



AGENDA ITEM 5

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2022/2023
FINANCE COMMITTEE 11th APRIL 2023

MONITORING REPORT TO 31st JANUARY 2023

INTRODUCTION

This budget monitor for 2022/2023 reports on the month to the end of January 2023. The report shows the current total budget for the year and a profiled budget, (i.e. the amount expected to be expended by the end of January), against which actual income and expenditure is compared. Certain costs are accrued for where the liability is known to have been incurred, such as charges from the District Council for various services provided.

A column for committed expenditure has also been included. This refers to items of expenditure approved at previous Finance Committees, to be funded from specific existing budgets. The expenditure has not yet been incurred, but it is included to give councillors a clearer picture of funds available.

SUMMARY

The monitoring report shows a surplus of £26,007 against the budget to the end of January 2023. Much of this surplus is due to higher than anticipated income from interest on investments and room booking income. The Council also budgeted £16,000 to replace the boilers, but this was funded from Cil receipts as part of the energy efficiency schemes to improve the Council House facilities.

The variances listed below are cumulative from the start of the financial year 2022/23.

VARIANCES

1. A 2% pay was built into the budget. The latest pay award of £1,925 per person will be backdated to April 2022.
2. Specialist services from SEE were acquired to assist with the recruitment of the new Town Clerk.

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3. Interest on our investments has increased substantially particularly from the Public Sector Deposit Fund which has been achieving high returns.
4. As part of the twinning with Speyer, the City Council invested in new flags and flag poles.
5. Remaining Discretionary budget unspent to be carried forwards to 2023-2024 £5,885.
6. Remaining Public Realm budget unspent to be carried forward to 2023-2024.
7. Expenditure on allotment water bills has been substantially higher, however we had some billing issues and a new supplier.
8. Expenditure on allotments has been high. The purchase of a new mower (£1,049) and tree works (£1,560) will be funded from reserve.
9. Neighbourhood Plan Heritage Design Study by Craft Pegg Ltd £4,500 to be funded from Cil set aside.
10. The Oxmarket mezanine NHB has been claimed.
11. The Gala brochure income was very successful and this offset the gala expenditure
12. Cemetery costs were hugely reduced last year. It is estimated that the total expenditure this year will be just over £40k.
13. Custodian hours have increased in line with the increase in Hall Booking income. Both Budgets will need to be revised in 2023-24.
14. The painting restoration budget remains unspent this year. £2,000 will be transferred to reserve.
15. £15,000 was received via WSCC S106 for the Bognor Road bus shelter.
16. £14,355 was spent on the purchase of the electric van, which will be funded from Cil.
- 17/18. Underspends on utilities will be transferred to reserve.
19. The unspent balance on the lift budget will be transferred to reserve.
20. Council House maintenance included carpeting of the Lion Street corridor and replacement of the hopper and downpipe. These will be funded from Council House reserve.
21. The cyclical maintenance budget £3,000 remains unspent, this will be transferred to reserve.
22. £16,000 was initially budgeted for the replacement of the boilers. Upon further investigation these costs were found to be much higher. It is therefore proposed that these schemes would be better funded from Cil to provide longer term energyefficiency of the building.

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23. The Council House underpinning costs will be funded by the insurance claim apart from the initial excess.
24. Council House room booking income has increased substantially.
25. CIL receipts received total £900,298
26. Grass cutting at Brewery field and tree works have been costly. The budget will need to be revised in 2023-24.

Kim Martin

Deputy Town Clerk and Finance Manager

CHICHESTER CITY COUNCIL **AGENDA ITEM 5**
FINANCIAL YEAR 2022/2023
SUMMARY MONITORING REPORT TO 31st January 2023

| | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ |
|---------------------------------------|---------------------------------|----------------------------------|---------------------------------|------------------------------------|-----------------------------------|
| INCOME | | | | | |
| Council House | | | | | |
| Cil receipts | 103,600 | 86,333 | 123,950 | - | (37,617) |
| Market House | | | 900,298 | (900,298) | - |
| Allotments | 50,000 | 41,667 | 53,164 | - | (11,497) |
| Sale of Goods | 19,750 | 19,750 | 22,491 | - | (2,741) |
| Other: | 300 | 250 | 4,034 | - | (3,784) |
| | 4,700 | 3,917 | 3,447 | - | 470 |
| TOTAL INCOME (Excl. Precept) | 178,350 | 151,917 | 1,107,384 | (900,298) | (55,169) |
| EXPENDITURE | | | | | |
| Administration & recharges | 254,120 | 216,405 | 217,479 | 7,500 | 8,574 |
| Civic | 11,270 | 9,725 | 8,020 | 2,000 | 295 |
| Discretionary | 123,898 | 117,693 | 94,056 | 23,702 | 65 |
| Allotments | 27,680 | 23,067 | 28,191 | (2,609) | 2,515 |
| Council & Committees | 80,970 | 68,558 | 60,339 | 12,000 | 3,781 |
| Community Affairs | 2,000 | 2,092 | 2,760 | 1,000 | 2,168 |
| Community Safety/Crime Reduction | 43,385 | 43,385 | 43,296 | - | (89) |
| Events | 19,020 | 16,850 | 18,171 | - | 1,321 |
| Statutory Expenses | 76,340 | 74,150 | 64,873 | 13,592 | 4,315 |
| Mayoralty | 31,880 | 26,750 | 25,747 | - | (1,003) |
| Council House | 330,250 | 294,065 | 309,133 | 1,775 | 16,844 |
| Heritage | 440 | 367 | 366 | - | (1) |
| Market House | 3,840 | 1,117 | 1,117 | - | 0 |
| City Cross | 4,690 | 4,242 | 2,625 | 2,000 | 383 |
| St James Obelisk | 100 | 100 | - | 100 | - |
| Brewery Field | 1,500 | 1,500 | 4,224 | - | 2,724 |
| TOTAL EXPENDITURE | 1,011,383 | 900,065 | 880,397 | 61,060 | 41,892 |
| NET COST OF SERVICES | 833,033 | 748,148 | (226,987) | 961,358 | (13,277) |
| Reversal of Capital Charges | (47,000) | (39,167) | (39,166) | - | 1 |
| Interest and Investment income | (18,000) | (15,000) | (27,731) | - | (12,731) |
| NET OPERATING EXPENDITURE | 768,033 | 693,981 | (293,884) | 961,358 | (26,007) |
| AMOUNT TO BE MET FROM PRECEPT | 768,033 | 693,981 | (293,884) | 961,358 | (26,007) |
| Precept on District Council | 737,615 | 737,615 | 737,615 | - | - |
| (SURPLUS) / DEFICIT FOR YEAR | 30,418 | (43,634) | (1,031,499) | 961,358 | (26,007) |

