

MONITORING REPORT 2019/20

as at 31 December 2019 - Month 9

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MONITORING REPORT 2019/20**31/12/2019**

MONTH

9.0

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	£9,534	-£572
Customer Service	£48,490	£46,931	-£1,559
Finance and Administration	£48,194	£64,463	£16,269
TOTAL INCOME	£125,664	£139,802	£14,138
EXPENDITURE			
Civic, Corporate..(Exclds Beehive repayment)	£616,090	£599,628	-£16,462
Staff and Member	£3,000	£4,376	£1,376
Community Engagement	£49,129	£45,743	-£3,386
Customer Service	£133,667	£131,456	-£2,211
Finance and Administration	£143,750	£118,916	-£24,835
TOTAL BASE EXPENDITURE	£945,636	£900,120	-£45,517
Loan repayment (Beehive contribution fund)	£53,506	£53,506	£0
NET BUDGETED EXPENDITURE	£873,478	£813,824	£59,654
Surplus / (-deficit)	£0	£59,654	Surplus

VARIANCE ANALYSIS 2019/20

(FORECAST COMPILED AS AT 31/12/2019)

	Budget	Forecast	Variance	
NET BUDGETED EXPENDITURE - excluding venue adjustment	£873,478	£813,824	£59,654	Surplus
Made up of:				
INCOME	<i>Budget</i>	<i>End of year Forecast</i>	Variance	COMMENTS
Burial Ground (St Johns)	£0	£1,885	£1,885	Extention of contract to 30/6/19
Burial Ground Income	£24,000	£30,000	£6,000	Increased Business + 1 off 5 times rate
Additional Parish Works (funded by MSDC)	£4,775	£0	-£4,775	Agreement with Parishes being reviewed. May get circa 50%
Room lettings/SMR hire/Council Chamber	£5,994	£20,054	£14,060	Audiology remain + increased CC hire
Worlds End Hire income	£3,800	£1,924	-£1,877	Budget error. 50% to be shared with MSDC
WSCC Roundbaout income	£18,945	£16,591	-£2,354	WSCC taking over income from sponsorship
Balance on all other budget items	£68,150	£59,349	£1,199	
Total Movement on Income	£125,664	£139,802	£14,138	INCREASED income
EXPENDITURE	<i>Budget</i>	<i>End of year Forecast</i>	Variance	
About Town	£17,348	£14,766	-£2,582	New contract with new supplier
Allotment improvements	£2,100	£8,304	£6,204	Security upgrade at various allotments. Money to be recouped over 2-4 years
Audit & Miscellaneous	£24,399	£4,111	-£20,288	Removal of Budget provisions re uncertainty over incom
Burial ground grave digging/maintenance	£12,200	£15,000	£2,800	Increased business
Fuel for van	£4,500	£3,392	-£1,108	Less use of vans
Members Allowances	£18,629	£19,684	£1,055	Potential for more Members to claim
Mobile Maintenance New Equipment	£4,000	£3,000	-£1,000	Full budget not required
Non Domestic Rates (96 CW)	£9,270	£6,138	-£3,132	Government discount of retail premises
Parish Weed spray	£1,900	£0	-£1,900	Work not undertaken anymore
Salaries	£607,840	£594,334	-£13,506	Staff amendments
Storage	£4,109	£3,000	-£1,109	Storage for Martlets' tables no longer required
Telephone & Communication	£6,159	£7,956	£1,797	Office 365 licences
Training Fund Contribution	£2,000	£3,500	£1,500	New MMT staff
Tree Survey	£1,271	£0	-£1,271	2019/20 combined with 2018/19 work
Release unrequired provisions		-£3,220	-£3,220	
Balance of all other budget items	£229,911	£220,155	-£9,756	
MOVEMENT ON BASE EXPENDITURE	£945,636	£900,120	-£45,517	DECREASE in expenditure
NET MOVEMENT ON PRECEPT	£819,972	£760,318	£59,654	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

				£0
8023	Civic Events	£2,000	£900	£1,100
5005	Conferences/seminars	£750	£400	£350
5016	Consultants/Legal fund contribution (3018)	£1,000	£1,000	£0
6002	Economic Development	£1,500	£544	£956
New	Inclusivity initiative			
4506	Members Conferences	£500	£0	£500
5004	Miscellaneous Staffing Issues	£750	£950	£200
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	£594,334	£13,506
9604	Temps	£0	£0	£0
	Town Twinning fund contrbn 3047	£1,000	£1,000	£0
				£0
				£0

TOTAL EXPENDITURE	£669,596	£653,134	£16,463
NET POSITION	-£650,722	-£634,260	£16,463

STAFF & MEMBER

Code	Description	Budget 2019/20	Forecast 2019/20	Variance <i>on budget</i>
4505	Members Courses	£500	£376	-£124
	Recruitment Fund Contribution 3026	£500	£500	£0
	Training Fund Contribution 3008	£2,000	£3,500	£1,500
		£3,000	£4,376	£1,376

