

Budget and Medium Term Financial Strategy 2015/16

# Service Budget Coding



# 2015/16 Controllable Service Budgets

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# Code of Financial Management

The 2015/16 Code of Financial Management includes a number of changes; reflecting both procedural changes to financial management and to reflect the new management structure.

Where previously the code stated:

- i. Head of Resources; this is now the Responsible Financial Officer; as the designated Section 151 officer (Local Government Act 1972) and Responsible Financial Officer (Accounts and Audit Regulations 2011), and
- ii. The Corporate Director (Services); this is now the Monitoring Officer
- iii. Medium Term Plan and Financial Strategy; this is now the Medium Term Financial Strategy

The main changes to the Code of Financial Management are summarised below. However, the list does not include the post title changes noted above as this would distract from the aim of showing only the "main changes".

Paragraph	Section	Summary of the Changes
1.12	Budget Managers	Removal of references to the previous annexes A, B and C. The relevant budget requirements are now included within this section. Revised vacant post authorisation process. Inclusion of the capital authorisation process Simplification of the Budget Managers guidance for the annual budget efficiency roles.
2.	Financial and Service Planning	Update of the annual financial cycle to reflect the revised financial reporting process.
3.1	Financial Monitoring	Clarification that the Financial Performance Monitoring Suite (FPMS) will be reported to Cabinet on a quarterly basis and to Corporate Management Team (CMT) on a monthly basis.
3.2	Commitments to Expenditure in future years	Clarification of the revised budget commitments rules.
3.3	Grants, Cost sharing and S106/CIL agreements	Inclusion of the revised capital approval process.
3.6	Budget Virements	Consistent use of correct terminology for virements. Removal of the budget types as these are no longer relevant. Revised process for budget virements and the removal of references to the previous Annexes. Inclusion of a material virement amount per budget to reduce the administration associated with minor virements (i.e. less than £4,000 per budget).
3.7	Re phasing of Expenditure	Removed as no longer relevant to the revised budget process.
3.8	Price Base Changes	Clarification and responsibility for the inclusion of inflation in budgets.
3.9	Capital Programme	Revision of the capital approval process.

4.4	Payments	Inclusion of the restriction that all Direct Debits and Standing Orders require the approval of Deputy Responsible Finance Officer (DRFO) before they are initiated.
6	Assets	Inclusion of a caveat that this process will be review within the next year therefore has not been updated.
Annex A B C		Removed and where necessary information has been included in the appropriate section.

## 1. FINANCIAL RESPONSIBILITIES

### 1.1 General

Before any proposal that affects the Council's financial position is made the body or person(s) responsible for making that decision, or for making a recommendation to that body or person(s), shall consider a written report, approved by the Responsible Financial Officer, detailing the financial implications.

### 1.2 The Council

Will:

- determine the Council's Medium Term Financial Strategy (MTFS), approve the annual budget
- set the level of the council tax.
- approve the Council's Treasury Management Strategy and Prudential Indicators.
- approve changes to this Code.

### 1.3 The Corporate Governance Panel

Will:

- ensure that the financial management of the Council is adequate and effective.
- ensure that the Council has a sound system of internal control including arrangements for the management of risk.
- consider the Council's Code of Corporate Governance and approve the annual statement.
- approve the internal audit charter and the annual internal audit plan and comment on the external audit plan.
- approve the Council's final accounts before publication.
- consider reports from the external auditor.
- recommend changes to this Code to the Council.

### 1.4 The Cabinet:

Will:

- propose to the Council:
    - the Medium Term Financial Strategy
    - the annual budget and council tax level
    - a combined annual report including the Treasury Management Strategy, Treasury Management Policy and Prudential Indicators
- after considering the views of the appropriate Overview and Scrutiny Panel and representatives of the business community.
- set financial priorities, allocate and re-allocate resources in accordance with the limits in this Code, monitor and review financial performance.
  - approve the risk management strategy

### 1.5 Overview and Scrutiny Panels

Will contribute to the development of, and review the effectiveness of, the Council's Medium Term Financial Strategy, Treasury Management and annual budget.

### 1.6 Cabinet, Panels and Working Groups

Will ensure that all decisions within their remit are made within the relevant budgets and are

consistent with achieving the Council's objectives. If they wish to make proposals that will require additional resources, these will need to be subject to Officers, the Cabinet or the Council making these available in accordance with this Code.

### **1.7 Members and Employees**

Will contribute to the general stewardship, integrity and confidence in the Council's financial affairs and comply with this Code and any systems, procedures, or policies relating to the financial management of the Council.

Specifically, they shall bring to the attention of the Responsible Financial Officer any act or omission that is contrary to the provisions of this Code or the maintenance of high standards of financial probity, and provide information or explanation on matters within their responsibility to him/her, the Monitoring Officer, Internal Audit Service or the Council's external auditors.

Any member or employee who is involved in a transaction with the Council, or who has an interest in a transaction between a third party and the Council, shall declare the nature and amount to the Council's Monitoring Officer before any decision on the matter is made by the Council. The Monitoring Officer will advise the member or employee of any actions they should or must take.

For the purpose of this section an interest also includes any interest of a member of your family or a close associate or acquaintance. This shall be interpreted as anyone whom a reasonable member of the public might think you would be prepared to favour or disadvantage.

### **1.8 The Monitoring Officer or, in his/her absence, the Deputy Monitoring Officer.**

Will report to the Council on any proposal, decision or omission that in his/her view is likely to result in a contravention of the law or any code of practice enacted under it, fails to comply with a legal duty, represents maladministration or is unjust, in accordance with section 5 of the Local Government and Housing Act 1989.

For these purposes he/she shall have full and unrestricted access to all Council assets, systems, documents, information, employees and Members.

### **1.10 The Responsible Financial Officer or, in his/her absence, the Deputy Responsible Financial Officer.**

Will be responsible for the proper administration of the Council's financial affairs, prescribe appropriate financial systems, protocols, procedures and policies, maintain an internal audit service and report to the Council in the event of a decision or action leading to unlawful expenditure, a loss or deficiency or an unlawful accounting entry (in accordance with section 151 of the Local Government Act 1972, section 114 of the Local Government Act 1988 and the Accounts and Audit Regulations).

Will be responsible for ensuring the final accounts are completed and published by the statutory dates and reporting the details of any material amendments specified by the external auditor to the Corporate Governance Panel.

For these purposes he/she shall have full and unrestricted access to all Council assets, systems, documents, information, employees and Members.

### **1.11 The Deputy Responsible Financial Officer** will be responsible for detailed and operational aspects of the administration of the Council's financial affairs on behalf of the Responsible Financial Officer, approving new financial systems and undertaking such duties as are set out in this Code.

## 1.12 Budget Managers (Service Managers, Heads of Service, Corporate Directors and Managing Director)

The Council's management structure is based on Service Managers, Heads of Service, Corporate Directors and the Managing Director taking responsibility for a service and its related budget. For the purpose of this Code they are referred to as Budget Managers. Whilst they retain ultimate responsibility they will often delegate appropriate tasks to their members of staff.

The Budget Manager responsible for a budget:

- will be responsible for proper financial and resource management and the prevention of fraud and corruption within the services and functions under their control.
- will be responsible for preparing and submitting the Capital Project Appraisal form to the Finance Governance Board for approval.
- will be responsible for developing and submitting a detailed business case to the Finance Governance Board (following approval of the Capital Project Appraisal form).
- will be responsible for informing the Internal Audit & Risk Manager of all suspected or notified cases of fraud, corruption or impropriety.
- may incur financial commitments and liabilities in accordance with this Code, the Council's Scheme of Delegation and resources allocated in their budgets. In particular they may make purchases of goods and services, subject to the requirements of the Code of Procurement, and employ staff, in accordance with HR policies and any CMT requirements.
- will need the approval of CMT for the recruitment of all vacant posts. The Authorisation for Filling Vacancies form should be used for this purpose.
- will be responsible for regular and effective monitoring and forecasting of the financial position relating to their services.
- Will, in accordance with the risk management strategy determine the inherent risks within their services, to the achievement of the Council's priorities and establish, maintain and document adequate systems of risk management and internal control, in consultation with the Internal Audit Service, and ensure that relevant employees or Members are familiar with such systems.
- will be responsible for providing in a timely manner, the information necessary to ensure that the final accounts can be completed by the statutory deadlines.
- will be responsible for seeking improvements in the efficiency of their services and in discussion with their Service Accountant, ensuring that any budget adjustments are included in the following years budget process.
- will be responsible for identifying opportunities and then bidding for grants or contributions from other bodies to support the achievement of the Council objectives through their services.
- annually review their services to identify any aspects that are not currently charged for, but could be and the appropriateness of the current charges.
- annually review their fees and charges in consultation with the Executive Councillor(s), with any changes being included in and approved with the annual budget. Changes within the financial year will be subject to consultation with the Executive Councillor(s) and approval by Council. In doing so, they:
  - shall ensure that relevant legislation that specifies the charges to be made or constrains them in any way is complied with.
  - shall, after having regard to the charges of any alternative service providers with whom the Council is competing, seek to maximise income, net of applicable costs, unless it will have a clearly detrimental impact on the achievement of the Council objectives.
  - may introduce differential pricing to particular client groups where these are expected to stimulate demand and generate additional net income which would otherwise not be obtained.
  - may set prices lower than could be reasonably achieved if this is demonstrably the most cost effective way of achieving Council objectives and the necessary funding is available. Use of this option requires approval of Cabinet or both the Executive Councillor for Resources and of the

relevant service.

- may set fees and charges that allow an element of discretion if it can be demonstrated that this will lead to an overall benefit to the Council. It is important that any use of discretion is recorded so that it can be clearly shown that decisions have been made fairly and consistently.
- shall keep appropriate records to demonstrate that the required actions have been undertaken and how the decisions were reached.

### **1.13 Internal Audit**

Will be responsible for providing an independent and objective opinion on internal control, risk management and governance systems. It will act in accordance with the internal audit charter and undertake reviews that focus on areas of greatest risk to the Council's control environment as contained within a programme agreed annually by the Corporate Governance Panel after consultation with the Responsible Financial Officer and Budget Managers.

For these purposes internal audit shall have free, full and unrestricted access to services and functions and all Council assets, systems, documents, information, employees and Members. All employees are required to assist internal audit to carry out its role.

## **2. FINANCIAL AND SERVICE PLANNING**

### **2.1 In the Summer - Overall Review**

The Cabinet shall review the financial performance of the Council in the previous year, compared with the annual budget, on the basis of the Provisional Outturn report prepared by the Deputy Responsible Financial Officer in conjunction with Budget Managers.

### **2.2 In the Autumn – Preparation of the draft budget and MTFS**

The Responsible Financial Officer in conjunction with Budget Managers will review and prepare the draft annual budget and the MTFS for review by Cabinet after consultation with the relevant Overview and Scrutiny panel.

### **2.3 In the Winter - Annual Budget, MTFS and Service Plans**

The Cabinet shall, after consultation with the relevant Overview and Scrutiny Panel, recommend to the Council an annual budget for the next financial year and a MTFS for the succeeding four years, incorporating both capital and revenue expenditure, which is consistent with corporate and service strategies. Following approval of the annual budget each Budget Manager shall update their Service Plan(s) to reflect the approved budget and how the resources allocated will be used to meet service objectives in the forthcoming year.

### **2.4 In the Spring – Annual Finance Report**

The Deputy Responsible Finance Officer in conjunction with the Budget Managers will prepare the Annual Financial Report. The Annual Financial Report includes the statutory annual accounts which subject to external audit will be approved by both the Responsible Finance Officer and Corporate Governance Panel.

## **3. CONTROLLING FINANCIAL PLANS**

### **3.1 Financial Monitoring**

Budget Managers will be responsible for regular and effective monitoring and forecasting of the financial position relating to their services. Where it is identified that there will be a significant overspend, this will be promptly reported to the Responsible Financial Officer by the Budget Manager. If it is considered necessary by the Responsible Financial Officer, the Budget Manager may have to report directly to the Corporate Management Team.

The Corporate Management Team will review, on a monthly basis, the Financial Performance Monitoring Suite (FPMS). The FPMS will be reported to Cabinet on a quarterly basis. The FPMS will



be prepared by the Deputy Responsible Financial Officer, in consultation with each Budget Manager and will include the following:

- Headline summary of financial performance.
- Financial Performance Summary including impact on reserves.
- Head of Service Budget Monitoring summary including variance analysis.
- Capital programme financial summary.
- Financial Dashboard.

The Financial Dashboard is a high-level financial reporting tool and will include the following for the current financial year:

- Forecast Revenue Income and Expenditure analysis, including a subjective analysis of gross expenditure.
- Forecast Capital gross and net income and expenditure, including how the budget has changed from month-to-month and how the capital programme is to be financed.
- Analysis of Sundry Debtors, including an indication of changes in the Bad Debt Provision.
- Forecast on the net cost of the Council Tax Support Scheme.
- Forecast collection of Non-Domestic Rates and Council Tax.
- Achievement of New Homes Bonus.

### **3.2 Commitments to Expenditure in Future Years**

No new commitment to expenditure beyond the current budget year may be made unless it:

- is consistent with the achievement of the Council's objectives and other relevant strategies, and
- is compatible with the Council's Medium Term Financial Strategy.

If the Budget Manager has any concerns about their proposal meeting these requirements they must consult the Deputy Responsible Financial Officer.

### **3.3 Grants, Cost Sharing and S106/CIL agreements**

Where a Budget Manager proposes to take advantage of:

- receipts of grants, contributions and other forms of external funding, or
- enter cost sharing arrangements,

with other organisations, and where such arrangements will deliver additional or improved services, consistent with their Service Plan without creating any current or future commitment to net expenditure they may do so subject to:

- the relevant Head of Service being satisfied that the project funding meets with Corporate Objectives and that the resource required to produce the bidding documents is reasonable.
- the funds being dependent upon a particular project or service being provided but, in the case of S106/CIL agreements, the location or some other aspect is at the Council's discretion.
- informing the Deputy Responsible Financial Officer of the details.
- consulting the relevant Executive Councillor(s) if the proposal exceeds £30,000 revenue or £50,000 capital in any one year with any capital having been previously agreed by the Finance Governance Board or on any discretionary element of a S106/CIL sum.

A Budget Manager may utilise sums of money received under S106/CIL, or equivalent agreements where there is no discretion. The Deputy Responsible Financial Officer should be informed of the details. The Budget Manager must also supply the Deputy Responsible Financial Officer with:

- a copy of all information that supports the grants received (grant letter etc) so a decision can be made in respect of the correct accounting treatment.
- documentation confirming how they plan to meet any grant conditions.

### **3.4 Approvals for additional spending with a net impact**

The Managing Director, or in his/her absence, the Responsible Financial Officer, may incur expenditure for the immediate alleviation of hardship or suffering in the case of peacetime emergency in the District. Any exercise of this power must be reported to the Cabinet (under £350,000) or the Council (over £350,000) at the first opportunity.

The Managing Director, or in his/her absence, the Responsible Financial Officer, may incur expenditure of up to £350,000 for any purpose which is urgent and demonstrably in the Council's best interests to do so following consultation with the Executive Leader or Deputy Executive Leader. Any exercise of this power must be reported to the Cabinet at the first opportunity.

Proposals for increases to the total allocated to a budget in the current year (Supplementary Estimates) and their impact in future years may be approved by the Cabinet subject to the revenue impact not exceeding £350,000 in aggregate in any financial year. Once such approvals have been reported to Council the Cabinet's limit will be re-set. A transfer of a sum from capital to revenue will have a revenue impact and so will count as a request for additional spending.

In all other cases the approval of the Council will be required.

### **3.5 Approvals for additional spending with compensating savings**

Proposals that require initial funding but will then result in net surpluses or savings that are at least sufficient to produce a break-even position will be supported in principle if they are:

- consistent with increasing the achievement of the Council's objectives and compatible with relevant Strategies.
- achievable within the Council's Financial Strategy.
- supported by a robust business case which includes a risk assessment.
- supported by the Chief Officers' Management Team.

The Responsible Financial Officer may approve such a scheme following consultation with the relevant Executive Councillor for the service and the Executive Councillor for Resources. The relevant budget(s) and MTFS will be appropriately adjusted.

### **3.6 Budget Virements**

The process of moving budget resources between different areas within the budget year is called a virement. The virement of resources within, or between, any of the types of budgets is supported in principle when it will make it more likely that the Council will achieve its service objectives and targets or enhance value for money. There does, however, need to be some limitations for effective financial management and to ensure that Executive Councillors, Cabinet and Council are aware of and involved in, the more significant changes or where there is a financial implication.

These limitations are:

- The salary budgets (Pay, National Insurance and Pension) represent the Councils approved establishment list. As such the salary budgets cannot be vired to other areas of the budget. A positive salary budget variance may be used to cover the additional temporary staffing costs incurred due to vacant posts.
- The Corporate Finance budgets are those budgets that are necessary to the operation of the Council and have limited controllability. Such budgets included with this area are; Minimum Revenue Provision, Interest, Pension liability and Levies.

A Budget Manager may approve a budget virement within and between the budgets they are responsible for providing it is:

- Consistent with increasing, or at least maintaining the achievement of service objectives and compatible with the Council's Financial and other relevant Strategies.

- Not to or from a pay, NI or pension contributions budget unless it is a movement of establishment posts to another service as part of a service restructure.
- Not from capital to revenue.
- Notified to the Deputy Responsible Financial Officer.
- Each virement is over £4,000 within each service.
- Within the following limits if between service budgets:
  - Revenue to revenue £75k
  - Revenue to capital £75k
  - Capital to capital £75k

The **Corporate Management Team** may, subject to the same criteria, except for the enhanced limits shown below, approve budget virements between any budgets:

- Revenue to revenue £150k
- Revenue to capital £150k
- Capital to capital £150k

**Cabinet** may approve budget virements of up to:

- Revenue to revenue £350k
- Revenue to capital £350k
- Capital to capital £350k

In all cases, any previous transfers in the same financial year relating to those budgets shall be aggregated for determining whether the limit has been exceeded, however once the impact of any approval has been included in a relevant financial report to Council, the relevant limit will be re-set.

In all other cases the approval of the Council will be required.

### 3.7 Price Base Changes

Inflation will be included, if necessary during the budget process as directed by the Responsible Finance Officer.

### 3.8 Capital Programme

The Finance Governance Board will review and make recommendations on the ranked capital programme plan to CMT. CMT will determine if a full business case for the schemes shall be developed.

Full Business cases will be reviewed by the FGB who will recommend to CMT those schemes to be included in the MTFS and be approved by Cabinet.

FGB may recommend changes to existing schemes or the introduction of new schemes during the financial year based on the performance of, or delays incurred within the delivery of the approved capital programme plan. Changes to the schemes in the MTFS will be approved by Cabinet.

## 4. CASH AND CREDIT MANAGEMENT

### 4.1 Banking

The Responsible Financial Officer is responsible for all Council banking arrangements and shall maintain an account(s) with an appropriate bank(s) as defined in the Treasury Management Strategy. All transactions involving income or expenditure shall be dealt with through the Council's bank account(s).

## 4.2 Income

All employees receiving money (including cash, cheques, credit card payments etc.) must comply with the relevant procedures issued by the Head of Resources to ensure that the sums are properly recorded, receipted and banked.

No cash payment in excess of £1,000 will be accepted.

The Head of Customer Services will manage the Council Tax and Non-Domestic Rating collection service on behalf of the Council; including the billing and debt recovery procedures.

The Deputy Responsible Financial Officer shall manage a sundry debt collection service on behalf of the Council and all sums due must be registered by raising an invoice on the Council's Financial Management System.

All Budget Managers are required to ensure that:

- Invoices are raised promptly.
- The income team are advised promptly of any required invoice adjustments.
- Invoice queries are answered promptly.
- The income team are informed of any information that may affect the recovery of any invoiced sums.
- They periodically consider, in liaison with the income team, whether there would be a more effective or efficient way of collecting sums due (e.g. cash in advance).

## 4.3 Treasury Management

All Treasury Management activities will be undertaken in accordance with the Council's annual Treasury Management Strategy, which includes its policies, objectives, approach to risk management and its prudential indicators. The Strategy will comply with the Code of Practice for Treasury Management and the Prudential Code for Capital Finance, both published by the Chartered Institute of Public Finance and Accountancy (CIPFA), and reflect any published Government advice.

The Council shall have overall responsibility for Treasury Management and will formally approve the annual Treasury Management Strategy and receive an annual and mid-year report on treasury management activities.

The Cabinet will be responsible for the implementation and regular monitoring of treasury management activity. The Treasury Management and Investment Group will include:

- the Executive and Deputy Leaders and the Executive Councillor responsible for resources. Other members can be co-opted onto the group at the discretion of the Executive Leader.
- the Managing Director, the Responsible Financial Officer and the Deputy Responsible Financial Officer. Other officers can be co-opted onto the group at the discretion of the Managing Director or the Responsible Financial Officer.

The Overview and Scrutiny (Economic Well-being) Panel will be responsible for the scrutiny of treasury management.

The execution and administration of treasury management is delegated to the Deputy Responsible Financial Officer who will establish treasury management practices for the operation of the function which will ensure compliance with the Strategy and create appropriate systems of monitoring and control.

## 4.4 Payments

All payments must be made either:

- through the Council's purchase ledger system, with payments being made direct to the supplier's

bank account wherever this is practicable.

- by procurement card.
- by direct debits or standing orders (after agreement from the Deputy Responsible Finance Officer).
- by some other system specifically approved by the Deputy Responsible Financial Officer.

In each case complying fully with the relevant procedures for that system (e.g. appropriate authorisation), particularly the requirement to obtain official VAT receipts, as determined by the Deputy Responsible Financial Officer. Advice can be sought from the Deputy Responsible Finance Officer.

## **5. ACCOUNTING PROCEDURES**

### **5.1 Best Practice**

The Council will follow the best practice guidance contained in the Accounting Code of Practice and other relevant publications produced by CIPFA in the preparation and maintenance of its accounts.

### **5.2 Annual Financial Report**

The Annual Financial Report (formerly the Statement of Accounts) shall be presented to the Corporate Governance Panel for approval within the prescribed statutory timescale.

