

Swanley Town Council

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

Tel: 01322 611663

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

15th February 2018

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 21st February 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 and 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 24th January 2018

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

List agenda items in number order – heading in bold capitals

Date of next meeting – 21st March 2018

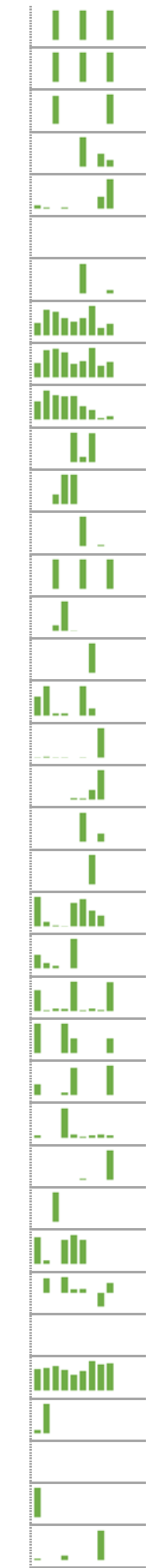
If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or snash@swanleytowncouncil.gov.uk

Swanley Town Council: Civic Centre

YTD Summary

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	-	-	9,890.00	-	-	79,560.00	-
4009	Rent - 10 Station Road	11,500.00	687.50	-	-	687.50	-	-	687.50	-	-	687.50	-	-	2,750.00	-
4011	Rent - Pedham Farm	1,800.00	-	-	-	880.00	-	-	-	-	-	925.00	-	-	1,805.00	-
4016	Rent - Civic Centre	0.00	-	-	-	-	-	-	6,866.67	-	3,000.00	1,500.00	-	-	11,366.67	-
4020	Allotments	500.00	22.50	33.75	11.25	-	10.00	-	-	-	116.66	291.68	-	-	485.84	-
4021	Dog Bin Emptying	390.00	390.00	-	-	-	-	-	-	-	-	-	-	-	390.00	-
4022	Solar Panel Income	12,599.90	-	-	-	-	-	-	12,599.90	-	-	1,432.75	-	-	14,032.65	-
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	232.50	-	-	3,318.75	-
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	77.33	-	-	948.58	-
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	217.50	-	-	11,912.05	-
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	-	-	13,824.77	-	-	55,299.08	-
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	1,574.75	-	-	4,945.77	-
4606	Changing Rooms	2,000.00	-	234.30	-	-	-	234.30	117.12	-	-	117.12	-	-	702.84	-
4607	Floodlight Revenue	2,000.00	-	224.00	-	-	-	53.33	576.00	-	-	620.00	-	-	1,473.33	-
4608	Football Pitches	5,500.00	-	178.94	-	-	-	2,081.10	220.00	88.00	176.00	226.50	-	-	3,146.12	-
4711	General Income	0.00	-	-	-	-	-	-	117.65	-	-	3,418.55	-	-	3,536.20	-
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)	6,503.00	-	-	22,136.33	-
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	123.23	-	-	996.86	-
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	41,611.26	-	-	857,975.96	-

