

Corporate Management Committee

8 January 2004

Appendix 'D'

Revenue Estimates 2004/05

CORPORATE AND BUSINESS SERVICES

ANNUAL ESTIMATES 2004/05

1. INTRODUCTION

1.1 The report sets out the draft estimates for Corporate and Business Services

1.2 Budget Categories

These estimates fall into three distinct categories:

- 1) Corporate and Democratic Services
- 2) Business Services,
- 3) Control and Establishment budgets

1.3 Format of Estimates

As well as the detailed financial estimates, information is given on the service levels and on stated policy aspirations. The aim is to allow Members and other users to compare the level of the budget to qualitative and quantitative output measures.

1.4 Capital Charges

The assets used in the provision of Corporate Management Services comprise mainly of Computer Purchases. The accounting charges for these assets – the Capital Charges – are shown as a separate line on each page. Members will see that these lines show considerable variations from the 2002/03 actual through to the 2004/05 estimate. There are two reasons for these variations:

- Change in interest rate used
- Introduction of a depreciation charge

The following paragraphs explain these changes in detail.

1.5 From 2003/04 onwards the interest rate applied in calculating capital charges reduced to 3.5% for assets carried at current value. In 2002/03 the rate used was 6%. The rate for assets carried at current value (3.5%) is set to match the new Standard Discount Rate used by HM Treasury, therefore aligning local government charges with those made by central government and enhancing comparability across the public sector.

1.6 A depreciation charge on buildings was first implemented during the closing of accounts process for 2002/03 and this therefore increased the capital charges made to services. However, the information required to calculate this new charge was not available when the Original Estimate for 2003/04 was calculated. Hence, unlike the other figures shown for capital charges, the original estimate for 2003/04 does not include an element for depreciation.

1.7 These changes bring a degree of regrettable confusion to the estimates, especially as there has been no major changes in the type or number of assets that are used in the provision of these services. The net impact on the Council is neutral of course, as a corresponding credit for all Capital Charges is made in the General Fund Summary statement.

1.8 Five Year Strategic Maintenance Programme

In July 2002 the Corporate Management Committee approved a five-year programme of repairs, planned maintenance and improvement works to the corporate property portfolio. The programme covers all the buildings owned by the Council except for the housing stock.

1.9 The programme was constructed following a detailed survey. It includes a substantial element to improve buildings to comply with legislation, particularly the Disability Discrimination Act 1995. The total cost of the five-year programme is £3.2m. The programme is financed partly from revenue and partly capital resources. To simplify control and management, and to provide transparency about the scale of the programme, service budgets include the estimated cost of all the works (i.e. both capital and revenue financed). A global adjustment will be made in the

General Fund Summary Revenue Account to account for the proportion financed from capital resources.

- 1.10 All works falling under the Strategic Maintenance Plan are scheduled in order of priority over a five-year period. The impact of the programme is that repairs and maintenance budgets in 2003/04 and 2004/05 will be significantly higher than in previous years and there will be large year on year variances in the bottom line of some services.
- 1.11 Document Management & Workflow System
The Council has made a considerable financial and operational investment in the Document Management (DMS) and Workflow system purchased in 2001. The initial phases of implementation have been completed and the plans to extend usage on a wider basis will commence shortly. The implementation plan covers a wide range of Council services. In 2004/05 this includes some services or functions where full implementation is planned, whereas preparatory or investigatory work is planned in other areas.
- 1.12 The Best Value Accounting Code of Practice requires the cost of overheads to be allocated to those services that use that overhead. The 2004/05 estimates therefore reflect the planned usage of the DMS/Workflow technology for the first time in many services. These allocations do not of course increase the overall costs of the Council's services, as the DMS/Workflow budget will reduce by the total of allocations made.

2. REVISED ESTIMATE FOR 2003/04

- 2.1 The probable estimates for 2003/04 have been prepared on a similar basis to the original estimates. Significant variations in the current financial year are summarised below:

Table 1 - Variations from 2003/04 Original Estimate	
	£
Original 2003/04 Budget	3,035,300
Planned Underspends brought forward	117,000
Supplementary estimates (date of Committee meeting)	
Corporate Management– Freedom of Information Act (4 Sept 03)	12,000
Corporate Management– Members Allowances (6 Nov 03)	8,700
Salaries – Staff Evaluation Survey (4 Sept 03 & 6 Nov 03)	20,000
Proportion of Insurance Premiums increased (5 June 03)	10,000
Computer Services Consumables (6 Nov 2003)	10,000
Service Savings & Adjustments	
Corporate Management – Land Registry (4 Sept 2003)	5,000
Corporate Management – Increase in recharges to other services	(12,500)
Land Charges – Reduced income from less searches	51,300
Register of Electors – Canvassers no longer used	(10,000)
Document Management System – Salaries carried forward to next year	(28,300)
Position Statement Initiatives	
- Transferred to Housing	(10,000)
- Staff Evaluation Survey as detailed above	(20,000)
- Overall provision not utilised in current year	(150,000)
Enforcement Provision not required in current year	(10,000)
Quality Initiatives provision no longer required including salaries	(30,500)
Technical Services – additional recharges to services	(21,000)
GIS – Consultants provision carried forward to finance salaries	(15,000)
Stores – Additional staffing	12,000

Net reduction in Capital Charges	(20,700)
Other Minor Variations	(37,900)
Revised 2003/04 Budget	2,915,400

DRAFT ESTIMATES FOR 2004/05 - SERVICES

3.1 Basis of Estimates

The draft estimates are presented at estimated 2004/05 prices and, unless a different assumption is appropriate in specific cases, allow for anticipated general price inflation of 2.5% and pay inflation of 3.0%.

3.2 Corporate Management

This budget now includes £8,000 for Compliance & Review Guidance, which replaces the ISO provision held within the Internal Audit budget, and the consultancy provision agreed at Corporate Management Committee on 4 September 2003 for the Freedom of Information Act. The forecast included a £50,000 provision for the proposed Civic Offices move, this provision has now been reduced to £25,000.

3.3 Democratic Representation & Management

The estimates are based on the schedule of Member's Allowances approved by the Council in November 2003.

3.4 Register of Electors

The rolling register of electors is now in place and the implementation provision and canvasser's fees have been removed from the estimates.

3.5 Local Land Charges

The level of search fee income reflects the current level of activity in the local housing market and, for 2004/05, the proposed amendments to the search fee.

3.6 Geographical Information System

The 2004/05 estimates show the recharges made to other services for the planned usage of the system. The main user of the Geographical Information System remains the Land Charges service.

3.7 Civil Emergency Budget

This budget head holds the costs of equipment and plant, which facilitate a limited physical response in the event of a local civil emergency (e.g. flood, extreme cold or wind, major accident). It also holds the cost of staff time (including Safer Runnymede) spent on maintaining civil emergency plans and monitoring.

3.8 Financing and Other Provisions

This heading contains a number of provisions. In particular, the remaining provision of £192,500 allowed in the Revenue Forecast for new service initiatives is shown here.

DRAFT ESTIMATES FOR 2004/05 – CONTROL & ESTABLISHMENT BUDGETS

4.1 The control and establishment budgets allow Members to see that certain important categories of cost (e.g. Staffing, Civic Offices) are kept under proper review. These costs are allocated to service budgets as appropriate.

4.2 Salaries and Employers Costs

Staffing is the Council's largest single controllable cost item. The well-established discipline of the Annual Personnel Report allows Members to look at staffing needs in detail.

- 4.3 The 2004/05 salary budget has been calculated on the basis of the current salary levels uplifted to take account of the estimated 2004 pay award and performance related pay (PRP). The estimate provision for the overall PRP payments equates to 3.3% on existing salaries.
- 4.4 Staff Advertising
As part of a Surrey wide initiative, Runnymede has joined www.surreyjobs.info website to advertise vacancies, this is estimated to make net savings of £10,000 in next year.
- 4.5 ISO Services
At the meeting of the Corporate Management Committee on 4 December 2003, it was resolved to discontinue ISO Quality Registration for all but two sections. This will be replaced by internal protocols. This will create savings of £38,000pa after allowing £10,000 for current registrations and a provision for Compliance and Guidance review.
- 4.6 Computer Services
The budget includes the additional provisions approved at the Corporate Management Committee in November 2003. No further provisions for increased maintenance and support costs over that already approved are included in the budget.
- 4.7 The capital charges in this budget reflect the considerable investment in computer equipment made by the Council including major systems and associated hardware, stand alone PCs and other IT equipment. The budget therefore shows the full cost of computer services to the Council. Charges to users are made accordingly. The revenue costs of approved new systems are included in the draft estimates.
- 4.8 Stores
Tenders are being invited for a new Stores computer package to replace the now redundant program, which processes Stores Issues and stock control. A financial decision to replace the system will be subject to a report to this committee. A provision has been included to cover the estimated maintenance of a replacement system.

5. COMPARISON WITH THE FINANCIAL FORECAST

- 5.1 The Council approved the Financial Forecast for the following five years in October 2003. The Forecast is the key financial planning tool of the Council. It set out a medium term financial strategy based on savings of £1 million a year being achieved by 2004/05 together with stepped increases in Council Tax. The Forecast also sets out the financial impact of anticipated changes in budgetary provision at service level.
- 5.2 Savings of £650,000 were identified in the approved forecast leaving £350,000 of further savings to be achieved. Since the Forecast was agreed Members have approved a number of items that required further spending provision. To maintain the discipline of the Councils financial strategy it is necessary to add these additional spending commitments to the savings target.
- 5.3 The following tables show the additional spending commitments and new savings identified since the publication of the Forecast:

Table 2	
Additional Commitments compared to the Forecast approved in October 2003	
	£000
Supplementary Estimates (Committee date)	
Corporate Management - Members Allowances (6 November)	36
Salaries – Staff Evaluation Survey (4 September & 6 November)	8
Computer Services - Systems Back up maintenance (6 November)	5
Computer Services - Consumables (6 November)	10
Service Adjustments	
Corporate – Compliance and Guidance replacing Quality Initiatives	8
By Election - provision for one single election	3
Local Land Charges – reduced income from less searches	51
Stores – Additional staffing	12
Stores – provision for new computer package maintenance	2
Total additional commitments	135

	£000
Corporate Management – Civic Offices reprovision provision reduced	25
NDR – increase in Cost of Collection allowance	5
Register of Electors – Canvassers no longer used	10
Staff Advertising – Surreyjobs website	10
ISO Quality Initiatives provision no longer required	31
Total savings	81

- 5.4 The estimate submissions from all service committees will be used to update the Forecast so that Members can monitor progress and adjust the savings target as necessary. A report on this exercise will be made to the meeting of the Corporate Management Committee on 5th February.

6. FEES AND CHARGES

6.1 General

The schedule of fees and charges for the Committee's service is provided at the end of the estimate papers. New charges will become effective from 1st April.

6.2 Sale of Agendas and Civic Publications

The prices for most of these publications have been increased after remaining static for a number of years.

6.3 Local Land Charges Fees

Charges have been increased in order to achieving an overall increase in fee income in line with the Revenue Forecast assumption. This takes into account the increasing proportion of electronic (on line) searches.

6.4 Register of Electors Sales

The sale of registers has been reinstated and the income based on the charges set by legislation has been included.

