

Tavistock Town Council  
Budget Monitoring Report 30th September 2023

Year to 30th September 2023 = 50% of year

|                                    | Actual Last Year               | Actual Year to Date | Current Annual Bud  | Budget Variance    | Committed Exp   | Funds Available       | % Spent         |            |  |
|------------------------------------|--------------------------------|---------------------|---------------------|--------------------|-----------------|-----------------------|-----------------|------------|--|
| <b>Total Expenditure</b>           | £ 1,630,047                    | £ 894,410           | £ 2,090,407         | £ 1,196,000        | £ 74,525        | £ 1,121,478           | 43%             |            |  |
| <b>Total Income *</b>              | £ 1,999,534                    | £ 1,747,016         | £ 2,220,899         | £ 473,884          | £ -             | £ -                   | 79%             |            |  |
| <b>Net Expenditure over Income</b> | £ 369,487                      | £ 852,606           | £ 130,492           | £ 722,116          |                 |                       |                 |            |  |
| 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            | 5,243               | 4,245               | 8,000              | 3,755           |                       | 3,755           | 53.10%     |  |
| 3002                               | COST OF SALES-FOOD             | 87                  | 124                 | 0                  | -124            |                       | -124            | 0.00%      |  |
| 3011                               | BAR SUPPLIES                   | 832                 | 616                 | 1,000              | 384             |                       | 384             | 61.60%     |  |
|                                    | <b>Total Direct</b>            | <b>6,162</b>        | <b>4,985</b>        | <b>9,000</b>       | <b>4,015</b>    | <b>0</b>              | <b>4,015</b>    | <b>55%</b> |  |
| Code                               | Expenditure Detail             | Actual Last Year    | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % Spent    | Notes  |
| 4001                               | SALARIES                       | 758,172             | 413,151             | 966,418            | 553,267         |                       | 553,267         | 42.80%     | Reduced staffing levels (+4005=IRO 43.72% Actual)                          |
| 4004                               | WAGES                          | 12,083              | 4,773               | 4,000              | -773            |                       | -773            | 119.30%    | Casual staff/increasing events   |
| 4005                               | Temporary/Agency Staff         | 67,296              | 9,334               | 0                  | -9,334          |                       | -9,334          | 0.00%      | see 4001 above   |
| 4006                               | PROTECTIVE CLOTHING/UNIFORMS   | 3,376               | 1934                | 3,000              | 1,066           | 146                   | 920             | 69.30%     | GH uniforms  |
| 4007                               | CONFERENCES/MEETINGS           | 3,296               | 1798                | 4,000              | 2,202           | 315                   | 1,887           | 52.80%     |  |
| 4008                               | COURSES/TRAINING               | 7,296               | 5,269               | 15,000             | 9,731           | 762                   | 8,969           | 40.20%     | Depot training   |
| 4009                               | TRAVEL                         | 1,337               | 338                 | 1,750              | 1,413           |                       | 1,413           | 19.30%     |  |
| 4010                               | MISC STAFF COSTS               | 2,893               | 48                  | 250                | 202             |                       | 202             | 19.10%     |  |
| 4011                               | RATES                          | 120,683             | 128,189             | 139,150            | 10,961          |                       | 10,961          | 92.10%     | Annual invoices received in April. Adjustment for GH expected post October |
| 4012                               | WATER RATES                    | 4,069               | 3,410               | 13,850             | 10,440          |                       | 10,440          | 24.60%     | Periodic Billing   |
| 4014                               | ELECTRICITY                    | 55,034              | 24,719              | 97,020             | 72,301          |                       | 72,301          | 25.50%     | Periodic Billing   |
| 4015                               | GAS                            | 25,359              | 5,278               | 93,800             | 88,522          |                       | 88,522          | 5.60%      | Periodic Billing and seasonal usage  |
| 4016                               | CLEANING AND RUBBISH           | 54,311              | 27,463              | 55,000             | 27,537          | 4,972                 | 22,565          | 59.00%     | Committed (Sparlings) then drawn down                                      |
