



MONITORING REPORT 2025/26

31 October 2025 - Month 7

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CONSOLIDATED SUMMARY**MONITORING REPORT
2025/26**

	Budget 2025/26	Forecast 2025/26	Variance On Budget
INCOME			
Civic, Corporate, Promotion and staff	£24,423	£24,423	£0
Community Engagement	£750	£1,557	£807
Operational Services	£32,867	£33,367	£500
Customer Services	£8,143	£8,464	£321
Finance and Administration	£75,358	£76,261	£903
TOTAL INCOME	£141,540	£144,072	£2,531
EXPENDITURE			
Civic, Corporate (Exclds CommBuild Fund)	£867,095	£862,467	£4,628
Community Engagement	£79,250	£76,754	£2,496
Operational Services	£188,614	£193,602	£4,988
Customer Services	£2,200	£1,750	£450
Finance and Administration	£155,686	£137,491	£18,195
TOTAL BASE EXPENDITURE (Exclcd Comm Build Reserve)	£1,292,846	£1,272,065	£20,782
Community Buildings Reserve (transfers to/from)	£47,000	£47,000	£0
PRECEPT/NET BUDGETED EXPENDITURE	£1,198,306	£1,174,992	£23,314

VARIANCE ANALYSIS 2025/26 +/- £1000

	Budget	Forecast	Variance	
NET BUDGETED EXPENDITURE	£1,198,306	£1,174,992	£23,314	Surplus
Made up of:	Budget	Forecast	Variance	COMMENTS
INCOME			£0	
Interest on balances	£25,858	£32,761	£6,903	Relatively high interest rates / high level of funds on deposit
Burial Ground Income	£36,000	£30,000	-£6,000	Burial activity has slowed
Balance on all other budget items	£79,683	£81,311	£1,628	
Total Movement on Income	£141,540	£144,072	£2,531	INCREASE in income
EXPENDITURE	Budget	Forecast	Variance	
About Town	£19,895	£17,899	-£1,996	Credit for over £2k received from Royal Mail for poor performance
Burial Ground	£12,600	£10,000	-£2,600	Drop-off in activity
Burial Ground Loan (phase 2) repayment	£22,000	£8,940	-£13,060	Loan being drawn down later
Council Van	£9,766	£12,441	£2,675	Addl Hire vehicle and repairs to berlingo
Maintenance Contracts - internal	£4,463	£6,477	£2,015	LOLER test, AirconTM44Inspection/legionella fail
96 CW flat roof repairs	£0	£5,000	£5,000	NEW: Set-aside funds over 3 years towards flat roof replacement
Folders Meadow Maintenance Fund Contribution	£5,000	£7,000	£2,000	Folders Meadow play area resurfacing
Salaries	£849,745	£844,232	-£5,513	Annual payrise less than budgeted, staff movements
Site Improvements	£13,000	£11,000	-£2,000	Full budget not required
Bolney & Storage	£44,000	£40,379	-£3,621	3 month delay in occupation
Utilities	£9,804	£8,269	-£1,536	New energy contracts at substantially lower prices, milder winters
Balance of all other budget items	£302,573	£300,428	-£2,145	
MOVEMENT ON BASE EXPENDITURE	£1,292,846	£1,272,065	-£20,781	DECREASE in expenditure
NET MOVEMENT ON PRECEPT			£23,314	ESTIMATED YEAR END SURPLUS

