

At 31/03/2018

Month

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Barclays Business Current Account	£	21,918	Cemetery Land & Building Reserve	£	30,000
Barclays Debit Card Account	£	313	Tranquility Garden Reserve	£	59,146
CCLA Public Sector Deposit Fund	£	122,513	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 31/03/2018</b>	<b>£</b>	<b>875,227</b>	<b>Shakespeare Birthday Celebrations</b>	<b>£</b>	<b>71,153</b>

**SUMMARISED INCOME & EXPENDITURE ACCOUNT**

At 31/03/2018

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/03/2018	YTD Actuals 2017-18	YTD Previous 2016-17	Annual Budget YTD Actuals To	YTD Budget
<b>INCOME</b>						
Precept	481,405	481,405	481,405	465,819	-	-
Council Tax Reduction Grant	15,280	15,280	15,280	20,580	-	-
Market & Christmas Festival [Net]	41,775	41,775	41,436	41,270	(339)	(339)
Rents	9,750	9,750	12,935	-	3,185	3,185
Interest on Investments	18,319	18,319	18,595	5,351	276	276
Interest on Bank Accounts	350	350	315	627	(35)	(35)
Income from Sale of Assets	-	-	63	343	63	63
River Mooring	600	600	350	600	(250)	(250)
Grant - Neighbourhood Plan	-	-	-	7,350	-	-
Sundry Income	-	-	750	-	750	750
Town Hall Commercial Management [Net]	1,707	1,707	(5,645)	11,341	(7,352)	(7,352)
Reserves for Tranquility Garden & NDP	70,000	70,000	67,086	146,505	(2,914)	(2,914)
Further Funding from Reserves	2,895	2,895	-	-	(2,895)	(2,895)
	<b>642,081</b>	<b>642,081</b>	<b>632,569</b>	<b>699,786</b>	<b>(9,512)</b>	<b>(9,512)</b>
<b>EXPENDITURE</b>						
Operational & Administrative Expenses	333,399	333,399	296,283	270,420	37,116	37,116
Miscellaneous Expenses	2,003	2,003	1,508	2,507	495	495
Civic Expenditure	58,894	58,894	57,770	49,253	1,124	1,124
Cemetery [Net]	111,826	111,826	83,469	57,513	28,357	28,357
Tranquility Garden [Net]	26,400	26,400	27,390	120,069	(990)	(990)
Hatton Rock	17,657	17,657	11,220	8,193	6,437	6,437
Holy Trinity Churchyard	6,305	6,305	6,585	5,354	(280)	(280)
Special Projects and Grants	116,972	116,972	115,647	112,323	1,325	1,325
Allotment [Net]	(155)	(155)	172	2,104	(327)	(327)
	<b>673,301</b>	<b>673,301</b>	<b>600,043</b>	<b>627,735</b>	<b>73,258</b>	<b>73,258</b>
<b>NET Surplus (Deficit)</b>	<b>(31,220)</b>	<b>(31,220)</b>	<b>32,526</b>	<b>72,052</b>	<b>63,746</b>	<b>63,746</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 31/03/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Lettings	47,240	47,240	37,332	43,038	(9,908)	(9,908)
Sundry Income	1,000	1,000	809	1,589	(191)	(191)
	<b>48,240</b>	<b>48,240</b>	<b>38,141</b>	<b>44,627</b>	<b>(10,099)</b>	<b>(10,099)</b>
<b>EXPENDITURE</b>						
Personnel	24,837	24,837	25,101	27,128	(264)	(264)
Security Personnel	2,000	2,000	1,650	1,007	350	350
PRS and Licences	385	385	307	302	78	78
Marketing, Publicity & Special Projects	1,500	1,500	595	298	905	905
Other Costs	500	500	57	168	443	443
Travel	350	350	232	394	118	118
Cleaning & Laundry	3,600	3,600	3,858	3,569	(258)	(258)
Operating Equipment	13,020	13,020	11,986	420	1,034	1,034
Contingency for Inflation	341	341				
	<b>46,533</b>	<b>46,533</b>	<b>43,786</b>	<b>33,286</b>	<b>2,747</b>	<b>2,747</b>
<b>NET INCOME</b>	<b>1,707</b>	<b>1,707</b>	<b>(5,645)</b>	<b>11,341</b>	<b>(7,352)</b>	<b>(7,352)</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 31/03/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/03/2018	2017-18	2016-17	Annual Budget	YTD Budget
Mayor's Allowance	6,500	6,500	6,193	6,500	307	307
Mayor's Traveling	5,000	5,000	4,668	4,121	332	332
Civic Insignia	1,500	1,500	1,088	261	412	412
Receptions (Formal & Informal)	6,000	6,000	6,730	4,643	(730)	(730)
SBC - Town Council only	25,000	25,000	25,000	20,000	-	-
Christmas Activities	2,000	2,000	1,356	2,581	644	644
Festivals & Events - HODS	2,000	2,000	356	1,303	1,644	1,644
Event Security	-	-	5,338	-	(5,338)	(5,338)
Contingency (Events tbc)	5,000	5,000	1,573	3,555	3,427	3,427
Honoraria inc photographic	3,144	3,144	2,970	3,367	174	174
Printing & Stationery	500	500	530	609	(30)	(30)
Floral Decorations	650	650	430	400	220	220
National Mourning Protocol	-	-	-	236	-	-
Civic Gifts	100	100	-	182	100	100
Civic Robes	1,500	1,500	1,538	1,495	(38)	(38)
	<b>58,894</b>	<b>58,894</b>	<b>57,770</b>	<b>49,253</b>	<b>1,124</b>	<b>1,124</b>

