

A/c Code	Description	Centre	Description	Budget Notes
1200	Grants Income	100	Professional Services & Admin	Generally grants received would be offset against specific projects and activity.
4001	Agency/Contract Staffing	100	Professional Services & Admin	Agency Staff costs otherwise met under code 4000
4003	Contracted Services	100	Professional Services & Admin	Agency staff covering vacancies or contract staff.
4480	IT Equipment	100	Professional Services & Admin	Rolling upgrade and replacement. Changes likely in year ahead.
4481	Web Sites (FTC, Craft etc)	100	Professional Services & Admin	Refresh of some elements. External costs. New investment scheduled in 24-25.
4482	IT Support	100	Professional Services & Admin	IT support contract plus extra works as required. More use of IT services.
4555	Legal & professional Fees	100	Professional Services & Admin	Combined with professional fees 4585. Legal fees, assets transfers etc.
4560	Bookkeeping, accounts, payroll	100	Professional Services & Admin	Book-keeping, + accountancy month end/year end/payroll costs.
4570	Audit Fees	100	Professional Services & Admin	Covers internal and external audit fees.
1600	Mayor's Charity	110	Governance & Democratic	No budgeted income. Paid into separate Mayor's Charity account and redistributed.
4001	Agency/Contract Staffing	110	Governance & Democratic	Agency Staff costs generally covering vacancies and probationary period for outside staff
4101	Venue hire	110	Governance & Democratic	Covers Annual Town Meeting, celebratory receptions as needed
4130	Insurance	110	Governance & Democratic	New tender effective 2023/24. New long term arrangement started.
4170	Property Maintenance/Refurbish	110	Governance & Democratic	Office and depot
4425	Newsletter/Adverts/Publicity	110	Governance & Democratic	Annual meeting etc. Newspaper/calendar and other promotions at community events
4426	Old Publicity	110	Governance & Democratic	Vantage Point, Residents Guide, newsletter. Now code 4425.
4455	Postages & Distribution	110	Governance & Democratic	Residents' Guide etc
4460	Subscriptions & Memberships	110	Governance & Democratic	Includes NALC/SALC/SLCC/and LGA associate
4525	Members' Training	110	Governance & Democratic	Induction in 2023/24. Additional training as required.
4541	Christmas Civic Carol Service	110	Governance & Democratic	Aim to cover with sponsorship.
4001	Agency/Contract Staffing	120	Office & Customer Services	Agency Staff costs otherwise met under code 4000.
4003	Contracted Services	120	Office & Customer Services	Office cleaning.
4195	Alarms - Fire, Security	120	Office & Customer Services	Fire, intruder and keyholding service.
4800	Grants	130	Grants	Sum is divided between codes after Council decisions. Some grants also covered under Service codes.
4801	Grant - Farnham Maltings	130	Grants	Awaiting recommendation - included in 4800 code.
4802	Grant - Citizens Advice Bureau	130	Grants	Awaiting recommendation - included in 4800 code.
4803	Grant - 40 Degreez	130	Grants	Awaiting recommendation - included in 4800 code.

