

Tavistock Town Council  
Budget Monitoring Report 29th February 2024

Year to 29th February 2024 = 91.67% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent
<b>Total Income *</b>	£ 1,999,534	£ 2,189,407	£ 2,248,336	£ 58,931	£ -	£ -	97%
<b>Total Expenditure</b>	£ 2,081,048	£ 2,515,947	£ 2,248,336	-£ 267,610	£ 119,389	-£ 387,000	112%
<b>Net Expenditure over Income</b>	-£ 81,514	-£ 326,540	£ -	£ 326,541	-£ 119,389	£ 387,000	

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	25,407	30,000	4,593			84.70%	
1010	RENT RECEIVED - INVOICE	434,079	455,666	457,319	1,653			99.60%	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	102,837	105,500	2,663			97.50%	
1021	EQUIPMENT HIRE INC	1,579	2,744	2,000	-744			137.20%	
1022	FORFEITED DEPOSITS	6086	2193	0	-2193			0.00%	
1023	TH KITCHEN LETTING INCOME	2,659	3,217	4,000	783			80.40%	
1033	CIVIC BALL INCOME	3,073	1808	3,250	1,442			55.60%	
1034	MAYOR'S FUNDRAISING	912	1420	0	-1420			0.00%	
1040	MARKET TOLLS	354,319	350,118	410,700	60,582			85.20%	Daily/weekly/monthly - note Jan-Feb reduction
1041	ELECTRICITY RECOVERY	410	870	750	-120			115.90%	Increased unit rates
1043	MARKET STORAGE	6,133	5,165	5,000	-165			103.30%	
1044	MARKET LOCK-UPS - INVOICE	35,825	28,620	31,000	2,380			92.30%	
1045	MARKET CARRIER BAGS	78	0	100	100			0.00%	
1046	WATER RATES RECOVERY	100	180	240	60			75.00%	
1050	CAR PARK FEES	25,562	35,852	21,500	-14,352			166.80%	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	25	0	-25			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	27437	86,997	59,560			31.50%	EA grant for Market Road wall repairs and Monitoring Station
1078	DONATIONS RECEIVED	0	6141	0	-6,141			0.00%	Tavistock Museum Trust Donation plus GH Donations
1080	MISC INCOME	20117	19070	11510	-7560			165.70%	Additional Income received from recharges
1081	Garden Festival Income	5,299	3199	3,500	301			91.40%	
1082	DEPOT SEAT INCOME	600	2059	0	-2059			0.00%	
1090	INTEREST RECEIVED	27,120	60,872	35,000	-25,872			173.90%	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	21838	20000	-1838			109.20%	
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	950	0	-950			0.00%	
	<b>Total Income</b>	<b>1,999,534</b>	<b>2,189,407</b>	<b>2,248,336</b>	<b>58,931</b>	<b>0</b>	<b>0</b>	<b>97%</b>	

\* 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	7,233	8,000	767		767	90.40%	
3002	COST OF SALES-FOOD	87	124	0	-124		-124	0.00%	

3011	BAR SUPPLIES	832	964	1,000	36		36	96.40%	
	<b>Total Direct</b>	<b>6,162</b>	<b>8,321</b>	<b>9,000</b>	<b>679</b>	<b>0</b>	<b>679</b>	92%	

