

2nd Draft Budget 2019/20

Compiled 10/01/2019

| | Page |
|-------------------------------------|------|
| Consolidated Revenue Account | 1 |
| Major variances | 2 |
| Detail | |
| Civic, Corporate, Promotion & Staff | 3 |
| Staff & Member | 4 |
| Community Development | 5 |
| Customer Service | 6/7 |
| Finance and Administration | 8/9 |

BUDGET 2019/20

| CONSOLIDATED SUMMARY | Budget 2018/19 | Draft Budget 2019/20 | Variance on Prior Year Budget |
|--|-------------------|----------------------------|-------------------------------------|
| INCOME | | | |
| Civic, Corporate, Promotion and staff | £37,868 | £18,874 | -£18,994 |
| Community Development | £10,106 | £10,106 | £0 |
| Customer Service | £48,720 | £29,545 | -£19,175 |
| Finance and Administration | £78,382 | £67,139 | -£11,243 |
| TOTAL INCOME | £175,076 | £125,664 | -£49,412 |
| EXPENDITURE | | | |
| Civic, Corporate, Promotion and staff | £684,549 | £669,596 | -£14,953 |
| Staff and Member | £3,500 | £3,000 | -£500 |
| Community Development | £54,231 | £49,129 | -£5,102 |
| Customer Service | £153,451 | £133,667 | -£19,784 |
| Finance and Administration | £122,922 | £143,750 | £20,828 |
| TOTAL BASE EXPENDITURE | £1,018,653 | £999,142 | -£19,511 |
| Venue "credit" ring fenced for 2019/20 | £72,385 | £0 | -£72,385 |
| NET BUDGETED EXPENDITURE | £915,962 | £873,478 | £42,484 |
| Actual Venue Credit back to Precept | | £72,385 | £72,385 |
| PRECEPT (Inc 2019/20 credit) | £915,962 | £801,093 | £114,869 |
| Tax Base | 11731.8 | 11916.7 | 184.9 1.6% |
| Band D - Actual | £78.08 | £67.22 | -£10.86 -13.9% |
| Band D - Notional (after venue adjustments) | £71.91 | £73.30 | £1.39 1.9% |

BUDGET 2019/20 - VARIANCE ANALYSIS +/- £1,000

| PRECEPT | | | BAND D | Band D Inc Venue adjustment |
|----------------------|---------------------------|-----------------|---------------|-----------------------------------|
| 2019/20 | 1.5% increase in tax base | £801,093 | £67.22 | £73.30 |
| 2018/19 | | £915,962 | £78.08 | £71.91 |
| Reduction in Precept | | <u>£114,869</u> | <u>£10.86</u> | <u>£1.39</u> |
| | | | -13.9% | 1.9% |

