

@ 31/01/2021

Month 10

BALANCE SHEET

@ 31/01/2021

Fixed Assets

Long Term Investments	£	537,069
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Current Assets

Debtors	£	6,362
Short Term Investments	£	175,642
Cash at Bank and in hand	£	24,379
	£	<u>206,382</u>

Less Current Liabilities

Creditors	£	-
Restricted Funds	£	(15,779)
	£	<u>(15,779)</u>

Net Assets (excluding Fixed Asset Reserve)**£ 727,672****Financed by:**

Year To Date Trial Balance Surplus/(Deficit)	£	(20,380)
General Reserve	£	442,390
Designated Reserves (excluding CIL & SBC)	£	229,793
Community Infrastructure Levy (CIL) balance	£	13,351
Shakespeare Birthday Celebrations (SBC) balance	£	62,518
	£	<u>727,672</u>

(excluding Fixed Assets @ 31/03/2020) £ 15,039,541**INVESTMENTS & BANK**

@ 31/01/2021

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	£	<u>537,069</u>

CCLA Public Sector Deposit Fund	£	34,445
Cambridge & Counties Bank Savings Account	£	141,197
Total Short Term Investments	£	<u>175,642</u>

Barclays Business Current Account	£	24,081
Barclays Debit Card Account	£	161
Petty Cash	£	137
Total Cash at Bank and in hand	£	<u>24,379</u>

Total Investments & Bank	£	<u>737,090</u>
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RESERVES

@ 31/03/2020

Building Maintenance Reserve	£	136,615
Cemetery Land & Building Reserve	£	25,400
Allotment Reserve	£	27,162
Christmas Festival Reserve	£	7,154
Vehicle Replacement Reserve	£	15,000
Election Expenses Reserve	£	18,462
Community Infrastructure Levy (CIL)	£	5,755
SBC Reserve	£	73,047
Total Designated Reserves	£	<u>308,595</u>

General Reserve	£	<u>442,390</u>
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Total Reserves	£	<u>750,985</u>
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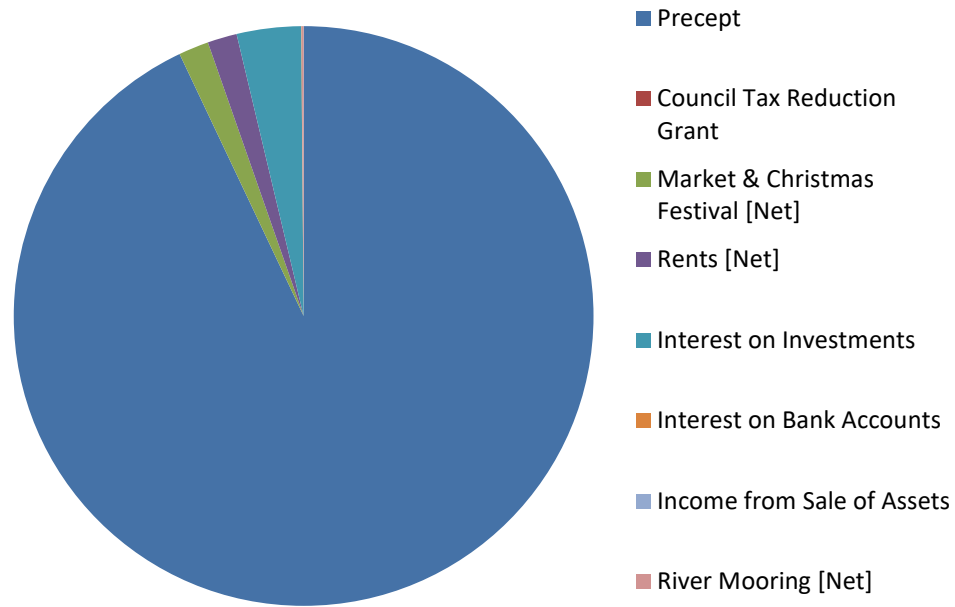
INCOME & EXPENDITURE YEAR TO DATE - BUDGET & ACTUALS

