



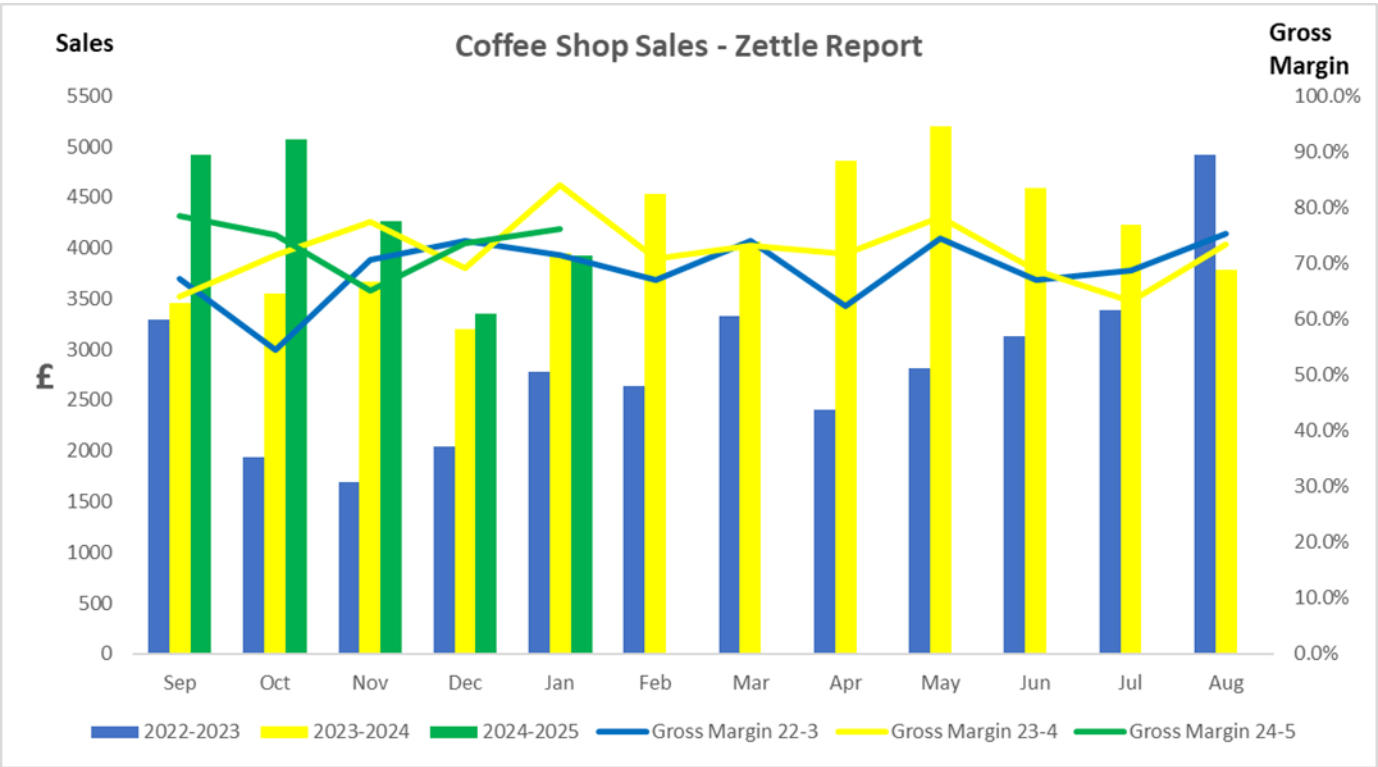
Monthly Management Report

For the period ended 31 January 2025

Prepared by
Treasurer

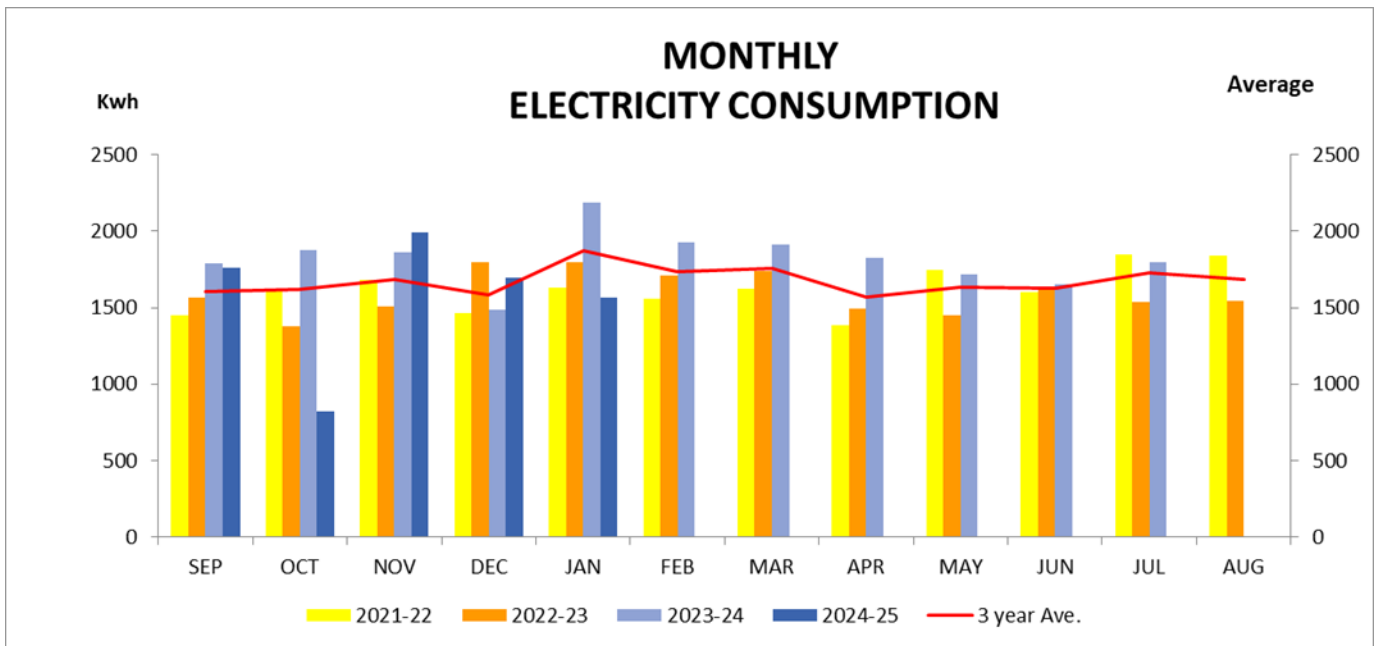
Prepared on
3 February 2025

Coffee Shop

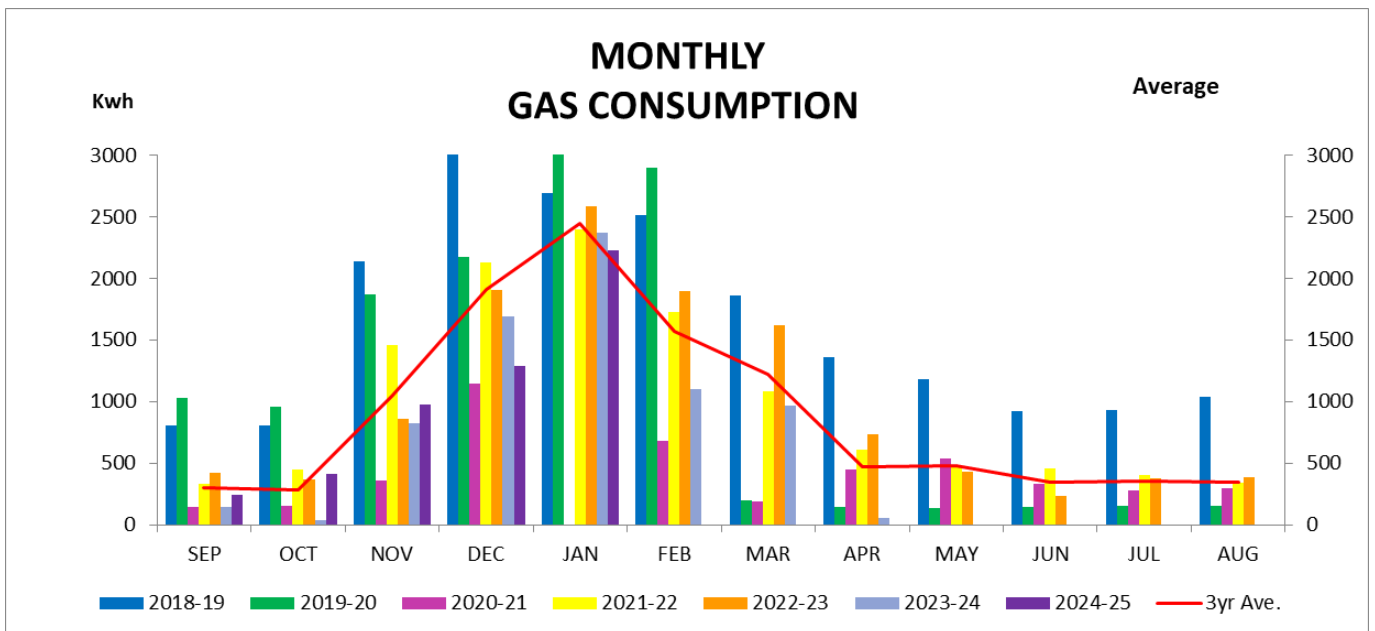


Overall, it was a good month in the CS, although sales day to day were very mixed, with a low of £44 and a high of £310.

Utilities



The first full month with the benefit of solar panels and battery storage showed a marked reduction in usage. During January we were 25% self sufficient. We are waiting on approval from the National Grid to export electricity and are in discussion with Octopus Energy regarding smart tariffs.



We are in the peak period for heating, but we have control of the usage which is slightly down year on year.

Hall Bookings

The highlight of the month was, of course, being able to welcome Helen Frampton as our new Booking Secretary. Helen has been in post 2 weeks and has already grasped the job.

