

**Tavistock Town Council**  
**Budget Monitoring Report 31st March 2021**

Year to 31st March 2021 = 100% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent
<b>Total Expenditure</b>	£ 1,517,960	£1,077,674	£1,731,029	£ 653,355	£ 13,960	£639,396	63.1%
<b>Total Income</b>	£ 1,766,500	£1,447,920	£1,839,426	£ 391,506			78.7%
<b>Net Expenditure over Income</b>	£ 248,540	£ 370,246	£ 108,397	£ 261,849			

*Doesn't inc GGP grant & loan proceeds*

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	12472	1383	16000	14617		14617	8.6%	Facilities Closed
3002	COST OF SALES-FOOD	19	0	0	0		0	0.0%	Facilities Closed
3011	BAR SUPPLIES	803	658	700	42		42	93.9%	Facilities Closed
3020	Purchase Promotional Material	1980	0	0	0		0	0.0%	
	<b>Total Direct</b>	<b>15274</b>	<b>2040</b>	<b>16700</b>	<b>14660</b>	<b>0</b>	<b>14660</b>	<b>12.2%</b>	

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4001	SALARIES	734704	597155	789396	192241		192241	75.6%	Revised budget £607,729 target
4003	Pension Added Years	1094	0	900	900		900	0.0%	
4004	WAGES	10651	809	6000	5191		5191	13.5%	Facilities Closed
4005	Temporary/Agency Staff	10034	3200	0	(3,200)		(3,200)	0.0%	
4006	PROTECTIVE CLOTHING/UNIFORMS	3422	1973	3000	1027		1027	65.8%	
4007	CONFERENCES/MEETINGS	3308	82	4500	4418		4418	1.8%	Revised budget £1,000
4008	COURSES/TRAINING	11947	1497	12950	11453	36	11417	11.8%	Revised budget £3,000
4009	TRAVEL	1008	50	2250	2200		2200	2.2%	Revised budget £750
4010	MISC STAFF COSTS	1280	2660	200	(2,460)		(2,460)	1330.0%	
4011	RATES	137563	118239	118080	(159)		(159)	100.1%	Billed Annually
4012	WATER RATES	7727	7151	7820	669		669	91.4%	Billed periodically
4014	ELECTRICITY	32112	17472	41500	24028		24028	42.1%	Revised budget £28,830. Bills in query
4015	GAS	18507	9921	28820	18899		18899	34.4%	Revised budget £17,000
4016	CLEANING AND RUBBISH	41926	29145	56700	27555	145	27410	51.7%	Revised budget £45,360
4017	License - PC Software	3567	3231	3350	119		119	96.4%	
4020	MISC EXPENSES	20919	5809	22000	16191		16191	26.4%	
4021	Tel. Calls/Service & Broadband	10900	10443	12000	1557	265	1292	89.2%	
4022	POSTAGE	3192	1568	3100	1532		1532	50.6%	
4023	STATIONERY/PRINTING	3931	1989	4700	2711		2711	42.3%	
4024	SUBSCRIPTIONS	3218	3638	3655	17	369	(352)	109.6%	Paid Annually (various dates)
4025	INSURANCE	24705	32424	29500	(2,924)		(2,924)	109.9%	Most paid annually- contract re-let
4027	Photocopier hire and usage	4991	6754	7000	246		246	96.5%	Periodic payments
4028	REGALIA	0	376	500	124		124	75.3%	
4029	TOWN ADVERTISING	2465	310	4000	3690		3690	7.8%	Coach Driver incentive refers
4030	RECRUITMENT ADVTG	3213	1436	1500	64		64	95.7%	
4031	OTHER ADVERTISING	17536	5042	24751	19709	210	19499	21.2%	Revised budget £15,000
4032	WEBSITE DESIGN/M'TCE	190	305	600	295		295	50.8%	
4033	CIVIC BALL EXPENDTRE	441	0	3500	3500		3500	0.0%	Event uncertain
4034	PUBLIC RELATIONS	0	0	2500	2500		2500	0.0%	
4036	PROPERTY MAINTENANCE	87733	15402	68750	53348	10110	43238	37.1%	Fully committed
4037	GROUNDS MAINTENANCE	15650	12678	29999	17321		17321	42.3%	Expect full commitment
4038	CONTRACT MAINTENANCE	19925	20761	34050	13289	967	12322	63.8%	Contracts & Servicing
4041	EQUIPMENT HIRE	1344	969	1800	831		831	53.9%	

