

**Tavistock Town Council**  
**Budget Monitoring Report 28th February 2017**

Year to 28th February 2017 = 91.67%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b>Total Expenditure</b>	<b>£ 1,307,353</b>	<b>£ 1,290,421</b>	<b>£ 1,514,114</b>	<b>£ 223,693</b>	<b>£ 42,304</b>	<b>£ 181,388</b>	<b>88.00%</b>
<b>Total Income</b>	<b>£ 1,706,238</b>	<b>£ 1,646,520</b>	<b>£ 2,198,754</b>	<b>-£ 552,234</b>			<b>74.9 %</b>
<b>Net Expenditure over Income</b>	<b>£ 398,885</b>	<b>£ 356,099</b>	<b>£ 684,640</b>	<b>£ 775,927</b>			

<u>Expenditure Detail</u>	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	627,695	612,445	666,200	53,755		53,755	91.9 %	All employees paid monthly
4003 Pension Added Years	830	0	825	825		825	0.0 %	
4004 WAGES	24,193	20,744	23,000	2,256		2,256	90.2 %	Casuals paid weekly, extra cover to offset long term sick
4005 Temporary/Agency Staff	7,654	27,071	5,000	-22,071		-22,071	541.4 %	Inc. £4,865 for website development
4006 PROTECTIVE CLOTHING/UNIFORM	2,000	4,199	3,000	-1,199	385	-1,584	152.8 %	Revised procurement now in situ
4007 CONFERENCES/MEETINGS	528	580	4,500	3,920	-416	4,336	3.7 %	
4008 COURSES/TRAINING	15,563	12,154	19,000	6,846	37	6,809	64.2 %	
4009 TRAVEL	1,699	2,691	3,550	859		859	75.8 %	
4010 MISC STAFF COSTS	429	500	350	-150		-150	142.9 %	
4011 RATES	75,836	92,046	90,362	-1,684		-1,684	101.9 %	Invoiced annually
4012 WATER RATES	9,440	16,782	9,805	-6,977		-6,977	171.2 %	Discussions on-going with provider re recent premises
4013 RENT PAID	0	8,320	12,500	4,180		4,180	66.6 %	Units taken on mid year
4014 ELECTRICITY	54,606	41,752	48,500	6,748		6,748	86.1 %	
4015 GAS	19,726	16,907	29,295	12,388		12,388	57.7 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	37,520	36,674	43,200	6,526	835	5691	86.8%	
4017 Licence - PC Software	1,658	3,235	2,200	-1,035	23	-1,058	148.1 %	
4020 MISC EXPENSES	20,272	18,620	20,750	2,130	3,932	-1,802	108.7 %	
4021 Tel. Calls/Service & Broadband	8,041	9,239	9,005	-234	300	-534	105.9 %	
4022 POSTAGE	2,153	2,265	2,750	485	-600	1,085	60.5 %	
4023 STATIONERY/PRINTING	4,664	4,671	5,150	479	191	288	94.4 %	Increased service demand & consumables
4024 SUBSCRIPTIONS	3,532	3,001	3,505	504		504	85.6 %	Most subscriptions invoiced at start of financial year.
4025 INSURANCE	23,724	24,806	25,000	194		194	99.2 %	Invoiced annually
4027 Photocopier hire and usage	8,496	13,162	8,350	-4,812		-4,812	157.6 %	Invoiced annually, half year in advance
4028 REGALIA	111	10	500	490		490	2.0 %	
4029 TOWN ADVERTISING	3,890	2,745	10,000	7,255	140	7,115	28.8 %	
4030 RECRUITMENT ADVTG	2,455	420	1,750	1,330	-1,456	2,786	-59.2 %	Year end adjustment
4031 OTHER ADVERTISING	16,079	18,732	19,800	1,068	-303	1,371	93.1 %	Year end c/f £2,343 exp
4032 WEBSITE DESIGN/MTCE	447	710	850	140		140	83.5 %	
4033 CIVIC BALL EXPENDTRE	2,934	0	5,000	5,000	13	4,987	0.3 %	
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	38,948	37,362	51,250	13,888	14,655	-767	101.5 %	
4037 GROUNDS MAINTENANCE	17,585	12,233	30,000	17,768	15,373	2,394	92.0 %	

