

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services										
MEETING DATE AND TIME	6 th July 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 May 2023 to accompany the spreadsheet shown as Appendix 7.1. Future Bookings information Appendix 7.2										
Updates	<p>This trading account is for 2 months of 2023/024, which equates to approximately 16.5% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><u>Income</u> 14.2%</p> <ul style="list-style-type: none">○ Nothing additional to note to date <p><u>Expenditure</u> 16.2%</p> <ul style="list-style-type: none">○ Gas and Electric and Water have been invoiced to 30th April 2023. <p><u>Future Bookings</u> Appendix 7.2 shows the current confirmed bookings from the financial year 2023-2024. This sheet refers to chargeable sales income not internal income budgets.</p> <table border="1"><tr><td>Budget</td><td>£80,200</td></tr><tr><td>Total Income to date</td><td>£12,666</td></tr><tr><td>Total Confirmed bookings</td><td>£16,679</td></tr><tr><td>Cumulative v budget</td><td>£-50,855</td></tr></table>			Budget	£80,200	Total Income to date	£12,666	Total Confirmed bookings	£16,679	Cumulative v budget	£-50,855
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Total Income to date	£12,666										
Total Confirmed bookings	£16,679										
Cumulative v budget	£-50,855										
Decision Requested	To receive the Town Hall Trading Accounts for Month 2 to 31 st May 2023.										

Congleton Town Council
Management Accounts 2023-2024

TOWN HALL
May-23

Month	2		BUDGET TO M2	Actual Spend to M2	£ VARIANCE AGAINST TOTAL BUDGET AT M2	% Of Budget spent @ M2	Variance %	NOTES
Percentage	16.6%	ANNUAL BUDGET						
TOWN HALL								
4000	Staff Costs (re-allocated)	70,592	11,765	11,932	-167	16.9%	-0.3%	Includes overtime cover
4008	Training	1,000	167	0	167	0.0%	16.6%	
4009	Protective Clothing/H & Safety	500	83	498	-415	99.6%	-83.0%	New starters uniform etc
4010	Cleaners	7,500	1,250	1,215	35	16.2%	0.4%	
4011	Rates	30,500	5,083	4,990	93	16.4%	0.2%	
4012	Water	6,150	1,025	1,127	-102	18.3%	-1.7%	
4014	Electricity	17,500	2,917	120	2,797	0.7%	15.9%	Awaiting correction to bill & Accrual due to be posted (To be completed in June figures)
4015	Gas	24,700	4,117	3,219	898	13.0%	3.6%	
4016	Cleaning materials	2,100	350	381	-31	18.1%	-1.5%	Top up of supplies
4017	Refuse Disposal	3,200	533	0	533	0.0%	16.6%	Awaiting 1st quarter invoice
4020	Miscellaneous Office Costs	1,500	250	569	-319	37.9%	-21.3%	Amount of £132.51 due to be journalled out, will be completed in June figures
4025	Insurance	11,700	1,950	2,725	-775	23.3%	-6.7%	Critical Illness cover, main insurance will be posted in June figures
4033	Marketing/Promotions	3,500	583	0	583	0.0%	16.6%	
4040	Maintenance Contracts	8,500	1,417	2,684	-1,267	31.6%	-15.0%	First quarter invoices
4041	Property Maintenance	20,000	3,333	4,218	-885	21.1%	-4.5%	
4068	Licences (incl PRS)	3,500	583	670	-87	19.1%	-2.5%	Wedding license year 3 and premises license
6000	Central Overheads Reallocated	5,913	986	936	50	15.8%	0.8%	
	Town Hall Expenditure	218,355	36,393	35,284	1,109	16.2%	0.4%	
3020	Catering costs	0	0	0	0			Recharged to customers
3021	Security Supplies	0	0	805	-805			Recharged to customers
		0	0	805	805			
	Total Town Hall Expenditure	218,355	36,393	36,089	1,109	16.5%	0.1%	
1009	Rent Rec'd - Museum Notional	-4500	-750	-750	0	16.7%	-0.1%	
1010	Rent Received - 3rd Party Partnership	-1533	-256	-256	1	16.7%	-0.1%	
1011	Rent Received - Internal CTC	-26517	-4420	-4420	1	16.7%	-0.1%	
1013	Letting Income - Grand Hall	-30000	-5000	-4911	-89	16.4%	0.2%	
1014	Letting Income - Bridestones	-13200	-2200	-272	-1928	2.1%	14.5%	
1015	Letting Income - Spencer Suite	-7000	-1167	-885	-282	12.6%	4.0%	
1018	Letting Income - Campbell Suite	0	0	0	0			
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-2000	-3000	1000	25.0%	-8.4%	
1021	Letting Income - Internal	-9000	-1500	-265	-1235	2.9%	13.7%	
1022	Letting income - F&F	-1000	-167	-333	166	33.3%	-16.7%	
1023	Commission- CP	-8000	-1333	0	-1333	0.0%	16.6%	Awaiting figures
1024	Letting Income - Security	0	0	-821	821			
1035	Service Charges - Brasserie	-3600	-600	0	-600	0.0%	16.6%	Invoiced at quarter end
1051	Catering Sales (recharges)	0	0	-648	648	#DIV/0!	#DIV/0!	
1059	Miscellaneous Income	0	0	0	0			
	Total Town Hall Income	-116350	-19392	-16561	-2831	14.2%	2.4%	
	Net Expenditure over Income	102,005	17,001	19,528	-1,722	19.1%	-2.5%	