Invoiced Bookings for the month are down, but this is due to 3 unpaid invoices totalling £1149.

We have confirmed bookings for the remainder of the financial year totalling £17,800. This gives a projected total of £33.8k, a shortfall of £4k v. budget. However, there is continuing interest in bookings which should close this gap.

Budget vs. Actuals - Month

January 2025

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
Coffee Shop				
Bank Payments	10.65		10.65	
Card Sales		0.00	0.00	
Cash Sales		0.00	0.00	
Zettle sales	3,951.85	4,324.32	-372.47	91.38662%
Total Coffee Shop	3,962.50	4,324.32	-361.82	91.6329%
Hall Hire	106.00		106.00	
Deposits	69.59		69.59	
Kitchen		20.00	-20.00	
Main Hall	1,746.89	2,329.00	-582.11	75.00601%
Meeting Room	283.05	661.00	-377.95	42.82148%
Servery	140.07	129.00	11.07	108.5814%
Total Hall Hire	2,345.60	3,139.00	-793.40	74.72443%
Total Income	6,308.10	7,463.32	-1,155.22	84.52137%
COST OF SALES				
C/S Costs				
Cash Adjustments		0.00	0.00	
Coffee Machines		0.00	0.00	
Furniture and Equipment	102.47	50.00	52.47	204.94%
NI, Pension & Tax	723.91	728.26	-4.35	99.40269%
Other		0.00	0.00	
Supplies	937.01	1,210.81	-273.80	77.38704%
Training		0.00	0.00	
Wages	2,926.10	2,907.26	18.84	100.64803%
Total C/S Costs	4,689.49	4,896.33	-206.84	95.77561%
Zettle Usage Charge	50.12	56.00	-5.88	89.50%
Total Cost of Sales	4,739.61	4,952.33	-212.72	95.70465%
TOTAL	1,568.49	2,510.99	-942.50	62.465%
EXPENDITURES				
Maintenance				
Air Conditioning Service		0.00	0.00	
Boiler & Plumbing	278.82	0.00	278.82	
Electrical Work		0.00	0.00	
Fire & Security Alarms		0.00	0.00	
Fire Extinguishers & PAT		25.00	-25.00	
Misc.		100.00	-100.00	
Repair & Maintenance		1,500.00	-1,500.00	
Stair Lift Service	44.00	0.00	44.00	
Total Maintenance	322.82	1,625.00	-1,302.18	19.86585%
Other Expenses				
Misc.		10.00	-10.00	
Stationery & Expenses	2.30	10.00	-7.70	23.00%
Total Other Expenses	2.30	20.00	-17.70	11.50%
Utilities				

