

At 31/12/2018

Month

9

Barclays Business Current Account	£	81,100	Cemetery Land & Building Reserve	£	30,000
Barclays Debit Card Account	£	550	Christmas Festival Reserve	£	13,086
Petty Cash	£	166	Allotment Reserve	£	27,463
CCLA Public Sector Deposit Fund	£	123,406	Localism Project Reserve	£	35,205
CCLA Local Authorities' Property Fund	£	250,000	Building Maintenance Reserve	£	168,718
Cambridge & Counties 3 Year Business Bonds	£	359,564	Other Designated Reserves	£	13,684
Cambridge & Counties 2 Year Business Bond	£	100,005	General Reserve	£	505,841
Cambridge & Counties Bank Savings Account	£	76,796	Total STC Reserves At 31/03/2018	£	793,997
Total Bank & Investments At 31/12/2018	£	991,587	Shakespeare Birthday Celebrations	£	82,307

SUMMARISED INCOME & EXPENDITURE ACCOUNT

At 31/12/2018

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/12/2018	2018-19	2017-18	Annual Budget	YTD Budget
INCOME						
Precept	496,472	372,354	372,354	361,054	(124,118)	-
Council Tax Reduction Grant	9,430	7,073	7,073	11,460	(2,358)	-
Market & Christmas Festival [Net]	39,047	29,286	71,711	61,246	32,664	42,425
Rents [Net]	7,775	5,831	7,566	4,036	(209)	1,735
Interest on Investments	19,224	14,418	14,015	15,550	(5,209)	(403)
Interest on Bank Accounts	350	263	299	227	(51)	36
Income from Sale of Assets	-	-	-	63	-	-
River Mooring [Net]	625	469	752	350	127	284
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	5,065	3,799	2,903	839	(2,162)	(896)
Reserves for Localism Project (NDP)	-	-	27,034	-	27,034	27,034
Further Funding from Reserves	47,774	35,831	-	-	(47,774)	(35,831)
	625,762	469,323	503,707	454,824	(122,055)	34,384
EXPENDITURE						
Operational & Administrative Expenses	343,660	257,745	243,633	204,409	100,027	14,112
Miscellaneous Expenses	2,761	2,071	405	1,283	2,357	1,667
Civic Expenditure	92,555	69,416	48,973	43,882	43,582	20,443
Cemetery [Net]	96,496	72,372	81,468	64,814	15,028	(9,096)
Tranquility Garden [Net]	(7,300)	(5,475)	(5,067)	29,561	(2,233)	(408)
Hatton Rock	18,010	13,508	4,319	6,924	13,691	9,189
Holy Trinity Churchyard	2,500	1,875	2,706	258	(206)	(831)
Special Projects and Grants	92,964	69,723	103,094	76,326	(10,130)	(33,371)
Allotments [Net]	(155)	(116)	466	(17)	(621)	(582)
	641,491	481,119	479,996	427,441	161,495	1,123
NET Surplus (Deficit)	(15,729)	(11,796)	23,711	27,383	39,440	35,507

Budget 2018/19 Expenditure increase from General & Designated Reserves F&S Minutes 13 & 14 12.6.18

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/12/2018	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Lettings	38,262	28,696	30,169	27,619	(8,093)	1,473
Sundry Income	833	625	41	625	(792)	(583)
	39,095	29,321	30,210	28,244	(8,884)	889
EXPENDITURE						
Personnel	25,135	18,852	20,156	22,565	4,979	(1,304)
Security Personnel	2,000	1,500	595	1,530	1,405	905
PRS and Licences	385	289	2,766	307	(2,381)	(2,477)
Marketing, Publicity & Special Projects	1,500	1,125	-	-	1,500	1,125
Other Costs	500	375	50	57	450	325
Travel	350	263	175	168	175	88
Cleaning & Laundry	3,600	2,700	2,697	2,821	903	3
Operating Equipment	300	225	869	(43)	(569)	(644)
Contingency for Inflation	259	194				
	34,030	25,522	27,308	27,405	6,722	(1,786)
NET INCOME	5,065	3,799	2,903	839	(2,162)	(896)

YTD Actuals 2018/19 Lettings Income has been amended to exclude Deferred Income F&S Minute 10 12.6.18

CIVIC EXPENDITURE
At 31/12/2018

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/12/2018	2018-19	2017-18	Annual Budget	YTD Budget
Mayor's Allowance	6,500	4,875	2,022	4,127	4,478	2,853
Mayor's Traveling	5,000	3,750	3,685	3,585	1,315	65
Civic Insignia	1,500	1,125	385	911	1,115	740
Receptions (Formal & Informal)	6,000	4,500	4,139	8,539	1,861	361
SBC - Town Council only	25,000	18,750	18,750	18,750	6,250	-
Christmas Activities	5,429	4,072	4,620	3,844	809	(548)
Festivals & Events - HODS	2,000	1,500	885	356	1,115	615
Event Security	30,000	22,500	11,581	-	18,419	10,919
Contingency (Events tbc)	5,000	3,750	17	820	4,983	3,733
Honoraria inc photographic	3,176	2,382	2,258	2,329	918	124
Printing & Stationery	500	375	149	325	351	226
Floral Decorations	650	488	195	295	455	293
National Mourning Protocol	200	150	25	-	175	125
Civic Gifts	100	75	140	-	(40)	(65)
Civic Robes	1,500	1,125	123	-	1,377	1,002
	92,555	69,416	48,973	43,882	43,582	20,443

