

At 31/12/2017

Month

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Barclays Business Current Account	£	43,721	Cemetery Land & Building Reserve	£	30,000
Barclays Debit Card Account	£	261	Tranquility Garden Reserve	£	59,146
CCLA Public Sector Deposit Fund	£	272,269	Allotment Reserve	£	37,463
CCLA Local Authorities' Property Fund	£	250,000	Localism Project Reserve	£	34,901
Cambridge & Counties 3 Year Business Bond	£	254,724	Other Designated Reserves	£	186,622
Cambridge & Counties 1 Year Business Bond	£	150,000	General Reserve	£	448,926
Cambridge & Counties Bank Savings Account	£	75,758	Total STC Reserves At 31/03/2017	£	797,058
Total Bank & Investments At 31/12/2017	£	1,046,734	Shakespeare Birthday Celebrations	£	78,311

SUMMARISED INCOME & EXPENDITURE ACCOUNT

At 31/12/2017

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/12/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	481,405	361,054	361,054	349,364	(120,351)	-
Council Tax Reduction Grant	15,280	11,460	11,460	15,435	(3,820)	-
Market & Christmas Festival [Net]	41,775	31,331	61,246	32,390	19,471	29,915
Rents	9,750	7,313	4,036	-	(5,714)	(3,276)
Interest on Investments	18,319	13,739	15,550	3,331	(2,770)	1,810
Interest on Bank Accounts	350	263	227	507	(123)	(36)
Income from Sale of Assets	-	-	63	-	63	63
River Mooring	600	450	350	600	(250)	(100)
Grant - Neighbourhood Plan	-	-	-	7,350	-	-
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	8,427	6,320	839	3,420	(7,588)	(5,481)
Reserves for Tranquility Garden & NDP	70,000					
Further Funding from Reserves	2,895					
	648,801	431,929	454,824	412,397	(193,977)	22,895
EXPENDITURE						
Operational & Administrative Expenses	333,399	250,049	204,409	190,971	128,990	45,640
Miscellaneous Expenses	2,003	1,502	1,283	2,484	720	219
Civic Expenditure	58,894	44,171	43,882	44,192	15,012	289
Cemetery [Net]	111,826	83,870	64,814	52,779	47,012	19,056
Tranquility Garden [Net]	26,400	19,800	29,561	114,355	(3,161)	(9,761)
Hatton Rock	17,657	13,243	6,924	4,910	10,733	6,319
Holy Trinity Churchyard	6,305	4,729	258	4,452	6,047	4,471
Special Projects and Grants	116,972	87,729	76,326	99,752	40,646	11,403
Allotment [Net]	(155)	(116)	(17)	1,570	(139)	(99)
	673,301	504,978	427,441	515,465	245,860	77,537
NET Surplus (Deficit)	(24,500)	(73,049)	27,383	(103,067)	51,883	100,432

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

Christmas Festival added to Budget TC Minute 61 3.10.17

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/12/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Lettings	47,240	35,430	27,619	28,161	(19,621)	(7,811)
Sundry Income	1,000	750	625	1,132	(375)	(125)
	48,240	36,180	28,244	29,294	(19,996)	(7,936)
EXPENDITURE						
Personnel	24,837	18,628	22,565	21,262	2,272	(3,938)
Security Personnel	2,000	1,500	1,530	872	470	(30)
PRS and Licences	385	289	307	302	78	(18)
Marketing, Publicity & Special Projects	1,500	1,125	-	298	1,500	1,125
Other Costs	500	375	57	157	443	318
Travel	350	263	168	335	182	94
Cleaning & Laundry	3,600	2,700	2,821	2,648	779	(121)
Operating Equipment	6,300	4,725	(43)	-	6,343	4,768
Contingency for Inflation	341	256				
	39,813	29,860	27,405	25,873	12,408	2,455
NET INCOME	8,427	6,320	839	3,420	(7,588)	(5,481)

