

At 31/01/2018

Month

10

Barclays Business Current Account	£ 41,736	Cemetery Land & Building Reserve	£ 30,000
Barclays Debit Card Account	£ 500	Tranquility Garden Reserve	£ 59,146
CCLA Public Sector Deposit Fund	£ 222,353	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>£ 797,058</b>
<b>Total Bank &amp; Investments At 31/01/2018</b>	<b>£ 995,071</b>	<b>Shakespeare Birthday Celebrations</b>	<b>£ 78,511</b>

**SUMMARISED INCOME & EXPENDITURE ACCOUNT**

At 31/01/2018

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/01/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Precept	481,405	401,171	401,171	388,183	(80,234)	-
Council Tax Reduction Grant	15,280	12,733	12,733	17,150	(2,547)	-
Market & Christmas Festival [Net]	41,775	34,812	21,115	12,054	(20,660)	(13,697)
Rents	9,750	8,125	4,036	-	(5,714)	(4,089)
Interest on Investments	18,319	15,266	18,435	5,168	116	3,169
Interest on Bank Accounts	350	292	245	541	(105)	(46)
Income from Sale of Assets	-	-	63	-	63	63
River Mooring	600	500	350	600	(250)	(150)
Grant - Neighbourhood Plan	-	-	-	7,350	-	-
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	1,707	1,422	3,303	5,882	1,596	1,881
Reserves for Tranquility Garden & NDP	70,000					
Further Funding from Reserves	2,895					
	<b>642,081</b>	<b>474,321</b>	<b>461,452</b>	<b>436,928</b>	<b>(180,629)</b>	<b>(12,869)</b>
<b>EXPENDITURE</b>						
Operational & Administrative Expenses	333,399	277,833	229,205	216,801	104,194	48,628
Miscellaneous Expenses	2,003	1,669	1,303	2,507	700	367
Civic Expenditure	58,894	49,078	46,826	45,561	12,068	2,252
Cemetery [Net]	111,826	93,189	74,107	52,358	37,719	19,082
Tranquility Garden [Net]	26,400	22,000	29,153	116,069	(2,753)	(7,153)
Hatton Rock	17,657	14,714	8,202	5,283	9,455	6,512
Holy Trinity Churchyard	6,305	5,254	258	4,577	6,047	4,996
Special Projects and Grants	116,972	97,477	87,846	111,462	29,126	9,631
Allotment [Net]	(155)	(130)	(75)	1,570	(81)	(55)
	<b>673,301</b>	<b>561,085</b>	<b>476,825</b>	<b>556,187</b>	<b>196,476</b>	<b>84,260</b>
<b>NET Surplus (Deficit)</b>	<b>(31,220)</b>	<b>(86,764)</b>	<b>(15,374)</b>	<b>(119,259)</b>	<b>15,846</b>	<b>71,390</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 31/01/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Lettings	47,240	39,367	<b>33,078</b>	33,147	(14,162)	(6,289)
Sundry Income	1,000	833	<b>626</b>	1,454	(374)	(207)
	<b>48,240</b>	<b>40,200</b>	<b>33,704</b>	<b>34,602</b>	<b>(14,536)</b>	<b>(6,496)</b>
<b>EXPENDITURE</b>						
Personnel	24,837	20,698	<b>24,877</b>	23,622	(40)	(4,180)
Security Personnel	2,000	1,667	<b>1,650</b>	1,007	350	17
PRS and Licences	385	321	<b>307</b>	302	78	14
Marketing, Publicity & Special Projects	1,500	1,250	-	298	1,500	1,250
Other Costs	500	417	<b>57</b>	168	443	360
Travel	350	292	<b>200</b>	344	150	91
Cleaning & Laundry	3,600	3,000	<b>3,282</b>	2,979	318	(282)
Operating Equipment	13,020	10,850	<b>28</b>	-	12,992	10,822
Contingency for Inflation	341	284				
	<b>46,533</b>	<b>38,778</b>	<b>30,400</b>	<b>28,720</b>	<b>16,133</b>	<b>8,378</b>
<b>NET INCOME</b>	<b>1,707</b>	<b>1,422</b>	<b>3,303</b>	<b>5,882</b>	<b>1,596</b>	<b>1,881</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 31/01/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/01/2018	2017-18	2016-17	Annual Budget	YTD Budget
Mayor's Allowance	6,500	5,417	4,127	4,334	2,373	1,290
Mayor's Traveling	5,000	4,167	4,386	3,612	614	(219)
Civic Insignia	1,500	1,250	911	138	589	339
Receptions (Formal & Informal)	6,000	5,000	5,694	4,566	306	(694)
SBC - Town Council only	25,000	20,833	20,833	20,000	4,167	-
Christmas Activities	2,000	1,667	1,356	2,581	644	310
Festivals & Events - HODS	2,000	1,667	356	1,303	1,644	1,310
Event Security	-	-	5,338	-	(5,338)	(5,338)
Contingency (Events tbc)	5,000	4,167	820	3,735	4,180	3,347
Honoraria inc photographic	3,144	2,620	2,329	2,525	815	291
Printing & Stationery	500	417	325	609	175	92
Floral Decorations	650	542	295	245	355	247
National Mourning Protocol	-	-	-	236	-	-
Civic Gifts	100	83	-	182	100	83
Civic Robes	1,500	1,250	55	1,495	1,445	1,195
	<b>58,894</b>	<b>49,078</b>	<b>46,826</b>	<b>45,561</b>	<b>12,068</b>	<b>2,252</b>

