

**APPENDIX A**

Actuals 2002/03 £	<b>STAFFING AND CENTRAL OVERHEAD ACCOUNTS</b>	Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
	<b>SUMMARY OF EXPENDITURE RECHARGED TO SERVICES OF ALL PORTFOLIOS</b>			
	<b>Portfolio Staffing Expenditure</b>			
3,063,277	Resources and Staffing	3,231,170	3,467,740	3,666,650
1,906,917	Information and Customer Services	2,262,490	2,479,240	2,933,190
305,930	Conservation	314,430	324,060	339,410
1,054,905	Environmental Health	1,211,520	1,313,980	1,277,740
2,050,869	Housing	2,278,190	2,294,050	2,376,280
2,193,666	Planning and Economic Development	2,159,460	2,223,960	2,251,440
34,053	Sustainability and Community Planning	36,180	43,560	44,330
463,017	Community Development	496,630	658,420	753,430
0	Recruitment and Retention (but see note at base of page)	750,000	0	0
11,072,634	Departmental Expenditure excluding overheads	12,740,070	12,805,010	13,642,470
	<b>Overhead Accounts</b>			
943,142	South Cambridgeshire Hall Offices	936,360	899,290	158,600
117,193	Station Road Offices	121,330	125,450	22,050
175,544	Oakington Depot	88,640	75,000	8,430
43,496	Waterbeach Depot	96,740	120,120	149,410
112,917	Cambourne and Cambridge Offices	543,320	569,460	2,165,240
299,176	Central Expenses	333,780	362,450	387,650
389,281	Central Support Services - Other	388,450	458,480	672,710
13,153,383	Departmental Expenditure and Overheads	15,248,690	15,415,260	17,206,560
(569,834)	Less Recharges included above from : Departments to Overheads	(590,160)	(672,010)	(879,450)
<b>12,583,549</b>	<b>Net costs to be recharged</b>	<b>14,658,530</b>	<b>14,743,250</b>	<b>16,327,110</b>
(12,453,315)	Recharges to all Portfolio Direct Services from : Departments and Admin Buildings (inc. Depot)	(13,229,210)	(14,173,790)	(16,327,110)
0	Unallocated cost apportioned to HRA: Recruitment and Retention	(225,000)	0	0
(24,390)	Cambourne Offices	(163,000)	(170,840)	0
105,844	Net unallocated cost to General Fund Summary	1,041,320	398,620	0
	<b>Breakdown of net unallocated cost</b>			
	General Fund Proportion (70%) of :			
0	Recruitment and Retention	525,000	0	0
88,527	Cambourne Offices	380,320	398,620	0
17,317	Oakington Depot	0	0	0
0	Additional Approvals in February 2003:	136,000	0	0
105,844	Net unallocated cost as above	1,041,320	398,620	0

**Analysis of net costs to be recharged:**

12,583,549	Net costs to be recharged as above	14,658,530	14,743,250	16,327,110
(242,257)	Less capital charges (no overall effect on General Fund)			
(357,970)	Departmental Administrative Buildings	(325,900) (332,050)	(431,650) (301,840)	(657,920) (846,330)
11,983,322	Net direct costs excluding capital charges	14,000,580	14,009,760	14,822,860

Memorandum note:

Authorisation to exceed Original Estimates in 2003/04:				
	Rollovers from 2002/03	190,920		
	Council Approvals:			
	Contact Centre (and 2004/05 £110,000)	40,000		
	Planning Enforcement Officer	15,000		
	Cabinet Approvals (from contingency)			
	Relocation of Debit Card System	30,000		
	Partnership Projects Manager	4,000		
	Recruitment and Retention			
	Provision allocated to Wardens/DLO/DSO/Catering staff	(137,000)		
		14,143,500		

**APPENDIX B**

Actuals 2002/03 £	<b>SUMMARY OF RECHARGES TO SERVICES</b>	Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
	Portfolios - General Fund			
2,354,372	Resources and Staffing	2,407,460	2,706,910	3,128,550
973,458	Information and Customer Services	1,005,050	1,043,810	1,332,300
137,914	Conservation	137,490	190,400	202,810
1,114,784	Environmental Health	1,309,200	1,459,290	1,611,670
574,330	Housing - General Fund	608,150	815,080	895,570
2,972,020	Planning and Economic Development	3,209,240	3,297,470	3,716,280
129,109	Sustainability and Community Planning	134,650	163,660	259,870
656,400	Community Development	705,110	840,610	1,009,350
<u>8,912,387</u>	Total Recharges to Portfolios (General Fund)	<u>9,516,350</u>	<u>10,517,230</u>	<u>12,156,400</u>
2,246,307	Housing Revenue Account	2,461,630	2,479,530	2,821,940
608,737	Commercial Holding Accounts	617,680	588,960	647,570
685,884	Capital Accounts	633,550	588,070	701,200
<u>12,453,315</u>	Total Recharges to Services	<u>13,229,210</u>	<u>14,173,790</u>	<u>16,327,110</u>
	Unallocated in 2003/04 Original Estimates but allocated in Revised 2003/04 and Estimate 2004/05:			
	Original Provisions			
	General Fund	661,000		
	Housing Revenue Account	225,000		
	Authorisation to exceed Original Estimates in 2003/04:			
	Rollovers from 2002/03	190,920		
	Council Approvals:			
	Contact Centre (and 2004/05 £110,000)	40,000		
	Planning Enforcement Officer	15,000		
	Cabinet Approvals (from contingency)			
	Relocation of Debit Card System	30,000		
	Partnership Projects Manager	4,000		
	Recruitment and Retention			
	Provision allocated to Wardens/DLO/DSO/Catering staff	(137,000)		
	Comparable Total Recharges to Services	<u>14,258,130</u>		

**CAPITAL PROGRAMME**

**Staffing and Central Overhead Accounts**

The capital expenditure below will be funded from capital receipts/HRA rather than the General Fund, except for Orchard and the network costs relating to Cambourne/City Offices.

Notes	Actual 2002/03 £	Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £	Estimate 2005/06 £	Estimate 2006/07 £
<b>Resources and Staffing Portfolio</b>						
Administrative Buildings						
		451,000	0	0	0	0
		79,727	0	13,820	0	0
1						
		5,731,529	9,784,390	11,168,070	220,000	0
2						
		0	0	180,000	0	0
3						
		0	0	10,000	0	0
3						
<b>Information and Customer Services Portfolio</b>						
Finance and Resources Department						
		15,049	11,000	11,000	0	0
		621,221	1,107,030	923,350	463,500	148,500
4						
		0	0	750,000	0	0
5						
<b>TOTAL CAPITAL EXPENDITURE</b>						
	<u>6,898,526</u>	<u>10,902,420</u>	<u>13,056,240</u>	<u>683,500</u>	<u>148,500</u>	<u>147,000</u>

Memorandum Note :

**REVISED ESTIMATE COMPARISON WITH ORIGINAL ESTIMATE:**

by adjusting for funding and other factors

Figures as above	10,902,420	13,056,240
ICT expenditure funded from grant	(200,000)	(419,320)
Network costs funded from revenue savings		(190,000)
Further funding from ICT revenue savings		(20,000)
Rephasing of ICT expenditure from 2003/04 to 2004/05	(102,000)	
Rephasing of Cambourne expenditure from 2004/05 to 2003/04	552,780	
Virement from sustainability re rainwater harvesting system	5,000	

Authorisation to exceed Original Estimates in 2003/04:

Rollovers from 2002/03 -

ICT Development	243,000
New Cambourne Offices	827,720
Waterbeach Depot - works	13,820

Council approval of additional expenditure:

ICT Development - contact centre 25.09.03	191,000
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COMPARISON OF ORIGINAL AND REVISED ESTIMATE

	<u>12,433,740</u>	<u>12,426,920</u>
after adjustment for funding and other factors	reduction of :	6,820

Notes:

- 1 Unfinished initial works on the Waterbeach Depot of £13,820 were rolled over from the provision made in 2002/03.
- 2 The phasing of capital payments in respect of the new Cambourne offices have been amended, including the rollover from 2002/03. Virement of £5,000 from Sustainability has been effected in respect of the rainwater harvesting system. The majority of the total cost has been funded from the proceeds from the sale of Great Eastern House and South Cambridgeshire Hall.
- 3 The £190K Networking Costs for Cambourne and the Cambridge Office are being funded directly through savings identified from General Fund Revenue budgets.
- 4 In 2003/04, £243K was rolled over from 2002/03 and Council agreed to a further £191K increase on 25th September 2003. A re-phasing of the programme has seen £102K of forecast expenditure being rolled forward into 2004/05. Of the total ICT Capital Expenditure estimate in 2003/04 and 2004/05, £632K will be funded from external sources.
- 5 This part of the CASCADE expenditure has been shown separately, because it is being treated as a capital cost which, unlike the other ICT capital, will not be a fixed asset of this Council. Consequently, this expenditure will not attract annual capital charges.

