

**EIGHTH DRAFT (January 2021)**

Inflation increases based on RPI in September 2020

1.3%

@ 31/12/2020

Month

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**SUMMARISED INCOME & EXPENDITURE ACCOUNT**

(changes since SEVENTH DRAFT are highlighted)

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget	Actuals
		Annual @ 31/12/2020	YTD Budget @ 31/12/2020		2019/20	
<b>INCOME</b>						
Precept	527,576	514,351	385,763	385,763	505,452	505,452
Council Tax Reduction Grant	-	-	-	-	3,660	3,660
Market & Christmas Festival [Net]	24,482	35,410	26,557	9,222	39,917	38,893
Rents [Net]	7,566	7,566	5,675	7,566	7,775	7,566
Interest on Investments	12,250	17,500	13,125	10,676	21,952	19,617
Interest on Bank Accounts	148	360	270	111	360	350
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	1,035	1,035	776	513	625	1,225
Sundry Income	-	-	-	-	-	-
<b>Further Funding from Reserves (to fund Deficit)</b>	274,624	295,705	n/a		148,551	(5,337)
	<b>847,680</b>	<b>871,927</b>	<b>432,166</b>	<b>413,850</b>	<b>728,292</b>	<b>571,426</b>
<b>EXPENDITURE</b>						
Town Hall Commercial Management [Net]	6,341	5,564	4,173	17,150	(7,165)	2,987
Operational & Administrative Expenses	451,308	441,992	331,494	226,544	471,654	364,762
Civic Expenditure	65,418	84,307	63,230	7,469	89,022	59,750
Cemetery [Net]	143,409	154,831	116,123	117,154	143,782	104,885
Holy Trinity Churchyard & Garden of Remembrance	24,500	3,000	2,250	-	2,500	4,826
Tranquility Garden [Net]	(1,030)	(4,107)	(3,080)	(4,523)	(3,167)	(5,990)
Allotments [Net]	(155)	(155)	(116)	-	(161)	(165)
Hatton Rock	19,593	19,361	14,521	13,335	19,293	9,553
Initiatives, Projects and Grants	138,296	180,134	135,101	119,621	103,934	114,087
Contingency for Inflation (included in above)	3,935	7,884			8,059	
	<b>847,680</b>	<b>884,927</b>	<b>663,695</b>	<b>496,751</b>	<b>819,692</b>	<b>654,695</b>
<b>NET Surplus (Deficit)</b>	-	<b>(13,000)</b>	<b>(231,529)</b>	<b>(82,901)</b>	<b>(91,400)</b>	<b>(83,269)</b>
<b>Council Tax Base</b>	<b>13235.72</b>	<b>13225.8</b>			<b>13190.3</b>	
<b>Annual Rate Charge Per Household</b>	<b>£39.86</b>	<b>£38.89</b>			<b>£38.32</b>	
<b>% change over 2020/21</b>	<b>2.5%</b>	<b>1.5%</b>			<b>0.0%</b>	
<b>Precept Change</b>	<b>£13,225</b>	<b>£5,239</b>			<b>£3,210</b>	

N.B. The original budget agreed by Council for 2020/21 was £871,927  
 During the year, Council agreed virements from designated and general reserves, increasing the working budget by £13,000 (F&S Sep 2019 Mar 2020)  
 These adjustments are included in the 2020/21 Budget figures shown here

## MARKET & CHRISTMAS FESTIVAL

EIGHTH DRAFT (January 2021)

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget	Actuals
		Annual @ 31/12/2020	YTD Budget		2019/20	
<b>INCOME</b>						
Market	115,185	143,943	107,957	19,740	140,295	142,119
Christmas Festival	-	-	-	-	-	-
	<b>115,185</b>	<b>143,943</b>	<b>107,957</b>	<b>19,740</b>	<b>140,295</b>	<b>142,119</b>
<b>EXPENDITURE</b>						
Market - District Council Share	69,111	86,366	64,775	10,518	84,177	85,271
Market - Tripartite Marketing Expenses	2,304	2,879	2,159	-	2,806	300
Christmas Festival	19,288	19,288	14,466	-	13,395	17,655
	<b>90,703</b>	<b>108,533</b>	<b>81,400</b>	<b>10,518</b>	<b>100,378</b>	<b>103,226</b>
<b>NET INCOME</b>	<b>24,482</b>	<b>35,410</b>	<b>26,557</b>	<b>9,222</b>	<b>39,917</b>	<b>38,893</b>

