

Tavistock Town Council
Budget Monitoring Report 31st July 2018

Year to 31st July 2018 = 33.33%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,475,030	£ 633,848	£ 1,605,907	£ 972,059	£ 48,145	£ 923,914	42.5 %
Total Income	£ 1,744,992	£ 740,519	£ 1,757,514	-£ 1,016,995			42.1 %
Net Expenditure over Income	£ 269,962	£ 106,671	£ 151,607	£ 1,989,054			

<u>Expenditure Detail</u>	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	685,558	239,554	733,510	493,956		493,956	32.7 %	All employees paid monthly
4003 Pension Added Years	845	0	900	900		900	0.0 %	
4004 WAGES	26,330	11,925	24,500	12,575		12,575	48.7 %	Casuals paid weekly
4005 Temporary/Agency Staff	20,497	7,387	1,000	-6,387		-6,387	738.7 %	
4006 PROTECTIVE CLOTHING/UNIFORMS	3,578	1,020	3,000	1,981	41	1,939	35.4 %	
4007 CONFERENCES/MEETINGS	4,107	1,380	5,500	4,120	75	4,045	26.5 %	
4008 COURSES/TRAINING	9,471	2,052	17,700	15,648	880	14,768	16.6 %	
4009 TRAVEL	2,376	-181	2,550	2,731		2,731	-7.1 %	
4010 MISC STAFF COSTS	19	12	250	239		239	4.6 %	
4011 RATES	91,966	80,684	105,045	24,361		24,361	76.8 %	Invoiced annually
4012 WATER RATES	5,243	2,966	11,275	8,309		8,309	26.3 %	Guildhall has move to metered supply
4013 RENT PAID	23,623	0	0	0		0	0.0 %	
4014 ELECTRICITY	40,111	7,286	59,200	51,914		51,914	12.3 %	
4015 GAS	17,959	4,220	23,500	19,280		19,280	18.0 %	Element of accrual inc
4016 CLEANING AND RUBBISH	38,390	15,258	43,700	28,442	6	28,436	34.9 %	
4017 License - PC Software	3,274	787	3,500	2,713		2,713	22.5 %	
4020 MISC EXPENSES	20,896	3,334	20,600	17,266	16,516	750	96.4 %	GF committed spend
4021 Tel. Calls/Service & Broadband	9,938	3,462	10,050	6,588	345	6,243	37.9 %	
4022 POSTAGE	2,999	616	2,750	2,134		2,134	22.4 %	
4023 STATIONERY/PRINTING	6,069	1,569	6,350	4,781	86	4,695	26.1 %	
4024 SUBSCRIPTIONS	2,932	2,485	3,580	1,095		1,095	69.4 %	Most subscriptions invoiced annually
4025 INSURANCE	29,024	23,756	30,575	6,819		6,819	77.7 %	
4027 Photocopier hire and usage	7,581	1,652	10,000	8,348		8,348	16.5 %	
4028 REGALIA	0	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	4,851	1,335	10,200	8,865	1,058	7,807	23.5 %	
4030 RECRUITMENT ADVTG	2,491	0	1,750	1,750		1,750	0.0 %	
4031 OTHER ADVERTISING	23,779	10,261	19,800	9,539	3,609	5,930	70.1 %	Some pre payment inc
4032 WEBSITE DESIGN/MTCE	621	80	750	670	100	570	24.0 %	
4033 CIVIC BALL EXPENDTRE	3,669	3,296	3,500	204		204	94.2 %	2017/18 year's event costs
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	32,416	36,435	73,750	37,315	8,862	28,452	61.4 %	Committed exp. Incs £8k Drake Rd Bay
4037 GROUNDS MAINTENANCE	28,478	5,001	30,000	24,999	1,586	23,413	22.0 %	
4038 CONTRACT MAINTENANCE	13,627	5,049	22,450	17,401	1,475	15,927	29.1 %	

