

MONITORING REPORT 2021/22

| | Page |
|-------------------------------------|------|
| Consolidated Summary | 1 |
| Major variances | 2 |
| Detail | |
| Civic, Corporate, Promotion & Staff | 3 |
| Staff & Member | 4 |
| Community Engagement | 5 |
| Customer Service | 6 |
| Finance and Administration | 7 |

**MONITORING REPORT
2021/22**

31/03/2022

MONTH

12.0

CONSOLIDATED SUMMARY

| | Budget 2021/22 | Actual 2021/22 | Variance ON BUDGET |
|--|-------------------|-------------------|-----------------------|
| INCOME | | | |
| Civic, Corporate, Promotion and staff | £18,874 | £18,874 | £0 |
| Community Engagement | £5,256 | £6,662 | £1,406 |
| Customer Service | £32,614 | £44,503 | £11,889 |
| Finance and Administration | £49,500 | £58,188 | £8,688 |
| TOTAL INCOME | £106,244 | £128,227 | £21,983 |
| EXPENDITURE | | | |
| Civic, Corporate (Exclds Beehive Fund) | £625,608 | £598,125 | £27,483 |
| Staff and Member | £2,500 | £2,105 | £395 |
| Community Engagement | £48,280 | £52,662 | £4,382 |
| Customer Service | £113,058 | £104,725 | £8,333 |
| Finance and Administration | £135,636 | £116,613 | £19,023 |
| TOTAL BASE EXPENDITURE | £925,082 | £874,230 | £50,852 |
| Beehive Working capital Fund (transfers to/from) | £104,209 | £104,209 | £0 |
| PRECEPT/NET BUDGETED EXPENDITURE | £923,047 | £850,212 | £72,835 |
| Surplus / (-deficit) | £0 | £72,835 | |

VARIANCE ANALYSIS 2022/33

| | Budget | Forecast | Variance | |
|---------------------------------------|-----------------|-----------------|-----------------|--|
| NET BUDGETED EXPENDITURE | £923,047 | £850,212 | £72,835 | Surplus |
| <i>Made up of:</i> | | | | |
| | <i>Budget</i> | <i>Forecast</i> | <i>Variance</i> | COMMENTS |
| INCOME | | | | |
| About Town | £5,256 | £6,662 | £1,406 | Change of publishing date has brought forward an additional month |
| Allotment income | £7,250 | £9,437 | £2,187 | Included security premium. Greater take-up |
| Burial Ground Income | £29,000 | £39,679 | £10,679 | Increased activity |
| 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 |
| Balance on all other budget items | £58,238 | £58,394 | £156 | |
| Total Movement on Income | £106,244 | £128,227 | £21,983 | INCREASED income |
| EXPENDITURE | <i>Budget</i> | <i>Forecast</i> | <i>Variance</i> | |
| About Town | £15,450 | £19,666 | £4,216 | Change of publishing date has brought forward an additional month, plus a special edition. |
| Audit & Miscellaneous | £23,874 | £7,191 | -£16,683 | Removal of Budget provisions re uncertainty over income |
| Burial Ground Expenditure Incl Provsn | £16,280 | £19,270 | £2,990 | Increased Business |
| Cleaning Contracts - Office | £12,951 | £10,888 | -£2,063 | Reduced cleaning charges due Covid office closures |
| Council Van | £11,000 | £8,032 | -£2,968 | 2 out of 3 vehicles now owned |
| Insurances | £9,500 | £8,269 | -£1,231 | Reduced rates due to competitive tendering |
| Legion Building - running costs | £5,000 | £11,678 | £6,678 | Planned demolition not until Jul/Aug 2022. Bus Rates to be paid. |
| Members Allowances | £20,279 | £16,904 | -£3,375 | Less take-up than budgeted |
| Maintenance contracts (grounds) | £13,500 | £4,487 | -£9,013 | Works being taken in-house |
| Miscellaneous Staffing issues | £750 | £4,428 | £3,678 | Staff satisfaction survey |
| Postage | £2,000 | £583 | -£1,417 | Greater move to electronic format and £460 refund from prior yr |
| Salaries | £619,608 | £588,802 | -£30,806 | Staff movements: less higher paid employees, 1 less maintenar |
| Storage- external | £1,350 | £4,719 | £3,369 | Purchase of new container for Jobs depot |
| Technology | £7,150 | £8,975 | £1,825 | Addl subscriptions, under budgeted |
| Utilities | £7,471 | £5,045 | -£2,426 | Long term contracts with major suppliers have protected the TC + large water credit |
| Waste Management | £2,400 | £1,228 | -£1,172 | Less waste produced through WSCC contracts |
| Balance of all other budget items | £156,520 | £154,065 | -£2,455 | |
| MOVEMENT ON BASE EXPENDITURE | £925,082 | £874,230 | -£50,853 | DECREASE in expenditure |
| NET MOVEMENT ON PRECEPT | £818,838 | £746,003 | £72,835 | ESTIMATED YEAR END SURPLUS |