## TOWN HALL COMMERCIAL MANAGEMENT

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget	Actuals
		Annual @ 31/12/2020	YTD Budget		2019/20	
<b>INCOME</b>						
Lettings	26,131	30,876	23,157	3,054	41,633	26,131
Sundry Income	247	314	236	-	55	247
	<b>26,378</b>	<b>31,190</b>	<b>23,393</b>	<b>3,054</b>	<b>41,688</b>	<b>26,378</b>
<b>EXPENDITURE</b>						
Personnel	23,000	27,202	20,402	16,990	25,688	22,173
Security Personnel	793	793	595	-	793	506
Cleaning & Laundry	3,600	3,600	2,700	1,911	3,600	3,686
PRS and Licenses	2,287	1,653	1,240	1,207	1,019	2,680
Operating Equipment	914	914	686	47	800	130
Travel & Subsistence	-	350	263	-	350	140
Marketing, Publicity & Special Projects	1,500	1,500	1,125	-	1,500	-
Other Costs	500	500	375	50	500	50
Contingency for Inflation	125	242	182	-	272	-
	<b>32,719</b>	<b>36,754</b>	<b>27,566</b>	<b>20,204</b>	<b>34,523</b>	<b>29,364</b>
<b>NET EXPENDITURE</b>	<b>6,341</b>	<b>5,564</b>	<b>4,174</b>	<b>17,150</b>	<b>(7,165)</b>	<b>2,987</b>

## OPERATIONAL & ADMINISTRATION

**EIGHTH DRAFT (January 2021)**

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget	Actuals
		Annual @ 31/12/2020	YTD Budget		2019/20	
Rother Street Clock Tower	220	220	165	217	220	176
STC Meeting Expenses & Subsistence	1,000	1,000	750	176	1,000	632
Travel and Subsistence	250	250	188	34	250	321
Borough Records	350	350	263	-	350	-
Salaries, Wages and Related Costs	191,000	189,834	142,376	142,940	193,076	199,140
Recruitment	1,500	1,500	1,125	118	1,500	412
Advertising & Publicity	1,000	1,000	750	-	1,000	69
Office Equipment and Furniture & Stationery	4,650	3,600	2,700	1,090	5,400	3,581
Equipment Rental	2,274	2,274	1,706	1,075	2,274	1,390
Combined Insurance Policy	12,124	12,124	9,093	9,832	18,000	11,748
Telephones	2,200	2,200	1,650	1,639	2,200	2,341
Postage & Carriage	1,000	1,000	750	400	1,500	765
Avon Planning Services	4,080	4,080	3,060	3,400	4,080	4,080
Neighbourhood Plan Monitoring & Review	2,000	2,000	1,500	600	2,000	725
Subscriptions	2,260	2,260	1,695	1,266	1,658	1,747
Professional Fees	13,800	13,595	10,196	9,751	13,250	5,574
Audit Fees	6,350	5,746	4,310	6,350	5,585	1,600
Payroll Services	5,400	5,800	4,350	1,000	6,300	6,300
Health & Safety	1,500	1,500	1,125	-	1,500	-
Councillor & Staff Training	7,565	7,565	5,674	210	3,565	1,220
IT	8,700	8,325	6,244	5,027	7,999	8,586
Website Maintenance	1,000	1,000	750	1,148	1,000	400
Bank Charges & Interest	500	1,000	750	374	1,000	302
Newspapers	60	40	30	25	40	37
Rates & Water Rates	29,532	28,126	21,095	20,920	27,609	27,413
Heating & Lighting	8,094	7,990	5,993	2,750	7,788	7,406
General Repairs, Maintenance & Sundry	10,637	10,500	7,875	3,567	10,500	10,807
Town Hall Planned Maintenance & Repairs	127,000	113,536	85,152	9,757	117,000	55,938
Alarm & CCTV Call Out	1,000	1,000	750	365	2,177	-
Lift Maintenance Contract	1,000	1,000	750	2,512	1,000	1,013
Election Exp (Inc Polls/Pro Challenges)	-	5,000	3,750	-	20,000	11,038
Contingency for Inflation	3,263	6,577	4,933		10,832	
	<b>451,308</b>	<b>441,992</b>	<b>331,494</b>	<b>226,544</b>	<b>471,654</b>	<b>364,762</b>

