

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee																																									
MEETING DATE AND TIME	7.00pm 20 th July 2023	LOCATION	Congleton Town Hall																																							
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)																																									
AGENDA ITEM REPORT TITLE	10 Management Accounts																																									
Background	<p>Variance analysis for the period to 31st March 2023 to accompany the attached spreadsheets in Appendix 10.1. and current year to 31st May 2023 Appendix 10.2</p> <p>Year ending 31st March 2023 These figures cover the financial year 1st April 2022 to 31st March 2023.</p> <p>The Annual Return and Accounting Statements and Unaudited Financial Statements have been received and approved by Council on 15th June 2023 and have been submitted to our External Auditors for processing.</p> <p>The final Management Accounts for this year have not been presented to Finance and Policy prior to this meeting.</p>																																									
Updates	<p>Year ending 31st March 2023: Appendix 10.1 The final outcome for this year was an surplus of £14,602 which was returned to General Reserves. This was achieved partly by the use of Ear Marked Reserves, higher than budgeted income and below budget spends. the Main areas below:</p> <table border="1"> <thead> <tr> <th>EMR/Revenue Budget Line</th> <th>Use</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Capital Equipment Fund</td> <td>To purchase equipment: Streetscape</td> <td>£12,514</td> </tr> <tr> <td>Capital Contingency</td> <td>To purchase equipment: Other</td> <td>£20,778</td> </tr> <tr> <td>Business Recovery</td> <td>First Floor Scheme</td> <td>£5,000</td> </tr> <tr> <td>Covid 19</td> <td>Luncheon Club</td> <td>£3,000</td> </tr> <tr> <td>Capital Contingency</td> <td>Property Maintenance</td> <td>£17,198</td> </tr> <tr> <td>Capital Contingency</td> <td>Allotment repairs</td> <td>£5,120</td> </tr> <tr> <td>Legal/Professional Fees</td> <td>Contract/Bio-diversity & Net Zero studies</td> <td>£8,886</td> </tr> <tr> <td>Cenotaph</td> <td>Finished project costs & balance back to General Reserves</td> <td>£10,419</td> </tr> <tr> <td>Training</td> <td>Training to go back to General Reserves</td> <td>£2,479</td> </tr> <tr> <td>Public Realm</td> <td>Projects: to go back to General Reserves</td> <td>£1,036</td> </tr> <tr> <td>PCSO</td> <td>£34,000 budget £11,740 allocated</td> <td>£22,260</td> </tr> <tr> <td>Interest</td> <td>£1,500 budget, £11,524 received</td> <td>£10,024</td> </tr> </tbody> </table>			EMR/Revenue Budget Line	Use	Amount	Capital Equipment Fund	To purchase equipment: Streetscape	£12,514	Capital Contingency	To purchase equipment: Other	£20,778	Business Recovery	First Floor Scheme	£5,000	Covid 19	Luncheon Club	£3,000	Capital Contingency	Property Maintenance	£17,198	Capital Contingency	Allotment repairs	£5,120	Legal/Professional Fees	Contract/Bio-diversity & Net Zero studies	£8,886	Cenotaph	Finished project costs & balance back to General Reserves	£10,419	Training	Training to go back to General Reserves	£2,479	Public Realm	Projects: to go back to General Reserves	£1,036	PCSO	£34,000 budget £11,740 allocated	£22,260	Interest	£1,500 budget, £11,524 received	£10,024
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	<p>2023-2024 to 31st May 2023 Appendix 10.2</p> <p>We are currently early on in the financial year, no issues to note at present. The budgets continue to be monitored by the RFO and regular updates are provided to the Management Team and staff on available budgets and current spend levels.</p>
Decision Requested	<ol style="list-style-type: none">1. To receive the Management Accounts for Year ending 31st March 2023.2. To receive the Management Accounts for current financial year to 31st May 2023.

