

@ 31/10/2020

Month 7

BALANCE SHEET

@ 31/10/2020

Fixed Assets

Long Term Investments	£	584,205
-----------------------	---	---------

Current Assets

Debtors	£	6,693
Short Term Investments	£	261,114
Cash at Bank and in hand	£	112,758
	£	<u>380,565</u>

Less Current Liabilities

Creditors	£	(27,458)
Restricted Funds	£	(15,849)
	£	<u>(43,308)</u>

Net Assets (excluding Fixed Asset Reserve)	£	<u>921,462</u>
---	----------	-----------------------

Financed by:

Year To Date Trial Balance Surplus/(Deficit)	£	162,588
General Reserve	£	442,390
Designated Reserves (excluding CIL & SBC)	£	229,793
Community Infrastructure Levy (CIL) balance	£	13,351
Shakespeare Birthday Celebrations (SBC) balance	£	73,341
	£	<u>921,462</u>

(excluding Fixed Assets @ 31/03/2020) £ 15,039,541**INVESTMENTS & BANK**

@ 31/10/2020

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	£	34,439
Cambridge & Counties Bank Savings Account	£	226,675
Total Short Term Investments	£	<u>261,114</u>

Barclays Business Current Account	£	112,495
Barclays Debit Card Account	£	126
Petty Cash	£	137
Total Cash at Bank and in hand	£	<u>112,758</u>

Total Investments & Bank	£	<u>958,077</u>
-------------------------------------	----------	-----------------------

RESERVES

@ 31/03/2020

Building Maintenance Reserve	£	136,615
Cemetery Land & Building Reserve	£	25,400
Allotment Reserve	£	27,162
Christmas Festival Reserve	£	7,154
Vehicle Replacement Reserve	£	15,000
Election Expenses Reserve	£	18,462
Community Infrastructure Levy (CIL)	£	5,755
SBC Reserve	£	73,047
Total Designated Reserves	£	<u>308,595</u>

General Reserve	£	<u>442,390</u>
------------------------	----------	-----------------------

Total Reserves	£	<u>750,985</u>
-----------------------	----------	-----------------------

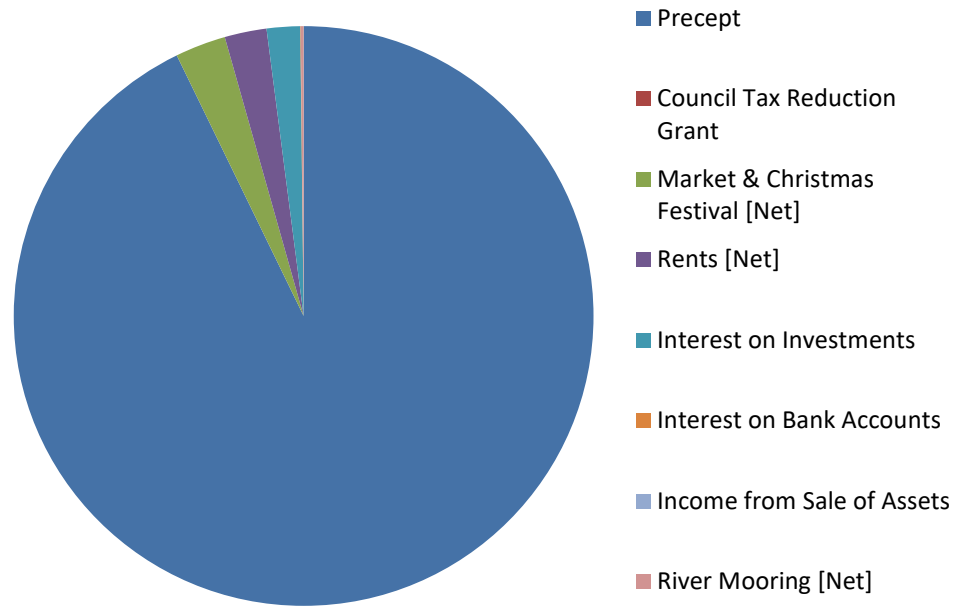
INCOME & EXPENDITURE YEAR TO DATE - BUDGET & ACTUALS

