

as of 31/12	monthly average	24-25 Budget	ACTUAL £	BUDGET	difference	Actual %	Monthly to date expected £	Annual difference of actual and expected £	Report as of 3/1/25-Clerk/RFO notes: (monthly*9)
	293.50	No 1 Hall lettings casual	3,152.00	3,522	370	89	2,641.50	510.50	
	1,525.00	No 1 Hall lettings regular	11,905.44	18,300	6,395	65	13,725.00	-1,819.56	
	425.00	No 2 Hall lettings regular/casual	4,696.95	5,100	403	92	3,825.00	871.95	
	175.33	Interest/Dividends CCLA	1,963.35	2,104	141	93	1,578.00	385.35	PSDF/LAPF
	108.33	Playing Field/Football charges	671.00	1,300	629	52	975.00	-304.00	
	159.00	PV Feed FIT income	1,193.32	1,908	715	63	1,431.00	-237.68	
	12,908.75	Precept Income	154,905.00	154,905	0	100	116,178.75	38,726.25	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 10,000, 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
		TOTAL INCOME	194,165	187,139	370	104			% Actual
complete month *9		Budget monthly Income equivalent	15,594.92	187,139	140,354	75		15,594.92	% Based on expected monthly average
cc	monthly average	EXPENDITURE	ACTUAL	24-25	difference	% expected £	Difference of actual and expected £		
1	8,025.00	Total Staff Oncosts	64,713.24	96,300	31,587	67	72,225	-7,511.76	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	13,174.20	21,100	7,926	62	15,825	-2,650.80	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	650.00	650	0	100	488	162.50	Per annum -every Jan
4	162.00	Members' Allowance	1,617.30	1,944	327	83	1,458	159.30	Increase advised wef 01/04/24. Currently 3 paid quarterly.
5	83.33	Training Costs	120.00	1,000	880	12	750	-630.00	New Councillor courses & Community Clerk ILCA training.
6	8.33	Travel & subsistence		100	100	0	75	-75.00	
7	12.50	Clerk's Allowance	154.15	150	-4	103	113	41.65	Team sessions out & flowers.
8	125.00	Arun DC Bins		1,500	1,500	0	1,125	-1,125.00	£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	675.51	800	124	84	600	75.51	Waste £38*12, Supply £28.22*12.
10	325.00	Utility charges	3,010.55	3,900	889	77	2,925	85.55	Bills are based on actual usage, contract for fixed tariff secured for next 4 years.
11	41.67	Janitorial	304.00	500	196	61	375	-71.00	
12	158.33	Refuse collection	793.00	1,900	1,107	42	1,425	-632.00	Slight increase:12*80=960. (plus recycling costs)
13	45.00	Telephone/broadband	279.88	540	260	52	405	-125.12	Saving on new contract: 12*29.95=359.40
14	29.17	Stationery, Postage & Supplies	152.75	350	197	44	263	-109.75	allow for new Cllr cards
15	108.33	Printing	989.79	1,300	310	76	975	14.79	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	2,513	704.19	TOTAL WSALC 1,750/NALC 640.52/SLCC 288/CPRE/AiRS 144/ICO.
17	158.33	Insurance	1,667.27	1,900	233	88	1,425	242.27	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	810	-90.00	New cost as advised by cabinet office.
19	66.67	Website/Sharepoint	806.00	800	-6	101	600	206.00	I.T service agreement & Cllr sharepoint/emails Microsoft licence cllrs 756,(14*54) Domain 50.
20	125.00	Parish Consultations/grant adverts	1,215.00	1,500	285	81	1,125	90.00	Regular Buzz articles in external magazines.
21	308.33	Property Maintenance	3,814.03	3,700	-114	103	2,775	1,039.03	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	2,625	138.47	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	2,676.18	2,250	-426	119	1,688	988.68	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	1,924.60	2,156	231	89	1,617	307.60	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	402.55	250	-153	161	188	215.05	fire extinguisher service and cctv/alarm service, flowers.
26	41.67	Vehicle Maintenance	309.13	500	191	62	375	-65.87	Tractor maintenance
27	33.33	Vehicle Fuel	194.22	400	206	49	300	-105.78	Tractor/ grounds equipment fuel
28	14.08	Bank charges	81.77	169	87	48	127	-44.98	£2 p.wk plus transaction costs HSBC
29	66.67	Audit Fees	852.00	800	-52	107	600	252.00	(internal) now j.smithe £432-April (external) Moore Stephens 400-September
30	29.17	Other professional fees	191.28	350	159	55	263	-71.22	WSSC payroll charges.
33	250.00	Grants	2,750.00	3,000	250	92	2,250	500.00	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	2,775	925.00	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	2,475	595.24	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	300	-122.38	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	750	-750.00	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*	2,597.52	3,000	402	87	2,250	347.52	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	750	-750.00	Planning Committee to oversee- then recommend to Council for approval.
46	0.00	Public Arts Fund		0	0	0	0	0.00	
47	83.33	Reserves-Emergency Staff funding	1,000.00	1,000	0	100	750	250.00	Allocated to reserves incase of emergency staff cover.
48	833.33	Reserves-Property & Grounds & Access R	10,000.00	10,000	0	100	7,500	2,500.00	Allocated to reserves incase of emergency.
49	83.33	Climate Change		1,000	1,000	0	750	-750.00	Planning Committee to oversee- then recommend to Council for approval.
50	250.00	Reserves/Operation Watershed-Shripney	16,117.84	3,000	-13,118	537	2,250	13,867.84	(24/25 10k from reserves and 5k Arun DC). 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	Riperian Responsibility-Jubilee Field/Spinney ditches.	766.27	2,000	1,234	38	1,500	-733.73	18/7 works-£249.60 for digger-Travis Perkins, £600 for contractors labour& fuel.
		Total 24-25	147,975.05	187,139	39,163.95	79			% Actual
		Expected to date 24-25	15,595	187,139	109,164	58			% Based on monthly average
		Clerk/RFO note-income:	Hall income higher than expected.						
		Clerk/RFO note-expenses:	As expected, additional costs expected for Operation Watershed i.e ADC planning.						