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Month	12		BUDGET TO	Actual Spend	£ VARIANCE	% Of Budget	Variance	NOTES
Percentage	100.0%		M12	to M12	AT M12	spent @ M12	%	
		ANNUAL BUDGET						
Finance and Policy Committee								
101		Corp Management						
		Staff Costs (re-allocated)	171,273	171,273	177,129	-5856	103.4%	-3.4%
		Travel	500	500	0	500	0.0%	100.0%
		Training / Conferences	3,000	3,000	774	2226	25.8%	74.2%
		Rent Payable	17,017	17,017	17,017	0	100.0%	0.0%
		Miscellaneous Office Costs	1,660	1,660	1,670	-10	100.6%	-0.6%
		Telephone/Fax/Internet	1,083	1,083	2,509	-1426	231.7%	-131.7%
		Postage	3,077	3,077	695	2382	22.6%	77.4%
		Stationery & Printing	2,900	2,900	2,791	109	96.2%	3.8%
		Subscriptions & Publications	4,200	4,200	4,118	82	98.0%	2.0%
		Insurance	11,200	11,200	11,285	-85	100.8%	-0.8%
		Computer/IT Costs	13,130	13,130	18,615	-5485	141.8%	-41.8%
		Photocopy Charges	1,500	1,500	1,648	-148	109.9%	-9.9%
		Recruitment Advertising	500	500	228	272	45.6%	54.4%
		Other Advertising	300	300	0	300	0.0%	100.0%
		Bank Charges	1,240	1,240	1,168	72	94.2%	5.8%
		Audit Fees - External	2,000	2,000	2,100	-100	105.0%	-5.0%
		Audit Fees - Internal	1,760	1,760	1,202	558	68.3%	31.7%
		Accountancy Support	5,000	5,000	4,479	521	89.6%	10.4%
		Legal & Professional fees	4,000	4,000	7,289	-3289	182.2%	-82.2%
		HR & H&S support	4,500	4,500	3,834	666	85.2%	14.8%
		Write Off	0	0	100	-100	#DIV/0!	#DIV/0!
		Tfr From EMR	0	0	-11,903	11903	#DIV/0!	#DIV/0!
		Tfr to EMR (CIL)	0	0	16,577	-16577	#DIV/0!	#DIV/0!
		Central Overheads reallocated	-63,881	-63,881	-51,161	-12720	80.1%	19.9%
		Corporate Management:-Expenditure	185,959	185,959	212,164	-26205	114.1%	-14.1%
		Precept 2022-2023	-996,333	-996,333	-996,333	0	100.0%	0.0%
		Interest Receivable	-1,500	-1,500	-11,524	10024	768.3%	-668.3%
		Miscellaneous Income	0	0	-16,690	16690		
		Corporate Management:-Income	-997,833	-997,833	-1,024,547	26714	102.7%	-2.7%
		Net Income Over Expenditure	-811,874	-811,874	-812,383	509	100.1%	-0.1%
102		Civic						
		Staff Costs (re-allocated)	31,723	31,723	27,060	4663	85.3%	14.7%
		Training / Conferences	1,000	1,000	761	239	76.1%	23.9%
		Stationery & Printing	500	500	0	500	0.0%	100.0%
		Marketing/Promotions	1,000	1,000	679	321	67.9%	32.1%
		Council Newsletter	8,000	8,000	8,238	-238	103.0%	-3.0%
		Council Website	2,000	2,000	590	1410	29.5%	70.5%
		Mayor's Allowance	3,000	3,000	3,000	0	100.0%	0.0%
		Members Expenses	200	200	0	200	0.0%	100.0%
		Civic Expenses	6,750	6,750	6,727	23	99.7%	0.3%
		Civic Regalia	250	250	0	250	0.0%	100.0%
		Hall & Room Hire	6,000	6,000	3,703	2297	61.7%	38.3%
		Civic Artefacts and Treasures	500	500	500	0	100.0%	0.0%
		Central Overheads reallocated	2,720	2,720	2,181	539	80.2%	19.8%
		Civic:-Expenditure	63,643	63,643	53,439	10204	84.0%	16.0%
107		Grants						
		Initial Grant Commitment	15,000	15,000	12,302	2698	82.0%	18.0%
		Tfr from EMR Committed Grants		0	-7,680	7680		
		Specified Grants	41,833	41,833	44,795	-2962	107.1%	-7.1%
		Grants- Expenditure	56,833	56,833	49,417	7416	87.0%	13.0%
		Capital	46,778	46,778	46,779	-1	100.0%	0.0%

