

Tavistock Town Council
Budget Monitoring Report 30th November 2019

Year to 30th November 2019 = 66.67% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Total Expenditure	£ 1,506,738	£ 1,039,789	£ 1,657,087	£ 617,298	£ 36,661	£ 580,637	65.00%
Total Income	£ 1,755,699	£ 1,513,709	£ 3,092,046	£ 1,578,337			49.00%
Net Expenditure over Income	£ 248,961	£ 473,920	£ 1,434,959	-£ 961,039			

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4001 SALARIES	704322	491997	777310	285313		285313	63.3%	All employees paid monthly
4003 Pension Added Years	0	890	900	10		10	98.9%	
4004 WAGES	32836	8390	30000	21610		21610	28.0%	Casuals paid weekly
4005 Temporary/Agency Staff	20607	6780	1000	(5,780)		(5,780)	678.0%	Reflects interim office arrangements
4006 PROTECTIVE CLOTHING/UNIFORMS	2676	2739	3000	261	212	49	98.4%	
4007 CONFERENCES/MEETINGS	1686	2631	5500	2869	980	1889	65.7%	
4008 COURSES/TRAINING	7271	9102	17700	8598	216	8382	52.6%	New Council year
4009 TRAVEL	1675	682	2550	1868		1868	26.8%	
4010 MISC STAFF COSTS	99	1100	200	(900)		(900)	550.0%	
4011 RATES	75969	93407	108760	15353		15353	85.9%	Invoiced annually. MOC under review.
4012 WATER RATES	6696	4103	9650	5547		5547	42.5%	Function of season & billing
4014 ELECTRICITY	30413	18168	55180	37012		37012	32.9%	Function of season & billing
4015 GAS	21121	9394	25320	15926		15926	37.1%	Function of season & billing
4016 CLEANING AND RUBBISH	41306	25941	51200	25259	4415	20844	59.3%	Reflects committed spend
4017 License - PC Software	3463	2689	4050	1361		1361	66.4%	
4020 MISC EXPENSES	22332	13755	21150	7395	6148	1247	94.1%	
4021 Tel. Calls/Service & Broadband	9973	7597	10600	3003	30	2973	72.0%	New committed spend (BH)
4022 POSTAGE	2896	2268	3100	832	300	532	82.8%	Periodic top ups
4023 STATIONERY/PRINTING	4566	2898	5650	2752	6	2746	51.4%	
4024 SUBSCRIPTIONS	3390	3103	3630	527		527	85.5%	
4025 INSURANCE	25188	24518	26000	1482		1482	94.3%	Invoiced annually. Will increase re works
4027 Photocopier hire and usage	6486	3323	7000	3677		3677	47.5%	
4028 REGALIA	0	0	500	500		500	0.0%	
4029 TOWN ADVERTISING	3342	1938	5350	3413		3413	36.2%	Under review
4030 RECRUITMENT ADVTG	1845	1147	1750	603	29	574	67.2%	
4031 OTHER ADVERTISING	21288	11538	24721	13183	1649	11534	53.3%	Some advertising purchased annually
4032 WEBSITE DESIGN/MTCE	760	670	600	(70)		(70)	111.7%	
4033 CIVIC BALL EXPENDTRE	6473	211	3500	3289		3289	6.0%	
4034 PUBLIC RELATIONS	0	0	2500	2500		2500	0.0%	
4036 PROPERTY MAINTENANCE	35169	76089	93935	17846	3608	14238	84.8%	PMKT(Glass film/drainage), Chamber window
4037 GROUNDS MAINTENANCE	15877	9866	21716	11850	3238	8612	60.3%	
4038 CONTRACT MAINTENANCE	18308	14196	24600	10404	4045	6359	74.1%	Some annual or periodic
4041 EQUIPMENT HIRE	1174	1093	2900	1807		1807	37.7%	
4042 EQUIPMENT MAINT'CE	15760	13228	21850	8622	595	8026	63.3%	Emergency lift repairs
4043 VEHICLE RUNNING COST	16307	12336	15500	3164	268	2896	81.3%	Ageing fleet
4044 PERFORMING RIGHTS	860	4642	1750	(2,892)		(2,892)	265.3%	

