

Swanley Town Council

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

Tel: 01322 611663

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 24th January 2018

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

Also Present: Cllr C Barnes, Cllr J Barnes,

Officers: CEO - Steve Nash,
RFO - Steve Innes
Democratic Services Officer - Barbara Playfoot
Estates & Facilities Manager - Dan Sutton
Park Manager - Ryan Hayman

APOLOGIES FOR ABSENCE

None

DECLARATIONS OF INTEREST

None Received

10358 MINUTES OF THE PREVIOUS MEETING

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

APPROVED

10359 TO RECEIVE THE MONTHLY FINANCES

- The RFO took several questions from Councillors regarding the reports.
- Cllr Southern queried the Conference Letting and British Gas Letting as the figures were down against the proposed income. The RFO explained that he had changed the allocation codes as requested and British Gas was now incorporated into the general lettings/catering allocation codes.
- General discussion took place regarding future conference lettings at the Olympic and the CEO confirmed that his team were currently marketing the facilities at the Olympic offering discounts to charities and clubs that were happy to use the facilities during normal opening times. He went on to say that he had secured a new letting, further snooker membership and a sponsor following a networking event held there last week
- The RFO brought the meeting up to date with the Creditors and Debtors and was praised for his good work.

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

10360 GDPR (General Data Protection Regulation)

To note that senior staff have now attended training on the GDPR requirements. There will be new policies coming forward at the next P & F meeting and changes to the way STC stores information.

Cllr Morris asked if guidance/training was available for councillors, the CEO will arrange training with CALC for those councillors who have not received training to date.

RESOLVED: Senior staff training on GDPR was noted and CEO to arrange training for councillors

10361 INTERNAL AUDITORS REPORT

To comment on the Auditors report for this reporting period

There was general discussion regarding bank charges and methods of payment

Cllr Southern said this was an excellent report

RESOLVED: Auditors report noted

Date of next meeting – 21st Feb 2018

MEETING CLOSED AT 20.41

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

Swanley Town Council: Civic Centre

YTD Sur

Income

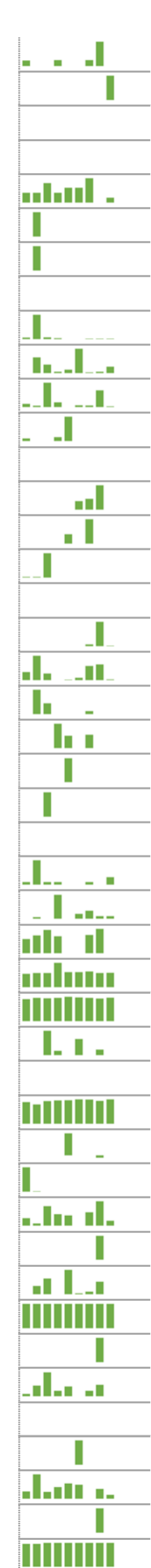
Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18 ##	YTD	Forecast
4000	Precept	537,700.00	269,934.00	-	-	-	-	269,933.00	-	-	-	-	-	-	539,867.00	539,867.00
4033	Community Infrastructure Levy		106,180.00						2,921.88							
4005	Rent - Oaks Clinic	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	-	3,000.00	-	-	-	9,866.67	-
4020	Allotments	500.00	22.50	33.75	11.25	-	10.00	-	-	-	116.66	-	-	-	194.16	-
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	150.00	-	-	-	3,086.25	-
4026	White Refuse Bags	1,160.00	40.84	71.66	137.09	144.58	125.42	65.83	80.42	147.50	57.91	-	-	-	871.25	-
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	106.17	-	-	-	11,694.55	-
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	-	946.45	-	-	-	25,902.97	-
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	-	2,500.00	-	-	-	2,645.82	-
4039	Christmas Lights	0.00	-	-	-	-	-	266.67	225.00	1,998.83	6,166.67	-	-	-	8,657.17	-
4130	Party Function Revenue	0.00	-	-	-	-	-	-	308.33	-	87.50	-	-	-	395.83	-
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	1,467.01	-	-	-	17,710.84	-
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	50.50	-	-	-	3,371.02	-
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	226.50	-	-	2,970.54	-
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	-	(8,500.00)	-	-	-	15,633.33	-
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	118.37	-	-	-	873.63	-
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	-	-	-	1,425.01	-	-	-	1,762.51	-
		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	7,918.75	-	-	-	816,364.70	-

