

At 31/08/2017

Month

5

| | | | | | |
|---|----------|----------------|---|----------|----------------|
| Barclays Business Current Account | £ | 46,214 | Cemetery Land & Building Reserve | £ | 30,000 |
| Barclays Debit Card Account | £ | 221 | Tranquility Garden Reserve | £ | 59,146 |
| CCLA Public Sector Deposit Fund | £ | 297,021 | Allotment Reserve | £ | 37,463 |
| CCLA Local Authorities' Property Fund | £ | 250,000 | Localism Project Reserve | £ | 34,901 |
| Cambridge & Counties 3 Year Business Bond | £ | 250,000 | Other Designated Reserves | £ | 186,622 |
| Cambridge & Counties 1 Year Business Bond | £ | 75,000 | General Reserve | £ | 448,926 |
| Cambridge & Counties Bank Savings Account | £ | 75,000 | Total STC Reserves At 31/03/2017 | £ | 797,058 |
| Total Bank & Investments At 31/08/2017 | £ | 993,456 | Shakespeare Birthday Celebrations | £ | 78,641 |

SUMMARISED INCOME & EXPENDITURE ACCOUNT

At 31/08/2017

| | BUDGET | | ACTUALS | | VARIANCE - Surplus (Deficit) | |
|---------------------------------------|--------------------------|-----------------------------|------------------------|-------------------------|---------------------------------|-----------------|
| | Annual Budget 2017-18 | YTD Budget At 31/08/2017 | YTD Actuals 2017-18 | YTD Previous 2016-17 | YTD Actuals To Annual Budget | YTD Budget |
| INCOME | | | | | | |
| Precept | 481,405 | 200,585 | 200,585 | 194,091 | (280,820) | - |
| Council Tax Reduction Grant | 15,280 | 6,367 | 6,367 | 8,575 | (8,913) | - |
| Market | 109,935 | 45,806 | 27,212 | 26,730 | (82,723) | (18,595) |
| Rents | 9,750 | 4,063 | 1,345 | - | (8,405) | (2,717) |
| Interest on Investments | 18,319 | 7,633 | 5,647 | 1,750 | (12,672) | (1,986) |
| Interest on Bank Accounts | 350 | 146 | 136 | 361 | (214) | (9) |
| Income from Sale of Assets | - | - | 63 | - | 63 | 63 |
| River Mooring | 600 | 250 | 350 | - | (250) | 100 |
| Grant - Neighbourhood Plan | - | - | - | 5,400 | - | - |
| Sundry Income | - | - | - | - | - | - |
| Town Hall Commercial Management [Net] | 8,427 | 3,511 | 393 | 6,446 | (8,034) | (3,118) |
| Reserves for Tranquility Garden & NDP | 70,000 | | | | | |
| Further Funding from Reserves | 2,895 | | | | | |
| | 716,961 | 268,361 | 242,099 | 243,353 | (474,862) | (26,262) |
| EXPENDITURE | | | | | | |
| Operational & Administrative Expenses | 333,399 | 138,916 | 114,462 | 103,453 | 218,937 | 24,454 |
| Miscellaneous Expenses | 70,163 | 29,235 | 34,319 | 34,414 | 35,844 | (5,084) |
| Civic Expenditure | 58,894 | 24,539 | 21,194 | 34,022 | 37,700 | 3,345 |
| Cemetery [Net] | 111,826 | 46,594 | 23,750 | 31,342 | 88,076 | 22,844 |
| Tranquility Garden [Net] | 26,400 | 11,000 | 18,469 | 58,910 | 7,931 | (7,469) |
| Hatton Rock | 17,657 | 7,357 | (2,284) | 891 | 19,941 | 9,641 |
| Holy Trinity Churchyard | 6,305 | 2,627 | 258 | 2,793 | 6,047 | 2,369 |
| Special Projects and Grants | 116,972 | 48,738 | 7,869 | 34,567 | 109,103 | 40,869 |
| Allotment [Net] | (155) | (65) | (17) | 1,432 | (139) | (48) |
| | 741,461 | 308,942 | 218,021 | 301,824 | 523,440 | 90,921 |
| NET Surplus (Deficit) | (24,500) | (40,581) | 24,078 | (58,471) | 48,578 | 64,659 |

