

# Annexe 1

## GENERAL FUND - 2013/2014 Major Variations to Budget

Service	May	June	July	Aug	Sept	Reason
	£	£	£	£	£	
Investment Interest	50,000	50,000	50,000	30,000	30,000	— Shortfall from budget reflecting current rates less severe than anticipated.
Land Charges	(70,000)	(200,000)	(200,000)	(200,000)	(200,000)	— Anticipated additional income based on 12/13 outturn, 13/14 budget and income for April to August net of expenditure required for software.
Other Planning Services	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	— Saving - Ordnance Survey Mapping Service is now free
Leisure Centres	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	— Savings on excess energy provision
Waverley Training Services	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	— Anticipated surplus - based on 12/13 outturn and 13/14 budget
Museum of Farnham SLA		6,670	6,670	6,670	6,670	— Increased grant for SLA re operating costs of Museum of Farnham - offset by Salary savings
Day Centres	22,000	22,000	22,000	22,000	15,000	▼ Anticipated additional expenditure on Building Maintenance, Electricity & Gas based on 12/13 outturn. This area is subject to close scrutiny. The improvement relates to Farncombe Day Centre where the new lease arrangements are working well.
Development Control						
Planning Fees	(10,000)	(10,000)	(60,000)	(60,000)	(60,000)	— Projected additional income based on April and May taking account of one-off large applications
PIC S106		(10,000)	(10,000)	(10,000)	(10,000)	— Over achievement of S106 PIC monies monitoring fee contribution to costs
Property	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	— Rental income from land acquisition at Brightwells Farnham.
Car Parking						
Rents Fees and Charges	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	— Additional rent income indentified to date.
		25,000	10,000	10,000	5,000	▼ Projected Pay & Display Shortfall of £30k offset by £25k extra season ticket income.

# Annexe 1

## GENERAL FUND - 2013/2014 Major Variations to Budget

Service	May	June	July	Aug	Sept	Reason
Environmental Cleaning	21,000	22,360	22,360	22,360	22,360	— Savings on new Sandy Hill arrangements not achieved as budgeted. Delay in commencement of new arrangements with First Wessex Housing until July 2013.
Special Refuse	5,000	5,000	5,000	5,000	7,000	▲ Loss in income due to significantly reduced demand for service. As a result, this service is being reviewed early in 2013-14.
Waste Recycling						
Green waste	60,000	60,000	60,000	60,000	60,000	— Budget set before change in Environment Agency position on recycling green waste from leafing. The shortfall could be alleviated by current proposals to improve the green waste collection service. Currently under review.
Gate fees	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	— Possible saving in place of payment of recycling credits on leafing.
Office Accommodation		15,000	15,000	15,000	15,000	— SCC Adult & Social Care unlikely to require office space until 01/01/2014 at the earliest.
Inflation Provision	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	— saving reflects 2.8% CPI on contracts against 3% budgeted.
<b>Net Major Variations</b>	<b>(67,000)</b>	<b>(158,970)</b>	<b>(223,970)</b>	<b>(243,970)</b>	<b>(253,970)</b>	
Net Other Variations	0	3,800	3,800	3,800	(490)	
Staff Savings	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	— Good progress in achieving the savings target has already been made. Year-end savings are likely to be greater than target by a significant amount.
<b>Overspend/(Underspend)</b>	<b>(£117,000)</b>	<b>(£205,170)</b>	<b>(£270,170)</b>	<b>(£290,170)</b>	<b>(£304,460)</b>	—
Approvals for additional spending:						
Freedom Parade	10,000	10,000	10,000	10,000	10,000	— Budget for Parade through Godalming.
Development Consultancy	29,000	29,000	29,000	29,000	29,000	— Inspector for Brightwells CPO Public Enquiry
Planning Staffing Provision			30,000	30,000	22,000	▼ Possible provision for higher staffing costs - additional cost in 13-14.
<b>Balance of Underspend</b>	<b>(£78,000)</b>	<b>(£166,170)</b>	<b>(£201,170)</b>	<b>(£221,170)</b>	<b>(£243,460)</b>	

