

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

Year to 31st July 2017 = 33.33%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,409,766	£ 545,784	£ 1,593,625	£ 1,047,841	£ 23,274	£ 1,024,567	35.70%
Total Income	£ 1,727,886	£ 762,469	£ 1,699,743	-£ 937,274			44.90%
Net Expenditure over Income	£ 318,120	£ 216,685	£ 106,118	£ 110,567			

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	225,226	718,446	493,220		493,220	31.3 %	All employees paid monthly
4003 Pension Added Years	830	0	850	850		850	0.0 %	
4004 WAGES	23,002	7,061	24,000	16,939		16,939	29.4 %	Casuals paid weekly
4005 Temporary/Agency Staff	32,147	8,008	1,000	-7,008		-7,008	800.8 %	Review in December
4006 PROTECTIVE CLOTHING/UNIFORMS	4,295	1,306	3,000	1,694	124	1,571	47.6 %	
4007 CONFERENCES/MEETINGS	580	1,883	2,000	117	1,032	-915	145.8 %	To be reviewed at budget setting - incr. participation
4008 COURSES/TRAINING	12,154	3,591	21,700	18,109	1,073	17,036	21.5 %	
4009 TRAVEL	2,959	624	3,300	2,676		2,676	18.9 %	
4010 MISC STAFF COSTS	10	0	350	350		350	0.0 %	
4011 RATES	92,056	93,186	102,275	9,089		9,089	91.1 %	Invoiced annually
4012 WATER RATES	16,795	-5,987	10,775	16,762		16,762	-55.6 %	Guildhall being moved to meter
4013 RENT PAID	10,400	8,320	24,500	16,180		16,180	34.0 %	
4014 ELECTRICITY	43,616	12,978	52,750	39,772		39,772	24.6 %	
4015 GAS	19,303	4,774	26,795	22,021		22,021	17.8 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	39,671	14,137	43,700	29,563	826	28,737	34.2 %	
4017 License - PC Software	3,235	2,160	3,000	840	23	817	72.8 %	
4020 MISC EXPENSES	18,960	888	20,250	19,362	3,462	15,900	21.5 %	
4021 Tel. Calls/Service & Broadband	10,043	3,120	9,550	6,430		6,430	32.7 %	
4022 POSTAGE	2,584	919	2,750	1,831	-300	2,131	22.5 %	
4023 STATIONERY/PRINTING	5,275	1,693	5,150	3,457	1,394	2,063	59.9 %	Increased service demand & periodic consumables
4024 SUBSCRIPTIONS	3,001	2,319	3,580	1,261		1,261	64.8 %	Most subscriptions invoiced at start of financial year.
4025 INSURANCE	24,806	26,848	26,000	-848		-848	103.3 %	Invoiced annually
4027 Photocopier hire and usage	8,991	4,750	9,000	4,250		4,250	52.8 %	Invoiced annually, half year in advance
4028 REGALIA	10	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	3,200	1,061	10,000	8,940	101	8,839	11.6 %	
4030 RECRUITMENT ADVTGT	1,162	1,022	1,750	728	-1,391	2,119	-21.1 %	System error re committed exp. To be corrected
4031 OTHER ADVERTISING	19,718	6,027	19,800	13,773	2,087	11,685	41.0 %	
4032 WEBSITE DESIGN/M/TCE	710	0	1,000	1,000		1,000	0.0 %	
4033 CIVIC BALL EXPENDTRE	280	3,246	3,500	254		254	92.7 %	Spend relates to 2016/17 event
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	37,703	31,143	73,750	42,607	3,728	38,879	47.3 %	
4037 GROUNDS MAINTENANCE	17,733	14,165	30,000	15,835	-1,314	17,149	42.8 %	

