



MONITORING REPORT 2024/25

as at 31 October 2024 - Month 7

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| MONITORING REPORT 2024/25 | | MONTH | 7.0 | |
|---|-------------------|-------------------|---------------------|-----------------------|
| CONSOLIDATED SUMMARY | | Budget 2024/25 | Forecast 2024/25 | Variance ON BUDGET |
| INCOME | | | | |
| Civic, Corporate, Promotion and staff | £23,327 | £24,423 | £1,096 | |
| Community Engagement | £3,800 | £1,294 | -£2,506 | |
| Operational Services | £32,795 | £32,810 | £15 | |
| Customer Services | £5,075 | £3,818 | -£1,257 | |
| Finance and Administration | £77,188 | £94,209 | £17,021 | |
| TOTAL INCOME | £142,185 | £156,554 | £14,369 | |
| EXPENDITURE | | | | |
| Civic, Corporate (Exclds CommBuild Fund) | £787,401 | £764,940 | -£22,461 | |
| Staff and Member | £7,500 | £9,500 | £2,000 | |
| Community Engagement | £56,855 | £57,053 | £198 | |
| Operational Services | £149,163 | £161,734 | £12,571 | |
| Customer Services | £2,413 | £1,900 | -£513 | |
| Finance and Administration | £129,220 | £128,887 | -£333 | |
| TOTAL BASE EXPENDITURE (Exclcd Comm Build Reserve) | £1,132,551 | £1,124,014 | -£8,538 | |
| Community Buildings Reserve (transfers to/from) | £64,000 | £64,000 | £0 | |
| PRECEPT/NET BUDGETED EXPENDITURE | £1,054,366 | £1,031,458 | £22,907 | |
| Surplus / (-deficit) | £0 | £22,907 | | |

VARIANCE ANALYSIS 2023/24

| | Budget | Forecast | Variance | |
|-------------------------------------|-------------------|-------------------|-----------------|--|
| NET BUDGETED EXPENDITURE | £1,054,366 | £1,031,458 | £22,907 | Surplus |
| Made up of: | Budget | Forecast | Variance | COMMENTS |
| INCOME | | | | |
| About Town | £3,800 | £1,294 | -£2,506 | Difficulty in attracting advertisers, staff resourcing |
| Interest on balances | £20,928 | £38,000 | £17,072 | Improving interest rates / more monies on deposit |
| Partnership Contribution - HP | £23,327 | £24,423 | £1,096 | Inflationary increase agreed |
| Balance on all other budget items | £94,130 | £92,837 | -£1,293 | |
| Total Movement on Income | £142,185 | £156,554 | £14,369 | INCREASE in income |
| EXPENDITURE | Budget | Forecast | Variance | |
| CCTV | £2,350 | £0 | -£2,350 | MSDC have confirmed charges for this will no longer apply. |
| Elections | £6,000 | £10,000 | £4,000 | Substantial increase in costs for 2023 elections |
| Maintenance Contracts - Ext Grounds | £2,000 | £12,839 | £10,839 | Use of external contractors, offset against staff savings. Minute 39 Strategic KAG 13 Aug 2024. |
| Members Allowances | £21,960 | £20,720 | -£1,240 | Less take-up than budgeted |
| Miscellaneous Staffing Issues | £750 | £2,000 | £1,250 | Staff Occupation health charges. |
| Repairs and Renewals | £6,000 | £9,000 | £3,000 | Beacon, Wivelsfield Bridge, Litter baskets, Finger Posts, 96CW Windows, Boiler repairs |
| Salaries | £781,801 | £758,340 | -£23,461 | Annual payrise less than budgeted, staff movements |
| Training | £4,000 | £6,000 | £2,000 | Contractual commitments |
| Utilities | £12,014 | £9,151 | -£2,864 | New energy contracts at substantially lower prices, milder winters (so far) |
| Balance of all other budget items | £295,675 | £295,964 | £289 | |
| MOVEMENT ON BASE EXPENDITURE | £1,132,551 | £1,124,014 | -£8,537 | DECREASE in expenditure |
| NET MOVEMENT ON PRECEPT | | | £22,907 | ESTIMATED YEAR END SURPLUS |

MONITORING REPORT 2024/25

31/10/2024

CIVIC, CORPORATE, PROMOTION AND STAFF

Budget Forecast Variance
2024/25 2024/25 on budget

INCOME

| | | | | |
|---------------------|---|----------------|----------------|---------------|
| 8570 | Partnership Contributions - help point - MSDC | £23,327 | £24,423 | £1,096 |
| | | | | £0 |
| TOTAL INCOME | | £23,327 | £24,423 | £1,096 |

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 | £2,000 | £1,250 |
| 5010 | Public relations | £500 | £500 | £0 |
| 6007 | Community Building Reserve Fund Contribution | £64,000 | £64,000 | £0 |
| 9601 | Salaries / oncosts (all staff) | £781,801 | £758,340 | £23,461 |
| 8027 | Youth Council | £1,000 | £750 | £250 |
| | | | | £0 |
| | | | | |
| TOTAL EXPENDITURE | | £851,401 | £828,940 | £22,461 |
| NET POSITION | | -£828,074 | -£804,517 | £23,557 |

