

Tavistock Town Council
Budget Monitoring Report 31st May 2017

Year to 31st May 2017 = 16.67%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,409,766	£ 341,400	£ 1,593,625	£ 1,252,225	£ 26,309	£ 1,225,916	23.1 %
Total Income	£ 1,727,886	£ 521,809	£ 1,699,743	-£ 1,177,934			0.0 %
Net Expenditure over Income	£ 318,120	£ 180,409	£ 106,118	£ 74,291			

<u>Expenditure Detail</u>	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	665,362	111,426	718,446	607,020		607,020	15.5 %	All employees paid monthly
4003 Pension Added Years	830	0	850	850		850	0.0 %	
4004 WAGES	23,002	2,599	24,000	21,401		21,401	10.8 %	Casuals paid weekly
4005 Temporary/Agency Staff	32,147	4,186	1,000	-3,186		-3,186	418.6 %	
4006 PROTECTIVE CLOTHING/UNIFORMS	4,295	235	3,000	2,765	407	2,358	21.4 %	
4007 CONFERENCES/MEETINGS	580	480	2,000	1,520	1,422	98	95.1 %	
4008 COURSES/TRAINING	12,154	925	21,700	20,775	1,327	19,448	10.4 %	
4009 TRAVEL	2,959	155	3,300	3,145		3,145	4.7 %	
4010 MISC STAFF COSTS	10	0	350	350		350	0.0 %	
4011 RATES	92,056	93,186	102,275	9,089		9,089	91.1 %	Invoiced annually
4012 WATER RATES	16,795	820	10,775	9,955		9,955	7.6 %	
4013 RENT PAID	10,400	4,160	24,500	20,340		20,340	17.0 %	
4014 ELECTRICITY	43,616	4,066	52,750	48,684		48,684	7.7 %	
4015 GAS	19,303	2,993	26,795	23,802		23,802	11.2 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	39,671	8,099	43,700	35,601	2,150	33,451	23.5 %	
4017 Licence - PC Software	3,235	0	3,000	3,000	23	2,977	0.8 %	
4020 MISC EXPENSES	18,960	342	20,250	19,908	3,462	16,446	18.8 %	
4021 Tel. Calls/Service & Broadband	10,043	1,518	9,550	8,032		8,032	15.9 %	
4022 POSTAGE	2,584	614	2,750	2,136	-600	2,736	0.5 %	
4023 STATIONERY/PRINTING	5,275	574	5,150	4,576	378	4,199	18.5 %	Increased service demand & consumables
4024 SUBSCRIPTIONS	3,001	1,684	3,580	1,896		1,896	47.0 %	Most subscriptions invoiced at start of financial year.
4025 INSURANCE	24,806	28,012	26,000	-2,012		-2,012	107.7 %	Invoiced annually
4027 Photocopier hire and usage	8,991	4,750	9,000	4,250		4,250	52.8 %	Invoiced annually, half year in advance
4028 REGALIA	10	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	3,200	786	10,000	9,215	101	9,114	8.9 %	
4030 RECRUITMENT ADVTG	1,162	462	1,750	1,288	-1,456	2,744	-56.8 %	
4031 OTHER ADVERTISING	19,718	3,941	19,800	15,859	-29	15,888	19.8 %	
4032 WEBSITE DESIGN/M/TCE	710	0	1,000	1,000		1,000	0.0 %	
4033 CIVIC BALL EXPENDTRE	280	3,246	3,500	254		254	92.7 %	Spend relates to 2016/17 event
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	37,703	15,774	73,750	57,976	2,009	55,967	24.1 %	
4037 GROUNDS MAINTENANCE	17,733	819	30,000	29,181	3,846	25,335	15.6 %	

