

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1200	Grants Income	100	Professional Services & Admin	Generally grants received would be offset against specific projects and activity.
4001	Agency/Contract Staffing	100	Professional Services & Admin	Agency Staff costs otherwise met under code 4000
4003	Contracted Services	100	Professional Services & Admin	Agency staff covering vacancies or contract staff.
4480	IT Equipment	100	Professional Services & Admin	Rolling upgrade and replacement. Changes likely in year ahead.
4481	Web Sites (FTC, Craft etc)	100	Professional Services & Admin	Refresh of some elements. External costs. New website Tender implementation for 25/26
4482	IT Support	100	Professional Services & Admin	IT support contract plus extra works as required. More use of IT services.
4483	Service software & support	100	Professional Services & Admin	Covers Modern.gov etc
4555	Legal & professional Fees	100	Professional Services & Admin	Combined with professional fees 4585. Legal fees, assets transfers etc.
4560	Bookkeeping, accounts, payroll	100	Professional Services & Admin	Book-keeping, + accountancy month end/year end/payroll costs.
4570	Audit Fees	100	Professional Services & Admin	Covers internal and external audit fees.
1600	Mayor's Charity	110	Governance & Democratic	No budgetted income. Paid into separate Mayor's Charity account and redistributed.
4001	Agency/Contract Staffing	110	Governance & Democratic	Agency Staff costs generally covering vacancies and probationary period for outside staff
4101	Venue hire	110	Governance & Democratic	Covers Annual Town Meeting, celebratory receptions as needed
4130	Insurance	110	Governance & Democratic	New tender effective 2023/24. New long term arrangement started.
4170	Property Maintenance/Refurbish	110	Governance & Democratic	Office and depot
4425	Publicity/Adverts/Photography	110	Governance & Democratic	Annual meeting etc. Newspaper/calendar and other promotions at community events
4426	Old Publicity	110	Governance & Democratic	Vantage Point, Residents Guide, newsletter.Now code 4425.
4455	Postages & Distribution	110	Governance & Democratic	Residents' Guide etc
4460	Subscriptions & Memberships	110	Governance & Democratic	Includes NALC/SALC/SLCC/and LGA associate
4525	Members' Training	110	Governance & Democratic	Additional training as required.
4541	Civic Carol Service - USE 4540	110	Governance & Democratic	Include in Civic functions
4001	Agency/Contract Staffing	120	Office & Customer Services	Agency Staff costs otherwise met under code 4000.
4003	Contracted Services	120	Office & Customer Services	Office cleaning.
4195	Alarms - Fire, Security	120	Office & Customer Services	Fire, intruder and keyholding service.
4800	Grants	130	Grants	Sum is divided between codes after Council decisions. Some grants also covered under Service codes.
4801	Grant - Farnham Maltings	130	Grants	Awaiting recommendation - included in 4800 code.

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4802	Grant - Citizens Advice Bureau	130	Grants	Awaiting recommendation - included in 4800 code.
4803	Grant - 40 Degreez	130	Grants	Awaiting recommendation - included in 4800 code.
4804	Small Grants	130	Grants	Up to £250 during the year per request where no Community grant in same year.
4808	Hoppa	130	Grants	Awaiting recommendation - included in 4800 code.
4809	Gostrey Centre	130	Grants	Awaiting recommendation - included in 4800 code.
4555	Legal & professional Fees	140	Planning	Legal claim 24/25. Some to be offset by external contributions.
4821	Elections	141	Elections	Goes to earmarked reserve. Typical cost of full shared election now around £40,000.
1200	Grants Income	142	Neighbourhood Plan	Potential grant from Locality.
4000	Salaries	142	Neighbourhood Plan	Could increase significantly based on workload.
4001	Agency/Contract Staffing	142	Neighbourhood Plan	Covers advice for Neighbourhood PPlan/Local Plan issues. More for review in reserves.
1900	Precept	150	Other Operating Income/Costs	Council Tax base 18,398.9 (98% collection rate) Oct 2024 at £78.15 up from 18,231.