| 4017                               | Licence - PC Software          | 3,793               | 2,875               | 4,500              | 1,625           |                       | 1,625           | 63.90%     | Annual Licences received at the beginning of the Financial Year            |
| 4020                               | MISC EXPENSES                  | 27,902              | 1497                | 22,950             | 21,453          | 26,749                | -5,295          | 123.10%    | GF Commitments (deposits-SWAST & Toilets & signs)                          |
| 4021                               | Tel. Calls/Service & Broadband | 11,988              | 6,536               | 12,850             | 6,314           | 413                   | 5,902           | 54.10%     |  |
| 4022                               | POSTAGE                        | 2,715               | 1096                | 3,500              | 2,404           |                       | 2,404           | 31.30%     |  |
| 4023                               | STATIONERY/PRINTING            | 2,488               | 1565                | 2,900              | 1,335           |                       | 1,335           | 54.00%     |  |
| 4024                               | SUBSCRIPTIONS                  | 4,095               | 4,330               | 4,470              | 140             |                       | 140             | 96.90%     | Typically annual - differing invoice dates                                 |
| 4025                               | INSURANCE                      | 74,031              | 76,037              | 85,000             | 8,963           |                       | 8,963           | 89.50%     | Annual invoices received in April. Event insurances adhoc                  |
| 4027                               | Photocopier hire and usage     | 6,338               | 3318                | 6,550              | 3,232           |                       | 3,232           | 50.70%     | Paid quarterly in advance  |
| 4028                               | REGALIA                        | 0                   | 0                   | 250                | 250             |                       | 250             | 0.00%      |  |
| 4029                               | TOWN ADVERTISING               | 2,136               | 956                 | 4,000              | 3,045           |                       | 3,045           | 23.90%     | Demand dependant   |
| 4030                               | RECRUITMENT ADVTG              | 2,002               | 442                 | 3,500              | 3,058           |                       | 3,058           | 12.60%     |  |
| 4031                               | OTHER ADVERTISING              | 12,796              | 5,639               | 22,000             | 16,361          | 348                   | 16,013          | 27.20%     |  |
| 4032                               | WEBSITE DESIGN/M'TCE           | 330                 | 200                 | 600                | 400             | 75                    | 325             | 45.80%     |  |
| 4033                               | CIVIC BALL EXPENDTRE           | 5,515               | 2,305               | 4,250              | 1,945           |                       | 1,945           | 54.20%     | 2023 evt costs inc. in 23/24 budget due to timing                          |
| 4034                               | PUBLIC RELATIONS               | 0                   | 0                   | 1,500              | 1,500           |                       | 1,500           | 0.00%      |  |
| 4036                               | PROPERTY MAINTENANCE           | 52,710              | 29,674              | 68,750             | 39,076          | 18,513                | 20,563          | 70.10%     | residual works   |
| 4037                               | GROUNDS MAINTENANCE            | 12,665              | 10419               | 35,000             | 24,581          | 1,275                 | 23,306          | 33.40%     |  |
| 4038                               | CONTRACT MAINTENANCE           | 24,768              | 17,367              | 32,350             | 14,983          | 2,039                 | 12,944          | 60.00%     | Typically annual - differing invoice dates                                 |
| 4041                               | EQUIPMENT HIRE                 | 1,585               | 830                 | 1,800              | 970             |                       | 970             | 46.10%     |  |
| 4042                               | EQUIPMENT MAINT'CE             | 6,237               | 3,039               | 21,170             | 18,131          | 580                   | 17,551          | 17.10%     |  |
| 4043                               | VEHICLE RUNNING COST           | 19,871              | 10,138              | 18,750             | 8,612           | 447                   | 8,165           | 56.50%     | Ageing Fleet   |
