

Tavistock Town Council
Budget Monitoring Report 31st March 2022

Year to 31st March 2022 = 100% of year

		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent	
	Total Expenditure	£ 1,077,674	£ 1,232,606	£ 1,776,995	£ 544,389	£ 30,433	£ 513,956	71.1%	
	Total Income	£ 1,447,920	£ 1,735,978	£ 1,697,967	(38,011)	£ -	£ -	102.2%	
	Net Expenditure over Income	£ 370,246	£ 503,372	-£ 79,028	£ 582,400				
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	1383	4137	8000	3863		3863	51.7%	
3002	COST OF SALES-FOOD	0	55	0	(55)		(55)	0.0%	
3011	BAR SUPPLIES	658	530	350	(180)		(180)	151.4%	
3020	Purchase Promotional Material	0	0	500	500		500	0.0%	
	Total Direct	2040	4721	8850	4129	0	4129	53.3%	Reduced activity (COVID)
Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4001	SALARIES	597155	608386	822928	214542		214542	73.9%	Reduced staffing levels
4003	Pension Added Years	0	0	1100	1100		1100	0.0%	
4004	WAGES	809	26083	3000	(23,083)		(23,083)	869.4%	Casual Workers
4005	Temporary/Agency Staff	3200	50133	0	(50,133)		(50,133)	0.0%	4001 + 4005 = 80.02%
4006	PROTECTIVE CLOTHING/UNIFORMS	1973	3692	3000	(692)		(692)	123.1%	Mainly new uniforms
4007	CONFERENCES/MEETINGS	82	1176	2250	1074		1074	52.3%	
4008	COURSES/TRAINING	1497	8555	8000	(555)	710	(1,265)	115.8%	inc Chapter 8/FAW/RoSPA
4009	TRAVEL	50	398	1125	727		727	35.3%	
4010	MISC STAFF COSTS	2660	1366	200	(1,166)		(1,166)	683.0%	Agency sign on fee
4011	RATES	118239	114067	131695	17628		17628	86.6%	G'hall not yet invoiced
4012	WATER RATES	7151	5614	15425	9811		9811	36.4%	Variable payment dates
4014	ELECTRICITY	17472	26697	36400	9703		9703	73.3%	Awaiting invoices
4015	GAS	9921	17529	26250	8721		8721	66.8%	
4016	CLEANING AND RUBBISH	29145	32317	52110	19793	1140	18653	64.2%	Committed future spend (Depot)
4017	License - PC Software	3231	3006	3350	344		344	89.7%	
4020	MISC EXPENSES	5809	3066	21450	18384		18384	14.3%	
4021	Tel. Calls/Service & Broadband	10443	11525	11050	(475)	408	(882)	108.0%	
4022	POSTAGE	1568	1859	3100	1241	300	941	69.6%	
4023	STATIONERY/PRINTING	1989	3398	4700	1302	5	1297	72.4%	
4024	SUBSCRIPTIONS	3638	3837	2598	(1,239)		(1,239)	147.7%	Typically annual (budget error)
4025	INSURANCE	32424	21290	28500	7210		7210	74.7%	Large increase 2022-23

