

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | | | | | | | | | | | |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|--------|---------|----------------------|---------|--------------------------|--------|------------------|--------|---------------------|-----------|
| COMMITTEE: | Town Hall, Assets and Services | | | | | | | | | | | | |
| MEETING DATE AND TIME | 1 st February 2024 7.00 pm | LOCATION | Congleton Town Hall | | | | | | | | | | |
| REPORT FROM | Serena Van Schepdael- Responsible Financial Officer (RFO) | | | | | | | | | | | | |
| AGENDA ITEM REPORT TITLE | Item 7 Town Hall Trading Account | | | | | | | | | | | | |
| Background | Variance analysis of the Trading Account to 30 th November 2023, to accompany the spreadsheet shown as Appendix 1. Future Bookings information Appendix 2 | | | | | | | | | | | | |
| Updates | <p>This trading account is for 8 months of 2023/024, which equates to 66% of the budget. Please refer to the notes on the account sheets, other points as below:</p> <p><u>Income</u> 65.2%</p> <ul style="list-style-type: none">○ Nothing additional to note to date, please see the Future Bookings section for further information. <p><u>Expenditure</u> 65.2%</p> <ul style="list-style-type: none">○ Electricity company have not issued invoices for Electricity since August 2023, an accrual has taken place in Month 10, this will show in the next meeting updates. This is to keep budget in line with the predicted costs for September through to December which are £9,100 (Figure provide by West Mercia). <p><u>Future Bookings</u> Appendix 2 shows the current confirmed bookings from the financial year 2023-2024 to DECEMBER 2023. 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>£57,584</td></tr><tr><td>Total Confirmed bookings</td><td>£7,328</td></tr><tr><td>CP Rental Income</td><td>£2,000</td></tr><tr><td>Cumulative v budget</td><td>(£13,288)</td></tr></table> | | | Budget | £80,200 | Total Income to date | £57,584 | Total Confirmed bookings | £7,328 | CP Rental Income | £2,000 | Cumulative v budget | (£13,288) |
| Budget | £80,200 | | | | | | | | | | | | |
| Total Income to date | £57,584 | | | | | | | | | | | | |
| Total Confirmed bookings | £7,328 | | | | | | | | | | | | |
| CP Rental Income | £2,000 | | | | | | | | | | | | |
| Cumulative v budget | (£13,288) | | | | | | | | | | | | |
| Decision Requested | To receive the Town Hall Trading Accounts for Month 8 to 30 th November 2023. | | | | | | | | | | | | |