Swanley Town Council: Civic Centre

YTD Summary

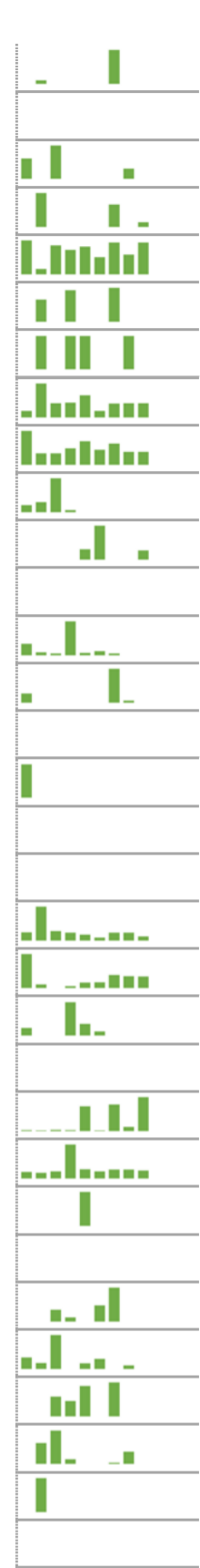
Expenditure

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	-
5002	Catering Purchases	0.00	-	-	-	-	-	-	-	-	166.50	-	-	-	-	-
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	-	650.00	-	-	-	14,300.00	-
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	120.00	-	-	-	18,498.76	-
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	2,648.61	-	-	-	25,674.89	-
5030	Horticulture	5,000.00	201.64	74.93	1,568.00	288.05	-	110.33	87.32	1,084.99	28.75	-	-	-	3,444.01	-
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	210.00	-	-	-	18,957.87	-
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	131.25	-	-	-	14,024.61	-
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 & Maintenanc	370.00	41.75	396.31	39.67	43.35	-	-	39.42	-	119.15	-	-	-	679.65	-
6200	Website, Social Media and Marketing	760.00	-	39.98	-	747.00	-	149.00	240.00	80.00	80.00	-	-	-	1,335.98	-
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	35,579.86	-	-	-	343,557.44	-
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	4,701.71	-	-	-	41,884.10	-
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	3,238.43	-	-	-	27,417.62	-
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	119.47	-	-	-	2,278.36	-
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	5,876.87	-	-	-	52,894.54	-
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	40.25	-	-	-	1,004.72	-
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	42.00	-	-	-	374.48	-



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	-	210.50	-	-	-	-	2,710.50	-
7502	Office Stationery	2,000.00	422.26	64.20	358.65	305.30	342.57	210.55	396.47	244.05	397.85	-	-	-	-	2,741.90	-
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	401.20	-	-	-	-	3,960.46	-
7552	Computers & Software	3,000.00	858.74	284.96	284.96	414.88	596.95	379.89	539.56	329.56	329.16	-	-	-	-	4,018.66	-
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	-	-	534.20	-	-	-	-	3,142.60	-
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	750.98	-	-	-	-	16,682.60	-
7800	Repairs and Renewals	7,500.00	563.01	56.18	-	24.88	86.42	91.15	218.63	198.57	187.94	-	-	-	-	1,426.78	-
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	4,520.38	-	-	-	-	12,382.37	-
7901	Bank Charges	3,000.00	195.95	161.06	211.68	1,024.47	270.93	218.76	258.69	262.55	238.16	-	-	-	-	2,842.25	-
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		<u>824,498.75</u>	<u>73,071.89</u>	<u>124,408.48</u>	<u>104,824.00</u>	<u>92,348.74</u>	<u>81,762.25</u>	<u>71,669.31</u>	<u>77,399.71</u>	<u>84,845.73</u>	<u>61,323.22</u>	-	-	-	-	<u>771,486.83</u>	-



Swanley Town Council



Payments Out: December 2017

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
01/12/2017	DVLA	DVLA	Direct Debit	DVLA LC03 KJY	21.00
01/12/2017	DVLA	DVLA	Direct Debit	DVLA LV13 SNK	21.00
04/12/2017	MANN	Mann (Swanley)	Internal Entry	DD/Mann	109.21
04/12/2017	BTGROUP	BT	Direct Debit	DD/BT	39.28
04/12/2017	Barclays	Barclays	Bank Entry	Bank Charges	197.28
04/12/2017	Oly Float Expenses	Olympic	Cheque	100630	152.82
04/12/2017	Alex Float Expenses	Alexandra Suite	Cheque	100631	200.89
05/12/2017	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	236.97
06/12/2017	AFLPLUMB	A & L Weston	Cheque	027541	1,600.00
06/12/2017	ALSFTIMB	Alsford Timber Ltd	Cheque	027542	94.08
06/12/2017	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027543	252.00
06/12/2017	BROXAP	Broxap	Cheque	027544	60.00
06/12/2017	CHERRIPE	Cherry Ripe	Cheque	027545	437.76
06/12/2017	CLEAWIPE	Clean Wipes	Cheque	027546	71.23
06/12/2017	CONNECT	Helm Enterprise Solutions Ltd	Cheque	027547	178.80
06/12/2017	DARPRINT	Darenth Print and Design Ltd	Cheque	027548	48.00
06/12/2017	KCC100	Kent County Council	Cheque	027550	1,079.96
06/12/2017	KEIRALAN	Alan Keir	Cheque	027551	225.00
06/12/2017	KFF100	Kent Frozen Foods Ltd	Cheque	027552	252.31
06/12/2017	LAMPS	Lamps & Tubes Illuminations	Cheque	027553	5,611.50
06/12/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027554	1,970.03
06/12/2017	MHALSTED	Martin Halstead	Cheque	027555	240.00
06/12/2017	NORMBUT	Norman's Butchers	Cheque	027556	304.70
06/12/2017	STALBRID	Stalbridge Linen Services	Cheque	027557	531.50