CHICHESTER CITY COUNCIL

FINANCIAL YEAR 2022/2023

To 31st January 2023

Month: 10

| | Original Budget £ | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ | |
|----------------------------------|----------------------------------|---------------------------------|----------------------------------|---------------------------------|------------------------------------|-----------------------------------|----|
| 101 Administration | | | | | | | |
| 4001 Staff Costs | 280,150 | 280,150 | 233,458 | 229,777 | | (3,681) | 1. |
| 4002 Employers NI | 24,500 | 24,500 | 20,417 | 22,261 | | 1,844 | |
| 4003 Employers Superannuation | 50,440 | 50,440 | 42,033 | 44,729 | | 2,696 | |
| 4004 Staff expenses | 300 | 300 | 250 | 17 | | (233) | |
| 4005 Ill Health Insurance | 3,600 | 3,600 | 3,600 | 4,468 | | 868 | |
| 4007 Staff Recruitment | 500 | 500 | 417 | 8,276 | | 7,859 | 2. |
| 4008 Professional Development | 1,500 | 1,500 | 1,250 | 284 | | (966) | |
| 4009 Travel and Subsistence | 100 | 100 | 83 | 176 | | 93 | |
| 4010 Card terminal charges | 300 | 300 | 250 | 111 | | (139) | |
| 4011 Eye tests | 300 | 300 | 250 | 65 | | (185) | |
| 4012 Overtime | - | - | - | 540 | | 540 | |
| 4014 Cyclescheme | - | - | - | (83) | | (83) | |
| 4020 General Expenses | 200 | 200 | 167 | 302 | | 135 | |
| 4021 Telephone | 3,000 | 3,000 | 2,500 | 2,226 | | (274) | |
| 4022 Postage | 700 | 700 | 583 | 856 | | 273 | |
| 4023 Stationery | 800 | 800 | 667 | 827 | | 160 | |
| 4024 Subscriptions | 50 | 50 | 42 | - | | (42) | |
| 4025 Petty Cash Expenditure | 70 | 70 | 58 | - | | (58) | |
| 4026 Printing | 300 | 300 | 250 | 52 | | (198) | |
| 4027 Photocopying | 1,100 | 1,100 | 917 | 852 | | (65) | |
| 4029 SALC | 3,300 | 3,300 | 3,200 | 3,391 | | 191 | |
| 4030 South East Employers | 230 | 230 | 192 | 231 | | 39 | |
| 4031 Nat Allotment Gardens Assoc | 60 | 60 | 60 | - | | (60) | |
| 4032 Walled Town Friendship | 130 | 130 | 108 | - | | (108) | |
| 4033 UNA | 40 | 40 | 33 | - | | (33) | |
| 4035 LCAS Subscription | 150 | 150 | 125 | - | | (125) | |
| 4036 Publications | 150 | 150 | 125 | 279 | | 154 | |
| 4038 Computer Improvement/Maint. | 14,000 | 14,000 | 14,000 | 8,636 | 5,000 | (364) | |
| 4039 CHIBAC DTE Subscription | 270 | 270 | 270 | 291 | | 21 | |
| 4050 Office Equipment | 1,000 | 1,000 | 833 | 1,858 | | 1,025 | |
| 4051 Bank Charges Payable | 500 | 500 | 417 | 220 | | (197) | |
| 4055 Professional Fees | 3,400 | 3,400 | 3,400 | 2,804 | | (596) | |
| 4057 Audit Fees | 2,300 | 2,300 | 2,500 | - | 2,500 | - | |
| 4059 Payroll Admin Costs | 1,500 | 1,500 | 1,300 | 1,442 | | 142 | |
| 4216 Cleaning Sundries | 70 | 70 | 58 | - | | (58) | |
| 4700 Accommodation recharge | 53,300 | 53,300 | 44,417 | 44,417 | | 0 | |
| Total Expenditure | 448,310 | 448,310 | 378,230 | 379,305 | 7,500 | 8,575 | |
| 1075 Sale of Goods | 300 | 300 | 250 | 694 | | (444) | |
| 1176 Precept Received | 737,615 | 737,615 | 737,615 | 737,615 | | - | |
| 1196 Interest Received | 18,000 | 18,000 | 15,000 | 27,731 | | (12,731) | 3. |
| 1201 Recharge to other services | 448,310 | 448,310 | 373,592 | 373,592 | | (0) | |
| Total Income | 1,204,225 | 1,204,225 | 1,126,457 | 1,139,632 | - | (13,175) | |
| Net Expenditure | (755,915) | (755,915) | (748,227) | (760,327) | 7,500 | (4,600) | |

