

BALANCE SHEET**Current Assets**

Debtors	£	5,160
Long Term Investments	£	584,205
Short Term Investments	£	266,704
Cash at Bank and in hand	£	65,067
	£	<u>921,137</u>

Less Current Liabilities

Creditors	£	(31,823)
Restricted Funds (excluding CIL)	£	(15,912)
Community Infrastructure Levy (CIL)	£	(5,755)
	£	<u>(53,490)</u>

Net Current Assets

	£	<u><u>867,647</u></u>
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Financed by:

Year To Date Surplus/(Deficit)	£	37,787
General Reserve	£	520,714
Designated Reserves (excluding SBC)	£	234,740
Shakespeare Birthday Celebrations (SBC) balance	£	74,406
	£	<u><u>867,647</u></u>

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

INVESTMENTS & BANK

@ 31/01/2020

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><u>584,205</u></u>

CCLA Public Sector Deposit Fund	£	54,298
Cambridge & Counties Bank Savings Account	£	212,406
Total Short Term Investments	£	<u><u>266,704</u></u>

Barclays Business Current Account	£	64,690
Barclays Debit Card Account	£	233
Petty Cash	£	144
Total Cash at Bank and in hand	£	<u><u>65,067</u></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><u>302,808</u></u>

General Reserve	£	<u><u>520,714</u></u>
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Community Infrastructure Levy (CIL)	£	<u><u>5,755</u></u>	@ 31/01/2020
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Total Reserves (including CIL)	£	<u><u>829,278</u></u>
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SUMMARISED INCOME & EXPENDITURE ACCOUNT
@ 31/01/2020

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/01/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	505,452	421,210	421,210	413,727	(84,242)	-
Council Tax Reduction Grant	3,660	3,050	3,050	7,858	(610)	-
Market & Christmas Festival [Net]	39,917	33,265	38,793	33,635	(1,124)	5,528
Rents [Net]	7,775	6,479	7,566	7,566	(209)	1,087
Interest on Investments	21,952	18,293	18,543	16,862	(3,408)	250
Interest on Bank Accounts	360	300	307	315	(53)	7
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	625	521	1,225	752	600	704
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	7,165	5,971	(3,019)	1,131	(10,184)	(8,990)
Funding from Reserves	148,551	n/a	<i>tbc @ Year End</i>	28,367	<i>tbc @ Year End</i>	<i>n/a</i>
	735,457	489,089	487,676	510,212	(247,781)	(1,413)
EXPENDITURE						
Operational & Administrative Expenses	471,654	393,045	291,839	270,040	179,816	101,206
Civic Expenditure	89,022	74,185	51,880	50,532	37,142	22,305
Cemetery [Net]	143,782	119,819	87,216	94,890	56,566	32,603
Holy Trinity Churchyard & Garden of Remembrance	2,500	2,083	4,616	2,706	(2,116)	(2,533)
Tranquility Garden [Net]	(3,167)	(2,639)	(6,476)	(5,442)	3,309	3,837
Allotments [Net]	(161)	(135)	-	301	(161)	(135)
Hatton Rock	19,293	16,078	5,855	4,756	13,438	10,223
Initiatives, Projects and Grants	103,934	86,612	96,133	117,513	7,801	(9,521)
	826,857	689,048	531,063	535,297	295,794	157,985
NET Surplus / (Deficit)	(91,400)	(199,959)	(43,387)	(25,085)	48,013	156,572

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**@ 31/01/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	@ 31/01/2020	2019-20	2018-19	Annual Budget	YTD Budget
INCOME						
Market	140,295	116,913	142,119	137,923	1,824	25,207
Christmas Festival	-	-	-	-	-	-
	140,295	116,913	142,119	137,923	1,824	25,207
EXPENDITURE						
Market - District Council Share	84,177	70,148	85,271	82,754	(1,094)	(15,124)
Market - Tripartite Expenses	2,806	2,338	300	4,299	2,506	2,038
Christmas Festival	13,395	11,163	17,755	17,235	(4,360)	(6,592)
	100,378	83,648	103,326	104,288	(2,948)	(19,678)
NET INCOME	39,917	33,265	38,793	33,635	(1,124)	5,528

