

STRATFORD-UPON-AVON TOWN COUNCIL

BUDGET 2017 - 2018

FINAL DRAFT (January 2017) revised format

At 31/12/2016

Month

9

SUMMARISED INCOME & EXPENDITURE ACCOUNT

	Proposed Budget 2017/18	Budget 2016/17		Year to Date Actuals 2016/17	Budget Actuals 2015/16	
		Annual At 31/12/2016	YTD Budget		Budget	Actuals
INCOME						
Precept	481,405	465,819	349,364	465,819	451,929	454,241
Council Tax Reduction Grant	15,280	20,580	15,435	20,580	27,100	27,100
Market	109,935	107,991	80,993	81,154	102,000	107,109
Rents	9,750	10,000	7,500	-	5,800	-
Interest on Investments	18,319	5,233	3,925	3,331	4,500	4,877
Interest on Bank Accounts	350	485	364	507	30	477
SBC (Flags & Banners) Net Profit	-	1,000	750	-	600	-
River Mooring	600	600	450	600	600	600
Grant - Neighbourhood Plan	-	-	-	7,350	-	7,650
Sundry Income	-	300	225	-	300	-
Town Hall Commercial Management [Net]	8,427	14,075	10,556	3,420	10,537	16,275
Reserves for Tranquility Garden & NDP	70,000					
Further Funding from Reserves	2,895					
	716,961	626,083	469,562	582,761	603,396	618,328
EXPENDITURE						
Operational & Administrative Expenses	333,399	312,418	234,314	190,971	292,623	263,210
Miscellaneous Expenses	70,163	69,997	52,498	51,248	66,000	49,383
Civic Expenditure	58,894	50,556	37,917	44,192	43,554	35,306
Cemetery [Net]	81,826	78,773	59,079	52,779	98,966	63,008
Tranquility Garden [Net]	31,900	(1,000)	89,250	114,355	(2,500)	1,182
Hatton Rock	17,657	14,857	11,143	4,910	10,631	8,654
Holy Trinity Churchyard	6,305	5,800	4,350	4,452	6,000	5,445
Special Projects	116,972	232,244	70,254	99,752	87,972	122,578
(Excluding Tranquility Garden & NDP)	-	(137,572)				
Allotment [Net]	(155)	10	8	1,570	150	53
Contingency for Inflation (included in above)	3,932					
	716,961	626,083	558,812	564,228	603,396	548,820
NET Surplus (Deficit)	-	-	(89,250)	18,532	-	69,509
Provisional Council Tax Base	12562.76	12156.65			11790.48	
Annual Rate Charge Per Household	£38.32	£38.32			£38.33	
% change over 2016/17	0.0%	0.0%			0.0%	
Precept Change (incl. Reduction Grant)	£10,286	£7,370			£5,120	

N.B. The original budget agreed by Council for 2016/17 was £613,008 (including £1000 Tranquility Garden income). During the year, Council agreed the following virements from designated and general reserves, increasing the working budget by £156,100 to £769,108. The increase is not reflected in the 2016/17 budget figures shown above.

Tranquility Garden (original budget £1,000 income)	£120,000
Localism Project (Neighbourhood Development Plan)	£25,000
Misc. Expenses - Bus Shelters/Dog Hygiene/Litter/Cycle Racks	£1,500
Civic Expenditure - Festivals & Events - HODS	£3,000
Cemetery Sickness & Equipment	£7,600
Total	£157,100

Also to be taken from General Reserves (included in the budget for 2017/18):

Tranquility Garden (transfer of Reserves for Phase 2)	£40,000
Localism Project (Neighbourhood Development Plan)	£30,000
Town Hall Commercial Management (replace Dumb Waiter)	£6,000
	£76,000

TOWN HALL COMMERCIAL MANAGEMENT

FINAL DRAFT (January 2017) revised format

INCOME

Lettings
Sundry Income

EXPENDITURE

Personnel
Security Personnel

PRS and Licenses
Marketing, Publicity & Special Projects
Other Costs
Travel
Cleaning & Laundry
Operating Equipment
Contingency for Inflation