## CAPITAL &amp; REVENUE PROJECT MONITORING GROUP- GENERAL FUND

Reve Proj	Gantt Chart	PROJECT TITLE	1 WBC FUNDING 2013/14 £	2 EXTERNAL FUNDING 2013/14 £	Slippage Approved	Supplementary Estimate/ Virement	3 Approved Changes £	Funding Source of Approved Changes	4 TOTAL PROGRAMME £	5 PAYMENTS to the end of September 2013 £	6 Committed	7 Payments & Committed to date	6 FINANCIAL REMARKS	8 2013/14 Under/(Over) spend £	9 Slippage into 2014/15 £
		<b>PLANNING SERVICES</b>													
-		K1457 The Castle Steps (S106)		0	12,500		12,500	*	12,500	4,750	0	4,750	Approved 2012/13. Works have started, to be completed over winter months.		
		<b>ELECTORAL SERVICES</b>													
-		K1550 Rowledge Electoral Review	10,000	0			0		10,000	705	0	705	Report was taken to Executive & Council in July 2013.		
		<b>COMMUNITY SERVICES</b>													
✓		K1110 Central Communications - Careline	30,000	0			0		30,000	4,950	0	4,950	Order placed, will spend whole budget.		
*	✓	K1111 Day Centres	10,000	0			0		10,000	945	0	945	Only essential works being carried out. Budget will be spent.		
		K1458 40 degreez		3,000			0		3,000	3,000	0	3,000	S106 funded project, to extend kitchen area.		
		K1458 Wreclesham Day Centre		10,000			0		10,000	0	10,000	10,000	S106 funded project. Works completed, payment being processed.		
		<b>Leisure Strategy</b>													
-		K1310 Farnham Leisure Centre		0	6,500		6,500	*	6,500	0	0	0	2012/13 project. Money slipped for snagging works.		
-		K1311 Godalming Leisure Centre		0	50,000		50,000	*	50,000	(129,805)	136,394	6,589	2012/13 project. £50k slipped for Cricket Club payment, dependant on lease. Retention to be paid before year end.		
✓		K1320 The Herons Leisure Centre	1,100,000	600,000	650,920		650,920	*	2,350,920	19,916	3,216	23,131	Construction planned to start in March 2014. Contractor has been approved.		2,150,000
		<b>Sports Centres</b>													
*	✓	K1301 Client Rolling Programme	85,000	0			0		85,000	12,073	1,565	13,638	On programme. Several projects to be carried out over Christmas period.		
*	✓	K1319 Client Rolling Programme -Contingency	25,000	0			0		25,000	0	0	0	Not expecting spend.	25,000	
*	✓	K1302 Client Rolling Programme -The Herons		20,000	139,500		139,500	*	159,500	0	0	0	Partly funded by trust. Remaining budget to be rolled into refurbishment.		
		<b>Countryside</b>													
✓		K1373 Woodland Work	27,000	0			0		27,000	213	0	213	Work on three sites to be completed before Christmas, works on one site to be carried out in new year.		
✓		K1378 Reline Frensham Dam Stew Pond Culvert		0	18,840		18,840	*	18,840	1,658	5,000	6,658	2012/13 project. CCTV survey complete.		
		<b>Arts</b>													
		K1390 Farnham Maltings	20,000	0			0		20,000	0	0	0	Project may slip, working with Farnham Maltings.		
✓		K1330 Memorial Hall floor	8,500	3,500			0		12,000	3,564	0	3,564	S106 funds. Budgeted to replace but able to repair so will achieve saving.	4,000	
✓		K1331 Borough Hall floor	3,500	3,000			0		6,500	4,311	0	4,311	S106 funds. Works completed.	1,200	
✓		K1332 Digital Cinema Package	20,000	7,000			0		27,000	25,920	3,526	29,445	Use of some S106 funds approved. Equipment installed, small amount of making good work to be done.	(2,450)	
		<b>Recreation</b>													
✓		K1343 Pavilions-Capital Works	25,000	0			0		25,000	6,120	15,083	21,203	On programme.		
✓		K1344 Recreational Facilities for Young People		39,000	75,600		75,600	*	114,600	16	110,000	110,016	2012/13 project. To be spent on Farnham Skate park. Contractor has started work, due to finish by end of 2013.		
✓		K1345 Playground Replacement	57,633	3,163	208,340		208,340	*	269,136	128,389	44,094	172,482	S106 funds to be used. Completed Badshot Lea, Grayswood and Bourne playgrounds. Crownpits playground works underway. Consultation for Phillips memorial playground closes end of September.		28,400
✓		K1354 Philips Memorial Garden Improvement Programme	27,700	475	82,830		82,830	*	111,005	41,029	8,231	49,260	Currently using volunteers to carry out work and reroofing the stable building.		
✓		K1355 Parks Infrastructure works and DDA improvements	80,000	0			0		80,000	32,415	22,657	55,072	Planning permission required for Weybourne car park site.		
*	✓	K1349 Parks Signage	7,500	0			0		7,500	62	798	860	More signage required in Broadwater Park and Haslemere War Memorial recreation ground.		
*	✓	K1340 Recreation Ground Improvements	35,000	0			0		35,000	24,668	3,916	28,584	On programme. Some football goals to be purchased.		
✓		K1416 Ockford Ridge MUGA	20,000	0			0		20,000	9,800	0	9,800	Works complete, saving.	10,200	
✓		K1459 Play Area Strategy		0	4,212		5,000	*	5,000	4,212	0	4,212	Complete.	800	
		K1459 Rowledge Cricket Club		9,000			0	*	9,000	9,000	0	9,000	S106 funded, grant towards drainage to reach 'gold' standard. Works to start August, works slightly delayed by SCC.		
✓		K1412 Aarons Hill Skate park		0	7,500		7,500	*	7,500	6,727	0	6,727	2012/13 project. Works complete.	700	
-		K1357 Badshot Lea Football Club, Westfield Lane		0	50,000		50,000	*	50,000	0	0	0	2012/13 project. Football Club is submitting for planning permission, delay on submission of consultants reports.		

