

**Tavistock Town Council**  
**Budget Monitoring Report 30th September 2020**

Year to 30th September 2020 = 50% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b>Total Expenditure</b>	£ 1,517,960	£ 597,843	£ 1,731,029	£ 1,163,186	£ 27,248	£ 1,135,938	35.5%
<b>Total Income</b>	£ 1,766,500	£ 1,606,282	£ 1,839,426	£ 233,144	£ -	£ -	87.3%
<b>Net Expenditure over Income</b>	£ 248,540	£ 1,008,439	£ 108,397	£ 930,042			

	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	12472	(320)	16000	16320		16320	(2.0%)	Facilities Closed
3002	COST OF SALES-FOOD	19	0	0	0		0	0.0%	Facilities Closed
3011	BAR SUPPLIES	803	361	700	339		339	51.6%	Facilities Closed
3020	Purchase Promotional Material	1980	0	0	0	150	(150)	0.0%	
	<b>Total Direct</b>	<b>15274</b>	<b>41</b>	<b>16700</b>	<b>16659</b>	<b>150</b>	<b>16509</b>	<b>1.1%</b>	
	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4001	SALARIES	734704	303870	789396	485526		485526	38.5%	Revised budget £607,729
4003	Pension Added Years	1094	0	900	900		900	0.0%	
4004	WAGES	10651	0	6000	6000		6000	0.0%	Facilities Closed
4005	Temporary/Agency Staff	10034	440	0	(440)		(440)	0.0%	
4006	PROTECTIVE CLOTHING/UNIFORMS	3422	939	3000	2061	401	1661	44.6%	
4007	CONFERENCES/MEETINGS	3308	0	4500	4500		4500	0.0%	Revised budget £1,000
4008	COURSES/TRAINING	11947	(38)	12950	12988	680	12308	5.0%	Revised budget £3,000
4009	TRAVEL	1008	50	2250	2200		2200	2.2%	Revised budget £750
4010	MISC STAFF COSTS	1280	2660	200	(2,460)		(2,460)	1330.0%	
4011	RATES	137563	121986	118080	(3,906)		(3,906)	103.3%	Billed Annually
4012	WATER RATES	7727	3454	7820	4366		4366	44.2%	Billed periodically
4014	ELECTRICITY	32112	5779	41500	35721		35721	13.9%	Revised budget £28,830
4015	GAS	18507	3520	28820	25300		25300	12.2%	Revised budget £17,000
4016	CLEANING AND RUBBISH	41926	18172	56700	38528	535	37992	33.0%	Revised budget £45,360
4017	License - PC Software	3567	2368	3350	982		982	70.7%	
4020	MISC EXPENSES	20919	5141	22000	16859		16859	23.4%	
4021	Tel. Calls/Service & Broadband	10900	5545	12000	6455	543	5912	50.7%	
4022	POSTAGE	3192	924	3100	2176		2176	29.8%	
4023	STATIONERY/PRINTING	3931	604	4700	4096	47	4049	13.8%	
4024	SUBSCRIPTIONS	3218	3177	3655	478		478	86.9%	Paid Annually (various dates)
4025	INSURANCE	24705	27002	29500	2498		2498	91.5%	Most paid annually

