

MONITORING REPORT 2019/20

as at 31 October 2019 - Month 7

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CONSOLIDATED SUMMARY			
	Budget 2019/20	Forecast 2019/20	Variance ON BUDGET
INCOME			
Civic, Corporate, Promotion and staff	£18,874	£18,874	£0
Community Engagement	£10,106	£10,152	£46
Customer Service	£48,490	£49,015	£525
Finance and Administration	£48,194	£63,224	£15,030
TOTAL INCOME	£125,664	£141,265	£15,601
EXPENDITURE			
Civic, Corporate..(Exclds Beehive repayment)	£616,090	£605,518	£10,572
Staff and Member	£3,000	£4,350	£1,350
Community Engagement	£49,129	£46,953	£2,176
Customer Service	£133,667	£130,401	£3,266
Finance and Administration	£143,750	£133,981	£9,770
TOTAL BASE EXPENDITURE	£945,636	£921,204	£24,433
Loan repayment (Beehive contribution fund)	£53,506	£53,506	£0
Support from Reserves			
NET BUDGETED EXPENDITURE	£873,478	£833,445	£40,033
Surplus / (-deficit)	£0	£40,033	

VARIANCE ANALYSIS 2019/20

(FORECAST COMPILED AS AT 31/10/2019)

		Budget	Forecast	Variance	
NET BUDGETED EXPENDITURE - excluding venue adjustment		£873,478	£833,445	£40,033	Surplus
<i>Made up of:</i>					
INCOME		<i>Budget</i>	<i>End of year Forecast</i>	Variance	COMMENTS
6570	Burial Ground (St Johns)	£0	£1,885	£1,885	Extention of contract to 30/6/19
6571	Burial Ground Income	£24,000	£30,000	£6,000	Increased Business + 1 off 5 times rate
5580/8582	Room lettings/SMR hire/Council Chamber	£5,994	£16,665	£10,671	Audiology remain, £2.8k risk included + increased CC hire
5572	Worlds End Hire income	£3,800	£1,924	-£1,877	Budget error. 50% to be shared with MSDC
7074	WSCC Roundabout income	£18,945	£16,999	-£1,946	WSCC taking over income from sponsorship
	Balance on all other budget items	£72,925	£73,792	£867	
Total Movement on Income		£125,664	£141,265	£15,601	INCREASED income
EXPENDITURE		<i>Budget</i>	<i>End of year Forecast</i>	Variance	
5012-4	About Town	£17,348	£15,172	-£2,176	New contract with new supplier
7020	Allotment improvements	£2,100	£7,100	£5,000	Security upgrade at Chanctonbury/ Junction/ Eastdale/ Leylands. Money to be recouped over 2-4 years
5001	Audit & Miscellaneous	£24,399	£16,506	-£7,893	Removal of Budget provisions re uncertainty over inco
6504	Burial ground grave digging/maintenance	£12,200	£15,000	£2,800	Increased business
9004	Fuel for van	£4,500	£3,392	-£1,108	Less use of vans
4507	Members Allowances	£18,629	£19,685	£1,056	Potential for more Members to claim
9007	Mobile Maintenance New Equipment	£4,000	£3,000	-£1,000	Full budget not required
5517	Non Domestic Rates (96 CW)	£9,270	£6,138	-£3,132	Government discount of retail premises
7027	Parish Weed spray	£1,900	£0	-£1,900	Work not undertaken anymore
9601-4	Salaries	£607,840	£599,018	-£8,822	Staff amendments
9005	Storage	£4,109	£3,000	-£1,109	Storage for Martlets' tables no longer required
5003	Training Fund Contribution	£2,000	£3,500	£1,500	New MMT staff
7002	Tree Survey	£1,271	£0	-£1,271	2019/20 combined with 2018/19 work
	Balance of all other budget items	£236,071	£229,693	-£6,378	
MOVEMENT ON BASE EXPENDITURE		£945,636	£921,204	-£24,433	DECREASE in expenditure
NET MOVEMENT ON PRECEPT		£819,972	£779,939	£40,033	PROJECTED YEAR END SURPLUS

