

Swanley Town Council

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

Tel: 01322 611663

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

Date 7th December 2017

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 13th December 2017 from 7:30pm** or at the conclusion of the public participation session.



Mr S Nash
CEO / Town Clerk

Committee Members: (Chair) Cllr M Horwood, (Vice Chair) Cllr V Southern,
Cllr L Ball, Cllr L Dyball, Cllr M Hogg, Cllr R Morris,
Cllr T Searles

PUBLIC PARTICIPATION

If required, the meeting will be preceded by a public participation period of up to 15 minutes from 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items with the permission of the Chairman / Mayor

RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt Part of an agenda cannot be recorded as no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile phone devices to silent for the duration of the meeting.

MOBILE PHONES

Member of the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES OF THE PREVIOUS MEETING**

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

4. TO RECEIVE MONTHLY FINANCES

- a. Monthly Income and Expenditure Overall
- b. Cash spending
- c. Alexandra Suite Income and Expenditure
- d. Olympic Income and Expenditure
- e. Swanley Park Income and Expenditure
- f. Bank Reconciliation & Petty Cash
- g. Debtors and Creditors

5. CEO's APPRAISAL

To note the CEO has successfully completed his appraisal 2017/2018 and has accomplished all his objectives

6. Date of next meeting – 24th January 2018

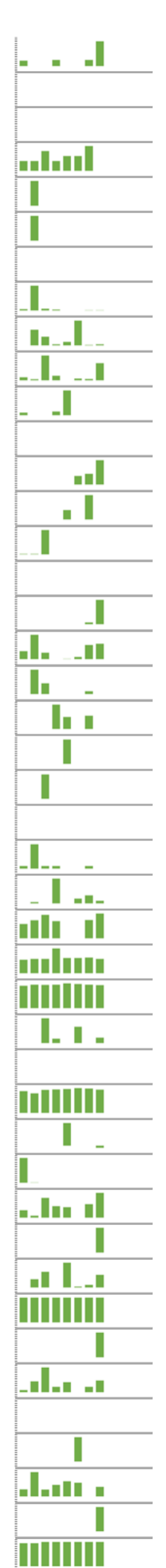
If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or snash@swanleytowncouncil.gov.uk

Swanley Town Council: Civic Centre

YTD Summary

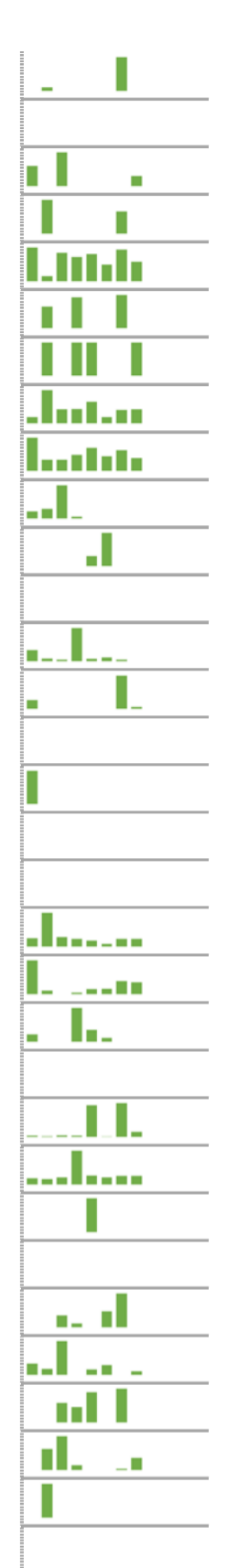
Expenditure

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
5000	Street Lighting	150.00	14.53	-	-	16.07	-	-	16.25	65.61	-	-	-	-	112.46	-
5005	Black Bags	6,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5006	White Bags	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5007	Brown Bags	4,000.00	1,300.00	1,300.00	2,600.00	1,300.00	1,950.00	1,950.00	3,250.00	-	-	-	-	-	13,650.00	-
5010	Sporting Equipment Purchases	150.00	-	740.00	-	-	-	-	-	-	-	-	-	-	740.00	-
5011	Licenses	5,000.00	-	75.00	-	-	-	-	-	-	-	-	-	-	75.00	-
5012	Sales Commisions	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5020	Estates Equipment / Machinery	18,227.15	974.32	15,481.89	1,082.77	586.49	-	-	101.68	151.61	-	-	-	-	18,378.76	-
5021	Estates Equipment / Machinery Repairs	22,516.60	-	6,574.32	3,545.93	443.13	1,438.92	10,288.13	226.17	509.68	-	-	-	-	23,026.28	-
5030	Horticulture	5,000.00	201.64	74.93	1,568.00	288.05	-	110.33	87.32	1,084.99	-	-	-	-	3,415.26	-
5032	1812 Event	5,000.00	791.67	-	-	1,179.49	7,839.79	-	-	-	-	-	-	-	9,810.95	-
5033	Pantomime	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5034	Firework Night	7,000.00	-	-	-	-	-	1,183.97	1,460.45	3,339.50	-	-	-	-	5,983.92	-
5035	Remembrance Day	700.00	-	-	-	-	41.67	-	110.00	-	-	-	-	-	151.67	-
5036	Swanley in Bloom	6,000.00	380.00	410.50	16,820.00	-	-	-	-	-	-	-	-	-	17,610.50	-
5037	Xmas Day Party	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5038	Christmas Lights	13,500.00	-	-	-	-	-	-	1,226.50	17,521.37	-	-	-	-	18,747.87	-
5039	Senior Passport to Leisure	25,000.00	1,533.67	4,769.70	1,296.67	-	20.00	425.00	2,785.82	3,062.50	-	-	-	-	13,893.36	-
5041	Armed Forces Day	0.00	-	1,240.00	550.00	-	-	-	150.00	-	-	-	-	-	1,940.00	-
5045	Function Expenditure	2,500.00	-	-	-	200.00	100.00	-	110.00	-	-	-	-	-	410.00	-
5046	Outdoor Event	0.00	-	-	-	-	250.00	-	-	-	-	-	-	-	250.00	-
5100	Machinery Fuel	3,000.00	-	-	1,201.27	-	-	-	-	-	-	-	-	-	1,201.27	-
5101	Machinery Repairs & Renewals	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5102	Event Equipment Repairs & Maintenance	370.00	41.75	396.31	39.67	43.35	-	-	39.42	-	-	-	-	-	560.50	-
6200	Website, Social Media and Marketing	760.00	-	39.98	-	747.00	-	149.00	240.00	80.00	-	-	-	-	1,255.98	-
6201	Advertising	4,000.00	259.00	322.88	420.65	309.65	-	-	326.80	441.34	-	-	-	-	2,080.32	-
7000	Salaries	270,000.00	32,828.60	34,916.72	34,683.55	59,492.13	37,001.35	36,882.22	37,772.21	34,400.80	-	-	-	-	307,977.58	-
7001	Pension	37,000.00	4,428.97	4,642.70	4,591.83	4,673.08	4,872.54	4,770.10	4,674.46	4,528.71	-	-	-	-	37,182.39	-
7004	Wages - Casual	6,000.00	-	-	792.00	140.00	-	528.75	-	176.25	-	-	-	-	1,637.00	-
7005	Link Salaries	67,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7006	Employers N.I.	20,000.00	2,863.80	2,584.14	3,005.08	3,111.76	3,136.10	3,246.94	3,190.67	3,040.70	-	-	-	-	24,179.19	-
7008	Recruitment Expenses	10,000.00	-	-	-	-	2,496.40	-	-	(249.63)	-	-	-	-	2,246.77	-
7097	Staff Suggestion Scheme	0.00	3,424.00	50.00	-	-	-	-	-	-	-	-	-	-	3,474.00	-
7099	Staff Expenses	2,000.00	180.00	48.30	477.75	279.12	250.04	-	327.59	596.09	-	-	-	-	2,158.89	-
7100	Rent for Link	850.00	-	-	-	-	-	-	-	1,079.96	-	-	-	-	1,079.96	-
7102	Water Rates	7,000.00	-	367.71	705.56	-	1,100.98	44.05	120.01	567.67	-	-	-	-	2,905.98	-
7103	General Rates	47,500.00	5,879.58	5,876.87	5,876.87	5,876.87	5,876.87	5,876.87	5,876.87	5,876.87	-	-	-	-	47,017.67	-
7105	Recycling - Waste Collection	10,000.00	-	-	-	-	-	-	-	199.50	-	-	-	-	199.50	-
7200	Electricity	10,000.00	490.47	2,455.64	5,573.60	1,234.04	2,248.34	-	1,200.47	2,651.86	-	-	-	-	15,854.42	-
7201	Gas	20,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7202	Oil	0.00	-	-	-	-	-	245.85	-	-	-	-	-	-	245.85	-
7300	Vehicle Fuel	1,500.00	78.21	264.61	73.73	126.13	167.01	149.66	-	105.12	-	-	-	-	964.47	-
7301	Vehicle Repairs and Servicing	1,000.00	-	-	-	-	-	-	-	850.00	-	-	-	-	850.00	-
7302	Vehicle Licences	500.00	40.24	40.24	42.00	42.00	42.00	42.00	42.00	42.00	-	-	-	-	332.48	-



