

At 30/09/2017

Month

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Barclays Business Current Account	£	325,644	Cemetery Land & Building Reserve	£	30,000
Barclays Debit Card Account	£	13	Tranquility Garden Reserve	£	59,146
CCLA Public Sector Deposit Fund	£	197,070	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 30/09/2017</b>	<b>£</b>	<b>1,172,727</b>	Shakespeare Birthday Celebrations	£	78,641

**SUMMARISED INCOME & EXPENDITURE ACCOUNT**

At 30/09/2017

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/09/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Precept	481,405	240,703	240,703	232,910	(240,703)	-
Council Tax Reduction Grant	15,280	7,640	7,640	10,290	(7,640)	-
Market & Christmas Festival [Net]	41,775	20,887	27,908	21,517	(13,867)	7,021
Rents	9,750	4,875	2,691	-	(7,059)	(2,184)
Interest on Investments	18,319	9,160	5,697	1,750	(12,622)	(3,462)
Interest on Bank Accounts	350	175	159	399	(191)	(16)
Income from Sale of Assets	-	-	63	-	63	63
River Mooring	600	300	350	-	(250)	50
Grant - Neighbourhood Plan	-	-	-	5,400	-	-
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	8,427	4,213	4,080	8,021	(4,347)	(133)
Reserves for Tranquility Garden & NDP	70,000					
Further Funding from Reserves	2,895					
	<b>648,801</b>	<b>287,952</b>	<b>289,290</b>	<b>280,286</b>	<b>(359,511)</b>	<b>1,338</b>
<b>EXPENDITURE</b>						
Operational & Administrative Expenses	333,399	166,700	139,161	122,890	194,238	27,539
Miscellaneous Expenses	2,003	1,002	1,143	2,149	860	(141)
Civic Expenditure	58,894	29,447	25,299	39,465	33,595	4,148
Cemetery [Net]	111,826	55,913	45,291	40,906	66,535	10,622
Tranquility Garden [Net]	26,400	13,200	31,267	61,929	(4,867)	(18,067)
Hatton Rock	17,657	8,829	2,904	3,791	14,753	5,925
Holy Trinity Churchyard	6,305	3,153	258	2,793	6,047	2,895
Special Projects and Grants	116,972	58,486	33,142	48,324	83,830	25,344
Allotment [Net]	(155)	(78)	(17)	1,432	(139)	(61)
	<b>673,301</b>	<b>336,652</b>	<b>278,448</b>	<b>323,678</b>	<b>394,853</b>	<b>58,204</b>
<b>NET Surplus (Deficit)</b>	<b>(24,500)</b>	<b>(48,700)</b>	<b>10,842</b>	<b>(43,392)</b>	<b>35,342</b>	<b>59,542</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 30/09/2017</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	23,620	21,453	22,866	(25,787)	(2,167)
Sundry Income	1,000	500	600	938	(400)	100
	<b>48,240</b>	<b>24,120</b>	<b>22,053</b>	<b>23,804</b>	<b>(26,187)</b>	<b>(2,067)</b>
<b>EXPENDITURE</b>						
Personnel	24,837	12,419	14,580	12,951	10,257	(2,162)
Security Personnel	2,000	1,000	1,275	551	725	(275)
PRS and Licences	385	193	127	122	258	66
Marketing, Publicity & Special Projects	1,500	750	-	-	1,500	750
Other Costs	500	250	7	126	493	243
Travel	350	175	109	284	241	66
Cleaning & Laundry	3,600	1,800	1,918	1,749	1,682	(118)
Operating Equipment	6,300	3,150	(43)	-	6,343	3,193
Contingency for Inflation	341	171				
	<b>39,813</b>	<b>19,907</b>	<b>17,972</b>	<b>15,784</b>	<b>21,841</b>	<b>1,935</b>
<b>NET INCOME</b>	<b>8,427</b>	<b>4,213</b>	<b>4,080</b>	<b>8,021</b>	<b>(4,347)</b>	<b>(133)</b>

**CIVIC EXPENDITURE**
**At 30/09/2017**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/09/2017	2017-18	2016-17	Annual Budget	YTD Budget
Mayor's Allowance	6,500	3,250	1,943	4,334	4,557	1,307
Mayor's Traveling	5,000	2,500	2,478	2,344	2,522	22
Civic Insignia	1,500	750	911	78	589	(161)
Receptions (Formal & Informal)	6,000	3,000	5,198	3,884	802	(2,198)
SBC - Town Council only	25,000	12,500	12,500	20,000	12,500	-
Christmas Activities	2,000	1,000	-	-	2,000	1,000
Honoraria inc photographic	3,144	1,572	1,543	1,681	1,601	29
Printing & Stationery	500	250	205	198	295	45
Floral Decorations	650	325	295	245	355	30
National Mourning Protocol	-	-	-	-	-	-
Civic Gifts	100	50	-	380	100	50
Festivals & Events - HODS	2,000	1,000	226	1,303	1,774	774
Civic Robes	1,500	750	-	1,464	1,500	750
Contingency (Events tbc)	5,000	2,500	-	3,555	5,000	2,500
	<b>58,894</b>	<b>29,447</b>	<b>25,299</b>	<b>39,465</b>	<b>33,595</b>	<b>4,148</b>

