

Tavistock Town Council
Budget Monitoring Report 30th November 2022

AGENDA ITEM 6b

Year to 30th November 2022 = 66.67% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent		
Total Expenditure	£ 1,227,890	£ 1,116,086	£ 1,827,307	£ 711,222	£ 39,523	£ 671,699	61%		
Total Income *	£ 1,735,979	£ 1,674,537	£ 1,973,363	£ 298,827	£ -	£ -	85%		
Net Expenditure over Income	£ 508,089	£ 558,451	£ 146,056	£ 412,395					
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	4,137	4,833	10,400	5,567		5,567	46.50%	
3002	COST OF SALES-FOOD	55	67	0	-67		-67	0.00%	
3011	BAR SUPPLIES	530	538	0	-538		-538	0.00%	
	Total Direct	4,722	5,438	10,400	4,962	0	4,962	52%	
Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4001	SALARIES	608,386	503,722	863,890	360,168		360,168	58.30%	Reduced staffing levels (+4005=IRO 63.5% Actual)
4004	WAGES	26,083	6,799	3,000	-3,799		-3,799	226.60%	Include back pay for outgoing staff member £ 693.55 prior to casual contract
4005	Temporary/Agency Staff	50,133	45,054	0	-45,054		-45,054	0.00%	see 4001 above
4006	PROTECTIVE CLOTHING/UNIFORMS	3,692	2,592	3,000	408	124	284	90.50%	
4007	CONFERENCES/MEETINGS	1,176	2,426	4,000	1,574		1,574	60.60%	Variable dates
4008	COURSES/TRAINING	8,555	5,615	15,000	9,385	1,551	7,834	47.80%	Variable dates
4009	TRAVEL	398	792	1,750	958		958	45.30%	
4010	MISC STAFF COSTS	1,366	2,893	250	-2,643		-2,643	1157.10%	staff introduction fee £1,800
4011	RATES	114,067	114,518	130,325	15,807		15,807	87.90%	Guildhall under review
4012	WATER RATES	5,614	3,989	16,250	12,261		12,261	24.50%	Variable payment dates
4013	RENT PAID	0	-66	0	66		66	0.00%	coding error - journal done to rectify
4014	ELECTRICITY	26,697	27,291	60,030	32,739		32,739	45.50%	Periodic Billing** additional Dec invoices relating to Nov use £1,655.96 = 48.22% Actual
4015	GAS	17,529	12,421	37,950	25,529		25,529	32.70%	Periodic Billing**
4016	CLEANING AND RUBBISH	32,317	35,279	56,900	21,621	5,092	16,529	71.00%	Committed (Sparlings) then drawn down
4017	License - PC Software	3,006	2,820	5,544	2,724		2,724	50.90%	
4020	MISC EXPENSES	3,066	17,462	24,550	7,088	109	6,979	71.60%	Includes several GF Expenses
4021	Tel. Calls/Service & Broadband	11,525	8,017	11,750	3,733	6	3,727	68.30%	
4022	POSTAGE	1,859	1,987	2,100	113	300	-187	108.90%	Pre-payment included (increased rates)
4023	STATIONERY/PRINTING	3,398	1,605	2,900	1,295	0	1,295	55.40%	
4024	SUBSCRIPTIONS	3,837	3,639	3,740	101		101	97.30%	Typically annual - differing invoice dates
4025	INSURANCE	21,290	73,491	28,500	-44,991		-44,991	257.90%	Unscheduled increase 2022-23 (insurer withdrawal)
4027	Photocopier hire and usage	6,514	3,157	6,550	3,393		3,393	48.20%	Paid quarterly in advance
4028	REGALIA	150	0	250	250		250	0.00%	
4029	TOWN ADVERTISING	1,295	1,311	4,000	2,689		2,689	32.80%	
4030	RECRUITMENT ADVTG	5,126	1,638	3,500	1,862		1,862	46.80%	
4031	OTHER ADVERTISING	9,240	8,005	24,000	15,995	76	15,920	33.70%	
4032	WEBSITE DESIGN/M'TCE	200	330	600	270		270	55.00%	
4033	CIVIC BALL EXPENDTRE	3,634	4,685	3,500	-1,185	4,200	-5,385	253.90%	2022 evt costs inc. in 22/23 budget due to timing
4034	PUBLIC RELATIONS	140	0	2,500	2,500		2,500	0.00%	
4036	PROPERTY MAINTENANCE	34,325	39,849	68,750	28,901	1,304	27,597	59.90%	Committed inc. Museum RWGs
4037	GROUND MAINTENANCE	15,559	9,075	30,000	20,925	1,040	19,885	33.70%	
4038	CONTRACT MAINTENANCE	24,380	16,093	37,350	21,257	5,806	15,451	58.60%	Committed inc. lift/door/fire/ROSPA
4041	EQUIPMENT HIRE	1,886	1,073	1,800	727		727	59.60%	
4042	EQUIPMENT MAINT'CE	8,364	2,561	31,100	28,539	1,120	27,418	11.80%	
4043	VEHICLE RUNNING COST	12,747	14,014	16,750	2,736	1,292	1,444	91.40%	Ageing Fleet (one vehicle replaced, one to acquire)