6.5 Photocopying Charges

In the past there has been criticism from the public about photocopying charges. Currently a modest charge of 25p for an A4 size copy (30p for A3 size) is made for documents that are readily available and can be copied easily, such as undetermined planning applications and background committee papers. These are the types of papers usually requested by local residents. No change has been made for 2004/05. Papers that need to be extracted from records (including microfiche) before copying are subject to a different tariff.

CORPORATE AND BUSINESS SERVICES

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>SUMMARY</u>				
CORPORATE AND DEMOCRATIC SERVICES				
Corporate Management	400,418	388,300	407,800	461,800
Democratic Representation & Management	814,133	923,700	944,900	990,300
Elections	97,889	104,100	107,900	107,600
Public Relations	102,274	91,500	91,100	97,100
Sub-Total Corporate & Democratic Services	1,414,714	1,507,600	1,551,700	1,656,800
BUSINESS SERVICES				
Council Tax Collection	552,221	589,800	588,800	616,000
National Non Domestic Rate	21,304	39,100	34,100	40,700
Registration of Electors	123,404	156,300	140,300	145,400
Partnership Team	29,719	30,500	28,500	26,100
Local Land Charges	(90,482)	(87,600)	(34,900)	(25,900)
Civil Emergency	81,776	88,800	95,200	102,100
Financing & Other Provisions	29,707	286,700	89,700	237,100
Sub-Total of Business Services	747,649	1,103,600	941,700	1,141,500
CONTROL & ESTABLISHMENT BUDGETS				
Staff Costs	0	(13,400)	(40,000)	(30,100)
Employers Costs	323,707	(23,900)	0	64,000
Officer Training	0	(30,000)	(30,000)	(30,000)
Staff Advertising	-	-	0	29,000
Car Allowances	(9,780)	0	0	0
Financial Services	3,230	39,300	43,600	6,800
Computer Services	14,438	46,500	31,200	(29,300)
Corporate Document Management System	212,732	87,700	133,300	(11,900)
Runnymede On-Line	117,515	123,700	117,300	111,300
Personnel Services	2,547	2,900	(1,500)	(1,800)
Legal and Admin Services	2,148	68,200	62,700	48,000
Leisure Management Services	218	18,200	18,200	0
Technical Services	(2,451)	21,000	0	0
Geographical Information Service	6,202	17,600	20,600	37,800
Runnymede Direct Services	27,462	25,000	21,900	19,200
Stores Overheads	18,754	41,300	44,700	51,200
Sub-Total Control & Establishment Budgets	716,722	424,100	422,000	264,200
Net Expenditure	2,879,085	3,035,300	2,915,400	3,062,500

THE CORPORATE AND DEMOCRATIC CORE

CORPORATE MANAGEMENT

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u>	<u>2003/04</u>	<u>2003/04</u>	<u>2004/05</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Probable</u>	<u>Estimate</u>
	£	£	£	£
EXPENDITURE				
<u>Employees</u>				
Salaries	121,200	118,700	118,700	123,600
Training & Recruitment	7,930	1,800	1,800	1,500
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	8,911	8,500	8,500	7,000
<u>Supplies and Services</u>				
Printing and Stationery etc.	17,862	17,100	23,100	19,300
Memberships and Affiliations	20,721	21,000	22,000	23,000
Communications & Computing	961	1,000	1,000	1,200
Bank Charges	35,932	37,000	36,700	37,600 (1)
Treasury Management	34,483	30,900	30,900	24,500 (1)
External Audit Costs	74,193	77,200	77,200	81,700 (1)
Best Value Inspectorate	15,200	15,700	15,700	16,000
Best Value Provision	34,933	20,000	20,000	20,600
Community Strategy	4,958	7,500	10,000	7,700
Comprehensive Performance Assessment	-	7,500	12,500	7,700
Freedom of Information Act	-	-	12,000	12,000
Compliance & Review Guidance	-	-	-	8,000
Civic Offices contingency	-	-	-	25,000
<u>Support Services</u>				
Financial Services	96,484	93,300	93,300	102,700
Computer Services	7,000	8,700	8,700	9,000
Document Management Services	2,900	2,900	2,900	8,700
Personnel Services	7,100	7,300	7,300	7,400
Office Accommodation	20,100	21,700	21,700	21,700
Legal and Admin Services	51,200	54,300	57,300	70,400
Technical Support Services	800	600	600	200
Gross Expenditure	562,868	552,700	581,900	636,500
INCOME				
Advertising	2,150	2,400	2,400	2,400
Peer Challenge Reimbursement	-	-	5,000	-
Recharges to other General Fund Services	36,000	37,000	36,700	37,600
Recharges to the Housing Revenue Account				
Central Expenses	24,300	25,000	25,000	26,700
Corporate Costs	100,000	100,000	105,000	108,000
Gross Income	162,450	164,400	174,100	174,700
Net Expenditure	400,418	388,300	407,800	461,800

THE CORPORATE AND DEMOCRATIC CORE

CORPORATE MANAGEMENT

SERVICE DESCRIPTION

Budget Manager:	Chief Executive - T. Williams (1) - Director of Finance - S. Cawthorne
Service Function:	Corporate Management includes all activities which local authorities engage in specifically because they are elected multi-purpose authorities. These include:- <ul style="list-style-type: none"> - Chief Executives - Duties of officers under Section 114 of the LGFA 1988 and Section 5 of the LGHA 1989 - Estimating and accounting for government grants and local taxes - Preparing and publishing statements of accounts, corporate budgets and the Councils annual report - Local authority association subscription, conferences and meetings - Staff, accommodation and services required to support the activities listed above
Legal Status:	Local Government Act 1972. Local Government Finance Act 1988. Local Government and Housing Act 1989.
Policy Objectives:	To enhance the quality of life of all the residents of Runnymede To develop the Best Value Performance Plan and review process To maintain rigorous financial control of the Councils affairs That the Council be held in high regard To encourage other bodies to deliver their services in partnership with the Council. Provide for the economic, social and environmental well being of people in the Borough.

BUDGET VARIATIONS

	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
2003/04 Original Estimate	388,300	388,300
Allowance for Inflation		11,200
Planned Underspend brought forward - Best Value Provision	3,200	
Planned Underspend brought forward - Community Strategy Provision	2,500	
Annual Report deliveries - Virement from Register of Electors	6,000	
Treasury Management - reduction in Accountancy time allocations		(6,000)
Best Value - virement to Housing	(1,000)	
Best Value - virement to Refuse & Street Cleansing	(5,000)	
CPA - Increase in provision offset by contribution detailed below	5,000	
Compliance & Review Guidance Provision - Corporate Management 4/12/03		8,000
Civic Offices contingency for anticipated moves		25,000
Financial Services - increase in time allocations		7,100
Document Management Services - increased recharge to reflect usage		5,800
Legal and Admin Services - Freedom of Information Act	15,000	22,400
Contribution to Peer Challenge Costs	(5,000)	
Correction of recharge to the Housing Revenue Account	(5,000)	(5,000)
Other net changes	3,800	5,000
2003/04 Probable Outturn	407,800	
2004/05 Estimate		461,800

THE CORPORATE AND DEMOCRATIC CORE

DEMOCRATIC REPRESENTATION & MANAGEMENT

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u>	<u>2003/04</u>	<u>2003/04</u>	<u>2004/05</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Probable</u>	<u>Estimate</u>
	£	£	£	£
EXPENDITURE				
<u>Mayor</u>				
Allowance	8,270	8,800	8,800	9,000
Floral Displays	2,171	2,400	2,400	2,500
Travel	6,764	6,000	6,000	6,200
Senior & Secretarial Support	14,600	13,900	13,900	14,300
<u>Members</u>				
Allowances	100,340	103,600	112,300	139,100
IT Facilities and Training	86,236	115,400	135,400	129,900
Training, Travelling & Subsistence	4,994	11,400	11,400	11,700
Printing, Stationery etc.	8,758	4,600	4,600	4,700
Computer Services	5,700	6,100	6,100	6,300
Review Board Budget	0	10,000	8,500	10,000
<u>Support Services</u>				
Salaries	75,400	71,000	71,000	67,500
Car Allowances	0	1,900	1,900	1,500
Consultants	1,500	-	1,500	-
Financial Services	30,400	52,500	52,500	51,500
Document Management Services	3,000	3,000	3,000	5,000
Personnel Services	400	500	500	500
Office Accommodation	121,500	130,500	130,500	130,500
Legal and Admin Services	344,100	375,600	375,600	397,200
Leisure Management Services	3,800	4,900	4,900	7,300
Technical Support Services	1,600	1,300	1,300	1,800
Safer Runnymede Services	14,200	15,300	15,300	16,800
Gross Expenditure	833,733	938,700	967,400	1,013,300
INCOME				
Recharges to the Housing Revenue Account	19,600	15,000	22,500	23,000
Net Expenditure	814,133	923,700	944,900	990,300

THE CORPORATE AND DEMOCRATIC CORE

DEMOCRATIC REPRESENTATION & MANAGEMENT

SERVICE DESCRIPTION

Budget Manager:	Chief Executive - T. Williams
Service Function:	Services to Members. Mayoral and Members' allowances and expenses Council Chamber, Committee room, Mayor's room and meeting rooms. Meetings of the Council and policy making committees Members involvement in representing Local Interests
Legal Status:	Local Government Act 1972. Local Government and Housing Act 1989.
Policy Objectives:	Members Allowances payable have been recommended by the Independent Remuneration Panel and adopted by the Corporate Management Committee.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate	923,700	923,700
Allowance for Inflation		25,400
Planned Underspend brought forward - Members IT Facilities	20,000	
Members Allowances - Supplementary Estimate Corporate Management 6/11/03	8,700	35,500
Legal and Admin Services - increase in time allocations		12,300
Leisure Management Services - increase in time allocations		2,300
Correction of recharges to the Housing Revenue Account	(7,500)	(7,500)
Other net changes	0	(1,400)
2003/04 Probable Outturn	944,900	
2004/05 Estimate		990,300

SERVICE STATISTICS

	<u>Sept 2002</u>	<u>May 2003</u>	<u>Jan 2004</u>
	Actual	Actual	Actual
	£	£	£
Allowance payable (per Councillor)			
Basic Allowance (42 members)	1,600	1,662	2,000
Leader of the Council	3,200	3,321	4,000
Deputy Leader of the Council	800	831	1,000
Political Group Leaders	1,200	1,245	1,500
Members of Planning Committee	600	624	1,165
Members of New Licensing Committee			500
Members of Corp. Man. not in receipt of other Special	400	414	500
Co-opted Members of the Standards Committee			250
Chairman of Englefield Green Committee	400	414	500
Chairman of New Licensing Committee			2,000
Chairman of New Licensing Sub-Committee			500
Chairman of Licensing (Hearings) Sub-Committee	400	414	
Chairman of Planning Committee	2,400	2,490	3,500
Chairman of Review Board	1,600	1,662	2,000
Chairman of Standards Committee	400	414	667
Chairman of Other Policy Committees	1,600	1,662	2,000
Vice-Chairman of Planning Committee	1,200	1,245	2,330
Vice-Chairman of Review Board	800	831	1,000
Vice-Chairman of New Licensing Committee			500
Vice-Chairman of New Licensing Sub-Committee			250
Vice-Chairman of Other Policy Committees	800	831	1,000

ELECTIONS

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	13,400	12,000	12,000	11,900
Training & Recruitment	0	1,000	1,000	1,000
Fees - Election Expenses	16,702	18,100	19,700	20,300
<u>Premises Related Expenditure</u>				
Adaptations to buildings	2,900	3,000	3,500	3,600
Rents	3,936	4,100	4,100	4,200
Depot Recharge	2,900	3,100	3,100	2,400
<u>Supplies and Services</u>				
Purchase of ramps	-	-	4,000	-
Equipment including Maintenance & Delivery	3,877	4,600	4,100	4,200
Printing, Stationery etc.	4,764	9,000	7,400	7,600
Computing & Communications	9,283	11,600	11,600	11,900
<u>Support Services</u>				
Financial Services	4,380	2,700	2,700	3,000
Computer Services	5,500	4,300	4,300	4,700
Personnel Services	100	100	100	100
Office Accommodation	3,600	3,700	3,700	3,700
Legal and Admin Services	27,900	26,800	26,800	26,900
<u>By Election</u>	-	-	3,000	3,100
Gross Expenditure	99,242	104,100	111,100	108,600
<u>INCOME</u>				
Recovery of costs	1,353	0	0	1,000
Government Grants	0	0	3,200	0
Net Expenditure	97,889	104,100	107,900	107,600

ELECTIONS

SERVICE DESCRIPTION

Budget Manager: Election Services Supervisor - R. Curtis

Service Function: The conduct of all elections within the Borough.

