

**Tavistock Town Council**  
**Budget Monitoring Report 30th September 2018**

Year to 30th September 2018 = 50% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b>Total Expenditure</b>	£ 1,475,030	£ 865,388	£ 1,700,177	£ 834,789	£ 33,842	£ 800,947	52.9 %
<b>Total Income</b>	£ 1,744,992	£ 1,273,955	£ 1,757,514	-£ 483,559			72.5 %
<b>Net Expenditure over Income</b>	£ 269,962	£ 408,567	£ 57,337	£ 1,318,348			

<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	355,585	733,510	377,925		377,925	48.5 %	All employees paid monthly
4003 Pension Added Years	845	0	900	900		900	0.0 %	
4004 WAGES	26,330	18,762	24,500	5,738		5,738	76.6 %	Casuals paid weekly
4005 Temporary/Agency Staff	20,497	10,552	1,000	-9,552		-9,552	055.2 %	Reflects interim office arrangements
4006 PROTECTIVE CLOTHING/UNIFORMS	3,578	1,250	3,000	1,750	418	1,332	55.6 %	
4007 CONFERENCES/MEETINGS	4,107	1,611	5,500	3,889		3,889	29.3 %	
4008 COURSES/TRAINING	9,471	3,155	17,700	14,545	260	14,285	19.3 %	
4009 TRAVEL	2,376	119	2,550	2,431		2,431	4.7 %	
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	4,326	11,275	6,950		6,950	38.4 %	Guildhall has moved to metered supply
4013 RENT PAID	23,623	0	0	0		0	0.0 %	
4014 ELECTRICITY	40,111	10,775	59,200	48,425		48,425	18.2 %	
4015 GAS	17,959	5,300	23,500	18,200		18,200	22.6 %	Element of accrual inc.
4016 CLEANING AND RUBBISH	38,390	22,870	43,700	20,830	-364	21,194	51.5 %	
4017 License - PC Software	3,274	2,624	3,500	876		876	75.0 %	
4020 MISC EXPENSES	20,896	7,723	20,600	12,877	2,055	10,822	47.5 %	GF committed spend
4021 Tel. Calls/Service & Broadband	9,938	5,194	10,050	4,856	233	4,623	54.0 %	
4022 POSTAGE	2,999	1,230	2,750	1,520	185	1,335	51.4 %	
4023 STATIONERY/PRINTING	6,069	2,335	6,350	4,015	13	4,002	37.0 %	
4024 SUBSCRIPTIONS	2,932	2,693	3,580	887		887	75.2 %	Most subscriptions invoiced annually
4025 INSURANCE	29,024	23,490	30,575	7,085		7,085	76.8 %	
4027 Photocopier hire and usage	7,581	3,153	10,000	6,847		6,847	31.5 %	
4028 REGALIA	0	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	4,851	1,895	10,200	8,305	1,058	7,247	29.0 %	
4030 RECRUITMENT ADV/TG	2,491	0	1,750	1,750	75	1,675	4.3 %	
4031 OTHER ADVERTISING	23,779	12,437	19,800	7,363	2,253	5,110	74.2 %	Some pre payment inc.
4032 WEBSITE DESIGN/M/TCE	621	255	750	495	100	395	47.3 %	
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 %	
4035 DRAKE RD UPGRADE	0	0	70	70		70	0.0 %	

