

MONITORING REPORT 2020/21**as at 31 October 2020 - Month 7**

	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

**MONITORING REPORT
2020/21**

31/10/2020

MONTH

7.0

CONSOLIDATED SUMMARY

	Budget 2020/21	Forecast 2020/21	Variance ON BUDGET
INCOME			
Civic, Corporate, Promotion and staff	£18,874	£18,874	£0
Community Engagement	£9,629	£3,728	£-5,901
Customer Service	£45,217	£40,529	£-4,688
Finance and Administration	£54,500	£48,057	£-6,443
TOTAL INCOME	£128,220	£111,188	£-17,032
EXPENDITURE			
Civic, Corporate (Exclds Beehive Fund)	£629,048	£621,546	£-7,502
Staff and Member	£3,500	£3,500	£0
Community Engagement	£83,180	£44,289	£-38,891
Customer Service	£124,632	£116,818	£-7,814
Finance and Administration	£133,572	£122,332	£-11,240
TOTAL BASE EXPENDITURE	£973,932	£908,485	£-65,446
Economic Support contribution fund Contrbt/(Beehive F	£73,517	£73,517	£0
PRECEPT/NET BUDGETED EXPENDITURE	£919,228	£870,814	£48,414
Surplus / (-deficit)	£0	£48,414	

VARIANCE ANALYSIS 2020/21

	Budget	Actual	Variance	
NET BUDGETED EXPENDITURE	£919,228	£870,814	£48,414	Surplus
<i>Made up of:</i>				
	<i>Budget</i>	<i>Forecast</i>	<i>Variance</i>	COMMENTS
INCOME				
About Town Income	£9,629	£3,728	-£5,901	Covid related
HP, Shop (NET Position)	£1,300	£178	-£1,122	Covid Related
Interest on balances	£2,000	£500	-£1,500	Rock bottom interest rates
Room lettings/SMR hire/Council Chamber	£15,000	£6,307	-£8,693	Covid related
Balance on all other budget items	£100,291	£100,475	£184	
Total Movement on Income	£128,220	£111,188	-£17,032	DECREASED income
EXPENDITURE	Budget	Forecast	Variance	
Allotment improvements	£4,100	£9,705	£5,605	Security upgrade at various allotments. Money to be recouped over 2-4 years
Audit & Miscellaneous	£17,499	£10,000	-£7,499	Removal of Budget provisions re uncertainty over income
Burgess Hill Community Festival FUND Cc	£13,000	£500	-£12,500	Majority of events cancelled due Covid
Civic events	£1,500	£250	-£1,250	Unlikely to be any event due Covid
Cleaning Contracts - Office	£12,951	£9,000	-£3,951	Reduced cleaning charges due office Covid office closures
Council Van	£11,000	£7,500	-£3,500	2 out of 3 vehicles owned
Fuel for van	£4,000	£2,750	-£1,250	Less use of vans
Health & Safety	£100	£1,700	£1,600	Covid related
Grants for Green Initiatives	£10,000	£0	-£10,000	Budgeted for in prior year
Insurances	£10,650	£9,200	-£1,450	Reduced rates due to competitive tendering
Legion Building - running costs	£5,899	£9,250	£3,351	Unlikely the building will not be demolished until mid/late 2021
Maintenance contracts (grounds)	£14,564	£5,000	-£9,564	Less use of 3rd party contractors due Covid
Mid Sussex Assoc of Town Councils-Secret	£400	-£600	-£1,000	2019/20 billed in current year giving large credit
Members Allowances	£20,078	£18,462	-£1,616	Less take up by Members
Mobile Maint -new equipment	£3,000	£2,000	-£1,000	Insurance monies have subsidised costs
Remembrance & Armistic Day	£2,000	£2	-£1,998	Event canx due Covid
Repairs & Renewals fund contribution	£9,750	£8,000	-£1,750	Current fund adequate
Salaries	£612,048	£606,296	-£5,752	Staff amendments
Summer Fayre contribution to fund (3043)	£2,200	£500	-£1,700	Canx due Covid
Town Events fund Contrbn (3067)	£7,000	£4,000	-£3,000	Reduced Programme due Covid. Possible further reduction
Tree Surgery Fund Contribution	£3,250	£9,000	£5,750	The recent tree survey has highlighted a considerable number of trees across BHTC's land that require attention
VE Day 75 celebrations	£10,000	£0	-£10,000	Event canx due Covid
Balance of all other budget items	£198,943	£195,970	-£2,972	
MOVEMENT ON BASE EXPENDITURE	£973,932	£908,485	-£65,447	DECREASE in expenditure
NET MOVEMENT ON PRECEPT	£845,711	£797,297	£48,414	ESTIMATED YEAR END SURPLUS