**HATTON ROCK****At 30/09/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/09/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>EXPENDITURE</b>						
Rent	12,366	6,183	2,046	660	10,320	4,137
Rates	3,872	1,936	921	2,235	2,951	1,015
Insurance	130	65	51	123	79	14
Heating & Lighting	39	20	(22)	12	61	41
Service Costs	900	450	(103)	750	1,003	553
Sundry Expenses	350	175	10	10	340	165
	<b>17,657</b>	<b>8,829</b>	<b>2,904</b>	<b>3,791</b>	<b>14,753</b>	<b>5,925</b>

**ALLOTMENTS - PARK ROAD****At 30/09/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/09/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Tenancy Rental	165	83	17	-	(149)	(66)
	<b>165</b>	<b>83</b>	<b>17</b>	<b>-</b>	<b>(149)</b>	<b>(66)</b>
<b>EXPENDITURE</b>						
Lease	10	5	-	-	10	5
Set up & Maintenance Costs	-	-	-	1,432	-	-
	<b>10</b>	<b>5</b>	<b>-</b>	<b>1,432</b>	<b>10</b>	<b>5</b>
<b>NET EXPENDITURE</b>	<b>(155)</b>	<b>(78)</b>	<b>(17)</b>	<b>1,432</b>	<b>(139)</b>	<b>(61)</b>

**TRANQUILITY GARDEN****At 30/09/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/09/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	-	-	4,086	-	4,086	4,086
Memorial Fees	12,300	6,150	1,969	471	(10,331)	(4,181)
	<b>12,300</b>	<b>6,150</b>	<b>6,055</b>	<b>471</b>	<b>(6,245)</b>	<b>(95)</b>
<b>EXPENDITURE</b>						
Maintenance & Phase 2 Development Costs	38,700	19,350	37,322	62,400	1,378	(17,972)
	<b>38,700</b>	<b>19,350</b>	<b>37,322</b>	<b>62,400</b>	<b>1,378</b>	<b>(17,972)</b>
<b>NET EXPENDITURE</b>	<b>26,400</b>	<b>13,200</b>	<b>31,267</b>	<b>61,929</b>	<b>(4,867)</b>	<b>(18,067)</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 30/09/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/09/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>INCOME</b>						
Purchase & Interment Fees	47,607	23,804	41,293	25,355	(6,314)	17,490
Memorial Fees	6,808	3,404	5,284	6,064	(1,524)	1,880
Sundry Income (Seating/Trees/Transfers)	400	200	404	72	4	204
	<b>54,815</b>	<b>27,408</b>	<b>46,981</b>	<b>31,491</b>	<b>(7,834)</b>	<b>19,574</b>
<b>EXPENDITURE</b>						
Management Charge	107,765	53,883	52,279	57,294	55,486	1,603
Rates and Water Rates	3,313	1,657	1,715	1,858	1,598	(58)
General Ground Maintenance	33,500	16,750	30,609	3,789	2,891	(13,859)
Repairs & Maintenance	50	25	265	-	(215)	(240)
Telephone	650	325	268	259	382	57
Heating & Lighting	500	250	305	181	195	(55)
Vehicle Expenses	4,000	2,000	1,556	1,765	2,444	444
Equipment	7,550	3,775	1,710	4,347	5,840	2,065
Health & Safety	250	125	-	-	250	125
Grave Excavation	4,750	2,375	2,090	2,090	2,660	285
Travel & Subsistence	520	260	339	258	181	(79)
Sundry Seating & Trees	600	300	1,135	556	(535)	(835)
Contingency for Inflation	693	347	-	-	693	347
Vehicle Replacement Contingency	2,500	1,250	-	-	2,500	1,250
	<b>166,641</b>	<b>83,321</b>	<b>92,272</b>	<b>72,397</b>	<b>74,369</b>	<b>(8,951)</b>
<b>NET EXPENDITURE</b>	<b>111,826</b>	<b>55,913</b>	<b>45,291</b>	<b>40,906</b>	<b>66,535</b>	<b>10,622</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 30/09/2017**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2017-18	YTD Budget At 30/09/2017	YTD Actuals 2017-18	YTD Previous 2016-17	YTD Actuals To Annual Budget	YTD Budget
<b>EXPENDITURE</b>						
Special Repairs and Maintenance	6,305	3,153	258	2,793	6,047	2,894
	<b>6,305</b>	<b>3,153</b>	<b>258</b>	<b>2,793</b>	<b>6,047</b>	<b>2,895</b>

