

STRATFORD-UPON-AVON TOWN COUNCIL
MANAGEMENT ACCOUNTS
2021-22

@ 31/05/2021

Month 02

BALANCE SHEET

@ 31/05/2021

Fixed Assets

Long Term Investments £ 537,069

Current Assets

Debtors £ 20,429

Short Term Investments £ 242,853

Cash at Bank and in hand £ 56,619

£ 319,900
Less Current Liabilities

Creditors £ (33,221)

Restricted Funds £ (22,236)

£ (55,457)
Net Assets (excluding Fixed Asset Reserve)
£ 801,512
Financed by:

Year To Date Trial Balance Surplus/(Deficit) £ 148,240

General Reserve £ 261,024

Designated Reserves £ 392,249

£ 801,512

(excluding Fixed Assets @ 31/03/2020)

£ 15,039,541
INVESTMENTS & BANK

@ 31/05/2021

CCLA Local Authorities' Property Fund £ 250,000

Cambridge & Counties 3 Year Business Bond £ 104,455

Cambridge & Counties 2 Year Business Bonds £ 182,614

Total Long Term Investments **£ 537,069**

CCLA Public Sector Deposit Fund £ 34,448

Cambridge & Counties Bank Savings Account £ 208,404

Total Short Term Investments **£ 242,853**

Barclays Business Current Account £ 56,285

Barclays Debit Card Account £ 105

Petty Cash £ 229

Total Cash at Bank and in hand **£ 56,619**
Total Investments & Bank
£ 836,540
TRIAL BALANCE

@ 31/05/2021

This Month
Year To Date

(excluding Deferred Income balance)

£ (6,075)

Precept £ - £ (263,788)

Income £ (17,810) £ (50,029)

Expenditure £ 66,556 £ 165,577

Trial Balance Surplus/(Deficit)
£ 148,240

Designated Reserves (excluding CIL, TCSP & SBC) £ 282,612

Community Infrastructure Levy (CIL) balance £ 7,843

Town Centre Strategic Partnership (TCSP) balance £ 18,163

Shakespeare Birthday Celebrations (SBC) balance £ 83,631

£ 392,249
RESERVES

@ 31/03/2021

Building Maintenance Reserve £ 127,000

Cemetery Land & Building Reserve £ 45,400

Allotment Reserve £ 7,162

Christmas Festival Reserve £ 7,154

Vehicle Replacement Reserve £ 17,500

Election Expenses Reserve £ 23,462

Community Infrastructure Levy (CIL) £ 7,843

Town Centre Strategic Partnership £ 12,000

Other New Designated Reserves £ 54,934

SBC Reserve £ 62,518

Total Designated Reserves **£ 364,973**
General Reserve
£ 261,024
Total Reserves
£ 625,997

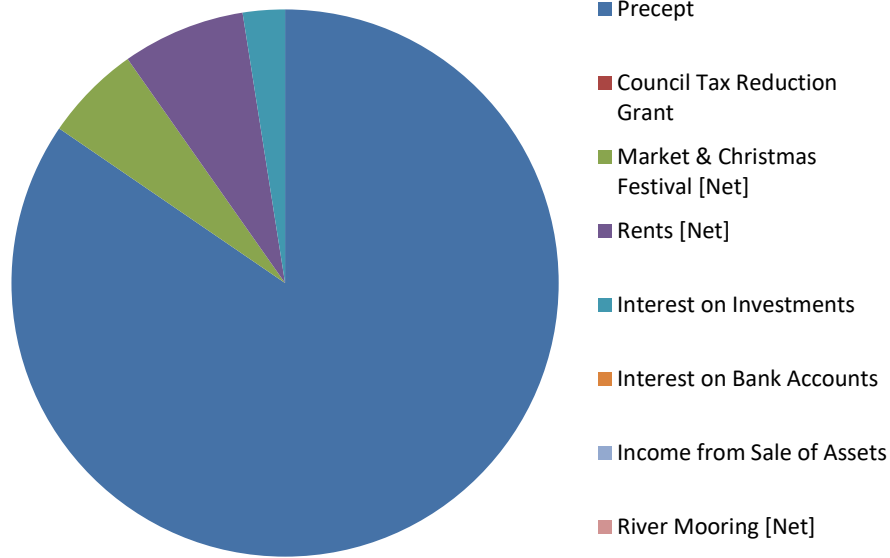
INCOME & EXPENDITURE YEAR TO DATE - BUDGET & ACTUALS

