

BALANCE SHEET**Current Assets**

Debtors	£	7,899
Long Term Investments	£	584,205
Short Term Investments	£	266,763
Cash at Bank and in hand	£	17,045
	£	<u>875,912</u>

Less Current Liabilities

Creditors	£	(23,659)
Restricted Funds	£	(16,162)
	£	<u>(39,821)</u>

Net Current Assets

£ 836,090

Financed by:

Year To Date Surplus/(Deficit)	£	208
Community Infrastructure Levy (CIL)	£	5,755
General Reserve	£	520,714
Designated Reserves (excluding SBC)	£	234,740
Shakespeare Birthday Celebrations (SBC) balance	£	74,673
	£	<u>836,090</u>

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

INVESTMENTS & BANK

@ 29/02/2020

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	£	54,357
Cambridge & Counties Bank Savings Account	£	212,406
Total Short Term Investments	£	<u>266,763</u>
Barclays Business Current Account	£	16,532
Barclays Debit Card Account	£	271
Petty Cash	£	242
Total Cash at Bank and in hand	£	<u>17,045</u>

RESERVES

@ 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
Total Designated Reserves	£	<u>302,808</u>
General Reserve	£	<u>520,714</u>
Community Infrastructure Levy (CIL)	£	<u>5,755</u>
Total Reserves (including CIL)	£	<u>829,278</u>

@ 29/02/2020

SUMMARISED INCOME & EXPENDITURE ACCOUNT
@ 29/02/2020

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 29/02/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	505,452	463,331	463,331	455,099	(42,121)	-
Council Tax Reduction Grant	3,660	3,355	3,355	8,644	(305)	-
Market & Christmas Festival [Net]	39,917	36,591	38,533	33,635	(1,384)	1,942
Rents [Net]	7,775	7,127	7,566	7,566	(209)	439
Interest on Investments	21,952	20,122	18,602	16,943	(3,350)	(1,520)
Interest on Bank Accounts	360	330	317	328	(43)	(13)
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	625	573	1,225	752	600	652
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	7,165	6,568	(5,320)	(863)	(12,486)	(11,888)
Funding from Reserves	148,551	n/a	<i>tbc @ Year End</i>	28,367	<i>tbc @ Year End</i>	n/a
	735,457	537,998	527,608	550,471	(207,849)	(10,390)
EXPENDITURE						
Operational & Administrative Expenses	471,654	432,350	318,464	291,787	153,190	113,886
Civic Expenditure	89,022	81,604	55,046	54,456	33,976	26,558
Cemetery [Net]	143,782	131,800	96,171	101,045	47,611	35,629
Holy Trinity Churchyard & Garden of Remembrance	2,500	2,292	4,616	2,855	(2,116)	(2,324)
Tranquility Garden [Net]	(3,167)	(2,903)	(5,460)	(6,145)	2,293	2,557
Allotments [Net]	(161)	(148)	(99)	301	(62)	(49)
Hatton Rock	19,293	17,685	8,266	7,025	11,027	9,419
Initiatives, Projects and Grants	103,934	95,273	96,321	117,513	7,613	(1,048)
	826,857	757,953	573,325	568,837	253,532	184,628
NET Surplus / (Deficit)	(91,400)	(219,955)	(45,717)	(18,366)	45,683	174,238

Budget 2019/20 Expenditure increase from General Reserves F&S Minute 70 12.3.19 GP Minute 66 9.4.19 F&S Minute 25 10.9.19 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 F&S Minute 55 14.1.20

MARKET & CHRISTMAS FESTIVAL**@ 29/02/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	@ 29/02/2020	2019-20	2018-19	Annual Budget	YTD Budget
INCOME						
Market	140,295	128,604	142,119	137,923	1,824	13,515
Christmas Festival	-	-	-	-	-	-
	140,295	128,604	142,119	137,923	1,824	13,515
EXPENDITURE						
Market - District Council Share	84,177	77,162	85,271	82,754	(1,094)	(8,109)
Market - Tripartite Expenses	2,806	2,572	300	4,299	2,506	2,272
Christmas Festival	13,395	12,279	18,015	17,235	(4,620)	(5,736)
	100,378	92,013	103,586	104,288	(3,208)	(11,573)
NET INCOME	39,917	36,591	38,533	33,635	(1,384)	1,942