**MISCELLANEOUS EXPENSES**
**At 30/09/2017**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/09/2017	2017-18	2016-17	Annual Budget	YTD Budget
Gen Maintenance of Street Furniture	312	156	-	385	312	156
Rother Street Clock Tower	220	110	30	1,560	190	80
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	1,471	736	1,113	204	358	(378)
	<b>2,003</b>	<b>1,002</b>	<b>1,143</b>	<b>2,149</b>	<b>860</b>	<b>(141)</b>

**MARKET & CHRISTMAS FESTIVAL**
**At 30/09/2017**

INCOME	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/09/2017	2017-18	2016-17	Annual Budget	YTD Budget
Market	136,588	68,294	61,099	53,942	(75,489)	(7,195)
Christmas Festival	-	-	-	-	-	-
	<b>136,588</b>	<b>68,294</b>	<b>61,099</b>	<b>53,942</b>	<b>(75,489)</b>	<b>(7,195)</b>
EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/09/2017	2017-18	2016-17	Annual Budget	YTD Budget
Market - District Council Share	65,961	32,981	32,654	32,426	33,307	327
Market - Tripartite Expenses	2,199	1,100	538	-	1,662	562
Christmas Festival	26,653	13,327	-	-	26,653	13,327
	<b>94,813</b>	<b>47,407</b>	<b>33,191</b>	<b>32,426</b>	<b>61,622</b>	<b>14,215</b>
NET INCOME	<b>41,775</b>	<b>20,887</b>	<b>27,908</b>	<b>21,517</b>	<b>(13,867)</b>	<b>7,021</b>

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

**SPECIAL PROJECTS AND GRANTS**
**At 30/09/2017**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2017-18	At 30/09/2017	2017-18	2016-17	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	50,000	25,000	-	-	50,000	25,000
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working	25,337	12,669	25,037	25,037	300	(12,369)
Stratforward - BID Levy	635	318	700	634	(65)	(382)
Localism Project	30,000	15,000	3,943	19,196	26,057	11,057
Special Projects & Events	-	-	-	40	-	-
Newsletters / Quality Status	11,000	5,500	3,462	3,417	7,538	2,038
Historic Spine Town Hall Plaque	-	-	-	-	-	-
	<b>116,972</b>	<b>58,486</b>	<b>33,142</b>	<b>48,324</b>	<b>83,830</b>	<b>25,344</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 30/09/2017	2017-18	2016-17	Annual Budget	YTD Budget
Salaries Wages and Related Costs	217,103	108,552	91,248	82,168	125,855	17,303
Avon Planning Services	4,080	2,040	2,040	2,005	2,040	-
Neighbourhood Development Plan Monitoring	2,000	1,000	-	-	2,000	1,000
Equipment Rental	2,000	1,000	1,198	698	802	(198)
Office Equipment and Furniture	1,000	500	544	224	456	(44)
Telephones	2,200	1,100	1,186	1,077	1,014	(86)
Postage & Carriage	1,500	750	918	423	582	(168)
Alarm Call Out	2,104	1,052	335	587	1,769	717
Travel and Subsistence	250	125	80	64	170	45
Borough Records	350	175	-	-	350	175
Payroll Services	3,400	1,700	1,340	-	2,060	360
Staff Training	2,275	1,138	785	1,157	1,490	353
Recruitment	1,500	750	978	205	522	(228)
Newspapers	37	19	18	17	20	1
IT	4,800	2,400	3,069	2,025	1,731	(669)
Rates	23,779	11,890	12,923	13,048	10,856	(1,034)
Heating & Lighting	4,000	2,000	2,451	1,552	1,549	(451)
STC Meeting & Expenses & Subsistence	1,000	500	449	476	551	51
Gen Repairs, Maint & Sundry	10,500	5,250	6,009	3,316	4,491	(759)
Health & Safety	1,500	750	-	-	1,500	750
Combined Insurance Policy	16,000	8,000	(355)	(341)	16,355	8,355
Bank Charges & Interest	1,000	500	457	807	543	43
Audit Fee	5,195	2,598	3,700	4,900	1,495	(1,103)
Professional Fees	10,000	5,000	6,188	4,640	3,812	(1,188)
Subscriptions	3,028	1,514	2,084	2,021	944	(570)
Stationery	4,400	2,200	1,150	1,820	3,250	1,050
Advertising & Publicity	1,000	500	-	-	1,000	500
Lift Maintenance Contract	1,000	500	368	-	633	133
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	2,898	1,449	-	-	2,898	1,449
	<b>333,399</b>	<b>166,700</b>	<b>139,161</b>	<b>122,890</b>	<b>194,238</b>	<b>27,539</b>

**SHAKESPEARE BIRTHDAY CELEBRATIONS**
**At 30/09/2017**

			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			350	1,885
SBC - Friends Receptions			-	-
SBC - Parade - Flags			583	708
SBC - Advertising Income			-	-
SBC - Bank Interest			-	42
<b>Total Income</b>			<b>53,933</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	8,039
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>32,768</b>
<b>NET Surplus (Deficit) for Year</b>			<b>17,022</b>	<b>6,168</b>
<b>SBC - including Opening Balance</b>			<b>78,641</b>	