

**FINANCE AND AUDIT**

**MINUTES**  
**Wednesday 22nd March 2017**

**Present:** Chairman Cllr V Southern, Cllr L Ball, Cllr R Morris, Cllr J Barnes, Cllr E Komolafe,

**Also Present:** Cllr P Darrington, Cllr J Halford, Cllr C Barnes

**Officers:** CEO Steve Nash, Civic Manager Toni Roast, Democratic Services Officer Barb Playfoot

Cllr V Southern asked for 1 minute silence as a mark of respect for the 4 victims who lost their lives during a terror attack in Westminster earlier in the day.

**1. APOLOGIES FOR ABSENCE**

Cllr M Horwood, Cllr L Dyball, Cllr T Searles

**2. DECLARATIONS OF INTEREST**

None Received

**3. MINUTES OF THE PREVIOUS MEETING**

To approve as correct the Minutes of the Meeting held on Wednesday 22nd February 2017

**AGREED**

**4. FINANCE REPORT**

The Chairman was pleased to note that the council are now receiving detailed financial information on all aspects of the councils operation, including debtors, creditors, financial projections and the transparency of the financial records. Cllr Komolafe commended the CEO and his team on the presentation of the accounts, in respect of the detail and easy to understand.

**RESOLVED: To accept reports A/B/C/D**

**5. VENUE FINANCES**

The Chairman noted that the Alexandra Suite is matching its financial predictions and revenue. The Olympic is now making financial progress and is anticipated this will continue. The CEO answered questions from the floor on the proposed activities planned for the park to justify the financial predictions shown in Venue Finance Report C.

**RESOLVED: To accept Venue Finance Reports A/B/C**

**6. LAST MEETING**

All noted this was the last meeting of Finance and Audit before it is amalgamated with Swanley Banqueting to form the new Policy and Finance Committee.

**Date of the Policy & Finance Meeting**

19<sup>th</sup> April 2017

**MEETING CLOSED AT 19.50 hrs**

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

**Committee Members:**

(Chair) Cllr Southern, (Vice Chair) Cllr Morris, Cllr Ball, Cllr Dyball, Cllr J Barnes, Cllr Searles, Cllr Komolafe

# Finance Report A

Swanley Town Council



## Payments Out: January 2017

Date	Payee	Description	Payment Method	Ref	Amount
03/01/2017	Broxap	Install on Bins	Cheque	026729	2,627.40
03/01/2017	Centre Circle Event Management	Casual Staff	Cheque	026730	675.00
03/01/2017	Clean Wipes	Cleaning Products	Cheque	026731	100.97
03/01/2017	Commuter Magazine	Advertising	Cheque	026732	390.00
03/01/2017	Denbles Wine Estate	SPTL Trip	Cheque	026733	759.50
03/01/2017	Hall Fuels	Diesel	Cheque	026734	1,020.16
03/01/2017	Festive Impact Lighting	Christmas Lights	Cheque	026735	3,480.00
