



**MONITORING REPORT 2024/25**  
**As at 31/12/2024**

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<b>MONITORING REPORT 2024/25</b>		MONTH	9.0
<b>CONSOLIDATED SUMMARY</b>			
	<b>Budget 2024/25</b>	<b>Forecast 2024/25</b>	<b>Variance ON BUDGET</b>
<b>INCOME</b>			
Civic, Corporate, Promotion and staff	£23,327	£24,423	£1,096
Community Engagement	£3,800	£2,226	-£1,574
Operational Services	£32,795	£33,260	£465
Customer Services	£5,075	£2,712	-£2,364
Finance and Administration	£77,188	£99,305	£22,117
<b>TOTAL INCOME</b>	<b>£142,185</b>	<b>£161,926</b>	<b>£19,741</b>
<b>EXPENDITURE</b>			
Civic, Corporate (Exclds CommBuild Fund)	£787,401	£751,565	-£35,836
Staff and Member	£7,500	£9,500	£2,000
Community Engagement	£56,855	£63,946	£7,091
Operational Services	£149,163	£153,049	£3,887
Customer Services	£2,413	£1,900	-£513
Finance and Administration	£129,220	£128,090	-£1,130
<b>TOTAL BASE EXPENDITURE (Excl'd Comm Build Reserve)</b>	<b>£1,132,551</b>	<b>£1,108,050</b>	<b>-£24,502</b>
Community Buildings Reserve (transfers to/from)	£64,000	£64,000	£0
<b>PRECEPT/NET BUDGETED EXPENDITURE</b>	<b>£1,054,366</b>	<b>£1,010,123</b>	<b>£44,242</b>

<b>SUMMARY SCHEDULE OF INCOME AND EXPENDITURE</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Forecast</b>
Precept	£1,054,366	£1,054,366	£1,054,366
Income	£142,185	£143,565	£161,926
Expenditure	-£1,196,550	-£871,282	-£1,172,050
<b>Excess of Income over Expenditure</b>	<b>£0</b>	<b>£326,649</b>	<b>£44,242</b>

## VARIANCE ANALYSIS 2024/25

	Budget	Forecast	Variance	
<b>NET BUDGETED EXPENDITURE</b>	<b>£1,054,366</b>	<b>£1,010,123</b>	<b>£44,242</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	£3,800	£2,226	-£1,574	Difficulty in attracting advertisers, staff resourcing
Council Chamber room hire	£3,250	£1,484	-£1,766	Proving difficult to attract hirers
Interest on balances	£20,928	£43,096	£22,168	Relatively high interest rates / high level of funds on deposit
Partnership Contribution - Help Point	£23,327	£24,423	£1,096	Inflationary increase agreed
Balance on all other budget items	£90,880	£90,697	-£184	
<b>Total Movement on Income</b>	<b>£142,185</b>	<b>£161,926</b>	<b>£19,741</b>	<b>INCREASE in income</b>
<b>EXPENDITURE</b>	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>	
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.
Pantry Grant	£0	£7,000	£7,000	Relocation fit-out costs. FINKAG Nov 24 Minute 63
Printing Costs (to include photocopier charges)	£5,000	£3,655	-£1,345	New rental contract at lower prices
Repairs and Renewals	£6,000	£12,000	£6,000	Beacon, Wivelsfield Bridge, Litter baskets, Finger Posts, 96CW Windows, Cyprus Hall bird issue
Salaries	£781,801	£744,715	-£37,086	Annual payrise less than budgeted, staff movements
Storage	£44,000	£32,736	-£11,264	3 month delay in occupation
Training	£4,000	£6,000	£2,000	Contractual commitments
Tree Surgery	£1,000	£4,000	£3,000	From tree surgery report
Utilities	£12,014	£9,151	-£2,864	New energy contracts at substantially lower prices, milder winters (apart from last few days)
Balance of all other budget items	£245,675	£243,235	-£2,441	
<b>MOVEMENT ON BASE EXPENDITURE</b>	<b>£1,132,551</b>	<b>£1,108,050</b>	<b>-£24,501</b>	<b>DECREASE in expenditure</b>
<b>NET MOVEMENT ON PRECEPT</b>			<b>£44,242</b>	<b>ESTIMATED YEAR END SURPLUS</b>

**MONITORING REPORT 2024/25**

31/12/2024

**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
<b>TOTAL INCOME</b>		<b>£23,327</b>	<b>£24,423</b>	<b>£1,096</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	£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	£744,715	£-37,086
8027	Youth Council	£1,000	£1,000	£0
				£0
<b>TOTAL EXPENDITURE</b>		<b>£851,401</b>	<b>£815,565</b>	<b>£-35,836</b>
<b>NET POSITION</b>		<b>£-828,074</b>	<b>£-791,142</b>	<b>£36,932</b>

