

Tavistock Town Council
Budget Monitoring Report 31st January 2018

Year to 31st January 2018 = 83.33%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,409,766	£ 1,220,680	£ 1,593,625	£ 372,945	£ 87,557	£ 285,388	82.1 %
Total Income	£ 1,727,886	£ 1,632,871	£ 1,699,743	-£ 66,872			96.1 %
Net Expenditure over Income	£ 318,120	£ 412,191	£ 106,118	£ 306,073			

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	665,362	570,308	718,446	148,138		148,138	79.4 %	All employees paid monthly
4003 Pension Added Years	830	0	850	850		850	0%	
4004 WAGES	23,002	22,644	24,000	1,356		1,356	94.4 %	Casuals paid weekly
4005 Temporary/Agency Staff	32,147	17,713	1,000	-16,713		-16,713	1771.3 %	Overall Salary (4001)/Wage (4004)/Temp Staff (4005) spend equates to 82.14% of budget
4006 PROTECTIVE CLOTHING/UNIFORMS	4,295	2,783	3,000	217	340	-123	104.1 %	
4007 CONFERENCES/MEETINGS	580	3,967	2,000	-1,967	592	-2,560	228.0 %	Please see below
4008 COURSES/TRAINING	12,154	7,255	21,700	14,445	614	13,831	36.3 %	Jointly 47.35% of total 4007/4008 budget
4009 TRAVEL	2,959	1,740	3,300	1,560		1,560	52.7 %	
4010 MISC STAFF COSTS	10	19	350	331		331	5.5 %	
4011 RATES	92,056	91,966	102,275	10,309		10,309	89.9 %	Invoiced annually
4012 WATER RATES	16,795	3,780	10,775	6,995		6,995	35.1 %	Guildhall has moved to metered supply
4013 RENT PAID	10,400	20,800	24,500	3,700		3,700	84.9 %	Crelake units to be given up shortly
4014 ELECTRICITY	43,616	32,932	52,750	19,818		19,818	62.4 %	
4015 GAS	19,303	14,027	26,795	12,768		12,768	52.3 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	39,671	32,525	43,700	11,175	1,356	9,819	77.5 %	
4017 License - PC Software	3,235	2,939	3,000	61	23	38	98.7 %	
4020 MISC EXPENSES	18,960	20,337	20,250	-87	21	-108	100.5 %	£5,258 Committed exp. data input under review
4021 Tel. Calls/Service & Broadband	10,043	8,080	9,550	1,470	-1	1,471	84.6 %	
4022 POSTAGE	2,584	2,403	2,750	347	-600	947	65.6 %	
4023 STATIONERY/PRINTING	5,275	5,636	5,150	-486	204	-691	113.4 %	Increased service demand/periodic consumables
4024 SUBSCRIPTIONS	3,001	2,697	3,580	883		883	75.3 %	Most subs invoiced at start of financial year.
4025 INSURANCE	24,806	28,267	26,000	-2,267		-2,267	108.7 %	Invoiced annually, increase for MOC
4027 Photocopier hire and usage	8,991	5,963	9,000	3,037		3,037	66.3 %	Invoiced annually, half year in advance
4028 REGALIA	10	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	3,200	2,987	10,000	7,013	1,612	5,402	46.0 %	
4030 RECRUITMENT ADVTG	1,162	2,281	1,750	-531		-531	130.3 %	Advertising for new post created
4031 OTHER ADVERTISING	19,718	21,133	19,800	-1,333	2,043	-3,377	117.1 %	
4032 WEBSITE DESIGN/MTCE	710	621	1,000	379	100	279	72.1 %	
4033 CIVIC BALL EXPENDTRE	280	3,368	3,500	132		132	96.2 %	Spend relates to 2016/17 event
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	37,703	26,179	73,750	47,571	24,708	22,863	69.0 %	
4037 GROUNDS MAINTENANCE	17,733	25,609	30,000	4,391	-1,501	5,892	80.4 %	

