

@ 31/10/2021

Month 07

**BALANCE SHEET @ 31/10/2021**

|   |          |                       |
|---|----------|-----------------------|
| <b>Fixed Assets</b>                               |          |                       |
| Long Term Investments                             | £        | 537,069               |
| <b>Current Assets</b>                             |          |                       |
| Debtors   | £        | 14,550                |
| Short Term Investments                            | £        | 193,309               |
| Cash at Bank and in hand                          | £        | 102,822               |
|   | £        | <u>310,681</u>        |
| <b>Less Current Liabilities</b>                   |          |                       |
| Creditors   | £        | (15,070)              |
| Restricted Funds                                  | £        | (27,734)              |
|   | £        | <u>(42,805)</u>       |
| <b>Net Assets (excluding Fixed Asset Reserve)</b> | <b>£</b> | <b><u>804,945</u></b> |
| <b>Financed by:</b>                               |          |                       |
| Year To Date Trial Balance Surplus/(Deficit)      | £        | 155,905               |
| General Reserve                                   | £        | 261,024               |
| Designated Reserves                               | £        | 388,016               |
|   | <b>£</b> | <b><u>804,945</u></b> |

**(excluding Fixed Assets @ 31/03/2021) £ 15,039,541****INVESTMENTS & BANK @ 31/10/2021**

|  |          |                       |
|--|----------|-----------------------|
| CCLA Local Authorities' Property Fund      | £        | 250,000               |
| Cambridge & Counties 3 Year Business Bond  | £        | 104,455               |
| Cambridge & Counties 2 Year Business Bonds | £        | 182,614               |
| <b>Total Long Term Investments</b>         | <b>£</b> | <b><u>537,069</u></b> |
| CCLA Public Sector Deposit Fund            | £        | 34,452                |
| Cambridge & Counties Bank Savings Account  | £        | 158,857               |
| <b>Total Short Term Investments</b>        | <b>£</b> | <b><u>193,309</u></b> |
| Barclays Business Current Account          | £        | 101,980               |
| Barclays Debit Card Account                | £        | 615                   |
| Petty Cash                                 | £        | 227                   |
| <b>Total Cash at Bank and in hand</b>      | <b>£</b> | <b><u>102,822</u></b> |
| <b>Total Investments &amp; Bank</b>        | <b>£</b> | <b><u>833,199</u></b> |

**TRIAL BALANCE @ 31/10/2021**

|  |          | <b>This Month</b> |          | <b>Year To Date</b>   |
|--|----------|-------------------|----------|-----------------------|
| <b>(excluding Deferred Income balance)</b>       | <b>£</b> | <b>(2,604)</b>    | <b>£</b> | <b>(11,996)</b>       |
| Precept Income                                   | £        | (11,737)          | £        | (527,576)             |
| Income   | £        | (11,737)          | £        | (108,823)             |
| Expenditure                                      | £        | 62,916            | £        | 480,494               |
| <b>Trial Balance Surplus/(Deficit)</b>           |          |                   | <b>£</b> | <b><u>155,905</u></b> |
| Designated Reserves (excluding CIL, TCSP & SBC)  | £        |                   | £        | 282,612               |
| Community Infrastructure Levy (CIL) balance      | £        |                   | £        | 8,225                 |
| Town Centre Strategic Partnership (TCSP) balance | £        |                   | £        | 13,548                |
| Shakespeare Birthday Celebrations (SBC) balance  | £        |                   | £        | 83,630                |
|  | £        |                   | £        | <u>388,016</u>        |

**RESERVES @ 31/03/2021**

|                                   |          |                       |
|-----------------------------------|----------|-----------------------|
| Building Maintenance Reserve      | £        | 127,000               |
| Cemetery Land & Building Reserve  | £        | 45,400                |
| Allotment Reserve                 | £        | 7,162                 |
| Christmas Festival Reserve        | £        | 7,154                 |
| Vehicle Replacement Reserve       | £        | 17,500                |
| Election Expenses Reserve         | £        | 23,462                |
| Community Infrastructure Levy     | £        | 7,843                 |
| Town Centre Strategic Partnership | £        | 12,000                |
| Other Designated Reserves         | £        | 54,934                |
| SBC Reserve                       | £        | 62,518                |
| <b>Total Designated Reserves</b>  | <b>£</b> | <b><u>364,973</u></b> |
| <b>General Reserve</b>            | <b>£</b> | <b><u>261,024</u></b> |
| <b>Total Reserves</b>             | <b>£</b> | <b><u>625,997</u></b> |

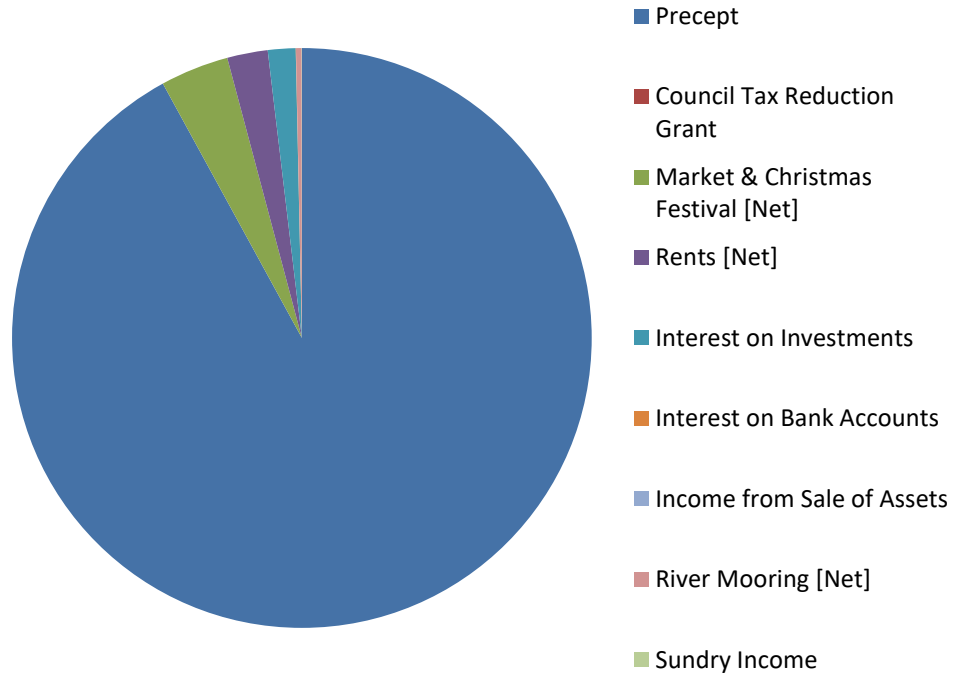
## INCOME & EXPENDITURE YEAR TO DATE - BUDGET & ACTUALS