Legal Status: Various Statutes including Representation of the People Act 1983

Policy Objectives: To aim for declaration of local election results by 11.30pm.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
2003/04 Original Estimate	104,100	104,100
Allowance for Inflation		3,000
Net cost of ramps (80% financed by government grant)	800	
By Elections costs actuals & provision	3,000	3,100
Other net changes		(2,600)
2003/04 Probable Outturn	107,900	
2004/05 Estimate		107,600

SERVICE STATISTICS

	<u>2001</u> <u>Actual</u>	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Actual</u>	<u>2003</u> <u>Actual</u>
By Election	-	-	-	6 th November
Borough Election Dates	7 th June	2 nd May	1 st May	-
Percentage of electors voting	51.1%	27.7%	27.4%	10.8%
Number of Wards	3	14	14	1
Number of Councillors elected	3	16	14	1
Time count completed	-	11.30 p.m.	11.30 p.m.	10.00pm
Count completed the following day at	12 p.m.	-	-	-
Number of postal votes	2,866	1,707	3,654	176

PUBLIC RELATIONS

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Chief Executive's Department	7,830	7,500	7,500	7,700
Technical Services Department	5,670	6,000	6,000	5,600
<u>Supplies and Services</u>				
Maintenance of Notice Boards	3,814	1,800	2,000	1,200 (1)
Posting of Notice Boards	0	2,900	2,900	3,000
Jubilee Celebrations	19,923	0	0	0
Other Expenses	8,467	12,600	12,000	12,300
<u>Support Services</u>				
Financial Services	1,900	1,900	1,900	3,900
Personnel Services	100	100	100	100
Legal and Admin Services	33,400	41,200	41,200	44,300
Leisure Management Services	14,200	11,100	11,100	12,700
Technical Support Services	1,100	1,000	1,000	1,100
<u>Capital Charges</u>				
Capital Charge	5,900	5,400	5,400	5,200
Gross Expenditure	102,304	91,500	91,100	97,100
<u>INCOME</u>				
Sales	30	0	0	0
Net Expenditure	102,274	91,500	91,100	97,100

PUBLIC RELATIONS

SERVICE DESCRIPTION

Budget Managers:	Chief Executive - T. Williams (1) - Project & Support Services Manager - K. Jack
Service Function:	The promotion of the Borough as a whole (i.e. not specific services) to the community. The posting of notices and maintenance of notice boards. Magna Carta Celebrations & Community Projects.
Legal Status:	Local Government Act 1972 and 1986
Policy Objectives:	That the Council be held in high regard by all that come into contact with it. To develop and promote good working relationships with other major institutions (both public and private sector) within the Borough.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate	91,500	91,500
Allowance for Inflation		2,500
Planned Underspend brought forward - Notice Board maintenance	800	
Virement to Graffiti budget	(1,200)	(1,200)
Financial Services - Internal Audit recharge		2,000
Legal and Admin Services - increase in time allocations		2,100
Other net changes		200
2003/04 Probable Outturn	91,100	
2004/05 Estimate		97,100

SERVICE STATISTICS

	<u>2001</u> <u>Actual</u>	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Estimate</u>
Number of notice boards @ 1 April	27	28	30	30
Number of press releases	53	72	90	100
Publications produced:-				
Annual Report				
Borough Guide				
Business Directory				
Information Directory				
Leisure Guide				
Numerous Other Publications				
Runnymede Rambles				
Where to Stay Guide				
Runnymede Website - http://www.runnymede.gov.uk .				

COUNCIL TAX COLLECTION

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
EXPENDITURE				
<u>Employees</u>				
Salaries	228,300	256,400	256,400	270,900
Training & Recruitment	3,469	3,600	3,600	2,700
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	3,935	5,100	5,100	5,400
<u>Supplies and Services</u>				
Equipment, Printing, Stationery etc.	27,567	23,300	24,800	23,200
Communications	23,854	23,600	23,600	24,200
Computer Services	34,426	30,400	30,400	34,000
Fees	1,073	5,500	8,500	8,700
Bank Charges	16,050	16,100	16,100	16,500
<u>Support Services</u>				
Financial Services	121,760	116,400	114,900	117,200
Computer Services	65,800	68,800	68,800	76,400
Document Management Services	6,800	20,300	20,300	20,400
Personnel Services	3,700	4,000	4,000	4,100
Office Accommodation	39,800	40,900	40,900	40,900
Legal and Admin Services	0	400	400	400
Gross Expenditure	576,534	614,800	617,800	645,000
INCOME				
Costs & Penalties Recovered	24,313	25,000	28,000	28,000
Other Costs Received	0	0	1,000	1,000
Net Expenditure	552,221	589,800	588,800	616,000

COUNCIL TAX COLLECTION

SERVICE DESCRIPTION

Budget Manager:	Assistant Borough Treasurer (Revenues) - N. Boyd
Service Function:	To administer the collection and recovery of Council Tax. Council Tax was introduced on 1st April 1993 and replaced Community Charge as the local taxation system for Local Government.
Legal Status:	Local Government Finance Act 1992
Policy Objectives:	To achieve the Government's BVPI collection target of 98% of the total debit collectable, by 31 st March 2004 (the ultimate target is 99.5%)

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
2003/04 Original Estimate	589,800	589,800
Allowance for Inflation		18,000
Purchase of Quality Training manual financed by ongoing savings	0	(2,200)
Computer Maintenance increase in costs		3,600
Computer Services - increase in time allocations		6,100
Fees increased because of insolvencies	3,000	3,000
Costs recovered increased in line with fees	(3,000)	(3,000)
Other net changes	(1,000)	700
2003/04 Probable Outturn	588,800	
2004/05 Estimate		616,000

SERVICE STATISTICS

	<u>2002/2003</u> <u>Actual</u>	<u>2003/2004</u> <u>Estimate</u>	<u>2004/2005</u> <u>Estimate</u>
Percentage of Council Tax Collected	97.6%	98.2%	98.2%
Number of dwellings @ 16 th October	31,994	32,091	32,207
Net cost of collection per property	£17.26	£18.44	£19.22
Proportion paying by direct debit			
- Number of dwellings	18,371	18,400	18,400
- Percentage	57%	57%	57%

NATIONAL NON-DOMESTIC RATE

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	87,600	90,900	90,900	93,000
Training and Recruitment	289	800	800	800
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	700	200	200	200
<u>Supplies and Services</u>				
Printing and Stationery etc.	2,281	3,500	4,800	3,400
Communications & Computing Fees	11,820	17,700	17,700	19,200
	404	2,300	1,600	1,700
<u>Support Services</u>				
Financial Services	21,540	23,600	23,000	23,000
Computer Services	24,800	23,700	23,700	28,200
Document Management Services	2,600	7,900	7,900	7,900
Personnel Services	1,400	1,500	1,500	1,300
Office Accommodation	8,500	6,800	6,800	6,800
Legal and Admin Services	0	200	200	200
Gross Expenditure	161,934	179,100	179,100	185,700
<u>INCOME</u>				
Cost of Collection Allowance	136,284	137,000	142,000	142,000
Costs recovered	4,346	3,000	3,000	3,000
Gross Income	140,630	140,000	145,000	145,000
Net Expenditure	21,304	39,100	34,100	40,700

NATIONAL NON-DOMESTIC RATE

SERVICE DESCRIPTION

Budget Manager:	Assistant Borough Treasurer (Revenues) - N. Boyd
Service Function:	To levy, collect and recover Non Domestic Rates (Commonly known as Business Rates) Non Domestic Rate was introduced on 1st April 1990 & replaced the General Rate as the locally collected system of taxation for non-domestic property. All business rates collected are paid over to the national pool which is administered by the Government
Legal Status:	Local Government Finance Act 1988
Policy Objectives:	The 2003/2004 Government collection target is to achieve 99% of the total debit collectable, by 31 st March 2004 (the ultimate target is 99.5%)

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate	39,100	39,100
Allowance for Inflation		1,500
Purchase of Quality Training manual financed by ongoing savings	0	(1,500)
Communications & Computing		1,100
Computer Services - increase in time allocations		3,700
Increase in Cost of Collection Allowance	(5,000)	(5,000)
Other net changes		1,800
2003/04 Probable Outturn	34,100	
2004/05 Estimate		40,700

SERVICE STATISTICS

	<u>2002/03</u> <u>Actual</u>	<u>2003/04</u> <u>Estimate</u>	<u>2004/05</u> <u>Estimate</u>
Percentage of NDR Collected	99.9%	98.9%	99.0%
Number of properties	2,202	2,200	2,200
NNDR Multiplier (set by Government)	43.7p	44.4p	45.6p
Total Rateable value	£94.7m	£94.8m	£94.9m
Gross cost of collection per chargeable hereditament	£73.54	£81.41	£84.41
Net cost of collection per chargeable hereditament	£9.67	£17.77	£20.77
Proportion paying by direct debit			
- Number of dwellings	1,057	1,050	1,050
- Percentage	48%	48%	48%

REGISTRATION OF ELECTORS

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	48,940	48,600	48,600	47,700
Training and Recruitment	1,141	1,900	1,900	1,900
<u>Transport Related Expenditure</u>				
Car Allowances	1,604	1,400	1,400	1,400
<u>Supplies and Services</u>				
Printing & Stationery etc.	10,564	16,200	20,200	19,100
Communications & Computing	17,579	11,000	20,700	21,200
Canvassing Fees	0	19,700	0	0
Development Initiatives	0	10,000	0	0
<u>Support Services</u>				
Financial Services	2,900	3,000	3,000	3,400
Computer Services	14,000	13,200	13,200	13,600
Document Management Services	3,000	3,000	3,000	9,000
Personnel Services	600	600	600	700
Office Accommodation	8,600	8,800	8,800	8,800
Legal and Admin Services	19,800	19,400	19,400	19,100
Gross Expenditure	128,728	156,800	140,800	145,900
<u>INCOME</u>				
Sales of Registers	1,270	500	500	500
Other Income	4,054	0	0	0
Net Expenditure	123,404	156,300	140,300	145,400

