

At 31/03/2019

Month

12

Barclays Business Current Account	£	28,038	Cemetery Land & Building Reserve	£	30,000
Barclays Debit Card Account	£	72	Christmas Festival Reserve	£	13,086
Petty Cash	£	119	Allotment Reserve	£	27,463
CCLA Public Sector Deposit Fund	£	23,654	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	£	77,279	Total STC Reserves At 31/03/2018	£	793,997
Total Bank & Investments At 31/03/2019	£	838,730	Shakespeare Birthday Celebrations	£	68,068

SUMMARISED INCOME & EXPENDITURE ACCOUNT

At 31/03/2019

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/03/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	496,472	496,472	496,472	481,405	-	-
Council Tax Reduction Grant	9,430	9,430	9,430	15,280	-	-
Market & Christmas Festival [Net]	35,259	35,259	34,930	41,436	(329)	(329)
Rents [Net]	7,775	7,775	7,566	8,567	(209)	(209)
Interest on Investments	19,224	19,224	17,499	18,595	(1,725)	(1,725)
Interest on Bank Accounts	350	350	386	315	36	36
Income from Sale of Assets	-	-	-	63	-	-
River Mooring [Net]	625	625	752	350	127	127
Sundry Income	-	-	-	750	-	-
Town Hall Commercial Management [Net]	2,070	2,070	489	(5,645)	(1,581)	(1,581)
Reserves for Localism Project (NDP)	28,367	28,367	28,367	-	-	-
Further Funding from Reserves	47,774	47,774	-	-	(47,774)	(47,774)
	647,346	647,346	595,892	561,115	(51,454)	(51,454)
EXPENDITURE						
Operational & Administrative Expenses	363,102	363,102	323,341	291,915	39,761	39,761
Miscellaneous Expenses	2,761	2,761	421	1,508	2,340	2,340
Civic Expenditure	92,555	92,555	59,522	56,287	33,033	33,033
Cemetery [Net]	106,496	106,496	105,822	80,784	674	674
Tranquility Garden [Net]	(7,300)	(7,300)	(7,330)	27,390	30	30
Hatton Rock	18,010	18,010	7,025	11,220	10,985	10,985
Holy Trinity Churchyard	2,855	2,855	3,199	585	(344)	(344)
Special Projects and Grants	121,331	121,331	120,542	113,777	789	789
Allotments [Net]	(155)	(155)	301	(108)	(456)	(456)
	699,655	699,655	612,844	583,358	86,811	86,811
NET Surplus (Deficit)	(52,309)	(52,309)	(16,952)	(22,243)	35,357	35,357

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

F&S Minute 69 12.3.19

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/03/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Lettings	38,262	38,262	32,055	37,332	(6,207)	(6,207)
Sundry Income	833	833	144	809	(689)	(689)
	39,095	39,095	32,198	38,141	(6,896)	(6,897)
EXPENDITURE						
Personnel	25,135	25,135	22,156	25,101	2,980	2,980
Security Personnel	2,000	2,000	914	1,650	1,086	1,086
PRS and Licences	2,766	2,766	3,754	307	(988)	(988)
Marketing, Publicity & Special Projects	1,500	1,500	-	595	1,500	1,500
Other Costs	500	500	50	57	450	450
Travel	350	350	289	232	61	61
Cleaning & Laundry	3,600	3,600	3,633	3,858	(33)	(33)
Operating Equipment	914	914	914	11,986	-	-
Contingency for Inflation	259	259				
	37,025	37,025	31,709	43,786	5,315	5,316
NET INCOME	2,070	2,070	489	(5,645)	(1,581)	(1,581)

YTD Actuals 2018/19 Lettings Income has been amended to exclude Deferred Income F&S Minute 10 12.6.18 Licences from Reserves F&S Minute 69 12.3.19

CIVIC EXPENDITURE
At 31/03/2019

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/03/2019	2018-19	2017-18	Annual Budget	YTD Budget
Mayor's Allowance	6,500	6,500	2,344	6,193	4,156	4,156
Mayor's Traveling	5,000	5,000	4,969	4,668	31	31
Civic Insignia	1,500	1,500	535	1,088	965	965
Receptions (Formal & Informal)	6,000	6,000	5,659	6,730	341	341
SBC - Town Council only	25,000	25,000	25,000	25,000	-	-
Christmas Activities	5,429	5,429	4,620	1,356	809	809
Festivals & Events - HODS	2,000	2,000	885	356	1,115	1,115
Event Security	30,000	30,000	11,581	5,338	18,419	18,419
Contingency (Events tbc)	5,000	5,000	17	1,573	4,983	4,983
Honoraria inc photographic	3,176	3,176	3,060	2,970	116	116
Printing & Stationery	500	500	151	530	349	349
Floral Decorations	650	650	410	430	240	240
National Mourning Protocol	200	200	46	-	154	154
Civic Gifts	100	100	122	-	(22)	(22)
Civic Robes	1,500	1,500	123	55	1,377	1,377
	92,555	92,555	59,522	56,287	33,033	33,033