Budget 2018/19 Expenditure increase on Christmas Activities from SBC S106 Agreement

HATTON ROCK**At 31/12/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/12/2018	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Rent	12,366	9,275	3,377	5,418	8,989	5,898
Rates	4,368	3,276	1,630	1,382	2,738	1,646
Insurance	135	101	(70)	51	205	172
Heating & Lighting	41	31	130	(22)	(89)	(99)
Service Costs	750	563	(757)	85	1,507	1,319
Sundry Expenses	350	263	10	10	340	253
	18,010	13,508	4,319	6,924	13,691	9,189

Budget 2018/19 Expenditure increase from General Reserves F&S Minute 13 12.6.18

ALLOTMENTS - PARK ROAD**At 31/12/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/12/2018	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	124	33	17	(132)	(91)
	165	124	33	17	(132)	(91)
EXPENDITURE						
Lease	10	8	-	-	10	8
Set up & Maintenance Costs	-	-	499	-	(499)	(499)
	10	8	499	-	(489)	(491)
NET EXPENDITURE	(155)	(116)	466	(17)	(621)	(582)

Budget 2018/19 Expenditure to be covered by Designated Allotment Reserve (£27,463)

TRANQUILITY GARDEN**At 31/12/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/12/2018	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	6,150	4,613	4,395	5,764	(1,755)	(218)
Memorial Fees	6,150	4,613	1,730	3,006	(4,420)	(2,883)
	12,300	9,225	6,125	8,770	(6,175)	(3,100)
EXPENDITURE						
Maintenance & Development Costs	5,000	3,750	1,058	38,330	3,942	2,692
	5,000	3,750	1,058	38,330	3,942	2,692
NET EXPENDITURE	(7,300)	(5,475)	(5,067)	29,561	(2,233)	(408)

CEMETERY**At 31/12/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/12/2018	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	49,464	37,098	27,052	54,394	(22,412)	(10,046)
Memorial Fees	7,074	5,306	5,675	7,945	(1,399)	370
Sundry Income (Seating/Trees/Transfers)	400	300	365	639	(35)	65
	56,938	42,704	33,092	62,978	(23,846)	(9,612)
EXPENDITURE						
Management Charge	119,143	89,357	94,859	81,169	24,284	(5,502)
Rates and Water Rates	3,791	2,843	3,424	2,572	367	(581)
General Ground Maintenance	8,100	6,075	3,121	31,617	4,980	2,955
Repairs & Maintenance	50	38	596	265	(546)	(559)
Telephone	650	488	395	364	255	93
Heating & Lighting	543	407	358	1,110	185	49
Vehicle Expenses	4,000	3,000	2,790	2,459	1,210	210
Equipment	7,550	5,663	6,383	2,684	1,167	(721)
Health & Safety	250	188	-	-	250	188
Grave Excavation	4,750	3,563	1,900	3,990	2,850	1,663
Travel & Subsistence	520	390	427	427	93	(37)
Sundry Seating & Trees	600	450	308	1,135	292	142
Contingency for Inflation	987	740	-	-	987	740
Vehicle Replacement Contingency	2,500	1,875	-	-	2,500	1,875
	153,434	115,076	114,560	127,792	38,874	515
NET EXPENDITURE	96,496	72,372	81,468	64,814	15,028	(9,096)

Budget 2018/19 Expenditure increase from General & Designated Reserves F&S Minutes 13 & 14 12.6.18

HOLY TRINITY CHURCHYARD / GARDEN OF REMEMBRANCE**At 31/12/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/12/2018	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	2,500	1,875	2,706	258	(206)	(831)
	2,500	1,875	2,706	258	(206)	(831)

MISCELLANEOUS EXPENSES**At 31/12/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/12/2018	2018-19	2017-18	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	234	-	-	312	234
Rother Street Clock Tower	220	165	69	170	151	96
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	2,229	1,672	336	1,113	1,893	1,336
	2,761	2,071	405	1,283	2,357	1,666

MARKET & CHRISTMAS FESTIVAL**At 31/12/2018**

INCOME	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/12/2018	2018-19	2017-18	Annual Budget	YTD Budget
Market	138,142	103,607	137,923	94,987	(220)	34,316
Christmas Festival	-	-	-	-	-	-
	138,142	103,607	137,923	94,987	(220)	34,316
EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/12/2018	2018-19	2017-18	Annual Budget	YTD Budget
Market - District Council Share	82,885	62,164	61,709	32,654	21,176	455
Market - Tripartite Expenses	2,763	2,072	4,299	546	(1,536)	(2,227)
Christmas Festival	13,447	10,085	202	541	13,245	9,883
	99,095	74,321	66,211	33,741	32,884	8,110
NET INCOME	39,047	29,286	71,711	61,246	32,664	42,425

