



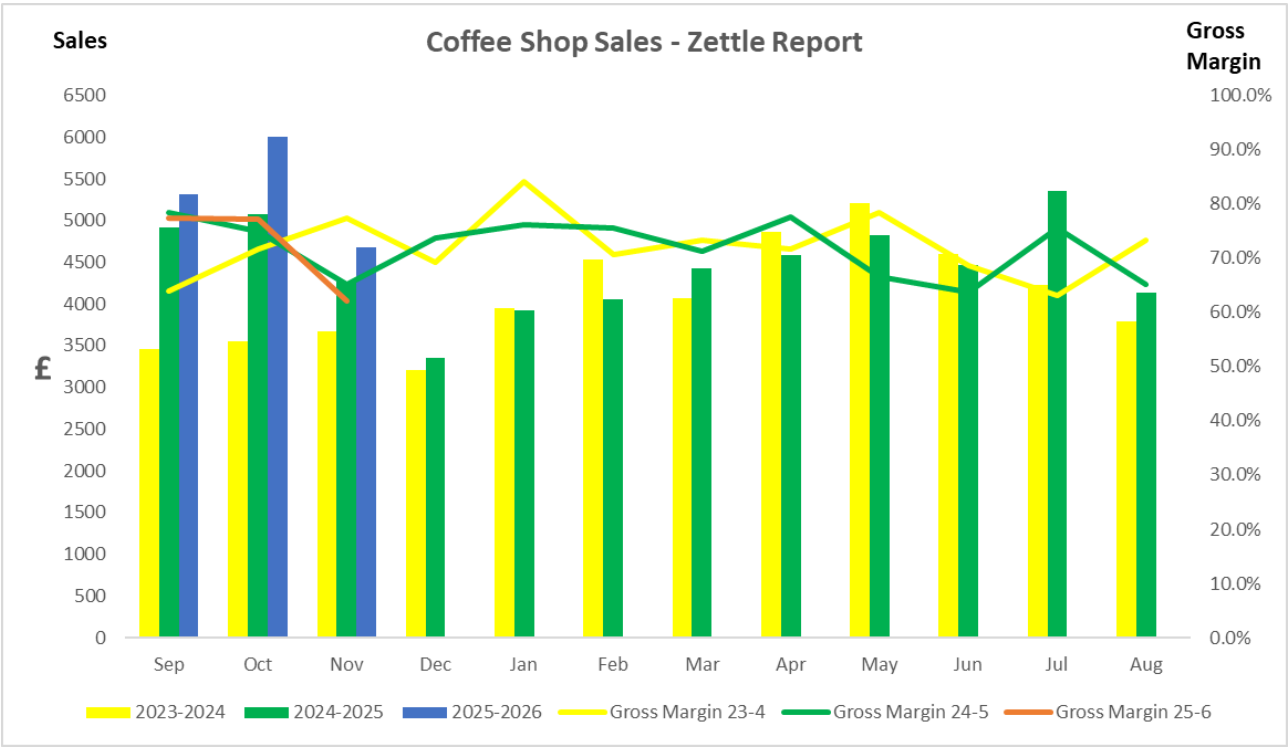
Monthly Management Report

For the period ended 30 November 2025

Prepared by
Treasurer

Prepared on
1 December 2025