MONITORING REPORT 2019/20

CIVIC, CORPORATE, PROMOTION AND STAFF

Budget **Forecast** **Variance**
2019/20 **2019/20** **on budget**

INCOME

8570.1	Partnership Contributions - help point - MSDC	£18,874	£18,874	£0
				£0
TOTAL INCOME		£18,874	£18,874	£0

EXPENDITURE

8023	Civic Events	£2,000	£1,500	£-500
5005	Conferences/seminars	£750	£500	£-250
5016	Consultants/Legal fund contribution (3018)	£1,000	£1,000	£0
6002	Economic Development	£1,500	£1,000	£-500
4506	Members Conferences	£500	£250	£-250
5004	Miscellaneous Staffing Issues	£750	£750	£0
5010	Public relations	£750	£500	£-250
6007	Loan repayment (Beehive contribution fund)	£53,506	£53,506	£0
9002/9601	Salaries / oncosts (all staff)	£607,840	£599,018	£-8,822
9604	Temps	£0	£0	£0
	Town Twinning fund contrbn 3047	£1,000	£1,000	£0
				£0
				£0
TOTAL EXPENDITURE		£669,596	£659,024	£-10,572
NET POSITION		£-650,722	£-640,150	£10,572

STAFF & MEMBER

Code	Description	Budget 2019/20	Forecast 2019/20	Variance on budget
4505	Members Courses	£500	£350	-£150
	Recruitment Fund Contribution 3026	£500	£500	£0
	Training Fund Contribution 3008	£2,000	£3,500	£1,500
		£3,000	£4,350	£1,350

Community Engagement

Code	Description	Budget 2019/20	Forecast 2019/20	Variance on budget
INCOME				
5074	AT April	£3,200	£3,053	-£147
5072	AT August	£3,400	£3,593	£193
5073	AT Dec	£3,500	£3,500	£0
5076	AT subscription	£6	£6	£0
			£0	£0
TOTAL INCOME		£10,106	£10,152	£46
EXPENDITURE				
5014	AT April	£5,782	£5,011	-£771
5012	AT August	£5,782	£4,911	-£871
5013	AT Dec	£5,783	£5,250	-£533
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	£7,400	£7,400	£0
8008	Community Development	£500	£500	£0
	3010 Donations Fund contribution - major/minor	£12,000	£12,000	£0
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)	£5,000	£5,000	£0
8026	Dementia Friendly	£250	£250	£0
	VE Day 75			
TOTAL EXPENDITURE		£49,129	£46,953	-£2,176
NET POSITION		-£39,023	-£36,801	£2,222

Customer Service

Code

INCOME	Description	Budget 2019/20	Forecast 2019/20	Variance on budget
HP	HP,Shop,Tourism,Commission (NET Position)	£1,300	£1,471	£171
8582	Council Chamber/SMR hire	£0	£2,100	£2,100
7072	M.S.D.C. - Street Nameplates	£5,164	£5,437	£273
7071.5	MSDC additional parish works	£4,775	£4,775	£0
7071.1	MSDC-Partnership Environmental improvements	£7,506	£7,506	£0
7078	Other income/Sidney West planting/grass	£2,000	£2,180	£180
7070	Rents-Allotment	£6,500	£6,500	£0
7074	WSCC roundabout income	£18,945	£16,999	£-1,946
7071	WSCC Graffiti contract	£2,300	£2,047	£-253
7071	WSCC- Annual delegated function contract	£0	£0	£0
TOTAL INCOME		£48,490	£49,015	£525

EXPENDITURE

Code	Description	Budget 19/20	Forecast	Var
7012	Allotment Rentals	£747	£750	£3
7020	Allotment Site Costs Improvements/Maint	£2,100	£7,100	£5,000
7011	Allotments water	£1,906	£2,200	£295
7033	APL (white lining)	£0	£0	£0
6003	CCTV	£2,250	£2,250	£0
6004	Christmas Lights	£9,250	£9,250	£0
5510	Cleaning contracts - office	£12,051	£12,051	£0
8002	Concessionary Fares Subsidy	£350	£0	£-350
5518	Council Chamber/SMR hire	£0	£150	£150
9003	Council Van	£11,500	£11,070	£-430
7005	Dog Initiatives	£2,700	£2,700	£0
9004	Fuel - Van	£4,500	£3,392	£-1,108
7026	Graffiti Material	£950	£950	£0
8502	Help Point Miscellaneous	£750	£750	£0
7015	Lighting - Maintenance & supply	£6,330	£6,330	£0
7027	Parish Weed Spray	£1,900	£0	£-1,900
7009	Maintenance Contract - grounds	£14,564	£13,571	£-993
5511	Maintenance Contracts - internal	£3,348	£3,700	£353
9007	Mobile Maint -new equipment	£4,000	£3,000	£-1,000
7028	Planting	£1,600	£1,250	£-350
9008	Protective clothing	£1,000	£1,250	£250
9501	Repairs & Renewals Fund contribution	£11,750	£11,750	£0
5506	Legion building - running costs (excl loan repaym	£11,798	£11,798	£0
7001	Site Improvements	£2,163	£2,163	£0
	Site Management plans			

