

MONITORING REPORT 2022/23

as at 31 December - Month 9

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MONITORING REPORT 2022/23

31/12/2022

MONTH

9.0

CONSOLIDATED SUMMARY

	Budget 2022/23	Forecast 2022/23	Variance ON BUDGET
INCOME			
Civic, Corporate, Promotion and staff	£18,874	£21,187	£2,313
Community Engagement	£4,400	£3,727	-£673
Operational Services	£30,614	£40,823	£10,209
Customer Services (HelpPoint/Econ Dev)	£3,280	£5,109	£1,829
Finance and Administration	£48,650	£64,064	£15,414
TOTAL INCOME	£105,818	£134,910	£29,092
EXPENDITURE			
Civic, Corporate (Exclds Beehive Fund)	£656,499	£674,947	£18,448
Staff and Member	£2,500	£4,750	£2,250
Community Engagement	£49,031	£53,790	£4,759
Operational Services	£90,859	£87,954	-£2,905
Customer Services (HelpPoint)	£1,675	£2,313	£638
Finance and Administration	£134,664	£122,593	-£12,071
TOTAL BASE EXPENDITURE	£935,228	£946,346	£11,118
Community Buildings Reserve (transfers to/from)	£104,209	£104,209	£0
PRECEPT/NET BUDGETED EXPENDITURE	£933,618	£915,645	£17,973

SUMMARY SCHEDULE OF INCOME AND EXPENDITURE

	Budget	Actual	Forecast
Precept	£933,618	£933,618	£933,618
Income	£105,818	£127,328	£134,910
Expenditure	-£1,039,436	-£818,529	-£1,050,555
Excess of Income over Expenditure	£0	£242,417	£17,973

VARIANCE ANALYSIS 2022/23

	Budget	Forecast	Variance	
NET BUDGETED EXPENDITURE (Precept)	£933,618	£915,645	£17,973	Deficit
<i>Made up of:</i>	<i>Budget</i>	<i>Forecast</i>	<i>Variance</i>	COMMENTS
INCOME				
About Town	£4,400	£3,727	-£673	Challenging times to get advertising revenues
Allotment Income	£7,250	£9,095	£1,845	Security premium
Burial Ground	£30,000	£36,000	£6,000	Pattern likely to show budget being exceeded.
Interest on balances	£250	£8,152	£7,902	Improving interest rates / more monies on deposit
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	£9,712	£2,812	Successful hiring out of rooms and Audiologdy renewal
WSCC Graffiti contract	£0	£2,046	£2,046	Contract extended
Balance on all other budget items	£38,144	£37,491	-£653	
Total Movement on Income	£105,818	£134,910	£29,092	INCREASED income
EXPENDITURE	Budget	Forecast	Variance	
About Town	£16,031	£20,790	£4,759	Large increase in printing costs due paper supplies
Audit & Miscellaneous	£23,874	£2,500	-£21,374	Removal of Budget provisions re uncertainty over income
Burial Ground	£16,600	£18,520	£1,920	Pattern likely to show budget being exceeded, see income.
Election Fund Contribution	£1,500	£7,593	£6,093	By-election Costs
Members Allowances	£20,279	£17,048	-£3,231	Less take-up than budgeted
Maintenance contracts (grounds)	£5,000	£850	-£4,150	Works being taken in-house
Salaries	£650,899	£669,947	£19,048	Public Sector pay award
Subscriptions	£4,850	£6,726	£1,876	Addl subscription (Parish Online), GDPR transfer
Technology	£8,000	£9,734	£1,734	Increases prices, addl subscriptions
Training Fund Contribution	£2,000	£4,500	£2,500	Changes in personnel, Management training
Utilities	£7,232	£10,754	£3,522	Exceptional increases in electricity prices.
Balance of all other budget items	£178,964	£177,385	-£1,579	
MOVEMENT ON BASE EXPENDITURE	£935,228	£946,346	£11,118	INCREASE in expenditure
NET MOVEMENT ON PRECEPT			£17,973	ESTIMATED YEAR END SURPLUS

MONITORING REPORT 2022/23

CIVIC, CORPORATE, PROMOTION AND STAFF

		Budget 2022/23	Forecast 2022/23	Variance on budget
INCOME				
8570	Partnership Contributions - help point - MSDC	£18,874	£21,187	£2,313
				£0
TOTAL INCOME		£18,874	£21,187	£2,313
EXPENDITURE				
8023	Civic Events	£750	£500	£-250
5005	Conferences/seminars	£250	£350	£100
5016	Consultants/Legal fund contribution (3018)	£1,000	£1,000	£0
6002	Economic Development	£1,000	£1,000	£0
4506	Members Conferences	£350	£0	£-350
5004	Miscellaneous Staffing Issues	£750	£650	£-100
5010	Public relations	£500	£500	£0
6007	Community Building Reserve Fund Contribution	£104,209	£104,209	£0
9601	Salaries / oncosts (all staff)	£650,899	£669,947	£19,048
	Town Twinning fund contrbn 3047	£1,000	£1,000	£0
				£0
				£0
TOTAL EXPENDITURE		£760,708	£779,156	£18,448
NET POSITION		£-741,834	£-757,969	£-16,135