MONITORING REPORT 2024/25**MONTH****7**

STAFF & MEMBER

| Code | Description | Budget 2024/25 | Forecast 2024/25 | Variance on budget |
|------|------------------------------------|-------------------|---------------------|-----------------------|
| 4505 | Members Courses | £500 | £500 | £0 |
| 5002 | Recruitment Fund Contribution 3026 | £3,000 | £3,000 | £0 |
| 5003 | Training Fund Contribution 3008 | £4,000 | £6,000 | £2,000 |
| | | £7,500 | £9,500 | £2,000 |

MONITORING REPORT 2024/25

MONTH 7

Community Engagement

31/10/2024

| Code | Description | Budget 2024/25 | Forecast 2024/25 | Variance on budget |
|--------------------------|---|-------------------|---------------------|--------------------------|
| INCOME | | | | |
| | | | | |
| 5071 | AT July | £1,000 | £661 | -£339 |
| 5073 | AT November | £2,000 | £633 | -£1,367 |
| 5074 | AT March | £800 | £0 | -£800 |
| 5076 | AT subscription | £0 | £0 | £0 |
| | | | £0 | £0 |
| TOTAL INCOME | | £3,800 | £1,294 | -£2,506 |
| EXPENDITURE | | | | |
| 5011 | AT July | £6,250 | £6,316 | £66 |
| 5013 | AT November | £6,250 | £6,316 | £66 |
| 5014 | AT March | £6,250 | £6,316 | £66 |
| 8010 | Burgess Hill Bonfire Society | £1,800 | £1,800 | £0 |
| 8006 | Burgess Hill In Bloom Sub - Cttee. | £500 | £500 | £0 |
| | 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 | £1,750 | £0 |
| 8021 | Town Events fund Contrbn (3067) | £16,700 | £16,700 | £0 |
| | | | | |
| | | | | |
| TOTAL EXPENDITURE | | £56,855 | £57,053 | £198 |
| NET POSITION | | -£53,055 | -£55,759 | -£2,704 |

Operational Services

Code

| INCOME | Description | Budget 2024/25 | Forecast 2024/25 | Variance on budget |
|---------------------|---|-------------------|---------------------|-----------------------|
| 7070 | Allotment rents income | £8,500 | £8,500 | £0 |
| 7072 | M.S.D.C. - Street Nameplates | £6,499 | £6,571 | £72 |
| 7071 | MSDC-Partnership Environmental improvements | £0 | £0 | £0 |
| 7078 | Other income/Sidney West planting/grass | £750 | £693 | £57 |
| 7074 | WSSC roundabout/Shield Bed income | £15,000 | £15,000 | £0 |
| 7071 | WSSC Graffiti contract | £2,046 | £2,046 | £0 |
| TOTAL INCOME | | £32,795 | £32,810 | £15 |

EXPENDITURE

| Code | Description | Budget 2024/25 | Forecast 2024/25 | Var |
|--------------------------|---|-------------------|---------------------|-----------------|
| 7012 | Allotment Rentals | £950 | £986 | £36 |
| 7020 | Allotment Site Costs Improvements/Maint | £4,000 | £4,000 | £0 |
| 7011 | Allotments water | £2,750 | £2,750 | £0 |
| 6003 | CCTV | £2,350 | £0 | £2,350 |
| 6004 | Christmas Lights | £10,300 | £10,300 | £0 |
| 5510 | Cleaning contracts - office | £13,250 | £12,548 | £702 |
| 9003 | Council Van | £9,800 | £9,500 | £300 |
| 7005 | Dog Initiatives | £3,763 | £3,763 | £0 |
| 9004 | Fuel - Van | £4,000 | £3,387 | £613 |
| 7026 | Graffiti Material | £500 | £500 | £0 |
| 7015 | Lighting - Maintenance & supply | £10,500 | £10,500 | £0 |
| 7009 | Maintenance Contract - grounds | £2,000 | £12,839 | £10,839 |
| 5511 | Maintenance Contracts - internal | £4,250 | £4,250 | £0 |
| 9007 | Mobile Maint -new equipment | £1,750 | £1,750 | £0 |
| 7028 | Planting | £2,250 | £2,250 | £0 |
| 9008 | Protective clothing | £1,750 | £1,750 | £0 |
| 9501 | Repairs & Renewals Fund contribution | £6,000 | £9,000 | £3,000 |
| 5506 | Legion building - running costs (excl loan repayments) | £1,500 | £1,500 | £0 |
| 7001 | Site Improvements | £3,000 | £3,000 | £0 |
| 7034 | Site Management plans | £0 | £0 | £0 |
| 9005 | Storage (external) / Depot | £44,000 | £44,000 | £0 |
| 7018 | Street Nameplates | £6,499 | £6,571 | £72 |
| 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 | £4,000 | £3,000 |
| 7002 | Tree Survey | £1 | £0 | £1 |
| 7024 | Waste management/tipping | £2,500 | £2,500 | £0 |
| 9001 | Workshop | £2,000 | £2,000 | £0 |
| 7030 | Sandpit | £6,000 | £5,591 | £409 |
| | | | | £0 |
| | | | | £0 |
| TOTAL EXPENDITURE | | £149,163 | £161,734 | £12,571 |
| NET POSITION | | -£116,368 | -£128,924 | -£12,556 |

