

Tavistock Town Council
Budget Monitoring Report 31st August 2023

AGENDA ITEM 5b

Year to 31st August 2023 = 41.67% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent		
Total Expenditure	£ 1,630,047	£ 774,188	£ 2,090,407	£ 1,316,223	£ 71,549	£ 1,244,674	37%		
Total Income *	£ 1,999,534	£ 1,061,234	£ 2,220,899	£ 1,159,667	£ -	£ -	48%		
Net Expenditure over Income	£ 369,487	£ 287,046	£ 130,492	£ 156,556					
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	5,243	3,521	8,000	4,479	295	4,184	47.70%	
3002	COST OF SALES-FOOD	87	124	0	-124		-124	0.00%	
3011	BAR SUPPLIES	832	474	1,000	526		526	47.40%	
	Total Direct	6,162	4,119	9,000	4,881	295	4,586	46%	
Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4001	SALARIES	758,172	342,135	966,418	624,283		624,283	35.40%	Reduced staffing levels (+4005=IRO 36.37% Actual)
4004	WAGES	12,083	4,222	4,000	-222		-222	105.50%	Casual staff/events
4005	Temporary/Agency Staff	67,296	9,334	0	-9,334		-9,334	0.00%	see 4001 above
4006	PROTECTIVE CLOTHING/UNIFORMS	3,376	1048	3,000	1,952	140	1,812	39.60%	
4007	CONFERENCES/MEETINGS	3,296	798	4,000	3,202	315	2,887	27.80%	
4008	COURSES/TRAINING	7,296	5,018	15,000	9,982	928	9,054	39.60%	Depot training
4009	TRAVEL	1,337	338	1,750	1,413		1,413	19.30%	
4010	MISC STAFF COSTS	2,893	48	250	202		202	19.10%	
4011	RATES	120,683	128,189	139,150	10,961		10,961	92.10%	Annual invoices received in April. Adjustment for GH expected post October
4012	WATER RATES	4,069	3,410	13,850	10,440		10,440	24.60%	
4014	ELECTRICITY	55,034	18,920	97,020	78,100		78,100	19.50%	Periodic Billing
4015	GAS	25,359	6,384	93,800	87,416		87,416	6.80%	Periodic Billing and seasonal useage
4016	CLEANING AND RUBBISH	54,311	22,722	55,000	32,279	5,791	26,487	51.80%	Committed (Sparlings) then drawn down
4017	License - PC Software	3,793	2,521	4,500	1,979		1,979	56.00%	Annual Licenses received at the beginning of the Financial Year
4020	MISC EXPENSES	27,902	1460	22,950	21,490	26,482	-4,992	121.80%	GF Commitments (deposits-SWAST & Toilets & signs)
4021	Tel. Calls/Service & Broadband	11,988	5,456	12,850	7,394	36	7,357	42.70%	
4022	POSTAGE	2,715	788	3,500	2,712		2,712	22.50%	
4023	STATIONERY/PRINTING	2,488	1512	2,900	1,388		1,388	52.10%	
4024	SUBSCRIPTIONS	4,095	4,330	4,470	140		140	96.90%	Typically annual - differing invoice dates
4025	INSURANCE	74,031	76,037	85,000	8,963		8,963	89.50%	Annual invoices received in April. Event insurances adhoc
4027	Photocopier hire and usage	6,338	1595	6,550	4,955		4,955	24.40%	Paid quarterly in advance
4028	REGALIA	0	0	250	250		250	0.00%	
4029	TOWN ADVERTISING	2,136	956	4,000	3,045		3,045	23.90%	
4030	RECRUITMENT ADVTG	2,002	182	3,500	3,318		3,318	5.20%	
4031	OTHER ADVERTISING	12,796	4,695	22,000	17,305	428	16,877	23.30%	
4032	WEBSITE DESIGN/MTCE	330	200	600	400		400	33.30%	
4033	CIVIC BALL EXPENDTRE	5,515	2,305	4,250	1,945		1,945	54.20%	2023 evt costs inc. in 23/24 budget due to timing
4034	PUBLIC RELATIONS	0	0	1,500	1,500		1,500	0.00%	
4036	PROPERTY MAINTENANCE	52,710	27,863	68,750	40,887	18,562	22,325	67.50%	residual works
4037	GROUNDS MAINTENANCE	12,665	9361	35,000	25,639	2,024	23,616	32.50%	
4038	CONTRACT MAINTENANCE	24,768	16,580	32,350	15,770	1,909	13,861	57.20%	Typically annual - differing invoice dates
4041	EQUIPMENT HIRE	1,585	615	1,800	1,185	108	1,077	40.20%	
4042	EQUIPMENT MAINT'CE	6,237	2,774	21,170	18,396	839	17,558	17.10%	
4043	VEHICLE RUNNING COST	19,871	7,562	18,750	11,188	1,312	9,876	47.30%	Ageing Fleet (one vehicle replaced, one to acquire)
4044	PERFORMING RIGHTS	2,076	1,976	3,800	1,824		1,824	52.00%	Annual Licenses received at the beginning of the Financial Year

