

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

Year to 31st March 2019 = 100% 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>£ 1,475,030</b>	<b>£ 1,506,738</b>	<b>£ 1,674,989</b>	<b>£ 168,251</b>	<b>£ 17,569</b>	<b>£ 150,681</b>	<b>91.0 %</b>
<b>Total Income</b>	<b>£ 1,744,992</b>	<b>£ 1,755,699</b>	<b>£ 1,757,514</b>	<b>-£ 1,815</b>			<b>99.9 %</b>
<b>Net Expenditure over Income</b>	<b>£ 269,962</b>	<b>£ 248,961</b>	<b>£ 82,525</b>	<b>£ 170,066</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>
4001 SALARIES	685,558	704,322	733,510	29,188		29,188	96.0 %	All employees paid monthly
4003 Pension Added Years	845	0	900	900		900	0.0 %	
4004 WAGES	26,330	32,836	24,500	-8,336		-8,336	134.0 %	Casuals paid weekly
4005 Temporary/Agency Staff	20,497	20,607	1,000	-19,607		-19,607	060.7 %	Reflects interim office arrangements
4006 PROTECTIVE CLOTHING/UNIFORM	3,578	2,676	3,000	324		324	89.2 %	
4007 CONFERENCES/MEETINGS	4,107	1,686	5,500	3,814	150	3,664	33.4 %	
4008 COURSES/TRAINING	9,471	7,271	17,700	10,429	1,339	9,090	48.6 %	
4009 TRAVEL	2,376	1,675	2,550	875		875	65.7 %	
4010 MISC STAFF COSTS	19	99	250	151		151	39.6 %	
4011 RATES	91,966	75,969	105,045	29,076		29,076	72.3 %	Invoiced annually
4012 WATER RATES	5,243	6,696	11,275	4,579		4,579	59.4 %	Guildhall has moved to metered supply
4013 RENT PAID	23,623	0	0	0		0	0.0 %	
4014 ELECTRICITY	40,111	30,413	59,200	28,787		28,787	51.4 %	
4015 GAS	17,959	21,121	23,500	2,379		2,379	89.9 %	Element of accrual inc.
4016 CLEANING AND RUBBISH	38,390	41,306	43,700	2,394	-446	2,840	93.5 %	
4017 License - PC Software	3,274	3,463	3,500	37		37	98.9 %	
4020 MISC EXPENSES	20,896	22,332	20,600	-1,732		-1,732	108.4 %	Inc GF spend
4021 Tel. Calls/Service & Broadband	9,938	9,973	10,050	77	553	-476	104.7 %	
4022 POSTAGE	2,999	2,896	2,750	-146	-300	154	94.4 %	
4023 STATIONERY/PRINTING	6,069	4,566	6,350	1,784	-123	1,906	70.0 %	
4024 SUBSCRIPTIONS	2,932	3,390	3,580	190		190	94.7 %	Most subscriptions invoiced annually
4025 INSURANCE	29,024	25,188	30,575	5,387		5,387	82.4 %	
4027 Photocopier hire and usage	7,581	6,486	10,000	3,514		3,514	64.9 %	
4028 REGALIA	0	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	4,851	3,342	10,200	6,858	1,058	5,800	43.1 %	
4030 RECRUITMENT ADVTG	2,491	1,845	1,750	-95		-95	105.4 %	
4031 OTHER ADVERTISING	23,779	21,288	19,800	-1,488	-55	-1,433	107.2 %	Some pre payment inc.
4032 WEBSITE DESIGN/MTCE	621	760	750	-10		-10	101.3 %	
4033 CIVIC BALL EXPENDTRE	3,669	6,473	3,500	-2,973		-2,973	184.9 %	Incs 2017/18 year's event costs
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4035 DRAKE RD UPGRADE	0	0	70	70		70	0.0 %	
4036 PROPERTY MAINTENANCE	32,416	35,169	48,562	13,393	9,164	4,229	91.3 %	Committed exp. Inc £8k Drake Rd bay window
4037 GROUNDS MAINTENANCE	28,478	15,877	30,000	14,123	1,133	12,990	56.7 %	
4038 CONTRACT MAINTENANCE	13,627	18,308	22,450	4,142	2,358	1,784	92.1 %	
4041 EQUIPMENT HIRE	2,257	1,174	2,900	1,726		1,726	40.5 %	
4042 EQUIPMENT MAINT'CE	14,014	15,760	22,350	6,590	1,945	4,645	79.2 %	
4043 VEHICLE RUNNING COST	15,601	16,307	13,500	-2,807	904	-3,712	127.5 %	Project overspend-replacement vehicle acquired