CIVIC EXPENDITURE
At 31/12/2017

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/12/2017	2017-18	2016-17	Annual Budget	YTD Budget
Mayor's Allowance	6,500	4,875	4,127	4,334	2,373	748
Mayor's Traveling	5,000	3,750	3,585	3,249	1,415	165
Civic Insignia	1,500	1,125	911	138	589	214
Receptions (Formal & Informal)	6,000	4,500	5,689	4,566	311	(1,189)
SBC - Town Council only	25,000	18,750	18,750	20,000	6,250	-
Christmas Activities	2,000	1,500	1,356	2,212	644	144
Festivals & Events - HODS	2,000	1,500	356	1,303	1,644	1,144
Event Security	-	-	5,338	-	(5,338)	(5,338)
Contingency (Events tbc)	5,000	3,750	820	3,555	4,180	2,930
Honoraria inc photographic	3,144	2,358	2,329	2,525	815	29
Printing & Stationery	500	375	325	343	175	50
Floral Decorations	650	488	295	245	355	193
National Mourning Protocol	-	-	-	75	-	-
Civic Gifts	100	75	-	182	100	75
Civic Robes	1,500	1,125	-	1,464	1,500	1,125
	58,894	44,171	43,882	44,192	15,012	289

HATTON ROCK**At 31/12/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/12/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Rent	12,366	9,275	5,418	660	6,948	3,856
Rates	3,872	2,904	1,382	3,354	2,490	1,522
Insurance	130	98	51	123	79	46
Heating & Lighting	39	29	(22)	12	61	51
Service Costs	900	675	85	750	815	590
Sundry Expenses	350	263	10	10	340	253
	17,657	13,243	6,924	4,910	10,733	6,319

ALLOTMENTS - PARK ROAD**At 31/12/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/12/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	124	17	-	(149)	(107)
	165	124	17	-	(149)	(107)
EXPENDITURE						
Lease	10	8	-	-	10	8
Set up & Maintenance Costs	-	-	-	1,570	-	-
	10	8	-	1,570	10	8
NET EXPENDITURE	(155)	(116)	(17)	1,570	(139)	(99)

TRANQUILITY GARDEN**At 31/12/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/12/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	-	-	5,764	-	5,764	5,764
Memorial Fees	12,300	9,225	3,006	1,814	(9,294)	(6,219)
	12,300	9,225	8,770	1,814	(3,530)	(455)
EXPENDITURE						
Maintenance & Phase 2 Development Costs	38,700	29,025	38,330	116,169	370	(9,305)
	38,700	29,025	38,330	116,169	370	(9,305)
NET EXPENDITURE	26,400	19,800	29,561	114,355	(3,161)	(9,761)

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

CEMETERY**At 31/12/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/12/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	47,607	35,705	54,394	43,373	6,787	18,689
Memorial Fees	6,808	5,106	7,945	9,547	1,137	2,839
Sundry Income (Seating/Trees/Transfers)	400	300	639	221	239	339
	54,815	41,111	62,978	53,141	8,163	21,867
EXPENDITURE						
Management Charge	107,765	80,824	81,169	86,082	26,596	(345)
Rates and Water Rates	3,313	2,485	2,572	2,850	741	(87)
General Ground Maintenance	33,500	25,125	31,617	4,175	1,883	(6,492)
Repairs & Maintenance	50	38	265	-	(215)	(228)
Telephone	650	488	364	388	286	123
Heating & Lighting	500	375	1,110	394	(610)	(735)
Vehicle Expenses	4,000	3,000	2,459	2,646	1,541	541
Equipment	7,550	5,663	2,684	5,327	4,866	2,979
Health & Safety	250	188	-	54	250	188
Grave Excavation	4,750	3,563	3,990	2,850	760	(428)
Travel & Subsistence	520	390	427	321	93	(37)
Sundry Seating & Trees	600	450	1,135	834	(535)	(685)
Contingency for Inflation	693	520	-	-	693	520
Vehicle Replacement Contingency	2,500	1,875	-	-	2,500	1,875
	166,641	124,981	127,792	105,920	38,849	(2,811)
NET EXPENDITURE	111,826	83,870	64,814	52,779	47,012	19,056

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 31/12/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/12/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	6,305	4,729	258	4,452	6,047	4,470
	6,305	4,729	258	4,452	6,047	4,471

MISCELLANEOUS EXPENSES
At 31/12/2017

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/12/2017	2017-18	2016-17	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	234	-	568	312	234
Rother Street Clock Tower	220	165	170	1,713	50	(5)
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	1,471	1,103	1,113	204	358	(10)
	2,003	1,502	1,283	2,484	720	219

