

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall, Assets and Services												
<b>MEETING DATE AND TIME</b>	30 <sup>th</sup> November 2023 7.00pm	<b>LOCATION</b>	Congleton Town Hall										
<b>REPORT FROM</b>	<b>Serena Van Schepdael- Responsible Financial Officer (RFO)</b>												
<b>AGENDA ITEM REPORT TITLE</b>	<b>7 Town Hall Trading Account</b>												
<b>Background</b>	Variance analysis of the Trading Account to 30 <sup>th</sup> September 2023, to accompany the spreadsheet shown as Appendix 7.1. Future Bookings information Appendix 7.2												
<b>Updates</b>	<p>This trading account is for 6 months of 2023/024, which equates to 50% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><b><u>Income</u></b> 53.5%</p> <ul style="list-style-type: none"><li>○ Nothing additional to note to date, but please see Future bookings section for further information.</li></ul> <p><b><u>Expenditure</u></b> 52.7%</p> <ul style="list-style-type: none"><li>○ Gas and Electricity invoiced to August 2023.</li></ul> <p><b><u>Future Bookings</u></b> 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>£44,851</td></tr><tr><td>Total Confirmed bookings</td><td>£12,616</td></tr><tr><td>CP Rental Income</td><td>£5,000</td></tr><tr><td>Cumulative v budget</td><td>(£17,733)</td></tr></table>			Budget	£80,200	Total Income to date	£44,851	Total Confirmed bookings	£12,616	CP Rental Income	£5,000	Cumulative v budget	(£17,733)
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Cumulative v budget	(£17,733)												
<b>Decision Requested</b>	To receive the Town Hall Trading Accounts for Month 6 to 30 <sup>th</sup> September 2023.												

Congleton Town Council  
Management Accounts 2023-24

TOWN HALL  
Sep-23

Month 6  
Percentage 50.0%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% VARIANCE AGAINST M6	% SPENT OF ANNUAL BUDGET	NOTES
4000	Staff Costs (re-allocated)	70,592	35,296	35,746	-450	101.3%	-51.27%	50.6%	Full check taking place by RFO, may be updated
4008	Training	1,000	500	361	139	72.2%	-22.20%	36.1%	
4009	Protective Clothing/H & Safety	500	250	498	-248	199.2%	-149.20%	99.6%	Replenishment of uniform & PPE for staff
4010	Cleaners	7,500	3,750	3,668	82	97.8%	-47.81%	48.9%	
4011	Rates	25,500	12,750	14,970	-2,220	117.4%	-67.41%	58.7%	Paid over 10 months
4012	Water	6,150	3,075	3,180	-105	103.4%	-53.41%	51.7%	Invoiced up to August 23
4014	Electricity	22,900	11,450	9,552	1,898	83.4%	-33.42%	41.7%	Recharge currently posted to this expense line, will be changed 24-25
4015	Gas	24,700	12,350	8,163	4,187	66.1%	-16.10%	33.0%	Invoiced up to August 23
4016	Cleaning materials	2,100	1,050	1,118	-68	106.5%	-56.48%	53.2%	
4017	Refuse Disposal	3,200	1,600	695	905	43.4%	6.56%	21.7%	
4020	Miscellaneous Office Costs	1,500	750	1,011	-261	134.8%	-84.80%	67.4%	Per requirements, line will be monitored
4025	Insurance	11,700	5,850	10,825	-4,975	185.0%	-135.04%	92.5%	Paid at start of the year
4033	Marketing/Promotions	3,500	1,750	58	1,692	3.3%	46.69%	1.7%	
4040	Maintenance Contracts	8,500	4,250	5,830	-1,580	137.2%	-87.18%	68.6%	As per requirements, some quarterly invoices
4041	Property Maintenance	20,000	10,000	12,648	-2,648	126.5%	-76.48%	63.2%	Includes £3288 for emergency lighting update
4068	Licences (incl PRS)	3,500	1,750	3,811	-2,061	217.8%	-167.77%	108.9%	Includes Music License which increased due to useage, Premises, Wedding & TV
6000	Central Overheads Reallocated	5,913	2,957	3,177	-221	107.5%	-57.46%	53.7%	
	Town Hall Expenditure	218,755	109,378	115,311	-5,934	105.4%	-55.42%	52.7%	
3020	Catering costs	0	0	3,812	-3,812				Recharged to customers
3021	Security Supplies	0	0	2,081	-2,081				Recharged to customers
		0	0	5,893	5,893				
	Total Town Hall Expenditure	218,755	109,378	121,204	-11,827	110.8%	-60.81%	55.4%	
1009	Rent Rec'd - Museum Notional	-4500	-2250	-2250	0	100.0%	-50.00%	50.0%	
1010	Rent Received - 3rd Party Partnership	-1533	-767	-767	1	100.1%	-50.07%	50.0%	
1011	Rent Received - Internal CTC	-26517	-13259	-13259	1	100.0%	-50.00%	50.0%	
1013	Letting Income - Grand Hall	-30000	-15000	-16322	1322	108.8%	-58.81%	54.4%	
1014	Letting Income - Bridestones	-13200	-6600	-1493	-5107	22.6%	27.38%	11.3%	
1015	Letting Income - Spencer Suite	-7000	-3500	-2213	-1287	63.2%	-13.23%	31.6%	CAB contribution updated in M7
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-6000	-7000	1000	116.7%	-66.67%	58.3%	
1021	Letting Income - Internal	-9000	-4500	-4826	326	107.2%	-57.24%	53.6%	
1022	Letting income - F&F	-1000	-500	-2467	1967	493.4%	-443.40%	246.7%	
1023	Commission- CP	-8000	-4000	-3634	-366	90.9%	-40.85%	45.4%	
1024	Letting Income- Security	0	0	-1867	1867	#DIV/0!	#DIV/0!	#DIV/0!	
1035	Service Charges - Brasserie	-3600	-1800	-1187	-613	65.9%	-15.94%	33.0%	
1051	Catering Sales (recharges)	0	0	-4948	4948	#DIV/0!	#DIV/0!	#DIV/0!	
1199	Miscellaneous Income	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	
	Total Town Hall Income	-116350	-58175	-62233	4058	107.0%	-56.98%	53.5%	
	Net Expenditure over Income	102,405	51,203	58,971	-7,769	115.2%	-65.17%	57.6%	