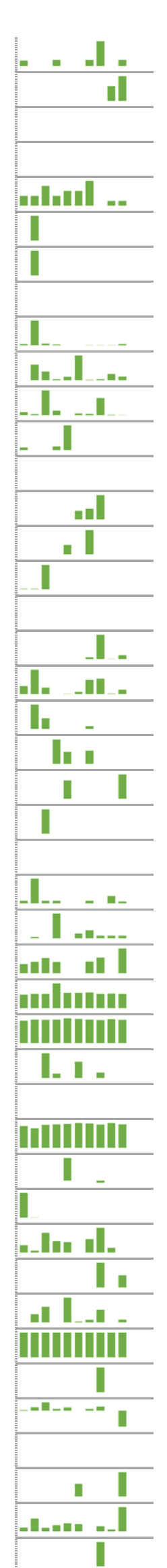


Swanley Town Council: Civic Centre

YTD Summary

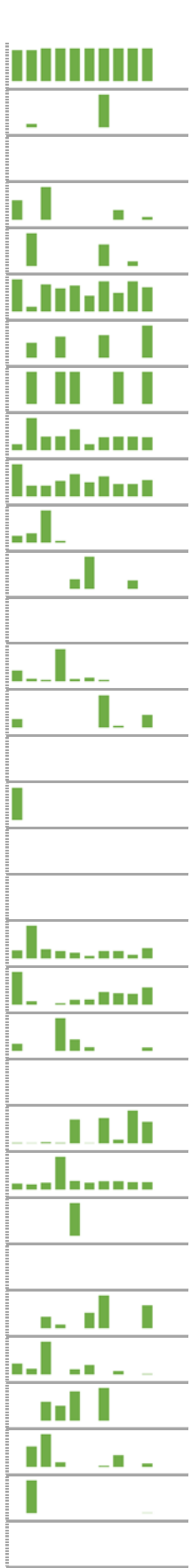
Expenditure

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	-	16.25	-	-	128.71	-
5002	Catering Purchases	0.00	-	-	-	-	-	-	-	-	166.50	276.52	-	-	-	-
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	650.00	-	-	14,950.00	-
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	890.17	-	-	19,388.93	-
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	1,532.65	-	-	27,207.54	-
5030	Horticulture	5,000.00	201.64	74.93	1,568.00	288.05	-	110.33	87.32	1,084.99	28.75	12.50	-	-	3,456.51	-
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	2,900.00	-	-	21,857.87	-
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	820.00	-	-	14,844.61	-
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	-	-	-	-	330.00	-	-	580.00	-
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	-	119.15	32.82	-	-	712.47	-
6200	Website, Social Media and Marketing	760.00	-	39.98	-	747.00	-	149.00	240.00	80.00	80.00	80.00	-	-	1,415.98	-
6201	Advertising	4,000.00	259.00	322.88	420.65	309.65	-	-	326.80	441.34	-	687.40	-	-	2,767.72	-
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	34,688.78	-	-	378,246.22	-
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	4,597.93	-	-	46,482.03	-
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	3,103.37	-	-	30,520.99	-
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	-	539.98	-	-	1,619.94	-
7102	Water Rates	7,000.00	-	367.71	705.56	-	1,100.98	44.05	120.01	567.67	-	127.08	-	-	3,033.06	-
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	5,876.87	-	-	58,771.41	-
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	-	(10,682.28)	-	-	5,172.14	-
7201	Gas	20,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7202	Oil	0.00	-	-	-	-	-	245.85	-	-	-	471.06	-	-	716.91	-
7300	Vehicle Fuel	1,500.00	78.21	264.61	73.73	126.13	167.01	149.66	-	105.12	40.25	497.50	-	-	1,502.22	-
7301	Vehicle Repairs and Servicing	1,000.00	-	-	-	-	-	-	-	850.00	-	-	-	-	850.00	-



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
7302	Vehicle Licences	500.00	40.24	40.24	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	-	-		416.48	-
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	-	19.14	-	-		396.64	-
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	320.44	-	-		3,062.34	-
7505	Town Crier Printing Costs	2,000.00	-	518.00	-	740.00	-	-	800.00	-	-	1,119.50	-	-		3,177.50	-
7506	Distribution Costs	0.00	-	416.67	-	416.67	416.67	-	-	416.67	-	416.67	-	-		2,083.35	-
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	390.13	-	-		4,350.59	-
7552	Computers & Software	3,000.00	858.74	284.96	284.96	414.88	596.95	379.89	539.56	329.56	329.16	437.90	-	-		4,456.56	-
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	-	408.00	-	-		1,783.62	-
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	1,986.26	-	-		18,668.86	-
7800	Repairs and Renewals	7,500.00	563.01	56.18	-	24.88	86.42	91.15	218.63	198.57	187.94	303.93	-	-		1,730.71	-
7801	Cleaning	800.00	104.25	-	-	465.15	163.14	54.35	-	-	-	46.40	-	-		833.29	-
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	2,995.02	-	-		15,377.39	-
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	242.77	-	-		3,085.02	-
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	-	-	1,500.00	-	-		5,614.98	-
8201	Subscriptions	5,500.00	509.79	254.67	1,500.00	-	250.00	428.75	-	150.00	-	38.00	-	-		3,131.21	-
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	-	180.00	-	-		3,847.21	-
8204	Insurance	32,000.00	-	25,709.18	-	-	-	-	-	-	-	191.52	-	-		25,900.70	-
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	61,323.22	58,086.28	-	-		829,296.59	-



