

At 28/02/2018

Month

11

Barclays Business Current Account	£	38,020	Cemetery Land & Building Reserve	£	30,000
Barclays Debit Card Account	£	192	Tranquility Garden Reserve	£	59,146
CCLA Public Sector Deposit Fund	£	172,448	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	<b>Total STC Reserves At 31/03/2017</b>	<b>£</b>	<b>797,058</b>
<b>Total Bank &amp; Investments At 28/02/2018</b>	<b>£</b>	<b>941,141</b>	Shakespeare Birthday Celebrations	£	71,719

**SUMMARISED INCOME & EXPENDITURE ACCOUNT**

At 28/02/2018

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 28/02/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Precept	481,405	441,288	441,288	427,001	(40,117)	-
Council Tax Reduction Grant	15,280	14,007	14,007	18,865	(1,273)	-
Market & Christmas Festival [Net]	41,775	38,294	7,548	12,054	(34,227)	(30,746)
Rents	9,750	8,938	12,935	-	3,185	3,997
Interest on Investments	18,319	16,792	18,529	5,297	210	1,737
Interest on Bank Accounts	350	321	270	590	(80)	(51)
Income from Sale of Assets	-	-	63	-	63	63
River Mooring	600	550	350	600	(250)	(200)
Grant - Neighbourhood Plan	-	-	-	7,350	-	-
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	1,707	1,565	2,504	5,535	797	939
Reserves for Tranquility Garden & NDP	70,000	-	-	-	(70,000)	-
Further Funding from Reserves	2,895	-	-	-	(2,895)	-
	<b>642,081</b>	<b>521,754</b>	<b>497,493</b>	<b>477,292</b>	<b>(144,588)</b>	<b>(24,261)</b>
<b>EXPENDITURE</b>						
Operational & Administrative Expenses	333,399	305,616	258,632	234,259	74,767	46,984
Miscellaneous Expenses	2,003	1,836	1,303	2,507	700	534
Civic Expenditure	58,894	53,986	52,066	45,764	6,828	1,920
Cemetery [Net]	111,826	102,507	77,977	58,143	33,849	24,530
Tranquility Garden [Net]	26,400	24,200	28,881	116,483	(2,481)	(4,681)
Hatton Rock	17,657	16,186	9,942	8,193	7,715	6,244
Holy Trinity Churchyard	6,305	5,780	408	4,629	5,897	5,372
Special Projects and Grants	116,972	107,224	108,811	111,762	8,161	(1,587)
Allotment [Net]	(155)	(142)	(108)	1,570	(48)	(35)
	<b>673,301</b>	<b>617,193</b>	<b>537,912</b>	<b>583,310</b>	<b>135,389</b>	<b>79,281</b>
<b>NET Surplus (Deficit)</b>	<b>(31,220)</b>	<b>(95,439)</b>	<b>(40,419)</b>	<b>(106,018)</b>	<b>(9,199)</b>	<b>55,020</b>

Budget 2017/18 Expenditure increase from Designated Reserves F&amp;S Minute 15 13.6.17 &amp; Minute 59 16.1.18

Christmas Festival added to Budget TC Minute 61 3.10.17

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 28/02/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Lettings	47,240	43,303	34,541	35,058	(12,699)	(8,762)
Sundry Income	1,000	917	635	1,584	(365)	(282)
	<b>48,240</b>	<b>44,220</b>	<b>35,176</b>	<b>36,641</b>	<b>(13,064)</b>	<b>(9,044)</b>
<b>EXPENDITURE</b>						
Personnel	24,837	22,767	26,649	25,511	(1,812)	(3,882)
Security Personnel	2,000	1,833	1,650	1,007	350	183
PRS and Licences	385	353	307	302	78	46
Marketing, Publicity & Special Projects	1,500	1,375	-	298	1,500	1,375
Other Costs	500	458	57	168	443	402
Travel	350	321	223	418	127	98
Cleaning & Laundry	3,600	3,300	3,759	3,402	(159)	(459)
Operating Equipment	13,020	11,935	28	-	12,992	11,907
Contingency for Inflation	341	313				
	<b>46,533</b>	<b>42,655</b>	<b>32,672</b>	<b>31,106</b>	<b>13,861</b>	<b>9,983</b>
<b>NET INCOME</b>	<b>1,707</b>	<b>1,565</b>	<b>2,504</b>	<b>5,535</b>	<b>797</b>	<b>939</b>

