

Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU

Tel: 01322 611663

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 21st June 2017

Present: Chairman Cllr M Horwood, Cllr V Southern, Cllr L Dyball,
Cllr R Morris, Cllr M Hogg, Cllr T Searles,

Also Present: Cllr L Ball, Cllr C Barnes, Cllr J Barnes, Cllr P Darrington,
Cllr E Komolafe, Cllr H Willingale

Officers: CEO Steve Nash,
RFO Steve Innes
Democratic Services Officer Barb Playfoot

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

None Received

3. MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 7th June 2017

AGREED

4. TO RECEIVE THE MONTHLY FINANCES

The RFO took several questions regarding the reports. The RFO agreed to provide a breakdown of costs identified at the next meeting.

RESOLVED: To accept reports A/B/C/D/E/F

Date of the Policy & Finance Meeting

19th July 2017

MEETING CLOSED AT 20.17

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

Committee Members:

(Chair) Cllr Horwood, (Vice Chair) Cllr Southern, Cllr Morris, Cllr Dyball, Cllr T Searles, Cllr M Hogg

Swanley Town Council: Overall

YTD Summary

Income

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18 ##	YTD	Forecast	Indicator
4000	Precept	539,867.00	269,934.00	-	-	-	-	-	-	-	-	-	-	-	269,934.00	539,867.00	-
4033	Community Infrastructure Levy		106,180.00														
4005	Rent - Oaks Clinic		49,890.00	-	-	-	-	-	-	-	-	-	-	-	49,890.00	-	-
4006	Rent - Cafe in the Park		6,000.00	-	-	-	-	-	-	-	-	-	-	-	6,000.00	-	-
4007	Rent - Swanley Park		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4008	Rent - Swanley New Barn Railway		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4009	Rent - 10 Station Road		687.50	-	-	-	-	-	-	-	-	-	-	-	687.50	-	-
4010	Rent - Ice Cream Van		5,000.00	-	-	-	-	-	-	-	-	-	-	-	5,000.00	-	-
4011	Rent - Pedham Farm		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4012	Rent - Golf Range		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4013	Rent - Bowls Club		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4015	Rent - Flat Above Olympic Centre		700.00	700.00	-	-	-	-	-	-	-	-	-	-	1,400.00	-	-
4020	Allotments		22.50	33.75	-	-	-	-	-	-	-	-	-	-	56.25	-	-
4021	Dog Bin Emptying		390.00	-	-	-	-	-	-	-	-	-	-	-	390.00	-	-
4022	Solar Panel Income		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4025	Black Refuse Bags		111.25	251.25	-	-	-	-	-	-	-	-	-	-	362.50	-	-
4026	White Refuse Bags		40.84	71.66	-	-	-	-	-	-	-	-	-	-	112.50	-	-
4027	Brown Refuse Bags		1,425.87	1,305.00	-	-	-	-	-	-	-	-	-	-	2,730.87	-	-
4028	Photocopying		3.54	-	-	-	-	-	-	-	-	-	-	-	3.54	-	-
4029	Radar Keys		2.50	-	-	-	-	-	-	-	-	-	-	-	2.50	-	-
4031	SDC Link Service Contract		13,824.77	-	-	-	-	-	-	-	-	-	-	-	13,824.77	-	-
4032	1812 Event		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4034	Firework Night		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4035	Sevenoaks District Council		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4036	Markets		33.32	216.66	-	-	-	-	-	-	-	-	-	-	249.98	-	-
4037	Armed Forces Day		29.17	16.67	-	-	-	-	-	-	-	-	-	-	45.84	-	-
4100	Bar Income		9,046.88	11,422.56	-	-	-	-	-	-	-	-	-	-	20,469.44	-	-
4105	Catering Income		7,618.73	9,465.15	-	-	-	-	-	-	-	-	-	-	17,083.88	-	-
4110	Equipment Hire		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4115	Function Package Revenue		3,410.02	5,365.85	-	-	-	-	-	-	-	-	-	-	8,775.87	-	-
4120	Conference Lettings Revenue		8,872.18	6,403.77	-	-	-	-	-	-	-	-	-	-	15,275.95	-	-
4125	Party Night Revenue		300.00	1,084.62	-	-	-	-	-	-	-	-	-	-	1,384.62	-	-
4130	Party Function Revenue		787.50	787.50	-	-	-	-	-	-	-	-	-	-	1,575.00	-	-
4500	Senior Passport to Leisure Revenue		2,540.08	3,985.42	-	-	-	-	-	-	-	-	-	-	6,525.50	-	-
4600	Outdoor Event Revenue		119.00	3,281.00	-	-	-	-	-	-	-	-	-	-	3,400.00	-	-
4605	Court Lettings		148.00	1,121.77	-	-	-	-	-	-	-	-	-	-	1,269.77	-	-
4606	Changing Rooms		-	234.30	-	-	-	-	-	-	-	-	-	-	234.30	-	-
4607	Floodlight Revenue		-	224.00	-	-	-	-	-	-	-	-	-	-	224.00	-	-
4608	Football Pitches		-	178.94	-	-	-	-	-	-	-	-	-	-	178.94	-	-
4609	Snooker Income		561.01	545.09	-	-	-	-	-	-	-	-	-	-	1,106.10	-	-
4700	Rowing		1,488.32	854.16	-	-	-	-	-	-	-	-	-	-	2,342.48	-	-
4701	Pedalos		5,325.42	4,926.24	-	-	-	-	-	-	-	-	-	-	10,251.66	-	-
4702	Canoeing		482.09	237.91	-	-	-	-	-	-	-	-	-	-	720.00	-	-
4703	Golf		1,063.05	575.00	-	-	-	-	-	-	-	-	-	-	1,638.05	-	-
4704	Tree Trek		1,739.78	524.41	-	-	-	-	-	-	-	-	-	-	2,264.19	-	-

Monthly Finances (a)