### **5.3 Records**

Each Budget Manager is responsible for maintaining records of financial transactions and commitments and employee time, in forms agreed with the Deputy Responsible Financial Officer, and for ensuring that all financial transactions are properly recorded in the appropriate financial period and to an appropriate account within the Council's Financial Management System. Each Budget Manager is responsible for ensuring that the Financial Management System is used only by authorised individuals and for proper council purposes.

In respect of all contractual payments where the contract was required to be recorded on the Contracts Register in accordance with paragraph 3.1 of the Code of Procurement, the Budget Manager shall ensure that all invoices or payment records authorised for payment shall include in the 'Our Reference' field in Council's Financial Management System the unique Contract Register reference. This number shall be in the same format/style as allocated by the Contract Register.

### **5.4 Retention of Documents**

Documents required for the verification of accounts, including invoices, shall be retained in a retrievable format for any statutory period, or otherwise for six years or such other time that is specified by the Deputy Responsible Financial Officer.

### **5.5 Contingent Assets and Liabilities**

Any Officer who is aware of a material and outstanding contingent asset or liability shall notify the Deputy Responsible Financial Officer, who shall include details in the Council's accounts or in a Letter of Representation to be presented to the Council's external auditors in respect of those accounts.

### **5.6 Stock**

The Deputy Responsible Financial Officer shall determine, after consultation with the relevant Budget Manager, when Stock accounts shall be maintained. This will normally be where the value of the items are significant or the items are considered to be vulnerable to loss or theft.

In such cases the relevant Budget Manager shall ensure that a certified stock-take is carried out at the end of March each year, and that records of receipt and issue of all stock are maintained throughout the year in a manner agreed with the Deputy Responsible Financial Officer.

## **5.7 Insurance**

The Internal Audit Manager shall obtain insurance to protect the Council or minimise its potential losses from risks including those to employees, property, equipment and cash. Any decision not to insure significant risks must be based on a detailed risk assessment and reported to the Executive Councillor for resources.

## **5.8 Write-off of Irrecoverable Debts**

The Head of Customer Services, or in his/her absence the Deputy Responsible Financial Officer, is authorised to write-off debts with an individual value of up to £5,000, or of a greater amount after consultation with the Executive Councillor responsible for resources, having taken appropriate steps to satisfy himself/herself that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. A summary report of debts written-off shall be submitted to the Cabinet annually.

## **5.9 Accounts Closure, Accounting Accruals and Estimates**

The Annual Financial Report will be produced in line with both statutory regulations and relevant Codes of Practice.

The Deputy Responsible Financial Officer will ensure that there is appropriate liaison with service teams prior to closure, including the hosting of relevant training and the issue of closure guidance and timetables. The accruals de-minimis limits will be adhered to by all services, and where estimated accruals are to be issued they are to be supported by accurate calculation. Other accounting estimates will be calculated by accountancy staff in line with professional advice.

Provisions, either for Bad Debts or other purposes will be calculated in line with the guidelines approved by the Deputy Responsible Financial Officer. Earmarked reserves can only be established with the agreement of the Responsible Financial Officer.

## **6. ASSETS (Capital) –subject to review in line with the Asset and disposal policy during 2015/16**

### **6.1 Definition**

An asset is an item of land, building, road or other infrastructure, vehicle or plant, equipment, furniture and fittings or information and communications technology, (hardware and software) with a life exceeding one year.

### **6.2 Control of Assets**

Each Budget Manager is responsible for ensuring that the assets relating to their services are properly safeguarded, managed and maintained, and used only to achieve the Council's objectives. This will include establishing and maintaining appropriate security, control systems and records. They will need to consult relevant officers in relation to specialist items and, where vehicles are concerned, the officer holding the Council's Operating Certificate who has specific statutory responsibilities.

Heads of Service must keep up to date records so a physical verification of all capital assets, and their condition, is possible.

### **6.3 Acquisition**

The purchase of assets has to be in line with the requirements of "Best Value" and should be acquired in a similar way as goods and services are acquired (see the Code of Procurement). Heads of Service:

- should follow advice from relevant specialist colleagues in appropriate cases e.g. IMD, vehicle management, legal, procurement.

- must have received approval from the Finance Governance Board that the acquisition of the asset has been agreed.

The relevant Budget Manager shall inform the Deputy Responsible Financial Officer within 10 working days of the acquisition of an asset which meets the definition for capital expenditure:

- plant and vehicles over £10k
- other individual items over £10k
- aggregations of similar articles amounting to £10k e.g. wheelie bins

#### **6.4 Disposal**

The disposal of assets has to be in line with the requirements of “Best Value” and should be disposed of in a similar way as goods and services are acquired (see the Code of Procurement).

Heads of Service:

- should follow advice from relevant specialist colleagues in appropriate cases e.g. IMD, vehicle management, legal, procurement.
- must have received approval from the Finance Governance Board that the disposal of the asset has been agreed.

Once the asset is disposed of, the relevant Budget Manager will inform the Deputy Responsible Financial Officer within 10 working days of the disposal of any asset included in the Asset Register.

#### **6.5 Capital Expenditure**

The purchase or improvement of any asset will normally be treated as capital expenditure. However, expenditure of less than £10,000 will not normally be treated as capital expenditure unless the Deputy Responsible Financial Officer considers it is in the Council’s interests to do so.

#### **6.6 Leases**

Finance and operating leases are to be used only if they are in the Council’s financial interest and with the prior formal approval of the Deputy Responsible Financial Officer.

#### **6.7 Valuations**

In order to comply with accounting requirements assets will need to be revalued at regular intervals. A three year “phased” revaluation programme will be followed, other than for:

- those assets that are categorised as “investment” properties (e.g. industrial units), which must be revalued every year, or
- where, following significant capital investment or disinvestment in an asset within an asset group, whereby the whole asset group will be revalued.

All capital asset revaluations for the Annual Financial Report will be obtained by the Deputy Responsible Financial Officer.



# CODE OF PROCUREMENT

## 1. INTRODUCTION

- 1.1 The Code of Procurement defines the regulatory and legal framework for procurement. It has been adopted in accordance with the requirements of Section 135 (2) of the Local Government Act 1972.
- 1.2 Throughout the Code, reference to Manager shall mean Managing Director, Corporate Director, Head of Service or Budget Manager as appropriate. A Manager shall be responsible for procuring all goods and services that require the quotation or tender procedures as set out in this Code to be followed.
- 1.3 No Manager shall procure any goods or services valued at £5,000 or more unless they have attended training provided by the Procurement Manager and consider themselves to have such detailed knowledge and understanding of this Code and how it shall be applied in respect of the total value of the procurement being considered.
- 1.4 This Code applies to the procurement, commissioning, hire, rental or lease of -
  - land and buildings, roads or other infrastructure;
  - vehicles or plant;
  - equipment, furniture and fittings;
  - construction and engineering works;
  - information and communication technology - hardware and software;
  - goods, materials and services;
  - repairs and maintenance;
  - consultants, agents and professional services.
- 1.5 This Code does not apply to purchases made from internal management units.
- 1.6 The Code applies also to the sale of assets and goods by the Council where the appropriate Manager estimates that the assets, goods or services to be sold exceed £1,000. Where the value is estimated to be less than £1,000 then the 'Sale of Equipment' procedures contained within the Inventory procedures shall be followed.
- 1.7 The Council includes the Cabinet, Panels, Committees or other body or person(s) acting in accordance with delegated authority on behalf of the Council.
- 1.8 All procurements or sales made by or on behalf of the Council shall comply with this Code, subject to any overriding requirements of the Council's Rules of Procedure and Code of Financial Management and British or European Union law or regulation.
- 1.9 Throughout the Code, reference to contractor(s) or sub-contractor(s) shall mean any person, company or supplier who has -
  - requested to be on an approved or ad-hoc approved list of tenderers;
  - been approached to provide a quotation or tender;
  - provided a quotation or tender; or
  - been awarded a contract in accordance with the provisions of this Code.
- 1.10 The Corporate Director (Services) shall annually review all the financial values contained in the Code to take account of the impact of inflation. The Corporate Director (Services) shall inform all Managers of any amendments to the values prior to the 1st April from which they shall be operative.

## 2. REPORTING AND ADVERTISING

- 2.1 Heads of Service shall provide the following information to the Procurement Manager
  - No later than the 1 April each year, details of each contract expected to be advertised in the following year; and an estimate of the total value for each discrete procurement area where the



spend is likely to exceed £100,000.

- new or additional requirements likely to meet or exceed EU thresholds as they arise.

2.2 The Public Procurement Regulations 2015 (Statutory Instrument no. 102 2015) requires that contracts above EU threshold are advised in the Official Journal of the European Union and that any contract opportunity publically advertised elsewhere or above £25,000 is advertised in the Cabinet Office’s portal “Contracts Finder”.

Media	Threshold	
	Supplies and Services	Works
Contracts Finder	£ 25,000	£ 25,000
Official Journal of the European Union (OJEU)	<b>£ 172,514</b>	<b>£ 4,322,012</b>

2.3 For requirements estimated to below £25,000 Managers:

- should advertise where needed to stimulate competition and obtain best value.
- must advertise when insufficient potential contractors are unknown to have the capability, experience and resources relevant to the requirement.

2.4 There is no requirement to advertise competitions run using frameworks or approved lists.

### 3. 'BEST VALUE' AND SOURCING POLICY

3.1 The Council seeks 'Best Value' in all procurement activity. 'Best Value' being:

- The opportunity to obtain leverage (better prices) and for volume.
- Regulatory compliance.
- Transparent and efficient procurement processes.
- Appropriate social, environmental and equality outcomes.
- Minimum procurement overhead.

3.2 Achieving 'Best Value' needs valid competition and valid competition is dependent on the existence of an 'open' market with the selected contractors having the interest, capability and capacity for the work or business being offered. Wherever possible a minimum of three competitive tenders or quotations shall be sought. In selecting contractors to provide a tender or quotation Managers shall ensure that wherever possible -

- the selection process they are using is fair and equitable, and that no favouritism is shown to any one contractor (e.g. the requirement is not an extract of a contractor’s product specification).
- checks are made to ensure that contractors are interested in this type of business;
- repeat or 'automatic' invitations to the 'same' contractor or group of contractors are avoided, particularly where previously invited to bid and had failed to do so;
- 'new' contractors are sought and invited to tender or quote;
- the geographic area of the search for potential contractors is widened; and
- 'no-bids' are checked for the reasons for a contractor’s failure to bid.

3.3 Sourcing policy is determined by the needs of 'Best Value' and in order of preference is:

- (a) Adopted catalogues or framework contracts. An adopted catalogue or framework is the preferred contract for the Council’s business within a defined category (a type or group of goods or service). The Procurement Manager shall make available adopted catalogues or framework contracts on the e-marketplace or publish details of the contract or framework in Procurement Protocols & Guidelines. Managers shall ensure that orders for such categories are placed through the e-marketplace using appropriate 'adopted' catalogue or framework contract. The Procurement Manager shall keep under review the continued suitability of any such catalogues, contracts or framework agreements.
- (b) Collaborative procurements with other public bodies or authorities.

(c) Council let corporate contracts.

- 3.4 Some categories are managed corporately by specialist areas. The Procurement Manager shall provide a list of specialist categories and Managers shall ensure all requirements for such categories are referred to the relevant specialist.

## **Market Sounding**

- 3.5 Market engagement is encouraged to help achieve Best Value though trying to understanding the market, the suppliers, their business models and their costs
- 3.6 Supplier Meetings/Briefings. To avoid the risk of unfair competitive advantage, any such meeting should be structured as an open event; all questions and answers recorded and with a minimum of 2 officers present. If pre-competition a minimum of 3 suppliers shall be invited and during a competition, all participating contractors shall be invited.

## **4. METHODS OF ORDERING**

- 4.1 All orders shall be placed through one of the following recognised methods:
- An order raised on the e-marketplace.
  - A procurement card order.
  - A manual purchase order.
  - A purchase order raised on the financial management system.
- 4.2 Where there is an exception requirement and the relevant Corporate Director or Head of Service considers that the work is of an emergency nature necessary to enable the service to continue and none of the ordering methods are suitable, the relevant Corporate Director or Head of Service shall record the details of the exceptional requirement and the action taken for future audit.

## **5. CONTRACTS REGISTER**

- 5.1 In compliance with the Local Government Transparency Code 2013, Managers shall keep a record using the Contracts Register, for all tenders and quotes greater than £5,000 (and subsequent contract extensions); of:
- the reasons (if appropriate) for not advertising on the Council's 'Latest Opportunities' internet site;
  - all those contractors that were requested to quote or tender;
  - the reasons why those particular contractors were selected to quote or tender;
  - if applicable, the reasons why less than three contractors were selected to quote or tender;
  - if the selected contractor is a Small or Medium Enterprise, voluntary or third sector organisation or charity;
  - if the selected contractor is VAT registered;
  - contract renewal date (if appropriate);
  - summary details of a single tender/quote (if appropriate), and
  - file or other reference to the contract and location of the documents and contract.
- 5.2 Any procurement estimated to exceed £75,000, which is not covered by the exceptions in paragraph 6 below, must be referred to the Procurement Manager before the procurement process is commenced. If a Manager does not wish to accept the Procurement Manager's advice on any significant aspect the matter will be determined by the relevant Corporate Director. The discussion will cover:
- Scope and objectives of the procurement;
  - Budget and costing;
  - Tender methods;

- Product and market information;
- Timescales; and
- Deliverables.

5.3 Where there is no adopted contract or framework, Managers shall, wherever practicable, seek to maximise contract values with other Managers to secure lower costs. The Council nevertheless wishes to balance the effort of going to the market with the effort and efficiency of the procurement process. Managers after determining the proposed contract's total value shall then follow one of the procurement procedures detailed below. These procedures shall be used in all procurements or sales bar those exceptions at paragraph 6.

	Procedure	Estimated Total Value of Procurement	Requirement
(a)	Estimate	Up to £5,000	At least 1 written estimate or offer (e-marketplace, email, web or paper) shall be sought and recorded.
(b)	Informal Quote	£5,000 up to £25,000	At least 3 written estimates or offer (e-marketplace, email or headed paperwork) shall be sought.
(c)	Formal Quote	£25,000 to £75,000	At least 3 formal quotations or offers shall be invited, unless the Manager has complied in full with paragraph 6 of this Code. The Manager will consider whether the nature of the procurement is such that a full competitive tendering would be likely to be beneficial to the Council by reducing cost (by more than the cost of tendering) or risk.
(d)	Tender	£75,000 to EU Procurement Threshold	Competitive tenders shall be obtained using one of the tendering options in this Code, and a formal written contract prepared in accordance with paragraph 13.2.
(e)	EU tender	The EU Threshold and above	The appropriate EU procurement directive shall be complied with.

5.4 Total value is the cost of all elements of the procurement (e.g. installation, testing, training, maintenance, etc). The Manager shall ensure that a procurement is not split or otherwise disaggregated and may choose to competitively tender requirements less than £75,000.

5.5 A Manager shall not invite quotations or tenders from any contractor or sub-contractor who has participated in the preparation of documentation or were involved in other preparatory work for the contract, unless they have, in writing, explained to the Monitoring Officer why this does not constitute an unfair competitive advantage or a conflict of interest and obtained agreement, in writing, that the contractor/sub-contractor may compete in the quote/tender process.

## 6. TENDER AND FORMAL QUOTATION PROCEDURES

6.1 **Exceptions.** Nothing in this Code shall require tenders/quotes to be sought: -

- for purchases made from a Public Purchasing Body (ESPO, PRO5, Crown Commercial Service) where:
  - there is a single supplier 'call-off contract' or catalogue created with fixed prices, or
  - the contract is created to our requirements;
- for purchases through local authority, government body or agency, police, health or other similar public authority, where the procurement rules of that organisation have been approved by the Procurement Manager and the contract is created in co-operation, agreed

- joint requirements or partnership;
- (c) for purchases made at public auction.
- 6.2 Provided that a compliant procurement process is underway a contract may be extended to complete procurement and contract negotiations by up to 3 months subject to agreement of the Procurement Manager.
- 6.3 **Single Tenders/Quotes.** All single tenders/quotes shall be reported to and recorded by the Procurement Manager in a register kept for that purpose.
- 6.4 **Head of Service Approval.** A Head of Service can approve a single tender/quote:
- (a) if the Head of Service considers that the work is of an emergency nature or is necessary to enable the service to continue and is reported to the next meeting of Cabinet.
- (b) for ongoing maintenance of propriety systems provided:
- there is evidence that it is a propriety system;
  - the initial contract award was compliant with this Code;
  - the renewal is for a period not greater than 4 years (this is the time interval the EU uses to calculate contract value for ongoing contracts);
  - the total ongoing value does not exceed the EU threshold.
- (c) where a single expression of interest is received for a competition run in accordance with the quote procedures (paragraphs 5.3 (a) & (b)) provided that:
- a clear description of the requirement has been advertised (paragraph 2.2) for an adequate period;
  - the sole prospective supplier is kept unaware of their status;
  - the process for seeking the quote is compliant.
- (d) where a new extension is proposed to a contract awarded under quote procedures (paragraphs 5.3 (a) & (b)) provided:
- the value of the proposed and all previous extensions to the contract are not greater than 10% of the advertised requirement;
  - the extension does not materially change the nature of the contract;
  - the initial contract award was compliant with this Code.
  - the extension is recorded in the Contracts Register.
- 6.5 **Monitoring Officer Approval.** A Head of Service after consulting the Monitoring Officer may obtain a single tender or quotation when:
- (a) Prices are wholly controlled by trade organisations or government order and no reasonably satisfactory alternative is available.
- (b) Work to be executed or goods, services or materials to be supplied consist of repairs to or the supply of parts of existing proprietary machinery, equipment, hardware or plant and the repairs or the supply of parts cannot be carried out practicably by alternative contractors.
- (c) Specialist consultants, agents or professional advisers are required and
- there is no satisfactory alternative; or
  - evidence indicates that there is likely to be no genuine competition; or
  - it is in the Council's best interest to engage a particular consultant, agent or adviser.
- (d) Products are sold at a fixed price, and market conditions make genuine competition impossible.
- (e) The proposed contract shall form part of a serial programme. The contract terms shall be negotiated with a contractor, using as a basis for negotiation the rates and prices contained in an initial contract that was awarded following a competitive tendering process that complied with this Code. No more than two serial contracts shall be negotiated from an initial contract.

- (d) No satisfactory alternative is available. If the single quote/tender option is used, the Manager shall:
- seek approval of the Monitoring Officer;
  - retain records that demonstrate that the best price or value for money has been obtained from the negotiations with the contractor.
- (e) With the Monitoring Officer's agreement, considers that it is in the Council's best interest in negotiating a further contract for works, supplies or services of a similar nature with a contractor who is currently undertaking such work and is reported to the next meeting of cabinet

## **7. LIST OF APPROVED TENDERERS**

- 7.1 Tenders shall be invited from at least three contractors selected from an approved list established in accordance with this paragraph of the Code. Vetting is not normally required as the contractor was vetted to join the list.
- 7.2 The Council uses 2 types of list of approved contractors:
- (a) Third party vetted lists of contractors that are compiled and maintained by an external organisation. Only external organisations approved by the Procurement Manager, after consultation with other relevant Manager(s) shall be adopted. The Procurement Manager shall ensure that the external organisation and approved list of contractors is detailed in Procurement Protocols & Guidelines.
- (b) Ad-hoc list of approved tenderers. If a Manager believes that the approved list of tenders does not allow him to obtain sufficient competition for 'Best Value', the Manager shall write to the Procurement Manager seeking approval to source additional contractors or create an ad-hoc list of approved tenderers.
- 7.3 Subject to approval as required in paragraph 7.2(b) the Manager shall:
- issue a public notice inviting applications for inclusion on a specific approved list for the supply of goods, services or materials.
  - vet (as detailed at paragraph 9.1) all contractors replying to the public notice or who have requested within the previous 12 months to be considered for work of a similar nature;
  - only include contractors satisfactorily completing the checks;
  - tell all potential suppliers how the approved list operates
  - ensure the ad-hoc list shall only be used for seeking tenders for the supply of goods, services or materials specifically detailed within the original public notice;
- 7.4 The Procurement Manager in conjunction with the relevant Managers shall review the continued suitability of any List of Approved Tenderers periodically and at least prior to the third anniversary of its initial or further adoption.

## **8. FRAMEWORKS**

- 8.1 All contractors on the framework (or lot if split into lots) shall be invited to submit a tender or quotation unless:
- the framework explicitly permits direct award;
  - the proposed award is less than the tender threshold (£75,000); and
  - the Head of Service can show both objective reasons for the selection of a supplier and evidence of best value.
- 8.2 No public notice is required and general Terms & Conditions are set in the original framework contract but additional Terms & Conditions specific to the requirement may be permitted. Vetting is not normally required as the contractor was vetted as part of the original framework competition.

## **9. COMPETITION**

### **9.1 Shortlisting and Restricted Tenders**

- (a) Restricted (shortlisting) tenders are not permitted for competitions below the EU threshold.
- (b) Where allowed, the Manager shall undertake sufficient vetting to ensure that all contractors:
  - comply with minimum standards of Insurance;
  - have the necessary Health & Safety policy and performance and (where applicable) membership of the Contractor's Health and Safety Scheme or equivalent health and safety standard;
  - are financial viable based on a risk based assessment;
  - have an appropriate environmental policy;
  - comply with equalities legislation and policy; and
  - possess the experience and capacity required.
- (c) The Procurement Manager shall provide an appropriate questionnaire for the purpose of vetting contractors.
- (d) Managers wishing to have a Pre-Qualification Questionnaire returned in electronic format (eg: Excel) must tell bidding suppliers to use the designated email address "procsupport@huntingdonshire.gov.uk" and inform the Procurement Manager of the closing date. The Procurement Manager shall forward the Pre-Qualification Questionnaires to the Manager after the closing date.