INCOME	YTD Budget @ 31/05/2021	% of Total	YTD Actuals @ 31/05/2021	% of Total	VARIANCE Surplus/(Deficit)
Precept	87,929	71%	87,929	68%	-
Council Tax Reduction Grant	-		-		-
Market & Christmas Festival (incl. SDC share)	19,198	16%	7,055	5%	(12,143)
Rents	1,625		9,750		8,125
Interest on Investments	2,042		2,571		529
Interest on Bank Accounts	25		8		(17)
Income from Sale of Assets	-		-		-
River Mooring	173		-		(173)
Town Hall Commercial Management	4,396	4%	12,165	9%	7,769
Cemetery	7,289	6%	8,520	7%	1,231
Tranquility Garden	1,005		1,360		355
Allotments	28		-		(28)
GROSS INCOME	35,780		41,429		5,649
TOTAL INCOME (including Precept)	123,709		129,358		5,649
EXPENDITURE					
Market & Christmas Festival (incl. SDC share)	15,117	9%	1,116	1%	14,001
Rents	364		2,184		(1,820)
River Mooring	-		-		-
Town Hall Commercial Management	5,453	3%	4,230	5%	1,223
Operational & Administrative Expenses	77,718	45%	42,350	46%	35,368
Civic Expenditure	10,903	6%	4,885	5%	6,018
Cemetery	31,191	18%	25,122	27%	6,069
Holy Trinity Churchyard & Garden of Remembrance	3,333		811		2,522
Tranquility Garden	833		470		363
Allotments	2		-		2
Hatton Rock	3,266		3,005		261
Initatives, Projects and Grants	23,050	13%	7,545	8%	15,505
Contingency for Inflation (included in above)	1,314				
GROSS EXPENDITURE (including Contingency)	171,230		91,718		79,512
NET Surplus / (Deficit)	(47,521)		37,640		85,161

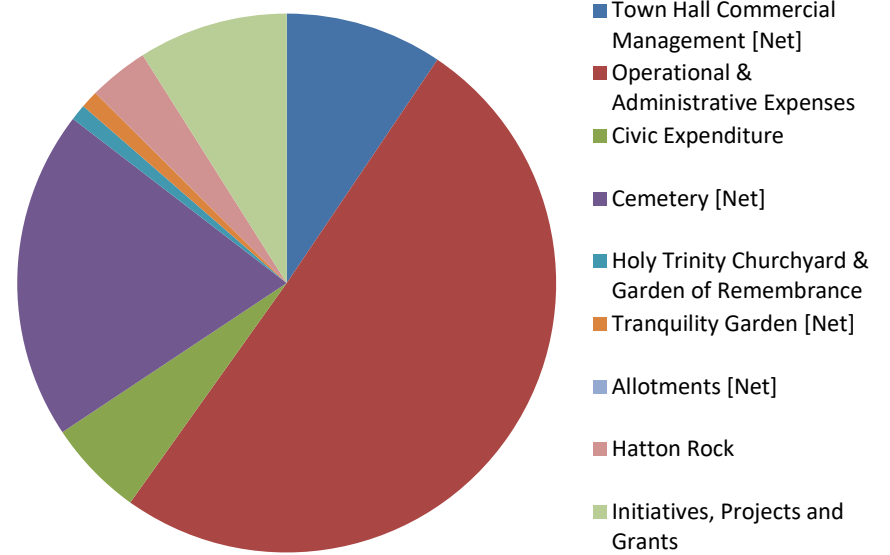
INCOME & EXPENDITURE YEAR TO DATE - ACTUALS & PREVIOUS

