

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4001	Agency/Contract Staffing	100	Professional Services & Admin	Agency Staff costs otherwise met under code 4000
4411	Publications, books etc	100	Professional Services & Admin	Reduction as budget not used much in last two years
4480	IT Equipment	100	Professional Services & Admin	rolling upgrade and replacement
4481	Web Site	100	Professional Services & Admin	Refresh of some elements. External costs
4482	IT Support	100	Professional Services & Admin	IT support contract plus additional works as required
4555	Legal & professional Fees	100	Professional Services & Admin	Assets' licences transfers, advice etc. Combined with professional fees 4585.
4560	Accountancy & Payroll Costs	100	Professional Services & Admin	Accountancy support for month end and year end
4570	Audit Fees	100	Professional Services & Admin	Covers internal and external audit fees.
4001	Agency/Contract Staffing	110	Governance & Democratic	Agency Staff costs generally covering vacancies and probation period for outside staff
4020	Additional Staffing & Events	110	Governance & Democratic	Costs allocated across each event as used
4100	Rent	110	Governance & Democratic	Merged with Rates 4110 120
4101	Venue hire	110	Governance & Democratic	Covers Annual Town Meeting, celebratory receptions as needed
4130	Insurance	110	Governance & Democratic	increase expected for playground responsibility (can be absorbed) and VE celebrations 2020
4170	Property Maintenance/Refurbish	110	Governance & Democratic	Office and depot
4400	Stationery	110	Governance & Democratic	Paper costs for agendas etc
4425	Advertising	110	Governance & Democratic	Annual meeting etc
4426	Publicity and newsletter	110	Governance & Democratic	Vantage Point, Residents Guide, newsletter formerly 4822
4455	Postages & Distribution	110	Governance & Democratic	Residents' Guide etc
4460	Subscriptions & Memberships	110	Governance & Democratic	Inlcudes NALC/SALC/SLCC/and potentially LGA associate
4525	Members' Training	110	Governance & Democratic	New Council. Additional training as required. Reduction with training covered at WBC too
4541	Christmas Civic Carol Service	110	Governance & Democratic	Aim to cover with sponsorship
4001	Agency/Contract Staffing	120	Office & Customer Services	Agency Staff costs otherwise met under code 4000
4110	Rates, rent	120	Office & Customer Services	Budget merged with with former 4100 100
4115	Water Charges	120	Office & Customer Services	Water charges for offices
4195	Alarms - Fire, Security	120	Office & Customer Services	Fire, intruder and keyholding service
4425	Advertising	120	Office & Customer Services	Covers Remembrance, mayoral, councillor
4804	Small Grants	130	Grants	Up to £250 during the year per request

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4821	Elections	141	Elections	18/19 reserve provision for election or by-election expenses (approx £40,000 full election).
1200	Grants Income	142	Neighbourhood Plan	benches etc
4001	Agency/Contract Staffing	142	Neighbourhood Plan	Reduction post Neighbourhood Plan. Covers advice for Local Plan issues and potential challenge.
4415	Printing & Design (External)	142	Neighbourhood Plan	Printing final Neighbourhood plan for consultation etc
1900	Precept	150	Other Operating Income/Costs	Council Tax base of 17341.2 (99% collection rate) at Oct 2019 (up from 17102.9 at £64.49)
1905	Local Parish Council Tax Grant	150	Other Operating Income/Costs	Waverley letter November 2018 phasing grant out by 2023/24
1910	Interest Received	150	Other Operating Income/Costs	interest on investments assumes increase
1911	Dividends received	150	Other Operating Income/Costs	Local authority property fund reflects additional units from April 2019
4002	Actuarial Contribution	150	Other Operating Income/Costs	Previous Triennial Actuarial Review impact - No contribution for 2018/19 or 19/20
4910	Loan Repayments	150	Other Operating Income/Costs	Public Works Loan Board repayment for council offices extension. Ends on 29/10/22.
1060	Section 106 contributions	160	Wrecclesham Community Centre	Section 106 not guaranteed so no budget provision. Would be offset by expenditure
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
1202	Income - Contributions	170	Community Development	2015/16 includes SCC commuted sum for maintenance to go to reserves for future maintenance
4000	Salaries	170	Community Development	Will cover Local Plan Part 2 also
4440	Telephones	170	Community Development	Covers high bandwidth broadband for CCTV monitoring
4806	Hale Community Centre/Sandy Hi	170	Community Development	Contribution to the community trust to the costs of employing manager.
4120	Energy Costs	171	Community Safety & Well-being	CCTV cameras
4190	CCTV	171	Community Safety & Well-being	Camera repairs & maintenance & redcare line rental. New scheme planned funded from 106 & capital??
4196	Crime Prevention	171	Community Safety & Well-being	Grant for community group to cover printing etc
4807	Community/Environmental Initia	175	Localism - New Initiatives/Pro	New initiatives and top up of principal authority services
4001	Agency/Contract Staffing	199	Rechargeable Costs	Agency Staff costs met from vacancies under code 4000

