

Tavistock Town Council
Budget Monitoring Report 31st October 2016

Year to 31st October 2016 = 58.33% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,307,353	£ 899,559	£ 1,514,114	£ 614,555	£ 20,430	£ 594,125	60.8 %
Total Income	£ 1,706,238	£ 1,333,112	£ 2,198,754	-£ 865,642			60.6 %
Net Expenditure over Income	£ 398,885	£ 433,553	£ 684,640	£ 1,480,197			

<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	627,695	395,066	666,200	271,134		271,134	59.3 %	All employees paid monthly
4003 Pension Added Years	830	0	825	825		825	0.0 %	
4004 WAGES	24,193	15,635	23,000	7,365		7,365	68.0 %	Workers/Casuals paid weekly
4005 Temporary/Agency Staff	7,654	13,881	5,000	-8,881		-8,881	277.6 %	Inc. £4,865 for website development
4006 PROTECTIVE CLOTHING/UNIFORMS	2,000	2,893	3,000	107	553	-446	114.9 %	
4007 CONFERENCES/MEETINGS	528	40	4,500	4,460	4	4,456	1.0 %	
4008 COURSES/TRAINING	15,563	9,287	19,000	9,713	1,302	8,411	55.7 %	
4009 TRAVEL	1,699	1,743	3,550	1,807		1,807	49.1 %	
4010 MISC STAFF COSTS	429	500	350	-150		-150	142.9 %	
4011 RATES	75,836	97,545	90,362	-7,183		-7,183	107.9 %	Invoiced annually
4012 WATER RATES	9,440	13,265	9,805	-3,460		-3,460	135.3 %	Some properties invoiced in advance
4013 RENT PAID	0	0	12,500	12,500		12,500	0.0 %	
4014 ELECTRICITY	54,606	25,337	48,500	23,163		23,163	52.2 %	
4015 GAS	19,726	4,425	29,295	24,870		24,870	15.1 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	37,520	23,991	43,200	19,209	3,034	16,175	62.6 %	
4017 Licence - PC Software	1,658	2,420	2,200	-220		-220	110.0 %	
4020 MISC EXPENSES	20,272	17,475	20,750	3,275	382	2,893	86.1 %	
4021 Tel. Calls/Service & Broadband	8,041	5,076	9,005	3,929		3,929	56.4 %	
4022 POSTAGE	2,153	1,542	2,750	1,208	-300	1,508	45.2 %	
4023 STATIONERY/PRINTING	4,664	3,770	5,150	1,380	50	1,330	74.2 %	Increased service demand & consumables
4024 SUBSCRIPTIONS	3,532	2,408	3,505	1,097		1,097	68.7 %	Most subscriptions invoiced at start of financial year.
4025 INSURANCE	23,724	24,734	25,000	266		266	98.9 %	Invoiced annually
4027 Photocopier hire and usage	8,496	4,530	8,350	3,820		3,820	54.2 %	Invoiced annually, half year in advance
4028 REGALIA	111	3	500	497		497	0.6 %	
4029 TOWN ADVERTISING	3,890	1,827	10,000	8,173		8,173	18.3 %	
4030 RECRUITMENT ADVTG	2,455	420	1,750	1,330	-1,456	2,786	-59.2 %	Year end adjustment
4031 OTHER ADVERTISING	16,079	14,281	19,800	5,519	-1,307	6,826	65.5 %	Year end c/f £2,343 exp
4032 WEBSITE DESIGN/MTCE	447	230	850	620	480	140	83.5 %	
4033 CIVIC BALL EXPENDTRE	2,934	0	5,000	5,000		5,000	0.0 %	
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	38,948	35,409	51,250	15,841	5,767	10,074	80.3 %	
4037 GROUNDS MAINTENANCE	17,585	4,100	30,000	25,900	1,946	23,954	20.2 %	

