

**MONITORING REPORT 2022/23**

as at 31 October - Month 7

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**MONITORING REPORT  
2022/23**

31/10/2022

MONTH

7.0

**CONSOLIDATED SUMMARY**

	Budget 2022/23	Forecast 2022/23	Variance ON BUDGET
<b>INCOME</b>			
Civic, Corporate, Promotion and staff	£18,874	£21,187	£2,313
Community Engagement	£4,400	£3,210	-£1,190
Operational Services	£30,614	£39,454	£8,840
Customer Services (HelpPoint/Econ Dev)	£3,280	£4,944	£1,664
Finance and Administration	£48,650	£56,463	£7,813
<b>TOTAL INCOME</b>	<b>£105,818</b>	<b>£125,257</b>	<b>£19,439</b>
<b>EXPENDITURE</b>			
Civic, Corporate (Exclds Beehive Fund)	£656,499	£682,104	£25,605
Staff and Member	£2,500	£4,750	£2,250
Community Engagement	£49,031	£53,958	£4,927
Operational Services	£90,859	£91,290	£431
Customer Services (HelpPoint)	£1,675	£2,313	£638
Finance and Administration	£134,664	£119,598	-£15,065
<b>TOTAL BASE EXPENDITURE</b>	<b>£935,228</b>	<b>£954,013</b>	<b>£18,784</b>
Community Buildings Reserve (transfers to/fror	£104,209	£104,209	£0
<b>PRECEPT/NET BUDGETED EXPENDITURE</b>	<b>£933,619</b>	<b>£932,965</b>	<b>£655</b>
<b>Surplus / (-deficit)</b>	<b>£0</b>	<b>£655</b>	

## VARIANCE ANALYSIS 2022/23

	Budget	Forecast	Variance	
<b>NET BUDGETED EXPENDITURE (Precept)</b>	<b>£933,619</b>	<b>£932,965</b>	<b>£655</b>	<b>Deficit</b>
<i>Made up of:</i>				
	<i>Budget</i>	<i>Forecast</i>	<i>Variance</i>	<i>COMMENTS</i>
<b>INCOME</b>				
About Town	£4,400	£3,210	-£1,190	Challenging times to get advertising revenues
Burial Ground	£30,000	£32,000	£2,000	Pattern likely to show budget being exceeded.
Interest on balances	£250	£4,551	£4,301	Improving interest rates
MSDC- Environmental improvements	£0	£7,500	£7,500	Contract extended
Partnership Contribution - HP	£18,874	£21,187	£2,313	Inflationary increase agreed
Room lettings	£6,900	£9,268	£2,368	Successful hiring out of rooms and Audiology renewal
WSCC Graffiti contract	£0	£2,046	£2,046	Contract extended
Balance on all other budget items	£45,394	£45,495	£101	
<b>Total Movement on Income</b>	<b>£105,818</b>	<b>£125,257</b>	<b>£19,439</b>	<b>INCREASED income</b>
<b>EXPENDITURE</b>	<i>Budget</i>	<i>Forecast</i>	<i>Variance</i>	
About Town	£16,031	£20,958	£4,927	Large increase in printing costs due paper supplies
Audit & Miscellaneous	£23,874	£2,500	-£21,374	Removal of Budget provisions re uncertainty over income
Election Fund Contribution	£1,500	£7,593	£6,093	By-election Costs
Legion Building - running costs	£5,000	£7,799	£2,799	Demolition completion not until Nov 22, Business Rates to be paid
Members Allowances	£20,279	£17,048	-£3,231	Less take-up than budgeted
Maintenance contracts (grounds)	£5,000	£1,100	-£3,900	Works being taken in-house
Salaries	£650,899	£676,754	£25,855	Public Sector pay award, 6.5% approx
Site Improvements	£3,000	£4,179	£1,179	New finger post and work at West Park Reserve
Subscriptions	£4,850	£6,300	£1,450	Add subscription (Parish Online)
Technology	£8,000	£9,278	£1,278	Increases prices, addl subscriptions
Training Fund Contribution	£2,000	£4,500	£2,500	Changes in personnel, Management training
Utilities	£7,232	£9,931	£2,699	Electricity unit rate increasing 4 fold in December
Balance of all other budget items	£187,564	£186,072	-£1,492	
<b>MOVEMENT ON BASE EXPENDITURE</b>	<b>£935,228</b>	<b>£954,013</b>	<b>£18,783</b>	<b>INCREASE in expenditure</b>
<b>NET MOVEMENT ON PRECEPT</b>			<b>£655</b>	<b>ESTIMATED YEAR END SURPLUS</b>