<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>	
4044	PERFORMING RIGHTS	1,111	860	1,250	390		390	68.8 %	
4045	IT MAINTENANCE/SUPPORT	9,070	11,013	11,200	187		187	98.3 %	
4046	EQUIPMENT PURCHASE	24,316	12,655	11,500	-1,155	89	-1,244	110.8 %	
4047	GENWKS MGRS BUDGET	1,746	3,572	3,000	-572		-572	119.1 %	Market tables + gazebo repairs
4048	PARK & RIDE EXPEND	10,764	9,826	11,500	1,674		1,674	85.4 %	
4050	POOP SCOOP	5,477	5,477	5,000	-477		-477	109.5 %	Periodic invoicing
4051	BANK CHARGES	3,513	3,380	3,500	120		120	96.6 %	
4053	LOAN INTEREST	19,503	17,061	17,117	56		56	99.7 %	
4054	LOAN CAPITAL REPAID	54,314	40,333	40,333	0		0	100.0 %	
4055	Professional Fees (other)	3,361	2,659	4,500	1,841		1,841	59.1 %	
4056	LEGAL EXPENSES	28,377	61,286	15,700	-45,586		-45,586	390.4 %	*see below £ 14,196 recovery not inc. Gh'l iro £17,500
4057	AUDIT FEES	4,334	4,787	4,380	-407		-407	109.3 %	
4058	Professional Fees - Properties	6,410	14,225	11,180	-3,045	-200	-2,845	125.4 %	Increased turnover
4059	ACCOUNTANCY FEES	5,586	6,188	4,000	-2,188		-2,188	154.7 %	
4062	MAYORS ALLCE	2,000	2,000	2,000	0		0	100.0 %	
4063	Civic/Ceremonial Expenses	4,258	3,459	5,000	1,541		1,541	69.2 %	
4064	TWINNING EXPENSES	234	237	250	13		13	94.7 %	
4065	ELECTIONS	5,686	5,139	6,000	861		861	85.7 %	
4067	COMMUNITY GRANTS	20,236	13,700	25,000	11,300		11,300	54.8 %	
4073	PATHS MAINTENANCE	675	1,642	2,500	858		858	65.7 %	
4075	DISPOSAL OF ASSETS	-500	0	0	0		0	0.0 %	
4076	TOWN SIGNS	0	0	1,200	1,200		1,200	0.0 %	
4089	H R & H & S SUPPORT	250	3,776	2,000	-1,776		-1,776	188.8 %	Investigation expenses
4091	TOWN HALL ENTERTAINERS	220	420	600	180		180	70.0 %	
4092	TOILET CLEANING CONT (WDBC)	6,497	6,613	7,000	387		387	94.5 %	
4093	TH MANAGER'S BUDGET	526	898	1,500	602		602	59.9 %	
4094	MARKET REEVE BUDGET	605	1,668	1,500	-168		-168	111.2 %	
4095	MUSEUM GRANT	11,300	11,300	14,300	3,000		3,000	79.0 %	
4096	CLLRS ALLOWANCE	5,679	5,655	8,687	3,032		3,032	65.1 %	
4097	Cllr IT Allowance	21	0	1,000	1,000		1,000	0.0 %	
4099	THT GRANT	0	2,500	0	-2,500		-2,500	0.0 %	
4102	ANCIENT MONUMENTS	986	587	1,000	413		413	58.7 %	
4108	CHRISTMAS LIGHTS	5,791	3,877	9,000	5,123		5,123	43.1 %	
4112	TOWN CLERK'S BUDGET	0	1,113	1,500	387		387	74.2 %	
4114	ASST TC BUDGET	567	515	1,500	985		985	34.4 %	
4117	TOWN CLOCK	20	0	1,500	1,500		1,500	0.0 %	
4134	MAYORS F'RAISING DON'N	1,103	1,075	0	-1,075		-1,075	0.0 %	
4135	TOWN CRIER EXPENSES	35	35	350	315		315	10.0 %	
4136	TOWN HALL EVENTS COSTS	0	0	1,500	1,500		1,500	0.0 %	
4178	Neighbourhood Plan	0	0	25,000	25,000		25,000	0.0 %	
4201	Bad Debts Written Off	0	606	0	-606		-606	0.0 %	
4501	TTC Cont'n to THI Projects	22,944	68,815	94,200	25,385		25,385	73.1 %	