**Congleton Town Council
Management Accounts 2023-24**

**TOWN HALL
Nov-23**

Month 8
Percentage 66.6%

| | | ANNUAL BUDGET | BUDGET TO M8 | ACTUAL SPEND TO M8 | E. VARIANCE OF M8 BUDGETS | % SPENT AGAINST M8 BUDGETS | % VARIANCE AGAINST M8 | % SPENT OF ANNUAL BUDGET | NOTES |
|------------------|---------------------------------------------|----------------------|--------------|--------------------|---------------------------|----------------------------|-----------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| TOWN HALL | | | | | | | | | |
| 4000 | Staff Costs (re-allocated) | 70,592 | 47,061 | 47,207 | -146 | 100.3% | -33.71% | 66.9% | Full check taking place by RFO, may be updated |
| 4008 | Training | 1,000 | 667 | 361 | 306 | 54.2% | 12.45% | 36.1% | |
| 4009 | Protective Clothing/H & Safety | 500 | 333 | 498 | -165 | 149.4% | -82.80% | 99.6% | Replenishment of uniform & PPE for staff |
| 4010 | Cleaners | 7,500 | 5,000 | 4,611 | 389 | 92.2% | -25.62% | 61.5% | |
| 4011 | Rates | 25,500 | 17,000 | 19,960 | -2,960 | 117.4% | -50.81% | 78.3% | Paid over 10 months Invoiced up to August 23. |
| 4012 | Water | 6,150 | 4,100 | 3,601 | 499 | 87.8% | -21.23% | 58.6% | |
| 4014 | Electricity | 22,900 | 15,267 | 9,552 | 5,715 | 62.6% | 4.03% | 41.7% | Recharge of £2490 currently posted to this expense line, will be updated in Q3. Invoiced up to August 23. See report. Invoiced up to October 2023 |
| 4015 | Gas | 24,700 | 16,467 | 11,625 | 4,842 | 70.6% | -4.00% | 47.1% | |
| 4016 | Cleaning materials | 2,100 | 1,400 | 1,371 | 29 | 97.9% | -31.33% | 65.3% | Per requirements, line will be monitored |
| 4017 | Refuse Disposal | 3,200 | 2,133 | 1,356 | 777 | 63.6% | 3.04% | 42.4% | |
| 4020 | Miscellaneous Office Costs | 1,500 | 1,000 | 1,306 | -306 | 130.6% | -64.00% | 87.1% | Paid at start of the year |
| 4025 | Insurance | 11,700 | 7,800 | 10,825 | -3,025 | 138.8% | -72.18% | 92.5% | |
| 4033 | Marketing/Promotions | 3,500 | 2,333 | 58 | 2,275 | 2.5% | 64.11% | 1.7% | As per requirements, some quarterly invoices Includes £3268 for emergency lighting update |
| 4040 | Maintenance Contracts | 8,500 | 5,667 | 6,537 | -870 | 115.4% | -48.76% | 76.9% | |
| 4041 | Property Maintenance | 20,000 | 13,333 | 15,122 | -1,789 | 113.4% | -46.82% | 75.5% | Requirement to overspend to be requested from Council. 22.75% overspend excepted to c |
| 4068 | Licences (incl PRS) | 3,500 | 2,333 | 4,001 | -1,668 | 171.5% | -104.87% | 114.3% | |
| 6000 | Central Overheads Reallocated | 5,913 | 3,942 | 3,979 | -37 | 100.9% | -34.34% | 67.3% | Town Hall Expenditure |
| | | 218,755 | 145,837 | 141,970 | 3,867 | 97.3% | -30.75% | 64.9% | |
| 3020 | Catering costs | 0 | 0 | 5,367 | -5,367 | | | | Recharged to customers |
| 3021 | Security Supplies | 0 | 0 | 2,304 | -2,304 | | | | Recharged to customers |
| | | 0 | 0 | 7,671 | 7,671 | | | | |
| | Total Town Hall Expenditure | 218,755 | 145,837 | 149,641 | -3,804 | 102.6% | -36.01% | 68.4% | |
| 1009 | Rent Rec'd - Museum Notional | -4500 | -3000 | -3000 | 0 | 100.0% | -33.40% | 66.7% | CAB contribution updated in M7 |
| 1010 | Rent Received - 3rd Party Partnership | -1533 | -1022 | -1022 | 0 | 100.0% | -33.40% | 66.7% | |
| 1011 | Rent Received - Internal CTC | -26517 | -17678 | -17678 | 0 | 100.0% | -33.40% | 66.7% | |
| 1013 | Letting Income - Grand Hall | -30000 | -20000 | -20267 | 267 | 101.3% | -34.74% | 67.6% | |
| 1014 | Letting Income - Bristonstones | -13200 | -8800 | -2494 | -6306 | 28.3% | 38.26% | 18.9% | |
| 1015 | Letting Income - Spencer Suite | -7000 | -4667 | -6025 | 1358 | 129.1% | -62.51% | 86.1% | |
| 1018 | Letting Income - Campbell Suite | 0 | 0 | 0 | 0 | #DIV/0! | #DIV/0! | #DIV/0! | |
| 1016 | Letting Income - Brasserie, Kitchen and Bar | -12000 | -8000 | -9000 | 1000 | 112.5% | -45.90% | 75.0% | |
| 1021 | Letting Income - Internal | -9000 | -6000 | -6153 | 153 | 102.6% | -35.95% | 68.4% | |
| 1022 | Letting income - F&F | -1000 | -667 | -2658 | 1991 | 398.7% | -332.10% | 265.8% | |
| 1023 | Commission- CP | -8000 | -5333 | -3634 | -1699 | 68.1% | -1.54% | 45.4% | |
| 1024 | Letting Income- Security | 0 | 0 | -2117 | 2117 | #DIV/0! | #DIV/0! | #DIV/0! | |
| 1035 | Service Charges - Brasserie | -3600 | -2400 | -2277 | -123 | 94.9% | -28.28% | 63.3% | |
| 1037 | Service Charges - Other | | | | | | | | |
| 1051 | Catering Sales (recharges) | 0 | 0 | -6253 | 6253 | #DIV/0! | #DIV/0! | #DIV/0! | |
| 1199 | Miscellaneous Income | 0 | 0 | -292 | 292 | #DIV/0! | #DIV/0! | #DIV/0! | |
| | Total Town Hall Income | -116350 | -77567 | -82870 | 5303 | 106.8% | -40.24% | 71.2% | Will be updated from Q3, see Electricity note above |
| | Net Expenditure over Income | 102,405 | 68,270 | 66,771 | 1,499 | 97.8% | -31.20% | 65.2% | |

