

SANDWICH TOLL BRIDGE FUND GUILDHALL DRAFT BUDGET 2024/25

Expenditure	Approved Budget 2023/24	Virements	Revised Budget 2023/24	Expenditure to Date	Forecast @ 31/03/24	Draft Budget 2024/25
Guildhall Admin Salaries	£42,500.00		£42,500.00	£34,530.99	£59,173.59	£76,830.00
Caretaker & Cleaner Salaries	£74,150.00		£74,150.00	£32,309.22	£60,565.16	£69,490.00
Staff bonus pot	£950.00		£950.00	£0.00	£750.00	£0.00
Visitor Information Staff (Guildhall roomhire/weddings element)	£12,510.00		£12,510.00	£1,445.20	£5,313.48	£11,180.00
Staffing Contingency Fund	£1,000.00		£1,000.00	£5,961.38	£9,075.56	£500.00
Staff Training	£1,500.00		£1,500.00	£0.00	£800.00	£1,000.00
Staff Uniform						£500.00
Officers Travel & Parking Expenses	£1,260.00		£1,260.00	£275.00	£275.00	£1,260.00
Petty Cash	£70.00		£70.00	£30.00	£70.00	£70.00
HR Service and Payroll	£1,800.00		£1,800.00	£0.00	£800.00	£630.00
Office Expenses	£1,000.00		£1,000.00	£120.45	£440.45	£500.00
IT Expenses (incl. Website)	£6,960.00		£6,960.00	£0.00	£3,000.00	£6,800.00
Bank Charges	£120.00		£120.00	£61.25	£122.45	£130.00
Health & Safety Provisions	£5,000.00		£5,000.00	£951.00	£4,188.94	£3,000.00
Guildhall Insurance including contents	£12,350.00		£12,350.00	£21,790.49	£21,790.49	£13,600.00
Repairs and Maintenance	£40,600.00		£40,600.00	£10,707.45	£14,007.45	£19,290.00
Cleaning Stock	£1,500.00		£1,500.00	£445.46	£1,500.00	£1,600.00
Heating, Lighting, Water & Rates	£43,470.00		£43,470.00	£15,546.12	£38,546.12	£34,270.00
Christmas Tree	£200.00		£200.00	£0.00	£200.00	£0.00
Guildhall Watering System, pots and plants	£500.00		£500.00	£0.00	£500.00	£0.00
Guildhall Wi-Fi	£1,900.00		£1,900.00	£1,030.80	£2,061.60	£2,070.00
Cancelled Weddings & Returned Deposits	£1,200.00		£1,200.00	£850.00	£1,200.00	£1,000.00
Guildhall Promotion	£6,000.00		£6,000.00	£0.00	£2,000.00	£1,000.00
Reimbursement of 50% of professional legal fees	£0.00		£0.00	£943.26	£943.26	£0.00
Curtain tie backs for Gallery	£0.00		£0.00	£24.50	£24.50	£0.00
Room hire for relocating Heather's Dance Class	£0.00		£0.00	£66.00	£66.00	£0.00
TOTAL	£256,540.00	£0.00	£256,540.00	£127,022.56	£227,414.04	£244,720.00

Income	Approved Budget 2023/24	Virements	Revised Budget 2023/24	Income to Date	Forecast @ 31/03/24	Draft Budget 2024/25
<u>Balance b/f</u>						
Predicted Balance carried forward	£8,200.00		£8,200.00	£44,709.33	£44,709.33	£58,640.00
<u>Guildhall</u>						
Guildhall Hire Charges	£55,000.00		£55,000.00	£17,361.29	£42,000.00	£42,000.00
Guildhall Tours	£100.00		£100.00	£5.86	£5.86	£0.00
<u>Miscellaneous Income</u>						
Reimbursement from Sandwich Toll Bridge Fund account for Other Insurance	£0.00		£0.00	£4,079.18	£235.37	£0.00
Reimbursement from Sandwich Town Council account for Drill Hall insurance	£0.00		£0.00	£5,492.72	£9,636.53	£0.00
Payment for broken window from HMCTS	£0.00		£0.00	£201.68	£201.68	£0.00
Funding for all Grant	£0.00		£0.00	£50.00	£50.00	£0.00
Reimbursements from Sandwich Toll Bridge Fund account re batteries	£0.00		£0.00	£16.07	£16.07	£0.00
<u>Contributions</u>						
STC 25% contribution for Utilities	£14,490.00		£14,490.00	£0.00	£10,446.53	£8,570.00
Contribution from Sandwich Town Council (excluding utilities)	£113,750.00		£113,750.00	£113,750.00	£113,750.00	£90,510.00
Contribution from Sandwich Toll Bridge Fund	£65,000.00		£65,000.00	£0.00	£65,000.00	£45,000.00
TOTAL	£256,540.00	£0.00	£256,540.00	£185,666.12	£286,051.36	£244,720.00

£0.00

Sum of accounts as at 01-04-2023	£44,709.33
Minus predicted expenditure for 2023-24	£227,414.04
Plus predicted income for 2023-24	£241,342.03
Guildhall accounts balance @ 31-03-24	£58,637.32