Monthly Finances (a)

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
7303	Vehicle Insurance	5,000.00	-	184.71	-	-	-	-	1,829.70	-	-	-	-	-	-	2,014.41	-
7304	Miscellaneous Motor Expenses	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7500	Printing	7,000.00	120.00	-	197.50	-	-	-	-	60.00	-	-	-	-	-	377.50	-
7501	Postage and Carriage	5,000.00	-	1,500.00	-	-	-	-	1,000.00	-	-	-	-	-	-	2,500.00	-
7502	Office Stationery	2,000.00	422.26	64.20	358.65	305.30	342.57	210.55	396.47	244.05	-	-	-	-	-	2,344.05	-
7505	Town Crier Printing Costs	2,000.00	-	518.00	-	740.00	-	-	800.00	-	-	-	-	-	-	2,058.00	-
7506	Distribution Costs	0.00	-	416.67	-	416.67	416.67	-	-	416.67	-	-	-	-	-	1,666.68	-
7550	Telephone and Broadband	6,000.00	175.34	963.72	402.78	409.69	632.00	179.58	397.67	398.48	-	-	-	-	-	3,559.26	-
7552	Computers & Software	3,000.00	858.74	284.96	284.96	414.88	596.95	379.89	539.56	329.56	-	-	-	-	-	3,689.50	-
7600	Legal Fees	22,500.00	2,591.00	3,567.45	12,203.95	735.51	-	-	-	-	-	-	-	-	-	19,097.91	-
7601	Audit Fees	2,500.00	-	-	-	-	608.40	2,000.00	-	-	-	-	-	-	-	2,608.40	-
7603	Consultancy Fees	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7604	Professional Fees	10,000.00	1,897.91	473.13	262.85	5,534.04	367.99	630.84	262.85	-	-	-	-	-	-	9,429.61	-
7605	Mayoral Allowance	5,000.00	280.00	-	-	-	-	-	1,033.12	62.50	-	-	-	-	-	1,375.62	-
7606	Councillors' Reimbursement	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7607	Electoral Costs	6,000.00	7,970.31	-	-	-	-	-	-	-	-	-	-	-	-	7,970.31	-
7700	Equipment Hire	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7701	Office Machine Maintenance	575.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7702	Equipment Leasing	16,000.00	1,561.99	6,443.48	1,775.83	1,521.99	1,091.98	542.38	1,521.99	1,471.98	-	-	-	-	-	15,931.62	-
7800	Repairs and Renewals	7,500.00	563.01	56.18	-	24.88	86.42	91.15	218.63	198.57	-	-	-	-	-	1,238.84	-
7801	Cleaning	800.00	104.25	-	-	465.15	163.14	54.35	-	-	-	-	-	-	-	786.89	-
7802	Laundry	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7803	Premises Expenses	10,000.00	110.89	74.63	172.01	129.83	3,305.44	40.19	3,517.13	511.87	-	-	-	-	-	7,861.99	-
7901	Bank Charges	3,000.00	195.95	161.06	211.68	1,024.47	270.93	218.76	258.69	262.55	-	-	-	-	-	2,604.09	-
7903	Loan Interest Paid	10,900.00	-	-	-	-	4,695.33	-	-	-	-	-	-	-	-	4,695.33	-
7905	Credit Charges	6,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8200	Donations	2,500.00	-	-	750.00	250.00	-	1,000.00	2,114.98	-	-	-	-	-	-	4,114.98	-
8201	Subscriptions	5,500.00	509.79	254.67	1,500.00	-	250.00	428.75	-	150.00	-	-	-	-	-	3,093.21	-
8202	Uniforms	1,000.00	-	-	66.64	51.98	102.42	-	114.23	-	-	-	-	-	-	335.27	-
8203	Training Costs	5,000.00	-	1,064.00	1,690.22	235.99	-	-	60.00	617.00	-	-	-	-	-	3,667.21	-
8204	Insurance	32,000.00	-	25,709.18	-	-	-	-	-	-	-	-	-	-	-	25,709.18	-
8205	Refreshments	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		824,498.75	73,071.89	124,408.48	104,824.00	92,348.74	81,762.25	71,669.31	77,399.71	84,845.73	-	-	-	-	-	710,330.11	-

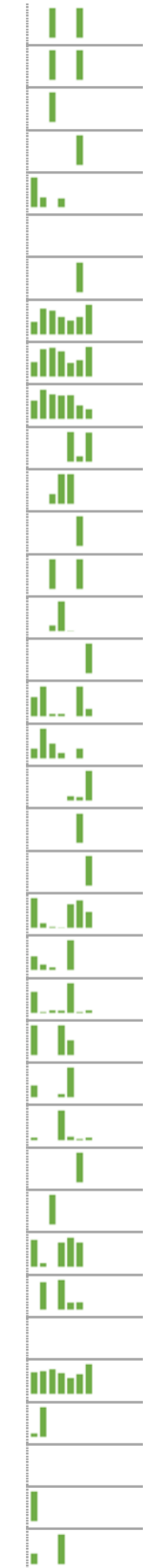


Swanley Town Council: Civic Centre

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
4000	Precept	537,700.00	269,934.00	-	-	-	-	269,933.00	-	-	-	-	-	-	539,867.00	539,867.00
4033	Community Infrastructure Levy		106,180.00						2,921.88							
4005	Rent - Oaks Clinic	89,890.00	49,890.00	-	-	9,890.00	-	-	9,890.00	-	-	-	-	-	69,670.00	-
4009	Rent - 10 Station Road	11,500.00	687.50	-	-	687.50	-	-	687.50	-	-	-	-	-	2,062.50	-
4011	Rent - Pedham Farm	1,800.00	-	-	-	880.00	-	-	-	-	-	-	-	-	880.00	-
4016	Rent - Civic Centre	0.00	-	-	-	-	-	-	6,866.67	-	-	-	-	-	6,866.67	-
4020	Allotments	500.00	22.50	33.75	11.25	-	10.00	-	-	-	-	-	-	-	77.50	-
4021	Dog Bin Emptying	390.00	390.00	-	-	-	-	-	-	-	-	-	-	-	390.00	-
4022	Solar Panel Income	12,599.90	-	-	-	-	-	-	12,599.90	-	-	-	-	-	12,599.90	-
4025	Black Refuse Bags	4,000.00	111.25	251.25	520.00	482.50	346.25	277.50	350.00	597.50	-	-	-	-	2,936.25	-
4026	White Refuse Bags	1,160.00	40.84	71.66	137.09	144.58	125.42	65.83	80.42	147.50	-	-	-	-	813.34	-
4027	Brown Refuse Bags	8,500.00	1,425.87	1,305.00	2,090.00	1,750.00	1,686.51	1,709.00	945.83	676.17	-	-	-	-	11,588.38	-
4028	Photocopying	160.00	3.54	-	-	-	-	49.17	8.33	48.34	-	-	-	-	109.38	-
4029	Radar Keys	10.00	2.50	-	-	2.50	7.50	7.50	-	-	-	-	-	-	20.00	-
4030	SDC Link Service Contract	46,000.00	-	-	-	-	-	-	24,956.52	-	-	-	-	-	24,956.52	-
4031	KCC Link Salaries Recharge	28,000.00	13,824.77	-	-	13,824.77	-	-	13,824.77	-	-	-	-	-	41,474.31	-
4032	1812 Event	0.00	-	-	-	291.67	1,577.86	8.33	-	-	-	-	-	-	1,877.86	-
4034	Firework Night	0.00	-	-	-	-	-	-	-	744.58	-	-	-	-	744.58	-
4036	Markets	0.00	33.32	216.66	333.33	24.99	25.00	-	333.33	83.33	-	-	-	-	1,049.96	-
4037	Armed Forces Day	0.00	29.17	16.67	49.99	25.00	8.33	-	16.66	-	-	-	-	-	145.82	-
4039	Christmas Lights	0.00	-	-	-	-	-	266.67	225.00	1,998.83	-	-	-	-	2,490.50	-
4130	Party Function Revenue	0.00	-	-	-	-	-	-	308.33	-	-	-	-	-	308.33	-
4205	Recharge - The Woodlands	0.00	-	-	-	-	-	-	-	1,462.00	-	-	-	-	1,462.00	-
4500	Senior Passport to Leisure Revenue	30,000.00	2,540.08	3,985.42	585.83	107.50	10.00	3,165.67	3,700.37	2,148.96	-	-	-	-	16,243.83	-
4600	Outdoor Event Revenue	12,390.52	119.00	3,281.00	1,190.83	625.00	-	7,174.69	-	-	-	-	-	-	12,390.52	-
4605	Court Lettings	6,000.00	148.00	1,121.77	41.90	130.80	111.00	1,590.65	48.40	128.00	-	-	-	-	3,320.52	-
4606	Changing Rooms	2,000.00	-	234.30	-	-	234.30	117.12	-	-	-	-	-	-	585.72	-
4607	Floodlight Revenue	2,000.00	-	224.00	-	-	53.33	576.00	-	-	-	-	-	-	853.33	-
4608	Football Pitches	5,500.00	-	178.94	-	-	2,081.10	220.00	88.00	176.00	-	-	-	-	2,744.04	-
4711	General Income	0.00	-	-	-	-	-	-	117.65	-	-	-	-	-	117.65	-
4800	Town Crier Advertising Revenue	2,000.00	-	-	-	120.00	-	-	-	-	-	-	-	-	120.00	-
4805	Swanley in Bloom - Sponsorship	3,000.00	9,045.01	463.34	62.50	-	416.67	500.00	416.67	-	-	-	-	-	10,904.19	-
4810	Sponsorship - General	0.00	-	-	9,300.00	-	10,000.00	2,333.33	2,500.00	-	-	-	-	-	24,133.33	-
4900	Investment Income	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4902	Commissions Received	0.00	63.19	96.64	102.48	109.74	92.03	71.16	87.01	133.01	-	-	-	-	755.26	-
4903	Insurance Claims	0.00	-	1,325.00	11,659.27	-	-	-	-	-	-	-	-	-	12,984.27	-
4904	Bank Refund	0.00	64.98	-	-	-	-	-	-	-	-	-	-	-	64.98	-
4998	Sale of Goods	0.00	-	500.00	-	-	-	-	-	-	-	-	-	-	500.00	-
4999	Other Income	0.00	66.67	70.83	-	-	200.00	-	-	-	-	-	-	-	337.50	-
		805,400.42	78,508.19	13,376.23	26,084.47	29,096.55	16,985.30	18,132.62	78,051.36	8,344.22	-	-	-	-	808,445.95	-