FOR INFORMATION

DETAILED REVENUE ESTIMATES FOR THE  
STAFFING AND CENTRAL OVERHEAD ACCOUNTS

REVISED 2003/2004

ESTIMATE 2004/2005

SUBJECT TO APPROVAL ON 18th DECEMBER 2003  
EXCLUDING POSSIBLE ADDITIONAL COSTS OF CIF

**STAFFING AND OVERHEAD ACCOUNTS**  
**REVENUE ESTIMATES: REVISED 2003/2004 AND ESTIMATE 2004/2005**

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Actuals 2002/03 £	<b>STAFFING AND CENTRAL OVERHEAD ACCOUNTS</b>	Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
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	<b>Portfolio Staffing Expenditure</b>			
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34,053	Sustainability and Community Planning	36,180	43,560	44,330
463,017	Community Development	496,630	658,420	753,430
0	Recruitment and Retention (but see note at base of page)	750,000	0	0
<u>11,072,634</u>	Departmental Expenditure excluding overheads	<u>12,740,070</u>	<u>12,805,010</u>	<u>13,642,470</u>
	<b>Overhead Accounts</b>			
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(569,834)	Less Recharges included above from : Departments to Overheads	(590,160)	(672,010)	(879,450)
<b>12,583,549</b>	<b>Net costs to be recharged</b>	<b>14,658,530</b>	<b>14,743,250</b>	<b>16,327,110</b>
(12,453,315)	Recharges to all Portfolio Direct Services from : Departments and Admin Buildings (inc. Depot)	(13,229,210)	(14,173,790)	(16,327,110)
0	Unallocated cost apportioned to HRA: Recruitment and Retention	(225,000)	0	0
(24,390)	Cambourne Offices	(163,000)	(170,840)	0
<u>105,844</u>	Net unallocated cost to General Fund Summary	<u>1,041,320</u>	<u>398,620</u>	<u>0</u>
	<b>Breakdown of net unallocated cost</b>			
	General Fund Proportion (70%) of :			
0	Recruitment and Retention	525,000	0	0
88,527	Cambourne Offices	380,320	398,620	0
17,317	Oakington Depot	0	0	0
0	Additional Approvals in February 2003:	136,000	0	0
<u>105,844</u>	Net unallocated cost as above	<u>1,041,320</u>	<u>398,620</u>	<u>0</u>

**Analysis of net costs to be recharged:**

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(242,257)	Less capital charges (no overall effect on General Fund)			
(357,970)	Departmental	(325,900)	(431,650)	(657,920)
	Administrative Buildings	(332,050)	(301,840)	(846,330)
<u>11,983,322</u>	Net direct costs excluding capital charges	<u>14,000,580</u>	<u>14,009,760</u>	<u>14,822,860</u>

Memorandum note:

Authorisation to exceed Original Estimates in 2003/04:				
	Rollovers from 2002/03	190,920		
Council Approvals:				
	Contact Centre (and 2004/05 £110,000)	40,000		
	Planning Enforcement Officer	15,000		
Cabinet Approvals (from contingency)				
	Relocation of Debit Card System	30,000		
	Partnership Projects Manager	4,000		
Recruitment and Retention				
	Provision allocated to Wardens/DLO/DSO/Catering staff	(137,000)		
		<u>14,143,500</u>		

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>SUMMARY OF ALL STAFFING COSTS (excluding Wardens and DLO/DSO staff)</b>				
EXPENDITURE				
Employees				
8,288,863	Salaries(excluding Wardens)	8,959,330	9,279,780	10,227,040
376,146	Other Employee Costs	181,140	552,400	176,720
1,902	Premises	3,050	2,310	1,350
Transport Related Expenses				
367,918	Car Allowances	433,470	385,790	423,710
Supplies & Services				
115,111	Equipment, Furniture, Materials,Clothing etc.	131,620	122,800	121,300
	Printing, Stationery, General			
91,990	Office Expenses,Books and Manuals etc.	117,370	114,730	119,920
80,679	Internal Audit Fees	80,980	82,340	84,400
0	Bank Charges	0	400	250
580,153	Legal, Professional and Consultancy	589,000	533,120	317,960
31,898	Microfilming	49,720	39,220	18,670
17,418	Other	21,780	27,010	24,590
Communications and Computing				
128,677	Postage	138,400	136,230	138,080
28,548	Telephones	31,900	38,330	40,670
234,942	Computers and Word Processors	248,570	318,880	333,990
4,843	Debit Cards	8,500	38,500	8,720
Expenses				
7,780	Staff Subsistence	10,580	11,770	13,170
82,473	Seminars and Courses	119,420	107,670	118,170
Grants and Subscriptions				
27,752	Subscription to Professional Bodies	36,960	33,420	34,300
Capital Financing Costs				
0	Direct Revenue Financing	0	20,000	0
242,257	Capital Charges	325,900	431,650	657,920
Miscellaneous				
16,299	Other	10,710	7,190	11,560
Agency and Contracted Services				
509,110	External Contractors	634,480	747,750	967,360
Income				
(106,992)	Government Grants	(94,700)	(173,350)	(128,700)
(55,133)	Other Income	(48,110)	(52,930)	(68,680)
<u>11,072,634</u>	<b>DIRECT EXPENDITURE SUMMARY</b>	<u>11,990,070</u>	<u>12,805,010</u>	<u>13,642,470</u>
Unallocated:				
0	Recruitment and Retention	750,000	0	0
<u>11,072,634</u>		<u>12,740,070</u>	<u>12,805,010</u>	<u>13,642,470</u>

Memorandum note:

Authorisation to exceed Original Estimates in 2003/04:	
Rollovers from 2002/03	184,920
Council Approval for Contact Centre - ICT	40,000
Council Approval Planning Enforcement Officer	15,000
Cabinet Approvals (from contingency)	
Relocation of Debit Card System	30,000
Partnership Projects Manager	4,000
Reduction in Recruitment and Retention Provision:	
Allocated to Wardens/DLO/DSO/Catering Staff	(137,000)
	<u>12,876,990</u>

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>PORTFOLIO STAFFING COSTS</b>				
<b>RESOURCES AND STAFFING</b>				
EXPENDITURE				
Employees				
2,591,223	Salaries	2,780,570	2,886,950	3,174,150
17,060	Appointment of New Staff	15,410	33,630	14,610
76,905	Agency Staff	12,040	97,350	6,720
4,881	Training	9,180	6,820	12,020
914	Other	0	1,250	800
Premises				
857	Rent	1,080	980	1,020
236	Other	220	220	230
Transport Related Expenses				
55,492	Car Allowances	62,960	60,010	60,970
Supplies and Services				
69,468	Equipment, Furniture and Materials	74,580	75,670	78,730
320	Clothing and Laundry	150	150	150
Printing, Stationery and General				
32,530	Office Expenses	44,730	50,200	50,760
16,412	Books and Manuals	18,790	21,300	19,740
80,679	Internal Audit Fees	80,980	82,340	84,400
8,155	Legal	8,610	8,000	10,750
0	Bank Charges	0	400	250
11,738	Professional and Consultancy	7,000	16,130	8,410
0	Delivery Fees	0	0	0
1,379	Other	180	200	200
Communications and Computing				
72,068	Postage	81,030	79,670	81,220
3,305	Telephones	3,270	3,260	3,310
25,920	Purchase of Equipment and Software	17,590	18,330	41,690
32,850	Rental and Operational Leases	32,310	29,710	23,590
7,988	Repair and Maintenance	860	360	870
1,225	Materials	3,010	3,100	3,080
0	Stationery	330	430	340
221	Insurance	0	210	220
4,843	Debit Cards	8,500	38,500	8,720
Expenses				
4,271	Staff Subsistence	4,640	4,310	4,980
18,957	Seminars and Courses	36,590	34,980	30,000
Grants and Subscriptions				
9,543	Subscription to Professional Bodies	10,980	10,960	10,270
Miscellaneous				
(1,015)	Other	1,760	1,860	1,640
Capital Financing Costs				
13,438	Capital Charges	12,420	12,420	12,000
Income				
(86,992)	Government Grants	(94,700)	(108,000)	(72,200)
(11,594)	Other	(3,900)	(3,960)	(6,990)
<u>3,063,277</u>	<b>DIRECT EXPENDITURE SUMMARY</b>	<u>3,231,170</u>	<u>3,467,740</u>	<u>3,666,650</u>

