

Tavistock Town Council  
Budget Monitoring Report 30th November 2023

Year to 30th November 2023 = 66.67% of year

		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent	
	<b>Total Expenditure</b>	£ 1,630,047	£ 1,210,705	£ 2,090,407	£ 879,705	£ 59,883	£ 819,824	58%	
	<b>Total Income *</b>	£ 1,999,534	£ 1,895,645	£ 2,248,336	£ 352,693	£ -	£ -	84%	
	<b>Net Expenditure over Income</b>	£ 369,487	£ 684,940	£ 157,929	£ 527,012				
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	5,882	8,000	2,118		2,118	73.50%	
3002	COST OF SALES-FOOD	87	124	0	-124		-124	0.00%	
3011	BAR SUPPLIES	832	759	1,000	241		241	75.90%	
	<b>Total Direct</b>	<b>6,162</b>	<b>6,765</b>	<b>9,000</b>	<b>2,235</b>	<b>0</b>	<b>2,235</b>	<b>75%</b>	
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	612,559	975,418	362,859		362,859	62.80%	Reduced staffing levels (+4005=IRO 63.85% Actual)
4004	WAGES	12,083	7,301	4,000	-3,301		-3,301	182.50%	Casual staff/increasing events
4005	Temporary/Agency Staff	67,296	10,208	0	-10,208		-10,208	0.00%	see 4001 above
4006	PROTECTIVE CLOTHING/UNIFORMS	3,376	2342	3,000	658		658	78.10%	GH uniforms
4007	CONFERENCES/MEETINGS	3,296	2170	4,000	1,830		1,830	54.20%	
4008	COURSES/TRAINING	7,296	6,242	15,000	8,758	395	8,363	44.20%	Depot training
4009	TRAVEL	1,337	559	1,750	1,191		1,191	31.90%	
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. Adjustment for GH expected post October
4012	WATER RATES	4,069	4,130	13,850	9,720		9,720	29.80%	Periodic Billing
4014	ELECTRICITY	55,034	36,337	97,020	60,683		60,683	37.50%	Periodic Billing
4015	GAS	25,359	9,038	93,800	84,762		84,762	9.60%	Periodic Billing and seasonal usage
4016	CLEANING AND RUBBISH	54,311	22,876	57,600	34,724	15,244	19,480	66.20%	Committed (Sparlings) then drawn down
4017	Licence - PC Software	3,793	3,601	4,500	899		899	80.00%	Annual Licences received at the beginning of the Financial Year
4020	MISC EXPENSES	27,902	16745	11,350	-5,395	131	-5,526	148.70%	
4021	Tel. Calls/Service & Broadband	11,988	8,491	12,850	4,359	338	4,021	68.70%	
4022	POSTAGE	2,715	1712	3,500	1,788		1,788	48.90%	
4023	STATIONERY/PRINTING	2,488	1610	2,900	1,290		1,290	55.50%	
4024	SUBSCRIPTIONS	4,095	4,907	4,470	-437		-437	109.80%	Typically annual - differing invoice dates
4025	INSURANCE	74,031	80,544	85,000	4,456		4,456	94.80%	Annual invoices received in April. Event insurances adhoc
4027	Photocopier hire and usage	6,338	3318	6,550	3,232		3,232	50.70%	Paid quarterly in advance
4028	REGALIA	0	0	250	250		250	0.00%	
4029	TOWN ADVERTISING	2,136	771	4,000	3,230		3,230	19.30%	Demand dependant
4030	RECRUITMENT ADVTG	2,002	442	3,500	3,058		3,058	12.60%	
4031	OTHER ADVERTISING	12,796	9,180	22,000	12,820	811	12,009	45.40%	
4032	WEBSITE DESIGN/M'TCE	330	260	600	340	75	265	55.80%	
4033	CIVIC BALL EXPENDTRE	5,515	2,305	4,250	1,945		1,945	54.20%	2023 evt costs inc. in 23/24 budget due to timing
4034	PUBLIC RELATIONS	0	0	1,500	1,500		1,500	0.00%	
4036	PROPERTY MAINTENANCE	52,710	41,919	68,750	26,831	27,462	-630	100.90%	Residual works - under review
4037	GROUNDS MAINTENANCE	12,665	12546	35,000	22,454	1,370	21,084	39.80%	
4038	CONTRACT MAINTENANCE	24,768	22,192	32,350	10,159	1,849	8,310	74.30%	Typically annual - differing invoice dates
4041	EQUIPMENT HIRE	1,585	1150	1,800	650		650	63.90%	
4042	EQUIPMENT MAINT'CE	6,237	3,384	21,170	17,786	697	17,090	19.30%	
4043	VEHICLE RUNNING COST	19,871	11,963	18,750	6,787	556	6,231	66.80%	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	8,645	16,100	7,455	40	7,415	53.90%	
4046	EQUIPMENT PURCHASE	8,084	7,331	15,000	7,669	29	7,640	49.10%	
4047	GEN\WKS MGRS BUDGET	890	842	3,000	2,158		2,158	28.10%	
Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4048	PARK & RIDE EXPEND	11,910	10289	12,500	2,211		2,211	82.30%	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%	
4051	BANK CHARGES	5,472	3,087	5,500	2,413		2,413	56.10%	
4053	LOAN INTEREST	21,429	8,515	20,162	11,647		11,647	42.20%	Periodic invoicing
4054	LOAN CAPITAL REPAID	42,564	26478	42,832	16,354		16,354	61.80%	Periodic invoicing
4055	Professional Fees (other)	680	0	2,500	2,500		2,500	0.00%	
4056	LEGAL EXPENSES	24,097	12,926	30,000	17,075	4700	12,375	58.80%	
4057	AUDIT FEES	4,514	-50	4,900	4,950		4,950	-1.00%	
4058	Professional Fees - Properties	12,676	7,810	12,000	4,190		4,190	65.10%	
4059	ACCOUNTANCY FEES	3,400	3,951	5,500	1,549	1035	514	90.70%	
4062	MAYORS ALLCE	2,000	2000	2,000	0		0	100.00%	
4063	Civic/Ceremonial Expenses	3,737	2458	5,000	2,542		2,542	49.20%	
4064	TWINNING EXPENSES	250	250	250	0		0	100.00%	
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		2,500	0.00%	
4076	TOWN SIGNS	0	0	1,000	1,000		1,000	0.00%	
4078	Localism	147	0	19,619	19,619		19,619	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	0	1,000	1,000		1,000	0.00%	
4093	TH MANAGER'S BUDGET	843	93	1,500	1,407		1,407	6.20%	
4094	MARKET REEVE BUDGET	1,101	573	1,500	927		927	38.20%	
4096	CLLR ALLOWANCE	10,469	5719	14,500	8,781		8,781	39.40%	
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	6,951	6,000	-951	5,151	-6,102	201.70%	Adjustments pending
4112	TOWN CLERK'S BUDGET	413	144	1,500	1,356		1,356	9.60%	
4114	ASST TC BUDGET	1,149	295	1,500	1,205		1,205	19.60%	
4117	TOWN CLOCK	1,110	195	1,500	1,305		1,305	13.00%	
4120	EX WDBC PUBLIC TOILETS	0	0	26,000	26,000		26,000	0.00%	Negotiations on-going
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	4406	381	-4025		-4,025	1156.50%	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>1,203,940</b>	<b>2,081,407</b>	<b>877,470</b>	<b>59,883</b>	<b>817,589</b>	<b>58%</b>	

