

SUMMARISED INCOME & EXPENDITURE ACCOUNT

	Proposed Budget 2018/19	Budget 2017/18		Year to Date Actuals 2017/18	Budget 2016/17	Actuals 2016/17
		Annual At 31/12/2017	YTD Budget			
INCOME						
Precept	496,472	481,405	361,054	361,054	465,819	465,819
Council Tax Reduction Grant	9,430	15,280	11,460	11,460	20,580	20,580
Market & Christmas Festival [Net]	39,047	41,775	31,331	61,246	38,294	41,065
Rents [Net]	7,775	9,750	7,313	4,036	10,000	-
Interest on Investments	19,224	18,319	13,739	15,550	5,233	5,351
Interest on Bank Accounts	350	350	263	227	485	627
Income from Sale of Assets	-	-	-	63	-	-
River Mooring	625	600	450	350	600	600
Grant - Neighbourhood Plan	-	-	-	-	-	7,350
Sundry Income	-	-	-	-	300	-
Town Hall Commercial Management [Net]	5,065	8,427	6,320	839	14,075	11,341
Reserves for Tranquility Garden & NDP	-	70,000	-	-	-	-
Further Funding from Reserves	47,774	2,895	-	-	-	-
	625,762	648,801	431,929	454,824	555,386	552,733
EXPENDITURE						
Operational & Administrative Expenses	337,069	333,399	250,049	204,409	312,418	270,419
Miscellaneous Expenses	2,761	70,163	1,502	1,283	3,502	2,507
Civic Expenditure	89,126	58,894	44,171	43,882	53,556	49,253
Cemetery [Net]	91,009	111,826	83,870	64,814	86,373	57,513
Tranquility Garden [Net]	(7,300)	26,400	19,800	29,561	119,000	120,069
Hatton Rock	17,788	17,657	13,242	6,924	14,857	8,193
Holy Trinity Churchyard	2,500	6,305	4,729	258	5,800	5,354
Special Projects	92,964	116,972	87,729	76,326	119,672	112,322
(Excluding Tranquility Garden & NDP)	-	-	-	-	-	-
Allotment [Net]	(155)	(155)	(116)	(17)	10	2,104
Contingency for Inflation (included in above)	5,354	3,932	-	-	-	-
	625,762	741,461	504,976	427,441	715,188	627,735
NET Surplus (Deficit)	-	(92,660)	(73,047)	27,383	(159,802)	(75,001)
Council Tax Base	12955.96	12562.76			12156.65	
Annual Rate Charge Per Household	£38.32	£38.32			£38.32	
% change over 2016/17	0.0%	0.0%			0.0%	
Precept Change (incl. Reduction Grant)	£9,217	£10,286			£7,370	

N.B. The original budget agreed by Council for 2017/18 was £716,961
During the year, Council agreed virements from designated and general reserves, increasing the working budget by £24,500, specifically for Cemetery and Tranquility car park and resurfacing of driveways.
A further virement from designated reserves was agreed in January 2018 to cover costs of replacing Town Hall kitchen equipment (estimated £6,720) which is not included in the 2017/18 Budget figures shown here

TOWN HALL COMMERCIAL MANAGEMENT

FINAL DRAFT (January 2018) - SUMMARY

	Proposed Budget 2018/19	Budget 2017/18		Year to Date Actuals 2017/18	Budget	Actuals
		Annual At 31/12/2017	YTD Budget		2016/17	
INCOME						
Lettings	38,262	47,240	35,430	27,619	46,405	43,038
Sundry Income	833	1,000	750	625	816	1,589
	39,095	48,240	36,180	28,244	47,221	44,627
EXPENDITURE						
Personnel	25,135	24,837	18,628	22,565	24,541	27,128
Security Personnel	2,000	2,000	1,500	1,530	2,000	1,007
PRS and Licenses	385	385	289	307	385	302
Marketing, Publicity & Special Projects	1,500	1,500	1,125	-	1,000	298
Other Costs	500	500	375	57	1,000	168
Travel	350	350	263	168	350	394
Cleaning & Laundry	3,600	3,600	2,700	2,821	3,570	3,569
Operating Equipment	300	6,300	4,725	(43)	300	420
Contingency for Inflation	259	341	256			
	34,030	39,813	29,860	27,405	33,146	33,286
NET INCOME	5,065	8,427	6,320	839	14,075	11,341

