

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	12 th January 2023 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 30 th November 2022 to accompany the spreadsheet shown as Appendix 7.1		
Updates	<p>This trading account is for 8 months of 2022/23, which equates to approximately 67% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><u>Income</u> 56.8%</p> <ul style="list-style-type: none">○ Grand Hall is at 82.8%, this is due to a mixture of both Corporate and a number of private bookings.○ Spencer Suite is at 78%, which includes contributions from Citizens Advice Bureau (CAB) room hire.○ Commercial Partner Commission has now started to be invoiced for events from end of April 2022 <p><u>Expenditure</u> 62.6%</p> <ul style="list-style-type: none">○ Insurance showing as 100.85%, this is due to both insurances being paid in full.○ Property Maintenance currently at 133%, There has been work completed in the Bluey's area, a repair to the boiler and work to the external windows. There is also extra unexpected repairs to the boilers due in, this will be updated next time, these costs will be covered by moving funds from the Capital Ear Mark Reserve at year end.○ Maintenance Contracts currently at 74% due to whole year invoices and first and second and third quarter invoices being received.○ Gas and Electric have been invoiced to November, water to September		
Decision Requested	To receive the Town Hall Trading Account for Month 8 to 30 th November 2022.		

Congleton Town Council
Management Accounts 2022-23

TOWN HALL
Nov-22

Month	8		BUDGET TO	Actual Spend	£	% Of Budget	Variance	
Percentage	66.7%	ANNUAL BUDGET	M8	to M8	VARIANCE AT M8	spent @ M8	%	NOTES
TOWN HALL								
4000	Staff Costs (re-allocated)	69,219	46,146	36,926	9,220	53.3%	13.4%	
4008	Training	1,000	667	0	667	0.0%	66.7%	
4009	Protective Clothing/H & Safety	500	333	636	-303	127.2%	-60.5%	Overspend in part due to security costs at events booked prior to Covid lockdown
4010	Cleaners	6,500	4,333	4,439	-106	68.3%	-1.6%	
4011	Rates	29,078	19,385	21,914	-2,529	75.4%	-8.7%	Will balance off when all 10 instalments paid
4012	Water	6,150	4,100	1,509	2,591	24.5%	42.2%	Invoices to September
4014	Electricity	24,125	16,083	10,184	5,899	42.2%	24.5%	Invoices to November
4015	Gas	16,500	11,000	7,093	3,907	43.0%	23.7%	Invoices to November
4016	Cleaning materials	2,000	1,333	1,250	83	62.5%	4.2%	
4017	Refuse Disposal	3,000	2,000	1,106	894	36.9%	29.8%	Paid quarterly
4020	Miscellaneous Office Costs	1,500	1,000	1,288	-288	85.9%	-19.2%	
4025	Insurance	9,800	6,533	9,874	-3,341	100.8%	-34.1%	Paid in full for the year
4033	Marketing/Promotions	3,500	2,333	384	1,949	11.0%	55.7%	
4040	Maintenance Contracts	7,750	5,167	5,783	-616	74.6%	-7.9%	
4041	Property Maintenance	15,000	10,000	19,946	-9,946	133.0%	-66.3%	£11,000 due back in at year end from EMR
4064	Legal & Professional fees	100	67	4,000	-3,933	4000.0%	-3933.3%	See line 4951
4068	Licences (incl PRS)	3,500	2,333	2,808	-475	80.2%	-13.5%	
4168	Other Expenditure	0	0	1,140	-1,140	#DIV/0!	#DIV/0!	See line 4951
4951	Tfr From EMR	0	0	5,140	5,140	#DIV/0!	#DIV/0!	£4,000 and £1,140 professional fees
6000	Central Overheads Reallocated	5,935	3,957	3,283	674	55.3%	11.4%	
	Town Hall Expenditure	205,157	136,771	128,423	8,348	62.6%	4.1%	
3020	Catering costs (rechargeable)	0	0	1,323	-1,323	#DIV/0!	#DIV/0!	Awaiting invoices
	Total Town Hall Expenditure	205,157	136,771	129,746	7,025	63.2%	3.5%	
1009	Rent Rec'd - Museum Notional	-4500	-3000	-3000	0	66.7%	0.0%	
1010	Rent Received - 3rd Party Partnership	-1533	-1022	-1022	0	66.7%	0.0%	
1011	Rent Received - Internal CTC	-26517	-17678	-17678	0	66.7%	0.0%	
1013	Letting Income - Grand Hall	-25400	-16933	-21031	4098	82.8%	-16.1%	
1014	Letting Income - Bridestones	-13200	-8800	-4662	-4138	35.3%	31.4%	
1015	Letting Income - Spencer Suite	-4950	-3300	-3863	563	78.0%	-11.3%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	
1016	Letting Income - Brasserie, Kitchen and Bar	-15000	-10000	-2000	-8000	13.3%	53.4%	Due from November 2022
1021	Letting Income - Internal	-9000	-6000	-6347	347	70.5%	-3.8%	
1022	Letting income - F&F	-1000	-667	-844	177	84.4%	-17.7%	
1023	Commission- CP	0	0	-5268	5268	#DIV/0!	#DIV/0!	Awaiting information for October & November
1035	Service Charges - Brasserie	0	0	-1912	1912	#DIV/0!	#DIV/0!	
1051	Catering Sales (recharges)	0	0	-2595	2595	#DIV/0!	#DIV/0!	
1199	Miscellaneous Income	0	0	-467	467	#DIV/0!	#DIV/0!	
	Total Town Hall Income	-101100	-67400	-70689	3289	69.9%	-3.2%	
	Net Expenditure over Income	104,057	69,371	59,057	10,314	56.8%	9.9%	