MONITORING REPORT 2021/22**31/03/2022****CIVIC, CORPORATE, PROMOTION AND STAFF****Month****12**

| | | Budget 2021/22 | Actual | 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 | £844 | -£156 |
| 5005 | Conferences/seminars | £250 | £100 | -£150 |
| 5016 | Consultants/Legal fund contribution (3018) | £1,000 | £1,106 | £106 |
| 6002 | Economic Development | £1,000 | £944 | -£56 |
| 4506 | Members Conferences | £500 | £0 | -£500 |
| 5004 | Miscellaneous Staffing Issues | £750 | £4,428 | £3,678 |
| 5010 | Public relations | £500 | £901 | £401 |
| 6007 | Beehive Contribution | £104,209 | £104,209 | £0 |
| 9601 | Salaries / oncosts (all staff) | £619,608 | £588,802 | -£30,806 |
| | Town Twinning fund contrbn 3047 | £1,000 | £1,000 | £0 |
| | | | | £0 |
| | | | | £0 |
| | | | | |
| TOTAL EXPENDITURE | | £729,817 | £702,333 | -£27,483 |
| NET POSITION | | -£710,943 | -£683,459 | £27,483 |

MONITORING REPORT 2021/22**31/03/2022****12****STAFF & MEMBER****MONTH****12**

| Code | Description | Budget 2021/22 | Actual | Variance on budget |
|-------------|------------------------------------|---------------------------|---------------|-------------------------------|
| 4505 | Members Courses | £500 | £105 | -£395 |
| | Recruitment Fund Contribution 3026 | £0 | £0 | £0 |
| | Training Fund Contribution 3008 | £2,000 | £2,000 | £0 |
| | | £2,500 | £2,105 | -£395 |

Community Engagement

| Code | Description | Budget 2021/22 | Actual To-Date | Variance on budget |
|--------------------------|---|---------------------------|---------------------------|-----------------------------------|
| INCOME | | | | |
| 5074 | AT April | £1,750 | £2,480 | £730 |
| 5072 | AT August | £1,750 | £1,946 | £196 |
| 5073 | AT Dec | £1,750 | £2,236 | £486 |
| 5076 | AT subscription | £6 | £0 | £-6 |
| | | | | £0 |
| TOTAL INCOME | | £5,256 | £6,662 | £1,406 |
| EXPENDITURE | | | | |
| 5014 | AT April | £5,150 | £10,068 | £4,918 |
| 5012 | AT August | £5,150 | £4,793 | £-357 |
| 5013 | AT Dec | £5,150 | £4,805 | £-345 |
| 8010 | Burgess Hill Bonfire Society | £1,800 | £1,700 | £-100 |
| 8006 | Burgess Hill In Bloom Sub - Cttee. | £500 | £500 | £0 |
| 8008 | Community Development | £500 | £432 | £-68 |
| | Grants/Donations Fund contribution - major/minor/Green 3010 | £12,000 | £12,000 | £0 |
| 8004 | Holiday Activities | £830 | £1,300 | £470 |
| 8013 | Remembrance & Armistic Day | £2,000 | £1,864 | £-136 |
| | Town Events fund Contrbn (3067) | £15,200 | £15,200 | £0 |
| | | | | |
| TOTAL EXPENDITURE | | £48,280 | £52,662 | £4,382 |
| NET POSITION | | £-43,024 | £-46,000 | £-2,976 |

Customer Service

Code

| | Description | Budget 2021/22 | Actual To-Date | Variance on budget |
|---------------------|--|-------------------|-------------------|-----------------------|
| INCOME | | | | |
| HP | HP, Shop, Tourism, Commission (NET Position) | £500 | £102 | -£398 |
| 7070 | Allotment rents income | £7,250 | £9,437 | £2,187 |
| 8582 | Council Chamber/SMR hire | £1,500 | £2,596 | £1,096 |
| 7072 | M.S.D.C. - Street Nameplates | £5,164 | £5,518 | £354 |
| 7071 | MSDC-Partnership Environmental improvements | £0 | £7,140 | £7,140 |
| 7078 | Other income/Sidney West planting/grass | £1,500 | £913 | -£587 |
| 7074 | WSCC roundabout/Shield Bed income | £16,700 | £16,751 | £51 |
| 7071 | WSCC Graffiti contract | £0 | £2,046 | £2,046 |
| TOTAL INCOME | | £32,614 | £44,504 | £11,889 |