SPECIAL PROJECTS AND GRANTS**At 31/12/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/12/2018	2018-19	2017-18	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	55,500	41,625	42,750	38,500	12,750	(1,125)
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	19,003	25,037	25,037	300	(6,034)
Stratforward - BID Levy	727	545	700	700	27	(154)
Localism Project (NDP)	-	-	27,034	5,276	(27,034)	(27,034)
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	11,000	8,250	7,573	6,813	3,427	677
Great British Spring Clean	400	300	-	-	400	300
	92,964	69,723	103,094	76,326	(10,130)	(33,371)

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/12/2018	2018-19	2017-18	Annual Budget	YTD Budget
Salaries Wages and Related Costs	221,546	166,160	142,290	135,103	79,256	23,869
Avon Planning Services	4,080	3,060	3,060	3,060	1,020	-
Neighbourhood Development Plan Monitoring	2,000	1,500	-	-	2,000	1,500
Equipment Rental	2,000	1,500	1,245	1,882	755	255
Office Equipment & Furniture & Stationery	5,400	4,050	2,499	2,500	2,901	1,551
Telephones	2,200	1,650	1,567	1,609	633	83
Postage & Carriage	1,500	1,125	887	1,407	613	238
Alarm Call Out	2,104	1,578	234	335	1,870	1,344
Travel and Subsistence	250	188	82	124	168	106
Borough Records	350	263	-	700	350	263
Payroll Services	3,400	2,550	900	1,340	2,500	1,650
Councillor & Staff Training	2,275	1,706	2,674	1,008	(399)	(968)
Recruitment	1,500	1,125	172	1,342	1,328	953
Newspapers	37	28	30	27	7	(3)
IT	4,800	3,600	4,690	4,114	110	(1,090)
Rates	26,675	20,006	24,359	19,385	2,316	(4,353)
Heating & Lighting	7,525	5,644	4,098	4,331	3,427	1,546
STC Meeting & Expenses & Subsistence	1,000	750	515	700	485	235
Gen Repairs, Maint & Sundry	10,500	7,875	18,342	8,580	(7,842)	(10,467)
Health & Safety	1,500	1,125	-	-	1,500	1,125
Combined Insurance Policy	15,420	11,565	11,547	(355)	3,873	18
Bank Charges & Interest	1,000	750	168	656	832	582
Audit Fee	5,390	4,043	5,600	5,300	(210)	(1,558)
Professional Fees	10,000	7,500	14,127	7,632	(4,127)	(6,627)
Subscriptions	1,602	1,202	2,043	2,684	(441)	(842)
Advertising & Publicity	1,000	750	-	-	1,000	750
Lift Maintenance Contract	1,000	750	2,504	946	(1,504)	(1,754)
Election Exp (Inc Polls/Pro Challenges)	2,500	1,875	-	-	2,500	1,875
Website Maintenance	1,000	750	-	-	1,000	750
Contingency for Inflation	4,106	3,080	-	-	4,106	3,080
	343,660	257,745	243,633	204,409	100,027	14,112

Budget 2018/19 Expenditure increase from General Reserves F&S Minute 13 12.6.18

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

SHAKESPEARE BIRTHDAY CELEBRATIONS

At 31/12/2018

2018-19 2017-18

SBC - S106 Agreement (Balance)			11,362	
SBC - Opening Balance (B/fwd from 2017-18)			71,153	

Budget 2018/19 Civic Expenditure increase on Christmas Activities from SBC S106 Agreement

			2018-19	2017-18
INCOME				
SBC - Income (Other)			50,000	28,000
SBC - Town Council Budget			25,000	25,000
SBC - Friends Donations			80	370
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			867	583
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
Total Income			75,947	53,953
EXPENDITURE				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			150	315
SBC - Standard Replacements			-	97
SBC - Flag Poles			4,765	3,530
SBC - Insurance			376	355
SBC - Health & Safety			1,745	995
SBC - Traffic Management			3,364	3,597
SBC - Parade & Ceremony			9,051	10,298
SBC - Management Charges			6,519	8,477
SBC - Operational Expenses			22,500	-
SBC - Miscellaneous Expenses			12,530	9,285
SBC - Birthday Cake			1,400	-
SBC - Playmakers			-	-
SBC - Marketing			2,000	-
SBC - Bank Charges			-	-
SBC - Friends of Shakespeare			-	-
SBC - Friends of Shakespeare Launch			-	-
SBC - Friends Reception			393	313
Total Expenditure			64,792	37,262
NET Surplus (Deficit) for Year			11,154	16,692

SBC - including Opening Balance			82,307	
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