

BUDGET BOOK

2011/2012

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GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2011/12

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Major Changes introduced in 2011/12

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

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Movement in General Fund budget requirement

The major reasons for the change between the 2010/11 and 2011/12 General Fund budget requirement (excluding Parish precepts) are as follows:

	£000
Inflation & other adjustments	552
Unavoidable adjustments & commitments	451
Concessionary Fares administration moved to county council	(839)
Net effect of interest rate & cash flow movements	502
Revenue effects of financing capital expenditure	(925)
Transfers to reserves	353
Service improvements	654
Specific Government grants	(232)
Increased income	(533)
Efficiency savings	<u>(1,936)</u>
Net Decrease	<u>(1,953)</u>

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General Fund Summary – Gross Expenditure and Income

Actual 2009/10		Estimate 2011/12	Estimate 2011/12	Estimate 2011/12
Net Exp.		Gross Exp.	Gross Inc.	Net Exp.
£	Service Units	£	£	£
163,816	Business Systems	4,306,170	(4,205,430)	100,740
2,758,759	Community Care Services	4,894,800	(2,402,830)	2,491,970
2,222,360	Corporate Development	2,631,100	(804,320)	1,826,780
1,657,041	Economic Development	3,552,070	(6,042,940)	(2,490,870)
1,279,409	Environmental Health & Licensing	1,721,970	(682,460)	1,039,510
(56,935)	Financial Services	3,112,850	(1,108,740)	2,004,110
865,339	Housing Advice Services	1,201,420	(389,970)	811,450
(112,914)	Human Resources	748,160	(705,200)	42,960
1,490,414	Legal & Democratic Services	3,382,270	(1,491,860)	1,890,410
2,012,693	Leisure Services	11,530,940	(8,238,310)	3,292,630
(25,659)	Neighbourhood & Housing Management	3,270,640	(2,876,980)	393,660
3,189,003	Operational Services	20,961,020	(19,511,410)	1,449,610
1,973,794	Parks & Countryside Services	4,716,260	(2,238,550)	2,477,710
2,690,419	Planning Services	3,823,800	(1,257,830)	2,565,970
1,705,072	Revenue & Payments	38,858,050	(38,347,360)	510,690
21,812,611	<i>Total Service Unit Level</i>	108,711,520	(90,304,190)	18,407,330
(9,036,163)	Depreciation/Deferred Charges (contra to Service Unit Budgets)	(4,384,160)	0	(4,384,160)
12,776,448	<i>Service Unit Level excl contra items</i>	104,327,360	(90,304,190)	14,023,170
(28,830)	Improvement Grant Commutation Credit	0	0	0
(3,088,364)	External Interest Receivable (net)	3,000	(922,240)	(919,240)
328,855	Minimum Revenue Provision	175,000	0	175,000
	Revenue Contributions to Capital Outlay			
5,578,123	Met from: Capital Schemes Reserve	0	0	0
1,145,028	Other Reserves	2,254,000	0	2,254,000
276,364	General Fund			0
16,987,624	Total before transfers to Reserves and Provisions	106,759,360	(91,226,430)	15,532,930
	Transfers to Reserves and Provisions			
	Capital Schemes Reserve			
(5,578,123)	<i>Funding of Revenue Contribution to Capital Outlay</i>	0	0	0
281,000	<i>Contribution in Year</i>	0	0	0
(117,666)	Car Park Income Equalisation Reserve	0	(98,250)	(98,250)
412,480	Car Park Maintenance Reserve	691,500	(944,000)	(252,500)
171,815	Credit Crunch Fund	40,380	0	40,380
32,000	Election Costs Reserve	39,000	(93,000)	(54,000)
250,000	Energy Management Schemes Reserve	0	0	0
59,007	Housing Revenue Account & Major Repairs Reserve	112,750	0	112,750
(27,054)	Insurance Reserve	0	(900)	(900)
279,000	Interest Rate Equalisation Reserve	0	0	0
84,417	IT Renewals Reserve	591,910	(607,450)	(15,540)
149,620	Invest to Save Reserve	263,000	0	263,000
(81,631)	Local Authority Business Growth Incentive	0	(70,000)	(70,000)
(24,220)	Parking, Highways & Transportation Reserve	587,040	(504,070)	82,970
2,178,027	Pensions Reserve (Statutory)	0	0	0
0	Pensions Reserve (GBC)	200,000	0	200,000
(40,335)	Planning Legal Fees	0	0	0
(72,607)	Recycling Reserve	0	0	0
320,940	Spectrum Re-investment Reserve	29,000	(125,000)	(96,000)
(39,538)	Spectrum Renewals Reserve	352,200	(456,000)	(103,800)
163,807	Other Reserves	147,250	(692,450)	(545,200)
(22,811)	Area Based Grant	0	0	0
(73,942)	Local Authority Business Growth Incentive Grant	0	0	0
998,000	To General Fund Revenue Account balance	0	0	0
0	Council Tax Freeze Grant	0	(205,810)	(205,810)
16,289,810	GBC BUDGET REQUIREMENT	109,813,390	(95,023,360)	14,790,030
1,240,130	Parish Council Precepts	1,284,415	0	1,284,415
17,529,940	TOTAL BUDGET REQUIREMENT	111,097,805	(95,023,360)	16,074,445
(6,808,800)	Govt. Grants: NNDR Receipt from Nat. Pool	0	(4,999,134)	(4,999,134)
(1,571,559)	Revenue Support Grant	0	(1,545,247)	(1,545,247)
112,163	Collection Fund Deficit/(Surplus)		(10,322)	(10,322)
9,261,744	GBC DEMAND ON COLLECTION FUND	111,097,805	(101,578,063)	9,519,742

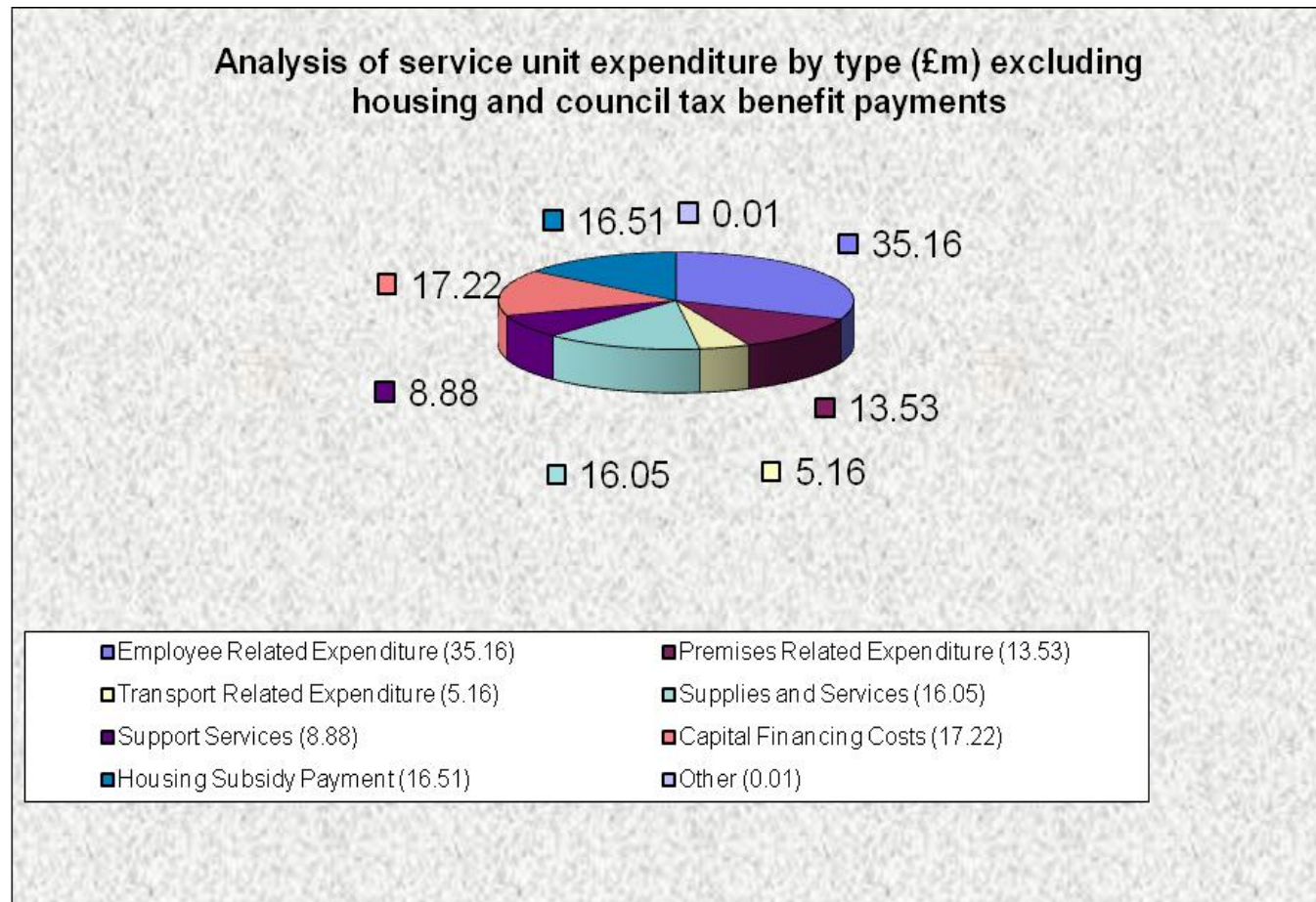
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General Fund Summary – Net Expenditure

Actual 2009/10 Net Exp.		Estimate 2010/11	Probable 2010/11	Estimate 2011/12
£	Service Units - Net Expenditure	£		£
163,816	Business Systems	75,330	279,517	100,740
2,758,759	Community Care Services	2,680,780	2,492,700	2,491,970
2,222,360	Corporate Development	1,936,570	1,818,438	1,826,780
1,657,041	Economic Development	(2,048,970)	(2,244,771)	(2,490,870)
1,279,409	Environmental Health & Licensing	1,136,230	1,155,704	1,039,510
(56,935)	Financial Services	1,972,460	1,822,840	2,004,110
865,339	Housing Advice Services	916,890	861,607	811,450
(112,914)	Human Resources	13,360	(21,644)	42,960
1,490,414	Legal & Democratic Services	1,756,610	1,731,761	1,890,410
2,012,693	Leisure Services	2,820,100	2,881,277	3,292,630
(25,659)	Neighbourhood & Housing Management	375,180	369,837	393,660
3,189,003	Operational Services	2,483,700	2,845,324	1,449,610
1,973,794	Parks & Countryside Services	2,144,210	2,118,459	2,477,710
2,690,419	Planning Services	2,708,100	2,621,419	2,565,970
1,705,072	Revenue & Payments	1,150,300	1,010,920	510,690
21,812,611	<i>Total Service Unit Level</i>	20,120,850	19,743,388	18,407,330
(9,036,163)	Depreciation/Deferred Charges (contra to Service Unit Budgets)	(3,405,880)	(3,405,880)	(4,384,160)
12,776,448	<i>Service Unit Level excl contra items</i>	16,714,970	16,337,508	14,023,170
(28,830)	Improvement Grant Commutation Credit	0	0	0
(3,088,364)	External Interest Receivable (net)	(1,433,040)	(1,153,452)	(919,240)
328,855	Minimum Revenue Provision	328,860	328,860	175,000
	Revenue Contributions to Capital Outlay			
5,578,123	Met from: Capital Schemes Reserve	8,532,000	8,532,000	0
1,145,028	Other Reserves	1,790,000	1,739,926	2,254,000
276,364	General Fund	0	0	0
16,987,624	Total before transfers to Reserves and Provisions	25,932,790	25,784,842	15,532,930
	Transfers to Reserves and Provisions			
	Capital Schemes Reserve			
(5,578,123)	<i>Funding of Revenue Contribution to Capital Outlay</i>	(8,532,000)	(8,532,000)	0
281,000	<i>Contribution in Year</i>	78,000	78,000	0
(117,666)	Car Park Income Equalisation Reserve	(191,380)	(191,330)	(98,250)
412,480	Car Park Maintenance Reserve	12,000	(174,361)	(252,500)
171,815	Credit Crunch Fund	0	0	40,380
32,000	Election Costs Reserve	36,000	36,000	(54,000)
250,000	Energy Management Schemes Reserve	0	0	0
59,007	Housing Revenue Account & Major Repairs Reserve	107,480	71,712	112,750
(27,054)	Insurance Reserve	42,010	21,852	(900)
279,000	Interest Rate Equalisation Reserve	0	0	0
84,417	IT Renew als Reserve	27,830	28,053	(15,540)
149,620	Invest to Save Reserve	(34,660)	(86,735)	263,000
(81,631)	Local Authority Business Grow th Incentive	(18,000)	(58,000)	(70,000)
(24,220)	Parking, Highw ays & Transportation Reserve	(270,670)	(313,717)	82,970
2,178,027	Pensions Reserve (Statutory)	0	0	0
0	Pensions Reserve (GBC)	0	0	200,000
(40,335)	Planning Legal Fees	0	0	0
(72,607)	Recycling Reserve	0	0	0
320,940	Spectrum Re-investment Reserve	(96,000)	(96,000)	(96,000)
(39,538)	Spectrum Renew als Reserve	(378,570)	(328,406)	(103,800)
163,807	Other Reserves	56,520	(90,894)	(545,200)
(22,811)	Area Based Grant	(28,819)	(38,599)	0
(73,942)	Local Authority Business Grow th Incentive Grant	0	0	0
998,000	To General Fund Revenue Account balance	0	0	0
0	Council Tax Freeze Grant	0	0	(205,810)
16,289,810	GBC BUDGET REQUIREMENT	16,742,531	16,110,417	14,790,030
1,240,130	Parish Council Precepts	1,274,875	1,274,875	1,284,415
17,529,940	TOTAL BUDGET REQUIREMENT	18,017,406	17,385,292	16,074,445
(6,808,800)	Govt. Grants: NNDR Receipt from Nat. Pool	(7,424,562)	(7,424,562)	(4,999,134)
(1,571,559)	Revenue Support Grant	(1,078,115)	(1,078,115)	(1,545,247)
112,163	Collection Fund Deficit/(Surplus)	(11,997)	(11,997)	(10,322)
9,261,744	GBC DEMAND ON COLLECTION FUND	9,502,732	8,870,618	9,519,742
	Projected Variance (higher net expenditure) based on 8 months data		(632,114)	
	VAT refund (estimated net including interest)		(320,000)	
			(952,114)	

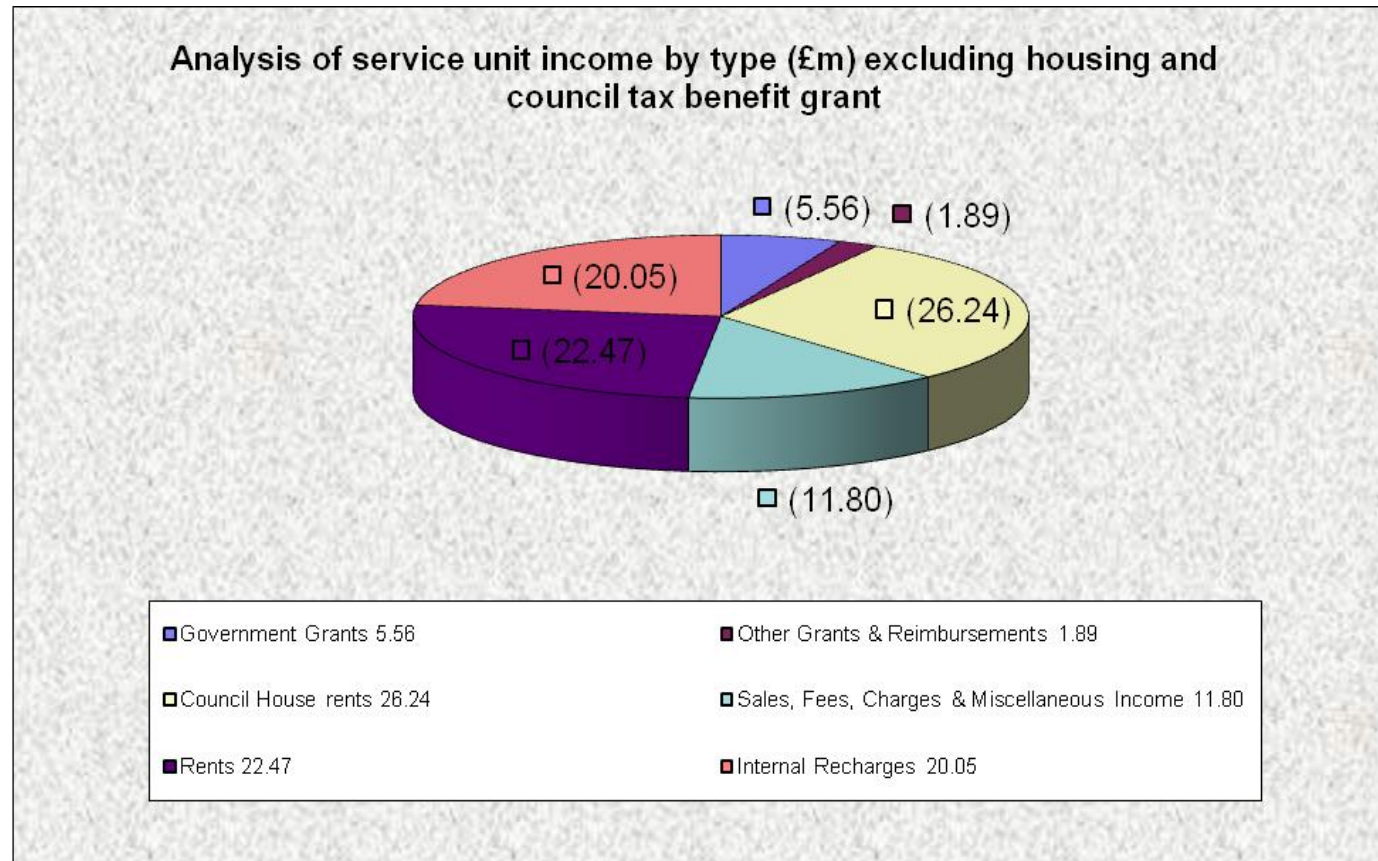
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Graphical analysis of service unit gross expenditure for 2011/12 by type (subjective analysis) including Housing Revenue Account but excluding housing and council tax benefit payments



GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2011/12

Graphical analysis of service unit gross income for 2011/12 by type (subjective analysis) including Housing Revenue Account but excluding housing and council tax benefit grant



GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2011/12

Analysis of Total Gross Expenditure and Sources of Finance for 2011/12 – showing spilt 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	4,738	5	4,738	0	0
Corporate Services	1	1,050	1	1,050	0	0
Culture & Heritage	3	4,629	5	4,629	0	0
Democratic Services	1	1,347	1	1,347	0	0
Environmental Services	2	3,307	4	3,307	0	0
Guildford Spectrum	6	7,828	9	7,828	0	0
Housing Benefits (incl. Administration)	26	36,462	40	36,462	0	0
Industrial Estates & Property	1	1,212	1	1,212	0	0
Parks & Countryside	2	3,255	3	3,255	0	0
Planning & Development Services	4	4,892	5	4,892	0	0
Refuse Collection & Recycling	5	6,667	7	6,667	0	0
Welfare	1	1,719	2	1,719	0	0
Other Services	9	12,835	14	12,835	0	0
<u>Housing Revenue Account</u>						
Capital Charges & Leasing	9	12,560	0	0	28	12,560
Repairs & Maintenance	4	4,729	0	0	11	4,729
Subsidy payment to Government	12	16,507	0	0	36	16,507
Supervision & Management	4	5,546	0	0	12	5,546
Transfer to Major Repairs Reserve	3	4,078	0	0	9	4,078
Parish Precepts	1	1,284	1	1,284	0	0
Collection Fund Deficit	0	0	0	0	0	0
Transfer to HRA capital programme reserve	1	2,027	0	0	4	2,027
Minimum Revenue Provision for repayment of debt	0	175	0	175	0	0
Revenue Contributions to Capital Outlay	2	2,329	2	2,254	0	75
	100	139,176	100	93,654	100	45,522
Gross Expenditure alternatively analysed as:						
<u>Building Repairs & Maintenance</u>						
Council Houses	3	3,848	0	0	9	3,848
Other Buildings	2	2,126	2	2,126	0	0
Capital Charges & Leasing	13	17,462	6	4,902	28	12,560
Direct Payroll Costs (Incl NI & Superannuation)	23	33,355	33	30,657	6	2,698
Housing Benefit Payments	25	35,622	38	35,301	1	321
Rates	2	2,326	2	2,325	0	1
Energy Costs	1	1,966	2	1,506	1	460
Grants	2	2,238	2	2,237	0	1
Other	10	14,008	12	11,062	6	2,946
Subsidy payment to Government	12	16,507	0	0	36	16,507
Parish Precepts	1	1,284	1	1,284	0	0
Transfer to Major Repair Reserve	3	4,078	0	0	9	4,078
Transfer to HRA capital programme reserve	1	2,027	0	0	4	2,027
Revenue Contributions to Capital Outlay	2	2,329	2	2,254	0	75
Collection Fund Deficit	0	0	0	0	0	0
	100	139,176	100	93,654	100	45,522

	Total GBC		Gen. Fund		Housing (HRA)	
	%	£000	%	£000	%	£000
Received From:						
Capital Charges contra	13	17,901	5	4,384	30	13,517
Council House Rents	18	24,675	0	0	54	24,675
<u>Government Grants</u>						
Housing Benefit	25	35,955	38	35,955	0	0
Major Repairs Allowance	3	3,973	0	0	9	3,973
Revenue Support Grant	1	1,545	2	1,545	0	0
NNDR Pool Contribution	4	4,999	5	4,999	0	0
Other Govt Grants	1	890	1	890	0	0
Supporting People Grant	1	880	0	0	2	880
Interest	1	921	1	814	0	107
Local Taxation (via Collection Fund)	7	9,520	10	9,520	0	0
Rent Income	5	6,720	6	5,837	2	883
Fees, charges & miscellaneous income from Services	21	30,322	31	29,050	3	1,272
Collection Fund Surplus	0	10	0	10	0	0
Transfers from reserves (net)	0	650	1	650	0	0
	100	138,961	100	93,654	100	45,307

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General Fund Revenue Balance and Major Reserve Funds' projections to 2014/15

	General Fund Revenue Balance						
	The Revenue Balance of the General Fund is maintained at £3,748,000 and is available to meet unexpected fluctuations in the budget.						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2009/10		2010/11	2010/11	2011/12	2012/13	2013/14	2014/15
£000		£000	£000	£000	£000	£000	£000
(2,750)	Balance b/f 1 April	(2,750)	(3,748)	(3,748)	(3,748)	(3,748)	(3,748)
(998)	Transfers in year	0	0	0	0	0	0
(3,748)	Balance c/f 31 March	(2,750)	(3,748)	(3,748)	(3,748)	(3,748)	(3,748)
	Car Parks Income Equalisation Reserve						
	To fund the revenue shortfall during the temporary closure of car parks for development purposes.						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2009/10		2010/11	2010/11	2011/12	2012/13	2013/14	2014/15
£000		£000	£000	£000	£000	£000	£000
(730)	Balance b/f 1 April	(613)	(613)	(419)	(321)	(321)	(321)
0	Receipts in year	0	0	0	0	0	0
117	Used in year	191	194	98	0	0	0
(613)	Balance c/f 31 March	(422)	(419)	(321)	(321)	(321)	(321)
	Insurance Reserve						
	Receives any credit balance and funds any debit balance on the insurance revenue account (included within Revenues and Payments service unit)						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2009/10		2010/11	2010/11	2011/12	2012/13	2013/14	2014/15
£000		£000	£000	£000	£000	£000	£000
(915)	Balance b/f 1 April	(868)	(888)	(910)	(909)	(953)	(1,015)
0	Receipts in year	(42)	(22)	0	(44)	(62)	(80)
27	Used in year	0	0	1	0	0	0
(888)	Balance c/f 31 March	(910)	(910)	(909)	(953)	(1,015)	(1,095)

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2011/12

General Fund Revenue Balance and Major Reserve Funds' projections to 2014/15 (continued)

	IT Renewals Reserve						
	To provide finance for IT related items such as equipment, software and infrastructure						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2009/10		2010/11	2010/11	2011/12	2012/13	2013/14	2014/15
£000		£000	£000	£000	£000	£000	£000
(788)	Balance b/f 1 April	(731)	(873)	(901)	(885)	(883)	(897)
(446)	Receipts in year	(428)	(428)	(384)	(398)	(414)	(431)
361	Used re capital expenditure	400	400	400	400	400	400
(873)	Balance c/f 31 March	(759)	(901)	(885)	(883)	(897)	(928)
	Capital Schemes Reserve						
	Used to fund capital schemes and other approved items.						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2009/10		2010/11	2010/11	2011/12	2012/13	2013/14	2014/15
£000		£000	£000	£000	£000	£000	£000
(16,584)	Balance b/f 1 April	(7,791)	(11,287)	0	0	0	0
(281)	Receipts in year	(128)	(128)	0	0	0	0
0	Transfer to other reserves	0	0	0	0	0	0
5,578	Used re capital expenditure	7,919	11,415	0	0	0	0
(11,287)	Balance c/f 31 March	0	0	0	0	0	0
	Parking, Highways and Transport Reserve						
	Surplus from On Street parking, to be used in conjunction with Surrey County Council for investment in parking, highways and transportation including funding the revenue costs of park and ride.						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2009/10		2010/11	2010/11	2011/12	2012/13	2013/14	2014/15
£000		£000	£000	£000	£000	£000	£000
(2,612)	Balance b/f 1 April	(2,157)	(2,588)	(2,251)	0	0	0
(496)	Receipts in year	(528)	(465)	(465)	0	0	0
0	Paid over to SCC	0	0	2,334	0	0	0
520	Used in year	799	802	382	0	0	0
(2,588)	Balance c/f 31 March	(1,886)	(2,251)	0	0	0	0

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2011/12

General Fund Revenue Balance and Major Reserve Funds' projections to 2014/15 (continued)

	Car Parks Maintenance Reserve						
	Available to fund major repairs, maintenance and improvements in car parks						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2009/10		2010/11	2010/11	2011/12	2012/13	2013/14	2014/15
£000		£000	£000	£000	£000	£000	£000
(1,614)	Balance b/f 1 April	(1,261)	(2,027)	(1,250)	(972)	(981)	(663)
(773)	Receipts in year	(769)	(769)	(691)	(696)	(701)	(706)
360	Used in year	757	1,546	969	687	1,019	226
(2,027)	Balance c/f 31 March	(1,273)	(1,250)	(972)	(981)	(663)	(1,143)
	Usable Capital Receipts (General Fund)						
	Available to fund capital expenditure						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2009/10		2010/11	2010/11	2011/12	2012/13	2013/14	2014/15
£000		£000	£000	£000	£000	£000	£000
(709)	Balance b/f 1 April	0	0	0	0	(4,127)	(2,410)
(1,030)	Receipts in year	(2,345)	(1,075)	(1,629)	(4,725)	0	0
1,739	Used in year	2,345	1,075	1,629	598	1,717	0
0	Balance c/f 31 March	0	0	0	(4,127)	(2,410)	(2,410)
	Usable Capital Receipts (General Fund - Housing related)						
	Available to fund capital expenditure						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2009/10		2010/11	2010/11	2011/12	2012/13	2013/14	2014/15
£000		£000	£000	£000	£000	£000	£000
(21,600)	Balance b/f 1 April	(21,549)	(21,717)	(15,269)	(10,742)	(11,155)	(10,398)
(707)	Receipts in year	(178)	(178)	(2,078)	(1,688)	(113)	(113)
590	Used in year	8,073	6,626	6,605	1,275	870	870
(21,717)	Balance c/f 31 March	(13,654)	(15,269)	(10,742)	(11,155)	(10,398)	(9,641)

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2011/12

Housing Revenue Account Balance and Major Reserve Funds' projections to 204/15

	HRA Reserve for Future Capital						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2009/10		2010/11	2010/11	2011/12	2012/13	2013/14	2014/15
£000		£000	£000	£000	£000	£000	£000
(13,088)	Balance b/f 1 April	(13,298)	(13,726)	(15,199)	(15,280)	(13,430)	(11,450)
2,319	Used in year	2,527	1,527	1,946	3,350	3,280	3,280
(2,957)	From revenue in year	(2,312)	(3,000)	(2,027)	(1,500)	(1,300)	(1,300)
(13,726)	Balance c/f 31 March	(13,083)	(15,199)	(15,280)	(13,430)	(11,450)	(9,470)
	HRA Major Repairs reserve						
Actual		Estimate	Revised	Estimate	Projection	Projection	Projection
2009/10		2010/11	2010/11	2011/12	2012/13	2013/14	2014/15
£000		£000	£000	£000	£000	£000	£000
0	Balance b/f 1 April	0	0	0	0	0	0
3,913	Used in year	3,973	3,973	4,054	4,150	4,220	4,220
(3,913)	From revenue in year	(3,973)	(3,973)	(4,054)	(4,150)	(4,220)	(4,220)
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
2009/10		2010/11	2010/11	2011/12	2012/13	2013/14	2014/15
£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)

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Budget Requirement & Council Tax

	Estimate	Estimate	Estimate
	2009/10	2010/11	2011/12
	£	£	£
GBC Budget Requirement excl Parish precepts	16,289,810	16,742,531	14,790,030
Formula Grant	(8,380,359)	(8,502,677)	(6,544,381)
Collection Fund (Surplus)/Deficit	112,163	(11,997)	(10,322)
Council Tax Base	56,660.12	57,118.03	57,169.97
Council Tax (Borough element only)	141.57	144.05	144.05
% increase on previous year	2.46	1.75	0.00

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2011/12

Economic Indicators

The following assumptions have been made in the detailed preparation of estimates for 2011/12:		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 £21,000 - £250 payment)		£000
Non Domestic Rates:	Revaluation with effect from 1.4.2010. Rates based on September RPI increase of 4.6 per cent and transitional changes where appropriate.	Payroll	286
Depreciation:	Straight line basis over the estimated life of the asset, taking into account any residual value.	Rates	21
Interest Rate	Average 7 day rate of 0.75%	Interest	232
Investment Interest	Average target return of 1.48% from all investments.	Other Expenditure	169
Other Expenses	No general inflation allowance has been included – only contractual increases.	<u>Income</u>	
Income	<u>Where the market will bear</u> a 3.0% increase in charges has been included	Spectrum	72
		Car Parks	90
		Recycling & Refuse Collection	35
		Building & Development Control	13
		Other fees, charges and miscellaneous income	65

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2011/12

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

Service Unit	2010/10			2011/12		
	Total FTE	Externally Funded	GBC Funded	Total FTE	Externally Funded	GBC Funded
Business Systems	38.02	-	38.02	38.11	-	38.11
Community Care Services	110.04	6.23	103.81	97.27	4.10	93.17
Corporate Development & Improvement	19.08	-	19.08	21.38	0.59	20.79
Economic Development	31.40	-	31.40	31.70	-	31.70
Environmental Health & Licensing Services	25.11	-	25.11	24.10	-	24.10
Financial Services	17.55	-	17.55	17.46	-	17.46
Housing Advice	40.15	13.94	26.21	30.09	4.00	26.09
HR Services	11.45	-	11.45	10.82	-	10.82
Legal & Democratic Services	29.86	-	29.86	28.94	-	28.94
Leisure Services	120.11	-	120.11	73.28	-	73.28
Management Team	8.63	-	8.63	7.00	-	7.00
Neighbourhood & Housing Management Services	86.46	0.59	85.87	84.97	-	84.97
Operational Services	236.86	-	236.86	230.10	-	230.10
Parks & Countryside Services	80.55	-	80.55	76.72	-	76.72
Planning Services	72.33	0.60	71.73	67.95	-	67.95
Revenues & Payments	49.46	-	49.46	49.89	2.00	47.89
	977.06	21.36	955.70	889.79	10.69	879.10
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 2011/12

Salaries and employee costs (including Housing Revenue Account)

2009/10	ANALYSIS	2010/11	2011/12
ACTUAL		ESTIMATE	ESTIMATE
£		£	£
	<i>Salaries (including NI and Superannuation)</i>		
1,449,913	Business Systems	1,445,340	1,456,310
2,460,288	Community Care Services	2,957,230	2,546,670
760,262	Corporate Development & Improvement	832,870	902,400
1,006,183	Economic Development	1,154,590	1,192,320
982,664	Environmental Health & Licensing Services	1,068,630	995,530
755,589	Financial Services	733,330	748,800
1,233,514	Housing Advice Services	1,280,660	978,920
448,563	HR Services	468,220	468,790
1,239,250	Legal & Democratic Services	1,249,210	1,244,360
2,879,060	Leisure Services	3,241,530	2,127,343
717,054	Management Team	653,180	611,920
2,824,697	Neighbourhood & Housing Management Services	3,122,150	3,070,200
6,100,164	Operational Services	6,467,720	6,424,370
1,943,184	Parks & Countryside Services	2,081,340	2,034,600
2,425,159	Planning Services	2,680,520	2,628,390
1,663,651	Revenues & Payments Services	1,779,570	1,668,470
1,843,819	Corporate Costs	1,718,880	1,775,800
0	Vacancy Credit	(498,470)	(610,480)
30,733,013	Total Salaries	32,436,500	30,264,713
	<i>Other employee related expenditure</i>		
2,867,806	Casual Salaries	1,751,160	1,815,830
323,725	Car Leasing	359,590	325,850
24,952	Child Care Allowance	20,940	4,710
130,115	Health/Medical Expenses	132,210	127,780
5,317	Mortgage Subsidy	2,660	0
24,580	Professional Subscriptions	23,260	24,660
(1,309)	Relocation Costs	16,900	16,900
15,592	Staff Car Parking	14,880	15,040
250,544	Training	457,360	374,070
26,641	Vacancy Advertising	103,300	38,600
3,667,963	Total Other Employee Related Costs	2,882,260	2,743,440
34,400,976		35,318,760	33,008,153

GUILDFORD BOROUGH COUNCIL BUDGET BOOK 2011/12

Collection Fund

Actual 2009/10		Estimate 2010/11	Probable 2010/11	Estimate 2011/12
£	Expenditure	£	£	£
	Precepts and Demands			
61,713,070	Surrey County Council	63,764,284	63,764,284	63,822,268
10,984,131	Surrey Police Authority	11,340,214	11,340,214	11,350,526
9,261,744	Guildford Borough Council	9,502,732	9,502,732	9,519,742
75,296,694	Contribution to NNDR Pool	77,052,080	77,052,080	72,257,312
254,920	Payt to General Fund for collecting NNDR	245,333	245,333	241,983
187,919	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	79,941	79,941	69,265
0	Surrey Police Authority	14,228	14,228	12,318
0	Guildford Borough Council	11,997	11,997	10,322
157,798,478	Total Expenditure	162,110,809	162,110,809	157,383,736
	Income			
75,739,533	Income from Business Rate Payers	77,297,413	77,297,413	72,499,295
	Distribution of Deficit:			
742,457	Surrey County Council	0	0	0
131,869	Surrey Police	0	0	0
112,163	Guildford Borough Council	0	0	0
82,202,982	Council Taxes	84,707,230	84,658,482	84,792,536
158,929,004	Total Income	162,004,643	161,955,895	157,291,831
(1,130,526)	Net (Surplus)/Deficit for the year	106,166	154,914	91,905
883,707	Balance brought forward	(106,166)	(246,819)	(91,905)
(246,819)	Balance Carried Forward	0	(91,905)	0

The Estimated council tax surplus of £91,905 on the Fund for 2010/11 will be paid to the General Fund and the major precepting authorities (i.e. Surrey County Council and Surrey Police Authority) in 2011/12 pro rata to the 2010/11 demand/precept on the fund, as shown above. The payment to the General Fund, which reduces Council Tax bills for the year, will be £10,322.

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 £3.748 million, will be retained and will be assessed for reasonableness on a regular basis as part of the final accounts process.
8. All items of expenditure, even if funded by a grant from a third party must have an approved capital or revenue budget. Where a specific grant is received, the expenditure must be approved; any under spending is returned to the general reserve and not left as a contingency in the service budget.
9. Any under spending on grants will be treated as an under spending and not carried forward for spending in the following year.
10. The principle of having a special works budget 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 2011/12

Budget projection to 2014/15 – excluding revenue contributions to capital outlay and Parish precepts

Actual	GENERAL FUND SUMMARY	Estimate	Probable	Estimate	Estimate	Estimate	Estimate
2009/10	EXCLUDING RCCO & PARISH PRECEPTS	2010/11	2010/11	2011/12	20012/13	20013/14	2014/15
£	Service Units - Net Expenditure	£	£	£	£	£	£
163,816	Business Systems	75,330	279,517	100,740	70,520	135,700	19,490
2,758,759	Community Care Services	2,680,780	2,492,700	2,491,970	2,399,430	2,459,420	2,531,020
2,222,360	Corporate Development	1,936,570	1,818,438	1,826,780	1,845,850	1,901,470	1,965,460
1,657,041	Economic Development	(2,048,970)	(2,244,771)	(2,490,870)	(2,208,380)	(2,330,630)	(2,222,230)
1,279,409	Environmental Health & Licensing	1,136,230	1,155,704	1,039,510	1,064,170	1,105,980	1,154,620
(56,935)	Financial Services	1,972,460	1,822,840	2,004,110	1,992,930	1,998,310	2,004,220
865,339	Housing Advice Services	916,890	861,607	811,450	831,010	854,190	879,870
(112,914)	Human Resources	13,360	(21,644)	42,960	46,140	50,370	56,560
1,490,414	Legal & Democratic Services	1,756,610	1,731,761	1,890,410	1,817,650	1,863,160	1,914,680
2,012,693	Leisure Services	2,820,100	2,881,277	3,292,630	2,662,410	2,782,150	2,886,320
(25,659)	Neighbourhood & Housing Management	375,180	369,837	393,660	403,210	418,720	436,660
3,189,003	Operational Services	2,483,700	2,845,324	1,449,610	1,316,290	1,287,340	1,262,230
1,973,794	Parks & Countryside Services	2,144,210	2,118,459	2,477,710	2,414,460	2,504,770	2,631,450
2,690,419	Planning Services	2,708,100	2,621,419	2,565,970	2,673,820	2,818,040	2,983,560
1,705,072	Revenue & Payments	1,150,300	1,010,920	510,690	527,330	544,090	572,290
0	Changes not yet allocated to Service Units	0	0	0	(320,770)	(84,080)	687,110
21,812,611	<i>Total Service Unit Level</i>	20,120,850	19,743,388	18,407,330	17,536,070	18,309,000	19,763,310
(9,036,163)	Depreciation/Deferred Charges (contra to Service Unit E	(3,405,880)	(3,405,880)	(4,384,160)	(4,384,160)	(4,384,160)	(4,384,160)
12,776,448	<i>Service Unit Level excl contra items</i>	16,714,970	16,337,508	14,023,170	13,151,910	13,924,840	15,379,150
(28,830)	Improvement Grant Commutation Credit	0	0	0	0	0	0
(3,088,364)	External Interest Receivable (net)	(1,433,040)	(1,153,452)	(919,240)	(1,138,390)	(1,413,110)	(1,365,130)
328,855	Minimum Revenue Provision	328,860	328,860	175,000	334,990	314,320	314,320
276,364	RCCO funded from revenue	0	0	0	0	0	0
10,264,473	<i>Total before transfers to Reserves and Provisions</i>	15,610,790	15,512,916	13,278,930	12,348,510	12,826,050	14,328,340
	Transfers to Reserves and Provisions						
	Capital Schemes Reserve						
281,000	Contribution in Year	78,000	78,000	0	0	0	0
(117,666)	Car Park Income Equalisation Reserve	(191,380)	(191,330)	(98,250)	0	0	0
719,230	Car Park Maintenance Reserve	662,000	475,639	546,500	671,110	675,840	680,690
171,815	Credit Crunch Fund	0	0	40,380	0	0	0
32,000	Election Costs Reserve	36,000	36,000	(54,000)	41,000	43,000	45,000
250,000	Energy Management Schemes Reserve	0	0	0	0	0	0
59,007	Housing Revenue Account & Major Repairs Reserve	107,480	71,712	112,750	330,580	436,220	403,220
(27,054)	Insurance Reserve	42,010	21,852	(900)	44,370	61,660	79,950
279,000	Interest Rate Equalisation Reserve	0	0	0	0	0	0
420,525	IT Renewals Reserve	427,830	428,053	384,460	397,980	413,980	430,610
149,620	Invest to Save Reserve	(34,660)	(86,735)	263,000	0	0	0
(81,631)	Local Authority Business Growth Incentive	(7,000)	(47,000)	(70,000)	0	0	0
(24,166)	Parking, Highways & Transportation Reserve	(270,670)	(313,717)	82,970	121,520	86,950	48,570
2,178,027	Pensions Reserve (Statutory)	0	0	0	0	0	0
0	Pensions Reserve (GBC)	0	0	200,000	200,000	200,000	200,000
(40,335)	Planning Legal Fees	0	0	0	0	0	0
(57,960)	Recycling Reserve	0	0	0	0	0	0
361,380	Spectrum Re-investment Reserve	29,000	29,000	29,000	15,000	15,000	15,000
201,143	Spectrum Renewals Reserve	183,430	183,520	352,200	193,080	195,670	197,700
370,155	Other Reserves	98,520	(48,894)	(71,200)	132,360	127,090	124,340
(22,811)	Area Based Grant	(28,819)	(38,599)	0	0	0	0
(73,942)	Local Authority Business Growth Incentive Grant	0	0	0	0	0	0
998,000	To General Fund Revenue Account balance	0	0	0	0	0	0
0	Council Tax Freeze Grant	0	0	(205,810)	(205,810)	(205,810)	(205,810)
16,289,810	GBC BUDGET REQUIREMENT	16,742,531	16,110,417	14,790,030	14,289,700	14,875,650	16,347,610
(8,380,359)	Govt. Grants: Formula Grant	(8,502,677)	(8,502,677)	(6,544,381)	(5,716,938)	(5,648,330)	(5,219,060)
112,163	Collection Fund Deficit/(Surplus)	(11,997)	(11,997)	(10,322)	0	0	0
8,021,614	GBC DEMAND ON COLLECTION FUND	8,227,857	7,595,743	8,235,327	8,572,762	9,227,320	11,128,550

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

BUSINESS SYSTEMS

HEAD OF SERVICE - STEVE WRAGGE-MORLEY

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
4,414,495	4,266,640	Gross Expenditure	4,306,170	4,374,730	4,577,370	4,611,210
(4,250,679)	(4,191,310)	Gross Income	(4,205,430)	(4,304,210)	(4,441,670)	(4,591,720)
163,816	75,330	Net Expenditure	100,740	70,520	135,700	19,490
1,552,614	1,523,440	Employee Related Expenditure	1,544,200	1,599,960	1,665,730	1,742,330
718,636	633,170	Premises Related Expenditure	694,730	681,740	770,470	715,540
20,341	21,400	Transport Related Expenditure	13,950	14,130	14,420	14,710
914,695	916,740	Supplies and Services	785,700	794,540	806,580	818,860
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,206,286	3,094,750	Total Direct Expenditure	3,038,580	3,090,370	3,257,200	3,291,440
(4,250,679)	(4,191,310)	Income	(4,205,430)	(4,304,210)	(4,441,670)	(4,591,720)
(1,044,393)	(1,096,560)	Net Direct Expenditure/(Income)	(1,166,850)	(1,213,840)	(1,184,470)	(1,300,280)
0	0	Special Works	0	0	0	0
763,790	760,470	Capital Charges	730,830	730,830	730,830	730,830
444,419	411,420	Support Services	536,760	553,530	589,340	588,940
163,816	75,330	Total Service Cost/(Surplus)	100,740	70,520	135,700	19,490

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
(20,614)	479,820	ICT Business Services Team	(13,880)	(14,180)	(770)	(14,660)
0	738,350	ICT Customer Technical Support	0	10,700	10,910	11,130
(108,804)	(1,407,940)	Information and Communication Technology	0	0	0	0
52,890	275,810	Information Systems Team	0	7,990	10,040	12,210
179,360	197,700	IT Renewals Revenue Account	207,450	193,930	177,930	161,300
60,984	(208,410)	Office Services Team	(92,830)	(127,920)	(62,410)	(150,490)
163,816	75,330	Total Net Expenditure/(Income)	100,740	70,520	135,700	19,490

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

Business Systems

Financial Information ICT Business Services Team

Ledger Code B3915, G3543, G4586, G4587

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
49,073	Employee Related Expenditure	376,950	347,192	563,190
2,459	Premises Related Expenditure	2,040	1,771	730
888	Transport Related Expenditure	6,320	6,116	5,050
(1,175)	Supplies and Services	123,820	129,119	125,050
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
51,245	Total Direct Expenditure	509,130	484,198	694,020
 (91,403)	 Income	 (95,830)	 (98,568)	 (778,530)
(40,158)	Net Direct Expenditure/(Income)	413,300	385,630	(84,510)
 0	 Special Works	 0	 0	 0
5,505	Capital Charges	5,640	5,640	5,510
14,039	Support Services	60,880	59,912	65,120
(20,614)	Total Service Cost/(Surplus)	479,820	451,182	(13,880)
	 Full Time Equivalent Staff	 9.32		 15.80

Major Items

Employee Related

Salaries	370,720	546,430
Training	200	10,030

Supplies and Services

Computer Software Licence	39,650	39,650
IT Renewals	60,780	62,700

Income

Sale of Electricity	(22,000)	(23,000)
Support Service Recharge	(73,490)	(754,000)

Support Services

Audit Services Recharge	13,640	10,430
Business Services Support Recharge	0	2,430
Customer Tech Support Recharge	0	5,890
Human Resources Recharge	5,510	5,030
Information Sys Support Recharge	0	7,920
Office Services Recharge	10,080	8,200
Paymaster Recharge	3,950	2,820
Public Offices Recharge	19,950	15,140

Major Variances 2010/11 v 2011/12

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. and Technical support for the web.

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.

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
0	Employee Related Expenditure	443,770	433,902	377,310
0	Premises Related Expenditure	300	300	20,170
0	Transport Related Expenditure	6,310	6,252	5,730
0	Supplies and Services	238,890	266,384	255,360
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
0	Total Direct Expenditure	689,270	706,838	658,570
0	Income	0	0	(708,080)
0	Net Direct Expenditure/(Income)	689,270	706,838	(49,510)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
0	Support Services	49,080	49,096	49,510
0	Total Service Cost/(Surplus)	738,350	755,934	0
	Full Time Equivalent Staff	9.59		7.46

Major Items

Employee Related

Salaries	426,440	359,270
Training	9,620	10,400

Supplies and Services

Computer Maintenance	23,050	23,050
Disaster Recovery	20,110	20,110
Equipment & Tools	7,990	7,990
General Subscriptions	10,540	10,540
Infrastructure Maintenance	40,000	30,000
IT Renewals	60,700	62,600
Telecomms: Maintenance	32,000	32,000

Income

Support Service Recharge	0	(708,080)
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Support Services

Audit Services Recharge	12,350	9,760
Business Services Support Recharg	0	3,810
Human Resources Recharge	4,720	4,580
Information Sys Support Recharge	0	4,040
Office Services Recharge	8,490	9,250
Paymaster Recharge	2,910	1,750
Public Offices Recharge	16,110	11,960

Major Variances 2010/11 v 2011/12

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.

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
827,794	Employee Related Expenditure	0	0	0	Employee Related		
1,391	Premises Related Expenditure	0	0	0	Salaries	0	0
10,702	Transport Related Expenditure	0	0	0	Training	0	0
452,097	Supplies and Services	0	0	0	Supplies and Services		
0	Third Party Payments	0	0	0	Computer Maintenance	0	0
0	Transfer Payments	0	0	0	Computer Software Licence	0	0
1,291,984	Total Direct Expenditure	0	0	0	Cryoserver Costs	0	0
					Disaster Recovery	0	0
(1,549,916)	Income	(1,407,940)	(1,408,436)	0	Equipment & Tools	0	0
(257,932)	Net Direct Expenditure/(Income)	(1,407,940)	(1,408,436)	0	General Subscriptions	0	0
					Infrastructure Maintenance	0	0
0	Special Works	0	0	0	IT Renewals	0	0
0	Capital Charges	0	0	0	Telecomms: Maintenance	0	0
149,128	Support Services	0	0	0	Income		
(108,804)	Total Service Cost/(Surplus)	(1,407,940)	(1,408,436)	0	Support Service Recharge	(1,407,940)	0
					Support Services		
					Audit Services Recharge	0	0
					Business Services Support Recharg	0	0
					Customer Tech Support Recharge	0	0
					Human Resources Recharge	0	0
					Office Services Recharge	0	0
					Paymaster Recharge	0	0
					Public Offices Recharge	0	0
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

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.

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

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
153,041	Employee Related Expenditure	238,510	241,807	191,170	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	226,480	186,280
273	Transport Related Expenditure	290	337	380	Training	5,960	1,000
99,499	Supplies and Services	170,010	169,946	155,570	Supplies and Services		
0	Third Party Payments	0	0	0	Computer Services Recharge	6,610	0
0	Transfer Payments	0	0	0	Computer Software Licence	47,460	52,210
252,813	Total Direct Expenditure	408,810	412,090	347,120	Cryoserver Costs	6,000	6,000
					Equipment & Tools	1,020	1,020
(218,302)	Income	(181,540)	(181,913)	(466,110)	General Subscriptions	6,270	6,270
34,511	Net Direct Expenditure/(Income)	227,270	230,177	(118,990)	IT Renewals	59,580	64,330
					Mapping Services Agreement	15,100	15,100
0	Special Works	0	0	0	Telecomms; Business Use	9,110	520
0	Capital Charges	0	0	0	Income		
18,379	Support Services	48,540	46,922	118,990	Support Service Recharge	(181,540)	(466,110)
52,890	Total Service Cost/(Surplus)	275,810	277,099	0	Support Services		
					Audit Services Recharge	6,660	5,720
	Full Time Equivalent Staff	5.99		4.07	Business Services Support Recharg	0	180
					Customer Tech Support Recharge	0	7,710
					Human Resources Recharge	5,340	3,280
					Office Services Recharge	9,140	6,640
					Paymaster Recharge	2,590	5,510
					Public Offices Recharge	17,700	19,360

Major Variances 2010/11 v 2011/12

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 (NLPG), 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.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 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
 (454,755)	Income	 (437,240)	 (437,463)	 (393,260)
(454,755)	Net Direct Expenditure/(Income)	(437,240)	(437,463)	(393,260)
 0	Special Works	 0	 0	 0
624,885	Capital Charges	625,530	625,530	591,910
9,230	Support Services	9,410	9,410	8,800
179,360	Total Service Cost/(Surplus)	197,700	197,477	207,450
	Full Time Equivalent Staff	0.00		0.00

Major Items

Capital Charges

Depreciation 210,530 241,910

Support Services

Accountancy Services Recharge 8,280 7,710

Major Variances 2010/11 v 2011/12

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

Guildford Borough Council Budget 2011/2012

Business Systems

Financial Information Office Services Team

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

Ledger Code B6143, G4545, G4585, G7509, G7510, G7511, G7512, G7513, G7514, G7515, G7516, G7517, G7521

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
522,706	Employee Related Expenditure	464,210	470,749	412,530
714,786	Premises Related Expenditure	630,830	775,029	673,830
8,478	Transport Related Expenditure	8,480	8,206	2,790
364,274	Supplies and Services	384,020	318,509	249,720
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,610,244	Total Direct Expenditure	1,487,540	1,572,493	1,338,870
 (1,936,303)	 Income	 (2,068,760)	 (1,947,336)	 (1,859,450)
(326,059)	Net Direct Expenditure/(Income)	(581,220)	(374,843)	(520,580)
 0	 Special Works	 0	 0	 0
133,400	Capital Charges	129,300	129,340	133,410
253,643	Support Services	243,510	251,764	294,340
60,984	Total Service Cost/(Surplus)	(208,410)	6,261	(92,830)
Full Time Equivalent Staff		13.16		11.05

Major Variances 2010/11 v 2011/12

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. The Office Services Team comprises of operating costs of Millmead House and associated property, and the Reprographics Unit.

