

At 30/06/2017

Month

3

Barclays Business Current Account	£ 1,029	Cemetery Land & Building Reserve	£ 30,000
Barclays Debit Card Account	£ 500	Tranquility Garden Reserve	£ 59,146
CCLA Public Sector Deposit Fund	£ 406,896	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 30/06/2017	£ 1,058,425	Shakespeare Birthday Celebrations	£ 78,830

SUMMARISED INCOME & EXPENDITURE ACCOUNT

At 30/06/2017

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/06/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	481,405	120,351	120,351	116,455	(361,054)	-
Council Tax Reduction Grant	15,280	3,820	3,820	5,145	(11,460)	-
Market	109,935	27,484	27,212	26,730	(82,723)	(272)
Rents	9,750	2,438	1,345	-	(8,405)	(1,092)
Interest on Investments	18,319	4,580	2,750	1,229	(15,569)	(1,830)
Interest on Bank Accounts	350	88	87	229	(263)	-
Income from Sale of Assets	-	-	63	-	63	63
River Mooring	600	150	350	-	(250)	200
Grant - Neighbourhood Plan	-	-	-	5,400	-	-
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	8,427	2,107	1,226	1,255	(7,201)	(881)
Reserves for Tranquility Garden & NDP	70,000					
Further Funding from Reserves	2,895					
	716,961	161,017	157,204	156,444	(559,757)	(3,813)
EXPENDITURE						
Operational & Administrative Expenses	333,399	83,350	73,607	63,456	259,792	9,743
Miscellaneous Expenses	70,163	17,541	16,995	17,831	53,168	546
Civic Expenditure	58,894	14,724	15,891	32,252	43,003	(1,167)
Cemetery [Net]	111,826	27,956	735	21,253	111,091	27,221
Tranquility Garden [Net]	26,400	6,600	262	4,510	26,138	6,338
Hatton Rock	17,657	4,414	(2,591)	(884)	20,248	7,005
Holy Trinity Churchyard	6,305	1,576	-	328	6,305	1,576
Special Projects and Grants	116,972	29,243	1,510	3,803	115,462	27,733
Allotment [Net]	(155)	(39)	(17)	1,432	(139)	(22)
	741,461	185,365	106,393	143,980	635,068	78,972
NET Surplus (Deficit)	(24,500)	(24,348)	50,811	12,463	75,311	75,159

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 30/06/2017

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/06/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Lettings	47,240	11,810	10,282	8,661	(36,958)	(1,528)
Sundry Income	1,000	250	143	897	(858)	(108)
	48,240	12,060	10,425	9,558	(37,815)	(1,635)
EXPENDITURE						
Personnel	24,837	6,209	7,575	6,645	17,262	(1,366)
Security Personnel	2,000	500	563	445	1,438	(63)
PRS and Licences	385	96	-	-	385	96
Marketing, Publicity & Special Projects	1,500	375	-	-	1,500	375
Other Costs	500	125	-	14	500	125
Travel	350	88	74	246	276	13
Cleaning & Laundry	3,600	900	987	954	2,613	(87)
Operating Equipment	6,300	1,575	-	-	6,300	1,575
Contingency for Inflation	341	85				
	39,813	9,953	9,199	8,303	30,614	754
NET INCOME	8,427	2,107	1,226	1,255	(7,201)	(881)

CIVIC EXPENDITURE
At 30/06/2017

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/06/2017	2017-18	2016-17	Annual Budget	YTD Budget
Mayor's Allowance	6,500	1,625	2,167	2,167	4,333	(542)
Mayor's Traveling	5,000	1,250	1,375	1,366	3,625	(125)
Civic Insignia	1,500	375	221	76	1,279	154
Receptions (Formal & Informal)	6,000	1,500	4,621	2,852	1,379	(3,121)
SBC - Town Council only	25,000	6,250	6,250	20,000	18,750	-
Christmas Activities	2,000	500	-	-	2,000	500
Honoraria inc photographic	3,144	786	757	840	2,387	29
Printing & Stationery	500	125	205	198	295	(80)
Floral Decorations	650	163	295	245	355	(133)
National Mourning Protocol	-	-	-	-	-	-
Civic Gifts	100	25	-	180	100	25
Festivals & Events - HODS	2,000	500	-	-	2,000	500
Civic Robes	1,500	375	-	775	1,500	375
Contingency (Events tbc)	5,000	1,250	-	3,555	5,000	1,250
	58,894	14,724	15,891	32,252	43,003	(1,167)

HATTON ROCK**At 30/06/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/06/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Rent	12,366	3,092	(2,676)	(2,895)	15,042	5,767
Rates	3,872	968	461	1,116	3,411	507
Insurance	130	33	51	123	79	(19)
Heating & Lighting	39	10	(22)	12	61	31
Service Costs	900	225	(415)	750	1,315	640
Sundry Expenses	350	88	10	10	340	78
	17,657	4,414	(2,591)	(884)	20,248	7,005

ALLOTMENTS - PARK ROAD**At 30/06/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/06/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	41	17	-	(149)	(25)
	165	41	17	-	(149)	(25)
EXPENDITURE						
Lease	10	3	-	-	10	3
Set up & Maintenance Costs	-	-	-	1,432	-	-
	10	3	-	1,432	10	3
NET EXPENDITURE	(155)	(38)	(17)	1,432	(139)	(22)

