

SANDWICH TOLL BRIDGE FUND GUILDHALL ACCOUNT - DRAFT BUDGET 2023/24

Expenditure

	Approved Budget 2022/23	Expenditure @ 30-09-22	Balance to Date	Forecast @ 31-03-23	Draft Budget 2023/24
Guildhall Expenditure:					
Guildhall Admin Salaries	£40,870.00	£25,626.98	£15,243.02	39,559.97	£42,500.00
Caretaker & Cleaner Salaries	£72,740.00	£32,251.05	£40,488.95	75,865.33	£74,150.00
Staff bonus pot	£900.00	£0.00	£900.00	900.00	£950.00
Visitor Information Staff (Guildhall roomhire/weddings element)	£9,290.00	£4,817.77	£4,472.23	9,290.96	£12,510.00
Staffing Contingency Fund	£1,000.00	£0.00	£1,000.00	500.00	£1,000.00
Staff Training	£1,500.00	£18.00	£1,482.00	1,518.00	£1,500.00
Officers Travel & Parking Expenses	£1,610.00	£165.00	£1,445.00	1,665.00	£1,260.00
Petty Cash	£40.00	£30.00	£10.00	60.00	£70.00
HR	£460.00	£0.00	£460.00	460.00	£1,800.00
Office Expenses	£1,000.00	£63.28	£936.72	563.28	£1,000.00
IT Expenses (incl. Website)	£6,250.00	£78.00	£6,172.00	6,250.00	£6,960.00
Bank Charges	£100.00	£57.33	£42.67	99.25	£120.00
Health & Safety Provisions	£5,000.00	£610.61	£4,389.39	5,000.00	£5,000.00
Guildhall Insurance including contents	£11,770.00	£21,422.39	-£9,652.39	21,422.39	£12,350.00
Repairs and Maintenance	£40,000.00	£9,526.25	£30,473.75	40,000.00	£40,600.00
Cleaning Stock	£1,200.00	£1,373.90	-£173.90	1,200.00	£1,500.00
Heating, Lighting, Water & Rates	£36,440.00	£13,359.87	£23,080.13	24,431.65	£43,470.00
Christmas Tree	£175.00	£0.00	£175.00	175.00	£200.00
Guildhall Watering System, pots and plants	£200.00	£0.00	£200.00	200.00	£500.00
Guildhall Wi-Fi	£1,900.00	£948.00	£952.00	1,896.00	£1,900.00
Cancelled Weddings & Returned Deposits	£1,200.00	£300.00	£900.00	750.00	£1,200.00
Guildhall Promotion	£5,000.00	£0.00	£5,000.00	5,000.00	£6,000.00
Guildhall Future Plan	£10,000.00	£908.23	£9,091.77	10,000.00	£0.00
TOTAL	£248,645.00	£111,556.66	£137,088.34	£246,806.83	£256,540.00

	Approved Budget 2022/23	Income @ 30-09-22	Balance to Date	Forecast @ 31-03-23	Draft Budget 2023/24
<u>Income</u>					
<u>Balance b/f</u>					
Predicted Balance carried forward	£51,119.11	£24,931.80	£26,187.31	£24,931.80	£8,200.00
Guildhall					
Guildhall Hire Charges	£61,250.00	£16,614.62	£44,635.38	£33,229.22	£55,000.00
Guildhall Tours	£500.00	£58.95	£441.05	£61.05	£100.00
Miscellaneous Income					
Reimbursement from Sandwich Toll Bridge Fund account for Other Insurance		£3,853.48	-£3,853.48	£3,853.48	£0.00
Reimbursement from Sandwich Town Council account for Drill Hall insurance		£5,406.19	-£5,406.19	£5,406.19	£0.00
Rebate from British Gas		£284.40	-£284.40	£284.40	£0.00
Repayment for broken Guildhall window (receiving installments)		£75.63	-£75.63	£75.63	£0.00
Reimbursement from Sandwich Toll Bridge Fund Museum account re cabinet keys		£19.94	-£19.94	£19.94	£0.00
Contributions					
STC 25% contribution for Utilities	£12,150.00	£0.00	£12,150.00	£12,150.00	£14,490.00
Contribution from Sandwich Town Council (excluding utilities)	£85,000.00	£85,000.00	£0.00	£85,000.00	£113,750.00
Contribution from Sandwich Toll Bridge Fund	£37,625.89	£10,000.00	£27,625.89	£90,000.00	£65,000.00
TOTAL	£247,645.00	£146,245.01	£101,399.99	£255,011.71	£256,540.00

Sum of accounts as at 01-04-2022	£24,931.80			£8,204.88	£0.00
Minus predicted expenditure for 2022-23	£246,806.83				
Plus predicted income for 2022-23	£230,079.91				
Guildhall accounts balance @ 31-03-23	£8,204.88				