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.

Major Items

Employee Related

Casual Salaries	41,560	41,560
Salaries	396,470	343,500
Staff Car Parking	14,880	15,040

Premises Related

Contribution to Salix	35,000	2,000
Electricity	41,000	75,000
Gas	37,000	13,000
General Rates	365,400	351,800
Insurance	8,220	3,740
Removal of Refuse	9,360	10,230
Repairs & Maintenance	107,110	164,500
Water	4,900	7,500

Supplies and Services

Consultants Fees	4,000	0
Equipment Electrical Testing	3,000	7,480
Furniture	56,000	36,000
General Insurance	5,270	7,740
IT Renewals	700	680

Income

Rents - Staff Lets	(20,820)	(21,440)
Support Service Recharge	(2,040,790)	(1,716,010)

Support Services

Business Services Support Recharg	0	8,790
Customer Tech Support Recharge	0	9,950
Housing Surveying Services	8,940	12,800
Information Sys Support Recharge	0	8,880
Paymaster Recharge	28,940	25,580
Property Services Recharge	8,670	4,250
Valuation Services Recharge	17,000	16,160

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

COMMUNITY CARE SERVICES

HEAD OF SERVICE - JOHN MARTIN

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
5,261,528	5,364,890	Gross Expenditure	4,894,800	4,991,550	5,124,400	5,275,130
(2,502,769)	(2,684,110)	Gross Income	(2,402,830)	(2,592,120)	(2,664,980)	(2,744,110)
2,758,759	2,680,780	Net Expenditure	2,491,970	2,399,430	2,459,420	2,531,020
2,280,309	2,556,080	Employee Related Expenditure	2,267,750	2,352,170	2,451,560	2,567,600
248,264	234,970	Premises Related Expenditure	236,880	240,710	245,630	250,730
327,782	324,410	Transport Related Expenditure	307,470	298,070	304,030	310,120
1,671,128	1,575,570	Supplies and Services	1,332,570	1,341,190	1,352,750	1,364,560
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
4,527,483	4,691,030	Total Direct Expenditure	4,144,670	4,232,140	4,353,970	4,493,010
(2,502,769)	(2,684,110)	Income	(2,402,830)	(2,592,120)	(2,664,980)	(2,744,110)
2,024,714	2,006,920	Net Direct Expenditure/(Income)	1,741,840	1,640,020	1,688,990	1,748,900
0	0	Special Works	0	0	0	0
420,272	361,880	Capital Charges	404,570	404,570	404,570	404,570
313,773	311,980	Support Services	345,560	354,840	365,860	377,550
2,758,759	2,680,780	Total Service Cost/(Surplus)	2,491,970	2,399,430	2,459,420	2,531,020

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
282,300	287,940	Citizens Advice Bureaux	286,350	290,670	296,490	302,450
541,191	505,270	Community Meals and TPT	513,760	511,320	525,500	542,940
65,559	64,420	Community Services	58,000	59,840	62,060	64,600
801,484	819,980	Day Services	600,890	615,930	634,120	655,890
65,428	5,820	Emergency Communications System	71,090	(57,000)	(57,530)	(58,030)
(16,072)	(2,960)	EMI Services	(50,240)	(52,370)	(54,930)	(57,030)
272,295	274,480	Grants to Voluntary Organisations - Housing and Comm	259,120	260,810	262,850	265,150
746,574	725,830	Private Sector Housing	753,000	770,230	790,860	815,050
0	0	Supporting People	0	0	0	0
2,758,759	2,680,780	Total Net Expenditure/(Income)	2,491,970	2,399,430	2,459,420	2,531,020

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
0	Employee Related Expenditure	0	0	0			
49,840	Premises Related Expenditure	50,730	50,730	50,760	Premises Related		
0	Transport Related Expenditure	0	0	0	Rent in lieu of Grant	39,850	39,850
230,845	Supplies and Services	235,760	237,191	234,210	Service Charge	10,880	10,910
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Cab General Expenses Grant	64,630	61,400
280,685	Total Direct Expenditure	286,490	287,921	284,970	Car Parking Charges	11,500	11,100
					Salaries in lieu of Grant	159,610	161,690
0	Income	0	0	0	Support Services		
280,685	Net Direct Expenditure/(Income)	286,490	287,921	284,970	Accountancy Services Recharge	1,450	1,380
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
1,615	Support Services	1,450	1,458	1,380			
282,300	Total Service Cost/(Surplus)	287,940	289,379	286,350			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

The general expenses grant has been reduced by 5% in line with other grants across the Council.

Guildford Borough Council Budget 2011/2012

Community Care Services

Financial Information Community Meals and TPT

Ledger Code C3115, C8142

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
481,042	Employee Related Expenditure	489,470	455,794	512,790
0	Premises Related Expenditure	0	0	0
282,137	Transport Related Expenditure	275,830	302,603	270,880
75,257	Supplies and Services	67,650	68,637	73,860
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
838,436	Total Direct Expenditure	832,950	827,034	857,530
(354,325)	Income	(383,130)	(352,140)	(395,570)
484,111	Net Direct Expenditure/(Income)	449,820	474,894	461,960
0	Special Works	0	0	0
0	Capital Charges	0	0	0
57,080	Support Services	55,450	55,498	51,800
541,191	Total Service Cost/(Surplus)	505,270	530,392	513,760
	Full Time Equivalent Staff	20.87		21.73

Major Variances 2010/11 v 2011/12

The 2011/12 estimates have been prepared in accordance with the joint service review of Meals on Wheels, Day Centres and Community Transport approved by the Executive at its meeting on 21st October 2010. (Sheltered Accommodation within the Housing Revenue Account also forms part of the review). The general fund element of the service review provides for the implementation of a hub and spoke model of service delivery which is anticipated to produce a combined general fund saving of £258,000 in 2011/12.

Major Items

Employee Related

Salaries	478,060	495,440
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Transport Related

Car Leasing & Allowances	2,580	3,960
Fuel & Oil	51,240	45,060
Hire of Vehicles	31,500	25,200
Insurance	2,150	10,400
Transport Pool Hire Charge	184,080	181,980

Supplies and Services

Computer Maintenance Agree	8,600	8,600
Food Purchases	45,000	55,730
IT Renewals	590	4,770

Income

Bus Service Operations Grant	(13,260)	(16,000)
Dar & DC Membership Fees	(8,660)	(8,400)
Fee Income	(120,000)	(123,600)
Refreshment Sales	(132,630)	(137,990)
SCC Grant	(108,580)	(109,580)

Support Services

Accountancy Services Recharge	4,100	3,700
Business systems Recharge	0	5,340
Debtors Section Recharge	9,680	9,180
Health & Safety Recharge	2,830	2,380
Human Resources Recharge	12,940	12,880
Office Services Recharge	400	2,000
Paymaster Recharge	5,270	7,000
Performance Mngt. Recharge	3,110	2,680

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
37,616	Employee Related Expenditure	41,440	42,893	40,720
0	Premises Related Expenditure	0	0	0
837	Transport Related Expenditure	760	789	730
9,115	Supplies and Services	7,920	7,010	7,330
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
47,568	Total Direct Expenditure	50,120	50,692	48,780
(9)	Income	(10)	(2)	(10)
47,559	Net Direct Expenditure/(Income)	50,110	50,690	48,770
0	Special Works	0	0	0
0	Capital Charges	0	0	0
18,000	Support Services	14,310	14,318	9,230
65,559	Total Service Cost/(Surplus)	64,420	65,008	58,000
	Full Time Equivalent Staff	0.99		0.96

Major Items

Employee Related

Salaries	40,320	39,730
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Supplies and Services

Computer Services Recharge	370	0
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IT Renewals	10	310
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Postages	3,650	4,420
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Telecomms	2,600	1,720
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Support Services

Accountancy Services Recharge	1,540	1,390
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Business systems Recharge	0	1,740
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Office Services Recharge	4,750	1,160
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Public Offices Recharge	1,970	1,710
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Major Variances 2010/11 v 2011/12

The Computer/GIS/Telephone service recharges have been incorporated in the Business Service/Customer Technical/Information System support recharges increasing overall to this service by £1,370.

The Office Services Recharge has reduced by £3,590 due to a change in the method of the allocation.

Guildford Borough Council Budget 2011/2012

Community Care Services

Financial Information Day Services

Ledger Code C8111, C8188, C8189, C8190

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
594,760	Employee Related Expenditure	716,630	585,763	529,380	Employee Related		
152,209	Premises Related Expenditure	139,150	120,887	135,220	Salaries	687,780	511,170
19,243	Transport Related Expenditure	12,830	15,119	4,220	Premises Related		
168,893	Supplies and Services	127,790	130,707	135,810	Electricity	27,500	30,000
0	Third Party Payments	0	0	0	Gas	15,800	10,200
0	Transfer Payments	0	0	0	General Rates	15,770	10,470
935,105	Total Direct Expenditure	996,400	852,476	804,630	Rents Payable	0	25,000
					Repairs & Maintenance	59,390	43,680
(266,816)	Income	(318,650)	(283,656)	(318,440)	Transport Related		
668,289	Net Direct Expenditure/(Income)	677,750	568,820	486,190	Car Leasing & Allowances	4,010	4,220
					Hire of Vehicles	0	0
0	Special Works	0	0	0	Supplies and Services		
62,068	Capital Charges	61,880	61,888	44,570	Copying & Printing	2,500	6,440
71,127	Support Services	80,350	74,276	70,130	Day Centre Activities Cost	8,320	8,320
801,484	Total Service Cost/(Surplus)	819,980	704,984	600,890	Equipment & Tools	6,940	6,940
					Food Purchases	68,790	73,060
					Miscellaneous Expenses	10,160	25,160
					Telecomms	10,370	5,290
					Income		
					Coffee Shop income	(26,640)	(13,000)
					Fee Income	(98,960)	(99,970)
					Miscellaneous Income	(17,920)	(13,830)
					Refreshment Sales	(113,410)	(97,570)
					Rent Income	(32,110)	(24,290)
					SCC Grant	(63,280)	(63,280)
					Capital Charges		
					Depreciation	61,880	44,570
					Support Services		
					Accountancy Services Recharge	8,800	5,580
					Business systems Recharge	0	8,020
					Human Resources Recharge	20,340	12,550
					Office Services Recharge	740	14,310
					Paymaster Recharge	17,860	10,520
					Performance Mngt. Recharge	110	4,010
	Full Time Equivalent Staff	29.15		17.06			

Major Variances 2010/11 v 2011/12

The 2011/12 estimates have been prepared in accordance with the joint service review of Meals on Wheels, Day Centres, and Community Transport approved by the Executive at its meeting on 21st October 2010. (Sheltered Accommodation within the Housing Revenue Account also forms part of the review). The general fund element of the service review provides for the implementation of a hub and spoke model of service delivery which is anticipated to produce a combined general fund saving of £258,000 in 2011/12.

Guildford Borough Council Budget 2011/2012

Community Care Services

Financial Information Emergency Communications System

Ledger Code C2511, C2512, C2522, C2533, C2534

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
614,332	Employee Related Expenditure	591,310	605,190	548,660	Employee Related		
26,373	Premises Related Expenditure	25,310	27,687	31,580	Salaries	581,410	536,250
2,415	Transport Related Expenditure	2,190	2,424	2,170	Premises Related		
131,664	Supplies and Services	109,100	99,878	74,410	Payment in Lieu of Rent	24,290	24,290
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Services Recharge	7,350	0
774,784	Total Direct Expenditure	727,910	735,179	656,820	Disaster Recovery	14,030	9,980
					Equipment Supply, Mtnce & Repair	52,760	41,250
(803,905)	Income	(805,270)	(805,019)	(679,450)	Telecomms	24,620	15,110
(29,121)	Net Direct Expenditure/(Income)	(77,360)	(69,840)	(22,630)	Income		
					Emergency Communications Fees	(567,750)	(454,550)
0	Special Works	0	0	0	Expenses Recovered	(21,290)	(21,510)
0	Capital Charges	0	0	0	Out of Hours; General Services	(30,420)	(29,250)
94,549	Support Services	83,180	83,244	93,720	Recharged to other services	(164,060)	(152,370)
65,428	Total Service Cost/(Surplus)	5,820	13,404	71,090	SCC Grant	(21,750)	(21,750)
					Support Services		
					Accountancy Services Recharge	15,540	14,520
					Business systems Recharge	0	16,310
					Debtors Section Recharge	41,340	37,590
					Human Resources Recharge	12,390	10,110
	Full Time Equivalent Staff	17.95		17.95			

Major Variances 2010/11 v 2011/12

The Executive at the 30th September 2010 meeting granted approval for an alternative provider to be found to carry out the monitoring of connections. This will result in this service making a surplus estimated at £57,000 from 2012/13. Corporate customers require 12 months notice of termination, therefore the revised service will be gradually put into place during 2011/12.

Salaries include a reduction of £45,000 relating to the phased transfer of the monitoring service.

Payment of standby allowance included in salaries was understated in the 2010/11 estimate by £13,000.

The Computer/GIS/Telephone service recharges have been incorporated in the Business Service/Customer Technical/Information System support recharges increasing overall to this service by £8,960.

The disaster recovery cost is lower by £4,050 based on actual cost. The equipment estimates are lower by £11,510 based on assessed level of demand.

Income has been reduced by £114,000 to reflect the phased loss of Corporate clients.

Guildford Borough Council Budget 2011/2012

Community Care Services

Financial Information EMI Services

Ledger Code C8117, C8118

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
134,336	Employee Related Expenditure	164,450	129,224	95,540	Employee Related		
8,196	Premises Related Expenditure	8,200	7,031	7,930	Salaries	160,830	89,590
1,050	Transport Related Expenditure	1,910	1,532	1,070	Premises Related		
3,550	Supplies and Services	4,030	1,742	4,540	Electricity	1,100	1,000
0	Third Party Payments	0	0	0	General Rates	5,800	6,060
0	Transfer Payments	0	0	0	Transport Related		
147,132	Total Direct Expenditure	178,590	139,529	109,080	Car Leasing & Allowances	1,910	1,070
(176,430)	Income	(192,550)	(214,770)	(194,250)	Supplies and Services		
(29,298)	Net Direct Expenditure/(Income)	(13,960)	(75,241)	(85,170)	Day Centre Activities Cost	1,000	1,000
0	Special Works	0	0	0	Miscellaneous Expenses	2,370	2,050
0	Capital Charges	0	0	0	Income		
13,226	Support Services	11,000	11,029	34,930	Fee Income	(56,590)	(58,290)
(16,072)	Total Service Cost/(Surplus)	(2,960)	(64,212)	(50,240)	SCC Grant	(135,960)	(135,960)
	Full Time Equivalent Staff	7.02		4.64	Support Services		

Major Variances 2010/11 v 2011/12

The 2011/12 estimates have been prepared in accordance with the joint service review of Meals on Wheels, Day Centres and Community Transport approved by the Executive at its meeting on 21st October 2010. (Sheltered Accommodation within the Housing Revenue Account also forms part of the review). The general fund element of the service review provides for the implementation of a hub and spoke model of service delivery which is anticipated to produce a combined general fund saving of £258,000 in 2011/12.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
36,704	Employee Related Expenditure	36,390	37,464	36,820
11,000	Premises Related Expenditure	11,000	11,000	11,000
2,036	Transport Related Expenditure	2,130	1,967	2,020
935,315	Supplies and Services	946,250	946,262	749,440
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
985,055	Total Direct Expenditure	995,770	996,693	799,280
(719,890)	Income	(732,710)	(732,710)	(545,840)
265,165	Net Direct Expenditure/(Income)	263,060	263,983	253,440
0	Special Works	0	0	0
0	Capital Charges	0	0	0
7,130	Support Services	11,420	11,436	5,680
272,295	Total Service Cost/(Surplus)	274,480	275,419	259,120
	Full Time Equivalent Staff	0.90		0.90

Major Items	2010/11 Estimate £	2011/12 Estimate £
Employee Related		
Salaries	35,920	36,220
Premises Related		
Rents Payable	11,000	11,000
Transport Related		
Car Allowances	2,000	1,930
Supplies and Services		
Council for Voluntary Services	10,260	9,750
IT Renewals	10	0
Shopmobility	34,840	34,840
Voluntary Associations Grant	900,990	704,730
Income		
Miscellaneous Income	(20,000)	(20,000)
Voluntary Grant Contributions	(712,710)	(525,840)
Support Services		
Accountancy Services Recharge	2,900	2,720
Legal Services Recharge	5,080	0
Public Offices Recharge	1,100	940

Major Variances 2010/11 v 2011/12

Reduction in the Legal Services Recharge to this service based on time recording.

The overall level of grant funding has reduced due to reductions from partner organisations to the Voluntary Grants Panel and a 5% reduction in our own contribution.

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 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
381,519	Employee Related Expenditure	516,390	476,142	503,840	Employee Related		
646	Premises Related Expenditure	580	580	390	Insurance - Emps Liab, All Risk	4,240	4,140
20,064	Transport Related Expenditure	28,760	26,512	26,380	Salaries	500,710	487,920
116,489	Supplies and Services	77,070	71,998	52,970	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	11,660	10,380
0	Transfer Payments	0	0	0	Officers Car Leasing	12,150	11,480
518,718	Total Direct Expenditure	622,800	575,232	583,580	Supplies and Services		
(181,394)	Income	(251,790)	(251,790)	(269,270)	Bought In Services	14,000	14,000
337,324	Net Direct Expenditure/(Income)	371,010	323,442	314,310	Computer Services Recharge	19,690	0
					Computer Software Licence	3,420	3,920
0	Special Works	0	0	0	Consultants Fees	2,890	2,900
358,204	Capital Charges	300,000	300,000	360,000	Home Trust Loan Scheme	2,110	6,000
51,046	Support Services	54,820	54,884	78,690	IT Renewals	680	240
746,574	Total Service Cost/(Surplus)	725,830	678,326	753,000	Materials	11,000	11,000
					Printing Services Recharge	4,250	1,870
					Telecomms	6,700	2,640
					Income		
					Fee Income	(58,140)	(73,200)
					Income from Clients	(17,500)	(18,800)
					Other Grants, Sponsorship	0	(20,000)
					SCC Income	(176,050)	(156,970)
					Capital Charges		
					Commutation; WO Deferred Chrg	300,000	360,000
					Support Services		
					Accountancy Services Recharge	6,240	5,760
					Business systems Recharge	0	23,700
					Human Resources Recharge	8,250	6,730
					Legal Services Recharge	8,870	8,430
					Office Services Recharge	9,390	11,370
					Paymaster Recharge	3,030	4,040
					Public Offices Recharge	13,360	11,560

Major Variances 2010/11 v 2011/12

The Computer/GIS/Telephone service recharges have been incorporated in the Business Service/Customer Technical/Information System support recharges increasing overall to this service by £4,010.

£191,000 expenditure and income is included for operating the Waverley Home Improvement Agency in 2011/12.

Income from the Voluntary Grants panel of £20,000 to operate the bathing service is now identified separately.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 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			
0	Support Services	0	0	0			
0	Total Service Cost/(Surplus)	0	0	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

Note: This budget represents any shortfall of supporting people grant funding against expenditure. No shortfall is anticipated at this stage for 2011/12.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

CORPORATE DEVELOPMENT

HEAD OF SERVICE - MARTYN BRAKE

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
3,035,343	2,779,200	Gross Expenditure	2,631,100	2,702,990	2,789,950	2,887,310
(812,983)	(842,630)	Gross Income	(804,320)	(857,140)	(888,480)	(921,850)
2,222,360	1,936,570	Net Expenditure	1,826,780	1,845,850	1,901,470	1,965,460
1,530,984	1,277,470	Employee Related Expenditure	1,305,860	1,352,810	1,408,280	1,472,760
7,476	3,860	Premises Related Expenditure	840	860	870	890
44,822	36,760	Transport Related Expenditure	31,510	31,960	32,600	33,260
861,185	978,030	Supplies and Services	772,950	784,340	799,780	815,520
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,444,467	2,296,120	Total Direct Expenditure	2,111,160	2,169,970	2,241,530	2,322,430
(812,983)	(842,630)	Income	(804,320)	(857,140)	(888,480)	(921,850)
1,631,484	1,453,490	Net Direct Expenditure/(Income)	1,306,840	1,312,830	1,353,050	1,400,580
0	0	Special Works	0	0	0	0
37,610	32,620	Capital Charges	32,620	32,620	32,620	32,620
553,266	450,460	Support Services	487,320	500,400	515,800	532,260
2,222,360	1,936,570	Total Service Cost/(Surplus)	1,826,780	1,845,850	1,901,470	1,965,460

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
59,111	99,570	Climate Change	50,290	51,430	52,900	55,090
754,118	355,400	Community Development	320,440	325,310	331,740	339,320
892,171	819,330	Corporate Services	844,380	866,030	892,340	921,840
(62,054)	(4,040)	Internal Audit	26,400	0	0	0
41,890	37,280	Performance Management	16,830	18,640	20,780	23,710
357,263	408,150	Public Relations and Marketing	339,380	349,140	360,910	374,220
179,861	220,880	Website	229,060	235,300	242,800	251,280
2,222,360	1,936,570	Total Net Expenditure/(Income)	1,826,780	1,845,850	1,901,470	1,965,460

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

Corporate Development

Financial Information Climate Change

Ledger Code B3900, B3901, B3911, B3912, B3913, F1161, F7519

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
104,677	Employee Related Expenditure	111,420	113,693	128,410	Employee Related		
129	Premises Related Expenditure	110	110	0	Salaries	109,980	124,310
8,521	Transport Related Expenditure	9,610	9,108	4,510	Transport Related		
26,909	Supplies and Services	74,490	72,540	33,420	Officers Car Leasing	3,770	1,320
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Climate Change Strategy	5,000	3,830
140,236	Total Direct Expenditure	195,630	195,451	166,340	Data/Software Costs	0	8,200
					Environmental Promotion	10,840	9,000
(95,141)	Income	(114,660)	(165,696)	(136,830)	Green Business	2,490	750
45,095	Net Direct Expenditure/(Income)	80,970	29,755	29,510	IT Renewals	180	180
					New, Replace Equip & Tools	35,670	630
0	Special Works	0	0	0	Printing Services Recharge	4,530	200
0	Capital Charges	0	0	0	Registration fee	0	1,800
14,016	Support Services	18,600	17,354	20,780	Schools Grant Scheme	2,650	2,520
59,111	Total Service Cost/(Surplus)	99,570	47,109	50,290	Schools Promotion	960	1,000
					Income		
	Full Time Equivalent Staff	3.02		3.20	Recharged to Other Services	(92,400)	(124,130)
					Support Service Recharge	(19,830)	(12,320)
					Support Services		
					Business Services Support Recharg	0	800
					Customer Tech Support Recharge	0	3,220
					Information Sys Support Recharge	0	1,500
					Public Offices Recharge	2,650	2,270

Major Variances 2010/11 v 2011/12

As part of a service review the Council Transport Plan budget has been added to this service area from Operational Services. The increase in employee related expenditure reflects the changes to salary allocations for the service. The provision in 2010/11 of £35,000 under New, Replace Equipment and Tools related to the Carbon Reduction Commitment. In 2011/12 this budget has been reduced to £10,000 to cover registration fees and data/software costs. This service includes an income estimate for the Salix Revenue Account and Energy - Invest to Save of £124,000 in the Recharge to Other Services category for which corresponding estimates have been made in other revenue service accounts.

Guildford Borough Council Budget 2011/2012

Corporate Development

Financial Information Community Development

Ledger Code F1127, F1128, F5711, F5724

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
506,705	Employee Related Expenditure	190,310	185,226	177,850	Employee Related		
2,806	Premises Related Expenditure	0	0	0	Salaries	186,580	174,490
13,924	Transport Related Expenditure	2,490	2,480	4,530	Supplies and Services		
299,305	Supplies and Services	326,330	277,913	262,060	Community Issues	5,000	5,000
0	Third Party Payments	0	0	0	Computer Services Recharge	4,360	0
0	Transfer Payments	0	0	0	Contribution to Partnership	30,010	30,000
822,740	Total Direct Expenditure	519,130	465,619	444,440	General Grants	251,660	196,730
(190,551)	Income	(224,620)	(192,895)	(184,780)	Gis & Nlpg Recharge	1,680	0
632,189	Net Direct Expenditure/(Income)	294,510	272,724	259,660	Grants Database	2,130	2,130
0	Special Works	0	0	0	IT Renewals	460	180
37,610	Capital Charges	32,620	32,628	32,620	Printing & Stationery	910	1,010
84,319	Support Services	28,270	27,988	28,160	Promotional Campaigns	7,360	7,360
754,118	Total Service Cost/(Surplus)	355,400	333,340	320,440	Strategic Assessment	6,150	6,150
					Income		
					Miscellaneous Income	(1,120)	(1,120)
					Other Grants, Sponsorship	(30,010)	(30,000)
					PCT	(5,910)	(5,910)
					SCC Grant	(177,780)	(123,630)
					SCC Grant	(14,500)	(14,500)
					Surrey Police	(9,800)	(24,120)
					Capital Charges		
					Depreciation	32,620	32,620
					Support Services		
					Accountancy Services Recharge	5,500	5,020
					Business Services Support Recharg	0	1,470
					Customer Tech Support Recharge	0	2,540
					Health & Safety Recharge	2,690	610
					Information Sys Support Recharge	0	2,820
					Office Services Recharge	5,070	1,960
					Performance Mngt. Recharge	1,240	690
					Public Offices Recharge	5,360	5,890

Full Time Equivalent Staff 3.77 3.49

Major Variances 2010/11 v 2011/12

Community Safety formally part of Neighbourhood and Housing Management estimates are now included on this page.

The reduction in employee related expenditure is the result of a change in salary allocations for the service.

The income from partners is not agreed until the summer each year and the estimate for 2011/12 is based on the approved level for 2010/11. There is a corresponding adjustment to the grants expenditure.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
366,623	Employee Related Expenditure	361,560	358,350	423,350
0	Premises Related Expenditure	0	0	0
12,771	Transport Related Expenditure	13,060	13,170	12,570
290,961	Supplies and Services	273,580	277,579	256,140
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
670,355	Total Direct Expenditure	648,200	649,099	692,060
(129,843)	Income	(121,990)	(122,830)	(130,810)
540,512	Net Direct Expenditure/(Income)	526,210	526,269	561,250
0	Special Works	0	0	0
0	Capital Charges	0	0	0
351,659	Support Services	293,120	290,664	283,130
892,171	Total Service Cost/(Surplus)	819,330	816,933	844,380
	Full Time Equivalent Staff	4.09		5.31

Major Variances 2010/11 v 2011/12

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

Estimated bank charges have increased in 2011/12 in line with the requirements of the new contract.

The Computer Services recharge has been incorporated in the Business Services/Customer Technical/Information System Support Recharges.

Major Items

Employee Related

Salaries	316,880	362,940
Training Management Development	34,850	50,000

Transport Related

Officers Car Leasing	12,560	12,010
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Supplies and Services

Audit Fee	144,270	144,270
Bank Charges	82,690	93,140
Computer Services Recharge	21,820	0
IT Renewals	550	350
Printing Services Recharge	5,480	6,740

Income

Recharged to Other Services	(109,760)	(109,240)
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Support Services

Accountancy Services Recharge	126,060	117,880
Audit Services Recharge	19,360	17,550
Business Services Support Recharg	0	7,620
Customer Tech Support Recharge	0	12,210
Information Sys Support Recharge	0	6,060
Legal Services Recharge	36,120	34,650
Paymaster Recharge	5,040	5,030
Performance Mngt. Recharge	24,890	11,580
Public Offices Recharge	25,850	22,480
Valuation Services Recharge	34,000	32,320

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
150,132	Employee Related Expenditure	129,120	132,278	118,410
0	Premises Related Expenditure	0	0	0
5,101	Transport Related Expenditure	4,080	4,024	3,890
49,606	Supplies and Services	44,900	63,985	56,040
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
204,839	Total Direct Expenditure	178,100	200,287	178,340
 (291,801)	Income	 (195,900)	 (196,055)	 (179,770)
(86,962)	Net Direct Expenditure/(Income)	(17,800)	4,232	(1,430)
 0	Special Works	 0	 0	 0
0	Capital Charges	0	0	0
24,908	Support Services	13,760	13,776	27,830
(62,054)	Total Service Cost/(Surplus)	(4,040)	18,008	26,400
	Full Time Equivalent Staff	2.40		2.17

Major Items

Employee Related

Salaries	126,320	115,530
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Transport Related

Officers Car Leasing	3,980	3,800
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Supplies and Services

Computer Services Recharge	13,210	0
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Consultants Fees	22,350	51,600
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IT Renewals	5,430	2,490
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Income

Support Service Recharge	(195,900)	(179,770)
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Support Services

Business Services Support Recharg	0	4,860
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Customer Tech Support Recharge	0	7,350
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HR Services Recharge	1,440	1,170
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Information Sys Support Recharge	0	4,030
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Office Services Recharge	4,010	2,370
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Public Offices Recharge	4,930	4,310
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Major Variances 2010/11 v 2011/12

The increase in the provision for consultants will ultimately be offset by a reduction in employee related expenditure which has not been included in the figures above.

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Guildford Borough Council Budget 2011/2012

Corporate Development

Financial Information Performance Management

Ledger Code G2531

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
115,167	Employee Related Expenditure	177,880	132,267	147,270
0	Premises Related Expenditure	0	0	0
750	Transport Related Expenditure	3,170	2,670	2,310
11,393	Supplies and Services	12,260	27,426	3,070
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
127,310	Total Direct Expenditure	193,310	162,363	152,650
(99,578)	Income	(177,780)	(177,908)	(164,450)
27,732	Net Direct Expenditure/(Income)	15,530	(15,545)	(11,800)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
14,158	Support Services	21,750	21,766	28,630
41,890	Total Service Cost/(Surplus)	37,280	6,221	16,830
	Full Time Equivalent Staff	4.46		3.68

Major Items

Employee Related

Salaries	173,400	141,470
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Transport Related

Car Allowances	760	20
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Officers Car Leasing	2,250	2,180
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Supplies and Services

Computer Maintenance Agree	3,900	1,950
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Computer Services Recharge	6,610	0
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IT Renewals	240	260
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Telecomms	580	0
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Income

Support Service Recharge	(177,780)	(164,450)
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Support Services

Business Services Support Recharg	0	2,560
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Customer Tech Support Recharge	0	3,860
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Human Resources Recharge	2,950	2,610
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Information Sys Support Recharge	0	1,800
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Office Services Recharge	5,610	5,270
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Public Offices Recharge	9,310	8,120
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Major Variances 2010/11 v 2011/12

The reduction in employee related expenditure reflects the identified savings from the Service Challenge.

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
191,188	Employee Related Expenditure	215,730	206,238	191,680
4,541	Premises Related Expenditure	3,750	3,928	840
3,187	Transport Related Expenditure	3,770	3,246	3,140
117,844	Supplies and Services	145,590	118,037	87,970
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
316,760	Total Direct Expenditure	368,840	331,449	283,630
(6,053)	Income	(7,680)	(5,982)	(7,680)
310,707	Net Direct Expenditure/(Income)	361,160	325,467	275,950
0	Special Works	0	0	0
0	Capital Charges	0	0	0
46,556	Support Services	46,990	47,090	63,430
357,263	Total Service Cost/(Surplus)	408,150	372,557	339,380
	Full Time Equivalent Staff	5.04		4.44

Major Variances 2010/11 v 2011/12

There is a reduction in employee related expenditure following a review of salary allocations.

The consultation budget has been reduced by £10,000 to reflect the decision to carry out the Citizens' Panel survey every other year.

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges. The reduced Printing Services Recharge reflects the electronic operation of the service.

Major Items

Employee Related

Salaries	208,990	184,170
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Premises Related

Proportion of Depot Expenses	3,750	670
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Supplies and Services

About Guildford	55,000	55,000
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Computer Services Recharge	19,820	0
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Consultation	20,440	9,650
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Corporate Promotions	7,560	2,500
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Initiatives	4,010	4,010
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IT Renewals	140	50
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Printing Services Recharge	14,050	1,190
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Income

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

Accountancy Services Recharge	8,040	7,480
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Audit Services Recharge	2,210	770
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Business Services Support Recharg	0	6,880
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Customer Tech Support Recharge	0	10,190
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Human Resources Recharge	2,830	2,410
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Information Sys Support Recharge	0	8,000
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Office Services Recharge	8,250	3,850
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Paymaster Recharge	4,330	3,890
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Public Offices Recharge	17,520	15,170
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Guildford Borough Council Budget 2011/2012

Corporate Development

Financial Information Website

Ledger Code F1141

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
96,492	Employee Related Expenditure	91,450	95,928	118,890
0	Premises Related Expenditure	0	0	0
568	Transport Related Expenditure	580	625	560
65,167	Supplies and Services	100,880	99,723	74,250
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
162,227	Total Direct Expenditure	192,910	196,276	193,700
(16)	Income	0	0	0
162,211	Net Direct Expenditure/(Income)	192,910	196,276	193,700
0	Special Works	0	0	0
0	Capital Charges	0	0	0
17,650	Support Services	27,970	27,994	35,360
179,861	Total Service Cost/(Surplus)	220,880	224,270	229,060
	Full Time Equivalent Staff	2.13		2.82

Major Items

Employee Related

Salaries	89,550	115,780
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Supplies and Services

Advertising	1,500	0
IT Renewals	27,430	14,340
Market Research	2,700	2,800
Web Site Mtce Costs	27,660	22,000
Website Hosting Costs *	37,610	34,360

Support Services

Audit Services Recharge	3,430	8,130
Business Services Support Recharg	0	1,040
Customer Tech Support Recharge	0	1,700
Human Resources Recharge	1,620	1,630
Information Sys Support Recharge	0	1,190
Legal Services Recharge	8,590	8,170
Office Services Recharge	3,260	2,190
Public Offices Recharge	9,860	8,600

Major Variances 2010/11 v 2011/12

The increased employee related expenditure costs reflect the change in salary allocations for the service.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

ECONOMIC DEVELOPMENT

HEAD OF SERVICE - CHRIS MANSFIELD

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
7,676,446	3,735,750	Gross Expenditure	3,552,070	3,839,480	3,752,720	3,899,910
(6,019,405)	(5,784,720)	Gross Income	(6,042,940)	(6,047,860)	(6,083,350)	(6,122,140)
1,657,041	(2,048,970)	Net Expenditure	(2,490,870)	(2,208,380)	(2,330,630)	(2,222,230)
1,264,006	1,278,440	Employee Related Expenditure	1,312,460	1,359,000	1,413,910	1,478,010
692,125	925,420	Premises Related Expenditure	701,330	984,960	849,510	889,690
14,069	18,370	Transport Related Expenditure	18,860	19,120	19,470	19,820
832,507	620,990	Supplies and Services	685,770	574,080	585,420	596,930
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,802,707	2,843,220	Total Direct Expenditure	2,718,420	2,937,160	2,868,310	2,984,450
(6,019,405)	(5,784,720)	Income	(6,042,940)	(6,047,860)	(6,083,350)	(6,122,140)
(3,216,698)	(2,941,500)	Net Direct Expenditure/(Income)	(3,324,520)	(3,110,700)	(3,215,040)	(3,137,690)
(3,827)	0	Special Works	0	0	0	0
4,269,812	263,720	Capital Charges	260,070	260,070	260,070	260,070
607,754	628,810	Support Services	573,580	642,250	624,340	655,390
1,657,041	(2,048,970)	Total Service Cost/(Surplus)	(2,490,870)	(2,208,380)	(2,330,630)	(2,222,230)

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
34,233	(13,610)	Asset Development	(5,430)	(270)	(520)	(800)
188,169	215,070	Business and Tourism	259,790	214,650	220,040	226,250
33,466	30,100	Business Forum	30,040	30,590	31,310	32,070
276,178	264,510	Guildford House	244,220	356,750	515,470	344,790
467,435	641,840	Guildford Museum	495,520	421,710	352,690	363,740
123,505	286,370	Guildhall	126,360	130,690	134,290	138,470
(1,296,939)	(1,949,470)	Industrial Estates	(2,027,640)	(1,576,120)	(2,018,450)	(1,856,610)
1,666,645	(1,921,170)	Non Operational Property	(2,027,250)	(2,139,910)	(1,930,970)	(1,849,570)
(72,269)	128,470	Slyfield Area Regeneration Project (SARP)	116,870	119,660	123,130	126,950
199,817	207,640	Tourist Information Centre	162,460	167,460	173,290	180,200
36,801	61,280	Town Centre Management	134,190	66,410	69,090	72,280
1,657,041	(2,048,970)	Total Net Expenditure/(Income)	(2,490,870)	(2,208,380)	(2,330,630)	(2,222,230)

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

Economic Development

Financial Information Asset Development

Ledger Code F1171, G4575

Responsible Officer Marieke van der Reijden - Asset Development Manager (Tel: 444995)

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
329,051	Employee Related Expenditure	329,370	383,616	347,940
0	Premises Related Expenditure	0	0	0
5,243	Transport Related Expenditure	11,140	11,140	9,360
166,775	Supplies and Services	148,270	144,438	103,270
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
501,069	Total Direct Expenditure	488,780	539,194	460,570
(541,715)	Income	(574,740)	(574,652)	(556,530)
(40,646)	Net Direct Expenditure/(Income)	(85,960)	(35,458)	(95,960)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
74,879	Support Services	72,350	73,905	90,530
34,233	Total Service Cost/(Surplus)	(13,610)	38,447	(5,430)
	Full Time Equivalent Staff	7.37		8.05

Major Variances 2010/11 v 2011/12

The increase in the salary estimate has arisen as a result of the transfer of an officer from the Council's Legal and Democratic Service to Asset Development.

The Computer Services recharge has been incorporated in the Business Service/Customer Technical/Information System Support recharges.

The reduction in the Consultants Fees estimate is in recognition of a planned Surrey-wide asset review aimed at identifying the potential to share costs/resources with regards to property advice.

Major Items

Employee Related

Private Medical	2,720	2,400
Salaries	322,260	339,970

Transport Related

Car Allowances	3,990	3,770
Officers Car Leasing	6,700	5,240

Supplies and Services

Computer Maintenance	3,000	3,000
Computer Services Recharge	17,200	0
Computer Software Licence	14,500	14,500
Condition Surveys	8,000	8,000
Consultants Fees	60,000	40,000
General Subscriptions	4,600	5,100
Gis & Nlpg Recharge	2,450	0
IT Renewals	6,130	1,540
Telecomms	3,670	1,170
Valuers Fees	20,000	20,000

Income

Recharged to Other Services	(571,890)	(553,590)
Valuers Fees	(2,550)	(2,630)

Support Services

Accountancy Services Recharge	6,490	6,050
Business Services Support Recharg	0	6,220
Customer Tech Support Recharge	0	9,580
Human Resources Recharge	4,030	3,980
Information Sys Support Recharge	0	5,720
Legal Services Recharge	2,590	2,460
Office Services Recharge	8,990	8,050
Paymaster Recharge	3,220	3,620
Public Offices Recharge	10,730	9,320
Valuation Services Recharge	34,000	32,320

Economic Development

Ledger Code F5525, F5526, F5531, F5534, F5535, F5536, F5545, F5546, F5547

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

Major Items	2010/11 Estimate £	2011/12 Estimate £
Employee Related		
Salaries	114,290	114,820
Premises Related		
Electricity	2,000	2,000
Proportion of Depot Expenses	5,280	3,670
Transport Related		
Officers Car Leasing	70	1,620
Supplies and Services		
Advertising	5,410	5,410
Attractions Guide	13,000	28,000
Business News	6,000	6,000
Christmas Street Lights	20,000	21,900
Computer Services Recharge	2,370	0
General Tourism Marketing	22,380	30,000
Guildford Calendar	3,000	0
Initiatives	7,000	7,000
Miscellaneous Expenses	300	50,420
Notice/Banner Boards R&M	7,000	7,000
Tourism South East Membership	4,800	5,000
Venues Guide	3,200	3,200
Visitors Guide	15,500	20,000
Income		
Attractions Guide	(13,000)	(28,000)
Guildford Calendar	(3,000)	0
Notice Board Income	(13,400)	(23,000)
Venues Guide	(5,320)	(5,970)
Visitors Guide	(12,880)	(21,000)
Support Services		
Business Services Support Recharg	0	1,060
Customer Tech Support Recharge	0	1,520
Debtors Section Recharge	2,020	1,840
HR Services Recharge	1,880	1,090
Public Offices Recharge	3,340	3,220

The estimates for both the cost of general and specific marketing, through targeted publications (guides), have increased. It is anticipated however that this will result in an increase in income in excess of the expenditure.

At present there are no plans to produce a calendar in 2011/12.

The overall increase in the net direct expenditure from 2010/11 to 2011/12 is primarily attributable to the inclusion of funding for local events in the lead up to the 2012 Olympics.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
13,571	Employee Related Expenditure	4,520	4,612	4,630	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	4,440	4,460
291	Transport Related Expenditure	270	278	220	Supplies and Services		
16,174	Supplies and Services	24,400	26,694	24,540	Support for Forum	24,400	24,400
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Accountancy Services Recharge	260	270
30,036	Total Direct Expenditure	29,190	31,584	29,390	Human Resources Recharge	60	140
					Public Offices Recharge	220	240
(320)	Income	0	(1,844)	(340)			
29,716	Net Direct Expenditure/(Income)	29,190	29,740	29,050			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
3,750	Support Services	910	910	990			
33,466	Total Service Cost/(Surplus)	30,100	30,650	30,040			
	Full Time Equivalent Staff	0.06		0.06			

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

Economic Development

Financial Information Guildford House

Ledger Code A4511, A4512, A4521

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
189,044	Employee Related Expenditure	206,510	207,309	205,600	Employee Related		
66,798	Premises Related Expenditure	57,850	46,406	40,480	Salaries	190,620	190,400
911	Transport Related Expenditure	900	1,175	1,240	Premises Related		
69,474	Supplies and Services	70,620	72,055	68,750	General Rates	14,780	15,070
0	Third Party Payments	0	0	0	Repairs & Maintenance	30,260	12,710
0	Transfer Payments	0	0	0	Utilities	7,820	7,120
326,227	Total Direct Expenditure	335,880	326,945	316,070	Supplies and Services		
(96,600)	Income	(105,840)	(98,089)	(97,510)	Advertising	6,000	6,000
229,627	Net Direct Expenditure/(Income)	230,040	228,856	218,560	Computer Services Recharge	1,370	0
					Exhibits	6,400	6,000
0	Special Works	0	0	0	IT Renewals	290	280
0	Capital Charges	0	0	0	Printing & Stationery	10,880	9,530
46,551	Support Services	34,470	46,180	25,660	Souvenirs & Postcards for resale	30,000	30,000
276,178	Total Service Cost/(Surplus)	264,510	275,036	244,220	Telecomms	4,260	4,230
					Income		
					Commission on Craftwork Sales	(25,000)	(25,000)
					Souvenir & Postcard Sales	(64,000)	(62,000)
					Capital Charges		
					Support Services		
					Accountancy Services Recharge	2,820	2,600
					Customer Tech Support Recharge	0	2,850
					Human Resources Recharge	4,270	3,330
					Paymaster Recharge	9,110	9,100
					Property Services Recharge	9,570	0
	Full Time Equivalent Staff	6.30		6.15			

Major Variances 2010/11 v 2011/12

General rates and utilities will be shared with the Tourist Information Centre in 2011/12.

The repairs and maintenance and Property Services recharge estimates have fallen as a result of one-off works required in 2010/11. These were identified through the condition survey undertaken on Guildford House and the Brew House in 2009/10.

The Computer Services recharge has been incorporated into the Business Service/Customer Technical/Information System Support Recharges.

Guildford Borough Council Budget 2011/2012

Economic Development

Financial Information Guildford Museum

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

Ledger Code A5511, A5512, A5520, A5521, A5531, A5551, A5552, A5561, A5571, A5572, A5581

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £		2010/11 Estimate £	2011/12 Estimate £
					Major Items		
273,895	Employee Related Expenditure	205,090	208,601	219,620	Employee Related		
101,946	Premises Related Expenditure	316,730	130,251	196,410	Casuals Salaries	48,000	44,100
1,511	Transport Related Expenditure	620	1,145	1,190	Salaries	152,210	171,260
47,216	Supplies and Services	52,250	46,470	48,460	Premises Related		
0	Third Party Payments	0	0	0	General Rates	13,600	14,470
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	32,940	22,460
424,568	Total Direct Expenditure	574,690	386,467	465,680	Repairs & Maintenance	253,720	145,130
					Utilities	13,200	10,520
(61,091)	Income	(59,010)	(54,661)	(57,600)	Supplies and Services		
363,477	Net Direct Expenditure/(Income)	515,680	331,806	408,080	Computer Services Recharge	6,610	0
					Copying & Printing	6,110	4,550
0	Special Works	0	0	0	Exhibits	5,000	5,000
29,428	Capital Charges	17,880	17,896	17,780	Museum Dev. Officer Contribution	2,680	3,000
74,530	Support Services	108,280	73,365	69,660	New, Replace Equip & Tools	300	9,300
467,435	Total Service Cost/(Surplus)	641,840	423,067	495,520	Postage and Telephones	9,580	6,210
					Souvenirs & Postcards for resale	9,200	9,200
					Income		
	Full Time Equivalent Staff	4.94		5.35	Admissions	(17,520)	(16,220)
					Fee Income	(20,700)	(20,720)
					Souvenir & Postcard Sales	(19,000)	(19,060)
					Capital Charges		
					Depreciation	17,880	17,780
					Support Services		
					Accountancy Services Recharge	3,950	3,620
					Customer Tech Support Recharge	0	6,610
					Housing Surveying Services	2,310	2,000
					Human Resources Recharge	3,670	2,720
					Information Sys Support Recharge	0	2,240
					Legal Services Recharge	1,660	1,100
					Property Services Recharge	73,060	32,580
					Valuation Services Recharge	5,100	4,850

Major Variances 2010/11 v 2011/12

Salaries have increased due to the recruitment of officers to vacant posts and an increase in FTEs allocated to caretaking responsibilities, the latter being offset in part by a decrease in casual staff salaries.

The repairs and maintenance and Property Services recharges estimates have fallen as a result of one-off works required in 2010/11. These were identified through the condition survey undertaken on the Museum in 2009/10.

The Computer Services and Telecomms Services recharge have been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Guildford Borough Council Budget 2011/2012

Economic Development

Financial Information Guildhall

Ledger Code F3311

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
73,124	Employee Related Expenditure	79,040	75,718	73,960	Employee Related		
25,635	Premises Related Expenditure	136,740	209,728	29,460	Salaries	77,930	72,850
188	Transport Related Expenditure	130	115	280	Premises Related		
16,816	Supplies and Services	17,150	17,161	21,170	General Rates	5,180	5,410
0	Third Party Payments	0	0	0	Repairs & Maintenance	121,020	14,470
0	Transfer Payments	0	0	0	Utilities	6,070	5,670
115,763	Total Direct Expenditure	233,060	302,722	124,870	Supplies and Services		
					Computer & Telephone Costs	3,390	1,570
(25,761)	Income	(25,000)	(28,997)	(29,000)	Lunch time concerts	8,000	8,000
90,002	Net Direct Expenditure/(Income)	208,060	273,725	95,870	Musical Instruments hire & upkeep	2,200	2,200
					New, Replace Equip & Tools	0	5,300
(3,827)	Special Works	0	0	0	Income		
19,690	Capital Charges	20,330	20,338	19,690	Letting Fees-General	(15,000)	(21,000)
17,640	Support Services	57,980	52,362	10,800	Lunchtime Concerts	(10,000)	(8,000)
123,505	Total Service Cost/(Surplus)	286,370	346,425	126,360	Support Services		
					Business Services Support Recharg	0	1,620
	Full Time Equivalent Staff	1.91		1.87	Customer Tech Support Recharge	0	820
					Housing Surveying Services	770	1,360
					Human Resources Recharge	1,320	1,010
					Paymaster Recharge	2,550	2,420
					Property Services Recharge	48,770	0

Major Variances 2010/11 v 2011/12

The decrease in employee related expenditure is primarily attributable to a reduction in the overtime estimate to reflect the recent levels of overtime worked.

The Computer Services recharge and Telecomms Services recharge have been incorporated in the Business Service/Customer Technical/Information System Support recharges.

The repairs and maintenance and Property Services recharge estimates have fallen as a result of one-off works required in 2010/11. These were identified through the condition survey undertaken on the Guildhall in 2009/10.

The increase in the estimate for new equipment represents the costs associated with the purchase of a new public address system.

Guildford Borough Council Budget 2011/2012

Economic Development

Financial Information Industrial Estates

Ledger Code B53*

Responsible Officer Marieke van der Reijden - Asset Development Manager (Tel: 444995)

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
49,558	Employee Related Expenditure	50,080	46,756	54,480
67,243	Premises Related Expenditure	94,290	91,413	101,560
1,401	Transport Related Expenditure	1,240	1,190	1,450
28,005	Supplies and Services	36,590	47,872	36,520
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
146,207	Total Direct Expenditure	182,200	187,231	194,010
(2,428,222)	Income	(2,410,070)	(2,517,172)	(2,487,620)
(2,282,015)	Net Direct Expenditure/(Income)	(2,227,870)	(2,329,941)	(2,293,610)
0	Special Works	0	0	0
873,267	Capital Charges	173,260	173,300	173,260
111,809	Support Services	105,140	99,439	92,710
(1,296,939)	Total Service Cost/(Surplus)	(1,949,470)	(2,057,202)	(2,027,640)
	Full Time Equivalent Staff	0.99		1.09

Major Variances 2010/11 v 2011/12

The Property Services recharge estimates have decreased in recognition of a reduction in the level of works expected in 2011/12.

The increase in rental income relates to units at Slyfield Industrial Estate.

