

# CONGLETON TOWN COUNCIL

## COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Town Hall and Assets Committee</b>												
<b>MEETING DATE AND TIME</b>	<b>20<sup>th</sup> June 2024 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>										
<b>REPORT FROM</b>	<b>Serena Van Schepdael- R.F.O</b>												
<b>AGENDA ITEM REPORT TITLE</b>	<b>7 Management Accounts Town Hall</b>												
<b>Background</b>	Management Accounts and Variance analysis for the period to 31 <sup>st</sup> March 2024 to accompany the attached spreadsheets in Appendix 7.1 and 7.2.												
<b>Update</b>	<p>These figures cover the financial period to 31<sup>st</sup> March 2024 2024, month 12, which represents 100% of the budget. (Percentages in this report are rounded up /down and are based on <u>full budget figures</u>, month 12 figures are provided for information).</p> <p>The following figures were presented to the F&amp;P Committee on the 6<sup>th</sup> June 2024.</p> <p><b><u>Town Hall, Assets and Services Committee</u></b></p> <p>106% expenditure and 108.5% income.</p> <ul style="list-style-type: none"><li>• Utilities overspend due to increase in tariff against budget set earlier than tariff release. Property Maintenance showing as overspent by £13,360 this is covered by use of Earmark reserves.</li></ul> <p><b><u>Future Bookings</u></b></p> <p>Appendix 7.2 shows the final outcome for the financial year 2023-2024. Appendix 7.3 show the figures for current financial year 2024-2025. This sheet refers to chargeable sales income not internal income budgets.</p> <table border="1"><tr><td>Budget</td><td>£78,200</td></tr><tr><td>Total Income to date</td><td>£3,127</td></tr><tr><td>Total Confirmed bookings</td><td>£46,533</td></tr><tr><td>CP Rental Income</td><td>£11,000</td></tr><tr><td>Cumulative v budget</td><td>(£17,520)</td></tr></table>			Budget	£78,200	Total Income to date	£3,127	Total Confirmed bookings	£46,533	CP Rental Income	£11,000	Cumulative v budget	(£17,520)
Budget	£78,200												
Total Income to date	£3,127												
Total Confirmed bookings	£46,533												
CP Rental Income	£11,000												
Cumulative v budget	(£17,520)												
<b>Financial</b>	No requirements/implications for this decision.												
<b>Environmental</b>	No implications for the decision.												
<b>Equality and Diversity</b>	No implications for the decision.												
<b>Decision Request</b>	To note the Management Accounts for the Town Hall financial year to 31 <sup>st</sup> March 2024.												