	YTD Budget @ 31/01/2021	% of Total	YTD Actuals @ 31/01/2021	% of Total	VARIANCE Surplus/(Deficit)
INCOME					
Precept	428,626	66%	428,626	81%	-
Council Tax Reduction Grant	-		-		-
Market & Christmas Festival (incl. SDC share)	119,953	18%	19,740	4%	(100,213)
Rents	8,125		9,750		1,625
Interest on Investments	14,583		16,511		1,928
Interest on Bank Accounts	300		118		(182)
Income from Sale of Assets	-		-		-
River Mooring	863		513		(350)
Town Hall Commercial Management	25,992	4%	8,411	2%	(17,581)
Cemetery	45,274	7%	39,558	7%	(5,716)
Tranquility Garden	7,589		4,523		(3,067)
Allotments	138		-		(138)
TOTAL INCOME	651,443		527,748		(123,694)
EXPENDITURE					
Market & Christmas Festival (incl. SDC share)	90,444	10%	11,994	2%	78,450
Rents	1,820		2,184		(364)
River Mooring	-		-		-
Town Hall Commercial Management	30,628	3%	22,072	3%	8,556
Operational & Administrative Expenses	368,327	41%	264,577	41%	103,750
Civic Expenditure	70,256	8%	7,653	1%	62,603
Cemetery	174,300	19%	165,538	26%	8,762
Holy Trinity Churchyard & Garden of Remembrance	2,500		-		2,500
Tranquility Garden	4,167		-		4,167
Allotments	8		-		8
Hatton Rock	16,134		4,720		11,414
Initatives, Projects and Grants	150,112	17%	159,687	25%	(9,575)
Contingency for Inflation (included in above)	6,570				
TOTAL EXPENDITURE	908,696		638,424		270,272
NET Surplus / (Deficit)	(257,253)		(110,676)		146,578

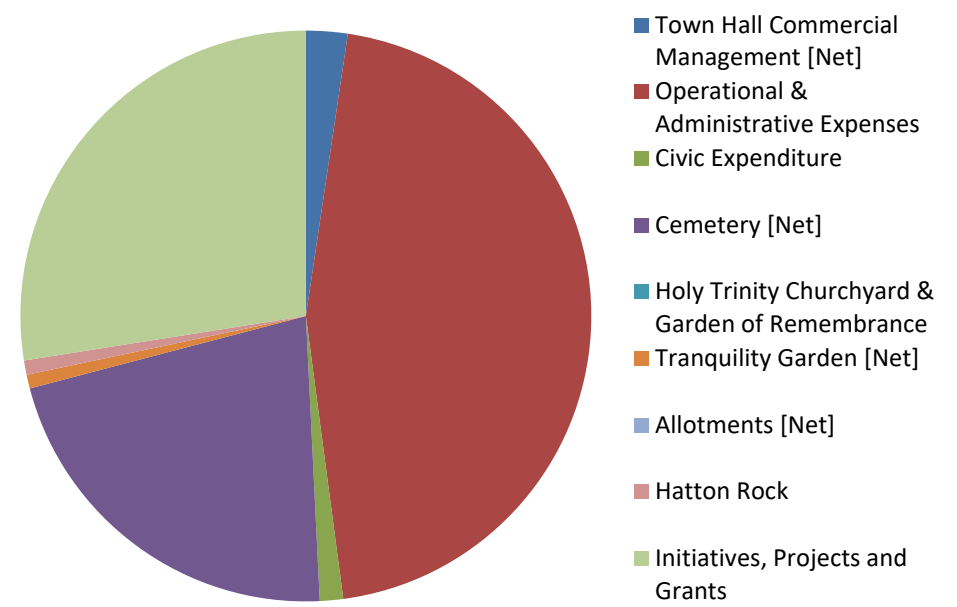
INCOME & EXPENDITURE YEAR TO DATE - ACTUALS & PREVIOUS

