

At 31/07/2017

Month

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Barclays Business Current Account	£	52,323	Cemetery Land & Building Reserve	£	30,000
Barclays Debit Card Account	£	500	Tranquility Garden Reserve	£	59,146
CCLA Public Sector Deposit Fund	£	346,963	Allotment Reserve	£	37,463
CCLA Local Authorities' Property Fund	£	250,000	Localism Project Reserve	£	34,901
Cambridge & Counties 3 Year Business Bond	£	250,000	Other Designated Reserves	£	186,622
Cambridge & Counties 1 Year Business Bond	£	75,000	General Reserve	£	448,926
Cambridge & Counties Bank Savings Account	£	75,000	Total STC Reserves At 31/03/2017	£	797,058
Total Bank & Investments At 31/07/2017	£	1,049,787	Shakespeare Birthday Celebrations	£	78,838

SUMMARISED INCOME & EXPENDITURE ACCOUNT

At 31/07/2017

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/07/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	481,405	160,468	160,468	155,273	(320,937)	-
Council Tax Reduction Grant	15,280	5,093	5,093	6,860	(10,187)	-
Market	109,935	36,645	27,212	26,730	(82,723)	(9,433)
Rents	9,750	3,250	1,345	-	(8,405)	(1,905)
Interest on Investments	18,319	6,106	5,590	1,578	(12,729)	(516)
Interest on Bank Accounts	350	117	114	298	(236)	(2)
Income from Sale of Assets	-	-	63	-	63	63
River Mooring	600	200	350	-	(250)	150
Grant - Neighbourhood Plan	-	-	-	5,400	-	-
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	8,427	2,809	3,351	2,986	(5,076)	542
Reserves for Tranquility Garden & NDP	70,000					
Further Funding from Reserves	2,895					
	716,961	214,689	203,586	199,125	(513,375)	(11,103)
EXPENDITURE						
Operational & Administrative Expenses	333,399	111,133	96,462	85,534	236,937	14,671
Miscellaneous Expenses	70,163	23,388	34,214	34,346	35,949	(10,826)
Civic Expenditure	58,894	19,631	18,589	33,006	40,305	1,042
Cemetery [Net]	111,826	37,275	7,110	25,884	104,716	30,165
Tranquility Garden [Net]	26,400	8,800	(1,124)	4,510	27,524	9,924
Hatton Rock	17,657	5,886	(2,437)	(511)	20,094	8,323
Holy Trinity Churchyard	6,305	2,102	46	473	6,259	2,056
Special Projects and Grants	116,972	38,991	5,256	8,570	111,716	33,735
Allotment [Net]	(155)	(52)	(17)	1,432	(139)	(35)
	741,461	247,154	158,099	193,243	583,362	89,055
NET Surplus (Deficit)	(24,500)	(32,465)	45,487	5,882	69,987	77,952

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

TOWN HALL COMMERCIAL MANAGEMENT

At 31/07/2017

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/07/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Lettings	47,240	15,747	15,354	13,439	(31,886)	(393)
Sundry Income	1,000	333	152	802	(848)	(182)
	48,240	16,080	15,505	14,241	(32,735)	(575)
EXPENDITURE						
Personnel	24,837	8,279	10,283	9,297	14,554	(2,004)
Security Personnel	2,000	667	698	551	1,303	(31)
PRS and Licences	385	128	-	-	385	128
Marketing, Publicity & Special Projects	1,500	500	-	-	1,500	500
Other Costs	500	167	7	118	493	160
Travel	350	117	80	242	270	37
Cleaning & Laundry	3,600	1,200	1,159	1,048	2,441	41
Operating Equipment	6,300	2,100	(71)	-	6,371	2,171
Contingency for Inflation	341	114				
	39,813	13,271	12,155	11,255	27,658	1,116
NET INCOME	8,427	2,809	3,351	2,986	(5,076)	542