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	850,312	975,418	125,106		125,106	87.20%	Reduced staffing levels (now full estb't) (+4005=IRO 88.56% Actual)
4004	WAGES	12,083	8,843	4,000	-4,843		-4,843	221.10%	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	2597	3,000	403	303	100	96.70%	GH uniforms
4007	CONFERENCES/MEETINGS	3,296	2552	4,000	1,448		1,448	63.80%	
4008	COURSES/TRAINING	7,296	10,104	15,000	4,896	310	4,586	69.40%	Depot training. Some training not currently available.
4009	TRAVEL	1,337	499	1,750	1,251		1,251	28.50%	
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	5,325	13,850	8,525		8,525	38.40%	Periodic Billing
4014	ELECTRICITY	55,034	59,510	97,020	37,510		37,510	61.30%	Periodic Billing
4015	GAS	25,359	21,533	93,800	72,267		72,267	23.00%	Periodic Billing and seasonal useage
4016	CLEANING AND RUBBISH	54,311	44,973	57,600	12,627	88	12,539	78.20%	Committed (Sparlings) then drawn down
4017	Licence - PC Software	3,793	4,330	4,500	170		170	96.20%	Annual Licences received at the beginning of the Financial Year
4020	MISC EXPENSES	27,902	17427	11,350	-6,077		-6,077	153.50%	Primarily Goose Fair
4021	Tel. Calls/Service & Broadband	11,988	11,978	12,850	872	225	647	95.00%	
4022	POSTAGE	2,715	2337	3,500	1,163		1,163	66.80%	
4023	STATIONERY/PRINTING	2,488	2356	2,900	544	231	314	89.20%	
4024	SUBSCRIPTIONS	4,095	5,552	4,470	-1,082		-1,082	124.20%	Typically annual - differing invoice dates
4025	INSURANCE	74,031	80,607	85,000	4,393		4,393	94.80%	Annual invoices received in April. Event insurances adhoc
4027	Photocopier hire and usage	6,338	4991	6,550	1,559		1,559	76.20%	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	624	3,500	2,876		2,876	17.80%	
4031	OTHER ADVERTISING	12,796	13,379	22,002	8,623	1400	7,223	67.20%	
4032	WEBSITE DESIGN/M'TCE	330	260	600	340	75	265	55.80%	
4033	CIVIC BALL EXPENDTRE	5,515	3,495	4,250	755	3120	-2,365	155.60%	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	59,371	68,748	9,377	7,916	1,461	97.90%	Residual works - under review + council transfer addnl £15k
4037	GROUNDS MAINTENANCE	12,665	15974	35,000	19,026	4,534	14,491	58.60%	
4038	CONTRACT MAINTENANCE	24,768	23,257	32,350	9,093	1,078	8,015	75.20%	Typically annual - differing invoice dates
4041	EQUIPMENT HIRE	1,585	1676	1,800	124		124	93.10%	
4042	EQUIPMENT MAINT'CE	6,237	5,903	21,170	15,267	2680	12,587	40.50%	
4043	VEHICLE RUNNING COST	19,871	14,175	18,750	4,575	481	4,094	78.20%	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	IT MAINTENANCE/SUPPORT	12,594	12,045	16,100	4,055		4,055	74.80%	
4046	EQUIPMENT PURCHASE	8,084	9,235	15,000	5,765	3,592	2,172	85.50%	
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	2,307	9,500	7,193		7,193	24.30%	Invoicing typically at Year End
4051	BANK CHARGES	5,472	3,319	5,500	2,181		2,181	60.40%	
4053	LOAN INTEREST	21,429	12,785	20,162	7,377		7,377	63.40%	Periodic invoicing
4054	LOAN CAPITAL REPAID	42,564	32833	42,832	9,999		9,999	76.70%	Periodic invoicing
4055	Professional Fees (other)	680	0	2,500	2,500		2,500	0.00%	
4056	LEGAL EXPENSES	24,097	26,663	30,000	3,338	4700	-1,363	104.50%	Additional activity + provider change over

4057	AUDIT FEES	4,514	510	4,900	4,390		4,390	10.40%	External audit = annual accrual = £2,100 22-23
4058	Professional Fees - Properties	12,676	10,735	12,000	1,265		1,265	89.50%	Increased activity
4059	ACCOUNTANCY FEES	3,400	3,951	5,500	1,549	2877	-1,328	124.10%	
4062	MAYORS ALLCE	2,000	2000	2,000	0		0	100.00%	
4063	Civic/Ceremonial Expenses	3,737	3261	5,000	1,739	510	1,229	75.40%	
4064	TWINNING EXPENSES	250	250	250	0		0	100.00%	

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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	0	2,500	2,500	1908	592	76.30%	
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	0	400	400		400	0.00%	
4092	TOILET CLEANING CONT (WDBC)	9,258	1000	1,000	0		0	100.00%	
4093	TH MANAGER'S BUDGET	843	363	1,500	1,137	4	1,134	24.40%	
4094	MARKET REEVE BUDGET	1,101	781	1,500	719	565	155	89.70%	
4096	CLLRS ALLOWANCE	10,469	8563	14,500	5,937		5,937	59.10%	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	13,748	6,000	-7,748	650	-8,398	240.00%	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	892	1,500	608		608	59.50%	
4117	TOWN CLOCK	1,110	195	1,500	1,305	726	579	61.40%	
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	912	1,270	0	-1,270		-1,270	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	10526	1656	-8870	0	-8,870	635.70%	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
	<b>Total Overhead</b>	<b>1,623,885</b>	<b>1,618,068</b>	<b>2,081,407</b>	<b>463,340</b>	<b>37,973</b>	<b>425,367</b>	<b>78%</b>	

