

**MONITORING REPORT 2020/21****as at 31 March 2021 - Month 12**

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**MONITORING REPORT  
2020/21**

31/03/2021

12.0

<b>CONSOLIDATED SUMMARY</b>	<b>Budget 2020/21</b>	<b>Actual</b>	<b>Variance ON BUDGET</b>
<b>INCOME</b>			
Civic, Corporate, Promotion and staff	£18,874	£18,874	£0
Community Engagement	£9,629	£4,274	-£5,355
Customer Service	£45,217	£37,093	-£8,124
Finance and Administration	£54,500	£63,877	£9,377
<b>TOTAL INCOME</b>	<b>£128,220</b>	<b>£124,118</b>	<b>-£4,102</b>
<b>EXPENDITURE</b>			
Civic, Corporate (Exclds Beehive Fund)	£629,048	£634,981	£5,933
Staff and Member	£3,500	£3,030	-£470
Community Engagement	£83,180	£57,290	-£25,890
Customer Service	£124,632	£86,203	-£38,429
Finance and Administration	£133,572	£133,175	-£397
<b>TOTAL BASE EXPENDITURE</b>	<b>£973,932</b>	<b>£914,678</b>	<b>-£59,253</b>
Beehive Loan Repayment			
Beehive Working capital Fund (transfers to/from)	£73,517	£73,517	£0
<b>PRECEPT/NET BUDGETED EXPENDITURE</b>	<b>£919,228</b>	<b>£919,228</b>	<b>£55,151</b>
<b>Surplus / (-deficit)</b>	<b>£0</b>	<b>£55,151</b>	

**+/- £1000 VARIANCE ANALYSIS 2020/21**

	Budget	Actual	Variance	
<b>NET BUDGETED EXPENDITURE</b>	<b>£919,228</b>	<b>£919,228</b>		<b>£0 Surplus</b>
<i>Made up of:</i>				
<b>INCOME</b>	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>	<b>COMMENTS</b>
About Town Income	£9,629	£4,274	-£5,355	Covid related
Allotments Rent income	£6,500	£7,641	£1,141	Security fencing recharge to tenants
Burial Ground Income	£28,000	£43,766	£15,766	Higher levels of activity
HP, Shop (NET Position)	£1,300	£330	-£970	Covid Related
Interest on balances	£2,000	£555	-£1,445	Rock bottom interest rates
MSDC Street name plate maintenance	£5,164	£1,606	-£3,558	Matches reduced expenditure
Room lettings/SMR hire/Council Chamber	£15,000	£6,057	-£8,943	Covid related
Balance on all other budget items	£60,627	£59,889	-£738	
<b>Total Movement on Income</b>	<b>£128,220</b>	<b>£124,118</b>	<b>-£4,102</b>	<b>DECREASED income</b>
<b>EXPENDITURE</b>	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>	
Audit & Miscellaneous	£17,499	£4,486	-£13,013	Removal of Budget provisions re uncertainty over income
Burgess Hill Community Festival FUND Contr 30	£13,000	£5,500	-£7,500	Majority of events cancelled due Covid
Burial Ground	£15,400	£20,669	£5,269	Higher levels of activity
Burial Ground Loan Repayments	£5,250	£28,198	£22,948	Early repayment of BG loan
Civic events	£1,500	£68	-£1,432	No events due to Covid
Cleaning Contracts - Office	£12,951	£7,206	-£5,745	Reduced cleaning charges due Covid office closures
Computer maintenance/software	£7,150	£8,530	£1,380	Addl kit purchased to work from home + Zoom subscription
Consultants/Legal fund contribution (3018)	£1,000	£26,000	£25,000	Site Allocation representation-provision
Council Van	£11,000	£8,367	-£2,633	2 out of 3 vehicles owned
Fuel for van	£4,000	£2,886	-£1,114	Less use of vans
Health & Safety	£100	£1,786	£1,686	Covid related. PPE, hand sanitiser etc
Insurances	£10,650	£9,103	-£1,547	Reduced rates due to competitive tendering
Legion Building - running costs	£5,899	£8,930	£3,031	Planned demolition not until 2021/22. Bus Rates to pay
Maintenance contracts (grounds)	£14,564	£255	-£14,309	Less use of 3rd party contractors due Covid. MMT redeploy
Mid Sussex Assoc of Town Councils-Secretarial	£400	-£600	-£1,000	2019/20 billed in current year giving large credit
Members Allowances	£20,078	£18,530	-£1,548	Less take up by Members
Mobile Maint -new equipment	£3,000	-£3,310	-£6,310	Insurance monies have subsidised costs
Non Domestic Rates - 96 CW	£6,231	£4,678	-£1,553	Covid retail discount
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 and oncosts	£612,048	£596,654	-£15,394	Staff movements
Site Improvements	£2,000	£184	-£1,816	Reduced activity
Storage- external	£2,500	£1,341	-£1,159	Storage of chairs (ex-MSDC) no longer required
Street Name Plates	£5,164	£1,606	-£3,558	Reduced work. Matches reduced income.
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	Most events canx. Some deposits held over.
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
Tree Survey	£1,271	£0	-£1,271	Deferred to following year
Utilities	£7,471	£5,172	-£2,299	Reduced office use due to Covid
Waste Management	£2,600	£1,531	-£1,069	Less waste produced
Workshop	£2,500	£948	-£1,552	Less consumable items required
VE Day 75 celebrations	£10,000	£145	-£9,855	Event canx due Covid
Release unrequired provisions	£0	-£6,847	-£6,847	
Balance of all other budget items	£154,505	£141,162	-£13,344	
<b>MOVEMENT ON BASE EXPENDITURE</b>	<b>£973,932</b>	<b>£914,678</b>	<b>-£59,253</b>	<b>DECREASE in expenditure</b>
<b>NET MOVEMENT ON PRECEPT</b>	<b>£845,711</b>	<b>£790,560</b>	<b>£55,151</b>	<b>YEAR END SURPLUS</b>

