

GENERAL FUND - 2012-13 Major Variations to Budget April to October 2012					
	July	August	September	October	Reason (Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change)
	£	£	£	£	
Additional Expenditure					
Museum of Farnham	10,000	10,000	10,000	10,000	— Service Level agreement, start up costs and building maintenance (£35k staff savings in salaries monitoring)
Office Expenses	12,000	12,000	12,000	12,000	— Postages - £10k increase in mail costs, £2k increased rent replacement franking machine
Refuse Collection	67,000	67,000	67,000	67,000	— Collection of food waste weekly - half with refuse
Waste Recycling	117,000	117,000	117,000	117,000	— Mobilisation (start-up) costs
Waste Recycling	28,000	28,000	28,000	28,000	— Additional contract costs
Community Development			10,000	10,000	— £10k contribution paid to Godalming Town Council (GTC) for Town Centre manager
Community Development			5,000	5,000	— M3 LEP
Development Control			20,000	20,000	— Undershaw Hotel claimants costs (Supplementary estimate approved)
Development Control			10,000	10,000	— Legal fees from Undershaw Hotel Hindhead Judicial Review (Supplementary estimate approved)
Development Control			15,000	15,000	— Projected overspend on specialist consultants to advise on technical aspects of planning applications - virement requested from overall underspend.
Waverley Training Services			80,000	80,000	— Additional Staffing to achieve additional income
Loss in Income					
Animal Control			15,000	15,000	— Net forecast under achievement of income due to wet summer
Car Parks	20,000	15,000	15,000	35,000	▲ Shortfall of income
Planning	0	15,000	15,000	40,000	▲ Declining trend in recent months.
Supporting People			50,000	50,000	— Grant reduction - confirmed - partly offset by sheltered housing staff reductions - included in staff budget monitoring
Building Control	20,000	50,000	26,000	26,000	— Net overspend reported - a decline in income and the budgeted secondment to Mole Valley BC did not go ahead as planned. Some income has been achieved from Decent Homes work for HRA. However, significant savings have been made in the staffing budget which will be reflected in reduced recharges to Building Control at year end.
Sub-Total	274,000	314,000	495,000	540,000	

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	July	August	September	October	Reason (Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change)
Additional Income					
Interest	(140,000)	(140,000)	(140,000)	(140,000)	— Additional interest generated on internal £5m GF loan to HRA to reduce external borrowing for self-financing
Car Parks	(18,000)	(18,000)	(18,000)	(18,000)	— Payment received for High Street, Haslemere agreement
Land Charges	(80,000)	(180,000)	(180,000)	(180,000)	— Net anticipated additional income
Waste Recycling	(67,000)	(67,000)	(67,000)	(67,000)	— Collection of food waste weekly - half with Refuse
Waste Recycling	(120,000)	(120,000)	(85,000)	(85,000)	— Additional Recycling Credit from improved volumes
Waste Recycling			(5,000)	(5,000)	— Fees and Charges - Green Waste
Waverley Training Services			(80,000)	(80,000)	— Additional income - to be used to meet additional staffing
Savings					
Inflation Provision			(77,000)	(77,000)	— Unallocated balance - all major inflation items identified
Street Cleaning			(60,000)	(60,000)	— Agreed enhancement to contract will not commence until January
Godalming Leisure Centre	(48,000)	(48,000)	(61,500)	(61,500)	— Arising from early opening
Sub-Total	(473,000)	(573,000)	(773,500)	(773,500)	
Net Major Variations	(199,000)	(259,000)	(278,500)	(233,500)	
Net Other Variations	(280)	(280)	7,240	7,240	
Overspend / (Underspend)	(£199,280)	(£259,280)	(£271,260)	(£226,260)	
Approvals:					
Air Quality Posts		£10,000	£10,000	£10,000	— Executive 2/10/12 - virement to cover additional staffing
Weyhill Car Park		£21,500	£21,500	£21,500	— Executive 2/10/12 - £1,500 approved, £20k earmarked
Planning Fee Income		£30,000	£30,000	£30,000	— Executive 2/10/12 - earmarked as provision against future loss
Balance of Underspend		(£197,780)	(£209,760)	(£164,760)	
Supplementary estimates:					
Employment tribunal	£20,000				only 11k needed
Fraud/Inspection Officer post			£15,000		Executive 2/10/12