MONITORING REPORT 2020/21

CIVIC, CORPORATE, PROMOTION AND STAFF

Budget **Forecast** **Variance**
2020/21 **2020/21** **on budget**

INCOME

8570	Partnership Contributions - help point - MSDC	£18,874	£18,874	£0
				£0
TOTAL INCOME		£18,874	£18,874	£0

EXPENDITURE

8023	Civic Events	£1,500	£250	-£1,250
5005	Conferences/seminars	£500	£250	-£250
5016	Consultants/Legal fund contribution (3018)	£1,000	£1,000	£0
6002	Economic Development	£1,000	£1,000	£0
New	Inclusivity initiative (2020.21)	£10,000	£10,000	£0
4506	Members Conferences	£500	£250	-£250
5004	Miscellaneous Staffing Issues	£750	£750	£0
5010	Public relations	£750	£750	£0
6007	Loan repayment (Beehive contribution fund)	£73,517	£73,517	£0
9002/9601	Salaries / oncosts (all staff)	£612,048	£606,296	-£5,752
	Town Twinning fund contrbn 3047	£1,000	£1,000	£0
				£0
				£0
TOTAL EXPENDITURE		£702,565	£695,063	-£7,502
NET POSITION		-£683,691	-£676,189	£7,502

MONITORING REPORT 2020/21**MONTH 7****STAFF & MEMBER**

Code	Description	Budget 2020/21	Forecast 2020/21	Variance on budget
4505	Members Courses	£500	£500	£0
	Recruitment Fund Contribution 3026	£500	£500	£0
	Training Fund Contribution 3008	£2,500	£2,500	£0
		£3,500	£3,500	£0

MONITORING REPORT 2020/21

MONTH 7

Community Engagement

Code	Description	Budget 2020/21	Forecast 2020/21	Variance on budget
INCOME				
5074	AT April	£3,084	£2,069	£-1,015
5072	AT August	£3,629	£554	£-3,075
5073	AT Dec	£2,911	£1,099	£-1,812
5076	AT subscription	£6	£6	£0
			£0	£0
TOTAL INCOME		£9,629	£3,728	£-5,901
EXPENDITURE				
5014	AT April	£5,150	£5,096	£-54
5012	AT August	£5,150	£4,813	£-337
5013	AT Dec	£5,150	£5,100	£-50
8010	Burgess Hill Bonfire Society	£1,700	£1,700	£0
8006	Burgess Hill In Bloom Sub - Cttee.	£500	£500	£0
	Burgess Hill Community Festival FUND Contr 3055	£13,000	£500	£-12,500
8008	Community Development	£500	£500	£0
	Grants/Donations Fund contribution - major/minor (3010)	£20,000	£20,000	£0
8017	Grants : green initiatives contribution (3030)	£10,000	£0	£-10,000
8004	Holiday Activities	£830	£830	£0
8013	Remembrance & Armistic Day (FUND-3054)	£2,000	£750	£-1,250
	Summer Fayre contribution to fund (3043)	£2,200	£500	£-1,700
	Town Events fund Contrbn (3067)	£7,000	£4,000	£-3,000
8022	VE Day 75	£10,000	£0	£-10,000
TOTAL EXPENDITURE		£83,180	£44,289	£-38,891
NET POSITION		£-73,551	£-40,561	£32,990

MONITORING REPORT 2020/21

MONTH 7.00

Customer Service

Code

INCOME	Description	Budget 2020/21	Forecast 2020/21	Variance on budget
HP	HP,Shop,Tourism,Commission (NET Position)	£1,300	£178	−£1,122
7070	Allotment rents income	£6,500	£7,250	£750
8582	Council Chamber/SMR hire	£4,000	£250	−£3,750
7072	M.S.D.C. - Street Nameplates	£5,164	£5,164	£0
7071	MSDC-Partnership Environmental improvements	£7,506	£7,140	−£366
7078	Other income/Sidney West planting/grass	£2,000	£1,800	−£200
7074	WSCC roundabout/Shield Bed income	£16,700	£16,700	£0
7071	WSCC Graffiti contract	£2,047	£2,047	0
TOTAL INCOME		£45,217	£40,529	−£4,688