				Total
	Actual	Budget	over Budget	% of Budget
Auditors		0.00	0.00	
Cleaning	795.00	826.80	-31.80	96.15385%
Cleaning Materials	57.99	60.31	-2.32	96.15321%
Electricity	1,380.54	200.00	1,180.54	690.27%
Gas	204.14	218.00	-13.86	93.6422%
I.T.	43.26	47.00	-3.74	92.04255%
Public Licences		0.00	0.00	
Refuse Collection	86.80	94.75	-7.95	91.6095%
Telephone & Broadband	35.13	35.62	-0.49	98.62437%
TV License	15.00	13.25	1.75	113.20755%
Water		0.00	0.00	
Window Cleaning		33.28	-33.28	
Total Utilities	2,617.86	1,529.01	1,088.85	171.21275%
Total Expenditures	2,942.98	3,174.01	-231.03	92.72119%
NET OPERATING INCOME	-1,374.49	-663.02	-711.47	207.30747%
OTHER INCOME				
Other Income				
Book Exchange	8.00	10.00	-2.00	80.00%
Savings Account Interest		0.00	0.00	
Total Other Income	8.00	10.00	-2.00	80.00%
Total Other Income	8.00	10.00	-2.00	80.00%
NET OTHER INCOME	8.00	10.00	-2.00	80.00%
NET INCOME/(EXPENDITURE)	£ -1,366.49	£ -653.02	£ -713.47	209.25699%

Budget vs. Actuals - Year to Date

September 2024 - January 2025

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
Coffee Shop				
Bank Payments	373.85		373.85	
Card Sales	3,242.75	3,200.00	42.75	101.33594%
Cash Sales	1,322.55	1,124.32	198.23	117.6311%
Zettle sales	16,597.20	17,297.28	-700.08	95.95266%
Total Coffee Shop	21,536.35	21,621.60	-85.25	99.60572%
Hall Hire	106.00		106.00	
Deposits	-30.41		-30.41	
Deposits Retained	75.00		75.00	
Kitchen	50.00	100.00	-50.00	50.00%
Main Hall	11,914.88	11,645.00	269.88	102.31756%
Meeting Room	1,773.60	3,305.00	-1,531.40	53.66415%
Servery	926.12	645.00	281.12	143.5845%
Total Hall Hire	14,815.19	15,695.00	-879.81	94.39433%
Unapplied Cash Payment Income	0.00		0.00	
Total Income	36,351.54	37,316.60	-965.06	97.41386%
COST OF SALES				
C/S Costs				
Cash Adjustments		0.00	0.00	
Coffee Machines	847.20	1,206.00	-358.80	70.24876%
Furniture and Equipment	336.05	250.00	86.05	134.42%
NI, Pension & Tax	3,630.83	3,641.30	-10.47	99.71247%
Other	100.00	100.00	0.00	100.00%
Supplies	5,588.31	6,054.05	-465.74	92.30697%
Training		0.00	0.00	
Wages	14,648.58	14,536.30	112.28	100.77241%
Total C/S Costs	25,150.97	25,787.65	-636.68	97.53107%
Zettle Usage Charge	265.59	336.00	-70.41	79.04464%
Total Cost of Sales	25,416.56	26,123.65	-707.09	97.2933%
TOTAL	10,934.98	11,192.95	-257.97	97.69525%
EXPENDITURES				
Maintenance				
Air Conditioning Service	275.00	286.00	-11.00	96.15385%
Boiler & Plumbing	1,202.68	167.52	1,035.16	717.93219%
Electrical Work	628.42	346.66	281.76	181.27849%
Fire & Security Alarms	701.99	176.80	525.19	397.05317%
Fire Extinguishers & PAT	170.00	125.00	45.00	136.00%
Misc.		500.00	-500.00	
Repair & Maintenance	1,057.51	7,700.00	-6,642.49	13.7339%
Stair Lift Service	88.00	88.00	0.00	100.00%
Total Maintenance	4,123.60	9,389.98	-5,266.38	43.9149%
Other Expenses				
Misc.	233.75	50.00	183.75	467.50%
Stationery & Expenses	7.80	50.00	-42.20	15.60%

