

Tavistock Town Council
Budget Monitoring Report 30th November 2017

Year to 30th November 2017 = 66.67%

| | Actual Last Year | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|---------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| Total Expenditure | £ 1,409,766 | £ 1,033,590 | £ 1,593,625 | £ 560,035 | £ 12,561 | £ 547,474 | 65.6 % |
| Total Income | £ 1,727,886 | £ 1,424,134 | £ 1,699,743 | -£ 275,609 | | | 83.8 % |
| Net Expenditure over Income | £ 318,120 | £ 390,544 | £ 106,118 | £ 284,426 | | | |

| Expenditure Detail | Actual Last Year | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget | Notes |
|-------------------------------------|---------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|--|
| 4001 SALARIES | 665,362 | 452,655 | 718,446 | 265,791 | | 265,791 | 63.0 % | All employees paid monthly |
| 4003 Pension Added Years | 830 | 0 | 850 | 850 | | 850 | 0.0 % | |
| 4004 WAGES | 23,002 | 17,703 | 24,000 | 6,297 | | 6,297 | 73.8 % | Casuals paid weekly |
| 4005 Temporary/Agency Staff | 32,147 | 14,397 | 1,000 | -13,397 | | -13,397 | 1439.7 % | Overall Salary (4001)/Wage (4004)/Temp Staff (4005) spend equates to 65.2% of budget |
| 4006 PROTECTIVE CLOTHING/UNIFORMS | 4,295 | 2,596 | 3,000 | 404 | -25 | 429 | 85.7 % | |
| 4007 CONFERENCES/MEETINGS | 580 | 3,716 | 2,000 | -1,716 | 592 | -2,309 | 215.4 % | Please see below |
| 4008 COURSES/TRAINING | 12,154 | 7,230 | 21,700 | 14,470 | -205 | 14,675 | 32.4 % | 46.19% of total 4007/4008 budget |
| 4009 TRAVEL | 2,959 | 1,040 | 3,300 | 2,260 | | 2,260 | 31.5 % | |
| 4010 MISC STAFF COSTS | 10 | 19 | 350 | 331 | | 331 | 5.5 % | |
| 4011 RATES | 92,056 | 93,186 | 102,275 | 9,089 | | 9,089 | 91.1 % | Invoiced annually |
| 4012 WATER RATES | 16,795 | 3,675 | 10,775 | 7,100 | | 7,100 | 34.1 % | Guildhall has moved to metered supply |
| 4013 RENT PAID | 10,400 | 16,640 | 24,500 | 7,860 | | 7,860 | 67.9 % | Crelake units to be given up shortly |
| 4014 ELECTRICITY | 43,616 | 30,544 | 52,750 | 22,206 | | 22,206 | 57.9 % | |
| 4015 GAS | 19,303 | 7,571 | 26,795 | 19,224 | | 19,224 | 28.3 % | Seasonal element to spend |
| 4016 CLEANING AND RUBBISH | 39,671 | 26,562 | 43,700 | 17,138 | 753 | 16,386 | 62.5 % | |
| 4017 License - PC Software | 3,235 | 2,435 | 3,000 | 565 | 23 | 542 | 81.9 % | |
| 4020 MISC EXPENSES | 18,960 | 19,849 | 20,250 | 401 | 1,186 | -785 | 103.9 % | |
| 4021 Tel. Calls/Service & Broadband | 10,043 | 6,293 | 9,550 | 3,257 | 674 | 2,583 | 73.0 % | |
| 4022 POSTAGE | 2,584 | 2,096 | 2,750 | 654 | -300 | 954 | 65.3 % | |
| 4023 STATIONERY/PRINTING | 5,275 | 4,724 | 5,150 | 426 | 196 | 229 | 95.5 % | Increased service demand & periodic consumables |
| 4024 SUBSCRIPTIONS | 3,001 | 2,319 | 3,580 | 1,261 | | 1,261 | 64.8 % | Most subscriptions invoiced at start of financial year. |
| 4025 INSURANCE | 24,806 | 28,267 | 26,000 | -2,267 | | -2,267 | 108.7 % | Invoiced annually, increase for MOC |
| 4027 Photocopier hire and usage | 8,991 | 5,963 | 9,000 | 3,037 | | 3,037 | 66.3 % | Invoiced annually, half year in advance |
| 4028 REGALIA | 10 | 0 | 500 | 500 | | 500 | 0.0 % | |
| 4029 TOWN ADVERTISING | 3,200 | 2,163 | 10,000 | 7,837 | 101 | 7,736 | 22.6 % | |
| 4030 RECRUITMENT ADVTG | 1,162 | 2,216 | 1,750 | -466 | 65 | -531 | 130.3 % | New post created |
| 4031 OTHER ADVERTISING | 19,718 | 13,216 | 19,800 | 6,584 | 585 | 5,999 | 69.7 % | |
| 4032 WEBSITE DESIGN/MTCE | 710 | 141 | 1,000 | 859 | 100 | 759 | 24.1 % | |
| 4033 CIVIC BALL EXPENDTRE | 280 | 3,256 | 3,500 | 244 | | 244 | 93.0 % | Spend relates to 2016/17 event |
| 4034 PUBLIC RELATIONS | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0 % | |
| 4036 PROPERTY MAINTENANCE | 37,703 | 41,725 | 73,750 | 32,025 | 1,483 | 30,542 | 58.6 % | |
| 4037 GROUNDS MAINTENANCE | 17,733 | 21,119 | 30,000 | 8,881 | 2,432 | 6,448 | 78.5 % | |
| 4038 CONTRACT MAINTENANCE | 10,343 | 9,154 | 20,450 | 11,296 | 996 | 10,300 | 49.6 % | |

