

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	30 th June 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	7 Town Hall Trading Account		
Background	Variance analysis of the Trading Account to 31 st May 2022 to accompany the spreadsheet show as Appendix 7.1		
Updates	<p>This trading account is for 2 months of 2022/23, which equates to 16.7% of the budget. Town Hall 16.4% overall.</p> <p><u>Income</u> 15.2%</p> <ul style="list-style-type: none">○ Grand Hall is at 24.9%, there have been some Corporate bookings which has contributed to this.○ Spencer Suite is at 20.5%, which include contributions from Citizens Advice Bureau (CAB) room hire. <p><u>Expenditure</u> 15.8%</p> <ul style="list-style-type: none">○ Property Maintenance currently at 43.7% as there has been work completed in the area formerly knows as “The Cotton Club” and a repair to the boiler.○ Maintenance Contracts currently at 34% due to whole year invoices and first quarter invoices being received.		
Decision Requested	To receive the Town Hall Trading Account for Month 2 to 31 st May 2022.		

Congleton Town Council
Management Accounts 2022-23
TOWN HALL
 May-22

Appendix 7.1

Month	2	ANNUAL	BUDGET TO	Actual Spend to	£ VARIANCE	% Of Budget	Variance	NOTES
Percentage	16.7%	BUDGET	M2	M2	AT M2	spent @ M2	%	
TOWN HALL								
4000	Staff Costs (re-allocated)	69,219	11,537	11,607	-71	16.8%	-0.1%	
4008	Training	1,000	167	0	167	0.0%	16.7%	
4009	Protective Clothing/H & Safety	500	83	53	30	10.6%	6.1%	
4010	Cleaners	6,500	1,083	888	195	13.7%	3.0%	
4011	Rates	29,078	4,846	5,480	-634	18.8%	-2.1%	Paid over 10 months not 12
4012	Water	6,150	1,025	239	786	3.9%	12.8%	
4014	Electricity	24,125	4,021	1,730	2,291	7.2%	9.5%	
4015	Gas	16,500	2,750	1,485	1,265	9.0%	7.7%	
4016	Cleaning materials	2,000	333	220	113	11.0%	5.7%	
4017	Refuse Disposal	3,000	500	0	500	0.0%	16.7%	
4020	Miscellaneous Office Costs	1,500	250	151	99	10.1%	6.6%	
4025	Insurance	9,800	1,633	0	1,633	0.0%	16.7%	
4033	Marketing/Promotions	3,500	583	0	583	0.0%	16.7%	
4040	Maintenance Contracts	7,750	1,292	2,633	-1,341	34.0%	-17.3%	Start of 1st quarter invoices
4041	Property Maintenance	15,000	2,500	6,548	-4,048	43.7%	-27.0%	Costs incurred in Cotton Club area
4064	Legal & Professional fees	100	17	0	17	0.0%	16.7%	
4068	Licences (incl PRS)	3,500	583	646	-63	18.5%	-1.8%	Wedding licence year 2
6000	Central Overheads Reallocated	5,935	989	705	284	11.9%	4.8%	
	Town Hall Expenditure	205,157	34,193	32,385	1,808	15.8%	0.9%	
3020	Catering costs (rechargeable)		0	0	0	#DIV/0!	#DIV/0!	
	Total Town Hall Expenditure	205,157	34,193	32,385	1,808	15.8%	0.9%	
1009	Rent Rec'd - Museum Notional	-4500	-750	-750	0	16.7%	0.0%	
1010	Rent Received - 3rd Party Partnership	-1533	-256	-256	1	16.7%	0.0%	
1011	Rent Received - Internal CTC	-26517	-4420	-4420	1	16.7%	0.0%	
1013	Letting Income - Grand Hall	-25400	-4233	-6330	2097	24.9%	-8.2%	
1014	Letting Income - Bridestones	-13200	-2200	-1830	-370	13.9%	2.8%	
1015	Letting Income - Spencer Suite	-4950	-825	-1013	188	20.5%	-3.8%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	
1016	Letting Income - Brasserie, Kitchen and Bar	-15000	-2500	0	-2500	0.0%	16.7%	
1021	Letting Income - Internal	-9000	-1500	-664	-836	7.4%	9.3%	
1022	Letting income - F&F	-1000	-167	0	-167	0.0%	16.7%	
1035	Service Charges - Brasserie	0	0	0	0	#DIV/0!	#DIV/0!	
1051	Catering Sales (recharges)	0	0	-75	75	#DIV/0!	#DIV/0!	
1199	Miscellaneous Income	0	0	0	0	#DIV/0!	#DIV/0!	
	Total Town Hall Income	-101100	-16850	-15338	-1512	15.2%	1.5%	
	Net Expenditure over Income	104,057	17,343	17,047	296	16.4%	0.3%	