TOWN HALL COMMERCIAL MANAGEMENT**@ 31/01/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	@ 31/01/2020	2019-20	2018-19	Annual Budget	YTD Budget
INCOME						
Lettings (excluding Deferred Income)	41,633	34,694	24,876	31,124	(16,757)	(9,818)
Sundry Income	55	46	235	141	180	190
	41,688	34,740	25,111	31,265	(16,577)	(9,629)
EXPENDITURE						
Personnel	25,688	21,407	21,917	22,432	3,771	(510)
Security Personnel	793	661	506	824	287	155
Cleaning & Laundry	3,600	3,000	2,739	2,993	861	261
PRS and Licences	1,019	849	2,680	2,766	(1,660)	(1,830)
Operating Equipment	800	667	105	872	695	562
Travel & Subsistence	350	292	133	198	217	159
Marketing, Publicity & Special Projects	1,500	1,250	-	-	1,500	1,250
Other Costs	500	417	50	50	450	367
Contingency for Inflation	272	227				
	34,523	28,769	28,130	30,135	6,393	639
NET INCOME	7,165	5,971	(3,019)	1,131	(10,184)	(8,990)

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	@ 31/01/2020	2019-20	2018-19	Annual Budget	YTD Budget
Rother Street Clock Tower	220	183	176	69	44	7
STC Meeting Expenses & Subsistence	1,000	833	560	535	440	273
Travel and Subsistence	250	208	306	82	(56)	(98)
Borough Records	350	292	-	-	350	292
Salaries Wages and Related Costs	193,076	160,897	163,587	159,541	29,489	(2,690)
Recruitment	1,500	1,250	412	172	1,088	838
Advertising & Publicity	1,000	833	-	-	1,000	833
Office Equipment & Furniture & Stationery	5,400	4,500	2,480	3,068	2,920	2,020
Equipment Rental	2,274	1,895	1,075	1,245	1,199	820
Combined Insurance Policy	18,000	15,000	9,790	12,830	8,210	5,210
Telephones	2,200	1,833	1,835	1,708	365	(2)
Postage & Carriage	1,500	1,250	771	887	729	479
Avon Planning Services	4,080	3,400	3,740	3,400	340	(340)
Neighbourhood Plan Monitoring & Review	2,000	1,667	665	-	1,335	1,002
Subscriptions	1,658	1,381	1,747	2,043	(89)	(366)
Professional Fees	13,250	11,042	4,548	14,127	8,703	6,494
Audit Fees	5,585	4,654	1,600	5,600	3,985	3,054
Payroll Services	6,300	5,250	4,950	1,350	1,350	300
Health & Safety	1,500	1,250	-	-	1,500	1,250
Councillor & Staff Training	3,565	2,971	960	2,674	2,605	2,011
IT	7,999	6,666	6,926	4,771	1,074	(259)
Website Maintenance	1,000	833	75	-	925	758
Bank Charges & Interest	1,000	833	210	222	790	624
Newspapers	40	34	32	35	8	2
Rates & Water Rates	27,609	23,007	22,844	26,675	4,764	163
Heating & Lighting	7,788	6,490	5,401	4,345	2,387	1,089
General Repairs, Maintenance & Sundry	127,500	106,250	45,097	21,845	82,403	61,153
Alarm & CCTV Call Out	2,177	1,814	-	234	2,177	1,814
Lift Maintenance Contract	1,000	833	1,013	2,584	(13)	(180)
Election Exp (Inc Polls/Pro Challenges)	20,000	16,667	11,038	-	8,962	5,628
Contingency for Inflation	10,832	9,027	-	-	10,832	9,027
	471,654	393,045	291,839	270,040	179,816	101,206

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

@ 31/01/2020

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	@ 31/01/2020	2019-20	2018-19	Annual Budget	YTD Budget
Mayor's Allowance	6,500	5,417	4,173	2,033	2,327	1,244
Mayor's Traveling	5,000	4,167	4,509	3,935	491	(342)
Civic Insignia	1,500	1,250	293	400	1,207	957
Receptions (Formal & Informal)	6,000	5,000	4,258	3,339	1,742	742
Honoraria inc photographic	3,272	2,727	2,260	2,258	1,012	467
Printing & Stationery	500	417	700	149	(200)	(283)
Floral Decorations	650	542	215	195	435	327
Civic Robes	1,500	1,250	1,033	123	467	217
Civic Gifts	100	83	61	140	39	22
SBC - Town Council funding contribution	25,000	20,833	20,833	20,833	4,167	-
Christmas Activities	2,000	1,667	1,934	4,620	66	(268)
Festivals & Events - HODS	2,000	1,667	-	885	2,000	1,667
Contingency (Events tbc)	5,000	4,167	-	17	5,000	4,167
National Mourning Protocol	-	-	-	25	-	-
Event Security	30,000	25,000	11,611	11,581	18,389	13,389
	89,022	74,185	51,880	50,532	37,142	22,305

