

MONITORING REPORT 2020/21**as at 31December 2021 - Month 9**

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**MONITORING REPORT
2020/21**

31/12/2020

MONTH

9.0

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	£4,830	-£4,799
Customer Service	£45,217	£40,594	-£4,623
Finance and Administration	£54,500	£50,557	-£3,943
TOTAL INCOME	£128,220	£114,855	-£13,365
EXPENDITURE			
Civic, Corporate (Exclds Beehive Fund)	£629,048	£618,045	-£11,003
Staff and Member	£3,500	£3,500	£0
Community Engagement	£83,180	£56,685	-£26,495
Customer Service	£124,632	£105,932	-£18,700
Finance and Administration	£133,572	£113,640	-£19,932
TOTAL BASE EXPENDITURE	£973,932	£897,802	-£76,130
Beehive Fund	£73,517	£73,517	£0
PRECEPT/NET BUDGETED EXPENDITURE	£919,228	£856,464	£62,765
Surplus / (-deficit)	£0	£62,765	

VARIANCE ANALYSIS 2020/21

	Budget	Actual	Variance	
NET BUDGETED EXPENDITURE	£919,228	£856,464	£62,765	Surplus
<i>Made up of:</i>				
	<i>Budget</i>	<i>Forecast</i>	<i>Variance</i>	COMMENTS
INCOME				
About Town Income	£9,629	£4,830	-£4,799	Covid related
Burial Ground Income	£28,000	£30,500	£2,500	Higher levels of activity
HP, Shop (NET Position)	£1,300	£271	-£1,029	Covid Related
Interest on balances	£2,000	£500	-£1,500	Rock bottom interest rates
Room lettings/SMR hire/Council Chamber	£15,000	£6,057	-£8,943	Covid related
Balance on all other budget items	£72,291	£72,697	£406	
Total Movement on Income	£128,220	£114,855	-£13,365	DECREASED income
EXPENDITURE	<i>Budget</i>	<i>Forecast</i>	<i>Variance</i>	
Audit & Miscellaneous	£17,499	£6,000	-£11,499	Removal of Budget provisions re uncertainty over income
Burgess Hill Community Festival FUND C	£13,000	£5,500	-£7,500	Majority of events cancelled due Covid
Burial Ground	£15,400	£16,760	£1,360	Higher levels of activity
Civic events	£1,500	£100	-£1,400	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
Insurances	£10,650	£9,200	-£1,450	Reduced rates due to competitive tendering
Legion Building - running costs	£5,899	£9,250	£3,351	Planned demolition not until 2021/22. Bus Rates to pay
Maintenance contracts (grounds)	£14,564	£4,000	-£10,564	Less use of 3rd party contractors due Covid
Mid Sussex Assoc of Town Councils-Secr	£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	£1,500	-£1,500	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	£603,445	-£8,603	Staff movements
Site Improvements	£2,000	£1,000	-£1,000	Reduced activity
Storage- external	£2,500	£1,231	-£1,269	Storage of chairs (ex-MSDC) no longer required
Summer Fayre contribution to fund (3043)	£2,200	£500	-£1,700	Canx due Covid
Town Events fund Contrbn (3067)	£7,000	£3,067	-£3,933	Reduced Programme due Covid.Possible further reductions
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
Workshop	£2,500	£1,250	-£1,250	Less consumable items required
VE Day 75 celebrations	£10,000	£0	-£10,000	Event canx due Covid
Release unrequired provisions	£0	-£5,100	-£5,100	
Balance of all other budget items	£190,643	£184,285	-£6,357	
MOVEMENT ON BASE EXPENDITURE	£973,932	£897,802	-£76,131	DECREASE in expenditure
NET MOVEMENT ON PRECEPT	£845,711	£782,947	£62,765	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	£100	£-1,400
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
6010	Inclusivity initiative fund contribution (see fund 3076)	£10,000	£10,000	£0
4506	Members Conferences	£500	£250	£-250
5004	Miscellaneous Staffing Issues	£750	£750	£0
5010	Public relations	£750	£250	£-500
6007	Beehive Contribution	£73,517	£73,517	£0
9002/9601	Salaries / oncosts (all staff)	£612,048	£603,445	£-8,603
	Town Twinning fund contrbn 3047	£1,000	£1,000	£0
				£0
				£0
TOTAL EXPENDITURE		£702,565	£691,562	£-11,003
NET POSITION		-£683,691	-£672,688	£11,003

