

**General Fund
Budget Book
2016-17**

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Contents

Budget Analysis	Page Number	Directorate	Page Number
Alphabetical list of services	ii	Community Services Directorate	1
Chief Financial Officer's statutory report	vii	Corporate Directorate	35
Movement in General Fund net budget - summary	xxiv	Development Directorate	59
Movement in General Fund net budget - detail	xxv	Environment Directorate	81
Investment in services included in 2016-17 budget	xxix	Managing Director	129
Savings and additional income included in 2016-17 budget	xxxix	Resources Directorate	139
Summary - gross expenditure and income	xliv	Fees and Charges	165
Summary - net expenditure	xliv	Capital Programme	209
Graphical analysis of Directorate gross expenditure for 2016-17 by type (subjective analysis)	xlvi	Glossary	257
Graphical analysis of Directorate gross income for 2016-17 by type	xlvii		
Analysis of General Fund gross expenditure and sources of finance for 2016-17	xlviii		
General Fund revenue balance and major reserve funds' projections to 2019-20	li		
Net budget, Council Tax Requirement and Council Tax	lii		
Economic indicators	liii		
Manpower establishment used in General Fund estimate preparation	liv		
Salaries and employee costs	lv		
Collection Fund	lvi		
General Fund budget projection to 2019-20 (excl Parish precepts)	lix		
General Fund budget projection to 2019-20 (excl Parish precepts) – subjective basis	lx		
Financial risk register	lxi		

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

	Page No
A	
Abandoned Vehicles	89
Access Group for Guildford	41
Accountancy Services	145
Affordable Housing Development	7
Armed Forces Day	90
Asset Development	65
B	
Building Control	66
Building Maintenance	8
Business and Tourism	67
Business Forum	68
Business Rates	146
C	
Capital Programmes (General Fund):-	209
Main Programme	212
Projects funded from S106 contributions	219
Projects funded from reserves and leasing/borrowing	217
General Fund Housing	224
CCTV Systems	125
Cemeteries and Closed Churchyards	91
Citizens Advice Bureau	10
Civic Expenses	42
Civil Emergencies	11
Climate Change	147
Clinical Waste	92
Committee Services	43
Community Development	44
Community Meals and Transport	12
Community Safety Wardens	13
Community Services	14
Corporate Financial	149
Corporate Services	45
Council and Committee Support	46
Council Tax	148
Crematorium	93
D	
Day Services	16
Debtors	150
Democratic Representation and Management	47
Development Control	69
Dog Control and Animal Welfare	94

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

	Page No
E	
Elections	48
Electoral Registration	49
Electric Theatre	95
Emergency Communications System	9
Elderly Mentally Infirm (EMI) Services	17
Engineering and Transport Services	96
Environmental Control	18
E-Payments	151
F	
Feasibility Studies	152
Fees and Charges: -	165
Community Services Directorate	168
Corporate Directorate	176
Development Directorate	178
Environment Directorate	188
Resources Directorate	208
Fleet Management Service	97
Food and Safety Services	19
G	
Grants to Voluntary Organisations: Housing and Community	20
Graphics and IT Unit	70
Guildford House	98
Guildford Museum	111
Guildford Youth Council	50
Guildhall	99
Gypsy Caravan Sites	21
H	
Health and Safety	15
Home Farm, Effingham	22
Homelessness and Emergency Accommodation	23
Housing Advice	24
Housing Benefits	153
Housing Outside the HRA	25
Housing Surveying Services	26
Human Resources	51
I	
ICT Business Services Team	154
ICT Customer Technical Support	155
Industrial Estates	72
Information Rights Officer	52
Information Systems Team	157
Insurance Revenue Account	158
Internal Audit	135
IT Renewals Revenue Account	156

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

	Page No
L	
Land Drainage	100
Legal Services	53
Leisure Art Development	101
Leisure Community Centres	102
Leisure G Live	103
Leisure Grants	104
Leisure Management Contract	105
Leisure Play Development	106
Leisure Rangers	107
Leisure Sport Development	108
Licensing Services	27
Local Land Charges	71
M	
Major Projects	73
Markets	109
Miscellaneous Items	159
MOT Bay	110
N	
Non Distributed Costs	160
O	
Off Street Parking	112
Office Services Team	161
On Street Parking	113
Ordnance Survey and Mapping Services	115
Other Employee Costs	54
P	
Parish and Local Liaison	55
Park and Ride Services	116
Parks and Countryside	117
Paymaster Services	162
Performance Management	136
Performance and Transformation	137
Pest Control	28
Policy	74
Private Sector Housing	29
Procurement	56
Property (Investment)	75
Property (Non-Core Operations)	76
Public Conveniences	118
Public Health	30
Public Relations and Marketing	57
R	
Recycling, Cleansing and Parking Services overhead account	114
Refuse and Recycling	119
River Control	120
Roads and Footpaths Maintenance	121

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

	Page No
S	
Slyfield Area Regeneration Project (SARP)	77
Snow and Ice Plan Holding Account	122
Street Cleansing	123
Street Furniture	124
Surrey Family Support Programme	31
T	
Taxi Licensing and Private Hire Vehicles	32
Tourist Information Centre	78
Town Centre Management	79
Transportation	126
V	
Vehicle Maintenance Workshop	127
W	
Website	163
Woking Road Depot	128
Woking Road Depot Stores	33

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

CHIEF FINANCIAL OFFICER'S STATUTORY REPORT

Introduction

- 1.1 The Local Government Act 2003 requires the Chief Financial Officer to report on the robustness of the estimates and adequacy of proposed financial reserves. The report below provides a strategic overview of the Council's financial position before making specific considerations on the 2016/17 budget.

Strategic Overview

Local Government Funding

- 2.1 The overall financial climate continues to be severe and is expected to remain so for a number of years. Local Government will continue to play its part in helping to address the national funding deficit, and each Council will be required to contribute accordingly by continuing to deliver services with fewer resources.
- 2.2 Since 2013-14, the Council has experienced a reduction in government grants and has taken on significant responsibilities in relation to council tax benefits and business rates (explained below). Both these changes placed more resource demands on the Council and increased risks. The Business Rates Retention Scheme moved local government funding away from formula grant to a combination of retained business rates and revenue support grant. In addition, many specific grants were merged with the formula grant to provide a rolled up resource position known as *Start-Up Funding*.
- 2.3 The autumn statement made by the Chancellor on 25 November 2015, announced:
- The main grant to local government, the Revenue Support Grant (RSG) will be phased out by the end of the parliament (2019-20)
 - That DCLG would consult on changes to the local government finance system to pave the way for the implementation of 100% business rate retention by the end of the parliament: the 'devolution revolution'
 - As part of the reforms, central government will devolve additional responsibilities to local government
 - As part of the 'devolution revolution', Councils will be able to cut business rates to boost growth
 - extension of the doubling of small business rate relief (SBRR) will be extended to April 2017
 - the government will allow local authorities to spend up to 100% of their receipts from sales of fixed assets on the revenue costs of reform projects
 - funding available for the disabled facilities grant scheme will increase
 - there will be a consultation on reforms to the New Homes Bonus (NHB) to sharpen the incentive for rewarding communities for additional homes and reducing the length of payments from 6 to 4 years.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Localisation of Business rates, Revenue Support Grant and New Homes Bonus

- 3.1 From 2013-14 local authorities have retained a proportion of their collected Business Rates, based on central shares (a proportion returned to the Government) and local shares (retained by the authority). As an incentive the Government allows local authorities to retain a proportion of any increase in business rates collected as a result of increased growth. The Council will benefit by 25p in the £1 on any net growth but will be liable for 50p in the £1 on any net reduction.
- 3.2 The local government finance settlement (LGFS) for 2016-17, issued on 8 February 2016, reduced funding to local authorities in cash terms. The outline figures provided by the government are in the table below:

	2016-17	2017-18	2018-19	2019-20
	£m	£m	£m	£m
Settlement Funding Assessment	3.8	3.0	2.8	2.9
of which:				
Revenue Support Grant	1.1	0.3	0	0
Baseline Funding Level	2.7	2.7	2.8	2.9
Tariff/Top-Up	-28.2	-28.9	-29.7	-30.7
Tariff/Top-Up adjustment	0	0	0	-0.7
Safety Net Threshold	2.4	2.5	2.6	2.7
Levy Rate (p in £)	0.5	0.5	0.5	0.5

- 3.3 Guildford's settlement funding assessment (SFA) reduction from 2015-16 is 20.3%, which is higher than the national average reduction of 12.5%. However, due to the variable nature of the business rates element of local authority funding, the draft settlement no longer sets the absolute funding level for local authorities, but gives a baseline funding level. The actual level of funding the Council receives will depend on the business rate income for the year. At the start of the year, we estimate the business rate income, but the actual amount is unknown until after the year ends. For 2016-17 we estimate our net business rate income will be £3.8 million which is approximately £41,000 more than 2015-16.

GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET BOOK 2016-17

- 3.4 The revenue support grant element of the SFA has reduced by 47% between 2015-16 and 2016-17. The reduction is above the national average reduction in RSG of 23%. The RSG reduction has impacted Guildford and other Surrey Councils more severely due to the way the government has changed the mechanism of distributing grant. Rather than all local authorities receiving the same percentage reduction in RSG funding, the government now propose to take into account the amount that can be raised locally from Council Tax, thereby increasing the reduction in RSG funding for higher tax base authorities such as Guildford (in terms of the ratio of council tax income to SFA). The government has also altered the split of funding between tiers of government, which appears to favour upper tier services and lead to higher funding reductions for district councils, such as Guildford. Following consultation on the provisional finance settlement in December 2015, the Government introduced a transitional grant for 2016-17 and 2017-18 to partly mitigate the impact of the changing the grant mechanism. Guildford Borough Council was awarded transitional grant of £102,174 for 2016-17 and £101,789 for 2017-18.
- 3.5 Due to an increase in the number of properties on the council tax system, the Council's new homes bonus (NHB) in 2016-17 has increased by £583,000 or 33% from 2015-16. However, the funding is only guaranteed for six years and so will fall out of the budget in the future. As mentioned in paragraph 2.3 the government are consulting on reforms to NHB for the future.
- 3.6 Taken together, the settlement funding assessment (business rates baseline funding and RSG) and new homes bonus (NHB) are the key elements of central government support the Council receives. In total, the three elements have reduced by 4.1% (£269,000) since 2015-16, this represents a cumulative reduction of 21% since 2013-14. When comparing local authorities in the local government finance settlement the government uses a term *spending power*; this includes the council tax that the government expects the Council to raise and some specific grants. The government states that Guildford's spending power has reduced by 0.7% between 2015-16 and 2016-17 however, I feel that this does not properly reflect the true reduction in central government support.

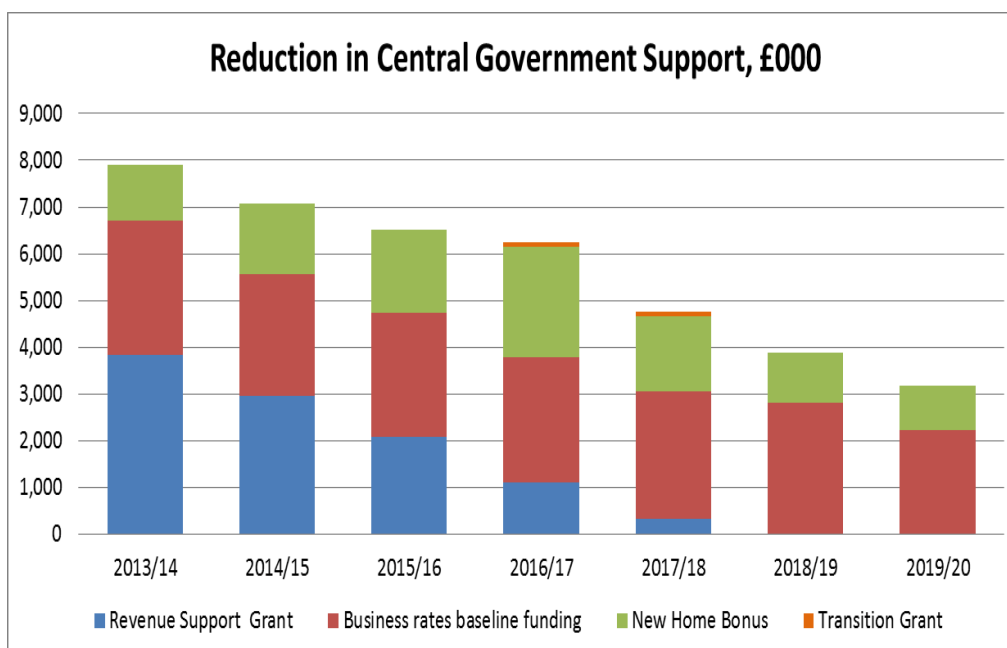
Changes in Government Support

- 4.1 Over recent years, the level of central government support to Guildford Borough Council has been reducing as the government addresses the national deficit. As part of the LGFS issued on 8 February 2016, the government has released indicative settlement figures for the 4 year period 2016-17 to 2019-20. It requires local authorities to make efficiency savings but in return offers new levers to generate growth for their areas. The proposals set out in the LGFS is that by the end of the Parliament, local government will retain 100% of business rate revenues, however, the system of top-up and tariffs, which re-distributes revenues between local authorities nationally, will be retained.
- 4.2 As part of the reforms, the government will phase out RSG and devolve additional responsibilities to local government such as responsibility for funding public health and housing benefit to pensioners.

GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET BOOK 2016-17

4.3 The LGFS for the 4 years 2016-17 to 2019-20 shows that the Council's core spending power¹ is expected to reduce by 8.5% over the period. However, within this government have assumed a level of council tax base increase for 2018-19 and 2019-20 which is in excess of the Council's own estimates. As a result, our own estimate of the reduction in spending power over the period to 2019-20 is 13.5%. The cumulative reduction to SFA to 2019-20 is 53% (£2.5 million in cash terms). The majority of the reduction falls on the RSG which will be nil for the Council by 2018-19. To enable the government to still have a mechanism for redistributing some of our locally raised income, it has introduced an adjustment to the tariff the Council pays to central government under the business rates retention scheme for 2019-20. This could be considered a 'negative revenue support grant', or an additional tax on local government, it has the impact of further reducing resources in 2019-20 (shown in the table in paragraph 3.2). This has the impact of reducing the Council's income below the amount determined by Government as Guildford Borough Council's 'baseline need to spend'. However, as part of the move to 100% business rates retention the Government have announced that the baseline need to spend for each Council will be re-assessed. Taken together the reduction in RSG and adjustment to the tariff payment over the period represents a reduction in grant of 132% or £2.75 million in cash terms.

4.4 The chart below shows the change in Central Government funding since 2013-14 and the impact of indicative LGFS to 2019-20.

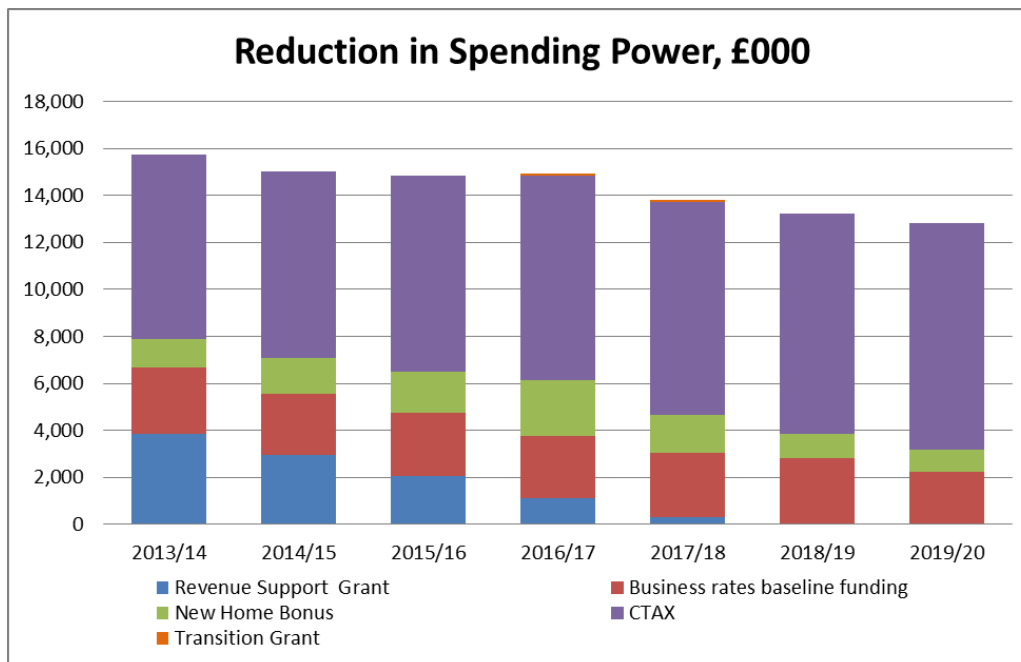


* Projection

¹ Core spending power for Guildford comprises: SFA, Council Tax income and new homes bonus

GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET BOOK 2016-17

4.5 The comparative graph showing the Council's estimate of the reduction in our spending power (which includes council tax) is shown in the chart below.



4.6 The income we receive from business rates is also projected to fall in the medium term due to the likelihood that a number of regeneration schemes within the town centre are likely to commence within the medium term plan period.

New Homes Bonus

4.7 We expect a moderate increase in New Homes Bonus (NHB) for the next two years. This is based on expected completions and hard commitments² generated in 2015-16, however, our budget and medium term financial plan assumes that any increase in NHB is transferred to reserves to finance one off short to medium term revenue projects or capital projects and therefore does not affect the council tax calculation or the budget gap identified below. This is because NHB funding is currently only available for 6 years and so it would not be prudent to rely on the income to finance on-going revenue expenditure. No assumptions have been made about a potential increase in NHB from the housing figures included in the draft local plan.

² Hard Commitment is a term used to describe sites where planning permission has been granted and it is known that the building work has started, ie a commitment to build out the planning permission is in place

GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET BOOK 2016-17

- 4.8 The LGFS included a consultation on the reform of NHB. The government is looking to reduce NHB resources nationally by £800million and propose reducing the length of time the bonus is paid from six to four years with effect from 2018-19 onwards. They are also consulting on:
- a. withholding the bonus for years in which a local authority has no local plan in place as required by the Planning and Compulsory Purchase Act 2004.
 - b. reducing payments for homes only approved on appeal.
 - c. only making NHB payments for delivery above a baseline level of housing growth (believed to be 0.25%)
- 4.9 Guildford Borough Council is currently developing its Local Plan with a view to submitting the plan for inspection by December 2016 and adopting the Local Plan by December 2017. There is therefore a risk that it will not receive any new NHB payment in 2017-18 (due to the data used to calculate the NHB running from October to October each year). The risk of not receiving the NHB increases if the current timetable for adopting a local plan is not met.

Economic Outlook

- 5.1 The economic situation continues to pose a risk. As the government's austerity measures impact on residents, then our income streams could be affected.
- 5.2 Interest earnings, whilst no longer form a significant source of income, are still estimated to be approximately £452,610 (net) and the preservation of our capital whilst maximising our income is of paramount importance. The Council's Treasury Management Strategy is designed to mitigate this risk.

Guildford Borough Council Medium Term Financial Plan

Corporate Plan

- 6.1 The Council's Corporate Plan was developed for the 3 year period April 2013 to March 2016 and includes bold ambitions for service delivery for the future. Since the election in May 2015, Councillors have reviewed and adopted an ambitious corporate plan for the period 2015-2020. The budget for 2016-17 therefore includes an amalgamation of projects from the 2013-2016 corporate plan as well as new projects proposed as part of the 2015-2020 corporate plan. Many of the priorities within the plan involve significant investment in services, infrastructure and housing to deliver the outcomes.
- 6.2 A 10-year capital strategy or 'vision' has been developed with the aims of realising the Council's Corporate Plan, raising the quality of life for residents and improving the long term financial planning process. The first five years of the capital strategy are the capital programme. The capital programme is significant and includes potential investment in key projects to support our corporate plan such as:-
- Redevelopment of North Street
 - Investment in affordable houses
 - Investment in new social housing (HRA)

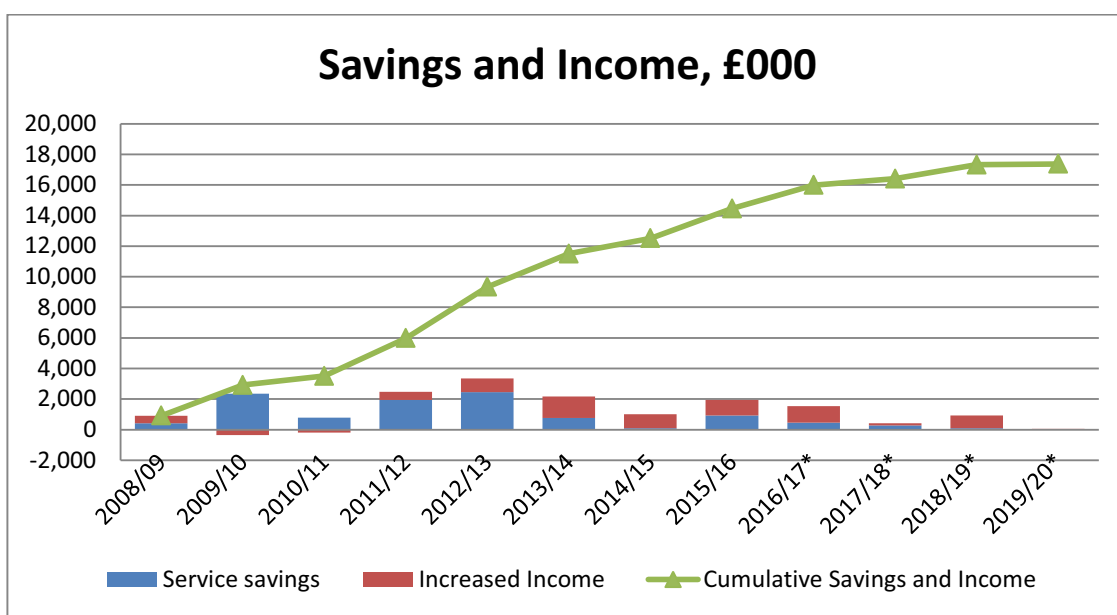
GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET BOOK 2016-17

- A new link road at Clay Lane, Slyfield
 - Redevelopment of the Slyfield area for housing
 - Redevelopment of areas within the town centre owned by the Council
 - Investment in transport infrastructure within Guildford Town Centre
 - Pedestrian and cycling routes around the town
 - Replacement of the roof at the Spectrum
 - Upgrading of Woodbridge road sports ground
 - Acquisition of new burial ground
 - Investment in property under the asset investment strategy
 - Increasing the car parking provision in the town
 - Rebuilding the crematorium
 - Renewal of the Council's vehicle fleet (eg, bin lorries etc)
 - Redevelopment of Guildford Park car park for housing and a multi-storey car park
 - Redevelopment of the Council's offices at Stoke Park nursery
 - Repair of Chilworth Gunpowder mills
 - Creation of camping facilities as Chantry Wood campsite
- 6.3 To finance the capital strategy, a variety of funding sources, such as capital receipts, capital reserves, revenue contributions, S106 contributions and borrowing will be required. Unless the Council is able to generate capital receipts it will need to borrow from its own internal resources, or the market. Any borrowing will have a direct impact on the revenue budget, as there is a requirement to charge a minimum revenue provision (MRP) for the use of borrowing as well as interest payments. The impact of MRP is included within the revenue budget outlined in this report. Whilst the 5-year capital programme is ambitious, the 10-year capital strategy assumes that there will be some capital receipts or revenue income arising, particularly from the redevelopment schemes that will offset some of the expenditure in the long-term.
- 6.4 Growth included within the revenue budget for 2016-17 supports the delivery of the Corporate Plan. The growth arising from investment in services to meet the Corporate Plan for 2017-18 to 2019-20 has been included in the medium term financial plan. The main areas of investment to support our corporate plan include:
- Investment to support improvement in our customer services
 - Investment in staffing and feasibility work to support the redevelopment of Council owned land and property in the town centre (to support the aspirations for the town centre set out within the town centre masterplan)
 - Investment in the Council's website to make it transactional
 - Extension of the Council's apprenticeship scheme
 - Investment in our parks
 - Review of Councillors allowances
 - Introduction of the 'Hybrid' system of Council governance
 - Introduction of grants to small / medium start up businesses

GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET BOOK 2016-17

Savings and Income

- 7.1 As part of the drive to continue to deliver services with fewer resources, the Council is undertaking a transformation programme to remodel services, achieve savings and increase income to achieve a sustainable financial future. In addition, we undertook a business planning exercise in 2016-17 to identify transformation and other savings for the medium term. Since 2008-09, the Council has generated a total of £9.7 million in savings and £4.7 million in additional income.
- 7.2 The budget includes further savings and additional income proposals of £2.0 million for 2016-17 and the medium term financial plan assumes a further £1.4 million savings and additional income can be achieved between 2017-18 and 2019-20 which were identified from the business planning process undertaken in 2016-17. The graph below summarises the savings and additional income achieved since 2008-09.



Medium Term Financial Strategy

- 8.1 The medium term financial strategy (MTFS) provides a framework within which we will prepare annual spending plans. In essence, it sets a framework for our spending plans and use of resources over the medium term, ensuring that we have a sustainable financial future. Adopted by the Executive for the first time for the 2009-10 financial year, it has provided a framework that has enabled officers to focus on the delivery of savings without impacting on service levels or quality.
- 8.2 We have reworked the financial projections to 2019-20 at a summary level, but many of the assumptions (for example, interest rate movements) could in reality be significantly different. The medium term financial strategy and projections are shown in this budget book.

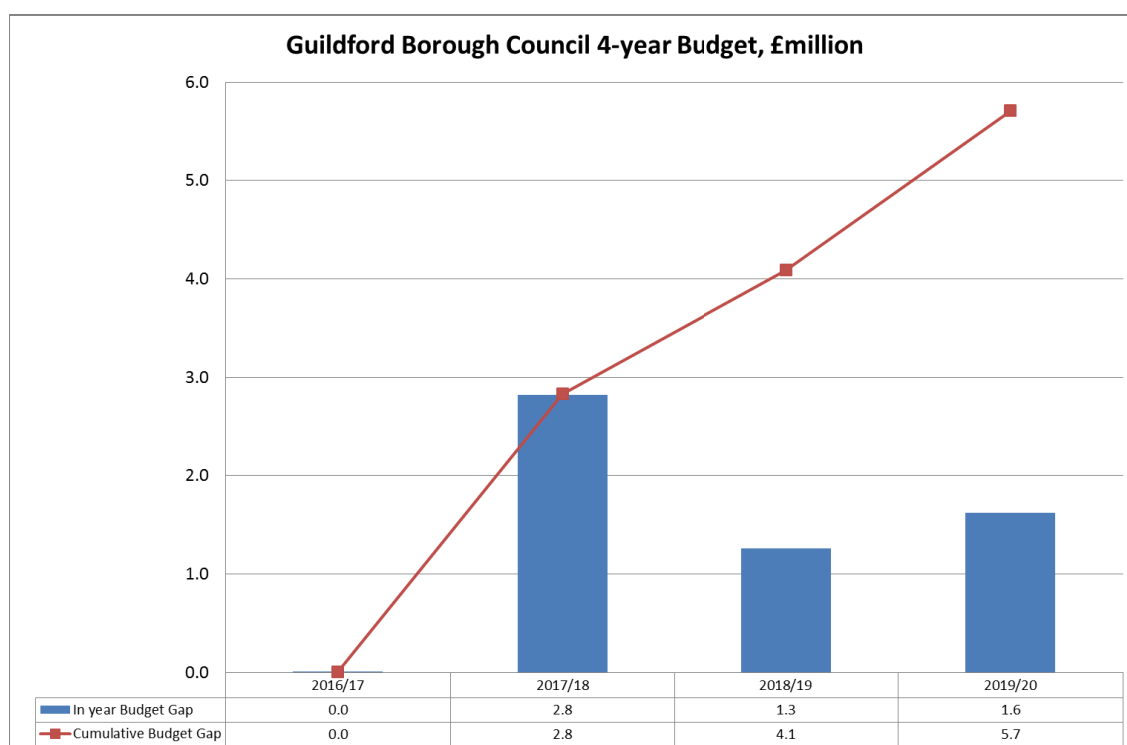
**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

8.3 Officers prepared the medium term figures using the assumptions in the table below. The Executive approved the assumptions at its meeting on 21 July 2015. These assumptions are for outline planning purposes only, they have been reviewed and updated following the announcements made in the summer budget and the LGFS in 2015, the amended assumptions are shown in italics. They will be subject to further review and update before detailed estimates are prepared for each financial year.

	2016-17	2017-18	2018-19	2019-20
General Inflation	1.0%	1.5%	2.0%	2.0%
Payroll	1.5%	2.0%	2.0%	2.0%
Income	3.0%	3.0%	4.0%	4.0%
Council Tax increase	£5	£5	£5	£5
Business Rates Inflation	2.3%	3.0%	3.2%	3.1%
<i>Revenue Support Grant (RSG) decrease</i>	47%	71%	100%	0%
<i>Business Rates Baseline funding level reduction</i>	0%	0%	0%	16%
<i>Housing rents</i>	1% reduction	1% reduction	1 % reduction	1% reduction
Council Tax Base increase	0.46%	0.22%	0.22%	0.22%

GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET BOOK 2016-17

- 8.4 Approved capital expenditure is built into the cash flow projections. The statutory MRP relating to the capital financing requirement (the underlying need to borrow) has been built in with reference to the life of the assets involved, in accordance with the MRP policy within the Treasury Management Strategy.
- 8.5 There is a gap between projected income and expenditure over the period 2016-17 to 2019-20 as demonstrated below.



- 8.6 We estimate that the funding gap totals approximately £5.5 million over the plan period (to 2019-20).

- 8.7 The principal causes of the budget gap are follows:

	£million
RSG and other grant reduction	£1.4
Inflation	£1.3
Reduction in investment income	£0.7
Net growth in services	£1.2
<u>Increase in provision for debt repayment (MRP)</u>	<u>£0.9</u>
Total	£5.5

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

- 8.8 In 2015 the Council commissioned Allies and Morrison to undertake a masterplan exercise of the town centre (where the Council has substantial property holdings) particularly to see what level of housing could be achieved that could be factored into the emerging local plan. In addition to this the Council is acutely aware of the infrastructure issues particularly around the A3 and Gyratory system. Some infrastructure funding is awarded via the Local Enterprise Partnerships (LEPs). To enable the Council to make best use of its assets and to put itself in an optimum position to source funding for transport improvements we propose setting up a Major Projects Unit (MPU), which is included as a growth item to the budget in the medium term.
- 8.9 Bearing in mind our ambitious corporate plan, plans to regenerate the Slyfield Area, the results of the Allies and Morrison report and our stated desire to redevelop the North Street area and other parts of the town centre, in the medium term we expect that our income from business rates will fall as these schemes are implemented. We have planned to mitigate the loss and spread the impact of the reduction in income over time. As a result, our medium term financial plan assumes that we will contribute any unused amount of our share of business rate levy into the business rates equalisation reserve in 2016-17 to offset future reductions. During the development phase of the projects, we will transfer funds from the reserve to support the revenue budget (including costs of the MPU that can't be capitalised). Once developments are completed, we should experience a growth in business rates, rental income or capital receipts.
- 8.10 As outlined in paragraph 7.2, the medium term budget gap already assumes that £1.4 million savings and additional income proposals (put forward as part of the 2016-17 business planning process) identified for 2017-18 to 2019-20 can be achieved. There is a risk that if the savings and income proposals are not achieved then the budget gap will be higher.
- 8.11 The Council is continuing to pursue a programme of transformation to address the budget gap and ensure a financially sustainable future. The transformation programme has three strands:
- i. Commercial / traded services
 - ii. Asset investment
 - iii. Fundamental service reviews.
- 8.12 All of these figures are subject to further scrutiny and will be revised as the budget process for 2017-18 to 2019-20 proceeds and further information becomes available. Any action taken to close the gap in one year will benefit future years (assuming that it is not a one-off saving).

Robustness of Estimates

- 9.1 The budget process was started in July 2015 and the inflation assumptions outlined in paragraph 8.3 above were used in the preparation of the 2016-17 estimates outlined in the budget report.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

- 9.2 Staffing costs have been included on the basis of the Full Time Equivalents (FTEs) included within the establishment and charged to the General Fund (approximately 722).
- 9.3 A composite loss allowance of 1.5% has been assumed for the council tax base, the same as used in 2015-16.
- 9.4 The effects of the capital programmes have been taken into account both in the revenue budget and in predicting cash flow for investment purposes. For the purposes of calculating interest on balances, the average base rate has been assumed to be 0.79%. The impact of longer term investments made in order to protect the Council's investment income means that an average rate for in-house investments of 0.93% has been assumed and a weighted average return of 3.03% has been assumed on externally managed investments. Interest rate predictions remain extremely uncertain.
- 9.5 Service level risk assessments are in place for major areas. The corporate risks are included in the corporate risk register, whilst service risk registers are available on the intranet along with comprehensive guidance about how to identify and score risks. For the first time in 2015-16 we compiled a financial risk register which was reported as part of the final budget book; this has been reviewed, updated and reported as part of this 2016-17 budget book. The risk register outlines the main financial risks the Council will face in terms of operating within its budget for 2016-17.
- 9.6 The Joint Scrutiny Committee (at its meeting on 17 November) and the Executive (at its meeting on 24 November 2015) considered the outline budget.
- 9.7 The assets review programme currently underway may identify some assets that could be disposed of, but none are expected to be of significant value individually to generate large capital receipts
- 9.8 Looking forward, based on our current assumptions, we predict a significant budget deficit over the outline period (to March 2020) as outlined in paragraphs 8.6 to 8.9. Action to address the deficit is underway as outlined in paragraph 8.10; however, this remains a significant challenge for the Council.

Adequacy of reserves and balances

- 11.1 The value of General Fund earmarked revenue reserves as at 1 April 2015 was £27.0 million. The estimated value of all revenue reserves over the plan period is:

	GF revenue reserves (£m)
31 March 2016	25.8
31 March 2017	23.9
31 March 2018	23.9
31 March 2019	24.6
31 March 2020	24.6

GUILDFORD BOROUGH COUNCIL GENERAL FUND BUDGET BOOK 2016-17

- 11.2 Approximately £19 million of the Council's earmarked reserves are held for specific purposes (for example, Insurance or Car Parks maintenance) and £2.7 million of earmarked reserves relate to developers' contributions in respect of Special Protection Areas (SPA) which cannot be used to support the council tax or capital schemes. This approach, which enables the Council to even out the impact of significant costs, is considered prudent. The remaining earmarked reserves (approximately £4 million) are allocated to manage specific financial risks such as volatility in business rates or interest income.
- 11.3 The General Fund revenue balance is maintained at £3.75 million, which is considered an adequate level.

Budget risks

- 12.1 The Council faces many risks to the successful delivery of a balanced budget. The major ones are explained below.
- 12.2 **The economic situation.** Particular consideration will need to be given to the following in the budget proposals:
- Loss of interest from investments arising from bank base rates remaining at a low level for longer than expected
 - Increase in housing benefit claimants and bad debts
 - Potential increase in homelessness
 - Loss of income from Fees and Charges
 - Loss of rental income on investment properties
- 12.3 **Delivery of savings and income.** The Council has embarked on transformation programme to deliver savings and income generation required to balance the budget over the medium term. There is a risk that the programme will not be delivered on target.
- 12.4 **Welfare Reform.** At its meeting on 9 December 2015 the Council approved a revised Local Council Tax Support Scheme (LCTSS) for 2016-17. The changes made were:
- (1) freeze personal allowances and premiums
 - (2) increase non-dependent deductions
 - (3) introduce a minimum income floor for the self employed
 - (4) include Child Benefit and maintenance as income
 - (5) introduce a maximum level of support for all persons of working age

The new scheme will make savings for the council but we are aware of the possibility that some residents may find themselves in financial difficulty as a reaction to the savings in the national welfare budget and have maintained a £40,000 hardship fund for these cases. In addition, there will be further welfare reforms in the future, which are likely to influence the support we are able to offer council tax payers. Although the number of claims is currently stable, any increase in take-up of the scheme is a direct cost to the General Fund as we no longer receive a direct grant linked to expenditure levels.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

- 12.5 Universal credit, which will replace housing benefit, will be implemented from May 2016. The government expects the full roll-out to be complete by mid-2018, for all new benefit claims, with the final stage (converting the stock of existing claims to Housing benefit onto Universal Credit) to be complete by early 2021. The pace of roll-out will be dictated by the number of new claims, which will either be brand new claims or those coming back on to benefit having previously been a recipient. We will be closely monitoring the pace of change as it will significantly influence our use of human and financial resources during this time. Some staff may choose to leave in advance of the final transfer of work to the Department for Work and Pensions (DWP), which could affect the speed of our processing and the level of customer service we can provide.
- 12.6 The government has also commenced a review of local council tax support, which it promised, following a three year settling down period. There are some suggestions that LCTS could end up packaged with Universal Credit for the long term, which will also have an effect on our resources. Officers will report on the outcomes of the government review once it has been completed and local authorities advised of the findings.
- 12.7 The welfare changes may also affect the Council through vulnerable people placing an increase in demand for services such as homelessness and housing advice.
- 12.8 Businesses and Council Tax payers now have the right to request payment of their bill by 12 instalments instead of 10. If large numbers of payers take this option it will adversely affect cash flow and therefore interest receipts.
- 12.9 **Corporate Plan.** The Council has an ambitious corporate plan, but it will present risks which will need to be identified on an item by item basis and the Council's appetite for taking on risk agreed.
- 12.10 **Regeneration.** The Council is likely to promote regeneration of parts of the town centre where we are a landowner, in order to promote better use of our assets and better transportation links. All will necessitate the identification and acceptance of an appropriate level of risk.
- 12.11 **Business rates retention scheme.** There continues to be volatility in our business rate income due to voids, appeals, revaluations and bad debts. This uncertainty makes it difficult to accurately budget for business rate income and close monitoring through the year is crucial to identify any shortfalls at an early stage. If a large business chose to close or relocate away from Guildford, it would adversely affect our income.
- 12.12 Business rates will undergo a national revaluation exercise in 2017, this will have an impact upon the future levels of income the Council receives. In setting the business rate multiplier for 2017-18, the Government will need to take into account the estimated value of appeals it anticipates following the revaluation exercise. History shows that government have consistently under estimated the level of appeals following a revaluation exercise. If appeals are higher than government estimates this will result in a loss of business rate income for the Council. The risk of volatility in income due to appeals will fall solely on the Council post 2020 under the proposal for local government to keep 100% of business rates.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

- 12.13 The Council is likely to embark on three major regeneration schemes during the medium term budget period; North Street, Slyfield and parts of the town centre along the river corridor. Taking these schemes forward will have significant financial risks for the Council. Officers are currently looking at alternative legal structures to help us manage those risks.

Conclusion

- 13.1 The Council faces many challenges over the medium term. We have an exciting and ambitious corporate plan and will continue to have a high demand for some of our services, particularly relating to welfare and environmental services. Continued significant reductions in Government funding mean that we have a gap between projected expenditure and funding that we will have to address, which we intend to do through projects such as commercialisation and traded services, asset investment and fundamental service reviews.

Sue Sturgeon, Managing Director and Chief Financial Officer

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

CFO report – Appendix 1 – Medium Term Financial Strategy Framework

Revenue

1. 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.
2. To conduct a business planning exercise to direct resources to meet council priorities, as set out in the council's corporate plan, and to consider bids for growth with reference to the strategic priorities set out in the corporate plan.
3. To produce an outline budget for a rolling 4 year period.
4. To develop the council's transformation programme, to ensure a package of measures is available to balance the budget over the medium term, ensure a long term sustainable financial future for the council and sound financial governance. The transformation programme will include:
 - a. implementation of the customer services strategy
 - b. digitalisation/automation of services and ways of working
 - c. a programme of service reviews to look at current and alternative ways to deliver services such as considering options to share, merge, trade, use of special purpose vehicles, outsource or stop services where appropriate
 - d. rationalisation of, and investment in, the council's property assets to increase utilisations and returns.
5. To develop an income generation strategy and corporate charging policy to review and consolidate the different service level charging policies, and conduct a rolling detailed review of all fees and charges, to ensure that those who can pay the full cost 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 and then look to utilise virements if we cannot find savings.
7. A working balance, currently £3.75 million, will be retained and will be assessed for reasonableness on a regular basis as part of the final accounts process.
8. All items of expenditure, even if funded by a grant from a third party must have an approved capital or revenue budget. Where a specific grant is received, the expenditure must be approved; any under spending is returned to the general reserve and not left as a contingency in the service budget.
9. Any under spending on grants will be treated as an under spending and not carried forward for spending in the following year unless the grant has a specific condition attached to it.

Capital

10. 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.
11. A 10-year capital strategy or vision will be prepared to include the impact of some of our long term strategic projects.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

CFO report – Appendix 1 – Medium Term Financial Strategy Framework

12. We will review each year how the capital programme is to be financed in relation to capital receipts, revenue or earmarked reserves.
13. The council will consider whether it is appropriate to borrow to fund large capital schemes: in doing so it will consider the impact on the budget and the cost of early repayment.
14. In planning our capital expenditure we will only take account of future capital receipts where there is a reasonable degree of certainty about their receipt.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Movement in General Fund net budget - summary

The major reasons for the change between the 2015-16 and 2016-17 General Fund net budget (excluding Parish precepts) are as follows:

	£000
Net Budget 2015-16 (excl Parish Precepts)	43,494
Inflation & other adjustments	288
Unavoidable adjustments & commitments	154
Business Rates Retention Scheme	125
Net effect of interest rate and cash flow movements	139
Revenue effects of financing capital expenditure	109
Transfers to/ (from) reserves	(1,841)
Investment in services	1,634
Non-specific government grants	(537)
Increased income	(1,070)
Efficiency savings	(962)
Net Budget 2016-17 (excl Parish Precepts)	41,533
Reduction in net budget	(1,961)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Movement in General Fund net budget – detail

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

	2015-16 net budget	Inflation & other adjustments	Unavoidable adjustments & commitments	Net effect of interest rate & cash flow movements	Investment in Services	Increased income	Efficiency savings	Business Rates Retention Scheme	Revenue effects of financing capital expenditure	Transfers to reserves	Non-specific government grants	2016-17 net budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Directorate												
Community Services	5,282	706	1	-	16	(4)	-	-	-	-	-	6,001
Corporate Services	3,271	106	11	-	199	-	-	-	-	-	40	3,627
Development	(1,066)	1,123	3	-	1,250	(1,049)	(287)	-	-	-	-	(26)
Environment	8,851	494	7	-	202	80	(36)	-	-	-	-	9,598
Managing Director	47	151	-	-	-	-	(82)	-	-	-	-	116
Resources	4,246	152	132	-	(33)	(97)	(557)	-	-	-	108	3,951
Total directorate level	20,631	2,732	154	-	1,634	(1,070)	(962)	-	-	-	148	23,267
Depreciation (contra to Directorate budgets)	(6,952)	(2,821)	-	-	-	-	-	-	-	-	-	(9,773)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

	2015-16 net budget	Inflation & other adjustments	Unavoidable adjustments & commitments	Net effect of interest rate & cash flow movements	Investment in Services	Increased income	Efficiency savings	Business Rates Retention Scheme	Revenue effects of financing capital expenditure	Transfers to reserves	Non-specific government grants	2016-17 net budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Directorate level excl depreciation	13,679	(89)	154	-	1,634	(1,070)	(962)	-	-	-	148	13,494
External Interest	(851)	-	-	(78)	-	-	-	-	-	-	-	(929)
Interest payment to Housing Revenue Account	259	-	-	217	-	-	-	-	-	-	-	476
Minimum Revenue Provision	506	-	-	-	-	-	-	-	109	-	-	615
<i>Revenue Contributions to Capital Outlay (RCCO)</i>												
Met from: Reserves	2,080	(663)	-	-	-	-	-	-	-	-	-	1,417
Total before transfers to and from reserves	15,673	(752)	154	139	1,634	(1,070)	(962)	-	109	-	148	15,073

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

	2015-16 net budget	Inflation & other adjustments	Unavoidable adjustments & commitments	Net effect of interest rate & cash flow movements	Investment in Services	Increased income	Efficiency savings	Business Rates Retention Scheme	Revenue effects of financing capital expenditure	Transfers to reserves	Non-specific government grants	2016-17 net budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Transfers to and from reserves	1,304	1,040	-	-	-	-	-	-	-	(1,841)	-	503
Total after transfers to and from reserves	16,977	288	154	139	1,634	(1,070)	(962)	-	109	(1,841)	148	15,576
Business Rates Retention Scheme payments												
Business rates tariff	28,060	-	-	-	-	-	-	234	-	-	-	28,294
Business rates levy	879	-	-	-	-	-	-	(879)	-	-	-	-
Business rates - payment to pool re levy	-	-	-	-	-	-	-	573	-	-	-	573

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

	2015-16 net budget	Inflation & other adjustments	Unavoidable adjustments & commitments	Net effect of interest rate & cash flow movements	Investment in Services	Increased income	Efficiency savings	Business Rates Retention Scheme	Revenue effects of financing capital expenditure	Transfers to reserves	Non-specific government grants	2016-17 net budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Non specific government grants												
s31 grant re BRR scheme	(643)	-	-	-	-	-	-	197	-	-	-	(446)
Transition grant	-	-	-	-	-	-	-	-	-	-	(102)	(102)
New Homes Bonus	(1,779)	-	-	-	-	-	-	-	-	-	(583)	(2,362)
GUILDFORD BOROUGH COUNCIL NET BUDGET	43,494	288	154	139	1,634	(1,070)	(962)	125	109	(1,841)	(537)	41,533

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Investment in services included in the 2016-17 budget

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total cost (£)
A. REVENUE BIDS FOR INVESTMENT IN SERVICES										
PR000082	Resources	Steve White	Implement Customer Service Improvement (CSI) Strategy	Deliver actions against the six themes outlined in the CSI strategy	83,420	50,000	50,000	50,000	50,000	283,420
PR000112	Corporate Services	John Armstrong	Review of Councillors' Allowances	To conduct the main four-yearly review of councillors' allowances via an independent remuneration panel	115,500	115,500	115,500	115,500	115,500	577,500
PR000139	Environment	Phil Truluck	Tree Management Disease	To provide a budget to cope with the impact of new tree diseases such as Ash Die Back and Oak Processionary moth which have health and landscape impacts and are now present in the borough	20,000	20,000	20,000	20,000	20,000	100,000

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total cost (£)
PR000163	Development	Melissa Bromham	Midleton Industrial Estate - Consultancy Fees	Increase in consultants fees budget for the Industrial Estates for 2016-17 due to a need to investigate repairs and on-going maintenance costs of newly acquired investment properties at Midleton Industrial Estate.	30,000	0	0	0	0	30,000
PR000168	Resources	Jenifer Davis	Website development	There is currently no website development budget available to the web programme team to make changes to the look, feel or templating of the site. This budget will enable us to develop our digital presence and meet customer expectations.	20,000	20,000	20,000	20,000	20,000	100,000
PR000169	Resources	Jenifer Davis	Web 2016 update	Comprehensive update of the website templates, functionality and brand to enable digital communications and interactions that meet our customers' expectations.	76,000	0	0	0	0	76,000

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total cost (£)
PR000173	Development	Marieke van der Reijden	Asset Development - Consultants Fees	Increase in consultants fees budget for asset development	23,500	13,500	13,500	13,500	13,500	77,500
PR000175	Resources	Chris Reynolds	Community Energy Scheme/Company	Community energy is emerging as an important issue for local authorities for a number of reasons including fuel poverty, energy security, social responsibility and lower carbon emissions. This budget is to allow us to investigate setting up a community energy scheme or company, subject to the outcome of government consultations	20,000	0	0	0	0	20,000
PR000194	Environment	Paul Stacey	Parks & Countryside restructure	Funding to create new posts and facilitate a restructure within Parks & Countryside to ensure the service can deliver projects and programmes to meet corporate priorities. Ongoing cost.	113,250	113,250	113,250	113,250	113,250	566,250

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total cost (£)
PR000228	Development	Barry Fagg	Major Projects Unit	Salary costs and feasibility studies budget to focus on the implementation of property and infrastructure projects arising from the production of development and corporate plans and to implement agreed projects.	694,380	694,380	694,380	694,380	694,380	3,471,900
PR000237	Resources	Steve White	Revenue and Payments - Income derived from identification of housing benefit Fraud	Transfer of housing benefit and council tax benefit fraud investigation work to DWP will result in loss of income	10,000	20,000	30,000	40,000	50,000	150,000

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total cost (£)
PR000250	Development	Chris Burchell	Business Development Grants for Start-up and growth SME's	A number of local authorities are providing small business development grants for SME's that have the potential to grow and contribute to key sectors and the local economy. The grant would be limited to £1,000 and the application would be assessed against key criteria managed by the business and tourism team	50,000	0	0	0	0	50,000
PR000252	Development	Tim Dawes	Permanent tree officer for Planning Services	Resulting from the Fundamental Service Review project, we are looking to increase our capacity to process tree related work by appointing a full time tree officer for planning services	44,500	44,500	44,500	44,500	44,500	222,500

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total cost (£)
PR000261	Development	Chris Burchell	New Rural Officer Temporary Position (2 Years)	This bid is to support the recruitment of a full time officer to cover rural affairs with a particular focus on the rural economy. There are a number of strands in the current economic and visitor strategies that need more resource.	34,400	34,400	0	0	0	68,800
PR000262	Environment	Jill Draper	Refurbishment and improvement of public spaces in Guildford House	The project will review and make improvements to the presentation and layout of public areas of the house to increase customer appeal and take up of the varied service offer in this visitor attraction.	19,000	0	0	0	0	19,000

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total cost (£)
PR000263	Environment	Chris Burchell	Technology Solutions for Guildford High Street	To engage a consultant to review technology options for Guildford High Street including Wi Fi and town centre apps. This will include a stakeholder review with retailers, start-up businesses and also the University 5G Mobile Technologies Team. All of this will be done in conjunction with Experience Guildford. There is the potential for income generation in the future	15,000	0	0	0	0	15,000
PR000266	Corporate Services	John Armstrong	Review of Governance Arrangements	To review the Council's decision making processes so that they continue to promote accountability, transparency, high ethical standards and involvement and engagement	56,130	56,130	56,130	56,130	56,130	280,650

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total cost (£)
PR000270	Corporate Services	John Armstrong	Budget for Mayor's theme	The Council has agreed that the Mayor's role should be focused more on achieving the Council's corporate plan priorities. Every Mayor is expected to promote a theme for their mayoral year which should align with corporate priorities. It is proposed to establish a small budget each year for the Mayor to use to promote events associated with their theme.	20,000	0	0	0	0	20,000
PR000273	Development	Chris Burchell	Apprenticeship Funding	The proposal is for a budget to support apprentices in future years. More discussion is required to evaluate the current scheme, but there is growing demand for trainee surveyors, planners and IT support personnel. Our expectation is that additional requests will be forthcoming	60,000	60,000	60,000	60,000	60,000	300,000

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total cost (£)
PR000290	Development	Mike Harris	Town Centre Strategic Property Advice	The Council wishes to appoint a consultancy firm or organisation to provide appropriate and comprehensive property related advice, taking account of the opportunities, issues and objectives for Guildford town centre as outlined in the town centre masterplan including the proposed North Street redevelopment, and to evaluate the options for the regeneration of the key sites in the town centre.	100,000	100,000	100,000	0	0	300,000
PR000352	Development	Tim Dawes	Principal officer for Majors planning team	To recruit an additional senior resource for the majors team in Development Management, due to a significant increase in work around major applications in the next two to three years.	53,100	53,100	53,100	53,100	53,100	265,500
A. TOTAL REVENUE BIDS FOR INVESTMENT IN SERVICES					1,658,180	1,394,760	1,370,360	1,280,360	1,290,360	6,994,020

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total cost (£)
B. REVENUE BIDS - TO BE FINANCED FROM RESERVES										
PR000237	Resources	Steve White	Revenue and Payments Restructure	Restructure of Revenue and Payments service - one off cost	90,000	0	0	0	0	90,000
B. TOTAL REVENUE BIDS - TO BE FINANCED FROM RESERVES					90,000	0	0	0	0	90,000

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Savings and additional income included in 2016-17 budget

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total saving (£)
A. REVENUE SAVING/INCOME PROPOSALS										
PR000082	Resources	Steve White	Implement Customer Service Improvement Strategy	Deliver actions against the six themes outlined in the Customer Service Improvement strategy	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(1,250,000)
PR000194	Environment	Paul Stacey	Parks & Countryside Restructure	Income generation facilitated by a restructure within Parks & Countryside.	0	0	(1,000)	(1,000)	(251,000)	(253,000)
PR000237	Resources	Steve White	Revenue and Payments Restructure	Restructure of Revenue and Payments service	(139,000)	(181,000)	(181,000)	(181,000)	(181,000)	(863,000)
PR000252	Development	Tim Dawes	Permanent tree officer for Planning Services	Resulting from the Fundamental Service Review project, income generated by the employment of a full time tree officer.	(26,000)	(26,000)	(26,000)	(26,000)	(26,000)	(130,000)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total saving (£)
PR000262	Environment	Jill Draper	Refurbishment and improvement of public spaces in Guildford House	The project will review and make improvements to the presentation and layout of public areas of the house to increase customer appeal and take up of the varied service offer in this visitor attraction.	0	(200)	(200)	(200)	(200)	(800)
PR000263	Environment	Chris Burchell	Technology Solutions for Guildford High Street	Income generated by a review of technology options for Guildford High Street including Wi Fi and town centre apps. This will include a stakeholder review with retailers, start-up businesses and also the University 5G Mobile Technologies Team. All of this will be done in conjunction with Experience Guildford.	0	(50,000)	(50,000)	(50,000)	(50,000)	(200,000)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total saving (£)
PR000302	Resources	Steve White	Implementation of salary sacrifice schemes	To use the opportunities offered by approved HMRC schemes to help recruit and retain staff in an increasingly competitive employment market, whilst delivering a saving in employer national insurance and pension costs.	(30,000)	(40,000)	(50,000)	(50,000)	(50,000)	(220,000)
A. TOTAL REVENUE SAVING/INCOME PROPOSALS					(445,000)	(547,200)	(558,200)	(558,200)	(808,200)	(2,916,800)
B. REVENUE CONSEQUENCES OF CAPITAL BIDS										
PR000159	Environment	Marieke Van der Reijden	Council owned homes - refurbishment works	Vacant General Fund owned properties that need refurbishing prior to being let as private accommodation to generate income	0	(39,600)	(39,600)	(39,600)	(39,600)	(118,800)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total saving (£)
PR000185	Environment	Derek Trawber	Woking Road depot roads and footpaths	Saving in R&M budget following capital scheme	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(50,000)
PR000195	Environment	Paul Stacey	Woodbridge Road pavilion redevelopment	Redevelopment of Woodbridge Road Pavilion in partnership with Surrey County Cricket Club and Guildford Cricket Club.	0	(100,000)	(100,000)	(100,000)	(100,000)	(400,000)
PR000212	Environment	Paul Stacey	Kings College UTC and transfer of management of the astroturf pitch to the UTC/GEP/Kings College	The Guildford Education Partnership is progressing with proposals to deliver a University Technical College on the Kings College site. There is a will and interest to take on the management of the astroturf facility by the UTC/GEP/Kings college if refurbished as part of the overall project	0	0	(11,000)	(11,000)	(11,000)	(33,000)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Project No	Directorate	Programme / Project Manager	Project name	Description	2016-17 (£)	2017-18 (£)	2018-19 (£)	2019-20 (£)	2020-21 (£)	Total saving (£)
PR000220	Resources	Chris Reynolds	Salix energy efficiency projects	Energy efficiency lighting	(4,000)	(17,000)	(17,000)	(17,000)	(17,000)	(72,000)
PR000221	Resources	Chris Reynolds	Salix energy efficiency projects	Installation of heat pumps	(8,000)	(16,000)	(16,000)	(16,000)	(16,000)	(72,000)
PR000231	Environment	Liz Mockeridge	Stoke Park Nursery office accommodation and storage building improvements	Savings arising from provision of sufficient and suitable office accommodation and storage facilities to enable service delivery.	0	(6,750)	(24,000)	(24,000)	(24,000)	(78,750)
<i>B. TOTAL REVENUE CONSEQUENCES OF CAPITAL BIDS</i>					(22,000)	(189,350)	(217,600)	(217,600)	(217,600)	(824,550)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Summary – gross expenditure and income

