

At 30/11/2017

Month

8

Barclays Business Current Account	£	30,584	Cemetery Land & Building Reserve	£	30,000
Barclays Debit Card Account	£	192	Tranquility Garden Reserve	£	59,146
CCLA Public Sector Deposit Fund	£	322,169	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	£	150,000	General Reserve	£	448,926
Cambridge & Counties Bank Savings Account	£	75,758	Total STC Reserves At 31/03/2017	£	797,058
Total Bank & Investments At 30/11/2017	£	1,078,703	Shakespeare Birthday Celebrations	£	78,661

SUMMARISED INCOME & EXPENDITURE ACCOUNT

At 30/11/2017

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/11/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	481,405	320,937	320,937	310,546	(160,468)	-
Council Tax Reduction Grant	15,280	10,187	10,187	13,720	(5,093)	-
Market & Christmas Festival [Net]	41,775	27,850	27,775	5,190	(14,000)	(75)
Rents	9,750	6,500	2,691	-	(7,059)	(3,809)
Interest on Investments	18,319	12,213	10,725	2,498	(7,594)	(1,488)
Interest on Bank Accounts	350	233	200	447	(150)	(33)
Income from Sale of Assets	-	-	63	-	63	63
River Mooring	600	400	350	600	(250)	(50)
Grant - Neighbourhood Plan	-	-	-	7,350	-	-
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	8,427	5,618	3,163	7,375	(5,264)	(2,455)
Reserves for Tranquility Garden & NDP	70,000					
Further Funding from Reserves	2,895					
	648,801	383,937	376,090	347,725	(272,711)	(7,847)
EXPENDITURE						
Operational & Administrative Expenses	333,399	222,266	183,222	172,033	150,177	39,044
Miscellaneous Expenses	2,003	1,335	1,283	2,429	720	52
Civic Expenditure	58,894	39,263	40,182	42,686	18,712	(919)
Cemetery [Net]	111,826	74,551	54,929	49,263	56,897	19,622
Tranquility Garden [Net]	26,400	17,600	29,036	100,730	(2,636)	(11,436)
Hatton Rock	17,657	11,771	5,584	4,537	12,073	6,187
Holy Trinity Churchyard	6,305	4,203	258	2,793	6,047	3,945
Special Projects and Grants	116,972	77,981	72,748	94,182	44,224	5,233
Allotment [Net]	(155)	(103)	(17)	1,432	(139)	(87)
	673,301	448,867	387,226	470,083	286,075	61,641
NET Surplus (Deficit)	(24,500)	(64,930)	(11,136)	(122,358)	13,364	53,794

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

Christmas Festival added to Budget TC Minute 61 3.10.17

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/11/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Lettings	47,240	31,493	26,928	28,765	(20,312)	(4,566)
Sundry Income	1,000	667	615	1,123	(385)	(51)
	48,240	32,160	27,543	29,888	(20,697)	(4,617)
EXPENDITURE						
Personnel	24,837	16,558	19,673	18,186	5,164	(3,115)
Security Personnel	2,000	1,333	1,530	872	470	(197)
PRS and Licences	385	257	307	302	78	(50)
Marketing, Publicity & Special Projects	1,500	1,000	-	298	1,500	1,000
Other Costs	500	333	57	157	443	277
Travel	350	233	129	327	221	105
Cleaning & Laundry	3,600	2,400	2,728	2,371	872	(328)
Operating Equipment	6,300	4,200	(43)	-	6,343	4,243
Contingency for Inflation	341	227				
	39,813	26,542	24,380	22,513	15,433	2,162
NET INCOME	8,427	5,618	3,163	7,375	(5,264)	(2,455)