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	Agenda Item 6b
4038	CONTRACT MAINTENANCE	10,343	10,683	20,450	9,767	1,869	7,898	61.4 %		
4041	EQUIPMENT HIRE	2,691	2,014	3,650	1,636	-35	1,671	54.2 %		
4042	EQUIPMENT MAINT'CE	18,436	12,894	22,350	9,456	1,868	7,588	66.1 %		
4043	VEHICLE RUNNING COST	13,202	12,508	13,500	992	791	200	98.5 %	This will increase (short term lease)	
4044	PERFORMING RIGHTS	1,198	1,111	1,250	139	78	61	95.1 %		
4045	IT MAINTENANCE/SUPPORT	9,104	7,295	9,000	1,705	35	1,670	81.4 %		
4046	EQUIPMENT PURCHASE	8,072	15,713	11,500	-4,213	47,448	-51,661	549.2 %	£47k committed exp. relates to Meadows, ref Council Minute 299	
4047	GEN/WKS MGRS BUDGET	954	1,304	3,000	1,696	883	813	72.9 %		
4048	PARK & RIDE EXPEND	10,831	10,764	11,500	736		736	93.6 %		
4050	POOP SCOOP	5,581	5,477	5,000	-477		-477	109.5 %		
4051	BANK CHARGES	4,176	3,029	3,000	-29		-29	101.0 %		
4053	LOAN INTEREST	23,100	10,683	21,570	10,887		10,887	49.5 %		
4054	LOAN CAPITAL REPAID	61,297	44,314	54,312	9,998		9,998	81.6 %		
4055	Professional Fees (other)	2,100	3,290	4,500	1,210		1,210	73.1 %		
4056	LEGAL EXPENSES	25,016	35,889	15,250	-20,639		-20,639	235.3 %	Long term issues being addressed	
4057	AUDIT FEES	1,114	928	5,680	4,752		4,752	16.3 %	Inc fees charged to previous financial year	
4058	Professional Fees - Properties	18,323	3,786	11,180	7,395	580	6,815	39.0 %		
4059	ACCOUNTANCY FEES	3,439	2,679	4,000	1,321		1,321	67.0 %	Inc fees charged to previous financial year	
4062	MAYORS ALLCE	2,000	2,000	2,000	0		0	100.0 %		
4063	Civic/Ceremonial Expenses	3,434	3,665	5,000	1,335	17	1,318	73.6 %		
4064	TWINNING EXPENSES	130	234	250	16		16	93.6 %		
4065	ELECTIONS	2,760	5,686	4,750	-936		-936	119.7 %		
4067	COMMUNITY GRANTS	27,502	20,236	25,000	4,765		4,765	80.9 %	Typically paid annually	
4073	PATHS MAINTENANCE	1,125	111	2,500	2,389	79	2,310	7.6 %		
4075	DISPOSAL OF ASSETS	0	-500	0	500		500	0.0 %		
4076	TOWN SIGNS	0	0	1,200	1,200		1,200	0.0 %		
4089	H R & H & S SUPPORT	1,702	0	4,000	4,000		4,000	0.0 %		
4091	TOWN HALL ENTERTAINERS	600	140	1,500	1,360	-300	1,660	-10.7 %		
4092	TOILET CLEANING CONT (WDBC)	-687	-503	7,000	7,503		7,503	-7.2 %	2016/17 inv. was £6,497.34, less than expected	
4093	TH MANAGER'S BUDGET	808	526	1,500	974	-15	989	34.1 %		
4094	MARKET REEVE BUDGET	45	605	1,500	895		895	40.4 %		
4095	MUSEUM GRANT	0	0	14,300	14,300		14,300	0.0 %		
4096	CLLRS ALLOWANCE	5,554	4,237	8,687	4,450		4,450	48.8 %		
4097	Cllr IT Allowance	696	21	1,000	979		979	2.1 %		
4102	ANCIENT MONUMENTS	2	986	1,000	14		14	98.6 %		
4108	CHRISTMAS LIGHTS	7,319	5,681	9,000	3,319	1,771	1,549	82.8 %		
4112	TOWN CLERK'S BUDGET	0	0	1,500	1,500		1,500	0.0 %		
4114	ASST TC BUDGET	537	512	1,500	988		988	34.1 %		
4117	TOWN CLOCK	0	0	1,500	1,500		1,500	0.0 %		
4134	MAYORS F'RAISING DON'N	402	1,103	0	-1,103		-1,103	0.0 %		
4135	TOWN CRIER EXPENSES	109	35	350	315		315	10.0 %		
4136	TOWN HALL EVENTS COSTS	2,636	0	1,500	1,500		1,500	0.0 %		
4201	Bad Debts Written Off	152	0	0	0		0	0.0 %		
	Total OverHead	1,396,393	1,210,096	1,574,750	364,654	84,582	280,072	82.2 %		