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	Agenda Item #b
4038	CONTRACT MAINTENANCE	10,343	3,693	20,450	16,757	1,106	15,651	23.5 %		
4041	EQUIPMENT HIRE	2,691	176	3,650	3,474	65	3,409	6.6 %		
4042	EQUIPMENT MAINT'CE	18,436	3,980	22,350	18,370	2,109	16,261	27.2 %		
4043	VEHICLE RUNNING COST	13,202	2,240	13,500	11,260	92	11,168	17.3 %		
4044	PERFORMING RIGHTS	1,198	1,111	1,250	139	78	61	95.1 %		
4045	IT MAINTENANCE/SUPPORT	9,104	1,399	9,000	7,601	35	7,566	15.9 %		
4046	EQUIPMENT PURCHASE	8,072	492	11,500	11,008	7,139	3,869	66.4 %		
4047	GENWKS MGRS BUDGET	954	150	3,000	2,850	91	2,759	8.0 %		
4048	PARK & RIDE EXPEND	10,831	0	11,500	11,500		11,500	0.0 %		
4050	POOP SCOOP	5,581	3,624	5,000	1,376		1,376	72.5 %		
4051	BANK CHARGES	4,176	201	3,000	2,799		2,799	6.7 %		
4053	LOAN INTEREST	23,100	-399	21,570	21,969		21,969	-1.8 %		
4054	LOAN CAPITAL REPAID	61,297	12,155	54,312	42,157		42,157	22.4 %		
4055	Professional Fees (other)	2,100	50	4,500	4,450		4,450	1.1 %		
4056	LEGAL EXPENSES	25,016	1,958	15,250	13,292		13,292	12.8 %		
4057	AUDIT FEES	1,114	-2,818	5,680	8,498	170	8,328	-46.6 %	Fees charged to previous financial year	
4058	Professional Fees - Properties	18,323	1,361	11,180	9,820	200	9,620	14.0 %		
4059	ACCOUNTANCY FEES	3,439	-848	4,000	4,848		4,848	-21.2 %	Inc fees charged to previous financial year	
4062	MAYORS ALLCE	2,000	0	2,000	2,000		2,000	0.0 %		
4063	Civic/Ceremonial Expenses	3,434	1,582	5,000	3,418	17	3,401	32.0 %		
4064	TWINNING EXPENSES	130	234	250	16		16	93.6 %		
4065	ELECTIONS	2,760	0	4,750	4,750		4,750	0.0 %		
4067	COMMUNITY GRANTS	27,502	18,100	25,000	6,900		6,900	72.4 %		
4073	PATHS MAINTENANCE	1,125	0	2,500	2,500		2,500	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	0	1,500	1,500	-300	1,800	-20.0 %		
4092	TOILET CLEANING CONT (WDBC)	-687	-7,000	7,000	14,000		14,000	100.0 %	Awaiting 2016/17 invoice	
4093	TH MANAGER'S BUDGET	808	57	1,500	1,443	-15	1,458	2.8 %		
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	0	8,687	8,687		8,687	0.0 %		
4097	Clr 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	0	9,000	9,000		9,000	0.0 %		
4112	TOWN CLERK'S BUDGET	0	0	1,500	1,500		1,500	0.0 %		
4114	ASST TC BUDGET	537	0	1,500	1,500	163	1,337	10.9 %		
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	0	350	350		350	0.0 %		
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	339,005	1,574,750	1,235,745	23,991	1,211,755	23.1 %		