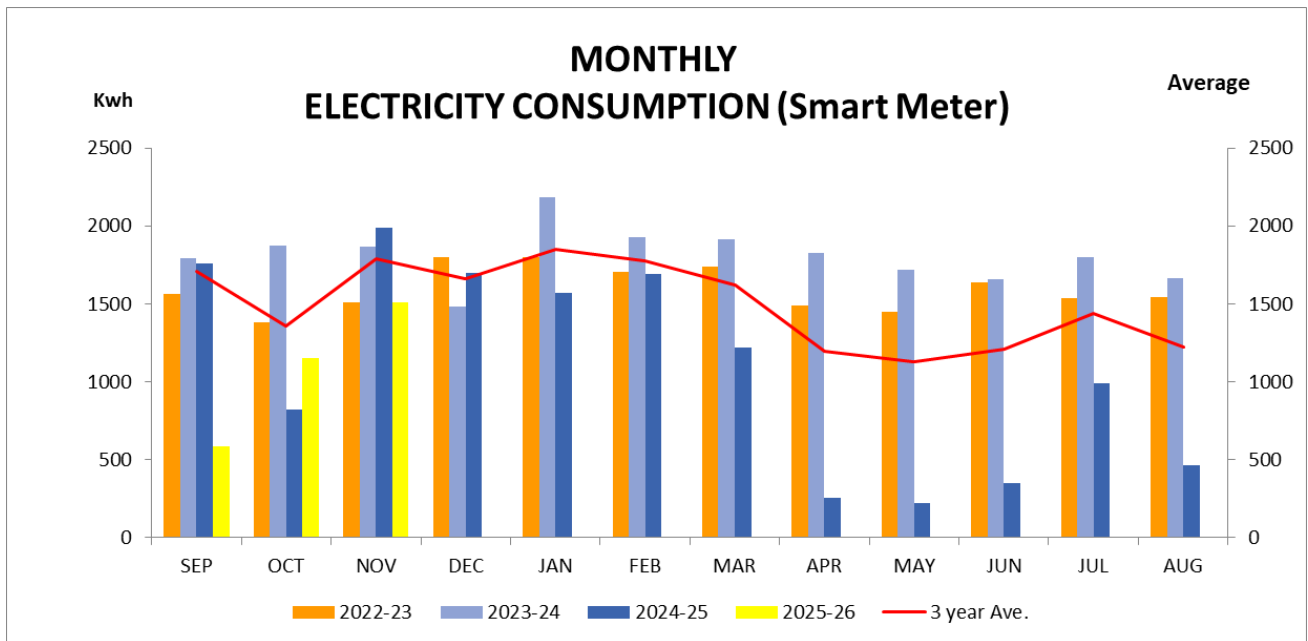
Coffee Shop



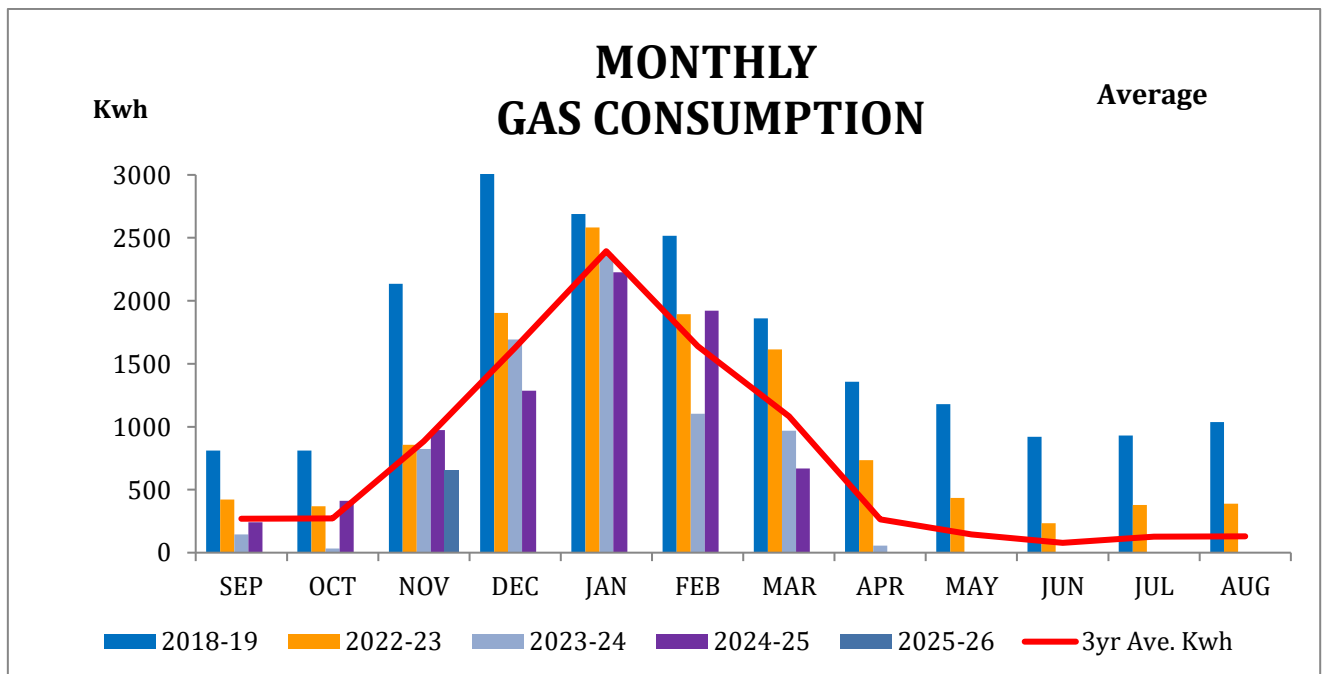
Whilst down on the record month in October, sales continue to be strong.