Memorandum note:

Authorisation to exceed Original Estimates in 2003/04:

Rollovers from 2002/03 -

Human Resources-Professional and Consultants Fees 6,250

Cabinet Approvals (from contingency)

Relocation of Debit Card System 30,000

3,267,420



Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>PORTFOLIO STAFFING COSTS</b>				
<b>INFORMATION AND CUSTOMER SERVICES</b>				
<b>EXPENDITURE</b>				
Employees				
500,478	Salaries	588,290	637,240	769,920
7,599	Appointment of New Staff	5,100	3,730	5,100
12,533	Agency Staff	0	18,530	2,050
1,430	Training	700	1,570	1,000
529	Other	0	430	0
Premises				
455	Repairs and Maintenance	1,360	500	0
0	Other	20	20	20
Transport Related Expenses				
4,423	Car Allowances	4,210	4,980	4,840
Supplies and Services				
2,339	Equipment, Furniture and Materials	2,730	910	1,270
0	Clothing and Laundry	0	0	210
	Printing, Stationery and General			
1,254	Office Expenses	1,440	1,340	1,750
20,526	Books and Manuals	21,130	20,880	21,200
525,845	Professional and Consultancy	536,500	432,900	263,770
1,045	Other	1,040	1,040	0
Communications and Computing				
4,358	Postage	4,110	5,110	4,810
3,578	Telephones	4,990	10,020	11,070
33,612	Development of Orchard System	25,580	25,580	26,230
31,463	Purchase of Equipment and Software	70,860	20,830	30,200
0	Rental and Operational Leases	0	19,700	21,020
22,065	Repair and Maintenance	22,750	110,370	151,540
799	Materials	2,970	500	510
3,234	Stationery	2,740	1,670	1,700
3,446	Insurance	5,100	5,880	6,500
Expenses				
203	Staff Subsistence	500	1,690	1,650
6,608	Seminars and Courses	10,840	7,630	14,270
Grants and Subscriptions				
1,530	Subscription to Professional Bodies	1,910	1,860	1,930
Miscellaneous				
112	Other	120	120	120
Capital Financing Costs				
0	Direct Revenue Financing	0	20,000	0
228,360	Capital Charges	313,020	418,960	645,650
Agency and Contracted Services				
509,110	External Contractors	634,480	747,750	967,360
Income				
(20,000)	Government Grants	0	(42,500)	(22,500)
(17)	Other	0	0	0
<u>1,906,917</u>	<b>DIRECT EXPENDITURE SUMMARY</b>	<u>2,262,490</u>	<u>2,479,240</u>	<u>2,933,190</u>

Memorandum note:

Authorisation to exceed Original Estimates in 2003/04:

Rollovers from 2002/03 -

ICT 132,000

Public Relations-Computer Software-Media Evaluation 930

Council Approvals:

Contact Centre (and 2004/05 £110,000) 40,000

2,435,420

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>PORTFOLIO STAFFING COSTS</b>				
<b>CONSERVATION</b>				
EXPENDITURE				
Employees				
250,535	Salaries	267,480	255,380	291,040
11,760	Appointment of New Staff	1,540	6,180	1,580
0	Agency Staff	0	12,650	0
3,226	Training	0	2,500	5,100
0	Other	0	50	50
Transport Related Expenses				
21,940	Car Allowances	27,920	26,510	27,600
Supplies and Services				
3,419	Equipment, Furniture and Materials	2,310	2,310	2,370
0	Clothing and Laundry	0	0	0
Printing, Stationery and General				
358	Office Expenses	510	510	520
125	Books and Manuals	510	250	260
3,885	Professional & Consultancy	0	0	0
1,064	Microfilming	3,080	3,080	3,160
Communications and Computing				
4,219	Postage	3,180	4,000	4,100
23	Telephones	0	0	0
0	Purchase of Equipment and Software	2,050	7,090	0
0	Repair and Maintenance	0	0	0
Expenses				
397	Staff Subsistence	210	210	220
4,304	Seminars and Courses	5,130	2,630	2,700
Grants and Subscriptions				
675	Subscription to Professional Bodies	510	690	710
Miscellaneous				
0	Other	0	20	0
<u>305,930</u>	<b>DIRECT EXPENDITURE SUMMARY</b>	<u>314,430</u>	<u>324,060</u>	<u>339,410</u>

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>PORTFOLIO STAFFING COSTS</b>				
<b>ENVIRONMENTAL HEALTH</b>				
EXPENDITURE				
Employees				
848,246	Salaries	980,960	1,017,900	1,050,230
14,756	Appointment of New Staff	31,740	11,830	21,000
29,077	Agency Staff	6,300	57,100	18,000
6,250	Training	5,300	5,300	5,420
17	Other	0	150	0
Transport Related Expenses				
69,312	Car Allowances	78,580	80,040	79,580
Supplies and Services				
19,323	Equipment, Furniture and Materials	20,040	20,040	15,540
1,017	Clothing and Laundry	660	900	920
Printing, Stationery and General				
1,422	Office Expenses	2,370	2,370	2,430
5,980	Books and Manuals	6,420	3,800	3,900
10,900	Professional and Consultancy	13,740	53,240	14,080
14,994	Other - Out of Hours Telephone Service	20,560	23,770	24,390
Communications and Computing				
1,543	Postage	2,640	1,270	2,000
5,530	Telephones	6,820	6,820	6,990
10,934	Purchase of Equipment and Software	13,000	13,740	13,330
Expenses				
1,506	Staff Subsistence	1,520	2,300	2,360
11,122	Seminars and Courses	13,580	9,580	13,580
Grants and Subscriptions				
2,742	Subscription to Professional Bodies	7,170	3,500	3,650
Miscellaneous				
625	Other	330	540	550
Income				
(391)	Other	(210)	(210)	(210)
<u>1,054,905</u>	<b>DIRECT EXPENDITURE SUMMARY</b>	<u>1,211,520</u>	<u>1,313,980</u>	<u>1,277,740</u>

Memorandum note:

Authorisation to exceed Original Estimates in 2003/04:

Rollovers from 2002/03 -

Professional and Consultants Fees -

House Condition Survey

Communications and Computing

44,000

1,740

1,257,260

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>PORTFOLIO STAFFING COSTS</b>				
<b>HOUSING</b>				
<b>EXPENDITURE</b>				
	Employees			
1,797,821	Salaries	2,003,150	1,948,610	2,135,700
7,990	Appointment of New Staff	6,000	35,240	9,000
54,238	Agency Staff	16,000	109,000	26,000
10,115	Training	11,500	8,800	4,950
577	Other	200	1,450	900
	Transport Related Expenses			
113,067	Car Allowances	134,650	110,360	126,990
	Supplies and Services			
6,432	Equipment, Furniture and Materials	13,650	9,100	6,850
854	Clothing and Laundry	1,100	950	1,050
	Printing, Stationery and General			
7,050	Office Expenses	13,100	6,400	11,000
483	Books and Manuals	1,050	1,100	1,100
18,972	Professional and Consultancy	23,000	22,700	20,800
0	Other	0	2,000	0
	Communications and Computing			
19,948	Postage	22,800	21,950	22,750
10,581	Telephones	11,170	10,530	11,320
5,208	Purchase of Equipment and Software	16,700	16,100	8,100
575	Repairs and Maintenance	1,500	1,200	1,300
0	Insurance	0	2,650	2,650
	Expenses			
869	Staff Subsistence	2,820	1,520	2,350
29,382	Seminars and Courses	31,500	24,700	31,000
	Grants and Subscriptions			
6,919	Subscription to Professional Bodies	7,900	8,000	8,950
	Miscellaneous			
2,066	Other	4,400	450	5,000
	Income			
(42,278)	Other	(44,000)	(48,760)	(61,480)
<u>2,050,869</u>	<b>DIRECT EXPENDITURE SUMMARY</b>	<u>2,278,190</u>	<u>2,294,050</u>	<u>2,376,280</u>

Memorandum note:

Authorisation to exceed Original Estimates in 2003/04:

Cabinet Approvals (from contingency)