**Operating Equipment - Budget 2017/18 Expenditure increase to be covered by Designated Building Maintenance Reserve F&S Minute 59 16.1.18**

**CIVIC EXPENDITURE**
**At 28/02/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 28/02/2018	2017-18	2016-17	Annual Budget	YTD Budget
Mayor's Allowance	6,500	5,958	6,193	4,334	307	(235)
Mayor's Traveling	5,000	4,583	4,531	3,958	469	52
Civic Insignia	1,500	1,375	1,056	175	444	319
Receptions (Formal & Informal)	6,000	5,500	5,774	4,566	226	(274)
SBC - Town Council only	25,000	22,917	22,917	20,000	2,083	-
Christmas Activities	2,000	1,833	1,356	2,581	644	477
Festivals & Events - HODS	2,000	1,833	356	1,303	1,644	1,477
Event Security	-	-	5,338	-	(5,338)	(5,338)
Contingency (Events tbc)	5,000	4,583	1,540	3,555	3,460	3,043
Honoraria inc photographic	3,144	2,882	2,329	2,525	815	553
Printing & Stationery	500	458	325	609	175	133
Floral Decorations	650	596	295	245	355	301
National Mourning Protocol	-	-	-	236	-	-
Civic Gifts	100	92	-	182	100	92
Civic Robes	1,500	1,375	55	1,495	1,445	1,320
	<b>58,894</b>	<b>53,986</b>	<b>52,066</b>	<b>45,764</b>	<b>6,828</b>	<b>1,920</b>

**HATTON ROCK****At 28/02/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 28/02/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>EXPENDITURE</b>						
Rent	12,366	11,336	7,667	3,358	4,700	3,669
Rates	3,872	3,549	1,689	3,727	2,183	1,860
Insurance	130	119	51	123	79	68
Heating & Lighting	39	36	(247)	37	286	283
Service Costs	900	825	772	938	128	53
Sundry Expenses	350	321	10	10	340	311
	<b>17,657</b>	<b>16,186</b>	<b>9,942</b>	<b>8,193</b>	<b>7,715</b>	<b>6,244</b>

**ALLOTMENTS - PARK ROAD****At 28/02/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 28/02/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Tenancy Rental	165	151	116	-	(50)	(36)
	<b>165</b>	<b>151</b>	<b>116</b>	<b>-</b>	<b>(50)</b>	<b>(36)</b>
<b>EXPENDITURE</b>						
Lease	10	9	-	-	10	9
Set up & Maintenance Costs	-	-	8	1,570	(8)	(8)
	<b>10</b>	<b>9</b>	<b>8</b>	<b>1,570</b>	<b>2</b>	<b>1</b>
<b>NET EXPENDITURE</b>	<b>(155)</b>	<b>(142)</b>	<b>(108)</b>	<b>1,570</b>	<b>(48)</b>	<b>(35)</b>

**TRANQUILITY GARDEN****At 28/02/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 28/02/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	-	-	6,008	-	6,008	6,008
Memorial Fees	12,300	11,275	3,618	2,750	(8,682)	(7,657)
	<b>12,300</b>	<b>11,275</b>	<b>9,626</b>	<b>2,750</b>	<b>(2,674)</b>	<b>(1,649)</b>
<b>EXPENDITURE</b>						
Maintenance & Phase 2 Development Costs	38,700	35,475	38,507	119,233	193	(3,032)
	<b>38,700</b>	<b>35,475</b>	<b>38,507</b>	<b>119,233</b>	<b>193</b>	<b>(3,032)</b>
<b>NET EXPENDITURE</b>	<b>26,400</b>	<b>24,200</b>	<b>28,881</b>	<b>116,483</b>	<b>(2,481)</b>	<b>(4,681)</b>