1910	Interest Received	150	Other Operating Income/Costs	interest on investments assumes reducing rates. cfor 25/26 and capital spend reducing reserves
1911	Dividends received	150	Other Operating Income/Costs	Local authority property Fund. Income holding up. Future dividends uncertain.
4002	Actuarial Contribution	150	Other Operating Income/Costs	Triennial Actuarial Review due 2025.
4910	Loan Repayments	150	Other Operating Income/Costs	Public Works Loan Board fully repaid. If FTC were to borrow for major capital project impact.
1999	Miscellaneous Income	155	Covid-19	Ad hoc Grants for supporting hardship. Ringfenced.
4000	Salaries	155	Covid-19	Management of Support Fund.
4425	Publicity/Adverts/Photography	155	Covid-19	Hardship fund and other promotion.
1000	Hall & Room Lettings Income	160	Wrecclesham Community Centre	Increasing by £1k per annum to 14,400 in 27/28
4170	Property Maintenance/Refurbish	160	Wrecclesham Community Centre	Covers FTC landowner's responsibilities
4195	Alarms - Fire, Security	160	Wrecclesham Community Centre	Fire and intruder alarms and keyholding service for landlord.
4440	Telephones	160	Wrecclesham Community Centre	Covers security/CCTV bandwidth cost
4440	Telephones	170	Community Development	Covers high bandwidth broadband for CCTV monitoring

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<b>4806</b>	Hale Community Centre/Sandy Hi	<b>170</b>	Community Development	Awaiting recommendation - included in 4800 code. Other activity funded from Services.
<b>4120</b>	Energy Costs	<b>171</b>	Community Safety & Well-being	CCTV cameras
<b>4190</b>	CCTV / crime prevention	<b>171</b>	Community Safety & Well-being	Camera repairs/maintenance/improvement.
<b>4196</b>	Crime Prevention	<b>171</b>	Community Safety & Well-being	Community Group disbanded. Costs covered elsewhere
<b>4807</b>	Environmental/community Initia	<b>175</b>	Localism - New Initiatives/Pro	Towards climate challenge/community initiatives and top up for principal authority services
<b>4182</b>	Equipment Purchase	<b>176</b>	Younger People projects	New cost centre for Younger people projects
<b>4630</b>	Events Costs	<b>176</b>	Younger People projects	Primarily events organised or supported by FTC.
<b>4800</b>	Grants	<b>176</b>	Younger People projects	Used for additional grant to 40 Degreez outreach.
<b>4811</b>	Youth Initiatives	<b>176</b>	Younger People projects	Growth item in budget for 2024/25. No increase proposed for 2025/26
<b>4000</b>	Salaries	<b>200</b>	Grounds Services	Increase in sites managed and activity
<b>4001</b>	Agency/Contract Staffing	<b>200</b>	Grounds Services	Staffing costs otherwise met from 4000 200 for temporary cover
<b>4030</b>	Staff Training	<b>200</b>	Grounds Services	Additional costs met from general staff training budget
<b>4070</b>	Protective Clothing	<b>200</b>	Grounds Services	Heath and Safety requirements etc
<b>4175</b>	Graffiti Removal	<b>200</b>	Grounds Services	Due to be tendered.
<b>4195</b>	Alarms - Fire, Security	<b>200</b>	Grounds Services	Alarm system maintenance and monitoring, keyholding at Depot
<b>4205</b>	Waste Disposal	<b>200</b>	Grounds Services	Skips etc for collected flytipping etc
<b>4302</b>	Vehicle Costs - Maintenance	<b>200</b>	Grounds Services	3 vehicles MOT and servicing reflects usage
<b>4310</b>	New Vehicles/Machinery	<b>200</b>	Grounds Services	Replacement programme
<b>4311</b>	New machinery reserve	<b>200</b>	Grounds Services	Goes into earmarked reserve for future purchases
<b>4440</b>	Telephones	<b>200</b>	Grounds Services	Depot broadband (cctv) and radios/mobiles.
<b>4460</b>	Subscriptions & Memberships	<b>200</b>	Grounds Services	Surrey Wildlife Trust
<b>4610</b>	Horticultural Supplies	<b>200</b>	Grounds Services	Includes tree guards, compost etc. Expenditure mainly last quarter.
