

Tavistock Town Council
Budget Monitoring Report 31st December 2017

Year to 31st December 2017 = 75%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,409,766	£ 1,120,659	£ 1,593,625	£ 472,966	£ 24,396	£ 448,570	71.9 %
Total Income	£ 1,727,886	£ 1,583,851	£ 1,699,743	-£ 115,892			93.2 %
Net Expenditure over Income	£ 318,120	£ 463,192	£ 106,118	£ 357,074			

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	665,362	511,676	718,446	206,770		206,770	71.2 %	All employees paid monthly
4003 Pension Added Years	830	0	850	850		850	0.0 %	
4004 WAGES	23,002	19,764	24,000	4,236		4,236	82.4 %	Casuals paid weekly
4005 Temporary/Agency Staff	32,147	16,136	1,000	-15,136		-15,136	1613.6 %	Overall Salary (4001)/Wage (4004)/Temp Staff (4005) spend equates to 73.65% of budget
4006 PROTECTIVE CLOTHING/UNIFORMS	4,295	2,652	3,000	348	406	-58	101.9 %	
4007 CONFERENCES/MEETINGS	580	3,716	2,000	-1,716	592	-2,309	215.4 %	Please see below
4008 COURSES/TRAINING	12,154	7,230	21,700	14,470	644	13,826	36.3 %	Jointly 46.19% of total 4007/4008 budget
4009 TRAVEL	2,959	1,597	3,300	1,703		1,703	48.4 %	
4010 MISC STAFF COSTS	10	19	350	331		331	5.5 %	
4011 RATES	92,056	93,186	102,275	9,089		9,089	91.1 %	Invoiced annually
4012 WATER RATES	16,795	3,780	10,775	6,995		6,995	35.1 %	Guildhall has moved to metered supply
4013 RENT PAID	10,400	18,720	24,500	5,780		5,780	76.4 %	Crelake units to be given up shortly
4014 ELECTRICITY	43,616	32,968	52,750	19,782		19,782	62.5 %	
4015 GAS	19,303	11,055	26,795	15,740		15,740	41.3 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	39,671	29,885	43,700	13,815	983	12,832	70.6 %	
4017 License - PC Software	3,235	2,435	3,000	565	23	542	81.9 %	
4020 MISC EXPENSES	18,960	20,169	20,250	81	6,403	-6,322	131.2 %	£5,258 Committed exp. data input under review
4021 Tel. Calls/Service & Broadband	10,043	7,244	9,550	2,306	132	2,174	77.2 %	
4022 POSTAGE	2,584	2,403	2,750	347	-600	947	65.6 %	
4023 STATIONERY/PRINTING	5,275	5,351	5,150	-201	154	-355	106.9 %	Increased service demand & periodic consumables
4024 SUBSCRIPTIONS	3,001	2,697	3,580	883		883	75.3 %	Most subscriptions invoiced at start of financial year.
4025 INSURANCE	24,806	28,267	26,000	-2,267		-2,267	108.7 %	Invoiced annually, increase for MOC
4027 Photocopier hire and usage	8,991	5,963	9,000	3,037		3,037	66.3 %	Invoiced annually, half year in advance
4028 REGALIA	10	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	3,200	2,423	10,000	7,577	2,020	5,558	44.4 %	
4030 RECRUITMENT ADVTG	1,162	2,216	1,750	-466	65	-531	130.3 %	Advertising for new post created
4031 OTHER ADVERTISING	19,718	18,235	19,800	1,565	1,178	386	98.0 %	
4032 WEBSITE DESIGN/MTCE	710	621	1,000	379	100	279	72.1 %	
4033 CIVIC BALL EXPENDTRE	280	3,256	3,500	244		244	93.0 %	Spend relates to 2016/17 event
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	37,703	22,847	73,750	50,903	3,427	47,476	35.6 %	
4037 GROUNDS MAINTENANCE	17,733	24,236	30,000	5,764	-1,111	6,875	77.1 %	

