

At 31/10/2017

Month

7

Barclays Business Current Account	£	34,001	Cemetery Land & Building Reserve	£	30,000
Barclays Debit Card Account	£	500	Tranquility Garden Reserve	£	59,146
CCLA Public Sector Deposit Fund	£	447,108	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	<b>Total STC Reserves At 31/03/2017</b>	<b>£</b>	<b>797,058</b>
<b>Total Bank &amp; Investments At 31/10/2017</b>	<b>£</b>	<b>1,131,609</b>	Shakespeare Birthday Celebrations	£	78,661

**SUMMARISED INCOME & EXPENDITURE ACCOUNT**

At 31/10/2017

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/10/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Precept	481,405	280,820	280,820	271,728	(200,585)	-
Council Tax Reduction Grant	15,280	8,913	8,913	12,005	(6,367)	-
Market & Christmas Festival [Net]	41,775	24,368	27,908	5,190	(13,867)	3,540
Rents	9,750	5,688	2,691	-	(7,059)	(2,997)
Interest on Investments	18,319	10,686	8,860	2,498	(9,459)	(1,826)
Interest on Bank Accounts	350	204	178	417	(172)	(26)
Income from Sale of Assets	-	-	63	-	63	63
River Mooring	600	350	350	-	(250)	-
Grant - Neighbourhood Plan	-	-	-	5,400	-	-
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	8,427	4,916	1,153	5,376	(7,274)	(3,763)
Reserves for Tranquility Garden & NDP	70,000					
Further Funding from Reserves	2,895					
	<b>648,801</b>	<b>335,945</b>	<b>330,935</b>	<b>302,614</b>	<b>(317,866)</b>	<b>(5,010)</b>
<b>EXPENDITURE</b>						
Operational & Administrative Expenses	333,399	194,483	161,616	150,953	171,783	32,867
Miscellaneous Expenses	2,003	1,168	1,163	2,373	840	5
Civic Expenditure	58,894	34,355	30,799	41,629	28,095	3,556
Cemetery [Net]	111,826	65,232	46,047	43,922	65,779	19,185
Tranquility Garden [Net]	26,400	15,400	30,470	101,151	(4,070)	(15,070)
Hatton Rock	17,657	10,300	4,244	4,164	13,413	6,056
Holy Trinity Churchyard	6,305	3,678	258	2,793	6,047	3,420
Special Projects and Grants	116,972	68,234	60,142	93,416	56,830	8,092
Allotment [Net]	(155)	(90)	(17)	1,432	(139)	(74)
	<b>673,301</b>	<b>392,760</b>	<b>334,724</b>	<b>441,832</b>	<b>338,577</b>	<b>58,036</b>
<b>NET Surplus (Deficit)</b>	<b>(24,500)</b>	<b>(56,815)</b>	<b>(3,789)</b>	<b>(139,219)</b>	<b>20,711</b>	<b>53,026</b>

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

Christmas Festival added to Budget TC Minute 61 3.10.17

	<b>BUDGET</b>		<b>ACTUALS</b>		<b>VARIANCE - Surplus (Deficit)</b>	
	<b>Annual Budget 2017-18</b>	<b>YTD Budget At 31/10/2017</b>	<b>YTD Actuals 2017-18</b>	<b>YTD Previous 2016-17</b>	<b>YTD Actuals To Annual Budget</b>	<b>YTD Budget</b>
<b>INCOME</b>						
Lettings	47,240	27,557	<b>22,157</b>	23,740	(25,083)	(5,400)
Sundry Income	1,000	583	<b>446</b>	944	(554)	(137)
	<b>48,240</b>	<b>28,140</b>	<b>22,603</b>	<b>24,684</b>	<b>(25,637)</b>	<b>(5,537)</b>
<b>EXPENDITURE</b>						
Personnel	24,837	14,488	<b>17,392</b>	15,420	7,445	(2,904)
Security Personnel	2,000	1,167	<b>1,530</b>	872	470	(363)
PRS and Licences	385	225	<b>307</b>	302	78	(82)
Marketing, Publicity & Special Projects	1,500	875	-	298	1,500	875
Other Costs	500	292	<b>7</b>	152	493	285
Travel	350	204	<b>128</b>	322	222	76
Cleaning & Laundry	3,600	2,100	<b>2,130</b>	1,943	1,470	(30)
Operating Equipment	6,300	3,675	<b>(43)</b>	-	6,343	3,718
Contingency for Inflation	341	199				
	<b>39,813</b>	<b>23,224</b>	<b>21,450</b>	<b>19,308</b>	<b>18,363</b>	<b>1,774</b>
<b>NET INCOME</b>	<b>8,427</b>	<b>4,916</b>	<b>1,153</b>	<b>5,376</b>	<b>(7,274)</b>	<b>(3,763)</b>