The margin is down – see Notes.

Utilities

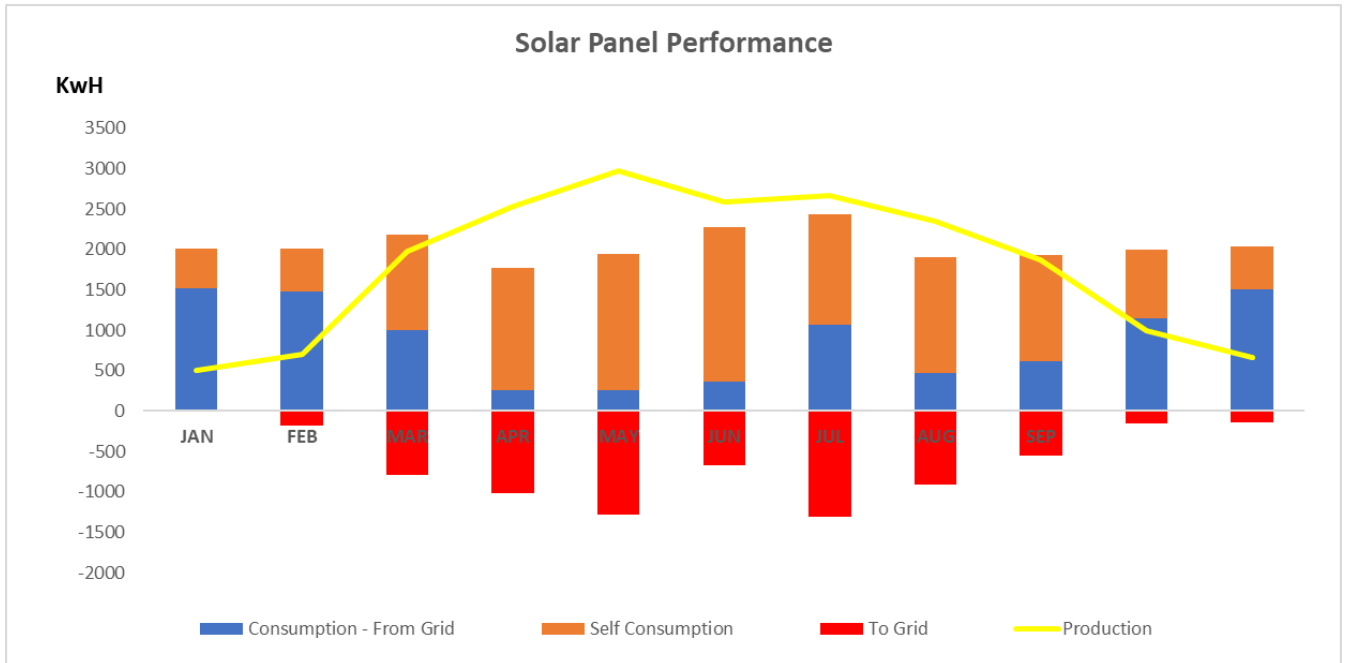


Consumption from the grid is down on previous years, even though we now have the kitchen air conditioning.



Although we are still waiting for a meter engineer to visit, the meter started recording mid-month, but still needs checking.