Monthly Finances (b)

06/12/2017	TILLROCO	The Till Roll Company	Cheque	027558	47.34
06/12/2017	TLCELEC	T.L.C Direct	Cheque	027559	48.00
06/12/2017	TRADEUK	Trade UK Account	Cheque	027560	210.32
06/12/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	48.30
06/12/2017	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP Paribas	456.00
06/12/2017	Yell	Yell	Direct Debit	Website	146.79
08/12/2017	TV Licence	TV Licence	Direct Debit	TV Licence	12.37
11/12/2017	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
11/12/2017	Barclaycard	Barclays	Direct Debit	Alex PDQ	254.60
11/12/2017	Barclaycard	Barclays	Direct Debit	Olympic PDQ	158.10
11/12/2017	Barclaycard	Barclays	Direct Debit	Civic PDQ	40.88
13/12/2017	BRAKES10	Brakes Bros Ltd	Cheque	027562	1,241.65
13/12/2017	BUCKDAVI	David J Buckett	Cheque	027563	534.20
13/12/2017	CASTL529	Castle Water Limited	Cheque	027564	4,734.98
13/12/2017	EQUIRECY	Equinox Recycling	Cheque	027565	1,801.00
13/12/2017	K2	K2 Flooring	Cheque	027566	1,704.00
13/12/2017	KFF100	Kent Frozen Foods Ltd	Cheque	027567	1,993.04
13/12/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027568	2,719.49
13/12/2017	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	027569	1,073.04
13/12/2017	NORMBUT	Norman's Butchers	Cheque	027570	1,072.64
13/12/2017	JBTRAD10	J B Trading Ltd	Cheque	027572	124.89
13/12/2017	THBROWN	TH Brown	Cheque	027573	153.55
13/12/2017	TUNE10	John Bogg	Cheque	027574	80.00
13/12/2017	BR-IT	BR - IT	Cheque	027575	269.04
13/12/2017	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	027576	372.75
13/12/2017	OAKLEAF1	Oakleaf Electrical Contractors Ltd	Cheque	027577	234.00
13/12/2017	SEVDIST	Sevenoaks District Council	Cheque	027578	650.00
13/12/2017	SWANBAKE	Swanley Bakery	Cheque	027579	13.50
13/12/2017	AFLPLUMB	A & L Weston	Cheque	027580	237.73
13/12/2017	SAMSIAN1	Samsian Ltd	Cheque	027581	72.00
13/12/2017	THAMOLY	Thames Water (Olympic-05303)	Cheque	027582	1,007.69
13/12/2017	KCC100	Kent County Council	Cheque	027583	307.02
15/12/2017	BOOKER	Booker Lintied	Direct Debit	DD/Booker	458.16

Monthly Finances (b)