REGISTRATION OF ELECTORS

SERVICE DESCRIPTION

Budget Manager:	Election Services Supervisor - R. Curtis
Service Function:	To maintain throughout the year and prepare and publish an accurate Register of Electors, listing all eligible residents as at 15th October.
Legal Status:	Representation of the People Act 1983 as amended by the Representation of the People Act 1985, 1989, 2000. Representation of the People Act Regulations 2001.
Policy Objectives:	To improve the quality and structure of the Register and review canvassing areas and resources.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
2003/04 Original Estimate	156,300	156,300
Allowance for Inflation		4,500
Canvassers are no longer used - saving offset by postages	(10,000)	(10,000)
Development Initiatives - costs shown within Printing & Stationery etc	0	
Development Initiatives - Virement for Annual Report Deliveries	(6,000)	
Forecast savings reduced from Initiatives provision		(10,000)
Document Management Services - increased recharge to reflect usage		6,000
Other net changes		(1,400)
2003/04 Probable Outturn	140,300	
2004/05 Estimate		145,400

SERVICE STATISTICS

	<u>2000/01</u> <u>Actual</u>	<u>2001/02</u> <u>Actual</u>	<u>2002/03</u> <u>Actual</u>	<u>2003/04</u> <u>Probable</u>
Number of Electors as at 16th February	60,405	-	-	-
Number of Electors as at 1st December	-	61,172	60,442	59,241
Cost of Register per elector	£2.19	£2.31	£2.04	£2.37
Percentage of 'A' forms for inclusion in register	99.5%	97.0%	92.0%	92.0%

PARTNERSHIP TEAM

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	8,500	6,800	6,800	5,400
Wages	814	0	0	0
<u>Premises Related Expenses</u>				
Depot Recharge	2,900	2,900	2,900	1,400
<u>Transport Related Expenditure</u>				
Vehicle Recharge	10,573	10,600	10,600	10,900
<u>Supplies and Services</u>				
Materials etc.	967	1,900	1,300	1,300
Payments to Bournewood Trust	4,165	6,400	5,000	5,100
<u>Support Services</u>				
Personnel Services	500	500	500	500
Financial Services	1,300	1,400	1,400	1,500
Gross Expenditure	29,719	30,500	28,500	26,100

PARTNERSHIP TEAM

SERVICE DESCRIPTION

Budget Manager: Direct Services Organisation Manager - D. Stedman

Service Function: Joint project with the Bournewood NHS Trust and Surrey County Council to provide useful employment to persons with learning difficulties unable to compete in the job market

Policy Objectives: To support initiatives, with social service authorities as appropriate, to help less able members of the community

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate	30,500	30,500
Allowance for Inflation		900
Salaries - reduction in time allocations		(1,400)
Depot Recharge - reduction in recharge		(1,500)
Bournewood Trust - reduction in provision for payments	(1,400)	(1,400)
Other net changes	(600)	(1,000)
2003/04 Probable Outturn	28,500	
2004/05 Estimate		26,100

SERVICE STATISTICS

	<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Actual</u>	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Actual</u>
Number of persons @ 1 April	10	10	10	10

LOCAL LAND CHARGES

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	66,700	71,300	71,300	71,400
Insurance	3,886	4,200	6,400	6,600
Training and Recruitment	471	1,600	1,600	1,700
<u>Transport Related Expenditure</u>				
Car Allowances	200	400	400	300
<u>Supplies and Services</u>				
Printing and Stationery	1,668	2,500	1,400	1,500
Communications & Computing	17,727	19,900	20,900	20,400
Payments to Surrey County Council	55,968	61,600	55,200	57,600
<u>Special Work</u>				
New Statutory Forms	6,000	0	0	0
Contribution to Local Land Charges & DCCS Link	4,000	0	0	0
<u>Support Services</u>				
Financial Services	4,400	4,700	4,000	6,100
Computer Services	10,400	20,900	20,900	18,200
Document Management Services	12,900	11,700	11,700	11,700
Personnel Services	1,400	1,500	1,500	1,700
Office Accommodation	8,000	8,200	8,200	8,200
Legal and Admin Services	10,000	10,800	10,800	11,200
Engineering Services	100	100	100	100
Geographical Information Services	144,000	144,000	144,000	153,000
Gross Expenditure	347,820	363,400	358,400	369,700
<u>INCOME</u>				
Personal Search Fees	8,017	5,000	10,000	6,000
Search Fees	429,871	445,700	383,000	389,300
Other Income	414	300	300	300
Gross Income	438,302	451,000	393,300	395,600
Net Income	(90,482)	(87,600)	(34,900)	(25,900)

LOCAL LAND CHARGES

SERVICE DESCRIPTION

Budget Manager:	Local Land Charges - Land Charges Officer - J. Ryan
Service Function:	The maintenance of a register of Local Land Charges as defined by statute (mainly restrictions and obligations relating to land) and the answering of searches and inquiries submitted by prospective purchasers of property in the Borough.
Legal Status:	Local Land Charges Act 1975
Policy Objectives:	To meet statutory obligations in a cost effective manner and within agreed deadlines.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
2003/04 Original Estimate	(87,600)	(87,600)
Allowance for Inflation		(2,200)
Planned Underspend brought forward - Computer Maintenance	1,000	
Insurance premiums increased	2,200	2,200
ISO savings	(1,100)	(1,100)
Payments to Surrey County Council - reduced in line with search numbers	(6,400)	(6,400)
ISO recharges removed	(700)	(700)
Financial Services - Internal Audit allocation		2,200
Computer Services		(2,700)
Geographical Information Services - increase in costs		5,400
Search Fees - Reduction in numbers	62,700	62,700
Personal Search Fees - Increase in numbers	(5,000)	
Other net changes	0	2,300
2003/04 Probable Outturn	(34,900)	
2004/05 Estimate		(25,900)

SERVICE STATISTICS

	<u>2003/04</u> <u>Estimate</u>	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
Number of Searches - Manual	2,240	1,584	1,440
Number of Searches - Electronic	560	816	960
Number of Personal Searches	200	400	220
Number of Telephone enquiries	5,000	5,000	5,000
Charge per Search (Certificate & Part I)	£170.00	£170.00	£175.00
Charge per Search (Certificate & Part I) Electronic	£139.40	£139.40	£143.00
Charge per Search (Con. 29) - SCC	£23.00	£23.00	£24.00
Returned within Audit Commission standard of 10 days	100%	100%	100%

CIVIL EMERGENCY

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	6,100	6,800	6,800	7,000
Training	347	2,000	2,000	2,000
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	200	300	300	300
Vehicle costs	8,138	10,000	10,000	10,300
<u>Supplies and Services</u>				
Provision for works	12,316	11,800	11,800	12,100
Communications	3,838	2,600	2,600	2,700
<u>Support Services</u>				
Financial Services	800	3,100	3,100	1,500
Office Accommodation	900	1,000	1,000	1,000
Legal and Admin Services	4,800	5,300	5,300	6,000
Technical Support Services	4,200	4,200	4,200	4,300
Safer Runnymede Services	9,900	10,500	10,500	11,400
Emergency Stores Recharge	24,500	26,600	26,600	26,900
<u>Capital Charges</u>				
Capital Charge	8,900	9,600	14,500	20,100
Gross Expenditure	84,939	93,800	98,700	105,600
<u>INCOME</u>				
Costs Recovered	163	0	0	0
Recharges to General Fund Services	3,000	5,000	3,500	3,500
Net Expenditure	81,776	88,800	95,200	102,100

CIVIL EMERGENCY

SERVICE DESCRIPTION

Budget Manager: Community Safety Manager - D. Dodd

Service Function: To provide training for staff.
To ensure the provision of an emergency plans & emergency equipment.

Legal Status: Emergency stores and planning - Local Government Act 1972 (Section 138)

Policy Objectives: To ensure the Borough is in a position to adequately respond to any civil emergency , maintaining and restoring council services as necessary.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate	88,800	88,800
Allowance for Inflation		2,300
New Vehicle - Corporate Management 3/7/03	3,000	5,200
Other Vehicles - savings on costs	(3,000)	(5,200)
Capital Charges - increased due to purchases	4,900	10,500
Other net changes	1,500	500
2003/04 Probable Outturn	95,200	
2004/05 Estimate		102,100

FINANCING AND OTHER PROVISIONS

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £	
EXPENDITURE					
Position Statement Initiatives	0	230,000	44,000	192,500	
Enforcement Group	0	10,000	0	10,000	
Municipal Safety	21,860	33,900	33,900	42,800	(1)
Flooding Emergency	110,859	25,000	20,000	0	
Gross Expenditure	132,719	298,900	97,900	245,300	
INCOME					
Interest on Sundry Loans etc.	27,912	8,000	4,000	4,000	(2)
Financing of Stock Holdings	4,200	4,200	4,200	4,200	(2)
Flood Emergency	70,900	0	0	0	
Gross Income	103,012	12,200	8,200	8,200	
Net Expenditure	29,707	286,700	89,700	237,100	

FINANCING AND OTHER PROVISIONS

SERVICE DESCRIPTION

Budget Managers: Chief Executive - T. Williams
 (1) - Head of Environmental Protection - D. Speight
 (2) - Director of Finance - S. Cawthorne

Service Function: Various corporate initiatives.

Legal Status: Municipal Safety - Health and Safety at Work Act

Policy Objectives: To establish an Enforcement Group.
 To maintain the thrust for create/save opportunities.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate	286,700	286,700
Allowance for Inflation		7,200
Position Statement Initiatives		
Provision not to be used as per Forecast	(150,000)	
Virement to Employers Costs - Corporate Management 4/9/03	(20,000)	(7,900)
Virement to Play & Youth - Corporate Management 2/10/03		(6,000)
Virement to Runnymede On Line - Corporate Management 6/11/03	(6,000)	
Virement to Housing - Corporate Management 5/12/03	(10,000)	(23,600)
Enforcement Group provision not required	(10,000)	
Municipal Safety - increase in allocations relating to additional staffing		8,000
Flooding Emergency works now completed	(5,000)	(25,000)
Other net changes	4,000	(2,300)
2003/04 Probable Outturn	89,700	
2004/05 Estimate		237,100

SALARIES OF OFFICERS (By Department)

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
EXPENDITURE				
<u>Department</u>				
Chief Officers	432,325	363,400	363,400	377,600
Chief Executives	511,276	565,400	565,700	585,600
Administration & Leisure	1,532,247	1,634,200	1,636,500	1,699,500
Finance	1,165,378	1,283,100	1,268,400	1,320,100
Housing & Community Services	1,357,058	1,467,200	1,468,700	1,624,700
Technical Services	2,550,890	2,724,700	2,829,100	3,008,800
Chief Officers' Flexibility - Available Provision	0	8,800	0	8,900
Personnel Report 1995 - Contingency	3,450	21,000	15,100	25,000
Salary Savings Target	0	(64,000)	(64,000)	(64,000)
Annual Personnel Report 2002/03	0	20,800	0	0
Gross Expenditure	7,552,624	8,024,600	8,082,900	8,586,200
INCOME				
<u>Recharged to</u>				
General Fund & Trading Services	6,609,524	7,193,000	7,277,900	7,716,400
Housing Revenue Account	943,100	845,000	845,000	899,900
Gross Income	7,552,624	8,038,000	8,122,900	8,616,300
Net Expenditure (Income)	0	(13,400)	(40,000)	(30,100)

SALARIES OF OFFICERS (By Department)

SERVICE DESCRIPTION	
Budget Manager:	All Chief Officers
Service Function:	A control account for the monitoring of Officers Salaries.
Legal Status:	Local Government Act 1972. Superannuation Act 1972 and associated regulations. Miscellaneous other enactment's relating to the employment of staff.
Policy Objectives:	To retain salary scales which are competitive and offer employment packages to attract and retain high calibre staff. A local recruitment and retention package, performance appraisal and staff development scheme, and a performance related pay scheme are in operation. To achieve containment in manpower costs consistent with service needs. Staffing requirements to be reviewed in Annual Personnel Reports.