| INCOME   | YTD Budget<br>@ 31/10/2021 | % of Total | YTD Actuals<br>@ 31/10/2021 | % of Total | VARIANCE<br>Surplus/(Deficit) |
|--|----------------------------|------------|-----------------------------|------------|-------------------------------|
| Precept  | 307,753                    | 71%        | 307,753                     | 74%        | -                             |
| Council Tax Reduction Grant                      | -                          |            | -                           |            | -                             |
| Market & Christmas Festival (incl. SDC share)    | 67,191                     | 16%        | 32,145                      | 8%         | (35,046)                      |
| Rents  | 5,688                      |            | 9,750                       |            | 4,062                         |
| Interest on Investments                          | 7,146                      |            | 5,165                       |            | (1,980)                       |
| Interest on Bank Accounts                        | 86                         |            | 44                          |            | (42)                          |
| Income from Sale of Assets                       | -                          |            | -                           |            | -                             |
| River Mooring                                    | 604                        |            | 1,040                       |            | 436                           |
| Sundry Income                                    | -                          |            | 50                          |            |                               |
| Town Hall Commercial Management                  | 15,387                     | 4%         | 14,867                      | 4%         | (520)                         |
| Cemetery   | 25,512                     | 6%         | 41,640                      | 10%        | 16,128                        |
| Tranquility Garden                               | 3,518                      |            | 4,849                       |            | 1,331                         |
| Allotments                                       | 96                         |            | (33)                        |            | (129)                         |
| <b>GROSS INCOME</b>                              | <b>125,227</b>             |            | <b>109,517</b>              |            | <b>(15,710)</b>               |
| <b>TOTAL INCOME (including Precept)</b>          | <b>432,980</b>             |            | <b>417,270</b>              |            | <b>(15,710)</b>               |
| <b>EXPENDITURE</b>                               |                            |            |                             |            |                               |
| Market & Christmas Festival (incl. SDC share)    | 52,910                     | 8%         | 19,387                      | 4%         | 33,523                        |
| Rents  | 1,274                      |            | 2,184                       |            | (910)                         |
| River Mooring                                    | -                          |            | -                           |            | -                             |
| Town Hall Commercial Management                  | 19,086                     | 3%         | 15,364                      | 3%         | 3,722                         |
| Operational & Administrative Expenses            | 315,009                    | 49%        | 248,775                     | 56%        | 66,234                        |
| Civic Expenditure                                | 38,161                     | 6%         | 22,371                      | 5%         | 15,790                        |
| Cemetery   | 109,167                    | 17%        | 96,361                      | 22%        | 12,806                        |
| Holy Trinity Churchyard & Garden of Remembrance  | 14,292                     |            | 2,938                       |            | 11,354                        |
| Tranquility Garden                               | 2,917                      |            | 531                         |            | 2,386                         |
| Allotments                                       | 6                          |            | -                           |            | 6                             |
| Hatton Rock                                      | 11,429                     |            | 13,315                      |            | (1,886)                       |
| Initatives, Projects and Grants                  | 80,673                     | 13%        | 22,770                      | 5%         | 57,903                        |
| Contingency for Inflation (included in above)    | 4,599                      |            |                             |            |                               |
| <b>GROSS EXPENDITURE (including Contingency)</b> | <b>644,924</b>             |            | <b>443,996</b>              |            | <b>200,928</b>                |
| <b>NET Surplus / (Deficit)</b>                   | <b>(211,944)</b>           |            | <b>(26,726)</b>             |            | <b>185,218</b>                |

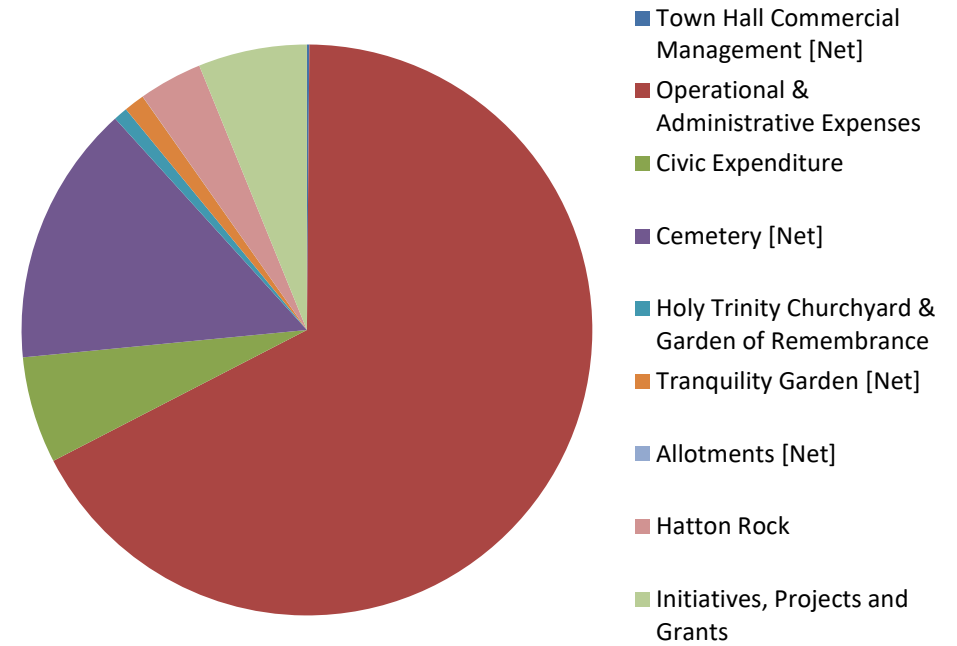
**INCOME & EXPENDITURE YEAR TO DATE - ACTUALS & PREVIOUS**