| Expenditure Detail | | Actual Last Year | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget | Notes |
|--------------------|--------------------------------|------------------|---------------------|--------------------|-----------------|-----------------------|-----------------|---------------|---|
| 4041 | EQUIPMENT HIRE | 2,691 | 1,746 | 3,650 | 1,904 | 20 | 1,884 | 48.4 % | |
| 4042 | EQUIPMENT MAINT'CE | 18,436 | 11,559 | 22,350 | 10,791 | 1,820 | 8,971 | 59.9 % | |
| 4043 | VEHICLE RUNNING COST | 13,202 | 9,980 | 13,500 | 3,520 | 67 | 3,453 | 74.4 % | This will increase (short term lease) |
| 4044 | PERFORMING RIGHTS | 1,198 | 1,111 | 1,250 | 139 | 78 | 61 | 95.1 % | |
| 4045 | IT MAINTENANCE/SUPPORT | 9,104 | 5,764 | 9,000 | 3,236 | 35 | 3,201 | 64.4 % | |
| 4046 | EQUIPMENT PURCHASE | 8,072 | 13,869 | 11,500 | -2,369 | -1,397 | -972 | 108.5 % | |
| 4047 | GEN/WKS MGRS BUDGET | 954 | 1,030 | 3,000 | 1,970 | 80 | 1,891 | 37.0 % | |
| 4048 | PARK & RIDE EXPEND | 10,831 | 8,764 | 11,500 | 2,736 | | 2,736 | 76.2 % | |
| 4050 | POOP SCOOP | 5,581 | 5,477 | 5,000 | -477 | | -477 | 109.5 % | |
| 4051 | BANK CHARGES | 4,176 | 2,434 | 3,000 | 566 | | 566 | 81.1 % | |
| 4053 | LOAN INTEREST | 23,100 | 9,801 | 21,570 | 11,769 | | 11,769 | 45.4 % | |
| 4054 | LOAN CAPITAL REPAID | 61,297 | 35,814 | 54,312 | 18,498 | | 18,498 | 65.9 % | |
| 4055 | Professional Fees (other) | 2,100 | 3,290 | 4,500 | 1,210 | | 1,210 | 73.1 % | |
| 4056 | LEGAL EXPENSES | 25,016 | 31,418 | 15,250 | -16,168 | | -16,168 | 206.0 % | Long term issues being addressed |
| 4057 | AUDIT FEES | 1,114 | 758 | 5,680 | 4,922 | | 4,922 | 13.3 % | Inc fees charged to previous financial year |
| 4058 | Professional Fees - Properties | 18,323 | 3,486 | 11,180 | 7,695 | 200 | 7,495 | 33.0 % | |
| 4059 | ACCOUNTANCY FEES | 3,439 | 1,602 | 4,000 | 2,398 | | 2,398 | 40.0 % | Inc fees charged to previous financial year |
| 4062 | MAYORS ALLCE | 2,000 | 2,000 | 2,000 | 0 | | 0 | 100.0 % | |
| 4063 | Civic/Ceremonial Expenses | 3,434 | 3,006 | 5,000 | 1,994 | 198 | 1,796 | 64.1 % | |
| 4064 | TWINNING EXPENSES | 130 | 234 | 250 | 16 | | 16 | 93.6 % | |
| 4065 | ELECTIONS | 2,760 | 84 | 4,750 | 4,666 | | 4,666 | 1.8 % | |
| 4067 | COMMUNITY GRANTS | 27,502 | 20,236 | 25,000 | 4,765 | | 4,765 | 80.9 % | Typically paid annually |
| 4073 | PATHS MAINTENANCE | 1,125 | 0 | 2,500 | 2,500 | | 2,500 | 0.0 % | |
| 4075 | DISPOSAL OF ASSETS | 0 | -500 | 0 | 500 | | 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 | 140 | 1,500 | 1,360 | -300 | 1,660 | -10.7 % | |
| 4092 | TOILET CLEANING CONT (WDBC) | -687 | -503 | 7,000 | 7,503 | | 7,503 | -7.2 % | Awaiting 2016/17 invoice |
| 4093 | TH MANAGER'S BUDGET | 808 | 396 | 1,500 | 1,104 | -15 | 1,119 | 25.4 % | |
| 4094 | MARKET REEVE BUDGET | 45 | 568 | 1,500 | 932 | 45 | 887 | 40.9 % | |
| 4095 | MUSEUM GRANT | 0 | 0 | 14,300 | 14,300 | | 14,300 | 0.0 % | |
| 4096 | CLLRS ALLOWANCE | 5,554 | 2,659 | 8,687 | 6,028 | | 6,028 | 30.6 % | |
| 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 | 4,307 | 9,000 | 4,693 | 869 | 3,824 | 57.5 % | |
| 4112 | TOWN CLERK'S BUDGET | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0 % | |
| 4114 | ASST TC BUDGET | 537 | 512 | 1,500 | 988 | | 988 | 34.1 % | |
| 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 | 35 | 350 | 315 | | 315 | 10.0 % | |
| 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 | 1,024,669 | 1,574,750 | 550,081 | 10,357 | 539,724 | 65.7 % | |