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4038	CONTRACT MAINTENANCE	11,889	5,917	21,780	15,863		15,863	27.2 %	
4041	EQUIPMENT HIRE	2,287	1,282	3,650	2,368	285	2,083	42.9 %	
4042	EQUIPMENT MAINT'CE	9,241	12,967	19,200	6,234	3,272	2,961	84.6 %	
4043	VEHICLE RUNNING COST	14,435	7,022	13,500	6,478	-343	6,822	49.5 %	
4044	PERFORMING RIGHTS	1,021	1,198	750	-448	78	-527	170.2 %	Increased broadcasting
4045	IT MAINTENANCE/SUPPORT	7,959	4,969	12,000	7,032		7,032	41.4 %	
4046	EQUIPMENT PURCHASE	7,247	4,259	10,500	6,241	-577	6,818	35.1 %	
4047	GENWKS MGRS BUDGET	532	427	3,000	2,573		2,573	14.2 %	
4048	PARK & RIDE EXPEND	11,136	7,995	10,000	2,005		2,005	80.0 %	
4050	POOP SCOOP	4,550	4,602	5,750	1,148		1,148	80.0 %	
4051	BANK CHARGES	1,847	2,614	1,800	-814		-814	145.2 %	Charges based on usage
4053	LOAN INTEREST	27,046	11,523	26,460	14,937		14,937	43.5 %	Prepayment in last financial year
4054	LOAN CAPITAL REPAID	61,280	42,797	61,280	18,483		18,483	69.8 %	
4055	Professional Fees (other)	2,258	1,750	22,500	20,750		20,750	7.8 %	
4056	LEGAL EXPENSES	27,731	13,867	15,250	1,383	32	1,352	91.1 %	Inc'd turnover/actions-yr end reconciliation to be done
4057	AUDIT FEES	4,284	-62	5,680	5,742		5,742	-1.1 %	
4058	Professional Fees - Properties	10,744	4,658	11,180	6,522	1,200	5,322	52.4 %	
4059	ACCOUNTANCY FEES	4,425	2,567	4,000	1,433		1,433	64.2 %	
4062	MAYORS ALLCE	2,000	1,000	2,000	1,000		1,000	50.0 %	
4063	Civic/Ceremonial Expenses	3,370	1,942	5,000	3,058		3,058	38.8 %	
4064	TWINNING EXPENSES	160	130	250	120		120	52.0 %	
4065	ELECTIONS	0	2,760	3,000	240		240	92.0 %	
4067	COMMUNITY GRANTS	25,043	22,502	25,000	2,498		2,498	90.0 %	Grants allocated 2015/16
4073	PATHS MAINTENANCE	0	0	2,500	2,500		2,500	0.0 %	
4076	TOWN SIGNS	0	0	1,200	1,200		1,200	0.0 %	
4089	H R & H & S SUPPORT	64	80	4,000	3,920		3,920	2.0 %	
4091	TOWN HALL ENTERTAINERS	300	600	2,000	1,400	-300	1,700	15.0 %	
4092	TOILET CLEANING CONT (WDB)	0	-687	7,000	7,687		7,687	-9.8 %	Inv. £6313 late for 2015/16. Inv. 16/17 expected March 1
4093	TH MANAGER'S BUDGET	717	744	1,500	756	-15	771	48.6 %	
4094	MARKET REEVE BUDGET	1,483	0	1,500	1,500	49	1,451	3.3 %	
4095	MUSEUM GRANT	0	0	14,300	14,300		14,300	0.0 %	
4096	CLLRS ALLOWANCE	5,371	2,713	8,687	5,974		5,974	31.2 %	Paid quarterly
4097	Cllr IT Allowance	0	668	0	-668		-668	0.0 %	
4102	ANCIENT MONUMENTS	0	0	1,000	1,000		1,000	0.0 %	
4108	CHRISTMAS LIGHTS	9,110	5,079	9,000	3,921	155	3,766	58.2 %	
4112	TOWN CLERK'S BUDGET	1,250	0	1,500	1,500		1,500	0.0 %	
4114	ASST TC BUDGET	1,081	99	1,500	1,401		1,401	6.6 %	
4117	TOWN CLOCK	28	0	1,500	1,500		1,500	0.0 %	
4134	MAYORS F'RAISING DON'N	784	402	0	-402		-402	0.0 %	
4135	TOWN CRIER EXPENSES	142	35	350	315		315	10.0 %	
4136	TOWN HALL EVENTS COSTS	1,588	1,500	0	-1,500		-1,500	0.0 %	
	Total OverHead	1,295,110	891,750	1,498,514	606,764	14,291	592,473	60.5 %	

