

monthly average	24-25 Budget	ACTUAL £	24-25 BUDGET	difference	Actual %	Monthly to date expected £	Annual difference of actual and expected £	Report as of 3/12/24-Clerk/RFO notes: (monthly*8)
293.50	No 1 Hall lettings casual	3,068.00	3,522	454	87	2,054.50	1,013.50	
1,525.00	No 1 Hall lettings regular	11,835.44	18,300	6,465	65	10,675.00	1,160.44	
425.00	No 2 Hall lettings regular/casual	4,592.95	5,100	507	90	2,975.00	1,617.95	
175.33	Interest/Dividends CCLA	1,963.35	2,104	141	93	1,227.33	736.02	PSDF/LAPF
108.33	Playing Field/Football charges	671.00	1,300	629	52	758.33	-87.33	
159.00	PV Feed FIT income	1,193.32	1,908	715	63	1,113.00	80.32	
12,908.75	Precept Income	154,905.00	154,905	0	100	90,361.25	64,543.75	From Arun DC
0.00	CIL Income	3,093.10				0.00	3,093.10	2,025.50 and 1,067.60.
0.00	Operation Watershed contributions	6,500.00				0.00	6,500.00	Parish Council Reserves tbc, Arun DC 5,000, resident land owners 1,500.
0.00	VAT refunds	6,084.48				0.00	6,084.48	1,288.21 Q4 23/24 & Q1 24/25 3,167.41
	<b>TOTAL INCOME</b>	<b>193,907</b>	<b>187,139</b>	<b>454</b>	<b>104</b>			% Actual
complete month *7	Budget monthly Income equivalent	15,594.92	187,139	109,164	58		15,594.92	% Based on expected monthly average
monthly average	EXPENDITURE	ACTUAL	24-25	difference	% expected £		Difference of actual and expected £	
1	8,025.00 Total Staff Oncosts	56,733.87	96,300	39,566	59	56,175	558.87	Includes all oncosts, contingencies. Increased for NALC/LGA increase 24/25 -rates tbc. Move in to reserves any surplus at year end.
2	1,758.33 Total Contractor costs	11,417.64	21,100	9,682	54	12,308	-890.69	Contractor costs monthly capped at 1,756.56. (1,756.56*12=21,078.72). Budget rounded up to 21,100.
3	54.17 Chairman's Allowance	325.00	650	325	50	379	-54.17	Per annum -every Jan
4	162.00 Members' Allowance	1,078.20	1,944	866	55	1,134	-55.80	Increase advised wef 01/04/24. Currently 3 paid quarterly.
5	83.33 Training Costs	120.00	1,000	880	12	583	-463.33	New Councillor courses & Community Clerk ILCA training.
6	8.33 Travel & subsistence		100	100	0	58	-58.33	
7	12.50 Clerk's Allowance	154.15	150	-4	103	88	66.65	Team sessions out & flowers.
8	125.00 Arun DC Bins		1,500	1,500	0	875	-875.00	£600 per new bin (£300 installation/£300 annually to empty per bin), Currently Shripney and North Bersted Street and Chalcraft Lane.
9	66.67 Water	572.25	800	228	72	467	105.58	Waste £38*12, Supply £28.22*12.
10	325.00 Utility charges	2,431.12	3,900	1,469	62	2,275	156.12	Bills are based on actual usage, contract for fixed tariff secured for next 4 years.
11	41.67 Janitorial	304.00	500	196	61	292	12.33	
12	158.33 Refuse collection	713.00	1,900	1,187	38	1,108	-395.33	Slight increase:12*80=960. (plus recycling costs)
13	45.00 Telephone/broadband	249.55	540	290	46	315	-65.45	Saving on new contract: 12*29.95=359.40
14	29.17 Stationery, Postage & Supplies	152.75	350	197	44	204	-51.42	allow for new Cllr cards
15	108.33 Printing	989.79	1,300	310	76	758	231.46	Saving on new contract:Monthly lease fee £75.22*12=902.64+ actual printing.
16	279.17 Subscriptions	3,216.69	3,350	133	96	1,954	1,262.52	TOTAL WSALC 1,750/NALC 640.52/SLCC 288/CPRE/AiRS 144/ICO.
17	158.33 Insurance	1,667.27	1,900	233	88	1,108	558.94	Annual payment ex VAT, secured contract fixed for 3 years, with option to fix for further 2 years.
18	90.00 Cyber security	720.00	1,080	360	67	630	90.00	New cost as advised by cabinet office.
19	66.67 Website/Sharepoint	806.00	800	-6	101	467	339.33	I.T service agreement & Cllr sharepoint/emails Microsoft licence cllrs 756,(14*54) Domain 50.
20	125.00 Parish Consultations/grant adverts	790.00	1,500	710	53	875	-85.00	Regular Buzz articles in external magazines.
21	308.33 Property Maintenance	3,814.03	3,700	-114	103	2,158	1,655.70	new disabled toilet/rails, new entrance doors-2,100 tbc June installation TBC, electrical 5yr testing in at £435.
