

Tavistock Town Council
Budget Monitoring Report 31st January 2017

Year to 31st January 2017 = 83.33%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£ 1,307,353	£ 1,197,525	£ 1,514,114	£ 316,589	£ 19,435	£ 297,154	80.4 %
Total Income	£ 1,706,238	£ 1,602,280	£ 2,198,754	-£ 596,474			72.9 %
Net Expenditure over Income	£ 398,885	£ 404,755	£ 684,640	£ 913,063			

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	627,695	559,483	666,200	106,717		106,717	84.0 %	All employees paid monthly
4003 Pension Added Years	830	0	825	825		825	0.0 %	
4004 WAGES	24,193	20,001	23,000	2,999		2,999	87.0 %	Workers/Casuals paid weekly
4005 Temporary/Agency Staff	7,654	24,106	5,000	-19,106		-19,106	482.1 %	Inc. £4,865 for website development
4006 PROTECTIVE CLOTHING/UNIFORM	2,000	3,683	3,000	-683	380	-1,063	135.4 %	Revised procurement now in situ
4007 CONFERENCES/MEETINGS	528	460	4,500	4,040	-272	4,312	4.2 %	
4008 COURSES/TRAINING	15,563	12,089	19,000	6,911	-28	6,939	63.5 %	
4009 TRAVEL	1,699	2,334	3,550	1,216		1,216	65.7 %	
4010 MISC STAFF COSTS	429	500	350	-150		-150	142.9 %	
4011 RATES	75,836	95,780	90,362	-5,418		-5,418	106.0 %	Invoiced annually
4012 WATER RATES	9,440	14,549	9,805	-4,744		-4,744	148.4 %	Discussions on-going with provider re recent premises
4013 RENT PAID	0	6,240	12,500	6,260		6,260	49.9 %	Units taken on mid year
4014 ELECTRICITY	54,606	39,098	48,500	9,402		9,402	80.6 %	
4015 GAS	19,726	9,064	29,295	20,231		20,231	30.9 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	37,520	33,977	43,200	9,223	213	9,009	79.1 %	
4017 Licence - PC Software	1,658	3,235	2,200	-1,035	23	-1,058	148.1 %	
4020 MISC EXPENSES	20,272	18,496	20,750	2,254	350	1,904	90.8 %	
4021 Tel. Calls/Service & Broadband	8,041	8,415	9,005	590	300	290	96.8 %	
4022 POSTAGE	2,153	2,265	2,750	485	-300	785	71.4 %	
4023 STATIONERY/PRINTING	4,664	4,402	5,150	748	67	681	86.8 %	Increased service demand & consumables
4024 SUBSCRIPTIONS	3,532	2,807	3,505	698		698	80.1 %	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	2,557	10,000	7,443	140	7,303	27.0 %	
4030 RECRUITMENT ADVTG	2,455	420	1,750	1,330	-1,456	2,786	-59.2 %	Year end adjustment
4031 OTHER ADVERTISING	16,079	18,299	19,800	1,501	-879	2,380	88.0 %	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		5,000	0.0 %	
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	38,948	36,780	51,250	14,470	4,381	10,089	80.3 %	
4037 GROUNDS MAINTENANCE	17,585	7,049	30,000	22,951	4,671	18,280	39.1 %	

