

Tavistock Town Council
Budget Monitoring Report 31st March 2025

AGENDA ITEM 5b

Year to 31st March 2025 = 100% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent
Total Income *	£ 2,225,781	£ 2,233,978	£ 2,338,103	£ 104,126	£ -	£ -	96%
Total Expenditure	£ 2,040,597	£ 2,396,812	£ 2,338,103	-£ 58,705	£ -	-£ 58,705	103%
Net Expenditure over Income	£ 185,184	-£ 162,834	£ -	£ 162,831	£ -	£ 58,705	

Code	Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Received	Notes
1000	INTERMENTS	31,050	32,483	32,000	-483			101.50%	
1010	RENT RECEIVED - INVOICE*	457,897	430,967	467,473	36,506			92.20%	Invoiced Quarterly - increased turnover + market road voids
1011	INSURANCE RECHARGED	2,500	2,500	2,300	-200			108.70%	Annual
1020	LETTING INCOME - INVOICE	107,995	108,633	111,000	2,367			97.90%	Town Hall 20% down - Bedford Square 20% up against budget
1021	EQUIPMENT HIRE INC	2,744	1,774	2,500	726			71.00%	
1022	FORFEITED DEPOSITS	2242	810	0	-810			0.00%	
1023	TH KITCHEN LETTING INCOME	3,784	2,145	4,000	1,855			53.60%	
1033	CIVIC BALL INCOME	733	4763	3,250	-1,513			146.50%	annual - retrospective
1034	MAYOR'S FUNDRAISING	646	0	0	0			0.00%	
1040	MARKET TOLLS	382,966	397,447	428,200	30,753			92.80%	Under performance challenging MKT conditions
1041	ELECTRICITY RECOVERY	870	988	1075	87			91.90%	Periodic
1042	GAS RECOVERY	0	24	0	-24			0.00%	
1043	MARKET STORAGE	5,483	5,653	5,000	-653			113.00%	
1044	MARKET LOCK-UPS - INVOICE	31100	26322	31500	5178			83.60%	
1046	WATER RATES RECOVERY	200	240	240	0			100.00%	
1050	CAR PARK FEES	37,748	28,225	27,000	-1,225			104.50%	
1060	GOOSE FAIR INCOME	40,987	43,238	40,000	-3238			108.10%	Relates to Goose Fair
1061	PARK & RIDE INCOME	5,508	5,490	5,500	10			99.80%	
1068	Legal Fees Recovered	95	10,641	0	-10,641			0.00%	
1071	STAFF COSTS RECOVERED	2,973	567	3700	3134			15.30%	
1076	PRECEPT	968,870	999,718	999,718	0			100.00%	Received 6 monthly
1077	GRANTS RECEIVED	0	5672	86997	81325			6.50%	principally S106 (Bannawell)
1078	DONATIONS RECEIVED	6,820	868	0	-868			0.00%	
1080	MISC INCOME	19,270	18640	11,350	-7,290			164.20%	Christmas lights income included £5,975.78 see 4108
1081	Garden Festival Income	1781	3444	3500	56			98.40%	Annual
1082	DEPOT SEAT INCOME	2,059	1387	0	-1,387			0.00%	
1090	INTEREST RECEIVED	73,512	76634	50000	-26634			153.30%	Rates higher than forecast
1091	NEIGHBOURHOOD DEVELOPMENT PLAN	9,900	3,101	0	-3,101			0.00%	project nearing completion
1100	BAR SALES	24167	20370	21000	630			97.00%	
1120	FOOD SALES	581	651	0	-651			0.00%	
1130	Bar Extension & Licences	400	104	800	696			13.00%	
1175	PROCEEDS OF ASSET DISPOSALS	900	479	0	-479			0.00%	
	Total Income	2,225,781	2,233,978	2,338,103	104,126	0	0	96%	

* Please note income shown represents income invoiced not necessarily received.

