

@ 31/03/2020

Month

12

BALANCE SHEET

@ 31/03/2020

@ 31/03/2019

Current Assets

Debtors	£	19,477
Long Term Investments	£	584,205
Short Term Investments	£	167,778
Cash at Bank and in hand	£	6,342
	£	<u>777,802</u>

£	40,548
£	709,569
£	100,932
£	28,229
£	<u>879,278</u>

Less Current Liabilities

Creditors	£	(5,891)
Restricted Funds	£	(16,162)
	£	<u>(22,053)</u>

£	(7,089)
£	(20,068)
£	<u>(27,157)</u>

Year End preliminary adjustments

£ 11,311

Net Current Assets£ 767,061£ 852,121**Financed by:**

Year To Date Trial Balance Surplus/(Deficit)	£	(80,137)
Year End preliminary adjustments	£	11,311
Community Infrastructure Levy (CIL)	£	5,755
General Reserve	£	520,714
Designated Reserves (excluding SBC)	£	236,370
Shakespeare Birthday Celebrations (SBC) balance	£	73,047
	£	<u>767,061</u>

(excluding Fixed Assets @ 31/03/2019)

£ 11,083,998**INVESTMENTS & BANK**

@ 31/03/2020

RESERVES

@ 31/03/2019

@ 31/03/2020

CCLA Local Authorities' Property Fund	£	250,000
Cambridge & Counties 3 Year Business Bond	£	102,200
Cambridge & Counties 2 Year Business Bonds	£	232,005
Total Long Term Investments	£	<u>584,205</u>

CCLA Public Sector Deposit Fund	£	14,387
Cambridge & Counties Bank Savings Account	£	153,391
Total Short Term Investments	£	<u>167,778</u>

Barclays Business Current Account	£	5,921
Barclays Debit Card Account	£	324
Petty Cash	£	97
Total Cash at Bank and in hand	£	<u>6,342</u>

Total Investments & Bank £ 758,325

Building Maintenance Reserve	£	150,860	£	136,615
Cemetery Land & Building Reserve	£	25,400	£	25,400
Allotment Reserve	£	27,162	£	27,162
Christmas Festival Reserve	£	9,298	£	7,184
Old Stratford and Drayton Reserve	£	1,650	£	-
Vehicle Replacement Reserve	£	12,500	£	15,000
Election Expenses Reserve	£	9,500	£	18,462
SBC Reserve	£	68,068	£	73,047
Total Designated Reserves	£	<u>304,438</u>	£	<u>302,870</u>

General Reserve £ 520,714**Community Infrastructure Levy (CIL)** £ 5,755 @ 31/03/2020**Total Reserves (including CIL)** £ 830,907

SUMMARISED INCOME & EXPENDITURE ACCOUNT
@ 31/03/2020

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/03/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	505,452	505,452	505,452	496,472	-	-
Council Tax Reduction Grant	3,660	3,660	3,660	9,430	-	-
Market & Christmas Festival [Net]	39,917	39,917	38,893	34,930	(1,024)	(1,024)
Rents [Net]	7,775	7,775	7,566	7,566	(209)	(209)
Interest on Investments	21,952	21,952	19,617	17,499	(2,335)	(2,335)
Interest on Bank Accounts	360	360	350	386	(10)	(10)
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	625	625	1,225	752	600	600
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	7,165	7,165	(2,987)	489	(10,152)	(10,152)
Funding from Reserves	148,551	n/a	tbc @ Year End	28,367	tbc @ Year End	n/a
	735,457	586,906	573,775	595,892	(161,682)	(13,131)
EXPENDITURE						
Operational & Administrative Expenses	471,654	471,654	364,762	323,426	106,892	106,892
Civic Expenditure	89,022	89,022	59,750	59,522	29,272	29,272
Cemetery [Net]	143,782	143,782	104,885	105,822	38,897	38,897
Holy Trinity Churchyard & Garden of Remembrance	2,500	2,500	4,826	3,199	(2,326)	(2,326)
Tranquility Garden [Net]	(3,167)	(3,167)	(5,990)	(7,330)	2,823	2,823
Allotments [Net]	(161)	(161)	(165)	301	4	4
Hatton Rock	19,293	19,293	9,553	7,025	9,740	9,740
Initiatives, Projects and Grants	103,934	103,934	114,087	120,878	(10,153)	(10,153)
	826,857	826,857	651,707	612,844	175,150	175,150
NET Surplus / (Deficit)	(91,400)	(239,951)	(77,932)	(16,952)	13,468	162,019