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 9

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	£2,201	−£710
5076	AT subscription	£6	£6	£0
			£0	£0
TOTAL INCOME		£9,629	£4,830	−£4,799
EXPENDITURE				
5014	AT April	£5,150	£5,096	−£54
5012	AT August	£5,150	£4,813	−£337
5013	AT Dec	£5,150	£5,007	−£143
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	£5,500	−£7,500
8008	Community Development	£500	£500	£0
	Grants/Donations Fund contribution - major/minor 3010 / Green	£30,000	£30,000	£0
8004	Holiday Activities	£830	£0	−£830
8013	Remembrance & Armistic Day (FUND-3054)	£2,000	£2	−£1,998
	Summer Fayre contribution to fund (3043)	£2,200	£500	−£1,700
	Town Events fund Contrbn (3067)	£7,000	£3,067	−£3,933
8022	VE Day 75	£10,000	£0	−£10,000
TOTAL EXPENDITURE		£83,180	£56,685	−£26,495
NET POSITION		−£73,551	−£51,855	£21,696

Customer Service

Code

INCOME	Description	Budget 2020/21	Forecast 2020/21	Variance on budget
HP	HP, Shop, Tourism, Commission (NET Position)	£1,300	£271	£1,029
7070	Allotment rents income	£6,500	£7,472	£972
8582	Council Chamber/SMR hire	£4,000	£0	£4,000
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	£40,594	£4,623

EXPENDITURE

Code	Description	Budget 20/21	Forecast 20/2	Var
7012	Allotment Rentals	£747	£747	£0
7020	Allotment Site Costs Improvements/Maint	£4,100	£3,913	£187
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	£9,625	£375
5510	Cleaning contracts - office	£12,951	£9,000	£3,951
8002	Concessionary Fares Subsidy	£350	£0	£350
5518	Council Chamber/SMR hire	£150	£0	£150
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	£4,000	£10,564
5511	Maintenance Contracts - internal	£3,700	£3,700	£0
9007	Mobile Maint -new equipment	£3,000	£1,500	£1,500
7028	Planting	£1,250	£750	£500
9008	Protective clothing	£1,000	£1,500	£500
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	£1,000	£1,000
7034	Site Management plans	£2,500	£2,500	£0
9005	Storage (external)	£2,500	£1,231	£1,269
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 Contribution	£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	£1,750	-£850
9001	Workshop	£2,500	£1,250	-£1,250
5522	World's End Cleaning/Maintenance	£0	£1	£1
TOTAL EXPENDITURE		£124,632	£105,932	-£18,700
NET POSITION		-£79,415	-£65,338	£14,077

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	£30,500	£2,500
7076	Other income - finance (net)		£0	£0
5573	Sidney West - management charge	£13,500	£13,500	£0
TOTAL INCOME		£54,500	£50,557	£-3,943
EXPENDITURE				
5001	Audit Fee/ Risk Assessment / Miscellaneous / Bank charges / Data protection	£17,499	£6,000	£-11,499
5019	Bad Debts/provsn for Doubtful debts	£400	£400	£0
6504	Burial ground grave digging/maintenance	£15,400	£16,760	£1,360
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	£273	£-477
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	£50	£-150
7516	Mid Sx. Asspc. Of Town Councils	£400	£-600	£-1,000
7510	Office Equipment	£500	£600	£100
7504	Office recycling combine with 7024	£150	£100	£-50
7506	Office Supplies	£1,500	£1,250	£-250
7508	Postages	£2,150	£1,950	£-200
7509	Printing	£3,500	£2,750	£-750
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	£8,150	£0
7513	Toner cartridges	£500	£500	£0
7514	Travel & Subsistence	£1,000	£700	£-300
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£7,471	£7,471	£0
	Release unrequired provisions		£-5,100	£-5,100
TOTAL EXPENDITURE		£133,572	£113,640	£-19,932
NET POSITION		£-79,072	£-63,083	£15,989