F&P Income - Income	-997,833	-997,833	-1,031,171	33,338	103.3%	Full Committee Summary includes Mavor cost centre
Expenditure	353,213	353,213	368,423	-15,210	104.3%	Full Committee Summary includes Mavor cost centre

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Month	12							
Percentage	100.0%	ANNUAL BUDGET	BUDGET TO M12	Actual Spend to M12	£ VARIANCE AT M12	% Of Budget spent @ M12	Variance %	NOTES
Community and Environment Committee								
215	Floral Displays Income	-4,000	-4,000	-11,638	7638	291.0%	-191.0%	
215	Floral Displays Expenditure	17,262	17,262	24,920	-7658	144.4%	-44.4%	
241	Allotments Income	-190	-190	-190	0	100.0%	0.0%	
241	Allotments Expenditure	1,000	1,000	125	875	12.5%	87.5%	
300	Public Realm	3,000	3,000	1,800	1200	60.0%	40.0%	
301	Congleton Partnership Income			-29,512				
301	Congleton Partnership Expenditure	31,177	31,177	58,658	-27481	188.1%	-88.1%	
302	Community Development	119,418	119,418	122,228	-2810	102.4%	-2.4%	
303	Crime Reduction/CCTV	43,548	43,548	21,287	22261	48.9%	51.1%	
305	Christmas Fayre/lights Income	0	0	-3,273	3273			
305	Christmas Fayre/lights Expenditure	16,000	16,000	18,920	-2920	118.3%	-18.3%	
310	Neighbourhood Plan	0	0	3,078	-3078	0.0%	100.0%	
310	Neighbourhood Plan Tfr From EMR	0	0	-3,078	3078			
321	Tourism Income	-5,000	-5,000	-6,488	1488	129.8%	-29.8%	
321	Tourism Expenditure	20,770	20,770	23,957	-3187	115.3%	-15.3%	
341	Youth and Young People	1,000	1,000	0	1000	0.0%	100.0%	
351	Luncheon Club	9,000	9,000	9,175	-175	101.9%	-1.9%	
				0				
C.E &S	Income	-9,190	-9,190	-52,101	42,911	566.9%		Full Committee Summary
	Expenditure	262,175	262,175	282,070	-19,895	107.6%		Full Committee Summary

Town Hall, Assets and Services Committee

	ANNUAL BUDGET	BUDGET TO M12	Actual Spend to M12	£ VARIANCE AT M12	% Of Budget spent @ M12	Variance %	NOTES
201	Paddling Pool	41,096	41,096	32,521	8575	79.1%	20.9%
221	Town Hall						
	Town Hall - Expenditure	205,157	205,157	194,895	10262	95.0%	5.0%
	Town Hall - Income	-101,100	-101,100	-106,525	5425	105.4%	-5.4%
	Net Expenditure over Income	104,057	104,057	88,370	15687	84.9%	15.1%
225	Congleton Information Centre						
	CIC - Expenditure	105,494	105,494	203,809	-98315	193.2%	-93.2%
	CIC- Income	-68,174	-68,174	-170,243	102069	249.7%	-149.7%
	Net Expenditure over income	37,320	37,320	33,566	3754	89.9%	10.1%
263	Public Toilets	5,200	5,200	3,765	1435	72.4%	27.6%
270	Cenotaph	255	255	234	21	91.8%	8.2%
280	Streetscape						

Streetscape Expenditure	599,763	599,763	701,235	-101472	116.9%	-16.9%
		0		0		
Streetscape - Income CEC	-380,156	-380,156	-428,192	48036	112.6%	-12.6%
Streetscape - External work income	-15,000	-15,000	-11,666	-3334	77.8%	22.2%
Streetscape - Other	0	0	0	0		100.0%
Streetscape - Misc Income	-900	-900	-1,657	757	184.1%	-84.1%
S/S Income	-396,056	-396,056	-441,515	45459	111.5%	-11.5%
Net Expenditure over Income	203,707	203,707	259,720	-56013	127.5%	-27.5%

