

At 30/09/2018

Month

6

Barclays Business Current Account	£	248,136	Cemetery Land & Building Reserve	£	30,000
Barclays Debit Card Account	£	86	Christmas Festival Reserve	£	13,086
CCLA Public Sector Deposit Fund	£	123,026	Allotment Reserve	£	27,463
CCLA Local Authorities' Property Fund	£	250,000	Localism Project Reserve	£	35,205
Cambridge & Counties 3 Year Business Bond	£	254,724	Other Designated Reserves	£	182,402
Cambridge & Counties 1 Year Business Bond	£	150,000	General Reserve	£	505,841
Cambridge & Counties Bank Savings Account	£	75,758	<b>Total STC Reserves At 31/03/2017</b>	<b>£</b>	<b>793,997</b>
<b>Total Bank &amp; Investments At 30/09/2018</b>	<b>£</b>	<b>1,101,730</b>	Shakespeare Birthday Celebrations	£	72,552

**SUMMARISED INCOME & EXPENDITURE ACCOUNT**

At 30/09/2018

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 30/09/2018	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Precept	496,472	248,236	248,236	240,703	(248,236)	-
Council Tax Reduction Grant	9,430	4,715	4,715	7,640	(4,715)	-
Market & Christmas Festival [Net]	39,047	19,523	57,864	27,908	18,817	38,341
Rents [Net]	7,775	3,888	7,566	2,691	(209)	3,678
Interest on Investments	19,224	9,612	3,175	5,697	(16,049)	(6,437)
Interest on Bank Accounts	350	175	193	159	(157)	18
Income from Sale of Assets	-	-	-	63	-	-
River Mooring [Net]	625	313	800	350	175	488
Grant - Neighbourhood Plan	-	-	-	-	-	-
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	5,065	2,532	219	4,080	(4,846)	(2,313)
Reserves for Localism Project (NDP)	-	-	9,097	-	9,097	9,097
Further Funding from Reserves	47,774	23,887	-	-	(47,774)	(23,887)
	<b>625,762</b>	<b>312,880</b>	<b>331,865</b>	<b>289,290</b>	<b>(293,897)</b>	<b>18,985</b>
<b>EXPENDITURE</b>						
Operational & Administrative Expenses	343,660	171,830	157,891	139,161	185,769	13,939
Miscellaneous Expenses	2,761	1,381	389	1,143	2,372	992
Civic Expenditure	92,555	46,278	30,728	25,299	61,827	15,550
Cemetery [Net]	96,496	48,248	59,599	45,291	36,897	(11,351)
Tranquility Garden [Net]	(7,300)	(3,650)	(4,703)	31,267	(2,597)	1,053
Hatton Rock	18,010	9,005	(364)	2,904	18,374	9,369
Holy Trinity Churchyard	2,500	1,250	418	258	2,082	832
Special Projects and Grants	92,964	46,482	38,224	33,142	54,740	8,258
Allotments [Net]	(155)	(78)	466	(17)	(621)	(544)
	<b>641,491</b>	<b>320,746</b>	<b>282,647</b>	<b>278,448</b>	<b>358,844</b>	<b>38,099</b>
<b>NET Surplus (Deficit)</b>	<b>(15,729)</b>	<b>(7,866)</b>	<b>49,217</b>	<b>10,842</b>	<b>64,946</b>	<b>57,083</b>

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

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 30/09/2018	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Lettings	38,262	19,131	19,080	21,453	(19,182)	(51)
Sundry Income	833	416	28	600	(804)	(388)
	<b>39,095</b>	<b>19,547</b>	<b>19,108</b>	<b>22,053</b>	<b>(19,987)</b>	<b>(439)</b>
<b>EXPENDITURE</b>						
Personnel	25,135	12,568	13,169	14,580	11,967	(601)
Security Personnel	2,000	1,000	475	1,275	1,525	525
PRS and Licences	385	193	2,586	127	(2,201)	(2,393)
Marketing, Publicity & Special Projects	1,500	750	-	-	1,500	750
Other Costs	500	250	-	7	500	250
Travel	350	175	101	109	249	74
Cleaning & Laundry	3,600	1,800	1,797	1,918	1,803	3
Operating Equipment	300	150	761	(43)	(461)	(611)
Contingency for Inflation	259	130				
	<b>34,030</b>	<b>17,015</b>	<b>18,889</b>	<b>17,972</b>	<b>15,141</b>	<b>(1,874)</b>
<b>NET INCOME</b>	<b>5,065</b>	<b>2,532</b>	<b>219</b>	<b>4,080</b>	<b>(4,846)</b>	<b>(2,313)</b>

