

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee								
MEETING DATE AND TIME	31st October 2024 7.00 pm	LOCATION	Congleton Town Hall						
REPORT FROM	Serena Van Schepdael- R.F.O								
AGENDA ITEM REPORT TITLE	7 Management Accounts Town Hall								
Background	Management Accounts and Variance analysis for the period to 30 th September 2024, to accompany the attached spreadsheets in Appendix 7.1. and 7.2.								
Update	<p>These figures cover the financial period from the current financial year to 30 September 2024, month 6, which represents 50% of the budget. (Percentages in this report are rounded up /down and are based on full-year <u>budgets</u>.) Please refer to notes in Appendix 7.1 for issues to note.</p> <p>These figures will be presented to the F&P Committee on the 14th of November 2024.</p> <p><u>Town Hall, Assets and Services Committee</u></p> <p>Income:</p> <ul style="list-style-type: none"> • Bridestones is below expected levels • Service Charge below expected levels, but next quarter has been invoiced in M7 <p>Expenditure:</p> <ul style="list-style-type: none"> • Insurance over as paid in full at the beginning of the year • Maintenance contracts are high as they are paid per contract date, usually level out over the year • Water is high, this is likely to be over budget at year-end <p>There has been receipt of 2 grants this year, £15,000 from CEC for Improved, Greener, Community Facilities Fund Grant and £22,493 from Salix Finance to cover Surveyor fees, these are highlighted in purple on Appendix 7.1, taking out Grants Income and expenditure, figures are 48.9% expenditure and 51% income.</p> <p><u>Future Bookings</u></p> <p>Appendix 7.2 shows the figures for the current financial year 2024-2025. This sheet refers to chargeable sales income not internal income budgets.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Budget</td> <td>£78,200</td> </tr> <tr> <td>Total Income to date</td> <td>£36,942</td> </tr> <tr> <td>Total Confirmed bookings</td> <td>£24,899</td> </tr> </table>			Budget	£78,200	Total Income to date	£36,942	Total Confirmed bookings	£24,899
Budget	£78,200								
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	CP Rental Income	£5,000
	Cumulative v budget	(-£10,369)
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 30 th September 2024.	

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

OK
 Monitor
 Overspent

Month 6
 Percentage 50.0%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
4000	Staff Costs (re-allocated)	74,918	37,459	37,894	-435	101.2%	50.6%	0.58%
4008	Training	1,000	500	0	500	0.0%	0.0%	-50.00%
4009	Protective Clothing/H & Safety	550	275	42	233	15.3%	7.6%	-42.36%
4010	Cleaners	8,000	4,000	3,708	292	92.7%	46.4%	-3.65%
4011	Rates	26,522	13,261	14,970	-1,709	112.9%	56.4%	6.44%
4012	Water	4,000	2,000	3,676	-1,676	183.8%	91.9%	41.90%
4014	Electricity	26,950	13,475	9,425	4,050	69.9%	35.0%	-15.03%
4015	Gas	25,920	12,960	5,774	7,186	44.6%	22.3%	-27.72%
4016	Cleaning materials	2,250	1,125	1,087	38	96.6%	48.3%	-1.69%
4017	Refuse Disposal	2,350	1,175	685	490	58.3%	29.1%	-20.85%
4020	Miscellaneous Office Costs	1,600	800	807	-7	100.9%	50.4%	0.44%
4025	Insurance	12,647	6,324	13,785	-7,462	218.0%	109.0%	59.00%
4033	Marketing/Promotions	3,500	1,750	733	1,017	41.9%	20.9%	-29.06%
4040	Maintenance Contracts	9,000	4,500	6,387	-1,887	141.9%	71.0%	20.97%
4041	Property Maintenance	21,300	10,650	6,424	4,226	60.3%	30.2%	-19.84%
4065	Architect/Surveyor Fees	0	0	22,493	-22,493			
4068	Licences (incl PRS)	4,200	2,100	3,789	-1,689	180.4%	90.2%	40.21%
6000	Central Overheads Reallocated	5,822	2,911	3,531	-620	121.3%	60.6%	10.65%
4951	Tfr to EMR	0	0	15,000	-15,000			
	Town Hall Expenditure	230,529	115,265	150,210	-34,946	130.3%	65.2%	15.16%
3020	Catering costs	0	0	1,588	-1,588			
3021	Security Supplies	0	0	910	-910			
		0	0	2,498	2,498			
	Total Town Hall Expenditure	230,529	115,265	152,708	-37,444	132.5%	66.2%	16.24%
1009	Rent Rec'd - Museum Notional	-4500	-2250	-2250	0	100.0%	50.0%	0.00%
1010	Rent Received - 3rd Party Partnership	-1533	-767	-767	1	100.0%	50.0%	0.03%
1011	Rent Received - Internal CTC	-26517	-13259	-13259	1	100.0%	50.0%	0.00%
1013	Letting Income - Grand Hall	-30000	-15000	-14174	-826	94.5%	47.2%	-2.75%
1014	Letting Income - Bridestones	-13200	-6600	-2414	-4186	36.6%	18.3%	-31.71%
1015	Letting Income - Spencer Suite	-5000	-2500	-2458	-42	98.3%	49.2%	-0.84%
1018	Letting Income - Cambell Suite	0	0	0	0		0.0%	-50.00%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-6000	-7000	1000	116.7%	58.3%	8.33%
1021	Letting Income - Internal	-9000	-4500	-5830	1330	129.6%	64.8%	14.78%
1022	Letting income - F&F	-1000	-500	-1771	1271	354.2%	177.1%	127.10%
1023	Commission- CP	-8000	-4000	-3295	-705	82.4%	41.2%	-8.81%
1024	Letting Income- Security	0	0	-2115	2115		0.0%	-50.00%
1035	Service Charoes - Brasserie	-4000	-2000	-1214	-786	60.7%	30.4%	-19.65%
1037	Service Charoes - Other	-5000	-2500	-1185	-1315	47.4%	23.7%	-26.30%
1051	Catering Sales (recharges)	0	0	-2859	2859		0.0%	-50.00%
1177	Grant Income- CEC Greener	0	0	-15000	15000		0.0%	-50.00%
1179	Grants Receivable- Salix Project	0	0	-22493	22493			
	Total Town Hall Income	-119750	-59875	-98084	38209	163.8%	81.9%	31.91%
	Net Expenditure over Income	110,779	55,390	54,624	766	98.6%	49.3%	-0.69%