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	4991	4048	7000	2952		2952	57.8%	Periodic payments
4028	REGALIA	0	0	500	500		500	0.0%	
4029	TOWN ADVERTISING	2465	0	4000	4000		4000	0.0%	
4030	RECRUITMENT ADVTG	3213	620	1500	880		880	41.3%	
4031	OTHER ADVERTISING	17536	3361	24750	21389	3676	17713	28.4%	Revised budget £15,000
4032	WEBSITE DESIGN/M'TCE	190	280	600	320	25	295	50.8%	
4033	CIVIC BALL EXPENDTRE	441	0	3500	3500		3500	0.0%	Event uncertain
4034	PUBLIC RELATIONS	0	0	2500	2500		2500	0.0%	
4036	PROPERTY MAINTENANCE	87733	4120	68750	64630	1813	62816	8.6%	
4037	GROUNDS MAINTENANCE	15650	3961	30000	26039	5941	20098	33.0%	
4038	CONTRACT MAINTENANCE	19925	9589	34050	24461	3030	21431	37.1%	Contracts & Servicing
4041	EQUIPMENT HIRE	1344	549	1800	1251		1251	30.5%	
4042	EQUIPMENT MAINT'CE	16368	2106	21100	18994	937	18057	14.4%	
4043	VEHICLE RUNNING COST	17940	4267	16750	12483	742	11740	29.9%	
4044	PERFORMING RIGHTS	4642	2533	3050	517		517	83.0%	Annual
4045	I T MAINTENANCE/SUPPORT	14108	6786	14050	7264		7264	48.3%	
4046	EQUIPMENT PURCHASE	13196	4080	15000	10920	775	10146	32.4%	
4047	GEN\WKS MGRS BUDGET	577	700	4000	3300	3	3297	17.6%	
4048	PARK & RIDE EXPEND	12031	0	11500	11500		11500	0.0%	Event cancelled, see also income
4050	POOP SCOOP/DOG WARDEN	2601	4491	2800	(1,691)		(1,691)	160.4%	WDDBC price increase
4051	BANK CHARGES	4436	1444	4000	2556		2556	36.1%	
4053	LOAN INTEREST	15680	5689	25855	20166		20166	22.0%	
4054	LOAN CAPITAL REPAID	31853	15185	41488	26303		26303	36.6%	
4055	Professional Fees (other)	3785	0	2500	2500	6720	(4,220)	268.8%	Coding Error
4056	LEGAL EXPENSES	25855	6340	27500	21160		21160	23.1%	
4057	AUDIT FEES	3837	(2,402)	4780	7182		7182	(50.3%)	Accounting adjustment
4058	Professional Fees - Properties	14132	2971	12000	9029		9029	24.8%	
4059	ACCOUNTANCY FEES	6454	385	5000	4615		4615	7.7%	Accounting adjustment
4062	MAYORS ALLCE	2000	0	2000	2000		2000	0.0%	Half year foregone
4063	Civic/Ceremonial Expenses	4038	0	5000	5000		5000	0.0%	Revised budget £1,500
4064	TWINNING EXPENSES	242	0	250	250		250	0.0%	
4065	ELECTIONS	6402	0	1500	1500		1500	0.0%	
4067	COMMUNITY GRANTS	11950	11067	11067	0		0	100.0%	Awards 2019/20
4073	PATHS MAINTENANCE	159	0	2500	2500		2500	0.0%	
4076	TOWN SIGNS	0	0	600	600		600	0.0%	
4078	Localism	0	0	20000	20000		20000	0.0%	Revised budget £5,000
4083	CHE SOCIAL FUND	13050	(8,065)	13933	21998		21998	(57.9%)	£5,600 committed