<b>1202</b>	Income - Contributions	<b>201</b>	Highways	No agreement for future funding
<b>1522</b>	Surrey Highways Contract	<b>201</b>	Highways	No agreement for future contributions
<b>4000</b>	Salaries	<b>201</b>	Highways	Collecting flytipping, cleaning signs/bus stops etc.
<b>4175</b>	Graffiti Removal	<b>201</b>	Highways	FTC meets cost of graffiti on highways property (now met under graffiti budget)

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4611	Plants/Flowers/bulbs	201	Highways	Programme to machine plant bulbs at entrances to Town
4170	Property Maintenance/Refurbish	205	War Memorial	Repairs and cleaning.
1201	Sponsorship Income (+VAT)	210	Farnham In Bloom	Target income. 2023 Corporate sponsor reduced to Gold.
1202	Income - Contributions	210	Farnham In Bloom	Targetted contributions for baskets, troughs and planters
1203	Donations - Income	210	Farnham In Bloom	No budgetted income as donations not guaranteed
1990	Insurance claim income	210	Farnham In Bloom	Greenhouse fire 2021.
4003	Contracted Services	210	Farnham In Bloom	In Bloom Video production and misc photography
4020	Additional Staffing & Events	210	Farnham In Bloom	Costs allocated across each event as used
4415	Printing & Design (External)	210	Farnham In Bloom	Leaflets, Briefing packs, judges notes etc
4425	Publicity/Adverts/Photography	210	Farnham In Bloom	Children's workshops etc
4540	Civic & Community Functions	210	Farnham In Bloom	Covers launch, awards event, community events etc
4610	Horticultural Supplies	210	Farnham In Bloom	Expenditure covers non-plants related costs.
4611	Plants/Flowers/bulbs	210	Farnham In Bloom	Target to cover by sponsorship income
4613	Community Events/FIB Friends	210	Farnham In Bloom	Covers sustenance for volunteers and miscellaneous expenses
4615	Trees/hedging	210	Farnham In Bloom	Statement trees and hedging replacement
4000	Salaries	220	Other Open Spaces	Increase allows for additional Outside Workforce Team Member
4003	Contracted Services	220	Other Open Spaces	Tree surgery and clearance etc
4830	Blackwater Valley CMS	220	Other Open Spaces	Annual contribution for advice and work done in area.
1204	Bookings/Hire	225	Gostrey Meadow	Primarily relates to coffee/ice cream concessions. Only event based in 24-25
4003	Contracted Services	225	Gostrey Meadow	Included trees work and former bowling green in 24-25
1202	Income - Contributions	230	Library Gardens	Surrey CC contribution for Library Gardens £20k
1080	Allotment Rents Income	240	Allotments	£2 increase in 24/25 none planned yet for 25/26
1081	Allotment admin fee	240	Allotments	£50 admin fee for new tenancies
1209	Seeds income	240	Allotments	Now done direct by allotment holders
4130	Insurance	240	Allotments	Public liability for allotment holders. Recharged

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<b>4140</b>	Office costs / consumables	<b>240</b>	Allotments	Annual lecture and meetings.
<b>4415</b>	Printing & Design (External)	<b>240</b>	Allotments	Newsletter, show booklets etc
<b>4455</b>	Postages & Distribution	<b>240</b>	Allotments	Newsletter etc
<b>4614</b>	Allotment seed costs recharged	<b>240</b>	Allotments	Met from income.
<b>4000</b>	Salaries	<b>250</b>	Public Conveniences	Contract management and oversight
<b>4001</b>	Agency/Contract Staffing	<b>250</b>	Public Conveniences	Contract for offices and conveniences cleaning.
<b>4003</b>	Contracted Services	<b>250</b>	Public Conveniences	Contract for offices and conveniences cleaning.
<b>4120</b>	Energy Costs	<b>250</b>	Public Conveniences	Outstanding sum owed by WBC for car park energy
<b>4170</b>	Property Maintenance/Refurbish	<b>250</b>	Public Conveniences	Any underspend 24/25 to go for 25/26 project
<b>4176</b>	Cleaning consumables	<b>250</b>	Public Conveniences	FTC now responsible for cleaning again
<b>1300</b>	Banners Income	<b>260</b>	Town Centre & Rural Dev	Income offsets costs - aims for breakeven - reduced 25/26 because of reduction in applications.
