

**Tavistock Town Council**  
**Budget Monitoring Report 30th November 2018**

Year to 30th November 2018 = 66.67% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b>Total Expenditure</b>	£ 1,475,030	£ 1,065,694	£ 1,700,177	£ 634,483	£ 35,170	£ 599,313	64.8 %
<b>Total Income</b>	£ 1,744,992	£ 1,408,384	£ 1,757,514	-£ 349,130			80.1 %
<b>Net Expenditure over Income</b>	£ 269,962	£ 342,690	£ 57,337	£ 983,613			

<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	685,558	472,307	733,510	261,203		261,203	64.4 %	All employees paid monthly
4003 Pension Added Years	845	0	900	900		900	0.0 %	
4004 WAGES	26,330	25,649	24,500	-1,149		-1,149	104.7 %	Casuals paid weekly
4005 Temporary/Agency Staff	20,497	13,911	1,000	-12,911		-12,911	1391.1 %	Reflects interim office arrangements
4006 PROTECTIVE CLOTHING/UNIFORM	3,578	2,352	3,000	648		648	78.4 %	
4007 CONFERENCES/MEETINGS	4,107	1,686	5,500	3,814		3,814	30.7 %	
4008 COURSES/TRAINING	9,471	5,548	17,700	12,152	1,165	10,987	37.9 %	
4009 TRAVEL	2,376	1,106	2,550	1,444		1,444	43.4 %	
4010 MISC STAFF COSTS	19	12	250	239		239	4.6 %	
4011 RATES	91,966	80,684	105,045	24,361		24,361	76.8 %	Invoiced annually
4012 WATER RATES	5,243	5,444	11,275	5,831		5,831	48.3 %	Guildhall has moved to metered supply
4013 RENT PAID	23,623	0	0	0		0	0.0 %	
4014 ELECTRICITY	40,111	15,614	59,200	43,586		43,586	26.4 %	
4015 GAS	17,959	6,427	23,500	17,073		17,073	27.3 %	Element of accrual inc.
4016 CLEANING AND RUBBISH	38,390	28,104	43,700	15,596	589	15,007	65.7 %	
4017 License - PC Software	3,274	2,959	3,500	541	504	37	98.9 %	
4020 MISC EXPENSES	20,896	19,037	20,600	1,563	2,055	-492	102.4 %	GF committed spend
4021 Tel. Calls/Service & Broadband	9,938	6,856	10,050	3,194	273	2,921	70.9 %	
4022 POSTAGE	2,999	1,957	2,750	793	485	308	88.8 %	
4023 STATIONERY/PRINTING	6,069	3,136	6,350	3,214	-11	3,225	49.2 %	
4024 SUBSCRIPTIONS	2,932	3,050	3,580	530		530	85.2 %	Most subscriptions invoiced annually
4025 INSURANCE	29,024	23,756	30,575	6,819		6,819	77.7 %	
4027 Photocopier hire and usage	7,581	3,153	10,000	6,847		6,847	31.5 %	
4028 REGALIA	0	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	4,851	1,895	10,200	8,305	1,058	7,247	29.0 %	
4030 RECRUITMENT ADVTG	2,491	1,551	1,750	199	75	124	92.9 %	
4031 OTHER ADVERTISING	23,779	16,255	19,800	3,545	2,106	1,439	92.7 %	Some pre payment inc.
4032 WEBSITE DESIGN/MTCE	621	760	750	-10	100	-110	114.7 %	
4033 CIVIC BALL EXPENDTRE	3,669	3,296	3,500	204		204	94.2 %	2017/18 year's event costs
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4035 DRAKE RD UPGRADE	0	0	70	70		70	0.0 %	
4036 PROPERTY MAINTENANCE	32,416	17,802	73,750	55,948	12,540	43,409	41.1 %	Committed exp. Inc £8k Drake Rd bay window
4037 GROUNDS MAINTENANCE	28,478	11,159	30,000	18,841	1,632	17,210	42.6 %	
4038 CONTRACT MAINTENANCE	13,627	11,435	22,450	11,015	5,318	5,698	74.6 %	
4041 EQUIPMENT HIRE	2,257	971	2,900	1,929		1,929	33.5 %	
4042 EQUIPMENT MAINT'CE	14,014	10,748	22,350	11,602	2,250	9,352	58.2 %	
4043 VEHICLE RUNNING COST	15,601	13,249	13,500	251	1,359	-1,108	108.2 %	Project overspend-replacement vehicle acquired

