

Tavistock Town Council
Budget Monitoring Report 28th February 2019

Year to 28th February 2019 = 91.67% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,475,030	£ 1,350,600	£ 1,674,990	£ 324,390	£ 32,210	£ 292,180	82.6 %
Total Income	£ 1,744,992	£ 1,661,819	£ 1,757,514	-£ 95,695			94.6 %
Net Expenditure over Income	£ 269,962	£ 311,219	£ 82,524	£ 420,085			

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	685,558	647,821	733,510	85,689		85,689	88.3 %	All employees paid monthly
4003 Pension Added Years	845	0	900	900		900	0.0 %	
4004 WAGES	26,330	31,444	24,500	-6,944		-6,944	128.3 %	Casuals paid weekly
4005 Temporary/Agency Staff	20,497	18,781	1,000	-17,781		-17,781	1878.1 %	Reflects interim office arrangements
4006 PROTECTIVE CLOTHING/UNIFORMS	3,578	2,427	3,000	573		573	80.9 %	
4007 CONFERENCES/MEETINGS	4,107	1,686	5,500	3,814	150	3,664	33.4 %	
4008 COURSES/TRAINING	9,471	6,379	17,700	11,321	1,694	9,627	45.6 %	
4009 TRAVEL	2,376	1,436	2,550	1,114		1,114	56.3 %	
4010 MISC STAFF COSTS	19	99	250	151		151	39.6 %	
4011 RATES	91,966	80,684	105,045	24,361		24,361	76.8 %	Invoiced annually
4012 WATER RATES	5,243	5,396	11,275	5,879		5,879	47.9 %	Guildhall has moved to metered supply
4013 RENT PAID	23,623	0	0	0		0	0.0 %	
4014 ELECTRICITY	40,111	24,379	59,200	34,821		34,821	41.2 %	
4015 GAS	17,959	13,167	23,500	10,333		10,333	56.0 %	Element of accrual inc.
4016 CLEANING AND RUBBISH	38,390	37,579	43,700	6,121	-368	6,489	85.2 %	
4017 License - PC Software	3,274	3,463	3,500	37		37	98.9 %	
4020 MISC EXPENSES	20,896	21,763	20,600	-1,163	248	-1,411	106.8 %	Inc GF spend
4021 Tel. Calls/Service & Broadband	9,938	8,972	10,050	1,078	603	475	95.3 %	
4022 POSTAGE	2,999	2,573	2,750	177	485	-308	111.2 %	
4023 STATIONERY/PRINTING	6,069	4,067	6,350	2,283	-50	2,333	63.3 %	
4024 SUBSCRIPTIONS	2,932	3,390	3,580	190		190	94.7 %	Most subscriptions invoiced annually
4025 INSURANCE	29,024	24,050	30,575	6,525		6,525	78.7 %	
4027 Photocopier hire and usage	7,581	4,963	10,000	5,037		5,037	49.6 %	
4028 REGALIA	0	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	4,851	3,142	10,200	7,058	1,058	6,000	41.2 %	
4030 RECRUITMENT ADVTG	2,491	1,845	1,750	-95	75	-170	109.7 %	
4031 OTHER ADVERTISING	23,779	18,553	19,800	1,247	2,352	-1,105	105.6 %	Some pre payment inc.
4032 WEBSITE DESIGN/MTCE	621	760	750	-10	100	-110	114.7 %	
4033 CIVIC BALL EXPENDTRE	3,669	3,615	3,500	-115	3,387	-3,502	200.1 %	Incs 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	31,066	48,563	17,497	11,151	6,346	86.9 %	Committed exp. Inc £8k Drake Rd bay window
4037 GROUNDS MAINTENANCE	28,478	13,977	30,000	16,023	2,392	13,631	54.6 %	
4038 CONTRACT MAINTENANCE	13,627	17,671	22,450	4,779	2,926	1,853	91.7 %	
4041 EQUIPMENT HIRE	2,257	1,118	2,900	1,782		1,782	38.5 %	
4042 EQUIPMENT MAINT'CE	14,014	14,645	22,350	7,705	2,664	5,041	77.4 %	
4043 VEHICLE RUNNING COST	15,601	15,771	13,500	-2,271	1,459	-3,730	127.6 %	Project overspend-replacement vehicle acquired
Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4044 PERFORMING RIGHTS	1,111	860	1,250	390		390	68.8 %	
4045 I T MAINTENANCE/SUPPORT	9,070	10,030	11,200	1,170		1,170	89.6 %	