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4804	Small Grants	130	Grants	Up to £250 during the year per request where no Community grant in same year.
4808	Hoppa	130	Grants	Awaiting recommendation - included in 4800 code.
4809	Gostrey Centre	130	Grants	Awaiting recommendation - included in 4800 code.
4821	Elections	141	Elections	Goes to earmarked reserve. Typical cost of full shared election now around £40,000.
1200	Grants Income	142	Neighbourhood Plan	May be some funding available from Locality towards NP Review
4000	Salaries	142	Neighbourhood Plan	Could increase significantly based on workload.
4001	Agency/Contract Staffing	142	Neighbourhood Plan	Covers advice for Neighbourhood PLan/Local Plan issues. More for review in reserves.
1900	Precept	150	Other Operating Income/Costs	Council Tax base 18,231. (98% collection rate) Oct 2023 (up from 17973.5 at £73.21 in 2022/23)
1905	Local Parish Council Tax Grant	150	Other Operating Income/Costs	Grant phased out in 2022/23
1910	Interest Received	150	Other Operating Income/Costs	interest on investments assumes increasing rates. c 5%.
1911	Dividends received	150	Other Operating Income/Costs	Local authority property Fund. Income holding up. Future dividends uncertain.
4002	Actuarial Contribution	150	Other Operating Income/Costs	Triennial Actuarial Review due 2025.
4910	Loan Repayments	150	Other Operating Income/Costs	Public Works Loan Board fully repaid. If FTC were to borrow for major capital project impact.
1999	Miscellaneous Income	155	Covid-19	Ad hoc Grants for supporting hardship. Ringfenced.
4000	Salaries	155	Covid-19	Management of Support Fund.
4425	Newsletter/Adverts/Publicity	155	Covid-19	Hardship fund and other promotion.
1000	Hall & Room Lettings Income	160	Wrecclesham Community Centre	Review of Lease due in 2023/24.
4170	Property Maintenance/Refurbish	160	Wrecclesham Community Centre	Covers FTC landowner's responsibilities
4195	Alarms - Fire, Security	160	Wrecclesham Community Centre	Fire and intruder alarms and keyholding service for landlord.
4440	Telephones	160	Wrecclesham Community Centre	Covers security/CCTV bandwidth cost
4440	Telephones	170	Community Development	Covers high bandwidth broadband for CCTV monitoring
4806	Hale Community Centre/Sandy Hi	170	Community Development	Awaiting recommendation - included in 4800 code. Other activity funded from Services.
4120	Energy Costs	171	Community Safety & Well-being	CCTV cameras

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4190	CCTV / crime prevention	171	Community Safety & Well-being	Camera repairs/maintenance/improvement.
4196	Crime Prevention	171	Community Safety & Well-being	Community Group disbanded. Costs covered elsewhere
4807	Environmental/community Initia	175	Localism - New Initiatives/Pro	Towards climate challenge/community initiatives and top up for principal authority services
4182	Equipment Purchase	176	Younger People projects	New cost centre for Younger people projects
4630	Events Costs	176	Younger People projects	Primarily events organised or supported by FTC.
4800	Grants	176	Younger People projects	Used for additional grant to 40 Degreez outreach.
4811	Youth Initiatives	176	Younger People projects	Growth item in budget for 2024/25. Spend to be allocated.
4000	Salaries	200	Grounds Services	Increase in sites managed and activity
4001	Agency/Contract Staffing	200	Grounds Services	Staffing costs otherwise met from 4000 200 for temporary cover
4030	Staff Training	200	Grounds Services	Additional costs met from general staff training budget
4070	Protective Clothing	200	Grounds Services	Heath and Safety requirements etc
4175	Graffiti Removal	200	Grounds Services	Due to be tendered.
4195	Alarms - Fire, Security	200	Grounds Services	Alarm system maintenance and monitoring, keyholding at Depot
4205	Waste Disposal	200	Grounds Services	Skips etc for collected flytipping etc
4302	Vehicle Costs - Maintenance	200	Grounds Services	3 vehicles MOT and servicing reflects usage
4310	New Vehicles/Machinery	200	Grounds Services	Replacement programme
4440	Telephones	200	Grounds Services	Depot broadband (cctv) and radios/mobiles.
4460	Subscriptions & Memberships	200	Grounds Services	Surrey Wildlife Trust
4610	Horticultural Supplies	200	Grounds Services	Includes tree guards, compost etc. Expenditure mainly last quarter.
1202	Income - Contributions	201	Highways	No agreement for future funding
1522	Surrey Highways Contract	201	Highways	No agreement for future contributions
4000	Salaries	201	Highways	Collecting flytipping, cleaning signs/bus stops etc.
4175	Graffiti Removal	201	Highways	FTC meets cost of graffiti on highways property (now met under graffiti budget)
4611	Plants/Flowers/bulbs	201	Highways	Programme to machine plant bulbs at entrances to Town
4170	Property Maintenance/Refurbish	205	War Memorial	Repairs and cleaning.

