

Tavistock Town Council
Budget Monitoring Report 31st May 2018

AGENDA ITEM 4b

Year to 31st May 2018 = 16.67%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,475,030	£ 323,017	£ 1,605,907	£ 1,282,890	£ 61,893	£ 1,220,997	24.0 %
Total Income	£ 1,744,992	£ 516,871	£ 1,757,514	-£ 1,240,643			29.4 %
Net Expenditure over Income	£ 269,962	£ 193,854	£ 151,607	£ 42,247			

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	685,558	118,998	733,510	614,512		614,512	16.2 %	All employees paid monthly
4003 Pension Added Years	845	0	900	900		900	0.0 %	
4004 WAGES	26,330	4,972	24,500	19,528		19,528	20.3 %	Casuals paid weekly
4005 Temporary/Agency Staff	20,497	3,685	1,000	-2,685		-2,685	368.5 %	Report on staffing due shortly
4006 PROTECTIVE CLOTHING/UNIFORMS	3,578	790	3,000	2,210	186	2,024	32.5 %	
4007 CONFERENCES/MEETINGS	4,107	0	5,500	5,500	390	5,110	7.1 %	
4008 COURSES/TRAINING	9,471	1,400	17,700	16,300	319	15,981	9.7 %	
4009 TRAVEL	2,376	-181	2,550	2,731		2,731	-7.1 %	
4010 MISC STAFF COSTS	19	0	250	250		250	0.0 %	
4011 RATES	91,966	80,684	105,045	24,361		24,361	76.8 %	Invoiced annually
4012 WATER RATES	5,243	2,921	11,275	8,354		8,354	25.9 %	Guildhall has move to metered supply
4013 RENT PAID	23,623	0	0	0		0	0.0 %	
4014 ELECTRICITY	40,111	1,458	59,200	57,742		57,742	2.5 %	
4015 GAS	17,959	3,325	23,500	20,175		20,175	14.1 %	Element of accrual inc
4016 CLEANING AND RUBBISH	38,390	8,035	43,700	35,665	1,665	33,999	22.2 %	
4017 License - PC Software	3,274	0	3,500	3,500		3,500	0.0 %	
4020 MISC EXPENSES	20,896	2,304	20,600	18,296	11,754	6,542	68.2 %	GF committed spend
4021 Tel. Calls/Service & Broadband	9,938	1,720	10,050	8,330	465	7,865	21.7 %	
4022 POSTAGE	2,999	307	2,750	2,443		2,443	11.2 %	
4023 STATIONERY/PRINTING	6,069	751	6,350	5,599	368	5,231	17.6 %	
4024 SUBSCRIPTIONS	2,932	2,040	3,580	1,540		1,540	57.0 %	Most subscriptions invoiced annually
4025 INSURANCE	29,024	3,322	30,575	27,253		27,253	10.9 %	
4027 Photocopier hire and usage	7,581	1,652	10,000	8,348		8,348	16.5 %	
4028 REGALIA	0	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	4,851	816	10,200	9,384	1,058	8,326	18.4 %	
4030 RECRUITMENT ADVTG	2,491	0	1,750	1,750		1,750	0.0 %	
4031 OTHER ADVERTISING	23,779	5,084	19,800	14,716	3,296	11,420	42.3 %	Some pre payment inc
4032 WEBSITE DESIGN/MTCE	621	80	750	670	100	570	24.0 %	
4033 CIVIC BALL EXPENDITRE	3,669	3,271	3,500	229		229	93.5 %	PREVIOUS YEARS EVENT APR 2018
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	32,416	8,600	73,750	65,150	28,037	37,112	49.7 %	
4037 GROUNDS MAINTENANCE	28,478	1,397	30,000	28,604	1,596	27,008	10.0 %	