| 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 | 10,524 | 8,264 | 18,000 | 9,736 | 2,243 | 7,493 | 58.4 % | |
| 3002 | COST OF SALES-FOOD | 86 | 194 | 375 | 181 | -35 | 216 | 42.5 % | |
| 3011 | BAR SUPPLIES | 584 | 463 | 500 | 37 | -4 | 41 | 91.8 % | |
| 3020 | Purchase Promotional Material | 2,180 | 0 | 0 | 0 | | 0 | 0.0 % | |
| | Total Direct | 13,373 | 8,921 | 18,875 | 9,954 | 2,204 | 7,750 | 58.9 % | |
| Income Detail | | Actual Last Year | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget | Notes |
| 1000 | INTERMENTS | 24,301 | 16,641 | 25,000 | -8,359 | | | 66.6 % | |
| 1008 | Insurance Claims Received | 18,000 | 0 | 0 | 0 | | | 0.0 % | |
| 1010 | RENT RECEIVED | 434,877 | 332,211 | 435,061 | -102,850 | | | 76.4 % | Normally invoiced quarterly in advance |
| 1011 | INSURANCE RECHARGED | 1,900 | 1,900 | 1,900 | 0 | | | 100.0 % | |
| 1015 | TICKET SALES | 1,689 | 0 | 0 | 0 | | | 0.0 % | |
| 1020 | LETTING INCOME | 68,462 | 42,785 | 84,950 | -42,165 | | | 50.4 % | |
| 1021 | EQUIPMENT HIRE INC | 1,536 | 957 | 550 | 407 | | | 173.9 % | |
| 1022 | FORFEITED DEPOSITS | 1,508 | 140 | 0 | 140 | | | 0.0 % | |
| 1023 | TH KITCHEN LETTING INCOME | 2,204 | 3,592 | 0 | 3,592 | | | 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 | 740 | 0 | 740 | | | 0.0 % | |
| 1040 | MARKET TOLLS | 407,569 | 270,690 | 390,000 | -119,310 | | | 69.4 % | Impact expected during P Market works (reduced) |
| 1041 | ELECTRICITY RECOVERY | 1,339 | 794 | 1,400 | -606 | | | 56.7 % | |
| 1043 | MARKET STORAGE | 5,003 | 2,735 | 2,500 | 235 | | | 109.4 % | |
| 1044 | MARKET LOCK-UPS | 33,360 | 25,020 | 33,360 | -8,340 | | | 75.0 % | Invoiced monthly in advance. See also 1040 |
| 1045 | MARKET CARRIER BAGS | 675 | 570 | 500 | 70 | | | 114.1 % | |
| 1050 | CAR PARK FEES | 37,983 | 27,259 | 37,400 | -10,141 | | | 72.9 % | |
| 1060 | GOOSE FAIR INCOME | 43,701 | 39,070 | 41,500 | -2,430 | | | 94.1 % | |
| 1061 | PARK & RIDE INCOME | 9,062 | 6,118 | 7,250 | -1,132 | | | 84.4 % | Reduced take up |
| 1068 | Legal Fees Recovered | 0 | 175 | 0 | 175 | | | 0.0 % | |
| 1071 | STAFF COSTS RECOVERED | 2,424 | 533 | 500 | 33 | | | 106.7 % | |
| 1073 | GRANT FUNDING HLF | 0 | 43,830 | 0 | 43,830 | | | 0.0 % | Received yearly |
| 1075 | PRECEPT SUPPORT GRANT | 34,929 | 31,925 | 31,925 | 0 | | | 100.0 % | Received half yearly |
| 1076 | PRECEPT | 513,258 | 539,547 | 539,547 | 0 | | | 100.0 % | Received half yearly |
| 1077 | GRANTS RECEIVED | 9,475 | 0 | 0 | 0 | | | 0.0 % | |
| 1078 | DONATIONS RECEIVED | 0 | 6,946 | 0 | 6,946 | | | 0.0 % | |
| 1080 | MISC INCOME | 19,801 | 5,900 | 22,850 | -16,950 | | | 25.8 % | |
| 1081 | Garden Festival Income | 3,075 | 1,358 | 3,300 | -1,943 | | | 41.1 % | |
| 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 | 19,987 | 30,000 | -10,013 | | | 66.6 % | |
| 1120 | FOOD SALES | 723 | 223 | 750 | -527 | | | 29.8 % | |
| 1130 | Bar Extension & Licences | 867 | 200 | 500 | -300 | | | 40.0 % | |
| 1175 | PROCEEDS OF ASSET DISPOSALS | 0 | 346 | 0 | 346 | | | 0.0 % | |
| | Total Income | 1,727,886 | 1,424,134 | 1,699,743 | -275,609 | | | 83.8 % | |

