

Tavistock Town Council
Budget Monitoring Report 30th November

Year to 30th November 2016 = 66.67%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,307,353	£ 998,728	£ 1,514,114	£ 515,386	£ 22,150	£ 493,237	67.4 %
Total Income	£ 1,706,238	£ 1,387,807	£ 2,198,754	-£ 810,947			63.1 %
Net Expenditure over Income	£ 398,885	£ 389,079	£ 684,640	£ 1,326,333			

<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	451,438	666,200	214,762		214,762	67.8 %	All employees paid monthly
4003 Pension Added Years	830	0	825	825		825	0.0 %	
4004 WAGES	24,193	16,721	23,000	6,279		6,279	72.7 %	Workers/Casuals paid weekly
4005 Temporary/Agency Staff	7,654	17,785	5,000	-12,785		-12,785	355.7 %	Inc. £4,865 for website development
4006 PROTECTIVE CLOTHING/UNIFORM	2,000	3,102	3,000	-102	440	-541	118.0 %	
4007 CONFERENCES/MEETINGS	528	460	4,500	4,040	-416	4,456	1.0 %	
4008 COURSES/TRAINING	15,563	12,017	19,000	6,983	432	6,551	65.5 %	
4009 TRAVEL	1,699	2,280	3,550	1,270		1,270	64.2 %	
4010 MISC STAFF COSTS	429	500	350	-150		-150	142.9 %	
4011 RATES	75,836	93,817	90,362	-3,455		-3,455	103.8 %	Invoiced annually
4012 WATER RATES	9,440	14,556	9,805	-4,751		-4,751	148.5 %	Discussions on-going with provider re recent premises
4013 RENT PAID	0	2,080	12,500	10,420		10,420	16.6 %	Units taken on mid year
4014 ELECTRICITY	54,606	29,346	48,500	19,154		19,154	60.5 %	
4015 GAS	19,726	4,796	29,295	24,499		24,499	16.4 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	37,520	27,209	43,200	15,991	577	15,413	64.3 %	
4017 Licence - PC Software	1,658	2,755	2,200	-555	23	-578	126.3 %	
4020 MISC EXPENSES	20,272	17,630	20,750	3,120	350	2,770	86.7 %	
4021 Tel. Calls/Service & Broadband	8,041	5,789	9,005	3,216		3,216	64.3 %	
4022 POSTAGE	2,153	1,957	2,750	794	-300	1,094	60.2 %	
4023 STATIONERY/PRINTING	4,664	3,989	5,150	1,161	-78	1,239	75.9 %	Increased service demand & consumables
4024 SUBSCRIPTIONS	3,532	2,737	3,505	768		768	78.1 %	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	13,162	8,350	-4,812		-4,812	157.6 %	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	140	8,033	19.7 %	
4030 RECRUITMENT ADVTG	2,455	420	1,750	1,330	-1,456	2,786	-59.2 %	Year end adjustment
4031 OTHER ADVERTISING	16,079	15,639	19,800	4,161	-1,597	5,758	70.9 %	Year end c/f £2,343 exp
4032 WEBSITE DESIGN/MTCE	447	710	850	140		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	32,583	51,250	18,667	7,239	11,428	77.7 %	
4037 GROUNDS MAINTENANCE	17,585	6,329	30,000	23,671	2,578	21,094	29.7 %	

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	6,924	21,780	14,856		14,856	31.8 %	
4041 EQUIPMENT HIRE	2,287	1,740	3,650	1,910	195	1,715	53.0 %	
4042 EQUIPMENT MAINT'CE	9,241	12,967	19,200	6,234	3,521	2,712	85.9 %	
4043 VEHICLE RUNNING COST	14,435	8,868	13,500	4,632	-291	4,923	63.5 %	
4044 PERFORMING RIGHTS	1,021	1,198	750	-448	78	-527	170.2 %	Increased broadcasting
4045 I T MAINTENANCE/SUPPORT	7,959	6,068	12,000	5,932		5,932	50.6 %	
4046 EQUIPMENT PURCHASE	7,247	5,209	10,500	5,291	511	4,780	54.5 %	
4047 GEN'WKS MGRS BUDGET	532	519	3,000	2,481		2,481	17.3 %	
4048 PARK & RIDE EXPEND	11,136	8,831	10,000	1,169		1,169	88.3 %	
4050 POOP SCOOP	4,550	4,602	5,750	1,148		1,148	80.0 %	Additional Summer collections
4051 BANK CHARGES	1,847	3,003	1,800	-1,203		-1,203	166.8 %	Charges based on usage
4053 LOAN INTEREST	27,046	11,523	26,460	14,937		14,937	43.5 %	Prepayment in last financial year
4054 LOAN CAPITAL REPAID	61,280	42,797	61,280	18,483		18,483	69.8 %	
4055 Professional Fees (other)	2,258	1,750	22,500	20,750		20,750	7.8 %	
4056 LEGAL EXPENSES	27,731	17,751	15,250	-2,501	32	-2,532	116.6 %	Inc'd turnover/actions-yr end reconciliation to be done
4057 AUDIT FEES	4,284	356	5,680	5,324	204	5,120	9.9 %	Fees charged to previous financial year
4058 Professional Fees - Properties	10,744	6,703	11,180	4,477	1,200	3,277	70.7 %	
4059 ACCOUNTANCY FEES	4,425	2,567	4,000	1,433		1,433	64.2 %	
4062 MAYORS ALLCE	2,000	2,000	2,000	0		0	100.0 %	
4063 Civic/Ceremonial Expenses	3,370	2,072	5,000	2,928		2,928	41.4 %	
4064 TWINNING EXPENSES	160	130	250	120		120	52.0 %	
4065 ELECTIONS	0	2,760	3,000	240		240	92.0 %	By-election held
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	1,350	1,150	54.0 %	
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	744	1,500	756	49	707	52.8 %	
4094 MARKET REEVE BUDGET	1,483	45	1,500	1,455		1,455	3.0 %	
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	668	0	-668		-668	0.0 %	
4102 ANCIENT MONUMENTS	0	0	1,000	1,000		1,000	0.0 %	
4108 CHRISTMAS LIGHTS	9,110	5,081	9,000	3,919		3,919	56.5 %	December spend not included
4112 TOWN CLERK'S BUDGET	1,250	0	1,500	1,500		1,500	0.0 %	
4114 ASST TC BUDGET	1,081	172	1,500	1,328		1,328	11.5 %	
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	990,563	1,498,514	507,951	14,481	493,470	67.1 %	