TOWN HALL COMMERCIAL MANAGEMENT**@ 29/02/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	@ 29/02/2020	2019-20	2018-19	Annual Budget	YTD Budget
INCOME						
Lettings (excluding Deferred Income)	41,633	38,164	25,044	31,184	(16,589)	(13,119)
Sundry Income	55	50	246	141	191	196
	41,688	38,214	25,291	31,326	(16,397)	(12,923)
EXPENDITURE						
Personnel	25,688	23,547	23,826	24,183	1,862	(279)
Security Personnel	793	727	506	914	287	221
Cleaning & Laundry	3,600	3,300	3,289	3,134	311	11
PRS and Licences	1,019	934	2,680	2,766	(1,660)	(1,745)
Operating Equipment	800	733	127	914	673	606
Travel & Subsistence	350	321	133	228	217	188
Marketing, Publicity & Special Projects	1,500	1,375	-	-	1,500	1,375
Other Costs	500	458	50	50	450	408
Contingency for Inflation	272	249				
	34,523	31,646	30,611	32,189	3,912	1,035
NET INCOME	7,165	6,568	(5,320)	(863)	(12,486)	(11,888)

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	@ 29/02/2020	2019-20	2018-19	Annual Budget	YTD Budget
Rother Street Clock Tower	220	202	176	83	44	26
STC Meeting Expenses & Subsistence	1,000	917	620	621	380	297
Travel and Subsistence	250	229	306	82	(56)	(77)
Borough Records	350	321	-	-	350	321
Salaries, Wages and Related Costs	193,076	176,987	178,426	175,292	14,650	(1,439)
Recruitment	1,500	1,375	412	172	1,088	963
Advertising & Publicity	1,000	917	69	69	931	848
Office Equipment & Furniture & Stationery	5,400	4,950	2,557	3,221	2,843	2,393
Equipment Rental	2,274	2,084	1,187	1,357	1,087	897
Combined Insurance Policy	18,000	16,500	10,769	14,113	7,231	5,731
Telephones	2,200	2,017	2,063	1,923	137	(47)
Postage & Carriage	1,500	1,375	766	892	734	609
Avon Planning Services	4,080	3,740	3,740	3,740	340	-
Neighbourhood Plan Monitoring & Review	2,000	1,833	665	-	1,335	1,168
Subscriptions	1,658	1,520	1,747	2,043	(89)	(228)
Professional Fees	13,250	12,146	4,944	14,127	8,307	7,202
Audit Fees	5,585	5,120	1,600	5,600	3,985	3,520
Payroll Services	6,300	5,775	4,950	1,350	1,350	825
Health & Safety	1,500	1,375	-	-	1,500	1,375
Councillor & Staff Training	3,565	3,268	1,220	2,674	2,345	2,048
IT	7,999	7,333	7,113	5,318	886	219
Website Maintenance	1,000	917	75	-	925	842
Bank Charges & Interest	1,000	917	254	264	746	663
Newspapers	40	37	35	38	6	2
Rates & Water Rates	27,609	25,308	25,129	26,675	2,480	179
Heating & Lighting	7,788	7,139	6,404	5,479	1,384	735
General Repairs, Maintenance & Sundry	127,500	116,875	51,186	22,655	76,314	65,689
Alarm & CCTV Call Out	2,177	1,996	-	234	2,177	1,996
Lift Maintenance Contract	1,000	917	1,013	2,584	(13)	(96)
Election Exp (Inc Polls/Pro Challenges)	20,000	18,333	11,038	1,181	8,962	7,295
Contingency for Inflation	10,832	9,929			10,832	9,929
	471,654	432,350	318,464	291,787	153,190	113,886

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 F&S Minute 69 12.3.19
F&S Minute 41 19.11.19 F&S Minute 55 14.1.20**

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
@ 29/02/2020

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	@ 29/02/2020	2019-20	2018-19	Annual Budget	YTD Budget
Mayor's Allowance	6,500	5,958	4,970	2,044	1,530	989
Mayor's Traveling	5,000	4,583	4,701	4,470	299	(118)
Civic Insignia	1,500	1,375	293	400	1,207	1,082
Receptions (Formal & Informal)	6,000	5,500	4,338	4,542	1,662	1,162
Honoraria inc photographic	3,272	2,999	2,260	2,258	1,012	739
Printing & Stationery	500	458	714	149	(214)	(256)
Floral Decorations	650	596	215	265	435	381
Civic Robes	1,500	1,375	1,033	123	467	342
Civic Gifts	100	92	61	140	39	31
SBC - Town Council funding contribution	25,000	22,917	22,917	22,917	2,083	-
Christmas Activities	2,000	1,833	1,934	4,620	66	(101)
Festivals & Events - HODS	2,000	1,833	-	885	2,000	1,833
Contingency (Events tbc)	5,000	4,583	-	17	5,000	4,583
National Mourning Protocol	-	-	-	46	-	-
Event Security	30,000	27,500	11,611	11,581	18,389	15,889
	89,022	81,604	55,046	54,456	33,976	26,558

