	(293,540)	(268,860)
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Support Services

Audit Services Recharge	3,820	2,570
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Facilities Management Recharge	10,920	6,760
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HR Services Recharge	3,080	2,530
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Legal Services Recharge	63,010	57,820
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Paymaster Recharge	18,640	1,000
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Public Offices Recharge	9,530	9,090
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Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Financial Services

Financial Information Feasibility Studies

Ledger Code F7600, F7634-F7641

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
17,246	Supplies and Services	20,000	7,642	20,000	Supplies and Services		
0	Third Party Payments	0	0	0	Consultants Fees	20,000	20,000
0	Transfer Payments	0	0	0			
17,246	Total Direct Expenditure	20,000	7,642	20,000			
0	Income	0	0	0			
17,246	Net Direct Expenditure/(Income)	20,000	7,642	20,000			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
90	Support Services	90	80	90			
17,336	Total Service Cost/(Surplus)	20,090	7,722	20,090			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

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 Julie Power - Senior Accountant (Tel: 444837)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
38,251	Employee Related Expenditure	123,240	(15,538)	230,960
0	Premises Related Expenditure	0	0	0
755	Transport Related Expenditure	360	248	0
95,453	Supplies and Services	160,090	203,457	145,910
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
134,459	Total Direct Expenditure	283,690	188,167	376,870
(286,567)	Income	(15,080)	(15,427)	(31,390)
(152,108)	Net Direct Expenditure/(Income)	268,610	172,740	345,480
0	Special Works	0	0	0
0	Capital Charges	0	0	0
1,190	Support Services	1,290	1,308	7,350
(150,918)	Total Service Cost/(Surplus)	269,900	174,048	352,830
	Full Time Equivalent Staff	0.00		0.81

Major Items

Employee Related

Advertising Staff Vacancies	95,000	88,300
Relocation Expenses	28,100	16,900
Training	0	111,100
Vacancies Credit	0	(290)

Supplies and Services

Consultants Fees	10,000	10,000
IT Renewals	199,090	133,570
Procurement Saving	(50,000)	0

Income

Interest from Car Loans	(5,000)	(4,500)
Miscellaneous Income	(10,000)	(10,000)

Major Variances 2009/10 v 2010/11

The training budget has been partly allocated to service units. The estimate included here represents the unallocated element which will be allocated as required throughout the year.

The IT renewals estimate reflects the anticipated reduction in contributions for expenditure on hardware and software in 2010/11.

Procurement savings identified during 2009/10 have now been included at individual service level.

Guildford Borough Council - Budget 2010/2011

Financial Services

Financial Information Non Distributed Costs

Ledger Code F7550

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
1,244,962	Employee Related Expenditure	1,446,080	1,446,080	1,473,040
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
1,244,962	Total Direct Expenditure	1,446,080	1,446,080	1,473,040
0	Income	0	0	0
1,244,962	Net Direct Expenditure/(Income)	1,446,080	1,446,080	1,473,040
0	Special Works	0	0	0
0	Capital Charges	0	0	0
430	Support Services	440	440	430
1,245,392	Total Service Cost/(Surplus)	1,446,520	1,446,520	1,473,470
	Full Time Equivalent Staff	0.00		0.00

Major Items

Employee Related

Backfunding of Superannuation	1,239,880	1,297,630
Pension Fund Strain	28,580	0
Pension Payments for Added Years	177,620	175,410

Major Variances 2009/10 v 2010/11

Backfunding of Superannuation costs has increased by £57,750 for 2010/11.

Pension Fund Strain has reduced by £28,580 for 2010/11.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

HOUSING ADVICE SERVICES

HEAD OF SERVICE - KIM RIPPETT

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
1,338,356	1,314,160	Gross Expenditure	1,307,610	1,307,300	1,349,870	1,394,050
(512,972)	(390,550)	Gross Income	(390,720)	(117,820)	(122,530)	(127,430)
825,384	923,610	Net Expenditure	916,890	1,189,480	1,227,340	1,266,620
494,907	526,240	Employee Related Expenditure	517,130	536,200	561,320	587,610
31,084	33,530	Premises Related Expenditure	23,910	24,150	24,630	25,130
15,869	12,240	Transport Related Expenditure	13,470	13,610	13,880	14,150
607,907	647,970	Supplies and Services	669,010	646,920	660,340	674,060
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,149,767	1,219,980	Total Direct Expenditure	1,223,520	1,220,880	1,260,170	1,300,950
(512,972)	(390,550)	Income	(390,720)	(117,820)	(122,530)	(127,430)
636,795	829,430	Net Direct Expenditure/(Income)	832,800	1,103,060	1,137,640	1,173,520
0	0	Special Works	0	0	0	0
106,519	0	Capital Charges	0	0	0	0
82,070	94,180	Support Services	84,090	86,420	89,700	93,100
825,384	923,610	Total Service Cost/(Surplus)	916,890	1,189,480	1,227,340	1,266,620

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
352,068	221,550	Affordable Housing Development	207,620	214,410	223,590	233,170
204,174	392,210	Homelessness and Emergency Accommodation	406,240	669,010	691,570	715,020
269,142	309,850	Housing Advice	303,030	306,060	312,180	318,430
825,384	923,610	Total Net Expenditure/(Income)	916,890	1,189,480	1,227,340	1,266,620

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

Housing Advice Services

Financial Information Affordable Housing Development

Ledger Code C4111, C4112

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
153,695	Employee Related Expenditure	152,710	154,173	147,890
0	Premises Related Expenditure	0	0	0
8,142	Transport Related Expenditure	4,870	4,745	4,710
47,082	Supplies and Services	27,790	26,842	24,220
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
208,919	Total Direct Expenditure	185,370	185,760	176,820
0	Income	0	0	0
208,919	Net Direct Expenditure/(Income)	185,370	185,760	176,820
0	Special Works	0	0	0
106,519	Capital Charges	0	0	0
36,630	Support Services	36,180	36,214	30,800
352,068	Total Service Cost/(Surplus)	221,550	221,974	207,620
	Full Time Equivalent Staff	2.81		2.81

Major Items

Employee Related

Salaries	149,660	144,350
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Transport Related

Car Allowances	830	790
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Officers Car Leasing	3,900	3,780
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Supplies and Services

Computer Services Recharge	8,420	7,980
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Computer Software Licence	4,140	4,220
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Consultants Fees	2,000	2,000
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General Grants	4,000	4,000
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General Subscriptions	1,780	1,780
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IT Renewals	240	180
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Printing Services Recharge	1,250	950
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Support Services

Accountancy Services Recharge	5,220	5,810
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Facilities Management Recharge	3,090	3,150
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Human Resources Recharge	2,240	1,620
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Legal Services Recharge	6,320	5,550
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Paymaster Recharge	1,610	1,040
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Public Offices Recharge	7,690	6,460
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Valuation Services Recharge	9,000	5,100
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Major Variances 2009/10 v 2010/11

Reduction of £4,000 in the Valuation services recharge to this service.

Guildford Borough Council - Budget 2010/2011

Housing Advice Services

Financial Information Homelessness and Emergency Accommodation

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

Ledger Code C3311, C3312, C3313, C3314, C3315, C3316, C3317, F7534

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
341,212	Employee Related Expenditure	373,530	367,788	365,910	Employee Related		
31,084	Premises Related Expenditure	33,530	20,778	23,910	Salaries	360,940	357,190
7,727	Transport Related Expenditure	7,370	8,533	8,760	Premises Related		
291,683	Supplies and Services	310,330	326,752	345,090	Proportion of Depot Expenses	18,050	15,410
0	Third Party Payments	0	0	0	Rents Payable	5,120	0
0	Transfer Payments	0	0	0	Repairs & Maintenance	8,900	8,500
671,706	Total Direct Expenditure	724,760	723,851	743,670	Transport Related		
					Car Allowances	6,440	7,490
(512,972)	Income	(390,550)	(391,117)	(390,720)	Supplies and Services		
158,734	Net Direct Expenditure/(Income)	334,210	332,734	352,950	Bonds issued/claimed	20,000	40,000
					Building Condition surveys	9,000	13,000
0	Special Works	0	0	0	Computer Recharge & Mtne	16,710	15,830
0	Capital Charges	0	0	0	Contr to Bad Debts Provision	0	20,000
45,440	Support Services	58,000	58,078	53,290	Emergency Accommodation	20,000	50,000
204,174	Total Service Cost/(Surplus)	392,210	390,812	406,240	General Grants	43,300	52,260
					Homeless Outreach Support	137,000	139,650
					IT Renewals	440	810
					Rent in Advance	38,700	0
					Security Deposits	5,000	0
					Income		
					Bed & Breakfast Income	(13,200)	(17,500)
					Government Grants	(276,650)	(276,340)
					SCC Grant	(96,500)	(96,880)
					Support Services		
					Accountancy Services Recharge	8,530	8,450
					Facilities Management Recharge	8,970	9,970
					Human Resources Recharge	7,630	5,890
					Legal Services Recharge	5,120	1,480
					Public Offices Recharge	20,660	18,950
	Full Time Equivalent Staff	10.51		10.18			

Major Variances 2009/10 v 2010/11

The £30,000 increase in the emergency accommodation budget reflects the current high level of demand. This is offset in part by estimated additional income from housing benefit of £18,000. £9,000 is included towards the cost of winter weather provision for single homeless. An additional cost of £4,000 will be incurred due to the loss of Surrey County Council's Children's Services grant. Payment of rent of £5,000 for the office at Allen House is no longer payable as the Homeless team no longer occupy the premises.

Under the supplies and services heading, the full impact of the change from the scheme where deposits were issued to landlords and rent in advance payments made, to a bond issue scheme introduced in 2008/09, results in a net saving of £24,000. The direct payments are replaced by a budget for potential bonds being claimed, and a contribution into the bad debts provision which will be reviewed annually.

Guildford Borough Council - Budget 2010/2011

Housing Advice Services

Financial Information Housing Advice

Ledger Code C3211

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
0	Employee Related Expenditure	0	0	3,330			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
269,142	Supplies and Services	309,850	291,720	299,700			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
269,142	Total Direct Expenditure	309,850	291,720	303,030			
0	Income	0	0	0			
269,142	Net Direct Expenditure/(Income)	309,850	291,720	303,030			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
269,142	Total Service Cost/(Surplus)	309,850	291,720	303,030			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2009/10 v 2010/11

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

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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**GUILDFORD BOROUGH COUNCIL
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HUMAN RESOURCES

HEAD OF SERVICE - JUDITH COSLETT

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
773,846	839,870	Gross Expenditure	830,700	853,550	885,630	919,000
(827,373)	(887,900)	Gross Income	(817,340)	(840,230)	(872,160)	(905,300)
(53,527)	(48,030)	Net Expenditure	13,360	13,320	13,470	13,700
558,980	606,810	Employee Related Expenditure	591,290	609,070	633,570	659,120
0	0	Premises Related Expenditure	0	0	0	0
14,154	12,980	Transport Related Expenditure	9,220	9,300	9,480	9,660
87,890	80,600	Supplies and Services	107,630	109,190	111,820	114,510
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
661,024	700,390	Total Direct Expenditure	708,140	727,560	754,870	783,290
(827,373)	(887,900)	Income	(817,340)	(840,230)	(872,160)	(905,300)
(166,349)	(187,510)	Net Direct Expenditure/(Income)	(109,200)	(112,670)	(117,290)	(122,010)
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
112,822	139,480	Support Services	122,560	125,990	130,760	135,710
(53,527)	(48,030)	Total Service Cost/(Surplus)	13,360	13,320	13,470	13,700

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
(50,796)	(65,050)	HR Services	(990)	950	3,010	5,270
(2,731)	17,020	Other Employee Costs	14,350	12,370	10,460	8,430
(53,527)	(48,030)	Total Net Expenditure/(Income)	13,360	13,320	13,470	13,700

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

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 Mark Jasper - Senior Accountant (Tel: 444846)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
427,309	Employee Related Expenditure	430,970	408,544	397,050
0	Premises Related Expenditure	0	0	0
12,387	Transport Related Expenditure	11,680	11,581	7,610
71,241	Supplies and Services	70,880	106,855	97,600
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
510,937	Total Direct Expenditure	513,530	526,980	502,260
(652,033)	Income	(691,740)	(691,670)	(601,590)
(141,096)	Net Direct Expenditure/(Income)	(178,210)	(164,690)	(99,330)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
90,300	Support Services	113,160	113,198	98,340
(50,796)	Total Service Cost/(Surplus)	(65,050)	(51,492)	(990)
	Full Time Equivalent Staff	10.67		9.73

Major Items

Employee Related

Salaries	411,760	381,240
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Training	8,710	6,500
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Transport Related

Car Allowances	3,360	3,440
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Officers Car Leasing	7,920	4,010
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Supplies and Services

Computer Services Recharge	22,230	21,070
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Computer Software Licence	15,000	15,000
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Consultants Fees	4,080	39,400
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General Subscriptions	2,000	1,660
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IT Renewals	4,640	2,960
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Miscellaneous Expenses	320	140
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Printing Services Recharge	8,050	3,730
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Telecomms	5,890	3,580
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Support Services

Accountancy Services Recharge	8,090	8,030
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Audit Services Recharge	8,550	5,740
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Facilities Management Recharge	14,260	17,060
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Legal Services Recharge	43,710	24,750
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Paymaster Recharge	4,190	3,320
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Public Offices Recharge	31,450	35,050
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Major Variances 2009/10 v 2010/11

Removal of costs associated with the fixed term Job Evaluation Project Officer post in 2010/11.

Guildford Borough Council - Budget 2010/2011

Human Resources

Financial Information Other Employee Costs

Ledger Code G1121, G1122

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
131,671	Employee Related Expenditure	175,840	116,077	194,240
0	Premises Related Expenditure	0	0	0
1,767	Transport Related Expenditure	1,300	615	1,610
16,649	Supplies and Services	9,720	21,318	10,030
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
150,087	Total Direct Expenditure	186,860	138,010	205,880
(175,340)	Income	(196,160)	(193,622)	(215,750)
(25,253)	Net Direct Expenditure/(Income)	(9,300)	(55,612)	(9,870)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
22,522	Support Services	26,320	19,709	24,220
(2,731)	Total Service Cost/(Surplus)	17,020	(35,903)	14,350
	Full Time Equivalent Staff	0.83		1.19

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Major Items	2009/10 Estimate £	2010/11 Estimate £
Employee Related		
Child Protection Training	2,970	2,970
Corporate Training Plan	38,680	38,680
Criminal Records Bureau	6,200	9,000
Equalities Training	4,000	4,000
External Qualification Training	54,820	54,820
Medical Fees	28,000	28,000
Salaries	30,670	46,050
Sight Tests & Glasses	2,400	2,400
Sports & Social Club Contr	600	600
Staff Concessions	4,600	4,600
Supplies and Services		
Contract Catering	1,540	1,540
General Subscriptions	5,500	5,500
Healthy Living Week	1,500	1,500
Staff Suggestion Scheme	1,000	400
Support Services		
Accountancy Services Recharge	2,520	2,560
Engineers Recharge	19,380	12,740
Paymaster Recharge	1,670	1,450
Transport & Projects Recharge	1,710	1,530

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

LEGAL AND DEMOCRATIC SERVICES

HEAD OF SERVICE - RICHARD LINGARD

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
3,787,073	3,675,130	Gross Expenditure	3,414,850	3,644,400	3,635,890	3,769,200
(1,739,010)	(1,862,640)	Gross Income	(1,658,240)	(1,709,360)	(1,782,940)	(1,865,420)
2,048,063	1,812,490	Net Expenditure	1,756,610	1,935,040	1,852,950	1,903,780
1,834,422	1,679,000	Employee Related Expenditure	1,565,060	1,620,610	1,696,170	1,775,290
2,633	2,060	Premises Related Expenditure	1,740	1,760	1,800	1,840
51,796	46,970	Transport Related Expenditure	47,150	47,600	48,520	49,450
1,141,071	1,206,800	Supplies and Services	1,114,360	1,268,680	1,156,890	1,182,390
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,029,922	2,934,830	Total Direct Expenditure	2,728,310	2,938,650	2,903,380	3,008,970
(1,739,010)	(1,862,640)	Income	(1,658,240)	(1,709,360)	(1,782,940)	(1,865,420)
1,290,912	1,072,190	Net Direct Expenditure/(Income)	1,070,070	1,229,290	1,120,440	1,143,550
0	0	Special Works	0	0	0	0
6,806	0	Capital Charges	0	0	0	0
750,345	740,300	Support Services	686,540	705,750	732,510	760,230
2,048,063	1,812,490	Total Service Cost/(Surplus)	1,756,610	1,935,040	1,852,950	1,903,780

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
5,997	6,310	Access Group for Guildford	6,280	6,450	6,710	6,970
227,814	224,220	Civic Expenses	232,170	238,450	247,270	256,460
16,322	(18,240)	Committee Services	(31,380)	(32,520)	(35,590)	(40,410)
500,243	478,420	Council and Committee Support	414,560	426,830	443,810	461,500
66,066	58,720	Elections	58,170	196,410	62,140	64,510
228,540	218,750	Electoral Registration	197,120	200,080	207,030	214,220
14,394	15,940	Guildford Youth Council	14,240	14,550	15,000	15,460
(57,893)	(87,270)	Legal Services	(41,190)	(42,460)	(46,570)	(54,610)
51,202	(2,390)	Local Land Charges	(2,990)	(3,070)	(3,450)	(4,210)
845,962	786,080	Member Services and Democratic Representation	780,990	798,220	824,040	850,840
149,416	131,950	Parish and Local Liaison	128,640	132,100	132,560	133,050
2,048,063	1,812,490	Total Net Expenditure/(Income)	1,756,610	1,935,040	1,852,950	1,903,780

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

Legal and Democratic Services

Financial Information Access Group for Guildford

Ledger Code F7518

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
1,048	Employee Related Expenditure	1,090	1,074	1,100	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,040	1,060
48	Transport Related Expenditure	50	49	50	Supplies and Services		
531	Supplies and Services	270	262	710	Printing Services Recharge	270	710
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0			
1,627	Total Direct Expenditure	1,410	1,385	1,860			
0	Income	0	0	0			
1,627	Net Direct Expenditure/(Income)	1,410	1,385	1,860			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
4,370	Support Services	4,900	4,910	4,420			
5,997	Total Service Cost/(Surplus)	6,310	6,295	6,280			
	Full Time Equivalent Staff	0.02		0.02			

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Legal and Democratic Services

Financial Information Civic Expenses

Ledger Code F2131

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
124,824	Employee Related Expenditure	113,850	126,548	119,970
0	Premises Related Expenditure	0	46	0
16,359	Transport Related Expenditure	12,540	12,303	10,930
54,414	Supplies and Services	67,930	59,208	70,010
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
195,597	Total Direct Expenditure	194,320	198,105	200,910
(23)	Income	(300)	(286)	(150)
195,574	Net Direct Expenditure/(Income)	194,020	197,819	200,760
0	Special Works	0	0	0
0	Capital Charges	0	0	0
32,240	Support Services	30,200	30,228	31,410
227,814	Total Service Cost/(Surplus)	224,220	228,047	232,170
	Full Time Equivalent Staff	2.97		2.96

Major Variances 2009/10 v 2010/11

An element of the £10,000 employee related budget removed from the 2009/10 estimate in relation to the Mayor's transportation has been reinstated following an options appraisal.

Major Items	2009/10 Estimate £	2010/11 Estimate £
Employee Related		
Salaries	112,060	118,370
Temporary Staff	1,090	1,090
Transport Related		
Fuel & Oil	3,000	2,090
Transport Pool Hire Charge	8,390	8,350
Supplies and Services		
Borough Promotional Expenses	36,720	36,720
Civic Regalia; Robes	1,500	1,500
Computer Services Recharge	1,450	1,370
Contract Catering	1,500	1,500
Deputy Mayor Allowance	1,330	1,330
Floral Decorations	1,000	1,000
Insurance; All Risks	4,300	6,740
Mayors Allowance	10,620	10,620
Printing Services Recharge	4,940	5,200
Telecomms	2,010	1,430
Support Services		
Facilities Management Recharge	2,990	4,010
Human Resources Recharge	1,960	1,680
Legal Services Recharge	7,960	7,960
Paymaster Recharge	1,470	1,680
Public Offices Recharge	14,120	14,240

Guildford Borough Council - Budget 2010/2011

Legal and Democratic Services

Financial Information Committee Services

Ledger Code G4565

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
255,872	Employee Related Expenditure	223,570	180,156	181,930
0	Premises Related Expenditure	0	0	0
1,231	Transport Related Expenditure	240	592	1,010
40,821	Supplies and Services	37,220	35,901	34,190
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
297,924	Total Direct Expenditure	261,030	216,649	217,130
(302,552)	Income	(302,590)	(301,909)	(270,350)
(4,628)	Net Direct Expenditure/(Income)	(41,560)	(85,260)	(53,220)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
20,950	Support Services	23,320	23,320	21,840
16,322	Total Service Cost/(Surplus)	(18,240)	(61,940)	(31,380)
	Full Time Equivalent Staff	4.96		3.99

Major Items

Employee Related

Salaries	216,460	178,820
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Transport Related

Officers Car Leasing	0	710
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Supplies and Services

Computer Services Recharge	19,470	18,450
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Computer Software Licence	3,340	3,340
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Gis & Nlpg Recharge	2,840	2,360
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IT Renewals	6,050	5,720
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Telecomms	1,180	850
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Support Services

Accountancy Services Recharge	1,040	1,110
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Facilities Management Recharge	4,440	4,520
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HR Services Recharge	3,220	2,710
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Paymaster Recharge	2,800	2,350
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Public Offices Recharge	10,560	9,750
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Major Variances 2009/10 v 2010/11

The reduction in employee related budget reflects the deletion of the Administrative Trainee post.

Guildford Borough Council - Budget 2010/2011

Legal and Democratic Services

Financial Information Council and Committee Support

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

Ledger Code F1301, F1302, F1304, F1305, F1311, F1312, F1314, F1315

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
178,253	Employee Related Expenditure	149,820	147,192	129,480
0	Premises Related Expenditure	0	0	0
6,298	Transport Related Expenditure	6,790	6,855	6,350
45,748	Supplies and Services	72,390	31,090	54,520
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
230,299	Total Direct Expenditure	229,000	185,137	190,350
(76,182)	Income	(73,820)	(73,820)	(62,740)
154,117	Net Direct Expenditure/(Income)	155,180	111,317	127,610
0	Special Works	0	0	0
0	Capital Charges	0	0	0
346,126	Support Services	323,240	323,306	286,950
500,243	Total Service Cost/(Surplus)	478,420	434,623	414,560
Full Time Equivalent Staff		2.10		1.63

Major Items

Employee Related

Salaries	139,010	120,210
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Staff Committee Att. Allowance	8,470	7,190
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Transport Related

Car Leasing & Allowances	6,790	6,350
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Supplies and Services

Printing Services Recharge	71,550	53,690
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Income

Recharged to Other Services	(73,820)	(62,740)
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Support Services

Accountancy Services Recharge	7,290	7,260
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Committee Services Recharge	263,720	235,510
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Facilities Management Recharge	26,160	12,540
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Legal Services Recharge	15,360	23,470
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Public Offices Recharge	8,260	5,930
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Major Variances 2009/10 v 2010/11

Employee related expenditure has decreased due to the reduction in salary allocations. This will have a financial effect on those recharges which are based on FTE totals, resulting in reduced amounts being recharged from those support services.

Printing Services Recharges have decreased to reflect a reduction in the number and size of agendas and minutes issued in hard copy format.

The Committee Services Recharge has decreased as a result of the reduction in full time equivalents in that section.

The increase in the Legal Services Recharge is in recognition of the time spent on Council & Committee related matters by the Legal Service.

Guildford Borough Council - Budget 2010/2011

Legal and Democratic Services

Financial Information Elections

Ledger Code F2151

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
33,077	Employee Related Expenditure	33,680	32,345	35,680
0	Premises Related Expenditure	0	0	0
1,026	Transport Related Expenditure	900	1,078	1,240
27,264	Supplies and Services	14,220	13,357	12,670
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
61,367	Total Direct Expenditure	48,800	46,780	49,590
(2,751)	Income	0	(2,322)	0
58,616	Net Direct Expenditure/(Income)	48,800	44,458	49,590
0	Special Works	0	0	0
0	Capital Charges	0	0	0
7,450	Support Services	9,920	9,988	8,580
66,066	Total Service Cost/(Surplus)	58,720	54,446	58,170
	Full Time Equivalent Staff	0.87		0.86

Major Items

Employee Related

Salaries	32,250	31,960
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Temporary Staff	800	1,500
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Transport Related

Car Leasing & Allowances	600	1,010
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Supplies and Services

Computer Maintenance Agreement	2,500	2,550
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Computer Software Licence	3,780	3,840
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Electoral Admin Bill Changes	2,000	1,500
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New, Replace Equip & Tools	3,000	2,300
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Support Services

Accountancy Services Recharge	1,480	1,450
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Facilities Management Recharge	900	1,090
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Paymaster Recharge	1,980	1,430
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Public Offices Recharge	2,980	2,960
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Major Variances 2009/10 v 2010/11

The increase in the temporary staff estimate reflects the additional costs required to adequately resource the General Election in May 2010.

Legal and Democratic Services

Financial Information	Electoral Registration	Ledger Code	F2511
Responsible Officer	Lynda Murlewski - Electoral Services Manager (Tel: 444101)	Financial Services Contact	Matthew Cue - Accountant (Tel: 444839)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
76,262	Employee Related Expenditure	83,350	80,725	82,050	Employee Related		
2,042	Premises Related Expenditure	2,060	2,060	1,740	Salaries	76,400	74,190
1,639	Transport Related Expenditure	1,060	1,839	1,830	Temporary Staff	2,500	4,400
135,819	Supplies and Services	111,900	93,810	93,430	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	2,060	1,740
0	Transfer Payments	0	0	0	Transport Related		
215,762	Total Direct Expenditure	198,370	178,434	179,050	Car Leasing & Allowances	980	1,750
					Supplies and Services		
(7,762)	Income	(3,650)	(3,203)	(3,200)	Advertising	2,500	2,000
208,000	Net Direct Expenditure/(Income)	194,720	175,231	175,850	Computer Maintenance Agreement	3,280	3,340
					Computer Services Recharge	18,150	17,200
0	Special Works	0	0	0	Computer Software Licence	950	970
0	Capital Charges	0	0	0	Computer Software; New Systems	4,630	0
20,540	Support Services	24,030	23,712	21,270	Electoral Admin Bill Changes	10,700	5,000
228,540	Total Service Cost/(Surplus)	218,750	198,943	197,120	Electoral Registration Fees	15,860	15,860
					Postage	29,980	29,090
	Full Time Equivalent Staff	2.24		2.25	Postage	4,980	3,090

Major Variances 2009/10 v 2010/11

The increase in the temporary staff estimate is in recognition of the anticipated costs of adequately resourcing the introduction of 'Individual Voter Registration' in 2010.

The budget for computer software systems was a 'one-off' and is not required in 2010/11.

The estimate for Electoral Administration Bill changes has been reduced to reflect the potential number of changes/amendments to the Bill that may need resourcing in 2010/11.

The increase in printing and stationery costs has been offset by a reduction in the printing services recharge.

Major Items	Estimate £	Estimate £
Employee Related		
Salaries	76,400	74,190
Temporary Staff	2,500	4,400
Premises Related		
Proportion of Depot Expenses	2,060	1,740
Transport Related		
Car Leasing & Allowances	980	1,750
Supplies and Services		
Advertising	2,500	2,000
Computer Maintenance Agreement	3,280	3,340
Computer Services Recharge	18,150	17,200
Computer Software Licence	950	970
Computer Software; New Systems	4,630	0
Electoral Admin Bill Changes	10,700	5,000
Electoral Registration Fees	15,860	15,860
Postage	29,980	29,090
Postage	4,980	3,090
Printing & Stationery	600	8,300
Printing Services Recharge	19,570	7,700
Income		
Electoral Registers Sales	(3,650)	(3,200)
Support Services		
Audit Services Recharge	2,540	1,700
Facilities Management Recharge	4,890	5,150
Human Resources Recharge	1,400	1,200
Legal Services Recharge	1,200	370
Public Offices Recharge	10,450	10,400

Guildford Borough Council - Budget 2010/2011

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 Matthew Cue - Accountant (Tel: 444839)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
321	Employee Related Expenditure	340	341	330
0	Premises Related Expenditure	0	0	0
16	Transport Related Expenditure	20	16	20
6,237	Supplies and Services	7,740	3,463	6,780
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
6,574	Total Direct Expenditure	8,100	3,820	7,130
0	Income	0	0	0
6,574	Net Direct Expenditure/(Income)	8,100	3,820	7,130
0	Special Works	0	0	0
0	Capital Charges	0	0	0
7,820	Support Services	7,840	7,840	7,110
14,394	Total Service Cost/(Surplus)	15,940	11,660	14,240
	Full Time Equivalent Staff	0.01		0.01

Major Items

Employee Related

Salaries	340	330
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Supplies and Services

Printing Services Recharge	1,600	1,790
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Support for Forum	6,000	4,590
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Support Services

Committee Services Recharge	7,120	6,360
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Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

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 Matthew Cue - Accountant (Tel: 444839)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
749,912	Employee Related Expenditure	766,130	738,846	710,530
0	Premises Related Expenditure	0	0	0
15,340	Transport Related Expenditure	16,810	16,163	16,920
134,697	Supplies and Services	185,940	175,014	163,060
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
899,949	Total Direct Expenditure	968,880	930,023	890,510
(1,054,182)	Income	(1,157,410)	(1,141,000)	(1,017,460)
(154,233)	Net Direct Expenditure/(Income)	(188,530)	(210,977)	(126,950)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
96,340	Support Services	101,260	101,316	85,760
(57,893)	Total Service Cost/(Surplus)	(87,270)	(109,661)	(41,190)
	Full Time Equivalent Staff	17.76		16.32

Major Variances 2009/10 v 2010/11

The reduction in salary costs is attributable to the deletion of one Trainee Solicitor's post and the reduction in hours of one other post.

Training budgets for 2010/11 have only partially been allocated to service units. The remaining amount, held centrally, will be allocated during the year as required.

The increase in the IT Renewals estimate reflects the recent investment in software made by Legal Services.

It is expected that changes in the way legal reference material is procured will deliver a saving in the cost of law library books.

The estimates for legal expenses and charges and S106 income have been adjusted in light of previous year's actuals and the year-end projection for 2009/10.

The estimates for recharges reflect the revised working arrangements of the section, i.e. removal of some elements of the democratic function.

Major Items

Employee Related

Practising Certificate	10,000	8,860
Salaries	721,730	684,770
Training	18,450	3,200

Transport Related

Officers Car Leasing	14,780	15,830
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Supplies and Services

Computer Services Recharge	20,920	19,820
Computer Software Licence	6,300	6,300
Gis & Nlpg Recharge	5,720	5,090
IT Renewals	2,640	6,970
Law Library Books	20,600	16,350
Legal Expenses	100,000	80,000
Printing Services Recharge	6,050	4,250
Telecomms	5,400	4,400

Income

Legal Charges	(69,800)	(60,000)
Section 106 income	(39,150)	(33,000)

Support Services

Facilities Management Recharge	18,050	20,500
HR Services Recharge	13,510	10,230
Paymaster Recharge	5,610	4,830
Public Offices Recharge	54,180	40,300

Guildford Borough Council - Budget 2010/2011

Legal and Democratic Services

Financial Information Local Land Charges

Ledger Code F4111

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
132,049	Employee Related Expenditure	101,310	107,462	103,290	Employee Related		
591	Premises Related Expenditure	0	0	0	Salaries	96,160	100,100
1,387	Transport Related Expenditure	890	711	700	Transport Related		
95,603	Supplies and Services	104,420	104,387	99,300	Car Allowances	120	120
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Maintenance	5,200	4,920
229,630	Total Direct Expenditure	206,620	212,560	203,290	Computer Services Recharge	30,650	29,040
					Copying Machines	980	1,450
(206,767)	Income	(237,610)	(241,062)	(221,910)	Gis & Nlpg Recharge	5,120	3,710
22,863	Net Direct Expenditure/(Income)	(30,990)	(28,502)	(18,620)	Pymt to SCC - Searches	55,580	55,600
					Scanning	3,000	1,490
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Con29 R	0	(24,980)
28,339	Support Services	28,600	28,502	15,630	Land Charges Search Fees	(149,720)	(81,790)
51,202	Total Service Cost/(Surplus)	(2,390)	0	(2,990)	LLC1 Only	(900)	(3,450)
					Personal Searches	(30,100)	(55,540)
					SCC Income	(55,580)	(55,600)
					Support Services		
					Accountancy Services Recharge	3,740	3,760
					Audit Services Recharge	1,690	1,140
					Facilities Management Recharge	4,140	2,630
					Human Resources Recharge	3,850	1,810
					Paymaster Recharge	2,590	730
					Public Offices Recharge	10,560	4,270
	Full Time Equivalent Staff	2.87		2.98			

Major Variances 2009/10 v 2010/11

The anticipated surplus for 2009/10 has been projected forward in the 2010/11 estimates and has resulted in the reduction of the estimate for Land Charges search fees. Changes in regulations have enabled the Council to charge for the answers provided to individual CON29R questions.