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>##</u>	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
4705	Battery Bikes		45.00	5.00	-	-	-	-	-	-	-	-	-	-		50.00	-	-
4706	Dino Karts		36.66	291.67	-	-	-	-	-	-	-	-	-	-		328.33	-	-
4707	Deck Chairs		10.00	115.42	-	-	-	-	-	-	-	-	-	-		125.42	-	-
4708	Bouncy Castle		2,096.67	1,796.97	-	-	-	-	-	-	-	-	-	-		3,893.64	-	-
4709	Mini Boats		3.33	-	-	-	-	-	-	-	-	-	-	-		3.33	-	-
4710	Car Parking		10,861.05	5,673.70	-	-	-	-	-	-	-	-	-	-		16,534.75	-	-
4720	Childrens Party		187.50	329.99	-	-	-	-	-	-	-	-	-	-		517.49	-	-
4800	Town Crier Advertising Revenue		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
4805	Swanley in Bloom - Sponsorship		9,045.01	463.34	-	-	-	-	-	-	-	-	-	-		9,508.35	-	-
4810	Sponsorship - General		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
4900	Investment Income		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
4901	Royalties Received		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
4902	Commissions Received		63.19	96.64	-	-	-	-	-	-	-	-	-	-		159.83	-	-
4903	Insurance Claims		-	1,325.00	-	-	-	-	-	-	-	-	-	-		1,325.00	-	-
4904	Bank Refund		64.98	-	-	-	-	-	-	-	-	-	-	-		64.98	-	-
4998	Sale of Goods		-	500.00	-	-	-	-	-	-	-	-	-	-		500.00	-	-
4999	Other Income		66.67	70.83	-	-	-	-	-	-	-	-	-	-		137.50	-	-
		-	144,143.38	64,481.24	-	-	-	-	-	-	-	-	-	-		208,624.62	-	-

Swanley Town Council: Overall

YTD Summary

Expenditure		Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	##	YTD	Forecast	Indicator
5000	Street lighting		14.53	-	-	-	-	-	-	-	-	-	-	-		14.53	-	-
5001	Bar Purchases		3,115.33	3,060.41	-	-	-	-	-	-	-	-	-	-		6,175.74	-	-
5002	Catering Purchases		3,975.02	2,771.29	-	-	-	-	-	-	-	-	-	-		6,746.31	-	-
5005	Black Refuse Bags		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5006	White Refuse Bags		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5007	Brown Refuse Bags		1,300.00	1,300.00	-	-	-	-	-	-	-	-	-	-		2,600.00	-	-
5009	Other		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5010	Sporting Equipment Purchases		-	740.00	-	-	-	-	-	-	-	-	-	-		740.00	-	-
5011	Licenses		12.18	12.12	-	-	-	-	-	-	-	-	-	-		24.30	-	-
5012	Sales Commissions		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5020	Estates Equipment / Machinery		7,342.57	15,551.89	-	-	-	-	-	-	-	-	-	-		22,894.46	-	-
5021	Estates Equipment / Machinery Repairs		-	7,781.12	-	-	-	-	-	-	-	-	-	-		7,781.12	-	-
5030	Horticulture		201.64	74.93	-	-	-	-	-	-	-	-	-	-		276.57	-	-
5032	1812 Event		791.67	-	-	-	-	-	-	-	-	-	-	-		791.67	-	-
5033	Pantomime		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5034	Firework Night		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5035	Remembrance Day		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5036	Swanley in Bloom		380.00	410.50	-	-	-	-	-	-	-	-	-	-		790.50	-	-
5037	Xmas Day Party		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5038	Christmas Lights		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5039	Senior Passport to Leisure		1,533.67	3,575.00	-	-	-	-	-	-	-	-	-	-		5,108.67	-	-
5040	Mayor at Home		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5044	Laundry		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5045	Function Expenditure		2,310.65	1,886.66	-	-	-	-	-	-	-	-	-	-		4,197.31	-	-
5100	Machinery Fuel		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5101	Machinery Repairs and Renewals		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
5102	Event Equipment Repairs & Maintenance		41.75	396.31	-	-	-	-	-	-	-	-	-	-		438.06	-	-
6100	Agency Commission		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
6200	Website, Social Media and Marketing		39.98	39.98	-	-	-	-	-	-	-	-	-	-		79.96	-	-
6201	Advertising		259.00	552.88	-	-	-	-	-	-	-	-	-	-		811.88	-	-
6202	Gifts and Samples		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
6900	Miscellaneous Expenses		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7000	Salaries		50,578.92	58,306.98	-	-	-	-	-	-	-	-	-	-		108,885.90	-	-
7001	Pension		6,132.94	6,338.78	-	-	-	-	-	-	-	-	-	-		12,471.72	-	-
7003	Staff Salaries		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7004	Wages - Casual		-	399.00	-	-	-	-	-	-	-	-	-	-		399.00	-	-
7005	Link Salaries		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7006	Employers N.I.		3,592.99	3,375.37	-	-	-	-	-	-	-	-	-	-		6,968.36	-	-
7007	Employers Pensions		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7008	Recruitment Expenses		99.00	-	-	-	-	-	-	-	-	-	-	-		99.00	-	-
7009	Adjustments		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7010	SSP Reclaimed		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7011	SMP Reclaimed		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-

Monthly Finances (a)

