

Tavistock Town Council
Budget Monitoring Report 31st July 2016

Year to 31st July 2016 = 33.33% of year

| | Actual Last Year | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|---------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| Total Expenditure | £ 1,307,353 | £ 523,837 | £ 1,511,614 | £ 987,777 | £ 16,631 | £ 969,295 | 35.75% |
| Total Income | £ 1,706,238 | £ 751,298 | £ 2,150,054 | -£ 1,398,756 | | | 34.9% |
| Net Expenditure over Income | -£ 398,885 | -£ 227,461 | -£ 638,440 | -£ 410,979 | | | |

| 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 | 223,839 | 666,200 | 442,361 | | 442,361 | 33.6 % | All employees paid monthly |
| 4003 Pension Added Years | 830 | 0 | 825 | 825 | | 825 | 0.0 % | |
| 4004 WAGES | 24,193 | 7,701 | 23,000 | 15,299 | | 15,299 | 33.5 % | Workers/Casuals paid weekly |
| 4005 Temporary/Agency Staff | 7,654 | 10,242 | 5,000 | -5,242 | | -5,242 | 204.8 % | |
| 4006 PROTECTIVE CLOTHING/UNIFORMS | 2,000 | 1,620 | 3,000 | 1,380 | -40 | 1,420 | 52.7 % | |
| 4007 CONFERENCES/MEETINGS | 528 | 0 | 4,500 | 4,500 | -416 | 4,916 | -9.2 % | |
| 4008 COURSES/TRAINING | 15,563 | 3,615 | 19,000 | 15,385 | -395 | 15,780 | 16.9 % | |
| 4009 TRAVEL | 1,699 | 1,318 | 3,550 | 2,232 | | 2,232 | 37.1 % | |
| 4010 MISC STAFF COSTS | 429 | 0 | 350 | 350 | | 350 | 0.0 % | |
| 4011 RATES | 75,836 | 86,674 | 90,362 | 3,688 | | 3,688 | 95.9 % | Invoiced annually |
| 4012 WATER RATES | 9,440 | 12,257 | 9,805 | -2,452 | | -2,452 | 125.0 % | Some properties invoiced in advance |
| 4013 RENT PAID | 0 | 0 | 12,500 | 12,500 | | 12,500 | 0.0 % | |
| 4014 ELECTRICITY | 54,606 | 15,208 | 48,500 | 33,292 | | 33,292 | 31.4 % | |
| 4015 GAS | 19,726 | 3,081 | 29,295 | 26,214 | | 26,214 | 10.5 % | |
| 4016 CLEANING AND RUBBISH | 37,520 | 14,584 | 43,200 | 28,616 | 659 | 27,957 | 35.3 % | |
| 4017 Licence - PC Software | 1,658 | 2,124 | 2,200 | 76 | | 76 | 96.5 % | |
| 4020 MISC EXPENSES | 20,272 | 1,067 | 20,750 | 19,683 | 4,398 | 15,284 | 26.3 % | |
| 4021 Tel. Calls/Service & Broadband | 8,041 | 2,996 | 9,005 | 6,009 | | 6,009 | 33.3 % | |
| 4022 POSTAGE | 2,153 | 928 | 2,750 | 1,822 | -300 | 2,122 | 22.8 % | |
| 4023 STATIONERY/PRINTING | 4,664 | 2,709 | 5,150 | 2,441 | -78 | 2,519 | 51.1 % | |
| 4024 SUBSCRIPTIONS | 3,532 | 1,918 | 3,505 | 1,587 | | 1,587 | 54.7 % | Most subscriptions invoiced at start of financial year. |
| 4025 INSURANCE | 23,724 | 24,734 | 25,000 | 266 | | 266 | 98.9 % | Invoiced annually |
| 4027 Photocopier hire and usage | 8,496 | 2,306 | 8,350 | 6,044 | | 6,044 | 27.6 % | Invoiced annually, half year in advance |
| 4028 REGALIA | 111 | 3 | 500 | 497 | | 497 | 0.6 % | |
| 4029 TOWN ADVERTISING | 3,890 | 1,164 | 10,000 | 8,836 | | 8,836 | 11.6 % | |
| 4030 RECRUITMENT ADVTG | 2,455 | 210 | 1,750 | 1,540 | 0 | 1,540 | 12.0% | |
| 4031 OTHER ADVERTISING | 16,079 | 11,322 | 19,800 | 8,478 | -1,231 | 9,709 | 51.0 % | |
| 4032 WEBSITE DESIGN/MTCE | 447 | 0 | 850 | 850 | | 850 | 0.0 % | |
| 4033 CIVIC BALL EXPENDTRE | 2,934 | 0 | 5,000 | 5,000 | | 5,000 | 0.0 % | |
| 4036 PROPERTY MAINTENANCE | 38,948 | 5,358 | 51,250 | 45,892 | 4,377 | 41,515 | 19.0 % | |
| 4037 GROUNDS MAINTENANCE | 17,585 | 2,606 | 30,000 | 27,394 | 1,776 | 25,618 | 14.6 % | |

