

Tavistock Town Council
Budget Monitoring Report 31st October 2017

Year to 31st October 2017 = 58.33%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,409,766	£ 931,841	£ 1,593,625	£ 661,784	£ 15,188	£ 646,596	59.4 %
Total Income	£ 1,727,886	£ 1,348,410	£ 1,699,743	-£ 351,333			79.3 %
Net Expenditure over Income	£ 318,120	£ 416,569	£ 106,118	£ 310,451			

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	665,362	396,530	718,446	321,916		321,916	55.2 %	All employees paid monthly
4003 Pension Added Years	830	0	850	850		850	0.0 %	
4004 WAGES	23,002	14,714	24,000	9,286		9,286	61.3 %	Casuals paid weekly
4005 Temporary/Agency Staff	32,147	12,369	1,000	-11,369		-11,369	1236.9 %	Overall Salary (4001)/Wage (4004)/Temp Staff (4005) spend equates to 57% of budget
4006 PROTECTIVE CLOTHING/UNIFORMS	4,295	2,564	3,000	436	-44	480	84.0 %	
4007 CONFERENCES/MEETINGS	580	3,446	2,000	-1,446	592	-2,039	201.9 %	To be reviewed at budget setting - incr. participation
4008 COURSES/TRAINING	12,154	6,080	21,700	15,620	909	14,711	32.2 %	
4009 TRAVEL	2,959	558	3,300	2,742		2,742	16.9 %	
4010 MISC STAFF COSTS	10	9	350	341		341	2.7 %	
4011 RATES	92,056	93,186	102,275	9,089		9,089	91.1 %	Invoiced annually
4012 WATER RATES	16,795	-4,825	10,775	15,600		15,600	-44.8 %	Guildhall being moved to meter
4013 RENT PAID	10,400	14,560	24,500	9,940		9,940	59.4 %	
4014 ELECTRICITY	43,616	28,462	52,750	24,288		24,288	54.0 %	
4015 GAS	19,303	7,177	26,795	19,618		19,618	26.8 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	39,671	23,628	43,700	20,072	2,525	17,546	59.8 %	
4017 License - PC Software	3,235	2,435	3,000	565	23	542	81.9 %	
4020 MISC EXPENSES	18,960	18,677	20,250	1,573	1,836	-263	101.3 %	
4021 Tel. Calls/Service & Broadband	10,043	5,494	9,550	4,056		4,056	57.5 %	
4022 POSTAGE	2,584	1,996	2,750	754	-600	1,354	50.8 %	
4023 STATIONERY/PRINTING	5,275	4,457	5,150	693	157	536	89.6 %	Increased service demand & periodic consumables
4024 SUBSCRIPTIONS	3,001	2,319	3,580	1,261		1,261	64.8 %	Most subscriptions invoiced at start of financial year.
4025 INSURANCE	24,806	27,114	26,000	-1,114		-1,114	104.3 %	Invoiced annually
4027 Photocopier hire and usage	8,991	5,547	9,000	3,453		3,453	61.6 %	Invoiced annually, half year in advance
4028 REGALIA	10	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	3,200	2,163	10,000	7,837	101	7,736	22.6 %	
4030 RECRUITMENT ADVTG	1,162	1,989	1,750	-239	317	-556	131.8 %	New post created (MDO)
4031 OTHER ADVERTISING	19,718	10,211	19,800	9,589	2,376	7,213	63.6 %	
4032 WEBSITE DESIGN/MTCE	710	141	1,000	859	100	759	24.1 %	
4033 CIVIC BALL EXPENDTRE	280	3,256	3,500	244		244	93.0 %	Spend relates to 2016/17 event
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	37,703	38,555	73,750	35,195	2,717	32,478	56.0 %	
4037 GROUNDS MAINTENANCE	17,733	20,461	30,000	9,539	-28	9,567	68.1 %	