Solar



Budget vs. Actuals Month

November 2025

	Actual	Budget	over Budget	Total % of Budget
INCOME				
Coffee Shop				
Zettle sales	4,674	4,655	19	100%
Total Coffee Shop	4,674	4,655	19	100%
Hall Hire				
Deposits	-261		-261	
Main Hall	1,726	2,457	-731	70%
Meeting Room	221	370	-149	60%
Serving	163	181	-18	90%
Stage		0	0	
Total Hall Hire	1,849	3,008	-1,159	61%
Total Income	6,523	7,663	-1,140	85%
COST OF SALES				
C/S Costs				
Coffee Machines	596	367	230	163%
Furniture and Equipment		20	-20	
NI, Pension & Tax	912	882	30	103%
Other	28	0	28	
Supplies	1,775	1,303	471	136%
Wages	3,019	3,043	-24	99%
Total C/S Costs	6,330	5,615	715	113%
Zettle Usage Charge	64	60	4	106%
Total Cost of Sales	6,394	5,675	719	113%
TOTAL	130	1,988	-1,858	7%
EXPENDITURES				
Maintenance		0	0	
Air Conditioning Service	275	350	-75	79%
Boiler & Plumbing		125	-125	
Decoration		500	-500	
Fire & Security Alarms	528	0	528	
Fire Extinguishers & PAT	170	200	-30	85%
Misc.		20	-20	
Repair & Maintenance		520	-520	
Stair Lift Service		46	-46	
Total Maintenance	973	1,761	-788	55%
Other Expenses				
Stationery & Expenses	7		7	
Total Other Expenses	7		7	
Utilities				
Auditors		0	0	
CCTV		0	0	
Cleaning		795	-795	
Cleaning Materials		75	-75	
Electricity	267	293	-26	91%
F.I.T.	-18	-24	6	76%

				Total
	Actual	Budget	over Budget	% of Budget
Total Electricity	249	269	-20	93%
Gas	-17	86	-103	-20%
I.T.	47	279	-232	17%
Pest Control	48	50	-2	96%
Public Licences		0	0	
Refuse Collection	87	90	-3	96%
Telephone & Broadband	41	34	7	119%
TV License	15	15	0	100%
Water		332	-332	
Window Cleaning		0	0	
Total Utilities	469	2,024	-1,555	23%
Total Expenditures	1,448	3,785	-2,337	38%
NET OPERATING INCOME	-1,319	-1,797	479	73%
OTHER INCOME				
Other Income				
Book Exchange	17	15	2	111%
Savings Account Interest		0	0	
Total Other Income	17	15	2	111%
Total Other Income	17	15	2	111%
NET OTHER INCOME	17	15	2	111%
NET INCOME/(EXPENDITURE)	£ -1,302	£ -1,782	£480	73%

Budget vs. Actuals Year to Date

September - November, 2025

	Actual	Budget	over Budget	Total % of Budget
INCOME				
Coffee Shop				
Bank Payments	360		360	
Zettle sales	15,653	13,965	1,688	112%
Total Coffee Shop	16,013	13,965	2,048	115%
Hall Hire				
Deposits	-150		-150	
Kitchen	100		100	
Main Hall	7,332	7,371	-39	99%
Meeting Room	1,229	1,110	119	111%
Servery	535	543	-8	99%
Stage	18	0	18	
Total Hall Hire	9,065	9,024	41	100%
Unapplied Cash Payment Income	0		0	
Total Income	25,077	22,989	2,088	109%
COST OF SALES				
C/S Costs				
Coffee Machines	596	567	30	105%
Furniture and Equipment		355	-355	
NI, Pension & Tax	2,755	2,646	109	104%
Other	28	0	28	
Supplies	4,243	3,910	333	109%
Wages	9,091	9,129	-38	100%
Total C/S Costs	16,713	16,607	107	101%
Zettle Usage Charge	206	181	25	114%
Total Cost of Sales	16,919	16,787	132	101%
TOTAL	8,158	6,202	1,956	132%
EXPENDITURES				
Maintenance		0	0	
Air Conditioning Service	275	350	-75	79%
Boiler & Plumbing	194	125	69	156%
Decoration		500	-500	
Electrical Work	97		97	
Fire & Security Alarms	601	88	513	683%
Fire Extinguishers & PAT	170	200	-30	85%
Garden and Landscaping	78		78	
Misc.		60	-60	
Repair & Maintenance		1,472	-1,472	
Stair Lift Service	46	46	0	100%
Total Maintenance	1,462	2,841	-1,378	51%
Other Expenses				
Stationery & Expenses	7		7	
Total Other Expenses	7		7	
Utilities				
Auditors	3	0	3	

