

Tavistock Town Council
Budget Monitoring Report 30th April 2018

Year to 30th April 2018 = 8.33%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,475,030	£ 207,507	£ 1,605,907	£ 1,398,400	£ 91,502	£ 1,306,899	18.60%
Total Income	£ 1,744,992	£ 473,833	£ 1,757,514	-£ 1,283,681			27.0 %
Net Expenditure over Income	£ 269,962	£ 266,326	£ 151,607	£ 114,719			

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	685,558	59,478	733,510	674,032		674,032	8.10%	All employees paid monthly
4003 Pension Added Years	845	0	900	900		900	0.0 %	
4004 WAGES	26,330	1,949	24,500	22,551		22,551	8.00%	Casuals paid weekly
4005 Temporary/Agency Staff	20,497	1,332	1,000	-332		-332	133.2 %	Report on staffing due shortly
4006 PROTECTIVE CLOTHING/UNIFORMS	3,578	202	3,000	2,798	265	2,533	15.6 %	
4007 CONFERENCES/MEETINGS	4,107	0	5,500	5,500	740	4,760	13.5 %	
4008 COURSES/TRAINING	9,471	1,240	17,700	16,460	319	16,141	8.8 %	
4009 TRAVEL	2,376	0	2,550	2,550		2,550	0.0 %	
4010 MISC STAFF COSTS	19	0	250	250		250	0.0 %	
4011 RATES	91,966	81,461	105,045	23,584		23,584	77.5 %	Invoiced annually
4012 WATER RATES	5,243	1,531	11,275	9,744		9,744	13.6 %	Guildhall has move to metered supply
4013 RENT PAID	23,623	0	0	0		0	0.0 %	
4014 ELECTRICITY	40,111	16	59,200	59,184		59,184	0.0 %	
4015 GAS	17,959	2,361	23,500	21,139		21,139	10.0 %	Element of accrual inc
4016 CLEANING AND RUBBISH	38,390	2,528	43,700	41,172	405	40,767	6.7 %	
4017 License - PC Software	3,274	0	3,500	3,500		3,500	0.0 %	
4020 MISC EXPENSES	20,896	116	20,600	20,484	11,814	8,670	57.9 %	GF committed spend
4021 Tel. Calls/Service & Broadband	9,938	861	10,050	9,189	465	8,724	13.2 %	
4022 POSTAGE	2,999	307	2,750	2,443		2,443	11.2 %	
4023 STATIONERY/PRINTING	6,069	534	6,350	5,816	-34	5,850	7.9 %	
4024 SUBSCRIPTIONS	2,932	2,040	3,580	1,540	90	1,450	59.5 %	Most subscriptions invoiced annually
4025 INSURANCE	29,024	3,297	30,575	27,278		27,278	10.8 %	
4027 Photocopier hire and usage	7,581	166	10,000	9,834		9,834	1.7 %	
4028 REGALIA	0	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	4,851	35	10,200	10,165	1,058	9,107	10.7 %	
4030 RECRUITMENT ADVTG	2,491	0	1,750	1,750		1,750	0.0 %	
4031 OTHER ADVERTISING	23,779	1,787	19,800	18,013	3,533	14,480	26.9 %	Some pre payment inc
4032 WEBSITE DESIGN/MTCE	621	0	750	750	100	650	13.3 %	
4033 CIVIC BALL EXPENDTRE	3,669	3,091	3,500	409		409	88.3 %	
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	32,416	5,676	73,750	68,074	9,306	58,768	20.3 %	
4037 GROUNDS MAINTENANCE	28,478	100	30,000	29,900	3,382	26,518	11.6 %	
4038 CONTRACT MAINTENANCE	13,627	2,054	22,450	20,396	1,653	18,743	16.5 %	