| MADE UP OF: | Budget 2018/19 | Budget 2019/20 | Movement on prior year 2018/19 | | NOV 18 KAG movement |
|--|-------------------|-----------------|--------------------------------|---|---------------------------|
| Income Movements | | | | | |
| Roundabout Sponsorship Income | £20,351 | £18,945 | -£1,406 | New contract with WSCC | -£16,006 |
| Burial Ground (St John's closed) | £7,106 | £0 | -£7,106 | MSDC taking back maintenance contract | |
| HP Shop | £2,850 | £1,300 | -£1,550 | Less sales being achieved | |
| Help Point Partner Income | £37,868 | £18,874 | -£18,994 | End of WSCC contract | -£18,994 |
| Partner income (Highways) | £32,956 | £14,581 | -£18,375 | End of WSCC contract | -£18,375 |
| Room Lettings | £12,625 | £5,994 | -£6,631 | Intention of audiology unclear, discounted down | |
| Sidney West Management charge | £12,000 | £13,000 | £1,000 | To more accurately reflect costs | £1,000 |
| Worlds End facility | £1,800 | £3,800 | £2,000 | Facility now being handed back to MSDC May 2019 | |
| Balance of movements on all other budget items | £47,520 | £49,170 | £1,650 | | -£6,981 |
| Total Income | £175,076 | £125,664 | -£49,412 | Decrease in income | -£59,356 |
| Expenditure Movements | | | | | |
| CCTV | £9,600 | £2,250 | -£7,350 | 2018/19 included capital upgrade cost | -£7,350 |
| Civic Activities (ii) | £3,000 | £2,000 | -£1,000 | Budget level not required | -£1,000 |
| Council Van (ii) | £15,272 | £11,500 | -£3,772 | No additional vehicle | -£3,772 |
| Community Venue Fund (ex-CIDF) (i) | £48,615 | £53,506 | £4,891 | Additional allocation to meet loan requirements | £4,891 |
| Dog initiatives | £1,600 | £2,700 | £1,100 | Additional bins and increased emptying | £1,100 |
| Grants and Donations contribution to fund - Minor/Major (ii) | £14,000 | £12,000 | -£2,000 | Sufficient money in fund | -£2,000 |
| Mobile Maint - new Equipment | £6,380 | £4,000 | -£2,380 | Prior year included one-off mower | -£2,380 |
| Salaries / Oncosts (ii) | £626,685 | £607,840 | -£18,845 | Changes to personnel levels/pension/NI adjustr | -£13,039 |
| Storage | £1,212 | £4,109 | £2,896 | Storage of chairs for Keymer site | £2,896 |
| Street Scene/Minor works fund contribution (ii) | £10,000 | £5,000 | -£5,000 | Sufficient money in fund | -£5,000 |
| Town Events (ii) | £10,000 | £5,000 | -£5,000 | Sufficient money in fund | -£5,000 |
| Utilities 96 CW | £6,185 | £7,196 | £1,011 | Rising energy costs | £1,011 |
| Worlds End Cleaning/Maint | £6,100 | £1,017 | -£5,083 | MSDC taking back facility May 2019 | -£6,100 |
| Balance of movements on all other budget items | £260,004 | £281,024 | £21,021 | Net increase in other items | £29,831 |
| Base Budget Costs | £1,018,653 | £999,142 | -£19,510 | Decrease in base costs | -£5,911 |
| Adjustment for Venue Element (Ring fenced) | £72,385 | £0 | -£72,385 | | -£72,385 |
| Support for Revenue Budget | £0 | £0 | £0 | | -£24,156 |
| Net Budget Expenditure | £915,962 | £873,478 | £42,483 | Decrease in Net costs | £43,096 |
| Actual Venue Credit to Precept | £0 | £72,385 | -£72,385 | | -£72,385 |
| Precept | £915,962 | £801,093 | £114,869 | Net decrease in Precept | £115,481 |

(i) £1.5mil of the £3mil PWLB loan approval is budgeted to be drawn down in Sept 2019

(ii) Reductions, in-part, used towards funding the remodelled venue loan repayments

BUDGET 2019/20

CIVIC, CORPORATE, PROMOTION AND STAFF

| | | Budget 2018/19 | Budget 2019/20 | Variance On Prior year budget |
|--------------------------|---|-------------------|-------------------|-------------------------------------|
| INCOME | | | | |
| 8570 | Partnership Contributions - help point - WSCC | £18,994 | £0 | -£18,994 |
| 8570.1 | Partnership Contributions - help point - MSDC | £18,874 | £18,874 | £0 |
| | | | | £0 |
| TOTAL INCOME | | £37,868 | £18,874 | -£18,994 |
| EXPENDITURE | | | | |
| 8023 | Civic Events | £3,000 | £2,000 | -£1,000 |
| 5005 | Conferences/seminars | £750 | £750 | £0 |
| 5016 | Consultants/Legal fund contribution (3018) | £1,000 | £1,000 | £0 |
| 6002 | Economic Development | £1,500 | £1,500 | £0 |
| 4506 | Members Conferences | £500 | £500 | £0 |
| 5004 | Miscellaneous Staffing Issues | £750 | £750 | £0 |
| 5010 | Public relations | £750 | £750 | £0 |
| | Community Venue Fund Contribution 3037 /Loan repayment | £48,615 | £53,506 | £4,891 |
| 9002/9601 | Salaries / oncosts (all staff) | £626,685 | £607,840 | -£18,845 |
| | Town Twinning fund contrbn 3047 | £1,000 | £1,000 | £0 |
| | | | | |
| TOTAL EXPENDITURE | | £684,549 | £669,596 | -£14,953 |
| NET POSITION | | -£646,681 | -£650,722 | -£4,041 |

BUDGET 2019/20

STAFF & MEMBER

| Code | Description | Budget 2018/19 | Budget 2019/20 | Variance On Prior year budget |
|------|------------------------------------|-------------------|-------------------|--|
| 4505 | Members Courses | £500 | £500 | £0 |
| | Recruitment Fund Contribution 3026 | £1,000 | £500 | -£500 |
| | Training Fund Contribution 3008 | £2,000 | £2,000 | £0 |
| | | £3,500 | £3,000 | -£500 |

