

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	7.00pm 5 th October 2023	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	10 Management Accounts		
Background	Variance analysis for the period to 31 st August 2023 to accompany the attached spreadsheets in Appendix 10.1		
Updates	<p>These figures cover the financial period to 31st August 2023, month 5, which represents 41.7% of the budget. (Percentages in this report rounded up /down and are based on full budget figure, month 5 figures provided for information)</p> <p>Please see summary sheet (Appendix 10.1) for notes, we are almost halfway through this financial year.</p> <p><u>Finance and Policy Committee</u> Committee budgets stand at 39% expenditure and 50% income received.</p> <p><u>101-Corporate Management</u> 39% expenditure spend and 50% Income received. One instalment of the Precept received; second one was paid early September this will show in the next set of management accounts. A report is being presented to Council on 12th October 2023 to approve an overspend of £1,200 on the subscriptions budget line in order to purchase a bolt-on accounts package to our system which will provide software to move forward in the booking and sales invoicing system.</p> <p><u>102-Democratic/Civic</u> 43% expenditure spend, no issues to note.</p> <p><u>107-Grants</u> £10,638 remains available for Financial Assistance Applications.</p> <p><u>109- Capital</u> No issues to note. Loan repayments are due September and end of March/early April 2024.</p> <p><u>Community and Environment Committee</u> Committee expenditure budgets stand at 16.6% expenditure and income at 183%</p> <p><u>215- Floral</u> Budgeted year end expenditure over income is £13,262 currently £11,212. General expenditure at 95%. We are almost at the end of the expected expenditure time period for this cost centre, there are some further costs to be allocated.</p>		

241- Allotments

Nothing to note.

300-Public Realm

Nothing to note.

301- Congleton Partnership

Nothing further to note from the accounts.

302- Community Development

Expenditure at 39%, no issues to note.

303- Crime Reduction

CCTV invoice due to be paid in October 2023, the invoice is being presented to Finance and Policy to approve.

305- Christmas Fayre-Lights

No issues to note to date, expenditure is expected in the next month onwards. (The new Christmas Lights were purchased via the Capital Contingency reserve not this budget centre.)

321-Tourism

No issues to note to date.

351- Luncheon Club

Currently at 45%, budget line is being monitored by RFO and CO.

Town Hall, Assets and Services Committee

46% income and 42% expenditure

201- Paddling Pool

Expenditure is at 34%, at the time of this meeting the season has now ended, Security cost of £12,557 have been invoiced, the invoice is being presented to Council on 12th October to approve. £15,000 was set aside in budgets for the path re-surfacing total spend was £13,125. There is an issue with the water meter which has been ongoing since July 2022, accruals have been made from previous budget to allocate monies to pay invoice once it arrives.

221-Town Hall

45% expenditure spend and 45% income received.

225-Congleton Information Centre

Expenditure is 37% and income 36%. This is the final year of the CEC agreement of which £21,644 is due, the first half has been paid to date.

Direct Sales Income	£39,759
Direct Sales Expenditure	£23,682

	<p><u>Streetscape:</u> Expenditure is 42% and income 49%.</p> <p>No issues to note to date, half of the CEC agreement has been received to date.</p> <p><u>Staffing Costs</u> Currently at 40%. There has been no agreement on a Pay Award to date.</p> <p><u>Ear Marked Reserves</u> Current balances and estimated movement as at Month 5 included for noting.</p>
Decision Requested	<ol style="list-style-type: none"> 1. To approve the Management Accounts for current financial year to 31st August 2023.