**CIVIC EXPENDITURE**
**At 31/10/2017**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/10/2017	2017-18	2016-17	Annual Budget	YTD Budget
Mayor's Allowance	6,500	3,792	4,127	4,334	2,373	(335)
Mayor's Traveling	5,000	2,917	2,972	2,696	2,028	(55)
Civic Insignia	1,500	875	911	138	589	(36)
Receptions (Formal & Informal)	6,000	3,500	5,270	4,140	730	(1,770)
SBC - Town Council only	25,000	14,583	14,583	20,000	10,417	-
Christmas Activities	2,000	1,167	667	1,695	1,333	500
Honoraria inc photographic	3,144	1,834	1,543	1,681	1,601	291
Printing & Stationery	500	292	205	198	295	87
Floral Decorations	650	379	295	245	355	84
National Mourning Protocol	-	-	-	-	-	-
Civic Gifts	100	58	-	180	100	58
Festivals & Events - HODS	2,000	1,167	226	1,303	1,774	940
Civic Robes	1,500	875	-	1,464	1,500	875
Contingency (Events tbc)	5,000	2,917	-	3,555	5,000	2,917
	<b>58,894</b>	<b>34,355</b>	<b>30,799</b>	<b>41,629</b>	<b>28,095</b>	<b>3,556</b>

**HATTON ROCK****At 31/10/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/10/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>EXPENDITURE</b>						
Rent	12,366	7,214	3,170	660	9,196	4,044
Rates	3,872	2,259	1,075	2,608	2,797	1,184
Insurance	130	76	51	123	79	25
Heating & Lighting	39	23	(22)	12	61	44
Service Costs	900	525	(40)	750	940	565
Sundry Expenses	350	204	10	10	340	194
	<b>17,657</b>	<b>10,300</b>	<b>4,244</b>	<b>4,164</b>	<b>13,413</b>	<b>6,056</b>

**ALLOTMENTS - PARK ROAD****At 31/10/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/10/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Tenancy Rental	165	96	17	-	(149)	(80)
	<b>165</b>	<b>96</b>	<b>17</b>	<b>-</b>	<b>(149)</b>	<b>(80)</b>
<b>EXPENDITURE</b>						
Lease	10	6	-	-	10	6
Set up & Maintenance Costs	-	-	-	1,432	-	-
	<b>10</b>	<b>6</b>	<b>-</b>	<b>1,432</b>	<b>10</b>	<b>6</b>
<b>NET EXPENDITURE</b>	<b>(155)</b>	<b>(90)</b>	<b>(17)</b>	<b>1,432</b>	<b>(139)</b>	<b>(74)</b>