Partnership Projects Manager 4,000

2,282,190

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>PORTFOLIO STAFFING COSTS</b>				
<b>PLANNING AND ECONOMIC DEVELOPMENT</b>				
EXPENDITURE				
Employees				
1,859,176	Salaries	1,871,270	1,926,740	2,083,720
40,831	Appointment of New Staff and Training	6,150	20,670	13,600
35,156	Agency Staff	22,560	44,620	9,260
27,567	Training	23,780	8,500	8,710
150	Other	0	26,960	300
Premises				
354	Other	370	590	80
Transport Related Expenses				
83,631	Car Allowances	102,080	80,030	95,210
Supplies and Services				
10,803	Equipment, Furniture and Materials	11,540	9,570	9,810
0	Clothing and Laundry	150	150	150
Printing, Stationery and General				
4,428	Office Expenses	4,260	3,810	3,910
686	Books and Manuals	620	750	870
Services				
658	Professional and Consultancy	0	0	0
30,834	Microfilming	46,640	36,140	15,510
Communications and Computing				
20,108	Postage	17,590	18,680	19,150
78	Telephones	0	1,800	1,850
55,026	Purchase of Equipment and Software	30,970	39,980	1,020
0	Repair and Maintenance	150	0	0
Expenses				
501	Staff Subsistence	500	790	510
4,457	Seminars and Courses	8,930	15,400	9,820
Grants and Subscriptions				
5,500	Subscription to Professional Bodies	7,340	7,160	7,440
Miscellaneous				
14,116	Other	4,100	4,200	4,250
Capital Financing Costs				
459	Capital Charges	460	270	270
Income				
0	Government Grants	0	(22,850)	(34,000)
(853)	Other	0	0	0
<u>2,193,666</u>	<b>DIRECT EXPENDITURE SUMMARY</b>	<u>2,159,460</u>	<u>2,223,960</u>	<u>2,251,440</u>

Memorandum note:

Authorisation to exceed Original Estimates in 2003/04:

Council Approval (from Contingency):

Planning Enforcement Officer

15,000

2,174,460

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
	<b>PORTFOLIO STAFFING COSTS</b>			
	<b>SUSTAINABILITY AND COMMUNITY PLANNING</b>			
	EXPENDITURE			
	Employees			
29,007	Salaries	29,980	34,500	37,730
0	Appointment of New Staff	0	3,640	0
	Transport Related Expenses			
1,987	Car Allowances	2,880	2,820	2,890
	Supplies and Services			
0	Equipment, Furniture and Materials	210	50	150
0	Printing, Stationery and Office Exps	100	50	110
326	Books and Manuals	590	650	670
	Communications and Computing			
0	Postage	0	0	0
216	Telephones	350	200	230
358	Purchase of Equipment	0	150	0
	Expenses			
33	Staff Subsistence	20	800	750
1,731	Seminars & Courses	2,050	700	1,800
	Grants and Subscriptions			
0	Subscription to Professional Bodies	0	0	0
	Miscellaneous			
395	Other	0	0	0
<u>34,053</u>	<b>DIRECT EXPENDITURE SUMMARY</b>	<u>36,180</u>	<u>43,560</u>	<u>44,330</u>

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>PORTFOLIO STAFFING COSTS</b>				
<b>COMMUNITY DEVELOPMENT</b>				
EXPENDITURE				
Employees				
412,377	Salaries	437,630	572,460	684,550
4,747	Appointment of New Staff	0	15,500	1,000
4,951	Agency Staff	0	12,000	5,000
2,670	Training	6,300	5,750	3,250
217	Other	1,340	1,200	1,300
Transport Related Expenses				
18,066	Car Allowances	20,190	21,040	25,630
Supplies and Services				
215	Equipment, Furniture and Materials	2,700	1,800	2,200
921	Clothing and Laundry	1,800	1,200	1,900
Printing, Stationery and General				
382	Office Expenses	1,450	1,010	1,250
28	Books and Manuals	300	310	450
0	Professional and Consultancy	150	150	150
Communications and Computing				
6,433	Postage	7,050	5,550	4,050
5,237	Telephones	5,300	5,700	5,900
18	Purchase of Equipment	0	1,200	0
0	Repair and Maintenance	100	100	100
Expenses				
0	Staff Subsistence	370	150	350
5,912	Seminars and Courses	10,800	12,050	15,000
Grants and Subscriptions				
843	Subscription to Professional Bodies	1,150	1,250	1,350
Income				
0	Other	0	0	0
<u>463,017</u>	<b>DIRECT EXPENDITURE SUMMARY</b>	<u>496,630</u>	<u>658,420</u>	<u>753,430</u>

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>SOUTH CAMBRIDGESHIRE HALL OFFICES (Inc Cambridgeshire House )</b>				
EXPENDITURE				
	Premises Related Expenses			
15,965	Repair and Maintenance	17,430	12,200	2,080
41,531	Energy Costs	30,190	30,190	5,160
340,117	Rent and Rates	629,160	600,750	102,630
3,419	Water Services	3,680	3,820	650
2,252	Fixtures & Fittings	2,100	1,800	310
11,615	Security Systems	5,000	11,700	2,000
50,168	Cleaning and Domestic Supplies	50,100	48,900	8,350
11,851	Premises Insurance	14,830	6,160	0
	Supplies and Services			
1,746	Equipment, Furniture & Fittings	2,500	2,180	370
220	Consultants	0	0	0
	Communications and Computing			
71,251	Telephones	67,650	39,970	13,130
105	New Equipment	2,050	1,670	290
8,454	Maintenance	3,080	2,760	470
0	Miscellaneous Expenses	110	60	10
	Central, Departmental and Support Services			
0	Housing and Environmental Services Department	0	0	0
109,205	Finance and Resources Department	108,980	137,410	23,200
0	Chief Executive's Department	0	0	0
244	Development Services	0	0	0
275,715	Capital Charge	0	0	0
<u>943,858</u>	<b>TOTAL EXPENDITURE</b>	<u>936,860</u>	<u>899,570</u>	<u>158,650</u>
	INCOME			
(716)	Other Recoverable Costs	(500)	(280)	(50)
<u>943,142</u>	<b>NET EXPENDITURE to be recharged</b>	<u>936,360</u>	<u>899,290</u>	<u>158,600</u>
Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>STATION ROAD OFFICES</b>				
EXPENDITURE				
	Premises Related Expenses			
594	Repair and Maintenance	1,500	1,690	290
3,334	Energy Costs	3,170	3,170	540
47,625	Rent	51,050	51,050	8,720
19,337	Rates	19,720	19,650	3,360
312	Water Services	310	450	80
773	Purchase, R & M of Security Systems	1,030	1,760	300
10,030	Cleaning and Domestic Supplies	11,070	10,930	1,870
417	Premises Insurance	470	470	90
	Supplies and Services			
4,810	Equipment, Furniture & Fittings	1,860	1,920	330
0	Miscellaneous	170	80	10
	Communications and Computing			
13,788	Telephones	14,840	14,120	2,500
	Central, Departmental and Support Services			
4,420	Housing and Environmental Services Department	4,640	0	0
11,753	Finance and Resources Department	11,500	13,050	1,510
0	Chief Executive's Department	0	7,110	2,450
<u>117,193</u>	<b>NET EXPENDITURE to be recharged to Departments</b>	<u>121,330</u>	<u>125,450</u>	<u>22,050</u>



Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>OAKINGTON DEPOT</b>				
EXPENDITURE				
Premises Related Expenses				
2,337	Repair and Maintenance	1,560	1,130	190
8,971	Energy Costs	6,700	6,700	1,140
27,253	Rates	19,000	19,000	3,250
5,571	Water Services	2,500	2,500	430
6,093	Fixtures and Fittings	7,250	4,360	740
11,869	Cleaning and Domestic Supplies	6,700	7,650	1,310
1,780	Premises Insurance	1,990	1,290	0
Supplies and Services				
3,786	Equipment	1,800	900	150
Communications and Computing				
24,852	Telephones	15,990	5,760	1,220
Central, Departmental and Support Services				
1,662	Finance and Resources Department	1,340	0	0
8,355	Housing and Environmental Services Department	580	700	0
552	Development Services	0	0	0
72,463	Capital Charges	23,230	25,320	0
<u>175,544</u>	<b>TOTAL EXPENDITURE</b>	<u>88,640</u>	<u>75,310</u>	<u>8,430</u>
0	Income	0	(310)	0
<u>175,544</u>	<b>NET EXPENDITURE to be recharged to Services and Departments</b>	<u>88,640</u>	<u>75,000</u>	<u>8,430</u>

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>WATERBEACH DEPOT</b>				
EXPENDITURE				
Premises Related Expenses				
26,701	Repair and Maintenance	2,000	7,960	2,050
1,200	Energy Costs	6,500	6,500	6,660
1,025	Rates	13,740	13,740	14,080
66	Water Services	500	500	510
2,917	Rent	35,000	35,000	35,000
296	Fire protection/security	2,000	3,320	1,450
2,266	Cleaning and Domestic Supplies	3,200	7,590	8,000
0	Premises Insurance	150	980	1,090
Supplies and Services				
1,445	Equipment	1,000	6,840	6,520
2,471	Communications and IT	5,950	6,800	22,820
3,196	Legal and Surveyors Fees	0	0	20,000
0	Miscellaneous	0	260	0
Central, Departmental and Support Services				
1,913	Finance and Resources Department	5,520	2,240	3,790
0	Housing and Environmental Services Department	4,890	10,210	9,820
0	Development Services	0	0	0
0	Capital Charges	16,290	18,180	17,620
<u>43,496</u>	<b>NET EXPENDITURE to be recharged to Commercial Services/Department</b>	<u>96,740</u>	<u>120,120</u>	<u>149,410</u>