03/01/2017	Kings Commercial Services	General Maintenance	Cheque	026736	240.00
03/01/2017	J B Trading Ltd	Catering	Cheque	026737	274.27
03/01/2017	John Street Beverage	Food & Drink	Cheque	026738	142.50
03/01/2017	K9 Patrol	Patrol: Woodlands	Cheque	026739	3,495.00
03/01/2017	MC Personnel	Casual Staff	Cheque	026740	536.72
03/01/2017	Newsquest Media Group	Magazine Distribution	Cheque	026741	740.94
03/01/2017	Nivek Catering Supplies Ltd	Catering	Cheque	026742	870.00
03/01/2017	Provender Nurseries	Horticultural	Cheque	026743	7.50
03/01/2017	Seagrave Inspection	Playground Inspection	Cheque	026744	292.50
03/01/2017	Simon Jersey	Uniform	Cheque	026745	64.77
03/01/2017	Tuning Fluid	Venue Open Mic Entertainment	Cheque	026746	80.00
03/01/2017	Power Sounds Mobile Discos	Venue DJ	Cheque	026747	1,250.00
03/01/2017	Cherry Ripe	Catering	Cheque	100480	762.55
03/01/2017	Alan Kelr	Venue DJ	Cheque	100481	1,575.00
03/01/2017	Kent Frozen Foods Ltd	Catering	Cheque	026863	4,887.21
03/01/2017	Matthew Clark Wholesale Ltd	Catering	Cheque	026864	6,345.84
03/01/2017	Norman's Butchers	Catering	Cheque	100484	2,595.90
03/01/2017	A Class Travel	SPTL Trip	Cheque	026748	297.50
03/01/2017	Kent Frozen Foods Ltd	Catering	Cheque	026749	495.94
03/01/2017	Thames Water	Water Rates / Bill	Cheque	026750	2,387.61
03/01/2017	White Oaks	Christmas Lunch	Cheque	026751	101.50
03/01/2017	Scottish Power 404	Electric	Direct Debit	Monthly Payment	209.05
03/01/2017	Kevin Kordlak	Casual Staff	Cheque	100485	416.25
03/01/2017	DVLA	Vehicle Tax	Direct Debit	LC03 KJY	20.12
03/01/2017	DVLA	Vehicle Tax	Direct Debit	LV13 SNK	20.12
03/01/2017	DVLA	Vehicle Tax	Direct Debit	LC52 OUX	20.12
05/01/2017	Mann (Swanley)	Rent	Internal Entry	Internal Entry (Offset)	109.21
05/01/2017	Mann (Swanley)	Top Up Reserve	Internal Entry	Internal Entry (Offset)	150.00
05/01/2017	Hibu	Yell Advertising	Direct Debit	Monthly Payment	47.98
09/01/2017	Barclays	Barclays	Bank Entry	Charges	189.00
09/01/2017	TV Licencing	TV Licence	Direct Debit	Monthly Payment	29.10
10/01/2017	Zen Internet Ltd	Internet Provision	Direct Debit	Monthly Payment	100.80
10/01/2017	Fideliti Childcare	Child Care Vouchers	Direct Debit	Monthly Payment	131.44
10/01/2017	Mayor	Charity ball tickets	Cheque	100486	140.00
12/01/2017	Alsford Timber Ltd	Timber	Cheque	026752	1,132.39
12/01/2017	Easynet Enterprise Services Ltd	Internet Provision	Cheque	026753	81.60
12/01/2017	Equinox Recycling	Recycling	Cheque	026754	1,550.79
12/01/2017	Ernest Doe & Sons Ltd	Repairs & Maintenance	Cheque	026755	14.05
12/01/2017	Frama Smart Mailing	Franking Machine	Cheque	026756	1,000.00

