

**Tavistock Town Council
Budget Monitoring Report 31st March 2018**

Year to 31st March 2018 = 100%

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	
	£	£	£	£	£	£	%	
Total Expenditure	£ 1,409,766	£ 1,452,086	£ 1,593,625	£ 141,539	£ 67,141	£ 74,397	95.30%	
Total Income	£ 1,727,886	£ 1,744,992	£ 1,699,743	£ 45,249			102.7 %	
Net Expenditure over income	£ 318,120	£ 292,906	£ 106,118	£ 96,290				
Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes
4001 SALARIES	665,362	685,558	718,446	32,888		32,888	95.4 %	All employees paid monthly
4003 Pension Added Years	830	845	850	5		5	99.4 %	
4004 WAGES	23,002	26,330	24,000	-2,330		-2,330	109.7 %	Casuals paid weekly
4005 Temporary/Agency Staff	32,147	20,497	1,000	-19,497		-19,497	2049.7 %	Overall Salary (4001)/Wage (4004)/Temp Staff (4005) spend equates to 98.51% of budget
4006 PROTECTIVE CLOTHING/UNIFORMS	4,295	3,578	3,000	-578		-578	119.3 %	
4007 CONFERENCES/MEETINGS	580	4,107	2,000	-2,107		-2,107	205.4 %	Please see below
4008 COURSES/TRAINING	12,154	9,471	21,700	12,229	380	11,849	45.4 %	Jointly 57.29% of total 4007/4008 budget
4009 TRAVEL	2,959	2,376	3,300	924		924	72.0 %	
4010 MISC STAFF COSTS	10	19	350	331		331	5.5 %	
4011 RATES	92,056	91,966	102,275	10,309		10,309	89.9 %	Invoiced annually
4012 WATER RATES	16,795	5,243	10,775	5,532		5,532	48.7 %	Guildhall has moved to metered supply
4013 RENT PAID	10,400	23,623	24,500	877		877	96.4 %	Crelake units were given up end of Feb.
4014 ELECTRICITY	43,616	40,111	52,750	12,639		12,639	76.0 %	
4015 GAS	19,303	17,959	26,795	8,836		8,836	67.0 %	Seasonal element to spend
4016 CLEANING AND RUBBISH	39,671	38,390	43,700	5,310	-87	5,398	87.6 %	
4017 License - PC Software	3,235	3,274	3,000	-274		-274	109.1 %	
4020 MISC EXPENSES	18,960	20,896	20,250	-646		-646	103.2 %	
4021 Tel. Calls/Service & Broadband	10,043	9,938	9,550	-388	540	-928	109.7 %	
4022 POSTAGE	2,584	2,999	2,750	-249	-300	51	98.1 %	
4023 STATIONERY/PRINTING	5,275	6,069	5,150	-919	-78	-841	116.3 %	Increased service demand/periodic consumables
4024 SUBSCRIPTIONS	3,001	2,932	3,580	648		648	81.9 %	Most subs invoiced at start of financial year.
4025 INSURANCE	24,806	29,024	26,000	-3,024		-3,024	111.6 %	Invoiced annually, increase for MOC
4027 Photocopier hire and usage	8,991	7,581	9,000	1,419		1,419	84.2 %	Invoiced annually, half year in advance
4028 REGALIA	10	0	500	500		500	0.0 %	
4029 TOWN ADVERTISING	3,200	4,851	10,000	5,149	1,058	4,091	59.1 %	
4030 RECRUITMENT ADVTG	1,162	2,491	1,750	-741		-741	142.3 %	Advertising for new post created
4031 OTHER ADVERTISING	19,718	23,779	19,800	-3,979	1,795	-5,774	129.2 %	
4032 WEBSITE DESIGN/MTCE	710	621	1,000	379	100	279	72.1 %	
4033 CIVIC BALL EXPENDTRE	280	3,669	3,500	-169		-169	104.8 %	Spend mainly relates to 2016/17 event
4034 PUBLIC RELATIONS	0	0	2,500	2,500		2,500	0.0 %	
4036 PROPERTY MAINTENANCE	37,703	32,416	73,750	41,334	13,113	28,221	61.7 %	
4037 GROUNDS MAINTENANCE	17,733	28,478	30,000	1,522	946	576	98.1 %	
4038 CONTRACT MAINTENANCE	10,343	13,627	20,450	6,823	607	6,216	69.6 %	