	Estimate 2016-17 Gross Exp. £	Estimate 2016-17 Gross Inc. £	Estimate 2016-17 Net Exp. £
Directorates			
Community Services	12,439,200	(6,430,150)	6,009,050
Corporate Services	6,009,200	(2,382,220)	3,626,980
Development	11,112,230	(11,138,590)	(26,360)
Environment	36,255,900	(26,669,930)	9,585,970
Managing Director	665,300	(549,070)	116,230
Resources	49,519,520	(45,564,260)	3,955,260
Total directorate level	116,001,350	(92,734,220)	23,267,130
Depreciation (contra to directorate budgets)	0	(9,773,260)	(9,773,260)
Directorate level excl depreciation	116,001,350	(102,507,480)	13,493,870
External Interest receivable (net)	284,360	(1,213,070)	(928,710)
Interest payment to Housing Revenue Account	476,100	0	476,100
Minimum Revenue Provision	615,250	0	615,250
Revenue income from sale of assets	0	0	0
Revenue Contributions to Capital Outlay (RCCO)			
Met from: Capital Schemes Reserve	0	0	0
Other Reserves	2,484,000	0	2,484,000
General Fund	0	0	0
Total before transfers to and from reserves	119,861,060	(103,720,550)	16,140,510
Transfers to and from reserves			
Capital Schemes			
Funding of Revenue Contribution to Capital Outlay	0	0	0
Contribution in Year	0	0	0
Budget Pressures	0	(50,000)	(50,000)
Business rates equalisation	187,542	(1,512,784)	(1,325,242)
Car Park Maintenance	600,460	(805,000)	(204,540)
Election Costs	32,500	0	32,500
Energy Management Schemes	17,580	(310,000)	(292,420)
Insurance	16,860	0	16,860
IT Renewals	582,130	(850,000)	(267,870)
Invest to Save	1,049,022	(250,000)	799,022
Local Authority Business Growth Incentive	0	(191,000)	(191,000)
New Homes Bonus	1,361,505	0	1,361,505
On Street Parking	0	(22,240)	(22,240)
Pensions (Statutory)	0	0	0
Recycling	0	0	0
Spectrum	174,460	(243,000)	(68,540)
Other reserves	25,000	(377,180)	(352,180)
Total after transfers to and from reserves	123,908,119	(108,331,754)	15,576,365
Business Rates Retention Scheme payments			
Business rates tariff	28,293,585	0	28,293,585
Business rates levy	0	0	0
Business rates - payment to pool re levy	573,022	0	573,022
Non specific government grants			
s31 grant re BRR scheme	0	(445,827)	(445,827)
Transition grant	0	(102,174)	(102,174)
New Homes Bonus grant	0	(2,362,055)	(2,362,055)
GUILDFORD BOROUGH COUNCIL NET BUDGET	152,774,726	(111,241,810)	41,532,916
Parish Council Precepts	1,469,802	0	1,469,802
TOTAL NET BUDGET	154,244,528	(111,241,810)	43,002,718
Business rates - retained income	0	(33,119,866)	(33,119,866)
Revenue support grant	0	(1,096,749)	(1,096,749)
Collection Fund (surplus)/deficit - Business Rates	1,512,784	0	1,512,784
Collection Fund surplus - Council Tax	0	(120,698)	(120,698)
COUNCIL TAX REQUIREMENT	155,757,312	(145,579,123)	10,178,189

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Summary – net expenditure

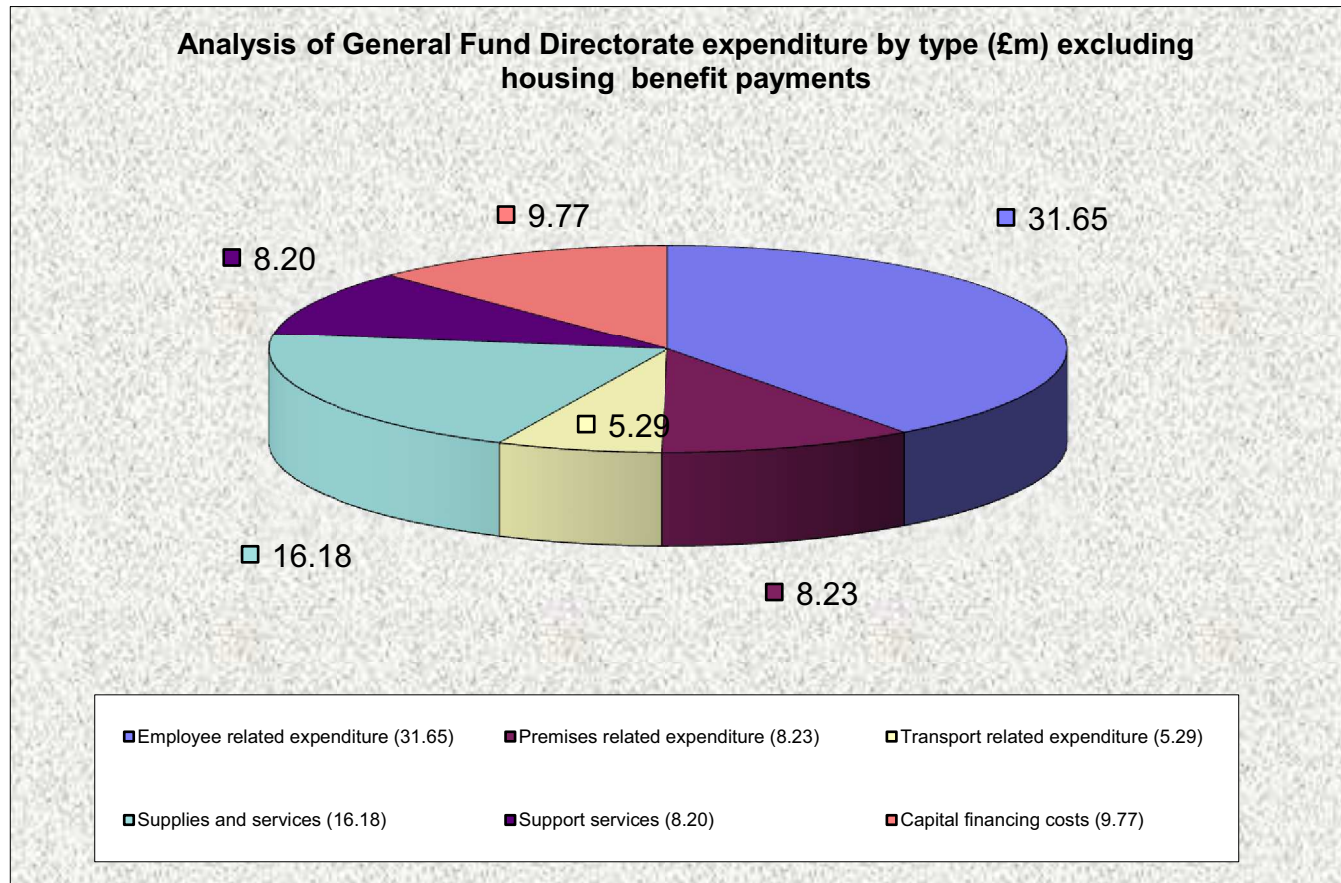
Actual 2014-15 Net Exp. £		Estimate 2015-16 Net Exp. £	Probable 2015-16 Net Exp. £	Estimate 2016-17 Net Exp. £
	Directorates - net expenditure			
7,988,961	Community Services	5,282,430	4,988,806	6,009,050
3,685,905	Corporate Services	3,271,340	3,539,373	3,626,980
(3,062,518)	Development	(1,066,690)	(1,052,564)	(26,360)
5,672,123	Environment	8,851,130	7,781,135	9,585,970
17,290	Managing Director	47,050	(1,289)	116,230
2,009,920	Resources	4,246,210	3,838,453	3,955,260
16,311,681	Total directorate level	20,631,470	19,093,914	23,267,130
(7,820,593)	Depreciation (contra to directorate budgets)	(6,952,020)	(6,952,020)	(9,773,260)
8,491,088	Directorate level excl depreciation	13,679,450	12,141,894	13,493,870
(1,097,776)	External Interest receivable (net)	(851,340)	(1,410,721)	(928,710)
178,802	Interest payment to Housing Revenue Account	259,170	312,567	476,100
433,756	Minimum Revenue Provision	506,330	293,446	615,250
(38,533)	Revenue income from sale of assets	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)			0
0	Met from: Capital Schemes Reserve	0	0	0
1,092,429	Other Reserves	2,080,000	2,655,000	2,484,000
0	General Fund	0	0	0
9,059,766	Total before transfers to and from reserves	15,673,610	13,992,186	16,140,510
	Transfers to and from reserves			
	Capital Schemes			
0	Funding of Revenue Contribution to Capital Outlay	0	0	0
159,000	Contribution in Year	0	0	0
1,220,189	Budget Pressures	0	(210,000)	(50,000)
1,465,287	Business rates equalisation	1,847,514	1,567,004	(1,325,242)
(102,635)	Car Park Maintenance	(105,410)	(782,584)	(204,540)
15,000	Election Costs	(114,170)	(114,170)	32,500
(4,441)	Energy Management Schemes	(216,420)	(126,417)	(292,420)
(4,180)	Insurance	0	48,792	16,860
(137,155)	IT Renewals	(87,420)	(334,480)	(267,870)
(138,396)	Invest to Save	195,000	(142,479)	799,022
0	Local Authority Business Growth Incentive	(281,000)	(13,170)	(191,000)
510,396	New Homes Bonus	778,815	778,815	1,361,505
164,967	On Street Parking	(18,650)	101,885	(22,240)
656,700	Pensions (Statutory)	0	0	0
450,000	Recycling	0	0	0
139,963	Spectrum	(71,120)	171,880	(68,540)
3,028,883	Other reserves	(623,760)	(668,877)	(352,180)
16,483,344	Total after transfers to and from reserves	16,976,989	14,268,385	15,576,365
	Business Rates Retention Scheme payments			
27,533,634	Business rates tariff	28,059,754	28,059,754	28,293,585
2,156	Business rates levy	879,482	1,226,602	0
0	Business rates - payment to pool re levy	0	0	573,022
	Non specific government grants			
(680,374)	s31 grant re BRR scheme	(643,239)	(709,849)	(445,827)
0	Transition grant	0	0	(102,174)
(1,510,961)	New Homes Bonus grant	(1,779,365)	(1,779,365)	(2,362,055)
41,827,799	GUILDFORD BOROUGH COUNCIL NET BUDGET	43,493,621	41,065,527	41,532,916
1,260,607	Parish Council Precepts	1,406,405	1,406,405	1,469,802
43,088,406	TOTAL NET BUDGET	44,900,026	42,471,932	43,002,718
(30,977,434)	Business rates - retained income	(32,066,981)	(32,066,981)	(33,119,866)
(2,962,530)	Revenue support grant	(2,079,187)	(2,079,187)	(1,096,749)
216,660	Collection Fund (surplus)/deficit - Business Rates	(766,888)	(766,888)	1,512,784
(148,615)	Collection Fund surplus - Council Tax	(256,915)	(256,915)	(120,698)
9,216,487	COUNCIL TAX REQUIREMENT	9,730,055	7,301,961	10,178,189

Projected Variance lower net expenditure) based on 10 months data

(2,428,094)

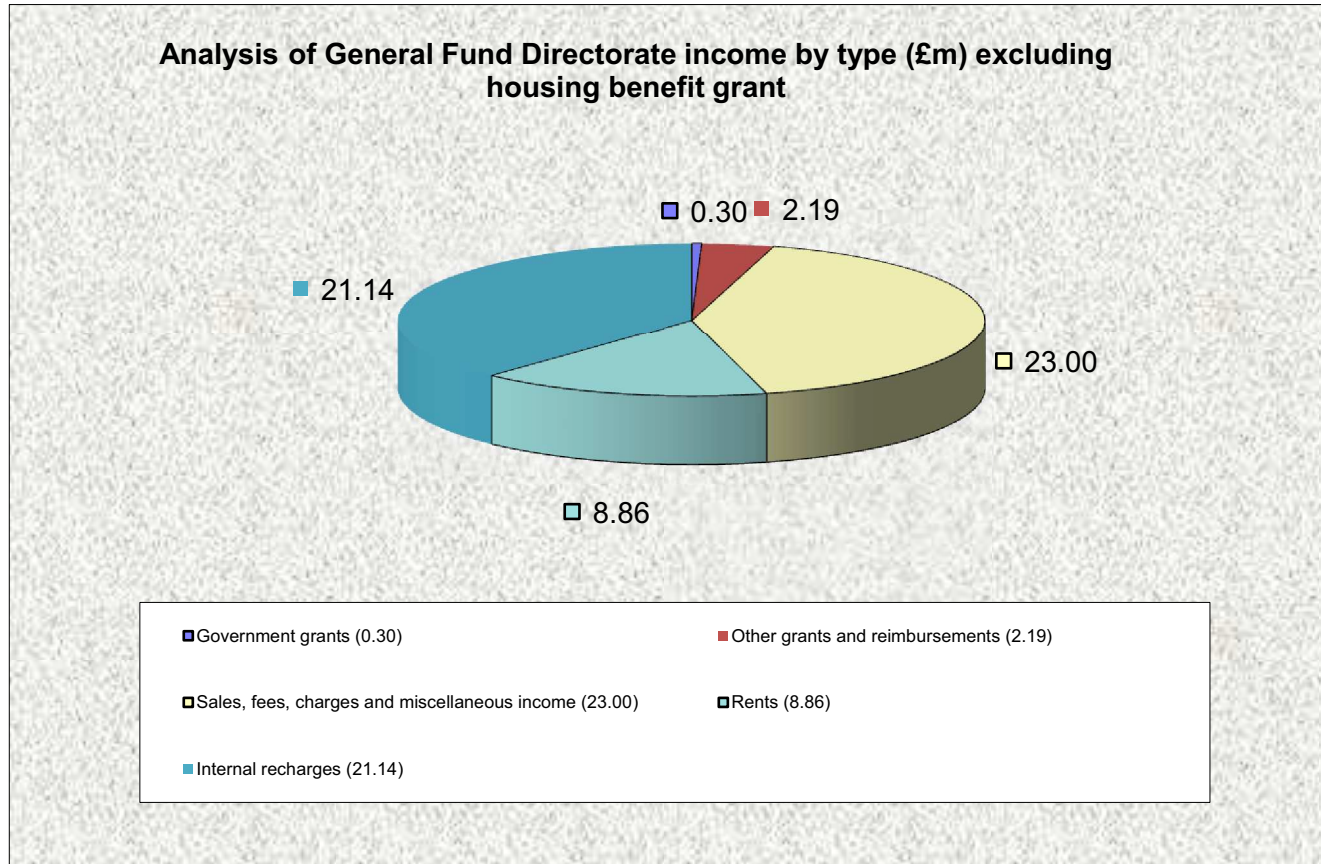
**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Graphical analysis of General Fund Directorate gross expenditure for 2016-17 by type (subjective analysis) excluding housing benefit payments



**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Graphical analysis of General Fund Directorate gross income for 2016-17 by type (subjective analysis) excluding housing benefit grant



**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Analysis of General Fund gross expenditure and sources of finance for 2016-17

Gross Expenditure by Service	%	£000
Car Parks	5	6,797
Corporate Services	1	1,111
Culture and Heritage	4	4,888
Democratic Services	1	1,673
Environmental Services	3	3,611
Leisure centres	2	2,906
Housing Benefits (incl. Administration)	28	37,742
Industrial Estates and Property	2	2,074
Parks and Countryside	4	4,731
Planning and Development Services	6	7,714
Refuse Collection and Recycling	5	6,492
Welfare	2	2,583
Other Services	9	12,540
Interest payable	1	760
Minimum Revenue Provision for repayment of debt	0	615
Revenue Contributions to Capital Outlay	2	2,484
Business rates retention scheme payments	20	28,867
Transfer to reserves	3	4,047
Parish Precepts	1	1,470
Collection fund deficit re BRRS	1	1,513
	100	134,618

Gross Expenditure alternatively analysed as:	%	£000
Building Repairs & Maintenance	1	1,779
Depreciation, leasing and minimum revenue provision for repayment of debt.	8	10,388
Direct payroll costs (Incl NI & Superannuation)	22	29,628
Housing benefit grant payments	28	36,680
Rates	2	2,224
Energy costs	1	1,796
Grants	1	1,860
Other	9	11,122
Interest payable	1	760
Revenue contributions to capital outlay	2	2,484
Business rates retention scheme payments	20	28,867
Transfer to reserves	3	4,047
Parish Precepts	1	1,470
Collection Fund deficit re BRRS	1	1,513
	100	134,618
Received From:	%	£000
<u>Government grants</u>		
Housing Benefit (incl admin grant)	28	37,256
Revenue Support Grant	1	1,097
Other Government grants	2	3,207
Rent income	7	8,856
Fees, charges and miscellaneous income from services	19	25,183
Interest receivable	1	1,216
Depreciation reversed	7	9,773
Transfers from reserves	3	4,611
Retained business rates	25	33,120
Local taxation (via Collection Fund)	7	10,178
Collection Fund surplus re council tax	0	121
	100	134,618

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

General Fund Revenue Balance and major reserves' projections to 2019-20

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 2014-15 £000	Estimate 2015-16 £000	Revised 2015-16 £000	Estimate 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000	Projection 2019-20 £000
(3,748) Balance b/f 1 April	(3,748)	(3,748)	(3,748)	(3,748)	(3,748)	(3,748)
0 Transfers in year	0	0	0	0	0	0
(3,748) Balance c/f 31 March	(3,748)	(3,748)	(3,748)	(3,748)	(3,748)	(3,748)

IT Renewals reserve

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

Actual 2014-15 £000	Estimate 2015-16 £000	Revised 2015-16 £000	Estimate 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000	Projection 2019-20 £000
(939) Balance b/f 1 April	(591)	(802)	(468)	(200)	(450)	(724)
(345) Receipts in year	(428)	(450)	(582)	(600)	(624)	(649)
482 Used re capital expenditure	515	784	850	350	350	350
(802) Balance c/f 31 March	(504)	(468)	(200)	(450)	(724)	(1,023)

Capital Schemes reserve

Used to fund capital schemes and other approved items.

Actual 2014-15 £000	Estimate 2015-16 £000	Revised 2015-16 £000	Estimate 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000	Projection 2019-20 £000
(1,570) Balance b/f 1 April	0	(1,932)	0	0	0	0
(362) Receipts in year	0	0	0	0	0	0
0 Transfer to other reserves	0	0	0	0	0	0
0 Used re capital expenditure	0	1,932	0	0	0	0
(1,932) Balance c/f 31 March	0	0	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

General Fund Revenue Balance and major reserves' projections to 2019-20 (continued)

Invest to Save reserve

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

Actual 2014-15 £000	Estimate 2015-16 £000	Revised 2015-16 £000	Estimate 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000	Projection 2019-20 £000
(1,756) Balance b/f 1 April	(1,206)	(1,337)	(1,210)	(2,009)	(1,621)	(1,233)
(650) Receipts in year	(250)	(250)	(1,049)	(250)	(250)	(250)
1,069 Used in year	875	377	250	638	638	638
(1,337) Balance c/f 31 March	(581)	(1,210)	(2,009)	(1,621)	(1,233)	(845)

Car Parks Maintenance Reserve

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

Actual 2014-15 £000	Estimate 2015-16 £000	Revised 2015-16 £000	Estimate 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000	Projection 2019-20 £000
(3,400) Balance b/f 1 April	(3,344)	(3,297)	(2,386)	(2,181)	(2,378)	(2,366)
(706) Receipts in year	(592)	(592)	(600)	(612)	(625)	(637)
809 Used in year	697	1,503	805	415	637	679
(3,297) Balance c/f 31 March	(3,239)	(2,386)	(2,181)	(2,378)	(2,366)	(2,324)

Spectrum reserve

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

Actual 2014-15 £000	Estimate 2015-16 £000	Revised 2015-16 £000	Estimate 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000	Projection 2019-20 £000
(1,251) Balance b/f 1 April	(1,110)	(1,391)	(1,222)	(1,153)	(1,331)	(1,513)
(169) Receipts in year	(172)	(172)	(174)	(178)	(182)	(185)
29 Used in year	243	341	243	0	0	0
(1,391) Balance c/f 31 March	(1,039)	(1,222)	(1,153)	(1,331)	(1,513)	(1,698)

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

General Fund Revenue Balance and major reserves' projections to 2019-20 (continued)

New Homes Bonus

Non ringfenced reserve available to fund revenue or capital expenditure

Actual 2014-15 £000	Estimate 2015-16 £000	Revised 2015-16 £000	Estimate 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000	Projection 2019-20 £000
(1,617) Balance b/f 1 April	(2,127)	(2,127)	(2,906)	(4,268)	(5,046)	(5,099)
(510) Receipts in year	(779)	(779)	(2,225)	(1,778)	(1,053)	(936)
0 Used in year	0	0	863	1,000	1,000	1,000
(2,127) Balance c/f 31 March	(2,906)	(2,906)	(4,268)	(5,046)	(5,099)	(5,035)

Business Rates Equalisation

Non ringfenced reserve available to offset any variances in income from the Business Rates Retention Scheme and temporary falls in business rate income due to redevelopment schemes.

Actual 2014-15 £000	Estimate 2015-16 £000	Revised 2015-16 £000	Estimate 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000	Projection 2019-20 £000
(543) Balance b/f 1 April	(1,230)	(2,008)	(3,559)	(2,234)	(2,448)	(2,813)
(1,467) Receipts in year	(1,848)	(1,551)	(188)	(214)	(365)	(407)
2 Used in year	0	0	1,513	0	0	0
(2,008) Balance c/f 31 March	(3,078)	(3,559)	(2,234)	(2,448)	(2,813)	(3,220)

Usable Capital Receipts (General Fund)

Available to fund capital expenditure

Actual 2014-15 £000	Estimate 2015-16 £000	Revised 2015-16 £000	Estimate 2016-17 £000	Projection 2017-18 £000	Projection 2018-19 £000	Projection 2019-20 £000
(5,809) Balance b/f 1 April	0	(3,971)	0	0	0	0
(165) Receipts in year	0	(480)	(330)	(4,330)	(9,530)	(36,205)
2,003 Used in year	0	4,451	330	4,330	9,530	36,205
(3,971) Balance c/f 31 March	0	0	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Net budget, Council Tax Requirement and Council Tax

	Estimate 2014-15 £	Estimate 2015-16 £	Estimate 2016-17 £
General Fund - net budget	41,827,799	43,493,621	41,532,916
Revenue support grant	(2,962,530)	(2,079,187)	(1,096,749)
Business rates - retained income	(30,977,434)	(32,066,981)	(33,119,866)
Collection Fund (Surplus)/Deficit - business rates	216,660	(766,888)	1,512,784
Collection Fund Surplus - council tax	(148,615)	(256,915)	(120,698)
Council Tax Requirement (excluding parish councils)	7,955,880	8,323,650	8,708,387
Council Tax Base	53,188.10	54,825.76	55,531.10
Council Tax (Guildford Borough Council element only)	149.58	151.82	156.82
Increase on previous year (£)	2.79	2.24	5.00
	%	%	%
Increase on previous year (%)	1.90	1.50	3.29

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Economic Indicators

The following assumptions have been made in the preparation of the estimates for 2016-17.		A 1% change in the rates assumed opposite would cost/save the General Fund as follows:	
Payroll:	Pay award of 1.5% plus incremental progression where appropriate.		£000
Non Domestic Rates:	Rates based on September RPI increase of 1% and transitional changes where appropriate.	Payroll	269
Depreciation:	Straight line basis over the estimated life of the asset, taking into account any residual value.	Rates	22
Interest Rate	Average base rate of 0.79%	Interest	137
Investment Interest	Average target return of 1.45% from all investments.	Other Expenditure	147
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% per cent increase in charges has been included	Car Parks	99
		Recycling and Refuse Collection	38
		Building and Development Control	17
		Crematorium	15
		Parks and Countryside	13
		Other fees, charges and miscellaneous income	46
		Investment property rent	49

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

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

Service Unit	2015-16 Total FTE (General Fund)	2016-17 Total FTE (General Fund)
Corporate Management Team	6.17	included in relevant directorate
<i>Development</i>		
Economic Development	48.99	-
Planning Services	69.76	-
<i>Environment</i>		
Operational Services	188.60	-
Parks and Leisure Services	89.03	-
<i>Financial Services</i>		
Financial Services	16.97	-
Revenues and Payments	44.56	-
<i>Governance and Monitoring</i>		
Legal and Democratic Services	25.74	-
<i>Housing and Health</i>		
Health and Community Care Services	82.27	-
Housing Advice	16.86	-
Neighbourhood and Housing Management Services	46.11	-
<i>Organisational Development</i>		
Business Systems	43.12	-
Corporate Development	22.15	-
Human Resources	13.06	-
Community Services directorate		144.64
Corporate Services directorate		60.53
Development directorate		83.11
Environment directorate		308.72
Managing Director (incl Audit & Performance Management)		7.70
Resources directorate		117.52
	713.39	722.22

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

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

General Fund salaries and employee costs

2014-15 ACTUAL £	ANALYSIS	2015-16 ESTIMATE £	2016-17 ESTIMATE £
	<i>Salaries (including NI and Superannuation)</i>		
856,856	Corporate Management Team	738,320	included in relevant directorate
	<i>Development</i>		
1,437,909	Economic Development	1,976,790	0
2,545,552	Planning Services	3,024,830	0
	<i>Environment</i>		
5,400,777	Operational Services	5,534,380	0
2,301,748	Parks and Leisure Services	2,774,470	0
	<i>Financial Services</i>		
734,206	Financial Services	767,710	0
1,483,298	Revenues and Payments	1,618,250	0
	<i>Governance and Monitoring</i>		
817,414	Legal and Democratic Services	1,094,930	0
	<i>Housing and Health</i>		
2,339,670	Health and Community Care Services	2,787,200	0
615,465	Housing Advice	663,670	0
1,633,552	Neighbourhood and Housing Management Services	1,797,610	0
	<i>Organisational Development</i>		
1,526,647	Business Systems	1,808,730	0
851,253	Corporate Development	972,990	0
414,135	Human Resources	593,340	0
	Community Services directorate		5,487,970
	Corporate Services directorate		2,819,270
	Development directorate		3,753,680
	Environment directorate		9,810,690
	Managing Director (incl Audit & Performance Management)		635,560
	Resources		5,095,070
2,687,204	Corporate Costs	2,230,840	2,228,290
0	Vacancy Credit	(718,840)	(754,300)
25,645,686	Total salaries	27,665,220	29,076,230
	<i>Other employee related expenditure</i>		
2,329,262	Casual Salaries	981,390	1,479,060
204,621	Car Leasing	279,800	283,000
179,730	Insurance Employers Liability	184,510	195,320
116,676	Health/Medical Expenses	167,110	167,820
3,833	Disclosure Barring Service Checks	3,500	6,500
17,045	Staff Committee Attendance	17,680	20,060
1,603	Emergency Planning Duties	0	0
2,212	Practicing Certificate	4,080	4,080
2,144	Staff Concessions	4,000	4,000
850	Facilitators and Assessors	3,000	2,000
350,790	Redundancy costs	0	0
14,043	Other Costs	6,370	64,070
26,276	Professional Subscriptions	28,870	28,650
16,472	Staff Car Parking	(35,300)	(36,250)
261,666	Training	366,330	377,160
59,889	Vacancy Advertising	0	0
3,587,112	Total other employee related expenditure	2,011,340	2,595,470
29,232,798		29,676,560	31,671,700

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Collection Fund

Actual 2014-15 Council Tax £	Actual 2014-15 Business Rates £		Estimate 2015-16 Council Tax £	Estimate 2015-16 Business Rates £	Probable 2015-16 Council Tax £	Probable 2015-16 Business Rates £	Estimate 2016-17 Council Tax £	Estimate 2016-17 Business Rates £
63,603,926	0	Expenditure						
11,258,857	0	Precepts and Demands						
9,216,487	0	Surrey County Council	66,869,883	0	66,869,883	0	70,428,984	0
		Surrey Police and Crime Commissioner	11,836,333	0	11,836,333	0	12,227,393	0
		Guildford Borough Council	9,730,055	0	9,730,055	0	10,178,189	0
0	38,721,793	Payment of Business Rate shares						
0	7,744,359	Central Government	0	40,083,727	0	40,083,727	0	41,399,832
0	30,977,434	Surrey County Council	0	8,016,745	0	8,016,745	0	8,279,967
0	636,010	Guildford Borough Council	0	32,066,981	0	32,066,981	0	33,119,866
		Transitional protection payment to government	0	0	0	0	0	0
0	238,276	Payment to General Fund for collecting business rates	0	234,931	0	234,931	0	232,751
0	4,327,603	Provision for business rates rating appeals	0	1,000,000	0	1,014,695	0	1,760,000
0	149,000	Provision for business rates bad debts	0	413,736	0	65,256	0	426,093
500,000	0	Provision for council tax bad debts	500,000	0	500,000	0	500,000	0
0	0	Distribution of Collection Fund surplus						
1,026,721	0	Central Government	0	958,611	0	958,611	0	0
181,742	0	Surrey County Council	1,772,998	191,722	1,772,998	191,722	829,496	0
148,615	0	Surrey Police and Crime Commissioner	313,848	0	313,848	0	146,825	0
	0	Guildford Borough Council	256,915	766,888	256,915	766,888	120,698	0
85,936,348	82,794,475	Total Expenditure	91,280,032	83,733,341	91,280,032	83,399,556	94,431,585	85,218,509
		Income						
0	80,005,373	Business Rates	0	81,816,120	0	82,823,815	0	85,218,509
87,221,835	0	Council Taxes	88,936,271	0	89,809,800	0	93,334,566	0
0	270,826	Contribution to Collection Fund deficit						
0	54,165	Central Government	0	0	0	0	0	1,890,980
0	216,660	Surrey County Council	0	0	0	0	0	378,196
		Guildford Borough Council	0	0	0	0	0	1,512,784
87,221,835	80,547,024	Total Income	88,936,271	81,816,120	89,809,800	82,823,815	93,334,566	89,000,469
(1,285,487)	2,247,451	Net (Surplus)/Deficit for the year	2,343,761	1,917,221	1,470,232	575,741	1,097,019	(3,781,960)
(1,281,764)	1,858,768	Balance brought forward	(2,343,761)	(117,221)	(2,567,251)	4,106,219	(1,097,019)	4,681,960
(2,567,251)	4,106,219	Balance Carried Forward	0	1,800,000	(1,097,019)	4,681,960	0	900,000

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

(900,000)
3,781,960

The estimated council tax surplus of £1,097,019 for 2015-16 will be paid to the General Fund and the major precepting authorities (that is; Surrey County Council and Surrey Police and Crime Commissioner) in 2016-17 pro rata to the 2015-16 demand/precept on the fund. The payment to the General Fund, which reduces council tax bills for the year, will be £120,698. The estimated deficit relating to business rates, after an adjustment for spreading the 2013-14 provision for rating appeals over five years, is split between the government, Surrey County Council and Guildford Borough Council. Our share is £1,512,784 and we have included this in the 2016-17 budget, financed from the Business Rates Equalisation reserve.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Budget projection to 2019-20 – excluding Parish precepts

Actual 2014-15 £	GENERAL FUND SUMMARY EXCLUDING PARISH PRECEPTS	Estimate 2015-16 £	Probable 2015-16 £	Estimate 2016-17 £	Projection 2017-18 £	Projection 2018-19 £	Projection 2019-20 £
	<i>Directorates - net expenditure</i>						
7,988,961	Community Services	5,282,430	4,988,806	6,009,050	5,930,810	5,944,630	5,986,940
3,685,905	Corporate Services	3,271,340	3,539,373	3,626,980	3,669,040	3,704,760	3,774,490
(3,062,518)	Development	(1,066,690)	(1,052,564)	(26,360)	524,640	364,470	401,400
5,672,123	Environment	8,851,130	7,781,135	9,585,970	8,868,290	7,955,960	8,006,700
17,290	Managing Director	47,050	(1,289)	116,230	0	(530)	(1,030)
2,009,920	Resources	4,246,210	3,838,453	3,955,260	4,206,870	4,104,620	4,069,100
0	Changes not yet allocated to directorates	0	0	0	163,140	177,350	198,180
16,311,681	<i>Total directorate level</i>	20,631,470	19,093,914	23,267,130	23,362,790	22,251,260	22,435,780
(7,820,593)	Depreciation (contra to directorate budgets)	(6,952,020)	(6,952,020)	(9,773,260)	(9,773,260)	(9,773,260)	(9,773,260)
8,491,088	<i>Directorate level excl depreciation</i>	13,679,450	12,141,894	13,493,870	13,589,530	12,478,000	12,662,520
(1,097,776)	External Interest receivable (net)	(851,340)	(1,410,721)	(928,710)	266,950	1,800,910	2,767,230
178,802	Interest payment to Housing Revenue Account	259,170	312,567	476,100	623,100	782,930	723,560
433,756	Minimum Revenue Provision	506,330	293,446	615,250	1,026,040	1,189,580	1,604,810
(38,533)	Revenue income from sale of assets	0	0	0	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)						
0	Met from: Capital Schemes Reserve	0	0	0	0	0	0
1,092,429	Other Reserves	2,080,000	2,655,000	2,484,000	637,000	862,000	537,000
0	General Fund	0	0	0	0	0	0
9,059,766	Total before transfers to and from reserves	15,673,610	13,992,186	16,140,510	16,142,620	17,113,420	18,295,120

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Actual 2014-15 £	GENERAL FUND SUMMARY EXCLUDING PARISH PRECEPTS	Estimate 2015-16 £	Probable 2015-16 £	Estimate 2016-17 £	Projection 2017-18 £	Projection 2018-19 £	Projection 2019-20 £
	Transfers to and from reserves						
	Capital Schemes						
	<i>Funding of Revenue Contribution to Capital</i>						
0	<i>Outlay</i>	0	0	0	0	0	0
159,000	<i>Contribution in Year</i>	0	0	0	0	0	0
1,220,189	Budget Pressures	0	(210,000)	(50,000)	0	0	0
1,465,287	Business rates equalisation	1,847,514	1,567,004	(1,325,242)	214,197	364,573	406,671
(102,635)	Car Park Maintenance	(105,410)	(782,584)	(204,540)	197,870	(11,780)	(41,990)
15,000	Election Costs	(114,170)	(114,170)	32,500	32,500	32,500	32,500
(4,441)	Energy Management Schemes	(216,420)	(126,417)	(292,420)	18,110	18,830	19,580
(4,180)	Insurance	0	48,792	16,860	44,900	83,440	123,530
(137,155)	IT Renewals	(87,420)	(334,480)	(267,870)	249,590	273,580	298,530
(138,396)	Invest to Save	195,000	(142,479)	799,022	220,000	250,000	250,000
0	Local Authority Business Growth Incentive	(281,000)	(13,170)	(191,000)	0	0	0
510,396	New Homes Bonus	778,815	778,815	1,361,505	777,580	52,270	(64,140)
164,967	On Street Parking	(18,650)	101,885	(22,240)	28,680	51,090	74,790
656,700	Pensions (Statutory)	0	0	0	0	0	0
450,000	Recycling	0	0	0	0	0	0
139,963	Spectrum	(71,120)	171,880	(68,540)	177,950	181,510	185,140
3,028,883	Other reserves	(623,760)	(668,877)	(352,180)	(239,952)	(129,970)	(81,882)
16,483,344	Total after transfers to and from reserves	16,976,989	14,268,385	15,576,365	17,864,045	18,279,463	19,497,849
	Business Rates Retention Scheme payments						
27,533,634	Business rates tariff	28,059,754	28,059,754	28,293,585	28,850,073	29,701,172	30,650,475
2,156	Business rates levy	879,482	1,226,602	0	1,172,697	1,323,073	1,365,171
0	Business rates - payment to pool re levy	0	0	573,022	0	0	0

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Actual 2014-15 £	GENERAL FUND SUMMARY EXCLUDING PARISH PRECEPTS	Estimate 2015-16 £	Probable 2015-16 £	Estimate 2016-17 £	Projection 2017-18 £	Projection 2018-19 £	Projection 2019-20 £
	Non specific government grants						
(680,374)	s31 grant re BRR scheme	(643,239)	(709,849)	(445,827)	(26,935)	(31,209)	0
0	Transition grant / additional BRRS tariff	0	0	(102,174)	(101,790)	0	674,029
(1,510,961)	New Homes Bonus grant	(1,779,365)	(1,779,365)	(2,362,055)	(1,778,130)	(1,052,820)	(936,410)
	GUILDFORD BOROUGH COUNCIL NET BUDGET						
41,827,799		43,493,621	41,065,527	41,532,916	45,979,960	48,219,679	51,251,114
(30,977,434)	Business rates - retained income	(32,066,981)	(32,066,981)	(33,119,866)	(33,771,279)	(34,767,557)	(35,878,790)
(2,962,530)	Revenue support grant	(2,079,187)	(2,079,187)	(1,096,749)	(319,407)	0	0
216,660	Collection Fund (surplus)/deficit - Business Rates	(766,888)	(766,888)	1,512,784	0	0	0
(148,615)	Collection Fund surplus - Council Tax	(256,915)	(256,915)	(120,698)	0	0	0
7,955,880	COUNCIL TAX REQUIREMENT (EXCL PARISHES)	8,323,650	5,895,556	8,708,387	11,889,274	13,452,122	15,372,324
	Projected Variance (lower net expenditure) based on 8 months data		(2,428,094)				
	Tax base	54,825.76		55,531.10	56,000.10	56,146.10	56,256.10
	Band D council tax	151.82		156.82	161.82	166.82	171.82
	Estimated resources from Council Tax, assuming a £5 increase per annum	8,323,650		8,708,387	9,061,940	9,366,290	9,665,920
	Projected demand in excess of resources In year budget gap				2,827,334	4,085,832	5,706,404
					2,827,334	1,258,498	1,620,572

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Budget projection to 2019-20 – excluding Parish precepts – on a subjective basis

2014-15 Actual		2015-16 Estimate	2016-17 Estimate	2017-18 Projection	2018-19 Projection	2019-20 Projection
28,613,315	Employee Related Expenditure	29,677,310	31,645,020	32,865,030	33,609,650	34,719,480
7,683,017	Premises Related Expenditure	8,647,160	8,233,900	8,304,400	8,294,150	8,756,780
4,773,562	Transport Related Expenditure	4,976,760	5,290,500	5,373,350	5,458,880	5,547,180
17,244,679	Supplies and Services	16,775,030	16,175,060	15,961,430	15,869,700	15,819,490
35,856,004	Transfer Payments	36,880,000	36,680,000	36,680,000	36,680,000	36,680,000
0	Changes not yet allocated	0	0	163,140	177,350	198,180
94,170,577	Total Directly Controllable Expenditure	96,956,260	98,024,480	99,347,350	100,089,730	101,721,110
(108,683)	Contributions	(40,000)	(35,000)	(35,150)	(35,360)	(35,570)
(1,827,817)	Expenses Recovered	(1,689,810)	(1,776,650)	(1,789,420)	(1,854,880)	(1,922,780)
(37,169,678)	Government Grants	(37,874,610)	(37,552,850)	(37,555,110)	(37,566,590)	(37,578,530)
(3,356)	Interest	(3,050)	(3,000)	(3,010)	(3,030)	(3,050)
(1,154,983)	Other Grants	(1,132,280)	(1,068,190)	(898,470)	(912,570)	(927,240)
(33,498,763)	Customer and Client Receipts	(30,347,620)	(31,158,400)	(32,033,570)	(33,323,780)	(34,184,830)
(19,679,890)	Recharges	(20,706,920)	(21,139,130)	(21,910,440)	(22,656,750)	(23,430,220)
(1,750)	Sponsorship Receipts	(960)	(1,000)	(1,030)	(1,070)	(1,110)
(93,444,920)	Income	(91,795,250)	(92,734,220)	(94,226,200)	(96,354,030)	(98,083,330)
725,657	Net Directly Controllable Expenditure/(Income)	5,161,010	5,290,260	5,121,150	3,735,700	3,637,780
7,820,591	Capital Charges	6,952,020	9,773,260	9,773,260	9,773,260	9,773,260
7,765,433	Support Services	8,518,440	8,203,610	8,468,380	8,742,300	9,024,740
16,311,681	TOTAL DIRECTORATE LEVEL NET COST	20,631,470	23,267,130	23,362,790	22,251,260	22,435,780

The total directorate level net cost can be compared to the same line on the budget projection to 2019-20 shown on a service basis on page lvi of the budget book. The depreciation, capital items, transfers to/from reserves and general grants have not been repeated in this analysis and remain the same as on pages lvi to lviii.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

Financial Risk Register

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible officer	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
				2016-17	2017-18	2018-19	2019-20
1	Delay to local plan necessitating additional evidence and consultation work and reduction in New Homes Bonus	8	Director of Development	100	648	202	850
2	Unable to achieve additional meter income built into 2016-17 estimates in respect of off street parking charges.	2	Parking Manager	100	100	100	100
3	Unable to recover arrears from investment property tenants.	3	Asset Development Manager	50	50	50	50
4	Business Rates liabilities for investment assets exceed estimates	3	Asset Development Manager	50	50	50	50
5	Co-mingled recycling disposal contract - new may lead to increased net cost	8	Director of Environment, Cleansing Manager	450	450	450	450
6	Increase in benefit claimants and bad debts	2	Director of Resources	50	50	50	50
7	Family Support Programme (FSP) - the income from Surrey County Council to support the scheme is not certain and potential redundancy costs should the scheme end.	3	Head of Housing Advice	5	5	5	5

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible officer	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
				2016-17	2017-18	2018-19	2019-20
8	Potential increase in homelessness	3	Head of Housing Advice	50	50	50	50
9	Serious case reviews on behalf of other authorities. Risk of incurring the costs of investigation regarding a serious case review. It is difficult to predict if and when this may occur	4	Director of Community Services	20	20	20	20
10	Increased risk of judicial reviews and the legal costs associated with defending the council. Risk of challenge due to age of local plan 2003 and opposition to strategic development sites	4	Monitoring Officer	60	60	60	60
11	Loss of interest from investments arising from bank base rates remaining at a low level for longer than expected	8	Head of Financial Services	270	270	270	270
12	Loss of income from fees and charges	3	All budget managers and Head of Financial Services	100	100	100	100
13	Greater reductions in local government finance settlement than those outlined in four year indicative settlement announced by government on 8 February 2016, due to national economic situation being worse than the Chancellor predicted.	8	Head of Financial Services and Transformation Manager	500	500	500	0

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible officer	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
				2016-17	2017-18	2018-19	2019-20
14	Reduction in the council's baseline need to spend following review of local government finance system and introduction of 100% business rates retention in 2020	12	Head of Financial Services and Transformation Manager	0	0	0	2,000
15	Business Rates Retention Scheme (BRRS) volatility	4	Head of Financial Services	160	160	160	160
16	Not all savings targets included in 2016-17 estimates are achieved	6	All Directors and Head of Financial Services	200	200	200	200
17	Treasury Management counter party bail in risk	8	Head of Financial Services	800	800	800	800
18	S106 clawback and/or collection risk	3	Director of Development	50	50	50	50
19	Commercial services - income underachievement	8	Director of Environment & Head of Financial Services	100	150	150	150
20	Increased cost of planning appeals	6	Director of Development	50	50	50	50
21	Major emergency /incident or severe weather event	4	Director of Community Services	30	30	30	30

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible officer	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
				2016-17	2017-18	2018-19	2019-20
22	Unavoidable capital schemes - revenue implications due to low capital balances	4	Asset Development Manager	10	10	10	10
23	Capital programme & regeneration schemes - unavoidable scheme cost increases or cost escalation due to complexity of regeneration schemes (revenue implications due to low capital balances)	6	Head of Financial Services	322	294	321	26
24	Collapse of major contractor e.g., Leisure Services, Parking Services (Pay by Phone) or Cultural Services	4	All Directors and Head of Financial Services	100	100	100	100
25	Implementation of the Community Infrastructure Levy - impact of reduced S106 income	10	Director of Development, Director of Environment and Head of Financial Services	50	50	0	0
26	Implementation of the Community Infrastructure Levy - identification and provision of the infrastructure investment list	8	Director of Development, Director of Environment and Head of Financial Services	50	50	50	50

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible officer	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
				2016-17	2017-18	2018-19	2019-20
27	Surrey County Council provision and funding of Park and Ride, both existing and new sites from 17-18	3	Director of Environment and Parking Manager	200	780	780	780
28	Failure to agree budget reductions for 2017-18 to 2019-20 to meet budget shortfall identified, leading to unplanned service cuts and use of reserves.	12	All Directors and Head of Financial Services	0	2,900	2,300	300
29	Business Rates - successful appeal for mandatory relief by NHS Foundation Trusts	12	Director of Resources and Head of Financial Services	0	2,000	0	0
30	Financial impact of devolution	8	Managing Director	0	0	0	200
31	Loss of external funding from Enterprise M3 - revenue impact of capital schemes	3	Director of Development and interim Projects Manager	87	17	418	418
32	Inadequate SPA funds for management of SANGS to support local plan for 80 year/perpetuity period (cost of risk to be confirmed)	4	Director of Environment and Parks and Landscape Manager	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2016-17**

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible officer	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
				2016-17	2017-18	2018-19	2019-20
33	Closure of crematorium due to equipment failure and or non-compliance with permits and license to cremate – loss of income and cameo scheme income for abating emissions	12	Parks and Landscape Manager	1,300	1,300	1,300	1,300
34	Loss of income from external grounds maintenance contracts with Surrey County Council highways and Kings College	4	Parks and Landscape Manager	245	245	245	245
35	Housing benefit processing errors leading to DWP claim qualification	6	Benefits Manager	250	250	250	250
TOTAL RISKS / RESERVES REQUIRED				4,014	9,994	7,326	7,380

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

COMMUNITY SERVICES DIRECTORATE

DIRECTOR - PHILIP O'DWYER

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

Contents

Subjective Summary	4
Directorate Summary	5
Affordable Housing Development	7
Building Maintenance	8
Emergency Communications System	9
Citizens Advice Bureau	10
Civil Emergencies	11
Community Meals and TPT	12
Community Safety Wardens	13
Community Services	14
Health and Safety	15
Day Services	16
EMI Services	17
Environmental Control	18
Food and Safety Services	19
Grants to Voluntary Organisations - Housing and Community	20
Gypsy Caravan Sites	21
Home Farm Estate, Effingham	22
Homelessness and Emergency Accommodation	23
Housing Advice	24
Housing Outside the HRA	25
Housing Surveying Services	26
Licensing Services	27
Pest Control	28
Private Sector Housing	29
Public Health	30
Surrey Family Support Programme	31
Taxi Licensing and Private Hire Vehicles	32
Woking Road Depot Stores	33

Subjective Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
14,679,735	11,418,990	Gross Expenditure	12,439,200	12,311,100	12,511,320	12,747,970
(6,690,774)	(6,136,560)	Gross Income	(6,430,150)	(6,380,290)	(6,566,690)	(6,761,030)
7,988,961	5,282,430	Net Expenditure	6,009,050	5,930,810	5,944,630	5,986,940
5,339,176	5,370,440	Employee Related Expenditure	5,539,590	5,654,050	5,803,460	5,987,640
347,426	476,070	Premises Related Expenditure	372,040	355,460	359,380	363,410
489,289	555,100	Transport Related Expenditure	559,780	569,030	578,580	588,440
4,482,015	3,812,240	Supplies and Services	4,053,140	3,785,230	3,787,920	3,790,630
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
10,657,906	10,213,850	Total Directly Controllable Expenditure	10,524,550	10,363,770	10,529,340	10,730,120
(6,690,774)	(6,136,560)	Income	(6,430,150)	(6,380,290)	(6,566,690)	(6,761,030)
3,967,132	4,077,290	Net Directly Controllable Expenditure/(Income)	4,094,400	3,983,480	3,962,650	3,969,090
3,019,247	135,080	Capital Charges	870,900	870,900	870,900	870,900
1,002,582	1,070,060	Support Services	1,043,750	1,076,430	1,111,080	1,146,950
7,988,961	5,282,430	Total Service Cost/(Surplus)	6,009,050	5,930,810	5,944,630	5,986,940

Directorate Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
1,764,150	215,450	Affordable Housing Development	460,070	466,270	472,630	479,200
60,130	25,470	Building Maintenance	(170)	(48,420)	(127,670)	(210,380)
284,242	283,740	Citizens Advice Bureau	283,650	283,670	283,690	283,710
56,744	60,900	Civil Emergencies	49,010	49,810	50,620	51,460
517,365	604,580	Community Meals and TPT	546,290	566,600	584,790	603,450
382,242	367,160	Community Safety Wardens	367,430	378,730	390,270	402,150
(16,335)	0	Community Services	1,010	0	0	0
602,030	607,380	Day Services	597,990	628,580	617,740	636,890
(64,930)	(39,760)	Emergency Communications System	(66,080)	(61,330)	(54,550)	(47,560)
(24,385)	(25,820)	EMI Services	(19,100)	(17,020)	(14,490)	(11,460)
463,710	459,570	Environmental Control	440,440	451,670	462,910	474,500
367,955	371,590	Food and Safety Services	374,640	385,940	397,540	409,530
256,683	401,450	Grants to Voluntary Organisations - Housing and Comm	383,130	383,760	384,540	385,510
783,215	(6,270)	Gypsy Caravan Sites	(32,000)	(32,320)	(33,220)	(34,180)
1,676	1,400	Health and Safety	24,790	0	(750)	(1,520)
66,140	40,560	Home Farm Estate, Effingham	38,520	19,450	19,670	19,890
815,835	758,200	Homelessness and Emergency Accommodation	803,390	816,380	829,650	843,330
288,188	286,000	Housing Advice	286,000	286,000	286,000	286,000
21,972	66,680	Housing Outside the HRA	145,260	15,150	14,970	14,780
35,430	96,180	Housing Surveying Services	(40,650)	(44,680)	(48,890)	(53,220)
173,210	38,340	Licensing Services	64,170	40,140	44,280	46,870
13,147	31,470	Pest Control	19,940	18,850	17,070	15,240
916,980	437,380	Private Sector Housing	952,220	1,008,980	1,031,740	1,055,260
56,979	79,690	Public Health	76,650	78,390	80,190	82,070

Directorate Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
118,489	104,330	Surrey Family Support Programme	150,200	154,880	157,620	160,370
45,205	15,900	Taxi Licensing and Private Hire Vehicles	100,750	100,120	97,390	94,490
2,894	860	Woking Road Depot Stores	1,500	1,210	890	560
7,988,961	5,282,430	Total Net Expenditure/(Income)	6,009,050	5,930,810	5,944,630	5,986,940

Financial Information Affordable Housing Development

Ledger Code HOUASS

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
150,619	Employee Related Expenditure	144,730	121,355	150,070
0	Premises Related Expenditure	0	0	0
2,135	Transport Related Expenditure	4,000	3,547	4,370
12,055	Supplies and Services	15,700	14,374	13,710
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
164,809	Total Directly Controllable Expenditure	164,430	139,276	168,150
0	Income	0	0	0
164,809	Net Directly Controllable Expenditure/(Income)	164,430	139,276	168,150
1,559,606	Capital Charges	0	0	250,000
39,735	Support Services	51,020	51,060	41,920
1,764,150	Total Service Cost/(Surplus)	215,450	190,336	460,070
	Full Time Equivalent Staff	2.60		2.57

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	140,700	146,170
Transport Related		
Car Leasing and Allowances	3,950	4,330
Supplies and Services		
Computer Software Licence	5,520	4,000
Consultants Fees	790	560
General Grants	3,800	3,800
General Subscriptions	2,600	2,520
Housing Needs Surveys	800	400
Printing Services Recharge	650	890
Valuers Fees	510	510
Capital Charges		
REFCUS	0	250,000
Support Services		
Accountancy Services Recharge	1,130	1,550
Business Systems Recharge	11,140	10,870
Customer Service Centre Recharge	1,420	1,390
Human Resources Recharge	1,540	1,450
Legal Services Recharge	14,570	14,390
Office Services Recharge	2,180	1,840
Paymaster Recharge	1,470	1,980
Performance Mngt. Recharge	1,190	1,180
Public Offices Recharge	8,850	5,190
Valuation Services Recharge	6,440	930

Major Variances 2015-16 v 2016-17

The REFUS estimate (Revenue Expenditure Funded from Capital Under Statute) relates to capital expenditure for consultants' fees etc that does not create or enhance a long term asset of the Council. The expenditure is reversed out of the General Fund and does not impact on council tax.

Financial Information Building Maintenance

Ledger Code BUIMAI

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
894,440	Employee Related Expenditure	874,540	870,046	888,200	Employee Related		
64,837	Premises Related Expenditure	107,170	107,210	85,490	Insurance - Emps Liab, All Risk	5,690	5,620
119,286	Transport Related Expenditure	149,070	147,485	182,150	Recharge From Other Emp. Exps.	8,740	7,460
1,931,034	Supplies and Services	1,521,760	1,858,200	1,643,710	Salaries	858,860	873,870
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	105,490	83,900
3,009,597	Total Directly Controllable Expenditure	2,652,540	2,982,941	2,799,550	Transport Related		
(3,025,096)	Income	(2,705,070)	(3,035,501)	(2,877,720)	Car Leasing and Allowances	11,540	12,410
(15,499)	Net Directly Controllable Expenditure/(Income)	(52,530)	(52,560)	(78,170)	Fuel and Oil	22,310	20,300
0	Capital Charges	0	0	0	Hire of Vehicles	3,770	5,470
75,629	Support Services	78,000	78,030	78,000	Transport Pool Hire Charge	105,790	137,940
60,130	Total Service Cost/(Surplus)	25,470	25,470	(170)	Tyres	3,000	2,070
	Full Time Equivalent Staff	22.29		22.29	Vehicle Repairs	2,100	3,400
					Supplies and Services		
					Clothing and Uniform	3,440	3,440
					Contaminated Waste Removal	7,040	5,640
					Materials	715,150	708,440
					Payment to Contractors	650,000	775,000
					Stores Recharge	51,390	57,200
					Tipping Fees	80,000	77,920
					Vehicle Tracking	2,780	2,780
					Income		
					Income from Invoices	(101,900)	(108,530)
					Recharged to Other Services	(2,575,130)	(2,740,310)
					Works to Outside Bodies	(28,000)	(28,840)
					Support Services		
					Business Systems Recharge	27,710	26,740
					Health and Safety	3,580	3,330
					HR Services Recharge	13,250	12,490
					Paymaster Recharge	13,430	14,890
					Performance Mngt. Recharge	2,880	2,900
					Works Services Recharge	9,080	10,060

Major Variances 2015-16 v 2016-17

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

Guildford Borough Council Outline Budget 2016-2017

Health and Community Care Mgmt

Financial Information Emergency Communications System

Ledger Code EMECOM

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
158,081	Employee Related Expenditure	178,080	159,613	150,460	Employee Related		
3,800	Premises Related Expenditure	3,800	3,800	3,800	Casual / Temporary Staff	3,050	500
9,057	Transport Related Expenditure	10,040	11,043	9,910	Salaries	175,160	146,670
112,933	Supplies and Services	87,350	74,750	82,340	Premises Related		
0	Third Party Payments	0	0	0	Payment in Lieu of Rent	3,800	3,800
0	Transfer Payments	0	0	0	Transport Related		
283,871	Total Directly Controllable Expenditure	279,270	249,206	246,510	Car Leasing and Allowances	10,040	9,910
(414,973)	Income	(371,840)	(401,822)	(369,200)	Supplies and Services		
(131,102)	Net Directly Controllable Expenditure/(Income)	(92,570)	(152,616)	(122,690)	Alarm Monitoring Contract	38,000	38,000
0	Capital Charges	0	0	0	Equipment Supply, Mtnc & Repair	44,450	39,320
66,172	Support Services	52,810	52,902	56,610	Miscellaneous Expenses	1,140	1,140
(64,930)	Total Service Cost/(Surplus)	(39,760)	(99,714)	(66,080)	Telecomms	2,940	3,050
	Full Time Equivalent Staff	4.35		3.64	Income		
					Contributions from SCC	(35,000)	(30,000)
					Emergency Communications Fees	(240,700)	(242,700)
					Expenses Recovered	(15,000)	(15,000)
					Recharged to Other Services	(79,640)	(81,500)
					SCC Grant	(1,000)	0
					Support Services		
					Accountancy and Debtors Recharge	32,500	34,450
					Audit Services Recharge	2,760	3,420
					Business Systems Recharge	7,970	7,920
					Customer Service Centre Recharge	1,560	1,520
					Human Resources Recharge	1,990	2,440
					Paymaster Recharge	3,490	4,040
					Performance Mngt. Recharge	1,540	1,780

Major Variances 2015-16 v 2016-17

Salary charges have increased due to allocation changes within the service.

Guildford Borough Council Outline Budget 2016-2017

Health and Community Care Mgmt

Financial Information Citizens Advice Bureau

Ledger Code CITADV

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Cab General Expenses Grant	283,140	283,140
0	Transport Related Expenditure	0	0	0	Support Services		
283,422	Supplies and Services	283,150	283,419	283,150	Accountancy Services Recharge	590	500
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
283,422	Total Directly Controllable Expenditure	283,150	283,419	283,150			
0	Income	0	0	0			
283,422	Net Directly Controllable Expenditure/(Income)	283,150	283,419	283,150			
0	Capital Charges	0	0	0			
820	Support Services	590	590	500			
284,242	Total Service Cost/(Surplus)	283,740	284,009	283,650			
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Guildford Borough Council Outline Budget 2016-2017

Health and Community Care Mgmt

Financial Information Civil Emergencies

Ledger Code CIVEMS

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
50,822	Employee Related Expenditure	40,670	42,001	19,010	Employee Related		
880	Premises Related Expenditure	1,630	1,630	1,300	Salaries	39,750	17,960
1,864	Transport Related Expenditure	2,070	2,038	2,270	Premises Related		
76,969	Supplies and Services	10,000	27,751	21,010	Proportion of Depot Expenses	1,630	1,300
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing and Allowances	2,070	2,200
130,535	Total Directly Controllable Expenditure	54,370	73,420	43,590	Supplies and Services		
					Emergency Accommodation	4,000	4,000
(79,311)	Income	0	0	0	Emergency Planning Contribution	3,700	3,450
51,224	Net Directly Controllable Expenditure/(Income)	54,370	73,420	43,590	Payment to Contractors	0	11,500
					Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	590	500
5,520	Support Services	6,530	6,530	5,420	Customer Tech Support Recharge	500	490
56,744	Total Service Cost/(Surplus)	60,900	79,950	49,010	Human Resources Recharge	440	410
					Office Services Recharge	620	530
	Full Time Equivalent Staff	0.74		0.29	Paymaster Recharge	450	570
					Public Offices Recharge	2,520	1,490

Major Variances 2015-16 v 2016-17

A reduction in salary costs has resulted from a change in salary allocations within the service.

A growth bid for 2016-17 £11,500 has been agreed for the Applied Resilience Agreement.

Financial Information Community Meals and TPT

Ledger Code MOWTPT

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
438,441	Employee Related Expenditure	494,380	445,243	475,330
0	Premises Related Expenditure	0	0	0
242,410	Transport Related Expenditure	257,290	228,550	229,540
97,540	Supplies and Services	70,950	85,844	71,510
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
778,391	Total Directly Controllable Expenditure	822,620	759,637	776,380
(322,306)	Income	(287,640)	(310,383)	(300,810)
456,085	Net Directly Controllable Expenditure/(Income)	534,980	449,254	475,570
0	Capital Charges	0	0	0
61,280	Support Services	69,600	69,690	70,720
517,365	Total Service Cost/(Surplus)	604,580	518,944	546,290
	Full Time Equivalent Staff	20.17		18.78

Major Variances 2015-16 v 2016-17

A reduction in salary costs has resulted from a change in salary allocations made within the service.