EXPENDITURE

Code	Description	Budget 20/21	Forecast 20/2	Var
7012	Allotment Rentals	£747	£747	£0
7020	Allotment Site Costs Improvements/Maint	£4,100	£9,705	£5,605
7011	Allotments water	£1,906	£1,750	−£156
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	£12,951	£9,000	−£3,951
8002	Concessionary Fares Subsidy	£350	£0	−£350
5518	Council Chamber/SMR hire	£150	£50	−£100
9003	Council Van	£11,000	£7,500	−£3,500
7005	Dog Initiatives	£2,700	£2,700	£0
9004	Fuel - Van	£4,000	£2,750	−£1,250
7026	Graffiti Material	£950	£750	−£200
8502	Help Point Miscellaneous	£750	£750	£0
7015	Lighting - Maintenance & supply	£6,330	£6,330	£0
7009	Maintenance Contract - grounds	£14,564	£5,000	−£9,564
5511	Maintenance Contracts - internal	£3,700	£3,700	£0
9007	Mobile Maint -new equipment	£3,000	£2,000	−£1,000
7028	Planting	£1,250	£1,000	−£250
9008	Protective clothing	£1,000	£1,900	£900
9501	Repairs & Renewals Fund contribution	£9,750	£8,000	−£1,750
5506	Legion building - running costs (excl loan repaym	£5,899	£9,250	£3,351
7001	Site Improvements	£2,000	£2,000	£0
7034	Site Management plans	£2,500	£2,500	£0
9005	Storage (garage lockups)	£2,500	£2,500	£0
7018	Street Nameplates	£5,164	£5,164	£0
7031	Street Scene activities /Minor works fund contrib	£5,000	£5,000	£0
7029	Traveller costs	£500	£500	£0

INCOME	Description	Budget 2020/21	Forecast 2020/21	Variance on budget
7003	Tree Surgery Fund	£3,250	£9,000	£5,750
7002	Tree Survey	£1,271	£1,271	£0
8501	Uniforms: HP	£750	£500	-£250
7024	Waste management/tipping	£2,600	£2,000	-£600
9001	Workshop	£2,500	£2,000	-£500
5522	World's End Cleaning/Maintenance	£0	£1	£1
TOTAL EXPENDITURE		£124,632	£116,818	-£7,814
NET POSITION		-£79,415	-£76,289	£3,126

FINANCE AND ADMINISTRATION

Code	Description	Budget 2020/21	Forecast 2020/21	Variance on budget
INCOME				
6570	Burial Ground (closed) - MSDC Contribution	£0	£0	£0
5580	Room Lettings (Excl CC & smr)	£11,000	£6,057	£-4,943
5070	Interest on Balances	£2,000	£500	£-1,500
6571	Burial Ground Income	£28,000	£28,000	£0
7076	Other income - finance (net)		£0	£0
5573	Sidney West - management charge	£13,500	£13,500	£0
TOTAL INCOME		£54,500	£48,057	£-6,443

EXPENDITURE

5001	Audit Fee/ Risk Assessment / Miscellaneous / Bank charges / Data protection	£17,499	£10,000	£-7,499
5019	Bad Debts/provsn for Doubtful debts	£400	£400	£0
6504	Burial ground grave digging/maintenance	£15,400	£15,400	£0
6501	Burial Ground Loan repayments	£5,250	£5,250	£0
4501	Caretaking Services	£600	£250	£-350
7512	Computer Maintenance/softwareSupport	£7,150	£7,150	£0
4502	Election Fund contribution 3003	£2,000	£2,000	£0
5017	Health & Safety	£100	£1,700	£1,600
5007	Hospitality	£750	£250	£-500
7502	Insurances	£10,650	£9,200	£-1,450
5508	Legion Building Loan Repayments	£16,718	£16,718	£0
4507	Members Allowances	£20,078	£18,462	£-1,616
4504	Members Travel & Subsistence	£200	£100	£-100
7516	Mid Sx. Asspc. Of Town Councils	£400	£-600	£-1,000
7510	Office Equipment	£500	£650	£150
7504	Office recycling	£150	£125	£-25
7506	Office Supplies	£1,500	£1,250	£-250
7508	Postages	£2,150	£2,150	£0
7509	Printing	£3,500	£3,500	£0
7507	Publications	£100	£100	£0
5517	Non-Domestic Rates 96 CW	£6,231	£6,231	£0
5518	Room Hire Letting Expenditure	£250	£100	£-150
5020	Streamline charges	£375	£375	£0
7511	Subscriptions	£4,500	£4,850	£350
7505	Telephone & Communications	£8,150	£8,000	£-150
7513	Toner cartridges	£500	£500	£0
7514	Travel & Subsistence	£1,000	£750	£-250
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£7,471	£7,471	£0
TOTAL EXPENDITURE		£133,572	£122,332	£-11,240
NET POSITION		£-79,072	£-74,275	£4,797