

Tavistock Town Council
Budget Monitoring Report 31st August 2017

Agenda item 4b

Year to 31st August 2017 = 41.67%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,409,766	£ 645,138	£ 1,593,625	£ 948,487	£ 20,652	£ 927,834	41.8 %
Total Income	£ 1,727,886	£ 842,148	£ 1,699,743	-£ 857,595			49.5 %
Net Expenditure over Income	£ 318,120	£ 197,010	£ 106,118	£ 90,892			

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	280,947	718,446	437,499		437,499	39.1 %	All employees paid monthly
4003 Pension Added Years	830	0	850	850		850	0.0 %	
4004 WAGES	23,002	9,841	24,000	14,159		14,159	41.0 %	Casuals paid weekly
4005 Temporary/Agency Staff	32,147	9,546	1,000	-8,546		-8,546	954.6 %	Review in December
4006 PROTECTIVE CLOTHING/UNIFORMS	4,295	1,668	3,000	1,332	410	922	69.3 %	
4007 CONFERENCES/MEETINGS	580	1,883	2,000	117	1,096	-979	149.0 %	To be reviewed at budget setting - incr. participation
4008 COURSES/TRAINING	12,154	5,615	21,700	16,085	-278	16,363	24.6 %	
4009 TRAVEL	2,959	479	3,300	2,821		2,821	14.5 %	
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	-4,855	10,775	15,630		15,630	-45.1 %	Guildhall being moved to meter
4013 RENT PAID	10,400	10,400	24,500	14,100		14,100	42.4 %	
4014 ELECTRICITY	43,616	14,928	52,750	37,822		37,822	28.3 %	
4015 GAS	19,303	5,276	26,795	21,519		21,519	19.7 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	39,671	17,488	43,700	26,212	1,258	24,954	42.9 %	
4017 License - PC Software	3,235	2,160	3,000	840	23	817	72.8 %	
4020 MISC EXPENSES	18,960	1,745	20,250	18,505	4,367	14,138	30.2 %	
4021 Tel. Calls/Service & Broadband	10,043	3,912	9,550	5,638		5,638	41.0 %	
4022 POSTAGE	2,584	1,226	2,750	1,524	-150	1,674	39.1 %	
4023 STATIONERY/PRINTING	5,275	3,753	5,150	1,397	761	636	87.6 %	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	27,114	26,000	-1,114		-1,114	104.3 %	Invoiced annually
4027 Photocopier hire and usage	8,991	4,899	9,000	4,101		4,101	54.4 %	Invoiced annually, half year in advance
4028 REGALIA	10	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	3,200	1,251	10,000	8,750	101	8,649	13.5 %	
4030 RECRUITMENT ADVTG	1,162	1,737	1,750	13	65	-52	103.0 %	
4031 OTHER ADVERTISING	19,718	8,249	19,800	11,551	1,170	10,382	47.6 %	
4032 WEBSITE DESIGN/M/TCE	710	125	1,000	875		875	12.5 %	
4033 CIVIC BALL EXPENDTRE	280	3,256	3,500	244		244	93.0 %	Spend relates to 2016/17 event
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	37,703	33,908	73,750	39,842	3,956	35,886	51.3 %	
4037 GROUNDS MAINTENANCE	17,733	18,978	30,000	11,022	-514	11,537	61.5 %	