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	Agenda Item 6b
3001	COST OF SALES-DRINK	10,524	9,831	18,000	8,169	3,014	5,156	71.4 %		
3002	COST OF SALES-FOOD	86	194	375	181	-35	216	42.5 %		
3011	BAR SUPPLIES	584	559	500	-59	-4	-55	111.0 %		
3020	Purchase Promotional Material	2,180	0	0	0		0	0.0 %		
	Total Direct	13,373	10,584	18,875	8,291	2,975	5,316	71.8 %		
Income Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	
1000	INTERMENTS	24,301	23,675	25,000	-1,325			94.7 %		
1008	Insurance Claims Received	18,000	0	0	0			0.0 %		
1010	RENT RECEIVED	434,877	439,832	435,061	4,771			101.1 %	Normally invoiced quarterly in advance	
1011	INSURANCE RECHARGED	1,900	1,900	1,900	0			100.0 %		
1015	TICKET SALES	1,689	0	0	0			0.0 %		
1020	LETTING INCOME	68,462	49,655	84,950	-35,295			58.5 %		
1021	EQUIPMENT HIRE INC	1,536	1,670	550	1,120			303.6 %		
1022	FORFEITED DEPOSITS	1,508	140	0	140			0.0 %		
1023	TH KITCHEN LETTING INCOME	2,204	5,271	0	5,271			0.0 %		
1033	CIVIC BALL INCOME	1,878	1,650	2,500	-850			66.0 %	Income relates to 2016/17 event	
1034	MAYOR'S FUNDRAISING	483	800	0	800			0.0 %		
1040	MARKET TOLLS	407,569	316,129	390,000	-73,871			81.1 %	Impact expected during P Market works (reduced)	
1041	ELECTRICITY RECOVERY	1,339	926	1,400	-474			66.2 %		
1043	MARKET STORAGE	5,003	3,580	2,500	1,080			143.2 %		
1044	MARKET LOCK-UPS	33,360	25,020	33,360	-8,340			75.0 %	Invoiced monthly in advance. See also 1040	
1045	MARKET CARRIER BAGS	675	653	500	153			130.6 %		
1050	CAR PARK FEES	37,983	32,415	37,400	-4,985			86.7 %		
1060	GOOSE FAIR INCOME	43,701	39,070	41,500	-2,430			94.1 %		
1061	PARK & RIDE INCOME	9,062	6,118	7,250	-1,132			84.4 %	Reduced take up	
1068	Legal Fees Recovered	0	17,533	0	17,533			0.0 %		
1071	STAFF COSTS RECOVERED	2,424	533	500	33			106.7 %		
1073	GRANT FUNDING HLF	0	43,830	0	43,830			0.0 %	Received yearly	
1075	PRECEPT SUPPORT GRANT	34,929	31,925	31,925	0			100.0 %	Received half yearly	
1076	PRECEPT	513,258	539,547	539,547	0			100.0 %	Received half yearly	
1077	GRANTS RECEIVED	9,475	0	0	0			0.0 %		
1078	DONATIONS RECEIVED	0	6,946	0	6,946			0.0 %		
1080	MISC INCOME	19,801	8,960	22,850	-13,890			39.2 %		
1081	Garden Festival Income	3,075	2,601	3,300	-699			78.8 %		
1082	DEPOT SEAT INCOME	1,417	500	1,500	-1,000			33.3 %		
1087	Grounds Mtc Contract - WDBC	9,000	0	0	0			0.0 %		
1088	Play Park Inspections	350	0	0	0			0.0 %		
1090	INTEREST RECEIVED	11,079	5,182	5,000	182			103.6 %		
1100	BAR SALES	25,961	25,578	30,000	-4,422			85.3 %		
1120	FOOD SALES	723	385	750	-365			51.3 %		
1130	Bar Extension & Licences	867	500	500	0			100.0 %		
1175	PROCEEDS OF ASSET DISPOSALS	0	346	0	346			0.0 %		
	Total Income	1,727,886	1,632,871	1,699,743	-66,872			96.1 %		

