

## MONITORING REPORT 2017/18

**Result as at 31 March 2018 - Month 12**

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**MONITORING REPORT 2017/18****31/03/018****12.0****CONSOLIDATED SUMMARY****Budget  
2017/18****Actual****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         | £73,116         | £10,885        |
| Finance and Administration            | £79,406         | £91,518         | £12,112        |
| <b>TOTAL INCOME</b>                   | <b>£208,355</b> | <b>£232,142</b> | <b>£23,787</b> |

**EXPENDITURE**

|                                       |                   |                 |                 |
|---------------------------------------|-------------------|-----------------|-----------------|
| Civic, Corporate, Promotion and staff | £673,492          | £659,145        | -£14,347        |
| Staff and Member                      | £5,080            | £4,675          | -£405           |
| Community Development                 | £53,501           | £52,410         | -£1,091         |
| Customer Service                      | £163,708          | £145,535        | -£18,173        |
| Finance and Administration            | £133,329          | £118,270        | -£15,059        |
| <b>TOTAL EXPENDITURE</b>              | <b>£1,029,110</b> | <b>£980,035</b> | <b>-£49,075</b> |

**NET AMOUNT TO BE FUNDED BY PRECEPT****£820,755****£820,755****£0****Surplus (-Deficit)****£0****£72,862****£72,862**

## Budget 2017/18 Variance Analysis

|   | Budget            | Actual           | Variance        |  | Variance reported at Jan 18 meeting | Variance to Variance movement |
|---|-------------------|------------------|-----------------|--|-------------------------------------|-------------------------------|
| <b>NET BUDGETED EXPENDITURE 2017/18</b>         | <b>£820,755</b>   | <b>£747,893</b>  | <b>£72,862</b>  |  |                                     |                               |
| <b>Made up of:</b>                              |                   |                  |                 | <b>COMMENTS</b>  |                                     |                               |
| <b>INCOME</b>                                   |                   |                  |                 |  |                                     |                               |
| About Town                                      | £9,856            | £10,646          | £790            | Additional advertising space sold  |                                     | -£790                         |
| Council Rooms Lettings                          | £1,500            | £15,241          | £13,741         | Room hire to Audiology £11k  | £12,500                             | -£1,241                       |
| Interest on Balances                            | £2,500            | £647             | -£1,853         | Poor rates   | -£2,075                             | -£222                         |
| Rent Allotment                                  | £5,800            | £7,277           | £1,477          | Budget/Prepayment adjustment   |                                     | -£1,477                       |
| Street Nameplates                               | £5,131            | £3,283           | -£1,848         | Based on actual costs incurred   |                                     | £1,848                        |
| WSCC-Annual Delegated Functions                 | £31,000           | £33,499          | £2,499          | Final contract figure higher than originally budgeted                              | £2,499                              | £0                            |
| WSCC Graffiti contract                          | £0                | £7,000           | £7,000          | WSCC agreed after budget set   | £7,000                              | £0                            |
| Balance on all other budget items               | £152,568          | £154,550         | £1,982          |  | £1,602                              | -£380                         |
| <b>Total Movement on Income</b>                 | <b>£208,355</b>   | <b>£232,142</b>  | <b>£23,787</b>  | <b>INCREASED income</b>  | <b>£21,526</b>                      | <b>-£2,261</b>                |
| <b>EXPENDITURE</b>                              |                   |                  |                 |  |                                     |                               |
| About Town                                      | £16,050           | £15,098          | -£952           | Lower direct costs   |                                     | £952                          |
| Accounting, Audit, Misc (Data Protection, GDPR) | £3,750            | £9,299           | £5,549          | External consultancy/implementation for Data Protection (GDPR)                     | £5,000                              | -£549                         |