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>CAMBOURNE AND CAMBRIDGE OFFICES</b>				
<b>EXPENDITURE</b>				
Employees				
0	Salaries	20,000	0	20,000
0	Recruitment	50,000	0	0
Transport Related Expenses				
425	Contract Hire	50,900	900	219,580
Premises Related Expenses				
0	Repair and Maintenance	0	0	12,520
0	Grounds Maintenance	1,750	0	20,920
0	Energy Costs	0		144,660
0	Rent & Rates	0	7,440	485,790
0	Water Services	0		5,940
0	Fixtures and Fittings	0		1,690
0	Printing, Stationery and Office expenses	10,000	0	10,000
0	Purchase of Security Systems	0		15,090
0	Cleaning and Domestic Supplies	0		53,130
0	Premises Insurance	1,000	11,580	28,800
Supplies and Services				
0	Equipment, Furniture & Fittings		160	4,860
0	IT Commissioning	10,000	0	10,000
Communications and Computing				
0	Telephones	0	2,920	82,240
0	New Equipment	0		1,570
0	Maintenance	0		2,590
0	Miscellaneous Expenses	0		6,000
Central, Departmental and Support Services				
16,508	Chief Executive's Department	8,120	6,250	5,330
2,812	Housing and Environmental Services Department	2,940	8,120	6,830
77,756	Finance and Resources Department	90,390	76,680	192,530
5,624	Development Services	5,690	7,070	6,460
Capital Financing Costs				
0	Direct Revenue Financing	0	190,000	0
9,792	Capital Charges	292,530	258,340	828,710
<u>112,917</u>	<b>TOTAL EXPENDITURE</b>	<u>543,320</u>	<u>569,460</u>	<u>2,165,240</u>
<b>INCOME</b>				
0	Other Recoverable Costs	0	0	0
<u>112,917</u>	<b>NET EXPENDITURE to be recharged</b>	<u>543,320</u>	<u>569,460</u>	<u>2,165,240</u>

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>CENTRAL EXPENSES</b>				
EXPENDITURE				
Employees				
38,816	Personal Training Scheme/Investors in People	68,000	64,000	58,000
45,483	ICT Training	25,000	25,000	25,000
12,023	Employee Assistance Programme	12,880	12,880	13,750
0	Bright Ideas Scheme	500	500	500
583	Compensation for Loss of Office	500	600	600
	Unfunded Superannuation Payments			
9,801	Employers' Levy	10,100	10,210	10,470
75,903	Employee Related Insurance	79,470	115,470	130,720
Supplies and Services				
4,753	Security Services	4,760	4,760	4,880
27,458	Health and Safety at Work Legislation	37,160	35,160	35,580
4,371	Other	2,570	4,500	4,500
Central, Departmental and Support Services				
204	Development Services	0	1,230	390
11,594	Finance and Resources Department	11,270	39,540	46,600
0	Housing and Environmental Services Department	0	52,950	61,010
71,924	Chief Executive's Department	85,960	0	0
<u>302,913</u>	<b>TOTAL EXPENDITURE</b>	<u>338,170</u>	<u>366,800</u>	<u>392,000</u>
(737)	Other Recoverable Income	(890)	(850)	(850)
(3,000)	Interest - Car Loans	(3,500)	(3,500)	(3,500)
<u>299,176</u>	<b>NET EXPENDITURE to be recharged to Departments</b>	<u>333,780</u>	<u>362,450</u>	<u>387,650</u>

Memorandum note:

Authorisation to exceed Original Estimates in 2003/04:

Rollovers from 2002/03 -

Corporate Training

6,000

339,780

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>CENTRAL SUPPORT SERVICES</b>				
EXPENDITURE				
Employees				
18,927	Catering Staff	16,470	20,220	21,810
Supplies and Services				
49,626	Equipment and Materials	45,200	50,000	50,550
3,407	Clothing, Uniforms and Laundry	3,180	3,300	3,380
65,403	Printing, Stationery & General Office Expenses	67,650	67,650	69,340
Communications and Computing				
5,289	Postage	5,880	6,000	6,150
Miscellaneous				
1,566	Insurance	1,730	1,960	2,050
Central, Departmental and Support Services				
31,971	Chief Executive's Department	30,220	28,830	30,610
34,286	Housing and Environmental Services Department	35,540	44,140	48,540
170,301	Finance and Resources Department	173,410	225,590	429,240
8,750	Development Services	9,170	10,890	11,140
(245)	Income	0	(100)	(100)
<u>389,281</u>	<b>NET EXPENDITURE to be recharged to Departments</b>	<u>388,450</u>	<u>458,480</u>	<u>672,710</u>

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
	<b>RECHARGES TO SERVICES</b>			
	<b>Resources &amp; Staffing Portfolio</b>			
717,107	Council Tax and Housing Benefit	769,480	807,790	982,540
468,129	Corporate Management	468,960	554,280	650,480
108,450	Best Value	133,750	124,070	135,950
250,958	Land Charges	240,990	292,570	320,680
27,772	Treasury Management	27,250	22,910	26,510
188,595	Cost of Community Charge & NNDR Collection	171,530	200,980	219,290
589,922	Cost of Council Tax Collection	592,340	704,310	793,100
3,439	Miscellaneous	3,160	0	0
	<b>Information &amp; Customer Services Portfolio</b>			
66,922	Elections	66,910	70,210	81,180
70,655	Register of Electors	75,560	76,410	85,910
687,472	Democratic Representation	710,310	735,380	972,100
148,409	Public Relations, Library and Information	152,270	161,810	193,110
	<b>Conservation Portfolio</b>			
137,914	Conservation	137,490	190,400	202,810
	<b>Environmental Health Portfolio</b>			
40,249	Awarded Water Courses	41,320	44,930	52,680
246,077	Environmental Health General	282,400	312,360	361,800
4,531	Footway Lighting	5,080	5,630	5,590
145,694	Food Safety	164,420	172,600	200,530
83,098	Refuse Collection & Street Cleansing	91,720	145,410	105,770
95,256	Pests Act (Client)	120,570	111,150	145,390
66,348	Waste Recycling	79,540	140,680	104,930
227,555	Environmental Protection	262,500	256,840	307,510
40,976	Emergency Planning	35,650	33,690	32,240
42,548	Action on Dogs	48,980	50,180	60,280
63,900	Licences	113,340	96,470	125,500
58,552	Miscellaneous Services	63,680	89,350	109,450
	<b>Housing Portfolio - Housing General Fund</b>			
27,844	Improvement Grants	34,300	40,750	40,280
65,139	Housing Support	73,410	79,780	99,100
15,401	Housing Act Advances	12,530	10,040	6,900
105,099	Housing Associations	97,870	125,460	122,930
75,646	Housing Advisory Service	78,020	84,740	96,660
94,072	Homelessness	96,890	110,890	125,640
191,129	Other General Fund Housing	215,130	363,420	404,060
	<b>Housing Portfolio - Housing Revenue Account</b>			
672,097	Repairs and Maintenance	726,990	787,920	902,350
1,173,998	Administrative Expenses	1,306,450	1,180,100	1,347,920
400,212	Specialised Support Services	428,190	511,510	571,670
	<b>Planning &amp; Economic Development Portfolio</b>			
2,310,947	Planning Services	2,506,800	2,600,000	2,942,950
570,549	Building Control Services	608,390	619,000	684,480
51,225	Street Naming and Numbering	54,200	47,630	53,880
4,443	Car Parks & Cycleways	4,320	8,060	9,060
3,945	Concessionary Fares	3,240	4,750	6,530
1,588	Footpath Diversions	1,340	1,800	860
29,323	Economic Development Grants	30,950	16,230	18,520
	<b>Sustainability and Community Planning Portfolio</b>			
75,223	Sustainability	70,060	56,050	63,240
6,237	Partnership Working	8,680	16,650	47,720
9,061	Tourism Initiatives	9,140	3,270	4,550
486	Awarded Land	490	510	590
38,102	Community Strategy	46,280	87,180	143,770
	<b>Community Development Portfolio</b>			
119,149	Sports Development	101,220	110,170	136,540
102,586	Arts & Museums	111,670	117,220	137,570
118,372	Milton Country Park	131,680	143,430	166,660
130,762	Community Development	172,950	182,510	240,070
71,060	Community Safety (inc. Crime and Disorder P'ship)	67,090	151,440	175,680
54,543	Illegal Encampments	51,670	58,570	66,400
59,928	Travellers Caravan Sites	68,830	77,270	86,430
608,737	<b>Commercial Holding Accounts</b>	617,680	588,960	647,570
685,884	<b>Capital</b>	633,550	588,070	701,200
<b>12,453,315</b>	<b>TOTAL RECHARGES TO SERVICES</b>	<b>13,229,210</b>	<b>14,173,790</b>	<b>16,327,110</b>