EXPENDITURE

| Code | Description | Budget 21/22 | Actual To-Date | Var |
|--------------------------|---|-----------------|-------------------|----------------|
| 7012 | Allotment Rentals | £747 | £775 | £28 |
| 7020 | Allotment Site Costs Improvements/Maint | £5,000 | £5,478 | £478 |
| 7011 | Allotments water | £1,750 | £1,541 | -£209 |
| 6003 | CCTV | £2,250 | £1,498 | -£752 |
| 6004 | Christmas Lights | £9,250 | £8,684 | -£566 |
| 5510 | Cleaning contracts - office | £12,951 | £10,888 | -£2,063 |
| 5518 | Council Chamber/SMR hire | £325 | £548 | £223 |
| 9003 | Council Van | £11,000 | £8,032 | -£2,968 |
| 7005 | Dog Initiatives | £2,700 | £3,073 | £373 |
| 9004 | Fuel - Van | £3,500 | £2,756 | -£744 |
| 7026 | Graffiti Material | £750 | £550 | -£200 |
| 8502 | Help Point Miscellaneous | £750 | £831 | £81 |
| 7015 | Lighting - Maintenance & supply | £6,500 | £6,304 | -£196 |
| 7009 | Maintenance Contract - grounds | £13,500 | £4,487 | -£9,013 |
| 5511 | Maintenance Contracts - internal | £3,900 | £2,996 | -£904 |
| 9007 | Mobile Maint -new equipment | £3,000 | £2,233 | -£767 |
| 7028 | Planting | £1,250 | £719 | -£531 |
| 9008 | Protective clothing | £1,000 | £1,951 | £951 |
| 9501 | Repairs & Renewals Fund contribution | £8,000 | £8,000 | £0 |
| 5506 | Legion building - running costs (excl loan repaym | £5,000 | £11,678 | £6,678 |
| 7001 | Site Improvements | £3,000 | £3,007 | £7 |
| 9005 | Storage (external) | £1,350 | £4,719 | £3,369 |
| 7018 | Street Nameplates | £5,164 | £5,518 | £354 |
| 7029 | Traveller costs | £500 | £0 | -£500 |
| 7003 | Tree Surgery Fund Contribution (3025) | £3,250 | £3,250 | £0 |
| 7002 | Tree Survey | £1,271 | £1,300 | £29 |
| 8501 | Uniforms: HP | £500 | £763 | £263 |
| 7024 | Waste management/tipping | £2,400 | £1,228 | -£1,172 |
| 9001 | Workshop | £2,500 | £1,918 | -£582 |
| TOTAL EXPENDITURE | | £113,058 | £104,725 | -£8,333 |
| NET POSITION | | -£80,444 | -£60,222 | £20,222 |

FINANCE AND ADMINISTRATION

| Code | Description | Budget 2021/22 | Actual | Variance on budget |
|----------------------------|---|-------------------|-----------------|-----------------------|
| INCOME | | | | |
| 5580 | Room Lettings (Excl CC & smr) | £6,500 | £4,869 | £-1,631 |
| 5070 | Interest on Balances | £500 | £140 | £-360 |
| 6571 | Burial Ground Income | £29,000 | £39,679 | £10,679 |
| 7076 | Other income - finance (net) | £0 | £0 | £0 |
| 5573 | Sidney West - management charge | £13,500 | £13,500 | £0 |
| TOTAL INCOME | | £49,500 | £58,187 | £8,688 |
| EXPENDITURE | | | | |
| 5001 | Audit Fee/ Risk Assessment / Miscellaneous / Bank charges / Data protection | £23,874 | £7,191 | £-16,683 |
| 5019 | Bad Debts/provsn for Doubtful debts | £400 | £267 | £-133 |
| 6504 | Burial ground grave digging/maintenance | £16,280 | £19,270 | £2,990 |
| 4501 | Caretaking Services | £600 | £223 | £0 |
| 7512 | Technology | £7,150 | £8,975 | £1,825 |
| 4502 | Election Fund contribution 3003 | £2,000 | £2,000 | £0 |
| 5017 | Health & Safety | £500 | £274 | £-226 |
| 5007 | Hospitality | £500 | £1,095 | £595 |
| 7502 | Insurances | £9,500 | £8,269 | £-1,231 |
| 5508 | Legion Building Loan Repayments | £16,607 | £16,496 | £-111 |
| 4507 | Members Allowances | £20,279 | £16,904 | £-3,375 |
| 4504 | Members Travel & Subsistence | £200 | £0 | £-200 |
| 7516 | Mid Sx. Asspc. Of Town Councils | £400 | £400 | £0 |
| 7510 | Office Equipment | £500 | £751 | £251 |
| 7504 | Office recycling | £150 | £263 | £113 |
| 7506 | Office Supplies | £1,250 | £1,404 | £154 |
| 7508 | Postages | £2,000 | £583 | £-1,417 |
| 7509 | Printing | £2,750 | £3,498 | £748 |
| 7507 | Publications | £100 | £19 | £-81 |
| 5517 | Non-Domestic Rates 96 CW | £8,500 | £9,356 | £856 |
| 5020 | Streamline charges | £375 | £360 | £-15 |
| 7511 | Subscriptions | £4,850 | £5,077 | £227 |
| 7505 | Telephone & Communications | £8,150 | £8,294 | £144 |
| 7513 | Toner cartridges | £500 | £412 | £-88 |
| 7514 | Travel & Subsistence | £750 | £686 | £-64 |
| Utilities - 96 Church Walk | Utilities - 96 Church Walk | £7,471 | £5,045 | £-2,426 |
| 9997 | Release unrequired provisions | | £-500 | £-500 |
| TOTAL EXPENDITURE | | £135,636 | £116,613 | £-18,647 |
| NET POSITION | | £-86,136 | £-58,426 | £27,335 |