

**Tavistock Town Council
Budget Monitoring Report 31st August 2016**

Year to 31st August 2016 = 41.67%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	1,307,353	632,912	1,511,614	878,702	18,568	860,134	43.1 %
Total Income	1,706,238	945,912	2,150,054	-1,204,142			44.0 %
Net Expenditure over Income	-£ 398,885	-£ 313,000	-£ 638,440	-£ 325,440			

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	627,695	279,695	666,200	386,505		386,505	42.0 %	All employees paid monthly
4003 Pension Added Years	830	0	825	825		825	0.0 %	
4004 WAGES	24,193	10,823	23,000	12,177		12,177	47.1 %	Workers/Casuals paid weekly
4005 Temporary/Agency Staff	7,654	10,544	5,000	-5,544		-5,544	210.9 %	Inc. website development/support
4006 PROTECTIVE CLOTHING/UNIFORMS	2,000	2,295	3,000	705	-70	775	74.2 %	
4007 CONFERENCES/MEETINGS	528	0	4,500	4,500	-376	4,876	-8.3 %	
4008 COURSES/TRAINING	15,563	4,455	19,000	14,545	55	14,490	23.7 %	
4009 TRAVEL	1,699	1,307	3,550	2,243		2,243	36.8 %	
4010 MISC STAFF COSTS	429	500	350	-150		-150	142.9 %	
4011 RATES	75,836	90,527	90,362	-165		-165	100.2 %	Invoiced annually
4012 WATER RATES	9,440	13,265	9,805	-3,460		-3,460	135.3 %	Some properties invoiced in advance
4013 RENT PAID	0	0	12,500	12,500		12,500	0.0 %	
4014 ELECTRICITY	54,606	17,644	48,500	30,856		30,856	36.4 %	
4015 GAS	19,726	4,545	29,295	24,750		24,750	15.5 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	37,520	19,748	43,200	23,452	213	23,239	46.2 %	
4017 Licence - PC Software	1,658	2,394	2,200	-194		-194	108.8 %	
4020 MISC EXPENSES	20,272	1,198	20,750	19,552	4,418	15,134	27.1 %	
4021 Tel. Calls/Service & Broadband	8,041	3,697	9,005	5,308		5,308	41.1 %	
4022 POSTAGE	2,153	928	2,750	1,822	-300	2,122	22.8 %	
4023 STATIONERY/PRINTING	4,664	3,330	5,150	1,820	164	1,657	67.8 %	Increased service demand & consumables
4024 SUBSCRIPTIONS	3,532	2,128	3,505	1,377		1,377	60.7 %	Most subscriptions invoiced at start of financial year.
4025 INSURANCE	23,724	24,734	25,000	266		266	98.9 %	Invoiced annually
4027 Photocopier hire and usage	8,496	4,530	8,350	3,820		3,820	54.2 %	Invoiced annually, half year in advance
4028 REGALIA	111	3	500	497		497	0.6 %	
4029 TOWN ADVERTISING	3,890	1,489	10,000	8,511		8,511	14.9 %	
4030 RECRUITMENT ADVTG	2,455	210	1,750	1,540	-1,246	2,786	-59.2 %	Year end adjustment
4031 OTHER ADVERTISING	16,079	13,265	19,800	6,535	-1,049	7,584	61.7 %	Year end c/f £2,343 exp
4032 WEBSITE DESIGN/MTCE	447	125	850	725	25	700	17.6 %	
4033 CIVIC BALL EXPENDTRE	2,934	0	5,000	5,000		5,000	0.0 %	
4036 PROPERTY MAINTENANCE	38,948	19,192	51,250	32,058	1,104	30,953	39.6 %	
4037 GROUNDS MAINTENANCE	17,585	3,646	30,000	26,354	1,801	24,553	18.2 %	

