

**Tavistock Town Council**  
**Budget Monitoring Report 31st May 2019**

Year to 31st May 2019 = 16.67% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b>Total Expenditure</b>	<b>£ 1,506,738</b>	<b>£ 345,498</b>	<b>£ 1,647,087</b>	<b>£ 1,301,589</b>	<b>£ 39,462</b>	<b>£ 1,262,126</b>	<b>23.4 %</b>
<b>Total Income</b>	<b>£ 1,755,699</b>	<b>£ 584,686</b>	<b>£ 1,814,246</b>	<b>-£ 1,229,560</b>			<b>32.2 %</b>
<b>Net Expenditure over Income</b>	<b>£ 248,961</b>	<b>£ 239,188</b>	<b>£ 167,159</b>	<b>£ 2,531,149</b>			

<b>Expenditure Detail</b>	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	704,322	117,961	777,310	659,349		659,349	15.2 %	All employees paid monthly
4003 Pension Added Years	0	890	900	10		10	98.9 %	
4004 WAGES	32,836	2,126	30,000	27,874		27,874	7.1 %	Casuals paid weekly
4005 Temporary/Agency Staff	20,607	3,834	1,000	-2,834		-2,834	383.4 %	Reflects interim office arrangements
4006 PROTECTIVE CLOTHING/UNIFORMS	2,676	698	3,000	2,302		2,302	23.3 %	
4007 CONFERENCES/MEETINGS	1,686	486	5,500	5,014	150	4,864	11.6 %	
4008 COURSES/TRAINING	7,271	1,927	17,700	15,773	243	15,530	12.3 %	New Council year
4009 TRAVEL	1,675	201	2,550	2,349		2,349	7.9 %	
4010 MISC STAFF COSTS	99	0	200	200		200	0.0 %	
4011 RATES	75,969	90,007	108,760	18,753		18,753	82.8 %	Invoiced annually. MOC under review.
4012 WATER RATES	6,696	1,787	9,650	7,863		7,863	18.5 %	
4014 ELECTRICITY	30,413	1,611	55,180	53,569		53,569	2.9 %	
4015 GAS	21,121	1,436	25,320	23,884		23,884	5.7 %	
4016 CLEANING AND RUBBISH	41,306	7,576	51,200	43,624	7,121	36,503	28.7 %	Reflects committed spend
4017 License - PC Software	3,463	0	4,050	4,050		4,050	0.0 %	
4020 MISC EXPENSES	22,332	720	21,150	20,430	25	20,405	3.5 %	
4021 Tel. Calls/Service & Broadband	9,973	1,542	10,600	9,058	403	8,654	18.4 %	New committed spend (BH)
4022 POSTAGE	2,896	308	3,100	2,792		2,792	10.0 %	Periodic top ups
4023 STATIONERY/PRINTING	4,566	578	5,650	5,072	11	5,061	10.4 %	
4024 SUBSCRIPTIONS	3,390	2,062	3,630	1,568		1,568	56.8 %	
4025 INSURANCE	25,188	24,252	26,000	1,748		1,748	93.3 %	Invoiced annually
4027 Photocopier hire and usage	6,486	0	7,000	7,000		7,000	0.0 %	
4028 REGALIA	0	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	3,342	566	5,350	4,785	1,058	3,727	30.3 %	Under review
4030 RECRUITMENT ADVTG	1,845	0	1,750	1,750		1,750	0.0 %	
4031 OTHER ADVERTISING	21,288	2,069	24,721	22,652	3,483	19,169	22.5 %	Some advertising purchased annually
4032 WEBSITE DESIGN/M'TCE	760	0	600	600		600	0.0 %	
4033 CIVIC BALL EXPENDTRE	6,473	0	3,500	3,500		3,500	0.0 %	
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	35,169	36,142	73,935	37,793	2,589	35,204	52.4 %	PMKT(Glass film/drainage), Chamber window
4037 GROUNDS MAINTENANCE	15,877	2,639	31,716	29,077	1,033	28,045	11.6 %	
4038 CONTRACT MAINTENANCE	18,308	4,947	24,600	19,653	5,136	14,516	41.0 %	Some annual or periodic
4041 EQUIPMENT HIRE	1,174	254	2,900	2,646		2,646	8.8 %	

