

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee						
MEETING DATE AND TIME	23rd January 2025 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 November 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 30th November 2024, month 8, which represents 66% 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 13th of February 2025.</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 Charges below expected levels, these are dependent on usage by third parties. <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, and usually level out over the year.• Water is over budget, updated budget setting has been taken into account for 25-26 amounts. <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 68% expenditure and 63% income.</p> <p><u>Future Bookings</u></p> <p>Appendix 7.2 shows the figures for the current financial year 2024-2025. This sheet is for the period of 30th November 2024.</p> <table border="1" data-bbox="357 1890 852 2033"><tr><td>Budget</td><td>£78,200</td></tr><tr><td>Total Income to date</td><td>£46,522</td></tr></table>			Budget	£78,200	Total Income to date	£46,522
Budget	£78,200						
Total Income to date	£46,522						

	Total Confirmed bookings	£14,536	
	CP Rental Income	£4,000	
	Cumulative v budget	(-£13,142)	
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's current financial year to date of 30 th November 2024.		

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

OK
 Monitor
 Overspent

Month 8
 Percentage 66.5%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M8	ACTUAL SPEND TO M8	£ VARIANCE OF M8 BUDGETS	% SPENT AGAINST M8 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M8 EXPECTED
4000	Staff Costs (re-allocated)	74,918	49,945	49,742	203	99.6%	66.4%	-0.10%
4008	Training	1,000	667	196	471	29.4%	19.6%	-46.90%
4009	Protective Clothing/H & Safety	550	367	42	325	11.5%	7.6%	-58.86%
4010	Cleaners	8,000	5,333	5,022	311	94.2%	62.8%	-3.73%
4011	Rates	26,522	17,681	19,960	-2,279	112.9%	75.3%	8.76%
4012	Water	4,000	2,667	5,400	-2,733	202.5%	135.0%	68.50%
4014	Electricity	26,950	17,967	14,088	3,879	78.4%	52.3%	-14.23%
4015	Gas	25,920	17,280	8,760	8,520	50.7%	33.8%	-32.70%
4016	Cleaning materials	2,250	1,500	1,263	237	84.2%	56.1%	-10.37%
4017	Refuse Disposal	2,350	1,567	1,521	46	97.1%	64.7%	-1.78%
4020	Miscellaneous Office Costs	1,600	1,067	1,126	-59	105.6%	70.4%	3.88%
4025	Insurance	12,647	8,431	13,785	-5,354	163.5%	109.0%	42.50%
4033	Marketing/Promotions	3,500	2,333	733	1,600	31.4%	20.9%	-45.56%
4040	Maintenance Contracts	9,000	6,000	6,442	-442	107.4%	71.6%	5.08%
4041	Property Maintenance	21,300	14,200	6,919	7,281	48.7%	32.5%	-34.02%
4065	Architect/Surveyor Fees	0	0	44,220	-44,220			
4068	Licences (incl PRS)	4,200	2,800	5,834	-3,034	208.4%	138.9%	72.40%
6000	Central Overheads Reallocated	5,822	3,881	4,056	-175	104.5%	69.7%	3.17%
4951	Tfr to EMR	0	0	15,000	-15,000			
	Town Hall Expenditure	230,529	153,686	204,109	-50,423	132.8%	88.5%	22.04%
3020	Catering costs	0	0	4,503	-4,503			
3021	Security Supplies	0	0	2,135	-2,135			
		0	0	6,638	6,638			
	Total Town Hall Expenditure	230,529	153,686	210,747	-57,061	137.1%	91.4%	24.92%
1009	Rent Rec'd - Museum Notional	-4500	-3000	-3000	0	100.0%	66.7%	0.17%
1010	Rent Received - 3rd Party Partnership	-1533	-1022	-1022	0	100.0%	66.7%	0.17%
1011	Rent Received - Internal CTC	-26517	-17678	-17678	0	100.0%	66.7%	0.17%
1013	Letting Income - Grand Hall	-30000	-20000	-19448	-552	97.2%	64.8%	-1.67%
1014	Letting Income - Bridestones	-13200	-8800	-3313	-5487	37.6%	25.1%	-41.40%
1015	Letting Income - Spencer Suite	-5000	-3333	-3448	115	103.4%	69.0%	2.46%
1018	Letting Income - Campbell Suite	0	0	0	0		0.0%	-66.50%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-8000	-9000	1000	112.5%	75.0%	8.50%
1021	Letting Income - Internal	-9000	-6000	-6776	776	112.9%	75.3%	8.79%
1022	Letting Income - F&F	-1000	-667	-2104	1437	315.6%	210.4%	143.90%
1023	Commission- CP	-8000	-5333	-3295	-2038	61.8%	41.2%	-25.31%
1024	Letting Income- Security	0	0	-2730	2730		0.0%	-66.50%
1035	Service Charges - Brasserie	-4000	-2667	-2250	-417	84.4%	56.3%	-10.25%
1037	Service Charges - Other	-5000	-3333	-2154	-1179	64.6%	43.1%	-23.42%
1051	Catering Sales (recharges)	0	0	-4722	4722		0.0%	-66.50%
1177	Grant Income- CEC Greener	0	0	-15000	15000		0.0%	-66.50%
1199	Miscellaneous income	0	0	-208				
1179	Grants Receivable- Salix Project	0	0	-44220	44220			
	Total Town Hall Income	-119750	-79833	-140368	60327	175.8%	117.2%	50.72%
	Net Expenditure over Income	110,779	73,853	70,379	3,266	95.3%	63.5%	-2.97%

NOTES

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

Paid over 10 months not 12
 Insufficient budget, has been noted fro 25-26 bugeting
 May go overspent, will be monitored
 May go overspent, will be monitored

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

Majority are paid quarterly

Salix Grant project, see below

Paid at start of the year.

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

Recharged to customers

Recharged to customers

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

Expected to be under budget

No budget

Last quarter invoiced in Month 9

Recharged to customers

Next invoice due out January 2025

Next invoice due out January 2025

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	15,468	20,000	19,586	22,500		25,000		27,500		30,000	
Letting Income - Bridestones	13,200	7,700	2,949	8,800	3,313	9,900		11,000		12,100		13,200	
Letting Income -Spencer Suite	5,000	2,917	3,036	3,333	3,448	3,750		4,167		4,583		5,000	
Commissions	8,000	4,667	3,295	5,333	3,295	6,000		6,667		7,333		8,000	
Lighting /equip	1,000	583	2,104	667	2,104	750		833		917		1,000	
Lettings income grant CTC	9,000	5,250	5,830	6,000	6,776	6,750		7,500		8,250		9,000	
Cp rental income	12,000	7,000	7,000	8,000	8,000	9,000		10,000		11,000		12,000	
Totals	78,200	45,617	39,682	52,133	46,522	58,650	-	65,167	-	71,683	-	78,200	-
Variance			905	-	5,611	-	12,128	-	18,645	1,000	25,161	-	31,678
Current bookings value Confirmed							3,614		2,230		2,994		5,698
Commissions to invoice													
Cp rental income							1,000		1,000		1,000		1,000
Current bookings value Provisional													
Total future bookings					-		4,614		3,230		3,994		6,698
Cumulative (Includes CP Rent)							- 7,514		- 10,801		- 13,323		- 13,142

SUMMARY

46,522	Actual
INVOICED ONE MONTH IN ADVANCE	
18,536	Future
13,142	Variance

Updated to end October invoicing