| 3rd party services                              | £10,000           | £134             | -£9,866         | No longer required. Agreement reached (38CR), costs covered by accruals            | -£10,000                            | -£134                         |
| Civic Events                                    | £3,000            | £392             | -£2,608         | Budgeted level not required for this financial year.                               | -£2,000                             | £608                          |
| Conferences/Seminars                            | £1,000            | £75              | -£925           | Budgeted level not required for this financial year.                               |                                     | £925                          |
| Consultants/Legal                               | £1,000            | £3,000           | £2,000          | Additional legal costs associated with Cyprus Hall & RBL Lease                     | £2,000                              | £0                            |
| Council Van                                     | £15,272           | £12,544          | -£2,728         | No new van as yet, lower rentals/ reduced personnel                                | -£1,322                             | £1,406                        |
| Economic Development                            | £1,750            | £540             | -£1,210         | Budgeted level not required for this financial year.                               |                                     | £1,210                        |
| Legion Building                                 | £15,150           | £10,839          | -£4,311         | Less maintenance, less displacement costs associated with ex-users of the building | -£3,382                             | £929                          |
| Members Allowances                              | £19,014           | £17,881          | -£1,133         | Lower take up by Members   | -£1,108                             | £25                           |
| Partner Materials                               | £1,500            | £201             | -£1,299         | Budgeted level not required for this financial year.                               |                                     | £1,299                        |
| Salaries & temps                                | £612,295          | £602,535         | -£9,760         | Changes to personnel levels/reduced pay/pension adjustments                        | -£2,837                             | £6,923                        |
| Street Name Plates                              | £5,108            | £656             | -£4,452         | Reduced work, some costs in-house  |                                     | £4,452                        |
| Site Improvements                               | £2,750            | £4,679           | £1,929          | War memorial and other sites   | £3,210                              | £1,281                        |
| Tree Surgery                                    | £5,200            | £1,510           | -£3,690         | Budgeted level not required for this financial year.                               |                                     | £3,690                        |
| Release unrequired accruals                     | £0                | -£5,827          | -£5,827         |  |                                     | £5,827                        |
| Balance of all other budget items               | £316,271          | £306,479         | -£9,792         |  | -£13,160                            | -£3,368                       |
| <b>MOVEMENT ON EXPENDITURE</b>                  | <b>£1,029,110</b> | <b>£980,035</b>  | <b>-£49,075</b> | <b>DECREASE in expenditure</b>   | <b>-£23,599</b>                     | <b>£25,476</b>                |
| <b>NET MOVEMENT ON PRECEPT</b>                  | <b>-£820,755</b>  | <b>-£747,893</b> | <b>£72,862</b>  | <b>PROJECTED YEAR END SURPLUS</b>  | <b>£45,125</b>                      | <b>£27,737</b>                |

### Movement on prior projection (Jan 18 Finance KAG)

|   |         |
|---|---------|
| Projected Surplus compiled 31/12/2018               | £45,125 |
| Increased income                                    | £2,261  |
| Reduced Costs                                       | £25,476 |
| Projected Surplus for the year ending 31 March 2018 | £72,862 |

|                     |   | Budget<br>2017/18 | Actual         | Variance<br>on budget |
|---------------------|---|-------------------|----------------|-----------------------|
| <b>INCOME</b>       |   |                   |                |                       |
| 8570                | Partnership Contributions - help point - WSCC | £37,988           | £37,988        | £0                    |
| 8570.1              | Partnership Contributions - help point - MSDC | £18,874           | £18,874        | £0                    |
|                     |   |                   |                | £0                    |
| <b>TOTAL INCOME</b> |   | <b>£56,862</b>    | <b>£56,862</b> | <b>£0</b>             |