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4027	Photocopier hire and usage	6754	6514	5500	(1,014)		(1,014)	118.4%	Paid quarterly in advance
4028	REGALIA	376	150	250	100		100	60.0%	
4029	TOWN ADVERTISING	310	1295	4000	2705		2705	32.4%	
4030	RECRUITMENT ADVTG	1436	5126	1500	(3,626)		(3,626)	341.7%	Recruitment difficulties
4031	OTHER ADVERTISING	5042	9240	20000	10760	11553	(793)	104.0%	£11,453 committed miscoded
4032	WEBSITE DESIGN/M'TCE	305	200	600	400		400	33.3%	
4033	CIVIC BALL EXPENDTRE	0	3634	3500	(134)	3465	(3,599)	202.8%	Ball cost x 2 (ticket recovery)
4034	PUBLIC RELATIONS	0	140	2500	2360		2360	5.6%	
4036	PROPERTY MAINTENANCE	15402	34325	122098	87773	1588	86185	29.4%	See 4031 capacity issues
4037	GROUNDS MAINTENANCE	12678	15559	47277	31718	3350	28368	40.0%	Capacity issues
4038	CONTRACT MAINTENANCE	20761	24380	34050	9670	2273	7398	78.3%	
4041	EQUIPMENT HIRE	969	1886	1800	(86)		(86)	104.8%	Includes Cherry Picker
4042	EQUIPMENT MAINT'CE	5038	8364	21100	12736	627	12109	42.6%	
4043	VEHICLE RUNNING COST	10450	12747	16750	4003	615	3387	79.8%	
4044	PERFORMING RIGHTS	2799	1621	3500	1879		1879	46.3%	
4045	I T MAINTENANCE/SUPPORT	12857	11464	14050	2586		2586	81.6%	
4046	EQUIPMENT PURCHASE	6824	8365	15000	6635		6635	55.8%	
4047	GEN\WKS MGRS BUDGET	700	1177	2000	823		823	58.9%	
4048	PARK & RIDE EXPEND	0	0	11500	11500		11500	0.0%	2021 Event cancelled
4049	MINOR EQUIPMENT	0	50	0	(50)		(50)	0.0%	
4050	POOP SCOOP/DOG WARDEN	5358	5169	7000	1831		1831	73.8%	
4051	BANK CHARGES	2891	4182	4000	(182)		(182)	104.5%	
4053	LOAN INTEREST	21112	22724	22762	38		38	99.8%	
4054	LOAN CAPITAL REPAID	36208	42266	42265	(1)		(1)	100.0%	
4055	Professional Fees (other)	0	0	2000	2000		2000	0.0%	
4056	LEGAL EXPENSES	21744	11362	27500	16139		16139	41.3%	
4057	AUDIT FEES	3236	3022	4040	1018		1018	74.8%	Accounting adj/prior year refers
4058	Professional Fees - Properties	11151	11106	12000	894		894	92.6%	
4059	ACCOUNTANCY FEES	5522	4361	5000	639		639	87.2%	Accounting adj/prior year refers
4062	MAYORS ALLCE	0	2000	2000	0		0	100.0%	Paid twice yearly
4063	Civic/Ceremonial Expenses	370	1885	5000	3115		3115	37.7%	
4064	TWINNING EXPENSES	0	0	250	250		250	0.0%	
4065	ELECTIONS	0	0	1500	1500		1500	0.0%	
4067	COMMUNITY GRANTS	10951	0	17500	17500		17500	0.0%	
4073	PATHS MAINTENANCE	0	106	2500	2394		2394	4.2%	Currently spent on 4037
4076	TOWN SIGNS	0	0	600	600		600	0.0%	
4078	Localism	50	0	18617	18617		18617	0.0%	4178 refers