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	Agenda Item 7b
4041 EQUIPMENT HIRE	2,691	2,257	3,650	1,393		1,393	61.8 %		
4042 EQUIPMENT MAINT'CE	18,436	14,014	22,350	8,336		8,336	62.7 %		
4043 VEHICLE RUNNING COST	13,202	15,601	13,500	-2,101	1,109	-3,210	123.8 %	This will increase (short term lease)	
4044 PERFORMING RIGHTS	1,198	1,111	1,250	139		139	88.9 %		
4045 IT MAINTENANCE/SUPPORT	9,104	9,070	9,000	-70		-70	100.8 %		
4046 EQUIPMENT PURCHASE	8,072	24,316	11,500	-12,816	47,959	-60,775	628.5 %	£47k committed exp. relates to Meadows, ref Council Minute 299	
4047 GENWKS MGRS BUDGET	954	1,746	3,000	1,254		1,254	58.2 %		
4048 PARK & RIDE EXPEND	10,831	10,764	11,500	736		736	93.6 %		
4050 POOP SCOOP	5,581	5,477	5,000	-477		-477	109.5 %		
4051 BANK CHARGES	4,176	3,513	3,000	-513		-513	117.1 %		
4053 LOAN INTEREST	23,100	19,503	21,570	2,067		2,067	90.4 %		
4054 LOAN CAPITAL REPAID	61,297	54,314	54,312	-2		-2	100.0 %		
4055 Professional Fees (other)	2,100	3,361	4,500	1,139		1,139	74.7 %		
4056 LEGAL EXPENSES	25,016	28,377	15,250	-13,127		-13,127	186.1 %	Long term issues being addressed	
4057 AUDIT FEES	1,114	4,334	5,680	1,346		1,346	76.3 %	Inc fees charged to previous financial year	
4058 Professional Fees - Properties	18,323	6,410	11,180	4,770		4,770	57.3 %		
4059 ACCOUNTANCY FEES	3,439	5,586	4,000	-1,586		-1,586	139.6 %	Inc fees charged to previous financial year	
4062 MAYORS ALLCE	2,000	2,000	2,000	0		0	100.0 %		
4063 Civic/Ceremonial Expenses	3,434	4,258	5,000	742		742	85.2 %		
4064 TWINNING EXPENSES	130	234	250	16		16	93.6 %		
4065 ELECTIONS	2,760	5,686	4,750	-936		-936	119.7 %		
4067 COMMUNITY GRANTS	27,502	20,236	25,000	4,765		4,765	80.9 %	Typically paid annually	
4073 PATHS MAINTENANCE	1,125	675	2,500	1,825		1,825	27.0 %		
4076 DISPOSAL OF ASSETS	0	-500	0	500		500	0.0 %		
4076 TOWN SIGNS	0	0	1,200	1,200		1,200	0.0 %		
4089 H R & H & S SUPPORT	1,702	250	4,000	3,750		3,750	6.2 %		
4091 TOWN HALL ENTERTAINERS	600	220	1,500	1,280		1,280	14.7 %		
4092 TOILET CLEANING CONT (WDBC)	-687	6,497	7,000	503		503	92.8 %	2016/17 inv. was £6,497.34, less than expected	
4093 TH MANAGER'S BUDGET	808	526	1,500	974		974	35.1 %		
4094 MARKET REEVE BUDGET	45	605	1,500	895		895	40.4 %		
4095 MUSEUM GRANT	0	11,300	14,300	3,000		3,000	79.0 %		
4096 CLLRS ALLOWANCE	5,554	5,679	8,687	3,008		3,008	65.4 %		
4097 Clir IT Allowance	696	21	1,000	979		979	2.1 %		
4102 ANCIENT MONUMENTS	2	986	1,000	14		14	98.6 %		
4108 CHRISTMAS LIGHTS	7,319	5,791	9,000	3,209		3,209	64.3 %		
4112 TOWN CLERK'S BUDGET	0	0	1,500	1,500		1,500	0.0 %		
4114 ASST TC BUDGET	537	567	1,500	933		933	37.8 %		
4117 TOWN CLOCK	0	20	1,500	1,480		1,480	1.3 %		
4134 MAYORS FRAISING DONN	402	1,103	0	-1,103		-1,103	0.0 %		
4135 TOWN CRIER EXPENSES	109	35	350	315		315	10.0 %		
4136 TOWN HALL EVENTS COSTS	2,636	0	1,500	1,500		1,500	0.0 %		
4201 Bad Debts Written Off	152	0	0	0		0	0.0 %		
Total OverHead	£ 1,396,393	£ 1,438,662	£ 1,574,750	£ 136,088	67,141	£ 68,947	95.60%		