PROJECT MONITORING GROUP- GENERAL FUND

PROJECT TITLE	1 WBC FUNDING 2012/13 £	2 EXTERNAL FUNDING 2012/13 £	3 Approved Changes £	Funding Source of Approved Changes	4 TOTAL PROGRAMME £	5 PAYMENTS to end of October 2012 £	6 FINANCIAL REMARKS	7 Projected 2012/13 Savings £	8 Slippage into 2013/14 £
PLANNING SERVICES									
K1457 The Castle Steps (S106)		12,500			12,500	0	£12,500 funding from PIC monies approved. Farnham castle leading project. Works to start in Spring and complete Summer 2013.		
K1457 Bench at Cranleigh (S106)		580			580	580	Complete.		
COMMUNITY SERVICES									
K1110 Central Communications - Careline	30,000				30,000	25,056	Project on programme.		
K1111 Day Centres	10,000				10,000	6,995	Complete, waiting for invoices.		
Leisure Strategy									
K1310 Farnham Sports Centre			6,500	*	6,500	0	£6,500 held back until small defect items are dealt with. Will be spent this financial year.		
K1311 & 8 Godalming Leisure Centre	1,850,000	18,760	1,047,594	*	2,916,354	1,957,367	Opened 30th July 2012. Works on car park began early October, to finish by end of November 2012.	400,000	
K1320 The Herons Leisure Centre	700,000		20,000	~	720,000	2,555	Budget for surveys and initial consultation. £20,000 supplementary estimate approved by the Executive 6/11/12.		400,000
Sports Centres									
K1301 Client Rolling Programme	56,000				56,000	16,471	Project on programme, commitments.		
K1319 Client Rolling Programme -Contingency	25,000		15,610	*	40,610	189	No further demands on budget at the moment.	40,421	
K1302 Client Rolling Programme -The Herons		80,000	60,000	*	140,000	0	Will be spent on necessary health & safety works, rest to be allocated to refurbishment.		140,000
K1458 Spinning Bikes (S106)		1,500			1,500	0	£1,500 funding from PIC monies approved. Waiting for invoice.		
Countryside									
K1373 Lammas Land Fencing	3,000	927			3,927	0	£927 grant to be received. Works completed, waiting for invoice.		
K1377 Wood Fuel Boiler	12,000				12,000	720	Wood burner installed, waiting for invoices.		
K1378 Reline Frensham Dam Stew Pond Culvert	20,000				20,000	0	Relining culvert is delayed due to technical difficulties, currently seeking advice on the best solution.		
Arts									
K1390 Farnham Maltings Brick Restoration	35,000				35,000	18,498	Works carried out. Waiting for grant claim.		
K1330 Memorial Hall high level heater modifications			4,600	#	4,600	1,600	Complete. Waiting for invoices.		
Recreation									
K1343 Pavilions-Capital Works	30,000				30,000	35,211	Complete.		
K1344 Recreational Facilities for Young People	50,000	60,000			110,000	2,324	Budget for Farnham skate park - at consultation stage, unlikely to spend full budget in year. Decision on funding from SITA due in March.		
K1345 Playground Replacement	194,000	64,884			258,884	11,471	Morley Rd, The Chantry, Hale Rec retentions. Tenders out and works to be completed June 2013. Extra £34k S106 funding approved.		
K1354 Philips Memorial Garden Improvement Programme	14,670	29,430	99,100	*	143,200	8,624	£62.7k to be spent this year, rest to slip. Cloister works complete, waiting for invoice. Works to be carried out over winter.		80,500
K1355 Parks Infrastructure works and DDA improvements	60,000				60,000	40,258	Waiting for invoices.		
K1349 Parks Signage	10,000				10,000	905	Obtaining quotes. Broadwater park to look for Green flag accreditation which may require new signage.		
K1340 Recreation Ground Improvements	35,000				35,000	11,407	Have placed some orders.		
K1458 Bruce MacKenzie Memorial Field (S106)		4,448			4,448	4,448	Complete.		
K1459 Playing Pitch Strategy (S106)		9,923			9,923	7,011	Complete. Looking to fund overspend from S106.		
ENVIRONMENTAL SERVICES									
Public Conveniences									
K1220 Rolling Programme	10,000	(6,000)			4,000	2,078	Cranleigh PC has transferred. Rest of budget held for works relating to possible Tilford PC transfer to Tilford Institute.		
Environmental Health									
K1205 Tackling Fuel Poverty in Waverley	20,000				20,000	10,177	Reactive programme. Works at two park homes completed.		
K1206 Air Quality Monitoring		14,000			14,000	0	Funded from DEFRA grant received in 2011/12 and held in working balance.		
K1201 Contaminated Land	20,000				20,000	3,521	Indicative programme as dependant on Weydon lane results. New contaminated land strategy approved.		