<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>
4042 EQUIPMENT MAINT'CE	15,760	3,677	21,850	18,173	217	17,956	17.8 %	Emergency lift repairs
4043 VEHICLE RUNNING COST	16,307	1,718	15,500	13,782	894	12,888	16.9 %	
4044 PERFORMING RIGHTS	860	0	1,750	1,750		1,750	0.0 %	
4045 I T MAINTENANCE/SUPPORT	11,013	2,265	10,800	8,535		8,535	21.0 %	Increased hosting charge
4046 EQUIPMENT PURCHASE	12,655	1,020	13,500	12,480	6,745	5,735	57.5 %	New marquees
4047 GENWKS MGRS BUDGET	3,572	0	4,000	4,000		4,000	0.0 %	
4048 PARK & RIDE EXPEND	9,826	1,000	11,500	10,500		10,500	8.7 %	
4050 POOP SCOOP	5,477	867	5,500	4,633		4,633	15.8 %	
4051 BANK CHARGES	3,380	605	4,000	3,395		3,395	15.1 %	
4053 LOAN INTEREST	17,061	67	15,730	15,663		15,663	0.4 %	
4054 LOAN CAPITAL REPAID	40,333	5,174	31,853	26,679		26,679	16.2 %	
4055 Professional Fees (other)	2,659	0	4,500	4,500	8,400	-3,900	186.7 %	Committed spend miscoded
4056 LEGAL EXPENSES	61,286	9,290	24,700	15,410		15,410	37.6 %	Non standard work
4057 AUDIT FEES	4,787	-2,800	5,430	8,230		8,230	-51.6 %	
4058 Professional Fees - Properties	14,225	2,761	11,180	8,419	-200	8,619	22.9 %	Work turnover
4059 ACCOUNTANCY FEES	6,188	-1,468	5,000	6,468		6,468	-29.4 %	
4062 MAYORS ALLCE	2,000	1,000	2,000	1,000		1,000	50.0 %	Paid 1/2 yearly
4063 Civic/Ceremonial Expenses	3,459	1,025	5,000	3,975		3,975	20.5 %	
4064 TWINNING EXPENSES	237	242	250	8		8	96.7 %	Recent event
4065 ELECTIONS	5,139	0	6,000	6,000		6,000	0.0 %	
4067 COMMUNITY GRANTS	13,700	11,950	25,000	13,050		13,050	47.8 %	Reflects last grant round
4073 PATHS MAINTENANCE	1,642	0	2,500	2,500		2,500	0.0 %	
4076 TOWN SIGNS	0	0	1,200	1,200		1,200	0.0 %	
4089 H R & H & S SUPPORT	3,776	0	2,000	2,000		2,000	0.0 %	
4091 TOWN HALL ENTERTAINERS	420	0	600	600		600	0.0 %	
4092 TOILET CLEANING CONT (WDBC)	6,613	0	7,000	7,000		7,000	0.0 %	
4093 TH MANAGER'S BUDGET	898	83	1,500	1,418		1,418	5.5 %	
4094 MARKET REEVE BUDGET	1,668	7	1,500	1,493		1,493	0.5 %	
4095 MUSEUM GRANT	11,300	0	14,300	14,300		14,300	0.0 %	
4096 CLLRS ALLOWANCE	5,655	0	8,687	8,687		8,687	0.0 %	
4097 Cllr IT Allowance	0	733	1,000	267		267	73.3 %	Start year takeup
4099 THT GRANT	2,500	0	4,000	4,000		4,000	0.0 %	
4102 ANCIENT MONUMENTS	587	0	1,000	1,000		1,000	0.0 %	
4108 CHRISTMAS LIGHTS	3,877	0	6,000	6,000		6,000	0.0 %	
4112 TOWN CLERK'S BUDGET	1,113	0	1,500	1,500		1,500	0.0 %	
4114 ASST TC BUDGET	515	120	1,500	1,380		1,380	8.0 %	
4117 TOWN CLOCK	0	0	1,500	1,500		1,500	0.0 %	
4119 MDO MGRS BUDGET	0	0	1,500	1,500		1,500	0.0 %	
4134 MAYORS F'RAISING DON'N	1,075	1,632	0	-1,632		-1,632	0.0 %	
4135 TOWN CRIER EXPENSES	35	0	35	35		35	0.0 %	
4136 TOWN HALL EVENTS COSTS	0	0	1,500	1,500	2,005	-505	133.6 %	
4178 Neighbourhood Plan	0	0	5,000	5,000		5,000	0.0 %	
4201 Bad Debts Written Off	606	0	0	0		0	0.0 %	
4501 TTC Cont'n to THI Projects	68,815	-4,307	0	4,307		4,307	0.0 %	
<b>Total OverHead</b>	<b>1,490,225</b>	<b>343,281</b>	<b>1,630,387</b>	<b>1,287,106</b>	<b>39,312</b>	<b>1,247,794</b>	<b>23.5 %</b>	