4046	EQUIPMENT PURCHASE	24,316	11,650	11,500	-150	152	-301	102.6 %	Agenda Item 5b
4047	GENWKS MGRS BUDGET	1,746	3,572	3,000	-572		-572	119.1 %	Market tables + gazebo repairs
4048	PARK & RIDE EXPEND	10,764	10,826	11,500	674		674	94.1 %	
4050	POOP SCOOP	5,477	5,477	5,000	-477		-477	109.5 %	Periodic invoicing
4051	BANK CHARGES	3,513	3,719	3,500	-219		-219	106.2 %	
4053	LOAN INTEREST	19,503	8,948	17,117	8,169		8,169	52.3 %	
4054	LOAN CAPITAL REPAID	54,314	30,333	40,333	10,000		10,000	75.2 %	
4055	Professional Fees (other)	3,361	2,659	4,500	1,841		1,841	59.1 %	
4056	LEGAL EXPENSES	28,377	58,992	15,700	-43,292		-43,292	375.7 %	*see Pg3 below £ 14,196 recovery not incl. Gh'l iro £17,500
4057	AUDIT FEES	4,334	1,399	4,380	2,981	240	2,741	37.4 %	
4058	Professional Fees - Properties	6,410	12,440	11,180	-1,260		-1,260	111.3 %	Increased turnover
4059	ACCOUNTANCY FEES	5,586	3,074	4,000	927		927	76.8 %	
4062	MAYORS ALLCE	2,000	2,000	2,000	0		0	100.0 %	
4063	Civic/Ceremonial Expenses	4,258	2,772	5,000	2,228	400	1,828	63.4 %	
4064	TWINNING EXPENSES	234	237	250	13		13	94.7 %	
4065	ELECTIONS	5,686	5,139	6,000	861		861	85.7 %	
4067	COMMUNITY GRANTS	20,236	13,700	25,000	11,300		11,300	54.8 %	
4073	PATHS MAINTENANCE	675	1,387	2,500	1,113	232	881	64.8 %	
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	3,526	2,000	-1,526		-1,526	176.3 %	Investigation expenses
4091	TOWN HALL ENTERTAINERS	220	420	600	180		180	70.0 %	
4092	TOILET CLEANING CONT (WDBC)	6,497	-248	7,000	7,248		7,248	-3.5 %	
4093	TH MANAGER'S BUDGET	526	863	1,500	637	34	603	59.8 %	
4094	MARKET REEVE BUDGET	605	1,668	1,500	-168	-115	-53	103.5 %	
4095	MUSEUM GRANT	11,300	0	14,300	14,300		14,300	0.0 %	
4096	CLLRS ALLOWANCE	5,679	4,276	8,687	4,411		4,411	49.2 %	
4097	Cllr IT Allowance	21	0	1,000	1,000		1,000	0.0 %	
4102	ANCIENT MONUMENTS	986	587	1,000	413		413	58.7 %	
4108	CHRISTMAS LIGHTS	5,791	3,877	9,000	5,123		5,123	43.1 %	
4112	TOWN CLERK'S BUDGET	0	1,113	1,500	387		387	74.2 %	
4114	ASST TC BUDGET	567	457	1,500	1,043		1,043	30.5 %	
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 %	
4501	TTC Cont'n to THI Projects	22,944	61,025	94,200	33,175		33,175	64.8 %	
	Total OverHead	1,461,606	1,334,569	1,656,115	321,546	31,269	290,277	82.5 %	