Month	5									NOTES
Percentage	41.7%	ANNUAL BUDGET	BUDGET TO M5	ACTUAL SPEND TO M5	£ VARIANCE OF M5 BUDGETS	% SPENT AGAINST M5 BUDGETS	% VARIANCE AGAINST M5 on Budget lines	% SPENT OF ANNUAL BUDGET		
Finance and Policy Committee										
101	Corp Management									
	Staff Costs (re-allocated)	204,445	85,185	79,199	5986	92.97%	-51.27%		P	
	Travel	500	208	0	208	0.00%	41.70%	0.0%		
	Training / Conferences	3,000	1,250	567	683	45.36%	-3.66%	18.9%		
	Rent Payable	17,017	7,090	7,090	0	99.99%	-56.29%	41.7%		
	Miscellaneous Office Costs	2,500	1,042	807	235	77.47%	-35.77%	32.3%		
	Telephone/Fax/Internet	2,500	1,092	1,053	39	96.46%	-54.76%	40.2%		
	Postage	2,000	833	71	762	8.52%	33.18%	3.6%		
	Stationery & Printing	3,100	1,292	788	504	61.01%	-19.31%	25.4%		
	Subscriptions & Publications	4,750	1,979	4,311	-2332	217.82%	-176.12%	90.8%	Most subscriptions are due at start of the financial year	
	Insurance	13,200	5,500	12,372	-6872	224.95%	-183.25%	93.7%	Paid at start of the financial year	
	Computer/IT Costs	18,000	7,500	8,482	-982	113.09%	-71.39%	47.1%	Additional cost for new staff & Councillors	
	Photocopy Charoes	1,500	625	421	204	67.36%	-25.66%	28.1%		
	Recruitment Advertising	500	208	130	78	62.40%	-20.70%	26.0%		
	Other Advertising	300	125	0	125	0.00%	41.70%	0.0%		
	Bank Charoes	1,240	517	314	203	60.77%	-19.07%	25.3%		
	Audit Fees - External	2,100	875	0	875	0.00%	41.70%	0.0%		
	Audit Fees - Internal	1,760	733	-96	829	-13.09%	54.79%	-5.5%	Accrual input	
	Accountancy Support	5,000	2,083	468	1615	22.46%	19.24%	9.4%	Accrual input	
	Legal & Professional fees	5,500	2,292	41	2251	1.79%	39.91%	0.7%		
	HR & H&S support	4,000	1,667	2,340	-673	140.40%	-98.70%	58.5%	2 quarters paid	
	Central Overheads reallocated	-71,460	-29,775	-31,587	1812	106.09%	-64.39%	44.2%		
	Corporate Management-Expenditure	221,572	92,322	86,771	5551	93.99%		39.2%		
	Precept 2022-2023	-1,068,179	-445,075	-534,090	89015	120.00%	-78.30%	50.0%	First half paid	
	Interest Receivable	-14,000	-5,833	-5,945	112	101.91%	-60.21%	42.5%	Actual interest received for 23-24 to date £8881	
	Miscellaneous Income	0	0	0	0					
	Corporate Management-Income	-1,082,179	-450,908	-540,035	89127	119.77%		49.9%		
	Net Income Over Expenditure	-860,607	-358,586	-453,264	94678	126.40%		52.7%		
102	Civic									
	Staff Costs (re-allocated)	19,129	7,970	7,308	662	91.69%	-49.99%	38.2%		
	Training / Conferences	1,500	625	153	472	24.48%	17.22%	10.2%		
	Stationery & Printing	500	208	0	208	0.00%	41.70%	0.0%		
	Marketing/Promotions	1,000	417	637	-220	152.88%	-111.18%	63.7%	Town Guide launch.	
	Council Newsletter	8,000	3,333	3,043	290	91.29%	-49.59%	38.0%		
	Council Website	2,500	1,042	653	389	62.69%	-20.99%	26.1%		
	Mayor's Allowance	3,000	1,250	3,000	-1750	240.00%	-198.30%	100.0%	Paid in full	
	Members Expenses	200	83	0	83	0.00%	41.70%	0.0%		
	Civic Expenses	7,000	2,917	3,300	-383	113.14%	-71.44%	47.1%	Mayor Making & Civic Service costs	
	Civic Refresh	250	104	0	104	0.00%	41.70%	0.0%		
	Hall & Room Hire	6,500	2,708	2,831	-123	104.53%	-62.83%	43.6%	Dependant on quantity of meetings	
	Civic Artefacts and Treasures	750	313	451	-139	144.32%	-102.62%	60.1%	Burgess badges	
	Central Overheads reallocated	1,600	667	708	-41	106.20%	-64.50%	44.3%		
	MISC Income	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!		
	Civic-Expenditure	51,929	21,637	22,084	-447	102.07%		42.5%		
107	Grants									
	Initial Grant Commitment	25,000	10,417	1,890	8527	18.14%	23.56%	7.6%		
	Unsubsidised Use	4,500	1,875	1,987	-112	105.97%	-64.27%	44.2%		
	Tfr from EMR Committed Grants	0	0	-2,390	2390		41.70%			
	Specified Grants	32,333	13,472	19,347	-5875	143.61%	-101.91%	59.8%		
	Grants- Expenditure	61,833	25,764	20,834	4930	80.87%		33.7%		
	Capital	46,778	19,491	25,000	-5509	128.27%	-86.57%	53.4%		