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	Agenda item 4b
4038	CONTRACT MAINTENANCE	10,343	5,966	20,450	14,484	1,327	13,158	35.7 %		
4041	EQUIPMENT HIRE	2,691	456	3,650	3,194	-35	3,229	11.5 %		
4042	EQUIPMENT MAINT'CE	18,436	6,453	22,350	15,897	2,472	13,425	39.9 %		
4043	VEHICLE RUNNING COST	13,202	5,502	13,500	7,998	1,786	6,213	54.0 %	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	3,455	9,000	5,545	35	5,510	38.8 %		
4046	EQUIPMENT PURCHASE	8,072	2,198	11,500	9,302	-1,847	11,150	3.0 %		
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	1,258	3,000	1,742		1,742	41.9 %		
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	3,290	4,500	1,210		1,210	73.1 %		
4056	LEGAL EXPENSES	25,016	6,003	15,250	9,247		9,247	39.4 %		
4057	AUDIT FEES	1,114	-2,230	5,680	7,910	170	7,740	-36.3 %	Fees charged to previous financial year	
4058	Professional Fees - Properties	18,323	2,861	11,180	8,320	200	8,120	27.4 %		
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	1,000	2,000	1,000		1,000	50.0 %		
4063	Civic/Ceremonial Expenses	3,434	1,810	5,000	3,190	867	2,323	53.5 %		
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	18,398	25,000	6,602		6,602	73.6 %	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	-15	1,458	2.8 %		
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	1,352	8,687	7,335		7,335	15.6 %		
4097	Clr 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	260	9,000	8,740		8,740	2.9 %		
4112	TOWN CLERK'S BUDGET	0	0	1,500	1,500		1,500	0.0 %		
4114	ASST TC BUDGET	537	412	1,500	1,088		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	35	350	315		315	10.0 %		
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	640,955	1,574,750	933,795	17,001	916,793	41.8 %		

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	Agenda item 4b
3001	COST OF SALES-DRINK	10,524	3,937	18,000	14,063	3,610	10,454	41.9 %		
3002	COST OF SALES-FOOD	86	0	375	375	45	330	12.0 %		
3011	BAR SUPPLIES	584	246	500	254	-4	258	48.5 %		
3020	Purchase Promotional Material	2,180	0	0	0		0	0.0 %		
	Total Direct	13,373	4,183	18,875	14,692	3,651	11,041	41.5 %		
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	10,689	25,000	-14,311			42.8 %		
1008	Insurance Claims Received	18,000	0	0	0			0.0 %		
1010	RENT RECEIVED	434,877	221,186	435,061	-213,875			50.8 %	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	27,322	84,950	-57,628			32.2 %		
1021	EQUIPMENT HIRE INC	1,536	210	550	-340			38.2 %		
1022	FORFEITED DEPOSITS	1,508	140	0	140			0.0 %		
1023	TH KITCHEN LETTING INCOME	2,204	1,870	0	1,870			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	167,950	390,000	-222,050			43.1 %	Impact expected during P Market works	
1041	ELECTRICITY RECOVERY	1,339	616	1,400	-784			44.0 %		
1043	MARKET STORAGE	5,003	1,595	2,500	-905			63.8 %		
1044	MARKET LOCK-UPS	33,360	16,680	33,360	-16,680			50.0 %	Invoiced monthly in advance	
1045	MARKET CARRIER BAGS	675	370	500	-130			74.0 %		
1050	CAR PARK FEES	37,983	19,097	37,400	-18,303			51.1 %		
1060	GOOSE FAIR INCOME	43,701	20,189	41,500	-21,311			48.6 %		
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	335	500	-165			66.9 %		
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 %		
1078	DONATIONS RECEIVED	0	6,946	0	6,946			0.0 %		
1080	MISC INCOME	19,801	5,156	22,850	-17,694			22.6 %		
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	9,516	30,000	-20,484			31.7 %		
1120	FOOD SALES	723	40	750	-710			5.3 %		
1130	Bar Extension & Licences	867	100	500	-400			20.0 %		
1175	PROCEEDS OF ASSET DISPOSALS	0	346	0	346			0.0 %		
	Total Income	1,727,886	842,148	1,699,743	-857,595			49.5 %		

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

Current Budget = £1,942,853
 Year to 31st August 2017 = 41.67% 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	215,000	215,000	0		0	100.0 %	
4805 CAP Cemetery Soakaway	0	11,423	60,000	48,577	44,707	3,870	93.6 %	
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	43,523	165,000	121,477	5,824	115,653	29.9 %	
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	2,495	49,488	46,993	500	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	27,500	27,500	0		0	100.0 %	Annual allocation
4826 CAP G'hall Development Phase	38,436	31,483	44,165	12,682	8	12,674	71.3 %	
4827 CAP - Guildhall Sinking Fund	12,750	12,750	12,750	0		0	100.0 %	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	8,358	56,393	13.20%	
Total OverHead	200,663	358,106	1,942,853	1,584,747	61,986	1,522,761	21.60%	