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>##</u>	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
7097	Staff Suggestion Scheme		3,424.00	50.00	-	-	-	-	-	-	-	-	-	-		3,474.00	-	
7099	Staff Expenses		180.00	48.30	-	-	-	-	-	-	-	-	-	-		228.30	-	-
7100	Rent for Link		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7102	Water Rates		2,249.88	300.50	-	-	-	-	-	-	-	-	-	-		2,550.38	-	-
7103	General Rates		11,654.89	11,652.00	-	-	-	-	-	-	-	-	-	-		23,306.89	-	-
7104	Premises Insurance		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7105	Recycling - Waste Collection		2,122.41	1,464.82	-	-	-	-	-	-	-	-	-	-		3,587.23	-	-
7200	Electricity		2,800.58	3,386.46	-	-	-	-	-	-	-	-	-	-		6,187.04	-	-
7201	Gas		-	3,644.89	-	-	-	-	-	-	-	-	-	-		3,644.89	-	-
7202	Oil		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7203	Other Heating Costs		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7300	Vehicle Fuel		78.21	264.61	-	-	-	-	-	-	-	-	-	-		342.82	-	-
7301	Vehicle Repairs and Servicing		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7302	Vehicle Licences		40.24	40.24	-	-	-	-	-	-	-	-	-	-		80.48	-	-
7303	Vehicle Insurance		-	184.71	-	-	-	-	-	-	-	-	-	-		184.71	-	-
7304	Miscellaneous Motor Expenses		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7305	Congestion Charges		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7306	Mileage Claims		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7350	Scale Charges		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7500	Printing		200.00	-	-	-	-	-	-	-	-	-	-	-		200.00	-	-
7501	Postage and Carriage		-	1,500.00	-	-	-	-	-	-	-	-	-	-		1,500.00	-	-
7502	Office Stationery		406.70	64.20	-	-	-	-	-	-	-	-	-	-		470.90	-	-
7503	Publications		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7505	Town Crier Printing Costs		-	934.67	-	-	-	-	-	-	-	-	-	-		934.67	-	-
7550	Telephone and Broadband		436.19	1,391.92	-	-	-	-	-	-	-	-	-	-		1,828.11	-	-
7552	Computers & Software		816.94	284.96	-	-	-	-	-	-	-	-	-	-		1,101.90	-	-
7600	Legal Fees		2,591.00	3,567.45	-	-	-	-	-	-	-	-	-	-		6,158.45	-	-
7601	Audit Fees		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7603	Consultancy Fees		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7604	Professional Fees		2,007.12	689.84	-	-	-	-	-	-	-	-	-	-		2,696.96	-	-
7605	Mayoral Allowance		280.00	-	-	-	-	-	-	-	-	-	-	-		280.00	-	-
7606	Councillors' Reimbursement		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7607	Electoral Costs		7,970.31	-	-	-	-	-	-	-	-	-	-	-		7,970.31	-	-
7700	Equipment Hire		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7701	Office Machine Maintenance		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7702	Equipment Leasing		1,876.99	8,042.87	-	-	-	-	-	-	-	-	-	-		9,919.86	-	-
7800	Repairs and Renewals		1,132.24	440.72	-	-	-	-	-	-	-	-	-	-		1,572.96	-	-
7801	Cleaning		267.17	211.38	-	-	-	-	-	-	-	-	-	-		478.55	-	-
7802	Laundry		362.89	-	-	-	-	-	-	-	-	-	-	-		362.89	-	-
7803	Premises Expenses		737.51	766.01	-	-	-	-	-	-	-	-	-	-		1,503.52	-	-
7804	Pool Chemicals		530.35	426.18	-	-	-	-	-	-	-	-	-	-		956.53	-	-
7805	Cess Pit		2,500.00	-	-	-	-	-	-	-	-	-	-	-		2,500.00	-	-
7806	Pedalos		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7807	Pool Costs		-	520.00	-	-	-	-	-	-	-	-	-	-		520.00	-	-
7808	Sand		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7809	Canoe Jetty		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7810	Pool Paint		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-

Monthly Finances (a)

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>##</u>	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
7811	Signs		-	500.22	-	-	-	-	-	-	-	-	-	-		500.22	-	-
7812	Fencing		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7813	Shed Roof		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7814	Maintenance		130.00	-	-	-	-	-	-	-	-	-	-	-		130.00	-	-
7815	Children's Party		6.25	122.50	-	-	-	-	-	-	-	-	-	-		128.75	-	-
7816	Parking		-	170.95	-	-	-	-	-	-	-	-	-	-		170.95	-	-
7900	Bank Interest Paid		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7901	Bank Charges		443.83	350.00	-	-	-	-	-	-	-	-	-	-		793.83	-	-
7903	Loan Interest Paid		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
7905	Credit Charges		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
8200	Donations		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
8201	Subscriptions		509.79	254.67	-	-	-	-	-	-	-	-	-	-		764.46	-	-
8202	Uniforms		259.90	-	-	-	-	-	-	-	-	-	-	-		259.90	-	-
8203	Training Costs		-	1,064.00	-	-	-	-	-	-	-	-	-	-		1,064.00	-	-
8204	Insurance		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
8205	Refreshments		-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
		-	127,737.23	148,912.29	-	-	-	-	-	-	-	-	-	-		276,649.52	-	-

Swanley Town Council



Payments Out: May 2017

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
02/05/2017	INVESTEC	Investec Asset Finance	Direct Debit	DD/Investec	180.00
02/05/2017	I0G100	Institute of Groundsmanship	Direct Debit	DD/I0G	135.00
03/05/2017	ROADSIGN	DHF Trading Ltd	Cheque	100534	446.40
03/05/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	89.83
03/05/2017	DVLA	DVLA	Direct Debit	DVLA LC03 KJY	20.12
03/05/2017	DVLA	DVLA	Direct Debit	DVLA LV13 SNK	20.12
05/05/2017	MANN	Mann (Swanley)	Internal Entry	Mann	216.71
08/05/2017	Yell	Yell	Direct Debit	Advertising	47.98
08/05/2017	TV Licence	TV Licence	Direct Debit	TV Licence	12.12
10/05/2017	WHITEPUB	Whitehill Publishing Ltd	Cheque	026991	205.14
10/05/2017	KENTPLAY	Kent County Playing Fields Ass	Cheque	026992	20.00
10/05/2017	MIPAY100	MI Payroll Services	Cheque	026993	210.28
10/05/2017	DARPRINT	Darenth Print and Design Ltd	Cheque	026994	96.00
10/05/2017	REDWING1	Redwing Coaches	Cheque	026996	1,800.00
10/05/2017	SALTERS	Salter's Steamers Ltd	Cheque	026997	878.35
10/05/2017	SHOOTSTR	Shooting Stars Entertainments (Maidstone) Ltd	Cheque	026998	450.00
10/05/2017	SPIRITEV	Spiritual Events	Cheque	026999	194.50
10/05/2017	TUDORENV	Tudor Environmental	Cheque	027001	222.00
10/05/2017	NORMBUT	Norman's Butchers	Cheque	027002	276.97
10/05/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027003	2,844.62
10/05/2017	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	027004	289.88
10/05/2017	NELLA100	Nella Cutlery South	Cheque	027005	58.50
10/05/2017	NISBET10	Nisbets	Cheque	027006	599.98
10/05/2017	KFF100	Kent Frozen Foods Ltd	Cheque	027008	712.92
10/05/2017	KEIRALAN	Alan Keir	Cheque	027009	450.00
10/05/2017	KADIRLEV	Kadir Levent	Cheque	027010	329.50
10/05/2017	KCC100	Kent County Council	Cheque	027011	488.04
10/05/2017	CPC	Complete Pool Contracts	Cheque	027012	511.42
10/05/2017	CHERRIPE	Cherry Ripe	Cheque	027013	189.19
10/05/2017	CASTL529	Castle Water Limited	Cheque	027014	2,249.88
10/05/2017	BRAKES10	Brakes Bros Ltd	Cheque	027015	1,303.66
10/05/2017	ALSFTIMB	Alsford Timber Ltd	Cheque	027016	50.11
10/05/2017	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	027017	228.24
10/05/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	45.08
10/05/2017	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
10/05/2017	Barclays	Barclays	Bank Entry	13.03 - 12.04	161.06
10/05/2017	HMRC	HMRC	Direct Debit	VAT Payment	4,530.73
10/05/2017	Barclays	Barclays	Direct Debit	PDQ Charges	226.73
11/05/2017	WATERSER	Water Services	Cheque	027018	1,170.36
15/05/2017	DD/SDC	Rates for Public Conv, Station Road	Direct Debit	Rates for Public Conv, Station	196.00
15/05/2017	DD/STO	Rates for Alexandra	Direct Debit	Rates for Alexandra	2,949.13
15/05/2017	DD/SDC	Rates for Civic Centre	Direct Debit	Rates for Civic Centre	4,243.87
15/05/2017	DD/DSC	Rates for Olympic	Direct Debit	Rates for Olympic	2,826.00
15/05/2017	DD/SDC	Rates for Woodlands	Direct Debit	Rates for Woodlands	1,437.00
15/05/2017	Payroll	Salaries: Pension and HMRC	Direct Debit	Salaries: Pension and HMRC	67,947.90
16/05/2017	GMB	GMB	Cheque	100544	117.00
16/05/2017	Unison	Unison	Cheque	100545	169.60
16/05/2017	SLCC	Society of Local Clerks	Cheque	100543	30.00
16/05/2017	Sage	Sage Software	Direct Debit	Sage	125.95

