

**Tavistock Town Council**  
**Budget Monitoring Report 28th February 2022**

Year to 28th February 2022 = 91.67% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent
<b>Total Expenditure</b>	£ 1,077,674	£ 1,079,593	£ 1,776,995	£ 697,402	£ 42,667	£ 654,735	63.2%
<b>Total Income</b>	£ 1,447,920	£ 1,815,557	£ 1,697,967	(117,590)	-	-	106.9%
<b>Net Expenditure over Income</b>	£ 370,246	£ 735,964	-£ 79,028	£ 814,992			

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
3001	COST OF SALES-DRINK	1383	4290	8000	3710	134	3576	55.3%	
3002	COST OF SALES-FOOD	0	51	0	(51)		(51)	0.0%	
3011	BAR SUPPLIES	658	475	350	(125)		(125)	135.7%	
3020	Purchase Promotional Material	0	0	500	500		500	0.0%	
	<b>Total Direct</b>	<b>2040</b>	<b>4816</b>	<b>8850</b>	<b>4034</b>	<b>134</b>	<b>3900</b>	<b>55.9%</b>	Reduced activity (COVID)
Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4001	SALARIES	597155	543183	822928	279745		279745	66.0%	Reduced staffing levels
4003	Pension Added Years	0	0	1100	1100		1100	0.0%	
4004	WAGES	809	25392	3000	(22,392)		(22,392)	846.4%	Casual Workers
4005	Temporary/Agency Staff	3200	45833	0	(45,833)		(45,833)	0.0%	4001 + 4005 = 71.58%
4006	PROTECTIVE CLOTHING/UNIFORMS	1973	3379	3000	(379)	158	(537)	117.9%	Mainly new uniforms
4007	CONFERENCES/MEETINGS	82	1176	2250	1074		1074	52.3%	
4008	COURSES/TRAINING	1497	4812	8000	3188	1707	1480	81.5%	inc Chapter 8/FAW/RoSPA
4009	TRAVEL	50	247	1125	878		878	21.9%	
4010	MISC STAFF COSTS	2660	1366	200	(1,166)		(1,166)	683.0%	Agency sign on fee
4011	RATES	118239	114067	131695	17628		17628	86.6%	G'hall not yet invoiced
4012	WATER RATES	7151	5614	15425	9811		9811	36.4%	Variable payment dates
4014	ELECTRICITY	17472	16666	36400	19734		19734	45.8%	Awaiting invoices
4015	GAS	9921	15305	26250	10945		10945	58.3%	Awaiting invoices
4016	CLEANING AND RUBBISH	29145	30264	52110	21846	3012	18834	63.9%	Committed future spend (Depot)
4017	License - PC Software	3231	2830	3350	520		520	84.5%	
4020	MISC EXPENSES	5809	3005	21450	18445	17	18427	14.1%	
4021	Tel. Calls/Service & Broadband	10443	10595	11050	456	448	7	99.9%	
4022	POSTAGE	1568	1853	3100	1247	300	947	69.4%	
4023	STATIONERY/PRINTING	1989	2023	4700	2677	231	2447	47.9%	
4024	SUBSCRIPTIONS	3638	3837	2598	(1,239)		(1,239)	147.7%	Typically annual
4025	INSURANCE	32424	21290	28500	7210		7210	74.7%	Large increase 2022-23
4027	Photocopier hire and usage	6754	5028	5500	472		472	91.4%	Paid quarterly in advance