Budget 2017/18 Expenditure increase to be covered by Designated Cemetery Reserve (£30,000) F&S Minute 15 13.6.17

TOWN HALL COMMERCIAL MANAGEMENT

At 31/08/2017

| | BUDGET | | ACTUALS | | VARIANCE - Surplus (Deficit) | |
|---|--------------------------|-----------------------------|------------------------|-------------------------|---------------------------------|----------------|
| | Annual Budget 2017-18 | YTD Budget At 31/08/2017 | YTD Actuals 2017-18 | YTD Previous 2016-17 | YTD Actuals To Annual Budget | YTD Budget |
| INCOME | | | | | | |
| Lettings | 47,240 | 19,683 | 15,625 | 19,367 | (31,615) | (4,058) |
| Sundry Income | 1,000 | 417 | 152 | 815 | (848) | (264) |
| | 48,240 | 20,100 | 15,778 | 20,182 | (32,462) | (4,322) |
| EXPENDITURE | | | | | | |
| Personnel | 24,837 | 10,349 | 12,235 | 11,138 | 12,602 | (1,886) |
| Security Personnel | 2,000 | 833 | 1,275 | 551 | 725 | (442) |
| PRS and Licences | 385 | 160 | 127 | 122 | 258 | 34 |
| Marketing, Publicity & Special Projects | 1,500 | 625 | - | - | 1,500 | 625 |
| Other Costs | 500 | 208 | 7 | 126 | 493 | 202 |
| Travel | 350 | 146 | 87 | 261 | 263 | 59 |
| Cleaning & Laundry | 3,600 | 1,500 | 1,698 | 1,538 | 1,902 | (198) |
| Operating Equipment | 6,300 | 2,625 | (43) | - | 6,343 | 2,668 |
| Contingency for Inflation | 341 | 142 | | | | |
| | 39,813 | 16,589 | 15,385 | 13,736 | 24,428 | 1,204 |
| NET INCOME | 8,427 | 3,511 | 393 | 6,446 | (8,034) | (3,118) |

CIVIC EXPENDITURE
At 31/08/2017

| EXPENDITURE | BUDGET | | ACTUALS | | VARIANCE - Surplus (Deficit) | |
|--------------------------------|---------------|---------------|---------------|---------------|------------------------------|--------------|
| | Annual Budget | YTD Budget | YTD Actuals | YTD Previous | YTD Actuals To | |
| | 2017-18 | At 31/08/2017 | 2017-18 | 2016-17 | Annual Budget | YTD Budget |
| Mayor's Allowance | 6,500 | 2,708 | 1,943 | 2,167 | 4,557 | 766 |
| Mayor's Traveling | 5,000 | 2,083 | 2,397 | 2,344 | 2,603 | (313) |
| Civic Insignia | 1,500 | 625 | 256 | 78 | 1,244 | 369 |
| Receptions (Formal & Informal) | 6,000 | 2,500 | 4,922 | 3,162 | 1,078 | (2,422) |
| SBC - Town Council only | 25,000 | 10,417 | 10,417 | 20,000 | 14,583 | - |
| Christmas Activities | 2,000 | 833 | - | - | 2,000 | 833 |
| Honoraria inc photographic | 3,144 | 1,310 | 757 | 840 | 2,387 | 553 |
| Printing & Stationery | 500 | 208 | 205 | 198 | 295 | 3 |
| Floral Decorations | 650 | 271 | 295 | 245 | 355 | (24) |
| National Mourning Protocol | - | - | - | - | - | - |
| Civic Gifts | 100 | 42 | - | 180 | 100 | 42 |
| Festivals & Events - HODS | 2,000 | 833 | 3 | 65 | 1,997 | 830 |
| Civic Robes | 1,500 | 625 | - | 1,189 | 1,500 | 625 |
| Contingency (Events tbc) | 5,000 | 2,083 | - | 3,555 | 5,000 | 2,083 |
| | 58,894 | 24,539 | 21,194 | 34,022 | 37,700 | 3,345 |