CIVIC EXPENDITURE
At 31/07/2017

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/07/2017	2017-18	2016-17	Annual Budget	YTD Budget
Mayor's Allowance	6,500	2,167	1,943	2,167	4,557	224
Mayor's Traveling	5,000	1,667	2,179	1,807	2,821	(513)
Civic Insignia	1,500	500	256	78	1,244	244
Receptions (Formal & Informal)	6,000	2,000	4,621	3,162	1,379	(2,621)
SBC - Town Council only	25,000	8,333	8,333	20,000	16,667	-
Christmas Activities	2,000	667	-	-	2,000	667
Honoraria inc photographic	3,144	1,048	757	840	2,387	291
Printing & Stationery	500	167	205	198	295	(38)
Floral Decorations	650	217	295	245	355	(78)
National Mourning Protocol	-	-	-	-	-	-
Civic Gifts	100	33	-	180	100	33
Festivals & Events - HODS	2,000	667	-	-	2,000	667
Civic Robes	1,500	500	-	775	1,500	500
Contingency (Events tbc)	5,000	1,667	-	3,555	5,000	1,667
	58,894	19,631	18,589	33,006	40,305	1,042

HATTON ROCK**At 31/07/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/07/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Rent	12,366	4,122	(2,676)	(2,895)	15,042	6,798
Rates	3,872	1,291	614	1,489	3,258	676
Insurance	130	43	51	123	79	(8)
Heating & Lighting	39	13	(22)	12	61	35
Service Costs	900	300	(415)	750	1,315	715
Sundry Expenses	350	117	10	10	340	107
	17,657	5,886	(2,437)	(511)	20,094	8,323

ALLOTMENTS - PARK ROAD**At 31/07/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/07/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	55	17	-	(149)	(39)
	165	55	17	-	(149)	(39)
EXPENDITURE						
Lease	10	3	-	-	10	3
Set up & Maintenance Costs	-	-	-	1,432	-	-
	10	3	-	1,432	10	3
NET EXPENDITURE	(155)	(52)	(17)	1,432	(139)	(36)

TRANQUILITY GARDEN**At 31/07/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/07/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	-	-	2,642	-	2,642	2,642
Memorial Fees	12,300	4,100	829	-	(11,471)	(3,271)
	12,300	4,100	3,471	-	(8,829)	(629)
EXPENDITURE						
Maintenance & Phase 2 Development Costs	38,700	12,900	2,346	4,510	36,354	10,554
	38,700	12,900	2,346	4,510	36,354	10,554
NET EXPENDITURE	26,400	8,800	(1,124)	4,510	27,524	9,924

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

CEMETERY**At 31/07/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/07/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	47,607	15,869	30,240	14,515	(17,367)	14,371
Memorial Fees	6,808	2,269	3,601	4,660	(3,207)	1,332
Sundry Income (Seating/Trees/Transfers)	400	133	330	72	(70)	197
	54,815	18,272	34,171	19,247	(20,644)	15,899
EXPENDITURE						
Management Charge	107,765	35,922	33,992	37,776	73,773	1,929
Rates and Water Rates	3,313	1,104	1,143	1,238	2,170	(39)
General Ground Maintenance	33,500	11,167	1,491	1,287	32,009	9,676
Repairs & Maintenance	50	17	-	-	50	17
Telephone	650	217	155	173	495	62
Heating & Lighting	500	167	(93)	267	593	259
Vehicle Expenses	4,000	1,333	1,057	1,343	2,943	277
Equipment	7,550	2,517	987	1,284	6,563	1,529
Health & Safety	250	83	-	-	250	83
Grave Excavation	4,750	1,583	1,520	1,140	3,230	63
Travel & Subsistence	520	173	218	155	302	(45)
Sundry Seating & Trees	600	200	810	469	(210)	(610)
Contingency for Inflation	693	231	-	-	693	231
Vehicle Replacement Contingency	2,500	833	-	-	2,500	833
	166,641	55,547	41,281	45,131	125,360	14,266
NET EXPENDITURE	111,826	37,275	7,110	25,884	104,716	30,165

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 31/07/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/07/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	6,305	2,102	46	473	6,259	2,056
	6,305	2,102	46	473	6,259	2,056