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4038	CONTRACT MAINTENANCE	11,889	9,595	21,780	12,185	621	11,564	46.9 %	
4041	EQUIPMENT HIRE	2,287	2,154	3,650	1,496	400	1,096	70.0 %	
4042	EQUIPMENT MAINT'CE	9,241	14,679	19,200	4,521	2,910	1,611	91.6 %	
4043	VEHICLE RUNNING COST	14,435	11,215	13,500	2,285	-543	2,829	79.0 %	
4044	PERFORMING RIGHTS	1,021	1,198	750	-448	78	-527	170.2 %	Increased broadcasting
4045	IT MAINTENANCE/SUPPORT	7,959	8,423	12,000	3,577	150	3,427	71.4 %	
4046	EQUIPMENT PURCHASE	7,247	7,953	10,500	2,547	-1,164	3,711	64.7 %	
4047	GENWKS MGRS BUDGET	532	937	3,000	2,063	150	1,913	36.2 %	
4048	PARK & RIDE EXPEND	11,136	10,831	10,000	-831		-831	108.3 %	
4050	POOP SCOOP	4,550	5,581	5,750	169		169	97.1 %	Additional Summer collections
4051	BANK CHARGES	1,847	3,908	1,800	-2,108		-2,108	217.1 %	Charges based on usage
4053	LOAN INTEREST	27,046	13,153	26,460	13,307		13,307	49.7 %	Prepayment in last financial year
4054	LOAN CAPITAL REPAID	61,280	51,297	61,280	9,983		9,983	83.7 %	
4055	Professional Fees (other)	2,258	1,750	22,500	20,750		20,750	7.8 %	
4056	LEGAL EXPENSES	27,731	24,863	15,250	-9,613	32	-9,644	163.2 %	Inc'd turnover/actions-yr end reconciliation to be done
4057	AUDIT FEES	4,284	944	5,680	4,736		4,736	16.6 %	Fees charged to previous financial year
4058	Professional Fees - Properties	10,744	18,323	11,180	-7,143	1,375	-8,518	176.2 %	Increased turnover/works
4059	ACCOUNTANCY FEES	4,425	2,567	4,000	1,433		1,433	64.2 %	
4062	MAYORS ALLCE	2,000	2,000	2,000	0		0	100.0 %	
4063	Civic/Ceremonial Expenses	3,370	2,973	5,000	2,027		2,027	59.5 %	
4064	TWINNING EXPENSES	160	130	250	120		120	52.0 %	
4065	ELECTIONS	0	2,760	3,000	240		240	92.0 %	By-election held
4067	COMMUNITY GRANTS	25,043	22,502	25,000	2,498		2,498	90.0 %	Grants allocated 2015/16
4073	PATHS MAINTENANCE	0	1,125	2,500	1,375		1,375	45.0 %	
4076	TOWN SIGNS	0	0	1,200	1,200		1,200	0.0 %	
4089	H R & H & S SUPPORT	64	80	4,000	3,920		3,920	2.0 %	
4091	TOWN HALL ENTERTAINERS	300	600	2,000	1,400	-300	1,700	15.0 %	
4092	TOILET CLEANING CONT (WDBC)	0	-687	7,000	7,687		7,687	-9.8 %	Inv. £6313 late for 2015/16. Inv. 16/17 expected March 17
4093	TH MANAGER'S BUDGET	717	808	1,500	692	49	643	57.1 %	
4094	MARKET REEVE BUDGET	1,483	45	1,500	1,455		1,455	3.0 %	
4095	MUSEUM GRANT	0	0	14,300	14,300		14,300	0.0 %	
4096	CLLRS ALLOWANCE	5,371	4,133	8,687	4,554		4,554	47.6 %	Paid quarterly
4097	Cllr IT Allowance	0	689	0	-689		-689	0.0 %	
4102	ANCIENT MONUMENTS	0	0	1,000	1,000		1,000	0.0 %	
4108	CHRISTMAS LIGHTS	9,110	7,319	9,000	1,681		1,681	81.3 %	
4112	TOWN CLERK'S BUDGET	1,250	0	1,500	1,500		1,500	0.0 %	
4114	ASST TC BUDGET	1,081	442	1,500	1,058		1,058	29.5 %	
4117	TOWN CLOCK	28	0	1,500	1,500		1,500	0.0 %	
4134	MAYORS F'RAISING DON'N	784	402	0	-402		-402	0.0 %	
4135	TOWN CRIER EXPENSES	142	35	350	315		315	10.0 %	
4136	TOWN HALL EVENTS COSTS	1,588	2,616	0	-2,616		-2,616	0.0 %	
	<b>Total OverHead</b>	<b>1,295,110</b>	<b>1,281,415</b>	<b>1,498,514</b>	<b>217,099</b>	<b>35,068</b>	<b>182,032</b>	<b>87.9%</b>	