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
3001	COST OF SALES-DRINK	8,992	7,913	8,400	487		487	94.20%	

3002	COST OF SALES-FOOD	124	14	0	-14		-14	0.00%	
3011	BAR SUPPLIES	1032	982	1,000	18		18	98.20%	
	Total Direct	10,148	8,909	9,400	491	0	491	95%	

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4001	SALARIES	929,998	1,000,922	1,003,447	2,525		2,525	99.70%	Reduced staffing levels (+4005=IRO 100.06% Actual)
4004	WAGES	9,929	11,049	10,408	-641		-641	106.20%	
4005	Temporary/Agency Staff	13,475	8,413	0	-8,413		-8,413	0.00%	see 4001 above
4006	PROTECTIVE CLOTHING/UNIFORMS	3,079	3004	3,300	296		296	91.00%	
4007	CONFERENCES/MEETINGS	2,552	2431	4,000	1,569		1,569	60.80%	
4008	COURSES/TRAINING	11,299	10,953	15,000	4,047		4,047	73.00%	
4009	TRAVEL	1,131	750	1,750	1,000		1,000	42.90%	
4010	MISC STAFF COSTS	184	75	250	176		176	29.80%	
4011	RATES	128,189	153,249	148,850	-4,399		-4,399	103.00%	Annual Invoices received month 1
4012	WATER RATES	9,361	6,531	13,490	6,959		6,959	48.40%	Outstanding invoices awaited
4014	ELECTRICITY	70,358	60,107	69,600	9,493		9,493	86.40%	Some spend seasonally driven contract to be reviewed June
4015	GAS	29,626	38,384	63,150	24,766		24,766	60.80%	Spend seasonally driven contract to be reviewed June
4016	CLEANING AND RUBBISH	48,140	48,151	62,450	14,299		14,299	77.10%	
4017	License (Incl PC Software)	4,574	6,079	5,517	-562		-562	110.20%	Variable invoice dates
4020	MISC EXPENSES	17,535	20051	18,850	-1,201		-1,201	106.40%	principally Goose Fair expenditure
4021	Tel. Calls/Service & Broadband	13,057	16,151	14,065	-2,086		-2,086	114.83%	Report to be made on overspend
4022	POSTAGE	2,679	2476	3,500	1,024		1,024	70.74%	
4023	STATIONERY/PRINTING	2,601	2333	3,550	1,217		1,217	65.70%	
4024	SUBSCRIPTIONS	5,552	5,955	5,695	-260		-260	104.60%	Annual
4025	INSURANCE	80,565	79,223	87,500	8,277		8,277	90.50%	Annual Invoices received month 1
4027	Photocopier hire and usage	6,664	5153	6,550	1,397		1,397	78.70%	
4028	REGALIA	0	0	250	250		250	0.00%	
4029	TOWN ADVERTISING	787	393	4,000	3,608		3,608	9.80%	
4030	RECRUITMENT ADVTG	904	784	3,500	2,716		2,716	22.40%	
4031	OTHER ADVERTISING	15,909	21,654	22,001	347		347	98.40%	
4032	WEBSITE DESIGN/M'TCE	260	943	1250	308		308	75.40%	Website upgrade to be met from RCP
4033	CIVIC BALL EXPENDTRE	3,504	3,878	4,250	372		372	91.25%	Event took place month 1 - committed spend for 2025 ball
4034	PUBLIC RELATIONS	0	0	1,500	1,500		1,500	0.00%	
4036	PROPERTY MAINTENANCE	83,666	76,685	74,000	-2,685		-2,685	103.63%	
4037	GROUNDS MAINTENANCE	18,087	47969	39,999	-7,970		-7,970	119.93%	Report to be made on overspend
4038	CONTRACT MAINTENANCE	25,084	32,712	35,510	2,798		2,798	92.12%	Periodic
4041	EQUIPMENT HIRE	1,676	2992	2,000	-992		-992	149.60%	over spend as advised to council
4042	EQUIPMENT MAINT'CE	8,897	15,360	21,170	5,810		5,810	72.60%	Periodic
4043	VEHICLE RUNNING COST	15,804	16,222	20,750	4,528		4,528	78.18%	
4044	PERFORMING RIGHTS	3,113	3,141	4,000	859		859	78.50%	
4045	I T MAINTENANCE/SUPPORT	13,419	18,243	17,100	-1,143		-1,143	106.68%	
4046	EQUIPMENT PURCHASE	11,687	20,395	16,000	-4,395		-4,395	127.50%	Periodic - over spend as advised to council - committed play equipment
4047	GEN & WKS MGRS BUDGETS	1838	1994	3,000	1,006		1,006	66.47%	
4048	PARK & RIDE EXPEND	12,289	12093	13,500	1,407		1,407	89.60%	Annual (part costs)
4050	POOP SCOOP/DOG WARDEN	4614	4614	9500	4886		4886	48.60%	
4051	BANK CHARGES	3,836	7,235	5,500	-1,735		-1,735	131.50%	
4053	LOAN INTEREST	20,114	18,803	19,070	267		267	98.60%	
4054	LOAN CAPITAL REPAID	42,833	43,143	33,143	-10,000		-10,000	130.20%	Report to be made on overspend
4055	Professional Fees (other)	0	894	2,500	1,606		1,606	35.80%	
4056	LEGAL EXPENSES	35078	28148	30,000	1,852		1,852	93.80%	