	YTD Actuals 2020-21 @ 31/01/2021	% of Total	YTD Previous 2019-20 @ 31/01/2020	% of Total	VARIANCE Increase / (Decrease)
INCOME					
Precept	428,626	81%	421,210	62%	7,416
Council Tax Reduction Grant	-	-	3,050	0%	(3,050)
Market & Christmas Festival (incl. SDC share)	19,740	4%	142,119	21%	(122,379)
Rents	9,750	2%	9,750	1%	-
Interest on Investments	16,511	3%	18,543	3%	(2,032)
Interest on Bank Accounts	118	0%	307	0%	(190)
Income from Sale of Assets	-	-	-	-	-
River Mooring	513	0%	1,225	0%	(713)
Town Hall Commercial Management	8,411	2%	25,111	4%	(16,701)
Cemetery	39,558	7%	56,010	8%	(16,452)
Tranquility Garden	4,523	1%	6,830	1%	(2,308)
Allotments	-	-	-	-	-
TOTAL INCOME	527,748	100%	684,156	100%	(156,408)
EXPENDITURE					
Market & Christmas Festival (incl. SDC share)	11,994	2%	103,326	14%	(91,332)
Rents	2,184	0%	2,184	0%	-
River Mooring	-	-	-	-	-
Town Hall Commercial Management	22,072	3%	28,130	4%	(6,058)
Operational & Administrative Expenses	264,577	41%	291,839	40%	(27,262)
Civic Expenditure	7,653	1%	51,880	7%	(44,227)
Cemetery	165,538	26%	143,226	20%	22,312
Holy Trinity Churchyard & Garden of Remembrance	-	-	4,616	1%	(4,616)
Tranquility Garden	-	-	355	0%	(355)
Allotments	-	-	-	-	-
Hatton Rock	4,720	1%	5,855	1%	(1,136)
Initatives, Projects and Grants	159,687	25%	96,133	13%	63,554
Contingency for Inflation (included in above)					
TOTAL EXPENDITURE	638,424	100%	727,543	100%	(89,119)
NET Surplus / (Deficit)	(110,676)		(43,387)		(67,289)

INCOME YTD Actuals



EXPENDITURE YTD Actuals



SUMMARISED INCOME & EXPENDITURE ACCOUNT
@ 31/01/2021

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/01/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	514,351	428,626	428,626	421,210	(85,725)	-
Council Tax Reduction Grant	-	-	-	3,050	-	-
Market & Christmas Festival [Net]	35,410	29,509	7,746	38,793	(27,664)	(21,763)
Rents [Net]	7,566	6,305	7,566	7,566	(0)	1,261
Interest on Investments	17,500	14,583	16,511	18,543	(989)	1,928
Interest on Bank Accounts	360	300	118	307	(242)	(182)
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	1,035	863	513	1,225	(523)	(350)
Sundry Income	-	-	-	-	-	-
	576,222	480,186	461,079	490,695	(115,143)	(19,107)
EXPENDITURE						
Town Hall Commercial Management [Net]	5,564	4,636	13,662	3,019	(8,098)	(9,026)
Operational & Administrative Expenses	441,992	368,327	264,577	291,839	177,415	103,750
Civic Expenditure	84,307	70,256	7,653	51,880	76,654	62,603
Cemetery [Net]	154,831	129,026	125,980	87,216	28,851	3,046
Holy Trinity Churchyard & Garden of Remembrance	3,000	2,500	-	4,616	3,000	2,500
Tranquility Garden [Net]	(4,107)	(3,422)	(4,523)	(6,476)	416	1,101
Allotments [Net]	(155)	(130)	-	-	(155)	(130)
Hatton Rock	19,361	16,134	4,720	5,855	14,641	11,414
Initiatives, Projects and Grants	180,134	150,112	159,687	96,133	20,447	(9,575)
	884,927	737,439	571,755	534,081	313,173	165,684
NET Surplus / (Deficit)	(308,705)	(257,253)	(110,676)	(43,387)	198,029	146,577
Funding from Reserves	295,705	<i>n/a</i>	<i>tbc @ Year End</i>	<i>tbc @ Year End</i>	<i>tbc @ Year End</i>	<i>n/a</i>
Budget Virements (approved post Budget)	13,000					

Cemetery Expenditure increase for Ground Maintenance £10,000 F&S Minute 25 10.9.19 and for Equipment £3,000 F&S Minute 71.2 10.3.20 (carried over from 2019-20)