Swanley Town Council



Payments Out: November 2017

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
01/11/2017	SENVIRO	5 Enviromental Ltd	Cheque	027435	1,140.00
01/11/2017	ALSFTIMB	Alsford Timber Ltd	Cheque	027436	47.30
01/11/2017	AUDICREW	Audiocrew	Cheque	027437	1,040.00
01/11/2017	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027438	648.00
01/11/2017	BRAKES10	Brakes Bros Ltd	Cheque	027440	367.75
01/11/2017	CHERRIPE	Cherry Ripe	Cheque	027441	188.84
01/11/2017	CLEAWIPE	Clean Wipes	Cheque	027442	1,635.33
01/11/2017	FRAMA100	Frama UK Ltd	Cheque	027443	1,000.00
01/11/2017	HTS	Heating Technical Supplies Limited	Cheque	027444	7,967.00
01/11/2017	KFF100	Kent Frozen Foods Ltd	Cheque	027445	993.00
01/11/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027446	532.62
01/11/2017	MIPAY100	MI Payroll & Bookkeeping Services Ltd	Cheque	027447	105.14
01/11/2017	NORMBUT	Norman's Butchers	Cheque	027448	154.83
01/11/2017	NTCASINO	National Casinos	Cheque	027449	450.00
01/11/2017	OAKLEAF1	Oakleaf Electrical Contractors Ltd	Cheque	027450	3,044.56
01/11/2017	PRSMUSIC	Performing Right Society Ltd	Cheque	027451	640.81
01/11/2017	REDWING1	Redwing Coaches	Cheque	027452	850.00
01/11/2017	SAMSIAN1	Samsian Ltd	Cheque	027453	360.00
01/11/2017	SEVDIST	Sevenoaks District Council	Cheque	027454	1,300.00
01/11/2017	STAG	The Stag Theatre	Cheque	027455	529.00
01/11/2017	TLCDIREC	TLC Online	Cheque	027456	137.80
01/11/2017	TRADEUK	Trade UK Account	Cheque	027457	122.00
01/11/2017	WEATHFEN	Weatherley Fencing Contractors Limited	Cheque	027458	8.71
01/11/2017	WPSINS	WPS Insurance Brokers & Risk Brokers	Cheque	027459	1,829.70
01/11/2017	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027460	36.00
01/11/2017	BGAS8419	BGas Elec - Alexandra	Cheque	100616	463.11
01/11/2017	BGAS8456	BGas Elec - The Olympic	Cheque	100616	1,034.11
01/11/2017	BLEWD	D.Blew Organist	Cheque	027461	110.00
01/11/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	75.94
01/11/2017	DVLA	DVLA LC03 KJY	Direct Debit	DD/DVLA	21.00
01/11/2017	DVLA	DVLA LV13SNK	Direct Debit	DD/DVLA	21.00
03/11/2017	MANN	Mann (Swanley)	Internal Entry	DD/Mann	109.21
03/11/2017	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	237.21
03/11/2017	BTGROUP	BT	Direct Debit	DD/BT	43.50
06/11/2017	Barclays	Commission Charges	Bank Entry	Barclays	221.67
06/11/2017	Yell	Website	Direct Debit	Yell	146.79
07/11/2017	Link	Link Petty Cash	Cheque	100617	26.14
07/11/2017	S Nash Expenses (Materials)	S Nash Expenses (Materials)	Cheque	100618	165.88
07/11/2017	D Sutton Expenses (Materials)	D Sutton Expenses (Materials)	Cheque	100619	209.26
08/11/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	43.01
08/11/2017	TV Licent	TV Licent	Direct Debit	TV Licence	12.37
10/11/2017	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
10/11/2017	HMRC	VAT Payment	Direct Debit	203725396	22,648.25
10/11/2017	Barclaycard	PDQ Machines	Direct Debit	Barclaycard	370.91
13/11/2017	B&MSUPP	B&M Supplies LTD	Cheque	027462	8.75
13/11/2017	DONOBROS	Donovan Bros Ltd	Cheque	027463	198.48
13/11/2017	KCC100	Kent County Council	Cheque	027464	163.20
13/11/2017	KEIRALAN	Alan Keir	Cheque	027465	450.00
13/11/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027466	1,593.66
13/11/2017	NELLA100	Nella Cutlery South	Cheque	027467	61.42
13/11/2017	SEEINV10	See Tickets	Cheque	027468	1,855.00
13/11/2017	SEEINV10	See Tickets	Cheque	027469	1,820.00

Monthly Finances (b)