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 |
| Totals | 80,200 | 6,683 | 6,659 | 13,367 | 12,666 | 20,050 | 16,388 | 26,733 | 26,940 | 33,417 | 31,673 | 40,100 | 35,955 |
| Variance | | | - 24 | | - 701 | | - 3,662 | | 207 | | - 1,744 | | - 4,145 |
| Current bookings value Confirmed | | | | | | | | | | | | | |
| Cp rental income | | | | | | | | | | | | | |
| Current bookings value Provisional | | | | | | | | | | | | | |
| Total future bookings | | | - | - | - | - | - | - | - | - | - | - | - |
| 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 | 20,267 | 22,500 | 22,630 | 25,000 | | 27,500 | | 30,000 | |
| Letting Income - Bridestones | | 7,700 | 2,406 | 8,800 | 2,494 | 9,900 | 2,701 | 11,000 | | 12,100 | | 13,200 | |
| Letting Income -Spencer Suite | | 4,083 | 3,108 | 4,667 | 6,025 | 5,250 | 6,667 | 5,833 | | 6,417 | | 7,000 | |
| Commissions | | 4,667 | 3,634 | 5,333 | 3,634 | 6,000 | 4,852 | 6,667 | | 7,333 | | 8,000 | |
| Lighting /equip | | 583 | 2,658 | 667 | 2,658 | 750 | 3,492 | 833 | | 917 | | 1,000 | |
| Lettings income grant CTC | | 5,250 | 5,000 | 6,000 | 6,153 | 6,750 | 7,242 | 7,500 | | 8,250 | | 9,000 | |
| Cp rental income | | 7,000 | 8,000 | 8,000 | 9,000 | 9,000 | 10,000 | 10,000 | | 11,000 | | 12,000 | |
| Totals | | 46,783 | 44,851 | 53,467 | 50,231 | 60,150 | 57,584 | 66,833 | - | 73,517 | - | 80,200 | - |
| Variance | | | 10,801 | | 4,117 | | - 2,566 | | - 9,249 | 1,000 | - 15,933 | | - 22,616 |
| Current bookings value Confirmed | | | | | | | | | 1,882 | | 2,280 | | 3,166 |
| Cp rental income | | | | | | | | | | | 1,000 | | 1,000 |
| Current bookings value Provisional | | | | | | | | | | | | | |
| Total future bookings | | | - | - | - | - | - | - | 1,882 | - | 3,280 | - | 4,166 |
| Cumulative (Includes CP Rent) | | | | | 4,117 | | - 2,566 | | - 7,367 | | - 10,771 | | - 13,288 |

| SUMMARY | |
|---------|-----------------------|
| 57,584 | Actual A |
| 7,328 | |
| 2,000 | |
| 9,328 | Future C |
| 13,288 | Variance Budget v A+C |

Updated to end December 23