CIVIC EXPENDITURE

FINAL DRAFT (January 2018) - SUMMARY

EXPENDITURE	Proposed Budget 2018/19	Budget 2017/18		Year to Date Actuals 2017/18	Budget 2016/17	Actuals
		Annual At 31/12/2017	YTD Budget			
Mayor's Allowance	6,500	6,500	4,875	4,127	6,500	6,500
Mayor's Traveling	5,000	5,000	3,750	3,585	5,000	4,121
Civic Insignia	1,500	1,500	1,125	911	250	261
Receptions (Formal & Informal)	6,000	6,000	4,500	8,539	5,000	4,323
Receptions - Informal	-	-	-	-	1,000	320
SBC - Town Council only	25,000	25,000	18,750	18,750	20,000	20,000
Christmas Activities	2,000	2,000	1,500	3,844	1,300	2,581
Festival & Events...HODS	2,000	2,000	1,500	356	3,000	1,303
Specific One Off Events	-	-	-	820	6,300	3,555
Event Security	30,000	-	-	-	-	-
Contingency (Events tbc)	5,000	5,000	3,750	-	-	-
Honoraria inc photographic	3,176	3,144	2,358	2,329	3,197	3,367
Printing & Stationery	500	500	375	325	500	609
Floral Decorations	650	650	488	295	600	400
National Mourning Protocol	200	-	-	-	50	236
Civic Gifts	100	100	75	-	100	182
Civic Robes	1,500	1,500	1,125	-	759	1,495
	89,126	58,894	44,171	43,882	53,556	49,253

HATTON ROCK**FINAL DRAFT (January 2018) - SUMMARY**

	Proposed Budget 2018/19	Budget 2017/18		Year to Date Actuals 2017/18	Budget	Actuals
		Annual At 31/12/2017	YTD Budget		2016/17	
EXPENDITURE						
Rent	12,366	12,366	9,274	5,418	9,668	3,358
Rates	4,147	3,872	2,904	1,382	3,770	3,727
Insurance	135	130	98	51	130	123
Heating & Lighting	41	39	29	(22)	39	37
Service Costs	750	900	675	85	900	938
Sundry Expenses	350	350	263	10	350	10
	17,788	17,657	13,242	6,924	14,857	8,193

ALLOTMENTS - PARK ROAD

	Proposed Budget 2018/19	Budget 2017/18		Year to Date Actuals 2017/18	Budget	Actuals
		Annual At 31/12/2017	YTD Budget		2016/17	
INCOME						
Tenancy Rental	165	165	124	17	-	66
	165	165	124	17	-	66
EXPENDITURE						
Lease	10	10	8	-	10	-
Set up & Maintenance Costs		-	-	-	-	2,170
	10	10	8	-	10	2,170
NET EXPENDITURE	(155)	(155)	(116)	(17)	10	2,104

TRANQUILITY GARDEN

	Proposed Budget 2018/19	Budget 2017/18		Year to Date Actuals	Budget	Actuals
		Annual At 31/12/2017	YTD Budget		2016/17	
INCOME						
Purchase & Interment Fees	6,150	-	-	5,764	-	950
Memorial Fees	6,150	12,300	9,225	3,006	1,000	3,064
	12,300	12,300	9,225	8,770	1,000	4,014
EXPENDITURE						
Design, Planning & Consultancy/Set up Costs	-	1,200	900	38,330	120,000	124,083
Development Phase 2 and beyond	5,000	34,500	25,875		-	-
Brochures	-	2,500	1,875		-	-
Opening Event	-	500	375		-	-
	5,000	38,700	29,025	38,330	120,000	124,083
NET EXPENDITURE	(7,300)	26,400	19,800	29,561	119,000	120,069