4038	CONTRACT MAINTENANCE	13,627	2,875	22,450	19,575	2,512	17,062	24.0 %	
4041	EQUIPMENT HIRE	2,257	0	2,900	2,900		2,900	0.0 %	
4042	EQUIPMENT MAINTCE	14,014	290	22,350	22,060	1,341	20,719	7.3 %	
4043	VEHICLE RUNNING COST	15,601	2,893	13,500	10,607	3,572	7,035	47.9 %	Projected overspend -WKS dept lease ve
4044	PERFORMING RIGHTS	1,111	0	1,250	1,250		1,250	0.0 %	
4045	IT MAINTENANCE/SUPPORT	9,070	1,543	11,200	9,657		9,657	13.8 %	
4046	EQUIPMENT PURCHASE	24,316	2,205	11,500	9,295	633	8,663	24.7 %	
4047	GENWKS MGRS BUDGET	1,746	274	3,000	2,726	795	1,931	35.6 %	Market tables + gazebo repairs
4048	PARK & RIDE EXPEND	10,764	0	11,500	11,500		11,500	0.0 %	
4050	POOP SCOOP	5,477	4,550	5,000	450		450	91.0 %	Periodic invoicing
4051	BANK CHARGES	3,513	455	3,500	3,045		3,045	13.0 %	
4053	LOAN INTEREST	19,503	-131	17,117	17,248		17,248	-0.8 %	
4054	LOAN CAPITAL REPAYD	54,314	5,164	40,333	35,169		35,169	12.8 %	
4055	Professional Fees (other)	3,361	291	4,500	4,209	495	3,714	17.5 %	
4056	LEGAL EXPENSES	28,377	22,014	15,700	-6,314		-6,314	140.2 %	Incs costs award
4057	AUDIT FEES	4,334	-2,818	4,380	7,198		7,198	-64.3 %	
4058	Professional Fees - Properties	6,410	4,559	11,180	6,621		6,621	40.8 %	
4059	ACCOUNTANCY FEES	5,586	-473	4,000	4,473		4,473	-11.8 %	
4062	MAYORS ALLCE	2,000	0	2,000	2,000		2,000	0.0 %	
4063	Civic/Ceremonial Expenses	4,258	1,041	5,000	3,959		3,959	20.8 %	
4064	TWINNING EXPENSES	234	0	250	250	58	192	23.3 %	
4065	ELECTIONS	5,686	0	6,000	6,000		6,000	0.0 %	
4067	COMMUNITY GRANTS	20,236	13,700	25,000	11,300		11,300	54.8 %	
4073	PATHS MAINTENANCE	675	0	2,500	2,500		2,500	0.0 %	
4075	DISPOSAL OF ASSETS	-500	0	0	0		0	0.0 %	
4076	TOWN SIGNS	0	0	1,200	1,200		1,200	0.0 %	
4089	H R & H & S SUPPORT	250	0	2,000	2,000		2,000	0.0 %	
4091	TOWN HALL ENTERTAINERS	220	0	600	600		600	0.0 %	
4092	TOILET CLEANING CONT (WDBC)	6,497	-313	7,000	7,313		7,313	-4.5 %	
4093	TH MANAGER'S BUDGET	526	341	1,500	1,159		1,159	22.7 %	
4094	MARKET REEVE BUDGET	605	947	1,500	553	531	22	98.5 %	
4095	MUSEUM GRANT	11,300	0	14,300	14,300		14,300	0.0 %	
4096	CLLRS ALLOWANCE	5,679	1,000	8,687	7,687		7,687	11.5 %	
4097	Clir IT Allowance	21	0	1,000	1,000		1,000	0.0 %	
4102	ANCIENT MONUMENTS	986	0	1,000	1,000		1,000	0.0 %	
4108	CHRISTMAS LIGHTS	5,791	0	9,000	9,000		9,000	0.0 %	
4112	TOWN CLERKS BUDGET	0	0	1,500	1,500	220	1,280	14.7 %	
4114	ASST TC BUDGET	567	80	1,500	1,420		1,420	5.3 %	
4117	TOWN CLOCK	20	0	1,500	1,500		1,500	0.0 %	
4134	MAYORS F'RAISING DOWN	1,103	1,075	0	-1,075		-1,075	0.0 %	
4135	TOWN CRIER EXPENSES	35	0	350	350		350	0.0 %	
4136	TOWN HALL EVENTS COSTS	0	0	1,500	1,500		1,500	0.0 %	
4178	Neighbourhood Plan	0	0	25,000	25,000		25,000	0.0 %	
4501	TTC Contri to THH Projects	22,944	0	0	0		0	0.0 %	
	Total OverHead	1,461,606	318,994	1,587,032	1,268,038	59,391	1,208,647	23.8 %	

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	12,514	3,865	18,000	14,135	704	13,432	25.4 %	
3002	COST OF SALES-FOOD	253	0	375	375		375	0.0 %	
3011	BAR SUPPLIES	657	159	500	341	1,798	-1,456	391.2 %	
	Total Direct	13,424	4,023	18,875	14,852	2,501	12,350	34.6 %	