ENVIRONMENTAL SERVICES															
Environmental Health															
*	✓	K1206	Air Quality Monitoring	3,000	60,000	7,480		7,480	*	70,480	7,572	47,775	55,347	Grant from DEFRA, 3 projects to be carried out. Orders have been placed. Remainder to be spent on upgrading monitoring stations.	
*	✓	K1201	Contaminated Land	30,000	0			0		30,000	3,096	13,600	16,696	16 desk studies complete, investigations underway.	
Environment															
-		K1235	Street Recycling Bins		0			0		0	186	0	186	Complete.	(190)
		K1230	Waste Recycling Containers		0			0		0	780	0	780	Replacement.	
-			Green Waste Subscription Service - Redesign		125,000			0		125,000	0	0	0	Project plan in place, service to go live April 2014. About to place order for bins.	
Car Parks															
*	✓	K1240	Rolling Programme	65,000	0			0		65,000	3,896	18,145	22,041	Reactive project. Savings to cover overspend on specific projects.	14,535
		K1241	Parking Equipment Replacement	33,000	0			0		33,000	(1,759)	2,183	425	Creditor. To be spent on new pedestals. Considering cashless payment options.	
-		K1248	Car Park Lighting		0	1,150		1,150	*	1,150	(389)	0	(389)	Complete.	
-		K1247	Meadow Car Park		0			0		0	(550)	551	1	2012/13 project, creditor. Complete.	
-		K1244	Weydown Road Car Park - CCTV		0			0		0	187	0	187	2012/13 project. Complete.	(190)
✓		K1245	North Street Car Park Wall Repairs	3,000	0			0		3,000	(634)	3,634	3,000	Creditor.	
✓		K1250	Waggon Yard Patching	4,000	0			0		4,000	3,018	0	3,018	Most works carried out.	
✓		K1251	Crown Court Slab Repair	6,000	0			0		6,000	585	1,315	1,900	Orders placed.	
✓		K1252	Central Car Park Surface Treatment	15,000	0			0		15,000	175	25,250	25,425	Overspend to be covered by saving on rolling programme above.	(10,425)
✓		K1251	Crown Court Paving repairs	4,000	0			0		4,000	0	4,000	4,000	Order placed.	
✓		K1249	Car Park Lining	20,000	0			0		20,000	3,663	0	3,663	Awaiting other projects to complete to finish works.	
✓		K1253	Croft Road Surface Repairs	21,000	0			0		21,000	175	24,743	24,918	Overspend to be covered by saving on rolling programme above.	(3,920)
✓		K1254	High Street Haslemere	90,000	0			0		90,000	0	0	0	Majority of project likely to slip as developers now off site, due to start investigatory works.	80,000
HOUSING															
House Renovation Grants															
✓		K1101	Disabled Facilities	198,000	256,717			0		454,717	73,588	180,000	253,588	Potential underspend depending on level of applications received.	50,000
-		K1101	Private Sector Renewals		4,500			0		4,500	0	0	0	Repayment of past grants	
✓		K1205	Warm Homes Project	30,000	0			0		30,000	4,839	0	4,839	New policy has been approved, project now underway.	
SPECIAL PROJECTS															
✓		K1511	Riverside		1,382,000	200,300		200,300	*	1,582,300	37,769	535,105	572,874	LEP funding. £531,000 order placed for cabling works. LEP funding cannot be used for Car Park works.	