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4038	CONTRACT MAINTENANCE	11,889	5,553	21,780	16,227		16,227	25.5 %	
4041	EQUIPMENT HIRE	2,287	914	3,650	2,736	195	2,541	30.4 %	
4042	EQUIPMENT MAINT'CE	9,241	5,151	19,200	14,049	6,907	7,143	62.8 %	
4043	VEHICLE RUNNING COST	14,435	5,488	13,500	8,012	-543	8,556	36.6 %	
4044	PERFORMING RIGHTS	1,021	1,198	750	-448	78	-527	170.2 %	Increased broadcasting
4045	IT MAINTENANCE/SUPPORT	7,959	4,227	12,000	7,773		7,773	35.2 %	
4046	EQUIPMENT PURCHASE	7,247	4,093	10,500	6,407	-1,410	7,817	25.6 %	
4047	GENWKS MGRS BUDGET	532	427	3,000	2,573		2,573	14.2 %	
4048	PARK & RIDE EXPEND	11,136	0	10,000	10,000		10,000	0.0 %	
4050	POOP SCOOP	4,550	979	5,750	4,771		4,771	17.0 %	
4051	BANK CHARGES	1,847	1,590	1,800	210		210	88.3 %	Charges based on usage
4053	LOAN INTEREST	27,046	1,371	26,460	25,089		25,089	5.2 %	Prepayment in last financial year
4054	LOAN CAPITAL REPAID	61,280	20,646	61,280	40,634		40,634	33.7 %	
4055	Professional Fees (other)	2,258	0	22,500	22,500		22,500	0.0 %	
4056	LEGAL EXPENSES	27,731	9,599	15,250	5,651	32	5,620	63.1 %	Increased property turnover and legal proceedings
4057	AUDIT FEES	4,284	-2,232	5,680	7,912		7,912	-39.3 %	
4058	Professional Fees - Properties	10,744	2,524	11,180	8,656	1,200	7,456	33.3 %	
4059	ACCOUNTANCY FEES	4,425	804	4,000	3,196		3,196	20.1 %	
4062	MAYORS ALLCE	2,000	1,000	2,000	1,000		1,000	50.0 %	
4063	Civic/Ceremonial Expenses	3,370	657	5,000	4,343		4,343	13.1 %	
4064	TWINNING EXPENSES	160	130	250	120		120	52.0 %	
4065	ELECTIONS	0	0	3,000	3,000		3,000	0.0 %	
4067	COMMUNITY GRANTS	25,043	22,402	25,000	2,598		2,598	89.6 %	Grants allocated 2015/16
4073	PATHS MAINTENANCE	0	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	64	80	4,000	3,920		3,920	2.0 %	
4091	TOWN HALL ENTERTAINERS	300	600	2,000	1,400	-300	1,700	15.0 %	
4092	TOILET CLEANING CONT (WDBC)	0	-687	7,000	7,687		7,687	-9.8 %	Inv. £6313 late for 2015/16. Inv. 16/17 expected March 1
4093	TH MANAGER'S BUDGET	717	51	1,500	1,449	685	764	49.1 %	
4094	MARKET REEVE BUDGET	1,483	0	1,500	1,500		1,500	0.0 %	
4095	MUSEUM GRANT	0	0	14,300	14,300		14,300	0.0 %	
4096	CLLRS ALLOWANCE	5,371	1,292	8,687	7,395		7,395	14.9 %	Paid quarterly
4097	Cllr IT Allowance	0	633	0	-633		-633	0.0 %	
4102	ANCIENT MONUMENTS	0	0	1,000	1,000		1,000	0.0 %	
4108	CHRISTMAS LIGHTS	9,110	0	9,000	9,000		9,000	0.0 %	
4112	TOWN CLERK'S BUDGET	1,250	0	1,500	1,500		1,500	0.0 %	
4114	ASST TC BUDGET	1,081	99	1,500	1,401		1,401	6.6 %	
4117	TOWN CLOCK	28	0	1,500	1,500		1,500	0.0 %	
4134	MAYORS F'RAISING DON'N	784	402	0	-402		-402	0.0 %	
4135	TOWN CRIER EXPENSES	142	35	350	315		315	10.0 %	
4136	TOWN HALL EVENTS COSTS	1,588	1,500	0	-1,500		-1,500	0.0 %	
	Total OverHead	1,295,110	626,741	1,496,014	869,273	11,583	857,690	42.7 %	