Town Hall Summary 23-24

This sheet refers to chargeable sales income not internal income budgets.

	12 mth Budget	April	Actual	May	Actual	June	Actual	July	Actual	August	Actual	September	Actual	
Letting Income - Grand Hall	30,000	2,500	3,347	5,000	4,911	7,500		10,000		12,500		15,000		
Letting Income - Bridestones	13,200	1,100	129	2,200	272	3,300		4,400		5,500		6,600		
Letting Income -Spencer Suite	7,000	583	585	1,167	885	1,750		2,333		2,917		3,500		
Commissions	8,000	667	-	1,333	3,000	2,000		2,667		3,333		4,000		
Lighting /equip	1,000	83	333	167	333	250		333		417		500		
Lettings income grant CTC	9,000	750	265	1,500	265	2,250		3,000		3,750		4,500		
Cp rental income	12,000	1,000	2,000	2,000	3,000	3,000		4,000		5,000		6,000		
Totals	80,200	6,683	6,659	13,367	12,666	20,050	-	26,733	-	33,417	-	40,100	-	
Variance		-	24	-	701	-	7,384	-	14,067	-	20,751	-	27,434	
Current bookings value Confirmed							2,660		3,978		2,468		1,136	
Current bookings value Provisional														
Total future bookings			-	-	-	-	2,660	-	3,978	-	2,468	-	1,136	
Cumulative														
		October	Actual	November	Actual	December	Actual	January	Actual	February	Actual	March	Actual	
Letting Income - Grand Hall		17,500		20,000		22,500		25,000		27,500		30,000		
Letting Income - Bridestones		7,700		8,800		9,900		11,000		12,100		13,200		
Letting Income -Spencer Suite		4,083		4,667		5,250		5,833		6,417		7,000		
Commissions		4,667		5,333		6,000		6,667		7,333		8,000		
Lighting /equip		583		667		750		833		917		1,000		
Lettings income grant CTC		5,250		6,000		6,750		7,500		8,250		9,000		
Cp rental income		7,000		8,000		9,000		10,000		11,000		12,000		
Totals		46,783	-	53,467	-	60,150	-	66,833	-	73,517	-	80,200	-	
Variance		-	34,117	-	40,801	-	47,484	-	54,167	1,000	-	60,851	-	
Current bookings value Confirmed			2,422		1,371		731		-		701		1,212	
Current bookings value Provisional														
Total future bookings		-	2,422	-	1,371	-	731	-	-	-	701	-	1,212	
Cumulative													-	
														12,666
														16,679
														50,855

SUMMARY