

**MONITORING REPORT 2018/19****as at 31 December 2018 - Month 9**

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# MONITORING REPORT 2018/19

31/12/2018

MONTH

9.0

## CONSOLIDATED SUMMARY

	Budget 2018/19	Forecast	Variance ON BUDGET
<b>INCOME</b>			
Civic, Corporate, Promotion and staff	£37,868	£37,868	£0
Community Development	£10,106	£10,556	£450
Customer Service	£48,720	£44,464	-£4,256
Finance and Administration	£78,382	£104,949	£26,567
<b>TOTAL INCOME</b>	<b>£175,076</b>	<b>£197,838</b>	<b>£22,762</b>
<b>EXPENDITURE</b>			
Civic, Corporate, Promotion and staff	£684,549	£643,709	-£40,840
Staff and Member	£3,500	£3,000	-£500
Community Development	£54,231	£47,446	-£6,785
Customer Service	£153,451	£144,758	-£8,694
Finance and Administration	£122,922	£123,651	£728
<b>TOTAL BASE EXPENDITURE</b>	<b>£1,018,653</b>	<b>£962,564</b>	<b>-£56,090</b>
Venue "credit" ring fenced for 2019/20	£72,385	£72,385	£0
Transfer to Revenue Support Fund		£65,385	£65,385
<b>NET BUDGETED EXPENDITURE</b>	<b>£915,962</b>	<b>£902,497</b>	<b>£13,466</b>
Surplus / (-deficit)	£0	£13,466	
<b>Tax Base</b>	<b>11731.8</b>		
<b>Band D - Actual</b>	<b>£78.08</b>		
<b>Band D - Notional (after venue adjustments)</b>	<b>£71.91</b>		

## VARIANCE ANALYSIS 2018/19

(FORECAST COMPILED AS AT 31/12/2018)

	Budget	Forecast	Variance		
<b>NET BUDGETED EXPENDITURE (PRECEPT 2018/19)</b>	<b>£915,962</b>	<b>£902,497</b>	<b>£13,466</b>	Surplus	Nov 18 KAG variances
<b>Made up of:</b>					
	<i>Budget</i>	<i>End of year Forecast</i>	Variance	COMMENTS	
<b>INCOME</b>					
Shop Income (net)	£2,850	£1,220	-£1,630	Less sales being achieved	
Parish income relating to WSCC Highways contract	£5,000	£1,250	-£3,750	Contract ceased June 2018	-£3,750
Room Lettings	£12,625	£20,727	£8,102	Increased room and CC hire	£7,162
Worlds End Hire income	£1,800	£14,000	£12,200	Nursery continues until March 2019	£12,200
Burial Ground Income	£24,000	£27,952	£3,952	Increased Business	£2,000
Balance on all other budget items	£128,801	£132,688	£3,887		£2,566
<b>Total Movement on Income</b>	<b>£175,076</b>	<b>£197,838</b>	<b>£22,762</b>	<b>INCREASED income</b>	<b>£20,178</b>
<b>EXPENDITURE</b>					
Burial ground grave digging/maintenance	£12,613	£14,386	£1,773	Increased business	£1,187
Civic Events (i)	£3,000	£2,000	-£1,000	Unlikely to use full budget this year	-£1,000
Dog initiatives	£1,600	£2,600	£1,000	Increased bins and increased collections	£1,000
Council Van (i)	£15,272	£11,302	-£3,970	No new van, lower rentals	-£3,970
Grants and Donations (i)	£14,000	£12,000	-£2,000	Expenditure level not required	-£2,000
Legion Building (i)	£12,370	£11,465	-£905	Costs not as high as budgeted	-£1,322
MMT-New equipment	£6,380	£5,000	-£1,380	Not as much required	
Repairs and Renewals	£11,000	£14,000	£3,000	CC table purchase, set against increase in income from hires	
Salaries & temps (i)	£626,685	£587,844	-£38,841	Changes to personnel levels/pension/NI adjustments	-£36,664
Street Scene / Minor Works	£10,000	£5,000	-£5,000	Sufficient money in fund	-£5,000
Tree Surgery	£3,250	£1,250	-£2,000	Not as much required	
Tree Survey	£1,234	£2,234	£1,000	Employment of OS mapping system	
Town Centre Events (i)	£10,000	£5,000	-£5,000	Expenditure level not required	-£5,000
Balance of all other budget items	£291,249	£288,484	-£2,766		-£2,301
<b>MOVEMENT ON BASE EXPENDITURE</b>	<b>£1,018,653</b>	<b>£962,564</b>	<b>-£56,090</b>	<b>DECREASE in expenditure</b>	<b>-£55,070</b>
Venue element 19/20 credit (ring fenced)	£72,385	£72,385	£0		
Transfer to Revenue Support Fund 3038	£0	£65,385	£65,385	Set-up to support future Revenue Budgets	£65,385
<b>NET MOVEMENT ON PRECEPT</b>	<b>£915,962</b>	<b>£902,497</b>	<b>£13,466</b>	<b>PROJECTED YEAR END SURPLUS</b>	<b>£9,863</b>