CIVIC, CORPORATE, PROMOTION AND STAFF

		Budget 2025/26	Forecast 2025/26	Variance on budget
INCOME				
8570	Partnership Contributions - help point - MSDC	£24,423	£24,423	£0
				£0
TOTAL INCOME		£24,423	£24,423	£0
EXPENDITURE				
	Civic			
5005	Conferences/seminars	£250	£510	£260
5016	Consultants/Legal fund contribution (3018)	£1,000	£1,000	£0
6002	Economic Development (Bridge the Gap fund 3072)	£1,000	£750	-£250
4506	Members Conferences	£350	£350	£0
5010	Public relations	£500	£775	£275
6007	Community Building Reserve Fund Contribution	£47,000	£47,000	£0
8027	Youth Council Fund (3079)	£1,000	£1,000	£0
	Staff & Member			
5006	HR services	£3,000	£3,000	£0
4505	Members Courses	£500	£350	-£150
5004	Miscellaneous Staffing Issues	£750	£1,500	£750
5002	Recruitment Fund Contribution 3026	£2,000	£2,000	£0
9601	Salaries / oncosts (all staff)	£849,745	£844,232	-£5,513
5003	Training Fund Contribution 3008	£7,000	£7,000	£0
TOTAL EXPENDITURE		£914,095	£909,467	-£4,628
NET POSITION		-£889,672	-£885,044	£4,628

Community Engagement

Code	Description	Budget 2025/26	Forecast 2025/26	Variance on budget
INCOME				
5011-5014	About Town Income	£750	£1,557	£807
	Christmas Town Centre Market			
TOTAL INCOME		£750	£1,557	£807
EXPENDITURE				
5071-76	About Town Expenditure	£19,895	£17,899	-£1,996
	Advertising sponsorship			£0
8010	Burgess Hill Bonfire Society Annual Grant	£7,300	£7,300	£0
8006	Burgess Hill In Bloom Sub - Cttee.	£500	£500	£0
8023	Civic Events/Mayor	£750	£750	£0
8001	Grants/Donations Fund contribution - major/minor/Green 3010	£16,250	£16,250	£0
8028	Cost of Living Fund Contrbn (3071)	£1,105	£1,105	£0
8013	Remembrance/Armistic Day/Holocaust	£1,750	£1,250	-£500
8021	Town Events fund Contrbn (3067)	£16,700	£16,700	£0
	Christmas Town Centre Market	£0	£0	£0
8029	Pantry Grant - rent support	£15,000	£15,000	£0
TOTAL EXPENDITURE		£79,250	£76,754	-£2,496
NET POSITION		-£78,500	-£75,197	£3,303

Operational Services

Code		Budget 2025/26	Forecast 2025/26	Variance on budget
INCOME	Description			
7070	Allotment rents income	£8,500	£9,000	£500
7072	M.S.D.C. - Street Nameplates	£6,571	£6,571	£0
7078	Other income/Sidney West planting/grass	£750	£750	£0
7074	WSCC roundabout/Shield Bed income	£15,000	£15,000	£0
7071	WSCC Graffiti contract	£2,046	£2,046	£0
TOTAL INCOME		£32,867	£33,367	£500
EXPENDITURE				
Code	Description	Budget 2025/26	Forecast 2025/26	Var
7012	Allotment Rentals	£1,100	£1,004	£96
7020	Allotment Site Costs Improvements/Maint	£4,500	£4,500	£0
7011	Allotments water	£2,750	£3,250	£500
6004	Christmas Lights	£12,000	£12,000	£0
5510	Cleaning contracts - office	£13,250	£12,720	£530
9003	Council Van	£9,766	£12,441	£2,675
7005	Dog Initiatives	£3,951	£3,951	£0
9004	Fuel - Van	£3,399	£3,399	£0
7026	Graffiti Material	£500	£500	£0
7015	Lighting - Maintenance & supply	£10,256	£9,303	£953
7009	Maintenance Contract - grounds	£22,888	£22,888	£0
5511	Maintenance Contracts - internal	£4,463	£6,477	£2,015
9007	Mobile Maint -new equipment	£1,750	£1,750	£0
7028	Planting	£3,405	£3,405	£0
9008	Protective clothing	£1,750	£1,750	£0
9501	Repairs & Renewals Fund contribution	£6,000	£6,000	£0
5506	Legion building - running costs (excl loan repayments)	£1,500	£1,500	£0
7001	Site Improvements	£13,000	£11,000	£2,000
7034	Site Management plans	£0	£0	£0
9005	Storage & Bolney	£44,000	£40,379	£3,621
7018	Street Nameplates	£6,571	£6,571	£0
7031	Street Scene activities /Minor works fund contribution Code 3	£2,000	£2,000	£0
7029	Traveller costs	£500	£500	£0
7003	Tree Surgery Fund Contribution (3065)	£1,000	£1,000	£0
7002	Tree Survey	£3,000	£3,071	£71
7024	Waste management/tipping	£2,500	£2,500	£0
9001	Workshop	£2,000	£2,000	£0
7030	Sandpit	£5,815	£5,742	£73
7035	Folders Meadow Maintenance Fund Contribution	£5,000	£7,000	£2,000
	96 CW flat roof repairs		£5,000	£5,000
			£0	£0
TOTAL EXPENDITURE		£188,614	£193,602	£4,988
NET POSITION		-£155,747	-£160,235	-£4,488