**MONITORING REPORT 2020/21**  
**CIVIC, CORPORATE, PROMOTION AND STAFF**

31/03/2021

Month

INCOME		Budget 2020/21	Actual	Variance on budget
8570	Partnership Contributions - help point - MSDC	£18,874	£18,874	£0
				£0
<b>TOTAL INCOME</b>		<b>£18,874</b>	<b>£18,874</b>	<b>£0</b>

EXPENDITURE		Budget 2020/21	Actual	Variance on budget
8023	Civic Events	£1,500	£68	-£1,432
5005	Conferences/seminars	£500	£145	-£355
5016	Consultants/Legal fund contribution (3018)	£1,000	£26,000	£25,000
6002	Economic Development	£1,000	£520	-£480
6010	Inclusivity initiative fund contribution (see fund 3076)	£10,000	£10,000	£0
4506	Members Conferences	£500	£0	-£500
5004	Miscellaneous Staffing Issues	£750	£593	-£157
5010	Public relations	£750	£0	-£750
6007	Beehive Contribution	£73,517	£73,517	£0
9002/9601	Salaries / oncosts (all staff)	£612,048	£596,654	-£15,394
	Town Twinning fund contrbn 3047	£1,000	£1,000	£0
				£0
				£0
<b>TOTAL EXPENDITURE</b>		<b>£702,565</b>	<b>£708,498</b>	<b>£5,932</b>
<b>NET POSITION</b>		<b>-£683,691</b>	<b>-£689,624</b>	<b>-£5,932</b>

**MONITORING REPORT 2020/21**

31/03/2021

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**STAFF & MEMBER**

Code	Description	Budget 2020/21	Actual	Variance on budget
4505	Members Courses	£500	£30	-£470
	Recruitment Fund Contribution 3026	£500	£500	£0
	Training Fund Contribution 3008	£2,500	£2,500	£0
		<b>£3,500</b>	<b>£3,030</b>	<b>-£470</b>