# MONITORING REPORT 2022/23

## CIVIC, CORPORATE, PROMOTION AND STAFF

**Budget Forecast**  
**2022/23 2022/23**    **Variance**  
**on budget**

### INCOME

8570	Partnership Contributions - help point - MSDC	£18,874	£21,187	£2,313
				£0
<b>TOTAL INCOME</b>		<b>£18,874</b>	<b>£21,187</b>	<b>£2,313</b>

### EXPENDITURE

8023	Civic Events	£750	£650	-£100
5005	Conferences/seminars	£250	£250	£0
5016	Consultants/Legal fund contribution (3018)	£1,000	£1,000	£0
6002	Economic Development	£1,000	£1,000	£0
4506	Members Conferences	£350	£350	£0
5004	Miscellaneous Staffing Issues	£750	£600	-£150
5010	Public relations	£500	£500	£0
6007	Community Building Reserve Fund Contribution	£104,209	£104,209	£0
9601	Salaries / oncosts (all staff)	£650,899	£676,754	£25,855
	Town Twinning fund contrbn 3047	£1,000	£1,000	£0
				£0
				£0
<b>TOTAL EXPENDITURE</b>		<b>£760,708</b>	<b>£786,313</b>	<b>£25,605</b>
<b>NET POSITION</b>		<b>-£741,834</b>	<b>-£765,126</b>	<b>-£23,292</b>

**STAFF & MEMBER**

<b>Code</b>	<b>Description</b>	<b>Budget 2022/23</b>	<b>Forecast 2022/23</b>	<b>Variance on budget</b>
4505	Members Courses	£500	£250	-£250
	Recruitment Fund Contribution 3026	£0	£0	£0
5003	Training Fund Contribution 3008	£2,000	£4,500	£2,500
		<b>£2,500</b>	<b>£4,750</b>	<b>£2,250</b>

**Community Engagement**

Code	Description	Budget 2022/23	Forecast 2022/23	Variance on budget
<b>INCOME</b>				
5071	AT July	£1,800	£863	£-937
5073	AT November	£1,800	£1,547	£-253
5074	AT March	£800	£800	£0
5076	AT subscription	£0	£0	£0
			£0	£0
<b>TOTAL INCOME</b>		<b>£4,400</b>	<b>£3,210</b>	<b>£-1,190</b>
<b>EXPENDITURE</b>				
5011	AT July	£5,350	£6,854	£1,504
5013	AT November	£5,350	£7,052	£1,702
5014	AT March	£5,331	£7,052	£1,721
8010	Burgess Hill Bonfire Society	£1,800	£1,800	£0
8006	Burgess Hill In Bloom Sub - Cttee.	£500	£500	£0
8008	Community Development	£500	£500	£0
	Grants/Donations Fund contribution - major/minor/Green 3010	£12,000	£12,000	£0
8004	Holiday Activities	£1,000	£1,000	£700
8013	Remembrance & Armistic Day (FUND-3054)	£2,000	£2,000	£0
8021	Town Events fund Contrbn (3067)	£15,200	£15,200	£0
<b>TOTAL EXPENDITURE</b>		<b>£49,031</b>	<b>£53,958</b>	<b>£5,627</b>
<b>NET POSITION</b>		<b>£-44,631</b>	<b>£-50,748</b>	<b>£-6,817</b>

## Operational Services

## Code

INCOME	Description	Budget 2022/23	Forecast 2022/23	Variance on budget
7070	Allotment rents income	£7,250	£8,000	£750
7072	M.S.D.C. - Street Nameplates	£5,164	£5,164	£0
7071	MSDC-Partnership Environmental improvements	£0	£7,500	£7,500
7078	Other income/Sidney West planting/grass	£1,500	£868	£632
7074	WSCC roundabout/Shield Bed income	£16,700	£15,876	£824
7071	WSCC Graffiti contract	£0	£2,046	£2,046
<b>TOTAL INCOME</b>		<b>£30,614</b>	<b>£39,454</b>	<b>£8,840</b>