The statutory personal search fee has been increased from £11 to £22 with effect from 1st January 2010.

Guildford Borough Council - Budget 2010/2011

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 Matthew Cue - Accountant (Tel: 444839)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
273,020	Employee Related Expenditure	199,820	194,635	195,960	Employee Related		
0	Premises Related Expenditure	0	0	0	Members Training	9,820	11,020
8,206	Transport Related Expenditure	7,460	7,558	7,850	Salaries	186,210	180,420
472,737	Supplies and Services	484,840	468,774	461,700	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing & Allowances	7,460	7,850
0	Transfer Payments	0	0	0	Supplies and Services		
753,963	Total Direct Expenditure	692,120	670,967	665,510	Computer Services Recharge	103,520	98,110
					Computer Software Licence	4,000	3,850
(88,791)	Income	(87,260)	(87,260)	(82,430)	Contract Refreshments	9,000	9,000
665,172	Net Direct Expenditure/(Income)	604,860	583,707	583,080	Gis & Nlpg Recharge	14,730	11,310
					IT Renewals	11,060	7,020
0	Special Works	0	0	0	Members Attendance Allowances	284,830	284,830
0	Capital Charges	0	0	0	Postage	8,230	7,170
180,790	Support Services	181,220	181,298	197,910	Printing Services Recharge	8,000	6,470
845,962	Total Service Cost/(Surplus)	786,080	765,005	780,990	Telecomms	29,100	27,920
					Income		
	Full Time Equivalent Staff	2.60		2.42	Recharged to Other Services	(87,260)	(82,430)
					Support Services		
					Accountancy Services Recharge	4,700	4,610
					Committee Services Recharge	24,350	21,750
					Facilities Management Recharge	11,830	37,270
					Human Resources Recharge	2,100	1,500
					Paymaster Recharge	3,440	3,010
					Public Offices Recharge	133,730	128,800

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Legal and Democratic Services

Financial Information Parish and Local Liaison

Ledger Code F1115

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
9,784	Employee Related Expenditure	6,040	5,911	4,740	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	5,940	4,660
246	Transport Related Expenditure	210	220	250	Transport Related		
127,200	Supplies and Services	119,930	119,184	117,990	Car Leasing & Allowances	210	250
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	General Grants	118,620	116,900
137,230	Total Direct Expenditure	126,180	125,315	122,980	Support Services		
0	Income	0	0	0	Accountancy Services Recharge	4,870	4,870
137,230	Net Direct Expenditure/(Income)	126,180	125,315	122,980			
0	Special Works	0	0	0			
6,806	Capital Charges	0	0	0			
5,380	Support Services	5,770	5,780	5,660			
149,416	Total Service Cost/(Surplus)	131,950	131,095	128,640			
	Full Time Equivalent Staff	0.10		0.07			

Major Variances 2009/10 v 2010/11

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

LEISURE SERVICES

HEAD OF SERVICE - CLARE DAVENPORT

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
10,959,652	10,933,920	Gross Expenditure	11,112,000	11,304,660	11,565,630	11,867,560
(8,067,275)	(8,444,540)	Gross Income	(8,291,900)	(8,456,120)	(8,635,440)	(8,814,670)
2,892,377	2,489,380	Net Expenditure	2,820,100	2,848,540	2,930,190	3,052,890
4,424,673	4,541,950	Employee Related Expenditure	4,780,680	4,940,840	5,155,940	5,380,650
2,603,259	2,724,460	Premises Related Expenditure	2,537,840	2,554,780	2,578,430	2,616,070
62,182	69,410	Transport Related Expenditure	73,960	74,690	76,170	77,670
2,403,386	2,183,170	Supplies and Services	2,445,710	2,449,760	2,455,350	2,477,760
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
9,493,500	9,518,990	Total Direct Expenditure	9,838,190	10,020,070	10,265,890	10,552,150
(8,067,275)	(8,444,540)	Income	(8,291,900)	(8,456,120)	(8,635,440)	(8,814,670)
1,426,225	1,074,450	Net Direct Expenditure/(Income)	1,546,290	1,563,950	1,630,450	1,737,480
13,012	0	Special Works	10,510	10,620	10,830	11,050
1,064,969	963,370	Capital Charges	879,180	879,180	879,180	879,180
388,171	451,560	Support Services	384,120	394,790	409,730	425,180
2,892,377	2,489,380	Total Service Cost/(Surplus)	2,820,100	2,848,540	2,930,190	3,052,890

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
78,719	81,250	Arts Development	76,270	78,470	81,510	84,700
26,834	42,490	Ash Manor	21,940	23,280	27,950	32,890
208,024	229,890	Electric Theatre	229,140	232,910	238,750	244,780
752,277	700,050	Grants - Leisure Organisations	675,220	676,750	667,780	669,890
231,147	216,750	Guildford Lido	163,650	166,110	172,760	179,970
231,261	278,570	Guildford Philharmonic	245,680	247,690	234,250	239,340
880,647	449,540	Guildford Spectrum Leisure Centre	830,380	838,060	909,320	990,390
0	0	New Entertainment Venue	100,000	101,000	103,020	105,080
172,768	171,470	Play and Youth	160,550	163,230	168,270	173,520
70,585	78,510	Sports and Physical Activity	75,790	77,970	80,980	84,110
240,115	240,860	Youth and Community Centres	241,480	243,070	245,600	248,220
2,892,377	2,489,380	Total Net Expenditure/(Income)	2,820,100	2,848,540	2,930,190	3,052,890

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
51,567	Employee Related Expenditure	53,160	52,274	50,190
0	Premises Related Expenditure	0	0	0
4,292	Transport Related Expenditure	2,310	3,179	2,420
36,369	Supplies and Services	21,600	22,227	22,730
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
92,228	Total Direct Expenditure	77,070	77,680	75,340
(22,069)	Income	(4,800)	(6,663)	(6,000)
70,159	Net Direct Expenditure/(Income)	72,270	71,017	69,340
0	Special Works	0	0	0
0	Capital Charges	0	0	0
8,560	Support Services	8,980	8,980	6,930
78,719	Total Service Cost/(Surplus)	81,250	79,997	76,270
	Full Time Equivalent Staff	1.44		1.38

Major Items

Employee Related

Salaries	51,660	49,420
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Transport Related

Car Leasing & Allowances	2,260	2,370
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Supplies and Services

Computer Services Recharge	2,100	1,990
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IT Renewals	30	90
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Live and Direct	4,500	1,000
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Partnership Work	10,470	15,470
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Printing & Stationery	2,370	2,200
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Printing Services Recharge	2,130	2,000
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Income

Donations	(4,500)	(1,000)
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Miscellaneous Income	(300)	(5,000)
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Support Services

Accountancy Services Recharge	960	940
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Facilities Management Recharge	1,790	1,600
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Paymaster Recharge	1,680	680
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Public Offices Recharge	2,640	2,410
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Major Variances 2009/10 v 2010/11

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

The additional expenditure for Partnership Work is funded from contributions.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
164,182	Employee Related Expenditure	178,720	175,373	185,260
109,222	Premises Related Expenditure	119,580	121,877	116,750
184	Transport Related Expenditure	450	230	460
34,908	Supplies and Services	32,120	31,759	34,540
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
308,496	Total Direct Expenditure	330,870	329,239	337,010
(317,833)	Income	(320,810)	(313,575)	(334,010)
(9,337)	Net Direct Expenditure/(Income)	10,060	15,664	3,000
0	Special Works	0	0	0
23,841	Capital Charges	15,040	15,040	0
12,330	Support Services	17,390	17,200	18,940
26,834	Total Service Cost/(Surplus)	42,490	47,904	21,940
	Full Time Equivalent Staff	4.29		4.33

Major Variances 2009/10 v 2010/11

New contract prices and efficiency initiatives have contributed towards a decrease in utility costs.

The additional income from the All Weather Pitch is due to the continuing increase in football usage.

Depreciation charges in respect of health and fitness equipment have been removed as the asset is now fully depreciated.

Major Items

Employee Related

Instructors fees	27,610	29,540
Salaries	119,620	119,820
Spectrum Casuals	27,000	27,170

Premises Related

General Upkeep- payment to SCC	54,500	63,250
Repair & Maintenance	14,220	14,220
Utilities	48,600	36,900

Supplies and Services

Advertising	3,120	5,000
Audio Visual	3,240	3,600
Computer Recharge & Mtne	4,760	5,080
Instructors Fees	2,160	2,160
IT Renewals	0	180
New, Replace Equip & Tools	2,820	2,710
Purchases for Resale	8,250	8,250
Telecomms	2,180	2,040

Income

All Weather Pitch	(66,560)	(86,000)
Energy Level - memberships	(154,470)	(150,620)
Vending & General Sales	(14,340)	(12,070)

Capital Charges

Depreciation	15,040	0
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Support Services

Accountancy Services Recharge	4,960	4,870
Paymaster Recharge	5,900	4,100

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
222,672	Employee Related Expenditure	228,120	234,462	240,670	Employee Related		
66,171	Premises Related Expenditure	72,020	74,465	63,470	Casual Staff	26,870	37,460
499	Transport Related Expenditure	340	389	280	Salaries	189,480	199,330
106,100	Supplies and Services	77,570	87,160	103,900	Premises Related		
0	Third Party Payments	0	0	0	Contract cleaning & materials	12,130	15,030
0	Transfer Payments	0	0	0	General Rates	9,750	9,370
395,442	Total Direct Expenditure	378,050	396,476	408,320	Insurance	3,070	1,850
					Repairs & Maintenance	18,380	12,600
(242,730)	Income	(221,810)	(233,097)	(246,190)	Utilities	24,700	22,400
152,712	Net Direct Expenditure/(Income)	156,240	163,379	162,130	Supplies and Services		
					Advertising	17,000	23,000
4,686	Special Works	0	0	0	Equip & Tools Repairs	5,500	15,930
17,559	Capital Charges	37,170	37,190	36,640	IT Renewals	220	160
33,067	Support Services	36,480	34,651	30,370	Postage and Telephones	14,800	12,960
208,024	Total Service Cost/(Surplus)	229,890	235,220	229,140	Promotions Expenditure	17,000	26,500
					Income		
	Full Time Equivalent Staff	6.18		6.23	Catering Income	(20,590)	(21,000)
					Commercial Lettings	(64,370)	(79,000)
					Commission on General Sales	(42,200)	(42,000)
					Letting Fees-General	(46,310)	(43,700)
					Promotions Income	(20,000)	(31,480)
					Support Services		
					Accountancy Services Recharge	8,870	8,880
					HR Services Recharge	4,550	3,910
					Paymaster Recharge	9,100	7,690
					Property Services Recharge	3,250	50

Major Variances 2009/10 v 2010/11

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

Increased promotional expenditure is mirrored in a correspondingly larger increase in promotional income.

The increase in Commercial lettings is due to the return of Sunday morning hire.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
36,828	Employee Related Expenditure	32,310	31,858	33,140	Employee Related		
149	Premises Related Expenditure	500	259	200	Salaries	31,820	32,640
1,074	Transport Related Expenditure	1,290	1,305	1,230	Premises Related		
706,196	Supplies and Services	655,930	655,472	632,260	Electricity	500	200
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	1,260	1,200
744,247	Total Direct Expenditure	690,030	688,894	666,830	Supplies and Services		
0	Income	0	0	0	Arts Grants	21,810	21,810
744,247	Net Direct Expenditure/(Income)	690,030	688,894	666,830	Basingstoke Canal Grant	40,010	40,010
0	Special Works	0	0	0	Blackwater Valley Project	10,840	10,840
0	Capital Charges	0	0	0	Book Festival	24,040	24,040
8,030	Support Services	10,020	10,060	8,390	Civic Concessions Grant	10,610	10,610
752,277	Total Service Cost/(Surplus)	700,050	698,954	675,220	Community and Youth Projects	24,040	24,040
					Community Partnership Fund	20,030	20,030
					Disability Challengers Grant	14,690	14,690
					General Grants	38,000	12,660
	Full Time Equivalent Staff	0.67		0.71	Guilfest Music Festival	16,000	16,000
					Play Development Grants	10,610	10,610
					Sporting Concessions - Spectrum	13,500	18,000
					Sports Grants	24,540	24,540
					Yvonne Arnaud Theatre Grant	334,920	334,920
					Support Services		
					Accountancy Services Recharge	4,610	4,530
					Public Offices Recharge	1,490	1,240

Major Variances 2009/10 v 2010/11

General Grants - The applications for assistance from the 2010/2011 Surrey Community Building Grant have all been approved but were lower in value than those requested in 2009/2010.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
202,126	Employee Related Expenditure	201,780	202,870	210,680	Employee Related		
170,158	Premises Related Expenditure	186,160	185,591	143,760	Lido Casuals	54,590	56,000
184	Transport Related Expenditure	210	190	210	Salaries	142,200	147,030
37,100	Supplies and Services	36,280	35,131	37,600	Premises Related		
0	Third Party Payments	0	0	0	General Rates	30,560	29,570
0	Transfer Payments	0	0	0	Grounds Maintenance	12,140	12,140
409,568	Total Direct Expenditure	424,430	423,782	392,250	Repairs & Maintenance	36,580	24,370
					Utilities	97,500	69,700
(241,549)	Income	(273,450)	(268,074)	(283,160)	Supplies and Services		
168,019	Net Direct Expenditure/(Income)	150,980	155,708	109,090	Advertising	3,500	3,500
					Computer Recharge & Mtne	4,460	5,080
4,926	Special Works	0	0	0	Purchases for Resale	14,200	14,200
30,436	Capital Charges	30,440	30,450	30,440	Security Services	6,000	5,880
27,766	Support Services	35,330	27,784	24,120	Income		
231,147	Total Service Cost/(Surplus)	216,750	213,942	163,650	Car Park income	(18,260)	(18,630)
					Government Grant	(11,100)	(11,100)
	Full Time Equivalent Staff	4.38		4.47	Gym - Fitness Room	(47,560)	(50,360)
					Poolside - Fees & Charges	(166,600)	(167,970)
					Vending & General Sales	(21,250)	(20,280)
					Support Services		
					Accountancy Services Recharge	5,830	5,810
					Paymaster Recharge	5,350	4,430
					Property Services Recharge	11,350	0

Major Variances 2009/10 v 2010/11

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

Temporary oil fired boilers were used as a result of an issue with the gas supply in 2009/10. This contributed to a one off increase in the repair and maintenance costs and affected the comparability of the utilities costs. New contract prices and efficiency initiatives have contributed towards a decrease in utility costs for 2010/2011.

The estimate included under Government Grant relates to the contribution towards free swimming for the over 60's.

Income from poolside activities reflects a realistic target based on the experience of a 'typical summer' in recent years.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
98,989	Employee Related Expenditure	114,870	101,171	99,810	Employee Related		
13,016	Premises Related Expenditure	18,000	15,909	17,250	Salaries	102,880	90,620
3,315	Transport Related Expenditure	3,330	3,375	3,310	Premises Related		
260,415	Supplies and Services	212,930	206,993	217,910	Hire of Halls	18,000	17,250
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Transport Pool Hire Charge	2,950	2,880
375,735	Total Direct Expenditure	349,130	327,448	338,280	Supplies and Services		
(175,625)	Income	(109,560)	(110,172)	(124,180)	Artists & Orchestra Fees	115,430	116,020
200,110	Net Direct Expenditure/(Income)	239,570	217,276	214,100	AV Presentation	9,760	8,800
0	Special Works	0	0	0	Computer Services Recharge	7,630	7,230
1,331	Capital Charges	4,190	4,190	4,190	Design, Print & Distribution	20,350	16,500
29,820	Support Services	34,810	34,820	27,390	Display Boards	5,000	7,600
231,261	Total Service Cost/(Surplus)	278,570	256,286	245,680	Equip, Music & Instrument hire	7,650	9,550
					Freelance Services	20,000	21,430
					IT Renewals	130	70
					Postage and Telephones	6,490	4,550
					Storage Hire	5,000	7,000
					Ticket Sales Commission	7,270	9,500
					Income		
					Admission Charges	(78,140)	(96,760)
					Miscellaneous Income	(10,000)	(10,000)
					Sponsorship Receipts	(9,500)	(6,000)
					Support Services		
					Facilities Management Recharge	8,820	4,470
					Paymaster Recharge	8,180	7,060
					Public Offices Recharge	11,020	10,400
	Full Time Equivalent Staff	2.33		1.81			

Major Variances 2009/10 v 2010/11

The reduction in Full Time Equivalent Staffing results from the deletion of the Concert Manager's post. The work for this post is being covered, in part, by a freelance provider.

The internal service which supplies display boards has reviewed its costs and recharges, while the increase for storage hire is based on the current external cost.

As a result of the current economic climate, no "one-off" concert sponsorship is included for the 2010/2011 season.

The income for 2008/09 includes a £47,000 VAT refund relating to previous years.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
3,434,509	Employee Related Expenditure	3,519,550	3,398,652	3,742,030	Employee Related		
2,173,817	Premises Related Expenditure	2,246,010	2,254,574	2,115,530	Instructors fees	260,550	346,740
34,808	Transport Related Expenditure	43,970	38,783	43,960	Salaries	2,467,570	2,565,300
1,136,347	Supplies and Services	1,055,140	1,123,699	1,211,110	Spectrum Casuals	689,090	744,200
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Cleaning	80,490	77,210
6,779,481	Total Direct Expenditure	6,864,670	6,815,708	7,112,630	General Rates	561,260	571,320
					Grounds Maintenance	53,840	53,840
(6,977,539)	Income	(7,417,230)	(6,917,207)	(7,189,690)	Repairs & Maintenance	382,670	515,850
(198,058)	Net Direct Expenditure/(Income)	(552,560)	(101,499)	(77,060)	Utilities	1,114,000	807,300
					Transport Related		
0	Special Works	0	0	10,510	Bus Service	41,000	41,000
844,635	Capital Charges	729,360	729,600	660,740	Supplies and Services		
234,070	Support Services	272,740	252,470	236,190	Bank Charges	40,000	42,000
880,647	Total Service Cost/(Surplus)	449,540	880,571	830,380	Computer Recharge & Mtne	40,720	41,850
					Equipment - repair, hire & replace	141,660	145,810
					Instructors	215,250	406,420
					IT Renewals	1,480	860
					Marketing	187,160	188,360
					Operational Investment	118,630	100,000
					Printing & Stationery	37,040	32,520
					Telecomms	43,570	29,140
					Income		
					Catering Income	(370,000)	(377,400)
					Fees & Charges	(6,969,400)	(6,716,340)
					Government Grants	(25,900)	(25,900)
					Support Services		
					Accountancy Services Recharge	39,150	36,640
					Human Resources Recharge	66,710	58,190
					Paymaster Recharge	66,130	57,910
					Property Services Recharge	28,800	0

Full Time Equivalent Staff 95.58 97.19

Major Variances 2009/10 v 2010/11

Employee related expenditure has increased as additional instructors are being used to enable the expansion of popular courses throughout the centre. Managers are reducing employee costs were possible by using casuals to cover essential hours when a permanent post falls vacant. Staff turnover has reduced significantly in the last few years, resulting in a requirement to reduce the vacancy credit in the salary computations.

New contract prices and efficiency initiatives have contributed towards a decrease in utility costs.

Additional budgets have been included reflecting the need for an increase in repair & maintenance work. Property Management is now undertaken by staff based at the Guildford Spectrum.

The reduction in Fees and Charges reflects the anticipated loss of income due to the current economic downturn and the increasing competition, particularly affecting the Energy Level Gym, Spa and the Bowl.

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

Financial Information New Entertainment Venue

Ledger Code A2141

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
0	Supplies and Services	0	0	100,000			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
0	Total Direct Expenditure	0	0	100,000			
0	Income	0	0	0			
0	Net Direct Expenditure/(Income)	0	0	100,000			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
0	Total Service Cost/(Surplus)	0	0	100,000			
	Full Time Equivalent Staff			0.00			

Major Variances 2009/10 v 2010/11

The development of the new entertainment centre is underway. A sum of £100,000 has been included in the budget for 2010/11 to cover the initial operator costs.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
145,679	Employee Related Expenditure	139,840	141,505	144,570	Employee Related		
12,881	Premises Related Expenditure	13,100	13,440	12,040	Casual Salaries	80,110	71,110
14,373	Transport Related Expenditure	14,440	15,051	18,350	Salaries	56,830	70,630
65,030	Supplies and Services	64,770	54,969	64,160	Premises Related		
0	Third Party Payments	0	0	0	Hire of Halls	13,100	12,040
0	Transfer Payments	0	0	0	Transport Related		
237,963	Total Direct Expenditure	232,150	224,965	239,120	Car Allowances	1,420	1,800
					Hire of Vehicles	12,600	12,510
(73,595)	Income	(69,860)	(61,320)	(87,280)	Officers Car Leasing	370	490
164,368	Net Direct Expenditure/(Income)	162,290	163,645	151,840	Supplies and Services		
					Advertising	5,000	4,000
0	Special Works	0	0	0	Computer Services Recharge	1,450	1,370
0	Capital Charges	0	0	0	Instructors Fees	40,000	34,000
8,400	Support Services	9,180	9,210	8,710	IT Renewals	130	80
172,768	Total Service Cost/(Surplus)	171,470	172,855	160,550	New, Replace Equip & Tools	1,000	7,000
					Play Initiatives	5,080	5,080
					Printing Services Recharge	4,070	3,700
					Youth Initiatives	5,090	5,090
					Income		
					Fees and Admissions	(59,860)	(56,200)
					Lottery Grants	0	(21,080)
					Support Services		
					Facilities Management Recharge	2,140	1,770
					Paymaster Recharge	2,130	2,340
					Public Offices Recharge	2,980	2,850

Full Time Equivalent Staff 1.67 2.32

Major Variances 2009/10 v 2010/11

Investigation of other methods of providing play schemes has identified savings which have been included for casual staff and instructors.

This page includes the FISH and CHIPS schemes and the Lottery funded Play Ranger project. This scheme has increased salaries budgets and full time equivalent staff plus transport costs and equipment. The Lottery income, which covers all costs, is included under income.

Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
49,816	Employee Related Expenditure	55,710	58,157	57,620
1,041	Premises Related Expenditure	2,320	2,320	1,050
2,525	Transport Related Expenditure	1,900	3,005	2,640
20,308	Supplies and Services	24,700	23,972	20,320
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
73,690	Total Direct Expenditure	84,630	87,454	81,630
(8,335)	Income	(13,000)	(17,315)	(12,500)
65,355	Net Direct Expenditure/(Income)	71,630	70,139	69,130
0	Special Works	0	0	0
0	Capital Charges	0	0	0
5,230	Support Services	6,880	6,880	6,660
70,585	Total Service Cost/(Surplus)	78,510	77,019	75,790
	Full Time Equivalent Staff	1.53		1.47

Major Variances 2009/10 v 2010/11

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

An estimate for general subscriptions has been removed as it is no longer required.

Major Items

Employee Related

Casual Salaries	3,000	3,500
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Salaries	51,160	53,310
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Premises Related

Facility Hire	2,320	1,050
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Transport Related

Car Allowances	1,400	2,000
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Officers Car Leasing	500	590
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Supplies and Services

General Subscriptions	2,080	150
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IT Renewals	30	100
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New Initiatives	4,290	4,290
-----------------	-------	-------

Printing & Stationery	1,800	1,980
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Printing Services Recharge	1,780	1,780
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Sport Guildford	5,000	2,500
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Street Clash	8,000	8,000
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Income

Events Income	0	(2,000)
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Sport Guildford	(5,000)	(2,500)
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Street Clash	(8,000)	(8,000)
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Support Services

Facilities Management Recharge	1,840	1,660
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Human Resources Recharge	980	840
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Public Offices Recharge	2,750	2,520
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Guildford Borough Council - Budget 2010/2011

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)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
18,305	Employee Related Expenditure	17,890	18,066	16,710
56,804	Premises Related Expenditure	66,770	65,332	67,790
928	Transport Related Expenditure	1,170	1,207	1,100
613	Supplies and Services	2,130	2,673	1,180
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
76,650	Total Direct Expenditure	87,960	87,278	86,780
(8,000)	Income	(14,020)	(10,291)	(8,890)
68,650	Net Direct Expenditure/(Income)	73,940	76,987	77,890
3,400	Special Works	0	0	0
147,167	Capital Charges	147,170	147,230	147,170
20,898	Support Services	19,750	13,991	16,420
240,115	Total Service Cost/(Surplus)	240,860	238,208	241,480
	Full Time Equivalent Staff	0.28		0.28

Major Items

Employee Related

Salaries	17,590	16,400
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Premises Related

General Rates	13,440	11,400
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Insurance	2,530	2,230
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Repairs & Maintenance	43,900	46,310
-----------------------	--------	--------

Transport Related

Officers Car Leasing	1,160	1,090
----------------------	-------	-------

Supplies and Services

Equipment Electrical Testing	1,520	550
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IT Renewals	60	30
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Telecomms; Business Use	550	600
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Income

Donations	(14,020)	(8,890)
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Capital Charges

Depreciation	147,170	147,170
--------------	---------	---------

Support Services

Accountancy Services Recharge	1,220	1,200
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Housing Surveying Services	2,480	2,320
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Paymaster Recharge	840	1,180
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Property Services Recharge	12,300	8,480
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Major Variances 2009/10 v 2010/11

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

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

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

NEIGHBOURHOOD AND HOUSING MANAGEMENT

HEAD OF SERVICE - PHIL O'DWYER

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
3,094,223	3,206,280	Gross Expenditure	3,071,450	3,150,580	3,263,660	3,381,210
(2,771,848)	(2,809,470)	Gross Income	(2,696,270)	(2,762,530)	(2,858,550)	(2,958,270)
322,375	396,810	Net Expenditure	375,180	388,050	405,110	422,940
1,547,652	1,755,140	Employee Related Expenditure	1,710,560	1,772,570	1,854,620	1,940,450
114,144	111,610	Premises Related Expenditure	98,670	99,670	101,650	103,660
192,371	171,840	Transport Related Expenditure	162,960	164,590	167,870	171,210
1,094,880	1,021,060	Supplies and Services	955,340	966,060	986,560	1,007,500
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,949,047	3,059,650	Total Direct Expenditure	2,927,530	3,002,890	3,110,700	3,222,820
(2,771,848)	(2,809,470)	Income	(2,696,270)	(2,762,530)	(2,858,550)	(2,958,270)
177,199	250,180	Net Direct Expenditure/(Income)	231,260	240,360	252,150	264,550
0	0	Special Works	0	0	0	0
10,407	10,410	Capital Charges	8,590	8,590	8,590	8,590
134,769	136,220	Support Services	135,330	139,100	144,370	149,800
322,375	396,810	Total Service Cost/(Surplus)	375,180	388,050	405,110	422,940

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
13,460	(4,380)	Building Maintenance	(7,610)	(7,770)	(8,010)	(8,280)
9,060	1,090	Housing Outside the HRA	6,600	6,520	6,400	6,270
(22,622)	(16,590)	Housing Surveying Services	(15,190)	(15,540)	(16,060)	(16,580)
321,059	421,380	Safer Guildford	392,290	405,760	423,720	442,490
1,418	(4,690)	Woking Road Depot Stores	(910)	(920)	(940)	(960)
322,375	396,810	Total Net Expenditure/(Income)	375,180	388,050	405,110	422,940

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

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 Julie Power - Senior Accountant (Tel: 444837)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
819,313	Employee Related Expenditure	815,630	793,721	823,410	Employee Related		
84,802	Premises Related Expenditure	85,430	85,460	73,050	Operational Wages	497,950	0
153,686	Transport Related Expenditure	130,920	132,663	122,070	Salaries	305,970	809,860
1,046,973	Supplies and Services	939,430	1,055,064	879,330	Temporary Staff	63,740	63,740
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	84,310	71,890
2,104,774	Total Direct Expenditure	1,971,410	2,066,908	1,897,860	Transport Related		
(2,147,931)	Income	(2,028,520)	(2,118,260)	(1,959,670)	Fuel & Oil	21,000	21,000
(43,157)	Net Direct Expenditure/(Income)	(57,110)	(51,352)	(61,810)	Officers Car Leasing	5,750	4,740
0	Special Works	0	0	0	Transport Pool Hire Charge	95,920	88,850
1,821	Capital Charges	1,820	1,820	0	Supplies and Services		
54,796	Support Services	50,910	50,920	54,200	Computer Services Recharge	19,470	18,450
13,460	Total Service Cost/(Surplus)	(4,380)	1,388	(7,610)	Contaminated Waste Removal	4,000	1,890
					IT Renewals	520	290
					Materials	442,000	440,780
					Payment to Contractors	300,000	300,000
					Stores Recharge	87,080	35,330
					Tipping Fees	60,000	60,000
					Income		
					Income from Invoices	(78,850)	(80,430)
					Recharged to Other Services	(1,912,280)	(1,841,050)
					Works to Outside Bodies	(35,800)	(36,520)
					Support Services		
					Accountancy Services Recharge	7,480	5,120
					HR Services Recharge	14,280	14,380
					Paymaster Recharge	10,800	9,110
					Performance Mngt. Recharge	0	4,040
					WSD Recharges	9,660	8,390
	Full Time Equivalent Staff	22.55		22.45			

Major Variances 2009/10 v 2010/11

Operational wages are now included within other salaries.

The charge from Woking Road Depot Stores is reduced by £52,000 partly due to a reduction in the cost of operating the stores and partly due to the budget being overstated in 2009/10. This is fully offset by a reduction in the income recharged to services.

Guildford Borough Council - Budget 2010/2011

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 - Senior Accountant (Tel: 444837)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
0	Employee Related Expenditure	0	0	0
5,892	Premises Related Expenditure	2,210	5,051	4,690
0	Transport Related Expenditure	0	0	0
1,296	Supplies and Services	1,260	1,267	1,590
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
7,188	Total Direct Expenditure	3,470	6,318	6,280
(12,591)	Income	(15,540)	(12,661)	(12,880)
(5,403)	Net Direct Expenditure/(Income)	(12,070)	(6,343)	(6,600)
0	Special Works	0	0	0
8,586	Capital Charges	8,590	8,590	8,590
5,877	Support Services	4,570	4,620	4,610
9,060	Total Service Cost/(Surplus)	1,090	6,867	6,600
	Full Time Equivalent Staff	0.00		0.00

Major Items

Premises Related

Contract Cleaning	0	620
Electricity	340	700
Grounds Maintenance	750	750
Insurance Fund (Fire)	570	570
Repairs & Maintenance	80	580
Window Cleaning	370	350

Supplies and Services

Alarm Centre Monitoring	1,150	1,170
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Income

Expenses Recovered	(2,680)	(5,500)
Rent Income	(12,510)	(5,460)

Capital Charges

Capital Financing	8,590	8,590
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Support Services

Accountancy Services Recharge	3,050	2,910
Debtors Section Recharge	890	890

Major Variances 2009/10 v 2010/11

The sale of one property accounts for £6,000 of the reduced rental income.