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	8,701	21,780	13,079	293	12,786	41.3 %	
4041	EQUIPMENT HIRE	2,287	2,053	3,650	1,597	225	1,372	62.4 %	
4042	EQUIPMENT MAINT'CE	9,241	14,121	19,200	5,079	1,363	3,715	80.6 %	
4043	VEHICLE RUNNING COST	14,435	9,860	13,500	3,640	-443	4,084	69.7 %	
4044	PERFORMING RIGHTS	1,021	1,198	750	-448	78	-527	170.2 %	Increased broadcasting
4045	IT MAINTENANCE/SUPPORT	7,959	7,557	12,000	4,443		4,443	63.0 %	
4046	EQUIPMENT PURCHASE	7,247	7,675	10,500	2,825	-1,042	3,867	63.2 %	
4047	GENWKS MGRS BUDGET	532	937	3,000	2,063		2,063	31.2 %	
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	3,655	1,800	-1,855		-1,855	203.0 %	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	22,298	15,250	-7,048	32	-7,079	146.4 %	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	11,993	11,180	-813	1,375	-2,188	119.6 %	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	2,847	5,000	2,153		2,153	56.9 %	
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 1
4093	TH MANAGER'S BUDGET	717	808	1,500	692	-8	700	53.4 %	
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	682	0	-682		-682	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	2,754	-1,073	111.9 %	
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 %	
	Total OverHead	1,295,110	1,188,787	1,498,514	309,727	11,915	297,812	80.1 %	

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	7,741	8,017	15,000	6,983	5,658	1,325	91.2 %	
3002	COST OF SALES-FOOD	301	72	100	28	-35	63	36.7 %	
3011	BAR SUPPLIES	514	500	500	0	-4	4	99.3 %	
3020	Purchase Promotional Material	2,162	150	0	-150	1,900	-2,050	0.0 %	
3999	Stock Movement	1,526	0	0	0		0	0.0 %	
	Total Direct	12,243	8,738	15,600	6,862	7,519	-658	104.2 %	
Income Detail		Actual Last	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
1000	INTERMENTS	28,703	19,927	25,000	-5,073			79.7 %	
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	432,042	453,411	-21,369			95.3 %	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	60,850	73,250	-12,400			83.1 %	
1021	EQUIPMENT HIRE INC	1,193	1,346	550	796			244.7 %	
1022	FORFEITED DEPOSITS	2,569	1,546	0	1,546			0.0 %	
1023	TH KITCHEN LETTING INCOME	0	1,024	0	1,024			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	345,115	420,000	-74,885			82.2 %	
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	3,021	2,000	1,021			151.0 %	Budget/process under review on rec. of Internal Auditor
1044	MARKET LOCK-UPS	34,105	30,580	28,000	2,580			109.2 %	Invoiced monthly in advance
1045	MARKET CARRIER BAGS	701	571	1,000	-429			57.1 %	
1050	CAR PARK FEES	33,996	33,240	34,500	-1,260			96.3 %	
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	14,682	23,855	-9,173			61.5 %	
1081	Garden Festival Income	3,272	1,747	3,300	-1,554			52.9 %	
1082	DEPOT SEAT INCOME	1,000	417	1,500	-1,083			27.8 %	
1090	INTEREST RECEIVED	7,937	9,515	5,000	4,515			190.3 %	
1100	BAR SALES	22,917	20,478	25,000	-4,522			81.9 %	
1120	FOOD SALES	623	723	100	623			722.7 %	
1130	Bar Extension & Licences	500	767	200	567			383.3 %	
	Total Income	1,706,238	1,602,280	2,198,754	-596,474			72.9 %	

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

Year to 31st January 2017 = 83.33%

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 PROVI	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	0	16,100	16,100		16,100	0.0 %	
4812	CAP Duke St Repointing etc	713	0	120,000	120,000	3,610	116,390	3.0 %	
4813	CAP Abbey Walk resurfacing etc	0	7,857	50,000	42,143		42,143	15.7 %	
4815	CAP NEW PLANT & VEHICLES	0	4,750	0	-4,750		-4,750	0.0 %	
4821	CAP Rundle Room Refurbishment	0	0	20,000	20,000	2,995	17,005	15.0 %	
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	24,567	80,300	55,733	2,000	53,733	33.1 %	
4827	CAP - Guildhall Sinking Fund	0	12,750	12,750	0		0	100.0 %	
	Total OverHead	136,750	185,528	1,426,282	1,240,754	8,605	1,232,149	13.6 %	

