

At 28/02/2019

Month

11

Barclays Business Current Account	£	28,988	Cemetery Land & Building Reserve	£	30,000
Barclays Debit Card Account	£	221	Christmas Festival Reserve	£	13,086
Petty Cash	£	88	Allotment Reserve	£	27,463
CCLA Public Sector Deposit Fund	£	73,580	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 28/02/2019	£	889,242	Shakespeare Birthday Celebrations	£	70,255

SUMMARISED INCOME & EXPENDITURE ACCOUNT

At 28/02/2019

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 28/02/2019	2018-19	2017-18	Annual Budget	YTD Budget
INCOME						
Precept	496,472	455,099	455,099	441,288	(41,373)	-
Council Tax Reduction Grant	9,430	8,644	8,644	14,007	(786)	-
Market & Christmas Festival [Net]	39,047	35,793	33,635	7,548	(5,412)	(2,158)
Rents [Net]	7,775	7,127	7,566	8,567	(209)	439
Interest on Investments	19,224	17,622	16,943	18,529	(2,281)	(679)
Interest on Bank Accounts	350	321	328	270	(22)	7
Income from Sale of Assets	-	-	-	63	-	-
River Mooring [Net]	625	573	752	350	127	179
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	5,065	4,643	(863)	2,504	(5,928)	(5,506)
Reserves for Localism Project (NDP)	-	-	28,367	-	28,367	28,367
Further Funding from Reserves	47,774	43,793	-	-	(47,774)	(43,793)
	625,762	573,615	550,471	493,125	(75,291)	(23,144)
EXPENDITURE						
Operational & Administrative Expenses	343,660	315,022	291,704	254,264	51,956	23,318
Miscellaneous Expenses	2,761	2,531	419	1,303	2,342	2,112
Civic Expenditure	92,555	84,842	54,456	52,066	38,099	30,386
Cemetery [Net]	96,496	88,455	101,045	77,977	(4,549)	(12,590)
Tranquility Garden [Net]	(7,300)	(6,692)	(6,145)	28,881	(1,155)	(547)
Hatton Rock	18,010	16,509	7,025	9,942	10,985	9,484
Holy Trinity Churchyard	2,500	2,292	2,855	408	(355)	(563)
Special Projects and Grants	92,964	85,217	117,177	108,811	(24,213)	(31,960)
Allotments [Net]	(155)	(142)	301	(108)	(456)	(443)
	641,491	588,034	568,837	533,543	72,654	19,197
NET Surplus (Deficit)	(15,729)	(14,419)	(18,366)	(40,419)	(2,637)	(3,947)

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 28/02/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Lettings	38,262	35,073	31,184	34,541	(7,078)	(3,889)
Sundry Income	833	763	141	635	(692)	(622)
	39,095	35,837	31,326	35,176	(7,769)	(4,511)
EXPENDITURE						
Personnel	25,135	23,041	24,183	26,649	953	(1,142)
Security Personnel	2,000	1,833	914	1,650	1,086	920
PRS and Licences	385	353	2,766	307	(2,381)	(2,413)
Marketing, Publicity & Special Projects	1,500	1,375	-	-	1,500	1,375
Other Costs	500	458	50	57	450	408
Travel	350	321	228	223	122	93
Cleaning & Laundry	3,600	3,300	3,134	3,759	466	166
Operating Equipment	300	275	914	28	(614)	(639)
Contingency for Inflation	259	237				
	34,030	31,194	32,189	32,672	1,841	(995)
NET INCOME	5,065	4,643	(863)	2,504	(5,928)	(5,506)

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

CIVIC EXPENDITURE
At 28/02/2019

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 28/02/2019	2018-19	2017-18	Annual Budget	YTD Budget
Mayor's Allowance	6,500	5,958	2,044	6,193	4,456	3,914
Mayor's Traveling	5,000	4,583	4,470	4,531	530	113
Civic Insignia	1,500	1,375	400	1,056	1,100	975
Receptions (Formal & Informal)	6,000	5,500	4,542	5,774	1,458	958
SBC - Town Council only	25,000	22,917	22,917	22,917	2,083	-
Christmas Activities	5,429	4,977	4,620	1,356	809	357
Festivals & Events - HODS	2,000	1,833	885	356	1,115	949
Event Security	30,000	27,500	11,581	5,338	18,419	15,919
Contingency (Events tbc)	5,000	4,583	17	1,540	4,983	4,567
Honoraria inc photographic	3,176	2,911	2,258	2,329	918	653
Printing & Stationery	500	458	149	325	351	309
Floral Decorations	650	596	265	295	385	331
National Mourning Protocol	200	183	46	-	154	138
Civic Gifts	100	92	140	-	(40)	(49)
Civic Robes	1,500	1,375	123	55	1,377	1,252
	92,555	84,842	54,456	52,066	38,099	30,386