				Total
	Actual	Budget	over Budget	% of Budget
CCTV		0	0	
Cleaning	0	2,385	-2,385	
Cleaning Materials		225	-225	
Electricity	527	576	-50	91%
F.I.T.	-192	-192	0	100%
Total Electricity	335	384	-49	87%
Gas	-98	447	-545	-22%
I.T.	352	376	-24	93%
Pest Control	96	290	-194	33%
Public Licences	177	160	17	111%
Refuse Collection	282	270	12	104%
Telephone & Broadband	110	102	8	108%
TV License	45	45	0	100%
Water	320	332	-12	97%
Window Cleaning	64	66	-2	97%
Total Utilities	1,687	5,083	-3,396	33%
Total Expenditures	3,156	7,924	-4,767	40%
NET OPERATING INCOME	5,002	-1,722	6,724	-290%
OTHER INCOME				
Other Income				
Book Exchange	43	45	-2	96%
Savings Account Interest	83	100	-17	83%
Total Other Income	126	145	-19	87%
Total Other Income	126	145	-19	87%
NET OTHER INCOME	126	145	-19	87%
NET INCOME/(EXPENDITURE)	£5,128	£ -1,577	£6,705	-325%

Balance Sheet

As of November 30, 2025

	Total
FIXED ASSET	
Tangible assets	
Fixtures and fittings - accumulated depreciation	-37,998.68
Fixtures and fittings - cost	45,159.94
Freehold Property - Cost	1,124,586.31
Solar Panels - additions	5,500.15
Total Tangible assets	1,137,247.72
Total Fixed Asset	1,137,247.72
CASH AT BANK AND IN HAND	
Barclays Current Account	5,104.04
Barclays Savings Account	32,863.22
Cash	
Float	47.00
Petty Cash	0.00
Till	109.40
Total Cash	156.40
Zettle Cash Payments	270.96
Zettle liquid account	764.67
Zettle/Paypal Bank	0.00
Total Cash at bank and in hand	39,159.29
CURRENT ASSETS	
Prepayments	225.12
Stock Asset	600.00
Total Current Assets	825.12
NET CURRENT ASSETS	39,984.41
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	
Trade Creditors	
Creditors	-28.54
Total Trade Creditors	-28.54
Current Liabilities	
Accruals	2,102.11
VAT Control	-3,223.84
VAT Suspense	0.00
Zettle gift card	8.05
Total Current Liabilities	-1,113.68
Total Creditors: amounts falling due within one year	-1,142.22
NET CURRENT ASSETS (LIABILITIES)	41,126.63
TOTAL ASSETS LESS CURRENT LIABILITIES	1,178,374.35
TOTAL NET ASSETS (LIABILITIES)	£1,178,374.35
CHARITY FUNDS	
General fund - Restricted	0.00
General Fund - Unrestricted	1,170,331.00
Grant - Kitchen A/C - restricted	6,960.00
Grant - Solar Panels - restricted	0.00
Solar Panels - Cost	-15,124.96
Total Grant - Solar Panels - restricted	-15,124.96

	Total
Kitchen AC Unit - Cost	-5,788.16
Retained Earnings	16,868.29
Surplus/(Deficit)	5,128.18
Total Charity funds	£1,178,374.35

Notes

Month:

Hall Hire: Down for the month, but year to date on Budget.

Coffee Machines: Quarterly rental and cleaning materials

Supplies: We pay our major supplier, Hunt's, the month following delivery. We therefore see higher costs the month following high sales.

Air Conditioning: Annual Service

Fire & Security Alarms: Annual contract and fault call out. Budgeted for December.

Fire Extinguishers and P.A.T.: Annual service.

As reported previously, we incur high costs in the months leading up to the year end, reflecting the installation timing in the build in 2017.

Gas: We are offsetting the monthly standing charge against the £150 credit.

Year to Date:

Cleaning: Despite regular chasing we have yet to receive invoices from our cleaning company, who are now 3 months behind, totaling £2700.

Net Income: Taking into account the ongoing problems with Gas and Cleaning, we are still approximately £3,500 better than Budget.