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	Agenda item 4b
4041	EQUIPMENT HIRE	2,257	309	2,900	2,591		2,591	10.7 %		
4042	EQUIPMENT MAINT'CE	14,014	2,770	22,350	19,580	5,912	13,668	38.8 %		
4043	VEHICLE RUNNING COST	15,601	8,422	13,500	5,078	1,349	3,730	72.4 %	Projected overspend -replacement vehicle acquired	
4044	PERFORMING RIGHTS	1,111	0	1,250	1,250		1,250	0.0 %		
4045	IT MAINTENANCE/SUPPORT	9,070	3,086	11,200	8,114	25	8,089	27.8 %		
4046	EQUIPMENT PURCHASE	24,316	3,531	11,500	7,969	1,382	6,587	42.7 %		
4047	GEN'WKS MGRS BUDGET	1,746	3,052	3,000	-52		-52	101.7 %	Market tables + gazebo repairs	
4048	PARK & RIDE EXPEND	10,764	95	11,500	11,405		11,405	0.8 %		
4050	POOP SCOOP	5,477	4,550	5,000	450		450	91.0 %	Periodic invoicing	
4051	BANK CHARGES	3,513	529	3,500	2,971		2,971	15.1 %		
4053	LOAN INTEREST	19,503	378	17,117	16,739		16,739	2.2 %		
4054	LOAN CAPITAL REPAID	54,314	13,664	40,333	26,669		26,669	33.9 %		
4055	Professional Fees (other)	3,361	291	4,500	4,209		4,209	6.5 %		
4056	LEGAL EXPENSES	28,377	26,251	15,700	-10,551		-10,551	167.2 %	Incs costs award. Significant add. Costs expected	
4057	AUDIT FEES	4,334	-2,230	4,380	6,610		6,610	-50.9 %		
4058	Professional Fees - Properties	6,410	5,204	11,180	5,976		5,976	46.5 %	Increased turnover	
4059	ACCOUNTANCY FEES	5,586	532	4,000	3,468		3,468	13.3 %		
4062	MAYORS ALLCE	2,000	0	2,000	2,000		2,000	0.0 %		
4063	Civic/Ceremonial Expenses	4,258	1,176	5,000	3,824	400	3,424	31.5 %		
4064	TWINNING EXPENSES	234	179	250	72	58	13	94.7 %		
4065	ELECTIONS	5,686	0	6,000	6,000		6,000	0.0 %		
4067	COMMUNITY GRANTS	20,236	13,700	25,000	11,300		11,300	54.8 %		
4073	PATHS MAINTENANCE	675	1,105	2,500	1,395		1,395	44.2 %		
4075	DISPOSAL OF ASSETS	-500	0	0	0		0	0.0 %		
4076	TOWN SIGNS	0	0	1,200	1,200	30	1,170	2.5 %		
4089	H R & H & S SUPPORT	250	0	2,000	2,000	1,240	760	62.0 %		
4091	TOWN HALL ENTERTAINERS	220	420	600	180		180	70.0 %		
4092	TOILET CLEANING CONT (WDBC)	6,497	-313	7,000	7,313		7,313	-4.5 %		
4093	TH MANAGER'S BUDGET	526	341	1,500	1,159		1,159	22.7 %		
4094	MARKET REEVE BUDGET	605	997	1,500	503	531	-28	101.9 %		
4095	MUSEUM GRANT	11,300	0	14,300	14,300		14,300	0.0 %		
4096	CLLRS ALLOWANCE	5,679	2,379	8,687	6,308		6,308	27.4 %		
4097	Cllr IT Allowance	21	0	1,000	1,000		1,000	0.0 %		
4102	ANCIENT MONUMENTS	986	557	1,000	443		443	55.7 %		
4108	CHRISTMAS LIGHTS	5,791	0	9,000	9,000		9,000	0.0 %		
4112	TOWN CLERK'S BUDGET	0	462	1,500	1,038	480	558	62.8 %		
4114	ASST TC BUDGET	567	89	1,500	1,411		1,411	5.9 %		
4117	TOWN CLOCK	20	0	1,500	1,500		1,500	0.0 %		
4134	MAYORS F'RAISING DON'N	1,103	1,075	0	-1,075		-1,075	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	62,333	0	-62,333		-62,333	0.0 %		
	Total OverHead	1,461,606	627,614	1,587,032	959,418	46,046	913,372	42.4 %		

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	5,504	18,000	12,496	2,001	10,494	41.7 %	
3002	COST OF SALES-FOOD	253	421	375	-46		-46	112.3 %	
3011	BAR SUPPLIES	657	308	500	192	98	94	81.2 %	
	Total Direct	13,424	6,233	18,875	12,642	2,099	10,543	44.1 %	

