

**Tavistock Town Council**  
**Budget Monitoring Report 31st March 2017**

Year to 31st March 2017 = 100%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b>Total Expenditure</b>	£ 1,307,353	£ 1,428,545	£ 1,514,114	£ 85,569	£ 16,697	£ 68,872	95.5 %
<b>Total Income</b>	£ 1,706,238	£ 1,836,821	£ 2,198,754	-£ 361,933			83.5 %
<b>Net Expenditure over Income</b>	£ 398,885	£ 408,276	£ 684,640	-£ 276,364			

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	627,695	665,362	666,200	838		838	99.9 %	All employees paid monthly
4003 Pension Added Years	830	830	825	-5		-5	100.6 %	
4004 WAGES	24,193	23,002	23,000	-2		-2	100.0 %	Casuals paid weekly, ext. cover for long term sick
4005 Temporary/Agency Staff	7,654	32,147	5,000	-27,147		-27,147	642.9 %	Inc. £4,865 for website development
4006 PROTECTIVE CLOTHING/UNIFORM	2,000	4,295	3,000	-1,295	-90	-1,205	140.2 %	Revised procurement now in situ
4007 CONFERENCES/MEETINGS	528	580	4,500	3,920	-416	4,336	3.7 %	
4008 COURSES/TRAINING	15,563	12,154	19,000	6,846	-383	7,229	62.0 %	
4009 TRAVEL	1,699	2,959	3,550	591		591	83.3 %	
4010 MISC STAFF COSTS	429	10	350	340		340	2.8 %	
4011 RATES	75,836	92,056	90,362	-1,694		-1,694	101.9 %	Invoiced annually
4012 WATER RATES	9,440	16,795	9,805	-6,990		-6,990	171.3 %	Discussions on-going with provider re GH
4013 RENT PAID	0	10,400	12,500	2,100		2,100	83.2 %	Units taken on mid year
4014 ELECTRICITY	54,606	49,210	48,500	-710		-710	101.5 %	
4015 GAS	19,726	19,936	29,295	9,359		9,359	68.1 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	37,520	39,671	43,200	3,529	835	2,694	93.8 %	
4017 Licence - PC Software	1,658	3,235	2,200	-1,035	23	-1,058	148.1 %	
4020 MISC EXPENSES	20,272	18,960	20,750	1,790	46	1,744	91.6 %	
4021 Tel. Calls/Service & Broadband	8,041	10,043	9,005	-1,038		-1,038	111.5 %	
4022 POSTAGE	2,153	2,584	2,750	166	-600	766	72.1 %	
4023 STATIONERY/PRINTING	4,664	5,275	5,150	-125	118	-243	104.7 %	Increased service demand & consumables
4024 SUBSCRIPTIONS	3,532	3,001	3,505	504		504	85.6 %	Most subs invoiced at start of financial year.
4025 INSURANCE	23,724	24,806	25,000	194		194	99.2 %	Invoiced annually
4027 Photocopier hire and usage	8,496	8,991	8,350	-641		-641	107.7 %	Invoiced annually, half year in advance
4028 REGALIA	111	10	500	490		490	2.0 %	
4029 TOWN ADVERTISING	3,890	3,200	10,000	6,800		6,800	32.0 %	
4030 RECRUITMENT ADVTG	2,455	1,162	1,750	588	-1,456	2,044	-16.8 %	Year end adjustment
4031 OTHER ADVERTISING	16,079	19,718	19,800	82	-1,748	1,830	90.8 %	Year end c/f £2,343 exp
4032 WEBSITE DESIGN/MTCE	447	710	850	140		140	83.5 %	
4033 CIVIC BALL EXPENDTRE	2,934	280	5,000	4,720		4,720	5.6 %	
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	38,948	37,703	51,250	13,547	13,243	304	99.4 %	
4037 GROUNDS MAINTENANCE	17,585	17,733	30,000	12,267	5,923	6,344	78.9 %	