(i) reductions in-part transferred to Venue Revenue Support Fund

**MONITORING REPORT 2018/19**  
**CIVIC, CORPORATE, PROMOTION AND STAFF**

**Budget**  
**2018/19 Forecast**      **Variance**  
**on budget**

**INCOME**

8570	Partnership Contributions - help point - WSCC	£18,994	£18,994	£0
8570.1	Partnership Contributions - help point - MSDC	£18,874	£18,874	£0
				£0
<b>TOTAL INCOME</b>		<b>£37,868</b>	<b>£37,868</b>	<b>£0</b>

**EXPENDITURE**

8023	Civic Events	£3,000	£2,000	£-1,000
5005	Conferences/seminars	£750	£500	£-250
5016	Consultants/Legal fund contribution (3018)	£1,000	£1,000	£0
6002	Economic Development	£1,500	£1,250	£-250
	Severe Weather Fund Contrbtn 3024	£0	£0	£0
4506	Members Conferences	£500	£250	£-250
5004	Miscellaneous Staffing Issues	£750	£750	£0
5010	Public relations	£750	£500	£-250
	Community Venue Fund Contribution 3037 LOAN REPAYMENT	£48,615	£48,615	£0
9002/9601	Salaries / oncosts (all staff)	£626,685	£584,851	£-41,834
9604	Temps	£0	£2,993	£2,993
	Town Twinning fund contrbn 3047	£1,000	£1,000	£0
<b>TOTAL EXPENDITURE</b>		<b>£684,549</b>	<b>£643,709</b>	<b>£40,840</b>
<b>NET POSITION</b>		<b>£-646,681</b>	<b>£-605,841</b>	<b>£40,840</b>

## STAFF &amp; MEMBER

Code	Description	Budget 2018/19	Forecast	Variance on budget
4505	Members Courses	£500	£500	£0
	Recruitment Fund Contribution 3026	£1,000	£1,000	£0
	Training Fund Contribution 3008	£2,000	£1,500	-£500
		<b>£3,500</b>	<b>£3,000</b>	<b>-£500</b>