<b>4175</b>	Graffiti Removal	<b>260</b>	Town Centre & Rural Dev	Graffiti service due to be tendered.
<b>4650</b>	Street Furniture	<b>260</b>	Town Centre & Rural Dev	Replace finger posts, bus stops etc vinyl wrapping
<b>4655</b>	Banners	<b>260</b>	Town Centre & Rural Dev	Installation costs met by income
<b>1245</b>	Advertising income	<b>300</b>	Tourism	Relates to brochures/ Residents' Guide/ visitors' guide
<b>4000</b>	Salaries	<b>300</b>	Tourism	Split allocation with events 310
<b>4415</b>	Printing & Design (External)	<b>300</b>	Tourism	New Visitor Guide and Residents' Guide, walks leaflets
<b>4455</b>	Postages & Distribution	<b>300</b>	Tourism	Deliver residents' guide or leaflets to every household
<b>4460</b>	Subscriptions & Memberships	<b>300</b>	Tourism	Visit Surrey
<b>4805</b>	Farnham / Hale Carnival	<b>300</b>	Tourism	Shared weekend with Picnic in the Park - now shown in code 311
<b>1200</b>	Grants Income	<b>301</b>	Hidden Heritage Project	One-off project. Completed in 2019.
<b>1204</b>	Bookings/Hire	<b>302</b>	West Street Market	Contributions from 3rd party organisers. Will be impacted by FIP road works.
<b>4020</b>	Additional Staffing & Events	<b>302</b>	West Street Market	Partly offset by event income
<b>1201</b>	Sponsorship Income (+VAT)	<b>310</b>	Events	Sponsorship allocated to individual events.
<b>4000</b>	Salaries	<b>310</b>	Events	Staff time for tourism/business support/ BID activity

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<b>4020</b>	Additional Staffing & Events	<b>310</b>	Events	Costs generally allocated across each event as used
<b>4600</b>	Tourism Developments & Events	<b>310</b>	Events	Allows for new developments eg Film Festival
<b>4630</b>	Events Costs	<b>310</b>	Events	Emerging events
<b>1201</b>	Sponsorship Income (+VAT)	<b>311</b>	Carnival Weekend (prev PITP)	NB no carnival 2025?
<b>1202</b>	Income - Contributions	<b>311</b>	Carnival Weekend (prev PITP)	Stall income
<b>1203</b>	Donations - Income	<b>311</b>	Carnival Weekend (prev PITP)	No budgetted income as donations not guaranteed
<b>4020</b>	Additional Staffing & Events	<b>311</b>	Carnival Weekend (prev PITP)	Costs allocated across each event as used
<b>4702</b>	Equipment hire/replacement	<b>311</b>	Carnival Weekend (prev PITP)	Staging, toilets etc.. Higher if no carnival?
<b>4003</b>	Contracted Services	<b>312</b>	Food Festival	Road closure, First aid etc.
<b>4020</b>	Additional Staffing & Events	<b>312</b>	Food Festival	Temporary help for event (staff/external) paid from events.
<b>1201</b>	Sponsorship Income (+VAT)	<b>313</b>	Music in the Meadow / Vineyard	Also supported summer programme
<b>1202</b>	Income - Contributions	<b>313</b>	Music in the Meadow / Vineyard	Stall income
<b>4020</b>	Additional Staffing & Events	<b>313</b>	Music in the Meadow / Vineyard	Costs allocated across each event as used
<b>4625</b>	Entertainment - Performers	<b>313</b>	Music in the Meadow / Vineyard	Contributions for performers. incl Music in Vineyard.
<b>1201</b>	Sponsorship Income (+VAT)	<b>314</b>	Christmas Switch-on	Total split between Christmas activities
<b>1204</b>	Bookings/Hire	<b>314</b>	Christmas Switch-on	Stall income
<b>4020</b>	Additional Staffing & Events	<b>314</b>	Christmas Switch-on	Temporary help for event (staff/external) paid from events
<b>4702</b>	Equipment hire/replacement	<b>314</b>	Christmas Switch-on	Staging, toilets etc.