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	Agenda Item
4038	CONTRACT MAINTENANCE	10,343	8,643	20,450	11,807	882	10,926	46.6 %		
4041	EQUIPMENT HIRE	2,691	1,266	3,650	2,384	405	1,979	45.8 %		
4042	EQUIPMENT MAINT'CE	18,436	10,285	22,350	12,065	1,294	10,771	51.8 %		
4043	VEHICLE RUNNING COST	13,202	8,792	13,500	4,708	362	4,346	67.8 %	This will increase (short term lease)	
4044	PERFORMING RIGHTS	1,198	1,111	1,250	139	78	61	95.1 %		
4045	I T MAINTENANCE/SUPPORT	9,104	4,996	9,000	4,004	35	3,969	55.9 %		
4046	EQUIPMENT PURCHASE	8,072	13,094	11,500	-1,594	-1,491	-104	100.9 %		
4047	GENWKS MGRS BUDGET	954	1,028	3,000	1,972		1,972	34.3 %		
4048	PARK & RIDE EXPEND	10,831	8,431	11,500	3,069		3,069	73.3 %		
4050	POOP SCOOP	5,581	5,477	5,000	-477		-477	109.5 %		
4051	BANK CHARGES	4,176	2,060	3,000	940		940	68.7 %		
4053	LOAN INTEREST	23,100	9,801	21,570	11,769		11,769	45.4 %		
4054	LOAN CAPITAL REPAID	61,297	35,814	54,312	18,498		18,498	65.9 %		
4055	Professional Fees (other)	2,100	3,290	4,500	1,210		1,210	73.1 %		
4056	LEGAL EXPENSES	25,016	29,689	15,250	-14,439		-14,439	194.7 %		
4057	AUDIT FEES	1,114	340	5,680	5,340		5,340	6.0 %	Fees charged to previous financial year	
4058	Professional Fees - Properties	18,323	3,336	11,180	7,845	200	7,645	31.6 %		
4059	ACCOUNTANCY FEES	3,439	1,602	4,000	2,398		2,398	40.0 %	Inc fees charged to previous financial year	
4062	MAYORS ALLCE	2,000	1,000	2,000	1,000		1,000	50.0 %		
4063	Civic/Ceremonial Expenses	3,434	2,825	5,000	2,175	69	2,106	57.9 %		
4064	TWINNING EXPENSES	130	234	250	16		16	93.6 %		
4065	ELECTIONS	2,760	84	4,750	4,666		4,666	1.8 %		
4067	COMMUNITY GRANTS	27,502	19,898	25,000	5,102		5,102	79.6 %	Typically paid annually	
4073	PATHS MAINTENANCE	1,125	0	2,500	2,500		2,500	0.0 %		
4075	DISPOSAL OF ASSETS	0	-500	0	500		500	0.0 %		
4076	TOWN SIGNS	0	0	1,200	1,200		1,200	0.0 %		
4089	H R & H & S SUPPORT	1,702	0	4,000	4,000		4,000	0.0 %		
4091	TOWN HALL ENTERTAINERS	600	140	1,500	1,360	-300	1,660	-10.7 %		
4092	TOILET CLEANING CONT (WDBC)	-687	-503	7,000	7,503		7,503	-7.2 %	Awaiting 2016/17 invoice	
4093	TH MANAGER'S BUDGET	808	276	1,500	1,224	-15	1,239	17.4 %		
4094	MARKET REEVE BUDGET	45	535	1,500	966		966	35.6 %		
4095	MUSEUM GRANT	0	0	14,300	14,300		14,300	0.0 %		
4096	CLLRS ALLOWANCE	5,554	2,659	8,687	6,028		6,028	30.6 %		
4097	Cllr IT Allowance	696	21	1,000	979		979	2.1 %		
4102	ANCIENT MONUMENTS	2	0	1,000	1,000		1,000	0.0 %		
4108	CHRISTMAS LIGHTS	7,319	4,031	9,000	4,969	265	4,704	47.7 %		
4112	TOWN CLERK'S BUDGET	0	0	1,500	1,500		1,500	0.0 %		
4114	ASST TC BUDGET	537	512	1,500	988		988	34.1 %		
4117	TOWN CLOCK	0	0	1,500	1,500		1,500	0.0 %		
4134	MAYORS F'RAISING DON'N	402	1,103	0	-1,103		-1,103	0.0 %		
4135	TOWN CRIER EXPENSES	109	35	350	315		315	10.0 %		
4136	TOWN HALL EVENTS COSTS	2,636	0	1,500	1,500		1,500	0.0 %		
4201	Bad Debts Written Off	152	0	0	0		0	0.0 %		
	Total OverHead	1,396,393	924,676	1,574,750	650,074	12,766	637,308	59.5 %		

