

Tavistock Town Council
Budget Monitoring Report 31st December 2023

Year to 31st December 2023 = 75% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent
Total Expenditure	£ 2,081,048	£ 2,211,233	£ 2,248,336	£ 37,106	£ 134,272	-£ 97,165	98%
Total Income *	£ 1,999,534	£ 2,070,674	£ 2,248,336	£ 177,664	£ -	£ -	92%
Net Expenditure over Income	-£ 81,514	-£ 140,559	£ -	-£ 140,558			

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	5,243	5,882	8,000	2,118		2,118	73.50%	
3002	COST OF SALES-FOOD	87	124	0	-124		-124	0.00%	
3011	BAR SUPPLIES	832	827	1,000	173		173	82.70%	
	Total Direct	6,162	6,833	9,000	2,167	0	2,167	76%	
Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4001	SALARIES	758,172	691,565	975,418	283,853		283,853	70.90%	Reduced staffing levels (+4005=IRO 72.14% Actual)
4004	WAGES	12,083	7,869	4,000	-3,869		-3,869	196.70%	Casual staff/increasing events
4005	Temporary/Agency Staff	67,296	12,101	0	-12,101		-12,101	0.00%	see 4001 above
4006	PROTECTIVE CLOTHING/UNIFORMS	3,376	2342	3,000	658		658	78.10%	GH uniforms
4007	CONFERENCES/MEETINGS	3,296	2502	4,000	1,498		1,498	62.50%	
4008	COURSES/TRAINING	7,296	6,287	15,000	8,713	3,593	5,120	65.90%	Depot training
4009	TRAVEL	1,337	585	1,750	1,166		1,166	33.40%	
4010	MISC STAFF COSTS	2,893	184	250	66		66	73.60%	
4011	RATES	120,683	128,189	139,150	10,961		10,961	92.10%	Annual invoices received in April. Adjustment for GH expected post October
4012	WATER RATES	4,069	4,490	13,850	9,360		9,360	32.40%	Periodic Billing
4014	ELECTRICITY	55,034	42,726	97,020	54,294		54,294	44.00%	Periodic Billing
4015	GAS	25,359	9,236	93,800	84,564		84,564	9.80%	Periodic Billing and seasonal useage
4016	CLEANING AND RUBBISH	54,311	37,394	57,600	20,206	2,778	17,428	69.70%	Committed (Sparlings) then drawn down
4017	Licence - PC Software	3,793	3,844	4,500	656		656	85.40%	Annual Licences received at the beginning of the Financial Year
4020	MISC EXPENSES	27,902	17373	11,350	-6,023		-6,023	153.10%	Primarily Goose Fair
4021	Tel. Calls/Service & Broadband	11,988	9,819	12,850	3,031	300	2,731	78.70%	
4022	POSTAGE	2,715	1720	3,500	1,780	300	1,480	57.70%	
4023	STATIONERY/PRINTING	2,488	1853	2,900	1,047		1,047	63.90%	
4024	SUBSCRIPTIONS	4,095	4,907	4,470	-437		-437	109.80%	Typically annual - differing invoice dates
4025	INSURANCE	74,031	80,544	85,000	4,456		4,456	94.80%	Annual invoices received in April. Event insurances adhoc
4027	Photocopier hire and usage	6,338	4991	6,550	1,559		1,559	76.20%	Paid quarterly in advance
4028	REGALIA	0	0	250	250		250	0.00%	
4029	TOWN ADVERTISING	2,136	771	4,000	3,230		3,230	19.30%	Demand dependant
4030	RECRUITMENT ADVTG	2,002	442	3,500	3,058	182	2,876	17.80%	
4031	OTHER ADVERTISING	12,796	10,576	22,001	11,425		11,425	48.10%	
4032	WEBSITE DESIGN/M'TCE	330	260	600	340	75	265	55.80%	
4033	CIVIC BALL EXPENDTRE	5,515	2,305	4,250	1,945		1,945	54.20%	2023 evt costs inc. in 23/24 budget due to timing
4034	PUBLIC RELATIONS	0	0	1,500	1,500		1,500	0.00%	
4036	PROPERTY MAINTENANCE	52,710	47,743	68,749	21,006	25,619	-4,612	106.70%	Residual works - under review + council transfer addnl £15k
4037	GROUNDS MAINTENANCE	12,665	13083	35,000	21,917	1,426	20,491	41.50%	
4038	CONTRACT MAINTENANCE	24,768	23,373	32,350	8,977	2,429	6,548	79.80%	Typically annual - differing invoice dates
4041	EQUIPMENT HIRE	1,585	1366	1,800	434		434	75.90%	
4042	EQUIPMENT MAINT'CE	6,237	4,242	21,170	16,928	779	16,149	23.70%	
4043	VEHICLE RUNNING COST	19,871	12,355	18,750	6,395	656	5,739	69.40%	Ageing Fleet
4044	PERFORMING RIGHTS	2,076	3,113	3,800	687		687	81.90%	Annual Licences received at the beginning of the Financial Year

