



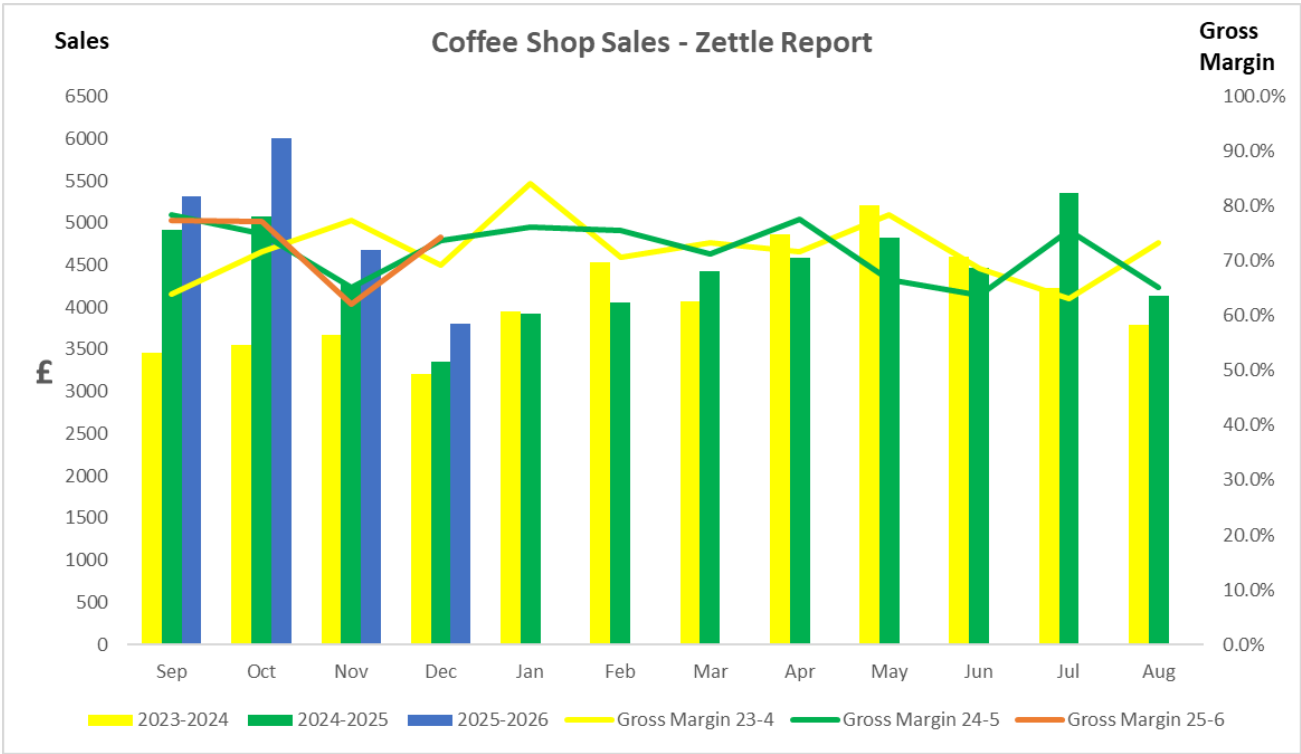
Monthly Management Report

For the period ended 31 December 2025

Prepared by
Treasurer

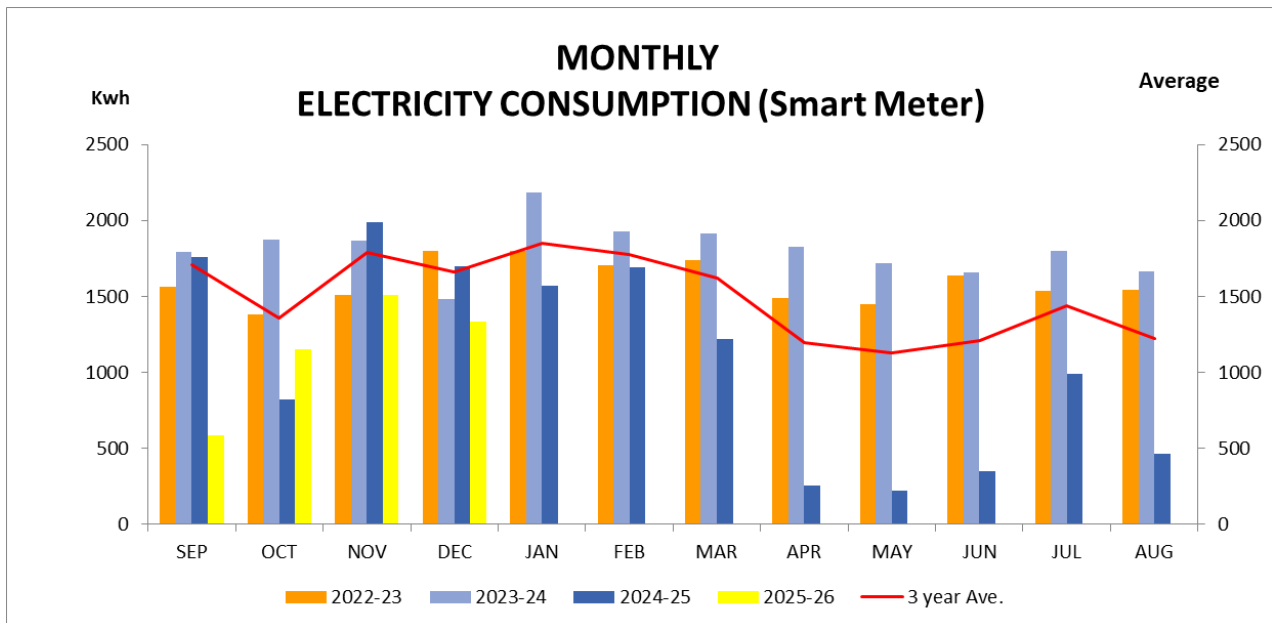
Prepared on
2 January 2026