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4130	Insurance	199	Rechargeable Costs	Should be against code 4130 110
4170	Property Maintenance/Refurbish	199	Rechargeable Costs	Costs allocated against some other budget codes - needs reallocating
4001	Agency/Contract Staffing	200	Grounds Services	Staffing costs otherwise met from 4000 200 for temporary cover
4070	Protective Clothing	200	Grounds Services	Heath and Safety requirements etc
4182	Equipment Purchase	200	Grounds Services	More equipment req if new sites leased from WBC. Some costs from reserves if required.
4195	Alarms - Fire, Security	200	Grounds Services	Alarm system maintenance and monitoring, keyholding at Depot
4205	Waste Disposal	200	Grounds Services	Skips etc for collected flytipping etc
4300	Vehicle Costs - Fuel	200	Grounds Services	Costs maintained with move to CNG
4301	Vehicle Costs - LPG/CNG	200	Grounds Services	New vehicle runs on CNG. Usage not yet known.
4302	Vehicle Costs - Maintenance	200	Grounds Services	3 vehicles MOT and servicing reflects usage
4310	New Vehicles/Machinery	200	Grounds Services	Replacement programme
4440	Telephones	200	Grounds Services	Depot broadband (cctv) and mobiles
4460	Subscriptions & Memberships	200	Grounds Services	Surrey Wildlife Trust
4610	Horticultural Supplies	200	Grounds Services	Assuming responsibility for various open spaces from WBC inc Gostrey
1202	Income - Contributions	201	Highways	No agreement for future funding
1522	Surrey Highways Contract	201	Highways	No confirmation of basis for scheme since 2017/18
4175	Graffiti Removal	201	Highways	FTC meets cost of graffiti on highways property
1201	Sponsorship Income (+VAT)	210	Farnham In Bloom	Target income.
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
4003	Contracted Services	210	Farnham In Bloom	In Bloom Video production agreed by Community Enhancement
4020	Additional Staffing & Events	210	Farnham In Bloom	Costs allocated across each event as used
4170	Property Maintenance/Refurbish	210	Farnham In Bloom	Amalgamated with 4610
4415	Printing & Design (External)	210	Farnham In Bloom	leaflets, Briefing packs, etc
4425	Advertising	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 mostly in last quarter of year
4611	Plants and Flowers	210	Farnham In Bloom	Expenditure mostly in last quarter of year