Budget 2019/20 Expenditure increase from General Reserves F&S Minute 70 12.3.19 GP Minute 66 9.4.19 F&S Minute 25 10.9.19 F&S Minute 41 19.11.19

Additional Town Hall Maintenance Expenditure and Fees by virement from Building Maintenance Reserve at Year End F&S Minute 41 19.11.19 F&S Minute 55 14.1.20

MARKET & CHRISTMAS FESTIVAL**@ 31/03/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/03/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Market	140,295	140,295	142,119	137,923	1,824	1,824
Christmas Festival	-	-	-	-	-	-
	140,295	140,295	142,119	137,923	1,824	1,824
EXPENDITURE						
Market - District Council Share	84,177	84,177	85,271	82,754	(1,094)	(1,094)
Market - Tripartite Expenses	2,806	2,806	300	3,004	2,506	2,506
Christmas Festival	13,395	13,395	17,655	17,235	(4,260)	(4,260)
	100,378	100,378	103,226	102,992	(2,848)	(2,848)
NET INCOME	39,917	39,917	38,893	34,930	(1,024)	(1,024)

TOWN HALL COMMERCIAL MANAGEMENT**@ 31/03/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/03/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Lettings (excluding Deferred Income)	41,633	41,633	26,131	32,055	(15,502)	(15,502)
Sundry Income	55	55	247	144	192	192
	41,688	41,688	26,378	32,198	(15,310)	(15,310)
EXPENDITURE						
Personnel	25,688	25,688	22,173	22,156	3,515	3,515
Security Personnel	793	793	506	914	287	287
Cleaning & Laundry	3,600	3,600	3,686	3,633	(86)	(86)
PRS and Licences	1,019	1,019	2,680	3,754	(1,660)	(1,660)
Operating Equipment	800	800	130	914	670	670
Travel & Subsistence	350	350	140	289	210	210
Marketing, Publicity & Special Projects	1,500	1,500	-	-	1,500	1,500
Other Costs	500	500	50	50	450	450
Contingency for Inflation	272	272				
	34,523	34,523	29,365	31,709	5,157	5,158
NET INCOME	7,165	7,165	(2,987)	489	(10,152)	(10,152)

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	@ 31/03/2020	2019-20	2018-19	Annual Budget	YTD Budget
Rother Street Clock Tower	220	220	176	85	44	44
STC Meeting Expenses & Subsistence	1,000	1,000	632	706	368	368
Travel and Subsistence	250	250	321	82	(71)	(71)
Borough Records	350	350	-	-	350	350
Salaries, Wages and Related Costs	193,076	193,076	199,140	196,345	(6,064)	(6,064)
Recruitment	1,500	1,500	412	290	1,088	1,088
Advertising & Publicity	1,000	1,000	69	69	931	931
Office Equipment & Furniture & Stationery	5,400	5,400	3,581	5,284	1,819	1,819
Equipment Rental	2,274	2,274	1,390	1,560	884	884
Combined Insurance Policy	18,000	18,000	11,748	15,396	6,252	6,252
Telephones	2,200	2,200	2,341	2,095	(141)	(141)
Postage & Carriage	1,500	1,500	765	891	735	735
Avon Planning Services	4,080	4,080	4,080	4,080	-	-
Neighbourhood Plan Monitoring & Review	2,000	2,000	725	-	1,275	1,275
Subscriptions	1,658	1,658	1,747	2,203	(89)	(89)
Professional Fees	13,250	13,250	5,574	15,556	7,677	7,677
Audit Fees	5,585	5,585	1,600	5,600	3,985	3,985
Payroll Services	6,300	6,300	6,300	1,800	-	-
Health & Safety	1,500	1,500	-	-	1,500	1,500
Councillor & Staff Training	3,565	3,565	1,220	3,048	2,345	2,345
IT	7,999	7,999	8,586	7,196	(586)	(586)
Website Maintenance	1,000	1,000	400	250	600	600
Bank Charges & Interest	1,000	1,000	302	328	698	698
Newspapers	40	40	37	41	3	3
Rates & Water Rates	27,609	27,609	27,413	26,675	195	195
Heating & Lighting	7,788	7,788	7,406	6,683	383	383
General Repairs, Maintenance & Sundry	127,500	127,500	66,745	22,802	60,755	60,755
Alarm & CCTV Call Out	2,177	2,177	-	599	2,177	2,177
Lift Maintenance Contract	1,000	1,000	1,013	2,584	(13)	(13)
Election Exp (Inc Polls/Pro Challenges)	20,000	20,000	11,038	1,181	8,962	8,962
Contingency for Inflation	10,832	10,832			10,832	10,832
	471,654	471,654	364,762	323,426	106,892	106,892