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes	Agenda item
4045	IT MAINTENANCE/SUPPORT	11013	8876	10800	1924	300	1624	85.0%	Increased hosting charge	
4046	EQUIPMENT PURCHASE	12655	10606	13500	2894	794	2100	84.4%	New marquees	
4047	GENWKS MGRS BUDGET	3572	502	4000	3498		3498	12.6%		
4048	PARK & RIDE EXPEND	9826	10031	11500	1469		1469	87.2%	Annual spend	
4050	POOP SCOOP	5477	1734	5500	3766		3766	31.5%		
4051	BANK CHARGES	3380	2924	4000	1076		1076	73.1%		
4053	LOAN INTEREST	17061	8059	15730	7671		7671	51.2%		
4054	LOAN CAPITAL REPAID	40333	21853	31853	10000		10000	68.6%	Variable repayment dates	
4055	Professional Fees (other)	2659	3785	4500	715	6720	(6,005)	233.4%	Committed spend miscoded	
4056	LEGAL EXPENSES	61286	19109	24700	5591		5591	77.4%	Non standard work, invoices in process	
4057	AUDIT FEES	4787	776	5430	4654		4654	14.3%		
4058	Professional Fees - Properties	14225	13882	11180	(2,702)		(2,702)	124.2%	Work turnover	
4059	ACCOUNTANCY FEES	6188	3111	5000	1889		1889	62.2%		
4062	MAYORS ALLCE	2000	2000	2000	0		0	100.0%	Paid 1/2 yearly	
4063	Civic/Ceremonial Expenses	3459	3408	5000	1592		1592	68.2%		
4064	TWINNING EXPENSES	237	242	250	8		8	96.7%	Recent event	
4065	ELECTIONS	5139	6402	6000	(402)		(402)	106.7%		
4067	COMMUNITY GRANTS	13700	11950	25000	13050		13050	47.8%	Reflects last grant round	
4073	PATHS MAINTENANCE	1642	159	2500	2341		2341	6.4%		
4076	TOWN SIGNS	0	0	1200	1200		1200	0.0%		
4089	H R & H & S SUPPORT	3776	0	2000	2000		2000	0.0%	J Eval'n review underway	
4091	TOWN HALL ENTERTAINERS	420	0	600	600		600	0.0%		
4092	TOILET CLEANING CONT (WDBC)	6613	0	7000	7000		7000	0.0%		
4093	TH MANAGER'S BUDGET	898	628	1500	872		872	41.9%		
4094	MARKET REEVE BUDGET	1668	183	1500	1317	9	1308	12.8%		
4095	MUSEUM GRANT	11300	0	14300	14300		14300	0.0%		
4096	CLLRS ALLOWANCE	5655	5874	8687	2814		2814	67.6%		
4097	Cllr IT Allowance	0	733	1000	267		267	73.3%	Start year takeup	
4099	THT GRANT	2500	0	4000	4000		4000	0.0%	Provision for loss of rent (Ct Gate)	
4102	ANCIENT MONUMENTS	587	35	1000	965		965	3.5%		
4108	CHRISTMAS LIGHTS	3877	1707	6000	4293		4293	28.4%		
4112	TOWN CLERK'S BUDGET	1113	15	1500	1485		1485	1.0%		
4114	ASST TC BUDGET	515	163	1500	1337	437	901	40.0%		
4117	TOWN CLOCK	0	1245	1500	255		255	83.0%		
4119	MDO MGRS BUDGET	0	92	1500	1408	9	1399	6.7%		
4134	MAYORS F'RAISING DON'N	1075	1632	0	(1,632)		(1,632)	0.0%		
4135	TOWN CRIER EXPENSES	35	35	35	0		0	100.0%		
4136	TOWN HALL EVENTS COSTS	0	7325	1500	(5,825)		(5,825)	488.4%		
4178	Neighbourhood Plan	0	0	5000	5000		5000	0.0%		
4201	Bad Debts Written Off	606	0	0	0		0	0.0%		
4501	TTC Cont'n to THI Projects	68815	0	0	0		0	0.0%		
	Total Overhead	1490225	1031505	1640387	608882	34007	574875	65.0%		

