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## Farnham Town Council



<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	Description	Budget Notes
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.
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 extra works as required - increased for 21/22. More use of IT services.
4555	Legal & professional Fees	100	Professional Services & Admin	Assets' licences transfers, advice etc. Combined with professional fees 4585.
4560	Bookkeeping, accounts, payroll	100	Professional Services & Admin	Book-keeping, + accountancy month end/year end/payroll costs - bookkeeping prev coded to 4001
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.
4000	Salaries	110	Governance & Democratic	Vacancy in 2021/22
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	Extended agreement from 2020 costs.
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. Additional newspaper and other promotion through lockdown in 2020
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	Additional training as required. Reduction with training covered at WBC too
4540	Civic & Community Functions	110	Governance & Democratic	Fewer functions as a result of Covid19
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 - prev bookkeeping but now shown under 4560
4003	Contracted Services	120	Office & Customer Services	Office cleaning WBC
4140	Office costs / consumables	120	Office & Customer Services	Increased to include budget from 4176
4195	Alarms - Fire, Security	120	Office & Customer Services	Fire, intruder and keyholding service

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<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	Description	Budget Notes
4804	Small Grants	130	Grants	Up to £250 during the year per request
4821	Elections	141	Elections	Amount added to earmarked reserves towards costs.
1200	Grants Income	142	Neighbourhood Plan	benches etc
4000	Salaries	142	Neighbourhood Plan	Impact of vacancy in 2021/22 and reduced acivity
4001	Agency/Contract Staffing	142	Neighbourhood Plan	Covers advice for Local Plan issues.
4415	Printing & Design (External)	142	Neighbourhood Plan	Printing final Neighbourhood plan for consultation etc
			5	
1900	Precept	150	Other Operating Income/Costs	Council Tax base of 17654.4 (98% collection rate) at Nov 2021 (up from 117,363 at £67.37)
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 continued low rates.
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	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 fully repaid. If FTC were to borrow for eg Gostrey cafe add £25k per annum
1999	Miscellaneous Income	155	Covid-19	Defra Grant for supporting hardship. Ringfenced.
4070	Protective Clothing	155	Covid-19	Additional wet weather clothing etc
4415	Printing & Design (External)	155	Covid-19	Covid related costs partly offset by ERDF grant
4425	Advertising	155	Covid-19	Hardship fund and other promotion. Some costs covered by ERDF grant.
4999	Miscellaneous Expenses	155	Covid-19	To be reallocated against grants received
1000	Hall & Room Lettings Income	160	Wrecclesham Community Centre	Back to normal year rental. £1500 grant reduction in 2021-22 for covid reasons.
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 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
4806	Hale Community Centre/Sandy Hi	170	Community Development	Addition to underpin increased activity. NB other activity there also funded.

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<u>A/c Cod</u>	e Description	<u>Centre</u>	Description	Budget Notes
4120	Energy Costs	171	Community Safety & Well-being	CCTV cameras
4190	CCTV	171	Community Safety & Well-being	Camera repairs/maintenance/improvement.
4196	Crime Prevention	171	Community Safety & Well-being	Grant for community group to cover printing etc
4807	Environmental/community Initia	175	Localism - New Initiatives/Pro	Towards climate challenge/community initiatives and top up principal authority services
4182	Equipment Purchase	176	Younger People projects	New cost centre for Younger people projects to be agreed
4630	Events Costs	176	Younger People projects	New cost centre for Younger people projects to be agreed
4415	Printing & Design (External)	180	Farnham Infrastructure	New code to reflect newsletter etc
1920	Sale Of Assets	200	Grounds Services	Van sold in 2021.
4001	Agency/Contract Staffing	200	Grounds Services	Staffing costs otherwise met from 4000 200 for temporary cover
4003	Contracted Services	200	Grounds Services	Office cleaning WBC
4070	Protective Clothing	200	Grounds Services	Heath and Safety requirements etc
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	Fuel costs increasing significantly
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	Includes tree guards and responsibility for open spaces from WBC etc
1202	Income - Contributions	201	Highways	No agreement for future funding
1522	Surrey Highways Contract	201	Highways	No agreement for future contributions
4175	Graffiti Removal	201	Highways	FTC meets cost of graffiti on highways property
4611	Plants/Flowers/bulbs	201	Highways	Programme to machine plant bulbs at entrances to Town
4170	Property Maintenance/Refurbish	205	War Memorial	Work on Hale in 2022