**HATTON ROCK****At 31/01/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/01/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>EXPENDITURE</b>						
Rent	12,366	10,305	6,542	660	5,824	3,763
Rates	3,872	3,227	1,536	3,727	2,336	1,691
Insurance	130	108	51	123	79	57
Heating & Lighting	39	33	(22)	12	61	54
Service Costs	900	750	85	750	815	665
Sundry Expenses	350	292	10	10	340	282
	<b>17,657</b>	<b>14,714</b>	<b>8,202</b>	<b>5,283</b>	<b>9,455</b>	<b>6,512</b>

**ALLOTMENTS - PARK ROAD****At 31/01/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/01/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Tenancy Rental	165	138	83	-	(83)	(55)
	<b>165</b>	<b>138</b>	<b>83</b>	<b>-</b>	<b>(83)</b>	<b>(55)</b>
<b>EXPENDITURE</b>						
Lease	10	8	-	-	10	8
Set up & Maintenance Costs	-	-	8	1,570	(8)	(8)
	<b>10</b>	<b>8</b>	<b>8</b>	<b>1,570</b>	<b>2</b>	<b>-</b>
<b>NET EXPENDITURE</b>	<b>(155)</b>	<b>(130)</b>	<b>(75)</b>	<b>1,570</b>	<b>(81)</b>	<b>(55)</b>