Monthly Finances (b)

17/05/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	48.96
18/05/2017	TOTGAS2	Total Gas & Power 4209	Direct Debit	DD/Total Gas	901.01
18/05/2017	TOTGASP	Total Gas & Power Ltd 5641	Direct Debit	DD/Total Gas	3,344.13
19/05/2017	EETMOB	EE & T Mobile	Direct Debit	DD/EE	30.26
19/05/2017	S Nash	Expenses	Cheque	100549	9.17
22/05/2017	SGEQUIPM	SG Equipment Finance	Direct Debit	DD/SG Equipment Fin	378.00
22/05/2017	Dan Sutton	Expenses	Cheque	100547	48.79
23/05/2017	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	590.38
24/05/2017	XINTEL	XLN Telecom	Direct Debit	DD/XLN	43.73
24/05/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	90.18
24/05/2017	R Marron	Wages	Cheque	100550	254.17
25/05/2017	SENVIRO	5 Environmental Ltd	Cheque	027019	132.00
25/05/2017	BOURREFR	Bourne Refrigeration Ltd	Cheque	027020	909.60
25/05/2017	BOYDSPRT	Boyd Sport & Play Ltd	Cheque	027021	888.00
25/05/2017	BR-IT	BR - IT (Barry Lyndsell)	Cheque	027022	216.00
25/05/2017	CENTCIRC	Centre Circle Event Management	Cheque	027023	310.80
25/05/2017	CHERRIPE	Cherry Ripe	Cheque	027024	41.19
25/05/2017	CLEAWIPE	Clean Wipes	Cheque	027025	131.33
25/05/2017	D.BODY	D.Body Ltd	Cheque	027026	2,500.00
25/05/2017	DARPRINT	Darenth Print and Design Ltd	Cheque	027027	48.00
25/05/2017	DOR2DOR	Helm Enterprise Solutions	Cheque	027028	500.00
25/05/2017	EASYNET	Easynet Enterprise Services Ltd	Cheque	027030	81.60
25/05/2017	EQUIRECY	Equinox Recycling	Cheque	027031	2,546.94
25/05/2017	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	027032	171.22
25/05/2017	FLOWMARI	Flowers by Marion	Cheque	027033	205.00
25/05/2017	FRAMA100	Frama Smart Mailing	Cheque	027034	1,500.00
25/05/2017	HAMPFLAG	Hampshire Flag Company	Direct Debit	027035	492.60
25/05/2017	INPRINT	Inprint Litho Limited	Direct Debit	027036	456.00
25/05/2017	ISECURE1	iSecure Ltd	Direct Debit	027038	2,352.00
25/05/2017	JOHNSTRE	John Street Beverage	Direct Debit	027039	238.50
25/05/2017	KCC100	Kent County Council	Direct Debit	027040	3,109.20
25/05/2017	KEIRALAN	Alan Keir	Direct Debit	027041	225.00
25/05/2017	KFF100	Kent Frozen Foods Ltd	Direct Debit	027042	692.68
25/05/2017	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027043	133.08
25/05/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Direct Debit	027044	394.38
25/05/2017	MIPAY100	MI Payroll Services	Direct Debit	027045	210.28
25/05/2017	MUSIC1	Music by Arrangement	Cheque	027046	60.00
25/05/2017	PARISHOL	Getmapping plc	Cheque	027047	285.60
25/05/2017	PLATINUM	Platinum Transport Solutions Ltd	Cheque	027048	420.00
25/05/2017	PREMLEAS	Premier Leasing	Cheque	027049	1,476.01
25/05/2017	PROVNURS	Provender Nurseries	Cheque	027050	109.88
25/05/2017	RBLI	Royal British Legion Industries Limited	Cheque	027051	521.57
25/05/2017	SETON	Brady Corp Ltd	Cheque	027052	96.26
25/05/2017	SEVDIST	Sevenoaks District Council	Cheque	027053	1,300.00
25/05/2017	STALBRID	Stalbridge Linen Services	Cheque	027054	435.47
25/05/2017	SIGNSUK	Signs & Print UK	Cheque	027055	304.00
25/05/2017	TLCDIREC	TLC Online	Cheque	027056	97.22
25/05/2017	TLCELEC	T.L.C Direct	Cheque	027057	144.00
25/05/2017	TOPLINE	Topline	Cheque	027058	624.00
25/05/2017	TRADEUK	Trade UK Account	Cheque	027059	90.48
25/05/2017	TRICHEM1	Trichem South Ltd	Cheque	027060	69.12
25/05/2017	TUNE10	Tuning Fluid	Cheque	100551	80.00
25/05/2017	BGAS8419	BGas Elec - Alexandra	Cheque	100552	684.97
25/05/2017	BGAS8436	BGas Elec - Woodlands	Cheque	100552	2,169.37
25/05/2017	BGAS8456	BGas Elec - The Olympic	Cheque	100552	1,158.87
25/05/2017	EXTREMEE	Extreme Entertainments	Cheque	027061	70.00
25/05/2017	DYNAMIX	Dynamix Disco	Cheque	027062	220.00
25/05/2017	VOICECOM	Voicecom Ltd	Direct Debit	DD/Voicecom	260.11