INCOME	YTD Budget @ 31/10/2020	% of Total	YTD Actuals @ 31/10/2020	% of Total	VARIANCE Surplus/(Deficit)
Precept	300,038	66%	300,038	82%	-
Council Tax Reduction Grant	-		-		-
Market & Christmas Festival (incl. SDC share)	83,967	18%	16,970	5%	(66,997)
Rents	5,688		9,750		4,062
Interest on Investments	10,208		6,014		(4,194)
Interest on Bank Accounts	210		90		(120)
Income from Sale of Assets	-		-		-
River Mooring	604		513		(91)
Town Hall Commercial Management	18,194	4%	2,065	1%	(16,130)
Cemetery	31,692	7%	25,577	7%	(6,115)
Tranquility Garden	5,312		3,470		(1,842)
Allotments	96		-		(96)
TOTAL INCOME	456,009		364,486		(91,523)
EXPENDITURE					
Market & Christmas Festival (incl. SDC share)	63,311	10%	7,836	2%	55,475
Rents	1,274		2,184		(910)
River Mooring	-		-		-
Town Hall Commercial Management	21,440	3%	16,755	4%	4,685
Operational & Administrative Expenses	257,829	41%	172,902	42%	84,927
Civic Expenditure	49,179	8%	6,519	2%	42,660
Cemetery	122,010	19%	124,149	30%	(2,139)
Holy Trinity Churchyard & Garden of Remembrance	1,750		-		1,750
Tranquility Garden	2,917		-		2,917
Allotments	6		-		6
Hatton Rock	11,294		11,454		(160)
Initatives, Projects and Grants	105,078	17%	68,063	17%	37,015
Contingency for Inflation (included in above)	4,599				
TOTAL EXPENDITURE	636,088		409,861		226,227
NET Surplus / (Deficit)	(180,079)		(45,375)		134,704

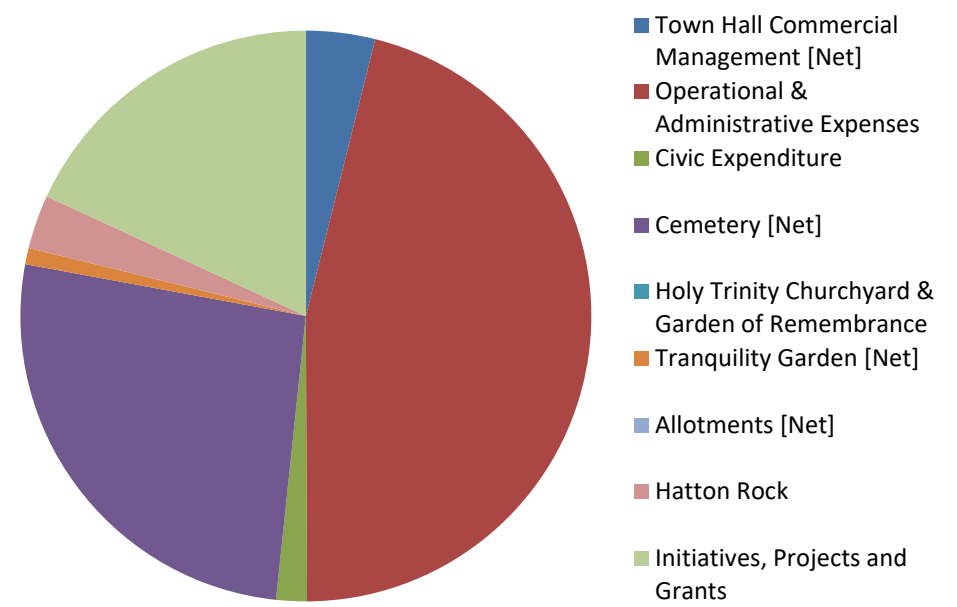
INCOME & EXPENDITURE YEAR TO DATE - ACTUALS & PREVIOUS