THAS	Income	-565,330	-565,330	-718,283	152,953	127.1%	Full Committee Summary
	Expenditure	956,965	956,965	1,136,459	-179,494	118.8%	Full Committee Summary
	Total Income	-1,572,353	-1,572,353	-1,801,555	229,202	111.6%	Overall summary
	Total Expenditure	1,572,353	1,572,353	1,786,952	-214,599	92.0%	Overall summary
	Net Income / Expenditure			-14,603	14,603		Overall summary, back to general reserves. Required for 23-24 £255,350 c/f balance £241,636. -£13,714

Personnel							
Staff Costs	916,343	916,343	954,607	-38264	104.2%	-4.2%	
Personnel with Pay Award for reference							
Permanent Staff Costs - Included budget pay award *1	916,343	916,343	954,607	-38264	104.2%	-4.2%	
Agency Staff	6,000	6,000	34,606	-28606	576.8%	-476.8%	
Total Staff Costs	922,343	922,343	989,213	-66870	107.3%	-7.3%	
Budgeted pay award (3%)							

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Reserves as at 31st March 2023

	Balance				
	31/03/2023				
310	General Reserve	227,033			
318	Capital Equipment Fund	-			
320	Capital Contingency Fund	239,669			
321	EMR Elections	20,000			
322	EMR Business Recovery Fund	5,000			
324	EMR Crime Prevention/Traffic calming	7,357			
325	EMR Committed Grants	2,390	Carry forward figure		
326	EMR Congleton Partnership	57,227	Carry forward figure		
327	EMR Covid/Crisis	3,333			
330	EMR Ancient Treasures	3,000			
331	EMR Website	30,151			
333	EMR Training	6,000			
337	EMR Toilets	24,012			
339	EMR Public Realm	8,153			
340	EMR Legal Fees	46,406			
342	EMR Tourism	5,576			
343	EMR Marketing	5,000			
344	EMR Congleton Neighbourhood Plan	5,807			
346	EMR Rotary Bonfire	5,000			
348	EMR Civic	1,000			
349	EMR CIL	16,881			
351	EMR Information Centre	22,011			
353	EMR Ukraine Support	1,948			
354	EMR Carbon Offsetting	3,000			
355	EMR Property Maintenance	75,000			
		820,954			