| 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 | 4,890 | 21,780 | 16,890 | | 16,890 | 22.5 % | |
| 4041 | EQUIPMENT HIRE | 2,287 | 824 | 3,650 | 2,826 | 195 | 2,631 | 27.9 % | |
| 4042 | EQUIPMENT MAINT'CE | 9,241 | 4,348 | 19,200 | 14,852 | 3,001 | 11,850 | 38.3 % | |
| 4043 | VEHICLE RUNNING COST | 14,435 | 4,004 | 13,500 | 9,496 | -543 | 10,039 | 25.6 % | |
| 4044 | PERFORMING RIGHTS | 1,021 | 1,198 | 750 | -448 | 78 | -527 | 170.2 % | |
| 4045 | IT MAINTENANCE/SUPPORT | 7,959 | 2,719 | 12,000 | 9,281 | 25 | 9,256 | 22.9 % | |
| 4046 | EQUIPMENT PURCHASE | 7,247 | 878 | 10,500 | 9,622 | -531 | 10,153 | 3.3 % | |
| 4047 | GENWKS MGRS BUDGET | 532 | 336 | 3,000 | 2,664 | | 2,664 | 11.2 % | |
| 4048 | PARK & RIDE EXPEND | 11,136 | 0 | 10,000 | 10,000 | | 10,000 | 0.0 % | |
| 4050 | POOP SCOOP | 4,550 | 979 | 5,750 | 4,771 | | 4,771 | 17.0 % | |
| 4051 | BANK CHARGES | 1,847 | 1,377 | 1,800 | 423 | | 423 | 76.5 % | Charges based on usage |
| 4053 | LOAN INTEREST | 27,046 | 1,371 | 26,460 | 25,089 | | 25,089 | 5.2 % | Prepayment in last financial year |
| 4054 | LOAN CAPITAL REPAYD | 61,280 | 20,646 | 61,280 | 40,634 | | 40,634 | 33.7 % | |
| 4055 | Professional Fees (other) | 2,258 | 0 | 22,500 | 22,500 | | 22,500 | 0.0 % | |
| 4056 | LEGAL EXPENSES | 27,731 | 7,825 | 15,250 | 7,425 | 32 | 7,394 | 51.5 % | Increased property turnover and legal proceedings |
| 4057 | AUDIT FEES | 4,284 | -2,232 | 5,680 | 7,912 | | 7,912 | -39.3 % | |
| 4058 | Professional Fees - Properties | 10,744 | 2,364 | 11,180 | 8,816 | 1,200 | 7,616 | 31.9 % | |
| 4059 | ACCOUNTANCY FEES | 4,425 | 804 | 4,000 | 3,196 | | 3,196 | 20.1 % | |
| 4062 | MAYORS ALLCE | 2,000 | 1,000 | 2,000 | 1,000 | | 1,000 | 50.0 % | |
| 4063 | Civic/Ceremonial Expenses | 3,370 | 657 | 5,000 | 4,343 | | 4,343 | 13.1 % | |
| 4064 | TWINNING EXPENSES | 160 | 130 | 250 | 120 | | 120 | 52.0 % | |
| 4065 | ELECTIONS | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % | |
| 4067 | COMMUNITY GRANTS | 25,043 | 22,402 | 25,000 | 2,598 | | 2,598 | 89.6 % | Grants allocated 2015/16 |
| 4073 | PATHS MAINTENANCE | 0 | 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 | 64 | 0 | 4,000 | 4,000 | | 4,000 | 0.0 % | |
| 4091 | TOWN HALL ENTERTAINERS | 300 | 600 | 2,000 | 1,400 | -300 | 1,700 | 15.0 % | |
| 4092 | TOILET CLEANING CONT (WDBC) | 0 | -687 | 7,000 | 7,687 | | 7,687 | -9.8 % | Invoiced annually |
| 4093 | TH MANAGER'S BUDGET | 717 | 51 | 1,500 | 1,449 | -15 | 1,464 | 2.4 % | |
| 4094 | MARKET REEVE BUDGET | 1,483 | 0 | 1,500 | 1,500 | | 1,500 | 0.0 % | |
| 4095 | MUSEUM GRANT | 0 | 0 | 14,300 | 14,300 | 700 | 13,600 | 4.9 % | |
| 4096 | CLLRS ALLOWANCE | 5,371 | 1,292 | 8,687 | 7,395 | | 7,395 | 14.9 % | Paid quarterly |
| 4097 | Cllr IT Allowance | 0 | 397 | 0 | -397 | | -397 | 0.0 % | |
| 4102 | ANCIENT MONUMENTS | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % | |
| 4108 | CHRISTMAS LIGHTS | 9,110 | 0 | 9,000 | 9,000 | | 9,000 | 0.0 % | |
| 4112 | TOWN CLERK'S BUDGET | 1,250 | 0 | 1,500 | 1,500 | | 1,500 | 0.0 % | |
| 4114 | ASST TC BUDGET | 1,081 | 99 | 1,500 | 1,401 | | 1,401 | 6.6 % | |
| 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 | 0 | 350 | 350 | | 350 | 0.0 % | |
| 4136 | TOWN HALL EVENTS COSTS | 1,588 | 1,500 | 0 | -1,500 | | -1,500 | 0.0 % | |
| | Total OverHead | 1,295,110 | 519,757 | 1,496,014 | 976,257 | 10742 | 964,590 | 35.46% | |