Coffee Shop

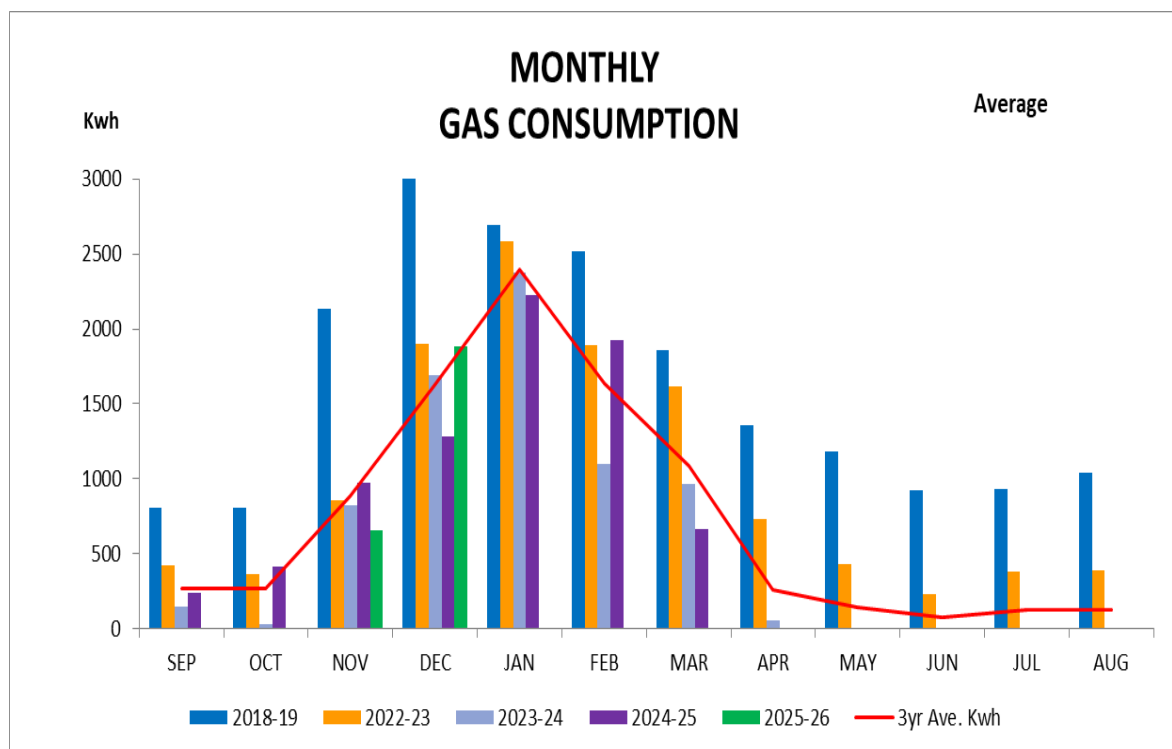


December is always a lower month, as the CS is only open for 3 weeks. However, they were a very busy 3 weeks and sales were 13% up on last Dec. 2024.