BUDGET VARIATIONS		
	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
2003/04 Original Estimate - Gross Expenditure	8,024,600	8,024,600
Pay Award July 2003 - Full year effect (i.e. 3 months)		66,200
Provision for PRP Awards in April 2004		131,400
Provision for July 2004 pay award (3%)		184,500
Major staffing changes		
Admin & Leisure - Register of Electors savings as per Forecast		(8,000)
Admin & Leisure - Secretary's staff savings as per Forecast		(6,700)
Housing - Private Sector Enforcement Manager - (Corp Management 4/12/03)	8,000	39,600
Housing - Private Sector Housing Officer - regraded - (Corp Management 4/12/03)	0	(6,100)
Housing - Housing Needs - Registry & Allocations Officer - (Corp Management 4/12/03)	0	26,400
Housing - Housing Needs - Registry & Allocations Officer 18.5Hrs - (Corp Man. 4/12/03)	0	13,200
Housing - Housing Needs - Specialist Housing Advisors - regraded - (Corp Man. 4/12/03)	0	16,500
Finance - Audit Post - Supernumerary Cover (Corp. Management 6/11/03)	5,000	0
Finance - ISO Post no longer required (Corp. Management 4/12/03)	(16,200)	(16,200)
Finance - Accountancy Post - removed as per Forecast	(8,300)	(8,300)
Technical Services - Planning - Projects Officer - (Financed by Consultancy to 31/12/03)	8,000	0
Technical Services - GIS Data Capture Officer - (Financed by Consultancy provision)	7,400	14,900
Technical Services - Environmental Policy Officer additional 18.5 hours - Grant	10,000	10,000
Technical Services - Planning - Planning Asst. - Grant	17,000	17,000
Technical Services - Planning - Planning Asst. 25 Hours - Grant	12,500	15,000
Technical Services - Planning - Regradings - Grant	16,900	16,900
Technical Services - Tech Services Admin - Administrator - Grant	2,500	13,500
Technical Services - Stores - additional staffing	10,000	10,000
Technical Services - Licensing Officer - (Corp Management 2/10/03)	9,800	25,000
Technical Services - Licensing Clerk - (Corp Management 2/10/03)	7,300	15,400
Chief Officers Flexibility - change in balance	(5,900)	(100)
Annual Personnel Report 2002/03	(20,800)	
Other net changes (including savings arising from staff turnover)	(4,900)	(8,500)
2003/04 Probable Outturn - Gross Expenditure	8,082,900	
2004/05 Estimate - Gross Expenditure		8,586,200

EMPLOYER'S COSTS

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
EXPENDITURE				
<u>Employers Contributions</u>				
Pension Contributions for early retirees	73,624	73,000	73,000	75,000
Additional Pension Contributions for early retirees	205,599	-	-	-
Pension backfunding for previous years deficits	293,500	-	-	-
Pension Contributions for current staff	650,226	705,000	725,000	766,000
Pensions sub-total	<u>1,222,949</u>	<u>778,000</u>	<u>798,000</u>	<u>841,000</u>
National Insurance	532,473	656,000	650,000	683,400
Recruitment Incentives etc.	94,351	124,400	124,200	127,000
Staff Evaluation Survey	-	-	20,000	7,900
In House Training	18,570	17,000	17,000	20,000
Insurance	52,819	54,300	61,300	63,000
Financial Services	9,100	11,400	11,400	12,500
Salary Savings Target	-	(11,000)	(11,000)	(11,000)
Gross Expenditure	<u>1,930,262</u>	<u>1,630,100</u>	<u>1,670,900</u>	<u>1,743,800</u>
INCOME				
<u>Less Recharges</u>				
General Fund & Agency Services	1,401,549	1,470,700	1,486,700	1,496,200
Housing Revenue Account - Services	160,500	172,500	172,500	171,700
Housing Revenue Account - Backfunding	35,200	-	-	-
Housing Revenue Account - Early Retirees	8,000	8,800	9,700	9,900
Recovery of costs	1,306	2,000	2,000	2,000
Gross Income	<u>1,606,555</u>	<u>1,654,000</u>	<u>1,670,900</u>	<u>1,679,800</u>
Net Expenditure (Income)	<u>323,707</u>	<u>(23,900)</u>	<u>0</u>	<u>64,000</u>

EMPLOYER'S COSTS

SERVICE DESCRIPTION

Budget Managers: Director of Finance - S. Cawthorne
(1) - Personnel Officer - D. Thomas

Service Function: A control account for the monitoring of non-manual employer's costs.

Legal Status: Local Government Act 1972 and miscellaneous other Acts.

Policy Objectives: To retain salary scales which are competitive and offer employment packages to attract and retain high calibre staff. A local recruitment and retention package, performance appraisal and staff development scheme, and a performance related pay scheme are in operation.

To achieve containment in manpower costs consistent with service needs. Staffing requirements to be reviewed in Annual Personnel Reports.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate - Gross Expenditure	1,630,100	1,630,100
Allowance for Inflation		78,200
NI & Pension contribution increases reflect changes in staffing	10,000	17,000
Staff Evaluation Survey - Corporate Management 4/9/03 & 6/11/03	20,000	7,900
Increase in provision for Insurance - Corporate Management	7,000	7,000
Other net changes	3,800	3,600
2003/04 Probable Outturn - Gross Expenditure	1,670,900	
2004/05 Estimate - Gross Expenditure		1,743,800

SERVICE STATISTICS

	<u>2002/03</u> <u>Actual</u>	<u>2003/04</u> <u>Estimate</u>	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	%	%	%	%
Employers contribution as percentage of gross pay				
- National Insurance (average)	7.2	8.2	8.0	8.0
- Superannuation (average)	9.0	9.0	9.1	9.1

OFFICER TRAINING (By Department)

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Department</u>				
Chief Executives	33,545	40,200	44,700	44,400
Administration & Leisure	15,466	30,900	33,700	34,400
Finance	11,238	20,800	20,800	21,200
Housing & Community Services	14,376	17,800	21,800	22,200
Technical Services	28,562	33,700	34,700	29,900
In House Training	16,783	17,000	17,000	20,000
Reduction in provision	0	(30,000)	(30,000)	(30,000)
Gross Expenditure	119,970	130,400	142,700	142,100
<u>INCOME</u>				
<u>Charged Direct to</u>				
General Fund & Agency Services	93,764	133,300	144,700	140,900
Housing Revenue Account	9,423	10,100	11,000	11,200
Employers Costs - In House Training	16,783	17,000	17,000	20,000
Gross Income	119,970	160,400	172,700	172,100
Net Expenditure (Income)	0	(30,000)	(30,000)	(30,000)

OFFICER TRAINING (By Department)

SERVICE DESCRIPTION

Budget Managers:	All Chief Officers (1) - Personnel Officer
Service Function:	A control account for the monitoring of short course and post-entry training costs.
Legal Status:	Local Government Act 1972
Policy Objective:	<p>The Council is committed to providing a quality customer orientated service to all residents and recognises that the effective training and development of staff will help achieve this aim. Training needs will be selected in a cost effective way, making the best use of training resources. Training opportunities will be taken which meet the following aims:-</p> <ul style="list-style-type: none"> - To continue the development of an effective quality policy relevant to Runnymede's needs - To fulfil the Authority's objectives as set by the appraisal scheme - To increase effectiveness in the way current tasks are undertaken - To develop skills and flexible to meet future needs - To respond to changes of policy and legislation - To enable staff to reach their full potential thereby increasing job satisfaction and morale - To aid their career progression within the Council - To fulfil the training and development requirements of professional bodies

BUDGET VARIATIONS

	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
2003/04 Original Estimate - Gross Expenditure	130,400	130,400
Allowance for Inflation		3,300
Planned Underspend brought forward - Recycling Training	5,800	
Planned Underspend brought forward - Document Management Training	4,500	
Increase in provisions shown within services	4,000	8,400
Other net changes	(2,000)	
2003/04 Probable Outturn - Gross Expenditure	142,700	
2004/05 Estimate - Gross Expenditure		142,100

SERVICE STATISTICS

	<u>2001/02</u> Actual	<u>2002/03</u> Actual	<u>2003/04</u> Probable	<u>2004/05</u> Estimate
Cost as percentage of all gross salaries	1.9%	1.6%	1.6%	1.6%
Expenditure per FTE member of staff post	£348	£317	£321	£329

STAFF ADVERTISING (By Department)

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
EXPENDITURE				
<u>Department</u>				
Chief Executives				
Administration & Leisure				
Finance				
Housing & Community Services				
Technical Services				
Total of above			38,000	39,000
Fees			5,000	3,000
Reduction in provision			(5,000)	-13,000
Gross Expenditure	0	0	38,000	29,000
INCOME				
Charged Direct to Services			38,000	0
General Fund & Agency Services				
Housing Revenue Account				
Gross Income	0	0	38,000	0
Net Expenditure (Income)	0	0	0	29,000

STAFF ADVERTISING

SERVICE DESCRIPTION

Budget Managers: All Chief Officers
(1) - Personnel Officer

Service Function: A control account for the monitoring of Staff Advertising costs.

Legal Status: Local Government Act 1972

Policy Objective: Cost effective recruitment advertising

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate - Gross Expenditure	38,000	38,000
Allowance for Inflation		1,000
Surreyjobs Website Fees	5,000	3,000
Savings relating to new method of advertising	(5,000)	(13,000)
Other net changes		
2003/04 Probable Outturn - Gross Expenditure	38,000	
2004/05 Estimate - Gross Expenditure		29,000

SERVICE STATISTICS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
Cost as percentage of all gross salaries	0.47%	0.34%
Expenditure per FTE member of staff post	£94	£71

CAR ALLOWANCES & LEASING (By Department)

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u>	<u>2003/04</u>	<u>2003/04</u>	<u>2004/05</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Probable</u>	<u>Estimate</u>
	£	£	£	£
<u>EXPENDITURE</u>				
<u>Department</u>				
Chief Executives	19,939	18,300	18,300	18,600
Administration & Leisure	49,792	52,600	52,600	51,100
Finance	29,354	35,000	35,000	33,600
Housing & Community Services	65,829	76,900	76,900	79,700
Technical Services	132,023	133,000	133,000	137,500
Gross Expenditure	296,937	315,800	315,800	320,500
<u>INCOME</u>				
<u>Less Recharges</u>				
General Fund & Agency Services	266,217	272,100	272,100	276,300
Housing Revenue Account	40,500	43,700	43,700	44,200
Gross Income	306,717	315,800	315,800	320,500
Net Expenditure (Income)	(9,780)	0	0	0

CAR ALLOWANCES & LEASING (By Department)

SERVICE DESCRIPTION

Budget Managers: All Chief Officers

Service Function: A control account for the monitoring of car allowance costs.