4045	IT MAINTENANCE/SUPPORT	12,594	9,749	16,100	6,351	40	6,311	60.80%	
4046	EQUIPMENT PURCHASE	8,084	8,199	15,000	6,801	17	6,784	54.80%	
4047	GEN\WKS MGRS BUDGET	890	842	3,000	2,158	901	1,257	58.10%	
Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4048	PARK & RIDE EXPEND	11,910	10289	12,500	2,211		2,211	82.30%	Goose Fair refers
4049	MINOR EQUIPMENT	22	0	0	0		0	0.00%	
4050	POOP SCOOP/DOG WARDEN	4,614	2,307	9,500	7,193		7,193	24.30%	Invoicing typically at Year End
4051	BANK CHARGES	5,472	2,199	5,500	3,301		3,301	40.00%	
4053	LOAN INTEREST	21,429	8,515	20,162	11,647		11,647	42.20%	Periodic invoicing
4054	LOAN CAPITAL REPAID	42,564	26478	42,832	16,354		16,354	61.80%	Periodic invoicing
4055	Professional Fees (other)	680	0	2,500	2,500		2,500	0.00%	
4056	LEGAL EXPENSES	24,097	22,358	30,000	7,643	4700	2,943	90.20%	Additional activity + provider change over
4057	AUDIT FEES	4,514	-50	4,900	4,950		4,950	-1.00%	
4058	Professional Fees - Properties	12,676	10,735	12,000	1,265		1,265	89.50%	Increased activity
4059	ACCOUNTANCY FEES	3,400	3,951	5,500	1,549	1035	514	90.70%	
4062	MAYORS ALLCE	2,000	2000	2,000	0		0	100.00%	
4063	Civic/Ceremonial Expenses	3,737	3261	5,000	1,739		1,739	65.20%	
4064	TWINNING EXPENSES	250	250	250	0		0	100.00%	
4065	ELECTIONS	17	2877	1,500	-1,377		-1,377	191.80%	Budget = contribution to EMR
4067	COMMUNITY GRANTS	8,096	11,323	20,000	8,677		8,677	56.60%	Grants paid early due to Purdah
4073	PATHS MAINTENANCE	2,392	0	2,500	2,500		2,500	0.00%	
4076	TOWN SIGNS	0	120	1,000	880		880	12.00%	
4078	Localism	147	0	19,602	19,602		19,602	0.00%	Up to £18k for 4178 (subject to grants received) Current budget at start of year £20k
4089	H R & H & S SUPPORT	840	0	2,500	2,500		2,500	0.00%	
4091	TOWN HALL ENTERTAINERS	0	0	400	400		400	0.00%	
4092	TOILET CLEANING CONT (WDBC)	9,258	0	1,000	1,000		1,000	0.00%	Invoice in hand
4093	TH MANAGER'S BUDGET	843	93	1,500	1,407		1,407	6.20%	
4094	MARKET REEVE BUDGET	1,101	668	1,500	832		832	44.60%	
4096	CLLRS ALLOWANCE	10,469	8563	14,500	5,937		5,937	59.10%	Being up-rated to align with benchmark
4097	CLlr IT Allowance	0	0	1,300	1,300		1,300	0.00%	
4099	THT GRANT	0	0	35,000	35,000		35,000	0.00%	Changed operating arrangements
4102	ANCIENT MONUMENTS	817	910	1,000	90		90	91.00%	Drake Statue lighting replacement
4108	CHRISTMAS LIGHTS	10,948	11,384	6,000	-5,384	730	-6,114	201.90%	Adjustments pending
4112	TOWN CLERK'S BUDGET	413	144	1,500	1,356		1,356	9.60%	
4114	ASST TC BUDGET	1,149	328	1,500	1,172		1,172	21.80%	
4117	TOWN CLOCK	1,110	195	1,500	1,305		1,305	13.00%	
4120	EX WDBC PUBLIC TOILETS	0	0	26,000	26,000		26,000	0.00%	Negotiations on-going
4134	MAYORS F'RAISING DON'N	912	1,270	0	-1,270		-1,270	0.00%	
4135	TOWN CRIER EXPENSES	30	30	35	5		5	85.70%	
4136	TOWN HALL EVENTS COSTS	0	27	750	723		723	3.60%	
4178	Neighbourhood Plan	8,504	4423	398	-4025		-4,025	1111.30%	Draw down facility - 4078 refers (ie not overspent). - Grant received of £9,900 on 1091
4179	Platinum Jubilee TTC	5,018	0	0	0		0	0.00%	Legacy
4180	Platinum Jubilee 3rd Party	7,625	0	0	0		0	0.00%	Legacy
4181	Plat. Jubilee TTC -Town Events	4,017	0	0	0		0	0.00%	Legacy
	Total Overhead	1,623,885	1,343,588	2,081,407	737,822	45,560	692,263	65%	