YTD Actuals 2018/19 Lettings Income has been amended to exclude Deferred Income F&S Minute 10 12.6.18

**CIVIC EXPENDITURE**
**At 30/09/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 30/09/2018	2018-19	2017-18	Annual Budget	YTD Budget
Mayor's Allowance	6,500	3,250	1,953	1,943	4,547	1,297
Mayor's Traveling	5,000	2,500	2,443	2,478	2,557	57
Civic Insignia	1,500	750	90	911	1,410	660
Receptions (Formal & Informal)	6,000	3,000	2,861	5,198	3,139	139
SBC - Town Council only	25,000	12,500	12,500	12,500	12,500	-
Christmas Activities	5,429	2,715	4,022	-	1,407	(1,307)
Festivals & Events - HODS	2,000	1,000	885	226	1,115	115
Event Security	30,000	15,000	4,095	-	25,905	10,905
Contingency (Events tbc)	5,000	2,500	-	-	5,000	2,500
Honoraria inc photographic	3,176	1,588	1,456	1,543	1,720	132
Printing & Stationery	500	250	4	205	496	246
Floral Decorations	650	325	195	295	455	130
National Mourning Protocol	200	100	25	-	175	75
Civic Gifts	100	50	109	-	(9)	(59)
Civic Robes	1,500	750	90	-	1,410	660
	<b>92,555</b>	<b>46,278</b>	<b>30,728</b>	<b>25,299</b>	<b>61,827</b>	<b>15,550</b>

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

**HATTON ROCK****At 30/09/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 30/09/2018	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
<b>EXPENDITURE</b>						
Rent	12,366	6,183	4	2,046	12,362	6,179
Rates	4,368	2,184	319	921	4,049	1,865
Insurance	135	68	(70)	51	205	138
Heating & Lighting	41	21	130	(22)	(89)	(109)
Service Costs	750	375	(757)	(103)	1,507	1,132
Sundry Expenses	350	175	10	10	340	165
	<b>18,010</b>	<b>9,005</b>	<b>(364)</b>	<b>2,904</b>	<b>18,374</b>	<b>9,369</b>

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

**ALLOTMENTS - PARK ROAD****At 30/09/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 30/09/2018	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Tenancy Rental	165	83	33	17	(132)	(50)
	<b>165</b>	<b>83</b>	<b>33</b>	<b>17</b>	<b>(132)</b>	<b>(50)</b>
<b>EXPENDITURE</b>						
Lease	10	5	-	-	10	5
Set up & Maintenance Costs	-	-	499	-	(499)	(499)
	<b>10</b>	<b>5</b>	<b>499</b>	<b>-</b>	<b>(489)</b>	<b>(494)</b>
<b>NET EXPENDITURE</b>	<b>(155)</b>	<b>(78)</b>	<b>466</b>	<b>(17)</b>	<b>(621)</b>	<b>(544)</b>

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

**TRANQUILITY GARDEN****At 30/09/2018**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2018-19	YTD Budget At 30/09/2018	YTD Actuals 2018-19	YTD Previous 2017-18	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	6,150	3,075	4,395	4,086	(1,755)	1,320
Memorial Fees	6,150	3,075	1,260	1,969	(4,890)	(1,815)
	<b>12,300</b>	<b>6,150</b>	<b>5,655</b>	<b>6,055</b>	<b>(6,645)</b>	<b>(495)</b>
<b>EXPENDITURE</b>						
Maintenance & Development Costs	5,000	2,500	952	37,322	4,048	1,548
	<b>5,000</b>	<b>2,500</b>	<b>952</b>	<b>37,322</b>	<b>4,048</b>	<b>1,548</b>
<b>NET EXPENDITURE</b>	<b>(7,300)</b>	<b>(3,650)</b>	<b>(4,703)</b>	<b>31,267</b>	<b>(2,597)</b>	<b>1,053</b>