**TRANQUILITY GARDEN****At 31/10/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/10/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	-	-	5,042	-	5,042	5,042
Memorial Fees	12,300	7,175	1,969	1,249	(10,331)	(5,206)
	<b>12,300</b>	<b>7,175</b>	<b>7,011</b>	<b>1,249</b>	<b>(5,289)</b>	<b>(164)</b>
<b>EXPENDITURE</b>						
Maintenance & Phase 2 Development Costs	38,700	22,575	37,481	102,400	1,219	(14,906)
	<b>38,700</b>	<b>22,575</b>	<b>37,481</b>	<b>102,400</b>	<b>1,219</b>	<b>(14,906)</b>
<b>NET EXPENDITURE</b>	<b>26,400</b>	<b>15,400</b>	<b>30,470</b>	<b>101,151</b>	<b>(4,070)</b>	<b>(15,070)</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 31/10/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/10/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	47,607	27,771	49,259	32,343	1,652	21,488
Memorial Fees	6,808	3,971	6,460	7,291	(348)	2,489
Sundry Income (Seating/Trees/Transfers)	400	233	409	113	9	176
	<b>54,815</b>	<b>31,975</b>	<b>56,128</b>	<b>39,747</b>	<b>1,313</b>	<b>24,153</b>
<b>EXPENDITURE</b>						
Management Charge	107,765	62,863	61,133	67,060	46,632	1,730
Rates and Water Rates	3,313	1,933	2,001	2,230	1,312	(68)
General Ground Maintenance	33,500	19,542	30,772	3,887	2,728	(11,231)
Repairs & Maintenance	50	29	265	-	(215)	(236)
Telephone	650	379	300	302	350	79
Heating & Lighting	500	292	305	181	195	(13)
Vehicle Expenses	4,000	2,333	1,699	1,890	2,301	634
Equipment	7,550	4,404	1,709	4,347	5,841	2,695
Health & Safety	250	146	-	-	250	146
Grave Excavation	4,750	2,771	2,470	2,660	2,280	301
Travel & Subsistence	520	303	385	279	135	(82)
Sundry Seating & Trees	600	350	1,135	834	(535)	(785)
Contingency for Inflation	693	404	-	-	693	404
Vehicle Replacement Contingency	2,500	1,458	-	-	2,500	1,458
	<b>166,641</b>	<b>97,207</b>	<b>102,175</b>	<b>83,669</b>	<b>64,466</b>	<b>(4,967)</b>
<b>NET EXPENDITURE</b>	<b>111,826</b>	<b>65,232</b>	<b>46,047</b>	<b>43,922</b>	<b>65,779</b>	<b>19,185</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 31/10/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 31/10/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>EXPENDITURE</b>						
Special Repairs and Maintenance	6,305	3,678	258	2,793	6,047	3,420
	<b>6,305</b>	<b>3,678</b>	<b>258</b>	<b>2,793</b>	<b>6,047</b>	<b>3,420</b>

**MISCELLANEOUS EXPENSES**
**At 31/10/2017**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/10/2017	2017-18	2016-17	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	182	-	457	312	182
Rother Street Clock Tower	220	128	50	1,713	170	78
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	1,471	858	1,113	204	358	(255)
	<b>2,003</b>	<b>1,168</b>	<b>1,163</b>	<b>2,373</b>	<b>840</b>	<b>5</b>

**MARKET & CHRISTMAS FESTIVAL**
**At 31/10/2017**

INCOME	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/10/2017	2017-18	2016-17	Annual Budget	YTD Budget
Market	136,588	79,676	61,099	53,942	(75,489)	(18,577)
Christmas Festival	-	-	-	-	-	-
	<b>136,588</b>	<b>79,676</b>	<b>61,099</b>	<b>53,942</b>	<b>(75,489)</b>	<b>(18,577)</b>
EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/10/2017	2017-18	2016-17	Annual Budget	YTD Budget
Market - District Council Share	65,961	38,477	32,654	48,753	33,307	5,823
Market - Tripartite Expenses	2,199	1,283	538	-	1,662	745
Christmas Festival	26,653	15,548	-	-	26,653	15,548
	<b>94,813</b>	<b>55,308</b>	<b>33,191</b>	<b>48,753</b>	<b>61,622</b>	<b>22,116</b>
NET INCOME	<b>41,775</b>	<b>24,368</b>	<b>27,908</b>	<b>5,190</b>	<b>(13,867)</b>	<b>3,540</b>