Major Items

Employee Related

Salaries	48,450	52,890
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Premises Related

Cleaning Materials	3,420	3,650
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Electricity	4,100	4,200
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Emissions Monitoring	3,500	3,500
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General Rates	540	5,430
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Grounds Maintenance	25,080	26,520
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Repairs & Maintenance	45,970	44,160
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Supplies and Services

Consultants Fees	13,200	13,200
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Valuers Fees	20,000	20,000
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Income

Expenses Recovered	(45,130)	(46,340)
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Management Fee Income	(2,430)	(2,380)
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Rent (Building & Shops)	(396,380)	(397,490)
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Rent (Land & Wayleaves)	(1,966,130)	(2,041,410)
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Support Services

Accountancy Services Recharge	10,050	9,340
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Debtors Section Recharge	10,200	9,280
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Engineers Recharge	7,520	7,700
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Legal Services Recharge	53,850	51,660
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Property Services Recharge	6,430	0
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Valuation Services Recharge	8,500	8,080
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Guildford Borough Council Budget 2011/2012

Economic Development

Financial Information Non Operational Property

Ledger Code B6*

Responsible Officer Marieke van der Reijden - Asset Development Manager (Tel: 444995)

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
44,359	Employee Related Expenditure	15,140	15,582	15,680	Employee Related		
368,240	Premises Related Expenditure	271,420	286,300	315,360	Salaries	14,960	15,510
1,782	Transport Related Expenditure	1,470	1,495	940	Premises Related		
133,292	Supplies and Services	20,100	62,676	8,380	Council Tax	2,450	2,450
0	Third Party Payments	0	0	0	Electricity	15,350	11,500
0	Transfer Payments	0	0	0	Emissions Monitoring	3,300	3,300
547,673	Total Direct Expenditure	308,130	366,053	340,360	General Rates	29,940	18,540
					Rents Payable	94,000	94,000
(2,423,279)	Income	(2,470,370)	(2,514,016)	(2,637,120)	Repairs & Maintenance	99,420	159,560
(1,875,606)	Net Direct Expenditure/(Income)	(2,162,240)	(2,147,963)	(2,296,760)	Window Cleaning	3,900	3,900
					Supplies and Services		
0	Special Works	0	0	0	Computer Services Recharge	11,840	0
3,305,717	Capital Charges	50,280	50,304	47,370	Security Services	8,000	8,000
236,534	Support Services	190,790	190,013	222,140	Income		
1,666,645	Total Service Cost/(Surplus)	(1,921,170)	(1,907,646)	(2,027,250)	Expenses Recovered	(19,110)	(19,860)
					Rent (Building & Shops)	(1,278,980)	(1,443,800)
					Rent (Land & Wayleaves)	(1,088,630)	(1,088,900)
					Rents (Dwellings)	(30,300)	(33,710)
					Rents (Vol Groups Subsidy)	(53,350)	(50,850)
					Support Services		
					Accountancy Services Recharge	12,550	11,770
					Asset Register Recharge	5,540	4,510
					Audit Services Recharge	5,000	10,100
					Business Services Support Recharg	0	6,400
					Customer Tech Support Recharge	0	3,670
					Engineers Recharge	8,850	9,050
					Information Sys Support Recharge	0	1,650
					Legal Services Recharge	94,670	90,100
					Property Services Recharge	20,890	45,640
					Public Offices Recharge	8,210	7,100
					Valuation Services Recharge	27,200	25,860
	Full Time Equivalent Staff	0.20		0.20			

Major Variances 2010/11 v 2011/12

The Computer Services recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

The general rates estimate has decreased to reflect the current/planned occupancy of non-operational property.

The increase in the repairs and maintenance and Property Services recharge estimates is in recognition of the level of works planned for 2011/12 as identified through the condition surveys of the Council's non-operational property.

Rental income estimates reflect current/planned occupancy levels of the Council's non-operational property.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
32,248	Employee Related Expenditure	35,580	38,485	39,590	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	34,810	38,810
705	Transport Related Expenditure	2,160	2,156	1,010	Supplies and Services		
123,162	Supplies and Services	75,000	65,110	60,100	Consultants Fees	55,000	40,000
0	Third Party Payments	0	0	0	Miscellaneous Expenses	20,000	20,000
0	Transfer Payments	0	0	0	Support Services		
156,115	Total Direct Expenditure	112,740	105,751	100,700	Legal Services Recharge	12,590	14,050
(268,660)	Income	0	0	0			
(112,545)	Net Direct Expenditure/(Income)	112,740	105,751	100,700			
0	Special Works	0	0	0			
39,740	Capital Charges	0	0	0			
536	Support Services	15,730	16,915	16,170			
(72,269)	Total Service Cost/(Surplus)	128,470	122,666	116,870			
	Full Time Equivalent Staff	0.69		0.76			

Major Variances 2010/11 v 2011/12

The estimates reflect the anticipated progress of the Slyfield Area Regeneration Project (SARP) during 2011/12.

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
132,086	Employee Related Expenditure	164,560	158,867	156,930	Employee Related		
46,661	Premises Related Expenditure	35,420	47,312	6,970	Casual Salaries	15,880	15,880
173	Transport Related Expenditure	30	51	220	Salaries	144,720	138,490
39,832	Supplies and Services	37,460	40,268	31,810	Premises Related		
0	Third Party Payments	0	0	0	Electricity	2,200	1,040
0	Transfer Payments	0	0	0	General Rates	15,580	3,770
218,752	Total Direct Expenditure	237,470	246,498	195,930	Rents Payable	15,500	0
					Supplies and Services		
(37,447)	Income	(46,940)	(45,402)	(51,150)	Computer Maintenance Agree	5,250	5,250
181,305	Net Direct Expenditure/(Income)	190,530	201,096	144,780	Computer Services Recharge	4,610	0
					Purchases for Resale	15,610	15,610
0	Special Works	0	0	0	Telecomms	2,840	1,770
0	Capital Charges	0	0	0	Town Guides Grant	2,000	1,900
18,512	Support Services	17,110	17,920	17,680	Income		
199,817	Total Service Cost/(Surplus)	207,640	219,016	162,460	Commission on General Sales	(13,250)	(13,650)
					Miscellaneous Income	(4,210)	(6,540)
					Publications Sales	(9,180)	(9,180)
	Full Time Equivalent Staff	5.27		4.47			

Major Variances 2010/11 v 2011/12

The Computer Services recharge has been incorporated into the Business Service/Customer Technical/Information System Support recharges.

Estimates for premises related expenditure have reduced as a result of the relocation of the Tourist Information Centre into Guildford House.

Major Items	Estimate £	Estimate £
Employee Related		
Casual Salaries	15,880	15,880
Salaries	144,720	138,490
Premises Related		
Electricity	2,200	1,040
General Rates	15,580	3,770
Rents Payable	15,500	0
Supplies and Services		
Computer Maintenance Agree	5,250	5,250
Computer Services Recharge	4,610	0
Purchases for Resale	15,610	15,610
Telecomms	2,840	1,770
Town Guides Grant	2,000	1,900
Income		
Commission on General Sales	(13,250)	(13,650)
Miscellaneous Income	(4,210)	(6,540)
Publications Sales	(9,180)	(9,180)
Souvenir & Postcard Sales	(19,380)	(19,380)
Support Services		
Accountancy Services Recharge	2,220	2,100
Business Services Support Recharg	0	2,060
Customer Tech Support Recharge	0	3,180
HR Services Recharge	6,260	2,470
Information Sys Support Recharge	0	1,640
Paymaster Recharge	3,550	3,410

Guildford Borough Council Budget 2011/2012

Economic Development

Financial Information Town Centre Management

Ledger Code B5751, F5550, F7521, F7522

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
51,367	Employee Related Expenditure	72,460	73,994	75,760	Employee Related		
2,535	Premises Related Expenditure	2,820	1,900	2,820	Salaries	71,240	74,260
577	Transport Related Expenditure	40	40	780	Premises Related		
18,842	Supplies and Services	17,350	22,150	86,750	Site Maintenance	1,900	1,900
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Car Parking Charges	3,200	3,900
73,321	Total Direct Expenditure	92,670	98,084	166,110	Computer Services Recharge	2,370	0
					Consultants Fees	0	70,000
(43,480)	Income	(41,540)	(41,600)	(45,200)	Display Boards	400	1,800
29,841	Net Direct Expenditure/(Income)	51,130	56,484	120,910	Equipment & Tools Hire	1,760	1,760
					IT Renewals	80	110
0	Special Works	0	0	0	Miscellaneous Expenses	2,840	2,840
0	Capital Charges	0	0	0	Publicity	5,990	5,990
6,960	Support Services	10,150	10,403	13,280	Income		
36,801	Total Service Cost/(Surplus)	61,280	66,887	134,190	Miscellaneous Income	0	(7,200)
					Other Grants, Sponsorship	(1,500)	(1,500)
					Rents; Market Stall Spaces	(23,500)	(26,500)
					Sponsorship Receipts	(16,540)	(10,000)
					Support Services		
					Accountancy Services Recharge	1,450	1,160
					Business Services Support Recharg	0	1,410
					Customer Tech Support Recharge	0	2,470
					Debtors Section Recharge	2,260	2,050
					Human Resources Recharge	1,360	1,110
					Information Sys Support Recharge	0	860
					Paymaster Recharge	800	930
					Public Offices Recharge	2,270	1,650
	Full Time Equivalent Staff	2.00		2.00			

Major Variances 2010/11 v 2011/12

The Computer Services recharge has been incorporated into the Business Service/Customer Technical/Information System Support recharges.

The increase in the consultancy fees reflects the costs associated with the Business Improvement District (BID).

Additional income is anticipated from the provision of more events in and around the Town Centre.

Based on the current number of markets and attendance levels an increase in market stall rent has been included.

Town centre management sponsorship receipts from local businesses have declined over the last 12 months. This situation is not expected to improve in 2011/12.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

ENVIRONMENTAL HEALTH AND LICENSING

HEAD OF SERVICE - CLIFF BELL

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
2,004,088	1,816,150	Gross Expenditure	1,721,970	1,772,360	1,832,460	1,900,700
(724,679)	(679,920)	Gross Income	(682,460)	(708,190)	(726,480)	(746,080)
1,279,409	1,136,230	Net Expenditure	1,039,510	1,064,170	1,105,980	1,154,620
1,034,964	1,113,000	Employee Related Expenditure	1,032,070	1,070,160	1,114,970	1,167,220
53,082	101,300	Premises Related Expenditure	99,100	100,590	102,580	104,630
46,969	47,620	Transport Related Expenditure	45,750	46,410	47,310	48,260
623,359	357,640	Supplies and Services	268,740	271,710	275,680	279,730
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,758,374	1,619,560	Total Direct Expenditure	1,445,660	1,488,870	1,540,540	1,599,840
(724,679)	(679,920)	Income	(682,460)	(708,190)	(726,480)	(746,080)
1,033,695	939,640	Net Direct Expenditure/(Income)	763,200	780,680	814,060	853,760
0	0	Special Works	0	0	0	0
32,574	7,590	Capital Charges	7,590	7,590	7,590	7,590
213,140	189,000	Support Services	268,720	275,900	284,330	293,270
1,279,409	1,136,230	Total Service Cost/(Surplus)	1,039,510	1,064,170	1,105,980	1,154,620

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
93,189	83,290	Civil Emergencies	70,020	72,050	74,530	77,330
579,223	565,930	Environmental Control	534,320	548,970	566,410	586,330
458,433	433,700	Food and Safety Services	370,280	382,880	397,740	414,830
(5,313)	(150)	Gypsy Caravan Sites	(10,170)	(8,790)	(6,950)	(4,910)
(4,699)	(1,920)	Health and Safety	11,750	910	930	950
38,881	18,320	Home Farm Estate, Effingham	17,770	18,240	18,790	19,400
39,224	40,270	Licensing Services	35,050	40,930	47,190	54,460
80,471	(3,210)	Taxi Licensing and Private Hire Vehicles	10,490	8,980	7,340	6,230
1,279,409	1,136,230	Total Net Expenditure/(Income)	1,039,510	1,064,170	1,105,980	1,154,620

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
53,283	Employee Related Expenditure	57,380	55,815	42,990
1,311	Premises Related Expenditure	1,110	1,118	780
1,766	Transport Related Expenditure	1,990	1,985	1,940
29,779	Supplies and Services	12,950	11,285	15,890
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
86,139	Total Direct Expenditure	73,430	70,203	61,600
0	Income	0	0	0
86,139	Net Direct Expenditure/(Income)	73,430	70,203	61,600
0	Special Works	0	0	0
0	Capital Charges	0	0	0
7,050	Support Services	9,860	9,884	8,420
93,189	Total Service Cost/(Surplus)	83,290	80,087	70,020
	Full Time Equivalent Staff	1.12		1.02

Major Items

Employee Related

Salaries	54,270	39,970
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Supplies and Services

Emergency Planning Contribution	5,570	5,570
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Miscellaneous Expenses	940	940
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Support Services

Customer Tech Support Recharge	0	340
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Human Resources Recharge	1,200	630
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Office Services Recharge	1,830	1,270
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Public Offices Recharge	4,270	3,700
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Major Variances 2010/11 v 2011/12

The reduction in employee related expenditure reflects the savings identified from the Service Challenge.

Guildford Borough Council Budget 2011/2012

Environmental Health and Licensing

Financial Information Environmental Control

Ledger Code C1113, C1114, C1115, C1125

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
330,959	Employee Related Expenditure	353,270	350,631	331,610
13,657	Premises Related Expenditure	11,670	11,670	9,070
18,052	Transport Related Expenditure	16,940	17,335	16,830
190,614	Supplies and Services	156,550	159,423	122,090
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
553,282	Total Direct Expenditure	538,430	539,059	479,600
(13,402)	Income	(13,430)	(12,537)	(13,580)
539,880	Net Direct Expenditure/(Income)	525,000	526,522	466,020
0	Special Works	0	0	0
4,885	Capital Charges	4,890	4,898	4,890
34,458	Support Services	36,040	36,088	63,410
579,223	Total Service Cost/(Surplus)	565,930	567,508	534,320
	Full Time Equivalent Staff	7.66		7.26

Major Variances 2010/11 v 2011/12

The reduction in employee related expenditure reflects the savings identified from the Service Challenge.

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Major Items	2010/11 Estimate £	2011/12 Estimate £
Employee Related		
Salaries	345,950	318,970
Premises Related		
Proportion of Depot Expenses	11,670	9,070
Transport Related		
Car Leasing & Allowances	16,940	16,830
Supplies and Services		
Air Pollution Monitoring	10,110	6,530
CECS Monitoring	25,890	26,140
Computer Services Recharge	17,820	0
Computer Software Licence	3,130	3,130
Consultants Fees	6,000	5,000
IT Renewals	250	150
New, Replace Equip & Tools	2,780	2,230
Pest Control Charges	65,630	65,630
Income		
Contaminated Land Enquiries	(2,820)	(1,500)
Fee Income	(9,150)	(10,370)
Capital Charges		
Depreciation	4,890	4,890
Support Services		
Business Services Support Recharg	0	6,490
Customer Tech Support Recharge	0	8,580
Health & Safety Recharge	1,720	1,120
Human Resources Recharge	4,630	3,940
Information Sys Support Recharge	0	9,340
Office Services Recharge	7,330	7,730
Performance Mngt. Recharge	1,220	1,250
Public Offices Recharge	15,690	13,570

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
290,232	Employee Related Expenditure	315,100	303,802	269,110
0	Premises Related Expenditure	0	0	0
13,533	Transport Related Expenditure	14,100	14,033	13,070
103,643	Supplies and Services	62,100	75,531	23,680
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
407,408	Total Direct Expenditure	391,300	393,366	305,860
(7,941)	Income	(8,460)	(6,237)	(8,600)
399,467	Net Direct Expenditure/(Income)	382,840	387,129	297,260
0	Special Works	0	0	0
0	Capital Charges	0	0	0
58,966	Support Services	50,860	51,133	73,020
458,433	Total Service Cost/(Surplus)	433,700	438,262	370,280
	Full Time Equivalent Staff	7.07		6.57

Major Variances 2010/11 v 2011/12

There is an overall reduction to employee related expenditure following a review of salary allocations and changes to working arrangements for two staff. This has resulted in an overall salary saving of £49,000.

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges. There is a net reduction of Support Service costs of £10,000.

Major Items

Employee Related

Salaries	310,360	261,450
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Transport Related

Officers Car Leasing	9,030	8,560
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Supplies and Services

Computer Services Recharge	26,430	0
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Computer Software Licence	3,130	3,500
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Food Hygiene Course Expenses	1,500	1,270
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General Subscriptions	4,500	4,500
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Health Education Expenditure	2,000	1,000
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IT Renewals	610	260
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New, Replace Equip & Tools	1,000	610
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Postages	3,910	1,920
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Printing Services Recharge	2,000	790
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Telecomms	5,590	1,040
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Income

Food Hygiene Course	(6,000)	(5,500)
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Support Services

Accountancy Services Recharge	3,420	3,170
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Business Services Support Recharg	0	10,180
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Customer Tech Support Recharge	0	12,170
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Human Resources Recharge	5,050	3,550
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Information Sys Support Recharge	0	11,400
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Legal Services Recharge	6,370	6,060
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Office Services Recharge	10,940	7,190
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Paymaster Recharge	3,070	2,920
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Public Offices Recharge	12,380	10,760
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Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
27,945	Employee Related Expenditure	28,180	28,749	28,080
15,295	Premises Related Expenditure	82,450	89,940	83,160
2,303	Transport Related Expenditure	2,270	2,534	2,360
65,784	Supplies and Services	740	17,162	70
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
111,327	Total Direct Expenditure	113,640	138,385	113,670
(124,458)	Income	(122,470)	(124,831)	(132,730)
(13,131)	Net Direct Expenditure/(Income)	(8,830)	13,554	(19,060)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
7,818	Support Services	8,680	8,672	8,890
(5,313)	Total Service Cost/(Surplus)	(150)	22,226	(10,170)
	Full Time Equivalent Staff	0.79		0.84

Major Items	2010/11 Estimate £	2011/12 Estimate £
Employee Related		
Salaries	27,670	27,630
Premises Related		
Electricity	45,000	45,000
Repairs & Maintenance	23,650	24,160
Water	13,800	14,000
Income		
Electricity Recharged	(14,830)	(17,290)
Rent (Land & Wayleaves)	(96,720)	(99,840)
Water Recharged	(10,920)	(15,600)
Support Services		
Accountancy Services Recharge	1,280	1,230
Business Services Support Recharg	0	370
Customer Tech Support Recharge	0	540
Energy Management Recharge	970	840
Human Resources Recharge	840	450
Information Sys Support Recharge	0	250
Office Services Recharge	860	910
Public Offices Recharge	2,080	1,740

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
105,150	Employee Related Expenditure	115,610	119,225	118,600
0	Premises Related Expenditure	0	0	0
1,849	Transport Related Expenditure	2,120	1,924	2,010
19,088	Supplies and Services	12,900	10,433	10,920
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
126,087	Total Direct Expenditure	130,630	131,582	131,530
 (165,773)	Income	 (143,060)	 (143,276)	 (136,210)
(39,686)	Net Direct Expenditure/(Income)	(12,430)	(11,694)	(4,680)
 0	Special Works	 0	 0	 0
24,989	Capital Charges	0	0	0
9,998	Support Services	10,510	10,518	16,430
(4,699)	Total Service Cost/(Surplus)	(1,920)	(1,176)	11,750
	Full Time Equivalent Staff	2.38		2.38

Major Items

Employee Related

Salaries	99,940	102,480
Training - Health & Safety	13,330	13,330

Supplies and Services

Computer Services Recharge	1,990	0
Consultants Fees	9,000	9,000
General Subscriptions	900	900
IT Renewals	100	160
New, Replace Equip & Tools	200	200

Income

Support Service Recharge	(143,060)	(136,210)
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Support Services

Business Services Support Recharg	0	750
Customer Tech Support Recharge	0	970
Information Sys Support Recharge	0	490
Office Services Recharge	2,000	2,600
Paymaster Recharge	2,480	2,420
Public Offices Recharge	3,500	3,000

Major Variances 2010/11 v 2011/12

Income from Support Service recharges shows an under recovery of cost of £12,000 following a review of support cost recharges.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
8,233	Employee Related Expenditure	8,380	8,512	8,770	Employee Related		
22,819	Premises Related Expenditure	6,070	6,072	6,090	Salaries	8,260	8,660
541	Transport Related Expenditure	510	601	550	Premises Related		
95	Supplies and Services	90	9,013	40	Repairs & Maintenance	6,000	6,000
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Licence Fees	(3,460)	(4,000)
31,688	Total Direct Expenditure	15,050	24,198	15,450	Rent (Land & Wayleaves)	(1,550)	(1,550)
(9,257)	Income	(9,010)	(9,625)	(9,550)	Rents (Dwellings)	(4,000)	(4,000)
22,431	Net Direct Expenditure/(Income)	6,040	14,573	5,900	Legal Services Recharge	8,220	7,820
0	Special Works	0	0	0			
2,700	Capital Charges	2,700	2,700	2,700			
13,750	Support Services	9,580	9,580	9,170			
38,881	Total Service Cost/(Surplus)	18,320	26,853	17,770			
	Full Time Equivalent Staff	0.21		0.23			

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
120,452	Employee Related Expenditure	126,960	130,923	125,750
0	Premises Related Expenditure	0	0	0
4,186	Transport Related Expenditure	4,110	3,719	3,810
18,369	Supplies and Services	18,690	18,181	12,760
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
143,007	Total Direct Expenditure	149,760	152,823	142,320
(161,603)	Income	(151,370)	(165,786)	(160,410)
(18,596)	Net Direct Expenditure/(Income)	(1,610)	(12,963)	(18,090)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
57,820	Support Services	41,880	41,920	53,140
39,224	Total Service Cost/(Surplus)	40,270	28,957	35,050
	Full Time Equivalent Staff	3.41		3.34

Major Variances 2010/11 v 2011/12

The budget against Computer Maintenance Agreement has moved to Computer Software Licence.

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

The LA03 Licence fee income estimate has been based on actuals for 2009/10.

Major Items

Employee Related

Salaries	124,670	121,690
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Transport Related

Car Allowances	2,830	2,510
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Officers Car Leasing	1,080	1,100
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Supplies and Services

Computer Maintenance Agree	5,400	0
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Computer Services Recharge	7,230	0
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Computer Software Licence	0	6,040
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IT Renewals	170	180
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Printing Services Recharge	1,590	690
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Income

LA03 Licence Fees	(129,200)	(133,580)
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Licence Fees	(11,140)	(11,480)
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Support Services

Accountancy Services Recharge	2,230	2,080
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Audit Services Recharge	2,570	1,800
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Business Services Support Recharg	0	2,070
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Customer Tech Support Recharge	0	3,320
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Human Resources Recharge	1,990	1,810
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Information Sys Support Recharge	0	2,470
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Information Sys Support Recharge	0	2,470
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Legal Services Recharge	23,450	28,730
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Office Services Recharge	2,860	3,350
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Public Offices Recharge	5,040	4,330
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Guildford Borough Council Budget 2011/2012

Environmental Health and Licensing

Financial Information Taxi Licensing and Private Hire Vehicles

Ledger Code H1100, H1101

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
98,710	Employee Related Expenditure	108,120	110,831	107,160
0	Premises Related Expenditure	0	0	0
4,739	Transport Related Expenditure	5,580	5,294	5,180
195,987	Supplies and Services	93,620	88,950	83,290
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
299,436	Total Direct Expenditure	207,320	205,075	195,630
(242,245)	Income	(232,120)	(233,686)	(221,380)
57,191	Net Direct Expenditure/(Income)	(24,800)	(28,611)	(25,750)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
23,280	Support Services	21,590	21,598	36,240
80,471	Total Service Cost/(Surplus)	(3,210)	(7,013)	10,490
	Full Time Equivalent Staff	3.08		3.05

Major Variances 2010/11 v 2011/12

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Income levels for all Taxi/Private Hire Licence Fees has been based on actual activity in 2009/10.

Major Items

Employee Related

Salaries	2010/11 Estimate £	2011/12 Estimate £
	106,370	104,790

Supplies and Services

Computer Services Recharge	2010/11 Estimate £	2011/12 Estimate £
	9,220	0

CRB Checks	2010/11 Estimate £	2011/12 Estimate £
	5,680	5,680

IT Renewals	2010/11 Estimate £	2011/12 Estimate £
	160	140

Taxi & Private Hire Car Tests	2010/11 Estimate £	2011/12 Estimate £
	60,000	57,000

Income

Operators	2010/11 Estimate £	2011/12 Estimate £
	(9,990)	(10,210)

Private Hire Drivers	2010/11 Estimate £	2011/12 Estimate £
	(30,350)	(19,130)

Private Hire Licence Fees	2010/11 Estimate £	2011/12 Estimate £
	(111,010)	(113,100)

Taxi Drivers	2010/11 Estimate £	2011/12 Estimate £
	(22,190)	(11,180)

Taxi Licence Fees	2010/11 Estimate £	2011/12 Estimate £
	(52,900)	(55,680)

Support Services

Business Services Support Recharg	2010/11 Estimate £	2011/12 Estimate £
	0	3,180

Customer Tech Support Recharge	2010/11 Estimate £	2011/12 Estimate £
	0	4,630

HR Services Recharge	2010/11 Estimate £	2011/12 Estimate £
	1,740	1,640

Information Sys Support Recharge	2010/11 Estimate £	2011/12 Estimate £
	0	2,290

Legal Services Recharge	2010/11 Estimate £	2011/12 Estimate £
	9,240	13,420

Office Services Recharge	2010/11 Estimate £	2011/12 Estimate £
	2,580	3,310

Public Offices Recharge	2010/11 Estimate £	2011/12 Estimate £
	4,380	3,730

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

FINANCIAL SERVICES

HEAD OF SERVICE - SUE REEKIE

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
1,528,952	3,181,900	Gross Expenditure	3,112,850	3,173,560	3,223,680	3,280,350
(1,585,887)	(1,209,440)	Gross Income	(1,108,740)	(1,180,630)	(1,225,370)	(1,276,130)
(56,935)	1,972,460	Net Expenditure	2,004,110	1,992,930	1,998,310	2,004,220
910,603	2,469,820	Employee Related Expenditure	2,307,120	2,353,380	2,385,680	2,423,690
0	0	Premises Related Expenditure	0	0	0	0
31,611	31,090	Transport Related Expenditure	29,590	30,020	30,630	31,250
236,597	363,300	Supplies and Services	401,670	405,580	410,860	416,240
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,178,811	2,864,210	Total Direct Expenditure	2,738,380	2,788,980	2,827,170	2,871,180
(1,585,887)	(1,209,440)	Income	(1,108,740)	(1,180,630)	(1,225,370)	(1,276,130)
(407,076)	1,654,770	Net Direct Expenditure/(Income)	1,629,640	1,608,350	1,601,800	1,595,050
0	0	Special Works	0	0	0	0
1,317	0	Capital Charges	0	0	0	0
348,824	317,690	Support Services	374,470	384,580	396,510	409,170
(56,935)	1,972,460	Total Service Cost/(Surplus)	2,004,110	1,992,930	1,998,310	2,004,220

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
(27,258)	(47,820)	Accountancy	35,510	0	0	0
213,683	179,240	Corporate Financial	183,880	187,640	192,280	197,280
(15,091)	(5,350)	Debtors	(1,420)	0	0	0
8,866	20,090	Feasibility Studies	20,120	20,120	20,120	20,120
(291,575)	352,830	Miscellaneous Items	296,910	299,690	303,420	307,320
54,440	1,473,470	Non Distributed Costs	1,469,110	1,485,480	1,482,490	1,479,500
(56,935)	1,972,460	Total Net Expenditure/(Income)	2,004,110	1,992,930	1,998,310	2,004,220

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
656,854	Employee Related Expenditure	620,300	653,555	641,910	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	3,730	3,880
27,307	Transport Related Expenditure	27,740	27,972	26,470	Salaries	602,680	621,210
94,961	Supplies and Services	95,710	104,330	41,350	Training	2,000	6,660
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	26,860	25,400
779,122	Total Direct Expenditure	743,750	785,857	709,730	Supplies and Services		
(869,338)	Income	(854,210)	(885,265)	(789,560)	Books and Publications	9,000	9,000
(90,216)	Net Direct Expenditure/(Income)	(110,460)	(99,408)	(79,830)	Computer Services Recharge	47,490	0
0	Special Works	0	0	0	Computer Software Development	4,000	4,000
0	Capital Charges	0	0	0	Computer Software Licence	12,170	11,820
62,958	Support Services	62,640	62,680	115,340	General Subscriptions	7,810	7,810
(27,258)	Total Service Cost/(Surplus)	(47,820)	(36,728)	35,510	IT Renewals	1,480	1,070
					Storage, Archiving Recharge	3,700	2,330
					Income		
					Support Service Recharge	(854,210)	(789,560)
					Support Services		
					Audit Services Recharge	4,090	4,300
					Business systems Recharge	0	52,650
					HR Services Recharge	8,480	7,440
					Office Services Recharge	13,570	15,050
					Paymaster Recharge	3,350	4,250
					Public Offices Recharge	28,910	25,110
	Full Time Equivalent Staff	13.87		13.86			

Major Variances 2010/11 v 2011/12

The increase in salaries is due to a higher level of time allocated to this service based on time recording and is offset by a reduction to other services.

The Computer/GIS/Telephone service recharges have been incorporated in the Business Service/Customer Technical/Information System support recharges increasing overall to this service by £5,160.

The current net total service cost for 2011/12 of £35,510 will be fully allocated to services (income to this account) during the year.

Guildford Borough Council Budget 2011/2012

Financial Services

Financial Information Corporate Financial

Ledger Code F1135, F1309, F3111

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
25,100	Employee Related Expenditure	19,570	20,091	19,120
0	Premises Related Expenditure	0	0	0
1,252	Transport Related Expenditure	1,280	1,274	900
63,873	Supplies and Services	64,960	69,011	76,230
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
90,225	Total Direct Expenditure	85,810	90,376	96,250
 (50,480)	 Income	 (54,660)	 (57,520)	 (55,130)
39,745	Net Direct Expenditure/(Income)	31,150	32,856	41,120
 0	 Special Works	 0	 0	 0
0	Capital Charges	0	0	0
173,938	Support Services	148,090	148,138	142,760
213,683	Total Service Cost/(Surplus)	179,240	180,994	183,880

Full Time Equivalent Staff 0.26 0.25

Major Items

Employee Related

Salaries 19,210 18,830

Supplies and Services

Computer Maintenance Agreement 3,700 3,600

Consultants Fees 20,000 15,750

Fund Managers Fees 15,000 22,950

Grants & subscriptions 25,130 32,720

Income

Recharged to Other Services (54,660) (55,130)

Support Services

Accountancy Services Recharge 99,670 93,070

Audit Services Recharge 15,320 14,380

Legal Services Recharge 29,980 30,060

Paymaster Recharge 30 30

Major Variances 2010/11 v 2011/12

Fund Managers fees have increased by £7,950 due to a higher level of funds invested. £4,250 reduction in Consultants fees is as a result of the renewal of the Arlingclose contract. 50% of this net increase is charged to the HRA.

Increase in subscriptions for Surrey First £5,000 and CIPFA TM Group £1,580.

Reduction in the Accountancy Service Recharge £6,600 based on time recording.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
129,968	Employee Related Expenditure	125,950	127,602	119,870
0	Premises Related Expenditure	0	0	0
2,770	Transport Related Expenditure	2,070	2,066	1,960
35,789	Supplies and Services	36,720	33,786	20,340
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
168,527	Total Direct Expenditure	164,740	163,454	142,170
 (293,728)	Income	 (269,180)	 (269,415)	 (252,480)
(125,201)	Net Direct Expenditure/(Income)	(104,440)	(105,961)	(110,310)
 0	Special Works	 0	 0	 0
0	Capital Charges	0	0	0
110,110	Support Services	99,090	99,170	108,890
(15,091)	Total Service Cost/(Surplus)	(5,350)	(6,791)	(1,420)
	Full Time Equivalent Staff	3.85		3.70

Major Items

Employee Related

Salaries	122,830	115,190
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Transport Related

Officers Car Leasing	2,060	1,960
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Supplies and Services

Computer Services Recharge	10,600	0
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Computer Software Licence	5,130	4,980
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Copying & Printing	7,570	5,100
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IT Renewals	280	0
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Postages	9,890	8,430
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Income

Support Service Recharge	(268,860)	(252,280)
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Support Services

Audit Services Recharge	2,570	2,700
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Business systems Recharge	0	12,220
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HR Services Recharge	2,530	2,190
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Legal Services Recharge	57,820	55,470
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Office Services Recharge	6,760	4,430
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Paymaster Recharge	19,130	22,040
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Public Offices Recharge	9,090	7,870
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Major Variances 2010/11 v 2011/12

The Computer/GIS/Telephone service recharges have been incorporated in the Business Service/Customer Technical/Information System support recharges increasing overall to this service by £1,620.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £		2010/11 Estimate £	2011/12 Estimate £
					Major Items		
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Consultants Fees	20,000	20,000
0	Transport Related Expenditure	0	0	0			
7,459	Supplies and Services	20,000	20,000	20,000			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
7,459	Total Direct Expenditure	20,000	20,000	20,000			
0	Income	0	0	0			
7,459	Net Direct Expenditure/(Income)	20,000	20,000	20,000			
0	Special Works	0	0	0			
1,317	Capital Charges	0	0	0			
90	Support Services	90	90	120			
8,866	Total Service Cost/(Surplus)	20,090	20,090	20,120			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
44,681	Employee Related Expenditure	230,960	60,459	57,490	Employee Related		
0	Premises Related Expenditure	0	0	0	Advertising Staff Vacancies	88,300	25,500
282	Transport Related Expenditure	0	249	260	Relocation Expenses	16,900	16,900
34,515	Supplies and Services	145,910	149,321	243,750	Training	111,100	0
0	Third Party Payments	0	0	0	Vacancies Credit	(290)	(290)
0	Transfer Payments	0	0	0	Supplies and Services		
79,478	Total Direct Expenditure	376,870	210,029	301,500	Consultants Fees	10,000	3,500
(372,341)	Income	(31,390)	(31,418)	(11,570)	IT Renewals	133,570	122,720
(292,863)	Net Direct Expenditure/(Income)	345,480	178,611	289,930	Service Challenge Allowance	0	114,250
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Government Grant	(16,830)	0
1,288	Support Services	7,350	7,358	6,980	Interest from Car Loans	(4,500)	(6,500)
(291,575)	Total Service Cost/(Surplus)	352,830	185,969	296,910	Miscellaneous Income	(10,000)	(5,000)
	Full Time Equivalent Staff	0.81		0.22			

Major Variances 2010/11 v 2011/12

Reduction in estimated advertising of staff vacancies budget of £62,800 reflecting a reduction in the number of posts on the establishment and a lower number of vacancies being advertised.

The training budget has been fully allocated to service units in 2011/12. £111,100 was held in this budget in 2010/11 to be allocated as required throughout the year.

A net allowance of £114,000 has been established mainly relating to an allowance for service challenge items not achieving a full year saving in 2011/12 and corporate savings not yet allocated to services.

2010/11 was the last year of a 3 year Government grant of £16,830 towards Climate Change planning policy.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
54,000	Employee Related Expenditure	1,473,040	1,478,876	1,468,730
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
54,000	Total Direct Expenditure	1,473,040	1,478,876	1,468,730
0	Income	0	0	0
54,000	Net Direct Expenditure/(Income)	1,473,040	1,478,876	1,468,730
0	Special Works	0	0	0
0	Capital Charges	0	0	0
440	Support Services	430	430	380
54,440	Total Service Cost/(Surplus)	1,473,470	1,479,306	1,469,110
	Full Time Equivalent Staff	0.00		0.00

Major Items

Employee Related

Backfunding of Superannuation	1,297,630	1,297,630
Pension Payments for Added Years	175,410	171,100

Major Variances 2010/11 v 2011/12

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

HOUSING ADVICE SERVICES

HEAD OF SERVICE - (ACTING) KIM RIPPETT

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
1,302,519	1,307,610	Gross Expenditure	1,201,420	1,224,140	1,251,070	1,280,650
(437,180)	(390,720)	Gross Income	(389,970)	(393,130)	(396,880)	(400,780)
865,339	916,890	Net Expenditure	811,450	831,010	854,190	879,870
503,730	517,130	Employee Related Expenditure	444,820	461,320	480,760	503,430
20,051	23,910	Premises Related Expenditure	3,010	3,050	3,110	3,170
12,793	13,470	Transport Related Expenditure	5,780	5,870	5,980	6,090
622,981	669,010	Supplies and Services	635,090	638,140	641,900	644,870
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
1,159,555	1,223,520	Total Direct Expenditure	1,088,700	1,108,380	1,131,750	1,157,560
(437,180)	(390,720)	Income	(389,970)	(393,130)	(396,880)	(400,780)
722,375	832,800	Net Direct Expenditure/(Income)	698,730	715,250	734,870	756,780
0	0	Special Works	0	0	0	0
47,141	0	Capital Charges	0	0	0	0
95,823	84,090	Support Services	112,720	115,760	119,320	123,090
865,339	916,890	Total Service Cost/(Surplus)	811,450	831,010	854,190	879,870

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
264,869	207,620	Affordable Housing Development	211,680	218,720	227,030	236,500
316,882	406,240	Homelessness and Emergency Accommodation	325,970	334,380	343,690	354,230
283,588	303,030	Housing Advice	273,800	277,910	283,470	289,140
865,339	916,890	Total Net Expenditure/(Income)	811,450	831,010	854,190	879,870

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

Housing Advice Services

Financial Information Affordable Housing Development

Ledger Code C4111, C4112, C4113

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
149,711	Employee Related Expenditure	147,890	126,096	149,790	Employee Related		
0	Premises Related Expenditure	0	0	10	Salaries	144,350	146,800
4,347	Transport Related Expenditure	4,710	4,613	1,270	Transport Related		
31,847	Supplies and Services	24,220	23,661	13,150	Car Allowances	790	700
0	Third Party Payments	0	0	0	Officers Car Leasing	3,780	520
0	Transfer Payments	0	0	0	Supplies and Services		
185,905	Total Direct Expenditure	176,820	154,370	164,220	Computer Services Recharge	7,980	0
					Computer Software Licence	4,220	4,220
(6,002)	Income	0	0	0	Consultants Fees	2,000	2,000
179,903	Net Direct Expenditure/(Income)	176,820	154,370	164,220	General Grants	4,000	3,800
					General Subsriptions	1,780	1,780
0	Special Works	0	0	0	IT Renewals	180	210
47,141	Capital Charges	0	0	0	Printing Services Recharge	950	70
37,825	Support Services	30,800	31,170	47,460	Support Services		
264,869	Total Service Cost/(Surplus)	207,620	185,540	211,680	Accountancy Services Recharge	5,810	5,390
					Business systems Recharge	0	9,330
					Human Resources Recharge	1,620	1,500
					Legal Services Recharge	5,550	15,110
					Office Services Recharge	3,150	3,030
					Paymaster Recharge	1,040	1,120
					Public Offices Recharge	6,460	5,660
					Valuation Services Recharge	5,100	4,850
	Full Time Equivalent Staff	2.81		2.78			

Major Variances 2010/11 v 2011/12

Increase of £9,500 in the Legal Services Recharge based on the level of work undertaken in 2009/10.

The Computer/GIS/Telephone service recharges have been incorporated in the Business Service/Customer Technical/Information System support recharges.

Guildford Borough Council Budget 2011/2012

Housing Advice Services

Financial Information Homelessness and Emergency Accommodation

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

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
354,019	Employee Related Expenditure	365,910	361,907	295,030	Employee Related		
20,051	Premises Related Expenditure	23,910	23,910	3,000	Salaries	357,190	289,300
8,446	Transport Related Expenditure	8,760	8,585	4,510	Premises Related		
307,546	Supplies and Services	345,090	342,919	348,140	Proportion of Depot Expenses	15,410	0
0	Third Party Payments	0	0	0	Repairs & Maintenance	8,500	3,000
0	Transfer Payments	0	0	0	Transport Related		
690,062	Total Direct Expenditure	743,670	737,321	650,680	Car Allowances	7,490	3,940
(431,178)	Income	(390,720)	(391,150)	(389,970)	Supplies and Services		
258,884	Net Direct Expenditure/(Income)	352,950	346,171	260,710	Bonds issued/claimed	40,000	40,000
0	Special Works	0	0	0	Building Condition surveys	13,000	13,000
0	Capital Charges	0	0	0	Computer Recharge & Mtne	15,830	0
57,998	Support Services	53,290	53,314	65,260	Contr to Bad Debts Provision	20,000	20,000
316,882	Total Service Cost/(Surplus)	406,240	399,485	325,970	Emergency Accommodation	50,000	50,000
					General Grants	52,260	62,000
					Homeless Outreach Support	139,650	155,310
					IT Renewals	810	640
					Income		
					Bed & Breakfast Income	(17,500)	(17,500)
					Government Grants	(276,340)	(372,470)
					SCC Grant	(96,880)	0
					Support Services		
					Accountancy Services Recharge	8,450	8,010
					Business systems Recharge	0	16,300
					Human Resources Recharge	5,890	4,630
					Legal Services Recharge	1,480	1,410
					Office Services Recharge	9,970	9,370
					Public Offices Recharge	18,950	16,380
	Full Time Equivalent Staff	10.18		7.89			

Major Variances 2010/11 v 2011/12

The Floating Housing Support contracts are ending on 31st March 2011 and are not going to be renewed as approved by the Executive 15th July 2010. Various costs totalling approx £135,000 and associated Supporting People income of £97,000 have been removed.

This service no longer uses the Depot for storage producing a saving of £15,000. (This will be allocated across other services).

The Computer/GIS/Telephone service recharges have been incorporated in the Business Service/Customer Technical/Information System support recharges.

Additional homelessness grant of £91,000 will be spent on supporting the Homeless Outreach Support contract and the money advice service provided via the CAB.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £		2010/11 Estimate £	2011/12 Estimate £
					Major Items		
0	Employee Related Expenditure	3,330	1,762	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Hsg Advice Services (To HRA)	299,700	273,800
0	Transport Related Expenditure	0	0	0			
283,588	Supplies and Services	299,700	274,820	273,800			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
283,588	Total Direct Expenditure	303,030	276,582	273,800			
0	Income	0	0	0			
283,588	Net Direct Expenditure/(Income)	303,030	276,582	273,800			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
283,588	Total Service Cost/(Surplus)	303,030	276,582	273,800			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

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

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

HUMAN RESOURCES

HEAD OF SERVICE - JUDITH COSLETT

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
771,185	830,700	Gross Expenditure	748,160	770,380	797,060	827,150
(884,099)	(817,340)	Gross Income	(705,200)	(724,240)	(746,690)	(770,590)
(112,914)	13,360	Net Expenditure	42,960	46,140	50,370	56,560
513,211	591,290	Employee Related Expenditure	557,830	575,630	596,950	621,390
0	0	Premises Related Expenditure	0	0	0	0
6,368	9,220	Transport Related Expenditure	8,650	8,780	8,960	9,140
121,158	107,630	Supplies and Services	49,270	50,000	50,970	51,960
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
640,737	708,140	Total Direct Expenditure	615,750	634,410	656,880	682,490
(884,099)	(817,340)	Income	(705,200)	(724,240)	(746,690)	(770,590)
(243,362)	(109,200)	Net Direct Expenditure/(Income)	(89,450)	(89,830)	(89,810)	(88,100)
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
130,448	122,560	Support Services	132,410	135,970	140,180	144,660
(112,914)	13,360	Total Service Cost/(Surplus)	42,960	46,140	50,370	56,560

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
(26,329)	(990)	HR Services	17,830	21,070	24,980	30,620
(86,585)	14,350	Other Employee Costs	25,130	25,070	25,390	25,940
(112,914)	13,360	Total Net Expenditure/(Income)	42,960	46,140	50,370	56,560

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

Human Resources

Financial Information HR Services

Ledger Code G2535, G2545, G2555, G2556, G2557

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
432,920	Employee Related Expenditure	397,050	409,381	343,130
0	Premises Related Expenditure	0	0	0
5,959	Transport Related Expenditure	7,610	7,749	7,250
112,911	Supplies and Services	97,600	92,066	39,950
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
551,790	Total Direct Expenditure	502,260	509,196	390,330
(691,277)	Income	(601,590)	(601,886)	(481,050)
(139,487)	Net Direct Expenditure/(Income)	(99,330)	(92,690)	(90,720)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
113,158	Support Services	98,340	98,364	108,550
(26,329)	Total Service Cost/(Surplus)	(990)	5,674	17,830
	Full Time Equivalent Staff	9.73		8.25

Major Variances 2010/11 v 2011/12

Removal of the part year costs associated with the Job Evaluation Project Officer post. Transfer of the salary allocation for the Organisational Development Manager to Other Employee Costs, along with the Training Officer post (created from the deletion of an HR Advisor Post)

Reduction in Consultants budget used to support Equalities Accreditation.

Major Items

Employee Related

Salaries	381,240	331,840
Training	6,500	4,680

Transport Related

Car Allowances	3,440	3,440
Officers Car Leasing	4,010	3,720

Supplies and Services

Computer Services Recharge	21,070	0
Computer Software Licence	15,000	15,800
Consultants Fees	39,400	6,000
General Subscriptions	1,660	1,660
IT Renewals	2,960	2,790
Miscellaneous Expenses	140	70
Printing Services Recharge	3,730	2,900
Telecomms	3,580	780

Support Services

Accountancy Services Recharge	8,030	7,500
Audit Services Recharge	5,740	3,160
Business Services Support Recharg	0	7,310
Customer Tech Support Recharge	0	11,660
Information Sys Support Recharge	0	5,180
Legal Services Recharge	24,750	26,180
Office Services Recharge	17,060	8,830
Paymaster Recharge	3,320	3,310
Public Offices Recharge	35,050	30,400

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
80,291	Employee Related Expenditure	194,240	157,555	214,700	Employee Related		
0	Premises Related Expenditure	0	0	0	Child Protection Training	2,970	2,970
409	Transport Related Expenditure	1,610	1,035	1,400	Corporate Training Plan	38,680	38,680
8,247	Supplies and Services	10,030	7,844	9,320	Criminal Records Bureau	9,000	5,000
0	Third Party Payments	0	0	0	Equalities Training	4,000	4,000
0	Transfer Payments	0	0	0	External Qualification Training	54,820	39,820
88,947	Total Direct Expenditure	205,880	166,434	225,420	Medical Fees	28,000	26,830
(192,822)	Income	(215,750)	(213,302)	(224,150)	Salaries	46,050	87,980
(103,875)	Net Direct Expenditure/(Income)	(9,870)	(46,868)	1,270	Sight Tests & Glasses	2,400	2,400
0	Special Works	0	0	0	Sports & Social Club Contr	600	0
0	Capital Charges	0	0	0	Staff Concessions	4,600	4,000
17,290	Support Services	24,220	19,550	23,860	Supplies and Services		
(86,585)	Total Service Cost/(Surplus)	14,350	(27,318)	25,130	Contract Catering	1,540	1,500
					General Subscriptions	5,500	5,500
					Healthy Living Week	1,500	1,500
					Staff Suggestion Scheme	400	400
					Support Services		
					Accountancy Services Recharge	2,560	2,380
					Engineers Recharge	12,740	13,040
					Paymaster Recharge	1,450	1,450
					Transport & Projects Recharge	1,530	1,650
	Full Time Equivalent Staff	1.19		1.91			

Major Variances 2010/11 v 2011/12

Re-designation of an HR Advisor post to a Training Officer role, and an increased allocation of the Organisational Development Manager's role to other employee costs. Corresponding reduction shown on Human Resources page.

External Qualification Training budget re-assessed against historical levels of expenditure and reducing headcount.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

LEGAL AND DEMOCRATIC SERVICES

HEAD OF SERVICE - RICHARD LINGARD

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
3,311,444	3,414,850	Gross Expenditure	3,382,270	3,416,700	3,520,850	3,638,580
(1,821,030)	(1,658,240)	Gross Income	(1,491,860)	(1,599,050)	(1,657,690)	(1,723,900)
1,490,414	1,756,610	Net Expenditure	1,890,410	1,817,650	1,863,160	1,914,680
1,555,615	1,565,060	Employee Related Expenditure	1,542,010	1,598,540	1,665,090	1,742,510
2,270	1,740	Premises Related Expenditure	9,670	1,700	1,730	1,760
47,450	47,150	Transport Related Expenditure	42,360	41,160	41,950	42,750
1,013,859	1,114,360	Supplies and Services	975,300	929,320	938,380	947,680
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,619,194	2,728,310	Total Direct Expenditure	2,569,340	2,570,720	2,647,150	2,734,700
(1,821,030)	(1,658,240)	Income	(1,491,860)	(1,599,050)	(1,657,690)	(1,723,900)
798,164	1,070,070	Net Direct Expenditure/(Income)	1,077,480	971,670	989,460	1,010,800
0	0	Special Works	0	0	0	0
8,044	0	Capital Charges	0	0	0	0
684,206	686,540	Support Services	812,930	845,980	873,700	903,880
1,490,414	1,756,610	Total Service Cost/(Surplus)	1,890,410	1,817,650	1,863,160	1,914,680

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
5,348	6,280	Access Group for Guildford	3,920	4,160	4,320	4,510
219,420	232,170	Civic Expenses	218,820	225,730	232,750	240,720
(12,546)	(31,380)	Committee Services	9,520	0	0	0
392,314	414,560	Council and Committee Support	334,210	354,730	368,060	383,450
44,050	58,170	Elections	166,570	75,740	78,350	81,320
187,151	197,120	Electoral Registration	182,460	187,010	192,550	198,650
11,272	14,240	Guildford Youth Council	10,710	11,110	11,330	11,580
(114,947)	(41,190)	Legal Services	(44,300)	0	0	0
(35,158)	(2,990)	Local Land Charges	92,710	0	0	0
764,143	780,990	Member Services and Democratic Representation	783,850	826,850	843,060	861,240
29,367	128,640	Parish and Local Liaison	131,940	132,320	132,740	133,210
1,490,414	1,756,610	Total Net Expenditure/(Income)	1,890,410	1,817,650	1,863,160	1,914,680

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
1,047	Employee Related Expenditure	1,100	1,117	1,100
0	Premises Related Expenditure	0	0	0
47	Transport Related Expenditure	50	54	50
212	Supplies and Services	710	483	160
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,306	Total Direct Expenditure	1,860	1,654	1,310
0	Income	0	0	0
1,306	Net Direct Expenditure/(Income)	1,860	1,654	1,310
0	Special Works	0	0	0
0	Capital Charges	0	0	0
4,042	Support Services	4,420	4,420	2,610
5,348	Total Service Cost/(Surplus)	6,280	6,074	3,920
	Full Time Equivalent Staff	0.02		0.02

Major Items	2010/11 Estimate £	2011/12 Estimate £
Employee Related		
Salaries	1,060	1,070
Supplies and Services		
Printing Services Recharge	710	160
Support Services		
Committee Services Recharge	3,720	2,530

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
120,160	Employee Related Expenditure	119,970	114,331	116,530
73	Premises Related Expenditure	0	0	0
12,349	Transport Related Expenditure	10,930	12,673	5,990
56,934	Supplies and Services	70,010	62,345	63,930
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
189,516	Total Direct Expenditure	200,910	189,349	186,450
(294)	Income	(150)	0	0
189,222	Net Direct Expenditure/(Income)	200,760	189,349	186,450
0	Special Works	0	0	0
0	Capital Charges	0	0	0
30,198	Support Services	31,410	31,426	32,370
219,420	Total Service Cost/(Surplus)	232,170	220,775	218,820
	Full Time Equivalent Staff	2.96		2.97

Major Variances 2010/11 v 2011/12

The Computer Services recharge has been incorporated into the Business Service/Customer Technical/Information System Support recharges.