**Congleton Town Council**  
**Management Accounts 2023-24**  
**TOWN HALL**  
**Mar-24**

Month 12  
 Percentage 100.0%

	<b>ANNUAL BUDGET</b>	<b>BUDGET TO M12</b>	<b>ACTUAL SPEND TO M12</b>	<b>£ VARIANCE OF M12 BUDGETS</b>	<b>% SPENT AGAINST M12 BUDGETS</b>	<b>% SPENT OF ANNUAL BUDGET</b>	<b>% VARIANCE AGAINST M12 EXPECTED</b>
<b>TOWN HALL</b>							
4000 Staff Costs (re-allocated)	70,592	70,592	72,740	-2,148	103.0%	103.0%	3.04%
4008 Training	1,000	1,000	838	162	83.8%	83.8%	-16.20%
4009 Protective Clothing/H & Safety	500	500	498	2	99.6%	99.6%	-0.40%
4010 Cleaners	7,500	7,500	7,093	407	94.6%	94.6%	-5.43%
4011 Rates	25,500	25,500	24,950	550	97.8%	97.8%	-2.16%
4012 Water	6,150	6,150	7,386	-1,236	120.1%	120.1%	20.10%
4014 Electricity	22,900	22,900	33,866	-10,966	147.9%	147.9%	47.89%
4015 Gas	24,700	24,700	29,296	-4,596	118.6%	118.6%	18.61%
4016 Cleaning materials	2,100	2,100	1,956	144	93.1%	93.1%	-6.86%
4017 Refuse Disposal	3,200	3,200	2,598	602	81.2%	81.2%	-18.81%
4020 Miscellaneous Office Costs	1,500	1,500	1,858	-358	123.9%	123.9%	23.87%
4025 Insurance	11,700	11,700	11,298	402	96.6%	96.6%	-3.44%
4033 Marketing/Promotions	3,500	3,500	233	3,267	6.7%	6.7%	-93.34%
4040 Maintenance Contracts	8,500	8,500	8,031	469	94.5%	94.5%	-5.52%
4041 Property Maintenance	20,000	20,000	33,630	-13,630	168.2%	168.2%	68.15%
4068 Licences (incl PRS)	3,500	3,500	4,001	-501	114.3%	114.3%	14.31%
4951 Tff From EMR: Probert Maintenance			12,532				
6000 Central Overheads Reallocated	5,913	5,913	5,506	407	93.1%	93.1%	-6.88%
Town Hall Expenditure	218,755	218,755	233,246	-27,023	106.6%	106.6%	6.62%
3020 Catering costs	0	0	7,152	-7,152			
3021 Security Supplies	0	0	2,224	-2,224			
	0	0	9,376	9,376			
Total Town Hall Expenditure	218,755	218,755	242,622	-36,399	110.9%	110.9%	10.91%
1009 Rent Rec'd - Museum Notional	-4500	-4500	-4500	0	100.0%	100.0%	0.00%
1010 Rent Received - 3rd Party Partnership	-1533	-1533	-1533	0	100.0%	100.0%	0.00%
1011 Rent Received - Internal CTC	-26517	-26517	-26517	0	100.0%	100.0%	0.00%
1013 Letting Income - Grand Hall	-30000	-30000	-28942	-1058	96.5%	96.5%	-3.53%
1014 Letting Income - Bridestones	-13200	-13200	-3102	-10098	23.5%	23.5%	-76.50%
1015 Letting Income - Spencer Suite	-7000	-7000	-9065	2065	129.5%	129.5%	29.50%
1018 Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
1016 Letting Income - Brasserie, Kitchen and Bar	-12000	-12000	-12000	0	100.0%	100.0%	0.00%
1021 Letting Income - Internal	-9000	-9000	-11111	2111	123.5%	123.5%	23.46%
1022 Letting Income - F&F	-1000	-1000	-3825	2825	382.5%	382.5%	282.50%
1023 Commission- CP	-8000	-8000	-6688	-1312	83.6%	83.6%	-16.40%
1024 Letting Income- Security	0	0	-2117	2117	#DIV/0!	#DIV/0!	#DIV/0!
1035 Service Charges - Brasserie	-3600	-3600	-4359	759	121.1%	121.1%	21.08%
1037 Service Charges - Other	0	0	-5424	5424	#DIV/0!	#DIV/0!	#DIV/0!
1051 Catering Sales (recharges)	0	0	-6804	6804	#DIV/0!	#DIV/0!	#DIV/0!
1199 Miscellaneous Income	0	0	-292	292	#DIV/0!	#DIV/0!	#DIV/0!
Total Town Hall Income	-116350	-116350	-126279	9929	108.5%	108.5%	8.53%
Net Expenditure over Income	102,405	102,405	116,343	-26,470	113.6%	113.6%	13.61%