12/01/2017	Geerings Ltd	Copier Charge	Cheque	026757	34.95
12/01/2017	Godfreys	Lawn & Turf Care	Cheque	026758	1,290.41
12/01/2017	K9 Patrol	Patrol: Woodlands	Cheque	026759	11,880.00
12/01/2017	Kings Commercial Services	General Maintenance	Cheque	026760	660.00
12/01/2017	Alan Kelr	Venue DJ	Cheque	026761	675.00
12/01/2017	Kent Frozen Foods Ltd	Catering	Cheque	026762	259.74
12/01/2017	Kevin Kordiak	Casual Staff	Cheque	026763	270.00
12/01/2017	Adrian Mecklenburgh Ltd	Drinks	Cheque	026764	330.94
12/01/2017	MC Personnel	Casual Staff	Cheque	026765	275.43
12/01/2017	Matthew Clark Wholesale Ltd	Catering	Cheque	026766	368.12
12/01/2017	MI Payroll Services	Bookkeeping	Cheque	026767	450.47
12/01/2017	Norman's Butchers	Catering	Cheque	026768	116.64
12/01/2017	National Casinos	Function: Caslno Host	Cheque	026769	450.00
12/01/2017	Nivek Catering Supplies Ltd	Catering	Cheque	026770	68.04
12/01/2017	Oakleaf Electrical Contractors Ltd	Heater Repairs	Cheque	026771	1,359.72
12/01/2017	RBLI	Park Signs etc.	Cheque	026772	60.00
12/01/2017	T.L.C Direct	Electrical Equipment (Lightbulbs)	Cheque	026773	21.60
12/01/2017	Warburtons	Agency Casual Staff Fee	Cheque	026774	216.00
12/01/2017	Stalbridge Linen Services	Linen	Cheque	026775	180.00
12/01/2017	Stannah	Chair Lift	Cheque	026776	271.96
12/01/2017	Swanley Link-Skanska Constructlo	Rent	Cheque	026777	676.60
12/01/2017	Till Roll Company	Till Rolls	Cheque	026778	8.40
12/01/2017	Watts Farms Ltd	Catering	Cheque	026779	228.58
12/01/2017	Kent County Council	Stationery	Cheque	100488	485.58
12/01/2017	Kent County Council	Stationery	Cheque	100489	3,641.40
12/01/2017	Mayor	Mayor's expense	Cheque	100490	152.20
13/01/2017	Steve Nash	Relocation Allowance	Cheque	100487	1,300.00
13/01/2017	Payroll	Payroll	Direct Debit	Payroll Jan	63,791.86
13/01/2017	Second Chance	Charity	Cheque	100479	321.40
15/01/2017	Sevenoaks District Council	Rates for Public Conv, Station Road	Direct Debit	Monthly Payment	203.00
15/01/2017	Sevenoaks District Council	SDC Rates for Civic Centre	Direct Debit	Monthly Payment	7,355.00
15/01/2017	Sevenoaks District Council	Rates Woodlands	Direct Debit	Monthly Payment	1,406.00
15/01/2017	Sevenoaks District Council	Rates for golf	Direct Debit	Monthly Payment	2,932.00
16/01/2017	Sage	Sage Accountancy Package	Direct Debit	Monthly Payment	125.95
16/01/2017	First Data Merchant Solutions	Card Payment Services	Direct Debit	Monthly Payment	133.96
16/01/2017	First Data Merchant Solutions	Card Payment Services	Direct Debit	Monthly Payment	17.98
16/01/2017	First Data Merchant Solutions	Card Payment Services	Direct Debit	Monthly Payment	17.98
16/01/2017	First Data Merchant Solutions	Card Payment Services	Direct Debit	Monthly Payment	69.41
17/01/2017	Payroll	Payroll	Direct Debit	Attachment to Earnings	48.70
17/01/2017	Payroll	Payroll	Direct Debit	Attachment to Earnings	387.67
17/01/2017	Payroll	Payroll	Direct Debit	Attachment to Earnings	473.76
19/01/2017	EE & T Mobile	Mobile Phone	Direct Debit	Monthly Payment	27.34
20/01/2017	Pension	Pension	Direct Debit	Monthly Payment	11,156.81
20/01/2017	HMRC	PAYE m9	Direct Debit	Monthly Payment	6,175.20
20/01/2017	HMRC	NI M9	Direct Debit	Monthly Payment	7,446.51
23/01/2017	BNP Paribas Leasing Sols	Telecoms	Direct Debit	Monthly Payment	542.38
23/01/2017	E.ON	Electric	Direct Debit	Monthly Payment	15.60
24/01/2017	1st Ace Security	Barrier Security	Cheque	026780	180.00
24/01/2017	Centre Circle Event Management	Casual Staff	Cheque	026781	184.80
24/01/2017	Cherry Ripe	Catering	Cheque	026782	46.94
24/01/2017	Equinox Recycling	Recycling	Cheque	026783	1,283.88
24/01/2017	Kevin Kordiak	Casual Staff	Cheque	026784	780.00
24/01/2017	Matthew Clark Wholesale Ltd	Catering	Cheque	026785	2,757.94
24/01/2017	MC Personnel	Casual Staff	Cheque	026786	247.18