Utilities

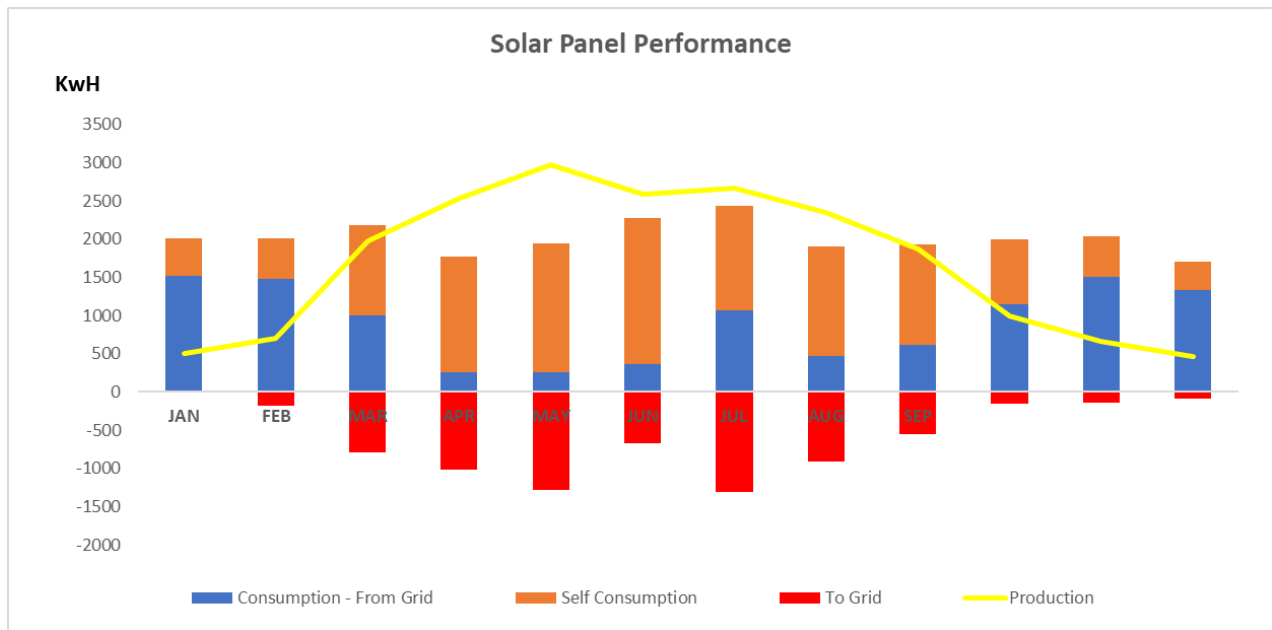


The VH was closed from 19th Dec. with the exception of 10.5hrs of bookings. This has therefore reduced the electricity consumption.