Income Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
1000	INTERMENTS	32,170	7,578	25,000	-17,422			30.3 %	
1010	RENT RECEIVED	454,071	104,484	454,561	-350,077			23.0 %	Normally invoiced quarterly in advance
1011	INSURANCE RECHARGED	1,900	1,650	1,900	-250			86.8 %	
1020	LETTING INCOME	57,303	14,529	83,500	-68,971			17.4 %	
1021	EQUIPMENT HIPE INC	2,055	113	550	-437			20.5 %	
1022	FORFEITED DEPOSITS	140	0	0	0			0.0 %	
1023	TH KITCHEN LETTING INCOME	7,213	1,868	5,000	-3,132			37.4 %	
1033	CIVIC BALL INCOME	5,110	374	2,500	-2,126			15.0 %	
1034	MAYOR'S FUNDRAISING	800	895	0	895			0.0 %	
1040	MARKET TOLLS	337,031	27,970	381,000	-353,030			7.3 %	Reduction reflects closure for works
1041	ELECTRICITY RECOVERY	964	0	1,000	-1,000			0.0 %	
1043	MARKET STORAGE	4,285	640	5,000	-4,360			12.8 %	
1044	MARKET LOCK-UPS	25,020	4,035	33,360	-29,325			12.1 %	
1045	MARKET CARRIER BAGS	695	40	500	-460			8.0 %	
1050	CAR PARK FEES	35,610	7,644	38,000	-30,356			20.1 %	
1060	GOOSE FAIR INCOME	41,918	1,300	41,500	-40,200			3.1 %	
1061	PARK & RIDE INCOME	6,118	0	7,250	-7,250			0.0 %	
1068	Legal Fees Recovered	17,533	0	0	0			0.0 %	
1071	STAFF COSTS RECOVERED	4,291	0	500	-500			0.0 %	
1072	Grant Funding - WHS Ghill Proj	10,000	0	0	0			0.0 %	
1073	GRANT FUNDING HLF	43,830	4,870	0	4,870			0.0 %	
1075	PRECEPT SUPPORT GRANT	31,925	0	29,179	-29,179			0.0 %	
1076	PRECEPT	539,547	324,586	590,814	-266,228			54.9 %	Received half yearly
1078	DONATIONS RECEIVED	6,946	0	0	0			0.0 %	
1080	MISC INCOME	25,120	1,983	6,350	-4,367			31.2 %	
1081	Garden Festival Income	2,915	1,504	3,300	-1,796			45.6 %	
1082	DEPOT SEAT INCOME	1,500	0	1,500	-1,500			0.0 %	
1087	Grounds Mtc Contract - WDBC	9,000	0	9,000	-9,000			0.0 %	
1088	Play Park Inspections	500	-150	0	-150			0.0 %	
1090	INTEREST RECEIVED	5,182	5	5,000	-4,995			0.1 %	
1100	BAR SALES	32,369	10,854	30,000	-19,146			36.2 %	
1120	FOOD SALES	385	0	750	-750			0.0 %	
1130	Bar Extension & Licences	700	100	500	-400			20.0 %	
1175	PROCEEDS OF ASSET DISPOSALS	846	0	0	0			0.0 %	
	Total Income	1,744,992	516,871	1,757,514	-1,240,643			29.4 %	

**Tavistock Town Council
Capital Project Budget Monitoring Report 31st May 2018**

Current Budget = £255,250
Year to 31st May 2018 = 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 PROVISION	215,000	0	215,000	215,000		215,000	0.0%	
4805 CAP Cemetery Soakaway	59,926	0	0	0		0	0.0%	Work complete
4810 CAP Relocation of Works Depot	9,370	2,420	0	-2,420	51,342	-53,763	0.0%	See also 4824. Note £90k allocation to refurb works
4811 CAP Council ICT Infrastructure	753	0	0	0	-154	154	0.0%	
4812 CAP Duke St Repointing etc	158,554	0	0	0	13,820	-13,820	0.0%	Work complete
4813 CAP Abbey Walk resurfacing etc	8,234	0	0	0		0	0.0%	Work complete
4821 CAP Rundle Room Refurbishment	2,495	0	0	0		0	0.0%	Discontinued
4824 CAP New Depot	369,380	3,284	0	-3,284		-3,284	0.0%	See 4810 above
4825 CAP - THI PROPERTIES SINKING F	27,500	0	27,500	27,500		27,500	0.0%	EMR refer
4826 CAP G'hall Development Phase	43,345	436	0	-436	7,050	-7,486	0.0%	Work complete. NOTE delivery phase to be added (iro £1.6m)
4827 CAP - Guildhall Sinking Fund	12,750	0	12,750	12,750		12,750	0.0%	EMR refer
4828 CAP - BUTCHERS HALL REFURB	100,944	0	0	0		0	0.0%	Anticipated £20k additional spend re WC cubicle
4833 CAP-PANNIER MARKET DRAINAGE	0	0	0	0	236	-236	0.0%	£100k est spend incurred - to be inc
4834 CAP - Pannier Market Doors	2,260	4,567	0	-4,567		-4,567	0.0%	Please refer to THI report for costs (total iro £500k - vis match fund element) COSTS 180 £120k
4835 CAP - Pannier Market Roof	0	0	0	0	1,013	-1,013	0.0%	SEE ABOVE COMMENTS
4836 CAP - PMK Lighting/Heating	0	71,508	0	-71,508	1,570	-73,078	0.0%	Toilets - committed spend iro £60k
4837 CAP - PMK Internal Units	0	59,366	0	-59,366	1,570	-60,936	0.0%	
4898 EXCEPTIONAL MAINTENANCE	21,883	8,622	0	-8,622		-8,622	0.0%	
Total OverHead	1,032,394	150,203	255,250	105,047	76,447	28,600	88.8%	