

MONITORING REPORT 2021/22

as at 31 October - 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

CONSOLIDATED SUMMARY

	Budget 2021/22	Forecast 2021/22	Variance ON BUDGET
INCOME			
Civic, Corporate, Promotion and staff	£18,874	£18,874	£0
Community Engagement	£5,256	£5,596	£340
Customer Service	£32,614	£41,022	£8,408
Finance and Administration	£49,500	£47,519	-£1,981
TOTAL INCOME	£106,244	£113,011	£6,767
EXPENDITURE			
Civic, Corporate (Exclds Beehive Fund)	£625,608	£584,371	-£41,237
Staff and Member	£2,500	£2,500	£0
Community Engagement	£48,280	£47,460	-£820
Customer Service	£112,808	£105,093	-£7,715
Finance and Administration	£135,886	£114,690	-£21,196
TOTAL BASE EXPENDITURE	£925,082	£854,114	-£70,968
Beehive Working capital Fund (transfers to/from)	£104,209	£104,209	£0
PRECEPT/NET BUDGETED EXPENDITURE	£923,047	£845,312	£77,735
Surplus / (-deficit)	£0	£77,735	

VARIANCE ANALYSIS 2021/22

	Budget	Forecast	Variance	
NET BUDGETED EXPENDITURE	£923,047	£845,312	£77,736	Surplus
<i>Made up of:</i>				
	<i>Budget</i>	<i>Forecast</i>	<i>Variance</i>	COMMENTS
INCOME				
MSDC- Environmental improvements	£0	£7,140	£7,140	Contract extended
Room lettings	£6,500	£4,869	-£1,631	A number of hirers have not returned post-Covid
WSCC Graffiti contract	£0	£2,046	£2,046	Contract extended
			£0	
			£0	
			£0	
			£0	
Balance on all other budget items	£99,744	£98,956	-£788	
Total Movement on Income	£106,244	£113,011	£6,767	INCREASED income
EXPENDITURE	<i>Budget</i>	<i>Forecast</i>	<i>Variance</i>	
Audit & Miscellaneous	£23,874	£5,000	-£18,874	Removal of Budget provisions re uncertainty over income
Cleaning Contracts - Office	£12,951	£10,700	-£2,251	Reduced cleaning charges due Covid office closures
Council Van	£11,000	£7,405	-£3,595	2 out of 3 vehicles owned
Insurances	£9,500	£8,500	-£1,000	Reduced rates due to competitive tendering
Legion Building - running costs	£5,000	£8,762	£3,762	Planned demolition not until 2022/23. Bus Rates to nav
Maintenance contracts (grounds)	£13,500	£7,500	-£6,000	Different contractor, works being taken in-house
Mobile Maint -new equipment	£3,000	£1,200	-£1,800	All major purchases made in prior year
Salaries	£619,608	£578,721	-£40,887	Staff movements: Reduce higher paid, 1 less maintenance
Storage- external	£1,350	£4,312	£2,962	Purchase of new container at Jobs depot
Waste Management	£2,400	£1,250	-£1,150	Less waste produced through WSCC contracts
Balance of all other budget items	£222,899	£220,764	-£2,136	
MOVEMENT ON BASE EXPENDITURE	£925,082	£854,114	-£70,970	DECREASE in expenditure
NET MOVEMENT ON PRECEPT	£818,838	£741,103	£77,736	ESTIMATED YEAR END SURPLUS

MONITORING REPORT 2021/22

CIVIC, CORPORATE, PROMOTION AND STAFF

Budget Forecast
2021/22 2021/22 Variance
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	£1,000	£1,000	£0
5005	Conferences/seminars	£250	£150	-£100
5016	Consultants/Legal fund contribution (3018)	£1,000	£1,000	£0
6002	Economic Development	£1,000	£1,000	£0
4506	Members Conferences	£500	£250	-£250
5004	Miscellaneous Staffing Issues	£750	£750	£0
5010	Public relations	£500	£500	£0
6007	Beehive Contribution	£104,209	£104,209	£0
9601	Salaries / oncosts (all staff)	£619,608	£578,721	-£40,887
	Town Twinning fund contrbn 3047	£1,000	£1,000	£0
				£0
				£0
TOTAL EXPENDITURE		£729,817	£688,580	-£41,237
NET POSITION		-£710,943	-£669,706	£41,237

