

as of 6/3/25	monthly average	24-25 Budget	ACTUAL SO FAR	24-25 ANNUAL BUDGET	24-25 annual difference	Actual %	Monthly to date expected £	Difference of actual and expected £	Report as of 10/2/25-Clerk/RFO notes: (monthly*10)	
	293.50	No 1 Hall lettings casual	3,604.00	3,522	82	102	3,228.50	375.50		
	1,525.00	No 1 Hall lettings regular	15,743.44	18,300	-2,557	86	16,775.00	-1,031.56		
	425.00	No 2 Hall lettings regular/casual	5,835.95	5,100	736	114	4,675.00	1,160.95		
	175.33	Interest/Dividends CCLA	2,772.93	2,104	669	132	1,928.67	844.26	PSDF/LAPP	
	108.33	Playing Field/Football charges	1,034.00	1,300	-266	80	1,191.67	-157.67		
	159.00	PV Feed FIT income	1,193.32	1,908	-715	63	1,749.00	-555.68		
	12,908.75	Precept Income	154,905.00	154,905	0	100	154,905.00	0.00	From Arun DC	
	0.00	CIL Income	3,093.10	0	3,093		0.00	3,093.10	2,025.50 and 1,067.60.	
	0.00	Operation Watershed contributions	9,600.00	0	9,600		0.00	9,600.00	Parish Council Reserves 10,000, Arun DC 8,100, resident land owners 1,500.	
	0.00	VAT refunds	7,788.65	0.00	7,789		0.00	7,788.65	1,288.21 Q4 23/24 & Q1 24/25 3,167.41	
		TOTAL INCOME	205,570	187,139	18,431	110			% Actual	
	complete month *11	Budget monthly Income equivalent	15,594.92	187,139	155,949	83		15,594.92	% Based on expected monthly average	
cc	monthly average	EXPENDITURE	ACTUAL	24-25 BUDGET	difference	% expected	£	Difference of actual and expected £		
	1	8,025.00	Total Staff Oncosts	83,416.77	96,300	12,883	87	88,275	-4,858.23	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	16,687.32	21,100	4,413	79	19,342	-2,654.35	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	596	54.17	Per annum -every Jan
	4	162.00	Members' Allowance	1,617.30	1,944	327	83	1,782	-164.70	Increase advised wef 01/04/24. Currently 3 paid quarterly.
	5	83.33	Training Costs	770.00	1,000	230	77	917	-146.67	Councillor courses & Community Clerk ILCA training, Deputy/Community Clerk-Excel and Planning.
	6	8.33	Travel & subsistence		100	100	0	92	-91.67	
	7	12.50	Clerk's Allowance	154.15	150	-4	103	138	16.65	Team sessions out & flowers.
	8	125.00	Parish Bins-CIL SPEND 606.93	0.00	1,500	1,500	0	1,375	-1,375.00	ADC Charges £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	985.31	800	-185	123	733	251.98	Waste £38*12, Supply £28.22*12.
	10	325.00	Utility charges	4,443.82	3,900	-544	114	3,575	868.82	Bills are based on actual usage, contract for fixed tariff secured for next 4 years.
	11	41.67	Janitorial	380.22	500	120	76	458	-78.11	
	12	158.33	Refuse collection	953.00	1,900	947	50	1,742	-788.67	Slight increase:12*80=960. (plus recycling costs)
	13	45.00	Telephone/broadband	339.78	540	200	63	495	-155.22	Saving on new contract: 12*29.95=359.40
	14	29.17	Stationery, Postage & Supplies	169.69	350	180	48	321	-151.14	allow for new Cllr cards
	15	108.33	Printing	1,228.79	1,300	71	95	1,192	37.12	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	3,071	145.86	TOTAL WSALC 1,750/NALC 640.52/SLCC 288/CPRE/AiRS 144/ICO. Annual payment ex VAT, secured contract fixed for 3 years, with option to fix for further 2 years.
	17	158.33	Insurance	1,667.27	1,900	233	88	1,742	-74.40	
	18	90.00	Cyber/Website security	1,019.00	1,080	61	94	990	29.00	New cost as advised by cabinet office.
