

**BALANCE SHEET****Current Assets**

Debtors	£	46,039
Long Term Investments	£	584,205
Short Term Investments	£	326,616
Cash at Bank and in hand	£	56,411
	£	<u>1,013,271</u>

**Less Current Liabilities**

Creditors	£	(19,280)
Restricted Funds (excluding CIL)	£	(16,412)
Community Infrastructure Levy (CIL)	£	(5,755)
	£	<u>(41,447)</u>

**Net Current Assets**

	£	<u><u>971,825</u></u>
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**Financed by:**

Year To Date Surplus/(Deficit)	£	141,964
General Reserve	£	520,714
Designated Reserves (excluding SBC)	£	234,740
Shakespeare Birthday Celebrations (SBC) balance	£	74,406
	£	<u><u>971,825</u></u>

(excluding Fixed Assets @ 31/03/2019) £ 11,083,998

**INVESTMENTS & BANK**

At 31/12/2019

CCLA Local Authorities' Property Fund	£	250,000
Cambridge & Counties 3 Year Business Bonds	£	102,200
Cambridge & Counties 2 Year Business Bond	£	232,005
<b>Total Long Term Investments</b>	£	<u><u>584,205</u></u>
CCLA Public Sector Deposit Fund	£	114,210
Cambridge & Counties Bank Savings Account	£	212,406
<b>Total Short Term Investments</b>	£	<u><u>326,616</u></u>
Barclays Business Current Account	£	55,664
Barclays Debit Card Account	£	550
Petty Cash	£	197
<b>Total Cash at Bank and in hand</b>	£	<u><u>56,411</u></u>

**RESERVES**

At 31/03/2019

Building Maintenance Reserve	£	150,860
Cemetery Land & Building Reserve	£	25,400
Allotment Reserve	£	27,162
Christmas Festival Reserve	£	9,298
Old Stratford and Drayton Reserve	£	20
Vehicle Replacement Reserve	£	12,500
Election Expenses Reserve	£	9,500
SBC Reserve	£	68,068
<b>Total Designated Reserves</b>	£	<u><u>302,808</u></u>
<b>General Reserve</b>	£	<u><u>520,714</u></u>
<b>Community Infrastructure Levy (CIL)</b>	£	<u><u>5,755</u></u>
<b>Total Reserves (including CIL)</b>	£	<u><u>829,278</u></u>

At 31/12/2019

**SUMMARISED INCOME & EXPENDITURE ACCOUNT**
**At 31/12/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/12/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Precept	505,452	379,089	<b>379,089</b>	372,354	(126,363)	(0)
Council Tax Reduction Grant	3,660	2,745	<b>2,745</b>	7,073	(915)	-
Market & Christmas Festival [Net]	39,917	29,937	<b>78,019</b>	71,711	38,102	48,082
Rents [Net]	7,775	5,831	<b>7,566</b>	7,566	(209)	1,735
Interest on Investments	21,952	16,464	<b>15,790</b>	14,015	(6,162)	(674)
Interest on Bank Accounts	360	270	<b>291</b>	299	(69)	21
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	625	469	<b>1,225</b>	752	600	756
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	7,165	5,374	<b>(2,881)</b>	2,903	(10,046)	(8,255)
Funding from Reserves	148,551	111,413	<b>12,771</b>	27,034	(135,780)	(98,642)
	<b>735,457</b>	<b>551,592</b>	<b>494,614</b>	<b>503,707</b>	<b>(240,843)</b>	<b>(56,978)</b>
<b>EXPENDITURE</b>						
Operational & Administrative Expenses	421,654	316,241	<b>250,486</b>	243,701	171,168	65,755
Civic Expenditure	89,022	66,767	<b>46,911</b>	48,973	42,111	19,856
Cemetery [Net]	133,782	100,337	<b>79,313</b>	81,468	54,469	21,024
Holy Trinity Churchyard & Garden of Remembrance	2,500	1,875	<b>4,616</b>	2,706	(2,116)	(2,741)
Tranquility Garden [Net]	(3,167)	(2,375)	<b>(6,476)</b>	(5,067)	3,309	4,101
Allotments [Net]	(161)	(120)	-	466	(161)	(120)
Hatton Rock	19,293	14,470	<b>5,693</b>	4,319	13,600	8,777
Initiatives, Projects and Grants	103,934	77,951	<b>78,283</b>	103,430	25,651	(332)
	<b>766,857</b>	<b>575,146</b>	<b>458,826</b>	<b>479,996</b>	<b>308,031</b>	<b>116,320</b>
<b>NET Surplus / (Deficit)</b>	<b>(31,400)</b>	<b>(23,554)</b>	<b>35,789</b>	<b>23,711</b>	<b>67,189</b>	<b>59,343</b>