24/01/2017	Olleco	Cooking Oil	Cheque	026787	35.22
24/01/2017	RBLI	Park Signs etc.	Cheque	026788	30.00
24/01/2017	Stalbridge Linen Services	Linen	Cheque	026789	397.63
24/01/2017	Trichem South Ltd	Dishwasher Maintenance	Cheque	026790	70.56
24/01/2017	Warburtons	Agency Casual Staff Fee	Cheque	026791	114.00
24/01/2017	Watts Farms Ltd	Catering	Cheque	100492	278.33
24/01/2017	MI Payroll Services	Bookkeeping	Cheque	026792	1,090.32
24/01/2017	XIn Telecom	Telecoms	Direct Debit	Monthly Payment	41.93
25/01/2017	BOC Ltd	Bar Gas	Direct Debit	Monthly Payment	292.52
26/01/2017	Thames Water	Water Rates / Bill	Cheque	100493	953.67
					<b><u>179,023.51</u></b>

**Summary**

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Jan-17	Cheque	75,335.01
	Direct Debit	103,240.29
	Internal Entry (Offset)	259.21
	Bank Entry	189.00
		<b><u>179,023.51</u></b>

**Chairman of Finance Committee**



**Date**

22/3/17

**Responsible Financial Officer**

**Signature**

**Date**



## Payments Out: February 2017

Date	Payee	Description	Payment Method	Ref	Amount
01/02/2017	Voicecom Ltd	Telecoms	Direct Debit	Monthly Payment	263.50
01/02/2017	Investec Asset Finance	Copier Contract	Direct Debit	Quarterly Payment	180.00
02/02/2017	J Clifton	Settlement	Cheque	100494	500.00
02/02/2017	Thames Water	Water Rates / Bill	Cheque	026793	207.15
02/02/2017	Thames Water	Water Rates / Bill	Cheque	026794	66.21
02/02/2017	Thames Water	Water Rates / Bill	Cheque	026795	1,165.94
02/02/2017	Redwing Coaches	Senlor Passport to Leisure - Trip	Cheque	026796	425.00
02/02/2017	Till Roll Company	Till Rolls	Cheque	026797	71.94
02/02/2017	Mann (Swanley)	Rent	Cheque	Gas Check	102.00
03/02/2017	DVLA	Vehicle Tax	Direct Debit	LC03 KJY	20.12
03/02/2017	DVLA	Vehicle Tax	Direct Debit	LV13 SNK	20.12
03/02/2017	First Data Merchant Solutions	Card Payment Services	Direct Debit	PDQ Cancellation	1,400.91
03/02/2017	Mann (Swanley)	Rent	Internal Entry	Internal Entry (Offset)	109.21
06/02/2017	Hibu	Yell Advertising	Direct Debit	Advertising	47.98
06/02/2017	Barclays	Barclays	Bank Entry	Charges	170.45
08/02/2017	GMB Union	Union Subscriptions	Cheque	100496	182.00
08/02/2017	TV Licencing	TV Licence	Direct Debit	TV Licence	29.10
08/02/2017	J B Trading Ltd	Catering	Cheque	026798	27.76
08/02/2017	John Street Beverage	Food & Drink	Cheque	026799	125.75
08/02/2017	Stalbridge Linen Services	Linen	Cheque	026800	144.00
08/02/2017	Power Sounds Mobile Discos	Venue DJ	Cheque	026801	500.00
08/02/2017	Paper Stone	Stationery	Cheque	026802	60.40
08/02/2017	Norman's Butchers	Catering	Cheque	026803	162.58
08/02/2017	Equinox Recycling	Recycling	Cheque	026804	1,237.49
08/02/2017	Kent Frozen Foods Ltd	Catering	Cheque	026805	476.92
08/02/2017	MI Payroll Services	Bookkeeping	Cheque	026806	1,398.24
08/02/2017	MC Personnel	Casual Staff	Cheque	026807	204.81
08/02/2017	Matthew Clark Wholesale Ltd	Catering	Cheque	026808	1,294.57
08/02/2017	Alan Keir	Venue DJ	Cheque	026809	450.00
08/02/2017	GMH Cash Registers	Till Maintenance	Cheque	026810	162.00
08/02/2017	Kent County Council	Stationery	Cheque	026811	397.80
08/02/2017	JPS Clarity Limited	Print / Copier	Cheque	026812	211.31
08/02/2017	Geldards	Legal Fees: Swanley Park	Cheque	026813	3,600.00
08/02/2017	DMH Solutions	Local Council Risk System	Cheque	026814	132.00
08/02/2017	Clean Wipes	Cleaning Products	Cheque	026815	184.13
08/02/2017	Cherry Ripe	Catering	Cheque	026816	87.67
08/02/2017	Alsford Timber Ltd	Timber	Cheque	026817	167.50
08/02/2017	EDF for Xmas Lights	Electric Supply for Xmas Lights	Cheque	100495	114.77
08/02/2017	Tuning Fluid	Venue Open Mic Entertainment	Cheque	100498	80.00
08/02/2017	Britlsh Gas: Electric	Electric Supply	Cheque	100499	4,404.27
08/02/2017	Watts Farms Ltd	Catering	Cheque	026818	409.07
09/02/2017	Sevenoaks District Council	By-Election Costs	Cheque	100497	4,981.21
09/02/2017	HR Services Partnership	HR Services Fees	Cheque	026819	3,080.90
09/02/2017	Macquarie Equipment Finance	Desktop PCs	Direct Debit	DD/Macquarie	1,476.01
10/02/2017	Barclays	Barclays	Direct Debit	PDQ Charge	93.21
10/02/2017	Barclays	Barclays	Direct Debit	PDQ Charge	0.06
10/02/2017	HMRC	VAT	Direct Debit	VAT Payment	26,659.11
10/02/2017	Fideliti Childcare	Child Care Vouchers	Direct Debit	Monthly Payment	131.44
10/02/2017	Zen Internet Ltd	Internet Provision	Direct Debit	Monthly Payment	100.80
14/02/2017	First Data Merchant Solutions	Card Payment Services	Direct Debit	Monthly Payment	132.30
14/02/2017	First Data Merchant Solutions	Card Payment Services	Direct Debit	Monthly Payment	52.98
14/02/2017	First Data Merchant Solutions	Card Payment Services	Direct Debit	Monthly Payment	17.98

