

Tavistock Town Council
Budget Monitoring Report 31st March 2024

Year to 31st March 2024 = 100% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent
Total Income *	£ 1,999,534	£ 2,225,781	£ 2,248,336	£ 22,557	£ -	£ -	99%
Total Expenditure	£ 2,080,736	£ 2,031,974	£ 2,248,336	£ 216,362	£ 102,287	£ 115,226	90%
Net Expenditure over Income	-£ 81,202	£ 193,807	£ -	-£ 193,805	-£ 102,287	-£ 115,226	

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	31,050	30,000	-1,050			103.50%	
1010	RENT RECEIVED - INVOICE	434,079	457,897	457,319	-578			100.10%	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	107,995	105,500	-2,495			102.40%	
1021	EQUIPMENT HIRE INC	1,579	2,744	2,000	-744			137.20%	
1022	FORFEITED DEPOSITS	6086	2242	0	-2242			0.00%	
1023	TH KITCHEN LETTING INCOME	2,659	3,784	4,000	216			94.60%	
1033	CIVIC BALL INCOME	3,073	733	3,250	2,517			22.60%	
1034	MAYOR'S FUNDRAISING	912	646	0	-646			0.00%	
1040	MARKET TOLLS	354,319	382,966	410,700	27,734			93.20%	Daily/weekly/monthly - note Jan-Feb reduction
1041	ELECTRICITY RECOVERY	410	870	750	-120			115.90%	Increased unit rates
1043	MARKET STORAGE	6,133	5,483	5,000	-483			109.60%	
1044	MARKET LOCK-UPS - INVOICE	35,825	31,100	31,000	-100			100.30%	
1045	MARKET CARRIER BAGS	78	0	100	100			0.00%	
1046	WATER RATES RECOVERY	100	200	240	40			83.30%	
1050	CAR PARK FEES	25,562	37,748	21,500	-16,248			175.60%	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	95	0	-95			0.00%	
1071	STAFF COSTS RECOVERED	4,246	2973	3000	28			99.10%	
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	0	86,997	86,997			0.00%	EA grant for Market Road wall repairs and Monitoring Station
1078	DONATIONS RECEIVED	0	6820	0	-6,820			0.00%	Tavistock Museum Trust Donation plus GH Donations
1080	MISC INCOME	20117	19270	11510	-7760			167.40%	Additional Income received from recharges
1081	Garden Festival Income	5,299	1781	3,500	1,719			50.90%	
1082	DEPOT SEAT INCOME	600	2059	0	-2059			0.00%	
1090	INTEREST RECEIVED	27,120	73,512	35,000	-38,512			210.00%	higher interest rates/extended project completions
1091	NEIGHBOURHOOD DEVELOPMENT	4684	9900	0	-9900			0.00%	Grant of £9,900 received - refer to 4178 NDP below
1100	BAR SALES	12951	24167	20000	-4167			120.80%	
1120	FOOD SALES	113	581	0	-581			0.00%	
1130	Bar Extension & Licences	600	400	800	400			50.00%	
1175	PROCEEDS OF ASSET DISPOSALS	0	900	0	-900			0.00%	
	Total Income	1,999,534	2,225,781	2,248,336	22,557	0	0	99%	

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

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	8,992	8,000	-992		-992	112.40%	
3002	COST OF SALES-FOOD	87	124	0	-124		-124	0.00%	
3011	BAR SUPPLIES	832	1032	1,000	-32		-32	103.20%	