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### Farnham Town Council

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<u>A/c Code</u>	Description	<u>Centre</u>	Description	Budget Notes
1201	Sponsorship Income (+VAT)	210	Farnham In Bloom	Target income to move to pre-covid levels
1202	Income - Contributions	210	Farnham In Bloom	Targetted contributions for baskets, troughs and planters - reduced because of Covid 19
1203	Donations - Income	210	Farnham In Bloom	No budgetted income as donations not guaranteed
1990	Insurance claim income	210	Farnham In Bloom	Greenhouse fire
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
4170	Property Maintenance/Refurbish	210	Farnham In Bloom	Amalgamated with 4610
4182	Equipment Purchase	210	Farnham In Bloom	Includes social distancing street planters partly met by external contributions.
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/Flowers/bulbs	210	Farnham In Bloom	Expenditure mostly in last quarter of year.
4613	Community Events/FIB Friends	210	Farnham In Bloom	Covers sustenance for volunteers and miscellaneous expenses
4615	Trees/hedging	210	Farnham In Bloom	New budget line for 2021/22. Proposed increase for 22/23
4830	Blackwater Valley CMS	220	Other Open Spaces	Annual contribution for advice and work done in area.
1204	Bookings/Hire	225	Gostrey Meadow	Relates to coffee/ice cream concessions in 2021/22
4170	Property Maintenance/Refurbish	225	Gostrey Meadow	Electrical works for new power supply 2020. Pathway repairs 2022/23
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	2020 Review of variable plot sizes saw average plot rents @ $\pm 55$ . Change year to Oct. Increase 2021/2
1081	Allotment admin fee	240	Allotments	£25 charged when new tenancy taken on. Increase to £40 for 2021-22.
1209	Seeds income	240	Allotments	Offset by expenditure
1999	Miscellaneous Income	240	Allotments	Seed sales
4130	Insurance	240	Allotments	Public liability for allotment holders. Recharged
4140	Office costs / consumables	240	Allotments	Annual lecture and meetings.

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A/c Code	<u>Description</u>	<u>Centre</u>	<u>Description</u>	Budget Notes
4415	Printing & Design (External)	240	Allotments	Newsletter, show booklets etc
4455	Postages & Distribution	240	Allotments	Newsletter etc
4614	Allotment seed costs recharged	240	Allotments	Met from income.
4000	Salaries	250	Public Conveniences	Weekend allocation now under contract code 4003
4001	Agency/Contract Staffing	250	Public Conveniences	Costs deducted from WBC contract as these relate to cover for gaps in service provision.
4003	Contracted Services	250	Public Conveniences	Contract for offices and conveniences cleaning. Will move in-house in 2022/23
4170	Property Maintenance/Refurbish	250	Public Conveniences	Capital cost for refurb being split over two financial years with allocation from reserves
4176	Cleaning consumables- use 4140	250	Public Conveniences	Costs to be met by FTC when transfer back to FTC takes place
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 vinyl wrapping
4655	Banners	260	Town Centre & Rural Dev	Installation costs met by income
1245	Advertising income	300	Tourism	Relates to brochures.
4000	Salaries	300	Tourism	Split allocation with events 310
4001	Agency/Contract Staffing	300	Tourism	Related to Hidden heritage funded project
4415	Printing & Design (External)	300	Tourism	Visitor Guide and Residents' Guide, walks leaflets
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 - now shown in code 311
1200	Grants Income	301	Hidden Heritage Project	One-off project. Completed in 2019.
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
1204	Bookings/Hire	302	West Street Market	Contributions from 3rd party organisers
1201	Sponsorship Income (+VAT)	310	Events	Sponsorship allocated to individual events.
1202	Income - Contributions	310	Events	Covered under hire. 1204 225
4000	Salaries	310	Events	Staff time for tourism/business support activity
4020	Additional Staffing & Events	310	Events	Costs allocated across each event as used