|  | YTD Actuals<br>2021-22<br>@ 31/10/2021 | % of Total  | YTD Previous<br>2020-21<br>@ 31/10/2020 | % of Total  | VARIANCE<br>Increase /<br>(Decrease) |
|--|--|-------------|---|-------------|--------------------------------------|
| <b>INCOME</b>                                    |  |             |   |             |                                      |
| Precept  | 307,753                                | 74%         | 300,038                                 | 82%         | 7,715                                |
| Council Tax Reduction Grant                      | -                                      | -           | -                                       | -           | -                                    |
| Market & Christmas Festival (incl. SDC share)    | 32,145                                 | 8%          | 16,970                                  | 5%          | 15,175                               |
| Rents  | 9,750                                  | 2%          | 9,750                                   | 3%          | -                                    |
| Interest on Investments                          | 5,165                                  | 1%          | 6,014                                   | 2%          | (849)                                |
| Interest on Bank Accounts                        | 44                                     | 0%          | 90                                      | 0%          | (45)                                 |
| Income from Sale of Assets                       | -                                      | -           | -                                       | -           | -                                    |
| River Mooring                                    | 1,040                                  | 0%          | 513                                     | 0%          | 528                                  |
| Sundry Income                                    | 50                                     | 0%          | -                                       | -           | -                                    |
| Town Hall Commercial Management                  | 14,867                                 | 4%          | 2,065                                   | 1%          | 12,803                               |
| Cemetery   | 41,640                                 | 10%         | 25,577                                  | 7%          | 16,063                               |
| Tranquility Garden                               | 4,849                                  | 1%          | 3,470                                   | 1%          | 1,379                                |
| Allotments                                       | (33)                                   | -0%         | -                                       | -           | (33)                                 |
| <b>GROSS INCOME</b>                              | <b>109,517</b>                         | <b>26%</b>  | <b>64,448</b>                           | <b>18%</b>  | <b>45,069</b>                        |
| <b>TOTAL INCOME (including Precept)</b>          | <b>417,270</b>                         | <b>100%</b> | <b>364,486</b>                          | <b>100%</b> | <b>52,784</b>                        |
| <b>EXPENDITURE</b>                               |  |             |   |             |                                      |
| Market & Christmas Festival (incl. SDC share)    | 19,387                                 | 4%          | 7,836                                   | 2%          | 11,551                               |
| Rents  | 2,184                                  | 0%          | 2,184                                   | 1%          | -                                    |
| River Mooring                                    | -                                      | -           | -                                       | -           | -                                    |
| Town Hall Commercial Management                  | 15,364                                 | 3%          | 16,755                                  | 4%          | (1,391)                              |
| Operational & Administrative Expenses            | 248,775                                | 56%         | 172,902                                 | 43%         | 75,873                               |
| Civic Expenditure                                | 22,371                                 | 5%          | 6,519                                   | 2%          | 15,852                               |
| Cemetery   | 96,361                                 | 22%         | 124,149                                 | 31%         | (27,788)                             |
| Holy Trinity Churchyard & Garden of Remembrance  | 2,938                                  | 1%          | -                                       | -           | 2,938                                |
| Tranquility Garden                               | 531                                    | 0%          | -                                       | -           | 531                                  |
| Allotments                                       | -                                      | -           | -                                       | -           | -                                    |
| Hatton Rock                                      | 13,315                                 | 3%          | 11,454                                  | 3%          | 1,861                                |
| Initatives, Projects and Grants                  | 22,770                                 | 5%          | 56,592                                  | 14%         | (33,822)                             |
| Contingency for Inflation (included in above)    |  |             |   |             |                                      |
| <b>GROSS EXPENDITURE (including Contingency)</b> | <b>443,996</b>                         | <b>100%</b> | <b>398,391</b>                          | <b>100%</b> | <b>45,605</b>                        |
| <b>NET Surplus / (Deficit)</b>                   | <b>(26,726)</b>                        |             | <b>(33,905)</b>                         |             | <b>7,179</b>                         |