# MONITORING REPORT 2020/21

31/03/2021

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## Community Engagement

Code	Description	Budget 2020/21	Actual	Variance on budget
<b>INCOME</b>				
5074	AT April			
5072	AT August	£3,084	£2,069	-£1,015
5073	AT Dec	£3,629	£554	-£3,075
5076	AT subscription	£2,911	£1,651	-£1,260
		£6	£0	-£6
				£0
<b>TOTAL INCOME</b>		<b>£9,629</b>	<b>£4,274</b>	<b>-£5,355</b>
<b>EXPENDITURE</b>				
5014	AT April			
5012	AT August	£5,150	£4,900	-£250
5013	AT Dec	£5,150	£4,813	-£337
8010	Burgess Hill Bonfire Society	£5,150	£5,007	-£143
8006	Burgess Hill In Bloom Sub - Cttee.	£1,700	£1,700	£0
	Burgess Hill Community Festival FUND Contr 3055	£500	£500	£0
		£13,000	£5,500	-£7,500
8008	Community Development	£500	£226	-£274
	Grants/Donations Fund contribution - major/minor/Green 3010	£30,000	£30,000	£0
8004	Holiday Activities	£830	-£4	-£834
8013	Remembrance & Armistic Day <del>FUND 3054</del>	£2,000	£2	-£1,998
	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	£145	-£9,855
<b>TOTAL EXPENDITURE</b>		<b>£83,180</b>	<b>£57,290</b>	<b>-£25,891</b>
<b>NET POSITION</b>		<b>-£73,551</b>	<b>-£53,016</b>	<b>£20,536</b>

## Customer Service

Code

INCOME	Description	Budget 2020/21	Actual	Variance on budget
HP	HP,Shop,Tourism,Commission (NET Position)	£1,300	£330	£-970
7070	Allotment rents income	£6,500	£7,641	£1,141
8582	Council Chamber/SMR hire	£4,000	£0	£-4,000
7072	M.S.D.C. - Street Nameplates	£5,164	£1,606	£-3,558
7071	MSDC-Partnership Environmental improvements	£7,506	£7,140	£-366
7078	Other income/Sidney West planting/grass	£2,000	£1,629	£-371
7074	WSCC roundabout/Shield Bed income	£16,700	£16,700	£0
7071	WSCC Graffiti contract	£2,047	£2,046	£-1
<b>TOTAL INCOME</b>		<b>£45,217</b>	<b>£37,093</b>	<b>£-8,125</b>

## EXPENDITURE

Code	Description	Budget 20/21	Actual To-Date	Var
7012	Allotment Rentals	£747	£766	£19
7020	Allotment Site Costs Improvements/Maint	£4,100	£4,036	£-64
7011	Allotments water	£1,906	£1,525	£-381
7033	APL (white lining)	£0	£0	£0
6003	CCTV	£2,250	£1,498	£-752
6004	Christmas Lights	£9,250	£9,207	£-43
5510	Cleaning contracts - office	£12,951	£7,206	£-5,745
8002	Concessionary Fares Subsidy	£350	£0	£-350
5518	Council Chamber/SMR hire	£150	£0	£-150
9003	Council Van	£11,000	£8,367	£-2,633
7005	Dog Initiatives	£2,700	£2,867	£167
9004	Fuel - Van	£4,000	£2,886	£-1,114
7026	Graffiti Material	£950	£140	£-810
8502	Help Point Miscellaneous	£750	£1,028	£278
7015	Lighting - Maintenance & supply	£6,330	£5,917	£-413
7009	Maintenance Contract - grounds	£14,564	£255	£-14,309
5511	Maintenance Contracts - internal	£3,700	£2,880	£-820
9007	Mobile Maint -new equipment	£3,000	£-3,310	£-6,310
7028	Planting	£1,250	£426	£-824
9008	Protective clothing	£1,000	£1,301	£301
9501	Repairs & Renewals Fund contribution	£9,750	£8,000	£-1,750
5506	Legion building - running costs (excl loan repaym	£5,899	£8,930	£3,031
7001	Site Improvements	£2,000	£184	£-1,816
7034	Site Management plans	£2,500	£2,500	£0
9005	Storage (external)	£2,500	£1,341	£-1,159
7018	Street Nameplates	£5,164	£1,606	£-3,558
7031	Street Scene activities /Minor works fund contribu	£5,000	£5,000	£0
7029	Traveller costs	£500	£0	£-500

