

- 1 JUL 2008

Management Report May 2008
Rye Heritage Centre

Visitor Numbers

Visitor numbers for the Heritage Centre are down 2% against May 2007.

Town Model visitor numbers are also slightly down, this could be due to the fact that one of the language schools from Hastings (Embassy CES) who were regular visitors throughout the year are now only operating during the summer months.

Thanks to our new Audio equipment we are 44% up on our Audio tours.

Brochure Requests

We received a total of 181 brochure requests in May from the following sources;

84 – Email/Website

29 – Daily Mail/Mail on Sunday Ads

18 – Other (Other publication, Answer phone message, letter, other TIC etc)

36 – Previous visitor to Rye

3 – Evening Standard Ad

2 – Recommendation

1 – Daltons Weekly

8 – Daily/Sunday Express Ads

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Rye Heritage & Information Centre - Income & Expenditure

PERIOD - MAY 2008

<u>Sales</u>	<u>Period</u>	<u>Yr to Date</u>
Town Model Sales	2743.00	5297.00
Audio Tours	292.50	488.00
Books	652.62	1133.01
Maps	763.76	1225.28
Stamps	125.28	251.04
Gifts	2173.70	4124.94
Rye Gifts	549.01	945.42
London Gifts	1207.65	2435.82
Glass Boats	0.00	0.00
Clothing	10.00	47.19
Post Cards	406.20	797.00
Local Artists Cards	66.30	154.20
Drinks	60.00	119.00
Confectionery	58.50	157.60
Fudge & Choc biscuits	86.89	145.65
Domestic Textiles	212.05	422.30
Jams & Preserves	142.54	247.41
Deans Pottery	258.76	332.79
Cinque Ports pottery	0.00	0.00
Pier Automata	567.00	1171.00
Accommodation	632.30	959.00
Booking Fees	45.00	85.00
Travel	926.90	1878.10
Photocopies	2.20	6.80
World Wide Stamps	73.92	158.72
RSPB Birds	238.00	315.35
Castle & Museum	0.00	0.00
Miscellaneous	0.27	3.27
Events	0.00	0.00
White Rock Tickets	0.00	0.00
De La Ware Tickets	0.00	0.00
Rother District Council Grant	2727.75	5455.50
Bank Interest Received		
	15022.10	28356.39
<u>Purchases</u>		
Trade Purchases	3226.54	5947.84
Old Penny Arcade	356.00	658.00
Carriage	22.50	433.72
Travel/Tickets	67.47	67.47
Other		
	3672.51	7107.03

Direct Expenses		
Management Fees	500.00	1000.00
Sales promotion		
Advertising & Marketing	2341.60	3925.80
	2841.60	4925.80
Overheads		
Gross Wages	3873.80	7358.53
Employer N I	702.10	827.89
Staffing Costs [Sub contract]	1314.32	2621.64
Water/Electricity		
General Rates	610.00	1200.00
Traveling		33.00
UK Entertainment		
Subsistence		
Printing	491.28	566.84
Postage & carriage	22.50	29.00
Telephone/ internet	198.33	359.79
Stationery/ Packaging	97.73	259.19
Repairs / renewals	95.50	95.50
Cleaning	27.08	77.08
Premises Expenses		
Health & Safety Expenses		
Bank Charges	263.96	440.76
Subscriptions		
Clothing Costs/ Badges	10.16	100.08
Refreshments	5.29	5.29
Suspense/Mispostings		
Other	67.50	184.99
Insurance		373.86
Administration	56.25	94.10
	7835.80	14627.54
Net Profit/Loss	672.19	1696.02

Management Report June 2008
Rye Heritage Centre

Visitor Numbers

Visitor numbers for the Heritage Centre are up slightly on June 2007.
Group visits to the Town Model are also up slightly and the Audio Tours are up 16% on June 2007.

