

BALANCE SHEET**Current Assets**

Debtors	£	5,081
Short Term Investments	£	860,767
Cash at Bank and In Hand	£	21,410
	£	<u>887,258</u>

Less Current Liabilities

Creditors	£	(21,808)
Restricted Funds (excluding CIL)	£	(15,912)
Community Infrastructure Levy (CIL)	£	(2,190)
	£	<u>(39,910)</u>

Net Current Assets

	£	<u>847,348</u>
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Financed by:

Year To Date Surplus/(Deficit)	£	15,858
General Reserve	£	520,714
Designated Reserves (excluding SBC)	£	236,369
Shakespeare Birthday Celebrations (SBC) balance	£	74,406
	£	<u>847,348</u>

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

INVESTMENTS & BANK

At 31/08/2019

CCLA Public Sector Deposit Fund	£	73,919
CCLA Local Authorities' Property Fund	£	250,000
Cambridge & Counties 3 Year Business Bonds	£	359,564
Cambridge & Counties 2 Year Business Bond	£	100,005
Cambridge & Counties Bank Savings Account	£	77,279
Total Investments	£	<u>860,767</u>

Barclays Business Current Account	£	23,926
Barclays Debit Card Account	£	318
Petty Cash	£	166
Total Cash at Bank and in hand	£	<u>24,410</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	£	1,650
Vehicle Replacement Reserve	£	12,500
Election Expenses Reserve	£	9,500
SBC Reserve	£	68,068
Total Designated Reserves	£	<u>304,437</u>

General Reserve	£	<u>520,714</u>
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Community Infrastructure Levy (CIL)	£	<u>2,190</u>	At 31/08/2019
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Total Reserves (including CIL)	£	<u>827,342</u>
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SUMMARISED INCOME & EXPENDITURE ACCOUNT
At 31/08/2019

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/08/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	505,452	210,605	210,605	206,863	(294,847)	(0)
Council Tax Reduction Grant	3,660	1,525	1,525	3,929	(2,135)	-
Market & Christmas Festival [Net]	39,917	16,632	28,059	24,931	(11,858)	11,427
Rents [Net]	7,775	3,240	7,566	7,566	(209)	4,326
Interest on Investments	21,952	9,147	2,875	3,081	(19,076)	(6,271)
Interest on Bank Accounts	360	150	142	148	(218)	(8)
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	625	260	721	800	96	461
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	7,165	2,986	(1,365)	3,676	(8,530)	(4,351)
Funding from Reserves	148,551	61,896	-	5,888	(148,551)	(61,896)
	735,457	306,441	250,128	256,881	(485,329)	(56,313)
EXPENDITURE						
Operational & Administrative Expenses	395,736	164,890	144,147	131,520	251,589	20,743
Civic Expenditure	89,022	37,093	25,563	23,172	63,459	11,530
Cemetery [Net]	133,443	55,601	44,240	46,856	89,202	11,361
Holy Trinity Churchyard & Garden of Remembrance	2,500	1,042	4,113	-	(1,613)	(3,071)
Tranquility Garden [Net]	(3,167)	(1,320)	(4,389)	(2,051)	1,222	3,069
Allotments [Net]	(161)	(67)	-	466	(161)	(67)
Hatton Rock	19,293	8,039	(1,477)	(1,925)	20,770	9,516
Initiatives, Projects and Grants	103,934	43,306	32,798	35,351	71,136	10,508
	740,600	308,584	244,996	233,387	495,604	63,588
NET Surplus / (Deficit)	(5,143)	(2,143)	5,132	23,494	10,275	7,275

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

MARKET & CHRISTMAS FESTIVAL**At 31/08/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	At 31/08/2019	2019-20	2018-19	Annual Budget	YTD Budget
INCOME						
Market	140,295	58,456	70,148	67,775	(70,148)	11,691
Christmas Festival	-	-	-	-	-	-
	140,295	58,456	70,148	67,775	(70,148)	11,691
EXPENDITURE						
Market - District Council Share	84,177	35,074	42,089	40,665	42,089	(7,015)
Market - Tripartite Expenses	2,806	1,169	-	2,159	2,806	1,169
Christmas Festival	13,395	5,581	-	20	13,395	5,581
	100,378	41,824	42,089	42,844	58,290	(264)
NET INCOME	39,917	16,632	28,059	24,931	(11,858)	11,427