13/11/2017	SSELEC	SSE Southern Electric	Cheque	027470	23.31
13/11/2017	STALBRID	Stalbridge Linen Services	Cheque	027471	163.24
13/11/2017	TUNE10	John Bogg	Cheque	027472	80.00
13/11/2017	KALC100	Kent Association of Local Councils	Cheque	027473	72.00
14/11/2017	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027474	310.50
14/11/2017	BKEANE	Bardley Keane (Electrician)	Cheque	027475	200.00
14/11/2017	CENTCIRC	Centre Circle Event Management	Cheque	027476	467.40
14/11/2017	DARPRINT	Darenth Print and Design Ltd	Cheque	027477	492.84
14/11/2017	DHART	Dennis Hart (Maintenance)	Cheque	027478	900.00
14/11/2017	DONOBROS	Donovan Bros Ltd	Cheque	027479	159.80
14/11/2017	EASYNET	Easynet Enterprise Services Ltd	Cheque	027480	81.60
14/11/2017	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	027482	479.92
14/11/2017	PLAYINSP	Play Inspection	Cheque	027483	654.00
14/11/2017	PROVNURS	Provender Nurseries	Cheque	027484	16.00
14/11/2017	PRSMUSIC	Performing Right Society Ltd	Cheque	027485	555.77
14/11/2017	TRADEUK	Trade UK Account	Cheque	027486	109.42
15/11/2017	BOOKER	Booker Limtied	Direct Debit	DD/Booker	322.15
15/11/2017	SDC	Rates for Public Conv, Station Road	Direct Debit	DD/SDC	196.00
15/11/2017	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,949.13
15/11/2017	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	4,243.87
15/11/2017	SDC	Rates for Olympic	Direct Debit	DD/DSC	2,826.00
15/11/2017	SDC	Rates for Woodlands	Direct Debit	DD/SDC	1,437.00
15/11/2017	Payroll Mth8	Payroll Mth8	BACS	Payroll	59,342.60
15/11/2017	SDC	Rates for Swanley Park (Bungalow)	Direct Debit	SDC	39.56
16/11/2017	RECAJ - Mayor Tickets	RECAJ - Mayor Tickets	Cheque	100623	75.00
16/11/2017	Refund: Brushett	Refund: Brushett	Cheque	100622	150.00
16/11/2017	Sage	Sage	Direct Debit	DD/Sage	125.95
20/11/2017	SGEQUIPM	SG Equipment Finance	Direct Debit	DD/SG Equipment	378.00
20/11/2017	EETMOB	EE & T Mobile	Direct Debit	DD/EE Mobile	28.01
20/11/2017	TOTGAS2	Total Gas & Power 4209	Direct Debit	DD/Total Gas & Power	413.70
20/11/2017	TOTGASP	Total Gas & Power Ltd 5641	Direct Debit	DD/Total Gas & Power	185.87
21/11/2017	S Nash Expenses (Materials)	S Nash Expenses (Materials)	Cheque	100624	71.85
21/11/2017	D Sutton Expenses (Materials)	D Sutton Expenses (Materials)	Cheque	100625	122.96
21/11/2017	Stravoskiadi	Refund: Stravoskiadi	Cheque	100627	150.00
22/11/2017	AUDICREW	Audiocrew	Cheque	027487	1,000.00
22/11/2017	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027488	153.00
22/11/2017	BR-IT	BR - IT	Cheque	027489	269.52
22/11/2017	BRAKES10	Brakes Bros Ltd	Cheque	027490	382.92
22/11/2017	CASTL588	Castle Water Limited	Cheque	027491	1,135.34
22/11/2017	CENTCIRC	Centre Circle Event Management	Cheque	027492	168.00
22/11/2017	CHERRIPE	Cherry Ripe	Cheque	027493	41.86
22/11/2017	CLEAWIPE	Clean Wipes	Cheque	027494	119.05
22/11/2017	CONNECT	Helm Enterprise Solutions Ltd	Cheque	027495	178.80
22/11/2017	D.BODY	D.Body Ltd	Cheque	027496	630.00
22/11/2017	DOR2DOR	Helm Enterprise Solutions Ltd T/A Dor2Dor	Cheque	027497	500.00
22/11/2017	EDF-SWAN	EDF Energy Customers PLC	Cheque	027498	472.89
22/11/2017	EQUIRECY	Equinox Recycling	Cheque	027499	1,519.37
22/11/2017	HOMEHILL	Home Hill Garage	Cheque	027500	1,020.00
22/11/2017	HOWDENS	Howdens Joinery Co.	Cheque	027501	72.00
22/11/2017	JOHNSTRE	John Street Beverage	Cheque	027502	240.50
22/11/2017	KALC100	Kent Association of Local Councils	Cheque	027503	108.00
22/11/2017	KFF100	Kent Frozen Foods Ltd	Cheque	027504	365.79
22/11/2017	KM	KM Media Group	Cheque	027505	180.00
22/11/2017	LAMPS	Lamps and Tubes Illuminations	Cheque	027506	12,901.20
22/11/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027507	2,131.14
22/11/2017	NETRAIL	Network Rail	Cheque	027508	78.73
22/11/2017	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	027509	111.24
22/11/2017	NORMBUT	Norman's Butchers	Cheque	027510	51.14
22/11/2017	PHOENIX1	Phoenix Fireworks Ltd	Cheque	027511	3,000.00
22/11/2017	REALCT1	Real Christmas Trees Ltd	Cheque	027512	1,800.00
22/11/2017	SAV	Savills (UK) Ltd	Cheque	027513	3,508.80

Monthly Finances (b)

22/11/2017	SLCC	Society of Local Council Clerks	Cheque	027514	30.00
22/11/2017	TLCDIREC	TLC Online	Cheque	027515	500.65
22/11/2017	TMSPROD	TMS Production Limited	Cheque	027516	211.50
22/11/2017	TOPTRIB	Top Tributes	Cheque	027517	575.00
22/11/2017	VRVENUES	VR Venues	Cheque	027518	30.99
22/11/2017	WINDOWF	Windowflowers Ltd	Cheque	027519	1,191.00
22/11/2017	ALLSTARF	Allstar Business Solutions Ltd	Cheque	DD/All Star	7.20
23/11/2017	BNPPARIB	BNP Paribas Leasing Sols	Cheque	DD/BNP Paribas	542.38
24/11/2017	XINTEL	XLN Telecom	Cheque	DD/XLN	46.13
27/11/2017	VOICECOM	Voicecom Ltd	Cheque	DD/Voicecom	267.77
27/11/2017	BOC100	BOC Ltd	Cheque	DD/BOC	162.54
28/11/2017	ASSURE	Assured Security Shredding	Cheque	027520	239.40
28/11/2017	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027521	207.00
28/11/2017	BGAS8419	BGas Elec - Alexandra	Cheque	100629/bgas	840.62
28/11/2017	BGAS8456	BGas Elec - The Olympic	Cheque	100629/bgas	1,233.12
28/11/2017	BLEWD	D.Blew Organist	Cheque	027522	110.00
28/11/2017	KADIRLEV	Kadir Levent	Cheque	027523	1,200.00
28/11/2017	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027524	94.64
28/11/2017	STALBRID	Stalbridge Linen Services	Cheque	027525	57.12
28/11/2017	TLCELEC	T.L.C Direct	Cheque	027526	94.43
28/11/2017	TRADEUK	Trade UK Account	Cheque	027527	266.94
29/11/2017	KEIRALAN	Alan Keir	Cheque	027528	525.00
29/11/2017	IMAGINE	Mrs S L Nash	Cheque	027529	300.00
29/11/2017	CHERRIPE	Cherry Ripe	Cheque	027530	46.50
29/11/2017	DARPRINT	Darenth Print and Design Ltd	Cheque	027531	96.00
29/11/2017	NORMBUT	Norman's Butchers	Cheque	027532	68.36
29/11/2017	PROVNURS	Provender Nurseries	Cheque	027533	94.99
29/11/2017	SEAGRAVE	Seagrave Inspection Services LTD	Cheque	027534	307.20
29/11/2017	TLCDIREC	TLC Online	Cheque	027535	122.34
29/11/2017	BRAKES10	Brakes Bros Ltd	Cheque	027536	320.47
29/11/2017	KCC100	Kent County Council	Cheque	027537	53.52
29/11/2017	KFF100	Kent Frozen Foods Ltd	Cheque	027538	63.10
29/11/2017	ALSFTIMB	Alsford Timber Ltd	Cheque	027539	293.24
29/11/2017	KALC100	Kent Association of Local Councils	Cheque	027540	36.00
29/11/2017	BGAS8496	BGas Elec - Oaks Communal	Direct Debit	DD/BGas	52.04
29/11/2017	BGAS6000	BGas Elec - Civic	Direct Debit	DD/BGas	332.73
29/11/2017	BGAS8522	BGas Elec - Ablutions St Mary's	Direct Debit	DD/BGas	347.94
					178,269.66

Summary

Month	Payment Method	Amount
Nov-17	Cheque	80,997.45
	BACS	59,342.60
	Direct Debit	37,598.73
	Internal Entry (Offset)	109.21
	Bank Entry	221.67
		178,269.66

