

MONITORING REPORT 2023/24

as at 31 December 2023 - Month 9

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MONITORING REPORT 2023/24

31/12/2023

MONTH

9.0**CONSOLIDATED SUMMARY**

| | Budget 2023/24 | Forecast 2023/24 | Variance ON BUDGET |
|-----------------------------------------------------------|-------------------|---------------------|-----------------------|
| INCOME | | | |
| Civic, Corporate, Promotion and staff | £21,187 | £23,327 | £2,140 |
| Community Engagement | £3,300 | £4,447 | £1,147 |
| Operational Services | £40,711 | £44,007 | £3,296 |
| Customer Services (HelpPoint/Econ Dev) | £5,030 | £4,986 | -£44 |
| Finance and Administration | £63,898 | £93,027 | £29,129 |
| TOTAL INCOME | £134,126 | £169,793 | £35,668 |
| EXPENDITURE | | | |
| Civic, Corporate (Exclds CommBuild Fund) | £733,374 | £737,474 | £4,100 |
| Staff and Member | £4,500 | £4,750 | £250 |
| Community Engagement | £54,050 | £65,604 | £11,554 |
| Operational Services | £89,049 | £119,017 | £29,968 |
| Customer Services (HelpPoint) | £2,413 | £1,870 | -£543 |
| Finance and Administration | £156,574 | £131,815 | -£24,759 |
| TOTAL BASE EXPENDITURE (Excl'd Comm Build Reserve) | £1,039,959 | £1,060,529 | £20,569 |
| Community Buildings Reserve (transfers to/from) | £60,000 | £60,000 | £0 |
| PRECEPT/NET BUDGETED EXPENDITURE | £965,833 | £950,736 | £15,098 |

SUMMARY SCHEDULE OF INCOME AND EXPENDITURE

| | Budget | Actual | Forecast |
|------------------------------------------|-------------|-----------------|----------------|
| Precept | £965,833 | £965,833 | £965,833 |
| Income | £134,126 | £138,831 | £169,793 |
| Expenditure | -£1,099,958 | -£821,820 | -£1,120,529 |
| Excess of Income over Expenditure | £0 | £282,844 | £15,098 |

VARIANCE ANALYSIS 2023/24

| | Budget | Forecast | Variance | |
|--------------------------------------|-------------------|-------------------|-----------------|--------------------------------------------------------------------------|
| NET BUDGETED EXPENDITURE | £965,833 | £950,736 | £15,098 | Surplus |
| Made up of: | | | | |
| INCOME | Budget | Forecast | Variance | COMMENTS |
| About Town | £3,300 | £4,447 | £1,147 | More successful selling |
| Burial Ground | £34,000 | £39,841 | £5,841 | Pattern likely to show budget being exceeded. |
| Interest on balances | £9,638 | £33,490 | £23,853 | 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 | £58,322 | -£1,765 | |
| Total Movement on Income | £134,126 | £169,793 | £35,668 | INCREASE in income |
| EXPENDITURE | Budget | Forecast | Variance | |
| About Town | £21,300 | £19,130 | -£2,170 | New contract with new print supplier |
| Allotment Site Costs | £2,000 | £5,700 | £3,700 | Skips more expensive/pest control/MOT, Eastdale river bank erosion works |
| Audit & Miscellaneous | £22,374 | £3,600 | -£18,774 | Removal of Budget provisions re uncertainty over income |
| Burial Ground | £18,900 | £13,944 | -£4,956 | Removal of BG charge to fund. Not required |
| Council Van | £9,000 | £10,717 | £1,717 | Respray van / new signage |
| Cost of Living Support | £0 | £1,105 | £1,105 | To top-up fund to £1,500 for winter 25/26 |
| Fuel for vans | £4,500 | £3,000 | -£1,500 | Falling fuel prices, less usage |
| Grants & Donations | £12,000 | £15,724 | £3,724 | Increase agreed by Council to match demand |
| Lightin Maintenance | £10,000 | £11,895 | £1,895 | Adoption of Ashway street light |
| Maintenance Contracts - Ext Groundsa | £1,000 | £2,325 | £1,325 | Use of contractors with specialist equipment |
| 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 |
| Repairs and Renewals | £6,000 | £10,000 | £4,000 | Cyprus Rd storage roof repair / Cyprus Hall drainage |
| Salaries | £728,774 | £732,930 | £4,156 | Additional staff member joining pension scheme |
| Storage | £1,500 | £10,052 | £8,552 | New depot |
| Street Nameplates | £5,164 | £6,499 | £1,335 | Matches Income (above) |
| Technology | £9,250 | £11,729 | £2,479 | Purchase of tablets/software for MaintDept.Agreed Nov23 Council |
| Town Events | £16,200 | £26,700 | £10,500 | Increase agreed by Council to fund additional events |
| 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 |
| Waste management/tipping | £1,150 | £2,473 | £1,323 | Increased tipping at amenity tip |
| Balance of all other budget items | £123,195 | £123,584 | £389 | |
| MOVEMENT ON BASE EXPENDITURE | £1,039,959 | £1,060,529 | £20,570 | INCREASE in expenditure |
| NET MOVEMENT ON PRECEPT | | | £15,098 | ESTIMATED YEAR END SURPLUS |

