

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

Year to 31st October 2019 = 58.33% 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>£ 927,470</b>	<b>£ 1,657,087</b>	<b>£ 729,617</b>	<b>£ 37,022</b>	<b>£ 692,595</b>	<b>58.2 %</b>
<b>Total Income</b>	<b>£ 1,755,699</b>	<b>£ 1,451,418</b>	<b>£ 3,092,046</b>	<b>-£ 1,640,628</b>			<b>46.9 %</b>
<b>Net Expenditure over Income</b>	<b>£ 248,961</b>	<b>£ 523,948</b>	<b>£ 1,434,959</b>	<b>£ 2,370,245</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	428,468	777,310	348,842		348,842	55.1 %	All employees paid monthly
4003 Pension Added Years	0	890	900	10		10	98.9 %	
4004 WAGES	32,836	8,093	30,000	21,907		21,907	27.0 %	Casuals paid weekly
4005 Temporary/Agency Staff	20,607	6,780	1,000	-5,780		-5,780	678.0 %	Reflects interim office arrangements
4006 PROTECTIVE CLOTHING/UNIFORM	2,676	2,567	3,000	433	37	396	86.8 %	
4007 CONFERENCES/MEETINGS	1,686	2,556	5,500	2,944	1,055	1,889	65.7 %	
4008 COURSES/TRAINING	7,271	8,472	17,700	9,228	108	9,120	48.5 %	New Council year
4009 TRAVEL	1,675	388	2,550	2,162		2,162	15.2 %	
4010 MISC STAFF COSTS	99	1,100	200	-900		-900	550.0 %	
4011 RATES	75,969	91,630	108,760	17,130		17,130	84.2 %	Invoiced annually. MOC under review.
4012 WATER RATES	6,696	2,871	9,650	6,779		6,779	29.8 %	Function of season & billing
4014 ELECTRICITY	30,413	15,272	55,180	39,908		39,908	27.7 %	Function of season & billing
4015 GAS	21,121	8,388	25,320	16,932		16,932	33.1 %	Function of season & billing
4016 CLEANING AND RUBBISH	41,306	23,587	51,200	27,613	4,635	22,978	55.1 %	Reflects committed spend
4017 License - PC Software	3,463	2,354	4,050	1,696		1,696	58.1 %	
4020 MISC EXPENSES	22,332	12,992	21,150	8,158	6,148	2,011	90.5 %	
4021 Tel. Calls/Service & Broadband	9,973	6,731	10,600	3,869	30	3,839	63.8 %	New committed spend (BH)
4022 POSTAGE	2,896	1,848	3,100	1,252		1,252	59.6 %	Periodic top ups
4023 STATIONERY/PRINTING	4,566	2,805	5,650	2,845		2,845	49.6 %	
4024 SUBSCRIPTIONS	3,390	2,767	3,630	863		863	76.2 %	
4025 INSURANCE	25,188	24,252	26,000	1,748		1,748	93.3 %	Invoiced annually. Will increase re works
4027 Photocopier hire and usage	6,486	3,323	7,000	3,677		3,677	47.5 %	
4028 REGALIA	0	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	3,342	1,663	5,350	3,688		3,688	31.1 %	Under review
4030 RECRUITMENT ADVTG	1,845	588	1,750	1,162	588	574	67.2 %	
4031 OTHER ADVERTISING	21,288	9,448	24,721	15,273	2,129	13,144	46.8 %	Some advertising purchased annually
4032 WEBSITE DESIGN/MTCE	760	190	600	410		410	31.7 %	
4033 CIVIC BALL EXPENDTRE	6,473	211	3,500	3,289		3,289	6.0 %	
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	35,169	70,740	93,935	23,195	1,950	21,245	77.4 %	PMKT(Glass film/drainage), Chamber window
4037 GROUNDS MAINTENANCE	15,877	9,150	21,716	12,566	3,184	9,382	56.8 %	
4038 CONTRACT MAINTENANCE	18,308	13,346	24,600	11,254	3,483	7,771	68.4 %	Some annual or periodic
4041 EQUIPMENT HIRE	1,174	653	2,900	2,247	440	1,807	37.7 %	