	YTD Actuals 2020-21 @ 31/10/2020	% of Total	YTD Previous 2019-20 @ 31/10/2019	% of Total	VARIANCE Increase / (Decrease)
INCOME					
Precept	300,038	82%	294,847	61%	5,191
Council Tax Reduction Grant	-	-	2,135	0%	(2,135)
Market & Christmas Festival (incl. SDC share)	16,970	5%	106,133	22%	(89,163)
Rents	9,750	3%	9,750	2%	-
Interest on Investments	6,014	2%	5,811	1%	203
Interest on Bank Accounts	90	0%	208	0%	(118)
Income from Sale of Assets	-	-	-	-	-
River Mooring	513	0%	721	0%	(208)
Town Hall Commercial Management	2,065	1%	17,104	4%	(15,040)
Cemetery	25,577	7%	40,965	8%	(15,388)
Tranquility Garden	3,470	1%	6,085	1%	(2,615)
Allotments	-	-	-	-	-
TOTAL INCOME	364,486	100%	483,759	100%	(119,273)
EXPENDITURE					
Market & Christmas Festival (incl. SDC share)	7,836	2%	63,855	13%	(56,019)
Rents	2,184	1%	2,184	0%	-
River Mooring	-	-	-	-	-
Town Hall Commercial Management	16,755	4%	20,313	4%	(3,558)
Operational & Administrative Expenses	172,902	42%	203,907	41%	(31,005)
Civic Expenditure	6,519	2%	32,217	7%	(25,698)
Cemetery	124,149	30%	102,515	21%	21,634
Holy Trinity Churchyard & Garden of Remembrance	-	-	4,363	1%	(4,363)
Tranquility Garden	-	-	331	0%	(331)
Allotments	-	-	-	-	-
Hatton Rock	11,454	3%	1,097	0%	10,358
Initatives, Projects and Grants	68,063	17%	62,973	13%	5,090
Contingency for Inflation (included in above)					
TOTAL EXPENDITURE	409,861	100%	493,754	100%	(83,893)
NET Surplus / (Deficit)	(45,375)		(9,995)		(35,380)

INCOME YTD Actuals



EXPENDITURE YTD Actuals



SUMMARISED INCOME & EXPENDITURE ACCOUNT
@ 31/10/2020

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/10/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	514,351	300,038	300,038	294,847	(214,313)	-
Council Tax Reduction Grant	-	-	-	2,135	-	-
Market & Christmas Festival [Net]	35,410	20,656	9,134	42,278	(26,276)	(11,522)
Rents [Net]	7,566	4,414	7,566	7,566	(0)	3,152
Interest on Investments	17,500	10,208	6,014	5,811	(11,486)	(4,194)
Interest on Bank Accounts	360	210	90	208	(270)	(120)
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	1,035	604	513	721	(523)	(91)
Sundry Income	-	-	-	-	-	-
	576,222	336,130	323,355	353,566	(252,867)	(12,775)
EXPENDITURE						
Town Hall Commercial Management [Net]	5,564	3,246	14,690	3,208	(9,126)	(11,444)
Operational & Administrative Expenses	441,992	257,829	172,902	203,907	269,090	84,927
Civic Expenditure	84,307	49,179	6,519	32,217	77,788	42,660
Cemetery [Net]	154,831	90,318	98,572	61,550	56,259	(8,254)
Holy Trinity Churchyard & Garden of Remembrance	3,000	1,750	-	4,363	3,000	1,750
Tranquility Garden [Net]	(4,107)	(2,395)	(3,470)	(5,754)	(637)	1,075
Allotments [Net]	(155)	(90)	-	-	(155)	(90)
Hatton Rock	19,361	11,294	11,454	1,097	7,907	(160)
Initiatives, Projects and Grants	180,134	105,078	68,063	62,973	112,071	37,015
	884,927	516,209	368,730	363,560	516,198	147,479
NET Surplus / (Deficit)	(308,705)	(180,079)	(45,375)	(9,995)	263,330	134,704
Funding from Reserves	295,705	<i>n/a</i>	<i>tbc @ Year End</i>	10,892	<i>tbc @ Year End</i>	<i>n/a</i>
Budget Virements (approved post Budget)	13,000					