| 4044                               | PERFORMING RIGHTS              | 2,076               | 2,954               | 3,800              | 846             |                       | 846             | 77.70%     | Annual Licenses received at the beginning of the Financial Year            |
| 4045                               | I T MAINTENANCE/SUPPORT        | 12,594              | 6,450               | 16,100             | 9,650           |                       | 9,650           | 40.10%     |  |
| 4046                               | EQUIPMENT PURCHASE             | 8,084               | 5,958               | 15,000             | 9,042           |                       | 9,042           | 39.70%     |  |
| 4047                               | GEN\WKS MGRS BUDGET            | 890                 | 125                 | 3,000              | 2,875           |                       | 2,875           | 4.20%      |  |



| Code | Expenditure Detail             | Actual Last Year | Actual Year to Date | Current Annual Bud | Budget Variance  | Committed Expenditure | Funds Available  | % Spent    | Notes   |
|------|--------------------------------|------------------|---------------------|--------------------|------------------|-----------------------|------------------|------------|---|
| 4048 | PARK & RIDE EXPEND             | 11,910           | 0                   | 12,500             | 12,500           | 9544                  | 2,956            | 76.40%     | Goose Fair refers   |
| 4049 | MINOR EQUIPMENT                | 22               | 0                   | 0                  | 0                |                       | 0                | 0.00%      |   |
| 4050 | POOP SCOOP/DOG WARDEN          | 4,614            | 0                   | 9,500              | 9,500            |                       | 9,500            | 0.00%      |   |
| 4051 | BANK CHARGES                   | 5,472            | 1,817               | 5,500              | 3,683            |                       | 3,683            | 33.00%     |   |
| 4053 | LOAN INTEREST                  | 21,429           | 7,412               | 20,162             | 12,750           |                       | 12,750           | 36.80%     | Periodic invoicing  |
| 4054 | LOAN CAPITAL REPAID            | 42,564           | 21378               | 42,832             | 21,454           |                       | 21,454           | 49.90%     | Periodic invoicing  |
| 4055 | Professional Fees (other)      | 680              | 0                   | 2,500              | 2,500            |                       | 2,500            | 0.00%      |   |
| 4056 | LEGAL EXPENSES                 | 24,097           | 5,440               | 30,000             | 24,561           | 4700                  | 19,861           | 33.80%     |   |
| 4057 | AUDIT FEES                     | 4,514            | -235                | 4,900              | 5,135            |                       | 5,135            | -4.80%     | Accounting adj/prior year refers  |
| 4058 | Professional Fees - Properties | 12,676           | 5,677               | 12,000             | 6,323            |                       | 6,323            | 47.30%     |   |
| 4059 | ACCOUNTANCY FEES               | 3,400            | 2,640               | 5,500              | 2,860            |                       | 2,860            | 48.00%     |   |
| 4062 | MAYORS ALLCE                   | 2,000            | 1000                | 2,000              | 1,000            |                       | 1,000            | 50.00%     |   |
| 4063 | Civic/Ceremonial Expenses      | 3,737            | 1461                | 5,000              | 3,539            | 720                   | 2,819            | 43.60%     |   |
| 4064 | TWINNING EXPENSES              | 250              | 250                 | 250                | 0                |                       | 0                | 100.00%    |   |
| 4065 | ELECTIONS                      | 17               | 0                   | 1,500              | 1,500            |                       | 1,500            | 0.00%      |   |
| 4067 | COMMUNITY GRANTS               | 8,096            | 11,328              | 20,000             | 8,672            |                       | 8,672            | 56.60%     | Grants paid early due to purdah   |
| 4073 | PATHS MAINTENANCE              | 2,392            | 0                   | 2,500              | 2,500            |                       | 2,500            | 0.00%      |   |
| 4076 | TOWN SIGNS                     | 0                | 0                   | 1,000              | 1,000            |                       | 1,000            | 0.00%      |   |
| 4078 | Localism                       | 147              | 0                   | 19,849             | 19,849           |                       | 19,849           | 0.00%      | Up to £18k for 4178 (subject to grants received) Current budget at start of year £20k   |
| 4089 | H R & H & S SUPPORT            | 840              | 0                   | 2,500              | 2,500            |                       | 2,500            | 0.00%      |   |
| 4091 | TOWN HALL ENTERTAINERS         | 0                | 0                   | 400                | 400              |                       | 400              | 0.00%      |   |
