

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	25 <sup>th</sup> November 2021 7.00PM	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>10 Management accounts to 30<sup>th</sup> September 2021</b>		
<b>Background</b>	Variance analysis for the period 1 <sup>st</sup> April to 30 <sup>th</sup> September 2021 to accompany the attached spreadsheets in Appendix 10.1		
<b>Updates</b>	<p>These figures cover the period 1<sup>st</sup> April to 30<sup>th</sup> September 2021, which equates to 50% of the annual budget.</p> <p><b><u>Finance and Policy Committee</u></b></p> <p><u>Corporate Management</u> Currently at 47% expenditure.</p> <ul style="list-style-type: none"><li>• Insurance: 101% which is due to increase due to revaluations of contents and the Town Hall.</li><li>• Telephone/Internet: Upgrade to the system required for increase in lines.</li><li>• Recruitment Advertising: Higher requirement.</li></ul> <p><u>Democratic/Civic</u> Currently at 47% expenditure. No points to raise.</p> <p><u>Grants</u> Currently 81% expenditure.</p> <ul style="list-style-type: none"><li>• £10,845 Community Grants remains available for the remainder of this financial year.</li></ul> <p><b><u>Community and Environment Committee</u></b> Currently at 43% expenditure. Floral display currently showing 107%, this is due to income lower than budgeted.</p> <p><b><u>Town Hall, Assets and Services Committee</u></b> Currently at 60% expenditure.</p> <ul style="list-style-type: none"><li>• Paddling Pool- Currently at 90% expenditure, the pool opened 16<sup>th</sup> August 2021 and closed on 12<sup>th</sup> September 2021.</li><li>• Town Hall – Income for Grand Hall at 65% due to hiring of Grand Hall for Covid Vaccination role out. Bookings are now being taken for the Town Hall.</li></ul>		

	<ul style="list-style-type: none"> <li>• Congleton Information Centre- For information the Third-Party ticket sales are offset against Third-Party ticket expenditure, there are timing delays of invoices being received.</li> <li>• Streetscape: 64% Net expenditure overall. Wages and Agency Staff cost are at 53%, Insurance over due to revaluations. General expenditure, Cleaning and Protective are higher than expected due to day to day requirements.</li> </ul> <p><b><u>Capital</u></b> Capital is shown to enable the management accounts to balance to the budget figure. The first payment towards the loan has been made.</p> <p><b><u>Staffing Costs</u></b> Staffing costs at 48%, in line with budget.</p>
<b>Decision Requested</b>	To receive the Management Accounts to 30 <sup>th</sup> September 2021

**Congleton Town Council**  
**Management Accounts 2021**  
**September 2021**  
**Expected spending for M6 is 50%**

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<b>Finance and Policy Committee</b>				
<b>Corp Management</b>				
Staff Costs (re-allocated)	77,875	165,881	88,006	47%
Travel	0	500	500	0%
Training / Conferences	1,623	3,000	1,377	54%
Rent Payable	8,508	17,017	8,509	50%
Miscellaneous Office Costs	471	1,660	1,189	28%
Telephone/Fax/Internet	1,680	920	-760	183%
Postage	339	2,620	2,281	13%
Stationery & Printing	1,282	2,900	1,618	44%
Subscriptions & Publications	2,846	4,200	1,354	68%
Insurance	9,128	9,000	-128	101%
Computer/IT Costs	8,312	13,130	4,818	63%
Photocopy Charges	616	2,300	1,684	27%
Recruitment Advertising	872	500	-372	174%
Other Advertising	70	300	230	23%
Bank Charges	478	1,000	522	48%
Audit Fees - External	2,000	2,000	0	100%
Audit Fees - Internal	0	1,335	1,335	0%
Accountancy Support	1,628	5,000	3,372	33%
Legal & Professional fees	737	6,900	6,163	11%
HR & H&S support	2,656	4,500	1,844	59%
Central Overheads reallocated	-34,749	-61,561	-26,812	56%
Corporate Management:-Expenditure	<b>86,372</b>	<b>183,102</b>	<b>96,730</b>	47%
Interest Receivable	-23	-1,500	-1,477.00	2%
Corporate Management :- Income	<b>-23</b>	<b>-1,500</b>	<b>-1,477</b>	2%
<b>Net Expenditure over Income</b>	<b>86,349</b>	<b>181,602</b>	<b>95,253</b>	48%
<b>Civic</b>				
Staff Costs (re-allocated)	14,652	30,392	15,740	48%
Training / Conferences	438	1,800	1,362	24%
Stationery & Printing	38	500	462	8%
Marketing/Promotions	790	1,000	210	79%
Council Newsletter	4,124	6,200	2,076	67%
Council Website	910	2,000	1,090	46%
Mayor's Allowance	3,000	3,000	0	100%
Members Expenses	0	200	200	0%
Civic Expenses	808	5,000	4,192	16%
Civic Regalia	60	250	190	24%
Hall & Room Hire	1,771	6,000	4,229	30%
Civic Artefacts and Treasures	108	500	392	22%
Central Overheads reallocated	1,464	2,593	1,129	56%
Civic:-Expenditure	<b>28,163</b>	<b>59,435</b>	<b>31,272</b>	47%
Grants <u>Grants</u>	<b>46,988</b>	<b>57,833</b>	<b>10,845</b>	81%
<b>F&amp;P Income - Expenditure Totals</b>	<b>161,500</b>	<b>298,870</b>	<b>137,370</b>	54%
<b>Community and Environment Committee</b>				
212 Propagation Unit	0	1,000	1,000	0%
215 Floral Displays	13,141	12,250	-891	107%
241 Allotments	62	1,250	1,188	5%
301 Congleton Partnership	17,777	35,554	17,777	50%
302 Community Development	54,427	117,351	62,924	46%
303 Crime Reduction/CCTV	17,867	48,650	30,783	37%
305 Christmas Fayre/lights	44	16,000	15,956	0%
310 Neighbourhood Plan	0	0	0	0%
315 Covid 19	9,696	0	-9,696	0%
Donations and transfer from Covid 19 EMR	-9,696	0	9,696	0%
321 Tourism	1,075	5,000	3,925	22%
341 Youth and Young People	136	2,000	1,864	7%
351 Luncheon Club	3,158	9,000	5,842	35%
<b>C,E &amp;S Income - Net Expenditure Totals</b>	<b>107,687</b>	<b>248,055</b>	<b>140,368</b>	43%
<b>Town Hall, Assets and Services Committee</b>				
	Actual Year	Current	Variance	% of