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4044	PERFORMING RIGHTS	1,111	860	1,250	390		390	68.8 %	
4045	IT MAINTENANCE/SUPPORT	9,070	6,850	11,200	4,350		4,350	61.2 %	
4046	EQUIPMENT PURCHASE	24,316	10,359	11,500	1,141	509	631	94.5 %	
4047	GENWKS MGRS BUDGET	1,746	3,572	3,000	-572		-572	119.1 %	Market tables + gazebo repairs
4048	PARK & RIDE EXPEND	10,764	8,090	11,500	3,410		3,410	70.3 %	
4050	POOP SCOOP	5,477	5,477	5,000	-477		-477	109.5 %	Periodic invoicing
4051	BANK CHARGES	3,513	2,776	3,500	724		724	79.3 %	
4053	LOAN INTEREST	19,503	8,813	17,117	8,304		8,304	51.5 %	
4054	LOAN CAPITAL REPAID	54,314	28,833	40,333	11,500		11,500	71.5 %	
4055	Professional Fees (other)	3,361	291	4,500	4,209		4,209	6.5 %	
4056	LEGAL EXPENSES	28,377	56,058	15,700	-40,358		-40,358	357.1 %	*see Pg3 below £ 14,196 recovery not incl. Gh'l iro £17,500
4057	AUDIT FEES	4,334	1,229	4,380	3,151		3,151	28.1 %	
4058	Professional Fees - Properties	6,410	8,635	11,180	2,545		2,545	77.2 %	Increased turnover
4059	ACCOUNTANCY FEES	5,586	3,074	4,000	927		927	76.8 %	
4062	MAYORS ALLCE	2,000	2,000	2,000	0		0	100.0 %	
4063	Civic/Ceremonial Expenses	4,258	2,253	5,000	2,747	400	2,347	53.1 %	
4064	TWINNING EXPENSES	234	237	250	13		13	94.7 %	
4065	ELECTIONS	5,686	5,139	6,000	861		861	85.7 %	
4067	COMMUNITY GRANTS	20,236	13,700	25,000	11,300		11,300	54.8 %	
4073	PATHS MAINTENANCE	675	1,261	2,500	1,239	135	1,104	55.8 %	
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	1,400	2,000	600	2,126	-1,526	176.3 %	Investigation expenses
4091	TOWN HALL ENTERTAINERS	220	420	600	180		180	70.0 %	
4092	TOILET CLEANING CONT (WDBC)	6,497	-313	7,000	7,313		7,313	-4.5 %	
4093	TH MANAGER'S BUDGET	526	740	1,500	760		760	49.3 %	
4094	MARKET REEVE BUDGET	605	1,643	1,500	-143	-115	-28	101.9 %	
4095	MUSEUM GRANT	11,300	0	14,300	14,300		14,300	0.0 %	
4096	CLLRS ALLOWANCE	5,679	2,896	8,687	5,791		5,791	33.3 %	
4097	Cllr IT Allowance	21	0	1,000	1,000		1,000	0.0 %	
4102	ANCIENT MONUMENTS	986	587	1,000	413		413	58.7 %	
4108	CHRISTMAS LIGHTS	5,791	1,148	9,000	7,852		7,852	12.8 %	
4112	TOWN CLERK'S BUDGET	0	616	1,500	884		884	41.1 %	
4114	ASST TC BUDGET	567	457	1,500	1,043		1,043	30.5 %	
4117	TOWN CLOCK	20	0	1,500	1,500		1,500	0.0 %	
4134	MAYORS F'RAISING DON'N	1,103	1,075	0	-1,075		-1,075	0.0 %	
4135	TOWN CRIER EXPENSES	35	35	350	315		315	10.0 %	
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 Cont'n to THI Projects	22,944	61,025	94,200	33,175		33,175	64.8 %	
	<b>Total OverHead</b>	<b>1,461,606</b>	<b>1,053,106</b>	<b>1,681,302</b>	<b>628,196</b>	<b>34,553</b>	<b>593,644</b>	<b>64.7 %</b>	
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	11,641	18,000	6,359	572	5,787	67.8 %	
3002	COST OF SALES-FOOD	253	424	375	-49		-49	113.1 %	
3011	BAR SUPPLIES	657	523	500	-23	46	-69	113.8 %	
	<b>Total Direct</b>	<b>13,424</b>	<b>12,588</b>	<b>18,875</b>	<b>6,287</b>	<b>618</b>	<b>5,669</b>	<b>70.0 %</b>	

