

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	9 th March 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 31 st January 2023 to accompany the spreadsheet shown as Appendix 7.1		
Updates	<p>This trading account is for 10 months of 2022/23, which equates to approximately 83% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><u>Income</u> 87%</p> <ul style="list-style-type: none">○ Grand Hall is at 101%, this is due to a mixture of both Corporate and a number of private bookings.○ Spencer Suite is at 96%, which includes contributions from Citizens Advice Bureau (CAB) room hire.○ Commercial Partner Commission figures include commission to 30th November 2022. Awaiting invoices for December and January 2023.○ Health & Safety budget is 413%, this is due to security costs required at events, a number of these costs are re-charged via the sales ledger. Future years event security will be separated from revenue expenditure. <p><u>Expenditure</u> 85%</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 192%, 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. Council approval has been given to cover these extra Property Maintenance cost with Earmarked reserves which will be completed at year end.○ Gas and Electric have been invoiced to 31st December 2022.○ Waste water has been invoiced to 31st December 2022 and metered to 5th November 2022.		
Decision Requested	To receive the Town Hall Trading Account for Month 10 to 31 st January 2023.		

Congleton Town Council
Management Accounts 2022-23
TOWN HALL

Jan-23

Month	10							
Percentage	83.0%							
		ANNUAL BUDGET	BUDGET TO M10	Actual Spend to M10	£ VARIANCE AT M10	% Of Budget spent @ M10	Variance %	NOTES
TOWN HALL								
4000	Staff Costs (re-allocated)	69,219	57,683	54,994	2,689	79.4%	3.6%	
4008	Training	1,000	833	0	833	0.0%	83.0%	
4009	Protective Clothing\H & Safety	500	417	2,069	-1,652	413.8%	-330.8%	Overspend in part due to security costs, of which a number will be re-charged via sales ledger
4010	Cleaners	6,500	5,417	5,595	-178	86.1%	-3.1%	
4011	Rates	29,078	24,232	27,392	-3,160	94.2%	-11.2%	Paid in full
4012	Water	6,150	5,125	1,898	3,227	30.9%	52.1%	Invoices in for : Waste water to December 22 and metered to 05NOV22
4014	Electricity	24,125	20,104	12,000	8,104	49.7%	33.3%	Invoices to 31st December 22
4015	Gas	16,500	13,750	11,798	1,952	71.5%	11.5%	Invoices to 31st December 23
4016	Cleaning materials	2,000	1,667	1,455	212	72.8%	10.3%	
4017	Refuse Disposal	3,000	2,500	1,659	841	55.3%	27.7%	Paid quarterly, 3 paid to date
4020	Miscellaneous Office Costs	1,500	1,250	1,601	-351	106.7%	-23.7%	
4025	Insurance	9,800	8,167	9,874	-1,707	100.8%	-17.8%	Paid in full for the year
4033	Marketing/Promotions	3,500	2,917	634	2,283	18.1%	64.9%	
4040	Maintenance Contracts	7,750	6,458	6,848	-390	88.4%	-5.4%	
4041	Property Maintenance	15,000	12,500	28,798	-16,298	192.0%	-109.0%	Maintenance programme costs to be covered from this EMR, this will vary
4064	Legal & Professional fees	100	83	4,000	-3,917	4000.0%	-3917.0%	See line 4951
4068	Licences (incl PRS)	3,500	2,917	2,808	109	80.2%	2.8%	
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	4,946	4,093	853	69.0%	14.0%	
	Town Hall Expenditure	205,157	170,964	173,516	-2,552	84.6%	-1.6%	
3020	Catering costs (rechargeable)	0	0	2,984	-2,984	#DIV/0!	#DIV/0!	Awaiting invoices for November/December
	Total Town Hall Expenditure	205,157	170,964	176,500	-5,536	86.0%	-3.0%	
1009	Rent Rec'd - Museum Notional	-4500	-3750	-3750	0	83.3%	-0.3%	
1010	Rent Received - 3rd Party Partnership	-1533	-1278	-1278	1	83.4%	-0.4%	
1011	Rent Received - Internal CTC	-26517	-22098	-22098	1	83.3%	-0.3%	
1013	Letting Income - Grand Hall	-25400	-21167	-25763	4596	101.4%	-18.4%	
1014	Letting Income - Bridestones	-13200	-11000	-5061	-5939	38.3%	44.7%	
1015	Letting Income -Spencer Suite	-4950	-4125	-4727	602	95.5%	-12.5%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	
1016	Letting Income - Brasserie, Kitchen and Bar	-15000	-12500	-4000	-8500	26.7%	56.3%	
1021	Letting Income - Internal	-9000	-7500	-7413	-87	82.4%	0.6%	
1022	Letting income - F&F	-1000	-833	-1344	511	134.4%	-51.4%	
1023	Commission- CP	0	0	-5916	5916	#DIV/0!	#DIV/0!	Awaiting December & January commission detail
1035	Service Charges - Brasserie	0	0	-3059	3059	#DIV/0!	#DIV/0!	
1051	Catering Sales (recharges)	0	0	-3098	3098	#DIV/0!	#DIV/0!	
1199	Miscellaneous Income	0	0	-834	834	#DIV/0!	#DIV/0!	
	Total Town Hall Income	-101100	-84250	-88341	4091	87.4%	-4.4%	
	Net Expenditure over Income	104,057	86,714	88,159	-1,445	84.7%	-1.7%	