Guildford Borough Council - Budget 2010/2011

Neighbourhood and Housing Management

Financial Information Housing Surveying Services

Ledger Code G6525

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
431,642	Employee Related Expenditure	537,430	503,862	526,970
0	Premises Related Expenditure	0	0	0
31,973	Transport Related Expenditure	31,790	32,234	30,750
25,470	Supplies and Services	28,490	28,234	27,080
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
489,085	Total Direct Expenditure	597,710	564,330	584,800
(548,547)	Income	(653,710)	(607,159)	(641,100)
(59,462)	Net Direct Expenditure/(Income)	(56,000)	(42,829)	(56,300)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
36,840	Support Services	39,410	39,430	41,110
(22,622)	Total Service Cost/(Surplus)	(16,590)	(3,399)	(15,190)
	Full Time Equivalent Staff	12.39		12.44

Major Items

Employee Related

Salaries	535,080	519,530
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Transport Related

Car Leasing & Allowances	31,770	30,700
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Supplies and Services

Computer Services Recharge	18,810	17,830
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Gis & Nlpg Recharge	1,980	1,660
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IT Renewals	310	840
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Telecomms	4,110	3,840
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Income

Support Service Recharge	(653,710)	(641,060)
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Support Services

Accountancy Services Recharge	4,350	4,270
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Facilities Management Recharge	7,630	9,390
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Health & Safety Recharge	2,000	1,050
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Human Resources Recharge	7,910	6,860
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Paymaster Recharge	3,050	3,550
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Performance Mngt. Recharge	0	1,890
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Public Offices Recharge	13,430	13,250
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Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Neighbourhood and Housing Management

Financial Information Safer Guildford

Ledger Code F5713

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
264,464	Employee Related Expenditure	345,820	337,165	324,220	Employee Related		
2,909	Premises Related Expenditure	3,300	3,300	3,300	Salaries	331,540	319,720
6,499	Transport Related Expenditure	8,900	11,144	9,920	Premises Related		
29,237	Supplies and Services	40,710	45,059	34,170	Rents Payable	3,100	3,100
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	6,200	8,480
303,109	Total Direct Expenditure	398,730	396,668	371,610	Supplies and Services		
0	Income	(10)	0	(10)	Computer Services Recharge	18,150	17,450
303,109	Net Direct Expenditure/(Income)	398,720	396,668	371,600	IT Renewals	110	240
0	Special Works	0	0	0	Miscellaneous Expenses	7,900	6,650
0	Capital Charges	0	0	0	Printing & Stationery	2,360	1,740
17,950	Support Services	22,660	22,573	20,690	Telecomms	5,090	4,020
321,059	Total Service Cost/(Surplus)	421,380	419,241	392,290	Support Services		
					Audit Services Recharge	3,300	2,210
					Facilities Management Recharge	750	1,000
					HR Services Recharge	4,620	3,950
					Public Offices Recharge	1,490	7,340
	Full Time Equivalent Staff	11.79		10.76			

Major Variances 2009/10 v 2010/11

The main reduction in salaries is due to the removal of the Rural Community Safety Wardens post £34,000.

Guildford Borough Council - Budget 2010/2011

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 Julie Power - Senior Accountant (Tel: 444837)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
32,233	Employee Related Expenditure	56,260	37,540	35,960
20,541	Premises Related Expenditure	20,670	20,680	17,630
213	Transport Related Expenditure	230	235	220
(8,096)	Supplies and Services	11,170	10,196	13,170
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
44,891	Total Direct Expenditure	88,330	68,651	66,980
(62,779)	Income	(111,690)	(95,427)	(82,610)
(17,888)	Net Direct Expenditure/(Income)	(23,360)	(26,776)	(15,630)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
19,306	Support Services	18,670	18,680	14,720
1,418	Total Service Cost/(Surplus)	(4,690)	(8,096)	(910)
	Full Time Equivalent Staff	2.20		1.30

Major Items	2009/10 Estimate £	2010/11 Estimate £
Employee Related		
Salaries	54,740	35,260
Premises Related		
Proportion of Depot Expenses	20,670	17,630
Transport Related		
Car Allowances	230	220
Supplies and Services		
Computer Maintenance Agreement	710	0
Computer Services Recharge	4,210	3,990
Computer Software Licence	5,100	8,000
Equipment & Racking	500	500
IT Renewals	270	0
Income		
Recharged to Other Services	(65,230)	(37,790)
Stores Archive	(46,460)	(44,820)
Support Services		
Accountancy Services Recharge	6,700	6,660
Audit Services Recharge	5,110	3,430
Human Resources Recharge	1,960	720
Paymaster Recharge	3,260	2,370

Major Variances 2009/10 v 2010/11

Reduction of £17,000 in employee costs resulting from the removal of one storemans post.

An Increase of £3,000 in software licence fee for the stores system.

The reductions in cost are fully offset by reduced income recharged to services.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

OPERATIONAL SERVICES

HEAD OF SERVICE - JAMES WHITEMAN

**GUILDFORD BOROUGH COUNCIL
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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
20,554,265	21,510,750	Gross Expenditure	21,517,490	21,883,690	22,549,600	23,212,520
(18,709,625)	(19,260,960)	Gross Income	(19,034,710)	(19,540,790)	(20,350,770)	(20,981,950)
1,844,640	2,249,790	Net Expenditure	2,482,780	2,342,900	2,198,830	2,230,570
6,597,470	6,990,270	Employee Related Expenditure	7,046,430	7,199,710	7,527,930	7,871,330
2,740,200	3,017,210	Premises Related Expenditure	3,024,930	3,099,830	3,203,530	3,281,710
4,404,064	4,732,130	Transport Related Expenditure	4,142,820	4,193,830	4,285,940	4,380,080
3,761,630	3,988,080	Supplies and Services	3,652,500	3,692,860	3,770,630	3,850,130
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
17,503,364	18,727,690	Total Direct Expenditure	17,866,680	18,186,230	18,788,030	19,383,250
(18,709,625)	(19,260,960)	Income	(19,034,710)	(19,540,790)	(20,350,770)	(20,981,950)
(1,206,261)	(533,270)	Net Direct Expenditure/(Income)	(1,168,030)	(1,354,560)	(1,562,740)	(1,598,700)
11,194	0	Special Works	0	0	0	0
1,383,869	907,090	Capital Charges	1,988,440	1,988,440	1,988,440	1,988,440
1,655,838	1,875,970	Support Services	1,662,370	1,709,020	1,773,130	1,840,830
1,844,640	2,249,790	Total Service Cost/(Surplus)	2,482,780	2,342,900	2,198,830	2,230,570

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
61,126	51,740	Abandoned Vehicles	40,070	41,000	42,660	44,410
167,630	154,480	CCTV Systems	124,110	125,940	129,020	132,180
3,005	1,690	Cesspool Emptying Services	0	0	0	0
(20,165)	(480)	Council Transport Plan	(920)	(150)	(150)	(150)
79,056	88,070	Dog Control and Animal Welfare	89,100	90,370	93,310	96,370
949	(102,110)	Engineering Projects	(11,130)	(11,490)	(11,850)	(12,230)
(66,748)	(55,780)	Fleet Management Service	(106,120)	(107,810)	(122,070)	(127,710)
289,919	285,600	Land Drainage	272,730	277,770	285,690	293,860
(84,150)	(83,880)	Markets	(89,660)	(93,220)	(97,830)	(102,660)
2,934	1,720	Night Soil Collection	0	0	0	0
(5,173,650)	(4,864,160)	Off Street Parking	(4,842,200)	(5,063,030)	(5,476,200)	(5,732,400)
(387,166)	(495,930)	On Street Parking	(507,370)	(487,520)	(458,870)	(428,980)
14,463	17,510	Ordnance Survey and Mapping Services	12,900	13,170	13,580	14,000
810,599	790,390	Park and Ride Services	850,530	859,060	876,260	893,800
94,663	28,620	Pest Control	26,300	25,430	25,620	25,820
266,340	268,310	Public Conveniences	296,670	300,520	309,420	318,660
10,850	(6,920)	Recycling, Cleansing and Parking Services Overhead A	5,270	850	640	390
3,506,533	3,753,200	Refuse and Recycling	3,830,970	3,865,460	4,002,620	4,144,520
37,915	64,920	River Control	57,770	58,550	59,900	61,280
99,073	84,000	Roads and Footpaths Maintenance	86,980	88,730	91,420	94,200
295	(2,090)	Snow and Ice Plan Holding Account	0	0	0	0
1,711,187	1,851,350	Street Cleansing	1,884,550	1,911,900	1,983,260	2,057,570
162,523	191,880	Street Furniture	162,550	166,660	172,510	178,590

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
165,873	146,550	Transportation	122,730	125,670	129,910	134,300
(7,177)	3,920	Transportation Projects	(4,830)	(4,930)	(5,090)	(5,270)
156	5,570	Vehicle Maintenance Workshop	6,750	(6,040)	(4,440)	(2,680)
93,720	72,320	Woking Road Depot	166,670	159,970	153,480	146,650
4,887	(700)	Works Ancillary Services	8,360	6,040	6,030	6,050
1,844,640	2,249,790	Total Net Expenditure/(Income)	2,482,780	2,342,900	2,198,830	2,230,570

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Abandoned Vehicles

Ledger Code B4462

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
40,748	Employee Related Expenditure	42,690	44,787	26,480
5,160	Premises Related Expenditure	5,190	5,200	4,430
3,038	Transport Related Expenditure	3,910	3,892	1,090
263	Supplies and Services	320	271	80
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
49,209	Total Direct Expenditure	52,110	54,150	32,080
(181)	Income	(9,950)	(800)	0
49,028	Net Direct Expenditure/(Income)	42,160	53,350	32,080
0	Special Works	0	0	0
0	Capital Charges	0	0	0
12,098	Support Services	9,580	9,600	7,990
61,126	Total Service Cost/(Surplus)	51,740	62,950	40,070
	Full Time Equivalent Staff	1.14		0.67

Major Items

Employee Related

Insurance - Emps Liab, All Risk	330	150
Recharge From Other Emp. Exps.	240	110
Salaries	42,060	26,160

Premises Related

Proportion of Depot Expenses	5,190	4,430
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Transport Related

Car Allowances	310	220
Officers Car Leasing	3,600	870

Supplies and Services

IT Renewals	70	30
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Income

Abandoned Vehicles - Sale Proceed	(9,950)	0
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Support Services

Accountancy Services Recharge	520	510
Debtors Section Recharge	630	620
HR Services Recharge	840	300
Paymaster Recharge	270	170
WSD Recharges	7,020	6,110

Major Variances 2009/10 v 2010/11

Review of management allocations timed to coincide with the introduction of recycling works, reflecting revised managerial and supervisory responsibilities.

As a result of the introduction of the 'Car Scrappage Scheme' the number of abandoned vehicles has declined with the resulting implications for sale proceeds.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information CCTV Systems

Ledger Code F7540

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
2,854	Employee Related Expenditure	2,900	2,954	2,350
0	Premises Related Expenditure	0	0	0
128	Transport Related Expenditure	130	130	140
125,616	Supplies and Services	90,620	127,941	90,930
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
128,598	Total Direct Expenditure	93,650	131,025	93,420
0	Income	0	(60)	0
128,598	Net Direct Expenditure/(Income)	93,650	130,965	93,420
0	Special Works	0	0	0
7,394	Capital Charges	5,210	5,210	1,040
31,638	Support Services	55,620	44,926	29,650
167,630	Total Service Cost/(Surplus)	154,480	181,101	124,110
	Full Time Equivalent Staff	0.04		0.03

Major Items

Employee Related

Salaries	2,870	2,320
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Supplies and Services

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

Depreciation	5,210	1,040
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Support Services

Engineers Recharge	54,650	28,400
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Major Variances 2009/10 v 2010/11

The overall cost of the service is lower, as a result of a management restructure of the Engineers section.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Cesspool Emptying Services

Ledger Code B3312

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
1,133	Employee Related Expenditure	1,200	1,206	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,190	0
64	Transport Related Expenditure	100	100	0	Transport Related		
91	Supplies and Services	240	73	0	Officers Car Leasing	100	0
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
1,288	Total Direct Expenditure	1,540	1,379	0			
0	Income	0	0	0			
1,288	Net Direct Expenditure/(Income)	1,540	1,379	0			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
1,717	Support Services	150	160	0			
3,005	Total Service Cost/(Surplus)	1,690	1,539	0			
	Full Time Equivalent Staff	0.02		0.00			

Major Variances 2009/10 v 2010/11

Review of management allocations timed to coincide with the introduction of recycling works, reflecting revised managerial and supervisory responsibilities.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Council Transport Plan

Ledger Code F1161

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
19,628	Employee Related Expenditure	20,550	21,112	3,270
0	Premises Related Expenditure	0	0	0
5,806	Transport Related Expenditure	8,840	8,273	8,690
1,741	Supplies and Services	5,630	2,159	4,880
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
27,175	Total Direct Expenditure	35,020	31,544	16,840
(49,350)	Income	(37,350)	(37,350)	(19,830)
(22,175)	Net Direct Expenditure/(Income)	(2,330)	(5,806)	(2,990)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
2,010	Support Services	1,850	1,590	2,070
(20,165)	Total Service Cost/(Surplus)	(480)	(4,216)	(920)
	Full Time Equivalent Staff	0.56		0.05

Major Items

Employee Related

Salaries	20,260	3,220
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Transport Related

Fuel & Oil	1,190	1,190
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Officers Car Leasing	3,790	3,680
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Pool Car Expenses	500	500
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Transport Pool Hire Charge	3,050	2,950
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Supplies and Services

Advertising	750	750
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Computer Services Recharge	1,450	1,370
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Cycle Loan Interest Payments	40	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	290
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Publicity	750	750
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Transport Plan Purchases	710	710
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Support Services

Transport & Projects Recharge	390	350
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Major Variances 2009/10 v 2010/11

Changes to salary allocations reflecting revised service plans.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Dog Control and Animal Welfare

Ledger Code C1135

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
38,790	Employee Related Expenditure	43,050	40,447	40,990
1,597	Premises Related Expenditure	1,400	1,400	1,210
8,302	Transport Related Expenditure	6,350	6,174	6,810
33,409	Supplies and Services	38,730	46,782	40,090
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
82,098	Total Direct Expenditure	89,530	94,803	89,100
(6,930)	Income	(6,020)	(10,010)	(6,020)
75,168	Net Direct Expenditure/(Income)	83,510	84,793	83,080
0	Special Works	0	0	0
0	Capital Charges	0	0	0
3,888	Support Services	4,560	4,580	6,020
79,056	Total Service Cost/(Surplus)	88,070	89,373	89,100
	Full Time Equivalent Staff	1.17		1.05

Major Items

Employee Related

Salaries	42,490	40,480
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Premises Related

Proportion of Depot Expenses	1,400	1,210
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Transport Related

Car Leasing & Allowances	120	230
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Fuel & Oil	1,120	1,120
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Transport Pool Hire Charge	5,110	5,460
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Supplies and Services

Kennelling Fees	12,840	12,840
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New, Replace Equip & Tools	2,500	2,500
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Payment to Contractors	15,500	15,500
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Poop Scoop Service	4,120	4,120
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Income

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

Human Resources Recharge	770	600
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WSD Recharges	880	760
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Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Engineering Projects

Ledger Code G5532

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
372,222	Employee Related Expenditure	330,410	366,923	324,120
0	Premises Related Expenditure	0	0	0
27,242	Transport Related Expenditure	29,100	28,987	22,570
37,914	Supplies and Services	40,250	37,621	34,310
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
437,378	Total Direct Expenditure	399,760	433,531	381,000
(489,549)	Income	(553,660)	(553,660)	(442,430)
(52,171)	Net Direct Expenditure/(Income)	(153,900)	(120,129)	(61,430)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
53,120	Support Services	51,790	51,818	50,300
949	Total Service Cost/(Surplus)	(102,110)	(68,311)	(11,130)
	Full Time Equivalent Staff	8.33		8.35

Major Items

Employee Related

Salaries	317,470	317,040
Training	5,130	0

Transport Related

Car Allowances	9,500	9,260
Officers Car Leasing	19,560	13,270

Supplies and Services

Computer Services Recharge	23,680	22,440
Gis & Nlpg Recharge	6,600	4,840
IT Renewals	620	740
Telecomms	6,370	3,270

Income

Support Service Recharge	(553,660)	(442,430)
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Support Services

Accountancy Services Recharge	8,180	3,590
Facilities Management Recharge	8,130	10,250
Health & Safety Recharge	1,610	1,950
HR Services Recharge	6,300	5,780
Public Offices Recharge	22,500	22,230

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Fleet Management Service

Ledger Code V****

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
192,514	Employee Related Expenditure	161,440	176,848	118,480
118,097	Premises Related Expenditure	118,860	122,445	101,340
1,611,857	Transport Related Expenditure	1,726,150	1,703,432	961,230
70,453	Supplies and Services	85,420	111,531	90,380
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,992,921	Total Direct Expenditure	2,091,870	2,114,256	1,271,430
(2,570,388)	Income	(2,566,410)	(2,586,215)	(2,729,720)
(577,467)	Net Direct Expenditure/(Income)	(474,540)	(471,959)	(1,458,290)
0	Special Works	0	0	0
198,874	Capital Charges	66,440	66,520	1,042,150
311,845	Support Services	352,320	352,370	310,020
(66,748)	Total Service Cost/(Surplus)	(55,780)	(53,069)	(106,120)
	Full Time Equivalent Staff	5.06		4.05

Major Variances 2009/10 v 2010/11

Following an options appraisal the decision was made to finance vehicle acquisitions in 2009/10 by borrowing internally rather than leasing. This has resulted in an increase in capital charges and a reduction in lease charges.

A mini restructure arising from the retirement of the Fleet Inspection Manager has resulted in changes to salary allocations.

Major Items

Employee Related

Operational Wages	104,500	0
Salaries	53,570	116,120

Premises Related

Proportion of Depot Expenses	118,860	101,340
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Transport Related

Hire of Vehicles	226,300	38,610
Insurance	176,960	191,140
Vehicle Leasing	834,050	260,900
Vehicle Licences	38,780	40,760
Vehicle Repairs: Workshop	350,900	254,820

Supplies and Services

Advertising	5,100	5,100
Computer Maintenance Agree	5,200	5,200
Computer Services Recharge	6,970	6,610
Equip & Tools Repairs	5,520	5,520
Fleet Management Admin Charge	267,020	232,350
Maintenance Agreement - Sweeper	45,990	51,870
New, Replace Equip & Tools	2,040	2,040

Income

Guildford Taxi Inspection	(49,830)	(60,000)
Leased Car Admin Support	(17,090)	(17,090)
MOT Testing Fees	(74,910)	(81,000)
Recharges; Transport Pool	(2,098,490)	(2,265,850)
Waverley Taxi Inspection	(17,630)	(21,000)
Woking Taxi Inspection	(42,640)	(43,000)

Support Services

Accountancy Services Recharge	27,930	27,760
Audit Services Recharge	6,770	4,550
Human Resources Recharge	3,850	2,830
Legal Services Recharge	9,260	4,200
WSD Recharges	29,870	25,950

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Land Drainage

Ledger Code B5511, B5512, F7551

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
0	Employee Related Expenditure	0	0	0
142,334	Premises Related Expenditure	143,840	152,614	142,440
0	Transport Related Expenditure	0	0	0
482	Supplies and Services	0	656	0
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
142,816	Total Direct Expenditure	143,840	153,270	142,440
0	Income	(10,400)	0	(2,500)
142,816	Net Direct Expenditure/(Income)	133,440	153,270	139,940
0	Special Works	0	0	0
27,105	Capital Charges	1,140	1,140	740
119,998	Support Services	151,020	151,511	132,050
289,919	Total Service Cost/(Surplus)	285,600	305,921	272,730
	Full Time Equivalent Staff	0.00		0.00

Major Items

Premises Related

Contract Payments	39,900	39,900
Culvert R&M	11,420	11,420
Flood Works	55,430	55,430
Investigation Works	3,540	3,540
Proportion of Depot Expenses	9,210	7,860
Water Course Maintenance	14,980	14,980

Support Services

Engineers Recharge	149,490	131,140
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Major Variances 2009/10 v 2010/11

The overall cost of the service is lower, as a result of a management restructure of the Engineers section.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Markets

Ledger Code B57*

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
10,638	Employee Related Expenditure	8,340	8,600	8,010
44,543	Premises Related Expenditure	47,870	46,479	47,740
225	Transport Related Expenditure	240	240	140
1,110	Supplies and Services	1,500	1,509	1,500
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
56,516	Total Direct Expenditure	57,950	56,828	57,390
(150,219)	Income	(155,840)	(145,760)	(155,840)
(93,703)	Net Direct Expenditure/(Income)	(97,890)	(88,932)	(98,450)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
9,553	Support Services	14,010	13,940	8,790
(84,150)	Total Service Cost/(Surplus)	(83,880)	(74,992)	(89,660)
	Full Time Equivalent Staff	0.20		0.18

Major Items

Employee Related

Salaries	8,220	7,890
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Premises Related

Electricity	3,300	3,500
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General Rates	10,410	11,200
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Market Traders re Cleaning	32,640	32,640
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Repairs & Maintenance	1,050	400
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Supplies and Services

Advertising	1,500	1,500
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Income

Rents; Market Stall Spaces	(155,840)	(155,840)
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Support Services

Audit Services Recharge	1,020	690
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Debtors Section Recharge	3,400	3,090
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Legal Services Recharge	4,360	550
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WSD Recharges	3,520	3,050
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Major Variances 2009/10 v 2010/11

The estimate for Legal Services Recharges has decreased in recognition of the time spent on the service.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Night Soil Collection

Ledger Code B3322, K2522

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
1,133	Employee Related Expenditure	1,200	1,206	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,190	0
64	Transport Related Expenditure	100	100	0	Transport Related		
0	Supplies and Services	210	42	0	Car Leasing & Allowances	100	0
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Telecomms	210	0
1,197	Total Direct Expenditure	1,510	1,348	0	Support Services		
0	Income	0	0	0	Accountancy Services Recharge	90	0
1,197	Net Direct Expenditure/(Income)	1,510	1,348	0	Paymaster Recharge	120	0
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
1,737	Support Services	210	220	0			
2,934	Total Service Cost/(Surplus)	1,720	1,568	0			
	Full Time Equivalent Staff	0.02		0.00			

Major Variances 2009/10 v 2010/11

Review of management allocations timed to coincide with the introduction of recycling works, reflecting revised managerial and supervisory responsibilities.

Operational Services

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Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information On Street Parking

Ledger Code B2217, B2218

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
535,877	Employee Related Expenditure	601,580	604,888	602,630	Employee Related		
57,227	Premises Related Expenditure	67,280	57,490	58,700	Salaries	582,590	589,710
7,358	Transport Related Expenditure	3,390	3,135	3,940	Premises Related		
192,962	Supplies and Services	199,230	173,906	203,100	Car Park Office Costs	46,780	44,200
0	Third Party Payments	0	0	0	Electricity	18,000	12,000
0	Transfer Payments	0	0	0	Transport Related		
793,424	Total Direct Expenditure	871,480	839,419	868,370	Officers Car Leasing	2,450	2,540
					Supplies and Services		
(1,249,802)	Income	(1,447,120)	(1,389,418)	(1,443,540)	Adjudication Service	12,000	13,300
(456,378)	Net Direct Expenditure/(Income)	(575,640)	(549,999)	(575,170)	Cash Collection Service	38,000	36,000
					Computer Services Recharge	16,040	15,200
0	Special Works	0	0	0	Computer Software Development	10,750	10,750
0	Capital Charges	2,650	2,650	2,650	Computer Software Licence	31,500	31,500
69,212	Support Services	77,060	77,110	65,150	Pay & Display Machinery Mtce	20,000	21,500
(387,166)	Total Service Cost/(Surplus)	(495,930)	(470,239)	(507,370)	Printing & Stationery	24,200	22,670
					SCC DPE	(10,880)	(7,300)
					Signs	12,000	12,000
					Income		
					Meter Income	(698,000)	(698,000)
					Penalty Fees	(532,500)	(532,500)
					Permits Income	(207,740)	(207,740)
					Support Services		
					Human Resources Recharge	13,930	12,160
					Paymaster Recharge	19,360	5,990
					WSD Recharges	35,130	30,530
	Full Time Equivalent Staff	19.87		20.04			

Major Variances 2009/10 v 2010/11

The salary estimate has risen slightly as a result of an increase in the FTE allocation to the on-street function following a review of the on-street/off-street staffing split.

The Electricity estimate has been reduced to reflect actual usage over the last two financial years.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Ordnance Survey and Mapping Services

Ledger Code B5911

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
					Major Items		
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	940	940
5,530	Supplies and Services	4,800	4,094	4,800	New, Replace Equip & Tools	1,500	1,500
0	Third Party Payments	0	0	0	Survey Mapping Development	250	250
0	Transfer Payments	0	0	0	Support Services		
5,530	Total Direct Expenditure	4,800	4,094	4,800	Engineers Recharge	12,620	8,010
0	Income	0	0	0			
5,530	Net Direct Expenditure/(Income)	4,800	4,094	4,800			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
8,933	Support Services	12,710	10,890	8,100			
14,463	Total Service Cost/(Surplus)	17,510	14,984	12,900			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Park and Ride Services

Ledger Code B52*

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
2,433	Employee Related Expenditure	2,580	2,528	4,970
104,500	Premises Related Expenditure	125,310	136,494	137,650
341,724	Transport Related Expenditure	652,550	652,500	652,550
62,841	Supplies and Services	85,920	87,227	85,450
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
511,498	Total Direct Expenditure	866,360	878,749	880,620
(35,090)	Income	(110,000)	(32,000)	(60,000)
476,408	Net Direct Expenditure/(Income)	756,360	846,749	820,620
0	Special Works	0	0	0
320,000	Capital Charges	0	0	0
14,191	Support Services	34,030	11,602	29,910
810,599	Total Service Cost/(Surplus)	790,390	858,351	850,530
	Full Time Equivalent Staff	0.06		0.12

Major Items

Employee Related

Salaries	2,560	4,920
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Premises Related

General Rates	46,400	57,470
Grounds Maintenance	6,200	6,200
Rents Payable	52,000	52,000
Repairs & Maintenance	1,070	1,070
Site Maintenance	17,000	17,000

Transport Related

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

Cash Collection Service	2,600	2,600
Pay & Display Machinery Mtce	1,200	1,200
Security Services	81,000	81,000

Income

Meter Income	(80,000)	(50,000)
Miscellaneous Income	(30,000)	(10,000)

Support Services

Transport & Projects Recharge	27,020	24,240
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Major Variances 2009/10 v 2010/11

The rateable value of the Artington Park & Ride has increased following the expansion of the facility.

The installation of a meter on the Merrow Park and Ride site has been delayed.

Negotiations are ongoing with the owners of the proposed golf course, and income included in 2009-10 has been deleted for the 2010-11 estimate.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Pest Control

Ledger Code C1121

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
85,396	Employee Related Expenditure	101,890	79,623	63,240	Employee Related		
369	Premises Related Expenditure	370	370	320	Salaries	100,350	62,250
27,471	Transport Related Expenditure	9,310	9,237	9,840	Premises Related		
72,816	Supplies and Services	20,760	47,013	55,680	Proportion of Depot Expenses	370	320
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Fuel & Oil	2,500	2,500
186,052	Total Direct Expenditure	132,330	136,243	129,080	Transport Pool Hire Charge	6,640	6,760
					Supplies and Services		
(102,207)	Income	(115,430)	(93,940)	(116,390)	Baits, Poisons, Disinfectants	7,200	7,200
83,845	Net Direct Expenditure/(Income)	16,900	42,303	12,690	Computer Services Recharge	1,450	1,370
					Gis & Nlpg Recharge	1,010	1,310
0	Special Works	0	0	0	IT Renewals	250	240
0	Capital Charges	0	0	0	Materials	5,300	5,300
10,818	Support Services	11,720	11,730	13,610	Payment to Contractors	0	35,000
94,663	Total Service Cost/(Surplus)	28,620	54,033	26,300	Vehicle Tracking	1,040	1,040
					Income		
	Full Time Equivalent Staff	3.23		1.87	Pest Control Charges	(48,090)	(49,050)
					Recharged to Other Services	(65,630)	(65,630)

Major Variances 2009/10 v 2010/11

Following a mini service review one pest control post has been removed from the establishment, and supporting management and administration staff salaries have been adjusted to reflect the new contractor supported service model.

Support Services

Accountancy Services Recharge	1,390	1,370
Debtors Section Recharge	940	940
Facilities Management Recharge	750	740
Human Resources Recharge	2,240	1,080
Legal Services Recharge	1,310	5,450
Public Offices Recharge	1,490	1,310
WSD Recharges	880	760

Operational Services

Ledger Code B7111, K6545

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

	2009/10 Estimate £	2010/11 Estimate £
Major Items		
Employee Related		
Insurance - Emps Liab, All Risk	810	940
Salaries & Wages	102,650	114,760
Temporary Staff	2,250	5,900
Premises Related		
Electricity	8,800	7,500
General Rates	5,960	5,420
Proportion of Depot Expenses	1,830	1,580
Repairs & Maintenance	28,480	45,640
Water	8,300	8,500
Transport Related		
Fuel & Oil	5,470	5,470
Transport Pool Hire Charge	8,740	7,800
Supplies and Services		
New, Replace Equip & Tools	1,560	1,560
Personal Hygiene Services	2,140	2,070
Shere & Ash Parish WC's Contn	14,050	14,050
Vehicle Tracking	1,080	1,080
Support Services		
Accountancy Services Recharge	1,830	1,790
Asset Register Recharge	2,700	2,260
HR Services Recharge	1,820	1,930
Paymaster Recharge	1,680	1,710
Property Services Recharge	10,920	8,570
WSD Recharges	10,540	9,160

Review of management allocations timed to coincide with the introduction of recycling works, reflecting revised managerial and supervisory responsibilities.

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

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Refuse and Recycling

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

Ledger Code B7512, B7513, K3551, B7711, B7722, B7733, B7744, B7745, B7766, K3561

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
2,600,364	Employee Related Expenditure	2,806,830	2,896,527	2,988,480	Employee Related		
165,005	Premises Related Expenditure	208,590	170,402	188,830	Salaries & Wages	2,410,180	2,610,630
1,893,229	Transport Related Expenditure	1,783,200	1,862,359	1,965,640	Temporary Staff	353,860	334,950
1,616,553	Supplies and Services	1,972,180	1,697,790	1,736,280	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	137,680	117,380
0	Transfer Payments	0	0	0	Transport Related		
6,275,151	Total Direct Expenditure	6,770,800	6,627,078	6,879,230	Driver Damage to Vehicles	68,890	68,890
					Fuel & Oil	365,310	365,310
(3,095,204)	Income	(3,351,580)	(3,077,534)	(3,495,380)	Transport Pool Hire Charge	1,144,000	1,327,160
3,179,947	Net Direct Expenditure/(Income)	3,419,220	3,549,544	3,383,850	Supplies and Services		
					Education & Promotion	52,100	52,100
0	Special Works	0	0	0	Publicity	30,350	30,350
50,636	Capital Charges	50,640	50,660	169,570	Recycling - Gate Fees	283,430	286,150
275,950	Support Services	283,340	283,520	277,550	Refuse Sacks; Purchase	36,130	36,130
3,506,533	Total Service Cost/(Surplus)	3,753,200	3,883,724	3,830,970	Trade Refuse Disposal Charges	400,000	360,000
					Income		
	Full Time Equivalent Staff	100.23		109.01	Other Grants, Sponsorship	(75,000)	(150,000)
					Refuse Special Collection	(52,050)	(52,050)
					Reusable Green Sack Sales	(260,000)	(286,000)
					Trade Refuse Removal Charges	(1,174,840)	(1,093,000)
					Trade Refuse Sale of Sacks	(159,410)	(145,200)
					Support Services		
					Accountancy Services Recharge	29,590	29,640
					HR Services Recharge	63,490	64,380
					WSD Recharges	94,870	82,440

Major Variances 2009/10 v 2010/11

The increase in capital charges reflects the purchase of wheeled bins and caddy's for the 'Recycling Works' scheme.

The value of trade refuse income and corresponding disposal costs have been adjusted to reflect the current 'run rate', arising from a reduced level of economic activity.