**INCOME YTD Actuals**



**EXPENDITURE YTD Actuals**



**SUMMARISED INCOME & EXPENDITURE ACCOUNT**
**@ 31/10/2021**

|   | BUDGET                   |                            | ACTUALS                |                         | VARIANCE - Surplus / (Deficit)  |                |
|---|--------------------------|----------------------------|------------------------|-------------------------|---------------------------------|----------------|
|   | Annual Budget<br>2021-22 | YTD Budget<br>@ 31/10/2021 | YTD Actuals<br>2021-22 | YTD Previous<br>2020-21 | YTD Actuals To<br>Annual Budget | YTD Budget     |
| <b>INCOME</b>                                   |                          |                            |                        |                         |                                 |                |
| Precept   | 527,576                  | 307,753                    | 307,753                | 300,038                 | (219,823)                       | -              |
| Council Tax Reduction Grant                     | -                        | -                          | -                      | -                       | -                               | -              |
| Market & Christmas Festival [Net]               | 24,482                   | 14,281                     | 12,758                 | 9,134                   | (11,724)                        | (1,523)        |
| Rents [Net]                                     | 7,566                    | 4,414                      | 7,566                  | 7,566                   | (0)                             | 3,152          |
| Interest on Investments                         | 12,250                   | 7,146                      | 5,165                  | 6,014                   | (7,085)                         | (1,980)        |
| Interest on Bank Accounts                       | 148                      | 86                         | 44                     | 90                      | (104)                           | (42)           |
| Income from Sale of Assets                      | -                        | -                          | -                      | -                       | -                               | -              |
| River Mooring [Net]                             | 1,035                    | 604                        | 1,040                  | 513                     | 5                               | 436            |
| Sundry Income                                   | -                        | -                          | 50                     | -                       | 50                              | 50             |
|   | <b>573,057</b>           | <b>334,283</b>             | <b>334,376</b>         | <b>323,355</b>          | <b>(238,681)</b>                | <b>93</b>      |
| <b>EXPENDITURE</b>                              |                          |                            |                        |                         |                                 |                |
| Town Hall Commercial Management [Net]           | 6,341                    | 3,699                      | 497                    | 14,690                  | 5,844                           | 3,202          |
| Operational & Administrative Expenses           | 540,016                  | 315,009                    | 248,775                | 172,902                 | 291,241                         | 66,234         |
| Civic Expenditure                               | 65,418                   | 38,161                     | 22,371                 | 6,519                   | 43,047                          | 15,790         |
| Cemetery [Net]                                  | 143,409                  | 83,655                     | 54,721                 | 98,572                  | 88,688                          | 28,934         |
| Holy Trinity Churchyard & Garden of Remembrance | 24,500                   | 14,292                     | 2,938                  | -                       | 21,562                          | 11,354         |
| Tranquility Garden [Net]                        | (1,030)                  | (601)                      | (4,318)                | (3,470)                 | 3,288                           | 3,717          |
| Allotments [Net]                                | (155)                    | (90)                       | 33                     | -                       | (188)                           | (123)          |
| Hatton Rock                                     | 19,593                   | 11,429                     | 13,315                 | 11,454                  | 6,278                           | (1,886)        |
| Initiatives, Projects and Grants                | 138,297                  | 80,673                     | 22,770                 | 56,592                  | 115,527                         | 57,903         |
|   | <b>936,389</b>           | <b>546,227</b>             | <b>361,102</b>         | <b>357,259</b>          | <b>575,287</b>                  | <b>185,124</b> |
| <b>NET Surplus / (Deficit)</b>                  | <b>(363,332)</b>         | <b>(211,944)</b>           | <b>(26,726)</b>        | <b>(33,905)</b>         | <b>336,606</b>                  | <b>185,218</b> |
| Funding from Reserves                           | 274,625                  | n/a                        | tbc @ Year End         | tbc @ Year End          | tbc @ Year End                  | n/a            |
| Budget Virements (approved post Budget)         | 88,707                   |                            |                        |                         |                                 |                |

**Budget Virements**

Equipment for Live Streaming of Meetings to be covered by budget virement up to £15,000 from Reserves TC Minute 159 30.3.21

Town Hall Planned Maintenance deficit plus Professional Fees to be covered by budget virements of £58,000 and £25,500 from the General Reserve F&amp;A Committee Minute 13 8.6.21

Rother Street Clock repairs to be covered by budget virement of £4,200 from Designated Reserve CS Committee Minute 15 6.7.21

**MARKET & CHRISTMAS FESTIVAL**

**@ 31/10/2021**

|                                 | BUDGET         |               | ACTUALS       |               | VARIANCE - Surplus / (Deficit) |                 |
|---------------------------------|----------------|---------------|---------------|---------------|--------------------------------|-----------------|
|                                 | Annual Budget  | YTD Budget    | YTD Actuals   | YTD Previous  | YTD Actuals To                 |                 |
|                                 | 2021-22        | @ 31/10/2021  | 2021-22       | 2020-21       | Annual Budget                  | YTD Budget      |
| <b>INCOME</b>                   |                |               |               |               |                                |                 |
| Market                          | 115,185        | 67,191        | 32,145        | 16,970        | (83,040)                       | (35,046)        |
| Christmas Festival              | -              | -             | -             | -             | -                              | -               |
|                                 | <b>115,185</b> | <b>67,191</b> | <b>32,145</b> | <b>16,970</b> | <b>(83,040)</b>                | <b>(35,046)</b> |
| <b>EXPENDITURE</b>              |                |               |               |               |                                |                 |
| Market - District Council Share | 69,111         | 40,315        | 19,287        | 7,836         | 49,824                         | 21,028          |
| Market - Tripartite Expenses    | 2,304          | 1,344         | 100           | -             | 2,204                          | 1,244           |
| Christmas Festival              | 19,288         | 11,251        | -             | -             | 19,288                         | 11,251          |
|                                 | <b>90,703</b>  | <b>52,910</b> | <b>19,387</b> | <b>7,836</b>  | <b>71,316</b>                  | <b>33,523</b>   |
|                                 |                |               |               |               |                                |                 |
| <b>NET INCOME</b>               | <b>24,482</b>  | <b>14,281</b> | <b>12,758</b> | <b>9,134</b>  | <b>(11,724)</b>                | <b>(1,523)</b>  |

**TOWN HALL COMMERCIAL MANAGEMENT**

**@ 31/10/2021**

|  | BUDGET        |               | ACTUALS       |               | VARIANCE - Surplus / (Deficit) |              |
|--|---------------|---------------|---------------|---------------|--------------------------------|--------------|
|  | Annual Budget | YTD Budget    | YTD Actuals   | YTD Previous  | YTD Actuals To                 |              |
|  | 2021-22       | @ 31/10/2021  | 2021-22       | 2020-21       | Annual Budget                  | YTD Budget   |
| <b>INCOME</b>                                |               |               |               |               |                                |              |
| Lettings (excluding Deferred Income)         | 26,131        | 15,243        | 2,867         | 2,065         | (23,264)                       | (12,376)     |
| Sundry Income                                | 247           | 144           | -             | -             | (247)                          | (144)        |
| Grants - COVID-19 Local Restrictions Support | -             | -             | 12,000        | -             | 12,000                         | 12,000       |
|  | <b>26,378</b> | <b>15,387</b> | <b>14,867</b> | <b>2,065</b>  | <b>(11,511)</b>                | <b>(520)</b> |
| <b>EXPENDITURE</b>                           |               |               |               |               |                                |              |
| Salaries, Wages & Related Costs              | 23,000        | 13,417        | 11,314        | 13,802        | 11,686                         | 2,103        |
| Security Personnel                           | 793           | 463           | 190           | -             | 603                            | 273          |
| Cleaning & Laundry                           | 3,600         | 2,100         | 1,511         | 1,462         | 2,089                          | 589          |
| PRS and Licences                             | 2,287         | 1,334         | 2,349         | 1,447         | (62)                           | (1,015)      |
| Operating Equipment                          | 914           | 533           | -             | 44            | 914                            | 533          |
| Travel & Subsistence                         | -             | -             | -             | -             | -                              | -            |
| Marketing, Publicity & Special Projects      | 1,500         | 875           | -             | -             | 1,500                          | 875          |
| Other Costs                                  | 500           | 292           | -             | -             | 500                            | 292          |
| Contingency for Inflation                    | 125           | 73            | -             | -             | -                              | -            |
|  | <b>32,719</b> | <b>19,086</b> | <b>15,364</b> | <b>16,755</b> | <b>17,355</b>                  | <b>3,722</b> |
|  |               |               |               |               |                                |              |
| <b>NET EXPENDITURE</b>                       | <b>6,341</b>  | <b>3,699</b>  | <b>497</b>    | <b>14,690</b> | <b>5,844</b>                   | <b>3,202</b> |