MARKET & CHRISTMAS FESTIVAL**@ 31/01/2021**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/01/2021	2020-21	2019-20	Annual Budget	YTD Budget
INCOME						
Market	143,943	119,953	19,740	142,119	(124,203)	(100,213)
Christmas Festival	-	-	-	-	-	-
	143,943	119,953	19,740	142,119	(124,203)	(100,213)
EXPENDITURE						
Market - District Council Share	86,366	71,972	11,844	85,271	74,522	60,128
Market - Tripartite Expenses	2,879	2,399	150	300	2,729	2,249
Christmas Festival	19,288	16,073	-	17,755	19,288	16,073
	108,533	90,444	11,994	103,326	96,539	78,450
NET INCOME	35,410	29,509	7,746	38,793	(27,664)	(21,763)

TOWN HALL COMMERCIAL MANAGEMENT**@ 31/01/2021**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/01/2021	2020-21	2019-20	Annual Budget	YTD Budget
INCOME						
Lettings (excluding Deferred Income)	30,876	25,730	3,054	24,876	(27,823)	(22,677)
Sundry Income	314	262	-	235	(314)	(262)
Grants - COVID-19 Local Restrictions Support	-	-	5,357	-	5,357	5,357
	31,190	25,992	8,411	25,111	(22,779)	(17,581)
EXPENDITURE						
Salaries, Wages & Related Costs	27,202	22,668	18,818	21,917	8,384	3,850
Security Personnel	793	661	-	506	793	661
Cleaning & Laundry	3,600	3,000	1,951	2,739	1,649	1,049
PRS and Licences	1,653	1,378	1,207	2,680	446	171
Operating Equipment	914	762	47	105	867	715
Travel & Subsistence	350	292	-	133	350	292
Marketing, Publicity & Special Projects	1,500	1,250	-	-	1,500	1,250
Other Costs	500	417	50	50	450	367
Contingency for Inflation	242	202				
	36,754	30,628	22,072	28,130	14,682	8,556
NET EXPENDITURE	5,564	4,636	13,662	3,019	(8,098)	(9,026)

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/01/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
Rother Street Clock Tower	220	183	305	176	(85)	(122)
STC Meeting Expenses & Subsistence	1,000	833	188	560	812	646
Travel and Subsistence	250	208	34	306	216	174
Borough Records	350	292	-	-	350	292
Salaries, Wages & Related Costs	189,834	158,195	158,300	163,587	31,534	(105)
Recruitment	1,500	1,250	118	412	1,382	1,132
Advertising & Publicity	1,000	833	-	-	1,000	833
Office Equipment & Furniture & Stationery	3,600	3,000	1,187	2,480	2,413	1,813
Equipment Rental	2,274	1,895	1,075	1,075	1,199	820
Combined Insurance Policy	12,124	10,103	10,696	9,790	1,428	(592)
Telephones	2,200	1,833	1,894	1,835	306	(61)
Postage & Carriage	1,000	833	400	771	600	433
Avon Planning Services	4,080	3,400	3,400	3,740	680	-
Neighbourhood Plan Monitoring & Review	2,000	1,667	600	665	1,400	1,067
Subscriptions	2,260	1,883	1,796	1,747	464	87
Professional Fees	13,595	11,329	10,044	4,548	3,551	1,285
Audit Fees	5,746	4,788	6,350	1,600	(604)	(1,562)
Payroll Services	5,800	4,833	1,500	4,950	4,300	3,333
Health & Safety	1,500	1,250	-	-	1,500	1,250
Councillor & Staff Training	7,565	6,304	310	960	7,255	5,994
IT	8,325	6,938	5,219	6,926	3,106	1,719
Website Maintenance	1,000	833	1,148	75	(148)	(315)
Bank Charges & Interest	1,000	833	411	210	589	423
Newspapers	40	34	25	32	15	8
Rates & Water Rates	28,126	23,438	23,244	22,844	4,882	194
Heating & Lighting	7,990	6,658	3,527	5,401	4,463	3,132
General Repairs, Maintenance & Sundry	10,500	8,750	4,186	10,619	6,314	4,564
Town Hall Planned Maintenance & Repairs	113,536	94,613	25,744	34,478	87,792	68,869
Alarm & CCTV Call Out	1,000	833	365	-	635	468
Lift Maintenance Contract	1,000	833	2,512	1,013	(1,512)	(1,679)
Election Exp (Inc Polls/Pro Challenges)	5,000	4,167	-	11,038	5,000	4,167
Contingency for Inflation	6,577	5,481	-	-	6,577	5,481
	441,992	368,327	264,577	291,839	177,415	103,750