4042	EQUIPMENT MAINT'CE	15,760	10,669	21,850	11,181	2,918	8,263	62.2 %	Emergency lift repairs	Agenda Item 5b
<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>	
4043	VEHICLE RUNNING COST	16,307	10,757	15,500	4,743	248	4,495	71.0 %		
4044	PERFORMING RIGHTS	860	4,642	1,750	-2,892		-2,892	265.3 %		
4045	IT MAINTENANCE/SUPPORT	11,013	7,835	10,800	2,965	300	2,665	75.3 %	Increased hosting charge	
4046	EQUIPMENT PURCHASE	12,655	10,597	13,500	2,903	700	2,202	83.7 %	New marquees	
4047	GENWKS MGRS BUDGET	3,572	502	4,000	3,498		3,498	12.6 %		
4048	PARK & RIDE EXPEND	9,826	2,036	11,500	9,464		9,464	17.7 %		
4050	POOP SCOOP	5,477	1,734	5,500	3,766		3,766	31.5 %		
4051	BANK CHARGES	3,380	2,467	4,000	1,533		1,533	61.7 %		
4053	LOAN INTEREST	17,061	8,059	15,730	7,671		7,671	51.2 %		
4054	LOAN CAPITAL REPAID	40,333	21,853	31,853	10,000		10,000	68.6 %	Variable repayment dates	
4055	Professional Fees (other)	2,659	1,305	4,500	3,195	6,720	-3,525	178.3 %	Committed spend miscoded	
4056	LEGAL EXPENSES	61,286	18,818	24,700	5,882		5,882	76.2 %	Non standard work, invoices in process	
4057	AUDIT FEES	4,787	776	5,430	4,654		4,654	14.3 %		
4058	Professional Fees - Properties	14,225	11,450	11,180	-270		-270	102.4 %	Work turnover	
4059	ACCOUNTANCY FEES	6,188	1,034	5,000	3,966		3,966	20.7 %		
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	3,408	5,000	1,592		1,592	68.2 %		
4064	TWINNING EXPENSES	237	242	250	8		8	96.7 %	Recent event	
4065	ELECTIONS	5,139	6,402	6,000	-402		-402	106.7 %		
4067	COMMUNITY GRANTS	13,700	11,950	25,000	13,050		13,050	47.8 %	Reflects last grant round	
4073	PATHS MAINTENANCE	1,642	159	2,500	2,341		2,341	6.4 %		
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 %	J Eval'n review underway	
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	431	1,500	1,069	197	872	41.9 %		
4094	MARKET REEVE BUDGET	1,668	112	1,500	1,388		1,388	7.5 %		
4095	MUSEUM GRANT	11,300	0	14,300	14,300		14,300	0.0 %		
4096	CLLRS ALLOWANCE	5,655	5,874	8,687	2,814		2,814	67.6 %		
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 %	Provision for loss of rent (Ct Gate)	
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	15	1,500	1,485		1,485	1.0 %		
4114	ASST TC BUDGET	515	163	1,500	1,337	437	901	40.0 %		
4117	TOWN CLOCK	0	1,245	1,500	255		255	83.0 %		
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	35	35	0		0	100.0 %		
4136	TOWN HALL EVENTS COSTS	0	7,325	1,500	-5,825		-5,825	488.4 %		
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	0	0	0		0	0.0 %	Agenda Item 5b
	<b>Total OverHead</b>	<b>1,490,225</b>	<b>919,382</b>	<b>1,640,387</b>	<b>721,005</b>	<b>35,307</b>	<b>685,698</b>	<b>58.2 %</b>	
	<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>
3001	COST OF SALES-DRINK	14,941	7,168	16,000	8,832	35	8,797	45.0 %	
3002	COST OF SALES-FOOD	575	12	0	-12		-12	0.0 %	
3011	BAR SUPPLIES	847	607	700	93		93	86.8 %	
3020	Purchase Promotional Material	150	300	0	-300	1,680	-1,980	0.0 %	
	<b>Total Direct</b>	<b>16,513</b>	<b>8,088</b>	<b>16,700</b>	<b>8,612</b>	<b>1,715</b>	<b>6,897</b>	<b>58.7 %</b>	
	<b>Income 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>
1000	INTERMENTS	28,015	10,970	30,000	-19,030			36.6 %	
1010	RENT RECEIVED	453,815	325,005	468,011	-143,006			69.4 %	
1011	INSURANCE RECHARGED	2,200	2,100	2,150	-50			97.7 %	
1015	TICKET SALES	678	0	0	0			0.0 %	
1020	LETTING INCOME	67,611	48,228	79,000	-30,772			61.0 %	
1021	EQUIPMENT HIRE INC	2,185	1,366	917	449			148.9 %	
1022	FORFEITED DEPOSITS	768	125	0	125			0.0 %	
1023	TH KITCHEN LETTING INCOME	5,325	1,838	6,000	-4,162			30.6 %	
1033	CIVIC BALL INCOME	4,178	24	2,500	-2,476			1.0 %	
1034	MAYOR'S FUNDRAISING	1,113	1,675	0	1,675			0.0 %	
1040	MARKET TOLLS	340,460	227,892	390,500	-162,608			58.4 %	Full delivery post works
1041	ELECTRICITY RECOVERY	1,088	483	1,150	-667			42.0 %	
1043	MARKET STORAGE	4,493	2,683	5,000	-2,318			53.6 %	
1044	MARKET LOCK-UPS	26,175	22,240	33,500	-11,260			66.4 %	
1045	MARKET CARRIER BAGS	1,003	653	500	153			130.5 %	
1050	CAR PARK FEES	33,962	22,192	25,000	-2,808			88.8 %	
1060	GOOSE FAIR INCOME	45,826	41,674	41,500	174			100.4 %	
1061	PARK & RIDE INCOME	8,125	5,081	7,250	-2,169			70.1 %	
1068	Legal Fees Recovered	687	1,900	0	1,900			0.0 %	
1071	STAFF COSTS RECOVERED	1,879	873	250	623			349.2 %	
1072	Grant Funding -WHS G'hll Proj	17,679	46,794	877,800	-831,006			5.3 %	
1073	GRANT FUNDING HLF	4,870	0	0	0			0.0 %	
1075	PRECEPT SUPPORT GRANT	29,179	26,670	26,670	0			100.0 %	
1076	PRECEPT	590,814	629,910	629,895	15			100.0 %	Received 1/2 yearly
1079	LOAN PROCEEDS	0	0	400,000	-400,000			0.0 %	
1080	MISC INCOME	20,108	5,033	6,953	-1,920			72.4 %	
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 %	
1089	Partnership Funding	0	7,417	0	7,417			0.0 %	
1090	INTEREST RECEIVED	6,266	1,984	3,000	-1,016			66.1 %	
1100	BAR SALES	41,639	15,732	40,000	-24,268			39.3 %	
1120	FOOD SALES	98	80	0	80			0.0 %	