## Cost Centre Managers for Portfolio Staffing Costs and Central Accounts

### Resources and Staffing Portfolio Staffing Costs

		<u>Chief Officer</u>	<u>Budget Holder</u>
	<b>Chief Executives Department</b>	J S Ballantyne	
T01	Chief Executive		J S Ballantyne
T96	Policy and Best Value		Head of Policy & Planning R Leyshon
T07	Secretarial		
	<b>Finance and Resources Department</b>	G J Harlock	
T10	Finance and Resources Director and Secretary		G J Harlock
T11	Accountancy		R A Burns
T12	Payroll		D Jennings
T13	Cashiers and Debtors		P D Smith
T14	Internal Audit		G J Harlock
T15	Council Tax and Non Domestic Rates		P D Smith
T16	Rent Collecting and Accounting		P D Smith
T17	Benefits		P D Smith
T19	Office Services		J Garnham
T20	Printing		J Garnham
T95	Human Resources		D Jennings
T91	Legal		C Taylor
T92	Land Charges		D Ramlall
	<b>Housing and Environmental Services Department</b>		R C Carter

### Information and Customer Services Portfolio Staffing Costs

	<b>Chief Executives Department</b>	J S Ballantyne	
T93	Electoral Registration		H Malkin
T94	Public Relations and Information		S Carroll
	<b>Finance and Resources Department</b>	G J Harlock	
T04	Democratic Services		S May
T22	Library		M Wylie
T21	Reception		J Garnham
T25	Information and Communications Technology		M Wylie

### Conservation Portfolio Staffing Costs

	<b>Development Services Department</b>		
T76	Conservation	D Hussell	N Grimshaw

### Environmental Health Portfolio Staffing Costs

	<b>Housing and Environmental Services Department</b>	Dir of H & E S	
T03	Environmental Health		D Robinson

### Housing Portfolio Staffing Costs

	<b>Housing and Environmental Services Department</b>	Dir of H & E S	
T30	Housing and Environmental Services Director and Secretary		Dir of H & E S
T34	Partnership Projects		D Lewis
T35	Assistant Director and Office Support		D Lewis
T42	Sheltered Housing		C Chappell
T43	Development		D Lewis
T47	Housing Aid/Homelessness		T Reed
T38	Property Sales		D Lewis
T49	Home Improvement Agency		S McIntosh
T53/54	Shire Homes		K Greaves
T48	Tenant Participation		K Greaves

<b>Chief Executives Department</b>		
T59	Improvement Grants	S McIntosh

**Planning and Economic Development Costs**

<b>Development Services Department</b>		D Hussell	
T70	Planning Director and Deputy		D Hussell
T72	Development Control		G Jones
T73	Planning Policy		K Miles
T75	Street Naming and Numbering		K Miles
T77	Administration		R Fox
T78	Land Charges		R Fox
T79	Building Control		S Rizzo

**Sustainability and Community Planning Portfolio Staffing Costs**

<b>Chief Executives Department</b>		J S Ballantyne	
T97	Sustainability		C Adams

**Community Development Portfolio Staffing Costs**

<b>Chief Executives Department</b>		J S Ballantyne	
T58	Other Community Services (inc Assistant Director)		S McIntosh
T36	Management of Travellers Sites		J Thompson
T44	Milton Country Park		J Thompson
T56	Sports Development		J Thompson
T57	Arts Development		J Thompson
T55	Partnership Officers		

**REVISED ESTIMATES 2003/2004 - COST CENTRE SUMMARY**

<b>EXPENDITURE</b>	Chief Exec. Department £	Finance & Resources £	Housing & Env Services £	Development Services £	SUB TOTAL £	S. Cambs Hall to Dem Rep £	Other Unallocated Costs £	TOTAL £
Directly incurred by Departments	1,307,860	5,013,780	3,580,830	2,902,540	12,805,010	0	0	12,805,010
Recruitment and Retention	0	0	0	0	0	0	0	0
Cambourne and Cambridge Offices	0	0	0	0	0	0	471,340	471,340
Overheads as set out on pages 11 to 14								
South Cambs Hall Offices	56,510	337,760	135,240	212,470	741,980	157,310	0	899,290
Station Road Offices	79,870	0	6,250	39,330	125,450	0	0	125,450
Oakington Depot	0	0	67,570	0	67,570	0	0	67,570
Waterbeach Depot	0	0	120,120	0	120,120	0	0	120,120
Central Expenses	46,620	107,800	114,500	93,530	362,450	0	0	362,450
Central Support	64,540	165,820	84,260	143,860	458,480	0	0	458,480
Intercharging between Departments for the activities specified below	233,790	(1,582,090)	790,130	558,170	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>1,789,190</b>	<b>4,043,070</b>	<b>4,898,900</b>	<b>3,949,900</b>	<b>14,681,060</b>	<b>157,310</b>	<b>471,340</b>	<b>15,309,710</b>
<b>INCOME</b>								
Recharges to:								
South Cambs Hall Offices	0	(137,410)	0	0	(137,410)	0	0	(137,410)
Station Road Offices	(7,110)	(13,050)	0	0	(20,160)	0	0	(20,160)
Oakington Depot	0	0	(700)	0	(700)	0	0	(700)
Landbeach Depot	0	(2,240)	(10,210)	0	(12,450)	0	0	(12,450)
Cambourne and Cambridge Offices	(6,250)	(76,680)	(8,120)	(7,070)	(98,120)	0	98,120	0
Central Expenses	0	(39,540)	(52,950)	(1,230)	(93,720)	0	0	(93,720)
Central Support	(28,830)	(225,590)	(44,140)	(10,890)	(309,450)	0	0	(309,450)
<b>TOTAL INCOME</b>	<b>(42,190)</b>	<b>(494,510)</b>	<b>(116,120)</b>	<b>(19,190)</b>	<b>(672,010)</b>	<b>0</b>	<b>98,120</b>	<b>(573,890)</b>
<b>UNALLOCATED COSTS : General Func</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(398,620)</b>	<b>(398,620)</b>
<b>HRA</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(170,840)</b>	<b>(170,840)</b>
<b>NET RECHARGES TO SERVICES</b>	<b>1,747,000</b>	<b>3,548,560</b>	<b>4,782,780</b>	<b>3,930,710</b>	<b>14,009,050</b>	<b>157,310</b>	<b>0</b>	<b>14,166,360</b>
Depot Recharges to Services								7,430
<b>TOTAL RECHARGES TO SERVICES</b>								<b>14,173,790</b>

\*Central services intercharged between Departments are salaries and travelling administration, cash receipting, debtors, creditors, insurance, human resources, information and communication technology and general accounting services.

