

Agenda Item 5b.

Tavistock Town Council  
Budget Monitoring Report 31st July 2019

Year to 31st July 2019 = 33.33% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b>Total Expenditure</b>	£ 1,506,738	£ 580,765	£ 1,647,087	£ 1,066,322	£ 31,222	1,035,101	37.2 %
<b>Total Income</b>	£ 1,755,699	£ 799,903	£ 3,092,046	-£ 2,292,143			25.9 %
<b>Net Expenditure over Income</b>	£ 248,961	£ 219,138	£ 1,444,959	£ 3,358,465			

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	704,322	238,564	777,310	538,746		538,746	30.7 %	All employees paid monthly
4003 Pension Added Years	0	890	900	10		10	98.9 %	
4004 WAGES	32,836	4,863	30,000	25,137		25,137	16.2 %	Casuals paid weekly
4005 Temporary/Agency Staff	20,607	6,780	1,000	-5,780		-5,780	678.0 %	Reflects past interim office arrangements
4006 PROTECTIVE CLOTHING/UNIFORMS	2,676	1,758	3,000	1,242	19	1,223	59.2 %	
4007 CONFERENCES/MEETINGS	1,686	1,536	5,500	3,964	150	3,814	30.7 %	
4008 COURSES/TRAINING	7,271	6,584	17,700	11,116	83	11,033	37.7 %	
4009 TRAVEL	1,675	198	2,550	2,352		2,352	7.8 %	
4010 MISC STAFF COSTS	99	1,100	200	-900		-900	550.0 %	
4011 RATES	75,969	91,049	108,760	17,711		17,711	83.7 %	Invoiced annually. MOC reviewed
4012 WATER RATES	6,696	1,933	9,650	7,717		7,717	20.0 %	
4014 ELECTRICITY	30,413	7,869	55,180	47,311		47,311	14.3 %	
4015 GAS	21,121	4,158	25,320	21,162		21,162	16.4 %	
4016 CLEANING AND RUBBISH	41,306	14,507	51,200	36,693	5,987	30,707	40.0 %	Reflects committed spend
4017 License - PC Software	3,463	802	4,050	3,248		3,248	19.8 %	
4020 MISC EXPENSES	22,332	1,402	21,150	19,748	905	18,843	10.9 %	
4021 Tel. Calls/Service & Broadband	9,973	3,076	10,600	7,524	366	7,158	32.5 %	New committed spend (BH)
4022 POSTAGE	2,896	924	3,100	2,176	-300	2,476	20.1 %	Periodic top ups
4023 STATIONERY/PRINTING	4,566	1,300	5,650	4,350	-113	4,462	21.0 %	
4024 SUBSCRIPTIONS	3,390	2,527	3,630	1,103	220	883	75.7 %	Annual (various start dates)
4025 INSURANCE	25,188	24,252	26,000	1,748		1,748	93.3 %	Invoiced annually
4027 Photocopier hire and usage	6,486	1,741	7,000	5,259		5,259	24.9 %	
4028 REGALIA	0	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	3,342	1,079	5,350	4,271	1,058	3,213	39.9 %	Under review
4030 RECRUITMENT ADVTG	1,845	294	1,750	1,456		1,456	16.8 %	
4031 OTHER ADVERTISING	21,288	5,921	24,721	18,800	3,398	15,402	37.7 %	Some advertising purchased annually
4032 WEBSITE DESIGN/MTCE	760	0	600	600		600	0.0 %	
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	58,819	73,935	15,116	2,777	12,339	83.3 %	PMKT(Glass film/drainage), Chamber window, BS resin surfacing
4037 GROUNDS MAINTENANCE	15,877	5,597	31,716	26,119	725	25,394	19.9 %	
4038 CONTRACT MAINTENANCE	18,308	7,427	24,600	17,173	4,734	12,439	49.4 %	Some annual or periodic
4041 EQUIPMENT HIRE	1,174	461	2,900	2,439		2,439	15.9 %	

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4042 EQUIPMENT MAINTNCE	15,760	5,816	21,850	16,034	743	15,291	30.0 %	Emergency lift repairs
<b>Expenditure Detail</b>								
4043 VEHICLE RUNNING COST	16,307	6,440	15,500	9,060	894	8,165	47.3 %	
4044 PERFORMING RIGHTS	860	0	1,750	1,750		1,750	0.0 %	
4045 I T MAINTENANCE/SUPPORT	11,013	4,493	10,800	6,307		6,307	41.6 %	Increased hosting charge
4046 EQUIPMENT PURCHASE	12,655	9,050	13,500	4,450	-20	4,470	66.9 %	New marquees
4047 GENIWX MGRS BUDGET	3,572	79	4,000	3,921		3,921	2.0 %	
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	1,255	4,000	2,745		2,745	31.4 %	
4053 LOAN INTEREST	17,061	134	15,730	15,596		15,596	0.9 %	
4054 LOAN CAPITAL REPAID	40,333	6,674	31,853	25,179		25,179	21.0 %	
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	11,476	24,700	13,224		13,224	46.5 %	Non standard work
4057 AUDIT FEES	4,787	-2,630	5,430	8,060		8,060	-48.4 %	
4058 Professional Fees - Properties	14,225	6,247	11,180	4,933	-200	5,133	54.1 %	Work increase
4059 ACCOUNTANCY FEES	6,188	644	5,000	4,356		4,356	12.9 %	
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	1,535	5,000	3,465		3,465	30.7 %	
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	90	2,500	2,410		2,410	3.6 %	
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	431	1,500	1,069		1,069	28.7 %	
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	2,937	8,687	5,750		5,750	33.8 %	
4097 Clir 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 CLERKS BUDGET	1,113	15	1,500	1,485		1,485	1.0 %	
4114 ASST TC BUDGET	515	152	1,500	1,348		1,348	10.1 %	
4117 TOWN CLOCK	0	0	1,500	1,500	1,245	255	83.0 %	
4119 MDO MGRS BUDGET	0	0	1,500	1,500		1,500	0.0 %	
4134 MAYORS FRAISING DOWN	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	6,327	1,500	-4,827		-4,827	421.8 %	Royal Visit costs
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 THl Projects	68,815	0	0	0		0	0.0 %	