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

HATTON ROCK**At 31/03/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/03/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Rent	12,366	12,366	5,625	8,791	6,741	6,741
Rates	4,368	4,368	2,067	1,843	2,301	2,301
Insurance	135	135	(70)	51	205	205
Heating & Lighting	41	41	130	(247)	(89)	(89)
Service Costs	750	750	(757)	772	1,507	1,507
Sundry Expenses	350	350	30	10	320	320
	18,010	18,010	7,025	11,220	10,985	10,985

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

ALLOTMENTS - PARK ROAD**At 31/03/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/03/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	165	198	116	33	33
	165	165	198	116	33	33
EXPENDITURE						
Lease	10	10	-	-	10	10
Set up & Maintenance Costs	-	-	499	8	(499)	(499)
	10	10	499	8	(489)	(489)
NET EXPENDITURE	(155)	(155)	301	(108)	(456)	(456)

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

TRANQUILITY GARDEN**At 31/03/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/03/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	6,150	6,150	6,370	7,091	220	220
Memorial Fees	6,150	6,150	2,045	4,026	(4,105)	(4,105)
	12,300	12,300	8,415	11,117	(3,885)	(3,885)
EXPENDITURE						
Maintenance & Development Costs	5,000	5,000	1,085	38,507	3,915	3,915
	5,000	5,000	1,085	38,507	3,915	3,915
NET EXPENDITURE	(7,300)	(7,300)	(7,330)	27,390	30	30

CEMETERY**At 31/03/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/03/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	49,464	49,464	41,982	67,204	(7,482)	(7,482)
Memorial Fees	7,074	7,074	7,055	10,978	(19)	(19)
Sundry Income (Seating/Trees/Transfers)	400	400	525	877	125	125
	56,938	56,938	49,562	79,059	(7,376)	(7,376)
EXPENDITURE						
Management Charge	129,143	129,143	124,805	104,901	4,338	4,338
Rates and Water Rates	3,791	3,791	3,791	3,430	-	-
General Ground Maintenance	8,100	8,100	8,462	35,350	(362)	(362)
Repairs & Maintenance	50	50	596	265	(546)	(546)
Telephone	650	650	568	460	82	82
Heating & Lighting	543	543	1,326	543	(783)	(783)
Vehicle Expenses	4,000	4,000	4,771	3,574	(771)	(771)
Equipment	7,550	7,550	7,218	4,422	332	332
Health & Safety	250	250	-	25	250	250
Grave Excavation	4,750	4,750	3,040	4,940	1,710	1,710
Travel & Subsistence	520	520	499	516	21	21
Sundry Seating & Trees	600	600	308	1,418	292	292
Contingency for Inflation	987	987	-	-	987	987
Vehicle Replacement Contingency	2,500	2,500	-	-	2,500	2,500
	163,434	163,434	155,384	159,843	8,050	8,050
NET EXPENDITURE	106,496	106,496	105,822	80,784	674	674

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

F&S Minute 69 12.3.19

HOLY TRINITY CHURCHYARD / GARDEN OF REMEMBRANCE**At 31/03/2019**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 31/03/2019	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	2,855	2,855	3,199	585	(344)	(344)
	2,855	2,855	3,199	585	(344)	(344)

Budget 2018/19 Expenditure increase from General Reserves F&S Minute 69 12.3.19

MISCELLANEOUS EXPENSES
At 31/03/2019

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/03/2019	2018-19	2017-18	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	312	-	-	312	312
Rother Street Clock Tower	220	220	85	369	135	135
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	2,229	2,229	336	1,138	1,893	1,893
	2,761	2,761	421	1,508	2,340	2,340

MARKET & CHRISTMAS FESTIVAL
At 31/03/2019

INCOME	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/03/2019	2018-19	2017-18	Annual Budget	YTD Budget
Market	138,142	138,142	137,923	128,874	(220)	(220)
Christmas Festival	-	-	-	-	-	-
	138,142	138,142	137,923	128,874	(220)	(220)
EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/03/2019	2018-19	2017-18	Annual Budget	YTD Budget
Market - District Council Share	82,885	82,885	82,754	73,319	132	132
Market - Tripartite Expenses	2,763	2,763	3,004	553	(241)	(241)
Christmas Festival	17,235	17,235	17,235	13,567	-	-
	102,883	102,883	102,992	87,438	(109)	(109)
NET INCOME	35,259	35,259	34,930	41,436	(329)	(329)