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4613	Community Events/FIB Friends	210	Farnham In Bloom	Covers sustenance for volunteers and miscellaneous expenses
1040	Open Spaces income	220	Other Open Spaces	Reduction as freehold not leasehold transfers from WBC.
4000	Salaries	220	Other Open Spaces	Salary costs relating to new sites from WBC f
1202	Income - Contributions	230	Library Gardens	Ceased maintenance 1/12/13 as Surrey would not cover costs (their costs then increased to c £10k!
1080	Allotment Rents Income	240	Allotments	No increase in rents in in 2020. Assumes rental increase from Jan 2021.
1081	Allotment admin fee	240	Allotments	£25 charged when new tenancy taken on.
1999	Miscellaneous Income	240	Allotments	Seed sales
4130	Insurance	240	Allotments	Public liability for allotment holders. Recharged
4140	Office Costs	240	Allotments	Annual lecture and meetings
4415	Printing & Design (External)	240	Allotments	Newsletter, show booklets etc
4455	Postages & Distribution	240	Allotments	Newsletter etc
4000	Salaries	250	Public Conveniences	Weekend allocation now under pilot contract.code 4003
4001	Agency/Contract Staffing	250	Public Conveniences	Costs deducted from WBC contract
4003	Contracted Services	250	Public Conveniences	Contract for offices and conveniences cleaning
4120	Energy Costs	250	Public Conveniences	Reflect energy costs
4170	Property Maintenance/Refurbish	250	Public Conveniences	Underspend expected 19/20 -awaiting Gostrey transfer. Will seek virement/move to reserves if so
4176	Cleaning consumables	250	Public Conveniences	Reflects consumption levels and community toilet scheme contributions
1300	Banners Income	260	Town Centre & Rural Dev	Income offsets costs - aims for breakeven
4650	Street Furniture	260	Town Centre & Rural Dev	Replace finger posts, bus stops etc
4655	Banners	260	Town Centre & Rural Dev	Installation costs met by income
4000	Salaries	300	Tourism	Split allocation with events 310
4001	Agency/Contract Staffing	300	Tourism	Related to Hidden heritage funded project
4120	Energy Costs	300	Tourism	Lower consumption costs overall
4415	Printing & Design (External)	300	Tourism	Visitor Guide and Residents' Guide, walks leaflets

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4455	Postages & Distribution	300	Tourism	Deliver leaflets to every household
4460	Subscriptions & Memberships	300	Tourism	visit surrey
4805	Farnham Carnival	300	Tourism	Shared weekend with Picnic in the Park
1200	Grants Income	301	Hidden Heritage Project	One-off project. Completed in 2019.
1999	Miscellaneous Income	301	Hidden Heritage Project	Income in 208/19 for specific project will be completed 2019/20
4003	Contracted Services	301	Hidden Heritage Project	Heritage Lottery funded project 2019
4415	Printing & Design (External)	301	Hidden Heritage Project	Funded by Heritage Lottery grant 2019
4000	Salaries	310	Events	Staff time for tourism/business support activity
4020	Additional Staffing & Events	310	Events	Costs allocated across each event as used
4630	Events Costs	310	Events	Emerging events
1202	Income - Contributions	311	Picnic in the Park	Stall income
1203	Donations - Income	311	Picnic in the Park	No budgetted income as donations not guaranteed
1204	Bookings/Hire	311	Picnic in the Park	Income allocated to specific activities
4020	Additional Staffing & Events	311	Picnic in the Park	Costs allocated across each event as used
4702	Equipment Hire	311	Picnic in the Park	Staging, toilets etc
1204	Bookings/Hire	312	Food Festival	Stall holder income increased based on experience
4003	Contracted Services	312	Food Festival	Road closure, First aid etc
4020	Additional Staffing & Events	312	Food Festival	Costs for temporary help for event (staff or external) paid from event code
1202	Income - Contributions	313	Music in the Meadow	Stall income
4020	Additional Staffing & Events	313	Music in the Meadow	Costs allocated across each event as used
4625	Entertainment - Performers	313	Music in the Meadow	Contributions for performers. incl Music in Vineyard
1204	Bookings/Hire	314	Christmas Switch-on	Increase based on 2019
4020	Additional Staffing & Events	314	Christmas Switch-on	Costs for temporary help for event (staff or external) paid from event code
4702	Equipment Hire	314	Christmas Switch-on	Staging toilets etc