				Total
	Actual	Budget	over Budget	% of Budget
Total Other Expenses	241.55	100.00	141.55	241.55%
Utilities				
Auditors	1,630.00	0.00	1,630.00	
Cleaning	3,938.31	4,134.00	-195.69	95.26633%
Cleaning Materials	338.94	301.55	37.39	112.39927%
Electricity	872.88	1,537.00	-664.12	56.79115%
Gas	257.24	560.00	-302.76	45.93571%
I.T.	576.56	291.00	285.56	198.13058%
Public Licences	154.20	146.18	8.02	105.48639%
Refuse Collection	427.90	473.75	-45.85	90.3219%
Telephone & Broadband	178.47	178.10	0.37	100.20775%
TV License	69.75	66.25	3.50	105.28302%
Water	270.50	270.50	0.00	100.00%
Window Cleaning	64.00	133.12	-69.12	48.07692%
Total Utilities	8,778.75	8,091.45	687.30	108.49415%
Total Expenditures	13,143.90	17,581.43	-4,437.53	74.76013%
NET OPERATING INCOME	-2,208.92	-6,388.48	4,179.56	34.57661%
OTHER INCOME				
Other Income				
Book Exchange	59.81	50.00	9.81	119.62%
Savings Account Interest	381.58	360.00	21.58	105.99444%
Total Other Income	441.39	410.00	31.39	107.6561%
Total Other Income	441.39	410.00	31.39	107.6561%
NET OTHER INCOME	441.39	410.00	31.39	107.6561%
NET INCOME/(EXPENDITURE)	£ -1,767.53	£ -5,978.48	£4,210.95	29.56487%

Balance Sheet

As of January 31, 2025

	Total
FIXED ASSET	
Tangible assets	
Fixtures and fittings - accumulated depreciation	-36,734.89
Fixtures and fittings - cost	45,159.94
Freehold Property - Cost	1,124,586.31
Solar Panels - additions	5,500.15
Total Tangible assets	1,138,511.51
Total Fixed Asset	1,138,511.51
CASH AT BANK AND IN HAND	
Barclays Current Account	1,785.90
Barclays Savings Account	25,042.53
Cash	
Float	47.00
Petty Cash	0.00
Till	109.40
Total Cash	156.40
Gift card payment	5.00
Zettle liquid account	674.31
Zettle/Paypal Bank	0.00
Total Cash at bank and in hand	27,664.14
CURRENT ASSETS	
Prepayments	61.75
Stock Asset	100.00
Zettle Cash Payments	230.00
Zettle Prepaid Payment Payments	40.00
Total Current Assets	431.75
NET CURRENT ASSETS	28,095.89
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	
Current Liabilities	
Accruals	1,655.22
VAT Control	-4,697.76
VAT Suspense	0.00
Zettle gift card	0.00
Total Current Liabilities	-3,042.54
Total Creditors: amounts falling due within one year	-3,042.54
NET CURRENT ASSETS (LIABILITIES)	31,138.43
TOTAL ASSETS LESS CURRENT LIABILITIES	1,169,649.94
TOTAL NET ASSETS (LIABILITIES)	£1,169,649.94
CHARITY FUNDS	
General fund - Restricted	350.00
General Fund - Unrestricted	1,169,981.99
Grant - Solar Panels - restricted	22,000.00
Solar Panels - Cost	-22,000.00
Total Grant - Solar Panels - restricted	0.00
Retained Earnings	1,085.48
Surplus/(Deficit)	-1,767.53

	Total
Total Charity funds	£1,169,649.94

Notes

YTD we have an improvement against budget of £4.2k, although still showing a loss.

We have continued to experience plumbing problems and again this month we have had to replace more taps.

It will take a number of months for the Electricity costs to settle down. Octopus issued a catch up bill this month.

As stated above, we are not yet able to move onto a smart tariff, or an export tariff, both of which will further reduce bills. The actual installation of the solar panels was later than budget and so costs will be above budget for several months to come.

Looking forward, we have further costs to contend with:

- WMC drains – liability and costs unknown.
- Decorating – we have budgeted to have the 2 kitchens and corridor decorated this year. Quotes are available and we are awaiting a date.
- Air conditioning for kitchen and coffee shop area. We have a quote for £4956 + vat, which hopefully will be covered by a grant.
- We are also seeking quotes to electrify the server hatch shutter, which could be added to the grant application.