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	AGENDA ITEM #b
4038	CONTRACT MAINTENANCE	10,343	10,083	20,450	10,367	1,447	8,920	56.4 %		
4041	EQUIPMENT HIRE	2,691	2,014	3,650	1,636	-35	1,671	54.2 %		
4042	EQUIPMENT MAINT'CE	18,436	12,696	22,350	9,654	1,733	7,921	64.6 %		
4043	VEHICLE RUNNING COST	13,202	11,541	13,500	1,959	1,686	274	98.0 %	This will increase (short term lease)	
4044	PERFORMING RIGHTS	1,198	1,111	1,250	139	78	61	95.1 %		
4045	IT MAINTENANCE/SUPPORT	9,104	6,529	9,000	2,471	35	2,436	72.9 %		
4046	EQUIPMENT PURCHASE	8,072	14,471	11,500	-2,971	-335	-2,635	122.9 %		
4047	GENWKS MGRS BUDGET	954	1,030	3,000	1,970	710	1,261	58.0 %		
4048	PARK & RIDE EXPEND	10,831	10,764	11,500	736		736	93.6 %		
4050	POOP SCOOP	5,581	5,477	5,000	-477		-477	109.5 %		
4051	BANK CHARGES	4,176	2,714	3,000	286		286	90.5 %		
4053	LOAN INTEREST	23,100	9,801	21,570	11,769		11,769	45.4 %		
4054	LOAN CAPITAL REPAID	61,297	35,814	54,312	18,498		18,498	65.9 %		
4055	Professional Fees (other)	2,100	3,290	4,500	1,210		1,210	73.1 %		
4056	LEGAL EXPENSES	25,016	33,167	15,250	-17,917		-17,917	217.5 %	Long term issues being addressed	
4057	AUDIT FEES	1,114	758	5,680	4,922		4,922	13.3 %	Inc fees charged to previous financial year	
4058	Professional Fees - Properties	18,323	3,786	11,180	7,395	200	7,195	35.6 %		
4059	ACCOUNTANCY FEES	3,439	1,602	4,000	2,398		2,398	40.0 %	Inc fees charged to previous financial year	
4062	MAYORS ALLCE	2,000	2,000	2,000	0		0	100.0 %		
4063	Civic/Ceremonial Expenses	3,434	3,665	5,000	1,335	17	1,318	73.6 %		
4064	TWINNING EXPENSES	130	234	250	16		16	93.6 %		
4065	ELECTIONS	2,760	5,686	4,750	-936		-936	119.7 %		
4067	COMMUNITY GRANTS	27,502	20,236	25,000	4,765		4,765	80.9 %	Typically paid annually	
4073	PATHS MAINTENANCE	1,125	0	2,500	2,500	111	2,389	4.4 %		
4075	DISPOSAL OF ASSETS	0	-500	0	500		500	0.0 %		
4076	TOWN SIGNS	0	0	1,200	1,200		1,200	0.0 %		
4089	H R & H & S SUPPORT	1,702	0	4,000	4,000		4,000	0.0 %		
4091	TOWN HALL ENTERTAINERS	600	140	1,500	1,360	-300	1,660	-10.7 %		
4092	TOILET CLEANING CONT (WDBC)	-687	-503	7,000	7,503		7,503	-7.2 %	2016/17 invoice was £6,497.34, less than expected	
4093	TH MANAGER'S BUDGET	808	476	1,500	1,024	-15	1,039	30.7 %		
4094	MARKET REEVE BUDGET	45	605	1,500	895		895	40.4 %		
4095	MUSEUM GRANT	0	0	14,300	14,300		14,300	0.0 %		
4096	CLLRS ALLOWANCE	5,554	4,011	8,687	4,676		4,676	46.2 %		
4097	Cllr IT Allowance	696	21	1,000	979		979	2.1 %		
4102	ANCIENT MONUMENTS	2	986	1,000	14		14	98.6 %		
4108	CHRISTMAS LIGHTS	7,319	5,176	9,000	3,824	1,771	2,053	77.2 %		
4112	TOWN CLERK'S BUDGET	0	0	1,500	1,500		1,500	0.0 %		
4114	ASST TC BUDGET	537	512	1,500	988		988	34.1 %		
4117	TOWN CLOCK	0	0	1,500	1,500		1,500	0.0 %		
4134	MAYORS F'RAISING DON'N	402	1,103	0	-1,103		-1,103	0.0 %		
4135	TOWN CRIER EXPENSES	109	35	350	315		315	10.0 %		
4136	TOWN HALL EVENTS COSTS	2,636	0	1,500	1,500		1,500	0.0 %		
4201	Bad Debts Written Off	152	0	0	0		0	0.0 %		
	Total OverHead	1,396,393	1,111,276	1,574,750	463,474	21,518	441,956	71.9 %		