Legal Status: Local Government Act 1972

Policy Objectives: To retain salary scales which are competitive and offer attractive employment packages to attract and retain high calibre staff. A local recruitment and retention package, performance appraisal and staff development scheme, and a performance related pay scheme are in operation.

To achieve containment in manpower costs consistent with service needs. Staffing requirements to be reviewed in Annual Personnel Reports.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate - Gross Expenditure	315,800	315,800
Allowance for Inflation		7,900
Provision for allowances reduced		(6,200)
Housing Staff - Corporate Management 4/12/03		3,000
Other net changes		
2003/04 Probable Outturn - Gross Expenditure	315,800	
2004/05 Estimate - Gross Expenditure		320,500

SERVICE STATISTICS

	<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Actual</u>	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Actual</u>
Post numbers @ 1 April				
Essential Users	112	111	103	106
Specified Casual Users	42	44	45	46
Car Provision Allowances	18	22	22	22
Leased Cars	18	18	13	13
Car Loans	11	11	7	5

FINANCIAL SERVICES

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	744,405	828,500	815,000	794,600
Training & Recruitment	10,473	19,100	19,100	20,300
Quality Initiatives & Training	5,913	12,000	1,000	0
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	14,927	15,000	15,000	15,200
<u>Supplies and Services</u>				
Printing, Stationery etc.	30,449	32,500	34,500	36,300
Communications & Computing	51,041	52,600	52,600	54,900
Fees	26,374	19,800	26,000	24,300
Bank Charges	22,610	22,800	22,800	22,800
<u>Support Services</u>				
Computer Services	89,100	111,700	111,700	132,800
Document Management Services	8,800	8,800	8,800	10,100
Personnel Services	9,400	10,100	10,100	10,100
Office Accommodation	90,300	91,600	91,600	91,600
Legal and Admin Services	4,000	4,200	4,200	4,400
Gross Expenditure	1,107,792	1,228,700	1,212,400	1,217,400
<u>INCOME</u>				
<u>Less Recharges</u>				
General Fund & Agency Services	885,164	960,700	940,100	972,500
Housing Revenue Account	215,600	225,900	225,900	235,100
Other Income	3,798	2,800	2,800	3,000
Gross Income	1,104,562	1,189,400	1,168,800	1,210,600
Net Expenditure	3,230	39,300	43,600	6,800

FINANCIAL SERVICES

SERVICE DESCRIPTION

Budget Managers:	Assistant Borough Treasurer - R. Hanger - (Accounting, Payments & Payroll) Chief Internal Auditor - D. Cooke - (Internal Audit, Quality Audit & Insurance) Customer Services Manager - L. Parry - (Cash Office Income Allocation & Debtors)
Service Function:	This is a management control account for the monitoring & allocation of Financial Services costs. Activities included under this account are:- <ul style="list-style-type: none"> - Financial planning and advice - Budgeting and budget monitoring - Management accounting and information - Production and publication of annual accounts - Local taxation planning, advice and implementation - Comprehensive payroll and payments service - Insurance procurement and claims service - Internal Audit service - Quality Audit service - Collection of sundry accounts receivable - Cash office service - Income control and allocation
Legal Status:	Local Government Act 1972. Miscellaneous Acts & Regulations
Policy Objective:	Support the effective financial management of the Council and it's services. Aid in the process of financial accountability between departments. Provide cost effective financial services.

BUDGET VARIATIONS

	<u>2003/04</u> Probable	<u>2004/05</u> Estimate
	£	£
2003/04 Original Estimate - Gross Expenditure	1,228,700	1,228,700
Allowance for Inflation		30,500
Planned Underspend brought forward - Revenues Services	2,000	
Salaries - reduced as per forecast		(10,000)
Salaries - time allocations reduced		(14,000)
Salaries - Audit cover for sickness - Corporate Management 4/12/03	6,000	
Quality Initiatives savings inc salaries - Corporate Management 4/12/03	(30,500)	(23,500)
Compliance & Review Guidance - included within Corporate Management		(8,000)
Consultancy Fees - for Insurance Tendering		2,500
Consultancy Fees - additional provision for Risk Management	6,200	
Computer Services - increase in recharges		18,300
Other net changes	0	(7,100)
2003/04 Probable Outturn - Gross Expenditure	1,212,400	
2004/05 Estimate - Gross Expenditure		1,217,400

SERVICE STATISTICS

	<u>2002/03</u> Actual	<u>2003/04</u> Estimate	<u>2004/05</u> Estimate
Payroll			
Number of payments	6,768	6,850	6,850
Payments			
Number of invoices	18,628	19,000	19,000
Number of payments	10,057	9,800	9,800
Percentage paid by BACS	46.8%	47.9%	50.0%
Prompt payment BVPI	86.4%	92.5%	95.0%

COMPUTER SERVICES

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
EXPENDITURE				
<u>Employees</u>				
Salaries	292,752	347,400	347,400	356,500
Insurance	983	1,000	1,000	1,000
Training & Recruitment	24,529	27,000	27,000	27,700
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	8,871	8,800	8,800	8,100
<u>Supplies and Services</u>				
Insurance of Systems	7,000	7,200	7,200	7,400
Stationery, Telephones etc.	5,605	5,700	6,000	5,700
Equipment Maintenance etc.	59,592	67,800	77,800	79,500
Maintenance of Systems	303,934	364,900	364,900	374,100
Disaster Recovery	24,421	26,200	26,200	26,900
Maint. of Support Systems	64,035	74,100	74,100	81,100
<u>Support Services</u>				
Financial Services	11,775	24,000	24,000	16,200
Document Management Services	4,800	4,800	4,800	14,300
Personnel Services	3,500	3,800	3,800	5,300
Office Accommodation	62,200	66,500	66,500	66,500
<u>Capital Charges</u>				
Capital Charges	654,400	586,500	560,900	601,000
Gross Expenditure	1,528,397	1,615,700	1,600,400	1,671,300
INCOME				
<u>Recharges to Services</u>				
General Fund & Agency Services	1,383,683	1,470,500	1,470,500	1,592,300
Housing Revenue Account	127,100	95,300	95,300	104,800
Other income	3,176	3,400	3,400	3,500
Gross Income	1,513,959	1,569,200	1,569,200	1,700,600
Net Expenditure (Income)	14,438	46,500	31,200	(29,300)

COMPUTER SERVICES

SERVICE DESCRIPTION

Budget Managers: Information Systems Manager - N. Watson

Service Function: A control account for monitoring the Council's overall I.T. costs.

Legal Status: Local Government Act 1972. Data Protection Act 1988. Other miscellaneous Acts.

Policy Objective: To examine the use of I.T. as a means of achieving efficiency savings whilst enhancing the quality of service delivery.
Develop Information & Communication Technology (ICT) Strategy.

BUDGET VARIATIONS

	<u>2003/04</u>	<u>2004/05</u>
	<u>Probable</u>	<u>Estimate</u>
	<u>£</u>	<u>£</u>
2003/04 Original Estimate - Gross Expenditure	1,615,700	1,615,700
Allowance for Inflation		30,200
Computer consumables provision increased - Corporate Management 6/11/03	10,000	10,000
Computer systems back-up Maint. - Corporate Management 6/11/03		5,000
Financial Services - reduction in Audit Services		(7,700)
Document Management Services - increased recharge to reflect usage		9,500
Capital Charges - reflects purchase profile of new computer systems	(25,600)	14,500
Other net changes	300	(5,900)
2003/04 Probable Outturn - Gross Expenditure	1,600,400	
2004/05 Estimate - Gross Expenditure		1,671,300

SERVICE STATISTICS - SYSTEMS SUPPORTED

Primary Systems

Alcatel 4400 (Digital Voice Switch)	Panorama from MVM (Building and Development Control)
Arc GIS from ESRI (Geographic Information System)	Paris Cash Receipting from ITS (Revenues)
ARC TLC from ESRI (Local Land Charges)	Payroll (Moorepay bureau service)
Borderware (Firewalls)	Stores Software
BTS Telephone Logger	SX3 (Housing)
Eros from Halarose (Electoral Registration)	SX3 (Revenues & Benefits)
Exchange from Microsoft (E-Mail)	Tower IDMS/Staffware (Document Management System)
Flare (Environmental Services System)	
Internet Information Server 5 (IIS) from Microsoft (Web, Extranet and Internet Servers)	
Office 2000 from Microsoft (Desktop Word Processing, Spreadsheets, Database etc)	
ConsiliumTask FMS (Ledger, Creditors, Sundry Debtors, and Bank Reconciliation)	

Other Systems

ArcView from ESRI (desktop Geographical Information)	eTrust from Computer Associates (Network Monitoring)
Artifax (Room Booking System)	Insurance Claims Database
ASR Personnel Administration	Microcashe (ESC)
Autocad from Autodesk (Computer Aided Design)	Mortgages Management from Associated Consultants
Bankline from Co-op	Museum (Cataloguing system)
Business Objects(Corporate Database Report Writer)	RATS (DSS Benefits Link)
Capital Charges (Asset Manager)	Trend Anti Spam
Car Parks Administration	Trend Anti Virus
Cardiff Teleforms (Survey Scanning and Interactive Forms)	Valuers Property Database (Estate man)
Cemeteries	V-One Smartpass (Virtual Private Network)
Cisco Works (Network Troubleshooting)	
Delta (Abbeylands Administration)	

CORPORATE DOCUMENT MANAGEMENT SYSTEM

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	58,100	59,400	59,400	61,300
Salaries - Data Capture	20,900	18,000	22,900	28,300
Implementation & Support	0	0	11,000	0
Training	312	6,000	10,500	9,000
<u>Supplies and Services</u>				
Data Capture & Conversion	548	43,200	67,000	0
Consumables	424	800	800	800
Computer Maintenance	61,548	64,000	64,000	67,000
Capital Charges	207,400	188,600	190,000	187,000
<u>Support Services</u>				
Financial Services	1,700	1,700	1,700	2,400
Computer Services	60,100	60,800	60,800	65,800
Personnel Services	1,300	1,400	1,400	1,500
Office Accommodation	6,300	6,500	6,500	6,500
Gross Expenditure	418,632	450,400	496,000	429,600
<u>INCOME</u>				
Recharges to Housing Revenue Account	21,200	48,900	48,900	59,300
Recharges to General Fund Services	184,700	313,800	313,800	382,200
Gross Income	205,900	362,700	362,700	441,500
Net Expenditure	212,732	87,700	133,300	(11,900)

CORPORATE DOCUMENT MANAGEMENT SYSTEM

SERVICE DESCRIPTION

Budget Managers: Information & Communications Strategy Manager - A. Robinson

Service Function: A new approach in relation to IT Strategy & Provision, moving towards a system which encompasses all forms of communication and the transfer of information electronically.

