

@ 30/11/2020

Month 8

BALANCE SHEET @ 30/11/2020**Fixed Assets**

Long Term Investments	£	584,205
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Current Assets

Debtors	£	5,197
Short Term Investments	£	261,284
Cash at Bank and in hand	£	8,939
	£	<u>275,419</u>

Less Current Liabilities

Creditors	£	(8,735)
Restricted Funds	£	(15,849)
	£	<u>(24,584)</u>

Net Assets (excluding Fixed Asset Reserve)	£	<u>835,041</u>
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Financed by:

Year To Date Trial Balance Surplus/(Deficit)	£	76,166
General Reserve	£	442,390
Designated Reserves (excluding CIL & SBC)	£	229,793
Community Infrastructure Levy (CIL) balance	£	13,351
Shakespeare Birthday Celebrations (SBC) balance	£	73,341
	£	<u>835,041</u>

(excluding Fixed Assets @ 31/03/2020) £ 15,039,541**INVESTMENTS & BANK @ 30/11/2020**

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	£	34,441
Cambridge & Counties Bank Savings Account	£	226,842
Total Short Term Investments	£	<u>261,284</u>

Barclays Business Current Account	£	8,372
Barclays Debit Card Account	£	430
Petty Cash	£	137
Total Cash at Bank and in hand	£	<u>8,939</u>

Total Investments & Bank	£	<u>854,428</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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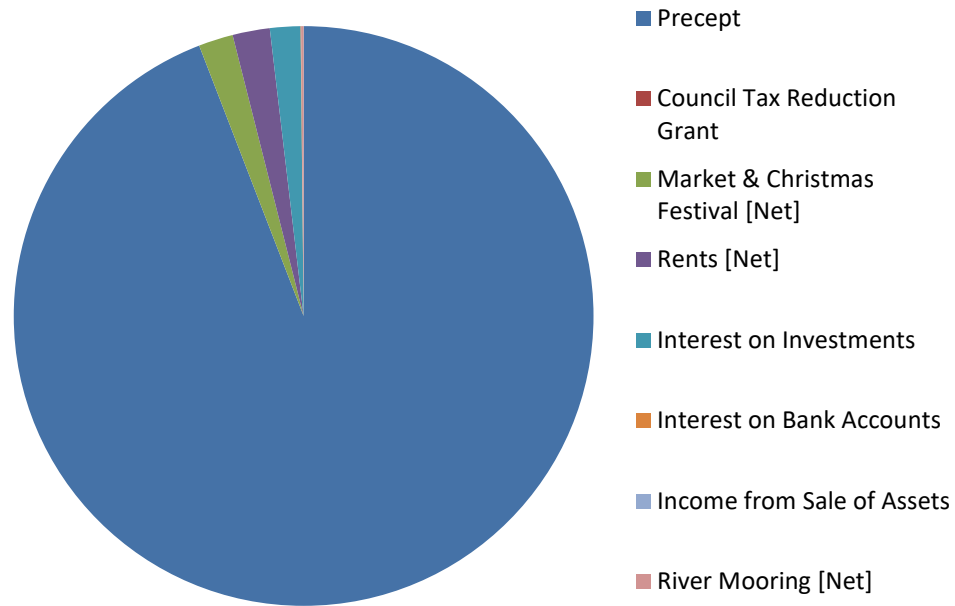
INCOME & EXPENDITURE YEAR TO DATE - BUDGET & ACTUALS