**CEMETERY****At 30/09/2018**

	<b>BUDGET</b>		<b>ACTUALS</b>		<b>VARIANCE - Surplus (Deficit)</b>	
	<b>Annual Budget 2018-19</b>	<b>YTD Budget At 30/09/2018</b>	<b>YTD Actuals 2018-19</b>	<b>YTD Previous 2017-18</b>	<b>YTD Actuals To Annual Budget</b>	<b>YTD Budget</b>
<b>INCOME</b>						
Purchase & Interment Fees	49,464	24,732	15,792	41,293	(33,672)	(8,940)
Memorial Fees	7,074	3,537	3,770	5,284	(3,304)	233
Sundry Income (Seating/Trees/Transfers)	400	200	280	404	(120)	80
	<b>56,938</b>	<b>28,469</b>	<b>19,842</b>	<b>46,981</b>	<b>(37,096)</b>	<b>(8,627)</b>
<b>EXPENDITURE</b>						
Management Charge	119,143	59,572	63,939	52,279	55,204	(4,367)
Rates and Water Rates	3,791	1,896	2,323	1,715	1,468	(427)
General Ground Maintenance	8,100	4,050	1,955	30,609	6,145	2,095
Repairs & Maintenance	50	25	596	265	(546)	(571)
Telephone	650	325	254	268	396	71
Heating & Lighting	543	272	687	305	(144)	(415)
Vehicle Expenses	4,000	2,000	2,031	1,556	1,969	(31)
Equipment	7,550	3,775	5,689	1,710	1,861	(1,914)
Health & Safety	250	125	-	-	250	125
Grave Excavation	4,750	2,375	1,330	2,090	3,420	1,045
Travel & Subsistence	520	260	331	339	189	(71)
Sundry Seating & Trees	600	300	308	1,135	292	(8)
Contingency for Inflation	987	494	-	-	987	494
Vehicle Replacement Contingency	2,500	1,250	-	-	2,500	1,250
	<b>153,434</b>	<b>76,717</b>	<b>79,441</b>	<b>92,272</b>	<b>73,993</b>	<b>(2,724)</b>
<b>NET EXPENDITURE</b>	<b>96,496</b>	<b>48,248</b>	<b>59,599</b>	<b>45,291</b>	<b>36,897</b>	<b>(11,351)</b>

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

**HOLY TRINITY CHURCHYARD / GARDEN OF REMEMBRANCE****At 30/09/2018**

	<b>BUDGET</b>		<b>ACTUALS</b>		<b>VARIANCE - Surplus (Deficit)</b>	
	<b>Annual Budget 2018-19</b>	<b>YTD Budget At 30/09/2018</b>	<b>YTD Actuals 2018-19</b>	<b>YTD Previous 2017-18</b>	<b>YTD Actuals To Annual Budget</b>	<b>YTD Budget</b>
<b>EXPENDITURE</b>						
Special Repairs and Maintenance	2,500	1,250	418	258	2,082	832
	<b>2,500</b>	<b>1,250</b>	<b>418</b>	<b>258</b>	<b>2,082</b>	<b>832</b>

**MISCELLANEOUS EXPENSES****At 30/09/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 30/09/2018	2018-19	2017-18	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	156	-	-	312	156
Rother Street Clock Tower	220	110	53	30	167	57
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	2,229	1,115	336	1,113	1,893	779
	<b>2,761</b>	<b>1,381</b>	<b>389</b>	<b>1,143</b>	<b>2,372</b>	<b>992</b>

**MARKET & CHRISTMAS FESTIVAL****At 30/09/2018**

INCOME	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 30/09/2018	2018-19	2017-18	Annual Budget	YTD Budget
Market	138,142	69,071	102,849	61,099	(35,293)	33,778
Christmas Festival	-	-	-	-	-	-
	<b>138,142</b>	<b>69,071</b>	<b>102,849</b>	<b>61,099</b>	<b>(35,293)</b>	<b>33,778</b>
EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 30/09/2018	2018-19	2017-18	Annual Budget	YTD Budget
Market - District Council Share	82,885	41,443	40,665	32,654	42,220	778
Market - Tripartite Expenses	2,763	1,382	4,299	538	(1,536)	(2,918)
Christmas Festival	13,447	6,724	20	-	13,427	6,704
	<b>99,095</b>	<b>49,548</b>	<b>44,984</b>	<b>33,191</b>	<b>54,111</b>	<b>4,563</b>
NET INCOME	<b>39,047</b>	<b>19,523</b>	<b>57,864</b>	<b>27,908</b>	<b>18,817</b>	<b>38,341</b>