## Community Engagement

Code	Description	Budget 2018/19	Forecast	Variance on budget
<b>INCOME</b>				
5074	AT April	£3,200	£3,852	£652
5072	AT August	£3,400	£2,976	-£424
5073	AT Dec	£3,500	£3,722	£222
5076	AT subscription	£6	£6	£0
			£0	
			£0	£0
<b>TOTAL INCOME</b>		<b>£10,106</b>	<b>£10,556</b>	<b>£450</b>
<b>EXPENDITURE</b>				
5014	AT April	£5,533	£5,399	-£134
5012	AT August	£5,533	£5,558	£25
5013	AT Dec	£5,533	£5,608	£75
8010	Burgess Hill Bonfire Society	£1,501	£1,501	£0
8006	Burgess Hill In Bloom Sub - Cttee.	£500	£500	£0
	Burgess Hill Community Festival FUND Contr 3055	£6,500	£6,500	£0
8008	Community Development	£500	£500	£0
	3010 Donations Fund contribution - major/minor	£14,000	£12,000	-£2,000
8004	Holiday Activities	£830	£830	£0
8013	Remembrance & Armistic Day contribution (FUND 3054)	£2,000	£2,000	£0
	Summer Fayre contribution to fund (3043)	£1,800	£1,800	£0
	Town Events fund Contrbn (3067)	£10,000	£5,000	-£5,000
	Dementia Friendly		£250	£250
				£0
<b>TOTAL EXPENDITURE</b>		<b>£54,231</b>	<b>£47,446</b>	<b>-£6,785</b>
<b>NET POSITION</b>		<b>-£44,125</b>	<b>-£36,890</b>	<b>£7,235</b>

## FINANCE AND ADMINISTRATION

Code	Description	Budget 2018/19	Forecast	Variance on budget
<b>INCOME</b>				
5570	Community Resource Centre	£0	£0	£0
6570	Burial Ground (closed) - MSDC Contribution	£7,106	£7,320	£214
5580	Room Lettings	£12,625	£20,727	£8,102
5070	Interest on Balances	£450	£1,350	£900
6571	Burial Ground Income	£24,000	£27,952	£3,952
7074	Roundabout sponsorship (net)	£20,351	£20,622	£271
7076	Other income - finance (net)	£0	£928	£928
5573	Sidney West - management charge	£12,000	£12,000	£0
5075	Town Crier	£50	£50	£0
5572	World's End recreation Ground - income	£1,800	£14,000	£12,200
<b>TOTAL INCOME</b>		<b>£78,382</b>	<b>£104,949</b>	<b>£26,567</b>

**EXPENDITURE**

5001	Audit Fee/ Risk Assessment / Miscellaneous / Bank charges / Data protection	£6,500	£6,285	-£215
5019	Bad Debts/provsn for Doubtful debts	£500	£500	£0
6504	Burial ground grave digging/maintenance	£12,613	£14,386	£1,773
6501	Burial Ground Loan repayments	£5,559	£5,559	£0
4501	Caretaking Services	£750	£700	-£50
7512	Computer Maintenance/software/Support incl contribution to Computer Fund	£7,840	£8,370	£530
4502	Election Fund contribution 3003	£6,000	£6,000	£0
5017	Health & Safety	£150	£325	£175
5007	Hospitality	£1,000	£850	-£150
7502	Insurances	£10,500	£10,058	-£442
5508	Legion Building Loan Repayments	£17,162	£17,162	£0
4507	Members Allowances	£18,264	£18,264	£0
4504	Members Travel & Subsistence	£300	£300	£0
7516	Mid Sx. Asspc. Of Town Councils	£400	£800	£400
7510	Office Equipment	£750	£750	£0
7504	Office recycling	£350	£350	£0
7506	Office Supplies	£1,750	£1,400	-£350
7508	Postages	£1,700	£1,850	£150
7509	Printing	£3,600	£3,250	-£350
7507	Publications	£200	£100	-£100
5517	Non-Domestic Rates 96 CW	£9,000	£9,000	£0
5518	Room hire Letting Expenditure		£350	£350

<b>Code</b>	<b>Description</b>	<b>Budget 2018/19</b>	<b>Forecast</b>	<b>Variance on budget</b>
5020	Streamline charges	£650	£650	£0
7511	Subscriptions	£4,260	£4,260	£0
7505	Telephone & Communications	£5,438	£6,009	£571
7513	Toner cartridges	£500	£500	£0
7514	Travel & Subsistence	£1,000	£1,000	£0
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£6,185	£6,185	£0
	Release unrequired provisions		-£1,561	-£1,561
<b>TOTAL EXPENDITURE</b>		<b>£122,921</b>	<b>£123,651</b>	<b>£729</b>
<b>NET POSITION</b>		<b>-£44,539</b>	<b>-£18,701</b>	<b>£25,838</b>