	To Date	Annual Budget	Annual Total	Budget	
<u>Paddling Pool</u>	<u>24,729</u>	<u>27,558</u>	<u>2,829</u>	90%	
<u>Town Hall</u>					
Town Hall - Expenditure	85,527	203,450	117,923	42%	
Town Hall - Income	-35,418	-117,600	-82,182	30%	
Net Expenditure over Income	<u>50,109</u>	<u>85,850</u>	<u>35,741</u>	58%	
<u>Congleton Information Centre</u>					Notes
CEC Support Grant	-16,500	-33,000	-16,500	50%	
Sales Income: Third Party Ticket sales	-12,221	0	12,221		
Sales Income	-4,204	0	4,204		
Direct expenditure	1,884	67,403	65,519	3%	
Third Party Ticket expenditure	8,072		-8,072		
Expenditure: Staff	24,638		-24,638		
Expenditure	7,844		-7,844		
Net Expenditure over income	<u>9,513</u>	<u>34,403</u>	<u>24,890</u>	28%	
<u>Public Toilets</u>	<u>3,769</u>	<u>10,250</u>	<u>6,481</u>	37%	
<u>Cenotaph</u>	<u>90</u>	<u>250</u>	<u>160</u>	36%	
<u>Streetscape</u>					
Streetscape Expenditure	<u>321,325</u>	<u>590,734</u>	<u>269,409</u>	54%	
Streetscape - Income CEC	-186,351	-372,702	-186,351	50%	
Streetscape - External work income	-5,789	-15,000	-9,211	39%	
Streetscape - Other	-24	0	24		
Streetscape - Misc Income	-450	-900	-450	50%	
	<u>-192,614</u>	<u>-388,602</u>	<u>-195,988</u>	50%	
Net Expenditure over Income	<u>128,711</u>	<u>202,132</u>	<u>73,421</u>	64%	
<b>Town Hall, Assets and Services - Net Expenditure</b>	<b><u>216,921</u></b>	<b><u>360,443</u></b>	<b><u>143,522</u></b>	60%	
<u>Capital</u>	<u>35,889</u>	<u>46,778</u>	<u>10,889</u>	77%	
<b>Total Net Expenditure</b>	<b><u>521,997</u></b>	<b><u>954,146</u></b>	<b><u>432,149</u></b>	55%	
Staff Costs	<u>422,199</u>	<u>887,343</u>	<u>465,144</u>	48%	

#### Reserves as at 31st August 2021

310	General Reserve	226,244
318	Capital Equipment Fund	27,305
320	Capital Contingency Fund	436,686
321	EMR Elections	20,000
322	EMR Covid 19 Fund	10,575
324	EMR Crime Prevention/Traffic calming	7,357
327	EMR Business Recovery Fund	11,460
330	EMR Ancient Treasures	3,000
331	EMR Website	5,151
333	EMR Training	8,479
337	EMR Toilets	24,012
339	EMR Public Realm	9,189
340	EMR Legal Fees	5,292
342	EMR Tourism	19,169
343	EMR Marketing	5,000
344	EMR Congleton Neighbourhood Plan	9,011
345	EMR Cenotaph	11,777
346	EMR Rotary Bonfire	5,000
348	EMR Civic	1,000
		<u>845,707</u>