	<b>Total OverHead</b>	<b>1,461,606</b>	<b>1,490,225</b>	<b>1,656,114</b>	<b>165,889</b>	<b>17,569</b>	<b>148,319</b>	<b>91.0 %</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	12,514	14,941	18,000	3,059		3,059	83.0 %	
3002	COST OF SALES-FOOD	253	575	375	-200		-200	153.4 %	
3011	BAR SUPPLIES	657	847	500	-347		-347	169.4 %	
3020	Purchase Promotional Material	0	150	0	-150		-150	0.0 %	
	<b>Total Direct</b>	<b>13,424</b>	<b>16,513</b>	<b>18,875</b>	<b>2,362</b>	<b>0</b>	<b>2,362</b>	<b>87.5 %</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	32,170	28,015	25,000	3,015			112.1 %	
1010	RENT RECEIVED	454,071	453,815	454,561	-746			99.8 %	Normally invoiced quarterly in advance
1011	INSURANCE RECHARGED	1,900	2,200	1,900	300			115.8 %	
1015	TICKET SALES	0	678	0	678			0.0 %	
1020	LETTING INCOME	57,303	67,611	83,500	-15,889			81.0 %	
1021	EQUIPMENT HIRE INC	2,055	2,185	550	1,635			397.2 %	
1022	FORFEITED DEPOSITS	140	768	0	768			0.0 %	
1023	TH KITCHEN LETTING INCOME	7,213	5,325	5,000	325			106.5 %	
1033	CIVIC BALL INCOME	5,110	4,178	2,500	1,678			167.1 %	
1034	MAYOR'S FUNDRAISING	800	1,113	0	1,113			0.0 %	
1040	MARKET TOLLS	337,031	340,460	381,000	-40,540			89.4 %	Reduction reflects closure for works
1041	ELECTRICITY RECOVERY	964	1,088	1,000	88			108.8 %	
1043	MARKET STORAGE	4,285	4,493	5,000	-508			89.8 %	
1044	MARKET LOCK-UPS	25,020	26,175	33,360	-7,185			78.5 %	
1045	MARKET CARRIER BAGS	695	1,003	500	503			200.6 %	
1050	CAR PARK FEES	35,610	33,962	38,000	-4,038			89.4 %	
1060	GOOSE FAIR INCOME	41,918	45,826	41,500	4,326			110.4 %	
1061	PARK & RIDE INCOME	6,118	8,125	7,250	875			112.1 %	
1068	Legal Fees Recovered	17,533	687	0	687			0.0 %	
1071	STAFF COSTS RECOVERED	4,291	1,879	500	1,379			375.8 %	
1072	Grant Funding -WHS G'hll Proj	10,000	17,679	0	17,679			0.0 %	
1073	GRANT FUNDING HLF	43,830	4,870	0	4,870			0.0 %	
1075	PRECEPT SUPPORT GRANT	31,925	29,179	29,179	0			100.0 %	
1076	PRECEPT	539,547	590,814	590,814	0			100.0 %	
1078	DONATIONS RECEIVED	6,946	0	0	0			0.0 %	
1080	MISC INCOME	25,120	20,108	6,350	13,758			316.7 %	
1081	Garden Festival Income	2,915	3,053	3,300	-247			92.5 %	
1082	DEPOT SEAT INCOME	1,500	1,958	1,500	458			130.6 %	
1087	Grounds Mtc Contract - WDBC	9,000	9,000	9,000	0			100.0 %	
1088	Play Park Inspections	500	350	0	350			0.0 %	
1090	INTEREST RECEIVED	5,182	6,266	5,000	1,266			125.3 %	
1100	BAR SALES	32,369	41,639	30,000	11,639			138.8 %	
1120	FOOD SALES	385	98	750	-652			13.1 %	
1130	Bar Extension & Licences	700	1,100	500	600			220.0 %	
1175	PROCEEDS OF ASSET DISPOSALS	846	0	0	0			0.0 %	
	<b>Total Income</b>	<b>1,744,992</b>	<b>1,755,699</b>	<b>1,757,514</b>	<b>-1,815</b>			<b>99.9 %</b>	