The floral decorations and contract catering estimates have been reduced as such costs are now met through the borough promotional budget.

The depreciation charge in respect of the Mayor's car has been removed from the 2011/12 estimates as the vehicle has reached the end of its depreciable life. This is reflected in the decrease in the transport pool hire charge estimate.

Major Items

Employee Related

Salaries	118,370	113,740
Temporary Staff	1,090	1,090

Transport Related

Fuel & Oil	2,090	2,090
Transport Pool Hire Charge	8,350	3,170

Supplies and Services

Borough Promotional Expenses	36,720	36,720
Civic Regalia; Robes	1,500	1,500
Computer Services Recharge	1,370	0
Contract Catering	1,500	100
Deputy Mayor Allowance	1,330	1,330
Floral Decorations	1,000	0
Insurance; All Risks	6,740	6,150
Mayors Allowance	10,620	10,620
Printing Services Recharge	5,200	3,030
Telecomms	1,430	1,450

Support Services

Business Services Support Recharg	0	300
Customer Tech Support Recharge	0	1,320
Human Resources Recharge	1,680	1,600
Information Sys Support Recharge	0	970
Legal Services Recharge	7,960	7,570
Office Services Recharge	4,010	3,640
Paymaster Recharge	1,680	1,800
Public Offices Recharge	14,240	12,390

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
173,540	Employee Related Expenditure	181,930	181,886	154,460
0	Premises Related Expenditure	0	0	0
1,419	Transport Related Expenditure	1,010	1,010	1,050
35,768	Supplies and Services	34,190	34,036	8,110
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
210,727	Total Direct Expenditure	217,130	216,932	163,620
(246,593)	Income	(270,350)	(270,426)	(197,120)
(35,866)	Net Direct Expenditure/(Income)	(53,220)	(53,494)	(33,500)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
23,320	Support Services	21,840	21,880	43,020
(12,546)	Total Service Cost/(Surplus)	(31,380)	(31,614)	9,520
	Full Time Equivalent Staff	3.99		3.35

Major Items

Employee Related

Salaries	178,820	151,310
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Transport Related

Officers Car Leasing	710	690
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Supplies and Services

Computer Services Recharge	18,450	0
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Computer Software Licence	3,340	3,440
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Gis & Nlpg Recharge	2,360	0
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IT Renewals	5,720	1,850
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Support Services

Accountancy Services Recharge	1,110	1,010
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Business Services Support Recharg	0	6,040
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Customer Tech Support Recharge	0	7,990
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HR Services Recharge	2,710	2,150
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Information Sys Support Recharge	0	8,460
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Office Services Recharge	4,520	4,520
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Paymaster Recharge	2,350	2,400
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Public Offices Recharge	9,750	8,460
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Major Variances 2010/11 v 2011/12

The Computer Services Recharge and GIS & NLPG recharges have been incorporated into the Business Service/Customer Technical/Information System Support recharges.

Review and subsequent revision of the section's salary allocations to reflect current workloads resulted in a reduction in the allocation to Committee Services and consequently an increase in the allocation to other areas.

Guildford Borough Council Budget 2011/2012

Legal and Democratic Services

Financial Information Council and Committee Support

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

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
141,104	Employee Related Expenditure	129,480	127,107	120,860	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	120,210	111,810
5,929	Transport Related Expenditure	6,350	6,362	5,880	Staff Committee Att. Allowance	7,190	7,190
37,413	Supplies and Services	54,520	37,190	29,950	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing & Allowances	6,350	5,880
0	Transfer Payments	0	0	0	Supplies and Services		
184,446	Total Direct Expenditure	190,350	170,659	156,690	Printing Services Recharge	53,690	29,060
(60,853)	Income	(62,740)	(62,740)	(48,270)	Income		
123,593	Net Direct Expenditure/(Income)	127,610	107,919	108,420	Recharged to Other Services	(62,740)	(48,270)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	7,260	6,810
268,721	Support Services	286,950	287,054	225,790	Committee Services Recharge	235,510	189,480
392,314	Total Service Cost/(Surplus)	414,560	394,973	334,210	Legal Services Recharge	23,470	9,540
					Office Services Recharge	12,540	12,540
					Public Offices Recharge	5,930	5,170
	Full Time Equivalent Staff	1.63		1.47			

Major Variances 2010/11 v 2011/12

Review of the salary allocations of Committee Services staff resulted in a decrease in the time/cost allocated to committee support.

Recharges from the Print Service have decreased in recognition of the number and size of agendas and minutes issued in hard copy format.

The decrease 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 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
30,632	Employee Related Expenditure	35,680	35,571	47,450
0	Premises Related Expenditure	0	0	8,000
1,044	Transport Related Expenditure	1,240	1,426	2,950
10,268	Supplies and Services	12,670	27,312	97,500
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
41,944	Total Direct Expenditure	49,590	64,309	155,900
(7,742)	Income	0	(12,272)	0
34,202	Net Direct Expenditure/(Income)	49,590	52,037	155,900
0	Special Works	0	0	0
0	Capital Charges	0	0	0
9,848	Support Services	8,580	8,596	10,670
44,050	Total Service Cost/(Surplus)	58,170	60,633	166,570
	Full Time Equivalent Staff	0.86		1.06

Major Variances 2010/11 v 2011/12

Review of the salary allocation of the Electoral Services Manager has resulted in an increase in the allocation to Elections, the Electoral Registration allocation has reduced as a result.

The increase in premises related and supplies and services expenditure is in recognition of the estimated cost of the Borough election in 2011/12. This cost is met through the elections reserve.

Major Items

Employee Related

Salaries	31,960	42,930
Temporary Staff	1,500	1,500

Premises Related

Rent of Rooms for Elections	0	8,000
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Transport Related

Car Leasing & Allowances	1,010	920
Travel - Elections	0	1,800

Supplies and Services

Computer Maintenance Agreement	2,550	3,700
Computer Software Licence	3,840	4,050
Election Fees Clerical	0	4,000
Election Fees Postal Vote	0	6,000
Election Fees: Returning Officer	0	7,000
Election Fees; Count; Post Vote	0	6,600
Election Fees; Poll Clerks	0	10,000
Election Fees; Presiding Officers	0	10,000
Election Notice Printing	0	3,000
Electoral Admin Bill Changes	1,500	1,500
New, Replace Equip & Tools	2,300	4,300
Postages Poll Cards	0	8,300
Postages Postal Votes	0	7,000
Printing Etc; Ballot Papers	0	9,100
Printing Poll Cards	0	1,200
Printing Postal Vote Packs	0	6,100
Rooms for Elections Adaptation	0	1,800

Support Services

Accountancy Services Recharge	1,450	1,350
Office Services Recharge	1,090	1,090
Paymaster Recharge	1,430	1,150
Public Offices Recharge	2,960	2,540

Guildford Borough Council Budget 2011/2012

Legal and Democratic Services

Financial Information Electoral Registration

Ledger Code F2125, F2511

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
77,929	Employee Related Expenditure	82,050	82,401	71,910
2,047	Premises Related Expenditure	1,740	1,740	1,670
1,971	Transport Related Expenditure	1,830	2,075	2,030
86,048	Supplies and Services	93,430	87,352	73,760
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
167,995	Total Direct Expenditure	179,050	173,568	149,370
(4,346)	Income	(3,200)	(5,623)	(3,520)
163,649	Net Direct Expenditure/(Income)	175,850	167,945	145,850
0	Special Works	0	0	0
0	Capital Charges	0	0	0
23,502	Support Services	21,270	21,286	36,610
187,151	Total Service Cost/(Surplus)	197,120	189,231	182,460
	Full Time Equivalent Staff	2.25		2.03

Major Variances 2010/11 v 2011/12

Revision of the salary allocation of the Electoral Services Manager has resulted in a reduction in the allocation to Electoral Registration, the allocation to Elections has increased as a result.

In 2010/11 the estimate for temporary staff included an additional amount in recognition of the anticipated workload involved in adequately resourcing the introduction of Individual Voter Registration, this is not required in 2011/12.

The Computer Services recharge and GIS & NLPG recharge have been incorporated in the Business Service/Customer Technical/Information System Support recharges.

Major Items

Employee Related

Salaries	74,190	64,810
Temporary Staff	4,400	2,580

Premises Related

Proportion of Depot Expenses	1,740	1,670
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Transport Related

Car Leasing & Allowances	1,750	1,900
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Supplies and Services

Advertising	2,000	2,000
Computer Maintenance	850	0
Computer Maintenance Agreement	3,340	3,550
Computer Services Recharge	17,200	0
Computer Software Licence	970	1,990
Electoral Admin Bill Changes	5,000	5,000
Electoral Registration Fees	15,860	16,600
Postage	29,090	30,100
Printing & Stationery	8,300	9,300
Printing Services Recharge	7,700	4,440

Income

Electoral Registers Sales	(3,200)	(3,520)
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Support Services

Audit Services Recharge	1,700	590
Business Services Support Recharg	0	7,100
Customer Tech Support Recharge	0	8,640
Human Resources Recharge	1,200	1,220
Information Sys Support Recharge	0	3,560
Legal Services Recharge	370	350
Office Services Recharge	5,150	2,770
Public Offices Recharge	10,400	9,000

Guildford Borough Council Budget 2011/2012

Legal and Democratic Services

Financial Information Guildford Youth Council

Ledger Code C8117,C8118

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
329	Employee Related Expenditure	330	361	340
0	Premises Related Expenditure	0	0	0
18	Transport Related Expenditure	20	16	20
3,049	Supplies and Services	6,780	5,662	5,410
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
3,396	Total Direct Expenditure	7,130	6,039	5,770
0	Income	0	0	0
3,396	Net Direct Expenditure/(Income)	7,130	6,039	5,770
0	Special Works	0	0	0
0	Capital Charges	0	0	0
7,876	Support Services	7,110	7,232	4,940
11,272	Total Service Cost/(Surplus)	14,240	13,271	10,710
	Full Time Equivalent Staff	0.01		0.01

Major Items	2010/11 Estimate £	2011/12 Estimate £
Employee Related		
Salaries	330	340
Supplies and Services		
Printing Services Recharge	1,790	420
Support for Forum	4,590	4,590
Support Services		
Committee Services Recharge	6,360	4,230

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
714,735	Employee Related Expenditure	710,530	767,717	700,060	Employee Related		
150	Premises Related Expenditure	0	0	0	Salaries	684,770	676,590
16,101	Transport Related Expenditure	16,920	17,021	15,830	Transport Related		
186,833	Supplies and Services	163,060	181,698	154,390	Officers Car Leasing	15,830	14,660
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Services Recharge	19,820	0
917,819	Total Direct Expenditure	890,510	966,436	870,280	Computer Software Licence	6,300	6,000
					Gis & Nlpg Recharge	5,090	0
(1,134,022)	Income	(1,017,460)	(1,073,207)	(1,027,780)	IT Renewals	6,970	4,850
(216,203)	Net Direct Expenditure/(Income)	(126,950)	(106,771)	(157,500)	Law Library Books	16,350	16,350
					Legal Expenses	80,000	103,000
0	Special Works	0	0	0	Printing Services Recharge	4,250	1,890
0	Capital Charges	0	0	0	Telecomms	4,400	850
101,256	Support Services	85,760	85,800	113,200	Income		
(114,947)	Total Service Cost/(Surplus)	(41,190)	(20,971)	(44,300)	Legal Charges	(60,000)	(60,000)
					Section 106 income	(33,000)	(56,000)
					Support Service Recharge	(923,660)	(880,090)
					Support Services		
					Business Services Support Recharg	0	5,970
					Customer Tech Support Recharge	0	11,450
					HR Services Recharge	10,230	8,770
					Information Sys Support Recharge	0	11,810
					Office Services Recharge	20,500	20,500
					Paymaster Recharge	5,140	6,010
					Public Offices Recharge	40,300	35,010
	Full Time Equivalent Staff	16.32		15.56			

Major Variances 2010/11 v 2011/12

The decrease in the salary estimate is as a result of an officer transferring to the Council's Asset Development service.

The Computer Services Recharge, GIS & NLPG Recharge and Telecomms Services Recharge have been incorporated into the Business Service/Customer Technical/Information System Support Recharges.

The increase in the Legal Expenses estimate is in relation to Section 106 work and is matched by a corresponding increase in Section 106 income.

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
103,490	Employee Related Expenditure	103,290	104,209	103,320
0	Premises Related Expenditure	0	0	0
754	Transport Related Expenditure	700	712	710
117,466	Supplies and Services	99,300	88,559	71,720
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
221,710	Total Direct Expenditure	203,290	193,480	175,750
(285,333)	Income	(221,910)	(212,181)	(134,810)
(63,623)	Net Direct Expenditure/(Income)	(18,620)	(18,701)	40,940
0	Special Works	0	0	0
0	Capital Charges	0	0	0
28,465	Support Services	15,630	15,711	51,770
(35,158)	Total Service Cost/(Surplus)	(2,990)	(2,990)	92,710
	Full Time Equivalent Staff	2.98		2.89

Major Variances 2010/11 v 2011/12

The Computer Services recharge and GIS&NLPG recharge have been incorporated into the Business Service/Customer Technical/Information System Support recharges.

In July 2010 the Government concluded that charging a fee for a personal search of the Local Land Charges Register (LLCR) was incompatible with the Environmental Information Regulations 2004 and the underlying 2003 EU Directive. The £22 personal search fee was revoked on 17th August 2010.

In addition, the Government announced the suspension of Home Information Packs from 21st May 2010. This had a negative impact on several income streams, including Con29R income.

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

Major Items

Employee Related		
Salaries	100,100	100,130
Transport Related		
Officers Car Leasing	450	440
Supplies and Services		
Computer Maintenance	4,920	4,920
Computer Services Recharge	29,040	0
Copying Machines	1,450	1,480
Gis & Nlpg Recharge	3,710	0
Pymt to SCC - Searches	55,600	62,000
Scanning	1,490	1,490
Income		
Con29 R	(24,980)	(5,000)
Land Charges Search Fees	(81,790)	(63,230)
LLC1 Only	(3,450)	(1,000)
Personal Searches	(55,540)	0
SCC Income	(55,600)	(62,000)
Support Services		
Accountancy Services Recharge	3,760	3,490
Audit Services Recharge	1,140	900
Business Services Support Recharg	0	10,140
Customer Tech Support Recharge	0	12,520
Human Resources Recharge	1,810	1,590
Information Sys Support Recharge	0	13,330
Office Services Recharge	2,630	3,620
Paymaster Recharge	730	910
Public Offices Recharge	4,270	3,700

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
187,122	Employee Related Expenditure	195,960	194,016	220,250
0	Premises Related Expenditure	0	0	0
7,562	Transport Related Expenditure	7,850	7,866	7,640
470,098	Supplies and Services	461,700	456,377	349,670
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
664,782	Total Direct Expenditure	665,510	658,259	577,560
(81,847)	Income	(82,430)	(82,430)	(80,360)
582,935	Net Direct Expenditure/(Income)	583,080	575,829	497,200
0	Special Works	0	0	0
0	Capital Charges	0	0	0
181,208	Support Services	197,910	197,990	286,650
764,143	Total Service Cost/(Surplus)	780,990	773,819	783,850
	Full Time Equivalent Staff	2.42		2.81

Major Variances 2010/11 v 2011/12

The Computer Services Recharge and GIS & NLPG Recharge have been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

The Committee Services recharge has been replaced by a direct salary allocation, hence the reduction in the recharge and an increase in salary costs.

The estimates for postage, printing and telecomms have been reduced to reflect recent levels of expenditure.

In 2011/12 the estimate for the Members' travelling allowance has been included in the attendance allowance, there is no overall increase in the cost of Members' allowances.

Major Items

Employee Related

Members Training	11,020	12,320
Salaries	180,420	203,620

Transport Related

Car Leasing & Allowances	7,850	7,640
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Supplies and Services

Computer Services Recharge	98,110	0
Computer Software Licence	3,850	3,850
Contract Refreshments	9,000	9,000
Gis & Nlpg Recharge	11,310	0
IT Renewals	7,020	3,090
Members Attendance Allowances	284,830	295,310
Postage	7,170	4,790
Printing Services Recharge	6,470	530
Telecomms	27,920	22,920

Income

Recharged to Other Services	(82,430)	(80,360)
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Support Services

Accountancy Services Recharge	4,610	4,340
Business Services Support Recharg	0	37,450
Committee Services Recharge	21,750	0
Customer Tech Support Recharge	0	49,940
Human Resources Recharge	1,500	1,180
Information Sys Support Recharge	0	32,960
Office Services Recharge	37,270	36,590
Paymaster Recharge	3,010	2,970
Public Offices Recharge	128,800	111,890

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
5,527	Employee Related Expenditure	4,740	4,827	5,730	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	4,660	5,660
256	Transport Related Expenditure	250	250	210	Transport Related		
9,770	Supplies and Services	117,990	117,823	120,700	Car Leasing & Allowances	250	210
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	General Grants	116,900	120,000
15,553	Total Direct Expenditure	122,980	122,900	126,640	Support Services		
0	Income	0	0	0	Accountancy Services Recharge	4,870	4,540
15,553	Net Direct Expenditure/(Income)	122,980	122,900	126,640			
0	Special Works	0	0	0			
8,044	Capital Charges	0	0	0			
5,770	Support Services	5,660	5,660	5,300			
29,367	Total Service Cost/(Surplus)	128,640	128,560	131,940			
	Full Time Equivalent Staff	0.07		0.09			

Major Variances 2010/11 v 2011/12

The total level of grant funding to Parish Councils has been fixed at £120,000.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

LEISURE SERVICES

HEAD OF SERVICE - (ACTING) MIKE BECKWITH

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
10,389,705	11,112,000	Gross Expenditure	11,530,940	10,905,460	11,044,570	11,169,040
(8,377,012)	(8,291,900)	Gross Income	(8,238,310)	(8,243,050)	(8,262,420)	(8,282,720)
2,012,693	2,820,100	Net Expenditure	3,292,630	2,662,410	2,782,150	2,886,320
4,412,916	4,780,680	Employee Related Expenditure	4,774,520	4,819,980	4,850,620	4,886,580
2,313,255	2,537,840	Premises Related Expenditure	2,608,030	2,183,640	2,255,510	2,308,700
42,415	73,960	Transport Related Expenditure	49,860	42,920	43,450	43,990
2,272,183	2,445,710	Supplies and Services	2,794,420	2,591,490	2,605,630	2,622,300
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
9,040,769	9,838,190	Total Direct Expenditure	10,226,830	9,638,030	9,755,210	9,861,570
(8,377,012)	(8,291,900)	Income	(8,238,310)	(8,243,050)	(8,262,420)	(8,282,720)
663,757	1,546,290	Net Direct Expenditure/(Income)	1,988,520	1,394,980	1,492,790	1,578,850
0	10,510	Special Works	0	0	0	0
941,111	879,180	Capital Charges	919,820	919,820	919,820	919,820
407,825	384,120	Support Services	384,290	347,610	369,540	387,650
2,012,693	2,820,100	Total Service Cost/(Surplus)	3,292,630	2,662,410	2,782,150	2,886,320

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
72,784	76,270	Arts Development	76,970	79,430	82,320	85,630
44,102	21,940	Ash Manor	18,360	18,360	18,360	18,360
188,114	229,140	Electric Theatre	378,620	224,700	241,810	289,180
0	100,000	G Live	613,620	443,810	453,780	464,270
697,592	675,220	Grants - Leisure Organisations	645,320	646,850	648,730	653,120
180,108	163,650	Guildford Lido	200,250	200,250	200,250	200,250
252,951	245,680	Guildford Philharmonic	190,330	192,640	195,870	199,670
108,596	830,380	Guildford Spectrum Leisure Centre	669,600	392,000	396,000	400,670
167,285	160,550	Play and Youth	159,580	162,790	166,860	171,610
76,566	75,790	Sports and Physical Activity	77,820	80,260	83,150	86,480
224,595	241,480	Youth and Community Centres	262,160	221,320	295,020	317,080
2,012,693	2,820,100	Total Net Expenditure/(Income)	3,292,630	2,662,410	2,782,150	2,886,320

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
46,379	Employee Related Expenditure	50,190	50,496	51,790
0	Premises Related Expenditure	0	0	0
2,530	Transport Related Expenditure	2,420	2,075	2,550
20,845	Supplies and Services	22,730	16,051	12,490
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
69,754	Total Direct Expenditure	75,340	68,622	66,830
(5,950)	Income	(6,000)	(200)	(500)
63,804	Net Direct Expenditure/(Income)	69,340	68,422	66,330
0	Special Works	0	0	0
0	Capital Charges	0	0	0
8,980	Support Services	6,930	6,962	10,640
72,784	Total Service Cost/(Surplus)	76,270	75,384	76,970
	Full Time Equivalent Staff	1.38		1.45

Major Items

Employee Related

Salaries	49,420	50,920
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Transport Related

Car Leasing & Allowances	2,370	2,500
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Supplies and Services

Computer Services Recharge	1,990	0
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IT Renewals	90	70
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Live and Direct	1,000	500
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Partnership Work	15,470	10,470
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Printing & Stationery	2,200	770
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Printing Services Recharge	2,000	600
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Income

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

Accountancy Services Recharge	940	900
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Business Services Support Recharg	0	850
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Customer Tech Support Recharge	0	1,700
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Information Sys Support Recharge	0	890
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Office Services Recharge	1,600	1,480
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Paymaster Recharge	680	1,360
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Public Offices Recharge	2,410	2,090
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Major Variances 2010/11 v 2011/12

The Live and Direct scheme is fully funded from donations/sponsorships but a reduction to £500 is anticipated.

Contributions towards Partnership Work are not expected to be received in 2011/12, therefore expenditure and income estimates of £5,000 have been removed.

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

A reduction of £2,830 is anticipated across all printing & stationery requirements.

Guildford Borough Council Budget 2011/2012

Leisure Services

Financial Information Ash Manor

Ledger Code A7521

Responsible Officer Gary Swann - Leisure Services Operations Manager (Tel: 443321)

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
175,744	Employee Related Expenditure	185,260	190,433	191,020
129,447	Premises Related Expenditure	116,750	118,162	116,340
190	Transport Related Expenditure	460	217	420
33,018	Supplies and Services	34,540	32,739	27,870
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
338,399	Total Direct Expenditure	337,010	341,551	335,650
(327,779)	Income	(334,010)	(320,115)	(334,010)
10,620	Net Direct Expenditure/(Income)	3,000	21,436	1,640
0	Special Works	0	0	0
16,292	Capital Charges	0	0	0
17,190	Support Services	18,940	18,940	16,720
44,102	Total Service Cost/(Surplus)	21,940	40,376	18,360
	Full Time Equivalent Staff	4.33		4.70

Major Variances 2010/11 v 2011/12

Ash Manor is included in the Spectrum Option Appraisal which will result in a new operator managing the facility.

The Computer Recharge has been split to reflect the revised structure within Business Systems and can now be seen under Support Services.

The reduced support charges reflects the transfer of the management of Ash Manor, later in 2011/12, to a new operator who will not be using these internal services.

Major Items

Employee Related

Instructors fees	29,540	29,540
Salaries	119,820	130,040
Spectrum Casuals	27,170	27,790

Premises Related

General Upkeep- payment to SCC	63,250	63,250
Repair & Maintenance	14,220	13,810
Utilities	36,900	36,900

Supplies and Services

Advertising	5,000	5,000
Audio Visual	3,600	0
Computer Recharge & Mtne	5,080	2,460
Instructors Fees	2,160	2,160
IT Renewals	180	300
New, Replace Equip & Tools	2,710	2,770
Purchases for Resale	8,250	8,250
Telecomms	2,040	1,900

Income

All Weather Pitch	(86,000)	(86,000)
Energy Level - memberships	(150,620)	(150,620)
Vending & General Sales	(12,070)	(12,070)

Support Services

Accountancy Services Recharge	4,870	4,570
Business Services Support Recharg	0	110
Customer Tech Support Recharge	0	2,880
Information Sys Support Recharge	0	20
Paymaster Recharge	4,100	2,800

Guildford Borough Council Budget 2011/2012

Leisure Services

Financial Information Electric Theatre

Ledger Code A3811, A3815

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
226,457	Employee Related Expenditure	240,670	248,677	243,420	Employee Related		
65,514	Premises Related Expenditure	63,470	68,556	178,330	Casual Staff	37,460	41,000
329	Transport Related Expenditure	280	316	600	Salaries	199,330	196,960
95,783	Supplies and Services	103,900	103,628	88,160	Premises Related		
0	Third Party Payments	0	0	0	Contract cleaning & materials	15,030	14,520
0	Transfer Payments	0	0	0	General Rates	9,370	9,090
388,083	Total Direct Expenditure	408,320	421,177	510,510	Insurance	1,850	1,210
					Repairs & Maintenance	12,600	128,610
(268,927)	Income	(246,190)	(253,737)	(257,620)	Utilities	22,400	22,800
119,156	Net Direct Expenditure/(Income)	162,130	167,440	252,890	Supplies and Services		
					Advertising	23,000	23,000
0	Special Works	0	0	0	Computer Services Recharge	5,980	0
34,130	Capital Charges	36,640	36,648	34,130	Equip & Tools Repairs	15,930	15,000
34,828	Support Services	30,370	30,823	91,600	Postage and Telephones	12,960	8,060
188,114	Total Service Cost/(Surplus)	229,140	234,911	378,620	Promotions Expenditure	26,500	24,580
					Income		
	Full Time Equivalent Staff	6.23		6.15	Catering Income	(21,000)	(21,630)
					Commercial Lettings	(79,000)	(74,000)
					Commission on General Sales	(42,000)	(45,000)
					Letting Fees-General	(43,700)	(45,000)
					Promotions Income	(31,480)	(32,420)
					Support Services		
					Accountancy Services Recharge	8,880	8,270
					Business Services Support Recharg	0	2,370
					Customer Tech Support Recharge	0	6,340
					HR Services Recharge	3,910	3,340
					Information Sys Support Recharge	0	1,210
					Paymaster Recharge	7,690	7,280
					Property Services Recharge	50	38,190

Major Variances 2010/11 v 2011/12

The increase in the Repair & Maintenance budget includes £143,000 for works to the roof identified from the property condition survey.

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges. The allocation to this service has increased by £3,940.

The increase of £38,000 in the Property Services recharge is associated with the works to the roof.

Note: These estimates assume the Guildford Philharmonic Orchestra will continue to use the Electric Theatre box office.

Guildford Borough Council Budget 2011/2012

Leisure Services

Financial Information G Live

Ledger Code A2141

Responsible Officer Jim Miles - Director (Tel: 444701)

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
0	Employee Related Expenditure	0	0	32,850	Employee Related		
0	Premises Related Expenditure	0	0	43,690	Salaries	0	32,850
0	Transport Related Expenditure	0	0	0	Premises Related		
0	Supplies and Services	100,000	100,000	537,080	Grounds Maintenance	0	15,000
0	Third Party Payments	0	0	0	Insurance	0	13,690
0	Transfer Payments	0	0	0	Repairs & Maintenance	0	15,000
0	Total Direct Expenditure	100,000	100,000	613,620	Supplies and Services		
0	Income	0	0	0	Consultants Fees	100,000	0
0	Net Direct Expenditure/(Income)	100,000	100,000	613,620	Management Fee	0	164,300
0	Special Works	0	0	0	Pre-opening costs	0	372,780
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
0	Total Service Cost/(Surplus)	100,000	100,000	613,620			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

G Live is due to open during 2011/12 with budgets included to cover the pre-opening period, such as marketing and salaries, which will be incurred by the operator before the opening date and an income stream is established.

Also included is the part year management fee for the successful operator.

The salaries and premises related budgets are included for the GBC supervision and relevant building and ground maintenance expenses.

Guildford Borough Council Budget 2011/2012

Leisure Services

Financial Information Grants - Leisure Organisations

Ledger Code A4111, A4114, A4115, A4121, A4125, A4128

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
29,951	Employee Related Expenditure	33,140	32,493	29,720	Employee Related		
219	Premises Related Expenditure	200	26	0	Salaries	32,640	29,180
1,319	Transport Related Expenditure	1,230	1,256	1,210	Transport Related		
656,092	Supplies and Services	632,260	633,421	604,230	Officers Car Leasing	1,200	1,190
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Arts Grants	21,810	20,720
687,581	Total Direct Expenditure	666,830	667,196	635,160	Basingstoke Canal Grant	40,010	34,960
					Blackwater Valley Project	10,840	10,300
(9)	Income	0	(949)	(1,710)	Book Festival	24,040	22,840
687,572	Net Direct Expenditure/(Income)	666,830	666,247	633,450	Civic Concessions Grant	10,610	10,610
					Community and Youth Projects	24,040	18,580
0	Special Works	0	0	0	Community Partnership Fund	20,030	0
0	Capital Charges	0	0	0	Computer Services Recharge	3,240	0
10,020	Support Services	8,390	8,414	11,870	Disability Challengers Grant	14,690	13,960
697,592	Total Service Cost/(Surplus)	675,220	674,661	645,320	General Grants	12,660	36,000
					Guilfest Music Festival	16,000	21,000
					Play Development Grants	10,610	10,080
					Sporting Concessions - Spectrum	18,000	18,000
					Sports Grants	24,540	23,310
					Yvonne Arnaud Theatre Grant	334,920	318,170
					Support Services		
					Accountancy Services Recharge	4,530	4,260
					Business Services Support Recharg	0	1,290
					Customer Tech Support Recharge	0	1,560
					Information Sys Support Recharge	0	600
					Public Offices Recharge	1,240	1,080
	Full Time Equivalent Staff	0.71		0.65			

Major Variances 2010/11 v 2011/12

A reduction in grants was agreed by the Executive as part of the saving exercise for 2011/2012.

General Grants - The applications for assistance from the 2010/2011 Surrey Community Building Grant were lower in value than in previous years. The original value was re-instated for 2011/2012 and then reduced as part of the saving exercise.

The computer service recharge has been incorporated in the Business Service/Customer Technical/Information System support recharges.

Guildford Borough Council Budget 2011/2012

Leisure Services

Financial Information Guildford Lido

Ledger Code L2521- L2586

Responsible Officer Gary Swann - Leisure Services Operations Manager (Tel: 443321)

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
203,617	Employee Related Expenditure	210,680	213,700	202,510	Employee Related		
173,379	Premises Related Expenditure	143,760	153,210	157,950	Lido Casuals	56,000	56,510
190	Transport Related Expenditure	210	210	170	Salaries	147,030	140,530
54,351	Supplies and Services	37,600	37,600	34,240	Premises Related		
0	Third Party Payments	0	0	0	General Rates	29,570	30,780
0	Transfer Payments	0	0	0	Grounds Maintenance	12,140	12,500
431,537	Total Direct Expenditure	392,250	404,720	394,870	Repairs & Maintenance	24,370	32,450
					Utilities	69,700	74,700
(308,703)	Income	(283,160)	(227,735)	(245,880)	Supplies and Services		
122,834	Net Direct Expenditure/(Income)	109,090	176,985	148,990	Advertising	3,500	3,500
					Computer Recharge & Mtne	5,080	2,460
0	Special Works	0	0	0	Purchases for Resale	14,200	14,200
30,021	Capital Charges	30,440	30,440	30,020	Security Services	5,880	5,880
27,253	Support Services	24,120	31,020	21,240	Income		
180,108	Total Service Cost/(Surplus)	163,650	238,445	200,250	Car Park income	(18,630)	(7,630)
					Government Grant	(11,100)	0
	Full Time Equivalent Staff	4.47		4.51	Gym - Fitness Room	(50,360)	(34,360)
					Poolside - Fees & Charges	(167,970)	(174,430)
					Vending & General Sales	(20,280)	(20,280)

Major Variances 2010/11 v 2011/12

The change in the Repair & Maintenance budgets reflects the work identified to be undertaken during 2011/12 from the property condition survey exercise.

The increase in the utility costs includes the latest projected contract prices.

The estimate for the Government Grant, relating to the contribution towards free swimming for the over 60's, has been deleted following the Government's withdrawal from the scheme.

The income for the use of the car park from college students has declined over the past year with the estimate being adjusted accordingly.

Income from the Gym has been amended following the additional competition in the immediate areas and the impact of the economic climate on Health & Fitness spend.

The reduced support charges reflects the transfer of the management of the Lido later in 2011 to a new operator, who will not be using these internal services.

Support Services		
Accountancy Services Recharge	5,810	5,420
Audit Services Recharge	1,940	2,030
Housing Surveying Services	1,030	4,530
Paymaster Recharge	4,430	2,660

Guildford Borough Council Budget 2011/2012

Leisure Services

Financial Information Guildford Philharmonic

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

Ledger Code A6111, A6121, A6141, A6201, A6202, A6203, A6204, A6205, A6206, A6207, A6208, A6209, A6210, A6211,

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £		2010/11 Estimate £	2011/12 Estimate £
92,613	Employee Related Expenditure	99,810	99,683	93,900	Employee Related		
12,851	Premises Related Expenditure	17,250	11,869	14,000	Salaries	90,620	85,740
3,428	Transport Related Expenditure	3,310	3,466	3,870	Premises Related		
219,229	Supplies and Services	217,910	174,466	183,240	Hire of Halls	17,250	14,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Transport Pool Hire Charge	2,880	3,100
328,121	Total Direct Expenditure	338,280	289,484	295,010	Supplies and Services		
(114,172)	Income	(124,180)	(124,835)	(141,320)	Artists & Orchestra Fees	116,020	107,630
213,949	Net Direct Expenditure/(Income)	214,100	164,649	153,690	AV Presentation	8,800	6,200
0	Special Works	0	0	0	Computer Services Recharge	7,230	0
4,192	Capital Charges	4,190	4,190	4,190	Design, Print & Distribution	16,500	16,050
34,810	Support Services	27,390	27,414	32,450	Display Boards	7,600	2,000
252,951	Total Service Cost/(Surplus)	245,680	196,253	190,330	Equip, Music & Instrument hire	9,550	4,660
					Freelance Services	21,430	16,160
					IT Renewals	70	0
					Postage and Telephones	4,550	2,700
					Storage Hire	7,000	6,980
					Ticket Sales Commission	9,500	12,480
					Income		
					Admission Charges	(96,760)	(113,150)
					Miscellaneous Income	(10,000)	0
					Sponsorship Receipts	(6,000)	(6,000)
					Support Services		
					Business Services Support Recharg	0	3,000
					Customer Tech Support Recharge	0	2,720
					Information Sys Support Recharge	0	3,110
					Office Services Recharge	4,470	3,450
					Paymaster Recharge	7,060	5,540
					Public Offices Recharge	10,400	9,060
	Full Time Equivalent Staff	1.81		1.74			

Major Variances 2010/11 v 2011/12

The 2011/12 estimates include a reduction of £50,000 on total concert expenditure as part of the Service Challenge requirement.

Estimated additional income of £17,000 is included due to the removal of the requirement to account for VAT on the ticket price.

The computer services recharge has been incorporated in the Business Service/Customer Technical/Information Systems support recharges

Guildford Borough Council Budget 2011/2012

Leisure Services

Financial Information Guildford Spectrum Leisure Centre

Ledger Code A7531, L4586, L7512- L7592

Responsible Officer Gary Swann - Leisure Services Operations Manager (Tel: 443321)

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £		2010/11 Estimate £	2011/12 Estimate £
3,423,444	Employee Related Expenditure	3,742,030	3,509,414	3,724,030	Employee Related		
1,867,192	Premises Related Expenditure	2,115,530	2,082,162	1,997,340	Instructors fees	346,740	399,640
14,656	Transport Related Expenditure	43,960	15,390	14,760	Salaries	2,565,300	2,499,950
1,108,984	Supplies and Services	1,211,110	1,127,391	1,224,510	Spectrum Casuals	744,200	734,090
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Cleaning	77,210	79,890
6,414,276	Total Direct Expenditure	7,112,630	6,734,357	6,960,640	General Rates	571,320	387,940
					Grounds Maintenance	53,840	55,460
(7,262,537)	Income	(7,189,690)	(6,807,210)	(7,157,950)	Repairs & Maintenance	515,850	515,850
(848,261)	Net Direct Expenditure/(Income)	(77,060)	(72,853)	(197,310)	Utilities	807,300	841,060
					Transport Related		
0	Special Works	10,510	0	0	Bus Service	41,000	12,000
709,825	Capital Charges	660,740	660,740	704,830	Supplies and Services		
247,032	Support Services	236,190	238,087	162,080	Bank Charges	42,000	42,000
108,596	Total Service Cost/(Surplus)	830,380	825,974	669,600	Computer Recharge & Mtne	41,850	32,000
					Equipment - repair, hire & replace	145,810	145,630
					Instructors	406,420	461,420
					IT Renewals	860	750
					Marketing	188,360	188,360
					Operational Investment	100,000	100,000
					Printing & Stationery	32,520	31,360
					Telecomms	29,140	14,170
					Income		
					Catering Income	(377,400)	(388,720)
					Fees & Charges	(6,716,340)	(6,716,340)
					Government Grants	(25,900)	0
					Support Services		
					Accountancy Services Recharge	36,640	25,640
					Human Resources Recharge	58,190	25,540
					Information Sys Support Recharge	0	21,250
					Legal Services Recharge	15,330	8,610
					Paymaster Recharge	57,910	27,000

Full Time Equivalent Staff 97.19 93.57

Major Variances 2010/11 v 2011/12

The reduction in General rates reflects the change in the percentage to be paid under the new management contract.

The utility costs reflect the latest expected contract prices while allowing for efficiency initiatives to continue to be introduced throughout 2011/12.

The reduced cost of the bus service relates to the actual charge made in 2009/10.

There has been no increase in fees and charges which reflects the current economic market within the Leisure industry and the continual increase in local competition for some activity areas offered by Spectrum.

The deletion of the estimate for Government Grant reflects the removal of the contribution towards free swimming for the over 60's.

The reduced support charges reflects the transfer of the management of Spectrum later in 2011/12 to a new operator who will not be using these internal services.

Leisure Services

Ledger Code A4126, A4127, A4129, A7211

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

	2010/11 Estimate £	2011/12 Estimate £
Major Items		
Employee Related		
Casual Salaries	71,110	71,110
Salaries	70,630	59,080
Premises Related		
Hire of Halls	12,040	12,040
Transport Related		
Car Allowances	1,800	1,790
Hire of Vehicles	12,510	12,510
Officers Car Leasing	490	500
Supplies and Services		
Advertising	4,000	4,000
Computer Services Recharge	1,370	0
Instructors Fees	34,000	34,000
IT Renewals	80	20
New, Replace Equip & Tools	7,000	5,000
Play Initiatives	5,080	5,000
Printing Services Recharge	3,700	2,810
Youth Initiatives	5,090	5,000
Income		
Fees and Admissions	(56,200)	(56,050)
Lottery Grants	(21,080)	(11,620)
Miscellaneous Income	(5,000)	(5,000)
Recharged to Other Services	(5,000)	(5,000)
Support Services		
Business Services Support Recharg	0	560
Customer Tech Support Recharge	0	1,040
Information Sys Support Recharge	0	710
Office Services Recharge	1,770	1,750
Paymaster Recharge	2,340	1,310
Public Offices Recharge	2,850	2,430

Salaries have reduced by £10,000 due to the Play Ranger project finishing at the end of June 2011. The remaining costs are fully offset by the balance of lottery funding.

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Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
55,412	Employee Related Expenditure	57,620	58,447	56,350	Employee Related		
189	Premises Related Expenditure	1,050	1,050	0	Casual Salaries	3,500	3,500
3,240	Transport Related Expenditure	2,640	2,919	3,120	Salaries	53,310	51,940
25,497	Supplies and Services	20,320	28,307	22,260	Premises Related		
0	Third Party Payments	0	0	0	Facility Hire	1,050	0
0	Transfer Payments	0	0	0	Transport Related		
84,338	Total Direct Expenditure	81,630	90,723	81,730	Car Allowances	2,000	2,450
					Officers Car Leasing	590	640
(14,652)	Income	(12,500)	(17,417)	(12,500)	Supplies and Services		
69,686	Net Direct Expenditure/(Income)	69,130	73,306	69,230	Computer Services Recharge	1,370	0
					General Subscriptions	150	4,200
0	Special Works	0	0	0	IT Renewals	100	80
0	Capital Charges	0	0	0	New Initiatives	4,290	5,340
6,880	Support Services	6,660	6,684	8,590	Printing & Stationery	1,980	760
76,566	Total Service Cost/(Surplus)	75,790	79,990	77,820	Sport Guildford	2,500	2,500
					Street Clash	8,000	8,000
					Income		
					Events Income	(2,000)	(2,000)
					Sport Guildford	(2,500)	(2,500)
					Street Clash	(8,000)	(8,000)
					Support Services		
					Business Services Support Recharg	0	560
					Customer Tech Support Recharge	0	1,040
					Human Resources Recharge	840	790
					Information Sys Support Recharge	0	650
					Office Services Recharge	1,660	1,600
					Public Offices Recharge	2,520	2,220

Major Variances 2010/11 v 2011/12

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

The general subscriptions estimate was understated in 2010/11. The facility hire estimate has been merged with the initiatives estimate.

The Computer Service recharges have been incorporated in the Business Service/Customer Technical/Information System support recharges increasing overall charges to this service by £880.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
17,329	Employee Related Expenditure	16,710	16,685	15,720
51,024	Premises Related Expenditure	67,790	73,205	87,340
1,245	Transport Related Expenditure	1,100	1,107	950
1,321	Supplies and Services	1,180	967	1,410
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
70,919	Total Direct Expenditure	86,780	91,964	105,420
(4,627)	Income	(8,890)	(3,336)	(9,150)
66,292	Net Direct Expenditure/(Income)	77,890	88,628	96,270
0	Special Works	0	0	0
146,651	Capital Charges	147,170	147,218	146,650
11,652	Support Services	16,420	19,046	19,240
224,595	Total Service Cost/(Surplus)	241,480	254,892	262,160
	Full Time Equivalent Staff	0.28		0.26

Major Items

Employee Related

Salaries	16,400	15,410
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Premises Related

General Rates	11,400	11,930
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Insurance	2,230	2,120
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Repairs & Maintenance	46,310	65,290
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Transport Related

Officers Car Leasing	1,090	940
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Supplies and Services

Equipment Electrical Testing	550	800
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IT Renewals	30	0
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Telecomms; Business Use	600	570
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Income

Donations	(8,890)	(9,150)
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Capital Charges

Depreciation	147,170	146,650
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Support Services

Accountancy Services Recharge	1,200	1,090
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Housing Surveying Services	2,320	3,300
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Paymaster Recharge	1,180	1,020
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Property Services Recharge	8,480	10,950
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Major Variances 2010/11 v 2011/12

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

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

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

NEIGHBOURHOOD AND HOUSING MANAGEMENT

HEAD OF SERVICE - PHIL O'DWYER

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
2,961,590	3,071,450	Gross Expenditure	3,270,640	3,358,350	3,465,380	3,585,630
(2,987,249)	(2,696,270)	Gross Income	(2,876,980)	(2,955,140)	(3,046,660)	(3,148,970)
(25,659)	375,180	Net Expenditure	393,660	403,210	418,720	436,660
1,307,120	1,710,560	Employee Related Expenditure	1,725,400	1,787,880	1,861,590	1,947,590
110,887	98,670	Premises Related Expenditure	86,680	87,970	89,720	91,500
165,861	162,960	Transport Related Expenditure	165,100	167,580	170,930	174,350
1,246,478	955,340	Supplies and Services	1,086,240	1,102,470	1,124,490	1,146,950
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
2,830,346	2,927,530	Total Direct Expenditure	3,063,420	3,145,900	3,246,730	3,360,390
(2,987,249)	(2,696,270)	Income	(2,876,980)	(2,955,140)	(3,046,660)	(3,148,970)
(156,903)	231,260	Net Direct Expenditure/(Income)	186,440	190,760	200,070	211,420
0	0	Special Works	0	0	0	0
17,983	8,590	Capital Charges	12,240	12,240	12,240	12,240
113,261	135,330	Support Services	194,980	200,210	206,410	213,000
(25,659)	375,180	Total Service Cost/(Surplus)	393,660	403,210	418,720	436,660

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
(22,022)	(7,610)	Building Maintenance	3,950	0	0	0
0	392,290	Community Safety	388,720	402,230	418,220	436,660
11,862	6,600	Housing Outside the HRA	9,040	8,900	8,730	8,560
(15,211)	(15,190)	Housing Surveying Services	(7,450)	(7,920)	(8,230)	(8,560)
(288)	(910)	Woking Road Depot Stores	(600)	0	0	0
(25,659)	375,180	Total Net Expenditure/(Income)	393,660	403,210	418,720	436,660

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
794,222	Employee Related Expenditure	823,410	840,994	818,300
84,886	Premises Related Expenditure	73,050	73,074	64,150
136,141	Transport Related Expenditure	122,070	138,590	126,250
1,211,317	Supplies and Services	879,330	1,100,611	1,056,300
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
2,226,566	Total Direct Expenditure	1,897,860	2,153,269	2,065,000
(2,299,224)	Income	(1,959,670)	(2,217,143)	(2,132,470)
(72,658)	Net Direct Expenditure/(Income)	(61,810)	(63,874)	(67,470)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
50,636	Support Services	54,200	54,264	71,420
(22,022)	Total Service Cost/(Surplus)	(7,610)	(9,610)	3,950
	Full Time Equivalent Staff	22.45		22.30

Major Variances 2010/11 v 2011/12

Estimated increase in volume of work £185,000 which is fully offset by increased income.

The Computer/GIS/Telephone service recharges have been incorporated in the Business Service/Customer Technical/Information System support recharges increasing overall to this service by £7,620.

Income from invoices is now shown as part of the Recharge to Other Services.

Major Items

Employee Related

Salaries	809,860	804,640
Temporary Staff	63,740	65,000

Premises Related

Proportion of Depot Expenses	71,890	62,850
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Transport Related

Fuel & Oil	21,000	20,230
Officers Car Leasing	4,740	4,540
Transport Pool Hire Charge	88,850	94,060

Supplies and Services

Computer Services Recharge	18,450	0
Contaminated Waste Removal	1,890	1,290
IT Renewals	290	20
Materials	440,780	525,360
Payment to Contractors	300,000	400,000
Stores Recharge	35,330	36,040
Tipping Fees	60,000	75,000

Income

Income from Invoices	(80,430)	0
Recharged to Other Services	(1,841,050)	(2,093,550)
Works to Outside Bodies	(36,520)	(37,620)

Support Services

Accountancy Services Recharge	5,120	4,830
Business systems Recharge	0	26,070
HR Services Recharge	14,380	12,060
Paymaster Recharge	9,420	9,480
Performance Mngt. Recharge	4,040	3,840
WSD Recharges	8,390	7,410

Guildford Borough Council Budget 2011/2012

Neighbourhood and Housing Management

Financial Information Community Safety

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
0	Employee Related Expenditure	324,220	324,515	328,370	Employee Related		
0	Premises Related Expenditure	3,300	2,835	3,300	Salaries	319,720	323,870
0	Transport Related Expenditure	9,920	10,176	9,450	Premises Related		
0	Supplies and Services	34,170	32,822	12,070	Rents Payable	3,100	3,100
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	8,480	8,170
0	Total Direct Expenditure	371,610	370,348	353,190	Supplies and Services		
0	Income	(10)	(1,326)	(10)	Community Issues	0	5,000
0	Net Direct Expenditure/(Income)	371,600	369,022	353,180	Computer Services Recharge	17,450	0
0	Special Works	0	0	0	IT Renewals	240	200
0	Capital Charges	0	0	0	Miscellaneous Expenses	6,650	0
0	Support Services	20,690	19,618	35,540	Printing & Stationery	1,740	910
0	Total Service Cost/(Surplus)	392,290	388,640	388,720	Telecomms	4,020	2,750
	Full Time Equivalent Staff	8.38		8.47	Support Services		
					Audit Services Recharge	2,210	1,170
					Business systems Recharge	0	19,150
					HR Services Recharge	3,950	3,970
					Office Services Recharge	1,000	0
					Public Offices Recharge	7,340	5,120

Major Variances 2010/11 v 2011/12

The Computer/GIS/Telephone service recharges have been incorporated in the Business Service/Customer Technical/Information System support recharges increasing overall to this service by £1,700.

The Miscellaneous Expenses estimate in 2010/11 £6,650 has been renamed as a Community Issues estimate and reduced to £5,000.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
0	Employee Related Expenditure	0	0	0
5,464	Premises Related Expenditure	4,690	6,047	4,720
0	Transport Related Expenditure	0	0	0
1,204	Supplies and Services	1,590	1,795	1,650
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
6,668	Total Direct Expenditure	6,280	7,842	6,370
(10,977)	Income	(12,880)	(14,127)	(13,310)
(4,309)	Net Direct Expenditure/(Income)	(6,600)	(6,285)	(6,940)
0	Special Works	0	0	0
11,601	Capital Charges	8,590	8,590	11,600
4,570	Support Services	4,610	4,602	4,380
11,862	Total Service Cost/(Surplus)	6,600	6,907	9,040
	Full Time Equivalent Staff	0.00		0.00

Major Items

Premises Related

Contract Cleaning	620	650
Electricity	700	700
Grounds Maintenance	750	770
Insurance Fund (Fire)	570	230
Repairs & Maintenance	580	1,080
Window Cleaning	350	350

Supplies and Services

Alarm Centre Monitoring	1,170	1,180
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Income

Expenses Recovered	(5,500)	(5,670)
Rent Income	(5,460)	(5,620)

Capital Charges

Capital Financing	8,590	11,600
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Support Services

Accountancy Services Recharge	2,910	2,690
Debtors Section Recharge	890	800

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
479,697	Employee Related Expenditure	526,970	500,330	536,870	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	519,530	526,560
29,497	Transport Related Expenditure	30,750	30,755	29,180	Transport Related		
29,747	Supplies and Services	27,080	26,754	6,640	Car Leasing & Allowances	30,700	29,130
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Services Recharge	17,830	0
538,941	Total Direct Expenditure	584,800	557,839	572,690	Gis & Nlpg Recharge	1,660	0
					IT Renewals	840	760
(593,562)	Income	(641,100)	(614,179)	(646,800)	Telecomms	3,840	1,750
(54,621)	Net Direct Expenditure/(Income)	(56,300)	(56,340)	(74,110)	Income		
					Support Service Recharge	(641,060)	(646,760)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	4,270	4,010
39,410	Support Services	41,110	41,150	66,660	Business systems Recharge	0	21,820
(15,211)	Total Service Cost/(Surplus)	(15,190)	(15,190)	(7,450)	Health & Safety Recharge	1,050	1,910
					Human Resources Recharge	6,860	6,790
					Office Services Recharge	9,390	13,740
					Paymaster Recharge	3,550	3,720
					Performance Mngt. Recharge	1,890	2,160
					Public Offices Recharge	13,250	11,480
	Full Time Equivalent Staff	12.44		12.56			

Major Variances 2010/11 v 2011/12

The Computer/GIS/Telephone service recharges have been incorporated in the Business Service/Customer Technical/Information System support recharges.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
33,201	Employee Related Expenditure	35,960	37,126	41,860
20,537	Premises Related Expenditure	17,630	17,630	14,510
223	Transport Related Expenditure	220	198	220
4,210	Supplies and Services	13,170	14,275	9,580
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
58,171	Total Direct Expenditure	66,980	69,229	66,170
(83,486)	Income	(82,610)	(84,875)	(84,390)
(25,315)	Net Direct Expenditure/(Income)	(15,630)	(15,646)	(18,220)
0	Special Works	0	0	0
6,382	Capital Charges	0	0	640
18,645	Support Services	14,720	14,736	16,980
(288)	Total Service Cost/(Surplus)	(910)	(910)	(600)
	Full Time Equivalent Staff	1.30		1.45

Major Items

Employee Related

Salaries	35,260	40,990
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Premises Related

Proportion of Depot Expenses	17,630	14,510
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Transport Related

Car Allowances	220	220
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Supplies and Services

Computer Services Recharge	3,990	0
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Computer Software Licence	8,000	8,000
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Equipment & Racking	500	1,250
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IT Renewals	0	170
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Income

Recharged to Other Services	(37,790)	(40,630)
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Stores Archive	(44,820)	(43,760)
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Support Services

Accountancy Services Recharge	6,660	6,470
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Audit Services Recharge	3,430	1,800
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Business systems Recharge	0	4,520
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Human Resources Recharge	720	780
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Paymaster Recharge	2,370	2,160
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Major Variances 2010/11 v 2011/12

Increase of 15% in the allocation of the Operation Support Officers post.