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4042	EQUIPMENT MAINT'CE	16368	5038	21100	16062	296	15766	25.3%	
4043	VEHICLE RUNNING COST	17940	10450	16750	6300	835	5465	67.4%	
4044	PERFORMING RIGHTS	4642	2799	3050	251		251	91.8%	Annual
4045	IT MAINTENANCE/SUPPORT	14108	12857	14050	1193		1193	91.5%	
4046	EQUIPMENT PURCHASE	13196	6824	15000	8176	176	7999	46.7%	
4047	GEN\WKS MGRS BUDGET	577	700	4000	3300		3300	17.5%	
4048	PARK & RIDE EXPEND	12031	0	11500	11500		11500	0.0%	Event cancelled, see also income
4050	POOP SCOOP/DOG WARDEN	2601	5358	2800	(2,558)		(2,558)	191.3%	WDBC price increase
4051	BANK CHARGES	4436	2891	4000	1109		1109	72.3%	
4053	LOAN INTEREST	15680	21112	25855	4743		4743	81.7%	
4054	LOAN CAPITAL REPAID	31853	36208	41488	5280		5280	87.3%	
4055	Professional Fees (other)	3785	0	2500	2500	150	2350	6.0%	Coding Error
4056	LEGAL EXPENSES	25855	21744	27500	5756		5756	79.1%	
4057	AUDIT FEES	3837	3236	4780	1544		1544	67.7%	Accounting adjustment
4058	Professional Fees - Properties	14132	11151	12000	850		850	92.9%	
4059	ACCOUNTANCY FEES	6454	5522	5000	(522)		(522)	110.4%	Accounting adjustment
4062	MAYORS ALLCE	2000	0	2000	2000		2000	0.0%	Half year foregone
4063	Civic/Ceremonial Expenses	4038	370	5000	4630		4630	7.4%	Revised budget £1,500
4064	TWINNING EXPENSES	242	0	250	250		250	0.0%	
4065	ELECTIONS	6402	0	1500	1500		1500	0.0%	
4067	COMMUNITY GRANTS	11950	10951	11067	116		116	99.0%	Awards 2019/20
4073	PATHS MAINTENANCE	159	0	2500	2500		2500	0.0%	
4076	TOWN SIGNS	0	0	600	600		600	0.0%	
4078	Localism	0	50	20000	19950		19950	0.2%	Revised budget £5,000
4083	CHE SOCIAL FUND	13050	(6,565)	13933	20498		20498	(47.1%)	£5,600 committed
4089	H R & H & S SUPPORT	1086	2450	2500	50		50	98.0%	JE'vlns, Occ Health, COVID
4091	TOWN HALL ENTERTAINERS	0	0	600	600		600	0.0%	
4092	TOILET CLEANING CONT (WDBC)	7067	1000	1000	0		0	100.0%	
4093	TH MANAGER'S BUDGET	749	0	1500	1500		1500	0.0%	
4094	MARKET REEVE BUDGET	1100	579	1500	921	400	521	65.3%	
4095	MUSEUM GRANT	0	0	11300	11300		11300	0.0%	In kind
4096	CLLR'S ALLOWANCE	11747	7922	12000	4078		4078	66.0%	Some foregone
4097	CLlr IT Allowance	733	0	1000	1000		1000	0.0%	
4098	THT GRANT (STAFF)	0	0	7300	7300		7300	0.0%	Under review
4099	THT GRANT	0	0	35000	35000		35000	0.0%	Wef date of opening tbc
4102	ANCIENT MONUMENTS	35	0	1000	1000		1000	0.0%	
4108	CHRISTMAS LIGHTS	2169	(307)	6000	6307		6307	(5.1%)	
4112	TOWN CLERK'S BUDGET	1399	265	1500	1235		1235	17.7%	
4114	ASST TC BUDGET	607	285	1500	1215		1215	19.0%	
4117	TOWN CLOCK	1395	0	1500	1500		1500	0.0%	
4119	MDO MGRS BUDGET	519	0	0	0		0	0.0%	
4120	EX WDBC PUBLIC TOILETS	0	0	30000	30000		30000	0.0%	WEF date of transfer tbc
4134	MAYORS F'RAISING DON'N	2180	218	0	(218)		(218)	0.0%	
4135	TOWN CRIER EXPENSES	35	35	35	0		0	100.0%	
4136	TOWN HALL EVENTS COSTS	7325	0	1500	1500		1500	0.0%	
	<b>Total Overhead</b>	<b>1502686</b>	<b>1075633</b>	<b>1714329</b>	<b>638696</b>	<b>13960</b>	<b>624736</b>	<b>63.6%</b>	