MARKET & CHRISTMAS FESTIVAL
At 31/12/2017

INCOME	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/12/2017	2017-18	2016-17	Annual Budget	YTD Budget
Market	136,588	102,441	94,987	81,154	(41,601)	(7,454)
Christmas Festival	-	-	-	-	-	-
	136,588	102,441	94,987	81,154	(41,601)	(7,454)
EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/12/2017	2017-18	2016-17	Annual Budget	YTD Budget
Market - District Council Share	65,961	49,471	32,654	48,753	33,307	16,817
Market - Tripartite Expenses	2,199	1,649	546	11	1,654	1,104
Christmas Festival	26,653	19,990	541	-	26,112	19,448
	94,813	71,110	33,741	48,764	61,072	37,369
NET INCOME	41,775	31,331	61,246	32,390	19,471	29,915

Christmas Festival added to Budget 2017/18 TC Minute 61 3.10.17

SPECIAL PROJECTS AND GRANTS
At 31/12/2017

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/12/2017	2017-18	2016-17	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	50,000	37,500	38,500	41,500	11,500	(1,000)
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	19,003	25,037	25,037	300	(6,034)
Stratforward - BID Levy	635	476	700	634	(65)	(223)
Localism Project	30,000	22,500	5,276	25,662	24,724	17,224
Special Projects & Events	-	-	-	40	-	-
Newsletters / Quality Status	11,000	8,250	6,813	6,878	4,187	1,437
Historic Spine Town Hall Plaque	-	-	-	-	-	-
	116,972	87,729	76,326	99,752	40,646	11,403

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 31/12/2017	2017-18	2016-17	Annual Budget	YTD Budget
Salaries Wages and Related Costs	217,103	162,827	135,103	124,883	82,000	27,724
Avon Planning Services	4,080	3,060	3,060	3,010	1,020	-
Neighbourhood Development Plan Monitoring	2,000	1,500	-	-	2,000	1,500
Equipment Rental	2,000	1,500	1,882	1,339	118	(382)
Office Equipment and Furniture	1,000	750	873	224	127	(123)
Telephones	2,200	1,650	1,609	1,411	591	41
Postage & Carriage	1,500	1,125	1,407	413	93	(282)
Alarm Call Out	2,104	1,578	335	622	1,769	1,243
Travel and Subsistence	250	188	124	127	126	64
Borough Records	350	263	700	-	(350)	(438)
Payroll Services	3,400	2,550	1,340	750	2,060	1,210
Councillor & Staff Training	2,275	1,706	1,008	1,767	1,267	699
Recruitment	1,500	1,125	1,342	205	158	(217)
Newspapers	37	28	27	25	11	1
IT	4,800	3,600	4,114	3,044	686	(514)
Rates	23,779	17,834	19,385	21,192	4,394	(1,550)
Heating & Lighting	4,000	3,000	4,331	3,976	(331)	(1,331)
STC Meeting & Expenses & Subsistence	1,000	750	700	648	300	50
Gen Repairs, Maint & Sundry	10,500	7,875	8,580	5,548	1,920	(705)
Health & Safety	1,500	1,125	-	706	1,500	1,125
Combined Insurance Policy	16,000	12,000	(355)	(341)	16,355	12,355
Bank Charges & Interest	1,000	750	656	1,018	344	94
Audit Fee	5,195	3,896	5,300	4,900	(105)	(1,404)
Professional Fees	10,000	7,500	7,632	6,155	2,368	(132)
Subscriptions	3,028	2,271	2,684	2,731	344	(413)
Stationery	4,400	3,300	1,627	2,251	2,773	1,673
Advertising & Publicity	1,000	750	-	-	1,000	750
Lift Maintenance Contract	1,000	750	946	551	54	(196)
Election Exp (Inc Polls/Pro Challenges)	2,500	1,875	-	-	2,500	1,875
Website Maintenance	1,000	750	-	3,816	1,000	750
Contingency for Inflation	2,898	2,174	-	-	2,898	2,174
	333,399	250,049	204,409	190,971	128,990	45,640

SHAKESPEARE BIRTHDAY CELEBRATIONS

At 31/12/2017

			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			370	1,885
SBC - Friends Receptions			-	-
SBC - Parade - Flags			583	708
SBC - Advertising Income			-	-
SBC - Bank Interest			-	42
Total Income			53,953	38,936
EXPENDITURE				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			315	1,157
SBC - Standard Replacements			97	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			9,285	8,044
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			37,262	32,773
NET Surplus (Deficit) for Year			16,692	6,163
SBC - including Opening Balance			78,311	