Swanley Town Council



Payments Out: January 2018

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
02/01/2018	DVLA	DVLA LC03 KJY	Direct Debit	DD/DVLA	21.00
02/01/2018	DVLA	DVLA LV13SNK	Direct Debit	DD/DVLA	21.00
04/01/2018	Civic	Xmas Meal	Cheque	100636	200.00
04/01/2018	BGAS-100	British Gas	Direct Debit	DD/Bgas	15,738.91
04/01/2018	GRENKE	Grenke Leasing	Direct Debit	DD/Grenke Leasing	1,284.01
04/01/2018	GRENKE	Grenke Leasing	Direct Debit	DD/Grenke Leasing	238.42
04/01/2018	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	236.97
04/01/2018	MANN	Mann (Swanley)	Internal Entry	DD/Mann	109.21
05/01/2018	Yell	Website	Direct Debit	Yell	146.79
08/01/2018	TV Licence	TV Licence	Direct Debit	TV Licence	12.37
08/01/2018	BTGROUP	BT	Direct Debit	DD/BT	40.84
09/01/2018	Barclays	Barclays Commision	Bank Entry	Barclays	205.37
10/01/2018	Swanley Twinning	Donation	Cheque	100637	250.00
10/01/2018	North Kent Mind	Donation	Cheque	100638	250.00
10/01/2018	Swanley Therapy	Donation	Cheque	100639	250.00
10/01/2018	Second Chance	Donation	Cheque	100640	250.00
10/01/2018	Broadstaire Spring Ball	Mayoral Allowance	Cheque	100641	80.00
10/01/2018	Unison	Union Subs	Cheque	100635	63.60
10/01/2018	1STACESE	1st Ace Security Ltd	Cheque	027607	456.00
10/01/2018	AFLPLUMB	A & L Weston	Cheque	027608	1,698.99
10/01/2018	ALSFTIMB	Alsford Timber Ltd	Cheque	027609	182.22
10/01/2018	ASSURE	Assured Security Shredding Ltd	Cheque	027610	252.60
10/01/2018	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027611	360.00
10/01/2018	BRAKES10	Brakes Bros Ltd	Cheque	027612	509.75
10/01/2018	CENTCIRC	Centre Circle Event Management	Cheque	027613	554.40
10/01/2018	CLEAWIPE	Clean Wipes	Cheque	027614	164.73
10/01/2018	DARPRINT	Darenth Print and Design Ltd	Cheque	027615	62.40
10/01/2018	DOOR&WIN	The Door & Window Centre Ltd	Cheque	027616	588.00
10/01/2018	DYNAMIX	Mr S Gadd	Cheque	027617	725.00
10/01/2018	EDF-SWAN	EDF Energy Customers PLC	Cheque	027618	389.89
10/01/2018	EQUIRECY	Equinox Recycling	Cheque	027619	1,106.61
10/01/2018	FRAMA100	Frama UK Ltd	Cheque	027620	358.80
10/01/2018	GUIDE1	Guideline Coaches Ltd	Cheque	027621	820.00
10/01/2018	KCC100	Kent County Council	Cheque	027622	241.56
10/01/2018	KEIRALAN	Alan Keir	Cheque	027623	900.00
10/01/2018	KFF100	Kent Frozen Foods Ltd	Cheque	027624	650.88
10/01/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027625	334.24
10/01/2018	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027626	874.12
10/01/2018	NORMBUT	Norman's Butchers	Cheque	027627	84.21
10/01/2018	OAKLEAF1	Oakleaf Electrical Contractors Ltd	Cheque	027628	558.00

Monthly Finances (b)