CHICHESTER CITY COUNCIL

FINANCIAL YEAR 2022/2023

To 31st January 2023

Month: 10

| | Original Budget £ | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ | |
|--|----------------------------------|---------------------------------|----------------------------------|---------------------------------|------------------------------------|-----------------------------------|----|
| 102 Civic Expenses | | | | | | | |
| 4020 General Expenses | 1,000 | 1,000 | 833 | 1,433 | | 600 | |
| 4111 Custodian Uniforms | 800 | 800 | 667 | 450 | | (217) | |
| 4112 Robes and Hats | 250 | 250 | 208 | 8 | | (200) | |
| 4113 Cleaning/Repair Insignia | 1,000 | 1,000 | 833 | 772 | | (61) | |
| 4114 Civic and Heritage Awards | 1,000 | 1,000 | 833 | 1,525 | | 692 | |
| 4115 Civic/Heritage Reception | 1,500 | 1,500 | 1,250 | 1,050 | | (200) | |
| 4116 Official Gifts | 500 | 500 | 417 | 149 | | (268) | |
| 4117 Guild of Mace-Bearers Sub | 60 | 60 | 50 | - | | (50) | |
| 4119 Civic Regalia Appraisal | 2,000 | 2,000 | 2,000 | - | 2,000 | - | |
| 4127 Freedom Ceremony | - | - | - | - | | - | |
| 4800 Administration recharge | 2,910 | 2,910 | 2,425 | 2,425 | | - | |
| 4801 C S Ohead recharge | 250 | 250 | 208 | 208 | | (0) | |
| Total Expenditure | 11,270 | 11,270 | 9,725 | 8,020 | 2,000 | 295 | |
| Net Expenditure | 11,270 | 11,270 | 9,725 | 8,020 | 2,000 | 295 | |
| 103 Discretionary Expense Finance | | | | | | | |
| 4172 Flags | 1,260 | 1,260 | 1,145 | 2,521 | | 1,376 | 4. |
| 4063 Bell Tower Clock | 500 | 500 | 417 | 500 | | 83 | |
| 4065 City Band (Gold level) | 300 | 300 | 250 | 300 | | 50 | |
| 4182 Blue plaques | 600 | 600 | 500 | 1,243 | | 743 | |
| 4188 Environment | 800 | 800 | 667 | - | | (667) | |
| 4195 Chichester in Bloom | 15,000 | 15,000 | 12,500 | 12,081 | | (419) | |
| 4204 Walled Town Symposium | 1,000 | 1,000 | 833 | - | | (833) | |
| 4260 Discretionary grants | 35,000 | 43,621 | 43,621 | 37,735 | 5,886 | - | 5. |
| 4296 Public Realm Projects | 23,000 | 42,477 | 42,477 | 24,661 | 17,816 | - | 6. |
| 4900 Depreciation charged | 6,600 | 6,600 | 5,500 | 5,500 | | - | |
| 4801 C S Ohead recharge | 890 | 890 | 742 | 890 | | 148 | |
| 4199 local historic interest plaque | 500 | 500 | 417 | - | | (417) | |
| 4800 Administration recharge | 10,350 | 10,350 | 8,625 | 8,625 | | - | |
| Total Expenditure | 95,800 | 123,898 | 117,693 | 94,056 | 23,702 | 65 | |
| 1030 Delegates Fees | - | - | - | - | | - | |
| 1059 Admin charge for sale of Banners | - | - | - | 301 | | (301) | |
| 1060 Admin charge street name change | 4,700 | 4,700 | 3,917 | 3,146 | | 771 | |
| Total Income | 4,700 | 4,700 | 3,917 | 3,447 | - | 470 | |
| Net Expenditure | 91,100 | 119,198 | 113,776 | 90,609 | 23,702 | 535 | |
| 104 Allotments. | | | | | | | |
| 4022 Postage | 150 | 150 | 125 | - | | (125) | |
| 4211 Rates & Water | 1,800 | 1,800 | 1,500 | 3,756 | | 2,256 | 7. |
| 4236 Reps/Maint. General | 6,000 | 6,000 | 5,000 | 7,994 | (2,609) | 385 | 8. |
| 4900 Depreciation Charged | 1,300 | 1,300 | 1,083 | 1,083 | | (0) | |
| 4801 C S Ohead recharge | 1,450 | 1,450 | 1,208 | 1,208 | | (0) | |
| 4800 Administration recharge | 16,980 | 16,980 | 14,150 | 14,150 | | - | |
| Total Expenditure | 27,680 | 27,680 | 23,067 | 28,191 | (2,609) | 2,515 | |
| 1020 Allotment Rents | 19,750 | 19,750 | 19,750 | 22,191 | | (2,441) | |
| 1029 Allotment deposits | - | - | - | 300 | | (300) | |
| Total Income | 19,750 | 19,750 | 19,750 | 22,491 | - | (2,741) | |
| Net Expenditure | 7,930 | 7,930 | 3,317 | 5,700 | (2,609) | (226) | |