CIVIC EXPENDITURE
At 30/11/2017

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/11/2017	2017-18	2016-17	Annual Budget	YTD Budget
Mayor's Allowance	6,500	4,333	4,127	4,334	2,373	206
Mayor's Traveling	5,000	3,333	3,223	2,926	1,777	110
Civic Insignia	1,500	1,000	911	138	589	89
Receptions (Formal & Informal)	6,000	4,000	8,321	4,546	(2,321)	(4,321)
SBC - Town Council only	25,000	16,667	16,667	20,000	8,333	-
Christmas Activities	2,000	1,333	3,714	1,970	(1,714)	(2,381)
Honoraria inc photographic	3,144	2,096	1,543	1,683	1,601	553
Printing & Stationery	500	333	205	343	295	128
Floral Decorations	650	433	295	245	355	138
National Mourning Protocol	-	-	-	-	-	-
Civic Gifts	100	67	-	180	100	67
Festivals & Events - HODS	2,000	1,333	356	1,303	1,644	977
Civic Robes	1,500	1,000	-	1,464	1,500	1,000
Contingency (Events tbc)	5,000	3,333	820	3,555	4,180	2,513
	58,894	39,263	40,182	42,686	18,712	(919)

HATTON ROCK**At 30/11/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/11/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Rent	12,366	8,244	4,294	660	8,072	3,950
Rates	3,872	2,581	1,229	2,981	2,643	1,353
Insurance	130	87	51	123	79	36
Heating & Lighting	39	26	(22)	12	61	48
Service Costs	900	600	22	750	878	578
Sundry Expenses	350	233	10	10	340	223
	17,657	11,771	5,584	4,537	12,073	6,187

ALLOTMENTS - PARK ROAD**At 30/11/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/11/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	110	17	-	(149)	(94)
	165	110	17	-	(149)	(94)
EXPENDITURE						
Lease	10	7	-	-	10	7
Set up & Maintenance Costs	-	-	-	1,432	-	-
	10	7	-	1,432	10	7
NET EXPENDITURE	(155)	(103)	(17)	1,432	(139)	(87)

TRANQUILITY GARDEN**At 30/11/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/11/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	-	-	5,764	-	5,764	5,764
Memorial Fees	12,300	8,200	3,006	1,670	(9,294)	(5,194)
	12,300	8,200	8,770	1,670	(3,530)	570
EXPENDITURE						
Maintenance & Phase 2 Development Costs	38,700	25,800	37,806	102,400	894	(12,006)
	38,700	25,800	37,806	102,400	894	(12,006)
NET EXPENDITURE	26,400	17,600	29,036	100,730	(2,636)	(11,436)

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 30/11/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/11/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	47,607	31,738	52,684	35,778	5,077	20,946
Memorial Fees	6,808	4,539	7,380	8,896	572	2,841
Sundry Income (Seating/Trees/Transfers)	400	267	557	149	157	290
	54,815	36,543	60,621	44,823	5,806	24,078
EXPENDITURE						
Management Charge	107,765	71,843	72,115	76,633	35,650	(272)
Rates and Water Rates	3,313	2,209	2,286	2,540	1,027	(78)
General Ground Maintenance	33,500	22,333	30,965	4,001	2,535	(8,632)
Repairs & Maintenance	50	33	265	-	(215)	(232)
Telephone	650	433	331	345	319	102
Heating & Lighting	500	333	331	181	169	2
Vehicle Expenses	4,000	2,667	1,947	2,200	2,053	719
Equipment	7,550	5,033	2,541	4,359	5,009	2,493
Health & Safety	250	167	-	54	250	167
Grave Excavation	4,750	3,167	3,230	2,660	1,520	(63)
Travel & Subsistence	520	347	402	279	118	(56)
Sundry Seating & Trees	600	400	1,135	834	(535)	(735)
Contingency for Inflation	693	462	-	-	693	462
Vehicle Replacement Contingency	2,500	1,667	-	-	2,500	1,667
	166,641	111,094	115,550	94,086	51,091	(4,456)
NET EXPENDITURE	111,826	74,551	54,929	49,263	56,897	19,622

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 30/11/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/11/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	6,305	4,203	258	2,793	6,047	3,945
	6,305	4,203	258	2,793	6,047	3,945

MISCELLANEOUS EXPENSES
At 30/11/2017

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/11/2017	2017-18	2016-17	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	208	-	513	312	208
Rother Street Clock Tower	220	147	170	1,713	50	(23)
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	1,471	981	1,113	204	358	(133)
	2,003	1,335	1,283	2,429	720	52