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# Farnham Town Council

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A/a Cada	A/c Code Description Centre Description Budget Notes				
ALCOUR		Centre	Description	Budget Notes	
4415	Printing & Design (External)	310	Events	Less in 2020/21 with cancelled events.	
4600	Tourism Developments & Events	310	Events	Reducedin 21/22 with budget to World Craft Town. Allows for new developments	
4630	Events Costs	310	Events	Emerging events	
1202	Income - Contributions	311	Carnival Weekend (prev PITP)	Stall income	
1203	Donations - Income	311	Carnival Weekend (prev PITP)	No budgetted income as donations not guaranteed	
1204	Bookings/Hire	311	Carnival Weekend (prev PITP)	Income allocated to specific activities	
4020	Additional Staffing & Events	311	Carnival Weekend (prev PITP)	Costs allocated across each event as used	
4702	Equipment hire/replacement	311	Carnival Weekend (prev PITP)	Staging, toilets etc. Reduced 2021 because of Covid19	
1201	Sponsorship Income (+VAT)	312	Food Festival	Target income to move to pre-covid levels	
1204	Bookings/Hire	312	Food Festival	Moving back to pre-covid levels	
4003	Contracted Services	312	Food Festival	Road closure, First aid etc. Cancelled events in 2020	
4020	Additional Staffing & Events	312	Food Festival	Temporary help for event (staff/external) paid from events. Lower 2020 and 21 as events cancelled.	
4205	Waste Disposal	312	Food Festival	Not held 2020	
4702	Equipment hire/replacement	312	Food Festival	Event cancelled 2020	
1201	Sponsorship Income (+VAT)	313	Music in the Meadow / Vineyard	Target income to move to pre-covid levels	
1202	Income - Contributions	313	Music in the Meadow / Vineyard	Stall income	
4020	Additional Staffing & Events	313	Music in the Meadow / Vineyard	Costs allocated across each event as used	
4625	Entertainment - Performers	313	Music in the Meadow / Vineyard	Contributions for performers. incl Music in Vineyard.	
1201	Sponsorship Income (+VAT)	314	Christmas Switch-on	Total split between Christmas activities	
1204	Bookings/Hire	314	Christmas Switch-on	Stall income	
4020	Additional Staffing & Events	314	Christmas Switch-on	Temporary help for event (staff/external) paid from events Lower in 2020/21 as events cancelled.	
4702	Equipment hire/replacement	314	Christmas Switch-on	Staging toilets etc. Beacon hire	
4415	Printing & Design (External)	315	Heritage Open Days	Brochure paid for by FTC	
1201	Sponsorship Income (+VAT)	316	Christmas Market	Total between Christmas activities	

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<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	Budget Notes
1204	Bookings/Hire	316	Christmas Market	Stall income
4003	Contracted Services	316	Christmas Market	Road Closure, first aid.
4020	Additional Staffing & Events	316	Christmas Market	Temporary help for event (staff/external) paid from event code.
4702	Equipment hire/replacement	316	Christmas Market	Staging, toilets etc.
1203	Donations - Income	317	Spring & Sustainability Festiv	No budgetted income as donations not guaranteed
4020	Additional Staffing & Events	317	Spring & Sustainability Festiv	Costs for temporary help for event (staff or external) extra in 21 because of covid
4702	Equipment hire/replacement	317	Spring & Sustainability Festiv	Event shared with Community Farm. Stall income to them.
1201	Sponsorship Income (+VAT)	318	Gin & Fizz Festival	Based on one day event
1204	Bookings/Hire	318	Gin & Fizz Festival	Cancelled 2021. Assumption that activity may go ahead in 2022
1205	Ticket sales	318	Gin & Fizz Festival	Cancelled in 2021. Based on 2 sessions.
4020	Additional Staffing & Events	318	Gin & Fizz Festival	Temporary help for event (staff/external) paid from event code.
4101	Venue hire	318	Gin & Fizz Festival	Hire of Maltings or staging etc for Gostrey
4182	Equipment Purchase	318	Gin & Fizz Festival	Glasses (reduced for 2021 as some stock remains.
4415	Printing & Design (External)	318	Gin & Fizz Festival	Cancelled in 2021
4625	Entertainment - Performers	318	Gin & Fizz Festival	Cancelled in 2021. Based on 2 sessions.
4630	Events Costs	318	Gin & Fizz Festival	Cancelled 2021.
1205	Ticket sales	319	Walking Festival	New event of Shakespeare Sonnet walksin Literary Festival in 2022
4003	Contracted Services	319	Walking Festival	Shakespeare walk production (balance carriedover from cancelled event 2020)
4415	Printing & Design (External)	319	Walking Festival	Brochure
1204	Bookings/Hire	320	Farmers' Market	Proposing increase to £40 per pitchpotentially phased.
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
4004		224	Literen Cestivel	
1201	Sponsorship Income (+VAT)	321	Literary Festival	New event. Will guage opportunities in 2021/22.
4000	Salaries	321	Literary Festival	New 2021
4003	Contracted Services	321	Literary Festival	Co-ordinator honorarium/costs
4101	Venue hire	321	Literary Festival	venue hire, Staging, sound hire etc