	YTD Actuals 2021-22 @ 31/05/2021	% of Total	YTD Previous 2020-21 @ 31/05/2020	% of Total	VARIANCE Increase / (Decrease)
INCOME					
Precept	87,929	68%	85,725	84%	2,204
Council Tax Reduction Grant	-	-	-	-	-
Market & Christmas Festival (incl. SDC share)	7,055	5%	-	-	7,055
Rents	9,750	8%	9,750	10%	-
Interest on Investments	2,571	2%	312	0%	2,259
Interest on Bank Accounts	8	0%	18	0%	(10)
Income from Sale of Assets	-	-	-	-	-
River Mooring	-	-	-	-	-
Town Hall Commercial Management	12,165	9%	(66)	-0%	12,231
Cemetery	8,520	7%	6,105	6%	2,415
Tranquility Garden	1,360	1%	-	-	1,360
Allotments	-	-	-	-	-
GROSS INCOME	41,429	32%	16,119	16%	25,310
TOTAL INCOME (including Precept)	129,358	100%	101,844	100%	27,514
EXPENDITURE					
Market & Christmas Festival (incl. SDC share)	1,116	1%	-	-	1,116
Rents	2,184	2%	2,184	2%	-
River Mooring	-	-	-	-	-
Town Hall Commercial Management	4,230	5%	4,409	4%	(179)
Operational & Administrative Expenses	42,350	46%	45,482	40%	(3,132)
Civic Expenditure	4,885	5%	5,471	5%	(586)
Cemetery	25,122	27%	50,337	44%	(25,216)
Holy Trinity Churchyard & Garden of Remembrance	811	1%	-	-	811
Tranquility Garden	470	1%	-	-	470
Allotments	-	-	-	-	-
Hatton Rock	3,005	3%	3,005	3%	-
Initatives, Projects and Grants	7,545	8%	2,593	2%	4,952
Contingency for Inflation (included in above)					
GROSS EXPENDITURE (including Contingency)	91,718	100%	113,481	100%	(21,763)
NET Surplus / (Deficit)	37,640		(11,637)		49,277

INCOME YTD Actuals



EXPENDITURE YTD Actuals



SUMMARISED INCOME & EXPENDITURE ACCOUNT
@ 31/05/2021

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2021-22	YTD Budget @ 31/05/2021	YTD Actuals 2021-22	YTD Previous 2020-21	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	527,576	87,929	87,929	85,725	(439,647)	-
Council Tax Reduction Grant	-	-	-	-	-	-
Market & Christmas Festival [Net]	24,482	4,081	5,939	-	(18,543)	1,858
Rents [Net]	7,566	1,261	7,566	7,566	(0)	6,305
Interest on Investments	12,250	2,042	2,571	312	(9,679)	529
Interest on Bank Accounts	148	25	8	18	(140)	(17)
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	1,035	173	-	-	(1,035)	(173)
Sundry Income	-	-	-	-	-	-
	573,057	95,510	104,013	93,621	(469,044)	8,503
EXPENDITURE						
Town Hall Commercial Management [Net]	6,341	1,057	(7,935)	4,475	14,276	8,992
Operational & Administrative Expenses	466,309	77,718	42,350	45,482	423,959	35,368
Civic Expenditure	65,418	10,903	4,885	5,471	60,533	6,018
Cemetery [Net]	143,409	23,902	16,602	44,232	126,807	7,300
Holy Trinity Churchyard & Garden of Remembrance	24,500	3,333	811	-	23,689	2,522
Tranquility Garden [Net]	(1,030)	(172)	(890)	-	(140)	718
Allotments [Net]	(155)	(26)	-	-	(155)	(26)
Hatton Rock	19,593	3,266	3,005	3,005	16,588	261
Initiatives, Projects and Grants	138,297	23,050	7,545	2,593	130,752	15,505
	862,682	143,031	66,373	105,258	796,309	76,658
NET Surplus / (Deficit)	(289,625)	(47,521)	37,640	(11,637)	327,265	85,161
Funding from Reserves	274,625	n/a	tbc @ Year End	tbc @ Year End	tbc @ Year End	n/a
Budget Virements (approved post Budget)	-					

MARKET & CHRISTMAS FESTIVAL**@ 31/05/2021**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2021-22	@ 31/05/2021	2021-22	2020-21	Annual Budget	YTD Budget
INCOME						
Market	115,185	19,198	7,055	-	(108,130)	(12,143)
Christmas Festival	-	-	-	-	-	-
	115,185	19,198	7,055	-	(108,130)	(12,143)
EXPENDITURE						
Market - District Council Share	69,111	11,519	1,116	-	67,995	10,403
Market - Tripartite Expenses	2,304	384	-	-	2,304	384
Christmas Festival	19,288	3,215	-	-	19,288	3,215
	90,703	15,117	1,116	-	89,587	14,001
NET INCOME	24,482	4,081	5,939	-	(18,543)	1,858