CHICHESTER CITY COUNCIL

FINANCIAL YEAR 2022/2023

To 31st January 2023

Month: 10

| | Original Budget £ | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ |
|---|-------------------------|------------------------|-------------------------|------------------------|---------------------------|--------------------------|
| 105 Democratic Representation | | | | | | |
| 4801 C S Ohead recharge | 5,320 | 5,320 | 4,433 | 4,433 | | (0) |
| 4800 Administration recharge | 62,080 | 62,080 | 51,733 | 51,733 | | (0) |
| Net Expenditure | 67,400 | 67,400 | 56,167 | 56,166 | - | (1) |
| 106 Corporate Management | | | | | | |
| 4801 C S Ohead recharge | 15,090 | 15,090 | 12,575 | 12,575 | | - |
| 4800 Administration recharge | 170,290 | 170,290 | 141,908 | 141,908 | | (0) |
| Net Expenditure | 185,380 | 185,380 | 154,483 | 154,483 | - | (0) |
| 110 Council and Committees | | | | | | |
| 4001 Staff Costs | 18,220 | 18,220 | 15,183 | 15,498 | | 315 |
| 4002 Employers NI | 1,740 | 1,740 | 1,450 | 1,156 | | (294) |
| 4003 Employers Superannuation | 3,600 | 3,600 | 3,000 | 3,131 | | 131 |
| 4004 Members Allowances | 1,100 | 1,100 | | | | |
| 4008 Training | 500 | 500 | 417 | 75 | | (342) |
| 4009 Travel and Subsistence | 400 | 400 | 333 | - | | (333) |
| 4020 General Expenses | 150 | 150 | 125 | 13 | | (112) |
| 4100 Local Election Expenses | 12,000 | 12,000 | 12,000 | - | 12,000 | - |
| 4102 Refreshments | 100 | 100 | 83 | - | | (83) |
| 4128 Neighbourhood Plan | - | - | - | 4,500 | | 4,500 |
| 4700 Accommodation recharge | 19,800 | 19,800 | 16,500 | 16,500 | | - |
| 4801 C S Ohead recharge | 1,840 | 1,840 | 1,533 | 1,533 | | (0) |
| 4800 Administration recharge | 21,520 | 21,520 | 17,933 | 17,933 | | (0) |
| Total Expenditure | 80,970 | 80,970 | 68,558 | 60,339 | 12,000 | 3,781 |
| Net Expenditure | 80,970 | 80,970 | 68,558 | 60,339 | 12,000 | 3,781 |
| 111 Community Development Admin | | | | | | |
| 4801 C S Ohead recharge | 110 | 110 | 92 | 92 | | 0 |
| 4800 Administration recharge | 1,230 | 1,230 | 1,025 | 1,025 | | - |
| Net Expenditure | 1,340 | 1,340 | 1,117 | 1,117 | - | 0 |
| 140 New Homes Bonus | | | | | | |
| 4047 S106 - public art Woolstaplers | | | | 1,162 | (1,162) | - |
| 4068 NHB Oxmarket Mezzanine 2019 | - | - | - | 7,000 | (7,000) | - |
| Net Expenditure | - | - | - | 8,162 | (8,162) | - |
| 201 Discretionary Exps C Affairs | | | | | | |
| 4185 International Relations | 250 | 250 | 250 | 1,936 | | 1,686 |
| 4175 Joint Twinning Speyer | - | - | | 482 | | 482 |
| 4186 Joint Twinning-Chartres | 500 | 500 | 500 | | 500 | - |
| 4187 Joint Twinning-Ravenna | 500 | 500 | 500 | | 500 | - |
| xxxx European Assoc of Historic Towns | 300 | 300 | 500 | | 500 | - |
| 4800 Administration recharge | 410 | 410 | 342 | 342 | | 0 |
| 4801 C S Ohead recharge | 40 | 40 | 33 | 33 | | (0) |
| Total Expenditure | 2,000 | 2,000 | 2,092 | 2,760 | 1,000 | 2,168 |
| Net Expenditure | 2,000 | 2,000 | 2,092 | 2,760 | 1,000 | 2,168 |
| 202 Events | | | | | | |
| 4164 Other events | 6,000 | 6,000 | 6,000 | 7,321 | | 1,321 |
| 4801 C S Ohead recharge | 1,030 | 1,030 | 858 | 858 | | (0) |
| 4800 Administration recharge | 11,990 | 11,990 | 9,992 | 9,992 | | 0 |
| Total Expenditure | 19,020 | 19,020 | 16,850 | 18,171 | - | 1,321 |
| 1075 Miscellaneous income | - | - | - | 3,340 | | 3,340 |
| Total Income | - | - | - | 3,340 | - | 3,340 |
| Net Expenditure | 19,020 | 19,020 | 16,850 | 14,831 | - | (2,019) |

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CHICHESTER CITY COUNCIL

FINANCIAL YEAR 2022/2023

To 31st January 2023

Month: 10

| | Original Budget £ | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ |
|--|----------------------------------|---------------------------------|----------------------------------|---------------------------------|------------------------------------|-----------------------------------|
| 203 Community Safety | | | | | | |
| 4140 Community Wardens | 43,385 | 43,385 | 43,385 | 43,296 | | (89) |
| Total Expenditure | 43,385 | 43,385 | 43,385 | 43,296 | - | (89) |
| Net Expenditure | 43,385 | 43,385 | 43,385 | 43,296 | - | (89) |
| 301 Statutory Expenses | | | | | | |
| 4148 Repairs to War Memorial | 2,000 | 2,000 | 1,667 | 200 | | (1,467) |
| 4144 Contribution to Public Conveniences | 13,500 | 13,500 | 13,500 | 13,848 | | 348 |
| 4150 Footpath Lighting-Energy | 3,000 | 3,000 | 2,500 | 2,954 | | 454 |
| 4151 Footpath Lighting Maintenance | 2,300 | 2,300 | 2,200 | 2,884 | | 684 |
| 4152 City Cemetery-Annual Contrib. | 44,000 | 44,000 | 44,000 | 32,477 | 14,989 | 3,466 |
| 4153 Litten Garden maintenance | 2,500 | 2,500 | 2,083 | 2,239 | | 156 |
| 4154 St Pauls-General Maint. | 500 | 500 | 417 | 196 | | (221) |
| 4156 Misc Grnd Mtce & Street Furn. | 500 | 500 | 417 | 2,179 | (1,397) | 365 |
| 4157 Street Naming & Signage | 4,000 | 4,000 | 4,000 | 4,529 | | 529 |
| 4801 C S Ohead recharge | 320 | 320 | 267 | 267 | | 0 |
| 4800 Administration recharge | 3,720 | 3,720 | 3,100 | 3,100 | | - |
| Total Expenditure | 76,340 | 76,340 | 74,150 | 64,873 | 13,592 | 4,315 |
| Net Expenditure | 76,340 | 76,340 | 74,150 | 64,873 | 13,592 | 4,315 |
| 401 Mayoralty | | | | | | |
| 4009 Travel and Subsistence | 1,000 | 1,000 | 833 | 323 | | (510) |
| 4020 General Expenses | 1,000 | 1,320 | 1,100 | 601 | | (499) |
| 4125 Mayors Allowance | 4,000 | 4,000 | 4,000 | 4,000 | | - |
| 4130 Mayors at Home | - | - | - | 696 | | 696 |
| 4131 Mayor at Home-Christmas | 2,200 | 2,200 | 1,833 | 2,188 | | 355 |
| 4132 Receptions Other | 1,000 | 1,000 | 833 | 58 | | (775) |
| 4174 Ukrainian activities | - | - | - | (268) | | (268) |
| 4700 Accommodation recharge | 8,900 | 8,900 | 6,933 | 6,933 | | (0) |
| 4801 C S Ohead recharge | 1,060 | 1,060 | 883 | 883 | | (0) |
| 4800 Administration recharge | 12,400 | 12,400 | 10,333 | 10,333 | | (0) |
| Total Expenditure | 31,560 | 31,880 | 26,750 | 25,747 | - | (1,003) |
| Net Expenditure | 31,560 | 31,880 | 26,750 | 25,747 | - | (1,003) |