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	10,929	25,000	-14,071			43.7 %	
1010	RENT RECEIVED	454,071	218,902	454,561	-235,659			48.2 %	Normally invoiced quarterly in advance
1011	INSURANCE RECHARGED	1,900	2,000	1,900	100			105.3 %	
1015	TICKET SALES	0	678	0	678			0.0 %	
1020	LETTING INCOME	57,303	26,371	83,500	-57,129			31.6 %	
1021	EQUIPMENT HIRE INC	2,055	338	550	-212			61.4 %	
1022	FORFEITED DEPOSITS	140	24	0	24			0.0 %	
1023	TH KITCHEN LETTING INCOME	7,213	2,400	5,000	-2,600			48.0 %	
1033	CIVIC BALL INCOME	5,110	374	2,500	-2,126			15.0 %	
1034	MAYOR'S FUNDRAISING	800	895	0	895			0.0 %	
1040	MARKET TOLLS	337,031	93,971	381,000	-287,029			24.7 %	Reduction reflects closure for works
1041	ELECTRICITY RECOVERY	964	150	1,000	-850			15.0 %	
1043	MARKET STORAGE	4,285	1,788	5,000	-3,213			35.8 %	
1044	MARKET LOCK-UPS	25,020	9,595	33,360	-23,765			28.8 %	
1045	MARKET CARRIER BAGS	695	195	500	-305			39.0 %	
1050	CAR PARK FEES	35,610	15,502	38,000	-22,498			40.8 %	
1060	GOOSE FAIR INCOME	41,918	3,984	41,500	-37,516			9.6 %	
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	4,463	6,350	-1,887			70.3 %	
1081	Garden Festival Income	2,915	1,504	3,300	-1,796			45.6 %	
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	-150	0	-150			0.0 %	
1090	INTEREST RECEIVED	5,182	5	5,000	-4,995			0.1 %	
1100	BAR SALES	32,369	16,946	30,000	-13,054			56.5 %	
1120	FOOD SALES	385	0	750	-750			0.0 %	
1130	Bar Extension & Licences	700	200	500	-300			40.0 %	
1175	PROCEEDS OF ASSET DISPOSALS	846	0	0	0			0.0 %	
	Total Income	1,744,992	740,519	1,757,514	-1,016,995			42.1 %	

Tavistock Town Council
Capital Project Budget Monitoring Report 31st July 2018

Agenda item 4b

Current Budget = £255,250

Year to 31st July 2018 = 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
4800	ROLLING CAPITAL FUND PROVISION	215,000	215,000	215,000	0		0	100.0 %	
4805	CAP Cemetery Soakaway	59,926	0	0	0		0	0.0 %	Work complete
4810	CAP Relocation of Works Depot	9,370	29,839	0	-29,839		-29,839	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
4815	CAP NEW PLANT & VEHICLES	0	16,225	0	-16,225		-16,225	0.0 %	Vehicle purchased
4821	CAP Rundle Room Refurbishment	2,495	0	0	0		0	0.0 %	Discontinued
4823	CAP Guildhall Refurbishment	0	0	0	0	38,000	-38,000	0.0 %	
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	27,500	27,500	0		0	100.0 %	EMR refer
4826	CAP G'hall Development Phase	43,345	4,036	0	-4,036	1,620	-5,656	0.0 %	Work complete. NOTE delivery phase to be added (iro £1.6m)
4827	CAP - Guildhall Sinking Fund	12,750	12,750	12,750	0		0	100.0 %	EMR refer
4828	CAP -BUTCHERS HALL REFURB	100,944	2,388	0	-2,388		-2,388	0.0 %	Anticipated £20k additional spend re WC cubicle
4833	CAP-PANNIER MARKET DRAINAGE	0	236	0	-236		-236	0.0 %	£15k budget allocation
4834	CAP - Pannier Market Doors	2,260	101,131	0	-101,131		-101,131	0.0 %	Work complete
4835	CAP - Pannier Market Roof	0	0	0	0	1,013	-1,013	0.0 %	Work complete
4836	CAP - PMK Lighting/Heating	0	73,355	0	-73,355		-73,355	0.0 %	Work complete
4837	CAP - PMK Internal Units	0	60,963	0	-60,963		-60,963	0.0 %	Work complete
4839	CAP Play Park Resurfacing	0	47,979	0	-47,979		-47,979	0.0 %	Work complete
4898	EXCEPTIONAL MAINTENANCE	21,883	8,622	0	-8,622		-8,622	0.0 %	
	Total OverHead	1,032,394	603,308	255,250	-348,058	54,299	-402,357	257.6 %	