Transport charges have reduced due to the introduction of a new fleet.

Refreshment sales are estimated to increase due to the popularity of the service.

Major Items

Employee Related

	2015-16 Estimate £	2016-17 Estimate £
Insurance - Emps Liab, All Risk	5,360	6,020
Recharge From Other Emp. Exps.	8,210	7,910
Salaries	478,360	458,800
Training	1,610	1,750

Transport Related

	2015-16 Estimate £	2016-17 Estimate £
Fuel and Oil	46,270	37,650
Hire of Vehicles	23,000	22,000
Insurance	4,970	0
Transport Pool Hire Charge	158,460	146,760
Vehicle Repairs	14,980	16,000

Supplies and Services

	2015-16 Estimate £	2016-17 Estimate £
Computer Maintenance Agree	5,400	5,500
Food Purchases	60,000	60,000
Telecomms	1,570	1,480

Income

	2015-16 Estimate £	2016-17 Estimate £
Bus Service Operations Grant	(12,000)	(12,000)
Dar and DC Membership Fees	(5,000)	(4,500)
Fee Income	(85,000)	(80,000)
Refreshment Sales	(145,450)	(164,120)
SCC Grant	(40,190)	(40,190)

Support Services

	2015-16 Estimate £	2016-17 Estimate £
Audit Services Recharge	2,270	2,810
Business Systems Recharge	15,860	15,430
Customer Service Centre Recharge	3,670	3,580
Debtors Section Recharge	11,790	13,940
Health and Safety Recharge	3,370	2,960
Human Resources Recharge	12,460	13,390
Paymaster Recharge	7,180	7,430
Performance Mngt. Recharge	9,610	9,130

Financial Information Community Safety Wardens

Ledger Code SAFGUI

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
330,505	Employee Related Expenditure	310,620	316,633	326,880	Employee Related		
3,016	Premises Related Expenditure	3,200	3,200	3,050	Insurance - Emps Liab, All Risk	1,930	1,980
4,791	Transport Related Expenditure	5,150	5,288	5,670	Recharge From Other Emp. Exps.	2,960	2,610
22,047	Supplies and Services	11,190	14,214	9,920	Salaries	301,390	321,550
0	Third Party Payments	0	0	0	Training	3,600	0
0	Transfer Payments	0	0	0	Premises Related		
360,359	Total Directly Controllable Expenditure	330,160	339,335	345,520	Rents Payable	3,200	3,050
(13,931)	Income	0	(2,291)	(14,530)	Transport Related		
346,428	Net Directly Controllable Expenditure/(Income)	330,160	337,044	330,990	Car Allowances	3,800	3,050
0	Capital Charges	0	0	0	Officers Car Leasing	1,350	2,620
35,814	Support Services	37,000	37,020	36,440	Supplies and Services		
382,242	Total Service Cost/(Surplus)	367,160	374,064	367,430	Community Issues	5,000	5,000
					Printing and Stationery	1,840	1,390
					Telecomms	3,260	2,510
					Support Services		
	Full Time Equivalent Staff	7.57		7.69	Audit Services Recharge	1,540	1,900
					Business Systems Recharge	21,540	20,460
					Customer Service Centre Recharge	1,260	1,240
					Health and Safety Recharge	1,220	1,150
					HR Services Recharge	4,500	4,400
					Paymaster Recharge	2,150	2,270
					Performance Mngt. Recharge	3,470	3,540

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Guildford Borough Council Outline Budget 2016-2017

Health and Community Care Mgmt

Financial Information Community Services

Ledger Code COMSER

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
26,050	Employee Related Expenditure	33,570	33,570	33,570	Employee Related		
42,853	Premises Related Expenditure	5,000	5,000	5,000	Salaries	33,570	33,570
49	Transport Related Expenditure	0	16,655	0	Premises Related		
134,952	Supplies and Services	141,430	161,900	141,430	Buildings Infrastructure	5,000	5,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Contribution to External Suppliers	110,400	110,400
203,904	Total Directly Controllable Expenditure	180,000	217,125	180,000	Miscellaneous Expenses	23,530	23,530
(220,239)	Income	(180,000)	(180,000)	(180,000)	Publicity	2,500	2,500
(16,335)	Net Directly Controllable Expenditure/(Income)	0	37,125	0	Survey Mapping Development	5,000	5,000
0	Capital Charges	0	0	0	Income		
0	Support Services	0	0	1,010	SCC Grant	(180,000)	(180,000)
(16,335)	Total Service Cost/(Surplus)	0	37,125	1,010			
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

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

Guildford Borough Council Outline Budget 2016-2017

Health and Community Care Mgmt

Financial Information Health and Safety

Ledger Code G2525

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
108,282	Employee Related Expenditure	103,050	104,818	118,050
0	Premises Related Expenditure	0	0	0
2,547	Transport Related Expenditure	2,660	2,488	2,470
8,086	Supplies and Services	5,590	4,714	6,210
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
118,915	Total Directly Controllable Expenditure	111,300	112,020	126,730
(134,910)	Income	(128,480)	(128,586)	(117,700)
(15,995)	Net Directly Controllable Expenditure/(Income)	(17,180)	(16,566)	9,030
0	Capital Charges	0	0	0
17,671	Support Services	18,580	18,620	15,760
1,676	Total Service Cost/(Surplus)	1,400	2,054	24,790
	Full Time Equivalent Staff	1.90		2.11

Major Variances 2015-16 v 2016-17

Salary charges have increased due to allocation changes within the service, but the support recharge has not been amended to reflect the change resulting in an under recovery of the service.

Major Items

	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	88,350	103,500
Transport Related		
Car Leasing and Allowances	2,650	2,460
Supplies and Services		
Consultants Fees	3,500	3,500
General Subscriptions	40	780
Lone Worker Monitoring	1,390	870
Income		
Recharged to Other Services	(1,390)	(870)
Support Service Recharge	(127,090)	(116,830)
Support Services		
Accountancy Services Recharge	1,360	1,100
Customer Service Centre Recharge	720	700
Customer Tech Support Recharge	1,330	1,310
HR Services Recharge	1,130	1,070
Office Services Recharge	1,590	1,360
Paymaster Recharge	3,110	3,530
Performance Mngt. Recharge	870	880
Public Offices Recharge	6,490	3,840

Guildford Borough Council Outline Budget 2016-2017

Health and Community Care Mgmt

Financial Information Day Services

Ledger Code DAYSER

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
498,441	Employee Related Expenditure	496,260	487,395	489,260
103,842	Premises Related Expenditure	126,160	129,064	97,350
7,240	Transport Related Expenditure	9,190	8,951	9,840
83,163	Supplies and Services	93,810	79,696	90,000
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
692,686	Total Directly Controllable Expenditure	725,420	705,106	686,450
(236,426)	Income	(259,200)	(231,179)	(249,780)
456,260	Net Directly Controllable Expenditure/(Income)	466,220	473,927	436,670
54,420	Capital Charges	49,560	49,570	65,550
91,350	Support Services	91,600	92,453	95,770
602,030	Total Service Cost/(Surplus)	607,380	615,950	597,990
	Full Time Equivalent Staff	17.45		16.78

Major Variances 2015-16 v 2016-17

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

Reduction in the repairs & maintainance budget as this has previously been overstated.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Insurance - Emps Liab, All Risk	4,300	5,370
Recharge From Other Emp. Exps.	6,600	7,050
Salaries	477,490	471,940
Premises Related		
Electricity	23,000	22,500
Gas	14,000	13,500
General Rates	11,550	11,630
Repairs and Maintenance	59,310	33,970
Transport Related		
Car Leasing and Allowances	9,190	9,840
Supplies and Services		
Day Centre Activities Cost	7,700	7,700
Equipment & Tools	2,910	2,860
Food Purchases	55,050	55,000
Miscellaneous Expenses	7,000	7,000
Telecomms	5,500	5,140
Income		
Fee Income	(6,950)	(7,070)
Miscellaneous Income	(9,500)	(10,500)
Refreshment Sales	(109,500)	(87,850)
Rent Income	(10,450)	(10,500)
SCC Grant	(120,800)	(129,800)
Capital Charges		
Depreciation	49,560	65,550
Support Services		
Accountancy Services Recharge	6,330	6,810
Business Systems Recharge	18,180	17,730
Human Resources Recharge	10,020	11,920
Paymaster Recharge	12,830	14,370
Performance Mngt. Recharge	7,720	7,840
Public Offices Recharge	7,160	7,160

Guildford Borough Council Outline Budget 2016-2017

Health and Community Care Mgmt

Financial Information EMI Services

Ledger Code EMISER

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
136,236	Employee Related Expenditure	134,960	142,911	154,930	Employee Related		
8,201	Premises Related Expenditure	9,450	9,607	9,040	Salaries	130,960	150,400
184	Transport Related Expenditure	290	139	80	Premises Related		
2,102	Supplies and Services	2,380	2,656	3,780	Electricity	450	400
0	Third Party Payments	0	0	0	Gas	850	0
0	Transfer Payments	0	0	0	General Rates	6,760	6,790
146,723	Total Directly Controllable Expenditure	147,080	155,313	167,830	Legionella Works	0	540
					Water	0	800
(181,656)	Income	(185,000)	(182,185)	(200,030)	Supplies and Services		
(34,933)	Net Directly Controllable Expenditure/(Income)	(37,920)	(26,872)	(32,200)	Day Centre Activities Cost	1,000	1,000
					Equipment Electrical Testing	0	970
0	Capital Charges	0	0	0	Income		
10,548	Support Services	12,100	12,246	13,100	Fee Income	(40,000)	(55,030)
(24,385)	Total Service Cost/(Surplus)	(25,820)	(14,626)	(19,100)	SCC Grant	(145,000)	(145,000)
					Support Services		
	Full Time Equivalent Staff	5.43		6.04	Accountancy and Debtors Recharge	1,800	2,090
					Business Systems Recharge	550	530
					Energy Management Recharge	1,090	860
					Health and Safety Recharge	870	760
					Human Resources Recharge	3,230	3,700
					Paymaster Recharge	1,370	1,570
					Performance Mngt. Recharge	2,490	2,320

Major Variances 2015-16 v 2016-17

Salary charges have increased due to salary allocation changes within the service.

Fee income budget has increased to adjust to the level of income that has been received in past years.

Guildford Borough Council Outline Budget 2016-2017

Health and Community Care Mgmt

Financial Information Environmental Control

Ledger Code ENVHEA

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
313,931	Employee Related Expenditure	307,840	271,709	302,110
0	Premises Related Expenditure	0	0	0
14,013	Transport Related Expenditure	14,070	13,963	13,920
100,124	Supplies and Services	89,990	102,351	88,360
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
428,068	Total Directly Controllable Expenditure	411,900	388,023	404,390
(31,835)	Income	(24,440)	(31,528)	(25,610)
396,233	Net Directly Controllable Expenditure/(Income)	387,460	356,495	378,780
0	Capital Charges	0	0	0
67,477	Support Services	72,110	72,199	61,660
463,710	Total Service Cost/(Surplus)	459,570	428,694	440,440
	Full Time Equivalent Staff	6.43		6.16

Major Variances 2015-16 v 2016-17

Salary charges have decreased due to salary allocation changes within the service.

The Public Offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	297,990	290,110
Transport Related		
Car Leasing and Allowances	14,070	13,920
Supplies and Services		
Computer Software Licence	4,000	4,000
General Subscriptions	2,200	2,370
Insurance; All Risks	3,930	4,180
IT Renewals	2,190	2,290
New, Replace Equip & Tools	5,000	7,000
Out of Hours Service	5,600	4,880
Pest Control Charges	45,000	45,000
Telecomms	1,600	1,610
Veterinary Surgeons Fees	4,000	3,440
Welfare Funerals	5,000	5,000
Works in Default	3,000	3,000
Income		
Animal Establishment Fees	(7,800)	(7,800)
Contaminated Land Enquiries	(1,600)	(1,500)
Fee Income	(9,040)	(9,310)
Welfare Funerals Income	(6,000)	(7,000)
Support Services		
Accountancy Services Recharge	2,230	2,400
Business Systems Recharge	24,630	23,790
Human Resources Recharge	3,820	4,200
Office Services Recharge	5,390	4,430
Paymaster Recharge	3,460	3,870
Performance Mngt. Recharge	2,950	2,860
Public Offices Recharge	21,910	12,540

Financial Information Food and Safety Services

Ledger Code FOODSF

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
254,974	Employee Related Expenditure	248,940	248,883	272,910
0	Premises Related Expenditure	0	0	0
13,120	Transport Related Expenditure	15,100	14,979	10,640
13,109	Supplies and Services	20,350	18,243	14,900
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
281,203	Total Directly Controllable Expenditure	284,390	282,105	298,450
(3,799)	Income	(1,900)	(676)	(3,960)
277,404	Net Directly Controllable Expenditure/(Income)	282,490	281,429	294,490
0	Capital Charges	0	0	0
90,551	Support Services	89,100	89,200	80,150
367,955	Total Service Cost/(Surplus)	371,590	370,629	374,640
	Full Time Equivalent Staff	5.46		5.75

Major Variances 2015-16 v 2016-17

Salary changes have increased due to salary allocation changes within the service.

The Public Offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Private Medical	2,950	2,950
Recharge From Other Emp. Exps.	2,140	2,030
Salaries	239,680	265,550
Training	2,000	0
Transport Related		
Car Leasing and Allowances	15,100	10,640
Supplies and Services		
Clothing and Uniform	700	700
Computer Software Licence	2,100	940
General Subscriptions	1,500	1,500
IT Renewals	2,480	2,130
New, Replace Equip & Tools	1,000	1,000
Postage	1,410	1,250
Printing Services Recharge	600	590
Storage, Archiving Recharge	3,010	3,010
Telecomms	530	550
Income		
Health & Safety Registrations	(1,900)	(3,830)
Support Services		
Accountancy Services Recharge	2,770	1,510
Audit Services Recharge	6,990	8,650
Business Systems Recharge	34,530	33,110
Customer Service Centre Recharge	3,450	3,370
Health and Safety Recharge	880	800
Human Resources Recharge	3,240	3,440
Legal Services Recharge	5,850	5,780
Office Services Recharge	4,570	3,810
Paymaster Recharge	4,110	4,660
Performance Mngt. Recharge	2,500	2,460
Public Offices Recharge	18,600	10,770

Guildford Borough Council Outline Budget 2016-2017

Health and Community Care Mgmt

Financial Information Grants to Voluntary Organisations - Housing and Community

Ledger Code GRANTH

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
19,645	Employee Related Expenditure	22,580	8,862	16,310	Employee Related		
9,500	Premises Related Expenditure	17,300	17,300	9,620	Salaries	22,110	16,090
1,317	Transport Related Expenditure	1,770	1,240	590	Premises Related		
426,171	Supplies and Services	468,700	468,147	469,000	Rents Payable	17,300	9,620
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	1,240	0
456,633	Total Directly Controllable Expenditure	510,350	495,549	495,520	Supplies and Services		
					Council for Voluntary Services	9,750	9,750
(209,690)	Income	(116,080)	(116,079)	(116,080)	General Grant	132,360	132,360
246,943	Net Directly Controllable Expenditure/(Income)	394,270	379,470	379,440	Shopmobility	34,840	34,840
					Vol Assoc Grant - Guildford	178,870	178,870
0	Capital Charges	0	0	0	Vol Assoc Grant - Partners	112,080	112,080
9,740	Support Services	7,180	7,200	3,690	Income		
256,683	Total Service Cost/(Surplus)	401,450	386,670	383,130	Miscellaneous Income	(4,000)	(4,000)
					Voluntary Grant Contributions	(112,080)	(112,080)
					Support Services		
	Full Time Equivalent Staff	0.50		0.27	Accountancy Services Recharge	2,770	1,660
					Paymaster Recharge	600	710

Major Variances 2015-16 v 2016-17

Rent is no longer payable for the RASAC team as they have vacated the premises.

Financial Information Gypsy Caravan Sites

Ledger Code CARSIT

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
44,694	Employee Related Expenditure	29,950	9,188	28,420	Employee Related		
78,216	Premises Related Expenditure	105,510	74,539	95,670	Salaries	28,760	27,820
2,375	Transport Related Expenditure	3,050	461	1,770	Premises Related		
8,370	Supplies and Services	10,650	748	10,790	Electricity	61,000	55,000
0	Third Party Payments	0	0	0	Repairs and Maintenance	21,010	9,420
0	Transfer Payments	0	0	0	Water	23,500	31,250
133,655	Total Directly Controllable Expenditure	149,160	84,936	136,650	Transport Related		
					Car Allowances	2,900	1,590
(164,593)	Income	(168,820)	(160,411)	(182,120)	Supplies and Services		
(30,938)	Net Directly Controllable Expenditure/(Income)	(19,660)	(75,475)	(45,470)	Contr to Bad Debts Provision	10,500	10,500
					Income		
802,043	Capital Charges	0	0	0	Electricity Recharged	(24,040)	(25,120)
12,110	Support Services	13,390	13,150	13,470	Expenses Recovered	(16,500)	(30,000)
783,215	Total Service Cost/(Surplus)	(6,270)	(62,325)	(32,000)	Rent (Land & Wayleaves)	(128,280)	(127,000)
					Support Services		
	Full Time Equivalent Staff	0.99		0.96	Accountancy Services Recharge	1,990	1,080
					Audit Services Recharge	1,040	1,280
					Customer Tech Support Recharge	1,650	1,620
					Debtors Section Recharge	560	680
					Energy Management Recharge	1,960	1,550
					Human Resources Recharge	590	550
					Information Sys Support Recharge	550	580
					Office Services Recharge	420	710
					Paymaster Recharge	640	1,000
					Public Offices Recharge	1,700	2,000

Major Variances 2015-16 v 2016-17

Decrease in premises related expenditure due to reduction in repairs and maintenance budget. Income increase due to additional funding of £15,000 from Surrey County Council for 2016-17.

Financial Information Home Farm Estate, Effingham

Ledger Code HOMFAR

Responsible Officer Neil Taylor - Interim Director of Development (Tel: 444550)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
6,224	Employee Related Expenditure	3,470	1,169	2,910	Employee Related		
2,388	Premises Related Expenditure	10,010	6,745	20,360	Salaries	3,330	2,830
312	Transport Related Expenditure	770	182	60	Premises Related		
45,622	Supplies and Services	15,060	13,814	50	Repairs and Maintenance	5,000	15,350
0	Third Party Payments	0	0	0	Site Maintenance	5,000	5,000
0	Transfer Payments	0	0	0	Supplies and Services		
54,546	Total Directly Controllable Expenditure	29,310	21,910	23,380	Consultants Fees	15,000	0
(9,249)	Income	(10,290)	(10,030)	(8,040)	Income		
45,297	Net Directly Controllable Expenditure/(Income)	19,020	11,880	15,340	Rents	(10,290)	(8,040)
11,560	Capital Charges	12,080	12,090	11,560	Capital Charges		
9,283	Support Services	9,460	10,285	11,620	Depreciation	12,080	11,560
66,140	Total Service Cost/(Surplus)	40,560	34,255	38,520	Support Services		
					Asset Development Recharge	0	2,290
					Legal Services Recharge	7,550	7,460
	Full Time Equivalent Staff	0.11		0.10			

Major Variances 2015-16 v 2016-17

A 2014-15 growth bid approved to engage external professional support has concluded and there is no budget in 2016-17 for consultants.

Roof repairs of £10,000 are anticipated in 2016-17.

Guildford Borough Council Outline Budget 2016-2017

Housing Advice Management

Financial Information Homelessness and Emergency Accommodation

Ledger Code HOMLES

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
325,821	Employee Related Expenditure	291,170	332,270	341,300	Employee Related		
4,802	Premises Related Expenditure	4,000	9,919	5,000	Salaries	285,050	334,800
3,555	Transport Related Expenditure	6,080	4,371	3,350	Premises Related		
437,358	Supplies and Services	401,270	364,894	393,740	Repairs and Maintenance	4,000	5,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	5,230	2,320
771,536	Total Directly Controllable Expenditure	702,520	711,454	743,390	Supplies and Services		
					Bonds issued/claimed	46,000	46,000
(16,699)	Income	(22,500)	(23,218)	(12,500)	Building Condition Surveys	11,250	9,050
754,837	Net Directly Controllable Expenditure/(Income)	680,020	688,236	730,890	Computer Software Licence	4,650	2,240
					Emergency Accommodation	70,000	70,000
0	Capital Charges	0	0	0	General Grants	93,000	93,000
60,998	Support Services	78,180	78,220	72,500	Homeless Outreach Support	154,000	164,000
815,835	Total Service Cost/(Surplus)	758,200	766,456	803,390	Telecomms	2,250	2,130
					Income		
	Full Time Equivalent Staff	7.68		8.68	Bed and Breakfast Income	(12,500)	(12,500)
					Support Services		
					Accountancy Services Recharge	6,520	6,920
					Business Systems Recharge	18,660	17,970
					Human Resources Recharge	4,560	5,130
					Office Services Recharge	6,420	6,200
					Paymaster Recharge	4,790	6,320
					Performance Mngt. Recharge	3,510	4,000
					Public Offices Recharge	26,140	17,540

Major Variances 2015-16 v 2016-17

Salary costs have increase due to post for Tenancy Sustainment Officer - growth bid HA 02.

Guildford Borough Council Outline Budget 2016-2017

Housing Advice Management

Financial Information Housing Advice

Ledger Code HOUADV

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services Hsg Advice Services (To HRA)	286,000	286,000
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
288,188	Supplies and Services	286,000	286,000	286,000			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
288,188	Total Directly Controllable Expenditure	286,000	286,000	286,000			
0	Income	0	0	0			
288,188	Net Directly Controllable Expenditure/(Income)	286,000	286,000	286,000			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
288,188	Total Service Cost/(Surplus)	286,000	286,000	286,000			
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

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

Guildford Borough Council Outline Budget 2016-2017

Housing Outside The Hra Mgmt

Financial Information Housing Outside the HRA

Ledger Code OSHRA

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	0
6,451	Premises Related Expenditure	4,770	10,160	2,110
0	Transport Related Expenditure	0	0	0
1,058	Supplies and Services	1,110	44,304	131,070
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
7,509	Total Directly Controllable Expenditure	5,880	54,464	133,180
(12,527)	Income	(15,310)	(21,407)	(13,600)
(5,018)	Net Directly Controllable Expenditure/(Income)	(9,430)	33,057	119,580
23,150	Capital Charges	72,800	72,830	23,150
3,840	Support Services	3,310	3,340	2,530
21,972	Total Service Cost/(Surplus)	66,680	109,227	145,260
	Full Time Equivalent Staff	0.00		

Major Items	2015-16 Estimate £	2016-17 Estimate £
Premises Related		
Electricity	720	600
Insurance Fund (Fire)	260	0
Repairs and Maintenance	2,120	1,160
Window Cleaning	350	350
Supplies and Services		
Consultants (Advice)	0	130,000
Emergency Communication System	1,110	1,070
Income		
Expenses Recovered	(6,170)	(6,360)
Garage Rents	(1,900)	0
Rent Income	(6,770)	(6,770)
Capital Charges		
Capital Financing	72,800	23,150
Support Services		
Accountancy Services Recharge	1,890	1,130
Debtors Section Recharge	550	600

Major Variances 2015-16 v 2016-17

Supplies and services have increased by £130,000, this relates to consultants costs for the start up costs of North Downs Housing Ltd, this will be financed from invest to save and was approved at the Executive meeting of 23 February 2016.

Guildford Borough Council Outline Budget 2016-2017

Property Management

Financial Information Housing Surveying Services

Ledger Code G6525

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
516,806	Employee Related Expenditure	548,650	514,154	547,810	Employee Related		
0	Premises Related Expenditure	60,000	0	20,000	Salaries	531,780	524,950
21,938	Transport Related Expenditure	30,770	33,891	35,790	Premises Related		
8,955	Supplies and Services	8,600	7,867	9,150	Legionella Works	60,000	20,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing and Allowances	30,720	35,740
547,699	Total Directly Controllable Expenditure	648,020	555,912	612,750	Supplies and Services		
					Computer Software Licence	2,520	2,520
(608,970)	Income	(603,830)	(603,830)	(740,720)	Copying & Printing	750	1,310
(61,271)	Net Directly Controllable Expenditure/(Income)	44,190	(47,918)	(127,970)	Postage	1,260	1,130
					Storage, Archiving Recharge	780	780
0	Capital Charges	0	0	0	Telecomms	1,750	1,410
96,701	Support Services	51,990	52,000	87,320	Income		
35,430	Total Service Cost/(Surplus)	96,180	4,082	(40,650)	Support Service Recharge	(603,830)	(740,720)
					Support Services		
	Full Time Equivalent Staff	11.62		11.66	Accountancy Services Recharge	2,560	1,820
					Business Systems Recharge	24,810	23,830
					Customer Service Centre Recharge	4,670	4,570
					Health and Safety Recharge	1,870	1,770
					Human Resources Recharge	6,910	7,380
					Office Services Recharge	0	8,480
					Paymaster Recharge	5,190	6,070
					Performance Mngt. Recharge	5,320	5,470
					Public Offices Recharge	0	23,970

Major Variances 2015-16 v 2016-17

Revision in the cost of the legionella contract following a tendering exercise. The Housing Surveying Services account is fully recharged to client functions in both the general fund and HRA.

Guildford Borough Council Outline Budget 2016-2017

Health and Community Care Mgmt

Financial Information Licensing Services

Ledger Code LICENS

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
161,997	Employee Related Expenditure	112,510	120,998	152,790	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	109,720	149,220
2,756	Transport Related Expenditure	2,620	3,618	3,070	Transport Related		
123,949	Supplies and Services	10,490	7,961	7,440	Car Allowances	2,130	2,440
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	4,260	1,210
288,702	Total Directly Controllable Expenditure	125,620	132,577	163,300	IT Renewals	2,040	1,920
					Postage	1,810	1,250
(168,876)	Income	(150,470)	(158,620)	(159,430)	Telecomms	780	590
119,826	Net Directly Controllable Expenditure/(Income)	(24,850)	(26,043)	3,870	Income		
					Licence Fees	(149,170)	(156,650)
0	Capital Charges	0	0	0	Support Services		
53,384	Support Services	63,190	63,240	60,300	Accountancy Services Recharge	2,070	2,750
173,210	Total Service Cost/(Surplus)	38,340	37,197	64,170	Audit Services Recharge	2,370	2,930
					Business Services Support Recharge	1,970	1,630
	Full Time Equivalent Staff	3.60		3.50	Customer Tech Support Recharge	4,660	4,590
					Human Resources Recharge	2,140	1,960
					Information Sys Support Recharge	2,140	2,280
					Legal Services Recharge	27,690	27,340
					Office Services Recharge	2,690	2,470
					Paymaster Recharge	1,980	2,640
					Performance Mngt. Recharge	1,640	1,580
					Public Offices Recharge	10,960	6,950

Major Variances 2015-16 v 2016-17

Salary charges have increased due to salary allocation changes within the service.

Income has increased to reflect the actual income anticipated for the service.

The Public Offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Financial Information Pest Control

Ledger Code PESCON

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
23,154	Employee Related Expenditure	26,140	29,906	9,210	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	25,580	7,980
0	Transport Related Expenditure	0	4	120	Supplies and Services		
55,332	Supplies and Services	55,370	55,477	57,590	Payment to Contractors	55,000	57,000
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Pest Control Charges	(15,000)	(15,450)
78,486	Total Directly Controllable Expenditure	81,510	85,387	66,920	Recharged to Other Services	(45,000)	(45,110)
					Support Services		
(79,089)	Income	(60,000)	(65,500)	(60,560)	Accountancy Services Recharge	860	950
(603)	Net Directly Controllable Expenditure/(Income)	21,510	19,887	6,360	Business Services Support Recharge	130	110
					Customer Tech Support Recharge	3,690	3,630
0	Capital Charges	0	0	0	Human Resources Recharge	520	1,030
13,750	Support Services	9,960	9,990	13,580	Information Sys Support Recharge	930	990
13,147	Total Service Cost/(Surplus)	31,470	29,877	19,940	Legal Services Recharge	380	380
					Office Services Recharge	0	560
	Full Time Equivalent Staff	0.89		0.17	Paymaster Recharge	1,720	1,900
					Public Offices Recharge	0	1,580

Major Variances 2015-16 v 2016-17

Salary charges have decreased due to the removal of the Pest Control Officer post as the service is now operated through contractors.

Financial Information Private Sector Housing

Ledger Code PRIHOU

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
461,069	Employee Related Expenditure	540,000	490,398	545,280
440	Premises Related Expenditure	820	820	0
25,900	Transport Related Expenditure	27,580	26,701	29,200
34,484	Supplies and Services	47,140	67,959	48,290
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
521,893	Total Directly Controllable Expenditure	615,540	585,878	622,770
(285,829)	Income	(301,180)	(329,679)	(295,020)
236,064	Net Directly Controllable Expenditure/(Income)	314,360	256,199	327,750
567,103	Capital Charges	0	0	520,000
113,813	Support Services	123,020	123,070	104,470
916,980	Total Service Cost/(Surplus)	437,380	379,269	952,220
	Full Time Equivalent Staff	13.05		12.12

Major Variances 2015-16 v 2016-17

The Council is required to show capital expenditure incurred on private sector housing grants and adaptations as Revenue Expenditure Funded from Capital Under Statute' in the income and expenditure account. The entry is reversed out of the accounts below the net expenditure line, and is therefore a notional accounting entry. In previous years the actual has been charged in the accounts, but for completeness an estimate has been included for 2016-17.

The Public Offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Casual Salaries	0	11,350
Insurance - Emps Liab, All Risk	3,300	3,570
Private Medical	4,910	4,920
Salaries	523,080	519,400
Transport Related		
Car Allowances	13,550	11,890
Officers Car Leasing	10,470	12,000
Supplies and Services		
Bought In Services	3,000	4,200
Computer Software Licence	7,400	9,700
Consultants (Projects)	2,000	2,000
Consultants Fees	3,540	3,540
Home Trust Loan Scheme	6,170	6,170
Materials	6,150	6,150
Postages	5,640	4,470
Printing Services Recharge	3,430	3,710
Income		
Expenses Recovered	(36,000)	(36,000)
Fee Income	(70,000)	(70,200)
Income from Clients	(22,060)	(20,000)
SCC Income	(164,720)	(164,720)
Capital Charges		
REFCUS	0	520,000
Support Services		
Accountancy Services Recharge	6,500	4,960
Business Systems Recharge	27,630	26,810
Human Resources Recharge	7,660	7,950
Legal Services Recharge	8,140	8,040
Office Services Recharge	9,960	8,580
Paymaster Recharge	4,910	5,240
Performance Mngt. Recharge	5,460	5,540
Public Offices Recharge	40,530	24,270

Guildford Borough Council Outline Budget 2016-2017

Health and Community Care Mgmt

Financial Information Public Health

Ledger Code PUBHEA

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
48,956	Employee Related Expenditure	45,170	47,421	48,290	Employee Related		
0	Premises Related Expenditure	0	144	0	Salaries	44,030	47,210
1,060	Transport Related Expenditure	1,130	841	770	Transport Related		
5,743	Supplies and Services	26,380	25,278	21,750	Car Allowances	1,130	770
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Consultants (Projects)	25,000	20,000
55,759	Total Directly Controllable Expenditure	72,680	73,684	70,810	Printing Services Recharge	1,320	1,310
					Support Services		
0	Income	0	(935)	0	Accountancy and Debtors Recharge	250	300
55,759	Net Directly Controllable Expenditure/(Income)	72,680	72,749	70,810	Business Systems Recharge	1,600	1,610
					Customer Service Centre Recharge	410	400
0	Capital Charges	0	0	0	Health and Safety Recharge	130	120
1,220	Support Services	7,010	7,030	5,840	HR Services Recharge	480	450
56,979	Total Service Cost/(Surplus)	79,690	79,779	76,650	Office Services Recharge	670	570
					Performance Mngt. Recharge	370	370
					Public Offices Recharge	2,730	1,620
	Full Time Equivalent Staff	0.80		0.80			

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Financial Information Surrey Family Support Programme

Ledger Code FAMSUP

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
215,961	Employee Related Expenditure	226,960	232,316	284,680	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	222,050	279,420
11,078	Transport Related Expenditure	10,150	13,590	13,330	Transport Related		
5,521	Supplies and Services	10,390	7,088	6,390	Car Allowances	10,000	13,240
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Recharged to Other Services	(50,000)	(50,000)
232,560	Total Directly Controllable Expenditure	247,500	252,994	304,400	SCC Grant	(150,000)	(150,000)
(114,071)	Income	(200,000)	(258,149)	(204,780)	Support Services		
118,489	Net Directly Controllable Expenditure/(Income)	47,500	(5,155)	99,620	Customer Tech Support Recharge	10,220	10,070
0	Capital Charges	0	0	0	Human Resources	3,960	4,480
0	Support Services	56,830	56,860	50,580	Office Services Recharge	5,580	5,220
118,489	Total Service Cost/(Surplus)	104,330	51,705	150,200	Performance Mngt. Recharge	3,050	3,370
	Full Time Equivalent Staff	6.66		7.81	Public Offices Recharge	22,710	14,770

Major Variances 2015-16 v 2016-17

Additional resources will be funded from the Family Support Reserves.

Guildford Borough Council Outline Budget 2016-2017

Health and Community Care Mgmt

Financial Information Taxi Licensing and Private Hire Vehicles

Ledger Code TAXLIC

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
106,299	Employee Related Expenditure	111,840	71,886	128,610
0	Premises Related Expenditure	0	0	0
1,199	Transport Related Expenditure	2,060	1,195	690
113,165	Supplies and Services	108,830	162,578	133,470
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
220,663	Total Directly Controllable Expenditure	222,730	235,659	262,770
(223,444)	Income	(256,770)	(211,970)	(204,100)
(2,781)	Net Directly Controllable Expenditure/(Income)	(34,040)	23,689	58,670
0	Capital Charges	0	0	0
47,986	Support Services	49,940	50,040	42,080
45,205	Total Service Cost/(Surplus)	15,900	73,729	100,750
	Full Time Equivalent Staff	3.22		4.94

Major Variances 2015-16 v 2016-17

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

An additional budget of £24,040 has been made available to cover the remaining 50% of vehicles claiming 25% of the cost for the adoption of a Guildford livery for taxi vehicles.

Various items are not recoverable including DBS checks, due to changes in the system and the non recoverable account totalling £30,200.

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

Major Items

Employee Related

Salaries 109,330 124,250

Transport Related

Car Allowances 1,790 400

Supplies and Services

Computer Software Licence 2,110 3,000

Consultants (Projects) 8,590 33,630

DBS Checks 6,500 9,080

Equipment & Tools 4,500 4,480

New, Replace Equip & Tools 4,500 4,480

Payment to Contractors 3,000 5,000

Postage 1,410 1,260

Printing and Stationery 2,440 3,680

Taxi and Private Hire Car Tests 63,000 58,930

Taxi Ranks Maintenance 12,000 8,070

Income

Taxi Licence Fees (256,770) (201,200)

Support Services

Accountancy Services Recharge 10,370 6,110

Business Services Support Recharge 1,140 940

Customer Tech Support Recharge 2,600 2,560

HR Services Recharge 1,910 1,720

Information Sys Support Recharge 1,220 1,300

Legal Services Recharge 14,280 14,110

Office Services Recharge 2,430 2,180

Paymaster Recharge 2,300 3,280

Public Offices Recharge 9,890 6,190

Financial Information Woking Road Depot Stores

Ledger Code WRDSTO

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
47,728	Employee Related Expenditure	44,360	47,836	53,200	Employee Related		
18,200	Premises Related Expenditure	17,250	17,260	14,250	Salaries	43,340	52,260
1,103	Transport Related Expenditure	190	3,855	180	Premises Related		
50,563	Supplies and Services	8,600	8,907	8,380	Proportion of Depot Expenses	17,250	13,710
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	7,950	7,670
117,594	Total Directly Controllable Expenditure	70,400	77,858	76,010	Equipment & Racking	500	500
(133,255)	Income	(87,740)	(95,228)	(93,860)	Income		
(15,661)	Net Directly Controllable Expenditure/(Income)	(17,340)	(17,370)	(17,850)	Recharged to Other Services	(54,090)	(60,210)
1,365	Capital Charges	640	640	640	Stores Archive	(33,650)	(33,650)
17,190	Support Services	17,560	17,590	18,710	Capital Charges		
2,894	Total Service Cost/(Surplus)	860	860	1,500	Capital Financing	640	640
	Full Time Equivalent Staff	1.45		1.45	Support Services		
					Accountancy Services Recharge	3,530	2,730
					Audit Services Recharge	2,370	2,930
					Business Systems Recharge	5,250	5,000
					Customer Service Centre Recharge	420	410
					Human Resources Recharge	860	810
					Paymaster Recharge	3,370	3,390
					Performance Mngt. Recharge	660	670
					Works Services Recharge	830	2,520

Major Variances 2015-16 v 2016-17

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

CORPORATE DIRECTORATE

DIRECTOR - SATISH MISTRY

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

Contents

Subjective Summary	38
Directorate Summary	39
Access Group for Guildford	41
Civic Expenses	42
Committee Services	43
Community Development	44
Corporate Services	45
Council and Committee Support	46
Democratic Representation and Management	47
Elections	48
Electoral Registration	49
Guildford Youth Council	50
HR Services	51
Information Rights Officer	52
Legal Services	53
Other Employee Costs	54
Parish and Local Liaison	55
Procurement	56
Public Relations and Marketing	57

Subjective Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
5,861,330	5,625,580	Gross Expenditure	6,009,200	6,109,320	6,213,620	6,354,910
(2,175,425)	(2,354,240)	Gross Income	(2,382,220)	(2,440,280)	(2,508,860)	(2,580,420)
3,685,905	3,271,340	Net Expenditure	3,626,980	3,669,040	3,704,760	3,774,490
2,942,713	2,598,010	Employee Related Expenditure	2,889,990	2,942,650	2,998,050	3,088,920
8,151	10,100	Premises Related Expenditure	10,570	10,760	10,950	11,150
30,043	57,100	Transport Related Expenditure	57,950	58,140	58,340	58,540
1,478,771	1,593,480	Supplies and Services	1,695,710	1,699,370	1,703,030	1,706,820
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
4,459,678	4,258,690	Total Directly Controllable Expenditure	4,654,220	4,710,920	4,770,370	4,865,430
(2,175,425)	(2,354,240)	Income	(2,382,220)	(2,440,280)	(2,508,860)	(2,580,420)
2,284,253	1,904,450	Net Directly Controllable Expenditure/(Income)	2,272,000	2,270,640	2,261,510	2,285,010
118,998	22,690	Capital Charges	14,910	14,910	14,910	14,910
1,282,654	1,344,200	Support Services	1,340,070	1,383,490	1,428,340	1,474,570
3,685,905	3,271,340	Total Service Cost/(Surplus)	3,626,980	3,669,040	3,704,760	3,774,490

Directorate Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
5,981	6,030	Access Group for Guildford	4,730	4,840	4,960	5,080
188,961	189,920	Civic Expenses	214,740	218,890	223,200	227,630
22,997	4,400	Committee Services	480	(140)	0	130
262,123	255,520	Community Development	236,970	241,700	246,570	251,600
772,302	843,160	Corporate Services	806,970	822,130	836,390	851,040
366,945	350,680	Council and Committee Support	447,600	460,770	473,940	487,480
828,227	811,980	Democratic Representation and Management	1,009,950	1,025,670	1,040,970	1,056,740
92,267	213,490	Elections	97,010	99,330	101,740	104,230
174,064	229,420	Electoral Registration	279,100	283,530	288,050	292,710
10,472	13,760	Guildford Youth Council	12,780	13,030	13,280	13,540
35,058	12,830	HR Services	850	(700)	0	80
0	0	Information Rights Officer	0	(270)	(550)	(840)
31,884	(32,100)	Legal Services	8,810	0	0	(30)
232,277	(192,440)	Other Employee Costs	(95,520)	(88,020)	(98,030)	(98,070)
281,947	209,050	Parish and Local Liaison	210,800	211,310	211,830	212,370
0	0	Procurement	52,880	30,400	7,930	8,170
380,400	355,640	Public Relations and Marketing	338,830	346,570	354,480	362,630
3,685,905	3,271,340	Total Net Expenditure/(Income)	3,626,980	3,669,040	3,704,760	3,774,490

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

Guildford Borough Council Outline Budget 2016-2017

Democratic Services Management

Financial Information Access Group for Guildford

Ledger Code ACCGUI

Responsible Officer Satish Mistry - Director of Corporate Services (Tel: 444042)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
1,354	Employee Related Expenditure	1,220	754	1,300	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,190	1,270
176	Transport Related Expenditure	70	227	630	Support Services		
211	Supplies and Services	200	342	300	Committee Services Recharge	4,460	2,380
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
1,741	Total Directly Controllable Expenditure	1,490	1,323	2,230			
0	Income	0	0	0			
1,741	Net Directly Controllable Expenditure/(Income)	1,490	1,323	2,230			
0	Capital Charges	0	0	0			
4,240	Support Services	4,540	4,540	2,500			
5,981	Total Service Cost/(Surplus)	6,030	5,863	4,730			
	Full Time Equivalent Staff	0.02		0.02			

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Guildford Borough Council Outline Budget 2016-2017

Democratic Services Management

Financial Information Civic Expenses

Ledger Code CIVEXP

Responsible Officer Satish Mistry - Director of Corporate Services (Tel: 444042)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
101,393	Employee Related Expenditure	91,970	96,738	95,690	Employee Related		
0	Premises Related Expenditure	0	0	1,480	Salaries	88,020	91,320
4,741	Transport Related Expenditure	9,190	8,131	10,730	Transport Related		
61,424	Supplies and Services	59,130	60,887	79,980	Fuel and Oil	3,300	3,000
0	Third Party Payments	0	0	0	Transport Pool Hire Charge	4,940	5,860
0	Transfer Payments	0	0	0	Supplies and Services		
167,558	Total Directly Controllable Expenditure	160,290	165,756	187,880	Borough Promotional Expenses	36,720	36,720
					Deputy Mayor Allowance	2,660	2,660
(750)	Income	0	(24)	0	Event Costs	0	20,000
166,808	Net Directly Controllable Expenditure/(Income)	160,290	165,732	187,880	Insurance; All Risks	5,360	5,710
					Mayors Allowance	10,620	10,620
0	Capital Charges	0	0	0	Printing and Stationery	1,960	2,440
22,153	Support Services	29,630	29,660	26,860	Telecomms	170	150
188,961	Total Service Cost/(Surplus)	189,920	195,392	214,740	Support Services		
					Accountancy Services Recharge	3,050	3,530
	Full Time Equivalent Staff	2.33		2.33	Customer Tech Support Recharge	1,940	1,910
					Human Resources Recharge	1,400	1,300
					Legal Services Recharge	7,300	7,210
					Office Services Recharge	1,970	1,660
					Paymaster Recharge	1,610	1,990
					Public Offices Recharge	8,000	4,700

Major Variances 2015-16 v 2016-17

Every Mayor is expected to promote a "theme" for their mayoral year which should align with corporate priorities. In order to facilitate this, a budget has been made available for the Mayor to use to promote events associated with their theme £20,000.

Guildford Borough Council Outline Budget 2016-2017

Democratic Services Management

Financial Information Committee Services

Ledger Code CSADMN

Responsible Officer Satish Mistry - Director of Corporate Services (Tel: 444042)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
178,595	Employee Related Expenditure	167,460	156,770	183,070
0	Premises Related Expenditure	0	0	0
1,395	Transport Related Expenditure	4,750	4,742	5,430
3,257	Supplies and Services	10,080	10,234	10,140
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
183,247	Total Directly Controllable Expenditure	182,290	171,746	198,640
<u>(207,850)</u>	Income	<u>(222,790)</u>	<u>(222,811)</u>	<u>(238,430)</u>
(24,603)	Net Directly Controllable Expenditure/(Income)	(40,500)	(51,065)	(39,790)
0	Capital Charges	0	0	0
47,600	Support Services	44,900	44,950	40,270
22,997	Total Service Cost/(Surplus)	4,400	(6,115)	480
	Full Time Equivalent Staff	3.28		3.36

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	162,700	178,060
Transport Related		
Car Leasing and Allowances	4,700	5,330
Supplies and Services		
Computer Software Licence	6,870	6,870
IT Renewals	100	1,270
Income		
Support Service Recharge	(222,790)	(238,430)
Support Services		
Accountancy Services Recharge	1,020	1,140
Business Services Support Recharge	5,560	4,610
Customer Tech Support Recharge	10,690	10,530
HR Services Recharge	1,950	2,250
Information Sys Support Recharge	4,130	4,380
Office Services Recharge	2,750	2,440
Paymaster Recharge	2,900	3,120
Public Offices Recharge	11,180	6,890

Major Variances 2015-16 v 2016-17

Employee costs have increased due to changes in salary allocations.

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

Financial Information Community Development

Ledger Code COMDEV

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
142,854	Employee Related Expenditure	124,250	140,318	121,460	Employee Related		
5,000	Premises Related Expenditure	5,000	5,000	5,000	Salaries	121,090	117,810
152	Transport Related Expenditure	1,150	1,068	480	Premises Related		
65,037	Supplies and Services	87,000	105,097	85,620	Payment in Lieu of Rent	5,000	5,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Contribution to Partnership	15,000	15,000
213,043	Total Directly Controllable Expenditure	217,400	251,483	212,560	General Grants	61,360	61,160
					Grants Database	2,200	2,200
(22,471)	Income	(15,000)	(21,450)	(15,000)	Income		
190,572	Net Directly Controllable Expenditure/(Income)	202,400	230,033	197,560	Other Grants and Sponsorship	(15,000)	(15,000)
					Capital Charges		
37,977	Capital Charges	22,690	22,700	13,710	Depreciation	22,690	13,710
33,574	Support Services	30,430	29,950	25,700	Support Services		
262,123	Total Service Cost/(Surplus)	255,520	282,683	236,970	Accountancy and Debtors Recharge	4,780	3,690
					Business Systems Recharge	7,460	7,340
	Full Time Equivalent Staff	2.36		2.25	Human Resources Recharge	1,510	1,750
					Office Services Recharge	2,130	1,680
					Performance Mngt. Recharge	1,170	1,090
					Public Offices Recharge	8,680	4,760

Major Variances 2015-16 v 2016-17

The Public Offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Financial Information Corporate Services

Ledger Code CORSER

Responsible Officer Satish Mistry - Director of Corporate Services (Tel: 444042)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
344,429	Employee Related Expenditure	463,130	412,295	415,650
0	Premises Related Expenditure	0	0	0
6,953	Transport Related Expenditure	15,580	16,604	11,980
288,735	Supplies and Services	228,000	347,108	269,540
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
640,117	Total Directly Controllable Expenditure	706,710	776,007	697,170
(113,553)	Income	(138,190)	(134,212)	(129,790)
526,564	Net Directly Controllable Expenditure/(Income)	568,520	641,795	567,380
0	Capital Charges	0	0	0
245,738	Support Services	274,640	274,420	239,590
772,302	Total Service Cost/(Surplus)	843,160	916,215	806,970
	Full Time Equivalent Staff	4.17		4.91

Major Variances 2015-16 v 2016-17

Increase in employee related expenditure due to the inclusion of an Intern budget £19,100.

Bank charges are now split into bank charges and debit and credit card charges to reflect the increase in usage of card services.

The Public Offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Expenses recovered now reflect an achievable level of income.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	423,950	379,800
Training Management Development	30,000	30,000
Transport Related		
Officers Car Leasing	15,190	10,770
Supplies and Services		
Audit Fee	60,930	58,530
Bank Charges	144,000	37,000
Computer Software; New Systems	5,250	8,750
Debit & Credit Card Charges	0	145,000
Printing Services Recharge	6,730	9,910
Income		
Expenses Recovered	(23,750)	(18,500)
Recharged to Other Services	(114,340)	(111,290)
Support Services		
Accountancy Services Recharge	124,180	109,440
Audit Services Recharge	22,800	28,190
Business Services Support Recharge	4,360	3,610
Customer Tech Support Recharge	12,730	12,530
HR Services Recharge	4,830	2,870
Information Sys Support Recharge	4,540	4,830
Legal Services Recharge	33,390	32,970
Office Services Recharge	6,800	3,650
Paymaster Recharge	2,880	2,410
Performance Mngt. Recharge	3,720	2,360
Public Offices Recharge	27,670	10,320
Valuation Services Recharge	19,140	19,420

Guildford Borough Council Outline Budget 2016-2017

Democratic Services Management

Financial Information Council and Committee Support

Ledger Code COMSUP

Responsible Officer Satish Mistry - Director of Corporate Services (Tel: 444042)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
80,036	Employee Related Expenditure	74,420	78,438	127,340
0	Premises Related Expenditure	0	0	0
1,960	Transport Related Expenditure	2,560	2,667	2,950
121,637	Supplies and Services	86,550	106,159	109,540
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
203,633	Total Directly Controllable Expenditure	163,530	187,264	239,830
(51,030)	Income	(40,590)	(40,590)	(41,810)
152,603	Net Directly Controllable Expenditure/(Income)	122,940	146,674	198,020
0	Capital Charges	0	0	0
214,342	Support Services	227,740	227,590	249,580
366,945	Total Service Cost/(Surplus)	350,680	374,264	447,600
	Full Time Equivalent Staff	0.77		0.75

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	55,900	106,450
Staff Committee Att. Allowance	17,680	20,060
Transport Related		
Car Leasing and Allowances	2,560	2,950
Supplies and Services		
Contributions	35,000	35,000
Printing Services Recharge	51,490	69,170
Income		
Recharged to Other Services	(40,590)	(41,810)
Support Services		
Accountancy Services Recharge	5,450	5,580
Committee Services Recharge	211,640	231,260
Legal Services Recharge	9,180	9,070

Major Variances 2015-16 v 2016-17

A successful growth bid has resulted in additional salary costs to recruit an officer to review the Governance Arrangements within GBC. To review the Council's decision making processes so that they continue to promote accountability, transparency, high ethical standards and involvement and engagement.

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

Guildford Borough Council Outline Budget 2016-2017

Democratic Services Management

Financial Information Democratic Representation and Management

Ledger Code DEMREP

Responsible Officer Satish Mistry - Director of Corporate Services (Tel: 444042)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
187,714	Employee Related Expenditure	180,150	178,040	193,650	Employee Related		
0	Premises Related Expenditure	0	0	0	Councillors Training	9,820	12,000
4,067	Transport Related Expenditure	6,930	6,965	7,960	Salaries	160,850	174,040
377,760	Supplies and Services	385,500	391,887	517,400	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing and Allowances	6,530	7,060
0	Transfer Payments	0	0	0	Supplies and Services		
569,541	Total Directly Controllable Expenditure	572,580	576,892	719,010	Contract Refreshments	10,200	11,700
(86,690)	Income	(84,410)	(84,410)	(88,650)	Councillors Attendance Allowances	310,200	435,260
482,851	Net Directly Controllable Expenditure/(Income)	488,170	492,482	630,360	Postage	16,520	18,310
0	Capital Charges	0	0	0	Telecomms	11,900	10,870
345,376	Support Services	323,810	323,930	379,590	Webcasting	12,380	15,250
828,227	Total Service Cost/(Surplus)	811,980	816,412	1,009,950	Income		
					Recharged to Other Services	(84,410)	(88,650)
					Support Services		
					Accountancy Services Recharge	2,860	3,280
					Business Services Support Recharge	35,240	29,240
					Customer Tech Support Recharge	68,950	67,890
					Information Sys Support Recharge	23,070	24,510
					Office Services Recharge	35,730	37,660
					Paymaster Recharge	4,300	4,770
					Public Offices Recharge	127,550	185,680
	Full Time Equivalent Staff	2.43		2.43			

Major Variances 2015-16 v 2016-17

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

The Public Offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Guildford Borough Council Outline Budget 2016-2017

Electoral Services Management

Financial Information Elections

Ledger Code ELECT1

Responsible Officer Elaine Bradbrook - Interim Electoral Service Manager (Tel: 444126)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
52,708	Employee Related Expenditure	52,210	46,303	64,870	Employee Related		
328	Premises Related Expenditure	0	260	0	Casual / Temporary Staff	1,600	1,620
1,051	Transport Related Expenditure	1,410	1,122	1,480	Salaries	44,790	56,680
25,250	Supplies and Services	145,050	152,206	15,610	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing and Allowances	1,300	1,370
0	Transfer Payments	0	0	0	Supplies and Services		
79,337	Total Directly Controllable Expenditure	198,670	199,891	81,960	Borough Election Costs	9,550	50
					Computer Related Costs	8,800	9,100
0	Income	0	0	0	Election Fees; Count; Post Vote	12,000	0
79,337	Net Directly Controllable Expenditure/(Income)	198,670	199,891	81,960	Election Fees; Poll Clerks	18,000	0
					Election Fees; Presiding Officers	15,000	0
0	Capital Charges	0	0	1,200	Electoral Admin Bill Changes	1,500	1,500
12,930	Support Services	14,820	14,860	13,850	New, Replace Equip & Tools	3,500	2,000
92,267	Total Service Cost/(Surplus)	213,490	214,751	97,010	Postages Poll Cards	13,000	0
					Printing Etc; Ballot Papers	10,000	0
	Full Time Equivalent Staff	1.30		1.45	Printing Postal Vote Packs	13,000	0
					Support Services		
					Accountancy Services Recharge	3,410	3,540
					Audit Services Recharge	1,180	1,460
					Paymaster Recharge	1,640	1,760
					Public Offices Recharge	3,560	2,110

Major Variances 2015-16 v 2016-17

Increase in salary costs due to changes in salary allocations plus the addition of an Electoral Services Assistant.

The 2015-16 estimates which included the cost of the Borough Election which took place on 7th May 2015 have now been removed.

Financial Information Electoral Registration

Ledger Code ELECTO

Responsible Officer Elaine Bradbrook - Interim Electoral Service Manager (Tel: 444126)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
106,722	Employee Related Expenditure	101,360	83,494	92,560
1,880	Premises Related Expenditure	3,500	3,500	2,780
992	Transport Related Expenditure	1,650	1,160	1,490
117,343	Supplies and Services	127,440	117,677	146,940
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
226,937	Total Directly Controllable Expenditure	233,950	205,831	243,770
(88,903)	Income	(43,000)	(62,502)	(3,740)
138,034	Net Directly Controllable Expenditure/(Income)	190,950	143,329	240,030
0	Capital Charges	0	0	0
36,030	Support Services	38,470	38,530	39,070
174,064	Total Service Cost/(Surplus)	229,420	181,859	279,100
	Full Time Equivalent Staff	2.78		2.63

Major Variances 2015-16 v 2016-17

The income for the Individual Elections Registration Grant (IER) is not required for 2016-17 as completed in 2015-16.

Election Registration fees have doubled due to changes in the law which require all residents to receive an electoral form, not one for the household, therefore increasing both postage and printing charges.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Casual / Temporary Staff	2,660	2,700
Salaries	95,720	87,380
Premises Related		
Proportion of Depot Expenses	3,500	2,780
Transport Related		
Car Leasing and Allowances	1,400	1,240
Supplies and Services		
Advertising	1,500	4,000
Computer Related Costs	6,830	7,000
Electoral Admin Bill Changes	42,000	2,000
Electoral Registration Fees	17,600	35,530
External Printing and Design	11,870	18,540
Postage	41,160	68,790
Printing Services Recharge	3,650	7,620
Income		
Electoral Registers Sales	(3,000)	(3,740)
Individual Electoral Reg Grant	(40,000)	0
Support Services		
Accountancy Services Recharge	1,360	1,210
Business Services Support Recharge	6,690	5,540
Customer Tech Support Recharge	11,790	11,620
Human Resources Recharge	1,210	1,560
Information Sys Support Recharge	3,060	3,250
Office Services Recharge	1,700	2,160
Public Offices Recharge	6,920	6,120

Guildford Borough Council Outline Budget 2016-2017

Democratic Services Management

Financial Information Guildford Youth Council

Ledger Code YOUCOU

Responsible Officer Satish Mistry - Director of Corporate Services (Tel: 444042)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
378	Employee Related Expenditure	1,680	1,786	1,750	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Support for Forum	4,590	4,090
44	Transport Related Expenditure	10	295	760	Support Services		
1,350	Supplies and Services	4,990	4,590	4,780	Committee Services Recharge	6,690	4,790
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
1,772	Total Directly Controllable Expenditure	6,680	6,671	7,290			
0	Income	0	0	0			
1,772	Net Directly Controllable Expenditure/(Income)	6,680	6,671	7,290			
0	Capital Charges	0	0	0			
8,700	Support Services	7,080	7,090	5,490			
10,472	Total Service Cost/(Surplus)	13,760	13,761	12,780			
	Full Time Equivalent Staff	0.05		0.05			

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Financial Information HR Services

Ledger Code HRSERV

Responsible Officer Clare Matton - Organisational Development Manager (Tel: 444022)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
342,283	Employee Related Expenditure	316,140	359,683	340,180	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	302,020	325,450
2,727	Transport Related Expenditure	2,810	2,955	2,660	Training	5,100	6,000
38,780	Supplies and Services	54,320	46,877	38,310	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	2,800	2,650
0	Transfer Payments	0	0	0	Supplies and Services		
383,790	Total Directly Controllable Expenditure	373,270	409,515	381,150	Accreditation Assessments	5,200	2,800
(450,510)	Income	(466,890)	(466,890)	(476,840)	Computer Software Licence	20,000	13,200
(66,720)	Net Directly Controllable Expenditure/(Income)	(93,620)	(57,375)	(95,690)	Consultants Fees	9,790	6,890
0	Capital Charges	0	0	0	Copying Machines	6,540	5,610
101,778	Support Services	106,450	106,470	96,540	IT Renewals	2,700	2,750
35,058	Total Service Cost/(Surplus)	12,830	49,095	850	Printing Services Recharge	5,050	1,490
	Full Time Equivalent Staff	7.09		7.09	Income		
					Support Service Recharge	(466,890)	(476,840)
					Support Services		
					Accountancy Services Recharge	4,840	5,490
					Audit Services Recharge	4,150	5,130
					Business Services Support Recharge	6,910	5,730
					Customer Tech Support Recharge	16,240	15,990
					Information Sys Support Recharge	4,550	4,830
					Legal Services Recharge	25,220	24,900
					Office Services Recharge	5,940	5,060
					Paymaster Recharge	4,840	5,320
					Public Offices Recharge	24,150	14,310

Major Variances 2015-16 v 2016-17

Salary allocations changes have resulted in an increased charge to the service, resulting in an increase in the support service recharge.