## CIVIC EXPENDITURE

EIGHTH DRAFT (January 2021)

EXPENDITURE	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget	Actuals
		Annual @ 31/12/2020	YTD Budget		2019/20	
Mayor's Allowance	6,500	6,500	4,875	151	6,500	4,862
Mayor's Travelling	5,000	5,000	3,750	587	5,000	5,622
New Civic Car (to be added to Mayor's Travelling)	3,864	3,864	2,898	-		
Civic Insignia	1,500	4,864	3,648	3,422	1,500	301
Receptions (Formal & Informal)	6,000	6,000	4,500	1,060	6,000	4,463
Honoraria inc photographic	3,304	3,329	2,497	2,040	3,272	3,064
Printing & Stationery	500	500	375	210	500	958
Floral Decorations	650	650	488	-	650	350
Civic Robes	1,500	1,500	1,125	-	1,500	1,033
Civic Gifts	100	100	75	-	100	61
SBC - Town Council funding contribution	25,000	25,000	18,750	-	25,000	25,000
Christmas Activities	2,000	2,000	1,500	-	2,000	1,934
Festival & Events...HODS	2,000	2,000	1,500	-	2,000	-
VE Day 75	-	3,000	2,250	-	-	-
Contingency (including Events tbc)	-	5,000	3,750	-	5,000	492
Specific One Off Events	-	-	-	-	-	-
National Mourning Protocol	-	-	-	-	-	-
Event Security	7,500	15,000	11,250	-	30,000	11,611
	<b>65,418</b>	<b>84,307</b>	<b>63,230</b>	<b>7,469</b>	<b>89,022</b>	<b>59,750</b>

## CEMETERY

### EIGHTH DRAFT (January 2021)

(changes since SEVENTH DRAFT are highlighted)

#### INCOME

Purchase & Interment Fees	37,594	43,074	32,306	27,833	37,332	54,900
Memorial Fees	5,740	10,855	8,141	4,250	7,832	9,940
Sundry Income (Transfers of Burial Rights)	400	400	300	470	400	405
	<b>43,734</b>	<b>54,329</b>	<b>40,747</b>	<b>32,553</b>	<b>45,564</b>	<b>65,245</b>

#### EXPENDITURE

Management Charge	141,500	135,173	101,380	105,049	136,457	130,868
Gen Maintenance of Street Furniture	-	-	-	-	-	-
Training	3,000	3,000	2,250	-	-	-
Rates and Water Rates	4,593	4,374	3,281	3,343	4,263	4,263
General Ground Maintenance	7,000	6,500	4,875	7,416	17,500	5,130
Cemetery Driveway Kerbing	7,500	33,464	25,098	19,306	10,000	13,970
Repairs & Maintenance	1,100	1,100	825	-	50	98
Telephone	450	650	488	333	650	596
Heating & Lighting	1,175	1,160	870	1,192	562	(244)
Vehicle Expenses	4,000	3,730	2,798	2,985	3,719	4,927
Equipment	7,000	10,218	7,664	8,146	7,000	5,214
CCTV	3,008	-	-	-	-	-
Health & Safety	250	250	188	-	250	9
Grave Excavation	4,750	4,750	3,563	1,330	3,585	3,610
Travel & Subsistence	670	626	470	503	855	606
Sundry Seating & Trees	600	600	450	105	600	1,083
Contingency for Inflation	547	1,065	799	-	1,354	-
Vehicle Replacement Contingency	-	2,500	1,875	-	2,500	-
	<b>187,143</b>	<b>209,160</b>	<b>156,870</b>	<b>149,708</b>	<b>189,345</b>	<b>170,130</b>