**SPECIAL PROJECTS AND GRANTS****At 30/09/2018**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 30/09/2018	2018-19	2017-18	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	55,500	27,750	-	-	55,500	27,750
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	12,669	25,037	25,037	300	(12,369)
Stratfordward - BID Levy	727	364	700	700	27	(336)
Localism Project (NDP)	-	-	9,097	3,943	(9,097)	(9,097)
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	11,000	5,500	3,390	3,462	7,610	2,110
Great British Spring Clean	400	200	-	-	400	200
	<b>92,964</b>	<b>46,482</b>	<b>38,224</b>	<b>33,142</b>	<b>54,740</b>	<b>8,258</b>

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2018-19	At 30/09/2018	2018-19	2017-18	Annual Budget	YTD Budget
Salaries Wages and Related Costs	221,546	110,773	93,590	91,248	127,956	17,183
Avon Planning Services	4,080	2,040	2,040	2,040	2,040	-
Neighbourhood Development Plan Monitoring	2,000	1,000	-	-	2,000	1,000
Equipment Rental	2,000	1,000	915	1,198	1,085	85
Office Equipment & Furniture & Stationery	5,400	2,700	1,152	1,693	4,248	1,548
Telephones	2,200	1,100	1,036	1,186	1,164	64
Postage & Carriage	1,500	750	490	918	1,010	260
Alarm Call Out	2,104	1,052	139	335	1,965	913
Travel and Subsistence	250	125	82	80	168	43
Borough Records	350	175	-	-	350	175
Payroll Services	3,400	1,700	450	1,340	2,950	1,250
Councillor & Staff Training	2,275	1,138	1,636	785	639	(499)
Recruitment	1,500	750	172	978	1,328	578
Newspapers	37	19	21	18	16	(2)
IT	4,800	2,400	3,929	3,069	871	(1,529)
Rates	26,675	13,338	15,653	12,923	11,022	(2,316)
Heating & Lighting	7,525	3,763	2,099	2,451	5,426	1,663
STC Meeting & Expenses & Subsistence	1,000	500	373	449	627	127
Gen Repairs, Maint & Sundry	10,500	5,250	10,657	6,009	(157)	(5,407)
Health & Safety	1,500	750	-	-	1,500	750
Combined Insurance Policy	15,420	7,710	7,698	(355)	7,722	12
Bank Charges & Interest	1,000	500	21	457	979	479
Audit Fee	5,390	2,695	5,600	3,700	(210)	(2,905)
Professional Fees	10,000	5,000	8,527	6,188	1,473	(3,527)
Subscriptions	1,602	801	1,224	2,084	378	(423)
Advertising & Publicity	1,000	500	-	-	1,000	500
Lift Maintenance Contract	1,000	500	386	368	614	114
Election Exp (Inc Polls/Pro Challenges)	2,500	1,250	-	-	2,500	1,250
Website Maintenance	1,000	500	-	-	1,000	500
Contingency for Inflation	4,106	2,053	-	-	4,106	2,053
	<b>343,660</b>	<b>171,830</b>	<b>157,891</b>	<b>139,161</b>	<b>185,769</b>	<b>13,939</b>

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

**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**

# SHAKESPEARE BIRTHDAY CELEBRATIONS

At 30/09/2018

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
<b>INCOME</b>				
SBC - Income (Other)			25,000	28,000
SBC - Town Council Budget			25,000	25,000
SBC - Friends Donations			80	350
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			867	583
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
<b>Total Income</b>			<b>50,947</b>	<b>53,933</b>
<b>EXPENDITURE</b>				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			150	315
SBC - Standard Replacements			-	97
SBC - Flag Poles			4,520	3,530
SBC - Insurance			376	355
SBC - Health & Safety			1,745	995
SBC - Traffic Management			3,364	3,597
SBC - Parade & Ceremony			9,051	10,298
SBC - Management Charges			6,519	8,477
SBC - Operational Expenses			7,500	-
SBC - Miscellaneous Expenses			12,530	8,935
SBC - Birthday Cake			1,400	-
SBC - Playmakers			-	-
SBC - Marketing			2,000	-
SBC - Bank Charges			-	-
SBC - Friends of Shakespeare			-	-
SBC - Friends of Shakespeare Launch			-	-
SBC - Friends Reception			393	313
<b>Total Expenditure</b>			<b>49,547</b>	<b>36,912</b>
<b>NET Surplus (Deficit) for Year</b>			<b>1,399</b>	<b>17,022</b>

<b>SBC - including Opening Balance</b>			<b>72,552</b>
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