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1201	Sponsorship Income (+VAT)	210	Farnham In Bloom	Target income. 2023 Corporate sponsor reduced to Gold.
1202	Income - Contributions	210	Farnham In Bloom	Targetted contributions for baskets, troughs and planters
1203	Donations - Income	210	Farnham In Bloom	No budgetted income as donations not guaranteed
1990	Insurance claim income	210	Farnham In Bloom	Greenhouse fire 2021.
4003	Contracted Services	210	Farnham In Bloom	In Bloom Video production and misc photography
4020	Additional Staffing & Events	210	Farnham In Bloom	Costs allocated across each event as used
4415	Printing & Design (External)	210	Farnham In Bloom	Leaflets, Briefing packs, judges notes etc
4425	Newsletter/Adverts/Publicity	210	Farnham In Bloom	Children's workshops etc
4540	Civic & Community Functions	210	Farnham In Bloom	Covers launch, awards event, community events etc
4610	Horticultural Supplies	210	Farnham In Bloom	Expenditure covers non-plants related costs.
4611	Plants/Flowers/bulbs	210	Farnham In Bloom	Target to cover by sponsorship income
4613	Community Events/FIB Friends	210	Farnham In Bloom	Covers sustenance for volunteers and miscellaneous expenses
4615	Trees/hedging	210	Farnham In Bloom	Statement trees and hedging replacement
4000	Salaries	220	Other Open Spaces	Increase allows for additional Outside Workforce Team Member
4003	Contracted Services	220	Other Open Spaces	Tree surgery and clearance etc
4830	Blackwater Valley CMS	220	Other Open Spaces	Annual contribution for advice and work done in area.
1204	Bookings/Hire	225	Gostrey Meadow	Primarily relates to coffee/ice cream concessions
1202	Income - Contributions	230	Library Gardens	Seeking new contract for 23/24 ...not agreed. Will be offset by increased expenditure.
1080	Allotment Rents Income	240	Allotments	Assumes 5% (£3) per annum increase October 2024.
1081	Allotment admin fee	240	Allotments	£50 admin fee for new tenancies
1209	Seeds income	240	Allotments	Offset by expenditure
4130	Insurance	240	Allotments	Public liability for allotment holders. Recharged
4140	Office costs / consumables	240	Allotments	Annual lecture and meetings.
4170	Property Maintenance/Refurbish	240	Allotments	New fence for Six Bells 2023/24
4415	Printing & Design (External)	240	Allotments	Newsletter, show booklets etc
4455	Postages & Distribution	240	Allotments	Newsletter etc
4614	Allotment seed costs recharged	240	Allotments	Met from income.

Budget Notes

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4000	Salaries	250	Public Conveniences	Contract management and oversight
4001	Agency/Contract Staffing	250	Public Conveniences	Contract for offices and conveniences cleaning.
4003	Contracted Services	250	Public Conveniences	Contract for offices and conveniences cleaning.
4120	Energy Costs	250	Public Conveniences	Outstanding sum owed by WBC for car park energy
4170	Property Maintenance/Refurbish	250	Public Conveniences	Any underspend 23/24 to go for 24/25 project
4176	Cleaning consumables	250	Public Conveniences	FTC now responsible for cleaning again
1300	Banners Income	260	Town Centre & Rural Dev	Income offsets costs - aims for breakeven
4175	Graffiti Removal	260	Town Centre & Rural Dev	Graffiti service due to be tendered.
4650	Street Furniture	260	Town Centre & Rural Dev	Replace finger posts, bus stops etc vinyl wrapping
4655	Banners	260	Town Centre & Rural Dev	Installation costs met by income
1245	Advertising income	300	Tourism	Relates to brochures/ Residents' Guide
4000	Salaries	300	Tourism	Split allocation with events 310
4415	Printing & Design (External)	300	Tourism	New Visitor Guide and Residents' Guide, walks leaflets
4455	Postages & Distribution	300	Tourism	Deliver residents' guide or leaflets to every household
4460	Subscriptions & Memberships	300	Tourism	Visit surrey
4805	Farnham Carnival	300	Tourism	Shared weekend with Picnic in the Park - now shown in code 311
1200	Grants Income	301	Hidden Heritage Project	One-off project. Completed in 2019.
1204	Bookings/Hire	302	West Street Market	Contributions from 3rd party organisers
4020	Additional Staffing & Events	302	West Street Market	Partly offset by event income
1201	Sponsorship Income (+VAT)	310	Events	Sponsorship allocated to individual events.
4000	Salaries	310	Events	Staff time for tourism/business support/ BID activity
4020	Additional Staffing & Events	310	Events	Costs generally allocated across each event as used
4600	Tourism Developments & Events	310	Events	Allows for new developments
4630	Events Costs	310	Events	Emerging events

