

SUMMARISED INCOME & EXPENDITURE ACCOUNT

(changes since THIRD DRAFT are highlighted)

	Proposed Budget 2019/20	Budget 2018/19		Year to Date Actuals 2018/19	Budget 2017/18	Actuals 2017/18
		Annual At 31/12/2018	YTD Budget At 31/12/2018			
INCOME						
Precept	505,452	496,472	372,354	372,354	481,405	481,405
Council Tax Reduction Grant	3,660	9,430	7,073	7,073	15,280	15,280
Market & Christmas Festival [Net]	39,917	39,047	29,286	71,711	41,775	41,436
Rents [Net]	7,775	7,775	5,831	7,566	9,750	12,935
Interest on Investments	21,952	19,224	14,418	14,015	18,319	18,595
Interest on Bank Accounts	360	350	263	299	350	315
Income from Sale of Assets	-	-	-	-	-	63
River Mooring [Net]	625	625	469	752	600	350
Grant - Neighbourhood Plan	-	-	-	-	-	-
Sundry Income	-	-	-	2,903	-	750
Town Hall Commercial Management [Net]	7,165	5,065	3,799	27,034	1,707	(5,645)
Reserves for NDP & Tranquility Garden	-	-	-	-	70,000	67,086
Further Funding from Reserves	148,551	47,774	35,831	-	2,895	-
	735,458	625,762	469,322	503,707	642,081	632,569
EXPENDITURE						
Operational & Administrative Expenses	392,266	343,660	257,745	243,633	333,399	296,283
Miscellaneous Expenses	2,449	2,761	2,071	405	2,003	1,508
Civic Expenditure	89,022	92,555	69,416	48,973	58,894	57,770
Cemetery [Net]	133,443	96,496	72,373	81,468	111,826	83,469
Tranquility Garden [Net]	(3,167)	(7,300)	(5,475)	(5,067)	26,400	27,390
Hatton Rock	19,293	18,010	13,507	4,319	17,657	11,220
Holy Trinity Churchyard	2,500	2,500	1,875	2,706	6,305	6,585
Special Projects	99,812	92,964	69,723	103,094	116,972	115,647
(Excluding Tranquility Garden & NDP)	-	-	-	-	-	-
Allotment [Net]	(161)	(155)	(116)	466	(155)	172
Contingency for Inflation (included in above)	8,059	5,354	-	-	-	-
	735,458	641,491	481,118	479,996	673,301	600,043
NET Surplus (Deficit)	-	(15,729)	(11,795)	23,711	(31,220)	32,526
Council Tax Base	13190.3	12955.96			12562.76	
Annual Rate Charge Per Household	£38.32	£38.32			£38.32	
% change over 2018/19	0.0%	0.0%			0.0%	
Precept Change (incl. Reduction Grant)	£3,210	£9,217			£10,286	

N.B. The original budget agreed by Council for 2018/19 was £625,762
During the year, Council agreed virements from designated and general reserves, increasing the working budget by £15,729 (F&S Jun 2018)
A further virement from designated reserves was agreed in Sep 2018 to cover costs of Town Hall maintenance (including professional fees) which is not included in the 2018/19 Budget figures shown here

TOWN HALL COMMERCIAL MANAGEMENT

FINAL DRAFT (January 2019) - SUMMARY

	Proposed Budget 2019/20	Budget 2018/19		Year to Date Actuals 2018/19	Budget Actuals 2017/18	
		Annual At 31/12/2018	YTD Budget			
INCOME						
Lettings	41,633	38,262	28,696	30,169	47,240	37,332
Sundry Income	55	833	625	41	1,000	809
	41,688	39,095	29,321	30,210	48,240	38,141
EXPENDITURE						
Personnel	25,688	25,135	18,852	20,156	24,837	25,101
Security Personnel	793	2,000	1,500	595	2,000	1,650
PRS and Licenses	1,019	385	289	2,766	385	307
Marketing, Publicity & Special Projects	1,500	1,500	1,125	-	1,500	595
Other Costs	500	500	375	50	500	57
Travel	350	350	263	175	350	232
Cleaning & Laundry	3,600	3,600	2,700	2,697	3,600	3,858
Operating Equipment	800	300	225	869	13,020	11,986
Contingency for Inflation	272	259	194		341	
	34,523	34,030	25,522	27,308	46,533	43,786
NET INCOME	7,165	5,065	3,799	2,903	1,707	(5,645)