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	5,550	20,450	14,900	957	13,943	31.8 %		
4041	EQUIPMENT HIRE	2,691	456	3,650	3,194	-35	3,229	11.5 %		
4042	EQUIPMENT MAINT'CE	18,436	5,746	22,350	16,604	1,587	15,017	32.8 %		
4043	VEHICLE RUNNING COST	13,202	4,671	13,500	8,829	-598	9,427	30.2 %	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	2,779	9,000	6,222	35	6,187	31.3 %		
4046	EQUIPMENT PURCHASE	8,072	1,643	11,500	9,857	6,660	3,197	72.2 %		
4047	GENWKS MGRS BUDGET	954	318	3,000	2,682		2,682	10.6 %		
4048	PARK & RIDE EXPEND	10,831	0	11,500	11,500		11,500	0.0 %		
4050	POOP SCOOP	5,581	3,624	5,000	1,376		1,376	72.5 %		
4051	BANK CHARGES	4,176	804	3,000	2,196		2,196	26.8 %		
4053	LOAN INTEREST	23,100	857	21,570	20,713		20,713	4.0 %		
4054	LOAN CAPITAL REPAID	61,297	20,655	54,312	33,657		33,657	38.0 %		
4055	Professional Fees (other)	2,100	50	4,500	4,450		4,450	1.1 %		
4056	LEGAL EXPENSES	25,016	5,106	15,250	10,144		10,144	33.5 %		
4057	AUDIT FEES	1,114	-2,230	5,680	7,910		7,910	-39.3 %	Fees charged to previous financial year	
4058	Professional Fees - Properties	18,323	1,361	11,180	9,820	200	9,620	14.0 %		
4059	ACCOUNTANCY FEES	3,439	-206	4,000	4,206		4,206	-5.1 %	Inc fees charged to previous financial year	
4062	MAYORS ALLCE	2,000	0	2,000	2,000		2,000	0.0 %		
4063	Civic/Ceremonial Expenses	3,434	1,759	5,000	3,241	17	3,224	35.5 %		
4064	TWINNING EXPENSES	130	234	250	16		16	93.6 %		
4065	ELECTIONS	2,760	0	4,750	4,750		4,750	0.0 %		
4067	COMMUNITY GRANTS	27,502	18,300	25,000	6,700		6,700	73.2 %	Typically paid annually	
4073	PATHS MAINTENANCE	1,125	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	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	-7,000	7,000	14,000		14,000	-100.0 %	Awaiting 2016/17 invoice	
4093	TH MANAGER'S BUDGET	808	57	1,500	1,443	1,424	20	98.7 %	£1212 committed exp to be recoded to 4036	
4094	MARKET REEVE BUDGET	45	535	1,500	966		966	35.6 %		
4095	MUSEUM GRANT	0	0	14,300	14,300		14,300	0.0 %		
4096	CLLRS ALLOWANCE	5,554	0	8,687	8,687		8,687	0.0 %		
4097	Cllr IT Allowance	696	21	1,000	979		979	2.1 %		
4102	ANCIENT MONUMENTS	2	0	1,000	1,000		1,000	0.0 %		
4108	CHRISTMAS LIGHTS	7,319	0	9,000	9,000	260	8,740	2.9 %		
4112	TOWN CLERK'S BUDGET	0	0	1,500	1,500		1,500	0.0 %		
4114	ASST TC BUDGET	537	400	1,500	1,100	12	1,088	27.5 %		
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	0	350	350		350	0.0 %		
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	542,307	1,574,750	1,032,443	21,142	1,011,300	35.8 %		