Financial Information Information Rights Officer

Ledger Code G4520

Responsible Officer Satish Mistry - Director of Corporate Services (Tel: 444042)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	54,930	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	0	54,330
0	Transport Related Expenditure	0	0	40	Supplies and Services		
0	Supplies and Services	0	0	7,780	IT Renewals	0	6,740
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Audit Services Recharge	0	2,660
0	Total Directly Controllable Expenditure	0	0	62,750	Customer Tech Support Recharge	0	2,190
					Public Offices Recharge	0	2,050
0	Income	0	0	(73,860)			
0	Net Directly Controllable Expenditure/(Income)	0	0	(11,110)			
0	Capital Charges	0	0	0			
0	Support Services	0	0	11,110			
0	Other Income, Expenditure	0	0	0			
0	Total Service Cost/(Surplus)	0	0	0			

Full Time Equivalent Staff

Major Variances 2015-16 v 2016-17

This cost centre represents the budget allocated for the information rights officer.

Financial Information Legal Services

Ledger Code G4525

Responsible Officer Satish Mistry - Director of Corporate Services (Tel: 444042)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
702,810	Employee Related Expenditure	724,530	723,754	787,190			
0	Premises Related Expenditure	0	0	0	Employee Related		
3,324	Transport Related Expenditure	7,890	7,763	9,650	Salaries	688,710	756,070
85,741	Supplies and Services	104,350	103,279	109,350	Supplies and Services		
0	Third Party Payments	0	0	0	Computer Software Licence	4,500	5,000
0	Transfer Payments	0	0	0	IT Renewals	5,520	5,110
791,875	Total Directly Controllable Expenditure	836,770	834,796	906,190	Law Library Books	24,580	25,000
					Legal Expenses	48,000	48,000
(877,855)	Income	(1,026,600)	(1,026,658)	(1,022,740)	Stationery and Office Supplies	2,000	2,000
(85,980)	Net Directly Controllable Expenditure/(Income)	(189,830)	(191,862)	(116,550)	Storage, Archiving Recharge	6,280	6,280
					Income		
0	Capital Charges	0	0	0	Legal Charges	(46,800)	(48,200)
117,864	Support Services	157,730	157,810	125,360	Section 106 income	(54,000)	(60,000)
31,884	Total Service Cost/(Surplus)	(32,100)	(34,052)	8,810	Support Service Recharge	(924,200)	(912,620)
					Support Services		
	Full Time Equivalent Staff	16.05		16.55	Accountancy Services Recharge	11,210	9,530
					Audit Services Recharge	3,550	4,390
					Business Services Support Recharge	5,790	4,800
					Customer Service Centre Recharge	6,170	6,040
					Customer Tech Support Recharge	16,840	16,580
					HR Services Recharge	10,550	9,950
					Information Sys Support Recharge	4,890	5,190
					Office Services Recharge	14,860	11,820
					Paymaster Recharge	7,240	8,090
					Performance Mngt. Recharge	8,130	7,630
					Public Offices Recharge	60,470	33,430

Major Variances 2015-16 v 2016-17

The estimate for salaries reflects the cost of a revised structure for Legal Services following a review of the service for 2016-17.

The Public Offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Financial Information Other Employee Costs

Ledger Code OTHEMP

Responsible Officer Clare Matton - Organisational Development Manager (Tel: 444022)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
460,116	Employee Related Expenditure	87,250	237,363	159,670
0	Premises Related Expenditure	0	0	0
379	Transport Related Expenditure	150	638	150
9,073	Supplies and Services	11,310	7,817	13,710
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
469,568	Total Directly Controllable Expenditure	98,710	245,818	173,530
(268,440)	Income	(309,770)	(309,870)	(284,360)
201,128	Net Directly Controllable Expenditure/(Income)	(211,060)	(64,052)	(110,830)
0	Capital Charges	0	0	0
31,149	Support Services	18,620	14,286	15,310
232,277	Total Service Cost/(Surplus)	(192,440)	(49,766)	(95,520)
	Full Time Equivalent Staff	1.91		1.91

Major Variances 2015-16 v 2016-17

The corporate establishment savings target of £150,000 has been allocated to the services resulting in an increase in salary charges.

Training budgets have decreased to reflect expenditure over past years.

The Public Offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Major Items

Employee Related

	2015-16 Estimate £	2016-17 Estimate £
Corporate Training Plan	87,470	49,000
Disclosure Barring Service	3,500	6,500
Equalities Training	6,000	6,500
External Qualification Training	39,820	25,000
Medical Fees	37,000	40,000
Salaries	(54,540)	101,660
Sight Tests and Glasses	2,090	2,090
Staff Car Parking	(50,000)	(50,000)
Staff Concessions	4,000	4,000

Supplies and Services

	2015-16 Estimate £	2016-17 Estimate £
Child Protection Training	4,000	0
Contract Catering	320	320
General Subscriptions	5,840	5,840
Healthy Living Week	4,500	4,500
Staff Suggestion Scheme	500	500

Income

Support Service Recharge	(309,770)	(284,360)
--------------------------	-----------	-----------

Support Services

	2015-16 Estimate £	2016-17 Estimate £
Accountancy Services Recharge	7,670	2,670
Engineering and Transport Recharge	6,130	1,960
Office Services Recharge	0	1,360
Paymaster Recharge	1,070	1,720
Public Offices Recharge	0	3,850

Guildford Borough Council Outline Budget 2016-2017

Democratic Services Management

Financial Information Parish and Local Liaison

Ledger Code PARISH

Responsible Officer Satish Mistry - Director of Corporate Services (Tel: 444042); Julie Brown / Joyce Stewart - Principal Accountant (Tel: 444830)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
3,669	Employee Related Expenditure	3,790	3,934	7,070	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	3,730	7,020
127	Transport Related Expenditure	190	190	230	Supplies and Services		
190,390	Supplies and Services	198,400	198,211	194,760	General Grants	105,730	102,200
0	Third Party Payments	0	0	0	Local Council Tax Scheme Support Gr	92,290	92,290
0	Transfer Payments	0	0	0	Support Services		
194,186	Total Directly Controllable Expenditure	202,380	202,335	202,060	Accountancy Services Recharge	5,860	7,440
0	Income	0	0	0			
194,186	Net Directly Controllable Expenditure/(Income)	202,380	202,335	202,060			
81,021	Capital Charges	0	0	0			
6,740	Support Services	6,670	6,690	8,740			
281,947	Total Service Cost/(Surplus)	209,050	209,025	210,800			
	Full Time Equivalent Staff	0.06		0.10			

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Financial Information Procurement

Ledger Code

Responsible Officer Satish Mistry - Director of Corporate Services (Tel: 444042)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	45,430	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	0	45,430
0	Transport Related Expenditure	0	0	0	Support Services		
0	Supplies and Services	0	0	0	Audit Services Recharge	0	1,080
0	Third Party Payments	0	0	0	Customer Tech Support Recharge	0	1,130
0	Transfer Payments	0	0	0	Public Offices Recharge	0	1,860
0	Total Directly Controllable Expenditure	0	0	45,430			
0	Income	0	0	0			
0	Net Directly Controllable Expenditure/(Income)	0	0	45,430			
0	Capital Charges	0	0	0			
0	Support Services	0	0	7,450			
0	Other Income, Expenditure	0	0	0			
0	Total Service Cost/(Surplus)	0	0	52,880			

Full Time Equivalent Staff

Major Variances 2015-16 v 2016-17

This account is new for 2016-17 to monitor procurement within GBC.

Guildford Borough Council Outline Budget 2016-2017

PR and Marketing Management

Financial Information Public Relations and Marketing

Ledger Code PUBREL

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
237,652	Employee Related Expenditure	208,450	222,156	198,180
943	Premises Related Expenditure	1,600	1,597	1,310
1,955	Transport Related Expenditure	2,760	2,697	1,330
92,783	Supplies and Services	91,160	91,826	91,950
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
333,333	Total Directly Controllable Expenditure	303,970	318,276	292,770
(7,373)	Income	(7,000)	(7,000)	(7,000)
325,960	Net Directly Controllable Expenditure/(Income)	296,970	311,276	285,770
0	Capital Charges	0	0	0
54,440	Support Services	58,670	58,710	53,060
380,400	Total Service Cost/(Surplus)	355,640	369,986	338,830
	Full Time Equivalent Staff	4.58		4.38

Major Variances 2015-16 v 2016-17

Reduction in salary charges due to changes in salary allocations.

The Public Offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Major Items

Employee Related

	2015-16 Estimate £	2016-17 Estimate £
Private Medical	3,210	2,970
Salaries	199,230	187,170
Training	1,750	3,840

Transport Related

	2015-16 Estimate £	2016-17 Estimate £
Car Leasing and Allowances	2,650	1,180

Supplies and Services

	2015-16 Estimate £	2016-17 Estimate £
Computer Software Licence	4,940	5,100
Consultation	15,000	15,000
Corporate Promotions	3,000	3,000
Licence Fees	4,810	4,810
Photography	4,000	4,000
Publicity; Special Items	56,000	56,000

Income

	2015-16 Estimate £	2016-17 Estimate £
Advertising Income	(7,000)	(7,000)

Support Services

	2015-16 Estimate £	2016-17 Estimate £
Accountancy Services Recharge	1,680	1,700
Business Services Support Recharge	6,350	5,260
Customer Tech Support Recharge	13,650	13,440
Human Resources Recharge	3,200	3,030
Information Sys Support Recharge	5,320	5,650
Office Services Recharge	3,460	3,280
Paymaster Recharge	2,410	3,090
Performance Mngt. Recharge	2,470	2,110
Public Offices Recharge	14,080	9,250

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

DEVELOPMENT DIRECTORATE

INTERIM DIRECTOR - NEIL TAYLOR

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

Contents

Subjective Summary	62
Directorate Summary	63
Asset Development	65
Building Control	66
Business and Tourism	67
Business Forum	68
Development Control	69
Graphics and IT Unit	70
Local Land Charges	71
Industrial Estates	72
Major Projects	73
Policy	74
Property (Investment)	75
Property (Non-Core Operational)	76
Slyfield Area Regeneration Project (SARP)	77
Tourist Information Centre	78
Town Centre Management	79

Subjective Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
6,696,442	9,178,680	Gross Expenditure	11,112,230	11,905,940	11,945,740	12,065,650
(9,758,960)	(10,245,370)	Gross Income	(11,138,590)	(11,381,300)	(11,581,270)	(11,664,250)
(3,062,518)	(1,066,690)	Net Expenditure	(26,360)	524,640	364,470	401,400
4,278,492	4,397,410	Employee Related Expenditure	5,095,320	5,197,030	5,319,440	5,480,110
605,547	781,000	Premises Related Expenditure	635,750	1,352,090	1,354,130	1,356,170
84,800	93,450	Transport Related Expenditure	97,240	97,240	97,240	97,240
1,888,644	1,909,020	Supplies and Services	1,728,330	1,650,960	1,511,610	1,412,300
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
6,857,483	7,180,880	Total Directly Controllable Expenditure	7,556,640	8,297,320	8,282,420	8,345,820
(9,758,960)	(10,245,370)	Income	(11,138,590)	(11,381,300)	(11,581,270)	(11,664,250)
(2,901,477)	(3,064,490)	Net Directly Controllable Expenditure/(Income)	(3,581,950)	(3,083,980)	(3,298,850)	(3,318,430)
(1,579,215)	223,490	Capital Charges	1,919,290	1,919,290	1,919,290	1,919,290
1,418,174	1,774,310	Support Services	1,636,300	1,689,330	1,744,030	1,800,540
(3,062,518)	(1,066,690)	Total Service Cost/(Surplus)	(26,360)	524,640	364,470	401,400

Directorate Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
51,303	425,290	Asset Development	514,330	1,348,870	1,353,460	1,358,180
265,641	269,210	Building Control	296,660	318,860	321,770	324,630
355,418	411,120	Business and Tourism	416,330	364,300	330,440	329,830
26,631	27,140	Business Forum	77,330	27,430	27,530	27,630
1,080,809	1,246,670	Development Control	951,380	889,190	828,030	888,720
49,811	68,420	Graphics and IT Unit	32,710	33,760	34,830	35,930
(2,595,459)	(2,234,690)	Industrial Estates	(2,558,550)	(2,613,980)	(2,610,060)	(2,606,050)
28,748	22,270	Local Land Charges	(670)	(4,010)	(10,280)	(16,860)
576,567	401,180	Major Projects	2,224,230	2,238,090	2,252,290	2,166,850
1,803,163	1,663,180	Policy	1,586,380	1,600,170	1,498,490	1,538,120
(5,731,752)	(4,000,370)	Property (Investment)	(4,548,740)	(4,629,860)	(4,624,130)	(4,618,260)
327,074	208,710	Property (Non-Core Operational)	64,810	39,900	41,300	42,720
388,268	70,740	Slyfield Area Regeneration Project (SARP)	571,380	572,360	573,360	574,390
212,006	221,530	Tourist Information Centre	228,860	234,780	240,310	246,040
99,254	132,910	Town Centre Management	117,200	104,780	107,130	109,530
(3,062,518)	(1,066,690)	Total Net Expenditure/(Income)	(26,360)	524,640	364,470	401,400

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

Financial Information Asset Development

Ledger Code PROPSV

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
536,020	Employee Related Expenditure	652,970	537,169	696,270	Employee Related		
0	Premises Related Expenditure	200,000	33,400	200,000	Salaries	634,370	677,900
10,632	Transport Related Expenditure	11,540	10,659	9,950	Premises Related		
151,836	Supplies and Services	108,360	144,453	153,100	Repairs and Maintenance	200,000	200,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	10,500	8,680
698,488	Total Directly Controllable Expenditure	972,870	725,681	1,059,320	Supplies and Services		
					Computer Maintenance	3,000	3,000
(747,090)	Income	(841,500)	(751,433)	(805,500)	Computer Software Licence	15,900	16,100
(48,602)	Net Directly Controllable Expenditure/(Income)	131,370	(25,752)	253,820	Condition Surveys	8,000	8,000
					Consultants Fees	48,500	74,500
0	Capital Charges	0	0	0	General Subscriptions	5,000	2,500
99,905	Support Services	293,920	168,906	260,510	Valuers Fees	20,000	40,000
51,303	Total Service Cost/(Surplus)	425,290	143,154	514,330	Income		
					Recharged to Other Services	(836,500)	(796,000)
	Full Time Equivalent Staff	13.76		13.55	Support Services		

Major Variances 2015-16 v 2016-17

Growth bids were agreed to increase consultants's fees by £23,500 and valuers's fees by £20,000. In addition further staffing resources have been agreed including making two valuation surveyors' posts permanent.

The asset development recharge has decreased to reflect levels of work.

The public office and office services recharge for 2016-17 reflect revised depreciation charges for 2016-17 and incorporate changes to office accommodation.

Accountancy Services Recharge	15,410	16,550
Asset Development Recharge	153,970	143,840
Business Services Support Recharge	5,910	4,900
Customer Tech Support Recharge	13,430	13,220
Human Resources Recharge	7,610	6,810
Information Sys Support Recharge	4,380	4,650
Office Services Recharge	10,720	8,250
Paymaster Recharge	5,850	6,510
Public Offices Recharge	43,610	23,330
Valuation Services Recharge	16,010	16,240

Financial Information Building Control

Ledger Code BUICTL

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
554,971	Employee Related Expenditure	545,470	602,796	589,240	Employee Related		
2,024	Premises Related Expenditure	0	1,717	2,000	Casual Salaries	0	5,320
20,497	Transport Related Expenditure	23,980	20,166	25,590	Salaries	528,220	561,350
49,774	Supplies and Services	73,500	69,822	66,460	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	23,400	18,960
0	Transfer Payments	0	0	0	Officers Car Leasing	280	6,330
627,266	Total Directly Controllable Expenditure	642,950	694,501	683,290	Supplies and Services		
(484,307)	Income	(503,200)	(447,637)	(503,760)	Computer Software Licence	21,340	18,810
142,959	Net Directly Controllable Expenditure/(Income)	139,750	246,864	179,530	Consultants Fees	23,450	17,000
0	Capital Charges	0	0	0	General Subscriptions	6,120	7,500
122,682	Support Services	129,460	129,580	117,130	Postage and Telephones	6,760	8,870
265,641	Total Service Cost/(Surplus)	269,210	376,444	296,660	Promotional Campaigns	50	2,000
					Scanning	5,320	0
					Income		
	Full Time Equivalent Staff	11.70		12.32	Building Control Fees	(500,000)	(500,000)
					Support Services		
					Accountancy Services Recharge	3,770	3,470
					Business Services Support Recharge	10,440	8,650
					Customer Tech Support Recharge	24,610	24,220
					Health and Safety Recharge	1,820	1,840
					Human Resources Recharge	6,710	7,260
					Information Sys Support Recharge	8,920	9,470
					Office Cleaning Recharge	2,660	3,460
					Office Services Recharge	9,460	8,800
					Paymaster Recharge	5,750	7,500
					Performance Mngt. Recharge	5,170	5,670
					Public Offices Recharge	38,480	24,880

Major Variances 2015-16 v 2016-17

The scanning budget has been moved to the casuals budget. Salaries have increased due to a restructure of the planning services.

The public office recharge estimate reflects a revised depreciation charge and incorporates changes to office accommodation.

Guildford Borough Council Outline Budget 2016-2017

Local Economy Management

Financial Information Business and Tourism

Ledger Code TOUDEV

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
183,476	Employee Related Expenditure	243,030	188,355	280,670
9,736	Premises Related Expenditure	17,130	13,905	15,630
2,833	Transport Related Expenditure	2,950	4,070	4,990
249,579	Supplies and Services	245,200	339,132	227,760
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
445,624	Total Directly Controllable Expenditure	508,310	545,462	529,050
(112,930)	Income	(118,610)	(118,536)	(150,360)
332,694	Net Directly Controllable Expenditure/(Income)	389,700	426,926	378,690
0	Capital Charges	0	0	0
22,724	Support Services	21,420	21,828	37,640
355,418	Total Service Cost/(Surplus)	411,120	448,754	416,330
	Full Time Equivalent Staff	3.42		3.43

Major Variances 2015-16 v 2016-17

A 2016-17 growth bid was approved to support future apprenticeships.

A previous growth bid for a business and cultural manager is no longer required, reducing the salaries budget by £55,000. A rural affairs officer post has been created which will increase salaries by £34,400 in 2016-17.

Contributions have increased in 2016-17 due to an increase in the LEP contribution of £5,000 and a previous growth bid for Economic Forum Sponsorship of £5,500.

Consultants fees, signage and general marketing budgets have reduced following the conclusion of a 2015-16 growth bid.

The accountancy recharge has increased in line with work undertaken for the service.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Apprenticeships	15,000	60,000
Salaries	223,840	211,730
Premises Related		
Electricity	3,000	3,000
Proportion of Depot Expenses	7,690	6,110
Repair and Maintenance	6,000	6,000
Supplies and Services		
Advertising	3,350	4,820
Attractions Guide	25,000	25,000
Christmas Street Lights	18,300	20,000
Consultants Fees	25,000	10,000
Contributions	19,000	29,500
Event Costs	4,100	4,500
Event Marshalling	4,100	4,500
External Printing and Design	8,000	7,540
General Grants	0	0
General Marketing	55,810	50,810
Notice/Banner Boards R&M	10,560	10,560
Signs	10,000	0
Venues Guide	13,000	6,970
Visitors Guide	30,000	30,000
Income		
Attractions Guide	(25,000)	(25,930)
Notice Board Income	(33,540)	(34,900)
Venues Guide	(13,000)	(9,200)
Visitors Guide	(30,000)	(30,900)
Support Services		
Accountancy Services Recharge	4,870	8,920
Customer Tech Support Recharge	2,150	2,110
HR Services Recharge	1,980	2,480
Paymaster Recharge	3,570	5,270
Performance Mngt. Recharge	1,530	1,580

Guildford Borough Council Outline Budget 2016-2017

Local Economy Management

Financial Information Business Forum

Ledger Code BUSFOR

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
2,441	Employee Related Expenditure	1,380	1,474	1,430	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,360	1,410
79	Transport Related Expenditure	0	0	0	Supplies and Services		
23,291	Supplies and Services	24,770	24,494	74,780	General Grants	0	50,000
0	Third Party Payments	0	0	0	Support for Forum	24,400	24,400
0	Transfer Payments	0	0	0			
25,811	Total Directly Controllable Expenditure	26,150	25,968	76,210			
0	Income	0	0	0			
25,811	Net Directly Controllable Expenditure/(Income)	26,150	25,968	76,210			
0	Capital Charges	0	0	0			
820	Support Services	990	1,000	1,120			
26,631	Total Service Cost/(Surplus)	27,140	26,968	77,330			
	Full Time Equivalent Staff	0.04		0.04			

Major Variances 2015-16 v 2016-17

A growth bid was approved in 2016-17 for development grants for start-up companies and SMEs.

Financial Information Development Control

Ledger Code DEVCON

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
1,555,146	Employee Related Expenditure	1,526,720	1,545,001	1,449,810
0	Premises Related Expenditure	0	0	0
40,119	Transport Related Expenditure	39,060	40,513	41,850
291,437	Supplies and Services	222,610	239,312	199,690
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,886,702	Total Directly Controllable Expenditure	1,788,390	1,824,826	1,691,350
(1,275,418)	Income	(1,079,220)	(1,179,921)	(1,185,020)
611,284	Net Directly Controllable Expenditure/(Income)	709,170	644,905	506,330
0	Capital Charges	0	0	0
469,525	Support Services	537,500	543,264	445,050
1,080,809	Total Service Cost/(Surplus)	1,246,670	1,188,169	951,380
	Full Time Equivalent Staff	38.00		33.49

Major Variances 2015-16 v 2016-17

The scanning budget has been moved to the casuals budget. Salary changes are due to a restructure within the planning services.

Both the computer software licence costs and the consultants' fees budget more accurately reflect the cost of the supply.

Planning fees have consistently exceeded targets in the past and the revised estimate mirrors this trend.

The public office and office services recharge for 2016-17 reflect revised depreciation charges for 2016-17 and incorporate changes to office accommodation.

The business support and customer and technical support recharge are lower than in 2015-16 due to lower costs within these services.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Casual Staff	0	15,000
Salaries	1,478,110	1,392,650
Transport Related		
Car Leasing and Allowances	38,650	41,460
Supplies and Services		
Computer Software Licence	15,000	31,130
Consultants Fees	60,000	42,000
IT Renewals	6,940	7,680
Legal Expenses	20,000	20,000
Planning Appeals Expenses	50,760	50,760
Postage	8,570	9,440
Printing Services Recharge	6,020	3,170
Scanning	15,000	0
Stationery and Office Supplies	3,430	3,420
Income		
Planning Fees	(900,000)	(1,000,000)
Pre-application Charging	(92,500)	(100,000)
Section 106 Income	(50,520)	(50,520)
Support Services		
Accountancy Services Recharge	10,980	10,720
Business Services Support Recharge	32,350	24,800
Customer Tech Support Recharge	79,010	73,250
Health and Safety Recharge	6,300	4,990
Human Resources Recharge	23,280	20,340
Information Sys Support Recharge	34,010	32,780
Legal Services Recharge	123,100	121,560
Office Cleaning Recharge	9,230	9,390
Office Services Recharge	32,800	23,850
Paymaster Recharge	13,620	13,520
Performance Mngt. Recharge	17,930	15,390
Public Offices Recharge	133,450	67,450

Guildford Borough Council Outline Budget 2016-2017

Building Control Management

Financial Information Graphics and IT Unit

Ledger Code BUIGIT

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
36,434	Employee Related Expenditure	52,100	37,185	20,450	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	50,040	19,770
50	Transport Related Expenditure	60	246	50	Income		
333	Supplies and Services	390	360	320	Recharged to Other Services	(3,000)	(2,500)
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Business Services Support Recharge	1,970	1,630
36,817	Total Directly Controllable Expenditure	52,550	37,791	20,820	Customer Tech Support Recharge	4,570	4,500
(4,965)	Income	(3,000)	(3,000)	(2,500)	Human Resources Recharge	790	460
31,852	Net Directly Controllable Expenditure/(Income)	49,550	34,791	18,320	Information Sys Support Recharge	3,120	3,310
0	Capital Charges	0	0	0	Office Services Recharge	1,110	590
17,959	Support Services	18,870	18,910	14,390	Public Offices Recharge	4,530	1,680
49,811	Total Service Cost/(Surplus)	68,420	53,701	32,710			
	Full Time Equivalent Staff	1.33		0.43			

Major Variances 2015-16 v 2016-17

Salary changes are due to a restructure within the planning services.

Guildford Borough Council Outline Budget 2016-2017

Building Control Management

Financial Information Local Land Charges

Ledger Code LANCHA

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
127,116	Employee Related Expenditure	114,810	117,632	116,290	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	110,910	113,310
671	Transport Related Expenditure	970	879	850	Supplies and Services		
117,674	Supplies and Services	120,830	123,539	120,550	Computer Related Costs	12,070	13,650
0	Third Party Payments	0	0	0	Payment to SCC	97,010	95,360
0	Transfer Payments	0	0	0	Income		
245,461	Total Directly Controllable Expenditure	236,610	242,050	237,690	Con29 Extra	(16,090)	(17,030)
(254,136)	Income	(256,000)	(254,599)	(273,370)	Land Charges Search Fees	(36,050)	(51,150)
(8,675)	Net Directly Controllable Expenditure/(Income)	(19,390)	(12,549)	(35,680)	Nlis Full Search	(68,440)	(66,000)
0	Capital Charges	0	0	0	SCC Income	(97,010)	(95,360)
37,423	Support Services	41,660	41,831	35,010	TM Searches - Full Searches	(31,960)	(37,000)
28,748	Total Service Cost/(Surplus)	22,270	29,282	(670)	Support Services		
	Full Time Equivalent Staff	2.63		2.56	Accountancy Services Recharge	11,210	8,520
					Audit Services Recharge	1,180	1,460
					Business Services Support Recharge	1,470	1,220
					Customer Tech Support Recharge	3,560	3,510
					Human Resources Recharge	1,600	1,480
					Information Sys Support Recharge	3,880	4,120
					Office Services Recharge	2,250	1,830
					Paymaster Recharge	1,990	2,440
					Public Offices Recharge	9,150	5,180

Major Variances 2015-16 v 2016-17

The land charges search fees budget for 2016-17 has been adjusted to reflect fee income.

Financial Information Industrial Estates

Ledger Code INDEST

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
6,984	Employee Related Expenditure	6,060	8,249	6,300
108,585	Premises Related Expenditure	210,170	187,377	171,780
287	Transport Related Expenditure	1,630	559	390
19,907	Supplies and Services	85,190	23,173	68,970
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
135,763	Total Directly Controllable Expenditure	303,050	219,358	247,440
<u>(2,603,449)</u>	Income	<u>(2,815,710)</u>	<u>(2,985,466)</u>	<u>(3,067,240)</u>
(2,467,686)	Net Directly Controllable Expenditure/(Income)	(2,512,660)	(2,766,108)	(2,819,800)
(309,128)	Capital Charges	86,070	86,090	80,850
181,355	Support Services	191,900	186,728	180,400
(2,595,459)	Total Service Cost/(Surplus)	(2,234,690)	(2,493,290)	(2,558,550)
	Full Time Equivalent Staff	0.08		0.08

Major Variances 2015-16 v 2016-17

The estimate for repair and maintenance expenditure has decreased to reflect planned works and electricity has also decreased in line with previous expenditure.

The estimate for consultants' fees has decreased as a previous growth bid is taken out although this figure does include a new growth bid for £30,000 for the investigation of required repairs and on-going maintenance costs of newly acquired properties at Middleton Industrial Estate.

Rents and service charges have increased as more properties are purchased.

Major Items

	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	5,950	6,200
Premises Related		
Electricity	17,300	11,750
General Rates	31,100	31,720
Repairs and Maintenance	143,120	109,150
Supplies and Services		
Consultants Fees	63,200	43,200
Valuers Fees	20,000	20,000
Income		
Expenses Recovered	(66,750)	(78,720)
Management Fee Income	(2,390)	(2,460)
Rent (Building & Shops)	(394,630)	(405,780)
Rent (Land & Wayleaves)	(2,351,940)	(2,580,280)
Support Services		
Accountancy Services Recharge	9,380	7,710
Asset Register Recharge	6,390	6,660
Debtors Section Recharge	7,850	9,720
Engineering and Transport Recharge	5,970	5,710
Legal Services Recharge	49,780	49,160
Valuation Services Recharge	89,610	90,930

Financial Information Major Projects

Ledger Code MAJPRO

Responsible Officer Neil Taylor - Interim Director of Development (Tel: 444550)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
65,838	Employee Related Expenditure	108,130	248,869	559,900	Employee Related		
66,024	Premises Related Expenditure	63,710	63,100	0	Salaries	105,000	557,000
892	Transport Related Expenditure	400	465	480	Premises Related		
149,490	Supplies and Services	191,560	529,914	350,520	General Rates	19,640	0
0	Third Party Payments	0	0	0	Rents Payable	42,500	0
0	Transfer Payments	0	0	0	Supplies and Services		
282,244	Total Directly Controllable Expenditure	363,800	842,348	910,900	Consultants Fees	190,000	350,000
0	Income	0	0	0	Capital Charges		
282,244	Net Directly Controllable Expenditure/(Income)	363,800	842,348	910,900	REFCUS	0	1,274,000
292,663	Capital Charges	0	0	1,274,000	Support Services		
1,660	Support Services	37,380	39,459	39,330	Accountancy Services Recharge	970	1,970
576,567	Total Service Cost/(Surplus)	401,180	881,807	2,224,230	Office Services Recharge	0	1,690
					Public Offices Recharge	0	4,770
					Valuation Services Recharge	33,120	26,140
	Full Time Equivalent Staff	2.36		2.36			

Major Variances 2015-16 v 2016-17

Growth bids have increased the consultants' budgets in 2016-17 to £350,000 for strategic property advice and the implementation of property and infrastructure projects. Salary costs have also increased by £444,500.

The decrease in the valuation service recharge reflects the anticipated level of support to be provided to the Major Projects service in 2016-17.

The REFUS estimate (revenue expenditure funding by capital under statute) relates to capital expenditure for consultants' fees etc that does not create or enhance a long term asset of the Council. The expenditure is reversed out of the General Fund and does not impact on Council Tax.

Financial Information Policy

Ledger Code POLICY

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
917,125	Employee Related Expenditure	828,300	739,873	1,046,680
41,219	Premises Related Expenditure	51,310	52,806	14,240
5,537	Transport Related Expenditure	9,680	9,462	9,280
503,681	Supplies and Services	616,040	420,428	341,160
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,467,562	Total Directly Controllable Expenditure	1,505,330	1,222,569	1,411,360
(32,953)	Income	(9,500)	(39,532)	(2,320)
1,434,609	Net Directly Controllable Expenditure/(Income)	1,495,830	1,183,037	1,409,040
218,109	Capital Charges	0	0	0
150,445	Support Services	167,350	167,658	177,340
1,803,163	Total Service Cost/(Surplus)	1,663,180	1,350,695	1,586,380
	Full Time Equivalent Staff	16.03		18.81

Major Variances 2015-16 v 2016-17

Salary changes reflect a restructure within planning services and the creation of two transport planner posts.

Further implications of a previous growth bid for the Local Plan have caused variances in the employee related and supplies and services budgets to reflect the next stage of the project.

A substantial part of the environmental and lighting maintenance budget has been moved to Parks. Depot expenses are less than in 2015-16 due to less storage being required.

The CIL consultants budget has been taken out in 2016-17 as the growth bid did not extend any further than 2015-16.

The public offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Casual / Temporary Staff	37,200	53,310
Salaries	788,880	983,150
Premises Related		
Env Imps & Lighting Mtce	31,130	8,130
Proportion of Depot Expenses	11,010	3,790
Transport Related		
Car Allowances	1,620	2,270
Officers Car Leasing	7,780	6,610
Supplies and Services		
Advertising	50,000	5,000
Computer Software Licence	5,000	3,800
Consultants (C.I. Levy)	50,000	0
Consultants Fees	331,790	145,790
Inspection Fees	30,000	10,000
Legal Expenses	74,000	125,000
Plan Printing	50,000	25,000
Surrey Hills ANB Contribution	5,580	5,580
Support Services		
Accountancy Services Recharge	3,260	7,740
Business Services Support Recharge	11,530	11,560
Customer Service Centre Recharge	7,670	8,390
Customer Tech Support Recharge	28,420	32,610
Engineering & Transport Recharge	780	940
Human Resources Recharge	9,500	10,890
Information Sys Support Recharge	11,460	15,540
Legal Services Recharge	4,820	4,770
Office Services Recharge	13,390	13,160
Paymaster Recharge	7,430	10,740
Performance Mngt. Recharge	7,320	8,490
Public Offices Recharge	54,460	37,190

Guildford Borough Council Outline Budget 2016-2017

Asset Development Management

Financial Information Property (Investment)

Ledger Code INVPRO

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
16,464	Employee Related Expenditure	13,050	17,900	11,840	Employee Related		
144,444	Premises Related Expenditure	112,940	191,732	147,580	Salaries	12,890	11,710
784	Transport Related Expenditure	720	723	720	Premises Related		
31,439	Supplies and Services	40,880	40,345	1,690	Electricity	12,250	7,250
0	Third Party Payments	0	0	0	General Rates	8,710	8,750
0	Transfer Payments	0	0	0	Insurance	52,740	56,030
193,131	Total Directly Controllable Expenditure	167,590	250,700	161,830	Repairs and Maintenance	32,730	69,390
					Window Cleaning	3,900	3,900
(4,016,860)	Income	(4,396,520)	(4,219,205)	(4,939,130)	Supplies and Services		
(3,823,729)	Net Directly Controllable Expenditure/(Income)	(4,228,930)	(3,968,505)	(4,777,300)	Valuers Fees	40,000	1,370
					Income		
(2,114,679)	Capital Charges	4,700	4,700	4,700	Expenses Recovered	(18,290)	(15,410)
206,656	Support Services	223,860	239,133	223,860	Insurance Recovered	(31,300)	(180)
(5,731,752)	Total Service Cost/(Surplus)	(4,000,370)	(3,724,672)	(4,548,740)	Insurance Reimbursed	0	(35,230)
					Rent (Building & Shops)	(3,233,760)	(3,773,140)
	Full Time Equivalent Staff	0.15		0.13	Rent (Land & Wayleaves)	(1,104,170)	(1,106,170)
					Rents (Vol Groups Subsidy)	(9,000)	(9,000)
					Support Services		
					Accountancy Services Recharge	6,700	6,290
					Asset Development Recharge	28,980	27,400
					Audit Services Recharge	13,260	16,400
					Business Services Support Recharge	5,950	4,930
					Engineering and Transport Recharge	5,270	5,050
					Legal Services Recharge	86,700	85,620
					Valuation Services Recharge	60,900	61,800

Major Variances 2015-16 v 2016-17

The repairs and maintenance budget has increased in line with planned works which include £30,000 for grounds works at Stonebridge depot, Shalford.

The estimate for income from rents has been increased to reflect the additional income proposed within the Asset Investment Strategy.

Guildford Borough Council Outline Budget 2016-2017

Asset Development Management

Financial Information Property (Non-Core Operational)

Ledger Code PROPER, OTHPRO

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
224,697	Premises Related Expenditure	115,760	123,395	75,440	Council Tax	10,560	8,230
0	Transport Related Expenditure	0	0	0	Emissions Monitoring	2,790	2,790
44,803	Supplies and Services	35,960	15,451	10,960	General Rates	14,520	6,960
0	Third Party Payments	0	0	0	Repairs and Maintenance	76,420	40,990
0	Transfer Payments	0	0	0	Utilities	7,400	12,850
269,500	Total Directly Controllable Expenditure	151,720	138,846	86,400	Supplies and Services		
(134,288)	Income	(125,160)	(128,631)	(121,860)	Security Services	30,960	5,960
135,212	Net Directly Controllable Expenditure/(Income)	26,560	10,215	(35,460)	Valuers Fees	5,000	5,000
132,715	Capital Charges	132,720	132,750	59,740	Income		
59,147	Support Services	49,430	54,749	40,530	Rent (Building & Shops)	(76,500)	(82,500)
327,074	Total Service Cost/(Surplus)	208,710	197,714	64,810	Rent (Land & Wayleaves)	(3,480)	(4,530)
	Full Time Equivalent Staff	0.00			Rents (Dwellings)	(40,020)	(29,670)
					Support Services		
					Accountancy Services Recharge	0	1,700
					Asset Development Recharge	13,370	2,160
					Valuation Services Recharge	32,020	32,490

Major Variances 2015-16 v 2016-17

The repairs and maintenance estimate has reduced in line with planned works and the decrease in the asset development recharge reflects the support costs associated with these planned works.

The security services budget has decreased in line with the proposed sale of Tyting Farm. The general rates budget has reduced following the sale of Haydon Place.

The utilities budget has increased for the lighting of Friary Passage and rent (dwellings) has decreased as a property is transferred into the Housing Revenue Account.

Guildford Borough Council Outline Budget 2016-2017

Infrastructure Programme Mgmt

Financial Information Slyfield Area Regeneration Project (SARP)

Ledger Code SAAP

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
9,598	Employee Related Expenditure	9,220	12,542	12,450	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	8,720	12,310
611	Transport Related Expenditure	570	582	900	Supplies and Services		
172,514	Supplies and Services	40,020	109,225	40,160	Consultants Fees	40,000	40,000
0	Third Party Payments	0	0	0	Capital Charges		
0	Transfer Payments	0	0	0	REFCUS	0	500,000
182,723	Total Directly Controllable Expenditure	49,810	122,349	53,510	Support Services		
					Accountancy Services Recharge	1,450	1,600
0	Income	0	0	0	Legal Services Recharge	380	380
182,723	Net Directly Controllable Expenditure/(Income)	49,810	122,349	53,510	Public Offices Recharge	2,350	240
					Valuation Services Recharge	14,720	14,940
201,105	Capital Charges	0	0	500,000			
4,440	Support Services	20,930	20,940	17,870			
388,268	Total Service Cost/(Surplus)	70,740	143,289	571,380			
	Full Time Equivalent Staff	0.09		0.12			

Major Variances 2015-16 v 2016-17

Management team salary allocations have been adjusted in 2016-17.

The REFUS estimate (revenue expenditure funding by capital under statute) relates to capital expenditure for consultants' fees etc that does not create or enhance a long term asset of the Council. The expenditure is reversed out of the General Fund and does not impact on council tax.

Guildford Borough Council Outline Budget 2016-2017

Local Economy Management

Financial Information Tourist Information Centre

Ledger Code TIC

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
194,480	Employee Related Expenditure	210,890	189,815	212,210	Employee Related		
7,023	Premises Related Expenditure	8,080	7,389	7,180	Casual Salaries	16,350	16,350
699	Transport Related Expenditure	700	727	830	Salaries	191,060	190,490
37,071	Supplies and Services	35,320	31,543	37,400	Premises Related		
0	Third Party Payments	0	0	0	General Rates	4,300	4,330
0	Transfer Payments	0	0	0	Premises Expenses Recharge	3,000	2,850
239,273	Total Directly Controllable Expenditure	254,990	229,474	257,620	Supplies and Services		
(53,080)	Income	(58,900)	(48,365)	(56,300)	Computer Maintenance Agreement	7,190	8,440
186,193	Net Directly Controllable Expenditure/(Income)	196,090	181,109	201,320	Postage	3,380	3,670
0	Capital Charges	0	0	0	Purchases for Resale	17,360	17,360
25,813	Support Services	25,440	25,570	27,540	Stationery and Office Supplies	1,240	1,240
212,006	Total Service Cost/(Surplus)	221,530	206,679	228,860	Town Guides Grant	1,900	1,260
	Full Time Equivalent Staff	4.82		5.26	Income		
					Commission on General Sales	(20,000)	(20,600)
					Miscellaneous Income	(7,250)	(7,500)
					Souvenirs, Postcards & Publications	(31,500)	(28,050)
					Support Services		
					Accountancy Services Recharge	3,660	3,510
					Business Services Support Recharge	1,960	1,620
					Customer Tech Support Recharge	4,610	4,550
					HR Services Recharge	2,860	4,820
					Information Sys Support Recharge	1,430	1,520
					Paymaster Recharge	5,820	6,070
					Performance Mngt. Recharge	2,210	2,430

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Guildford Borough Council Outline Budget 2016-2017

Local Economy Management

Financial Information Town Centre Management

Ledger Code TOWMAN

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
72,399	Employee Related Expenditure	85,280	96,194	91,780	Employee Related		
1,795	Premises Related Expenditure	1,900	1,900	1,900	Salaries	83,710	90,120
1,109	Transport Related Expenditure	1,190	1,263	1,360	Premises Related		
45,815	Supplies and Services	68,390	24,952	34,810	Site Maintenance	1,900	1,900
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Car Parking Charges	5,000	5,500
121,118	Total Directly Controllable Expenditure	156,760	124,309	129,850	Consultants Fees	0	15,000
					Display Boards	1,800	2,700
(39,484)	Income	(38,050)	(29,731)	(31,230)	Equipment & Tools Hire	1,760	1,760
81,634	Net Directly Controllable Expenditure/(Income)	118,710	94,578	98,620	Miscellaneous Expenses	2,840	2,580
					New Initiatives	50,000	0
0	Capital Charges	0	0	0	Publicity	6,000	6,000
17,620	Support Services	14,200	14,210	18,580	Income		
99,254	Total Service Cost/(Surplus)	132,910	108,788	117,200	Rents; Market Stall Spaces	(26,500)	(27,280)
					Support Services		
	Full Time Equivalent Staff	1.99		2.01	Accountancy Services Recharge	1,260	1,600
					Business Services Support Recharge	840	700
					Customer Tech Support Recharge	1,510	1,490
					Debtors Section Recharge	2,750	3,510
					Human Resources Recharge	1,190	1,360
					Paymaster Recharge	1,400	1,990
					Public Offices Recharge	2,520	4,020

Major Variances 2015-16 v 2016-17

A growth bid for consultants' costs has been approved to review technology options for Guildford High Street.

The previous year's Public Realm Enhancement fund growth bid has been taken out in 2016-17.

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

ENVIRONMENT DIRECTORATE

DIRECTOR - JAMES WHITEMAN

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

Contents

Subjective Summary	86
Directorate Summary	87
Abandoned Vehicles	89
Armed Forces Day	90
Cemeteries and Closed Churchyards	91
Clinical Waste	92
Crematorium	93
Dog Control and Animal Welfare	94
Electric Theatre	95
Engineering and Transport Services	96
Fleet Management Service	97
Guildford House	98
Guildhall	99
Land Drainage	100
Leisure Art Development	101
Leisure Community Centres	102
Leisure G Live	103
Leisure Grants	104
Leisure Management Contract	105
Leisure Play Development	106
Leisure Rangers	107
Leisure Sport Development	108
Markets	109
Mot Bay	110
Guildford Museum	111
Off Street Parking	112
On Street Parking	113
Recycling, Cleansing and Parking Services Overhead Account	114
Ordnance Survey and Mapping Services	115
Park and Ride Services	116
Parks and Countryside	117

Contents

Public Conveniences	118
Refuse and Recycling	119
River Control	120
Roads and Footpaths Maintenance	121
Snow and Ice Plan Holding Account	122
Street Cleansing	123
Street Furniture	124
CCTV Systems	125
Transportation	126
Vehicle Maintenance Workshop	127
Woking Road Depot	128

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

Subjective Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
34,572,030	35,412,380	Gross Expenditure	36,255,900	36,293,130	36,747,550	37,861,920
(28,900,135)	(26,561,250)	Gross Income	(26,669,930)	(27,424,840)	(28,791,590)	(29,855,220)
5,671,895	8,851,130	Net Expenditure	9,585,970	8,868,290	7,955,960	8,006,700
10,729,560	9,987,660	Employee Related Expenditure	10,550,050	11,023,960	11,304,160	11,806,570
5,894,691	6,441,660	Premises Related Expenditure	6,399,260	5,808,480	5,779,630	6,223,550
4,079,751	4,171,680	Transport Related Expenditure	4,467,350	4,540,300	4,615,610	4,693,360
5,872,453	6,549,410	Supplies and Services	6,047,580	6,044,950	6,086,560	6,088,220
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
26,576,455	27,150,410	Total Directly Controllable Expenditure	27,464,240	27,417,690	27,785,960	28,811,700
(28,900,135)	(26,561,250)	Income	(26,669,930)	(27,424,840)	(28,791,590)	(29,855,220)
(2,323,680)	589,160	Net Directly Controllable Expenditure/(Income)	794,310	(7,150)	(1,005,630)	(1,043,520)
5,444,894	5,636,010	Capital Charges	6,207,130	6,207,130	6,207,130	6,207,130
2,550,681	2,625,960	Support Services	2,584,530	2,668,310	2,754,460	2,843,090
5,671,895	8,851,130	Total Service Cost/(Surplus)	9,585,970	8,868,290	7,955,960	8,006,700

Directorate Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
52,346	42,140	Abandoned Vehicles	42,600	43,860	45,170	46,530
67,434	100,000	Armed Forces Day	0	0	0	0
82,530	110,770	CCTV Systems	99,640	100,160	100,690	101,240
157,366	170,280	Cemeteries and Closed Churchyards	209,870	197,630	202,900	208,320
4,994	6,880	Clinical Waste	3,460	3,560	3,660	3,770
(179,408)	(524,830)	Crematorium	(517,280)	(578,680)	(963,910)	(1,024,710)
73,342	75,230	Dog Control and Animal Welfare	73,740	75,370	76,980	78,660
295,450	358,020	Electric Theatre	347,070	350,680	350,950	351,100
18,348	(11,840)	Engineering and Transport Services	(40)	(1,230)	(2,460)	(3,750)
(322,885)	54,050	Fleet Management Service	19,890	(56,650)	(138,590)	(223,630)
467,860	413,540	Guildford House	419,790	363,190	370,140	377,260
732,083	550,280	Guildford Museum	664,030	561,780	571,600	581,670
122,443	152,350	Guildhall	209,760	137,080	129,540	132,070
386,534	355,700	Land Drainage	486,080	493,960	502,100	510,500
82,978	85,420	Leisure Art Development	91,530	93,890	96,330	98,840
29,766	96,280	Leisure Community Centres	155,520	103,000	104,330	105,700
932,242	1,255,520	Leisure G Live	1,273,920	1,260,210	1,261,310	1,262,430
627,187	444,050	Leisure Grants	444,180	444,600	445,030	445,460
1,177,843	766,850	Leisure Management Contract	938,490	886,330	813,280	737,290
145,808	167,680	Leisure Play Development	172,220	175,480	178,460	181,490
207,994	193,520	Leisure Rangers	242,160	249,200	256,460	263,950
70,762	73,940	Leisure Sport Development	79,640	81,710	83,770	85,910
(86,855)	(96,530)	Markets	(100,530)	(104,830)	(110,980)	(117,390)
(20,776)	(36,670)	Mot Bay	(40)	1,480	1,880	2,270

Directorate Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
(4,771,990)	(4,856,610)	Off Street Parking	(5,122,380)	(5,353,040)	(5,773,720)	(5,738,540)
(704,896)	(634,410)	On Street Parking	(700,470)	(726,510)	(752,830)	(780,450)
11,420	14,340	Ordnance Survey and Mapping Services	13,430	13,750	14,080	14,430
80,433	742,130	Park and Ride Services	796,550	771,830	775,740	779,660
132,115	2,997,350	Parks and Countryside	3,459,450	3,390,030	3,411,070	3,462,390
315,056	301,430	Public Conveniences	362,020	277,810	282,970	288,290
20,264	10,880	Recycling, Cleansing and Parking Services Overhead A	(1,420)	(3,310)	(5,300)	(7,340)
2,877,976	3,082,290	Refuse and Recycling	3,178,540	3,355,830	3,349,770	3,492,320
28,301	44,060	River Control	39,810	40,060	40,320	40,580
100,434	102,760	Roads and Footpaths Maintenance	86,180	87,790	89,460	91,180
1	8,310	Snow and Ice Plan Holding Account	210	(30)	(920)	(1,860)
2,170,583	2,045,070	Street Cleansing	2,037,230	2,086,640	2,136,190	2,187,290
72,198	66,670	Street Furniture	64,730	65,190	65,670	66,150
27,723	14,950	Transportation	18,270	18,430	18,590	18,760
45,871	12,770	Vehicle Maintenance Workshop	760	(13,920)	(37,960)	(63,040)
141,020	96,510	Woking Road Depot	(2,640)	(24,040)	(35,810)	(48,100)
5,671,895	8,851,130	Total Net Expenditure/(Income)	9,585,970	8,868,290	7,955,960	8,006,700

Guildford Borough Council Outline Budget 2016-2017

Fleet and Waste Management

Financial Information Abandoned Vehicles

Ledger Code ABACAR

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
35,815	Employee Related Expenditure	22,660	21,737	26,680	Employee Related		
3,480	Premises Related Expenditure	6,470	6,470	5,140	Salaries	22,070	26,140
547	Transport Related Expenditure	410	481	570	Premises Related		
484	Supplies and Services	20	921	2,110	Proportion of Depot Expenses	6,470	5,140
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	220	260
40,326	Total Directly Controllable Expenditure	29,560	29,609	34,500	Supplies and Services		
					Removal of Abandoned Vehicles	0	2,000
0	Income	0	(263)	0	Support Services		
40,326	Net Directly Controllable Expenditure/(Income)	29,560	29,346	34,500	Business Services Support Recharge	1,730	1,430
					Legal Services Recharge	2,960	2,920
0	Capital Charges	0	0	0	Works Services Recharge	6,610	2,520
12,020	Support Services	12,580	12,580	8,100			
52,346	Total Service Cost/(Surplus)	42,140	41,926	42,600			
	Full Time Equivalent Staff	0.54		0.67			

Major Variances 2015-16 v 2016-17

A statutory charge has been introduced for the removal of abandoned vehicles.

Guildford Borough Council Outline Budget 2016-2017

Fleet and Waste Management

Financial Information Armed Forces Day

Ledger Code ARMDAY

Responsible Officer James Whiteman - Director of Environment (Tel: 445010)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
7,982	Employee Related Expenditure	0	23,706	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Event Costs	275,000	0
0	Transport Related Expenditure	0	2,165	0	Income		
59,452	Supplies and Services	275,000	483,353	0	Other Grants and Sponsorship	(25,000)	0
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
67,434	Total Directly Controllable Expenditure	275,000	509,224	0			
0	Income	(175,000)	(216,947)	0			
67,434	Net Directly Controllable Expenditure/(Income)	100,000	292,277	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
67,434	Total Service Cost/(Surplus)	100,000	292,277	0			
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

This event has taken place therefore this cost centre has now ceased.

Financial Information Cemeteries and Closed Churchyards

Ledger Code CEMETE

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
134,628	Employee Related Expenditure	121,120	126,805	138,770
36,317	Premises Related Expenditure	20,760	156,016	35,240
27,607	Transport Related Expenditure	38,090	38,863	55,690
16,035	Supplies and Services	11,680	45,466	9,990
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
214,587	Total Directly Controllable Expenditure	191,650	367,150	239,690
(84,723)	Income	(54,390)	(90,053)	(54,730)
129,864	Net Directly Controllable Expenditure/(Income)	137,260	277,097	184,960
7,616	Capital Charges	17,540	17,550	7,610
19,886	Support Services	15,480	31,799	17,300
157,366	Total Service Cost/(Surplus)	170,280	326,446	209,870
	Full Time Equivalent Staff	4.65		4.72

Major Variances 2015-16 v 2016-17

A change to the salary allocations has resulted in an increase in the salary estimate for Cemeteries service but a reduction against the Crematorium service.

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

The estimate for the transport pool hire charge has increased due to the depreciation charges relating to replacement vehicles.

The estimate for interment income in respect of Stoke Cemetery has been reduced to reflect the available land remaining at this site.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	117,890	135,860
Premises Related		
Contract cleaning & materials	6,010	5,840
General Rates	4,990	5,000
Removal of Refuse	4,090	3,890
Repairs and Maintenance	4,240	18,870
Transport Related		
Fuel and Oil	2,700	1,750
Transport Pool Hire Charge	30,760	48,130
Vehicle Repairs	3,000	4,000
Supplies and Services		
Clothing and Uniform	1,000	1,000
Materials	2,750	2,750
New, Replace Equip & Tools	3,250	2,750
Income		
Disposal of Cremated Remains	(2,320)	(5,880)
Grant of Excl. Burial Rights	(19,000)	(22,000)
Interment Fees	(19,670)	(5,660)
Memorial Vaults	(500)	(5,770)
Rents - Staff lets	(7,620)	(7,620)
Support Services		
Accountancy Services Recharge	2,320	1,440
Asset Development Recharge	370	3,060
Energy Management Recharge	1,360	1,070
Human Resources Recharge	2,790	2,620
Paymaster Recharge	3,220	3,830

Financial Information Clinical Waste

Ledger Code CLINWA

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
4,338	Employee Related Expenditure	5,740	5,997	2,680	Employee Related Salaries	5,680	2,620
0	Premises Related Expenditure	0	0	0			
98	Transport Related Expenditure	110	132	10			
28	Supplies and Services	410	1,111	390			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
4,464	Total Directly Controllable Expenditure	6,260	7,240	3,080			
0	Income	0	0	0			
4,464	Net Directly Controllable Expenditure/(Income)	6,260	7,240	3,080			
0	Capital Charges	0	0	0			
530	Support Services	620	620	380			
4,994	Total Service Cost/(Surplus)	6,880	7,860	3,460			
	Full Time Equivalent Staff	0.08		0.08			

Major Variances 2015-16 v 2016-17

A reduction in the salary allocation to the Clinical Waste Service has resulted in a corresponding decrease in the salary estimate for 2016-17.

Financial Information Crematorium

Ledger Code CREMAT

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
236,286	Employee Related Expenditure	354,000	239,825	336,920	Employee Related		
186,718	Premises Related Expenditure	207,320	166,320	194,540	Salaries	340,110	329,780
13,204	Transport Related Expenditure	13,640	12,662	16,240	Premises Related		
117,940	Supplies and Services	114,060	167,572	114,280	General Rates	41,000	41,330
0	Third Party Payments	0	0	0	Removal of Refuse	3,000	2,970
0	Transfer Payments	0	0	0	Repairs and Maintenance	91,750	85,520
554,148	Total Directly Controllable Expenditure	689,020	586,379	661,980	Utilities	64,170	56,720
					Transport Related		
(1,516,765)	Income	(1,415,420)	(1,460,903)	(1,498,320)	Transport Pool Hire Charge	8,020	11,730
(962,617)	Net Directly Controllable Expenditure/(Income)	(726,400)	(874,524)	(836,340)	Supplies and Services		
					Book of Remembrance	3,620	3,620
743,857	Capital Charges	161,650	161,700	280,770	Computer Related Costs	4,000	15,000
39,352	Support Services	39,920	38,561	38,290	Maintenance Agreements	10,600	0
(179,408)	Total Service Cost/(Surplus)	(524,830)	(674,263)	(517,280)	Medical Referees Fees	35,000	32,300
					Plant and Materials	5,920	6,000
	Full Time Equivalent Staff	6.60		6.67	Printing Services Recharge	7,530	7,340
					Rememberance Memorial Items	15,300	17,520
					Telecomms	2,970	2,120
					Income		
					Book of Remembrance Inscriptions	(13,200)	(14,770)
					Cremation Fees	(1,208,520)	(1,302,900)
					Medical Referees Fees	(35,000)	(32,300)
					Memorial Plaques and Tablets	(17,910)	(17,200)
					Memorial Vaults and Vase Blocks	(40,570)	(24,160)
					Rents - Staff Lets	(24,120)	(24,120)
					Rose, Tree and Seat Memorials	(58,880)	(56,180)
					Support Services		
					Asset Development Recharge	8,680	5,690
					Customer Tech Support Recharge	5,100	5,030
					Human Resources Recharge	3,980	3,710
					Paymaster Recharge	7,670	9,300

Major Variances 2015-16 v 2016-17

The estimate for maintenance agreements has been recoded to computer related costs as it related to software maintenance.

The increase in the estimate for cremation fees reflects the agreed price increases for 2016-17.

The reduction in the memorial vaults and vase blocks estimate recognises recent sales levels of these memorials.