Town Hall Planned Maintenance & Repairs (previously included in General Repairs, Maintenance & Sundry) decreased by budget virement to cover Cemetery Expenditure increase GP Minute 13 14.7.20

CIVIC EXPENDITURE
@ 31/01/2021

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/01/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
Mayor's Allowance	6,500	5,417	151	4,173	6,349	5,265
Mayor's Traveling	5,000	4,167	770	4,509	4,230	3,396
New Civic Car (to be added to Mayor's Travelling)	3,864	3,220				
Civic Insignia	4,864	4,053	3,422	293	1,442	632
Receptions (Formal & Informal)	6,000	5,000	1,060	4,258	4,940	3,940
Honoraria inc photographic	3,329	2,774	2,040	2,260	1,290	735
Printing & Stationery	500	417	210	700	290	207
Floral Decorations	650	542	-	215	650	542
Civic Robes	1,500	1,250	-	1,033	1,500	1,250
Civic Gifts	100	83	-	61	100	83
SBC - Town Council funding contribution	25,000	20,833	-	20,833	25,000	20,833
Christmas Activities	2,000	1,667	-	1,934	2,000	1,667
Festivals & Events - HODS	2,000	1,667	-	-	2,000	1,667
VE Day 75	3,000	2,500	-	-	-	-
Contingency (Events tbc)	5,000	4,167	-	-	5,000	4,167
National Mourning Protocol	-	-	-	-	-	-
Event Security	15,000	12,500	-	11,611	15,000	12,500
	84,307	70,256	7,653	51,880	76,654	62,603

Event Security decreased by £5,000 to offset additional Grant Expenditure for Fred Winter Centre TC Minute 82 29.9.20

CEMETERY

@ 31/01/2021

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/01/2021	2020-21	2019-20	Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	43,074	35,895	34,333	46,890	(8,741)	(1,562)
Memorial Fees	10,855	9,046	4,755	8,915	(6,100)	(4,291)
Sundry Income (Seating/Trees/Transfers)	400	333	470	205	70	137
	54,329	45,274	39,558	56,010	(14,771)	(5,716)
EXPENDITURE						
Salaries, Wages & Related Costs	135,173	112,644	116,225	109,429	18,948	(3,581)
Training	3,000	2,500				
Rates & Water Rates	4,374	3,645	3,714	3,552	660	(69)
General Ground Maintenance	39,964	33,303	29,811	17,082	10,153	3,492
Repairs & Maintenance	1,100	917	-	-	1,100	917
Telephone	650	542	370	519	280	171
Heating & Lighting	1,160	967	1,192	(431)	(32)	(225)
Vehicle Expenses	3,730	3,108	3,002	3,378	728	107
Equipment	10,218	8,515	8,146	4,937	2,072	369
Health & Safety	250	208	-	9	250	208
Grave Excavation	4,750	3,958	2,470	3,420	2,280	1,488
Travel & Subsistence	626	522	503	532	123	19
Sundry Seating & Trees	600	500	105	799	495	395
Contingency for Inflation	1,065	888	-	-	1,065	888
Vehicle Replacement Contingency	2,500	2,083	-	-	2,500	2,083
	209,160	174,300	165,538	143,226	43,622	6,262
NET EXPENDITURE	154,831	129,026	125,980	87,216	28,851	3,046

Cemetery Expenditure increase for Ground Maintenance F&S Minute 25 10.9.19 and for Equipment F&S Minute 71.2 10.3.20 (carried over from 2019-20)

Cemetery Expenditure increase for Ground Maintenance GP Minute 13 14.7.20

HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE

@ 31/01/2021

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/01/2021	2020-21	2019-20	Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	3,000	2,500	-	4,616	3,000	2,500
	3,000	2,500	-	4,616	3,000	2,500