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4041	EQUIPMENT HIRE	2,257	0	2,900	2,900		2,900	0.0 %	
4042	EQUIPMENT MAINT'CE	14,014	0	22,350	22,350	998	21,352	4.5 %	
4043	VEHICLE RUNNING COST	15,601	1,730	13,500	11,770	3,132	8,638	36.0 %	Projected overspend -WKS dept lease vehicle
4044	PERFORMING RIGHTS	1,111	0	1,250	1,250		1,250	0.0 %	
4045	IT MAINTENANCE/SUPPORT	9,070	771	11,200	10,429		10,429	6.9 %	
4046	EQUIPMENT PURCHASE	24,316	211	11,500	11,289	48,398	-37,109	422.7 %	Mis-coding of play surfacing (50K)
4047	GENWKS MGRS BUDGET	1,746	184	3,000	2,816	2,317	499	83.4 %	Market tables + gazebo repairs
4048	PARK & RIDE EXPEND	10,764	0	11,500	11,500		11,500	0.0 %	
4050	POOP SCOOP	5,477	927	5,000	4,073		4,073	18.5 %	Periodic invoicing
4051	BANK CHARGES	3,513	240	3,500	3,260		3,260	6.9 %	
4053	LOAN INTEREST	19,503	-131	17,117	17,248		17,248	-0.8 %	
4054	LOAN CAPITAL REPAID	54,314	5,164	40,333	35,169		35,169	12.8 %	
4055	Professional Fees (other)	3,361	0	4,500	4,500	165	4,335	3.7 %	
4056	LEGAL EXPENSES	28,377	21,944	15,700	-6,244		-6,244	139.8 %	Incs costs award
4057	AUDIT FEES	4,334	-2,818	4,380	7,198		7,198	-64.3 %	
4058	Professional Fees - Properties	6,410	0	11,180	11,180		11,180	0.0 %	
4059	ACCOUNTANCY FEES	5,586	-2,400	4,000	6,400		6,400	-60.0 %	
4062	MAYORS ALLCE	2,000	0	2,000	2,000		2,000	0.0 %	
4063	Civic/Ceremonial Expenses	4,258	390	5,000	4,610		4,610	7.8 %	
4064	TWINNING EXPENSES	234	0	250	250	58	192	23.3 %	
4065	ELECTIONS	5,686	0	6,000	6,000		6,000	0.0 %	
4067	COMMUNITY GRANTS	20,236	13,350	25,000	11,650		11,650	53.4 %	
4073	PATHS MAINTENANCE	675	0	2,500	2,500		2,500	0.0 %	
4075	DISPOSAL OF ASSETS	-500	0	0	0		0	0.0 %	
4076	TOWN SIGNS	0	0	1,200	1,200		1,200	0.0 %	
4089	H R & H & S SUPPORT	250	0	2,000	2,000		2,000	0.0 %	
4091	TOWN HALL ENTERTAINERS	220	0	600	600		600	0.0 %	
4092	TOILET CLEANING CONT (WDBC)	6,497	-7,000	7,000	14,000		14,000	-100.0 %	
4093	TH MANAGER'S BUDGET	526	341	1,500	1,159		1,159	22.7 %	
4094	MARKET REEVE BUDGET	605	280	1,500	1,220	531	689	54.0 %	
4095	MUSEUM GRANT	11,300	0	14,300	14,300		14,300	0.0 %	
4096	CLLRS ALLOWANCE	5,679	0	8,687	8,687		8,687	0.0 %	
4097	Clr IT Allowance	21	0	1,000	1,000		1,000	0.0 %	
4102	ANCIENT MONUMENTS	986	0	1,000	1,000		1,000	0.0 %	
4108	CHRISTMAS LIGHTS	5,791	0	9,000	9,000		9,000	0.0 %	
4112	TOWN CLERK'S BUDGET	0	0	1,500	1,500		1,500	0.0 %	
4114	ASST TC BUDGET	567	0	1,500	1,500		1,500	0.0 %	
4117	TOWN CLOCK	20	0	1,500	1,500		1,500	0.0 %	
4134	MAYORS F'RAISING DON'N	1,103	0	0	0		0	0.0 %	
4135	TOWN CRIER EXPENSES	35	0	350	350		350	0.0 %	
4136	TOWN HALL EVENTS COSTS	0	0	1,500	1,500		1,500	0.0 %	
4178	Neighbourhood Plan	0	0	25,000	25,000		25,000	0.0 %	
4501	TTC Cont'n to THI Projects	22,944	0	0	0		0	0.0 %	
Total OverHead		1,461,606	205,346	1,587,032	1,381,686	88,694	1,292,992	18.50%	

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	12,514	2,113	18,000	15,887	1,723	14,164	21.3 %	
3002	COST OF SALES-FOOD	253	0	375	375		375	0.0 %	
3011	BAR SUPPLIES	657	48	500	452	1,084	-632	226.5 %	
	Total Direct	13,424	2,161	18,875	16,714	2,807	13,907	26.3 %	

