

**BALANCE SHEET****Current Assets**

Debtors	£	5,314
Long Term Investments	£	709,569
Short Term Investments	£	301,274
Cash at Bank and in hand	£	41,876
	£	<u>1,058,033</u>

**Less Current Liabilities**

Creditors	£	(25,350)
Restricted Funds (excluding CIL)	£	(15,912)
Community Infrastructure Levy (CIL)	£	(2,190)
	£	<u>(43,453)</u>

**Net Current Assets**

**£ 1,014,580**

**Financed by:**

Year To Date Surplus/(Deficit)	£	184,720
General Reserve	£	520,714
Designated Reserves (excluding SBC)	£	234,740
Shakespeare Birthday Celebrations (SBC) balance	£	74,406
	£	<u>1,014,580</u>

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

**INVESTMENTS & BANK**

**At 31/10/2019**

CCLA Local Authorities' Property Fund	£	250,000
Cambridge & Counties 3 Year Business Bonds	£	359,564
Cambridge & Counties 2 Year Business Bond	£	100,005
<b>Total Long Term Investments</b>	<b>£</b>	<b><u>709,569</u></b>
CCLA Public Sector Deposit Fund	£	223,995
Cambridge & Counties Bank Savings Account	£	77,279
<b>Total Short Term Investments</b>	<b>£</b>	<b><u>301,274</u></b>
Barclays Business Current Account	£	41,274
Barclays Debit Card Account	£	470
Petty Cash	£	133
<b>Total Cash at Bank and in hand</b>	<b>£</b>	<b><u>41,876</u></b>

**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
<b>Total Designated Reserves</b>	<b>£</b>	<b><u>302,808</u></b>
<b>General Reserve</b>	<b>£</b>	<b><u>520,714</u></b>
<b>Community Infrastructure Levy (CIL)</b>	<b>£</b>	<b><u>2,190</u></b>
<b>Total Reserves (including CIL)</b>	<b>£</b>	<b><u>825,713</u></b>

At 31/10/2019

**SUMMARISED INCOME & EXPENDITURE ACCOUNT**
**At 31/10/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/10/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Precept	505,452	294,847	294,847	289,609	(210,605)	(0)
Council Tax Reduction Grant	3,660	2,135	2,135	5,501	(1,525)	-
Market & Christmas Festival [Net]	39,917	23,285	42,278	36,540	2,361	18,993
Rents [Net]	7,775	4,535	7,566	7,566	(209)	3,031
Interest on Investments	21,952	12,805	5,811	5,870	(16,140)	(6,994)
Interest on Bank Accounts	360	210	208	207	(152)	(2)
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	625	365	721	800	96	356
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	7,165	4,180	(3,208)	1,569	(10,374)	(7,388)
Funding from Reserves	148,551	86,655	10,892	9,097	(137,659)	(75,763)
	<b>735,457</b>	<b>429,017</b>	<b>361,249</b>	<b>356,759</b>	<b>(374,208)</b>	<b>(67,768)</b>
<b>EXPENDITURE</b>						
Operational & Administrative Expenses	395,736	230,846	203,907	190,232	191,829	26,939
Civic Expenditure	89,022	51,930	32,217	33,445	56,805	19,713
Cemetery [Net]	133,443	77,841	61,550	66,877	71,893	16,291
Holy Trinity Churchyard & Garden of Remembrance	2,500	1,458	4,363	2,658	(1,863)	(2,905)
Tranquility Garden [Net]	(3,167)	(1,847)	(5,754)	(5,173)	2,587	3,907
Allotments [Net]	(161)	(94)	-	466	(161)	(94)
Hatton Rock	19,293	11,254	1,097	1,197	18,196	10,157
Initiatives, Projects and Grants	103,934	60,628	62,973	68,560	40,961	(2,345)
	<b>740,600</b>	<b>432,016</b>	<b>360,352</b>	<b>358,262</b>	<b>380,248</b>	<b>71,664</b>
<b>NET Surplus / (Deficit)</b>	<b>(5,143)</b>	<b>(2,999)</b>	<b>897</b>	<b>(1,503)</b>	<b>6,040</b>	<b>3,896</b>

