

Tavistock Town Council

Budget Monitoring Report 31st December 2021

Year to 31st December 2021 = 75% of year

		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent	
	Total Expenditure	£ 1,077,674	£ 897,969	£ 1,776,995	£ 879,026	£ 36,737	£ 842,289	52.6%	
	Total Income	£ 1,447,920	£ 1,640,320	£ 1,697,967	£ 57,647	£ -	£ -	96.6%	
	Net Expenditure over Income	£ 370,246	£ 742,351	-£ 79,028	£ 821,379				
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	1691	8000	6309	1303	5005	37.4%	
3002	COST OF SALES-FOOD	0	51	0	(51)		(51)	0.0%	
3011	BAR SUPPLIES	658	365	350	(15)		(15)	104.3%	
3020	Purchase Promotional Material	0	0	500	500		500	0.0%	
	Total Direct	2040	2107	8850	6743	1303	5439	38.5%	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	458757	822928	364171		364171	55.7%	Reduced staffing levels
4003	Pension Added Years	0	0	1100	1100		1100	0.0%	
4004	WAGES	809	5047	3000	(2,047)		(2,047)	168.2%	Casual Workers
4005	Temporary/Agency Staff	3200	38283	0	(38,283)		(38,283)	0.0%	4001 + 4005 = 60.40%
4006	PROTECTIVE CLOTHING/UNIFORMS	1973	3356	3000	(356)	244	(600)	120.0%	Mainly new uniforms
4007	CONFERENCES/MEETINGS	82	1176	2250	1074		1074	52.3%	
4008	COURSES/TRAINING	1497	4512	8000	3488	2134	1353	83.1%	inc Chapter 8/FAW/RoSPA
4009	TRAVEL	50	132	1125	993		993	11.7%	
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%	Typically annual. G'hall in review
4012	WATER RATES	7151	4698	15425	10727		10727	30.5%	Variable payment dates
4014	ELECTRICITY	17472	10596	36400	25804		25804	29.1%	Awaiting invoices
4015	GAS	9921	9207	26250	17043		17043	35.1%	Awaiting invoices
4016	CLEANING AND RUBBISH	29145	24203	52110	27907	3292	24615	52.8%	Committed future spend (Depot)
4017	License - PC Software	3231	2478	3350	872		872	74.0%	
4020	MISC EXPENSES	5809	2980	21450	18470	3693	14776	31.1%	
4021	Tel. Calls/Service & Broadband	10443	8722	11050	2328		2328	78.9%	
4022	POSTAGE	1568	1545	3100	1555	300	1255	59.5%	
4023	STATIONERY/PRINTING	1989	1639	4700	3061	235	2825	39.9%	
4024	SUBSCRIPTIONS	3638	3383	2598	(785)		(785)	130.2%	Typically annual
4025	INSURANCE	32424	21275	28500	7225		7225	74.6%	Principally annual

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4027	Photocopier hire and usage	6754	5028	5500	472		472	91.4%	Paid quarterly in advance
4028	REGALIA	376	150	250	100		100	60.0%	
4029	TOWN ADVERTISING	310	1225	4000	2775		2775	30.6%	
4030	RECRUITMENT ADVTG	1436	3612	1500	(2,112)	280	(2,392)	259.5%	Recruitment difficulties
4031	OTHER ADVERTISING	5042	6186	20000	13814	903	12911	35.4%	Low due -COVID19 uncertainty
4032	WEBSITE DESIGN/M'TCE	305	200	600	400		400	33.3%	
4033	CIVIC BALL EXPENDTRE	0	3389	3500	111	3465	(3,354)	195.8%	Ball cost x 2 (ticket recovery)
4034	PUBLIC RELATIONS	0	140	2500	2360		2360	5.6%	
4036	PROPERTY MAINTENANCE	15402	25005	122098	97093	5636	91457	25.1%	Budgets adjusted
4037	GROUNDS MAINTENANCE	12678	13999	47277	33279	265	33014	30.2%	Budgets adjusted
4038	CONTRACT MAINTENANCE	20761	19316	34050	14734	2800	11934	65.0%	
4041	EQUIPMENT HIRE	969	1075	1800	725	85	640	64.4%	Includes Cherry Picker
4042	EQUIPMENT MAINT'CE	5038	5249	21100	15851	2501	13350	36.7%	
4043	VEHICLE RUNNING COST	10450	10548	16750	6202	1	6201	63.0%	
4044	PERFORMING RIGHTS	2799	741	3500	2759		2759	21.2%	
4045	I T MAINTENANCE/SUPPORT	12857	8878	14050	5172		5172	63.2%	
4046	EQUIPMENT PURCHASE	6824	5803	15000	9197	1244	7953	47.0%	
4047	GEN\WKS MGRS BUDGET	700	444	2000	1556		1556	22.2%	
4048	PARK & RIDE EXPEND	0	0	11500	11500		11500	0.0%	2021 Event cancelled
4050	POOP SCOOP/DOG WARDEN	5358	2307	7000	4693		4693	33.0%	
4051	BANK CHARGES	2891	3121	4000	879		879	78.0%	
4053	LOAN INTEREST	21112	9752	22762	13010		13010	42.8%	
4054	LOAN CAPITAL REPAID	36208	26201	42265	16064		16064	62.0%	
4055	Professional Fees (other)	0	0	2000	2000	150	1850	7.5%	
4056	LEGAL EXPENSES	21744	3942	27500	23559		23559	14.3%	
4057	AUDIT FEES	3236	16	4040	4024		4024	0.4%	Accounting adj/prior year refers
4058	Professional Fees - Properties	11151	4754	12000	7246	3500	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	1785	5000	3215	305	2910	41.8%	
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	20000	20000		20000	0.0%	4178 refers
4083	CHE SOCIAL FUND	(6,565)	0	0	0		0	0.0%	