TOWN HALL COMMERCIAL MANAGEMENT**At 31/08/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	At 31/08/2019	2019-20	2018-19	Annual Budget	YTD Budget
INCOME						
Lettings (excluding Deferred Income)	41,633	17,347	14,066	18,448	(27,567)	(3,281)
Sundry Income	55	23	84	22	29	61
	41,688	17,370	14,150	18,469	(27,538)	(3,220)
EXPENDITURE						
Personnel	25,688	10,703	11,206	11,361	14,482	(503)
Security Personnel	793	331	229	475	565	102
Cleaning & Laundry	3,600	1,500	1,512	1,432	2,088	(12)
PRS and Licences	1,019	425	2,500	686	(1,480)	(2,075)
Operating Equipment	800	333	-	761	800	333
Travel & Subsistence	350	146	69	78	281	77
Marketing, Publicity & Special Projects	1,500	625	-	-	1,500	625
Other Costs	500	208	-	-	500	208
Contingency for Inflation	272	113	-	-	-	-
	34,523	14,384	15,515	14,793	19,008	(1,131)
NET INCOME	7,165	2,986	(1,365)	3,676	(8,530)	(4,351)

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	At 31/08/2019	2019-20	2018-19	Annual Budget	YTD Budget
Rother Street Clock Tower	220	92	23	28	197	69
STC Meeting Expenses & Subsistence	1,000	417	217	323	783	199
Travel and Subsistence	250	104	87	73	163	17
Borough Records	350	146	-	-	350	146
Salaries Wages and Related Costs	195,976	81,657	84,508	78,120	111,468	(2,851)
Recruitment	1,500	625	412	172	1,088	213
Advertising & Publicity	1,000	417	-	-	1,000	417
Office Equipment & Furniture & Stationery	5,400	2,250	1,775	994	3,625	475
Equipment Rental	2,274	947	542	712	1,732	405
Combined Insurance Policy	18,000	7,500	4,629	6,415	13,371	2,871
Telephones	2,200	917	891	864	1,309	26
Postage & Carriage	1,500	625	782	492	718	(157)
Avon Planning Services	4,080	1,700	1,700	1,700	2,380	-
Neighbourhood Plan Monitoring & Review	2,000	833	240	-	1,760	593
Subscriptions	1,658	691	997	901	661	(306)
Professional Fees	13,250	5,521	10,560	7,125	2,690	(5,039)
Audit Fees	5,585	2,327	-	4,000	5,585	2,327
Payroll Services	3,400	1,417	2,050	450	1,350	(633)
Health & Safety	1,500	625	-	-	1,500	625
Councillor & Staff Training	3,565	1,485	343	886	3,223	1,143
IT	7,081	2,951	4,790	3,836	2,291	(1,840)
Website Maintenance	1,000	417	75	-	925	342
Bank Charges & Interest	1,000	417	358	(34)	642	58
Newspapers	40	17	16	17	24	1
Rates & Water Rates	27,609	11,504	10,647	13,337	16,962	857
Heating & Lighting	7,788	3,245	2,037	1,673	5,752	1,208
General Repairs, Maintenance & Sundry	52,500	21,875	6,388	8,909	46,112	15,487
Alarm & CCTV Call Out	2,177	907	-	139	2,177	907
Lift Maintenance Contract	1,000	417	405	386	595	11
Election Exp (Inc Polls/Pro Challenges)	20,000	8,333	9,674	-	10,326	(1,341)
Contingency for Inflation	10,832	4,513	-	-	10,832	4,513
	395,736	164,890	144,147	131,520	251,589	20,743

Budget 2019/20 Expenditure increase for Professional Fees from General Reserves F&S Minute 70 12.3.19

Additional Town Hall Maintenance Expenditure and Fees to be funded by virement from Building Maintenance Reserve at Year End F&S Minute 27 11.9.18 & 69 12.3.19

Contingency for Inflation increased from Final Draft Budget 2019-20 amount to correct Budget Total error

CIVIC EXPENDITURE
At 31/08/2019

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	At 31/08/2019	2019-20	2018-19	Annual Budget	YTD Budget
Mayor's Allowance	6,500	2,708	2,029	1,953	4,471	680
Mayor's Traveling	5,000	2,083	2,161	2,217	2,839	(77)
Civic Insignia	1,500	625	159	90	1,342	467
Receptions (Formal & Informal)	6,000	2,500	3,622	1,931	2,378	(1,122)
Honoraria inc photographic	3,272	1,363	653	802	2,619	711
Printing & Stationery	500	208	249	4	251	(41)
Floral Decorations	650	271	215	195	435	56
Civic Robes	1,500	625	844	90	656	(219)
Civic Gifts	100	42	61	109	39	(19)
SBC - Town Council funding contribution	25,000	10,417	10,417	10,417	14,583	-
Christmas Activities	2,000	833	1,060	593	940	(226)
Festivals & Events - HODS	2,000	833	-	651	2,000	833
Contingency (Events tbc)	5,000	2,083	-	-	5,000	2,083
National Mourning Protocol	-	-	-	25	-	-
Event Security	30,000	12,500	4,095	4,095	25,905	8,405
	89,022	37,093	25,563	23,172	63,459	11,530