Cemetery Expenditure increase for Ground Maintenance £10,000 F&S Minute 25 10.9.19 and for Equipment £3,000 F&S Minute 71.2 10.3.20 (carried over from 2019-20)

MARKET & CHRISTMAS FESTIVAL**@ 31/10/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/10/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Market	143,943	83,967	16,970	106,133	(126,973)	(66,997)
Christmas Festival	-	-	-	-	-	-
	143,943	83,967	16,970	106,133	(126,973)	(66,997)
EXPENDITURE						
Market - District Council Share	86,366	50,380	7,836	63,680	78,530	42,544
Market - Tripartite Expenses	2,879	1,679	-	-	2,879	1,679
Christmas Festival	19,288	11,251	-	175	19,288	11,251
	108,533	63,311	7,836	63,855	100,697	55,475
NET INCOME	35,410	20,656	9,134	42,278	(26,276)	(11,522)

TOWN HALL COMMERCIAL MANAGEMENT**@ 31/10/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/10/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Lettings (excluding Deferred Income)	30,876	18,011	2,065	17,000	(28,812)	(15,947)
Sundry Income	314	183	-	105	(314)	(183)
	31,190	18,194	2,065	17,104	(29,126)	(16,130)
EXPENDITURE						
Salaries, Wages & Related Costs	27,202	15,868	13,802	15,196	13,400	2,066
Security Personnel	793	463	-	289	793	463
Cleaning & Laundry	3,600	2,100	1,462	2,009	2,138	638
PRS and Licences	1,653	964	1,447	2,680	206	(482)
Operating Equipment	914	533	44	-	870	489
Travel & Subsistence	350	204	-	89	350	204
Marketing, Publicity & Special Projects	1,500	875	-	-	1,500	875
Other Costs	500	292	-	50	500	292
Contingency for Inflation	242	141	-	-	-	-
	36,754	21,440	16,755	20,313	19,999	4,685
NET EXPENDITURE	5,564	3,246	14,690	3,208	(9,126)	(11,444)

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/10/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
Rother Street Clock Tower	220	128	217	165	3	(88)
STC Meeting Expenses & Subsistence	1,000	583	136	394	864	447
Travel and Subsistence	250	146	34	151	216	111
Borough Records	350	204	-	-	350	204
Salaries, Wages & Related Costs	189,834	110,737	109,792	116,796	80,042	945
Recruitment	1,500	875	118	412	1,382	757
Advertising & Publicity	1,000	583	-	-	1,000	583
Office Equipment & Furniture & Stationery	3,600	2,100	732	2,100	2,868	1,368
Equipment Rental	2,274	1,326	745	745	1,529	581
Combined Insurance Policy	12,124	7,072	7,647	6,853	4,477	(575)
Telephones	2,200	1,283	1,202	1,245	998	81
Postage & Carriage	1,000	583	400	783	600	183
Avon Planning Services	4,080	2,380	2,380	2,720	1,700	-
Neighbourhood Plan Monitoring & Review	2,000	1,167	420	420	1,580	747
Subscriptions	2,260	1,318	1,064	1,052	1,196	254
Professional Fees	13,595	7,930	8,638	18,621	4,958	(707)
Audit Fees	5,746	3,352	4,350	1,600	1,396	(998)
Payroll Services	5,800	3,383	1,000	3,500	4,800	2,383
Health & Safety	1,500	875	-	-	1,500	875
Councillor & Staff Training	7,565	4,413	210	910	7,355	4,203
IT	8,325	4,856	4,642	5,262	3,683	214
Website Maintenance	1,000	583	1,148	75	(148)	(565)
Bank Charges & Interest	1,000	583	287	60	713	297
Newspapers	40	24	23	23	17	0
Rates & Water Rates	28,126	16,407	16,271	15,991	11,855	136
Heating & Lighting	7,990	4,661	1,720	2,729	6,270	2,941
General Repairs, Maintenance & Sundry	124,036	72,354	6,850	9,248	117,186	65,504
Alarm & CCTV Call Out	1,000	583	365	-	635	218
Lift Maintenance Contract	1,000	583	2,512	1,013	(1,512)	(1,929)
Election Exp (Inc Polls/Pro Challenges)	5,000	2,917	-	11,038	5,000	2,917
Contingency for Inflation	6,577	3,837	-	-	6,577	3,837
	441,992	257,829	172,902	203,907	269,090	84,927