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	Agenda Item
3001	COST OF SALES-DRINK	10,524	6,682	18,000	11,318	2,461	8,856	50.8 %		
3002	COST OF SALES-FOOD	86	115	375	260	-35	295	21.4 %		
3011	BAR SUPPLIES	584	367	500	133	-4	136	72.8 %		
3020	Purchase Promotional Material	2,180	0	0	0		0	0.0 %		
	Total Direct	13,373	7,165	18,875	11,710	2,423	9,287	50.8 %		
Income Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	
1000	INTERMENTS	24,301	13,883	25,000	-11,117			55.5 %		
1008	Insurance Claims Received	18,000	0	0	0			0.0 %		
1010	RENT RECEIVED	434,877	329,386	435,061	-105,675			75.7 %	Normally invoiced quarterly in advance	
1011	INSURANCE RECHARGED	1,900	1,900	1,900	0			100.0 %		
1015	TICKET SALES	1,689	0	0	0			0.0 %		
1020	LETTING INCOME	68,462	37,609	84,950	-47,341			44.3 %		
1021	EQUIPMENT HIRE INC	1,536	811	550	261			147.4 %		
1022	FORFEITED DEPOSITS	1,508	140	0	140			0.0 %		
1023	TH KITCHEN LETTING INCOME	2,204	2,867	0	2,867			0.0 %		
1033	CIVIC BALL INCOME	1,878	1,650	2,500	-850			66.0 %	Income relates to 2016/17 event	
1034	MAYOR'S FUNDRAISING	483	740	0	740			0.0 %		
1040	MARKET TOLLS	407,569	235,363	390,000	-154,637			60.3 %	Impact expected during P Market works	
1041	ELECTRICITY RECOVERY	1,339	794	1,400	-606			56.7 %		
1043	MARKET STORAGE	5,003	2,720	2,500	220			108.8 %		
1044	MARKET LOCK-UPS	33,360	22,240	33,360	-11,120			66.7 %	Invoiced monthly in advance	
1045	MARKET CARRIER BAGS	675	520	500	20			104.1 %		
1050	CAR PARK FEES	37,983	24,818	37,400	-12,582			66.4 %		
1060	GOOSE FAIR INCOME	43,701	39,070	41,500	-2,430			94.1 %		
1061	PARK & RIDE INCOME	9,062	6,118	7,250	-1,132			84.4 %		
1068	Legal Fees Recovered	0	175	0	175			0.0 %		
1071	STAFF COSTS RECOVERED	2,424	533	500	33			106.7 %		
1073	GRANT FUNDING HLF	0	24,350	0	24,350			0.0 %	Received yearly	
1075	PRECEPT SUPPORT GRANT	34,929	31,925	31,925	0			100.0 %	Received half yearly	
1076	PRECEPT	513,258	539,547	539,547	0			100.0 %	Received half yearly	
1077	GRANTS RECEIVED	9,475	0	0	0			0.0 %		
1078	DONATIONS RECEIVED	0	6,946	0	6,946			0.0 %		
1080	MISC INCOME	19,801	5,303	22,850	-17,547			23.2 %		
1081	Garden Festival Income	3,075	1,358	3,300	-1,943			41.1 %		
1082	DEPOT SEAT INCOME	1,417	500	1,500	-1,000			33.3 %		
1087	Grounds Mtc Contract - WDBC	9,000	0	0	0			0.0 %		
1088	Play Park Inspections	350	0	0	0			0.0 %		
1090	INTEREST RECEIVED	11,079	-209	5,000	-5,209			-4.2 %		
1100	BAR SALES	25,961	16,650	30,000	-13,350			55.5 %		
1120	FOOD SALES	723	157	750	-593			20.9 %		
1130	Bar Extension & Licences	867	200	500	-300			40.0 %		
1175	PROCEEDS OF ASSET DISPOSALS	0	346	0	346			0.0 %		
	Total Income	1,727,886	1,348,410	1,699,743	-351,333			79.3 %		

Tavistock Town Council
Capital Project Budget Monitoring Report 31st October 2017

Current Budget = £1,942,853
Year to 31st October 2017 = 58.33% of year

<u>Expenditure Detail</u>	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4800 ROLLING CAPITAL FUND PROVISION	116,632	215,000	215,000	0		0	100.0 %	
4805 CAP Cemetery Soakaway	0	11,656	60,000	48,344	44,707	3,637	93.9 %	
4810 CAP Relocation of Works Depot	4,910	0	0	0	-96	96	0.0 %	To be reviewed MOC
4811 CAP Council ICT Infrastructure	853	0	7,500	7,500		7,500	0.0 %	
4812 CAP Duke St Repointing etc	4,652	110,150	165,000	54,850	3,704	51,147	69.0 %	
4813 CAP Abbey Walk resurfacing etc	7,857	8,234	42,143	33,909		33,909	19.5 %	
4815 CAP NEW PLANT & VEHICLES	0	0	17,500	17,500		17,500	0.0 %	
4821 CAP Rundle Room Refurbishment	512	2,495	49,488	46,993	500	46,493	6.1 %	
4823 CAP Guildhall Refurbishment	1,562	0	726,438	726,438		726,438	0.0 %	
4824 CAP New Depot	0	365,464	0	-365,464		-365,464	0.0 %	Annual allocation
4825 CAP - THI PROPERTIES SINKING F	12,500	27,500	27,500	0		0	100.0 %	
4826 CAP G'hall Development Phase	38,436	37,740	44,165	6,425	8	6,417	85.5 %	Annual allocation
4827 CAP - Guildhall Sinking Fund	12,750	12,750	12,750	0		0	100.0 %	
4828 BUTCHERS HALL REFURB	0	0	85,000	85,000	10,566	74,434	12.4 %	
4830 CAP- TH LIFT REPLACEMENT	0	0	30,000	30,000		30,000	0.0 %	
4831 CAP- TH ROOF LEAKS	0	0	20,000	20,000		20,000	0.0 %	
4832 CAP-TENNIS COURT RESURFACING	0	0	25,000	25,000		25,000	0.0 %	
4833 CAP-PANNIER MARKET DRAINAGE	0	0	15,000	15,000		15,000	0.0 %	
4834 CAP - Pannier Market Doors	0	0	100,000	100,000		100,000	0.0 %	
4835 CAP - Pannier Market Roof	0	0	235,369	235,369		235,369	0.0 %	
4898 EXCEPTIONAL MAINTENANCE	0	249	65,000	64,751	8,358	56,393	13.2 %	
Total OverHead	200,663	791,238	1,942,853	1,151,615	67,747	1,083,868	44.2 %	