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	16,887	30,000	13,113			56.30%	
1010	RENT RECEIVED - INVOICE	434,079	342,775	457,319	114,544			75.00%	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	83,973	105,500	21,527			79.60%	
1021	EQUIPMENT HIRE INC	1,579	2,276	2,000	-276			113.80%	
1022	FORFEITED DEPOSITS	6086	1789	0	-1789			0.00%	
1023	TH KITCHEN LETTING INCOME	2,659	2,962	4,000	1,038			74.10%	
1033	CIVIC BALL INCOME	3,073	833	3,250	2,417			25.60%	
1034	MAYOR'S FUNDRAISING	912	1270	0	-1270			0.00%	
1040	MARKET TOLLS	354,319	262,684	410,700	148,016			64.00%	Daily/weekly/monthly - note Jan-Feb reduction
1041	ELECTRICITY RECOVERY	410	749	750	1			99.80%	Increased unit rates
1043	MARKET STORAGE	6,133	3,603	5,000	1398			72.00%	
1044	MARKET LOCK-UPS - INVOICE	35,825	21,240	31,000	9,760			68.50%	
1045	MARKET CARRIER BAGS	78	0	100	100			0.00%	
1046	WATER RATES RECOVERY	100	120	240	120			50.00%	
1050	CAR PARK FEES	25,562	22,846	21,500	-1,346			106.30%	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	211	3000	2789			7.00%	
1072	Grant ACE Jubilee Funding	7,722	0	0	0			0.00%	
1076	PRECEPT	852,554	968870	968870	0			100.00%	EA grant for Market Road wall repairs and Monitoring Station
1077	GRANTS RECEIVED	20,000	27437	86,997	59,560			31.50%	
1078	DONATIONS RECEIVED	0	6071	0	-6,071			0.00%	Tavistock Museum Trust Donation
1080	MISC INCOME	20117	6742	11510	4768			58.60%	
1081	Garden Festival Income	5,299	2243	3,500	1,257			64.10%	
1082	DEPOT SEAT INCOME	600	739	0	-739			0.00%	
1090	INTEREST RECEIVED	27,120	41,314	35,000	-6,314			118.00%	higher interest rates/extended project completions
1091	NEIGHBOURHOOD DEVELOPMENT	4684	9900	0	-9900			0.00%	Grant of £9,900 received - refer to 4178 NDP above
1100	BAR SALES	12951	17278	20000	2722			86.40%	
1120	FOOD SALES	113	563	0	-563			0.00%	
1130	Bar Extension & Licences	600	300	800	500			37.50%	
1175	PROCEEDS OF ASSET DISPOSALS	0	950	0	-950			0.00%	
	<b>Total Income</b>	<b>1,999,534</b>	<b>1,895,645</b>	<b>2,248,336</b>	<b>352,693</b>	<b>0</b>	<b>0</b>	<b>84%</b>	

\* Please note income shown represents income invoiced not necessarily received.