Month	5									NOTES
Percentage	41.7%	ANNUAL BUDGET	BUDGET TO M5	ACTUAL SPEND TO M5	£ VARIANCE OF M5 BUDGETS	% SPENT AGAINST M5 BUDGETS	% VARIANCE AGAINST M5 on Budget lines	% SPENT OF ANNUAL BUDGET		

Community and Environment Committee

215	Floral Displays Income	-4,000	-1,667	-5,204	3537	312.24%	-270.54%	130.1%
215	Floral Displays Expenditure	17,262	7,193	16,416	-9224	228.24%	-186.54%	95.1%
	Total Floral	13,262	5,526	11,212	-5686			
241	Allotments Income	-190	-79	0	-79	0.00%	41.70%	0.0%
241	Allotments Expenditure	1,200	500	567	-67	113.40%	-71.70%	47.3%
	Total Allotment	1,010	421	567	-146			
300	Public Realm	3,000	1,250	0	1250	0.00%	41.70%	0.0%
301	Concleton Partnership Income	0	0	-3,259	3259		41.70%	
301	Concleton Partnership Expenditure	22,839	9,516	15,181	-5665		41.70%	194.8%
301	Concleton Partnership C/F	0	0	-57,227	57227		41.70%	
	Total Partnership	22,839	9,516	-45,305	54,821			
302	Community Development Staff Costs	117,571	48,988	44,764	4224	91.38%	-49.68%	38.1%
	Community Development Marketing/Promotions	3,500	1,458	2,525	-1067	173.14%	-131.44%	72.1%
	Community Development Overheads	9,848	4,103	4,353	-250	106.08%	-64.38%	44.2%
	Total Community Development	130,919	54,550	51,642	2,908	94.67%		39.4%
303	Crime Reduction/CCTV Income	0	0	-680	680			
303	Crime Reduction/CCTV Expenditure	10,548	4,395	634	3761	14.43%	27.27%	6.0%
	Total Crime	10,548	4,395	-46	4441			
305	Christmas Favre/Lights Income	-2,000	-833	-325	-508	39.00%	2.70%	16.3%
305	Christmas Favre/Lights Expenditure	22,000	9,167	138	9029	1.51%	40.19%	0.6%
	Total Christmas	20,000	8,333	-187	8520			
310	Neighbourhood Plan	0	0	2,172	-2172			
310	Neighbourhood Plan Tr From EMR	0	0	-2,172	2172			
	Total Neighbourhood Plan	0	0	0	0			
321	Tourism Income	0	0	-1,835	1835		41.70%	
321	Tourism Expenditure	14,000	5,833	6,342	-509	108.72%	-67.02%	45.3%
	Total Tourism	14,000	5,833	4,507	1326			
351	Luncheon Club	11,000	4,583	4,958	-375	108.17%	-66.47%	45.1%

Total Expenditure includes salaries and general expenditures, project budget in Grant section for 23-24
Carry forward balance from 22-23