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4089	H R & H & S SUPPORT	1086	2283	2500	218	145	72	97.1%	JE'vlns, Occ Health
4091	TOWN HALL ENTERTAINERS	0	0	600	600		600	0.0%	
4092	TOILET CLEANING CONT (WDBC)	7067	0	1000	1000		1000	0.0%	
4093	TH MANAGER'S BUDGET	749	0	1500	1500		1500	0.0%	
4094	MARKET REEVE BUDGET	1100	579	1500	921	161	760	49.3%	
4095	MUSEUM GRANT	0	0	11300	11300		11300	0.0%	In kind
4096	CLLRS ALLOWANCE	11747	4759	12000	7241		7241	39.7%	Some foregone
4097	Clr IT Allowance	733	0	1000	1000		1000	0.0%	
4098	THT GRANT (STAFF)	0	0	7300	7300		7300	0.0%	Under review
4099	THT GRANT	0	0	35000	35000		35000	0.0%	Wef date of opening
4102	ANCIENT MONUMENTS	35	0	1000	1000		1000	0.0%	
4108	CHRISTMAS LIGHTS	2169	233	6000	5767	903	4864	18.9%	
4112	TOWN CLERK'S BUDGET	1399	0	1500	1500	20	1480	1.3%	
4114	ASST TC BUDGET	607	0	1500	1500		1500	0.0%	
4117	TOWN CLOCK	1395	0	1500	1500		1500	0.0%	
4119	MDO MGRS BUDGET	519	0	0	0		0	0.0%	
4120	EX WDBC PUBLIC TOILETS	0	0	30000	30000		30000	0.0%	Date of transfer under review
4134	MAYORS F'RAISING DON'N	2180	218	0	(218)		(218)	0.0%	
4135	TOWN CRIER EXPENSES	35	35	35	0		0	100.0%	
4136	TOWN HALL EVENTS COSTS	7325	0	1500	1500		1500	0.0%	
	<b>Total Overhead</b>	<b>1502686</b>	<b>597802</b>	<b>1714329</b>	<b>1146527</b>	<b>27098</b>	<b>1119429</b>	<b>35.8%</b>	
Income Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
1000	INTERMENTS	24332	9408	30000	20592			31.4%	
1008	Insurance Claims Received	0	2687	0	(2,687)			0.0%	
1010	RENT RECEIVED	433236	298028	466961	168933			63.8%	Inv figure/not rent actually received
1011	INSURANCE RECHARGED	2100	2150	2150	0			100.0%	
1020	LETTING INCOME	71153	10241	48000	37759			21.3%	Town Hall closed
1021	EQUIPMENT HIRE INC	2046	300	2050	1750			14.6%	
1022	FORFEITED DEPOSITS	125	132	0	(132)			0.0%	
1023	TH KITCHEN LETTING INCOME	4731	0	4000	4000			0.0%	
1033	CIVIC BALL INCOME	4280	(4,256)	2500	6756			(170.2%)	2020 event cancelled £4,256 refunded
1034	MAYOR'S FUNDRAISING	2180	0	0	0			0.0%	
1040	MARKET TOLLS	362434	36977	390600	353623			9.5%	Facilities closed April - June
1041	ELECTRICITY RECOVERY	590	124	600	476			20.6%	
1043	MARKET STORAGE	4218	1390	5000	3610			27.8%	Facilities closed April - June
1044	MARKET LOCK-UPS	33360	2389	33500	31111			7.1%	Facilities closed April - June

Income Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
1045	MARKET CARRIER BAGS	761	98	500	403			19.5%	Facilities closed April - June
1046	WATER RATES RECOVERY	20	140	0	(140)			0.0%	
1050	CAR PARK FEES	27826	3667	24800	21133			14.8%	Car park closed
1060	GOOSE FAIR INCOME	43322	0	41500	41500			0.0%	2020 event cancelled
1061	PARK & RIDE INCOME	5081	0	6500	6500			0.0%	2020 event cancelled
1068	Legal Fees Recovered	1900	450	0	(450)			0.0%	
1071	STAFF COSTS RECOVERED	3001	678	250	(428)			271.3%	
1072	Grant Funding -WHS G'hll Proj	10614	79454	0	(79,454)			0.0%	
1074	Government Grants	0	35636	0	(35,636)			0.0%	Furlough+Town reopen+disc'y grant
1075	PRECEPT SUPPORT GRANT	26670	0	0	0			0.0%	Withdrawn by WDBC
1076	PRECEPT	629910	728255	728255	0			100.0%	Received in two instalments
1079	LOAN PROCEEDS	0	400000	0	(400,000)			0.0%	Guildhall project refers
1080	MISC INCOME	12080	344	3760	3416			9.1%	
1081	Garden Festival Income	3068	(1,970)	3000	4970			(65.7%)	2020 event cancelled £1,970 refunded
1082	DEPOT SEAT INCOME	500	0	1500	1500			0.0%	
1087	Grounds Mtc Contract - WDBC	9000	0	0	0			0.0%	
1088	Play Park Inspections	500	0	0	0			0.0%	
1089	Partnership Funding	7417	0	0	0			0.0%	
1090	INTEREST RECEIVED	7782	737	3000	2263			24.6%	
1099	UNBUDGETED INCOME	5	0	0	0			0.0%	
1100	BAR SALES	31462	(775)	40000	40775			(1.9%)	Facilities closed
1120	FOOD SALES	97	0	0	0			0.0%	Facilities closed
1130	Bar Extension & Licences	700	0	1000	1000			0.0%	Facilities closed
	<b>Total Income</b>	<b>1766500</b>	<b>1606282</b>	<b>1839426</b>	<b>233144</b>	<b>0</b>	<b>0</b>	<b>87.3%</b>	