Brochure Requests

We received a total of 160 brochure requests in June from the following sources;

80 – Email/Website

16 – Daily Mail/Mail on Sunday Ads

18 – Other (Other publication, Answer phone message, letter, other TIC etc)

24 – Previous visitor to Rye

5 – Recommendation

14 – Daily/Sunday Express Ads

3 – Telegraph Ads

Direct Expenses		
Management Fees	500.00	1500.00
Sales promotion	0.00	0.00
Advertising & Marketing	2086.60	6012.40
	2586.60	7512.40
Overheads		
Gross Wages	3663.18	11021.71
Employer N I	154.19	982.08
Staffing Costs [Sub contract]	1310.86	3932.50
Water/Electricity	0.00	0.00
General Rates	631.50	1831.50
Traveling	44.87	77.87
UK Entertainment	0.00	0.00
Subsistence	0.00	0.00
Printing	0.00	566.84
Postage & carriage	0.00	29.00
Telephone/ internet	71.48	431.27
Stationery/ Packaging	0.00	259.19
Repairs / renewals	0.00	95.50
Cleaning	23.63	100.71
Premises Expenses	0.00	0.00
Health & Safety Expenses	0.00	0.00
Bank Charges	225.05	665.81
Subscriptions	0.00	0.00
Clothing Costs/ Badges	22.97	123.05
Refreshments	5.76	11.05
Suspense/Mispostings	0.00	0.00
Other	150.00	334.99
Insurance	373.86	558.85
Administration	67.50	161.60
	6744.85	21183.52
Net Profit/Loss	254.82	2139.71

ACCOUNT BALANCES AS AT 31 JULY 2008

	Balance	Notes
TOWN HALL		
Current/Business Reserve a/c (2% gr)	20,935.67	
Capital Reserve (.10% gross)	187.74	
Petty cash	71.65	
National Savings (4.45% gross)(no notice)	65,564.95	
Fixed Rate Bond (5.8% gross)	36,646.69	22.1.08-22.1.09
Fixed Rate Bond (5.8% gross)	24,245.39	31.1.08-2.2.09
Total TH	147,652.09	(July 07: £152,629.85)
HERITAGE CENTRE		
Current/Business Reserve account (2% gr)	3,491.43	
TOTAL TH & HC	151,143.52	(July 07: £156,018.92)
OTHER ACCOUNTS		
Rye Relief in Need		
Nationwide	41.44	<i>To be transferred</i>
CafCash (4.17% gr)	10,340.93	
Fixed Bond (5.8% gr)	60,000.00	14.1.08-14.1.09
Total Rye Relief	70,382.37	(July 07: £68,152.31)
TOTAL FUNDS	221,525.89	(July 07: £224,171.23)

RYE TOWN COUNCIL EARMARKED RESERVES

as at 31.7.08

() = date of Council decision to make provision/earmark or date of receipt of payment (eg grant)

	at 1.4.08	Provided	Used	at 31.7.08	NOTE
ASSET RENEWAL RESERVES					
Capital Fund Heritage Centre	2,711	2,000	0	4,711	
Capital Fund Attractions	20,000	0	0	20,000	
Heritage Centre Office Equipment	1,000	0	0	1,000	
Capital Fund Town Hall	20,559	0	0	20,559	
Capital Fund Cottage	9,828	0	0	9,828	
Town Hall Office Equipment	460	0	0	460	1
Robes & Regalia	963	0	0	963	1
Black & Gold Finger Posts (3.2.03)	745	0	0	745	1
Skate Park	0	2,750	0	2,750	
	56,266	4,750	0	61,016	
OTHER EARMARKED RESERVES					
Computer Software & Training (24.1.00)	1,137	0	21	1,116	
Assets Valuations (28.1.02)	870	0	0	870	
New Scout Hut (9.2.04)	3,000	0	0	3,000	
Detached youth work (7.2.05)	1,500	0	0	1,500	
Elections	1,387	0	0	1,387	1
Alarm upgrade	921	0	0	921	
Local Action Plan (PRGP 9.6.08)	0	955	0	955	2
TOTAL EARMARKED RESERVES	65,081	5,705	21	70,765	

Earmarked Reserve Notes

- 1 Balance of revenue budget at year end to be placed in Earmarked Reserve
- 2 Balance of revenue budget 2007-08