

**Tavistock Town Council
Budget Monitoring Report 31st December 2018**

Year to 31st December 2018 = 75% of year

AGENDA ITEM 4b

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,475,030	£ 1,150,201	£ 1,700,177	£ 549,976	£ 35,380	£ 514,596	69.7 %
Total Income	£ 1,744,992	£ 1,559,077	£ 1,757,514	-£ 198,437			88.7 %
Net Expenditure over Income	£ 269,962	£ 408,876	£ 57,337	£ 748,413			

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	530,726	733,510	202,784		202,784	72.4 %	All employees paid monthly
4003 Pension Added Years	845	0	900	900		900	0.0 %	
4004 WAGES	26,330	28,308	24,500	-3,808		-3,808	115.5 %	Casuals paid weekly
4005 Temporary/Agency Staff	20,497	15,291	1,000	-14,291		-14,291	1529.1 %	Reflects interim office arrangements. Recruitment commenced
4006 PROTECTIVE CLOTHING/UNIFORM	3,578	2,352	3,000	648	50	598	80.1 %	
4007 CONFERENCES/MEETINGS	4,107	1,686	5,500	3,814		3,814	30.7 %	
4008 COURSES/TRAINING	9,471	5,548	17,700	12,152	1,480	10,672	39.7 %	
4009 TRAVEL	2,376	1,441	2,550	1,110		1,110	56.5 %	
4010 MISC STAFF COSTS	19	12	250	239		239	4.6 %	
4011 RATES	91,966	80,684	105,045	24,361		24,361	76.8 %	Invoiced annually. MOC rates being sought
4012 WATER RATES	5,243	5,444	11,275	5,831		5,831	48.3 %	Guildhall has moved to metered supply
4013 RENT PAID	23,623	0	0	0		0	0.0 %	
4014 ELECTRICITY	40,111	17,755	59,200	41,445		41,445	30.0 %	
4015 GAS	17,959	7,522	23,500	15,978		15,978	32.0 %	Element of accrual inc.
4016 CLEANING AND RUBBISH	38,390	32,549	43,700	11,151	-391	11,542	73.6 %	
4017 License - PC Software	3,274	2,959	3,500	541		541	84.5 %	
4020 MISC EXPENSES	20,896	19,311	20,600	1,289		1,289	93.7 %	GF committed spend
4021 Tel. Calls/Service & Broadband	9,938	7,374	10,050	2,676	641	2,035	79.7 %	
4022 POSTAGE	2,999	1,957	2,750	793	485	308	88.8 %	
4023 STATIONERY/PRINTING	6,069	3,104	6,350	3,246	-216	3,462	45.5 %	
4024 SUBSCRIPTIONS	2,932	3,050	3,580	530		530	85.2 %	Most subscriptions invoiced annually
4025 INSURANCE	29,024	23,756	30,575	6,819		6,819	77.7 %	
4027 Photocopier hire and usage	7,581	4,514	10,000	5,486		5,486	45.1 %	
4028 REGALIA	0	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	4,851	2,175	10,200	8,025	1,058	6,967	31.7 %	
4030 RECRUITMENT ADVTG	2,491	1,551	1,750	199	75	124	92.9 %	
4031 OTHER ADVERTISING	23,779	17,139	19,800	2,661	2,289	372	98.1 %	Some pre payment inc.
4032 WEBSITE DESIGN/MTCE	621	760	750	-10	100	-110	114.7 %	
4033 CIVIC BALL EXPENDTRE	3,669	3,296	3,500	204	3,546	-3,342	195.5 %	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	21,424	73,750	52,326	13,637	38,690	47.5 %	Committed exp. Inc £8k Drake Rd bay window
4037 GROUNDS MAINTENANCE	28,478	11,740	30,000	18,260	2,937	15,322	48.9 %	
4038 CONTRACT MAINTENANCE	13,627	13,010	22,450	9,440	5,102	4,338	80.7 %	
4041 EQUIPMENT HIRE	2,257	926	2,900	1,974		1,974	31.9 %	
4042 EQUIPMENT MAINT'CE	14,014	10,914	22,350	11,436	698	10,738	52.0 %	