NET INCOME

	Proposed Budget 2017/18	Budget 2016/17		Year to Date Actuals 2016/17	Budget Actuals 2015/16	
		Annual At 31/12/2016	YTD Budget			
	47,240	46,405	34,804	28,161	45,900	49,569
	1,000	816	612	1,132	816	346
	48,240	47,221	35,416	29,294	46,716	49,914
	24,837	24,541	18,406	21,262	24,259	25,008
	2,000	2,000	1,500	872	2,500	408
	385	385	289	302	2,600	2,250
	1,500	1,000	750	298	700	595
	500	1,000	750	157	1,500	1,461
	350	350	263	335	350	340
	3,600	3,570	2,678	2,648	3,570	3,522
	6,300	300	225	-	700	55
	341					
	39,814	33,146	24,860	25,873	36,179	33,639
	8,427	14,075	10,556	3,420	10,537	16,275

CIVIC EXPENDITURE

FINAL DRAFT (January 2017) revised format

EXPENDITURE

Mayor's Allowance
 Mayor's Traveling
 Civic Insignia
 Receptions (Formal & Informal)
 Receptions - Informal
 SBC - T Council only
 Christmas Activities
 Honoraria inc photographic
 Printing & Stationery
 Floral Decorations
 Contribution to Mayors Ball
 National Mourning Protocol
 Civic Gifts
 Festival & Events...HODS
 Specific One Off Events
 Civic Robes
 Contingency (events tbc)

Proposed Budget 2017/18	Budget 2016/17		Year to Date	Budget	Actuals
	Annual At 31/12/2016	YTD Budget	Actuals 2016/17	2015/16	
6,500	6,500	4,875	4,334	6,500	4,135
5,000	5,000	3,750	3,249	5,000	3,553
1,500	250	188	138	250	215
6,000	5,000	3,750	4,246	5,000	5,363
-	1,000	750	320	1,000	380
25,000	20,000	15,000	20,000	15,000	15,000
2,000	1,300	975	2,212	1,300	1,467
3,144	3,197	2,398	2,525	2,704	3,321
500	500	375	343	500	303
650	600	450	245	600	370
-	-	-	-	-	-
-	50	38	75	400	-
100	100	75	182	100	100
2,000	-	-	1,303	3,000	445
-	6,300	4,725	3,555	2,000	527
1,500	759	569	1,464	200	127
5,000	-	-	-	-	-
58,894	50,556	37,917	44,192	43,554	35,306

HATTON ROCK

FINAL DRAFT (January 2017) revised format

EXPENDITURE

Rent
Rates
Insurance
Heating & Lighting
Service Costs
Sundry Expenses

Proposed Budget 2017/18	Budget 2016/17		Year to Date Actuals 2016/17
	Annual At 31/12/2016	YTD Budget	
12,366	9,668	7,251	660
3,872	3,770	2,827	3,354
130	130	98	123
39	39	29	12
900	900	675	750
350	350	263	10
17,657	14,857	11,143	4,910

Budget	Actuals
2015/16	
5,500	4,527
3,831	3,696
200	129
300	40
450	250
350	13
10,631	8,654

ALLOTMENTS - PARK ROAD

INCOME

Tenancy Rental

EXPENDITURE

Lease
Set up & Maintenance Costs

NET EXPENDITURE

Proposed Budget 2017/18	Budget 2016/17		Year to Date Actuals 2016/17
	Annual At 31/12/2016	YTD Budget	
165	-	-	-
165	-	-	-
10	10	8	-
	-	-	1,570
10	10	8	1,570
(155)	10	8	1,570

Budget	Actuals
2015/16	
160	(33)
160	(33)
10	20
300	-
310	20
150	53

CEMETERY

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INCOME

Purchase & Interment Fees
 Memorial Fees
 Sundry Income (Transfers of Burial Rights)