INCOME	YTD Budget @ 30/11/2020	% of Total	YTD Actuals @ 30/11/2020	% of Total	VARIANCE Surplus/(Deficit)
Precept	342,901	66%	342,901	83%	-
Council Tax Reduction Grant	-		-		-
Market & Christmas Festival (incl. SDC share)	95,962	18%	17,530	4%	(78,432)
Rents	6,500		9,750		3,250
Interest on Investments	11,667		6,184		(5,483)
Interest on Bank Accounts	240		99		(141)
Income from Sale of Assets	-		-		-
River Mooring	690		513		(178)
Town Hall Commercial Management	20,793	4%	2,715	1%	(18,078)
Cemetery	36,219	7%	28,182	7%	(8,037)
Tranquility Garden	6,071		4,109		(1,962)
Allotments	110		-		(110)
TOTAL INCOME	521,152		411,982		(109,170)
EXPENDITURE					
Market & Christmas Festival (incl. SDC share)	72,355	10%	10,518	2%	61,837
Rents	1,456		2,184		(728)
River Mooring	-		-		-
Town Hall Commercial Management	24,503	3%	18,760	4%	5,743
Operational & Administrative Expenses	294,661	41%	197,611	39%	97,050
Civic Expenditure	56,205	8%	6,861	1%	49,344
Cemetery	139,440	19%	135,802	27%	3,638
Holy Trinity Churchyard & Garden of Remembrance	2,000		-		2,000
Tranquility Garden	3,333		-		3,333
Allotments	7		-		7
Hatton Rock	12,907		12,957		(50)
Initatives, Projects and Grants	120,089	17%	119,594	24%	495
Contingency for Inflation (included in above)	5,256				
TOTAL EXPENDITURE	726,956		504,287		222,669
NET Surplus / (Deficit)	(205,804)		(92,305)		113,499

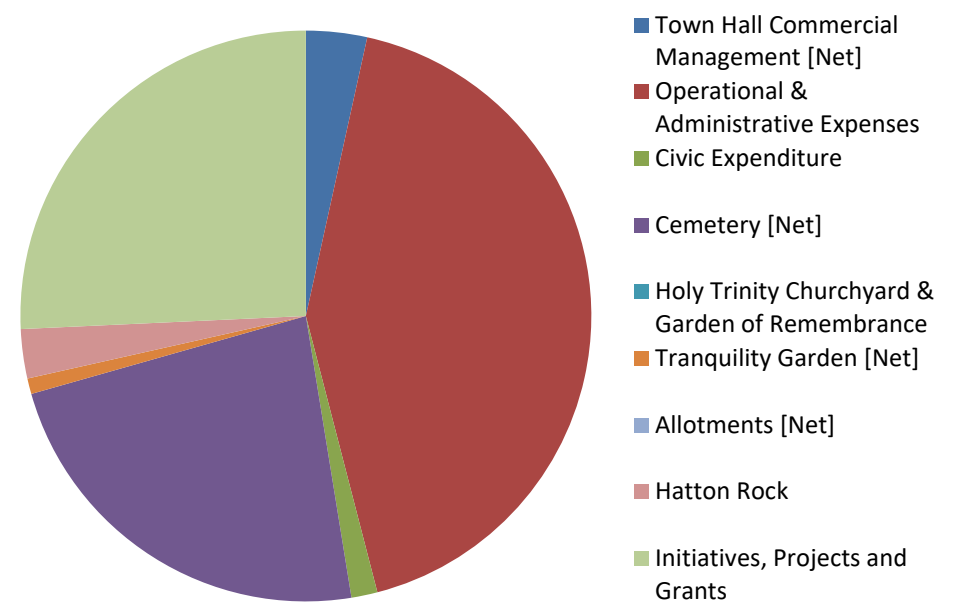
INCOME & EXPENDITURE YEAR TO DATE - ACTUALS & PREVIOUS

	YTD Actuals 2020-21 @ 30/11/2020	% of Total	YTD Previous 2019-20 @ 30/11/2019	% of Total	VARIANCE Increase / (Decrease)
INCOME					
Precept	342,901	83%	336,968	63%	5,933
Council Tax Reduction Grant	-	-	2,440	0%	(2,440)
Market & Christmas Festival (incl. SDC share)	17,530	4%	106,133	20%	(88,603)
Rents	9,750	2%	9,750	2%	-
Interest on Investments	6,184	2%	6,549	1%	(365)
Interest on Bank Accounts	99	0%	224	0%	(125)
Income from Sale of Assets	-	-	-	-	-
River Mooring	513	0%	721	0%	(208)
Town Hall Commercial Management	2,715	1%	20,997	4%	(18,282)
Cemetery	28,182	7%	46,500	9%	(18,318)
Tranquility Garden	4,109	1%	6,830	1%	(2,722)
Allotments	-	-	-	-	-
TOTAL INCOME	411,982	100%	537,112	100%	(125,130)
EXPENDITURE					
Market & Christmas Festival (incl. SDC share)	10,518	2%	64,885	12%	(54,367)
Rents	2,184	0%	2,184	0%	-
River Mooring	-	-	-	-	-
Town Hall Commercial Management	18,760	4%	22,905	4%	(4,145)
Operational & Administrative Expenses	197,611	39%	227,828	40%	(30,217)
Civic Expenditure	6,861	1%	43,516	8%	(36,655)
Cemetery	135,802	27%	115,431	20%	20,371
Holy Trinity Churchyard & Garden of Remembrance	-	-	4,436	1%	(4,436)
Tranquility Garden	-	-	355	0%	(355)
Allotments	-	-	-	-	-
Hatton Rock	12,957	3%	3,282	1%	9,675
Initatives, Projects and Grants	119,594	24%	78,323	14%	41,271
Contingency for Inflation (included in above)					
TOTAL EXPENDITURE	504,287	100%	563,144	100%	(58,857)
NET Surplus / (Deficit)	(92,305)		(26,032)		(66,273)