Guildford Borough Council - Budget 2010/2011

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 Christine Davies - Accountancy Technician (Tel: 444840)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
232,710	Employee Related Expenditure	227,870	228,434	206,840	Employee Related		
28,644	Premises Related Expenditure	28,830	28,840	24,600	Salaries	199,260	190,870
5,824	Transport Related Expenditure	5,530	5,827	9,250	Training	25,730	13,160
62,242	Supplies and Services	68,810	72,568	60,920	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	28,830	24,600
0	Transfer Payments	0	0	0	Transport Related		
329,420	Total Direct Expenditure	331,040	335,669	301,610	Car Leasing & Allowances	5,500	9,220
					Supplies and Services		
(328,480)	Income	(351,400)	(351,513)	(305,280)	Accreditation Assessments	6,000	6,000
940	Net Direct Expenditure/(Income)	(20,360)	(15,844)	(3,670)	Computer Services Recharge	25,120	23,810
					Computer Software Licence	3,840	3,840
0	Special Works	0	0	0	Gis & Nlpg Recharge	7,240	5,450
0	Capital Charges	0	0	0	Health Education Expenditure	2,040	2,040
9,910	Support Services	13,440	13,450	8,940	Postages	6,160	4,940
10,850	Total Service Cost/(Surplus)	(6,920)	(2,394)	5,270	Printing Services Recharge	530	2,020
					Telecomms	12,470	8,420
					Income		
	Full Time Equivalent Staff	3.55		3.48	Recharged to Other Services	(351,400)	(305,280)
					Support Services		
					Accountancy Services Recharge	780	770
					Facilities Management Recharge	4,940	3,150
					Human Resources Recharge	2,240	1,870
					Legal Services Recharge	3,490	0
					Paymaster Recharge	1,010	960

Major Variances 2009/10 v 2010/11

Review of management allocations timed to coincide with the introduction of recycling works, reflecting revised managerial and supervisory responsibilities.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information River Control

Ledger Code B8111

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
10,019	Premises Related Expenditure	4,640	4,003	9,740	Repairs & Maintenance	3,440	3,440
0	Transport Related Expenditure	0	0	0	Supplies and Services		
12,450	Supplies and Services	32,390	25,780	32,260	Flood Emergencies	20,000	20,000
0	Third Party Payments	0	0	0	Operating Sluices	12,260	12,260
0	Transfer Payments	0	0	0	Capital Charges		
22,469	Total Direct Expenditure	37,030	29,783	42,000	Depreciation	4,110	2,870
0	Income	0	0	0	Support Services		
22,469	Net Direct Expenditure/(Income)	37,030	29,783	42,000	Asset Register Recharge	1,480	1,370
0	Special Works	0	0	0	Engineers Recharge	18,100	7,170
4,106	Capital Charges	4,110	4,120	2,870	WSD Recharges	3,520	3,050
11,340	Support Services	23,780	12,446	12,900			
37,915	Total Service Cost/(Surplus)	64,920	46,349	57,770			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2009/10 v 2010/11

there are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Roads and Footpaths Maintenance

Ledger Code B5112, B5113

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
48,641	Premises Related Expenditure	32,310	33,295	34,630	Drainage; Surface Water Gutter	490	490
0	Transport Related Expenditure	0	0	0	Roads & Footpath Maintenance	30,000	30,000
259	Supplies and Services	2,160	701	2,870	Salt	1,260	1,260
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Stores Recharge	1,920	2,630
48,900	Total Direct Expenditure	34,470	33,996	37,500	Support Services		
0	Income	(8,420)	0	0	Engineers Recharge	56,200	45,080
48,900	Net Direct Expenditure/(Income)	26,050	33,996	37,500			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
50,173	Support Services	57,950	71,344	49,480			
99,073	Total Service Cost/(Surplus)	84,000	105,340	86,980			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

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 Christine Davies - Accountancy Technician (Tel: 444840)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
7,627	Employee Related Expenditure	6,180	6,180	6,500
16,614	Premises Related Expenditure	17,190	17,190	15,260
6,950	Transport Related Expenditure	10,600	5,636	12,830
3,131	Supplies and Services	660	924	670
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
34,322	Total Direct Expenditure	34,630	29,930	35,260
(34,027)	Income	(36,720)	(36,720)	(35,260)
295	Net Direct Expenditure/(Income)	(2,090)	(6,790)	0
0	Special Works	0	0	0
0	Capital Charges	0	0	0
0	Support Services	0	0	0
295	Total Service Cost/(Surplus)	(2,090)	(6,790)	0
	Full Time Equivalent Staff	0.00		0.00

Major Items

Employee Related

Operational Wages	6,180	6,500
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Premises Related

Proportion of Depot Expenses	12,960	11,030
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Salt	4,230	4,230
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Transport Related

Fuel & Oil	370	370
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Hire of Vehicles	5,960	5,960
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Transport Pool Hire Charge	4,270	6,500
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Supplies and Services

CECS Monitoring	660	670
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Income

Recharged to Other Services	(36,720)	(35,260)
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Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Street Cleansing

Ledger Code B8152, B8511, B8512, K4551, K4598

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
					Major Items		
1,178,725	Employee Related Expenditure	1,283,450	1,238,465	1,328,270	Employee Related		
54,369	Premises Related Expenditure	54,410	54,768	46,480	Operational Wages	944,720	0
353,779	Transport Related Expenditure	397,120	398,385	398,680	Salaries	318,290	1,307,600
165,540	Supplies and Services	132,400	151,464	131,580	Temporary Staff	115,050	139,810
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	53,640	45,710
1,752,413	Total Direct Expenditure	1,867,380	1,843,082	1,905,010	Transport Related		
					Car Leasing & Allowances	18,220	16,220
(140,775)	Income	(118,270)	(116,554)	(118,270)	Driver Damage to Vehicles	23,270	23,270
1,611,638	Net Direct Expenditure/(Income)	1,749,110	1,726,528	1,786,740	Fuel & Oil	83,680	83,680
					Transport Pool Hire Charge	266,740	270,300
0	Special Works	0	0	0	Supplies and Services		
7,130	Capital Charges	7,130	7,130	7,130	Bought In Services	14,340	14,340
92,419	Support Services	95,110	95,170	90,680	Clothing and Uniform	7,800	7,800
1,711,187	Total Service Cost/(Surplus)	1,851,350	1,828,828	1,884,550	Computer Services Recharge	11,180	10,600
					New, Replace Equip & Tools	12,700	12,700
					Payment to Contractors	18,360	18,360
					Publicity; Special Items	11,930	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	(67,880)	(67,880)
					Support Services		
					Accountancy Services Recharge	6,350	6,320
					Health & Safety Recharge	7,050	4,760
					Human Resources Recharge	28,000	25,210
					Paymaster Recharge	6,540	6,750
					WSD Recharges	36,900	32,060
	Full Time Equivalent Staff	43.03		43.70			

Major Variances 2009/10 v 2010/11

Review of management allocations timed to coincide with the introduction of recycling works, reflecting revised managerial and supervisory responsibilities.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Street Furniture

Ledger Code B3711, B3721, B3731

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
33,983	Employee Related Expenditure	36,490	35,965	36,700
30,219	Premises Related Expenditure	33,290	37,549	29,640
1,623	Transport Related Expenditure	1,820	1,770	1,780
42,173	Supplies and Services	69,880	77,678	44,680
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
107,998	Total Direct Expenditure	141,480	152,962	112,800
(9,591)	Income	(11,980)	(26,422)	(11,980)
98,407	Net Direct Expenditure/(Income)	129,500	126,540	100,820
0	Special Works	0	0	0
0	Capital Charges	0	0	0
64,116	Support Services	62,380	63,135	61,730
162,523	Total Service Cost/(Surplus)	191,880	189,675	162,550
	Full Time Equivalent Staff	1.10		1.04

Major Items

Employee Related

Salaries	35,980	36,010
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Premises Related

Bus Shelter - R&M	3,600	3,600
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Bus Shelter Grants to Parishes	6,000	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	6,900	3,000
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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	30,830	30,830
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Miscellaneous Expenses	25,000	0
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New, Replace Equip & Tools	1,000	1,000
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Notice/Banner Boards R&M	1,100	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	55,860	51,630
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Paymaster Recharge	2,320	2,200
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Major Variances 2009/10 v 2010/11

Removal of a one-off Miscellaneous Expenses budget relating to 2009/10.

Operational Services

Financial Information	Transportation	Ledger Code	B5122, B5125, B5129
Responsible Officer	Tim Pilsbury - Transportation Project Manager (Tel: 444521)	Financial Services Contact	Christine Davies - Accountancy Technician (Tel: 444840)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
2,954	Employee Related Expenditure	50	50	0	Premises Related		
4,576	Premises Related Expenditure	3,700	1,610	3,700	Cycle Route Improvements	1,610	1,610
11,082	Transport Related Expenditure	9,960	9,801	9,710	Disabled Movement Works	2,090	2,090
63,976	Supplies and Services	20,410	12,134	15,930	Transport Related		
0	Third Party Payments	0	0	0	Bus Service Spectrum	9,510	9,510
0	Transfer Payments	0	0	0	Supplies and Services		
82,588	Total Direct Expenditure	34,120	23,595	29,340	Advertising	1,890	1,890
					Airtrack Forum	7,500	2,500
(18,560)	Income	0	0	0	Cycle Facilities	2,490	2,490
64,028	Net Direct Expenditure/(Income)	34,120	23,595	29,340	Monitoring	2,000	2,000
					Promotional Campaigns	5,000	5,000
0	Special Works	0	0	0	Capital Charges		
4,200	Capital Charges	4,200	4,200	130	Depreciation	4,200	130
97,645	Support Services	108,230	120,126	93,260	Support Services		
165,873	Total Service Cost/(Surplus)	146,550	147,921	122,730	Asset Register Recharge	1,040	970
					Engineers Recharge	2,490	1,020
	Full Time Equivalent Staff	0.05		0.00	Legal Services Recharge	3,050	0
					Transport & Projects Recharge	101,080	90,700

Major Variances 2009/10 v 2010/11

The overall cost of the service is lower, as a result of a management restrucuture of the Engineers section.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Transportation Projects

Ledger Code G5537

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
133,111	Employee Related Expenditure	144,580	142,936	115,090
0	Premises Related Expenditure	0	0	0
2,401	Transport Related Expenditure	2,960	3,470	5,510
15,286	Supplies and Services	15,050	15,048	14,340
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
150,798	Total Direct Expenditure	162,590	161,454	134,940
(167,715)	Income	(168,840)	(168,840)	(151,500)
(16,917)	Net Direct Expenditure/(Income)	(6,250)	(7,386)	(16,560)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
9,740	Support Services	10,170	10,190	11,730
(7,177)	Total Service Cost/(Surplus)	3,920	2,804	(4,830)
	Full Time Equivalent Staff	3.34		2.35

Major Items

Employee Related

Salaries	140,260	113,080
Training	2,050	0

Transport Related

Officers Car Leasing	2,670	4,930
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Supplies and Services

Computer Services Recharge	11,180	10,600
Copying Machines	940	1,290
Gis & Nlpg Recharge	1,410	1,020
IT Renewals	140	280

Support Services

Accountancy Services Recharge	610	600
Facilities Management Recharge	1,840	5,320
HR Services Recharge	1,890	1,380
Paymaster Recharge	2,010	1,850
Public Offices Recharge	2,750	1,640

Major Variances 2009/10 v 2010/11

Salary costs have been reduced as a result of a management restructure of the Engineers section.

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Vehicle Maintenance Workshop

Ledger Code K5551

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
272,123	Employee Related Expenditure	287,130	273,027	291,870
13,990	Premises Related Expenditure	14,170	17,718	12,300
9,593	Transport Related Expenditure	3,970	6,428	940
536,139	Supplies and Services	434,380	436,495	340,800
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
831,845	Total Direct Expenditure	739,650	733,668	645,910
(865,207)	Income	(770,660)	(763,964)	(677,280)
(33,362)	Net Direct Expenditure/(Income)	(31,010)	(30,296)	(31,370)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
33,518	Support Services	36,580	36,600	38,120
156	Total Service Cost/(Surplus)	5,570	6,304	6,750
	Full Time Equivalent Staff	9.43		9.94

Major Items

Employee Related

Salaries & Wages	281,920	288,610
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Premises Related

Proportion of Depot Expenses	13,050	11,140
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Supplies and Services

Clothing and Uniform	310	310
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Computer Services Recharge	5,520	5,240
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Equip & Tools Repairs	520	520
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IT Renewals	220	190
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New, Replace Equip & Tools	1,560	1,560
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Spares for Vehicles	424,830	331,450
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Income

Recharged Labour	(345,810)	(345,810)
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Recharged Parts	(424,830)	(331,450)
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Support Services

Accountancy Services Recharge	6,610	6,580
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Human Resources Recharge	6,160	5,540
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Paymaster Recharge	10,930	11,620
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WSD Recharges	10,540	9,160
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Major Variances 2009/10 v 2010/11

The budget for vehicles spares has been reduced along with the corresponding recharges, following the acquisition of a new HGV Fleet which were offered with extended warranty.

Guildford Borough Council - Budget 2010/2011

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 Christine Davies - Accountancy Technician (Tel: 444840)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
62,154	Employee Related Expenditure	67,540	68,842	55,910
295,310	Premises Related Expenditure	279,020	298,598	295,380
8,184	Transport Related Expenditure	7,790	10,148	7,530
49,998	Supplies and Services	42,490	48,444	39,260
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
415,646	Total Direct Expenditure	396,840	426,032	398,080
(638,177)	Income	(644,220)	(639,807)	(553,810)
(222,531)	Net Direct Expenditure/(Income)	(247,380)	(213,775)	(155,730)
11,194	Special Works	0	0	0
206,143	Capital Charges	206,150	206,220	204,830
98,914	Support Services	113,550	109,914	117,570
93,720	Total Service Cost/(Surplus)	72,320	102,359	166,670
	Full Time Equivalent Staff	2.69		2.30

Major Variances 2009/10 v 2010/11

Reduction in Electricity and Gas budgets reflecting both contract arrangements and usage levels.

Review of management allocations timed to coincide with the introduction of recycling works, reflecting revised managerial and supervisory responsibilities.

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

Major Items

Employee Related

Salaries	66,260	54,860
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Premises Related

Electricity	54,000	38,000
Gas	39,200	25,500
General Rates	97,850	93,660
Repairs & Maintenance	47,090	96,060
Water	12,000	11,500

Supplies and Services

Copying Machines	6,180	8,800
Equip & Tools Repairs	3,040	3,040
Food Purchases	13,010	13,010
Telecomms	6,120	3,530

Income

Recharged to Other Services	(618,940)	(527,810)
Vending Machine Sales	(15,770)	(15,770)

Support Services

Accountancy Services Recharge	2,700	2,660
Engineers Recharge	2,930	2,740
Legal Services Recharge	4,800	2,960
Paymaster Recharge	4,690	3,980
Property Services Recharge	9,870	23,770
Valuation Services Recharge	5,400	8,500
WSD Recharges	73,800	64,100

Guildford Borough Council - Budget 2010/2011

Operational Services

Financial Information Works Ancillary Services

Ledger Code K2511, K2533, K2544, K2555, K2599

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
122,308	Employee Related Expenditure	126,510	125,398	123,460
23,028	Premises Related Expenditure	23,180	23,190	19,790
24,006	Transport Related Expenditure	14,690	13,237	8,630
14,817	Supplies and Services	29,720	23,674	28,830
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
184,159	Total Direct Expenditure	194,100	185,499	180,710
(187,739)	Income	(204,130)	(205,206)	(178,540)
(3,580)	Net Direct Expenditure/(Income)	(10,030)	(19,707)	2,170
0	Special Works	0	0	0
0	Capital Charges	0	0	0
8,467	Support Services	9,330	9,370	6,190
4,887	Total Service Cost/(Surplus)	(700)	(10,337)	8,360
	Full Time Equivalent Staff	4.34		4.25

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Major Items

Employee Related

Operational Wages	109,760	0
Salaries	14,710	122,140

Premises Related

Proportion of Depot Expenses	23,180	19,790
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Transport Related

Driver Damage to Vehicles	580	580
Fuel & Oil	4,180	4,180
Officers Car Leasing	990	710
Transport Pool Hire Charge	8,940	3,120

Supplies and Services

Computer Services Recharge	5,520	5,240
Materials	13,000	13,000
Radio Equip; R&M	6,520	6,520
Telecomms	4,130	3,500

Income

Recharged to Other Services	(203,350)	(178,410)
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Support Services

Accountancy Services Recharge	2,530	2,480
Health & Safety Recharge	700	380
Human Resources Recharge	2,800	0
Paymaster Recharge	1,090	770
WSD Recharges	1,760	1,530

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

PARKS AND COUNTRYSIDE SERVICES

HEAD OF SERVICE - PHIL NEWCOMBE

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
4,389,009	4,195,320	Gross Expenditure	4,594,110	4,704,130	4,862,940	5,028,020
(2,149,602)	(2,251,960)	Gross Income	(2,449,900)	(2,518,740)	(2,613,680)	(2,712,360)
2,239,407	1,943,360	Net Expenditure	2,144,210	2,185,390	2,249,260	2,315,660
2,172,634	2,245,170	Employee Related Expenditure	2,226,960	2,251,260	2,355,000	2,463,580
559,679	617,370	Premises Related Expenditure	808,970	817,620	834,450	851,640
479,672	436,080	Transport Related Expenditure	450,920	455,370	464,460	473,730
508,490	450,430	Supplies and Services	630,490	692,620	707,040	721,800
13,980	13,980	Third Party Payments	13,980	14,120	14,400	14,690
0	0	Transfer Payments	0	0	0	0
3,734,455	3,763,030	Total Direct Expenditure	4,131,320	4,230,990	4,375,350	4,525,440
(2,149,602)	(2,251,960)	Income	(2,449,900)	(2,518,740)	(2,613,680)	(2,712,360)
1,584,853	1,511,070	Net Direct Expenditure/(Income)	1,681,420	1,712,250	1,761,670	1,813,080
27,882	0	Special Works	0	0	0	0
325,036	75,760	Capital Charges	89,640	89,640	89,640	89,640
301,636	356,530	Support Services	373,150	383,500	397,950	412,940
2,239,407	1,943,360	Total Service Cost/(Surplus)	2,144,210	2,185,390	2,249,260	2,315,660

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
126,154	141,860	Cemeteries and Closed Churchyards	111,880	114,580	118,480	122,520
(279,239)	(352,600)	Crematorium	(236,280)	(248,580)	(263,900)	(279,900)
2,392,492	2,154,100	Parks and Countryside	2,268,610	2,319,390	2,394,680	2,473,040
2,239,407	1,943,360	Total Net Expenditure/(Income)	2,144,210	2,185,390	2,249,260	2,315,660

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

Parks and Countryside Services

Financial Information Cemeteries and Closed Churchyards

Ledger Code A1400, A1410, A1420, A1430, A1431, A1440, B3112, B3122, B3132, B3142

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
131,329	Employee Related Expenditure	112,170	133,582	117,490	Employee Related		
15,520	Premises Related Expenditure	30,420	20,567	16,270	Parks Salaries	106,960	112,530
25,193	Transport Related Expenditure	24,160	29,073	27,280	Premises Related		
14,036	Supplies and Services	27,490	19,494	26,350	Electricity	2,200	1,820
0	Third Party Payments	0	0	0	General Rates	4,160	4,070
0	Transfer Payments	0	0	0	Removal of Refuse	2,750	2,860
186,078	Total Direct Expenditure	194,240	202,716	187,390	Repairs & Maintenance	19,950	4,360
					Water	930	800
(79,083)	Income	(86,160)	(66,194)	(90,500)	Transport Related		
106,995	Net Direct Expenditure/(Income)	108,080	136,522	96,890	Transport Pool Hire Charge	20,480	22,410
					Supplies and Services		
0	Special Works	0	0	0	Materials	3,730	3,730
3,375	Capital Charges	3,380	3,380	3,380	Memorial Safety Inspection	9,180	9,180
15,784	Support Services	30,400	14,574	11,610	New, Replace Equip & Tools	3,270	3,270
126,154	Total Service Cost/(Surplus)	141,860	154,476	111,880	Printing & Stationery	1,080	360
					Security Services	5,260	5,260
					Income		
	Full Time Equivalent Staff	4.60		4.60	Disposal of Cremated Remains	(3,570)	(3,900)
					Grant of Excl. Burial Rights	(38,740)	(39,660)
					Interment Fees	(31,250)	(34,180)
					Rents - Staff Lets	(6,060)	(6,230)
					Right to Erect Monument	(5,460)	(5,570)
					Support Services		
					Accountancy Services Recharge	1,220	1,280
					Human Resources Recharge	3,500	3,070
					Paymaster Recharge	3,170	2,550
					Property Services Recharge	19,790	0

Major Variances 2009/10 v 2010/11

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

Parks and Countryside Services

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
208,346	Employee Related Expenditure	198,360	167,343	196,430	Employee Related		
173,909	Premises Related Expenditure	165,140	164,514	250,710	Parks Salaries	196,620	192,400
10,128	Transport Related Expenditure	17,800	17,579	17,440	Premises Related		
76,969	Supplies and Services	73,900	77,795	78,180	General Rates	41,230	46,880
0	Third Party Payments	0	0	0	Repairs & Maintenance	60,060	157,820
0	Transfer Payments	0	0	0	Utilities	58,200	40,800
469,352	Total Direct Expenditure	455,200	427,231	542,760	Transport Related		
(803,215)	Income	(850,940)	(824,358)	(862,360)	Mowers & Machinery R&M	3,600	3,600
(333,863)	Net Direct Expenditure/(Income)	(395,740)	(397,127)	(319,600)	Officers Car Leasing	3,600	3,290
					Transport Pool Hire Charge	9,770	10,000
					Supplies and Services		
9,222	Special Works	0	0	0	Book of Remembrance & Inscription	5,510	5,510
15,625	Capital Charges	15,630	15,640	15,630	Computer	5,870	5,690
29,777	Support Services	27,510	25,861	67,690	Materials	2,470	2,470
(279,239)	Total Service Cost/(Surplus)	(352,600)	(355,626)	(236,280)	Medical Referees Fees	32,690	32,690
					Memorial Placques	6,030	6,030
	Full Time Equivalent Staff	6.40		6.40	Memorial Rose Trees & Shrubs	1,420	1,420

Cremation fee income has been included at the level shown for 2009-10, reflecting the lower than anticipated level of income during the year. The 2010-2011 fees and charges include a price review of 2%. Officers are currently reviewing the charges made by other local crematoria to assess whether an additional price review would be appropriate.

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Guildford Borough Council - Budget 2010/2011

Parks and Countryside Services

Financial Information Parks and Countryside

Ledger Code A1*** (Excl. A14/A15)

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
1,832,959	Employee Related Expenditure	1,934,640	1,919,068	1,913,040	Employee Related		
370,250	Premises Related Expenditure	421,810	428,339	541,990	Parks Salaries	1,781,480	1,758,000
444,351	Transport Related Expenditure	394,120	450,015	406,200	Temporary Staff	94,730	99,780
417,485	Supplies and Services	349,040	451,352	525,960	Premises Related		
13,980	Third Party Payments	13,980	12,980	13,980	Buildings Infrastructure	102,480	188,640
0	Transfer Payments	0	0	0	Dog Bins Emptying	16,800	16,800
3,079,025	Total Direct Expenditure	3,113,590	3,261,754	3,401,170	Grounds Miscellaneous	85,000	85,000
					Tree Maintenance	15,500	15,500
(1,267,304)	Income	(1,314,860)	(1,351,974)	(1,497,040)	Tree Survey Works	89,350	89,350
1,811,721	Net Direct Expenditure/(Income)	1,798,730	1,909,780	1,904,130	Utilities	82,680	76,350
					Transport Related		
18,660	Special Works	0	50,000	0	Car Leasing & Allowances	23,990	21,760
306,036	Capital Charges	56,750	56,800	70,630	Fuel & Oil	43,610	55,000
256,075	Support Services	298,620	278,055	293,850	Mowers & Machinery R&M	12,200	28,330
2,392,492	Total Service Cost/(Surplus)	2,154,100	2,294,635	2,268,610	Transport Pool Hire Charge	284,900	258,600
					Supplies and Services		
	Full Time Equivalent Staff	70.79		69.08	Clothing and Uniform	13,640	13,640
					Computer	17,920	16,990
					Equipment & Tools Hire	240	14,350
					Games & Playground Equipment	28,560	22,020
					Marquee Hire	0	10,500
					Payment to Contractors	40,900	203,970
					Plants & Troughs	20,600	16,960
					Surrey Heathlands Grant	18,000	18,000
					Telecomms	24,700	17,170
					Tipping Fees	18,970	21,270
					Income		
					Corporate Hospitality	0	(41,300)
					Countryside Management Funding	0	(87,970)
					Grounds Recharges (External)	(150,990)	(234,770)
					Guildford in Bloom	(53,650)	(54,730)
					Recharged to Other Services	(455,680)	(455,680)
					Rents	(138,380)	(136,520)
					Sports Fee Income	(246,870)	(180,170)

Major Variances 2009/10 v 2010/11

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

Sports fee income has been lowered to reflect the actual level of income generated in the last two financial years, and recognises the potential impact on revenue of the new Surrey University facility.

The estimate has been prepared on the basis that the Council will have a direct involvement in the management and operation of the 'Guildford Cricket Festival'. The estimate assumes a revenue neutral position for the Council, with a prudent estimate of corporate hospitality income reflecting the current economic climate.

The Contractor Payments estimate has risen as a result of the inclusion of the SCC verge maintenance contract and additional works associated with Countryside management. This expenditure is offset by Countryside Management Funding income and Grounds Recharges (External).

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

PLANNING SERVICES

HEAD OF SERVICE - CAROL HUMPHREY

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
4,084,327	4,305,480	Gross Expenditure	4,002,860	4,127,610	4,297,840	4,475,380
(1,449,845)	(1,454,050)	Gross Income	(1,294,760)	(1,288,190)	(1,339,720)	(1,393,310)
2,634,482	2,851,430	Net Expenditure	2,708,100	2,839,420	2,958,120	3,082,070
2,567,919	2,887,160	Employee Related Expenditure	2,683,410	2,782,380	2,912,770	3,049,250
44,566	40,550	Premises Related Expenditure	39,180	39,570	40,370	41,180
86,910	82,410	Transport Related Expenditure	83,810	84,650	86,360	88,090
743,578	763,330	Supplies and Services	713,010	724,190	742,790	761,940
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,442,973	3,773,450	Total Direct Expenditure	3,519,410	3,630,790	3,782,290	3,940,460
(1,449,845)	(1,454,050)	Income	(1,294,760)	(1,288,190)	(1,339,720)	(1,393,310)
1,993,128	2,319,400	Net Direct Expenditure/(Income)	2,224,650	2,342,600	2,442,570	2,547,150
0	0	Special Works	0	0	0	0
106,844	7,930	Capital Charges	4,800	4,800	4,800	4,800
534,510	524,100	Support Services	478,650	492,020	510,750	530,120
2,634,482	2,851,430	Total Service Cost/(Surplus)	2,708,100	2,839,420	2,958,120	3,082,070

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
206,336	183,870	Building Control	163,170	169,180	177,130	185,520
1,375,711	1,617,250	Development Control	1,461,880	1,553,830	1,618,830	1,686,720
0	266,380	Environmental Projects, Graphics and IT Unit	379,470	391,630	408,170	425,410
1,052,435	783,930	Policy	703,580	724,780	753,990	784,420
2,634,482	2,851,430	Total Net Expenditure/(Income)	2,708,100	2,839,420	2,958,120	3,082,070

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Financial Information Building Control

Ledger Code D5700, D5800

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
579,916	Employee Related Expenditure	596,290	589,000	542,970
193	Premises Related Expenditure	0	100	0
25,260	Transport Related Expenditure	25,630	27,458	27,020
150,624	Supplies and Services	132,440	124,970	124,540
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
755,993	Total Direct Expenditure	754,360	741,528	694,530
(630,458)	Income	(651,320)	(556,770)	(606,330)
125,535	Net Direct Expenditure/(Income)	103,040	184,758	88,200
0	Special Works	0	0	0
851	Capital Charges	850	850	0
79,950	Support Services	79,980	80,008	74,970
206,336	Total Service Cost/(Surplus)	183,870	265,616	163,170
	Full Time Equivalent Staff	15.51		13.31

Major Items

Employee Related

Salaries	575,030	522,840
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Transport Related

Car Allowances	24,690	26,420
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Officers Car Leasing	920	580
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Supplies and Services

Computer Services Recharge	34,860	33,040
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Computer Software Licence	8,450	10,650
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Consultants Fees	40,060	40,060
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IT Renewals	2,710	1,510
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Postage and Telephones	15,940	10,440
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Scanning	6,140	6,140
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Income

Building Control Fees	(644,500)	(600,000)
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Support Services

Facilities Management Recharge	15,360	15,750
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Human Resources Recharge	10,290	8,790
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Public Offices Recharge	34,780	32,420
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Major Variances 2009/10 v 2010/11

The reduced employee related expenditure costs of £59,000 reflects the revised salary allocations following the implementation of the new structure for the service.

There is a projected overall reduction in postage and telephone costs of £6,000 for 2010/11 and the reduced number of staff has resulted in the lower level of recharges from support services.

The income from building control fees reflects the economic trend and the slow recovery of activity in this area.

NOTE

Under the Building (Local Authority Charges) Regulations 1998, the authority should ensure over a three year rolling accounting period the trading accounts do not show excessive surpluses from fee earning activities.

Two posts have been identified for deletion from the Service Unit and will be removed as part of on going salary changes.

Financial Information Environmental Projects, Graphics and IT Unit

Ledger Code D5600, D5850

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
0	Employee Related Expenditure	161,230	164,685	288,460	Employee Related		
0	Premises Related Expenditure	39,520	30,997	38,280	Salaries	155,100	285,050
0	Transport Related Expenditure	3,520	3,232	2,100	Transport Related		
0	Supplies and Services	23,260	21,284	26,190	Car Allowances	2,230	2,070
0	Third Party Payments	0	0	0	Officers Car Leasing	1,260	0
0	Transfer Payments	0	0	0	Supplies and Services		
0	Total Direct Expenditure	227,530	220,198	355,030	Computer Services Recharge	11,050	10,470
0	Income	0	(2,169)	0	Consultants Fees	1,560	1,560
0	Net Direct Expenditure/(Income)	227,530	218,029	355,030	IT Renewals	210	340
0	Special Works	0	0	0	Postage and Telephones	3,000	2,280
0	Capital Charges	5,800	5,800	4,800	Scanning	150	150
0	Support Services	33,050	24,568	19,640	Support Services		
0	Total Service Cost/(Surplus)	266,380	248,397	379,470	Engineers Recharge	10,020	0
	Full Time Equivalent Staff	3.96		7.67	Facilities Management Recharge	4,920	4,640
					Human Resources Recharge	3,630	2,530
					Public Offices Recharge	7,220	9,970

Major Variances 2009/10 v 2010/11

The 2009/10 employee related expenditure includes only the Environmental Projects team. The increased employee related expenditure costs in 2010/11 of £127,000 reflects the new structure of the service that now includes the Graphics IT Unit. This equates to Full Time Equivalent Staff of 4.00.

There is an overall reduction in the level of recharges of £13,000 from support services to the service, mainly due to the Engineers Recharge.

NOTE

Two posts have been identified for deletion from the Service Unit and will be removed as part of on going salary changes.

Guildford Borough Council - Budget 2010/2011

Planning Services

Financial Information Development Control

Ledger Code D5100, D5200, D5500, D5900

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
1,359,031	Employee Related Expenditure	1,578,740	1,395,128	1,391,800	Employee Related		
1,021	Premises Related Expenditure	1,030	1,030	900	Salaries	1,526,370	1,355,580
51,979	Transport Related Expenditure	49,120	49,092	44,800	Transport Related		
386,659	Supplies and Services	424,520	430,329	398,200	Officers Car Leasing	15,910	13,210
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Advertising	45,360	35,000
1,798,690	Total Direct Expenditure	2,053,410	1,875,579	1,835,700	Computer Services Recharge	131,990	132,140
					Computer Software Licence	16,880	20,630
(751,750)	Income	(800,130)	(765,756)	(688,430)	Consultants Fees	22,450	22,450
1,046,940	Net Direct Expenditure/(Income)	1,253,280	1,109,823	1,147,270	Gis & Nlpg Recharge	17,190	14,000
					IT Renewals	6,540	4,530
0	Special Works	0	0	0	Legal Expenses	6,230	6,230
1,276	Capital Charges	1,280	1,280	0	Planning Appeals Expenses	83,290	83,290
327,495	Support Services	362,690	362,959	314,610	Postage	16,950	11,390
1,375,711	Total Service Cost/(Surplus)	1,617,250	1,474,062	1,461,880	Scanning	15,110	15,000
					Telecomms	21,360	15,090
					Income		
	Full Time Equivalent Staff	40.37		38.69	Government Grants	(55,030)	(44,090)
					Planning fees	(700,000)	(600,000)
					Section 106 income	(28,000)	(36,920)

Major Variances 2009/10 v 2010/11

The reduced employee related expenditure costs of £187,000 reflect the implementation of the Development Control restructuring proposals that included the deletion of a number of posts. There has been a consequential reallocation of staff time to the revised coding structure.

Advertising costs have been reduced by £10,000 and postage costs reduced by £5,000 in 2010/11.

There is an overall reduction in the level of recharges from other support services to this service.