| Expenditure Detail | | 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 | 3,820 | 15,000 | 11,180 | 5,928 | 5,251 | 65.0 % | |
| 3002 | COST OF SALES-FOOD | 301 | 53 | 100 | 47 | -35 | 82 | 17.9 % | |
| 3011 | BAR SUPPLIES | 514 | 207 | 500 | 293 | -4 | 297 | 40.6 % | |
| 3020 | Purchase Promotional Material | 2,162 | 0 | 0 | 0 | | 0 | 0.0 % | |
| 3999 | Stock Movement | 1,526 | 0 | 0 | 0 | | 0 | 0.0 % | |
| | Total Direct | 12,243 | 4,080 | 15,600 | 11,520 | 5,890 | 5,630 | 63.9 % | |

| Income Detail | | Actual Last Year | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget | Notes |
|----------------------|---------------------------|-------------------------|----------------------------|---------------------------|------------------------|------------------------------|------------------------|--------------------|--|
| 1000 | INTERMENTS | 28,703 | 8,639 | 25,000 | -16,361 | | | 34.6 % | |
| 1008 | Insurance Claims Received | 0 | 16,629 | 0 | 16,629 | | | 0.0 % | |
| 1009 | DAMAGES FOR TRESPASS | 8,707 | 0 | 0 | 0 | | | 0.0 % | |
| 1010 | RENT RECEIVED | 441,356 | 210,554 | 453,411 | -242,857 | | | 46.4 % | Normally invoiced quarterly in advance |
| 1011 | INSURANCE RECHARGED | 1,700 | 1,750 | 1,700 | 50 | | | 102.9 % | |
| 1015 | TICKET SALES | 4,972 | 158 | 0 | 158 | | | 0.0 % | |
| 1020 | LETTING INCOME | 68,069 | 28,158 | 73,250 | -45,092 | | | 38.4 % | |
| 1021 | EQUIPMENT HIRE INC | 1,193 | 58 | 550 | -492 | | | 10.6 % | |
| 1022 | FORFEITED DEPOSITS | 2,569 | 1,461 | 0 | 1,461 | | | 0.0 % | |
| 1033 | CIVIC BALL INCOME | 2,874 | 0 | 2,500 | -2,500 | | | 0.0 % | |
| 1034 | MAYOR'S FUNDRAISING | 442 | 0 | 0 | 0 | | | 0.0 % | |
| 1040 | MARKET TOLLS | 410,805 | 137,010 | 420,000 | -282,990 | | | 32.6 % | |
| 1041 | ELECTRICITY RECOVERY | 1,484 | 681 | 1,750 | -1,069 | | | 38.9 % | |
| 1042 | GAS RECOVERY | -9 | 0 | 0 | 0 | | | 0.0 % | |
| 1043 | MARKET STORAGE | 3,272 | 968 | 2,000 | -1,033 | | | 48.4 % | |
| 1044 | MARKET LOCK-UPS | 34,105 | 13,900 | 28,000 | -14,100 | | | 49.6 % | Invoiced monthly in advance |
| 1045 | MARKET CARRIER BAGS | 701 | 148 | 1,000 | -853 | | | 14.8 % | |
| 1050 | CAR PARK FEES | 33,996 | 16,420 | 34,500 | -18,080 | | | 47.6 % | |
| 1060 | GOOSE FAIR INCOME | 42,498 | 5,663 | 41,500 | -35,837 | | | 13.6 % | |
| 1061 | PARK & RIDE INCOME | 10,784 | 0 | 7,250 | -7,250 | | | 0.0 % | |
| 1071 | STAFF COSTS RECOVERED | 2,470 | 96 | 500 | -404 | | | 19.2 % | |