INCOME YTD Actuals



EXPENDITURE YTD Actuals



SUMMARISED INCOME & EXPENDITURE ACCOUNT
@ 30/11/2020

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/11/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	514,351	342,901	342,901	336,968	(171,450)	-
Council Tax Reduction Grant	-	-	-	2,440	-	-
Market & Christmas Festival [Net]	35,410	23,607	7,012	41,248	(28,398)	(16,595)
Rents [Net]	7,566	5,044	7,566	7,566	(0)	2,522
Interest on Investments	17,500	11,667	6,184	6,549	(11,316)	(5,483)
Interest on Bank Accounts	360	240	99	224	(261)	(141)
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	1,035	690	513	721	(523)	(178)
Sundry Income	-	-	-	-	-	-
	576,222	384,148	364,274	395,716	(211,948)	(19,874)
EXPENDITURE						
Town Hall Commercial Management [Net]	5,564	3,710	16,045	1,908	(10,481)	(12,335)
Operational & Administrative Expenses	441,992	294,661	197,611	227,828	244,381	97,050
Civic Expenditure	84,307	56,205	6,861	43,516	77,446	49,344
Cemetery [Net]	154,831	103,221	107,620	68,931	47,211	(4,399)
Holy Trinity Churchyard & Garden of Remembrance	3,000	2,000	-	4,436	3,000	2,000
Tranquility Garden [Net]	(4,107)	(2,738)	(4,109)	(6,476)	2	1,371
Allotments [Net]	(155)	(103)	-	-	(155)	(103)
Hatton Rock	19,361	12,907	12,957	3,282	6,404	(50)
Initiatives, Projects and Grants	180,134	120,089	119,594	78,323	60,540	495
	884,927	589,952	456,579	421,748	428,348	133,373
NET Surplus / (Deficit)	(308,705)	(205,804)	(92,305)	(26,032)	216,400	113,499
Funding from Reserves	295,705	n/a	tbc @ Year End	13,022	tbc @ Year End	n/a
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**@ 30/11/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/11/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Market	143,943	95,962	17,530	106,133	(126,413)	(78,432)
Christmas Festival	-	-	-	-	-	-
	143,943	95,962	17,530	106,133	(126,413)	(78,432)
EXPENDITURE						
Market - District Council Share	86,366	57,577	10,518	63,680	75,848	47,059
Market - Tripartite Expenses	2,879	1,919	-	300	2,879	1,919
Christmas Festival	19,288	12,859	-	905	19,288	12,859
	108,533	72,355	10,518	64,885	98,015	61,837
NET INCOME	35,410	23,607	7,012	41,248	(28,398)	(16,595)

TOWN HALL COMMERCIAL MANAGEMENT**@ 30/11/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/11/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Lettings (excluding Deferred Income)	30,876	20,584	2,715	20,888	(28,161)	(17,869)
Sundry Income	314	209	-	109	(314)	(209)
	31,190	20,793	2,715	20,997	(28,475)	(18,078)
EXPENDITURE						
Salaries, Wages & Related Costs	27,202	18,135	15,396	17,252	11,806	2,739
Security Personnel	793	529	-	289	793	529
Cleaning & Laundry	3,600	2,400	1,871	2,524	1,729	529
PRS and Licences	1,653	1,102	1,447	2,680	206	(345)
Operating Equipment	914	609	47	-	867	563
Travel & Subsistence	350	233	-	111	350	233
Marketing, Publicity & Special Projects	1,500	1,000	-	-	1,500	1,000
Other Costs	500	333	-	50	500	333
Contingency for Inflation	242	161	-	-	-	-
	36,754	24,503	18,760	22,905	17,994	5,743
NET EXPENDITURE	5,564	3,710	16,045	1,908	(10,481)	(12,335)