### **9.1 Open Tenders/Quotes**

- (a) Provided the Manager complies with paragraph 2.2 and is satisfied that Expressions of Interest received represent contractors with genuine interest and capacity, then no further public notice is required. Otherwise public notice may be given in one or more newspapers and/or in an appropriate trade journal. The notice shall state the nature and purpose of the contract, where further information and documentation can be obtained, and state the closing date for the process.
- (b) An Invitation to Tender (ITT) or Request to Quote (RFQ) shall be sent to all contractors expressing an interest. ITTs and RFQs may include an appropriate suitability questionnaire. The Procurement Manager shall provide a suitable questionnaire.

### **9.3 Invitations to Tenders (ITT) and Requests for Quotations (RFQ)**

Managers shall ensure that all ITTs and RFQs include;

- (a) approved contract terms in accordance with paragraph 13.2 of this Code;
- (b) a clear statement that explains if the bid is to be evaluated on the basis of the most economically advantageous tender (best value).

### **9.4 Evaluation Criteria**

Except where the Cabinet decides otherwise, all formal quotations or tenders that are being sought shall:

- (a) be based on a definite written specification, which shall include consideration (where relevant to the requirement) of:
  - environmental performance including low energy and water consumption and the elimination of substances hazardous to health and the environment.
  - delivery of social benefit (for services only)
  - inclusion of Small & Medium sized Enterprises
- (b) include award criteria,
- (c) include specific weightings applied to individual award criteria, and
- (d) if appropriate, include a requirement for a performance bond and liquidated damages



## 9.5 Non-Traditional Procurement

If a Manager believes that by following one of the procurement procedures detailed in paragraph 9 above that the procurement process will not provide him with the most appropriate method of delivery, the most competitive prices, allow for continuous improvements in delivery, or stifle innovation, then they may suggest alternative procurement strategies.

The Manager shall produce in accordance with guidance issued by the Procurement Manager and prior to proceeding with the procurement, a written acquisition strategy that shall be approved by the Monitoring Officer and the Cabinet.

## 10. SUB-CONTRACTS AND NOMINATED SUPPLIERS

- 10.1 Quotations or tenders for sub-contracts to be performed or for goods, services or materials to be supplied by nominated sub-contractors shall be invited in accordance with this Code.
- 10.2 The relevant Manager is authorised to nominate to a main contractor a sub-contractor whose quotation or tender has been obtained in full accordance with this Code.

## 11. RECEIPT AND OPENING OF TENDERS AND QUOTATIONS

- 11.1 Contractors shall be notified that tenders or formal quotations are invited in accordance with this Code no tender or quotation will be considered unless -
- (a) the tender or quotation has been received via the e-marketplace 'sealed quote' facility; or
  - (b) contained in a plain envelope which shall be securely sealed and shall bear the word "Tender" or "Quotation", the Unique Reference Number (URN) from the Contracts Register; and the envelope shall not bear any distinguishing matter or mark intended to indicate the identity of the sender. Such envelope shall be addressed
    - impersonally to the Legal Services Officer if it contains a "Tender", or
    - the appropriate Manager if it contains a "Quotation"; or
  - (c) it has been sent electronically to a specific e-mail address, which the appropriate Manager shall obtain from the IMD Service Manager. The IMD Service Manager shall ensure that the e-mail address is secure.
- 11.2 All envelopes or e-mails received shall be kept securely and shall not be opened or accessed until the time appointed for their opening except at the request of the Monitoring Officer or officers specifically appointed by him.
- 11.3 All tenders or quotations invited in accordance with this Code shall be opened at one time only and by at least two officers -
- Tenders shall be opened by officers nominated by the Legal Services Officer and by the appropriate Head of Service/Service Manager. The Procurement Manager shall be notified of the time and place appointed for the opening.
  - Quotations shall be opened by the appropriate Manager and/or his nominee(s) and one other Officer. The Internal Audit Manager shall be notified of the time and place appointed for the opening.
- 11.4 All tenders or quotations upon opening shall be recorded in writing on either a tender or quotation opening record unless the Contracts Register is being completed contemporaneously. The format of the opening record shall have been previously agreed with the Monitoring Officer and Legal Services Officer. The Form of Tender or Quotation and any accompanying documentation shall be marked with the date of opening, and signed by all officers present at the opening. The tender or quotation opening record shall be signed by at least two officers present at the opening and record the method that has been selected to evaluate the bids received. If the Contracts Register has been completed, then all of the required fields will be completed as per the guidance issued by the Procurement Manager.
- 11.5 The original opening record shall be retained by the Legal Services Officer in respect of tenders, and the relevant Manager in respect of quotations. A copy of the opening record shall be provided to the Internal Audit Manager.

- 11.6 Any tenders or quotations received after the specified time may in exceptional circumstances be accepted by Legal Services Officer otherwise they shall be returned promptly to the contractor by the Legal Services Officer or his nominated officer in respect of tenders, or by the appropriate Manager or his nominated officer in respect of a quotation.
- 11.7 Late tenders shall be rejected once any other tender/quotation has been opened. The tender or quotation may be opened to ascertain the name of the contractor but no details of the tender or quotation shall be disclosed.

## **12. ACCEPTANCE OF TENDERS AND QUOTATIONS**

- 12.1 The appropriate Manager shall evaluate all the tenders or quotations received in accordance with the award criteria set out in the bid documentation and shall accept, subject to the provisos set out in this paragraph, the most economically advantageous tender or quotation, as evaluated against the award criteria.
- 12.2 Tenders or quotations exceeding the approved estimate may only be accepted once approval to further expenditure is obtained.
- 12.2 The most economically advantageous quotation exceeds £75,000 but -
- is within 15% of the original estimate and budget, the appropriate Head of Service may accept the quotation without seeking further competition; or
  - is in excess of 15% of the original estimate then the Head of Service shall consult the Procurement Manager and obtain the approval of the Monitoring Officer that the quotation can be accepted otherwise a competitive tender exercise in accordance with paragraph 9.1 above shall be carried out.
- 12.4 A tender or quotation shall not be accepted -
- (a) where payment is to be made by the Council and it is not the most economically advantageous tender or quotation in accordance with the award criteria set out in the tender or quotation documentation; or
  - (b) if payment is to be received by the Council and the tender or quotation is not the highest price or value;
  - (c) unless –
    - the Cabinet have considered a written report from the appropriate Head of Service/ Service Manager, or
    - in cases of urgency, the Monitoring Officer has consulted and obtained the approval of the relevant executive councillor. Tenders or quotations accepted in this way shall be reported by the appropriate Manager to the next meeting of the Cabinet.

### **12.6 Arithmetical Errors and Post-Tender Negotiations**

- (a) Contractors can alter their tenders or quotations after the date specified for their receipt but before the acceptance of the tender or quotation, where examination of the tender or quotation documents reveals arithmetical errors or discrepancies which affect the tender or quotation figure. The contractor shall be given details of all such errors or discrepancies and afforded an opportunity of confirming, amending or withdrawing his offer.
- (b) Post-tender negotiations shall not be used to degrade the original specification unless:
  - the capital or revenue budget is exceeded; or
  - other special circumstances exist;
  - in which case the Monitoring Officer and Procurement Manager shall decide which of those contractors who originally submitted a tender or quotation shall be given the opportunity to submit a further bid based upon a degraded specification. This decision shall be recorded in writing.
- (c) In evaluating tenders, the appropriate Manager may invite one or more contractors who have submitted a tender to submit a revised offer following post-tender negotiations.



- (d) All post-tender negotiations shall:
- only be undertaken where permitted by law and where the appropriate Manager and Monitoring Officer and Legal Services Officer consider additional financial or other benefits may be obtained which over the period of the contract shall exceed the cost of the post-tender negotiation process;
  - be conducted by a team of officers approved in writing by the Monitoring Officer and Legal Services Officer;
  - be conducted in accordance with guidance issued by the Legal Services Officer; and
  - not disclose commercially sensitive information supplied by other bidders for the contract.
- (e) The appropriate Manager shall ensure that all post-tender negotiation meetings are properly minuted with all savings and benefits offered clearly costed. Following negotiations but before the letting of the contract, amendments to the original tender submitted shall be put in writing by the contractor(s) and shall be signed by him.

### **13. TERMS OF BUSINESS AND THE FORM OF CONTRACTS**

- 13.1 All orders placed by the Council shall be on the Council's Terms and Conditions (T&Cs). Managers shall not use Contractor's documentation to order, acknowledge, instruct to proceed or make any other commitment where the documentation makes any reference to the Contractor's T&Cs. Where a contractor formally insists on trading on T&Cs other than the Council's T&Cs, the Procurement Manager shall be informed, except for -
- Any contract where the estimated total value is likely to exceed £75,000, paragraph 13.2 shall apply.
  - Any framework or contract formally adopted by the Council.
  - Purchasing Agency (e.g. ESPO, Crown Commercial Service) arranged contracts and orders.
  - Orders of a total value of less than £ 15,000 where the goods or service are purchased on a 'retail' basis on terms available to the general public.
  - Orders for software where the licence is for 'standard' product but not where customisation, development or on-site service is required for the 'standard' product.
- 13.2 Every contract that exceeds £75,000 in value shall be in writing in a form approved by the Legal Services Officer who shall also determine the format of any contract for a lesser value. Managers shall ensure that advice of the Legal Services Officer is sought at a stage as early as practicable (normally before the issue of an Invitation to Tender).
- 13.3 In the case of any contract for the execution of works or for the supply of goods, services or materials, the Manager after consulting with the Procurement Manager and the Monitoring Officer shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the specification of tender the nature and amount of the security to be given. In the latter event, the Council shall require and take a bond or other sufficient security for the due performance of the contract.
- 13.4 Managers shall produce the final version of all contracts in 2 copies. Where the total value of a contract exceeds £75,000 both copies shall be presented to the Head of Resources for signature. Once signed by the contractor, the signed contract, all original documents, including specifications, drawings, tender documents and correspondence relating to shall be forwarded by the Legal Services Officer. Where the total value of the contract is less than £75,000 the relevant Manager shall make arrangements for the retention of all the original documentation.
- 13.5 Managers shall maintain a record (in the form detailed in the Procurement Protocols & Guidance) for their area of each contract or agreement (both written and verbal agreements).
- 13.6 Managers shall include the specific T&Cs listed in the Procurement Protocols & Guidance in all contracts. Where a Manager considers a term or condition inappropriate they shall seek advice of the Legal Services Officer on the modification or deletion of the term or condition.

## **14. LETTERS OF INTENT**

- 14.1 Letters of intent provide a contractor with the authority to proceed prior to the award of a contract. However, letters of intent have two main disadvantages:-
- (a) if the contract is not awarded the contractor is entitled to payment regardless as to whether the work was actually needed;
  - (b) the Council's negotiating position is weakened as the contractor may believe actual award of contract is a formality and therefore, the contractor may refuse to accept conditions that are seen as disadvantageous.
- 14.2 Managers shall ensure that:-
- (a) all letters of intent are in a form approved by the Legal Services Officer; and
  - (b) all letters of intent are signed by the appropriate Budget Manger with sufficient authority for either the value of the intended contract or the estimated value of any 'extension' period defined in the letter of intent if below £75,000, otherwise by the Head of Resources.

## **15. POST-COMPETITION DEBRIEFS**

- 15.1 For all contracts greater than £25,000, Managers shall maintain records of selection and evaluation scoring and where requested by participating suppliers, provide a suitable post-tender debrief in writing. For contracts greater than £75,000, unsuccessful tenderers shall be advised in writing of the winning supplier, the value of the contract awarded and the strengths and weaknesses of their tender and the advice of the Procurement Manager shall be sought on the format and scope of the debrief.

## **16. Publishing Contract Awards**

- 16.1 Contract Award Notices shall be published within 90 days of contract award in the appropriate online system:
- Contracts Finder if greater than £25,000 (including awards under mini-competition using a framework) or if advertised in Contracts Finder, and
  - the Official Journal of the European Union if greater than the promulgated EU threshold.

## **17. LOCAL GOVERNMENT ACT – COMMUNITY RIGHT TO CHALLENGE**

The Local Government act permits relevant bodies (charities, community bodies, town & parish councils and staff) to submit Expressions of Interest to provide Council services. The Procurement Manager shall maintain and publish a timetable for the submission of Expressions of Interest. All Expressions of Interest received from relevant bodies should be forwarded to the Information and Research Officer.

## **18. RETENTION OF DOCUMENTS**

- 18.1 Managers shall ensure that every contract or quotation is assigned the Unique Reference Number (URN) from the Contract Register, which is to be used in all correspondence. Any Division or reference may be included in addition to the URN shall comprise abbreviation for the Division and year. Formal amendments to a contract or order should also be given unique numbers showing the order in which the amendments were made.
- 18.2 Documentation retention periods are dictated by the Statute of Limitations and (where applicable) EU requirements. The following rules apply:-
- (a) retention for 12 years from the date of completion of the contract for contracts made under deed;

(b) retention for 6 years from the date of completion of the contract:-

- Contract Documents
- Hire/Rental Agreements
- Successful Tenders
- Summary of Tender Opening
- Disposal Board papers
- All selection and evaluation scoring and reports
- Goods Received Notes
- HM Customs and Excise Import documentation
- Invitations to Tender/Quotation Requests
- Maintenance/Software licence agreements
- Specifications
- Successful Quotations
- Suppliers' Advice Notes;

(c) retention for 3 years after the last entry:-

- Stock and Purchase Record Cards or Registers

(d) retention for 2 years after the financial year to which the document relates:-

- Unsuccessful Quotations.
- Unsuccessful Tenders.

## **19. FREEDOM OF INFORMATION ACT 2000 (FOIA)**

Managers shall ensure that the handling of requests for procurement information complies with the detailed guidance published as Procurement Protocols & Procedures and the general FOIA guidance published by the Council's Freedom of Information Officer.

## **20. CONSULTANTS**

20.1 It shall be a condition of the engagement of any consultant, agent or professional adviser who is to be responsible to the Council for the management or supervision of a contract on its behalf, that in relation to that contract he shall -

- comply with this Code as though he were an employee of the Council;
- at any time during the carrying out of the contract produce to the appropriate Manager, on request, all the records maintained by him in relation to the contract; and
- on completion of the contract transmit all records that he has produced or received that relate to the contract to the appropriate Manager.
- that the terms and conditions of their contract indemnifies the Council against any costs arising from the consultant being classified an 'employee' under Inland Revenue rules.

20.2 The Manager responsible for appointing any consultant, agent or professional adviser under paragraph 20.1 shall provide them with a copy of this Code.

## **21. PROCUREMENT TRAINING**

21.1 The Procurement Manger shall create, maintain and arrange the delivery of training for Officers undertaking procurement duties.

21.2 Managers shall ensure that all Officers routinely undertaking purchasing or procurement duties where the gross value of the procurement is £5,000 or more shall have undertaken appropriate training.

# Directors and Corporate

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>Corporate Team</b>				
<b>CJ10</b>	<b>Communications &amp; Information</b>	248	I T Line Rental	500.00
		511	Equipment Maintenance	4,000.00
		730	Licences	3,500.00
		739	Photographic Services	1,000.00
		770	Consultation And Surveys	5,000.00
		S04	Printing (Internal)	3,000.00
				<b>17,000.00</b>
<b>CH02</b>	<b>Corporate Team</b>	130	Training	15,000.00
		206	Software	3,000.00
		225	Stationery	1,000.00
		231	Postage	500.00
		240	Telephone & Mobile Phone Charges	600.00
		250	Books & Publications	500.00
		636	Travel Expenses	300.00
		710	Catering	300.00
		729	Legal Fees	2,565.00
		754	Corporate Subscriptions	500.00
		799	Other Services	10,000.00
		P01	Salary Gross Pay	412,101.23
		P15	National Insurance	31,168.77
		P16	Pensions	73,354.02
		P41	Mileage Allowance	1,000.00
		S04	Printing (Internal)	1,200.00
		S07	Mfds - Local Print Scan & Copy	1,500.00
				<b>554,589.01</b>
<b>MH07</b>	<b>HR and Payroll Services</b>	130	Training	3,000.00
		144	Childcare Admin Vouchers	2,400.00
		153	Long Service Awards	5,000.00
		206	Software	27,443.00
		240	Telephone & Mobile Phone Charges	120.00
		734	Medical Fees	25,000.00
		779	Client contracts	499,000.00
		P15	National Insurance	3,000.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		S04	Printing (Internal)	2,400.00
		S07	Mfds - Local Print Scan & Copy	500.00
				<b>567,863.00</b>
			<b>Corporate Team Total</b>	<b>1,139,452.01</b>
<b>Democratic &amp; Elections</b>				
<b>CF02</b>	<b>Civic Allowances &amp; Support</b>	710	Catering	3,000.00
		800	Grants (Paid Out)	2,000.00
		N02	Chairmans Allowance	4,500.00
		N03	Vice Chairmans Allowance	600.00
		N15	National Insurance - Councillo	230.00
				<b>10,330.00</b>
<b>CF01</b>	<b>Civic Expenses Allowance</b>	710	Catering	1,000.00
		814	Support of external Entity	3,000.00
				<b>4,000.00</b>
<b>CD90</b>	<b>Committee Management</b>	130	Training	23.00
		206	Software	7,000.00
		231	Postage	18,500.00
		636	Travel Expenses	200.00
		710	Catering	2,500.00
		754	Corporate Subscriptions	11,000.00
		754	Corporate Subscriptions	8,500.00
		B31	Charge To Parish/Town Council	(2,000.00)
		P01	Salary Gross Pay	225,064.24
		P15	National Insurance	15,372.59
		P16	Pensions	40,061.43
		P41	Mileage Allowance	100.00
		S04	Printing (Internal)	6,400.00
		S07	Mfds - Local Print Scan & Copy	1,000.00
		S27	Pool Car	600.00
				<b>334,321.26</b>
<b>CE86</b>	<b>District Elections</b>	220	Printing (External)	11,000.00
		225	Stationery	1,000.00
		231	Postage	2,000.00
		411	Hire Of Rooms	7,000.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		P01	Salary Gross Pay	37,015.00
		S04	Printing (Internal)	1,000.00
				<b>59,015.00</b>
<b>CE90</b>	<b>Electoral Registration</b>	130	Training	3,000.00
		206	Software	12,000.00
		231	Postage	96,000.00
		255	Advertising/Promoting Services	3,000.00
		733	Management Charge	4,000.00
		P48	Electoral Registration Fees	10,000.00
		S04	Printing (Internal)	17,000.00
				<b>145,000.00</b>
<b>GL90</b>	<b>Land Charges Management</b>	206	Software	11,000.00
		260	Ins (Service Related)	7,515.00
		754	Corporate Subscriptions	115.00
		S07	Mfds - Local Print Scan & Copy	300.00
				<b>18,930.00</b>
<b>GL14</b>	<b>Land Enquiry Con 29 Full</b>	295	Other Office Expenses	60,000.00
		723	Enquiries	10,126.00
		A02	Charges (Income)	(198,975.00)
				<b>(128,849.00)</b>
<b>GL12</b>	<b>Land Enquiry Con 29 Restricted</b>	A02	Charges (Income)	(1,032.00)
		A44	Hdc Payments	(10,126.00)
				<b>(11,158.00)</b>
<b>GL10</b>	<b>Local Land Charges Register</b>	A02	Charges (Income)	(51,868.00)
				<b>(51,868.00)</b>
<b>CG03</b>	<b>Member Allowances &amp; Support</b>	130	Training	3,000.00
		240	Telephone & Mobile Phone Charges	1,500.00
		248	I T Line Rental	8,300.00
		562	Paper	200.00
		636	Travel Expenses	900.00
		710	Catering	450.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		748	Registration Fee	2,500.00
		N01	Basic Allowance	220,220.00
		N06	Special Duty Allowance	139,000.00
		N15	National Insurance - Councillo	10,000.00
		N41	Mileage Allowance	16,000.00
		N45	Telephone Allowances	5,000.00
		P41	Mileage Allowance	50.00
		S04	Printing (Internal)	50.00
		S07	Mfds - Local Print Scan & Copy	50.00
		S27	Pool Car	400.00
				<b>407,620.00</b>
<b>CE88</b>	<b>Parliamentary Elections</b>	B50	Government Grants	(13,000.00)
				<b>(13,000.00)</b>
			<b>Democratic &amp; Elections Total</b>	<b>774,341.26</b>
<b>Directors</b>				
<b>CH21</b>	<b>Corporate Director (Delivery)</b>	137	Conferences	2,000.00
		225	Stationery	300.00
		240	Telephone & Mobile Phone Charges	96.00
		P01	Salary Gross Pay	77,770.00
		P15	National Insurance	8,543.48
		P16	Pensions	13,843.06
		P41	Mileage Allowance	800.00
				<b>103,352.54</b>
<b>CH20</b>	<b>Corporate Director (Services)</b>	137	Conferences	2,000.00
		225	Stationery	300.00
		240	Telephone & Mobile Phone Charges	96.00
		P01	Salary Gross Pay	77,770.00
		P15	National Insurance	8,543.48
		P16	Pensions	13,843.06
		P41	Mileage Allowance	500.00
				<b>103,052.54</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
CH01	Managing Directors Team	130	Training	200.00
		137	Conferences	600.00
		225	Stationery	50.00
		240	Telephone & Mobile Phone Charges	299.00
		411	Hire Of Rooms	200.00
		636	Travel Expenses	240.00
		807	Hospitality	700.00
		P01	Salary Gross Pay	198,104.43
		P15	National Insurance	20,224.31
		P16	Pensions	35,262.59
		P41	Mileage Allowance	800.00
		S04	Printing (Internal)	40.00
		S07	Mfds - Local Print Scan & Copy	100.00
				<b>256,820.33</b>
			<b>Directors Total</b>	<b>463,225.40</b>
<b>Directors and Corporate Total Budget for 2015/16</b>				<b>2,377,018.67</b>