INCOME	Description	Budget 2019/20	Forecast 2019/20	Variance on budget
9005	Storage (garage lockups)	£4,109	£3,000	-£1,109
7018	Street Nameplates	£5,164	£5,437	£273
7031	Street Scene/Minor works fund contribution Cod	£5,000	£5,000	£0
7029	Traveller costs	£500	£500	£0
7003	Tree Surgery	£3,250	£3,250	£0
7002	Tree Survey	£1,271	£0	-£1,271
8501	Uniforms: HP	£750	£750	£0
7024	Waste management/tipping	£2,600	£2,250	-£350
9001	Workshop	£2,500	£2,500	£0
5522	World's End Cleaning/Maintenance	£1,017	£288	-£729
TOTAL EXPENDITURE		£133,667	£130,401	-£3,266
NET POSITION		-£85,177	-£81,386	£3,791

FINANCE AND ADMINISTRATION

Code	Description	Budget 2019/20	Forecast 2019/20	Variance on budget
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INCOME

6570	Burial Ground (closed) - MSDC Contribution	£0	£1,885	£1,885
5580	Room Lettings (Excl CC & smr)	£5,994	£14,565	£8,571
5070	Interest on Balances	£1,400	£1,850	£450
6571	Burial Ground Income	£24,000	£30,000	£6,000
7074	Roundabout/Shield Bed income			
7076	Other income - finance (net)	£0	£0	£0
5573	Sidney West - management charge	£13,000	£13,000	£0
5572	World's End recreation Ground - income	£3,800	£1,924	-£1,877
TOTAL INCOME		£48,194	£63,224	£15,030

EXPENDITURE

5001	Audit Fee/ Risk Assessment / Miscellaneous / Bank charges / Data protection	£24,399	£16,506	-£7,893
5019	Bad Debts/provsn for Doubtful debts	£500	£500	£0
6504	Burial ground grave digging/maintenance	£12,200	£15,000	£2,800
6501	Burial Ground Loan repayments	£5,400	£5,400	£0
4501	Caretaking Services	£750	£600	-£150
7512	Computer Maintenance/software/Support	£7,840	£8,262	£422
4502	Election Fund contribution 3003	£6,500	£6,500	£0
5017	Health & Safety	£200	£200	£0
5007	Hospitality	£1,000	£750	-£250
7502	Insurances	£10,816	£10,403	-£413
5508	Legion Building Loan Repayments	£16,950	£16,940	-£11
4507	Members Allowances	£18,629	£19,685	£1,056
4504	Members Travel & Subsistence	£300	£200	-£100
7516	Mid Sx. Asspc. Of Town Councils	£400	£400	£0
7510	Office Equipment	£500	£500	£0
7504	Office recycling	£361	£300	-£61
7506	Office Supplies	£1,500	£1,500	£0
7508	Postages	£1,850	£2,250	£400
7509	Printing	£3,500	£3,500	£0
7507	Publications	£100	£100	£0
5517	Non-Domestic Rates 96 CW	£9,270	£6,138	-£3,132
5518	Room hire Letting Expenditure	£250	£300	£50
5020	Streamline charges	£670	£360	-£310
7511	Subscriptions	£4,996	£4,500	-£496
7505	Telephone & Communications	£6,159	£5,732	-£427

Code	Description	Budget 2019/20	Forecast 2019/20	Variance on budget
7513	Toner cartridges	£515	£450	-£65
7514	Travel & Subsistence	£1,000	£750	-£250
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£7,196	£6,255	-£941
	Release unrequired provisions		£0	£0
TOTAL EXPENDITURE		£143,750	£133,981	-£9,770
NET POSITION		-£95,556	-£70,757	£24,799