TRANQUILITY GARDEN**At 30/06/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/06/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	-	-	1,910	-	1,910	1,910
Memorial Fees	12,300	3,075	(35)	-	(12,335)	(3,110)
	12,300	3,075	1,875	-	(10,425)	(1,200)
EXPENDITURE						
Maintenance & Phase 2 Development Costs	38,700	9,675	2,136	4,510	36,564	7,539
	38,700	9,675	2,136	4,510	36,564	7,539
NET EXPENDITURE	26,400	6,600	262	4,510	26,138	6,338

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 30/06/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/06/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	47,607	11,902	27,568	9,265	(20,039)	15,666
Memorial Fees	6,808	1,702	3,188	2,709	(3,620)	1,486
Sundry Income (Seating/Trees/Transfers)	400	100	257	561	(143)	157
	54,815	13,704	31,013	12,535	(23,802)	17,309
EXPENDITURE						
Management Charge	107,765	26,941	25,144	27,689	82,621	1,798
Rates and Water Rates	3,313	828	857	928	2,456	(29)
General Ground Maintenance	33,500	8,375	1,068	1,063	32,432	7,307
Repairs & Maintenance	50	13	-	-	50	13
Telephone	650	163	121	129	529	41
Heating & Lighting	500	125	799	825	(299)	(674)
Vehicle Expenses	4,000	1,000	1,026	1,208	2,974	(26)
Equipment	7,550	1,888	933	994	6,617	954
Health & Safety	250	63	-	-	250	63
Grave Excavation	4,750	1,188	950	570	3,800	238
Travel & Subsistence	520	130	130	105	390	(0)
Sundry Seating & Trees	600	150	720	278	(120)	(570)
Contingency for Inflation	693	173	-	-	693	173
Vehicle Replacement Contingency	2,500	625	-	-	2,500	625
	166,641	41,660	31,748	33,788	134,893	9,912
NET EXPENDITURE	111,826	27,956	735	21,253	111,091	27,221

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 30/06/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/06/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	6,305	1,576	-	328	6,305	1,576
	6,305	1,576	-	328	6,305	1,576

MISCELLANEOUS EXPENSES**At 30/06/2017**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/06/2017	2017-18	2016-17	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	78	-	202	312	78
Rother Street Clock Tower	220	55	30	1,140	190	25
Market - District Council Share	65,961	16,490	16,327	16,387	49,634	163
Market - Tripartite Expenses	2,199	550	538	-	1,662	12
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	1,471	368	101	101	1,370	267
	70,163	17,541	16,995	17,831	53,168	546

SPECIAL PROJECTS AND GRANTS**At 30/06/2017**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/06/2017	2017-18	2016-17	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	50,000	12,500	-	-	50,000	12,500
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	6,334	-	-	25,337	6,334
Stratforward - BID Levy	635	159	700	634	(65)	(541)
Localism Project	30,000	7,500	810	3,169	29,190	6,690
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	11,000	2,750	-	-	11,000	2,750
Historic Spine Town Hall Plaque	-	-	-	-	-	-
	116,972	29,243	1,510	3,803	115,462	27,733

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 30/06/2017	2017-18	2016-17	Annual Budget	YTD Budget
Salaries Wages and Related Costs	217,103	54,276	43,951	40,552	173,152	10,325
Avon Planning Services	4,080	1,020	1,020	1,335	3,060	-
Neighbourhood Development Plan Monitoring	2,000	500	-	-	2,000	500
Equipment Rental	2,000	500	735	312	1,265	(235)
Office Equipment and Furniture	1,000	250	358	224	642	(108)
Telephones	2,200	550	752	764	1,448	(202)
Postage & Carriage	1,500	375	394	18	1,106	(19)
Alarm Call Out	2,104	526	335	76	1,769	191
Travel and Subsistence	250	63	49	-	201	13
Borough Records	350	88	-	-	350	88
Payroll Services	3,400	850	440	-	2,960	410
Staff Training	2,275	569	500	440	1,775	69
Recruitment	1,500	375	806	-	694	(431)
Newspapers	37	9	8	8	29	1
IT	4,800	1,200	2,509	1,096	2,291	(1,309)
Rates	23,779	5,945	6,462	6,526	17,317	(517)
Heating & Lighting	4,000	1,000	1,445	1,434	2,555	(445)
STC Meeting & Expenses & Subsistence	1,000	250	357	218	643	(107)
Gen Repairs, Maint & Sundry	10,500	2,625	2,507	402	7,993	118
Health & Safety	1,500	375	-	-	1,500	375
Combined Insurance Policy	16,000	4,000	(355)	(341)	16,355	4,355
Bank Charges & Interest	1,000	250	218	445	782	32
Audit Fee	5,195	1,299	3,700	3,600	1,495	(2,401)
Professional Fees	10,000	2,500	4,600	4,457	5,400	(2,100)
Subscriptions	3,028	757	2,029	536	999	(1,272)
Stationery	4,400	1,100	420	1,355	3,980	680
Advertising & Publicity	1,000	250	-	-	1,000	250
Lift Maintenance Contract	1,000	250	368	-	633	(118)
Election Exp (Inc Polls/Pro Challenges)	2,500	625	-	-	2,500	625
Website Maintenance	1,000	250	-	-	1,000	250
Contingency for Inflation	2,898	725	-	-	2,898	725
	333,399	83,350	73,607	63,456	259,792	9,743

SHAKESPEARE BIRTHDAY CELEBRATIONS
At 30/06/2017

			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			10,306	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			36,722	32,088
NET Surplus (Deficit) for Year			17,211	6,848
SBC - including Opening Balance			78,830	