TOWN HALL COMMERCIAL MANAGEMENT**@ 31/05/2021**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2021-22	@ 31/05/2021	2021-22	2020-21	Annual Budget	YTD Budget
INCOME						
Lettings (excluding Deferred Income)	26,131	4,355	165	(66)	(25,966)	(4,190)
Sundry Income	247	41	-	-	(247)	(41)
Grants - COVID-19 Local Restrictions Support	-	-	12,000	-	12,000	12,000
	26,378	4,396	12,165	(66)	(14,213)	7,769
EXPENDITURE						
Salaries, Wages & Related Costs	23,000	3,833	3,421	3,945	19,579	413
Security Personnel	793	132	190	-	603	(58)
Cleaning & Laundry	3,600	600	619	463	2,981	(19)
PRS and Licences	2,287	381	-	-	2,287	381
Operating Equipment	914	152	-	-	914	152
Travel & Subsistence	-	-	-	-	-	-
Marketing, Publicity & Special Projects	1,500	250	-	-	1,500	250
Other Costs	500	83	-	-	500	83
Contingency for Inflation	125	21	-	-	-	-
	32,719	5,453	4,230	4,409	28,489	1,223
NET EXPENDITURE	6,341	1,057	(7,935)	4,475	14,276	8,992

OPERATIONAL & ADMINISTRATIVE EXPENSES
@ 31/05/2021

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2021-22	@ 31/05/2021	2021-22	2020-21	Annual Budget	YTD Budget
Rother Street Clock Tower	220	37	20	14	200	16
STC Meeting Expenses & Subsistence	1,000	167	183	24	817	(16)
Travel and Subsistence	250	42	-	-	250	42
Borough Records	350	58	-	-	350	58
Salaries, Wages & Related Costs	191,000	31,833	30,963	30,637	160,037	870
Recruitment	1,500	250	-	-	1,500	250
Advertising & Publicity	1,000	167	-	-	1,000	167
Equipment for Live Streaming of Meetings	15,000	2,500	-	-	15,000	2,500
Office Equipment & Furniture & Stationery	4,650	775	1,746	241	2,904	(971)
Equipment Rental	2,274	379	139	127	2,135	240
Combined Insurance Policy	12,124	2,021	2,252	2,185	9,872	(232)
Telephones	2,200	367	442	297	1,758	(76)
Postage & Carriage	1,000	167	-	400	1,000	167
Avon Planning Services	4,080	680	1,080	680	3,000	(400)
Neighbourhood Plan Monitoring & Review	2,000	333	120	120	1,880	213
Subscriptions	2,260	377	607	595	1,653	(230)
Professional Fees	13,800	2,300	4,650	2,170	9,150	(2,350)
Audit Fees	6,350	1,058	-	-	6,350	1,058
Payroll Services	5,400	900	-	-	5,400	900
Health & Safety	1,500	250	-	-	1,500	250
Councillor & Staff Training	7,565	1,261	129	-	7,436	1,132
IT	8,700	1,450	1,207	1,143	7,493	243
Website Maintenance	1,000	167	-	-	1,000	167
Bank Charges & Interest	500	83	53	87	447	30
Newspapers	60	10	10	4	50	0
Rates & Water Rates	29,532	4,922	4,013	4,331	25,519	909
Heating & Lighting	8,094	1,349	1,544	1,414	6,550	(195)
General Repairs, Maintenance & Sundry	10,637	1,773	(8,367)	16	19,004	10,139
Town Hall Planned Maintenance & Repairs	127,000	21,167	1,557	632	125,443	19,609
Alarm & CCTV Call Out	1,000	167	-	365	1,000	167
Lift Maintenance Contract	1,000	167	-	-	1,000	167
Contingency for Inflation	3,263	544	-	-	3,263	544
Election Exp (Inc Polls/Pro Challenges)	-	-	-	-	-	-
	466,309	77,718	42,350	45,482	423,959	35,368

Equipment for Live Streaming of Meetings to be covered by budget virement from Reserves TC Minute 159 30.3.21