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 28/02/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 28/02/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	47,607	43,640	62,189	58,583	14,582	18,549
Memorial Fees	6,808	6,241	9,802	10,751	2,994	3,561
Sundry Income (Seating/Trees/Transfers)	400	367	766	257	366	399
	<b>54,815</b>	<b>50,247</b>	<b>72,757</b>	<b>69,591</b>	<b>17,942</b>	<b>22,510</b>
<b>EXPENDITURE</b>						
Management Charge	107,765	98,785	97,971	102,732	9,794	814
Rates and Water Rates	3,313	3,037	3,144	3,160	169	(107)
General Ground Maintenance	33,500	30,708	34,610	4,502	(1,110)	(3,901)
Repairs & Maintenance	50	46	265	5	(215)	(219)
Telephone	650	596	429	475	221	167
Heating & Lighting	500	458	290	494	210	169
Vehicle Expenses	4,000	3,667	3,405	4,312	595	262
Equipment	7,550	6,921	4,422	6,015	3,128	2,499
Health & Safety	250	229	25	54	225	204
Grave Excavation	4,750	4,354	4,370	4,750	380	(16)
Travel & Subsistence	520	477	482	401	38	(5)
Sundry Seating & Trees	600	550	1,323	834	(723)	(773)
Contingency for Inflation	693	635	-	-	693	635
Vehicle Replacement Contingency	2,500	2,292	-	-	2,500	2,292
	<b>166,641</b>	<b>152,754</b>	<b>150,734</b>	<b>127,734</b>	<b>15,907</b>	<b>2,021</b>
<b>NET EXPENDITURE</b>	<b>111,826</b>	<b>102,507</b>	<b>77,977</b>	<b>58,143</b>	<b>33,849</b>	<b>24,530</b>

**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 28/02/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 28/02/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>EXPENDITURE</b>						
Special Repairs and Maintenance	6,305	5,780	408	4,629	5,897	5,372
	<b>6,305</b>	<b>5,780</b>	<b>408</b>	<b>4,629</b>	<b>5,897</b>	<b>5,372</b>

**MISCELLANEOUS EXPENSES****At 28/02/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 28/02/2018	2017-18	2016-17	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	286	-	590	312	286
Rother Street Clock Tower	220	202	189	1,713	31	12
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	1,471	1,348	1,113	204	358	235
	<b>2,003</b>	<b>1,836</b>	<b>1,303</b>	<b>2,507</b>	<b>700</b>	<b>534</b>

**MARKET & CHRISTMAS FESTIVAL****At 28/02/2018**

INCOME	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 28/02/2018	2017-18	2016-17	Annual Budget	YTD Budget
Market	136,588	125,206	94,987	81,154	(41,601)	(30,219)
Christmas Festival	-	-	-	-	-	-
	<b>136,588</b>	<b>125,206</b>	<b>94,987</b>	<b>81,154</b>	<b>(41,601)</b>	<b>(30,219)</b>
EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 28/02/2018	2017-18	2016-17	Annual Budget	YTD Budget
Market - District Council Share	65,961	60,464	73,319	65,080	(7,358)	(12,855)
Market - Tripartite Expenses	2,199	2,016	553	4,020	1,647	1,463
Christmas Festival	26,653	24,432	13,567	-	13,086	10,865
	<b>94,813</b>	<b>86,912</b>	<b>87,438</b>	<b>69,100</b>	<b>7,375</b>	<b>(526)</b>
NET INCOME	<b>41,775</b>	<b>38,294</b>	<b>7,548</b>	<b>12,054</b>	<b>(34,227)</b>	<b>(30,746)</b>

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

**SPECIAL PROJECTS AND GRANTS****At 28/02/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 28/02/2018	2017-18	2016-17	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	50,000	45,833	50,000	53,000	-	(4,167)
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	23,226	25,037	25,037	300	(1,811)
Stratfordward - BID Levy	635	582	700	634	(65)	(118)
Localism Project	30,000	27,500	6,211	26,172	23,789	21,289
Special Projects & Events	-	-	20,000	40	(20,000)	(20,000)
Newsletters / Quality Status	11,000	10,083	6,863	6,878	4,137	3,220
Historic Spine Town Hall Plaque	-	-	-	-	-	-
	<b>116,972</b>	<b>107,224</b>	<b>108,811</b>	<b>111,762</b>	<b>8,161</b>	<b>(1,587)</b>