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Month 2
Percentage 16.5%

Finance and Policy Committee

	ANNUAL BUDGET	BUDGET TO M2	Actual Spend to M2	£ VARIANCE AT M2	% Of Budget spent @ M2	Variance %	NOTES
101	Corp Management						
	Staff Costs (re-allocated)	204,445	34,074	31,603	2471	15.5%	1.0%
	Travel	500	83	0	83	0.0%	16.5%
	Training / Conferences	3,000	500	0	500	0.0%	16.5%
	Rent Payable	17,017	2,836	2,836	0	16.7%	-0.2%
	Miscellaneous Office Costs	2,500	417	147	270	5.9%	10.6%
	Telephone/Fax/Internet	2,620	437	408	29	15.6%	0.9%
	Postage	2,000	333	0	333	0.0%	16.5%
	Stationery & Printing	3,100	517	340	177	11.0%	5.5%
	Subscriptions & Publications	4,750	792	3,318	-2526	69.9%	-53.4% Paid at start of the financial year
	Insurance	13,200	2,200	3,115	-915	23.6%	-7.1% Paid at start of the financial year
	Computer/IT Costs	18,000	3,000	3,194	-194	17.7%	-1.2% Additional cost fro new staff & Councillors
	Photocopy Charges	1,500	250	0	250	0.0%	16.5%
	Recruitment Advertising	500	83	130	-47	26.0%	-9.5%
	Other Advertising	300	50	0	50	0.0%	16.5%
	Bank Charges	1,240	207	186	21	15.0%	1.5%
	Audit Fees - External	2,100	350	0	350	0.0%	16.5%
	Audit Fees - Internal	1,760	293	-96	389	-5.5%	22.0% Accrual input
	Accountancy Support	5,000	833	-675	1508	-13.5%	30.0% Accrual input
	Legal & Professional fees	5,500	917	41	876	0.7%	15.8%
	HR & H&S support	4,000	667	1,073	-406	26.8%	-10.3%
	Central Overheads reallocated	-71,460	-11,910	-11,308	-602	15.8%	0.7%
	Corporate Management:-Expenditure	221,572	36,929	34,312	2617	15.5%	1.0%
	Precept 2022-2023	-1,068,179	-178,030	-534,090	356060	50.0%	-33.5% First half paid
	Interest Receivable	-14,000	-2,333	1,351	-3684	-9.7%	26.2% Actual interest received to date £2770.04
	Miscellaneous Income	0	0	0	0		
	Corporate Management:-Income	-1,082,179	-180,363	-532,739	352376	49.2%	-32.7%
	Net Income Over Expenditure	-860,607	-143,435	-498,427	354993	57.9%	-41.4%
102	Civic						
	Staff Costs (re-allocated)	19,129	3,188	2,923	265	15.3%	1.2%
	Training / Conferences	1,500	250	0	250	0.0%	16.5%
	Stationery & Printing	500	83	0	83	0.0%	16.5%
	Marketing/Promotions	1,000	167	150	17	15.0%	1.5%
	Council Newsletter	8,000	1,333	0	1333	0.0%	16.5%
	Council Website	2,500	417	0	417	0.0%	16.5%
	Mayor's Allowance	3,000	500	0	500	0.0%	16.5%
	Members Expenses	200	33	0	33	0.0%	16.5%
	Civic Expenses	7,000	1,167	529	638	7.6%	8.9%
	Civic Regalia	250	42	0	42	0.0%	16.5%
	Hall & Room Hire	6,500	1,083	220	863	3.4%	13.1%
	Civic Artefacts and Treasures	750	125	0	125	0.0%	16.5%
	Central Overheads reallocated	1,600	267	254	13	15.9%	0.6%
	Civic:-Expenditure	51,929	8,655	4,076	4579	7.8%	8.7%
107	Grants						
	Initial Grant Commitment	25,000	4,167	1,890	2277	7.6%	8.9%
	Sundisised Use	4,500	750	441	309	9.8%	6.7%
	Tfr from EMR Committed Grants	0	0	-2,390	2390	#DIV/0!	#DIV/0!
	Specified Grants	32,333	5,389	1,839	3550	5.7%	10.8%
	Grants- Expenditure	61,833	10,306	1,780	8526	2.9%	13.6%
	Capital	46,778	7,796	25,000	-17204	53.4%	-36.9%
	F&P Income - Income	-1,082,179	-180,363	-532,739	-549,440	49.2%	Full Committee Summary includes Mavor cost centre
	Expenditure	382,112	63,685	63,554	318,558	16.6%	Full Committee Summary includes Mavor cost centre

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Month	Percentage	ANNUAL BUDGET	BUDGET TO M2	Actual Spend to M2	£ VARIANCE AT M2	% Of Budget spent @ M2	Variance %	NOTES
215	16.5%							
Community and Environment Committee								
215		-4,000	-667	-4,404	3737	110.1%	-93.6%	Hanging baskets monies received at start of year
215		17,262	2,877	4,390	-1513	25.4%	-8.9%	
241		-190	-32	0	-32	0.0%	16.5%	
241		1,200	200	526	-326	43.8%	-27.3%	
300		3,000	500	796	-296	26.5%	-10.0%	
301		0	0	-3,259	3259			
301		22,839	3,807	7,403	-3597	32.4%	-15.9%	
301		0	0	-57,227	57227	#DIV/0!	#DIV/0!	Carry forward balance
		22,839	3,807	-53,083	56,890			
302		117,571	19,595	17,906	1689	15.2%	1.3%	
		3,500	583	436	147	12.5%	4.0%	
		9,848	1,641	1,558	83	15.8%	0.7%	
		130,919	21,820	19,900	1,920			
303		0	0	-680	680	#DIV/0!	#DIV/0!	
		10,548	1,758	0	1758	0.0%	16.5%	
305		-2,000	-333	0	-333			
305		22,000	3,667	0	3667	0.0%	16.5%	
310		0	0	0	0	0.0%	16.5%	
310		0	0	0	0			
321		0	0	-1,189	1189	#DIV/0!	#DIV/0!	Stall income & donations
321		14,000	2,333	3,816	-1483	27.3%	-10.8%	
351		11,000	1,833	2,478	-645	22.5%	-6.0%	
				0	0			
C.E & S	Income	-6,190	-1,032	-9,532	-3,342			Full Committee Summary
	Expenditure	232,768	37,037	-17,914	-250,682			Full Committee Summary