Guildford Borough Council Outline Budget 2016-2017

Fleet and Waste Management

Financial Information Dog Control and Animal Welfare

Ledger Code DOGCON

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
39,672	Employee Related Expenditure	36,460	37,722	37,930	Employee Related		
1,890	Premises Related Expenditure	1,740	1,740	1,380	Salaries	35,860	37,900
6,464	Transport Related Expenditure	6,490	6,232	6,760	Premises Related		
21,345	Supplies and Services	21,950	14,724	22,100	Proportion of Depot Expenses	1,740	1,380
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Fuel and Oil	900	900
69,371	Total Directly Controllable Expenditure	66,640	60,418	68,170	Transport Pool Hire Charge	4,850	5,030
					Supplies and Services		
(6,488)	Income	(3,000)	(6,053)	(5,000)	Kennelling Fees	18,000	18,000
62,883	Net Directly Controllable Expenditure/(Income)	63,640	54,365	63,170	New, Replace Equip & Tools	1,000	500
					Poop Scoop Service	1,000	1,000
0	Capital Charges	0	0	0	Income		
10,459	Support Services	11,590	11,620	10,570	Kennelling Fees	(3,000)	(5,000)
73,342	Total Service Cost/(Surplus)	75,230	65,985	73,740	Support Services		
					Business Services Support Recharge	940	780
	Full Time Equivalent Staff	0.91		0.92	Customer Tech Support Recharge	1,600	1,580
					Human Resources Recharge	540	10
					Information Sys Support Recharge	310	320
					Legal Services Recharge	3,980	3,930
					Paymaster Recharge	1,760	1,710
					Works Services Recharge	830	1,260

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Financial Information Electric Theatre

Ledger Code ELECTR

Responsible Officer James Whiteman - Director of Environment (Tel: 445010)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
302,580	Employee Related Expenditure	340,930	290,592	368,890
123,677	Premises Related Expenditure	138,560	150,769	74,930
45	Transport Related Expenditure	130	137	650
135,862	Supplies and Services	127,100	113,322	125,430
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
562,164	Total Directly Controllable Expenditure	606,720	554,820	569,900
(287,284)	Income	(371,880)	(256,416)	(337,590)
274,880	Net Directly Controllable Expenditure/(Income)	234,840	298,404	232,310
(55,097)	Capital Charges	38,640	38,650	52,710
75,667	Support Services	84,540	76,267	62,050
295,450	Total Service Cost/(Surplus)	358,020	413,321	347,070
	Full Time Equivalent Staff	9.51		9.59

Major Variances 2015-16 v 2016-17

The repairs and maintenance budget is reduced in 2016-17 and the decrease in officer time is reflected in the estimates too.

The food and beverages and refreshment sales budget are reduced to reflect anticipated expenditure.

The Electric Theatre has been revalued and the life of the asset has been reduced which explains the increase in the depreciation charge.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Casual Staff	50,680	51,050
Salaries	284,270	309,760
Premises Related		
Contract cleaning & materials	18,760	20,150
General Rates	10,370	10,460
Repairs and Maintenance	68,440	6,590
Utilities	20,050	16,650
Supplies and Services		
Advertising	13,300	12,740
Equipment & Tools	12,590	13,360
Food & Beverage purchase	37,210	31,500
Postage and Telephones	11,170	11,980
Promotions Expenditure	29,580	32,500
Income		
Commercial Lettings	(123,000)	(123,000)
Commission on General Sales	(32,620)	(32,620)
Promotions Income	(45,000)	(46,900)
Refreshment Sales	(120,330)	(80,730)
Capital Charges		
Depreciation	38,640	52,710
Support Services		
Accountancy Services Recharge	12,540	8,120
Asset Development Recharge	18,350	0
Customer Tech Support Recharge	9,200	9,060
HR Services Recharge	5,500	6,210
Legal Services Recharge	10,550	10,420
Paymaster Recharge	11,560	11,560

Guildford Borough Council Outline Budget 2016-2017

Engineering and Transport Mgmt

Financial Information Engineering and Transport Services

Ledger Code G5538

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
340,397	Employee Related Expenditure	286,210	278,653	313,920	Employee Related		
6,060	Premises Related Expenditure	11,260	11,260	8,950	Salaries	279,130	306,990
21,724	Transport Related Expenditure	26,410	25,854	28,880	Premises Related		
2,734	Supplies and Services	2,990	2,810	2,710	Proportion of Depot Expenses	11,260	8,950
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing and Allowances	26,380	28,780
370,915	Total Directly Controllable Expenditure	326,870	318,577	354,460	Income		
					Support Service Recharge	(408,480)	(421,660)
(420,096)	Income	(408,480)	(400,413)	(421,660)	Support Services		
(49,181)	Net Directly Controllable Expenditure/(Income)	(81,610)	(81,836)	(67,200)	Accountancy Services Recharge	3,930	2,320
					Business Services Support Recharge	4,950	4,100
0	Capital Charges	0	0	0	Customer Tech Support Recharge	11,280	11,110
67,529	Support Services	69,770	69,800	67,160	Human Resources Recharge	3,860	3,890
18,348	Total Service Cost/(Surplus)	(11,840)	(12,036)	(40)	Information Sys Support Recharge	5,590	5,940
					Paymaster Recharge	5,860	6,490
	Full Time Equivalent Staff	5.93		6.57	Performance Mngt. Recharge	2,980	3,030
					Works Services Recharge	26,420	25,150

Major Variances 2015-16 v 2016-17

The increased salary estimate results from the introduction of an Environmental Technician within the service, this cost is recovered through the support service recharge.

Guildford Borough Council Outline Budget 2016-2017

Fleet and Waste Management

Financial Information Fleet Management Service

Ledger Code FLEMAN

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
61,383	Employee Related Expenditure	27,840	25,342	24,390	Employee Related		
88,300	Premises Related Expenditure	136,550	134,590	113,270	Salaries	27,220	23,960
772,985	Transport Related Expenditure	774,130	731,050	852,020	Premises Related		
62,904	Supplies and Services	62,210	58,647	78,760	Proportion of Depot Expenses	116,970	92,990
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Hire of Vehicles	35,000	35,000
985,572	Total Directly Controllable Expenditure	1,000,730	949,629	1,068,440	Insurance	216,280	236,930
(2,262,327)	Income	(2,242,120)	(2,243,210)	(2,828,600)	Licences - Vehicles	37,320	44,240
(1,276,755)	Net Directly Controllable Expenditure/(Income)	(1,241,390)	(1,293,581)	(1,760,160)	Vehicle MOT Test	10,040	10,700
635,671	Capital Charges	1,003,270	1,003,710	1,448,170	Vehicle Repairs: Workshop	356,370	403,400
318,199	Support Services	292,170	292,210	331,880	Vehicle Service : Workshop	118,400	120,880
(322,885)	Total Service Cost/(Surplus)	54,050	2,339	19,890	Supplies and Services		
					Equipment & Tools Repairs	6,510	4,000
					Fleet Inspections	12,000	14,000
					Maintenance Agreements	29,900	43,940
	Full Time Equivalent Staff	0.43		0.57	Income		
					Recharged to Other Services	(212,090)	(247,350)
					Recharges; Transport Pool	(2,010,270)	(2,562,250)

Major Variances 2015-16 v 2016-17

A reduction in the capital charge to Woking Road Depot has resulted in a decreased charge for the proportion of the depot expenses recharged to the Fleet Service.

The increase in the insurance estimate reflects the current number of vehicles and estimated inflationary increases for 2016-17.

The vehicle repairs estimate has been revised in view of actual costs over the last two financial years.

An increase in maintenance agreements relating to new vehicles is reflected in the maintenance agreement estimate.

A number of ageing vehicles have been replaced resulting in a revised capital charge. The capital charge is recovered through the transport pool recharge and this estimate therefore also shows an increase.

Capital Charges

Depreciation	1,003,270	1,448,170
Support Services		
Accountancy Services Recharge	12,210	10,810
Asset Register Recharge	7,310	8,420
Audit Services Recharge	7,810	9,630
Customer Tech Support Recharge	5,430	5,350
Fleet Management Admin Charge	212,090	247,350
Paymaster Recharge	17,250	18,510
Works Services Recharge	24,750	25,120

Financial Information Guildford House

Ledger Code GUIHOU

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
218,468	Employee Related Expenditure	211,840	199,569	223,290
44,606	Premises Related Expenditure	128,670	54,418	105,620
737	Transport Related Expenditure	2,990	759	2,470
56,471	Supplies and Services	66,400	56,650	66,080
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
320,282	Total Directly Controllable Expenditure	409,900	311,396	397,460
(71,269)	Income	(71,370)	(68,242)	(66,530)
249,013	Net Directly Controllable Expenditure/(Income)	338,530	243,154	330,930
177,330	Capital Charges	18,110	18,110	41,350
41,517	Support Services	56,900	42,425	47,510
467,860	Total Service Cost/(Surplus)	413,540	303,689	419,790
	Full Time Equivalent Staff	6.13		6.13

Major Variances 2015-16 v 2016-17

The fixtures and fittings, equipment and tools and storage decrease in the 2016-17 estimates reflect the completion of the previous growth bid for display and presentation improvements. There are increases in 2016-17 in furniture, display boards and electrical works because of a new growth bid for the refurbishment and improvement of public spaces.

The roof repairs budget is £40,000 and the 2015-16 internal decorations budget of £45,000 is no longer required. General repairs and maintenance has decreased by £10,000 in 2016-17. The decreased level of officer support is reflected in the asset development estimate.

The commission on craftwork sales has been adjusted to reflect anticipated income.

Guildford House has been revalued and the life of the asset has been reduced which explains the increase in the depreciation charge.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Casual Salaries	7,670	7,670
Salaries	199,570	208,840
Premises Related		
Electrical excluding heating	530	7,530
Fixtures and Fittings - General	5,200	200
General Rates	17,190	17,330
Proportion of Depot Expenses	4,080	3,240
Repairs and Maintenance	82,860	67,330
Utilities	13,310	11,760
Supplies and Services		
Advertising	4,680	5,100
Display Boards	3,470	8,470
Equipment & Tools	7,400	2,700
Exhibits	6,200	6,200
Furniture	250	7,250
Printing and Stationery	4,560	5,270
Souvenirs and Postcards for resale	20,000	21,000
Storage costs	8,000	0
Telecomms	3,320	2,690
Income		
Commission on Craftwork Sales	(16,500)	(12,000)
Letting Fees-General	(5,420)	(7,070)
Souvenirs, Postcards & Publications	(40,000)	(41,000)
Capital Charges		
Depreciation	18,110	41,350
Support Services		
Accountancy Services Recharge	3,810	4,200
Asset Development Recharge	22,300	11,200
Customer Tech Support Recharge	4,100	4,040
Human Resources Recharge	3,650	5,510
Paymaster Recharge	11,070	11,200
Performance Mngt. Recharge	2,810	2,830

Financial Information Guildhall

Ledger Code GUILDH

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
83,784	Employee Related Expenditure	81,340	83,832	81,400
31,274	Premises Related Expenditure	37,750	33,062	61,140
193	Transport Related Expenditure	230	212	230
9,204	Supplies and Services	28,710	21,102	58,730
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
124,455	Total Directly Controllable Expenditure	148,030	138,208	201,500
(32,427)	Income	(25,000)	(33,581)	(27,800)
92,028	Net Directly Controllable Expenditure/(Income)	123,030	104,627	173,700
12,500	Capital Charges	12,500	12,510	12,500
17,915	Support Services	16,820	22,235	23,560
122,443	Total Service Cost/(Surplus)	152,350	139,372	209,760
	Full Time Equivalent Staff	1.88		1.88

Major Variances 2015-16 v 2016-17

There is a £35,000 budget in 2016-17 for roof repairs. This has resulted in a higher support service recharge than in previous years.

The previous years' growth bid following the Guildhall review for an additional £2,000 for a new layout, £7,000 for more marketing and £10,000 for the conservation assessment of paintings has been removed from the 2016-17 budget. A growth bid for £50,000 for conservation management consultancy has been included in the 2016-17 estimates.

Major Items

	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Casual Staff	5,880	5,970
Salaries	73,950	73,960
Premises Related		
General Rates	6,040	6,060
Repairs and Maintenance	22,960	42,030
Utilities	5,370	5,420
Window Cleaning	2,190	2,190
Supplies and Services		
Advertising	9,080	2,100
Cleaning-though Purchasing	1,920	1,920
Consultants (Advice)	0	50,000
Equipment & Tools	2,300	1,100
Exhibits	10,000	0
Telephone Costs	1,700	1,490
Income		
Letting Fees-General	(25,000)	(27,000)
Capital Charges		
Depreciation	12,500	12,500
Support Services		
Accountancy Services Recharge	2,440	2,580
Asset Development Recharge	1,530	7,590
Business Services Support Recharge	1,500	1,240
Customer Tech Support Recharge	1,180	1,160
Energy Management Recharge	1,300	1,030
Human Resources Recharge	1,120	1,310
Paymaster Recharge	3,890	4,320

Financial Information Land Drainage

Ledger Code LANDRA

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
97,543	Premises Related Expenditure	134,740	138,714	131,300	Contract Payments	35,000	35,000
0	Transport Related Expenditure	0	45	0	Flood Works	27,000	27,000
1,136	Supplies and Services	26,220	4,606	25,950	Grille Repair and Maintenance	12,000	12,000
0	Third Party Payments	0	0	0	Investigation Works	5,000	5,000
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	16,740	13,300
98,679	Total Directly Controllable Expenditure	160,960	143,365	157,250	Water Course Maintenance	35,000	35,000
(1,350)	Income	0	(8,058)	0	Supplies and Services		
97,329	Net Directly Controllable Expenditure/(Income)	160,960	135,307	157,250	Payment to Contractors	25,000	25,000
63,098	Capital Charges	0	0	100,000	Capital Charges		
226,107	Support Services	194,740	192,755	228,830	REFCUS	0	100,000
386,534	Total Service Cost/(Surplus)	355,700	328,062	486,080	Support Services		
					Engineering and Transport Recharge	193,950	228,050
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

The REFUS estimate (revenue expenditure funding by capital under statute) relates to capital expenditure for consultants' fees etc. that does not create or enhance a long term asset of the Council. The expenditure is reversed out of the General Fund and does not impact on council tax.

The Engineering and Transport recharge has increased due to the introduction of the Flood and Water Management Act, which has resulted in a greater proportion of officer time being dedicated to land drainage matters.

Guildford Borough Council Outline Budget 2016-2017

Leisure Development Management

Financial Information Leisure Art Development

Ledger Code LEIART

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
49,797	Employee Related Expenditure	55,390	48,789	58,580	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	53,780	57,000
2,050	Transport Related Expenditure	1,870	3,147	2,080	Transport Related		
17,033	Supplies and Services	18,930	19,730	17,020	Car Allowances	1,750	2,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Grants (funding agreements)	6,460	4,500
68,880	Total Directly Controllable Expenditure	76,190	71,666	77,680	Partnership Work	10,000	10,000
(659)	Income	(160)	(1,197)	(200)	Support Services		
68,221	Net Directly Controllable Expenditure/(Income)	76,030	70,469	77,480	Customer Tech Support Recharge	2,400	2,370
0	Capital Charges	0	0	0	Office Services Recharge	0	1,030
14,757	Support Services	9,390	9,440	14,050	Paymaster Recharge	2,450	2,830
0	Other Income, Expenditure	0	0	0	Public Offices Recharge	0	2,910
82,978	Total Service Cost/(Surplus)	85,420	79,909	91,530			
	Full Time Equivalent Staff			1.50			

Major Variances 2015-16 v 2016-17

No major variances

Guildford Borough Council Outline Budget 2016-2017

Leisure Development Management

Financial Information Leisure Community Centres

Ledger Code LEICOM

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
10,640	Employee Related Expenditure	10,710	9,141	11,410	Employee Related		
96,193	Premises Related Expenditure	39,430	83,555	69,780	Salaries	10,460	11,170
186	Transport Related Expenditure	190	197	210	Premises Related		
19,065	Supplies and Services	1,030	995	1,610	General Rates	4,690	4,700
0	Third Party Payments	0	0	0	R & M General	9,450	48,300
0	Transfer Payments	0	0	0	R & M Mechanical, Electrical	0	5,500
126,084	Total Directly Controllable Expenditure	51,360	93,888	83,010	Removal of Refuse	2,440	3,360
(160,704)	Income	0	(1,048)	0	Support Services		
(34,620)	Net Directly Controllable Expenditure/(Income)	51,360	92,840	83,010	Asset Development Recharge	2,320	10,710
44,278	Capital Charges	29,570	29,590	48,000	Housing Surveying Services	1,700	2,080
20,108	Support Services	15,350	21,577	24,510	Valuation Services Recharge	6,440	6,530
0	Other Income, Expenditure	0	0	0			
29,766	Total Service Cost/(Surplus)	96,280	144,007	155,520			
	Full Time Equivalent Staff			0.20			

Major Variances 2015-16 v 2016-17

The increase in the repairs and maintenance (R & M) and Asset Development recharge estimates reflects the level of renovation works planned for 2016-17.

Guildford Borough Council Outline Budget 2016-2017

Leisure Development Management

Financial Information Leisure G Live

Ledger Code LEIGL

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
36,598	Employee Related Expenditure	40,960	27,444	45,810	Employee Related		
15,905	Premises Related Expenditure	22,390	20,680	22,920	Salaries	39,960	44,850
558	Transport Related Expenditure	570	610	800	Premises Related		
340,982	Supplies and Services	339,850	339,450	339,860	Insurance	7,390	7,920
0	Third Party Payments	0	0	0	R & M Non Cond'n Survey	15,000	15,000
0	Transfer Payments	0	0	0	Supplies and Services		
394,043	Total Directly Controllable Expenditure	403,770	388,184	409,390	Car Parking Charges	7,250	7,250
(22,808)	Income	(7,390)	(44,769)	(24,210)	Consultants (Advice)	4,000	4,000
371,235	Net Directly Controllable Expenditure/(Income)	396,380	343,415	385,180	Management Fee	328,600	328,600
555,594	Capital Charges	841,670	841,950	871,600	Income		
5,413	Support Services	17,470	12,310	17,140	Insurance Reimbursed	(7,390)	(8,190)
0	Other Income, Expenditure	0	0	0	Management Fee Income	0	(16,020)
932,242	Total Service Cost/(Surplus)	1,255,520	1,197,675	1,273,920	Support Services		
					Asset Development Recharge	11,530	10,790
					Audit Services Recharge	1,790	2,220
	Full Time Equivalent Staff			0.82			

Major Variances 2015-16 v 2016-17

The Council receives a share of the annual operating surplus (management fee income) from the operators of G Live. This has now been recognised in the budget.

Guildford Borough Council Outline Budget 2016-2017

Leisure Development Management

Financial Information Leisure Grants

Ledger Code LEIGRA

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
3,840	Employee Related Expenditure	4,160	3,559	4,420	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	4,030	4,300
157	Transport Related Expenditure	120	127	120	Supplies and Services		
611,460	Supplies and Services	431,060	416,320	431,070	Book Festival	22,840	22,840
0	Third Party Payments	0	0	0	Classic Music Grants	0	60,000
0	Transfer Payments	0	0	0	General Grants	36,000	36,000
615,457	Total Directly Controllable Expenditure	435,340	420,006	435,610	Grants (funding agreements)	60,000	0
					Yvonne Arnaud Theatre Grant	310,220	310,220
0	Income	0	0	0	Support Services		
615,457	Net Directly Controllable Expenditure/(Income)	435,340	420,006	435,610	Accountancy Services Recharge	2,940	1,980
					Business Systems Recharge	3,860	3,650
0	Capital Charges	0	0	0	Customer Tech Support Recharge	2,150	2,120
11,730	Support Services	8,710	8,710	8,570			
0	Other Income, Expenditure	0	0	0			
627,187	Total Service Cost/(Surplus)	444,050	428,716	444,180			
	Full Time Equivalent Staff			0.10			

Major Variances 2015-16 v 2016-17

The music grant has transferred from the Grants (funding agreements) code to the specific Classic Music Grants code.

Guildford Borough Council Outline Budget 2016-2017

Leisure Development Management

Financial Information Leisure Management Contract

Ledger Code LEIMAN

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
71,692	Employee Related Expenditure	83,360	86,743	96,450	Employee Related		
999,048	Premises Related Expenditure	1,228,800	1,118,522	1,187,320	Salaries	81,460	94,460
38,890	Transport Related Expenditure	25,490	39,276	26,720	Premises Related		
25,959	Supplies and Services	23,160	25,733	23,220	Insurance	24,640	26,410
0	Third Party Payments	0	0	0	R&M General	70,000	70,000
0	Transfer Payments	0	0	0	Utilities	1,122,160	1,078,910
1,135,589	Total Directly Controllable Expenditure	1,360,810	1,270,274	1,333,710	Transport Related		
					Bus Service	25,000	25,000
(1,761,655)	Income	(1,972,130)	(1,720,897)	(1,967,960)	Supplies and Services		
(626,066)	Net Directly Controllable Expenditure/(Income)	(611,320)	(450,623)	(634,250)	Consultants (Advice)	5,040	5,040
					Sporting Concessions	10,000	10,000
1,772,802	Capital Charges	1,346,240	1,346,690	1,541,410	Income		
31,107	Support Services	31,930	36,011	31,330	Leisure Man fee	(944,000)	(954,390)
0	Other Income, Expenditure	0	0	0	Utilities recharged	(970,940)	(956,380)
1,177,843	Total Service Cost/(Surplus)	766,850	932,078	938,490	Support Services		
					Accountancy Services Recharge	4,620	4,130
	Full Time Equivalent Staff			1.57	Audit Services Recharge	2,370	2,930
					Legal Services Recharge	8,300	8,200

Major Variances 2015-16 v 2016-17

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

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

Guildford Borough Council Outline Budget 2016-2017

Leisure Development Management

Financial Information Leisure Play Development

Ledger Code LEIPLA

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
146,109	Employee Related Expenditure	146,330	126,688	128,200	Employee Related		
12,710	Premises Related Expenditure	15,400	14,864	14,230	Casual Salaries	66,120	46,300
15,274	Transport Related Expenditure	14,790	14,493	15,420	Salaries	75,530	78,100
34,889	Supplies and Services	37,880	46,483	36,650	Premises Related		
0	Third Party Payments	0	0	0	Hire of Halls	9,690	9,690
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	5,710	4,540
208,982	Total Directly Controllable Expenditure	214,400	202,528	194,500	Transport Related		
					Car Allowances	2,330	2,870
(79,482)	Income	(57,580)	(41,417)	(38,500)	Transport Charge/Hired Vehicles	11,430	11,190
129,500	Net Directly Controllable Expenditure/(Income)	156,820	161,111	156,000	Supplies and Services		
					Equipment & Tools	2,500	4,500
0	Capital Charges	0	0	0	Instructors Fees	21,000	18,200
16,308	Support Services	10,860	10,910	16,220	Play Initiatives	8,000	8,000
0	Other Income, Expenditure	0	0	0	Income		
145,808	Total Service Cost/(Surplus)	167,680	172,021	172,220	Fee Income	(26,000)	(27,500)
					SCC Grant	(5,800)	(10,000)
	Full Time Equivalent Staff			2.41	Support Services		
					Human Resources Recharge	1,440	1,580
					Paymaster Recharge	1,770	2,230
					Public Offices Recharge	1,360	4,530

Major Variances 2015-16 v 2016-17

The reduction in employee related expenditure relates to the removal of the causal staff salaries in respect of the CHIPS play scheme.

Guildford Borough Council Outline Budget 2016-2017

Leisure Development Management

Financial Information Leisure Rangers

Ledger Code LEIRAN

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
167,764	Employee Related Expenditure	165,260	167,629	208,640	Employee Related		
0	Premises Related Expenditure	0	0	0	Casual Salaries	21,080	27,270
22,471	Transport Related Expenditure	21,610	19,661	24,220	Salaries	140,320	174,010
15,233	Supplies and Services	1,200	1,810	1,840	Transport Related		
0	Third Party Payments	0	0	0	Fuel and Oil	6,900	5,750
0	Transfer Payments	0	0	0	Transport Pool Hire	12,260	16,180
205,468	Total Directly Controllable Expenditure	188,070	189,100	234,700	Support Services		
					Human Resources Recharge	3,430	4,050
(4,304)	Income	(620)	(100)	(640)	Paymaster Recharge	1,470	1,650
201,164	Net Directly Controllable Expenditure/(Income)	187,450	189,000	234,060			
0	Capital Charges	0	0	0			
6,830	Support Services	6,070	6,090	8,100			
0	Other Income, Expenditure	0	0	0			
207,994	Total Service Cost/(Surplus)	193,520	195,090	242,160			
	Full Time Equivalent Staff			6.77			

Major Variances 2015-16 v 2016-17

A change to the salary allocations within the Parks and Leisure Service has resulted in an increased allocation to the Rangers Service, resulting in a increase in the salary estimate for 2016-17.

Guildford Borough Council Outline Budget 2016-2017

Leisure Development Management

Financial Information Leisure Sport Development

Ledger Code LEISPO

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
46,187	Employee Related Expenditure	56,590	51,734	58,620	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	52,020	54,030
1,289	Transport Related Expenditure	2,760	2,000	1,960	Transport Related		
12,674	Supplies and Services	12,970	23,779	13,220	Car Allowances	2,750	1,950
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	General Subscriptions	4,200	4,200
60,150	Total Directly Controllable Expenditure	72,320	77,513	73,800	New Initiatives	3,340	3,340
					Surrey Youth Games	4,000	4,000
(1,520)	Income	(5,000)	(1,817)	(5,150)	Income		
58,630	Net Directly Controllable Expenditure/(Income)	67,320	75,696	68,650	Events Income	(5,000)	(5,000)
					Support Services		
0	Capital Charges	0	0	0	Business Systems Recharge	2,560	2,490
12,132	Support Services	6,620	6,660	10,990	Office Services Recharge	0	1,010
0	Other Income, Expenditure	0	0	0	Paymaster Recharge	1,120	1,450
70,762	Total Service Cost/(Surplus)	73,940	82,356	79,640	Public Offices Recharge	0	2,870
	Full Time Equivalent Staff			1.48			

Major Variances 2015-16 v 2016-17

No major variances to report.

Financial Information Markets

Ledger Code MARKET

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
8,537	Employee Related Expenditure	5,890	6,376	6,430	Employee Related		
49,976	Premises Related Expenditure	52,910	52,065	54,280	Salaries	5,770	6,300
162	Transport Related Expenditure	160	160	210	Premises Related		
682	Supplies and Services	1,120	426	1,120	Electricity	2,600	2,600
0	Third Party Payments	0	0	0	General Rates	11,700	11,780
0	Transfer Payments	0	0	0	Market Traders re Cleaning	36,920	38,030
59,357	Total Directly Controllable Expenditure	60,080	59,027	62,040	Supplies and Services		
					Advertising	1,000	1,000
(154,832)	Income	(166,300)	(167,050)	(170,750)	Income		
(95,475)	Net Directly Controllable Expenditure/(Income)	(106,220)	(108,023)	(108,710)	Rents; Market Stall Spaces	(166,300)	(170,750)
					Support Services		
0	Capital Charges	0	0	0	Debtors Section Recharge	3,100	3,150
8,620	Support Services	9,690	9,720	8,180	Works Services Recharge	3,300	2,520
(86,855)	Total Service Cost/(Surplus)	(96,530)	(98,303)	(100,530)			
	Full Time Equivalent Staff	0.14		0.14			

Major Variances 2015-16 v 2016-17

The estimate for market stall rents has been increased to reflect the revised fees to be introduced from 1st April 2016.

Guildford Borough Council Outline Budget 2016-2017

Fleet and Waste Management

Financial Information Mot Bay

Ledger Code MOTBAY

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
142,297	Employee Related Expenditure	132,250	123,262	123,210	Employee Related		
19,772	Premises Related Expenditure	32,380	30,390	24,760	Salaries	129,420	120,260
4,044	Transport Related Expenditure	70	179	20	Premises Related		
11,148	Supplies and Services	9,310	8,782	9,720	Proportion of Depot Expenses	27,380	21,760
0	Third Party Payments	0	0	0	Utilities	5,000	3,000
0	Transfer Payments	0	0	0	Supplies and Services		
177,261	Total Directly Controllable Expenditure	174,010	162,613	157,710	Equipment & Tools	5,250	5,050
					Purchase of MOT Slots	3,500	3,320
(207,457)	Income	(220,500)	(165,140)	(170,620)	Income		
(30,196)	Net Directly Controllable Expenditure/(Income)	(46,490)	(2,527)	(12,910)	Guildford MOT Taxi Inspection	(63,000)	(58,930)
					MOT Testing Fees	(84,500)	(80,690)
0	Capital Charges	0	0	2,600	Waverley Taxi Inspection	(21,000)	(16,000)
9,420	Support Services	9,820	9,830	10,270	Woking Taxi Inspection	(52,000)	(15,000)
0	Other Income, Expenditure	0	0	0	Support Services		
(20,776)	Total Service Cost/(Surplus)	(36,670)	7,303	(40)	Accountancy Services Recharge	1,230	1,920
					Human Resources	2,580	2,660
	Full Time Equivalent Staff	4.45		4.55	Works Services Recharge	3,300	2,520

Major Variances 2015-16 v 2016-17

The estimate for income from MOT testing fees and taxi inspections has been revised to reflect recent usage levels but also the fact that inspections of Woking taxis no longer have to be undertaken by Guildford Borough Council.

Financial Information Guildford Museum

Ledger Code MUSEUM

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
250,786	Employee Related Expenditure	317,730	235,713	273,070
132,897	Premises Related Expenditure	192,300	113,873	182,290
1,014	Transport Related Expenditure	1,040	2,882	1,830
61,009	Supplies and Services	54,610	74,814	60,260
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
445,706	Total Directly Controllable Expenditure	565,680	427,282	517,450
(56,444)	Income	(116,260)	(43,791)	(54,310)
389,262	Net Directly Controllable Expenditure/(Income)	449,420	383,491	463,140
282,005	Capital Charges	41,190	41,210	142,430
60,816	Support Services	59,670	54,628	58,460
732,083	Total Service Cost/(Surplus)	550,280	479,329	664,030
	Full Time Equivalent Staff	6.17		6.25

Major Variances 2015-16 v 2016-17

The decrease in salaries, casual staff costs and lottery grants is due to the unsuccessful Heart of Heritage growth bid which has been taken out in 2016-17.

The increase in consultants' costs is due to a previous Access to Collections growth bid.

Woking Road depot charges have been adjusted to reflect current usage.

The REFCUS estimate (revenue expenditure funding by capital under statute) relates to capital expenditure for consultants' fees etc that does not create or enhance a long term asset of the Council. The expenditure is reversed out of the General Fund and does not impact on council tax.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Casuals Salaries	90,960	46,340
Salaries	220,530	216,900
Premises Related		
General Rates	16,430	17,660
Proportion of Depot Expenses	47,080	37,410
Repairs and Maintenance	109,110	108,070
Utilities	14,830	14,570
Supplies and Services		
Advertising	9,590	9,590
Consultants (Advice)	0	10,000
Copying & Printing	4,830	2,860
Exhibits	3,200	3,200
Museum Dev. Officer Contribution	3,000	3,000
Postage and Telephones	5,790	5,400
Souvenirs and Postcards for resale	7,700	5,450
Telecomms	4,710	4,640
Income		
Admissions	(20,760)	(21,340)
Fee Income	(25,420)	(20,230)
Lottery Grants	(52,980)	0
Souvenirs, Postcards & Publications	(15,450)	(11,490)
Capital Charges		
Depreciation	41,190	42,430
REFCUS	0	100,000
Support Services		
Accountancy Services Recharge	4,280	4,920
Asset Development Recharge	14,910	11,160
Business Services Support Recharge	2,100	1,740
Customer Tech Support Recharge	9,530	9,390
Human Resources Recharge	3,670	3,930
Information Sys Support Recharge	2,120	2,260
Paymaster Recharge	8,090	9,970

Financial Information Off Street Parking

Ledger Code OFFSTR

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
670,415	Employee Related Expenditure	656,380	659,420	692,090
2,218,425	Premises Related Expenditure	2,111,470	2,095,035	2,276,370
30,144	Transport Related Expenditure	37,120	37,253	32,650
580,727	Supplies and Services	610,950	577,513	623,480
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
3,499,711	Total Directly Controllable Expenditure	3,415,920	3,369,221	3,624,590
(9,481,306)	Income	(9,724,620)	(10,020,353)	(9,946,220)
(5,981,595)	Net Directly Controllable Expenditure/(Income)	(6,308,700)	(6,651,132)	(6,321,630)
986,826	Capital Charges	1,229,990	1,230,400	970,180
222,779	Support Services	222,100	217,562	229,070
(4,771,990)	Total Service Cost/(Surplus)	(4,856,610)	(5,203,170)	(5,122,380)
	Full Time Equivalent Staff	23.25		23.21

Major Variances 2015-16 v 2016-17

The increase in the repairs and maintenance budget has arisen due to decoration works estimated at £161,000, and the associated Asset Development support costs, along with an increase for mechanical and electrical repairs of £35,420.

The reduction in the utilities estimate reflects savings in electricity costs following the installation of energy efficient lighting.

The estimates for season ticket income, contract parking income, and garage rents have risen as a result of the agreed price increases for 2016-17. The rise in the meter income estimate is in recognition of recent usage levels which have increased during 2015-16. The penalty fee estimate has been reduced to better reflect issue rates in the off street car parks.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	640,270	676,490
Premises Related		
Business Improvement District Levy	28,950	28,090
General Rates	1,398,870	1,408,080
Insurance	24,850	26,260
Rents Payable	48,000	48,500
Repairs and Maintenance	260,670	462,740
Safer Car Parks	23,000	23,000
Utilities	247,350	201,020
Transport Related		
Transport Pool Hire Charge	25,300	22,750
Supplies and Services		
Cash Collection Service	146,000	146,000
Computer Software Licence	15,000	15,000
Contract Security	165,000	165,000
New, Replace Equip. & Tools	15,000	20,000
Pay & Display Machinery Mtce	110,000	110,000
Telecomms	40,820	40,420
Tickets	18,000	15,000
Income		
Car Parks Season Tickets	(800,000)	(824,000)
Contract Car Parking Income	(593,620)	(611,430)
Garage Rents	(121,030)	(124,660)
Meter Income	(7,722,770)	(7,954,450)
Penalty Fees	(300,000)	(250,000)
Recharged to Other Services	(127,330)	(122,560)
Support Services		
Accountancy Services Recharge	28,930	25,600
Asset Development Recharge	23,750	40,010
Debtors Section Recharge	25,840	30,880
Human Resources Recharge	13,830	13,970
Paymaster Recharge	24,900	27,190

Financial Information On Street Parking

Ledger Code ONSTR

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
731,862	Employee Related Expenditure	675,290	691,152	702,110	Employee Related		
51,435	Premises Related Expenditure	76,400	53,102	67,230	Salaries	659,710	685,700
21,066	Transport Related Expenditure	24,710	22,548	22,230	Premises Related		
363,699	Supplies and Services	335,930	381,551	367,760	Car Park Office Costs	64,590	55,390
0	Third Party Payments	0	0	0	Electricity	10,000	10,000
0	Transfer Payments	0	0	0	Transport Related		
1,168,062	Total Directly Controllable Expenditure	1,112,330	1,148,353	1,159,330	Fuel and Oil	4,590	3,140
(1,977,162)	Income	(1,862,530)	(2,005,629)	(1,939,480)	Hire of Vehicles	8,020	6,880
(809,100)	Net Directly Controllable Expenditure/(Income)	(750,200)	(857,276)	(780,150)	Transport Pool Hire Charge	8,440	7,590
0	Capital Charges	2,640	2,640	0	Supplies and Services		
104,204	Support Services	113,150	113,220	79,680	Adjudication Service	13,800	13,000
(704,896)	Total Service Cost/(Surplus)	(634,410)	(741,416)	(700,470)	Cash Collection Service	41,650	43,000
					Computer Software Development	10,750	10,750
					Computer Software Licence	33,500	32,500
					External Printing and Design	16,370	12,000
					Pay & Display Machinery Mtce	24,950	28,000
					Payment to SCC	107,620	151,700
					Printing and Stationery	21,550	17,390
					Signs	12,000	12,000
					Income		
					Meter Income	(923,000)	(890,000)
					Penalty Fees	(575,000)	(640,000)
					Permits Income	(283,830)	(316,020)
					Suspension Fees	(52,000)	(55,000)
					Support Services		
					Accountancy Services Recharge	9,470	7,260
					Business Services Support Recharge	5,780	4,790
					Customer Tech Support Recharge	13,030	12,830
					Human Resources Recharge	12,940	12,790
					Paymaster Recharge	11,410	13,340
					Performance Mngt. Recharge	9,980	9,980
					Works Services Recharge	39,170	7,540
	Full Time Equivalent Staff	21.77		21.65			

Major Variances 2015-16 v 2016-17

Surrey County Council (SCC) receive a share of the net surplus from on street parking in Waverley. As the estimated surplus has risen for 2016-17 so has the payment to SCC.

Income estimates have been adjusted to reflect recent usage and issue rates.

The works services recharge estimate has fallen as a result of a decrease in the salary allocation of the Director of Environment to the works service overhead account.

Guildford Borough Council Outline Budget 2016-2017

Business Supp Operational Mgmt

Financial Information Recycling, Cleansing and Parking Services Overhead Account

Ledger Code WSOH

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
226,198	Employee Related Expenditure	216,240	224,354	143,100
21,506	Premises Related Expenditure	35,930	35,940	28,550
6,811	Transport Related Expenditure	8,380	8,317	4,080
20,798	Supplies and Services	30,310	20,580	26,020
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
275,313	Total Directly Controllable Expenditure	290,860	289,191	201,750
(304,030)	Income	(330,250)	(330,360)	(251,530)
(28,717)	Net Directly Controllable Expenditure/(Income)	(39,390)	(41,169)	(49,780)
0	Capital Charges	0	0	0
48,981	Support Services	50,270	50,290	48,360
20,264	Total Service Cost/(Surplus)	10,880	9,121	(1,420)
	Full Time Equivalent Staff	3.34		2.65

Major Variances 2015-16 v 2016-17

Salary costs have decreased following a review of allocations which resulted in a redistribution to other services. The recharge to other services has been adjusted for this, and other decreases, accordingly.

Major Items

Employee Related

	2015-16 Estimate £	2016-17 Estimate £
Salaries	186,200	114,140
Training	26,880	26,820

Premises Related

	2015-16 Estimate £	2016-17 Estimate £
Proportion of Depot Expenses	35,930	28,550

Transport Related

	2015-16 Estimate £	2016-17 Estimate £
Car Leasing and Allowances	8,350	4,050

Supplies and Services

	2015-16 Estimate £	2016-17 Estimate £
Accreditation Assessments	6,000	5,820
Computer Software Licence	2,500	2,480
Health Education Expenditure	2,040	2,040
Postages	6,930	5,670
Printing Services Recharge	1,870	1,090
Telephone Costs	250	230

Income

	2015-16 Estimate £	2016-17 Estimate £
Recharged to Other Services	(330,250)	(251,530)

Support Services

	2015-16 Estimate £	2016-17 Estimate £
Business Services Support Recharge	8,410	6,970
Customer Service Centre Recharge	2,260	2,210
Customer Tech Support Recharge	24,100	23,740
Human Resources Recharge	1,990	1,480
Information Sys Support Recharge	8,550	9,080
Paymaster Recharge	2,010	2,420

Guildford Borough Council Outline Budget 2016-2017

Engineering and Transport Mgmt

Financial Information Ordnance Survey and Mapping Services

Ledger Code OSMAP

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Computer Maintenance Agreement	640	640
0	Transport Related Expenditure	0	0	0	Computer Software Licence	2,500	2,250
2,953	Supplies and Services	3,830	3,341	3,430	New, Replace Equip & Tools	410	260
0	Third Party Payments	0	0	0	Survey Mapping Development	240	240
0	Transfer Payments	0	0	0	Support Services		
2,953	Total Directly Controllable Expenditure	3,830	3,341	3,430	Engineering and Transport Recharge	10,420	9,980
0	Income	0	0	0			
2,953	Net Directly Controllable Expenditure/(Income)	3,830	3,341	3,430			
0	Capital Charges	0	0	0			
8,467	Support Services	10,510	6,990	10,000			
11,420	Total Service Cost/(Surplus)	14,340	10,331	13,430			
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Financial Information Park and Ride Services

Ledger Code PARRID

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
8,289	Employee Related Expenditure	7,050	7,715	7,980
210,206	Premises Related Expenditure	231,740	232,234	279,090
349,741	Transport Related Expenditure	295,220	295,220	310,300
165,167	Supplies and Services	123,630	167,653	124,580
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
733,403	Total Directly Controllable Expenditure	657,640	702,822	721,950
(147,322)	Income	(20,000)	(71,398)	(21,000)
586,081	Net Directly Controllable Expenditure/(Income)	637,640	631,424	700,950
(514,954)	Capital Charges	87,270	87,310	74,000
9,306	Support Services	17,220	10,747	21,600
80,433	Total Service Cost/(Surplus)	742,130	729,481	796,550
	Full Time Equivalent Staff	0.15		0.16

Major Variances 2015-16 v 2016-17

Confirmation of the rateable value of the Onslow Park and Ride site was received in 2015-16 and is reflected in the increased estimate for general rates.

The increase in the repair and maintenance and Asset Development estimates recognises works required following recent condition surveys.

Major Items

	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	6,900	7,830
Premises Related		
Electricity	8,450	8,100
General Rates	109,830	115,960
Grounds Works	2,000	10,000
R & M General	1,650	28,500
Rents Payable	75,400	75,400
Site Maintenance	19,970	20,970
Snow/Ice Clearance	11,510	16,200
Transport Related		
SCC Park and Ride Services	295,000	310,000
Supplies and Services		
Security Services	122,400	123,400
Income		
Meter Income	(20,000)	(21,000)
Capital Charges		
Depreciation	87,270	74,000
Support Services		
Accountancy Services Recharge	1,530	1,250
Asset Development Recharge	410	4,920
Engineering and Transport Recharge	9,400	9,790
Works Services Recharge	3,300	2,520

Financial Information Parks and Countryside

Ledger Code PARKS

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
1,935,962	Employee Related Expenditure	1,930,750	1,745,124	2,135,880
720,295	Premises Related Expenditure	706,950	902,154	661,740
426,481	Transport Related Expenditure	435,140	449,406	639,230
724,683	Supplies and Services	806,150	965,667	793,880
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
3,807,421	Total Directly Controllable Expenditure	3,878,990	4,062,351	4,230,730
(4,261,754)	Income	(1,495,660)	(2,330,835)	(1,337,110)
(454,333)	Net Directly Controllable Expenditure/(Income)	2,383,330	1,731,516	2,893,620
261,868	Capital Charges	259,320	259,440	227,110
324,580	Support Services	354,700	383,967	338,720
132,115	Total Service Cost/(Surplus)	2,997,350	2,374,923	3,459,450
	Full Time Equivalent Staff	67.71		70.80

Major Variances 2015-16 v 2016-17

The increase in the salary estimate reflects an approved growth bid and annual pay increases.

The increase in the buildings infrastructure estimate recognises the level of planned works identified through the property condition surveys.

The reduction in the grounds works estimate reflects the change in accounting treatment of works recharged between sections within the Parks Service.

The increase in the tree survey and works estimate relates to an approved growth bid.

The vehicle replacement programme has resulted in an increase in depreciation charges relating to the parks fleet, this is reflected in the transport pool hire charge.

The increase in the operational investment estimate reflects the second year of a growth bid approved in 2015-16.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Casual / Temporary Staff	26,670	27,070
Salaries	1,828,500	2,032,490
Training	31,550	34,330
Premises Related		
Buildings Infrastructure	151,630	187,880
Grounds Works	225,510	71,760
Tree Surveys/Works	99,880	123,880
Utilities	93,200	81,340
Transport Related		
Fuel, Oil and Tyres	57,510	60,010
Mowers and Machinery	51,190	50,450
Transport Pool Hire Charge	276,850	459,760
Vehicle Repairs	25,630	48,600
Supplies and Services		
Contractors	203,770	199,490
Equipment, Tools and Machinery	80,110	82,670
Games & Playground Equipment	38,860	50,000
Grants and Contributions	37,100	37,100
Materials	104,150	82,930
Operational Investment	75,000	100,000
Tipping Fees	31,000	31,000
Support Services		
Accountancy Services Recharge	25,000	26,630
Asset Development Recharge	25,970	29,560
Customer Tech Support Recharge	26,690	26,280
HR Services Recharge	37,880	37,580
Legal Services Recharge	53,360	52,690
Valuation Services Recharge	41,580	42,200

Financial Information Public Conveniences

Ledger Code PUBCON

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
124,881	Employee Related Expenditure	119,740	77,443	120,600
96,315	Premises Related Expenditure	87,980	95,904	145,150
19,283	Transport Related Expenditure	20,210	18,630	15,150
20,513	Supplies and Services	17,170	25,824	19,570
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
260,992	Total Directly Controllable Expenditure	245,100	217,801	300,470
(8,440)	Income	(10,570)	(10,580)	(11,570)
252,552	Net Directly Controllable Expenditure/(Income)	234,530	207,221	288,900
38,680	Capital Charges	38,750	38,760	38,680
23,824	Support Services	28,150	26,733	34,440
315,056	Total Service Cost/(Surplus)	301,430	272,714	362,020
	Full Time Equivalent Staff	3.40		3.26

Major Variances 2015-16 v 2016-17

The increase in the repair and maintenance and Asset Development estimates recognises works required following recent condition surveys.

The works services recharge estimate has fallen as a result of a decrease in the salary allocation of the Director of Environment to the works service overhead account.

Major Items

Employee Related

	2015-16 Estimate £	2016-17 Estimate £
Casual / Temporary Staff	9,500	11,300
Salaries	117,360	118,610

Premises Related

	2015-16 Estimate £	2016-17 Estimate £
Electricity	6,010	6,060
General Rates	6,410	6,440
Proportion of Depot Expenses	2,270	1,800
Repairs and Maintenance	50,420	104,520
Toilet Requisites	10,000	11,000
Water	12,000	12,410

Transport Related

	2015-16 Estimate £	2016-17 Estimate £
Fuel and Oil	4,830	4,220
Transport Pool Hire Charge	13,180	9,800

Supplies and Services

	2015-16 Estimate £	2016-17 Estimate £
Cleaning-through Purchasing	1,930	1,930
Shere & Ash Parish WC's Contn	14,040	14,040
Vehicle Tracking	350	700

Income

	2015-16 Estimate £	2016-17 Estimate £
Recharged to Other Services	(10,570)	(11,570)

Capital Charges

	2015-16 Estimate £	2016-17 Estimate £
Depreciation	38,750	38,680

Support Services

	2015-16 Estimate £	2016-17 Estimate £
Accountancy Services Recharge	520	510
Asset Development Recharge	2,710	14,560
Asset Register Recharge	770	790
Energy Management Recharge	3,910	3,110
Housing Surveying Services	3,240	3,970
HR Services Recharge	2,120	1,830
Paymaster Recharge	2,310	4,680
Works Services Recharge	9,910	2,520

Guildford Borough Council Outline Budget 2016-2017

Fleet and Waste Management

Financial Information Refuse and Recycling

Ledger Code REFYCL

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
2,807,058	Employee Related Expenditure	2,357,490	2,492,987	2,559,610	Employee Related		
171,674	Premises Related Expenditure	229,380	226,094	178,710	Salaries	2,308,420	2,513,180
1,800,123	Transport Related Expenditure	1,904,040	1,634,531	1,922,390	Premises Related		
1,503,521	Supplies and Services	1,919,670	1,984,005	1,648,520	Proportion of Depot Expenses	174,340	138,560
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Fuel and Oil	430,250	340,000
6,282,376	Total Directly Controllable Expenditure	6,410,580	6,337,617	6,309,230	Hire of Vehicles	99,670	40,000
					Transport Pool Hire Charge	1,115,290	1,356,510
(4,159,031)	Income	(4,019,650)	(3,929,748)	(3,816,070)	Tyres	75,110	47,000
2,123,345	Net Directly Controllable Expenditure/(Income)	2,390,930	2,407,869	2,493,160	Vehicle Repairs	160,000	116,000
					Supplies and Services		
330,374	Capital Charges	222,620	222,700	248,820	Gate Fees	580,000	293,210
424,257	Support Services	468,740	469,010	436,560	New, Replace Equip & Tools	29,630	29,560
2,877,976	Total Service Cost/(Surplus)	3,082,290	3,099,579	3,178,540	Recycling & Refuse Containers	100,250	120,210
					Refuse Sacks; Purchase	73,050	49,940
	Full Time Equivalent Staff	71.08		76.40	Removal of Refuse	482,780	503,050
					Trade Refuse Disposal Charges	470,000	470,000

Major Variances 2015-16 v 2016-17

The increase in the salary estimate reflects the current staffing level along with the annual pay increase and changes to the employers national insurance contribution rates.

A reduction in the capital charge to Woking Road Depot has resulted in a decreased charge for the proportion of the depot expenses recharged to the Refuse and Recycling service.

The estimates for vehicle fuel, hire, tyres and repairs have been adjusted in recognition of recent levels of expenditure by the Refuse and Recycling service. This reflects lower fuel prices and the reduced revenue costs following the vehicle replacement programme. The increase in the transport pool hire charge follows on from this due to higher depreciation charges related to the replacement vehicles.

The reduction in the estimates for gate fee expenditure and recycling credits follows a change by Surrey County Council from gross to net accounting in respect of the green waste service, income now being received net of the gate fee.

The revised green waste collection service continues to prove very popular within the Borough. This is recognised in the income estimate.

Income		
Recharged to Other Services	(482,780)	(503,050)
Recycling Credits	(1,336,000)	(1,066,520)
Recycling Product Income	(47,400)	(54,250)
Reusable Green Sack Sales	(745,000)	(840,000)
Trade Refuse Removal Charges	(1,089,200)	(1,040,000)
Trade Refuse Sale of Sacks	(148,000)	(148,000)
Capital Charges		
Depreciation	222,620	248,820
Support Services		
Accountancy and Debtors Recharge	63,350	59,320
Customer Service Centre Recharge	193,140	188,910
HR Services Recharge	43,460	43,020
Paymaster Recharge	40,340	28,260
Works Services Recharge	79,270	67,910

Guildford Borough Council Outline Budget 2016-2017

Engineering and Transport Mgmt

Financial Information River Control

Ledger Code RIVCON

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	270	Premises Related		
5,745	Premises Related Expenditure	6,780	6,787	5,380	Electricity	1,200	800
0	Transport Related Expenditure	0	0	20	Repairs and Maintenance	4,000	3,060
14,985	Supplies and Services	25,000	19,048	25,000	Supplies and Services		
0	Third Party Payments	0	0	0	Flood Emergencies	10,000	10,000
0	Transfer Payments	0	0	0	Operating Sluices	15,000	15,000
20,730	Total Directly Controllable Expenditure	31,780	25,835	30,670	Capital Charges		
					Depreciation	2,210	1,370
0	Income	0	0	0	Support Services		
20,730	Net Directly Controllable Expenditure/(Income)	31,780	25,835	30,670	Engineering and Transport Recharge	6,130	5,870
					Works Services Recharge	3,300	1,260
2,211	Capital Charges	2,210	2,210	1,370			
5,360	Support Services	10,070	7,860	7,770			
28,301	Total Service Cost/(Surplus)	44,060	35,905	39,810			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Financial Information Roads and Footpaths Maintenance

Ledger Code ROAFOO

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	0			
33,052	Premises Related Expenditure	34,190	52,696	36,040	Premises Related		
0	Transport Related Expenditure	0	0	0	Drainage; Surface Water Gutter	2,000	2,000
303	Supplies and Services	710	1,365	600	Roads & Footpath Maintenance	30,000	30,000
0	Third Party Payments	0	0	0	Street Lighting	2,000	2,000
0	Transfer Payments	0	0	0	Utilities	190	2,040
33,355	Total Directly Controllable Expenditure	34,900	54,061	36,640	Support Services		
					Engineering and Transport Recharge	65,360	46,980
(670)	Income	0	0	0	Legal Services Recharge	1,960	1,940
32,685	Net Directly Controllable Expenditure/(Income)	34,900	54,061	36,640			
0	Capital Charges	0	0	0			
67,749	Support Services	67,860	84,140	49,540			
100,434	Total Service Cost/(Surplus)	102,760	138,201	86,180			
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

The Engineering and Transport recharge has decreased following a review of work allocations which has seen a greater proportion of officer resources allocated to the Land Drainage service.

Financial Information Snow and Ice Plan Holding Account

Ledger Code SNOICE

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
1,489	Employee Related Expenditure	2,000	2,000	2,000	Employee Related		
20,771	Premises Related Expenditure	33,740	33,740	28,870	Operational Wages	2,000	2,000
10,064	Transport Related Expenditure	14,090	13,339	30,170	Premises Related		
27	Supplies and Services	190	188	400	Proportion of Depot Expenses	23,740	18,870
0	Third Party Payments	0	0	0	Salt	10,000	10,000
0	Transfer Payments	0	0	0	Transport Related		
32,351	Total Directly Controllable Expenditure	50,020	49,267	61,440	Transport Pool Hire Charge	12,590	29,220
(32,460)	Income	(45,920)	(45,920)	(62,270)	Income		
(109)	Net Directly Controllable Expenditure/(Income)	4,100	3,347	(830)	Recharged to Other Services	(45,920)	(62,270)
0	Capital Charges	0	0	0	Support Services		
110	Support Services	4,210	810	1,040	Engineering and Transport Recharge	4,080	980
1	Total Service Cost/(Surplus)	8,310	4,157	210			
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

The transport pool hire charge has increased due to the inclusion of an additional vehicle to assist with snow and ice removal at Woking Road Depot. This results in an increase in the recharge to other services.

Financial Information Street Cleansing

Ledger Code STRCLE

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
1,456,409	Employee Related Expenditure	1,194,780	1,201,624	1,275,540
41,668	Premises Related Expenditure	75,110	75,130	58,570
455,785	Transport Related Expenditure	472,520	414,822	411,270
212,472	Supplies and Services	297,040	266,354	304,850
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
2,166,334	Total Directly Controllable Expenditure	2,039,450	1,957,930	2,050,230
(125,475)	Income	(132,000)	(139,015)	(134,750)
2,040,859	Net Directly Controllable Expenditure/(Income)	1,907,450	1,818,915	1,915,480
0	Capital Charges	0	0	0
129,724	Support Services	137,620	137,833	121,750
2,170,583	Total Service Cost/(Surplus)	2,045,070	1,956,748	2,037,230
	Full Time Equivalent Staff	36.97		37.15

Major Variances 2015-16 v 2016-17

The increase in the salary related estimate reflects the annual pay increase and the changes to the employers national insurance contribution rates.

A reduction in the capital charge to Woking Road Depot has resulted in a decreased charge for the proportion of the depot expenses recharged to the Street Cleaning Service.

The estimates for transport related costs have been adjusted in recognition of recent levels of expenditure by the Street Cleaning service. This reflects lower fuel prices, fewer repairs and a reduced requirement for hired vehicles.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	1,166,240	1,251,530
Premises Related		
Proportion of Depot Expenses	73,920	57,270
Transport Related		
Fuel, Oil and Tyres	139,100	114,010
Transport Charge/Hired Vehicles	282,390	257,000
Vehicle Repairs	40,500	35,200
Supplies and Services		
Clothing and Uniform	9,000	9,100
Enforcement Activities	9,200	12,000
Fly Tips	25,130	25,130
New, Replace Equip & Tools	20,000	20,500
Payment to Contractors	122,000	122,000
Publicity; Special Items	11,930	6,000
Social Enterprise	65,000	66,000
Street Litter Bins - Purchase/Maint	12,000	12,000
Income		
Friary Bus Station Cleaning	(35,450)	(36,160)
Recharged to Other Services	(94,360)	(96,420)
Support Services		
Accountancy Services Recharge	3,540	2,850
Business Services Support Recharge	3,000	2,490
Customer Tech Support Recharge	12,110	11,930
Health and Safety Recharge	6,890	5,850
Human Resources Recharge	25,490	22,250
Information Sys Support Recharge	4,030	4,290
Paymaster Recharge	14,170	12,780
Works Services Recharge	37,150	27,670

Financial Information Street Furniture

Ledger Code STRFUR

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
6,490	Employee Related Expenditure	5,930	5,311	5,120	Employee Related		
6,955	Premises Related Expenditure	8,030	8,542	7,640	Salaries	5,790	5,000
532	Transport Related Expenditure	640	652	480	Premises Related		
49,535	Supplies and Services	42,730	46,093	42,410	Bus Shelter - R&M	2,000	1,610
0	Third Party Payments	0	0	0	Bus Shelters - New, Town Area	2,000	2,000
0	Transfer Payments	0	0	0	Electricity	2,500	2,500
63,512	Total Directly Controllable Expenditure	57,330	60,598	55,650	Pedestrianisation R&M	1,390	1,390
0	Income	0	0	0	Supplies and Services		
63,512	Net Directly Controllable Expenditure/(Income)	57,330	60,598	55,650	Friary Bus Station Cleaning	35,450	36,160
0	Capital Charges	0	0	0	Notice/Banner Boards R&M	270	270
8,686	Support Services	9,340	13,250	9,080	Signs	400	400
72,198	Total Service Cost/(Surplus)	66,670	73,848	64,730	Street Furniture Cleaning	2,500	2,500
					Street Furniture Repairs/Maint	2,290	2,290
					Support Services		
					Energy Management Recharge	710	560
	Full Time Equivalent Staff	0.11		0.09	Engineering and Transport Recharge	5,510	5,290
					Paymaster Recharge	1,990	2,190

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Financial Information CCTV Systems

Ledger Code CCTV

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
10	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
65,742	Supplies and Services	92,590	74,657	80,400	Supplies and Services		
0	Third Party Payments	0	0	0	Maintenance Agreements	43,700	30,000
0	Transfer Payments	0	0	0	New, Replace Equip & Tools	8,000	10,000
65,752	Total Directly Controllable Expenditure	92,590	74,657	80,400	Transmission Line Rental	38,500	39,020
					Capital Charges		
(9)	Income	0	(65)	0	Depreciation	3,420	3,420
65,743	Net Directly Controllable Expenditure/(Income)	92,590	74,592	80,400	Support Services		
					Engineering and Transport Recharge	14,380	15,270
3,415	Capital Charges	3,420	3,420	3,420			
13,372	Support Services	14,760	16,015	15,820			
82,530	Total Service Cost/(Surplus)	110,770	94,027	99,640			
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

The agreement of a new contract has resulted in a reduction in the costs of CCTV maintenance.