Code	Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Received	Notes
1000	INTERMENTS	30,293	18,452	30,000	11,548			61.50%	
1010	RENT RECEIVED - INVOICE	434,079	450,366	457,319	6,953			98.50%	Typically quarterly-note third quarter invoices issued
1011	INSURANCE RECHARGED	2,500	2,500	2,300	-200			108.70%	Principally annually
1020	LETTING INCOME - INVOICE	94,203	94,782	105,500	10,718			89.80%	
1021	EQUIPMENT HIRE INC	1,579	2,550	2,000	-550			127.50%	
1022	FORFEITED DEPOSITS	6086	2239	0	-2239			0.00%	
1023	TH KITCHEN LETTING INCOME	2,659	3,107	4,000	893			77.70%	
1033	CIVIC BALL INCOME	3,073	833	3,250	2,417			25.60%	
1034	MAYOR'S FUNDRAISING	912	1420	0	-1420			0.00%	
1040	MARKET TOLLS	354,319	298,420	410,700	112,280			72.70%	Daily/weekly/monthly - note Jan-Feb reduction
1041	ELECTRICITY RECOVERY	410	749	750	1			99.80%	Increased unit rates
1043	MARKET STORAGE	6,133	4,325	5,000	675			86.50%	
1044	MARKET LOCK-UPS - INVOICE	35,825	23,660	31,000	7,340			76.30%	
1045	MARKET CARRIER BAGS	78	0	100	100			0.00%	
1046	WATER RATES RECOVERY	100	140	240	100			58.30%	
1050	CAR PARK FEES	25,562	24,148	21,500	-2,648			112.30%	Income from WDBC for GH car park Ringo for 22/23 received in April
1060	GOOSE FAIR INCOME	40,093	40,987	38,500	-2487			106.50%	
1061	PARK & RIDE INCOME	5,624	5,508	6,500	993			84.70%	
1068	Legal Fees Recovered	0	25	0	-25			0.00%	
1071	STAFF COSTS RECOVERED	4,246	273	3000	2728			9.10%	
1072	Grant ACE Jubilee Funding	7,722	0	0	0			0.00%	
1076	PRECEPT	852,554	968870	968870	0			100.00%	
1077	GRANTS RECEIVED	20,000	27437	86,997	59,560			31.50%	EA grant for Market Road wall repairs and Monitoring Station
1078	DONATIONS RECEIVED	0	6071	0	-6,071			0.00%	Tavistock Museum Trust Donation
1080	MISC INCOME	20117	12912	11510	-1402			112.20%	
1081	Garden Festival Income	5,299	2641	3,500	859			75.50%	
1082	DEPOT SEAT INCOME	600	739	0	-739			0.00%	
1090	INTEREST RECEIVED	27,120	47,686	35,000	-12,686			136.20%	higher interest rates/extended project completions
1091	NEIGHBOURHOOD DEVELOPMENT	4684	9900	0	-9900			0.00%	Grant of £9,900 received - refer to 4178 NDP above
1100	BAR SALES	12951	18121	20000	1879			90.60%	
1120	FOOD SALES	113	563	0	-563			0.00%	
1130	Bar Extension & Licences	600	300	800	500			37.50%	
1175	PROCEEDS OF ASSET DISPOSALS	0	950	0	-950			0.00%	
	Total Income	1,999,534	2,070,674	2,248,336	177,664	0	0	92%	

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