**OPERATIONAL & ADMINISTRATIVE EXPENSES**
**@ 31/10/2021**

| EXPENDITURE                               | BUDGET         |                | ACTUALS        |                | VARIANCE - Surplus / (Deficit) |               |
|---|----------------|----------------|----------------|----------------|--------------------------------|---------------|
|   | Annual Budget  | YTD Budget     | YTD Actuals    | YTD Previous   | YTD Actuals To                 |               |
|   | 2021-22        | @ 31/10/2021   | 2021-22        | 2020-21        | Annual Budget                  | YTD Budget    |
| Rother Street Clock Tower                 | 4,420          | 2,578          | 4,548          | 217            | (128)                          | (1,970)       |
| STC Meeting Expenses & Subsistence        | 1,000          | 583            | 338            | 136            | 662                            | 246           |
| Travel and Subsistence                    | 250            | 146            | 39             | 34             | 211                            | 107           |
| Borough Records                           | 350            | 204            | (350)          | -              | 700                            | 554           |
| Salaries, Wages & Related Costs           | 191,000        | 111,417        | 109,586        | 109,792        | 81,414                         | 1,831         |
| Recruitment                               | 1,500          | 875            | -              | 118            | 1,500                          | 875           |
| Advertising & Publicity                   | 1,000          | 583            | -              | -              | 1,000                          | 583           |
| Equipment for Live Streaming of Meetings  | 1,007          | 587            | 1,007          | -              | 0                              | (419)         |
| Office Equipment & Furniture & Stationery | 4,650          | 2,713          | 2,532          | 732            | 2,118                          | 180           |
| Equipment Rental                          | 2,274          | 1,326          | 1,147          | 745            | 1,127                          | 179           |
| Combined Insurance Policy                 | 12,124         | 7,072          | 7,883          | 7,647          | 4,241                          | (811)         |
| Telephones                                | 2,200          | 1,283          | 1,582          | 1,202          | 618                            | (299)         |
| Postage & Carriage                        | 1,000          | 583            | (2)            | 400            | 1,002                          | 585           |
| Avon Planning Services                    | 4,080          | 2,380          | 2,440          | 2,380          | 1,640                          | (60)          |
| Neighbourhood Plan Monitoring & Review    | 2,000          | 1,167          | 360            | 420            | 1,640                          | 807           |
| Subscriptions                             | 2,260          | 1,318          | 1,691          | 1,064          | 569                            | (373)         |
| Professional Fees                         | 13,800         | 8,050          | 1,251          | 8,638          | 12,549                         | 6,799         |
| Audit Fees                                | 6,350          | 3,704          | 6,050          | 4,350          | 300                            | (2,346)       |
| Payroll Services                          | 5,400          | 3,150          | 1,530          | 1,000          | 3,870                          | 1,620         |
| Health & Safety                           | 1,500          | 875            | -              | -              | 1,500                          | 875           |
| Councillor & Staff Training               | 7,565          | 4,413          | 299            | 210            | 7,266                          | 4,114         |
| IT  | 8,700          | 5,075          | 5,213          | 4,642          | 3,487                          | (138)         |
| Website Maintenance                       | 1,000          | 583            | 298            | 1,148          | 702                            | 285           |
| Bank Charges & Interest                   | 500            | 292            | 309            | 287            | 191                            | (17)          |
| Newspapers                                | 60             | 35             | 35             | 23             | 25                             | 0             |
| Rates & Water Rates                       | 29,532         | 17,227         | 16,244         | 16,271         | 13,288                         | 983           |
| Heating & Lighting                        | 8,094          | 4,722          | 1,871          | 1,720          | 6,223                          | 2,851         |
| General Repairs, Maintenance & Sundry     | 10,637         | 6,205          | 5,583          | 2,907          | 5,054                          | 622           |
| Town Hall Planned Maintenance & Repairs   | 210,500        | 122,792        | 75,491         | 3,943          | 135,009                        | 47,301        |
| Alarm & CCTV Call Out                     | 1,000          | 583            | 760            | 365            | 240                            | (177)         |
| Lift Maintenance Contract                 | 1,000          | 583            | 1,041          | 2,512          | (41)                           | (457)         |
| Contingency for Inflation                 | 3,263          | 1,903          | -              | -              | 3,263                          | 1,903         |
| Election Exp (Inc Polls/Pro Challenges)   | -              | -              | -              | -              | -                              | -             |
|   | <b>540,016</b> | <b>315,009</b> | <b>248,775</b> | <b>172,902</b> | <b>291,241</b>                 | <b>66,234</b> |

Equipment for Live Streaming of Meetings to be covered by budget virement up to £15,000 from Reserves TC Minute 159 30.3.21

Town Hall Planned Maintenance deficit plus Professional Fees to be covered by budget virements of £58,000 and £25,500 from the General Reserve F&A Committee Minute 13 8.6.21