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

**MARKET & CHRISTMAS FESTIVAL****At 31/12/2019**

	<b>BUDGET</b>		<b>ACTUALS</b>		<b>VARIANCE - Surplus (Deficit)</b>	
	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actuals</b>	<b>YTD Previous</b>	<b>YTD Actuals To</b>	
	<b>2019-20</b>	<b>At 31/12/2019</b>	<b>2019-20</b>	<b>2018-19</b>	<b>Annual Budget</b>	<b>YTD Budget</b>
<b>INCOME</b>						
Market	140,295	105,221	142,119	137,923	1,824	36,898
Christmas Festival	-	-	-	-	-	-
	<b>140,295</b>	<b>105,221</b>	<b>142,119</b>	<b>137,923</b>	<b>1,824</b>	<b>36,898</b>
<b>EXPENDITURE</b>						
Market - District Council Share	84,177	63,133	63,680	61,709	20,497	(547)
Market - Tripartite Expenses	2,806	2,105	300	4,299	2,506	1,805
Christmas Festival	13,395	10,046	120	202	13,275	9,926
	<b>100,378</b>	<b>75,284</b>	<b>64,100</b>	<b>66,211</b>	<b>36,278</b>	<b>11,184</b>
<b>NET INCOME</b>	<b>39,917</b>	<b>29,937</b>	<b>78,019</b>	<b>71,711</b>	<b>38,102</b>	<b>48,082</b>

**TOWN HALL COMMERCIAL MANAGEMENT****At 31/12/2019**

	<b>BUDGET</b>		<b>ACTUALS</b>		<b>VARIANCE - Surplus (Deficit)</b>	
	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actuals</b>	<b>YTD Previous</b>	<b>YTD Actuals To</b>	
	<b>2019-20</b>	<b>At 31/12/2019</b>	<b>2019-20</b>	<b>2018-19</b>	<b>Annual Budget</b>	<b>YTD Budget</b>
<b>INCOME</b>						
Lettings (excluding Deferred Income)	41,633	31,225	22,570	30,169	(19,063)	(8,655)
Sundry Income	55	41	235	41	180	194
	<b>41,688</b>	<b>31,266</b>	<b>22,805</b>	<b>30,210</b>	<b>(18,883)</b>	<b>(8,461)</b>
<b>EXPENDITURE</b>						
Personnel	25,688	19,266	19,712	20,156	5,976	(446)
Security Personnel	793	595	416	595	377	179
Cleaning & Laundry	3,600	2,700	2,648	2,697	952	52
PRS and Licences	1,019	765	2,680	2,766	(1,660)	(1,915)
Operating Equipment	800	600	70	869	730	530
Travel & Subsistence	350	263	111	175	239	152
Marketing, Publicity & Special Projects	1,500	1,125	-	-	1,500	1,125
Other Costs	500	375	50	50	450	325
Contingency for Inflation	272	204				
	<b>34,523</b>	<b>25,892</b>	<b>25,686</b>	<b>27,308</b>	<b>8,837</b>	<b>206</b>
<b>NET INCOME</b>	<b>7,165</b>	<b>5,374</b>	<b>(2,881)</b>	<b>2,903</b>	<b>(10,046)</b>	<b>(8,255)</b>

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	At 31/12/2019	2019-20	2018-19	Annual Budget	YTD Budget
Rother Street Clock Tower	220	165	165	69	55	0
STC Meeting Expenses & Subsistence	1,000	750	560	515	440	190
Travel and Subsistence	250	188	258	82	(8)	(70)
Borough Records	350	263	-	-	350	263
Salaries Wages and Related Costs	193,076	144,807	146,992	142,290	46,084	(2,185)
Recruitment	1,500	1,125	412	172	1,088	713
Advertising & Publicity	1,000	750	-	-	1,000	750
Office Equipment & Furniture & Stationery	5,400	4,050	2,399	2,499	3,001	1,651
Equipment Rental	2,274	1,705	1,075	1,245	1,199	630
Combined Insurance Policy	18,000	13,500	8,811	11,547	9,189	4,689
Telephones	2,200	1,650	1,616	1,567	584	34
Postage & Carriage	1,500	1,125	777	887	723	348
Avon Planning Services	4,080	3,060	3,400	3,060	680	(340)
Neighbourhood Plan Monitoring & Review	2,000	1,500	605	-	1,395	895
Subscriptions	1,658	1,243	1,356	2,043	302	(113)
Professional Fees	13,250	9,938	22,708	14,127	(9,458)	(12,771)
Audit Fees	5,585	4,189	1,600	5,600	3,985	2,589
Payroll Services	6,300	4,725	3,500	900	2,800	1,225
Health & Safety	1,500	1,125	-	-	1,500	1,125
Councillor & Staff Training	3,565	2,674	910	2,674	2,655	1,764
IT	7,999	6,000	6,598	4,690	1,402	(598)
Website Maintenance	1,000	750	75	-	925	675
Bank Charges & Interest	1,000	750	141	168	859	609
Newspapers	40	30	29	30	12	1
Rates & Water Rates	27,609	20,706	20,560	24,359	7,049	147
Heating & Lighting	7,788	5,841	4,389	4,098	3,399	1,452
General Repairs, Maintenance & Sundry	77,500	58,125	9,497	18,342	68,003	48,628
Alarm & CCTV Call Out	2,177	1,633	-	234	2,177	1,633
Lift Maintenance Contract	1,000	750	1,013	2,504	(13)	(263)
Election Exp (Inc Polls/Pro Challenges)	20,000	15,000	11,038	-	8,962	3,962
Contingency for Inflation	10,832	8,124	-	-	10,832	8,124
	<b>421,654</b>	<b>316,241</b>	<b>250,486</b>	<b>243,701</b>	<b>171,168</b>	<b>65,755</b>

