

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee												
MEETING DATE AND TIME	26 th June 2025 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 30 th April 2025, Month 1, 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 30th April 2025, month 1 which represents 8.5% of the budget. (Percentages in this report are rounded up /down and are based on full-year <u>budgets, column titled % Spent of Annual Budget</u>) Please refer to notes in Appendix 7.1 for comments.</p> <p>Income:</p> <p>Nothing to note to date, first month invoices completed, and future reporting as notes later in the report.</p> <p>Expenditure:</p> <p>Nothing further to add from the notes in the account summary.</p> <p><u>Future Bookings</u></p> <p>Appendix 7.2 shows the figures for the current financial year 2025-2026. Figures including Internal Room values: (Appendix 7.2)</p> <table><tr><td>Budget</td><td>£69,500</td></tr><tr><td>Total Income to date</td><td>£ 6,102</td></tr><tr><td>Total Future bookings @ 31st May 25</td><td>£25,929</td></tr><tr><td>CP Rental Income future</td><td>£2,917</td></tr><tr><td>Cumulative v budget</td><td>(-£34,552)</td></tr></table>			Budget	£69,500	Total Income to date	£ 6,102	Total Future bookings @ 31 st May 25	£25,929	CP Rental Income future	£2,917	Cumulative v budget	(-£34,552)
Budget	£69,500												
Total Income to date	£ 6,102												
Total Future bookings @ 31 st May 25	£25,929												
CP Rental Income future	£2,917												
Cumulative v budget	(-£34,552)												
Financial	No requirements/implications for this decision.												
Environmental	No implications for the decision.												
Equality and Diversity	No implications for the decision.												
Decision Request	To receive the Management Accounts for the Town Hall to 30 th April 2025.												

Congleton Town Council
Management Accounts 2024-25
TOWN HALL
Apr-25

OK
Monitor
Overspent

Month 1
Percentage 8.6%

		ANNUAL BUDGET	BUDGET TO M1	ACTUAL SPEND TO M1	£ VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED	NOTES
									Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
TOWN HALL									
4000	Staff Costs (re-allocated)	81,150	6,763	6,865	-103	101.5%	8.5%	-0.14%	
4008	Training	1,000	83	0	83	0.0%	0.0%	-8.60%	
4009	Protective Clothing\H & Safety	550	46	0	46	0.0%	0.0%	-8.60%	
4010	Cleaners	8,400	700	555	145	79.3%	6.6%	-1.99%	
4011	Rates	25,449	2,121	2,495	-374	117.6%	9.8%	1.20%	
4012	Water	7,875	656	0	656	0.0%	0.0%	-8.60%	
4014	Electricity	33,000	2,750	0	2,750	0.0%	0.0%	-8.60%	
4015	Gas	30,000	2,500	0	2,500	0.0%	0.0%	-8.60%	
4016	Cleaning materials	2,250	188	0	188	0.0%	0.0%	-8.60%	
4017	Refuse Disposal	2,350	196	0	196	0.0%	0.0%	-8.60%	
4020	Miscellaneous Office Costs	2,500	208	182	26	87.4%	7.3%	-1.32%	
4025	Insurance	14,346	1,196	5,783	-4,588	483.7%	40.3%	31.71%	3 months Zurich and Critical Illness in full
4033	Marketing/Promotions	3,500	292	0	292	0.0%	0.0%	-8.60%	
4040	Maintenance Contracts	9,000	750	2,289	-1,539	305.2%	25.4%	16.83%	Start of year 1st quarter costs
4041	Property Maintenance	21,300	1,775	2,276	-501	128.2%	10.7%	2.09%	£1200 is upgrade to electricity box
4068	Licences (incl PRS)	4,200	350	692	-342	197.7%	16.5%	7.88%	Wedding License in full for this year
6000	Central Overheads Reallocated	6,522	544	0	544	0.0%	0.0%	-8.60%	
	Town Hall Expenditure	253,392	21,116	21,137	-21	100.1%	8.3%	-0.26%	
3020	Catering costs	0	0	466	-466				Recharged to customers
3021	Security Supplies			285	-285				Recharged to customers
		0	0	751	751				
	Total Town Hall Expenditure	253,392	21,116	21,888	-772	103.7%	8.6%	0.04%	
									Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
1009	Rent Rec'd - Museum Notional	-4500	-375	-375	0	100.0%	8.3%	-0.27%	
1010	Rent Received - 3rd Party Partnership	-1533	-128	-419	291	100.0%	27.3%	18.73%	
1011	Rent Received - Internal CTC	-26517	-2210	-2210	0	100.0%	8.3%	-0.27%	
1013	Letting Income - Grand Hall	-30000	-2500	-1464	-1036	58.6%	4.9%	-3.72%	
1014	Letting Income - Bridestones	-5000	-417	-332	-85	79.7%	6.6%	-1.96%	
1015	Letting Income - Spencer Suite	-5000	-417	-445	28	106.8%	8.9%	0.30%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	0.0%	-8.60%	
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-1000	0	-1000	0.0%	0.0%	-8.60%	
1021	Letting Income - Internal	-9000	-750	-607	-143	80.9%	6.7%	-1.86%	
1022	Letting income - F&F	-2500	-208	0	-208	0.0%	0.0%	-8.60%	
1023	Commission- CP	-6000	-500	0	-500	0.0%	0.0%	-8.60%	
1024	Letting Income- Security	0	0	-289	289	#DIV/0!	0.0%	-8.60%	Recharge to customers
1035	Service Charges - Brasserie	-4000	-333	0	-333	0.0%	0.0%	-8.60%	Dependant on use by Commercial Partner
1037	Service Charges - Other	-5000	-417	0	-417	0.0%	0.0%	-8.60%	Dependant on use by Museum
1051	Catering Sales (recharges)	0	0	-466	466	#DIV/0!	0.0%	-8.60%	Recharge to customers
1199	Miscellaneous income								
1179	Grants Receivable- Salix Project	0	0	-4550	4550				Grant income for Surveyor fees, 24-25 c/f
	Total Town Hall Income	-111050	-9254	-11157	1903	120.6%	10.0%	1.45%	
	Net Expenditure over Income	142,342	11,862	10,731	1,131	90.5%	7.5%	-1.06%	