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1204	Bookings/Hire	316	Christmas Market	Event popularity increased so higher income target.
4003	Contracted Services	316	Christmas Market	Road Closure, first aid
4020	Additional Staffing & Events	316	Christmas Market	Costs for temporary help for event (staff or external) paid from event code
4702	Equipment Hire	316	Christmas Market	Staging, toilets etc
1203	Donations - Income	317	Spring Festival	No budgetted income as donations not guaranteed
4020	Additional Staffing & Events	317	Spring Festival	Costs for temporary help for event (staff or external) paid from event code
1205	Ticket sales	318	Gin Festival	Higher income assuming event over two days
4020	Additional Staffing & Events	318	Gin Festival	Costs for temporary help for event (staff or external) paid from event code
4101	Venue hire	318	Gin Festival	2 days hire of Maltings
4182	Equipment Purchase	318	Gin Festival	Glasses
1205	Ticket sales	319	Walking Festival	New event of Shakespeare Sonnet walks.
4415	Printing & Design (External)	319	Walking Festival	Brochure
1204	Bookings/Hire	320	Farmers' Market	Reduction as attendance is running lower in common with other farmers' markets
4025	Farmers' Market Supervision	320	Farmers' Market	Set up, market management and dismount
4425	Advertising	320	Farmers' Market	Banners, adverts etc
4461	Licences	320	Farmers' Market	Waverley Borough Council charge of £10 per stall per market, plus other licences
4641	Christmas Lights - Install	330	Christmas Lights	sum included for scheme expansion offset by contributions if exceeded.
4643	Christmas Lights 2020	330	Christmas Lights	Annual provision for earmarked reserve to replace/upgrade Christmas lights
1030	Commercial Lettings Income	400	Cemeteries	increase following Rent Review
1060	Section 106 contributions	400	Cemeteries	Agreed 106 projects (Cemetery railings/environmental projects) to be offset by expenditure
1100	Interment Fees Income	400	Cemeteries	Income fluctuates.
1105	MOJ Reclaim/Grant	400	Cemeteries	New legislation allows reclaim for infant burials.
1120	Grave Purchases Income	400	Cemeteries	Income fluctuates.
1130	Memorials Income	400	Cemeteries	Income fluctuates. Small increase proposed based on last two years activity.
4001	Agency/Contract Staffing	400	Cemeteries	Additional maintenance bought in

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4115	Water Charges	400	Cemeteries	Reflecting cemetery water costs
4170	Property Maintenance/Refurbish	400	Cemeteries	Ongoing programme to improve paths, railings etc
4205	Waste Disposal	400	Cemeteries	Special waste
4225	Cemetery Memorial Maintenance	400	Cemeteries	Ongoing memorial fixing programme
4482	IT Support	400	Cemeteries	Epitaph software
4555	Legal & professional Fees	400	Cemeteries	Chapels project
1920	Sale Of Assets	901	Green Lane Chapel	Sale of Green Lane Chapel - moved to ringfenced reserve
4170	Property Maintenance/Refurbish	904	Victoria Garden	Contribution from trustees to assist with costs in donations.
1060	Section 106 contributions	905	Conservation Area Capital Proj	Section 106 funding for Maltings Railings project. Final elements to be completed.
4003	Contracted Services	905	Conservation Area Capital Proj	Project funding (Section 106)
1200	Grants Income	906	Craft Town 2019	One-off project funding application for 2019.
4001	Agency/Contract Staffing	906	Craft Town 2019	Funded by Arts council grant 2019/20
4003	Contracted Services	906	Craft Town 2019	Arts Council funded 2019
4182	Equipment Purchase	906	Craft Town 2019	Met from Arts Council grant
4415	Printing & Design (External)	906	Craft Town 2019	Funded 2019 by Arts Council
4810	Externally funded grant	906	Craft Town 2019	Grants paid out of grant income received
1200	Grants Income	910	Wrecclesham Community Centre R	Retained grants for refurbishment project
1202	Income - Contributions	910	Wrecclesham Community Centre R	Refurbishment project contributions
1065	Community Infrastructure Levy	950	Community Infrastructure Levy	Initial payments. More will be received in 2020/21 but not will be offset by expenditure
4000	Salaries	950	Community Infrastructure Levy	Estimated cost of administration of Task Group and projects run by FTC