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4089	H R & H & S SUPPORT	2450	122	2500	2378	900	1478	40.9%	
4091	TOWN HALL ENTERTAINERS	0	0	300	300		300	0.0%	
4092	TOILET CLEANING CONT (WDBC)	1000	(1,000)	1000	2000		2000	(100.0%)	Invoice in process
4093	TH MANAGER'S BUDGET	0	547	1000	453		453	54.7%	
4094	MARKET REEVE BUDGET	579	640	1000	360		360	64.0%	
4096	CLLRS ALLOWANCE	7922	7948	8687	739		739	91.5%	
4097	CLlr 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)	1418	5000	3582		3582	28.4%	
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	78	0	(78)	3500	(3,578)	0.0%	4078 refers
	Total Overhead	1075633	895862	1768145	872283	35433	836850	52.7%	
Code	Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Rcvd	Notes
1000	INTERMENTS	29414	24904	24000	(904)			103.8%	
1008	Insurance Claims Received	2687	0	0	0			0.0%	
1010	*RENT RECEIVED - INVOICE	428085	409852	376961	(32,891)			108.7%	Typically quarterly
1011	*INSURANCE RECHARGED	2150	1900	2250	350			84.4%	Principally annually
1020	*LETTING INCOME - INVOICE	28386	65232	36000	(29,232)			181.2%	Prior budget COVID hit
1021	EQUIPMENT HIRE INC	267	1180	1500	320			78.7%	
1022	FORFEITED DEPOSITS	162	0	0	0			0.0%	
1023	*TH KITCHEN LETTING INCOME	0	688	2000	1312			34.4%	
1033	CIVIC BALL INCOME	(4,256)	2948	2500	(448)			117.9%	
1034	MAYOR'S FUNDRAISING	0	573	0	(573)			0.0%	
1040	MARKET TOLLS	89825	236106	326350	90244			72.3%	
1041	ELECTRICITY RECOVERY	207	150	450	300			33.3%	
1043	MARKET STORAGE	3553	4018	5000	983			80.4%	
1044	*MARKET LOCK-UPS - INVOICE	5806	19722	28140	8418			70.1%	
1045	MARKET CARRIER BAGS	328	449	250	(199)			179.5%	

Code	Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Rcvd	Notes
1046	WATER RATES RECOVERY	2516	727	240	(487)			302.8%	
1050	CAR PARK FEES	3845	13832	20000	6168			69.2%	
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
1068	Legal Fees Recovered	2770	77	0	(77)			0.0%	
1071	STAFF COSTS RECOVERED	965	3192	0	(3,192)			0.0%	
1072	Grant Funding -WHS G'hll Proj	20368	33005	0	(33,005)			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	321	0	(321)			0.0%	
1080	MISC INCOME	9231	11463	1510	(9,953)			759.1%	
1081	Garden Festival Income	(1,970)	0	0	0			0.0%	2021 Event cancelled
1082	DEPOT SEAT INCOME	550	1175	500	(675)			235.0%	
1090	INTEREST RECEIVED	1880	193	1500	1307			12.9%	
1100	BAR SALES	(708)	3092	20000	16908			15.5%	
1120	FOOD SALES	0	97	0	(97)			0.0%	
1130	Bar Extension & Licences	0	100	500	400			20.0%	
1175	PROCEEDS OF ASSET DISPOSALS	24903	0	0	0			0.0%	2020/21 Guildhall Cobbles
	Total Income	1447920	1640320	1697967	57647	0	0	96.6%	

* Please note income shown represents income invoiced not necessarily received