

BALANCE SHEET**Current Assets**

Debtors	£	7,729
Long Term Investments	£	709,569
Short Term Investments	£	242,012
Cash at Bank and in hand	£	35,452
	£	<u>994,762</u>

Less Current Liabilities

Creditors	£	(14,279)
Restricted Funds (excluding CIL)	£	(15,912)
Community Infrastructure Levy (CIL)	£	(5,755)
	£	<u>(35,945)</u>

Net Current Assets

	£	<u><u>958,817</u></u>
--	---	-----------------------

Financed by:

Year To Date Surplus/(Deficit)	£	128,956
General Reserve	£	520,714
Designated Reserves (excluding SBC)	£	234,740
Shakespeare Birthday Celebrations (SBC) balance	£	74,406
	£	<u><u>958,817</u></u>

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

INVESTMENTS & BANK

At 30/11/2019

CCLA Local Authorities' Property Fund	£	250,000
Cambridge & Counties 3 Year Business Bonds	£	359,564
Cambridge & Counties 2 Year Business Bond	£	100,005
Total Long Term Investments	£	<u><u>709,569</u></u>

CCLA Public Sector Deposit Fund	£	164,102
Cambridge & Counties Bank Savings Account	£	77,911
Total Short Term Investments	£	<u><u>242,012</u></u>

Barclays Business Current Account	£	35,047
Barclays Debit Card Account	£	244
Petty Cash	£	160
Total Cash at Bank and in hand	£	<u><u>35,452</u></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	£	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>
------------------------	---	-----------------------

Community Infrastructure Levy (CIL)	£	<u><u>5,755</u></u>
--	---	---------------------

At 30/11/2019

Total Reserves (including CIL)	£	<u><u>829,278</u></u>
---------------------------------------	---	-----------------------

SUMMARISED INCOME & EXPENDITURE ACCOUNT
At 30/11/2019

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 30/11/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	505,452	336,968	336,968	330,981	(168,484)	(0)
Council Tax Reduction Grant	3,660	2,440	2,440	6,287	(1,220)	-
Market & Christmas Festival [Net]	39,917	26,611	41,248	36,331	1,331	14,637
Rents [Net]	7,775	5,183	7,566	7,566	(209)	2,383
Interest on Investments	21,952	14,634	6,549	9,014	(15,402)	(8,085)
Interest on Bank Accounts	360	240	224	224	(136)	(16)
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	625	417	721	800	96	304
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	7,165	4,777	(1,908)	1,672	(9,073)	(6,685)
Funding from Reserves	148,551	99,034	13,022	9,138	(135,529)	(86,012)
	735,457	490,305	406,830	402,014	(328,627)	(83,475)
EXPENDITURE						
Operational & Administrative Expenses	421,654	281,103	227,828	216,576	193,826	53,275
Civic Expenditure	89,022	59,348	43,516	45,417	45,506	15,832
Cemetery [Net]	133,782	89,187	68,931	74,223	64,851	20,256
Holy Trinity Churchyard & Garden of Remembrance	2,500	1,667	4,436	2,658	(1,936)	(2,769)
Tranquility Garden [Net]	(3,167)	(2,112)	(6,476)	(5,067)	3,309	4,364
Allotments [Net]	(161)	(107)	-	466	(161)	(107)
Hatton Rock	19,293	12,862	3,282	2,758	16,011	9,580
Initiatives, Projects and Grants	103,934	69,289	78,323	81,753	25,611	(9,034)
	766,857	511,237	419,840	418,785	347,017	91,397
NET Surplus / (Deficit)	(31,400)	(20,932)	(13,010)	(16,772)	18,390	7,922

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

MARKET & CHRISTMAS FESTIVAL**At 30/11/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	At 30/11/2019	2019-20	2018-19	Annual Budget	YTD Budget
INCOME						
Market	140,295	93,530	106,133	102,849	(34,162)	12,603
Christmas Festival	-	-	-	-	-	-
	140,295	93,530	106,133	102,849	(34,162)	12,603
EXPENDITURE						
Market - District Council Share	84,177	56,118	63,680	61,709	20,497	(7,562)
Market - Tripartite Expenses	2,806	1,871	300	4,299	2,506	1,571
Christmas Festival	13,395	8,930	905	509	12,490	8,025
	100,378	66,919	64,885	66,518	35,493	2,034
NET INCOME	39,917	26,611	41,248	36,331	1,331	14,637