<b>4415</b>	Printing & Design (External)	<b>315</b>	Heritage Open Days	Brochure paid for by FTC
<b>1201</b>	Sponsorship Income (+VAT)	<b>316</b>	Christmas Market	Total between Christmas activities
<b>1204</b>	Bookings/Hire	<b>316</b>	Christmas Market	Stall income
<b>4003</b>	Contracted Services	<b>316</b>	Christmas Market	Road Closure, first aid, compere etc
<b>4020</b>	Additional Staffing & Events	<b>316</b>	Christmas Market	Temporary help for event (staff/external) paid from event code.
<b>4702</b>	Equipment hire/replacement	<b>316</b>	Christmas Market	Staging, toilets etc.

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<b>1203</b>	Donations - Income	<b>317</b>	Spring & Sustainability Festiv	No budgetted income as donations not guaranteed
<b>1204</b>	Bookings/Hire	<b>317</b>	Spring & Sustainability Festiv	No budgetted income as stall fees go to Farnham Community Farm
<b>4020</b>	Additional Staffing & Events	<b>317</b>	Spring & Sustainability Festiv	Costs for temporary help for event (staff or external)
<b>4702</b>	Equipment hire/replacement	<b>317</b>	Spring & Sustainability Festiv	Event shared with Community Farm. Stall income to them.
<b>1204</b>	Bookings/Hire	<b>318</b>	Gin & Fizz Festival	Did not take place 2024. Not planned for 2025
<b>1205</b>	Ticket sales	<b>318</b>	Gin & Fizz Festival	Did not take place 2024. Not planned 2025.
<b>4020</b>	Additional Staffing & Events	<b>318</b>	Gin & Fizz Festival	Temporary help for event (staff/external) paid from event code.
<b>4101</b>	Venue hire	<b>318</b>	Gin & Fizz Festival	Hire of venue or staging etc for Gostrey depending on location
<b>4415</b>	Printing & Design (External)	<b>319</b>	Walking Festival	Brochure
<b>1204</b>	Bookings/Hire	<b>320</b>	Farmers' Market	£40 per pitch
<b>4025</b>	Farmers' Market Supervision	<b>320</b>	Farmers' Market	Set up, market management and dismant
<b>4415</b>	Printing & Design (External)	<b>320</b>	Farmers' Market	Some shared cost with Surrey markets
<b>4425</b>	Publicity/Adverts/Photography	<b>320</b>	Farmers' Market	Banners, adverts etc
<b>4461</b>	Licences	<b>320</b>	Farmers' Market	Waverley Borough Council charge of £10 per stall per market, plus other licences
<b>4003</b>	Contracted Services	<b>321</b>	Literary Festival	Co-ordinator honorarium/costs
<b>4101</b>	Venue hire	<b>321</b>	Literary Festival	Venue hire, Staging, sound hire etc
<b>1201</b>	Sponsorship Income (+VAT)	<b>323</b>	Film Festival	New event
<b>1200</b>	Grants Income	<b>330</b>	Christmas Lights	Some contributions possible but not certain. Tender planned for 2024
<b>1201</b>	Sponsorship Income (+VAT)	<b>330</b>	Christmas Lights	Looking to replace lights in 2024/25
<b>4641</b>	Christmas Lights Install/Store	<b>330</b>	Christmas Lights	New scheme 2025/2065. Could be part lease/own. Annual cost now c£80k
<b>4643</b>	Christmas Lights 2025	<b>330</b>	Christmas Lights	Sinking fund for new scheme.