4057	AUDIT FEES	3,633	4,136	3,676	-460		-460	112.50%	Report to be made on overspend
4058	Professional Fees - Properties	11,735	18,644	12,000	-6,644		-6,644	155.40%	Additional adhoc charges for ECP Rating on properties
4059	ACCOUNTANCY FEES	6,828	4,210	5,500	1,290		1,290	76.55%	
4062	MAYORS ALLCE	2,000	2,000	2,000	0		0	100.00%	
4063	CIVIC/CEREMONIAL EXPENSES	3,187	4008	5,000	993		993	80.20%	Periodic
4064	TWINNING EXPENSES	250	250	250	0		0	100.00%	

Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4065	ELECTIONS	2877	0	1,500	1,500		1,500	0.00%	Transfer to EMR
4067	COMMUNITY GRANTS	11,323	20,246	20,000	-246		-246	101.20%	Prior financial year awards refer
4073	PATHS MAINTENANCE	1,103	2507	2,500	-7		-7	100.30%	
4076	TOWN SIGNS	120	897	1,000	103		103	89.70%	
4078	LOCALISM	0	0	15,810	15,810		15,810	0.00%	See 4178 regarding committed spend
4089	H R & H & S SUPPORT	0	0	2,500	2,500		2,500	0.00%	
4091	TOWN HALL ENTERTAINERS	0	200	500	300		300	40.00%	
4092	TOILET CLEANING CONT (WDBC)	1,000	1000	0	-1,000		-1,000	0.00%	
4093	TH MANAGER'S BUDGET	839	548	1,500	952		952	36.50%	
4094	MARKET REEVE BUDGET	1,450	1293	1,500	207		207	86.20%	
4096	CLLRS ALLOWANCE	11,685	11076	14,500	3,424		3,424	76.40%	
4097	CCLR IT ALLOWANCE	0	0	1,300	1,300		1,300	0.00%	
4102	ANCIENT MONUMENTS	910	949	1,000	51		51	94.90%	
4108	CHRISTMAS LIGHTS	13092	11235	8,000	-3,235		-3235	140.40%	Not actual overspend- offset against additional income
4112	TOWN CLERK'S BUDGET	144	0	1,500	1,500		1,500	0.00%	
4114	ASST TC BUDGET	931	207	1,500	1,293		1,293	13.80%	
4117	TOWN CLOCK	921	195	1,500	1,305		1,305	13.00%	
4120	EX WDBC PUBLIC TOILETS	11,590	13662	35,000	21,338		21,338	39.00%	Annually
4121	REFRESHMENTS	0	178	0	-178		-178	0.00%	
4134	MAYORS F'RAISING DON'N	958	0	0	0		0	0.00%	
4135	TOWN CRIER EXPENSES	30	30	35	5		5	85.70%	
4136	TOWN HALL EVENTS COSTS	27	0	750	750		750	0.00%	
4155	FLOWER BASKETS	0	62	0	-62		-62	0.00%	
4160	LEGACY LEGAL FEES	0	82508	0	-82508		-82508	0.00%	
4178	NEIGHBOURHOOD PLAN	11,555	6834	3678	-3156		-3156	185.80%	Funding drawn down periodically from 4078. Grant income on 1091 refers. Fully Funded.
4179	Platinum Jubilee TTC	0	512	512	0		0	100.00%	D-Day Beacon Lighting
	Total Overhead	1,812,135	2,047,122	2,068,926	21,808	0	21,808	99%	