General Repairs decreased by budget virement to cover Cemetery Expenditure increase GP Minute 13 14.7.20

CIVIC EXPENDITURE
@ 31/10/2020

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/10/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
Mayor's Allowance	6,500	3,792	151	2,129	6,349	3,640
Mayor's Traveling	5,000	2,917	510	3,179	4,491	2,407
New Civic Car (to be added to Mayor's Travelling)	3,864	2,254				
Civic Insignia	4,864	2,837	3,422	184	1,442	(584)
Receptions (Formal & Informal)	6,000	3,500	770	3,812	5,230	2,730
Honoraria inc photographic	3,329	1,942	1,457	1,456	1,872	485
Printing & Stationery	500	292	210	492	290	82
Floral Decorations	650	379	-	215	650	379
Civic Robes	1,500	875	-	952	1,500	875
Civic Gifts	100	58	-	61	100	58
SBC - Town Council funding contribution	25,000	14,583	-	14,583	25,000	14,583
Christmas Activities	2,000	1,167	-	1,060	2,000	1,167
Festivals & Events - HODS	2,000	1,167	-	-	2,000	1,167
VE Day 75	3,000	1,750	-	-	-	-
Contingency (Events tbc)	5,000	2,917	-	-	5,000	2,917
National Mourning Protocol	-	-	-	-	-	-
Event Security	15,000	8,750	-	4,095	15,000	8,750
	84,307	49,179	6,519	32,217	77,788	42,660

Event Security decreased by £5,000 to offset additional Grant Expenditure for Fred Winter Centre TC Minute 82 29.9.20

CEMETERY

@ 31/10/2020

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/10/2020	2020-21	2019-20	Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	43,074	25,127	22,607	35,735	(20,467)	(2,520)
Memorial Fees	10,855	6,332	2,620	5,145	(8,235)	(3,712)
Sundry Income (Seating/Trees/Transfers)	400	233	350	85	(50)	117
	54,329	31,692	25,577	40,965	(28,752)	(6,115)
EXPENDITURE						
Salaries, Wages & Related Costs	135,173	78,851	82,146	74,799	53,027	(3,295)
Training	3,000	1,750				
Rates & Water Rates	4,374	2,552	2,600	2,487	1,774	(48)
General Ground Maintenance	39,964	23,312	24,049	16,141	15,915	(737)
Repairs & Maintenance	1,100	642	-	-	1,100	642
Telephone	650	379	260	403	390	120
Heating & Lighting	1,160	677	147	(187)	1,013	530
Vehicle Expenses	3,730	2,176	2,188	2,154	1,542	(12)
Equipment	10,218	5,961	11,147	3,733	(929)	(5,186)
Health & Safety	250	146	-	9	250	146
Grave Excavation	4,750	2,771	1,140	2,280	3,610	1,631
Travel & Subsistence	626	365	368	394	258	(3)
Sundry Seating & Trees	600	350	105	304	495	245
Contingency for Inflation	1,065	621	-	-	1,065	621
Vehicle Replacement Contingency	2,500	1,458	-	-	2,500	1,458
	209,160	122,010	124,149	102,515	85,011	(3,889)
NET EXPENDITURE	154,831	90,318	98,572	61,550	56,259	(8,254)

Cemetery Expenditure increase for Ground Maintenance F&S Minute 25 10.9.19 and for Equipment F&S Minute 71.2 10.3.20 (carried over from 2019-20)

Cemetery Expenditure increase for Ground Maintenance GP Minute 13 14.7.20

HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE

@ 31/10/2020

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/10/2020	2020-21	2019-20	Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	3,000	1,750	-	4,363	3,000	1,750
	3,000	1,750	-	4,363	3,000	1,750