Budget 2019/20 Expenditure increase for Professional Fees from General Reserves F&S Minute 70 12.3.19 Additional IT Costs F&S Minute 41 19.11.19
Additional Town Hall Maintenance Expenditure and Fees by virement from Building Maintenance Reserve at Year End F&S Minute 27 11.9.18 F&S Minute 69 12.3.19
F&S Minute 41 19.11.19 F&S Minute 55 14.1.20

Contingency for Inflation increased from Final Draft Budget 2019-20 amount to correct Budget Total error
Budget 2019/20 adjustment for Salaries and Payroll Services F&S Minute 41 19.11.19

CIVIC EXPENDITURE
@ 31/03/2020

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	@ 31/03/2020	2019-20	2018-19	Annual Budget	YTD Budget
Mayor's Allowance	6,500	6,500	4,862	2,344	1,638	1,638
Mayor's Traveling	5,000	5,000	5,622	4,969	(622)	(622)
Civic Insignia	1,500	1,500	301	535	1,199	1,199
Receptions (Formal & Informal)	6,000	6,000	4,463	5,659	1,537	1,537
Honoraria inc photographic	3,272	3,272	3,064	3,060	208	208
Printing & Stationery	500	500	958	151	(458)	(458)
Floral Decorations	650	650	350	410	300	300
Civic Robes	1,500	1,500	1,033	123	467	467
Civic Gifts	100	100	61	122	39	39
SBC - Town Council funding contribution	25,000	25,000	25,000	25,000	-	-
Christmas Activities	2,000	2,000	1,934	4,620	66	66
Festivals & Events - HODS	2,000	2,000	-	885	2,000	2,000
Contingency (Events tbc)	5,000	5,000	492	17	4,508	4,508
National Mourning Protocol	-	-	-	46	-	-
Event Security	30,000	30,000	11,611	11,581	18,389	18,389
	89,022	89,022	59,750	59,522	29,272	29,272

CEMETERY

@ 31/03/2020

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/03/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	37,332	37,332	54,900	41,982	17,568	17,568
Memorial Fees	7,832	7,832	9,940	7,055	2,109	2,109
Sundry Income (Seating/Trees/Transfers)	400	400	405	525	5	5
	45,563	45,563	65,245	49,562	19,682	19,682
EXPENDITURE						
Management Charge	136,457	136,457	130,868	124,805	5,588	5,588
Rates	4,263	4,263	4,263	3,791	(0)	(0)
General Ground Maintenance	27,500	27,500	19,100	8,462	8,400	8,400
Repairs & Maintenance	50	50	98	596	(48)	(48)
Telephone	650	650	596	568	54	54
Heating & Lighting	562	562	(244)	1,326	806	806
Vehicle Expenses	3,719	3,719	4,927	4,771	(1,208)	(1,208)
Equipment	7,000	7,000	5,214	7,218	1,786	1,786
Health & Safety	250	250	9	-	241	241
Grave Excavation	3,585	3,585	3,610	3,040	(25)	(25)
Travel & Subsistence	855	855	606	499	249	249
Sundry Seating & Trees	600	600	1,083	308	(483)	(483)
Contingency for Inflation	1,354	1,354	-	-	1,354	1,354
Vehicle Replacement Contingency	2,500	2,500	-	-	2,500	2,500
	189,345	189,345	170,130	155,384	19,215	19,215
NET EXPENDITURE	143,782	143,782	104,885	105,822	38,897	38,897

