

Tavistock Town Council
Budget Monitoring Report 30th September 2016

Year to 30th September 2016 = 50% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,307,353	£ 757,348	£ 1,514,114	£ 756,766	£ 18,710	£ 738,056	51.3 %
Total Income	£ 1,706,238	£ 1,006,437	£ 2,198,754	-£ 1,192,317			45.8 %
Net Expenditure over Income	-£ 398,885	-£ 249,089	-£ 684,640	-£ 435,551			

<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	627,695	336,042	666,200	330,158		330,158	50.4 %	All employees paid monthly
4003 Pension Added Years	830	0	825	825		825	0.0 %	
4004 WAGES	24,193	13,264	23,000	9,736		9,736	57.7 %	Workers/Casuals paid weekly
4005 Temporary/Agency Staff	7,654	12,403	5,000	-7,403		-7,403	248.1 %	Inc. £4,865 for website development
4006 PROTECTIVE CLOTHING/UNIFORMS	2,000	2,166	3,000	834	389	444	85.2 %	
4007 CONFERENCES/MEETINGS	528	0	4,500	4,500	-376	4,876	-8.3 %	
4008 COURSES/TRAINING	15,563	9,055	19,000	9,945	1,725	8,220	56.7 %	
4009 TRAVEL	1,699	1,508	3,550	2,042		2,042	42.5 %	
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	19,823	48,500	28,677		28,677	40.9 %	
4015 GAS	19,726	4,709	29,295	24,586		24,586	16.1 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	37,520	23,852	43,200	19,348	213	19,134	55.7 %	
4017 Licence - PC Software	1,658	2,394	2,200	-194		-194	108.8 %	
4020 MISC EXPENSES	20,272	2,838	20,750	17,912	4,773	13,139	36.7 %	
4021 Tel. Calls/Service & Broadband	8,041	4,406	9,005	4,599	260	4,339	51.8 %	
4022 POSTAGE	2,153	1,235	2,750	1,515	-300	1,815	34.0 %	
4023 STATIONERY/PRINTING	4,664	3,718	5,150	1,432	141	1,291	74.9 %	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	1,827	10,000	8,173		8,173	18.3 %	
4030 RECRUITMENT ADVTG	2,455	420	1,750	1,330	-1,456	2,786	-59.2 %	Year end adjustment
4031 OTHER ADVERTISING	16,079	13,641	19,800	6,159	-1,064	7,223	63.5 %	Year end c/f £2,343 exp
4032 WEBSITE DESIGN/M/TCE	447	230	850	620	480	140	83.5 %	
4033 CIVIC BALL EXPENDTRE	2,934	0	5,000	5,000		5,000	0.0 %	
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	38,948	19,804	51,250	31,446	1,389	30,057	41.4 %	
4037 GROUNDS MAINTENANCE	17,585	3,856	30,000	26,144	1,812	24,332	18.9 %	