Planning Delivery Grant is included under Government Grants and is used to fund identified costs of the service. The planning fees income estimate reflects the economic trend and the slow recovery for this area of activity. The increased 2010/11 estimate for Section 106 income has been based on actual activity in 2008/09.

NOTE

Two posts have been identified for deletion from the Service Unit and will be removed as part of on going salary changes.

Support Services		
Facilities Management Recharge	47,120	42,490
Human Resources Recharge	31,130	26,350
Legal Services Recharge	155,200	135,510
Public Offices Recharge	92,570	76,990

Guildford Borough Council - Budget 2010/2011

Planning Services

Financial Information Policy

Ledger Code D5300, D5400, D5410

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
628,972	Employee Related Expenditure	550,900	477,468	460,180
43,352	Premises Related Expenditure	0	0	0
9,671	Transport Related Expenditure	4,140	4,949	9,890
206,295	Supplies and Services	183,110	191,502	164,080
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
888,290	Total Direct Expenditure	738,150	673,919	634,150
(67,637)	Income	(2,600)	(17,605)	0
820,653	Net Direct Expenditure/(Income)	735,550	656,314	634,150
0	Special Works	0	0	0
104,717	Capital Charges	0	0	0
127,065	Support Services	48,380	51,270	69,430
1,052,435	Total Service Cost/(Surplus)	783,930	707,584	703,580
	Full Time Equivalent Staff	12.91		11.59

Major Items

Employee Related

Salaries	533,500	449,170
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Transport Related

Car Allowances	1,200	1,350
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Officers Car Leasing	2,890	8,290
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Supplies and Services

Computer Services Recharge	22,940	21,810
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Consultants Fees	80,110	80,110
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Inspection Fees	20,000	20,000
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IT Renewals	430	1,270
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Legal Expenses	550	550
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Plan Printing	15,000	15,000
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Printing Services Recharge	23,140	7,900
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Support Services

Facilities Management Recharge	10,280	13,160
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Human Resources Recharge	7,520	7,400
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Legal Services Recharge	6,820	4,430
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Public Offices Recharge	15,230	21,140
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Major Variances 2009/10 v 2010/11

The reduction in the employee related expenditure costs of £91,000 reflect the new structure of the service and the allocation of staff time to the revised coding structure.

The Printing Services Recharge has been reduced by £15,000 reflecting the anticipated spend.

There has been an overall increase in the amount of Officer Car Leasing and Support Service recharge to this area and a corresponding reduction in charges in the other areas of the service.

NOTE

Two posts have been identified for deletion from the Service Unit and will be removed as part of on going salary changes.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

REVENUES AND PAYMENTS

HEAD OF SERVICE - STEVE WHITE

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Service Unit Subjective Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
36,218,591	36,980,400	Gross Expenditure	40,692,270	41,159,360	42,044,660	42,950,430
(34,430,659)	(35,295,290)	Gross Income	(39,541,970)	(40,003,150)	(40,870,930)	(41,758,750)
1,787,932	1,685,110	Net Expenditure	1,150,300	1,156,210	1,173,730	1,191,680
1,770,832	1,826,550	Employee Related Expenditure	1,796,590	1,863,020	1,950,540	2,042,170
8,131	2,040	Premises Related Expenditure	1,740	1,750	1,790	1,830
26,848	25,030	Transport Related Expenditure	23,650	23,880	24,340	24,810
3,049,838	2,838,330	Supplies and Services	3,142,730	3,177,420	3,244,140	3,312,350
0	0	Third Party Payments	0	0	0	0
30,867,082	31,756,710	Transfer Payments	35,257,000	35,609,570	36,321,760	37,048,200
35,722,731	36,448,660	Total Direct Expenditure	40,221,710	40,675,640	41,542,570	42,429,360
(34,430,659)	(35,295,290)	Income	(39,541,970)	(40,003,150)	(40,870,930)	(41,758,750)
1,292,072	1,153,370	Net Direct Expenditure/(Income)	679,740	672,490	671,640	670,610
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
495,860	531,740	Support Services	470,560	483,720	502,090	521,070
1,787,932	1,685,110	Total Service Cost/(Surplus)	1,150,300	1,156,210	1,173,730	1,191,680

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
1,221,948	1,065,330	Concessionary Bus Fares	841,730	833,270	832,540	831,090
17,629	114,820	Housing Benefits	(102,090)	(85,190)	(68,380)	(50,310)
725	5,760	Housing Purchase Advances	0	0	0	0
86,120	13,980	Insurance Revenue Account	(42,010)	(59,250)	(77,760)	(97,330)
516,514	558,670	Local Taxation	475,560	488,270	506,340	525,200
(55,004)	(73,450)	Paymaster	(22,890)	(20,890)	(19,010)	(16,970)
1,787,932	1,685,110	Total Net Expenditure/(Income)	1,150,300	1,156,210	1,173,730	1,191,680

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

Revenues and Payments

Financial Information Concessionary Bus Fares

Ledger Code C8122

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
22,368	Employee Related Expenditure	20,930	23,429	17,490
0	Premises Related Expenditure	0	0	0
3	Transport Related Expenditure	0	0	0
1,549,346	Supplies and Services	1,401,600	1,667,231	1,691,330
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,571,717	Total Direct Expenditure	1,422,530	1,690,660	1,708,820
(351,819)	Income	(360,000)	(360,210)	(870,120)
1,219,898	Net Direct Expenditure/(Income)	1,062,530	1,330,450	838,700
0	Special Works	0	0	0
0	Capital Charges	0	0	0
2,050	Support Services	2,800	2,810	3,030
1,221,948	Total Service Cost/(Surplus)	1,065,330	1,333,260	841,730
	Full Time Equivalent Staff	0.62		0.48

Major Items

Employee Related

Salaries	20,490	17,080
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Supplies and Services

Bus Permit Cards	15,000	15,000
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Concessionary Bus Fares	1,379,380	1,656,200
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Consultants Fees	6,000	6,000
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Income

Government Grant	(360,000)	(870,000)
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Major Variances 2009/10 v 2010/11

The national Concessionary Fares scheme was introduced in April 2008. Guildford in particular faced a considerable increase in expenditure because the distribution of the direct grant by the Government didn't match the incidence of increased cost.

The situation has now been recognised by Government and as a result it is consulting on a change in grant allocation for 2010/11. It has been assumed that the figures in the consultation paper will be agreed, and Guildford will receive an additional £500,000 in grant towards the 2010/11 cost of concessionary fares.

Guildford Borough Council - Budget 2010/2011

Revenues and Payments

Financial Information Housing Benefits

Ledger Code C4511, C4513, C4514, C4515, C4516, C4541, C4551, C4561

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
733,536	Employee Related Expenditure	760,790	776,468	766,260
467	Premises Related Expenditure	470	470	420
13,715	Transport Related Expenditure	14,010	13,450	13,000
255,496	Supplies and Services	190,350	193,920	213,780
0	Third Party Payments	0	0	0
30,867,082	Transfer Payments	31,756,710	31,756,710	35,257,000
31,870,296	Total Direct Expenditure	32,722,330	32,741,018	36,250,460
 (31,974,677)	Income	 (32,758,500)	 (32,758,737)	 (36,496,760)
(104,381)	Net Direct Expenditure/(Income)	(36,170)	(17,719)	(246,300)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
122,010	Support Services	150,990	151,068	144,210
17,629	Total Service Cost/(Surplus)	114,820	133,349	(102,090)
	Full Time Equivalent Staff	20.17		19.45

Major Variances 2009/10 v 2010/11

The estimate reflects an increase in Housing Benefit Admin Grant. The grant includes temporary support to reflect the administrative burden placed on authorities from the increased caseload during the current economic downturn.

The full Housing Benefit Admin Grant will be received during 2010/11. In accordance with accounting guidelines the full grant has been included in the 2010/11 estimate. However a resourcing plan has been agreed that will provide financial support over two financial years, therefore at year-end the balance of funding will be transferred below the line to reserve to support the resourcing plan in 2011/12.

Major Items	2009/10 Estimate £	2010/11 Estimate £
Employee Related		
Salaries	745,060	750,320
Transport Related		
Car Leasing & Allowances	13,760	12,750
Supplies and Services		
Audit Fee	33,010	36,910
Computer Services Recharge	36,170	34,280
Computer Software Licence	32,700	35,780
IT Renewals	3,680	2,200
Postage	19,650	21,920
Printing & Stationery	29,610	35,300
Transfer Payments		
Council Tax Benefit	5,751,190	6,062,000
Non HRA Rent Rebates	47,930	50,000
Rent Allowances	13,484,370	16,500,000
Rent Rebates	12,473,220	12,645,000
Income		
Council Tax Benefit Grant	(5,807,100)	(6,107,000)
Housing Benefit Admin Grant	(778,980)	(987,720)
Overpayment Recovery	(35,000)	(35,000)
Rent Allowances Grant	13,513,150	16,535,000
Rent Rebate Grant	12,312,610	12,482,000
Subsidy Limitation Transfer	(311,660)	(313,000)
Support Services		
Accountancy Services Recharge	13,400	13,320
Debtors Section Recharge	22,640	22,430
Facilities Management Recharge	19,990	22,210
HR Services Recharge	13,930	11,910
Legal Services Recharge	26,160	22,210
Public Offices Recharge	38,680	37,680

Guildford Borough Council - Budget 2010/2011

Revenues and Payments

Financial Information Housing Purchase Advances

Ledger Code C3511

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
					Major Items		
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Computer Software; Gemini	5,850	0
0	Transport Related Expenditure	0	0	0			
62	Supplies and Services	5,910	5,855	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
62	Total Direct Expenditure	5,910	5,855	0			
(137)	Income	(150)	(30)	0			
(75)	Net Direct Expenditure/(Income)	5,760	5,825	0			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
800	Support Services	0	0	0			
725	Total Service Cost/(Surplus)	5,760	5,825	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2009/10 v 2010/11

The one remaining mortgage managed by the Council will be redeemed during 2009/10.

Guildford Borough Council - Budget 2010/2011

Revenues and Payments

Financial Information Insurance Revenue Account

Ledger Code F8531

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
0	Employee Related Expenditure	0	0	0
6,100	Premises Related Expenditure	0	0	0
0	Transport Related Expenditure	0	0	0
782,972	Supplies and Services	734,700	762,680	793,510
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
789,072	Total Direct Expenditure	734,700	762,680	793,510
(793,512)	Income	(800,940)	(798,921)	(892,660)
(4,440)	Net Direct Expenditure/(Income)	(66,240)	(36,241)	(99,150)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
90,560	Support Services	80,220	83,177	57,140
86,120	Total Service Cost/(Surplus)	13,980	46,936	(42,010)
	Full Time Equivalent Staff	0.00		0.00

Major Items

Supplies and Services

Consultants Fees	6,500	7,000
Insurance Claims Paid	64,950	95,000
Insurance Premiums Paid	642,600	681,310
Risk Management Initiatives	20,000	10,000

Income

Insurance Reimbursed	(26,930)	(27,000)
Recharged to Other Services	(773,810)	(865,660)

Support Services

Paymaster Recharge	78,570	55,500
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Major Variances 2009/10 v 2010/11

The increases in both claims and premiums paid estimates reflect general insurance market conditions.

A reduction in the Risk Management Initiatives budget, reflecting the number of projects being progressed and the value of bids received.

Guildford Borough Council - Budget 2010/2011

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 Mark Jasper - Senior Accountant (Tel: 444846)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
561,454	Employee Related Expenditure	558,480	559,457	556,670	Employee Related		
1,564	Premises Related Expenditure	1,570	1,570	1,320	Insurance - Emps Liab, All Risk	4,800	4,370
8,821	Transport Related Expenditure	9,490	9,456	7,560	Salaries	543,240	543,650
340,229	Supplies and Services	373,290	423,054	326,780	Training	4,620	2,520
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Bailiff Services	9,000	0
912,068	Total Direct Expenditure	942,830	993,537	892,330	Business Rates Revaluation	10,000	0
(578,174)	Income	(584,050)	(680,002)	(595,000)	Computer Programming	2,000	2,000
333,894	Net Direct Expenditure/(Income)	358,780	313,535	297,330	Computer Services Recharge	51,440	48,740
0	Special Works	0	0	0	Computer Software Licence	38,170	40,110
0	Capital Charges	0	0	0	Debt Collection Services	30,800	22,770
182,620	Support Services	199,890	199,976	178,230	Discretionary NNDR Relief	101,760	101,760
516,514	Total Service Cost/(Surplus)	558,670	513,511	475,560	Giro Fees	4,480	70
					IT Renewals	5,560	1,920
					Postage	30,450	27,670
					Printing Paying in Books	30,730	20,430
					Printing Services Recharge	30,900	40,650
					Supplementary Business Rates	10,000	0
					Telecomms	11,830	6,350
					Tracing Services	4,150	5,350
					Income		
					Expenses Recovered	(328,000)	(330,000)
					UBR Admin Grant	(256,000)	(265,000)
					Support Services		
					Audit Services Recharge	5,540	3,720
					Facilities Management Recharge	17,800	20,330
					HR Services Recharge	11,760	10,050
					Paymaster Recharge	124,470	4,510
					Public Offices Recharge	33,060	31,650
	Full Time Equivalent Staff	16.03		16.23			

Major Variances 2009/10 v 2010/11

Following a procurement process the Council has changed its debt collection arrangements. The new agreement means that costs relating to Baliff Services are managed within an overall contract and will no longer be shown under separate heading.

The estimate for Business Rates Revaluation has been removed as this represented a one-off cost in 2009-10.

The estimate for Supplementary Business Rates has been removed (representing the administrative cost of managing any County agreed scheme)

Guildford Borough Council - Budget 2010/2011

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 Mark Jasper - Senior Accountant (Tel: 444846)

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
453,474	Employee Related Expenditure	486,350	534,472	456,170	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	4,440	4,090
4,309	Transport Related Expenditure	1,530	628	3,090	Salaries	475,690	445,450
121,733	Supplies and Services	132,480	126,853	117,330	Transport Related		
0	Third Party Payments	0	0	0	Officers Car Leasing	280	2,880
0	Transfer Payments	0	0	0	Supplies and Services		
579,516	Total Direct Expenditure	620,360	661,953	576,590	Cash Machines Software Mtce	8,190	7,350
					Computer Services Recharge	42,210	40,000
(732,340)	Income	(791,650)	(792,030)	(687,430)	Computer Software Licence	21,730	20,720
(152,824)	Net Direct Expenditure/(Income)	(171,290)	(130,077)	(110,840)	IT Renewals	16,600	13,770
					Postages	4,330	4,720
0	Special Works	0	0	0	Printing & Stationery	3,310	2,470
0	Capital Charges	0	0	0	Printing Services Recharge	7,150	8,810
97,820	Support Services	97,840	97,904	87,950	Scanning	9,800	7,070
(55,004)	Total Service Cost/(Surplus)	(73,450)	(32,173)	(22,890)	Security Services	5,160	0
					Telecomms	9,590	6,270
					Income		
	Full Time Equivalent Staff	14.28		13.32	Support Service Recharge	(791,650)	(687,430)
					Support Services		
					Accountancy Services Recharge	2,520	2,570
					Audit Services Recharge	14,580	9,790
					Facilities Management Recharge	19,550	23,300
					HR Services Recharge	11,620	9,270
					Public Offices Recharge	44,770	34,720

Major Variances 2009/10 v 2010/11

One post has been removed from the estimates following the closure of the cash office, along with the estimate for security services.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

***HOUSING PORTFOLIO (HOUSING REVENUE
ACCOUNT)***

HEAD OF SERVICE - PHIL O'DWYER

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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Guildford Borough Council - Budget 2010/2011

Housing Portfolio (Housing Revenue Account)

HRA Subjective Summary

	2008/09	2009/10		2010/11	2011/12	2012/13	2013/14
	Actual	Estimate		Estimate	Estimate	Estimate	Estimate
	£	£		£	£	£	£
	46,170,391	38,965,820	Gross Expenditure	38,606,980	38,954,630	39,562,710	40,187,520
	(30,039,916)	(31,917,160)	Gross Income	(31,699,700)	(32,156,070)	(32,940,440)	(33,746,340)
	16,130,475	7,048,660	Net Cost of services	6,907,280	6,798,560	6,622,270	6,441,180
	2,855,853	3,277,490	Employee Related Expenditure	3,206,110	3,317,590	3,466,320	3,621,850
	4,624,548	5,030,440	Premises Related Expenditure	5,107,400	5,158,360	5,261,540	5,366,800
	105,066	107,560	Transport Related Expenditure	109,660	110,730	112,930	115,170
	901,580	935,690	Supplies and Services	942,010	955,110	977,700	1,000,980
	14,581,056	14,944,290	Transfer Payments	14,845,020	14,993,470	15,293,340	15,599,210
	(2,674)	(2,200)	Transfer to Capital	0	0	0	0
	(269,147)	(312,350)	Transfer to General Fund	(299,700)	(308,690)	(321,040)	(333,880)
	22,796,282	23,980,920	Total Direct Expenditure	23,910,500	24,226,570	24,790,790	25,370,130
	904,964	1,174,230	Support Services	1,125,050	1,156,630	1,200,490	1,245,960
	22,469,145	13,810,670	Capital Financing costs	13,571,430	13,571,430	13,571,430	13,571,430
	46,170,391	38,965,820	Total Expenditure	38,606,980	38,954,630	39,562,710	40,187,520
	(30,039,916)	(31,917,160)	Income	(31,699,700)	(32,156,070)	(32,940,440)	(33,746,340)
	0	0	Service Changes	0	0	0	0
	16,130,475	7,048,660	Net cost of Services(Income & Expenditure a/c)	6,907,280	6,798,560	6,622,270	6,441,180
	207,331	260,850	HRA share of CDC	254,930	265,130	275,730	286,760
	16,337,806	7,309,510	Net Cost of HRA services	7,162,210	7,063,690	6,898,000	6,727,940
	(504,509)	(74,990)	Investment Income	(107,470)	(107,470)	(107,470)	(107,470)
	149,373	21,150	Interest Payable	29,950	29,950	29,950	29,950
	15,982,670	7,255,670	Deficit for Year on HRA Services	7,084,690	6,986,170	6,820,480	6,650,420
	35,116	35,120	Amortised Premiums & Discounts	35,120	35,120	0	0
	0	75,000	RCCO	75,000	75,000	75,000	75,000
	2,357,437	2,473,990	Contrib to/(Use of) RFFC	2,348,520	2,447,040	2,647,850	2,817,910
	10,800	0	Government Grants Deferred re Depreciation	0	0	0	0
	283,820	0	Tfr (fr) to Pensions Reserve	0	0	0	0
	(8,928,271)	0	Tfr (from)/to CFR re Impairment charge	0	0	0	0
	(6,000)	0	Tfr (from)/to Other Reserves	0	0	0	0
	(9,735,572)	(9,839,780)	Transfer (from)/to MRR	(9,543,330)	(9,543,330)	(9,543,330)	(9,543,330)
	0	0	HRA Balance	0	0	0	0
	(1,900,000)	(1,900,000)	Balance Brought Forward	(1,900,000)	(1,900,000)	(1,900,000)	(1,900,000)
	(1,900,000)	(1,900,000)	Balance Carried Forward	(1,900,000)	(1,900,000)	(1,900,000)	(1,900,000)

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
269,445	308,180	Advice, Registers and Tenant Selection	295,270	305,960	320,070	334,860
160,636	170,280	Elderly Persons Dwellings	151,250	152,860	156,010	159,230
457,264	507,030	Environmental Works to Estates	517,910	523,790	534,960	546,400
417,963	444,720	Flats Communal Services	401,580	409,800	422,510	435,610
82,015	87,630	Garage Management	79,670	81,550	84,290	87,160
13,809	10,720	Homelessness Hostels Management	14,050	14,490	15,090	15,720
567,207	580,450	Income Collection	557,310	574,810	598,620	623,440
36,882,420	29,010,510	Other Items of Expenditure	28,739,780	28,891,730	29,198,410	29,511,240
4,140,093	4,548,420	Responsive and Planned Maintenance	4,760,040	4,826,490	4,942,440	5,061,590
183,559	170,540	Sale of Council House and Equity Share Property	115,240	118,450	122,940	127,600
1,213,652	1,207,600	Sheltered Housing	1,054,070	1,080,040	1,117,510	1,156,490
288,267	305,680	Strategic Support	299,380	307,520	318,870	330,700
381,016	458,030	Supported Housing Management	470,220	485,070	505,300	526,410
153,443	140,220	Tenant Participation	139,010	142,780	148,110	153,640
777,229	812,570	Tenants' Services	813,040	834,330	864,620	896,130
182,383	203,240	Void Property Management and Lettings	199,160	204,960	212,960	221,300
46,170,391	38,965,820	Total Gross Expenditure	38,606,980	38,954,630	39,562,710	40,187,520

Service Unit Summary

2008/09 Actual £	2009/10 Estimate £		2010/11 Estimate £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
46,170,391	38,965,820	Total Gross Expenditure C/F from previous page	38,606,980	38,954,630	39,562,710	40,187,520
(30,039,916)	(31,917,160)	Income	(31,699,700)	(32,156,070)	(32,940,440)	(33,746,340)
16,130,475	7,048,660	Net Cost of services (per income & expenditure a/c)	6,907,280	6,798,560	6,622,270	6,441,180
207,331	260,850	HRA share of Corporate & Democratic Core	254,930	265,130	275,730	286,760
16,337,806	7,309,510	Net Cost of HRA services	7,162,210	7,063,690	6,898,000	6,727,940
(504,509)	(74,990)	Investment Income	(107,470)	(107,470)	(107,470)	(107,470)
149,373	21,150	Interest Payable	29,950	29,950	29,950	29,950
15,982,669	7,255,670	Deficit for Year on HRA Services	7,084,690	6,986,170	6,820,480	6,650,420
35,116	35,120	Amortised Premiums & Discounts	35,120	35,120	0	0
0	75,000	RCCO	75,000	75,000	75,000	75,000
2,357,437	2,473,990	Contrib. to/ (Use of) Reserve for Future Capital Programme	2,348,520	2,447,040	2,647,850	2,817,910
10,800	0	Government Grants deferred re depreciation	0	0	0	0
283,820	0	Transfer (from) to Pensions Reserve	0	0	0	0
(8,928,271)	0	Transfer (from) to CFR re Impairment charge	0	0	0	0
(6,000)	0	Transfer (from) to Other Reserves	0	0	0	0
(9,735,572)	(9,839,780)	Transfer (from) to Major Repairs Reserve	(9,543,330)	(9,543,330)	(9,543,330)	(9,543,330)
0	0	HRA Balance	0	0	0	0
(1,900,000)	(1,900,000)	Balance Brought Forward	(1,900,000)	(1,900,000)	(1,900,000)	(1,900,000)
(1,900,000)	(1,900,000)	Balance Carried Forward	(1,900,000)	(1,900,000)	(1,900,000)	(1,900,000)

Guildford Borough Council - Budget 2010/2011

Advice, Registers and Tenant Selection

Financial Information Advice, Registers and Tenant Selection

Ledger Code SHSTS

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
411,024	Employee Related Expenditure	486,400	448,767	447,920
0	Premises Related Expenditure	0	0	0
6,587	Transport Related Expenditure	5,640	7,156	7,340
74,161	Supplies and Services	75,030	57,899	79,950
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
491,772	Total Direct Expenditure	567,070	513,822	535,210
(272,947)	Income	(312,350)	(309,850)	(299,700)
218,825	Net Direct Expenditure/(Income)	254,720	203,972	235,510
0	Special Works	0	0	0
0	Capital Charges	0	0	0
46,820	Support Services	53,460	50,960	59,760
265,645	Total Service Cost/(Surplus)	308,180	254,932	295,270
	Full Time Equivalent Staff	13.18		12.45

Major Items

Employee Related

Insurance - Emps Liab, All Risk	3,550	3,580
Salaries	456,530	438,460
Training	20,830	0

Transport Related

Car Leasing & Allowances	5,030	6,340
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Supplies and Services

Computer Services Recharge	13,940	13,210
Computer Software Licence	6,140	6,490
Consultants Fees	2,000	2,000
IT Renewals	5,430	4,870
Medical Referees Fees	6,700	6,900
Printing Services Recharge	21,570	28,180
Telecomms	6,130	5,660

Income

Area Health Authority Contribution	(2,500)	0
Recharged to Other Services	(309,850)	(299,700)

Support Services

Facilities Management Recharge	10,870	13,280
Health & Safety Recharge	2,060	2,210
HR Services Recharge	9,170	8,360
Legal Services Recharge	3,160	3,880
Paymaster Recharge	2,490	2,480
Performance Mngt. Recharge	0	2,040
Public Offices Recharge	23,990	25,960

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Elderly Persons Dwellings

Financial Information Elderly Persons Dwellings

Ledger Code BHSEPD

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
81,283	Premises Related Expenditure	87,810	86,994	69,370	Gas	66,000	48,200
0	Transport Related Expenditure	0	0	0	Snow/Ice Clearance	18,620	17,870
73,782	Supplies and Services	77,050	77,050	76,200	Supplies and Services		
0	Third Party Payments	0	0	0	Emergency Communication System	77,050	76,200
0	Transfer Payments	0	0	0	Support Services		
155,065	Total Direct Expenditure	164,860	164,044	145,570	Energy Management Recharge	5,160	4,670
0	Income	0	0	0			
155,065	Net Direct Expenditure/(Income)	164,860	164,044	145,570			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
5,570	Support Services	5,420	5,420	5,680			
160,635	Total Service Cost/(Surplus)	170,280	169,464	151,250			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Environmental Works to Estates

Financial Information Environmental Works to Estates

Ledger Code BHSENV

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
0	Employee Related Expenditure	18,100	18,327	18,650	Employee Related		
377,482	Premises Related Expenditure	399,670	385,529	401,020	Salaries	17,880	18,410
0	Transport Related Expenditure	520	186	2,700	Premises Related		
77,622	Supplies and Services	85,370	83,650	84,410	Grounds Maintenance	196,640	196,640
0	Third Party Payments	0	0	0	Offsite Sewer Works	8,260	9,650
0	Transfer Payments	0	0	0	Roads & Footpath Maintenance	2,000	2,000
455,104	Total Direct Expenditure	503,660	487,692	506,780	Tree Maintenance	47,400	47,400
					Works to Gardens	140,400	140,290
(259)	Income	0	0	0	Transport Related		
454,845	Net Direct Expenditure/(Income)	503,660	487,692	506,780	Officers Car Leasing	0	2,020
					Supplies and Services		
0	Special Works	0	0	0	Games & Playground Equipment	30,420	30,420
0	Capital Charges	0	0	0	Street Cleansing Contractor	53,230	53,230
2,160	Support Services	3,370	3,370	11,130	Support Services		
457,005	Total Service Cost/(Surplus)	507,030	491,062	517,910	Legal Services Recharge	0	8,040
					Paymaster Recharge	1,920	1,480
	Full Time Equivalent Staff	0.50		0.50			

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Flats Communal Services

Financial Information Flats Communal Services

Ledger Code BHSFCS

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
86,899	Employee Related Expenditure	99,890	69,693	85,240
149,554	Premises Related Expenditure	165,780	179,050	168,340
2,188	Transport Related Expenditure	2,420	1,777	2,100
31,172	Supplies and Services	32,690	24,939	31,050
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
269,813	Total Direct Expenditure	300,780	275,459	286,730
(88,542)	Income	0	0	0
181,271	Net Direct Expenditure/(Income)	300,780	275,459	286,730
0	Special Works	0	0	0
0	Capital Charges	0	0	0
148,151	Support Services	143,940	145,233	114,850
329,422	Total Service Cost/(Surplus)	444,720	420,692	401,580
	Full Time Equivalent Staff	3.59		3.18

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Major Items

Employee Related

Salaries	97,320	82,780
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Premises Related

Contract Cleaning	57,200	57,200
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Electricity	50,510	60,020
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Gas	24,450	17,650
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Grounds Maintenance	3,660	3,660
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Insurance	12,480	12,530
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R&M- General	4,500	4,500
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Water	5,040	5,020
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Window Cleaning	6,550	6,790
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Transport Related

Car Leasing & Allowances	2,420	2,100
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Supplies and Services

IT Renewals	170	80
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Management Fee	3,610	3,610
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Publicity	0	0
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Security Services	10,340	9,470
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Sinking Fund Contributions	13,200	13,200
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Telecomms	3,680	3,240
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Support Services

Accountancy Services Recharge	60,990	46,540
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Debtors Section Recharge	50,100	36,520
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Energy Management Recharge	13,670	15,300
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Human Resources Recharge	4,340	3,790
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Paymaster Recharge	11,450	9,460
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Guildford Borough Council - Budget 2010/2011

Garage Management

Financial Information Garage Management

Ledger Code BHSGM

Responsible Officer Philip O'Dwyer - Head of Neighbourhood & Housing Management Services (Tel: 444318); Head of Housing Advice Services (Tel: 444238)

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
38,325	Employee Related Expenditure	41,900	43,176	34,880
20,893	Premises Related Expenditure	21,620	21,757	21,530
416	Transport Related Expenditure	440	469	70
16,701	Supplies and Services	16,660	17,626	16,450
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
76,335	Total Direct Expenditure	80,620	83,028	72,930
0	Income	0	0	0
76,335	Net Direct Expenditure/(Income)	80,620	83,028	72,930
0	Special Works	0	0	0
0	Capital Charges	0	0	0
5,680	Support Services	7,010	7,020	6,740
82,015	Total Service Cost/(Surplus)	87,630	90,048	79,670
	Full Time Equivalent Staff	1.35		1.14

Major Items

Employee Related

Salaries	41,090	34,200
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Premises Related

Grounds Maintenance	20,620	20,620
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Supplies and Services

Computer Services Recharge	2,760	2,620
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Street Cleansing Contractor	11,450	11,450
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Support Services

Audit Services Recharge	1,020	690
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Facilities Management Recharge	1,350	1,430
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HR Services Recharge	1,120	840
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Public Offices Recharge	2,410	2,080
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Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Homelessness Hostels Management

Financial Information Homelessness Hostels Management

Ledger Code SHSHH

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
5,457	Employee Related Expenditure	6,180	6,142	8,100
1,210	Premises Related Expenditure	470	447	0
401	Transport Related Expenditure	420	377	460
3,261	Supplies and Services	0	1,059	1,020
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
10,329	Total Direct Expenditure	7,070	8,025	9,580
(46,473)	Income	0	0	0
(36,144)	Net Direct Expenditure/(Income)	7,070	8,025	9,580
0	Special Works	0	0	0
0	Capital Charges	0	0	0
3,480	Support Services	3,650	3,650	4,470
(32,664)	Total Service Cost/(Surplus)	10,720	11,675	14,050
	Full Time Equivalent Staff	0.18		0.24

Major Items

Employee Related

Salaries	5,970	7,980
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Premises Related

Insurance	470	0
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Transport Related

Car Allowances	420	460
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Supplies and Services

Computer Services Recharge	0	0
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IT Renewals	0	20
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Support Services

Accountancy Services Recharge	780	770
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Facilities Management Recharge	400	460
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Legal Services Recharge	1,740	180
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Paymaster Recharge	0	1,140
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Public Offices Recharge	460	550
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Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Income Collection

Financial Information Income Collection

Ledger Code BHSINC

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
346,135	Employee Related Expenditure	370,010	349,973	354,570
0	Premises Related Expenditure	0	85	0
10,263	Transport Related Expenditure	8,530	10,614	10,320
100,729	Supplies and Services	89,390	89,001	87,950
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
457,127	Total Direct Expenditure	467,930	449,673	452,840
0	Income	0	0	0
457,127	Net Direct Expenditure/(Income)	467,930	449,673	452,840
0	Special Works	0	0	0
0	Capital Charges	0	0	0
110,080	Support Services	112,520	112,520	104,470
567,207	Total Service Cost/(Surplus)	580,450	562,193	557,310
	Full Time Equivalent Staff	9.92		9.73

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Major Items

Employee Related

Salaries	359,630	348,690
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Transport Related

Car Leasing & Allowances	8,530	10,320
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Supplies and Services

Agency Services	0	1,600
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Computer Services Recharge	25,120	23,810
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Computer Software Licence	4,540	4,540
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Giro Fees	16,570	16,570
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IT Renewals	330	780
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Legal Expenses	8,660	8,660
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Postage	9,230	8,770
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Printing & Stationery	10,570	11,740
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Telecomms	5,900	4,330
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Support Services

Audit Services Recharge	2,710	1,820
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Facilities Management Recharge	9,270	9,220
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HR Services Recharge	6,440	6,020
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Legal Services Recharge	45,780	42,030
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Paymaster Recharge	29,650	3,640
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Public Offices Recharge	15,270	16,210
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Guildford Borough Council - Budget 2010/2011

Other Items of Expenditure

Financial Information Other Items of Expenditure

Ledger Code BSOIE

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
1	Employee Related Expenditure	177,160	267,096	220,290	Employee Related		
0	Premises Related Expenditure	0	0	23,080	Backfunding of Superannuation	177,120	185,370
0	Transport Related Expenditure	0	0	0	Pension Payments for Added Years	59,210	58,470
30,000	Supplies and Services	65,000	65,000	65,000	Vacancies Credit	(69,470)	(69,470)
0	Third Party Payments	0	0	0	Supplies and Services		
14,362,916	Transfer Payments	14,944,290	15,266,178	14,845,020	Contr to Bad Debts Provision	65,000	65,000
14,392,917	Total Direct Expenditure	15,186,450	15,598,274	15,153,390	Transfer Payments		
					Negative Subsidy Pymt to DCLG	14,656,140	14,510,060
0	Income	0	0	0	Rent Rebates	288,150	334,960
14,392,917	Net Direct Expenditure/(Income)	15,186,450	15,598,274	15,153,390	Capital Charges		
					Debt Management expenses	57,600	54,660
0	Special Works	0	0	0	Depreciation	13,753,070	13,516,770
22,469,145	Capital Charges	13,810,670	13,821,337	13,571,430	Support Services		
20,360	Support Services	13,390	13,400	14,960	Asset Register Recharge	13,390	10,270
36,882,422	Total Service Cost/(Surplus)	29,010,510	29,433,011	28,739,780			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2009/10 v 2010/11

Decrease of £146,000 in the negative subsidy payment to 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 shows an increase of £47,000.

