

MONITORING REPORT 2017/18

as at 31 December 2017 - Month 9

Page

Consolidated Summary

1

Major variances

2

Detail

Civic, Corporate, Promotion & Staff

3

Staff & Member

4

Community Engagement

5

Customer Service

6/7

Finance and Administration

8/9

MONITORING REPORT 2017/18**30/12/2017****MONTH****9.0****CONSOLIDATED SUMMARY****Budget
2017/18****Latest
Forecast****Variance ON
BUDGET****INCOME**

Civic, Corporate, Promotion and staff	£56,862	£56,862	£0
Community Development	£9,856	£10,646	£790
Customer Service	£62,231	£74,363	£12,132
Finance and Administration	£79,406	£88,010	£8,603
TOTAL INCOME	£208,355	£229,881	£21,526

EXPENDITURE

Civic, Corporate, Promotion and staff	£673,492	£668,404	-£5,087
Staff and Member	£5,080	£4,830	-£250
Community Development	£53,501	£52,599	-£902
Customer Service	£163,708	£155,590	-£8,118
Finance and Administration	£133,329	£124,088	-£9,241
TOTAL EXPENDITURE	£1,029,110	£1,005,511	-£23,599

NET AMOUNT TO BE FUNDED BY PRECEPT**£820,755****£820,755****£0****Surplus (-Deficit)****£0****£45,125****£45,125****Tax Base****11551.7****Band D****£71.05**

(FORECAST COMPILED AS AT 31/12/2017)

	Budget	Forecast	Variance
PRECEPT 2016/17	£820,755	£775,630	£45,125

Made up of:

INCOME

	<i>Budget</i>	<i>End of year Forecast</i>	<i>Variance</i>	<i>COMMENTS</i>
7071 Annual Delegated Functions -WSCC	£31,000	£33,499	£2,499	Final contract figure higher than originally budgeted
HP Shop (Net)	£1,800	£2,824	£1,024	Increased sales
7071 WSCC Graffiti income	£0	£7,000	£7,000	Confirmed will continue
5580 Council Room Lettings (Net)	£1,500	£14,000	£12,500	Audiology £11k
5070 Interest on Balances	£2,500	£425	-£2,075	Poor rates
6571 Burial Ground Income	£23,500	£22,000	-£1,500	Decreased business
Balance on all other budget items	£148,055	£150,133	£2,077	

Total Movement on Income	£208,355	£229,881	£21,526	INCREASED income
---------------------------------	-----------------	-----------------	----------------	-------------------------

EXPENDITURE

	<i>Budget</i>	<i>End of year Forecast</i>	<i>Variance</i>	
5001 Accounting, Audit, Misc (Data Protection, GDP	£3,750	£8,750	£5,000	External consultancy/implementation for Data Protection
5502 3rd party services	£10,000	£0	-£10,000	No longer required. Agreement reached (38CR), costs covered by ac
6504 Burial ground grave digging/maintenance	£13,990	£12,412	-£1,578	Deceased business
8023 Civic Events	£3,000	£1,000	-£2,000	Unlikely to use full budget this year
5016 Consultants/Legal	£1,000	£3,000	£2,000	Additional legal costs associated with Cyprus Hall & RBL Lease
9003 Council Van	£15,272	£13,950	-£1,322	No new van as yet, lower rentals
3037 Legion Building	£15,150	£11,768	-£3,382	Costs deferred until completion of review
7009 Maintenance Contract - grounds	£19,400	£15,932	-£3,468	Lower contract with KPS
4507 Members Allowances	£19,014	£17,906	-£1,108	Lower take up
9601 Salaries & temps	£612,295	£609,457	-£2,837	Changes to personnel levels/pension adjustments
7001 Site Improvements	£2,750	£5,960	£3,210	War memorial and other sites
Balance of all other budget items	£313,489	£305,376	-£8,113	

MOVEMENT ON EXPENDITURE	£1,029,110	£1,005,511	-£23,599	DECREASE in expenditure
--------------------------------	-------------------	-------------------	-----------------	--------------------------------

NET MOVEMENT ON PRECEPT	-£820,755	-£775,630	£45,125	PROJECTED YEAR END SURPLUS
--------------------------------	------------------	------------------	----------------	-----------------------------------

MONITORING REPORT 2017/18
CIVIC, CORPORATE, PROMOTION AND STAFF

Latest
Budget Year End Variance
2017/18 Forecast on budget

INCOME

8570	Partnership Contributions - help point - WSCC	£37,988	£37,988	£0
8570.1	Partnership Contributions - help point - MSDC	£18,874	£18,874	£0
				£0
				£0
TOTAL INCOME		£56,862	£56,862	£0