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	21,647	25,000	-3,353			86.6 %	
1010 RENT RECEIVED	454,071	329,425	454,561	-125,136			72.5 %	Normally invoiced quarterly in advance
1011 INSURANCE RECHARGED	1,900	2,150	1,900	250			113.2 %	
1015 TICKET SALES	0	678	0	678			0.0 %	
1020 LETTING INCOME	57,303	49,715	83,500	-33,785			59.5 %	
1021 EQUIPMENT HIRE INC	2,055	535	550	-15			97.3 %	
1022 FORFEITED DEPOSITS	140	189	0	189			0.0 %	
1023 TH KITCHEN LETTING INCOME	7,213	3,658	5,000	-1,342			73.2 %	
1033 CIVIC BALL INCOME	5,110	374	2,500	-2,126			15.0 %	
1034 MAYOR'S FUNDRAISING	800	1,060	0	1,060			0.0 %	
1040 MARKET TOLLS	337,031	223,929	381,000	-157,071			58.8 %	Reduction reflects closure for works
1041 ELECTRICITY RECOVERY	964	865	1,000	-135			86.5 %	
1043 MARKET STORAGE	4,285	2,600	5,000	-2,400			52.0 %	
1044 MARKET LOCK-UPS	25,020	19,995	33,360	-13,365			59.9 %	
1045 MARKET CARRIER BAGS	695	748	500	248			149.5 %	
1050 CAR PARK FEES	35,610	25,246	38,000	-12,754			66.4 %	
1060 GOOSE FAIR INCOME	41,918	42,918	41,500	1,418			103.4 %	
1061 PARK & RIDE INCOME	6,118	8,125	7,250	875			112.1 %	
1068 Legal Fees Recovered	17,533	0	0	0			0.0 %	
1071 STAFF COSTS RECOVERED	4,291	173	500	-327			34.6 %	
1072 Grant Funding -WHS G'hll Proj	10,000	3,424	0	3,424			0.0 %	
1073 GRANT FUNDING HLF	43,830	4,870	0	4,870			0.0 %	
1075 PRECEPT SUPPORT GRANT	31,925	29,179	29,179	0			100.0 %	
1076 PRECEPT	539,547	590,814	590,814	0			100.0 %	
1078 DONATIONS RECEIVED	6,946	0	0	0			0.0 %	
1080 MISC INCOME	25,120	9,362	6,350	3,012			147.4 %	
1081 Garden Festival Income	2,915	1,921	3,300	-1,379			58.2 %	
1082 DEPOT SEAT INCOME	1,500	458	1,500	-1,042			30.6 %	
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	849	5,000	-4,151			17.0 %	
1100 BAR SALES	32,369	32,825	30,000	2,825			109.4 %	
1120 FOOD SALES	385	0	750	-750			0.0 %	
1130 Bar Extension & Licences	700	800	500	300			160.0 %	
1175 PROCEEDS OF ASSET DISPOSALS	846	0	0	0			0.0 %	
<b>Total Income</b>	<b>1,744,992</b>	<b>1,408,384</b>	<b>1,757,514</b>	<b>-349,130</b>			<b>80.1 %</b>	

**\*4056 Legal Exp - costs reflect additional non standard and legacy work agreed by Council, this figure will increase as projects progress**

**Tavistock Town Council**  
**Capital Project Budget Monitoring Report 30th November 2018**

Current Budget = £255,250  
Year to 30th November 2018 = 66.67% of year

<b>Expenditure Detail</b>	<b>Actual Last Year</b>	<b>Actual Year to Date</b>	<b>Current Annual Bud</b>	<b>Budget Variance</b>	<b>Committed Expenditure</b>	<b>Funds Available</b>	<b>% of Budget</b>	<b>Notes</b>
4800 ROLLING CAPITAL FUND PROVISIO	215,000	215,000	215,000	0		0	100.0 %	
4805 CAP Cemetery Soakaway	59,926	0	0	0		0	0.0 %	Work complete
4807 CAP New Works Depot	0	90	0	-90		-90	0.0 %	
4810 CAP Relocation of Works Depot	9,370	66,083	0	-66,083		-66,083	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	3,680	0	-3,680	13,820	-17,500	0.0 %	Work complete
4813 CAP Abbey Walk resurfacing etc	8,234	0	0	0		0	0.0 %	Work complete
4815 CAP NEW PLANT & VEHICLES	0	16,225	0	-16,225		-16,225	0.0 %	Vehicle purchased
4821 CAP Rundle Room Refurbishment	2,495	0	0	0		0	0.0 %	Discontinued
4823 CAP Guildhall Refurbishment	0	0	0	0	34,000	-34,000	0.0 %	See 4826 below
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	27,500	27,500	0		0	100.0 %	EMR refer
4826 CAP G'hall Delivery Phase	43,345	44,547	0	-44,547	34,407	-78,954	0.0 %	Work complete on Development phase. NOTE delivery phase to be added (iro £1.6m)
4827 CAP - Guildhall Sinking Fund	12,750	12,750	12,750	0		0	100.0 %	EMR refer
4828 CAP -BUTCHERS HALL REFURB	100,944	27,576	0	-27,576		-27,576	0.0 %	£20k additional spend re WC cubicle
4832 CAP-TENNIS COURT RESURFACIN	0	20,400	0	-20,400	3,600	-24,000	0.0 %	£15k budget allocation
4833 CAP-PANNIER MARKET DRAINAGE	0	236	0	-236		-236	0.0 %	Work complete
4834 CAP - Pannier Market Doors	2,260	101,131	0	-101,131		-101,131	0.0 %	Work complete
4835 CAP - Pannier Market Roof	0	0	0	0	1,013	-1,013	0.0 %	Work complete
4836 CAP - PMK Lighting/Heating	0	73,355	0	-73,355		-73,355	0.0 %	Work complete
4837 CAP - PMK Internal Units	0	60,963	0	-60,963		-60,963	0.0 %	Work complete
4839 CAP Play Park Resurfacing	0	47,979	0	-47,979		-47,979	0.0 %	
4898 EXCEPTIONAL MAINTENANCE	21,883	8,622	0	-8,622		-8,622	0.0 %	
<b>Total OverHead</b>	<b>1,032,394</b>	<b>729,422</b>	<b>255,250</b>	<b>-474,172</b>	<b>86,686</b>	<b>-560,858</b>	<b>319.7 %</b>	