TOWN HALL COMMERCIAL MANAGEMENT**At 30/11/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	At 30/11/2019	2019-20	2018-19	Annual Budget	YTD Budget
INCOME						
Lettings (excluding Deferred Income)	41,633	27,755	20,888	26,402	(20,745)	(6,867)
Sundry Income	55	37	109	35	54	72
	41,688	27,792	20,997	26,438	(20,691)	(6,795)
EXPENDITURE						
Personnel	25,688	17,125	17,252	17,783	8,436	(127)
Security Personnel	793	529	289	595	505	240
Cleaning & Laundry	3,600	2,400	2,524	2,588	1,076	(124)
PRS and Licences	1,019	680	2,680	2,766	(1,660)	(2,000)
Operating Equipment	800	533	-	869	800	533
Travel & Subsistence	350	233	111	164	239	123
Marketing, Publicity & Special Projects	1,500	1,000	-	-	1,500	1,000
Other Costs	500	333	50	-	450	283
Contingency for Inflation	272	181	-	-	-	-
	34,523	23,015	22,905	24,765	11,618	110
NET INCOME	7,165	4,777	(1,908)	1,672	(9,073)	(6,685)

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	At 30/11/2019	2019-20	2018-19	Annual Budget	YTD Budget
Rother Street Clock Tower	220	147	165	69	55	(18)
STC Meeting Expenses & Subsistence	1,000	667	454	515	546	212
Travel and Subsistence	250	167	244	82	6	(77)
Borough Records	350	233	-	-	350	233
Salaries Wages and Related Costs	193,076	128,718	131,851	125,989	61,225	(3,133)
Recruitment	1,500	1,000	412	172	1,088	588
Advertising & Publicity	1,000	667	-	-	1,000	667
Office Equipment & Furniture & Stationery	5,400	3,600	2,072	1,889	3,328	1,528
Equipment Rental	2,274	1,516	822	992	1,452	694
Combined Insurance Policy	18,000	12,000	7,832	10,264	10,168	4,168
Telephones	2,200	1,467	1,278	1,386	922	188
Postage & Carriage	1,500	1,000	790	890	710	210
Avon Planning Services	4,080	2,720	3,060	2,380	1,020	(340)
Neighbourhood Plan Monitoring & Review	2,000	1,333	480	-	1,520	853
Subscriptions	1,658	1,105	1,356	1,683	302	(251)
Professional Fees	13,250	8,833	21,855	13,348	(8,605)	(13,022)
Audit Fees	5,585	3,723	1,600	5,600	3,985	2,123
Payroll Services	6,300	4,200	3,500	900	2,800	700
Health & Safety	1,500	1,000	-	-	1,500	1,000
Councillor & Staff Training	3,565	2,377	910	2,224	2,655	1,467
IT	7,999	5,333	5,916	4,609	2,084	(583)
Website Maintenance	1,000	667	75	-	925	592
Bank Charges & Interest	1,000	667	113	123	887	553
Newspapers	40	27	26	28	15	1
Rates & Water Rates	27,609	18,406	18,275	22,043	9,333	130
Heating & Lighting	7,788	5,192	3,425	2,518	4,363	1,767
General Repairs, Maintenance & Sundry	77,500	51,667	9,264	17,464	68,236	42,403
Alarm & CCTV Call Out	2,177	1,451	-	234	2,177	1,451
Lift Maintenance Contract	1,000	667	1,013	1,174	(13)	(346)
Election Exp (Inc Polls/Pro Challenges)	20,000	13,333	11,038	-	8,962	2,295
Contingency for Inflation	10,832	7,221	-	-	10,832	7,221
	421,654	281,103	227,828	216,576	193,826	53,275

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, 69 12.3.19 & 41 19.11.19
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
At 30/11/2019