BUDGET 2019/20

Community Engagement

| Code | Description | Budget 2018/19 | Budget 2019/20 | Variance On Prior year budget |
|--------------------------|---|-------------------|-------------------|--|
| INCOME | | | | |
| 5074 | AT April | £3,200 | £3,200 | £0 |
| 5072 | AT August | £3,400 | £3,400 | £0 |
| 5073 | AT Dec | £3,500 | £3,500 | £0 |
| 5076 | AT subscription | £6 | £6 | £0 |
| | | | | £0 |
| TOTAL INCOME | | £10,106 | £10,106 | £0 |
| EXPENDITURE | | | | |
| 5014 | AT April | £5,533 | £5,782 | £249 |
| 5012 | AT August | £5,533 | £5,782 | £249 |
| 5013 | AT Dec | £5,533 | £5,783 | £250 |
| 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 | £7,400 | £900 |
| 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 |
| | | | | |
| TOTAL EXPENDITURE | | £54,231 | £49,129 | -£5,102 |
| NET POSITION | | -£44,125 | -£39,023 | £5,102 |

BUDGET 2019/20

Customer Service

Code

| INCOME | Description | Budget 2018/19 | Budget 2019/20 | Variance on budget |
|---------------------|--|----------------|----------------|--------------------|
| HP | HP, Shop, Tourism, Commission (NET Position) | £2,850 | £1,300 | -£1,550 |
| 7072 | M.S.D.C. - Street Nameplates | £5,164 | £5,164 | £0 |
| 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 | £2,000 | £500 |
| 7073 | APL (white lining) | £0 | £0 | £0 |
| 7070 | Rents-Allotment | £6,250 | £6,500 | £250 |
| 7071.2 | Parish Income (reactive ex-WSCC) | £5,000 | £0 | -£5,000 |
| 7071 | WSCC Graffiti contract | £7,000 | £2,300 | -£4,700 |
| 7071 | WSCC- Annual delegated function contract | £8,375 | £0 | -£8,375 |
| TOTAL INCOME | | £48,720 | £29,545 | -£19,175 |

EXPENDITURE

| Code | Description | Budget 18/19 | Budget 19/20 | Var |
|------|---|--------------|--------------|---------|
| 7012 | Allotment Rentals | £725 | £747 | £22 |
| 7020 | Allotment Site Costs Improvements/Maint | £2,100 | £2,100 | £0 |
| 7011 | Allotments water | £1,850 | £1,906 | £56 |
| 7033 | APL (white lining) | £0 | £0 | £0 |
| 6003 | CCTV | £9,600 | £2,250 | -£7,350 |
| 6004 | Christmas Lights | £9,013 | £9,250 | £238 |
| 5510 | Cleaning contracts - office | £11,700 | £12,051 | £351 |
| 8002 | Concessionary Fares Subsidy | £350 | £350 | £0 |
| 9003 | Council Van | £15,272 | £11,500 | -£3,772 |
| 7005 | Dog Initiatives | £1,600 | £2,700 | £1,100 |
| 9004 | Fuel - Van | £4,750 | £4,500 | -£250 |
| 7026 | Graffiti Material | £500 | £950 | £450 |
| 8502 | Help Point Miscellaneous | £750 | £750 | £0 |
| 7015 | Lighting - Maintenance & supply | £6,146 | £6,330 | £184 |
| 7027 | Parish Weed Spray | £1,900 | £1,900 | £0 |
| 7009 | Maintenance Contract - grounds | £15,034 | £14,564 | -£470 |
| 5511 | Maintenance Contracts - internal | £3,250 | £3,348 | £98 |
| 7025 | Partner materials | £750 | £0 | -£750 |
| 9007 | Mobile Maint -new equipment | £6,380 | £4,000 | -£2,380 |
| 7028 | Planting | £1,600 | £1,600 | £0 |
| 9008 | Protective clothing | £1,600 | £1,000 | -£600 |
| 9501 | Repairs & Renewals Fund contribution | £11,000 | £11,750 | £750 |

| INCOME | Description | Budget 2018/19 | Budget 2019/20 | Variance on budget |
|--------------------------|--|-------------------|-------------------|-----------------------|
| 5506 | Legion building - running costs (excl loan repayments) | £12,370 | £11,798 | -£572 |
| 7001 | Site Improvements | £2,100 | £2,163 | £63 |
| 9005 | Storage (garage lockups,Keymer) | £1,212 | £4,109 | £2,896 |
| 7018 | Street Nameplates | £5,164 | £5,164 | £0 |
| | Street Scene/Minor works fund contribution Code 3025 | £10,000 | £5,000 | -£5,000 |
| 7029 | Traveller costs | £750 | £500 | -£250 |
| 7003 | Tree Surgery | £3,250 | £3,250 | £0 |
| 7002 | Tree Survey | £1,234 | £1,271 | £37 |
| 8501 | Uniforms: HP | £750 | £750 | £0 |
| 7024 | Waste management/tipping | £2,150 | £2,600 | £450 |
| 9001 | Workshop | £2,500 | £2,500 | £0 |
| 5522 | World's End Cleaning/Maintenance | £6,100 | £1,017 | -£5,083 |
| TOTAL EXPENDITURE | | £153,450 | £133,667 | -£19,783 |
| NET POSITION | | -£104,730 | -£104,122 | £608 |