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

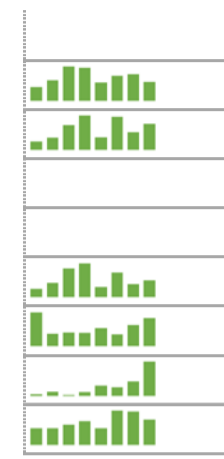
Date

Swanley Town Council: Alexandra

YTD Summary

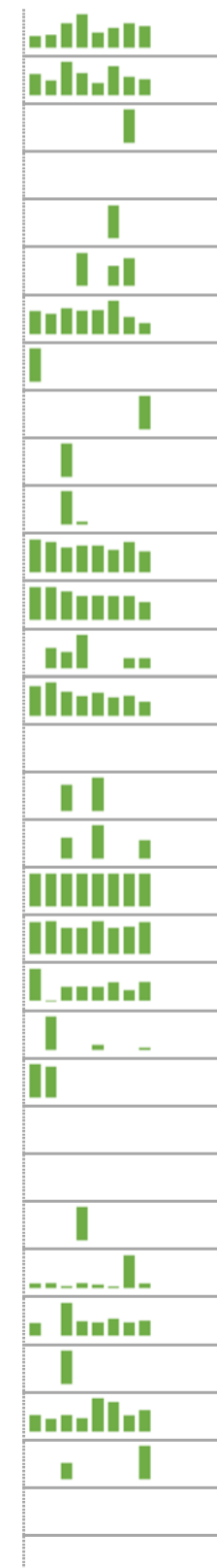
Income

Code	Description	Budget 17/18	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
4014	Rent - British Gas Office Space	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4100	Bar Income	70,811.72	5,686.90	8,519.49	14,237.55	13,597.20	7,468.26	10,398.82	10,903.50	7,824.85	-	-	-	-	78,636.57	-
4105	Catering Income	39,715.41	2,329.63	3,365.04	6,887.18	9,535.75	3,525.58	9,135.55	4,936.68	7,203.84	-	-	-	-	46,919.25	-
4106	British Gas Catering Revenue	1,300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4110	Equipment Hire	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4115	Function Package Revenue	83,303.76	2,969.18	5,199.18	10,545.92	12,435.00	3,689.17	9,105.41	4,650.00	6,223.75	-	-	-	-	54,817.61	-
4120	Conference Lettings Regular	60,000.00	5,991.03	2,148.34	2,417.08	2,359.20	3,155.00	2,006.93	3,728.20	4,958.18	-	-	-	-	26,763.96	-
4125	Party Night Revenue	12,000.00	300.00	1,084.62	264.99	933.32	2,538.35	2,133.35	3,613.35	8,512.50	-	-	-	-	19,380.48	-
4130	Party Function Revenue	13,189.70	787.50	787.50	962.50	1,137.50	787.50	1,639.82	1,591.67	1,208.33	-	-	-	-	8,902.32	-
		282,620.59	18,064.24	21,104.17	35,315.22	39,997.97	21,163.86	34,419.88	29,423.40	35,931.45	-	-	-	-	235,420.19	-



Expenditure

Code	Description	Budget 17/18	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
5001	Bar Purchases	40,000.00	1,548.22	1,686.23	3,279.79	4,531.56	2,035.11	2,615.01	3,319.88	2,969.06	-	-	-	-	21,984.86	-
5002	Catering Purchases	30,000.00	1,445.96	977.16	2,286.10	1,519.19	834.15	1,988.22	1,280.43	1,081.93	-	-	-	-	11,413.14	-
5011	Licenses	0.00	-	-	-	-	-	-	381.52	-	-	-	-	-	381.52	-
5012	Sales Commissions	160.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5020	Estates Equipment / Machinery	0.00	-	-	-	-	-	568.00	-	-	-	-	-	-	568.00	-
5021	Estates Equipment / Machinery Repairs	0.00	-	-	-	359.35	-	218.00	300.00	-	-	-	-	-	877.35	-
5045	Function Expenditure	20,000.00	1,927.32	1,689.16	2,172.25	1,967.50	1,991.65	2,802.54	1,450.00	916.66	-	-	-	-	14,917.08	-
5102	Event Equipment Repairs & Maintenance	100.00	39.00	-	-	-	-	-	-	-	-	-	-	-	39.00	-
6100	Agency Commission	200.00	-	-	-	-	-	-	25.82	-	-	-	-	-	25.82	-
6200	Website, Social Media and Marketing	500.00	-	-	117.50	-	-	-	-	-	-	-	-	-	117.50	-
6201	Advertising	2,500.00	-	-	745.99	60.00	-	-	-	-	-	-	-	-	805.99	-
7000	Salaries	86,352.97	9,497.46	8,792.95	7,157.77	7,677.72	7,729.42	6,399.19	8,777.46	6,064.33	-	-	-	-	62,096.30	-
7001	Pension	10,472.84	1,234.05	1,234.05	1,066.26	898.46	912.10	898.46	898.46	666.28	-	-	-	-	7,808.12	-
7004	Wages - Casual	1,896.00	-	280.00	224.00	462.00	-	-	140.00	140.00	-	-	-	-	1,246.00	-
7006	Employers NI	4,246.42	530.87	599.41	429.14	347.75	413.07	333.58	356.60	247.30	-	-	-	-	3,257.72	-
7008	Recruitment Expenses	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7099	Expenses	0.00	-	-	230.74	-	294.56	-	-	-	-	-	-	-	525.30	-
7102	Water Rates	2,500.00	-	-	627.81	-	1,018.22	-	-	567.67	-	-	-	-	2,213.70	-
7103	General Rates	29,490.13	2,948.31	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	-	-	-	-	23,592.22	-
7105	Recycling - Waste Collection	5,000.00	305.40	313.95	251.16	251.16	313.95	251.16	259.71	305.40	-	-	-	-	2,251.89	-
7200	Electricity	3,750.00	1,206.42	(41.55)	517.01	539.01	523.50	691.28	385.93	700.52	-	-	-	-	4,522.12	-
7201	Gas	9,000.00	-	2,786.78	-	-	414.78	-	-	177.02	-	-	-	-	3,378.58	-
7500	Printing	0.00	80.00	73.22	-	-	-	-	-	-	-	-	-	-	153.22	-
7552	Computers & Software	650.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7702	Equipment Leasing	160.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7800	Repairs and Renewals	2,500.00	-	-	-	106.82	-	-	-	-	-	-	-	-	106.82	-
7801	Cleaning	2,600.00	162.92	171.23	63.26	170.99	118.96	42.08	1,178.82	158.57	-	-	-	-	2,066.83	-
7802	Laundry	1,500.00	230.89	-	601.30	261.20	240.40	308.41	246.39	277.92	-	-	-	-	2,166.51	-
7803	Premises Expenses	500.00	-	-	706.00	-	-	-	-	-	-	-	-	-	706.00	-
7901	Bank Charges	1,400.00	128.08	94.20	126.72	102.41	252.91	223.91	122.01	164.00	-	-	-	-	1,214.24	-
8201	Subscriptions	0.00	-	-	222.75	-	-	-	-	463.14	-	-	-	-	685.89	-
8202	Uniforms	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8204	Insurance	4,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		259,978.36	21,284.90	21,605.92	23,774.68	22,204.25	20,041.91	20,288.97	22,046.34	17,874.75	-	-	-	-	169,121.72	-



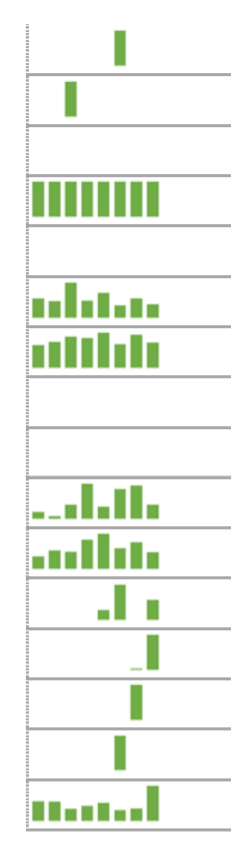
7801 Cleaning Includes £1,000 for kitchen "deep clean"

Swanley Town Council: Olympic

YTD Summary

Income

Code	Description	Budget 17/18	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
4012	Rent - Golf Range	8,100.00	-	-	-	-	-	3,701.00	-	-	-	-	-	-	3,701.00	3,701.00
4013	Rent - Bowls Club	4,500.00	-	-	5,000.00	-	-	-	-	-	-	-	-	-	5,000.00	5,000.00
4014	Rent - British Gas Office Space	40,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4015	Rent - Flat at Olympic Centre	8,400.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	-	-	-	-	5,600.00	8,400.00
4018	Rent - Boxing	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4100	Bar Income	25,339.63	3,359.98	2,903.07	6,144.05	2,989.18	4,367.37	2,198.15	3,377.83	2,322.68	-	-	-	-	27,662.31	-
4105	Catering Income	47,082.17	5,289.10	6,100.11	7,317.08	6,980.57	8,174.85	5,506.02	7,714.44	5,917.89	-	-	-	-	53,000.06	-
4106	British Gas Catering Revenue	10,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4110	Equipment Hire	200.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4115	Function Package Revenue	24,000.00	440.84	166.67	930.77	2,287.92	791.67	1,941.67	2,164.17	915.41	-	-	-	-	9,639.12	-
4120	Conference Lettings Regular	60,000.00	2,881.15	4,255.43	3,955.84	6,755.73	8,108.83	4,781.66	6,147.53	3,879.19	-	-	-	-	40,765.36	-
4125	Party Night Revenue	0.00	-	-	-	-	291.26	1,049.76	-	600.01	-	-	-	-	1,941.03	-
4130	Party Function Revenue	0.00	-	-	-	-	-	-	50.00	1,575.00	-	-	-	-	1,625.00	-
4202	Services Recharge - Golf	0.00	-	-	-	-	-	-	1,494.89	-	-	-	-	-	1,494.89	-
4600	Outdoor Event Revenue	0.00	-	-	-	-	-	126.67	-	-	-	-	-	-	126.67	-
4609	Snooker and Bowls Income	5,226.87	561.01	545.09	339.27	430.47	516.79	303.72	352.66	998.82	-	-	-	-	4,047.83	-
		232,848.67	13,232.08	14,670.37	24,387.01	20,143.87	22,950.77	20,308.65	22,001.52	16,909.00	-	-	-	-	154,603.27	17,101.00