	12 mth Budget	APR	Actual	MAY	Actual	JUN	Actual	JUL	Actual	AUG	Actual	SEP	Actual
Letting Income - Grand Hall	30,000	2,500	1,464	5,000	3,306	7,500		10,000		12,500		15,000	
Letting Income - Bridestones	5,000	417	332	833	431	1,250		1,667		2,083		2,500	
Letting Income -Spencer Suite	5,000	417	445	833	983	1,250		1,667		2,083		2,500	
Commissions	6,000	500	-	1,000		1,500		2,000		2,500		3,000	
Lighting /equip	2,500	208	-	417	167	625		833		1,042		1,250	
Lettings income -Internal	9,000	750	607	1,500	607	2,250		3,000		3,750		4,500	
Lettings Income- Campbell	-	-	-	-	-	-		-		-		-	
Brasserie Income	12,000	1,000	-	2,000	25	3,000		4,000		5,000		6,000	
Letting Income- Offices	-	-	-	-	583	-		-		-		-	
Totals	69,500	5,792	2,848	11,583	6,102	17,375	-	23,167	-	28,958	-	34,750	-
Variance		-	2,944		- 5,481		- 17,375		- 23,167		- 28,958		- 34,750
Current bookings value Confirmed							3,202		4,569		7,299		2,033
Cp rental income							292		292		292		292
Current bookings value Provisional													
Total future bookings			-		-		3,494	-	4,861	-	7,591	-	2,325
Cumulative (Includes CP Rent)		-	2,944		- 5,481		- 13,881		- 14,812		- 13,012		- 16,479
	12 mth Budget	OCT	Actual	NOV	Actual	DEC	Actual	JAN	Actual	FEB	Actual	MAR	Actual
Letting Income - Grand Hall	30,000	17,500		20,000		22,500		25,000		27,500		30,000	
Letting Income - Bridestones	5,000	2,917		3,333		3,750		4,167		4,583		5,000	
Letting Income -Spencer Suite	5,000	2,917		3,333		3,750		4,167		4,583		5,000	
Commissions	6,000	3,500		4,000		4,500		5,000		5,500		6,000	
Lighting /equip	2,500	1,458		1,667		1,875		2,083		2,292		2,500	
Lettings income -internal	9,000	5,250		6,000		6,750		7,500		8,250		9,000	
Lettings Income- Campbell	-	-		-		-		-		-		-	
Brasserie Income	12,000	7,000		8,000		9,000		10,000		11,000		12,000	
Lettings Income- Offices	-	-		-		-		-		-		-	
Totals	69,500	40,542	-	46,333	-	52,125	-	57,917	-	63,708	-	69,500	-
Variance		- 34,440		- 40,231		- 46,023		- 51,815		1,000	- 57,606		- 63,398
Current bookings value Confirmed		3,077		2,465		1,589		58		658		976	
Cp rental income		292		292		292		292		292		292	
Current bookings value Provisional													
Total future bookings		3,369	-	2,757	-	1,881	-	350	-	950	-	1,268	-
Cumulative (Includes CP Rent)		- 12,800		- 15,834		- 19,745		- 25,187		- 30,028		- 34,552	-

SUMMARY

6,102 Actual

INVOICED ONE MONTH IN ADVANCE

28,846 Future

34,552 Variance

Updated to include MAY invoicing

SUMMARY

	BUDGET	ACTUAL	FUTURE	TOTAL	VARIANCE
Letting Income - Grand Hall	30,000.00	3,306	20,708	24,014	- 5,986
Letting Income - Bridestones	5,000.00	431	1,479	1,910	- 3,090
Letting Income -Spencer Suite	5,000.00	983	2,145	3,128	- 1,872
Commissions	6,000.00	-		-	- 6,000
Lighting /equip	2,500.00	167	1,500	1,667	- 833
* Lettings income -Internal	9,000.00	607	-	607	- 8,393
Lettings Income - Campbell	-	-	45	45	45
**Brasserie Income	8,500.00	25	50	75	- 8,425
**Lettings Income- Offices	3,500.00	583	2,917	3,500	-
Totals	69,500.00	6,102	28,844	34,946	- 34,552

* Will be updated once all internal bookings have been input