14/02/2017	First Data Merchant Solutions	Card Payment Services	Direct Debit	Monthly Payment	31.39
15/02/2017	Payroll	Payroll	Direct Debit	Attachments to Earnings	270.66
15/02/2017	Payroll	STC Payroll	Direct Debit	Monthly Payment	31,196.08
15/02/2017	Sevenoaks District Council	Rates for Public Conv, Station Road	Direct Debit	Monthly Payment	203.00
15/02/2017	Sevenoaks District Council	SDC Rates for Civic Centre	Direct Debit	Monthly Payment	7,355.00
15/02/2017	Sevenoaks District Council	Rates Woodlands	Direct Debit	Monthly Payment	1,406.00
15/02/2017	Sevenoaks District Council	Rates for golf	Direct Debit	Monthly Payment	2,932.00
16/02/2017	Sage	Sage Accountancy Package	Direct Debit	Monthly Payment	125.95
16/02/2017	BSS Stocktaking	Stocktaking	Cheque	026820	100.00
16/02/2017	BR - IT (Barry Lyndsell)	IT Support	Cheque	026821	180.00
16/02/2017	Brakes Bros Ltd	Food & Drink	Cheque	026822	248.43
16/02/2017	Easynet Enterprise Services Ltd	Internet Provision	Cheque	026823	81.60
16/02/2017	Ernest Doe & Sons Ltd	Repairs & Maintenance	Cheque	026824	420.64
16/02/2017	Frama Smart Mailing	Franking Machine	Cheque	026825	426.00
16/02/2017	Fence hoards	Fence Hoarding: Woodlands	Cheque	026826	7,400.00
16/02/2017	Geerings Ltd	Copier Charge	Cheque	026827	162.32
16/02/2017	JPS Clarity Limited	Print / Copier	Cheque	026828	146.52
16/02/2017	John Street Beverage	Food & Drink	Cheque	026829	218.15
16/02/2017	Kent County Council	Stationery	Cheque	026830	192.30
16/02/2017	Alan Kelr	Venue DJ	Cheque	026831	500.00
16/02/2017	Locks 'N' Tools Ltd	Keys, Padlocks etc.	Cheque	026832	382.10
16/02/2017	Matthew Clark Wholesale Ltd	Catering	Cheque	026833	2,639.50
16/02/2017	Norman's Butchers	Catering	Cheque	026834	262.40
16/02/2017	Power Sounds Mobile Discos	Venue DJ	Cheque	026835	225.00
16/02/2017	Redwing Coaches	Senior Passport to Leisure - Trip	Cheque	026836	450.00
16/02/2017	Salters Steamers	Senior Passport to Leisure - Trip	Cheque	026837	300.65
16/02/2017	Salters Steamers	Senior Passport to Leisure - Trip	Cheque	026838	306.54
16/02/2017	Sargeant Partnership	Payroll Provider	Cheque	026840	3,180.00
16/02/2017	Till Roll Company	Till Rolls	Cheque	026841	4.80
16/02/2017	Tardis Environmental Ltd	Portable Toilets	Cheque	026842	124.28
16/02/2017	T.L.C Direct	Electrical Equipment (Lightbulbs)	Cheque	026843	34.40
16/02/2017	HSE	Training: IOSH	Cheque	026844	570.00
16/02/2017	Watts Farms Ltd	Catering	Cheque	026845	163.35
16/02/2017	Warburtons	Agency Casual Staff Fee	Cheque	026846	120.00
16/02/2017	British Gas: Electric	Electric Supply	Cheque	100502	3,000.00
16/02/2017	Kent County Council	Stationery	Cheque	100503	2,727.00
16/02/2017	Kent Ass of Local Councils	Training: Year End Accounting	Cheque	100504	72.00
16/02/2017	Kent Frozen Foods Ltd	Catering	Cheque	100505	1,256.09
16/02/2017	Tuning Fluid	Venue Open Mic Entertainment	Cheque	100506	80.00
17/02/2017	PWBL	Loan Interest & Principal	Direct Debit	Bi-Annual Payment	4,695.33
20/02/2017	KCC	Pension	Direct Debit	Monthly Payment	11,057.28
20/02/2017	EE & T Mobile	Mobile Phone	Direct Debit	Monthly Payment	28.46
20/02/2017	Total Gas & Power Ltd	Gas Supply	Direct Debit	Quarterly Payment	1,743.54
20/02/2017	Barclays	PDQ Costs	Direct Debit	PDQ Charge	30.00
22/02/2017	HMRC	PAYE 10	Direct Debit	Monthly Payment	4,873.24
22/02/2017	HMRC	NI 10	Direct Debit	Monthly Payment	7,021.60
22/02/2017	1st Ace Security	Barrier Security	Cheque	026847	456.00
22/02/2017	Elizabeth Davies	Insurance Payment	Cheque	026848	188.10
22/02/2017	Stalbridge Linen Services	Linen	Cheque	026849	295.37
22/02/2017	MI Payroll Services	Bookkeeping	Cheque	026850	1,823.45
22/02/2017	Total Gas & Power Ltd	Gas Supply	Direct Debit	Quarterly Payment	4,704.21
22/02/2017	Barclays	PDQ Costs	Direct Debit	PDQ Charge	230.00
22/02/2017	BOC Ltd	Bar Gas	Direct Debit	Monthly Payment	252.52
23/02/2017	BNP Paribas Leasing Sols	Telecoms	Direct Debit	Monthly Payment	542.38
24/02/2017	Xln Telecom	Telecoms	Direct Debit	Monthly Payment	41.93
27/02/2017	Bgas Elec Ablutions St Marys	Electric Supply	Direct Debit	Monthly Payment	205.34
27/02/2017	Bgas Elec Oaks Communal	Electric Supply	Direct Debit	Monthly Payment	32.13
27/02/2017	Bgas Elec Civic	Electric Supply	Direct Debit	Monthly Payment	97.14
					<b>165,532.84</b>

Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Feb-17	Cheque	55,552.38
	Direct Debit	109,700.80
	Internal Entry (Offset)	109.21
	Bank Entry	170.45
		<u>165,532.84</u>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date



# Finance Report B

Swanley Town Council



Petty Cash Reimbursement: January 2017

<u>Date</u>	<u>Location</u>	<u>Vendor</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
No transactions Processed for January 2017						
						<u>£0.00</u>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

**Swanley Town Council**



**Petty Cash Reimbursement: February 2017**

<u>Date</u>	<u>Location</u>	<u>Vendor</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
No transactons processed for February 2017						
						<u>£0.00</u>

**Chairman of Finance Committee**



**Date**  
22/3/17

**Responsible Financial Officer**

**Signature**

**Date**

# Finance Report C

## Swanley Town Council



**Bank Reconciliation 28 February 2017**

Bank Statement Balance:	Current Account	72,702.90	
			<u>72,702.90</u>
Other Bank & Cash Accounts:	Darlington Building Society	-	
	Mayor's Account	2,264.40	
	Recreation Account	8,059.88	
	Alexandra Cash Account	3,708.76	
	Olympic Cash Account	2,559.92	
	Link Cash Account	485.25	
			<u>17,078.21</u>
			<u><u>89,781.11</u></u>
Unpresented Payments	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	28-Feb-17	Balance	18,926.65
			<u>18,926.65</u>
			<u><u>70,854.46</u></u>
Unpresented Receipts:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	28-Feb-17	Balance (	753.60 )
			<u>( 753.60 )</u>
			<u><u>71,608.06</u></u>
Closing Book Balance:	Current Account	54,529.85	
	Other Bank & Cash Accounts	17,078.21	
			<u>71,608.06</u>
			<u><u>-</u></u>

**Chairman of Finance Committee**

Signature

Date

22/3/17



**Responsible Financial Officer**

Signature

Date

# Swanley Town Council



## Bank Reconciliation 31 January 2017

Bank Statement Balance:	Current Account		161,833.52		
					<u>161,833.52</u>
Other Bank & Cash Accounts:	Darlington Building Society				
	Mayor's Account		2,170.40		
	Recreation Account		5,682.20		
	Alexandra Cash Account		2,880.94		
	Olympic Cash Account		4,751.72		
	Link Cash Account		497.82		
					<u>15,983.08</u>
					<u><u>177,816.60</u></u>
Unpresented Payments		<u>Date</u>	<u>Ref</u>	<u>Amount</u>	
		31-Jan-17	Balance	33,904.60	
					<u>33,904.60</u>
					<u><u>143,912.00</u></u>
Unpresented Receipts:		<u>Date</u>	<u>Ref</u>	<u>Amount</u>	
		31-Jan-17	Balance (	5,122.85 )	
					<u>( 5,122.85 )</u>
					<u><u>149,034.85</u></u>
Closing Book Balance:	Current Account		133,051.77		
	Other Bank & Cash Accounts		15,983.08		
					<u>149,034.85</u>
					<u><u>149,034.85</u></u>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