-		K1518	Public Enquiry costs		0		29,000	29,000	~	29,000	52,124	0	52,124	Costs of public inquiry.	
*		K1512	Development Consultancy - Brightwells	132,000	0			0		132,000	4,714	0	4,714	Some to cover capital salaries. £29k approved for Farnham car park works.	
CUSTOMER, IT AND OFFICE SERVICES															
Miscellaneous Properties															
-		K1356	Depot Access Improvements		0			0		0	1,208	0	1,208	Complete.	(1,210)
			New Ashgate Gallery				7,500	7,500		7,500	0	0	0	Budget transferred from provision for emergency schemes, emergency works carried out, waiting to dry out to decorate.	
Central Offices															
*	✓	K1001	Improved Working Environment	100,000	0			0		100,000	26,294	750	27,044	Works underway.	
✓		K1014	Office Maximisation	54,000	0			0		54,000	27,897	4,504	32,401	New desks being introduced, Housing area due next.	
✓		K1020	Two Committee rooms	35,000	0			0		35,000	29,325	0	29,325	Rooms now in use, invoices due. Full budget will be spent.	
✓		K1002	Annexe Building Re-roofing	30,000	0			0		30,000	349	22,889	23,238	Some small works to be done.	6,000
Disability Discrimination Act Compliance															
✓		K1006	DDA Compliance Works Provision	10,000	0			0		10,000	1,562	0	1,562	Final year of scheme. Works scheduled for later in the year.	
ICT Infrastructure Rolling Programme															
✓		K0001	Forward Programme/Legislative Changes	10,000	6,607			0		16,607	18,009	0	18,009	Works on benefits system necessary. DWP grant received to fund works.	(2,000)
✓		K0003	Desktop/Server Upgrades	25,000	0			0		25,000	19,910	0	19,910	New servers are installed.	
✓		K0233	Microsoft Office Enterprise Agreement	38,000	0			0		38,000	48,242	0	48,242	Order underway. Overspend to be met by telephone system.	(10,240)
✓		K0216	Mobile Working Solutions	30,000	0			0		30,000	23,070	0	23,070	Trialling products, implementing mobile phone app.	
System Migration Upgrade															
-		K0268	Lotus Notes Replacement		0			0		0	256	360	616	2012/13 project, creditor. Complete.	(620)
-		K0273	Legal case management & time recording system		0			0		0	3,147	0	3,147	Complete.	(3,150)
-		K0274	Wi-Fi for the Burys		0			0		0	744	800	1,544	2012/13 project, creditor. Complete.	(1,540)
✓		K0275	SharePoint	30,000	0			0		30,000	8,950	0	8,950	Work underway, invoices due.	
✓		K0276	Progress Database upgrade	5,000	0			0		5,000	7,000	0	7,000	Software ordered, Works to be carried out later in the year, mainly in Revenues & Benefits and Housing areas. Some out of hours work may be necessary.	(2,000)
✓		K0206	Upgrade to Adelante	25,000	0			0		25,000	0	0	0	Awaiting confirmation of interfaces.	2,000
✓		K0277	AutoCAD upgrade	15,000	0		(15,000)	(15,000)		0	0	0	0	Project to be delayed so budget can be vired to more pressing project below.	
		K0270	Email archiving and encryption	0	0		15,000	15,000		15,000	0	0	0	Approved 2/7/13 Executive. Works to start in October.	