Proposed Budget 2017/18	Budget 2016/17		Year to Date Actuals 2016/17
	Annual At 31/12/2016	YTD Budget	
47,607	46,765	35,074	43,373
6,808	6,688	5,016	9,547
400	1,000	750	221
54,815	54,453	40,840	53,141

EXPENDITURE

Management Charge
 Rates and Water Rates
 General Ground Maintenance
 Repairs & Maintenance
 Telephone
 Heating & Lighting
 Vehicle Expenses
 Equipment
 Health & Safety
 Grave Excavation
 Travel & Subsistence
 Sundry Seating & Trees
 Contingency for Inflation
 Vehicle Replacement Contingency

107,765	107,000	80,250	86,082
3,313	3,226	2,419	2,850
3,500	7,000	5,250	4,175
50	50	38	-
650	650	488	388
500	1,000	750	394
4,000	4,000	3,000	2,646
7,550	1,800	1,350	5,327
250	250	188	54
4,750	4,750	3,563	2,850
520	400	300	321
600	600	450	834
693			
2,500	2,500	1,875	-
136,641	133,226	99,919	105,920

NET EXPENDITURE

81,826	78,773	59,079	52,779
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Budget	Actuals
2015/16	
42,300	52,830
6,120	8,704
1,000	365
49,420	61,899

117,766	103,224
3,570	3,196
6,900	4,845
	36
650	516
1,900	1,000
5,000	3,075
1,800	4,047
250	29
4,750	4,480
200	459
600	-
5,000	-
148,386	124,907

98,966	63,008
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HOLY TRINITY CHURCHYARD / GARDEN OF REMEMBRANCE**EXPENDITURE**

Special Repairs and Maintenance

Proposed Budget 2017/18	Budget 2016/17		Year to Date Actuals 2016/17
	Annual At 31/12/2016	YTD Budget	
6,305	5,800	4,350	4,452
6,305	5,800	4,350	4,452

Budget	Actuals
2015/16	
6,000	5,445
6,000	5,445

TRANQUILITY GARDEN

INCOME

Memorial Fees

EXPENDITURE

Design, Planning & Consultancy/Set up Costs

Development Phase 2

Brochures

Opening Event

NET EXPENDITURE

	Proposed Budget 2017/18	Budget 2016/17		Year to Date Actuals	Budget	Actuals
		Annual At 31/12/2016	YTD Budget		2015/16	
	12,300	1,000	750	1,814	2,500	-
	12,300	1,000	750	1,814	2,500	-
	1,200	120,000	90,000	116,169	-	1,182
	40,000				-	-
	2,500				-	-
	500				-	-
	44,200	120,000	90,000	116,169	-	1,182
	31,900	119,000	89,250	114,355	(2,500)	1,182

MISCELLANEOUS EXPENSES

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EXPENDITURE

Gen Maintenance of Street Furniture
 Rother Street Clock Tower
 Market - District Council Share
 Market - Tripartite Marketing Expenses
 Bus Shelters/Dog Hygiene/Litter/Cycle Racks

Proposed Budget 2017/18	Budget 2016/17		Year to Date Actuals 2016/17
	Annual At 31/12/2016	YTD Budget	
312	600	450	568
220	1,200	900	1,713
65,961	64,795	48,596	48,753
2,199	3,200	2,400	11
1,471	202	152	204
70,163	69,997	52,498	51,248

Budget	Actuals
2015/16	
600	684
1,200	574
60,000	47,591
3,200	143
1,000	391
66,000	49,383

SPECIAL PROJECTS AND GRANTS

EXPENDITURE

Special Projects & Grants - Over £20K
 Special Projects & Grants - Under £20K

 Town Projects / Partnership Working
 Stratforward - BID Levy
 Localism Project
 Special Projects & Events
 Newsletters / Quality Status
 Historic Spine Town Hall Plaque

Proposed Budget 2017/18	Budget 2016/17		Year to Date Actuals 2016/17
	Annual At 31/12/2016	YTD Budget	
50,000	53,000	39,750	41,500
-	1,900	1,425	-
25,337	25,337	19,003	25,037
635	635	476	634
30,000	-	-	25,662
-	2,000	1,500	40
11,000	10,800	8,100	6,878
-	1,000	-	-
116,972	94,672	70,254	99,752