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**STAFF & MEMBER**

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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
	HR consultancy services		£0	
5003	Training Fund Contribution 3008	£4,000	£6,000	£2,000
		<b>£7,500</b>	<b>£9,500</b>	<b>£2,000</b>

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# MONITORING REPORT 2024/25

MONTH 9

Community Engagement

31/12/2024

Code	Description	Budget 2024/25	Forecast 2024/25	Variance on budget
<b>INCOME</b>				
5071	AT July	£1,000	£661	-£339
5073	AT November	£2,000	£1,065	-£935
5074	AT March	£800	£500	-£300
5076	AT subscription	£0	£0	£0
			£0	£0
<b>TOTAL INCOME</b>		<b>£3,800</b>	<b>£2,226</b>	<b>-£1,574</b>
<b>EXPENDITURE</b>				
5011	AT July	£6,250	£6,316	£66
5013	AT November	£6,250	£6,259	£9
5014	AT March	£6,250	£6,266	£16
8010	Burgess Hill Bonfire Society	£1,800	£1,800	£0
8006	Burgess Hill In Bloom Sub - Cttee.	£500	£500	£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	£1,750	£0
8021	Town Events fund Contrbn (3067)	£16,700	£16,700	£0
	Pantry Grant	£0	£7,000	£7,000
<b>TOTAL EXPENDITURE</b>		<b>£56,855</b>	<b>£63,946</b>	<b>£7,091</b>
<b>NET POSITION</b>		<b>-£53,055</b>	<b>-£61,720</b>	<b>-£8,665</b>

**Operational Services**

Code

INCOME	Description	Budget 2024/25	Forecast 2024/25	Variance on budget
7070	Allotment rents income	£8,500	£8,950	£450
7072	M.S.D.C. - Street Nameplates	£6,499	£6,571	£72
7078	Other income/Sidney West planting/grass	£750	£693	-£57
7074	WSCC roundabout/Shield Bed income	£15,000	£15,000	£0
7071	WSCC Graffiti contract	£2,046	£2,046	£0
<b>TOTAL INCOME</b>		<b>£32,795</b>	<b>£33,260</b>	<b>£465</b>

**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 switch-on event	£10,300	£9,500	-£800
5510	Cleaning contracts - office	£13,250	£12,548	-£702
9003	Council Van	£9,800	£10,179	£379
7005	Dog Initiatives	£3,763	£3,763	£0
9004	Fuel - Van	£4,000	£3,237	-£763
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	£1,600	-£150
9501	Repairs & Renewals Fund contribution	£6,000	£12,000	£6,000
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	£32,736	-£11,264
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
	Play equipment reserve			£0
			£0	£0
<b>TOTAL EXPENDITURE</b>		<b>£149,163</b>	<b>£153,049</b>	<b>£3,887</b>
<b>NET POSITION</b>		<b>-£116,368</b>	<b>-£119,789</b>	<b>-£3,422</b>

**MONITORING REPORT 2024/25****31/12/20: MONTH 9.00****Customer Service**

Description		Budget 2024/25	Forecast 2024/25	Variance on budget
<b>INCOME</b>				
HP	HP,Shop,Tourism,Commission (NET Position)	£1,825	£1,228	-£598
8582	Council Chamber/SMR hire	£3,250	£1,484	-£1,766
<b>TOTAL INCOME</b>		<b>£5,075</b>	<b>£2,712</b>	<b>-£2,364</b>
<b>EXPENDITURE</b>				
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
<b>TOTAL EXPENDITURE</b>		<b>£2,413</b>	<b>£1,900</b>	<b>-£513</b>
<b>NET POSITION</b>		<b>£2,663</b>	<b>£812</b>	<b>-£1,851</b>



## FINANCE AND ADMINISTRATION

Code	Description	Budget 2024/25	Forecast 2024/25	Variance on budget
<b>INCOME</b>				
5580	Room Lettings (Excl CC & smr)	£6,760	£6,709	-£51
5070	Interest on Balances	£20,928	£43,096	£22,168
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
<b>TOTAL INCOME</b>		<b>£77,188</b>	<b>£99,305</b>	<b>£22,117</b>
<b>EXPENDITURE</b>				
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	£1,700	£450
7509	Printing	£5,000	£3,655	-£1,345
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	£9,396	£146
7513	Toner cartridges	£500	£500	£0
7514	Travel & Subsistence	£850	£950	£100
Utilities - 96 Church Walk	Utilities - 96 Church Walk	£12,014	£9,151	-£2,864
<b>TOTAL EXPENDITURE</b>		<b>£129,220</b>	<b>£128,089</b>	<b>-£1,131</b>
<b>NET POSITION</b>		<b>-£52,032</b>	<b>-£28,784</b>	<b>£23,248</b>