MONITORING REPORT 2023/24
CIVIC, CORPORATE, PROMOTION AND STAFF

31/12/2023

| | | Budget | Forecast | Variance | Accruals |
|--------------------------|-----------------------------------------------|------------------|------------------|----------------|------------------|
| | | 2023/24 | 2023/24 | on budget | |
| INCOME | | | | | |
| 8570 | Partnership Contributions - help point - MSDC | £21,187 | £23,327 | £2,140 | £0 |
| | | | | £0 | |
| TOTAL INCOME | | £21,187 | £23,327 | £2,140 | £0 |
| EXPENDITURE | | | | | |
| 8023 | Civic Events | £750 | £350 | £-400 | £263 |
| 5005 | Conferences/seminars | £250 | £250 | £0 | £250 |
| 5016 | Consultants/Legal fund contribution (3018) | £1,000 | £1,344 | £344 | £0 |
| 6002 | Economic Development | £1,000 | £1,000 | £0 | £460 |
| 4506 | Members Conferences | £350 | £350 | £0 | £100 |
| 5004 | Miscellaneous Staffing Issues | £750 | £750 | £0 | £348 |
| 5010 | Public relations | £500 | £500 | £0 | £16 |
| 6007 | Community Building Reserve Fund Contribution | £60,000 | £60,000 | £0 | £0 |
| 9601 | Salaries / oncosts (all staff) | £728,774 | £732,930 | £4,156 | £183,974 |
| | Town Twinning fund contrbn 3047 | £0 | £0 | £0 | £0 |
| | Youth Council | | | £0 | |
| | | | | £0 | |
| | | | | | £0 |
| TOTAL EXPENDITURE | | £793,374 | £797,474 | £4,100 | £185,411 |
| NET POSITION | | -£772,187 | -£774,147 | -£1,960 | -£185,411 |

STAFF & MEMBER

| 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 |
| | | £4,500 | £4,750 | £250 |

MONITORING REPORT 2023/24**MONTH 9****Community Engagement****31/12/2023**

| Code | Description | Budget 2023/24 | Forecast 2023/24 | Variance on budget |
|--------------------------|-------------------------------------------------------------|-------------------|---------------------|--------------------------|
| INCOME | | | | |
| | | | | |
| 5071 | AT July | £1,000 | £1,199 | £199 |
| 5073 | AT November | £1,500 | £2,508 | £1,008 |
| 5074 | AT March | £800 | £740 | -£60 |
| 5076 | AT subscription | £0 | £0 | £0 |
| | | | £0 | £0 |
| TOTAL INCOME | | £3,300 | £4,447 | £1,147 |
| EXPENDITURE | | | | |
| 5011 | AT July | £7,100 | £6,487 | -£613 |
| 5013 | AT November | £7,100 | £6,546 | -£554 |
| 5014 | AT March | £7,100 | £6,097 | -£1,003 |
| 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 | £15,724 | £3,724 |
| | COL | £0 | £0 | £0 |
| 8013 | Remembrance/Armistic Day/Holocaust | £1,750 | £1,750 | £0 |
| 8021 | Town Events fund Contrbn (3067) | £16,200 | £26,700 | £10,500 |
| | | | | |
| TOTAL EXPENDITURE | | £54,050 | £65,604 | £11,554 |
| NET POSITION | | -£50,750 | -£61,157 | -£10,407 |