CEMETERY**FINAL DRAFT (January 2018) - SUMMARY**

	Proposed Budget 2018/19	Budget 2017/18		Year to Date Actuals 2017/18	Budget 2016/17	Actuals 2016/17
		Annual At 31/12/2017	YTD Budget			
INCOME						
Purchase & Interment Fees	49,464	47,607	35,705	54,394	46,765	65,653
Memorial Fees	7,074	6,808	5,106	7,945	6,688	13,261
Sundry Income (Transfers of Burial Rights)	400	400	300	639	1,000	365
	56,937	54,815	41,111	62,978	54,453	79,279
EXPENDITURE						
Management Charge	119,143	107,765	80,824	81,169	111,000	110,517
Rates and Water Rates	3,446	3,313	2,485	2,572	3,226	3,160
General Ground Maintenance	3,500	33,500	25,125	31,617	7,000	4,780
Repairs & Maintenance	50	50	38	265	50	5
Telephone	650	650	488	364	650	518
Heating & Lighting	-	500	375	1,110	1,000	626
Vehicle Expenses	4,000	4,000	3,000	2,459	4,000	4,546
Equipment	7,550	7,550	5,663	2,684	5,400	6,015
Health & Safety	250	250	188	-	250	54
Grave Excavation	4,750	4,750	3,563	3,990	4,750	5,320
Travel & Subsistence	520	520	390	427	400	417
Sundry Seating & Trees	600	600	450	1,135	600	834
Contingency for Inflation	987	693	520	-	-	-
Vehicle Replacement Contingency	2,500	2,500	1,875	-	2,500	-
	147,946	166,641	124,981	127,792	140,826	136,792
NET EXPENDITURE	91,009	111,826	83,870	64,814	86,373	57,513

HOLY TRINITY CHURCHYARD / GARDEN OF REMEMBRANCE

	Proposed Budget 2018/19	Budget 2017/18		Year to Date Actuals 2017/18	Budget 2016/17	Actuals 2016/17
		Annual At 31/12/2017	YTD Budget			
EXPENDITURE						
Special Repairs and Maintenance	2,500	6,305	4,729	258	5,800	5,354
	2,500	6,305	4,729	258	5,800	5,354

MISCELLANEOUS EXPENSES

FINAL DRAFT (January 2018) - SUMMARY

	Proposed Budget 2018/19	Budget 2017/18		Year to Date Actuals 2017/18	Budget Actuals	
		Annual At 31/12/2017	YTD Budget		2016/17	
Gen Maintenance of Street Furniture	312	312	234	-	600	590
Rother Street Clock Tower	220	220	165	170	1,200	1,713
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	2,229	1,471	1,103	1,113	1,702	204
	2,761	2,003	1,502	1,283	3,502	2,507

MARKET & CHRISTMAS FESTIVAL

FINAL DRAFT (January 2018) - SUMMARY

	Proposed Budget 2018/19	Budget 2017/18		Year to Date Actuals 2017/18	Budget Actuals	
		Annual At 31/12/2017	YTD Budget		2016/17	
INCOME						
Market	138,142	136,588	102,441	94,987	107,991	108,365
Christmas Festival	-	-	-	-	-	-
	138,142	136,588	102,441	94,987	107,991	108,365
EXPENDITURE						
Market - District Council Share	82,885	65,961	49,471	32,654	64,795	65,080
Market - Tripartite Marketing Expenses	2,763	2,199	1,649	546	3,200	2,016
Christmas Festival	13,447	26,653	19,990	541	1,702	204
	99,095	94,813	71,110	33,741	69,697	67,300
NET INCOME	39,047	41,775	31,331	61,246	38,294	41,065

SPECIAL PROJECTS AND GRANTS

	Proposed Budget 2018/19	Budget 2017/18		Year to Date Actuals 2017/18	Budget Actuals	
		Annual At 31/12/2017	YTD Budget		2016/17	
EXPENDITURE						
Special Projects & Grants - Over £20K	55,500	50,000	37,500	38,500	53,000	53,000
Special Projects & Grants - Under £20K	-	-	-	-	1,900	-
Town Projects / Partnership Working	25,337	25,337	19,003	25,037	25,337	25,037
Stratforward - BID Levy	727	635	476	700	635	634
Localism Project	-	30,000	22,500	5,276	25,000	26,436
Special Projects & Events	-	-	-	-	2,000	40
Newsletters / Quality Status	11,000	11,000	8,250	6,813	10,800	7,175
Historic Spine Town Hall Plaque	-	-	-	-	1,000	-
Great British Spring Clean	400	-	-	-	-	-
	92,964	116,972	87,729	76,326	119,672	112,322