	Total Direct	6,162	10,148	9,000	-1,148	0	-1,148	113%	
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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	929,998	975,418	45,420		45,420	95.30%	Reduced staffing levels (now full estb't) (+4005=IRO 96.67% Actual)
4004	WAGES	12,083	9,929	4,000	-5,929		-5,929	248.20%	Casual staff/increasing events
4005	Temporary/Agency Staff	67,296	13,475	0	-13,475		-13,475	0.00%	see 4001 above
4006	PROTECTIVE CLOTHING/UNIFORMS	3,376	3079	3,000	-79		-79	102.60%	GH uniforms
4007	CONFERENCES/MEETINGS	3,296	2552	4,000	1,448		1,448	63.80%	
4008	COURSES/TRAINING	7,296	11,299	15,000	3,701	310	3,391	77.40%	Depot training. Some training not currently available.
4009	TRAVEL	1,337	1131	1,750	619		619	64.60%	
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. Adverse adjustment for GH expected (post October)
4012	WATER RATES	4,069	9,361	13,850	4,489		4,489	67.60%	Periodic Billing
4014	ELECTRICITY	55,034	70,358	97,020	26,662		26,662	72.50%	Periodic Billing
4015	GAS	25,359	29,626	93,800	64,174		64,174	31.60%	Periodic Billing and seasonal usage
4016	CLEANING AND RUBBISH	54,311	48,140	57,600	9,460		9,460	83.60%	Committed (Sparlings) then drawn down
4017	Licence - PC Software	3,793	4,574	4,500	-74		-74	101.60%	Annual Licences received at the beginning of the Financial Year
4020	MISC EXPENSES	27,902	17535	11,350	-6,185		-6,185	154.50%	Primarily Goose Fair
4021	Tel. Calls/Service & Broadband	11,988	13,057	12,850	-207	225	-432	103.40%	Commitment relates to 24/25 actual spen 101.61%
4022	POSTAGE	2,715	2679	3,500	821		821	76.50%	
4023	STATIONERY/PRINTING	2,488	2601	2,900	299	11	289	90.00%	
4024	SUBSCRIPTIONS	4,095	5,552	4,470	-1,082		-1,082	124.20%	Typically annual - differing invoice dates
4025	INSURANCE	74,031	80,565	85,000	4,435		4,435	94.80%	Annual invoices received in April. Event insurances adhoc
4027	Photocopier hire and usage	6,338	6664	6,550	-114		-114	101.70%	Paid quarterly in advance
4028	REGALIA	0	0	250	250		250	0.00%	
4029	TOWN ADVERTISING	2,136	787	4,000	3,213		3,213	19.70%	Demand dependant
4030	RECRUITMENT ADVTG	2,002	904	3,500	2,596		2,596	25.80%	
4031	OTHER ADVERTISING	12,796	15,909	22,001	6,092	1002	5,090	76.90%	
4032	WEBSITE DESIGN/M'TCE	330	260	600	340	75	265	55.80%	
4033	CIVIC BALL EXPENDTRE	5,515	3,504	4,250	746	3120	-2,374	155.80%	2023 evt costs inc. in 23/24 budget due to timing. Commitments for 2024 ball
4034	PUBLIC RELATIONS	0	0	1,500	1,500		1,500	0.00%	
4036	PROPERTY MAINTENANCE	52,710	83,666	68,749	-14,917	1,395	-16,312	123.70%	Residual works - under review + council transfer addnl £15k Commitment not accrues for
4037	GROUNDS MAINTENANCE	12,665	18087	35,000	16,913	2,100	14,813	57.70%	
4038	CONTRACT MAINTENANCE	24,768	25,084	32,350	7,266	1,482	5,784	82.10%	Typically annual - differing invoice dates Commitments relate to 24/25 actual spend 77.5%
4041	EQUIPMENT HIRE	1,585	1676	1,800	124		124	93.10%	
4042	EQUIPMENT MAINT'CE	6,237	8,897	21,170	12,273	1861	10,412	50.80%	
4043	VEHICLE RUNNING COST	19,871	15,804	18,750	2,946	129	2,818	85.00%	Ageing Fleet
4044	PERFORMING RIGHTS	2,076	3,113	3,800	687		687	81.90%	Annual Licenses received at the beginning of the Financial Year
4045	I T MAINTENANCE/SUPPORT	12,594	13,419	16,100	2,681		2,681	83.30%	
4046	EQUIPMENT PURCHASE	8,084	11,687	15,000	3,313	193	3,120	79.20%	
4047	GEN\WKS MGRS BUDGET	890	1838	3,000	1,162		1,162	61.30%	
4048	PARK & RIDE EXPEND	11,910	12289	12,500	211		211	98.30%	Goose Fair refers
4049	MINOR EQUIPMENT	22	0	0	0		0	0.00%	
4050	POOP SCOOP/DOG WARDEN	4,614	4,614	9,500	4,886		4,886	48.60%	Invoicing typically at Year End
4051	BANK CHARGES	5,472	3,836	5,500	1,664		1,664	69.70%	
4053	LOAN INTEREST	21,429	20,114	20,162	48		48	99.80%	Periodic invoicing
4054	LOAN CAPITAL REPAID	42,564	42833	42,832	-1		-1	100.00%	Periodic invoicing
4055	Professional Fees (other)	680	0	2,500	2,500		2,500	0.00%	
4056	LEGAL EXPENSES	24,097	35,078	30,000	-5,078		-5,078	116.90%	Additional activity + provider change over
4057	AUDIT FEES	4,514	3,633	4,900	1,267		1,267	74.10%	External audit = annual accrual = £2,100 22-23

4058	Professional Fees - Properties	12,676	11,735	12,000	265		265	97.80%	Increased activity
4059	ACCOUNTANCY FEES	3,400	6,828	5,500	-1,328	2462	-3,790	168.90%	
4062	MAYORS ALLCE	2,000	2000	2,000	0		0	100.00%	
4063	Civic/Ceremonial Expenses	3,737	3187	5,000	1,813	510	1,303	73.90%	
4064	TWINNING EXPENSES	250	250	250	0		0	100.00%	

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
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	1103	2,500	1,397	1800	-403	116.10%	Commitment delivered in 24/25 so not accrued for. Actual spend 44% of budget
4076	TOWN SIGNS	0	120	1,000	880		880	12.00%	
4078	Localism	147	0	18,344	18,344		18,344	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	-847	400	1247		1247	-211.80%	Journal error at year end
4092	TOILET CLEANING CONT (WDBC)	9,258	1000	1,000	0		0	100.00%	
4093	TH MANAGER'S BUDGET	843	839	1,500	661		661	56.00%	
4094	MARKET REEVE BUDGET	1,101	1450	1,500	50	565	-514	134.30%	Commitment accrued for so actual spend 96.67%
4096	CLLRS ALLOWANCE	10,469	11685	14,500	2,815		2,815	80.60%	Being up-rated to align with benchmark
4097	Clr 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	13,092	6,000	-7,092		-7,092	218.20%	Adjustments pending - re-billing in-hand
4112	TOWN CLERK'S BUDGET	413	144	1,500	1,356		1,356	9.60%	
4114	ASST TC BUDGET	1,149	931	1,500	569		569	62.10%	
4117	TOWN CLOCK	1,110	921	1,500	579	726	-147	109.80%	
4120	EX WDBC PUBLIC TOILETS	0	11590	26,000	14,410		14,410	44.60%	Negotiations on-going. Payment = contribution to running costs
4134	MAYORS F'RAISING DON'N	600	958	0	-958		-958	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	11555	1656	-9899		-9,899	697.80%	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	1,623,573	1,811,288	2,081,407	270,119	17,966	252,156	87%	