Information Management															
✓	K0238	Replacement Telephone System		0	22,000		22,000	*	22,000	23,572	0	23,572	2012/13 project. Back end of system upgraded.	(1,570)	
✓	K0254	Network Upgrade & Flexible Working	15,000	0			0		15,000	754	2,580	3,334	Creditor. Equipment ordered, out of hours work required, works will be carried out December/January.		
✓	K0244	Records Scanning	60,000	0			0		60,000	14,773	0	14,773	Programme in place, to focus on housing & planning. Invoices due, backscanning underway.		
✓	K0240	Storage Area Network Replacement		0	38,515		38,515	*	38,515	0	0	0	Approved 3/9/13 Executive, order placed.		
-	K0249	Scanning - EDRMS Environmental Health		0			0		0	(4,325)	4,325	0	2012/13 project, creditor.		
✓	K0265	Implement Contact Manager	40,000	0			0		40,000	0	0	0	To be implemented in housing. Project delayed.		40,000
✓	K0102	Si Dem Software		0	9,000		9,000	*	9,000	0	9,000	9,000	2012/13 project, order placed, works not complete.		
✓	K0250	Local Land Charges		0	30,250		30,250	*	30,250	0	0	0	2012/13 project.		30,250
	K0247	Paper Free Planning		10,200			0		10,200	0	0	0	Approved 2/7/13 Executive. Use of PDG funds. Works underway.		
<b>ORGANISATIONAL DEVELOPMENT</b>															
	K0251	'Find my nearest'	10,000	0			0		10,000	0	0	0	Solution in place, budget no longer needed.		10,000
-	K0271	Backstage redevelopment		0	15,000		15,000	*	15,000	15,000	0	15,000	2012/13 project. Project underway.		
-	<b>PROVISION FOR EMERGENCY SCHEMES</b>		150,000	0		(7,500)	(7,500)		142,500	0	0	0	£7,500 transferred to New Ashgate Gallery project.		
<b>Total Project Expenditure</b>			<b>£2,927,833</b>	<b>£2,543,162</b>	<b>£1,630,437</b>	<b>£29,000</b>	<b>£1,660,225</b>		<b>£7,131,220</b>	<b>£673,408</b>	<b>£1,265,987</b>	<b>£1,939,396</b>		<b>£115,180</b>	<b>£2,310,900</b>
Capital Project Programme			2,435,333	2,463,162	1,483,457	29,000	1,513,245		6,411,740	590,088	1,179,438	1,769,527		75,645	2,310,900
Revenue Project Programme			492,500	80,000	146,980	0	146,980		719,480	83,320	86,549	169,869		39,535	0
<b>Total Project Programme</b>			<b>£2,927,833</b>	<b>£2,543,162</b>	<b>£1,630,437</b>	<b>£29,000</b>	<b>£1,660,225</b>		<b>£7,131,220</b>	<b>£673,408</b>	<b>£1,265,987</b>	<b>£1,939,396</b>		<b>£115,180</b>	<b>£2,310,900</b>