Budget 2019/20 Expenditure increase for Rates from General Reserves F&S Minute 41 19.11.19 Expenditure increase for Ground Maintenance F&S Minute 25 10.9.19

HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE

@ 31/03/2020

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/03/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	2,500	2,500	4,826	3,199	(2,326)	(2,326)
	2,500	2,500	4,826	3,199	(2,326)	(2,326)

TRANQUILITY GARDEN**@ 31/03/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/03/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	5,860	5,860	5,390	6,370	(470)	(470)
Memorial Fees	2,307	2,307	2,400	2,045	93	93
	8,167	8,167	7,790	8,415	(377)	(377)
EXPENDITURE						
Maintenance & Development Costs	5,000	5,000	1,800	1,085	3,200	3,200
	5,000	5,000	1,800	1,085	3,200	3,200
NET EXPENDITURE	(3,167)	(3,167)	(5,990)	(7,330)	2,823	2,823

Budget 2019/20 Income expected to exceed Expenditure

ALLOTMENTS - PARK ROAD**@ 31/03/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/03/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	171	171	165	198	(6)	(6)
	171	171	165	198	(6)	(6)
EXPENDITURE						
Lease	10	10	-	-	10	10
Set up & Maintenance Costs	-	-	-	499	-	-
	10	10	-	499	10	10
NET EXPENDITURE	(161)	(161)	(165)	301	4	4

Budget 2019/20 Expenditure to be covered by Designated Allotment Reserve

HATTON ROCK**@ 31/03/2020**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/03/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Rent	13,490	13,490	6,749	5,625	6,741	6,741
Rates	4,521	4,521	1,950	2,067	2,571	2,571
Insurance	140	140	142	(70)	(2)	(2)
Heating & Lighting	42	42	1	130	41	41
Service Costs	750	750	562	(757)	188	188
Sundry Expenses	350	350	149	30	201	201
	19,293	19,293	9,553	7,025	9,740	9,740

INITIATIVES, PROJECTS AND GRANTS**@ 31/03/2020**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/03/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	60,000	60,000	60,000	55,500	-	-
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working / CCTV	28,087	28,087	27,788	25,037	299	299
Stratforward - BID Levy	725	725	709	700	16	16
Localism Project (NDP) - to Nov 2018	-	-	-	28,367	-	-
COVID-19 Coronavirus Emergency	-	-	9,000	-	(9,000)	(9,000)
Special Projects & Events	-	-	631	-	(631)	(631)
Newsletters / Quality Status	11,000	11,000	9,418	10,939	1,582	1,582
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	4,122	4,122	6,540	336	(2,418)	(2,418)
	103,934	103,934	114,087	120,878	(10,153)	(10,153)

Budget 2019/20 Expenditure increase for Bus Shelters/Dog Hygiene/Litter/Cycle Racks from General Reserves GP Minute 66 9.4.19

SHAKESPEARE BIRTHDAY CELEBRATIONS

@ 31/03/2020

			2019-20	2018-19
SBC - S106 Agreement (Balance)			7,933	
SBC - Opening Balance (B/fwd from 2018-19)			68,068	
INCOME				
SBC - Income (Other)			25,000	50,000
SBC - Town Council Budget			25,000	25,000
SBC - Friends Donations			125	500
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			2,792	5,992
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
Total Income			52,917	81,492
EXPENDITURE				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			-	150
SBC - Standard Replacements			-	-
SBC - Flag Poles			4,520	4,765
SBC - Insurance			376	376
SBC - Health & Safety			1,990	1,745
SBC - Event Security			1,650	-
SBC - Traffic Management			11,538	3,364
SBC - Parade & Ceremony			9,070	9,051
SBC - Management Charges			5,633	7,815
SBC - Operational Expenses			-	37,500
SBC - Miscellaneous Expenses			11,471	12,685
SBC - Birthday Cake			-	1,400
SBC - Playmakers			-	-
SBC - Marketing			1,690	5,332
SBC - Bank Charges			-	-
SBC - Friends of Shakespeare (including Launch)			-	-
SBC - Friends Reception			-	393
Total Expenditure			47,938	84,576
NET Surplus (Deficit) for Year			4,979	(3,085)
SBC - including Opening Balance			73,047	