# Resources

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>Audit &amp; Risk Management</b>				
<b>MU75</b>	<b>Audit</b>	100	Hired Staff	21,000.00
		130	Training	1,900.00
		206	Software	2,000.00
		250	Books & Publications	470.00
		636	Travel Expenses	400.00
		701	Audit Fees	25,000.00
		754	Corporate Subscriptions	3,000.00
		P01	Salary Gross Pay	128,192.02
		P15	National Insurance	9,651.62
		P16	Pensions	22,818.18
		P41	Mileage Allowance	500.00
		S04	Printing (Internal)	250.00
		S07	Mfds - Local Print Scan & Copy	400.00
		S27	Pool Car	100.00
				<b>215,681.82</b>
<b>FR02</b>	<b>Insurance Administration</b>	206	Software	2,160.00
		711	Consultants	5,000.00
				<b>7,160.00</b>
<b>FR01</b>	<b>Risk Management</b>	130	Training	600.00
		S04	Printing (Internal)	100.00
				<b>700.00</b>
			<b>Audit &amp; Risk Management Total</b>	<b>223,541.82</b>
<b>Commercial Estates</b>				
<b>QC01</b>	<b>Commercial Properties</b>	303	Building Mtce	14,478.00
		A15	Rent	(219,000.00)
		Y59	V A T P E Irrecoverable	5,500.00
				<b>(199,022.00)</b>
<b>QD01</b>	<b>Industrial Properties</b>	260	Ins (Service Related)	31,513.83
		303	Building Mtce	20,000.00
		410	Rent	120,000.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		420	Electricity	1,500.00
		430	N N D R	15,300.00
		711	Consultants	3,000.00
		A15	Rent	(536,200.00)
		A19	Rent - Land	(170,900.00)
		A60	Insurance Premiums Recovered	(31,513.83)
		Y59	V A T P E Irrecoverable	13,000.00
				<b>(534,300.00)</b>
<b>QF02</b>	<b>Miscellaneous Properties</b>	303	Building Mtce	6,000.00
		420	Electricity	500.00
		A04	Costs Recovered	(1,000.00)
		A15	Rent	(13,800.00)
		A19	Rent - Land	(22,000.00)
		Y59	V A T P E Irrecoverable	2,000.00
				<b>(28,300.00)</b>
<b>QF03</b>	<b>Oak Tree Health Centre</b>	A15	Rent	(861,550.00)
		A24	Service Charge	(50,700.00)
				<b>(912,250.00)</b>
<b>QE90</b>	<b>Property Development And Mgt</b>	754	Corporate Subscriptions	2,000.00
		P01	Salary Gross Pay	81,892.82
		P15	National Insurance	7,116.03
		P16	Pensions	14,576.92
		S27	Pool Car	300.00
				<b>105,885.78</b>
<b>QD03</b>	<b>St Ives Enterprise Centre</b>	248	I T Line Rental	600.00
		303	Building Mtce	2,000.00
		420	Electricity	3,000.00
		432	Water & Sewerage	200.00
		440	Building Cleaning	1,230.00
		805	Profit Share Payable	4,000.00
		A15	Rent	(55,000.00)
		A24	Service Charge	(6,532.00)
				<b>(50,502.00)</b>
			<b>Commercial Estates Total</b>	<b>(1,618,488.22)</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>Corporate Finance</b>				
<b>CH08</b>	<b>Corporate Finance (CM)</b>	701	Audit Fees	90,000.00
		704	Bank Charges	75,000.00
		711	Consultants	8,125.00
		P16	Pensions	1,135,000.00
		Y59	V A T P E Irrecoverable	1,625.00
				<b>1,309,750.00</b>
<b>CH09</b>	<b>Non Distributed Costs</b>	150	Pension Increase Act Payments	195,000.00
		151	Pension Early Retirements	12,000.00
				<b>207,000.00</b>
<b>FA01</b>	<b>Corporate Finance (Non CM)</b>	007	Interest Paid	9,000.00
		206	Software	12,600.00
		240	Telephone & Mobile Phone Charges	450.00
		248	I T Line Rental	160.00
		260	Ins (Service Related)	580.00
		550	Materials	2,000.00
		702	Cash Collection	3,600.00
		711	Consultants	3,000.00
		772	Income Transaction Charges	14,900.00
		796	Minimum Revenue Provision	1,574,000.00
		A95	Interest Earned	(9,799.00)
		B50	Government Grants	(68,000.00)
		Y60	Bad Debts Provision	60,000.00
				<b>1,602,491.00</b>
<b>FA07</b>	<b>Short Term Investments</b>	A95	Interest Earned	(30,000.00)
<b>FA10</b>	<b>Loans To Parishes/ Clubs</b>	A95	Interest Earned	(3,000.00)
<b>FA11</b>	<b>Loans To Staff</b>	P75	Car Loan Interest Repaid	(3,715.00)
<b>FA15</b>	<b>Loans To Local Organisations</b>	A95	Interest Earned	(48,000.00)
<b>FA16</b>	<b>Loans To Rsls</b>	A95	Interest Earned	(137,500.00)
<b>FA50</b>	<b>Loans From Pwlb</b>	007	Interest Paid	524,000.00
<b>FA53</b>	<b>Temporary Loans</b>	007	Interest Paid	165,000.00
				<b>466,785.00</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
GV01	Sawtry	861	Levies	4,319.00
GV02	Alconbury & Ellington	861	Levies	60,917.00
GV03	Benwick	861	Levies	2,047.00
GV04	Connington & Holme	861	Levies	4,024.00
GV05	Middle Level	861	Levies	205,875.00
GV06	Holmewood & Stilton	861	Levies	1,986.00
GV08	Ramsey 1st	861	Levies	3,746.00
GV10	Ramsey 4th	861	Levies	9,522.00
GV11	Ramsey Internal	861	Levies	24,150.00
GV12	Ramsey, Upwood & Raveley	861	Levies	16,935.00
GV13	Warboys & Somersham	861	Levies	14,543.00
GV14	Whittlesey & District Internal	861	Levies	16,525.00
GV16	Sutton & Mepal	861	Levies	18,977.00
GV17	Woodwalton	861	Levies	487.00
GV18	Bluntisham	861	Levies	10,238.00
				<b>394,291.00</b>
XJ01	Insurance Vehicles & Plant	610	Vehicle Insurance	84,535.00
XJ02	Ins Employees Public Liability	160	Insurance Public Liability	174,038.00
		161	Insurance Personal Accident	3,478.00
		162	Insurance Employers	37,179.00
		166	Insurance Fidelity Guarantee	4,609.00
		167	Insurance Libel	1,431.00
		168	Insurance Officials Indemnity	7,464.00
XJ07	Insurance Buildings	414	Building Insurance	59,244.00
XJ08	Insurance Engineering	260	Ins (Service Related)	16,509.00
		510	Equipment Ins/All Risks	5,658.00
				<b>394,145.00</b>
			<b>Corporate Finance Total</b>	<b>4,374,462.00</b>
<b>Finance</b>				
MU76	Finance	130	Training	7,100.00
		206	Software	36,000.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		225	Stationery	400.00
		231	Postage	2,700.00
		250	Books & Publications	4,500.00
		257	Advertising - Statutory Notice	200.00
		636	Travel Expenses	1,000.00
		703	Bailiffs	1,600.00
		711	Consultants	11,000.00
		723	Enquiries	100.00
		754	Corporate Subscriptions	4,800.00
		P01	Salary Gross Pay	453,615.20
		P12	Honorarium	2,500.00
		P15	National Insurance	31,253.00
		P16	Pensions	80,743.50
		P41	Mileage Allowance	250.00
		S04	Printing (Internal)	900.00
		S07	Mfds - Local Print Scan & Copy	750.00
		S27	Pool Car	100.00
			<b>Finance Total</b>	<b>639,511.70</b>
<b>Head of Service</b>				
<b>CH22</b>	<b>Head Of Resources</b>	130	Training	2,000.00
		240	Telephone & Mobile Phone Charges	200.00
		755	Professional Subscriptions	350.00
		P01	Salary Gross Pay	59,590.00
		P12	Honorarium	7,500.00
		P15	National Insurance	6,034.64
		P16	Pensions	10,607.02
		P41	Mileage Allowance	500.00
			<b>Head of Service Total</b>	<b>86,781.66</b>
<b>Legal</b>				
<b>MU61</b>	<b>Legal</b>	130	Training	5,500.00
		137	Conferences	310.00
		203	Other I T Hardware	1,100.00
		206	Software	700.00
		231	Postage	650.00
		240	Telephone & Mobile Phone Charges	230.00
		250	Books & Publications	20,000.00
		257	Advertising - Statutory Notice	200.00
		562	Paper	100.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		636	Travel Expenses	1,200.00
		729	Legal Fees	23,000.00
		755	Professional Subscriptions	800.00
		798	Shared Service Savings	(22,736.25)
		A04	Costs Recovered	(45,000.00)
		P01	Salary Gross Pay	122,118.09
		P15	National Insurance	9,644.61
		P16	Pensions	21,737.02
		P41	Mileage Allowance	500.00
		S07	Mfds - Local Print Scan & Copy	2,000.00
		S27	Pool Car	100.00
			<b>Legal Total</b>	<b>142,153.48</b>
<b>MU73</b>	<b>Procurement</b>	130	Training	872.00
		206	Software	17,000.00
		P01	Salary Gross Pay	49,769.87
		P15	National Insurance	3,996.76
		P16	Pensions	8,859.04
		S04	Printing (Internal)	1,000.00
		S07	Mfds - Local Print Scan & Copy	100.00
		S27	Pool Car	300.00
			<b>Procurement Total</b>	<b>81,897.67</b>
<b>Head of Resources Total Budget for 2015/16</b>				<b>3,929,860.10</b>

# Customer Services

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>Council Tax Support</b>				
FB05	Council Tax Support	A02	Charges (Income)	(1,000.00)
		B55	Benefit Administration Subsidy	(121,950.00)
			<b>Council Tax Support Total</b>	<b>(122,950.00)</b>
<b>Customer Services</b>				
MR10	Call Centre	130	Training	3,000.00
		137	Conferences	600.00
		203	Other I T Hardware	1,100.00
		206	Software	12,600.00
		225	Stationery	200.00
		231	Postage	551.00
		240	Telephone & Mobile Phone Charges	185.00
		248	I T Line Rental	9,100.00
		383	Electrical Testing	290.00
		412	Service Charges	750.00
		500	Equipment	500.00
		507	Equipment Hire	120.00
		636	Travel Expenses	300.00
		707	Benchmarking	3,494.00
		731	I C T Services	13,000.00
		734	Medical Fees	183.00
		799	Other Services	(25,000.00)
		P01	Salary Gross Pay	358,012.14
		P15	National Insurance	22,339.63
		P16	Pensions	63,726.16
		P41	Mileage Allowance	800.00
		S04	Printing (Internal)	200.00
		S07	Mfds - Local Print Scan & Copy	60.00
				<b>466,110.94</b>
MU69	Customer Service Centres	130	Training	3,000.00
		137	Conferences	250.00
		163	Protective Clothing & Uniforms	2,000.00
		206	Software	4,970.00
		225	Stationery	800.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		231	Postage	2,000.00
		240	Telephone & Mobile Phone Charges	140.00
		248	I T Line Rental	780.00
		383	Electrical Testing	82.00
		412	Service Charges	8,968.00
		636	Travel Expenses	300.00
		707	Benchmarking	3,051.00
		734	Medical Fees	100.00
		A02	Charges (Income)	(500.00)
		P01	Salary Gross Pay	470,018.19
		P15	National Insurance	30,013.75
		P16	Pensions	83,663.24
		P41	Mileage Allowance	400.00
		S04	Printing (Internal)	700.00
		S07	Mfds - Local Print Scan & Copy	700.00
		S27	Pool Car	320.00
				<b>611,756.18</b>
<b>KA10</b>	<b>Ramsey Community Infor Centre</b>	163	Protective Clothing & Uniforms	99.00
		225	Stationery	69.00
		240	Telephone & Mobile Phone Charges	70.00
		248	I T Line Rental	156.00
		383	Electrical Testing	40.00
		410	Rent	4,044.00
		412	Service Charges	1,772.00
		707	Benchmarking	1,080.00
		P41	Mileage Allowance	50.00
				<b>7,380.00</b>
<b>KA09</b>	<b>Yaxley Community Info Centre</b>	225	Stationery	60.00
		240	Telephone & Mobile Phone Charges	70.00
		248	I T Line Rental	1,320.00
		383	Electrical Testing	160.00
		410	Rent	11,064.40
		420	Electricity	1,200.00
		430	N N D R	4,732.80
		432	Water & Sewerage	200.00
		440	Building Cleaning	1,008.00
		707	Benchmarking	466.00



Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		P41	Mileage Allowance	50.00
		S04	Printing (Internal)	30.00
		S07	Mfds - Local Print Scan & Copy	30.00
				<b>20,391.20</b>
			<b>Customer Services Total</b>	<b>1,105,638.31</b>
<b>Document Centre</b>				
<b>MU67</b>	<b>Document Centre</b>	550	Materials	697.00
		P01	Salary Gross Pay	274,178.99
		P15	National Insurance	17,365.04
		P16	Pensions	48,803.86
		S07	Mfds - Local Print Scan & Copy	100.00
		S27	Pool Car	100.00
				<b>341,244.89</b>
<b>MP02</b>	<b>Mfds -Local Print, Scan &amp; Copy</b>	511	Equipment Maintenance	21,824.00
		562	Paper	7,445.00
				<b>29,269.00</b>
<b>MS01</b>	<b>Post Handling</b>	511	Equipment Maintenance	1,500.00
		625	Vehicle Parts & Fittings	961.00
		630	Tyres	150.00
		S04	Printing (Internal)	850.00
		S07	Mfds - Local Print Scan & Copy	400.00
		S27	Pool Car	150.00
		W12	Diesel From Stock	1,666.00
				<b>5,677.00</b>
<b>MP01</b>	<b>Printing</b>	224	Envelopes	18,851.00
		225	Stationery	200.00
		511	Equipment Maintenance	75,116.00
		550	Materials	1,331.00
		562	Paper	23,587.00
				<b>119,085.00</b>
<b>MP03</b>	<b>Printing External Work</b>	A02	Charges (Income)	(53,893.00)
		S04	Printing (Internal)	25,500.00
				<b>(28,393.00)</b>
			<b>Document Centre Total</b>	<b>466,882.89</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>Head of Service</b>				
CH23	Head Of Customer Services	130	Training	1,000.00
		137	Conferences	500.00
		225	Stationery	20.00
		240	Telephone & Mobile Phone Charges	96.00
		P01	Salary Gross Pay	68,348.97
		P15	National Insurance	6,118.13
		P16	Pensions	12,166.09
		P41	Mileage Allowance	100.00
		S07	Mfds - Local Print Scan & Copy	50.00
		S27	Pool Car	240.00
			<b>Head of Service Total</b>	<b>88,639.19</b>
<b>Housing Benefits</b>				
HB85	Benefits Management	130	Training	6,000.00
		206	Software	69,400.00
		225	Stationery	1,000.00
		231	Postage	25,000.00
		240	Telephone & Mobile Phone Charges	1,000.00
		250	Books & Publications	300.00
		636	Travel Expenses	2,050.00
		710	Catering	50.00
		723	Enquiries	300.00
		727	Land Registry Fee	1,000.00
		729	Legal Fees	1,000.00
		734	Medical Fees	200.00
		A02	Charges (Income)	(2,000.00)
		A04	Costs Recovered	(5,000.00)
		B55	Benefit Administration Subsidy	(574,881.00)
		P01	Salary Gross Pay	708,868.29
		P03	Overtime	29,315.00
		P15	National Insurance	49,424.82
		P16	Pensions	126,178.56
		P41	Mileage Allowance	4,500.00
		S04	Printing (Internal)	22,000.00
		S07	Mfds - Local Print Scan & Copy	2,600.00
		S27	Pool Car	200.00
		Y60	Bad Debts Provision	60,000.00
				<b>528,505.67</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>HB82</b>	<b>Fraud Hub</b>	799	Other Services	17,130.00
		P01	Salary Gross Pay	41,970.00
				<b>59,100.00</b>
<b>MU59</b>	<b>Fraud Team</b>	130	Training	1,000.00
		206	Software	5,000.00
		225	Stationery	200.00
		231	Postage	200.00
		240	Telephone & Mobile Phone Charges	120.00
		723	Enquiries	3,000.00
		729	Legal Fees	3,500.00
		734	Medical Fees	100.00
		766	Translation Services	200.00
		P01	Salary Gross Pay	178,371.20
		P15	National Insurance	13,062.46
		P16	Pensions	31,750.07
		P41	Mileage Allowance	1,000.00
		S04	Printing (Internal)	100.00
		S07	Mfds - Local Print Scan & Copy	100.00
				<b>237,703.73</b>
<b>HB02</b>	<b>Rent Allowance Local Scheme</b>	821	Rent Allowances	65,000.00
		B56	Rent Allowance Subsidy	(48,750.00)
				<b>16,250.00</b>
<b>HB01</b>	<b>Rent Allowance National Scheme</b>	821	Rent Allowances	35,750,000.00
		A04	Costs Recovered	(860,000.00)
		B56	Rent Allowance Subsidy	(35,260,000.00)
				<b>(370,000.00)</b>
<b>HB05</b>	<b>Rent Rebates Non-Hra National</b>	824	Temp Accom 100% Subsidy	295,000.00
		B57	Temp Accommodation Subsidy	(130,000.00)
				<b>165,000.00</b>
			<b>Housing Benefits Total</b>	<b>636,559.40</b>
<b>Housing Needs</b>				
<b>HH01</b>	<b>Homelessness</b>	636	Travel Expenses	2,000.00
		727	Land Registry Fee	150.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		733	Management Charge	64,500.00
		750	Removal/Storage	20,000.00
		816	Incentive Payment	67,000.00
		817	Hostel Revenue Support	75,244.00
		818	Bed & Breakfast Payment	300,000.00
		A04	Costs Recovered	(46,500.00)
		A07	B&B costs recovered	(299,000.00)
		Y60	Bad Debts Provision	38,050.00
				<b>221,444.00</b>
<b>MU35</b>	<b>Housing Needs &amp; Resources</b>	130	Training	2,000.00
		225	Stationery	600.00
		231	Postage	1,000.00
		240	Telephone & Mobile Phone Charges	170.00
		250	Books & Publications	1,000.00
		500	Equipment	200.00
		636	Travel Expenses	100.00
		636	Travel Expenses	500.00
		710	Catering	200.00
		734	Medical Fees	300.00
		766	Translation Services	1,500.00
		P01	Salary Gross Pay	395,365.15
		P03	Overtime	1,893.00
		P06	Special Duty Allowance	2,534.00
		P15	National Insurance	29,990.81
		P16	Pensions	70,375.00
		P41	Mileage Allowance	1,300.00
		S04	Printing (Internal)	2,200.00
		S07	Mfds - Local Print Scan & Copy	800.00
		S27	Pool Car	3,000.00
				<b>515,027.95</b>
<b>HD05</b>	<b>Housing Register</b>	206	Software	18,400.00
		231	Postage	1,000.00
		240	Telephone & Mobile Phone Charges	420.00
		255	Advertising/Promoting Services	2,000.00
		727	Land Registry Fee	100.00
		733	Management Charge	11,394.00
		734	Medical Fees	1,528.00
		A04	Costs Recovered	(4,500.00)
		A27	Advertising	(8,000.00)
				<b>22,342.00</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>MU31</b>	<b>Housing Services Admin</b>	550	Materials	100.00
		P01	Salary Gross Pay	51,799.27
		P15	National Insurance	2,904.85
		P16	Pensions	9,220.27
		S07	Mfds - Local Print Scan & Copy	450.00
				<b>64,474.40</b>
			<b>Housing Needs Total</b>	<b>823,288.35</b>
<b>Information Management</b>				
<b>MU78</b>	<b>IMD Corporate Systems</b>	130	Training	2,600.00
		206	Software	25,000.00
		225	Stationery	350.00
		240	Telephone & Mobile Phone Charges	150.00
		636	Travel Expenses	500.00
		748	Registration Fee	200.00
		P01	Salary Gross Pay	270,233.58
		P15	National Insurance	20,911.50
		P16	Pensions	48,101.58
		P41	Mileage Allowance	600.00
		S27	Pool Car	350.00
				<b>368,996.66</b>
<b>MD09</b>	<b>IMD Operations</b>	130	Training	5,900.00
		163	Protective Clothing & Uniforms	500.00
		203	Other I T Hardware	2,500.00
		205	Network Hardware	2,800.00
		206	Software	83,000.00
		240	Telephone & Mobile Phone Charges	20,250.00
		248	I T Line Rental	131,000.00
		500	Equipment	2,200.00
		510	Equipment Ins/All Risks	5,600.00
		511	Equipment Maintenance	116,000.00
		636	Travel Expenses	230.00
		731	I C T Services	7,000.00
		748	Registration Fee	1,000.00
		798	Shared Service savings	(187,793.88)
		P01	Salary Gross Pay	298,461.34
		P07	Standby Allowance	5,000.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		P15	National Insurance	23,895.64
		P16	Pensions	53,126.12
		P41	Mileage Allowance	1,000.00
		S27	Pool Car	2,200.00
				<b>573,869.23</b>
<b>MU84</b>	<b>IMD Web &amp; Business Systems</b>	130	Training	5,500.00
		206	Software	18,000.00
		P01	Salary Gross Pay	236,451.10
		P15	National Insurance	19,124.18
		P16	Pensions	42,088.30
		P41	Mileage Allowance	50.00
		S07	Mfds - Local Print Scan & Copy	50.00
		S27	Pool Car	50.00
				<b>321,313.58</b>
			<b>Information Management Total</b>	<b>1,264,179.47</b>
<b>Local Tax Collection</b>				
<b>FC05</b>	<b>Council Tax Management</b>	130	Training	3,000.00
		163	Protective Clothing & Uniforms	200.00
		203	Other I T Hardware	1,025.00
		206	Software	23,864.00
		220	Printing (External)	2,000.00
		225	Stationery	300.00
		231	Postage	65,164.00
		240	Telephone & Mobile Phone Charges	100.00
		250	Books & Publications	1,700.00
		257	Advertising - Statutory Notice	1,081.00
		636	Travel Expenses	640.00
		703	Bailiffs	100.00
		711	Consultants	2,000.00
		723	Enquiries	700.00
		729	Legal Fees	24,043.00
		734	Medical Fees	200.00
		A05	Summons Costs Recovered	(362,571.00)
		P01	Salary Gross Pay	539,672.18
		P15	National Insurance	37,551.93
		P16	Pensions	96,061.65
		P41	Mileage Allowance	200.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		S04	Printing (Internal)	21,000.00
		S07	Mfds - Local Print Scan & Copy	300.00
		S27	Pool Car	5,000.00
				<b>463,331.75</b>
<b>FD05</b>	<b>N D R Management</b>	703	Bailiffs	692.00
		711	Consultants	2,000.00
		729	Legal Fees	3,000.00
		A05	Summons Costs Recovered	(21,808.00)
		B50	Government Grants	(221,615.00)
				<b>(237,731.00)</b>
			<b>Local Tax Collection Total</b>	<b>225,600.75</b>
<b>Head of Customer Services Total Budget for 2015/16</b>				<b>4,487,838.36</b>