CEMETERY**@ 29/02/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 29/02/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	37,332	34,221	51,430	35,797	14,098	17,209
Memorial Fees	7,832	7,179	9,240	6,205	1,409	2,061
Sundry Income (Seating/Trees/Transfers)	400	367	365	485	(35)	(2)
	45,563	41,766	61,035	42,487	15,472	19,269
EXPENDITURE						
Management Charge	136,457	125,085	120,178	115,287	16,279	4,908
Rates	4,263	3,907	3,907	3,791	355	(0)
General Ground Maintenance	27,500	25,208	18,504	8,146	8,996	6,704
Repairs & Maintenance	50	46	-	596	50	46
Telephone	650	596	556	513	94	40
Heating & Lighting	562	515	(431)	454	993	946
Vehicle Expenses	3,719	3,410	4,479	4,285	(760)	(1,070)
Equipment	7,000	6,417	5,146	7,218	1,854	1,270
Health & Safety	250	229	9	-	241	220
Grave Excavation	3,585	3,286	3,420	2,470	165	(134)
Travel & Subsistence	855	784	532	465	323	251
Sundry Seating & Trees	600	550	904	308	(304)	(354)
Contingency for Inflation	1,354	1,241	-	-	1,354	1,241
Vehicle Replacement Contingency	2,500	2,292	-	-	2,500	2,292
	189,345	173,566	157,206	143,532	32,139	16,361
NET EXPENDITURE	143,782	131,800	96,171	101,045	47,611	35,629

Budget 2019/20 Expenditure increase for Rates from General Reserves F&S Minute 41 19.11.19 Expenditure increase for Ground Maintenance F&S Minute 25 10.9.19

HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE**@ 29/02/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 29/02/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	2,500	2,292	4,616	2,855	(2,116)	(2,324)
	2,500	2,292	4,616	2,855	(2,116)	(2,324)

TRANQUILITY GARDEN
@ 29/02/2020

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 29/02/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	5,860	5,372	4,860	5,605	(1,000)	(512)
Memorial Fees	2,307	2,115	2,400	1,625	93	286
	8,167	7,486	7,260	7,230	(907)	(226)
EXPENDITURE						
Maintenance & Development Costs	5,000	4,583	1,800	1,085	3,200	2,783
	5,000	4,583	1,800	1,085	3,200	2,783
NET EXPENDITURE	(3,167)	(2,903)	(5,460)	(6,145)	2,293	2,557

Budget 2019/20 Income expected to exceed Expenditure

ALLOTMENTS - PARK ROAD
@ 29/02/2020

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 29/02/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	171	157	99	198	(72)	(58)
	171	157	99	198	(72)	(58)
EXPENDITURE						
Lease	10	9	-	-	10	9
Set up & Maintenance Costs	-	-	-	499	-	-
	10	9	-	499	10	9
NET EXPENDITURE	(161)	(148)	(99)	301	(62)	(49)

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

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 29/02/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Rent	13,490	12,366	5,625	5,625	7,865	6,741
Rates	4,521	4,144	1,787	2,067	2,734	2,357
Insurance	140	128	142	(70)	(2)	(14)
Heating & Lighting	42	39	1	130	41	38
Service Costs	750	688	562	(757)	188	126
Sundry Expenses	350	321	149	30	201	172
	19,293	17,685	8,266	7,025	11,027	9,419

INITIATIVES, PROJECTS AND GRANTS

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 29/02/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	60,000	55,000	60,000	55,500	-	(5,000)
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working / CCTV	28,087	25,746	27,788	25,037	299	(2,042)
Stratforward - BID Levy	725	665	709	700	16	(45)
Localism Project (NDP) - to Nov 2018	-	-	-	28,367	-	-
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	11,000	10,083	6,377	7,573	4,624	3,707
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	4,122	3,779	1,447	336	2,675	2,331
	103,934	95,273	96,321	117,513	7,613	(1,048)

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
@ 29/02/2020
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	50,000
SBC - Town Council Budget			25,000	25,000
SBC - Friends Donations			125	450
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			2,708	3,450
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
Total Income			52,833	78,900
EXPENDITURE				
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			-	37,500
SBC - Miscellaneous Expenses			11,471	12,535
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	79,798
NET Surplus (Deficit) for Year			6,604	(898)

SBC - including Opening Balance			74,673
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