EXPENDITURE

8023	Civic Events	£3,000	£1,000	£2,000
5005	Conferences/seminars	£1,000	£500	£500
5016	Consultants/Legal fund contribution (3018)	£1,000	£3,000	£2,000
6002	Economic Development	£1,750	£1,000	£750
	Severe Weather Fund Contrbtn 3024	£2,000	£2,000	£0
4506	Members Conferences	£750	£500	£250
5004	Miscellaneous Staffing Issues	£1,000	£600	£400
5010	Public Relations	£1,100	£750	£350
9002	Mobile Maintenance Team	£137,420	£135,853	£1,567
	Community Infracstructure Dev Fund Contribution 3037	£48,597	£48,597	£0
9601	Salaries / oncosts	£474,875	£473,605	£1,270
	Town Twinning fund contrbn 3047	£1,000	£1,000	£0
				£0
				£0
				£0
TOTAL EXPENDITURE		£673,492	£668,404	£5,087
NET POSITION		£616,630	£611,542	£5,087

MONITORING REPORT 2017/18

STAFF & MEMBER

Code	Description	Budget 2017/18	Latest Year End Forecast	Variance on budget
4505	Members Courses	£500	£250	-£250
	Recruitment Fund Contribution 3026	£2,080	£2,080	£0
	Training Fund Contribution 3008	£2,500	£2,500	£0
		£5,080	£4,830	-£250

Code	Description	Budget 2017/18	Latest End Forecast	Year Variance on budget
INCOME				
5074	AT April	£3,250	£3,231	£19
5072	AT August	£3,100	£3,861	£761
5073	AT Dec	£3,500	£3,548	£48
5076	AT subscription	£6	£6	£0
			£0	
			£0	£0
TOTAL INCOME		£9,856	£10,646	£790
EXPENDITURE				
5014	AT April	£5,350	£5,150	£200
5012	AT August	£5,350	£5,220	£130
5013	AT Dec	£5,350	£4,728	£622
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	£200	£300
	3010 Donations Fund contribution - major/minor	£14,000	£14,000	£0
8004	Holiday Activities	£250	£600	£350
	Remembrance & Armistic Day contribution (FUND 3054)	£2,500	£2,500	£0
	Summer Fayre contribution to fund (3043)	£1,700	£1,700	£0
	Town Centre Events fund Contrbn (3067)	£10,000	£10,000	£0
TOTAL EXPENDITURE		£53,501	£52,599	£902
NET POSITION		-£43,645	-£41,953	£1,692

Manager Code

Mgr
Code

			Budget 2017/18	Latest Year End Forecast	Variance on budget
INCOME	Description				
AW	HP	HP,Shop,Tourism,Commission (NET Position)	£1,800	£2,824	£1,024
SH	7072	M.S.D.C. - Street Nameplates	£5,131	£5,164	£33
SH	7071.5	MSDC additional parish works	£5,000	£5,000	£0
SH	7071.1	MSDC-Partnership Environmental improvements	£7,000	£7,581	£581
SH	7078	Other income	£1,500	£1,800	£300
Sh	7073	APL (white lining)		£245	£245
SH	7070	Rents-Allotment	£5,800	£6,250	£450
		Parish Income (reactive ex-WSCC)	£5,000	£5,000	£0
	7071	WSCC Graffiti income	£0	£7,000	£7,000
SC	7071	WSCC- Annual delegated function contract	£31,000	£33,499	£2,499
TOTAL INCOME			£62,231	£74,363	£12,132

EXPENDITURE

Mngr	Code	Description	Budget 17/18	Forecast	Var
SH	7012	Allotment Rentals	£900	£703	-£197
SH	7020	Allotment Site Costs Improvements/Maint	£2,100	£2,100	£0
SH	7011	Allotments water	£1,600	£1,822	£222
SH	7033	APL (white lining)	£0	£180	£180
LC	6003	CCTV Revenue Costs	£1,800	£1,800	£0
SC/LC	6004	Christmas Lights	£8,750	£8,525	-£225
LC	5510	Cleaning contracts - office	£10,764	£11,715	£951
AW	8002	Concessionary Fares Subsidy	£350	£350	£0
LC	9003	Council Van	£15,272	£13,950	-£1,322
LC	7005	Dog Initiatives	£1,815	£1,500	-£315
SH	9004	Fuel - Van	£5,250	£4,356	-£894
SH	7026	Graffiti Material	£500	£350	-£150
AW	8502	Help Point Miscellaneous	£750	£600	-£150
GF	7015	Lighting - Maintenance & supply	£5,848	£5,967	£119
SH	7027	Parish Weed Spray	£1,900	£1,833	-£67
SH	7009	Maintenance Contract - grounds	£19,400	£15,932	-£3,468
LC	5511	Maintenance Contracts - internal	£3,400	£2,650	-£750
SH	7025	Partner materials	£1,500	£750	-£750
SH	9007	Mobile Maint -new equipment	£15,280	£15,280	£0
SH	7028	Planting	£1,600	£1,600	£0
SH	9008	Protective clothing	£1,600	£1,600	£0
GF/LC/SH	9501	Repairs & Renewals Fund contribution	£11,000	£11,000	£0