**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, 69 12.3.19 & 41 19.11.19**  
**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**
**At 31/12/2019**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	At 31/12/2019	2019-20	2018-19	Annual Budget	YTD Budget
Mayor's Allowance	6,500	4,875	4,173	2,022	2,327	702
Mayor's Traveling	5,000	3,750	4,224	3,685	776	(474)
Civic Insignia	1,500	1,125	184	385	1,317	942
Receptions (Formal & Informal)	6,000	4,500	4,258	4,139	1,742	242
Honoraria inc photographic	3,272	2,454	2,260	2,258	1,012	194
Printing & Stationery	500	375	508	149	(8)	(133)
Floral Decorations	650	488	215	195	435	273
Civic Robes	1,500	1,125	1,033	123	467	92
Civic Gifts	100	75	61	140	39	14
SBC - Town Council funding contribution	25,000	18,750	18,750	18,750	6,250	-
Christmas Activities	2,000	1,500	1,934	4,620	66	(434)
Festivals & Events - HODS	2,000	1,500	-	885	2,000	1,500
Contingency (Events tbc)	5,000	3,750	-	17	5,000	3,750
National Mourning Protocol	-	-	-	25	-	-
Event Security	30,000	22,500	9,312	11,581	20,688	13,188
	<b>89,022</b>	<b>66,767</b>	<b>46,911</b>	<b>48,973</b>	<b>42,111</b>	<b>19,856</b>

**CEMETERY****At 31/12/2019**

	<b>BUDGET</b>		<b>ACTUALS</b>		<b>VARIANCE - Surplus (Deficit)</b>	
	<b>Annual Budget 2019-20</b>	<b>YTD Budget At 31/12/2019</b>	<b>YTD Actuals 2019-20</b>	<b>YTD Previous 2018-19</b>	<b>YTD Actuals To</b>	
					<b>Annual Budget</b>	<b>YTD Budget</b>
<b>INCOME</b>						
Purchase & Interment Fees	37,332	27,999	41,045	27,052	3,713	13,046
Memorial Fees	7,832	5,874	7,935	5,675	104	2,061
Sundry Income (Seating/Trees/Transfers)	400	300	125	365	(275)	(175)
	<b>45,563</b>	<b>34,172</b>	<b>49,105</b>	<b>33,092</b>	<b>3,542</b>	<b>14,933</b>
<b>EXPENDITURE</b>						
Management Charge	136,457	102,343	98,222	94,859	38,235	4,121
Rates	4,263	3,197	3,197	3,424	1,066	(0)
General Ground Maintenance	17,500	13,125	16,772	3,121	728	(3,647)
Repairs & Maintenance	50	38	-	596	50	38
Telephone	650	488	475	395	175	13
Heating & Lighting	562	422	(431)	358	993	853
Vehicle Expenses	3,719	2,790	2,797	2,790	922	(8)
Equipment	7,000	5,250	3,765	6,383	3,235	1,485
Health & Safety	250	188	9	-	241	179
Grave Excavation	3,585	2,689	2,660	1,900	925	29
Travel & Subsistence	855	641	469	427	386	172
Sundry Seating & Trees	600	450	483	308	117	(33)
Contingency for Inflation	1,354	1,016	-	-	1,354	1,016
Vehicle Replacement Contingency	2,500	1,875	-	-	2,500	1,875
	<b>179,345</b>	<b>134,509</b>	<b>128,418</b>	<b>114,560</b>	<b>50,928</b>	<b>6,091</b>
<b>NET EXPENDITURE</b>	<b>133,782</b>	<b>100,337</b>	<b>79,313</b>	<b>81,468</b>	<b>54,469</b>	<b>21,024</b>