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Refuse Collection									
K1231 Upgrade Recycling Bring-Sites	6,000				6,000	5,073	Complete.		
K1235 Street Litter Bins	12,540				12,540	10,260	Most installed.		
K1234 Contract Mobilisation		7,616	110,000	~	117,616	122,145	Received rebate from sale of recycling bins. Rest of project funded from revenue budget.		
Car Parks									
K1240 Rolling Programme	35,000				35,000	10,508	Works at Wagon Yard & Weydown Road car parks. £7k to be spent on works at Central car park. Budget will be spent in full.		
K1241 Parking Equipment Replacement	24,000				24,000	4,494	Parts for machines. Will need to replace pedestals.		
K1243 Tanners Lane	30,000				30,000	6,062	Complete.	23,938	
K1244 Weydown Road - CCTV	20,000				20,000	0	Will not spend whole budget, currently negotiating with the Police.	8,000	
K1245 North Street, Farncombe - resurfacing and drainage	20,000				20,000	17,962	Works complete, small retention.		
K1246 Village Way Extension	77,000				77,000	0	Project not going ahead.	77,000	
K1247 Meadow - Resurfacing	30,000				30,000	21,603	Works complete, small retention.	7,000	
K1242 Weyhill car park - refurbishment	342,000		1,500	~	343,500	852	Project on hold, £1,500 from revenue underspends approved by the Executive 2/10/12 for consultation.		342,000
HOUSING									
House Renovation Grants									
K1101 Disabled Facilities	248,000	252,000			500,000	270,315	Possible £14.5k DFG repayments.	20,000	
K1101 Private Sector Renewals		8,304			8,304		Grant repayments received, may receive a further £8k grant repayments.		
SPECIAL PROJECTS									
K1511 Riverside	234,000		198,000	~	432,000	0	Works dependant on CPO. £198,000 2013/14 funding brought forward for preconstruction works. Reviewing LEP and producing detailed cost profile.		
CUSTOMER, IT AND OFFICE SERVICES									
Miscellaneous Properties									
K1512 Development Consultancy - Brightwells	132,000				132,000	51,073	Maintenance of Redgrave Theatre, legal fees and project officer.		
CPO - provision	100,000				100,000	0	January 15th 2013.		
Central Offices									
K1001 Improved Working Environment	100,000	10,350			110,350	25,513	Invoices to come in. Budget includes £10k contingency.		
Disability Discrimination Act Compliance									
K1006 DDA Compliance Works Provision	10,000				10,000	0	Out to tender for works at Woolmer hill and Broadwater park.		
ICT infrastructure Rolling Programme									
K0001 Forward Programme/Legislative Changes	10,000	2,007			12,007	3,407	Works carried out on ATLAS, expected £8k to be spent on pension changes.		
K0003 Desktop/Server Upgrades	25,000				25,000	24,101	Currently rolling out iGels. Works being carried out on server environment.		
K0233 Microsoft Office Enterprise Agreement	25,000				25,000	38,171	Overspend to be met from telephony budget as agreement includes Microsoft Lync.	(13,171)	
System Migration Upgrade									
K0268 Lotus Upgrade	20,000				20,000	15,545	Invoices coming in.		
K0273 Legal case management & time recording system			15,520	#	15,520	9,080	Project approved by the Executive 4/9/12. System ordered, to complete in January 2013.		
Information Management									
K0254 Network Upgrade & Flexible Working	10,000				10,000	2,589	Installing new switches, to be implemented alongside new telephone system.		
K0244 Records Scanning	20,000				20,000	1,750	To focus on building control and street naming & numbering. Currently sifting through papers.		
K0240 SAN replacement	50,000				50,000	0	Will slip into 2013/14, project dependant on success of Surrey Data Centre.		50,000
K0241 Shared Services & Hosting	10,000				10,000	0	Project not going ahead.	10,000	
K0242 Civica Document Management	20,000				20,000	10,625	Works underway, focusing on environment and housing departments.		
K0243 Civica Access for Planning Documents		6,500			6,500	3,500	Works complete, waiting for invoices.		
K0238 Replacement Telephone system	250,000				250,000	55,121	140 phones rolled out, to complete roll out in February 2013.	100,000	
K0249 Scanning & Workflow - Environmental Health			35,240	*	35,240	12,665	Works almost complete, invoices due.		
K0264 HR/Payroll system			2,500	~	2,500	735	Consultancy costs for mileage and expenses module implementation, CMT approved virement from vacancy factor 11th July 2012.		
K0265 Environmental Services contact manager					0	5,300	LLPG synchronisation work from 2010/11, no creditor.	(5,300)	
K0214 Enhancement of M3 Licensing system			6,700	#	6,700	6,250	Project approved by the Executive 4/9/12.		
K0230 Consultation Portal Software		9,750		~	9,750	0	PDG funded. Project approved by the Executive 6/11/12.		
K0261 Website day checker			1,700	#	1,700	0	Project approved by the Executive 6/11/12. To complete in next few weeks.		