**TRANQUILITY GARDEN****At 31/01/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/01/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	-	-	5,764	-	5,764	5,764
Memorial Fees	12,300	10,250	3,414	2,500	(8,886)	(6,836)
	<b>12,300</b>	<b>10,250</b>	<b>9,178</b>	<b>2,500</b>	<b>(3,122)</b>	<b>(1,072)</b>
<b>EXPENDITURE</b>						
Maintenance & Phase 2 Development Costs	38,700	32,250	38,330	118,569	370	(6,080)
	<b>38,700</b>	<b>32,250</b>	<b>38,330</b>	<b>118,569</b>	<b>370</b>	<b>(6,080)</b>
<b>NET EXPENDITURE</b>	<b>26,400</b>	<b>22,000</b>	<b>29,153</b>	<b>116,069</b>	<b>(2,753)</b>	<b>(7,153)</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 31/01/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/01/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	47,607	39,673	57,049	53,863	9,442	17,377
Memorial Fees	6,808	5,673	8,561	10,551	1,753	2,888
Sundry Income (Seating/Trees/Transfers)	400	333	676	257	276	343
	<b>54,815</b>	<b>45,679</b>	<b>66,286</b>	<b>64,671</b>	<b>11,471</b>	<b>20,607</b>
<b>EXPENDITURE</b>						
Management Charge	107,765	89,804	89,298	94,743	18,467	506
Rates and Water Rates	3,313	2,761	2,858	3,160	455	(97)
General Ground Maintenance	33,500	27,917	34,336	4,370	(836)	(6,419)
Repairs & Maintenance	50	42	265	5	(215)	(223)
Telephone	650	542	396	431	254	146
Heating & Lighting	500	417	290	434	210	127
Vehicle Expenses	4,000	3,333	3,017	3,825	983	316
Equipment	7,550	6,292	3,976	5,370	3,574	2,316
Health & Safety	250	208	25	54	225	183
Grave Excavation	4,750	3,958	4,370	3,420	380	(412)
Travel & Subsistence	520	433	427	384	93	6
Sundry Seating & Trees	600	500	1,135	834	(535)	(635)
Contingency for Inflation	693	578	-	-	693	578
Vehicle Replacement Contingency	2,500	2,083	-	-	2,500	2,083
	<b>166,641</b>	<b>138,868</b>	<b>140,393</b>	<b>117,029</b>	<b>26,248</b>	<b>(1,525)</b>
<b>NET EXPENDITURE</b>	<b>111,826</b>	<b>93,189</b>	<b>74,107</b>	<b>52,358</b>	<b>37,719</b>	<b>19,082</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 31/01/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/01/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>EXPENDITURE</b>						
Special Repairs and Maintenance	6,305	5,254	258	4,577	6,047	4,996
	<b>6,305</b>	<b>5,254</b>	<b>258</b>	<b>4,577</b>	<b>6,047</b>	<b>4,996</b>

**MISCELLANEOUS EXPENSES****At 31/01/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/01/2018	2017-18	2016-17	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	260	-	590	312	260
Rother Street Clock Tower	220	183	189	1,713	31	(6)
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	1,471	1,226	1,113	204	358	113
	<b>2,003</b>	<b>1,669</b>	<b>1,303</b>	<b>2,507</b>	<b>700</b>	<b>367</b>

**MARKET & CHRISTMAS FESTIVAL****At 31/01/2018**

INCOME	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/01/2018	2017-18	2016-17	Annual Budget	YTD Budget
Market	136,588	113,823	94,987	81,154	(41,601)	(18,837)
Christmas Festival	-	-	-	-	-	-
	<b>136,588</b>	<b>113,823</b>	<b>94,987</b>	<b>81,154</b>	<b>(41,601)</b>	<b>(18,837)</b>
EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/01/2018	2017-18	2016-17	Annual Budget	YTD Budget
Market - District Council Share	65,961	54,968	73,319	65,080	(7,358)	(18,351)
Market - Tripartite Expenses	2,199	1,833	553	4,020	1,647	1,280
Christmas Festival	26,653	22,211	-	-	26,653	22,211
	<b>94,813</b>	<b>79,011</b>	<b>73,871</b>	<b>69,100</b>	<b>20,942</b>	<b>5,139</b>
NET INCOME	<b>41,775</b>	<b>34,812</b>	<b>21,115</b>	<b>12,054</b>	<b>(20,660)</b>	<b>(13,697)</b>