The Computer/GIS/Telephone service recharges have been incorporated in the Business Service/Customer Technical/Information System support recharges.

Costs are fully offset by income Recharged to Other Services.

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BUDGET 2011/2012**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

OPERATIONAL SERVICES

HEAD OF SERVICE - JAMES WHITEMAN

**GUILDFORD BOROUGH COUNCIL
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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
21,475,119	21,498,580	Gross Expenditure	20,961,020	21,439,740	22,070,500	22,730,470
(18,286,116)	(19,014,880)	Gross Income	(19,511,410)	(20,123,450)	(20,783,160)	(21,468,240)
3,189,003	2,483,700	Net Expenditure	1,449,610	1,316,290	1,287,340	1,262,230
6,886,829	7,043,160	Employee Related Expenditure	7,022,830	7,371,040	7,668,280	8,015,390
2,755,436	3,024,930	Premises Related Expenditure	2,992,540	2,929,630	3,041,240	3,132,990
3,804,044	4,134,130	Transport Related Expenditure	3,661,520	3,715,050	3,789,190	3,864,570
3,879,408	3,647,620	Supplies and Services	3,336,560	3,409,260	3,487,040	3,565,430
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
17,325,717	17,849,840	Total Direct Expenditure	17,013,450	17,424,980	17,985,750	18,578,380
(18,286,116)	(19,014,880)	Income	(19,511,410)	(20,123,450)	(20,783,160)	(21,468,240)
(960,399)	(1,165,040)	Net Direct Expenditure/(Income)	(2,497,960)	(2,698,470)	(2,797,410)	(2,889,860)
0	0	Special Works	0	0	0	0
2,379,155	1,988,440	Capital Charges	2,140,720	2,140,720	2,140,720	2,140,720
1,770,247	1,660,300	Support Services	1,806,850	1,874,040	1,944,030	2,011,370
3,189,003	2,483,700	Total Service Cost/(Surplus)	1,449,610	1,316,290	1,287,340	1,262,230

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
61,613	40,070	Abandoned Vehicles	45,090	46,440	48,060	49,860
165,522	124,110	CCTV Systems	126,350	128,580	131,430	134,410
1,430	0	Cesspool Emptying Services	0	0	0	0
85,975	89,100	Dog Control and Animal Welfare	76,300	78,270	80,660	83,390
(442)	(11,130)	Engineering Projects	(69,840)	(67,690)	(65,260)	(61,110)
6,626	(106,120)	Fleet Management Service	(50,150)	(68,770)	(92,350)	(115,950)
306,436	272,730	Land Drainage	278,880	283,920	290,120	296,630
(76,790)	(89,660)	Markets	(87,230)	(91,130)	(95,780)	(100,580)
1,462	0	Night Soil Collection	0	0	0	0
(4,599,481)	(4,842,200)	Off Street Parking	(5,231,750)	(5,845,600)	(6,091,750)	(6,323,670)
(502,211)	(507,370)	On Street Parking	(508,180)	(479,190)	(447,550)	(411,720)
15,673	12,900	Ordnance Survey and Mapping Services	13,780	14,080	14,450	14,840
678,191	850,530	Park and Ride Services	433,800	441,900	451,290	461,160
46,070	26,300	Pest Control	2,700	1,910	1,060	490
271,477	296,670	Public Conveniences	278,400	289,150	296,660	305,130
(8,255)	5,270	Recycling, Cleansing and Parking Services Overhead A	18,580	20,170	22,240	25,180
3,966,543	3,830,970	Refuse and Recycling	3,680,530	3,984,070	4,075,080	4,185,470
27,589	57,770	River Control	51,440	52,010	52,730	53,470
116,074	86,980	Roads and Footpaths Maintenance	95,110	97,270	99,890	102,650
(2,395)	0	Snow and Ice Plan Holding Account	7,410	11,980	11,760	11,540
1,788,026	1,884,550	Street Cleansing	1,911,490	1,994,260	2,060,570	2,136,620
187,531	162,550	Street Furniture	154,560	157,730	161,110	164,230
69,672	122,730	Transportation	104,380	106,470	109,450	112,590

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
9,667	(4,830)	Transportation Projects	(25,700)	(25,240)	(24,780)	(23,900)
(83)	6,750	Vehicle Maintenance Workshop	(19,130)	(29,150)	(39,870)	(49,850)
576,963	166,670	Woking Road Depot	149,870	202,120	225,600	198,370
(3,880)	8,360	Works Ancillary Services	12,920	12,730	12,520	12,980
3,189,003	2,483,700	Total Net Expenditure/(Income)	1,449,610	1,316,290	1,287,340	1,262,230

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
43,537	Employee Related Expenditure	26,480	26,249	23,020
5,157	Premises Related Expenditure	4,430	4,430	3,900
3,840	Transport Related Expenditure	1,090	1,074	1,960
311	Supplies and Services	80	71	370
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
52,845	Total Direct Expenditure	32,080	31,824	29,250
(613)	Income	0	(89)	0
52,232	Net Direct Expenditure/(Income)	32,080	31,735	29,250
0	Special Works	0	0	0
0	Capital Charges	0	0	0
9,381	Support Services	7,990	8,022	15,840
61,613	Total Service Cost/(Surplus)	40,070	39,757	45,090
	Full Time Equivalent Staff	0.67		0.54

Major Items

Employee Related

Insurance - Emps Liab, All Risk	150	190
Recharge From Other Emp. Exps.	110	170
Salaries	26,160	22,610

Premises Related

Proportion of Depot Expenses	4,430	3,900
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Transport Related

Car Allowances	220	320
Officers Car Leasing	870	1,640

Supplies and Services

IT Renewals	30	0
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Support Services

Accountancy Services Recharge	510	510
Debtors Section Recharge	620	560
HR Services Recharge	300	360
Paymaster Recharge	170	230
WSD Recharges	6,110	5,390

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
2,846	Employee Related Expenditure	2,350	2,150	1,830
0	Premises Related Expenditure	0	0	0
132	Transport Related Expenditure	140	140	110
127,057	Supplies and Services	90,930	95,154	89,690
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
130,035	Total Direct Expenditure	93,420	97,444	91,630
(8,926)	Income	0	0	0
121,109	Net Direct Expenditure/(Income)	93,420	97,444	91,630
0	Special Works	0	0	0
4,459	Capital Charges	1,040	1,040	4,460
39,954	Support Services	29,650	26,320	30,260
165,522	Total Service Cost/(Surplus)	124,110	124,804	126,350
	Full Time Equivalent Staff	0.03		0.02

Major Items

Employee Related

Salaries	2,320	1,810
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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	1,040	4,460
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Support Services

Engineers Recharge	28,400	29,100
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Major Variances 2010/11 v 2011/12

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

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
1,167	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
82	Transport Related Expenditure	0	0	0			
31	Supplies and Services	0	7	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
1,280	Total Direct Expenditure	0	7	0			
0	Income	0	0	0			
1,280	Net Direct Expenditure/(Income)	0	7	0			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
150	Support Services	0	0	0			
1,430	Total Service Cost/(Surplus)	0	7	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

This service has been withdrawn.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
38,305	Employee Related Expenditure	40,990	41,219	40,790
1,391	Premises Related Expenditure	1,210	1,210	530
6,712	Transport Related Expenditure	6,810	6,712	8,070
44,380	Supplies and Services	40,090	38,253	25,390
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
90,788	Total Direct Expenditure	89,100	87,394	74,780
(9,348)	Income	(6,020)	(7,106)	(9,830)
81,440	Net Direct Expenditure/(Income)	83,080	80,288	64,950
0	Special Works	0	0	0
0	Capital Charges	0	0	0
4,535	Support Services	6,020	6,036	11,350
85,975	Total Service Cost/(Surplus)	89,100	86,324	76,300
	Full Time Equivalent Staff	1.05		1.04

Major Items

Employee Related

Salaries	40,480	40,220
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Premises Related

Proportion of Depot Expenses	1,210	530
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Transport Related

Car Leasing & Allowances	230	300
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Fuel & Oil	1,120	960
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Transport Pool Hire Charge	5,460	6,810
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Supplies and Services

Kennelling Fees	12,840	16,340
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New, Replace Equip & Tools	2,500	2,500
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Payment to Contractors	15,500	0
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Poop Scoop Service	4,120	4,120
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Income

Kennelling Fees	(5,970)	(9,830)
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Support Services

Business Services Support Recharg	0	990
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Customer Tech Support Recharge	0	1,170
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Human Resources Recharge	600	560
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Information Sys Support Recharge	0	350
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WSD Recharges	760	670
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Major Variances 2010/11 v 2011/12

The Computer Services Recharge and GIS & Nlpg Recharge have been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

A new contract arrangement implemented with a local kennel, has delivered savings on contractor costs, with only a modest increase in kennelling fees.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
350,761	Employee Related Expenditure	324,120	309,405	354,330
0	Premises Related Expenditure	0	0	0
21,520	Transport Related Expenditure	22,570	23,067	21,340
38,038	Supplies and Services	34,310	40,043	(64,470)
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
410,319	Total Direct Expenditure	381,000	372,515	311,200
(462,549)	Income	(442,430)	(432,191)	(458,540)
(52,230)	Net Direct Expenditure/(Income)	(61,430)	(59,676)	(147,340)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
51,788	Support Services	50,300	50,332	77,500
(442)	Total Service Cost/(Surplus)	(11,130)	(9,344)	(69,840)
	Full Time Equivalent Staff	8.35		8.86

Major Items

Employee Related

Salaries	317,040	347,060
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Transport Related

Car Allowances	9,260	8,780
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Officers Car Leasing	13,270	12,520
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Supplies and Services

Computer Services Recharge	22,440	0
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Gis & Nlpg Recharge	4,840	0
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IT Renewals	740	600
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Telecomms	3,270	910
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Income

Support Service Recharge	(442,430)	(458,540)
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Support Services

Accountancy Services Recharge	3,590	3,360
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Business Services Support Recharg	0	7,720
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Customer Tech Support Recharge	0	10,540
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Health & Safety Recharge	1,950	1,350
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HR Services Recharge	5,780	4,790
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Information Sys Support Recharge	0	12,130
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Office Services Recharge	10,250	9,690
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Public Offices Recharge	22,230	19,350
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Major Variances 2010/11 v 2011/12

Employee Related Expenditure has increased due to a change in the allocation of salary costs.

The Computer Services Recharge and GIS & Nlpg Recharge have been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
180,104	Employee Related Expenditure	118,480	145,720	152,580
121,759	Premises Related Expenditure	101,340	109,622	85,910
1,091,058	Transport Related Expenditure	961,230	985,272	994,810
110,729	Supplies and Services	90,380	94,540	64,280
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,503,650	Total Direct Expenditure	1,271,430	1,335,154	1,297,580
(2,594,940)	Income	(2,729,720)	(2,732,332)	(2,759,930)
(1,091,290)	Net Direct Expenditure/(Income)	(1,458,290)	(1,397,178)	(1,462,350)
0	Special Works	0	0	0
746,442	Capital Charges	1,042,150	1,042,294	1,098,940
351,474	Support Services	310,020	310,044	313,260
6,626	Total Service Cost/(Surplus)	(106,120)	(44,840)	(50,150)
	Full Time Equivalent Staff	4.05		5.05

Major Variances 2010/11 v 2011/12

The Computer Services Recharge and GIS & Nlpg Recharge have been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Employee expenditure has increased due to a reallocation of a salary cost. (see corresponding reduction on vehicle workshop page)

The vehicle repair budget has been increased to reflect the higher than anticipated levels of repair costs.

Major Items

Employee Related

Salaries	116,120	149,280
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Premises Related

Proportion of Depot Expenses	101,340	85,910
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Transport Related

Hire of Vehicles	38,610	38,710
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Insurance	191,140	205,670
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Vehicle Leasing	260,900	113,580
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Vehicle Licences	40,760	30,360
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Vehicle Repairs: Workshop	254,820	442,030
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Supplies and Services

Advertising	5,100	800
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Computer Maintenance Agree	5,200	5,200
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Computer Services Recharge	6,610	0
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Equip & Tools Repairs	5,520	4,060
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Fleet Management Admin Charge	232,350	225,750
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Maintenance Agreement - Sweeper	51,870	34,100
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New, Replace Equip & Tools	2,040	2,040
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Income

Guildford Taxi Inspection	(60,000)	(57,000)
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Leased Car Admin Support	(17,090)	(18,080)
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MOT Testing Fees	(81,000)	(82,020)
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Recharges; Transport Pool	(2,265,850)	(2,351,640)
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Waverley Taxi Inspection	(21,000)	(22,000)
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Woking Taxi Inspection	(43,000)	(40,000)
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Support Services

Accountancy Services Recharge	27,760	25,900
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Audit Services Recharge	4,550	5,930
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Business Services Support Recharg	0	2,450
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Customer Tech Support Recharge	0	4,050
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Human Resources Recharge	2,830	2,720
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Information Sys Support Recharge	0	1,740
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Legal Services Recharge	4,200	0
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WSD Recharges	25,950	22,920
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Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
0	Employee Related Expenditure	0	0	0
151,656	Premises Related Expenditure	142,440	142,930	142,310
0	Transport Related Expenditure	0	52	0
655	Supplies and Services	0	71	250
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
152,311	Total Direct Expenditure	142,440	143,053	142,560
0	Income	(2,500)	(1,000)	0
152,311	Net Direct Expenditure/(Income)	139,940	142,053	142,560
0	Special Works	0	0	0
11,729	Capital Charges	740	740	740
142,396	Support Services	132,050	125,626	135,580
306,436	Total Service Cost/(Surplus)	272,730	268,419	278,880
	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	7,860	8,230
Water Course Maintenance	14,980	14,980

Support Services

Engineers Recharge	131,140	134,610
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Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

Operational Services

Financial Information Markets

Ledger Code B57*

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
8,337	Employee Related Expenditure	8,010	8,169	8,040	Employee Related		
45,478	Premises Related Expenditure	47,740	46,717	48,320	Salaries	7,890	7,930
220	Transport Related Expenditure	140	140	200	Premises Related		
1,245	Supplies and Services	1,500	2,131	1,500	Electricity	3,500	3,000
0	Third Party Payments	0	0	0	General Rates	11,200	11,920
0	Transfer Payments	0	0	0	Market Traders re Cleaning	32,640	32,900
55,280	Total Direct Expenditure	57,390	57,157	58,060	Repairs & Maintenance	400	500
					Supplies and Services		
(145,850)	Income	(155,840)	(154,293)	(153,000)	Advertising	1,500	1,500
(90,570)	Net Direct Expenditure/(Income)	(98,450)	(97,136)	(94,940)	Income		
					Rents; Market Stall Spaces	(155,840)	(153,000)
0	Special Works	0	0	0	Support Services		
0	Capital Charges	0	0	0	Audit Services Recharge	690	540
13,780	Support Services	8,790	8,758	7,710	Debtors Section Recharge	3,090	2,810
(76,790)	Total Service Cost/(Surplus)	(89,660)	(88,378)	(87,230)	Legal Services Recharge	550	0
					WSD Recharges	3,050	2,690
	Full Time Equivalent Staff	0.18		0.18			

Major Variances 2010/11 v 2011/12

Market stall rent has been adjusted to reflect current occupancy rates.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
1,167	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
82	Transport Related Expenditure	0	0	0			
3	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
1,252	Total Direct Expenditure	0	0	0			
0	Income	0	0	0			
1,252	Net Direct Expenditure/(Income)	0	0	0			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
210	Support Services	0	0	0			
1,462	Total Service Cost/(Surplus)	0	0	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

This service has been withdrawn.

Guildford Borough Council Budget 2011/2012

Operational Services

Financial Information Off Street Parking

Ledger Code B2*

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
586,777	Employee Related Expenditure	578,050	570,545	602,600	Employee Related		
1,472,810	Premises Related Expenditure	1,772,380	1,933,080	1,810,760	Salaries	567,340	593,110
40,579	Transport Related Expenditure	40,360	33,035	32,410	Premises Related		
616,532	Supplies and Services	573,990	574,268	587,450	General Rates	1,071,060	1,211,230
0	Third Party Payments	0	0	0	Insurance	26,570	15,200
0	Transfer Payments	0	0	0	Rents Payable	37,000	33,500
2,716,698	Total Direct Expenditure	2,964,780	3,110,928	3,033,220	Repairs & Maintenance	338,990	284,150
					Safer Car Parks	21,000	21,000
(8,080,014)	Income	(8,525,100)	(8,686,074)	(8,964,700)	Utilities	224,070	200,440
(5,363,316)	Net Direct Expenditure/(Income)	(5,560,320)	(5,575,146)	(5,931,480)	Transport Related		
					Transport Pool Hire Charge	33,700	24,590
0	Special Works	0	0	0	Supplies and Services		
556,187	Capital Charges	517,430	517,574	519,820	Cash Collection Service	158,000	150,000
207,648	Support Services	200,690	190,122	179,910	Computer Software Licence	19,000	10,000
(4,599,481)	Total Service Cost/(Surplus)	(4,842,200)	(4,867,450)	(5,231,750)	Contract Security	163,000	163,000
					New, Replace Equip & Tools	15,000	15,000
					Pay & Display Machinery Mtce	97,000	97,000
					Telecomms	22,700	18,360
					Income		
					Car Parks Season Tickets	(682,940)	(682,940)
					Contract Car Parking Income	(487,530)	(537,530)
					Garage Rents	(115,900)	(115,900)
					Meter Income	(6,768,830)	(7,153,240)
					Penalty Fees	(330,270)	(330,270)
					Recharged to Other Services	(94,120)	(97,920)
					Support Services		
					Accountancy Services Recharge	33,570	30,910
					Debtors Section Recharge	27,610	25,090
					Housing Surveying Services	10,690	10,270
					Human Resources Recharge	12,750	9,120
					Paymaster Recharge	18,190	23,810
					Property Services Recharge	28,040	7,720
					WSD Recharges	24,420	16,550
	Full Time Equivalent Staff	20.97		20.87			

Major Variances 2010/11 v 2011/12

The estimate for general rates has risen to reflect the anticipated increases in non-domestic rates in 2011/12. Insurance estimates have fallen following an asset revaluation exercise resulting in a reduction in the level of insurance premium allocated to the Council's off-street car parks.

The estimates for repairs and maintenance and property services recharges have reduced in recognition of the level of planned works identified through the recent condition surveys of Council car parks. Utility estimates have fallen to reflect recent levels of usage.

The estimate for contract parking income is based on recent occupancy levels which are higher than those in 2009/10.

The increase in the meter income estimate reflects the changes to car parking charges as agreed by Committee in February 2011.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
566,693	Employee Related Expenditure	602,630	597,734	716,570	Employee Related		
53,647	Premises Related Expenditure	58,700	56,620	64,350	Salaries	589,710	694,560
2,708	Transport Related Expenditure	3,940	12,858	37,380	Premises Related		
167,639	Supplies and Services	203,100	191,486	198,250	Car Park Office Costs	44,200	51,350
0	Third Party Payments	0	0	0	Electricity	12,000	10,000
0	Transfer Payments	0	0	0	Transport Related		
790,687	Total Direct Expenditure	868,370	858,698	1,016,550	Fuel & Oil	1,000	10,000
					Hire of Vehicles	0	10,390
(1,368,963)	Income	(1,443,540)	(1,404,232)	(1,610,800)	Officers Car Leasing	2,540	2,890
(578,276)	Net Direct Expenditure/(Income)	(575,170)	(545,534)	(594,250)	Transport Pool Hire Charge	0	13,120
					Supplies and Services		
0	Special Works	0	0	0	Adjudication Service	13,300	16,100
0	Capital Charges	2,650	2,650	2,650	Cash Collection Service	36,000	36,000
76,065	Support Services	65,150	65,182	83,420	Computer Services Recharge	15,200	0
(502,211)	Total Service Cost/(Surplus)	(507,370)	(477,702)	(508,180)	Computer Software Development	10,750	10,750
					Computer Software Licence	31,500	36,000
					Pay & Display Machinery Mtce	21,500	21,500
					Printing & Stationery	22,670	18,840
					Signs	12,000	12,000
					Income		
					Meter Income	(698,000)	(698,000)
					Penalty Fees	(532,500)	(619,500)
					Permits Income	(207,740)	(274,860)
					Support Services		
					Business Services Support Recharg	0	6,530
					Customer Tech Support Recharge	0	9,340
					Human Resources Recharge	12,160	12,670
					Information Sys Support Recharge	0	4,700
					Paymaster Recharge	10,440	7,140
					WSD Recharges	30,530	31,940

Major Variances 2010/11 v 2011/12

The increase in the employee related expenditure estimate reflects the additional resource required to deliver decriminalised parking enforcement in the Borough of Waverley. This is a new responsibility commencing in April 2011. This new arrangement has also resulted in an increase in other associated costs and income, including penalty fees.

The Electricity estimate has been reduced to reflect recent usage levels.

The Computer Services recharge, GIS & NLPG recharge and Telecomms Services recharge have been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

The estimate for permit income has risen as a result of price increases introduced for 2011/12 by Surrey County Council.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
0	Employee Related Expenditure	0	0	0
0	Premises Related Expenditure	0	0	0
0	Transport Related Expenditure	0	0	0
5,342	Supplies and Services	4,800	4,632	5,360
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
5,342	Total Direct Expenditure	4,800	4,632	5,360
0	Income	0	(45)	0
5,342	Net Direct Expenditure/(Income)	4,800	4,587	5,360
0	Special Works	0	0	0
0	Capital Charges	0	0	0
10,331	Support Services	8,100	7,559	8,420
15,673	Total Service Cost/(Surplus)	12,900	12,146	13,780
	Full Time Equivalent Staff	0.00		0.00

Major Items

Supplies and Services

Computer Maintenance Agreement	2,000	2,000
Computer Software Licence	940	1,800
New, Replace Equip & Tools	1,500	1,200
Survey Mapping Development	250	250

Support Services

Engineers Recharge	8,010	8,230
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Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
2,435	Employee Related Expenditure	4,970	5,035	7,220	Employee Related		
131,010	Premises Related Expenditure	137,650	141,232	136,200	Salaries	4,920	7,130
229,411	Transport Related Expenditure	652,550	652,510	241,050	Premises Related		
88,724	Supplies and Services	85,450	85,285	82,630	General Rates	57,470	60,290
0	Third Party Payments	0	0	0	Grounds Maintenance	6,200	6,200
0	Transfer Payments	0	0	0	Rents Payable	52,000	52,000
451,580	Total Direct Expenditure	880,620	884,062	467,100	Site Maintenance	17,000	11,000
					Transport Related		
(33,596)	Income	(60,000)	(30,505)	(45,300)	SCC P&R Services	652,500	241,000
417,984	Net Direct Expenditure/(Income)	820,620	853,557	421,800	Supplies and Services		
					Cash Collection Service	2,600	1,150
0	Special Works	0	0	0	Pay & Display Machinery Mtce	1,200	600
253,226	Capital Charges	0	0	0	Security Services	81,000	80,030
6,981	Support Services	29,910	13,965	12,000	Income		
678,191	Total Service Cost/(Surplus)	850,530	867,522	433,800	Meter Income	(50,000)	(35,000)
					Miscellaneous Income	(10,000)	(10,300)
					Support Services		
					Transport & Projects Recharge	24,240	6,610
	Full Time Equivalent Staff	0.12		0.15			

Major Variances 2010/11 v 2011/12

The meter on the Merrow Park and Ride site will no longer be installed due to the additional costs involved.

Negotiations are ongoing with the owners of Merrow Golf Course to contribute towards the costs of the park and ride service.

Site maintenance repairs have decreased as a result of lower than anticipated level of work.

The budget shown against SCC P&R Services reflects the level of 2009/10 revenue expenditure, net of contributions received below the line from the Park and Ride reserve account

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
74,934	Employee Related Expenditure	63,240	65,689	52,620	Employee Related		
368	Premises Related Expenditure	320	320	140	Salaries	62,250	51,610
9,553	Transport Related Expenditure	9,840	10,701	7,820	Premises Related		
42,566	Supplies and Services	55,680	49,873	41,810	Proportion of Depot Expenses	320	140
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Fuel & Oil	2,500	2,380
127,421	Total Direct Expenditure	129,080	126,583	102,390	Transport Pool Hire Charge	6,760	4,610
					Supplies and Services		
(93,046)	Income	(116,390)	(92,620)	(112,630)	Baits, Poisons, Disinfectants	7,200	2,500
34,375	Net Direct Expenditure/(Income)	12,690	33,963	(10,240)	Computer Services Recharge	1,370	0
					Gis & Nlpg Recharge	1,310	0
0	Special Works	0	0	0	IT Renewals	240	70
0	Capital Charges	0	0	0	Materials	5,300	2,000
11,695	Support Services	13,610	13,634	12,940	Payment to Contractors	35,000	35,000
46,070	Total Service Cost/(Surplus)	26,300	47,597	2,700	Vehicle Tracking	1,040	370
					Income		
	Full Time Equivalent Staff	1.87		1.70	Pest Control Charges	(49,050)	(47,000)
					Recharged to Other Services	(65,630)	(65,630)
					Support Services		
					Accountancy Services Recharge	1,370	1,300
					Business Services Support Recharg	0	90
					Customer Tech Support Recharge	0	2,580
					Debtors Section Recharge	940	860
					Human Resources Recharge	1,080	920
					Information Sys Support Recharge	0	1,090
					Legal Services Recharge	5,450	0
					Office Services Recharge	740	2,220
					Public Offices Recharge	1,310	1,140
					WSD Recharges	760	670

Major Variances 2010/11 v 2011/12

Reduction in salary allocations from the Environmental Health Team.

The Computer Services Recharge and GIS & Nlpg Recharge have been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Reductions in budgets for Baits, Poisons & Disinfectants reflecting the new contractor delivery model.

Guildford Borough Council Budget 2011/2012

Operational Services

Financial Information Public Conveniences

Ledger Code B7111, K6545

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
99,276	Employee Related Expenditure	120,720	120,708	118,440
76,868	Premises Related Expenditure	78,370	68,197	68,720
16,444	Transport Related Expenditure	14,960	15,601	17,540
17,081	Supplies and Services	18,890	17,797	18,880
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
209,669	Total Direct Expenditure	232,940	222,303	223,580
(5,964)	Income	(6,040)	(6,334)	(7,990)
203,705	Net Direct Expenditure/(Income)	226,900	215,969	215,590
0	Special Works	0	0	0
39,900	Capital Charges	39,900	39,908	39,900
27,872	Support Services	29,870	29,748	22,910
271,477	Total Service Cost/(Surplus)	296,670	285,625	278,400
	Full Time Equivalent Staff	3.62		3.57

Major Items

Employee Related

Insurance - Emps Liab, All Risk	940	1,020
Salaries & Wages	114,760	112,080
Temporary Staff	5,900	5,950

Premises Related

Electricity	7,500	7,500
General Rates	5,420	7,450
Proportion of Depot Expenses	1,580	750
Repairs & Maintenance	45,640	33,750
Water	8,500	8,500

Transport Related

Fuel & Oil	5,470	6,400
Transport Pool Hire Charge	7,800	9,240

Supplies and Services

New, Replace Equip & Tools	1,560	1,560
Shere & Ash Parish WC's Contrn	14,050	14,050
Vehicle Tracking	1,080	730

Support Services

Accountancy Services Recharge	1,790	1,700
Asset Register Recharge	2,260	2,180
HR Services Recharge	1,930	1,960
Paymaster Recharge	1,710	1,810
Property Services Recharge	8,570	0
WSD Recharges	9,160	8,080

Major Variances 2010/11 v 2011/12

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 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
210,188	Employee Related Expenditure	206,840	204,305	205,870	Employee Related		
28,644	Premises Related Expenditure	24,600	24,608	10,290	Salaries	190,870	180,800
9,078	Transport Related Expenditure	9,250	9,282	5,020	Training	13,160	22,210
71,977	Supplies and Services	60,920	65,671	23,910	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	24,600	10,290
0	Transfer Payments	0	0	0	Transport Related		
319,887	Total Direct Expenditure	301,610	303,866	245,090	Car Leasing & Allowances	9,220	4,990
					Supplies and Services		
(341,582)	Income	(305,280)	(308,216)	(269,400)	Accreditation Assessments	6,000	9,000
(21,695)	Net Direct Expenditure/(Income)	(3,670)	(4,350)	(24,310)	Computer Services Recharge	23,810	0
					Computer Software Licence	3,840	2,330
0	Special Works	0	0	0	Gis & Nlpg Recharge	5,450	0
0	Capital Charges	0	0	0	Health Education Expenditure	2,040	2,040
13,440	Support Services	8,940	8,956	42,890	Postages	4,940	6,140
(8,255)	Total Service Cost/(Surplus)	5,270	4,606	18,580	Printing Services Recharge	2,020	540
					Telecomms	8,420	270
					Income		
	Full Time Equivalent Staff	3.48		3.32	Recharged to Other Services	(305,280)	(269,400)
					Support Services		
					Accountancy Services Recharge	770	700
					Business Services Support Recharg	0	8,690
					Customer Tech Support Recharge	0	16,740
					Human Resources Recharge	1,870	1,790
					Information Sys Support Recharge	0	12,750
					Office Services Recharge	3,150	0
					Paymaster Recharge	960	1,070

Major Variances 2010/11 v 2011/12

Changes have been made to the salary allocations.

The Computer Services Recharge and GIS & Nlpg Recharge have been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Guildford Borough Council Budget 2011/2012

Operational Services

Financial Information Refuse and Recycling

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

Ledger Code B7511, B7512, B7513, B7711, B7715, B7719, B7720, B7721, B7722, B7733, B7744, B7745, B7750, B7755,

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
2,898,801	Employee Related Expenditure	2,988,480	3,003,686	2,862,500	Employee Related		
151,043	Premises Related Expenditure	188,830	188,870	206,690	Salaries & Wages	2,610,630	2,470,710
1,926,945	Transport Related Expenditure	1,965,640	2,065,783	1,835,740	Temporary Staff	334,950	344,080
1,753,998	Supplies and Services	1,736,280	1,775,620	1,576,660	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	117,380	130,140
0	Transfer Payments	0	0	0	Transport Related		
6,730,787	Total Direct Expenditure	6,879,230	7,033,959	6,481,590	Driver Damage to Vehicles	68,890	94,000
					Fuel & Oil	365,310	385,100
(3,093,962)	Income	(3,495,380)	(3,416,610)	(3,450,520)	Transport Pool Hire Charge	1,327,160	1,176,330
3,636,825	Net Direct Expenditure/(Income)	3,383,850	3,617,349	3,031,070	Supplies and Services		
					Computer Services Recharge	10,600	0
0	Special Works	0	0	0	Education & Promotion	52,100	9,500
49,066	Capital Charges	169,570	169,578	301,840	Publicity	30,350	30,350
280,652	Support Services	277,550	277,582	347,620	Recycling - Gate Fees	286,150	265,410
3,966,543	Total Service Cost/(Surplus)	3,830,970	4,064,509	3,680,530	Refuse Sacks; Purchase	36,130	62,400
					Trade Refuse Disposal Charges	360,000	400,000
					Income		
	Full Time Equivalent Staff	109.01		101.52	Other Grants, Sponsorship	(150,000)	(150,000)
					Refuse Special Collection	(52,050)	(32,000)
					Reusable Green Sack Sales	(286,000)	(295,000)
					Trade Refuse Removal Charges	(1,093,000)	(1,124,590)
					Trade Refuse Sale of Sacks	(145,200)	(137,050)
					Support Services		
					Accountancy Services Recharge	29,640	27,510
					Business Services Support Recharg	0	4,970
					Customer Tech Support Recharge	0	9,440
					HR Services Recharge	64,380	55,700
					Information Sys Support Recharge	0	6,270
					WSD Recharges	82,440	72,740

Major Variances 2010/11 v 2011/12

The Computer Services Recharge and GIS & NIpg Recharge have been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Amendments have been made to salary allocations between Refuse & Recycling and Street Cleansing due to changes within the service.

Special collections income has been reduced to reflect the lower demand for the service, arising from a reduction in spending on replacement 'big ticket' items.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
2,670	Premises Related Expenditure	9,740	7,836	4,670	Repairs & Maintenance	3,440	2,670
0	Transport Related Expenditure	0	0	0	Supplies and Services		
12,461	Supplies and Services	32,260	32,260	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		
15,131	Total Direct Expenditure	42,000	40,096	36,930	Depreciation	2,870	2,870
0	Income	0	0	0	Support Services		
15,131	Net Direct Expenditure/(Income)	42,000	40,096	36,930	Asset Register Recharge	1,370	1,320
0	Special Works	0	0	0	Engineers Recharge	7,170	7,340
2,867	Capital Charges	2,870	2,870	2,870	WSD Recharges	3,050	2,690
9,591	Support Services	12,900	12,227	11,640			
27,589	Total Service Cost/(Surplus)	57,770	55,193	51,440			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
0	Employee Related Expenditure	0	0	0
42,193	Premises Related Expenditure	34,630	35,206	33,990
0	Transport Related Expenditure	0	0	0
348	Supplies and Services	2,870	1,183	450
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
42,541	Total Direct Expenditure	37,500	36,389	34,440
(620)	Income	0	0	0
41,921	Net Direct Expenditure/(Income)	37,500	36,389	34,440
0	Special Works	0	0	0
0	Capital Charges	0	0	0
74,153	Support Services	49,480	76,431	60,670
116,074	Total Service Cost/(Surplus)	86,980	112,820	95,110
	Full Time Equivalent Staff	0.00		0.00

Major Items

Premises Related

Drainage; Surface Water Gutter	490	490
Roads & Footpath Maintenance	30,000	30,000
Salt	1,260	1,100

Supplies and Services

Stores Recharge	2,630	220
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Support Services

Engineers Recharge	45,080	53,650
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Major Variances 2010/11 v 2011/12

Additional projects scheduled for 2011/12 have resulted in increased Engineers Recharges.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £		2010/11 Estimate £	2011/12 Estimate £
					Major Items		
5,044	Employee Related Expenditure	6,500	6,500	5,000	Employee Related		
18,334	Premises Related Expenditure	15,260	21,027	15,120	Operational Wages	6,500	5,000
4,855	Transport Related Expenditure	12,830	11,525	10,600	Premises Related		
8,268	Supplies and Services	670	1,510	680	Proportion of Depot Expenses	11,030	10,120
0	Third Party Payments	0	0	0	Salt	4,230	5,000
0	Transfer Payments	0	0	0	Transport Related		
36,501	Total Direct Expenditure	35,260	40,562	31,400	Fuel & Oil	370	290
					Hire of Vehicles	5,960	0
(38,896)	Income	(35,260)	(35,260)	(24,020)	Transport Pool Hire Charge	6,500	10,010
(2,395)	Net Direct Expenditure/(Income)	0	5,302	7,380	Supplies and Services		
					CECS Monitoring	670	680
0	Special Works	0	0	0	Income		
0	Capital Charges	0	0	0	Recharged to Other Services	(35,260)	(24,020)
0	Support Services	0	0	30			
(2,395)	Total Service Cost/(Surplus)	0	5,302	7,410			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

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

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
1,218,561	Employee Related Expenditure	1,328,270	1,322,606	1,326,990	Employee Related		
54,403	Premises Related Expenditure	46,480	46,496	44,160	Salaries	1,307,600	1,302,680
397,182	Transport Related Expenditure	398,680	416,625	407,890	Temporary Staff	139,810	139,810
134,556	Supplies and Services	131,580	142,423	115,690	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	45,710	43,390
0	Transfer Payments	0	0	0	Transport Related		
1,804,702	Total Direct Expenditure	1,905,010	1,928,150	1,894,730	Car Leasing & Allowances	16,220	14,560
					Driver Damage to Vehicles	23,270	23,270
(117,871)	Income	(118,270)	(117,469)	(119,800)	Fuel & Oil	83,680	82,340
1,686,831	Net Direct Expenditure/(Income)	1,786,740	1,810,681	1,774,930	Transport Pool Hire Charge	270,300	279,510
					Supplies and Services		
0	Special Works	0	0	0	Bought In Services	14,340	15,060
7,130	Capital Charges	7,130	7,130	7,130	Clothing and Uniform	7,800	7,800
94,065	Support Services	90,680	90,728	129,430	Computer Services Recharge	10,600	0
1,788,026	Total Service Cost/(Surplus)	1,884,550	1,908,539	1,911,490	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	8,030
					Income		
					Dog Bin Emptying Recharge	(16,800)	(16,800)
					Litter Patrol Recharge	(67,880)	(67,880)
					Support Services		
					Accountancy Services Recharge	6,320	5,920
					Business Services Support Recharg	0	3,070
					Customer Tech Support Recharge	0	8,220
					Health & Safety Recharge	4,760	6,740
					Human Resources Recharge	25,210	23,970
					Information Sys Support Recharge	0	4,500
					Paymaster Recharge	6,750	8,910
					WSD Recharges	32,060	28,290
	Full Time Equivalent Staff	43.70		43.08			

Major Variances 2010/11 v 2011/12

The Computer Services Recharge and GIS & Nlpg Recharge have been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Amendments have been made to salary allocations for both Refuse & Recycling and Street Cleansing, reflecting management and supervisory responsibility.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
34,528	Employee Related Expenditure	36,700	37,208	37,870
66,802	Premises Related Expenditure	29,640	118,363	25,400
1,662	Transport Related Expenditure	1,780	2,021	1,820
52,385	Supplies and Services	44,680	79,671	41,820
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
155,377	Total Direct Expenditure	112,800	237,263	106,910
(29,129)	Income	(11,980)	(96,145)	(10,360)
126,248	Net Direct Expenditure/(Income)	100,820	141,118	96,550
0	Special Works	0	0	0
0	Capital Charges	0	0	0
61,283	Support Services	61,730	59,085	58,010
187,531	Total Service Cost/(Surplus)	162,550	200,203	154,560
	Full Time Equivalent Staff	1.04		1.04

Major Items	2010/11 Estimate £	2011/12 Estimate £
Employee Related		
Salaries	36,010	37,270
Premises Related		
Bus Shelter - R&M	3,600	3,600
Bus Shelter Grants to Parishes	6,000	6,000
Bus Shelters - New, Town Area	5,100	5,100
Contract Payments	5,000	5,000
Electricity	3,000	1,000
Graffiti Prevention	1,990	0
Pedestrianisation R&M	1,200	1,200
Supplies and Services		
Friary Bus Station Cleaning	0	30,830
Friary Bus Station Grant	30,830	0
New, Replace Equip & Tools	1,000	550
Notice/Banner Boards R&M	1,100	1,100
Signs	2,000	2,000
Street Furniture R&M	2,290	2,290
Street Names; Cleaning	500	70
Support Services		
Engineers Recharge	51,630	53,290
Paymaster Recharge	2,200	2,000

Major Variances 2010/11 v 2011/12

Removal of the Graffiti Prevention Budget from 2011/12.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
10	Employee Related Expenditure	0	0	0	Premises Related		
2,014	Premises Related Expenditure	3,700	1,939	1,610	Cycle Route Improvements	1,610	1,610
10,251	Transport Related Expenditure	9,710	9,584	10,320	Disabled Movement Works	2,090	0
10,349	Supplies and Services	15,930	11,848	14,230	Transport Related		
0	Third Party Payments	0	0	0	Bus Service Spectrum	9,510	10,200
0	Transfer Payments	0	0	0	Supplies and Services		
22,624	Total Direct Expenditure	29,340	23,371	26,160	Advertising	1,890	1,890
(85,797)	Income	0	0	0	Airtrack Forum	2,500	2,380
(63,173)	Net Direct Expenditure/(Income)	29,340	23,371	26,160	Cycle Facilities	2,490	1,920
					Monitoring	2,000	1,190
0	Special Works	0	0	0	Promotional Campaigns	5,000	4,870
14,244	Capital Charges	130	130	130	Capital Charges		
118,601	Support Services	93,260	90,640	78,090	Depreciation	130	130
69,672	Total Service Cost/(Surplus)	122,730	114,141	104,380	Support Services		
					Asset Register Recharge	970	0
					Engineers Recharge	1,020	1,030
					Transport & Projects Recharge	90,700	76,550
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

The Transport and Projects recharge has been reduced to reflect the estimated level of works.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
112,594	Employee Related Expenditure	115,090	117,125	85,870
0	Premises Related Expenditure	0	0	0
3,356	Transport Related Expenditure	5,510	6,007	5,490
15,475	Supplies and Services	14,340	13,624	(27,470)
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
131,425	Total Direct Expenditure	134,940	136,756	63,890
 (131,928)	Income	 (151,500)	 (150,636)	 (110,140)
(503)	Net Direct Expenditure/(Income)	(16,560)	(13,880)	(46,250)
 0	Special Works	 0	 0	 0
0	Capital Charges	0	0	0
10,170	Support Services	11,730	11,730	20,550
9,667	Total Service Cost/(Surplus)	(4,830)	(2,150)	(25,700)
	Full Time Equivalent Staff	2.35		1.86

Major Items

Employee Related

Salaries	2010/11 Estimate £	2011/12 Estimate £
	113,080	84,080

Transport Related

Officers Car Leasing	2010/11 Estimate £	2011/12 Estimate £
	4,930	4,690

Supplies and Services

Computer Services Recharge	2010/11 Estimate £	2011/12 Estimate £
	10,600	0

Copying Machines	2010/11 Estimate £	2011/12 Estimate £
	1,290	1,250

Gis & Nlpg Recharge	2010/11 Estimate £	2011/12 Estimate £
	1,020	0

IT Renewals	2010/11 Estimate £	2011/12 Estimate £
	280	280

Support Services

Accountancy Services Recharge	2010/11 Estimate £	2011/12 Estimate £
	600	590

Business Services Support Recharg	2010/11 Estimate £	2011/12 Estimate £
	0	3,700

Customer Tech Support Recharge	2010/11 Estimate £	2011/12 Estimate £
	0	5,520

HR Services Recharge	2010/11 Estimate £	2011/12 Estimate £
	1,380	1,000

Information Sys Support Recharge	2010/11 Estimate £	2011/12 Estimate £
	0	3,570

Office Services Recharge	2010/11 Estimate £	2011/12 Estimate £
	5,320	2,030

Paymaster Recharge	2010/11 Estimate £	2011/12 Estimate £
	1,850	1,770

Public Offices Recharge	2010/11 Estimate £	2011/12 Estimate £
	1,640	1,400

Major Variances 2010/11 v 2011/12

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

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
264,000	Employee Related Expenditure	291,870	263,589	242,980
17,401	Premises Related Expenditure	12,300	14,512	11,380
5,394	Transport Related Expenditure	940	1,539	11,260
496,893	Supplies and Services	340,800	507,234	447,850
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
783,688	Total Direct Expenditure	645,910	786,874	713,470
(820,052)	Income	(677,280)	(835,714)	(771,860)
(36,364)	Net Direct Expenditure/(Income)	(31,370)	(48,840)	(58,390)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
36,281	Support Services	38,120	38,152	39,260
(83)	Total Service Cost/(Surplus)	6,750	(10,688)	(19,130)
	Full Time Equivalent Staff	9.94		7.94

Major Items

Employee Related

Salaries & Wages	288,610	236,550
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Premises Related

Proportion of Depot Expenses	11,140	7,590
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Supplies and Services

Clothing and Uniform	310	240
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Computer Services Recharge	5,240	0
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Equip & Tools Repairs	520	7,000
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IT Renewals	190	60
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New, Replace Equip & Tools	1,560	5,000
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Spares for Vehicles	331,450	434,950
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Income

Recharged Labour	(345,810)	(319,760)
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Recharged Parts	(331,450)	(451,850)
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Support Services

Accountancy Services Recharge	6,580	6,170
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Business Services Support Recharg	0	1,510
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Customer Tech Support Recharge	0	2,460
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Human Resources Recharge	5,540	4,840
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Information Sys Support Recharge	0	1,520
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Paymaster Recharge	11,620	11,640
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WSD Recharges	9,160	8,080
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Major Variances 2010/11 v 2011/12

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Employee expenditure has reduced as a result of a change in the allocation of a salary cost. (see corresponding increase on fleet management page)

The vehicle spares budget has increased as a result of higher than anticipated levels of repair cost. This cost is recharged out to the associated cost centre.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
65,188	Employee Related Expenditure	55,910	55,702	53,040	Employee Related		
288,758	Premises Related Expenditure	295,380	261,052	264,830	Salaries	54,860	51,750
9,798	Transport Related Expenditure	7,530	8,743	4,070	Premises Related		
51,017	Supplies and Services	39,260	45,018	47,910	Electricity	38,000	40,000
0	Third Party Payments	0	0	0	Gas	25,500	26,000
0	Transfer Payments	0	0	0	General Rates	93,660	92,960
414,761	Total Direct Expenditure	398,080	370,515	369,850	Repairs & Maintenance	96,060	56,810
					Water	11,500	16,000
(640,174)	Income	(553,810)	(553,340)	(474,910)	Supplies and Services		
(225,413)	Net Direct Expenditure/(Income)	(155,730)	(182,825)	(105,060)	Copying Machines	8,800	10,940
					Equip & Tools Repairs	3,040	3,040
0	Special Works	0	0	0	Food Purchases	13,010	16,000
693,905	Capital Charges	204,830	204,886	162,240	Telecomms	3,530	3,350
108,471	Support Services	117,570	115,224	92,690	Income		
576,963	Total Service Cost/(Surplus)	166,670	137,285	149,870	Recharged to Other Services	(527,810)	(447,060)
					Vending Machine Sales	(15,770)	(19,270)
					Support Services		
	Full Time Equivalent Staff	2.30		2.18	Accountancy Services Recharge	2,660	2,470
					Engineers Recharge	2,740	2,830
					Legal Services Recharge	2,960	2,810
					Paymaster Recharge	3,980	4,000
					Property Services Recharge	23,770	0
					Valuation Services Recharge	8,500	8,080
					WSD Recharges	64,100	56,570

Major Variances 2010/11 v 2011/12

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 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
121,576	Employee Related Expenditure	123,460	122,380	124,670
23,030	Premises Related Expenditure	19,790	19,790	13,260
13,182	Transport Related Expenditure	8,630	9,704	6,620
11,348	Supplies and Services	28,830	31,449	11,180
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
169,136	Total Direct Expenditure	180,710	183,323	155,730
(182,296)	Income	(178,540)	(178,452)	(157,680)
(13,160)	Net Direct Expenditure/(Income)	2,170	4,871	(1,950)
0	Special Works	0	0	0
0	Capital Charges	0	0	0
9,280	Support Services	6,190	6,206	14,870
(3,880)	Total Service Cost/(Surplus)	8,360	11,077	12,920
	Full Time Equivalent Staff	4.25		4.25

Major Items

Employee Related

Salaries	122,140	122,190
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Premises Related

Proportion of Depot Expenses	19,790	13,260
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Transport Related

Driver Damage to Vehicles	580	580
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Fuel & Oil	4,180	1,750
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Officers Car Leasing	710	700
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Transport Pool Hire Charge	3,120	3,590
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Supplies and Services

Materials	13,000	1,420
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Radio Equip; R&M	6,520	6,520
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Telecomms	3,500	3,210
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Income

Recharged to Other Services	(178,410)	(157,030)
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Support Services

Accountancy Services Recharge	2,480	2,350
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Health & Safety Recharge	380	650
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Human Resources Recharge	0	2,300
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Paymaster Recharge	770	930
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WSD Recharges	1,530	1,350
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Major Variances 2010/11 v 2011/12

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

PARKS AND COUNTRYSIDE SERVICES

HEAD OF SERVICE - (ACTING) PHIL NEWCOMBE

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
4,337,807	4,594,110	Gross Expenditure	4,716,260	4,651,060	4,750,900	4,886,790
(2,364,013)	(2,449,900)	Gross Income	(2,238,550)	(2,236,600)	(2,246,130)	(2,255,340)
1,973,794	2,144,210	Net Expenditure	2,477,710	2,414,460	2,504,770	2,631,450
2,170,292	2,226,960	Employee Related Expenditure	2,148,580	2,225,850	2,317,030	2,423,320
604,156	808,970	Premises Related Expenditure	955,690	844,500	828,200	827,310
500,369	450,920	Transport Related Expenditure	572,450	581,040	592,640	604,500
560,090	630,490	Supplies and Services	518,380	524,640	534,200	543,910
13,980	13,980	Third Party Payments	13,280	13,270	13,260	13,250
0	0	Transfer Payments	0	0	0	0
3,848,887	4,131,320	Total Direct Expenditure	4,208,380	4,189,300	4,285,330	4,412,290
(2,364,013)	(2,449,900)	Income	(2,238,550)	(2,236,600)	(2,246,130)	(2,255,340)
1,484,874	1,681,420	Net Direct Expenditure/(Income)	1,969,830	1,952,700	2,039,200	2,156,950
80,308	0	Special Works	0	0	0	0
95,388	89,640	Capital Charges	91,400	91,400	91,400	91,400
313,224	373,150	Support Services	416,480	370,360	374,170	383,100
1,973,794	2,144,210	Total Service Cost/(Surplus)	2,477,710	2,414,460	2,504,770	2,631,450

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
133,805	111,880	Cemeteries and Closed Churchyards	161,390	238,620	135,900	142,780
(393,189)	(236,280)	Crematorium	(198,610)	(437,080)	(442,420)	(422,740)
2,233,178	2,268,610	Parks and Countryside	2,514,930	2,612,920	2,811,290	2,911,410
1,973,794	2,144,210	Total Net Expenditure/(Income)	2,477,710	2,414,460	2,504,770	2,631,450

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

Parks and Countryside Services

Financial Information Cemeteries and Closed Churchyards

Ledger Code A1400, A1410, A1420, A1421, A1430, A1431, A1432, A1440, A1441, A1442, A1443, A1444, A1445, A1446,

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
129,758	Employee Related Expenditure	117,490	115,551	109,970	Employee Related		
18,146	Premises Related Expenditure	16,270	30,933	47,180	Parks Salaries	112,530	107,810
30,597	Transport Related Expenditure	27,280	30,493	35,140	Premises Related		
11,230	Supplies and Services	26,350	24,368	22,770	General Rates	4,070	4,360
0	Third Party Payments	0	0	0	Removal of Refuse	2,860	3,180
0	Transfer Payments	0	0	0	Repairs & Maintenance	4,360	33,310
189,731	Total Direct Expenditure	187,390	201,345	215,060	Transport Related		
					Transport Pool Hire Charge	22,410	30,450
(71,490)	Income	(90,500)	(74,543)	(77,720)	Supplies and Services		
118,241	Net Direct Expenditure/(Income)	96,890	126,802	137,340	Materials	3,730	3,730
					Memorial Safety Inspection	9,180	6,580
0	Special Works	0	0	0	New, Replace Equip & Tools	3,270	2,240
3,496	Capital Charges	3,380	3,380	3,500	Security Services	5,260	5,610
12,068	Support Services	11,610	12,508	20,550	Income		
133,805	Total Service Cost/(Surplus)	111,880	142,690	161,390	Disposal of Cremated Remains	(3,900)	(4,020)
					Grant of Excl. Burial Rights	(39,660)	(32,000)
					Interment Fees	(34,180)	(28,600)
					Rents - Staff Lets	(6,230)	(6,420)
					Right to Erect Monument	(5,570)	(5,730)
					Support Services		
					Accountancy Services Recharge	1,280	1,160
					Human Resources Recharge	3,070	2,490
					Paymaster Recharge	2,550	2,330
					Property Services Recharge	0	9,480
	Full Time Equivalent Staff	4.60		4.60			

Major Variances 2010/11 v 2011/12

Reduction in employee costs arising from the appointment of a new Bereavement Services Manager.