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STAFF & MEMBER

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

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Community Engagement

Code	Description	Budget 2022/23	Forecast 2022/23	Variance on budget
INCOME				
5071	AT July	£1,800	£863	-£937
5073	AT November	£1,800	£1,547	-£253
5074	AT March	£800	£1,317	£517
5076	AT subscription	£0	£0	£0
			£0	£0
TOTAL INCOME		£4,400	£3,727	-£673
EXPENDITURE				
5011	AT July	£5,350	£6,854	£1,504
5013	AT November	£5,350	£6,872	£1,522
5014	AT March	£5,331	£7,064	£1,733
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	£0
8013	Remembrance/Armistic Day/Holocaust	£2,000	£2,000	£0
8021	Town Events fund Contrbn (3067)	£15,200	£15,200	£0
TOTAL EXPENDITURE		£49,031	£53,790	£4,759
NET POSITION		-£44,631	-£50,063	-£5,432

Operational Services

Code

INCOME	Description	Budget 2022/23	Forecast 2022/23	Variance on budget
7070	Allotment rents income	£7,250	£9,095	£1,845
7072	M.S.D.C. - Street Nameplates	£5,164	£5,438	£274
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
TOTAL INCOME		£30,614	£40,823	£10,209

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	£3,500	£1,750
6003	CCTV	£1,750	£1,648	-£102
6004	Christmas Lights	£9,250	£9,449	£199
5510	Cleaning contracts - office	£12,000	£12,000	£0
9003	Council Van	£10,100	£7,754	-£2,346
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	£850	-£4,150
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 repaymer	£5,000	£5,950	£950
7001	Site Improvements	£3,000	£2,737	-£263
9005	Storage (external)	£1,350	£1,420	£70
7018	Street Nameplates	£5,164	£5,438	£274
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
TOTAL EXPENDITURE		£90,859	£87,954	-£2,905
NET POSITION		-£60,245	-£47,131	£13,114

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Customer Service (HelpPoint)

Code

Description		Budget 2022/23	Forecast 2022/23	Variance on budget
INCOME				
HP	HP,Shop,Tourism,Commission (NET Position)	£1,280	£1,809	£529
8582	Council Chamber/SMR hire	£2,000	£3,300	£1,300
TOTAL INCOME		£3,280	£5,109	£1,829
EXPENDITURE				
Code	Description	Budget 2022/23	Forecast 2022/23	Var
5518	Council Chamber/SMR hire-caretaking/catering	£175	£813	£638
8502	Help Point Miscellaneous	£750	£750	£0
8501	Uniforms: HP	£750	£750	£0
TOTAL EXPENDITURE		£1,675	£2,313	£638
NET POSITION		£1,605	£2,797	£1,192

MONITORING REPORT 2022/23**MONTH****9****FINANCE AND ADMINISTRATION**

Code	Description	Budget 2022/23	Forecast 2022/23	Variance on budget
INCOME				
5580	Room Lettings (Excl CC & smr)	£4,900	£6,412	£1,512
5070	Interest on Balances	£250	£8,152	£7,902
6571	Burial Ground Income	£30,000	£36,000	£6,000
7076	Other income - finance (net)	£0	£0	£0
5573	Sidney West - management charge	£13,500	£13,500	£0
TOTAL INCOME		£48,650	£64,064	£15,414
EXPENDITURE				
5001	Audit Fee/ 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	£18,520	£1,920
4501	Caretaking Services	£450	£450	£0
7512	Technology	£8,000	£9,734	£1,734
4502	Election Fund contribution 3003	£1,500	£7,593	£6,093
5017	Health & Safety	£500	£250	£250
5007	Hospitality	£500	£500	£0
7502	Insurances	£8,530	£7,685	£845
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	£1,350	£100
7509	Printing	£2,750	£3,586	£836
7507	Publications	£100	£50	£50
5517	Non-Domestic Rates 96 CW	£9,400	£9,356	£44
5020	Streamline charges	£375	£375	£0
7511	Subscriptions	£4,850	£6,726	£1,876
7505	Telephone & Communications	£8,150	£8,387	£237
7513	Toner cartridges	£500	£500	£0
7514	Travel & Subsistence	£750	£975	£225
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£7,232	£10,754	£3,522
9997	Release unrequired provisions		£2,821	£2,821
TOTAL EXPENDITURE		£134,664	£122,592	£12,072
NET POSITION		£134,664	£122,592	£12,072