HATTON ROCK**At 31/08/2017**

| | BUDGET | | ACTUALS | | VARIANCE - Surplus (Deficit) | |
|--------------------|--------------------------|-----------------------------|------------------------|-------------------------|---------------------------------|--------------|
| | Annual Budget 2017-18 | YTD Budget At 31/08/2017 | YTD Actuals 2017-18 | YTD Previous 2016-17 | YTD Actuals To Annual Budget | YTD Budget |
| EXPENDITURE | | | | | | |
| Rent | 12,366 | 5,153 | (2,676) | (1,866) | 15,042 | 7,828 |
| Rates | 3,872 | 1,613 | 768 | 1,862 | 3,104 | 845 |
| Insurance | 130 | 54 | 51 | 123 | 79 | 3 |
| Heating & Lighting | 39 | 16 | (22) | 12 | 61 | 38 |
| Service Costs | 900 | 375 | (415) | 750 | 1,315 | 790 |
| Sundry Expenses | 350 | 146 | 10 | 10 | 340 | 136 |
| | 17,657 | 7,357 | (2,284) | 891 | 19,941 | 9,641 |

ALLOTMENTS - PARK ROAD**At 31/08/2017**

| | BUDGET | | ACTUALS | | VARIANCE - Surplus (Deficit) | |
|----------------------------|--------------------------|-----------------------------|------------------------|-------------------------|---------------------------------|-------------|
| | Annual Budget 2017-18 | YTD Budget At 31/08/2017 | YTD Actuals 2017-18 | YTD Previous 2016-17 | YTD Actuals To Annual Budget | YTD Budget |
| INCOME | | | | | | |
| Tenancy Rental | 165 | 69 | 17 | - | (149) | (52) |
| | 165 | 69 | 17 | - | (149) | (52) |
| EXPENDITURE | | | | | | |
| Lease | 10 | 4 | - | - | 10 | 4 |
| Set up & Maintenance Costs | - | - | - | 1,432 | - | - |
| | 10 | 4 | - | 1,432 | 10 | 4 |
| NET EXPENDITURE | (155) | (65) | (17) | 1,432 | (139) | (48) |

TRANQUILITY GARDEN**At 31/08/2017**

| | BUDGET | | ACTUALS | | VARIANCE - Surplus (Deficit) | |
|---|--------------------------|-----------------------------|------------------------|-------------------------|---------------------------------|----------------|
| | Annual Budget 2017-18 | YTD Budget At 31/08/2017 | YTD Actuals 2017-18 | YTD Previous 2016-17 | YTD Actuals To Annual Budget | YTD Budget |
| INCOME | | | | | | |
| Purchase & Interment Fees | - | - | 3,725 | - | 3,725 | 3,725 |
| Memorial Fees | 12,300 | 5,125 | 1,153 | - | (11,147) | (3,972) |
| | 12,300 | 5,125 | 4,878 | - | (7,422) | (247) |
| EXPENDITURE | | | | | | |
| Maintenance & Phase 2 Development Costs | 38,700 | 16,125 | 23,346 | 58,910 | 15,354 | (7,221) |
| | 38,700 | 16,125 | 23,346 | 58,910 | 15,354 | (7,221) |
| NET EXPENDITURE | 26,400 | 11,000 | 18,469 | 58,910 | 7,931 | (7,469) |

Budget 2017/18 Expenditure to be covered by Designated Tranquility Garden Reserve (£59,146), Balance to be transferred to Cemetery Reserve F&S Minute 15 13.6.17