<b>Expenditure Detail</b>		<b>Actual Last Year</b>	<b>Actual Year to Date</b>	<b>Current Annual Bud</b>	<b>Budget Variance</b>	<b>Committed Expenditure</b>	<b>Funds Available</b>	<b>% of Budget</b>	<b>Notes</b>
3001	COST OF SALES-DRINK	7,741	8,243	15,000	6,757	7,275	-518	103.3%	
3002	COST OF SALES-FOOD	301	72	100	28	-35	63	36.7 %	
3011	BAR SUPPLIES	514	542	500	-42	-4	-38	107.6 %	
3020	Purchase Promotional Material	2,162	150	0	-150		-150	0.0 %	
3999	Stock Movement	1,526	0	0	0		0	0.0 %	
	<b>Total Direct</b>	<b>12,243</b>	<b>9,007</b>	<b>15,600</b>	<b>6,593</b>	<b>7,237</b>	<b>-643</b>	<b>104.1%</b>	
<b>Income Detail</b>		<b>Actual Last Year</b>	<b>Actual Year to Date</b>	<b>Current Annual Bud</b>	<b>Budget Variance</b>	<b>Committed Expenditure</b>	<b>Funds Available</b>	<b>% of Budget</b>	<b>Notes</b>
1000	INTERMENTS	28,703	21,394	25,000	-3,606			85.6 %	
1008	Insurance Claims Received	0	18,000	0	18,000			0.0 %	
1009	DAMAGES FOR TRESPASS	8,707	0	0	0			0.0 %	
1010	RENT RECEIVED	441,356	434,877	453,411	-18,534			95.9 %	Normally invoiced quarterly in advance
1011	INSURANCE RECHARGED	1,700	1,900	1,700	200			111.8 %	
1015	TICKET SALES	4,972	1,689	0	1,689			0.0 %	
1020	LETTING INCOME	68,069	64,056	73,250	-9,194			87.4 %	
1021	EQUIPMENT HIRE INC	1,193	1,346	550	796			244.7 %	
1022	FORFEITED DEPOSITS	2,569	1,508	0	1,508			0.0 %	
1023	TH KITCHEN LETTING INCOME	0	1,333	0	1,333			0.0 %	New code (VAT relates) previously under code 1020
1033	CIVIC BALL INCOME	2,874	0	2,500	-2,500			0.0 %	
1034	MAYOR'S FUNDRAISING	442	483	0	483			0.0 %	
1040	MARKET TOLLS	410,805	372,041	420,000	-47,959			88.6 %	
1041	ELECTRICITY RECOVERY	1,484	1,098	1,750	-652			62.7 %	
1042	GAS RECOVERY	-9	0	0	0			0.0 %	
1043	MARKET STORAGE	3,272	4,653	2,000	2,653			232.6 %	Budget/process under review on rec. of Internal Auditor
1044	MARKET LOCK-UPS	34,105	33,360	28,000	5,360			119.1 %	Invoiced monthly in advance
1045	MARKET CARRIER BAGS	701	640	1,000	-360			64.0 %	
1050	CAR PARK FEES	33,996	35,400	34,500	900			102.6 %	
1060	GOOSE FAIR INCOME	42,498	42,076	41,500	576			101.4 %	
1061	PARK & RIDE INCOME	10,784	9,062	7,250	1,812			125.0 %	
1071	STAFF COSTS RECOVERED	2,470	196	500	-304			39.2 %	
1073	GRANT FUNDING HLF	0	0	48,700	-48,700			0.0 %	
1075	PRECEPT SUPPORT GRANT	39,335	34,929	34,930	-1			100.0 %	Received yearly
1076	PRECEPT	497,844	513,258	513,258	0			100.0 %	Received half yearly
1077	GRANTS RECEIVED	4,253	0	0	0			0.0 %	
1078	DONATIONS RECEIVED	0	2,000	0	2,000			0.0 %	Market Trader Fed. For P Mkt Xmas Lights
1079	LOAN PROCEEDS	0	0	450,000	-450,000			0.0 %	
1080	MISC INCOME	27,871	14,795	23,855	-9,060			62.0 %	
1081	Garden Festival Income	3,272	2,561	3,300	-739			77.6 %	
1082	DEPOT SEAT INCOME	1,000	417	1,500	-1,083			27.8 %	
1090	INTEREST RECEIVED	7,937	11,030	5,000	6,030			220.6 %	
1100	BAR SALES	22,917	20,931	25,000	-4,069			83.7 %	
1120	FOOD SALES	623	723	100	623			722.7 %	
1130	Bar Extension & Licences	500	767	200	567			383.3 %	
	<b>Total Income</b>	<b>1,706,238</b>	<b>1,646,520</b>	<b>2,198,754</b>	<b>-552,234</b>			<b>74.9 %</b>	