**EXPENDITURE**

|                          |  |                  |                  |                 |
|--------------------------|--|------------------|------------------|-----------------|
| 8023                     | Civic Events   | £3,000           | £392             | -£2,608         |
| 5005                     | Conferences/seminars                                 | £1,000           | £75              | -£925           |
| 5016                     | Consultants/Legal fund contribution (3018)           | £1,000           | £3,000           | £2,000          |
| 6002                     | Economic Development                                 | £1,750           | £540             | -£1,210         |
|                          | Severe Weather Fund Contrbtn 3024                    | £2,000           | £2,000           | £0              |
|                          | Green Circle Fund Contribution (3006)                | £0               | £0               | £0              |
| 4503                     | Council Tax Support Scheme                           | £0               | £0               | £0              |
| 4506                     | Members Conferences                                  | £750             | £45              | -£705           |
| 5004                     | Miscellaneous Staffing Issues                        | £1,000           | £314             | -£686           |
| 5010                     | Public Relations                                     | £1,100           | £647             | -£453           |
|                          | Community Infracstructure Dev Fund Contribution 3037 | £48,597          | £48,597          | £0              |
| 9002/9601                | Salaries / oncosts (all staff)                       | £612,295         | £602,535         | -£9,760         |
|                          | Town Twinning fund contrbn 3047                      | £1,000           | £1,000           | £0              |
|                          |  |                  |                  | £0              |
| <b>TOTAL EXPENDITURE</b> |  | <b>£673,492</b>  | <b>£659,145</b>  | <b>-£14,347</b> |
| <b>NET POSITION</b>      |  | <b>-£616,630</b> | <b>-£602,283</b> | <b>£14,347</b>  |

| EXPENDITURE |                                    | Budget<br>2017/18 | Actual        | Variance<br>on budget |
|-------------|------------------------------------|-------------------|---------------|-----------------------|
| 4505        | Members Courses                    | £500              | £95           | -£405                 |
|             | Recruitment Fund Contribution 3026 | £2,080            | £2,080        | £0                    |
|             | Training Fund Contribution 3008    | £2,500            | £2,500        | £0                    |
|             |                                    | <b>£5,080</b>     | <b>£4,675</b> | <b>-£405</b>          |



|                          |  | Budget<br>2017/18 | Actual          | Variance<br>on budget |
|--------------------------|--|-------------------|-----------------|-----------------------|
| <b>INCOME</b>            |  |                   |                 |                       |
| 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                    |
| <b>TOTAL INCOME</b>      |  | <b>£9,856</b>     | <b>£10,646</b>  | <b>£790</b>           |
| <b>EXPENDITURE</b>       |  |                   |                 |                       |
| 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 <b>3055</b> | £6,500            | £6,500          | £0                    |
| 8008                     | Community Development                                  | £500              | £413            | -£87                  |
|                          | 3010 Donations Fund contribution - major/minor         | £14,000           | £14,000         | £0                    |
| 8004                     | Holiday Activities                                     | £250              | £198            | -£52                  |
|                          | 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                    |
| <b>TOTAL EXPENDITURE</b> |  | <b>£53,501</b>    | <b>£52,410</b>  | <b>-£1,091</b>        |
| <b>NET POSITION</b>      |  | <b>-£43,645</b>   | <b>-£41,764</b> | <b>£1,881</b>         |

| INCOME              |  | Budget<br>2017/18 | Actual         | Variance<br>on budget |
|---------------------|--|-------------------|----------------|-----------------------|
| HP                  | HP, Shop, Tourism, Commission (NET Position) | £1,800            | £2,162         | £362                  |
| 7072                | M.S.D.C. - Street Nameplates                 | £5,131            | £3,283         | -£1,848               |
| 7071.5              | MSDC additional parish works                 | £5,000            | £5,000         | £0                    |
| 7071.1              | MSDC-Partnership Environmental improvements  | £7,000            | £7,581         | £581                  |
| 7078                | Other income                                 | £1,500            | £2,069         | £569                  |
| 7073                | APL (white lining)                           |                   | £245           | £245                  |
| 7070                | Rents-Allotment                              | £5,800            | £7,277         | £1,477                |
|                     | Parish Income (reactive ex-WSCC)             | £5,000            | £5,000         | £0                    |
| 7071                | WSCC Graffiti contract                       | £0                | £7,000         | £7,000                |
| 7071                | WSCC- Annual delegated function contract     | £31,000           | £33,499        | £2,499                |
| <b>TOTAL INCOME</b> |  | <b>£62,231</b>    | <b>£73,116</b> | <b>£10,885</b>        |