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ORGANISATIONAL DEVELOPMENT									
K0271 Backstage	15,000				15,000	0	To relaunch using SharePoint, work underway.		
K0272 Jadu Mobile Web Platform	5,000				5,000	5,388	Improvement of website for mobile users and creation of mobile apps, to complete by October. Application installed, will go live November 2012.	(388)	
PARTNERSHIP FUNDING			9,000	*	9,000	0	Hambledon FC - Football Foundation grant application successful, planning to start works in February 2013.		
PROVISION FOR EMERGENCY SCHEMES	150,000		(28,520)		121,480	0			
Total Project Expenditure	£5,215,210	£587,479	£1,605,044		£7,407,733	£2,907,552		£667,499	£1,012,500
Capital Project Programme	4,682,210	471,590	1,419,434		6,573,234	2,649,736		627,079	872,500
Revenue Project Programme	533,000	115,889	185,610		834,499	257,816		40,421	140,000
Total Project Programme	£5,215,210	£587,479	£1,605,044		£7,407,733	£2,907,552		£667,499	£1,012,500

Key to Funding Source	
*	Slippage from 2011/12
#	Funded from Provision for Emergency Schemes
~	Funded from elsewhere

Annexe 3

HOUSING REVENUE ACCOUNT - 2012-13 Major Variations to Budget					
April to October 2012					
	July	August	September	October	Reason
	£	£	£	£	
Additional Expenditure					
Council Tax on Empty Properties	38,000	38,000	38,000	38,000	— Charges for 2012-13 in excess of £50k budget. Some refunds will be due for properties disposed before end of year.
Property Insurance		5,700	5,700	5,700	— Estimate based on previous actual
Maintenance Consultancy		1,500	1,500	1,500	— Specialist advice taken re Gas Contract. Cover overspend from General Management consultancy
Loss in Income					
Dwelling rents and service charges	80,000	90,000	90,000	90,000	— Potential shortfall based on 22 weeks debit. This reduction is partly due to the early completion of decommissioning Wey Court.
Court Costs reimbursed			26,000	26,000	▲ Court costs are the last call on the repayments, at September £1,800.
Overspends	118,000	135,200	161,200	161,200	
Savings					
Capital Financing Costs	(1,942,000)	(1,942,000)	(1,942,000)	(1,942,000)	— Costs in approved budget were much higher than final approved business plan. Funds will be transferred to Affordable housing/stock improvement reserves.
Sewerage collection			(10,000)	(10,000)	▲ Spend to save investment which has resulted in fewer collections required.
Additional Income					
Interest receivable	(60,000)	(60,000)	(60,000)	(60,000)	— The HRA will have higher balances in the short/medium term that will generate more investment income
Water Rates Commission		(7,000)	(7,000)	(7,000)	— Commission based on value of water rate debit
Underspends	(2,002,000)	(2,009,000)	(2,019,000)	(2,019,000)	
Net Major Variations	(1,884,000)	(1,873,800)	(1,857,800)	(1,857,800)	
Possible staff budget overspend		90,000	47,000	85,000	▲ see HRA paragraph 10
Overspend/ (Underspend)	(£1,884,000)	(£1,783,800)	(£1,810,800)	(£1,772,800)	