15/12/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Public Conv, Station Road	196.00
15/12/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Alexandra	2,949.13
15/12/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Civic Centre	4,243.87
15/12/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Olympic	2,826.00
15/12/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Woodlands	1,437.00
15/12/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Swanley Park (Bungalow)	41.00
15/12/2017	Payroll	Payroll	BACS	Net Wages Mth9	40,369.11
15/12/2017	Payroll	Payroll	BACS	PAYE Mth9	5,340.54
15/12/2017	Payroll	Payroll	BACS	NI Mth9	7,401.97
15/12/2017	Payroll	Payroll	BACS	Pension Mth9	8,968.33
15/12/2017	Payroll	Payroll	BACS	AtoE Mth9	498.01
18/12/2017	BGAS8475	BGas Elec - Tennis Courts	Direct Debit	DD/Bgas	885.19
18/12/2017	Sage	Sage	Direct Debit	Sage	125.95
19/12/2017	EETMOB	EE & T Mobile	Direct Debit	DD/EE	28.01
19/12/2017	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	768.00
20/12/2017	SENVIRO	5 Enviromental Ltd	Cheque	027584	132.00
20/12/2017	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027585	682.20
20/12/2017	CENTCIRC	Centre Circle Event Management	Cheque	027586	537.60
20/12/2017	DARPRINT	Darenth Print and Design Ltd	Cheque	027587	108.00
20/12/2017	CHERRIPE	Cherry Ripe	Cheque	027588	103.74
20/12/2017	EASYNET	Easynet Enterprise Services Ltd	Cheque	027589	81.60
20/12/2017	FLOWMARI	Flowers by Marion	Cheque	027590	117.50
20/12/2017	JBTRAD10	J B Trading Ltd	Cheque	027591	151.25
20/12/2017	JOHNSTRE	John Street Beverage	Cheque	027592	142.50
20/12/2017	KEIRALAN	Alan Keir	Cheque	027593	900.00
20/12/2017	KFF100	Kent Frozen Foods Ltd	Cheque	027594	631.66
20/12/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027595	1,601.44
20/12/2017	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	027596	211.86
20/12/2017	NELLA100	Nella Cutlery South	Cheque	027597	111.36
20/12/2017	NISBET10	Nisbets	Cheque	027598	167.87
20/12/2017	NORMBUT	Norman's Butchers	Cheque	027599	886.65
20/12/2017	PROVNURS	Provender Nurseries	Cheque	027600	34.50
20/12/2017	SEVDIST	Sevenoaks District Council	Cheque	027601	144.00

Monthly Finances (b)

20/12/2017	STANNAH	Stannah	Cheque	027602	2,877.00
20/12/2017	THBROWN	TH Brown	Cheque	027603	199.05
20/12/2017	TLCDIREC	TLC Online	Cheque	027604	80.00
20/12/2017	POWERSND	Power Sounds Discos	Cheque	027605	675.00
20/12/2017	D.BODY	D.Body Ltd	Cheque	027606	420.00
20/12/2017	SGEQUIPM	SG Equipment Finance	Direct Debit	DD/SG Equipment Finance	378.00
21/12/2017	Dan Sutton	Expenses	Cheque	100633	96.67
21/12/2017	Steve Nash	Expenses	Cheque	100633	22.80
21/12/2017	Olympic	Expenses	Cheque	100633	155.25
21/12/2017	Ryan Hayman	Expenses	Cheque	100633	49.50
27/12/2017	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	542.38
27/12/2017	BOC100	BOC Ltd	Direct Debit	DD/BOC	217.62
27/12/2017	XINTEL	XLN Telecom	Direct Debit	DD/XLN	46.13
27/12/2017	BGAS8560	BGas Elec - Swanley Park	Direct Debit	DD/B Gas	3,360.87
29/12/2017	VOICECOM	Voicecom Ltd	Direct Debit	DD/Voicecom	271.03
					<u>128,528.33</u>

Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Dec-17	Cheque	45,333.45
	BACS	62,577.96
	Direct Debit	20,310.43
	Internal Entry (Offset)	109.21
	Bank Entry	197.28
		<u>128,528.33</u>

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	19,630.31	-	-	-	98,266.88	-
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	14,480.75	-	-	-	61,400.00	-
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	4,574.83	-	-	-	59,392.44	-
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	2,928.34	-	-	-	29,692.30	-
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	1,048.31	-	-	-	20,428.79	-
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	904.17	-	-	-	9,806.49	-
		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	43,566.71	-	-	-	278,986.90	-



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	3,869.03	-	-	-	25,853.89	-
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	4,771.61	-	-	-	16,184.75	-
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	4,813.36	-	-	-	19,730.44	-
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	-	-	-	-	74.50	-	-	-	880.49	-
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	6,976.14	-	-	-	69,072.44	-
7001	Pension	10,472.84	1,234.05	1,234.05	1,066.26	898.46	912.10	898.46	898.46	666.28	809.67	-	-	-	8,617.79	-
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	382.28	-	-	-	3,640.00	-
7008	Recruitment Expenses	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7099	Expenses	0.00	-	-	230.74	-	294.56	-	-	-	200.89	-	-	-	726.19	-
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	2,949.13	-	-	-	26,541.35	-
7105	Recycling - Waste Collection	5,000.00	305.40	313.95	251.16	251.16	313.95	251.16	259.71	305.40	251.17	-	-	-	2,503.06	-
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	234.07	-	-	-	2,300.90	-
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	-	-	-	-	-	490.00	-	-	-	1,196.00	-
7901	Bank Charges	1,400.00	128.08	94.20	126.72	102.41	252.91	223.91	122.01	164.00	254.60	-	-	-	1,468.84	-
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	26,076.45	-	-	-	195,198.17	-