<u>Expenditure Detail</u>	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
3001 COST OF SALES-DRINK	14,941	1,912	16,000	14,088		14,088	12.0 %	
3002 COST OF SALES-FOOD	575	0	0	0		0	0.0 %	
3011 BAR SUPPLIES	847	155	700	545		545	22.1 %	
3020 Purchase Promotional Material	150	150	0	-150	150	-300	0.0 %	
<b>Total Direct</b>	<b>16,513</b>	<b>2,217</b>	<b>16,700</b>	<b>14,483</b>	<b>150</b>	<b>14,333</b>	<b>14.2 %</b>	

<u>Income Detail</u>	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
1000 INTERMENTS	28,015	4,235	30,000	-25,765			14.1 %	
1010 RENT RECEIVED	453,815	111,712	468,011	-356,299			23.9 %	
1011 INSURANCE RECHARGED	2,200	1,600	2,150	-550			74.4 %	
1015 TICKET SALES	678	0	0	0			0.0 %	
1020 LETTING INCOME	67,611	10,063	79,000	-68,937			12.7 %	
1021 EQUIPMENT HIRE INC	2,185	175	917	-742			19.1 %	
1022 FORFEITED DEPOSITS	768	0	0	0			0.0 %	
1023 TH KITCHEN LETTING INCOME	5,325	677	6,000	-5,323			11.3 %	
1033 CIVIC BALL INCOME	4,178	24	2,500	-2,476			1.0 %	
1034 MAYOR'S FUNDRAISING	1,113	1,414	0	1,414			0.0 %	
1040 MARKET TOLLS	340,460	64,375	390,500	-326,125			16.5 %	
1041 ELECTRICITY RECOVERY	1,088	150	1,150	-1,000			13.0 %	
1043 MARKET STORAGE	4,493	738	5,000	-4,263			14.8 %	
1044 MARKET LOCK-UPS	26,175	8,340	33,500	-25,160			24.9 %	
1045 MARKET CARRIER BAGS	1,003	172	500	-328			34.4 %	
1050 CAR PARK FEES	33,962	8,242	25,000	-16,758			33.0 %	
1060 GOOSE FAIR INCOME	45,826	0	41,500	-41,500			0.0 %	
1061 PARK & RIDE INCOME	8,125	0	7,250	-7,250			0.0 %	
1068 Legal Fees Recovered	687	0	0	0			0.0 %	
1071 STAFF COSTS RECOVERED	1,879	63	250	-187			25.2 %	
1072 Grant Funding -WHS G'hll Proj	17,679	24,640	0	24,640			0.0 %	
1073 GRANT FUNDING HLF	4,870	0	0	0			0.0 %	
1075 PRECEPT SUPPORT GRANT	29,179	0	26,670	-26,670			0.0 %	
1076 PRECEPT	590,814	341,625	629,895	-288,270			54.2 %	Received 1/2 yearly
1080 MISC INCOME	20,108	104	6,953	-6,849			1.5 %	
1081 Garden Festival Income	3,053	1,098	3,000	-1,902			36.6 %	
1082 DEPOT SEAT INCOME	1,958	-500	1,500	-2,000			-33.3 %	
1087 Grounds Mtc Contract - WDBC	9,000	0	9,000	-9,000			0.0 %	
1088 Play Park Inspections	350	0	0	0			0.0 %	
1090 INTEREST RECEIVED	6,266	589	3,000	-2,411			19.6 %	
1100 BAR SALES	41,639	5,153	40,000	-34,847			12.9 %	
1120 FOOD SALES	98	0	0	0			0.0 %	
1130 Bar Extension & Licences	1,100	0	1,000	-1,000			0.0 %	
<b>Total Income</b>	<b>1,755,699</b>	<b>584,686</b>	<b>1,814,246</b>	<b>-1,229,560</b>			<b>32.2 %</b>	