#### NET EXPENDITURE

	<b>143,409</b>	<b>154,831</b>	<b>116,123</b>	<b>117,154</b>	<b>143,782</b>	<b>104,885</b>
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## HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE

#### EXPENDITURE

Special Repairs and Maintenance	4,500	3,000	2,250	-	2,500	4,826
Boundary Wall Repairs	20,000	-	-	-	-	-
	<b>24,500</b>	<b>3,000</b>	<b>2,250</b>	<b>-</b>	<b>2,500</b>	<b>4,826</b>

## TRANQUILITY GARDEN

EIGHTH DRAFT (January 2021)

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals	Budget	Actuals
		Annual @ 31/12/2020	YTD Budget		2019/20	
<b>INCOME</b>						
Purchase & Interment Fees	4,875	6,480	4,860	3,656	5,860	5,390
Memorial Fees	1,155	2,627	1,970	866	2,307	2,400
	<b>6,030</b>	<b>9,107</b>	<b>6,830</b>	<b>4,523</b>	<b>8,167</b>	<b>7,790</b>
<b>EXPENDITURE</b>						
Design, Planning & Consultancy/Set up Costs	-	-	-	-	-	-
Maintenance & Development Costs	5,000	5,000	3,750	-	5,000	1,800
Brochures	-	-	-	-	-	-
Opening Event	-	-	-	-	-	-
	<b>5,000</b>	<b>5,000</b>	<b>3,750</b>	<b>-</b>	<b>5,000</b>	<b>1,800</b>
<b>NET EXPENDITURE</b>	<b>(1,030)</b>	<b>(4,107)</b>	<b>(3,080)</b>	<b>(4,523)</b>	<b>(3,167)</b>	<b>(5,990)</b>

## ALLOTMENTS - PARK ROAD

	Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget	Actuals
		Annual @ 31/12/2020	YTD Budget		2019/20	
<b>INCOME</b>						
Tenancy Rental	165	165	124	-	171	165
	<b>165</b>	<b>165</b>	<b>124</b>	<b>-</b>	<b>171</b>	<b>165</b>
<b>EXPENDITURE</b>						
Lease	10	10	8	-	10	-
Set up & Maintenance Costs	-	-	-	-	-	-
	<b>10</b>	<b>10</b>	<b>8</b>	<b>-</b>	<b>10</b>	<b>-</b>
<b>NET EXPENDITURE</b>	<b>(155)</b>	<b>(155)</b>	<b>(116)</b>	<b>-</b>	<b>(161)</b>	<b>(165)</b>

## HATTON ROCK

### EIGHTH DRAFT (January 2021)

(changes since SEVENTH DRAFT are highlighted)

#### EXPENDITURE

Rent  
Rates  
Insurance  
Heating & Lighting  
Service Costs  
Sundry Expenses

Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget	Actuals
	Annual @ 31/12/2020	YTD Budget @ 31/12/2020		2019/20	
13,490	13,490	10,118	10,118	13,490	6,749
4,813	4,584	3,438	3,406	4,521	1,950
146	144	108	-	140	142
44	43	32	-	42	1
750	750	563	(188)	750	562
350	350	263	-	350	149
<b>19,593</b>	<b>19,361</b>	<b>14,521</b>	<b>13,335</b>	<b>19,293</b>	<b>9,553</b>

## INITIATIVES, PROJECTS AND GRANTS

#### EXPENDITURE

Special Projects & Grants - Over £20K  
Special Projects & Grants - Under £20K  
  
Town Projects / Partnership Working / CCTV  
Stratforward - BID Levy  
**Localism Project (NDP) - to Nov 2018**  
COVID-19 Response & Community Support  
Other Debtors - Stratford Support cash only clients  
**Special Projects & Events**  
Newsletters / Quality Status  
Bus Shelters/Dog Hygiene/Litter/Cycle Racks  
Climate Change Initiatives  
Youth Council  
Green Advent Calendar  
Lunch Club (Loneliness/Dementia Friendly projects)  
**Historic Spine Town Hall Plaque**