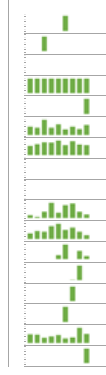


7801 Cleaning Includes £1,000 for kitchen "deep clean"

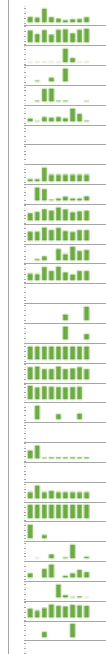
Swanley Town Council: Olympic

YTD Summary

Income															YTD	Forecast
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		
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	700.00	-	-	-	6,300.00	8,400.00
4018	Rent - Boxing	0.00	-	-	-	-	-	-	-	-	281.67	-	-	-	281.67	-
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	4,117.87	-	-	-	31,780.18	-
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	5,496.69	-	-	-	58,496.75	-
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	510.83	-	-	-	10,149.95	-
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	2,064.17	-	-	-	42,829.53	-
4125	Party Night Revenue	0.00	-	-	-	-	291.26	1,049.76	-	-	204.17	-	-	-	2,145.20	-
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	590.32	-	-	-	4,638.15	-
4998	Sale of Goods	0.00	-	-	-	-	-	-	-	-	416.67	-	-	-	416.67	-
		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	14,382.39	-	-	-	168,985.66	17,101.00



Expenditure															YTD	Forecast
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		
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	1,426.29	-	-	-	13,076.41	-
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	2,902.69	-	-	-	21,448.79	-
5011	Licences	0.00	12.18	12.12	12.12	12.12	12.12	454.12	159.03	12.37	12.37	-	-	-	698.55	-
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	-	-	60.00	-	-	-	3,334.85	-
5045	Function Expenditure	2,000.00	383.33	80.00	580.00	525.00	588.33	430.00	1,582.06	913.17	130.00	-	-	-	5,211.89	-
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	122.33	-	-	-	1,053.77	-
6201	Advertising	100.00	-	230.00	199.99	20.00	40.00	73.22	40.00	40.00	82.50	-	-	-	725.71	-
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	5,172.82	-	-	-	47,019.49	-
7001	Pension	4,200.00	469.92	462.00	692.75	546.21	677.03	494.79	443.80	555.07	555.45	-	-	-	4,897.02	-
7004	Wages - Casual	2,500.00	-	119.00	371.25	-	936.25	558.70	1,147.75	768.75	868.50	-	-	-	4,770.20	-
7006	Employers NI	4,200.00	198.32	191.82	384.47	270.69	396.86	223.60	180.66	268.28	268.57	-	-	-	2,383.27	-
7008	Recruitment Expenses	150.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7099	Staff Expenses	0.00	-	-	-	-	-	140.68	-	-	308.07	-	-	-	448.75	-
7102	Water Rates	170.00	-	-	-	-	-	2,260.20	-	-	1,007.69	-	-	-	3,267.89	-
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	2,826.00	-	-	-	25,435.00	-
7105	Recycling - Waste Collection	3,000.00	187.10	195.65	156.52	156.52	195.65	156.52	165.07	187.10	156.53	-	-	-	1,556.66	-
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	38.44	-	-	-	956.13	-
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	109.21	-	-	-	1,108.39	-
7702	Equipment Leasing	1,300.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	-	-	-	2,835.00	-
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	-	143.20	-	-	-	1,902.06	-
7802	Laundry	2,200.00	132.00	-	242.36	374.36	-	54.64	132.00	212.60	165.49	-	-	-	1,313.45	-
7803	Premises Expenses	15,195.54	-	-	-	-	12,187.00	2,300.54	708.00	1,200.00	244.00	-	-	-	16,639.54	-
7901	Bank Charges	1,000.00	119.80	94.74	128.18	177.81	158.87	149.94	173.22	166.03	158.10	-	-	-	1,326.69	-
8201	Subscriptions	0.00	-	-	222.75	-	-	-	534.01	-	-	-	-	-	756.76	-
8204	Insurance	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		185,520.69	14,529.31	14,944.15	21,388.27	17,084.29	30,763.14	22,275.31	18,151.49	17,731.61	17,073.25	-	-	-	173,940.82	-

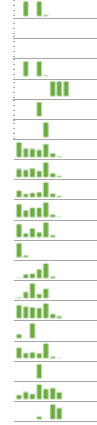


7801 Cleaning Includes £1,000 for kitchen "deep clean"
 7803 Premises Expenses Includes £11,862 for a new boiler

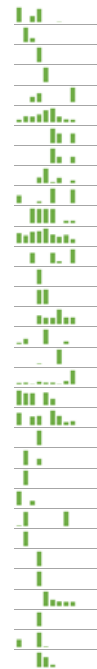
Swanley Town Council: Swanley Park

YTD Summary

Income			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	312.64	-	-	-	937.92	-
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	Pedals	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	312.64	-	-	-	167,896.44	-