Monthly Finances (b)

25/05/2017	Claire Cormack	Claire Cormack	Cheque	100542	50.00
26/05/2017	BOC100	BOC Ltd	Direct Debit	DD/BOC	174.30
31/05/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	43.48
31/05/2017	BGAS8496	BGas Elec - Oaks Communal	Direct Debit	DD/Br Gs	21.42
31/05/2017	BGAS6000	BGas Elec - Civic	Direct Debit	DD/B Gas	340.35
31/05/2017	BGAS8522	BGas Elec - Ablutions St Mary's	Direct Debit	DD/B Gas	241.81
					<u>137,877.14</u>

Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
May-17	Cheque	37,686.25
	Direct Debit	99,813.12
	Internal Entry (Offset)	216.71
	Bank Entry	161.06
		<u>137,877.14</u>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council: Alexandra

YTD Sur

Income

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>
4100	Bar Income		5,686.90	8,519.49	-	-	-	-	-	-	-	-	-	-	14,206.39	-
4105	Catering Income		2,329.63	3,365.04	-	-	-	-	-	-	-	-	-	-	5,694.67	-
4110	Equipment Hire		-	-	-	-	-	-	-	-	-	-	-	-	-	-
4115	Function Package Revenue		2,969.18	5,199.18	-	-	-	-	-	-	-	-	-	-	8,168.36	-
4120	Conference Lettings Regular		5,991.03	2,148.34	-	-	-	-	-	-	-	-	-	-	8,139.37	-
4125	Party Night Revenue		300.00	1,084.62	-	-	-	-	-	-	-	-	-	-	1,384.62	-
4130	Party Function Revenue		787.50	787.50	-	-	-	-	-	-	-	-	-	-	1,575.00	-
		-	18,064.24	21,104.17	-	-	-	-	-	-	-	-	-	-	39,168.41	-

Expenditure

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>
5001	Bar Purchases		1,548.22	1,686.23	-	-	-	-	-	-	-	-	-	-	3,234.45	-
5002	Catering Purchases		1,445.96	977.16	-	-	-	-	-	-	-	-	-	-	2,423.12	-
5045	Function Expenditure		1,927.32	1,689.16	-	-	-	-	-	-	-	-	-	-	3,616.48	-
5020	Estates Equipment / Machinery		-	-	-	-	-	-	-	-	-	-	-	-	-	-
5021	Estates Equipment / Machinery Repairs		-	-	-	-	-	-	-	-	-	-	-	-	-	-
5102	Event Equipment Repairs & Maintenance		39.00	-	-	-	-	-	-	-	-	-	-	-	39.00	-
6200	Website, Social Media and Marketing		-	-	-	-	-	-	-	-	-	-	-	-	-	-
6201	Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-	-
7000	Salaries		9,497.46	8,792.95	-	-	-	-	-	-	-	-	-	-	18,290.41	-
7001	Pension		1,234.05	1,234.05	-	-	-	-	-	-	-	-	-	-	2,468.10	-
7004	Wages - Casual		-	280.00	-	-	-	-	-	-	-	-	-	-	280.00	-
7006	Empoyers NI		530.87	599.41	-	-	-	-	-	-	-	-	-	-	1,130.28	-
7102	Water Rates		-	-	-	-	-	-	-	-	-	-	-	-	-	-
7103	General Rates		2,948.31	2,949.13	-	-	-	-	-	-	-	-	-	-	5,897.44	-
7105	Recycling - Waste Collection		305.40	313.95	-	-	-	-	-	-	-	-	-	-	619.35	-
7200	Electricity		1,206.42	(41.55)	-	-	-	-	-	-	-	-	-	-	1,164.87	-
7201	Gas		-	2,786.78	-	-	-	-	-	-	-	-	-	-	2,786.78	-
7500	Printing		80.00	73.22	-	-	-	-	-	-	-	-	-	-	-	-
7550	Telephone and Broadband		-	-	-	-	-	-	-	-	-	-	-	-	-	-
7552	Computers & Software		-	-	-	-	-	-	-	-	-	-	-	-	-	-
7604	Professional Fees		-	-	-	-	-	-	-	-	-	-	-	-	-	-
7702	Equipment Leasing		-	-	-	-	-	-	-	-	-	-	-	-	-	-
7800	Repairs and Renewals		-	-	-	-	-	-	-	-	-	-	-	-	-	-
7801	Cleaning		162.92	171.23	-	-	-	-	-	-	-	-	-	-	334.15	-
7802	Laundry		230.89	-	-	-	-	-	-	-	-	-	-	-	230.89	-
7803	Premises Expenses		-	-	-	-	-	-	-	-	-	-	-	-	-	-
7901	Bank Charges		128.08	94.20	-	-	-	-	-	-	-	-	-	-	222.28	-
8204	Insurance		-	-	-	-	-	-	-	-	-	-	-	-	-	-
		-	21,284.90	21,605.92	-	-	-	-	-	-	-	-	-	-	42,737.60	-

Swanley Town Council: Olympic

YTD Summary

Income

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
4012	Rent - Golf Range		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4013	Rent - Bowls Club		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4015	Rent - Flat Above Olympic Centre		700.00	700.00	-	-	-	-	-	-	-	-	-	-	1,400.00	-	-
4100	Bar Income		3,359.98	2,903.07	-	-	-	-	-	-	-	-	-	-	6,263.05	-	-
4105	Catering Income		5,289.10	6,100.11	-	-	-	-	-	-	-	-	-	-	11,389.21	-	-
4110	Equipment Hire		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4115	Function Package Revenue		440.84	166.67	-	-	-	-	-	-	-	-	-	-	607.51	-	-
4120	Conference Lettings Regular		2,881.15	4,255.43	-	-	-	-	-	-	-	-	-	-	7,136.58	-	-
4125	Party Night Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4130	Party Function Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4609	Snooker and Bowls Income		561.01	545.09	-	-	-	-	-	-	-	-	-	-	1,106.10	-	-
		-	13,232.08	14,670.37	-	-	-	-	-	-	-	-	-	-	27,902.45	-	-