Budget Notes

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1202	Income - Contributions	311	Carnival Weekend (prev PITP)	Stall income
1203	Donations - Income	311	Carnival Weekend (prev PITP)	No budgetted income as donations not guaranteed
4020	Additional Staffing & Events	311	Carnival Weekend (prev PITP)	Costs allocated across each event as used
4702	Equipment hire/replacement	311	Carnival Weekend (prev PITP)	Staging, toilets etc.
4003	Contracted Services	312	Food Festival	Road closure, First aid etc.
4020	Additional Staffing & Events	312	Food Festival	Temporary help for event (staff/external) paid from events.
1202	Income - Contributions	313	Music in the Meadow / Vineyard	Stall income
4020	Additional Staffing & Events	313	Music in the Meadow / Vineyard	Costs allocated across each event as used
4625	Entertainment - Performers	313	Music in the Meadow / Vineyard	Contributions for performers. incl Music in Vineyard.
1201	Sponsorship Income (+VAT)	314	Christmas Switch-on	Total split between Christmas activities
1204	Bookings/Hire	314	Christmas Switch-on	Stall income
4020	Additional Staffing & Events	314	Christmas Switch-on	Temporary help for event (staff/external) paid from events
4702	Equipment hire/replacement	314	Christmas Switch-on	Staging, toilets etc.
4415	Printing & Design (External)	315	Heritage Open Days	Brochure paid for by FTC
1201	Sponsorship Income (+VAT)	316	Christmas Market	Total between Christmas activities
1204	Bookings/Hire	316	Christmas Market	Stall income
4003	Contracted Services	316	Christmas Market	Road Closure, first aid, compere etc
4020	Additional Staffing & Events	316	Christmas Market	Temporary help for event (staff/external) paid from event code.
4702	Equipment hire/replacement	316	Christmas Market	Staging, toilets etc.
1203	Donations - Income	317	Spring & Sustainability Festiv	No budgetted income as donations not guaranteed
1204	Bookings/Hire	317	Spring & Sustainability Festiv	No budgetted income as stall fees go to Farnham Community Farm
4020	Additional Staffing & Events	317	Spring & Sustainability Festiv	Costs for temporary help for event (staff or external)
4702	Equipment hire/replacement	317	Spring & Sustainability Festiv	Event shared with Community Farm. Stall income to them.
1201	Sponsorship Income (+VAT)	318	Gin & Fizz Festival	Based on one day event held in community building