The charge for depreciation has decreased by £236,000 based on the latest desktop asset valautions. This is offset by an adjustment "below the line" in the HRA accounts.

Guildford Borough Council - Budget 2010/2011

Responsive and Planned Maintenance

Financial Information Responsive and Planned Maintenance

Ledger Code BHSRPM

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
381,507	Employee Related Expenditure	433,530	396,476	436,550	Employee Related		
3,345,534	Premises Related Expenditure	3,661,670	3,724,732	3,843,000	Salaries	425,320	427,900
20,031	Transport Related Expenditure	20,290	21,989	21,940	Premises Related		
71,981	Supplies and Services	67,010	65,144	80,640	Revenue Repairs	3,660,000	3,843,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing & Allowances	20,210	21,860
3,819,053	Total Direct Expenditure	4,182,500	4,208,341	4,382,130	Supplies and Services		
(14,607)	Income	0	0	0	CECS Monitoring	3,120	3,180
3,804,446	Net Direct Expenditure/(Income)	4,182,500	4,208,341	4,382,130	Computer Services Recharge	23,680	22,440
0	Special Works	0	0	0	Computer Software Licence	5,600	5,600
0	Capital Charges	0	0	0	Consultants (Projects)	6,070	6,070
321,052	Support Services	365,920	376,050	377,910	Energy Performance Certificates	0	15,000
4,125,498	Total Service Cost/(Surplus)	4,548,420	4,584,391	4,760,040	IT Renewals	1,290	850
					Postage	3,810	4,680
					Storage, Archiving Recharge	5,860	7,140
					Telecomms	8,850	5,070
					Tenants Removal Expenses	4,590	4,590
					Support Services		
					Accountancy Services Recharge	20,190	20,070
					Audit Services Recharge	2,920	1,960
					Debtors Section Recharge	31,970	31,540
					Engineers Recharge	21,150	16,590
					Facilities Management Recharge	7,780	7,950
					Housing Surveying Services	242,240	260,630
					HR Services Recharge	7,210	6,670
					Paymaster Recharge	13,290	13,080
					Public Offices Recharge	12,170	13,100
	Full Time Equivalent Staff	11.25		11.31			

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

of Council House and Equity Share Property Admin

Financial Information Sale of Council House and Equity Share Property Admin

Ledger Code BHSESA

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
33,766	Employee Related Expenditure	24,110	19,520	17,390
0	Premises Related Expenditure	0	0	0
648	Transport Related Expenditure	610	420	450
8,438	Supplies and Services	9,650	14,777	9,780
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
42,852	Total Direct Expenditure	34,370	34,717	27,620
(10,193)	Income	(12,800)	0	0
32,659	Net Direct Expenditure/(Income)	21,570	34,717	27,620
0	Special Works	0	0	0
0	Capital Charges	0	0	0
143,384	Support Services	138,370	132,330	87,620
176,043	Total Service Cost/(Surplus)	159,940	167,047	115,240
	Full Time Equivalent Staff	0.68		0.54

Major Items

Employee Related

Salaries	23,340	16,930
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Transport Related

Car Leasing & Allowances	610	450
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Supplies and Services

Advertising	1,550	1,550
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Computer Services Recharge	2,760	2,620
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IT Renewals	20	60
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Valuers Fees	2,480	2,780
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Income

Recharged to Other Services	(2,200)	0
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Support Services

Debtors Section Recharge	6,420	6,320
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Engineers Recharge	16,550	11,060
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Legal Services Recharge	108,230	65,670
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Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Sheltered Housing

Financial Information Sheltered Housing

Ledger Code CSSH

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
					Major Items		
590,792	Employee Related Expenditure	533,150	500,059	516,600	Employee Related		
427,055	Premises Related Expenditure	476,760	378,130	369,020	Salaries	510,650	505,210
16,709	Transport Related Expenditure	23,220	18,983	17,550	Training	11,630	0
102,885	Supplies and Services	96,490	88,204	76,250	Premises Related		
0	Third Party Payments	0	0	0	Electricity	158,540	122,800
0	Transfer Payments	0	0	0	Fixtures & Fittings	23,170	23,170
1,137,441	Total Direct Expenditure	1,129,620	985,376	979,420	Gas	189,100	127,800
					Grounds Maintenance	42,170	42,170
(4,563)	Income	0	0	0	Water	29,900	19,690
1,132,878	Net Direct Expenditure/(Income)	1,129,620	985,376	979,420	Transport Related		
					Car Leasing & Allowances	23,070	17,400
0	Special Works	0	0	0	Supplies and Services		
0	Capital Charges	0	0	0	CECS Visiting Service	19,450	0
76,210	Support Services	77,980	77,980	74,650	Computer Services Recharge	11,180	10,600
1,209,088	Total Service Cost/(Surplus)	1,207,600	1,063,356	1,054,070	Copying Machines	3,350	4,970
					Emergency Communication System	23,170	23,630
					Equip & Tools Repairs	2,000	2,000
					Gis & Nlpg Recharge	2,890	2,580
					IT Renewals	170	370
					Miscellaneous Expenses	2,000	2,000
					Personal Hygiene Services	3,400	3,580
					Telecomms	22,070	17,760
					Support Services		
					Energy Management Recharge	8,730	8,830
					Health & Safety Recharge	3,210	1,650
					Human Resources Recharge	14,840	12,340
					Paymaster Recharge	28,270	27,780
					Public Offices Recharge	2,980	4,050
	Full Time Equivalent Staff	19.54		19.32			

Major Variances 2009/10 v 2010/11

Significant reductions have been included for utilities consumption following a review of actual usage. This has been combined with new three year contracts on both Gas and Electricity which have both achieved marked reductions in unit rate.

Financial Information Strategic Support

Ledger Code SHSSS

Responsible Officer Various

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
65,760	Employee Related Expenditure	112,630	70,799	103,270
0	Premises Related Expenditure	0	0	0
1,831	Transport Related Expenditure	3,290	1,902	3,010
97,827	Supplies and Services	69,420	79,061	72,930
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
165,418	Total Direct Expenditure	185,340	151,762	179,210
0	Income	0	0	0
165,418	Net Direct Expenditure/(Income)	185,340	151,762	179,210
0	Special Works	0	0	0
0	Capital Charges	0	0	0
122,849	Support Services	120,340	120,340	120,170
288,267	Total Service Cost/(Surplus)	305,680	272,102	299,380
	Full Time Equivalent Staff	2.21		2.20

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Major Items

Employee Related

Salaries	110,800	101,430
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Transport Related

Car Leasing & Allowances	3,290	3,010
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Supplies and Services

Audit Fee	10,090	11,280
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Computer Services Recharge	15,260	14,460
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Computer Software Development	0	10,000
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Consultants Fees	20,570	20,570
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General Subscriptions	7,460	7,460
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Gis & Nlpg Recharge	2,110	1,710
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IT Renewals	4,520	4,340
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Telecomms	7,000	720
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Support Services

Accountancy Services Recharge	51,330	63,970
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Debtors Section Recharge	5,280	5,240
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Facilities Management Recharge	1,990	2,400
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HR Services Recharge	1,540	1,320
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Legal Services Recharge	29,980	21,520
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Paymaster Recharge	6,510	3,110
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Public Offices Recharge	5,170	4,930
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Valuation Services Recharge	18,000	17,000
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Guildford Borough Council - Budget 2010/2011

Supported Housing Management

Financial Information Supported Housing Management

Ledger Code SHSSHM

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
291,525	Employee Related Expenditure	352,720	359,792	360,420
34,831	Premises Related Expenditure	33,930	35,495	36,090
6,457	Transport Related Expenditure	7,370	11,662	9,870
30,992	Supplies and Services	44,600	32,743	44,210
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
363,805	Total Direct Expenditure	438,620	439,692	450,590
(14,987)	Income	0	0	0
348,818	Net Direct Expenditure/(Income)	438,620	439,692	450,590
0	Special Works	0	0	0
0	Capital Charges	0	0	0
17,210	Support Services	19,410	19,410	19,630
366,028	Total Service Cost/(Surplus)	458,030	459,102	470,220
	Full Time Equivalent Staff	10.94		10.83

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Major Items

Employee Related

Salaries	347,120	354,380
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Premises Related

Electricity	7,740	7,700
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Fixtures & Fittings	2,380	5,650
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Gas	15,440	14,500
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General Rates	1,330	1,140
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Insurance	1,370	1,160
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Water	3,140	2,820
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Transport Related

Car Leasing & Allowances	7,310	9,810
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Supplies and Services

CECS Monitoring	1,040	1,020
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Computer Services Recharge	10,390	9,850
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Computer Software Licence	1,730	1,860
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Furniture	4,230	4,230
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Gis & Nlpg Recharge	1,680	970
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IT Renewals	40	560
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Miscellaneous Expenses	12,470	12,470
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Telecomms	10,320	10,130
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Support Services

Accountancy Services Recharge	970	860
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Energy Management Recharge	3,210	1,200
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Facilities Management Recharge	800	1,490
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Health & Safety Recharge	1,570	930
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Human Resources Recharge	7,070	6,680
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Paymaster Recharge	4,710	3,990
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Guildford Borough Council - Budget 2010/2011

Tenant Participation

Financial Information Tenant Participation

Ledger Code M1152

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £	Major Items	2009/10 Estimate £	2010/11 Estimate £
86,028	Employee Related Expenditure	86,190	80,595	75,180	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	84,730	73,860
3,328	Transport Related Expenditure	2,630	2,842	3,140	Transport Related		
46,571	Supplies and Services	39,680	38,118	49,590	Car Leasing & Allowances	2,630	3,140
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Services Recharge	6,310	5,980
135,927	Total Direct Expenditure	128,500	121,555	127,910	IT Renewals	60	90
					Postage	950	1,170
(8,000)	Income	0	0	0	Printing Services Recharge	3,560	4,530
127,927	Net Direct Expenditure/(Income)	128,500	121,555	127,910	Publicity	22,320	22,320
					Tenants Training	1,590	1,590
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Facilities Management Recharge	2,490	2,580
17,520	Support Services	11,720	11,720	11,100	HR Services Recharge	1,400	1,020
145,447	Total Service Cost/(Surplus)	140,220	133,275	139,010	Public Offices Recharge	6,540	5,910
	Full Time Equivalent Staff	2.01		1.63			

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Tenants' Services

Financial Information Tenants' Services

Ledger Code BHSTS

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £		2009/10 Estimate £	2010/11 Estimate £
					Major Items		
401,031	Employee Related Expenditure	406,180	386,378	400,820	Employee Related		
186,687	Premises Related Expenditure	182,430	212,115	175,650	Salaries	395,740	393,500
33,513	Transport Related Expenditure	29,500	29,151	27,990	Premises Related		
88,333	Supplies and Services	113,560	75,166	113,550	Disinfestation of Premises	2,000	2,000
0	Third Party Payments	0	0	0	Electricity	9,000	25,000
0	Transfer Payments	0	0	0	Empty Property Rates	50,000	0
709,564	Total Direct Expenditure	731,670	702,810	718,010	Insurance	111,860	139,670
					Water	9,000	8,000
(5,404)	Income	0	0	0	Transport Related		
704,160	Net Direct Expenditure/(Income)	731,670	702,810	718,010	Car Leasing & Allowances	16,830	15,630
					Fuel & Oil	3,500	3,500
0	Special Works	0	0	0	Transport Pool Hire Charge	8,980	8,670
0	Capital Charges	0	0	0	Supplies and Services		
67,668	Support Services	80,900	80,900	95,030	CECS Monitoring	1,900	1,940
771,828	Total Service Cost/(Surplus)	812,570	783,710	813,040	Computer Services Recharge	33,410	31,660
					Computer Software Licence	1,600	1,600
					Gis & Nlpg Recharge	3,060	2,230
					IT Renewals	440	1,430
					Miscellaneous Expenses	2,570	3,000
					New, Replace Equip & Tools	2,710	2,710
					Postage	3,540	3,950
					Printing & Stationery	6,820	6,120
					Publicity	35,500	35,500
					Telecomms	12,210	14,590
					Tenants Compensation	6,080	6,080
					Support Services		
					Facilities Management Recharge	8,630	8,930
					Health & Safety Recharge	1,780	910
					HR Services Recharge	7,770	7,100
					Legal Services Recharge	41,090	57,040
					Paymaster Recharge	3,730	2,710
					Public Offices Recharge	14,460	14,570
	Full Time Equivalent Staff	10.68		10.81			

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Void Property Management and Lettings

Financial Information Void Property Management and Lettings

Ledger Code M1141

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

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

2008/09 Actual £		2009/10 Estimate £	2009/10 Probable £	2010/11 Estimate £
117,611	Employee Related Expenditure	129,340	117,897	126,230
27	Premises Related Expenditure	300	11	300
2,697	Transport Related Expenditure	2,680	2,698	2,720
47,139	Supplies and Services	54,090	45,307	53,030
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
167,474	Total Direct Expenditure	186,410	165,913	182,280
0	Income	0	0	0
167,474	Net Direct Expenditure/(Income)	186,410	165,913	182,280
0	Special Works	0	0	0
0	Capital Charges	0	0	0
14,910	Support Services	16,830	16,830	16,880
182,384	Total Service Cost/(Surplus)	203,240	182,743	199,160
	Full Time Equivalent Staff	3.74		3.40

Major Items	2009/10 Estimate £	2010/11 Estimate £
Employee Related		
Salaries	127,170	123,950
Transport Related		
Car Allowances	2,290	2,300
Supplies and Services		
Computer Services Recharge	6,970	6,610
Computer Software Licence	9,740	12,730
Gis & Nlpg Recharge	1,350	930
IT Renewals	360	390
Key Cutting	3,400	2,750
Printing Services Recharge	400	0
Telecomms	2,950	2,100
Tenants Removal Expenses	25,000	25,000
Support Services		
Audit Services Recharge	1,930	1,290
Facilities Management Recharge	3,140	3,780
HR Services Recharge	2,450	2,170
Paymaster Recharge	1,040	930
Public Offices Recharge	6,660	6,790

Major Variances 2009/10 v 2010/11

There are no major variances to report.

Guildford Borough Council - Budget 2010/2011

Housing Portfolio (Housing Revenue Account)

Financial Information Income
Responsible Officer Various

Ledger Code M***
Financial Services Contact Mark Jasper, Senior Accountant (Tel: 444846)

2008/09	2009/10	2009/10	2010/11	Major Items	2009/10	2010/11
Actual	Estimate	Probable	Estimate		Estimate	Estimate
£	£	£	£		£	£
(23,190,499)	(24,800,000)	(23,934,115)	(24,544,370)			
Rent Income - Dwellings						
(130,962)	(133,580)	(133,580)	(127,000)			
Rent Income - Rosebery HA						
(221,015)	(213,200)	(229,539)	(236,660)			
Rents - Shops, Buildings etc						
(612,944)	(627,950)	(615,213)	(645,970)			
Rents - Garages						
(24,155,420)	(25,774,730)	(24,912,447)	(25,554,000)			
Total Rent Income						
(3,781,199)	(3,913,290)	(3,913,287)	(3,973,440)			
Major Repairs Allowance						
(787,081)	(876,490)	(876,490)	(879,790)			
Supporting People Grant						
(1,130,447)	(1,173,610)	(1,133,828)	(1,119,920)			
Service Charges						
(20,410)	(14,590)	(14,590)	(8,760)			
Contributions						
(18,249)	(16,170)	(17,349)	(18,040)			
Legal Fees Recovered						
(1,975)	(2,750)	(2,034)	(2,060)			
Council Tax Recovered						
(54,095)	(68,660)	(68,660)	(67,090)			
Service Charges Recovered						
(91,040)	(76,870)	(79,070)	(76,600)			
Miscellaneous Income						
(30,039,916)	(31,917,160)	(31,017,755)	(31,699,700)			
Total Income						
	6.25	(2.82)	2.20			
% Change in Income						
0	0	0	0			
Full Time Equivalent Staff						

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/11**

FEES AND CHARGES

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/11**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/11**

FEES AND CHARGES

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	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
Letting of Council Accommodation for Meetings (Charges for other uses subject to negotiation)			
<u>Council Chamber</u>			
Morning	166.40	175.00	5.2%
Afternoon	166.40	175.00	5.2%
Evening to 9.00 pm	218.40	225.00	3.0%
<u>Committee Room 1</u>			
Morning	114.40	120.00	4.9%
Afternoon	114.40	120.00	4.9%
Evening to 9.00 pm	166.40	175.00	5.2%
<u>Committee Room 2</u>			
Morning	114.40	120.00	4.9%
Afternoon	114.40	120.00	4.9%
Evening to 9.00 pm	166.40	175.00	5.2%
<u>Meeting Rooms 5 & 6 (combined)</u>			
Evening to 9.00 pm	104.00	110.00	5.8%

Please note: Other meeting rooms may be made available for smaller groups, please direct enquiries to Facilities Management for details of applicable rates.

Millmead Staff Restaurant

Catering requirements to be arranged with Facilities Management. Menus/Tariffs available on request.

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

Guildford Borough Council - Budget 2010/2011

Community Care

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
DAY CENTRES			
Price per meal:			
Member	3.80	3.95	3.9%
Non member (<i>VAT is included wef 2008/09 at 17.5%</i>)	4.90 *	4.95 *	1.0%
Membership Fees:			
Day Centre only	8.00	10.00	25.0%
Day Centre and Dial a Ride (50% is for Community Transport)	12.00	15.00	25.0%
Day Centre Activities - Member**	2.20	2.50	13.6%
Day Centre Activities - Non Member**	3.30	3.75	13.6%
Bathing (charge per bath Shawfield)	5.20	5.50	5.8%
Bathing (charge per bath at other Day Centres, excluding Shawfield)	5.20	5.50	5.8%
Income from other services*** e.g. hairdressing and chiropody (% of takings)	15%	15%	0.0%
<i>**These are activities such as Tai Chi and Line Dancing provided by external facilitators</i>			
<i>*** These charges were previously retained by the centre welfare funds</i>			
COMMUNITY TRANSPORT SERVICE			
Single Journey (Members)			
Up to 5 miles	2.10	2.20	4.8%
Up to 10 miles	3.10	3.20	3.2%
Up to 15 miles	5.10	5.20	2.0%
Membership Fees:			
Dial a Ride only	8.00	10.00	25.0%
Community Transport to Day Centre	8.00	10.00	25.0%
Day Centre and Dial a Ride (half this fee relates to Day Centres)	12.00	15.00	25.0%
MEALS ON WHEELS SERVICE			
Price per meal	3.80	3.95	3.9%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

Guildford Borough Council - Budget 2010/2011

Community Care

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
PRIVATE SECTOR HOUSING			
HMO Licences	475.00	495.00	4.2%
(Discount of £25 if applicant is a member of a recognised landlord organisation)			
Late application fee	-	100.00	new charge
HANDYPERSON SERVICE - AVAILABLE FOR THE OVER 60'S, DISABLED AND VULNERABLE			
General Services (per hour incl VAT)	17.00 *	17.00 *	0.0%
General Services for those on benefits (per hour incl VAT)	11.00 *	11.00 *	0.0%
Safe and Secure Works free of charge for those on benefits			

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %	
GUILDFORD HOUSE				
Hire of rooms for exhibitions				
Garden Room - three week hire	270.00	320.00	18.5%	
First Floor Pine, Study, Landing, Powell - three week hire	676.00	700.00	3.6%	
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	125.00	270.00	116.0%	
Evening 7 - 9pm	302.00	300.00	-0.7%	
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)	135.00	70.00	-48.1%	
Full Day (9am-4pm)	250.00	130.00	-48.0%	
Evenings (5-10pm)	312.00	150.00	-51.9%	
Exhibitors weekly charge (within standard opening hours)	0.00	150.00	0.0%	new charge
Equipment Hire				
Digital Projector	38.50 *	39.00 *	1.3%	
Laptop	27.00 *	28.00 *	3.7%	
Digital Projector and Laptop	54.00 *	55.00 *	1.9%	
TV (14") and VCR	11.00 *	12.00 *	9.1%	

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
GUILDHALL			
(a) Weekdays			
<u>Guildhall</u>			
Morning	240.00	245.00	2.1%
Afternoon	240.00	245.00	2.1%
Evening to 9.30 pm	300.00	306.00	2.0%
9.00am - 5.00pm	380.00	390.00	2.6%
<u>Main Court Room</u>			
Morning	150.00	155.00	3.3%
Afternoon	150.00	155.00	3.3%
Evening to 9.30pm	195.00	200.00	2.6%
9.00am - 5.00pm	290.00	295.00	1.7%
All rooms excess charge for evening hire after 9.30 pm (per hour)	68.00	70.00	2.9%
(b) Weekends			
Saturday 9.00am - 5.00pm	435.00	445.00	2.3%
Saturday 5.00pm - midnight	435.00	445.00	2.3%
Sunday 9.00am - 5.00pm	460.00	470.00	2.2%
Sunday 5.00pm - midnight	460.00	470.00	2.2%

Commercial Bookings

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

NOTE:

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

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

68.00	70.00	2.9%
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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 .

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

Guildford Borough Council - Budget 2010/2011

Economic Development

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
GUILDFORD MUSEUM			
<u>Daily rates</u>			
Half Day 9-12 pm or 1-4pm	36.50	35.00	-4.1%
Full day 9-4 pm	57.50	60.00	4.3%
<u>Education Sessions</u>			
Cost per child ¹			
Victorian schoolroom	6.50	6.50	0.0%
Victorian playroom	6.00	6.00	0.0%
¹ A minimum charge equivalent to 25 child places is payable for all bookings			
Lectures			
Lecture from museum programme given off site	60.00	62.00	3.3%
The lecturer's travelling expenses will be charged in addition at cost			
Gallery talk from museum programme	26.00	27.00	3.8%
Creation of new lecture / talk to suit group requirements by negotiation			
GUILDFORD CASTLE			
Adult admission	2.60 *	2.70 *	3.8%
Child admission	1.30 *	1.30 *	0.0%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
Poster Boards			
All poster boards are 4 sheet poster size			
- Rental per space - Rental per week	6.25 *	11.80 *	88.8%
Banner Boards			
- Rental per space - Rental per week	22.00 *	-	
Large 9ft banners	-	35.30 *	
A0 & A1	-	29.40 *	
A2 & A3	-	11.80 *	
Farmers Market			
Stall Charge (per market, per linear metre of frontage)	8.33	8.33	0.0%
Table Charges	7.05 *	7.05 *	0.0%
Electricity Supply Charge	11.75 *	11.75 *	0.0%
Car Parking - Civic Hall (General Producers) - BASED ON PARKING FEES	6.30 *	8.05 *	27.8%
Car Parking - North Street (Essential Refrigerated Vehicles) - BASED ON PARKING FEES	6.30 *	8.05 *	27.8%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
Animal Businesses			
<u>Pet animals</u>			
-New	208.00	212.00	1.9%
-Renewal	86.00	87.00	1.2%
<u>Animal Boarding</u>			
-New	232.00	237.00	2.2%
-Renewal	87.00	89.00	2.3%
<u>Riding Establishments</u>			
-New	305.00 **	311.00 **	2.0%
-Renewal	305.00 **	311.00 **	2.0%
** Includes administration fee			
<u>Dangerous Wild Animals</u>			
-New	254.00	259.00	2.0%
-Renewal	254.00	259.00	2.0%
<u>Dog Breeding</u>			
-New	208.00	212.00	1.9%
-Renewal	86.00	88.00	2.3%
Registration – Acupuncture, tattooing, etc			
Practitioner	170.00	173.00	1.8%
Premises	413.00	421.00	1.9%
Miscellaneous			
Extracts from Registers - Food Safety Act, per page. Under the Freedom of Information Act 2000 the charge is waived as the cost of collecting the fee is more than the charge.	Free	Free	
Charge for return of seized stray dogs	26.00 sm	27.00 sm	3.8%
<i>Note: plus kennelling costs and any veterinary fee</i>			
sm = Statutory Maximum			
Sex Establishments - Fixed by Council			
Initial & Renewal Applications - basic fee	6,500.00	6630.00	2.0%
Training Courses			
Food Hygiene – basic certificate course for food handlers (one day) – validated by CIEH	82.00	84.00	2.4%
Risk Assessment Training	40.00	41.00	2.5%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
Street Trading	524.00	534.00	1.9%
Services of an Environmental Health Officer			
Per hour or part thereof :	75.00	77.00	2.7%
Hackney Carriages			
Vehicle Licence (including two tests and Licence Plate)	341.00	348.00	2.1%
Further Tests	56.00	57.00	1.8%
Failure Re-test	56.00	57.00	1.8%
Failure to present vehicle for test penalty (No longer chargeable)	99.00	-	
Driver's Licence Test	67.00	68.00	1.5%
Driver's Licence (3 year licence)	308.00	314.00	1.9%
Driver's Licence - Application Fee	81.00	83.00	2.5%
Replacement Badge	15.00	15.00	0.0%
Knowledge Test	67.00	68.00	1.5%
Private Hire			
Vehicle Licences (including two tests and Licence Plate)	341.00	348.00	2.1%
Further Tests	56.00	57.00	1.8%
Failure Re-test	56.00	57.00	1.8%
Failure to present vehicle for test penalty (No longer chargeable)	99.00	-	
Driver's Licence (3 year licence)	308.00	314.00	1.9%
Driver's Licence - Application Fee	81.00	83.00	2.5%
Replacement Badge	15.00	15.00	0.0%
Knowledge Test	67.00	68.00	1.5%
Private Hire Operator's Licence (1 year)			
less than 5 vehicles	170.00	173.00	1.8%
5 - 10 vehicles	196.00	200.00	2.0%
11-15 vehicles	209.00	213.00	1.9%
16 - 20 vehicles	224.00	228.00	1.8%
21 - 30 vehicles	251.00	256.00	2.0%
31 - 40 vehicles	279.00	285.00	2.2%
41 - 50 vehicles	304.00	310.00	2.0%
Over 50 vehicles	346.00	353.00	2.0%

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To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
Change of Vehicle			
Hackney Carriage or Private Hire, including new Licence Plate (Test required)	105.00	107.00	1.9%
Hackney Carriage or Private Hire, including new Licence Plate (No test required)	62.00	63.00	1.6%
New or Replacement Plate (non-refundable)	22.00	22.00	0.0%
<u>Environmental Protection Act 1990</u>			
<u>Fees for authorisation of industrial processes</u>			
Note: These fees are prescribed nationally by regulation and are reviewed annually by DCLG.			
<u>Contaminated Land & Air Quality</u>			
Responding to enquiries about contaminated land – report with plan	94.00	96.00	2.1%
<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	12.00	13.00	8.3%
Report on Air Quality Review	24.00	25.00	4.2%
<u>Extracts from Registers</u>			
Environmental Protection Act - per page	4.25	5.00	17.6%
<u>Gypsy Caravan Sites - Pitch Rental</u>			
Ash Bridge & Cobbetts Close Sites (per week)	60.00	62.00	3.3%
<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	400.00 *	408.00 *	2.0%
Reports to Solicitors on the circumstances relating to workplace accidents (excl. cost of photographs) - up to 2 hours, extra charged at the hourly rate	151.80 *	155.00 *	2.1%

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To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

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	Maximum fee for Licence Application (provisional Statement Holders)	Maximum fee for Copy Licence	Maximum fee for Notification of Change
	£	£	£	£	£	£	£	£	£
Regional casino premises licence	15,000	15,000	7,500	6,500	6,500	15,000	8,000	25	50
Large casino premises licence	10,000	10,000	5,000	2,150	2,150	10,000	5,000	25	50
Small casino premises licence	8,000	5,000	4,000	1,800	1,800	8,000	3,000	25	50
Bingo premises licence	3,500	1,000	1,750	1,200	1,200	3,500	1,200	25	50
Adult gaming centre premises licence	2,000	1,000	1,000	1,200	1,200	2,000	1,200	25	50
Betting premises (track) licence	2,500	1,000	1,250	950	950	2,500	950	25	50
Family entertainment centre premises licence	2,000	750	1,000	950	950	2,000	950	25	50
Betting premises (other) licence	3,000	600	1,500	1,200	1,200	3,000	1,200	25	50

Guildford Borough Council - Budget 2010/2011

Legal & Democratic Services

	2009/2010 £ From 1 January 2010 (VAT 17.5%)		2010/2011 £		Increase %
Sold Flats Service Charges - Solicitors' Enquiry Letters					
Sales / purchases	95.30 *		97.50 *		2.3%
Remortgages	47.70 *		49.40 *		3.6%
House Purchase Fees					
<u>Right to Buy</u>					
Engrossment Fee	62.40		64.00		2.6%
Consent - Application in Advance	78.00		80.00		2.6%
Consent - Retrospective Application	130.00		133.00		2.3%
<u>Equity Share</u>					
Lease Surrender	79.00		81.00		2.5%
Road Closure Application Fee	100.00		104.00		4.0%
<i>This is the minimum standard charge which includes the cost of laminated signage only. The actual amount payable is subject to any additional signage costs incurred.</i>					
Land Charges Search Fees					
Basic Fee	135.00		135.00		0.0%
NLIS Fee	106.45		107.05		0.6%
Personal Search Fee (Statutory)	11.00		22.00		100.0%
LLC1 Only	30.00		30.00		0.0%
Con29 Additional Questions	13.00		13.00		0.0%
Con29R Individual Questions	2.04		2.04		0.0%
Section 106 Agreements	Negotiable		Negotiable		

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To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010	2010/2011	Increase
	£	£	%
	From 1 January 2010 (VAT 17.5%)		
Council Minutes Booklet and Committee Agendas - Annual Subscription			
Business organisations (per committee)	73.00	75.90	4.0%
Amenity organisations and private individuals	49.00	51.00	4.1%
Parish Councils (first copy free)	49.00	51.00	4.1%
Individual Agendas	8.10	8.50	4.9%
Constitution	27.00	28.00	3.7%
Annual Report and Statement of Accounts - supply to Borough Residents	Free	Free	
Annual Report and Statement of Accounts - supply to organisations and individuals outside the Borough	Head of Financial Services to assess		

Electoral Register Sales

Fees are set by Statute and are available on request.