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4083	CHE SOCIAL FUND	(6,565)	0	0	0		0	0.0%	
4089	H R & H & S SUPPORT	2450	755	2500	1745	900	845	66.2%	
4091	TOWN HALL ENTERTAINERS	0	0	300	300		300	0.0%	
4092	TOILET CLEANING CONT (WDBC)	1000	8535	1000	(7,535)		(7,535)	853.5%	
4093	TH MANAGER'S BUDGET	0	554	1000	446		446	55.4%	
4094	MARKET REEVE BUDGET	579	661	1000	339		339	66.1%	
4096	CLLRS ALLOWANCE	7922	10726	8687	(2,039)		(2,039)	123.5%	
4097	Cllr IT Allowance	0	0	1000	1000		1000	0.0%	
4099	THT GRANT	0	0	35000	35000		35000	0.0%	Payments start 01/01/22
4102	ANCIENT MONUMENTS	0	226	1000	774		774	22.6%	
4108	CHRISTMAS LIGHTS	(307)	3759	5000	1241		1241	75.2%	
4112	TOWN CLERK'S BUDGET	265	1130	1000	(130)		(130)	113.0%	
4114	ASST TC BUDGET	285	981	1000	19		19	98.1%	
4117	TOWN CLOCK	0	139	1500	1361		1361	9.2%	
4119	MDO MGRS BUDGET	0	19	0	(19)		(19)	0.0%	On transfer
4120	EX WDBC PUBLIC TOILETS	0	0	26000	26000		26000	0.0%	
4134	MAYORS F'RAISING DON'N	218	573	0	(573)		(573)	0.0%	
4135	TOWN CRIER EXPENSES	35	35	35	0		0	100.0%	
4136	TOWN HALL EVENTS COSTS	0	0	1000	1000		1000	0.0%	
4178	Neighbourhood Plan	0	1383	1383	0	3500	(3,500)	353.1%	4078 refers
	Total Overhead	1075633	1227885	1768145	540260	30433	509827	71.2%	
Code	Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
1000	INTERMENTS	29414	30467	24000	(6,467)			126.9%	
1008	Insurance Claims Received	2687	0	0	0			0.0%	
1010	*RENT RECEIVED - INVOICE	428085	414290	376961	(37,329)			109.9%	Typically quarterly
1011	*INSURANCE RECHARGED	2150	1900	2250	350			84.4%	Principally annually
1020	*LETTING INCOME - INVOICE	28386	77286	36000	(41,286)			214.7%	Prior budget COVID hit
1021	*EQUIPMENT HIRE INC	267	1462	1500	38			97.4%	
1022	FORFEITED DEPOSITS	162	500	0	(500)			0.0%	
1023	*TH KITCHEN LETTING INCOME	0	2102	2000	(102)			105.1%	
1033	CIVIC BALL INCOME	(4,256)	6754	2500	(4,254)			270.2%	
1034	MAYOR'S FUNDRAISING	0	573	0	(573)			0.0%	
1040	MARKET TOLLS	89825	306368	326350	19982			93.9%	
1041	*ELECTRICITY RECOVERY	207	482	450	(32)			107.0%	
1043	MARKET STORAGE	3553	5105	5000	(105)			102.1%	
1044	*MARKET LOCK-UPS - INVOICE	5806	24562	28140	3578			87.3%	

Code	Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
1045	MARKET CARRIER BAGS	328	449	250	(199)			179.5%	
1046	WATER RATES RECOVERY	2516	727	240	(487)			302.8%	
1050	CAR PARK FEES	3845	19039	20000	961			95.2%	
1060	GOOSE FAIR INCOME	0	0	41500	41500			0.0%	2021 Event cancelled
1061	PARK & RIDE INCOME	0	0	6500	6500			0.0%	2021 Event cancelled
1068	Legal Fees Recovered	2770	527	0	(527)			0.0%	
1069	Professional Fees Recovered	0	450	0	(450)			0.0%	
1071	STAFF COSTS RECOVERED	965	3222	0	(3,222)			0.0%	
1072	Grant ACE Jubilee Funding	20368	0	0	0			0.0%	
1073	GRANT FUNDING HLF	0	0	0	(0)			0.0%	
1074	Government Grants	68702	9010	0	(9,010)			0.0%	
1076	PRECEPT	728255	800316	800316	0			100.0%	Paid in two instalments
1077	GRANTS RECEIVED	0	321	0	(321)			0.0%	
1080	MISC INCOME	9231	18339	1510	(16,829)			1214.5%	
1081	Garden Festival Income	(1,970)	0	0	0			0.0%	2021 Event cancelled
1082	DEPOT SEAT INCOME	550	1175	500	(675)			235.0%	
1090	INTEREST RECEIVED	1880	462	1500	1038			30.8%	
1100	BAR SALES	(708)	9753	20000	10247			48.8%	
1120	FOOD SALES	0	138	0	(138)			0.0%	
1130	Bar Extension & Licences	0	200	500	300			40.0%	
1175	PROCEEDS OF ASSET DISPOSALS	24903	0	0	0			0.0%	2020/21 Guildhall Cobbles
	Total Income	1447920	1735978	1697967	(38,011)	0	0	102.2%	

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