\*4056 Legal Exp - costs reflect additional non standard and legacy work agreed by Council, this figure will increase as projects progress

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

Current Budget = £280,438

Year to 31st March 2019 = 100% 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 PROVISION	215,000	215,000	215,000	0		0	100.0 %	
4805 CAP Cemetery Soakaway	59,926	0	0	0		0	0.0 %	Work complete
4810 CAP Relocation of Works Depot	9,370	69,537	0	-69,537		-69,537	0.0 %	See also 4824. Note £90k allocation to refurb works
4811 CAP Council ICT Infrastructure	753	0	0	0	-154	154	0.0 %	
4812 CAP Duke St Repointing etc	158,554	3,680	0	-3,680	13,155	-16,836	0.0 %	Work complete
4813 CAP Abbey Walk resurfacing etc	8,234	0	0	0		0	0.0 %	Work complete
4821 CAP Rundle Room Refurbishment	2,495	0	0	0	-500	500	0.0 %	Discontinued
4823 CAP Guildhall Refurbishment	0	0	0	0	26,000	-26,000	0.0 %	See 4826 below
4824 CAP New Depot	369,380	0	0	0		0	0.0 %	See 4810 above
4825 CAP - THI PROPERTIES SINKING FUND	27,500	27,500	27,500	0		0	100.0 %	EMR refer
4826 CAP G'hall Delivery Phase	43,345	110,412	0	-110,412	27,507	-137,919	0.0 %	Work complete on Development phase. NOTE delivery phase to be added (iro £1.6m)
4827 CAP - Guildhall Sinking Fund	12,750	12,750	12,750	0		0	100.0 %	EMR refer
4828 CAP -BUTCHERS HALL REFURB	100,944	27,576	25,188	-2,388		-2,388	109.5 %	£20k additional spend re WC cubicle
4832 CAP-TENNIS COURT RESURFACING	0	20,400	0	-20,400	3,600	-24,000	0.0 %	£15k budget allocation
4833 CAP-PANNIER MARKET DRAINAGE	0	236	0	-236		-236	0.0 %	Work complete
4834 CAP - Pannier Market Doors	2,260	101,131	0	-101,131		-101,131	0.0 %	Work complete
4836 CAP - PMK Lighting/Heating	0	75,277	0	-75,277		-75,277	0.0 %	Work complete
4837 CAP - PMK Internal Units	0	62,482	0	-62,482		-62,482	0.0 %	Work complete
4839 CAP Play Park Resurfacing	0	47,979	0	-47,979		-47,979	0.0 %	Work complete
4898 EXCEPTIONAL MAINTENANCE	21,883	8,622	0	-8,622		-8,622	0.0 %	
<b>Total OverHead</b>	<b>1,032,394</b>	<b>782,583</b>	<b>280,438</b>	<b>-502,145</b>	<b>69,608</b>	<b>-571,752</b>	<b>303.9 %</b>	