	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	5,917	21,780	15,863		15,863	27.2 %	
4041	EQUIPMENT HIRE	2,287	1,127	3,650	2,523	295	2,228	39.0 %	
4042	EQUIPMENT MAINT'CE	9,241	10,540	19,200	8,660	5,633	3,027	84.2 %	
4043	VEHICLE RUNNING COST	14,435	6,792	13,500	6,708	-543	7,252	46.3 %	
4044	PERFORMING RIGHTS	1,021	1,198	750	-448	78	-527	170.2 %	Increased broadcasting
4045	I T MAINTENANCE/SUPPORT	7,959	4,969	12,000	7,032		7,032	41.4 %	
4046	EQUIPMENT PURCHASE	7,247	4,163	10,500	6,337	-1,410	7,747	26.2 %	
4047	GEN\WKS 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	4,602	5,750	1,148		1,148	80.0 %	
4051	BANK CHARGES	1,847	2,065	1,800	-265		-265	114.7 %	Charges based on usage
4053	LOAN INTEREST	27,046	8,139	26,460	18,321		18,321	30.8 %	Prepayment in last financial year
4054	LOAN CAPITAL REPAID	61,280	30,646	61,280	30,634		30,634	50.0 %	
4055	Professional Fees (other)	2,258	1,750	22,500	20,750		20,750	7.8 %	
4056	LEGAL EXPENSES	27,731	12,558	15,250	2,692	32	2,661	82.6 %	Inc'd turnover/actions-yr end reconciliation to be done
4057	AUDIT FEES	4,284	-62	5,680	5,742		5,742	-1.1 %	
4058	Professional Fees - Properties	10,744	4,658	11,180	6,522	1,200	5,322	52.4 %	
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	1,717	5,000	3,283	35	3,248	35.0 %	
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	22,502	25,000	2,498		2,498	90.0 %	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	675	1,500	825	-15	840	44.0 %	
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	2,713	8,687	5,974		5,974	31.2 %	Paid quarterly
4097	Cllr IT Allowance	0	640	0	-640		-640	0.0 %	
4102	ANCIENT MONUMENTS	0	0	1,000	1,000		1,000	0.0 %	
4108	CHRISTMAS LIGHTS	9,110	5,079	9,000	3,921		3,921	56.4 %	
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	749,657	1,498,514	748,857	12,992	735,866	50.9 %	

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	7,325	15,000	7,675	5,756	1,919	87.2 %	
3002	COST OF SALES-FOOD	301	53	100	47	-35	82	17.9 %	
3011	BAR SUPPLIES	514	314	500	186	-4	190	62.0 %	
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	7,692	15,600	7,908	5,718	2,191	86.0 %	
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	12,959	25,000	-12,041			51.8 %	
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	317,877	453,411	-135,534			70.1 %	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	41,993	73,250	-31,257			57.3 %	
1021	EQUIPMENT HIRE INC	1,193	710	550	160			129.1 %	
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	211,117	420,000	-208,883			50.3 %	
1041	ELECTRICITY RECOVERY	1,484	719	1,750	-1,031			41.1 %	
1042	GAS RECOVERY	-9	0	0	0			0.0 %	
1043	MARKET STORAGE	3,272	1,738	2,000	-263			86.9 %	
1044	MARKET LOCK-UPS	34,105	19,460	28,000	-8,540			69.5 %	Invoiced monthly in advance
1045	MARKET CARRIER BAGS	701	298	1,000	-702			29.8 %	
1050	CAR PARK FEES	33,996	23,087	34,500	-11,413			66.9 %	
1060	GOOSE FAIR INCOME	42,498	30,444	41,500	-11,056			73.4 %	
1061	PARK & RIDE INCOME	10,784	0	7,250	-7,250			0.0 %	
1071	STAFF COSTS RECOVERED	2,470	96	500	-404			19.2 %	
1073	GRANT FUNDING HLF	0	0	48,700	-48,700			0.0 %	Received yearly
1075	PRECEPT SUPPORT GRANT	39,335	34,929	34,930	-1			100.0 %	Received half yearly
1076	PRECEPT	497,844	256,629	513,258	-256,629			50.0 %	
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	11,470	23,855	-12,385			48.1 %	
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	17,301	25,000	-7,699			69.2 %	
1120	FOOD SALES	623	633	100	533			632.7 %	
1130	Bar Extension & Licences	500	567	200	367			283.3 %	
	Total Income	1,706,238	1,006,437	2,198,754	-1,192,317			45.8 %	

Tavistock Town Council
Capital Project Budget Monitoring Report 30th September 2016

Year to 30th September 2016 = 50% 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 PROVIS	114,459	116,632	116,632	0		0	100.0%	
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	12,500	12,500	12,500	0		0	100.0%	
4826 CAP G'hall Development Phase	0	16,426	80,300	63,874		63,874	20.5%	
4827 CAP - Guildhall Sinking Fund	0	12,750	12,750	0		0	100.0%	
Total OverHead	136,750	164,403	1,426,282	1,261,879	2,445	1,259,434	11.7%	