CIVIC EXPENDITURE

FINAL DRAFT (January 2019) - SUMMARY

EXPENDITURE	Proposed Budget 2019/20	Budget 2018/19		Year to Date Actuals 2018/19	Budget 2017/18	Actuals 2017/18
		Annual At 31/12/2018	YTD Budget			
Mayor's Allowance	6,500	6,500	4,875	2,022	6,500	6,193
Mayor's Traveling	5,000	5,000	3,750	3,685	5,000	4,668
Civic Insignia	1,500	1,500	1,125	385	1,500	1,088
Receptions (Formal & Informal)	6,000	6,000	4,500	4,139	6,000	6,730
Receptions - Informal	-	-	-	-		
SBC - Town Council only	25,000	25,000	18,750	18,750	25,000	25,000
Christmas Activities	2,000	5,429	4,072	4,620	2,000	1,356
Festival & Events...HODS	2,000	2,000	1,500	885	2,000	356
Specific One Off Events	-	-	-	-		
Event Security	30,000	30,000	22,500	11,581	-	5,338
Contingency (including Events tbc)	5,000	5,000	3,750	17	5,000	1,573
Honoraria inc photographic	3,272	3,176	2,382	2,258	3,144	2,970
Printing & Stationery	500	500	375	149	500	530
Floral Decorations	650	650	488	195	650	430
National Mourning Protocol	-	200	150	25	-	-
Civic Gifts	100	100	75	140	100	-
Civic Robes	1,500	1,500	1,125	123	1,500	1,538
	89,022	92,555	69,416	48,973	58,894	57,770

HATTON ROCK

FINAL DRAFT (January 2019) - SUMMARY

EXPENDITURE	Proposed Budget 2019/20	Budget 2018/19		Year to Date Actuals 2018/19	Budget Actuals 2017/18	
		Annual At 31/12/2018	YTD Budget		Budget	Actuals
Rent	13,490	12,366	9,274	3,377	12,366	8,791
Rates	4,521	4,368	3,276	1,630	3,872	1,843
Insurance	140	135	101	(70)	130	51
Heating & Lighting	42	41	30	130	39	(247)
Service Costs	750	750	563	(757)	900	772
Sundry Expenses	350	350	263	10	350	10
	19,293	18,009	13,507	4,319	17,657	11,220

ALLOTMENTS - PARK ROAD

INCOME	Proposed Budget 2019/20	Budget 2018/19		Year to Date Actuals 2018/19	Budget Actuals 2017/18	
		Annual At 31/12/2018	YTD Budget		Budget	Actuals
Tenancy Rental	171	165	124	33	165	116
	171	165	124	33	165	116
EXPENDITURE						
Lease	10	10	8	-	10	-
Set up & Maintenance Costs		-	-	499	-	288
	10	10	8	499	10	288
NET EXPENDITURE						
	(161)	(155)	(116)	466	(155)	172

TRANQUILITY GARDEN

INCOME	Proposed Budget 2019/20	Budget 2018/19		Year to Date Actuals	Budget Actuals 2017/18	
		Annual At 31/12/2018	YTD Budget		Budget	Actuals
Purchase & Interment Fees	5,860	6,150	4,613	4,395	-	7,091
Memorial Fees	2,307	6,150	4,613	1,730	12,300	4,026
	8,167	12,300	9,225	6,125	12,300	11,117
EXPENDITURE						
Design, Planning & Consultancy/Set up Costs Development Phase 2 and beyond	-	-	-	-	-	-
	5,000	5,000	3,750	1,058	38,700	38,507
	5,000	5,000	3,750	1,058	38,700	38,507
NET EXPENDITURE						
	(3,167)	(7,300)	(5,475)	(5,067)	26,400	27,390