CEMETERY**At 31/08/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/08/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To	
					Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	37,332	15,555	29,515	15,182	(7,817)	13,960
Memorial Fees	7,832	3,263	3,040	3,185	(4,792)	(223)
Sundry Income (Seating/Trees/Transfers)	400	167	80	240	(320)	(87)
	45,563	18,985	32,635	18,607	(12,928)	13,650
EXPENDITURE						
Management Charge	136,457	56,857	53,841	52,883	82,616	3,016
Rates	3,924	1,635	1,776	1,956	2,148	(141)
General Ground Maintenance	17,500	7,292	15,460	1,433	2,040	(8,169)
Repairs & Maintenance	50	21	-	596	50	21
Telephone	650	271	238	209	412	32
Heating & Lighting	562	234	(1,123)	(79)	1,685	1,358
Vehicle Expenses	3,719	1,550	1,810	1,512	1,909	(260)
Equipment	7,000	2,917	3,115	5,423	3,885	(198)
Health & Safety	250	104	9	-	241	95
Grave Excavation	3,585	1,494	1,140	950	2,445	354
Travel & Subsistence	855	356	306	272	549	51
Sundry Seating & Trees	600	250	304	308	296	(54)
Contingency for Inflation	1,354	564	-	-	1,354	564
Vehicle Replacement Contingency	2,500	1,042	-	-	2,500	1,042
	179,006	74,586	76,875	65,463	102,131	(2,290)
NET EXPENDITURE	133,443	55,601	44,240	46,856	89,202	11,361

HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE**At 31/08/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/08/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To	
					Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	2,500	1,042	4,113	-	(1,613)	(3,071)
	2,500	1,042	4,113	-	(1,613)	(3,071)

TRANQUILITY GARDEN
At 31/08/2019

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/08/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	5,860	2,442	2,864	2,130	(2,996)	422
Memorial Fees	2,307	961	1,594	840	(713)	633
	8,167	3,403	4,458	2,970	(3,709)	1,055
EXPENDITURE						
Maintenance & Development Costs	5,000	2,083	69	919	4,931	2,014
	5,000	2,083	69	919	4,931	2,014
NET EXPENDITURE	(3,167)	(1,320)	(4,389)	(2,051)	1,222	3,069

Budget 2019/20 Income expected to exceed Expenditure

ALLOTMENTS - PARK ROAD
At 31/08/2019

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/08/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	171	71	-	33	(171)	(71)
	171	71	-	33	(171)	(71)
EXPENDITURE						
Lease	10	4	-	-	10	4
Set up & Maintenance Costs	-	-	-	499	-	-
	10	4	-	499	10	4
NET EXPENDITURE	(161)	(67)	-	466	(161)	(67)

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

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/08/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Rent	13,490	5,621	(2,244)	(1,120)	15,734	7,865
Rates	4,521	1,884	812	(118)	3,709	1,071
Insurance	140	58	142	(70)	(2)	(84)
Heating & Lighting	42	18	1	130	41	17
Service Costs	750	313	(188)	(757)	938	501
Sundry Expenses	350	146	-	10	350	146
	19,293	8,039	(1,477)	(1,925)	20,770	9,516

INITIATIVES, PROJECTS AND GRANTS

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/08/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	60,000	25,000	-	-	60,000	25,000
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	28,087	11,703	27,788	25,037	299	(16,085)
Stratforward - BID Levy	725	302	709	700	16	(407)
Localism Project (NDP) - to Nov 2018	-	-	-	5,888	-	-
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	11,000	4,583	3,041	3,390	7,959	1,542
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	4,122	1,718	1,259	336	2,863	458
	103,934	43,306	32,798	35,351	71,136	10,508

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 31/08/2019
2019-20
2018-19

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

INCOME				
SBC - Income (Other)			25,000	25,000
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			-	-
Total Income			52,567	50,947
EXPENDITURE				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			-	150
SBC - Standard Replacements			-	-
SBC - Flag Poles			4,520	4,520
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			-	7,500
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
Total Expenditure			46,229	49,547
NET Surplus (Deficit) for Year			6,338	1,399

SBC - including Opening Balance			74,406	
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