Rother Street Clock repairs to be covered by budget virement of £4,200 from Designated Reserve CS Committee Minute 15 6.7.21

| EXPENDITURE                                       | BUDGET                   |                            | ACTUALS                |                         | VARIANCE - Surplus / (Deficit)  |               |
|---|--------------------------|----------------------------|------------------------|-------------------------|---------------------------------|---------------|
|   | Annual Budget<br>2021-22 | YTD Budget<br>@ 31/10/2021 | YTD Actuals<br>2021-22 | YTD Previous<br>2020-21 | YTD Actuals To<br>Annual Budget | YTD Budget    |
| Mayor's Allowance                                 | 6,500                    | 3,792                      | 3,201                  | 151                     | 3,299                           | 591           |
| Mayor's Traveling                                 | 5,000                    | 2,917                      | 674                    | 510                     | 4,326                           | 2,243         |
| New Civic Car (to be added to Mayor's Travelling) | 3,864                    | 2,254                      |                        |                         |                                 |               |
| Civic Insignia                                    | 1,500                    | 875                        | -                      | 3,422                   | 1,500                           | 875           |
| Receptions (Formal & Informal)                    | 6,000                    | 3,500                      | 1,315                  | 770                     | 4,685                           | 2,185         |
| Honoraria inc photographic                        | 3,304                    | 1,927                      | 1,476                  | 1,457                   | 1,828                           | 451           |
| Printing & Stationery                             | 500                      | 292                        | -                      | 210                     | 500                             | 292           |
| Floral Decorations                                | 650                      | 379                        | 65                     | -                       | 585                             | 314           |
| Civic Robes                                       | 1,500                    | 875                        | 47                     | -                       | 1,453                           | 828           |
| Civic Gifts                                       | 100                      | 58                         | 49                     | -                       | 51                              | 9             |
| SBC - Town Council funding contribution           | 25,000                   | 14,583                     | 14,583                 | -                       | 10,417                          | -             |
| Christmas Activities                              | 2,000                    | 1,167                      | -                      | -                       | 2,000                           | 1,167         |
| Festivals & Events - HODS                         | 2,000                    | 1,167                      | 799                    | -                       | 1,201                           | 368           |
| VE Day 75   | -                        | -                          | -                      | -                       | -                               | -             |
| Contingency (Events tbc)                          | -                        | -                          | 162                    | -                       | (162)                           | (162)         |
| National Mourning Protocol                        | -                        | -                          | -                      | -                       | -                               | -             |
| Event Security                                    | 7,500                    | 4,375                      | -                      | -                       | 7,500                           | 4,375         |
|   | <b>65,418</b>            | <b>38,161</b>              | <b>22,371</b>          | <b>6,519</b>            | <b>43,047</b>                   | <b>15,790</b> |



**CEMETERY**
**@ 31/10/2021**

|   | BUDGET         |                | ACTUALS       |                | VARIANCE - Surplus / (Deficit) |               |
|---|----------------|----------------|---------------|----------------|--------------------------------|---------------|
|   | Annual Budget  | YTD Budget     | YTD Actuals   | YTD Previous   | YTD Actuals To                 |               |
|   | 2021-22        | @ 31/10/2021   | 2021-22       | 2020-21        | Annual Budget                  | YTD Budget    |
| <b>INCOME</b>                           |                |                |               |                |                                |               |
| Purchase & Interment Fees               | 37,594         | 21,930         | 33,021        | 22,607         | (4,573)                        | 11,091        |
| Memorial Fees                           | 5,740          | 3,348          | 6,260         | 2,620          | 520                            | 2,912         |
| Sundry Income (Seating/Trees/Transfers) | 400            | 233            | 2,359         | 350            | 1,959                          | 2,125         |
|   | <b>43,734</b>  | <b>25,512</b>  | <b>41,640</b> | <b>25,577</b>  | <b>(2,094)</b>                 | <b>16,128</b> |
| <b>EXPENDITURE</b>                      |                |                |               |                |                                |               |
| Salaries, Wages & Related Costs         | 141,500        | 82,542         | 80,705        | 82,146         | 60,795                         | 1,836         |
| Training                                | 3,000          | 1,750          |               |                | 3,000                          | 1,750         |
| Rates & Water Rates                     | 4,593          | 2,679          | 2,503         | 2,600          | 2,090                          | 176           |
| General Ground Maintenance              | 7,000          | 4,083          | 4,759         | 4,743          | 2,241                          | (675)         |
| Cemetery Driveway Kerbing               | 7,500          | 4,375          | -             | 19,306         | 7,500                          | 4,375         |
| Repairs & Maintenance                   | 1,100          | 642            | -             | -              | 1,100                          | 642           |
| Telephone                               | 450            | 263            | 264           | 260            | 186                            | (1)           |
| Heating & Lighting                      | 1,175          | 685            | 710           | 147            | 465                            | (25)          |
| Vehicle Expenses                        | 4,000          | 2,333          | 2,387         | 2,188          | 1,613                          | (54)          |
| Equipment                               | 7,000          | 4,083          | 2,991         | 11,147         | 4,009                          | 1,092         |
| CCTV                                    | 3,008          | 1,755          |               |                | 3,008                          | 1,755         |
| Health & Safety                         | 250            | 146            | -             | -              | 250                            | 146           |
| Grave Excavation                        | 4,750          | 2,771          | 1,330         | 1,140          | 3,420                          | 1,441         |
| Travel & Subsistence                    | 670            | 391            | 362           | 368            | 308                            | 29            |
| Sundry Seating & Trees                  | 600            | 350            | 349           | 105            | 251                            | 1             |
| Contingency for Inflation               | 547            | 319            | -             | -              | 547                            | 319           |
| Vehicle Replacement Contingency         | -              | -              | -             | -              | -                              | -             |
|   | <b>187,143</b> | <b>109,167</b> | <b>96,361</b> | <b>124,149</b> | <b>90,782</b>                  | <b>12,806</b> |
| <b>NET EXPENDITURE</b>                  | <b>143,409</b> | <b>83,655</b>  | <b>54,721</b> | <b>98,572</b>  | <b>88,688</b>                  | <b>28,934</b> |

**HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE**
**@ 31/10/2021**

|                                 | BUDGET        |               | ACTUALS      |              | VARIANCE - Surplus / (Deficit) |               |
|---------------------------------|---------------|---------------|--------------|--------------|--------------------------------|---------------|
|                                 | Annual Budget | YTD Budget    | YTD Actuals  | YTD Previous | YTD Actuals To                 |               |
|                                 | 2021-22       | @ 31/10/2021  | 2021-22      | 2020-21      | Annual Budget                  | YTD Budget    |
| <b>EXPENDITURE</b>              |               |               |              |              |                                |               |
| Special Repairs and Maintenance | 4,500         | 2,625         | 388          | -            | 4,112                          | 2,237         |
| Boundary Wall Repairs           | 20,000        | 11,667        | 2,550        |              | 17,450                         | 9,117         |
|                                 | <b>24,500</b> | <b>14,292</b> | <b>2,938</b> | <b>-</b>     | <b>21,562</b>                  | <b>11,354</b> |