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CHICHESTER CITY COUNCIL

FINANCIAL YEAR 2022/2023

To 31st January 2023

Month: 10

| | Original Budget £ | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ | |
|---|----------------------------------|---------------------------------|----------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----|
| 501 Council House | | | | | | | |
| 4001 Staff Costs | 22,750 | 22,750 | 18,958 | 20,115 | | 1,157 | |
| 4002 Employers NI | 2,180 | 2,180 | 1,817 | 1,831 | | 14 | |
| 4003 Employers Superannuation | 3,700 | 3,700 | 3,083 | 4,070 | | 987 | |
| 4012 Overtime | 8,000 | 8,000 | 8,000 | 18,683 | | 10,683 | 13. |
| 4055 Professional Fees (painting restoration) | 2,000 | 2,000 | 2,000 | - | 2,000 | - | 14. |
| 4101 Publicity | 1,200 | 1,200 | 1,000 | 421 | | (579) | |
| 4145 Maintenance bus shelters | 500 | 500 | 417 | (14,930) | 15,000 | (347) | 15. |
| 4176 Cil - electric van | | | | 14,355 | (14,355) | - | 16. |
| 4201 Wedding licence | 690 | 690 | 690 | - | | (690) | |
| 4206 Bid membership | 1,020 | 1,020 | 1,020 | 2,117 | | 1,097 | |
| 4211 Rates and Water | 42,500 | 42,500 | 40,880 | 43,168 | | 2,288 | |
| 4212 Building cleaning and windows | 5,000 | 5,000 | 4,167 | 5,803 | | 1,636 | |
| 4214 Electricity | 4,000 | 4,000 | 3,333 | 3,006 | | (327) | 17. |
| 4215 Gas | 4,500 | 6,500 | 5,417 | 4,216 | | (1,201) | 18. |
| 4216 General Cleaning | 2,300 | 2,300 | 1,917 | 2,351 | | 434 | |
| 4217 Alarm main servicing and monitoring | 1,500 | 1,500 | 1,250 | 1,353 | | 103 | |
| 4218 Lift Service Contract | 2,900 | 2,900 | 2,900 | 280 | 2,600 | (20) | 19. |
| 4219 Fire Equipment Service | 460 | 460 | 383 | - | | (383) | |
| 4209 Emergency lighting | 1,500 | 1,500 | 1,250 | 34 | | (1,216) | |
| 4210 Fire Extinguishers | 1,250 | 1,250 | 1,042 | 705 | | (337) | |
| 4221 Automatic Door Service | 650 | 650 | 542 | 1,144 | | 602 | |
| 4222 Air conditioning system service | 4,500 | 4,500 | 3,750 | 6,511 | | 2,761 | |
| 4224 Portable App. Testing | 500 | 500 | 417 | - | | (417) | |
| 4225 Insurance | 9,000 | 9,000 | 9,000 | 9,540 | | 540 | |
| 4227 Licences | 510 | 510 | 425 | 1,025 | | 600 | |
| 4231 Council House Improvements | 8,000 | 8,000 | 8,000 | 9,959 | (3,406) | (1,447) | 20. |
| 4234 CCTV Maintenance Contract | 400 | 400 | 333 | - | | (333) | |
| 4238 Cyclical Maintenance budget | 3,000 | 3,000 | 3,000 | | 3,000 | - | 21. |
| 4241 Lightning Protection R & M | 180 | 180 | 150 | 182 | | 32 | |
| 4242 Display Energy Certificate | 400 | 400 | 333 | 179 | | (154) | |
| 4245 Health and Safety | 2,000 | 2,000 | 1,667 | 1,962 | | 295 | |
| 4246 Wedding Expenditure | 500 | 500 | 417 | 46 | | (371) | |
| 4250 Council house equipment | 1,450 | 1,450 | 1,208 | 1,289 | | 81 | |
| 4283 Council Chamber Redecorations | 28,000 | 28,000 | 28,000 | | 28,000 | - | |
| 4284 MUGA running costs | 750 | 750 | 750 | - | | (750) | |
| 4291 Van running costs | 1,000 | 1,000 | 1,000 | 2,604 | | 1,604 | |
| 4298 Cil - fingerposts | - | - | - | 500 | | 500 | |
| 4304 Energy efficiency (boilers) | 16,000 | 16,000 | 16,000 | 29,533 | (13,533) | - | 22. |
| 4303 Council House Underpinning | - | - | - | 17,531 | (17,531) | - | 23. |
| 4800 Administration recharge | 91,587 | 91,587 | 76,323 | 76,323 | | 1 | |
| 4801 C S Ohead recharge | 12,773 | 12,773 | 10,644 | 10,644 | | (0) | |
| 4900 Capital Charges | 39,100 | 39,100 | 32,583 | 32,583 | | (0) | |
| Total Expenditure | 328,250 | 330,250 | 294,065 | 309,133 | 1,775 | 16,844 | |
| 1001 Hire Charges-Assembly Room | 9,000 | 9,000 | 7,500 | 30,583 | | (23,083) | 24. |
| 1002 Hire Charges-Court Room | 7,500 | 7,500 | 6,250 | 17,625 | | (11,375) | |
| 1011 Solar Panel income | 1,600 | 1,600 | 1,333 | 1,836 | | (503) | |
| 1012 Wedding Income | 1,000 | 1,000 | 833 | 1,835 | | (1,002) | |
| 1014 CIL receipts | - | - | - | 900,298 | (900,298) | - | 25. |
| 1015 small screen | - | - | - | 185 | | (185) | |
| 1016 large screen | - | - | - | 2,053 | | (2,053) | |
| 1013 Hanging Basket | 2,500 | 2,500 | 2,083 | - | | 2,083 | |
| Sale of assets | | | | 1,500 | | (1,500) | |
| 1201 Recharges to other services | 82,000 | 82,000 | 68,333 | 68,333 | | 0 | |
| Total Income | 103,600 | 103,600 | 86,333 | 1,024,248 | (900,298) | (37,617) | |
| Net Expenditure | 224,650 | 226,650 | 207,732 | (715,115) | 902,073 | (20,773) | |
| 502 Market House | | | | | | | |
| 4055 Professional Fees | 2,500 | 2,500 | - | | | - | |
| 4801 C S Ohead recharge | 110 | 110 | 92 | 92 | | 0 | |
| 4800 Administration recharge | 1,230 | 1,230 | 1,025 | 1,025 | | - | |