| 1075 | PRECEPT SUPPORT GRANT | 39,335 | 34,929 | 34,930 | -1 | | | 100.0 % | |
| 1076 | PRECEPT | 497,844 | 256,629 | 513,258 | -256,629 | | | 50.0 % | Received half yearly |
| 1077 | GRANTS RECEIVED | 4,253 | 0 | 0 | 0 | | | 0.0 % | |
| 1079 | LOAN PROCEEDS | 0 | 0 | 450,000 | -450,000 | | | 0.0 % | |
| 1080 | MISC INCOME | 27,871 | 4,482 | 23,855 | -19,373 | | | 18.8 % | |
| 1081 | Garden Festival Income | 3,272 | 1,747 | 3,300 | -1,554 | | | 52.9 % | |
| 1082 | DEPOT SEAT INCOME | 1,000 | 0 | 1,500 | -1,500 | | | 0.0 % | |
| 1090 | INTEREST RECEIVED | 7,937 | 0 | 5,000 | -5,000 | | | 0.0 % | |
| 1100 | BAR SALES | 22,917 | 10,121 | 25,000 | -14,879 | | | 40.5 % | |
| 1120 | FOOD SALES | 623 | 633 | 100 | 533 | | | 632.7 % | |
| 1130 | Bar Extension & Licences | 500 | 467 | 200 | 267 | | | 233.3 % | |
| | Total Income | 1,706,238 | 751,298 | 2,150,054 | -1,398,756 | | | 34.9 % | |

**Tavistock Town Council
Capital Project Budget Monitoring Report 31st July 2016**

Year to 31st July 2016 = 33.33% of year

| Expenditure Detail | Actual Last Year | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget | Notes |
|------------------------------------|-------------------------|----------------------------|---------------------------|------------------------|------------------------------|------------------------|--------------------|--------------|
| ### ROLLING CAPITAL FUND PRO | 114,459 | 0 | 116,632 | 116,632 | | 116,632 | 0.0 % | |
| ### CAP Cemetery Soakaway | 0 | 0 | 60,000 | 60,000 | | 60,000 | 0.0 % | |
| ### CAP Council ICT Infrastructure | 9,078 | 0 | 16,100 | 16,100 | | 16,100 | 0.0 % | |
| ### CAP Duke St Repointing etc | 713 | 0 | 120,000 | 120,000 | | 120,000 | 0.0 % | |
| ### CAP Abbey Walk resurfacing et | 0 | 0 | 50,000 | 50,000 | | 50,000 | 0.0 % | |
| ### CAP NEW PLANT & VEHICLES | 0 | 4,750 | 0 | -4,750 | | -4,750 | 0.0 % | |
| ### CAP Rundle Room Refurbishme | 0 | 0 | 20,000 | 20,000 | | 20,000 | 0.0 % | |
| ### CAP Guildhall Refurbishment | 0 | 1345 | 488,000 | 486655 | 395 | 486260 | 0.40% | |
| ### CAP New Depot | 0 | 0 | 450,000 | 450,000 | | 450,000 | 0.0 % | |
| ### CAP - THI PROPERTIES SINKI | 12,500 | 0 | 12,500 | 12,500 | | 12,500 | 0.0 % | |
| ### CAP G'hall Development Phase | 0 | 8191 | 12,750 | 4559 | | 12,750 | 64.20% | |
| Total OverHead | 136,750 | 14,286 | 1,345,982 | 1,331,696 | 395 | 1,331,301 | 1.1 % | |