10/01/2018	STALBRID	Stalbridge Linen Services	Cheque	027629	198.59
10/01/2018	STANNAH	Stannah	Cheque	027630	135.98
10/01/2018	THBROWN	TH Brown & Sons	Cheque	027631	112.20
10/01/2018	TLCDIREC	TLC Online	Cheque	027632	132.00
10/01/2018	TRADEUK	Trade UK Account	Cheque	027633	138.52
10/01/2018	TUNE10	John Bogg	Cheque	027634	80.00
10/01/2018	SPORTLEI	Sport & Leisure Quality Assurance	Cheque	027635	330.00
10/01/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	406.29
10/01/2018	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
15/01/2018	Sevenoaks District Council	Rates for Public Conv, Station Road	Direct Debit	DD/SDC	196.00
15/01/2018	Sevenoaks District Council	Rates for Alexandra	Direct Debit	DD/SDC	2,949.13
15/01/2018	Sevenoaks District Council	Rates for Civic Centre	Direct Debit	DD/SDC	4,243.87
15/01/2018	Sevenoaks District Council	Rates for Olympic	Direct Debit	DD/DSC	2,826.00
15/01/2018	Sevenoaks District Council	Rates for Woodlands	Direct Debit	DD/SDC	1,437.00
15/01/2018	Payroll	Payroll Mth10	BACS	Payroll	41,502.93
15/01/2018	Payroll	PAYE Mth10	BACS	Payroll	5,236.72
15/01/2018	Payroll	NI Mth10	BACS	Payroll	7,150.29
15/01/2018	Payroll	AtoE Mth10	BACS	Payroll	230.22
15/01/2018	Payroll	Pension Mth10	BACS	Payroll	8,523.15
15/01/2018	BOOKER	Booker Lintied	Direct Debit	DD/Booker	360.57
16/01/2018	Sage	Sage	Direct Debit	Sage AA00648850	125.95
16/01/2018	Save the Children Collection	Save the Children Collection	Cheque	100642	76.00
18/01/2018	TCV	Swan Nature	Cheque	100643	38.00
18/01/2018	Zurich	Swan Nature	Cheque	100644	191.52
18/01/2018	B&MSUPP	B&M Supplies LTD	Cheque	027636	116.80
18/01/2018	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027637	283.50
18/01/2018	BR-IT	BR - IT	Cheque	027638	237.53
18/01/2018	BRAKES10	Brakes Bros Ltd	Cheque	027639	212.50
18/01/2018	CASTL325	Castle Water Limited	Cheque	027640	139.27
18/01/2018	COMEDY	Comedy Dining Ltd	Cheque	027641	230.00
18/01/2018	D.BODY	D.Body Ltd	Cheque	027642	420.00
18/01/2018	KINGSCOM	Kings Commercial Services	Cheque	027643	759.00
18/01/2018	NTCASINO	National Casinos	Cheque	027644	900.00
18/01/2018	KIDS	Kids Day out	Cheque	027645	30.00
18/01/2018	ALSFTIMB	Alsford Timber Ltd	Cheque	027646	39.38
19/01/2018	EETMOB	EE & T Mobile	Direct Debit	DD/EE	28.01
22/01/2018	SGEQUIPM	SG Equipment Finance	Direct Debit	DD/SG Equipement	378.00
23/01/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	542.38
23/01/2018	EON100	E.ON	Direct Debit	DD/E.On	17.06
24/01/2018	Alexandra Suite	Expenses December	Cheque	100645	208.58
24/01/2018	Mayor Charity Appeal Function	Mayoral Allowance	Cheque	100646	180.00
24/01/2018	5ENVIRO	5 Enviromental Ltd	Cheque	027647	972.00
24/01/2018	ANGELSTA	Angelstar Roofing	Cheque	027648	410.00
24/01/2018	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027649	85.50
24/01/2018	BRENWARD	Brenwards	Cheque	027650	5,312.74
24/01/2018	DARPRINT	Darenth Print and Design Ltd	Cheque	027651	96.00
24/01/2018	ERNEDO	Ernest Doe & Sons Ltd	Cheque	027652	970.08
24/01/2018	FELLWELL	Fell Well Tree Works	Cheque	027653	1,200.00
24/01/2018	GMHCASHR	GMH Cash Registers	Cheque	027654	162.00
24/01/2018	KCC100	Kent County Council	Cheque	027655	428.16

Monthly Finances (b)

24/01/2018	KCS100	Kent Catering Services Ltd	Cheque	027656	128.40
24/01/2018	KFF100	Kent Frozen Foods Ltd	Cheque	027657	203.70
24/01/2018	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027658	796.51
24/01/2018	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	027659	40.75
24/01/2018	PROVNURS	Provender Nurseries	Cheque	027660	15.00
24/01/2018	TLCDIREC	TLC Online	Cheque	027661	1,199.50
24/01/2018	RBC	Roderick Bourke	Cheque	027662	450.00
24/01/2018	KALC100	Kent Association of Local Councils	Cheque	027663	216.00
24/01/2018	XINTEL	XLN Telecom	Direct Debit	DD/XLN	46.13
25/01/2018	VOICECOM	Voicecom Ltd	Direct Debit	DD/Voicecom	257.75
26/01/2018	BOC100	BOC Ltd	Direct Debit	DD/BOC	158.70
31/01/2018	Swale Borough Council	Mayoral Allowance	Cheque	100648	78.00
31/01/2018	Faversham Charity Tickets	Mayoral Allowance	Cheque	100649	70.00
31/01/2018	CHRISILL	Christmas Illuminations	Cheque	027664	3,480.00
31/01/2018	CLEAWIPE	Clean Wipes	Cheque	027665	54.43
31/01/2018	EDF-SWAN	EDF Energy Customers PLC	Cheque	027666	765.99
31/01/2018	GKSAFETY	GK Safety	Cheque	027667	630.00
31/01/2018	KCC100	Kent County Council	Cheque	027668	539.98
31/01/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027669	35.67
31/01/2018	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027670	353.98
31/01/2018	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	027671	83.65
31/01/2018	NORMBUT	Norman's Butchers	Cheque	027672	39.07
31/01/2018	SWANFC	Swanley Football Club	Cheque	027673	500.00
31/01/2018	THBROWN	TH Brown & Sons	Cheque	027674	181.15
31/01/2018	TRADEUK	Trade UK Account	Cheque	027675	57.88
31/01/2018	KFF100	Kent Frozen Foods Ltd	Cheque	027676	576.55
31/01/2018	SAMSIAN1	Samsian Ltd	Cheque	027677	270.00
31/01/2018	EASYNET	Easynet Enterprise Services Ltd	Cheque	027678	81.60
31/01/2018	TIMBERIM	Timber Image LTD	Cheque	027679	1,248.00
					134,909.50

Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Jan-18	Cheque	40,137.66
	BACS	62,643.31
	Direct Debit	31,813.95
	Internal Entry (Offset)	109.21
	Bank Entry	205.37
		134,909.50

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

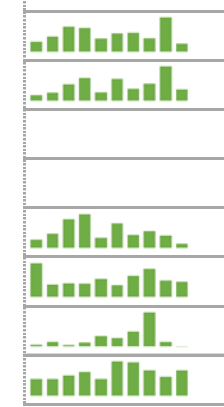
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Swanley Town Council: Alexandra

YTD Summary

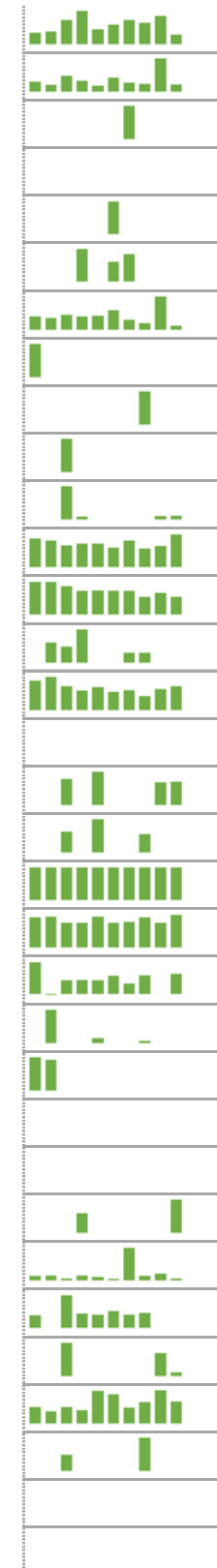
Income

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	4,539.27	-	-	102,806.15	-
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	4,647.71	-	-	66,047.71	-
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	1,541.67	-	-	60,934.11	-
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	2,706.50	-	-	32,398.80	-
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	(41.67)	-	-	20,387.12	-
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	1,225.00	-	-	11,031.49	-
		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	14,618.48	-	-	293,605.38	-



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	1,256.99	-	-	27,110.88	-
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	1,060.15	-	-	17,244.90	-
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	560.00	-	-	20,290.44	-
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	80.00	-	-	960.49	-
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	10,772.99	-	-	79,845.43	-
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	664.72	-	-	9,282.51	-
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	430.51	-	-	4,070.51	-
7008	Recruitment Expenses	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7099	Expenses	0.00	-	-	230.74	-	294.56	-	-	-	200.89	208.58	-	-	934.77	-
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	2,949.13	-	-	29,490.48	-
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	332.95	-	-	2,836.01	-
7200	Electricity	3,750.00	1,206.42	(41.55)	517.01	539.01	523.50	691.28	385.93	700.52	-	761.89	-	-	5,284.01	-
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	-	-	-	-	-	182.00	-	-	288.82	-
7801	Cleaning	2,600.00	162.92	171.23	63.26	170.99	118.96	42.08	1,178.82	158.57	234.07	66.35	-	-	2,367.25	-
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	80.40	-	-	1,276.40	-
7901	Bank Charges	1,400.00	128.08	94.20	126.72	102.41	252.91	223.91	122.01	164.00	254.60	168.74	-	-	1,637.58	-
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	19,575.40	-	-	214,773.57	-