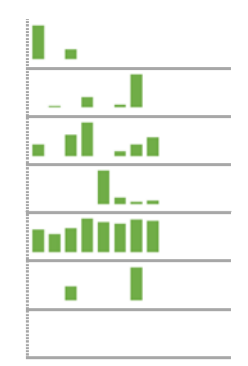
Expenditure

Code	Description	Budget 17/18	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
5001	Bar Purchases	8,000.00	1,567.11	1,374.18	3,598.54	1,461.31	1,063.47	631.78	923.85	1,029.88	-	-	-	-	11,650.12	-
5002	Catering Purchases	8,000.00	2,529.06	1,769.63	2,621.86	1,602.71	2,686.20	2,773.62	1,900.15	2,662.87	-	-	-	-	18,546.10	-
5011	Licences	0.00	12.18	12.12	12.12	12.12	12.12	454.12	159.03	12.37	-	-	-	-	686.18	-
5020	Estates Equipment / Machinery	0.00	-	70.00	-	341.94	-	1,029.99	-	-	-	-	-	-	1,441.93	-
5021	Estates Equipment / Machinery Repairs	1,800.00	-	121.50	1,449.50	1,471.73	118.80	113.32	-	-	-	-	-	-	3,274.85	-
5045	Function Expenditure	2,000.00	383.33	80.00	580.00	525.00	588.33	430.00	1,582.06	913.17	-	-	-	-	5,081.89	-
5102	Event Equipment Repairs & Maintenance	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5106	British Gas Vending	750.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing	1,000.00	39.98	39.98	239.83	122.33	122.33	122.33	122.33	122.33	-	-	-	-	931.44	-
6201	Advertising	100.00	-	230.00	199.99	20.00	40.00	73.22	40.00	40.00	-	-	-	-	643.21	-
7000	Salaries	70,000.00	3,805.53	4,526.99	6,012.16	5,274.35	6,966.57	5,948.79	4,429.37	4,882.91	-	-	-	-	41,846.67	-
7001	Pension	4,200.00	469.92	462.00	692.75	546.21	677.03	494.79	443.80	555.07	-	-	-	-	4,341.57	-
7004	Wages - Casual	2,500.00	-	119.00	371.25	-	936.25	558.70	1,147.75	768.75	-	-	-	-	3,901.70	-
7006	Employers NI	4,200.00	198.32	191.82	384.47	270.69	396.86	223.60	180.66	268.28	-	-	-	-	2,114.70	-
7008	Recruitment Expenses	150.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7099	Staff Expenses	0.00	-	-	-	-	-	140.68	-	-	-	-	-	-	140.68	-
7102	Water Rates	170.00	-	-	-	-	-	2,260.20	-	-	-	-	-	-	2,260.20	-
7103	General Rates	28,261.63	2,827.00	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	-	-	-	-	22,609.00	-
7105	Recycling - Waste Collection	3,000.00	187.10	195.65	156.52	156.52	195.65	156.52	165.07	187.10	-	-	-	-	1,400.13	-
7200	Electricity	12,193.52	1,103.69	972.37	1,058.89	1,032.53	984.55	975.87	984.87	1,027.60	-	-	-	-	8,140.37	-
7201	Gas	7,000.00	-	858.11	-	-	340.46	-	-	394.00	-	-	-	-	1,592.57	-
7500	Printing	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7550	Telephone and Broadband	2,500.00	260.85	428.20	36.44	38.44	38.44	38.44	38.44	38.44	-	-	-	-	917.69	-
7552	Computers & Software	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7604	Professional Fees	1,500.00	109.21	216.71	109.21	127.21	109.21	109.21	109.21	109.21	-	-	-	-	999.18	-
7702	Equipment Leasing	1,300.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	-	-	-	-	2,520.00	-



Monthly Finances (d)

Code	Description	Budget 17/18	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
7800	Repairs and Renewals	2,500.00	469.23	-	130.45	-	-	-	-	-	-	-	-	-	599.68	-
7801	Cleaning	500.00	-	40.15	-	388.03	-	94.01	1,236.67	-	-	-	-	-	1,758.86	-
7802	Laundry	2,200.00	132.00	-	242.36	374.36	-	54.64	132.00	212.60	-	-	-	-	1,147.96	-
7803	Premises Expenses	15,195.54	-	-	-	-	12,187.00	2,300.54	708.00	1,200.00	-	-	-	-	16,395.54	-
7901	Bank Charges	1,000.00	119.80	94.74	128.18	177.81	158.87	149.94	173.22	166.03	-	-	-	-	1,168.59	-
8201	Subscriptions		-	-	222.75	-	-	-	534.01	-	-	-	-	-	756.76	-
8204	Insurance	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		<u>185,520.69</u>	<u>14,529.31</u>	<u>14,944.15</u>	<u>21,388.27</u>	<u>17,084.29</u>	<u>30,763.14</u>	<u>22,275.31</u>	<u>18,151.49</u>	<u>17,731.61</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>156,867.57</u>	<u>-</u>



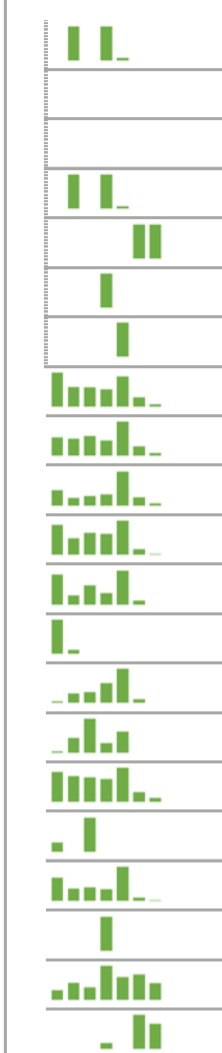
7801 Cleaning Includes £1,000 for kitchen "deep clean"
7803 Premises Expenses Includes £11,862 for a new boiler

