

@ 31/05/2020

Month

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**BALANCE SHEET****@ 31/05/2020****Current Assets**

Debtors	£	10,116
Long Term Investments	£	584,205
Short Term Investments	£	278,100
Cash at Bank and in hand	£	65,718
	£	<u>938,139</u>

**Less Current Liabilities**

Creditors	£	(32,048)
Restricted Funds	£	(16,162)
	£	<u>(48,210)</u>

Year End preliminary adjustments excl. Reserves	£	(16,233)
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**Net Current Assets**

	£	<u><b>873,696</b></u>
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**Financed by:**

Year To Date Trial Balance Surplus/(Deficit)	£	144,539
Year End preliminary adjustments	£	(14,604)
Community Infrastructure Levy (CIL)	£	5,755
General Reserve	£	434,759
Designated Reserves (excluding SBC)	£	229,823
Shakespeare Birthday Celebrations (SBC) balance	£	73,424
	£	<u><b>873,696</b></u>

**(excluding Fixed Assets @ 31/03/2019) £ 11,083,998****INVESTMENTS & BANK****@ 31/05/2020**

CCLA Local Authorities' Property Fund	£	250,000
Cambridge & Counties 3 Year Business Bond	£	102,200
Cambridge & Counties 2 Year Business Bonds	£	232,005
<b>Total Long Term Investments</b>	£	<u><b>584,205</b></u>

CCLA Public Sector Deposit Fund	£	64,402
Cambridge & Counties Bank Savings Account	£	213,698
<b>Total Short Term Investments</b>	£	<u><b>278,100</b></u>

Barclays Business Current Account	£	64,945
Barclays Debit Card Account	£	526
Petty Cash	£	247
<b>Total Cash at Bank and in hand</b>	£	<u><b>65,718</b></u>

<b>Total Investments &amp; Bank</b>	£	<u><b>928,023</b></u>
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**RESERVES****@ 31/03/2019****@31/03/2020**

			<i>tbc @ Year End</i>
Building Maintenance Reserve	£	150,860	£ 136,615
Cemetery Land & Building Reserve	£	25,400	£ 25,400
Allotment Reserve	£	27,162	£ 27,162
Christmas Festival Reserve	£	9,298	£ 7,184
Old Stratford and Drayton Reserve	£	1,650	£ 0
Vehicle Replacement Reserve	£	12,500	£ 15,000
Election Expenses Reserve	£	9,500	£ 18,462
SBC Reserve	£	68,068	£ 73,047
<b>Total Designated Reserves</b>	£	<u><b>304,438</b></u>	£ <u><b>302,870</b></u>

<b>General Reserve</b>	£	<u><b>434,759</b></u>	@31/03/2020 tbc
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<b>Community Infrastructure Levy (CIL)</b>	£	<u><b>5,755</b></u>	@ 31/05/2020
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<b>Total Reserves (including CIL)</b>	£	<u><b>744,952</b></u>
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**SUMMARISED INCOME & EXPENDITURE ACCOUNT**
**@ 31/05/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/05/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Precept	514,351	85,725	<b>85,725</b>	84,242	(428,626)	-
Council Tax Reduction Grant	-	-	-	610	-	-
Market & Christmas Festival [Net]	35,410	5,902	-	14,030	(35,410)	(5,902)
Rents [Net]	7,566	1,261	<b>7,566</b>	7,566	(0)	6,305
Interest on Investments	17,500	2,917	<b>312</b>	53	(17,188)	(2,605)
Interest on Bank Accounts	360	60	<b>18</b>	-	(342)	(42)
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	1,035	173	-	216	(1,035)	(173)
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	(5,564)	(928)	<b>(4,475)</b>	(1,441)	1,089	(3,547)
Funding from Reserves	295,705	n/a	tbc @ Year End	-	tbc @ Year End	n/a
	<b>866,363</b>	<b>95,109</b>	<b>89,147</b>	<b>105,276</b>	<b>(777,216)</b>	<b>(5,962)</b>
<b>EXPENDITURE</b>						
Operational & Administrative Expenses	455,456	75,909	<b>45,482</b>	53,196	409,974	30,427
Civic Expenditure	89,307	14,241	<b>5,471</b>	12,265	83,836	8,770
Cemetery [Net]	141,367	23,061	<b>44,232</b>	27,049	97,135	(21,171)
Holy Trinity Churchyard & Garden of Remembrance	3,000	500	-	-	3,000	500
Tranquility Garden [Net]	(4,107)	(685)	-	(2,645)	(4,107)	(685)
Allotments [Net]	(155)	(26)	-	-	(155)	(26)
Hatton Rock	19,361	3,227	<b>3,005</b>	3,712	16,356	222
Initiatives, Projects and Grants	175,134	27,489	<b>2,593</b>	709	172,542	24,897
	<b>879,363</b>	<b>143,716</b>	<b>100,784</b>	<b>94,286</b>	<b>778,580</b>	<b>42,932</b>
<b>NET Surplus / (Deficit)</b>	<b>(13,000)</b>	<b>(48,607)</b>	<b>(11,637)</b>	<b>10,990</b>	<b>1,363</b>	<b>36,970</b>