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

**SPECIAL PROJECTS AND GRANTS**
**At 31/10/2017**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 31/10/2017	2017-18	2016-17	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	50,000	29,167	27,000	41,500	23,000	2,167
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	14,780	25,037	25,037	300	(10,257)
Stratforward - BID Levy	635	370	700	634	(65)	(329)
Localism Project	30,000	17,500	3,943	22,788	26,057	13,557
Special Projects & Events	-	-	-	40	-	-
Newsletters / Quality Status	11,000	6,417	3,462	3,417	7,538	2,955
Historic Spine Town Hall Plaque	-	-	-	-	-	-
	<b>116,972</b>	<b>68,234</b>	<b>60,142</b>	<b>93,416</b>	<b>56,830</b>	<b>8,092</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 31/10/2017	2017-18	2016-17	Annual Budget	YTD Budget
Salaries Wages and Related Costs	217,103	126,643	104,917	97,467	112,186	21,726
Avon Planning Services	4,080	2,380	2,380	2,675	1,700	-
Neighbourhood Development Plan Monitoring	2,000	1,167	-	-	2,000	1,167
Equipment Rental	2,000	1,167	1,507	1,007	493	(340)
Office Equipment and Furniture	1,000	583	727	224	273	(143)
Telephones	2,200	1,283	1,324	1,192	876	(41)
Postage & Carriage	1,500	875	910	420	590	(35)
Alarm Call Out	2,104	1,227	335	587	1,769	892
Travel and Subsistence	250	146	80	116	170	65
Borough Records	350	204	700	-	(350)	(496)
Payroll Services	3,400	1,983	1,340	750	2,060	643
Councillor & Staff Training	2,275	1,327	845	1,557	1,430	482
Recruitment	1,500	875	1,342	205	158	(467)
Newspapers	37	22	21	20	17	1
IT	4,800	2,800	3,572	2,894	1,228	(772)
Rates	23,779	13,871	15,077	16,844	8,702	(1,206)
Heating & Lighting	4,000	2,333	2,632	2,469	1,368	(298)
STC Meeting & Expenses & Subsistence	1,000	583	565	476	435	18
Gen Repairs, Maint & Sundry	10,500	6,125	6,952	4,039	3,548	(827)
Health & Safety	1,500	875	-	-	1,500	875
Combined Insurance Policy	16,000	9,333	(355)	(341)	16,355	9,689
Bank Charges & Interest	1,000	583	519	867	481	64
Audit Fee	5,195	3,030	5,300	4,900	(105)	(2,270)
Professional Fees	10,000	5,833	6,188	6,140	3,812	(355)
Subscriptions	3,028	1,766	2,334	2,021	694	(568)
Stationery	4,400	2,567	1,459	1,965	2,941	1,108
Advertising & Publicity	1,000	583	-	-	1,000	583
Lift Maintenance Contract	1,000	583	946	551	54	(363)
Election Exp (Inc Polls/Pro Challenges)	2,500	1,458	-	-	2,500	1,458
Website Maintenance	1,000	583	-	1,908	1,000	583
Contingency for Inflation	2,898	1,691	-	-	2,898	1,691
	<b>333,399</b>	<b>194,483</b>	<b>161,616</b>	<b>150,953</b>	<b>171,783</b>	<b>32,867</b>

**SHAKESPEARE BIRTHDAY CELEBRATIONS**
**At 31/10/2017**

			2017-18	2016-17
SBC - S106 Agreement (Balance)			11,362	
SBC - Opening Balance (B/fwd from 2016-17)			61,619	
<b>INCOME</b>				
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
<b>Total Income</b>			<b>53,953</b>	<b>38,936</b>
<b>EXPENDITURE</b>				
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	-
<b>Total Expenditure</b>			<b>36,912</b>	<b>32,773</b>
<b>NET Surplus (Deficit) for Year</b>			<b>17,042</b>	<b>6,163</b>
<b>SBC - including Opening Balance</b>			<b>78,661</b>	