| 4092 | TOILET CLEANING CONT (WDBC)    | 9,258            | 0                   | 1,000              | 1,000            |                       | 1,000            | 0.00%      |   |
| 4093 | TH MANAGER'S BUDGET            | 843              | 93                  | 1,500              | 1,407            |                       | 1,407            | 6.20%      |   |
| 4094 | MARKET REEVE BUDGET            | 1,101            | 27                  | 1,500              | 1,473            | 30                    | 1,443            | 3.80%      |   |
| 4096 | CLLR'S ALLOWANCE               | 10,469           | 5703                | 14,500             | 8,797            |                       | 8,797            | 39.30%     |   |
| 4097 | Clr IT Allowance               | 0                | 0                   | 1,300              | 1,300            |                       | 1,300            | 0.00%      |   |
| 4099 | THT GRANT                      | 0                | 0                   | 35,000             | 35,000           |                       | 35,000           | 0.00%      | Changed operating arrangements  |
| 4102 | ANCIENT MONUMENTS              | 817              | 910                 | 1,000              | 90               |                       | 90               | 91.00%     | Drake Statue lighting replacement   |
| 4108 | CHRISTMAS LIGHTS               | 10,948           | 1,785               | 6,000              | 4,215            | 1,080                 | 3,135            | 47.80%     |   |
| 4112 | TOWN CLERK'S BUDGET            | 413              | 144                 | 1,500              | 1,356            |                       | 1,356            | 9.60%      |   |
| 4114 | ASST TC BUDGET                 | 1,149            | 66                  | 1,500              | 1,434            |                       | 1,434            | 4.40%      |   |
| 4117 | TOWN CLOCK                     | 1,110            | 0                   | 1,500              | 1,500            |                       | 1,500            | 0.00%      |   |
| 4120 | EX WDBC PUBLIC TOILETS         | 0                | 0                   | 26,000             | 26,000           |                       | 26,000           | 0.00%      | Negotiations on-going   |
| 4134 | MAYORS F'RAISING DON'N         | 912              | 1,270               | 0                  | -1,270           |                       | -1,270           | 0.00%      |   |
| 4135 | TOWN CRIER EXPENSES            | 30               | 30                  | 35                 | 5                |                       | 5                | 85.70%     |   |
| 4136 | TOWN HALL EVENTS COSTS         | 0                | 5                   | 750                | 745              |                       | 745              | 0.70%      |   |
| 4178 | Neighbourhood Plan             | 8,504            | 1770                | 151                | -1619            | 1,817                 | -3,435           | 2375.00%   | Draw down facility - 4078 refers (ie not overspent). - Grant received of £9,900 on 1091 |
| 4179 | Platinum Jubilee TTC           | 5,018            | 0                   | 0                  | 0                |                       | 0                | 0.00%      | Legacy  |
| 4180 | Platinum Jubilee 3rd Party     | 7,625            | 0                   | 0                  | 0                |                       | 0                | 0.00%      | Legacy  |
| 4181 | Plat. Jubilee TTC -Town Events | 4,017            | 0                   | 0                  | 0                |                       | 0                | 0.00%      | Legacy  |
|      | <b>Total Overhead</b>          | <b>1,623,885</b> | <b>889,425</b>      | <b>2,081,407</b>   | <b>1,191,985</b> | <b>74,525</b>         | <b>1,117,463</b> | <b>43%</b> |   |



| Code | Income Detail                  | Actual Last Year | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % Received | Notes  |
|------|--------------------------------|------------------|---------------------|--------------------|-----------------|-----------------------|-----------------|------------|--|
| 1000 | INTERMENTS                     | 30,293           | 15,038              | 30,000             | 14,962          |                       |                 | 50.10%     |  |
| 1010 | RENT RECEIVED - INVOICE        | 434,079          | 337,279             | 457,319            | 120,040         |                       |                 | 73.80%     | Typically quarterly-note third quarter invoices issued             |
| 1011 | INSURANCE RECHARGED            | 2,500            | 2,500               | 2,300              | -200            |                       |                 | 108.70%    | Principally annually   |
| 1020 | LETTING INCOME - INVOICE       | 94,203           | 65,780              | 105,500            | 39,720          |                       |                 | 62.40%     |  |
| 1021 | EQUIPMENT HIRE INC             | 1,579            | 1,768               | 2,000              | 232             |                       |                 | 88.40%     |  |
