

<b>MONITORING REPORT 2023/24</b>	31/10/2023	MONTH	<b>7.0</b>
<b>CONSOLIDATED SUMMARY</b>	<b>Budget 2023/24</b>	<b>Forecast 2023/24</b>	<b>Variance ON BUDGET</b>
<b>INCOME</b>			
Civic, Corporate, Promotion and staff	£21,187	£23,327	£2,140
Community Engagement	£3,300	£5,024	£1,724
Operational Services	£40,711	£44,883	£4,172
Customer Services (HelpPoint/Econ Dev)	£5,030	£4,875	-£155
Finance and Administration	£63,898	£80,863	£16,965
<b>TOTAL INCOME</b>	<b>£134,126</b>	<b>£158,972</b>	<b>£24,846</b>
<b>EXPENDITURE</b>			
Civic, Corporate (Exclds Beehive Fund)	£733,374	£735,832	£2,459
Staff and Member	£4,500	£4,750	£250
Community Engagement	£54,050	£51,814	-£2,236
Operational Services	£89,049	£105,065	£16,016
Customer Services (HelpPoint)	£2,413	£1,870	-£543
Finance and Administration	£156,574	£135,642	-£20,932
<b>TOTAL BASE EXPENDITURE</b>	<b>£1,039,960</b>	<b>£1,034,973</b>	<b>-£4,987</b>
Community Buildings Reserve (transfers to/from)	£60,000	£60,000	£0
<b>PRECEPT/NET BUDGETED EXPENDITURE</b>	<b>£965,833</b>	<b>£936,002</b>	<b>£29,832</b>

## VARIANCE ANALYSIS 2023/24

	Budget	Forecast	Variance	
<b>NET BUDGETED EXPENDITURE</b>	<b>£965,833</b>	<b>£936,002</b>	<b>£29,832</b>	<b>Surplus</b>
<b>Made up of:</b>	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>	<b>COMMENTS</b>
<b>INCOME</b>				
About Town	£3,300	£5,024	£1,724	More successful selling
Burial Ground	£34,000	£37,000	£3,000	Pattern likely to show budget being exceeded.
Interest on balances	£9,638	£24,167	£14,529	Improving interest rates / more monies on deposit
Other Income	£750	£3,868	£3,118	3rd party money towards reinstatement of Fairplace roundabout
Partnership Contribution - HP	£21,187	£23,327	£2,140	Inflationary increase agreed
Street Name Plates (MSDC)	£5,164	£6,499	£1,335	Matches expenditure (below)
Balance on all other budget items	£60,087	£59,087	-£1,000	
<b>Total Movement on Income</b>	<b>£134,126</b>	<b>£158,972</b>	<b>£24,846</b>	<b>INCREASED income</b>
<b>EXPENDITURE</b>	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>	
About Town	£21,300	£19,064	-£2,236	New print contract with new supplier
Allotment Site Costs	£2,000	£5,700	£3,700	Skips more expensive/pest control/MOT, Eastdale river bank erosion
Audit & Miscellaneous	£22,374	£3,600	-£18,774	Removal of Budget provisions re uncertainty over income
Burial Ground	£18,900	£19,950	£1,050	Pattern likely to show budget being exceeded, see income.
Members Allowances	£23,259	£20,717	-£2,542	Less take-up than budgeted
Planting	£1,500	£4,050	£2,550	3 tier planters in church walk
Printing	£3,500	£5,515	£2,015	Reprints of History Trails and Twittens leaflet
Salaries	£728,774	£731,232	£2,459	Additional staff member joining pension scheme
Street Nameplates	£5,164	£6,499	£1,335	Matches Income (above)
Street Scene & Minor works	£0	£2,000	£2,000	Roman Road inserts and Streetlight at Ashway (Council 22/23)
Tree Survey	£0	£3,000	£3,000	More indepth survey required, increased prices
Utilities	£19,394	£16,141	-£3,254	New energy contracts at substantially lower prices
Balance of all other budget items	£193,796	£197,505	£3,709	
<b>MOVEMENT ON BASE EXPENDITURE</b>	<b>£1,039,960</b>	<b>£1,034,973</b>	<b>-£4,987</b>	<b>DECREASED in expenditure</b>
<b>NET MOVEMENT ON PRECEPT</b>			<b>£29,832</b>	<b>ESTIMATED YEAR END SURPLUS</b>

# MONITORING REPORT 2023/24

31/10/2023

## CIVIC, CORPORATE, PROMOTION AND STAFF

**Budget Forecast**    **Variance**  
**2023/24**   **2023/24**   **on budget**

### INCOME

8570	Partnership Contributions - help point - MSDC	£21,187	£23,327	£2,140
				£0
<b>TOTAL INCOME</b>		<b>£21,187</b>	<b>£23,327</b>	<b>£2,140</b>