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)

**MARKET & CHRISTMAS FESTIVAL****@ 31/05/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/05/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Market	143,943	23,991	-	35,074	(143,943)	(23,991)
Christmas Festival	-	-	-	-	-	-
	<b>143,943</b>	<b>23,991</b>	<b>-</b>	<b>35,074</b>	<b>(143,943)</b>	<b>(23,991)</b>
<b>EXPENDITURE</b>						
Market - District Council Share	86,366	14,394	-	21,044	86,366	14,394
Market - Tripartite Expenses	2,879	480	-	-	2,879	480
Christmas Festival	19,288	3,215	-	-	19,288	3,215
	<b>108,533</b>	<b>18,089</b>	<b>-</b>	<b>21,044</b>	<b>108,533</b>	<b>18,089</b>
<b>NET INCOME</b>	<b>35,410</b>	<b>5,902</b>	<b>-</b>	<b>14,030</b>	<b>(35,410)</b>	<b>(5,902)</b>

**TOWN HALL COMMERCIAL MANAGEMENT****@ 31/05/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/05/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Lettings (excluding Deferred Income)	30,876	5,146	(66)	5,823	(30,942)	(5,212)
Sundry Income	314	52	-	75	(314)	(52)
	<b>31,190</b>	<b>5,198</b>	<b>(66)</b>	<b>5,898</b>	<b>(31,256)</b>	<b>(5,264)</b>
<b>EXPENDITURE</b>						
Personnel	27,202	4,534	3,945	4,564	23,257	588
Security Personnel	793	132	-	229	793	132
Cleaning & Laundry	3,600	600	463	487	3,137	137
PRS and Licences	1,653	276	-	2,006	1,653	276
Operating Equipment	914	152	-	-	914	152
Travel & Subsistence	350	58	-	53	350	58
Marketing, Publicity & Special Projects	1,500	250	-	-	1,500	250
Other Costs	500	83	-	-	500	83
Contingency for Inflation	242	40	-	-	-	-
	<b>36,754</b>	<b>6,126</b>	<b>4,409</b>	<b>7,339</b>	<b>32,345</b>	<b>1,717</b>
<b>NET INCOME</b>	<b>(5,564)</b>	<b>(928)</b>	<b>(4,475)</b>	<b>(1,441)</b>	<b>1,089</b>	<b>(3,547)</b>

**OPERATIONAL & ADMINISTRATION**

**@ 31/05/2020**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/05/2020	2020-21	2019-20	Annual Budget	YTD Budget
Rother Street Clock Tower	220	37	14	12	206	22
STC Meeting Expenses & Subsistence	1,000	167	24	-	976	143
Travel and Subsistence	250	42	-	58	250	42
Borough Records	350	58	-	-	350	58
Salaries, Wages and Related Costs	189,834	31,639	30,637	33,394	159,197	1,002
Recruitment	1,500	250	-	137	1,500	250
Advertising & Publicity	1,000	167	-	-	1,000	167
Office Equipment & Furniture & Stationery	3,600	600	241	744	3,359	359
Equipment Rental	2,274	379	127	262	2,147	252
Combined Insurance Policy	12,124	2,021	2,185	1,914	9,939	(164)
Telephones	2,200	367	297	349	1,903	70
Postage & Carriage	1,000	167	400	389	600	(233)
Avon Planning Services	4,080	680	680	1,020	3,400	-
Neighbourhood Plan Monitoring & Review	2,000	333	120	120	1,880	213
Subscriptions	2,260	377	595	802	1,665	(218)
Professional Fees	13,595	2,266	2,170	1,175	11,425	96
Audit Fees	5,746	958	-	-	5,746	958
Payroll Services	5,800	967	-	450	5,800	967
Health & Safety	1,500	250	-	-	1,500	250
Councillor & Staff Training	7,565	1,261	-	150	7,565	1,261
IT	8,325	1,388	1,143	3,183	7,182	245
Website Maintenance	1,000	167	-	75	1,000	167
Bank Charges & Interest	1,000	167	87	138	913	80
Newspapers	40	7	4	6	37	3
Rates & Water Rates	28,126	4,688	4,331	4,259	23,795	357
Heating & Lighting	7,990	1,332	1,414	868	6,576	(83)
General Repairs, Maintenance & Sundry	137,500	22,917	648	3,286	136,852	22,268
Alarm & CCTV Call Out	1,000	167	365	-	635	(198)
Lift Maintenance Contract	1,000	167	-	405	1,000	167
Election Exp (Inc Polls/Pro Challenges)	5,000	833	-	-	5,000	833
Contingency for Inflation	6,577	1,096	-	-	6,577	1,096
	<b>455,456</b>	<b>75,909</b>	<b>45,482</b>	<b>53,196</b>	<b>409,974</b>	<b>30,427</b>