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1204	Bookings/Hire	318	Gin & Fizz Festival	Based on similar event to 2023
1205	Ticket sales	318	Gin & Fizz Festival	Based on 2 sessions. Similar to 2023. Event not yet confirmed.
4020	Additional Staffing & Events	318	Gin & Fizz Festival	Temporary help for event (staff/external) paid from event code.
4101	Venue hire	318	Gin & Fizz Festival	Hire of venue or staging etc for Gostrey depending on location
4415	Printing & Design (External)	319	Walking Festival	Brochure
1204	Bookings/Hire	320	Farmers' Market	£40 per pitch
4025	Farmers' Market Supervision	320	Farmers' Market	Set up, market management and dismount
4415	Printing & Design (External)	320	Farmers' Market	Some shared cost with Surrey markets
4425	Newsletter/Adverts/Publicity	320	Farmers' Market	Banners, adverts etc
4461	Licences	320	Farmers' Market	Waverley Borough Council charge of £10 per stall per market, plus other licences
1201	Sponsorship Income (+VAT)	321	Literary Festival	New event. 3rd year.
4003	Contracted Services	321	Literary Festival	Co-ordinator honorarium/costs
4101	Venue hire	321	Literary Festival	Venue hire, Staging, sound hire etc
1200	Grants Income	330	Christmas Lights	Some contributions possible but not certain. Tender planned for 2024
1201	Sponsorship Income (+VAT)	330	Christmas Lights	Looking to replace lights in 2024/25
4641	Christmas Lights Install/Store	330	Christmas Lights	New scheme 2024/25. Could be part lease/own. Annual cost now c£80k
4643	Christmas Lights 2023	330	Christmas Lights	Sinking fund for new scheme.
1200	Grants Income	350	Craft Town/Craft Cities	Residency Contribution South Street Trust
4001	Agency/Contract Staffing	350	Craft Town/Craft Cities	Co-ordinator for World Craft Town and Craft Month
4003	Contracted Services	350	Craft Town/Craft Cities	Additional filming vignettes of makers
4425	Newsletter/Adverts/Publicity	350	Craft Town/Craft Cities	Social media, Round and about, Surrey ad
4482	IT Support	350	Craft Town/Craft Cities	Website support etc
4540	Civic & Community Functions	350	Craft Town/Craft Cities	Launch etc
4630	Events Costs	350	Craft Town/Craft Cities	Craft month panel, heritage crafts demos
1030	Commercial Lettings Income	400	Cemeteries	West Street Chapel Lease.

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1100	Interment Fees Income	400	Cemeteries	Income fluctuates.
1105	MOJ Reclaim/Grant	400	Cemeteries	New legislation allows reclaim for infant burials.
1120	Grave Purchases Income	400	Cemeteries	Income fluctuates. Discount for Farnham residents.
1130	Memorials Income	400	Cemeteries	Income fluctuates.
4001	Agency/Contract Staffing	400	Cemeteries	Additional maintenance bought in
4003	Contracted Services	400	Cemeteries	Trees, repairs etc
4115	Water Charges	400	Cemeteries	Reflecting cemetery water costs
4170	Property Maintenance/Refurbish	400	Cemeteries	Ongoing programme to improve paths, railings etc
4205	Waste Disposal	400	Cemeteries	Special waste
4220	Memorials & Plaques	400	Cemeteries	Offset by income.
4225	Cemetery Memorial Maintenance	400	Cemeteries	Memorial fixing programme
4482	IT Support	400	Cemeteries	Epitaph software
4611	Plants/Flowers/bulbs	400	Cemeteries	Investing in greening of cemeteries.
1920	Sale Of Assets	901	Green Lane Chapel	Sale of Green Lane Chapel - balance in ringfenced reserve
4003	Contracted Services	903	Hale Chapels	Capital project - completed
4003	Contracted Services	921	Central Carpark Toilets Proj	Capital project - Completed.
4003	Contracted Services	922	UCA Riverside Sculpture Proj	Commission funded by UCA Section 106 funding.
1203	Donations - Income	930	Farnham Support Fund (covid+)	Community contributions to Hardship Fund. Ringfenced for grants.
4815	Hardship Fund Grants	930	Farnham Support Fund (covid+)	Ringfenced and covered by grant income/earmarked reserve unless specific extra allocation by FTC
4999	Miscellaneous Expenses	930	Farnham Support Fund (covid+)	Hardship grants/ related support, met from donated income
4003	Contracted Services	935	Business Improvement District	Covers Mosaic and co-ordinator partly funded by grant income.
1060	Section 106 contributions	950	S106 and CIL	Applied to £19,500 sculpture, £10,500 ironstones, £3,200 signs.
1065	Community Infrastructure Levy	950	S106 and CIL	Income for specified projects ...to be offset by expenditure. Goes to Earmarked reserve
4000	Salaries	950	S106 and CIL	Estimated cost of administration of Task Group and projects run by FTC

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Farnham Town Council
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