MONITORING REPORT 2024/25**31/10/20: MONTH 7.00****Customer Service**

| Description | | Budget 2024/25 | Forecast 2024/25 | Variance on budget |
|--------------------------|--|-------------------|---------------------|-----------------------|
| INCOME | | | | |
| HP | HP,Shop,Tourism,Commission (NET Position) | £1,825 | £1,018 | -£807 |
| 8582 | Council Chamber/SMR hire | £3,250 | £2,800 | -£450 |
| TOTAL INCOME | | £5,075 | £3,818 | -£1,257 |
| EXPENDITURE | | | | |
| Code | Description | Budget 2024/25 | Forecast 2024/25 | Var |
| 5518 | HP/Chamber/SMR hire-caretaking/catering/beverage | £813 | £600 | -£213 |
| 8502 | Help Point Miscellaneous | £750 | £650 | -£100 |
| 8501 | Uniforms: HP | £0 | £0 | £0 |
| 8509 | HP promotion | £850 | £650 | -£200 |
| TOTAL EXPENDITURE | | £2,413 | £1,900 | -£513 |
| NET POSITION | | £2,663 | £1,918 | -£744 |

MONITORING REPORT 2024/25

31/10/2024

MONTH

7

FINANCE AND ADMINISTRATION

| Code | Description | Budget 2024/25 | Forecast 2024/25 | Variance on budget |
|------|-------------|-------------------|---------------------|-----------------------|
|------|-------------|-------------------|---------------------|-----------------------|

INCOME

| | | | | |
|------|-------------------------------|---------|---------|---------|
| 5580 | Room Lettings (Excl CC & smr) | £6,760 | £6,709 | £51 |
| 5070 | Interest on Balances | £20,928 | £38,000 | £17,072 |
| 6571 | Burial Ground Income | £36,000 | £36,000 | £0 |
| 7076 | Other income - finance (net) | £0 | £0 | £0 |
| 5573 | Management charge SW & CIC | £13,500 | £13,500 | £0 |

| | | | | |
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| TOTAL INCOME | | £77,188 | £94,209 | £17,021 |
|---------------------|--|----------------|----------------|----------------|

EXPENDITURE

| | | | | |
|----------------------------|---|---------|---------|--------|
| 5001 | Audit Fee/ Miscellaneous / Bank charges | £4,500 | £3,841 | £659 |
| 5019 | Bad Debts/provsn for Doubtful debts | £400 | £400 | £0 |
| 6504/5 | Burial ground | £12,600 | £12,600 | £0 |
| 4501 | Caretaking Services | £450 | £450 | £0 |
| 7512 | Technology | £9,859 | £9,859 | £0 |
| 4502 | Election Fund contribution 3003 | £6,000 | £10,000 | £4,000 |
| 5017 | Health & Safety | £250 | £200 | £50 |
| 5007 | Hospitality | £750 | £1,100 | £350 |
| 7502 | Insurances | £8,500 | £8,481 | £19 |
| 5508 | Legion Building Loan Repayments | £15,830 | £15,830 | £0 |
| | Burial Ground Phase 2 loan repayments | | | £0 |
| 4507 | Members Allowances | £21,960 | £20,720 | £1,240 |
| 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 (consumable) | £1,100 | £1,100 | £0 |
| 7508 | Postages | £1,250 | £1,894 | £644 |
| 7509 | Printing | £5,000 | £4,711 | £289 |
| 7507 | Publications | £100 | £100 | £0 |
| 5517 | Non-Domestic Rates 96 CW | £9,481 | £9,481 | £0 |
| 5020 | Streamline charges | £375 | £375 | £0 |
| 7511 | Subscriptions | £6,900 | £6,900 | £0 |
| 7505 | Telephone & Communications | £9,250 | £9,042 | £208 |
| 7513 | Toner cartridges | £500 | £500 | £0 |
| 7514 | Travel & Subsistence | £850 | £850 | £0 |
| Utilities - 96 Church Walk | Utilities - 96 Church Walk | £12,014 | £9,151 | £2,864 |

| | | | | |
|--------------------------|--|-----------------|-----------------|-------------|
| TOTAL EXPENDITURE | | £129,220 | £128,886 | £334 |
|--------------------------|--|-----------------|-----------------|-------------|

| | | | | |
|---------------------|--|-----------------|-----------------|----------------|
| NET POSITION | | £-52,032 | £-34,677 | £17,355 |
|---------------------|--|-----------------|-----------------|----------------|