PROJECT MONITORING GROUP- HOUSING REVENUE ACCOUNT

ANNEXE 4

PROJECT TITLE	1	2	3	Reprogrammed to CMT	4	Anticipated Properties	Actual No Properties to date	Average Budgeted Cost	Estimated No of Monthly Properties	September	October	November	PAYMENTS to date	Commitment	Applications received not paid	Variance to budget
	Backlog	DHS (arising)	Approved		TOTAL											
	FUNDING 2012/13	FUNDING 2012/13	Changes		PROGRAMME											
Initials of responsible officer	£	£	£	£		November							£			
DHS WORKS	net of overheads	net of overheads														
Kitchens (Mears)	1,003,040	185,680	200,000		1,388,720	350	224	4,000	32	45,716	0	136,133	557,515	1,479,000	182,761	(1,293,463)
Bathrooms (Mears)	753,960	93,320	50,000	(300,000)	597,280	300	152	2,000	27	4,266	0	19,623	102,686	689,628	84,809	(478,936)
Heating (Mears & CHS)	750,000	341,000			1,091,000	461	249	2,400	42	147,915	247,677	75,843	740,910	1,268,281	0	(1,281,858)
Windows (Dorwin)	0	172,500			172,500	69	0	2,500	12	0	0	0	0		0	115,000
Doors (Dorwin)	0	140,000			140,000	172	0	800	20	0	0	0	0		0	93,333
Rewiring (T Brown)	217,000	160,000		(100,000)	277,000	175	34	1,600	16	0	0	0	2,700	123,070		58,897
Roofs (Mears)	193,000	558,000			751,000	100	36	7,500	17	171,548	111,887	0	382,007	256,526	93,474	(231,340)
Walls/Chimneys and Other (Mears)	224,000	60,000		(125,000)	159,000	40	0	4,000	7	0	0	0	0	150,000	0	(44,000)
Overhead and profit (Mears)	328,000.	52,000			380,000					31,776	20,410		156,235	20,409		76,689
Total BacklogDH funding	3,469,000.	1,762,500.	250,000	(525,000)	4,956,500					401,222	379,974	231,600	1,942,053	3,986,914	361,044	(2,985,678)
OTHER CAPITAL WORKS																
Fire Safety Upgrades	10,000				10,000	20		500					0			6,667
Door Upgrades (Dorwin)	242,120				242,120	298	219	812		87,356	96,525		224,198	300,000		(362,785)
Window Upgrades (Dorwin)	745,000		660,246		1,405,246	298	204	4,716		120,633	133,291		455,757	407,000		74,074
Sheltered Main Entrance Door Renewal	30,000				30,000	2		15,000			0		0			20,000
Soffit / Facia and Gutter Replacement	205,000			(50,000)	155,000	survey					0		0			103,333
Asbestos Removal (Aspect)	250,000			(150,000)	100,000	260		385		21,009	0		11,934	31,617		23,115
Water Supply	40,000				40,000	40		1,000			4,385		4,385			22,281
Aids and Adaptations (Mears)	465,000		85,000		550,000	referral	5			787	51,333		122,841	168,691	23,653	51,482
Warden Call System 1104K611CS	10,000		150,000		160,000	survey				3,565	108,554		112,119			(5,452)
Garage Works	25,000				25,000	15		1,667		13,841	0		13,841			2,826
Sheltered Unit Heating and Hot Water	50,000				50,000	2		25,000		0	0		0			33,333
Thermal Insulation Upgrades	20,000			(20,000)	0	survey				0	0		0			0
Wash-hand basins	50,000			(50,000)	0	survey				0	0		0			0
Kitchen/bathroom layout alterations	500,000			(500,000)	0	survey				0	0		0			0
Structural Works/Major Void	1,000,000		20,000	(200,000)	820,000	105	12	9,524	8	66,325	94,239	11,525	257,434	342,875	14,145	(67,787)
Energy Efficiency Initiatives (air source heat pump)	100,000			(80,000)	20,000	2		10,000					0			13,333
Dwelling enlargement (Walker)	0		180,000		180,000	0	1			25,138	18,607		164,426			(44,426)
Community Rooms	10,000				10,000	survey				0	0		0			6,667
Unadopted Road and Paths and Culverts	50,000			(50,000)	0	survey				0	0		0			0
Sound Insulation	50,000				50,000	survey				0	4,247		11,180			22,153
Lift Upgrading	30,000				30,000	2		15,000		0	0		19,974	19,974	5,992	(25,940)
Professional Fees	200,000				200,000					0	0		6,424	56,837		70,072
Salary Allocations	400,000				400,000								0	400,000		0
Total 'Other' Capital Spend	4,482,120		1,095,246	(1,100,000)	4,477,366					338,654	511,181	11,525	1,404,514	1,726,994		(57,053)
Total Project Expenditure	£7,951,120	£1,762,500	£1,345,246	(£1,625,000)	£9,433,866					£739,875	£891,155	£243,125	£3,346,567	£5,713,908		(£3,042,731)