

Tavistock Town Council Budget Monitoring Report 31st August 2019

Year to 31st August 2019 = 41.67% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	£1,506,738	£ 679,930	£ 1,647,087	£ 967,157	£ 45,359	£ 921,798	44.0 %
Total Income	£1,755,699	£ 893,597	£ 3,092,046	-£ 2,198,449			28.9 %
Net Expenditure over Income	£ 248,961	£ 213,667	£ 1,444,959	£ 3,165,606			

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	301,720	777,310	475,590		475,590	38.8 %	All employees paid monthly
4003 Pension Added Years	0	890	900	10		10	98.9 %	
4004 WAGES	32,836	5,754	30,000	24,246		24,246	19.2 %	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	1,972	3,000	1,028	67	961	68.0 %	
4007 CONFERENCES/MEETINGS	1,686	1,536	5,500	3,964	1,205	2,759	49.8 %	
4008 COURSES/TRAINING	7,271	7,184	17,700	10,516	101	10,415	41.2 %	New Council year
4009 TRAVEL	1,675	41	2,550	2,509		2,509	1.6 %	
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 under review.
4012 WATER RATES	6,696	2,811	9,650	6,839		6,839	29.1 %	Function of season & billing
4014 ELECTRICITY	30,413	10,092	55,180	45,088		45,088	18.3 %	Function of season & billing
4015 GAS	21,121	6,210	25,320	19,110		19,110	24.5 %	Function of season & billing
4016 CLEANING AND RUBBISH	41,306	17,597	51,200	33,603	4,635	28,968	43.4 %	Reflects committed spend
4017 License - PC Software	3,463	2,354	4,050	1,696		1,696	58.1 %	
4020 MISC EXPENSES	22,332	1,726	21,150	19,424	4,581	14,842	29.8 %	
4021 Tel. Calls/Service & Broadband	9,973	3,854	10,600	6,746	328	6,418	39.5 %	New committed spend (BH)
4022 POSTAGE	2,896	1,232	3,100	1,868		1,868	39.8 %	Periodic top ups
4023 STATIONERY/PRINTING	4,566	2,374	5,650	3,276	-282	3,557	37.0 %	
4024 SUBSCRIPTIONS	3,390	2,527	3,630	1,103	220	883	75.7 %	
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	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	588	1,750	1,162		1,162	33.6 %	
4031 OTHER ADVERTISING	21,288	7,167	24,721	17,554	2,345	15,209	38.5 %	Some advertising purchased annually
4032 WEBSITE DESIGN/M'TCE	760	175	600	425		425	29.2 %	
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	64,106	73,935	9,829	3,487	6,342	91.4 %	PMKT(Glass film/drainage), Chamber window
4037 GROUNDS MAINTENANCE	15,877	6,546	31,716	25,170	858	24,312	23.3 %	
4038 CONTRACT MAINTENANCE	18,308	8,919	24,600	15,681	3,972	11,709	52.4 %	Some annual or periodic
4041 EQUIPMENT HIRE	1,174	461	2,900	2,439		2,439	15.9 %	
4042 EQUIPMENT MAINT'CE	15,760	7,423	21,850	14,427	2,469	11,959	45.3 %	Emergency lift repairs
	Actual Last	Actual Year	Current	Budget	Committed	Funds	% of	Notes

<u>Expenditure Detail</u>	Year	to Date	Annual Bud	Variance	Expenditure	Available	Budget	
4043 VEHICLE RUNNING COST	16,307	7,364	15,500	8,136	949	7,186	53.6 %	
4044 PERFORMING RIGHTS	860	477	1,750	1,273		1,273	27.2 %	
4045 I T MAINTENANCE/SUPPORT	11,013	5,607	10,800	5,193		5,193	51.9 %	Increased hosting charge
4046 EQUIPMENT PURCHASE	12,655	9,198	13,500	4,302	0	4,302	68.1 %	New marquees
4047 GENWKS 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	1,703	4,000	2,297		2,297	42.6 %	
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 %	Variable repayment dates
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	14,486	24,700	10,214		10,214	58.6 %	Non standard work, invoices in process
4057 AUDIT FEES	4,787	-2,630	5,430	8,060		8,060	-48.4 %	
4058 Professional Fees - Properties	14,225	8,855	11,180	2,326	-200	2,526	77.4 %	Work turnover
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	900	2,565	48.7 %	
4064 TWINNING EXPENSES	237	242	250	8		8	96.7 %	Recent event
4065 ELECTIONS	5,139	0	6,000	6,000	6,402	-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	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 %	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		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 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	152	1,500	1,348		1,348	10.1 %	
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	7,247	1,500	-5,747		-5,747	483.1 %	
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 %	
Total OverHead	1,490,225	675,284	1,630,387	955,103	41,496	913,607	44.0 %	
Expenditure Detail	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	4,109	16,000	11,891	307	11,585	27.6 %	
3002	COST OF SALES-FOOD	575	12	0	-12		-12	0.0 %	
3011	BAR SUPPLIES	847	375	700	326		326	53.5 %	
3020	Purchase Promotional Material	150	150	0	-150	150	-300	0.0 %	
	Total Direct	16,513	4,646	16,700	12,054	457	11,598	30.6 %	

	<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	6,924	30,000	-23,076			23.1 %	
1010	RENT RECEIVED	453,815	217,924	468,011	-250,087			46.6 %	
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	32,699	79,000	-46,301			41.4 %	
1021	EQUIPMENT HIRE INC	2,185	461	917	-456			50.3 %	
1022	FORFEITED DEPOSITS	768	0	0	0			0.0 %	
1023	TH KITCHEN LETTING INCOME	5,325	1,023	6,000	-4,977			17.0 %	
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	164,711	390,500	-225,789			42.2 %	Full delivery post works
1041	ELECTRICITY RECOVERY	1,088	483	1,150	-667			42.0 %	
1043	MARKET STORAGE	4,493	1,878	5,000	-3,123			37.6 %	
1044	MARKET LOCK-UPS	26,175	16,680	33,500	-16,820			49.8 %	
1045	MARKET CARRIER BAGS	1,003	460	500	-40			92.1 %	
1050	CAR PARK FEES	33,962	17,909	25,000	-7,091			71.6 %	
1060	GOOSE FAIR INCOME	45,826	22,209	41,500	-19,291			53.5 %	
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	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	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	4,293	6,953	-2,660			61.7 %	
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	1,443	3,000	-1,557			48.1 %	
1100	BAR SALES	41,639	11,041	40,000	-28,959			27.6 %	
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	893,597	3,092,046	-2,198,449			28.9 %	

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

Current Budget = £1,949,002

Year to 31st August 2019 = 41.67% of year

	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 %	Complete
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	0	0	0.0 %	Complete
4821 CAP Rundle Room Refurbishment	0	0	0	0	-500	500	0.0 %	Complete
4823 CAP Guildhall Refurbishment	0	0	0	0	22,000	-22,000	0.0 %	Heritage Consulting PO a/c code error at point of PO issue
4825 CAP - THI PROPERTIES SINKING FUND	27,500	27,500	27,500	0		0	100.0 %	
4826 CAP G'hall Delivery Phase	110,412	46,999	1,631,666	1,584,667	18,190	1,566,476	4.0 %	
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 RESURFACING	20,400	3,600	4,600	1,000		1,000	78.3 %	Potential "Stage 2"
4833 CAP-PANNIER MARKET DRAINAGE	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	60,000	60,000		60,000	0.0 %	Provisional estimate
Total OverHead	773,961	189,548	1,949,002	1,759,454	52,691	1,706,763	12.4 %	