Guildford Borough Council Outline Budget 2016-2017

Engineering and Transport Mgmt

Financial Information Transportation

Ledger Code TRANSP

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
0	Premises Related Expenditure	510	90	510	Cycle Route Improvements	510	510
9,998	Transport Related Expenditure	10,830	10,810	11,030	Transport Related		
901	Supplies and Services	2,090	2,408	1,090	Bus Service Spectrum	10,800	11,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Advertising	660	660
10,899	Total Directly Controllable Expenditure	13,430	13,308	12,630	Cycle Facilities	1,200	250
0	Income	0	0	0	Support Services		
10,899	Net Directly Controllable Expenditure/(Income)	13,430	13,308	12,630	Engineering and Transport Recharge	40	3,920
652	Capital Charges	650	650	650			
16,172	Support Services	870	11,281	4,990			
27,723	Total Service Cost/(Surplus)	14,950	25,239	18,270			
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

The increase in the Engineering and Transport recharge reflects the anticipated level of officer resources necessary to deliver transportation initiatives during 2016-17.

Financial Information Vehicle Maintenance Workshop

Ledger Code VEHMAI

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
298,227	Employee Related Expenditure	259,850	301,266	279,620	Employee Related		
11,768	Premises Related Expenditure	22,140	20,140	17,800	Casual / Temporary Staff	10,150	10,300
10,161	Transport Related Expenditure	8,460	16,287	20,830	Salaries	254,580	274,410
474,031	Supplies and Services	527,620	453,820	504,960	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	15,940	12,660
0	Transfer Payments	0	0	0	Removal of Refuse	2,200	2,140
794,187	Total Directly Controllable Expenditure	818,070	791,513	823,210	Transport Related		
					Transport Pool Hire Charge	5,890	18,080
(787,286)	Income	(844,070)	(818,016)	(869,020)	Supplies and Services		
6,901	Net Directly Controllable Expenditure/(Income)	(26,000)	(26,503)	(45,810)	Equipment & Tools Repairs	6,300	6,000
					New, Replace Equip & Tools	9,000	5,000
0	Capital Charges	0	0	0	Spares for Vehicles	511,310	490,500
38,970	Support Services	38,770	38,800	46,570	Income		
45,871	Total Service Cost/(Surplus)	12,770	12,297	760	Recharged Labour	(323,760)	(378,520)
					Recharged Parts	(520,310)	(490,500)
					Support Services		
	Full Time Equivalent Staff	8.12		8.32	Accountancy Services Recharge	2,460	2,360
					Business Services Support Recharge	1,510	1,250
					Customer Tech Support Recharge	3,480	3,430
					Health and Safety Recharge	1,290	1,240
					Human Resources Recharge	4,750	4,990
					Information Sys Support Recharge	1,190	1,270
					Paymaster Recharge	11,610	16,780
					Performance Mngt. Recharge	910	1,070
					Works Services Recharge	9,910	12,580

Major Variances 2015-16 v 2016-17

The estimate for parts recharges directly relates to the cost of spares identified under the supplies and services category. The estimate for labour recharges takes account of all the remaining costs in order that the service recovers all of its expenditure.

Financial Information Woking Road Depot

Ledger Code WRD

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
62,690	Employee Related Expenditure	55,390	65,160	56,420	Employee Related		
338,510	Premises Related Expenditure	373,880	334,514	320,520	Salaries	53,970	55,120
9,863	Transport Related Expenditure	9,020	9,042	10,410	Premises Related		
38,667	Supplies and Services	45,930	41,780	38,510	Cleaning Materials	4,000	3,400
0	Third Party Payments	0	0	0	General Rates	102,260	100,100
0	Transfer Payments	0	0	0	Insurance	3,960	4,210
449,730	Total Directly Controllable Expenditure	484,220	450,496	425,860	Proportion of Depot Expenses	6,600	5,250
(482,596)	Income	(763,380)	(762,916)	(608,340)	Repairs and Maintenance	143,160	94,280
(32,866)	Net Directly Controllable Expenditure/(Income)	(279,160)	(312,420)	(182,480)	Utilities	105,310	101,350
96,168	Capital Charges	278,760	278,860	93,750	Transport Related		
77,718	Support Services	96,910	89,283	86,090	Transport Pool Hire Charge	6,450	7,740
141,020	Total Service Cost/(Surplus)	96,510	55,723	(2,640)	Vehicle Repairs	1,500	1,500
					Supplies and Services		
	Full Time Equivalent Staff	2.17		2.18	Cleaning-though Purchasing	2,410	2,410
					Copying Machines	8,710	1,250
					Equipment & Tools Repairs	2,980	2,960
					Food Purchases	18,000	18,000
					Telecomms	5,370	5,340

Major Variances 2015-16 v 2016-17

The decrease in the repair and maintenance and Asset Development estimates recognises the level of works required following recent condition surveys.

The revision of the capital financing charge has resulted in a reduction in the cost of the service which is reflected in the decrease in the recharge to other services.

Income		
Recharged to Other Services	(732,980)	(577,640)
Rents - Staff lets	(7,200)	(7,200)
Vending Machine Sales	(18,000)	(18,000)
Capital Charges		
Capital Financing	278,760	93,750
Support Services		
Accountancy Services Recharge	7,720	6,690
Energy Management Recharge	2,070	1,640
Engineering and Transport Recharge	2,210	2,350
Housing Surveying Services	2,680	3,290
Human Resources Recharge	1,300	1,220
Legal Services Recharge	2,720	2,690
Paymaster Recharge	4,510	5,160
Valuation Services Recharge	3,130	3,170

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

MANAGING DIRECTOR

MANAGING DIRECTOR - SUE STURGEON

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

Contents

Subjective Summary	132
Directorate Summary	133
Internal Audit	135
Performance Management	136
Performance and Transformation	137

Subjective Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
454,208	545,490	Gross Expenditure	665,300	684,330	703,980	724,310
(436,918)	(498,440)	Gross Income	(549,070)	(684,330)	(704,510)	(725,340)
17,290	47,050	Net Expenditure	116,230	0	(530)	(1,030)
326,504	399,930	Employee Related Expenditure	526,720	543,500	560,830	578,740
0	0	Premises Related Expenditure	0	0	0	0
9,357	12,560	Transport Related Expenditure	12,460	12,460	12,460	12,460
48,324	56,150	Supplies and Services	56,100	56,100	56,100	56,100
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
384,185	468,640	Total Directly Controllable Expenditure	595,280	612,060	629,390	647,300
(436,918)	(498,440)	Income	(549,070)	(684,330)	(704,510)	(725,340)
(52,733)	(29,800)	Net Directly Controllable Expenditure/(Income)	46,210	(72,270)	(75,120)	(78,040)
0	0	Capital Charges	0	0	0	0
70,023	76,850	Support Services	70,020	72,270	74,590	77,010
17,290	47,050	Total Service Cost/(Surplus)	116,230	0	(530)	(1,030)

Directorate Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
24,128	43,390	Internal Audit	43,530	0	0	10
0	0	Performance and Transformation	72,700	0	(530)	(1,030)
(6,838)	3,660	Performance Management	0	0	0	(10)
17,290	47,050	Total Net Expenditure/(Income)	116,230	0	(530)	(1,030)

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

Financial Information Internal Audit

Ledger Code G3525

Responsible Officer Joan Poole - Audit and Performance Manager (Tel: 444854)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
155,686	Employee Related Expenditure	171,620	165,415	225,650
0	Premises Related Expenditure	0	0	0
2,471	Transport Related Expenditure	3,940	3,830	3,530
46,347	Supplies and Services	55,540	55,322	53,790
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
204,504	Total Directly Controllable Expenditure	231,100	224,567	282,970
(214,040)	Income	(223,480)	(223,480)	(276,320)
(9,536)	Net Directly Controllable Expenditure/(Income)	7,620	1,087	6,650
0	Capital Charges	0	0	0
33,664	Support Services	35,770	35,790	36,880
24,128	Total Service Cost/(Surplus)	43,390	36,877	43,530
	Full Time Equivalent Staff	2.20		3.08

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	167,230	218,540
Transport Related		
Officers Car Leasing	3,800	3,490
Supplies and Services		
Consultants Fees	53,900	50,000
Income		
Support Service Recharge	(223,480)	(276,320)
Support Services		
Accountancy Services Recharge	1,320	1,600
Business Services Support Recharge	4,500	3,730
Customer Tech Support Recharge	9,930	9,770
HR Services Recharge	1,310	1,830
Information Sys Support Recharge	3,460	3,680
Office Services Recharge	1,840	2,290
Paymaster Recharge	2,590	3,230
Public Offices Recharge	7,500	6,460

Major Variances 2015-16 v 2016-17

Employee costs have increased due to the approved growth bid of a new senior auditor, which in return has resulted in increased support service recharges.

Financial Information Performance Management

Ledger Code G2531

Responsible Officer Joan Poole - Audit and Performance Manager (Tel: 444854)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
170,818	Employee Related Expenditure	228,310	186,234	72,070	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	223,110	72,070
6,886	Transport Related Expenditure	8,620	8,909	0	Transport Related		
1,977	Supplies and Services	610	551	0	Officers Car Leasing	8,500	0
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Support Service Recharge	(274,960)	(72,070)
179,681	Total Directly Controllable Expenditure	237,540	195,694	72,070	Support Services		
					Business Services Support Recharge	2,450	0
(222,878)	Income	(274,960)	(274,960)	(72,070)	Customer Tech Support Recharge	5,450	0
(43,197)	Net Directly Controllable Expenditure/(Income)	(37,420)	(79,266)	0	Human Resources Recharge	2,900	0
					Information Sys Support Recharge	1,560	0
0	Capital Charges	0	0	0	Office Services Recharge	4,080	0
36,359	Support Services	41,080	41,100	0	Public Offices Recharge	16,610	0
(6,838)	Total Service Cost/(Surplus)	3,660	(38,166)	0			
	Full Time Equivalent Staff	4.74		4.62			

Major Variances 2015-16 v 2016-17

The majority of the functions of this cost centre has transferred to G3530 Performance and Transformation.

Financial Information Performance and Transformation

Ledger Code G3530

Responsible Officer Joan Poole - Audit and Performance Manager (Tel: 444854)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	229,000	Employee Related		
0	Premises Related Expenditure	0	0	0	Private Medical	0	2,580
0	Transport Related Expenditure	0	0	8,930	Recharge From Other Emp. Exps.	0	1,630
0	Supplies and Services	0	0	2,310	Salaries	0	223,220
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	0	8,830
0	Total Directly Controllable Expenditure	0	0	240,240	Supplies and Services		
					Copying & Printing	0	1,980
0	Income	0	0	(200,680)	Income		
0	Net Directly Controllable Expenditure/(Income)	0	0	39,560	Support Service Recharge	0	(200,680)
					Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	0	650
0	Support Services	0	0	33,140	Business Systems Recharge	0	9,060
0	Other Income, Expenditure	0	0	0	Customer Service Centre Recharge	0	1,700
0	Total Service Cost/(Surplus)	0	0	72,700	HR Services Recharge	0	2,760
					Office Services Recharge	0	3,380
					Paymaster Recharge	0	3,500
					Public Offices Recharge	0	9,570
	Full Time Equivalent Staff						

Major Variances 2015-16 v 2016-17

The Performance and Transformation account has been set up to monitor changes within GBC.

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

RESOURCES DIRECTORATE

DIRECTOR - STEVE WHITE

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

Contents

Subjective Summary	142
Directorate Summary	143
Accountancy	145
Business Rates	146
Climate Change	147
Council Tax	148
Corporate Financial	149
Debtors	150
E-Payments Department	151
Feasibility Studies	152
Housing Benefits	153
ICT Business Services Team	154
ICT Customer Technical Support	155
IT Renewals Revenue Account	156
Information Systems Team	157
Insurance Revenue Account	158
Miscellaneous Items	159
Non Distributed Costs	160
Office Services Team	161
Paymaster	162
Website	163

Subjective Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
47,491,238	50,245,600	Gross Expenditure	49,519,520	50,122,030	50,305,730	50,566,170
(45,481,318)	(45,999,390)	Gross Income	(45,564,260)	(45,915,160)	(46,201,110)	(46,497,070)
2,009,920	4,246,210	Net Expenditure	3,955,260	4,206,870	4,104,620	4,069,100
4,996,870	6,923,860	Employee Related Expenditure	7,043,350	7,503,840	7,623,710	7,777,500
825,812	938,330	Premises Related Expenditure	816,280	777,610	790,060	802,500
80,322	86,870	Transport Related Expenditure	95,720	96,180	96,650	97,140
3,474,244	2,854,730	Supplies and Services	2,594,200	2,724,820	2,724,480	2,765,420
0	0	Third Party Payments	0	0	0	0
35,856,004	36,880,000	Transfer Payments	36,680,000	36,680,000	36,680,000	36,680,000
45,233,252	47,683,790	Total Directly Controllable Expenditure	47,229,550	47,782,450	47,914,900	48,122,560
(45,481,318)	(45,999,390)	Income	(45,564,260)	(45,915,160)	(46,201,110)	(46,497,070)
(248,066)	1,684,400	Net Directly Controllable Expenditure/(Income)	1,665,290	1,867,290	1,713,790	1,625,490
816,667	934,750	Capital Charges	761,030	761,030	761,030	761,030
1,441,319	1,627,060	Support Services	1,528,940	1,578,550	1,629,800	1,682,580
2,009,920	4,246,210	Total Service Cost/(Surplus)	3,955,260	4,206,870	4,104,620	4,069,100

Directorate Summary

2014-15 Actual £	2015-16 Estimate £		2016-17 Estimate £	2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £
38,124	(19,660)	Accountancy	(1,120)	(4,440)	(7,880)	(11,470)
46,244	(52,880)	Business Rates	(43,980)	(45,850)	(50,620)	(55,630)
105,340	67,550	Climate Change	112,360	89,560	84,030	78,220
224,940	243,650	Corporate Financial	285,210	292,750	300,620	308,720
450,309	391,410	Council Tax	439,750	449,990	457,030	464,220
18,168	26,930	Debtors	(30)	(830)	(1,670)	(2,550)
34,068	44,470	E-Payments Department	(43,020)	(47,550)	(52,210)	(57,020)
12,366	20,090	Feasibility Studies	20,140	20,140	20,140	20,140
466,302	423,430	Housing Benefits	425,000	441,360	478,650	517,180
90,705	20,760	ICT Business Services Team	131,270	100,290	100,110	99,910
48,038	(9,910)	ICT Customer Technical Support	180	39,670	26,750	13,440
14,348	7,570	Information Systems Team	1,580	(1,490)	(4,690)	(8,000)
4,180	28,860	Insurance Revenue Account	(16,860)	(44,900)	(83,440)	(123,530)
(51,964)	(91,330)	IT Renewals Revenue Account	(118,450)	(135,910)	(159,900)	(184,850)
41,461	604,200	Miscellaneous Items	187,090	70,990	65,820	101,760
73,674	2,230,950	Non Distributed Costs	2,227,840	2,779,800	2,779,810	2,779,820
121,632	29,720	Office Services Team	32,920	(19,340)	(73,410)	(99,730)
8,210	4,340	Paymaster	(42,010)	(65,250)	(68,250)	(71,310)
263,775	276,060	Website	357,390	287,880	293,730	299,780
2,009,920	4,246,210	Total Net Expenditure/(Income)	3,955,260	4,206,870	4,104,620	4,069,100

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

Financial Information Accountancy

Ledger Code ACCOUN

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
683,775	Employee Related Expenditure	636,210	665,133	702,400
0	Premises Related Expenditure	0	0	0
23,061	Transport Related Expenditure	27,200	27,540	31,570
38,978	Supplies and Services	42,680	44,467	48,650
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
745,814	Total Directly Controllable Expenditure	706,090	737,140	782,620
(847,320)	Income	(875,160)	(875,460)	(913,160)
(101,506)	Net Directly Controllable Expenditure/(Income)	(169,070)	(138,320)	(130,540)
0	Capital Charges	0	0	0
139,630	Support Services	149,410	149,490	129,420
38,124	Total Service Cost/(Surplus)	(19,660)	11,170	(1,120)
	Full Time Equivalent Staff	12.53		13.53

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Insurance - Emps Liab, All Risk	3,460	3,990
Salaries	609,350	673,840
Transport Related		
Officers Car Leasing	26,470	30,060
Supplies and Services		
Books and Publications	9,190	9,100
Computer Software Licence	8,440	8,460
General Subscriptions	10,410	12,730
Income		
Support Service Recharge	(875,160)	(913,160)
Support Services		
Audit Services Recharge	5,650	6,990
Business Systems Recharge	54,240	51,940
HR Services Recharge	8,050	8,850
Office Services Recharge	11,350	9,670
Paymaster Recharge	5,750	6,360
Public Offices Recharge	46,170	27,340

Major Variances 2015-16 v 2016-17

A post has been transferred to Accountancy from Debtors, leading to an increase in the salary budget (above the normal progression for pay award and increments) and an increase in Full Time Equivalent staff number.

Guildford Borough Council Outline Budget 2016-2017

Business Rates and Systems Mgmt

Financial Information Business Rates

Ledger Code F6151, F6171, F7523

Responsible Officer Steve White - Director of Resources (Tel: 444920)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
164,430	Employee Related Expenditure	151,320	156,573	157,970	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	146,130	153,090
4,793	Transport Related Expenditure	5,290	5,298	6,170	Transport Related		
117,207	Supplies and Services	24,940	23,462	25,210	Car Leasing and Allowances	5,270	6,150
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	9,500	9,610
286,430	Total Directly Controllable Expenditure	181,550	185,333	189,350	General Subscriptions	1,000	1,000
					IT Renewals	1,600	1,600
(283,664)	Income	(282,030)	(273,515)	(276,390)	Postages	2,160	1,910
2,766	Net Directly Controllable Expenditure/(Income)	(100,480)	(88,182)	(87,040)	Income		
					Expenses Recovered	(36,030)	(36,390)
0	Capital Charges	0	0	0	UBR Admin Grant	(240,000)	(240,000)
43,478	Support Services	47,600	47,650	43,060	Support Services		
0	Other Income, Expenditure	0	0	0	Accountancy Services Recharge	1,810	2,370
46,244	Total Service Cost/(Surplus)	(52,880)	(40,532)	(43,980)	Audit Services Recharge	1,800	2,230
					Business Systems Recharge	17,110	16,380
	Full Time Equivalent Staff			3.77	Office Services Recharge	3,120	2,700
					Paymaster Recharge	3,240	3,770
					Public Offices Recharge	12,680	7,620

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Financial Information Climate Change

Ledger Code CLIMAT

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
195,577	Employee Related Expenditure	201,580	188,155	204,010
163,302	Premises Related Expenditure	148,850	150,930	145,550
10,026	Transport Related Expenditure	7,770	7,143	12,640
23,706	Supplies and Services	36,980	26,022	56,640
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
392,611	Total Directly Controllable Expenditure	395,180	372,250	418,840
(348,659)	Income	(393,600)	(392,267)	(367,670)
43,952	Net Directly Controllable Expenditure/(Income)	1,580	(20,017)	51,170
8,994	Capital Charges	7,940	7,940	8,990
52,394	Support Services	58,030	58,000	52,200
105,340	Total Service Cost/(Surplus)	67,550	45,923	112,360
	Full Time Equivalent Staff	5.11		5.00

Major Variances 2015-16 v 2016-17

A community energy scheme growth bid has resulted in a consultants budget of £20,000 in 2016-17.

The increase in expenses recovered relates to the Salix revenue account and the recovery from external customers. The support service recharge in Energy Services has reduced in 2016-17 because of a salary restructure.

The public offices recharge for 2016-17 reflects revised depreciation charges for 2016-17 and incorporates changes to office accommodation.

Major Items

	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	196,910	197,070
Premises Related		
Carbon Allowances	133,840	136,600
Repair and Maintenance	7,400	7,000
Transport Related		
Transport Pool Hire Charge	4,550	9,880
Supplies and Services		
Building Energy Development	7,500	7,500
Climate Change Strategy	3,360	3,360
Consultants (Advice)	0	20,000
Data/Software Costs	4,000	4,000
Environmental Promotion	9,000	11,000
Income		
Electric Feed-in Tariffs	(11,960)	(12,000)
Expenses Recovered	(18,570)	(25,310)
Recharged to Other Services	(206,520)	(201,770)
Sale of Electricity	(20,000)	(20,600)
Support Service Recharge	(136,550)	(107,990)
Support Services		
Audit Services Recharge	3,550	4,390
Business Systems Recharge	11,750	11,730
Office Services Recharge	4,340	3,640
Paymaster Recharge	6,140	7,130
Public Offices Recharge	17,650	10,330

Guildford Borough Council Outline Budget 2016-2017

Council Tax Management

Financial Information Council Tax

Ledger Code CTAX

Responsible Officer Steve White - Director of Resources (Tel: 444920)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
522,736	Employee Related Expenditure	418,980	491,978	476,630	Employee Related		
440	Premises Related Expenditure	820	820	650	Salaries	409,040	466,590
3,373	Transport Related Expenditure	3,900	3,265	3,810	Transport Related		
134,143	Supplies and Services	149,520	155,838	160,320	Car Leasing and Allowances	3,660	3,570
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	28,740	33,990
660,692	Total Directly Controllable Expenditure	573,220	651,901	641,410	Debt Collection Services	22,150	21,170
					Local Council Tax Hardship Relief	40,000	40,000
(362,149)	Income	(345,610)	(345,610)	(343,750)	Postage	28,830	28,790
298,543	Net Directly Controllable Expenditure/(Income)	227,610	306,291	297,660	Printing Services Recharge	12,340	15,860
					Income		
0	Capital Charges	0	0	0	Expenses Recovered	(325,000)	(325,000)
151,766	Support Services	163,800	163,890	142,090	Government Grant	(20,610)	(18,750)
0	Other Income, Expenditure	0	0	0	Support Services		
450,309	Total Service Cost/(Surplus)	391,410	470,181	439,750	Business Systems Recharge	47,710	45,380
					Paymaster Recharge	35,640	36,230
	Full Time Equivalent Staff			12.95	Public Offices Recharge	41,250	22,130

Major Variances 2015-16 v 2016-17

Increase in salary costs reflect changes in allocations for posts between Council Tax and Housing Benefit.

Financial Information Corporate Financial

Ledger Code CORFIN

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
9,631	Employee Related Expenditure	8,990	8,772	9,060	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	8,840	8,940
762	Transport Related Expenditure	330	525	310	Supplies and Services		
131,730	Supplies and Services	128,500	141,661	154,720	Brokers Commission	24,000	47,760
0	Third Party Payments	0	0	0	Consultants Fees	49,080	46,000
0	Transfer Payments	0	0	0	Grants and subscriptions	46,240	50,410
142,123	Total Directly Controllable Expenditure	137,820	150,958	164,090	Income		
					Recharged to Other Services	(105,110)	(154,650)
(104,786)	Income	(105,110)	(116,234)	(154,650)	Support Services		
37,337	Net Directly Controllable Expenditure/(Income)	32,710	34,724	9,440	Accountancy Services Recharge	161,920	222,020
					Audit Services Recharge	18,910	23,380
0	Capital Charges	0	0	0	Legal Services Recharge	28,970	28,660
187,603	Support Services	210,940	211,030	275,770			
224,940	Total Service Cost/(Surplus)	243,650	245,754	285,210			
	Full Time Equivalent Staff	0.15		0.15			

Major Variances 2015-16 v 2016-17

The estimate for brokers' commission has increased due to an increase in Treasury Management activity.

The charge for accountancy services has increased because of an increase in the time spent on Treasury Management. This has led to an increase in recharge income as Treasury Management costs are shared with the Housing Revenue Account (HRA).

Financial Information Debtors

Ledger Code G3555

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
129,636	Employee Related Expenditure	139,840	127,369	134,710	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	137,490	132,130
681	Transport Related Expenditure	770	770	860	Supplies and Services		
18,805	Supplies and Services	20,770	20,197	25,500	Computer Software Licence	4,220	4,840
0	Third Party Payments	0	0	0	Copying & Printing	4,940	3,340
0	Transfer Payments	0	0	0	Debt Collection Services	50	6,000
149,122	Total Directly Controllable Expenditure	161,380	148,336	161,070	Postages	8,870	8,160
(221,120)	Income	(237,320)	(237,220)	(262,070)	Income		
(71,998)	Net Directly Controllable Expenditure/(Income)	(75,940)	(88,884)	(101,000)	Support Service Recharge	(237,320)	(262,070)
0	Capital Charges	0	0	0	Support Services		
90,166	Support Services	102,870	102,900	100,970	Audit Services Recharge	3,550	4,390
18,168	Total Service Cost/(Surplus)	26,930	14,016	(30)	Business Systems Recharge	13,800	13,160
					Legal Services Recharge	53,460	52,790
					Paymaster Recharge	10,640	11,350
					Public Offices Recharge	11,760	8,040
	Full Time Equivalent Staff	4.45		3.98			

Major Variances 2015-16 v 2016-17

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

A budget for debt collection (comprising court expenses and tracing services) has been included because the debtors service has taken on additional recovery work previously carried out by legal services.

Financial Information E-Payments Department

Ledger Code EPAY

Responsible Officer Steve White - Director of Resources (Tel: 444920)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
247,283	Employee Related Expenditure	291,270	277,410	247,360	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	284,400	242,260
2,011	Transport Related Expenditure	2,380	2,383	2,840	Transport Related		
99,688	Supplies and Services	76,720	80,482	90,880	Car Leasing and Allowances	2,380	2,840
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Cash Machines Software Mtce	17,000	17,000
348,982	Total Directly Controllable Expenditure	370,370	360,275	341,080	Computer Software Licence	20,240	20,260
					Payment to Contractors	8,000	20,000
(392,421)	Income	(416,820)	(420,640)	(482,310)	Income		
(43,439)	Net Directly Controllable Expenditure/(Income)	(46,450)	(60,365)	(141,230)	Support Service Recharge	(416,820)	(482,310)
					Support Services		
0	Capital Charges	0	0	0	Accountancy and Debtors Rechge	18,090	39,250
77,507	Support Services	90,920	90,990	98,210	Audit Services Recharge	7,130	7,740
0	Other Income, Expenditure	0	0	0	Business Systems Recharge	24,140	21,140
34,068	Total Service Cost/(Surplus)	44,470	30,625	(43,020)	Public Offices Recharge	21,320	11,190
	Full Time Equivalent Staff			6.46			

Major Variances 2015-16 v 2016-17

Employee related costs reduced due to reallocation of budget for Procurement Officer, the corresponding increase is shown in G6593. The public offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accomodation.

Financial Information Feasibility Studies

Ledger Code FEASTU

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
12,296	Supplies and Services	20,000	27,700	20,000	Supplies and Services		
0	Third Party Payments	0	0	0	Consultants Fees	20,000	20,000
0	Transfer Payments	0	0	0			
12,296	Total Directly Controllable Expenditure	20,000	27,700	20,000			
0	Income	0	0	0			
12,296	Net Directly Controllable Expenditure/(Income)	20,000	27,700	20,000			
0	Capital Charges	0	0	0			
70	Support Services	90	100	140			
12,366	Total Service Cost/(Surplus)	20,090	27,800	20,140			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Guildford Borough Council Outline Budget 2016-2017

Housing Benefit Management

Financial Information Housing Benefits

Ledger Code HOUBEN

Responsible Officer Steve White - Director of Resources (Tel: 444920)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £
851,808	Employee Related Expenditure	752,070	778,166	677,920
310	Premises Related Expenditure	6,290	6,290	5,000
11,742	Transport Related Expenditure	11,640	10,868	6,900
1,039,278	Supplies and Services	143,560	530,434	144,270
0	Third Party Payments	0	0	0
<u>35,856,004</u>	Transfer Payments	<u>36,880,000</u>	<u>35,451,382</u>	<u>36,680,000</u>
37,759,142	Total Directly Controllable Expenditure	37,793,560	36,777,140	37,514,090
<u>(37,508,628)</u>	Income	<u>(37,642,000)</u>	<u>(36,539,212)</u>	<u>(37,317,510)</u>
250,514	Net Directly Controllable Expenditure/(Income)	151,560	237,928	196,580
0	Capital Charges	0	0	0
<u>215,788</u>	Support Services	<u>271,870</u>	<u>271,980</u>	<u>228,420</u>
466,302	Total Service Cost/(Surplus)	423,430	509,908	425,000
	Full Time Equivalent Staff	21.31		19.78

Major Variances 2015-16 v 2016-17

Employee related costs have reduced due to the implications of PR000237 and changes to allocations for posts between Council Tax and Housing Benefit.

The combined value of housing benefit admin grant and localised council tax admin support grant received from the Department of Work and Pensions and Communities and Local Government is £106,000 lower than the amount received in 2015-16.

There has been some modest reductions in claimant count which may decrease further in 2016-17 as the migration to Universal Credit begins in May 2016. There will be lower rent rebate costs due to the 1% rent reduction. The majority of expenditure incurred is recovered from the Department of Work and Pensions as part of the annual grant claim.

Major Items	2015-16 Estimate £	2016-17 Estimate £
Employee Related		
Salaries	735,670	659,740
Transport Related		
Car Leasing and Allowances	11,440	6,700
Supplies and Services		
Audit Fee	23,000	14,000
Computer Software Licence	51,620	57,190
Consultants (Projects)	12,000	12,000
Postage	7,940	10,670
Printing and Stationery	19,200	19,080
Transfer Payments		
Rent Allowances	21,900,000	22,080,000
Rent Rebates	14,980,000	14,600,000
Income		
Housing Benefit Admin Grant	(532,000)	(446,000)
Overpayment Recovery	(50,000)	(40,000)
Rent Allowances Grant	21,940,000	(22,120,000)
Rent Rebate Grant	15,090,000	(14,710,000)
Support Services		
Accountancy Services Recharge	14,880	11,930
Customer Tech Support Recharge	30,870	30,410
Debtors Section Recharge	38,280	45,120
HR Services Recharge	12,380	11,970
Information Sys Support Recharge	6,890	6,100
Legal Services Recharge	20,540	20,280
Office Services Recharge	19,120	13,770
Public Offices Recharge	77,820	38,950

Financial Information ICT Business Services Team

Ledger Code BUSSVC

Responsible Officer Steve White - Director of Resources (Tel: 444920)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
666,588	Employee Related Expenditure	673,870	556,159	726,220	Employee Related		
110	Premises Related Expenditure	110	110	100	Salaries	659,220	713,250
4,119	Transport Related Expenditure	7,470	8,386	4,610	Transport Related		
48,923	Supplies and Services	48,150	30,839	43,560	Car Leasing and Allowances	7,070	3,910
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Inspection Fee	4,200	5,000
719,740	Total Directly Controllable Expenditure	729,600	595,494	774,490	IT Renewals	10,470	4,060
(741,850)	Income	(818,390)	(818,660)	(739,790)	Printing and Stationery	3,630	2,350
(22,110)	Net Directly Controllable Expenditure/(Income)	(88,790)	(223,166)	34,700	Telecomms	2,350	1,030
					Telecomms: Maintenance	20,000	20,000
0	Capital Charges	0	0	0	Income		
112,815	Support Services	109,550	109,670	96,570	Support Service Recharge	(818,390)	(739,790)
90,705	Total Service Cost/(Surplus)	20,760	(113,496)	131,270	Support Services		
					Accountancy Services Recharge	3,220	2,860
	Full Time Equivalent Staff	16.50		16.50	Audit Services Recharge	12,010	14,850
					Health and Safety Recharge	2,170	2,170
					Human Resources Recharge	8,030	8,120
					Information Sys Support Recharge	5,950	6,330
					Office Cleaning Recharge	3,190	4,080
					Office Services Recharge	11,310	10,360
					Paymaster Recharge	6,470	6,990
					Performance Mngt. Recharge	6,190	6,690
					Public Offices Recharge	46,020	29,290

Major Variances 2015-16 v 2016-17

The increase in staff costs relates to a growth bid for a developer and business analyst. The service support recharge in 2015-16 included a growth bid that no longer applies. However the 2016-17 recharge was calculated before the developer and business analyst was approved.

IT Renewals Fund contributions are lower in 2016-17 following the completion of investment projects and the public offices recharge for 2016-17 reflects a revised depreciation charge and incorporates changes to office accommodation.

Financial Information ICT Customer Technical Support

Ledger Code CUSTEC

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
467,468	Employee Related Expenditure	438,340	453,714	462,600	Employee Related		
1,320	Premises Related Expenditure	2,450	2,450	1,940	Salaries	428,280	453,370
5,120	Transport Related Expenditure	5,560	6,337	8,970	Transport Related		
346,262	Supplies and Services	389,330	292,804	370,420	Officers Car Leasing	5,480	7,850
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Disaster Recovery	8,910	14,610
820,170	Total Directly Controllable Expenditure	835,680	755,305	843,930	Equipment & Tools	3,380	3,500
					General Subscriptions	6,250	6,250
(849,801)	Income	(933,500)	(953,720)	(920,390)	Government Connect	12,180	44,180
(29,631)	Net Directly Controllable Expenditure/(Income)	(97,820)	(198,415)	(76,460)	Infrastructure Maintenance	44,500	56,350
					IT Renewals	61,370	109,240
0	Capital Charges	0	0	0	IT Security	29,300	20,000
77,669	Support Services	87,910	87,970	76,640	Network Links	14,250	7,000
48,038	Total Service Cost/(Surplus)	(9,910)	(110,445)	180	Surrey Data Centre	177,000	83,000
					Telecomms	3,620	3,510
	Full Time Equivalent Staff	9.21		9.21	Telecomms: Maintenance	17,000	17,000

Major Variances 2015-16 v 2016-17

Infrastructure and computer maintenance, Surrey data centre and public sector network budgets have been reallocated to reflect expenditure more accurately.

IT Renewals Fund contributions are higher in 2015-16 following new investment projects and the public offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Income		
Support Service Recharge	(933,500)	(919,350)
Support Services		
Audit Services Recharge	15,310	18,920
Business Services Support Recharge	3,460	2,870
Customer Service Centre Recharge	2,480	2,420
Health and Safety Recharge	1,510	1,380
Human Resources Recharge	5,600	5,160
Information Sys Support Recharge	3,420	3,630
Office Cleaning Recharge	2,220	2,590
Office Services Recharge	7,880	6,580
Paymaster Recharge	5,200	6,320
Performance Mngt. Recharge	4,310	4,250
Public Offices Recharge	32,080	18,610

Financial Information IT Renewals Revenue Account

Ledger Code ITREV

Responsible Officer Steve White - Director of Resources (Tel: 444920)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	0	Income		
0	Premises Related Expenditure	0	0	0	Recharged to Other Services	(428,060)	(582,920)
0	Transport Related Expenditure	0	0	0	Capital Charges		
0	Supplies and Services	0	0	0	Amortisation of Intangible Fas	280,000	371,340
0	Third Party Payments	0	0	0	Depreciation	56,250	92,340
0	Transfer Payments	0	0	0	Support Services		
0	Total Directly Controllable Expenditure	0	0	0	Accountancy Services Recharge	220	530
					Asset Register Recharge	260	260
(348,330)	Income	(428,060)	(450,000)	(582,920)			
(348,330)	Net Directly Controllable Expenditure/(Income)	(428,060)	(450,000)	(582,920)			
292,956	Capital Charges	336,250	336,270	463,680			
3,410	Support Services	480	480	790			
(51,964)	Total Service Cost/(Surplus)	(91,330)	(113,250)	(118,450)			
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

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

Financial Information Information Systems Team

Ledger Code INFSYS

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
222,295	Employee Related Expenditure	210,310	197,390	163,510	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	201,980	160,240
692	Transport Related Expenditure	170	425	1,940	Supplies and Services		
112,072	Supplies and Services	91,180	112,442	93,210	Computer Software Development	5,000	5,000
0	Third Party Payments	0	0	0	Computer Software Licence	36,000	42,300
0	Transfer Payments	0	0	0	Cryoserver Costs	6,200	14,200
335,059	Total Directly Controllable Expenditure	301,660	310,257	258,660	General Subscriptions	1,800	1,370
					IT Renewals	32,680	21,780
(367,623)	Income	(347,200)	(349,906)	(294,430)	Street Name Plates	5,090	6,000
(32,564)	Net Directly Controllable Expenditure/(Income)	(45,540)	(39,649)	(35,770)	Income		
					Support Service Recharge	(345,390)	(291,890)
0	Capital Charges	0	0	0	Support Services		
46,912	Support Services	53,110	52,567	37,350	Accountancy Services Recharge	2,300	1,220
14,348	Total Service Cost/(Surplus)	7,570	12,918	1,580	Audit Services Recharge	9,100	8,590
					Customer Tech Support Recharge	10,320	7,980
	Full Time Equivalent Staff	4.28		3.28	Engineering and Transport Recharge	1,020	750
					Human Resources Recharge	2,550	1,830
					Office Services Recharge	3,590	2,340
					Paymaster Recharge	3,920	3,520
					Public Offices Recharge	14,590	6,600

Major Variances 2015-16 v 2016-17

Salary costs have reduced due to a restructure and this has caused the service support recharge to decrease accordingly.

The budgets for computer software licence and cryoserver costs have increased in 2016-17 to reflect expenditure.

IT Renewals Fund contributions are lower in 2016-17 following the completion of investment projects and the public offices recharge for 2016-17 reflects revised depreciation charges for 2016-17 and incorporates changes to office accommodation.

Guildford Borough Council Outline Budget 2016-2017

Payroll and Insurance Management

Financial Information Insurance Revenue Account

Ledger Code INSREV

Responsible Officer Steve White - Director of Resources (Tel: 444920)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Consultants Fees	5,140	5,000
0	Transport Related Expenditure	0	0	0	Insurance Claims Paid	114,570	79,570
798,968	Supplies and Services	906,270	825,756	917,970	Insurance Premiums Paid	774,560	821,400
0	Third Party Payments	0	0	0	Risk Management Initiatives	8,000	8,000
0	Transfer Payments	0	0	0	Income		
798,968	Total Directly Controllable Expenditure	906,270	825,756	917,970	Insurance Reimbursed	(37,280)	(38,400)
					Recharged to Other Services	(843,010)	(899,550)
(798,289)	Income	(880,740)	(878,637)	(938,410)			
679	Net Directly Controllable Expenditure/(Income)	25,530	(52,881)	(20,440)			
0	Capital Charges	0	0	0			
3,501	Support Services	3,330	4,089	3,580			
4,180	Total Service Cost/(Surplus)	28,860	(48,792)	(16,860)			
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

Costs relating to insurance are fully recharged. The exercise to allocate premiums to services was based on an assumption earlier in the estimate process about renewal costs. The actual premiums are lower than the working assumption, but the support exercise to allocate premiums based on the lower premium has not been done, which has resulted in a credit on the total service cost.

Financial Information Miscellaneous Items

Ledger Code MISEXE

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
0	Employee Related Expenditure	0	0	90,000			
0	Premises Related Expenditure	0	0	(12,000)			
0	Transport Related Expenditure	0	0	0			
80,461	Supplies and Services	412,370	292,315	19,780	Supplies and Services		
0	Third Party Payments	0	0	0	Inflation Allowance	232,000	200,540
0	Transfer Payments	0	0	0	IT Renewals	208,020	315,480
80,461	Total Directly Controllable Expenditure	412,370	292,315	97,780	Miscellaneous Expenses	(250,000)	(250,000)
					Service growth/efficiency allowance	221,170	(246,240)
(39,330)	Income	191,350	(117,425)	88,850	Income		
41,131	Net Directly Controllable Expenditure/(Income)	603,720	174,890	186,630	Income non-achievement allowance	202,090	105,270
0	Capital Charges	0	0	0			
330	Support Services	480	480	460			
41,461	Total Service Cost/(Surplus)	604,200	175,370	187,090			
	Full Time Equivalent Staff	0.00					

Major Variances 2015-16 v 2016-17

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

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

The service growth/efficiency allowance equates to 20% of the total growth and efficiencies included in the service budgets, to allow for possible non-achievement.

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

Guildford Borough Council Outline Budget 2016-2017

Financial Services Management

Financial Information Non Distributed Costs

Ledger Code UNALLO

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
73,424	Employee Related Expenditure	2,230,730	2,326,178	2,227,680	Employee Related		
0	Premises Related Expenditure	0	0	0	Backfunding of Superannuation	2,047,630	2,047,630
0	Transport Related Expenditure	0	0	0	Pension Payments for Added Years	183,100	180,050
0	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
73,424	Total Directly Controllable Expenditure	2,230,730	2,326,178	2,227,680			
0	Income	0	0	0			
73,424	Net Directly Controllable Expenditure/(Income)	2,230,730	2,326,178	2,227,680			
0	Capital Charges	0	0	0			
250	Support Services	220	220	160			
73,674	Total Service Cost/(Surplus)	2,230,950	2,326,398	2,227,840			
	Full Time Equivalent Staff	0.00		0.00			

Major Variances 2015-16 v 2016-17

There are no major variances to report.

Financial Information Office Services Team

Ledger Code OFFSVC

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

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
486,693	Employee Related Expenditure	484,450	462,360	492,130	Employee Related		
660,330	Premises Related Expenditure	779,810	843,830	675,040	Casual Salaries	18,220	10,000
12,729	Transport Related Expenditure	12,960	11,574	14,100	Salaries	442,530	455,310
347,466	Supplies and Services	245,540	304,699	244,850	Staff Car Parking	14,700	13,750
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Biomass	27,000	27,000
1,507,218	Total Directly Controllable Expenditure	1,522,760	1,622,463	1,426,120	General Rates	365,560	368,520
(2,060,638)	Income	(2,277,180)	(2,296,691)	(1,849,460)	Removal of Refuse	12,770	14,260
(553,420)	Net Directly Controllable Expenditure/(Income)	(754,420)	(674,228)	(423,340)	Repairs and Maintenance	251,520	131,270
					Utilities	99,330	107,860
514,717	Capital Charges	590,560	590,770	288,360	Transport Related		
160,335	Support Services	193,580	183,378	167,900	Car Leasing and Allowances	6,930	7,640
121,632	Total Service Cost/(Surplus)	29,720	99,920	32,920	Supplies and Services		
					Central Copiers	29,180	30,000
	Full Time Equivalent Staff	18.47		18.47	Contract Catering	45,420	45,120
					Equip. Replace/Repair/Test/Lease	27,470	13,520
					External Printing and Design	30,000	30,000
					Furniture	36,000	36,000
					Paper & Board	9,000	9,000
					Telecomms	6,000	4,920

Major Variances 2015-16 v 2016-17

The casuals budget has been reduced to reflect the move from casual to permanent staff.

The link bridge repairs and maintenance 2015-16 budget is not required in 2016-17 and the asset development recharge reflects this change.

Equipment that was previously leased has now been purchased.

The increase in rental income reflects the greater availability of floor space within Millmead House to let to outside organisations.

The lower support service recharge reflects the decrease in expenditure and depreciation was overstated in 2015-16.

Income		
Rents - Office Space	(117,010)	(157,010)
Rents - Staff Lets	(30,580)	(30,680)
Support Service Recharge	(2,085,670)	(1,622,660)
Capital Charges		
Depreciation	590,560	288,360
Support Services		
Asset Development Recharge	34,470	13,210
Business Services Support Recharge	10,230	8,480
Customer Tech Support Recharge	17,580	17,320
Housing Surveying Services	8,650	10,610
Information Sys Support Recharge	10,930	11,620
Paymaster Recharge	30,060	33,880

Guildford Borough Council Outline Budget 2016-2017

Payroll and Insurance Management

Financial Information Paymaster

Ledger Code PAYMAS

Responsible Officer Steve White - Director of Resources (Tel: 444920)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
144,992	Employee Related Expenditure	136,780	142,402	101,660	Employee Related		
0	Premises Related Expenditure	0	0	0	Insurance - Emps Liab, All Risk	800	790
927	Transport Related Expenditure	760	869	1,000	Recharge From Other Emp. Exps.	1,230	1,050
28,722	Supplies and Services	29,810	28,124	24,590	Salaries	134,100	99,160
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	720	870
174,641	Total Directly Controllable Expenditure	167,350	171,395	127,250	Supplies and Services		
					Computer Software Licence	18,390	13,200
(206,710)	Income	(208,020)	(208,100)	(210,200)	IT Renewals	9,210	9,210
(32,069)	Net Directly Controllable Expenditure/(Income)	(40,670)	(36,705)	(82,950)	Printing Services Recharge	480	480
					Income		
0	Capital Charges	0	0	0	Support Service Recharge	(208,020)	(210,200)
40,279	Support Services	45,010	45,070	40,940	Support Services		
8,210	Total Service Cost/(Surplus)	4,340	8,365	(42,010)	Accountancy Services Recharge	3,140	3,440
					Audit Services Recharge	4,380	5,420
	Full Time Equivalent Staff	9.61		3.16	Business Systems Recharge	16,560	15,770
					Public Offices Recharge	10,740	6,380

Major Variances 2015-16 v 2016-17

Employee related costs reduced due to the implications of PR000237.

Supplies and services has decreased due to new contract for computer software licence. The public offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

Financial Information Website

Ledger Code WEB

Responsible Officer Jenifer Davis - Web Programme Manager (Tel: 444020)

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

2014-15 Actual £		2015-16 Estimate £	2015-16 Probable £	2016-17 Estimate £	Major Items	2015-16 Estimate £	2016-17 Estimate £
130,534	Employee Related Expenditure	149,120	168,933	169,490	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	142,120	164,200
286	Transport Related Expenditure	670	786	0	Supplies and Services		
95,539	Supplies and Services	88,410	103,361	153,630	Computer Software Licence	18,000	18,000
0	Third Party Payments	0	0	0	IT Renewals	11,270	2,270
0	Transfer Payments	0	0	0	Market Research	1,000	1,000
226,359	Total Directly Controllable Expenditure	238,200	273,080	323,120	Web Site Mtce Costs	13,320	25,320
0	Income	0	0	0	Website Development & Costs	0	73,000
226,359	Net Directly Controllable Expenditure/(Income)	238,200	273,080	323,120	Website Hosting Costs	43,170	33,170
0	Capital Charges	0	0	0	Support Services		
37,416	Support Services	37,860	37,900	34,270	Audit Services Recharge	4,740	5,860
263,775	Total Service Cost/(Surplus)	276,060	310,980	357,390	Business Services Support Recharge	980	810
					Customer Tech Support Recharge	2,370	2,340
					Human Resources Recharge	1,840	1,740
					Information Sys Support Recharge	1,110	1,170
					Legal Services Recharge	7,880	7,780
					Office Services Recharge	2,600	2,210
					Performance Mngt. Recharge	1,420	1,430
					Public Offices Recharge	10,570	6,260
	Full Time Equivalent Staff	3.10		3.00			

Major Variances 2015-16 v 2016-17

A growth bid of £26,000 for additional staffing resource for website improvements is included in the 2016-17 budget.

The new website development costs budget is made up of £50,000 from the growth bid as above and an additional growth bid of £20,000. Website hosting costs have been moved to website maintenance costs to reflect expenditure.

The public offices recharge for 2016-17 reflects a revised depreciation charge for 2016-17 and incorporates changes to office accommodation.

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-2017**

THIS PAGE IS INTENTIONALLY BLANK

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-17**

FEES AND CHARGES

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-17**

THIS PAGE IS INTENTIONALLY BLANK

GUILDFORD BOROUGH COUNCIL OUTLINE BUDGET 2016-17

FEES AND CHARGES

Contents

Directorate	Page
Community Services	168
Corporate	176
Development	178
Environment	188
Resources	208

Guildford Borough Council Outline Budget 2016-17

Community Services Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	2016-17 From 1 April 2016 (REVISED) £	Increase %
To be approved by Council				
Gypsy Caravan Sites - Pitch Rental				
Ash Bridge & Cobbetts Close Sites (per week)	72.05	73.50		2.0%
Animal Businesses				
Pet animals				
-New	258.96	258.96		0.0%
-Renewal	106.86	106.86		0.0%
Animal Boarding				
-New	289.38	289.38		0.0%
-Renewal	108.94	108.94		0.0%
-Home Boarding	99.06	99.06		0.0%
Riding Establishments				
-New	379.60	379.60		0.0%
-Renewal	379.60	379.60		0.0%
Additional charge per premises for vets inspection				
Dangerous Wild Animals				
-New	316.42	316.42		0.0%
-Renewal	316.42	316.42		0.0%
Dog Breeding				
-New	258.96	258.96		0.0%
-Renewal	107.38	107.38		0.0%
Registration – Acupuncture, tattooing, etc				
Practitioner	178.00	178.00		0.0%
Premises	434.00	434.00		0.0%
Pest Control				
(The charges shown are based on the cost of labour, transport plus materials)				

Guildford Borough Council Outline Budget 2016-17

Community Services Directorate

	2015-16 From 1 April 2015 £		2016-17 From 1 April 2016 £		2016-17 From 1 April 2016 (REVISED) £	Increase %
Domestic Premises						
Wasps (max 2 nests per premises)	71.34	*	74.19	*		4.0%
Wasps (extra nest at same visit)	9.31	*	9.68	*		4.0%
Other Treatments	71.82	*	74.69	*		4.0%
Rodents	free of charge		free of charge			
Domestic Premises where the main occupier is a senior citizen or registered disabled						
Wasps (max 2 nests per premises)	33.54	*	34.88	*		4.0%
Wasps (extra nest at same visit)	5.41	*	5.63	*		4.0%
Other Treatments	33.54	*	34.88	*		4.0%
Rodents	free of charge		free of charge			
Domestic Premises where the main occupier is receiving income support						
Wasps (max 2 nests per premises)	21.22	*	22.07	*		4.0%
Wasps (extra nest at same visit)	5.41	*	5.63	*		4.0%
Other Treatments	21.63	*	22.50	*		4.0%
Rodents	free of charge		free of charge			
Services of Environmental Health Officer						
- per hour or part thereof	94.64	*	98.43	*		4.0%
Miscellaneous						
Extracts from Registers - Food Safety Act, per page. Under the Freedom of Information Act 2000 the charge is waived as the cost of collecting the fee is more than the charge.	free of charge		free of charge			
Sex Establishments - Fixed by Council						
Initial & Renewal Applications -	6,287.00					
Cost including Compliance			2,857.79			-54.5%
Cost including Non Compliance			2,686.48			-57.3%
Contaminated Land & Air Quality						
Responding to enquiries about contaminated land – report with plan	118.04		122.76			4.0%
<i>Note: for more extensive enquiries the fee is based on the hourly rate of the EHO added to the basic fee</i>						
Copy of Contaminated Land Strategy	15.86		16.49			4.0%
Report on Air Quality Review	30.42		31.64			4.0%

Guildford Borough Council Outline Budget 2016-17

Community Services Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	2016-17 From 1 April 2016 (REVISED) £	Increase %
Extracts from Registers				
Environmental Protection Act - per page	5.98	6.22		4.0%
Miscellaneous				
Reports to Solicitors on the circumstances relating to workplace accidents (excl. cost of photographs) - up to 2 hours, extra charged at the hourly rate	185.60 *	193.02 *		4.0%
Approved under Delegated Authority (In consultation with the Chairman)				
Street Trading	652.18	678.27		4.0%
Charges for issue of a consent under the provisions of the Local Government (Miscellaneous) Provisions Act 1982				
Day Centres				
Price per meal:				
Member	4.10	4.10		0.0%
Non member	5.70 *	5.70 *		0.0%
Membership Fees:				
Day Centre only	12.00	12.00		0.0%
Day Centre and Dial a Ride (50% is for Community Transport)	18.00	18.00		0.0%
Day Centre Activities - Member**	3.00	3.00		0.0%
Day Centre Activities - Non Member**	4.00	4.00		0.0%
Bathing (charge per bath Shawfield)	6.00	6.00		0.0%
Bathing (charge per bath at other Day Centres, excluding Shawfield)	6.00	6.00		0.0%
Income from other services***e.g. hairdressing and chiropody (% of takings)	15%	15%		0.0%
<i>**These are activities such as Tai Chi and Line Dancing provided by external facilitators</i>				
<i>*** These charges were previously retained by the centre welfare funds</i>				
Meals on Wheels Service				
Price per meal	4.10	4.10		0.0%

Guildford Borough Council Outline Budget 2016-17

Community Services Directorate

	2015-16 From 1 April 2015	2016-17 From 1 April 2016	2016-17 From 1 April 2016 (REVISED)	Increase %
	£	£	£	%
Hire of Halls				
Voluntary and Not for Profit Providers per Hour				
Educational Activities	20.00	20.00		0.0%
Private hire	25.00	25.00		0.0%
Half Day	50.00	50.00		0.0%
Full Day	100.00	100.00		0.0%
Community Transport Service				
Membership Fees:				
Dial a Ride only	12.00	12.00		0.0%
Community Transport to Day Centre	12.00	12.00		0.0%
Day Centre and Dial a Ride (half this fee relates to Day Centres)	18.00	18.00		0.0%
Single Journey (Members)				
1 mile	2.50	2.50		0.0%
2 miles	3.00	3.00		0.0%
3 miles	3.50	3.50		0.0%
4 miles	4.00	4.00		0.0%
5 miles	4.50	4.50		0.0%
6 miles	5.00	5.00		0.0%
7 miles	5.50	5.50		0.0%
8 miles	6.00	6.00		0.0%
9 miles	6.50	6.50		0.0%
10 miles	7.00	7.00		0.0%
11 miles	7.50	7.50		0.0%
12 miles	8.00	8.00		0.0%
13 miles	8.50	8.50		0.0%
14 miles	9.00	9.00		0.0%
15 miles. Journeys above 15 miles are not undertaken.	9.50	9.50		0.0%
Handyperson Service - Available for the over 60's, disabled and vulnerable				
General Services (per hour incl VAT)	18.00 *	19.00 *		5.6%
General Services for those on benefits (per hour incl VAT)	11.50 *	12.00 *		4.3%
Safe and Secure Works for those on benefits	free of charge	free of charge		

Guildford Borough Council Outline Budget 2016-17

Community Services Directorate

	2015-16 From 1 April 2015	2016-17 From 1 April 2016	2016-17 From 1 April 2016 (REVISED)	Increase %
	£	£	£	%
Approved under Delegated Authority				
Private Sector Housing				
HMO Licences (Discount of £25 if applicant is a member of a recognised landlord organisation) (Discount of £50 if applicant is an accredited Landlord of the Guildford Letting Scheme) (Both discounts can not be applied at the same time)	535.00	565.00		5.6%
Late application fee	104.00	110.00		5.8%
Careline				
Sheltered accommodation clients	0.57	0.57		0.0%
Elderly Persons dwellings clients	2.25	2.25		0.0%
Private Sector Clients (dispersed alarms)	4.25	4.25		0.0%
Responder Services (out of hours)	1.40	1.40		0.0%
Caravan Licence				
New Licence Application				
Number of Pitches 1 - 5	495.00	495.00		0.0%
Number of Pitches 6 - 15	533.00	533.00		0.0%
Number of Pitches 16 - 45	571.00	571.00		0.0%
Number of Pitches 46 and greater	609.00	609.00		0.0%
Transfer of Existing Licence				
Number of Pitches 1 - 5	124.00	124.00		0.0%
Number of Pitches 6 - 15	124.00	124.00		0.0%
Number of Pitches 16 - 45	124.00	124.00		0.0%
Number of Pitches 46 and greater	124.00	124.00		0.0%
Application to vary a Site Licence				
Number of Pitches 1 - 5	204.00	204.00		0.0%
Number of Pitches 6 - 15	255.00	255.00		0.0%
Number of Pitches 16 - 45	306.00	306.00		0.0%
Number of Pitches 46 and greater	357.00	357.00		0.0%
Annual Licence Fee				
Number of Pitches 1 - 5	80.00	80.00		0.0%
Number of Pitches 6 - 15	106.00	106.00		0.0%
Number of Pitches 16 - 45	160.00	160.00		0.0%
Number of Pitches 46 and greater	320.00	320.00		0.0%

Guildford Borough Council Outline Budget 2016-17

Community Services Directorate

	2015-16 From 1 April 2015	2016-17 From 1 April 2016	2016-17 From 1 April 2016 (REVISED)	Increase %
	£	£	£	
Deposit of Site Rules				
Number of Pitches 1 - 5	30.00	30.00		0.0%
Number of Pitches 6 - 15	30.00	30.00		0.0%
Number of Pitches 16 - 45	30.00	30.00		0.0%
Number of Pitches 46 and greater	30.00	30.00		0.0%
Scrap Metal				
Site Licence		180.00		New
Mobile Collector		180.00		New
Local Authority Pollution Protection Control				
Fees are set by Statute and are available on request from the Environmental Control service.				
Smoke Alarm charge as per The Smoke and Carbon Monoxide Alarm (England) Regulations Act 2015.				
Maximum penalty		5,000.00		New
To be approved by Council				
Hackney Carriages and Private Hire Vehicles				
Hackney Vehicle Application Fee (including Licence Plate)	269.00	286.80	244.20	-9.2%
Hackney Vehicle Renewal Fee (including Licence Plate)	269.00	286.80	244.20	-9.2%
Hackney Licence Vehicle Change	48.00	56.99	48.00	0.0%
Hackney Licence Vehicle Change with Test	105.00	not applicable		
Hackney Licence Plates	18.50	18.50		0.0%
Private Hire Vehicle Application Fee (including Licence Plate)	261.00	240.40	229.40	-12.1%
Private Hire Vehicle Renewal Fee (including Licence Plate)	261.00	240.40	229.40	-12.1%
Private Hire Vehicle Change	47.00	56.99	47.00	0.0%
Private Hire Vehicle Change with Test	104.50	not applicable		
Private Hire Licence Plates	18.50	18.50		0.0%
Test Fee	57.00	57.00		0.0%
Hackney Carriage Amend Licence (Change of Operator)	11.50	0.00		-100.0%
Hackney Carriage Amend Licence (Name and Address)	11.50	0.00		-100.0%
Hackney Carriage Amend Licence (Other)	11.50	0.00		-100.0%
Hackney Carriage Transfer of Interest	50.00	0.00		-100.0%
Private Hire Amend Licence (Operator)	11.50	0.00		-100.0%
Private Hire Amend Licence (Name and Address)	11.50	0.00		-100.0%
Private Hire Amend Licence (Other)	11.50	0.00		-100.0%
Private Hire Transfer of Interest	50.00	0.00		-100.0%
Hackney carriage temporary vehicle licence (3 months) *NEW CHARGE*	0.00	79.57	68.50	
Private hire temporary vehicle licence (3 months) *NEW CHARGE*	0.00	67.97	64.80	
Private hire vehicle signs (two signs)	0.00	10.00		

Guildford Borough Council Outline Budget 2016-17

Community Services Directorate

	2015-16 From 1 April 2015	2016-17 From 1 April 2016	2016-17 From 1 April 2016 (REVISED)	Increase %
	£	£	£	
Hackney Carriage and Private Hire Drivers				
Hackney Drivers Application Fee (3 year licence)	243.50	380.70	367.40	50.9%
Hackney Drivers Renewal Fee	243.50	380.70	367.40	50.9%
Hackney Drivers Knowledge Test	91.00	28.60	64.30	-29.3%
Private Hire Drivers Application Fee (3 year licence)	233.00	380.70	367.40	57.7%
Private Hire Drivers Renewal Fee	233.00	380.70	367.40	57.7%
Private Hire Drivers Knowledge Test	19.00	41.90	12.98	-31.7%
		Cost incurred directly by driver		
Disclosure Barring Service check fee (Statutory)	44.00	0.00		-100.0%
Hackney Carriage Amend Licence (Operator)	12.50	0.00		-100.0%
Hackney Carriage Amend Licence (Name and Address)	12.50	0.00		-100.0%
Hackney Carriage Replacement Badge	10.00	10.00		0.0%
Private Hire Amend Licence (Operator)	12.50	0.00		-100.0%
Private Hire Amend Licence (Name and Address)	12.50	0.00		-100.0%
Private Hire Replacement Badge	10.00	10.00		0.0%
Convert from Private Hire Driver to Hackney Carriage Driver	55.00	55.00		0.0%
	1yr licence	5 yr licence	5 yr licence	
Private Hire Operator's Licence				
less than 5 vehicles	140.00	254.10	193.20	
5 - 10 vehicles	142.00	256.20	195.40	
11-15 vehicles	144.00	258.30	197.50	
16 - 20 vehicles	146.00	260.50	199.60	
21 - 30 vehicles	150.00	264.70	203.80	
31 - 40 vehicles	154.00	268.90	208.10	
41 - 50 vehicles	158.00	273.20	212.30	
Over 50 vehicles	170.00	285.90	225.00	
Amend Licence	12.50	0.00	0.00	

SCHEDULE FOR INFORMATION ONLY

Approved by the Government

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

Classes of Premises licence	Non-conversion application fee in respect of other premises	Annual fee	Maximum fee for application to vary licence	Fee for application to transfer a licence	Fee for application for reinstatement of a licence	Fee for application for provisional statement	Fee for Licence Application (provisional Statement Holders)	Fee for Copy Licence	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 2016-17

Corporate Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
To be approved by Council			
Road Closure Application Fee	128.00	132.00	3.1%
<i>This is the minimum standard charge which includes the cost of basic laminated signage only. The actual amount payable is subject to any additional signage costs incurred.</i>			
Council Minutes Booklet and Committee Agendas - Annual Subscription			
Business organisations (per committee)	92.90	95.70	3.0%
Amenity organisations and private individuals	62.30	64.20	3.0%
Parish Councils (first copy free)	62.30	64.20	3.0%
Individual Agendas	10.50	10.80	2.9%
Constitution	34.10	35.20	3.2%
Annual Report and Statement of Accounts - supply to Borough Residents	Free	Free	
Annual Report and Statement of Accounts - supply to organisations and individuals outside the Borough			
	Head of Financial Services to assess		
Section 106 Agreements			
Suitable Access to Natural Green Space (SANGS) Section 106 agreement or Unilateral Undertaking	£650.00	670.00	3.1%
Section 106 agreement or Unilateral Undertaking (development up to 25 dwellings)	£1,000.00	1,030.00	3.0%
Section 106 agreement or Unilateral Undertaking (development exceeding 25 up to 50 dwellings)	£2,000.00	2,060.00	3.0%
Section 106 agreement or Unilateral Undertaking (development exceeding 51 up to 100 dwellings)	Minimum of £2,000 **	Minimum of £2,060 **	3.0%
Section 106 agreement or Unilateral Undertaking (development exceeding 101 up to 199 dwellings)	Minimum of £2,000 **	Minimum of £2,060 **	3.0%
Section 106 agreement (Major applications, small scale, large scale)	Minimum of £2,000 **	Minimum of £2,060 **	3.0%
**Complex agreements, major applications, small scale, large scale can exceed £2,000, the Council's reasonable legal costs are payable.			
Property Transactions – Legal Charges			
Grant of new lease up to 100 sq. m	Not previously published	minimum £450**	n/a
Grant of new lease 101 to 300 sq. m	Not previously published	minimum £650**	n/a
Grant of new lease 301 – 700 sq. m	Not previously published	minimum £750**	n/a
Grant of new lease over 700 sq. m	Not previously published	minimum £1,000**	n/a

Guildford Borough Council Outline Budget 2016-17

Corporate Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
Renewal of lease up to 100 sq. m	Not previously published	minimum £338**	n/a
Renewal of lease 101 to 300 sq. m	Not previously published	minimum £488**	n/a
Renewal of lease 301 – 700 sq. m	Not previously published	minimum £565**	n/a
Renewal of lease over 700 sq. m	Not previously published	minimum £750**	n/a
Deed of Variation	Not previously published	minimum £475**	n/a
Licence to Assign/Underlet/Alter	Not previously published	minimum £450**	n/a
Grant of new Licence for grazing/garden/access	Not previously published	minimum £350**	n/a
Renewal of Licence for grazing/garden/access	Not previously published	minimum £250**	n/a
Grant of new Licence for scaffolding/development compound	Not previously published	minimum £450**	n/a
Renewal of Licence for scaffolding/development compound	Not previously published	minimum £338**	n/a
Grant of Easement/wayleave	Not previously published	minimum £450**	n/a
Sale of freehold	Not previously published	minimum £650**	n/a

** These are the minimum standard charges. Protracted or complex cases can exceed these figures in which case the Council's reasonable legal costs are payable

Approved by the Government

Electoral Register Sales

Fees are set by Statute and are available on request.