CIVIC EXPENDITURE
@ 31/05/2021

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2021-22	@ 31/05/2021	2021-22	2020-21	Annual Budget	YTD Budget
Mayor's Allowance	6,500	1,083	370	2,107	6,130	713
Mayor's Traveling	5,000	833	143	-	4,857	690
New Civic Car (to be added to Mayor's Travelling)	3,864	644	-	-	-	-
Civic Insignia	1,500	250	-	3,364	1,500	250
Receptions (Formal & Informal)	6,000	1,000	-	-	6,000	1,000
Honoraria inc photographic	3,304	551	-	-	3,304	551
Printing & Stationery	500	83	-	-	500	83
Floral Decorations	650	108	65	-	585	43
Civic Robes	1,500	250	19	-	1,481	231
Civic Gifts	100	17	49	-	51	(32)
SBC - Town Council funding contribution	25,000	4,167	4,167	-	20,833	-
Christmas Activities	2,000	333	-	-	2,000	333
Festivals & Events - HODS	2,000	333	-	-	2,000	333
VE Day 75	-	-	-	-	-	-
Contingency (Events tbc)	-	-	73	-	(73)	(73)
National Mourning Protocol	-	-	-	-	-	-
Event Security	7,500	1,250	-	-	7,500	1,250
	65,418	10,903	4,885	5,471	60,533	6,018

CEMETERY**@ 31/05/2021**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2021-22	YTD Budget @ 31/05/2021	YTD Actuals 2021-22	YTD Previous 2020-21	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	37,594	6,266	5,590	6,065	(32,004)	(676)
Memorial Fees	5,740	957	2,600	-	(3,140)	1,643
Sundry Income (Seating/Trees/Transfers)	400	67	330	40	(70)	263
	43,734	7,289	8,520	6,105	(35,214)	1,231
EXPENDITURE						
Salaries, Wages & Related Costs	141,500	23,583	22,263	22,730	119,237	1,320
Training	3,000	500			3,000	500
Rates & Water Rates	4,593	766	715	743	3,878	50
General Ground Maintenance	7,000	1,167	967	20,493	6,033	200
Cemetery Driveway Kerbing	7,500	1,250	-	-	7,500	1,250
Repairs & Maintenance	1,100	183	-	-	1,100	183
Telephone	450	75	75	74	375	0
Heating & Lighting	1,175	196	-	-	1,175	196
Vehicle Expenses	4,000	667	309	289	3,691	358
Equipment	7,000	1,167	121	5,155	6,879	1,046
CCTV	3,008	501			3,008	501
Health & Safety	250	42	-	-	250	42
Grave Excavation	4,750	792	380	760	4,370	412
Travel & Subsistence	670	112	56	93	614	56
Sundry Seating & Trees	600	100	237	-	363	(137)
Contingency for Inflation	547	91	-	-	547	91
Vehicle Replacement Contingency	-	-	-	-	-	-
	187,143	31,191	25,122	50,337	162,021	6,069
NET EXPENDITURE	143,409	23,902	16,602	44,232	126,807	7,300

HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE**@ 31/05/2021**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2021-22	YTD Budget @ 31/05/2021	YTD Actuals 2021-22	YTD Previous 2020-21	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	4,500	750	811	-	3,689	(61)
Boundary Wall Repairs	20,000	3,333			20,000	3,333
	24,500	3,333	811	-	23,689	2,522

Boundary Wall Repairs budget agreed CS Committee Minute 61 7.1.21

TRANQUILITY GARDEN
@ 31/05/2021

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2021-22	YTD Budget @ 31/05/2021	YTD Actuals 2021-22	YTD Previous 2020-21	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	4,875	813	1,135	-	(3,740)	323
Memorial Fees	1,155	193	225	-	(930)	33
	6,030	1,005	1,360	-	(4,670)	355
EXPENDITURE						
Maintenance & Development Costs	5,000	833	470	-	4,530	363
	5,000	833	470	-	4,530	363
NET EXPENDITURE	(1,030)	(172)	(890)	-	(140)	718

Budget 2021-22 Income expected to exceed Expenditure

ALLOTMENTS - PARK ROAD
@ 31/05/2021

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2021-22	YTD Budget @ 31/05/2021	YTD Actuals 2021-22	YTD Previous 2020-21	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	28	-	-	(165)	(28)
	165	28	-	-	(165)	(28)
EXPENDITURE						
Lease	10	2	-	-	10	2
Set up & Maintenance Costs	-	-	-	-	-	-
	10	2	-	-	10	2
NET EXPENDITURE	(155)	(26)	-	-	(155)	(26)