# Operations

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>Car Parks</b>				
TC90	Car Parks Operational Mgt	130	Training	60.00
		160	Insurance Public Liability	2,000.00
		163	Protective Clothing & Uniforms	557.00
		203	Other I T Hardware	2,154.00
		206	Software	2,154.00
		227	Tickets	1,739.00
		240	Telephone & Mobile Phone Charges	3,300.00
		248	I T Line Rental	600.00
		303	Building Mtce	19,000.00
		359	Sitework	45,000.00
		410	Rent	4,657.00
		414	Building Insurance	5,000.00
		416	Land Lease	7,000.00
		420	Electricity	19,485.00
		430	N N D R	240,732.00
		432	Water & Sewerage	1,200.00
		440	Building Cleaning	6,000.00
		500	Equipment	2,700.00
		500	Equipment	800.00
		511	Equipment Maintenance	2,100.00
		522	Car Park Machines	43,000.00
		550	Materials	200.00
		565	Signs	70.00
		609	Vehicle Licence	600.00
		619	Vehicle Maintenance External	100.00
		622	Vehicle Mot	90.00
		625	Vehicle Parts & Fittings	700.00
		630	Tyres	200.00
		702	Cash Collection	51,376.00
		777	Subcontractors	2,154.00
		810	Contribution (Paid Out)	29,000.00
		A19	Rent - Land	(1,400.00)
		A55	Parking Residents Season	(3,000.00)
		A56	Parking Charges Casual	(1,720,000.00)
		A57	Parking Charges Season Tickets	(105,000.00)
		A58	Parking Excess Charges	(150,000.00)



Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		A59	Parking - Residents Permits	(15,000.00)
		P01	Salary Gross Pay	154,146.14
		P03	Overtime	4,576.00
		P15	National Insurance	9,276.60
		P16	Pensions	27,438.01
		P41	Mileage Allowance	4,040.00
		S04	Printing (Internal)	400.00
		W12	Diesel From Stock	2,500.00
			<b>Car Parks Total</b>	<b>(1,298,295.25)</b>
<b>Environmental &amp; Energy Mgt</b>				
<b>DA07</b>	<b>Energy &amp; Water Efficiency</b>	711	Consultants	2,680.00
				<b>2,680.00</b>
<b>MU10</b>	<b>Environmental Policy Mu</b>	231	Postage	530.00
		240	Telephone & Mobile Phone Charges	30.00
		636	Travel Expenses	300.00
		710	Catering	100.00
		P01	Salary Gross Pay	132,540.68
		P15	National Insurance	10,637.15
		P16	Pensions	23,592.24
		P41	Mileage Allowance	1,200.00
		S04	Printing (Internal)	100.00
		S07	Mfds - Local Print Scan & Copy	250.00
		S27	Pool Car	400.00
				<b>169,680.08</b>
<b>DA12</b>	<b>Environmental Team Projects</b>	255	Advertising/Promoting Services	10,000.00
		420	Electricity	(10,000.00)
		500	Equipment	4,009.00
		S04	Printing (Internal)	440.00
				<b>4,449.00</b>
<b>DA08</b>	<b>Green House Project</b>	248	I T Line Rental	647.00
		359	Sitework	123.00
		420	Electricity	200.00
		421	Gas	50.00
		430	N N D R	7,017.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		432	Water & Sewerage	200.00
				<b>8,237.00</b>
<b>DA15</b>	<b>Salix Projects</b>	420	Electricity	(16,084.00)
				<b>(16,084.00)</b>
			<b>Environmental &amp; Energy Mgt Total</b>	<b>168,962.08</b>
<b>Facilities Management</b>				
<b>MB41</b>	<b>Eastfield House</b>	248	I T Line Rental	1,100.00
		303	Building Mtce	37,000.00
		380	Plant & Equipment Maintenance	5,000.00
		383	Electrical Testing	5,000.00
		420	Electricity	36,000.00
		421	Gas	7,000.00
		430	N N D R	91,211.00
		432	Water & Sewerage	4,800.00
		440	Building Cleaning	11,250.00
		443	Cleaning Materials	1,198.00
		500	Equipment	1,500.00
		773	Shredding	3,200.00
		A04	Costs Recovered	(29,435.00)
				<b>174,824.00</b>
<b>MU22</b>	<b>Environmental Mgt Admin</b>	225	Stationery	200.00
		231	Postage	300.00
		250	Books & Publications	250.00
		255	Advertising/Promoting Services	120.00
		P01	Salary Gross Pay	39,833.53
		P15	National Insurance	2,143.08
		P16	Pensions	7,090.37
		S04	Printing (Internal)	200.00
		S07	Mfds - Local Print Scan & Copy	150.00
				<b>50,286.98</b>
<b>MU26</b>	<b>Facilities</b>	163	Protective Clothing & Uniforms	100.00
		206	Software	750.00
		225	Stationery	50.00
		240	Telephone & Mobile Phone Charges	100.00
		500	Equipment	300.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		782	Utilities Monitoring	6,898.00
		P01	Salary Gross Pay	130,371.81
		P15	National Insurance	11,651.38
		P16	Pensions	23,206.18
		P41	Mileage Allowance	110.00
		S07	Mfds - Local Print Scan & Copy	120.00
		S27	Pool Car	700.00
				<b>174,357.37</b>
<b>MB01</b>	<b>Pathfinder House</b>	163	Protective Clothing & Uniforms	349.00
		240	Telephone & Mobile Phone Charges	300.00
		248	I T Line Rental	2,300.00
		303	Building Mtce	76,000.00
		359	Sitework	7,500.00
		380	Plant & Equipment Maintenance	30,000.00
		383	Electrical Testing	4,900.00
		420	Electricity	98,000.00
		421	Gas	17,000.00
		429	Business Improvement Dist Levy	6,961.00
		430	N N D R	218,796.00
		432	Water & Sewerage	6,500.00
		440	Building Cleaning	36,700.00
		443	Cleaning Materials	10,000.00
		500	Equipment	2,011.00
		511	Equipment Maintenance	2,500.00
		552	Refuse Sacks	1,615.00
		744	Entertainments Inc Cable Tv	146.00
		763	Waste Disposal	335.00
		A02	Charges (Income)	(1,500.00)
		A15	Rent	(62,724.00)
		P01	Salary Gross Pay	72,496.15
		P03	Overtime	14,867.00
		P06	Special Duty Allowance	7,182.00
		P15	National Insurance	3,285.70
		P16	Pensions	11,480.31
		S04	Printing (Internal)	500.00
		S27	Pool Car	300.00
				<b>567,800.16</b>
<b>MB28</b>	<b>St Ives Gatehouses/ Octagon</b>	303	Building Mtce	795.00
		383	Electrical Testing	25.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		420	Electricity	1,500.00
		430	N N D R	353.00
		A15	Rent	(1,000.00)
		Y59	V A T P E Irrecoverable	700.00
				<b>2,373.00</b>
			<b>Facilities Management Total</b>	<b>969,641.52</b>
<b>Fleet Management</b>				
<b>MF10</b>	<b>Pool Cars</b>	609	Vehicle Licence	300.00
		615	Diesel	950.00
		619	Vehicle Maintenance External	3,000.00
		620	Vehicle Cleaning	500.00
		623	Vehicle Accident Damage	1,000.00
		625	Vehicle Parts & Fittings	1,000.00
		626	Vehicle Oil & Lubricants	150.00
		630	Tyres	250.00
		W12	Diesel From Stock	6,500.00
				<b>13,650.00</b>
<b>MU95</b>	<b>Vehicle Maintenance</b>	130	Training	3,025.00
		163	Protective Clothing & Uniforms	4,000.00
		500	Equipment	10,000.00
		511	Equipment Maintenance	3,000.00
		550	Materials	9,500.00
		609	Vehicle Licence	450.00
		620	Vehicle Cleaning	14,000.00
		625	Vehicle Parts & Fittings	10,076.00
		630	Tyres	532.00
		730	Licences	605.00
		P01	Salary Gross Pay	120,222.32
		P03	Overtime	21,155.00
		P06	Special Duty Allowance	2,731.00
		P15	National Insurance	8,366.00
		P16	Pensions	21,399.57
		S27	Pool Car	150.00
		W12	Diesel From Stock	3,000.00
				<b>232,211.89</b>
			<b>Fleet Management Total</b>	<b>245,861.89</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>Green Spaces</b>				
LF90	<b>Countryside Service Management</b>	130	Training	4,000.00
		163	Protective Clothing & Uniforms	3,000.00
		203	Other I T Hardware	200.00
		225	Stationery	710.00
		231	Postage	10.00
		240	Telephone & Mobile Phone Charges	736.00
		248	I T Line Rental	1,520.00
		255	Advertising/Promoting Services	2,000.00
		303	Building Mtce	14,350.00
		357	Tree Maintenance	8,350.00
		359	Sitework	13,400.00
		383	Electrical Testing	415.00
		414	Building Insurance	40.00
		420	Electricity	10,650.00
		421	Gas	1,300.00
		432	Water & Sewerage	9,625.00
		443	Cleaning Materials	1,150.00
		450	Fire & Security	1,990.00
		500	Equipment	14,575.00
		507	Equipment Hire	900.00
		510	Equipment Ins/All Risks	150.00
		511	Equipment Maintenance	5,050.00
		550	Materials	8,700.00
		554	First Aid & Medical Supplies	210.00
		555	Trees/Shrubs	2,000.00
		556	Plants And Seeds	1,450.00
		557	Fertilizer,Compost,Bark	1,300.00
		559	Catering Materials	38,000.00
		562	Paper	35.00
		565	Signs	1,500.00
		570	Materials For Resale	4,650.00
		602	Vehicle Finance Leases	2,500.00
		609	Vehicle Licence	167.00
		614	Petrol	5,215.00
		615	Diesel	2,700.00
		619	Vehicle Maintenance External	9,660.00
		622	Vehicle Mot	50.00
		626	Vehicle Oil & Lubricants	30.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		630	Tyres	730.00
		730	Licences	965.00
		738	Pest Control	25.00
		743	Promotions And Exhibitions	2,600.00
		763	Waste Disposal	2,200.00
		777	Subcontractors	5,500.00
		799	Other Services	500.00
		A02	Charges (Income)	(8,400.00)
		A13	Course Fee	(8,000.00)
		A21	Room Hire	(22,240.00)
		A22	Equipment Hire	(400.00)
		A32	Sales - Materials	(2,000.00)
		A35	Sales - Plants	(3,000.00)
		A38	Sales - Catering	(113,500.00)
		A42	Sale Of Souvenirs	(3,200.00)
		A76	Mooring Rights	(6,500.00)
		A78	Angling Charge	(650.00)
		A83	Entertainments	(1,000.00)
		B10	Contributions (Income)	(37,420.00)
		B30	Charge To County Council	(17,500.00)
		B50	Government Grants	(23,240.00)
		P01	Salary Gross Pay	381,472.43
		P15	National Insurance	25,027.73
		P16	Pensions	67,902.09
		P41	Mileage Allowance	2,510.00
		S04	Printing (Internal)	1,000.00
		T52	Commuted Sums Contributions	(70,331.00)
		W12	Diesel From Stock	1,050.00
				<b>346,389.26</b>
<b>EG06</b>	<b>Grounds Maintenance</b>	100	Hired Staff	23,000.00
		120	Recruitment - Advertising	400.00
		130	Training	4,100.00
		163	Protective Clothing & Uniforms	6,000.00
		206	Software	2,077.00
		303	Building Mtce	500.00
		357	Tree Maintenance	2,350.00
		359	Sitework	1,200.00
		432	Water & Sewerage	795.00
		443	Cleaning Materials	50.00
		500	Equipment	18,800.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		550	Materials	7,500.00
		556	Plants And Seeds	25,100.00
		607	Vehicle Hire	1,000.00
		609	Vehicle Licence	3,100.00
		614	Petrol	3,900.00
		615	Diesel	11,000.00
		619	Vehicle Maintenance External	4,000.00
		620	Vehicle Cleaning	50.00
		622	Vehicle Mot	640.00
		623	Vehicle Accident Damage	200.00
		625	Vehicle Parts & Fittings	35,000.00
		626	Vehicle Oil & Lubricants	300.00
		630	Tyres	8,400.00
		738	Pest Control	120.00
		763	Waste Disposal	3,000.00
		797	Insurance Excess	5,000.00
		A02	Charges (Income)	(111,700.00)
		B30	Charge To County Council	(53,970.00)
		B31	Charge To Parish/Town Council	(71,000.00)
		P01	Salary Gross Pay	565,539.40
		P03	Overtime	25,000.00
		P06	Special Duty Allowance	2,900.00
		P15	National Insurance	35,648.23
		P16	Pensions	100,666.01
		S07	Mfds - Local Print Scan & Copy	20.00
		T52	Commuted Sums Contributions	(81,000.00)
		W12	Diesel From Stock	53,500.00
				<b>633,185.64</b>
<b>LV06</b>	<b>Parks &amp; Open Spaces</b>	203	Other I T Hardware	200.00
		250	Books & Publications	1,100.00
		303	Building Mtce	11,800.00
		351	Grounds Mtce Contractors	4,500.00
		357	Tree Maintenance	3,000.00
		359	Sitework	40,000.00
		360	Playground Equipment	20,000.00
		380	Plant & Equipment Maintenance	200.00
		383	Electrical Testing	4,000.00
		420	Electricity	6,900.00
		432	Water & Sewerage	3,050.00
		500	Equipment	1,100.00
		511	Equipment Maintenance	5,445.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		550	Materials	1,500.00
		556	Plants And Seeds	2,200.00
		565	Signs	500.00
		730	Licences	100.00
		738	Pest Control	100.00
		797	Insurance Excess	1,500.00
		A02	Charges (Income)	(579.00)
		A08	Licence Fees	(100.00)
		A09	Concession	(5,799.00)
		A19	Rent - Land	(21,000.00)
		A73	Land Hire - Fairs & Carnivals	(200.00)
		A74	Pitch Hire	(11,667.00)
		A78	Angling Charge	(1,160.00)
		A79	Boating Charge	(579.00)
		A83	Entertainments	(2,320.00)
		P01	Salary Gross Pay	132,227.58
		P15	National Insurance	10,018.37
		P16	Pensions	23,536.51
		S04	Printing (Internal)	500.00
				<b>230,073.46</b>
			<b>Green Spaces Total</b>	<b>1,209,648.36</b>
<b>Head of Service</b>				
<b>CH24</b>	<b>Head Of Operations</b>	130	Training	1,800.00
		225	Stationery	100.00
		240	Telephone & Mobile Phone Charges	96.00
		P01	Salary Gross Pay	67,670.00
		P06	Special Duty Allowance	2,146.00
		P15	National Insurance	7,149.68
		P16	Pensions	12,045.26
		P41	Mileage Allowance	1,000.00
			<b>Head of Service Total</b>	<b>92,006.94</b>
<b>Markets</b>				
<b>QM06</b>	<b>Huntingdon Farmers Market</b>	A02	Charges (Income)	(3,500.00)
				<b>(3,500.00)</b>



Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
QM01	Huntingdon Market	420	Electricity	691.00
		429	Business Improvement Dist Levy	168.00
		430	N N D R	5,389.62
		511	Equipment Maintenance	180.00
		A02	Charges (Income)	(28,430.00)
				<b>(22,001.38)</b>
QM90	Markets Management	248	I T Line Rental	400.00
		255	Advertising/Promoting Services	2,700.00
		411	Hire Of Rooms	38.00
		Y59	V A T P E Irrecoverable	1,900.00
				<b>5,038.00</b>
QM04	Ramsey Market	410	Rent	1,311.00
		420	Electricity	207.00
		430	N N D R	444.00
		A02	Charges (Income)	(1,954.00)
				<b>8.00</b>
QM03	St Ives Bank Holiday Market	550	Materials	413.00
		A02	Charges (Income)	(17,305.00)
		P01	Salary Gross Pay	22,125.06
		P03	Overtime	3,000.00
		P15	National Insurance	1,473.58
		P16	Pensions	3,938.26
				<b>13,644.90</b>
QM02	St Ives Market	420	Electricity	630.00
		430	N N D R	14,793.38
		511	Equipment Maintenance	180.00
		A02	Charges (Income)	(98,188.00)
				<b>(82,584.62)</b>
			<b>Markets Total</b>	<b>(89,395.10)</b>
<b>Operations Mangement</b>				
GQ01	Emergency Planning	248	I T Line Rental	848.00
		500	Equipment	750.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		710	Catering	100.00
		810	Contribution (Paid Out)	525.00
		P01	Salary Gross Pay	828.00
		P06	Special Duty Allowance	725.00
		P15	National Insurance	104.00
		P16	Pensions	279.00
		S04	Printing (Internal)	200.00
				<b>4,359.00</b>
<b>MU98</b>	<b>Operations Management</b>	100	Hired Staff	55.00
		137	Conferences	446.00
		163	Protective Clothing & Uniforms	337.00
		206	Software	5,968.00
		225	Stationery	1,500.00
		231	Postage	2,200.00
		240	Telephone & Mobile Phone Charges	1,800.00
		500	Equipment	900.00
		550	Materials	200.00
		562	Paper	150.00
		607	Vehicle Hire	200.00
		609	Vehicle Licence	127.00
		619	Vehicle Maintenance External	1,075.00
		636	Travel Expenses	400.00
		727	Land Registry Fee	450.00
		730	Licences	146.00
		734	Medical Fees	300.00
		754	Corporate Subscriptions	1,045.00
		P01	Salary Gross Pay	297,535.01
		P03	Overtime	6,389.00
		P06	Special Duty Allowance	9,554.00
		P15	National Insurance	20,299.66
		P16	Pensions	52,961.23
		P41	Mileage Allowance	10,000.00
		S04	Printing (Internal)	2,200.00
		S07	Mfds - Local Print Scan & Copy	4,550.00
		S27	Pool Car	5,000.00
		W12	Diesel From Stock	260.00
				<b>426,047.90</b>
			<b>Operations Mangement Total</b>	<b>430,406.90</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>Public Conveniences</b>				
<b>EP90</b>	<b>Pub Con Mgt</b>	303	Building Mtce	13,000.00
		420	Electricity	2,400.00
		432	Water & Sewerage	700.00
		432	Water & Sewerage	800.00
		440	Building Cleaning	17,000.00
		B12	Contribution From Town Council	(20,500.00)
			<b>Public Conveniences Total</b>	<b>13,400.00</b>
<b>Street Cleansing</b>				
<b>DN03</b>	<b>Abandoned Vehicles</b>	206	Software	2,082.00
		727	Land Registry Fee	50.00
		750	Removal/Storage	100.00
		B11	Contributn From County Council	(712.00)
		S04	Printing (Internal)	120.00
				<b>1,640.00</b>
<b>ES01</b>	<b>Street Cleansing</b>	100	Hired Staff	53,000.00
		130	Training	2,500.00
		163	Protective Clothing & Uniforms	6,000.00
		353	Site Clearance	1,500.00
		500	Equipment	2,500.00
		520	Litter Bins	29,000.00
		550	Materials	4,000.00
		551	Chemicals	33,420.00
		607	Vehicle Hire	3,000.00
		609	Vehicle Licence	3,500.00
		619	Vehicle Maintenance External	13,000.00
		622	Vehicle Mot	630.00
		625	Vehicle Parts & Fittings	27,468.00
		626	Vehicle Oil & Lubricants	736.00
		630	Tyres	15,000.00
		754	Corporate Subscriptions	950.00
		763	Waste Disposal	1,000.00
		A02	Charges (Income)	(45,532.00)
		B30	Charge To County Council	(46,188.00)
		P01	Salary Gross Pay	495,705.91
		P03	Overtime	52,490.00
		P06	Special Duty Allowance	2,532.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		P15	National Insurance	26,035.43
		P16	Pensions	88,235.65
		S04	Printing (Internal)	90.00
		W12	Diesel From Stock	110,000.00
				<b>880,572.99</b>
			<b>Street Cleansing Total</b>	<b>882,212.99</b>
<b>Waste Management</b>				
<b>ER02</b>	<b>Bulky Refuse</b>	A51	Bulky Refuse Charges	(30,532.00)
				<b>(30,532.00)</b>
<b>ER01</b>	<b>Domestic Waste Collection</b>	100	Hired Staff	198,078.00
		130	Training	4,000.00
		206	Software	2,434.00
		231	Postage	2,000.00
		240	Telephone & Mobile Phone Charges	3,864.00
		255	Advertising/Promoting Services	14,000.00
		500	Equipment	4,000.00
		507	Equipment Hire	603.00
		552	Refuse Sacks	22,807.00
		565	Signs	2,000.00
		607	Vehicle Hire	22,657.00
		609	Vehicle Licence	12,500.00
		619	Vehicle Maintenance External	30,000.00
		620	Vehicle Cleaning	2,500.00
		622	Vehicle Mot	3,468.00
		624	Vehicle Refurbishment	12,931.00
		625	Vehicle Parts & Fittings	105,000.00
		626	Vehicle Oil & Lubricants	2,800.00
		630	Tyres	40,974.00
		636	Travel Expenses	500.00
		763	Waste Disposal	144.00
		797	Insurance Excess	500.00
		810	Contribution (Paid Out)	14,815.00
		A02	Charges (Income)	(215.00)
		A48	2nd Green Bin Charges	(125,525.00)
		P01	Salary Gross Pay	982,327.01
		P03	Overtime	92,363.00
		P15	National Insurance	59,963.39
		P16	Pensions	174,854.21

