

SANDWICH TOLL BRIDGE FUND GUILDHALL DRAFT BUDGET 2024/25

Expenditure	Approved Budget 2023/24	Forecast @ 31/03/24	Draft Budget 2024/25
Guildhall Admin Salaries	£42,500.00	£59,530.85	£76,830.00
Caretaker & Cleaner Salaries	£74,150.00	£61,658.41	£69,490.00
Staff bonus pot	£950.00	£950.00	£0.00
Visitor Information Staff (Guildhall roomhire/weddings element)	£12,510.00	£5,313.48	£11,180.00
Staffing Contingency Fund	£1,000.00	£9,945.85	£500.00
Staff Training	£1,500.00	£800.00	£1,000.00
Staff Uniform			£500.00
Officers Travel & Parking Expenses	£1,260.00	£550.00	£1,260.00
Petty Cash	£70.00	£70.00	£70.00
HR Service and Payroll	£1,800.00	£800.00	£630.00
Office Expenses	£1,000.00	£785.99	£500.00
IT Expenses (incl. Website)	£6,960.00	£3,000.00	£6,800.00
Bank Charges	£120.00	£112.90	£130.00
Health & Safety Provisions	£5,000.00	£2,329.36	£3,000.00
Guildhall Insurance including contents	£12,350.00	£21,790.49	£13,600.00
Repairs and Maintenance	£40,600.00	£19,481.46	£19,290.00
Cleaning Stock	£1,500.00	£1,576.85	£1,600.00
Heating, Lighting, Water & Rates	£43,470.00	£34,538.80	£34,270.00
Christmas Tree	£200.00	£200.00	£0.00
Guildhall Watering System, pots and plants	£500.00	£530.00	£0.00
Guildhall Wi-Fi	£1,900.00	£2,061.60	£2,070.00
Cancelled Weddings & Returned Deposits	£1,200.00	£1,150.00	£1,000.00
Guildhall Promotion	£6,000.00	£2,000.00	£1,000.00
Reimbursement of 50% of professional legal fees	£0.00	£1,099.75	£0.00
Curtain tie backs for Gallery	£0.00	£24.50	£0.00
Room hire for relocating Heather's Dance Class	£0.00	£66.00	£0.00
TOTAL	£256,540.00	£230,366.29	£244,720.00
Income	Approved Budget 2023/24	Forecast @ 31/03/24	Draft Budget 2024/25
Balance b/f			
Predicted Balance carried forward	£8,200.00	£44,709.33	£15,770.00
Guildhall			
Guildhall Hire Charges	£55,000.00	£37,893.29	£42,000.00
Guildhall Tours	£100.00	£5.85	£0.00
Miscellaneous Income			
Reimbursement from Sandwich Toll Bridge Fund account for Other Insurance	£0.00	£235.37	£0.00
Reimbursement from Sandwich Town Council account for Drill Hall insurance	£0.00	£9,636.53	£0.00
Payment for broken window from HMCTS	£0.00	£201.68	£0.00
Funding for all Grant	£0.00	£50.00	£0.00
Reimbursements from Sandwich Toll Bridge Fund account re batteries	£0.00	£16.07	£0.00
Contributions			
STC 25% contribution for Utilities	£14,490.00	£9,636.53	£8,570.00
Contribution from Sandwich Town Council (excluding utilities)	£113,750.00	£113,750.00	£125,000.00
Contribution from Sandwich Toll Bridge Fund	£65,000.00	£30,000.00	£53,380.00
TOTAL	£256,540.00	£246,134.65	£244,720.00
		£15,768.36	£0.00
Sum of accounts as at 01-04-2023	£44,709.33		
Minus predicted expenditure for 2023-24	£230,366.29		
Plus predicted income for 2023-24	£201,425.32		
Guildhall accounts balance @ 31-03-24	£15,768.36		