### EXPENDITURE

8023	Civic Events	£750	£750	£0
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	£750	£0
5010	Public relations	£500	£500	£0
6007	Community Building Reserve Fund Contribution	£60,000	£60,000	£0
9601	Salaries / oncosts (all staff)	£728,774	£731,232	£2,459
	Town Twinning fund contrbn 3047	£0	£0	£0
	Youth Council			£0
				£0
<b>TOTAL EXPENDITURE</b>		<b>£793,374</b>	<b>£795,832</b>	<b>£2,459</b>
<b>NET POSITION</b>		<b>-£772,187</b>	<b>-£772,505</b>	<b>-£319</b>

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**MONITORING REPORT 2023/24****MONTH 7****STAFF & MEMBER**

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Code	Description	Budget 2023/24	Forecast 2023/24	Variance on budget
4505	Members Courses	£500	£250	-£250
5002	Recruitment Fund Contribution 3026	£0	£0	£0
5003	Training Fund Contribution 3008	£4,000	£4,500	£500
		<b>£4,500</b>	<b>£4,750</b>	<b>£250</b>

**MONITORING REPORT 2023/24****MONTH 7****Community Engagement****31/10/2023**

Code	Description	Budget 2023/24	Forecast 2023/24	Variance on budget
<b>INCOME</b>				
5071	AT July	£1,000	£1,199	£199
5073	AT November	£1,500	£2,508	£1,008
5074	AT March	£800	£1,317	£517
5076	AT subscription	£0	£0	£0
			£0	£0
<b>TOTAL INCOME</b>		<b>£3,300</b>	<b>£5,024</b>	<b>£1,724</b>
<b>EXPENDITURE</b>				
5011	AT July	£7,100	£6,487	-£613
5013	AT November	£7,100	£6,500	-£600
5014	AT March	£7,100	£6,077	-£1,023
8010	Burgess Hill Bonfire Society	£1,800	£1,800	£0
8006	Burgess Hill In Bloom Sub - Cttee.	£500	£500	£0
8008	Community Development	£500	£0	-£500
	Grants/Donations Fund contribution - major/minor/Green 3010	£12,000	£12,000	£0
8013	Remembrance/Armistic Day/Holocaust	£1,750	£1,750	£0
8021	Town Events fund Contrbn (3067)	£16,200	£16,700	£500
<b>TOTAL EXPENDITURE</b>		<b>£54,050</b>	<b>£51,814</b>	<b>-£2,236</b>
<b>NET POSITION</b>		<b>-£50,750</b>	<b>-£46,790</b>	<b>£3,960</b>

## Operational Services

Code				
INCOME	Description	Budget 2023/24	Forecast 2023/24	Variance on budget
7070	Allotment rents income	£8,500	£9,095	£595
7072	M.S.D.C. - Street Nameplates	£5,164	£6,499	£1,335
7071	MSDC-Partnership Environmental improvements	£7,500	£7,500	£0
7078	Other income/Sidney West planting/grass	£750	£3,868	£3,118
7074	WSCC roundabout/Shield Bed income	£16,751	£15,875	-£876
7071	WSCC Graffiti contract	£2,046	£2,046	£0
<b>TOTAL INCOME</b>		<b>£40,711</b>	<b>£44,883</b>	<b>£4,172</b>
EXPENDITURE				
Code	Description	Budget 2023/24	Forecast 2023/24	Var
7012	Allotment Rentals	£900	£939	£39
7020	Allotment Site Costs Improvements/Maint	£2,000	£5,700	£3,700
7011	Allotments water	£2,500	£2,750	£250
6003	CCTV	£1,750	£2,229	£479
6004	Christmas Lights	£10,300	£11,150	£850
5510	Cleaning contracts - office	£12,720	£13,013	£293
9003	Council Van	£9,000	£9,000	£0
7005	Dog Initiatives	£3,520	£3,500	-£20
9004	Fuel - Van	£4,500	£3,679	-£821
7026	Graffiti Material	£750	£750	£0
7015	Lighting - Maintenance & supply	£10,000	£10,695	£695
7009	Maintenance Contract - grounds	£1,000	£1,600	£600
5511	Maintenance Contracts - internal	£3,445	£4,250	£805
9007	Mobile Maint -new equipment	£1,750	£1,750	£0
7028	Planting	£1,500	£4,050	£2,550
9008	Protective clothing	£1,000	£1,500	£500
9501	Repairs & Renewals Fund contribution	£6,000	£6,000	£0
5506	Legion building - running costs (excl loan repayments)	£2,500	£1,550	-£950
7001	Site Improvements	£3,000	£3,000	£0
7034	Site Management plans	£0	£0	£0
9005	Storage (external)	£1,500	£1,511	£11
7018	Street Nameplates	£5,164	£6,499	£1,335
7031	Street Scene activities /Minor works fund contribution Code 3	£0	£2,000	£2,000
7029	Traveller costs	£500	£500	£0
7003	Tree Surgery Fund Contribution (3025)	£600	£600	£0
7002	Tree Survey	£0	£3,000	£3,000
7024	Waste management/tipping	£1,150	£1,850	£700
9001	Workshop	£2,000	£2,000	£0
New	Sandpit			
			£0	£0
<b>TOTAL EXPENDITURE</b>		<b>£89,049</b>	<b>£105,065</b>	<b>£16,016</b>
<b>NET POSITION</b>		<b>-£48,338</b>	<b>-£60,182</b>	<b>-£11,844</b>