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

HATTON ROCK

At 28/02/2019

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 28/02/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Rent	12,366	11,336	5,625	7,667	6,741	5,711
Rates	4,368	4,004	2,067	1,689	2,301	1,937
Insurance	135	124	(70)	51	205	194
Heating & Lighting	41	38	130	(247)	(89)	(92)
Service Costs	750	688	(757)	772	1,507	1,444
Sundry Expenses	350	321	30	10	320	291
	18,010	16,509	7,025	9,942	10,985	9,484

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

ALLOTMENTS - PARK ROAD

At 28/02/2019

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 28/02/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	151	198	116	33	47
	165	151	198	116	33	47
EXPENDITURE						
Lease	10	9	-	-	10	9
Set up & Maintenance Costs	-	-	499	8	(499)	(499)
	10	9	499	8	(489)	(490)
NET EXPENDITURE	(155)	(142)	301	(108)	(456)	(443)

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

TRANQUILITY GARDEN

At 28/02/2019

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 28/02/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	6,150	5,638	5,605	6,008	(545)	(33)
Memorial Fees	6,150	5,638	1,625	3,618	(4,525)	(4,013)
	12,300	11,275	7,230	9,626	(5,070)	(4,045)
EXPENDITURE						
Maintenance & Development Costs	5,000	4,583	1,085	38,507	3,915	3,498
	5,000	4,583	1,085	38,507	3,915	3,498
NET EXPENDITURE	(7,300)	(6,692)	(6,145)	28,881	(1,155)	(547)

CEMETERY**At 28/02/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 28/02/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	49,464	45,342	35,797	62,189	(13,667)	(9,545)
Memorial Fees	7,074	6,485	6,205	9,802	(869)	(280)
Sundry Income (Seating/Trees/Transfers)	400	367	485	766	85	118
	56,938	52,193	42,487	72,757	(14,451)	(9,706)
EXPENDITURE						
Management Charge	119,143	109,214	115,287	97,971	3,856	(6,072)
Rates and Water Rates	3,791	3,475	3,791	3,144	0	(316)
General Ground Maintenance	8,100	7,425	8,146	34,610	(46)	(721)
Repairs & Maintenance	50	46	596	265	(546)	(550)
Telephone	650	596	513	429	137	83
Heating & Lighting	543	498	454	290	89	44
Vehicle Expenses	4,000	3,667	4,285	3,405	(285)	(619)
Equipment	7,550	6,921	7,218	4,422	332	(297)
Health & Safety	250	229	-	25	250	229
Grave Excavation	4,750	4,354	2,470	4,370	2,280	1,884
Travel & Subsistence	520	477	465	482	55	11
Sundry Seating & Trees	600	550	308	1,323	292	242
Contingency for Inflation	987	905	-	-	987	905
Vehicle Replacement Contingency	2,500	2,292	-	-	2,500	2,292
	153,434	140,648	143,532	150,734	9,902	(2,885)
NET EXPENDITURE	96,496	88,455	101,045	77,977	(4,549)	(12,590)

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

HOLY TRINITY CHURCHYARD / GARDEN OF REMEMBRANCE**At 28/02/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 28/02/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	2,500	2,292	2,855	408	(355)	(563)
	2,500	2,292	2,855	408	(355)	(563)

MISCELLANEOUS EXPENSES
At 28/02/2019

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 28/02/2019	2018-19	2017-18	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	286	-	-	312	286
Rother Street Clock Tower	220	202	83	189	137	118
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	2,229	2,043	336	1,113	1,893	1,707
	2,761	2,531	419	1,303	2,342	2,112