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4028	REGALIA	376	150	250	100		100	60.0%	
4029	TOWN ADVERTISING	310	1225	4000	2775		2775	30.6%	
4030	RECRUITMENT ADVTG	1436	4132	1500	(2,632)		(2,632)	275.5%	Recruitment difficulties
4031	OTHER ADVERTISING	5042	7068	20000	12932	11889	1043	94.8%	
4032	WEBSITE DESIGN/M'TCE	305	200	600	400		400	33.3%	
4033	CIVIC BALL EXPENDTRE	0	3464	3500	36	3480	(3,444)	198.4%	Ball cost x 2 (ticket recovery)
4034	PUBLIC RELATIONS	0	140	2500	2360		2360	5.6%	
4036	PROPERTY MAINTENANCE	15402	30180	122098	91918	4634	87285	28.5%	Budgets adjusted
4037	GROUNDS MAINTENANCE	12678	14914	47277	32363	4267	28096	40.6%	Budgets adjusted
4038	CONTRACT MAINTENANCE	20761	22599	34050	11451	2264	9187	73.0%	
4041	EQUIPMENT HIRE	969	1437	1800	363	145	218	87.9%	Includes Cherry Picker
4042	EQUIPMENT MAINT'CE	5038	6642	21100	14458	2309	12149	42.4%	
4043	VEHICLE RUNNING COST	10450	12024	16750	4726	948	3779	77.4%	
4044	PERFORMING RIGHTS	2799	741	3500	2759		2759	21.2%	
4045	I T MAINTENANCE/SUPPORT	12857	10602	14050	3448		3448	75.5%	
4046	EQUIPMENT PURCHASE	6824	7533	15000	7467	1423	6044	59.7%	
4047	GEN\WKS MGRS BUDGET	700	1040	2000	960		960	52.0%	
4048	PARK & RIDE EXPEND	0	0	11500	11500		11500	0.0%	2021 Event cancelled
4049	MINOR EQUIPMENT	0	50	0	(50)		(50)	0.0%	
4050	POOP SCOOP/DOG WARDEN	5358	2307	7000	4693	277	4416	36.9%	
4051	BANK CHARGES	2891	3827	4000	173		173	95.7%	
4053	LOAN INTEREST	21112	14312	22762	8450		8450	62.9%	
4054	LOAN CAPITAL REPAID	36208	32266	42265	9999		9999	76.3%	
4055	Professional Fees (other)	0	0	2000	2000	150	1850	7.5%	
4056	LEGAL EXPENSES	21744	9862	27500	17639		17639	35.9%	
4057	AUDIT FEES	3236	434	4040	3606	170	3436	15.0%	Accounting adj/prior year refers
4058	Professional Fees - Properties	11151	8254	12000	3746		3746	68.8%	
4059	ACCOUNTANCY FEES	5522	1171	5000	3829		3829	23.4%	Accounting adj/prior year refers
4062	MAYORS ALLCE	0	2000	2000	0		0	100.0%	Paid twice yearly
4063	Civic/Ceremonial Expenses	370	1885	5000	3115	305	2810	43.8%	
4064	TWINNING EXPENSES	0	0	250	250		250	0.0%	
4065	ELECTIONS	0	0	1500	1500		1500	0.0%	
4067	COMMUNITY GRANTS	10951	0	17500	17500		17500	0.0%	
4073	PATHS MAINTENANCE	0	0	2500	2500		2500	0.0%	Currently spent on 4037
4076	TOWN SIGNS	0	0	600	600		600	0.0%	
4078	Localism	50	0	19757	19757		19757	0.0%	4178 refers
4083	CHE SOCIAL FUND	(6,565)	0	0	0		0	0.0%	
4089	H R & H & S SUPPORT	2450	755	2500	1745	900	845	66.2%	
4091	TOWN HALL ENTERTAINERS	0	0	300	300		300	0.0%	

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4092	TOILET CLEANING CONT (WDBC)	1000	0	1000	1000		1000	0.0%	Invoice in process
4093	TH MANAGER'S BUDGET	0	547	1000	453		453	54.7%	
4094	MARKET REEVE BUDGET	579	661	1000	339		339	66.1%	
4096	CLLRS ALLOWANCE	7922	7948	8687	739		739	91.5%	
4097	CLr IT Allowance	0	0	1000	1000		1000	0.0%	
4099	THT GRANT	0	0	35000	35000		35000	0.0%	Payments start 01/01/22
4102	ANCIENT MONUMENTS	0	226	1000	774		774	22.6%	
4108	CHRISTMAS LIGHTS	(307)	3754	5000	1246		1246	75.1%	
4112	TOWN CLERK'S BUDGET	265	930	1000	70		70	93.0%	
4114	ASST TC BUDGET	285	973	1000	27		27	97.3%	
4117	TOWN CLOCK	0	68	1500	1432		1432	4.5%	
4119	MDO MGRS BUDGET	0	19	0	(19)		(19)	0.0%	On transfer
4120	EX WDBC PUBLIC TOILETS	0	0	26000	26000		26000	0.0%	
4134	MAYORS F'RAISING DON'N	218	400	0	(400)		(400)	0.0%	
4135	TOWN CRIER EXPENSES	35	35	35	0		0	100.0%	
4136	TOWN HALL EVENTS COSTS	0	0	1000	1000		1000	0.0%	
4178	Neighbourhood Plan	0	242	243	1	3500	(3,499)	1540.1%	4078 refers
	<b>Total Overhead</b>	<b>1075633</b>	<b>1074777</b>	<b>1768145</b>	<b>693368</b>	<b>42533</b>	<b>650834</b>	<b>63.2%</b>	