<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	7,741	7,715	15,000	7,285	5,807	1,478	90.1 %	
3002	COST OF SALES-FOOD	301	53	100	47	-35	82	17.9 %	
3011	BAR SUPPLIES	514	397	500	103	-4	106	78.7 %	
3020	Purchase Promotional Material	2,162	0	0	0	1,900	-1,900	0.0 %	
3999	Stock Movement	1,526	0	0	0		0	0.0 %	
	Total Direct	12,243	8,165	15,600	7,435	7,668	-234	101.5 %	
<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	28,703	17,181	25,000	-7,819			68.7 %	
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	324,110	453,411	-129,301			71.5 %	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	51,012	73,250	-22,238			69.6 %	
1021	EQUIPMENT HIRE INC	1,193	748	550	198			135.9 %	
1022	FORFEITED DEPOSITS	2,569	1,546	0	1,546			0.0 %	
1023	TH KITCHEN LETTING INCOME	0	755	0	755			0.0 %	New code (VAT relates) previously under code 1020
1033	CIVIC BALL INCOME	2,874	0	2,500	-2,500			0.0 %	
1034	MAYOR'S FUNDRAISING	442	282	0	282			0.0 %	
1040	MARKET TOLLS	410,805	279,695	420,000	-140,305			66.6 %	
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	2,163	2,000	163			108.1 %	Budget/process under review on rec. of Internal Auditor
1044	MARKET LOCK-UPS	34,105	25,020	28,000	-2,980			89.4 %	Invoiced monthly in advance
1045	MARKET CARRIER BAGS	701	448	1,000	-552			44.8 %	
1050	CAR PARK FEES	33,996	27,771	34,500	-6,729			80.5 %	
1060	GOOSE FAIR INCOME	42,498	42,076	41,500	576			101.4 %	
1061	PARK & RIDE INCOME	10,784	9,062	7,250	1,812			125.0 %	
1071	STAFF COSTS RECOVERED	2,470	196	500	-304			39.2 %	
1073	GRANT FUNDING HLF	0	0	48,700	-48,700			0.0 %	
1075	PRECEPT SUPPORT GRANT	39,335	34,929	34,930	-1			100.0 %	Received yearly
1076	PRECEPT	497,844	513,258	513,258	0			100.0 %	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	13,349	23,855	-10,506			56.0 %	
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 %	
1100	BAR SALES	22,917	19,790	25,000	-5,210			79.2 %	
1120	FOOD SALES	623	711	100	611			710.7 %	
1130	Bar Extension & Licences	500	767	200	567			383.3 %	
	Total Income	1,706,238	1,387,807	2,198,754	-810,947			63.1 %	

**Tavistock Town Council
Capital Project Budget Monitoring Report**

Year to 30th November 2016 = 66.67%

<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	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	1,562	488,000	486,438		486,438	0.3 %	
4824 CAP New Depot	0	0	450,000	450,000		450,000	0.0 %	
4825 CAP - THI PROPERTIES SINKING F	12,500	12,500	12,500	0		0	100.0 %	
4826 CAP G'hall Development Phase	0	16,476	80,300	63,824	2,000	61,824	23.0 %	
4827 CAP - Guildhall Sinking Fund	0	12,750	12,750	0		0	100.0 %	
Total OverHead	136,750	164,670	1,426,282	1,261,612	4,050	1,257,562	11.8 %	