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4044	PERFORMING RIGHTS	1,621	2,076	3,800	1,724		1,724	54.60%	
4045	IT MAINTENANCE/SUPPORT	11,464	7,465	14,150	6,685	1,168	5,517	61.00%	
4046	EQUIPMENT PURCHASE	8,365	6,067	15,000	8,933	90	8,843	41.00%	Committed inc. PM water heater + misc.
4047	GEN\WKS MGRS BUDGET	1,177	490	4,000	3,510		3,510	12.20%	
4048	PARK & RIDE EXPEND	0	9,910	11,500	1,590		1,590	86.20%	2x coach companies (GF refers)
4049	MINOR EQUIPMENT	50	22	0	-22		-22	0.00%	
4050	POOP SCOOP/DOG WARDEN	5,169	-2,307	8,250	10,557		10,557	-28.00%	Periodic billing
4051	BANK CHARGES	4,182	3,162	4,000	838		838	79.10%	
4053	LOAN INTEREST	22,724	9,136	21,899	12,763		12,763	41.70%	
4054	LOAN CAPITAL REPAID	42,266	26,356	42,564	16,208		16,208	61.90%	
4055	Professional Fees (other)	0	680	3,500	2,820		2,820	19.40%	
4056	LEGAL EXPENSES	11,362	17,391	27,500	10,109		10,109	63.20%	
4057	AUDIT FEES	3,022	603	4,380	3,777	185	3,592	18.00%	Accounting adj/prior year refers
4058	Professional Fees - Properties	11,106	6,081	12,000	5,919	6,726	-808	106.70%	Periodic - reflects increased activity (£3,223 Town Hall)
4059	ACCOUNTANCY FEES	4,361	2,855	5,000	2,145		2,145	57.10%	Accounting adj/prior year refers
4062	MAYORS ALLCE	2,000	2,000	2,000	0		0	100.00%	
4063	Civic/Ceremonial Expenses	1,885	2,807	5,000	2,193	468	1,726	65.50%	
4064	TWINNING EXPENSES	0	0	250	250		250	0.00%	
4065	ELECTIONS	0	0	1,500	1,500		1,500	0.00%	
4067	COMMUNITY GRANTS	0	8,427	20,000	11,573		11,573	42.10%	
4073	PATHS MAINTENANCE	106	2,392	2,500	108		108	95.70%	Surface path (Pearce/Benson Meadows)
4076	TOWN SIGNS	0	0	1,000	1,000		1,000	0.00%	
4078	Localism	0	147	-1,526	-1,673		-1,673	-9.70%	4178 refers Virement out to NDP to be moved out at half year
4089	H R & H & S SUPPORT	755	840	2,500	1,660		1,660	33.60%	Prior year refers
4091	TOWN HALL ENTERTAINERS	0	0	400	400		400	0.00%	
4092	TOILET CLEANING CONT (WDBC)	8,535	0	1,000	1,000		1,000	0.00%	
4093	TH MANAGER'S BUDGET	554	451	2,000	1,549		1,549	22.60%	
4094	MARKET REEVE BUDGET	661	516	2,000	1,484	100	1,384	30.80%	
4096	CLLRS ALLOWANCE	10,726	5,415	12,000	6,585		6,585	45.10%	
Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4097	Clr IT Allowance	0	0	1,000	1,000		1,000	0.00%	
4099	THT GRANT	0	0	35,000	35,000		35,000	0.00%	Draw down commencing December (invoices to be issued)
4102	ANCIENT MONUMENTS	226	745	1,000	255	26	229	77.10%	
4108	CHRISTMAS LIGHTS	3,759	5,481	6,000	519	200	319	94.70%	
4112	TOWN CLERK'S BUDGET	1,130	413	2,000	1,587		1,587	20.60%	
4114	ASST TC BUDGET	981	524	2,000	1,476		1,476	26.20%	
4117	TOWN CLOCK	139	195	1,500	1,305	2,055	-750	150.00%	
4119	MDO MGRS BUDGET	19	0	0	0		0	0.00%	
4120	EX WDBC PUBLIC TOILETS	0	0	26,000	26,000		26,000	0.00%	
4134	MAYORS F'RAISING DON'N	573	600	0	-600		-600	0.00%	
4135	TOWN CRIER EXPENSES	35	30	35	5		5	85.70%	
4136	TOWN HALL EVENTS COSTS	0	0	1,000	1,000		1,000	0.00%	
4178	Neighbourhood Plan	1,383	4,319	3,818	-501	6,485	-6,986	283.00%	Committed expense plus £587 already paid included in grant on income code 1091
4179	Platinum Jubilee TTC	0	5,018	6,066	1,048		1,048	82.70%	
4180	Platinum Jubilee 3rd Party	0	7,625	7,625	0		0	100.00%	
4181	Plat. Jubilee TTC -Town Events	0	4,017	4,017	1		1	100.00%	
	Total Overhead	1,227,890	1,116,086	1,827,307	711,222	39,523	671,699	61%	
		Actual Last	Actual Year	Current	Budget	Committed	Funds	%	Notes

