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MONITORING REPORT 2017/18

30/12/2017

BUDGET 2018/19

CONSOLIDATED SUMMARY	Budget 2017/18	Budget 2018/19	Variance on Prior Year Budget
INCOME			
Civic, Corporate, Promotion and staff	£56,862	£37,868	-£18,994
Community Development	£9,856	£10,106	£250
Customer Service	£62,231	£48,720	-£13,511
Finance and Administration	£79,406	£78,382	-£1,024
TOTAL INCOME	£208,355	£175,076	-£33,279
EXPENDITURE			
Civic, Corporate, Promotion and staff	£673,492	£756,935	£83,443
Staff and Member	£5,080	£3,500	-£1,580
Community Development	£53,501	£54,231	£730
Customer Service	£163,708	£153,450	-£10,258
Finance and Administration	£133,329	£122,922	-£10,407
TOTAL EXPENDITURE	£1,029,110	£1,091,038	£61,928
NET AMOUNT TO BE FUNDED BY PRECEPT	£820,755	£915,962	£95,207
Surplus (-Deficit)	£0	£0	£0
Tax Base	11551.7	11731.8	180.1
Band D	£71.05	£78.08	£7.03
Band D Increase			9.9%

BUDGET 2018/19 - VARIANCE ANALYSIS +/- £1,000

PRECEPT			BAND D
2018/19	1.6% increase in tax base	£915,962	£78.08
2017/18		<u>£820,755</u>	<u>£71.05</u>
Movement in Precept		<u>£95,207</u>	<u>£7.03</u>
			9.9%

MADE UP OF:	Budget 2017/18	Budget 2018/19	Movement	
Income Movements				
5580 Council Room Lettings (Net)	£1,500	£12,625	£11,125	Audiology
Help Point Shop (net)	£1,800	£2,850	£1,050	Increased sales
5070 Interest on Balances	£2,500	£450	£2,050	Poor rates
8570 HP Partner Income	£37,988	£18,994	£18,994	Reduced contract
5573 Management Charge to Sidney West	£11,000	£12,000	£1,000	To more accurately reflect costs
5572 Worlds End Community Centre	£12,500	£1,800	£10,700	Full time nursery leaving?
7071 WSCC Graffiti income	£0	£7,000	£7,000	WSCC confirmed will continue
7071 WSCC- Annual delegated function contract	£31,000	£8,375	£22,625	Cancelled contract
Balance of movements on all other budget items	£110,067	£110,982	£915	
Total Income Movements	£208,355	£175,076	£33,279	Decrease in total income
Expenditure Movements				
5001 Accounting, Audit, Misc (Data Protection, GDPR)	£3,750	£6,500	£2,750	GDPR, potential external Data Protection officer
6003 CCTV	£1,800	£9,600	£7,800	One-off upgrade/replacement (potential we may be able to find unrequired Earmarked Reserves to cover this)
7009 Maintenance Contracts (external)	£19,400	£15,034	£4,366	Saving on KPS contract but inclds some extra flexibility
5506 Legion building running costs (excl loan repayments)	£15,150	£12,370	£2,780	Running costs coming in lower
9007 MMT equipment	£15,280	£6,380	£8,900	Prior year included ride on mower
5502 Third Party Services	£10,000	£0	£10,000	38 CR related, no longer required
5002 Recruitment	£2,080	£1,000	£1,080	Enough in fund
9601 Salaries / Oncosts (Office /MMT)	£612,295	£626,685	£14,390	Cost of Living 2.0%, Increments (drives higher pens,NI)
7030 Severe Weather Fund Contribution	£2,000	£0	£2,000	Enough in fund
7003 Tree surgery	£5,200	£3,250	£1,950	Prior year included West Park Res pollarding
Balance of movements on all other budget items	£293,558	£289,220	£4,339	Net decrease in other items
Base Budget Cost Movements (Excl'd Comm Infr Dev Fund)	£980,513	£970,038	£10,474	Decrease in base costs
Community Infrastructure Development Fund contribution	£48,597	£121,000	£72,403	Additional allocation
Total Cost Movements	£1,029,110	£1,091,038	£61,929	
Net Movement in Revenue Budget/ Precept	£820,755	£915,962	£95,207	