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

Increase in Transport Pool Hire charges arising from the age of vehicles and equipment.

Guildford Borough Council Budget 2011/2012

Parks and Countryside Services

Financial Information Crematorium

Ledger Code A1500, A1501, A1502, A1503, B4111

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
166,492	Employee Related Expenditure	196,430	195,597	212,760	Employee Related		
146,716	Premises Related Expenditure	250,710	154,309	330,160	Parks Salaries	192,400	210,560
12,786	Transport Related Expenditure	17,440	17,386	26,100	Premises Related		
77,837	Supplies and Services	78,180	65,517	64,470	Repairs & Maintenance	157,820	230,960
0	Third Party Payments	0	0	0	Utilities	40,800	39,700
0	Transfer Payments	0	0	0	Transport Related		
403,831	Total Direct Expenditure	542,760	432,809	633,490	Transport Pool Hire Charge	10,000	18,670
(839,481)	Income	(862,360)	(840,816)	(932,770)	Supplies and Services		
(435,650)	Net Direct Expenditure/(Income)	(319,600)	(408,007)	(299,280)	Book of Remembrance & Inscription	5,510	4,530
0	Special Works	0	0	0	Computer	5,690	2,310
16,474	Capital Charges	15,630	15,638	16,470	Medical Referees Fees	32,690	30,000
25,987	Support Services	67,690	66,539	84,200	Printing Services Recharge	6,200	1,070
(393,189)	Total Service Cost/(Surplus)	(236,280)	(325,830)	(198,610)	Telecomms	6,370	4,480
					Income		
					Book Of Remembrance Inscriptions	(14,550)	(12,000)
					Cremation Fees	(709,610)	(792,000)
					Medical Referees Fees	(33,340)	(30,000)
					Memorial Vaults & Vase Blocks	(24,090)	(20,000)
					Rose Memorials	(40,800)	(42,020)
					Sales of Plaques & Tablets	(8,500)	(7,500)
					Support Services		
					Business Services Support Recharg	0	710
					Customer Tech Support Recharge	0	3,570
					Information Sys Support Recharge	0	700
					Property Services Recharge	45,490	56,800
	Full Time Equivalent Staff	6.40		6.40			

Major Variances 2010/11 v 2011/12

A review of overtime requirements arising from a zero based budget exercise has identified the need to include additional budget.

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

Cremation Fee income has been increased to reflect a 3% increase. An exercise is currently being undertaken to assess the scope for further increases to bring charges in line with other local crematoria.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
1,874,042	Employee Related Expenditure	1,913,040	1,813,802	1,825,850	Employee Related		
439,294	Premises Related Expenditure	541,990	411,126	578,350	Parks Salaries	1,758,000	1,697,590
456,986	Transport Related Expenditure	406,200	461,304	511,210	Temporary Staff	99,780	68,480
471,023	Supplies and Services	525,960	570,492	431,140	Premises Related		
13,980	Third Party Payments	13,980	13,980	13,280	Buildings Infrastructure	188,640	217,960
0	Transfer Payments	0	0	0	Utilities	76,350	87,090
3,255,325	Total Direct Expenditure	3,401,170	3,270,704	3,359,830	Transport Related		
					Car Leasing & Allowances	21,760	14,730
(1,453,042)	Income	(1,497,040)	(1,375,924)	(1,228,060)	Mowers & Machinery R&M	28,330	34,620
1,802,283	Net Direct Expenditure/(Income)	1,904,130	1,894,780	2,131,770	Transport Pool Hire Charge	258,600	360,630
					Supplies and Services		
80,308	Special Works	0	43,771	0	Clothing and Uniform	13,640	11,700
75,418	Capital Charges	70,630	70,670	71,430	Computer	16,990	5,420
275,169	Support Services	293,850	292,378	311,730	Marquee Hire	10,500	0
2,233,178	Total Service Cost/(Surplus)	2,268,610	2,301,599	2,514,930	Payment to Contractors	203,970	157,860
					Surrey Heathlands Grant	18,000	17,100
					Telecomms	17,170	8,870
					Tipping Fees	21,270	19,790
					Income		
					Corporate Hospitality	(41,300)	0
					Grounds Recharges (External)	(234,770)	(255,680)
					Guildford in Bloom	(54,730)	(39,540)
					Recharged to Other Services	(455,680)	(420,450)
					Rents	(136,520)	(107,060)
					Sports Fee Income	(180,170)	(124,640)
					Support Services		
					Business Services Support Recharg	0	4,390
					Customer Tech Support Recharge	0	16,380
					Information Sys Support Recharge	0	10,850

Major Variances 2010/11 v 2011/12

A number of operational posts have been deleted from the establishment between 2010/11 and 2011/12 as a result of the review of vacant posts.

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 estimated level of income expected due to the opening of the new Surrey University facility.

The estimate has been prepared on the basis that the Council will no longer have a direct involvement in the management and operation of the 'Guildford Cricket Festival'. A contribution has been included to facilitate management by Guildford Cricket Club.

The estimate for Contractor Payments has reduced, but has been matched by a corresponding reduction in income.

Following discussions with Housing an agreed reduction in works for OAP properties has been included, reflecting the decision to discontinue this service for new tenants.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

PLANNING SERVICES

HEAD OF SERVICE - CAROL HUMPHREY

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
3,967,108	4,002,860	Gross Expenditure	3,823,800	3,933,670	4,080,270	4,248,270
(1,276,689)	(1,294,760)	Gross Income	(1,257,830)	(1,259,850)	(1,262,230)	(1,264,710)
2,690,419	2,708,100	Net Expenditure	2,565,970	2,673,820	2,818,040	2,983,560
2,496,152	2,683,410	Employee Related Expenditure	2,609,410	2,705,330	2,818,230	2,949,850
29,390	39,180	Premises Related Expenditure	39,060	39,640	40,430	41,240
84,111	83,810	Transport Related Expenditure	84,510	85,790	87,520	89,280
818,187	713,010	Supplies and Services	388,000	393,820	401,740	409,780
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
3,427,840	3,519,410	Total Direct Expenditure	3,120,980	3,224,580	3,347,920	3,490,150
(1,276,689)	(1,294,760)	Income	(1,257,830)	(1,259,850)	(1,262,230)	(1,264,710)
2,151,151	2,224,650	Net Direct Expenditure/(Income)	1,863,150	1,964,730	2,085,690	2,225,440
0	0	Special Works	0	0	0	0
21,965	4,800	Capital Charges	4,800	4,800	4,800	4,800
517,303	478,650	Support Services	698,020	704,290	727,550	753,320
2,690,419	2,708,100	Total Service Cost/(Surplus)	2,565,970	2,673,820	2,818,040	2,983,560

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
250,233	163,170	Building Control	109,980	133,220	160,790	192,370
1,522,927	1,461,880	Development Control	1,452,800	1,506,210	1,585,590	1,677,080
250,172	379,470	Environmental Projects, Graphics and IT Unit	296,030	305,140	316,020	328,400
667,087	703,580	Policy	707,160	729,250	755,640	785,710
2,690,419	2,708,100	Total Net Expenditure/(Income)	2,565,970	2,673,820	2,818,040	2,983,560

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

Planning Services

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
567,230	Employee Related Expenditure	542,970	532,904	525,900
300	Premises Related Expenditure	0	0	0
27,036	Transport Related Expenditure	27,020	26,792	26,210
128,023	Supplies and Services	124,540	119,329	52,240
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
722,589	Total Direct Expenditure	694,530	679,025	604,350
 (552,334)	 Income	 (606,330)	 (578,602)	 (603,230)
170,255	Net Direct Expenditure/(Income)	88,200	100,423	1,120
 0	 Special Works	 0	 0	 0
0	Capital Charges	0	0	0
79,978	Support Services	74,970	75,026	108,860
250,233	Total Service Cost/(Surplus)	163,170	175,449	109,980
	 Full Time Equivalent Staff	 13.31		 12.28

Major Items

Employee Related

Salaries	522,840	503,490
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Transport Related

Car Allowances	26,420	25,480
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Officers Car Leasing	580	710
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Supplies and Services

Computer Services Recharge	33,040	0
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Computer Software Licence	10,650	8,870
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Consultants Fees	40,060	15,060
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IT Renewals	1,510	90
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Postage and Telephones	10,440	8,550
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Scanning	6,140	5,320
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Income

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

Business Services Support Recharg	0	10,990
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Customer Tech Support Recharge	0	17,430
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Human Resources Recharge	8,790	6,670
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Information Sys Support Recharge	0	12,520
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Office Services Recharge	15,750	13,490
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Public Offices Recharge	32,420	28,210
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Major Variances 2010/11 v 2011/12

A review of salary allocations to the service has resulted in a modest reduction in costs shown on this page.

The budget for consultants has been reduced by £25,000 to reflect identified savings from the Service Challenge.

Significant changes have been made to the presentation of the planning service accounts, which mean that this page shouldn't be reviewed in isolation, but in conjunction with the Environment Projects, Development Control and Policy pages.

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
1,319,392	Employee Related Expenditure	1,391,800	1,359,040	1,421,880
1,023	Premises Related Expenditure	900	900	440
46,074	Transport Related Expenditure	44,800	45,910	46,440
512,132	Supplies and Services	398,200	384,874	197,560
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,878,621	Total Direct Expenditure	1,835,700	1,790,724	1,666,320
(718,779)	Income	(688,430)	(690,822)	(654,600)
1,159,842	Net Direct Expenditure/(Income)	1,147,270	1,099,902	1,011,720
0	Special Works	0	0	0
0	Capital Charges	0	0	0
363,085	Support Services	314,610	316,475	441,080
1,522,927	Total Service Cost/(Surplus)	1,461,880	1,416,377	1,452,800
	Full Time Equivalent Staff	38.69		38.45

Major Variances 2010/11 v 2011/12

The increase in employee related expenditure reflects a review of salary allocations which has resulted in a major switch from the Graphics and IT Unit of £100,000 to Development Control - Non Fee; Conservation; Policy and LDF.

The Computer Services Recharge and GIS & Nlpg Recharge have been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Planning Delivery Grant has been included under Government Grants and ceases from 2011/12.

Major Items

Employee Related

Salaries	1,355,580	1,381,300
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Transport Related

Officers Car Leasing	13,210	16,930
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Supplies and Services

Advertising	35,000	34,820
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Computer Services Recharge	132,140	0
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Computer Software Licence	20,630	14,450
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Consultants Fees	22,450	14,930
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Gis & Nlpg Recharge	14,000	0
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IT Renewals	4,530	810
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Legal Expenses	6,230	6,230
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Planning Appeals Expenses	83,290	83,290
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Postage	11,390	8,980
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Scanning	15,000	11,470
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Telecomms	15,090	3,660
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Income

Government Grants	(44,090)	0
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Planning fees	(600,000)	(600,000)
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Section 106 income	(36,920)	(20,000)
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Support Services

Business Services Support Recharg	0	37,270
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Customer Tech Support Recharge	0	57,710
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Health & Safety Recharge	3,790	6,040
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Human Resources Recharge	26,350	21,480
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Information Sys Support Recharge	0	50,320
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Legal Services Recharge	135,510	127,350
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Office Services Recharge	42,490	42,960
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Performance Mngt. Recharge	6,740	6,850
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Public Offices Recharge	76,990	66,020
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Guildford Borough Council Budget 2011/2012

Planning Services

Financial Information Environmental Projects, Graphics and IT Unit

Ledger Code D5850, D5600

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
158,612	Employee Related Expenditure	288,460	278,683	184,980
28,067	Premises Related Expenditure	38,280	38,288	38,620
1,896	Transport Related Expenditure	2,100	3,007	1,850
20,949	Supplies and Services	26,190	23,832	13,010
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
209,524	Total Direct Expenditure	355,030	343,810	238,460
(4,135)	Income	0	(3,546)	0
205,389	Net Direct Expenditure/(Income)	355,030	340,264	238,460
0	Special Works	0	0	0
21,965	Capital Charges	4,800	4,800	4,800
22,818	Support Services	19,640	19,717	52,770
250,172	Total Service Cost/(Surplus)	379,470	364,781	296,030
	Full Time Equivalent Staff	7.67		0.00

Major Items

Employee Related

Salaries	285,050	181,320
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Transport Related

Car Allowances	2,070	1,820
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Supplies and Services

Computer Services Recharge	10,470	0
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Consultants Fees	1,560	1,560
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IT Renewals	340	240
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Postage and Telephones	2,280	450
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Scanning	150	150
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Support Services

Business Services Support Recharg	0	5,720
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Customer Tech Support Recharge	0	9,070
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Engineers Recharge	0	11,690
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Human Resources Recharge	2,530	2,500
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Information Sys Support Recharge	0	6,710
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Office Services Recharge	4,640	5,060
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Public Offices Recharge	9,970	8,640
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Major Variances 2010/11 v 2011/12

The decrease in employee related expenditure reflects a review of salary allocations which has resulted in a major switch from the Graphics and IT Unit of £100,000 to Development Control - Non Fee; Conservation; Policy and LDF.

The increase in the level of Support Services recharge to the service recognises the time spent by other services to the Environmental Projects and Graphics and IT Unit teams.

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
450,918	Employee Related Expenditure	460,180	436,784	476,650
0	Premises Related Expenditure	0	0	0
9,105	Transport Related Expenditure	9,890	9,767	10,010
157,083	Supplies and Services	164,080	155,934	125,190
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
617,106	Total Direct Expenditure	634,150	602,485	611,850
(1,441)	Income	0	(88)	0
615,665	Net Direct Expenditure/(Income)	634,150	602,397	611,850
0	Special Works	0	0	0
0	Capital Charges	0	0	0
51,422	Support Services	69,430	62,415	95,310
667,087	Total Service Cost/(Surplus)	703,580	664,812	707,160
	Full Time Equivalent Staff	11.59		11.35

Major Variances 2010/11 v 2011/12

The increase in employee related expenditure reflects a review of salary allocations which has resulted in a major switch from the Graphics and IT Unit of £100,000 to Development Control - Non Fee; Conservation; Policy and LDF.

The Computer Services Recharge has been incorporated in the Business Service/Customer Technical/Information System Support Recharges.

Major Items

Employee Related

Salaries	449,170	463,700
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Transport Related

Car Allowances	1,350	1,690
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Officers Car Leasing	8,290	8,070
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Supplies and Services

Computer Services Recharge	21,810	0
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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	1,270	1,070
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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	7,900	1,370
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Support Services

Accountancy Services Recharge	3,330	3,140
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Business Services Support Recharg	0	8,240
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Customer Tech Support Recharge	0	13,560
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Human Resources Recharge	7,400	6,810
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Information Sys Support Recharge	0	11,360
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Legal Services Recharge	4,430	4,210
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Office Services Recharge	13,160	13,750
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Public Offices Recharge	21,140	16,750
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Transport & Projects Recharge	1,240	8,140
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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

REVENUES AND PAYMENTS

HEAD OF SERVICE - STEVE WHITE

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Service Unit Subjective Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
41,210,988	40,692,270	Gross Expenditure	38,858,050	39,487,350	40,321,380	41,185,330
(39,505,916)	(39,541,970)	Gross Income	(38,347,360)	(38,960,020)	(39,777,290)	(40,613,040)
1,705,072	1,150,300	Net Expenditure	510,690	527,330	544,090	572,290
1,800,655	1,796,590	Employee Related Expenditure	1,796,220	1,861,710	1,938,850	2,028,910
2,817	1,740	Premises Related Expenditure	670	680	700	720
23,085	23,650	Transport Related Expenditure	22,530	22,870	23,310	23,770
3,158,159	3,142,730	Supplies and Services	1,277,870	1,298,910	1,323,610	1,349,960
0	0	Third Party Payments	0	0	0	0
35,691,549	35,257,000	Transfer Payments	35,257,000	35,785,850	36,501,570	37,231,610
40,676,265	40,221,710	Total Direct Expenditure	38,354,290	38,970,020	39,788,040	40,634,970
(39,505,916)	(39,541,970)	Income	(38,347,360)	(38,960,020)	(39,777,290)	(40,613,040)
1,170,349	679,740	Net Direct Expenditure/(Income)	6,930	10,000	10,750	21,930
0	0	Special Works	0	0	0	0
0	0	Capital Charges	0	0	0	0
534,723	470,560	Support Services	503,760	517,330	533,340	550,360
1,705,072	1,150,300	Total Service Cost/(Surplus)	510,690	527,330	544,090	572,290

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
1,206,157	841,730	Concessionary Bus Fares	0	0	0	0
27,882	(102,090)	Housing Benefits	146,750	166,160	187,110	213,710
4,559	0	Housing Purchase Advances	0	0	0	0
41,013	(42,010)	Insurance Revenue Account	(28,100)	(44,370)	(61,660)	(79,950)
506,615	475,560	Local Taxation	335,130	341,600	349,720	361,150
(81,154)	(22,890)	Paymaster	56,910	63,940	68,920	77,380
1,705,072	1,150,300	Total Net Expenditure/(Income)	510,690	527,330	544,090	572,290

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
20,408	Employee Related Expenditure	17,490	17,916	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	17,080	0
0	Transport Related Expenditure	0	4	0	Supplies and Services		
1,543,210	Supplies and Services	1,691,330	1,544,888	0	Bus Permit Cards	15,000	0
0	Third Party Payments	0	0	0	Concessionary Bus Fares	1,656,200	0
0	Transfer Payments	0	0	0	Consultants Fees	6,000	0
1,563,618	Total Direct Expenditure	1,708,820	1,562,808	0	Income		
(360,261)	Income	(870,120)	(867,362)	0	Government Grant	(870,000)	0
1,203,357	Net Direct Expenditure/(Income)	838,700	695,446	0			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
2,800	Support Services	3,030	3,054	0			
1,206,157	Total Service Cost/(Surplus)	841,730	698,500	0			
	Full Time Equivalent Staff	0.48		0.00			

Major Variances 2010/11 v 2011/12

It has been assumed that the management of this service will transfer to Surrey County Council. This decision is likely to have an impact on the level of Revenue Support Grant the authority will receive in the grant settlement.

Guildford Borough Council Budget 2011/2012

Revenues and Payments

Financial Information Housing Benefits

Ledger Code C4511, C4512, C4513, C4514, C4515, C4516, C4517, C4541, C4551, C4561

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
753,112	Employee Related Expenditure	766,260	738,021	805,160
467	Premises Related Expenditure	420	420	280
12,168	Transport Related Expenditure	13,000	12,240	11,840
315,290	Supplies and Services	213,780	246,527	204,860
0	Third Party Payments	0	0	0
35,691,549	Transfer Payments	35,257,000	35,241,343	35,257,000
36,772,586	Total Direct Expenditure	36,250,460	36,238,551	36,279,140
 (36,895,692)	Income	 (36,496,760)	 (36,486,966)	 (36,315,010)
(123,106)	Net Direct Expenditure/(Income)	(246,300)	(248,415)	(35,870)
 0	Special Works	 0	 0	 0
0	Capital Charges	0	0	0
150,988	Support Services	144,210	144,266	182,620
27,882	Total Service Cost/(Surplus)	(102,090)	(104,149)	146,750
	Full Time Equivalent Staff	19.45		21.73

Major Variances 2010/11 v 2011/12

The estimate assumes a 5% fall in the amount of Housing Benefit Admin Grant received from DWP.

Additional Government grant support to acknowledge the workload placed on Local Authorities as a result of the higher claimant count was recognised in full during 2010/11. The agreed project plan utilises the grant over a period of two financial years, with the planned expenditure for 2011/12 shown in full, to be matched by the funding held in reserve below the net expenditure line.

Major Items	2010/11 Estimate £	2011/12 Estimate £
Employee Related		
Salaries	750,320	788,060
Transport Related		
Car Leasing & Allowances	12,750	11,640
Supplies and Services		
Audit Fee	36,910	36,910
Computer Services Recharge	34,280	0
Computer Software Licence	35,780	38,600
IT Renewals	2,200	2,570
Postage	21,920	22,260
Printing & Stationery	35,300	26,670
Transfer Payments		
Council Tax Benefit	6,062,000	6,062,000
Non HRA Rent Rebates	50,000	50,000
Rent Allowances	16,500,000	16,500,000
Rent Rebates	12,645,000	12,645,000
Income		
Council Tax Benefit Grant	(6,107,000)	(6,107,000)
Housing Benefit Admin Grant	(987,720)	(796,360)
Overpayment Recovery	(35,000)	(35,000)
Rent Allowances Grant	16,535,000	16,535,000
Rent Rebate Grant	12,482,000	12,482,000
Subsidy Limitation Transfer	(313,000)	(313,000)
Support Services		
Accountancy Services Recharge	13,320	12,430
Customer Tech Support Recharge	0	19,880
Debtors Section Recharge	22,430	20,320
HR Services Recharge	11,910	11,750
Information Sys Support Recharge	0	8,500
Legal Services Recharge	22,210	21,310
Office Services Recharge	22,210	23,370
Public Offices Recharge	37,680	32,700

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
4,559	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
4,559	Total Direct Expenditure	0	0	0			
0	Income	0	0	0			
4,559	Net Direct Expenditure/(Income)	0	0	0			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
4,559	Total Service Cost/(Surplus)	0	0	0			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

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

Guildford Borough Council Budget 2011/2012

Revenues and Payments

Financial Information Insurance Revenue Account

Ledger Code F8531

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £		2010/11 Estimate £	2011/12 Estimate £
					Major Items		
0	Employee Related Expenditure	0	0	0	Supplies and Services		
790	Premises Related Expenditure	0	0	0	Consultants Fees	7,000	6,000
0	Transport Related Expenditure	0	0	0	Insurance Claims Paid	95,000	80,000
751,299	Supplies and Services	793,510	816,974	763,300	Insurance Premiums Paid	681,310	667,200
0	Third Party Payments	0	0	0	Risk Management Initiatives	10,000	10,000
0	Transfer Payments	0	0	0	Income		
752,089	Total Direct Expenditure	793,510	816,974	763,300	Insurance Reimbursed	(27,000)	(25,000)
 (794,291)	 Income	 (892,660)	 (896,552)	 (793,470)			
(42,202)	Net Direct Expenditure/(Income)	(99,150)	(79,578)	(30,170)			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
83,215	Support Services	57,140	57,726	2,070			
41,013	Total Service Cost/(Surplus)	(42,010)	(21,852)	(28,100)			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

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

Guildford Borough Council Budget 2011/2012

Revenues and Payments

Financial Information Local Taxation

Ledger Code F6131, F6133, F6141, F6151, F7523

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
545,755	Employee Related Expenditure	556,670	565,791	531,030	Employee Related		
1,560	Premises Related Expenditure	1,320	1,320	390	Insurance - Emps Liab, All Risk	4,370	4,310
7,979	Transport Related Expenditure	7,560	8,256	7,860	Salaries	543,650	518,510
415,173	Supplies and Services	326,780	320,759	232,730	Training	2,520	1,680
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Programming	2,000	2,000
970,467	Total Direct Expenditure	892,330	896,126	772,010	Computer Services Recharge	48,740	0
					Computer Software Licence	40,110	34,290
(663,738)	Income	(595,000)	(603,278)	(637,000)	Debt Collection Services	22,770	21,270
306,729	Net Direct Expenditure/(Income)	297,330	292,848	135,010	Discretionary NNDR Relief	101,760	100,960
					Giro Fees	70	70
0	Special Works	0	0	0	IT Renewals	1,920	2,180
0	Capital Charges	0	0	0	Postage	27,670	27,610
199,886	Support Services	178,230	178,294	200,120	Printing Paying in Books	20,430	15,430
506,615	Total Service Cost/(Surplus)	475,560	471,142	335,130	Printing Services Recharge	40,650	12,260
					Telecomms	6,350	2,500
					Tracing Services	5,350	3,660
					Income		
					Expenses Recovered	(330,000)	(385,000)
					UBR Admin Grant	(265,000)	(252,000)
					Support Services		
					Audit Services Recharge	3,720	4,780
					Business Services Support Recharg	0	18,780
					Customer Tech Support Recharge	0	27,280
					HR Services Recharge	10,050	8,280
					Information Sys Support Recharge	0	12,100
					Office Services Recharge	20,330	16,740
					Paymaster Recharge	104,140	73,840
					Public Offices Recharge	31,650	27,490

Major Variances 2010/11 v 2011/12

The estimate includes £50,000 additional income resulting from a review of court costs for Council Tax and National Non-Domestic Rates. The schedule of increases was agreed by the Magistrates Court in 2009, but was deferred.

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

Guildford Borough Council Budget 2011/2012

Revenues and Payments

Financial Information Paymaster

Ledger Code G3593, G3594, G3595, G3596, G3597, G3598, G3599

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
481,380	Employee Related Expenditure	456,170	448,439	460,030
0	Premises Related Expenditure	0	0	0
2,938	Transport Related Expenditure	3,090	2,995	2,830
128,628	Supplies and Services	117,330	115,837	76,980
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
612,946	Total Direct Expenditure	576,590	567,271	539,840
 (791,934)	 Income	 (687,430)	 (688,022)	 (601,880)
(178,988)	Net Direct Expenditure/(Income)	(110,840)	(120,751)	(62,040)
 0	 Special Works	 0	 0	 0
0	Capital Charges	0	0	0
97,834	Support Services	87,950	88,030	118,950
(81,154)	Total Service Cost/(Surplus)	(22,890)	(32,721)	56,910
	Full Time Equivalent Staff	13.32		12.95

Major Items

Employee Related

Insurance - Emps Liab, All Risk	4,090	3,670
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Salaries	445,450	450,850
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Transport Related

Officers Car Leasing	2,880	2,720
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Supplies and Services

Cash Machines Software Mtce	7,350	12,230
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Computer Software Licence	20,720	26,820
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IT Renewals	13,770	10,350
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Postages	4,720	3,640
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Printing & Stationery	2,470	1,460
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Printing Services Recharge	8,810	4,830
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Major Variances 2010/11 v 2011/12

Changes have been made to the service within the allocations of individual salaries.

Support service recharges have increased as they now incorporate the computer services recharge therefore the supplies & services have been reduced.

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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

HEAD OF SERVICE - PHIL O'DWYER

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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Guildford Borough Council - Budget 2011/2012

Housing Portfolio (Housing Revenue Account)

HRA Subjective Summary

2009/10	2010/11		2011/12	2012/13	2013/14	2014/15
Actual	Estimate		Estimate	Estimate *	Estimate *	Estimate *
£	£		£	£	£	£
42,235,801	38,606,980	Gross Expenditure	39,088,820	41,694,160	42,797,220	43,570,170
(30,902,432)	(31,699,700)	Gross Income	(32,860,680)	(33,782,620)	(34,579,510)	(35,396,490)
11,333,369	6,907,280	Net Cost of services	6,228,140	7,911,540	8,217,710	8,173,680
2,799,950	3,206,110	Employee Related Expenditure	2,769,620	2,866,900	2,982,010	3,115,560
4,491,852	5,107,400	Premises Related Expenditure	5,105,770	5,182,260	5,285,960	5,391,710
108,149	109,660	Transport Related Expenditure	95,950	97,370	99,270	101,240
853,634	942,010	Supplies and Services	740,520	751,570	766,480	781,710
14,245,406	14,845,020	Transfer Payments	16,828,470	19,234,550	20,062,500	20,522,500
0	0	Transfer to Capital	0	0	0	0
(283,588)	(299,700)	Transfer to General Fund	(294,900)	(305,220)	(305,490)	(292,140)
22,215,403	23,910,500	Total Direct Expenditure	25,245,430	27,827,430	28,890,730	29,620,580
1,137,636	1,125,050	Support Services	1,228,550	1,251,890	1,291,650	1,334,750
18,882,762	13,571,430	Capital Financing costs	12,614,840	12,614,840	12,614,840	12,614,840
42,235,801	38,606,980	Total Expenditure	39,088,820	41,694,160	42,797,220	43,570,170
(30,902,432)	(31,699,700)	Income	(32,860,680)	(33,782,620)	(34,579,510)	(35,396,490)
0	0	Service Changes	0	0	0	0
11,333,369	6,907,280	Net cost of Services(Income & Expenditure a/c)	6,228,140	7,911,540	8,217,710	8,173,680
251,932	254,930	HRA share of CDC	237,870	265,130	275,730	286,760
11,585,301	7,162,210	Net Cost of HRA services	6,466,010	8,176,670	8,493,440	8,460,440
(59,038)	(107,470)	Investment Income	(113,810)	(273,410)	(355,060)	(322,060)
16,481	29,950	Interest Payable	31,720	29,950	29,950	29,950
11,542,744	7,084,690	Deficit for Year on HRA Services	6,383,920	7,933,210	8,168,330	8,168,330
35,116	35,120	Amortised Premiums & Discounts	(4,530)	35,120	0	0
44,000	75,000	RCCO	75,000	75,000	75,000	75,000
2,957,393	2,348,520	Contrib to/(Use of) RFFC	2,027,440	1,500,000	1,300,000	1,300,000
10,800	0	Government Grants Deferred re Depreciation	0	0	0	0
333,106	0	Tfr (fr) to Pensions Reserve	0	0	0	0
(6,232,738)	0	Tfr (from)/to CFR re Impairment charge	0	0	0	0
(44,000)	0	Tfr (from)/to CFR re Deferred charge	0	0	0	0
0	0	Tfr (from)/to Other Reserves	0	0	0	0
(8,646,420)	(9,543,330)	Transfer (from)/to MRR	(8,481,830)	(9,543,330)	(9,543,330)	(9,543,330)
1	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)
(1,899,999)	(1,900,000)	Balance Carried Forward	(1,900,000)	(1,900,000)	(1,900,000)	(1,900,000)

* The Government has undertaken a fundamental review of Housing Finance and the current subsidy mechanism. Fundamental changes to the housing finance system are outlined in the Localism Bill, with a system of self financing due to replace the existing subsidy system. The structure and presentation of the HRA will therefore change 2012/13 onwards. As a final debt settlement figure is yet to be released by DCLG, future year estimates reflect a continuation of the existing subsidy system.

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
275,278	295,270	Advice, Registers and Tenant Selection	273,790	282,250	304,230	343,110
165,133	151,250	Elderly Persons Dwellings	163,380	165,900	169,280	172,730
478,772	517,910	Environmental Works to Estates	499,230	507,230	517,890	528,880
478,269	401,580	Flats Communal Services	395,180	404,560	416,210	428,970
88,867	79,670	Garage Management	85,340	87,550	90,280	93,290
12,506	14,050	Homelessness Hostels Management	9,570	9,830	10,150	10,500
552,059	557,310	Income Collection	549,770	567,270	588,100	611,790
33,201,557	28,739,780	Other Items of Expenditure	29,695,980	32,105,980	32,939,170	33,404,540
4,042,186	4,760,040	Responsive and Planned Maintenance	4,728,610	4,813,360	4,923,550	5,039,200
158,337	115,240	Sale of Council House and Equity Share Property	111,270	109,930	113,920	118,570
1,041,524	1,054,070	Sheltered Housing	908,610	930,820	958,200	988,400
261,719	299,380	Strategic Support	301,880	310,190	320,120	331,110
439,439	470,220	Supported Housing Management	202,580	208,480	215,540	223,520
135,709	139,010	Tenant Participation	138,950	142,950	147,770	153,210
731,786	813,040	Tenants' Services	839,090	856,410	884,400	916,040
172,659	199,160	Void Property Management and Lettings	185,590	191,450	198,410	206,310
42,235,801	38,606,980	Total Gross Expenditure	39,088,820	41,694,160	42,797,220	43,570,170

Service Unit Summary

2009/10 Actual £	2010/11 Estimate £		2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
42,235,801	38,606,980	Total Gross Expenditure C/F from previous page	39,088,820	41,694,160	42,797,220	43,570,170
(30,902,432)	(31,699,700)	Income	(32,860,680)	(33,782,620)	(34,579,510)	(35,396,490)
11,333,369	6,907,280	Net Cost of services (per income & expenditure a/c)	6,228,140	7,911,540	8,217,710	8,173,680
251,932	254,930	HRA share of Corporate & Democratic Core	237,870	265,130	275,730	286,760
11,585,301	7,162,210	Net Cost of HRA services	6,466,010	8,176,670	8,493,440	8,460,440
(59,038)	(107,470)	Investment Income	(113,810)	(273,410)	(355,060)	(322,060)
16,481	29,950	Interest Payable	31,720	29,950	29,950	29,950
11,542,744	7,084,690	Deficit for Year on HRA Services	6,383,920	7,933,210	8,168,330	8,168,330
35,116	35,120	Amortised Premiums & Discounts	(4,530)	35,120	0	0
44,000	75,000	RCCO	75,000	75,000	75,000	75,000
2,957,393	2,348,520	Contrib. to/ (Use of) Reserve for Future Capital Programme	2,027,440	1,500,000	1,300,000	1,300,000
10,800	0	Government Grants deferred re depreciation	0	0	0	0
333,106	0	Transfer (from) to Pensions Reserve	0	0	0	0
(6,232,738)	0	Transfer (from) to CFR re Impairment charge	0	0	0	0
(44,000)	0	Transfer (from) to CFR re Deferred charge	0	0	0	0
0	0	Transfer (from) to Other Reserves	0	0	0	0
(8,646,420)	(9,543,330)	Transfer (from) to Major Repairs Reserve	(8,481,830)	(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 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
434,711	Employee Related Expenditure	447,920	410,185	436,040
0	Premises Related Expenditure	0	0	0
6,710	Transport Related Expenditure	7,340	6,689	5,690
63,488	Supplies and Services	79,950	72,974	51,000
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
504,909	Total Direct Expenditure	535,210	489,848	492,730
(286,715)	Income	(299,700)	(199,720)	(294,900)
218,194	Net Direct Expenditure/(Income)	235,510	290,128	197,830
0	Special Works	0	0	0
0	Capital Charges	0	0	0
53,958	Support Services	59,760	59,792	75,960
272,152	Total Service Cost/(Surplus)	295,270	349,920	273,790
	Full Time Equivalent Staff	12.45		12.54

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Major Items

Employee Related

Insurance - Emps Liab, All Risk	3,580	3,660
Salaries	438,460	419,150
Training	0	7,800

Transport Related

Car Leasing & Allowances	6,340	4,770
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Supplies and Services

Computer Services Recharge	13,210	0
Computer Software Licence	6,490	6,490
Consultants Fees	2,000	0
IT Renewals	4,870	1,760
Medical Referees Fees	6,900	4,080
Printing Services Recharge	28,180	6,320
Telecomms	5,660	2,430

Income

Recharged to Other Services	(299,700)	(294,900)
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Support Services

Business Services Support Recharg	0	4,700
Customer Tech Support Recharge	0	7,980
Health & Safety Recharge	2,210	1,980
HR Services Recharge	8,360	7,030
Information Sys Support Recharge	0	5,510
Legal Services Recharge	3,880	3,690
Office Services Recharge	13,280	14,220
Paymaster Recharge	2,480	3,150
Performance Mngt. Recharge	2,040	2,240
Public Offices Recharge	25,960	22,500

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
85,977	Premises Related Expenditure	69,370	55,378	82,100	Gas	48,200	70,500
0	Transport Related Expenditure	0	0	0	Snow/Ice Clearance	17,870	9,610
73,738	Supplies and Services	76,200	67,537	75,730	Supplies and Services		
0	Third Party Payments	0	0	0	Emergency Communication System	76,200	75,730
0	Transfer Payments	0	0	0	Support Services		
159,715	Total Direct Expenditure	145,570	122,915	157,830	Energy Management Recharge	4,670	5,330
0	Income	0	0	0			
159,715	Net Direct Expenditure/(Income)	145,570	122,915	157,830			
0	Special Works	0	0	0			
0	Capital Charges	0	0	0			
5,420	Support Services	5,680	5,680	5,550			
165,135	Total Service Cost/(Surplus)	151,250	128,595	163,380			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
17,664	Employee Related Expenditure	18,650	18,613	18,910	Employee Related		
371,220	Premises Related Expenditure	401,020	357,328	380,190	Salaries	18,410	18,640
1,954	Transport Related Expenditure	2,700	2,364	2,090	Premises Related		
84,565	Supplies and Services	84,410	79,051	86,850	Grounds Maintenance	196,640	202,510
0	Third Party Payments	0	0	0	Offsite Sewer Works	9,650	9,650
0	Transfer Payments	0	0	0	Roads & Footpath Maintenance	2,000	2,000
475,403	Total Direct Expenditure	506,780	457,356	488,040	Tree Maintenance	47,400	47,400
					Works to Gardens	140,290	110,290
(259)	Income	0	(599)	0	Transport Related		
475,144	Net Direct Expenditure/(Income)	506,780	456,757	488,040	Officers Car Leasing	2,020	1,920
					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	55,670
3,370	Support Services	11,130	11,138	11,190	Support Services		
478,514	Total Service Cost/(Surplus)	517,910	467,895	499,230	Business Services Support Recharg	0	350
					Legal Services Recharge	8,040	7,650
					Paymaster Recharge	1,480	1,440
	Full Time Equivalent Staff	0.50		0.50			

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
98,350	Employee Related Expenditure	85,240	89,281	112,060	Employee Related		
201,541	Premises Related Expenditure	168,340	335,590	156,580	Salaries	82,780	109,840
1,644	Transport Related Expenditure	2,100	1,705	1,630	Premises Related		
32,813	Supplies and Services	31,050	19,416	28,090	Contract Cleaning	57,200	55,300
0	Third Party Payments	0	0	0	Electricity	60,020	57,250
0	Transfer Payments	0	0	0	Gas	17,650	15,000
334,348	Total Direct Expenditure	286,730	445,992	298,360	Grounds Maintenance	3,660	3,760
					Insurance	12,530	9,800
(88,542)	Income	0	(147,679)	0	R&M- General	4,500	3,500
245,806	Net Direct Expenditure/(Income)	286,730	298,313	298,360	Water	5,020	4,210
					Window Cleaning	6,790	6,770
0	Special Works	0	0	0	Transport Related		
0	Capital Charges	0	0	0	Car Leasing & Allowances	2,100	1,630
143,934	Support Services	114,850	116,610	96,820	Supplies and Services		
389,740	Total Service Cost/(Surplus)	401,580	414,923	395,180	IT Renewals	80	0
					Management Fee	3,610	3,250
					Security Services	9,470	9,470
					Sinking Fund Contributions	13,200	10,530
					Telecomms	3,240	3,140
					Support Services		
					Accountancy Services Recharge	46,540	35,340
					Business Services Support Recharg	0	350
					Debtors Section Recharge	36,520	33,190
					Energy Management Recharge	15,300	14,850
					Human Resources Recharge	3,790	2,140
					Paymaster Recharge	9,460	8,310
	Full Time Equivalent Staff	3.18		3.96			

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
41,251	Employee Related Expenditure	34,880	41,954	37,770
22,298	Premises Related Expenditure	21,530	21,034	22,240
485	Transport Related Expenditure	70	65	490
17,823	Supplies and Services	16,450	17,120	15,130
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
81,857	Total Direct Expenditure	72,930	80,173	75,630
(34)	Income	0	0	0
81,823	Net Direct Expenditure/(Income)	72,930	80,173	75,630
0	Special Works	0	0	0
0	Capital Charges	0	0	0
7,010	Support Services	6,740	6,756	9,710
88,833	Total Service Cost/(Surplus)	79,670	86,929	85,340
	Full Time Equivalent Staff	1.14		1.22

Major Items

Employee Related

Salaries	34,200	37,070
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Premises Related

Grounds Maintenance	20,620	21,240
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Supplies and Services

Computer Services Recharge	2,620	0
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Street Cleansing Contractor	11,450	12,210
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Support Services

Audit Services Recharge	690	720
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Business Services Support Recharg	0	1,160
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Customer Tech Support Recharge	0	1,200
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HR Services Recharge	840	650
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Information Sys Support Recharge	0	820
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Office Services Recharge	1,430	1,310
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Public Offices Recharge	2,080	1,790
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Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
5,992	Employee Related Expenditure	8,100	7,271	3,150
(76)	Premises Related Expenditure	0	(49)	0
384	Transport Related Expenditure	460	449	380
1,057	Supplies and Services	1,020	549	670
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
7,357	Total Direct Expenditure	9,580	8,220	4,200
(46,473)	Income	0	(116,674)	0
(39,116)	Net Direct Expenditure/(Income)	9,580	(108,454)	4,200
0	Special Works	0	0	0
0	Capital Charges	0	0	0
5,150	Support Services	4,470	4,470	5,370
(33,966)	Total Service Cost/(Surplus)	14,050	(103,984)	9,570
	Full Time Equivalent Staff	0.24		0.09

Major Items

Employee Related

Salaries	7,980	3,110
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Premises Related

Insurance	0	0
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Transport Related

Car Allowances	460	380
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Supplies and Services

IT Renewals	20	20
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Support Services

Accountancy Services Recharge	770	740
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Business Services Support Recharg	0	540
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Customer Tech Support Recharge	0	2,080
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Information Sys Support Recharge	0	920
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Legal Services Recharge	180	0
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Office Services Recharge	460	0
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Paymaster Recharge	1,140	430
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Public Offices Recharge	550	520
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Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
338,285	Employee Related Expenditure	354,570	352,068	360,600			
64	Premises Related Expenditure	0	0	0	Employee Related		
10,509	Transport Related Expenditure	10,320	10,889	10,270	Salaries	348,690	353,090
90,684	Supplies and Services	87,950	81,826	58,460	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing & Allowances	10,320	10,270
0	Transfer Payments	0	0	0	Supplies and Services		
439,542	Total Direct Expenditure	452,840	444,783	429,330	Agency Services	1,600	1,600
					Computer Services Recharge	23,810	0
(273)	Income	0	0	0	Computer Software Licence	4,540	4,540
439,269	Net Direct Expenditure/(Income)	452,840	444,783	429,330	Giro Fees	16,570	16,570
					IT Renewals	780	610
0	Special Works	0	0	0	Legal Expenses	8,660	8,660
0	Capital Charges	0	0	0	Postage	8,770	8,880
112,518	Support Services	104,470	104,550	120,440	Printing & Stationery	11,740	10,420
551,787	Total Service Cost/(Surplus)	557,310	549,333	549,770	Telecomms	4,330	1,390
					Support Services		
	Full Time Equivalent Staff	9.73		9.94	Audit Services Recharge	1,820	3,830
					Business Services Support Recharg	0	9,380
					Customer Tech Support Recharge	0	11,870
					HR Services Recharge	6,020	5,130
					Information Sys Support Recharge	0	6,290
					Legal Services Recharge	42,030	40,320
					Office Services Recharge	9,220	10,380
					Paymaster Recharge	25,240	14,000
					Public Offices Recharge	16,210	14,110

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
0	Employee Related Expenditure	220,290	199,068	178,030	Employee Related		
0	Premises Related Expenditure	23,080	30,776	0	Backfunding of Superannuation	185,370	185,370
0	Transport Related Expenditure	0	0	0	Pension Payments for Added Years	58,470	57,030
60,000	Supplies and Services	65,000	43,316	65,000	Vacancies Credit	(69,470)	(69,470)
0	Third Party Payments	0	0	0	Supplies and Services		
14,245,406	Transfer Payments	14,845,020	15,107,354	16,828,470	Contr to Bad Debts Provision	65,000	65,000
14,305,406	Total Direct Expenditure	15,153,390	15,380,514	17,071,500	Transfer Payments		
0	Income	0	0	0	Negative Subsidy Pymt to DCLG	14,510,060	16,506,730
14,305,406	Net Direct Expenditure/(Income)	15,153,390	15,380,514	17,071,500	Rent Rebates	334,960	321,740
0	Special Works	0	0	0	Capital Charges		
18,882,761	Capital Charges	13,571,430	13,545,304	12,614,840	Debt Management expenses	54,660	55,130
13,390	Support Services	14,960	14,968	9,640	Depreciation	13,516,770	12,559,710
33,201,557	Total Service Cost/(Surplus)	28,739,780	28,940,786	29,695,980	Support Services		
					Asset Register Recharge	10,270	9,640
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2010/11 v 2011/12

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 valuations. This is offset by an adjustment "below the line" in the HRA accounts.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
382,375	Employee Related Expenditure	436,550	408,493	434,820	Employee Related		
3,232,973	Premises Related Expenditure	3,843,000	4,043,818	3,844,000	Salaries	427,900	425,900
20,499	Transport Related Expenditure	21,940	21,189	20,490	Premises Related		
64,345	Supplies and Services	80,640	64,783	54,940	Revenue Repairs	3,843,000	3,843,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing & Allowances	21,860	20,410
3,700,192	Total Direct Expenditure	4,382,130	4,538,283	4,354,250	Supplies and Services		
(14,607)	Income	0	(33,509)	0	CECS Monitoring	3,180	3,210
3,685,585	Net Direct Expenditure/(Income)	4,382,130	4,504,774	4,354,250	Computer Services Recharge	22,440	0
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
341,996	Support Services	377,910	350,335	374,360	Energy Performance Certificates	15,000	15,000
4,027,581	Total Service Cost/(Surplus)	4,760,040	4,855,109	4,728,610	IT Renewals	850	420
	Full Time Equivalent Staff	11.31		11.29	Postage	4,680	4,290
					Storage, Archiving Recharge	7,140	7,550
					Telecomms	5,070	3,130
					Tenants Removal Expenses	4,590	4,590
					Support Services		
					Accountancy Services Recharge	20,070	18,760
					Audit Services Recharge	1,960	2,250
					Business Services Support Recharg	0	9,410
					Customer Tech Support Recharge	0	10,720
					Debtors Section Recharge	31,540	28,690
					Engineers Recharge	16,590	17,010
					Housing Surveying Services	260,630	233,870
					HR Services Recharge	6,670	6,110
					Information Sys Support Recharge	0	3,930
					Office Services Recharge	7,950	9,380
					Paymaster Recharge	13,080	16,740
					Public Offices Recharge	13,100	11,600

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
21,690	Employee Related Expenditure	17,390	10,479	16,810	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	16,930	16,450
288	Transport Related Expenditure	450	309	280	Transport Related		
13,493	Supplies and Services	9,780	11,118	7,750	Car Leasing & Allowances	450	280
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Advertising	1,550	0
35,471	Total Direct Expenditure	27,620	21,906	24,840	Computer Services Recharge	2,620	0
					IT Renewals	60	40
(6,680)	Income	0	(5,597)	(5,150)	Valuers Fees	2,780	5,030
28,791	Net Direct Expenditure/(Income)	27,620	16,309	19,690	Support Services		
					Business Services Support Recharg	0	1,220
0	Special Works	0	0	0	Customer Tech Support Recharge	0	1,210
0	Capital Charges	0	0	0	Debtors Section Recharge	6,320	5,750
122,869	Support Services	87,620	88,461	86,430	Engineers Recharge	11,060	11,320
151,660	Total Service Cost/(Surplus)	115,240	104,770	106,120	Information Sys Support Recharge	0	520
					Legal Services Recharge	65,670	63,000
	Full Time Equivalent Staff	0.54		0.55			

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

Sheltered Housing

Financial Information Sheltered Housing

Ledger Code CSSH

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

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

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £		2010/11 Estimate £	2011/12 Estimate £
					Major Items		
482,143	Employee Related Expenditure	516,600	469,836	353,710	Employee Related		
373,948	Premises Related Expenditure	369,020	261,466	372,100	Salaries	505,210	340,340
18,223	Transport Related Expenditure	17,550	17,453	17,890	Training	0	1,280
89,230	Supplies and Services	76,250	84,458	76,350	Premises Related		
0	Third Party Payments	0	0	0	Electricity	122,800	135,700
0	Transfer Payments	0	0	0	Fixtures & Fittings	23,170	23,170
963,544	Total Direct Expenditure	979,420	833,213	820,050	Gas	127,800	130,400
					Grounds Maintenance	42,170	38,430
(4,563)	Income	0	(19,013)	0	Water	19,690	18,740
958,981	Net Direct Expenditure/(Income)	979,420	814,200	820,050	Transport Related		
					Car Leasing & Allowances	17,400	17,740
0	Special Works	0	0	0	Supplies and Services		
0	Capital Charges	0	0	0	CECS Visiting Service	0	20,880
77,980	Support Services	74,650	74,722	88,560	Computer Services Recharge	10,600	0
1,036,961	Total Service Cost/(Surplus)	1,054,070	888,922	908,610	Copying Machines	4,970	4,550
					Emergency Communication System	23,630	23,630
					Equip & Tools Repairs	2,000	2,000
					Gis & Nlpg Recharge	2,580	0
					IT Renewals	370	260
					Miscellaneous Expenses	2,000	2,000
					Personal Hygiene Services	3,580	0
					Telecomms	17,760	14,490
					Support Services		
					Business Services Support Recharg	0	8,500
					Customer Tech Support Recharge	0	6,160
					Energy Management Recharge	8,830	7,390
					Health & Safety Recharge	1,650	3,030
					Human Resources Recharge	12,340	10,800
					Information Sys Support Recharge	0	3,180
					Paymaster Recharge	27,780	24,410
					Public Offices Recharge	4,050	2,360
	Full Time Equivalent Staff	19.32		15.70			

Major Variances 2010/11 v 2011/12

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
68,868	Employee Related Expenditure	103,270	78,391	105,200
0	Premises Related Expenditure	0	0	0
2,289	Transport Related Expenditure	3,010	2,751	2,090
69,474	Supplies and Services	72,930	72,886	62,520
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
140,631	Total Direct Expenditure	179,210	154,028	169,810
0	Income	0	(135)	0
140,631	Net Direct Expenditure/(Income)	179,210	153,893	169,810
0	Special Works	0	0	0
0	Capital Charges	0	0	0
121,090	Support Services	120,170	120,234	132,070
261,721	Total Service Cost/(Surplus)	299,380	274,127	301,880
	Full Time Equivalent Staff	2.20		2.19