MARKET & CHRISTMAS FESTIVAL
At 28/02/2019

INCOME	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 28/02/2019	2018-19	2017-18	Annual Budget	YTD Budget
Market	138,142	126,630	137,923	94,987	(220)	11,292
Christmas Festival	-	-	-	-	-	-
	138,142	126,630	137,923	94,987	(220)	11,292
EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 28/02/2019	2018-19	2017-18	Annual Budget	YTD Budget
Market - District Council Share	82,885	75,978	82,754	86,886	132	(6,776)
Market - Tripartite Expenses	2,763	2,533	4,299	553	(1,536)	(1,767)
Christmas Festival	13,447	12,326	17,235	-	(3,788)	(4,909)
	99,095	90,837	104,288	87,438	(5,193)	(13,451)
NET INCOME	39,047	35,793	33,635	7,548	(5,412)	(2,158)

SPECIAL PROJECTS AND GRANTS
At 28/02/2019

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 28/02/2019	2018-19	2017-18	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	55,500	50,875	55,500	50,000	-	(4,625)
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	23,226	25,037	25,037	300	(1,811)
Stratforward - BID Levy	727	666	700	700	27	(33)
Localism Project (NDP)	-	-	28,367	6,211	(28,367)	(28,367)
Special Projects & Events	-	-	-	20,000	-	-
Newsletters / Quality Status	11,000	10,083	7,573	6,863	3,427	2,510
Great British Spring Clean	400	367	-	-	400	367
	92,964	85,217	117,177	108,811	(24,213)	(31,960)

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 28/02/2019	2018-19	2017-18	Annual Budget	YTD Budget
Salaries Wages and Related Costs	221,546	203,084	175,292	168,325	46,254	27,792
Avon Planning Services	4,080	3,740	3,740	3,740	340	-
Neighbourhood Development Plan Monitoring	2,000	1,833	-	-	2,000	1,833
Equipment Rental	2,000	1,833	1,357	1,994	643	476
Office Equipment & Furniture & Stationery	5,400	4,950	3,221	3,151	2,179	1,729
Telephones	2,200	2,017	1,923	1,879	277	93
Postage & Carriage	1,500	1,375	892	1,403	608	483
Alarm Call Out	2,104	1,929	234	1,095	1,870	1,695
Travel and Subsistence	250	229	82	158	168	148
Borough Records	350	321	-	700	350	321
Payroll Services	3,400	3,117	1,350	1,790	2,050	1,767
Councillor & Staff Training	2,275	2,085	2,674	1,133	(399)	(588)
Recruitment	1,500	1,375	172	1,342	1,328	1,203
Newspapers	37	34	38	33	(1)	(4)
IT	4,800	4,400	5,318	6,378	(518)	(918)
Rates	26,675	24,452	26,675	23,692	0	(2,223)
Heating & Lighting	7,525	6,898	5,479	4,914	2,046	1,418
STC Meeting & Expenses & Subsistence	1,000	917	621	808	379	296
General Repairs, Maintenance & Sundry	10,500	9,625	22,655	14,236	(12,155)	(13,030)
Health & Safety	1,500	1,375	-	-	1,500	1,375
Combined Insurance Policy	15,420	14,135	14,113	(355)	1,307	22
Bank Charges & Interest	1,000	917	264	799	736	653
Audit Fee	5,390	4,941	5,600	5,300	(210)	(659)
Professional Fees	10,000	9,167	14,127	7,632	(4,127)	(4,960)
Subscriptions	1,602	1,469	2,043	3,107	(441)	(575)
Advertising & Publicity	1,000	917	69	64	931	848
Lift Maintenance Contract	1,000	917	2,584	946	(1,584)	(1,667)
Election Exp (Inc Polls/Pro Challenges)	2,500	2,292	1,181	-	1,319	1,111
Website Maintenance	1,000	917	-	-	1,000	917
Contingency for Inflation	4,106	3,764	-	-	4,106	3,764
	343,660	315,022	291,704	254,264	51,956	23,318

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 28/02/2019

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			450	640
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			3,450	3,443
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
Total Income			78,900	57,083
EXPENDITURE				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			150	315
SBC - Standard Replacements			-	97
SBC - Flag Poles			4,765	3,744
SBC - Insurance			376	355
SBC - Health & Safety			1,745	995
SBC - Traffic Management			3,364	3,597
SBC - Parade & Ceremony			9,051	10,306
SBC - Management Charges			6,519	8,477
SBC - Operational Expenses			37,500	7,500
SBC - Miscellaneous Expenses			12,535	9,285
SBC - Birthday Cake			1,400	2,000
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			79,798	46,984
NET Surplus (Deficit) for Year			(898)	10,099

SBC - including Opening Balance			70,255	
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