**HATTON ROCK****At 31/03/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/03/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>EXPENDITURE</b>						
Rent	12,366	12,366	8,791	3,358	3,575	3,575
Rates	3,872	3,872	1,843	3,727	2,029	2,029
Insurance	130	130	51	123	79	79
Heating & Lighting	39	39	(247)	37	286	286
Service Costs	900	900	772	938	128	128
Sundry Expenses	350	350	10	10	340	340
	<b>17,657</b>	<b>17,657</b>	<b>11,220</b>	<b>8,193</b>	<b>6,437</b>	<b>6,437</b>

**ALLOTMENTS - PARK ROAD****At 31/03/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/03/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Tenancy Rental	165	165	116	66	(50)	(50)
	<b>165</b>	<b>165</b>	<b>116</b>	<b>66</b>	<b>(50)</b>	<b>(50)</b>
<b>EXPENDITURE</b>						
Lease	10	10	-	-	10	10
Set up & Maintenance Costs	-	-	288	2,170	(288)	(288)
	<b>10</b>	<b>10</b>	<b>288</b>	<b>2,170</b>	<b>(278)</b>	<b>(278)</b>
<b>NET EXPENDITURE</b>	<b>(155)</b>	<b>(155)</b>	<b>172</b>	<b>2,104</b>	<b>(327)</b>	<b>(327)</b>