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	AGENDA ITEM 14b
3001	COST OF SALES-DRINK	10,524	8,678	18,000	9,322	2,917	6,405	64.4 %		
3002	COST OF SALES-FOOD	86	194	375	181	-35	216	42.5 %		
3011	BAR SUPPLIES	584	511	500	-11	-4	-7	101.4 %		
3020	Purchase Promotional Material	2,180	0	0	0		0	0.0 %		
	Total Direct	13,373	9,383	18,875	9,492	2,879	6,613	65.0 %		
Income Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	
1000	INTERMENTS	24,301	19,139	25,000	-5,861			76.6 %		
1008	Insurance Claims Received	18,000	0	0	0			0.0 %		
1010	RENT RECEIVED	434,877	437,007	435,061	1,946			100.4 %	Normally invoiced quarterly in advance	
1011	INSURANCE RECHARGED	1,900	1,900	1,900	0			100.0 %		
1015	TICKET SALES	1,689	0	0	0			0.0 %		
1020	LETTING INCOME	68,462	47,134	84,950	-37,816			55.5 %		
1021	EQUIPMENT HIRE INC	1,536	1,490	550	940			270.9 %		
1022	FORFEITED DEPOSITS	1,508	140	0	140			0.0 %		
1023	TH KITCHEN LETTING INCOME	2,204	4,107	0	4,107			0.0 %		
1033	CIVIC BALL INCOME	1,878	1,650	2,500	-850			66.0 %	Income relates to 2016/17 event	
1034	MAYOR'S FUNDRAISING	483	740	0	740			0.0 %		
1040	MARKET TOLLS	407,569	304,124	390,000	-85,876			78.0 %	Impact expected during P Market works (reduced)	
1041	ELECTRICITY RECOVERY	1,339	831	1,400	-569			59.4 %		
1043	MARKET STORAGE	5,003	3,175	2,500	675			127.0 %		
1044	MARKET LOCK-UPS	33,360	25,020	33,360	-8,340			75.0 %	Invoiced monthly in advance. See also 1040	
1045	MARKET CARRIER BAGS	675	653	500	153			130.6 %		
1050	CAR PARK FEES	37,983	30,572	37,400	-6,828			81.7 %		
1060	GOOSE FAIR INCOME	43,701	39,070	41,500	-2,430			94.1 %		
1061	PARK & RIDE INCOME	9,062	6,118	7,250	-1,132			84.4 %	Reduced take up	
1068	Legal Fees Recovered	0	225	0	225			0.0 %		
1071	STAFF COSTS RECOVERED	2,424	533	500	33			106.7 %		
1073	GRANT FUNDING HLF	0	43,830	0	43,830			0.0 %	Received yearly	
1075	PRECEPT SUPPORT GRANT	34,929	31,925	31,925	0			100.0 %	Received half yearly	
1076	PRECEPT	513,258	539,547	539,547	0			100.0 %	Received half yearly	
1077	GRANTS RECEIVED	9,475	0	0	0			0.0 %		
1078	DONATIONS RECEIVED	0	6,946	0	6,946			0.0 %		
1080	MISC INCOME	19,801	7,407	22,850	-15,443			32.4 %		
1081	Garden Festival Income	3,075	1,358	3,300	-1,943			41.1 %		
1082	DEPOT SEAT INCOME	1,417	500	1,500	-1,000			33.3 %		
1087	Grounds Mtc Contract - WDBC	9,000	0	0	0			0.0 %		
1088	Play Park Inspections	350	0	0	0			0.0 %		
1090	INTEREST RECEIVED	11,079	5,182	5,000	182			103.6 %		
1100	BAR SALES	25,961	22,430	30,000	-7,570			74.8 %		
1120	FOOD SALES	723	352	750	-398			46.9 %		
1130	Bar Extension & Licences	867	400	500	-100			80.0 %		
1175	PROCEEDS OF ASSET DISPOSALS	0	346	0	346			0.0 %		
	Total Income	1,727,886	1,583,851	1,699,743	-115,892			93.2 %		

Tavistock Town Council
Capital Project Budget Monitoring Report 31st December 2017

Current Budget = £1,942,853

Year to 31st December 2017 = 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 PROVISION	116,632	215,000	215,000	0		0	100.0 %	
4805	CAP Cemetery Soakaway	0	59,926	60,000	74	44,707	-44,633	174.4 %	Complete
4810	CAP Relocation of Works Depot	4,910	0	0	0	-96	96	0.0 %	To be reviewed MOC
4811	CAP Council ICT Infrastructure	853	0	7,500	7,500		7,500	0.0 %	
4812	CAP Duke St Repointing etc	4,652	112,377	165,000	52,623	3,554	49,069	70.3 %	Final payment tbc
4813	CAP Abbey Walk resurfacing etc	7,857	8,234	42,143	33,909		33,909	19.5 %	
4815	CAP NEW PLANT & VEHICLES	0	0	17,500	17,500		17,500	0.0 %	
4821	CAP Rundle Room Refurbishment	512	2,495	49,488	46,993	500	46,493	6.1 %	On hold
4823	CAP Guildhall Refurbishment	1,562	0	726,438	726,438		726,438	0.0 %	
4824	CAP New Depot	0	365,464	0	-365,464		-365,464	0.0 %	MOC acquired
4825	CAP - THI PROPERTIES SINKING F	12,500	27,500	27,500	0		0	100.0 %	
4826	CAP G'hall Development Phase	38,436	41,311	44,165	2,854	8	2,846	93.6 %	Annual allocation
4827	CAP - Guildhall Sinking Fund	12,750	12,750	12,750	0		0	100.0 %	
4828	CAP - BUTCHERS HALL REFURB	0	90,523	85,000	-5,523	10,566	-16,089	118.9 %	Final payment tbc
4830	CAP- TH LIFT REPLACEMENT	0	0	30,000	30,000		30,000	0.0 %	
4831	CAP- TH ROOF LEAKS	0	0	20,000	20,000		20,000	0.0 %	
4832	CAP-TENNIS COURT RESURFACING	0	0	25,000	25,000		25,000	0.0 %	Under review
4833	CAP-PANNIER MARKET DRAINAGE	0	0	15,000	15,000		15,000	0.0 %	
4834	CAP - Pannier Market Doors	0	0	100,000	100,000		100,000	0.0 %	
4835	CAP - Pannier Market Roof	0	11,495	235,369	223,874		223,874	4.9 %	
4898	EXCEPTIONAL MAINTENANCE	0	21,883	65,000	43,117	8,358	34,759	46.5 %	
	Total OverHead	200,663	968,957	1,942,853	973,896	67,597	906,299	53.4 %	