Boundary Wall Repairs budget agreed CS Committee Minute 61 7.1.21

**TRANQUILITY GARDEN**
**@ 31/10/2021**

|                                 | BUDGET                   |                            | ACTUALS                |                         | VARIANCE - Surplus / (Deficit)  |              |
|---------------------------------|--------------------------|----------------------------|------------------------|-------------------------|---------------------------------|--------------|
|                                 | Annual Budget<br>2021-22 | YTD Budget<br>@ 31/10/2021 | YTD Actuals<br>2021-22 | YTD Previous<br>2020-21 | YTD Actuals To<br>Annual Budget | YTD Budget   |
| <b>INCOME</b>                   |                          |                            |                        |                         |                                 |              |
| Purchase & Interment Fees       | 4,875                    | 2,844                      | 4,240                  | 2,726                   | (635)                           | 1,396        |
| Memorial Fees                   | 1,155                    | 674                        | 609                    | 744                     | (546)                           | (65)         |
|                                 | <b>6,030</b>             | <b>3,518</b>               | <b>4,849</b>           | <b>3,470</b>            | <b>(1,181)</b>                  | <b>1,331</b> |
| <b>EXPENDITURE</b>              |                          |                            |                        |                         |                                 |              |
| Maintenance & Development Costs | 5,000                    | 2,917                      | 531                    | -                       | 4,469                           | 2,386        |
|                                 | <b>5,000</b>             | <b>2,917</b>               | <b>531</b>             | <b>-</b>                | <b>4,469</b>                    | <b>2,386</b> |
| <b>NET EXPENDITURE</b>          | <b>(1,030)</b>           | <b>(601)</b>               | <b>(4,318)</b>         | <b>(3,470)</b>          | <b>3,288</b>                    | <b>3,717</b> |

Budget 2021-22 Income expected to exceed Expenditure

**ALLOTMENTS - PARK ROAD**
**@ 31/10/2021**

|                            | BUDGET                   |                            | ACTUALS                |                         | VARIANCE - Surplus / (Deficit)  |              |
|----------------------------|--------------------------|----------------------------|------------------------|-------------------------|---------------------------------|--------------|
|                            | Annual Budget<br>2021-22 | YTD Budget<br>@ 31/10/2021 | YTD Actuals<br>2021-22 | YTD Previous<br>2020-21 | YTD Actuals To<br>Annual Budget | YTD Budget   |
| <b>INCOME</b>              |                          |                            |                        |                         |                                 |              |
| Tenancy Rental             | 165                      | 96                         | (33)                   | -                       | (198)                           | (129)        |
|                            | <b>165</b>               | <b>96</b>                  | <b>(33)</b>            | <b>-</b>                | <b>(198)</b>                    | <b>(129)</b> |
| <b>EXPENDITURE</b>         |                          |                            |                        |                         |                                 |              |
| Lease                      | 10                       | 6                          | -                      | -                       | 10                              | 6            |
| Set up & Maintenance Costs | -                        | -                          | -                      | -                       | -                               | -            |
|                            | <b>10</b>                | <b>6</b>                   | <b>-</b>               | <b>-</b>                | <b>10</b>                       | <b>6</b>     |
| <b>NET EXPENDITURE</b>     | <b>(155)</b>             | <b>(90)</b>                | <b>33</b>              | <b>-</b>                | <b>(188)</b>                    | <b>(123)</b> |

Budget 2021-22 Expenditure to be covered by Designated Allotment Reserve

**HATTON ROCK**
**@ 31/10/2021**

|                    | BUDGET                   |                            | ACTUALS                |                         | VARIANCE - Surplus / (Deficit)  |                |
|--------------------|--------------------------|----------------------------|------------------------|-------------------------|---------------------------------|----------------|
|                    | Annual Budget<br>2021-22 | YTD Budget<br>@ 31/10/2021 | YTD Actuals<br>2021-22 | YTD Previous<br>2020-21 | YTD Actuals To<br>Annual Budget | YTD Budget     |
| <b>EXPENDITURE</b> |                          |                            |                        |                         |                                 |                |
| Rent               | 13,490                   | 7,869                      | 8,993                  | 8,993                   | 4,497                           | (1,124)        |
| Rates              | 4,813                    | 2,808                      | 2,649                  | 2,649                   | 2,164                           | 159            |
| Insurance          | 146                      | 85                         | 173                    | -                       | (27)                            | (88)           |
| Heating & Lighting | 44                       | 26                         | -                      | -                       | 44                              | 26             |
| Service Costs      | 750                      | 438                        | 1,500                  | (188)                   | (750)                           | (1,063)        |
| Sundry Expenses    | 350                      | 204                        | -                      | -                       | 350                             | 204            |
|                    | <b>19,593</b>            | <b>11,429</b>              | <b>13,315</b>          | <b>11,454</b>           | <b>6,278</b>                    | <b>(1,886)</b> |