Guildford Borough Council Outline Budget 2016-17

Development Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
To be approved by Council			
Statutory Planning Fees can be found by referring to current government legislation. The Planning Portal is the UK online planning and building regulations resource- http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentlegislation/statutoryinstruments			
Decision Notices			
Planning Decisions (TP3s) - post 2005 on website	17.00 *	18.00 *	5.9%
Planning Appeal Decisions - post 2005 on website	17.00 *	18.00 *	5.9%
Planning Legal agreements (Section 106 etc) - if available on website (New)	17.00 *	18.00 *	5.9%
Tree Preservation Orders (if available on website)	17.00 *	18.00 *	5.9%
BC Completion Certificate pre 2001	17.00 *	18.00 *	5.9%
BC Completion Letter pre 1991	17.00 *	18.00 *	5.9%
All charges are per document			
If the above information is not available on our website the photocopying charges listed below will apply:-			
Photocopy Charges			
Plan Copying(A2-A0)	10.00	11.00	10.0%
Photocopying Charges (black and white A4)	0.25 *	0.30 *	20.0%
Photocopying Charges (black and white A3)	0.25 *	0.30 *	20.0%
Photocopying Charges (colour A4)	0.45 *	0.50 *	11.1%
Photocopying Charges (colour A3)	0.45 *	0.50 *	11.1%
Supply of information to professional organisations			
General enquiries (one off charge)	60.00 *	65.00 *	8.3%
Tables A,B, C, (domestic) D and E (commercial) for Building Control fees are available on the web site or from the Building Control office			
Pre Application Advice			
Revised fee schedule introduced for 2016-17- see below			

Guildford Borough Council Outline Budget 2016-17

Development Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
Previous schedule for 2015-16			
Residential			
Householder- surgery (meeting and meeting note)	50.00 *	n/a	
Householder - site visit and written response	85.00 *	n/a	
Housing: Small			
1-4 dwellings - site visit, meeting and meeting note	190.00 *	n/a	
5-9 dwellings - site visit, meeting and meeting note	380.00 *	n/a	
Housing: Medium			
10-24 dwellings - site visit, meeting and meeting note	650.00 *	n/a	
25-49 dwellings - site visit, meeting and meeting note	950.00 *	n/a	
Housing: Large			
25-49 dwellings - site visit, meeting and meeting note (fees to be advised on case-by-case basis)			
Non-Residential			
Commercial: Small			
Under 500sqm - site visit, meeting and meeting note	380.00 *	n/a	
Commercial: Medium			
500sqm - 2000sqm - site visit, meeting and meeting note	650.00 *	n/a	
Commercial: Large			
over 2500sqm - site visit, meeting and meeting note (fees to be advised on case-by-case basis)			
<u>Revised pre-application fee schedule</u>			
Householder and new dwellings			
Category: BRONZE			
Householder	n/a	50.00 *	
1-4 dwellings	n/a	150.00 *	
5-9 dwellings	n/a	250.00 *	
10-49 dwellings	n/a	500.00 *	
50+ dwellings	n/a	750.00 *	

Guildford Borough Council Outline Budget 2016-17

Development Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
Category: SILVER			
Householder	n/a	100.00	*
1-4 dwellings	n/a	300.00	*
5-9 dwellings	n/a	350.00	*
10-49 dwellings	n/a	750.00	*
50+ dwellings	n/a	1,500.00	*
Category: GOLD			
Householder	n/a	n/a	
1-4 dwellings	n/a	n/a	
5-9 dwellings	n/a	750.00	*
10-49 dwellings	n/a	1,000.00	*
50+ dwellings	n/a	2,500.00	*
Category: PLATINUM			
Householder	n/a	n/a	
1-4 dwellings	n/a	n/a	
5-9 dwellings	n/a	n/a	
10-49 dwellings	n/a	2,000.00	*
50+ dwellings	n/a	price on application	*
Extras			
Additional plans			
Householder	n/a	50.00	*
1-4 dwellings	n/a	75.00	*
5-9 dwellings	n/a	150.00	*
10-49 dwellings	n/a	500.00	*
50+ dwellings	n/a	750.00	*

Guildford Borough Council Outline Budget 2016-17

Development Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
Additional meetings			
Householder	n/a	n/a	
1-4 dwellings	n/a	n/a	
5-9 dwellings	n/a	300.00	*
10-49 dwellings	n/a	600.00	*
50+ dwellings	n/a	800.00	*
Commercial and other development			
Category: BRONZE			
Commercial up to 250 sq metres	n/a	150.00	*
Commercial up to 500 sq metres	n/a	250.00	*
Commercial up to 1000 sq metres	n/a	400.00	*
Commercial up to 2500 sq metres	n/a	500.00	*
Commercial over 2500 sq metres	n/a	750.00	*
Other (listed building, change of use, advertisements, agricultural and telecommunications)	n/a	200.00	*
Category: SILVER			
Commercial up to 250 sq metres	n/a	250.00	*
Commercial up to 500 sq metres	n/a	350.00	*
Commercial up to 1000 sq metres	n/a	650.00	*
Commercial up to 2500 sq metres	n/a	750.00	*
Over 2500 sq metres	n/a	1,000.00	*
Other (listed building, change of use, advertisements, agricultural and telecommunications)	n/a	350.00	*
Category: GOLD			
Commercial up to 250 sq metres	n/a	n/a	
Commercial up to 500 sq metres	n/a	750.00	*
Commercial up to 1000 sq metres	n/a	850.00	*
Commercial up to 2500 sq metres	n/a	1,500.00	*
Over 2500 sq metres	n/a	2,000.00	*
Other (listed building, change of use, advertisements, agricultural and telecommunications)	n/a	n/a	

Guildford Borough Council Outline Budget 2016-17

Development Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
Category: PLATINUM			
Commercial up to 250 sq metres	n/a	n/a	
Commercial up to 500 sq metres	n/a	n/a	
Commercial up to 1000 sq metres	n/a	n/a	
Commercial up to 2500 sq metres	n/a	n/a	
Over 2500 sq metres	n/a	price on application	*
Other (listed building, change of use, advertisements, agricultural and telecommunications)	n/a	n/a	
Extras			
Additional plans			
Commercial up to 250 sq metres	n/a	75.00	*
Commercial up to 500 sq metres	n/a	150.00	*
Commercial up to 1000 sq metres	n/a	300.00	*
Commercial up to 2500 sq metres	n/a	500.00	*
Commercial over 2500 sq metres	n/a	750.00	*
Other (listed building, change of use, advertisements, agricultural and telecommunications)	n/a	150.00	*
Meeting			
Commercial up to 250 sq metres	n/a	n/a	
Commercial up to 500 sq metres	n/a	300.00	*
Commercial up to 1000 sq metres	n/a	400.00	*
Commercial up to 2500 sq metres	n/a	600.00	*
Commercial over 2500 sq metres	n/a	800.00	*
Other (listed building, change of use, advertisements, agricultural and telecommunications)	n/a	300.00	*
Duty Officer service	n/a	50.00	*

No charge will be made for:

- advice given during the process of a planning application
- advice given to non- profit making organisations/ charities/ hospitals/ *statutory bodies (up to the point where professional agents are appointed)
- advice on proposals relating to disabled living

Parish councils will receive 50% off the fee

* a statutory body is based on the definition set out in the General Development Order

Guildford Borough Council Outline Budget 2016-17

Development Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
Charges for tree advice- for a site visit and written response			
Pre- application advice on works to trees (TPO and conservation area)			
First hour	n/a	75.00	*
Per subsequent hours	n/a	50.00	*
General tree advice			
First hour	n/a	75.00	*
Per subsequent hours	n/a	50.00	*
Tree survey on proposed development site			
Per hour	n/a	75.00	*
Conservation Area Character Appraisals			
Chilworth Character Appraisal	6.00	6.50	8.3%
Chilworth conservation area map boundary	6.00	6.50	8.3%
St Catherine's Conservation Aea Character appraisal (new)	6.00	6.50	8.3%
Onslow Village Character Appraisal	6.00	6.50	8.3%
Shere Character Appraisal	6.00	6.50	8.3%
Shere Map	6.00	6.50	8.3%
Shere Conservation Area Character appraisal	11.00	12.00	9.1%
East Clandon Character Appraisal	6.00	6.50	8.3%
East Clandon Map	6.00	6.50	8.3%
Bridge Street Character Appraisal	6.00	6.50	8.3%
Bridge Street Map	6.00	6.50	8.3%
Charlottesville Warren Road Appraisal (Sections 1-4)	9.00	9.50	5.6%
Charlottesville Warren Road Maps 1-4	9.00	9.50	5.6%
Waterden Road Area Appraisal	13.00	14.00	7.7%
Pirbright Area Appraisal (full set of documents)	13.00	14.00	7.7%
Abbotswood Area Appraisal (full set of documents)	13.00	14.00	7.7%
Town Centre Conservation Area Appraisal	16.00	17.00	6.3%

Guildford Borough Council Outline Budget 2016-17

Development Directorate

	2015-16	2016-17	Increase
	From 1 April 2015	From 1 April 2016	
	£	£	%
Local Plan documents			
Community Involvement in Planning	8.00	8.50	6.3%
Infrastructure baseline - black and white	10.00	10.50	5.0%
Infrastructure baseline - colour	24.00	25.00	4.2%
Settlement hierarchy - colour only	22.00	23.00	4.5%
Settlement profiles - black and white	8.50	9.00	5.9%
Settlement profiles - colour	20.00	21.00	5.0%
Strategic Housing Land Availability Assessment (SHLAA) black and white	27.00	28.00	3.7%
Strategic Housing Land Availability Assessment (SHLAA) colour	70.00	73.00	4.3%
Traveller SHLAA	n/a	16.80	
Green Belt and Countryside Study - full set	325.00	335.00	3.1%
Green Belt and Countryside Study - volume I	27.00	28.00	3.7%
Green Belt and Countryside Study - volume II	63.00	65.00	3.2%
Green Belt and Countryside Study - volume II appendix III	120.00	124.00	3.3%
Green Belt and Countryside Study - volume III	54.00	56.00	3.7%
Green Belt and Countryside Study - volume III appendix VI	47.00	49.00	4.3%
Green Belt and Countryside Study - volume IV	42.00	44.00	4.8%
Green Belt and Countryside Study - volume V	n/a	125.00	
Green Belt and Countryside Study - volume VI	n/a	4.50	
The Green Belt and Countryside Study - full set is available in DVD for free			
Employment Land Needs Assessment	n/a	15.00	
Retail and Leisure Survey	n/a	40.00	
Strategic Housing Market Assessment (SHMA)	n/a	32.00	
Guildford Local Plan and Affordable Housing Viability Study	n/a	11.25	
Local Plan Strategy and Sites Issues and Options (October 2013)	52.00	54.00	3.8%
Traveller Accommodation Assessment (October 2013)	6.00	6.50	8.3%
Draft Local Plan (2014)	35.00	35.00	0.0%
Infrastructure and delivery topic paper	n/a	1.56	
Housing topic paper topic paper	n/a	2.43	
Environmental Sustainability and Climate Change Study	n/a	9.45	
Sustainability Appraisal and Non Technical Summary	n/a	23.40	
Sites of Nature Conservation Importance Surveys	n/a	4.65	
Guildford Renewable Energy Mapping Study	n/a	11.70	

Guildford Borough Council Outline Budget 2016-17

Development Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
Supplementary Planning Documents			
Sustainable Development and Construction 2005	8.15	8.50	4.3%
Vehicle Parking Standards 2006	8.15	8.50	4.3%
Planning Contributions 2011 (New)	8.15	8.50	4.3%
Bellerby theatre and North Place Day Centre Planning Brief SPD2011	8.15	8.50	4.3%
Deepcut Planning guidance 2011	8.15	8.50	4.3%
Woodbridge Meadows 2008	8.15	8.50	4.3%
Supplementary Planning Guidance			
Residential Design Guide 2006, 2010 update	8.15	8.50	4.3%
Telecommunications 2004	4.60	5.00	8.7%
North St/Commercial Rd/Leapale Rd Design and Development Brief adopted as SPG 2003	4.60	5.00	8.7%
Residential Extensions 2003	4.60	5.00	8.7%
Street Cafes 1995	2.80	3.00	7.1%
Development Briefs and Other Strategies			
Thames Basin Heath Special Protection Area Avoidance Strategy (2010-14)	8.15	8.50	4.3%
Slyfield Industrial Estate 2004	4.60	5.00	8.7%
UniS Manor Park 2003	8.15	8.50	4.3%
Bedford Road 2000/2003	8.15	8.50	4.3%
Landscape Character Assessments			
Townscape	30.00	31.00	3.3%
Rural urban fringe	29.00	30.00	3.4%
Rural	34.00	35.00	2.9%
Anticipated Local Plan documents- prices to be published in the committee report approving the document.			
Local Plan Consultation Document (2016)			
Local Plan Topic Papers (including housing, Green Belt, heritage, economy, environment, tourism)			
Local Plan Sustainability Appraisal and Habitats reg assessment			
Land Availability Assessment			
Green Infrastructure Study			
Traveller Accommodation Assessment Update			

Guildford Borough Council Outline Budget 2016-17

Development Directorate

	2015-16 From 1 April 2015 £		2016-17 From 1 April 2016 £		Increase %
Transport Assessment					
SANG Strategy					
Infrastructure Delivery Plan					
CIL					
Strategic Flood Risk Assessment					
Guildford Local Plan and Affordable Housing Viability Study (re-publication)					
Duty to Co-operate Paper					
Postage and packing					
Small documents	1.50	*	1.50	*	0.0%
Large documents	3.76	*	3.76	*	0.0%
Draft Local Plan- first class	15.85	*	15.85	*	0.0%
Draft Local Plan- second class	13.75	*	13.75	*	0.0%
The above Local Plan documents are available to download for free on our website					
Approved under Delegated Authority					
Land Charges Search Fees -					
Basic Fee	90.00		110.00		22.2%
LLC1 Only	18.00		25.00		38.9%
Con29 Additional Questions- Surrey County Council	14.00		14.00		0.0%
Con29 Additional Questions- Guildford Borough Council	14.00		11.00		-21.4%
Con 29R Only	72.00		85.00		18.1%
Assisted Personal Search	15.00		15.00		0.0%
Assisted Con29R Search (Per Question)	1.85		1.85		0.0%
Farmers Market					
Stall Charge (per market, per linear metre of frontage)	8.67		8.93		3.0%
Fee Supplement	3.50		3.50		0.0%
Car Parking	9.00	*	9.00	*	0.0%

Guildford Borough Council Outline Budget 2016-17

Development Directorate

	2015-16 From 1 April 2015 £		2016-17 From 1 April 2016 £		Increase %
Approved under Delegated Authority					
Standard charges: Charges apply for a calendar year and are increased on the 1st January 2016					
Poster Boards					
All poster boards are A4 sheet poster size					
- Rental per space - Rental per week	21.60	*	22.80	*	5.6%
Banner Boards					
- Rental per space - Rental per week					
Large 9ft banners	61.20	*	63.60	*	3.9%
A0 & A1	52.80	*	56.40	*	6.8%
A2 & A3	22.80	*	24.00	*	5.3%
Concessionary charges: Charges apply for a calendar year and are increased on the 1st January 2016					
Poster Boards					
All poster boards are A4 sheet poster size					
- Rental per space - Rental per week	16.80	*	17.40	*	3.6%
Banner Boards					
- Rental per space - Rental per week					
Large 9ft banners	49.20	*	51.00	*	3.7%
A0 & A1	41.40	*	42.72	*	3.2%
A2 & A3	18.00	*	18.60	*	3.3%
High Street Banner					
- Rental per space - Rental per week	336.00	*	360.00	*	7.1%
- Rental per space - Rental subsequent weeks (maximum rental 3 weeks)	75.60	*	120.00	*	58.7%
High Hedges	460.00		500.00		8.7%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
To be approved by Council			
Off Street Car Park Charges			
Parking Meter Charges			Approved as part of the Parking Business Plan (Executive Jan 2016)
Contract Car Parking			Approved as part of the Parking Business Plan (Executive Jan 2016)
Season Ticket Parking			Approved as part of the Parking Business Plan (Executive Jan 2016)
Penalty Fee Notice			Approved as part of the Parking Business Plan (Executive Jan 2016)
Garages			Approved as part of the Parking Business Plan (Executive Jan 2016)
On Street Car Park Charges			
Parking Meter Charges			Approved as part of the Parking Business Plan (Executive Jan 2016)
Resident Permit			Approved as part of the Parking Business Plan (Executive Jan 2016)
Visitor Permit			Approved as part of the Parking Business Plan (Executive Jan 2016)
Business Permit			Approved as part of the Parking Business Plan (Executive Jan 2016)
Carers Permit			Approved as part of the Parking Business Plan (Executive Jan 2016)
Penalty Fee Notice			Approved as part of the Parking Business Plan (Executive Jan 2016)
Markets			
North Street - Market Stall per day per metre, stall frontage	14.10	14.50	2.8%
Weighbridge			
Tolls per weigh	8.90 *	9.20 *	3.4%
Tolls per double weigh	13.60 *	14.00 *	2.9%
Refuse Collection Service			
Special Collection of Household Refuse			price on application
For a single item			price on application
For 2 to 5 items			price on application
For the collection of large quantities with charges being assessed by a Council Inspector			
Domestic Waste per hour or part thereof (Minimum charge 1 hour)			
Commercial Waste per hour or part thereof (Minimum 2 hours)			price on application

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
Stray Dogs			
A £25.00 statutory fee is included within the charge.			
1st day or part of day	60.00	62.00	3.3%
2nd day or part of day	75.00	77.50	3.3%
3rd day or part of day	90.00	93.00	3.3%
4th day or part of day	105.00	108.50	3.3%
5th day or part of day	120.00	124.00	3.3%
6th day or part of day	135.00	138.50	2.6%
7th day or part of day	150.00	155.00	3.3%
Leash Pods	10.00 *	10.00 *	0.0%
Dog Fouling			
Fixed Penalty Charge	50.00	50.00	0.0%
Approved under Delegated Authority			
Cleansing			
Recycling - Green Waste Bins			
Per Bin	30.00	32.00	6.7%
Replacement Bin	40.00	30.00	-25.0%
1 Set of 4 - 60 litre sacks	30.00	32.00	6.7%
Refuse			
Replacement Bin	n/a	30.00	new charge
Black Sacks quantity 26	3.50 *	3.00 *	-14.3%
Miscellaneous for Small Businesses			
Sharps collection - service agreement for 6 months delivery and removal of 25 x 7cl Sharps boxes on monthly collection.	price on application	price on application	
Abandoned Vehicles			
Recovery and Release of vehicle	105.00 *	105.00 *	0.0%
Daily Charge (Monday to Friday)	12.00 *	12.00 *	0.0%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate

	2015-16		2016-17		Increase
	From 1 April 2015		From 1 April 2016		%
	£		£		%
Green Cones	5.35	*	5.35	*	0.0%
Green Cone Powder	2.20	*	2.20	*	0.0%
Food Waste Liners (52 per pack)	3.99	*	3.99	*	0.0%
Approved by Government					
Public					
MOT	54.80		54.80		0.0%
Re-test within 24 hours on minor items	free of charge		free of charge		
Re-test within 10 days	27.40		27.40		0.0%
Thereafter full cost					
Taxi					
Vehicle Inspection Fee	57.00		57.00		0.0%
MOT carried out as part of the Taxi Inspection (to be booked at the same time)	27.40		27.40		0.0%
For a full list of charges please contact the MOT bay					

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 2

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
To be approved by Council			
Parks and Open Spaces			
Tennis-Stoke park and Sutherland Memorial Park			
Adult price, per court, per hour	6.25 *	6.50 *	4.0%
Junior (under 16) price, per court, per hour	5.20 *	5.50 *	5.8%
Adult Concession (over 60's NUS and unemployed) price, per court, per hour (weekdays only)	5.20 *	5.50 *	5.8%
Coaching	6.20 *	6.50 *	4.8%
Burpham Tennis Club	5.20 *	5.50 *	5.8%
Crazy Golf - Stoke Park			
Adults	4.20 *	4.50 *	7.1%
Children	2.80 *	3.00 *	7.1%
Family Ticket (2 adults and 3 under 16's)	10.50 *	12.00 *	14.3%
Cricket: Other Parks & Grounds			
Evening 17:00 hrs onwards	93.50 *	93.50 *	0.0%
Full Day - Adults (22 yds)	130.00 *	130.00 *	0.0%
Standard Pitch - Under 17's (22yds)	41.50 *	41.50 *	0.0%
Small Pitch - Junior teams under 15's	31.00 *	31.00 *	0.0%
Football - All sites			
Standard Pitch per game - School usage and youth (Under 16's)	42.50 *	45.00 *	5.9%
Standard Pitch per game - Adults	79.00 *	81.00 *	2.5%
Junior Pitch per game / 9 v 9	28.00 *	30.00 *	7.1%
Junior Pitch per game / 7 v 7		28.50 *	new charge
Junior Pitch per game 5v5	25.00 *	27.00 *	8.0%
Rugby: 11 a side			
Standard Pitch per game - School usage and youth (Under 18's)	42.50 *	45.00 *	5.9%
Standard Pitch per game - Adults	79.00 *	81.00 *	2.5%
Training Area (not pitches) Only	27.00 *	27.00 *	0.0%
Netball - Stoke Park (All)	31.00 *	32.00 *	3.2%
Rounders - Stoke Park (All)	38.00 *	39.00 *	2.6%
Badminton - Stoke Park		2.00 *	new charge
Lacrosse:			
Stoke Park - Adults	86.00 *	81.00 *	-5.8%
Stoke Park - School usage and youth (Under 18's)	44.00 *	45.00 *	2.3%
Table Tennis		2.00 *	new charge
Organised frisbee game per pitch / 2 hrs	30.00 *	31.00 *	3.3%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 2

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
Event all Sites			
Price on application (minimum charge £50 per day)	price on application	price on application	
Community events receive a 50% discount			
Charity and 100% fundraising events receive a 60% discount			
Circuses and Fun Fairs			
Per day on site including set up/dismantle (Shalford Common only)	price on application	price on application	
Per day on site (all other sites) if onsite longer than 6 days receive a 5% discount			
Set up/dismantle fee per day			
Filming all Sites: -			
Per Event - Per Day on Site (Negotiable) Minimum £50 - Maximum £1,000 per day	price on application	price on application	
Fitness Sessions	price on application	price on application	
Car Parking Only All Sites:			
Per Day on Site (not in conjunction with event hire)	price on application	price on application	
Commemorative Benches (All sites)	price on application	price on application	
Shalford Park:			
Camping and Caravanning (Club Use) - per unit per night	7.90 *	8.00 *	1.3%
Chantries Camp Site: per person per day/night	3.00 *	3.50 *	16.7%
Sutherland Memorial Park			
Astro Pitch 5-a-side			
All - per court per hour before 4pm	16.00 *	10.00 *	-37.5%
5-a-side Football per court per hour including floodlights - Adults	45.75 *	46.00 *	0.5%
5-a-side Football per court per hour including floodlights - Youth (Under 18's)	22.75 *	23.00 *	1.1%
Kings College School			
Astro Pitch			
Full Pitch Football per hour - Adults	95.00 *	75.00 *	-21.1%
Full Pitch Hockey per game - Adults	95.00 *	75.00 *	-21.1%
Full Pitch per hour - School usage and youth (Under 18's)	47.50 *	37.50 *	-21.1%
5-a-side Football per court per hour including floodlights- Adults	46.20 *	37.50 *	-18.8%
5-a-side Football per court per hour including floodlights - Youth (Under 18's)	29.40 *	23.00 *	-21.8%
5-a-side Football per court per hour including floodlights - Coaching	46.20 *	37.50 *	-18.8%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 2

	2015-16	2016-17	Increase
	From 1 April 2015	From 1 April 2016	%
	£	£	
Balloon Flights			
Seasonal annual agreement paid in advance for take off rights per site	575.00	590.00	2.6%
Burchatts Farm Barn			
Weekday and weekend hire groups over 20 people			
Half day - 4 hrs (between 9am and 5pm)		260.00	new charge
Full day - 8 hrs (between 9am and 5pm)		400.00	new charge
Evening hire (between 5pm to 9.30pm)		275.00	new charge
Day and Evening hie (between 9am and 9.30pm)		650.00	new charge
Block bookings on consecutive days	price on application	price on application	
Meeting Bookings per Hour			
Up to twenty people per hour	40.00	40.00	0.0%
** GBC Departments 25% off scheduled rates between 9am and 5pm			
Greenark			
Commercial - Each hour or part	22.50	22.50	0.0%
Community - Each hour or part	19.00	19.00	0.0%
Approved under Delegated Authority			
Guildford Crematorium			
Cremations Fees			
For the cremation of a child whose age at death did not exceed 16 years (incl medical referee fees)	40.00	45.00	12.5%
For the cremation of a person whose age at the time of death exceeded 16 years (incl medical referee fees)	755.00	785.00	4.0%
Saturday cremation (09:00 am - 12.45pm)	990.00	1,030.00	4.0%
Cancellation of diary booking with less than 48 hours notice	100.00	105.00	5.0%
Service of double or additional length; per 45 minutes additional fee of:	160.00	195.00	21.9%
Service which exceeds the allocated timeslot of 30 minutes	190.00	205.00	7.9%
Cremation of a child on a Saturday (9am - 12.45pm)	130.00	135.00	3.8%
Cremation of Non Viable Foetus (NVF) (up to 24 weeks gestation)	20.00	20.00	0.0%
Fee for exhuming ashes if not for re-interment within the grounds	95.00	100.00	5.3%

NOTE: The cremation fee includes:

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

Use of Chapel - service time of 30 minutes, waiting room, etc. and all attendances after coffin is placed on catafalque by funeral director.

Disposal of ashes in Garden of Remembrance

The use of music system.

Certificate of cremation for burial of ashes elsewhere.

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 2

	2015-16		2016-17	Increase
	From 1 April 2015		From 1 April 2016	%
	£		£	%
Wesley Music				
Audio recording of funeral service - 1st copy	38.00 *		39.00 *	2.6%
Audio recording of funeral service - additional copies	15.00 *		15.50 *	3.3%
DVD recording of funeral service - 1st copy	45.00 *		46.00 *	2.2%
DVD recording of funeral service - additional copies	18.00 *		18.50 *	2.8%
Wesley Tributes				
Wesley Visual Tribute (up to 30 images)	-		57.00 *	new charge
Wesley Visual Tribute; per image after 30 images	-		1.50 *	new charge
Urns and Containers				
Bronze Adel Urns	50.00 *		50.00 *	0.0%
Plastic Travel Polytainer	20.00 *		22.00 *	10.0%
Wooden Casket	60.00 *		65.00 *	8.3%
Decorative Urns	105.00 *		110.00 *	4.8%
Decorative keepsake urns	30.00 *		35.00 *	16.7%
Scatter tubes	40.00 *		40.00 *	0.0%
Child Scatter tubes	15.00 *		15.00 *	0.0%
Deposit of Ashes				
For the scattering of ashes in the Garden of Remembrance when cremation has taken place elsewhere	85.00		90.00	5.9%
Split of ashes to include 2x cremation certificate and 2x polytainers for separate scattering elsewhere.	40.00		40.00	0.0%
Memorials and Inscriptions				
Entries in the Book of Remembrance				
2 line entry	85.00 *		90.00 *	5.9%
5 line entry	115.00 *		120.00 *	4.3%
5 line entry with motif	180.00 *		190.00 *	5.6%
8 line entry	140.00 *		150.00 *	7.1%
8 line entry with motif	205.00 *		220.00 *	7.3%
Motif	65.00 *		70.00 *	7.7%
Additional Lines	15.00 *		15.00 *	0.0%
Replicas of entries in Book of Remembrance Memorial Cards				
2 line entry	32.00 *		35.00 *	9.4%
5 line entry	52.00 *		55.00 *	5.8%
5 line entry with motif	117.00 *		125.00 *	6.8%
8 line entry	60.00 *		70.00 *	16.7%
8 line entry with motif	125.00 *		140.00 *	12.0%
Motif	65.00 *		70.00 *	7.7%
Additional Lines	15.00 *		15.00 *	0.0%

	2015-16		2016-17	Increase
	From 1 April 2015		From 1 April 2016	%
	£		£	%
Miniature Books of Remembrance				
2 line entry	75.00	*	80.00	6.7%
5 line entry	105.00	*	110.00	4.8%
5 line entry with motif	170.00	*	180.00	5.9%
8 line entry	115.00	*	125.00	8.7%
8 line entry with motif	180.00	*	195.00	8.3%
Motif	65.00	*	70.00	7.7%
Additional Lines	15.00	*	15.00	0.0%
Adoption of Rose Trees (including nameplate)				
Standard Roses (5 years) with standard plaque	430.00	*	450.00	4.7%
Renewals after initial period:				
(a) 5 years	270.00	*	280.00	3.7%
(b) 1 year	85.00	*	90.00	5.9%
Trees (5 years) with standard plaque	665.00	*	695.00	4.5%
Renewals after initial period:				
(a) 5 years	470.00	*	480.00	2.1%
(b) 1 year	130.00	*	135.00	3.8%
Plaques				
Aluminium Plaque with existing memorial	90.00	*	95.00	5.6%
Granite Plaque (6 x 4) with existing memorial	230.00	*	240.00	4.3%
Granite Plaque (7 x 5) with existing memorial	285.00	*	295.00	3.5%
Additional artwork on granite plaque	price on application		price on application	
Additional artwork on an aluminium plaque				
Replacement plaque with existing memorial	60.00	*	62.00	3.3%
Double plaque with existing memorial	75.00	*	77.00	2.7%
Photo plaque on granite plaque	price on application		price on application	
Wall Plaques (for 5 years)	220.00	*	230.00	4.5%
Wall plaque with design for 5 years	price on application		price on application	
Double plaque for 5 years	440.00	*	460.00	4.5%
Double plaque for 5 years with design	price on application		price on application	
Replacement Wall Plaque	105.00	*	110.00	4.8%
Renewals after initial period:				
(a) 5 years	180.00	*	190.00	5.6%
(b) 1 year	60.00	*	65.00	8.3%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 2

	2015-16		2016-17	Increase
	From 1 April 2015		From 1 April 2016	%
	£		£	
Seats				
Seats wooden 5 feet length (for a period of 10 years)	1,800.00 *		1,800.00 *	0.0%
Seats Granite Columbaria (for a period of 10 years)	1,400.00 *		1,500.00 *	7.1%
Replacement or additional seat plaque 6" x 2"	68.00 *		70.00 *	2.9%
Photo plaque on a granite seat plaque			price on application	
Non standard motif on a granite seat plaque			price on application	
Standard motif on a granite seat plaque			price on application	
Restaining Charge	15.00 *		15.00 *	0.0%
Wall Tablets				
Renewal of wall tablet for 5 years	200.00 *		200.00 *	0.0%
additional artwork on wall tablet			price on application	
Photo plaque on wall tablet			price on application	
Replacement wall tablet			price on application	
Replacement tablet	285.00 *		295.00 *	3.5%
Memorial Vault - Sanctum				
(a) 10 year adoption	1,150.00 *		1,250.00 *	8.7%
(b) 20 year adoption	1,575.00 *		1,800.00 *	14.3%
(c) 30 year adoption	1,875.00 *		2,400.00 *	28.0%
(d) 40 year adoption	2,050.00 *		3,000.00 *	46.3%
(e) 50 year adoption	2,300.00 *		3,600.00 *	56.5%
Per Letter after first 80 letters	2.85 *		3.00 *	5.3%
Standard motif	190.00 *		200.00 *	5.3%
Non standard motif			price on application	
Photo plaque	115.00 *		120.00 *	4.3%
Replacement Vault Tablet - Sanctum 2	310.00 *		340.00 *	9.7%
Sanctum Replacement Vault Tablet (up to 80 letters) Sanctum 2000	335.00 *		340.00 *	1.5%
Memorial Vault - Renewal 5 years	300.00 *		315.00 *	5.0%
Memorial Vault - Renewal 10 years	600.00 *		625.00 *	4.2%
Memorial Vault - Renewal 20 years	1,200.00 *		1,250.00 *	4.2%
Vase Blocks - 10 years				
Standard motif on a vase block	560.00 *		570.00 *	1.8%
Non standard motif on a vase block	190.00 *		200.00 *	5.3%
Photo plaque on a vase block			price on application	
Renewal of Vase Block for 5 years	80.00 *		85.00 *	6.3%
Replacement of Vase in memorial vaults	250.00 *		260.00 *	4.0%
Replacement of Vase in vase blocks	-		15.00 *	new charge
Replacement vase for vaseblock vault	-		15.00 *	new charge
	15.00 *		15.00 *	0.0%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 2

	2015-16		2016-17		Increase
	From 1 April 2015		From 1 April 2016		%
	£		£		%
Sundials					
Sundial Tablets Older style- Lower Tablet (when available)	560.00	*	585.00	*	4.5%
Sundial Tablets Older style- Middle Tablet (when available)	525.00	*	545.00	*	3.8%
Sundial Tablets Older style- Top Tablet (when available)	485.00	*	505.00	*	4.1%
Renewal of a Sundial Tablets Older style- Lower Tablet - 5 years	260.00	*	270.00	*	3.8%
Renewal of a Sundial Tablets Older style- Middle Tablet - 5 years	260.00	*	270.00	*	3.8%
Renewal of a Sundial Tablets Older style- Top Tablet - 5 years	260.00	*	270.00	*	3.8%
Replacement sundial tablet	215.00	*	225.00	*	4.7%
New Sundial Tablet first row for a period of 10 years	475.00	*	495.00	*	4.2%
New Sundial Tablet second row for a period of 10 years	490.00	*	510.00	*	4.1%
New Sundial Tablet third row for a period of 10 years	525.00	*	545.00	*	3.8%
New Sundial Tablet forth row for a period of 10 years	545.00	*	565.00	*	3.7%
New Sundial Tablet fifth row for a period of 10 years	565.00	*	585.00	*	3.5%
Standard motif on a sundial tablet	190.00	*	195.00	*	2.6%
Photo plaque on a sundial tablet			price on application		
Photo plaque under Sundial Tablets for 10 years - Newer style			price on application		
Non standard motif on a sundial tablet			price on application		
Childrens Memorial Garden					
Rockery Boulder for 5 years	200.00	*	210.00	*	5.0%
Memorial mushroom plaque for 5 years	250.00	*	260.00	*	4.0%
Private gardens	800.00	*	825.00	*	3.1%
Use of Chapel for Memorial Service (no cremation)	470.00		490.00		4.3%
Reproduction of cremation certificate	21.00		22.00		4.8%
Depositing of Coffin in the Chapel overnight	155.00		160.00		3.2%
Assistance with bearing of a coffin into the chapel	25.00		30.00		20.0%
Cemeteries					
Guildford, Stoke New and Old Cemeteries - Interments					
For the interment in a grave in respect of which an exclusive right of burial has not been granted:-					
Unpurchased grave for a child	70.00		75.00		7.1%
Unpurchased grave for an adult	475.00		495.00		4.2%
Resident					
For the interment in a grave which has already been purchased - the body of a person exceeding 16 years					
To a single depth (5ft)	735.00		765.00		4.1%
To a double depth (7ft)	795.00		825.00		3.8%
Interment of cremated remains in a grave	335.00		350.00		4.5%
Interment of cremated remains in the Garden of Remembrance	420.00		435.00		3.6%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 2

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
For the interment in a grave which has already been purchased - the body of a child not exceeding 16 years			
To a single depth (5ft)	340.00	355.00	4.4%
To a double depth (7ft)	375.00	390.00	4.0%
Interment of cremated remains in a grave	120.00	125.00	4.2%
Interment of cremated remains in the Garden of Remembrance	420.00	435.00	3.6%
Cremated Remains plot (includes exclusive right of burial, interment and casket - Single 10 years	1,515.00	1,575.00	4.0%
Cremated Remains plot (includes exclusive right of burial, interment and casket - Double - 10 years	2,355.00	2,450.00	4.0%
The fee for interment apply only between the hours of 10am and 3pm on a weekday. Should the interment take place outside the stipulated times than an additional fee is payable of.	355.00	370.00	4.2%
Exclusive Rights of Burial in Earthen Graves:			
Traditional and Lawn Section			
In an earthen grave 7ft 6 ins x 3ft 6 ins	1,655.00	1,725.00	4.2%
In an earthen grave 6ft x 3ft - Children's section	775.00	805.00	3.9%
Extension of Exclusive Right of Burial for additional five years	285.00	295.00	3.5%
Garden of Remembrance (Cremated remains)	510.00	525.00	2.9%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 30 years.			
Memorials			
Permit to erect a memorial	140.00	150.00	7.1%
Additional inscription on an existing memorial	95.00	100.00	5.3%
Permit to erect a vase with inscription	95.00	100.00	n/a
Permit to erect a vase without inscription		free of charge	
Memorial Vault - Sanctum			
(a) 10 year adoption	1,150.00 *	1,250.00 *	8.7%
(b) 20 year adoption	1,575.00 *	1,800.00 *	14.3%
(c) 30 year adoption	1,875.00 *	2,400.00 *	28.0%
(d) 40 year adoption	2,050.00 *	3,000.00 *	46.3%
(e) 50 year adoption	2,300.00 *	3,600.00 *	56.5%
Per Letter after first 80 letters	2.85 *	3.00 *	5.3%
Standard motif	190.00 *	195.00 *	2.6%
Non standard motif	price on application	price on application	
Photo plaque	115.00 *	120.00 *	4.3%
Sanctum Replacement Vault Tablet (up to 80 letters) Sanctum 2000	335.00 *	340.00 *	1.5%
Memorial Vault - Renewal 5 years	300.00 *	315.00 *	5.0%
Memorial Vault - Renewal 10 years	600.00 *	625.00 *	4.2%
Memorial Vault - Renewal 20 years	1,200.00 *	1,250.00 *	4.2%
Miscellaneous Charges			
Exhumation of a coffin or ashes casket: Fees to be assessed by the Registrar:	price on application	price on application	
Certified Copy of title deed of burial	21.00	22.00	4.8%
For depositing of coffin in the Chapel during the night prior to interment	155.00	160.00	3.2%
Transfer of grant of right of burial	30.00	35.00	16.7%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 2

	2015-16	2016-17	Increase
	From 1 April 2015	From 1 April 2016	%
	£	£	%
Cemeteries - Non Residents of Guildford Borough Fees			
Guildford, Stoke New and Old Cemeteries - Interments			
For the interment in a grave in respect of which an exclusive right of burial has not been granted:-			
Unpurchased grave for a child	70.00	70.00	0.0%
Unpurchased grave for an adult	950.00	495.00	-47.9%
For the interment in a grave in which a grave has already been purchased the body of a person exceeding 16 years			
To a single depth (5ft)	1,470.00	1,530.00	4.1%
To a double depth (7ft)	1,590.00	1,650.00	3.8%
Interment of cremated remains in a grave	750.00	700.00	-6.7%
Interment of cremated remains in the Garden of Remembrance	840.00	870.00	3.6%
For the interment in a grave which has already been purchased - the body of a child not exceeding 16 years			
To a single depth (5ft)	340.00	355.00	4.4%
To a double depth (7ft)	375.00	390.00	4.0%
Interment of cremated remains in a grave	120.00	125.00	4.2%
Interment of cremated remains in the Garden of Remembrance	420.00	435.00	3.6%
Cremated Remains plot (includes exclusive right of burial, interment and casket - Single 10 years	3,030.00	3,150.00	4.0%
Cremated Remains plot (includes exclusive right of burial, interment and casket - Double - 10 years	4,710.00	4,900.00	4.0%
The fee for interment apply only between the hours of 10am and 3pm on a weekday. Should the interment take place outside the stipulated times than an additional fee is payable of.	355.00	370.00	4.2%
Exclusive Rights of Burial in Earthen Graves:			
Traditional and Lawn Section			
In an earthen grave 7ft 6 ins x 3ft 6 ins	3,310.00	3,450.00	4.2%
In an earthen grave 6ft x 3ft - Children's section	1,550.00	1,610.00	3.9%
Extension of Exclusive Right of Burial for additional five years	570.00	590.00	3.5%
Garden of Remembrance (Cremated remains)	1,020.00	1,050.00	2.9%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 30 years.			
Miscellaneous Charges			
Exhumation of a coffin or ashes casket: Fees to be assessed by the Registrar:	price on application	price on application	
Certified Copy of title deed of burial	21.00	22.00	4.8%
For depositing of coffin in the Chapel during the night prior to interment	155.00	160.00	3.2%
Transfer of grant of right of burial	30.00	35.00	16.7%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 3

	2015-16 From 1 April 2015 £		2016-17 From 1 April 2016 £		Increase %
Guildford Spectrum - To be approved by Council					
Standard Social Charges					
Concessionary Charges - the rates shown below relate to the following groups:-					
Senior Citizens					
Benefit Recipients					
Unemployed					
Students					
Disabled					
Main Pool					
Adult swim (16 years of age and over) - Peak	4.30	*	4.40	*	2.3%
Adult swim (16 years of age and over) - Off Peak	4.00	*	4.10	*	2.5%
Junior, concessions	3.00	*	3.10	*	3.3%
Showers					
Shower (senior citizen)	2.00	*	2.10	*	5.0%
Block bookings of the Pool and Sports Hall					
Per hour					
Schools - Main Pool - per person (10 or more not vatable)	2.30	*	2.40	*	4.3%
Special Activities					
Badminton Court per hour - super saver	6.70	*	7.00	*	4.5%
Group Games per hour - super saver	33.50	*	34.70	*	3.6%
Squash/Racquetball, per half hour - super saver	4.80	*	5.00	*	4.2%
Table Tennis	4.80	*	5.00	*	4.2%
Off Peak Charges - Concessions					
Competition Pool	3.00	*	3.10	*	3.3%
Leisure Pool	4.10	*	4.25	*	3.7%
Ice Rink	4.10	*	4.20	*	2.4%
Ten Pin (single game) - now includes shoe hire	4.90	*	5.00	*	2.0%
Health Suite: relaxation area	4.00	*	4.00	*	0.0%
Fitness Area	4.20	*	4.30	*	2.4%
Badminton per court (one hour)	6.50	*	6.70	*	3.1%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 3

	2015-16		2016-17	Increase
	From 1 April		From 1 April	
	2015		2016	
	£		£	%
Squash per court (half hour)	4.60 *		4.80 *	4.3%
Athletics	3.30 *		3.40 *	3.0%
Guildford Lido - To be approved by Council				
Standard				
Adult	6.10 *		6.20 *	1.6%
Junior	4.70 *		4.80 *	2.1%
Concessions	4.70 *		4.80 *	2.1%
Family	19.10 *		19.50 *	2.1%
Off Peak				
Adult	4.90 *		5.00 *	2.0%
Junior	3.60 *		3.70 *	2.8%
Concessions	3.60 *		3.70 *	2.8%
Family	14.60 *		15.00 *	2.7%
Season Tickets				
Adult	129.00 *		135.00 *	4.7%
Junior	99.00 *		99.00 *	0.0%
Student	99.00 *		99.00 *	0.0%
Senior citizen	66.50 *		75.00 *	12.8%
Concessionary Groups - All Times	3.40 *		3.40 *	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	1.50 *		1.50 *	0.0%
Crazy Golf	1.00 *		1.00 *	0.0%
Gym				
<i>Pay as You Train - Peak</i>				
Adult Fitness Session	6.50 *		6.50 *	0.0%
Student/Senior/Concessionary Fitness Session	4.50 *		4.50 *	0.0%
Enhanced Induction Course	29.50		29.50	0.0%
Fast Track/Concessionary Induction	17.50		17.50	0.0%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 3

	2015-16		2016-17	Increase
	From 1 April 2015		From 1 April 2016	%
	£		£	%
Pay as You Train - Off Peak				
Adult Fitness Session	5.30	*	5.30	0.0%
Student/Senior/Concessionary Fitness Session	3.30	*	3.30	0.0%
Enhanced Induction Course	29.50		29.50	0.0%
Fast Track/Concessionary Induction	17.50		17.50	0.0%
Membership				
Annual Membership - Concessions	308.00	*	308.00	0.0%
Monthly Membership - Concessions	27.70	*	27.70	0.0%
Ash Manor Sports Centre - To be approved by Council				
Main Sports Hall				
Badminton per hour - peak	9.30	*	9.40	1.1%
Badminton per hour - off-peak	7.30	*	7.40	1.4%
Group Games per hour - peak	42.00	*	42.50	1.2%
Group Games per hour - off-peak	35.00	*	35.50	1.4%
Fitness & Group Exercise Classes (min price)	5.00	*	5.10	2.0%
Badminton - Junior	3.50	*	3.50	0.0%
Gymnasium				
Group Games per hour - peak	27.00	*	27.50	1.9%
Group Games per hour - off-peak	19.20	*	19.40	1.0%
Table tennis - per hour - peak and off peak	4.30	*	4.50	4.7%
Equipment Hire - Adults only (£10.00 deposit)				
Badminton Racquet/Table Tennis bat	2.50	*	2.50	0.0%
Football	4.00	*	4.00	0.0%
Outside Court (Playground) - per hour				
With floodlights	18.00	*	18.50	2.8%
Without floodlights	11.10	*	11.40	2.7%
Artificial Pitch				
1 hour without lights	65.00	*	66.00	1.5%
1 hour with lights	87.00	*	88.00	1.1%
2 hours without lights	130.00	*	132.00	1.5%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 3

	2015-16		2016-17		Increase
	From 1 April		From 1 April		
	2015		2016		
	£		£		%
2 hours with lights	174.00	*	176.00	*	1.1%
1/4 with lights, per hour	34.50	*	35.00	*	1.4%
1/4 without lights, per hour	27.50	*	28.00	*	1.8%
Health & Fitness					
Annual Membership - Junior	176.00	*	176.00	*	0.0%
Annual Membership - Concessions	242.00	*	242.00	*	0.0%
Monthly Membership - Junior	16.00	*	16.00	*	0.0%
Monthly Membership - Concessions	22.00	*	22.00	*	0.0%
Pay as you Train - Peak					
Adult Fitness Session	6.00	*	6.10	*	1.7%
Student/Senior/Concessionary Fitness Session	6.00	*	6.10	*	1.7%
Enhanced Induction Course	28.00		28.00		0.0%
Concessionary Induction	17.00		17.00		0.0%
Pay as you Train - Off Peak					
Off Peak Fitness Sessions - Adult	5.30	*	5.40	*	1.9%
Off Peak Fitness Sessions - Junior & Concessions	3.90	*	3.90	*	0.0%
Enhanced Induction Course	28.00		28.00		0.0%
Induction - Juniors & Concessions	17.00		17.00		0.0%
GP Referral					
Off Peak	3.50	*	3.50	*	0.0%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 4

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
To be approved by Council			
Education Sessions, 39.5 Castle Street			
Cost per child ¹			
Victorian schoolroom	6.70	6.70	0.0%
Victorian playroom	6.40	6.40	0.0%
¹ A minimum charge equivalent to 25 child places is payable for all bookings			
Exhibition Space Hire, Heritage Buildings			
Guildford House			
Brew House - one week hire	165.00	165.00	0.0%
Main House - three week hire	360.00	370.00	2.8%
Main House - First Floor: Pine Room, Study, Landing, Powell Room - three week hire	810.00	835.00	3.1%
Main House exhibitions are open to the public for a minimum of three weeks, with the first and last day of the exhibition normally being on a Saturday.			
Private View of Exhibitions			
Main House, Daytime 12.00pm - 2.00pm	200.00	200.00	0.0%
Main House, Evening 7.00pm - 9.00pm	320.00	320.00	0.0%
Brew House, Saturdays 12.00pm - 2.00pm	80.00	80.00	0.0%
Private views are normally held on the Friday prior to the Saturday opening, although this is negotiable. These prices include a service charge for the use of the Gallery which includes the cost of staffing for Guildford House and staff to serve drinks.			
Venue Hire, Heritage Buildings			
The Brew House, Guildford House			
These rates include use of VCR, OHP, slide projector, etc Weekdays and Saturdays			
Half Day, 9.00am -12.00pm or 1.00pm - 4.00pm	100.00	100.00	0.0%
Full Day, 9.00am - 4.00pm	180.00	180.00	0.0%
Guildford Castle			
<u>Day Hire</u>			
(a) Weekdays			

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 4

	2015-16	2016-17	Increase
	From 1 April 2015	From 1 April 2016	%
	£	£	%
Half day, 9.00am - 1.00pm or 1.00pm - 5.00pm	190.00	200.00	5.3%
Full day, 9.00am - 5.00pm	350.00	360.00	2.9%
Evenings, 5.00pm - 9.30pm	380.00	400.00	5.3%
Available October - March			
(b) Weekends			
Saturday or Sunday, 9.00am - 5.00pm	400.00	420.00	5.0%
Evenings, 5.00pm - 9.30pm	400.00	420.00	5.0%
Available November - March			
Guildford Museum			
<u>Daily rates (Museum Classroom)</u>			
Half Day 9.00am -12.00pm or 1.00pm - 4.00pm	45.00	50.00	11.1%
Full day 9.00am - 4.00pm	75.00	90.00	20.0%
Guildhall			
<u>Guildhall whole building</u>			
(a) Weekdays			
Morning, 9.00am - 1.00pm	290.00	300.00	3.4%
Afternoon, 1.00pm - 5.00pm	290.00	300.00	3.4%
Whole Day, 9.00am - 5.00pm	470.00	495.00	5.3%
Evening, 5.00pm - 9.30 pm	380.00	395.00	3.9%
(b) Weekends			
Saturday 9.00am - 5.00pm	530.00	550.00	3.8%
Saturday 5.00pm - 12.00am	530.00	550.00	3.8%
Sunday 9.00am - 5.00pm	560.00	580.00	3.6%
Sunday 5.00pm - 12.00am	560.00	580.00	3.6%
<u>Guildhall Court Room</u>			
Weekdays			
Morning, 9.00am - 1.00pm	200.00	210.00	5.0%
Afternoon, 1.00pm - 5.00pm	200.00	210.00	5.0%
Whole Day, 9.00am - 5.00pm	370.00	395.00	6.8%
Evening, 5.00pm - 9.30pm	280.00	295.00	5.4%
<u>Guildhall Council Chamber</u>			
Weekdays			
Morning, 9.00am - 1.00pm	190.00	200.00	5.3%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 4

	2015-16	2016-17	Increase
	From 1 April 2015	From 1 April 2016	
	£	£	%
Afternoon, 1.00pm - 5.00pm	190.00	200.00	5.3%
Whole Day, 9.00am - 5.00pm	350.00	370.00	5.7%
Evening, 5.00pm - 9.30 pm	260.00	275.00	5.8%
All rooms excess charge for evening hire after 9.30 pm (per hour)	90.00	90.00	0.0%
Admission Charges, Guildhall (new)			
Adult admission	2.00	2.00	0.0%
Child admission	1.00	1.00	0.0%
Admission Charges, Guildford Castle			
Adult admission	3.00	3.20	6.7%
Child admission	1.50	1.60	6.7%
Joint admission ticket Guildhall and Guildford Castle			
Adult admission		4.50	new charge
Child admission		2.00	new charge
Family ticket Guildhall and Guildford Castle			
Family ticket to cover 2 adults and 2 children		14.00	new charge
Electric Theatre (in consultation with the Head of Financial Services and Lead Councillor)			
Amateur Arts			
Sun - Sat	1,960.00	2,424.00 *	23.7%
Mon - Sat **	1,790.00	2,214.00 *	23.7%
Sun 6-11pm 'add on'	170.00	210.00 *	23.5%
Thurs/Fri daytime 'add on' per day	255.00	312.00 *	22.4%
Mon - Fri ***	1,475.00	1,824.00 *	23.7%
Daily fee	525.00	648.00 *	23.4%
Sun 2-11pm	price on application	price on application *	
Thurs/Fri 6-11pm	price on application	price on application *	
Plus 13% of ticket sales			
GATA			
Sun - Sat	1,472.00	1,818.00 *	23.5%
Mon - Sat **	1,345.00	1,662.00 *	23.6%
Sun 6-11pm 'add on'	125.00	153.60 *	22.9%
Thurs/Fri daytime 'add on' per day	190.00	234.00 *	23.2%

Guildford Borough Council Outline Budget 2016-17

Environmental Directorate 4

	2015-16	2016-17	Increase
	From 1 April 2015	From 1 April 2016	%
	£	£	%
Daily fee	369.00	456.00 *	23.6%
Sun 2-11pm	price on application	price on application *	
Thurs/Fri 6-11pm	price on application	price on application *	
Plus 13% of ticket sales			
Commercial			
Sun - Sat	3,219.00	3,978.00 *	23.6%
Mon - Sat **	2,940.00	3,633.60 *	23.6%
Sun 6-11pm 'add on'	280.00	345.60 *	23.4%
Thurs/Fri daytime 'add on' per day	420.00	518.40 *	23.4%
Mon - Fri ***	2,425.00	2,996.40 *	23.6%
Daily fee	1,186.00	1,465.20 *	23.5%
Sun 2-11pm	price on application	price on application *	
Thurs/Fri 6-11pm	price on application	price on application *	
Hourly fee	265.00	326.40 *	23.2%
Plus 13% of ticket sales			
Auditorium, per day - ACM	562.00	702.00 *	24.9%
Café Bar, per hour	35.00	43.20 *	23.4%
Café Bar, per day	price on application	price on application *	
Farley Room - Per hour (GATA)	17.00	21.60 *	27.1%
Farley Room - per hour (standard)	26.00	32.40 *	24.6%
Additional services/ equipment hire	price on application	price on application *	

Guildford Borough Council Outline Budget 2016-17

Resources Directorate

	2015-16 From 1 April 2015 £	2016-17 From 1 April 2016 £	Increase %
To be approved by Council			
Local Taxation			
Court Costs - Council Tax*	103.00	103.00	0.0%
Court Costs - Business Rates*	103.00	103.00	0.0%
*subject to magistrates approval.			
To be approved by Council			
Letting of Council Accommodation for Meetings (Charges for other uses subject to negotiation)			
<u>Council Chamber</u>			
Morning	215.00	225.00	4.7%
Afternoon	215.00	225.00	4.7%
Evening to 9.00 pm	275.00	285.00	3.6%
<u>Committee Room 1</u>			
Morning	150.00	155.00	3.3%
Afternoon	150.00	155.00	3.3%
Evening to 9.00 pm	215.00	225.00	4.7%
<u>Committee Room 2</u>			
Morning	150.00	155.00	3.3%
Afternoon	150.00	155.00	3.3%
Evening to 9.00 pm	215.00	225.00	4.7%
House Name			
House Name Change	35.00	40.00	14.3%
Approved under Delegated Authority			
<u>Other meeting rooms</u>			
May be made available for smaller groups, please direct enquiries to Office Services for details of applicable rates.			
<u>Millmead Staff Restaurant</u>			
Catering requirements to be arranged with Office Services. Menus/Tariffs available on request.			