Tavistock Town Council
Capital Project Budget Monitoring Report 30th November 2017

Current Budget = £1,942,853

Year to 30th November 2017 = 66.67% of year

| <u>Expenditure Detail</u> | <u>Actual Last Year</u> | <u>Actual Year to Date</u> | <u>Current Annual Bud</u> | <u>Budget Variance</u> | <u>Committed Expenditure</u> | <u>Funds Available</u> | <u>% of Budget</u> | <u>Notes</u> |
|-------------------------------------|-------------------------|----------------------------|---------------------------|------------------------|------------------------------|------------------------|--------------------|--------------------|
| 4800 ROLLING CAPITAL FUND PROVISION | 116,632 | 215,000 | 215,000 | 0 | | 0 | 100.0 % | |
| 4805 CAP Cemetery Soakaway | 0 | 59,926 | 60,000 | 74 | | 74 | 99.9 % | Complete |
| 4810 CAP Relocation of Works Depot | 4,910 | 0 | 0 | 0 | -96 | 96 | 0.0 % | To be reviewed MOC |
| 4811 CAP Council ICT Infrastructure | 853 | 0 | 7,500 | 7,500 | | 7,500 | 0.0 % | |
| 4812 CAP Duke St Repointing etc | 4,652 | 110,300 | 165,000 | 54,700 | 2,911 | 51,789 | 68.6 % | Final payment tbc |
| 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 | 2,495 | 49,488 | 46,993 | 500 | 46,493 | 6.1 % | On hold |
| 4823 CAP Guildhall Refurbishment | 1,562 | 0 | 726,438 | 726,438 | | 726,438 | 0.0 % | |
| 4824 CAP New Depot | 0 | 365,464 | 0 | -365,464 | | -365,464 | 0.0 % | MOC acquired |
| 4825 CAP - THI PROPERTIES SINKING F | 12,500 | 27,500 | 27,500 | 0 | | 0 | 100.0 % | |
| 4826 CAP G'hall Development Phase | 38,436 | 38,822 | 44,165 | 5,343 | 8 | 5,335 | 87.9 % | Annual allocation |
| 4827 CAP - Guildhall Sinking Fund | 12,750 | 12,750 | 12,750 | 0 | | 0 | 100.0 % | |
| 4828 CAP - BUTCHERS HALL REFURB | 0 | 36,394 | 85,000 | 48,606 | 7,881 | 40,725 | 52.1 % | Final payment tbc |
| 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 RESURFACING | 0 | 0 | 25,000 | 25,000 | | 25,000 | 0.0 % | Under review |
| 4833 CAP-PANNIER MARKET DRAINAGE | 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 | 186 | 235,183 | 0.1 % | |
| 4898 EXCEPTIONAL MAINTENANCE | 0 | 249 | 65,000 | 64,751 | 8,358 | 56,393 | 13.2 % | |
| Total OverHead | 200,663 | 877,134 | 1,942,853 | 1,065,719 | 19,748 | 1,045,971 | 46.2 % | |