Budget 2021-22 Expenditure to be covered by Designated Allotment Reserve

HATTON ROCK
@ 31/05/2021

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2021-22	YTD Budget @ 31/05/2021	YTD Actuals 2021-22	YTD Previous 2020-21	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Rent	13,490	2,248	2,248	2,248	11,242	(0)
Rates	4,813	802	757	757	4,056	45
Insurance	146	24	-	-	146	24
Heating & Lighting	44	7	-	-	44	7
Service Costs	750	125	-	-	750	125
Sundry Expenses	350	58	-	-	350	58
	19,593	3,266	3,005	3,005	16,588	261

INITIATIVES, PROJECTS AND GRANTS
@ 31/05/2021

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2021-22	@ 31/05/2021	2021-22	2020-21	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	89,500	14,917	-	-	89,500	14,917
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working / CCTV	31,788	5,298	-	-	31,788	5,298
TCSP - Town Council funding contribution	-	-	5,600	-	(5,600)	(5,600)
Stratford - BID Levy	754	126	709	-	45	(584)
Localism Project (NDP) - to Nov 2018	-	-	-	-	-	-
COVID-19 Response & Community Support	-	-	117	2,495	(117)	(117)
Other Debtors - Stratford Support cash only clients	-	-	168	97	(168)	(168)
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	4,000	667	-	-	4,000	667
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	705	118	-	-	705	118
Climate Change Initiatives	10,000	1,667	950	-	9,050	717
Youth Council	1,000	167	-	-	-	-
Green Advent Calendar	350	58	-	-	-	-
Lunch Club (Loneliness/Dementia Friendly projects)	200	33	-	-	200	33
	138,297	23,050	7,545	2,593	130,752	15,505

TCSP Initiatives additional costs and contingency funded by budget virement F&A Minute 75 9.3.21

TOWN CENTRE STRATEGIC PARTNERSHIP
@ 31/05/2021

	2021-22	2020-21
TCSP - Opening Balance (B/fwd from 2020-21)	12,000	
INCOME		
CIL - Town Council	-	-
TCSP - Town Council Budget & Reserves		
TCSP - Partnership Contributions (inc. Town Council)	10,400	-
Total Income	10,400	-
EXPENDITURE		
CIL - Bridge Street / High Street Design	2,336	-
TCSP - Bridge Street / High Street Design	1,902	-
TCSP - Bridge Street / High Street PR	-	-
Total Expenditure	4,238	-
NET Surplus (Deficit) for Year	6,163	-
TCSP - including Opening Balance	18,163	

CIL Reserves @ 31/03/2021 committed to Town Centre Strategic Partnership - Bridge Street / High Street Design
TCSP Initiatives additional costs and contingency funded by budget virement from Civic Expenditure F&A Minute 75 9.3.21

SHAKESPEARE BIRTHDAY CELEBRATIONS @ 31/05/2021

			2021-22	2020-21
SBC - S106 Agreement (Balance)			7,933	
SBC - Opening Balance (B/fwd from 2020-21)			62,518	

INCOME				
SBC - Town Council Budget			25,000	-
SBC - Income (Other)			1,155	-
SBC - Friends Donations			-	-
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			-	-
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
Total Income			26,155	-

EXPENDITURE				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			-	-
SBC - Standard Replacements			-	-
SBC - Flag Poles			2,120	-
SBC - Insurance			-	-
SBC - Health & Safety			-	500
SBC - Event Security			-	-
SBC - Traffic Management			-	-
SBC - Parade & Ceremony			1,200	(877)
SBC - Management Charges			613	-
SBC - Operational Expenses			-	-
SBC - Miscellaneous Expenses			-	-
SBC - Birthday Cake			-	-
SBC - Playmakers			-	-
SBC - Marketing			1,110	-
SBC - Bank Charges			-	-
SBC - Friends of Shakespeare (including Launch)			-	-
SBC - Friends Reception			-	-
Total Expenditure			5,043	(377)

NET Surplus (Deficit) for Year			21,112	377
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SBC - including Opening Balance			83,631	
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