<b>4001</b>	Agency/Contract Staffing	<b>350</b>	Craft Town/Craft Cities	Co-ordinator for World Craft Town and Craft Month
<b>4003</b>	Contracted Services	<b>350</b>	Craft Town/Craft Cities	Additional filming vignettes of makers
<b>4140</b>	Office costs / consumables	<b>350</b>	Craft Town/Craft Cities	Relates to Lantern festival (offset by income)

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<b>4425</b>	Publicity/Adverts/Photography	<b>350</b>	Craft Town/Craft Cities	Social media, Round and about, Surrey ad
<b>4482</b>	IT Support	<b>350</b>	Craft Town/Craft Cities	Website support etc
<b>4540</b>	Civic & Community Functions	<b>350</b>	Craft Town/Craft Cities	Launch etc
<b>4630</b>	Events Costs	<b>350</b>	Craft Town/Craft Cities	Craft month panel, heritage crafts demos
<b>1200</b>	Grants Income	<b>351</b>	Artist in Residency	South Street Trust Artist in Residency
<b>4001</b>	Agency/Contract Staffing	<b>351</b>	Artist in Residency	Co-ordination of Artist in Residence
<b>4003</b>	Contracted Services	<b>351</b>	Artist in Residency	Funded by South Street Trust
<b>1030</b>	Commercial Lettings Income	<b>400</b>	Cemeteries	West Street Chapel Lease.
<b>1100</b>	Interment Fees Income	<b>400</b>	Cemeteries	Income fluctuates.
<b>1105</b>	MOJ Reclaim/Grant	<b>400</b>	Cemeteries	New legislation allows reclaim for infant burials.
<b>1120</b>	Grave Purchases Income	<b>400</b>	Cemeteries	Income fluctuates. Discount for Farnham residents.
<b>1130</b>	Memorials Income	<b>400</b>	Cemeteries	Income fluctuates.
<b>4001</b>	Agency/Contract Staffing	<b>400</b>	Cemeteries	Additional maintenance bought in
<b>4003</b>	Contracted Services	<b>400</b>	Cemeteries	Trees, repairs etc
<b>4115</b>	Water Charges	<b>400</b>	Cemeteries	Reflecting cemetery water costs - catch up on estimates in 2024-25
<b>4170</b>	Property Maintenance/Refurbish	<b>400</b>	Cemeteries	Ongoing programme to improve paths, railings etc
<b>4205</b>	Waste Disposal	<b>400</b>	Cemeteries	Special waste
<b>4220</b>	Memorials & Plaques	<b>400</b>	Cemeteries	Offset by income.
<b>4225</b>	Cemetery Memorial Maintenance	<b>400</b>	Cemeteries	Memorial fixing programme
<b>4483</b>	Service software & support	<b>400</b>	Cemeteries	Epitaph software
<b>4611</b>	Plants/Flowers/bulbs	<b>400</b>	Cemeteries	Investing in greening of cemeteries.
<b>1920</b>	Sale Of Assets	<b>901</b>	Green Lane Chapel	Sale of Green Lane Chapel - blance in ringfenced reserve
<b>4003</b>	Contracted Services	<b>903</b>	Hale Chapels	Capital project - completed
<b>4003</b>	Contracted Services	<b>921</b>	Central Carpark Toilets Projec	Capital project - Completed.
<b>4003</b>	Contracted Services	<b>922</b>	UCA Riverside Sculpture Proj	Commission funded by UCA Section 106 funding.



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<b>1203</b>	Donations - Income	<b>930</b>	Farnham Support Fund (covid+)	Community contributions to Hardship Fund. Ringfenced for grants.
<b>4815</b>	Hardship Fund Grants	<b>930</b>	Farnham Support Fund (covid+)	Ringfenced and covered by grant income/earmarked reserve unless specific extra allocation by FTC
<b>4999</b>	Miscellaneous Expenses	<b>930</b>	Farnham Support Fund (covid+)	Hardship grants/ related support, met from donated income
<b>4003</b>	Contracted Services	<b>935</b>	Business Improvement District	Covers Mosaic and co-ordinator partly funded by grant income.
<b>1060</b>	Section 106 contributions	<b>950</b>	S106 and CIL	Current year relates to CCTV from brightwells
<b>1065</b>	Community Infrastructure Levy	<b>950</b>	S106 and CIL	Income for specified projects ...to be offset by expenditure. Goes to Earmarked reserve
<b>4000</b>	Salaries	<b>950</b>	S106 and CIL	Estimated cost of administration of Task Group and projects run by FTC