Town Guide delivery costs £1350

PCSO invoice for Q4 22-23 paid, accrual journal completed. £6,530 total paid

Stall income & donations and Tribute Series ticket sales

Town Hall, Assets and Services Committee

	ANNUAL BUDGET	BUDGET TO M5	ACTUAL SPEND TO M5	£ VARIANCE OF M5 BUDGETS	% SPENT AGAINST M5 BUDGETS	% SPENT OF ANNUAL BUDGET	NOTES	
201	Padding Pool	67,689	28,204	23,255	4949	82.45%	-40.75%	34.4%
221	Town Hall							
	Town Hall - Expenditure	218,355	90,981	97,905	-6924	107.61%	-65.91%	44.8%
	Town Hall - Income	-116,350	-48,479	-52,661	4182	108.63%	-66.93%	45.3%
	Net Expenditure over Income	102,005	42,502	45,244	-2742	106.45%		44.4%
225	Concleton Information Centre							
	CIC - Expenditure	133,130	55,471	49,365	6106	88.99%	-47.29%	37.1%
	CIC - Income	-115,354	-48,064	-39,760	-8304	82.72%	-41.02%	34.5%
	Net Expenditure over income	17,776	7,407	9,605	-2198	129.68%		54.0%
263	Public Toilets	6,700	2,792	1,483	1309	53.12%	-11.42%	22.1%
270	Canotaph	300	125	131	-6	104.80%	-63.10%	43.7%
280	Streetscape							
	Streetscape Expenditure	754,555	314,398	318,329	-3931	101.25%	-59.55%	42.2%
	Streetscape - Income CEC	-459,636	-191,515	-229,818	38303	120.00%	-78.30%	50.0%
	Streetscape - External work income	-15,000	-6,250	-3,631	-2619	58.10%	-16.40%	24.2%
	Streetscape - Other	0	0	0	0			
	Streetscape - Misc Income	-900	-375	-250	-125	66.67%	-24.97%	27.8%
	S/S Income	-475,536	-198,140	-233,699	35559	117.95%		49.1%
	Net Expenditure over Income	279,019	116,258	84,630	31628	72.80%		30.3%
	Total Income	-1,795,609	-748,170	-879,695	915,914	117.58%		49.0%
	Total Expenditure	1,795,609	743,775	682,195	-1,113,414	91.72%		38.0%
	Net Income /Expenditure			-197,500	-197,500			Overall summary includes major summary figures not on this sheet
								Overall summary
								Rounding allowed

NOTES

Longterm issue with water meter, since July 2022. Facilities Manager is trying to sort with Water Plus

Personnel

Staff Costs	1,057,591	440,663	423,596	17067	96.13%	-54.43%	40.1%
Personnel with Pay Award for reference							
Permanent Staff Costs - Included budget pay award *1	1,057,591	440,663	444,776	-4113	100.93%	-59.23%	42.1%
Agency Staff	13,500	5,625	0	5625	0.00%	41.70%	0.0%
Total Staff Costs	1,071,091	446,288	444,776	1512	99.66%		41.5%
*1 Budgeted pay award (5%)			21,180				

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Reserves as at 31st August 2023

	1st April 2023			31st August 23	
	BF Balance	IN	OUT	CF Balance	
310 General Reserve	241,636			241,636	
318 Capital Equipment Fund	-	5,000	-3916	1,084	Allocation of Capital budget moved from cost centre & current year purchases
320 Capital Contingency Fund	239,669	20,000	-17484	242,185	Allocation of Capital budget moved from cost centre & current year purchases
321 EMR Elections	20,000			20,000	
322 EMR Business Recovery Fund	5,000		-1796	3,204	
324 EMR Crime Prevention/Traffic calming	7,357			7,357	
325 EMR Committed Grants	2,390		-2390	-	Carrr forward fiures transferred to cost centre
326 EMR Congleton Partnership	57,227		-57227	-	Carrr forward fiures transferred to cost centre
327 EMR Covid/Crisis	3,333			3,333	
330 EMR Ancient Treasures	3,000			3,000	
331 EMR Website	30,151			30,151	
333 EMR Training	6,000			6,000	
337 EMR Toilets	24,012			24,012	
339 EMR Public Realm	8,153			8,153	
340 EMR Legal Fees	46,406			46,406	
342 EMR Tourism	5,576			5,576	
343 EMR Marketing	5,000			5,000	
344 EMR Congleton Neighbourhood Plan	5,807		-2142	3,665	
346 EMR Rotary Bonfire	5,000			5,000	
348 EMR Civic	1,000			1,000	
349 EMR CIL	16,881			16,881	
351 EMR Information Centre	22,011		-5503	16,508	First quarter moved into budget cost centr
353 EMR Ukraine Support	1,948			1,948	Allocated to Grant. will be paid by Jan 24
354 EMR Carbon Offsetting	3,000			3,000	
NEW EMR Property Maintenance	75,000			75,000	
	835,557	25,000	- 90,458	770,099	