CEMETERY

FINAL DRAFT (January 2019) - SUMMARY

	Proposed Budget 2019/20	Budget 2018/19		Year to Date Actuals 2018/19	Budget	Actuals
		Annual At 31/12/2018	YTD Budget			
INCOME						
Purchase & Interment Fees	37,332	49,464	37,098	27,052	47,607	67,204
Memorial Fees	7,832	7,074	5,305	5,675	6,808	10,978
Sundry Income (Transfers of Burial Rights)	400	400	300	365	400	877
	45,563	56,937	42,703	33,092	54,815	79,059
EXPENDITURE						
Management Charge	136,457	119,143	89,357	94,859	107,765	104,901
Rates and Water Rates	3,924	3,791	2,843	3,424	3,313	3,430
General Ground Maintenance	17,500	8,100	6,075	3,121	33,500	35,350
Repairs & Maintenance	50	50	38	596	50	265
Telephone	650	650	488	395	650	460
Heating & Lighting	562	543	407	358	500	543
Vehicle Expenses	3,719	4,000	3,000	2,790	4,000	3,574
Equipment	7,000	7,550	5,663	6,383	7,550	7,107
Health & Safety	250	250	188	-	250	25
Grave Excavation	3,585	4,750	3,563	1,900	4,750	4,940
Travel & Subsistence	855	520	390	427	520	516
Sundry Seating & Trees	600	600	450	308	600	1,418
Contingency for Inflation	1,354	987	741	-	693	-
Vehicle Replacement Contingency	2,500	2,500	1,875	-	2,500	-
	179,006	153,434	115,075	114,560	166,641	162,528
NET EXPENDITURE	133,443	96,497	72,373	81,468	111,826	83,469

HOLY TRINITY CHURCHYARD / GARDEN OF REMEMBRANCE

	Proposed Budget 2019/20	Budget 2018/19		Year to Date Actuals 2018/19	Budget	Actuals
		Annual At 31/12/2018	YTD Budget			
EXPENDITURE						
Special Repairs and Maintenance	2,500	2,500	1,875	2,706	6,305	6,585
	2,500	2,500	1,875	2,706	6,305	6,585

MISCELLANEOUS EXPENSES

FINAL DRAFT (January 2019) - SUMMARY

EXPENDITURE

Gen Maintenance of Street Furniture
Rother Street Clock Tower
Bus Shelters/Dog Hygiene/Litter/Cycle Racks

Proposed Budget 2019/20	Budget 2018/19		Year to Date Actuals 2018/19	Budget	Actuals
	Annual At 31/12/2018	YTD Budget			
-	312	234	-	312	-
220	220	165	69	220	369
2,229	2,229	1,672	336	1,471	1,138
2,449	2,761	2,071	405	2,003	1,507

MARKET & CHRISTMAS FESTIVAL

INCOME

Market
Christmas Festival

EXPENDITURE

Market - District Council Share
Market - Tripartite Marketing Expenses
Christmas Festival

NET INCOME

Proposed Budget 2019/20	Budget 2018/19		Year to Date Actuals 2018/19	Budget	Actuals
	Annual At 31/12/2018	YTD Budget			
140,295	138,142	103,607	137,923	136,588	128,874
-	-	-	-	-	-
140,295	138,142	103,607	137,923	136,588	128,874
84,177	82,885	62,164	61,709	65,961	73,319
2,806	2,763	2,072	4,299	2,199	553
13,395	13,447	10,085	202	26,653	13,567
100,378	99,095	74,321	66,211	94,813	87,438
39,917	39,047	29,286	71,711	41,775	41,436

SPECIAL PROJECTS AND GRANTS

EXPENDITURE

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

Town Projects / Partnership Working
Stratfordward - BID Levy
Localism Project
Special Projects & Events

Newsletters / Quality Status
Historic Spine Town Hall Plaque
Great British Spring Clean

Proposed Budget 2019/20	Budget 2018/19		Year to Date Actuals 2018/19	Budget	Actuals
	Annual At 31/12/2018	YTD Budget			
60,000	55,500	41,625	42,750	50,000	50,000
-	-	-	-	-	-
28,087	25,337	19,003	25,037	25,337	25,037
725	727	545	700	635	700
-	-	-	27,034	30,000	9,696
-	-	-	-	-	20,000
11,000	11,000	8,250	7,573	11,000	10,215
-	-	-	-	-	-
-	400	300	-	-	-
99,812	92,964	69,723	103,094	116,972	115,648

OPERATIONAL & ADMINISTRATION

FINAL DRAFT (January 2019) - SUMMARY

(changes since THIRD DRAFT are highlighted)