**INITIATIVES, PROJECTS AND GRANTS**
**@ 31/10/2021**

| EXPENDITURE   | BUDGET         |               | ACTUALS       |               | VARIANCE - Surplus / (Deficit) |               |
|---|----------------|---------------|---------------|---------------|--------------------------------|---------------|
|   | Annual Budget  | YTD Budget    | YTD Actuals   | YTD Previous  | YTD Actuals To                 |               |
|   | 2021-22        | @ 31/10/2021  | 2021-22       | 2020-21       | Annual Budget                  | YTD Budget    |
| Special Projects & Grants - Over £20K               | 89,500         | 52,208        | -             | 30,000        | 89,500                         | 52,208        |
| Special Projects & Grants - Under £20K              | -              | -             | -             | -             | -                              | -             |
| Town Projects / Partnership Working / CCTV          | 31,788         | 18,543        | 16,210        | 16,210        | 15,578                         | 2,333         |
| TCSP - Town Council funding contribution            | -              | -             | 2,088         | -             | (2,088)                        | (2,088)       |
| Stratforward - BID Levy                             | 754            | 440           | 709           | 709           | 45                             | (269)         |
| Localism Project (NDP) - to Nov 2018                | -              | -             | -             | -             | -                              | -             |
| COVID-19 Response & Community Support               | -              | -             | 300           | 8,465         | (300)                          | (300)         |
| Other Debtors - Stratford Support cash only clients | -              | -             | 168           | 108           | (168)                          | (168)         |
| Special Projects & Events                           | -              | -             | -             | -             | -                              | -             |
| Newsletters / Quality Status                        | 4,000          | 2,333         | 246           | 475           | 3,754                          | 2,087         |
| Bus Shelters/Dog Hygiene/Litter/Cycle Racks         | 705            | 411           | 1,170         | 625           | (465)                          | (759)         |
| Climate Change Initiatives                          | 10,000         | 5,833         | 1,879         | -             | 8,121                          | 3,954         |
| Youth Council                                       | 1,000          | 583           | -             | -             | -                              | -             |
| Green Advent Calendar                               | 350            | 204           | -             | -             | -                              | -             |
| Lunch Club (Loneliness/Dementia Friendly projects)  | 200            | 117           | -             | -             | 200                            | 117           |
|   | <b>138,297</b> | <b>80,673</b> | <b>22,770</b> | <b>56,592</b> | <b>115,527</b>                 | <b>57,903</b> |

TCSP Initiatives additional costs and contingency funded by budget virement F&amp;A Minute 75 9.3.21

**TOWN CENTRE STRATEGIC PARTNERSHIP**
**@ 31/10/2021**

|  | 2021-22       | 2020-21       |
|--|---------------|---------------|
| TCSP - Opening Balance (B/fwd from 2020-21)          | 12,000        |               |
| <b>INCOME</b>  |               |               |
| CIL - Town Council                                   | 7,843         | 5,508         |
| TCSP - Town Council Budget, Virements & Reserves     | -             | 12,000        |
| TCSP - Partnership Contributions (inc. Town Council) | 11,000        | -             |
| <b>Total Income</b>                                  | <b>18,843</b> | <b>17,508</b> |
| <b>EXPENDITURE</b>                                   |               |               |
| CIL - Bridge Street / High Street Design             | 7,843         | 5,508         |
| TCSP - Bridge Street / High Street Design            | 6,774         | -             |
| TCSP - Bridge Street / High Street PR                | 2,678         | -             |
| <b>Total Expenditure</b>                             | <b>17,295</b> | <b>5,508</b>  |
| <b>NET Surplus / (Deficit) for Year</b>              | <b>1,548</b>  | <b>12,000</b> |

|   |               |
|---|---------------|
| <b>TCSP - including Opening Balance</b> | <b>13,548</b> |
|---|---------------|

CIL Reserves @ 31/03/2021 committed to Town Centre Strategic Partnership - Bridge Street / High Street Design

TCSP Initiatives additional costs and contingency funded by budget virement from Civic Expenditure F&amp;A Minute 75 9.3.21

**SHAKESPEARE BIRTHDAY CELEBRATIONS**
**@ 31/10/2021**
**2021-22**
**2020-21**

|  |  |  |               |  |
|--|--|--|---------------|--|
| SBC - S106 Agreement (Balance)             |  |  | <b>7,933</b>  |  |
| SBC - Opening Balance (B/fwd from 2020-21) |  |  | <b>62,518</b> |  |

| <b>INCOME</b>                                   |  |  |               |              |
|---|--|--|---------------|--------------|
| SBC - Town Council Budget                       |  |  | <b>25,000</b> | -            |
| SBC - Income (Other)                            |  |  | <b>1,155</b>  | -            |
| SBC - Friends Donations                         |  |  | -             | -            |
| SBC - Friends Receptions                        |  |  | -             | -            |
| SBC - Parade - Flags & Admin Fee                |  |  | -             | <b>(83)</b>  |
| SBC - Advertising Income                        |  |  | -             | -            |
| SBC - Bank Interest                             |  |  | -             | -            |
| <b>Total Income</b>                             |  |  | <b>26,155</b> | <b>(83)</b>  |
| <b>EXPENDITURE</b>                              |  |  |               |              |
| SBC - Expenditure                               |  |  | -             | -            |
| SBC - Shields Repairs & Maintenance             |  |  | -             | -            |
| SBC - Standard Replacements                     |  |  | -             | -            |
| SBC - Flag Poles                                |  |  | <b>2,120</b>  | -            |
| SBC - Insurance                                 |  |  | -             | -            |
| SBC - Health & Safety                           |  |  | -             | <b>500</b>   |
| SBC - Event Security                            |  |  | -             | -            |
| SBC - Traffic Management                        |  |  | -             | -            |
| SBC - Parade & Ceremony                         |  |  | <b>1,200</b>  | <b>(877)</b> |
| SBC - Management Charges                        |  |  | <b>613</b>    | -            |
| SBC - Operational Expenses                      |  |  | -             | -            |
| SBC - Miscellaneous Expenses                    |  |  | -             | -            |
| SBC - Birthday Cake                             |  |  | -             | -            |
| SBC - Playmakers                                |  |  | -             | -            |
| SBC - Marketing                                 |  |  | <b>1,110</b>  | -            |
| SBC - Bank Charges                              |  |  | -             | -            |
| SBC - Friends of Shakespeare (including Launch) |  |  | -             | -            |
| SBC - Friends Reception                         |  |  | -             | -            |
| <b>Total Expenditure</b>                        |  |  | <b>5,043</b>  | <b>(377)</b> |
|   |  |  |               |              |
| <b>NET Surplus / (Deficit) for Year</b>         |  |  | <b>21,112</b> | <b>294</b>   |

|  |  |  |               |  |
|--|--|--|---------------|--|
| <b>SBC - including Opening Balance</b> |  |  | <b>83,630</b> |  |
|--|--|--|---------------|--|