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A/c Code	<u>Description</u>	<u>Centre</u>	Description	Budget Notes
1200	Grants Income	330	Christmas Lights	Tender planned for 2022
4641	Christmas Lights - Install	330	Christmas Lights	Sum included for scheme expansion partly offset by contributions if exceeded.
4643	Christmas Lights 2022	330	Christmas Lights	Annual provision for earmarked reserve to replace/upgrade Christmas lights
4001	Agency/Contract Staffing	350	Craft Town/Craft Cities	Co-ordinator for Craft Month - proposal to extend in 2022 to allow all year focus.
4003	Contracted Services	350	Craft Town/Craft Cities	Additional filming vignettes.
4540	Civic & Community Functions	350	Craft Town/Craft Cities	Launch etc
1999	Miscellaneous Income	355	Business Support	Will be reallocated
1030 1060 1100 1105 1120 1130 4001 4115 4170 4205 4220 4225 4482	Commercial Lettings Income Section 106 contributions Interment Fees Income MOJ Reclaim/Grant Grave Purchases Income Memorials Income Agency/Contract Staffing Water Charges Property Maintenance/Refurbish Waste Disposal Memorials & Plaques Cemetery Memorial Maintenance IT Support	400 400 400 400 400 400 400 400 400 400	Cemeteries Cemeteries Cemeteries Cemeteries Cemeteries Cemeteries Cemeteries Cemeteries Cemeteries Cemeteries Cemeteries	<ul> <li>West Street Chapel</li> <li>Agreed 106 projects (Cemetery railings/environmental projects) to be offset by expenditure</li> <li>Income fluctuates.</li> <li>New legislation allows reclaim for infant burials.</li> <li>Income fluctuates. Discount for Farnham residents.</li> <li>Income fluctuates.</li> <li>Additional maintenance bought in</li> <li>Reflecting cemetery water costs</li> <li>Ongoing programme to improve paths, railings etc</li> <li>Special waste</li> <li>offset by income.</li> <li>Ongoing memorial fixing programme</li> <li>Epitaph software</li> </ul>
4611	Plants/Flowers/bulbs Sale Of Assets	400	Cemeteries	New code to reflect greening of cemeteries.
1920	Property Maintenance/Refurbish	901	Green Lane Chapel	Sale of Green Lane Chapel - moved to ringfenced reserve
4170		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)

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<u>A/c Code</u>	<u>e</u> Description	<u>Centre</u>	Description	Budget Notes
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
1200	Grants Income	930	Farnham Support Fund (covid+)	Defra grant towards Hardship Fund
1203	Donations - Income	930	Farnham Support Fund (covid+)	Community contributions to Hardship Fund. Ringfenced for grants.
4999	Miscellaneous Expenses	930	Farnham Support Fund (covid+)	Hardship grants/ related support, met from donated income
1060	Section 106 contributions	950	Community Infrastructure Levy	Applied for £19,500 sculpture, £10,500 ironstones, £3,200 signs.
1065	Community Infrastructure Levy	950	Community Infrastructure Levy	Income for specified projects to be offset by expenditure
4000	Salaries	950	Community Infrastructure Levy	Estimated cost of administration of Task Group and projects run by FTC