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

**SPECIAL PROJECTS AND GRANTS****At 31/01/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/01/2018	2017-18	2016-17	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	50,000	41,667	50,000	53,000	-	(8,333)
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	21,114	25,037	25,037	300	(3,923)
Stratforward - BID Levy	635	529	700	634	(65)	(170)
Localism Project	30,000	25,000	5,276	25,872	24,724	19,724
Special Projects & Events	-	-	-	40	-	-
Newsletters / Quality Status	11,000	9,167	6,833	6,878	4,167	2,333
Historic Spine Town Hall Plaque	-	-	-	-	-	-
	<b>116,972</b>	<b>97,477</b>	<b>87,846</b>	<b>111,462</b>	<b>29,126</b>	<b>9,631</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 31/01/2018	2017-18	2016-17	Annual Budget	YTD Budget
Salaries Wages and Related Costs	217,103	180,919	151,898	141,699	65,205	29,022
Avon Planning Services	4,080	3,400	3,740	3,345	340	(340)
Neighbourhood Development Plan Monitoring	2,000	1,667	-	-	2,000	1,667
Equipment Rental	2,000	1,667	1,882	1,698	118	(215)
Office Equipment and Furniture	1,000	833	967	224	33	(133)
Telephones	2,200	1,833	1,739	2,257	461	95
Postage & Carriage	1,500	1,250	1,404	406	96	(154)
Alarm Call Out	2,104	1,753	500	622	1,604	1,254
Travel and Subsistence	250	208	158	215	92	50
Borough Records	350	292	700	-	(350)	(408)
Payroll Services	3,400	2,833	1,790	1,200	1,610	1,043
Councillor & Staff Training	2,275	1,896	1,133	2,167	1,142	763
Recruitment	1,500	1,250	1,342	320	158	(92)
Newspapers	37	31	30	28	7	1
IT	4,800	4,000	4,239	3,538	561	(239)
Rates	23,779	19,816	21,539	23,366	2,240	(1,723)
Heating & Lighting	4,000	3,333	4,576	4,200	(576)	(1,242)
STC Meeting & Expenses & Subsistence	1,000	833	743	680	257	90
Gen Repairs, Maint & Sundry	10,500	8,750	11,605	6,720	(1,105)	(2,855)
Health & Safety	1,500	1,250	-	706	1,500	1,250
Combined Insurance Policy	16,000	13,333	(355)	(341)	16,355	13,689
Bank Charges & Interest	1,000	833	719	1,087	281	115
Audit Fee	5,195	4,329	5,300	4,900	(105)	(971)
Professional Fees	10,000	8,333	7,632	6,780	2,368	701
Subscriptions	3,028	2,523	3,107	2,731	(79)	(584)
Stationery	4,400	3,667	1,874	2,684	2,526	1,793
Advertising & Publicity	1,000	833	-	-	1,000	833
Lift Maintenance Contract	1,000	833	946	1,754	54	(113)
Election Exp (Inc Polls/Pro Challenges)	2,500	2,083	-	-	2,500	2,083
Website Maintenance	1,000	833	-	3,816	1,000	833
Contingency for Inflation	2,898	2,415	-	-	2,898	2,415
	<b>333,399</b>	<b>277,833</b>	<b>229,205</b>	<b>216,801</b>	<b>104,194</b>	<b>48,628</b>

**SHAKESPEARE BIRTHDAY CELEBRATIONS**
**At 31/01/2018**
**2017-18**
**2016-17**

SBC - S106 Agreement (Balance)			11,362	
SBC - Opening Balance (B/fwd from 2016-17)			61,619	
<b>INCOME</b>				
SBC - Income (Other)			28,000	19,300
SBC - Town Council Budget			25,000	20,000
SBC - Friends Donations			570	2,020
SBC - Friends Receptions			-	-
SBC - Parade - Flags			583	708
SBC - Advertising Income			-	-
SBC - Bank Interest			-	42
<b>Total Income</b>			<b>54,153</b>	<b>42,071</b>
<b>EXPENDITURE</b>				
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	-
<b>Total Expenditure</b>			<b>37,262</b>	<b>32,773</b>
<b>NET Surplus (Deficit) for Year</b>			<b>16,892</b>	<b>9,298</b>
<b>SBC - including Opening Balance</b>			<b>78,511</b>	