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/11/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
Rother Street Clock Tower	220	147	217	165	3	(70)
STC Meeting Expenses & Subsistence	1,000	667	164	454	836	503
Travel and Subsistence	250	167	34	244	216	132
Borough Records	350	233	-	-	350	233
Salaries, Wages & Related Costs	189,834	126,556	125,233	131,851	64,601	1,323
Recruitment	1,500	1,000	118	412	1,382	882
Advertising & Publicity	1,000	667	-	-	1,000	667
Office Equipment & Furniture & Stationery	3,600	2,400	776	2,072	2,824	1,624
Equipment Rental	2,274	1,516	822	822	1,452	694
Combined Insurance Policy	12,124	8,083	8,740	7,832	3,384	(657)
Telephones	2,200	1,467	1,420	1,278	780	46
Postage & Carriage	1,000	667	400	790	600	267
Avon Planning Services	4,080	2,720	2,720	3,060	1,360	-
Neighbourhood Plan Monitoring & Review	2,000	1,333	480	480	1,520	853
Subscriptions	2,260	1,507	1,266	1,356	994	240
Professional Fees	13,595	9,063	9,751	4,524	3,844	(688)
Audit Fees	5,746	3,831	6,350	1,600	(604)	(2,519)
Payroll Services	5,800	3,867	1,000	3,500	4,800	2,867
Health & Safety	1,500	1,000	-	-	1,500	1,000
Councillor & Staff Training	7,565	5,043	210	910	7,355	4,833
IT	8,325	5,550	4,834	5,916	3,491	716
Website Maintenance	1,000	667	1,148	75	(148)	(481)
Bank Charges & Interest	1,000	667	332	113	668	335
Newspapers	40	27	24	26	16	3
Rates & Water Rates	28,126	18,751	18,595	18,275	9,531	155
Heating & Lighting	7,990	5,327	2,099	3,425	5,891	3,228
General Repairs, Maintenance & Sundry	10,500	7,000	2,920	9,264	7,580	4,080
Town Hall Planned Maintenance & Repairs	113,536	75,691	5,081	17,332	108,455	70,610
Alarm & CCTV Call Out	1,000	667	365	-	635	302
Lift Maintenance Contract	1,000	667	2,512	1,013	(1,512)	(1,845)
Election Exp (Inc Polls/Pro Challenges)	5,000	3,333	-	11,038	5,000	3,333
Contingency for Inflation	6,577	4,385	-	-	6,577	4,385
	441,992	294,661	197,611	227,828	244,381	97,050

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
@ 30/11/2020

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/11/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
Mayor's Allowance	6,500	4,333	151	4,173	6,349	4,182
Mayor's Traveling	5,000	3,333	562	3,883	4,438	2,772
New Civic Car (to be added to Mayor's Travelling)	3,864	2,576				
Civic Insignia	4,864	3,243	3,422	184	1,442	(179)
Receptions (Formal & Informal)	6,000	4,000	1,060	4,258	4,940	2,940
Honoraria inc photographic	3,329	2,219	1,457	1,456	1,872	763
Printing & Stationery	500	333	210	492	290	123
Floral Decorations	650	433	-	215	650	433
Civic Robes	1,500	1,000	-	1,033	1,500	1,000
Civic Gifts	100	67	-	61	100	67
SBC - Town Council funding contribution	25,000	16,667	-	16,667	25,000	16,667
Christmas Activities	2,000	1,333	-	1,784	2,000	1,333
Festivals & Events - HODS	2,000	1,333	-	-	2,000	1,333
VE Day 75	3,000	2,000	-	-	-	-
Contingency (Events tbc)	5,000	3,333	-	-	5,000	3,333
National Mourning Protocol	-	-	-	-	-	-
Event Security	15,000	10,000	-	9,312	15,000	10,000
	84,307	56,205	6,861	43,516	77,446	49,344