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	Agenda Item 7B
3001 COST OF SALES-DRINK	10,524	12,514	18,000	5,486		5,486	69.5 %		
3002 COST OF SALES-FOOD	86	253	375	122		122	67.6 %		
3011 BAR SUPPLIES	584	657	500	-157		-157	131.3 %		
3020 Purchase Promotional Material	2,180	0	0	0		0	0.0 %		
Total Direct	13,373	13,424	18,875	5,451	0	5,451	71.1 %		
Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget	Notes	
1000 INTERMENTS	24,301	32,170	25,000	7,170			128.7 %		
1008 Insurance Claims Received	18,000	0	0	0			0.0 %		
1010 RENT RECEIVED	434,877	454,071	435,061	19,010			104.4 %	Normally invoiced quarterly in advance	
1011 INSURANCE RECHARGED	1,900	1,900	1,900	0			100.0 %		
1015 TICKET SALES	1,689	0	0	0			0.0 %		
1020 LETTING INCOME	68,462	57,303	84,950	-27,647			67.5 %		
1021 EQUIPMENT HIRE INC	1,536	2,055	550	1,505			373.6 %		
1022 FORFEITED DEPOSITS	1,508	140	0	140			0.0 %		
1023 TH KITCHEN LETTING INCOME	2,204	7,213	0	7,213			0.0 %		
1033 CIVIC BALL INCOME	1,878	5,110	2,500	2,610			204.4 %	Income also relates to 2016/17 event	
1034 MAYOR'S FUNDRAISING	483	800	0	800			0.0 %		
1040 MARKET TOLLS	407,569	337,031	390,000	-52,969			86.4 %	Impact expected during P Market works (reduced)	
1041 ELECTRICITY RECOVERY	1,339	964	1,400	-436			68.8 %		
1043 MARKET STORAGE	5,003	4,285	2,500	1,785			171.4 %		
1044 MARKET LOCK-UPS	33,360	25,020	33,360	-8,340			75.0 %	Invoiced monthly in advance. See also 1040	
1045 MARKET CARRIER BAGS	675	695	500	195			139.1 %		
1050 CAR PARK FEES	37,983	35,610	37,400	-1,790			95.2 %		
1060 GOOSE FAIR INCOME	43,701	41,918	41,500	418			101.0 %		
1061 PARK & RIDE INCOME	9,062	6,118	7,250	-1,132			84.4 %	Reduced take up	
1068 Legal Fees Recovered	0	17,533	0	17,533			0.0 %		
1071 STAFF COSTS RECOVERED	2,424	4,291	500	3,791			858.2 %		
1072 Grant Funding -WHS G'hil Proj	0	10,000	0	10,000			0.0 %	Received yearly	
1073 GRANT FUNDING HLF	0	43,830	0	43,830			0.0 %	Received half yearly	
1075 PRECEPT SUPPORT GRANT	34,929	31,925	31,925	0			100.0 %	Received half yearly	
1076 PRECEPT	513,258	539,547	539,547	0			100.0 %		
1077 GRANTS RECEIVED	9,475	0	0	0			0.0 %		
1078 DONATIONS RECEIVED	0	6,946	0	6,946			0.0 %		
1080 MISC INCOME	19,801	25,120	22,850	2,270			109.9 %		
1081 Garden Festival Income	3,075	2,915	3,300	-386			88.3 %		
1082 DEPOT SEAT INCOME	1,417	1,500	1,500	0			100.0 %		
1087 Grounds Mic Contract - WDBC	9,000	9,000	0	9,000			0.0 %		
1088 Play Park Inspections	350	500	0	500			0.0 %		
1090 INTEREST RECEIVED	11,079	5,182	5,000	182			103.6 %		
1100 BAR SALES	25,961	32,369	30,000	2,369			107.9 %		
1120 FOOD SALES	723	385	750	-365			51.3 %		
1130 Bar Extension & Licences	867	700	500	200			140.0 %		
1175 PROCEEDS OF ASSET DISPOSALS	0	846	0	846			0.0 %		
Total Income	1,727,886	1,744,992	1,699,743	45,249			102.7 %		