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
GUILDFORD SPECTRUM			
<u>Standard Social Charges</u>			
CONCESSIONARY CHARGES - the rates shown below relate to the following groups:-			
Senior Citizens			
Income Support Recipients			
Unemployed			
Students			
Disabled			
<u>Main Pool</u>			
Adult swim (16 years of age and over) - Peak	3.50 *	3.60 *	2.9%
Adult swim (16 years of age and over) - Off Peak	3.20 *	3.30 *	3.1%
Junior, concessions	2.40 *	2.50 *	4.2%
<u>Showers</u>			
Shower (senior citizen)	1.70 *	1.70 *	0.0%
<u>Block bookings of the Pool and Sports Hall</u>			
Per hour			
Schools - Main Pool - per person	1.80 *	1.80 *	0.0%
Guildford Swimming Club Main Pool - per Lane	10.00 *	10.00 *	0.0%
<u>Special Activities</u>			
Badminton Court per hour - super saver	5.60 *	5.70 *	1.8%
Group Games per hour - super saver	28.00 *	29.00 *	3.6%
Squash/Racquetball, per half hour - super saver	4.00 *	4.10 *	2.5%
Table Tennis	4.10 *	4.20 *	2.4%

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To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)		2010/2011 £	Increase %
Off peak charges - concessions:				
Competition Pool	2.40 *		2.50 *	4.2%
Leisure Pool	3.30 *		3.40 *	3.0%
Ice Rink	3.30 *		3.40 *	3.0%
Ten Pin (single game) - now includes shoe hire	4.40 *		4.20 *	-4.5%
Health Suite: relaxation area	3.40 *		3.50 *	2.9%
Fitness Area	3.40 *		3.50 *	2.9%
Badminton per court (one hour)	5.60 *		5.70 *	1.8%
Squash per court (half hour)	4.00 *		4.10 *	2.5%
Athletics	2.50 *		2.60 *	4.0%
Off peak charges - concessionary discount:-				
Competition Pool) Will depend on *		0.70 *	0.0%
Leisure Pool) concessionary *		1.00 *	0.0%
Ice Rink) price set with *		1.40 *	0.0%
Ten Pin (single game)) effect from *		0.50 *	0.0%
Health Suite: relaxation area) 1.9.09 *		1.80 *	0.0%
Fitness Area) *		1.80 *	0.0%
Badminton per court (one hour)) *		1.70 *	0.0%
Squash per court (half hour)) *		1.20 *	0.0%
Athletics) *		1.30 *	0.0%
*Existing 'Super Saver' rates apply				
<u>GUILDFORD LIDO</u>				
Standard				
Adult	5.00 *		5.10 *	2.0%
Junior	3.90 *		4.00 *	2.6%
Concessions	3.90 *		4.00 *	2.6%
Family	16.20 *		16.60 *	2.5%
Off Peak				
Adult	4.00 *		4.10 *	2.5%
Junior	2.80 *		2.90 *	3.6%
Concessions	2.80 *		2.90 *	3.6%
Family	12.00 *		12.30 *	2.5%

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To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)		2010/2011 £		Increase %
Season Tickets					
Adult	100.00	*	102.40	*	2.4%
Junior	75.00	*	76.80	*	2.4%
Student	75.00	*	76.80	*	2.4%
Concessionary Groups - All Times	2.80	*	2.90	*	3.6%
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	*	2.60	*	4.0%
Crazy Golf	2.50	*	2.60	*	4.0%
Functions (period of hire outside the hours of 11am to 7pm)					
Instructional Classes and Sponsored Swims) Note:- Maximum				
Barbecues/Parties/Discos - per hour) attendance at				
Use of lights/PA System - per session) managers discretion				
) prices negotiable				
GYM					
<i>Pay as You Train - Peak</i>					
Adult Fitness Session	6.00	*	6.00	*	0.0%
Student/Senior/Concessionary Fitness Session	4.00	*	4.00	*	0.0%
Enhanced Induction Course	27.00		27.00		0.0%
Fast Track/Concessionary Induction	16.00		16.00		0.0%
<i>Pay as You Train - Off Peak</i>					
Adult Fitness Session	4.80	*	4.80	*	0.0%
Student/Senior/Concessionary Fitness Session	3.00	*	3.00	*	0.0%
Enhanced Induction Course	27.00		27.00		0.0%
Fast Track/Concessionary Induction	16.00		16.00		0.0%
Membership					
Annual Membership - Concessions	291.50	*	297.00	*	1.9%
Monthly Membership - Concessions	26.50	*	27.00	*	1.9%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)		2010/2011 £		Increase %
<u>ASH MANOR SPORTS CENTRE</u>					
<u>Main Sports Hall</u>					
Badminton per hour - peak	8.30 *		8.40 *		1.2%
Badminton per hour - off-peak	6.30 *		6.40 *		1.6%
Group Games per hour - peak	37.00 *		37.90 *		2.4%
Group Games per hour - off-peak	30.00 *		30.70 *		2.3%
Aerobics	4.20 *		4.30 *		2.4%
Basketball - Junior - non member	5.10 *		5.20 *		2.0%
Basketball - Junior - member	3.30 *		3.40 *		3.0%
Badminton - Junior	3.20 *		3.30 *		3.1%
<u>Gymnasium</u>					
Badminton per hour - peak	8.30 *		8.30 *		0.0%
Badminton per hour - off-peak	6.30 *		6.30 *		0.0%
Group Games per hour - peak	23.00 *		23.60 *		2.6%
Group Games per hour - off-peak	16.50 *		16.90 *		2.4%
<u>Equipment Hire - Adults only (£10.00 deposit)</u>					
Badminton Racquet/Table Tennis bat	2.50 *		2.50 *		0.0%
Football	4.00 *		4.00 *		0.0%
<u>Outside Court (Playground) - per hour</u>					
With floodlights	13.00 *		14.00 *		7.7%
Without floodlights	8.50 *		9.00 *		5.9%
<u>Artificial Pitch</u>					
1 hour without lights	54.00 *		55.30 *		2.4%
1 hour with lights	72.50 *		74.20 *		2.3%
2 hours without lights	108.00 *		110.60 *		2.4%
2 hours with lights	145.00 *		148.50 *		2.4%
1/4 with lights, per hour	27.00 *		27.60 *		2.2%
1/4 without lights, per hour	22.00 *		22.50 *		2.3%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £		2010/2011 £	Increase %
	From 1 January 2010 (VAT 17.5%)			
<u>Health & Fitness</u>				
Annual Membership - Junior	154.00 *		156.20 *	1.4%
Annual Membership - Concessions	214.50 *		217.80 *	1.5%
Monthly Membership - Junior	14.00 *		14.20 *	1.4%
Monthly Membership - Concessions	19.50 *		19.80 *	1.5%
<u>Pay as you Train - Peak</u>				
Adult Fitness Session	5.00 *		5.00 *	0.0%
Student/Senior/Concessionary Fitness Session	5.00 *		5.00 *	0.0%
Enhanced Induction Course	24.00		25.00	4.2%
Concessionary Induction	14.50		15.00	3.4%
<u>Pay as you Train - Off Peak</u>				
Off Peak Fitness Sessions - Adult	4.40 *		4.50 *	2.3%
Off Peak Fitness Sessions - Junior & Concessions	3.30 *		3.40 *	3.0%
Enhanced Induction Course	24.00		25.00	4.2%
Induction - Juniors & Concessions	14.50		15.00	3.4%
<u>GP Referral</u>				
Peak	4.20 *		4.30 *	2.4%
Off Peak	2.80 *		2.90 *	3.6%

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.

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
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	1200.00	1225.00	2.1%
Per Day	295.00	305.00	3.4%
Plus 10% of ticket sales			
Theatre Bookings	Negotiable *	Negotiable *	
Amateur Arts			
Per Week	1575.00	1625.00	3.2%
Per Day	420.00	435.00	3.6%
Plus 10% of ticket sales			
An extra 3% commission (plus VAT) is charged on credit/debit card ticket sales to cover extra banking charges.			
Conferences			
Auditorium, per week	2550.00	2625.00	2.9%
Auditorium, per hour	205.00	215.00	4.9%
Café Bar, per hour	150.00	155.00	3.3%
Auditorium, per day	940.00	960.00	2.1%
Café Bar, per day	710.00	725.00	2.1%
Farley Room, per day	365.00	375.00	2.7%
Farley Room as rehearsal or dressing room PER HOUR (GATA)	13.00	14.00	7.7%
Farley Room as rehearsal or dressing room PER HOUR (Non GATA)	20.00	22.00	10.0%

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To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
CAR PARKS			
Markets			
North Street - Market Stall per day per metre, stall frontage	12.15	12.40	2.1%
CLEANSING			
Clearance of Blocked Drains			
Minimum Charges:-			
- Attendance (to include investigation) between 0800 & 1600 hrs			
Monday - Friday up to 1 hour	71.20 *	On Request	
Additional time charged per 30 minutes	31.20 *	On Request	
Call-out - Evenings & Saturdays - up to 2 hours	138.30 *	On Request	
Additional time charged per 30 minutes	47.80 *	On Request	
Call-out - Sundays & Bank Holidays - up to 2 hours	150.80 *	On Request	
Additional time charged per 30 minutes	55.10 *	On Request	
Jetting Machine/Tanker Hire			
Rate per hour	116.50 *	On Request	
Weighbridge			
Tolls per weigh	7.00 *	7.10	1.4%
Tolls per double weigh	10.30 *	10.50	1.9%
Refuse Collection Service			
<u>Special Collection of Household Refuse</u>			
For a single item	13.00	13.30	2.3%
For 2 to 5 items	18.90	19.30	2.1%
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)	63.40	65.00	2.5%
Commercial Waste per hour or part thereof (Minimum 2 hours)	44.20 *	45.00	1.8%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
Recycling - Green Waste Bags #			
2 bags	13.00	13.00	0.0%
3 bags	26.00	26.00	0.0%
4 bags	39.00	39.00	0.0%
		# Pricing proposal being developed	
PEST CONTROL			
<u>Commercial Premises</u>			
(The charges shown are based on the cost of labour, transport plus materials)			
Rodents	65.00 *	66.30	2.0%
Wasps (max 2 nests per premises)	65.00 *	66.30	2.0%
Wasps (extra nest at same visit)	8.10 *	8.30	2.5%
Other Treatments	65.00 *	66.30	2.0%
Pigeons	65.00 *	66.30	2.0%
<u>Domestic Premises</u>			
Wasps (max 2 nests per premises)	56.20 *	57.30	2.0%
Wasps (extra nest at same visit)	7.10 *	7.20	1.4%
Other Treatments	55.60 *	56.70	2.0%
Pigeons	55.60 *	56.70	2.0%
<u>Domestic Premises where the main occupier is a senior citizen or registered disabled</u>			
Wasps (max 2 nests per premises)	26.00 *	26.50	1.9%
Wasps (extra nest at same visit)	4.00 *	4.10	2.5%
Other Treatments	26.00 *	26.50	1.9%
Pigeons	26.00 *	26.50	1.9%
<u>Domestic Premises where the main occupier is receiving income support</u>			
Wasps (max 2 nests per premises)	16.60 *	16.90	1.8%
Wasps (extra nest at same visit)	-		
Other Treatments	16.60 *	17.00	2.4%
Pigeons	16.60 *	17.00	2.4%
<u>Services of Environmental Health Officer</u>			
Services of Pest Control officer and van per hour	71.80 *	73.20	1.9%
Per hour or part thereof	73.80 *	75.30	2.0%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

		2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
<u>PARKS AND OPEN SPACES</u>				
<u>TENNIS:</u> (excl. Sutherland Memorial Park)				
Adult price, per court, per hour		8.60 *	8.80 *	2.3%
Junior (under16) price, per court, per hour		3.80 *	4.00 *	5.3%
Adult Concession price, per court, per hour		3.80 *	4.00 *	5.3%
<u>CRAZY GOLF / PUTTING GREEN:</u>				
Adults		3.10 *	3.40 *	9.7%
Children		2.10 *	2.20 *	4.8%
Family Ticket		-	9.00	New charge
<u>BOWLS</u>				
Hire of facilities for season: per rink		710.00	725.00	2.1%
Use of Pavilion		765.00	780.00	2.0%
Per player per hour (public cost)		3.20 *	3.30 *	3.1%
<u>CRICKET:</u> Woodbridge Road Sports Ground				
Weekdays and Saturdays: Full Day		280.00 *	290.00 *	3.6%
Sundays and Bank Holidays: Full Day		410.00 *	420.00 *	2.4%
<u>CRICKET:</u> Other Parks & Grounds				
Evening 17:00 hrs onwards		73.00 *	75.00 *	2.7%
Full Day		102.00 *	104.00 *	2.0%
Standard Pitch for clubs		32.30 *	33.00 *	2.2%
Small Pitch for junior teams under 14		24.00 *	24.50 *	2.1%
<u>FOOTBALL and RUGBY:</u> 11 a side (except Stoke Rec. Ground & Sutherland Memorial Park)				
Standard Pitch per game: school usage (Youth)		32.50 *	34.00 *	4.6%
Standard Pitch per game: all other Clubs		61.70 *	63.00 *	2.1%
Small Pitch for junior teams: all Clubs		21.60 *	22.50 *	4.2%
<u>FOOTBALL and RUGBY:</u> 11 a side Stoke Rec. Ground & Sutherland Memorial Park				
All Clubs		69.70 *	71.50 *	2.6%
Youth rate		36.50 *	38.00 *	4.1%
Small Pitch for junior teams: all Clubs		24.00 *	25.00 *	4.2%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

		2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
<u>NETBALL:</u>				
Stoke Park	All	20.80 *	25.00 *	20.2%
<u>HOCKEY:</u>				
Woodbridge Road Sports Ground	Clubs	68.00 *	70.00 *	2.9%
	Schools	34.50 *	36.00 *	4.3%
<u>LACROSSE:</u>				
Woodbridge Road/Stoke Park Sports Grounds	Seniors	67.50 *	70.00 *	3.7%
Woodbridge Road Sports Ground	Schools	34.30 *	36.00 *	5.0%
Stoke Park	Schools	34.30 *	36.00 *	5.0%
<u>EVENT ALL SITES:</u>				
Per Day	5% Discount for 6 or more days	390.00	500.00	28.2%
	Set-up Fee (per day)	168.00	250.00	48.8%
	Dismantle Fee (per day)	168.00	250.00	48.8%
HIRE OF FACILITIES/CHANGING ROOMS FOR EVENT		64.50	70.00	8.5%
EVENT ALL SITES: (FUND-RAISING & CHARITIES/COMMUNITY ORGANISATIONS)				
Per Day on Site (Negotiable) Minimum £50 per day	Per Day	228.00	250.00	9.6%
EVENT (Shalford Common Only)				
Per day on site.	Per Day	168.00	180.00	7.1%
<u>FILMING ALL SITES:</u>				
Per Day on Site (Negotiable) Minimum £500 per day	Per Event		500.00	
Less than one Hour	Per Occs	67.50	50.00	-25.9%
<u>CAR PARKING ALL SITES:</u>				
Per Day on Site	Per Day on Site	280.00 *	350.00 *	25.0%
		0.50p per car if over 700 cars		New charge
<u>SHALFORD PARK:</u>				
Camping and Caravanning (Club Use)	per tent per night	4.30	10.00	132.6%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

		2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
<u>CHANTRIES CAMP SITE</u>	per person per night	2.60	6.00	130.8%
<u>SUTHERLAND MEMORIAL PARK:</u>				
Tennis: Multi-Sport Area	Adult price, per court, per hour	10.40 *	11.00 *	5.8%
	Junior (under16) price, per court, per hour	4.90 *	5.00 *	2.0%
	Adult Concession price, per court, per hour	4.90 *	5.00 *	2.0%
Floodlights For Tennis: Multi-Sport Area	Adults, per court per hour	13.50 *	14.00 *	3.7%
Artificial Turf: Multi-Sport Area	5-a-side Football per court per hour including floodlights	35.50 *	38.00 *	7.0%
	Junior Teams 16 years and under, per hour including floodlights	18.40 *	18.50 *	0.5%
<u>KINGS COLLEGE SCHOOL:</u>				
Synthetic Turf Pitch	Full Football (Adults) per hr	72.00 *	75.00 *	4.2%
	Hockey (Adults) per game	72.00 *	75.00 *	4.2%
	Full Pitch (Under 16's) and schools per hour	40.00 *	41.00 *	2.5%
	Floodlights per hour for full pitch (same rate for all users)	24.90 *	26.00 *	4.4%
	5-a-side Football (incl. Floodlights) per hour - Adults	40.50 *	42.00 *	3.7%
	5-a-side Football (incl. Floodlights) per hour (special youth under 16's rate)	26.00 *	27.00 *	3.8%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

		2009/2010 £ From 1 January 2010 (VAT 17.5%)		2010/2011 £		Increase %
<u>BALLOON FLIGHTS</u>						
All Sites (where applicable)	Per Take Off	60.00	*	62.00	*	3.3%
<u>THE BARN AT BURCHATTS</u>						
<u>Monday-Thursday (excluding Bank/Public Holidays):</u>						
For each hour or part between 9am and 5pm **		61.70		63.00		2.1%
For each hour or part between 5pm and 12pm		87.60		90.00		2.7%
<u>Friday-Sunday and Bank/Public Holidays:</u>						
For each hour or part between 9am and 6pm		105.00		107.00		1.9%
For each hour or part after 6pm to 12pm		132.00		135.00		2.3%
<u>Kitchen</u>						
Use of kitchen servery and/or equipment		88.50	*	90.00	*	1.7%
Use of kitchen and equipment together with cutlery, china and glassware		133.00	*	136.00	*	2.3%
<u>Equipment Hire</u>						
Overhead projector and screen		26.00	*	27.00	*	3.8%
Enhanced projection equipment		162.00	*	165.00	*	1.9%
Flipchart		16.80	*	17.20	*	2.4%
Lectern		22.70	*	23.20	*	2.2%
TV & VHS Video		135.00	*	138.00	*	2.2%
Internet usage per day Connection (subject to terms and conditions)						

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

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
<u>GUILDFORD CREMATORIUM</u>			
<u>Cremations</u>			
For the cremation:			
- of the body of a stillborn child or of a child whose age at the time of death did not exceed 16 years	28.00	30.00	7.1%
- of the body of a person whose age at the time of death exceeded 16 years (incl medical reference fees)	450.00	459.00	2.0%
- Saturday cremation (09:00 am - 12 Noon)	600.00	650.00	8.3%
Cancellation of diary booking with less than 48 hours notice	25.00	26.00	4.0%
Service of double or additional length; per half hour additional fee of:	100.00	102.00	2.0%
Service which exceeds the allocated timeslot	100.00	102.00	2.0%
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	26.00 *	27.00 *	3.8%
Plastic Urns	15.50 *	16.00 *	3.2%
Packing and dispatch of ashes, including container (Securicor)	54.00 *	55.00 *	1.9%
Wooden Casket	42.00 *	43.00 *	2.4%
<u>Deposit of Ashes</u>			
Temporary deposit of ashes (per month after first month)	35.00	36.00	2.9%
For the scattering of ashes in the Garden of Remembrance when cremation has taken place elsewhere	63.00	64.00	1.6%
Placement of ashes in Garden of Remembrance with family in attendance	10.00	15.00	50.0%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)		2010/2011 £		Increase %
Memorials and Inscriptions					
Entries in the Book of Remembrance					
2 line entry	64.00	*	66.00	*	3.1%
5 line entry	75.00	*	77.00	*	2.7%
8 line entry	85.00	*	87.00	*	2.4%
Extra for badge, crest or spray	45.00	*	46.00	*	2.2%
Extra for Coat of Arms	45.00	*	46.00	*	2.2%
Replicas of entries in Book of Remembrance Memorial Cards					
2 line entry	22.00	*	22.50	*	2.3%
5 line entry	23.00	*	23.50	*	2.2%
8 line entry	24.00	*	24.50	*	2.1%
Extra for badge, crest or spray	40.00	*	41.00	*	2.5%
Extra for Coat of Arms	40.00	*	41.00	*	2.5%
Miniature Books of Remembrance					
2 line entry	52.00	*	53.00	*	1.9%
5 line entry	55.00	*	56.00	*	1.8%
8 line entry	58.00	*	60.00	*	3.4%
Extra for badge, crest or spray	40.00	*	41.00	*	2.5%
Extra for Coat of Arms	40.00	*	41.00	*	2.5%
Adoption of Rose Trees (including nameplate)					
Renewals after initial period:					
(a) 5 years	178.00	*	182.00	*	2.2%
(b) 1 year	49.00	*	50.00	*	2.0%
Standard Roses (5 years)					
Renewals after initial period:					
(a) 5 years	180.00	*	185.00	*	2.8%
(b) 1 year	54.00	*	55.00	*	1.9%
Granite Plaque	109.00	*	112.00	*	2.8%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)		2010/2011 £		Increase %
Replacement plaque or added inscription	47.00	*	48.00	*	2.1%
Double plaque	47.00	*	48.00	*	2.1%
Trees and Shrubs (5 years)	350.00	*	357.00	*	2.0%
Renewals after initial period:					
(a) 5 years	280.00	*	285.00	*	1.8%
(b) 1 year	70.00	*	72.00	*	2.9%
Seats 6 feet length (for a period of 25 years)	1,350.00	*	1377.00	*	2.0%
Wall Plaques (for 5 years)	140.00	*	143.00	*	2.1%
Replacement Wall Plaque	78.00	*	80.00	*	2.6%
Renewals after initial period:					
(a) 5 years	109.00	*	111.00	*	1.8%
(b) 1 year	49.00	*	50.00	*	2.0%
Wall Tablets					
(a) 10 years	375.00	*	383.00	*	2.1%
Memorial Vault - Sanctum					
(a) 10 years	740.00	*	755.00	*	2.0%
(b) 20 years	1,000.00	*	1020.00	*	2.0%
(c) 30 years	1,260.00	*	1285.00	*	2.0%
(d) 50 years	1,485.00	*	1515.00	*	2.0%
Vase Blocks - 10 years	410.00	*	418.00	*	2.0%
Replacement Vault Tablet	215.00	*	219.00	*	1.9%
Sanctum Replacement Vault Tablet (up to 80 letters)	240.00	*	245.00	*	2.1%
Sundial Tablets - Lower Tablet (when available)	400.00	*	408.00	*	2.0%
Sundial Tablets - Middle Tablet (when available)	375.00	*	383.00	*	2.1%
Sundial Tablets - Top Tablet (when available)	350.00	*	357.00	*	2.0%
Use of Chapel for Memorial Service (no cremation)	300.00	*	306.00	*	2.0%
Certified Extract from Register of Cremations	15.00	*	16.00	*	6.7%
Depositing of Coffin in the Chapel overnight	50.00	*	51.00	*	2.0%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
<u>CEMETERIES</u>			
<u>Guildford, Stoke New and Old Cemeteries - Interments</u>			
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	51.00	2.0%
of the body of a child whose age at the time of death exceeded 1 month but did not exceed 12 years	50.00	51.00	2.0%
of the body of a person whose age at the time of death exceeded 12 years	340.00	347.00	2.1%
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	550.00	561.00	2.0%
to a depth exceeding 5ft 6 ins but not exceeding 7ft	605.00	617.00	2.0%
to a depth exceeding 7ft but not exceeding 9ft	665.00	678.00	2.0%
to a depth exceeding 9ft	730.00	745.00	2.1%
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)	335.00	342.00	2.1%
The fees indicated above include the digging of the grave and apply only where the interment is made between the hours of 10:00 am and 3:00 pm on a weekday, or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary.			
Should interment be required outside the stipulated times, then an additional fee is payable of:	280.00	286.00	2.1%
<u>Monuments, Gravestones, Tablets and Monumental Inscriptions</u>			
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	115.00	118.00	2.6%
Kerbs/headstone	145.00	148.00	2.1%
The fees indicated above include the first inscription.			
For each inscription after the first, a fee of:	73.00	75.00	2.7%

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
<u>Exclusive Rights of Burial in Earthen Graves:</u>			
<u>LAWN SECTION</u>			
In an earthen grave 7ft 6 ins x 3ft 6 ins	1,270.00	1296.00	2.0%
In an earthen grave 6ft x 3ft	610.00	622.00	2.0%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 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	1,270.00	1295.00	2.0%
In an earthen grave 6ft x 3ft	610.00	622.00	2.0%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 50 years.			
Garden of Remembrance (Cremated Remains Section)	415.00	423.00	1.9%
<u>Miscellaneous Charges</u>			
Exhumation of a coffin: Fees to be assessed by the Registrar, subject to minimum fee of:	1,500.00	1530.00	2.0%
Certified Copy of an Entry in Register of Burials, including Stamp Duty	15.00	16.00	6.7%
For depositing of coffin in the Chapel during the night prior to interment	50.00	51.00	2.0%

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.

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
Decision Notices			
Planning Decisions (TP3s) - post 2005 on website	7.30 *	7.00 *	-4.1%
Planning Appeal Decisions - post 2005 on website	7.30 *	7.00 *	-4.1%
BC Completion Certificate pre 2001	11.40 *	10.50 *	-7.9%
Bc Completion Letter pre 1991	11.40 *	10.50 *	-7.9%
Copy of BC Approval or Rejection Notice (photocopy charge only)	7.30 *	0.00 *	0.0%
Copy of BC Completion Certificate/Letter post 2001 (photocopy charge only)	6.25 *	0.00 *	0.0%
Tree Preservation Orders	16.60	0.00	0.0%
Section 106 Agreements	23.90	0.00	0.0%
Article for Directions	15.60	0.00	0.0%
Breach of Condition Notices	15.60	0.00	0.0%
Discontinuance Notices	15.60	0.00	0.0%
Enforcement Notices	15.60	0.00	0.0%
If the above are not available on the website then normal photocopying charges apply.			
Photocopying Charges (black and white A4)	0.45	0.10	-77.8%
Photocopying Charges (black and white A3)	0.00	0.10	New charge
Photocopying Charges (colour A4)	0.00	0.25	New charge
Photocopying Charges (colour A3)	0.00	0.25	New charge
Supply of Information to Professional Organisations			
General enquiries (one off charge)	47.00	45.00	-4.3%
Fast -track responses (within 2 working days)	0.00	90.00	New charge

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

* = inclusive of VAT at relevant rate

To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
POLICY			
<u>Guildford Borough Local Plan</u>			
Guildford Borough Local Plan 2003			
Sale to residents	16.00	17.00	6.3%
Sale to others	38.50	39.50	2.6%
Sale to students	16.00	17.00	6.3%
Postage and packing for each document	4.75	5.75	21.1%
<u>Local Development Framework (no charge previously set)</u>			
Statement of Community Involvement	2.10	3.10	47.6%
Supplementary Planning Documents			
Sustainable Development & Construction 2005	5.60	6.60	17.9%
Sustainable Development & Construction 2005 - Students	1.05	2.05	95.2%
Vehicle Parking Standards 2006	5.50	6.50	18.2%
Vehicle Parking Standards 2006 - Students	1.05	2.05	95.2%
Infrastructure 2006	5.40	6.40	18.5%
Infrastructure 2006 - Students	1.05	2.05	95.2%
Supplementary Planning Guidance			
Conservation Area Character Appraisals 2006	3.20	4.20	31.3%
Residential Design Guide 2005	5.40	6.40	18.5%
Telecommunications 2004	2.20	3.20	45.5%
Planning Obligations & Infrastructure 2003	2.20	3.20	45.5%
North St/Commercial Rd/Leapale Rd Design & Development Brief adopted as SPG 2003	2.20	3.20	45.5%
Residential Extensions 2003	2.20	3.20	45.5%
Open Space 2002	2.20	3.20	45.5%
Street Cafes 1995	1.05	2.05	95.2%
Development Guidance/Planning Guidelines			
Woodbridge Meadows 2005	4.40	6.20	40.9%
Development Briefs			
Slyfield Industrial Estate 2004	2.20	3.20	45.5%
UniS Manor Park 2003	5.40	6.40	18.5%
Bedford Road 2000/2003	5.40	6.40	18.5%

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To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
<u>Monitoring Reports</u>			
Annual Monitoring Reports - available on request at no charge			
Cycling Strategy	1.60	2.60	62.5%
Walking Strategy	1.60	2.60	62.5%
Countryside			
Thames Basin Heath Special Protection Area Interim Avoidance Strategy	5.20	6.20	19.2%

* = inclusive of VAT at relevant rate
To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

Guildford Borough Council - Budget 2010/2011

Revenues & Payments

	2009/2010 £ From 1 January 2010 (VAT 17.5%)	2010/2011 £	Increase %
Local Taxation			
Court Costs - Council Tax	90.00	92.00	2.2%
Court Costs - Business Rates	120.00	122.00	1.7%

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To assist comparison a VAT rate of 17.5% has been assumed for 2010/11

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/11**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

***GENERAL FUND & HOUSING
CAPITAL PROGRAMMES***

GUILDFORD BOROUGH COUNCIL - BUDGET 2010/2011

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2010/11 - 2013/14

GENERAL FUND & HOUSING CAPITAL PROGRAMMES

General Fund :	page no.
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HRA Element	294 - 295
GF Element	296 - 299

GUILDFORD BOROUGH COUNCIL - BUDGET 2010/2011
GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2010/11 - 2013/14

Item No.	Year Approved	Approved Estimate	Service Units / Capital Schemes <i># Project not included in original annual capital programme.</i>	Total Spend as at 31/03/09 (a) £000	2009/10 Estimated Out-turn (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	2013/14 Estimate for year (g) £000	Estimated Total Cost a+(c to h)=(i) £000	Notes <i>Estimated Total Cost (g) = Cols (a) to (f)</i>
		£000									
			<u>APPROVED SCHEMES</u>								
			COMMUNITY CARE SERVICES								
			DAY CENTRES etc. :								
1	2008/09	88	Shawfield Centre - renew heating system	-	86	2	-	-	-	88	
			COMMUNITY CARE SERVICES - Totals	0	86	2	0	0	0	88	
			ECONOMIC DEVELOPMENT								
			GUILDFORD MUSEUM :								
2	2005/06	115	Structural works ph.1	71	44	-	-	-	-	115	
3	2007/08	45	Development - conservation management plan	12	33	-	-	-	-	45	
4	2008/09	47	Guildford Museum - improved access to collections	-	15	32	-	-	-	47	
5	2006/07	15	Pedestrian access from Castle Grounds	-	-	-	15	-	-	15	
6	2008/09	25	GUILDHALL: Heating system - upgrade	-	26	-	-	-	-	26	
7	2006/07	330	DISABLED ACCESS (DDA) IMPROVEMENTS: ph.2	59	200	71	-	-	-	330	
			PROPERTY :								
8	2004/05	160	Asbestos Management ph.3	92	30	38	-	-	-	160	
9		540	Bedford Road site - redevelopment: fees etc.	593	146	-	-	-	-	739	
10	2007/08	200	Burpham Court Farm - vacant possession	65	2	-	-	-	-	67	Vacant possession not required. Works complete
11	2004/05	485	122 - 126 High Street - essential structural repairs	258	-	-	-	-	-	258	
12	1999/00	4,000+fees	Onslow House	3,948	105	-	-	-	-	4,053	
13	2005/06	750	Compulsory purchase of land	-	600	-	-	-	-	600	
14	2009/10	2,174	Slyfield Area Regeneration Project (SARP)	-	206	218	367	1,383	-	2,174	Exec.18/06/09: funding for 09/10 approved; future years' funding provisional; subject to further report to the Executive.
15	2006/07	97	St. Catherine's Chapel - restoration	2	70	25	-	-	-	97	
16			Devizes, 12 Mary Road - Disposal Costs	-	3	-	-	-	-	3	
			ECONOMIC DEVELOPMENT - Totals	5,100	1,480	384	382	1,383	0	8,729	