CEMETERY**At 31/08/2017**

| | BUDGET | | ACTUALS | | VARIANCE - Surplus (Deficit) | |
|---|--------------------------|-----------------------------|------------------------|-------------------------|---------------------------------|---------------|
| | Annual Budget 2017-18 | YTD Budget At 31/08/2017 | YTD Actuals 2017-18 | YTD Previous 2016-17 | YTD Actuals To Annual Budget | YTD Budget |
| INCOME | | | | | | |
| Purchase & Interment Fees | 47,607 | 19,836 | 36,748 | 19,785 | (10,859) | 16,912 |
| Memorial Fees | 6,808 | 2,837 | 4,009 | 5,311 | (2,799) | 1,172 |
| Sundry Income (Seating/Trees/Transfers) | 400 | 167 | 367 | 72 | (33) | 200 |
| | 54,815 | 22,840 | 41,124 | 25,168 | (13,691) | 18,284 |
| EXPENDITURE | | | | | | |
| Management Charge | 107,765 | 44,902 | 42,926 | 47,827 | 64,839 | 1,976 |
| Rates and Water Rates | 3,313 | 1,380 | 1,429 | 1,548 | 1,884 | (49) |
| General Ground Maintenance | 33,500 | 13,958 | 15,493 | 1,442 | 18,007 | (1,534) |
| Repairs & Maintenance | 50 | 21 | - | - | 50 | 21 |
| Telephone | 650 | 271 | 204 | 216 | 446 | 67 |
| Heating & Lighting | 500 | 208 | (93) | 267 | 593 | 301 |
| Vehicle Expenses | 4,000 | 1,667 | 1,234 | 1,576 | 2,766 | 432 |
| Equipment | 7,550 | 3,146 | 1,063 | 1,526 | 6,487 | 2,083 |
| Health & Safety | 250 | 104 | - | - | 250 | 104 |
| Grave Excavation | 4,750 | 1,979 | 1,520 | 1,330 | 3,230 | 459 |
| Travel & Subsistence | 520 | 217 | 289 | 224 | 231 | (72) |
| Sundry Seating & Trees | 600 | 250 | 810 | 556 | (210) | (560) |
| Contingency for Inflation | 693 | 289 | - | - | 693 | 289 |
| Vehicle Replacement Contingency | 2,500 | 1,042 | - | - | 2,500 | 1,042 |
| | 166,641 | 69,434 | 64,874 | 56,510 | 101,767 | 4,560 |
| NET EXPENDITURE | 111,826 | 46,594 | 23,750 | 31,342 | 88,076 | 22,844 |

General Ground Maintenance - Budget 2017/18 Expenditure increase to be covered by Designated Cemetery Reserve (£30,000) F&S Minute 15 13.6.17

HOLY TRINITY CHURCHYARD / GARDEN OF REMEMBRANCE**At 31/08/2017**

| | BUDGET | | ACTUALS | | VARIANCE - Surplus (Deficit) | |
|---------------------------------|--------------------------|-----------------------------|------------------------|-------------------------|---------------------------------|--------------|
| | Annual Budget 2017-18 | YTD Budget At 31/08/2017 | YTD Actuals 2017-18 | YTD Previous 2016-17 | YTD Actuals To Annual Budget | YTD Budget |
| EXPENDITURE | | | | | | |
| Special Repairs and Maintenance | 6,305 | 2,627 | 258 | 2,793 | 6,047 | 2,369 |
| | 6,305 | 2,627 | 258 | 2,793 | 6,047 | 2,369 |