TRANQUILITY GARDEN
@ 31/01/2021

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/01/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	6,480	5,400	3,656	4,860	(2,824)	(1,744)
Memorial Fees	2,627	2,189	866	1,970	(1,761)	(1,323)
	9,107	7,589	4,523	6,830	(4,585)	(3,067)
EXPENDITURE						
Maintenance & Development Costs	5,000	4,167	-	355	5,000	4,167
	5,000	4,167	-	355	5,000	4,167
NET EXPENDITURE	(4,107)	(3,422)	(4,523)	(6,476)	416	1,101

Budget 2020/21 Income expected to exceed Expenditure

ALLOTMENTS - PARK ROAD
@ 31/01/2021

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/01/2021	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	138	-	-	(165)	(138)
	165	138	-	-	(165)	(138)
EXPENDITURE						
Lease	10	8	-	-	10	8
Set up & Maintenance Costs	-	-	-	-	-	-
	10	8	-	-	10	8
NET EXPENDITURE	(155)	(130)	-	-	(155)	(130)

Budget 2020/21 Expenditure to be covered by Designated Allotment Reserve

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/01/2021	2020-21	2019-20	Annual Budget	YTD Budget
Rent	13,490	11,242	3,594	3,377	9,896	7,647
Rates	4,584	3,820	1,638	1,625	2,947	2,183
Insurance	144	120	-	142	144	120
Heating & Lighting	43	36	-	1	43	36
Service Costs	750	625	(512)	562	1,262	1,137
Sundry Expenses	350	292	-	149	350	292
	19,361	16,134	4,720	5,855	14,641	11,414

INITIATIVES, PROJECTS AND GRANTS
@ 31/01/2021

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/01/2021	2020-21	2019-20	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	115,000	95,833	120,000	60,000	(5,000)	(24,167)
Special Projects & Grants - Under £20K	5,000	4,167	-	-	5,000	4,167
Town Projects / Partnership Working / CCTV	28,087	23,406	27,788	27,788	299	(4,382)
Stratforward - BID Levy	744	620	709	709	35	(89)
Localism Project (NDP) - to Nov 2018	-	-	-	-	-	-
COVID-19 Response & Community Support	-	-	9,030	-	(9,030)	(9,030)
Other Debtors - Stratford Support cash only clients	-	-	153	-	(153)	(153)
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	14,106	11,755	1,315	6,377	12,791	10,440
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	6,997	5,831	625	1,259	6,372	5,206
Climate Change Initiatives	10,000	8,333	66	-	9,934	8,267
Lunch Club (Loneliness/Dementia Friendly projects)	200	167	-	-	200	167
	180,134	150,112	159,687	96,133	20,447	(9,575)

Special Projects & Grants additional Grant Expenditure of £5,000 for Fred Winter Centre TC Minute 82 29.9.20

SHAKESPEARE BIRTHDAY CELEBRATIONS
@ 31/01/2021
2020-21
2019-20

SBC - S106 Agreement (Balance)			7,933
SBC - Opening Balance (B/fwd from 2019-20)			73,047

INCOME				
SBC - Income (Other)			-	25,000
SBC - Town Council Budget			-	25,000
SBC - Friends Donations			-	25
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			(83)	2,542
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
Total Income			(83)	52,567
EXPENDITURE				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			-	-
SBC - Standard Replacements			-	-
SBC - Flag Poles			-	4,520
SBC - Insurance			275	376
SBC - Health & Safety			500	1,990
SBC - Event Security			-	1,650
SBC - Traffic Management			-	10,706
SBC - Parade & Ceremony			(877)	8,193
SBC - Management Charges			-	5,633
SBC - Operational Expenses			-	-
SBC - Miscellaneous Expenses			10,547	11,471
SBC - Birthday Cake			-	-
SBC - Playmakers			-	-
SBC - Marketing			-	1,690
SBC - Bank Charges			-	-
SBC - Friends of Shakespeare (including Launch)			-	-
SBC - Friends Reception			-	-
Total Expenditure			10,445	46,229
NET Surplus (Deficit) for Year			(10,529)	6,338

SBC - including Opening Balance			62,518
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