**ORIGINAL ESTIMATES 2004/2005 - COST CENTRE SUMMARY**

<b>EXPENDITURE</b>	Chief Exec. Department £	Finance & Resources £	Housing & Env Services £	Development Services £	SUB TOTAL £	S.Camb's Hall & Cambourne to Dem Rep £	Other Unallocated Costs £	TOTAL £
Directly incurred by Departments	1,461,050	5,626,480	3,607,160	2,947,780	13,642,470	0	0	13,642,470
Recruitment and Retention	0	0	0	0	0	0	0	0
Cambourne and Cambridge Offices	0	0	0	0	0	0	0	0
Overheads as set out on pages 11 to 14								
South Camb's Hall Offices	9,970	59,570	23,850	37,470	130,860	27,740	0	158,600
Station Road Offices	14,040	0	1,100	6,910	22,050	0	0	22,050
Oakington Depot	0	0	7,590	0	7,590	0	0	7,590
Waterbeach Depot	0	0	149,410	0	149,410	0	0	149,410
Cambourne and Cambridge Offices	218,390	687,990	529,880	476,670	1,912,930	252,310	0	2,165,240
Central Expenses	52,430	117,810	116,260	101,150	387,650	0	0	387,650
Central Support	87,480	218,710	180,190	186,330	672,710	0	0	672,710
Intercharging between Departments for the activities specified below	304,200	(1,866,810)	886,900	675,710	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<u>2,147,560</u>	<u>4,843,750</u>	<u>5,502,340</u>	<u>4,432,020</u>	<u>16,925,670</u>	<u>280,050</u>	<u>0</u>	<u>17,205,720</u>
<b>INCOME</b>								
Recharges to:								
South Camb's Hall Offices	0	(23,200)	0	0	(23,200)	0	0	(23,200)
Station Road Offices	(2,450)	(1,510)	0	0	(3,960)	0	0	(3,960)
Oakington Depot	0	0	0	0	0	0	0	0
Waterbeach Depot	0	(3,790)	(9,820)	0	(13,610)	0	0	(13,610)
Cambourne and Cambridge Offices	(5,330)	(192,530)	(6,830)	(6,460)	(211,150)	0	0	(211,150)
Central Expenses	0	(46,600)	(61,010)	(390)	(108,000)	0	0	(108,000)
Central Support	(30,610)	(429,240)	(48,540)	(11,140)	(519,530)	0	0	(519,530)
<b>TOTAL INCOME</b>	<u>(38,390)</u>	<u>(696,870)</u>	<u>(126,200)</u>	<u>(17,990)</u>	<u>(879,450)</u>	<u>0</u>	<u>0</u>	<u>(879,450)</u>
<b>UNALLOCATED COSTS : General Fund</b>	0	0	0	0	0	0	0	0
<b>HRA</b>	0	0	0	0	0	0	0	0
<b>NET RECHARGES TO SERVICES</b>	<u>2,109,170</u>	<u>4,146,880</u>	<u>5,376,140</u>	<u>4,414,030</u>	<u>16,046,220</u>	<u>280,050</u>	<u>0</u>	<u>16,326,270</u>
Depot Recharges to Services								840
<b>TOTAL RECHARGES TO SERVICES</b>								<u>16,327,110</u>

\*Central services intercharged between Departments are salaries and travelling administration, cash receipting, debtors, creditors, insurance, human resources, information technology and general accounting services.



**MEMORANDUM DEPARTMENTAL EXPENDITURE**

Actuals 2002/03 £	<b>SUMMARY OF ALL DEPARTMENTS EXPENDITURE</b>	Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
8,288,863	Employees			
104,743	Salaries	8,959,330	9,279,780	10,227,040
212,860	Appointment of New Staff	65,940	130,420	65,890
56,668	Agency Staff	56,900	351,250	67,030
1,875	Training	56,760	39,240	40,850
	Other	1,540	31,490	2,950
	Premises Related Expenses			
857	Garage Rents	1,080	980	1,020
455	Repairs and Maintenance	1,360	500	0
590	Other	610	830	330
	Transport Related Expenses			
367,918	Car Allowances	433,470	385,790	423,710
	Supplies and Services			
111,999	Equipment ,Furniture and Materials	127,760	119,450	116,920
3,112	Clothing and Laundry	3,860	3,350	4,380
47,424	Printing, Stationery and Office Exps	67,960	65,690	71,730
44,566	Books and Manuals	49,410	49,040	48,190
80,679	Internal Audit Fees	80,980	82,340	84,400
8,155	Legal	8,610	8,000	10,750
0	Bank Charges	0	400	250
	Services			
571,998	Professional and Consultancy	580,390	525,120	307,210
31,898	Microfilming	49,720	39,220	18,670
17,418	Other	21,780	27,010	24,590
	Communications and Computing			
128,677	Postage	138,400	136,230	138,080
28,548	Telephones	31,900	38,330	40,670
62,069	Purchase of Equipment	116,670	48,420	33,330
66,858	Software	34,500	69,000	61,010
33,612	Development of Orchard	25,580	25,580	26,230
30,628	Repairs and Maintenance	25,360	112,030	153,810
32,850	Rental and Operational Leases	32,310	49,410	44,610
4,843	Debit Cards	8,500	38,500	8,720
2,024	Materials	5,980	3,600	3,590
3,234	Stationery	3,070	2,100	2,040
3,667	Insurance	5,320	8,740	9,370
	Expenses			
7,780	Staff Subsistence	10,580	11,770	13,170
82,473	Seminars and Courses	119,420	107,670	118,170
	Grants and Subscriptions			
27,753	Subscriptions to Professional Bodies	36,960	33,420	34,300
	Miscellaneous			
16,379	Other	10,490	7,190	11,560
	Agency and Contracted Services			
509,110	External Contractors	634,480	747,750	967,360
	Capital Financing Costs			
0	Direct Revenue Financing	0	20,000	0
242,257	Capital Charges	325,900	431,650	657,920
	Income			
(106,992)	Government Grants	(94,700)	(173,350)	(128,700)
(55,214)	Other	(48,110)	(52,930)	(68,680)
<b>11,072,634</b>	<b>TOTAL NET EXPENDITURE</b>	<b>11,990,070</b>	<b>12,805,010</b>	<b>13,642,470</b>
	Unallocated:			
0	Recruitment and Retention	750,000	0	0
<b>11,072,634</b>		<b>12,740,070</b>	<b>12,805,010</b>	<b>13,642,470</b>
Memorandum note:				
	Authorised to exceed Original Estimates in 2003/04:			
	Rollovers from 2002/03	184,920		
	Council Approval for Contact Centre - ICT	40,000		
	Council Approval for Planning Enforcement Officer	15,000		
	Cabinet Approvals (from contingency)			
	Relocation of Debit Card System	30,000		
	Partnership Projects Manager	4,000		
	Reduction in Recruitment and Retention Provision:			
	Allocated to Wardens/DLO/DSO/Catering staff	(137,000)		
		<u>12,876,990</u>		

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>CHIEF EXECUTIVE'S DEPARTMENT</b>				
EXPENDITURE				
Employees				
941,228	Salaries	981,790	1,140,240	1,363,270
10,154	Appointment of New Staff	1,230	30,450	4,760
11,056	Agency Staff	570	58,030	7,770
4,100	Training	13,530	9,820	7,950
334	Other	1,340	2,180	1,400
Transport Related Expenses				
36,741	Car Allowances	41,760	42,600	47,880
Supplies and Services				
305	Equipment ,Furniture and Materials	4,890	2,960	4,050
1,004	Clothing and Laundry	1,950	1,250	2,050
2,417	Printing, Stationery and Office Exps	2,820	2,110	3,020
2,060	Books and Manuals	2,570	2,440	2,780
Services				
421	Professional and Consultancy	3,150	6,470	3,650
Communications and Computing				
7,233	Postage	7,920	6,350	4,850
6,995	Telephones	7,250	7,410	7,710
5,593	Purchase of Equipment	1,260	2,050	390
390	Software	200	930	0
0	Repairs and Maintenance	200	150	200
0	Insurance	0	2,650	2,650
Expenses				
1,448	Staff Subsistence	1,860	2,330	2,700
15,863	Seminars and Courses	23,570	24,840	31,130
Grants and Subscriptions				
1,541	Subscriptions to Professional Bodies	2,100	2,040	2,270
Miscellaneous				
1,335	Other	560	560	570
Income				
(40,892)	Other	(40,000)	(40,000)	(40,000)
<b><u>1,009,326</u></b>	<b>TOTAL NET EXPENDITURE</b>	<b><u>1,060,520</u></b>	<b><u>1,307,860</u></b>	<b><u>1,461,050</u></b>

Memorandum note:

Authorisation to exceed Original Estimates in 2003/04:

Rollovers from 2002/03 -

Public Relations - Computer Software -

Media evaluation

930

1,061,450

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>FINANCE AND RESOURCES DEPARTMENT (Excluding ICT)</b>				
<b>EXPENDITURE</b>				
<b>Employees</b>				
2,139,785	Salaries	2,331,910	2,450,960	2,752,460
18,566	Appointment of New Staff	16,230	24,040	13,450
63,494	Agency Staff	2,500	47,850	1,000
4,881	Training	5,150	6,320	9,320
689	Other	0	550	200
<b>Premises Related Expenses</b>				
857	Garage Rents	1,080	980	1,020
0	Repairs and Maintenance	0	0	0
236	Other	220	220	230
<b>Transport Related Expenses</b>				
39,898	Car Allowances	47,480	41,570	43,260
<b>Supplies and Services</b>				
69,296	Equipment ,Furniture and Materials	73,090	74,820	76,990
245	Clothing and Laundry	100	100	310
31,067	Printing, Stationery and Office Exps	43,960	49,650	49,940
34,635	Books and Manuals	37,510	40,500	39,130
80,679	Internal Audit Fees	80,980	82,340	84,400
8,155	Legal	8,610	8,000	10,750
0	Bank Charges	0	400	250
<b>Services</b>				
11,413	Professional and Consultancy	7,000	13,810	8,410
2,389	Other	1,220	1,240	200
<b>Communications and Computing</b>				
75,360	Postage	84,000	82,980	84,930
2,993	Telephones	2,880	2,870	2,900
8,041	Purchase of Equipment	6,830	8,110	6,440
13,700	Software	10,000	10,000	35,000
1,442	Repairs and Maintenance	2,060	1,390	2,100
32,850	Rental and Operational Leases	32,310	29,710	23,590
4,843	Debit Cards	8,500	38,500	8,720
1,225	Materials	3,010	3,010	3,080
0	Stationery	330	350	340
221	Insurance	220	210	220
<b>Expenses</b>				
2,924	Staff Subsistence	3,510	2,970	3,370
14,574	Seminars and Courses	33,980	27,920	29,670
<b>Grants and Subscriptions</b>				
9,047	Subscriptions to Professional Bodies	10,160	10,020	9,540
<b>Miscellaneous</b>				
(1,208)	Other	1,500	1,820	1,590
<b>Capital Financing Costs</b>				
13,438	Capital Charges	12,420	12,420	12,000
<b>Income</b>				
(86,992)	Government Grants	(94,700)	(108,000)	(72,200)
(11,609)	Other	(3,900)	(3,960)	(6,990)
<b>2,587,134</b>	<b>TOTAL NET EXPENDITURE</b>	<b>2,770,150</b>	<b>2,963,670</b>	<b>3,235,620</b>

Memorandum note:

Authorisation to exceed Original Estimates in 2003/04:

Rollovers from 2002/03 -

Human Resources -

Professional and Consultants Fees

6,250

Cabinet Approvals (from contingency)

Relocation of Debit Card System

30,000

2,806,400

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>FINANCE AND RESOURCES DEPARTMENT INFORMATION AND COMMUNICATIONS TECHNOLOGY</b>				
EXPENDITURE				
Employees				
176,849	Salaries	255,950	274,300	283,100
3,642	Appointment of New Staff	3,050	10	0
7,468	Agency Staff	0	0	0
529	Other	0	0	0
Premises Related Expenses				
455	Repairs and Maintenance	1,360	500	0
0	Other	20	20	20
Transport Related Expenses				
1,106	Car Allowances	840	1,180	1,220
Supplies and Services				
1,745	Equipment ,Furniture and Materials	1,510	500	510
36	Printing, Stationery and Office Exps	60	60	60
0	Books and Manuals	200	50	50
0	Legal	0	0	0
Services				
525,845	Professional and Consultancy	536,500	432,900	263,770
35	Other	0	0	0
Communications and Computing				
0	Postage	0	0	0
3,080	Telephones	4,410	9,530	10,520
29,996	Purchase of Equipment	59,960	17,120	8,850
200	Software	10,000	2,000	20,810
33,612	Development of Orchard	25,580	25,580	26,230
21,062	Repairs and Maintenance	21,550	109,340	150,310
0	Rental and Operational Leases	0	19,700	21,020
799	Materials	2,970	500	510
3,234	Stationery	2,740	1,670	1,700
3,446	Insurance	5,100	5,880	6,500
Expenses				
108	Staff Subsistence	210	1,350	1,360
2,837	Seminars and Courses	5,130	2,500	2,570
Grants and Subscriptions				
815	Subscriptions to Professional Bodies	1,030	1,210	1,240
Agency and Contracted Services				
509,110	External Contractors	634,480	747,750	967,360
Capital Financing Costs				
0	Direct Revenue Financing	0	20,000	0
228,360	Capital Charges	313,020	418,960	645,650
Income				
(20,000)	Government Grants	0	(42,500)	(22,500)
0	Other	0	0	0
<b>1,534,369</b>	<b>TOTAL NET EXPENDITURE</b>	<b>1,885,670</b>	<b>2,050,110</b>	<b>2,390,860</b>

Memorandum note:

Authorisation to exceed Original Estimates in 2003/04:

Rollovers from 2002/03 -

Disaster Recovery 30,000

Website Development and Metadata Standards 33,500

Replacement of legacy financial systems 44,500

Electronic Service Delivery (CASCADE) 24,000

Council Approvals

Contact Centre 40,000

2,057,670

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>HOUSING &amp; ENVIRONMENTAL SERVICES DEPARTMENT</b>				
EXPENDITURE				
Employees				
2,613,159	Salaries	2,902,350	2,947,980	3,120,010
19,790	Appointment of New Staff	37,740	37,470	32,500
86,590	Agency Staff	26,270	147,100	34,000
11,802	Training	11,300	9,100	9,520
552	Other	200	1,650	1,000
Transport Related Expenses				
174,255	Car Allowances	202,220	184,050	195,940
Supplies and Services				
26,371	Equipment ,Furniture and Materials	32,120	27,890	22,840
1,718	Clothing and Laundry	1,510	1,600	1,770
7,970	Printing, Stationery and Office Exps	15,200	8,600	13,930
7,060	Books and Manuals	7,750	4,850	5,000
Services				
29,776	Professional and Consultancy	33,740	71,940	31,380
14,994	Other	20,560	23,770	24,390
Communications and Computing				
17,098	Postage	20,710	19,220	20,050
14,457	Telephones	16,490	15,790	16,620
15,015	Purchase of Equipment	19,200	19,840	16,530
954	Software	10,200	10,200	5,200
7,904	Repairs and Maintenance	1,300	1,050	1,200
0	Materials	0	90	0
0	Stationery	0	80	0
Expenses				
2,396	Staff Subsistence	4,220	4,050	4,960
37,472	Seminars and Courses	36,680	32,580	37,780
Grants and Subscriptions				
9,775	Subscriptions to Professional Bodies	15,120	11,600	12,200
Miscellaneous				
783	Other	330	540	550
Income				
(391)	Other	(210)	(210)	(210)
<b><u>3,099,500</u></b>	<b>TOTAL NET EXPENDITURE</b>	<b><u>3,415,000</u></b>	<b><u>3,580,830</u></b>	<b><u>3,607,160</u></b>

Memorandum note:

Authorisation to exceed Orginal Estimates in 2003/2004:

Rollovers from 2002/03 -

Professional and Consultants Fees -

House Condition Survey

Communications and Consultancy

44,000

1,740

3,460,740

Actuals 2002/03 £		Estimate 2003/04 £	Revised 2003/04 £	Estimate 2004/05 £
<b>DEVELOPMENT SERVICES DEPARTMENT</b>				
EXPENDITURE				
Employees				
2,417,842	Salaries	2,487,330	2,466,300	2,708,200
52,591	Appointment of New Staff	7,690	38,450	15,180
44,252	Agency Staff	27,560	98,270	24,260
35,356	Training	26,780	14,000	14,060
300	Other	0	27,110	350
Premises Related Expenses				
354	Other	370	590	80
Transport Related Expenses				
115,918	Car Allowances	141,170	116,390	135,410
Supplies and Services				
14,282	Equipment ,Furniture and Materials	16,150	13,280	12,530
145	Clothing and Laundry	300	400	250
5,934	Printing, Stationery and Office Exps	5,920	5,270	4,780
811	Books and Manuals	1,380	1,200	1,230
Services				
4,543	Professional & Consultancy	0	0	0
31,898	Microfilming	49,720	39,220	18,670
0	Other	0	2,000	0
Communications and Computing				
28,986	Postage	25,770	27,680	28,250
1,023	Telephones	870	2,730	2,920
3,424	Purchase of Equipment	29,420	1,300	1,120
51,614	Software	4,100	45,870	0
220	Repairs and Maintenance	250	100	0
0	Materials	0	0	0
0	Stationery	0	0	0
0	Insurance	0	0	0
Expenses				
904	Staff Subsistence	780	1,070	780
11,727	Seminars and Courses	20,060	19,830	17,020
Grants and Subscriptions				
6,575	Subscriptions to Professional Bodies	8,550	8,550	9,050
Miscellaneous				
15,469	Other	8,100	4,270	8,850
Capital Financing Costs				
459	Capital Charges	460	270	270
Income				
0	Government Grants	0	(22,850)	(34,000)
(2,322)	Other	(4,000)	(8,760)	(21,480)
<b>2,842,305</b>	<b>TOTAL NET EXPENDITURE</b>	<b>2,858,730</b>	<b>2,902,540</b>	<b>2,947,780</b>

Memorandum note:

Authorised to exceed Original Estimates in 2003/04:	
Council Approval for Planning Enforcement Officer	15,000
Cabinet Approvals (from contingency)	
Partnership Projects Manager	4,000
	<u>2,877,730</u>