STAFF & MEMBER

Code	Description	Budget 2021/22	Forecast 2021/22	Variance <i>on budget</i>
4505	Members Courses	£500	£500	£0
	Recruitment Fund Contribution 3026	£0	£0	£0
	Training Fund Contribution 3008	£2,000	£2,000	£0
		£2,500	£2,500	£0

Community Engagement

Code	Description	Budget 2021/22	Forecast 2021/22	Variance on budget
INCOME				
5074	AT April	£1,750	£1,204	-£546
5072	AT August	£1,750	£2,061	£311
5073	AT Dec	£1,750	£2,331	£581
5076	AT subscription	£6	£0	-£6
			£0	£0
TOTAL INCOME		£5,256	£5,596	£340
EXPENDITURE				
5014	AT April	£5,150	£4,737	-£413
5012	AT August	£5,150	£4,793	-£357
5013	AT Dec	£5,150	£4,800	-£350
8010	Burgess Hill Bonfire Society	£1,800	£1,700	-£100
8006	Burgess Hill In Bloom Sub - Cttee.	£500	£500	£0
	Burgess Hill Community Festival FUND Contr 3055		£0	£0
8008	Community Development	£500	£500	£0
	Grants/Donations Fund contribution - major/minor/Green 3010	£12,000	£12,000	£0
8004	Holiday Activities	£830	£1,230	£400
8013	Remembrance & Armistic Day (FUND 3054)	£2,000	£2,000	£0
	Summer Fayre contribution to fund (3043)		£0	£0
8021	Town Events fund Contrbn (3067)	£15,200	£15,200	£0
TOTAL EXPENDITURE		£48,280	£47,460	-£820
NET POSITION		-£43,024	-£41,864	£1,160

Customer Service

Code

Description	Budget 2021/22	Forecast 2021/22	Variance on budget	
INCOME				
HP	HP,Shop,Tourism,Commission (NET Position)	£500	-£200	-£700
7070	Allotment rents income	£7,250	£7,250	£0
8582	Council Chamber/SMR hire	£1,500	£2,250	£750
8583	Help Point Rental Income	£0	£130	£130
7072	M.S.D.C. - Street Nameplates	£5,164	£5,164	£0
7071	MSDC-Partnership Environmental improvements	£0	£7,140	£7,140
7078	Other income/Sidney West planting/grass	£1,500	£1,500	£0
7074	WSCC roundabout/Shield Bed income	£16,700	£15,742	-£958
7071	WSCC Graffiti contract	£0	£2,046	2046
TOTAL INCOME		£32,614	£41,022	£8,408