Operational Services

Code

| INCOME | Description | Budget 2023/24 | Forecast 2023/24 | Variance on budget |
|---------------------|---------------------------------------------|-------------------|---------------------|-----------------------|
| 7070 | Allotment rents income | £8,500 | £8,219 | -£281 |
| 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 | WSSC roundabout/Shield Bed income | £16,751 | £15,875 | -£876 |
| 7071 | WSSC Graffiti contract | £2,046 | £2,046 | £0 |
| TOTAL INCOME | | £40,711 | £44,007 | £3,296 |

| 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 | £2,500 | £0 |
| 6003 | CCTV | £1,750 | £2,229 | £479 |
| 6004 | Christmas Lights | £10,300 | £11,150 | £850 |
| 5510 | Cleaning contracts - office | £12,720 | £12,788 | £68 |
| 9003 | Council Van | £9,000 | £10,717 | £1,717 |
| 7005 | Dog Initiatives | £3,520 | £3,500 | -£20 |
| 9004 | Fuel - Van | £4,500 | £3,000 | -£1,500 |
| 7026 | Graffiti Material | £750 | £750 | £0 |
| 7015 | Lighting - Maintenance & supply | £10,000 | £11,895 | £1,895 |
| 7009 | Maintenance Contract - grounds | £1,000 | £2,325 | £1,325 |
| 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 | £10,000 | £4,000 |
| 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) / Depot | £1,500 | £10,052 | £8,552 |
| 7018 | Street Nameplates | £5,164 | £6,499 | £1,335 |
| 7031 | Street Scene activities /Minor works fund contribution Code 3 | £0 | £800 | £800 |
| 7029 | Traveller costs | £500 | £0 | -£500 |
| 7003 | Tree Surgery Fund Contribution (3025) | £600 | £600 | £0 |
| 7002 | Tree Survey | £0 | £3,000 | £3,000 |
| 7024 | Waste management/tipping | £1,150 | £2,473 | £1,323 |
| 9001 | Workshop | £2,000 | £2,000 | £0 |
| New | Sandpit | | | |
| | | | £0 | £0 |
| TOTAL EXPENDITURE | | £89,049 | £119,017 | £29,968 |
| NET POSITION | | -£48,338 | -£75,010 | -£26,672 |

MONITORING REPORT 2023/24**31/12/2023****MONTH****9.00****Customer Service (HelpPoint)**

| Description | | Budget 2023/24 | Forecast 2023/24 | Variance on budget |
|--------------------------|--------------------------------------------------|----------------|------------------|--------------------|
| INCOME | | | | |
| HP | HP,Shop,Tourism,Commission (NET Position) | £1,780 | £1,736 | -£44 |
| 8582 | Council Chamber/SMR hire | £3,250 | £3,250 | £0 |
| TOTAL INCOME | | £5,030 | £4,986 | -£44 |
| EXPENDITURE | | | | |
| Code | Description | Budget 2023/24 | Forecast 2023/24 | Var |
| 5518 | HP/Chamber/SMR hire-caretaking/catering/beverage | £813 | £813 | £0 |
| 8502 | Help Point Miscellaneous | £750 | £750 | £0 |
| 8501 | Uniforms: HP | £850 | £307 | -£543 |
| | HP promotion | | | |
| TOTAL EXPENDITURE | | £2,413 | £1,870 | -£543 |
| NET POSITION | | £2,618 | £3,116 | £499 |

FINANCE AND ADMINISTRATION

| Code | Description | Budget 2023/24 | Forecast 2023/24 | Variance on budget |
|----------------------------|-----------------------------------------|-------------------|---------------------|-----------------------|
| INCOME | | | | |
| 5580 | Room Lettings (Excl CC & smr) | £6,760 | £6,196 | -£564 |
| 5070 | Interest on Balances | £9,638 | £33,490 | £23,853 |
| 6571 | Burial Ground Income | £34,000 | £39,841 | £5,841 |
| 7076 | Other income - finance (net) | £0 | £0 | £0 |
| 5573 | Management charge SW & CIC | £13,500 | £13,500 | £0 |
| TOTAL INCOME | | £63,898 | £93,027 | £29,129 |
| EXPENDITURE | | | | |
| 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 | £13,944 | -£4,956 |
| 4501 | Caretaking Services | £450 | £450 | £0 |
| 7512 | Technology | £9,250 | £11,729 | £2,479 |
| 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 |
| TOTAL EXPENDITURE | | £156,574 | £131,814 | -£24,760 |
| NET POSITION | | -£92,676 | -£38,787 | £53,889 |