The gas smart meter is, at last, reporting.

Solar



Budget vs. Actuals Month

December 2025

	Actual	Budget	over Budget	Total % of Budget
INCOME				
Coffee Shop				
Zettle sales	3,785	4,655	-870	81%
Total Coffee Shop	3,785	4,655	-870	81%
Hall Hire				
Deposits	168		168	
Main Hall	2,883	2,457	426	117%
Meeting Room	428	370	58	116%
Serving	176	181	-5	97%
Stage		0	0	
Total Hall Hire	3,655	3,008	647	122%
Unapplied Cash Payment Income	84		84	
Total Income	7,525	7,663	-138	98%
COST OF SALES				
C/S Costs				
Coffee Machines		100	-100	
Furniture and Equipment	482	20	462	2,409%
NI, Pension & Tax	912	882	30	103%
Other	113	100	13	113%
Supplies	977	1,303	-326	75%
Wages	3,019	3,043	-24	99%
Total C/S Costs	5,503	5,448	55	101%
Zettle Usage Charge	49	60	-11	82%
Total Cost of Sales	5,552	5,509	44	101%
TOTAL	1,973	2,154	-182	92%
EXPENDITURES				
Maintenance		0	0	
Air Conditioning Service		0	0	
Boiler & Plumbing		0	0	
Decoration		0	0	
Fire & Security Alarms	142	500	-358	28%
Fire Extinguishers & PAT		0	0	
Misc.	12	20	-8	58%
Repair & Maintenance		520	-520	
Stair Lift Service	46	0	46	
Total Maintenance	200	1,040	-840	19%
Other Expenses				
Misc.	165		165	
Total Other Expenses	165		165	
Utilities				
Auditors		1,695	-1,695	
CCTV		0	0	
Cleaning	3,240	795	2,445	408%
Cleaning Materials	332	75	257	442%
Electricity	349	277	72	126%

				Total
	Actual	Budget	over Budget	% of Budget
F.I.T.	-16	0	-16	
Total Electricity	333	277	56	120%
Gas	53	149	-96	36%
I.T.	47	49	-2	96%
Pest Control		50	-50	
Public Licences	318	315	3	101%
Refuse Collection	109	90	19	121%
Telephone & Broadband	33	34	-1	97%
TV License	10	15	-5	65%
Water		0	0	
Window Cleaning		33	-33	
Total Utilities	4,473	3,577	897	125%
Total Expenditures	4,838	4,617	222	105%
NET OPERATING INCOME	-2,866	-2,462	-404	116%
OTHER INCOME				
Other Income				
Book Exchange	10	15	-5	64%
Savings Account Interest	94	100	-6	94%
Total Other Income	104	115	-11	90%
Total Other Income	104	115	-11	90%
NET OTHER INCOME	104	115	-11	90%
NET INCOME/(EXPENDITURE)	£ -2,762	£ -2,347	£ -415	118%