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	7,741	7,401	15,000	7,599	6,178	1,421	90.5 %	
3002	COST OF SALES-FOOD	301	53	100	47	-35	82	17.9 %	
3011	BAR SUPPLIES	514	355	500	145	-4	148	70.4 %	
3020	Purchase Promotional Material	2,162	0	0	0		0	0.0 %	
3999	Stock Movement	1,526	0	0	0		0	0.0 %	
	Total Direct	12,243	7,809	15,600	7,791	6,139	1,652	89.4 %	
Income Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
1000	INTERMENTS	28,703	15,036	25,000	-9,964			60.1 %	
1008	Insurance Claims Received	0	18,000	0	18,000			0.0 %	
1009	DAMAGES FOR TRESPASS	8,707	0	0	0			0.0 %	
1010	RENT RECEIVED	441,356	320,952	453,411	-132,459			70.8 %	Normally invoiced quarterly in advance
1011	INSURANCE RECHARGED	1,700	1,900	1,700	200			111.8 %	
1015	TICKET SALES	4,972	158	0	158			0.0 %	
1020	LETTING INCOME	68,069	46,419	73,250	-26,831			63.4 %	
1021	EQUIPMENT HIRE INC	1,193	748	550	198			135.9 %	
1022	FORFEITED DEPOSITS	2,569	1,546	0	1,546			0.0 %	
1023	TH KITCHEN LETTING INCOME	0	409	0	409			0.0 %	
1033	CIVIC BALL INCOME	2,874	0	2,500	-2,500			0.0 %	
1034	MAYOR'S FUNDRAISING	442	282	0	282			0.0 %	
1040	MARKET TOLLS	410,805	243,045	420,000	-176,955			57.9 %	
1041	ELECTRICITY RECOVERY	1,484	719	1,750	-1,031			41.1 %	
1042	GAS RECOVERY	-9	0	0	0			0.0 %	
1043	MARKET STORAGE	3,272	2,148	2,000	148			107.4 %	Invoiced monthly in advance
1044	MARKET LOCK-UPS	34,105	22,240	28,000	-5,760			79.4 %	
1045	MARKET CARRIER BAGS	701	298	1,000	-702			29.8 %	
1050	CAR PARK FEES	33,996	25,440	34,500	-9,060			73.7 %	
1060	GOOSE FAIR INCOME	42,498	42,080	41,500	580			101.4 %	
1061	PARK & RIDE INCOME	10,784	9,062	7,250	1,812			125.0 %	
1071	STAFF COSTS RECOVERED	2,470	196	500	-304			39.2 %	Received yearly
1073	GRANT FUNDING HLF	0	0	48,700	-48,700			0.0 %	Received half yearly
1075	PRECEPT SUPPORT GRANT	39,335	34,929	34,930	-1			100.0 %	
1076	PRECEPT	497,844	513,258	513,258	0			100.0 %	
1077	GRANTS RECEIVED	4,253	0	0	0			0.0 %	
1079	LOAN PROCEEDS	0	0	450,000	-450,000			0.0 %	
1080	MISC INCOME	27,871	11,944	23,855	-11,911			50.1 %	
1081	Garden Festival Income	3,272	1,747	3,300	-1,554			52.9 %	
1082	DEPOT SEAT INCOME	1,000	417	1,500	-1,083			27.8 %	
1090	INTEREST RECEIVED	7,937	0	5,000	-5,000			0.0 %	
1100	BAR SALES	22,917	18,842	25,000	-6,158			75.4 %	
1120	FOOD SALES	623	633	100	533			632.7 %	
1130	Bar Extension & Licences	500	667	200	467			333.3 %	
	Total Income	1,706,238	1,333,112	2,198,754	-865,642			60.6 %	

**Tavistock Town Council
Capital Project Budget Monitoring Report 31st October 2016**

Year to 31st October 2016 = 58.33% 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 PROVI	114,459	116,632	116,632	0		0	100.0 %	
4805	CAP Cemetery Soakaway	0	0	60,000	60,000		60,000	0.0 %	
4811	CAP Council ICT Infrastructure	9,078	0	16,100	16,100		16,100	0.0 %	
4812	CAP Duke St Repointing etc	713	0	120,000	120,000	2,050	117,950	1.7 %	
4813	CAP Abbey Walk resurfacing etc	0	0	50,000	50,000		50,000	0.0 %	
4815	CAP NEW PLANT & VEHICLES	0	4,750	0	-4,750		-4,750	0.0 %	
4821	CAP Rundle Room Refurbishment	0	0	20,000	20,000		20,000	0.0 %	
4823	CAP Guildhall Refurbishment	0	1,345	488,000	486,655	395	486,260	0.4 %	
4824	CAP New Depot	0	0	450,000	450,000		450,000	0.0 %	
4825	CAP - THI PROPERTIES SINKING	12,500	12,500	12,500	0		0	100.0 %	
4826	CAP G'hall Development Phase	0	16,426	80,300	63,874	50	63,824	20.5 %	
4827	CAP - Guildhall Sinking Fund	0	12,750	12,750	0		0	100.0 %	
	Total OverHead	136,750	164,403	1,426,282	1,261,879	2,495	1,259,384	11.7 %	