Income Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
1000	INTERMENTS	24332	29414	30000	586			98.0%	
1008	Insurance Claims Received	0	2687	0	(2,687)			0.0%	
1010	RENT - INVOICED	433236	428085	466961	38876			91.7%	96% of invoiced amount received
1011	INSURANCE RECHARGED	2100	2150	2150	0			100.0%	
1020	LETTING INCOME - INVOICE	71153	28386	48000	19614			59.1%	T Hall closed. BH & BS some trading
1021	EQUIPMENT HIRE INC	2046	267	2050	1783			13.0%	
1022	FORFEITED DEPOSITS	125	162	0	(162)			0.0%	
1023	TH KITCHEN LETTING INCOME	4731	0	4000	4000			0.0%	
1033	CIVIC BALL INCOME	4280	(4,256)	2500	6756			(170.2%)	2020 event cancelled £4,256 refunded
1034	MAYOR'S FUNDRAISING	2180	0	0	0			0.0%	
1040	MARKET TOLLS	362434	89825	390600	300775			23.0%	Facilities closed Apr-June, Nov, Jan-Apr
1041	ELECTRICITY RECOVERY	590	207	600	393			34.5%	
1043	MARKET STORAGE	4218	3553	5000	1448			71.0%	Facilities closed Apr-June, Nov, Jan-Apr
1044	MARKET LOCK-UPS - INVOICE	33360	5806	33500	27694			17.3%	Facilities closed Apr-June, Nov, Jan-Apr
1045	MARKET CARRIER BAGS	761	328	500	173			65.5%	Facilities closed Apr-June, Nov, Jan-Apr
1046	WATER RATES RECOVERY	20	2516	0	(2,516)			0.0%	
1050	CAR PARK FEES	27826	3845	24800	20955			15.5%	Car park closed
1060	GOOSE FAIR INCOME	43322	0	41500	41500			0.0%	2020 event cancelled
1061	PARK & RIDE INCOME	5081	0	6500	6500			0.0%	2020 event cancelled
1068	Legal Fees Recovered	1900	2770	0	(2,770)			0.0%	
1071	STAFF COSTS RECOVERED	3001	965	250	(715)			385.9%	Ambassador scheme + services let
1072	Grant Funding -WHS G'hll Proj	10614	20368	0	(20,368)			0.0%	
1074	Government Grants	0	68702	0	(68,702)			0.0%	Furlough+Town reopen+disc'y grant
1075	PRECEPT SUPPORT GRANT	26670	0	0	0			0.0%	Withdrawn by WDBC
1076	PRECEPT	629910	728255	728255	0			100.0%	Received in two instalments
1080	MISC INCOME	12080	9231	3760	(5,471)			245.5%	
1081	Garden Festival Income	3068	(1,970)	3000	4970			(65.7%)	2020 event cancelled £1,970 refunded
1082	DEPOT SEAT INCOME	500	550	1500	950			36.7%	
1087	Grounds Mtc Contract - WDBC	9000	0	0	0			0.0%	
1088	Play Park Inspections	500	0	0	0			0.0%	
1089	Partnership Funding	7417	0	0	0			0.0%	
1090	INTEREST RECEIVED	7782	1880	3000	1120			62.7%	
1099	UNBUDGETED INCOME	5	0	0	0			0.0%	
1100	BAR SALES	31462	(708)	40000	40708			(1.8%)	Facilities closed
1120	FOOD SALES	97	0	0	0			0.0%	Facilities closed
1130	Bar Extension & Licences	700	0	1000	1000			0.0%	Facilities closed
1175	PROCEEDS OF ASSET DISPOSALS	0	24903	0	(24,903)			0.0%	Guildhall cobbles
	<b>Total Income</b>	<b>1766500</b>	<b>1447920</b>	<b>1839426</b>	<b>391506</b>	<b>0</b>	<b>0</b>	<b>78.7%</b>	