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Major Items

Employee Related

Salaries 101,430 102,150

Transport Related

Car Leasing & Allowances 3,010 2,040

Supplies and Services

Audit Fee 11,280 11,280

Computer Services Recharge 14,460 0

Computer Software Development 10,000 10,000

Consultants Fees 20,570 16,730

General Subscriptions 7,460 7,460

Gis & Nlpg Recharge 1,710 0

IT Renewals 4,340 4,260

Telecomms 720 70

Support Services

Accountancy Services Recharge 63,970 60,720

Business Services Support Recharg 0 5,830

Customer Tech Support Recharge 0 7,540

Debtors Section Recharge 5,240 4,900

HR Services Recharge 1,320 1,180

Information Sys Support Recharge 0 4,370

Legal Services Recharge 21,520 20,630

Office Services Recharge 2,400 2,400

Paymaster Recharge 3,110 2,950

Public Offices Recharge 4,930 4,320

Valuation Services Recharge 17,000 16,160

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
341,104	Employee Related Expenditure	360,420	354,502	118,360	Employee Related		
36,032	Premises Related Expenditure	36,090	20,157	33,620	Salaries	354,380	116,800
11,463	Transport Related Expenditure	9,870	10,919	3,720	Premises Related		
31,437	Supplies and Services	44,210	33,138	21,420	Electricity	7,700	7,500
0	Third Party Payments	0	0	0	Fixtures & Fittings	5,650	2,550
0	Transfer Payments	0	0	0	Gas	14,500	16,450
420,036	Total Direct Expenditure	450,590	418,716	177,120	General Rates	1,140	1,190
(14,987)	Income	0	(180,247)	0	Insurance	1,160	0
405,049	Net Direct Expenditure/(Income)	450,590	238,469	177,120	Water	2,820	2,850
0	Special Works	0	0	0	Transport Related		
0	Capital Charges	0	0	0	Car Leasing & Allowances	9,810	3,670
19,410	Support Services	19,630	19,702	25,460	Supplies and Services		
424,459	Total Service Cost/(Surplus)	470,220	258,171	202,580	CECS Monitoring	1,020	1,070
					Computer Services Recharge	9,850	0
					Computer Software Licence	1,860	1,650
					Furniture	4,230	4,230
					Gis & Nlpg Recharge	970	0
					IT Renewals	560	560
					Miscellaneous Expenses	12,470	5,280
					Telecomms	10,130	6,540
					Support Services		
					Accountancy Services Recharge	860	940
					Business Services Support Recharg	0	3,400
					Customer Tech Support Recharge	0	6,430
					Energy Management Recharge	1,200	2,620
					Health & Safety Recharge	930	380
					Human Resources Recharge	6,680	1,350
					Information Sys Support Recharge	0	3,940
					Office Services Recharge	1,490	0
					Paymaster Recharge	3,990	4,010
	Full Time Equivalent Staff	10.83		3.27			

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
78,166	Employee Related Expenditure	75,180	75,010	79,250
0	Premises Related Expenditure	0	0	0
3,083	Transport Related Expenditure	3,140	3,051	3,080
42,740	Supplies and Services	49,590	52,274	40,280
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
123,989	Total Direct Expenditure	127,910	130,335	122,610
(8,000)	Income	0	0	0
115,989	Net Direct Expenditure/(Income)	127,910	130,335	122,610
0	Special Works	0	0	0
0	Capital Charges	0	0	0
11,720	Support Services	11,100	11,116	16,340
127,709	Total Service Cost/(Surplus)	139,010	141,451	138,950
	Full Time Equivalent Staff	1.63		1.67

Major Items

Employee Related

Salaries	73,860	77,810
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Transport Related

Car Leasing & Allowances	3,140	3,080
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Supplies and Services

Computer Services Recharge	5,980	0
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IT Renewals	90	280
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Postage	1,170	1,200
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Printing Services Recharge	4,530	1,610
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Publicity	22,320	22,320
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Tenants Training	1,590	1,590
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Support Services

Business Services Support Recharg	0	2,070
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Customer Tech Support Recharge	0	2,830
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HR Services Recharge	1,020	900
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Information Sys Support Recharge	0	1,420
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Office Services Recharge	2,580	1,830
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Public Offices Recharge	5,910	5,150
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Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £	Major Items	2010/11 Estimate £	2011/12 Estimate £
375,729	Employee Related Expenditure	400,820	394,783	387,900	Employee Related		
167,877	Premises Related Expenditure	175,650	157,528	214,840	Salaries	393,500	380,050
27,850	Transport Related Expenditure	27,990	28,555	25,320	Premises Related		
79,344	Supplies and Services	113,550	86,650	65,850	Disinfestation of Premises	2,000	2,000
0	Third Party Payments	0	0	0	Electricity	25,000	25,000
0	Transfer Payments	0	0	0	Empty Property Rates	0	0
650,800	Total Direct Expenditure	718,010	667,516	693,910	Insurance	139,670	178,800
					Water	8,000	8,500
(5,404)	Income	0	(4,904)	0	Transport Related		
645,396	Net Direct Expenditure/(Income)	718,010	662,612	693,910	Car Leasing & Allowances	15,630	14,380
					Fuel & Oil	3,500	3,500
0	Special Works	0	0	0	Transport Pool Hire Charge	8,670	7,250
0	Capital Charges	0	0	0	Supplies and Services		
80,986	Support Services	95,030	94,934	145,180	CECS Monitoring	1,940	1,960
726,382	Total Service Cost/(Surplus)	813,040	757,546	839,090	Computer Services Recharge	31,660	0
					Computer Software Licence	1,600	1,600
					Gis & Nlpg Recharge	2,230	0
					IT Renewals	1,430	1,160
					Miscellaneous Expenses	3,000	3,000
					New, Replace Equip & Tools	2,710	2,710
					Postage	3,950	4,050
					Printing & Stationery	6,120	2,040
					Publicity	35,500	35,500
					Telecomms	14,590	4,980
					Tenants Compensation	6,080	6,080
					Support Services		
					Business Services Support Recharg	0	14,480
					Customer Tech Support Recharge	0	15,570
					Health & Safety Recharge	910	1,490
					HR Services Recharge	7,100	5,290
					Information Sys Support Recharge	0	9,440
					Legal Services Recharge	57,040	54,730
					Office Services Recharge	8,930	10,710
					Paymaster Recharge	2,710	14,360
					Public Offices Recharge	14,570	12,670
	Full Time Equivalent Staff	10.81		10.08			

Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council Budget 2011/2012

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)

2009/10 Actual £		2010/11 Estimate £	2010/11 Probable £	2011/12 Estimate £
113,627	Employee Related Expenditure	126,230	119,932	127,010
18	Premises Related Expenditure	300	171	100
2,770	Transport Related Expenditure	2,720	2,617	2,530
39,414	Supplies and Services	53,030	37,247	30,480
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
155,829	Total Direct Expenditure	182,280	159,967	160,120
0	Income	0	(1,125)	0
155,829	Net Direct Expenditure/(Income)	182,280	158,842	160,120
0	Special Works	0	0	0
0	Capital Charges	0	0	0
16,830	Support Services	16,880	16,896	25,470
172,659	Total Service Cost/(Surplus)	199,160	175,738	185,590
	Full Time Equivalent Staff	3.40		3.53

Major Items

Employee Related

Salaries	123,950	124,560
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Transport Related

Car Allowances	2,300	2,410
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Supplies and Services

Computer Services Recharge	6,610	0
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Computer Software Licence	12,730	12,770
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Gis & Nlpg Recharge	930	0
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IT Renewals	390	110
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Key Cutting	2,750	2,750
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Telecomms	2,100	610
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Tenants Removal Expenses	25,000	11,870
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Support Services

Audit Services Recharge	1,290	1,350
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Business Services Support Recharg	0	2,120
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Customer Tech Support Recharge	0	4,550
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HR Services Recharge	2,170	2,120
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Information Sys Support Recharge	0	1,920
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Office Services Recharge	3,780	4,290
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Paymaster Recharge	930	1,140
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Public Offices Recharge	6,790	5,900
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Major Variances 2010/11 v 2011/12

There are no major variances to report.

Guildford Borough Council - Budget 2011/2012

Housing Portfolio (Housing Revenue Account)

Financial Information *Income*

Ledger Code M^{***}
Financial Services Contact Mark Jasper, Senior Accountant (Tel: 444846)

2009/10	2010/11	2010/11	2011/12	Major Items	2010/11	2011/12
Actual	Estimate	Probable	Estimate		Estimate	Estimate
£	£	£	£		£	£
(23,928,555)	(24,544,370)	(24,785,606)	(26,107,550)			
Rent Income - Dwellings						
(125,845)	(127,000)	(127,000)	(134,000)			
Rent Income - Rosebery HA						
(224,645)	(236,660)	(236,931)	(244,040)			
Rents - Shops, Buildings etc						
(615,647)	(645,970)	(635,180)	(666,940)			
Rents - Garages						
(24,894,692)	(25,554,000)	(25,784,717)	(27,152,530)			
Total Rent Income						
(3,913,290)	(3,973,440)	(3,973,427)	(4,077,880)			
Major Repairs Allowance						
(841,616)	(879,790)	(820,052)	(391,640)			
Supporting People Grant						
(1,100,741)	(1,119,920)	(1,067,123)	(1,077,790)			
Service Charges						
(2,500)	(8,760)	(14,590)	(8,760)			
Contributions						
(16,685)	(18,040)	(9,476)	(9,860)			
Legal Fees Recovered						
(1,460)	(2,060)	(1,504)	(1,500)			
Council Tax Recovered						
(42,621)	(67,090)	(68,660)	(50,230)			
Service Charges Recovered						
(88,827)	(76,600)	(79,070)	(90,490)			
Miscellaneous Income						
(30,902,432)	(31,699,700)	(31,818,619)	(32,860,680)			
Total Income						
% Change in Income	2.58	0.38	3.28			
0	0	0	0			
Full Time Equivalent Staff						

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

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**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2011/2012**

FEES AND CHARGES

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2011/2012**

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GUILDFORD BOROUGH COUNCIL OUTLINE BUDGET 2011/2012

FEES AND CHARGES

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Guildford Borough Council - Outline Budget 2011/2012

Business Systems

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Approved by Full Council				
Letting of Council Accommodation for Meetings (Charges for other uses subject to negotiation)				
<u>Council Chamber</u>				
Morning	175.00	175.00	180.00	2.9%
Afternoon	175.00	175.00	180.00	2.9%
Evening to 9.00 pm	225.00	225.00	230.00	2.2%
<u>Committee Room 1</u>				
Morning	120.00	120.00	125.00	4.2%
Afternoon	120.00	120.00	125.00	4.2%
Evening to 9.00 pm	175.00	175.00	180.00	2.9%
<u>Committee Room 2</u>				
Morning	120.00	120.00	125.00	4.2%
Afternoon	120.00	120.00	125.00	4.2%
Evening to 9.00 pm	175.00	175.00	180.00	2.9%
<u>Meeting Rooms 5 & 6 (combined)</u>				
Evening to 9.00 pm	110.00	110.00	115.00	4.5%

Please note: Other meeting rooms may be made available for smaller groups, please direct enquiries to Office Services for details of applicable rates.

Millmead Staff Restaurant

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

Guildford Borough Council - Outline Budget 2011/2012

Community Care

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Approved by Full Council				
Day Centres				
Price per meal:				
Member	3.95	3.95	3.95	0.0%
Non member	4.95 *	5.06 *	5.06 *	0.0%
Membership Fees:				
Day Centre only	10.00	10.00	10.00	0.0%
Day Centre and Dial a Ride (50% is for Community Transport)	15.00	15.00	15.00	0.0%
Day Centre Activities - Member**	2.50	2.50	2.50	0.0%
Day Centre Activities - Non Member**	3.75	3.75	3.75	0.0%
Bathing (charge per bath Shawfield)	5.50	5.50	5.50	0.0%
Bathing (charge per bath at other Day Centres, excluding Shawfield)	5.50	5.50	5.50	0.0%
Income from other services*** e.g. hairdressing and chiropody (% of takings)	0.15	0.15	0.15	0.0%
<i>**These are activities such as Tai Chi and Line Dancing provided by external facilitators</i>				
<i>*** These charges were previously retained by the centre welfare funds</i>				
Community Transport Service				
Single Journey (Members)				
Up to 5 miles	2.20	2.20	2.20	0.0%
Up to 10 miles	3.20	3.20	3.20	0.0%
Up to 15 miles	5.20	5.20	5.20	0.0%
Membership Fees:				
Dial a Ride only	10.00	10.00	10.00	0.0%
Community Transport to Day Centre	10.00	10.00	10.00	0.0%
Day Centre and Dial a Ride (half this fee relates to Day Centres)	15.00	15.00	15.00	0.0%
Meals on Wheels Service				
Price per meal	3.95	3.95	3.95	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Community Care

	2010/2011 As approved prior to VAT change £		2010/2011 From 4 January 2011 (VAT 20%) £		2011/2012 From 1 April 2011 £	Increase %
Handyperson Service - Available for the over 60's, disabled and vulnerable						
General Services (per hour incl VAT)	17.00 *		18.00 *		18.00 *	0.0%
General Services for those on benefits (per hour incl VAT)	11.00 *		11.50 *		11.50 *	0.0%
Safe and Secure Works free of charge for those on benefits						
Approved under Delegated Authority						
Private Sector Housing						
HMO Licences	495.00		495.00		495.00	0.0%
(Discount of £25 if applicant is a member of a recognised landlord organisation)						
Late application fee	100.00		100.00		100.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Economic Development

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Approved by Full Council				
Guildford House				
Hire of rooms for exhibitions				
Garden Room - three week hire	320.00	320.00	330.00	3.1%
First Floor Pine, Study, Landing, Powell - three week hire	700.00	700.00	720.00	2.9%
Exhibitions are open to the public for a minimum of three weeks, with the first and last day of the exhibition normally being on a Saturday. Guildford House is open to the public: 10am - 4.45pm, Tuesday to Saturday and is closed on Sundays, Mondays and Bank Holidays.				
Private View of Exhibitions				
Daytime 12 - 2pm	270.00	270.00	270.00	0.0%
Evening 7 - 9pm	300.00	300.00	300.00	0.0%
Private views are normally held on the Friday prior to the Saturday opening, although this is negotiable. These prices include a service charge for the use of the Gallery which includes the cost of staffing for Guildford House and staff to service drinks. An extra 3% commission (plus VAT) is charged on credit/debit card ticket sales to cover extra banking charges.				
These are the minimum fees payable in respect of each facility.				
The Brew House				
These rates include use of VCR, OHP, slide projector, etc				
Half Day (9-12am or 1-4pm)	70.00	70.00	80.00	14.3%
Full Day (9am-4pm)	130.00	130.00	150.00	15.4%
Evenings (5-10pm)	150.00	150.00	170.00	13.3%
Exhibitors weekly charge (within standard opening hours)	150.00	150.00	150.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Economic Development

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Guildhall				
(a) Weekdays				
<u>Guildhall</u>				
Morning	245.00	245.00	252.00	2.9%
Afternoon	245.00	245.00	252.00	2.9%
Evening to 9.30 pm	306.00	306.00	315.00	2.9%
9.00am - 5.00pm	390.00	390.00	402.00	3.1%
<u>Main Court Room</u>				
Morning	155.00	155.00	160.00	3.2%
Afternoon	155.00	155.00	160.00	3.2%
Evening to 9.30pm	200.00	200.00	206.00	3.0%
9.00am - 5.00pm	295.00	295.00	304.00	3.1%
All rooms excess charge for evening hire after 9.30 pm (per hour)	70.00	70.00	72.00	2.9%
(b) Weekends				
Saturday 9.00am - 5.00pm	445.00	445.00	458.00	2.9%
Saturday 5.00pm - midnight	445.00	445.00	458.00	2.9%
Sunday 9.00am - 5.00pm	470.00	470.00	485.00	3.2%
Sunday 5.00pm - midnight	470.00	470.00	485.00	3.2%

Commercial Bookings

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

Note:

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

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

70.00	70.00	70.00	0.0%
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These sessional and excess hourly charges may be remitted in respect of those charities or local voluntary organisations which have traditionally held their meetings in Council accommodation .

Guildford Borough Council - Outline Budget 2011/2012

Economic Development

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Guildford Museum				
<u>Daily rates (Museum Classroom)</u>				
Half Day 9am-12 pm or 1pm-4pm	35.00	35.00	40.00	14.3%
Full day 9am-4pm	60.00	60.00	70.00	16.7%
<u>Education Sessions</u>				
Cost per child ¹				
Victorian schoolroom	6.50	6.50	6.50	0.0%
Victorian playroom	6.00	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	62.00	62.00	64.00	3.2%
The lecturer's travelling expenses will be charged in addition at cost				
Gallery talk from museum programme	27.00	27.00	27.00	0.0%
Creation of new lecture / talk to suit group requirements by negotiation				
Guildford Castle				
Adult admission	2.70 *	2.76 *	2.80 *	1.5%
Child admission	1.30 *	1.33 *	1.40 *	5.4%
Poster Boards				
All poster boards are 4 sheet poster size				
- Rental per space - Rental per week	11.80 *	12.05 *	12.40 *	2.9%
Banner Boards				
- Rental per space - Rental per week				
Large 9ft banners	35.30 *	36.05 *	37.20 *	3.2%
A0 & A1	29.40 *	30.03 *	30.90 *	2.9%
A2 & A3	11.80 *	12.05 *	12.48 *	3.6%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Economic Development

	2010/2011 As approved prior to VAT change		2010/2011 From 4 January 2011 (VAT 20%)		2011/2012 From 1 April 2011	Increase
	£		£		£	%
Farmers Market						
Stall Charge (per market, per linear metre of frontage)	8.33		8.33		8.33	0.0%
Table Charges	7.05	*	7.20	*	7.20	0.0%
Electricity Supply Charge	11.75	*	12.00	*	12.00	0.0%
Fee Supplement (New)	0.00		0.00		3.00	
Car Parking	8.05	*	8.70	*	9.00	3.4%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Environ Hlth & Licensing1

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Approved by Full Council				
Animal Businesses				
Pet animals				
-New	212.00	212.00	218.00	2.8%
-Renewal	87.00	87.00	90.00	3.4%
Animal Boarding				
-New	237.00	237.00	244.00	3.0%
-Renewal	89.00	89.00	92.00	3.4%
-Home Boarding	81.20	81.20	83.50	
Riding Establishments				
-New	311.00 #	311.00	320.00	2.9%
-Renewal	311.00 #	311.00	320.00	2.9%
# Includes administration fee				
Dangerous Wild Animals				
-New	259.00	259.00	267.00	3.1%
-Renewal	259.00	259.00	267.00	3.1%
Dog Breeding				
-New	212.00	212.00	218.00	2.8%
-Renewal	88.00	88.00	90.50	2.8%
Registration – Acupuncture, tattooing, etc				
Practitioner	173.00	173.00	178.00	2.9%
Premises	421.00	421.00	434.00	3.1%
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	Free	
Charge for return of seized stray dogs	27.00 sm	27.00 sm	25.00 sm	-7.4%
<i>Note: plus kennelling costs and any veterinary fee</i>				
sm = Statutory Maximum				

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Environ Hlth & Licensing1

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Sex Establishments - Fixed by Council				
Initial & Renewal Applications - basic fee	6,630.00	6,630.00	6,829.00	3.0%
Training Courses				
Food Hygiene – basic certificate course for food handlers (one day) – validated by CIEH	84.00	84.00	86.50	3.0%
Risk Assessment Training	41.00	41.00	42.00	2.4%
Services of an Environmental Health Officer				
Per hour or part thereof :	77.00	77.00	79.50	3.2%
Hackney Carriages				
Vehicle Licence (including two tests and Licence Plate)	348.00	348.00	348.00	0.0%
Further Tests	57.00	57.00	57.00	0.0%
Failure Re-test	57.00	57.00	57.00	0.0%
Failure to present vehicle for test penalty (No longer chargeable)	-	-	-	-
Driver's Licence Test	68.00	68.00	68.00	0.0%
Driver's Licence (3 year licence)	239.00	239.00	215.00	-10.0%
Driver's Licence - Application Fee	83.00	83.00	83.00	0.0%
Replacement Badge	15.00	15.00	15.00	0.0%
Knowledge Test	68.00	68.00	68.00	0.0%
Private Hire				
Vehicle Licences (including two tests and Licence Plate)	348.00	348.00	348.00	0.0%
Further Tests	57.00	57.00	57.00	0.0%
Failure Re-test	57.00	57.00	57.00	0.0%
Failure to present vehicle for test penalty (No longer chargeable)	-	-	-	-
Driver's Licence (3 year licence)	239.00	239.00	215.00	-10.0%
Driver's Licence - Application Fee	83.00	83.00	83.00	0.0%
Replacement Badge	15.00	15.00	15.00	0.0%
Knowledge Test	34.00	34.00	34.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Environ Hlth & Licensing1

	2010/2011 As approved prior to VAT change	2010/2011 From 4 January 2011 (VAT 20%)	2011/2012 From 1 April 2011	Increase
	£	£	£	%
Private Hire Operator's Licence (1 year)				
less than 5 vehicles	173.00	173.00	173.00	0.0%
5 - 10 vehicles	200.00	200.00	200.00	0.0%
11-15 vehicles	213.00	213.00	213.00	0.0%
16 - 20 vehicles	228.00	228.00	228.00	0.0%
21 - 30 vehicles	256.00	256.00	256.00	0.0%
31 - 40 vehicles	285.00	285.00	285.00	0.0%
41 - 50 vehicles	310.00	310.00	310.00	0.0%
Over 50 vehicles	353.00	353.00	353.00	0.0%
Change of Vehicle				
Hackney Carriage or Private Hire, including new Licence Plate (Test required)	107.00	107.00	107.00	0.0%
Hackney Carriage or Private Hire, including new Licence Plate (No test required)	63.00	63.00	63.00	0.0%
New or Replacement Plate (non-refundable)	22.00	22.00	22.00	0.0%
Contaminated Land & Air Quality				
Responding to enquiries about contaminated land – report with plan	96.00	96.00	99.00	3.1%
<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	13.00	13.00	13.50	3.8%
Report on Air Quality Review	25.00	25.00	26.00	4.0%
Extracts from Registers				
Environmental Protection Act - per page	5.00	5.00	5.00	0.0%
Gypsy Caravan Sites - Pitch Rental				
Ash Bridge & Cobbetts Close Sites (per week)	62.00	62.00	64.00	3.2%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Environ Hlth & Licensing1

	2010/2011 As approved prior to VAT change £		2010/2011 From 4 January 2011 (VAT 20%) £		2011/2012 From 1 April 2011 £	Increase %
Miscellaneous for Small Businesses						
Sharps collection - service agreement for 6 months delivery and removal of 25 x 7cl Sharps boxes on monthly collection. Price per box thereafter £10 per container	408.00	*	416.68	*	429.00	3.0%
Reports to Solicitors on the circumstances relating to workplace accidents (excl. cost of photographs) - up to 2 hours, extra charged at the hourly rate	155.00	*	158.30	*	163.00	3.0%
Approved under Delegated Authority						
Street Trading	534.00		534.00		550.00	3.0%
Approved by the Government						
Environmental Protection Act 1990						
Fees for authorisation of industrial processes						
Note: These fees are prescribed nationally by regulation and are reviewed annually by DCLG.						

* = inclusive of VAT at relevant rate

SCHEDULE FOR INFORMATION ONLY

Table of Maximum Fees

Approved by Full Council

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 - Outline Budget 2011/2012

Legal & Democratic Services

	2010/2011 As approved prior to VAT change		2010/2011 From 4 January 2011 (VAT 20%)		2011/2012 From 1 April 2011	Increase
	£		£		£	%
Approved by Full Council						
Sold Flats Service Charges - Solicitors' Enquiry Letters						
Sales / purchases	97.50	*	99.57	*	102.60	3.0%
Remortgages	49.40	*	50.45	*	51.90	2.9%
House Purchase Fees						
Right to Buy						
Engrossment Fee	64.00		64.00		66.00	3.1%
Consent - Application in Advance	80.00		80.00		82.50	3.1%
Consent - Retrospective Application	133.00		133.00		138.00	3.8%
Equity Share						
Lease Surrender	81.00		81.00		84.00	3.7%
Road Closure Application Fee	104.00		104.00		108.00	3.8%
<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>						
Council Minutes Booklet and Committee Agendas - Annual Subscription						
Business organisations (per committee)	75.90		75.90		78.20	3.0%
Amenity organisations and private individuals	51.00		51.00		52.50	2.9%
Parish Councils (first copy free)	51.00		51.00		52.50	2.9%
Individual Agendas	8.50		8.50		8.80	3.5%
Constitution	28.00		28.00		28.80	2.9%
Annual Report and Statement of Accounts - supply to Borough Residents	Free		Free		Free	
Annual Report and Statement of Accounts - supply to organisations and individuals outside the Borough						
				Head of Financial Services to assess		

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Legal & Democratic Services

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Approved under Delegated Authority				
Land Charges Search Fees				
Basic Fee	135.00	135.00	100.00	
NLIS Fee	107.05	107.05	0.00	
LLC1 Only	30.00	30.00	22.00	
Con29 Additional Questions	13.00	13.00	12.00	
Con29R Individual Questions	2.04	2.04	0.00	
Con 29R Only	105.00	105.00	78.00	
Assisted Personal Search (New)	0.00	0.00	15.00	
Assisted Con29R Search (Per Question) (New)	0.00	0.00	2.00	
Section 106 Agreements	Negotiable	Negotiable		

Approved by the Government

Electoral Register Sales

Fees are set by Statute and are available on request.

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Leisure Services

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Approved by Full Council				
Guildford Spectrum				
Standard Social Charges				
Concessionary Charges - the rates shown below relate to the following groups:-				
Senior Citizens				
Income Support Recipients				
Unemployed				
Students				
Disabled				
Main Pool				
Adult swim (16 years of age and over) - Peak	3.60 *	3.70 *	3.80 *	2.7%
Adult swim (16 years of age and over) - Off Peak	3.30 *	3.40 *	3.50 *	2.9%
Junior, concessions	2.50 *	2.60 *	2.60 *	0.0%
Showers				
Shower (senior citizen)	1.70 *	1.80 *	1.80 *	0.0%
Block bookings of the Pool and Sports Hall				
Per hour				
Schools - Main Pool - per person	1.80 *	1.90 *	1.90 *	0.0%
Guildford Swimming Club Main Pool - per Lane	9.75 *	10.00 *	10.50 *	5.0%
Special Activities				
Badminton Court per hour - super saver	5.70 *	5.80 *	6.00 *	3.4%
Group Games per hour - super saver	29.00 *	29.30 *	30.00 *	2.4%
Squash/Racquetball, per half hour - super saver	4.10 *	4.20 *	4.30 *	2.4%
Table Tennis	4.20 *	4.30 *	4.40 *	2.3%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Leisure Services

	2010/2011 As approved prior to VAT change	2010/2011 From 4 January 2011 (VAT 20%)	2011/2012 From 1 April 2011	Increase
	£	£	£	%
Off Peak Charges - Concessions				
Competition Pool	2.50 *	2.60 *	2.60 *	0.0%
Leisure Pool	3.40 *	3.50 *	3.60 *	2.9%
Ice Rink	3.40 *	3.50 *	3.60 *	2.9%
Ten Pin (single game) - now includes shoe hire	4.20 *	4.30 *	4.40 *	2.3%
Health Suite: relaxation area	3.50 *	3.60 *	3.70 *	2.8%
Fitness Area	3.50 *	3.60 *	3.70 *	2.8%
Badminton per court (one hour)	5.70 *	5.90 *	6.00 *	1.7%
Squash per court (half hour)	4.10 *	4.20 *	4.30 *	2.4%
Athletics	2.60 *	2.70 *	2.80 *	3.7%
Guildford Lido				
Standard				
Adult	5.10 *	5.20 *	5.40 *	3.8%
Junior	4.00 *	4.10 *	4.20 *	2.4%
Concessions	4.00 *	4.10 *	4.20 *	2.4%
Family	16.60 *	17.00 *	17.50 *	2.9%
Off Peak				
Adult	4.10 *	4.20 *	4.30 *	2.4%
Junior	2.90 *	3.00 *	3.10 *	3.3%
Concessions	2.90 *	3.00 *	3.10 *	3.3%
Family	12.30 *	12.60 *	13.00 *	3.2%
Season Tickets				
Adult	102.40 *	105.00 *	108.50 *	3.3%
Junior	76.80 *	79.00 *	81.00 *	2.5%
Student	76.80 *	79.00 *	81.00 *	2.5%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Leisure Services

	2010/2011 As approved prior to VAT change		2010/2011 From 4 January 2011 (VAT 20%)		2011/2012 From 1 April 2011		Increase
	£		£		£		%
Concessionary Groups - All Times	2.90 *		3.00 *		3.00 *		0.0%
The concessionary rate applies to admission for groups from registered charities, schools and non profit organisations. These only apply if the booking was made in advance.							
Deck Chair Hire	2.60 *		2.70 *		2.70 *		0.0%
Crazy Golf	2.60 *		2.70 *		2.70 *		0.0%
Functions (period of hire outside the hours of 11am to 7pm)							
Instructional Classes and Sponsored Swims							
Barbecues/Parties/Discos - per hour							
Use of lights/PA System - per session							
) Note:- Maximum) attendance at) managers discretion) prices negotiable
Gym							
<i>Pay as You Train - Peak</i>							
Adult Fitness Session	6.00 *		6.10 *		6.20 *		1.6%
Student/Senior/Concessionary Fitness Session	4.00 *		4.10 *		4.20 *		2.4%
Enhanced Induction Course	27.00		27.00		28.00		3.7%
Fast Track/Concessionary Induction	16.00		16.00		16.50		3.1%
<i>Pay as You Train - Off Peak</i>							
Adult Fitness Session	4.80 *		4.90 *		5.00 *		2.0%
Student/Senior/Concessionary Fitness Session	3.00 *		3.10 *		3.10 *		0.0%
Enhanced Induction Course	27.00		27.00		28.00		3.7%
Fast Track/Concessionary Induction	16.00		16.00		16.50		3.1%
Membership							
Annual Membership - Concessions	297.00 *		304.00 *		308.00 *		1.3%
Monthly Membership - Concessions	27.00 *		27.70 *		28.00 *		1.1%

* = inclusive of VAT at relevant rate

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Leisure Services

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Ash Manor Sports Centre				
Main Sports Hall				
Badminton per hour - peak	8.40 *	8.60 *	8.70 *	1.2%
Badminton per hour - off-peak	6.40 *	6.50 *	6.60 *	1.5%
Group Games per hour - peak	37.90 *	38.80 *	39.00 *	0.5%
Group Games per hour - off-peak	30.70 *	31.50 *	32.00 *	1.6%
Aerobics	4.30 *	4.30 *	4.50 *	4.7%
Badminton - Junior	3.30 *	3.30 *	3.40 *	3.0%
Gymnasium				
Badminton per hour - peak	8.40 *	8.60 *	8.70 *	1.2%
Badminton per hour - off-peak	6.40 *	6.60 *	6.70 *	1.5%
Group Games per hour - peak	23.60 *	24.20 *	24.50 *	1.2%
Group Games per hour - off-peak	16.90 *	17.30 *	17.50 *	1.2%
Table tennis - per hour - peak and off peak	3.90 *	4.00 *	4.00	0.0%
Equipment Hire - Adults only (£10.00 deposit)				
Badminton Racquet/Table Tennis bat	2.50 *	2.60 *	2.70 *	3.8%
Football	4.00 *	4.10 *	4.20 *	2.4%
Outside Court (Playground) - per hour				
With floodlights	14.00 *	14.50 *	15.00 *	3.4%
Without floodlights	9.00 *	9.30 *	9.50 *	2.2%
Artificial Pitch				
1 hour without lights	55.30 *	57.00 *	58.00 *	1.8%
1 hour with lights	74.20 *	76.00 *	78.00 *	2.6%
2 hours without lights	110.60 *	113.00 *	116.00 *	2.7%
2 hours with lights	148.50 *	152.00 *	156.00 *	2.6%
1/4 with lights, per hour	27.60 *	29.00 *	30.00 *	3.4%
1/4 without lights, per hour	22.50 *	23.00 *	24.00 *	4.3%

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Guildford Borough Council - Outline Budget 2011/2012

Leisure Services

	2010/2011 As approved prior to VAT change		2010/2011 From 4 January 2011 (VAT 20%)		2011/2012 From 1 April 2011	Increase
	£		£		£	%
Health & Fitness						
Annual Membership - Junior	156.20 *		158.00 *		165.00 *	4.4%
Annual Membership - Concessions	217.80 *		225.00 *		231.00 *	2.7%
Monthly Membership - Junior	14.20 *		14.50 *		15.00 *	3.4%
Monthly Membership - Concessions	19.80 *		20.50 *		21.00 *	2.4%
Pay as you Train - Peak						
Adult Fitness Session	5.00 *		5.30 *		5.40 *	1.9%
Student/Senior/Concessionary Fitness Session	5.00 *		5.30 *		5.40 *	1.9%
Enhanced Induction Course	25.00		25.00		26.00	4.0%
Concessionary Induction	15.00		15.00		15.50	3.3%
Pay as you Train - Off Peak						
Off Peak Fitness Sessions - Adult	4.50 *		4.60 *		4.70 *	2.2%
Off Peak Fitness Sessions - Junior & Concessions	3.40 *		3.50 *		3.60 *	2.9%
Enhanced Induction Course	25.00		25.00		26.00	4.0%
Induction - Juniors & Concessions	15.00		15.00		15.50	3.3%
GP Referral						
Peak	4.30 *		4.10 *		4.20 *	2.4%
Off Peak	2.90 *		2.80 *		2.90 *	3.6%

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Guildford Borough Council - Outline Budget 2011/2012

Leisure Services

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 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	1,225.00	1,225.00	1,260.00	2.9%
Per Day	305.00	305.00	315.00	3.3%
Plus 10% of ticket sales				
Theatre Bookings	Negotiable *	Negotiable *	Negotiable *	
Amateur Arts				
Per Week	1,625.00	1,625.00	1,675.00	3.1%
Per Day	435.00	435.00	450.00	3.4%
Plus 10% of ticket sales				
An extra 3% commission (plus VAT) is charged on credit/debit card ticket sales to cover extra banking charges.				
Conferences				
Auditorium, per week	2,625.00	2,625.00	2,700.00	2.9%
Auditorium, per hour	215.00	215.00	220.00	2.3%
Café Bar, per hour	155.00	155.00	160.00	3.2%
Auditorium, per day	960.00	960.00	990.00	3.1%
Café Bar, per day	725.00	725.00	745.00	2.8%
Farley Room, per day	375.00	375.00	385.00	2.7%
Farley Room as rehearsal or dressing room PER HOUR (GATA)	14.00	14.00	14.00	0.0%
Farley Room as rehearsal or dressing room PER HOUR (Non GATA)	22.00	22.00	22.00	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Operational Services

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Approved by Full Council				
Car Parks				
Markets				
North Street - Market Stall per day per metre, stall frontage	12.40	12.40	12.80	3.2%
Cleansing				
Jetting Machine/Tanker Hire				
Rate per hour	On Request *	On Request *	On Request *	
Weighbridge -				
Tolls per weigh	7.10 *	7.20 *	7.50 *	4.2%
Tolls per double weigh	10.50 *	10.70 *	11.50 *	7.4%
Refuse Collection Service				
Special Collection of Household Refuse				
For a single item	13.30	13.30	14.00	5.3%
For 2 to 5 items	19.30	19.30	20.50	6.2%
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)	65.00	65.00	68.50	5.4%
Commercial Waste per hour or part thereof (Minimum 2 hours)	45.00 *	46.00 *	47.50 *	3.3%
Pest Control				
Commercial Premises				
(The charges shown are based on the cost of labour, transport plus materials)				
Rodents	66.30 *	67.70 *	69.75 *	3.0%
Wasps (max 2 nests per premises)	66.30 *	67.70 *	69.75 *	3.0%
Wasps (extra nest at same visit)	8.30 *	8.50 *	8.75 *	3.0%
Other Treatments	66.30 *	67.70 *	69.75 *	3.0%
Pigeons	66.30 *	67.70 *	69.75 *	3.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Operational Services

	2010/2011 As approved prior to VAT change		2010/2011 From 4 January 2011 (VAT 20%)		2011/2012 From 1 April 2011	Increase
	£		£		£	%
Domestic Premises						
Wasps (max 2 nests per premises)	57.30	*	58.50	*	60.25	3.0%
Wasps (extra nest at same visit)	7.20	*	7.30	*	7.75	6.1%
Other Treatments	56.70	*	57.90	*	59.75	3.2%
Pigeons	56.70	*	57.90	*	59.75	3.2%
Domestic Premises where the main occupier is a senior citizen or registered disabled						
Wasps (max 2 nests per premises)	26.50	*	27.00	*	28.00	3.7%
Wasps (extra nest at same visit)	4.10	*	4.20	*	4.50	7.2%
Other Treatments	26.50	*	27.00	*	28.00	3.7%
Pigeons	26.50	*	27.00	*	28.00	3.7%
Domestic Premises where the main occupier is receiving income support						
Wasps (max 2 nests per premises)	16.90	*	17.20	*	17.75	3.2%
Wasps (extra nest at same visit)						
Other Treatments	17.00	*	17.30	*	18.00	4.0%
Pigeons	17.00	*	17.30	*	18.00	4.0%
Services of Environmental Health Officer						
Services of Pest Control officer and van per hour	73.20	*	74.70	*	77.00	3.1%
Per hour or part thereof	75.30	*	76.90	*	79.50	3.4%
Approved under Delegated Authority						
Cleansing						
Clearance of Blocked Drains						
Minimum Charges:-						
- Attendance (to include investigation) between 0800 & 1600 hrs						
Monday - Friday up to 1 hour	On Request	*	On Request	*	On Request	*
Additional time charged per 30 minutes	On Request	*	On Request	*	On Request	*
Call-out - Evenings & Saturdays - up to 2 hours	On Request	*	On Request	*	On Request	*
Additional time charged per 30 minutes	On Request	*	On Request	*	On Request	*
Call-out - Sundays & Bank Holidays - up to 2 hours	On Request	*	On Request	*	On Request	*
Additional time charged per 30 minutes	On Request	*	On Request	*	On Request	*

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Operational Services

	2010/2011 As approved prior to VAT change	2010/2011 From 4 January 2011 (VAT 20%)	2011/2012 From 1 April 2011	Increase
	£	£	£	%
Recycling - Green Waste Bags				
2 bags	13.50	13.50	14.00	3.7%
3 bags	27.00	27.00	28.00	3.7%
4 bags	40.50	40.50	42.00	3.7%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Parks & Countryside Services

		2010/2011 As approved prior to VAT change £		2010/2011 From 4 January 2011 (VAT 20%) £		2011/2012 From 1 April 2011 £	Increase %
Approved by Full Council							
Parks and Open Spaces							
Tennis							
Adult price, per court, per hour		8.80	*	9.00	*	9.20	2.3%
Junior (under16) price, per court, per hour		4.00	*	4.10	*	4.20	2.6%
Adult Concession price, per court, per hour		4.00	*	4.10	*	4.20	2.6%
Crazy Golf/Putting Green							
Adults		3.40	*	3.50	*	3.60	2.8%
Children		2.20	*	2.30	*	2.40	4.5%
Family Ticket		9.00	*	9.20	*	9.50	3.2%
Bowls							
Hire of facilities for season: per rink		725.00		725.00		750.00	3.4%
Use of Pavilion		780.00		780.00		800.00	2.6%
Per player per hour (public cost)		3.30	*	3.40	*	3.50	2.9%
Cricket: Woodbridge Road Sports Ground							
Weekdays and Saturdays: Full Day		290.00	*	296.20	*	300.00	1.3%
Sundays and Bank Holidays: Full Day		420.00	*	428.90	*	435.00	1.4%
Cricket: Other Parks & Grounds							
Evening 17:00 hrs onwards		75.00	*	76.60	*	78.50	2.5%
Full Day		104.00	*	106.20	*	109.00	2.6%
Standard Pitch for clubs		33.00	*	33.70	*	34.50	2.4%
Small Pitch for junior teams under 14		24.50	*	25.00	*	25.50	2.0%
Football and Rugby: 11 a side (except Stoke Rec. Ground & Sutherland Memorial Park)							
Standard Pitch per game: school usage (Youth)		34.00	*	34.70	*	35.50	2.3%
Standard Pitch per game: all other Clubs		63.00	*	64.30	*	66.00	2.6%
Small Pitch for junior teams: all Clubs		22.50	*	23.00	*	23.50	2.2%

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Guildford Borough Council - Outline Budget 2011/2012

Parks & Countryside Services

			2010/2011 As approved prior to VAT change		2010/2011 From 4 January 2011 (VAT 20%)		2011/2012 From 1 April 2011		Increase
			£		£		£		%
Football and Rugby: 11 a side									
Stoke Rec. Ground & Sutherland Memorial Park	All Clubs		71.50	*	73.00	*	75.00	*	2.7%
	Youth rate		38.00	*	38.80	*	39.50	*	1.8%
	Small Pitch for junior teams: all Clubs		25.00	*	25.50	*	26.00	*	2.0%
Netball: Stoke Park									
	All		25.00	*	25.50	*	26.25	*	2.9%
Hockey: Woodbridge Road Sports Ground									
	Clubs		70.00	*	71.50	*	73.50	*	2.8%
	Schools		36.00	*	36.80	*	38.00	*	3.3%
Lacrosse:									
Woodbridge Road/Stoke Park Sports Grounds	Seniors		70.00	*	71.50	*	73.50	*	2.8%
Woodbridge Road Sports Ground	Schools		36.00	*	36.80	*	38.00	*	3.3%
Stoke Park	Schools		36.00	*	36.80	*	38.00	*	3.3%
Event all sites:									
Per Day	5% Discount for 6 or more days		500.00		500.00		500.00		0.0%
	Set-up Fee (per day)		250.00		250.00		250.00		0.0%
	Dismantle Fee (per day)		250.00		250.00		250.00		0.0%
Hire of Facilities/Changing Rooms for Events			70.00		70.00		70.00		0.0%
Event all Sites: (Fund-Raising and Charities/Community Organisations)									
Per Day on Site (Negotiable) Minimum £50 per day	Per Day		250.00		250.00		250.00		0.0%
Event (Shalford Common Only)									
Per day on site.	Per Day		180.00		180.00		180.00		0.0%
Filming all Sites: -									
Per Day on Site (Negotiable) Minimum £500 per day	Per Event		500.00		500.00		500.00		0.0%
Less than one Hour	Per Occs		50.00		50.00		50.00		0.0%

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Guildford Borough Council - Outline Budget 2011/2012

Parks & Countryside Services

		2010/2011 As approved prior to VAT change		2010/2011 From 4 January 2011 (VAT 20%)		2011/2012 From 1 April 2011		Increase
		£		£		£		%
Car Parking All Sites:								
Per Day on Site	Per Day on Site	350.00	*	357.50	*	357.50	*	0.0%
Shalford Park:								
Camping and Caravanning (Club Use)	per tent per night	10.00	*	10.20	*	10.20	*	0.0%
Chantries Camp Site:								
	per person per night	6.00	*	6.10	*	6.10	*	0.0%
Sutherland Memorial Park:								
Tennis: Multi-Sport Area								
	Adult price, per court, per hour	11.00	*	11.20	*	11.20	*	0.0%
	Junior (under16) price, per court, per hour	5.00	*	5.10	*	5.10	*	0.1%
	Adult Concession price, per court, per hour	5.00	*	5.10	*	5.10	*	0.1%
Floodlights For Tennis: Multi-Sport Area								
	Adults, per court per hour	14.00	*	14.30	*	14.30	*	0.0%
Artificial Turf: Multi-Sport Area								
	5-a-side Football per court per hour including floodlights	38.00	*	38.80	*	40.00	*	3.1%
	Junior Teams 16 years and under, per hour including floodlights	18.50	*	18.90	*	19.50	*	3.2%
Kings College School								
Synthetic Turf Pitch								
	Full Football (Adults) per hr	75.00	*	76.60	*	79.00	*	3.1%
	Hockey (Adults) per game	75.00	*	76.60	*	79.00	*	3.1%
	Full Pitch (Under 16's) and schools per hour	41.00	*	41.90	*	43.00	*	2.6%
	Floodlights per hour for full pitch (same rate for all users)	26.00	*	26.60	*	27.50	*	3.4%
	5-a-side Football (incl. Floodlights) per hour - Adults	42.00	*	42.90	*	44.00	*	2.6%
	5-a-side Football (incl. Floodlights) per hour (special youth under 16's rate)	27.00	*	27.60	*	28.00	*	1.4%

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Guildford Borough Council - Outline Budget 2011/2012

Parks & Countryside Services

		2010/2011 As approved prior to VAT change		2010/2011 From 4 January 2011 (VAT 20%)		2011/2012 From 1 April 2011		Increase
		£		£		£		%
Balloon Flights								
All Sites (where applicable)	Per Take Off	62.00	*	63.30	*	63.30	*	0.0%
The Barn at Burchatts								
<u>Monday-Thursday (excluding Bank/Public Holidays):</u>								
For each hour or part between 9am and 5pm **		63.00		63.00		64.00		1.6%
For each hour or part between 5pm and 12pm		90.00		90.00		92.00		2.2%
<u>Friday-Sunday and Bank/Public Holidays:</u>								
For each hour or part between 9am and 6pm		107.00		107.00		110.00		2.8%
For each hour or part after 6pm to 12pm		135.00		135.00		138.00		2.2%
Kitchen								
Use of kitchen servery and/or equipment		90.00	*	91.90	*	94.00	*	2.3%
Use of kitchen and equipment together with cutlery, china and glassware		136.00	*	138.90	*	145.00	*	4.4%
Equipment Hire								
Overhead projector and screen		27.00	*	27.60	*	29.00	*	5.1%
Enhanced projection equipment		165.00	*	168.50	*	174.00	*	3.3%
Flipchart		17.20	*	17.60	*	18.00	*	2.3%
Lectern		23.20	*	23.70	*	24.00	*	1.3%
TV & VHS Video		138.00	*	140.90	*	145.00	*	2.9%
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

Guildford Borough Council - Outline Budget 2011/2012

Parks & Countryside Services

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Guildford Crematorium				
Cremations				
For the cremation:				
- of the body of a stillborn child or of a child whose age at the time of death did not exceed 16 years	30.00	30.00	30.00	0.0%
- of the body of a person whose age at the time of death exceeded 16 years (incl medical reference fees)	459.00	459.00	504.00	9.8%
- Saturday cremation (09:00 am - 12 Noon)	650.00	650.00	695.00	6.9%
Cancellation of diary booking with less than 48 hours notice	26.00	26.00	26.00	0.0%
Service of double or additional length; per half hour additional fee of:	102.00	102.00	105.00	2.9%
Service which exceeds the allocated timeslot	102.00	102.00	105.00	2.9%

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.