**MONITORING REPORT 2023/24****31/10/2023****MONTH****7.00****Customer Service (HelpPoint)**

Description		<b>Budget 2023/24</b>	<b>Forecast 2023/24</b>	<b>Variance on budget</b>
<b>INCOME</b>				
HP	HP,Shop,Tourism,Commission (NET Position)	£1,780	£1,625	£-155
8582	Council Chamber/SMR hire	£3,250	£3,250	£0
<b>TOTAL INCOME</b>		<b>£5,030</b>	<b>£4,875</b>	<b>£-155</b>
<b>EXPENDITURE</b>				
Code	Description	Budget 2023/24	Forecast 2023/24	Var
5518	Council Chamber/SMR hire-caretaking/catering	£813	£813	£0
8502	Help Point Miscellaneous	£750	£750	£0
8501	Uniforms: HP	£850	£307	£-543
<b>TOTAL EXPENDITURE</b>		<b>£2,413</b>	<b>£1,870</b>	<b>£-543</b>
<b>NET POSITION</b>		<b>£2,618</b>	<b>£3,006</b>	<b>£388</b>

## FINANCE AND ADMINISTRATION

Code	Description	Budget 2023/24	Forecast 2023/24	Variance on budget
<b>INCOME</b>				
5580	Room Lettings (Excl CC & smr)	£6,760	£6,196	£-564
5070	Interest on Balances	£9,638	£24,167	£14,529
6571	Burial Ground Income	£34,000	£37,000	£3,000
7076	Other income - finance (net)	£0	£0	£0
5573	Management charge SW & CIC	£13,500	£13,500	£0
<b>TOTAL INCOME</b>		<b>£63,898</b>	<b>£80,863</b>	<b>£16,965</b>
<b>EXPENDITURE</b>				
5001	Audit Fee/ Miscellaneous / Bank charges	£22,374	£3,600	£-18,774
5019	Bad Debts/provsn for Doubtful debts	£400	£400	£0
6504/5	Burial ground	£18,900	£19,950	£1,050
4501	Caretaking Services	£450	£450	£0
7512	Technology	£9,250	£9,550	£300
4502	Election Fund contribution 3003	£3,000	£3,000	£0
5017	Health & Safety	£250	£250	£0
5007	Hospitality	£500	£750	£250
7502	Insurances	£7,800	£8,045	£245
5508	Legion Building Loan Repayments	£16,052	£16,052	£0
4507	Members Allowances	£23,259	£20,717	£-2,542
4504	Members Travel & Subsistence	£200	£200	£0
7516	Mid Sx. Asspc. Of Town Councils	£400	£400	£0
7510	Office Equipment	£500	£1,000	£500
7504	Office recycling	£200	£200	£0
7506	Office Supplies (consumable)	£1,100	£1,100	£0
7508	Postages	£1,250	£1,250	£0
7509	Printing	£3,500	£5,515	£2,015
7507	Publications	£100	£100	£0
5517	Non-Domestic Rates 96 CW	£10,180	£9,481	£-699
5020	Streamline charges	£375	£375	£0
7511	Subscriptions	£6,900	£6,900	£0
7505	Telephone & Communications	£8,890	£8,865	£-25
7513	Toner cartridges	£500	£500	£0
7514	Travel & Subsistence	£850	£850	£0
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£19,394	£16,141	£-3,254
<b>TOTAL EXPENDITURE</b>		<b>£156,574</b>	<b>£135,641</b>	<b>£-20,933</b>
<b>NET POSITION</b>		<b>£-92,676</b>	<b>£-54,779</b>	<b>£37,898</b>