Mgr Code	INCOME	Description	Budget 2017/18	Latest Year End Forecast	Variance on budget
GF/LC	5506	Legion building - running costs (excl loan repayments)	£15,150	£11,768	-£3,382
SH/LC	7001	Site Improvements	£2,750	£5,960	£3,210
LC	9005	Storage (garage lockups)	£1,117	£1,177	£61
SH	7018	Street Nameplates	£5,108	£5,164	£56
SH/LC		Street Scene/Minor works fund contribution Code 3025	£10,000	£10,000	£0
SC	7029	Traveller costs	£750	£750	£0
SH	7003	Tree Surgery	£5,200	£4,485	-£715
SH	7002	Tree Survey	£1,180	£1,198	£18
AW	8501	Uniforms: HP	£750	£750	£0
SH	7024	Waste management/tipping	£2,700	£2,150	-£550
SH	9001	Workshop	£2,500	£2,500	£0
GF/LC	5522	World's End Cleaning/Maintenance	£5,125	£5,125	£0
TOTAL EXPENDITURE			£163,708	£155,590	-£8,118
NET POSITION			-£101,477	-£81,226	£20,251

FINANCE AND ADMINISTRATION

Code	Description	Budget 2017/18	Latest Year End Forecast	Variance on budget
INCOME				
6570	Burial Ground - MSDC Contribution	£7,106	£7,107	£1
5580	Council Room Lettings (Net)	£1,500	£14,000	£12,500
5070	Interest on Balances	£2,500	£425	-£2,075
6571	Burial Ground Income	£23,500	£22,000	-£1,500
7074	Roundabout sponsorship (net)	£21,250	£21,486	£236
7076	Other income - finance (net)	£0	£0	£0
5573	Sidney West - management charge	£11,000	£11,000	£0
5075	Town Crier	£50	£50	£0
5572	World's End recreation Ground - income	£12,500	£11,942	-£559
TOTAL INCOME		£79,406	£88,010	£8,603

EXPENDITURE

5001	Audit Fee/ Risk Assessment / Miscellaneous / Bank charges / Data protection	£3,750	£8,750	£5,000
5019	Bad Debts/provsn for Doubtful debts	£500	£1,108	£608
6504	Burial ground grave digging/maintenance	£13,990	£12,412	-£1,578
6501	Burial Ground Loan repayments	£5,774	£5,774	£0
4501	Caretaking Services	£1,200	£750	-£450
7512	Computer Maintenance/software/Support incl contribution to Computer Fund	£7,250	£7,211	-£39
4502	Election Fund contribution 3003	£5,500	£5,500	£0
5017	Health & Safety	£150	£150	£0
5007	Hospitality	£1,000	£1,100	£100
7502	Insurances	£10,500	£10,500	£0
5508	Legion Building Loan Repayments	£17,384	£17,384	£0
4507	Members Allowances	£19,014	£17,906	-£1,108
4504	Members Travel & Subsistence	£300	£175	-£125
7516	Mid Sx. Asspc. Of Town Councils	£400	£400	£0
7510	Office Equipment	£750	£400	-£350
7504	Office recycling	£350	£375	£25
7506	Office Supplies	£1,800	£1,500	-£300
7508	Postages	£1,700	£1,829	£129
7509	Printing	£3,400	£3,600	£200
7507	Publications	£200	£150	-£50
5517	Rates 96 CW	£8,756	£8,738	-£19
5502	3rd party services	£10,000	£0	-£10,000
5020	Streamline charges	£650	£575	-£75

Code	Description	Budget 2017/18	Latest Year End Forecast	Variance on budget
7511	Subscriptions	£4,750	£4,750	£0
7505	Telephone & Communications	£5,800	£5,280	-£520
7513	Toner cartridges	£1,110	£500	-£610
5015	Town Crier	£100	£103	£3
7514	Travel & Subsistence	£1,000	£1,250	£250
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£6,250	£5,919	-£331
			£0	£0
TOTAL EXPENDITURE		£133,328	£124,088	-£9,240
NET POSITION		-£53,922	-£36,079	£17,843