<u>Expenditure Detail</u>		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
3001	COST OF SALES-DRINK	10,524	2,275	18,000	15,725	2,357	13,368	25.7 %	
3002	COST OF SALES-FOOD	86	0	375	375	-35	410	-9.3 %	
3011	BAR SUPPLIES	584	121	500	379	-4	383	23.4 %	
3020	Purchase Promotional Material	2,180	0	0	0		0	0.0 %	
	Total Direct	13,373	2,396	18,875	16,479	2,318	14,161	25.0 %	
<u>Income Detail</u>		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
1000	INTERMENTS	24,301	3,938	25,000	-21,062			15.8 %	
1008	Insurance Claims Received	18,000	0	0	0			0.0 %	
1010	RENT RECEIVED	434,877	110,525	435,061	-324,536			25.4 %	Normally invoiced quarterly in advance
1011	INSURANCE RECHARGED	1,900	1,400	1,900	-500			73.7 %	
1015	TICKET SALES	1,689	0	0	0			0.0 %	
1020	LETTING INCOME	68,462	8,677	84,950	-76,273			10.2 %	
1021	EQUIPMENT HIRE INC	1,536	100	550	-450			18.2 %	
1022	FORFEITED DEPOSITS	1,508	140	0	140			0.0 %	
1023	TH KITCHEN LETTING INCOME	2,204	689	0	689			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	620	0	620			0.0 %	
1040	MARKET TOLLS	407,569	66,738	390,000	-323,262			17.1 %	
1041	ELECTRICITY RECOVERY	1,339	0	1,400	-1,400			0.0 %	
1043	MARKET STORAGE	5,003	455	2,500	-2,045			18.2 %	
1044	MARKET LOCK-UPS	33,360	8,340	33,360	-25,020			25.0 %	Invoiced monthly in advance
1045	MARKET CARRIER BAGS	675	212	500	-288			42.4 %	
1050	CAR PARK FEES	37,983	8,940	37,400	-28,460			23.9 %	
1060	GOOSE FAIR INCOME	43,701	0	41,500	-41,500			0.0 %	
1061	PARK & RIDE INCOME	9,062	0	7,250	-7,250			0.0 %	
1068	Legal Fees Recovered	0	150	0	150			0.0 %	
1071	STAFF COSTS RECOVERED	2,424	0	500	-500			0.0 %	
1075	PRECEPT SUPPORT GRANT	34,929	31,925	31,925	0			100.0 %	Received yearly
1076	PRECEPT	513,258	269,774	539,547	-269,774			50.0 %	Received half yearly
1077	GRANTS RECEIVED	9,475	0	0	0			0.0 %	
1080	MISC INCOME	19,801	814	22,850	-22,036			3.6 %	
1081	Garden Festival Income	3,075	1,259	3,300	-2,042			38.1 %	
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	5,033	30,000	-24,967			16.8 %	
1120	FOOD SALES	723	40	750	-710			5.3 %	
1130	Bar Extension & Licences	867	100	500	-400			20.0 %	
	Total Income	1,727,886	521,809	1,699,743	-1,177,934			30.7 %	

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

Year to 31st May 2017 = 16.67% of year

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4800	ROLLING CAPITAL FUND PROVIS	116,632	0	215,000	215,000		215,000	0.0 %	
4805	CAP Cemetery Soakaway	0	0	60,000	60,000		60,000	0.0 %	
4810	CAP Relocation of Works Depot	4,910	0	0	0	-96	96	0.0 %	
4811	CAP Council ICT Infrastructure	853	0	7,500	7,500		7,500	0.0 %	
4812	CAP Duke St Repointing etc	4,652	0	165,000	165,000	10,926	154,074	6.6 %	
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	2,000	49,488	47,488	995	46,493	6.1 %	
4823	CAP Guildhall Refurbishment	1,562	5,450	726,438	720,988		720,988	0.8 %	
4825	CAP - THI PROPERTIES SINKING	12,500	0	27,500	27,500		27,500	0.0 %	
4826	CAP G'hall Development Phase	38,436	7,155	44,165	37,010	3,502	33,508	24.1 %	
4827	CAP - Guildhall Sinking Fund	12,750	0	12,750	12,750		12,750	0.0 %	
4828	BUTCHERS HALL REFURB	0	0	85,000	85,000	2,685	82,315	3.2 %	
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 RESURFAC	0	0	25,000	25,000		25,000	0.0 %	
4833	CAP-PANNIER MARKET DRAINAC	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	0	65,000	65,000		65,000	0.0 %	
	Total OverHead	200,663	22,839	1,942,853	1,920,014	18,012	1,902,003	2.1 %	