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	At 30/11/2019	2019-20	2018-19	Annual Budget	YTD Budget
Mayor's Allowance	6,500	4,333	4,173	2,010	2,327	160
Mayor's Traveling	5,000	3,333	3,883	3,171	1,117	(549)
Civic Insignia	1,500	1,000	184	385	1,317	817
Receptions (Formal & Informal)	6,000	4,000	4,258	4,139	1,742	(258)
Honoraria inc photographic	3,272	2,181	1,456	1,456	1,816	725
Printing & Stationery	500	333	492	4	8	(158)
Floral Decorations	650	433	215	195	435	218
Civic Robes	1,500	1,000	1,033	123	467	(33)
Civic Gifts	100	67	61	140	39	6
SBC - Town Council funding contribution	25,000	16,667	16,667	16,667	8,333	-
Christmas Activities	2,000	1,333	1,784	4,620	216	(450)
Festivals & Events - HODS	2,000	1,333	-	885	2,000	1,333
Contingency (Events tbc)	5,000	3,333	-	17	5,000	3,333
National Mourning Protocol	-	-	-	25	-	-
Event Security	30,000	20,000	9,312	11,581	20,688	10,688
	89,022	59,348	43,516	45,417	45,506	15,832

CEMETERY**At 30/11/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 30/11/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	37,332	24,888	40,415	22,217	3,083	15,527
Memorial Fees	7,832	5,221	5,960	5,355	(1,872)	739
Sundry Income (Seating/Trees/Transfers)	400	267	125	325	(275)	(142)
	45,563	30,376	46,500	27,897	937	16,124
EXPENDITURE						
Management Charge	136,457	90,971	86,770	84,139	49,687	4,201
Rates	4,263	2,842	2,842	3,057	1,421	(0)
General Ground Maintenance	17,500	11,667	16,592	2,556	908	(4,925)
Repairs & Maintenance	50	33	-	596	50	33
Telephone	650	433	438	343	212	(5)
Heating & Lighting	562	375	(171)	170	733	545
Vehicle Expenses	3,719	2,480	2,240	2,358	1,479	239
Equipment	7,000	4,667	3,733	6,317	3,267	934
Health & Safety	250	167	9	-	241	158
Grave Excavation	3,585	2,390	2,280	1,900	1,305	110
Travel & Subsistence	855	570	394	377	461	176
Sundry Seating & Trees	600	400	304	308	296	96
Contingency for Inflation	1,354	903	-	-	1,354	903
Vehicle Replacement Contingency	2,500	1,667	-	-	2,500	1,667
	179,345	119,563	115,431	102,120	63,914	4,132
NET EXPENDITURE	133,782	89,187	68,931	74,223	64,851	20,256

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

HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE**At 30/11/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 30/11/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	2,500	1,667	4,436	2,658	(1,936)	(2,769)
	2,500	1,667	4,436	2,658	(1,936)	(2,769)

TRANQUILITY GARDEN
At 30/11/2019

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 30/11/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	5,860	3,907	4,860	4,395	(1,000)	953
Memorial Fees	2,307	1,538	1,970	1,730	(337)	432
	8,167	5,445	6,830	6,125	(1,337)	1,385
EXPENDITURE						
Maintenance & Development Costs	5,000	3,333	355	1,058	4,645	2,979
	5,000	3,333	355	1,058	4,645	2,978
NET EXPENDITURE	(3,167)	(2,112)	(6,476)	(5,067)	3,309	4,364

Budget 2019/20 Income expected to exceed Expenditure

ALLOTMENTS - PARK ROAD
At 30/11/2019

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 30/11/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	171	114	-	33	(171)	(114)
	171	114	-	33	(171)	(114)
EXPENDITURE						
Lease	10	7	-	-	10	7
Set up & Maintenance Costs	-	-	-	499	-	-
	10	7	-	499	10	7
NET EXPENDITURE	(161)	(107)	-	466	(161)	(107)

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

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 30/11/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Rent	13,490	8,993	1,128	2,252	12,362	7,865
Rates	4,521	3,014	1,300	1,193	3,221	1,714
Insurance	140	93	142	(70)	(2)	(49)
Heating & Lighting	42	28	1	130	41	27
Service Costs	750	500	562	(757)	188	(62)
Sundry Expenses	350	233	149	10	201	85
	19,293	12,862	3,282	2,758	16,011	9,580

INITIATIVES, PROJECTS AND GRANTS

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 30/11/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	60,000	40,000	45,000	42,750	15,000	(5,000)
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	28,087	18,725	27,788	25,037	299	(9,063)
Stratforward - BID Levy	725	483	709	700	16	(226)
Localism Project (NDP) - to Nov 2018	-	-	65	9,138	(65)	(65)
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	11,000	7,333	3,502	3,793	7,499	3,832
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	4,122	2,748	1,259	336	2,863	1,489
	103,934	69,289	78,323	81,753	25,611	(9,034)

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 30/11/2019

			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	