## EXPENDITURE

Code	Description	Budget 22/23	Forecast 22/23	Var
7012	Allotment Rentals	£800	£831	£31
7020	Allotment Site Costs Improvements/Maint	£2,000	£2,066	£66
7011	Allotments water	£1,750	£1,750	£0
6003	CCTV	£1,750	£1,648	£102
6004	Christmas Lights	£9,250	£10,200	£950
5510	Cleaning contracts - office	£12,000	£12,000	£0
9003	Council Van	£10,100	£8,821	£1,279
7005	Dog Initiatives	£3,000	£3,200	£200
9004	Fuel - Van	£3,125	£4,287	£1,162
7026	Graffiti Material	£750	£750	£0
7015	Lighting - Maintenance & supply	£6,250	£6,750	£500
7009	Maintenance Contract - grounds	£5,000	£1,100	£3,900
5511	Maintenance Contracts - internal	£3,250	£3,250	£0
9007	Mobile Maint -new equipment	£2,320	£1,500	£820
7028	Planting	£1,250	£2,125	£875
9008	Protective clothing	£1,000	£1,000	£0
9501	Repairs & Renewals Fund contribution	£8,000	£8,000	£0
5506	Legion building - running costs (excl loan repaymen	£5,000	£7,799	£2,799
7001	Site Improvements	£3,000	£4,179	£1,179
7034	Site Management plans	£0	£0	£0
9005	Storage (external)	£1,350	£1,420	£70
7018	Street Nameplates	£5,164	£5,164	£0
7029	Traveller costs	£500	£0	£500
7003	Tree Surgery Fund Contribution (3025)	£600	£600	£0
7002	Tree Survey	£0	£0	£0
7024	Waste management/tipping	£1,150	£850	£300
9001	Workshop	£2,500	£2,000	£500
<b>TOTAL EXPENDITURE</b>		<b>£90,859</b>	<b>£91,290</b>	<b>£431</b>
<b>NET POSITION</b>		<b>£60,245</b>	<b>£51,836</b>	<b>£8,409</b>

**MONITORING REPORT 2022/23****MONTH 7.00****Customer Service (HelpPoint)**

Code

Description		Budget 2022/23	Forecast 2022/23	Variance on budget
<b>INCOME</b>				
HP	HP,Shop,Tourism,Commission (NET Position)	£1,280	£1,694	£414
8582	Council Chamber/SMR hire	£2,000	£3,250	£1,250
<b>TOTAL INCOME</b>		<b>£3,280</b>	<b>£4,944</b>	<b>£1,664</b>
<b>EXPENDITURE</b>				
Code	Description	Budget 22/23	Forecast 22/23	Var
5518	Council Chamber/SMR hire-caretaking/catering	£175	£813	£638
8502	Help Point Miscellaneous	£750	£750	£0
8501	Uniforms: HP	£750	£750	£0
<b>TOTAL EXPENDITURE</b>		<b>£1,675</b>	<b>£2,313</b>	<b>£638</b>
<b>NET POSITION</b>		<b>£1,605</b>	<b>£2,631</b>	<b>£1,026</b>



**FINANCE AND ADMINISTRATION**

Code	Description	Budget 2022/23	Forecast 2022/23	Variance on budget
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**INCOME**

5580	Room Lettings (Excl CC & smr)	£4,900	£6,412	£1,512
5070	Interest on Balances	£250	£4,551	£4,301
6571	Burial Ground Income	£30,000	£32,000	£2,000
7076	Other income - finance (net)	£0	£0	£0
5573	Sidney West - management charge	£13,500	£13,500	£0

**TOTAL INCOME** **£48,650** **£56,463** **£7,813**

**EXPENDITURE**

5001	Audit Fee/ Risk Assessment / Miscellaneous / Bank charges	£23,874	£2,500	£21,374
5019	Bad Debts/provsn for Doubtful debts	£400	£400	£0
6504	Burial ground grave digging/maintenance	£16,600	£17,240	£640
4501	Caretaking Services	£450	£450	£0
7512	Technology	£8,000	£9,278	£1,278
4502	Election Fund contribution 3003	£1,500	£7,593	£6,093
5017	Health & Safety	£500	£500	£0
5007	Hospitality	£500	£500	£0
7502	Insurances	£8,530	£7,650	£880
5508	Legion Building Loan Repayments	£16,274	£16,274	£0
4507	Members Allowances	£20,279	£17,048	£3,231
4504	Members Travel & Subsistence	£200	£200	£0
7516	Mid Sx. Asspc. Of Town Councils	£400	£400	£0
7510	Office Equipment	£500	£500	£0
7504	Office recycling	£200	£200	£0
7506	Office Supplies	£1,100	£1,100	£0
7508	Postages	£1,250	£1,250	£0
7509	Printing	£2,750	£3,586	£836
7507	Publications	£100	£100	£0
5517	Non-Domestic Rates 96 CW	£9,400	£9,356	£44
5020	Streamline charges	£375	£375	£0
7511	Subscriptions	£4,850	£6,300	£1,450
7505	Telephone & Communications	£8,150	£8,387	£237
7513	Toner cartridges	£500	£400	£100
7514	Travel & Subsistence	£750	£900	£150
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£7,232	£9,931	£2,699
9997	Release unrequired provisions		£2,821	£2,821

**TOTAL EXPENDITURE** **£134,664** **£119,597** **£15,066**

**NET POSITION** **£86,014** **£63,135** **£22,879**