OPERATIONAL & ADMINISTRATION
FINAL DRAFT (January 2018) - SUMMARY

	Proposed Budget 2018/19	Budget 2017/18		Year to Date Actuals 2017/18	Budget 2016/17	Actuals 2016/17
		Annual At 31/12/2017	YTD Budget			
EXPENDITURE						
Salaries, Wages and Related Costs	221,546	217,103	162,827	135,103	190,462	169,859
Avon Planning Services	4,080	4,080	3,060	3,060	3,960	4,355
Neighbourhood Development Plan Monitoring	2,000	2,000	1,500	-	-	-
Equipment Rental	2,000	2,000	1,500	1,882	2,000	1,810
Office Equipment and Furniture	1,000	1,000	750	873	4,223	224
Telephones	2,200	2,200	1,650	1,609	2,000	2,474
Postage & Carriage	1,500	1,500	1,125	1,407	1,500	800
Alarm & CCTV Call Out	2,104	2,104	1,578	335	2,000	987
Travel and Subsistence	250	250	188	124	250	272
Borough Records	350	350	263	700	350	-
Payroll Services	3,400	3,400	2,550	1,340	3,400	1,200
Staff Training	2,275	2,275	1,706	1,008	2,275	2,797
Recruitment	1,500	1,500	1,125	1,342	1,500	320
Newspapers	37	37	28	27	33	34
IT	4,800	4,800	3,600	4,114	4,800	5,254
Rates	23,609	23,779	17,835	19,385	22,647	23,366
Heating & Lighting	4,000	4,000	3,000	4,331	6,500	6,863
STC Meeting & Expenses & Subsistence	1,000	1,000	750	700	1,500	1,013
Gen Repairs, Maint & Sundry	10,500	10,500	7,875	8,580	10,500	7,219
Health & Safety	1,500	1,500	1,125	-	1,500	706
Combined Insurance Policy	15,420	16,000	12,000	(355)	16,000	14,501
Bank Charges & Interest	1,000	1,000	750	656	1,000	1,258
Audit Fee	5,390	5,195	3,896	5,300	5,000	4,900
Professional Fees	10,000	10,000	7,500	7,632	10,990	7,145
Subscriptions	1,602	3,028	2,271	2,684	3,128	2,871
Stationery	4,400	4,400	3,300	1,627	4,400	3,584
Advertising & Publicity	1,000	1,000	750	-	1,000	83
Lift Maintenance Contract	1,000	1,000	750	946	1,000	1,754
Election Exp (Inc Polls/Pro Challenges)	2,500	2,500	1,875	-	2,500	-
Web Page Maintenance	1,000	1,000	750	-	6,000	4,770
Office Accommodation Project	-	-	-	-	-	-
Contingency for Inflation	4,108	2,898	2,173			
	337,069	333,399	250,049	204,409	312,418	270,419

RESERVES

FINAL DRAFT (January 2018) - SUMMARY

	Forecast to end of 2017/18	Actuals 2016/17	Actuals 2015/16	Actuals 2014/15
Useable Capital Receipts Reserve	-	-	95,809	96,521
Building Maintenance Reserve	168,718	175,438	172,157	172,157
Cemetery Land & Building Maint. Reserve	30,000	30,000	30,000	50,000
Tranquility Garden Reserve	-	59,146	43,405	25,000
Allotment Reserve	37,463	37,463	39,567	39,567
Old Stratford & Drayton Reserve	3,684	3,684	3,711	1,905
Vehicle Replacement Reserve	10,000	7,500	5,000	-
Localism Project Reserve	29,625	34,901	25,000	-
Shakespeare Birthday Celebrations Reserve	78,000	61,619	26,957	29,818
Designated Reserves Total	357,490	409,751	441,606	414,968
Management Accounts Variance Surplus	51,883			
General Reserve	500,809	448,926	458,644	428,444
	858,299	858,677	900,250	843,412
Total Reduction in Designated Reserves	52,261			
Total Increase in General Reserve	51,883			

RESERVES SUMMARY

N.B. Reserves Policy states the General Reserve will be approximately 1 year's Precept

General Reserve at end of 2016/17	448,926
Precept 2017/18	481,405
General Reserve to Precept Ratio 2017	93%
Budgeted Reduction of General Reserve 2017/18	27,395
Forecast Surplus in Management Accounts 2017/18	51,883
General Reserve at end of 2017/18	500,809
Precept 2018/19	496,472
2018	101%
Budgeted Reduction of General Reserve 2018/19	47,774
General Reserve at end of 2018/19	453,035
Precept 2019/20	496,472
General Reserve to Precept Ratio 2019	91%