

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee												
MEETING DATE AND TIME	5 th September 2024 7.00 pm	LOCATION	Congleton Town Hall										
REPORT FROM	Serena Van Schepdael- R.F.O												
AGENDA ITEM	7												
REPORT TITLE	Management Accounts Town Hall												
Background	Management Accounts and Variance analysis for the period to 31 st July 2024. These accompany the attached spreadsheets in Appendix 7.1 and 7.2.												
Update	<p>These figures cover the financial period to 31st July 2024, which is Month 4 of this current financial year, this represents 33.3% of the budget. (Percentages in this report are rounded up /down and are based on full budget figures.)</p> <p>The following figures will be presented to the F&P Committee on the 19th September 2024.</p> <p><u>Town Hall, Assets and Services Committee</u></p> <p>32.6% expenditure and 46% income.</p> <ul style="list-style-type: none">• We are waiting on Electricity invoices from our supplier, recent update is that they do now have this sorted the invoices should be release soon.• Income of 46% is based on the receipt of the £15,000 grant, when this is deducted the income is at 33.5%. <p><u>Future Bookings</u></p> <p>Appendix 7.2 shows the figures for current financial year 2024-2025. This sheet refers to chargeable sales income not internal income budgets.</p> <table><tr><td>Budget</td><td>£78,200</td></tr><tr><td>Total Income to date</td><td>£22,370</td></tr><tr><td>Total Confirmed bookings</td><td>£32,343</td></tr><tr><td>CP Rental Income</td><td>£8,000</td></tr><tr><td>Cumulative v budget</td><td>(£15,487)</td></tr></table>			Budget	£78,200	Total Income to date	£22,370	Total Confirmed bookings	£32,343	CP Rental Income	£8,000	Cumulative v budget	(£15,487)
Budget	£78,200												
Total Income to date	£22,370												
Total Confirmed bookings	£32,343												
CP Rental Income	£8,000												
Cumulative v budget	(£15,487)												
Financial	No requirements/implications for this decision.												
Environmental	No implications for the decision.												
Equality and Diversity	No implications for the decision.												
Decision Request	To note the Management Accounts for the Town Hall current financial year to date of 31 st July 2024.												

Congleton Town Council
Management Accounts 2024-25
TOWN HALL
Jul-24

OK
Monitor
Overspent

Month 4
Percentage 33.3%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
4000	Staff Costs (re-allocated)	74,918	24,973	25,180	-207	100.8%	33.6%	0.31%
4008	Training	1,000	333	0	333	0.0%	0.0%	-33.30%
4009	Protective Clothing/H & Safety	550	183	0	183	0.0%	0.0%	-33.30%
4010	Cleaners	8,000	2,667	2,248	419	84.3%	28.1%	-5.20%
4011	Rates	26,522	8,841	9,980	-1,139	112.9%	37.6%	4.33%
4012	Water	4,000	1,333	2,260	-927	169.5%	56.5%	23.20%
4014	Electricity	26,950	8,983	845	9,828	-9.4%	-3.1%	-36.44%
4015	Gas	25,920	8,640	4,278	4,362	49.5%	16.5%	-16.80%
4016	Cleaning materials	2,250	750	800	-50	106.7%	35.6%	2.26%
4017	Refuse Disposal	2,350	783	685	98	87.4%	29.1%	-4.15%
4020	Miscellaneous Office Costs	1,600	533	336	197	63.0%	21.0%	-12.30%
4025	Insurance	12,647	4,216	13,785	-9,569	327.0%	109.0%	75.70%
4033	Marketing/Promotions	3,500	1,167	693	474	59.4%	19.8%	-13.50%
4040	Maintenance Contracts	9,000	3,000	3,499	-499	116.6%	38.9%	5.58%
4041	Property Maintenance	21,300	7,100	5,794	1,306	81.6%	27.2%	-6.10%
4068	Licences (incl PRS)	4,200	1,400	3,619	-2,219	258.5%	86.2%	52.87%
6000	Central Overheads Reallocated	5,822	1,941	2,753	-812	141.9%	47.3%	13.99%
	Town Hall Expenditure	230,529	76,843	75,065	1,778	97.7%	32.6%	-0.74%
3020	Catering costs	0	0	189	-189			
3021	Security Supplies	0	0	473	-473			
		0	0	662	662			
	Total Town Hall Expenditure	230,529	76,843	75,727	1,116	98.5%	32.8%	-0.45%
1009	Rent Rec'd - Museum Notional	-4500	-1500	-1500	0	100.0%	33.3%	0.03%
1010	Rent Received - 3rd Party Partnership	-1533	-511	-511	0	100.0%	33.3%	0.03%
1011	Rent Received - Internal CTC	-26517	-8839	-8839	0	100.0%	33.3%	0.03%
1013	Letting Income - Grand Hall	-30000	-10000	-9891	-109	98.9%	33.0%	-0.33%
1014	Letting Income - Bridestones	-13200	-4400	-1701	-2699	38.7%	12.9%	-20.41%
1015	Letting Income - Spencer Suite	-5000	-1667	-1686	19	101.2%	33.7%	0.42%
1018	Letting Income - Campbell Suite	0	0	0	0	0.0%	0.0%	-33.30%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-4000	-5000	1000	125.0%	41.7%	8.37%
1021	Letting Income - Internal	-9000	-3000	-3654	654	121.8%	40.6%	7.30%
1022	Letting income - F&F	-1000	-333	-1438	1105	431.4%	143.8%	110.50%
1023	Commission- CP	-8000	-2667	0	-2667	0.0%	0.0%	-33.30%
1024	Letting Income- Security	0	0	-1515	1515		0.0%	-33.30%
1035	Service Charges - Brasserie	-4000	-1333	-1214	-119	91.1%	30.4%	-2.95%
1037	Service Charges - Other	-5000	-1667	-1185	-482	71.1%	23.7%	-9.60%
1051	Catering Sales (recharges)	0	0	-1950	1950		0.0%	-33.30%
1199	Miscellaneous Income	0	0	-15000	15000	0.0%	0.0%	-33.30%
	Total Town Hall Income	-119750	-39917	-55084	15167	138.0%	46.0%	12.70%
	Net Expenditure over Income	110,779	36,926	20,643	16,283	55.9%	18.6%	-14.67%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Paid over 10 months not 12