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
3001	COST OF SALES-DRINK	7,741	5,846	15,000	9,154	7,024	2,130	85.8 %	
3002	COST OF SALES-FOOD	301	53	100	47	-35	82	17.9 %	
3011	BAR SUPPLIES	514	272	500	228	-4	232	53.6 %	
3020	Purchase Promotional Material	2,162	0	0	0		0	0.0 %	
3999	Stock Movement	1,526	0	0	0		0	0.0 %	
	Total Direct	12,243	6,171	15,600	9,429	6,986	2,444	84.3 %	
Income Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
1000	INTERMENTS	28,703	10,975	25,000	-14,025			43.9 %	
1008	Insurance Claims Received	0	18,000	0	18,000			0.0 %	
1009	DAMAGES FOR TRESPASS	8,707	0	0	0			0.0 %	
1010	RENT RECEIVED	441,356	304,834	453,411	-148,577			67.2 %	Normally invoiced quarterly in advance
1011	INSURANCE RECHARGED	1,700	1,900	1,700	200			111.8 %	
1015	TICKET SALES	4,972	158	0	158			0.0 %	
1020	LETTING INCOME	68,069	36,534	73,250	-36,716			49.9 %	
1021	EQUIPMENT HIRE INC	1,193	290	550	-260			52.7 %	
1022	FORFEITED DEPOSITS	2,569	1,461	0	1,461			0.0 %	
1033	CIVIC BALL INCOME	2,874	0	2,500	-2,500			0.0 %	
1034	MAYOR'S FUNDRAISING	442	0	0	0			0.0 %	
1040	MARKET TOLLS	410,805	176,905	420,000	-243,095			42.1 %	
1041	ELECTRICITY RECOVERY	1,484	681	1,750	-1,069			38.9 %	
1042	GAS RECOVERY	-9	0	0	0			0.0 %	
1043	MARKET STORAGE	3,272	1,593	2,000	-408			79.6 %	
1044	MARKET LOCK-UPS	34,105	16,680	28,000	-11,320			59.6 %	Invoiced monthly in advance
1045	MARKET CARRIER BAGS	701	231	1,000	-769			23.1 %	
1050	CAR PARK FEES	33,996	22,166	34,500	-12,334			64.2 %	
1060	GOOSE FAIR INCOME	42,498	29,923	41,500	-11,577			72.1 %	
1061	PARK & RIDE INCOME	10,784	0	7,250	-7,250			0.0 %	
1071	STAFF COSTS RECOVERED	2,470	96	500	-404			19.2 %	
1075	PRECEPT SUPPORT GRANT	39,335	34,929	34,930	-1			100.0 %	Received yearly
1076	PRECEPT	497,844	256,629	513,258	-256,629			50.0 %	Received half yearly
1077	GRANTS RECEIVED	4,253	0	0	0			0.0 %	
1079	LOAN PROCEEDS	0	0	450,000	-450,000			0.0 %	
1080	MISC INCOME	27,871	11,347	23,855	-12,508			47.6 %	
1081	Garden Festival Income	3,272	1,747	3,300	-1,554			52.9 %	
1082	DEPOT SEAT INCOME	1,000	417	1,500	-1,083			27.8 %	
1090	INTEREST RECEIVED	7,937	0	5,000	-5,000			0.0 %	
1099	UNBUDGETED INCOME	0	727	0	727			0.0 %	
1100	BAR SALES	22,917	16,591	25,000	-8,409			66.4 %	
1120	FOOD SALES	623	633	100	533			632.7 %	
1130	Bar Extension & Licences	500	467	200	267			233.3 %	
	Total Income	1,706,238	945,912	2,150,054	-1,204,142			44.0 %	

Tavistock Town Council
Capital Project Budget Monitoring Report 31st August 2016

Year to 31st August 2016 = 41.67%

<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	114,459	0	116,632	116,632		116,632	0.0 %	
4805 CAP Cemetery Soakaway	0	0	60,000	60,000		60,000	0.0 %	
4811 CAP Council ICT Infrastructure	9,078	0	16,100	16,100		16,100	0.0 %	
4812 CAP Duke St Repointing etc	713	0	120,000	120,000	2,050	117,950	1.7 %	
4813 CAP Abbey Walk resurfacing etc	0	0	50,000	50,000		50,000	0.0 %	
4815 CAP NEW PLANT & VEHICLES	0	4,750	0	-4,750		-4,750	0.0 %	
4821 CAP Rundle Room Refurbishment	0	0	20,000	20,000		20,000	0.0 %	
4823 CAP Guildhall Refurbishment	0	1,345	488,000	486,655	395	486,260	0.4 %	
4824 CAP New Depot	0	0	450,000	450,000		450,000	0.0 %	
4825 CAP - THI PROPERTIES SINKING F	12,500	0	12,500	12,500		12,500	0.0 %	
4826 CAP G'hall Development Phase	0	13,218	12,750	-468		-468	103.7 %	
Total OverHead	136,750	19,313	1,345,982	1,326,669	2,445	1,324,224	1.6 %	