Tavistock Town Council
Capital Project Budget Monitoring Report 31st January 2018

Current Budget = £1,942,853
 Year to 31st January 2018 = 83.33% 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 PROVISION	116,632	215,000	215,000	0		0	100.0 %	
4805	CAP Cemetery Soakaway	0	59,926	60,000	74	44,707	-44,633	174.4 %	Complete
4810	CAP Relocation of Works Depot	4,910	0	0	0	2,669	-2,669	0.0 %	To be reviewed MOC
4811	CAP Council ICT Infrastructure	853	390	7,500	7,110	154	6,956	7.3 %	
4812	CAP Duke St Repointing etc	4,652	157,612	165,000	7,388	2,582	4,806	97.1 %	Final payment tbc
4813	CAP Abbey Walk resurfacing etc	7,857	8,234	42,143	33,909		33,909	19.5 %	
4815	CAP NEW PLANT & VEHICLES	0	0	17,500	17,500		17,500	0.0 %	
4821	CAP Rundle Room Refurbishment	512	2,495	49,488	46,993	500	46,493	6.1 %	On hold
4823	CAP Guildhall Refurbishment	1,562	0	726,438	726,438		726,438	0.0 %	
4824	CAP New Depot	0	365,464	0	-365,464	3,284	-368,748	0.0 %	MOC acquired
4825	CAP - THI PROPERTIES SINKING F	12,500	27,500	27,500	0		0	100.0 %	
4826	CAP G'hall Development Phase	38,436	41,511	44,165	2,654	-192	2,846	93.6 %	Annual allocation
4827	CAP - Guildhall Sinking Fund	12,750	12,750	12,750	0		0	100.0 %	
4828	CAP -BUTCHERS HALL REFURB	0	90,720	85,000	-5,720	10,566	-16,286	119.2 %	Final payment tbc
4830	CAP- TH LIFT REPLACEMENT	0	0	30,000	30,000		30,000	0.0 %	
4831	CAP- TH ROOF LEAKS	0	0	20,000	20,000		20,000	0.0 %	
4832	CAP-TENNIS COURT RESURFACING	0	0	25,000	25,000		25,000	0.0 %	Under review
4833	CAP-PANNIER MARKET DRAINAGE	0	0	15,000	15,000		15,000	0.0 %	
4834	CAP - Pannier Market Doors	0	0	100,000	100,000		100,000	0.0 %	
4835	CAP - Pannier Market Roof	0	11,681	235,369	223,688	-186	223,874	4.9 %	
4898	EXCEPTIONAL MAINTENANCE	0	21,883	65,000	43,117	8,358	34,759	46.5 %	
	Total OverHead	200,663	1,015,166	1,942,853	927,687	72,443	855,244	56.0 %	