Awaiting invoices from Mar 24, advised accruals for March to July 24 is annrox. £11,000

Dependant on requirements, top up of supplies

Paid at start of the year, 3 month prepayment journal to complete

First quarter services

Paid at start of the year.

Recharged to customers
Recharged to customers

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

No budget
Invoiced a month ahead

Awaiting information
Recharged to customers

Electricity charges: Museum
Recharged to customers

Grant income to be moved out of TH to Salix Grant, will be completed M5

Town Hall Summary 24-25

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	1,069	5,000	3,263	7,500	7,322	10,000	9,891	12,500		15,000	
Letting Income - Bridestones	13,200	1,100	688	2,200	893	3,300	1,201	4,400	1,701	5,500		6,600	
Letting Income -Spencer Suite	5,000	417	370	833	823	1,250	1,233	1,667	1,686	2,083		2,500	
Commissions	8,000	667	-	1,333	-	2,000	-	2,667	-	3,333		4,000	
Lighting /equip	1,000	83	-	167	500	250	1,000	333	1,438	417		500	
Lettings income grant CTC	9,000	750	-	1,500	615	2,250	2,253	3,000	3,654	3,750		4,500	
Cp rental income	12,000	1,000	1,000	2,000	2,000	3,000	3,000	4,000	4,000	5,000		6,000	
Totals	78,200	6,517	3,127	13,033	8,094	19,550	16,009	26,067	22,370	32,583	-	39,100	-
Variance			- 3,390		- 4,939		- 3,541		- 3,697		- 32,583		- 39,100
Current bookings value Confirmed											3,605		4,870
Commissions to invoice											3,508		
Cp rental income											1,000		1,000
Current bookings value Provisional													
Total future bookings			-		-				-		8,113		5,870
Cumulative (Includes CP Rent)													

		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		2,917		3,333		3,750		4,167		4,583		5,000	
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		45,617	-	52,133	-	58,650	-	65,167	-	71,683	-	78,200	-
Variance			- 23,247		- 29,763		- 36,280		- 42,797	1,000	- 49,313		- 55,830
Current bookings value Confirmed			6,627		3,176		2,241		1,897		1,809		4,610
Commsions to invoice													
Cp rental income			1,000		1,000		1,000		1,000		1,000		1,000
Current bookings value Provisional													
Total future bookings			7,627		4,176		3,241		2,897		2,809		5,610
Cumulative (Includes CP Rent)					- 17,960		- 21,236		- 24,856		- 28,563		- 15,487