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	14,651	15,000	16,322		
Letting Income - Bridestones	13,200	1,100	129	2,200	272	3,300	620	4,400	1,253	5,500	1,352	6,600	1,493		
Letting Income -Spencer Suite	7,000	583	585	1,167	885	1,750	1,360	2,333	1,678	2,917	2,103	3,500	2,168		
Commissions	8,000	667	-	1,333	3,000	2,000	-	2,667	2,025	3,333	2,025	4,000	3,634		
Lighting /equip	1,000	83	333	167	333	250	833	333	1,967	417	2,133	500	2,467		
Lettings income grant CTC	9,000	750	265	1,500	265	2,250	1,793	3,000	3,409	3,750	3,409	4,500	3,871		
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	6,000	6,000		
<b>Totals</b>	<b>80,200</b>	<b>6,683</b>	<b>6,659</b>	<b>13,367</b>	<b>12,666</b>	<b>20,050</b>	<b>16,388</b>	<b>26,733</b>	<b>26,940</b>	<b>33,417</b>	<b>31,673</b>	<b>40,100</b>	<b>35,955</b>		
Variance		-	24	-	701	-	3,662	-	207	-	1,744	-	4,145		
Current bookings value Confirmed															
Cp rental income															
Current bookings value Provisional															
<b>Total future bookings</b>		-	-	-	-	-	-	-	-	-	-	-	-		
Cumulative (Includes CP Rent)															
		October	Actual	November	Actual	December	Actual	January	Actual	February	Actual	March	Actual		
Letting Income - Grand Hall		17,500	20,045	20,000		22,500		25,000		27,500		30,000			
Letting Income - Bridestones		7,700	2,406	8,800		9,900		11,000		12,100		13,200			
Letting Income -Spencer Suite		4,083	3,108	4,667		5,250		5,833		6,417		7,000			
Commissions		4,667	3,634	5,333		6,000		6,667		7,333		8,000			
Lighting /equip		583	2,658	667		750		833		917		1,000			
Lettings income grant CTC		5,250	5,000	6,000		6,750		7,500		8,250		9,000			
Cp rental income		7,000	8,000	8,000		9,000		10,000		11,000		12,000			
<b>Totals</b>		<b>46,783</b>	<b>44,851</b>	<b>53,467</b>	<b>-</b>	<b>60,150</b>	<b>-</b>	<b>66,833</b>	<b>-</b>	<b>73,517</b>	<b>-</b>	<b>80,200</b>	<b>-</b>		
Variance		-	1,932	-	8,616	-	15,299	-	21,982	1,000	-	28,666	-		
Current bookings value Confirmed					2,436		4,804		955			1,746	2,675		
Cp rental income					1,000		1,000		1,000			1,000	1,000		
Current bookings value Provisional															
<b>Total future bookings</b>		-		-	<b>3,436</b>	-	<b>5,804</b>	-	<b>1,955</b>	-		<b>2,746</b>	<b>3,675</b>		
Cumulative (Includes CP Rent)					-	5,180		-	6,059			-	17,733		
<b>SUMMARY</b>													<b>44,851</b>	Actual	A
													<b>17,616</b>	Future	C
													<b>17,733</b>	Variance	Budget v A+C

Updated 16OCT23