NOTES

Increase in tariff costs  
 Increase in tariff costs

See line 4951 £12532 covered bnv Earmarked reserve funds

Recharged to customers  
 Recharged to customers

Utility costs recharge  
 Electricity recharge

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	20,267	22,500	22,630	25,000	23,849	27,500	25,387	30,000	28,942
Letting Income - Bridestones		7,700	2,406	8,800	2,494	9,900	2,701	11,000	2,809	12,100	2,882	13,200	3,102
Letting Income -Spencer Suite		4,083	3,108	4,667	6,025	5,250	6,667	5,833	7,492	6,417	8,309	7,000	9,065
Commissions		4,667	3,634	5,333	3,634	6,000	4,852	6,667	6,084	7,333	6,084	8,000	6,688
Lighting /equip		583	2,658	667	2,658	750	3,492	833	3,492	917	3,825	1,000	3,825
Lettings income grant CTC		5,250	5,000	6,000	6,153	6,750	7,242	7,500	8,934	8,250	8,934	9,000	11,111
Cp rental income		7,000	8,000	8,000	9,000	9,000	10,000	10,000	11,000	11,000	11,000	12,000	12,000
<b>Totals</b>		<b>46,783</b>	<b>44,851</b>	<b>53,467</b>	<b>50,231</b>	<b>60,150</b>	<b>57,584</b>	<b>66,833</b>	<b>63,660</b>	<b>73,517</b>	<b>66,421</b>	<b>80,200</b>	<b>74,733</b>
Variance			27,950		21,266		14,583		7,900	1,000	1,216		5,467
Current bookings value Confirmed													
Cp rental income													
Current bookings value Provisional													
<b>Total future bookings</b>			-		-		-		-		-		-
Cumulative (Includes CP Rent)					21,266		14,583		7,900		1,216		5,467

**SUMMARY**

74,733	Actual
-	
-	
-	Future
- 5,467	Variance

Updated to end MAR24

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		7,500		10,000		12,500		15,000	
Letting Income - Bridestones	13,200	1,100	688	2,200		3,300		4,400		5,500		6,600	
Letting Income -Spencer Suite	5,000	417	370	833		1,250		1,667		2,083		2,500	
Commissions	8,000	667	-	1,333		2,000		2,667		3,333		4,000	
Lighting /equip	1,000	83	-	167		250		333		417		500	
Lettings income grant CTC	9,000	750	-	1,500		2,250		3,000		3,750		4,500	
Cp rental income	12,000	1,000	1,000	2,000		3,000		4,000		5,000		6,000	
<b>Totals</b>	<b>78,200</b>	<b>6,517</b>	<b>3,127</b>	<b>13,033</b>	<b>-</b>	<b>19,550</b>	<b>-</b>	<b>26,067</b>	<b>-</b>	<b>32,583</b>	<b>-</b>	<b>39,100</b>	<b>-</b>
Variance		-	3,390		- 13,033		- 19,550		- 26,067		- 32,583		- 39,100
Current bookings value Confirmed					7,747		6,446		5,194		3,287		4,146
Cp rental income					1,000		1,000		1,000		1,000		1,000
Current bookings value Provisional													
<b>Total future bookings</b>					<b>8,747</b>		<b>7,446</b>		<b>6,194</b>		<b>4,287</b>		<b>5,146</b>
<b>Cumulative (Includes CP Rent)</b>													
		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	
<b>Totals</b>		<b>45,617</b>	<b>-</b>	<b>52,133</b>	<b>-</b>	<b>58,650</b>	<b>-</b>	<b>65,167</b>	<b>-</b>	<b>71,683</b>	<b>-</b>	<b>78,200</b>	<b>-</b>
Variance		-	42,490		- 49,006		- 55,523		- 62,040		- 68,556		- 75,073
Current bookings value Confirmed			6,018		4,595		1,948		1,110		1,809		4,253
Cp rental income			1,000		1,000		1,000		1,000		1,000		1,000
Current bookings value Provisional													
<b>Total future bookings</b>			<b>7,018</b>		<b>5,595</b>		<b>2,948</b>		<b>2,110</b>		<b>2,809</b>		<b>5,253</b>
<b>Cumulative (Includes CP Rent)</b>					- 36,393		- 39,962		- 44,369		- 48,076		- 49,340

SUMMARY

3,127	Actual
57,553	Future
17,520	Variance

Updated to end MAR24