MISCELLANEOUS EXPENSES
At 31/07/2017

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/07/2017	2017-18	2016-17	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	104	-	259	312	104
Rother Street Clock Tower	220	73	30	1,560	190	44
Market - District Council Share	65,961	21,987	32,654	32,426	33,307	(10,667)
Market - Tripartite Expenses	2,199	733	538	-	1,662	196
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	1,471	490	992	101	479	(502)
	70,163	23,388	34,214	34,346	35,949	(10,826)

SPECIAL PROJECTS AND GRANTS
At 31/07/2017

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/07/2017	2017-18	2016-17	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	50,000	16,667	-	-	50,000	16,667
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	8,446	-	-	25,337	8,446
Stratforward - BID Levy	635	212	700	634	(65)	(488)
Localism Project	30,000	10,000	1,095	4,519	28,905	8,905
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	11,000	3,667	3,462	3,417	7,538	205
Historic Spine Town Hall Plaque	-	-	-	-	-	-
	116,972	38,991	5,256	8,570	111,716	33,735

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 31/07/2017	2017-18	2016-17	Annual Budget	YTD Budget
Salaries Wages and Related Costs	217,103	72,368	59,166	55,844	157,937	13,202
Avon Planning Services	4,080	1,360	1,700	1,670	2,380	(340)
Neighbourhood Development Plan Monitoring	2,000	667	-	-	2,000	667
Equipment Rental	2,000	667	1,044	621	956	(377)
Office Equipment and Furniture	1,000	333	358	224	642	(25)
Telephones	2,200	733	891	857	1,309	(158)
Postage & Carriage	1,500	500	893	16	607	(393)
Alarm Call Out	2,104	701	335	76	1,769	366
Travel and Subsistence	250	83	49	64	201	34
Borough Records	350	117	-	-	350	117
Payroll Services	3,400	1,133	890	-	2,510	243
Staff Training	2,275	758	555	622	1,720	203
Recruitment	1,500	500	978	205	522	(478)
Newspapers	37	12	11	11	26	1
IT	4,800	1,600	3,013	1,124	1,787	(1,413)
Rates	23,779	7,926	8,615	8,700	15,164	(689)
Heating & Lighting	4,000	1,333	1,626	1,434	2,374	(293)
STC Meeting & Expenses & Subsistence	1,000	333	357	324	643	(23)
Gen Repairs, Maint & Sundry	10,500	3,500	2,986	1,872	7,514	514
Health & Safety	1,500	500	-	-	1,500	500
Combined Insurance Policy	16,000	5,333	(355)	(341)	16,355	5,689
Bank Charges & Interest	1,000	333	307	582	693	26
Audit Fee	5,195	1,732	3,700	3,600	1,495	(1,968)
Professional Fees	10,000	3,333	6,100	4,545	3,900	(2,767)
Subscriptions	3,028	1,009	2,084	1,961	944	(1,075)
Stationery	4,400	1,467	792	1,524	3,608	674
Advertising & Publicity	1,000	333	-	-	1,000	333
Lift Maintenance Contract	1,000	333	368	-	633	(34)
Election Exp (Inc Polls/Pro Challenges)	2,500	833	-	-	2,500	833
Website Maintenance	1,000	333	-	-	1,000	333
Contingency for Inflation	2,898	966	-	-	2,898	966
	333,399	111,133	96,462	85,534	236,937	14,671

SHAKESPEARE BIRTHDAY CELEBRATIONS
At 31/07/2017

			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			350	1,885
SBC - Friends Receptions			-	-
SBC - Parade - Flags			583	708
SBC - Advertising Income			-	-
SBC - Bank Interest			-	42
Total Income			53,933	38,936
EXPENDITURE				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			315	477
SBC - Standard Replacements			-	44
SBC - Flag Poles			3,430	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			8,935	8,039
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			36,715	32,088
NET Surplus (Deficit) for Year			17,219	6,848
SBC - including Opening Balance			78,838	