* = inclusive of VAT at relevant rate

	2010/2011 As approved prior to VAT change		2010/2011 From 4 January 2011 (VAT 20%)		2011/2012 From 1 April 2011		Increase
	£		£		£		%
Urns and Containers							
Urns	27.00	*	27.60	*	28.00	*	1.4%
Plastic Urns	16.00	*	16.30	*	16.50	*	1.2%
Packing and dispatch of ashes, including container (Securicor)	55.00	*	56.20	*	57.00	*	1.4%
Wooden Casket	43.00	*	43.90	*	45.00	*	2.5%
Deposit of Ashes							
Temporary deposit of ashes (per month after first month)	36.00		36.00		36.00		0.0%
For the scattering of ashes in the Garden of Remembrance when cremation has taken place elsewhere	64.00		64.00		65.00		1.6%
Placement of ashes in Garden of Remembrance with family in attendance	15.00		15.00		15.00		0.0%
Memorials and Inscriptions							
Entries in the Book of Remembrance							
2 line entry	66.00	*	67.40	*	68.00	*	0.9%
5 line entry	77.00	*	78.60	*	80.00	*	1.8%
8 line entry	87.00	*	88.80	*	92.00	*	3.6%
Extra for badge, crest or spray	46.00	*	47.00	*	48.00	*	2.1%
Extra for Coat of Arms	46.00	*	47.00	*	48.00	*	2.1%
Replicas of entries in Book of Remembrance Memorial Cards							
2 line entry	22.50	*	23.00	*	23.00	*	0.0%
5 line entry	23.50	*	24.00	*	28.00	*	16.7%
8 line entry	24.50	*	25.00	*	32.00	*	28.0%
Extra for badge, crest or spray	41.00	*	41.90	*	42.00	*	0.2%
Extra for Coat of Arms	41.00	*	41.90	*		*	-100.0%

* = inclusive of VAT at relevant rate

	2010/2011		2010/2011		2011/2012		Increase
	As approved prior to VAT change		From 4 January 2011 (VAT 20%)		From 1 April 2011		
	£		£		£		%
Miniature Books of Remembrance							
2 line entry	53.00	*	54.10	*	55.00	*	1.7%
5 line entry	56.00	*	57.20	*	58.00	*	1.4%
8 line entry	60.00	*	61.30	*	62.00	*	1.1%
Extra for badge, crest or spray	41.00	*	41.90	*	42.00	*	0.2%
Extra for Coat of Arms	41.00	*	41.90	*	42.00	*	0.2%
Adoption of Rose Trees (including nameplate)							
Renewals after initial period:							
(a) 5 years	182.00	*	185.90	*	190.00	*	2.2%
(b) 1 year	50.00	*	51.10	*	60.00	*	17.4%
Standard Roses (5 years)	220.00	*	224.70	*	230.00	*	2.4%
Renewals after initial period:							
(a) 5 years	185.00	*	188.90	*	190.00	*	0.6%
(b) 1 year	55.00	*	56.20	*	60.00	*	6.8%
Granite Plaque	112.00	*	114.40	*	150.00	*	31.1%
Replacement plaque or added inscription	48.00	*	49.00	*	49.00	*	0.0%
Double plaque	48.00	*	49.00	*	49.00	*	0.0%
Trees and Shrubs (5 years)	357.00	*	364.60	*	375.00	*	2.9%
Renewals after initial period:							
(a) 5 years	285.00	*	291.10	*	292.00	*	0.3%
(b) 1 year	72.00	*	73.50	*	75.00	*	2.0%
Seats 6 feet length (for a period of 25 years)	1,377.00	*	1,406.30	*	1,410.00	*	0.3%
Wall Plaques (for 5 years)	143.00	*	146.00	*	148.00	*	1.4%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Parks & Countryside Services

	2010/2011 As approved prior to VAT change		2010/2011 From 4 January 2011 (VAT 20%)		2011/2012 From 1 April 2011		Increase
	£		£		£		%
Replacement Wall Plaque	80.00	*	81.70	*	82.00	*	0.4%
Renewals after initial period:							
(a) 5 years	111.00	*	113.40	*	115.00	*	1.4%
(b) 1 year	50.00	*	51.10	*	52.00	*	1.8%
Wall Tablets							
(a) 10 years	383.00	*	391.10	*	395.00	*	1.0%
Memorial Vault - Sanctum							
(a) 10 years	755.00	*	771.10	*	780.00	*	1.2%
(b) 20 years	1,020.00	*	1,041.70	*	1,050.00	*	0.8%
(c) 30 years	1,285.00	*	1,312.30	*	1,320.00	*	0.6%
(d) 50 years	1,515.00	*	1,547.20	*	1,600.00	*	3.4%
Vase Blocks - 10 years	418.00	*	426.90	*	428.00	*	0.3%
Replacement Vault Tablet	219.00	*	223.70	*	225.00	*	0.6%
Sanctum Replacement Vault Tablet (up to 80 letters)	245.00	*	250.20	*	255.00	*	1.9%
Sundial Tablets - Lower Tablet (when available)	408.00	*	416.70	*	420.00	*	0.8%
Sundial Tablets - Middle Tablet (when available)	383.00	*	391.10	*	395.00	*	1.0%
Sundial Tablets - Top Tablet (when available)	357.00	*	364.60	*	365.00	*	0.1%
Use of Chapel for Memorial Service (no cremation)	306.00		306.00		315.00		2.9%
Certified Extract from Register of Cremations	16.00		16.00		17.00		6.3%
Depositing of Coffin in the Chapel overnight	51.00		51.00		60.00		17.6%
Cemeteries							
Guildford, Stoke New and Old Cemeteries - Interments							
For the interment in a grave in respect of which an exclusive right of burial has not been granted:-							
of the body of a stillborn child or of a child whose age at the time of death did not exceed one month	51.00		51.00		51.00		0.0%
of the body of a child whose age at the time of death exceeded 1 month but did not exceed 12 years	51.00		51.00		51.00		0.0%
of the body of a person whose age at the time of death exceeded 12 years	347.00		347.00		350.00		0.9%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Parks & Countryside Services

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
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	561.00	561.00	561.00	0.0%
to a depth exceeding 5ft 6 ins but not exceeding 7ft	617.00	617.00	617.00	0.0%
to a depth exceeding 7ft but not exceeding 9ft	678.00	678.00	678.00	0.0%
to a depth exceeding 9ft	745.00	745.00	745.00	0.0%
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)	 342.00	 342.00	 342.00	 0.0%
 The fees indicated above include the digging of the grave and apply only where the interment is made between the hours of 10:00 am and 3:00 pm on a weekday, or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary.				
 Should interment be required outside the stipulated times, then an additional fee is payable of:	 286.00	 286.00	 286.00	 0.0%
 Monuments, Gravestones, Tablets and Monumental Inscriptions				
For the rights to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted:				
Any approved monument or memorial; -				
Headstone/tablet	118.00	118.00	120.00	1.7%
Kerbs/headstone	148.00	148.00	150.00	1.4%
 The fees indicated above include the first inscription. For each inscription after the first, a fee of:	 75.00	 75.00	 75.00	 0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Parks & Countryside Services

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Exclusive Rights of Burial in Earthen Graves: Lawn Section				
In an earthen grave 7ft 6 ins x 3ft 6 ins	1,296.00	1,296.00	1,340.00	3.4%
In an earthen grave 6ft x 3ft	622.00	622.00	625.00	0.5%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 50 years.				
Exclusive Rights of Burial in Earthen Graves Traditional Section				
In an earthen grave 7ft 6 ins 3ft 6 ins	1,295.00	1,295.00	1,340.00	3.5%
In an earthen grave 6ft x 3ft	622.00	622.00	625.00	0.5%
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)	423.00	423.00	425.00	0.5%
Miscellaneous Charges				
Exhumation of a coffin: Fees to be assessed by the Registrar, subject to minimum fee of:	Price on Application		Price on Application	
Certified Copy of an Entry in Register of Burials, including Stamp Duty	16.00	16.00	17.00	6.3%
For depositing of coffin in the Chapel during the night prior to interment	51.00	51.00	60.00	17.6%
<i>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.</i>				
<i>All fees are double in respect of non-inhabitants.</i>				

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Planning Services

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Approved by Full Council				
Statutory Planning fees are charged under:- The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008 http://www.legislation.gov.uk/ukdsi/2008/9780110809892/contents				
Decision Notices				
Planning Decisions (TP3s) - post 2005 on website	7.00 *	7.15 *	7.30 *	2.1%
Planning Appeal Decisions - post 2005 on website	7.00 *	7.15 *	7.30 *	2.1%
BC Completion Certificate pre 2001	10.50 *	10.70 *	11.00 *	2.8%
Bc Completion Letter pre 1991	10.50 *	10.70 *	11.00 *	2.8%
If the above are not available on the website then normal photocopying charges apply.				
Photocopy Charges				
Plan Copying(A2-A0)	8.00	8.00	8.50	6.3%
Photocopying Charges (black and white A4)	0.10 *	0.10 *	0.10 *	2.1%
Photocopying Charges (black and white A3)	0.10 *	0.10 *	0.10 *	2.1%
Photocopying Charges (colour A4)	0.25 *	0.25 *	0.25 *	1.9%
Photocopying Charges (colour A3)	0.25 *	0.25 *	0.25 *	1.9%
Supply of information to professional organisations				
General enquiries (one off charge)	45.00	45.00	45.00	0.0%
Fast -track responses (within 2 working days)	90.00	90.00	90.00	0.0%

Tables 1, 2 & 3 for Building Control fees were increased in the executive report (September 30th 2010)

Pre-application charges from 1st December 2010 (executive report Sept/Oct)(all charges are inclusive of VAT)

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Planning Services

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Residential				
Householder - site visit and written response	25.00	25.00	25.00	0.00%
Housing: Small				
1-4 dwellings - site visit, meeting and meeting note	150.00	150.00	150.00	0.00%
5-9 dwellings - site visit, meeting and meeting note	300.00	300.00	300.00	0.00%
Housing: Medium				
10-24 dwellings - site visit, meeting and meeting note	500.00	500.00	500.00	0.00%
25-49 dwellings - site visit, meeting and meeting note	750.00	750.00	750.00	0.00%
Housing: Large				
25-49 dwellings - site visit, meeting and meeting note (fees to be advised on case-by-case basis)				
Non-Residential				
Commerical: Small				
Under 500sqm - site visit, meeting and meeting note	300.00	300.00	300.00	0.00%
Commerical: Medium				
500sqm - 2000sqm - site visit, meeting and meeting note	500.00	500.00	500.00	0.00%
Commerical: Large				
over 2500sqm - site visit, meeting and meeting note (fees to be advised on case-by-case basis)				
Other (examples of these include Listed Building (non-householder, changes of use, advertisements, shop fronts, agricultural, telecommunications - site visit, meeting and meeting note)				

Building Control and Pre-application fees can also be agreed under delegated authority when required.

Pre-app advice - <http://www.guildford.gov.uk/article/6863/Pre-application-advice-charges>

BC fees - <http://www.guildford.gov.uk/CHttpHandler.ashx?id=8509&p=0> and <http://www.guildford.gov.uk/CHttpHandler.ashx?id=8510&p=0>

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Planning Services

	2010/2011 As approved prior to VAT change	2010/2011 From 4 January 2011 (VAT 20%)	2011/2012 From 1 April 2011	Increase
	£	£	£	%
Guildford Borough Local Plan 2003				
Sale to residents	17.00	17.00	17.00	0.0%
Sale to others	39.50	39.50	39.50	0.0%
Sale to students	17.00	17.00	17.00	0.0%
Postage and packing for each document	5.75	5.75	5.75	0.0%
Local Development Framework				
Statement of Community Involvement	3.10	3.10	3.10	0.0%
Supplementary Planning Documents				
Sustainable Development and Construction 2005	6.60	6.60	6.60	0.0%
Sustainable Development and Construction 2005 - Students	2.05	2.05	2.05	0.0%
Vehicle Parking Standards 2006	6.50	6.50	6.50	0.0%
Vehicle Parking Standards 2006 - Students	2.05	2.05	2.05	0.0%
Infrastructure 2006	6.40	6.40	6.40	0.0%
Infrastructure 2006 - Students	2.05	2.05	2.05	0.0%
Supplementary Planning Guidance				
Conservation Area Character Appraisals 2006	4.20	4.20	4.20	0.0%
Residential Design Guide 2005	6.40	6.40	6.40	0.0%
Telecommunications 2004	3.20	3.20	3.20	0.0%
Planning Obligations and Infrastructure 2003	3.20	3.20	3.20	0.0%
North St/Commercial Rd/Leapale Rd Design and Development Brief adopted as SPG 2003	3.20	3.20	3.20	0.0%
Residential Extensions 2003	3.20	3.20	3.20	0.0%
Open Space 2002	3.20	3.20	3.20	0.0%
Street Cafes 1995	2.05	2.05	2.05	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Planning Services

	2010/2011 As approved prior to VAT change	2010/2011 From 4 January 2011 (VAT 20%)	2011/2012 From 1 April 2011	Increase
	£	£	£	%
Development Guidance/Planning Guidelines				
Woodbridge Meadows 2005	6.20	6.20	6.20	0.0%
Development Briefs				
Slyfield Industrial Estate 2004	3.20	3.20	3.20	0.0%
UniS Manor Park 2003	6.40	6.40	6.40	0.0%
Bedford Road 2000/2003	6.40	6.40	6.40	0.0%
Cycling Strategy	2.60	2.60	2.60	0.0%
Walking Strategy	2.60	2.60	2.60	0.0%
Countryside				
Thames Basin Heath Special Protection Area Avoidance Strategy (2010-14)	6.20	6.20	6.20	0.0%

* = inclusive of VAT at relevant rate

Guildford Borough Council - Outline Budget 2011/2012

Revenues & Payments

	2010/2011 As approved prior to VAT change £	2010/2011 From 4 January 2011 (VAT 20%) £	2011/2012 From 1 April 2011 £	Increase %
Approved by Full Council				
Local Taxation				
Court Costs - Council Tax	83.00	83.00	93.00	12.0%
Court Costs - Business Rates	93.00	103.00	103.00	0.0%

* = inclusive of VAT at relevant rate

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2011/2012**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012 to 2015/2016**

***GENERAL FUND & HOUSING
CAPITAL PROGRAMMES***

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/12**

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GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2011/12 - 2015/16

GENERAL FUND & HOUSING CAPITAL PROGRAMMES

General Fund :	page no.
Main programme	288 - 293
Projects funded from reserves, leasing/borrowing etc.	294 - 297
 Housing Capital Programme :	
HRA Element	298 - 299
GF Element	300 - 303

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2011/12 - 2015/16

Item No.	Year approved	Appr-oved Est £000	Service Units / Capital Schemes	Total spend at 31/03/10 (a) £000	10/11 Est out-turn (e) £000	11/12 Est for year (f) £000	12/13 Est for year (g) £000	13/14 Est for year (h) £000	14/15 Est for year (i) £000	15/16 Est for year (j) £000	Est Total Cost a+(e to j)=(i) £000	Less 3rd party contr (l) £000	Net Cost to GBC (k) - (l) £000
APPROVED SCHEMES													
BUSINESS SYSTEMS													
1	10/11	182	<u>MILLMEAD HOUSE</u> Millmead Offices-rewiring & upgrade of electric circuits (PH1)	35	147	-	-	-	-	-	182		182
2	10/11	622	New Millmead Offices - replace boilers and plant	64	549	9	-	-	-	-	622	(100)	522
BUSINESS SYSTEMS - Totals				99	696	9	0	0	0	0	804	(100)	704
COMMUNITY CARE SERVICES													
<u>DAY CENTRES etc. :</u>													
3	08/09	88	Shawfield Centre - renew heating system	84	2	-	-	-	-	-	86		86
COMMUNITY CARE SERVICES - Totals				84	2	0	0	0	0	0	86	0	86
ECONOMIC DEVELOPMENT													
<u>GUILDFORD MUSEUM :</u>													
4	05/06	115	Structural works ph.1	71	44	-	-	-	-	-	115		115
5	07/08	45	Development - conservation management plan	23	12	10	-	-	-	-	45		45
6	08/09	47	Guildford Museum - improved access to collections	-	0	47	-	-	-	-	47		47
7	06/07	15	Pedestrian access from Castle Grounds	-	0	15	-	-	-	-	15		15
8	08/09	25	GUILDHALL: Heating system - upgrade	26	0	-	-	-	-	-	26		26
9	06/07	330	DISABLED ACCESS (DDA) IMPROVEMENTS: ph.2	183	80	67	-	-	-	-	330		330
<u>PROPERTY :</u>													
10	04/05	160	Asbestos Management ph.3	117	25	18	-	-	-	-	160		160
11	09/10	30	Fire risk assessment prog.- building improvements	12	18	-	-	-	-	-	30		30
12	99/00	4,000+fees	Onslow House	3,954	100	-	-	-	-	-	4,054		4,054
13	09/10	2,174	Slyfield Area Regeneration Project (SARP) (GBC share)	16	190	-	-	-	-	-	206		206
14	06/07	97	St. Catherine's Chapel - restoration	7	58	32	-	-	-	-	97		97
15	10/11	160	Relocation of TIC into Guildford House	-	225	-	-	-	-	-	225		225
16	10/11	90	#Guildford Town Centre Development Study	-	90	-	-	-	-	-	90		90
17		540	Bedford Road site - redevelopment: fees etc.	739	39	-	-	-	-	-	778		778
ECONOMIC DEVELOPMENT - Totals				5,148	882	189	0	0	0	0	6,219	0	6,219
LEISURE SERVICES													
NEW ENTERTAINMENT CENTRE													
18	06/07	26,000	ELECTRIC THEATRE: Lantern roof repairs	7,496	14,251	4,253	-	-	-	-	26,000		26,000
19	05/06	9	<u>ASH MANOR SPORTS CENTRE :</u>	-	0	-	-	-	-	-	0		0
<u>SHOWER FACILITIES - upgrade</u>													
20	08/09	28	Ash Manor overflow car parking	16	12	-	-	-	-	-	28		28
21	09/10	40	Ash Manor replace Gym Equipment	-	0	40	-	-	-	-	40	(5)	35
22	09/10	113		-	113	-	-	-	-	-	113		113

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2011/12 - 2015/16

Item No.	Year approved	Appr-oved Est £000	Service Units / Capital Schemes	Total spend at 31/03/10 (a) £000	10/11 Est out-turn (e) £000	11/12 Est for year (f) £000	12/13 Est for year (g) £000	13/14 Est for year (h) £000	14/15 Est for year (i) £000	15/16 Est for year (j) £000	Est Total Cost a+(e to j)=(l) £000	Less 3rd party contr (l) £000	Net Cost to GBC (k) - (l) £000
APPROVED SCHEMES													
			LEISURE SERVICES Cont.										
			SPECTRUM SPORTS CENTRE :										
23	05/06-07	1,745	Spectrum essential repairs	1,765	51	-	-	-	-	-	1,816	(1,025)	791
24	09/10	120	Steelwork Repairs & replacement	-	120	-	-	-	-	-	120		120
25	10/11	100	Building Remedial Work Project	-	100	-	-	-	-	-	100		100
26	09/10	236	Spectrum replace Gym Equipment	-	236	-	-	-	-	-	236	0	236
			YOUTH & COMMUNITY CENTRES - BELLFIELDS :										
27	08/09 & 10/11	28	Subsidence repairs / Extension to centre	-	88	3	-	-	-	-	91	(57)	34
			ARTWORK - % FOR ART (\$106) :										
28	08/09		Send Village Artwork #	11	2	-	-	-	-	-	13	(13)	0
29	08/09		Woodbridge Meadow Artwork #	18	13	4	-	-	-	-	34	(34)	0
30	09/10		Civic Artwork	-	11	23	-	-	-	-	34	(34)	0
LEISURE SERVICES - Totals				9,306	14,997	4,322	0	0	0	0	28,625	(1,168)	27,457
OPERATIONAL SERVICES													
			CAR PARKING :										
31	00/01	250	MSCPs - 'pay on foot' systems	-	250	-	-	-	-	-	250		250
32	08/09	59	CCTV upgrade (matrix)	-	0	-	-	-	-	-	0		0
33	07/08	80	Shere Recreation Ground Car Park - extension/upgrade	18	90	4	-	-	-	-	112	(10)	102
34	02/03	1,650	Park & Ride Service - Merrow - new facility	1,635	14	1	-	-	-	-	1,650	(1,650)	0
35	07/08	1,134	Park & Ride Service - Artington extension	803	6	-	-	-	-	-	809		809
			CYCLE ROUTES / SAFE ROUTES :										
			Cycle Routes :										
36	01/02	10	- Aldershot Road, Ash	11	0	-	-	-	-	-	11		11
37	04/05	11	- Guildford to Godalming cycle route ph.5	-	0	11	-	-	-	-	11		11
			Safe Routes to Schools :										
38	04/05	30	- Improvements to pedestrian facilities, Stratford Rd./Mytchett Rd., Ash Vale	29	1	-	-	-	-	-	30		30
			PUBLIC CONVENIENCES :										
39	08/09	39	Bedford (was Farnham) Rd.car park - refurbish public conveniences	1	0	38	-	-	-	-	39		39
40	08/09	44	Ripley - refurbish public conveniences	1	1	43	-	-	-	-	45		45
41		76	Civic WC (S106)	-	0	-	-	-	-	-	0	0	0

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2011/12 - 2015/16

Item No.	Year approved	Appr-oved Est £000	Service Units / Capital Schemes	Total spend at 31/03/10 (a) £000	10/11 Est out-turn (e) £000	11/12 Est for year (f) £000	12/13 Est for year (g) £000	13/14 Est for year (h) £000	14/15 Est for year (i) £000	15/16 Est for year (j) £000	Est Total Cost a+(e to j)=(l) £000	Less 3rd party contr (l) £000	Net Cost to GBC (k) - (l) £000
APPROVED SCHEMES													
OPERATIONAL SERVICES Cont.													
<u>SAFER GUILDFORD - CCTV & LIGHTING STRATEGY:</u>													
42	06/07	174	CCTV etc. phase 4	62	80	32	-	-	-	-	174		174
43	03/04	124	Lighting Strategy phase 3	105	5	14	-	-	-	-	124		124
44	05/06	144	Lighting Strategy phase 4	108	5	31	-	-	-	-	144	(6)	138
<u>GENERAL</u>													
45	09/10	11	Chapel Street Sign	-	11						11	(11)	0
46	09/10	70	Sluice Gates Motorisation at Town Mill Toll House	-	71						71		71
47	09/10	110	Guildford High Street - repairs to setts	9	73	28	-	-	-	-	110	(110)	(0)
48			Towpath (S106)	-	50	-	-	-	-	-	50	(50)	0
OPERATIONAL SERVICES - Totals				2,781	658	202	0	0	0	0	3,641	(1,837)	1,804
PARKS & COUNTRYSIDE SERVICES													
<u>CEMETERIES & CREMATORIUM:</u>													
49	07/08	49	Crematorium - office extension to provide private area for comfort of the bereaved etc.	39	10	-	-	-	-	-	49		49
50	09/10	1,000	CREMATORIUM: mercury abatement	-	0	1,000	-	-	-	-	1,000		1,000
51	08/09	17	Crematorium - automatic charging system for cremators	-	0	17	-	-	-	-	17		17
<u>PARKS & OPEN SPACES:</u>													
52	03/04	425	Fixed Equipment Playground Strategy (FEPS)	418	26	-	-	-	-	-	444	(20)	424
53	08/09	40	Stoke Park Paddling pool - water quality improvements	37	3	-	-	-	-	-	40		40
54	04/05	50	Quarry Street Gardens' Steps, Guildford	1	2	47	-	-	-	-	50		50
<u>S106:</u>													
54	08/09	35	Harpers Rec. Ground, Ash - ballcourt #	2	0	33	-	-	-	-	35	(35)	0
55	07/08	90	Parsonage Water Meadows - improvements #	50	36	-	-	-	-	-	86	(86)	0
56	08/09	40	Sutherland Mem.Park - play area imps. #	32	3	-	-	-	-	-	35	(35)	0
57		15	W/Clandon play equip	-	15	-	-	-	-	-	15	(15)	0
58	06/07	4	Woking Road - willow screen #	1	0	-	-	-	-	-	1	(1)	0
59	07/08	12	Woodbridge Meadows - landscaping #	11	0	-	-	-	-	-	11	(11)	0
60	09/10	235	Stoke Park Skate park - replace existing facility	-	0	235	-	-	-	-	235	(235)	0
61	09/10		Castle Fencing	-	8	-	-	-	-	-	8	(8)	0
62	09/10	6	St Martins Watering	-	2	-	-	-	-	-	2	(2)	0
63	10/11	15	Foxenden Quarry Toddler Playground Equipment	-	30	-	-	-	-	-	30	(30)	0
64	08/09	11	Allen House - ballcourt #	100	10	-	-	-	-	-	110	(110)	0
65		-	Ripley Green Ball Court	-	27	-	-	-	-	-	27	(27)	0
66		-	Castle Grounds	-	6	-	-	-	-	-	6	(6)	0

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2011/12 - 2015/16

Item No.	Year approved	Appr-oved Est £000	Service Units / Capital Schemes	Total spend at 31/03/10 (a) £000	10/11 Est out-turn (e) £000	11/12 Est for year (f) £000	12/13 Est for year (g) £000	13/14 Est for year (h) £000	14/15 Est for year (i) £000	15/16 Est for year (j) £000	Est Total Cost a+(e to j)=(l) £000	Less 3rd party contr (l) £000	Net Cost to GBC (k) - (l) £000
APPROVED SCHEMES													
PARKS & COUNTRYSIDE cont...													
67	07/08	16	Parish Council Play Facilities (S106) :	-	70	-	-	-	-	-	70	(70)	0
68	07/08		- Send PC - play improvements #	7	6	-	-	-	-	-	13	(13)	0
			- Shalford PC - teen shelter #										
PARKS & COUNTRYSIDE SERVICES - Totals				698	253	1,332	0	0	0	0	2,283	(703)	1,580
PLANNING SERVICES													
CONSERVATION WORKS :													
69	03/04	23	Gunpowder Mills, Chilworth - conservation/preservation	9	14	-	-	-	-	-	23		23
70	07/08	12	Treadwheel Crane, Town Wharf - repairs	-	12	-	-	-	-	-	12		12
ENVIRONMENTAL IMPROVEMENTS :													
71	00/01	50	Ash Village Centre (phase 1)	32	9	3	-	-	-	-	44		44
72	02/03	60	Ash Wharf Parade, Ash (phase 2)	17	33	-	-	-	-	-	50	(10)	40
S106:													
73	06/07	145	Haydon Place / Martyr Road	27	33	-	-	-	-	-	60	(60)	0
74		20	Frenchland Hatch Footpath Works		20	-	-	-	-	-	20	(20)	0
75	01/02	234	North Street Rejuvenation Project	6	0	228	-	-	-	-	234	(234)	0
76	03/04	50	Wooden Bridge, Stoughton	49	0	-	-	-	-	-	49	(49)	0
77	03/04	130	Worplesdon Road Environmental Improvement	92	0	37	-	-	-	-	129	(129)	0
78	03/04	80	Worplesdon Road Shops	2	36	-	-	-	-	-	38	(38)	0
	09/10	218	"Greening the Approaches" Strategy - S106	94	2	-	-	-	-	-	96	(96)	0
79		67	Ladymead / Josepchs Rd Pocket Park	5	31	30	4				70	(70)	0
80		15	Peasmarsh Roundabouts	0	15						15	(15)	0
81		4	Station Approach/London Road	0	0						0	0	0
82		20	A25 Woodbridge Road	0	10	10					20	(20)	0
83		150	Civic Environmental Improvements	0	40	110					150	(150)	0
84		30	Civic Lighting and Signage	0	0	30					30	(30)	0
85		11	Civic Bus stop/drop off point	0	0	11					11	(11)	0
86		80	Kingpost Parade	0	2	80					82	(82)	0
87		150	Boxgrove Road	0	6	150					156	(156)	0
88			Bridge Street Waymarking	0	5						5	(5)	0
89		12	Linden Way Playground	0	0	12					12	(12)	0
90	02/03	40	High Street / Chertsey St., Guildford	-	0	60	-	-	-	-	60	(20)	40
SAFER GUILDFORD :													
91	08/09	30	Subway Improvements ph.3 (Haydon Place; Tongham)	26	4	-	-	-	-	-	30		30
PLANNING SERVICES - Totals				359	272	761	4	0	0	0	1,396	(1,207)	189
APPROVED SCHEMES - GRAND TOTALS				18,475	17,759	6,816	4	0	0	0	43,054	(5,015)	38,039

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2011/12 - 2015/16

Item No.	Year approved	Appr-oved Est £000	Service Units / Capital Schemes	Total spend at 31/03/10 (a) £000	10/11 Est out-turn (e) £000	11/12 Est for year (f) £000	12/13 Est for year (g) £000	13/14 Est for year (h) £000	14/15 Est for year (i) £000	15/16 Est for year (j) £000	Est Total Cost a+(e to j)=(i) £000	Less 3rd party contr (l) £000	Net Cost to GBC (k) - (l) £000
PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)													
BUSINESS SYSTEMS													
MILLMEAD HOUSE:													
92	09/10	193	Civic Suite, Millmead House-replace air conditioning	21	172	-	-	-	-	-	193		193
93	09/10	499	Millmead Offices-rewiring & upgrade of electric circuits Ph 2	-	499	-	-	-	-	-	499		499
BUSINESS SYSTEMS - Totals				21	671	0	0	0	0	0	692	0	692
ECONOMIC DEVELOPMENT													
94	09/10	340	DISABLED ACCESS (DDA) IMPROVEMENTS: ph.3	-	0	340	-	-	-	-	340		340
95	09/10	2,174	Slyfield Area Regeneration Project (SARP) (GBC share)	-	0	300	300	150	-	-	750		750
ECONOMIC DEVELOPMENT - Totals				0	0	640	300	150	0	0	1,090	0	1,090
LEISURE SERVICES													
SPECTRUM :													
96	09/10	2,306	Roof replacement	-	0	739	-	1,567	-	-	2,306		2,306
97	09/10	406	Replacement ice plant equipment	-	0	406	-	-	-	-	406		406
98	09/10	294	Replace GRP in pool flumes	-	0	-	294	-	-	-	294		294
LEISURE SERVICES - Totals				0	0	1,145	294	1,567	0	0	3,006	0	3,006
PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)													
OPERATIONAL SERVICES													
99	09/10	120	LAND DRAINAGE: Ash Green - flood relief works	11	31	182	-	-	-	-	224	(60)	164
100	09/10	65	RECYCLING: Bring-banks - replacement	0	8	57	-	-	-	-	65		65
OPERATIONAL SERVICES - Totals				11	39	239	0	0	0	0	289	(60)	229
PROVISIONAL SCHEMES - GRAND TOTALS				32	710	2,024	594	1,717	0	0	5,077	(60)	5,017
SUMMARY													
APPROVED SCHEMES - TOTALS				18,475	17,759	6,816	4	0	0	0	43,054	(5,015)	38,039
PROVISIONAL SCHEMES - TOTALS				32	710	2,024	594	1,717	0	0	5,077	(60)	5,017
GRAND TOTALS				18,507	18,469	8,840	598	1,717	0	0	48,131	(5,075)	43,056

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2011/12 - 2015/16

Item No.	Year approved	Appr-oved Est £000	Service Units / Capital Schemes	Total spend at 31/03/10 (a) £000	10/11 Est out-turn (e) £000	11/12 Est for year (f) £000	12/13 Est for year (g) £000	13/14 Est for year (h) £000	14/15 Est for year (i) £000	15/16 Est for year (j) £000	Est Total Cost a+(e to j)=(l) £000	Less 3rd party contr (l) £000	Net Cost to GBC (k) - (l) £000
			FINANCED as follows :		10/11 Est out-turn £000	11/12 Est for year £000	12/13 Est for year £000	13/14 Est for year £000	14/15 Est for year £000	15/16 Est for year £000			
			Contributions etc.		545	650	0	0	0	0			
			Lottery funding		0	0	0	0	0	0			
			Capital Receipts		1,075	1,629	598	1,717	0	0			
			<u>R.C.C.O. :</u>										
			- R.C.C.O - Specific		0	0	0	0	0	0			
			- R.C.C.O via GF Capital Schemes Reserve		11,414	0	0	0	0	0			
			- R.C.C.O via other reserves etc.		0	0	0	0	0	0			
			Funding requirement: Housing receipts		5,434	5,019	0	0	0	0			
			Funding requirement: borrowing		0	1,542	0	0	0	0			
			TOTALS		18,469	8,840	598	1,717	0	0			

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2011/12 - 2015/16

Item No.	Approved Estimate	Projects & Sources of Funding (listed in Service Unit order)	Total Spend at 31/3/10 (a) £000	10/11 Est Out-turn (e) £000	11/12 Est for year (f) £000	12/13 Est for year (g) £000	13/14 Est for year (h) £000	14/15 Est for year (i) £000	15/16 Est for year (j) £000	Est Total Cost = a+(e to j) £000	Notes
	240	AUDIT & PERFORMANCE <u>ENERGY PROJECTS per SALIX RESERVE:</u> SALIX - 'Invest to Save' energy projects: {		-	-	-	-	-	-	0	Exp subject to being repaid by savings { 50% funding per SALIX contributions, 50% per Salix reserve
1		- Variable speed drives, Spectrum {	90	5	-	-	-	-	-	95	
2		- Variable Speed Drives Ph 2 {	-	71	-	-	-	-	-	71	
3		- BEMS Upgrade {	-	15	-	-	-	-	-	15	
4		- Installation of low loss transformers {	-	-	74	-	-	-	-	74	
5		- High efficiency gas condensing boiler and thermal store {	-	20	-	-	-	-	-	20	
6		- Voltage optimisation (various sites) {	-	18	-	-	-	-	-	18	
7		- Lighting Controls {	-	-	40	-	-	-	-	40	
8		- Lighting Upgrades {	-	38	-	-	-	-	-	38	
9		- Lighting Upgrades & Controls {	-	-	15	-	-	-	-	15	
10		- Leapale Road {	-	-	35	-	-	-	-	35	
	250	<u>ENERGY PROJECTS per GBC INVEST TO SAVE RESERVE:</u> GBC 'Invest to Save' energy projects									Exp subject to being repaid by savings Approved as part of Carbon Management Plan - exec 22/4/10
11		- CHP & Absorption Chiller {	-	-	175	-	-	-	-	175	
12		- Server Virtualisation {	-	70	-	-	-	-	-	70	
	50	GBC 'One Off' energy projects									
13		- Installation of solar PV at St Martha's Ct {	-	-	35	-	-	-	-	35	
		AUDIT & PERFORMANCE - Totals	90	238	374	0	0	0	0	702	
		ECONOMIC DEVELOPMENT <u>SARP RESERVE</u> SCC & TWA share of costs	24	158	-	-	-	-	-	182	
		SARP PARTNERSHIP RESERVE - Totals	24	158	0	0	0	0	0	182	
		ICT SERVICES <u>INFORMATION TECHNOLOGY - IT Renewals Reserve :</u> Hardware / software 10/11	annual	287	-	-	-	-	-	287	
14	annual	- Payroll / HR System {	-	2	-	-	-	-	-	2	part funded Salix & IT Renewals part funded Salix & IT Renewals part funded Salix & IT Renewals part funded Salix & IT Renewals part funded Salix & IT Renewals
15		- Website Development {	-	35	-	-	-	-	-	35	
16		- Share Point Intranet Upgrade {	-	3	-	-	-	-	-	3	
17		- Website (Goss) Project {	-	23	-	-	-	-	-	23	
18		- Server Virtualisation Project {	-	113	-	-	-	-	-	113	
19		Hardware / software - future years	-	-	400	400	400	400	400	2,000	
20		IT Renewals Reserve - Totals	0	463	400	400	400	400	400	2,463	

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2011/12 - 2015/16

Item No.	Approved Estimate	Projects & Sources of Funding (listed in Service Unit order)	Total Spend at 31/3/10 (a) £000	10/11 Est Out-turn (e) £000	11/12 Est for year (f) £000	12/13 Est for year (g) £000	13/14 Est for year (h) £000	14/15 Est for year (i) £000	15/16 Est for year (j) £000	Est Total Cost = a+(e to j) £000	Notes
		LEISURE SERVICES - SPECTRUM									
		(a) Spectrum projects funded per Re-investment Reserve:									
21	annual	IT - planned improvements	annual	15	-	-	-	-	-	15	
22	24	Contr to Gym Equipment Capital Bid	-	24	-	-	-	-	-	24	Exec 17/6/10
23	14	Bowl TVs & Keypads (Phase two)	-	14	-	-	-	-	-	14	Exec 06/01/11
24	38	Pool Changing Area Refurbishment	-	38	-	-	-	-	-	38	Exec 06/01/11
25	10	Conference Room Refurbishment	-	10	-	-	-	-	-	10	Exec 06/01/11
26	annual	Future projects - estimated expenditure	-	-	125	125	125	125	125	625	This may be affected by decisions made as part of the options appraisal exercise
		Spectrum Re-investment Reserve - Totals	0	101	125	125	125	125	125	726	
		(b) Spectrum projects funded per Renewals/Replacement Reserve:									
27	75	PA System	-	75	-	-	-	-	-	75	Increased from £65k as per Executive 06/01/11
28	-	Ducting replacements	161	7	-	-	-	-	-	168	Complete. Retention due
29	92	Chiller Replacement & Chiller Controls	-	2	90	-	-	-	-	92	as per Executive 06/01/11
30	30	Hot water calorifiers - replacement	-	0	30	-	-	-	-	30	
31	94	Bleacher Seating replacement	-	20	-	-	-	-	-	20	Reduced from £94k to 20k as per Exec 06/01/11
32	15	Water regulations project	2	12	-	-	-	-	-	14	
33	19	Energy Level Gym AHU	-	19	-	-	-	-	-	19	Changed from £16k to £19k in 10/11 as per Exec 06/01/11
34	32	Air-conditioning units (replacing R22 A/C units) 11/12	-	-	32	-	-	-	-	32	
35	310	Lift controls - replacement	-	-	75	92	75	68	-	310	£75k moved from 10/11 to 13/14 as per Executive 06/01/11
36	20	Pool lighting	-	20	-	-	-	-	-	20	
37	23	Air-handling units	13	9	-	-	-	-	-	22	
38	90	Ice Hall enviro chiller replacement	-	0	90	-	-	-	-	90	Awaiting confirmation of 2nd CHP bid
39	80	Ice resurfacers	-	0	80	-	-	-	-	80	
40	14	CAS Hall Heat Pump	-	14	-	-	-	-	-	14	Added in as per Exec 06/01/11
41	43	Video wall replacement	-	-	43	-	-	-	-	43	
42	16	Replace lifting equipment	-	-	16	-	-	-	-	16	
43	11	Ducting Replacements	-	-	-	11	34	-	-	45	As per Exec 17/6/10
44	22	AHU Works	-	-	-	22	-	11	-	33	As per Exec 17/6/10
45	55	Bowl Mechanism	-	-	-	55	-	-	-	55	As per Exec 17/6/10
46	33	Front Doors Replace	-	-	-	33	-	-	-	33	As per Exec 17/6/10
47	17	BMS Upgrade	-	-	-	17	-	-	-	17	As per Exec 17/6/10
48	39	Ice Lighting Replace	-	-	-	39	-	-	-	39	As per Exec 17/6/10
49	22	Door Replacements	-	-	-	22	-	-	-	22	As per Exec 17/6/10
50	40	Fan coil units in ice boxes	-	40	-	-	-	-	-	40	Changed from £44k in 11/12 to £40k in 10/11 as per Exec 06/01/11
51	34	Air Conditioning Units	-	-	-	-	34	-	-	34	As per Exec 17/6/10
52	56	Bowl Machinery	-	-	-	-	56	131	46	233	As per Exec 17/6/10
53	139	Fuel Cell CHP	-	-	-	-	139	-	-	139	As per Exec 17/6/10
54	34	Arena Lighting	-	-	-	-	34	-	-	34	As per Exec 17/6/10
55	11	Building Services	-	-	-	-	-	11	-	11	As per Exec 17/6/10
56	46	Lighting Replacements	-	-	-	-	-	-	46	46	As per Exec 17/6/10
		Spectrum Renewals Reserve - Totals	176	218	456	290	371	222	93	1,826	

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2011/12 - 2015/16

Item No.	Approved Estimate	Projects & Sources of Funding (listed in Service Unit order)	Total Spend at 31/3/10 (a) £000	10/11 Est Out-turn (e) £000	11/12 Est for year (f) £000	12/13 Est for year (g) £000	13/14 Est for year (h) £000	14/15 Est for year (i) £000	15/16 Est for year (j) £000	Est Total Cost = a+(e to j) £000	Notes
57		LEISURE SERVICES - SPECTRUM Cont (c) Lido Reinvestment Reserve: Spectrum Swimming Pool Filters	-	50	-	-	-	-	-	50	The reserve will be fully utilised in 2010/11
		Lido Reinvestment Reserve - Totals	0	50	0	0	0	0	0	50	
58	500	OPERATIONAL SERVICES <u>CAR PARKS RESERVE (see note opposite):</u> Car parks - install/replace pay-on-foot equipment	9	491	-	-	-	-	-	500	<i>Note: 10/11 and future year schemes subject to approval of Car Parks' Business Plan.</i> Addit.funding of £250k incl. in capital programme. P & R 16/09/98 min.no.398 per B & W Cttee. 8/09/98 min.no.370. £250k capital programme funded; £500k car parks maintenance reserve. Works 75% complete. GF capital element fully utilised. Invoices value £163.3k to be paid in Nov 10. Approved at Executive 6th Jan 2011 £15k of budget to Millbrook
59	300	Car parks - install/replace pay and display machines	-	-	300	-	-	-	-	300	
60	135	<u>Car Parks - Lighting improvements:</u> - York Road	121	14	-	-	-	-	-	135	
61	150	- Bedford Road	-	150	-	-	-	-	-	150	
62	100	- Leapale Road	-	-	100	-	-	-	-	100	
63	126	- Castle car park	-	-	-	126	-	-	-	126	
64	150	<u>Car Parks - Electrical works:</u> - Bedford Road	-	150	-	-	-	-	-	150	
65	50	- Leapale Road	-	-	50	-	-	-	-	50	
66	400	<u>Car parks - Deck surfacing:</u> - York Road	-	400	-	-	-	-	-	400	
67	349	- Leapale Road	-	-	349	-	-	-	-	349	
68	350	- Castle car park	-	-	-	-	-	-	-	0	
69	550	- Farnham Road car park	-	-	-	-	550	-	-	550	
		Car Parks Reserve - Totals	130	1,205	799	126	550	0	0	2,810	
70	annual	<u>VEHICLE REPLACEMENT PROGRAMME :</u> Vehicles, Plant & Equipment Replacement Programme	990	400	400	400	400	400	400	3,390	Programme may be funded via leasing or borrowing. Decision will be taken each year after assessing the financial implications of the options.
		Vehicle Replacement - Totals (leasing / borrowing)	990	400	400	400	400	400	400	3,390	

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES etc. : ESTIMATED EXPENDITURE 2011/12 - 2015/16

Item No.	Approved Estimate	Projects & Sources of Funding (listed in Service Unit order)	Total Spend at 31/3/10 (a) £000	10/11 Est Out-turn (e) £000	11/12 Est for year (f) £000	12/13 Est for year (g) £000	13/14 Est for year (h) £000	14/15 Est for year (i) £000	15/16 Est for year (j) £000	Est Total Cost = a+(e to j) £000	Notes
71	-	PARKS & COUNTRYSIDE SERVICES <u>SPA RESERVE :</u> SPA schemes (various)	335	100	100	100	100	100	100	935	Schemes to be funded from contributions, with initial pump-priming from reserve as required.
		SPA Reserve - Totals	335	100	100	100	100	100	100	935	
		GRAND TOTALS	1,745	2,932	2,654	1,441	1,946	1,247	1,118	13,083	

	FUNDING SUMMARY	10/11 Est Out-turn £000	11/12 Est for year £000	12/13 Est for year £000	13/14 Est for year £000	14/15 Est for year £000	15/16 Est for year £000
	Reserves (various)	2,432	2,154	941	1,446	747	618
	Leasing or borrowing re vehicles & plant replacement prog.#	400	400	400	400	400	400
	Grants & contributions	100	100	100	100	100	100
	# 08/09 acquisitions funded per borrowing TOTALS	2,932	2,654	1,441	1,946	1,247	1,118

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2011/12 - 2015/16 : HRA ELEMENT

	2009/10 Actual £000	2010/11 Estimate £000	2010/11 Updated 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
Schemes to promote Home-Ownership							
Equity Share Re-purchases	184	100	100	100	100	100	100
Major Repairs & Improvements							
Major Repairs & Improvements	6,233	6,500	5,500	6,000	7,500	7,500	7,500
Major Repairs & Improvements - to be allocated				1,000			
Grants							
Cash Incentive Scheme	44	75	75	75	75	75	75
Total Expenditure to be financed	6,461	6,675	5,675	7,175	7,675	7,675	7,675

	2009/10 Actual £000	2010/11 Estimate £000	2010/11 Updated 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	184	100	100	100	100	100	100
Contribution from Housing Revenue A/c (re cash incentives)	44	75	75	75	75	75	75
GF Capital Receipts transferred	0	0	0	0	0	0	0
Major Repairs reserve	3,913	3,973	3,973	4,054	4,150	4,220	4,220
Future Capital Programme reserve (per Housing Revenue A/c)	2,320	2,312	3,000	2,027	1,500	1,300	1,300
Balances brought forward							
Future Capital Programme reserve	13,726	13,298	13,726	15,199	15,280	13,430	11,450
Major Repairs reserve	0	0	0	0	0	0	0
Total Resources available	20,187	19,758	20,874	21,455	21,105	19,125	17,145

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2011/12 - 2015/16 : HRA ELEMENT

	2009/10 Actual	2010/11 Estimate	2010/11 Updated Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate
	£000	£000	£000	£000	£000	£000	£000
FINANCING OF PROGRAMME							
Equity Share capital receipts (per General Capital receipts)	184	100	100	100	100	100	100
General Capital Receipts (re Merchant Row) N40133	0	0	0	0	0	0	0
Contribution from Housing Revenue A/c (re cash incentives)	44	75	75	75	75	75	75
Future Capital Programme reserve	2,320	2,527	1,527	1,946	3,350	3,280	3,280
Major Repairs Reserve	3,913	3,973	3,973	4,054	4,150	4,220	4,220
Total Financing (= Total Expenditure)	6,461	6,675	5,675	6,175	7,675	7,675	7,675

	2009/10 Actual	2010/11 Estimate	2010/11 Updated Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate
	£000	£000	£000	£000	£000	£000	£000
RESERVES - BALANCES							
Reserve for Future Capital Programme (U01035)							
Balance b/f	13,088	13,298	13,726	15,199	15,280	13,430	11,450
Contribution in year	2,957	2,312	3,000	2,027	1,500	1,300	1,300
Used in year	(2,319)	(2,527)	(1,527)	(1,946)	(3,350)	(3,280)	(3,280)
Balance c/f	13,726	13,083	15,199	15,280	13,430	11,450	9,470

Major Repairs Reserve (U01036)							
Balance b/f	0	0	0	0	0	0	0
Contribution in year	3,913	3,973	3,973	4,054	4,150	4,220	4,220
Used in Year	(3,913)	(3,973)	(3,973)	(4,054)	(4,150)	(4,220)	(4,220)
Balance c/f	0	0	0	0	0	0	0

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2011/12 - 2015/16 : GENERAL FUND ELEMENT

EXPENDITURE	2009/10 Actuals £000	2010/11 Estimate £000	2010/11 Updated Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000	2014/15 Estimate £000	2015/16 Estimate £000
Grants								
Disabled Facilities Grants - mandatory	435	480	405	480	480	480	480	480
Home Improvement Assistance	138	83	143	80	80	80	80	80
SHIP Scheme	25	37	37	40	40	30	30	30
Affordable Housing								
Acquisition of Land & Buildings:								
Feasibility/Site Preparation (incl. decommission costs and home loss & disturbance payments):	0	50	0	50	50	50	50	50
- Hornhatch	(13)	0	0	0	0	0	0	0
- Sandfields	88	60	60	0	0	0	0	0
- Lakeside Close, Ash	8	100	50	130	0	0	0	0
- White Hart Court	24	18	0	0	0	0	0	0
- Willow Way infrastructure works	0	41	41	0	0	0	0	0
- New Road Gomshall	0	0	30	0	0	0	0	0
- Victoria Court	0	0	71	0	0	0	0	0
- Victoria Court Demolition Costs	0	0	0	66	0	0	0	0
Affordable Housing - Grants:								
2006/07 Schemes								
GBC Garage Sites : Willow Way	0	170	163	163	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 2011/2012
GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2011/12 - 2015/16 : GENERAL FUND ELEMENT

	2009/10 Actuals £000	2010/11 Estimate £000	2010/11 Updated Estimate £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000	2014/15 Estimate £000	2015/16 Estimate £000
EXPENDITURE								
Affordable Housing - Grants (continued):								
<u>2007/08 Schemes</u>								
Ash Grove, Guildford	24	0	0	0	0	0	0	0
Hornhatch	120	0	0	0	0	0	0	0
<u>2008/09 Schemes</u>								
Gardner Rd. / Woodbridge Rd.	0	385	130	130	0	0	0	0
<u>2010/11 Schemes</u>								
Friary Extension	0	0	0	<i>provision may be required at some stage</i>			0	0
<u>2011/12 Schemes</u>								
New Inn Lane	0	0	0	295	0	0	0	0
White Hart Court	0	0	0	895	895	0	0	0
General Grants to RSLs	0	1,000	41	0	0	500	500	229
Total Expenditure to be financed	849	2,424	1,171	2,329	1,545	1,140	1,140	869

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2011/12 - 2015/16 : GENERAL FUND ELEMENT

	2009/10 Actuals	2010/11 Estimate	2010/11 Updated Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
RESOURCE AVAILABILITY								
Resources generated in year								
Sale of Council Houses (net of costs) *	1,196	1,010	1,010	750	750	750	750	750
<i>Less sum pooled (i.e. returned to Government)</i>	(869)	(758)	(758)	(563)	(563)	(563)	(563)	(563)
Council House sales - net	327	253	253	187	187	187	187	187
Equity Share sales (net of costs) *	260	100	100	100	100	100	100	100
<i>Less sum pooled (i.e. returned to Government)</i>	(195)	(75)	(75)	(75)	(75)	(75)	(75)	(75)
<i>Less funding of Equity Share buy-backs in HRA programme</i>	(184)	(100)	(99)	(100)	(100)	(100)	(100)	(100)
Mortgages (net of costs) *	0	0	0	0	0	0	0	0
<i>Less pooling</i>	0	0	0	0	0	0	0	0
HRA Sales for Affordable Housing*	271	0	0	1,965	1,575	0	0	0
Housing Grant repayments	45	30	30	30	30	30	30	30
Capital Receipts used for HRA element ##	0	0	0	0	0	0	0	0
s106 Contributions	0	0	0	0	0	0	0	0
Specific Grant re mandatory Disabled Facilities grant	240	240	240	240	240	240	240	240
Balances brought forward								
Usable capital receipts	21,717	21,717	21,717	15,269	10,741	11,153	10,395	9,637
s106 Contributions	182	182	182	0	0	0	0	0
Total Resources available	22,663	22,347	22,347	17,616	12,698	11,535	10,777	10,019

Items marked * must be used towards affordable housing or regeneration to avoid being paid over to the Government

to match estimate on HRA element re Merchant Row

	2009/10 Actuals	2010/11 Estimate	2010/11 Updated Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
FINANCING OF PROGRAMME								
Specific Grants	240	240	240	240	240	240	240	240
Housing Grant repayments	45	30	30	30	30	30	30	30
s106 Contributions	204	71	182	0	0	0	0	0
Capital Receipts	707	2,083	719	2,059	1,275	870	870	599
Total Financing (= Total Expenditure)	1,196	2,424	1,171	2,329	1,545	1,140	1,140	869

GUILDFORD BOROUGH COUNCIL - BUDGET 2011/2012
GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2011/12 - 2015/16 : GENERAL FUND ELEMENT

	2009/10 Actuals	2010/11 Estimate	2010/11 Updated Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
BALANCES								
Usable Capital Receipts								
Balance b/f	21,600	21,549	21,717	15,269	10,741	11,153	10,395	9,637
Received in year (net)	707	178	178	2,077	1,687	112	112	112
Adjustments re investments over year-end	0	0	0	0	0	0	0	0
Used in year (General Fund programme)	0	(5,990)	(5,907)	(4,546)	0	0	0	0
Used in year	(590)	(2,083)	(719)	(2,059)	(1,275)	(870)	(870)	(599)
Balance c/f	21,717	13,654	15,269	10,741	11,153	10,395	9,637	9,150
s106 Contributions - DETAILS OVERLEAF								
Balance b/f	386	71	182	0	0	0	0	0
Contributions in year	0	0	0	0	0	0	0	0
Used in Year	(204)	(71)	(182)	0	0	0	0	0
Balance c/f	182	0	0	0	0	0	0	0
Housing Grant Repayments								
Balance b/f	0	0	0	0	0	0	0	0
Repayments in year	45	30	30	30	30	30	30	30
Used in Year	(45)	(30)	(30)	(30)	(30)	(30)	(30)	(30)
Balance c/f	0	0	0	0	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/12**

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**GUILDFORD BOROUGH COUNCIL
BUDGET 2011/2012**

GLOSSARY

GUILDFORD BOROUGH COUNCIL

BUDGET 2011/2012

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

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

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

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

Budgetary Control - Monitoring actual expenditure and income against a financial target.

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

Capital Expenditure - Spending on assets (e.g. land, buildings, roads etc) which adds to and not merely maintains the value of an existing fixed asset. Expenditure that does not fall within the definition must be charged to the revenue account.

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

Capital Receipts - The money from the sale of land or other long-term assets. Capital receipts can be used to pay for new capital expenditure, within rules set down by the government, or to repay outstanding loans. They cannot be used to finance revenue expenditure.

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

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

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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 2011/2012

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.

Housing Revenue Account Subsidy System - The subsidy system is the mechanism Government uses to determine the amounts local authorities need to spend on their council housing and whether subsidy is required to support this. The Government makes notional calculations of how much income and expenditure each authority should have. If assumed spending is greater than assumed income, Government pays HRA subsidy to make up the deficit; where it is less, the local authority pays the surplus to Government. While the calculations are notional, they are based on actual data such as stock numbers, interest rates and deprivation indices, all of which are adjusted annually.

Housing Revenue Account – Reform of Council Housing Finance (Self Financing)

A new self financing regime will replace the existing subsidy system which will be abolished from April 2012. The new self financing arrangement will enable councils to keep all the rent they raise and spend it locally. In return for this greater freedom, each authority will be required to assume a percentage of national housing debt from the Government in a one-off settlement.

GUILDFORD BOROUGH COUNCIL

BUDGET 2011/2012

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.

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

GUILDFORD BOROUGH COUNCIL

BUDGET 2011/2012

(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 does not fall within the definition of provisions.

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

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

Revenue Contribution to Capital Outlay - 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)

GUILDFORD BOROUGH COUNCIL

BUDGET 2011/2012

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

Support Services - The charge made for services, which support the provision of services to the public. Includes 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