**TRANQUILITY GARDEN****At 31/03/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/03/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	-	-	7,091	950	7,091	7,091
Memorial Fees	12,300	12,300	4,026	3,064	(8,274)	(8,274)
	<b>12,300</b>	<b>12,300</b>	<b>11,117</b>	<b>4,014</b>	<b>(1,183)</b>	<b>(1,183)</b>
<b>EXPENDITURE</b>						
Maintenance & Phase 2 Development Costs	38,700	38,700	38,507	124,083	193	193
	<b>38,700</b>	<b>38,700</b>	<b>38,507</b>	<b>124,083</b>	<b>193</b>	<b>193</b>
<b>NET EXPENDITURE</b>	<b>26,400</b>	<b>26,400</b>	<b>27,390</b>	<b>120,069</b>	<b>(990)</b>	<b>(990)</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 31/03/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/03/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	47,607	47,607	67,204	65,653	19,597	19,597
Memorial Fees	6,808	6,808	10,978	13,261	4,170	4,170
Sundry Income (Seating/Trees/Transfers)	400	400	877	365	477	477
	<b>54,815</b>	<b>54,815</b>	<b>79,059</b>	<b>79,279</b>	<b>24,244</b>	<b>24,244</b>
<b>EXPENDITURE</b>						
Management Charge	107,765	107,765	104,901	110,517	2,864	2,864
Rates and Water Rates	3,313	3,313	3,430	3,160	(117)	(117)
General Ground Maintenance	33,500	33,500	35,350	4,780	(1,850)	(1,850)
Repairs & Maintenance	50	50	265	5	(215)	(215)
Telephone	650	650	460	518	190	190
Heating & Lighting	500	500	543	626	(43)	(43)
Vehicle Expenses	4,000	4,000	3,574	4,546	426	426
Equipment	7,550	7,550	7,107	6,015	443	443
Health & Safety	250	250	25	54	225	225
Grave Excavation	4,750	4,750	4,940	5,320	(190)	(190)
Travel & Subsistence	520	520	516	417	4	4
Sundry Seating & Trees	600	600	1,418	834	(818)	(818)
Contingency for Inflation	693	693	-	-	693	693
Vehicle Replacement Contingency	2,500	2,500	-	-	2,500	2,500
	<b>166,641</b>	<b>166,641</b>	<b>162,528</b>	<b>136,792</b>	<b>4,113</b>	<b>4,113</b>
<b>NET EXPENDITURE</b>	<b>111,826</b>	<b>111,826</b>	<b>83,469</b>	<b>57,513</b>	<b>28,357</b>	<b>28,357</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 31/03/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/03/2018	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>EXPENDITURE</b>						
Special Repairs and Maintenance	6,305	6,305	6,585	5,354	(280)	(280)
	<b>6,305</b>	<b>6,305</b>	<b>6,585</b>	<b>5,354</b>	<b>(280)</b>	<b>(280)</b>

**MISCELLANEOUS EXPENSES****At 31/03/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/03/2018	2017-18	2016-17	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	312	-	590	312	312
Rother Street Clock Tower	220	220	369	1,713	(149)	(149)
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	1,471	1,471	1,138	204	333	333
	<b>2,003</b>	<b>2,003</b>	<b>1,508</b>	<b>2,507</b>	<b>495</b>	<b>495</b>

**MARKET & CHRISTMAS FESTIVAL****At 31/03/2018**

INCOME	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/03/2018	2017-18	2016-17	Annual Budget	YTD Budget
Market	136,588	136,588	128,874	108,365	(7,714)	(7,714)
Christmas Festival	-	-	-	-	-	-
	<b>136,588</b>	<b>136,588</b>	<b>128,874</b>	<b>108,365</b>	<b>(7,714)</b>	<b>(7,714)</b>
EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/03/2018	2017-18	2016-17	Annual Budget	YTD Budget
Market - District Council Share	65,961	65,961	73,319	65,080	(7,358)	(7,358)
Market - Tripartite Expenses	2,199	2,199	553	2,016	1,647	1,647
Christmas Festival	26,653	26,653	13,567	-	13,086	13,086
	<b>94,813</b>	<b>94,813</b>	<b>87,438</b>	<b>67,095</b>	<b>7,375</b>	<b>7,375</b>
NET INCOME	<b>41,775</b>	<b>41,775</b>	<b>41,436</b>	<b>41,270</b>	<b>(339)</b>	<b>(339)</b>

