

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	4 <sup>th</sup> August 2022 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	<b>Serena Van Schepdael – Responsible Financial Officer (RFO)</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>11 Congleton Information Centre Trading Account</b>		
<b>Background</b>	Variance analysis of the Trading Account to 30 <sup>th</sup> June 2022 to accompany the spreadsheet show as Appendix 11.1		
<b>Updates</b>	<p>This trading account is for 3 months of 2022/23, which equates to 25% of the budget.</p> <p>The budgets for direct sales and direct expenditure this year are based on actual figures from 2021-22 (There were no set budgets in 2021-22) which was the first year of trading as the Congleton Information Centre. The budget will be monitored by the RFO during the year for future budget setting.</p> <p><b><u>Income</u></b> Support Grant income 45%, due to first payment received, second payment will be invoiced in September. Income also includes Citizens Advice Bureau (CAB) contribution towards reception duties.</p> <p>Direct Sales income: 38.4%</p> <p><b><u>Expenditure</u></b> Direct Expenditure 40.5%</p> <p><b><u>Summary</u></b> Direct Sales           £12,327 Direct Expenditure £10,805</p>		
<b>Decision Requested</b>	To receive the Congleton Information Centre Trading Account for Month 3 to 30 <sup>th</sup> June 2022.		

**Congleton Town Council**  
**Management Accounts 2022-23**  
**CONGLETON INFORMATION CENTRE**  
 Jun-22

Appendix 11.1

Month	3	<b>ANNUAL</b>	BUDGET TO	Actual Spend to	£ VARIANCE	% Of Budget	Variance	NOTES
Percentage	25.0%	<b>BUDGET</b>	M3	M3	AT M3	spent @ M3	%	
<b>CONGLETON INFORMATION CENTRE</b>								
3000 Stock at 1st April		0	0	0	0	0.0%	25.0%	
3041 3rd Party ticket resales		21,000	5,250	9,372	-4,122	44.6%	-19.6%	
3042 Books, Maps, Guides resale		3,300	825	340	485	10.3%	14.7%	
3043 Souvenirs for resale		1,250	313	29	284	2.3%	22.7%	
3044 Stamps for resale		0	0	193	-193			No budget set to calculate %
3046 Local Produce for resale		650	163	628	-466	96.6%	-71.6%	
3047 Theatre giftcards for resale		0	0	14	-14			No budget set to calculate %
3048 Food & Drink for resale		475	119	229	-110	48.2%	-23.2%	
3049 CTC Merchandise		0	0	0	0	0.0%	25.0%	
3999 Stock at 31st March 2022		0	0	0	0	0.0%	25.0%	
Direct Expenditure		<b>26,676</b>	<b>6,669</b>	<b>10,805</b>	<b>-4,136</b>	<b>40.5%</b>	<b>-15.5%</b>	
4000 Staff costs		59,272	14,818	14,938	-120	25.2%	-0.2%	
4011 Rates		4,725	1,181	0	1,181	0.0%	25.0%	
4013 Rent Payable		7,500	1,875	1,875	0	25.0%	0.0%	
4026 Computer/ICT costs		240	60	0	60	0.0%	25.0%	
4162 General Expenditure		2,000	500	265	235	13.3%	11.8%	
6000 Central Overheads Reallocated		5,082	1,271	1,126	145	22.2%	2.8%	
Indirect Expenditure		<b>78,819</b>	<b>19,705</b>	<b>18,204</b>	<b>1,501</b>	<b>23.1%</b>	<b>1.9%</b>	
1041 Third Party Ticket Sales		-24,000	-6,000	-10,217	4,217	42.6%	-17.6%	
1042 Books, Maps, Guides sales		-2,300	-575	-542	-33	23.6%	1.4%	
1043 Souvenir sales		-3,000	-750	-763	13	25.4%	-0.4%	
1044 Stamp Sales		-1,100	-275	-95	-180	8.6%	16.4%	
1045 Photocopy sales		-500	-125	-91	-34	18.2%	6.8%	
1047 Theatre gift cards		-300	-75	0	-75	0.0%	25.0%	
1048 Food and Drink sales		-900	-225	-338	113	37.6%	-12.6%	
1049 CTC Merchandise sales		0	0	-281	281			No budget set to calculate %
Income		<b>-32,100</b>	<b>-8,025</b>	<b>-12,327</b>	<b>4,302</b>			£1,522 income over expenditure for Direct Sales
1168 CEC Support Grant CIV		-36,074	-9,019	-16,234	7,216	45.0%	-20.0%	Support grant paid over 2 instalments
1031 CAB Reception Contribution		0	0	-1,250	1,250	#DIV/0!	#DIV/0!	No budget set to calculate %
Other Income		<b>-36,074</b>	<b>-9,019</b>	<b>-17,484</b>	<b>8,466</b>			
Total Income		<b>-68,174</b>	<b>-17,044</b>	<b>-29,811</b>	<b>12,768</b>			