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

CEMETERY**@ 30/11/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 30/11/2020	2020-21	2019-20	Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	43,074	28,716	24,757	40,415	(18,317)	(3,959)
Memorial Fees	10,855	7,237	2,955	5,960	(7,900)	(4,282)
Sundry Income (Seating/Trees/Transfers)	400	267	470	125	70	203
	54,329	36,219	28,182	46,500	(26,147)	(8,037)
EXPENDITURE						
Salaries, Wages & Related Costs	135,173	90,115	93,976	86,770	41,197	(3,860)
Training	3,000	2,000				
Rates & Water Rates	4,374	2,916	2,971	2,842	1,403	(55)
General Ground Maintenance	39,964	26,643	26,236	16,592	13,728	407
Repairs & Maintenance	1,100	733	-	-	1,100	733
Telephone	650	433	296	438	354	137
Heating & Lighting	1,160	773	147	(171)	1,013	627
Vehicle Expenses	3,730	2,487	2,455	2,240	1,275	32
Equipment	10,218	6,812	8,030	3,733	2,188	(1,218)
Health & Safety	250	167	-	9	250	167
Grave Excavation	4,750	3,167	1,140	2,280	3,610	2,027
Travel & Subsistence	626	417	447	394	179	(30)
Sundry Seating & Trees	600	400	105	304	495	295
Contingency for Inflation	1,065	710	-	-	1,065	710
Vehicle Replacement Contingency	2,500	1,667	-	-	2,500	1,667
	209,160	139,440	135,802	115,431	73,358	1,638
NET EXPENDITURE	154,831	103,221	107,620	68,931	47,211	(4,399)

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**@ 30/11/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 30/11/2020	2020-21	2019-20	Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	3,000	2,000	-	4,436	3,000	2,000
	3,000	2,000	-	4,436	3,000	2,000

TRANQUILITY GARDEN

@ 30/11/2020

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/11/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	6,480	4,320	3,126	4,860	(3,354)	(1,194)
Memorial Fees	2,627	1,751	983	1,970	(1,645)	(769)
	9,107	6,071	4,109	6,830	(4,998)	(1,962)
EXPENDITURE						
Maintenance & Development Costs	5,000	3,333	-	355	5,000	3,333
	5,000	3,333	-	355	5,000	3,333
NET EXPENDITURE	(4,107)	(2,738)	(4,109)	(6,476)	2	1,371

Budget 2020/21 Income expected to exceed Expenditure

ALLOTMENTS - PARK ROAD

@ 30/11/2020

	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/11/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	110	-	-	(165)	(110)
	165	110	-	-	(165)	(110)
EXPENDITURE						
Lease	10	7	-	-	10	7
Set up & Maintenance Costs	-	-	-	-	-	-
	10	7	-	-	10	7
NET EXPENDITURE	(155)	(103)	-	-	(155)	(103)

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	@ 30/11/2020	2020-21	2019-20	Annual Budget	YTD Budget
Rent	13,490	8,993	10,118	1,128	3,372	(1,124)
Rates	4,584	3,056	3,027	1,300	1,557	29
Insurance	144	96	-	142	144	96
Heating & Lighting	43	29	-	1	43	29
Service Costs	750	500	(188)	562	938	688
Sundry Expenses	350	233	-	149	350	233
	19,361	12,907	12,957	3,282	6,404	(50)

INITIATIVES, PROJECTS AND GRANTS

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus / (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 30/11/2020	2020-21	2019-20	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	115,000	76,667	80,000	45,000	35,000	(3,333)
Special Projects & Grants - Under £20K	5,000	3,333	-	-	5,000	3,333
Town Projects / Partnership Working / CCTV	28,087	18,725	27,788	27,788	299	(9,063)
Stratforward - BID Levy	744	496	709	709	35	(213)
Localism Project (NDP) - to Nov 2018	-	-	-	65	-	-
COVID-19 Response & Community Support	-	-	9,030	-	(9,030)	(9,030)
Other Debtors - Stratford Support cash only clients	-	-	127	-	(127)	(127)
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	14,106	9,404	1,315	3,502	12,791	8,089
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	6,997	4,665	625	1,259	6,372	4,039
Climate Change Pilot Scheme	10,000	6,667	-	-	10,000	6,667
Lunch Club (Loneliness/Dementia Friendly projects)	200	133	-	-	200	133
	180,134	120,089	119,594	78,323	60,540	495

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

SHAKESPEARE BIRTHDAY CELEBRATIONS

@ 30/11/2020

			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			-	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			-	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			(377)	46,229
NET Surplus (Deficit) for Year			294	6,338
SBC - including Opening Balance			73,341	