MISCELLANEOUS EXPENSES
At 31/08/2017

| EXPENDITURE | BUDGET | | ACTUALS | | VARIANCE - Surplus (Deficit) | |
|---|---------------|---------------|---------------|---------------|------------------------------|----------------|
| | Annual Budget | YTD Budget | YTD Actuals | YTD Previous | YTD Actuals To | |
| | 2017-18 | At 31/08/2017 | 2017-18 | 2016-17 | Annual Budget | YTD Budget |
| Gen Maintenance of Street Furniture | 312 | 130 | - | 327 | 312 | 130 |
| Rother Street Clock Tower | 220 | 92 | 30 | 1,560 | 190 | 62 |
| Market - District Council Share | 65,961 | 27,484 | 32,654 | 32,426 | 33,307 | (5,170) |
| Market - Tripartite Expenses | 2,199 | 916 | 538 | - | 1,662 | 379 |
| Bus Shelters/Dog Hygiene/Litter/Cycle Racks | 1,471 | 613 | 1,098 | 101 | 373 | (485) |
| | 70,163 | 29,235 | 34,319 | 34,414 | 35,844 | (5,084) |

SPECIAL PROJECTS AND GRANTS
At 31/08/2017

| EXPENDITURE | BUDGET | | ACTUALS | | VARIANCE - Surplus (Deficit) | |
|--|----------------|---------------|--------------|---------------|------------------------------|---------------|
| | Annual Budget | YTD Budget | YTD Actuals | YTD Previous | YTD Actuals To | |
| | 2017-18 | At 31/08/2017 | 2017-18 | 2016-17 | Annual Budget | YTD Budget |
| Special Projects & Grants - Over £20K | 50,000 | 20,833 | - | - | 50,000 | 20,833 |
| Special Projects & Grants - Under £20K | - | - | - | - | - | - |
| Town Projects / Partnership Working | 25,337 | 10,557 | - | 25,037 | 25,337 | 10,557 |
| Stratforward - BID Levy | 635 | 265 | 700 | 634 | (65) | (435) |
| Localism Project | 30,000 | 12,500 | 3,708 | 5,479 | 26,293 | 8,793 |
| Special Projects & Events | - | - | - | - | - | - |
| Newsletters / Quality Status | 11,000 | 4,583 | 3,462 | 3,417 | 7,538 | 1,122 |
| Historic Spine Town Hall Plaque | - | - | - | - | - | - |
| | 116,972 | 48,738 | 7,869 | 34,567 | 109,103 | 40,869 |

Localism Project - Budget 2017/18 Expenditure to be covered by Designated Localism Project Reserve (£34,901)

| EXPENDITURE | BUDGET | | ACTUALS | | VARIANCE - Surplus (Deficit) | |
|---|----------------|----------------|----------------|----------------|------------------------------|---------------|
| | Annual Budget | YTD Budget | YTD Actuals | YTD Previous | YTD Actuals To | |
| | 2017-18 | At 31/08/2017 | 2017-18 | 2016-17 | Annual Budget | YTD Budget |
| Salaries Wages and Related Costs | 217,103 | 90,460 | 74,378 | 69,285 | 142,725 | 16,081 |
| Avon Planning Services | 4,080 | 1,700 | 2,040 | 2,005 | 2,040 | (340) |
| Neighbourhood Development Plan Monitoring | 2,000 | 833 | - | - | 2,000 | 833 |
| Equipment Rental | 2,000 | 833 | 1,044 | 698 | 956 | (211) |
| Office Equipment and Furniture | 1,000 | 417 | 373 | 224 | 627 | 44 |
| Telephones | 2,200 | 917 | 1,044 | 964 | 1,156 | (128) |
| Postage & Carriage | 1,500 | 625 | 889 | 13 | 611 | (264) |
| Alarm Call Out | 2,104 | 877 | 335 | 552 | 1,769 | 542 |
| Travel and Subsistence | 250 | 104 | 49 | 64 | 201 | 55 |
| Borough Records | 350 | 146 | - | - | 350 | 146 |
| Payroll Services | 3,400 | 1,417 | 890 | - | 2,510 | 527 |
| Staff Training | 2,275 | 948 | 555 | 622 | 1,720 | 393 |
| Recruitment | 1,500 | 625 | 978 | 205 | 522 | (353) |
| Newspapers | 37 | 15 | 15 | 14 | 22 | 1 |
| IT | 4,800 | 2,000 | 3,040 | 1,498 | 1,760 | (1,040) |
| Rates | 23,779 | 9,908 | 10,769 | 10,874 | 13,010 | (861) |
| Heating & Lighting | 4,000 | 1,667 | 1,805 | 1,434 | 2,195 | (139) |
| STC Meeting & Expenses & Subsistence | 1,000 | 417 | 449 | 411 | 551 | (32) |
| Gen Repairs, Maint & Sundry | 10,500 | 4,375 | 2,520 | 2,589 | 7,980 | 1,855 |
| Health & Safety | 1,500 | 625 | - | - | 1,500 | 625 |
| Combined Insurance Policy | 16,000 | 6,667 | (355) | (341) | 16,355 | 7,022 |
| Bank Charges & Interest | 1,000 | 417 | 381 | 708 | 619 | 36 |
| Audit Fee | 5,195 | 2,165 | 3,700 | 3,600 | 1,495 | (1,535) |
| Professional Fees | 10,000 | 4,167 | 6,188 | 4,390 | 3,812 | (2,021) |
| Subscriptions | 3,028 | 1,262 | 2,084 | 1,996 | 944 | (823) |
| Stationery | 4,400 | 1,833 | 923 | 1,649 | 3,477 | 910 |
| Advertising & Publicity | 1,000 | 417 | - | - | 1,000 | 417 |
| Lift Maintenance Contract | 1,000 | 417 | 368 | - | 633 | 49 |
| Election Exp (Inc Polls/Pro Challenges) | 2,500 | 1,042 | - | - | 2,500 | 1,042 |
| Website Maintenance | 1,000 | 417 | - | - | 1,000 | 417 |
| Contingency for Inflation | 2,898 | 1,208 | - | - | 2,898 | 1,208 |
| | 333,399 | 138,916 | 114,462 | 103,453 | 218,937 | 24,454 |