**Tavistock Town Council  
Capital Project Budget Monitoring Report**

Year to 28th February 2017 = 91.67%

<b>Expenditure Detail</b>		<b>Actual Last Year</b>	<b>Actual Year to Date</b>	<b>Current Annual Bud</b>	<b>Budget Variance</b>	<b>Committed Expenditure</b>	<b>Funds Available</b>	<b>% of Budget</b>	<b>Notes</b>
4800	ROLLING CAPITAL FUND PROVIS	114,459	116,632	116,632	0		0	100.0 %	
4805	CAP Cemetery Soakaway	0	0	60,000	60,000		60,000	0.0 %	
4810	CAP Relocation of Works Depot	0	4,910	0	-4,910		-4,910	0.0 %	
4811	CAP Council ICT Infrastructure	9,078	853	16,100	15,247		15,247	5.3 %	
4812	CAP Duke St Repointing etc	713	1,750	120,000	118,250	1,140	117,110	2.4 %	
4813	CAP Abbey Walk resurfacing etc	0	7,857	50,000	42,143	7,395	34,748	30.5 %	
4815	CAP NEW PLANT & VEHICLES	0	4,750	0	-4,750		-4,750	0.0 %	
4821	CAP Rundle Room Refurbishment	0	512	20,000	19,488	2,995	16,493	17.5 %	
4823	CAP Guildhall Refurbishment	0	1,562	488,000	486,438		486,438	0.3 %	
4824	CAP New Depot	0	0	450,000	450,000		450,000	0.0 %	
4825	CAP - THI PROPERTIES SINKING	12,500	12,500	12,500	0		0	100.0 %	
4826	CAP G'hall Development Phase	0	28,177	80,300	52,123	3,050	49,073	38.9 %	
4827	CAP - Guildhall Sinking Fund	0	12,750	12,750	0		0	100.0 %	
	<b>Total OverHead</b>	<b>136,750</b>	<b>192,253</b>	<b>1,426,282</b>	<b>1,234,029</b>	<b>14,580</b>	<b>1,219,449</b>	<b>14.5 %</b>	