1130	Bar Extension & Licences	1,100	200	1,000	-800			20.0 %	Agenda Item 5b
	<b>Total Income</b>	<b>1,755,699</b>	<b>1,451,418</b>	<b>3,092,046</b>	<b>-1,640,628</b>			<b>46.9 %</b>	

**Tavistock Town Council  
Capital Project Budget Monitoring Report 31st October 2019**

Current Budget = £1,939,002  
Year to 31st October 2019 = 58.33% of year

<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>
4800	ROLLING CAPITAL FUND PROVISI	215,000	60,000	60,000	0		0	100.0 %	
4810	CAP Relocation of Works Depot	69,537	0	0	0		0	0.0 %	Complete
4811	CAP Council ICT Infrastructure	0	0	6,747	6,747		6,747	0.0 %	
4812	CAP Duke St Repointing etc	3,680	0	0	0		0	0.0 %	Complete
4823	CAP Guildhall Refurbishment	0	0	0	0	18,000	-18,000	0.0 %	Heritage Consulting PO a/c code error at point of PO issue
4825	CAP - THI PROPERTIES SINKING F	27,500	27,500	27,500	0		0	100.0 %	
4826	CAP G'hall Delivery Phase	110,412	112,432	1,631,666	1,519,234	16,729	1,502,504	7.9 %	
4827	CAP - Guildhall Sinking Fund	12,750	12,750	12,750	0		0	100.0 %	
4828	CAP - BUTCHERS HALL REFURB	27,576	0	0	0		0	0.0 %	Complete
4831	CAP- TH ROOF LEAKS	0	0	10,000	10,000		10,000	0.0 %	
4832	CAP-TENNIS COURT RESURFACIN	20,400	3,600	4,600	1,000		1,000	78.3 %	Potential "Stage 2"
4833	CAP-PANNIER MARKET DRAINAG	236	0	14,764	14,764		14,764	0.0 %	Complete
4834	CAP - Pannier Market Doors	101,131	0	0	0		0	0.0 %	
4835	CAP - Pannier Market Roof	0	38,699	35,975	-2,724		-2,724	107.6 %	Complete
4836	CAP - PMK Lighting/Heating	75,277	0	0	0		0	0.0 %	Complete
4837	CAP - PMK Internal Units	62,482	0	0	0		0	0.0 %	Complete
4838	CAP - Meadows Resurfacing	0	0	10,000	10,000		10,000	0.0 %	
4839	CAP Play Park Resurfacing	47,979	0	0	0		0	0.0 %	Complete
4840	CAP Market Road Resurfacing	0	0	75,000	75,000		75,000	0.0 %	Provisional estimate
4841	CAP Guildhall/BCP Contingency	0	0	39,797	39,797		39,797	0.0 %	Provisional estimate
4842	CAP - PM Surround Addit'l	0	0	10,203	10,203		10,203	0.0 %	
4898	EXCEPTIONAL MAINTENANCE	8,622	0	0	0		0	0.0 %	
	<b>Total OverHead</b>	<b>782,583</b>	<b>254,981</b>	<b>1,939,002</b>	<b>1,684,021</b>	<b>34,729</b>	<b>1,649,292</b>	<b>14.9 %</b>	