Please note on this report the Committed Expenditure was removed as it was accounted for in the Actual Spend as a Year End Accrual

Code	Other Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes - Primarily Funded from RCP/EMR
4201	BAD DEBTS WRITTEN OFF	50	-	-	-		-	0.00%	
4800	ROLLING CAPITAL FUND PROVISION	20,677	100,001	100,000	- 1		- 1	100.00%	
4804	CAP PLAY EQUIPMENT	-	-	83,000	83,000		83,000	0.00%	Bannawell Refers
4811	CAP COUNCIL ICT INFRASTRUCTURE	-	4,800	10,000	5,200		5,200	48.00%	
4815	CAP NEW PLANT & VEHICLES	-	-	-	-		-	0.00%	
4825	CAP - THI PROPERTIES SINKING F	27,500	27,500	27,500	-		-	100.00%	
4827	CAP - GUILDHALL SINKING FUND	12,750	12,750	12,750	-		-	100.00%	
4843	CAP - MARKET RD RETAINING WALL	-	-	3,227	3,227		3,227	0.00%	Complete
4844	CAP - MUSEUM EMERGENCY	101,117	-	9,314	9,314		9,314	0.00%	Complete
4845	CAP - TOWN HALL MAJOR REPAIRS	315,911	-	11,075	11,075		11,075	0.00%	Complete
4846	CAP - G'Hall Toilets Refurb	-	-	40,000	40,000		40,000	0.00%	Pending agreement
4848	CAP - Guildhall Access/Securit	-	-	11,718	11,718		11,718	0.00%	
4849	CAP - BETSY GRIMBAL TOWER	-	7,631	-	- 7,631		- 7,631	0.00%	Grant application anticipated
4850	CAP - Cattle Market Ret'g Wall	-	11,898	-	- 11,898		- 11,898	0.00%	
4899	DEF'D GRANTS OFFSET DEP'N	- 24,568	- 27,772	-	27,772		27,772	0.00%	
4900	DEPRECIATION CHARGE	146,777	171,573	-	- 171,573		- 171,573	0.00%	
4901	ASSETS CAPITALISED	393,309	91,470	-	- 91,470		- 91,470	0.00%	
4902	IRRECOVERABLE VAT	20,016	16,055	20,000	3,945		3,945	80.30%	
4903	BID Levy	2,803	3,785	3,500	- 285		- 285	108.20%	
4911	ASSETS FINANCED FROM GRANTS	- 27,437	- 59,560	-	59,560		59,560	0.00%	
4984	Tfr to Cap Receipts Reserve	900	479	-	- 479		- 479	0.00%	
4990	TRANSFER FROM EQPT REPL'T	-	- 14,745	-	14,745		14,745	0.00%	
4991	TRANSFER TO RESERVES	12,249	868	-	- 868		- 868	0.00%	
4992	TRANSFER FROM RESERVES	- 17,285	- 233	-	233		233	0.00%	
4993	PROVISION FOR BAD DEBTS	-	20,000	-	- 20,000		- 20,000	0.00%	
4994	TFR FROM CAP REC RSV	- 25,803	- 479	-	479		479	0.00%	
4995	TFR TO ROLLING CAP FUND	-	14,745	86,997	72,252		72,252	16.90%	
4996	TFR TO EQPT REPL FUND	9,843	10,102	9,030	- 1,072		- 1,072	111.90%	
4997	FUNDED FROM ROLLING CAP FUND	- 750,495	- 50,087	- 168,334	- 118,247		- 118,247	29.80%	
	Total Other Expenditure	218,314	340,781	259,777	-81,004	0	-81,004	131%	