	<b>Total OverHead</b>	<b>1,490,225</b>	<b>576,324</b>	<b>1,630,387</b>	<b>1,054,063</b>	<b>31,072</b>	<b>1,022,992</b>	<b>37.3 %</b>	<b>Notes</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>Expenditure Detail</b>									
3001 COST OF SALES-DRINK	14,941	3,971	16,000	12,029		12,029	24.8 %		
3002 COST OF SALES-FOOD	575	0	0	0		0	0.0 %		
3011 BAR SUPPLIES	847	320	700	380		380	45.7 %		
3020 Purchase Promotional Material	150	150	0	-150	150	-300	0.0 %		
<b>Total Direct</b>	<b>16,513</b>	<b>4,441</b>	<b>16,700</b>	<b>12,259</b>	<b>150</b>	<b>12,109</b>	<b>27.5 %</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	5,525	30,000	-24,475			18.4 %	
1010 RENT RECEIVED	453,815	215,674	468,011	-252,337			46.1 %	
1011 INSURANCE RECHARGED	2,200	1,950	2,150	-200			90.7 %	
1015 TICKET SALES	678	0	0	0			0.0 %	
1020 LETTING INCOME	67,611	26,051	79,000	-52,949			33.0 %	
1021 EQUIPMENT HIRE INC	2,185	446	917	-471			48.6 %	
1022 FORFEITED DEPOSITS	768	0	0	0			0.0 %	
1023 TH KITCHEN LETTING INCOME	5,325	983	6,000	-5,017			16.4 %	
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	126,038	390,500	-264,462			32.3 %	
1041 ELECTRICITY RECOVERY	1,088	483	1,150	-667			42.0 %	
1043 MARKET STORAGE	4,493	1,520	5,000	-3,480			30.4 %	
1044 MARKET LOCK-UPS	26,175	13,900	33,500	-19,600			41.5 %	
1045 MARKET CARRIER BAGS	1,003	374	500	-126			74.8 %	
1050 CAR PARK FEES	33,962	15,529	25,000	-9,471			62.1 %	
1060 GOOSE FAIR INCOME	45,826	7,624	41,500	-33,876			18.4 %	
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	513	250	263			205.2 %	
1072 Grant Funding - WHS G'hil Proj	17,679	24,640	877,800	-853,160			2.8 %	
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	314,955	629,895	-314,940			50.0 %	Received 1/2 yearly
1079 LOAN PROCEEDS	0	0	400,000	-400,000			0.0 %	
1080 MISC INCOME	20,108	3,986	6,953	-2,967			57.3 %	
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	1,141	3,000	-1,859			38.0 %	
1100 BAR SALES	41,639	9,686	40,000	-30,314			24.2 %	
1120 FOOD SALES	98	80	0	80			0.0 %	
1130 Bar Extension & Licences	1,100	100	1,000	-900			10.0 %	

Total Income	1,755,699	799,903	3,092,046	-2,292,143		25.9 %
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**Tavistock Town Council**  
**Capital Project Budget Monitoring Report 31st July 2019**

Current Budget = £1,949,002  
Year to 31st July 2019 = 33.33% of year

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4800 ROLLING CAPITAL FUND PROVISION	215,000	60,000	60,000	0		0	100.0 %	
4810 CAP Relocation of Works Depot	69,537	0	0	0		0	0.0 %	
4811 CAP Council ICT Infrastructure	0	0	6,747	6,747	-154	6,901	-2.3 %	
4812 CAP Duke St Repointing etc	3,680	0	0	0	13,155	-13,155	0.0 %	
4821 CAP Rundle Room Refurbishment	0	0	0	0	-500	500	0.0 %	
4823 CAP Guildhall Refurbishment	0	0	0	0	22,000	-22,000	0.0 %	
4825 CAP - THI PROPERTIES SINKING F	27,500	27,500	27,500	0		0	100.0 %	
4826 CAP G'hall Delivery Phase	110,412	42,528	1,631,666	1,589,138	20,169	1,568,969	3.8 %	
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 %	
4831 CAP- TH ROOF LEAKS	0	0	10,000	10,000		10,000	0.0 %	
4832 CAP-TENNIS COURT RESURFACING	20,400	3,600	4,600	1,000		1,000	78.3 %	
4833 CAP-PANNIER MARKET DRAINAGE	236	0	14,764	14,764		14,764	0.0 %	
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 %	
4836 CAP - PMK Lighting/Heating	75,277	0	0	0		0	0.0 %	
4837 CAP - PMK Internal Units	62,482	0	0	0		0	0.0 %	
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 %	
4840 CAP Market Road Resurfacing	0	0	75,000	75,000		75,000	0.0 %	
4841 CAP Guildhall/BCP Contingency	0	0	60,000	60,000		60,000	0.0 %	
<b>Total OverHead</b>	<b>773,961</b>	<b>185,076</b>	<b>1,949,002</b>	<b>1,763,926</b>	<b>54,670</b>	<b>1,709,255</b>	<b>12.3 %</b>	