4036	PROPERTY MAINTENANCE	32,416	38,987	73,750	34,763	12,427	22,335	69.7 %	Committed exp. Incl £8k Drake Rd bay window
4037	GROUNDS MAINTENANCE	28,478	5,863	30,000	24,137	2,198	21,939	26.9 %	
4038	CONTRACT MAINTENANCE	13,627	7,585	22,450	14,865	2,162	12,703	43.4 %	
4041	EQUIPMENT HIRE	2,257	552	2,900	2,348	103	2,245	22.6 %	
4042	EQUIPMENT MAINT'CE	14,014	9,988	22,350	12,362	772	11,590	48.1 %	
4043	VEHICLE RUNNING COST	15,601	10,304	13,500	3,196	1,349	1,847	86.3 %	Project overspend-replacement vehicle acquired
4044	PERFORMING RIGHTS	1,111	860	1,250	390		390	68.8 %	
4045	IT MAINTENANCE/SUPPORT	9,070	4,920	11,200	6,280	90	6,190	44.7 %	
4046	EQUIPMENT PURCHASE	24,316	7,566	11,500	3,934	222	3,712	67.7 %	
4047	GENWKS MGRS BUDGET	1,746	3,572	3,000	-572		-572	119.1 %	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	1,923	3,500	1,577		1,577	54.9 %	
4053	LOAN INTEREST	19,503	6,582	17,117	10,535		10,535	38.5 %	
4054	LOAN CAPITAL REPAID	54,314	23,664	40,333	16,669		16,669	58.7 %	
4055	Professional Fees (other)	3,361	291	4,500	4,209		4,209	6.5 %	
4056	LEGAL EXPENSES	28,377	52,916	15,700	-37,216		-37,216	337.0 %	*see below £ 14,196 recovery not incl. Gh'l iro £17,500
4057	AUDIT FEES	4,334	641	4,380	3,739		3,739	14.6 %	
4058	Professional Fees - Properties	6,410	6,445	11,180	4,735	475	4,260	61.9 %	Increased turnover
4059	ACCOUNTANCY FEES	5,586	532	4,000	3,468		3,468	13.3 %	
4062	MAYORS ALLCE	2,000	1,000	2,000	1,000		1,000	50.0 %	
4063	Civic/Ceremonial Expenses	4,258	1,616	5,000	3,384	790	2,594	48.1 %	
4064	TWINNING EXPENSES	234	179	250	72		72	71.4 %	
4065	ELECTIONS	5,686	0	6,000	6,000	5,882	118	98.0 %	By-election held
4067	COMMUNITY GRANTS	20,236	13,700	25,000	11,300		11,300	54.8 %	
4073	PATHS MAINTENANCE	675	1,153	2,500	1,347	32	1,315	47.4 %	
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 %	O/S expected - investigation expenses
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	625	1,500	875		875	41.7 %	
4094	MARKET REEVE BUDGET	605	1,643	1,500	-143	-115	-28	101.9 %	
4095	MUSEUM GRANT	11,300	0	14,300	14,300		14,300	0.0 %	
4096	CLLRS ALLOWANCE	5,679	2,896	8,687	5,791		5,791	33.3 %	
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	234	9,000	8,766	440	8,326	7.5 %	Spend to show in later schedules
4112	TOWN CLERK'S BUDGET	0	616	1,500	884		884	41.1 %	
4114	ASST TC BUDGET	567	125	1,500	1,375		1,375	8.3 %	