22	291.67 Grounds Maintenance	2,763.47	3,500	737	79	2,042	721.80	Commitments: ROSPA playground inspection, new lawnmower 264.99, posts and rail 153.04. whiteline paint 299.40, plants/compost for stroud green planter 35.94. Jubilee Field Tree works 1,600.
23	187.50 Maintenance Contracts	2,696.73	2,250	-447	120	1,313	1,384.23	Various service agreements ie CCTV maintenance 240+110, fire safety 80, await street lighting bill. Actual last year 2,216.65.
24	179.67 Comp Maint & Software	1,910.60	2,156	245	89	1,258	652.93	Annual I.T support/service charge 1,570.80 & + QB subs=12*14 (this year only then 12*24), Hallmaster 144.17, parish online 225 .
25	20.83 Office costs		250	250	0	146	-145.83	As required
26	41.67 Vehicle Maintenance	309.13	500	191	62	292	17.46	Tractor maintenance
27	33.33 Vehicle Fuel	157.19	400	243	39	233	-76.14	Tractor/ grounds equipment fuel
28	14.08 Bank charges	73.77	169	95	44	99	-24.81	£2 p.wk plus transaction costs HSBC
29	66.67 Audit Fees	852.00	800	-52	107	467	385.33	(internal) now j.smithe £432-April (external) Moore Stephens 400-September
30	29.17 Other professional fees	191.28	350	159	55	204	-12.89	WSSC payroll charges.
33	250.00 Grants	2,750.00	3,000	250	92	1,750	1,000.00	4Sight 300, Girlguides 100, Samaritans 150, UK Harvest 400, Air Ambulance 300, Bognor Armed Forces day-BRAFD 500, Bognor Carnival 300 (plus awards -June 2024).
34	308.33 Summer Playscheme*	3,700.00	3,700	0	100	2,158	1,541.67	Donations also received with a total of £2,300. Unspent balance retained in community account for CC36.
36	275.00 Community Action	3,070.24	3,300	229.76	93	1,925	1,145.24	Donations from the public for families £284 received. From Council -School donations for families -Total at £1,875 to: Bersted Green & Southway, Bartons. Other expenditure: D Day flag for 6/6 and Cllr stand give aways pens and pencils and whizz print .
38	33.33 Civic Functions	177.62	400	222	44	233	-55.71	Elector mtg-entertainment/refreshments/fruit.
39	0.00 Election costs (Reserve Account £327 pa	327.00	0	-327	0	0	327.00	£327 from Reserves for 2023 election.
40	0.00 Tree maintenance & planting		0	0	0	0	0.00	possible ongoing 25/26 budget for trees
42	83.33 Emergency Resilience		1,000	1,000	0	583	-583.33	Planning Committee to oversee- then recommend to Council for approval.
43	0.00 BPP Objective (reconsider for 25/26)		0	0	0	0	0.00	No Cllr suggestions received.
44	250.00 H&S*	2,529.52	3,000	470	84	1,750	779.52	Spinney trees 1,745. Field signage £84. New small tables for main hall. (Move in to reserves if not spent for rolling maintenance H&S plan).
45	83.33 Environment Project Fund		1,000	1,000	0	583	-583.33	Planning Committee to oversee- then recommend to Council for approval.
46	0.00 Public Arts Fund (reconsider for 25/26?)		0	0	0	0	0.00	
47	83.33 Reserves-Emergency Staff funding	1,000.00	1,000	0	100	583	416.67	Allocated to reserves incase of emergency staff cover.
48	833.33 Reserves-Property & Grounds & Access R	10,000.00	10,000	0	100	5,833	4,166.67	Allocated to reserves incase of emergency.
49	83.33 Climate Change		1,000	1,000	0	583	-583.33	Planning Committee to oversee- then recommend to Council for approval.
50	250.00 Reserves/Operation Watershed-Shripney	12,417.84	3,000	-9,418	414	1,750	10,667.84	(24/25 budget 3k and 4k from reserves and 5k Arun DC). Additional contingency of 1,000 from reserves agreed by Council on 8/10/24. Contribution from land owner residents received in total of 1,500. ADC have agreed a further contribution to cover design costs required for ADC planning application.
51	166.67 Riparian Responsibility-Jubilee Field/Spinney ditches.	766.27	2,000	1,234	38	1,167	-400.40	18/7 works-£249.60 for digger- Travis Perkins, £600 for contractors labour& fuel.
	<b>Total 24-25</b>	<b>131,947.97</b>	<b>187,139</b>	<b>55,191.03</b>	<b>71</b>			<b>% Actual</b>
	Expected to date 24-25	15,595	187,139	109,164	58			% Based on monthly average
	Clerk/RFO note-income:	Hall income up, additional CIL income received in October for 1,067.60.						
	Clerk/RFO note-expenses:	As expected, additional costs expected for Operation Watershed i.e ADC planning fee.						