CHICHESTER CITY COUNCIL

**FINANCIAL YEAR 2022/2023
To 31st January 2023**

Month: 10

| | Original Budget £ | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ |
|----------------------------------|----------------------------------|---------------------------------|----------------------------------|---------------------------------|------------------------------------|-----------------------------------|
| Total Expenditure | 3,840 | 3,840 | 1,117 | 1,117 | - | 0 |
| 1120 Rents Received-Ground Floor | 50,000 | 50,000 | 41,667 | 53,164 | | (11,497) |
| Total Income | 50,000 | 50,000 | 41,667 | 53,164 | - | (11,497) |
| Net Expenditure | (46,160) | (46,160) | (40,550) | (52,047) | - | (11,497) |
| 504 City Cross | | | | | | |
| 4214 Electricity | 300 | 300 | 250 | 298 | | 48 |
| 4236 Reps/Maint. General | 500 | 500 | 417 | 1,304 | | 887 |
| 4300 City Cross Conservation | 2,000 | 2,000 | 2,000 | - | 2,000 | - |
| 4302 Annual Maintenance of Clock | 1,000 | 1,000 | 833 | 282 | | (551) |
| 4801 C S Ohead recharge | 70 | 70 | 58 | 58 | | (0) |
| 4800 Administration recharge | 820 | 820 | 683 | 683 | | (0) |
| Total Expenditure | 4,690 | 4,690 | 4,242 | 2,625 | 2,000 | 383 |
| Net Expenditure | 4,690 | 4,690 | 4,242 | 2,625 | 2,000 | 383 |
| 505 St James Obelisk | | | | | | |
| 4236 Reps/Maint. General | 100 | 100 | 100 | - | 100 | - |
| Total Expenditure | 100 | 100 | 100 | - | 100 | - |
| Net Expenditure | 100 | 100 | 100 | - | 100 | - |
| 506 Heritage | | | | | | |
| 4800 Administration recharge | 410 | 410 | 342 | 342 | | 0 |
| 4801 C S Ohead recharge | 30 | 30 | 25 | 25 | | - |
| Total Expenditure | 440 | 440 | 367 | 366 | - | (1) |
| Net Expenditure | 440 | 440 | 367 | 366 | - | (1) |
| 508 Brewery Field | | | | | | |
| 4236 Reps/Maint. General | 1,500 | 1,500 | 1,500 | 4,224 | | 2,724 |
| Total Expenditure | 1,500 | 1,500 | 1,500 | 4,224 | - | 2,724 |
| Net Expenditure | 1,500 | 1,500 | 1,500 | 4,224 | - | 2,724 |

26.

CHICHESTER CITY COUNCIL

FINANCIAL YEAR 2022/2023

To 31st January 2023

Month: 10

| | Original Budget £ | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ |
|--------------------------------------|----------------------------------|---------------------------------|----------------------------------|---------------------------------|------------------------------------|-----------------------------------|
| NET EXPENDITURE | 47,000 | 77,418 | (4,467) | (992,333) | 961,358 | (26,008) |
| ADJUSTMENT RE CAPITAL CHARGES | (47,000) | (47,000) | (39,167) | (39,166) | - | 1 |
| (SURPLUS)/DEFICIT | - | 30,418 | (43,634) | (1,031,499) | 961,358 | (26,007) |

Notes:

| | |
|---|---------------|
| The Current Budget varies from the Original Budget due to budgets brought forward fm 2021/22. | £ |
| Original budget surplus/deficit | - |
| Budgets carried forward from 2021/22 | 30,418 |
| | <u>30,418</u> |

Variations

1. A 2% pay was built into the budget. The latest pay award of £1,925 per person will be backdated to April 2022.
2. Specialist services from SEE were acquired to assist with the recruitment of the new Town Clerk.
3. Interest on our investments has increased substantially particularly from the Public Sector Deposit Fund which has been achieving high returns.
4. As part of the twinning with Speyer, the City Council invested in new flags and flag poles.
5. Remaining Discretionary budget unspent to be carried forwards to 2023-2024 £5,885.
6. Remaining Public Realm budget unspent to be carried forward to 2023-2024.
7. Expenditure on allotment water bills has been substantially higher. This will be carefully monitored in the new year.
8. Expenditure on allotments has been high. The purchase of a new mower (£1,049) and tree works (£1,560) will be funded from reserve.
9. Neighbourhood Plan Heritage Design Study by Craft Pegg Ltd £4,500 to be funded from Cil set aside.
10. The Oxmarket mezzanine NHB has been claimed.
11. The Gala brochure income was very successful and this offset the gala expenditure.
12. Cemetery costs were hugely reduced last year. It is estimated that the total expenditure this year will be just over £40k.
13. Custodian hours have increased in line with the increase in Hall Booking income. Both Budgets will need to be revised in 2023-24.
14. The painting restoration budget remains unspent this year. £2,000 will be transferred to reserve.
15. £15,000 was received via WSCC S106 for the Bognor Road bus shelter.
16. £14,355 was spent on the purchase of the electric van, which will be funded from Cil.
- 17/18. Underspends on utilities will be transferred to reserve.
19. The unspent balance on the lift budget will be transferred to reserve.
20. Council House maintenance included carpeting of the Lion Street corridor and replacement of the hopper and downpipe. These will be funded from Council House reserve.
21. The cyclical maintenance budget £3,000 remains unspent, this will be transferred to reserve.
22. £16,000 was initially budgeted for the replacement of the boilers. Upon further investigation these costs were found to be much higher. It is therefore proposed that these schemes would be better funded from Cil to provide longer term energy efficiency of the building.
23. The Council House underpinning costs will be funded by the Insurance claim apart from the initial excess.
24. Council House room booking income has increased substantially.
25. Cil receipts received total £900,298
26. Grass cutting at Brewery field and tree works have been costly. The budget will need to be revised in 2023-24.