## EXPENDITURE

| Code | Description  | Budget 17/18 | Actual<br>To-Date | Var     |
|------|--|--------------|-------------------|---------|
| 7012 | Allotment Rentals                                      | £900         | £703              | -£197   |
| 7020 | Allotment Site Costs Improvements/Maint                | £2,100       | £1,852            | -£248   |
| 7011 | Allotments water                                       | £1,600       | £1,871            | £271    |
| 7033 | APL (white lining)                                     | £0           | £180              | £180    |
| 6003 | CCTV   | £1,800       | £1,407            | -£393   |
| 6004 | Christmas Lights                                       | £8,750       | £8,438            | -£312   |
| 5510 | Cleaning contracts - office                            | £10,764      | £11,516           | £752    |
| 8002 | Concessionary Fares Subsidy                            | £350         | £0                | -£350   |
| 9003 | Council Van  | £15,272      | £12,544           | -£2,728 |
| 7005 | Dog Initiatives  | £1,815       | £2,643            | £828    |
| 9004 | Fuel - Van   | £5,250       | £4,313            | -£937   |
| 7026 | Graffiti Material                                      | £500         | £256              | -£244   |
| 8502 | Help Point Miscellaneous                               | £750         | £514              | -£236   |
| 7015 | Lighting - Maintenance & supply                        | £5,848       | £6,027            | £179    |
| 7027 | Parish Weed Spray                                      | £1,900       | £1,833            | -£67    |
| 7009 | Maintenance Contract - grounds                         | £19,400      | £20,252           | £852    |
| 5511 | Maintenance Contracts - internal                       | £3,400       | £3,047            | -£353   |
| 7025 | Partner materials                                      | £1,500       | £201              | -£1,299 |
| 9007 | Mobile Maint -new equipment                            | £15,280      | £14,989           | -£291   |
| 7028 | Planting   | £1,600       | £1,076            | -£524   |
| 9008 | Protective clothing                                    | £1,600       | £1,341            | -£259   |
| 9501 | Repairs & Renewals Fund contribution                   | £11,000      | £11,000           | £0      |
| 5506 | Legion building - running costs (excl loan repayments) | £15,150      | £10,839           | -£4,311 |
| 7001 | Site Improvements                                      | £2,750       | £4,679            | £1,929  |

| INCOME            |  | Budget<br>2017/18 | Actual   | Variance<br>on budget |
|-------------------|--|-------------------|----------|-----------------------|
| 9005              | Storage (garage lockups)                                       | £1,117            | £1,177   | £61                   |
| 7018              | Street Nameplates  | £5,108            | £656     | -£4,452               |
|                   | Street Scene/Minor works fund<br>contribution <b>Code 3025</b> | £10,000           | £10,000  | £0                    |
| 7029              | Traveller costs  | £750              | £0       | -£750                 |
| 7003              | Tree Surgery   | £5,200            | £1,510   | -£3,690               |
| 7002              | Tree Survey  | £1,180            | £1,198   | £18                   |
| 8501              | Uniforms: HP   | £750              | £638     | -£112                 |
| 7024              | Waste management/tipping                                       | £2,700            | £1,878   | -£822                 |
| 9001              | Workshop   | £2,500            | £2,067   | -£433                 |
| 5522              | World's End Cleaning/Maintenance                               | £5,125            | £4,887   | -£238                 |
| TOTAL EXPENDITURE |  | £163,708          | £145,535 | -£18,175              |
| NET POSITION      |  | -£101,477         | -£72,419 | £29,061               |