BUDGET 2019/20

FINANCE AND ADMINISTRATION

| Code | Description | Budget 2018/19 | Budget 2019/20 | Variance |
|---------------------|--|-------------------|-------------------|-----------------|
| INCOME | | | | |
| 5570 | Community Resource Centre | £0 | £0 | £0 |
| 6570 | Burial Ground (closed) - MSDC Contribution | £7,106 | £0 | -£7,106 |
| 5580 | Room Lettings | £12,625 | £5,994 | -£6,631 |
| 5070 | Interest on Balances | £450 | £1,400 | £950 |
| 6571 | Burial Ground Income | £24,000 | £24,000 | £0 |
| 7074 | Roundabout sponsorship (net) | £20,351 | £18,945 | -£1,406 |
| 7076 | Other income - finance (net) | £0 | | £0 |
| 5573 | Sidney West - management charge | £12,000 | £13,000 | £1,000 |
| 5075 | Town Crier | £50 | £0 | -£50 |
| 5572 | World's End recreation Ground - income | £1,800 | £3,800 | £2,000 |
| TOTAL INCOME | | £78,382 | £67,139 | -£11,243 |

EXPENDITURE

| | | | | |
|------|---|---------|---------|---------|
| 5001 | Audit Fee/ Risk Assessment / Miscellaneous / Bank charges / Data protection | £6,500 | £24,399 | £17,899 |
| 5019 | Bad Debts/provsn for Doubtful debts | £500 | £500 | £0 |
| 6504 | Burial ground grave digging/maintenance | £12,613 | £12,200 | -£413 |
| 6501 | Burial Ground Loan repayments | £5,559 | £5,400 | -£159 |
| 4501 | Caretaking Services | £750 | £750 | £0 |
| 7512 | Computer Maintenance/software/Support incl contribution to Computer Fund | £7,840 | £7,840 | £0 |
| 4502 | Election Fund contribution 3003 | £6,000 | £6,500 | £500 |
| 5017 | Health & Safety | £150 | £200 | £50 |
| 5007 | Hospitality | £1,000 | £1,000 | £0 |
| 7502 | Insurances | £10,500 | £10,816 | £316 |
| 5508 | Legion Building Loan Repayments | £17,162 | £16,950 | -£212 |
| 4507 | Members Allowances | £18,264 | £18,629 | £365 |
| 4504 | Members Travel & Subsistence | £300 | £300 | £0 |
| 7516 | Mid Sx. Asspc. Of Town Councils | £400 | £400 | £0 |
| 7510 | Office Equipment | £750 | £500 | -£250 |
| 7504 | Office recycling | £350 | £361 | £11 |
| 7506 | Office Supplies | £1,750 | £1,500 | -£250 |
| 7508 | Postages | £1,700 | £1,850 | £150 |
| 7509 | Printing | £3,600 | £3,500 | -£100 |
| 7507 | Publications | £200 | £100 | -£100 |
| 5517 | Non-Domestic Rates 96 CW | £9,000 | £9,270 | £270 |
| 5518 | Room hire Letting Expenditure | | £250 | £250 |

| Code | Description | Budget 2018/19 | Budget 2019/20 | Variance |
|----------------------------|-------------------------------|---------------------------|---------------------------|-----------------|
| 5020 | Streamline charges | £650 | £670 | £20 |
| 7511 | Subscriptions | £4,260 | £4,996 | £736 |
| 7505 | Telephone & Communications | £5,438 | £6,159 | £721 |
| 7513 | Toner cartridges | £500 | £515 | £15 |
| 7514 | Travel & Subsistence | £1,000 | £1,000 | £0 |
| Utilities - 96 Church Walk | Utilities - 96 Church Walk | £6,185 | £7,196 | £1,011 |
| | Release unrequired provisions | | | £0 |
| TOTAL EXPENDITURE | | £122,921 | £143,750 | £20,829 |
| NET POSITION | | -£44,539 | -£76,612 | -£32,072 |