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-17 to 2020-21**

**GENERAL FUND
CAPITAL PROGRAMMES**

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-17 to 2020-21**

THIS PAGE IS INTENTIONALLY BLANK

GUILDFORD BOROUGH COUNCIL - OUTLINE BUDGET

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2016-17 to 2020-21

GENERAL FUND CAPITAL PROGRAMMES

General Fund Capital Programme:	Page no.
Approved programme	212
Provisional programme	215
Projects funded from reserves	217
Projects funded from S106 contributions	219
Resources	221
Housing Capital Programme:	
General Fund Housing element	224

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2015-16 to 2020-21

Ref	Service Units / Capital Scheme name	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-15 (b) £000	2015-16				2016-17 Est for year (i) £000	2017-18 Est for year (ii) £000	2018-19 Est for year (iii) £000	2019-20 Est for year (iv) £000	2020-21 Est for year (v) £000	Future years estimated expenditure (g) £000	Projected expenditure total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000
				Estimate approved by Council in February (c) £000	Revised estimate plus budget adj (d) £000	Expenditure as at 27-01-16 (e) £000	Projected expenditure estimated by project officer (f) £000									
BS1	APPROVED SCHEMES BUSINESS SYSTEMS Investment in Millmead House campus	3,684	332	1,971	3,352	2,555	3,352	-	-	-	-	-	3,684	-	3,684	
BS2	BUSINESS SYSTEMS - Totals	3,684	189	1,971	3,352	2,555	3,352	-	-	-	-	-	3,684	-	3,684	
	ECONOMIC DEVELOPMENT															
ED1	Guildford Museum Structural works ph.1	115	111	-	4	4	4	-	-	-	-	-	115	-	115	
ED3	Disabled Access (DDA) Improvements: ph.2	330	272	29	58	40	58	-	-	-	-	-	330	-	330	
ED6	Slyfield Area Regeneration Project (SARP) (GBC share)	234	62	112	562	1	422	500	-	-	-	500	984	(600)	384	
ED9	Heritage Lottery Fund Development Grant - Guildford Museum and	100	-	100	100	-	-	100	-	-	-	100	100	(73)	27	
ED10	Tyting Farm Planning Permission	70	56	-	14	14	14	-	-	-	-	-	70	-	70	
ED13	Security improvements to heritage buildings	17	12	-	5	1	5	-	-	-	-	-	17	-	17	
ED14(e)	Void investment property refurbishment works	200	51	-	149	-	(0)	58	-	-	-	58	109	-	109	
ED14a	14-15 Midleton, Building 1 refurbishment	-	-	-	-	16	16	-	-	-	-	-	16	-	16	
ED14c	12 Midleton Refurb	-	-	-	-	0	0	-	-	-	-	-	0	-	0	
ED14d	11 Midleton Refurb	-	-	-	-	30	30	-	-	-	-	-	30	-	30	
ED14e	13 Midleton Refurb	-	-	-	-	36	36	-	-	-	-	-	36	-	36	
ED14f	5 Midleton	-	-	-	-	9	9	-	-	-	-	-	9	-	9	
ED19	Asbestos surveys and removal in non-residential council premises	42	26	14	36	21	36	32	32	32	-	96	158	-	158	
ED21	Methane gas monitoring system	100	29	-	71	-	10	61	-	-	-	61	100	-	100	
ED22	Energy efficiency compliance - Council owned properties	25	2	-	23	2	23	-	-	-	-	-	25	-	25	
ED23	Rebuild retaining wall on Shalford Park boundary with the Old Vicarage	60	-	60	60	1	60	-	-	-	-	-	60	-	60	
ED24	Electric Theatre - replace neon sign	14	0	-	14	-	-	14	-	-	-	14	14	-	14	
ED26	Bridges	67	1	37	66	16	53	-	-	-	-	-	54	-	54	
	Gunpowder Mills Bridges					10	10						10	-	10	
	Peasmarsh Common Bridge					0	1						1	-	1	
	Bridges - Millmead Footbridge					0	1						1	-	1	
	Bridges - Shalford Water Meadow					0	1						1	-	1	
ED27	North Street Development	949	371	331	305	38	55	350	100	100	-	550	976	(50)	926	
ED31	Asset Investment Fund	26,580	8,299	18,000	18,281	-	10,248	-	-	-	-	-	18,547	-	18,547	
ED32(e)	Lexicon House (10 Midleton)	-	-	-	-	5,033	5,033	-	-	-	-	-	5,033	-	5,033	
ED32(f)	1-3 Bridge Street	2,950	-	-	2,950	302	3,000	-	-	-	-	-	3,000	-	3,000	
ED32	Clay lane link road	500	-	100	500	127	500	-	-	-	-	-	500	-	500	
ED33	Woking road depot roof	180	-	180	180	9	180	-	-	-	-	-	180	-	180	
ED34	Slyfield, Foundation units forecourt	27	-	27	7	7	7	-	-	-	-	-	7	-	7	
ED35	Electric Theatre - new boilers	120	-	120	120	-	-	120	-	-	-	120	120	-	120	
ED36	Electric Theatre - new projector and screen	15	-	15	15	14	15	-	-	-	-	-	15	-	15	
ED39	Gfd business incubation project 11 and 14a Midleton rd	110	-	-	110	-	110	-	-	-	-	-	110	-	110	
ED40	Private let accommodation works	200	-	-	-	-	-	200	-	-	-	200	200	-	200	
ED41	The billings roof	200	-	-	-	-	-	50	150	-	-	200	200	-	200	
ED42	Guildford house damproofing	20	-	-	-	-	-	20	-	-	-	20	20	-	20	
ED43	Racks close	56	-	-	-	-	-	56	-	-	-	56	56	-	56	
ED44	Broadwater cottage	74	-	-	-	-	-	74	-	-	-	74	74	-	74	
ED45	Gunpowder mills - scheduled ancient monument	50	-	-	-	-	-	50	-	-	-	50	50	-	50	
	ECONOMIC DEVELOPMENT - Totals	33,405	9,293	19,125	23,630	5,734	19,937	1,685	282	132	-	2,099	31,329	(723)	30,606	

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2015-16 to 2020-21

Ref	Service Units / Capital Scheme name	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-15 (b) £000	Estimate approved by Council in February (c) £000	2015-16			2016-17 Est for year (i) £000	2017-18 Est for year (ii) £000	2018-19 Est for year (iii) £000	2019-20 Est for year (iv) £000	2020-21 Est for year (v) £000	Future years estimated expenditure (g) £000	Projected expenditure total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000
					Revised estimate plus budget adj (d) £000	Expenditure as at 27-01-16 (e) £000	Projected expenditure estimated by project officer (f) £000									
FS1	APPROVED SCHEMES CONT. FINANCIAL SERVICES Capital contingency fund	5,000	-	-	-	-	-	5,000	-	-	-	-	5,000	5,000	-	5,000
	FINANCIAL SERVICES - Totals	0	0	0	0	0	0	5,000	0	0	0	0	5,000	0	5,000	
	NEIGHBOURHOOD AND HOUSING MANAGEMENT															
P5	Gypsy & Traveller (Ash bridge)	921	849	-	72	51	72	-	-	-	-	-	-	921	(432)	489
ED25	Guildford Park - new MSCP and infrastructure works	500	-	-	500	-	-	500	-	-	-	-	500	500	-	500
P2	Safer Guildford: CCTV & Lighting Strategy - Lighting Strategy phase 3	116	105	-	11	-	11	-	-	-	-	-	-	116	-	116
P2(a)	Lighting: Cabell Rd	8	-	-	8	-	8	-	-	-	-	-	-	8	(3)	5
P3	Safer Guildford: CCTV & Lighting Strategy - Lighting Strategy phase 4	144	123	-	21	-	13	-	-	-	-	-	-	136	(6)	130
HC1	Shawfield centre kitchen	65	66	-	-	2	2	-	-	-	-	-	-	68	-	68
HC3	Furniture link guildford	30	-	-	30	-	30	-	-	-	-	-	-	30	-	30
	NEIGHBOURHOOD AND HOUSING MANAGEMENT - Totals	1,784	1,143	-	642	53	136	500	0	0	0	0	1,779	(441)	1,338	
	OPERATIONAL SERVICES															
OP1	Safer Guildford: CCTV & Lighting Strategy - CCTV etc. phase 4 - VIREMENT TO Paddling pool (EXCEPT £11k, ie £81k)	174	82	-	11	-	11	-	-	-	-	-	-	93	-	93
	CCTV Police Station site	-	-	-	-	12	12	-	-	-	-	-	-	12	-	12
OP2	Land Drainage: Ash Green - flood relief works	346	116	-	230	162	230	-	-	-	-	-	-	346	(60)	286
OP3	Sluice Gates Motorisation at Town Mill Toll House	70	59	-	11	-	11	-	-	-	-	-	-	70	-	70
OP5	Mill Lane (Pirbright) Flood Protection Scheme	25	41	-	-	5	5	-	-	-	-	-	-	46	(19)	27
OP6	Vehicles, Plant & Equipment Replacement Programme	2,945	1,098	630	1,847	1,088	1,847	2,600	-	-	-	2,600	5,545	-	5,545	
OP8	Chester road	95	37	-	44	-	44	-	-	-	-	-	-	81	-	81
OP9	Replace town centre litter bins with dual litter and recycling bins	65	-	-	65	-	65	-	-	-	-	-	-	65	-	65
OP10/11	Guildford High Street imps - Pay SCC	304	-	304	304	-	-	304	-	-	-	-	304	304	-	304
	Ash Surface Water (grant funded)	-	22	-	-	-	-	-	-	-	-	-	-	22	(22)	0
	William Road Flood (grant funded)	-	15	-	-	-	-	-	-	-	-	-	-	15	(15)	0
OP16	Replace timber plies protecting the cantilevered towpath	45	1	2	42	11	42	-	-	-	-	-	-	43	-	43
OP19	Flexford Flood (EA grant)	25	12	-	-	10	10	-	-	-	-	-	-	22	(3)	19
Opxx	Ashenden rd (EA grant)	-	2	-	-	1	1	-	-	-	-	-	-	3	(3)	0
OP20	Flood resilience measures	100	-	100	100	-	-	100	-	-	-	-	100	100	-	100
OP22	Litter bins	200	-	-	-	-	-	200	-	-	-	-	200	200	-	200
OP23	Flats recycling - new bins	50	-	-	-	-	-	50	-	-	-	-	50	50	-	50
OP24	WRD security barriers	15	-	-	-	-	-	15	-	-	-	-	15	15	-	15
OP25	WRD roads and footpaths	150	-	-	-	-	-	100	50	-	-	-	150	150	-	150
OP26	Merrow lane grille & headwall construction	60	-	-	-	-	-	60	-	-	-	-	60	60	-	60
OP27	Merrow & Burpham surface water study	15	-	-	-	-	-	15	-	-	-	-	15	15	-	15
OP28	Crown court CCTV	10	-	-	-	-	-	10	-	-	-	-	10	10	-	10
	OPERATIONAL SERVICES - Totals	4,694	1,486	1,036	2,654	1,288	2,278	3,454	50	-	-	3,504	7,268	(122)	7,145	

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2015-16 to 2020-21

Ref	Service Units / Capital Scheme name	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-15 (b) £000	2015-16				2016-17 Est for year (i) £000	2017-18 Est for year (ii) £000	2018-19 Est for year (iii) £000	2019-20 Est for year (iv) £000	2020-21 Est for year (v) £000	Future years estimated expenditure (g) £000	Projected expenditure total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000
				Estimate approved by Council in February (c) £000	Revised estimate plus budget adj (d) £000	Expenditure as at 27-01-16 (e) £000	Projected expenditure estimated by project officer (f) £000									
APPROVED SCHEMES CONT.																
PARKS AND LEISURE SERVICES																
PL2	Ash Manor overflow car parking	40	-	40	40	42	42	-	-	-	-	-	42	-	42	
PL3	Spectrum Steelwork Repairs & replacement	225	49	-	176	174	176	-	-	-	-	-	225	-	225	
PL4	Crematorium - mercury abatement/new cremators	1,017	947	-	70	0	30	40	-	-	-	40	1,017	-	1,017	
PL5	Improvement of Security at Guildford Crematorium	24	-	-	24	-	24	-	-	-	-	-	24	-	24	
PL7	Infrastructure works: Stoke Park	30	-	-	30	39	33	-	-	-	-	-	33	-	33	
PL9(a)	Bereavement Services Infrastructure Improvements/Rebuild	63	29	-	-	29	29	-	-	-	-	-	58	-	58	
PL9	Rebuild Crematorium	200	-	190	200	(20)	326	174	-	-	-	174	500	-	500	
PL15	Infrastructure works: Guildford Commons	150	-	100	100	-	-	150	-	-	-	150	150	-	150	
PL20(a)	Onslow Rec play area	-	-	125	125	0	125	-	-	-	-	-	125	-	125	
PL21(a)	Council tennis courts refurbishment - Kingston meadows	121	-	121	98	56	56	42	-	-	-	42	98	(81)	17	
PL22	Stoke Park Paddling Pool (ph1&2)	330	45	-	285	62	285	-	-	-	-	-	330	(46)	284	
PL23	Infrastructure works at allotments	43	-	43	43	42	43	-	-	-	-	-	43	-	43	
PL25	Spectrum Combined Heat and Power (GF contr)	1,200	-	869	869	-	-	869	-	-	-	869	869	-	869	
PL26	Replacement roundabout planters	50	-	50	50	9	50	-	-	-	-	-	50	-	50	
PL27	Stoke Park Glasshouses	26	-	26	26	26	26	-	-	-	-	-	26	-	26	
PL28	Bay construction at Stoke Cemetery	15	-	15	15	13	15	-	-	-	-	-	15	-	15	
PL33	Stoke Park Barrier	-	-	-	14	13	14	-	-	-	-	-	14	-	14	
PL34	Stoke cemetery re-tarmac	47	-	-	-	-	-	47	-	-	-	47	47	-	47	
PL35	Woodbridge rd sportsground replace fencing	160	-	-	-	-	-	160	-	-	-	160	160	-	160	
PL36	Stoke cemetery re-tarmac	105	-	-	-	-	-	105	-	-	-	105	105	-	105	
PL37	Worplesdon rd allotments - new boundary fence	15	-	-	-	-	-	15	-	-	-	15	15	-	15	
PL38	Chantry wood campsite	216	-	-	-	-	-	216	-	-	-	216	216	(116)	100	
PARKS & COUNTRYSIDE SERVICES - Totals		4,077	1,069	1,579	2,165	486	1,274	1,818	-	-	-	1,818	4,161	(243)	3,918	
PLANNING SERVICES																
P1	Environmental Improvements: High Street / Chertsey St., Guildford	60	-	-	-	-	-	-	60	-	-	60	60	(20)	40	
P4	Guildford Riverside Route Ph 1 (part SPA)	708	-	708	708	15	317	391	-	-	-	391	708	(708)	-	
P5	Guildford Gytratory Package - Walnut/Wooden Bridge	126	-	-	-	126	173	-	-	-	-	-	173	(126)	-	
PLANNING SERVICES - Totals		894	-	708	708	141	490	391	60	-	-	451	941	(854)	40	
APPROVED SCHEMES TOTAL		48,538	13,179	24,419	33,151	10,257	27,467	12,848	392	132	0	0	7,872	54,161	(2,383)	51,731
SUMMARY																
APPROVED SCHEMES - TOTAL		48,538	13,179	24,419	33,151	10,257	27,467	12,848	392	132	-	-	7,872	54,161	(2,383)	51,731
GRAND TOTAL		48,538	13,179	24,419	33,151	10,257	27,467	12,848	392	132	-	-	7,872	54,161	(2,383)	51,731

FINANCED as follows :	
CONTRIBUTIONS	531
CAPITAL RECEIPTS	-
R.C.C.O. :	
SPECIFIC	
GF CAPITAL SCHEMES RESERVE	-
OTHER RESERVES	177
FUNDING REQUIREMENT: HOUSING RECEIPTS	-
FUNDING REQUIREMENT: BORROWING	23,711
TOTAL	24,419

Estimate approved by Council in February £000	Revised estimate plus budget adj £000	Expenditure as at 27-01-16 £000	Projected expenditure estimated by project officer £000	2016-17 Est for year £000	2017-18 Est for year £000	2018-19 Est for year £000	2019-20 Est for year £000	2020-21 Est for year £000	Future years estimated expenditure £000
531			58	716	0	0	0	0	716
-			4,451	0	0	9,530	36,205	6,330	52,065
-			0	0	0	0	0	0	0
-			1,932	0	0	0	0	0	0
177			0	0	0	0	0	0	0
-			0	0	0	0	0	0	0
23,711			21,027	12,132	392	-9,398	-36,205	-6,330	-39,409
24,419	-	-	27,467	12,848	392	132	0	0	13,372

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2015-16 to 2020-21

Ref	Service Units / Capital Schemes	2015-16						2016-17 Est for year	2017-18 Est for year	2018-19 Est for year	2019-20 Est for year	2020-21 Est for year	Future years estimated expenditure	Projected expenditure total	Grants or Contributions towards cost of scheme	Net total cost of scheme to the Council
		Gross estimate approved by Executive	Cumulative spend at 31-03-15	Estimate approved by Council in February	Revised estimate plus budget adj	Expenditure as at 27-01-16	Projected expenditure estimated by project officer									
		(a) £000	(b) £000	(c) £000	(e) £000	(f) £000	(g) £000									
	PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)															
	BUSINESS SYSTEMS															
BS2(P)	MILLMEAD HOUSE: Toilet refurb	121	-	-	-	-	-	121	-	-	-	-	121	121	-	121
	BUSINESS SYSTEMS - Totals	121	-	-	-	-	-	121	-	-	-	-	121	121	-	121
	CORPORATE DEVELOPMENT															
CD3(P)	Renewables	65	-	65	65	-	-	65	-	-	-	-	65	65	-	65
	CORPORATE DEVELOPMENT - Totals	65	-	65	65	-	-	65	-	-	-	-	65	65	-	65
	ECONOMIC DEVELOPMENT															
ED14(P)	Void investment property refurbishment works	400	-	100	100	-	-	200	100	100	100	-	500	500	-	500
ED15(P)	DISABLED ACCESS (DDA) IMPROVEMENTS: ph.3	75	-	309	75	-	-	75	-	-	-	-	75	75	-	75
ED16(P)	Slyfield Area Regeneration Project (SARP)	750	-	-	360	-	-	58	35,816	48,258	20,549	-	104,681	104,681	-	104,681
ED18(P)	Museum and castle development	271	-	-	271	-	-	271	-	-	-	-	271	271	(167)	104
ED21(P)	Methane gas monitoring system	150	-	-	150	-	-	150	-	-	-	-	150	150	-	150
ED22(P)	Energy efficiency compliance - Council owned properties	920	-	230	-	-	-	230	690	230	-	-	1,150	1,150	-	1,150
ED26(P)	Bridges	570	-	285	285	-	-	570	-	-	-	-	570	570	-	570
ED29(P)	Guildford House courtyard	7	-	-	7	-	-	7	-	-	-	-	7	7	-	7
ED32(P)	Clay lane link road	7,340	-	-	-	-	-	10,339	100	-	-	-	10,439	10,439	(1,340)	9,099
ED37(P)	Guildford Heart of Heritage - delivery phase	4,960	-	-	-	-	-	142	1,707	1,997	1,115	-	4,961	4,961	(2,828)	2,133
ED38(P)	North Street development	70,334	-	21,134	21,134	-	-	21,134	-	-	-	-	21,134	21,134	-	21,134
ED45(P)	Gunpowder mills - scheduled ancient monument	172	-	-	-	-	-	172	-	-	-	-	172	172	-	172
	ECONOMIC DEVELOPMENT - Totals	85,949	-	22,058	22,382	-	-	33,341	38,413	50,585	21,764	-	144,103	144,110	(4,335)	139,775
	HEALTH AND COMMUNITY CARE															
HC2(P)	Housing renewal and Disabled Facilities grants	2,400	-	-	-	-	-	-	-	-	-	-	-	-	(1,145)	(1,145)
	HEALTH & COMMUNITY CARE - Totals	2,400	-	-	-	-	-	-	-	-	-	-	-	-	(1,145)	(1,145)
	NEIGHBOURHOOD & HOUSING MANAGEMENT															
ED25(P)	Guildford Park new MSCP and infrastructure works	7,100	-	2,500	2,500	-	-	10,885	6,760	6,980	4,500	-	29,125	29,125	-	29,125
N&HM1(P)	Provision of a single gypsy pitch at Wyke Avenue	158	-	153	153	-	-	158	-	-	-	-	158	158	(20)	138
ED30(P)	Home Farm, Effingham - provision of Gypsy and Traveller pitches	900	-	825	875	9	9	900	-	-	-	-	900	909	-	909
	NEIGHBOURHOOD & HOUSING MANAGEMENT - Totals	8,158	-	3,478	3,528	9	9	11,943	6,760	6,980	4,500	-	30,183	30,192	(20)	30,172
	OPERATIONAL SERVICES															
OP5(P)	Mill Lane (Pirbright) Flood Protection Scheme	200	-	-	200	-	200	-	-	-	-	-	-	200	(20)	180
	Additional Parking Space Mary Rd & Millbrook Car Parks; Option 1: Mary Road decking (Option 3 being the more expensive option has been included in the figures)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OP13(P)	Option 2: Millbrook decking	1,025	-	1,025	1,025	-	-	-	-	-	1,025	-	1,025	1,025	-	1,025
OP14(P)	Option 3: Mary Road Multi Storey (this more expensive option has been included in the figures)	5,565	-	2,815	2,815	-	-	-	-	-	5,565	-	5,565	5,565	-	5,565
OP15(P)	Vehicles, Plant & Equipment Replacement Programme	3,400	-	-	-	-	-	-	300	600	4,000	1,000	5,900	5,900	-	5,900
OP17(P)	New vehicle washing system	155	-	155	155	-	155	-	-	-	-	-	155	155	-	155
OP21(P)	Surface water management plan	200	-	200	200	-	200	-	-	-	-	-	200	200	-	200
	OPERATIONAL SERVICES - Totals	10,545	-	4,195	4,395	-	555	-	300	600	10,590	1,000	12,490	13,045	(20)	13,025
	PARKS & LEISURE SERVICES															
PL9(P)	Bereavement Services Infrastructure Improvements/Rebuild new crematorium	4,300	-	-	-	-	-	-	3,410	520	70	-	4,000	4,000	-	4,000
PL11(P)	Spectrum Roof replacement	2,306	-	2,769	2,769	-	-	2,769	1,231	-	-	-	4,000	4,000	-	4,000
PL12(P)	Spectrum schemes to be agreed with Freedom Leisure	700	-	700	700	-	-	700	-	-	-	-	700	700	-	700

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2015-16 to 2020-21

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-15 (b) £000	2015-16				2016-17 Est for year (i) £000	2017-18 Est for year (ii) £000	2018-19 Est for year (iii) £000	2019-20 Est for year (iv) £000	2020-21 Est for year (v) £000	Future years estimated expenditure (h) £000	Projected expenditure total (b) to (g)=(i) £000	Grants or Contributions towards cost of scheme (j) £000	Net total cost of scheme to the Council (i) - (j) = (k) £000
				Estimate approved by Council in February (c) £000	Revised estimate plus budget adj (e) £000	Expenditure as at 27-01-16 (f) £000	Projected expenditure estimated by project officer (g) £000									
PL16(P)	New burial grounds - acquisition & development	1,750	-	1,000	1,000	14	14	1,750	-	-	-	-	1,750	1,764	-	1,764
PL18(P)	Refurbishment / rebuild Sutherland Memorial Park Pavilion	100	-	-	50	-	-	50	100	-	-	-	150	150	-	150
PL20(P)	Council owned playground refurbishment	625	-	-	-	-	-	125	125	100	120	-	470	470	-	470
PL21(P)	Council tennis courts refurbishment	295	-	215	215	-	-	80	215	-	-	-	295	295	(10)	285
PL24(P)	Kings college astro turf	450	-	-	-	-	-	450	-	-	-	-	450	450	(350)	100
PL29(P)	Woodbridge Rd	1,162	-	1,162	1,162	-	-	-	1,350	-	-	-	1,350	1,350	(1,156)	194
PL32(P)	Stoke Park Bowls Club	35	-	-	-	-	-	35	-	-	-	-	35	35	-	35
PL39(P)	Aldershot rd allotment expansion & improvement	200	-	-	-	-	-	200	-	-	-	-	200	200	-	200
PL40(P)	Replace hanging basket posts	88	-	-	-	-	-	88	-	-	-	-	88	88	(44)	44
PL41(P)	Stoke pk office accomodation & storage buildings	730	-	-	-	-	-	605	125	-	-	-	730	730	-	730
PARKS & LEISURE SERVICES - Totals		12,741	-	5,846	5,896	14	14	6,852	6,556	620	190	-	14,218	14,232	(1,560)	12,672
PLANNING SERVICES																
P5(P)	Guildford Gyrotory Package - Walnut/Wooden Bridge	4,343	-	-	-	-	-	2,196	2,100	-	-	-	4,296	4,296	(4,343)	-
P6(P)	Guildford Riverside Route PH 2&3	2,400	-	-	-	-	-	2,400	-	-	-	-	2,400	2,400	(2,400)	-
P7(P)	Transport schemes for future Local Growth Fund and other funding opportunities	4,000	-	-	-	-	-	4,000	-	-	-	-	4,000	4,000	(3,500)	-
P8(P)	Town centre transport infrastructure package	620	-	-	-	-	-	620	-	-	-	-	620	620	-	620
P9(P)	Major projects unit	82,492	-	-	-	-	-	17,020	24,222	31,250	5,000	5,000	82,492	82,492	(26,809)	55,683
PLANNING SERVICES - Totals		93,855	-	-	-	-	-	26,236	26,322	31,250	5,000	5,000	93,808	93,808	(37,052)	56,303
PROVISIONAL SCHEMES - GRAND TOTALS		213,834	-	35,642	36,266	23	585	78,558	78,351	90,035	42,044	6,000	294,988	295,573	(44,132)	250,988

SUMMARY																
PROVISIONAL SCHEMES - TOTAL		213,834	-	35,642	36,266	23	585	78,558	78,351	90,035	42,044	6,000	294,988	295,573	(44,132)	250,988
GRAND TOTAL		213,834	-	35,642	36,266	23	585	78,558	78,351	90,035	42,044	6,000	294,988	295,573	(44,132)	250,988

FINANCED as follows :	
CONTRIBUTIONS	635
CAPITAL RECEIPTS	-
CAPITAL RECEIPTS	-
R.C.C.O. :	
GF CAPITAL SCHEMES RESERVE	-
OTHER RESERVES	-
FUNDING REQUIREMENT: HOUSING RECEIPTS	-
FUNDING REQUIREMENT: BORROWING	35,007
TOTAL	35,642

Estimate approved by Council in February £000	Revised estimate plus budget adj £000
635	
-	
-	
-	
-	
-	
35,007	
35,642	-

Projected expenditure estimated by project officer £000	2016-17 Est for year £000	2017-18 Est for year £000	2018-19 Est for year £000	2019-20 Est for year £000	2020-21 Est for year £000	Future years estimated expenditure £000
0	211	1,707	1,121	0	0	3,039
0	0	4,000	9,200	9,075	6,000	28,275
0	0	0	0	26,800	0	26,800
0	0	0	0	0	0	0
0	1,885	0	0	0	0	1,885
0	10,885	0	0	0	0	10,885
585	65,577	72,644	79,714	6,169	0	224,104
585	78,558	78,351	90,035	42,044	6,000	294,988

gfd pk
MPU

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITURE 2015-16 to 2020-21

Item No.	Projects & Sources of Funding	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-15 (b) £000	Estimate approved by Council in February (c) £000	2015-16		2016-17 Est for year (i) £000	2017-18 Est for year (ii) £000	2018-19 Est for year (iii) £000	2019-20 Est for year (iv) £000	2020-21 Est for year (v) £000	Future years estimated expenditure (g) £000	Projected expenditure total (b)+(g) = (h) £000	
					Revised estimate plus budget adj (d) £000	Expenditure as at 27-01-16 (e) £000								Projected expenditure estimated by project officer (f) £000
	CORPORATE DEVELOPMENT													
	<u>ENERGY PROJECTS per SALIX RESERVE:</u>						85					85	85	
R-EN10	LED Lighting replacement	80	-	-	80	49	80	-	-	-	-	-	80	
R-EN11	WRD energy reduction	70	-	70	70	-	70	-	-	-	-	-	70	
	<u>ENERGY PROJECTS per GBC INVEST TO SAVE RESERVE:</u>													
	<u>GBC 'Invest to Save' energy projects (to be repaid in line with savings)</u>			44	44		44	120				120		
R-EN3	Spectrum - Absorption chiller	90	-	90	90	-	-	90				90	90	
R-EN4	Millmead - replace lighting	100	-	-	100	-	-	100				100	100	
R-EN12	PV/energy efficiency projects	100	-	100	100	2	100	-	-	-	-	-	100	
	CORPORATE DEVELOPMENT - Totals	440	-	304	484	51	294	395	-	-	-	395	525	
	BUDGET PRESSURES RESERVE													
R-BP1	Surreysave Credit Union - purchase of shares	100	-	-	50	50	50	50	-	-	-	50	100	
R-BP2	Limnerslease - watts gallery loan	125	-	-	125	-	125	-	-	-	-	-	125	
	BUDGET PRESSURES RESERVE - Totals	225	-	-	175	50	175	50	-	-	-	50	225	
	LABGI RESERVE													
R-LB1	Bedford Rd Bus Station	250	59	191	191	-	-	191	-	-	-	191	250	
	LABGI Reserve - Totals	250	59	191	191	-	-	191	-	-	-	191	250	
	BUSINESS SYSTEMS													
	<u>INFORMATION TECHNOLOGY - IT Renewals Reserve : approved annually</u>													
	Hardware / software budget		-	515	783	-	373	850	350	350	350	350	2,250	2,623
R-IT1	Hardware	annual	annual	-	-	169	169	-	-	-	-	-	169	
R-IT2	Software	annual	annual	-	-	210	210	-	-	-	-	-	210	
R-IT3	- Share Point Intranet Upgrade	-	-	-	-	-	-	-	-	-	-	-	-	
R-IT4	- Efin upgrade and E Procurement Implementation	-	-	-	-	1	1	-	-	-	-	-	1	
R-IT5	- GIS Upgrade	-	-	-	-	-	-	-	-	-	-	-	-	
R-IT6	- Desktop Virtualisation	-	-	-	-	-	-	-	-	-	-	-	-	
R-IT7	- Sharepoint/Exchange	-	-	-	-	-	-	-	-	-	-	-	-	
R-IT8	- Tascomi	-	-	-	-	31	31	-	-	-	-	-	31	
R-IT9	- Waste Mgt collection system	-	-	-	-	-	-	-	-	-	-	-	-	
R-IT10	- Adelante	-	-	-	-	-	-	-	-	-	-	-	-	
R-IT11	- Corp project mgt software	-	-	-	-	-	-	-	-	-	-	-	-	
R-IT12	- Asset mgt system	-	-	-	-	-	-	-	-	-	-	-	-	
	IT Renewals Reserve - Totals	-	-	515	783	411	784	850	350	350	350	350	2,250	3,034
	SPECTRUM RESERVE													
R-S10	Chiller Replacement & CHO absorption chiller	245	-	243	243	-	-	243	-	-	-	243	243	
R-S13	Lift controls - replacement	310	-	-	310	-	310	-	-	-	-	-	310	
	Spectrum Reserve - Totals	555	-	243	553	-	310	243	-	-	-	243	553	

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITURE 2015-16 to 2020-21

Item No.	Projects & Sources of Funding	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-15 (b) £000	Estimate approved by Council in February (c) £000	2015-16		2016-17 Est for year (i) £000	2017-18 Est for year (ii) £000	2018-19 Est for year (iii) £000	2019-20 Est for year (iv) £000	2020-21 Est for year (v) £000	Future years estimated expenditure (g) £000	Projected expenditure total (b)+(g) = (h) £000	
					Revised estimate plus budget adj (d) £000	Expenditure as at 27-01-16 (e) £000								Projected expenditure estimated by project officer (f) £000
OPERATIONAL SERVICES														
<i>CAR PARKS RESERVE (see note opposite):</i>														
R-CP1	Car parks - install/replace pay-on-foot equipment	570	236	-	334	0	334	-	-	-	-	-	570	
R-CP2	Car parks - install/replace pay and display equipment	300	182	-	118	-	118	-	-	-	-	-	300	
<i>Car Parks - Lighting & Electrical improvements:</i>														
R-CP3	- Bedford Road Lighting & Electrical	348	306	-	42	-	42	-	-	-	-	-	348	
R-CP4	- Leapale Road Lighting & Electrical	102	53	-	49	1	49	-	-	-	-	-	102	
R-CP13	- Castle, Farnham & York Rd Lighting	300	-	300	300	-	300	-	-	-	-	-	300	
<i>Car parks - Deck surfacing:</i>														
R-CP8	- Castle car park	350	-	-	25	-	-	-	-	325	-	325	325	
R-CP9	- Farnham Road car park	550	488	-	62	13	62	-	-	-	-	-	550	
R-CP10	- Bedford Road	900	-	-	388	-	-	512	-	-	-	512	512	
R-CP11	Dilapidation works to Onslow House and Bedford Rd M	77	-	76	76	1	76	-	-	-	-	-	76	
R-CP12	Replacement of collapsed retaining wall Bright Hill	321	2	321	321	2	321	-	-	-	-	-	323	
R-CP14	Lift replacement	429	-	-	-	-	-	93	187	187	187	187	429	
R-CP15	Merrow P&R CCTV	50	-	-	-	-	-	50	-	-	-	-	50	
Car Parks Reserve - Totals		4,297	1,266	697	1,715	16	1,302	655	187	512	187	187	1,728	3,884
PARKS SERVICES														
<i>SPA RESERVE:</i>														
R-SPA1	SPA schemes (various)	100	annual	100	100	-	69	100	100	-	-	-	200	300
R-SPA2	Chantry Woods					26	26						-	
R-SPA3	Effingham					-	-						-	
R-SPA4	Lakeside					-	-						-	
R-SPA5	Riverside					5	5						-	
R-SPA6	Parsonage					-	-						-	
R-SPA7	Access tracks at Chantry Wood	60	-	-	60	-	60	-	-	-	-	-	60	
SPA Reserve - Totals		160	-	100	160	31	160	100	100	-	-	-	200	360
GRAND TOTALS		5,927	1,325	2,050	4,061	559	3,025	2,484	637	862	537	537	5,057	8,831

FUNDING SUMMARY	
Reserves (various)	
Grants & contributions	
TOTALS	

Estimate approved by Council in February £000	Revised estimate plus budget adj £000	Expenditure as at 27-01-16 £000	Projected expenditure estimated by project officer £000	2016-17 Est for year £000	2017-18 Est for year £000	2018-19 Est for year £000	2019-20 Est for year £000	2020-21 Est for year £000
1,950	3,901	529	2,815	2,384	537	862	537	537
100	160	31	210	100	100	-	-	-
2,050	4,061	559	3,025	2,484	637	862	537	537

GENERAL FUND CAPITAL PROGRAMME - S106 ESTIMATED EXPENDITURE 2015-16 to 2020-21

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-15 (b) £000	2015-16			Projected expenditure estimated by project officer (f) £000	2016-17 Est for year (i) £000	2017-18 Est for year (ii) £000	2018-19 Est for year (iii) £000	2019-20 Est for year (iv) £000	2020-21 Est for year (v) £000	Future years estimated expenditure (g) £000	Projected expenditure total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000
				Estimate approved by Council in February (c) £000	Revised estimate plus budget adj (d)	Expenditure as at 27-01-16 (e) £000										
	APPROVED SCHEMES (fully funded from S106 contributions)															
	PARKS & LEISURE															
S-PL1	Woodbridge Meadow Artwork	34	28	-	6	30	6	-	-	-	-	-	-	34	(34)	-
S-PL2	G Live Artwork	34	32	-	2	-	2	-	-	-	-	-	-	34	(34)	-
S-PL3	Art Print Hse Sq (Sculpture Martyr Rd)	36	25	-	11	-	11	-	-	-	-	-	-	36	(36)	-
S-PL7	Tilehouse Open Space - Playground Refurbishment & Fitness Equipment	132	93	-	39	9	39	-	-	-	-	-	-	132	(132)	-
S-PL8	Briars Playground Refurb	10	-	-	10	-	10	-	-	-	-	-	-	10	(10)	-
S-PL9	Parks Civic - New trees & landscaping	57	46	-	11	4	11	-	-	-	-	-	-	57	(57)	-
S-PL13	Stoke Recreation Ground play area	37	33	-	4	-	4	-	-	-	-	-	-	37	(37)	-
S-PL17	Bushy Hill Facilities	27	16	-	11	-	11	-	-	-	-	-	-	27	(27)	-
S-PL20	Grace and Flavour community garden	21	12	-	21	8	21	-	-	-	-	-	-	33	(33)	-
S-PL22	Millmead Island improvements	32	13	-	19	11	19	-	-	-	-	-	-	32	(32)	-
S-PL23	75-78 Woodbridge Rd	15	4	-	11	-	11	-	-	-	-	-	-	15	(15)	-
S-PL24	Woodbridge Meadow Public Art	70	-	-	70	-	70	-	-	-	-	-	-	70	(70)	-
S-PL29	Greening the approaches - roundabouts	40	-	-	40	-	40	-	-	-	-	-	-	40	(40)	-
S-PL30	Stoughton rec MUGA	29	-	-	29	28	29	-	-	-	-	-	-	29	(29)	-
S-PL31	Stoke Park Gardens mini-golf	33	-	-	33	35	35	-	-	-	-	-	-	35	(35)	-
S-PL32	Shackleford PC installation of benches & sign	3	-	-	3	2	3	-	-	-	-	-	-	3	(3)	-
S-PL33	Installation of trampoline play equipment	11	-	-	11	-	11	-	-	-	-	-	-	11	(11)	-
S-PL34	Shackleford community playground play area	8	-	-	8	8	8	-	-	-	-	-	-	8	(8)	-
S-PL35	Play area imp West Clandon	10	-	-	10	-	10	-	-	-	-	-	-	10	(10)	-
S-PL36	Gunpowder mills - signage, access and woodland imp	16	-	-	16	1	16	-	-	-	-	-	-	16	(16)	-
S-PL37	Ripley bowling club - benches	9	-	-	9	-	9	-	-	-	-	-	-	9	(9)	-
S-PL38	Goose green play area improvements	21	-	-	21	20	21	-	-	-	-	-	-	21	(21)	-
S-PL39	Haywards corner rec open space	31	-	-	31	31	31	-	-	-	-	-	-	31	(31)	-
S-PL40	Ripley green skate ramp	25	-	-	25	-	-	25	-	-	-	-	25	25	(25)	-
S-PL41	West clandon play improvements	10	-	-	10	10	10	-	-	-	-	-	-	10	(10)	-
	PARKS & COUNTRYSIDE SERVICES S106 - Totals	750	302	-	461	198	438	25	-	-	-	-	25	765	(765)	-

GENERAL FUND CAPITAL PROGRAMME - S106 ESTIMATED EXPENDITURE 2015-16 to 2020-21

Ref	Service Units / Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-15 (b) £000	Estimate approved by Council in February (c) £000	2015-16		Projected expenditure estimated by project officer (f) £000	2016-17 Est for year (i) £000	2017-18 Est for year (ii) £000	2018-19 Est for year (iii) £000	2019-20 Est for year (iv) £000	2020-21 Est for year (v) £000	Future years estimated expenditure (g) £000	Projected expenditure total (b)+(g) = (h) £000	Grants or Contributions towards cost of scheme (i) £000	Net total cost of scheme to the Council (h)-(i) = (j) £000
					Revised estimate plus budget adj (d)	Expenditure as at 27-01-16 (e) £000										
APPROVED SCHEMES continued (fully funded from S106 contributions)																
PLANNING SERVICES																
S-P1	Haydon Place / Martyr Road	67	64	-	3	-	3	-	-	-	-	-	-	67	(67)	-
S-P3	North Street Rejuvenation Project	489	257	-	232	(44)	-	232	-	-	-	-	232	489	(489)	-
S-P5	Falcon Rd Guildford	6	-	-	6	-	6	-	-	-	-	-	-	6	(6)	-
S-P7	Woodbridge meadows	243	23	20	220	-	220	-	-	-	-	-	-	243	(243)	-
S-P8	Woodbridge Hill environmental improvements	226	9	-	217	0	217	-	-	-	-	-	-	226	(226)	-
S-P10	G Live Lighting and Signage	32	22	-	10	0	10	-	-	-	-	-	-	32	(32)	-
S-P11	G Live Bus stop/drop off point	11	4	-	7	-	7	-	-	-	-	-	-	11	(11)	-
S-P12	Espom Rd/Boxgrove Road	150	87	-	63	-	-	63	-	-	-	-	63	150	(150)	-
S-P13	Kingpost Parade car park	20	18	-	2	-	2	-	-	-	-	-	-	20	(20)	-
S-P14	Bridge Street Waymarking	5	1	-	4	-	4	-	-	-	-	-	-	5	(5)	-
PLANNING SERVICES S106 - Totals		1,249	484	20	764	(43)	469	295	-	-	-	-	295	1,248	(1,248)	-
APPROVED S106 SCHEMES TOTAL		2,194	979	20	1,225	155	907	320	-	-	-	-	320	2,209	(2,209)	-

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

SUMMARY	
APPROVED S106 SCHEMES - TOTAL	979
PROVISIONAL S106 SCHEMES - TOTAL	-
GRAND TOTAL	979

979	20	1,225	155	907	320	-	-	-	-	320	2,209	(2,209)	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
979	20	1,225	155	907	320	-	-	-	-	320	2,209	(2,209)	-

FINANCED BY - S106 CONTRIBUTIONS

(979)	(20)	(1,225)	(155)	(907)	(320)	-	-	-	-	(320)	(2,209)	2,209	-
--------------	-------------	----------------	--------------	--------------	--------------	----------	----------	----------	----------	--------------	----------------	--------------	----------

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS 2015-16 to 2020-21

1.0 AVAILABILITY OF RESOURCES - NOTES :

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

1.2 The actuals for 2014-15 have been audited.

1.3 Funding assumptions:

1. All capital expenditure will be funded in the first instance from available capital receipts and the General Fund capital programme reserve.
2. Once the above resources have been exhausted in any given year, the balance of expenditure will be financed from borrowing, both internally and externally, dependding upon the Council's financial situation at the time.

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

2.0 Capital receipts - Balances (T01001)

	2014-15 Actuals £000	2015-16 Budget £000	2015-16 Est Outturn £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000
Balance as at 1 April	5,809	0	3,971	0	0	0	0	0
Add estimated usable receipts in year	165	0	480	330	4,330	9,530	36,205	6,330
Less applied re funding of capital schemes	(2,003)	0	(4,451)	(330)	(4,330)	(9,530)	(36,205)	(6,330)
Balance after funding capital expenditure as at 31 March	3,971	0	0	0	0	0	0	0

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS 2015-16 to 2020-21

3.0 Capital expenditure and funding - summary

Estimated capital expenditure

Main programme - approved

Main programme - provisional

s106

Reserves

GF Housing

Total estimated capital expenditure

To be funded by:

Capital receipts (*per 2.above*)

Contributions

R.C.C.O.:

Other reserves

Capital Schemes Reserve (*para.4 below*)

Balance of funding to be met from (i) the Capital Reserve, and (ii) borrowing

Total funding required

	2014-15 Actuals £000	2015-16 Budget £000	2015-16 Est Outturn £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000
	10,120	24,166	27,467	12,848	392	132	0	0
	0	36,508	585	78,558	78,351	90,035	42,044	6,000
	405	20	907	320	0	0	0	0
	1,092	2,080	3,025	2,484	637	862	537	537
		1,355	1,355	3,627	740	740	740	740
Total estimated capital expenditure	11,617	64,129	33,339	97,837	80,120	91,769	43,321	7,277
	(2,003)	0	(4,451)	(330)	(4,330)	(9,530)	(36,205)	(6,330)
	(1,062)	(1,286)	(1,175)	(1,347)	(1,807)	(1,121)	0	0
	(1,092)	(2,157)	(2,815)	(4,269)	(537)	(862)	(537)	(537)
	0	0	0	0	0	0	0	0
	(4,157)	(3,443)	(8,441)	(5,946)	(6,674)	(11,513)	(36,742)	(6,867)
	(7,460)	(59,331)	(24,898)	(91,891)	(73,446)	(80,256)	(6,579)	(410)
Total funding required	(11,617)	(62,774)	(33,339)	(97,837)	(80,120)	(91,769)	(43,321)	(7,277)

4.0 General Fund Capital Schemes Reserve (U01030)

Balance as at 1 April

Add: General Fund Revenue Budget variations

Contribution from revenue

Less: Applied re funding of capital programme

Balance after funding capital expenditure etc.as at 31 March

	2014-15 Actuals £000	2015-16 Budget £000	2015-16 Est Outturn £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000
	1,570	0	1,932	0	0	0	0	0
	0	0	0	0	0	0	0	0
	362	0	0	0	0	0	0	0
	1,932	0	1,932	0	0	0	0	0
	0	0	(1,932)	0	0	0	0	0
Balance after funding capital expenditure etc.as at 31 March	1,932	0	0	0	0	0	0	0

Estimated shortfall at year-end to be funded from borrowing

	5,529	59,331	22,967	91,891	73,446	80,256	6,579	410
--	--------------	---------------	---------------	---------------	---------------	---------------	--------------	------------

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS 2015-16 to 2020-21

5.0 Housing capital receipts (pre 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects - GBC policy

Balance as at 1 April (T01008)
 Add: Estimated receipts in year
 Less: Applied re Housing (General Fund) capital programme
 Less: Applied re Housing Improvement programme

Less: Applied on regeneration schemes

2015-16 Budget £000	2015-16 Est Outturn £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000
17,408	17,452	17,204	2,772	2,582	2,392	2,202
0	0	0	0	0	0	0
(330)	(248)	(190)	(190)	(190)	(190)	(190)
0	0	(2,857)	0	0	0	0
17,078	17,204	14,157	2,582	2,392	2,202	2,012
0	0	(11,385)	0	0	0	0
17,078	17,204	2,772	2,582	2,392	2,202	2,012

Housing receipts - estimated balance in hand at year end
 T01012

5.1 Housing capital receipts (post 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects only statutory (impact CFR)

Balance as at 1 April
 Add: Estimated receipts in year
 Less: Applied re Housing (General Fund) capital programme
 Less: Applied re Housing Improvement programme

2015-16 Budget £000	2015-16 Est Outturn £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000
1,235	4,228	3,423	3,123	2,853	2,583	2,313
200	200	200	200	200	200	200
(755)	(755)	(250)	(220)	(220)	(220)	(220)
(250)	(250)	(250)	(250)	(250)	(250)	(250)
430	3,423	3,123	2,853	2,583	2,313	2,043
0	0	0	0	0	0	0
430	3,423	3,123	2,853	2,583	2,313	2,043

Less: Applied on regeneration schemes

Housing receipts - estimated balance in hand at year end

Total £'000s

6.1 Estimated annual borrowing requirement-current programme

Bids for funding (net)

Total estimated borrowing requirement if all bids on Appendix 1 approved

59,331	22,967	80,506	73,446	80,256	6,579	410	264,164
0	0	0	0	0	0	0	0
59,331	22,967	80,506	73,446	80,256	6,579	410	264,164

GENERAL FUND HOUSING CAPITAL PROGRAMME 2015-16 to 2020-21

		Approved Project Budget £000	Cumulative Spend at 31-03-15 £000	2015-16 Original Estimate £000	2015-16 Revised Estimate £000	2015-16 Actual @ 27-01-16 £000	2015-16 Projected Outturn £000	2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000	Total scheme cost £000
EXPENDITURE - APPROVED PROGRAMME													
Grants													
N51008	Disabled Facilities Grants - mandatory	annual	annual	430	430	277	430	410	450	450	450	450	annual
N51020	Home Improvement Assistance	annual	annual	120	120	40	120	60	40	40	40	40	annual
N51021	Solar energy loans	annual	annual	30	30	0	30	30	30	30	30	30	annual
N51030/32	SHIP Scheme	annual	annual	20	20	0	20	20	0	0	0	0	annual
Total Disabled Facilities Grants				600	600	317	600	520	520	520	520	520	
Affordable Housing													
Acquisition of Land & Buildings				0	0	0	0	0	0	0	0	0	0
Feasibility/Site Preparation (incl. decommission costs and home loss & disturbance payments):													
N55014	- Garage Sites	0	92	50	50	28	50	0	0	0	0	0	142
N55004	- Lakeside Close, Ash	0	308	0	0	1	1	0	0	0	0	0	309
N55009	- New Road Gomshall	0	217	0	0	9	0	0	0	0	0	0	217
N55015	- Guildford Corporation Club	0	54	65	65	64	65	0	0	0	0	0	119
N55013	- Ladymead / Fire station	0	38	10	10	13	13	0	0	0	0	0	51
N55017	- Guildford Park Car Park	0	62	240	240	238	240	0	0	0	0	0	302
	- Appletree pub		0	0	0	33	23	0	0	0	0	0	23
	General	annual	0	40	40	0	13	150	120	120	120	120	643
	Housing delivery options (equity)	2,857	0	0	0	0	0	2,857	0	0	0	0	2,857
Total In-house affordable housing expenditure				405	405	386	405	3,007	120	120	120	120	
Affordable Housing - Grants:													
	General Grants	annual	0	350	350	0	350	100	100	100	100	100	850
Total housing association affordable housing expenditure				350	350	0	350	100	100	100	100	100	
Total Expenditure to be financed				1,355	1,355	703	1,355	3,627	740	740	740	740	5,512

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

GENERAL FUND HOUSING CAPITAL PROGRAMME 2015-16 to 2020-21

FINANCING OF PROGRAMME

Specific Grants
Housing Grant repayments
Capital Receipts Reserve - pre 13-14
Capital Receipts Reserve - post 13-14
Total Financing (= Total Expenditure)

2015-16 Original Estimate £000	2015-16 Revised Estimate £000	2015-16 Actual @ 27-01-16 £000	2015-16 Projected Outturn £000
302	302	302	302
30	30	41	50
268	268	(26)	248
755	755	386	755
1,355	1,355	703	1,355

2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000
300	300	300	300	300
30	30	30	30	30
3,047	190	190	190	190
250	220	220	220	220
3,627	740	740	740	740

BALANCES

Usable Capital Receipts (T01008) pre 13-14

Balance b/f
Estimated receipts - sale of dwellings
Applied re DFG's capital programme (above)
Applied re GF Hsg capital Programme
Repaid re General Fund capital programme
Balance c/f

2013-14 Actuals £000
17,934
0
(210)
0
0
17,724

2015-16 Original Estimate £000	2015-16 Revised Estimate £000	2015-16 Actual @ Outturn £000	2015-16 Projected Outturn £000
17,608	17,724	0	17,724
0	0	0	0
(268)	(268)	26	(248)
0	0	0	0
0	0	0	0
17,340	17,456	26	17,476

2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000
17,476	14,429	14,239	14,049	13,859
0	0	0	0	0
(190)	(190)	(190)	(190)	(190)
(2,857)	0	0	0	0
0	0	0	0	0
14,429	14,239	14,049	13,859	13,669

BALANCES

Usable Capital Receipts (T01012) post 13-14 (can be used for: HRA, affordable housing & regeneration)

Balance b/f
Estimated receipts - sale of dwellings
Repaid re General Fund capital programme
Applied re General Fund Housing capital programme (above)
Applied re HRA capital Programme
Balance c/f

2013-14 Actuals £000
0
447
3,127
0
(446)
3,128

2015-16 Original Estimate £000	2015-16 Revised Estimate £000	2015-16 Actual @ Outturn £000	2015-16 Projected Outturn £000
5,561	3,128	0	3,128
200	200	0	200
0	0	0	0
(1,581)	(755)	(386)	(755)
(250)	(250)	0	(250)
3,930	2,323	(386)	2,323

2016-17 Estimate £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000
2,323	2,023	1,753	1,483	1,213
200	200	200	200	200
0	0	0	0	0
(250)	(220)	(220)	(220)	(220)
(250)	(250)	(250)	(250)	(250)
2,023	1,753	1,483	1,213	943

Housing Grant Repayments

Balance b/f
Repayments in year
Used in Year
Balance c/f

0
54
(54)
0

0	0	0	0
30	30	0	30
(30)	(30)	0	(30)
0	0	0	0

0	0	0	0	0
30	30	30	30	30
(30)	(30)	(30)	(30)	(30)
0	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-17 to 2020-21**

THIS PAGE IS INTENTIONALLY BLANK

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2016-17**

GLOSSARY

GUILDFORD BOROUGH COUNCIL

OUTLINE BUDGET 2016-17

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

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

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

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

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

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

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

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

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

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

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

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

GUILDFORD BOROUGH COUNCIL

OUTLINE BUDGET 2016-17

Collection Fund Deficit/Surplus - the estimated surplus or deficit on the Collection Fund, which must be split into that relating to council tax and that relating to business rates. The council tax surplus or deficit is split between the Borough Council, the County Council and the Police and Crime Commissioner pro rata to their precept demand on the Fund. The business rates surplus or deficit is split between the Council, Central Government and the County Council. In both cases the Borough Council's share is transferred to the General Fund in the following year.

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

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

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

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

County Precept - see under Precept.

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

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

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

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

Fees and Charges - individual charges for services provided.

GUILDFORD BOROUGH COUNCIL

OUTLINE BUDGET 2016-17

Financial Year - the period covered by a set of financial accounts – commences 1 April and finishes 31 March the following year.

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

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

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

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

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

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

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

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

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

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

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

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

GUILDFORD BOROUGH COUNCIL

OUTLINE BUDGET 2016-17

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

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

National Non-Domestic Rate (NNDR) - on 1st April 1990 a tax introduced, together with community charge (now council tax) to replace general rates for businesses. Rates are levied and collected by the Council on non-domestic property in the area in accordance with the Government formula which is the rateable value of the property (set by the valuation office) multiplied by the rate multiplier (set by central government). The NNDR tax system was changed in April 2014; the Council is now able to retain a proportion of the income collected for its own purposes (the proportion retained is based on a central shares formula), the remaining amount of income collected is paid to Central Government and Surrey County Council. The amount paid to central government is known as the business rates tariff. The Council also pays the Government and Surrey County Council a levy on the growth in business rates income above the central share formula.

Net Present Value - calculates the present value of all cashflow associated with an investment: the initial outflow and the future cashflow returns using an agreed discount rate reflecting the time value of money.

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

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

Out-turn - actual income and expenditure.

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

GUILDFORD BOROUGH COUNCIL

OUTLINE BUDGET 2016-17

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 likely liabilities incurred but the amounts or the dates on which they will arise are uncertain.

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

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

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

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

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

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

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

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

GUILDFORD BOROUGH COUNCIL

OUTLINE BUDGET 2016-17

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

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

Ring-fenced Grant - a grant paid to the Council, which has conditions attached to it that restrict the purposes for which it may be spent.

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

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

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

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

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

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

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

GUILDFORD BOROUGH COUNCIL OUTLINE BUDGET 2016-17

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

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

Transport related expenditure - a group of expenditure, which brings together all costs associated with the provision, hire and use of transport, including travelling allowances. It includes purchases of vehicles and equipment (where not leased or purchased through capital), repairs and maintenance, running costs (e.g. fuel, tax,), recharges for vehicles hired from the Fleet Manager, contract hire, operating leases, public transport, car allowances and transport insurance.

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