| 1022 | FORFEITED DEPOSITS             | 6086             | 1109                | 0                  | -1109           |                       |                 | 0.00%      |  |
| 1023 | TH KITCHEN LETTING INCOME      | 2,659            | 2,414               | 4,000              | 1,586           |                       |                 | 60.30%     |  |
| 1033 | CIVIC BALL INCOME              | 3,073            | 833                 | 3,250              | 2,417           |                       |                 | 25.60%     |  |
| 1034 | MAYOR'S FUNDRAISING            | 912              | 1270                | 0                  | -1270           |                       |                 | 0.00%      |  |
| 1040 | MARKET TOLLS                   | 354,319          | 198,295             | 410,700            | 212,405         |                       |                 | 48.30%     | Daily/weekly/monthly - note Jan-Feb reduction                      |
| 1041 | ELECTRICITY RECOVERY           | 410              | 605                 | 750                | 145             |                       |                 | 80.70%     | Increased unit rates   |
| 1043 | MARKET STORAGE                 | 6,133            | 2,663               | 5,000              | 2338            |                       |                 | 53.20%     |  |
| 1044 | MARKET LOCK-UPS - INVOICE      | 35,825           | 16,440              | 31,000             | 14,560          |                       |                 | 53.00%     |  |
| 1045 | MARKET CARRIER BAGS            | 78               | 0                   | 100                | 100             |                       |                 | 0.00%      |  |
| 1046 | WATER RATES RECOVERY           | 100              | 80                  | 240                | 160             |                       |                 | 33.30%     |  |
| 1050 | CAR PARK FEES                  | 25,562           | 19,899              | 21,500             | 1,601           |                       |                 | 92.60%     | Income from WDBC for GH car park Ringo for 22/23 received in April |
| 1060 | GOOSE FAIR INCOME              | 40,093           | 37,970              | 38,500             | 530             |                       |                 | 98.60%     |  |
| 1061 | PARK & RIDE INCOME             | 5,624            | 0                   | 6,500              | 6500            |                       |                 | 0.00%      |  |
| 1071 | STAFF COSTS RECOVERED          | 4,246            | 211                 | 3000               | 2,789           |                       |                 | 7.00%      |  |
| 1072 | Grant ACE Jubilee Funding      | 7,722            | 0                   | 0                  | 0               |                       |                 | 0.00%      |  |
| 1076 | PRECEPT                        | 852,554          | 968,870             | 968,870            | 0               |                       |                 | 100.00%    |  |
| 1077 | GRANTS RECEIVED                | 20,000           | 15684               | 59560              | 43876           |                       |                 | 26.30%     | EA grant for Market Road wall repairs and Monitoring Station       |
| 1080 | MISC INCOME                    | 20,117           | 4161                | 11,510             | 7,349           |                       |                 | 36.20%     |  |
| 1081 | Garden Festival Income         | 5,299            | 1781                | 3,500              | 1,719           |                       |                 | 50.90%     |  |
| 1082 | DEPOT SEAT INCOME              | 600              | 739                 | 0                  | -739            |                       |                 | 0.00%      |  |
| 1090 | INTEREST RECEIVED              | 27,120           | 28546               | 35,000             | 6,454           |                       |                 | 81.60%     | higher interest rates/extended project completions                 |
| 1091 | Neighbourhood Development Plan | 4,684            | 9900                | 0                  | -9900           |                       |                 | 0.00%      | Grant of £9,900 received - refer to 4178 NDP above                 |
| 1100 | BAR SALES                      | 12,951           | 12,481              | 20,000             | 7,519           |                       |                 | 62.40%     |  |
| 1120 | FOOD SALES                     | 113              | 500                 | 0                  | -500            |                       |                 | 0.00%      |  |
| 1130 | Bar Extension & Licences       | 600              | 200                 | 800                | 600             |                       |                 | 25.00%     |  |
| 1175 | PROCEEDS OF ASSET DISPOSALS    |                  |                     |                    |                 |                       |                 | 0.00%      |  |
|      | <b>Total Income</b>            | <b>1,999,534</b> | <b>1,747,016</b>    | <b>2,220,899</b>   | <b>473,884</b>  | <b>0</b>              | <b>0</b>        | <b>79%</b> |  |

\* Please note income shown represents income invoiced not necessarily received.