NOTES

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

Paid over 10 months not 12
 May go overspent. will be monitored
 May go overspent. will be monitored
 May go overspent. will be monitored
 Dependant on requirements. too up of supplies. include expenses for Public toilets approx 30%

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

First quarter services

Salix Grant project. see below

Paid at start of the year.

CEC Grant (1177-Income) tranferred to Property Maintenance EMR

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

Awaiting 2nd quarter invoice to be raised

Awaiting 2nd quarter invoice to be raised

Recharged to customers

Grant income to be moved out of TH to Property Maintenance EMR

Grant income for Surveyor fees

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	11,980	15,000	14,174
Letting Income - Bridestones	13,200	1,100	688	2,200	893	3,300	1,201	4,400	1,701	5,500	1,916	6,600	2,414
Letting Income - Spencer Suite	5,000	417	370	833	823	1,250	1,233	1,667	1,686	2,083	2,098	2,500	2,458
Commissions	8,000	667	-	1,333	-	2,000	-	2,667	-	3,333	3,402	4,000	3,295
Lighting /equip	1,000	83	-	167	500	250	1,000	333	1,438	417	1,438	500	1,771
Lettings income grant CTC	9,000	750	-	1,500	615	2,250	2,253	3,000	3,654	3,750	4,209	4,500	5,830
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	6,000	7,000
Totals	78,200	6,517	3,127	13,033	8,094	19,550	16,009	26,067	22,370	32,583	31,043	39,100	36,942
Variance		-	3,390	-	4,939	-	3,541	-	3,697	-	1,540	-	2,158
Current bookings value Confirmed													
Commissions to invoice													
Cp rental income													
Current bookings value Provisional													
Total future bookings			-		-				-		-		-
Cumulative (Includes CP Rent)													

	12 mth Budget	October	Actual	November	Actual	December	Actual	January	Actual	February	Actual	March	Actual	
Letting Income - Grand Hall	30,000	17,500		20,000		22,500		25,000		27,500		30,000		
Letting Income - Bridestones	13,200	7,700		8,800		9,900		11,000		12,100		13,200		
Letting Income - Spencer Suite	5,000	2,917		3,333		3,750		4,167		4,583		5,000		
Commissions	8,000	4,667		5,333		6,000		6,667		7,333		8,000		
Lighting /equip	1,000	583		667		750		833		917		1,000		
Lettings income grant CTC	9,000	5,250		6,000		6,750		7,500		8,250		9,000		
Cp rental income	12,000	7,000		8,000		9,000		10,000		11,000		12,000		
Totals	78,200	45,617	-	52,133	-	58,650	-	65,167	-	71,683	-	78,200	-	
Variance		-	8,675	-	15,191	-	21,708	-	28,225	1,000	-	34,741	-	41,258
Current bookings value Confirmed			5,893		5,677		3,262		2,230		2,995		5,459	
Commissions to invoice														
Cp rental income					1,000		1,000		1,000		1,000		1,000	
Current bookings value Provisional			135		238									
Total future bookings			6,028		6,915		4,262		3,230		3,995		6,459	
Cumulative (Includes CP Rent)		-	2,647	-	2,248	-	4,503	-	7,790	-	10,311	-	10,369	

SUMMARY

36,942	Actual
30,889	Future
10,369	Variance

Updated to end September invoicing