Expenditure			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 Repair	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	-	-	-	-	132.00	-	-	-	261.99	-
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	4,354.10	-	-	-	96,752.19	-
7001	Pension	1,500.00	-	-	-	-	565.87	359.04	359.04	-	359.04	-	-	-	1,283.95	-
7006	Employers NI	1,000.00	-	-	-	-	451.30	201.09	201.09	-	201.09	-	-	-	853.48	-
7099	Staff Expenses	504.89	-	-	-	109.15	272.23	19.00	104.51	-	49.50	-	-	-	554.39	-
7102	Water Rates	7,500.00	2,249.88	-	-	462.65	-	4,246.58	-	-	3,945.82	-	-	-	10,904.93	-
7103	General Rates	1,331.91	-	-	236.34	232.00	232.00	232.00	-	39.56	41.00	-	-	-	1,012.90	-
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	514.48	-	-	-	10,375.04	-
7200	Electricity	6,000.00	-	-	2,323.32	-	-	2,351.64	450.37	-	3,172.05	-	-	-	8,297.38	-
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	34.03	-	-	-	243.04	-
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	6,109.17	-	-	-	11,658.27	-
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	840.00	-	-	-	12,540.00	-
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	Children'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	214.97	-	-	-	1,624.65	-
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	-
		177,269.64	18,440.81	14,846.39	18,790.34	28,693.36	27,970.27	36,165.64	15,190.10	8,402.33	19,967.25	-	-	-	188,466.49	-



Swanley Town Council



Bank Reconciliation: 29 December 2017

Bank Statement Balance:	Current Account	207,558.20	
			207,558.20
Other Bank & Cash Accounts:	Active Saver	139.69	
	Mayor's Account	3,509.00	
	Recreation Account	3,559.98	
	Alexandra Cash Account	7,905.92	
	Olympic Cash Account	3,087.53	
	Link Cash Account	-	
	Swanley Park Cash Account	1,024.74	
			19,226.86
			226,785.06
Unpresented Payments	Date	Ref	Amount
	25/10/2017	Trusten	5.00
	13/11/2017	027473	72.00
	14/11/2017	027475	200.00
	22/11/2017	027503	108.00
	22/11/2017	027518	30.99
	29/11/2017	027540	36.00
	13/12/2017	027564	4,734.98
	13/12/2017	027573	153.55
	13/12/2017	027579	13.50
	20/12/2017	027584	132.00
	20/12/2017	027585	682.20
	20/12/2017	027586	537.60
	20/12/2017	027587	108.00
	20/12/2017	027589	81.60
	20/12/2017	027590	117.50
	20/12/2017	027591	151.25
	20/12/2017	027592	142.50
	20/12/2017	027594	631.66
	20/12/2017	027595	1,601.44
	20/12/2017	027596	211.86
	20/12/2017	027597	111.36
	20/12/2017	027598	167.87
	20/12/2017	027599	886.65
	20/12/2017	027600	34.50
	20/12/2017	027601	144.00
	20/12/2017	027602	2,877.00
	20/12/2017	027603	199.05
	20/12/2017	027604	80.00
	20/12/2017	027605	675.00
	20/12/2017	027606	420.00
			15,347.06
			211,438.00
Unpresented Receipts:	Date	Ref	Amount
	29/12/2017	Alex Sales to Current	2,150.00
	29/12/2017	Oly to Current	290.10
			2,440.10
			213,878.10
Closing Book Balance:	Current Account	194,651.24	
	Other Bank & Cash Accounts	19,226.86	
			213,878.10
			-