AGENDA ITEM 6

Expenditure on Reserves

Council House Reserve

| Description | Actual Expenditure (£) | Committed Expenditure (£) | Committee | Date RESOLVED |
|--------------------------------|------------------------|---------------------------|-----------|---------------|
| Carpeting Lion Street corridor | 2,220.00 | | | |
| Downpipe Hopper | 2,134.08 | | | |
| | | | | |
| | | | | |
| | | | | |
| <u>Total</u> | 4,354.08 | 0.00 | | |

| | £ | £ |
|--------------|------------------|-------------|
| Cfwd | 98,854.85 | |
| Expenditure | 4,354.08 | 0.00 |
| <u>Total</u> | 94,500.77 | 0.00 |

| | |
|--|--------|
| End of year transactions | |
| cyclical maintenance budget | 3,000 |
| Council House maintenance | 28,000 |
| money set aside for boiler replacement | 13,533 |
| | <hr/> |
| | 44,533 |

Bal 139,034

AGENDA ITEM 7

Public Realm Budget

| Description | Actual Expenditure (£) | Committed Expenditure (£) | Committee | Date RESOLVED |
|-----------------------------------|------------------------|---------------------------|-------------------|----------------|
| Supply & Install socket for SID | £1,080.00 | | Community Affairs | 5th Oct 2020 |
| Padlocks for SID | £47.68 | | Additional Costs | |
| Extra Solar Panel bracket for SID | £154.50 | | Additional Costs | |
| 2 brackets and 4 posts | £1,630.00 | | Additional costs | |
| CCTV install Litten Gardens | £5,666.00 | | Finance Committee | 14th June 2022 |
| Elec parts for CCTV | £7.25 | | Additional Costs | |
| Contribution to Rangers | £15,834.00 | | | |
| Signwrite Clerk Board | £355.00 | | | |
| Leander refund | -£113.00 | | | |
| Total | £24,661.43 | £0.00 | | |

| | £ | £ |
|--------------------|------------------|---|
| cfwd | 42,477.00 | |
| Actual Expenditure | -24,661.43 | |
| Total | 17,815.57 | |

= £23,000 Budget + £19,477 Bfw

Potential Public Realm projects to come;
 Murray Sculpture
 Bike Racks
 Boundary Signs
 Task force

Date: 24/02/2023

User: KM

Time: 15:00

**Bank Reconciliation Statement as at 31/01/2023
for Cashbook 2 - Unity Trust Current Account**

AGENDA ITEM 14a

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|---------------------|
| Current account-Unity | 31/01/2023 | 116 | 1,683,617.65 |
| | | | 1,683,617.65 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 1,683,617.65 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 1,683,617.65 |
| | | Balance per Cash Book is :- | 1,683,617.65 |
| | | Difference is :- | 0.00 |

Date: 24/02/2023

User: KM

Time: 14:54

**Bank Reconciliation Statement as at 31/01/2023
for Cashbook 1 - Imprest Account**

AGENDA ITEM 14a

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Imprest Account-Unity | 31/01/2023 | 93 | 18,551.53 |
| | | | 18,551.53 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 18,551.53 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 18,551.53 |
| | | Balance per Cash Book is :- | 18,551.53 |
| | | Difference is :- | 0.00 |

Unity Trust Current Account

List of Payments made between 01/01/2023 and 31/01/2023

AGENDA ITEM 14b

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|-----------------------|--------------------------------|-----------|------------------|----------------|--------------------------------|
| 01/01/2023 | British Telecommunications PLC | BACS05 | 45.49 | | Lift Emerg line to 01.01.23 |
| 03/01/2023 | Renault Finance | DD04 | 30.00 | | 36 Mnth Battery Lease for Van |
| 04/01/2023 | O2 - Telephonica UK Ltd | DD08 | 32.40 | | Staff Mobile phone x 3 |
| 06/01/2023 | Phil Jones Associates Ltd | BACS01 | 4,063.38 | | South Access Rd rep, meet, w/s |
| 06/01/2023 | Window Flowers Limited | BACS02 | 3,849.30 | | 13 x Winter Planters 2022/23 |
| 06/01/2023 | West Sussex County Council | BACS03 | 35,212.36 | | Dec 22 - Salaries |
| 09/01/2023 | Square | TRANS | 0.69 | | Square Fees |
| 13/01/2023 | Chichester District Council | DD13 | 68.50 | | Refuse & Recycling -Dec22 |
| 16/01/2023 | Chichester District Council | DD01 | 4,147.00 | | Annual rates for Council Hse |
| 16/01/2023 | Chichester BID | DD02 | 101.30 | | BID Levy for 22/23 |
| 16/01/2023 | Vodafone Ltd | DD03 | 31.45 | | Broadband for Dec 22 |
| 16/01/2023 | British Telecommunications PLC | DD06 | 64.25 | | Redcare & ala line to 01.01.23 |
| 17/01/2023 | British Telecommunications PLC | DD07 | 369.20 | | Phoneline to 30.12.22 |
| 19/01/2023 | Drax | DD14 | 102.47 | | Elec - Unmetered to 31.12.22 |
| 20/01/2023 | Drax | DD12 | 676.58 | | Elec - Unmetered 2 to 31.12.22 |
| 23/01/2023 | Super Signs | BACS05 | 1,790.39 | | 9 x Boundary signs re Twinning |
| 23/01/2023 | Barclaycard | DD | 591.28 | | Barclaycard Jan 2023 |
| 24/01/2023 | Friends of Centurion Way | BACS04 | 2,500.00 | | Discretionary Grant Sep22 |
| 24/01/2023 | Pitney Bowes Ltd | DD09 | 90.71 | | Qtly Rental & Maint Frank mach |
| 26/01/2023 | Imprest Account | TRANSFER | 10,000.00 | | TRANSFER |
| 26/01/2023 | EE | DD10 | 13.70 | | Staff Mobile phone RD |
| 27/01/2023 | S & P Tree Specialists Ltd | BACS06 | 1,560.00 | | Reduce Oak @ L/Breach 01.12.22 |
| 27/01/2023 | CCE Sussex Ltd | BACS07 | 1,956.00 | | 2 x NAL sockets + 4x Posts SID |
| 27/01/2023 | MiddlePeak Engineering Ltd | BACS08 | 1,491.00 | | 3 x 12" Blue Plaques with Cres |
| 31/01/2023 | Renault Finance | DD11 | 30.00 | | 36 Mnth Battery Lease for Van |
| Total Payments | | | 68,817.45 | | |