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 28/02/2018	2017-18	2016-17	Annual Budget	YTD Budget
Salaries Wages and Related Costs	217,103	199,011	168,325	156,006	48,778	30,686
Avon Planning Services	4,080	3,740	3,740	3,680	340	-
Neighbourhood Development Plan Monitoring	2,000	1,833	-	-	2,000	1,833
Equipment Rental	2,000	1,833	1,994	1,698	6	(161)
Office Equipment and Furniture	1,000	917	967	224	33	(50)
Telephones	2,200	2,017	1,879	2,364	321	137
Postage & Carriage	1,500	1,375	1,403	404	97	(28)
Alarm Call Out	2,104	1,929	1,095	987	1,009	834
Travel and Subsistence	250	229	158	227	92	71
Borough Records	350	321	700	-	(350)	(379)
Payroll Services	3,400	3,117	1,790	1,200	1,610	1,327
Councillor & Staff Training	2,275	2,085	1,133	2,857	1,142	953
Recruitment	1,500	1,375	1,342	320	158	33
Newspapers	37	34	33	31	4	1
IT	4,800	4,400	6,378	3,866	(1,578)	(1,978)
Rates	23,779	21,797	23,692	23,366	87	(1,895)
Heating & Lighting	4,000	3,667	4,914	4,510	(914)	(1,247)
STC Meeting & Expenses & Subsistence	1,000	917	808	1,013	192	108
Gen Repairs, Maint & Sundry	10,500	9,625	14,236	6,655	(3,736)	(4,611)
Health & Safety	1,500	1,375	-	706	1,500	1,375
Combined Insurance Policy	16,000	14,667	(355)	(341)	16,355	15,022
Bank Charges & Interest	1,000	917	799	1,185	201	118
Audit Fee	5,195	4,762	5,300	4,900	(105)	(538)
Professional Fees	10,000	9,167	7,632	7,145	2,368	1,535
Management Fees	-	-	4,368	-	(4,368)	(4,368)
Subscriptions	3,028	2,776	3,107	2,731	(79)	(332)
Stationery	4,400	4,033	2,184	2,874	2,216	1,849
Advertising & Publicity	1,000	917	64	83	936	853
Lift Maintenance Contract	1,000	917	946	1,754	54	(30)
Election Exp (Inc Polls/Pro Challenges)	2,500	2,292	-	-	2,500	2,292
Website Maintenance	1,000	917	-	3,816	1,000	917
Contingency for Inflation	2,898	2,657	-	-	2,898	2,657
	<b>333,399</b>	<b>305,616</b>	<b>258,632</b>	<b>234,259</b>	<b>74,767</b>	<b>46,984</b>

**SHAKESPEARE BIRTHDAY CELEBRATIONS**
**At 28/02/2018**
**2017-18**
**2016-17**

SBC - S106 Agreement (Balance)			<b>11,362</b>	
SBC - Opening Balance (B/fwd from 2016-17)			<b>61,619</b>	
<b>INCOME</b>				
SBC - Income (Other)			<b>28,000</b>	<b>19,300</b>
SBC - Town Council Budget			<b>25,000</b>	<b>20,000</b>
SBC - Friends Donations			<b>640</b>	<b>2,120</b>
SBC - Friends Receptions			<b>-</b>	<b>-</b>
SBC - Parade - Flags & Admin Fee			<b>3,443</b>	<b>2,167</b>
SBC - Advertising Income			<b>-</b>	<b>-</b>
SBC - Bank Interest			<b>-</b>	<b>42</b>
<b>Total Income</b>			<b>57,083</b>	<b>43,629</b>
<b>EXPENDITURE</b>				
SBC - Expenditure			<b>-</b>	<b>-</b>
SBC - Shields Repairs & Maintenance			<b>315</b>	<b>1,157</b>
SBC - Standard Replacements			<b>97</b>	<b>44</b>
SBC - Flag Poles			<b>3,744</b>	<b>6,258</b>
SBC - Insurance			<b>355</b>	<b>341</b>
SBC - Health & Safety			<b>995</b>	<b>860</b>
SBC - Traffic Management			<b>3,597</b>	<b>3,300</b>
SBC - Parade & Ceremony			<b>10,306</b>	<b>6,589</b>
SBC - Management Charges			<b>8,477</b>	<b>6,160</b>
SBC - Operational Expenses			<b>7,500</b>	<b>-</b>
SBC - Miscellaneous Expenses			<b>9,285</b>	<b>8,044</b>
SBC - Birthday Cake			<b>2,000</b>	<b>-</b>
SBC - Playmakers			<b>-</b>	<b>-</b>
SBC - Marketing			<b>-</b>	<b>-</b>
SBC - Bank Charges			<b>-</b>	<b>55</b>
SBC - Friends of Shakespeare			<b>-</b>	<b>-</b>
SBC - Friends of Shakespeare Launch			<b>-</b>	<b>-</b>
SBC - Friends Reception			<b>313</b>	<b>-</b>
<b>Total Expenditure</b>			<b>46,984</b>	<b>32,808</b>
<b>NET Surplus (Deficit) for Year</b>			<b>10,099</b>	<b>10,821</b>
<b>SBC - including Opening Balance</b>			<b>71,719</b>	