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	11,031	21,780	10,749	621	10,128	53.5 %	
4041	EQUIPMENT HIRE	2,287	2,691	3,650	959	-35	994	72.8 %	
4042	EQUIPMENT MAINT'CE	9,241	18,436	19,200	764	1,306	-543	102.8 %	
4043	VEHICLE RUNNING COST	14,435	13,202	13,500	298	-598	896	93.4 %	
4044	PERFORMING RIGHTS	1,021	1,198	750	-448	78	-527	170.2 %	Increased broadcasting
4045	IT MAINTENANCE/SUPPORT	7,959	9,104	12,000	2,896	150	2,746	77.1 %	
4046	EQUIPMENT PURCHASE	7,247	8,072	10,500	2,428	-2,120	4,547	56.7 %	
4047	GENWKS MGRS BUDGET	532	954	3,000	2,046	150	1,896	36.8 %	
4048	PARK & RIDE EXPEND	11,136	10,831	10,000	-831		-831	108.3 %	
4050	POOP SCOOP	4,550	5,581	5,750	169		169	97.1 %	Additional Summer collections
4051	BANK CHARGES	1,847	4,176	1,800	-2,376		-2,376	232.0 %	Charges based on usage
4053	LOAN INTEREST	27,046	23,100	26,460	3,360		3,360	87.3 %	Prepayment in last financial year
4054	LOAN CAPITAL REPAID	61,280	61,297	61,280	-17		-17	100.0 %	
4055	Professional Fees (other)	2,258	2,100	22,500	20,400		20,400	9.3 %	
4056	LEGAL EXPENSES	27,731	25,016	15,250	-9,766		-9,766	164.0 %	Inc'd turnover/actions-yr end rec to be done
4057	AUDIT FEES	4,284	3,932	5,680	1,748		1,748	69.2 %	Fees charged to previous financial year
4058	Professional Fees - Properties	10,744	18,323	11,180	-7,143	175	-7,318	165.5 %	Increased turnover/works
4059	ACCOUNTANCY FEES	4,425	5,839	4,000	-1,839		-1,839	146.0 %	
4062	MAYORS ALLCE	2,000	2,000	2,000	0		0	100.0 %	
4063	Civic/Ceremonial Expenses	3,370	3,434	5,000	1,566		1,566	68.7 %	
4064	TWINNING EXPENSES	160	130	250	120		120	52.0 %	
4065	ELECTIONS	0	2,760	3,000	240		240	92.0 %	By-election held
4067	COMMUNITY GRANTS	25,043	27,502	25,000	-2,502		-2,502	110.0 %	Grants allocated 2015/16
4073	PATHS MAINTENANCE	0	1,125	2,500	1,375		1,375	45.0 %	
4076	TOWN SIGNS	0	0	1,200	1,200		1,200	0.0 %	
4089	H R & H & S SUPPORT	64	1,702	4,000	2,298		2,298	42.5 %	
4091	TOWN HALL ENTERTAINERS	300	600	2,000	1,400	-300	1,700	15.0 %	
4092	TOILET CLEANING CONT (WDBO	0	6,313	7,000	687		687	90.2 %	Inv. £6313 late for 2015/16. Inv. 16/17 not received
4093	TH MANAGER'S BUDGET	717	808	1,500	692	-15	707	52.9 %	
4094	MARKET REEVE BUDGET	1,483	45	1,500	1,455		1,455	3.0 %	
4095	MUSEUM GRANT	0	0	14,300	14,300		14,300	0.0 %	
4096	CLLRS ALLOWANCE	5,371	5,554	8,687	3,133		3,133	63.9 %	Paid quarterly. 5 Cllrs ineligible
4097	Cllr IT Allowance	0	696	0	-696		-696	0.0 %	
4102	ANCIENT MONUMENTS	0	2	1,000	998		998	0.2 %	
4108	CHRISTMAS LIGHTS	9,110	7,319	9,000	1,681		1,681	81.3 %	
4112	TOWN CLERK'S BUDGET	1,250	0	1,500	1,500		1,500	0.0 %	
4114	ASST TC BUDGET	1,081	537	1,500	963		963	35.8 %	
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	109	350	241		241	31.0 %	
4136	TOWN HALL EVENTS COSTS	1,588	2,636	0	-2,636		-2,636	0.0 %	
4201	Bad Debts Written Off	0	152	0	-152		-152	0.0 %	
	<b>Total OverHead</b>	<b>1,295,110</b>	<b>1,415,527</b>	<b>1,498,514</b>	<b>82,987</b>	<b>14,907</b>	<b>68,080</b>	<b>95.5 %</b>	

<u>Expenditure Detail</u>		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	10,169	15,000	4,831	1,829	3,002	80.0 %	
3002	COST OF SALES-FOOD	301	86	100	14	-35	49	50.9 %	
3011	BAR SUPPLIES	514	584	500	-84	-4	-80	116.0 %	
3020	Purchase Promotional Material	2,162	2,180	0	-2,180		-2,180	0.0 %	
3999	Stock Movement	1,526	0	0	0		0	0.0 %	
	<b>Total Direct</b>	<b>12,243</b>	<b>13,018</b>	<b>15,600</b>	<b>2,582</b>	<b>1,790</b>	<b>792</b>	<b>94.9 %</b>	