INCOME	Description	Budget 2020/21	Actual	Variance on budget
7003	Tree Surgery Fund Contribution	£3,250	£9,000	£5,750
7002	Tree Survey	£1,271	£0	-£1,271
8501	Uniforms: HP	£750	£167	-£583
7024	Waste management/tipping	£2,600	£1,531	-£1,069
9001	Workshop	£2,500	£948	-£1,552
5522	World's End Cleaning/Maintenance	£0	£1	£1
<b>TOTAL EXPENDITURE</b>		<b>£124,632</b>	<b>£86,203</b>	<b>-£38,429</b>
<b>NET POSITION</b>		<b>-£79,415</b>	<b>-£49,110</b>	<b>£30,304</b>



**FINANCE AND ADMINISTRATION**

Code	Description	Budget 2020/21	Actual	Variance on budget
<b>INCOME</b>				
6570	Burial Ground (closed) - MSDC Contribution	£0	£0	£0
5580	Room Lettings (Excl CC & smr)	£11,000	£6,057	£-4,943
5070	<b>Interest on Balances</b>	<b>£2,000</b>	<b>£555</b>	<b>£-1,445</b>
6571	Burial Ground Income	£28,000	£43,766	£15,766
7076	Other income - finance (net)		£0	£0
5573	Sidney West - management charge	£13,500	£13,500	£0
<b>TOTAL INCOME</b>		<b>£54,500</b>	<b>£63,877</b>	<b>£9,378</b>
<b>EXPENDITURE</b>				
5001	Audit Fee/ Risk Assessment / Miscellaneous / Bank charges / Data protection	£17,499	£4,486	£-13,013
5019	Bad Debts/provsn for Doubtful debts	£400	£0	£-400
6504	Burial ground grave digging/maintenance	£15,400	£20,669	£5,269
6501	Burial Ground Loan repayments	£5,250	£28,198	£22,948
4501	Caretaking Services	£600	£0	£0
7512	Computer Maintenance/softwareSupport	£7,150	£8,530	£1,380
4502	Election Fund contribution 3003	£2,000	£2,000	£0
5017	Health & Safety	£100	£1,786	£1,686
5007	Hospitality	£750	£281	£-469
7502	Insurances	£10,650	£9,103	£-1,547
5508	Legion Building Loan Repayments	£16,718	£16,718	£0
4507	Members Allowances	£20,078	£18,530	£-1,548
4504	Members Travel & Subsistence	£200	£0	£-200
7516	Mid Sx. Asspc. Of Town Councils	£400	£-600	£-1,000
7510	Office Equipment	£500	£701	£201
7504	Office recycling	£150	£68	£-82
7506	Office Supplies	£1,500	£982	£-518
7508	Postages	£2,150	£1,617	£-533
7509	Printing	£3,500	£3,212	£-288
7507	Publications	£100	£9	£-91
5517	Non-Domestic Rates 96 CW	£6,231	£4,678	£-1,553
5518	Room Hire Letting Expenditure	£250	£0	£-250
5020	Streamline charges	£375	£366	£-9
7511	Subscriptions	£4,500	£4,780	£280
7505	Telephone & Communications	£8,150	£8,091	£-59
7513	Toner cartridges	£500	£95	£-405
7514	Travel & Subsistence	£1,000	£549	£-451
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£7,471	£5,172	£-2,299
9997	Release unrequired provisions		£-6,846	£-6,847
<b>TOTAL EXPENDITURE</b>		<b>£133,572</b>	<b>£133,175</b>	<b>£202</b>
<b>NET POSITION</b>		<b>£-79,072</b>	<b>£-69,297</b>	<b>£9,176</b>