	19	66.67	Sharepoint	806.00	800	-6	101	733	72.67	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	1,375	-160.00	Regular Buzz articles in external magazines.
	21	308.33	Property Maintenance	3,894.03	3,700	-194	105	3,392	502.36	new disabled toilet/rails, new entrance doors-2,100 tbc June installation TBC, electrical 5yr testing in at £435.
	22	291.67	Grounds Maintenance	2,824.55	3,500	675	81	3,208	-383.78	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	2,751.18	2,250	-501	122	2,063	688.68	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	1,955.10	2,156	201	91	1,976	-21.23	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	447.55	250	-198	179	229	218.38	fire extinguisher service and *cctv/alarm service, flowers. *change of company /change of invoice dates.
	26	41.67	Vehicle Maintenance	309.13	500	191	62	458	-149.20	Tractor maintenance
	27	33.33	Vehicle Fuel	194.22	400	206	49	367	-172.45	Tractor/ grounds equipment fuel
	28	14.08	Bank charges	101.58	169	67	60	155	-53.34	£2 p.wk plus transaction costs HSBC
	29	66.67	Audit Fees	852.00	800	-52	107	733	118.67	(internal) now j.smithe £432-April (external) Moore Stephens 400-September
	30	29.17	Other professional fees	191.28	350	159	55	321	-129.55	WSSC payroll charges.
	33	250.00	Grants	2,750.00	3,000	250	92	2,750	0.00	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	3,392	308.33	Donations also received with a total of £2,300. Unspent balance retained in community account for CC36.
	36	275.00	Community Action	3,300.00	3,300	0.00	100	3,025	275.00	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	192.56	400	207	48	367	-174.11	Elector mtg-entertainment/refreshments/fruit.
	39	0.00	Election costs (Reserve Account £327 pd	327.00	0	-327	0	0	327.00	£327 from Reserves for 2023 election.
	40	0.00	Tree maintenance & planting	0.00	0	0	0	0	0.00	possible ongoing 25/26 budget for trees.
	42	83.33	Emergency Resilience	0.00	1,000	1,000	0	917	-916.67	Planning Committee to oversee- then recommend to Council for approval.
	43	0.00	BPP Objective (reconsider for 25/26)	0.00	0	0	0	0	0.00	No Cllr suggestions received.
	44	250.00	H&S*	3,098.52	3,000	-99	103	2,750	348.52	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	0.00	1,000	1,000	0	917	-916.67	Planning Committee to oversee- then recommend to Council for approval.
	46	0.00	Public Arts Fund	0.00	0	0	0	0	0.00	
	47	83.33	Reserves-Emergency Staff funding	1,000.00	1,000	0	100	1,000	0.00	Allocated to reserves incase of emergency staff cover.
	48	833.33	Reserves-Property & Grounds & Access R	10,000.00	10,000	0	100	1,000	0.00	Allocated to reserves incase of emergency.
	49	83.33	Climate Change	0.00	1,000	1,000	0	0	-1,000.00	Planning Committee to oversee- then recommend to Council for approval.
	50	250.00	Reserves/Operation Watershed-Shripney	16,502.84	3,000	-13,503	550	3,000	13,502.84	(24/25 from reserves and 8,100 Arun DC). Contribution from land owner residents received in total of 1,500.
	51	166.67	Riparian Responsibility-Jubilee Field/Spinney ditches.	849.60	2,000	1,150	42	2,000	-1,150.40	18/7 works-£249.60 for digger-Travis Perkins, £600 for contractors labour& fuel.
			Total 24-25	174,961.25	187,139	12,177.75	93			% Actual
			Expected to date 24-25	15,595	187,139	155,949	83			% Based on monthly average
			monthly	annually	*11					
		Clerk/RFO note-income:	Casual hall income higher than expected, Regular hall income lower than expected due to regular hall user temporary health issue.							
		Clerk/RFO note-expenses:	General expenses as expected, additional costs as expected for Operation Watershed i.e ADC planning .							