Proposed Budget 2021/22	Budget 2020/21		Year to Date Actuals 2020/21	Budget	Actuals
	Annual @ 31/12/2020	YTD Budget @ 31/12/2020		2019/20	
89,500	115,000	86,250	<b>80,000</b>	60,000	60,000
-	5,000	3,750	-	-	-
31,788	28,087	21,065	27,788	28,087	27,788
754	744	558	709	725	709
-	-	-	-	-	-
-	-	-	9,030	-	9,000
-	-	-	153	-	631
-	-	-	-	-	-
4,000	14,106	10,580	1,381	11,000	9,418
705	6,997	5,248	559	4,122	6,540
10,000	10,000	7,500	-	-	-
1,000	-	-	-	-	-
350	-	-	-	-	-
200	200	150	-	-	-
-	-	-	-	-	-
<b>138,296</b>	<b>180,134</b>	<b>135,101</b>	<b>119,621</b>	<b>103,934</b>	<b>114,087</b>

## RESERVES

EIGHTH DRAFT (January 2021)

	Forecast to end of 2020/21	Actuals 2019/20	Actuals 2018/19	Actuals 2017/18
Useable Capital Receipts Reserve	-	-	-	-
Building Maintenance Reserve	81,615	136,615	150,860	168,718
Cemetery Land & Building Maint. Reserve	25,400	25,400	25,400	30,000
Holy Trinity Churchyard & Monuments Reserve	20,000	-	-	-
Allotment Reserve	27,162	27,162	27,162	27,463
Election Expenses Reserve	23,462	18,462	9,500	-
Christmas Festival Reserve	7,154	7,154	9,298	13,086
Events Reserve	5,000	-	-	-
Street Furniture Reserve	5,000	-	-	-
Vehicle Replacement Reserve	17,500	15,000	12,500	10,000
Climate Change Reserve	10,000	-	-	-
Community Infrastructure Levy (CIL)	13,351	5,755	-	-
Shakespeare Birthday Celebrations Reserve	62,519	73,047	68,068	71,153
Tranquility Garden Reserve	-	-	-	-
Localism Project Reserve	-	-	-	35,205
Old Stratford & Drayton Reserve	-	-	1,650	3,684
<b>Designated Reserves Total</b>	298,163	308,595	304,438	359,309
Management Accounts Variance Surplus/(Deficit)	(157,815)	-	-	-
<b>General Reserve</b>	295,007	442,390	520,714	505,841
	<b>593,170</b>	<b>750,985</b>	<b>825,152</b>	<b>865,150</b>
<b>Total Reduction in Designated Reserves</b>	<b>(10,432)</b>			
<b>Total Reduction in General Reserve</b>	<b>(147,383)</b>			

RESERVES SUMMARY				TOTALS
General Reserve at end of 2019/20	442,390	Designated Reserves	308,595	2019/20 750,985
Budgeted Expenditure 2020/21	884,927			
General Reserve to Expenditure Ratio 2020	50%			
Budgeted Reduction of General Reserve 2020/21	298,273	Forecast Reduction	10,432	Reduction 308,705
Forecast Deficit in Management Accounts 2020/21	(157,815)			
General Reserve at end of 2020/21	295,007	Designated end of 2020/21	298,163	2020/21 593,170
Budgeted Expenditure 2021/22	847,680			
General Reserve to Expenditure Ratio 2021	35%			
Budgeted Reduction of General Reserve 2021/22	199,106	Budgeted Reduction	75,518	Reduction 274,624
General Reserve at end of 2021/22	95,901	Designated end of 2021/22	222,645	2021/22 318,546
Forecast Expenditure 2022/23	651,847			
General Reserve to Expenditure Ratio 2022	15%			