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	14941	7306	16000	8694	974	7720	51.8%	
3002	COST OF SALES-FOOD	575	12	0	(12)		(12)	0.0%	
3011	BAR SUPPLIES	847	665	700	35		35	95.0%	
3020	Purchase Promotional Material	150	300	0	(300)	1680	(1,980)	0.0%	
	Total Direct Expenditure	16513	8284	16700	8416	2654	5762	65.5%	
Income Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Rec'd	Notes
1000	INTERMENTS	28015	14315	30000	15685			47.70%	
1010	RENT RECEIVED	453815	326705	468011	141306			69.80%	
1011	INSURANCE RECHARGED	2200	2100	2150	50			97.70%	
1015	TICKET SALES	678	0	0	0			0.00%	
1020	LETTING INCOME	67611	55332	79000	23668			70.00%	
1021	EQUIPMENT HIRE INC	2185	1441	917	-524			157.10%	
1022	FORFEITED DEPOSITS	768	125	0	-125			0.00%	
1023	TH KITCHEN LETTING INCOME	5325	2689	6000	3311			44.80%	
1033	CIVIC BALL INCOME	4178	24	2500	2476			1.00%	
1034	MAYOR'S FUNDRAISING	1113	1875	0	-1,875			0.00%	
1040	MARKET TOLLS	340460	261147	390500	129353			66.90%	Full delivery post works
1041	ELECTRICITY RECOVERY	1088	483	1150	667			42.00%	
1043	MARKET STORAGE	4493	3040	5000	1960			60.80%	
1044	MARKET LOCK-UPS	26175	25020	33500	8480			74.70%	
1045	MARKET CARRIER BAGS	1003	708	500	-208			141.70%	
1050	CAR PARK FEES	33962	23902	25000	1098			95.60%	
1060	GOOSE FAIR INCOME	45826	41674	41500	-174			100.40%	
1061	PARK & RIDE INCOME	8125	5081	7250	2169			70.10%	
1068	Legal Fees Recovered	687	1900	0	-1,900			0.00%	
1071	STAFF COSTS RECOVERED	1879	873	250	-623			349.20%	
1072	Grant Funding -WHS G'hll Proj	17679	54985	877800	822815			6.30%	
1073	GRANT FUNDING HLF	4870	0	0	0			0.00%	
1075	PRECEPT SUPPORT GRANT	29179	26670	26670	0			100.00%	Withdrawn by WDBC in future
1076	PRECEPT	590814	629910	629895	-15			100.00%	Received 1/2 yearly
1079	LOAN PROCEEDS	0	0	400000	400000			0.00%	Consent to borrow awaited
1080	MISC INCOME	20108	5418	6953	1535			77.90%	
1081	Garden Festival Income	3053	1098	3000	1902			36.60%	
1082	DEPOT SEAT INCOME	1958	-500	1500	2000			-33.30%	
1087	Grounds Mtc Contract - WDBC	9000	0	9000	9000			0.00%	
1088	Play Park Inspections	350	0	0	0			0.00%	
1089	Partnership Funding	0	7417	0	-7,417			0.00%	
1090	INTEREST RECEIVED	6266	2256	3000	744			75.20%	
1100	BAR SALES	41639	17743	40000	22257			44.40%	
1120	FOOD SALES	98	80	0	-80			0.00%	
1130	Bar Extension & Licences	1100	200	1000	800			20.00%	
	Total Income	1755699	1513709	3092046	1578337			49.00%	

Tavistock Town Council
Capital Project Budget Monitoring Report 30th November 2019

Current Budget = £1,939,002
 Year to 30th November 2019 = 66.67% of year

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4800 ROLLING CAPITAL FUND PROVISION	215000	60000	60000	0		0	100.0%	
4810 CAP Relocation of Works Depot	69537	0	0	0		0	0.0%	Complete
4811 CAP Council ICT Infrastructure	0	0	6747	6747		6747	0.0%	
4812 CAP Duke St Repointing etc	3680	0	0	0		0	0.0%	Complete
4823 CAP Guildhall Refurbishment	0	0	0	0	18000	(18,000)	0.0%	Heritage Consulting PO a/c code error at point of PO issue
4825 CAP - THI PROPERTIES SINKING F	27500	27500	27500	0		0	100.0%	
4826 CAP G'hall Delivery Phase	110412	129533	1631666	1502133	14900	1487232	8.9%	
4827 CAP - Guildhall Sinking Fund	12750	12750	12750	0		0	100.0%	
4828 CAP -BUTCHERS HALL REFURB	27576	0	0	0		0	0.0%	Complete
4831 CAP- TH ROOF LEAKS	0	0	10000	10000		10000	0.0%	
4832 CAP-TENNIS COURT RESURFACING	20400	3600	4600	1000		1000	78.3%	Potential "Stage 2"
4833 CAP-PANNIER MARKET DRAINAGE	236	0	14764	14764		14764	0.0%	Complete
4834 CAP - Pannier Market Doors	101131	0	0	0		0	0.0%	
4835 CAP - Pannier Market Roof	0	38699	35975	(2,724)		(2,724)	107.6%	Complete
4836 CAP - PMK Lighting/Heating	75277	0	0	0		0	0.0%	Complete
4837 CAP - PMK Internal Units	62482	0	0	0		0	0.0%	Complete
4838 CAP - Meadows Resurfacing	0	0	10000	10000		10000	0.0%	
4839 CAP Play Park Resurfacing	47979	0	0	0		0	0.0%	Complete
4840 CAP Market Road Resurfacing	0	0	75000	75000		75000	0.0%	Provisional estimate
4841 CAP Guildhall/BCP Contingency	0	0	39797	39797		39797	0.0%	Provisional estimate
4842 CAP - PM Surround Addit'l	0	0	10203	10203		10203	0.0%	
4898 EXCEPTIONAL MAINTENANCE	8622	0	0	0		0	0.0%	
Total Expenditure	782583	272082	1939002	1666920	32900	1634020	15.7%	