MARKET & CHRISTMAS FESTIVAL
At 30/11/2017

INCOME	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/11/2017	2017-18	2016-17	Annual Budget	YTD Budget
Market	136,588	91,059	61,099	53,942	(75,489)	(29,960)
Christmas Festival	-	-	-	-	-	-
	136,588	91,059	61,099	53,942	(75,489)	(29,960)
EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/11/2017	2017-18	2016-17	Annual Budget	YTD Budget
Market - District Council Share	65,961	43,974	32,654	48,753	33,307	11,320
Market - Tripartite Expenses	2,199	1,466	538	-	1,662	929
Christmas Festival	26,653	17,769	132	-	26,521	17,636
	94,813	63,209	33,324	48,753	61,489	29,885
NET INCOME	41,775	27,850	27,775	5,190	(14,000)	(75)

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

SPECIAL PROJECTS AND GRANTS
At 30/11/2017

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/11/2017	2017-18	2016-17	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	50,000	33,333	38,500	41,500	11,500	(5,167)
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	16,891	25,037	25,037	300	(8,146)
Stratforward - BID Levy	635	423	700	634	(65)	(276)
Localism Project	30,000	20,000	4,753	23,257	25,247	15,247
Special Projects & Events	-	-	-	40	-	-
Newsletters / Quality Status	11,000	7,333	3,758	3,713	7,242	3,575
Historic Spine Town Hall Plaque	-	-	-	-	-	-
	116,972	77,981	72,748	94,182	44,224	5,233

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 30/11/2017	2017-18	2016-17	Annual Budget	YTD Budget
Salaries Wages and Related Costs	217,103	144,735	119,426	111,105	97,677	25,309
Avon Planning Services	4,080	2,720	2,720	3,010	1,360	-
Neighbourhood Development Plan Monitoring	2,000	1,333	-	-	2,000	1,333
Equipment Rental	2,000	1,333	1,584	1,084	416	(251)
Office Equipment and Furniture	1,000	667	859	224	141	(192)
Telephones	2,200	1,467	1,468	1,302	732	(2)
Postage & Carriage	1,500	1,000	907	417	593	93
Alarm Call Out	2,104	1,403	335	587	1,769	1,068
Travel and Subsistence	250	167	116	116	134	51
Borough Records	350	233	700	-	(350)	(467)
Payroll Services	3,400	2,267	1,340	750	2,060	927
Councillor & Staff Training	2,275	1,517	909	1,767	1,366	608
Recruitment	1,500	1,000	1,342	205	158	(342)
Newspapers	37	25	24	23	13	0
IT	4,800	3,200	4,073	3,016	727	(873)
Rates	23,779	15,853	17,231	19,018	6,548	(1,378)
Heating & Lighting	4,000	2,667	2,632	3,857	1,368	35
STC Meeting & Expenses & Subsistence	1,000	667	700	559	300	(33)
Gen Repairs, Maint & Sundry	10,500	7,000	10,275	4,184	225	(3,275)
Health & Safety	1,500	1,000	-	706	1,500	1,000
Combined Insurance Policy	16,000	10,667	(355)	(341)	16,355	11,022
Bank Charges & Interest	1,000	667	594	925	406	73
Audit Fee	5,195	3,463	5,300	4,900	(105)	(1,837)
Professional Fees	10,000	6,667	6,188	6,140	3,812	479
Subscriptions	3,028	2,019	2,369	2,056	659	(351)
Stationery	4,400	2,933	1,539	2,056	2,861	1,394
Advertising & Publicity	1,000	667	-	-	1,000	667
Lift Maintenance Contract	1,000	667	946	551	54	(280)
Election Exp (Inc Polls/Pro Challenges)	2,500	1,667	-	-	2,500	1,667
Website Maintenance	1,000	667	-	3,816	1,000	667
Contingency for Inflation	2,898	1,932	-	-	2,898	1,932
	333,399	222,266	183,222	172,033	150,177	39,044

SHAKESPEARE BIRTHDAY CELEBRATIONS
At 30/11/2017

			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			370	1,885
SBC - Friends Receptions			-	-
SBC - Parade - Flags			583	708
SBC - Advertising Income			-	-
SBC - Bank Interest			-	42
Total Income			53,953	38,936
EXPENDITURE				
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			8,935	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	-
Total Expenditure			36,912	32,773
NET Surplus (Deficit) for Year			17,042	6,163
SBC - including Opening Balance			78,661	