SHAKESPEARE BIRTHDAY CELEBRATIONS
At 31/08/2017

| | | | 2017-18 | 2016-17 |
|--|--|--|---------------|---------------|
| SBC - S106 Agreement (Balance) | | | 11,362 | |
| SBC - Opening Balance (B/fwd from 2016-17) | | | 61,619 | |
| INCOME | | | | |
| SBC - Income (Other) | | | 28,000 | 16,300 |
| SBC - Town Council Budget | | | 25,000 | 20,000 |
| SBC - Friends Donations | | | 350 | 1,885 |
| SBC - Friends Receptions | | | - | - |
| SBC - Parade - Flags | | | 583 | 708 |
| SBC - Advertising Income | | | - | - |
| SBC - Bank Interest | | | - | 42 |
| Total Income | | | 53,933 | 38,936 |
| EXPENDITURE | | | | |
| SBC - Expenditure | | | - | - |
| SBC - Shields Repairs & Maintenance | | | 412 | 1,157 |
| SBC - Standard Replacements | | | - | 44 |
| SBC - Flag Poles | | | 3,530 | 6,258 |
| SBC - Insurance | | | 355 | 341 |
| SBC - Health & Safety | | | 995 | 860 |
| SBC - Traffic Management | | | 3,597 | 3,300 |
| SBC - Parade & Ceremony | | | 10,298 | 6,554 |
| SBC - Management Charges | | | 8,477 | 6,160 |
| SBC - Misc. Expenses | | | 8,935 | 8,039 |
| SBC - Birthday Cake | | | - | - |
| SBC - Playmakers | | | - | - |
| SBC - Marketing | | | - | - |
| SBC - Merchant Bank Charge | | | - | - |
| SBC - Bank Charge | | | - | 55 |
| SBC - Friends of Shakespeare | | | - | - |
| SBC - Friends of Shakespeare Launch | | | - | - |
| SBC - Friends Reception | | | 313 | - |
| Total Expenditure | | | 36,912 | 32,768 |
| NET Surplus (Deficit) for Year | | | 17,022 | 6,168 |
| SBC - including Opening Balance | | | 78,641 | |