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council



Aged Creditors: 31 December 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	1,698.99	1,698.99	0.00	0.00	0.00	0.00
ALSFTIMB	Alsford Timber Ltd	182.22	182.22	0.00	0.00	0.00	0.00
ASSURE	Assured Security Shredding Ltd	252.60	252.60	0.00	0.00	0.00	0.00
B&MSUPP	B&M Supplies LTD	116.80	116.80	0.00	0.00	0.00	0.00
BETSTA	Better Staff Ind & Comm Rec Ltd	360.00	360.00	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	0.00	1,556.88	1,413.92	1,402.29	2,895.47
BNPPARIB	BNP Paribas Leasing Sols	542.38	542.38	0.00	0.00	0.00	0.00
BOC100	BOC Ltd	158.70	158.70	0.00	0.00	0.00	0.00
BOOKER	Booker Lintied	360.57	360.57	0.00	0.00	0.00	0.00
BRAKES10	Brakes Bros Ltd	676.14	509.75	166.39	0.00	0.00	0.00
BREWARD	Brenwards	5,312.74	0.00	5,312.74	0.00	0.00	0.00
BTGROUP	BT	40.84	40.84	0.00	0.00	0.00	0.00
CENTCIRC	Centre Circle Event Management	554.40	554.40	0.00	0.00	0.00	0.00
CLEAWIPE	Clean Wipes	164.73	164.73	0.00	0.00	0.00	0.00
D.BODY	D.Body Ltd	420.00	420.00	0.00	0.00	0.00	0.00
DARPRINT	Darenth Print and Design Ltd	62.40	62.40	0.00	0.00	0.00	0.00
DOOR&WIN	The Door & Window Centre Ltd	588.00	588.00	0.00	0.00	0.00	0.00
DYNAMIX	Mr S Gadd	50.00	50.00	0.00	0.00	0.00	0.00
EDF-SWAN	EDF Energy Customers PLC	389.89	389.89	0.00	0.00	0.00	0.00
EQUIRECY	Equinox Recycling	1,106.61	1,106.61	0.00	0.00	0.00	0.00
FRAMA100	Frama UK Ltd	358.80	358.80	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	650.88	650.88	0.00	0.00	0.00	0.00
KINGSCOM	Kings Commercial Services	759.00	0.00	759.00	0.00	0.00	0.00
LOCKTOOL	Locks 'N' Tools Ltd	334.24	334.24	0.00	0.00	0.00	0.00
MANN	Mann (Swanley)	-109.21	0.00	0.00	0.00	0.00	0.00
MATTCLAR	Matthew Clark Wholesale Ltd	874.12	874.12	0.00	0.00	0.00	0.00
NORMBUT	Norman's Butchers	84.21	84.21	0.00	0.00	0.00	0.00
OAKLEAF1	Oakleaf Electrical Contractors Ltd	558.00	558.00	0.00	0.00	0.00	0.00
STALBRID	Stalbridge Linen Services	198.59	198.00	0.59	0.00	0.00	0.00
STANNAH	Stannah	135.98	135.98	0.00	0.00	0.00	0.00
THBROWN	T.H.Brown & Sons Ltd	112.20	112.20	0.00	0.00	0.00	0.00
TLCDIREC	TLC Online	132.00	132.00	0.00	0.00	0.00	0.00
TRADEUK	Trade UK Account	138.52	138.52	0.00	0.00	0.00	0.00
V&A	Victoria & Albert Museum	157.50	157.50	0.00	0.00	0.00	0.00
		46,880.49	12,193.33	7,795.60	1,413.92	1,402.29	24,184.56

[1]

Dispute with British Gas regarding billing for the Woodlands is now resolved, and next moth's report will show this all cleared.



Swanley Town Council

Aged Debtors: 31 December 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>
ADVOCAC	Advocacy For All	1,800.00	1,800.00	0.00	0.00	0.00	0.00
BARNETTD	David Barnett	10.00	0.00	0.00	10.00	0.00	0.00
BEXLEYBC	London Borough of Bexley	924.00	99.00	825.00	0.00	0.00	0.00
BRITGAS	British Gas Services	6,315.19	-2,989.85	302.38	3,086.40	301.50	5,614.76
CALDER	Calder Conferences	197.20	0.00	0.00	0.00	197.20	0.00
CLG	CLG Market Research Ltd	1,750.00	700.00	1,050.00	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
GRACEPL	Grace Place Community Church	1,295.00	0.00	1,295.00	0.00	0.00	0.00
KCC100	Kent County Council	7,330.77	2,986.00	1,571.20	3,535.20	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	0.00	40.00	0.00	0.00	0.00
LAURIEM1	Lauriem Complete Care Ltd	78.00	78.00	0.00	0.00	0.00	0.00
LAWNSONE	Lawnsone LTD	28.00	28.00	0.00	0.00	0.00	0.00
MEDWAYC	Medway Council	648.00	108.00	270.00	270.00	0.00	0.00
NATBLOOD	National Blood Service	504.00	0.00	504.00	0.00	0.00	0.00
NHSDGS	NHS DGS CCG	587.76	0.00	201.60	0.00	0.00	386.16
PRODUCTP	Product Perception	940.00	940.00	0.00	0.00	0.00	0.00
PROSPECT	Prospect Services	546.00	182.00	364.00	0.00	0.00	0.00
SEVDISTC	Sevenoaks District Council	2,174.40	0.00	1,754.40	420.00	0.00	0.00
SWANBOX	Swanley Boxing Club	338.00	338.00	0.00	0.00	0.00	0.00
SWNFC	Swanley FC	373.70	0.00	0.00	-200.00	0.00	573.70
SWNRANG	Swanley Rangers FC	296.80	0.00	0.00	0.00	0.00	296.80
SWOAKSFC	Swanley Oaks Football Club	460.90	0.00	0.00	0.00	0.00	460.90
TAMARIND	The Tamarind	200.00	0.00	200.00	0.00	0.00	0.00
ZIBRANT	Zibrant	717.00	-12.60	729.60	0.00	0.00	0.00
		29,743.34	4,256.55	9,107.18	7,121.60	498.70	8,759.31