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

**MARKET & CHRISTMAS FESTIVAL****At 31/10/2019**

	<b>BUDGET</b>		<b>ACTUALS</b>		<b>VARIANCE - Surplus (Deficit)</b>	
	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actuals</b>	<b>YTD Previous</b>	<b>YTD Actuals To</b>	
	<b>2019-20</b>	<b>At 31/10/2019</b>	<b>2019-20</b>	<b>2018-19</b>	<b>Annual Budget</b>	<b>YTD Budget</b>
<b>INCOME</b>						
Market	140,295	81,839	106,133	102,849	(34,162)	24,295
Christmas Festival	-	-	-	-	-	-
	<b>140,295</b>	<b>81,839</b>	<b>106,133</b>	<b>102,849</b>	<b>(34,162)</b>	<b>24,295</b>
<b>EXPENDITURE</b>						
Market - District Council Share	84,177	49,103	63,680	61,709	20,497	(14,577)
Market - Tripartite Expenses	2,806	1,637	-	4,299	2,806	1,637
Christmas Festival	13,395	7,814	175	300	13,220	7,639
	<b>100,378</b>	<b>58,554</b>	<b>63,855</b>	<b>66,309</b>	<b>36,523</b>	<b>(5,301)</b>
<b>NET INCOME</b>	<b>39,917</b>	<b>23,285</b>	<b>42,278</b>	<b>36,540</b>	<b>2,361</b>	<b>18,993</b>

**TOWN HALL COMMERCIAL MANAGEMENT****At 31/10/2019**

	<b>BUDGET</b>		<b>ACTUALS</b>		<b>VARIANCE - Surplus (Deficit)</b>	
	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actuals</b>	<b>YTD Previous</b>	<b>YTD Actuals To</b>	
	<b>2019-20</b>	<b>At 31/10/2019</b>	<b>2019-20</b>	<b>2018-19</b>	<b>Annual Budget</b>	<b>YTD Budget</b>
<b>INCOME</b>						
Lettings (excluding Deferred Income)	41,633	24,286	17,000	23,462	(24,633)	(7,286)
Sundry Income	55	32	105	33	50	72
	<b>41,688</b>	<b>24,318</b>	<b>17,104</b>	<b>23,494</b>	<b>(24,584)</b>	<b>(7,214)</b>
<b>EXPENDITURE</b>						
Personnel	25,688	14,985	15,196	15,598	10,492	(211)
Security Personnel	793	463	289	595	505	174
Cleaning & Laundry	3,600	2,100	2,009	1,991	1,591	91
PRS and Licences	1,019	595	2,680	2,766	(1,660)	(2,085)
Operating Equipment	800	467	-	869	800	467
Travel & Subsistence	350	204	89	106	261	115
Marketing, Publicity & Special Projects	1,500	875	-	-	1,500	875
Other Costs	500	292	50	-	450	242
Contingency for Inflation	272	159	-	-	-	-
	<b>34,523</b>	<b>20,138</b>	<b>20,313</b>	<b>21,925</b>	<b>14,210</b>	<b>(175)</b>
<b>NET INCOME</b>	<b>7,165</b>	<b>4,180</b>	<b>(3,208)</b>	<b>1,569</b>	<b>(10,374)</b>	<b>(7,388)</b>

**OPERATIONAL & ADMINISTRATION**
**At 31/10/2019**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	At 31/10/2019	2019-20	2018-19	Annual Budget	YTD Budget
Rother Street Clock Tower	220	128	165	53	55	(37)
STC Meeting Expenses & Subsistence	1,000	583	394	487	606	189
Travel and Subsistence	250	146	151	82	99	(6)
Borough Records	350	204	-	-	350	204
Salaries Wages and Related Costs	195,976	114,320	116,796	111,335	79,180	(2,477)
Recruitment	1,500	875	412	172	1,088	463
Advertising & Publicity	1,000	583	-	-	1,000	583
Office Equipment & Furniture & Stationery	5,400	3,150	2,100	1,505	3,300	1,050
Equipment Rental	2,274	1,326	745	915	1,529	581
Combined Insurance Policy	18,000	10,500	6,853	8,981	11,147	3,647
Telephones	2,200	1,283	1,245	1,208	955	38
Postage & Carriage	1,500	875	783	490	717	92
Avon Planning Services	4,080	2,380	2,720	2,380	1,360	(340)
Neighbourhood Plan Monitoring & Review	2,000	1,167	420	-	1,580	747
Subscriptions	1,658	967	1,052	1,224	606	(85)
Professional Fees	13,250	7,729	18,621	11,293	(5,371)	(10,892)
Audit Fees	5,585	3,258	1,600	5,600	3,985	1,658
Payroll Services	3,400	1,983	3,500	900	(100)	(1,517)
Health & Safety	1,500	875	-	-	1,500	875
Councillor & Staff Training	3,565	2,080	910	1,776	2,655	1,170
IT	7,081	4,131	5,262	4,051	1,820	(1,131)
Website Maintenance	1,000	583	75	-	925	508
Bank Charges & Interest	1,000	583	60	67	940	523
Newspapers	40	24	23	24	17	0
Rates & Water Rates	27,609	16,105	15,991	19,727	11,618	114
Heating & Lighting	7,788	4,543	2,729	2,305	5,060	1,814
General Repairs, Maintenance & Sundry	52,500	30,625	9,248	14,525	43,252	21,377
Alarm & CCTV Call Out	2,177	1,270	-	139	2,177	1,270
Lift Maintenance Contract	1,000	583	1,013	994	(13)	(430)
Election Exp (Inc Polls/Pro Challenges)	20,000	11,667	11,038	-	8,962	628
Contingency for Inflation	10,832	6,319	-	-	10,832	6,319
	<b>395,736</b>	<b>230,846</b>	<b>203,907</b>	<b>190,232</b>	<b>191,829</b>	<b>26,939</b>