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	14,766	18,000	3,234	885	2,349	87.0 %	
3002	COST OF SALES-FOOD	253	424	375	-49	10	-59	115.9 %	
3011	BAR SUPPLIES	657	841	500	-341	46	-386	177.2 %	
	Total Direct	13,424	16,031	18,875	2,844	941	1,903	89.9 %	

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	26,070	25,000	1,070			104.3 %	
1010	RENT RECEIVED	454,071	439,465	454,561	-15,096			96.7 %	Normally invoiced quarterly in advance
1011	INSURANCE RECHARGED	1,900	2,200	1,900	300			115.8 %	
1015	TICKET SALES	0	678	0	678			0.0 %	
1020	LETTING INCOME	57,303	62,320	83,500	-21,180			74.6 %	

1021	EQUIPMENT HIRE INC	2,055	2,238	550	1,688		406.9 %	Agenda Item 5b
1022	FORFEITED DEPOSITS	140	756	0	756		0.0 %	
1023	TH KITCHEN LETTING INCOME	7,213	4,868	5,000	-132		97.4 %	
1033	CIVIC BALL INCOME	5,110	3,344	2,500	844		133.8 %	
1034	MAYOR'S FUNDRAISING	800	1,113	0	1,113		0.0 %	
1040	MARKET TOLLS	337,031	307,802	381,000	-73,198		80.8 %	Reduction reflects closure for works
1041	ELECTRICITY RECOVERY	964	1,088	1,000	88		108.8 %	
1043	MARKET STORAGE	4,285	4,388	5,000	-613		87.8 %	
1044	MARKET LOCK-UPS	25,020	26,175	33,360	-7,185		78.5 %	
1045	MARKET CARRIER BAGS	695	959	500	459		191.8 %	
1050	CAR PARK FEES	35,610	31,876	38,000	-6,124		83.9 %	
1060	GOOSE FAIR INCOME	41,918	45,432	41,500	3,932		109.5 %	
1061	PARK & RIDE INCOME	6,118	8,125	7,250	875		112.1 %	
1068	Legal Fees Recovered	17,533	450	0	450		0.0 %	
1071	STAFF COSTS RECOVERED	4,291	231	500	-269		46.2 %	
1072	Grant Funding -WHS G'hll Proj	10,000	3,424	0	3,424		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 %	
1078	DONATIONS RECEIVED	6,946	0	0	0		0.0 %	
1080	MISC INCOME	25,120	14,723	6,350	8,373		231.9 %	
1081	Garden Festival Income	2,915	3,047	3,300	-253		92.3 %	
1082	DEPOT SEAT INCOME	1,500	458	1,500	-1,042		30.6 %	
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	5,993	5,000	993		119.9 %	
1100	BAR SALES	32,369	38,882	30,000	8,882		129.6 %	
1120	FOOD SALES	385	0	750	-750		0.0 %	
1130	Bar Extension & Licences	700	1,000	500	500		200.0 %	
1175	PROCEEDS OF ASSET DISPOSALS	846	0	0	0		0.0 %	
	Total Income	1,744,992	1,661,819	1,757,514	-95,695		94.6 %	

*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 28th February 2019

Current Budget = £280,437

Year to 28th February 2019 = 91.67% 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	69,537	0	-69,537		-69,537	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	3,680	0	-3,680	13,820	-17,500	0.0 %	Work complete	Agenda Item 5b
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	26,000	-26,000	0.0 %	See 4826 below	
4824	CAP New Depot	369,380	0	0	0		0	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	94,417	0	-94,417	31,217	-125,634	0.0 %	Work complete on Development phase. 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	27,576	25,187	-2,389		-2,389	109.5 %	£20k additional spend re WC cubicle	
4832	CAP-TENNIS COURT RESURFACING	0	20,400	0	-20,400	3,600	-24,000	0.0 %	£15k budget allocation	
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	75,277	0	-75,277		-75,277	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 %		
		1,032,394	781,294	280,437	-500,857	75,496	-576,353	305.5 %		