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

Events [2]

JANUARY	January events	-3,205.00
FEBRUARY	February events	-1,283.60
MARCH	March events	-250.00
APRIL	April events	-100.00
MAY	May events	-850.00
JUNE	June events	-841.20

Monthly Finances (g)

JULY	July events	-6,940.00
AUGUST	August events	-3,650.00
SEPTEMBER	September events	-2,370.00
OCTOBER	October Events	-824.00
NOVEMBER	November events	0.00
DECEMBER	December events	-4,940.00
		<u>-25,253.80</u>

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

Swanley Town Council

Interim Internal Audit Report for the year ended 31 March 2018

I am pleased to report to Members of the Swanley Town Council (the "Council"), that I have completed my interim internal audit of the Council's records for the six-month period to 30 September 2017, following my audit visit on 6 November 2017.

Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.

I would like to take this opportunity to thank the Town Clerk, Mr Steve Nash and Responsible Financial Officer, Mr Steve Innes for their assistance given to me during my audit visit.

Previous Audits:

External Audit 2016-17

The external auditor, PKF Littlejohn LLP, signed off Section 3 of the Annual Return for the year ended 31 March 2017 on 10 September 2017. There were no matters raised by the Auditor.

Year-end Internal Audit 2016-17

There were no issues raised at the year-end to follow up. The Report was reviewed by the Council - 6 September 2017 (Min 5).

Interim Internal Audit 2017-18:

Findings

This visit concentrated on the payment of invoices and payroll arrangements linked to the accounting arrangements. Other areas included the website, banking and insurance arrangements.

Following my visit there are some observations I wish to bring to Members' attention. There is a separate template based on my Audit Plan with notes of my findings.

Insurance:

The long-term agreement (LTA) for insurance expires next May 2018. No doubt Came & Co, the insurance brokers will supply new quotes for another LTA. I would recommend that the RFO also seeks a comparative quote from Zurich Municipal to at least "bench-mark" the quotes from Came & Co.

The level of the Fidelity Guarantee cover needs to be increased to at least £250,000 the previous level if not £350,000. It is currently at £150,000.

Budgetary Controls:

The RFO was busy preparing reports for the two Committees to discuss the Budget/Precept for 2018-19 later in November. A recent announcement, by the Secretary of State at the NALC Conference implied that there will be no introduction of referendum principles for local councils (council tax capping) for 2018-19. (Post Audit Note: The Budget Report was based around a 2% increase in the Precept based on the existing tax base.)

Banking Arrangements:

The Council has looked at the possible move to internet banking in previous years in part to reduce the costs involved in producing cheques etc. I am only aware of two banks that offer a dual authorisation arrangement, one being the Unity Trust Bank, which is very popular with other local councils in the Sevenoaks and Tunbridge Wells areas. The other is Lloyds Bank, although I only know of one local council and they only use it for payments due to the cost of cash handling and banking. Below is an extract from the Unity Trust website explaining their administration and authorisation arrangements.

<https://www.unity.co.uk/business-internet-banking/> see below.

Access and authority levels:

- Authorise only – authorise payments only, restrict access to view the account
- View only – access to view activity only, restrict any other activity
- View and submit – access account and set up payments **THE CLERK**
- View and authorise – access account and authorise payments, unable to set up payments **COUNCILLORS**
- View, submit and authorise – view the account and set up and authorise payments

Our different authority levels give you the freedom to make sure your online banking meets your organisational needs.

Triple Authority allows two people to authorise account activity processed by another person

Dual Authority allows one person to authorise account activity processed by another person

Other matters:Annual Return process for 2017-18

There are on-going discussions within JPAG (the Joint Panel on Accounting Guidance) on the form of the Annual Return and the administration of the Annual Returns for 2017-18. JPAG includes representation from the External Audit firms like PKF Littlejohn and from what I can gather from my PKF Littlejohn contact is that the next meeting of JPAG is scheduled for 24 October 2017 and one of the issues being discussed is the acceptance of “electronic” submission of the Annual Returns. As far as the Council is concerned the Annual Return approval arrangements will not change, it is about the sending out of the blank Annual Return forms and guidance and the submission of the completed Returns and associated papers to the External Auditor (PKF Littlejohn). All will be revealed by next March 2018.

David J Buckett CPFA DMS**29 November 2017**