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	3,272	18,000	14,728	2,171	12,557	30.2 %		
3002	COST OF SALES-FOOD	86	0	375	375	-35	410	-9.3 %		
3011	BAR SUPPLIES	584	204	500	296	-4	299	40.1 %		
3020	Purchase Promotional Material	2,180	0	0	0		0	0.0 %		
	Total Direct	13,373	3,476	18,875	15,399	2,132	13,267	29.7 %		
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	9,104	25,000	-15,896			36.4 %		
1008	Insurance Claims Received	18,000	0	0	0			0.0 %		
1010	RENT RECEIVED	434,877	218,361	435,061	-216,700			50.2 %	Normally invoiced quarterly in advance	
1011	INSURANCE RECHARGED	1,900	1,750	1,900	-150			92.1 %		
1015	TICKET SALES	1,689	0	0	0			0.0 %		
1020	LETTING INCOME	68,462	17,910	84,950	-67,040			21.1 %		
1021	EQUIPMENT HIRE INC	1,536	115	550	-435			20.9 %		
1022	FORFEITED DEPOSITS	1,508	140	0	140			0.0 %		
1023	TH KITCHEN LETTING INCOME	2,204	1,833	0	1,833			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	620	0	620			0.0 %		
1040	MARKET TOLLS	407,569	131,854	390,000	-258,146			33.8 %	Impact expected during P Market works	
1041	ELECTRICITY RECOVERY	1,339	616	1,400	-784			44.0 %		
1043	MARKET STORAGE	5,003	1,245	2,500	-1,255			49.8 %		
1044	MARKET LOCK-UPS	33,360	13,900	33,360	-19,460			41.7 %	Invoiced monthly in advance	
1045	MARKET CARRIER BAGS	675	295	500	-205			59.0 %		
1050	CAR PARK FEES	37,983	16,401	37,400	-20,999			43.9 %		
1060	GOOSE FAIR INCOME	43,701	5,588	41,500	-35,912			13.5 %		
1061	PARK & RIDE INCOME	9,062	0	7,250	-7,250			0.0 %		
1068	Legal Fees Recovered	0	150	0	150			0.0 %		
1071	STAFF COSTS RECOVERED	2,424	0	500	-500			0.0 %		
1073	GRANT FUNDING HLF	0	24,350	0	24,350			0.0 %	Received yearly	
1075	PRECEPT SUPPORT GRANT	34,929	31,925	31,925	0			100.0 %	Received half yearly	
1076	PRECEPT	513,258	269,774	539,547	-269,774			50.0 %		
1077	GRANTS RECEIVED	9,475	0	0	0			0.0 %		
1080	MISC INCOME	19,801	4,396	22,850	-18,454			19.2 %		
1081	Garden Festival Income	3,075	1,286	3,300	-2,015			39.0 %		
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	-209	5,000	-5,209			-4.2 %		
1100	BAR SALES	25,961	8,777	30,000	-21,223			29.3 %		
1120	FOOD SALES	723	40	750	-710			5.3 %		
1130	Bar Extension & Licences	867	100	500	-400			20.0 %		
	Total Income	1,727,886	762,469	1,699,743	-937,274			44.9 %		

Tavistock Town Council
Capital Project Budget Monitoring Report 31st July 2017

Current Budget = £1,942,853

Year to 31st July 2017 = 33.33% of year

	<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 PROVISION	116,632	0	215,000	215,000		215,000	0.0 %	
4805	CAP Cemetery Soakaway	0	0	60,000	60,000	44,707	15,293	74.5 %	Start imminent
4810	CAP Relocation of Works Depot	4,910	0	0	0	-96	96	0.0 %	To be reviewed MOC
4811	CAP Council ICT Infrastructure	853	0	7,500	7,500		7,500	0.0 %	
4812	CAP Duke St Repointing etc	4,652	5,104	165,000	159,896	7,265	152,631	7.5 %	
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	2,000	49,488	47,488	995	46,493	6.1 %	
4823	CAP Guildhall Refurbishment	1,562	5,450	726,438	720,988		720,988	0.8 %	
4825	CAP - THI PROPERTIES SINKING F	12,500	0	27,500	27,500		27,500	0.0 %	Annual allocation
4826	CAP G'hall Development Phase	38,436	9,535	44,165	34,630	3,040	31,590	28.5 %	
4827	CAP - Guildhall Sinking Fund	12,750	0	12,750	12,750		12,750	0.0 %	Annual allocation
4828	BUTCHERS HALL REFURB	0	0	85,000	85,000	2,685	82,315	3.2 %	
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 %	
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	0	235,369	235,369		235,369	0.0 %	
4898	EXCEPTIONAL MAINTENANCE	0	249	65,000	64,751		64,751	0.4 %	
	Total OverHead	£ 200,663	£ 30,572	£ 1,942,853	£ 1,912,281	£ 58,597	£ 1,853,685	4.6 %	