<u>Income Detail</u>		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
1000	INTERMENTS	28,703	24,301	25,000	-699			97.2 %	
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	536,662	453,411	83,251			118.4 %	Normally invoiced quarterly in advance
1011	INSURANCE RECHARGED	1,700	3,300	1,700	1,600			194.1 %	
1015	TICKET SALES	4,972	1,689	0	1,689			0.0 %	
1020	LETTING INCOME	68,069	68,462	73,250	-4,788			93.5 %	
1021	EQUIPMENT HIRE INC	1,193	1,536	550	986			279.2 %	
1022	FORFEITED DEPOSITS	2,569	1,508	0	1,508			0.0 %	
1023	TH KITCHEN LETTING INCOME	0	2,204	0	2,204			0.0 %	New code (VAT relates) prev. under code 1020
1033	CIVIC BALL INCOME	2,874	1,878	2,500	-623			75.1 %	
1034	MAYOR'S FUNDRAISING	442	483	0	483			0.0 %	
1040	MARKET TOLLS	410,805	407,569	420,000	-12,431			97.0 %	
1041	ELECTRICITY RECOVERY	1,484	1,339	1,750	-411			76.5 %	
1042	GAS RECOVERY	-9	0	0	0			0.0 %	
1043	MARKET STORAGE	3,272	5,093	2,000	3,093			254.6 %	Budget/process under review on rec. of Int.Auditor
1044	MARKET LOCK-UPS	34,105	36,140	28,000	8,140			129.1 %	Invoiced monthly in advance
1045	MARKET CARRIER BAGS	701	675	1,000	-325			67.5 %	
1050	CAR PARK FEES	33,996	38,712	34,500	4,212			112.2 %	
1060	GOOSE FAIR INCOME	42,498	43,701	41,500	2,201			105.3 %	
1061	PARK & RIDE INCOME	10,784	9,062	7,250	1,812			125.0 %	
1071	STAFF COSTS RECOVERED	2,470	2,424	500	1,924			484.7 %	
1073	GRANT FUNDING HLF	0	0	48,700	-48,700			0.0 %	
1075	PRECEPT SUPPORT GRANT	39,335	34,929	34,930	-1			100.0 %	Received yearly
1076	PRECEPT	497,844	513,258	513,258	0			100.0 %	Received half yearly
1077	GRANTS RECEIVED	4,253	9,475	0	9,475			0.0 %	
1078	DONATIONS RECEIVED	0	2,000	0	2,000			0.0 %	Market Trader Fed. For P Mkt Xmas Lights
1079	LOAN PROCEEDS	0	0	450,000	-450,000			0.0 %	
1080	MISC INCOME	27,871	20,001	23,855	-3,854			83.8 %	
1081	Garden Festival Income	3,272	3,075	3,300	-226			93.2 %	
1082	DEPOT SEAT INCOME	1,000	1,417	1,500	-83			94.4 %	
1087	Grounds Mtc Contract - WDBC	0	9,000	0	9,000			0.0 %	
1088	Play Park Inspections	0	350	0	350			0.0 %	
1090	INTEREST RECEIVED	7,937	11,030	5,000	6,030			220.6 %	
1100	BAR SALES	22,917	25,961	25,000	961			103.8 %	

1120	FOOD SALES	623	723	100	623			722.7 %	
1130	Bar Extension & Licences	500	867	200	667			433.3 %	
	<b>Total Income</b>	<b>1,706,238</b>	<b>1,836,821</b>	<b>2,198,754</b>	<b>-361,933</b>			<b>83.5 %</b>	

**Tavistock Town Council  
Capital Project Budget Monitoring Report 31st March 2017**

Year to 31st March 2017 = 100%

<u>Expenditure Detail</u>	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4800 ROLLING CAPITAL FUND PROVIS	114,459	116,632	116,632	0		0	100.0 %	
4805 CAP Cemetery Soakaway	0	0	60,000	60,000		60,000	0.0 %	
4810 CAP Relocation of Works Depot	0	4,910	0	-4,910	-96	-4,814	0.0 %	
4811 CAP Council ICT Infrastructure	9,078	853	16,100	15,247		15,247	5.3 %	
4812 CAP Duke St Repointing etc	713	4,652	120,000	115,348	1,140	114,208	4.8 %	
4813 CAP Abbey Walk resurfacing etc	0	7,857	50,000	42,143	7,395	34,748	30.5 %	
4815 CAP NEW PLANT & VEHICLES	0	4,750	0	-4,750		-4,750	0.0 %	
4821 CAP Rundle Room Refurbishment	0	512	20,000	19,488	2,995	16,493	17.5 %	
4823 CAP Guildhall Refurbishment	0	1,562	488,000	486,438		486,438	0.3 %	
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	38,436	80,300	41,864	3,050	38,814	51.7 %	
4827 CAP - Guildhall Sinking Fund	0	12,750	12,750	0		0	100.0 %	
<b>Total OverHead</b>	<b>136,750</b>	<b>205,413</b>	<b>1,426,282</b>	<b>1,220,869</b>	<b>14,484</b>	<b>1,206,385</b>	<b>15.4 %</b>	