Expenditure

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
5001	Bar Purchases		1,567.11	1,374.18	-	-	-	-	-	-	-	-	-	-	2,941.29	-	-
5002	Catering Purchases		2,529.06	1,769.63	-	-	-	-	-	-	-	-	-	-	4,298.69	-	-
5011	Licences		12.18	12.12	-	-	-	-	-	-	-	-	-	-	24.30	-	-
5020	Estates Equipment / Machinery		-	70.00	-	-	-	-	-	-	-	-	-	-	70.00	-	-
5021	Estates Equipment / Machinery Repairs		-	121.50	-	-	-	-	-	-	-	-	-	-	121.50	-	-
5045	Function Expenditure		383.33	80.00	-	-	-	-	-	-	-	-	-	-	463.33	-	-
5102	Event Equipment Repairs & Maintenance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing		39.98	39.98	-	-	-	-	-	-	-	-	-	-	79.96	-	-
6201	Advertising		-	230.00	-	-	-	-	-	-	-	-	-	-	230.00	-	-
7000	Salaries		3,805.53	4,526.99	-	-	-	-	-	-	-	-	-	-	8,332.52	-	-
7001	Pension		469.92	462.00	-	-	-	-	-	-	-	-	-	-	931.92	-	-
7004	Wages - Casual		-	119.00	-	-	-	-	-	-	-	-	-	-	119.00	-	-
7006	Employers NI		198.32	191.82	-	-	-	-	-	-	-	-	-	-	390.14	-	-
7102	Water Rates		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7103	General Rates		2,827.00	2,826.00	-	-	-	-	-	-	-	-	-	-	5,653.00	-	-
7105	Recycling - Waste Collection		187.10	195.65	-	-	-	-	-	-	-	-	-	-	382.75	-	-
7200	Electricity		1,103.69	972.37	-	-	-	-	-	-	-	-	-	-	2,076.06	-	-
7201	Gas		-	858.11	-	-	-	-	-	-	-	-	-	-	858.11	-	-
7500	Printing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7550	Telephone and Broadband		260.85	428.20	-	-	-	-	-	-	-	-	-	-	689.05	-	-
7552	Computers & Software		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7604	Professional Fees		109.21	216.71	-	-	-	-	-	-	-	-	-	-	325.92	-	-
7702	Equipment Leasing		315.00	315.00	-	-	-	-	-	-	-	-	-	-	630.00	-	-
7800	Repairs and Renewals		469.23	-	-	-	-	-	-	-	-	-	-	-	469.23	-	-
7801	Cleaning		-	40.15	-	-	-	-	-	-	-	-	-	-	40.15	-	-
7802	Laundry		132.00	-	-	-	-	-	-	-	-	-	-	-	132.00	-	-
7803	Premises Expenses		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7901	Bank Charges		119.80	94.74	-	-	-	-	-	-	-	-	-	-	214.54	-	-
8204	Insurance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		-	14,529.31	14,944.15	-	-	-	-	-	-	-	-	-	-	29,473.46	-	-

Swanley Town Council: Swanley Park

YTD Summary

Income

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
4700	Rowing		1,488.03	854.16	-	-	-	-	-	-	-	-	-	-	2,342.19	-	-
4701	Pedalos		5,325.42	4,926.24	-	-	-	-	-	-	-	-	-	-	10,251.66	-	-
4702	Canoeing		482.09	237.91	-	-	-	-	-	-	-	-	-	-	720.00	-	-
4703	Golf		1,063.05	575.00	-	-	-	-	-	-	-	-	-	-	1,638.05	-	-
4704	Tree Trek		1,739.78	524.41	-	-	-	-	-	-	-	-	-	-	2,264.19	-	-
4705	Battery Bikes		45.00	5.00	-	-	-	-	-	-	-	-	-	-	50.00	-	-
4706	Dino Karts		36.66	291.67	-	-	-	-	-	-	-	-	-	-	328.33	-	-
4707	Deck Chairs		10.00	115.42	-	-	-	-	-	-	-	-	-	-	125.42	-	-
4708	Bouncy Castle		2,096.67	1,796.97	-	-	-	-	-	-	-	-	-	-	3,893.64	-	-
4709	Mini Boats		3.33	-	-	-	-	-	-	-	-	-	-	-	3.33	-	-
4710	Car Parking		10,861.05	5,673.70	-	-	-	-	-	-	-	-	-	-	16,534.75	-	-
4720	Children's Party - Recreation		187.50	329.99	-	-	-	-	-	-	-	-	-	-	517.49	-	-
4721	Children's Party - Survival		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			23,338.58	15,330.47	-	-	-	-	-	-	-	-	-	-	38,669.05	-	-

Expenditure

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>	<u>Indicator</u>
5020	Estates Equipment / Machinery		6,368.25	-	-	-	-	-	-	-	-	-	-	-	6,368.25	-	-
5021	Estates Equipment / Machinery Repairs		-	1,085.30	-	-	-	-	-	-	-	-	-	-	-	-	-
7000	Salaries		4,447.33	10,070.32	-	-	-	-	-	-	-	-	-	-	14,517.65	-	-
7102	Water Rates		2,249.88	-	-	-	-	-	-	-	-	-	-	-	2,249.88	-	-
7105	Recycling - Waste Collection		-	955.22	-	-	-	-	-	-	-	-	-	-	-	-	-
7800	Repairs and Renewals		100.00	384.54	-	-	-	-	-	-	-	-	-	-	484.54	-	-
7803	Premises Expenses		626.62	691.38	-	-	-	-	-	-	-	-	-	-	1,318.00	-	-
7804	Pool Chemicals		530.35	426.18	-	-	-	-	-	-	-	-	-	-	956.53	-	-
7805	Cess Pit		2,500.00	-	-	-	-	-	-	-	-	-	-	-	2,500.00	-	-
7806	Pedalo Parts		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7807	Pool Costs		-	520.00	-	-	-	-	-	-	-	-	-	-	520.00	-	-
7808	Sand		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7809	Canoe Jetty		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7810	Pool Paint		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7811	Signs		-	420.00	-	-	-	-	-	-	-	-	-	-	420.00	-	-
7812	Fencing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7813	Shed Roof		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7814	Maintenance		130.00	-	-	-	-	-	-	-	-	-	-	-	130.00	-	-
7815	Children's Party		6.25	122.50	-	-	-	-	-	-	-	-	-	-	128.75	-	-
7816	Parking		-	170.95	-	-	-	-	-	-	-	-	-	-	170.95	-	-
8202	Uniform		259.90	-	-	-	-	-	-	-	-	-	-	-	259.90	-	-
			17,218.58	14,846.39	-	-	-	-	-	-	-	-	-	-	23,656.20	-	-