EXPENDITURE	Proposed Budget 2019/20	Budget 2018/19		Year to Date	Budget	Actuals
		Annual At 31/12/2018	YTD Budget	Actuals 2018/19	2017/18	
Salaries, Wages and Related Costs	195,976	221,546	166,159	142,290	217,103	186,130
Avon Planning Services	4,080	4,080	3,060	3,060	4,080	4,080
Neighbourhood Development Plan Monitoring	2,000	2,000	1,500	-	2,000	-
Equipment Rental	2,274	2,000	1,500	1,245	2,000	2,197
Office Equipment and Furniture & Stationery	5,400	5,400	4,050	2,499	4,028	4,277
Telephones	2,200	2,200	1,650	1,567	2,200	2,058
Postage & Carriage	1,500	1,500	1,125	887	1,500	1,414
Alarm & CCTV Call Out	2,177	2,104	1,578	234	2,104	1,095
Travel and Subsistence	250	250	188	82	250	239
Borough Records	350	350	263	-	350	700
Payroll Services	3,400	3,400	2,550	900	3,400	2,240
Councillor & Staff Training	3,565	2,275	1,706	2,674	2,275	1,298
Recruitment	1,500	1,500	1,125	172	1,500	1,342
Newspapers	40	37	28	30	37	37
IT	7,081	4,800	3,600	4,690	4,800	6,842
Rates	27,609	26,675	20,006	24,359	23,779	25,846
Heating & Lighting	7,788	7,525	5,644	4,098	4,000	7,175
STC Meeting & Expenses & Subsistence	1,000	1,000	750	515	1,000	929
General Repairs, Maintenance & Sundry	52,500	10,500	7,875	18,342	10,500	10,649
Health & Safety	1,500	1,500	1,125	-	1,500	-
Combined Insurance Policy	18,000	15,420	11,565	11,547	16,000	15,336
Bank Charges & Interest	1,000	1,000	750	168	1,000	868
Audit Fee	5,585	5,390	4,043	5,600	5,195	5,300
Professional Fees	10,000	10,000	7,500	14,127	10,000	8,240
Subscriptions	1,658	1,602	1,201	2,043	-	4,368
Advertising & Publicity	1,000	1,000	750	-	4,400	2,363
Lift Maintenance Contract	1,000	1,000	750	2,504	1,000	64
Election Exp (Inc Polls/Pro Challenges)	20,000	2,500	1,875	-	1,000	946
Website Maintenance	1,000	1,000	750	-	2,500	-
Office Accommodation Project	-	-	-	-	1,000	250
Contingency for Inflation	6,432	4,108	3,081	-	2,898	-
	392,266	348,061	261,046	243,633	333,399	296,283

RESERVES

FINAL DRAFT (January 2019) - SUMMARY

	Forecast to end of 2018/19	Actuals 2017/18	Actuals 2016/17	Actuals 2015/16
Useable Capital Receipts Reserve	-	-	-	95,809
Building Maintenance Reserve	151,624	168,718	175,438	172,157
Cemetery Land & Building Maint. Reserve	30,000	30,000	30,000	30,000
Tranquility Garden Reserve	-	-	59,146	43,405
Allotment Reserve	26,997	27,463	37,463	39,567
Old Stratford & Drayton Reserve	3,684	3,684	3,684	3,711
Vehicle Replacement Reserve	12,500	10,000	7,500	5,000
Localism Project Reserve	7,371	35,205	34,901	25,000
Shakespeare Birthday Celebrations Reserve	52,307	71,153	61,619	26,957
Christmas Festival Reserve	9,298	13,086	-	-
Designated Reserves Total	293,781	359,309	409,751	441,606
Management Accounts Variance Surplus	3,607	-	-	-
General Reserve	509,448	505,841	448,926	458,644
	803,229	865,150	858,677	900,250
Total Reduction in Designated Reserves	65,528			
Total Increase in General Reserve	3,607			

RESERVES SUMMARY				TOTALS
General Reserve at end of 2017/18	505,841	Designated Reserves	359,309	2017/18 865,150
Precept 2018/19	496,472			
General Reserve to Precept Ratio 2018	102%			
Budgeted Reduction of General Reserve 2018/19	47,774	Forecast Reduction	65,528	Reduction 113,302
Forecast Surplus in Management Accounts 2018/19	3,607			
General Reserve at end of 2018/19	509,448	Designated end of 2018/19	293,781	2018/19 803,229
Precept 2019/20	505,452			
General Reserve to Precept Ratio 2019	101%			
Budgeted Reduction of General Reserve 2019/20	99,180	Budgeted Reduction	49,371	Reduction 148,551
General Reserve at end of 2019/20	410,268	Designated end of 2019/20	244,410	2019/20 654,678
Precept 2020/21	505,452			
General Reserve to Precept Ratio 2020	81%			