BUDGET 2018/19**CIVIC, CORPORATE, PROMOTION AND STAFF**

		Budget 2017/18	Budget 2018/19	Variance On Prior year budget
INCOME				
8570	Partnership Contributions - help point - WSCC	£37,988	£18,994	-£18,994
8570.1	Partnership Contributions - help point - MSDC	£18,874	£18,874	£0
				£0
				£0
TOTAL INCOME		£56,862	£37,868	-£18,994
EXPENDITURE				
8023	Civic Events	£3,000	£3,000	£0
5005	Conferences/seminars	£1,000	£750	-£250
5016	Consultants/Legal fund contribution (3018)	£1,000	£1,000	£0
6002	Economic Development	£1,750	£1,500	-£250
	Severe Weather Fund Contrbtrn 3024	£2,000	£0	-£2,000
4506	Members Conferences	£750	£500	-£250
5004	Miscellaneous Staffing Issues	£1,000	£750	-£250
5010	Public Relations	£1,100	£750	-£350
9002	Mobile Maintenance Team	£137,420	£139,429	£2,009
	Community Infracstructure Dev Fund Contribution 3037	£48,597	£121,000	£72,403
9601	Salaries / oncosts	£474,875	£487,255	£12,381
	Town Twinning fund contrbtrn 3047	£1,000	£1,000	£0
				£0
				£0
				£0
TOTAL EXPENDITURE		£673,492	£756,935	£83,443
NET POSITION		-£616,630	-£719,067	-£102,437

BUDGET 2018/19

STAFF & MEMBER

Code	Description	Budget 2017/18	Budget 2018/19	Variance On Prior year budget
4505	Members Courses	£500	£500	£0
	Recruitment Fund Contribution 3026	£2,080	£1,000	-£1,080
	Training Fund Contribution 3008	£2,500	£2,000	-£500
		£5,080	£3,500	-£1,580

BUDGET 2018/19**Community Engagement**

		Variance		
				On Prior
Code	Description	Budget 2017/18	Budget 2018/19	year budget
INCOME				
5074	AT April	£3,250	£3,200	-£50
5072	AT August	£3,100	£3,400	£300
5073	AT Dec	£3,500	£3,500	£0
5076	AT subscription	£6	£6	£0
				£0
TOTAL INCOME		£9,856	£10,106	£250
EXPENDITURE				
5014	AT April	£5,350	£5,533	£183
5012	AT August	£5,350	£5,533	£183
5013	AT Dec	£5,350	£5,533	£183
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	£14,000	£0
8004	Holiday Activities	£250	£830	£580
	Remembrance & Armistic Day contribution (FUND 3054)	£2,500	£2,000	-£500
	Summer Fayre contribution to fund (3043)	£1,700	£1,800	£100
	Town Centre Events fund Contrbn (3067)	£10,000	£10,000	£0
TOTAL EXPENDITURE		£53,501	£54,231	£730
NET POSITION		-£43,645	-£44,125	-£480

MONITORING REPORT 2017/18

Customer Service

Manager Code

Mgr
Code

	INCOME	Description	Budget 2017/18	Budget 2018/19	Variance
AW	HP	HP,Shop,Tourism,Commission (NET Position)	£1,800	£2,850	£1,050
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	£1,500	£0
Sh	7073	APL (white lining)		£0	£0
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	£8,375	£22,625
TOTAL INCOME			£62,231	£48,720	£13,511