Town Hall, Assets and Services Committee

	ANNUAL BUDGET	BUDGET TO M2	Actual Spend to M2	£ VARIANCE AT M2	% Of Budget spent @ M2	Variance %	NOTES
201	67,689	11,282	7,141	4141	10.5%	6.0%	
Padding Pool							
221	218,355	36,393	36,089	304	16.5%	0.0%	
	-116,350	-19,392	-16,561	-2831	14.2%	2.3%	
	102,005	17,001	19,528	-2527	19.1%	-2.6%	
Town Hall							
225	133,130	22,188	23,441	-1253	17.6%	-1.1%	
	-115,354	-19,226	-23,537	4311	20.4%	-3.9%	
	17,776	2,963	-96	3059	-0.5%	17.0%	
Congleton Information Centre							
263	6,700	1,117	607	510	9.1%	7.4%	
Public Toilets							
270	300	50	-5	55	-1.7%	18.2%	
Cenotaph							

Streetscape

Streetscape Expenditure	754,555	125,759	117,520	8239	15.6%	0.9%
Streetscape - Income CEC	-459,636	-76,606	-114,909	38303	25.0%	-8.5%
Streetscape - External work income	-15,000	-2,500	-1,343	-1157	9.0%	7.5%
Streetscape - Other	0	0	-125	125		16.5%
Streetscape - Misc Income	-900	-150	0	-150	0.0%	16.5%
S/S Income	-475,536	-79,256	-116,377	37121	24.5%	-8.0%
Net Expenditure over Income	279,019	46,503	1,143	45360	0.4%	16.1%

THAS	Income	-707,240	-117,873	-156,472	550,768	22.1%	Full Committee Summary
	Expenditure	1,180,729	196,788	184,794	-995,935	15.7%	Full Committee Summary

Total Income	-1,795,609	-299,268	-698,743	1,096,866	111.6%	Overall summary
Total Expenditure	1,795,609	297,510	230,434	-1,565,175	92.0%	Overall summary
Net Income /Expenditure			-468,309	-468,309		Rounding allowed

Personnel

Staff Costs	1,057,591	176,265	160,622	15643	15.2%	1.3%
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Personnel with Pay Award for reference

Permanent Staff Costs - Included budget pay award *1	1,057,591	176,265	168,653	7612	15.9%	0.6%
Agency Staff	13,500	2,250	0	2250	0.0%	16.5%
Total Staff Costs	1,071,091	178,515	168,653	9862	15.7%	0.8%
*1 Budgeted pay award (5%)			8,031			

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Reserves as at 31st May 2023

	BF Balance	IN	OUT	CF Balance	
310 General Reserve	241,636			241,636	
318 Capital Equipment Fund	-	5,000		5,000	
320 Capital Contingency Fund	239,669	10,000	-4104	245,565	Allocation of Capital budget moved from cost centre & current year purchases
321 EMR Elections	20,000			20,000	Allocation of Capital budget moved from cost centre & current year purchases
322 EMR Business Recovery Fund	5,000			5,000	
324 EMR Crime Prevention/Traffic calming	7,357			7,357	
325 EMR Committed Grants	2,390			-	
326 EMR Congleton Partnership	57,227		-2390	-	Carry forward figures transferred to cost centre
327 EMR Covid/Crisis	3,333		-57227	-	Carry forward figures transferred to cost centre
330 EMR Ancient Treasures	3,000			3,333	
331 EMR Website	30,151			3,000	
333 EMR Training	6,000			30,151	
337 EMR Toilets	24,012			6,000	
339 EMR Public Realm	8,153			24,012	
340 EMR Legal Fees	46,406			8,153	
342 EMR Tourism	5,576			46,406	
343 EMR Marketing	5,000			5,576	
344 EMR Congleton Neighbourhood Plan	5,807			5,000	
346 EMR Rotary Bonfire	5,000			5,807	
348 EMR Civic	1,000			5,000	
349 EMR CIL	16,881			1,000	
351 EMR Information Centre	22,011			16,881	
353 EMR Ukraine Support	1,948			22,011	
354 EMR Carbon Offsetting	3,000			1,948	
NEW EMR Property Maintenance	75,000			3,000	
	835,557	15,000	- 63,721	786,836	