Swanley Town Council



Aged Creditors: 31 May 2017

<u>A/C</u>	<u>Name</u>	<u>Balance</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
ACTIVIA	Activia Ltd	1,246.80	1,246.80	0.00	0.00	0.00	0.00
ALSFTIMB	Alsford Timber Ltd	619.45	619.45	0.00	0.00	0.00	0.00
ASTSEC	Astra Security Systems LTD	1,969.66	1,969.66	0.00	0.00	0.00	0.00
BGAS-100	British Gas	21,289.09 ^[1]	0.00	0.00	0.00	0.00	21,289.09
BGAS8419	BGas Elec - Alexandra	712.87	712.87	0.00	0.00	0.00	0.00
BGAS8436	BGas Elec - Woodlands	702.21	624.45	0.00	77.76	0.00	0.00
BGAS8456	BGas Elec - The Olympic	1,020.98	1,020.98	0.00	0.00	0.00	0.00
BHFGRAP	BHF Graphics Ltd	518.00	518.00	0.00	0.00	0.00	0.00
BNPPARIB	BNP Paribas Leasing Sols	1,310.38	1,310.38	0.00	0.00	0.00	0.00
BOC100	BOC Ltd	117.42	117.42	0.00	0.00	0.00	0.00
BOURREFR	Bourne Refrigeration Ltd	145.80	0.00	145.80	0.00	0.00	0.00
BRAKES10	Brakes Bros Ltd	1,508.71	1,508.71	0.00	0.00	0.00	0.00
BURDEN	Burden Bros Agri LTD	18,000.00	0.00	18,000.00	0.00	0.00	0.00
CAME100	Came and Company	28,850.69	28,850.69	0.00	0.00	0.00	0.00
CASTL166	Castle Water Limited	367.71	367.71	0.00	0.00	0.00	0.00
CENTCIRC	Centre Circle Event Management	168.00	168.00	0.00	0.00	0.00	0.00
CFCORP10	CF Corporate Finance Ltd	6,307.06	6,307.06	0.00	0.00	0.00	0.00
CHERRIPE	Cherry Ripe	306.20	306.20	0.00	0.00	0.00	0.00
CLEAWIPE	Clean Wipes	122.33	122.33	0.00	0.00	0.00	0.00
CPC	Complete Pool Contracts	511.42	511.42	0.00	0.00	0.00	0.00
EQUIRECY	Equinox Recycling	1,757.82	1,757.82	0.00	0.00	0.00	0.00
ERNEDOE	Ernest Doe & Sons Ltd	130.08	130.08	0.00	0.00	0.00	0.00
KCC100	Kent County Council	4,357.98	4,357.98	0.00	0.00	0.00	0.00
KEIRALAN	Alan Keir	900.00	900.00	0.00	0.00	0.00	0.00
KFF100	Kent Frozen Foods Ltd	355.70	355.70	0.00	0.00	0.00	0.00
KINGSCOM	Kings Commercial Services	660.00	660.00	0.00	0.00	0.00	0.00
LOCKTOOL	Locks 'N' Tools Ltd	89.56	89.56	0.00	0.00	0.00	0.00
MATTCLAR	Matthew Clark Wholesale Ltd	3,019.46	3,019.46	0.00	0.00	0.00	0.00
MECKADRI	Adrian Mecklenburgh Ltd	141.24	141.24	0.00	0.00	0.00	0.00
MIPAY100	MI Payroll Services	262.85	262.85	0.00	0.00	0.00	0.00
NISBET10	Nisbets	62.66	62.66	0.00	0.00	0.00	0.00
NIVEKCAT	Nivek Catering Supplies Ltd	206.94	206.94	0.00	0.00	0.00	0.00
NORMBUT	Norman's Butchers	199.62	199.62	0.00	0.00	0.00	0.00
REDWING1	Redwing Coaches	3,575.00	3,575.00	0.00	0.00	0.00	0.00
ROADSIGN	DHF Trading Ltd	28.20	28.20	0.00	0.00	0.00	0.00
SEVDIST	Sevenoaks District Council	1,300.00	1,300.00	0.00	0.00	0.00	0.00
SSELEC	SSE Southern Electric	-8.59	22.55	0.00	0.00	21.18	-52.32
STALBRID	Stalbridge Linen Services	30.94	30.94	0.00	0.00	0.00	0.00
STANNAH	Stannah	2,657.93	2,657.93	0.00	0.00	0.00	0.00
THAMWOOD	Thames Water - (Woodlands 00166)	-144.01	0.00	0.00	0.00	0.00	-144.01
TLCDIREC	TLC Online	552.88	552.88	0.00	0.00	0.00	0.00
TLCELEC	T.L.C Direct	11.88	11.88	0.00	0.00	0.00	0.00
VOICECOM	Voicecom Ltd	1,153.80	196.80	957.00	0.00	0.00	0.00
WPSINS	WPS Insurance Brokers & Risk Brokers	184.71	184.71	0.00	0.00	0.00	0.00

107,281.43

66,986.93

19,102.80

77.76

21.18

21,092.76

[1] Refer to previous report for explanation; agreement to repay this in regular intervals of £3,000.00

