

**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>	Serena Van Schepdael- Responsible Financial Officer (RFO)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>7 Town Hall Trading Account</b>		
<b>Background</b>	Variance analysis of the Trading Account to 30 <sup>th</sup> June 2022 to accompany the spreadsheet shown as Appendix 7.1		
<b>Updates</b>	<p>This trading account is for 3 months of 2022/23, which equates to 25% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><b><u>Income</u></b> 24.7%</p> <ul style="list-style-type: none"><li>○ Grand Hall is at 36.7%, this is due to a mixture of both Corporate and a number of private bookings.</li><li>○ Spencer Suite is at 31.6%, which includes contributions from Citizens Advice Bureau (CAB) room hire.</li><li>○ Commercial Partner Commission has now started to be invoiced for events from end of April 2022.</li></ul> <p><b><u>Expenditure</u></b> 28.8%</p> <ul style="list-style-type: none"><li>○ Insurance showing as 100.85%, this is due to both insurances being paid in full.</li><li>○ Property Maintenance currently at 57.1% as there has been work completed in the area formerly known as “The Cotton Club” and a repair to the boiler.</li><li>○ Maintenance Contracts currently at 52.2% due to whole year invoices and first quarter invoices being received.</li><li>○ 4168 Other Expenditure: This is for the Memorial Plaques in the Town Hall Foyer, funds have been moved in from Reserves to cover this cost.</li></ul>		
<b>Decision Requested</b>	To receive the Town Hall Trading Account for Month 3 to 30 <sup>th</sup> June 2022.		

**Congleton Town Council**  
**Management Accounts 2022-23**

**Appendix 7.1**

**TOWN HALL**

Jun-22

Month	3	ANNUAL	BUDGET TO	Actual Spend to	£ VARIANCE	% Of Budget	Variance	NOTES
Percentage	25.0%	BUDGET	M3	M3	AT M3	spent @ M3	%	
<b>TOWN HALL</b>								
4000	Staff Costs (re-allocated)	69,219	17,305	16,936	369	24.5%	0.5%	
4008	Training	1,000	250	0	250	0.0%	25.0%	
4009	Protective Clothing/H & Safety	500	125	430	-305	86.0%	-61.0%	New staff uniform, event security
4010	Cleaners	6,500	1,625	1,641	-16	25.2%	-0.2%	
4011	Rates	29,078	7,270	8,219	-950	28.3%	-3.3%	Paid over 10 months not 12
4012	Water	6,150	1,538	385	1,153	6.3%	18.7%	Invoiced to May
4014	Electricity	24,125	6,031	2,763	3,268	11.5%	13.5%	Invoiced to May, £3,586 less re-charge out of £823
4015	Gas	16,500	4,125	2,355	1,770	14.3%	10.7%	Invoiced to May
4016	Cleaning materials	2,000	500	220	280	11.0%	14.0%	
4017	Refuse Disposal	3,000	750	0	750	0.0%	25.0%	
4020	Miscellaneous Office Costs	1,500	375	258	117	17.2%	7.8%	
4025	Insurance	9,800	2,450	9,874	-7,424	100.8%	-75.8%	Insurances paid in full for the year
4033	Marketing/Promotions	3,500	875	0	875	0.0%	25.0%	
4040	Maintenance Contracts	7,750	1,938	4,046	-2,109	52.2%	-27.2%	Start of 1st quarter invoices
4041	Property Maintenance	15,000	3,750	8,572	-4,822	57.1%	-32.1%	Costs incurred in Cotton Club area
4064	Legal & Professional fees	100	25	0	25	0.0%	25.0%	
4068	Licences (incl PRS)	3,500	875	646	229	18.5%	6.5%	
4168	Other Expenditure	0	0	1,140	-1,140	#DIV/0!	#DIV/0!	Memorial plaques in foyer
4951	Tfr From EMR	0	0	1,140	1,140	#DIV/0!	#DIV/0!	Transfer from Cenotaph EMR for plaques
6000	Central Overheads Reallocated	5,935	1,484	1,315	169	22.2%	2.8%	
	Town Hall Expenditure	205,157	51,289	57,660	-6,371	28.1%	-3.1%	
3020	Catering costs (rechargeable)	0	0	1,323	-1,323	#DIV/0!	#DIV/0!	No budget set to calculate %
	Total Town Hall Expenditure	205,157	51,289	58,983	-7,694	28.8%	-3.8%	
1009	Rent Rec'd - Museum Notional	-4500	-1125	-1125	0	25.0%	0.0%	
1010	Rent Received - 3rd Party Partnership	-1533	-383	-383	-0	25.0%	0.0%	
1011	Rent Received - Internal CTC	-26517	-6629	-6629	-0	25.0%	0.0%	
1013	Letting Income - Grand Hall	-25400	-6350	-9318	2968	36.7%	-11.7%	
1014	Letting Income - Bridestones	-13200	-3300	-2029	-1271	15.4%	9.6%	
1015	Letting Income - Spencer Suite	-4950	-1238	-1565	328	31.6%	-6.6%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	No budget set to calculate %
1016	Letting Income - Brasserie, Kitchen and Bar	-15000	-3750	0	-3750	0.0%	25.0%	
1021	Letting Income - Internal	-9000	-2250	-1430	-820	15.9%	9.1%	
1022	Letting income - F&F	-1000	-250	-167	-83	16.7%	8.3%	
1023	Commission- CP	0	0	-1994	1994	#DIV/0!	#DIV/0!	No budget set to calculate %
1035	Service Charges - Brasserie	0	0	0	0	#DIV/0!	#DIV/0!	No budget set to calculate %
1051	Catering Sales (recharges)	0	0	-371	371	#DIV/0!	#DIV/0!	No budget set to calculate %
1199	Miscellaneous Income	0	0	0	0	#DIV/0!	#DIV/0!	No budget set to calculate %
	Total Town Hall Income	-101100	-25275	-25011	-264	24.7%	0.3%	
	Net Expenditure over Income	104,057	26,014	33,972	-7,958			