**CIVIC EXPENDITURE**
**@ 31/05/2020**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/05/2020	2020-21	2019-20	Annual Budget	YTD Budget
Mayor's Allowance	6,500	1,083	2,107	2,124	4,393	(1,024)
Mayor's Traveling	5,000	833	-	1,316	5,000	833
New Civic Car (to be added to Mayor's Travelling)	3,864					
Civic Insignia	4,864	811	3,364	162	1,500	(2,554)
Receptions (Formal & Informal)	6,000	1,000	-	2,391	6,000	1,000
Honoraria inc photographic	3,329	555	-	-	3,329	555
Printing & Stationery	500	83	-	209	500	83
Floral Decorations	650	108	-	215	650	108
Civic Robes	1,500	250	-	501	1,500	250
Civic Gifts	100	17	-	61	100	17
SBC - Town Council funding contribution	25,000	4,167	-	-	25,000	4,167
Christmas Activities	2,000	333	-	-	2,000	333
Festivals & Events - HODS	2,000	333	-	-	2,000	333
VE Day 75	3,000	500	-	-		
Contingency (Events tbc)	5,000	833	-	-	5,000	833
National Mourning Protocol	-	-	-	-	-	-
Event Security	20,000	3,333	-	5,285	20,000	3,333
	<b>89,307</b>	<b>14,241</b>	<b>5,471</b>	<b>12,265</b>	<b>83,836</b>	<b>8,770</b>

**CEMETERY****@ 31/05/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/05/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	43,074	7,179	6,065	8,390	(37,009)	(1,114)
Memorial Fees	10,855	1,809	-	2,445	(10,855)	(1,809)
Sundry Income (Seating/Trees/Transfers)	400	67	40	80	(360)	(27)
	<b>54,329</b>	<b>9,055</b>	<b>6,105</b>	<b>10,915</b>	<b>(48,224)</b>	<b>(2,950)</b>
<b>EXPENDITURE</b>						
Management Charge	135,173	22,529	22,730	20,474	112,443	(201)
Training	3,000					
Rates & Water Rates	4,374	729	743	710	3,631	(14)
General Ground Maintenance	26,500	4,417	20,493	14,193	6,007	(16,076)
Repairs & Maintenance	1,100	183	-	-	1,100	183
Telephone	650	108	74	95	576	34
Heating & Lighting	1,160	193	-	(675)	1,160	193
Vehicle Expenses	3,730	622	289	1,279	3,441	333
Equipment	10,218	1,703	5,155	935	5,063	(3,452)
Health & Safety	250	42	-	-	250	42
Grave Excavation	4,750	792	760	570	3,990	32
Travel & Subsistence	626	104	93	80	533	11
Sundry Seating & Trees	600	100	-	304	600	100
Contingency for Inflation	1,065	178	-	-	1,065	178
Vehicle Replacement Contingency	2,500	417	-	-	2,500	417
	<b>195,696</b>	<b>32,116</b>	<b>50,337</b>	<b>37,964</b>	<b>145,359</b>	<b>(18,221)</b>
<b>NET EXPENDITURE</b>	<b>141,367</b>	<b>23,061</b>	<b>44,232</b>	<b>27,049</b>	<b>97,135</b>	<b>(21,171)</b>

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)

**HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE****@ 31/05/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/05/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
<b>EXPENDITURE</b>						
Special Repairs and Maintenance	3,000	500	-	-	3,000	500
	<b>3,000</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>500</b>