Budget	Actuals
2015/16	
49,000	49,000
-	1,700
25,337	25,037
635	-
-	36,188
2,000	(103)
11,000	10,756
87,972	122,578

OPERATIONAL & ADMINISTRATION

FINAL DRAFT (January 2017) revised format

EXPENDITURE	Proposed Budget 2017/18	Budget 2016/17		Year to Date Actuals 2016/17	Budget	Actuals
		Annual At 31/12/2016	YTD Budget		2015/16	
Salaries, Wages and Related Costs	217,103	190,462	142,847	124,883	171,500	157,379
Avon Planning Services	4,080	3,960	2,970	3,010	3,900	4,185
Neighbourhood Development Plan Monitoring	2,000					
Equipment Rental	2,000	2,000	1,500	1,339	2,000	2,096
Office Equipment and Furniture	1,000	4,223	3,167	224	4,223	512
Telephones	2,200	2,000	1,500	1,411	2,370	1,936
Postage & Carriage	1,500	1,500	1,125	413	1,500	1,725
Alarm & CCTV Call Out	2,104	2,000	1,500	622	2,000	901
Travel and Subsistence	250	250	188	127	500	155
Borough Records	350	350	263	-	350	-
Payroll Services	3,400	3,400	2,550	750	3,400	2,000
Staff Training	2,275	2,275	1,706	1,767	2,000	1,673
Recruitment	1,500	1,500	1,125	205	500	658
Newspapers	37	33	25	25	30	33
IT	4,800	4,800	3,600	3,044	4,800	4,494
Rates	23,779	22,647	16,985	21,192	25,500	24,903
Heating & Lighting	4,000	6,500	4,875	3,976	7,500	7,694
STC Meeting & Expenses & Subsistence	1,000	1,500	1,125	648	1,500	1,168
Gen Repairs, Maint & Sundry	10,500	10,500	7,875	5,548	9,000	6,798
Health & Safety	1,500	1,500	1,125	706	-	-
Combined Insurance Policy	16,000	16,000	12,000	(341)	16,000	13,890
Bank Charges & Interest	1,000	1,000	750	1,018	500	534
Audit Fee	5,195	5,000	3,750	4,900	5,000	8,150
Professional Fees	10,000	10,990	8,243	6,155	10,000	8,014
Subscriptions	3,028	3,128	2,346	2,731	3,000	2,915
Stationery	4,400	4,400	3,300	2,251	4,400	3,247
Advertising & Publicity	1,000	1,000	750	-	-	83
Lift Maintenance Contract	1,000	1,000	750	551	650	1,083
Election Exp (Inc Polls/Pro Challenges)	2,500	2,500	1,875	-	10,000	5,736
Web Page Maintenance	1,000	6,000	4,500	3,816	500	165
Office Accommodation Project	-	-	-	-	-	1,087
Contingency for Inflation	2,898					
	333,399	312,418	234,314	190,971	292,623	263,210

RESERVES

FINAL DRAFT (January 2017) revised format

	Budgeted to end of 2016/17	Actuals 2015/16	Actuals 2014/15	Actuals 2013/14
Useable Capital Receipts Reserve	-	95,809	96,521	138,026
Building Maintenance Reserve	172,157	172,157	172,157	172,157
Cemetery Land & Building Maint. Reserve	30,000	30,000	50,000	50,000
Tranquility Garden Reserve	57,691	43,405	25,000	-
Allotment Reserve	37,997	39,567	39,567	64,567
Old Stratford & Drayton Reserve	3,711	3,711	1,905	-
Vehicle Replacement Reserve	10,000	5,000	-	-
Localism Project Reserve	30,000	25,000	-	-
Shakespeare Birthday Celebrations Reserve	26,957	26,957	29,818	-
General Reserve	375,144	458,644	428,444	392,498
	743,657	900,250	843,412	817,248
Total Reduction in Reserves		156,593		