|                     |  | Budget<br>2017/18 | Actual         | Variance on<br>budget |
|---------------------|--|-------------------|----------------|-----------------------|
| <b>INCOME</b>       |  |                   |                |                       |
| 6570                | Burial Ground - MSDC Contribution      | £7,106            | £7,107         | £1                    |
| 5580                | Council Rooms Lettings                 | £1,500            | £15,241        | £13,741               |
| 5070                | Interest on Balances                   | £2,500            | £647           | -£1,853               |
| 6571                | Burial Ground Income                   | £23,500           | £23,322        | -£178                 |
| 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               | £0             | -£50                  |
| 5572                | World's End recreation Ground - income | £12,500           | £12,715        | £215                  |
| <b>TOTAL INCOME</b> |  | <b>£79,406</b>    | <b>£91,518</b> | <b>£12,111</b>        |

**EXPENDITURE**

|      |   |         |         |         |
|------|---|---------|---------|---------|
| 5001 | Audit Fee/ Risk Assessment /<br>Miscellaneous / Bank charges / Data<br>protection | £3,750  | £9,299  | £5,549  |
| 5019 | Bad Debts/provsn for Doubtful debts   | £500    | £0      | -£500   |
| 6504 | Burial ground grave digging/maintenance   | £13,990 | £13,290 | -£700   |
| 6501 | Burial Ground Loan repayments   | £5,774  | £5,774  | £0      |
| 4501 | Caretaking Services   | £1,200  | £710    | -£490   |
| 7512 | Computer Maintenance/software/Support<br>incl contribution to Computer Fund       | £7,250  | £7,800  | £550    |
| 4502 | Election Fund contribution 3003   | £5,500  | £5,500  | £0      |
| 5017 | Health & Safety   | £150    | £110    | -£40    |
| 5007 | Hospitality   | £1,000  | £1,248  | £248    |
| 7502 | Insurances  | £10,500 | £10,549 | £49     |
| 5508 | Legion Building Loan Repayments   | £17,384 | £17,384 | £0      |
| 4507 | Members Allowances  | £19,014 | £17,881 | -£1,133 |
| 4504 | Members Travel & Subsistence  | £300    | £0      | -£300   |
| 7516 | Mid Sx. Asspc. Of Town Councils   | £400    | £0      | -£400   |
| 7510 | Office Equipment  | £750    | £341    | -£409   |
| 7504 | Office recycling  | £350    | £464    | £114    |
| 7506 | Office Supplies   | £1,800  | £1,211  | -£589   |
| 7508 | Postages  | £1,700  | £2,040  | £340    |
| 7509 | Printing  | £3,400  | £3,714  | £314    |
| 7507 | Publications  | £200    | £33     | -£167   |
| 5517 | Non-Domestic Rates 96 CW  | £8,756  | £8,738  | -£19    |
| 5502 | 3rd party services  | £10,000 | £134    | -£9,866 |
| 5020 | Streamline charges  | £650    | £607    | -£43    |
| 7511 | Subscriptions   | £4,750  | £4,618  | -£132   |
| 7505 | Telephone & Communications  | £5,800  | £5,245  | -£555   |
| 7513 | Toner cartridges  | £1,110  | £437    | -£673   |
| 5015 | Town Crier  | £100    | £103    | £3      |

|                            |  | Budget<br>2017/18 | Actual          | Variance on<br>budget |
|----------------------------|--|-------------------|-----------------|-----------------------|
| 7514                       | Travel & Subsistence                     | £1,000            | £1,246          | £246                  |
| Utilities - 96 Church Walk | Utilities - 96 Church Walk               | £6,250            | £5,620          | -£630                 |
| 9997                       | Release unrequired accruals from 2016/17 |                   | -£5,827         | -£5,827               |
| <b>TOTAL EXPENDITURE</b>   |  | <b>£133,328</b>   | <b>£118,270</b> | <b>-£15,060</b>       |
| <b>NET POSITION</b>        |  | <b>-£53,922</b>   | <b>-£26,752</b> | <b>£27,171</b>        |