# Cash Flow Statement

Fiscal Year begins:  
01/04/2016

	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Total
Cash Position (Beginning of Month)	143,592.80	143,592.80	336,133.42	188,704.43	86,879.46	402,210.30	396,928.00	419,327.31	349,579.88	262,904.72	211,012.07	161,833.52	72,702.90
<b>Receipts</b>													519,509.00
Precept	259,755.00			101,000.00		158,754.00							150,371.14
Other Cash Injection				150,371.14									1,285,868.41
Cash In	74,185.63	76,876.46	87,757.65	213,416.24	139,866.09	74,715.81	138,902.42	84,351.66	90,207.51	104,472.58	91,116.36	110,000.00	0.00
													0.00
<b>Total</b>	<b>333,940.63</b>	<b>76,876.46</b>	<b>87,757.65</b>	<b>464,787.38</b>	<b>139,866.09</b>	<b>233,469.81</b>	<b>138,902.42</b>	<b>84,351.66</b>	<b>90,207.51</b>	<b>104,472.58</b>	<b>91,116.36</b>	<b>110,000.00</b>	<b>1,955,748.55</b>
<b>Total Balance Available (Pre Cash Out)</b>	<b>143,592.80</b>	<b>477,533.43</b>	<b>413,009.88</b>	<b>276,462.08</b>	<b>551,666.84</b>	<b>630,397.81</b>	<b>558,229.73</b>	<b>433,931.54</b>	<b>353,112.23</b>	<b>315,484.65</b>	<b>252,949.88</b>	<b>182,702.90</b>	
<b>Cash Paid Out</b>													56,038.02
Bar	4,945.05	6,187.41	5,891.56	9,427.74	1,243.91	5,934.57	4,291.65	4,627.51	4,012.68	3,424.20	3,025.87	3,025.87	71,308.06
Catering	4,481.05	5,614.63	6,027.64	6,195.95	8,424.17	4,913.92	7,548.77	8,578.90	11,909.02	3,060.69	2,276.66	2,276.66	26,424.90
Functions	3,183.20	1,146.25	3,749.61	1,554.60	92.75	3,823.69	2,449.87	3,029.93	3,580.00	1,755.00	1,030.00	1,030.00	597,606.41
Payroll	62,711.14	51,374.50	52,703.98	62,881.96	47,069.57	48,577.96	44,899.78	45,749.00	42,650.66	63,791.86	31,196.00	44,000.00	163,019.75
Pension	15,725.73	15,132.25	13,789.19	14,807.11	15,359.21	14,177.63	15,099.47	12,836.71	12,821.08	11,156.81	11,057.28	11,057.28	179,275.25
NI & PAYE	18,509.28	17,869.85	16,200.96	16,886.44	14,735.25	13,134.85	16,231.84	13,833.50	14,461.89	13,621.71	11,894.84	11,894.84	23,470.96
Casual Staff	30.54	1,194.00	1,609.00	1,676.51	3,432.84	5,366.42	2,883.54	1,344.96	3,954.98	1,778.17	100.00	100.00	4,045.74
Stationery / Printing	117.41	148.90	73.65	356.05	169.76	62.80	20.40	450.77	404.65	210.59	1,015.38	1,015.38	30,860.28
Repairs & Maintenance	2,111.82	2,507.08	1,725.40	55.00	644.05	87.29	8,300.64	698.26	470.39	4,872.00	1,388.35	8,000.00	11,063.43
Equipment & Machinery	0.00	32.62	525.59	414.27	260.00	2,355.00	172.00	2,790.38	61.71	510.52	1,970.67	1,970.67	3,684.20
Advertising	105.98	945.98	845.56	671.36	77.98	39.98	39.99	39.98	657.43	180.00	39.98	39.98	4,225.49
Subscriptions	1,811.79	0.00	179.00	604.80	35.00	35.00	481.34	548.01	0.00	410.55	60.00	60.00	31,544.65
Insurance	0.00	31,308.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.00	118.00	26,573.70
Accounting & Legal	2,584.00	518.50	1,232.50	2,012.50	331.50	3,221.50	3,417.00	2,312.00	3,034.50	2,272.50	2,837.20	2,800.00	53,751.27