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		P21	Market Supplement	20,000.00
		W12	Diesel From Stock	420,000.00
				<b>2,126,342.60</b>
<b>EQ02</b>	<b>Recycling Collections</b>	100	Hired Staff	107,665.00
		500	Equipment	4,000.00
		552	Refuse Sacks	15,000.00
		609	Vehicle Licence	6,100.00
		619	Vehicle Maintenance External	11,000.00
		622	Vehicle Mot	1,051.00
		625	Vehicle Parts & Fittings	23,000.00
		626	Vehicle Oil & Lubricants	1,800.00
		630	Tyres	11,000.00
		747	Recycling Collections	37,775.00
		A20	Recycling Income	(18,675.00)
		A47	Sales - Textiles	(9,000.00)
		A53	Recycling Credits	(780,000.00)
		P01	Salary Gross Pay	368,445.98
		P03	Overtime	14,886.00
		P15	National Insurance	22,597.33
		P16	Pensions	65,583.38
		P21	Market Supplement	10,000.00
		S04	Printing (Internal)	500.00
		W12	Diesel From Stock	39,022.00
				<b>(68,249.31)</b>
<b>ER03</b>	<b>Trade Refuse</b>	231	Postage	100.00
		550	Materials	2,000.00
		552	Refuse Sacks	6,000.00
		763	Waste Disposal	28,000.00
		A02	Charges (Income)	(96,000.00)
		S04	Printing (Internal)	500.00
				<b>(59,400.00)</b>
			<b>Waste Management Total</b>	<b>1,968,161.29</b>
<b>Head of Operations Total Budget for 2015/16</b>				<b>4,592,611.62</b>

# Development

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>Building Control</b>				
<b>PB02</b>	<b>B Regs Applications</b>	777	Subcontractors	6,000.00
		798	Shared service savings	(15,191.38)
		A10	Application Fee	(235,000.00)
		A11	Inspection Fee	(138,000.00)
		A31	Sales - Publications	(2,000.00)
		A66	Applications Partnership Fees	(26,000.00)
				<b>(410,191.38)</b>
<b>MU18</b>	<b>Building Control</b>	130	Training	2,500.00
		163	Protective Clothing & Uniforms	150.00
		206	Software	11,050.00
		225	Stationery	200.00
		231	Postage	1,000.00
		240	Telephone & Mobile Phone Charges	600.00
		250	Books & Publications	250.00
		500	Equipment	50.00
		636	Travel Expenses	50.00
		734	Medical Fees	100.00
		754	Corporate Subscriptions	3,700.00
		P01	Salary Gross Pay	303,824.74
		P15	National Insurance	23,577.56
		P16	Pensions	54,080.80
		P41	Mileage Allowance	18,100.00
		S04	Printing (Internal)	250.00
		S07	Mfds - Local Print Scan & Copy	1,100.00
		S27	Pool Car	2,500.00
				<b>423,083.10</b>
			<b>Building Control Total</b>	<b>12,891.72</b>
<b>Development Management</b>				
<b>PD04</b>	<b>Alconbury Devt Proposal</b>	711	Consultants	90,000.00
		A04	Costs Recovered	(50,227.00)
				<b>39,773.00</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>PD15</b>	<b>Community Infrastruct Levy Cil</b>	130	Training	5,000.00
		754	Corporate Subscriptions	2,600.00
		206	Software	1,000.00
		A04	Costs Recovered	(50,000.00)
				<b>(41,400.00)</b>
<b>MU16</b>	<b>Development Management</b>	130	Training	3,000.00
		163	Protective Clothing & Uniforms	150.00
		206	Software	23,600.00
		225	Stationery	1,400.00
		231	Postage	10,000.00
		240	Telephone & Mobile Phone Charges	600.00
		636	Travel Expenses	1,650.00
		710	Catering	100.00
		727	Land Registry Fee	300.00
		734	Medical Fees	50.00
		754	Corporate Subscriptions	3,045.00
		P01	Salary Gross Pay	764,225.61
		P15	National Insurance	58,240.68
		P16	Pensions	136,032.16
		P41	Mileage Allowance	7,500.00
		S04	Printing (Internal)	2,600.00
		S07	Mfds - Local Print Scan & Copy	4,600.00
		S27	Pool Car	7,200.00
				<b>1,024,293.45</b>
<b>PD01</b>	<b>Dm Advice</b>	A02	Charges (Income)	(60,000.00)
		A31	Sales - Publications	(2,400.00)
				<b>(62,400.00)</b>
<b>PD03</b>	<b>Dm Appeals</b>	711	Consultants	30,000.00
				<b>30,000.00</b>
<b>PD02</b>	<b>Dm Application Processing</b>	225	Stationery	1,200.00
		225	Stationery	1,200.00
		257	Advertising - Statutory Notice	7,800.00
		500	Equipment	800.00
		501	Equipment Operating Lease	2,320.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		711	Consultants	10,000.00
		A02	Charges (Income)	(15,000.00)
		A10	Application Fee	(1,200,000.00)
				<b>(1,191,680.00)</b>
			<b>Development Management Total</b>	<b>(201,413.55)</b>
<b>Economic Development</b>				
FF01	<b>Bid collection Cost: Huntingdon</b>	A02	Charges (Income)	(6,000.00)
				<b>(6,000.00)</b>
QA03	<b>Business &amp; Enterprise Support</b>	225	Stationery	100.00
		231	Postage	100.00
		240	Telephone & Mobile Phone Charges	200.00
		636	Travel Expenses	500.00
		799	Other Services	97,498.00
		A04	Costs Recovered	(21,000.00)
		P01	Salary Gross Pay	107,450.26
		P15	National Insurance	8,692.56
		P16	Pensions	19,126.15
		P41	Mileage Allowance	1,500.00
				<b>214,166.97</b>
QH02	<b>Hunts Town Centre Redev</b>	711	Consultants	50,000.00
				<b>50,000.00</b>
QJ03	<b>St Neots Town Cent Advice</b>	711	Consultants	50,000.00
				<b>50,000.00</b>
			<b>Economic Development Total</b>	<b>308,166.97</b>
<b>Head of Service</b>				
CH25	<b>Head Of Development</b>	130	Training	1,000.00
		225	Stationery	100.00
		240	Telephone & Mobile Phone Charges	96.00



Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		P01	Salary Gross Pay	59,590.00
		P01	Salary Gross Pay	0.25
		P15	National Insurance	6,034.64
		P16	Pensions	10,607.02
		P41	Mileage Allowance	500.00
			<b>Head of Service Total</b>	<b>77,927.91</b>
<b>Housing Strategy</b>				
<b>MU34</b>	<b>Housing Policy R&amp;D</b>	130	Training	3,000.00
		231	Postage	750.00
		240	Telephone & Mobile Phone Charges	150.00
		250	Books & Publications	100.00
		636	Travel Expenses	200.00
		710	Catering	200.00
		734	Medical Fees	100.00
		P01	Salary Gross Pay	219,719.54
		P15	National Insurance	13,826.87
		P16	Pensions	34,660.08
		P41	Mileage Allowance	1,500.00
		S04	Printing (Internal)	500.00
		S07	Mfds - Local Print Scan & Copy	500.00
		S27	Pool Car	400.00
				<b>275,606.49</b>
<b>HD02</b>	<b>Housing Strategy</b>	810	Contribution (Paid Out)	47,850.00
				<b>47,850.00</b>
<b>HF01</b>	<b>Mobile Home Park</b>	303	Building Mtce	4,500.00
		420	Electricity	20,000.00
		432	Water & Sewerage	19,400.00
		733	Management Charge	23,255.00
		A19	Rent - Land	(100,000.00)
		A26	Electricity Charge	(20,000.00)
		A30	Sales	(6,000.00)
		Y03	Renewals Fund Contribution	1,620.00
		Y59	V A T P E Irrecoverable	5,800.00
				<b>(51,425.00)</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
HC10	Renovation/ Improvement Grants	206	Software	1,430.00
		727	Land Registry Fee	460.00
		800	Grants (Paid Out)	25,000.00
				<b>26,890.00</b>
			<b>Housing Strategy Total</b>	<b>298,921.49</b>
<b>Planning Policy</b>				
CA23	Biodiversity Action Plan	810	Contribution (Paid Out)	7,700.00
				<b>7,700.00</b>
PA07	Great Fen Project	810	Contribution (Paid Out)	20,000.00
				<b>20,000.00</b>
PA08	Local Enterprise P'Shp/Choriz	810	Contribution (Paid Out)	11,941.00
				<b>11,941.00</b>
PA03	Local Plan Prep (Excl Inq)	206	Software	4,300.00
		711	Consultants	150,000.00
		A31	Sales - Publications	(1,500.00)
				<b>152,800.00</b>
PA11	Neighbourhood Planning	B50	Government Grants	(5,000.00)
				<b>(5,000.00)</b>
MU17	Planning Policy	130	Training	4,000.00
		163	Protective Clothing & Uniforms	200.00
		206	Software	3,250.00
		225	Stationery	175.00
		231	Postage	100.00
		240	Telephone & Mobile Phone Charges	1,000.00
		250	Books & Publications	210.00
		636	Travel Expenses	3,700.00
		710	Catering	1,200.00
		734	Medical Fees	100.00
		P01	Salary Gross Pay	643,464.34
		P15	National Insurance	50,359.68

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		P16	Pensions	114,536.65
		P41	Mileage Allowance	7,500.00
		S04	Printing (Internal)	1,000.00
		S07	Mfds - Local Print Scan & Copy	2,300.00
		S27	Pool Car	3,000.00
				<b>836,095.68</b>
<b>PA05</b>	<b>Planning Projects General</b>	810	Contribution (Paid Out)	15,425.00
				<b>15,425.00</b>
<b>PA01</b>	<b>Strategic Planning</b>	231	Postage	100.00
				<b>100.00</b>
<b>PC08</b>	<b>Trees</b>	130	Training	500.00
		225	Stationery	152.00
		411	Hire Of Rooms	150.00
		555	Trees/Shrubs	8,000.00
		754	Corporate Subscriptions	250.00
		P01	Salary Gross Pay	10,314.42
		P15	National Insurance	245.28
		P16	Pensions	1,835.97
				<b>21,447.67</b>
<b>PA10</b>	<b>Viability Assessments</b>	777	Subcontractors	15,759.00
		A04	Costs Recovered	(15,759.00)
				<b>0.00</b>
<b>PA24</b>	<b>Wyton Airfield Development</b>	711	Consultants	50,000.00
				<b>50,000.00</b>
			<b>Planning Policy Total</b>	<b>1,110,509.34</b>
<b>Public Transport</b>				
<b>TP01</b>	<b>Concessionary Fares</b>	810	Contribution (Paid Out)	19,200.00
				<b>19,200.00</b>
			<b>Public Transport Total</b>	<b>19,200.00</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>Transportation Strategy</b>				
TA10	Cycle Routes	359	Sitework	500.00
				<b>500.00</b>
TA11	Cycle Shelters	359	Sitework	1,500.00
				<b>1,500.00</b>
TA04	Transportation Grants	810	Contribution (Paid Out)	63,020.00
				<b>63,020.00</b>
			<b>Transportation Strategy Total</b>	<b>65,020.00</b>
<b>Head of Development Total Budget for 2015/16</b>				<b>1,691,223.87</b>

# Community

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>CCTV</b>				
KC01	Cctv Huntingdonshire	B31	Charge To Parish/Town Council	(77,973.00)
				<b>(77,973.00)</b>
KC80	Cctv Shared Service Hosting	100	Hired Staff	5,000.00
		231	Postage	50.00
		240	Telephone & Mobile Phone Charges	2,400.00
		412	Service Charges	180.00
		420	Electricity	4,000.00
		511	Equipment Maintenance	98,242.00
		562	Paper	50.00
		730	Licences	700.00
		754	Corporate Subscriptions	350.00
		767	Transmission Lines Rental	102,056.00
		A04	Costs Recovered	(299,000.00)
		P01	Salary Gross Pay	268,601.01
		P15	National Insurance	16,695.66
		P16	Pensions	45,533.41
		P41	Mileage Allowance	100.00
		S04	Printing (Internal)	200.00
				<b>245,158.08</b>
			<b>C C T V Total</b>	<b>167,185.08</b>
<b>Commercial Team</b>				
DG05	Animal Licensing - Inspections	760	Vets	5,000.00
		A03	Fees	(10,000.00)
				<b>(5,000.00)</b>
MU05	Commercial Team	130	Training	8,000.00
		163	Protective Clothing & Uniforms	500.00
		231	Postage	100.00
		240	Telephone & Mobile Phone Charges	500.00
		550	Materials	4,000.00
		636	Travel Expenses	1,500.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		729	Legal Fees	3,000.00
		P01	Salary Gross Pay	250,328.47
		P03	Overtime	3,582.00
		P15	National Insurance	20,438.10
		P16	Pensions	44,558.47
		P41	Mileage Allowance	12,500.00
		S07	Mfds - Local Print Scan & Copy	200.00
				<b>349,207.03</b>
<b>DF90</b>	<b>Food Safety General</b>	250	Books & Publications	350.00
		500	Equipment	500.00
		511	Equipment Maintenance	1,000.00
		550	Materials	3,000.00
		636	Travel Expenses	1,000.00
		728	Laundry	600.00
		754	Corporate Subscriptions	200.00
		764	Water Sampling	600.00
		A13	Course Fee	(5,000.00)
		B11	Contributn From County Council	(5,000.00)
				<b>(2,750.00)</b>
<b>DK90</b>	<b>Health &amp; Safety General</b>	725	Laboratory Services	3,000.00
		729	Legal Fees	1,500.00
		754	Corporate Subscriptions	1,100.00
				<b>5,600.00</b>
<b>DH01</b>	<b>Health Promotion - General</b>	255	Advertising/Promoting Services	12,500.00
				<b>12,500.00</b>
			<b>Commercial Team Total</b>	<b>359,557.03</b>
<b>Community Team</b>				
<b>KP21</b>	<b>Building Safer Communities</b>	799	Other Services	24,225.00
		B13	Contribution From Police	(24,225.00)
				<b>0.00</b>
<b>KP01</b>	<b>Community Safety</b>	130	Training	5,000.00
		206	Software	1,400.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		231	Postage	500.00
		359	Sitework	1,000.00
		500	Equipment	1,000.00
		636	Travel Expenses	200.00
		710	Catering	500.00
		727	Land Registry Fee	100.00
		810	Contribution (Paid Out)	6,000.00
		P01	Salary Gross Pay	58,686.25
		P15	National Insurance	4,448.52
		P16	Pensions	10,446.15
		P41	Mileage Allowance	2,000.00
		S04	Printing (Internal)	700.00
		S07	Mfds - Local Print Scan & Copy	200.00
				<b>92,180.93</b>
<b>MU14</b>	<b>Community Safety</b>	130	Training	2,000.00
		231	Postage	500.00
		240	Telephone & Mobile Phone Charges	240.00
		636	Travel Expenses	500.00
		710	Catering	100.00
		715	Enforcement - Works in default	1,500.00
		729	Legal Fees	5,000.00
		734	Medical Fees	50.00
		P01	Salary Gross Pay	66,940.49
		P15	National Insurance	5,823.74
		P16	Pensions	11,951.12
		P41	Mileage Allowance	4,000.00
		S04	Printing (Internal)	100.00
		S07	Mfds - Local Print Scan & Copy	200.00
				<b>98,905.36</b>
<b>DG01</b>	<b>Dog Control</b>	130	Training	750.00
		163	Protective Clothing & Uniforms	500.00
		240	Telephone & Mobile Phone Charges	150.00
		250	Books & Publications	50.00
		609	Vehicle Licence	250.00
		622	Vehicle Mot	50.00
		625	Vehicle Parts & Fittings	500.00
		715	Enforcement - Works in default	2,500.00
		729	Legal Fees	1,000.00
		810	Contribution (Paid Out)	32,000.00
		A02	Charges (Income)	(5,620.00)

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		A28	Telephone Charge	(50.00)
		P01	Salary Gross Pay	33,380.50
		P15	National Insurance	2,644.15
		P16	Pensions	5,941.73
		S04	Printing (Internal)	400.00
		S07	Mfds - Local Print Scan & Copy	50.00
		W12	Diesel From Stock	2,500.00
				<b>76,996.38</b>
<b>KP10</b>	<b>High Hedges</b>	A04	Costs Recovered	(500.00)
				<b>(500.00)</b>
<b>PA09</b>	<b>Neighbourhood Plans</b>	711	Consultants	8,758.00
				<b>8,758.00</b>
<b>DP90</b>	<b>Pest Control</b>	130	Training	750.00
		163	Protective Clothing & Uniforms	100.00
		240	Telephone & Mobile Phone Charges	150.00
		255	Advertising/Promoting Services	500.00
		500	Equipment	100.00
		550	Materials	2,500.00
		609	Vehicle Licence	250.00
		622	Vehicle Mot	50.00
		625	Vehicle Parts & Fittings	500.00
		777	Subcontractors	2,500.00
		A02	Charges (Income)	(35,000.00)
		P01	Salary Gross Pay	23,452.20
		P15	National Insurance	1,611.60
		P16	Pensions	4,174.49
		S04	Printing (Internal)	50.00
		S07	Mfds - Local Print Scan & Copy	50.00
		W12	Diesel From Stock	2,500.00
				<b>4,238.30</b>
<b>LM04</b>	<b>Priory Centre</b>	810	Contribution (Paid Out)	33,010.00
		B12	Contribution From Town Council	(5,260.00)
				<b>27,750.00</b>
<b>KA08</b>	<b>Ramsey Neighbourhood</b>	100	Hired Staff	2,000.00
		130	Training	750.00
		211	Photocopying	400.00



Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		225	Stationery	100.00
		240	Telephone & Mobile Phone Charges	250.00
		248	I T Line Rental	500.00
		255	Advertising/Promoting Services	300.00
		295	Other Office Expenses	100.00
		440	Building Cleaning	1,126.00
		636	Travel Expenses	100.00
		P01	Salary Gross Pay	30,462.15
		P15	National Insurance	2,340.64
		P16	Pensions	5,422.26
		P41	Mileage Allowance	750.00
				<b>44,601.05</b>
<b>KG04</b>	<b>Voluntary Sector Grants</b>	800	Grants (Paid Out)	335,356.00
				<b>335,356.00</b>
			<b>Community Team Total</b>	<b>688,286.00</b>
<b>Environmental Health Admin</b>				
<b>DT99</b>	<b>Env Health General Renewals</b>	Y03	Renewals Fund Contribution	6,612.00
				<b>6,612.00</b>
<b>MU23</b>	<b>Environmental Health Admin</b>	130	Training	1,000.00
		225	Stationery	660.00
		231	Postage	600.00
		636	Travel Expenses	250.00
		734	Medical Fees	250.00
		754	Corporate Subscriptions	480.00
		799	Other Services	1,848.00
		P01	Salary Gross Pay	109,126.07
		P03	Overtime	3,416.00
		P15	National Insurance	6,384.57
		P16	Pensions	19,424.44
		P41	Mileage Allowance	250.00
		S04	Printing (Internal)	700.00
		S07	Mfds - Local Print Scan & Copy	700.00
				<b>145,089.07</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
DT02	Flare - It Application	130	Training	255.00
		206	Software	14,090.00
		754	Corporate Subscriptions	110.00
				<b>14,455.00</b>
			<b>Environmental Health Admin Total</b>	<b>166,156.07</b>
<b>Environmental Protection Team</b>				
DA02	Air Quality	206	Software	480.00
		248	I T Line Rental	152.00
		500	Equipment	2,465.00
		507	Equipment Hire	129.00
		511	Equipment Maintenance	6,564.00
		754	Corporate Subscriptions	500.00
		A02	Charges (Income)	(180.00)
		S27	Pool Car	1,500.00
				<b>11,610.00</b>
DS03	Caravan & Camping Sites	A08	Licence Fees	(2,567.00)
				<b>(2,567.00)</b>
DA03	Contaminated Land	206	Software	540.00
		250	Books & Publications	240.00
		730	Licences	600.00
		777	Subcontractors	14,000.00
		A03	Fees	(1,983.00)
		A04	Costs Recovered	(250.00)
		S27	Pool Car	1,000.00
				<b>14,147.00</b>
MU04	Env Protection	130	Training	4,000.00
		163	Protective Clothing & Uniforms	500.00
		231	Postage	391.00
		240	Telephone & Mobile Phone Charges	750.00
		636	Travel Expenses	1,500.00
		P01	Salary Gross Pay	146,596.45
		P03	Overtime	1,622.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		P15	National Insurance	12,098.95
		P16	Pensions	26,094.17
		P41	Mileage Allowance	3,000.00
		S04	Printing (Internal)	40.00
		S07	Mfds - Local Print Scan & Copy	150.00
				<b>196,742.57</b>
<b>DS04</b>	<b>Multiple Occupation Housing</b>	A08	Licence Fees	(175.00)
				<b>(175.00)</b>
<b>MU06</b>	<b>Neighbourhood Intervention</b>	130	Training	4,000.00
		163	Protective Clothing & Uniforms	500.00
		231	Postage	500.00
		240	Telephone & Mobile Phone Charges	1,000.00
		636	Travel Expenses	1,500.00
		715	Enforcement - Works in default	3,000.00
		729	Legal Fees	3,000.00
		P01	Salary Gross Pay	202,814.06
		P03	Overtime	2,028.00
		P15	National Insurance	17,073.76
		P16	Pensions	36,100.90
		P41	Mileage Allowance	4,000.00
		S04	Printing (Internal)	70.00
		S07	Mfds - Local Print Scan & Copy	220.00
				<b>275,806.72</b>
<b>DN04</b>	<b>Noise Control</b>	203	Other I T Hardware	700.00
		225	Stationery	60.00
		250	Books & Publications	100.00
		511	Equipment Maintenance	2,713.00
		754	Corporate Subscriptions	263.00
		A02	Charges (Income)	(1,313.00)
		S27	Pool Car	350.00
				<b>2,873.00</b>
<b>DA01</b>	<b>Permitted Processes</b>	636	Travel Expenses	1,300.00
		777	Subcontractors	460.00
		A03	Fees	(27,865.00)
		A10	Application Fee	(5,543.00)
				<b>(31,648.00)</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>DS01</b>	<b>Private Sector Housing</b>	250	Books & Publications	250.00
		727	Land Registry Fee	300.00
		754	Corporate Subscriptions	1,200.00
		A11	Inspection Fee	(335.00)
		S27	Pool Car	2,000.00
				<b>3,415.00</b>
<b>DN01</b>	<b>Statutory Nuisances</b>	231	Postage	350.00
		754	Corporate Subscriptions	1,300.00
		S27	Pool Car	4,500.00
				<b>6,150.00</b>
			<b>Environmental Protection Team Total</b>	<b>476,354.29</b>
<b>Head of Service</b>				
<b>CH26</b>	<b>Head Of Community</b>	130	Training	300.00
		137	Conferences	1,000.00
		225	Stationery	300.00
		240	Telephone & Mobile Phone Charges	120.00
		P01	Salary Gross Pay	59,590.00
		P15	National Insurance	6,034.64
		P16	Pensions	10,607.02
		P41	Mileage Allowance	500.00
				<b>78,451.66</b>
<b>MH20</b>	<b>Health &amp; Safety Contract</b>	779	Client contracts	26,000.00
				<b>26,000.00</b>
			<b>Head of Service Total</b>	<b>104,451.66</b>
<b>Licencing</b>				
<b>GM30</b>	<b>Gambling Licences</b>	A08	Licence Fees	(13,543.00)
				<b>(13,543.00)</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>GM90</b>	<b>Licensing Common Costs</b>	130	Training	3,421.00
		206	Software	9,348.00
		225	Stationery	600.00
		231	Postage	400.00
		240	Telephone & Mobile Phone Charges	200.00
		250	Books & Publications	661.00
		636	Travel Expenses	300.00
		P01	Salary Gross Pay	124,896.04
		P15	National Insurance	8,087.04
		P16	Pensions	22,338.29
		P41	Mileage Allowance	400.00
		S04	Printing (Internal)	300.00
		S07	Mfds - Local Print Scan & Copy	600.00
		S27	Pool Car	400.00
				<b>171,951.37</b>
<b>GM10</b>	<b>Miscellaneous Licences</b>	A08	Licence Fees	(18,134.00)
				<b>(18,134.00)</b>
<b>GM20</b>	<b>Premises Licences 2003 Act</b>	A08	Licence Fees	(150,298.00)
		S04	Printing (Internal)	300.00
				<b>(149,998.00)</b>
<b>GM11</b>	<b>Taxi &amp; Private Hire Licences</b>	564	Licence Plates	3,306.00
		618	Vehicle Inspection	26,111.00
		721	Taxi CRB checks	12,180.00
		A08	Licence Fees	(180,938.00)
		S04	Printing (Internal)	400.00
				<b>(138,941.00)</b>
			<b>Licencing Total</b>	<b>(148,664.63)</b>
<b>Projects And Assets</b>				
<b>TB10</b>	<b>Bus Shelters</b>	359	Sitework	4,000.00
		420	Electricity	900.00
		440	Building Cleaning	6,960.00
				<b>11,860.00</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
EX07	Closed Churchyards	303	Building Mtce	2,000.00
				<b>2,000.00</b>
EE90	Env Imps Management	359	Sitework	20,000.00
		420	Electricity	130.00
		432	Water & Sewerage	130.00
				<b>21,630.00</b>
EE99	Environmental Imps Renewals	A04	Costs Recovered	(8,000.00)
				<b>(8,000.00)</b>
TB01	Huntingdon Bus Station	248	I T Line Rental	450.00
		303	Building Mtce	5,000.00
		410	Rent	370.00
		420	Electricity	6,000.00
		430	N N D R	16,116.00
		432	Water & Sewerage	450.00
		440	Building Cleaning	10,860.00
		443	Cleaning Materials	1,100.00
		A15	Rent	(5,450.00)
		Y59	V A T P E Irrecoverable	4,600.00
				<b>39,496.00</b>
MU27	Projects	130	Training	600.00
		206	Software	(8,500.00)
		225	Stationery	100.00
		231	Postage	560.00
		240	Telephone & Mobile Phone Charges	670.00
		250	Books & Publications	300.00
		500	Equipment	100.00
		636	Travel Expenses	400.00
		748	Registration Fee	190.00
		P01	Salary Gross Pay	129,031.46
		P15	National Insurance	10,057.49
		P16	Pensions	22,967.60
		P41	Mileage Allowance	2,600.00
		S04	Printing (Internal)	400.00
		S27	Pool Car	1,200.00
				<b>160,676.55</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
ED04	Sewer Ditches/ Village Drains	359	Sitework	21,000.00
				<b>21,000.00</b>
ED07	Spring Common Flood Chamber	380	Plant & Equipment Maintenance	700.00
				<b>700.00</b>
TB02	St Ives Bus Station	240	Telephone & Mobile Phone Charges	190.00
		248	I T Line Rental	240.00
		303	Building Mtce	2,500.00
		420	Electricity	800.00
		430	N N D R	10,200.00
		440	Building Cleaning	2,580.00
				<b>16,510.00</b>
TK02	Street Naming	361	Signs Erecting & Removal	20,000.00
		565	Signs	2,000.00
		739	Photographic Services	890.00
		A04	Costs Recovered	(6,000.00)
				<b>16,890.00</b>
ED01	Watercourses	303	Building Mtce	6,000.00
		359	Sitework	28,000.00
		754	Corporate Subscriptions	300.00
				<b>34,300.00</b>
			<b>Projects And Assets Total</b>	<b>317,062.55</b>
<b>Head of Community total Budget for 2015/16</b>				<b>2,130,388.05</b>

# Leisure & Health

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>Head of Service</b>				
CH27	Head Of Leisure & Health	130	Training	1,000.00
		225	Stationery	200.00
		240	Telephone & Mobile Phone Charges	96.00
		P01	Salary Gross Pay	59,590.00
		P15	National Insurance	6,034.64
		P16	Pensions	10,607.02
		P41	Mileage Allowance	500.00
			<b>Head of Service Total</b>	<b>78,027.66</b>
<b>Leisure Centres Corporate</b>				
LL01	Leisure Centre Corporate Management	130	Training	500.00
		220	Printing (External)	5,014.80
		225	Stationery	300.00
		231	Postage	100.00
		240	Telephone & Mobile Phone Charges	226.80
		255	Advertising/Promoting Services	20,311.20
		500	Equipment	600.00
		507	Equipment Hire	1,800.00
		511	Equipment Maintenance	200.00
		550	Materials	20.00
		636	Travel Expenses	10.00
		764	Water Sampling	350.00
		A02	Charges (Income)	(2,400.00)
		A13	Course Fee	(5,670.00)
		P01	Salary Gross Pay	181,994.00
		P03	Overtime	207.00
		P15	National Insurance	13,342.00
		P16	Pensions	43,657.00
		P41	Mileage Allowance	740.00
		S04	Printing (Internal)	530.00
		S27	Pool Car	200.00
				<b>262,032.80</b>
			<b>Leisure Centres Corporate Total</b>	<b>262,032.80</b>



Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
<b>St Ives Outdoor Centre</b>				
<b>LK20</b>	<b>Hospitality</b>	163	Protective Clothing & Uniforms	200.00
		443	Cleaning Materials	450.00
		500	Equipment	500.00
		550	Materials	1,025.00
		558	Bar Provisions	25,000.00
		559	Catering Materials	10,000.00
		567	Gas Cylinders (Incl. Bars)	2,200.00
		572	Confectionery	2,500.00
		744	Entertainments Inc Cable Tv	5,622.00
		758	Stock Control	250.00
		A37	Sales - Bar	(65,000.00)
		A38	Sales - Catering	(24,000.00)
		A43	Sales-Confectionery	(5,638.00)
		P01	Salary Gross Pay	17,500.00
		P15	National Insurance	400.00
		P16	Pensions	700.00
				<b>(28,291.00)</b>
<b>LK29</b>	<b>Outdoor Sports</b>	A62	Education/Training	(15,000.00)
		A62	Education/Training	
		A74	Pitch Hire	(105,000.00)
		P01	Salary Gross Pay	200.00
		Y03	Renewals Fund Contribution	25,000.00
				<b>(94,800.00)</b>
<b>LK90</b>	<b>Site &amp; Centre Management</b>	130	Training	1,000.00
		163	Protective Clothing & Uniforms	200.00
		248	I T Line Rental	300.00
		420	Electricity	30,000.00
		421	Gas	7,000.00
		430	N N D R	74,460.00
		432	Water & Sewerage	9,000.00
		440	Building Cleaning	17,000.00
		443	Cleaning Materials	770.00
		450	Fire & Security	1,250.00
		500	Equipment	1,000.00
		507	Equipment Hire	370.00
		524	Sports Equipment	3,500.00
		550	Materials	250.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		615	Diesel	4,000.00
		619	Vehicle Maintenance External	3,000.00
		730	Licences	500.00
		763	Waste Disposal	2,000.00
		774	Washroom Services	150.00
		A02	Charges (Income)	(205.00)
		A21	Room Hire	(3,500.00)
		A22	Equipment Hire	(150.00)
		A74	Pitch Hire	(3,384.00)
		P01	Salary Gross Pay	49,627.00
		P03	Overtime	200.00
		P15	National Insurance	3,409.00
		P16	Pensions	8,614.00
		P41	Mileage Allowance	50.00
				<b>210,411.00</b>
			<b>St Ives Outdoor Centre Total</b>	<b>87,320.00</b>
<b>St Neots Leisure Centre</b>				
<b>LN01</b>	<b>Swimming</b>	130	Training	4,270.00
		P31	Salary - Training Attendance	6,500.00
		248	I T Line Rental	152.00
		420	Electricity	96,700.00
		421	Gas	34,889.00
		432	Water & Sewerage	15,938.00
		500	Equipment	4,000.00
		507	Equipment Hire	1,900.00
		524	Sports Equipment	500.00
		550	Materials	1,000.00
		551	Chemicals	6,600.00
		571	Badges And Certificates	200.00
		730	Licences	106.00
		764	Water Sampling	80.00
		A02	Charges (Income)	(140,000.00)
		A21	Room Hire	(20,000.00)
		A62	Education/Training	(28,456.00)
		D02	Adult Swimming Courses	(12,300.00)
		D03	Junior Swimming Courses	(277,000.00)
		D64	Fitness Classes	(7,500.00)
		D85	Parties	(21,400.00)
		D99	Membership	(29,005.00)
		P01	Salary Gross Pay	217,003.10

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		P15	National Insurance	6,186.00
		P16	Pensions	8,471.00
				<b>(131,165.90)</b>
<b>LN02</b>	<b>Impressions</b>	130	Training	2,000.00
		P31	Salary - Training Attendance	500.00
		206	Software	5,300.00
		220	Printing (External)	450.00
		255	Advertising/Promoting Services	2,000.00
		500	Equipment	2,500.00
		511	Equipment Maintenance	6,500.00
		570	Materials For Resale	250.00
		730	Licences	355.00
		A02	Charges (Income)	(28,500.00)
		A33	Sales - Equipment	(3,500.00)
		D62	Consultation Appointments	(35,000.00)
		D99	Membership	(541,099.00)
		P01	Salary Gross Pay	112,745.00
		P03	Overtime	328.00
		P15	National Insurance	7,265.00
		P16	Pensions	16,688.00
				<b>(451,218.00)</b>
<b>LN10</b>	<b>Indoor Sports</b>	130	Training	500.00
		500	Equipment	1,500.00
		524	Sports Equipment	1,750.00
		550	Materials	200.00
		720	Instructors/Tutors	1,000.00
		730	Licences	1,600.00
		A02	Charges (Income)	(74,015.00)
		A13	Course Fee	(5,000.00)
		A21	Room Hire	(42,210.00)
		A22	Equipment Hire	(900.00)
		D64	Fitness Classes	(50,000.00)
		D85	Parties	(26,400.00)
		D99	Membership	(184,766.00)
		P01	Salary Gross Pay	104,211.50
		P15	National Insurance	2,134.00
		P16	Pensions	4,382.00
				<b>(266,013.50)</b>
<b>LN20</b>	<b>Hospitality</b>	443	Cleaning Materials	1,200.00
		500	Equipment	1,000.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		550	Materials	2,000.00
		558	Bar Provisions	7,000.00
		559	Catering Materials	25,000.00
		560	Vending Materials	14,500.00
		567	Gas Cylinders (Incl. Bars)	180.00
		572	Confectionery	2,000.00
		758	Stock Control	650.00
		A37	Sales - Bar	(15,000.00)
		A38	Sales - Catering	(62,000.00)
		A39	Sales - Vending	(27,040.00)
		A43	Sales-Confectionery	(5,000.00)
		A82	Functions	(1,300.00)
		P01	Salary Gross Pay	57,578.00
		P15	National Insurance	1,204.00
		P16	Pensions	4,789.00
				<b>6,761.00</b>
<b>LN29</b>	<b>Outdoor Sports</b>	500	Equipment	500.00
		524	Sports Equipment	500.00
		571	Badges And Certificates	400.00
		614	Petrol	50.00
		619	Vehicle Maintenance External	359.00
		A62	Education/Training	(17,450.00)
		A74	Pitch Hire	(42,250.00)
		P01	Salary Gross Pay	2,215.00
				<b>(55,676.00)</b>
<b>LN36</b>	<b>Creche</b>	550	Materials	200.00
		A02	Charges (Income)	(50.00)
		D99	Membership	(36,230.00)
		P01	Salary Gross Pay	29,799.00
		P15	National Insurance	1,140.00
		P16	Pensions	5,038.00
				<b>(103.00)</b>
<b>LN90</b>	<b>Site &amp; Centre Management</b>	130	Training	500.00
		163	Protective Clothing & Uniforms	2,500.00
		200	Furniture	500.00
		203	Other I T Hardware	360.00
		206	Software	20,923.00
		220	Printing (External)	7,196.00
		225	Stationery	1,845.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		231	Postage	1,000.00
		240	Telephone & Mobile Phone Charges	1,596.00
		248	I T Line Rental	152.00
		255	Advertising/Promoting Services	10,532.70
		303	Building Mtce	61,714.00
		421	Gas	6,461.00
		430	N N D R	131,513.70
		432	Water & Sewerage	10,600.00
		440	Building Cleaning	12,110.00
		443	Cleaning Materials	7,000.00
		450	Fire & Security	5,500.00
		500	Equipment	5,732.00
		507	Equipment Hire	3,050.00
		550	Materials	8,700.00
		570	Materials For Resale	5,000.00
		702	Cash Collection	3,400.00
		730	Licences	10,516.00
		758	Stock Control	100.00
		763	Waste Disposal	3,149.00
		772	Income Transaction Charges	8,200.00
		774	Washroom Services	2,309.00
		A02	Charges (Income)	(23,832.00)
		A21	Room Hire	(300.00)
		A33	Sales - Equipment	(13,000.00)
		D74	Pure Spa	(22,750.00)
		P01	Salary Gross Pay	266,477.00
		P03	Overtime	2,250.00
		P15	National Insurance	17,397.00
		P16	Pensions	46,417.00
		P41	Mileage Allowance	600.00
		Y59	V A T P E Irrecoverable	22,000.00
				<b>627,418.40</b>
			<b>St Neots Leisure Centre Total</b>	<b>(269,997.00)</b>
<b>Huntingdon Leisure Centre</b>				
<b>LP01</b>	<b>Swimming</b>	130	Training	1,000.00
		P31	Salary - Training Attendance	3,500.00
		383	Electrical Testing	250.00
		420	Electricity	16,000.00
		421	Gas	43,000.00
		432	Water & Sewerage	12,013.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		450	Fire & Security	500.00
		500	Equipment	1,500.00
		511	Equipment Maintenance	1,800.00
		551	Chemicals	2,800.00
		571	Badges And Certificates	100.00
		764	Water Sampling	120.00
		A02	Charges (Income)	(79,100.00)
		A21	Room Hire	(28,540.00)
		A62	Education/Training	(21,000.00)
		D02	Adult Swimming Courses	(5,500.00)
		D03	Junior Swimming Courses	(197,000.00)
		D64	Fitness Classes	(4,200.00)
		D85	Parties	(4,500.00)
		D99	Membership	(21,574.00)
		P01	Salary Gross Pay	159,967.00
		P15	National Insurance	5,328.00
		P16	Pensions	7,665.00
				<b>(105,871.00)</b>
<b>LP02</b>	<b>Impressions</b>	130	Training	1,500.00
		P31	Salary - Training Attendance	500.00
		206	Software	5,000.00
		220	Printing (External)	1,000.00
		255	Advertising/Promoting Services	2,000.00
		500	Equipment	2,250.00
		511	Equipment Maintenance	18,765.00
		570	Materials For Resale	200.00
		730	Licences	500.00
		A02	Charges (Income)	(23,000.00)
		A33	Sales - Equipment	(5,500.00)
		D62	Consultation Appointments	(25,000.00)
		D99	Membership	(333,593.00)
		P01	Salary Gross Pay	92,987.00
		P03	Overtime	511.00
		P15	National Insurance	5,318.00
		P16	Pensions	15,318.00
				<b>(241,244.00)</b>
<b>LP10</b>	<b>Indoor Sports</b>	200	Furniture	1,500.00
		500	Equipment	1,300.00
		511	Equipment Maintenance	2,000.00
		524	Sports Equipment	1,100.00
		550	Materials	500.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		720	Instructors/Tutors	1,000.00
		744	Entertainments Inc Cable Tv	500.00
		A02	Charges (Income)	(84,000.00)
		A13	Course Fee	(3,500.00)
		A21	Room Hire	(21,100.00)
		A22	Equipment Hire	(290.00)
		A62	Education/Training	(250.00)
		D64	Fitness Classes	(46,000.00)
		D85	Parties	(36,750.00)
		D99	Membership	(135,224.00)
		P01	Salary Gross Pay	56,215.00
		P14	Maternity Pay	724.00
		P15	National Insurance	468.00
				<b>(261,807.00)</b>
<b>LP20</b>	<b>Hospitality</b>	130	Training	200.00
		443	Cleaning Materials	1,000.00
		500	Equipment	1,500.00
		507	Equipment Hire	300.00
		511	Equipment Maintenance	2,000.00
		550	Materials	3,000.00
		558	Bar Provisions	8,800.00
		559	Catering Materials	26,300.00
		560	Vending Materials	18,200.00
		567	Gas Cylinders (Incl. Bars)	700.00
		572	Confectionery	3,500.00
		728	Laundry	200.00
		744	Entertainments Inc Cable Tv	1,000.00
		758	Stock Control	450.00
		A21	Room Hire	(820.00)
		A37	Sales - Bar	(25,000.00)
		A38	Sales - Catering	(90,000.00)
		A39	Sales - Vending	(30,000.00)
		A43	Sales-Confectionery	(7,400.00)
		A82	Functions	(2,000.00)
		P01	Salary Gross Pay	60,000.00
		P03	Overtime	122.00
		P14	Maternity Pay	22.00
		P15	National Insurance	2,123.00
		P16	Pensions	5,864.00
		S04	Printing (Internal)	80.00
				<b>(19,859.00)</b>

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
LP29	Outdoor Sports	351	Grounds Mtce Contractors	1,000.00
		511	Equipment Maintenance	400.00
		A74	Pitch Hire	(34,490.00)
				<b>(33,090.00)</b>
LP36	Creche	500	Equipment	200.00
		550	Materials	10.00
		A02	Charges (Income)	(350.00)
		D99	Membership	(26,460.00)
		P01	Salary Gross Pay	28,340.00
		P15	National Insurance	480.00
		P16	Pensions	1,670.00
				<b>3,890.00</b>
LP90	Site & Centre Management	130	Training	3,000.00
		160	Insurance Public Liability	1,000.00
		163	Protective Clothing & Uniforms	2,000.00
		200	Furniture	500.00
		203	Other I T Hardware	2,000.00
		205	Network Hardware	500.00
		206	Software	19,700.00
		220	Printing (External)	6,300.00
		225	Stationery	1,200.00
		231	Postage	500.00
		240	Telephone & Mobile Phone Charges	1,000.00
		248	I T Line Rental	500.00
		255	Advertising/Promoting Services	10,055.00
		303	Building Mtce	20,000.00
		379	Fixtures & Fittings	2,370.00
		380	Plant & Equipment Maintenance	33,000.00
		383	Electrical Testing	650.00
		420	Electricity	45,000.00
		421	Gas	10,000.00
		430	N N D R	88,986.84
		432	Water & Sewerage	8,000.00
		440	Building Cleaning	14,000.00
		443	Cleaning Materials	7,500.00
		450	Fire & Security	2,000.00
		500	Equipment	4,050.00
		507	Equipment Hire	2,050.00
511	Equipment Maintenance	5,500.00		
550	Materials	3,000.00		



Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		551	Chemicals	1,200.00
		570	Materials For Resale	4,200.00
		702	Cash Collection	2,500.00
		711	Consultants	1,100.00
		730	Licences	13,650.00
		734	Medical Fees	60.00
		763	Waste Disposal	3,000.00
		772	Income Transaction Charges	5,400.00
		774	Washroom Services	976.00
		A02	Charges (Income)	(9,410.00)
		A09	Concession	(32,400.00)
		A21	Room Hire	(6,200.00)
		A27	Advertising	(500.00)
		A33	Sales - Equipment	(10,000.00)
		D74	Pure Spa	(18,500.00)
		P01	Salary Gross Pay	249,472.00
		P03	Overtime	1,550.00
		P15	National Insurance	15,988.00
		P16	Pensions	45,197.00
		P41	Mileage Allowance	1,000.00
		S04	Printing (Internal)	200.00
		Y59	V A T P E Irrecoverable	15,000.00
				<b>577,844.84</b>
			<b>Huntingdon Leisure Centre Total</b>	<b>(80,136.16)</b>
<b>St Ives Leisure Centre</b>				
<b>LQ01</b>	<b>Swimming</b>	130	Training	3,000.00
		P31	Salary - Training Attendance	5,000.00
		500	Equipment	500.00
		524	Sports Equipment	500.00
		550	Materials	250.00
		551	Chemicals	4,000.00
		571	Badges And Certificates	2,500.00
		A02	Charges (Income)	(105,000.00)
		A21	Room Hire	(50,000.00)
		A62	Education/Training	(43,000.00)
		D02	Adult Swimming Courses	(12,000.00)
		D03	Junior Swimming Courses	(147,000.00)
		D64	Fitness Classes	(5,000.00)
		D85	Parties	(5,000.00)
		D99	Membership	(21,131.00)