Budget 2018/19 Expenditure increase from General Reserves F&S Minute 69 12.3.19

SPECIAL PROJECTS AND GRANTS
At 31/03/2019

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/03/2019	2018-19	2017-18	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	55,500	55,500	55,500	50,000	-	-
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	25,337	25,037	25,037	300	300
Stratforward - BID Levy	727	727	700	700	27	27
Localism Project (NDP)	28,367	28,367	28,367	7,826	-	-
Special Projects & Events	-	-	-	20,000	-	-
Newsletters / Quality Status	11,000	11,000	10,939	10,215	61	61
Great British Spring Clean	400	400	-	-	400	400
	121,331	121,331	120,542	113,777	789	789

Localism Project (NDP) 2018/19 Expenditure from Designated Reserve, Reserve Balance to be transferred to General Reserve F&S Minute 69 12.3.19

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 31/03/2019	2018-19	2017-18	Annual Budget	YTD Budget
Salaries Wages and Related Costs	221,546	221,546	196,345	186,130	25,201	25,201
Avon Planning Services	4,080	4,080	4,080	4,080	-	-
Neighbourhood Plan Monitoring & Review	2,000	2,000	-	-	2,000	2,000
Equipment Rental	2,000	2,000	1,560	2,197	440	440
Office Equipment & Furniture & Stationery	5,400	5,400	5,284	3,393	116	116
Telephones	2,200	2,200	2,095	2,058	105	105
Postage & Carriage	1,500	1,500	891	1,414	609	609
Alarm Call Out	2,104	2,104	599	1,095	1,505	1,505
Travel and Subsistence	250	250	82	239	168	168
Borough Records	350	350	-	700	350	350
Payroll Services	3,400	3,400	1,800	2,240	1,600	1,600
Councillor & Staff Training	2,275	2,275	3,048	1,298	(773)	(773)
Recruitment	1,500	1,500	290	1,342	1,210	1,210
Newspapers	37	37	41	37	(4)	(4)
IT	4,800	4,800	7,196	6,842	(2,396)	(2,396)
Rates	26,675	26,675	26,675	25,846	-	-
Heating & Lighting	7,525	7,525	6,683	7,175	842	842
STC Meeting & Expenses & Subsistence	1,000	1,000	706	929	294	294
General Repairs, Maintenance & Sundry	22,802	22,802	22,802	10,649	-	-
Health & Safety	1,500	1,500	-	-	1,500	1,500
Combined Insurance Policy	15,420	15,420	15,396	15,336	24	24
Bank Charges & Interest	1,000	1,000	328	868	672	672
Audit Fee	5,390	5,390	5,600	5,300	(210)	(210)
Professional Fees	15,556	15,556	15,556	8,240	-	-
Subscriptions	1,602	1,602	2,203	3,247	(601)	(601)
Advertising & Publicity	1,000	1,000	69	64	931	931
Lift Maintenance Contract	2,584	2,584	2,584	946	-	-
Election Exp (Inc Polls/Pro Challenges)	2,500	2,500	1,181	-	1,319	1,319
Website Maintenance	1,000	1,000	250	250	750	750
Contingency for Inflation	4,106	4,106	-	-	4,106	4,106
	363,102	363,102	323,341	291,915	39,761	39,761

Budget 2018/19 Expenditure increase from General Reserves F&S Minute 13 12.6.18 F&S Minute 69 12.3.19

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 & 69 12.3.19

SHAKESPEARE BIRTHDAY CELEBRATIONS

At 31/03/2019

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			500	760
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			5,992	6,127
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
Total Income			81,492	59,887
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	10,308
SBC - Management Charges			7,815	11,844
SBC - Operational Expenses			37,500	7,500
SBC - Miscellaneous Expenses			12,685	9,285
SBC - Birthday Cake			1,400	2,000
SBC - Playmakers			-	-
SBC - Marketing			5,332	-
SBC - Bank Charges			-	-
SBC - Friends of Shakespeare			-	-
SBC - Friends of Shakespeare Launch			-	-
SBC - Friends Reception			393	313
Total Expenditure			84,576	50,353
NET Surplus (Deficit) for Year			(3,085)	9,534

SBC - including Opening Balance			68,068
--	--	--	---------------