**Budget 2019/20 Expenditure increase for Professional Fees from General Reserves F&S Minute 70 12.3.19**

**Additional Town Hall Maintenance Expenditure and Fees to be funded by virement from Building Maintenance Reserve at Year End F&S Minute 27 11.9.18 & 69 12.3.19**

**Contingency for Inflation increased from Final Draft Budget 2019-20 amount to correct Budget Total error**

**CIVIC EXPENDITURE**
**At 31/10/2019**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2019-20	At 31/10/2019	2019-20	2018-19	Annual Budget	YTD Budget
Mayor's Allowance	6,500	3,792	2,129	2,010	4,371	1,663
Mayor's Traveling	5,000	2,917	3,179	2,646	1,821	(262)
Civic Insignia	1,500	875	184	385	1,317	692
Receptions (Formal & Informal)	6,000	3,500	3,812	2,926	2,188	(312)
Honoraria inc photographic	3,272	1,909	1,456	1,456	1,816	452
Printing & Stationery	500	292	492	4	8	(200)
Floral Decorations	650	379	215	195	435	164
Civic Robes	1,500	875	952	90	548	(77)
Civic Gifts	100	58	61	122	39	(3)
SBC - Town Council funding contribution	25,000	14,583	14,583	14,583	10,417	-
Christmas Activities	2,000	1,167	1,060	4,022	940	107
Festivals & Events - HODS	2,000	1,167	-	885	2,000	1,167
Contingency (Events tbc)	5,000	2,917	-	-	5,000	2,917
National Mourning Protocol	-	-	-	25	-	-
Event Security	30,000	17,500	4,095	4,095	25,905	13,405
	<b>89,022</b>	<b>51,930</b>	<b>32,217</b>	<b>33,445</b>	<b>56,805</b>	<b>19,713</b>

**CEMETERY****At 31/10/2019**

	<b>BUDGET</b>		<b>ACTUALS</b>		<b>VARIANCE - Surplus (Deficit)</b>	
	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actuals</b>	<b>YTD Previous</b>	<b>YTD Actuals To</b>	
	<b>2019-20</b>	<b>At 31/10/2019</b>	<b>2019-20</b>	<b>2018-19</b>	<b>Annual Budget</b>	<b>YTD Budget</b>
<b>INCOME</b>						
Purchase & Interment Fees	37,332	21,777	35,735	17,937	(1,597)	13,958
Memorial Fees	7,832	4,568	5,145	4,300	(2,687)	577
Sundry Income (Seating/Trees/Transfers)	400	233	85	285	(315)	(148)
	<b>45,563</b>	<b>26,579</b>	<b>40,965</b>	<b>22,522</b>	<b>(4,598)</b>	<b>14,386</b>
<b>EXPENDITURE</b>						
Management Charge	136,457	79,600	74,799	73,182	61,658	4,801
Rates	3,924	2,289	2,487	2,690	1,437	(198)
General Ground Maintenance	17,500	10,208	16,141	2,190	1,359	(5,933)
Repairs & Maintenance	50	29	-	596	50	29
Telephone	650	379	403	298	247	(23)
Heating & Lighting	562	328	(187)	170	749	515
Vehicle Expenses	3,719	2,170	2,154	2,151	1,565	16
Equipment	7,000	4,083	3,733	6,153	3,267	351
Health & Safety	250	146	9	-	241	137
Grave Excavation	3,585	2,091	2,280	1,330	1,305	(189)
Travel & Subsistence	855	499	394	331	461	105
Sundry Seating & Trees	600	350	304	308	296	46
Contingency for Inflation	1,354	790	-	-	1,354	790
Vehicle Replacement Contingency	2,500	1,458	-	-	2,500	1,458
	<b>179,006</b>	<b>104,420</b>	<b>102,515</b>	<b>89,399</b>	<b>76,491</b>	<b>1,906</b>
<b>NET EXPENDITURE</b>	<b>133,443</b>	<b>77,841</b>	<b>61,550</b>	<b>66,877</b>	<b>71,893</b>	<b>16,291</b>

**HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE****At 31/10/2019**

	<b>BUDGET</b>		<b>ACTUALS</b>		<b>VARIANCE - Surplus (Deficit)</b>	
	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actuals</b>	<b>YTD Previous</b>	<b>YTD Actuals To</b>	
	<b>2019-20</b>	<b>At 31/10/2019</b>	<b>2019-20</b>	<b>2018-19</b>	<b>Annual Budget</b>	<b>YTD Budget</b>
<b>EXPENDITURE</b>						
Special Repairs and Maintenance	2,500	1,458	4,363	2,658	(1,863)	(2,905)
	<b>2,500</b>	<b>1,458</b>	<b>4,363</b>	<b>2,658</b>	<b>(1,863)</b>	<b>(2,905)</b>

**TRANQUILITY GARDEN**

**At 31/10/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/10/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	5,860	3,418	4,330	4,395	(1,530)	912
Memorial Fees	2,307	1,346	1,755	1,730	(552)	410
	<b>8,167</b>	<b>4,764</b>	<b>6,085</b>	<b>6,125</b>	<b>(2,082)</b>	<b>1,321</b>
<b>EXPENDITURE</b>						
Maintenance & Development Costs	5,000	2,917	331	952	4,669	2,585
	<b>5,000</b>	<b>2,917</b>	<b>331</b>	<b>952</b>	<b>4,669</b>	<b>2,586</b>
<b>NET EXPENDITURE</b>	<b>(3,167)</b>	<b>(1,847)</b>	<b>(5,754)</b>	<b>(5,173)</b>	<b>2,587</b>	<b>3,907</b>

Budget 2019/20 Income expected to exceed Expenditure

**ALLOTMENTS - PARK ROAD**

**At 31/10/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/10/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Tenancy Rental	171	100	-	33	(171)	(100)
	<b>171</b>	<b>100</b>	<b>-</b>	<b>33</b>	<b>(171)</b>	<b>(100)</b>
<b>EXPENDITURE</b>						
Lease	10	6	-	-	10	6
Set up & Maintenance Costs	-	-	-	499	-	-
	<b>10</b>	<b>6</b>	<b>-</b>	<b>499</b>	<b>10</b>	<b>6</b>
<b>NET EXPENDITURE</b>	<b>(161)</b>	<b>(94)</b>	<b>-</b>	<b>466</b>	<b>(161)</b>	<b>(94)</b>

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

**HATTON ROCK****At 31/10/2019**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/10/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Rent	13,490	7,869	4	1,128	13,486	7,865
Rates	4,521	2,637	1,137	756	3,384	1,500
Insurance	140	82	142	(70)	(2)	(61)
Heating & Lighting	42	25	1	130	41	24
Service Costs	750	438	(188)	(757)	938	626
Sundry Expenses	350	204	-	10	350	204
	<b>19,293</b>	<b>11,254</b>	<b>1,097</b>	<b>1,197</b>	<b>18,196</b>	<b>10,157</b>

**INITIATIVES, PROJECTS AND GRANTS****At 31/10/2019**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2019-20	YTD Budget At 31/10/2019	YTD Actuals 2019-20	YTD Previous 2018-19	YTD Actuals To Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	60,000	35,000	30,000	30,000	30,000	5,000
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	28,087	16,384	27,788	25,037	299	(11,404)
Stratforward - BID Levy	725	423	709	700	16	(286)
Localism Project (NDP) - to Nov 2018	-	-	65	9,097	(65)	(65)
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	11,000	6,417	3,151	3,390	7,849	3,266
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	4,122	2,405	1,259	336	2,863	1,145
	<b>103,934</b>	<b>60,628</b>	<b>62,973</b>	<b>68,560</b>	<b>40,961</b>	<b>(2,345)</b>

**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 31/10/2019**

			2019-20	2018-19
SBC - S106 Agreement (Balance)			7,933	
SBC - Opening Balance (B/fwd from 2017-18)			68,068	
<b>INCOME</b>				
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			-	-
<b>Total Income</b>			<b>52,567</b>	<b>50,947</b>
<b>EXPENDITURE</b>				
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
<b>Total Expenditure</b>			<b>46,229</b>	<b>49,547</b>
<b>NET Surplus (Deficit) for Year</b>			<b>6,338</b>	<b>1,399</b>
<b>SBC - including Opening Balance</b>			<b>74,406</b>	