EXPENDITURE

Code	Description	Budget 21/22	Forecast 21/22	Var
7012	Allotment Rentals	£747	£747	£0
7020	Allotment Site Costs Improvements/Maint	£5,000	£5,600	£600
7011	Allotments water	£1,750	£1,750	£0
6003	CCTV	£2,250	£1,750	-£500
6004	Christmas Lights	£9,250	£9,250	£0
5510	Cleaning contracts - office	£12,951	£10,700	-£2,251
8002	Concessionary Fares Subsidy	£0	£0	£0
5518	Council Chamber/SMR hire	£75	£75	£0
9003	Council Van	£11,000	£7,405	-£3,595
7005	Dog Initiatives	£2,700	£3,000	£300
9004	Fuel - Van	£3,500	£3,228	-£272
7026	Graffiti Material	£750	£750	£0
8502	Help Point Miscellaneous	£750	£750	£0
7015	Lighting - Maintenance & supply	£6,500	£6,250	-£250
7009	Maintenance Contract - grounds	£13,500	£7,500	-£6,000
5511	Maintenance Contracts - internal	£3,900	£3,900	£0
9007	Mobile Maint -new equipment	£3,000	£1,200	-£1,800
7028	Planting	£1,250	£1,250	£0
9008	Protective clothing	£1,000	£1,500	£500
9501	Repairs & Renewals Fund contribution	£8,000	£8,000	£0
5506	Legion building - running costs (excl loan repaym	£5,000	£8,762	£3,762
7001	Site Improvements	£3,000	£3,000	£0
9005	Storage (external)	£1,350	£4,312	£2,962
7018	Street Nameplates	£5,164	£5,164	£0
7031	Street Scene activities /Minor works fund contribu	£0	£0	£0
7029	Traveller costs	£500	£500	£0
7003	Tree Surgery Fund Contribution (3025)	£3,250	£3,250	£0
7002	Tree Survey	£1,271	£1,500	£229

Description		Budget 2021/22	Forecast 2021/22	Variance on budget
8501	Uniforms: HP	£500	£750	£250
7024	Waste management/tipping	£2,400	£1,250	-£1,150
9001	Workshop	£2,500	£2,000	-£500
TOTAL EXPENDITURE		£112,808	£105,093	-£7,715
NET POSITION		-£80,194	-£64,071	£16,123

FINANCE AND ADMINISTRATION

Code	Description	Budget 2021/22	Forecast 2021/22	Variance on budget
INCOME				
5580	Room Lettings (Excl CC & smr)	£6,500	£4,869	-£1,631
5070	Interest on Balances	£500	£150	-£350
6571	Burial Ground Income	£29,000	£29,000	£0
7076	Other income - finance (net)	£0	£0	£0
5573	Sidney West - management charge	£13,500	£13,500	£0
TOTAL INCOME		£49,500	£47,519	-£1,981
EXPENDITURE				
5001	Audit Fee/ Risk Assessment / Miscellaneous / Bank charges / Data protection	£23,874	£5,000	-£18,874
5019	Bad Debts/provsn for Doubtful debts	£400	£400	£0
6504	Burial ground grave digging/maintenance	£16,280	£15,533	-£747
4501	Caretaking Services	£600	£300	£0
7512	Computer Maintenance/softwareSupport	£7,150	£7,150	£0
4502	Election Fund contribution 3003	£2,000	£2,000	£0
5017	Health & Safety	£500	£350	-£150
5007	Hospitality	£500	£500	£0
7502	Insurances	£9,500	£8,500	-£1,000
5508	Legion Building Loan Repayments	£16,607	£16,496	-£111
4507	Members Allowances	£20,279	£20,279	£0
4504	Members Travel & Subsistence	£200	£200	£0
7516	Mid Sx. Asspc. Of Town Councils	£400	£400	£0
7510	Office Equipment	£500	£750	£250
7504	Office recycling	£150	£200	£50
7506	Office Supplies	£1,250	£1,250	£0
7508	Postages	£2,000	£1,250	-£750
7509	Printing	£2,750	£2,750	£0
7507	Publications	£100	£50	-£50
5517	Non-Domestic Rates 96 CW	£8,500	£9,356	£856
5518	Room Hire Letting Expenditure	£250	£100	-£150
5020	Streamline charges	£375	£325	-£50
7511	Subscriptions	£4,850	£4,850	£0
7505	Telephone & Communications	£8,150	£8,080	-£70
7513	Toner cartridges	£500	£650	£150
7514	Travel & Subsistence	£750	£500	-£250
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£7,471	£7,471	£0
9997	Release unrequired provisions		£0	£0
TOTAL EXPENDITURE		£135,886	£114,690	-£20,896
NET POSITION		-£86,386	-£67,171	£18,915