4045	IT MAINTENANCE/SUPPORT	12,594	5,192	16,100	10,908		10,908	32.20%	
4046	EQUIPMENT PURCHASE	8,084	5,068	15,000	9,932	125	9,807	34.60%	
4047	GEN\WKS MGRS BUDGET	890	125	3,000	2,875		2,875	4.20%	
4048	PARK & RIDE EXPEND	11,910	0	12,500	12,500	9544	2,956	76.40%	Goose Fair refers
4049	MINOR EQUIPMENT	22	0	0	0		0	0.00%	
Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4050	POOP SCOOP/DOG WARDEN	4,614	0	9,500	9,500		9,500	0.00%	
4051	BANK CHARGES	5,472	1,690	5,500	3,810		3,810	30.70%	
4053	LOAN INTEREST	21,429	2,618	20,162	17,544		17,544	13.00%	Periodic invoicing
4054	LOAN CAPITAL REPAID	42,564	11378	42,832	31,454		31,454	26.60%	Periodic invoicing
4055	Professional Fees (other)	680	0	2,500	2,500		2,500	0.00%	
4056	LEGAL EXPENSES	24,097	5,440	30,000	24,561		24,561	18.10%	
4057	AUDIT FEES	4,514	-2,335	4,900	7,235		7,235	-47.70%	Accounting adj/prior year refers
4058	Professional Fees - Properties	12,676	5,677	12,000	6,323		6,323	47.30%	
4059	ACCOUNTANCY FEES	3,400	2,640	5,500	2,860		2,860	48.00%	Accounting adj/prior year refers
4062	MAYORS ALLCE	2,000	1000	2,000	1,000		1,000	50.00%	
4063	Civic/Ceremonial Expenses	3,737	1433	5,000	3,567		3,567	28.70%	
4064	TWINNING EXPENSES	250	250	250	0		0	100.00%	
4065	ELECTIONS	17	0	1,500	1,500		1,500	0.00%	
4067	COMMUNITY GRANTS	8,096	10,623	20,000	9,377		9,377	53.10%	Grants paid early due to purdah
4073	PATHS MAINTENANCE	2,392	0	2,500	2,500		2,500	0.00%	
4076	TOWN SIGNS	0	0	1,000	1,000		1,000	0.00%	
4078	Localism	147	0	19,024	19,024		19,024	0.00%	Up to £18k for 4178 (subject to grants received) Current budget at start of year £20k
4089	H R & H & S SUPPORT	840	0	2,500	2,500		2,500	0.00%	
4091	TOWN HALL ENTERTAINERS	0	0	400	400		400	0.00%	
4092	TOILET CLEANING CONT (WDBC)	9,258	0	1,000	1,000		1,000	0.00%	
4093	TH MANAGER'S BUDGET	843	0	1,500	1,500		1,500	0.00%	
4094	MARKET REEVE BUDGET	1,101	27	1,500	1,473		1,473	1.80%	
4096	CLLRS ALLOWANCE	10,469	2723	14,500	11,777		11,777	18.80%	
Code	Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes
4097	Clr IT Allowance	0	0	1,300	1,300		1,300	0.00%	
4099	THT GRANT	0	0	35,000	35,000		35,000	0.00%	Changed operating arrangements
4102	ANCIENT MONUMENTS	817	910	1,000	90		90	91.00%	Drake Statue lighting replacement
4108	CHRISTMAS LIGHTS	10,948	1,785	6,000	4,215	580	3,635	39.40%	
4112	TOWN CLERK'S BUDGET	413	144	1,500	1,356		1,356	9.60%	
4114	ASST TC BUDGET	1,149	66	1,500	1,434	21	1,413	5.80%	
4117	TOWN CLOCK	1,110	0	1,500	1,500		1,500	0.00%	
4120	EX WDBC PUBLIC TOILETS	0	0	26,000	26,000		26,000	0.00%	Negotiations on-going
4134	MAYORS F'RAISING DON'N	912	1,270	0	-1,270		-1,270	0.00%	
4135	TOWN CRIER EXPENSES	30	30	35	5		5	85.70%	
4136	TOWN HALL EVENTS COSTS	0	5	750	745		745	0.70%	
4178	Neighbourhood Plan	8,504	976	976	0	2,110	-2,110	316.20%	Draw down facility - 4078 refers. - Grant received of £9,900 on 1091
4179	Platinum Jubilee TTC	5,018	0	0	0		0	0.00%	Legacy
4180	Platinum Jubilee 3rd Party	7,625	0	0	0		0	0.00%	Legacy
4181	Plat. Jubilee TTC -Town Events	4,017	0	0	0		0	0.00%	Legacy
	Total Overhead	1,623,885	770,069	2,081,407	1,311,342	71,254	1,240,088	37%	