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	35	350	315		315	10.0 %	
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 %	On hold
4501	TTC Cont'n to THI Projects	22,944	61,025	94,200	33,175		33,175	64.8 %	
	<b>Total OverHead</b>	<b>1,461,606</b>	<b>855,749</b>	<b>1,681,302</b>	<b>825,553</b>	<b>33,111</b>	<b>792,441</b>	<b>52.9 %</b>	
	<b>Expenditure Detail</b>	<b>Actual Last Year</b>	<b>Actual Year to Date</b>	<b>Current Annual Bud</b>	<b>Budget Variance</b>	<b>Committed Expenditure</b>	<b>Funds Available</b>	<b>% of Budget</b>	<b>Notes</b>
3001	COST OF SALES-DRINK	12,514	8,743	18,000	9,257	685	8,572	52.4 %	
3002	COST OF SALES-FOOD	253	424	375	-49		-49	113.1 %	
3011	BAR SUPPLIES	657	471	500	29	46	-17	103.4 %	
	<b>Total Direct</b>	<b>13,424</b>	<b>9,638</b>	<b>18,875</b>	<b>9,237</b>	<b>730</b>	<b>8,506</b>	<b>54.9 %</b>	
	<b>Income Detail</b>	<b>Actual Last Year</b>	<b>Actual Year to Date</b>	<b>Current Annual Bud</b>	<b>Budget Variance</b>	<b>Committed Expenditure</b>	<b>Funds Available</b>	<b>% of Budget</b>	<b>Notes</b>
1000	INTERMENTS	32,170	13,622	25,000	-11,378			54.5 %	
1010	RENT RECEIVED	454,071	322,942	454,561	-131,619			71.0 %	Normally invoiced quarterly in advance
1011	INSURANCE RECHARGED	1,900	2,150	1,900	250			113.2 %	
1015	TICKET SALES	0	678	0	678			0.0 %	
1020	LETTING INCOME	57,303	39,325	83,500	-44,175			47.1 %	
1021	EQUIPMENT HIRE INC	2,055	438	550	-112			79.5 %	
1022	FORFEITED DEPOSITS	140	189	0	189			0.0 %	
1023	TH KITCHEN LETTING INCOME	7,213	3,343	5,000	-1,657			66.9 %	
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	158,262	381,000	-222,738			41.5 %	Reduction reflects closure for works
1041	ELECTRICITY RECOVERY	964	865	1,000	-135			86.5 %	
1043	MARKET STORAGE	4,285	2,228	5,000	-2,773			44.6 %	
1044	MARKET LOCK-UPS	25,020	15,155	33,360	-18,205			45.4 %	
1045	MARKET CARRIER BAGS	695	483	500	-17			96.6 %	
1050	CAR PARK FEES	35,610	21,021	38,000	-16,979			55.3 %	
1060	GOOSE FAIR INCOME	41,918	30,887	41,500	-10,614			74.4 %	
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	144	500	-356			28.7 %	
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	29,179	29,179	0			100.0 %	
1076	PRECEPT	539,547	590,814	590,814	0			100.0 %	Received half yearly
1078	DONATIONS RECEIVED	6,946	0	0	0			0.0 %	
1080	MISC INCOME	25,120	8,809	6,350	2,459			138.7 %	
1081	Garden Festival Income	2,915	1,344	3,300	-1,956			40.7 %	
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	331	5,000	-4,669			6.6 %	
1100	BAR SALES	32,369	25,160	30,000	-4,840			83.9 %	
1120	FOOD SALES	385	0	750	-750			0.0 %	
1130	Bar Extension & Licences	700	600	500	100			120.0 %	
1175	PROCEEDS OF ASSET DISPOSALS	846	0	0	0			0.0 %	
	<b>Total Income</b>	<b>1,744,992</b>	<b>1,273,955</b>	<b>1,757,514</b>	<b>-483,559</b>			<b>72.5 %</b>	

\*4056 Legal Exp - costs reflect additional non standard and legacy work agreed by Council, this figure will increase as projects progress

**Tavistock Town Council**

**Capital Project Budget Monitoring Report 30th September 2018**

Current Budget = £255,250

Year to 30th September 2018 = 50% of year

	<b>Expenditure Detail</b>	<b>Actual Last Year</b>	<b>Actual Year to Date</b>	<b>Current Annual Bud</b>	<b>Budget Variance</b>	<b>Committed Expenditure</b>	<b>Funds Available</b>	<b>% of Budget</b>	<b>Notes</b>
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
4807	CAP New Works Depot	0	90	0	-90		-90	0.0 %	
4810	CAP Relocation of Works Depot	9,370	66,083	0	-66,083		-66,083	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	34,000	-34,000	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 Delivery Phase	43,345	22,900	0	-22,900	1,730	-24,630	0.0 %	Work complete (development phase). NOTE delivery phase 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 %	£20k additional spend re WC cubicle
4832	CAP-TENNIS COURT RESURFACING	0	20,400	0	-20,400	3,600	-24,000	0.0 %	Works under way
4833	CAP-PANNIER MARKET DRAINAGE	0	236	0	-236		-236	0.0 %	Work complete
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 %	
4898	EXCEPTIONAL MAINTENANCE	21,883	8,622	0	-8,622		-8,622	0.0 %	
		<b>1,032,394</b>	<b>678,907</b>	<b>255,250</b>	<b>-423,657</b>	<b>54,009</b>	<b>-477,666</b>	<b>287.1 %</b>	