Legal Status: Local Government Act 1972 and 1986

Policy Objectives: To enable effective member communication by having remote access.
 Greater convenience for the public.
 To assist service departments to overcome the increasing pressure on limited resources.
 To reduce administrative costs.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate - Gross Expenditure	450,400	450,400
Allowance for Inflation		8,100
Planned Underspend brought forward - Data Capture & Conversion	57,000	
Planned Underspend brought forward - Consultants	11,000	
Planned Underspend brought forward - Training	4,500	
Data Capture - provision carried forward to finance data capture salaries	(28,300)	28,300
Data Capture - provision removed as per forecast		(55,000)
Other net changes	1,400	(2,200)
2003/04 Probable Outturn - Gross Expenditure	496,000	
2004/05 Estimate - Gross Expenditure		429,600

SERVICE STATISTICS

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Estimate</u>
Number of users @ 1 April	10	20	35

RUNNYMEDE ON-LINE

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
EXPENDITURE				
<u>Employees</u>				
Salaries	46,300	48,000	48,000	41,600
Training & Recruitment	0	3,000	3,000	3,000
<u>Supplies and Services</u>				
Printing & Stationery	444	2,100	2,100	2,200
Leased Line to the Internet	16,945	20,900	20,900	21,400
Computer Maintenance	6,326	9,100	9,100	9,400
Fees	-	-	6,000	-
<u>Support Services</u>				
Financial Services	1,500	1,800	1,800	1,900
Computer Services	37,100	26,200	26,200	30,500
Document Management Services	2,900	2,900	2,900	4,700
Personnel Services	1,400	1,500	1,500	1,200
Office Accommodation	8,100	8,200	8,200	8,200
Revenue Contribution to Capital	8,500	0	0	0
Gross Expenditure	129,515	123,700	129,700	124,100
INCOME				
Recharges to General Fund Services	12,000	0	12,400	12,800
Net Expenditure	117,515	123,700	117,300	111,300

RUNNYMEDE ON-LINE

SERVICE DESCRIPTION

Budget Managers: Information Systems Manager - N. Watson

Service Function: The promotion of the Borough as a whole (i.e.. not specific services) to the community.
World Wide Web
Runnymede On-Line
Information Points

Legal Status: Local Government Act 1972 and 1986

Policy Objectives: That the Council be held in high regard by all that come into contact with it.

Provide better public access to information and Member support.

To develop and promote good working relationships with other major institutions (both public and private sector) within the Borough.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
2003/04 Original Estimate - Gross Expenditure	123,700	123,700
Allowance for Inflation		3,700
Salaries - reduced time allocations		(8,200)
Website Content Management Consultant Vired from Position Statement Initiatives	6,000	
Computer Services recharges increased		3,600
Other net changes		1,300
2003/04 Probable Outturn - Gross Expenditure	129,700	
2004/05 Estimate - Gross Expenditure		124,100

SERVICE STATISTICS

	<u>2002/03</u> <u>Estimate</u>	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
Number of information points @ 1 April	1	1	1
Runnymede Website - http://www.runnymede.gov.uk			
Number of Home Page Impressions	57,000	70,000	95,000
Number of Page Impressions	1,250,000	1,800,000	2,100,000

PERSONNEL SERVICES

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	126,300	131,800	131,800	136,700
Training & Recruitment	1,948	3,600	3,600	3,400
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	4,271	4,000	4,000	4,000
<u>Supplies and Services</u>				
Printing, Stationery etc.	4,737	7,300	5,800	6,000
Communications & Computing	6,841	5,200	5,200	5,300
Consultants Fees	1,350	3,000	3,000	3,000
<u>Support Services</u>				
Financial Services	3,000	3,200	2,500	2,700
Computer Services	17,200	18,300	18,300	23,900
Document Management Services	2,900	2,900	2,900	8,700
Office Accommodation	15,500	15,800	15,800	15,800
Gross Expenditure	184,047	195,100	192,900	209,500
<u>INCOME</u>				
<u>Less Recharges</u>				
General Fund & Agency Services	163,500	172,800	175,000	193,000
Housing Revenue Account	18,000	19,400	19,400	18,300
Gross Income	181,500	192,200	194,400	211,300
Net Expenditure (Income)	2,547	2,900	(1,500)	(1,800)

PERSONNEL SERVICES

SERVICE DESCRIPTION

Budget Managers: Personnel Officer - D. Thomas

Service Function: A control account for the monitoring of Personnel costs. Recharges are made to services and other accounts on the basis of establishment posts.

Legal Status: Local Government Acts 1972 & 1988.
Local Government and Housing Act 1989.
Other miscellaneous Acts (especially Employment Legislation).

Policy Objective: To retain salary scales which are competitive and offer employment packages to attract and retain high calibre staff. A local recruitment and retention package, performance appraisal and staff development scheme, and a performance related pay scheme are in operation.
To achieve containment in manpower costs consistent with service needs.
Staffing requirements to be reviewed in Annual Personnel Reports.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate - Gross Expenditure	195,100	195,100
Allowance for Inflation		6,600
ISO savings	(1,500)	(1,500)
Financial Services - ISO recharges removed	(700)	(700)
Computer Services increase in recharge		5,100
Document Management Services - increased recharge to reflect usage		5,700
Other net changes		(800)
2003/04 Probable Outturn - Gross Expenditure	192,900	
2004/05 Estimate - Gross Expenditure		209,500

SERVICE STATISTICS

	<u>2000/01</u> <u>Actual</u>	<u>2001/02</u> <u>Actual</u>	<u>2002/03</u> <u>Actual</u>	<u>2003/04</u> <u>Actual</u>
Number of staff employed (Full time equivalent) @ 31 st December	406	412	379	406
Annual Staff turnover	20%	13%	21%	12%

LEGAL AND ADMINISTRATION SERVICES

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u>	<u>2003/04</u>	<u>2003/04</u>	<u>2004/05</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Probable</u>	<u>Estimate</u>
	£	£	£	£
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	921,760	961,100	961,100	957,500
Training & Recruitment	12,816	21,600	21,600	15,500
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	21,474	21,900	21,900	21,500
Courier's Vehicle	5,395	6,200	6,200	6,400
<u>Supplies and Services</u>				
Printing Stationery etc.	75,344	82,800	82,800	77,800
Communications & Computing	29,074	32,800	32,800	33,400
Fees	0	0	17,000	56,000
<u>Support Services</u>				
Financial Services	13,300	15,800	15,800	14,800
Computer Services	47,900	51,700	51,700	61,600
Document Management Services	22,800	68,200	68,200	77,400
Personnel Services	11,100	11,800	11,800	12,500
Office Accommodation	104,100	110,100	110,100	110,100
Gross Expenditure	1,265,063	1,384,000	1,401,000	1,444,500
<u>INCOME</u>				
<u>Less Income & Recharges</u>				
Sales, fees, charges etc.	11,815	4,800	4,800	5,600
General Fund & Agency Services	1,195,800	1,253,100	1,275,600	1,328,000
Housing Revenue Account	55,300	57,900	57,900	62,900
Gross Income	1,262,915	1,315,800	1,338,300	1,396,500
Net Expenditure (Income)	2,148	68,200	62,700	48,000

LEGAL AND ADMINISTRATION SERVICES

SERVICE DESCRIPTION

Budget Managers: Office Services Manager - J. May
 Committee Section Manager - B. Fleckney
 Head of Law - A. Gardiner
 Borough Valuer - P. Surrey

Service Function: A management control account for the monitoring Legal, Committee, Valuation, Receptionists / Telephonists & Administration Section costs. Services are charged on the basis of various output measures.

Legal Status: Local Government Act 1972
 Local Government Miscellaneous Provisions Act 1977

Policy Objective: To support the effective running of the Council and its services.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate - Gross Expenditure	1,384,000	1,384,000
Allowance for Inflation		34,600
Salary Savings - due to reductions in staffing		(14,000)
Salary Savings - due to staff turnover		(14,000)
Advertising budgets now held centrally		(5,000)
Print savings due to email communications		(6,000)
Freedom of Information Act Consultants - Corporate Management 4/9/03	12,000	12,000
Land Registry Act Costs - as per Forecast	5,000	5,000
Forecast additional consultants		38,000
Computer Services - increased recharge to reflect usage		8,600
Document Management Services - increased recharge to reflect usage		7,500
Other net changes		(6,200)
2003/04 Probable Outturn - Gross Expenditure	1,401,000	
2004/05 Estimate - Gross Expenditure		1,444,500

LEISURE MANAGEMENT SERVICES

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	190,374	201,700	201,700	208,900
Training & Recruitment	3,296	6,500	6,500	5,100
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	5,766	6,100	6,100	5,900
<u>Supplies and Services</u>				
Printing Stationery etc.	6,688	7,500	7,500	8,000
Communications & Computing	4,994	4,700	4,700	4,800
<u>Support Services</u>				
Financial Services	2,000	2,600	2,600	2,800
Computer Services	6,500	7,000	7,000	8,000
Document Management Services	6,100	18,200	18,200	18,300
Personnel Services	2,100	2,200	2,200	2,300
Office Accommodation	32,600	36,500	36,500	36,500
Legal and Admin Services	14,100	19,000	19,000	20,200
Gross Expenditure	274,518	312,000	312,000	320,800
<u>INCOME</u>				
<u>Less Recharges</u>				
General Fund & Agency Services	271,100	290,700	290,700	317,700
Housing Revenue Account	3,200	3,100	3,100	3,100
Gross Income	274,300	293,800	293,800	320,800
Net Expenditure (Income)	218	18,200	18,200	0

LEISURE MANAGEMENT SERVICES

SERVICE DESCRIPTION

Budget Managers: Head of Leisure Services - R. Fleming

Service Function: A management control account for the monitoring of Leisure Management Costs, before being recharged to Services.