		Actual Last	Actual Year	Current	Budget	Committed	Funds	%	Notes
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Code	Income Detail	Year	to Date	Annual Bud	Variance	Expenditure	Available	Received	
1000	INTERMENTS	30,293	11,369	30,000	18,631			37.90%	
1010	RENT RECEIVED - INVOICE	434,079	226,603	457,319	230,716			49.60%	Typically quarterly
1011	INSURANCE RECHARGED	2,500	2,500	2,300	-200			108.70%	Principally annually
1020	LETTING INCOME - INVOICE	94,203	53,084	105,500	52,416			50.30%	
1021	EQUIPMENT HIRE INC	1,579	1,491	2,000	510			74.50%	
1022	FORFEITED DEPOSITS	6086	983	0	-983			0.00%	
1023	TH KITCHEN LETTING INCOME	2,659	2,044	4,000	1,956			51.10%	
1033	CIVIC BALL INCOME	3,073	833	3,250	2,417			25.60%	
1034	MAYOR'S FUNDRAISING	912	1270	0	-1270			0.00%	
1040	MARKET TOLLS	354,319	165,786	410,700	244,914			40.40%	Daily/weekly/monthly
Code	Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Received	Notes
1041	ELECTRICITY RECOVERY	410	605	750	145			80.70%	Increased unit rates
1043	MARKET STORAGE	6,133	2,305	5,000	2695			46.10%	
1044	MARKET LOCK-UPS - INVOICE	35,825	14,040	31,000	16,960			45.30%	
1045	MARKET CARRIER BAGS	78	0	100	100			0.00%	
1046	WATER RATES RECOVERY	100	60	240	180			25.00%	
1050	CAR PARK FEES	25,562	17,798	21,500	3,702			82.80%	Income from WDBC for GH car park Ringo for 22/23 received in April
1060	GOOSE FAIR INCOME	40,093	26,132	38,500	12368			67.90%	
1061	PARK & RIDE INCOME	5,624	0	6,500	6500			0.00%	
1071	STAFF COSTS RECOVERED	4,246	177	3000	2,824			5.90%	
1072	Grant ACE Jubilee Funding	7,722	0	0	0			0.00%	
1076	PRECEPT	852,554	484,435	968,870	484,435			50.00%	Received in two equal instalments
1077	GRANTS RECEIVED	20,000	0	59560	59560			0.00%	
1080	MISC INCOME	20,117	3802	11,510	7,708			33.00%	
1081	Garden Festival Income	5,299	1781	3,500	1,719			50.90%	
1082	DEPOT SEAT INCOME	600	739	0	-739			0.00%	
1090	INTEREST RECEIVED	27,120	22166	35,000	12,834			63.30%	
1091	Neighbourhood Development Plan	4,684	9900	0	-9900			0.00%	Grant of £9,900 received - refer to 4178 NDP above
1100	BAR SALES	12,951	10,631	20,000	9,369			53.20%	
1120	FOOD SALES	113	500	0	-500			0.00%	
1130	Bar Extension & Licences	600	200	800	600			25.00%	
1175	PROCEEDS OF ASSET DISPOSALS							0.00%	
	Total Income	1,999,534	1,061,234	2,220,899	1,159,667	0	0	48%	

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