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	£2,882	-£618
5076	AT subscription	£6	£6	£0
			£0	£0
TOTAL INCOME		£10,106	£9,534	-£572
EXPENDITURE				
5014	AT April	£5,782	£5,011	-£771
5012	AT August	£5,782	£4,911	-£871
5013	AT Dec	£5,783	£4,844	-£939
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
	Grants/Donations Fund contribution - major/minor (3010)	£12,000	£12,000	£0
New	Grants : green initiatives			
8004	Holiday Activities	£830	£830	£0
8013	Remembrance & Armistic Day (FUND 3054)	£2,000	£1,196	-£804
	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
8022	VE Day 75			
TOTAL EXPENDITURE		£49,129	£45,743	-£3,386
NET POSITION		-£39,023	-£36,209	£2,814

Customer Service

Code

INCOME	Description	Budget 2019/20	Forecast 2019/20	Variance on budget
HP	HP,Shop,Tourism,Commission (NET Position)	£1,300	£1,769	£469
7070	Allotment rents income	£6,500	£7,111	£611
7075	Allotment security income			£0
8582	Council Chamber/SMR hire	£0	£4,250	£4,250
7072	M.S.D.C. - Street Nameplates	£5,164	£5,437	£273
7071.5	MSDC additional parish works	£4,775	£0	£-4,775
7071.1	MSDC-Partnership Environmental improvements	£7,506	£7,140	£-366
7078	Other income/Sidney West planting/grass	£2,000	£2,588	£588
7074	WSCC roundabout/Shield Bed income	£18,945	£16,591	£-2,354
7071	WSCC Graffiti contract	£2,300	£2,046	£-254
7071	WSCC- Annual delegated function contract	£0	£0	£0
TOTAL INCOME		£48,490	£46,931	£-1,559

EXPENDITURE

Code	Description	Budget 19/20	Forecast	Var
7012	Allotment Rentals	£747	£750	£3
7020	Allotment Site Costs Improvements/Maint	£2,100	£8,304	£6,204
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	£8,627	£-623
5510	Cleaning contracts - office	£12,051	£12,525	£474
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 repayments)	£11,798	£11,798	£0
7001	Site Improvements	£2,163	£2,163	£0
	Site Management plans			
9005	Storage (garage lockups)	£4,109	£3,000	£-1,109
7018	Street Nameplates	£5,164	£5,437	£273

INCOME	Description	Budget 2019/20	Forecast 2019/20	Variance on budget
7031	Street Scene/Minor works fund contribution Code 30	£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	£131,456	-£2,211
NET POSITION		-£85,177	-£84,525	£652

FINANCE AND ADMINISTRATION

Code	Description	Budget 2019/20	Forecast 2019/20	Variance on budget
INCOME				
6570	Burial Ground (closed) - MSDC Contribution	£0	£1,885	£1,885
5580	Room Lettings (Excl CC & smr)	£5,994	£15,804	£9,810
5070	Interest on Balances	£1,400	£1,850	£450
6571	Burial Ground Income	£24,000	£30,000	£6,000
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	£64,463	£16,269

EXPENDITURE

5001	Audit Fee/ Risk Assessment / Miscellaneous / Bank charges / Data protection	£24,399	£4,111	-£20,288
5019	Bad Debts/provsn for Doubtful debts	£500	£250	-£250
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/softwareSupport	£7,840	£6,958	-£882
4502	Election Fund contribution 3003	£6,500	£6,500	£0
5017	Health & Safety	£200	£100	-£100
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	£19,684	£1,055
4504	Members Travel & Subsistence	£300	£125	-£175
7516	Mid Sx. Asspc. Of Town Councils	£400	£400	£0
7510	Office Equipment	£500	£500	£0
7504	Office recycling	£361	£150	-£211
7506	Office Supplies	£1,500	£1,500	£0
7508	Postages	£1,850	£1,979	£129
7509	Printing	£3,500	£3,613	£113
7507	Publications	£100	£100	£0
5517	Non-Domestic Rates 96 CW	£9,270	£6,138	-£3,132
5518	Room hire Letting Expenditure	£250	£175	-£75
5020	Streamline charges	£670	£360	-£310
7511	Subscriptions	£4,996	£4,500	-£496
7505	Telephone & Communications	£6,159	£7,956	£1,797
7513	Toner cartridges	£515	£500	-£15
7514	Travel & Subsistence	£1,000	£1,000	£0
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£7,196	£6,444	-£752
	Release unrequired provisions		-£3,220	-£3,220

Code	Description	Budget 2019/20	Forecast 2019/20	Variance on budget
TOTAL EXPENDITURE		£143,750	£118,916	-£24,835
NET POSITION		-£95,556	-£54,453	£41,103