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

**HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE****At 31/12/2019**

	<b>BUDGET</b>		<b>ACTUALS</b>		<b>VARIANCE - Surplus (Deficit)</b>	
	<b>Annual Budget 2019-20</b>	<b>YTD Budget At 31/12/2019</b>	<b>YTD Actuals 2019-20</b>	<b>YTD Previous 2018-19</b>	<b>YTD Actuals To</b>	
					<b>Annual Budget</b>	<b>YTD Budget</b>
<b>EXPENDITURE</b>						
Special Repairs and Maintenance	2,500	1,875	4,616	2,706	(2,116)	(2,741)
	<b>2,500</b>	<b>1,875</b>	<b>4,616</b>	<b>2,706</b>	<b>(2,116)</b>	<b>(2,741)</b>

**TRANQUILITY GARDEN**
**At 31/12/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/12/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	5,860	4,395	4,860	4,395	(1,000)	465
Memorial Fees	2,307	1,730	1,970	1,730	(337)	240
	<b>8,167</b>	<b>6,125</b>	<b>6,830</b>	<b>6,125</b>	<b>(1,337)</b>	<b>705</b>
<b>EXPENDITURE</b>						
Maintenance & Development Costs	5,000	3,750	355	1,058	4,645	3,395
	<b>5,000</b>	<b>3,750</b>	<b>355</b>	<b>1,058</b>	<b>4,645</b>	<b>3,395</b>
<b>NET EXPENDITURE</b>	<b>(3,167)</b>	<b>(2,375)</b>	<b>(6,476)</b>	<b>(5,067)</b>	<b>3,309</b>	<b>4,101</b>

Budget 2019/20 Income expected to exceed Expenditure

**ALLOTMENTS - PARK ROAD**
**At 31/12/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/12/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Tenancy Rental	171	128	-	33	(171)	(128)
	<b>171</b>	<b>128</b>	<b>-</b>	<b>33</b>	<b>(171)</b>	<b>(128)</b>
<b>EXPENDITURE</b>						
Lease	10	8	-	-	10	8
Set up & Maintenance Costs	-	-	-	499	-	-
	<b>10</b>	<b>8</b>	<b>-</b>	<b>499</b>	<b>10</b>	<b>8</b>
<b>NET EXPENDITURE</b>	<b>(161)</b>	<b>(120)</b>	<b>-</b>	<b>466</b>	<b>(161)</b>	<b>(120)</b>

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

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/12/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Rent	13,490	10,118	3,377	3,377	10,113	6,741
Rates	4,521	3,391	1,462	1,630	3,059	1,928
Insurance	140	105	142	(70)	(2)	(37)
Heating & Lighting	42	32	1	130	41	31
Service Costs	750	563	562	(757)	188	1
Sundry Expenses	350	263	149	10	201	114
	<b>19,293</b>	<b>14,470</b>	<b>5,693</b>	<b>4,319</b>	<b>13,600</b>	<b>8,777</b>

**INITIATIVES, PROJECTS AND GRANTS**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/12/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	60,000	45,000	45,000	42,750	15,000	-
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	28,087	21,065	27,788	25,037	299	(6,723)
Stratforward - BID Levy	725	544	709	700	16	(166)
Localism Project (NDP) - to Nov 2018	-	-	-	27,034	-	-
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	11,000	8,250	3,527	7,573	7,474	4,724
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	4,122	3,092	1,259	336	2,863	1,832
	<b>103,934</b>	<b>77,951</b>	<b>78,283</b>	<b>103,430</b>	<b>25,651</b>	<b>(332)</b>

**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

At 31/12/2019

			2019-20	2018-19
SBC - S106 Agreement (Balance)			7,933	
SBC - Opening Balance (B/fwd from 2017-18)			68,068	

<b>INCOME</b>				
SBC - Income (Other)			25,000	50,000
SBC - Town Council Budget			25,000	25,000
SBC - Friends Donations			25	80
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			2,542	867
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
<b>Total Income</b>			<b>52,567</b>	<b>75,947</b>
<b>EXPENDITURE</b>				
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			10,706	3,364
SBC - Parade & Ceremony			8,193	9,051
SBC - Management Charges			5,633	6,519
SBC - Operational Expenses			-	22,500
SBC - Miscellaneous Expenses			11,471	12,530
SBC - Birthday Cake			-	1,400
SBC - Playmakers			-	-
SBC - Marketing			1,690	2,000
SBC - Bank Charges			-	-
SBC - Friends of Shakespeare (including Launch)			-	-
SBC - Friends Reception			-	393
<b>Total Expenditure</b>			<b>46,229</b>	<b>64,792</b>
<b>NET Surplus (Deficit) for Year</b>			<b>6,338</b>	<b>11,154</b>

<b>SBC - including Opening Balance</b>			<b>74,406</b>	
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