Imprest Account

List of Payments made between 01/01/2023 and 31/01/2023

AGENDA ITEM 14b

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 06/01/2023 | Allstar | BACS03 | 111.35 | | Diesel for truck - Dec 22 |
| 06/01/2023 | Visual Hygiene Cleaning Servic | BACS04 | 80.00 | | Window Clean at C/ Hse Dec22 |
| 06/01/2023 | Sindles Caterers | BACS05 | 500.00 | | Deposit for Civ Award catering |
| 06/01/2023 | Heating Plumbing Supplies | BACS06 | 5.64 | | Compression copper olive |
| 06/01/2023 | Society of Local Council Clerk | BACS07 | 141.60 | | TC Job Ad - Oct 22 Gold Pack |
| 06/01/2023 | Covers Trade Centre Branch | BACS08 | 93.34 | | Timber & plugs - St sign repai |
| 06/01/2023 | City Electrical Factors | BACS09 | 3.72 | | Door release switch back offic |
| 06/01/2023 | Screwfix | BACS10 | 28.99 | | Carbon Monoxide Alarm - Boiler |
| 06/01/2023 | The Woodhorn Group Ltd | BACS11 | 184.20 | | Green waste Allots - Dec 22 |
| 12/01/2023 | Recycle Southern Ltd | BACS12 | 77.52 | | Tip waste from C/Hse 3.01.23 |
| 12/01/2023 | Thomas Fattorini Ltd | BACS13 | 31.20 | | 1 x Civic Award medal |
| 12/01/2023 | Luna Clean | BACS14 | 559.36 | | Cleaning Council Hse - Dec 22 |
| 12/01/2023 | Dyson King (Architectural Iron | BACS15 | 207.94 | | 4 x Padlocks + 12 x Keys Allot |
| 12/01/2023 | City Electrical Factors | BACS16 | 122.12 | | Materials -Catering supp upgr |
| 12/01/2023 | Majestic Wine Warehouses Ltd | BACS17 | 197.64 | | Refreshments C/Awards Feb22 |
| 12/01/2023 | SSE Contracting | BACS18 | 117.32 | | Gas Coun Hse to 05.01.23 |
| 12/01/2023 | Gravel Lane Garage Services Lt | BACS19 | 45.00 | | MOT for Electric Van |
| 12/01/2023 | Heating Plumbing Supplies | BACS20 | 28.01 | | Parts - hot water heater Kitch |
| 19/01/2023 | Helens Airport Cars Ltd | BACS02 | 448.80 | | Airport Return Trans - Speyer |
| 19/01/2023 | Society of Local Council Clerk | BACS21 | 337.00 | | Membership fee KM to 29.02.24 |
| 19/01/2023 | Rosewood Projects Ltd | BACS22 | 468.00 | | Graffiti removal -Market Cross |
| 19/01/2023 | Jane Walker Forge Flowers | BACS23 | 30.00 | | Registrar's Table decor -5Jan |
| 19/01/2023 | Majestic Wine Warehouses Ltd | BACS24 | 197.64 | | Refreshments re Twin 6.3.23 |
| 19/01/2023 | Mr G Bowen | BACS25 | 33.90 | | Frames Civic Awards + 6 x S/sp |
| 19/01/2023 | Canon (UK) Ltd | BACS26 | 427.13 | | P/Copier rental 01.10-31.12.22 |
| 19/01/2023 | Amazon | BACS27 | 462.26 | | Buffalo Coffee jug 1.7L |
| 19/01/2023 | SJI Food & Service | BACS28 | 200.00 | | Deposit re Canapes Twin 6.3.23 |
| 19/01/2023 | Tastebuds | BACS29 | 50.00 | | Deposit -Charter dinner 28/4 |
| 27/01/2023 | Kestrel Guards | BACS30 | 467.39 | | Ann Keyhold - C/H to 13.12.23 |
| 27/01/2023 | Society of Local Council Clerk | BACS31 | 47.50 | | New Clerk's Manual |
| 27/01/2023 | Mr G Bowen | BACS32 | 7.65 | | Postage for Swan B/stop agree |
| 27/01/2023 | C Adams | BACS33 | 15.85 | | Refreshments & T/rolls etc |
| 27/01/2023 | South Downs Water Co Ltd | BACS34 | 39.60 | | 3 x 19L Water Bottles |
| 27/01/2023 | Amazon | BACS35 | 211.80 | | Pk of Cream card for certs |
| Total Payments | | | 5,979.47 | | |

AGENDA ITEM 14c

PAYMENTS MADE BY BARCLAYCARD ANALYSIS OF STATEMENTS FOR JANUARY 2023

| Date and supplier | Detail | Net £ | VAT £ | Total £ |
|----------------------------|-----------------------------------|------------------|------------------|--------------------|
| 15/12/2022 Zoom | contract | 35.967 | 7.193 | 43.16 |
| 31/12/2022 Smarty | phone contract | 8.333 | 1.667 | 10.00 |
| 19/12/2022 SLCC | Membership | 239.167 | 47.833 | 287.00 |
| 03/01/2023 Motoring Assist | | 198.000 | 39.600 | 237.60 |
| 04/01/2023 Stamoit | gold seals | 11.267 | 2.253 | 13.52 |
| | Total for January 2023 | 492.73 | 98.55 | 591.28 |