Customer Service

INCOME		Budget 2025/26	Forecast 2025/26	Variance on budget
HP	HP,Shop,Tourism,Commission (NET Position)	£1,043	£1,163	£120
8582	Council Chamber/ALL room hire	£7,100	£7,301	£201
TOTAL INCOME		£8,143	£8,464	£321
EXPENDITURE				
Code	Description			
5518	HP/Chamber/SMR hire-caretaking/catering/beverage	£600	£150	£450
8502	Help Point Miscellaneous	£750	£750	£0
8509	HP promotion & tourism	£850	£850	£0
	30 year HP celebration in 2026			
TOTAL EXPENDITURE		£2,200	£1,750	£450
NET POSITION		£5,943	£6,714	£771

FINANCE AND ADMINISTRATION

Code	Description	Budget 2025/26	Forecast 2025/26	Variance on budget
INCOME				
5580	Room Lettings Moved to 8582.Cust.Service	£0	£0	£0
5070	Interest on Balances	£25,858	£32,761	£6,903
6571	Burial Ground Income	£36,000	£30,000	-£6,000
7076	Other income - finance (net)	£0	£0	£0
5573	Management charge SW & CIC	£13,500	£13,500	£0
TOTAL INCOME		£75,358	£76,261	£903
EXPENDITURE				
5001	Audit Fee/ Miscellaneous / Bank charges	£4,000	£3,841	-£159
5019	Bad Debts/provsn for Doubtful debts	£400	£400	£0
6504/5	Burial ground	£12,600	£10,000	-£2,600
4501	Caretaking Services	£450	£450	£0
7512	Technology	£10,000	£10,112	£112
4502	Election Fund contribution 3003	£12,000	£12,000	£0
5017	Health & Safety	£250	£200	-£50
5007	Hospitality	£1,000	£1,150	£150
7502	Insurances	£8,750	£9,058	£308
5508	Legion Building Loan Repayments (PWLb)	£15,716	£15,716	£0
	Burial Ground Phase 2 loan repayments	£22,000	£8,940	-£13,060
4507	Members Allowances	£21,549	£20,720	-£829
4504	Members Travel & Subsistence	£200	£200	£0
7516	Mid Sx. Asspc. Of Town Councils	£400	£400	£0
7510	Office Equipment	£500	£750	£250
7504	Office recycling	£200	£200	£0
7506	Office Supplies (consumable)	£1,100	£1,545	£445
7508	Postages	£1,800	£1,491	-£309
7509	Printing	£5,000	£4,086	-£914
7507	Publications	£100	£100	£0
5517	Non-Domestic Rates 96 CW	£9,642	£9,481	-£161
5020	Streamline charges	£375	£375	£0
7511	Subscriptions	£7,150	£7,150	£0
7505	Telephone & Communications	£9,250	£9,406	£156
7513	Computer Peripherals	£500	£500	£0
7514	Travel & Subsistence	£950	£950	£0
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£9,804	£8,269	-£1,536
9997	Release unrequired Earmarked Reserves		£0	£0
TOTAL EXPENDITURE		£155,686	£137,490	-£18,196
NET POSITION		-£80,329	-£61,229	£19,100