Swanley Town Council



Aged Debtors: 31 May 2017

<u>A/C</u>	<u>Name</u>	<u>Balance</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
50CLUB	50+ Club	336.00	336.00	0.00	0.00	0.00	0.00
BESTWAY	Bestway Panacea	234.00	234.00	0.00	0.00	0.00	0.00
BEXLEYBC	London Borough of Bexley	1,770.00	540.00	561.00	0.00	270.00	399.00
BRITGAS	British Gas Services	8,400.76	3,309.75	394.70	621.00	1,000.75	3,074.56
CANUEXP	Can You Experience Company Ltd	29,234.70	0.00	0.00	0.00	0.00	29,234.70
CBRE	CBRE Ltd	9,816.00	0.00	9,816.00	0.00	0.00	0.00
CHARTWAY	Chartway Group	200.00	0.00	200.00	0.00	0.00	0.00
CLG	CLG Market Research Ltd	1,680.00	0.00	420.00	0.00	0.00	1,260.00
COCACOLA	Coca Cola	156.00	0.00	0.00	0.00	0.00	156.00
COOPEST	Cooper Estates Stategic Land	300.00	0.00	0.00	300.00	0.00	0.00
DG&SCCG	Dartford, Gravesham and Swanley CCC	1,737.60	0.00	704.40	90.00	0.00	943.20
EDFENER	EDF Energy	141.00	0.00	0.00	0.00	0.00	141.00
FUNPART	Funeral Partners Ltd	643.60	643.60	0.00	0.00	0.00	0.00
GOLFPERF	Golf Performance Ranges Ltd	85.00	85.00	0.00	0.00	0.00	0.00
GRACEPL	Grace Place Community Church	2,415.00	1,050.00	0.00	0.00	0.00	1,365.00
HARTBEEP	Hartbeeps- Baby Group	180.00	180.00	0.00	0.00	0.00	0.00
KCC100	Kent County Council	1,697.97	2,542.60	-290.00	0.00	0.00	-554.63
KCCHIGH	Kent County Council (Highways)	1,891.62	0.00	0.00	0.00	0.00	1,891.62
MEDWAYC	Medway Council	312.00	312.00	0.00	0.00	0.00	0.00
MULTCARS	Multicars	825.00	0.00	825.00	0.00	0.00	0.00
NATBLOOD	National Blood Service	504.00	0.00	504.00	0.00	0.00	0.00
NHSDGS	NHS DGS CCG	386.16	386.16	0.00	0.00	0.00	0.00
PGA100	Professional Golfers Ass	156.00	0.00	0.00	156.00	0.00	0.00
PROSPECT	Prospect Services	348.00	192.00	156.00	0.00	0.00	0.00
SARGPART	Sargeant Partnership	300.00	0.00	0.00	300.00	0.00	0.00
SEHBAC	SEH BAC Ltd	435.15	0.00	435.15	0.00	0.00	0.00
SEVDISTC	Sevenoaks District Council	230.00	0.00	0.00	0.00	0.00	230.00
SWANARA	Swanara	50.00	50.00	0.00	0.00	0.00	0.00
SWANMILL	Swan Mill Paper Company	78.00	78.00	0.00	0.00	0.00	0.00
SWANSTAF	Swanstaff Recruitment	454.80	0.00	0.00	0.00	0.00	454.80
SWNETBAL	Swanley Netball Club	402.97	260.42	0.00	0.00	43.15	99.40
SWNFC	Swanley FC	-23.10	0.00	0.00	0.00	0.00	-23.10
SWVILLTR	Swanley Village Trust	4.25	0.00	4.25	0.00	0.00	0.00
VIBEDN10	Vibe Dance Nights	630.00	630.00	0.00	0.00	0.00	0.00
ZIBRANT	Zibrant	3,234.25	934.50	1,899.75	0.00	400.00	0.00
		69,246.73	11,764.03	15,630.25	1,467.00	1,713.90	38,671.55

[1]

Events ^[2]

FEBRUARY	February events	353.00
MARCH	March events	2,103.60
APRIL	April events	312.00
MAY	May events	-37.00
JUNE	June events	-15,359.50
JULY	July events	-8,450.00
AUGUST	August events	-4,325.00
SEPTEMBER	September events	-9,017.51
OCTOBER	October Events	-4,920.00
NOVEMBER	November events	-1,820.00
DECEMBER	December events	-1,050.00
JANUARY	January events	-892.00
		<u>-43,102.41</u>

[2] Balances will include prepayments for future functions at Alexandra and Olympic

Swanley Town Council



Bank Reconciliation: 31 May 2017

Bank Statement Balance:	Current Account	374,642.70	
			<u>374,642.70</u>
Other Bank & Cash Accounts:	Active Saver	139.25	
	Mayor's Account	2,264.40	
	Recreation Account	13,841.39	
	Alexandra Cash Account	8,135.48	
	Olympic Cash Account	7,213.68	
	Link Cash Account	24.95	
	Swanley Park Cash Account	5,092.50	
			<u>36,711.65</u>
			<u><u>411,354.35</u></u>

Unpresented Payments	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	29/02/2016	26430/jclifton	132.80
	20/05/2016	100165/access	450.00
	18/05/2016	100150/normans	264.07
	01/05/2016	100118/toolstn	15.68
	22/09/2016	026507	299.15
	06/10/2016	026552	42.48
	17/11/2016	026656	282.42
	17/11/2016	Xmas Lights	250.00
	23/03/2017	026903	72.00
	26/04/2017	026981	450.00
	10/05/2017	026998	450.00
	16/05/2017	100543	30.00
	25/05/2017	027019	132.00
	25/05/2017	027020	909.60
	25/05/2017	027022	216.00
	25/05/2017	027023	310.80
	25/05/2017	027024	41.19
	25/05/2017	027025	131.33
	25/05/2017	027026	2,500.00
	25/05/2017	027027	48.00
	25/05/2017	027028	500.00
	25/05/2017	027030	81.60
	25/05/2017	027031	2,546.94
	25/05/2017	027033	205.00
	25/05/2017	027034	1,500.00
	25/05/2017	027035	492.60
	25/05/2017	027036	456.00
	25/05/2017	027038	2,352.00
	25/05/2017	027039	238.50
	25/05/2017	027040	3,109.20
	25/05/2017	027042	692.68
	25/05/2017	027044	394.38
	25/05/2017	027046	60.00
	25/05/2017	027047	285.60
	25/05/2017	027048	420.00
	25/05/2017	027049	1,476.01

Monthly Finances (f)

25/05/2017	027051	521.57
25/05/2017	027052	96.26
25/05/2017	027053	1,300.00
25/05/2017	027055	304.00
25/05/2017	027056	97.22
25/05/2017	027057	144.00
25/05/2017	027058	624.00
25/05/2017	027059	90.48
25/05/2017	027060	69.12
25/05/2017	100551	80.00
25/05/2017	100552	684.97
25/05/2017	100552	2,169.37
25/05/2017	100552	1,158.87
25/05/2017	027061	70.00
25/05/2017	027062	220.00

29,467.89

381,886.46

Unpresented Receipts:

	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	27/05/2017	Oly to Current	140.95
	27/05/2017	Alex to Current	38.55
	28/05/2017	Oy to Current	400.00
	28/05/2017	Alex to Current	488.85
	30/05/2017	Oly to Current	100.00
	31/05/2017	Oly to Current	34.95
	31/05/2017	Alex to Current	264.00

1,467.30

383,353.76

Closing Book Balance:

Current Account	346,642.11
Other Bank & Cash Accounts	36,711.65

383,353.76

-

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date