Swanley Town Council: Swanley Park

YTD Summary

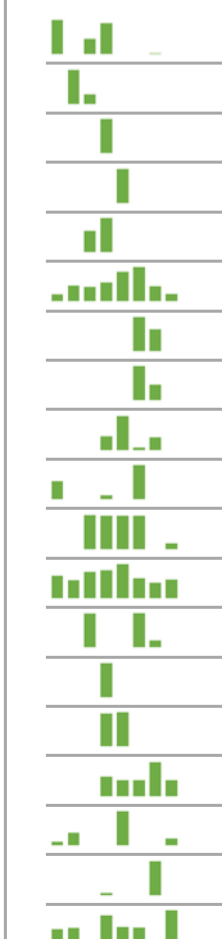
Income

Code	Description	Budget 17/18	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
4006	Rent - Cafe in the Park	32,000.00	6,000.00	-	13,000.00	-	13,000.00	1,000.00	-	-	-	-	-	-	33,000.00	-
4007	Rent - Swanley Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4008	Rent - Swanley New Barn Railway	10,305.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4010	Rent - Ice Cream Van	15,000.00	5,000.00	-	5,000.00	-	5,000.00	291.67	-	-	-	-	-	-	15,291.67	-
4017	Rent - Swanley Park RFC	-	-	-	-	-	-	-	312.64	312.64	-	-	-	-	625.28	-
4201	Service Recharge: Café in the Park	-	-	-	-	-	1,950.00	-	-	-	-	-	-	-	1,950.00	-
4204	Service Recharge: Bungalow	-	-	-	-	-	-	83.33	-	-	-	-	-	-	83.33	-
4700	Rowing	5,730.72	1,488.03	854.16	829.59	757.70	1,322.91	392.91	85.42	-	-	-	-	-	5,730.72	-
4701	Pedalos	33,575.18	5,325.42	4,926.24	5,676.66	4,338.34	9,908.76	2,659.76	740.00	-	-	-	-	-	33,575.18	-
4702	Canoeing	2,783.72	482.09	237.91	299.57	353.33	1,080.42	258.73	71.67	-	-	-	-	-	2,783.72	-
4703	Golf	4,531.39	1,063.05	575.00	757.90	732.51	1,205.01	187.92	10.00	-	-	-	-	-	4,531.39	-
4704	Tree Trek	6,239.52	1,739.78	524.41	1,105.58	675.67	1,958.25	235.83	-	-	-	-	-	-	6,239.52	-
4705	Battery Bikes	50.00	45.00	5.00	-	-	-	-	-	-	-	-	-	-	50.00	-
4706	Dino Karts	2,503.46	36.66	291.67	336.67	627.66	1,097.48	113.32	-	-	-	-	-	-	2,503.46	-
4707	Deck Chairs	632.50	10.00	115.42	267.08	75.00	165.00	-	-	-	-	-	-	-	632.50	-
4708	Bouncy Castle	10,513.40	2,096.67	1,796.97	1,708.48	1,596.42	2,378.67	680.44	255.75	-	-	-	-	-	10,513.40	-
4709	Mini Boats	15.83	3.33	-	12.50	-	-	-	-	-	-	-	-	-	15.83	-
4710	Car Parking	45,939.50	10,861.05	5,673.70	6,295.70	5,490.61	15,950.10	1,447.51	220.83	-	-	-	-	-	45,939.50	-
4712	Wrist Bands	91.67	-	-	-	91.67	-	-	-	-	-	-	-	-	91.67	-
4720	Children's Party - Recreation	2,671.65	187.50	329.99	241.66	660.00	441.67	490.00	320.83	-	-	-	-	-	2,671.65	-
4721	Children's Party - Survival	1,354.98	-	-	-	125.00	-	709.15	520.83	-	-	-	-	-	1,354.98	-
		173,938.52	34,338.58	15,330.47	35,531.39	15,523.91	55,458.27	8,550.57	2,537.97	312.64	-	-	-	-	167,583.80	-



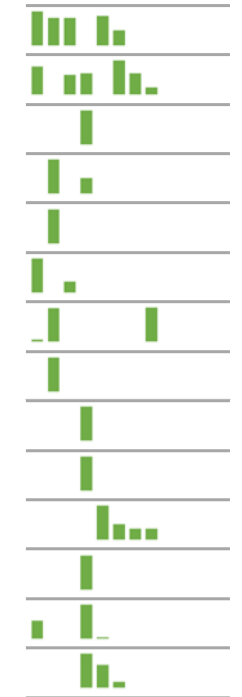
Expenditure

Code	Description	Budget 17/18	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
5020	Estates Equipment / Machinery	14,923.70	6,368.25	-	2,766.00	5,743.26	-	-	46.19	-	-	-	-	-	14,923.70	-
5021	Estates Equipment / Machinery Repairs	1,383.64	-	1,085.30	298.34	-	-	-	-	-	-	-	-	-	1,383.64	-
5045	Function Expenditure	400.00	-	-	-	220.00	-	-	-	-	-	-	-	-	220.00	-
5046	Outdoor Event	1,610.00	-	-	-	-	1,610.00	-	-	-	-	-	-	-	1,610.00	-
6201	Advertising	129.99	-	-	49.99	80.00	-	-	-	-	-	-	-	-	129.99	-
7000	Salaries	92,000.00	4,447.33	10,070.32	9,392.53	12,368.30	19,224.39	22,464.65	9,721.15	4,709.42	-	-	-	-	92,398.09	-
7001	Pension	1,500.00	-	-	-	-	-	565.87	359.04	-	-	-	-	-	924.91	-
7006	Employers NI	1,000.00	-	-	-	-	-	451.30	201.09	-	-	-	-	-	652.39	-
7099	Staff Expenses	504.89	-	-	-	109.15	272.23	19.00	104.51	-	-	-	-	-	504.89	-
7102	Water Rates	7,500.00	2,249.88	-	-	462.65	-	4,246.58	-	-	-	-	-	-	6,959.11	-
7103	General Rates	1,331.91	-	-	236.34	232.00	232.00	232.00	-	39.56	-	-	-	-	971.90	-
7105	Recycling - Waste Collection	15,000.00	1,222.23	955.22	1,419.06	1,501.37	1,842.78	1,070.25	841.35	1,008.30	-	-	-	-	9,860.56	-
7200	Electricity	6,000.00	-	-	2,323.32	-	-	2,351.64	450.37	-	-	-	-	-	5,125.33	-
7501	Postage & Carriage	29.90	-	-	-	29.90	-	-	-	-	-	-	-	-	29.90	-
7502	Stationery	74.63	-	-	-	36.65	37.98	-	-	-	-	-	-	-	74.63	-
7550	Telephone & Broadband	350.00	-	-	-	40.81	32.48	32.48	70.50	32.74	-	-	-	-	209.01	-
7800	Repairs and Renewals	2,000.00	100.00	384.54	-	-	1,035.58	-	-	200.00	-	-	-	-	1,720.12	-
7801	Cleaning	1,700.00	-	-	-	67.88	-	-	1,236.10	-	-	-	-	-	1,303.98	-
7803	Premises Expenses	6,000.00	626.62	691.38	86.68	1,214.51	733.31	701.50	53.00	1,442.10	-	-	-	-	5,549.10	-



Monthly Finances (e)

Code	Description	Budget 17/18	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
7804	Pool Chemicals	2,074.93	530.35	426.18	426.18	-	457.88	234.34	-	-	-	-	-	-	2,074.93	-
7805	Cess Pit	11,070.00	2,500.00	-	1,750.00	1,890.00	-	3,040.00	1,890.00	630.00	-	-	-	-	11,700.00	-
7806	Pedalo Parts	25.83	-	-	-	25.83	-	-	-	-	-	-	-	-	25.83	-
7807	Pool Costs	757.20	-	520.00	-	237.20	-	-	-	-	-	-	-	-	757.20	-
7811	Signs	420.00	-	420.00	-	-	-	-	-	-	-	-	-	-	420.00	-
7814	Maintenance	171.90	130.00	-	41.90	-	-	-	-	-	-	-	-	-	171.90	-
7815	Chidren's Party	128.75	6.25	122.50	-	-	-	-	-	125.00	-	-	-	-	253.75	-
7816	Parking	170.95	-	170.95	-	-	-	-	-	-	-	-	-	-	170.95	-
7817	Rowing Parts	698.81	-	-	-	698.81	-	-	-	-	-	-	-	-	698.81	-
7818	Life Jackets	170.04	-	-	-	170.04	-	-	-	-	-	-	-	-	170.04	-
7901	Bank Charges	2,047.66	-	-	-	-	671.64	306.03	216.80	215.21	-	-	-	-	1,409.68	-
8201	Subscriptions	365.00	-	-	-	365.00	-	-	-	-	-	-	-	-	365.00	-
8202	Uniform	779.90	259.90	-	-	500.00	20.00	-	-	-	-	-	-	-	779.90	-
8203	Training Costs	4,950.00	-	-	-	2,700.00	1,800.00	450.00	-	-	-	-	-	-	4,950.00	-
		<u>177,269.64</u>	18,440.81	14,846.39	18,790.34	28,693.36	27,970.27	36,165.64	15,190.10	8,402.33	-	-	-	-	<u>168,499.24</u>	-



Swanley Town Council



Bank Reconciliation: 30 November 2017

Bank Statement Balance:	Current Account	272,657.75	
			<u>272,657.75</u>
Other Bank & Cash Accounts:	Active Saver	139.25	
	Mayor's Account	3,509.00	
	Recreation Account	906.41	
	Alexandra Cash Account	5,145.10	
	Olympic Cash Account	2,079.34	
	Link Cash Account	-	
	Swanley Park Cash Account	1,024.74	
			<u>12,803.84</u>
			<u><u>285,461.59</u></u>

Unpresented Payments	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	04/10/2017	027381	261.60
	18/10/2017	027416	200.00
	25/10/2017	Trusten	5.00
	13/11/2017	027473	72.00
	14/11/2017	027475	200.00
	16/11/2017	100623	75.00
	21/11/2017	100627	150.00
	22/11/2017	027487	1,000.00
	22/11/2017	027493	41.86
	22/11/2017	027495	178.80
	22/11/2017	027496	630.00
	22/11/2017	027500	1,020.00
	22/11/2017	027501	72.00
	22/11/2017	027502	240.50
	22/11/2017	027503	108.00
	22/11/2017	027504	365.79
	22/11/2017	027507	2,131.14
	22/11/2017	027514	30.00
	22/11/2017	027516	211.50
	22/11/2017	027518	30.99
	22/11/2017	027519	1,191.00
	28/11/2017	027520	239.40
	28/11/2017	027521	207.00
	28/11/2017	100629/bgas	840.62
	28/11/2017	100629/bgas	1,233.12
	28/11/2017	027522	110.00
	28/11/2017	027523	1,200.00
	28/11/2017	027524	94.64
	28/11/2017	027525	57.12