Professional Fees	2,724.00	9,160.22	6,195.54	16,604.08	7,627.18	16,762.21	( 28,022.33 )	3,779.25	3,316.70	8,055.97	5,048.45	2,500.00	5,564.41
Telephone & Broadband	1,447.61	387.22	289.00	483.73	90.78	443.94	442.97	474.40	209.72	429.00	433.02	433.02	4,123.69
Computer & Software	458.00	145.00	409.00	587.33	237.43	185.33	945.33	220.33	225.76	239.96	235.11	235.11	13,360.75
Gas	0.00	5,860.55	0.00	0.00	879.57	0.00	0.00	1,040.63	0.00	0.00	5,580.00	0.00	7,852.73
Electric	3,345.99	1,592.47	1,385.77	12.65	3,430.68	1,859.15	0.00	( 13,356.02 )	( 2,807.74 )	1,000.00	4,389.78	7,000.00	128,076.13
Rates: General	10,506.70	10,506.70	11,894.73	11,896.00	11,896.00	11,896.00	11,896.00	11,896.00	11,896.00	11,896.00	11,896.00	11,896.00	13,302.86
Water	0.00	0.00	3,276.43	0.00	886.65	4,632.56	643.18	1,744.43	2,119.61	0.00	0.00	0.00	47,554.22
Premises Expenses	29.80	11,904.00	990.00	943.00	3,224.00	1,782.00	139.00	1,903.00	905.00	6,480.42	9,627.00	9,627.00	24,234.99
Equipment Leasing	1,044.25	2,750.40	2,518.70	612.28	2,160.31	2,328.11	552.38	2,471.99	1,775.83	451.98	3,784.38	3,784.38	79,851.23
VAT	0.00	0.00	0.00	0.00	0.00	30,082.35	23,109.77	0.00	0.00	0.00	26,659.11	0.00	6,127.79
Bank Charges	395.37	406.92	431.49	442.23	379.23	755.76	326.68	700.97	421.67	428.35	719.56	719.56	445,408.72
Other (specify)	5,131.30	47,611.35	57,638.32	330.95	22,460.57	38,612.48	92,780.58	63,311.93	26,018.62	17,624.85	43,864.34	30,023.43	0.00
Miscellaneous													2,058,349.63
<b>Total</b>	<b>141,400.01</b>	<b>224,305.45</b>	<b>189,582.62</b>	<b>149,456.54</b>	<b>145,148.39</b>	<b>211,070.50</b>	<b>208,649.85</b>	<b>171,026.82</b>	<b>142,100.16</b>	<b>153,651.13</b>	<b>180,246.98</b>	<b>141,711.18</b>	
<b>Unpresented Transactions</b>													35,000.00
Unpresented Payments	71,885.71	17,390.88	8,985.20	24,695.64	45,920.94	67,233.14	23,494.77	38,182.52	7,351.15	33,904.60	18,926.65	35,000.00	
Unpresented Receipts	( 5,987.86 )	( 10,379.48 )	( 3,346.97 )	( 9,455.86 )	( 8,153.29 )	( 10,950.45 )	( 14,611.43 )	( 6,337.54 )	( 3,309.92 )	( 5,122.85 )	( 753.60 )	( 2,000.00 )	
Other													33,000.00
<b>Total</b>	<b>65,897.85</b>	<b>7,011.40</b>	<b>5,638.23</b>	<b>15,239.78</b>	<b>37,767.65</b>	<b>56,282.69</b>	<b>8,883.34</b>	<b>31,844.98</b>	<b>4,041.23</b>	<b>28,781.75</b>	<b>18,173.05</b>	<b>33,000.00</b>	<b>7,991.72</b>
<b>Cashbook Position (End of Month)</b>	<b>270,235.57</b>	<b>181,693.03</b>	<b>81,241.23</b>	<b>386,970.52</b>	<b>359,160.35</b>	<b>363,044.62</b>	<b>340,696.54</b>	<b>231,059.74</b>	<b>206,970.84</b>	<b>133,051.77</b>	<b>54,529.85</b>	<b>7,991.72</b>	
<b>Cash Position (End of Month)</b>	<b>143,592.80</b>	<b>336,133.42</b>	<b>188,704.43</b>	<b>86,879.46</b>	<b>402,210.30</b>	<b>396,928.00</b>	<b>419,327.31</b>	<b>349,579.88</b>	<b>262,904.72</b>	<b>211,012.07</b>	<b>161,833.52</b>	<b>72,702.90</b>	<b>40,991.72</b>