Budget vs. Actuals Year to Date

September - December, 2025

	Actual	Budget	over Budget	Total % of Budget
INCOME				
Coffee Shop				
Bank Payments	360		360	
Zettle sales	19,438	18,620	818	104%
Total Coffee Shop	19,798	18,620	1,178	106%
Hall Hire				
Deposits	18		18	
Kitchen	100		100	
Main Hall	10,215	9,828	387	104%
Meeting Room	1,658	1,480	178	112%
Servery	712	724	-12	98%
Stage	18	0	18	
Total Hall Hire	12,720	12,032	688	106%
Unapplied Cash Payment Income	84		84	
Total Income	32,602	30,652	1,950	106%
COST OF SALES				
C/S Costs				
Coffee Machines	596	667	-70	89%
Furniture and Equipment	482	375	107	128%
NI, Pension & Tax	3,667	3,528	140	104%
Other	141	100	41	141%
Supplies	5,220	5,214	7	100%
Wages	12,110	12,172	-62	99%
Total C/S Costs	22,216	22,055	161	101%
Zettle Usage Charge	255	241	14	106%
Total Cost of Sales	22,472	22,296	176	101%
TOTAL	10,130	8,356	1,774	121%
EXPENDITURES				
Maintenance		0	0	
Air Conditioning Service	275	350	-75	79%
Boiler & Plumbing	194	125	69	156%
Decoration	0	500	-500	
Electrical Work	97		97	
Fire & Security Alarms	744	588	156	126%
Fire Extinguishers & PAT	170	200	-30	85%
Garden and Landscaping	78		78	
Misc.	12	80	-68	15%
Repair & Maintenance		1,992	-1,992	
Stair Lift Service	92	46	46	201%
Total Maintenance	1,662	3,881	-2,218	43%
Other Expenses				
Misc.	165		165	
Stationery & Expenses	7		7	
Total Other Expenses	172		172	
Utilities				

				Total
	Actual	Budget	over Budget	% of Budget
Auditors	3	1,695	-1,692	0%
CCTV		0	0	
Cleaning	3,240	3,180	60	102%
Cleaning Materials	332	300	32	111%
Electricity	876	853	23	103%
F.I.T.	-208	-192	-16	108%
Total Electricity	668	661	7	101%
Gas	-45	596	-641	-8%
I.T.	399	425	-26	94%
Pest Control	96	340	-244	28%
Public Licences	495	475	20	104%
Refuse Collection	391	360	31	109%
Telephone & Broadband	143	136	7	105%
TV License	55	60	-5	91%
Water	320	332	-12	97%
Window Cleaning	64	99	-35	65%
Total Utilities	6,161	8,660	-2,499	71%
Total Expenditures	7,995	12,540	-4,546	64%
NET OPERATING INCOME	2,136	-4,184	6,320	-51%
OTHER INCOME				
Other Income				
Book Exchange	53	60	-7	88%
Savings Account Interest	177	200	-23	89%
Total Other Income	230	260	-30	89%
Total Other Income	230	260	-30	89%
NET OTHER INCOME	230	260	-30	89%
NET INCOME/(EXPENDITURE)	£2,366	£ -3,924	£6,290	-60%

Balance Sheet

As of December 31, 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	3,077.77
Barclays Savings Account	32,957.51
Cash	
Float	47.00
Petty Cash	0.00
Till	109.40
Total Cash	156.40
Zettle Cash Payments	-0.20
Zettle liquid account	0.00
Zettle/Paypal Bank	0.00
Total Cash at bank and in hand	36,191.48
CURRENT ASSETS	
Prepayments	225.12
Stock Asset	600.00
Total Current Assets	825.12
NET CURRENT ASSETS	37,016.60
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	-3,449.64
VAT Suspense	0.00
Zettle gift card	28.05
Total Current Liabilities	-1,319.48
Total Creditors: amounts falling due within one year	-1,348.02
NET CURRENT ASSETS (LIABILITIES)	38,364.62
TOTAL ASSETS LESS CURRENT LIABILITIES	1,175,612.34
TOTAL NET ASSETS (LIABILITIES)	£1,175,612.34
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)	2,366.17
Total Charity funds	£1,175,612.34

Notes

Month:

Hall Hire: Income is very good this month as we enter a busy period with Drama Group & Motiv8 rehearsals.

C/S Furniture & Equipment: Replacement microwave and fly trap.

Other Expenses: VAT adjustment made by auditors

Cleaning & Materials: Our cleaning contractor has restructured her company and invoices have been delayed for 3 months, but have caught up this month. YTD the figures are on track.

Year to Date:

We are showing a good position with a small surplus of £2,366, and an improvement against budget of £6,290. Against this, there are 2 highlighted costs where we are awaiting invoices: decorating the Kitchen, which was done over Christmas, and from the auditors who have submitted the accounts for approval.