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

**SPECIAL PROJECTS AND GRANTS****At 31/03/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/03/2018	2017-18	2016-17	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	50,000	50,000	50,000	53,000	-	-
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	25,337	25,037	25,037	300	300
Stratfordward - BID Levy	635	635	700	634	(65)	(65)
Localism Project	30,000	30,000	9,696	26,436	20,304	20,304
Special Projects & Events	-	-	20,000	40	(20,000)	(20,000)
Newsletters / Quality Status	11,000	11,000	10,215	7,175	785	785
Historic Spine Town Hall Plaque	-	-	-	-	-	-
	<b>116,972</b>	<b>116,972</b>	<b>115,647</b>	<b>112,323</b>	<b>1,325</b>	<b>1,325</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 31/03/2018	2017-18	2016-17	Annual Budget	YTD Budget
Salaries Wages and Related Costs	217,103	217,103	186,130	169,859	30,973	30,973
Avon Planning Services	4,080	4,080	4,080	4,355	-	-
Neighbourhood Development Plan Monitoring	2,000	2,000	-	-	2,000	2,000
Equipment Rental	2,000	2,000	2,197	1,810	(197)	(197)
Office Equipment and Furniture	1,000	1,000	1,030	224	(30)	(30)
Telephones	2,200	2,200	2,058	2,474	142	142
Postage & Carriage	1,500	1,500	1,414	800	86	86
Alarm Call Out	2,104	2,104	1,095	987	1,009	1,009
Travel and Subsistence	250	250	239	272	11	11
Borough Records	350	350	700	-	(350)	(350)
Payroll Services	3,400	3,400	2,240	1,200	1,160	1,160
Councillor & Staff Training	2,275	2,275	1,298	2,797	977	977
Recruitment	1,500	1,500	1,342	320	158	158
Newspapers	37	37	37	34	-	-
IT	4,800	4,800	6,842	5,254	(2,042)	(2,042)
Rates	23,779	23,779	25,846	23,366	(2,067)	(2,067)
Heating & Lighting	4,000	4,000	7,175	6,863	(3,175)	(3,175)
STC Meeting & Expenses & Subsistence	1,000	1,000	929	1,013	71	71
Gen Repairs, Maint & Sundry	10,500	10,500	10,649	7,219	(149)	(149)
Health & Safety	1,500	1,500	-	706	1,500	1,500
Combined Insurance Policy	16,000	16,000	15,336	14,501	664	664
Bank Charges & Interest	1,000	1,000	868	1,258	132	132
Audit Fee	5,195	5,195	5,300	4,900	(105)	(105)
Professional Fees	10,000	10,000	8,240	7,145	1,760	1,760
Management Fees	-	-	4,368	-	(4,368)	(4,368)
Subscriptions	3,028	3,028	3,247	2,871	(219)	(219)
Stationery	4,400	4,400	2,363	3,584	2,037	2,037
Advertising & Publicity	1,000	1,000	64	83	936	936
Lift Maintenance Contract	1,000	1,000	946	1,754	54	54
Election Exp (Inc Polls/Pro Challenges)	2,500	2,500	-	-	2,500	2,500
Website Maintenance	1,000	1,000	250	4,770	750	750
Contingency for Inflation	2,898	2,898			2,898	2,898
	<b>333,399</b>	<b>333,399</b>	<b>296,283</b>	<b>270,420</b>	<b>37,116</b>	<b>37,116</b>

**SHAKESPEARE BIRTHDAY CELEBRATIONS**
**At 31/03/2018**
**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>760</b>	<b>2,470</b>
SBC - Friends Receptions			<b>-</b>	<b>-</b>
SBC - Parade - Flags & Admin Fee			<b>6,127</b>	<b>5,950</b>
SBC - Advertising Income			<b>-</b>	<b>-</b>
SBC - Bank Interest			<b>-</b>	<b>42</b>
<b>Total Income</b>			<b>59,887</b>	<b>47,762</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>7,534</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>10,308</b>	<b>6,616</b>
SBC - Management Charges			<b>11,844</b>	<b>9,203</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>51</b>
<b>Total Expenditure</b>			<b>50,353</b>	<b>37,205</b>
<b>NET Surplus (Deficit) for Year</b>			<b>9,534</b>	<b>10,557</b>
<b>SBC - including Opening Balance</b>			<b>71,153</b>	