CEMETERY**@ 31/01/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/01/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	37,332	31,110	46,890	30,922	9,558	15,780
Memorial Fees	7,832	6,526	8,915	5,940	1,084	2,389
Sundry Income (Seating/Trees/Transfers)	400	333	205	425	(195)	(128)
	45,563	37,969	56,010	37,287	10,447	18,041
EXPENDITURE						
Management Charge	136,457	113,714	109,429	104,921	27,028	4,285
Rates	4,263	3,552	3,552	3,791	710	(0)
General Ground Maintenance	27,500	22,917	17,082	8,119	10,418	5,835
Repairs & Maintenance	50	42	-	596	50	42
Telephone	650	542	519	440	131	23
Heating & Lighting	562	468	(431)	454	993	899
Vehicle Expenses	3,719	3,100	3,378	3,775	341	(279)
Equipment	7,000	5,833	4,937	7,218	2,063	897
Health & Safety	250	208	9	-	241	199
Grave Excavation	3,585	2,987	3,420	2,090	165	(433)
Travel & Subsistence	855	712	532	465	323	180
Sundry Seating & Trees	600	500	799	308	(199)	(299)
Contingency for Inflation	1,354	1,129	-	-	1,354	1,129
Vehicle Replacement Contingency	2,500	2,083	-	-	2,500	2,083
	189,345	157,788	143,226	132,177	46,119	14,561
NET EXPENDITURE	143,782	119,819	87,216	94,890	56,566	32,603

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**@ 31/01/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/01/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	2,500	2,083	4,616	2,706	(2,116)	(2,533)
	2,500	2,083	4,616	2,706	(2,116)	(2,533)

TRANQUILITY GARDEN

@ 31/01/2020

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/01/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	5,860	4,883	4,860	4,770	(1,000)	(23)
Memorial Fees	2,307	1,923	1,970	1,730	(337)	48
	8,167	6,806	6,830	6,500	(1,337)	24
EXPENDITURE						
Maintenance & Development Costs	5,000	4,167	355	1,058	4,645	3,812
	5,000	4,167	355	1,058	4,645	3,812
NET EXPENDITURE	(3,167)	(2,639)	(6,476)	(5,442)	3,309	3,837

Budget 2019/20 Income expected to exceed Expenditure

ALLOTMENTS - PARK ROAD

@ 31/01/2020

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/01/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	171	143	-	198	(171)	(143)
	171	143	-	198	(171)	(143)
EXPENDITURE						
Lease	10	8	-	-	10	8
Set up & Maintenance Costs	-	-	-	499	-	-
	10	8	-	499	10	8
NET EXPENDITURE	(161)	(135)	-	301	(161)	(135)

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

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/01/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Rent	13,490	11,242	3,377	3,377	10,113	7,865
Rates	4,521	3,768	1,625	2,067	2,896	2,143
Insurance	140	117	142	(70)	(2)	(26)
Heating & Lighting	42	35	1	130	41	34
Service Costs	750	625	562	(757)	188	63
Sundry Expenses	350	292	149	10	201	143
	19,293	16,078	5,855	4,756	13,438	10,223

INITIATIVES, PROJECTS AND GRANTS

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget @ 31/01/2020	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	60,000	50,000	60,000	55,500	-	(10,000)
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working / CCTV	28,087	23,406	27,788	25,037	299	(4,382)
Stratforward - BID Levy	725	604	709	700	16	(105)
Localism Project (NDP) - to Nov 2018	-	-	-	28,367	-	-
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	11,000	9,167	6,377	7,573	4,624	2,790
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	4,122	3,435	1,259	336	2,863	2,176
	103,934	86,612	96,133	117,513	7,801	(9,521)

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
@ 31/01/2020
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			25	180
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			2,542	867
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
Total Income			52,567	76,047
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			-	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
Total Expenditure			46,229	64,792
NET Surplus (Deficit) for Year			6,338	11,254

SBC - including Opening Balance			74,406	
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