

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services												
MEETING DATE AND TIME	28 th September 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 July 2023 to accompany the spreadsheet shown as Appendix 7.1. Future Bookings information Appendix 7.2												
Updates	<p>This trading account is for 4 months of 2023/024, which equates to approximately 33.3% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><u>Income</u> 37.8%</p> <ul style="list-style-type: none">○ Nothing additional to note to date, but please see Future bookings section for further information. <p><u>Expenditure</u> 35.3%</p> <ul style="list-style-type: none">○ Music License costs increased from 2022-2023 from £1468 to £2,687, these costs are dependent on bookings, so consideration will be taken in budget setting for this for 2024-25.○ Gas and Electricity invoiced to June 23. <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>£26,940</td></tr><tr><td>Total Confirmed bookings</td><td>£23,676</td></tr><tr><td>CP Rental Income</td><td>£8,000</td></tr><tr><td>Cumulative v budget</td><td>(£29,584)</td></tr></table>			Budget	£80,200	Total Income to date	£26,940	Total Confirmed bookings	£23,676	CP Rental Income	£8,000	Cumulative v budget	(£29,584)
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Total Confirmed bookings	£23,676												
CP Rental Income	£8,000												
Cumulative v budget	(£29,584)												
Decision Requested	To receive the Town Hall Trading Accounts for Month 4 to 31 st July 2023.												

Congleton Town Council
Management Accounts 2023-24
TOWN HALL

Jul-23

Month 4
 Percentage 33.3%

	ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	NOTES
TOWN HALL							
4000 Staff Costs (re-allocated)	70,592	23,531	24,213	-682	102.9%	34.3%	
4008 Training	1,000	333	0	333	0.0%	0.0%	
4009 Protective Clothing/H & Safety	500	167	498	-331	298.8%	99.6%	New uniforms required for new staff
4010 Cleaners	7,500	2,500	2,383	117	95.3%	31.8%	
4011 Rates	30,500	10,167	9,980	187	98.2%	32.7%	
4012 Water	6,150	2,050	1,544	506	75.3%	25.1%	
4014 Electricity	17,500	5,833	5,271	562	90.4%	30.1%	
4015 Gas	24,700	8,233	4,690	3,543	57.0%	19.0%	
4016 Cleaning materials	2,100	700	844	-144	120.6%	40.2%	
4017 Refuse Disposal	3,200	1,067	553	514	51.8%	17.3%	
4020 Miscellaneous Office Costs	1,500	500	868	-368	173.6%	57.9%	M5 journal of clinical waste to refuse collection will be completed. (£145.46)
4025 Insurance	11,700	3,900	10,825	-6,925	277.6%	92.5%	Paid at start of the year.
4033 Marketing/Promotions	3,500	1,167	58	1,109	5.0%	1.7%	
4040 Maintenance Contracts	8,500	2,833	3,347	-514	118.1%	39.4%	
4041 Property Maintenance	20,000	6,667	6,090	577	91.4%	30.5%	
4068 Licences (incl PRS)	3,500	1,167	3,652	-2,485	313.0%	104.3%	PPR PPL Music Licence now paid, £2,687
6000 Central Overheads Reallocated	5,913	1,971	2,352	-381	119.3%	39.8%	
	218,355	72,785	77,168	-4,383	106.0%	35.3%	
3020 Catering costs	0	0	2,962	-2,962			Recharged to customers
3021 Security Supplies	0	0	1,253	-1,253			Recharged to customers
	0	0	4,215	4,215			
Total Town Hall Expenditure	218,355	72,785	81,383	-8,598	111.8%	37.3%	
1009 Rent Rec'd - Museum Notional	-4500	-1500	-1500	0	100.0%	33.3%	
1010 Rent Received - 3rd Party Partnership	-1533	-511	-511	0	100.0%	33.3%	
1011 Rent Received - Internal CTC	-26517	-8839	-8839	0	100.0%	33.3%	
1013 Letting Income - Grand Hall	-30000	-10000	-11608	1608	116.1%	38.7%	
1014 Letting Income - Bridestones	-13200	-4400	-1253	-3147	28.5%	9.5%	
1015 Letting Income - Spencer Suite	-7000	-2333	-1678	-655	71.9%	24.0%	
1018 Letting Income - Campbell Suite	0	0	0	0			
1016 Letting Income - Brasserie, Kitchen and Bar	-12000	-4000	-5000	1000	125.0%	41.7%	
1021 Letting Income - Internal	-9000	-3000	-3409	409	113.6%	37.9%	
1022 Letting income - F&F	-1000	-333	-1967	1634	590.1%	196.7%	
1023 Commission- CP	-8000	-2667	-2025	-642	75.9%	25.3%	
1024 Letting Income- Security	0	0	-955				
1035 Service Charges - Brasserie	-3600	-1200	-1187	-13	98.9%	33.0%	
1051 Catering Sales (recharges)	0	0	-4019	4019			
1199 Miscellaneous Income	0	0	0	0			
Total Town Hall Income	-116350	-38783	-43951	4213	113.3%	37.8%	
Net Expenditure over Income	102,005	34,002	37,432	-4,385	110.1%	36.7%	

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	7,782	10,000	11,608	12,500		15,000		
Letting Income - Bridestones	13,200	1,100	129	2,200	272	3,300	620	4,400	1,253	5,500		6,600		
Letting Income -Spencer Suite	7,000	583	585	1,167	885	1,750	1,360	2,333	1,678	2,917		3,500		
Commissions	8,000	667	-	1,333	3,000	2,000	-	2,667	2,025	3,333		4,000		
Lighting /equip	1,000	83	333	167	333	250	833	333	1,967	417		500		
Lettings income grant CTC	9,000	750	265	1,500	265	2,250	1,793	3,000	3,409	3,750		4,500		
Cp rental income	12,000	1,000	2,000	2,000	3,000	3,000	4,000	4,000	5,000	5,000		6,000		
Totals	80,200	6,683	6,659	13,367	12,666	20,050	16,388	26,733	26,940	33,417	-	40,100	-	
Variance			24		701		3,662		207		6,477		13,160	
Current bookings value Confirmed											3,136		1,961	
Cp rental income											1,000		1,000	
Current bookings value Provisional														
Total future bookings			-	-	-	-	-	-	-	-	4,136	-	2,961	
Cumulative (Includes CP Rent)											- 2,341		- 6,063	
		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	-	26,940 Actual A
Variance			19,843		26,527		33,210		39,893		46,577		53,260	
Current bookings value Confirmed			2,403		1,621		2,542		872		1,574		1,567	
Cp rental income			1,000		1,000		1,000		1,000		1,000		1,000	
Current bookings value Provisional														
Total future bookings			3,403		2,621		3,542		1,872		2,574		2,567	23,676 Future B
Cumulative (Includes CP Rent)			- 12,343		- 17,406		- 21,547		- 27,358		- 32,468		- 29,584	29,584 Variance C Budget v A+B+C