Income Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
1000	INTERMENTS	32,170	3,461	25,000	-21,539			13.8 %	
1010	RENT RECEIVED	454,071	101,659	454,561	-352,902			22.4 %	Normally invoiced quarterly in advance
1011	INSURANCE RECHARGED	1,900	1,650	1,900	-250			86.8 %	
1020	LETTING INCOME	57,303	5,501	83,500	-77,999			6.6 %	
1021	EQUIPMENT HIRE INC	2,055	0	550	-550			0.0 %	
1022	FORFEITED DEPOSITS	140	0	0	0			0.0 %	
1023	TH KITCHEN LETTING INCOME	7,213	1,347	5,000	-3,653			26.9 %	
1033	CIVIC BALL INCOME	5,110	374	2,500	-2,126			15.0 %	
1034	MAYOR'S FUNDRAISING	800	720	0	720			0.0 %	
1040	MARKET TOLLS	337,031	12,213	381,000	-368,787			3.2 %	Reduction reflects closure for works
1041	ELECTRICITY RECOVERY	964	0	1,000	-1,000			0.0 %	
1043	MARKET STORAGE	4,285	260	5,000	-4,740			5.2 %	
1044	MARKET LOCK-UPS	25,020	0	33,360	-33,360			0.0 %	
1045	MARKET CARRIER BAGS	695	40	500	-460			8.0 %	
1050	CAR PARK FEES	35,610	5,758	38,000	-32,242			15.2 %	
1060	GOOSE FAIR INCOME	41,918	1,300	41,500	-40,200			3.1 %	
1061	PARK & RIDE INCOME	6,118	0	7,250	-7,250			0.0 %	
1068	Legal Fees Recovered	17,533	0	0	0			0.0 %	
1071	STAFF COSTS RECOVERED	4,291	0	500	-500			0.0 %	
1072	Grant Funding -WHS G'hll Proj	10,000	0	0	0			0.0 %	
1073	GRANT FUNDING HLF	43,830	4,870	0	4,870			0.0 %	
1075	PRECEPT SUPPORT GRANT	31,925	0	29,179	-29,179			0.0 %	
1076	PRECEPT	539,547	324,586	590,814	-266,228			54.9 %	Received half yearly
1078	DONATIONS RECEIVED	6,946	0	0	0			0.0 %	
1080	MISC INCOME	25,120	1,674	6,350	-4,676			26.4 %	
1081	Garden Festival Income	2,915	412	3,300	-2,888			12.5 %	
1082	DEPOT SEAT INCOME	1,500	0	1,500	-1,500			0.0 %	
1087	Grounds Mtc Contract - WDBC	9,000	0	9,000	-9,000			0.0 %	
1088	Play Park Inspections	500	0	0	0			0.0 %	
1090	INTEREST RECEIVED	5,182	5	5,000	-4,995			0.1 %	
1100	BAR SALES	32,369	7,902	30,000	-22,098			26.3 %	
1120	FOOD SALES	385	0	750	-750			0.0 %	
1130	Bar Extension & Licences	700	100	500	-400			20.0 %	
1175	PROCEEDS OF ASSET DISPOSALS	846	0	0	0			0.0 %	
	Total Income	1,744,992	473,833	1,757,514	-1,283,681			27.0 %	

Tavistock Town Council
Capital Project Budget Monitoring Report 30th April 2018

Current Budget = £255,250
 Year to 30th April 2018 = 8.33% 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	215,000	0	215,000	215,000		215,000	0.0 %	
4805	CAP Cemetery Soakaway	59,926	0	0	0		0	0.0 %	Work complete
4810	CAP Relocation of Works Depot	9,370	1,753	0	-1,753	51,342	-53,096	0.0 %	See also 4824. Note £90k allocation to refurb works
4811	CAP Council ICT Infrastructure	753	0	0	0	-154	154	0.0 %	
4812	CAP Duke St Repointing etc	158,554	0	0	0	13,820	-13,820	0.0 %	Work complete
4813	CAP Abbey Walk resurfacing etc	8,234	0	0	0		0	0.0 %	Work complete
4821	CAP Rundle Room Refurbishment	2,495	0	0	0		0	0.0 %	Discontinued
4824	CAP New Depot	369,380	3,284	0	-3,284		-3,284	0.0 %	See 4810 above
4825	CAP - THI PROPERTIES SINKING F	27,500	0	27,500	27,500		27,500	0.0 %	EMR refer
4826	CAP G'hall Development Phase	43,345	0	0	0	7,050	-7,050	0.0 %	Work complete. NOTE delivery phase to be added (iro £1.6m)
4827	CAP - Guildhall Sinking Fund	12,750	0	12,750	12,750		12,750	0.0 %	EMR refer
4828	CAP - BUTCHERS HALL REFURB	100,944	0	0	0		0	0.0 %	Anticipated £20k additional spend re WC cubicle
4834	CAP - Pannier Market Doors	2,260	4,349	0	-4,349		-4,349	0.0 %	£100k est spend incurred - to be inc
4835	CAP - Pannier Market Roof	0	0	0	0	1,013	-1,013	0.0 %	Please refer to THI report for costs (total iro £500k - vis match fund element)
4836	CAP - PMK Lighting/Heating	0	48,688	0	-48,688	420	-49,108	0.0 %	
4837	CAP - PMK Internal Units	0	135	0	-135		-135	0.0 %	Toilets - committed spend iro £60k
4898	EXCEPTIONAL MAINTENANCE	21,883	8,622	0	-8,622		-8,622	0.0 %	
	Expenditure	1,032,394	66,831	255,250	188,419	73,491	114,928	55.0 %	