4043	VEHICLE RUNNING COST	15,601	14,138	13,500	-638	1,521	-2,159	116.0 %	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	IT MAINTENANCE/SUPPORT	9,070	7,763	11,200	3,437		3,437	69.3 %	
4046	EQUIPMENT PURCHASE	24,316	10,257	11,500	1,243	84	1,160	89.9 %	
4047	GENIWS MGRS BUDGET	1,746	3,572	3,000	-572		-572	119.1 %	Market tables + gazebo repairs
4048	PARK & RIDE EXPEND	10,764	8,826	11,500	2,674		2,674	76.7 %	
4050	POOP SCOOP	5,477	5,477	5,000	-477		-477	109.5 %	Periodic invoicing
4051	BANK CHARGES	3,513	3,012	3,500	488		488	86.1 %	
4053	LOAN INTEREST	19,503	8,813	17,117	8,304		8,304	51.5 %	
4054	LOAN CAPITAL REPAID	54,314	28,833	40,333	11,500		11,500	71.5 %	
4055	Professional Fees (other)	3,361	291	4,500	4,209		4,209	6.5 %	
4056	LEGAL EXPENSES	28,377	55,931	15,700	-40,231		-40,231	356.2 %	*see Pg3 below £ 14,196 recovery not incl. Gh'iro £17,500
4057	AUDIT FEES	4,334	1,229	4,380	3,151		3,151	28.1 %	
4058	Professional Fees - Properties	6,410	8,635	11,180	2,545		2,545	77.2 %	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	2,427	5,000	2,573	400	2,173	56.5 %	
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	1,261	2,500	1,239		1,239	50.4 %	
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	1,400	2,000	600		600	70.0 %	Investigation expenses
4091	TOWN HALL ENTERTAINERS	220	420	600	180		180	70.0 %	
4092	TOILET CLEANING CONT (WDBC)	6,497	-313	7,000	7,313		7,313	-4.5 %	
4093	TH MANAGER'S BUDGET	526	863	1,500	637		637	57.5 %	
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	Clr 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	1,606	9,000	7,394		7,394	17.8 %	
4112	TOWN CLERK'S BUDGET	0	616	1,500	884		884	41.1 %	
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 FRAISING DONIN	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 Confrn to THI Projects	22,944	61,025	94,200	33,175		33,175	64.8 %	
	Total OverHead	1,461,606	1,137,467	1,681,302	543,835	33,381	510,454	69.6 %	
	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	11,641	18,000	6,359	1,954	4,405	75.5 %	
3002	COST OF SALES-FOOD	253	424	375	-49		-49	113.1 %	
3011	BAR SUPPLIES	657	669	500	-169	46	-214	142.9 %	

	Total Direct	13,424	12,734	18,875	6,141	2,000	4,142	78.1 %	Notes
	Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	
1000	INTERMENTS	32,170	22,181	25,000	-2,819			88.7 %	
1010	RENT RECEIVED	454,071	427,192	454,561	-27,369			94.0 %	Normally invoiced quarterly in advance
1011	INSURANCE RECHARGED	1,900	2,150	1,900	250			113.2 %	
1015	TICKET SALES	0	678	0	678			0.0 %	
1020	LETTING INCOME	57,303	57,185	83,500	-26,315			68.5 %	
1021	EQUIPMENT HIRE INC	2,055	535	550	-15			97.3 %	
1022	FORFEITED DEPOSITS	140	732	0	732			0.0 %	
1023	TH KITCHEN LETTING INCOME	7,213	3,925	5,000	-1,075			78.5 %	
1033	CIVIC BALL INCOME	5,110	374	2,500	-2,126			15.0 %	
1034	MAYOR'S FUNDRAISING	800	1,113	0	1,113			0.0 %	
1040	MARKET TOLLS	337,031	254,388	381,000	-126,612			66.8 %	Reduction reflects closure for works
1041	ELECTRICITY RECOVERY	964	865	1,000	-135			86.5 %	
1043	MARKET STORAGE	4,285	3,048	5,000	-1,953			61.0 %	
1044	MARKET LOCK-UPS	25,020	22,055	33,360	-11,305			66.1 %	
1045	MARKET CARRIER BAGS	695	822	500	322			164.3 %	
1050	CAR PARK FEES	35,610	28,239	38,000	-9,761			74.3 %	
1060	GOOSE FAIR INCOME	41,918	44,701	41,500	3,201			107.7 %	
1061	PARK & RIDE INCOME	6,118	8,125	7,250	875			112.1 %	
1068	Legal Fees Recovered	17,533	0	0	0			0.0 %	
1071	STAFF COSTS RECOVERED	4,291	231	500	-269			46.2 %	
1072	Grant Funding -WHS G'hil 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	9,701	6,350	3,351			152.8 %	
1081	Garden Festival Income	2,915	2,307	3,300	-993			69.9 %	
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	5,414	5,000	414			108.3 %	
1100	BAR SALES	32,369	33,721	30,000	3,721			112.4 %	
1120	FOOD SALES	385	0	750	-750			0.0 %	
1130	Bar Extension & Licences	700	800	500	300			160.0 %	
1175	PROCEEDS OF ASSET DISPOSALS	846	0	0	0			0.0 %	
	Total Income	1,744,992	1,559,077	1,757,514	-198,437			88.7 %	

*4056 Legal Exp - costs reflect additional non standard and legacy work agreed by Council, this figure will increase as projects progress

Capital Project Budget Monitoring Report 31st December 2018

Current Budget = £255,250
 Year to 31st December 2018 = 75% 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 PROVISI	215,000	215,000	215,000	0		0	100.0 %	
4805 CAP Cemetery Soakaway	59,926	0	0	0		0	0.0 %	Work complete
4807 CAP New Works Depot	0	90	0	-90		-90	0.0 %	
4810 CAP Relocation of Works Depot	9,370	66,083	0	-66,083		-66,083	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
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	30,000	-30,000	0.0 %	See 4826 below
4824 CAP New Depot	369,380	3,284	0	-3,284		-3,284	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	56,103	0	-56,103	32,967	-89,070	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	0	-27,576		-27,576	0.0 %	£20k additional spend re WC cubicle
4829 CAP- TH HEATING	0	0	0	0	1,800	-1,800	0.0 %	£15k budget allocation
4832 CAP-TENNIS COURT RESURFACIN	0	20,400	0	-20,400	3,600	-24,000	0.0 %	Work complete
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	73,355	0	-73,355		-73,355	0.0 %	Work complete
4837 CAP - PMK Internal Units	0	60,963	0	-60,963		-60,963	0.0 %	
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 %	
Total OverHead	1,032,394	740,978	255,250	-485,728	83,047	-568,774	322.8 %	