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		P01	Salary Gross Pay	153,895.00
		P15	National Insurance	5,510.00
		P16	Pensions	3,990.00
				<b>(208,986.00)</b>
<b>LQ02</b>	<b>Impressions</b>	130	Training	2,500.00
		206	Software	5,500.00
		500	Equipment	2,500.00
		511	Equipment Maintenance	11,684.00
		570	Materials For Resale	210.00
		730	Licences	400.00
		A02	Charges (Income)	(35,491.05)
		A33	Sales - Equipment	(2,500.00)
		D62	Consultation Appointments	(28,000.00)
		D99	Membership	(624,449.00)
		P01	Salary Gross Pay	129,355.40
		P03	Overtime	1,645.00
		P15	National Insurance	8,057.00
		P16	Pensions	20,371.00
				<b>(508,217.65)</b>
<b>LQ10</b>	<b>Indoor Sports</b>	163	Protective Clothing & Uniforms	1,660.00
		524	Sports Equipment	7,000.00
		550	Materials	500.00
		730	Licences	3,354.00
		A02	Charges (Income)	(62,206.00)
		A13	Course Fee	(16,000.00)
		A21	Room Hire	(48,000.00)
		A22	Equipment Hire	(513.00)
		A62	Education/Training	(55,500.00)
		D52	Childrens Clubs	(12,000.00)
		D64	Fitness Classes	(77,000.00)
		D85	Parties	(22,000.00)
		D99	Membership	(191,212.00)
		P01	Salary Gross Pay	55,716.00
		P15	National Insurance	271.00
		P16	Pensions	1,200.00
				<b>(414,730.00)</b>
<b>LQ16</b>	<b>Ten Pin Bowling</b>	163	Protective Clothing & Uniforms	200.00
		443	Cleaning Materials	100.00
		500	Equipment	500.00
		550	Materials	500.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		730	Licences	75.00
		A21	Room Hire	(100,000.00)
		D85	Parties	(11,500.00)
		P01	Salary Gross Pay	35,000.00
		P15	National Insurance	200.00
				<b>(74,925.00)</b>
<b>LQ20</b>	<b>Hospitality</b>	100	Hired Staff	8,000.00
		130	Training	300.00
		163	Protective Clothing & Uniforms	200.00
		443	Cleaning Materials	1,500.00
		500	Equipment	500.00
		507	Equipment Hire	2,000.00
		550	Materials	9,500.00
		558	Bar Provisions	14,000.00
		559	Catering Materials	37,000.00
		560	Vending Materials	12,000.00
		567	Gas Cylinders (Incl. Bars)	600.00
		572	Confectionery	6,300.00
		710	Catering	13,000.00
		730	Licences	800.00
		744	Entertainments Inc Cable Tv	50,000.00
		758	Stock Control	500.00
		A02	Charges (Income)	(1,845.00)
		A33	Sales - Equipment	(316.00)
		A37	Sales - Bar	(48,000.00)
		A38	Sales - Catering	(151,000.00)
		A39	Sales - Vending	(25,000.00)
		A43	Sales-Confectionery	(12,500.00)
		A82	Functions	(127,500.00)
		P01	Salary Gross Pay	104,982.00
		P15	National Insurance	2,581.00
		P16	Pensions	7,825.00
				<b>(94,573.00)</b>
<b>LQ21</b>	<b>Burgess Hall</b>	100	Hired Staff	6,000.00
		130	Training	1,500.00
		163	Protective Clothing & Uniforms	500.00
		200	Furniture	1,000.00
		443	Cleaning Materials	1,550.00
		500	Equipment	3,000.00
		550	Materials	3,670.00
		558	Bar Provisions	52,000.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		559	Catering Materials	15,375.00
		567	Gas Cylinders (Incl. Bars)	2,200.00
		572	Confectionery	3,000.00
		710	Catering	8,000.00
		730	Licences	215.00
		758	Stock Control	250.00
		A02	Charges (Income)	(13,508.00)
		A04	Costs Recovered	(1,523.00)
		A06	Commission	(1,025.00)
		A21	Room Hire	(145,000.00)
		A22	Equipment Hire	(2,000.00)
		A37	Sales - Bar	(168,000.00)
		A38	Sales - Catering	(40,000.00)
		A43	Sales-Confectionery	(5,500.00)
		A62	Education/Training	(36,107.00)
		A82	Functions	(7,439.00)
		P01	Salary Gross Pay	149,215.00
		P03	Overtime	4,726.00
		P15	National Insurance	5,662.00
		P16	Pensions	11,864.00
		P41	Mileage Allowance	50.00
				<b>(150,325.00)</b>
<b>LQ36</b>	<b>Creche</b>	443	Cleaning Materials	75.00
		500	Equipment	500.00
		A02	Charges (Income)	(316.00)
		D99	Membership	(27,190.00)
		P01	Salary Gross Pay	32,126.00
		P15	National Insurance	178.00
		P16	Pensions	2,892.00
				<b>8,265.00</b>
<b>LQ90</b>	<b>Site &amp; Centre Management</b>	120	Recruitment - Advertising	500.00
		130	Training	1,000.00
		P31	Salary - Training Attendance	1,000.00
		163	Protective Clothing & Uniforms	300.00
		206	Software	18,500.00
		220	Printing (External)	9,500.00
		225	Stationery	2,563.00
		231	Postage	1,000.00
		240	Telephone & Mobile Phone Charges	2,463.00
		248	I T Line Rental	300.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		255	Advertising/Promoting Services	21,500.00
		303	Building Mtce	96,000.00
		420	Electricity	95,000.00
		421	Gas	62,000.00
		430	N N D R	110,670.00
		432	Water & Sewerage	22,000.00
		440	Building Cleaning	20,000.00
		443	Cleaning Materials	5,000.00
		450	Fire & Security	3,000.00
		500	Equipment	5,000.00
		507	Equipment Hire	2,050.00
		550	Materials	3,800.00
		551	Chemicals	2,000.00
		570	Materials For Resale	2,050.00
		702	Cash Collection	2,822.00
		710	Catering	200.00
		730	Licences	7,500.00
		763	Waste Disposal	6,400.00
		772	Income Transaction Charges	18,000.00
		774	Washroom Services	3,000.00
		A02	Charges (Income)	(14,251.00)
		A09	Concession	(5,400.00)
		A19	Rent - Land	(5,000.00)
		A21	Room Hire	(22,500.00)
		A27	Advertising	(2,050.00)
		A33	Sales - Equipment	(6,500.00)
		D74	Pure Spa	(38,500.00)
		P01	Salary Gross Pay	360,345.00
		P03	Overtime	2,700.00
		P15	National Insurance	22,363.00
		P16	Pensions	60,890.00
		P41	Mileage Allowance	1,300.00
		S04	Printing (Internal)	700.00
		Y59	V A T P E Irrecoverable	24,000.00
				<b>903,215.00</b>
			<b>St Ives Leisure Centre Total</b>	<b>(540,276.65)</b>
<b>Ramsey Leisure Centre</b>				
<b>LR01</b>	<b>Swimming</b>	130	Training	4,000.00
		380	Plant & Equipment Maintenance	7,200.00
		500	Equipment	1,000.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		511	Equipment Maintenance	500.00
		550	Materials	500.00
		551	Chemicals	2,500.00
		571	Badges And Certificates	500.00
		730	Licences	200.00
		764	Water Sampling	240.00
		A02	Charges (Income)	(40,000.00)
		A21	Room Hire	(3,100.00)
		A62	Education/Training	(14,900.00)
		D02	Adult Swimming Courses	(9,000.00)
		D03	Junior Swimming Courses	(135,000.00)
		D64	Fitness Classes	(3,500.00)
		D85	Parties	(3,400.00)
		D99	Membership	(16,667.00)
		P01	Salary Gross Pay	97,301.00
		P15	National Insurance	3,417.00
		P16	Pensions	2,027.00
				<b>(106,182.00)</b>
<b>LR02</b>	<b>Impressions</b>	130	Training	1,500.00
		206	Software	2,160.00
		220	Printing (External)	450.00
		255	Advertising/Promoting Services	1,550.00
		500	Equipment	2,500.00
		511	Equipment Maintenance	10,000.00
		570	Materials For Resale	200.00
		730	Licences	355.00
		A02	Charges (Income)	(17,000.00)
		A33	Sales - Equipment	(1,500.00)
		D62	Consultation Appointments	(4,500.00)
		D99	Membership	(145,177.00)
		P01	Salary Gross Pay	40,844.00
		P14	Maternity Pay	1,238.00
		P15	National Insurance	3,081.00
		P16	Pensions	9,079.00
				<b>(95,220.00)</b>
<b>LR10</b>	<b>Indoor Sports</b>	500	Equipment	1,400.00
		511	Equipment Maintenance	1,000.00
		524	Sports Equipment	500.00
		550	Materials	300.00
		571	Badges And Certificates	100.00
		720	Instructors/Tutors	500.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		730	Licences	1,000.00
		A02	Charges (Income)	(12,500.00)
		A13	Course Fee	(1,500.00)
		A21	Room Hire	(11,383.00)
		A22	Equipment Hire	(50.00)
		A62	Education/Training	(13,000.00)
		D52	Childrens Clubs	(4,300.00)
		D64	Fitness Classes	(23,000.00)
		D85	Parties	(5,000.00)
		D99	Membership	(52,565.00)
		P01	Salary Gross Pay	27,589.00
		P15	National Insurance	282.00
		P16	Pensions	1,600.00
				<b>(89,027.00)</b>
<b>LR20</b>	<b>Hospitality</b>	560	Vending Materials	6,200.00
		758	Stock Control	100.00
		A39	Sales - Vending	(11,100.00)
				<b>(4,800.00)</b>
<b>LR29</b>	<b>Outdoor Sports</b>	351	Grounds Mtce Contractors	1,200.00
		511	Equipment Maintenance	500.00
		A74	Pitch Hire	(6,500.00)
				<b>(4,800.00)</b>
<b>LR36</b>	<b>Creche</b>	500	Equipment	100.00
		550	Materials	25.00
		730	Licences	120.00
		A02	Charges (Income)	(20.00)
		D99	Membership	(10,640.00)
		P01	Salary Gross Pay	16,373.00
		P15	National Insurance	(17.00)
		P16	Pensions	1,374.00
				<b>7,315.00</b>
<b>LR90</b>	<b>Site &amp; Centre Management</b>	130	Training	2,000.00
		163	Protective Clothing & Uniforms	770.00
		200	Furniture	500.00
		203	Other I T Hardware	1,500.00
		205	Network Hardware	250.00
		206	Software	9,800.00
		220	Printing (External)	4,273.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		225	Stationery	400.00
		231	Postage	200.00
		240	Telephone & Mobile Phone Charges	800.00
		248	I T Line Rental	152.00
		255	Advertising/Promoting Services	4,613.00
		303	Building Mtce	13,000.00
		379	Fixtures & Fittings	656.00
		380	Plant & Equipment Maintenance	1,000.00
		383	Electrical Testing	375.00
		420	Electricity	26,000.00
		421	Gas	16,500.00
		430	N N D R	38,102.00
		432	Water & Sewerage	10,800.00
		440	Building Cleaning	8,000.00
		443	Cleaning Materials	1,000.00
		450	Fire & Security	620.00
		500	Equipment	550.00
		507	Equipment Hire	1,800.00
		511	Equipment Maintenance	3,000.00
		550	Materials	2,600.00
		570	Materials For Resale	2,800.00
		702	Cash Collection	650.00
		711	Consultants	550.00
		730	Licences	5,450.00
		763	Waste Disposal	900.00
		772	Income Transaction Charges	1,783.00
		A02	Charges (Income)	(4,004.00)
		A33	Sales - Equipment	(5,800.00)
		D74	Pure Spa	(900.00)
		P01	Salary Gross Pay	141,939.00
		P03	Overtime	3,142.00
		P15	National Insurance	10,150.00
		P16	Pensions	26,874.00
		P41	Mileage Allowance	300.00
		Y59	V A T P E Irrecoverable	9,000.00
				<b>342,095.00</b>
			<b>Ramsey Leisure Centre Total</b>	<b>49,381.00</b>
<b>Sawtry Leisure Centre</b>				
<b>LS01</b>	<b>Swimming</b>	130	Training	3,716.00
		500	Equipment	1,000.00



Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		507	Equipment Hire	1,800.00
		524	Sports Equipment	500.00
		551	Chemicals	2,000.00
		571	Badges And Certificates	100.00
		A02	Charges (Income)	(38,350.00)
		A62	Education/Training	(21,890.00)
		D02	Adult Swimming Courses	(10,000.00)
		D03	Junior Swimming Courses	(89,250.00)
		D64	Fitness Classes	(1,800.00)
		D85	Parties	(3,605.00)
		D99	Membership	(8,872.00)
		P01	Salary Gross Pay	98,247.00
		P15	National Insurance	1,806.00
				<b>(64,598.00)</b>
<b>LS02</b>	<b>Impressions</b>	130	Training	1,500.00
		206	Software	2,100.00
		220	Printing (External)	450.00
		248	I T Line Rental	200.00
		255	Advertising/Promoting Services	1,550.00
		500	Equipment	3,100.00
		511	Equipment Maintenance	9,328.00
		570	Materials For Resale	205.00
		730	Licences	400.00
		A02	Charges (Income)	(7,350.00)
		D62	Consultation Appointments	(8,000.00)
		D99	Membership	(84,309.00)
		P01	Salary Gross Pay	47,024.00
		P15	National Insurance	2,280.00
		P16	Pensions	3,795.00
				<b>(27,727.00)</b>
<b>LS10</b>	<b>Indoor Sports</b>	500	Equipment	700.00
		524	Sports Equipment	500.00
		550	Materials	500.00
		730	Licences	1,283.00
		A02	Charges (Income)	(11,000.00)
		A13	Course Fee	(8,800.00)
		A21	Room Hire	(6,742.00)
		A22	Equipment Hire	(20.00)
		A62	Education/Training	(28,056.00)
		D52	Childrens Clubs	(5,800.00)
		D64	Fitness Classes	(20,000.00)

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		D85	Parties	(2,200.00)
		D99	Membership	(36,771.00)
		P01	Salary Gross Pay	22,409.00
		P15	National Insurance	298.00
				<b>(93,699.00)</b>
<b>LS20</b>	<b>Hospitality</b>	560	Vending Materials	3,000.00
		758	Stock Control	60.00
		A39	Sales - Vending	(7,500.00)
		A82	Functions	(200.00)
				<b>(4,640.00)</b>
<b>LS29</b>	<b>Outdoor Sports</b>	A62	Education/Training	(6,740.00)
		A74	Pitch Hire	(16,000.00)
				<b>(22,740.00)</b>
<b>LS36</b>	<b>Creche</b>	500	Equipment	200.00
		550	Materials	50.00
		D99	Membership	(11,799.00)
		P01	Salary Gross Pay	14,934.00
		P15	National Insurance	(48.00)
		P16	Pensions	1,403.00
				<b>4,740.00</b>
<b>LS90</b>	<b>Site &amp; Centre Management</b>	130	Training	1,200.00
		163	Protective Clothing & Uniforms	750.00
		200	Furniture	1,000.00
		203	Other I T Hardware	1,204.00
		206	Software	9,870.00
		220	Printing (External)	4,153.50
		225	Stationery	500.00
		231	Postage	700.00
		240	Telephone & Mobile Phone Charges	1,000.00
		248	I T Line Rental	426.00
		255	Advertising/Promoting Services	4,612.50
		303	Building Mtce	18,600.00
		420	Electricity	40,000.00
		421	Gas	18,000.00
		430	N N D R	33,677.00
		432	Water & Sewerage	8,110.00
		440	Building Cleaning	12,900.00
		443	Cleaning Materials	2,400.00
		450	Fire & Security	588.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		500	Equipment	1,200.00
		507	Equipment Hire	1,200.00
		550	Materials	1,710.00
		570	Materials For Resale	1,000.00
		702	Cash Collection	500.00
		723	Enquiries	205.00
		730	Licences	3,879.00
		744	Entertainments Inc Cable Tv	300.00
		763	Waste Disposal	800.00
		772	Income Transaction Charges	1,150.00
		A02	Charges (Income)	(3,820.00)
		A33	Sales - Equipment	(2,500.00)
		P01	Salary Gross Pay	145,216.00
		P03	Overtime	450.00
		P15	National Insurance	10,293.00
		P16	Pensions	22,884.00
		P41	Mileage Allowance	1,500.00
		S04	Printing (Internal)	290.00
		Y59	V A T P E Irrecoverable	11,000.00
				<b>356,948.00</b>
			<b>Sawtry Leisure Centre Total</b>	<b>148,284.00</b>
<b>Sports and Active Lifestyles</b>				
<b>LB41</b>	<b>Active At 50</b>	130	Training	2,650.00
		163	Protective Clothing & Uniforms	75.00
		231	Postage	200.00
		411	Hire Of Rooms	8,300.00
		500	Equipment	200.00
		A13	Course Fee	(30,300.00)
		A31	Sales - Publications	(10.00)
		A32	Sales - Materials	(100.00)
		B10	Contributions (Income)	(2,000.00)
		P41	Mileage Allowance	290.00
		S04	Printing (Internal)	150.00
				<b>(20,545.00)</b>
<b>LB40</b>	<b>Active England</b>	163	Protective Clothing & Uniforms	75.00
		220	Printing (External)	200.00
		240	Telephone & Mobile Phone Charges	60.00
		A04	Costs Recovered	(1,000.00)
		P01	Salary Gross Pay	27,702.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		P15	National Insurance	1,982.00
		P16	Pensions	4,931.00
		P41	Mileage Allowance	500.00
		S04	Printing (Internal)	150.00
				<b>34,600.00</b>
<b>LB47</b>	<b>Dash Sports England</b>	130	Training	1,000.00
		163	Protective Clothing & Uniforms	250.00
		220	Printing (External)	1,825.00
		231	Postage	300.00
		240	Telephone & Mobile Phone Charges	200.00
		255	Advertising/Promoting Services	1,825.00
		411	Hire Of Rooms	6,940.00
		524	Sports Equipment	400.00
		720	Instructors/Tutors	8,880.00
		777	Subcontractors	400.00
		A13	Course Fee	(3,701.00)
		B64	Lottery Grant	(49,380.00)
		P03	Overtime	700.00
		P41	Mileage Allowance	3,000.00
		S07	Mfds - Local Print Scan & Copy	100.00
		W12	Diesel From Stock	789.00
				<b>(26,472.00)</b>
<b>LB33</b>	<b>Exercise Referral</b>	130	Training	200.00
		163	Protective Clothing & Uniforms	250.00
		240	Telephone & Mobile Phone Charges	120.00
		B11	Contributn From County Council	(5,000.00)
		P01	Salary Gross Pay	35,571.00
		P15	National Insurance	2,154.00
		P16	Pensions	4,972.00
		P41	Mileage Allowance	1,000.00
		S04	Printing (Internal)	280.00
		S07	Mfds - Local Print Scan & Copy	100.00
				<b>39,647.00</b>
<b>LB31</b>	<b>Healthy Walks</b>	163	Protective Clothing & Uniforms	75.00
		220	Printing (External)	1,122.00
		231	Postage	350.00
		240	Telephone & Mobile Phone Charges	60.00
		250	Books & Publications	180.00
		411	Hire Of Rooms	100.00

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		500	Equipment	100.00
		607	Vehicle Hire	300.00
		636	Travel Expenses	2,500.00
		710	Catering	250.00
		A04	Costs Recovered	(250.00)
		B11	Contributn From County Council	(15,000.00)
		P03	Overtime	300.00
		P41	Mileage Allowance	250.00
		S04	Printing (Internal)	150.00
				<b>(9,513.00)</b>
<b>LB46</b>	<b>Pedals</b>	500	Equipment	500.00
				<b>500.00</b>
<b>LB32</b>	<b>Phase 4</b>	A04	Costs Recovered	(600.00)
				<b>(600.00)</b>
<b>LB30</b>	<b>S&amp;A Lifestyles Gen Mng'T</b>	163	Protective Clothing & Uniforms	200.00
		225	Stationery	70.00
		231	Postage	100.00
		240	Telephone & Mobile Phone Charges	200.00
		609	Vehicle Licence	225.00
		622	Vehicle Mot	50.00
		625	Vehicle Parts & Fittings	200.00
		P01	Salary Gross Pay	245,615.96
		P03	Overtime	86.00
		P15	National Insurance	17,388.03
		P16	Pensions	43,719.64
		P41	Mileage Allowance	500.00
		S07	Mfds - Local Print Scan & Copy	130.00
		W12	Diesel From Stock	100.00
				<b>308,584.64</b>
<b>LB37</b>	<b>Sports Development</b>	163	Protective Clothing & Uniforms	150.00
		220	Printing (External)	1,000.00
		231	Postage	115.00
		411	Hire Of Rooms	400.00
		500	Equipment	100.00
		524	Sports Equipment	100.00
		720	Instructors/Tutors	3,000.00
		730	Licences	180.00
		A04	Costs Recovered	(1,000.00)

Cost Code	Cost Code Description	Account Code	Account Code Description	2015/16 Budget
		A13	Course Fee	(7,000.00)
		S04	Printing (Internal)	150.00
				<b>(2,805.00)</b>
			<b>Sports and Active Lifestyles Total</b>	<b>323,396.64</b>
<b>Head of Leisure &amp; Health Total Budget for 2015/16</b>				<b>58,032.28</b>