## Customer Service

Code

INCOME	Description	Budget 2018/19	Forecast	Variance on budget
HP	HP,Shop,Tourism,Commission (NET Position)	£2,850	£1,220	£1,630
7072	M.S.D.C. - Street Nameplates	£5,164	£5,350	£186
7071.5	MSDC additional parish works	£5,000	£4,775	£225
7071.1	MSDC-Partnership Environmental improvements	£7,581	£7,506	£75
7078	Other income/Sidney West planting/grass	£1,500	£2,500	£1,000
7073	APL (white lining)	£0	£0	£0
7070	Rents-Allotment	£6,250	£6,488	£238
7071.2	Parish Income (reactive ex-WSCC)	£5,000	£1,250	£3,750
7071	WSCC Graffiti contract	£7,000	£7,000	£0
7071	WSCC- Annual delegated function contract	£8,375	£8,375	£0
<b>TOTAL INCOME</b>		<b>£48,720</b>	<b>£44,464</b>	<b>£4,256</b>

## EXPENDITURE

Code	Description	Budget 18/19	Forecast	Var
7012	Allotment Rentals	£725	£731	£6
7020	Allotment Site Costs Improvements/Maint	£2,100	£2,100	£0
7011	Allotments water	£1,850	£1,850	£0
7033	APL (white lining)	£0	£0	£0
6003	CCTV	£9,600	£9,600	£0
6004	Christmas Lights	£9,013	£9,013	£0
5510	Cleaning contracts - office	£11,700	£11,700	£0
8002	Concessionary Fares Subsidy	£350	£350	£0
9003	Council Van	£15,272	£11,302	£3,970
7005	Dog Initiatives	£1,600	£2,600	£1,000
9004	Fuel - Van	£4,750	£4,464	£286
7026	Graffiti Material	£500	£900	£400
8502	Help Point Miscellaneous	£750	£600	£150
7015	Lighting - Maintenance & supply	£6,146	£6,146	£0
7027	Parish Weed Spray	£1,900	£1,872	£28
7009	Maintenance Contract - grounds	£15,034	£15,093	£59
5511	Maintenance Contracts - internal	£3,250	£3,250	£0
7025	Partner materials	£750	£200	£550
9007	Mobile Maint -new equipment	£6,380	£5,000	£1,380
7028	Planting	£1,600	£1,600	£0
9008	Protective clothing	£1,600	£1,000	£600

INCOME	Description	Budget 2018/19	Forecast	Variance on budget
9501	Repairs & Renewals Fund contribution	£11,000	£14,000	£3,000
5506	Legion building - running costs (excl loan repayments)	£12,370	£11,465	-£905
7001	Site Improvements	£2,100	£2,100	£0
9005	Storage (garage lockups,Keymer)	£1,212	£2,238	£1,026
7018	Street Nameplates	£5,164	£5,350	£186
	Street Scene/Minor works fund contribution <b>Code 3025</b>	£10,000	£5,000	-£5,000
7029	Traveller costs	£750	£750	£0
7003	Tree Surgery	£3,250	£1,250	-£2,000
7002	Tree Survey	£1,234	£2,234	£1,000
8501	Uniforms: HP	£750	£750	£0
7024	Waste management/tipping	£2,150	£2,500	£350
9001	Workshop	£2,500	£2,500	£0
5522	World's End Cleaning/Maintenance	£6,100	£5,250	-£850
<b>TOTAL EXPENDITURE</b>		<b>£153,450</b>	<b>£144,758</b>	<b>-£8,693</b>
<b>NET POSITION</b>		<b>-£104,730</b>	<b>-£100,293</b>	<b>£4,437</b>