TRANQUILITY GARDEN

@ 31/10/2020

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/10/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	6,480	3,780	2,726	4,330	(3,754)	(1,054)
Memorial Fees	2,627	1,532	744	1,755	(1,883)	(789)
	9,107	5,312	3,470	6,085	(5,637)	(1,842)
EXPENDITURE						
Maintenance & Development Costs	5,000	2,917	-	331	5,000	2,917
	5,000	2,917	-	331	5,000	2,917
NET EXPENDITURE	(4,107)	(2,395)	(3,470)	(5,754)	(637)	1,075

Budget 2020/21 Income expected to exceed Expenditure

ALLOTMENTS - PARK ROAD

@ 31/10/2020

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/10/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	96	-	-	(165)	(96)
	165	96	-	-	(165)	(96)
EXPENDITURE						
Lease	10	6	-	-	10	6
Set up & Maintenance Costs	-	-	-	-	-	-
	10	6	-	-	10	6
NET EXPENDITURE	(155)	(90)	-	-	(155)	(90)

Budget 2020/21 Expenditure to be covered by Designated Allotment Reserve

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/10/2020	2020-21	2019-20	Annual Budget	YTD Budget
Rent	13,490	7,869	8,993	4	4,497	(1,124)
Rates	4,584	2,674	2,649	1,137	1,935	25
Insurance	144	84	-	142	144	84
Heating & Lighting	43	25	-	1	43	25
Service Costs	750	438	(188)	(188)	938	626
Sundry Expenses	350	204	-	-	350	204
	19,361	11,294	11,454	1,097	7,907	(160)

INITIATIVES, PROJECTS AND GRANTS
@ 31/10/2020

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/10/2020	2020-21	2019-20	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	115,000	67,083	30,000	30,000	85,000	37,083
Special Projects & Grants - Under £20K	5,000	2,917	-	-	5,000	2,917
Town Projects / Partnership Working / CCTV	28,087	16,384	27,788	27,788	299	(11,404)
Stratforward - BID Levy	744	434	709	709	35	(275)
Localism Project (NDP) - to Nov 2018	-	-	-	65	-	-
COVID-19 Response & Community Support	-	-	8,357	-	(8,357)	(8,357)
Other Debtors - Stratford Support cash only clients	-	-	108	-	(108)	(108)
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	14,106	8,229	475	3,151	13,631	7,754
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	6,997	4,082	625	1,259	6,372	3,456
Climate Change Pilot Scheme	10,000	5,833	-	-	10,000	5,833
Lunch Club (Loneliness/Dementia Friendly projects)	200	117	-	-	200	117
	180,134	105,078	68,063	62,973	112,071	37,015

Special Projects & Grants additional Grant Expenditure of £5,000 for Fred Winter Centre TC Minute 82 29.9.20

SHAKESPEARE BIRTHDAY CELEBRATIONS

@ 31/10/2020

			2020-21	2019-20
SBC - S106 Agreement (Balance)			7,933	
SBC - Opening Balance (B/fwd from 2019-20)			73,047	
INCOME				
SBC - Income (Other)			-	25,000
SBC - Town Council Budget			-	25,000
SBC - Friends Donations			-	25
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			(83)	2,542
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
Total Income			(83)	52,567
EXPENDITURE				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			-	-
SBC - Standard Replacements			-	-
SBC - Flag Poles			-	4,520
SBC - Insurance			-	376
SBC - Health & Safety			500	1,990
SBC - Event Security			-	1,650
SBC - Traffic Management			-	10,706
SBC - Parade & Ceremony			(877)	8,193
SBC - Management Charges			-	5,633
SBC - Operational Expenses			-	-
SBC - Miscellaneous Expenses			-	11,471
SBC - Birthday Cake			-	-
SBC - Playmakers			-	-
SBC - Marketing			-	1,690
SBC - Bank Charges			-	-
SBC - Friends of Shakespeare (including Launch)			-	-
SBC - Friends Reception			-	-
Total Expenditure			(377)	46,229
NET Surplus (Deficit) for Year			294	6,338
SBC - including Opening Balance			73,341	