EXPENDITURE

Mngr	Code	Description	Budget 17/18	Budget 18/19	Var
SH	7012	Allotment Rentals	£900	£725	£175
SH	7020	Allotment Site Costs Improvements/Maint	£2,100	£2,100	£0
SH	7011	Allotments water	£1,600	£1,850	£250
SH	7033	APL (white lining)	£0	£0	£0
LC	6003	CCTV Revenue Costs	£1,800	£9,600	£7,800
SC/LC	6004	Christmas Lights	£8,750	£9,013	£263
LC	5510	Cleaning contracts - office	£10,764	£11,700	£936
AW	8002	Concessionary Fares Subsidy	£350	£350	£0
LC	9003	Council Van	£15,272	£15,272	£0
LC	7005	Dog Initiatives	£1,815	£1,600	£215
SH	9004	Fuel - Van	£5,250	£4,750	£500
SH	7026	Graffiti Material	£500	£500	£0
AW	8502	Help Point Miscellaneous	£750	£750	£0
GF	7015	Lighting - Maintenance & supply	£5,848	£6,146	£298
SH	7027	Parish Weed Spray	£1,900	£1,900	£0
SH	7009	Maintenance Contract - grounds	£19,400	£15,034	£4,366
LC	5511	Maintenance Contracts - internal	£3,400	£3,250	£150
SH	7025	Partner materials	£1,500	£750	£750
SH	9007	Mobile Maint -new equipment	£15,280	£6,380	£8,900
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	Budget 2018/19	Variance
GF/LC	5506	Legion building - running costs (excl loan repayments)	£15,150	£12,370	-£2,780
SH/LC	7001	Site Improvements	£2,750	£2,100	-£650
LC	9005	Storage (garage lockups)	£1,117	£1,212	£96
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	£3,250	-£1,950
SH	7002	Tree Survey	£1,180	£1,234	£54
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	£6,100	£975
TOTAL EXPENDITURE			£163,708	£153,450	-£10,258
NET POSITION			-£101,477	-£104,730	-£3,253

BUDGET 2018/19**FINANCE AND ADMINISTRATION**

Code	Description	Budget 2017/18	Budget 2018/19	Variance
INCOME				
6570	Burial Ground - MSDC Contribution	£7,106	£7,106	£0
5580	Council Room Lettings (Net)	£1,500	£12,625	£11,125
5070	Interest on Balances	£2,500	£450	-£2,050
6571	Burial Ground Income	£23,500	£24,000	£500
7074	Roundabout sponsorship (net)	£21,250	£20,351	-£899
7076	Other income - finance (net)	£0	£0	£0
5573	Sidney West - management charge	£11,000	£12,000	£1,000
5075	Town Crier	£50	£50	£0
5572	World's End recreation Ground - income	£12,500	£1,800	-£10,700
TOTAL INCOME		£79,406	£78,382	-£1,024

EXPENDITURE

5001	Audit Fee/ Risk Assessment / Miscellaneous / Bank charges / Data protection	£3,750	£6,500	£2,750
5019	Bad Debts/provsn for Doubtful debts	£500	£500	£0
6504	Burial ground grave digging/maintenance	£13,990	£12,613	-£1,377
6501	Burial Ground Loan repayments	£5,774	£5,559	-£215
4501	Caretaking Services	£1,200	£750	-£450
7512	Computer Maintenance/software/Support incl contribution to Computer Fund	£7,250	£7,250	£0
4502	Election Fund contribution 3003	£5,500	£6,000	£500
5017	Health & Safety	£150	£150	£0
5007	Hospitality	£1,000	£1,000	£0
7502	Insurances	£10,500	£10,500	£0
5508	Legion Building Loan Repayments	£17,384	£17,162	-£222
4507	Members Allowances	£19,014	£18,264	-£750
4504	Members Travel & Subsistence	£300	£300	£0
7516	Mid Sx. Asspc. Of Town Councils	£400	£400	£0
7510	Office Equipment	£750	£750	£0
7504	Office recycling	£350	£350	£0
7506	Office Supplies	£1,800	£1,750	-£50
7508	Postages	£1,700	£1,700	£0
7509	Printing	£3,400	£3,600	£200
7507	Publications	£200	£200	£0
5517	Rates 96 CW	£8,756	£9,000	£244
5502	3rd party services	£10,000	£0	-£10,000
5020	Streamline charges	£650	£650	£0

Code	Description	Budget 2017/18	Budget 2018/19	Variance
7511	Subscriptions	£4,750	£4,850	£100
7505	Telephone & Communications	£5,800	£5,438	-£362
7513	Toner cartridges	£1,110	£500	-£610
5015	Town Crier	£100	£0	-£100
7514	Travel & Subsistence	£1,000	£1,000	£0
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£6,250	£6,185	-£65
				£0
TOTAL EXPENDITURE		£133,328	£122,921	-£10,407
NET POSITION		-£53,922	-£44,539	£9,383