Legal Status: Local Government Act 1972
Local Government Miscellaneous Provisions Act 1977

Policy Objective: To provide the effective management and administration of leisure based and ground maintenance activities.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate - Gross Expenditure	312,000	312,000
Allowance for Inflation		10,500
Other net changes		(1,700)
2003/04 Probable Outturn - Gross Expenditure	312,000	
2004/05 Estimate - Gross Expenditure		320,800

TECHNICAL SERVICES

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	426,541	436,300	487,300	456,500
Training & Recruitment	4,456	4,800	4,800	3,900
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	9,289	9,400	9,400	9,500
<u>Supplies and Services</u>				
Printing, Stationery etc.	14,780	12,500	12,500	13,500
Communications & Computing	11,493	12,500	12,500	12,300
<u>Support Services</u>				
Financial Services	7,500	9,500	9,500	10,600
Computer Services	27,700	28,500	28,500	29,200
Document Management Services	21,000	21,000	21,000	21,000
Personnel Services	7,300	7,900	7,900	8,400
Office Accommodation	55,100	57,600	57,600	59,700
Engineering Services	800	900	900	800
Gross Expenditure	585,959	600,900	651,900	625,400
<u>INCOME</u>				
<u>Less Recharges</u>				
General Fund & Agency Services	564,800	577,700	577,700	623,200
Housing Revenue Account	2,700	2,200	2,200	2,200
Additional Works	20,910	0	72,000	0
Gross Income	588,410	579,900	651,900	625,400
Net Expenditure	(2,451)	21,000	0	0

TECHNICAL SERVICES

SERVICE DESCRIPTION

Budget Managers:	Administrative Officer - J. Kitchenside Principal Building Services Manager - B. Mannian
Service Function:	A management control account for the monitoring of Technical Services Administrative Support and Building Services costs, before being recharged to Services.
Legal Status:	Local Government Act 1972
Policy Objectives:	To provide the effective management & administration of planning & technical based services and activities

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
2003/04 Original Estimate - Gross Expenditure	600,900	600,900
Allowance for Inflation		20,500
Salaries increased to include new post financed from Planning Delivery Grant	3,000	16,000
Additional Staffing recharged to the Strategic Maintenance budget	48,000	
Other net changes		(12,000)
2003/04 Probable Outturn - Gross Expenditure	651,900	
2004/05 Estimate - Gross Expenditure		625,400

GEOGRAPHICAL INFORMATION SERVICE

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	74,900	79,800	88,600	101,700
Training & Recruitment	3,348	2,100	2,100	2,500
<u>Supplies and Services</u>				
Office Expenses	627	800	800	800
Licence & Software	7,823	12,500	12,500	12,800
Computer Maintenance	23,678	35,300	41,500	42,400
Consultancy Fees	4,300	12,000	0	3,000
Ordnance Survey Fee	8,426	8,700	8,700	9,100
<u>Support Services</u>				
Financial Services	1,800	3,000	3,000	2,500
Computer Services	67,000	46,100	46,100	62,700
Personnel Services	1,900	2,000	2,000	3,000
Office Accommodation	9,300	11,600	11,600	11,600
Legal and Admin Services	11,600	12,300	12,300	7,400
Technical Support Services	1,500	1,400	1,400	1,500
Gross Expenditure	216,202	227,600	230,600	261,000
<u>INCOME</u>				
Recharges to General Fund Services	210,000	210,000	210,000	223,200
Net Expenditure	6,202	17,600	20,600	37,800

GEOGRAPHICAL INFORMATION SERVICES

SERVICE DESCRIPTION

Budget Manager:	Geographical Information System - GIS Manager - D. Evans
Service Function:	A corporate system to enable the identification of all property related data within the Borough through a unique property referencing system and the capture of planning data. The corporate provision of digital and paper maps and mapping of Council and other data.
Legal Status:	Local Land Charges Act 1975 Implementing Electronic Government Strategy
Policy Objectives:	To meet statutory obligations in a cost effective manner and within agreed deadlines.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate - Gross Expenditure	227,600	227,600
Allowance for Inflation		6,700
Planned Underspend brought forward - Consultants Provision	15,000	
Salaries - additional staffing financed by consultants provision	8,800	17,800
Computer Maint. Corporate Management 3/7/03 - financed by consultants provision	6,200	6,200
Consultants provision carried forward to finance salaries in next year	(12,000)	12,000
Consultants provision reduced to finance above two costs	(15,000)	(24,000)
Computer Services - increase in recharges		15,400
Other net changes	0	(700)
2003/04 Probable Outturn	230,600	
2004/05 Estimate		261,000

SERVICE STATISTICS

	<u>2003/04</u> <u>Estimate</u>
Planning Applications captured actual includes historic planning applications.	2,000
Planning Registrations captured actual includes Building Control best value.	100
Building Control records captured includes records back to 1988.	15,000
Plots from system	5,000

BUDGET NOTES

The government is encouraging the implementation of a National Land Information System that uses a standard property register to uniquely identify all properties in the United Kingdom. This would involve setting up a Local Land and Property Gazetteer that would link into a National Gazetteer. The National Gazetteer could then be accessed by solicitors who could order, pay and then receive Searches electronically. There are considerable resource implications involved in introducing this and a further report will be submitted to the Committee when more information is available.

RUNNYMEDE DIRECT SERVICES

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u>	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries & Wages	78,539	76,900	78,900	79,500
<u>Premises Related Expenditure</u>				
Depot Accommodation	6,800	7,600	7,600	6,100
<u>Transport Related Expenditure</u>				
Vehicles & Plant	30,080	25,600	25,600	26,400
<u>Supplies and Services</u>				
Materials, Clothing etc.	5,815	9,300	6,200	6,500
Communications & Computing	1,318	700	700	1,300
<u>Support Services</u>				
Financial Services	3,800	4,200	4,200	3,900
Personnel Services	1,000	1,200	1,200	1,200
<u>Capital Charges</u>				
Capital Charges	100	0	0	0
Gross Expenditure	127,452	125,500	124,400	124,900
<u>INCOME</u>				
<u>Less Recharges</u>				
General Fund	72,250	71,500	73,500	76,000
Housing Revenue Account	2,500	4,000	4,000	4,000
Agency Services	25,000	25,000	25,000	25,700
Costs Recovered	240	0	0	0
Gross Income	99,990	100,500	102,500	105,700
Net Expenditure (Income)	27,462	25,000	21,900	19,200

RUNNYMEDE DIRECT SERVICES

SERVICE DESCRIPTION

Budget Managers: Direct Services Organisation Manager - D. Stedman

Service Function: A management control account for the small residual group established from the former Highways DSO.

Legal Status: Various enactment's allowing discretionary enhancement of the Borough's capabilities.

Policy Objectives: To give a limited emergency planning capability and assist with other tasks.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate - Gross Expenditure	125,500	125,500
Allowance for Inflation		4,100
Salaries reduction offset by an increase in Standby payments	2,000	(2,300)
Provision for materials, clothing etc reduced	(3,100)	(3,100)
Other net changes		700
2003/04 Probable Outturn - Gross Expenditure	124,400	
2004/05 Estimate - Gross Expenditure		124,900

STORES AND PURCHASING

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	68,000	69,300	81,300	83,900
Training & Recruitment	0	500	500	500
<u>Premises Related Expenditure</u>				
Depot Recharge	34,800	40,000	40,000	40,000
<u>Transport Related Expenditure</u>				
Vehicle Recharges	1,763	1,300	1,300	1,400
<u>Supplies and Services</u>				
Printing & Stationery etc.	1,360	1,800	1,800	2,100
Staff Sales	1,421	2,000	2,000	2,000
Computer Maintenance	2,650	2,800	2,800	4,800
<u>Support Services</u>				
Financial Services	8,680	8,500	8,500	12,700
Computer Services	11,000	10,500	10,500	10,400
Personnel Services	1,300	1,700	1,700	1,500
<u>Financing Charges</u>				
Interest on Capital Employed	4,200	4,200	4,200	4,200
Gross Expenditure	135,174	142,600	154,600	163,500
<u>INCOME</u>				
Recharged to Civil Emergency	24,500	26,600	26,600	26,900
Recharges to Services	80,687	65,200	73,800	75,700
Direct Charges to Services	7,200	7,400	7,400	7,600
Income from Staff & Contractors	1,819	2,100	2,100	2,100
Stocktake & Price Adjustments	2,214	0	0	0
Gross Income	116,420	101,300	109,900	112,300
Net Expenditure	18,754	41,300	44,700	51,200

STORES AND PURCHASING

SERVICE DESCRIPTION

Budget Manager: Direct Services Organisation Manager - D. Stedman

Service Function: An effective purchasing and supply function for the whole Council.
The efficient storage and issue of goods which are required on a regular basis.
The provision of supplies which may be necessary in case of emergency.

Legal Status: Local Government Act 1972.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
2003/04 Original Estimate - Gross Expenditure	142,600	142,600
Allowance for Inflation		4,400
Salaries - additional staffing costs	12,000	12,000
Provision for new computer package maintenance		2,000
Other net changes		2,500
2003/04 Probable Outturn - Gross Expenditure	154,600	
2004/05 Estimate - Gross Expenditure		163,500

SERVICE STATISTICS

	<u>2001/02</u> <u>Actual</u> £	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £
Direct Purchasing Purchases	134,000	175,000	180,000
Emergency Store Stock @ 31 March	10,000	10,000	10,000
Main Store Purchases	237,000	240,000	160,000
Stock @ 31 March	43,000	63,000	60,000

RADIO STATION

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	5,800	5,600	5,600	4,200
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	300	100	100	100
<u>Supplies and Services</u>				
Depot Recharge	3,400	2,900	2,900	1,100
Maintenance	2,952	3,000	3,000	3,000
License	205	500	500	500
Purchase of Equipment	0	500	500	500
<u>Support Services</u>				
Financial Services	900	1,000	1,000	1,400
Personnel Services	100	100	100	200
Safer Runnymede Services	4,400	4,700	4,700	5,100
Gross Expenditure	18,057	18,400	18,400	16,100
<u>INCOME</u>				
Less Recharge to Users	18,057	18,400	18,400	16,100
Net Expenditure	0	0	0	0

SERVICE DESCRIPTION

Budget Manager:	Direct Services Organisation Manager - D. Stedman
Service Function:	Provision and maintenance of radio network.
Legal Status:	Various enactment's relevant to the uses of this facility.

TRANSPORT OVERHEADS

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	19,100	19,900	19,900	19,800
Training	141	200	200	200
<u>Premises Related Expenditure</u>				
Depot Recharge	18,100	18,600	18,600	13,900
<u>Transport Related Expenditure</u>				
Car Allowances	1,600	1,600	1,600	1,600
Vehicle Recharge	9,847	5,000	5,000	9,000
<u>Supplies and Services</u>				
General Office Expenses	2,890	1,600	1,600	1,600
<u>Support Services</u>				
Financial Services	8,600	10,300	10,300	15,400
Computer Services	500	600	600	600
Personnel Services	200	300	300	300
Gross Expenditure	60,978	58,100	58,100	62,400
<u>INCOME</u>				
Less Recharged to Vehicles	56,518	58,100	58,100	62,400
Recharges to Services	4,460	0	0	0
Net Expenditure	0	0	0	0

SERVICE DESCRIPTION

Budget Manager:	Transport Officer/Depot Supervisor - M. Webb
Service Function:	Management and supervision of maintenance of Runnymede works vehicles.
Legal Status:	Various enactment's relevant to the use of the vehicle fleet.

CORPORATE AND BUSINESS SERVICES

SUBJECTIVE ANALYSIS

	<u>2002/03</u> <u>Actual</u> £	<u>2003/04</u> <u>Estimate</u> £	<u>2003/04</u> <u>Probable</u> £	<u>2004/05</u> <u>Estimate</u> £
EXPENDITURE				
Employees	1,275,753	918,200	762,900	861,200
Position Statement Initiatives	0	230,000	44,000	192,500
Transport Related Expenditure	49,952	56,900	56,000	55,500
Supplies and Services	1,305,739	1,431,400	1,158,800	1,174,200
Support Services	740,718	826,300	1,460,400	1,335,500
Capital Charges	222,200	203,600	19,900	25,300
Gross Expenditure	3,594,362	3,666,400	3,502,000	3,644,200
INCOME				
Fees and Charges	476,618	465,600	408,900	407,200
Costs & Penalties Recovered	30,175	28,000	32,000	32,000
Government Grants	207,184	137,000	145,200	142,000
Other Income	1,300	500	500	500
Gross Income	715,277	631,100	586,600	581,700
Net Expenditure	2,879,085	3,035,300	2,915,400	3,062,500

Expenditure Analysis 2004/05 Estimates