**TRANQUILITY GARDEN****@ 31/05/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/05/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	6,480	1,080	-	1,169	(6,480)	(1,080)
Memorial Fees	2,627	438	-	1,518	(2,627)	(438)
	<b>9,107</b>	<b>1,518</b>	<b>-</b>	<b>2,686</b>	<b>(9,107)</b>	<b>(1,518)</b>
<b>EXPENDITURE</b>						
Maintenance & Development Costs	5,000	833	-	41	5,000	833
	<b>5,000</b>	<b>833</b>	<b>-</b>	<b>41</b>	<b>5,000</b>	<b>833</b>
<b>NET EXPENDITURE</b>	<b>(4,107)</b>	<b>(685)</b>	<b>-</b>	<b>(2,645)</b>	<b>(4,107)</b>	<b>(685)</b>

Budget 2020/21 Income expected to exceed Expenditure

**ALLOTMENTS - PARK ROAD****@ 31/05/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 31/05/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Tenancy Rental	165	28	-	-	(165)	(28)
	<b>165</b>	<b>28</b>	<b>-</b>	<b>-</b>	<b>(165)</b>	<b>(28)</b>
<b>EXPENDITURE</b>						
Lease	10	2	-	-	10	2
Set up & Maintenance Costs	-	-	-	-	-	-
	<b>10</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>10</b>	<b>2</b>
<b>NET EXPENDITURE</b>	<b>(155)</b>	<b>(26)</b>	<b>-</b>	<b>-</b>	<b>(155)</b>	<b>(26)</b>

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

**HATTON ROCK**
**@ 31/05/2020**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/05/2020	2020-21	2019-20	Annual Budget	YTD Budget
Rent	13,490	2,248	2,248	3,155	11,242	(0)
Rates	4,584	764	757	745	3,827	7
Insurance	144	24	-	-	144	24
Heating & Lighting	43	7	-	1	43	7
Service Costs	750	125	-	(188)	750	125
Sundry Expenses	350	58	-	-	350	58
	<b>19,361</b>	<b>3,227</b>	<b>3,005</b>	<b>3,712</b>	<b>16,356</b>	<b>222</b>

**INITIATIVES, PROJECTS AND GRANTS**
**@ 31/05/2020**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 31/05/2020	2020-21	2019-20	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	115,000	19,167	-	-	115,000	19,167
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working / CCTV	28,087	4,681	-	-	28,087	4,681
Stratforward - BID Levy	744	124	-	709	744	124
Localism Project (NDP) - to Nov 2018	-	-	-	-	-	-
COVID-19 Coronavirus Emergency	-	-	2,495	-	(2,495)	(2,495)
Other Debtors - Stratford Support cash only clients	-	-	97	-	-	-
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	14,106	2,351	-	-	14,106	2,351
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	6,997	1,166	-	-	6,997	1,166
Climate Change Pilot Scheme	10,000	1,667	-	-	10,000	1,667
Lunch Club (Loneliness/Dementia Friendly projects)	200	33	-	-	200	33
	<b>175,134</b>	<b>27,489</b>	<b>2,593</b>	<b>709</b>	<b>172,542</b>	<b>24,897</b>



**SHAKESPEARE BIRTHDAY CELEBRATIONS**

**@ 31/05/2020**

			2020-21	2019-20
SBC - S106 Agreement (Balance)			7,933	
SBC - Opening Balance (B/fwd from 2019-20)			73,047	
<b>INCOME</b>				
SBC - Income (Other)			-	-
SBC - Town Council Budget			-	-
SBC - Friends Donations			-	100
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			-	2,542
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
<b>Total Income</b>			-	2,642
<b>EXPENDITURE</b>				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			-	-
SBC - Standard Replacements			-	-
SBC - Flag Poles			-	4,520
SBC - Insurance			-	-
SBC - Health & Safety			500	1,990
SBC - Event Security			-	-
SBC - Traffic Management			-	11,166
SBC - Parade & Ceremony			(877)	8,193
SBC - Management Charges			-	5,633
SBC - Operational Expenses			-	-
SBC - Miscellaneous Expenses			-	1,306
SBC - Birthday Cake			-	-
SBC - Playmakers			-	-
SBC - Marketing			-	1,690
SBC - Bank Charges			-	-
SBC - Friends of Shakespeare (including Launch)			-	-
SBC - Friends Reception			-	-
<b>Total Expenditure</b>			(377)	34,497
<b>NET Surplus (Deficit) for Year</b>			377	(31,856)
<b>SBC - including Opening Balance</b>			73,424	