Monthly Finances (f)

28/11/2017	027526	94.43
28/11/2017	027527	266.94
29/11/2017	027528	525.00
29/11/2017	027529	300.00
29/11/2017	027530	46.50
29/11/2017	027531	96.00
29/11/2017	027532	68.36
29/11/2017	027533	94.99
29/11/2017	027534	307.20
29/11/2017	027535	122.34
29/11/2017	027536	320.47
29/11/2017	027537	53.52
29/11/2017	027538	63.10
29/11/2017	027539	293.24
29/11/2017	027540	36.00
28/11/2017	PDQ	3,946.00

18,831.17

266,630.42

Unpresented Receipts:

<u>Date</u>	<u>Ref</u>	<u>Amount</u>
29/11/2017	Alex Sales to Current	668.00
29/11/2017	Oly to Current	478.50
30/11/2017	Alex Sales to Current	504.00

1,650.50

268,280.92

Closing Book Balance:

Current Account	255,477.08
Other Bank & Cash Accounts	12,803.84

268,280.92

-

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date



Swanley Town Council

Aged Creditors: 30 November 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>
AFLPLUMB	A & L Weston	237.73	237.73	0.00	0.00	0.00	0.00
ALSFTIMB	Alsford Timber Ltd	94.08	94.08	0.00	0.00	0.00	0.00
BETSTA	Better Staff Ind & Comm Rec Ltd	252.00	252.00	0.00	0.00	0.00	0.00
BGAS-100	British Gas	21,289.09	0.00	0.00	0.00	0.00	21,289.09
BGAS8436	BGas Elec - Woodlands	7,268.56	1,556.88	1,413.92	1,402.29	1,414.63	1,480.84
BGAS8475	BGas Elec - Tennis Courts	885.19	885.19	0.00	0.00	0.00	0.00
BNPPARIB	BNP Paribas Leasing Sols	1,766.38	1,766.38	0.00	0.00	0.00	0.00
BOC100	BOC Ltd	217.62	217.62	0.00	0.00	0.00	0.00
BOOKER	Booker Lintied	458.16	458.16	0.00	0.00	0.00	0.00
BRAKES10	Brakes Bros Ltd	820.09	820.09	0.00	0.00	0.00	0.00
BROXAP	Broxap	60.00	60.00	0.00	0.00	0.00	0.00
BTGROUP	BT	39.28	39.28	0.00	0.00	0.00	0.00
CHERRIPE	Cherry Ripe	236.60	236.60	0.00	0.00	0.00	0.00
CLEAWIPE	Clean Wipes	71.23	71.23	0.00	0.00	0.00	0.00
DARPRINT	Darenth Print and Design Ltd	48.00	48.00	0.00	0.00	0.00	0.00
EQUIRECY	Equinox Recycling	1,801.00	1,801.00	0.00	0.00	0.00	0.00
KCC100	Kent County Council	1,079.96	1,079.96	0.00	0.00	0.00	0.00
KEIRALAN	Alan Keir	225.00	225.00	0.00	0.00	0.00	0.00
KFF100	Kent Frozen Foods Ltd	252.31	252.31	0.00	0.00	0.00	0.00
LAMPS	Lamps & Tubes Illuminations Ltd	5,611.50	5,611.50	0.00	0.00	0.00	0.00
MATTCLAR	Matthew Clark Wholesale Ltd	1,970.03	1,970.03	0.00	0.00	0.00	0.00
NELLA100	Nella Cutlery South	111.36	111.36	0.00	0.00	0.00	0.00
NORMBUT	Norman's Butchers	304.70	304.70	0.00	0.00	0.00	0.00
STALBRID	Stalbridge Linen Services	531.50	531.50	0.00	0.00	0.00	0.00
TILLROCO	The Till Roll Company	47.34	47.34	0.00	0.00	0.00	0.00
TLCELEC	T.L.C Direct	48.00	48.00	0.00	0.00	0.00	0.00
TRADEUK	Trade UK Account	210.32	210.32	0.00	0.00	0.00	0.00
VPS	VPS	360.00	360.00	0.00	0.00	0.00	0.00
		46,297.03	19,296.26	1,413.92	1,402.29	1,414.63	22,769.93

[1] Currently in dispute with British Gas regarding billing for the Woodlands; in negotiation regarding a rebate for previous billing and should be resolved end November

All other Creditors are current month, with no aged invoices outstanding

Swanley Town Council



Aged Debtors: 30 November 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	400.00	0.00	0.00	400.00	0.00	0.00
BARNADOS	Barnados	98.00	0.00	98.00	0.00	0.00	0.00
BARNETTD	David Barnett	10.00	0.00	10.00	0.00	0.00	0.00
BEXLEYBC	London Borough of Bexley	1,570.00	1,220.00	350.00	0.00	0.00	0.00
BRITGAS	British Gas Services	9,305.04 ^[1]	460.78	2,928.00	301.50	106.50	5,508.26
CALDER	Calder Conferences	197.20	0.00	0.00	197.20	0.00	0.00
CLG	CLG Market Research Ltd	2,170.00	1,820.00	350.00	0.00	0.00	0.00
COCACOLA	Coca Cola	156.00	0.00	0.00	0.00	0.00	156.00
EDFENER	EDF Energy	141.00	0.00	0.00	0.00	0.00	141.00
FUNPART	Funeral Partners Ltd	557.20	557.20	0.00	0.00	0.00	0.00
GRACEPL	Grace Place Community Church	-70.00	-70.00	0.00	0.00	0.00	0.00
KCC100	Kent County Council	4,344.77	1,571.20	3,535.20	0.00	0.00	-761.63
KCCHIGH	Kent County Council (Highways)	1,891.62	0.00	0.00	0.00	0.00	1,891.62
KENTHOG	Kent Hog Roast Events	40.00	40.00	0.00	0.00	0.00	0.00
LAURIEM1	Lauriem Complete Care Ltd	98.00	98.00	0.00	0.00	0.00	0.00
MEDWAYC	Medway Council	540.00	540.00	0.00	0.00	0.00	0.00
NATBLOOD	National Blood Service	1,008.00	1,008.00	0.00	0.00	0.00	0.00
NHSDGS	NHS DGS CCG	587.76	201.60	0.00	0.00	0.00	386.16
PROSPECT	Prospect Services	546.00	546.00	0.00	0.00	0.00	0.00
SEVDISTC	Sevenoaks District Council	2,174.40	1,754.40	420.00	0.00	0.00	0.00
SGNGAS	SGNgas	448.50	448.50	0.00	0.00	0.00	0.00
SOUTHGAS	Southern Gas Networks	525.00	525.00	0.00	0.00	0.00	0.00
SPECASVE	Specsavers	1,100.00	600.00	0.00	0.00	500.00	0.00
SWNFC	Swanley FC	373.70	0.00	-200.00	0.00	596.80	-23.10
SWNRANG	Swanley Rangers FC	296.80	0.00	0.00	0.00	296.80	0.00
SWOAKSFC	Swanley Oaks Football Club	460.90	0.00	0.00	0.00	460.90	0.00
TAMARIND	The Tamarind	200.00	200.00	0.00	0.00	0.00	0.00
WHAT'S	What's Your View Research	840.00	840.00	0.00	0.00	0.00	0.00
WHITENET	Whiteoak Netball Club	2,376.57	0.00	0.00	2,376.57	0.00	0.00
WHITOAK	White Oak Management	250.00	250.00	0.00	0.00	0.00	0.00
ZIBRANT	Zibrant	3,061.60	729.60	2,332.00	0.00	0.00	0.00
		35,698.06	13,340.28	9,823.20	3,275.27	1,961.00	7,298.31

[1] In discussion with British Gas to reconcile account and agree settlement prior to contract end February 2018

Events [2]

JANUARY	January events	-1,392.00
FEBRUARY	February events	-1,583.60
MARCH	March events	-250.00
APRIL	April events	-100.00
MAY	May events	-850.00
JUNE	June events	-641.20
JULY	July events	-4,330.00
AUGUST	August events	-3,650.00
SEPTEMBER	September events	-4,070.00
OCTOBER	October Events	730.00
NOVEMBER	November events	92.80
DECEMBER	December events	-16,004.00
		<u>-32,048.00</u>

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