Code	Income Detail	Year	to Date	Annual Bud	Variance	Expenditure	Available	Received	
1000	INTERMENTS	30,467	18,147	30,000	11,853			60.50%	
1010	RENT RECEIVED - INVOICE	414,290	320,850	444,920	124,070			72.10%	Typically quarterly
1011	INSURANCE RECHARGED	1,900	2,300	2,300	0			100.00%	Principally annually
1020	LETTING INCOME - INVOICE	77,286	75,922	97,500	21,578			77.90%	
1021	EQUIPMENT HIRE INC	1,462	1,303	2,500	1,197			52.10%	
1022	FORFEITED DEPOSITS	500	0	0	0			0.00%	
1023	TH KITCHEN LETTING INCOME	2,102	2,296	4,000	1,704			57.40%	
1033	CIVIC BALL INCOME	6,754	146	2,500	2,354			5.80%	
1034	MAYOR'S FUNDRAISING	573	707	0	-707			0.00%	
1040	MARKET TOLLS	306,368	237,385	390,418	153,033			60.80%	Daily/weekly/monthly
1041	ELECTRICITY RECOVERY	482	425	350	-75			121.50%	Increased unit rates
1043	MARKET STORAGE	5,105	4,215	5,000	785			84.30%	
1044	MARKET LOCK-UPS - INVOICE	24,562	28,985	29,321	336			98.90%	
1045	MARKET CARRIER BAGS	449	78	350	273			22.10%	
1046	WATER RATES RECOVERY	727	20	240	220			8.30%	
1050	CAR PARK FEES	19,039	15,242	21,800	6,558			69.90%	
1060	GOOSE FAIR INCOME	0	38,438	38,500	62			99.80%	
1061	PARK & RIDE INCOME	0	5,624	6,500	876			86.50%	
1068	Legal Fees Recovered	527	0	0	0			0.00%	
1069	Professional Fees Recovered	450	0	0	0			0.00%	
1071	STAFF COSTS RECOVERED	3,222	1,670	0	-1,670			0.00%	
Code	Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Received	Notes
1072	Grant ACE Jubilee Funding	0	7,722	0	-7,722			0.00%	
1073	GRANT FUNDING HLF	0	0	0	0			0.00%	
1074	Government Grants	9,010	0	0	0			0.00%	
1076	PRECEPT	800,316	852,554	852,554	0			100.00%	received in two instalments April and Sept
1077	GRANTS RECEIVED	321	24,390	0	-24,390			0.00%	
1080	MISC INCOME	18,339	6,240	11,510	5,270			54.20%	
1081	Garden Festival Income	0	3,997	3,000	-997			133.20%	
1082	DEPOT SEAT INCOME	1,175	0	1,800	1,800			0.00%	
1090	INTEREST RECEIVED	462	5,809	1,500	-4,309			387.20%	Increasing interest rates
1091	Neighbourhood Development Plan	0	9,999	0	-9,999			0.00%	Grant to cover committed expenditure on 4178 (£587 already paid - balance £9,412)
1100	BAR SALES	9,753	9,460	26,000	16,540			36.40%	
1120	FOOD SALES	138	113	0	-113			0.00%	
1130	Bar Extension & Licences	200	500	800	300			62.50%	
	Total Income	1,735,979	1,674,537	1,973,363	298,827	0	0	85%	

* Please note income shown represents income invoiced not necessarily received.

** Major increase - contract change Wef 31.07.22 not yet showing fully. Also winter useage commenced.