GUILDFORD BOROUGH COUNCIL - BUDGET 2010/2011
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Item No.	Year Approved	Approved Estimate	Service Units / Capital Schemes <i># Project not included in original annual capital programme.</i>	Total Spend as at 31/03/09 (a) £000	2009/10 Estimated Out-turn (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	2013/14 Estimate for year (g) £000	Estimated Total Cost a+(c to h)=(i) £000	Notes <i>Estimated Total Cost (g) = Cols (a) to (f)</i>
		£000									
			<u>APPROVED SCHEMES</u>								
			LEISURE SERVICES								
15	2005/06		GUILDFORD CIVIC: Closure costs from 05/06	140	5	-	-	-	-	145	
16	2006/07	26,000	NEW ENTERTAINMENT CENTRE	2,400	5,645	11,035	6,920	-	-	26,000	
17	2005/06	9	ELECTRIC THEATRE: Lantern roof repairs	-	-	9	-	-	-	9	
			SPORTS CENTRES :								
			ASH MANOR SPORTS CENTRE :								
18	2008/09	28	Shower facilities - upgrade	-	28	-	-	-	-	28	Contribution of £5k from school.
19	05/06-07	1,745	SPECTRUM: Essential repairs	1,693	69	-	-	-	-	1,762	Part-funded from contributions.
20	2009/10	370	Leisure pool staircase & ductwork replacement	3	367	-	-	-	-	370	Complete. Works lower than estimated. £220k to steelworks (see below)
			Note: contribution of £150k from Spectrum renewals reserve to be applied towards cost of works								
			YOUTH & COMMUNITY CENTRES - BELLFIELDS :								
21	2005/06	46	Heating improvements	42	4	-	-	-	-	46	
22	2008/09	28	Subsidence repairs	-	28	-	-	-	-	28	
			ARTWORK - % FOR ART :								
23			Send Village Artwork #	1	11	-	-	-	-	12	Funded from S.106 contributions.
24			Woodbridge Meadow Artwork #	13	21	-	-	-	-	34	Funded from S.106 contributions.
			LEISURE SERVICES - Totals	4,292	6,178	11,044	6,920	0	0	28,434	
			OPERATIONAL SERVICES								
			CAR PARKING :								
25	1998/99	6,420	Castle Car Park	6,300	120	-	-	-	-	6,420	
26	2000/01	250	MSCPs - 'pay on foot' systems	2	-	248	-	-	-	250	
27	2008/09	59	CCTV upgrade (matrix)	-	59	-	-	-	-	59	
28	2007/08	80	Shere Recreation Ground Car Park - extension/upgrade	8	95	3	-	-	-	106	£10,000 contribution from Shere PC. £5k from P55018; £10k P55012; £11k from P55025
29	2002/03	1,650	Park & Ride Service - Merrow - new facility	1,382	296	10	-	-	-	1,688	Part funded from QEB S106 cont. of £1.65m (£1.65m transferred to Park & Ride reserve from capital reserve in 08/09 for future park & ride site).
30	2007/08	1,134	Park & Ride Service - Artington extension	760	123	-	-	-	-	883	09/10 estimates include virement of £38k from Artington to Merrow P & R (expend.below budget on former site)

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		£000	# Project not included in original annual capital programme.								Estimated Total Cost (g) = Cols (a) to (f)
			<u>APPROVED SCHEMES</u>								
			OPERATIONAL SERVICES (continued)								
			CYCLE ROUTES / SAFE ROUTES :								
			Cycle Routes :								
31	2001/02	10	- Aldershot Road, Ash	11	5	-	-	-	-	16	
32	2002/03	15	- Egerton Road Cycle Lane	-	-	-	-	-	-	0	
33	2004/05	11	- Guildford to Godalming cycle route ph.5	-	11	-	-	-	-	11	
34	2007/08	11	- Bury St. contra-flow cycle route	-	-	-	-	-	-	0	
			Safe Routes to Schools :								
35	2001/02	45	- Queen Street, Gomshall	35	-	-	-	-	-	35	
36	2004/05	30	- Improvements to pedestrian facilities, Stratford Rd./ Mytchett Rd., Ash Vale	4	26	-	-	-	-	30	
37	2006/07	15	- Old Woking Road, Guildford	-	15	-	-	-	-	15	SCC to contribute £5,000.
			ENVIRONMENTAL IMPROVEMENTS :								
38	2006/07	30	Stoughton Rd.Shopping Parade ph.2	26	4	-	-	-	-	30	
			PUBLIC CONVENIENCES :								
39	2008/09	39	Farnham Rd.car park - refurbish public conveniences	-	39	-	-	-	-	39	
40	2008/09	44	Ripley - refurbish public conveniences	-	44	-	-	-	-	44	
			RECYCLING :								
41	2008/09	1,120	Recycling works - wheeled bins	-	1,145	-	-	-	-	1,145	} SCC contribution of £500k
42	2008/09	326	Recycling works - kitchen caddies	-	305	-	-	-	-	305	}
			SAFER GUILDFORD - CCTV & LIGHTING STRATEGY:								
43	2006/07	174	CCTV etc. phase 4	91	70	13	-	-	-	174	
44	2003/04	181	Lighting Strategy phase 3	104	20	-	-	-	-	124	
45	2005/06	150	Lighting Strategy phase 4	95	42	-	-	-	-	137	
			GENERAL:								
46	2009/10	11	Chapel Street Sign	-	-	11	-	-	-	11	
47	2009/10	70	Sluice Gates Motorisation at Town Mill Toll House	-	-	70	-	-	-	70	
			OPERATIONAL SERVICES - Totals	8,818	2,419	355	0	0	0	11,592	
			PARKS & COUNTRYSIDE SERVICES								
			CEMETERIES & CREMATORIUM :								
48	2007/08	49	Crematorium - office extension to provide private area for comfort of the bereaved etc.	39	10	-	-	-	-	49	
49	2008/09	17	Crematorium - automatic charging system for cremators	-	17	-	-	-	-	17	

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		£000	# Project not included in original annual capital programme.								Estimated Total Cost (g) = Cols (a) to (f)
			APPROVED SCHEMES								
			PARKS & COUNTRYSIDE SERVICES (continued)								
			PARKS & OPEN SPACES :								
50	2003/04	425	Fixed Equipment Playground Strategy (FEPS)	264	150	11	-	-	-	425	S.106 contribution of £20,000.
51	2008/09	11	Allen House - ballcourt #	7	93	-	-	-	-	100	Funded from S.106 contributions.
52	2008/09	11	Allen House - landscaping #	-	84	-	-	-	-	84	Funded from S.106 contributions.
52	2007/08	60	Allotments, Larch Avenue, Burpham & Farnham Road - replace fencing	60	-	-	-	-	-	60	
53	2008/09	11	Allotments, Epsom Road - improvements #	-	10	-	-	-	-	10	Funded from S.106 contributions.
54	2008/09	11	Allotments, Farnham Road - improvements #	-	14	-	-	-	-	14	Funded from S.106 contributions.
55			Artillery Terrace - play area #	-	3	-	-	-	-	3	Funded from S.106 contributions.
56			Bushy Hill ballcourt #	-	19	-	-	-	-	19	Funded from S.106 contributions.
57	2008/09	11	Fir Tree Community Garden - fencing #	2	13	-	-	-	-	15	Funded from S.106 contributions.
58	2008/09	19	Harpers Rec. Ground, Ash - ballcourt #	2	17	-	-	-	-	19	Funded from S.106 contributions.
59	2007/08	65	Hazel Avenue, Bellfields - new play area #	59	7	-	-	-	-	66	Part funded from S.106 contributions.
60	2005/06	12	Kingston Meadows, East Horsley - playground imps.#	7	5	-	-	-	-	12	Funded from S.106 contributions.
61			Ash Skate Park Resurfacing	5	5	-	-	-	-	10	Funded from S.106 contributions.
62	2007/08	90	Parsonage Water Meadows - improvements #	26	50	14	-	-	-	90	Funded from S.106 contributions.
			Stoke Park :								
63	2008/09	40	- Paddling pool - water quality improvements	-	40	-	-	-	-	40	
64	2008/09	20	Stoke Rec.Ground Pavilion - upgrade hot water system	6	14	-	-	-	-	20	
65	2008/09	20	Stoke Rec.Ground - play area fencing #	67	3	-	-	-	-	70	Funded from S.106 contributions.
66			Sutherland Mem.Park - play area imps. #	-	48	-	-	-	-	48	Funded from S.106 contributions.
67	2007/08	22	Waterside Rd. - multi-sports ball-court #	1	-	-	-	-	-	1	Lottery scheme-trans.to revenue
68	2006/07	4	Woking Road - willow screen #	1	3	-	-	-	-	4	Funded from S.106 contributions.
69	2007/08	12	Woodbridge Meadows - landscaping #	11	1	-	-	-	-	12	Funded from S.106 contributions.
			Parish Council Play Facilities :								
70	2007/08	16	- Send PC - play improvements #	-	16	-	-	-	-	16	Funded from S.106 contributions.
71			- Compton PC - play improvements #	-	13	-	-	-	-	13	Funded from S.106 contributions.
72			- Shalford PC - teen shelter #	-	7	-	-	-	-	7	Funded from S.106 contributions.
			Kings College Fencing	-	6	-	-	-	-	6	Funded from S.106 contributions.
			Allen House Mosaic	-	5	-	-	-	-	5	Funded from S.106 contributions.
73			- Worplesdon PC - play equipment #	-	72	-	-	-	-	72	Funded from S.106 contributions.
74			Artwork - Seaboard Site	-	15	-	-	-	-	15	Funded from S.106 contributions.
75			Shalford PC - Play equip	-	14	-	-	-	-	14	Funded from S.106 contributions.
76			Chantry Camp Toilet	-	1	-	-	-	-	1	Funded from S.106 contributions.
			PARKS & COUNTRYSIDE SERVICES - Totals	557	755	25	0	0	0	1,337	

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		£000									
			<u>APPROVED SCHEMES</u>								
			PLANNING SERVICES								
			CONSERVATION WORKS :								
77	2003/04	23	Gunpowder Mills, Chilworth - conservation/preservation	6	13	4	-	-	-	23	
78	2007/08	12	Treadwheel Crane, Town Wharf - repairs	-	12	-	-	-	-	12	
			ENVIRONMENTAL IMPROVEMENTS :								
79	2000/01	50	Ash Village Centre (phase 1)	31	19		-	-	-	50	
80	2002/03	60	Ash Wharf Parade, Ash (phase 2)	5	35	20	-	-	-	60	Contribution of £10,000 from Guildford Safety Reassurance Fund.
81	2004/05	50	Quarry Street Gardens' Steps, Guildford	1	35	14	-	-	-	50	
82	2006/07	145	Haydon Place / Martyr Road	24	5	116	-	-	-	145	To be part-funded by anticipated S106 cont.of £50,000.
83	2008/09	85	Millbrook pedestrian crossing - improvements	58	2	-	-	-	-	60	
84			Stoughton Commun. Signs	-	-	-	-	-	-	0	Funded from S.106 contributions.
85			Civic Artwork	-	1	-	-	-	-	1	Funded from S.106 contributions.
84	2001/02	234	North Street	6	200	28		-	-	234	Funded from S.106 contributions.
85	2003/04	50	Wooden Bridge, Stoughton	49	1	-	-	-	-	50	Funded from S.106 contributions.
86	2003/04	130	Worplesdon Road	92	38	-	-	-	-	130	Funded from S.106 contributions.
87	2003/04	80	Worplesdon Road Shops	-	75	5	-	-	-	80	Funded from S.106 contributions.
88	2009/10	122	"Greening the Approaches"	79	11	-	-	-	-	90	Funded from S.106 contributions.
89	2002/03	40	High Street / Chertsey St., Guildford	-	-	-	60	-	-	60	£20k to be funded from S.106 conts.
			SAFER GUILDFORD :								
90	2008/09	30	Subway Improvements ph.3 (Haydon Place; Tongham)	1	25	4	-	-	-	30	
			PLANNING SERVICES - Totals	352	472	191	60	0	0	1,075	
			APPROVED SCHEMES - GRAND TOTALS	19,119	11,390	12,001	7,362	1,383	0	51,255	

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			PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)								
			BUSINESS SYSTEMS								
			MILLMEAD HOUSE:								
91	2009/10	193	Civic Suite, Millmead House-replace air conditioning	-	186	7	-	-	-	193	
92	2009/10	681	Millmead Offices-rewiring & upgrade of electric circuits	-	50	631	-	-	-	681	
93	2009/10	315	New Millmead Offices - replace boilers and plant	-	208	98	9	-	-	315	
			BUSINESS SYSTEMS - Totals	0	444	736	9	0	0	1,189	
			ECONOMIC DEVELOPMENT								
94	2009/10	340	DISABLED ACCESS (DDA) IMPROVEMENTS: ph.3	-	-	130	210	-	-	340	
95	2009/10	30	PROPERTY: Fire risk assessment prog.- building improvements	-	30	-	-	-	-	30	
96	2009/10	110	OTHER : Guildford High Street - repairs to setts	-	-	110	-	-	-	110	
97	2009/10	160	Relocation of ITC & Guildford House Gallery	-	-	160	-	-	-	160	Funding via LABGI.
			ECONOMIC DEVELOPMENT - Totals	0	30	400	210	0	0	640	
			LEISURE SERVICES								
			SPECTRUM :								
98	2009/10	2,306	Roof replacement	-	-	739	-	-	1,567	2,306	
99	2009/10		Steelwork repairs and replacement	-	-	220	-	-	-	220	
100	2009/10	406	Replacement ice plant equipment	-	-	-	406	-	-	406	
101	2009/10	294	Replace GRP in pool flumes	-	-	-	-	294	-	294	
102	2009/10	236	Spectrum replace Gym Equipment	-	-	236	-	-	-	236	
103	2009/10	113	Ash Manor replace Gym Equipment	-	-	113	-	-	-	113	
			LEISURE SERVICES - Totals	0	0	1,308	406	294	1,567	3,575	
			OPERATIONAL SERVICES								
104	2009/10	120	LAND DRAINAGE: Ash Green - flood relief works	-	120	-	-	-	-	120	
105	2009/10	65	RECYCLING: Bring-banks - replacement	-	25	20	20	-	-	65	
			OPERATIONAL SERVICES - Totals	0	145	20	20	0	0	185	

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			<u>PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)</u>								
106	2009/10	1,000	PARKS & COUNTRYSIDE SERVICES								
			CREMATORIUM: mercury abatement	-	-	500	500	-	-	1,000	
107	2009/10	350	STOKE PARK: Skate park - replace existing facility	-	-	350	-	-	-	350	
			PARKS & COUNTRYSIDE SERVICES - Totals	0	0	850	500	0	0	1,350	
			PROVISIONAL SCHEMES - GRAND TOTALS	0	619	3,314	1,145	294	1,567	6,939	

	<u>SUMMARY</u>								
	APPROVED SCHEMES - TOTALS	19,119	11,390	12,001	7,362	1,383	0	51,255	
	PROVISIONAL SCHEMES - TOTALS	0	619	3,314	1,145	294	1,567	6,939	
	GRAND TOTALS	19,119	12,009	15,315	8,507	1,677	1,567	58,194	

		FINANCED as follows :	2009/10 Updated Estimate £000	2010/11 Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000
		Contributions etc.	1,341	599	20	0	0
		Lottery funding	0	0	0	0	0
		Capital Receipts	1,469	2,345	0	0	0
		R.C.C.O. :					
		- RCCO - Specific	0	0	0	0	0
		- R.C.C.O via GF Capital Schemes Reserve	9,132	7,860	0	0	0
		- R.C.C.O via other reserves etc.	150	0	0	0	0
		Funding requirement: Housing receipts	0	3,701	6,752	0	0
		Funding requirement: borrowing	0	0	1,735	1,677	1,567
		TOTALS	12,092	14,505	8,507	1,677	1,567

GUILDFORD BOROUGH COUNCIL - BUDGET 2010/2011

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2010/11 - 2013/14

Item No.	Estimate £000	Projects & Sources of Funding <i>(listed in Service Unit order)</i>	Total Spend as at 31/03/09 (a) £000	2009/10 Estimated Out-turn (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	2013/14 Estimate for year (g) £000	Estimated Total Cost = a+(c to h) £000	Notes
1	340	AUDIT & PERFORMANCE ENERGY PROJECTS per SALIX RESERVE: SALIX - 'Invest to Save' energy projects	98	100	42	-	-	-	240	Gross expenditure, match-funded by SALIX.
		AUDIT & PERFORMANCE - Totals	98	100	42	0	0	0	240	
		ICT SERVICES INFORMATION TECHNOLOGY - IT Renewals Reserve : Hardware / software	annual	588	400	400	400	400	2,588	
		IT Renewals Reserve - Totals	0	588	400	400	400	400	2,588	
		LEISURE SERVICES - SPECTRUM (a) Spectrum projects funded per Re-investment Reserve:								
3	annual	IT - planned improvements	annual	25	-	-	-	-	25	
4	20	Beauty Therapy Rooms - refurbishment	-	20	-	-	-	-	20	
5	24	Athletic hammer net replacement	15	9	-	-	-	-	24	
6	annual	Future projects - estimated expenditure	-	-	125	125	125	125	625	
		Spectrum Re-investment Reserve - Totals	15	54	125	125	125	125	694	
		(b) Spectrum projects funded per Renewals Reserve:								
7	22	Ice Plant - motor controls	10	-	-	-	-	-	10	
8	60	PA System	-	-	60	-	-	-	60	
9	25	Hot water calorifiers - replacement	-	-	24	-	-	-	24	
10	154	Bleacher Seating replacement	60	-	94	-	-	-	154	
11	92	Chiller replacement & chiller repairs	78	14	92	-	-	-	184	
12	30	Ducting replacements	-	30	-	-	-	-	30	
13		Air-conditioning units (replacing R22 A/C units) 08/09	14	-	-	-	-	-	14	
14	56	Air-conditioning units (replacing R22 A/C units) 09/10	-	-	16	32	-	-	48	
15	15	Water regulations project	2	13	-	-	-	-	15	

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GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2010/11 - 2013/14

Item No.	Estimate £000	Projects & Sources of Funding (listed in Service Unit order)	Total Spend as at 31/03/09 (a) £000	2009/10 Estimated Out-turn (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	2013/14 Estimate for year (g) £000	Estimated Total Cost = a+(c to h) £000	Notes
		LEISURE SERVICES - SPECTRUM								
		(b) Spectrum projects funded per Renewals Reserve (cont'd):								
16	10	BMS upgrades	11	21	-	-	-	-	32	
17	256	Lift controls - replacement	-	-	75	75	-	-	150	
18	12	Ice rink plant repairs	-	12	-	-	-	-	12	
19	150	Contribution to staircase/flume staircase replacement	Note: contribution of £150k from reserve towards cost of works included in main capital programme (Annexe 1)							
20	20	Pool lighting	-	-	20	-	-	-	20	
21	27	Air-handling units	-	16	11	-	-	-	27	
22	90	Ice Hall enviro chiller replacement	-	-	90	-	-	-	90	
23	74	Ice resurfacers	-	-	80	-	-	-	80	
24	43	Video wall replacement	-	-	-	43	-	-	43	
25	16	Replace lifting equipment	-	-	-	16	-	-	16	
26	334	Proposed works	-	-	-	-	334	296	852	
		Spectrum Renewals Reserve - Totals	175	106	562	166	334	296	1,861	
		NEIGHBOURHOOD & HOUSING MANAGEMENT								
		HOUSING REPAIRS RESERVE :								
27	5	Stores - stock control system	29	-	-	-	-	-	29	
28	5	Electrical testing system	-	4	-	-	-	-	4	
		Housing Repairs Reserve - Totals	29	4	0	0	0	0	33	
		OPERATIONAL SERVICES								
		CAR PARKS RESERVE (see note opposite):								
29	165	Millbrook Car Park - rebuild surface	2	178	-	-	-	-	180	Note: 10/11 and future year schemes subject to approval of Car Parks' Business Plan. Addit.funding of £250k incl. in capital programme
30	500	Car parks - install/replace pay-on-foot equipment	-	-	500	-	-	-	500	
		Car Parks - Lighting improvements:								
31	150	- York Road (lighting & Electrical)	-	85	-	-	-	-	85	
32	150	- Bedford Road	-	150	-	-	-	-	150	
33	100	- Leapale Road	-	-	100	-	-	-	100	
34	150	- Castle car park	-	-	-	150	-	-	150	

GUILDFORD BOROUGH COUNCIL - BUDGET 2010/2011
GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2010/11 - 2013/14

Item No.	Estimate £000	Projects & Sources of Funding (listed in Service Unit order)	Total Spend as at 31/03/09 (a) £000	2009/10 Estimated Out-turn (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	2013/14 Estimate for year (g) £000	Estimated Total Cost = a+(c to h) £000	Notes
		OPERATIONAL SERVICES (cont'd)								<i>Note: 10/11 and future year schemes subject to approval of Car Parks' Business Plan.</i>
		CAR PARKS RESERVE cont'd. (see note opposite) :								
35	150	Car Parks - Electrical:								
		- Bedford Road	-	150	-	-	-	-	150	
36	50	- Leapale Road	-	-	50	-	-	-	50	
		Car parks - Deck surfacing:								
37	480	- York Road	-	480	-	-	-	-	480	
38	400	- Leapale Road	-	-	-	-	-	400	400	
39	350	- Castle car park	-	-	-	350	-	-	350	
40	550	- Farnham Road car park	-	-	-	-	550	-	550	
		Car Parks Reserve - Totals	2	1,043	650	500	550	400	3,145	Programme may be funded via leasing or borrowing. Decision will be taken each year after assessing the financial implications of the options.
		GROUP RESERVE :								
41	-	Safety equipment - vehicle workshop	3	-	-	-	-	-	3	
		Group Reserve - Totals	3	0	0	0	0	0	3	
		RECYCLING RESERVE :								
		Recycling Reserve - Totals	0	0	0	0	0	0	0	
		VEHICLE REPLACEMENT RESERVE :								
43		Transit jumbo van - graffiti	32	-	-	-	-	-	32	
		Vehicle Replacement Reserve - Totals	32	0	0	0	0	0	32	
		VEHICLE REPLACEMENT PROGRAMME :								
44	annual	Vehicles, Plant & Equipment Replacement Programme	990	4,687	400	400	400	400	7,677	
		(08/09 only)								
		Vehicle Replacement - Totals (leasing / borrowing)	990	4,687	400	400	400	400	7,677	

GUILDFORD BOROUGH COUNCIL - BUDGET 2010/2011

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2010/11 - 2013/14

Item No.	Estimate £000	Projects & Sources of Funding <i>(listed in Service Unit order)</i>	Total Spend as at 31/03/09 (a) £000	2009/10 Estimated Out-turn (c) £000	2010/11 Estimate for year (d) £000	2011/12 Estimate for year (e) £000	2012/13 Estimate for year (f) £000	2013/14 Estimate for year (g) £000	Estimated Total Cost = a+(c to h) £000	Notes
45	-	PARKS & COUNTRYSIDE SERVICES								Schemes to be funded from contributions, with initial pump-priming from reserve as required.
		SPA RESERVE :								
		SPA schemes (various)	281	50	100	100	100	100	831	
		SPA Reserve - Totals	281	50	100	100	100	100	831	
		GRAND TOTALS	1,625	6,632	2,279	1,691	1,909	1,721	17,104	

FUNDING SUMMARY	2009/10 Estimated Out-turn £000	2010/11 Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000
Reserves (various)	1,895	1,779	1,191	1,409	1,221
Leasing or borrowing re vehicles & plant replacement prog.#	4,687	400	400	400	400
Grants & contributions	50	100	100	100	100
# 08/09 acquisitions funded per borrowing					
TOTALS	6,632	2,279	1,691	1,909	1,721

GUILDFORD BOROUGH COUNCIL - BUDGET 2010/2011
GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2010/11 - 2014/15 : HRA ELEMENT

	2008/09 Actual £000	2009/10 Estimate £000	2009/10 Updated Estimate £000	2010/11 Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000	2014/15 Estimate £000
EXPENDITURE								
Acquisition of Land & Buildings	0	0	0	0	0	0	0	0
Schemes to promote Home-Ownership								
Equity Share Re-purchases	763	100	126	100	100	100	100	100
Major Repairs & Improvements								
Major Repairs & Improvements	5,566	6,000	6,000	6,500	7,000	7,500	7,500	7,500
Grants								
Cash Incentive Scheme	0	75	75	75	75	75	75	75
Total Expenditure to be financed	6,329	6,175	6,201	6,675	7,175	7,675	7,675	7,675

	2008/09 Actual £000	2009/10 Estimate £000	2009/10 Updated Estimate £000	2010/11 Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000	2014/15 Estimate £000
RESOURCE AVAILABILITY								
Resources generated in year								
Equity Share resales and new shares	763	100	126	100	100	100	100	100
Contribution from Housing Revenue A/c (re cash incentives)	0	75	75	75	75	75	75	75
GF Capital Receipts transferred	20	0	0	0	0	0	0	0
Major Repairs reserve	3,781	3,914	3,913	3,973	4,000	4,000	4,000	4,000
Future Capital Programme reserve (per Housing Revenue A/c)	2,357	2,542	2,298	2,312	2,300	2,300	2,300	2,300
Balances brought forward								
Future Capital Programme reserve	12,495	13,162	13,087	13,298	13,083	12,383	11,183	9,983
Major Repairs reserve	0	0	0	0	0	0	0	0
Total Resources available	19,416	19,793	19,499	19,758	19,558	18,858	17,658	16,458

GUILDFORD BOROUGH COUNCIL - BUDGET 2010/2011
GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2010/11 - 2014/15 : HRA ELEMENT

	2008/09 Actual £000	2009/10 Estimate £000	2009/10 Updated Estimate £000	2010/11 Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000	2014/15 Estimate £000
FINANCING OF PROGRAMME								
Equity Share capital receipts (per General Capital receipts)	763	100	126	100	100	100	100	100
General Capital Receipts (re Merchant Row)	20	0	0	0	0	0	0	0
Contribution from Housing Revenue A/c (re cash incentives)	0	75	75	75	75	75	75	75
Future Capital Programme reserve	1,765	2,086	2,087	2,527	3,000	3,500	3,500	3,500
Major Repairs Reserve	3,781	3,914	3,913	3,973	4,000	4,000	4,000	4,000
Total Financing (= Total Expenditure)	6,329	6,175	6,201	6,675	7,175	7,675	7,675	7,675

	2008/09 Actual £000	2009/10 Estimate £000	2009/10 Updated Estimate £000	2010/11 Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000	2014/15 Estimate £000
RESERVES - BALANCES								
Reserve for Future Capital Programme (U01035)								
Balance b/f	12,495	13,162	13,087	13,298	13,083	12,383	11,183	9,983
Contribution in year	2,357	2,542	2,298	2,312	2,300	2,300	2,300	2,300
Used in year	(1,765)	(2,086)	(2,087)	(2,527)	(3,000)	(3,500)	(3,500)	(3,500)
Balance c/f	13,087	13,618	13,298	13,083	12,383	11,183	9,983	8,783

Major Repairs Reserve (U01036)								
Balance b/f	0	0	0	0	0	0	0	0
Contribution in year	3,781	3,914	3,913	3,973	4,000	4,000	4,000	4,000
Used in Year	(3,781)	(3,914)	(3,913)	(3,973)	(4,000)	(4,000)	(4,000)	(4,000)
Balance c/f	0	0	0	0	0	0	0	0

GUILDFORD BOROUGH COUNCIL - BUDGET 2010/2011
GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2010/11 - 2014/15 : GENERAL FUND ELEMENT

	2008/09 Actuals	2009/10 Estimate	2009/10 Updated Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
EXPENDITURE								
Grants								
Disabled Facilities Grants - mandatory	386	420	460	480	480	480	480	480
Home Improvement Assistance	160	120	111	83	120	120	120	120
SHIP Scheme			9	37	0	0	0	0
Affordable Housing								
Acquisition of Land & Buildings:								
- Beverley Hall - acquisition & site prep.	514	0	0	0	0	0	0	0
Feasibility/Site Preparation (incl. decommission costs and home loss & disturbance payments):	0	50	50	50	50	50	50	50
- Hornhatch	10	0	(13)	0	0	0	0	0
- Sandfields	51	0	41	60	0	0	0	0
- Lakeside Close, Ash	16	200	20	100	80	0	0	0
- White Hart Court	25	0	40	18	0	0	0	0
- Headway, North Rd.	5	0	0	0	0	0	0	0
- Willow Way infrastructure works	0	0	0	41	0	0	0	0
Affordable Housing - Grants:								
<i>2006/07 Schemes</i>								
GBC Garage Sites : Willow Way	0	754	170	170	0	0	0	0
Winterhill Way	83	0	0	0	0	0	0	0

continued overleaf

The estimates on Affordable housing have been split over 3 different elements: site acquisition; feasibility/site preparation (incl.decommission costs, home loss and disturbance payments) and grants.

GUILDFORD BOROUGH COUNCIL - BUDGET 2010/2011
GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2010/11 - 2014/15 : GENERAL FUND ELEMENT

	2008/09 Actuals	2009/10 Estimate	2009/10 Updated Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 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)	20	0	0	0	0	0	0	0
Oak Tree Drive	45	0	0	0	0	0	0	0
Ash Grove, Guildford	24	0	24	0	0	0	0	0
Hornhatch	120	0	120	0	0	0	0	0
<i>2008/09 Schemes</i>								
Gardner Rd. / Woodbridge Rd.	0	771	0	385	385	0	0	0
<i>2010/11 Schemes</i>								
Friary Extension	0	0	0	<i>provision may be required at some stage</i>			0	0
General Grants to RSLs	0	500	0	1,000	500	500	500	500
Total Expenditure to be financed	1,459	2,815	1,032	2,424	1,615	1,150	1,150	1,150

GUILDFORD BOROUGH COUNCIL - BUDGET 2010/2011
GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2010/11 - 2014/15 : GENERAL FUND ELEMENT

	2008/09 Actuals	2009/10 Estimate	2009/10 Updated Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
RESOURCE AVAILABILITY								
Resources generated in year								
Sale of Council Houses (net of costs) *	893	750	750	1,010	750	750	750	750
<i>Less sum pooled (i.e. returned to Government)</i>	(643)	(563)	(563)	(758)	(563)	(563)	(563)	(563)
<i>Council House sales - net</i>	250	188	188	253	188	188	188	188
Equity Share sales (net of costs) *	101	150	100	100	100	100	100	100
<i>Less sum pooled (i.e. returned to Government)</i>	(76)	(113)	(75)	(75)	(75)	(75)	(75)	(75)
<i>Less funding of Equity Share buy-backs in HRA programme</i>	(763)	(100)	(126)	(100)	(100)	(100)	(100)	(100)
Mortgages (net of costs) *	6	2	2	0	0	0	0	0
<i>Less pooling</i>	(3)	(1)	(1)	0	0	0	0	0
HRA Land Sales	275	0	304	0	0	0	0	0
Housing Grant repayments	19	25	35	30	30	30	30	30
Capital Receipts used for HRA element	(20)	0	0	0	0	0	0	0
s106 Contributions	0	0	0	0	0	0	0	0
Specific Grant re mandatory Disabled Facilities grant	234	240	240	240	240	240	240	240
Balances brought forward								
Usable capital receipts	22,743	21,333	21,600	21,549	13,653	7,958	7,190	6,423
s106 Contributions	677	189	385	71	0	0	0	0
Total Resources available	23,443	21,913	22,652	22,067	14,036	8,340	7,573	6,805

Items marked * must be used towards affordable housing or regeneration to avoid being paid over to the Government

GUILDFORD BOROUGH COUNCIL - BUDGET 2010/2011
GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2010/11 - 2014/15 : GENERAL FUND ELEMENT

FINANCING OF PROGRAMME

	2008/09 Actuals	2009/10 Estimate	2009/10 Updated Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
Specific Grants	234	240	240	240	240	240	240	240
Housing Grant repayments	19	25	35	30	30	30	30	30
s106 Contributions	292	189	314	71	0	0	0	0
Capital Receipts	914	2,361	443	2,083	1,345	880	880	880
Total Financing (= Total Expenditure)	1,459	2,815	1,032	2,424	1,615	1,150	1,150	1,150

@ assumes use of s106 to fund affordable housing grant payments

BALANCES

Usable Capital Receipts

	2008/09 Actuals	2009/10 Estimate	2009/10 Updated Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
Balance b/f	22,743	21,333	21,600	21,549	13,653	7,958	7,190	6,423
Received in year (net)	573	126	392	178	113	113	113	113
Adjustments re investments over year-end	0	0	0	0	0	0	0	0
Used in year (General Fund programme)	0	0	0	(5,990)	(4,463)	0	0	0
Used in year	(1,716)	(2,361)	(443)	(2,083)	(1,345)	(880)	(880)	(880)
Balance c/f	21,600	19,098	21,549	13,653	7,958	7,190	6,423	5,655

s106 Contributions - DETAILS OVERLEAF

	2008/09 Actuals	2009/10 Estimate	2009/10 Updated Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
Balance b/f	677	189	385	71	0	0	0	0
Contributions in year	0	0	0	0	0	0	0	0
Used in Year	(292)	(189)	(314)	(71)	0	0	0	0
Balance c/f	385	0	71	0	0	0	0	0

Housing Grant Repayments

	2008/09 Actuals	2009/10 Estimate	2009/10 Updated Estimate	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
Balance b/f	0	0	0	0	0	0	0	0
Repayments in year	19	25	35	30	30	30	30	30
Used in Year	(19)	(25)	(35)	(30)	(30)	(30)	(30)	(30)
Balance c/f	0	0	0	0	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/11**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2010/2011**

GLOSSARY

GUILDFORD BOROUGH COUNCIL BUDGET 2010/2011

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.

GUILDFORD BOROUGH COUNCIL BUDGET 2010/2011

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 BUDGET 2010/2011

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 BUDGET 2010/2011

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.

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).

GUILDFORD BOROUGH COUNCIL BUDGET 2010/2011

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.

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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