**Key to Funding Source**

\* Slippage from 2012/13  
# Funded from Provision for Emergency Schemes  
~ Funded from elsewhere

# Annexe 3

HOUSING REVENUE ACCOUNT - 2013/2014 Major Variations to Budget						
Service	May	June	July	August	Sept	Reason
	£	£	£	£	£	
Dwelling rents and service charges	100,000	100,000	100,000	100,000	120,000	▲ Weekly debit below budgeted figure due to voids and budget miscalculation, projected on 24 weeks debit.
Garage rents	20,000	20,000	20,000	20,000	20,000	— Weekly debit below budgeted figure, projected on 15 weeks debit.
Leasehold - service charges and reimbursements		(12,000)	(12,000)	(12,000)	(12,000)	— Partly due to increased RTB sales
Council tax			113,700	113,700	113,700	— Above budget : -voids £54,700, Rolston £7,200, Wey Court £51,900
Rent collection				(50,000)	(50,000)	— Rent Rebate limitation initial calculation less than budget.
Staff Vacancy savings				119,323	120,000	— projected net additional staff cost as reported
<b>Net Major Variations</b>	<b>120,000</b>	<b>108,000</b>	<b>221,700</b>	<b>291,023</b>	<b>311,700</b>	
<b>Overspend/(Underspend)</b>	<b>£120,000</b>	<b>£108,000</b>	<b>£221,700</b>	<b>£291,023</b>	<b>£311,700</b>	
Supplementary Estimate to cover staff costs					(120,000)	as agreed by Executive 1.10.2013
<b>Balance of Overspend</b>	<b>£120,000</b>	<b>£108,000</b>	<b>£221,700</b>	<b>£291,023</b>	<b>£191,700</b>	

HRA CAPITAL MONITORING 2013-14 to 30 sep 2013

26 weeks

Costc (T)	Opening Budget	September Movement	Budget	Retention	Total expenditure	Pro rata'd Budget	Budget remaining
KITCHEN	2,963,000	0	3,145,208	0	704,371	1,572,604	2,440,837
BATHROOM	1,806,000	0	1,806,000	0	419,519	903,000	1,386,481
REWIRING	387,000	0	387,000	0	14,053	193,500	372,947
HEATING	1,639,200	0	1,639,200	0	759,328	819,600	879,872
ROOFING	558,000	0	558,000	0	205,017	279,000	352,983
WALLS & CHIMNEYS	100,000	0	100,000	0	0	50,000	100,000
WINDOWS	100,000	0	865,031	0	282,030	432,516	583,001
DOORS	40,000	0	251,045	5,000	108,927	125,523	142,118
<b>Total</b>	<b>7,593,200</b>	<b>0</b>	<b>8,751,484</b>	<b>5,000</b>	<b>2,493,245</b>	<b>4,375,742</b>	<b>6,258,239</b>
Fire Safety	100,000	0	50,000	0	1,911	25,000	48,089
Sheltered Doors	30,000	0	30,000	0	12,472	15,000	17,528
Guttering	200,000	0	200,000	0	11,492	100,000	188,508
Asbestos	150,000	0	264,000	0	36,323	132,000	227,677
Water Main	40,000	0	30,000	0	2,005	15,000	27,995
MRA Prog Disabled Adaptations Occupied Properties	540,000	0	640,000	2,528	116,411	320,000	523,589
Community Safety	20,000	0	20,000	0	0	10,000	20,000
Garage	25,000	0	25,000	0	19,008	12,500	5,992
Communal Heating and Hot water	50,000	0	50,000	0	0	25,000	50,000
Scooter	100,000	0	0	0	0	0	0
Structural	800,000	0	941,771	4,694	200,708	470,886	741,063
Air Source Heating	150,000	0	2,000	0	1,594	1,000	406
Community Rooms	10,000	0	10,000	0	0	5,000	10,000
Sheltered Lighting	0	0	50,000	0	0	25,000	50,000
Sound Insulation	200,000	0	40,000	0	17,424	20,000	22,576
Energy Efficiency	100,000	0	100,000	0	2,944	50,000	97,056
Sewerage	30,000	40,000	70,000	0	0	35,000	70,000
Lift	50,000	0	66,291	0	11,605	33,146	54,686
Thermal Insulation	40,000	0	0	0	0	0	0
Bathroom wash basins	50,000	0	50,000	0	58,597	25,000	-8,597
Alterations	720,000	-500,000	220,000	0	508	110,000	219,492
Remodelling	350,000	0	450,000	0	0	225,000	450,000
Parking	30,000	0	30,000	0	8	15,000	29,992
Roads	50,000	0	100,000	0	580	50,000	99,421
<b>TOTAL</b>	<b>3,835,000</b>	<b>-460,000</b>	<b>3,439,062</b>	<b>7,222</b>	<b>493,589</b>	<b>1,719,531</b>	<b>2,945,473</b>