Code	Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
1000	INTERMENTS	29414	27681	24000	(3,681)			115.3%	
1008	Insurance Claims Received	2687	0	0	0			0.0%	
1010	*RENT RECEIVED - INVOICE	428085	414260	376961	(37,299)			109.9%	Typically quarterly
1011	*INSURANCE RECHARGED	2150	1900	2250	350			84.4%	Principally annually
1020	*LETTING INCOME - INVOICE	28386	70796	36000	(34,796)			196.7%	Prior budget COVID hit
1021	*EQUIPMENT HIRE INC	267	1197	1500	303			79.8%	
1022	FORFEITED DEPOSITS	162	0	0	0			0.0%	
1023	*TH KITCHEN LETTING INCOME	0	1182	2000	818			59.1%	
1033	CIVIC BALL INCOME	(4,256)	5854	2500	(3,354)			234.2%	
1034	MAYOR'S FUNDRAISING	0	573	0	(573)			0.0%	
1040	MARKET TOLLS	89825	278465	326350	47885			85.3%	
1041	*ELECTRICITY RECOVERY	207	482	450	(32)			107.0%	
1043	MARKET STORAGE	3553	4918	5000	83			98.4%	
1044	*MARKET LOCK-UPS - INVOICE	5806	24562	28140	3578			87.3%	
1045	MARKET CARRIER BAGS	328	449	250	(199)			179.5%	
1046	WATER RATES RECOVERY	2516	727	240	(487)			302.8%	
1050	CAR PARK FEES	3845	16736	20000	3264			83.7%	
1060	GOOSE FAIR INCOME	0	0	41500	41500			0.0%	2021 Event cancelled
1061	PARK & RIDE INCOME	0	0	6500	6500			0.0%	2021 Event cancelled

Code	Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
1068	Legal Fees Recovered	2770	527	0	(527)			0.0%	
1069	Professional Fees Recovered	0	450	0	(450)			0.0%	
1071	STAFF COSTS RECOVERED	965	3222	0	(3,222)			0.0%	
1072	Grant Funding -WHS G'hll Proj	20368	111720	0	(111,720)			0.0%	
1074	Government Grants	68702	5010	0	(5,010)			0.0%	
1076	PRECEPT	728255	800316	800316	0			100.0%	Paid in two instalments
1077	GRANTS RECEIVED	0	16476	0	(16,476)			0.0%	
1080	MISC INCOME	9231	18044	1510	(16,534)			1195.0%	
1081	Garden Festival Income	(1,970)	1250	0	(1,250)			0.0%	2021 Event cancelled
1082	DEPOT SEAT INCOME	550	1175	500	(675)			235.0%	
1090	INTEREST RECEIVED	1880	317	1500	1183			21.2%	
1100	BAR SALES	(708)	6974	20000	13026			34.9%	
1120	FOOD SALES	0	97	0	(97)			0.0%	
1130	Bar Extension & Licences	0	200	500	300			40.0%	
1175	PROCEEDS OF ASSET DISPOSALS	24903	0	0	0			0.0%	2020/21 Guildhall Cobbles
	<b>Total Income</b>	<b>1447920</b>	<b>1815557</b>	<b>1697967</b>	<b>(117,590)</b>	<b>0</b>	<b>0</b>	<b>106.9%</b>	

\* Please note income shown represents income invoiced not necessarily received. Bank reconciliation for February income accounts tbc