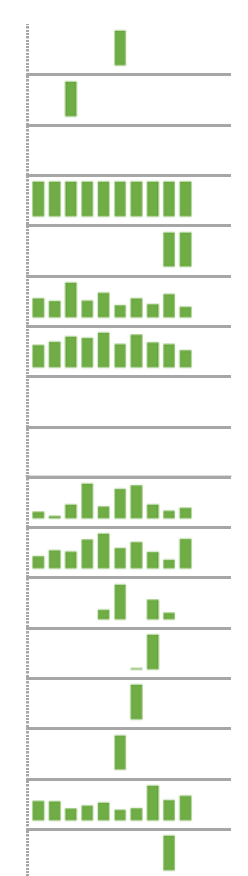
7801 Cleaning Includes £1,000 for kitchen "deep clean"

Swanley Town Council: Olympic

YTD Summary

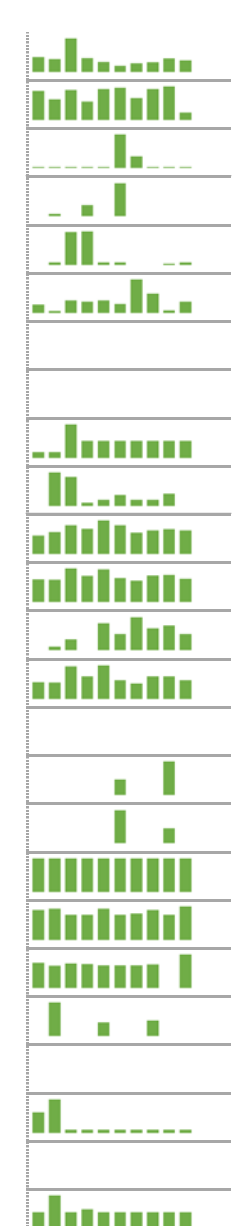
Income

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	700.00	700.00	-	-	7,000.00	8,400.00
4018	Rent - Boxing	0.00	-	-	-	-	-	-	-	-	281.67	281.67	-	-	563.34	-
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	1,905.27	-	-	33,685.45	-
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	4,129.45	-	-	62,626.20	-
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	704.99	-	-	10,854.94	-
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	6,950.00	-	-	49,779.53	-
4125	Party Night Revenue	0.00	-	-	-	-	291.26	1,049.76	-	600.01	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	704.87	-	-	5,343.02	-
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	15,376.25	-	-	184,361.91	17,101.00



Expenditure

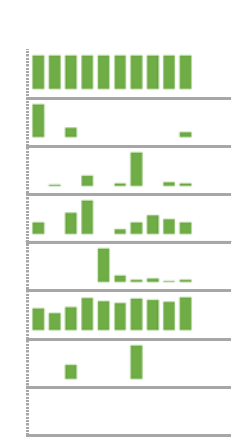
Code	Description	Budget 17/18	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	YTD	Forecast
5001	Bar Purchases	8,000.00	1,567.11	1,374.18	3,598.54	1,461.31	1,063.47	631.78	923.85	1,029.88	1,426.29	1,244.46	-	-	14,320.87	-
5002	Catering Purchases	8,000.00	2,529.06	1,769.63	2,621.86	1,602.71	2,686.20	2,773.62	1,900.15	2,662.87	2,902.69	629.23	-	-	22,078.02	-
5011	Licences	0.00	12.18	12.12	12.12	12.12	12.12	454.12	159.03	12.37	12.37	12.37	-	-	710.92	-
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	117.28	-	-	3,452.13	-
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	530.00	-	-	5,741.89	-
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	122.33	-	-	1,176.10	-
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	4,956.74	-	-	51,976.23	-
7001	Pension	4,200.00	469.92	462.00	692.75	546.21	677.03	494.79	443.80	555.07	555.45	476.51	-	-	5,373.53	-
7004	Wages - Casual	2,500.00	-	119.00	371.25	-	936.25	558.70	1,147.75	768.75	868.50	566.13	-	-	5,336.33	-
7006	Employers NI	4,200.00	198.32	191.82	384.47	270.69	396.86	223.60	180.66	268.28	268.57	223.45	-	-	2,606.72	-
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	2,826.00	-	-	28,261.00	-
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	208.65	-	-	1,765.31	-
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	-	1,447.45	-	-	9,587.82	-
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	38.44	-	-	994.57	-
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	109.21	-	-	1,217.60	-



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
7702	Equipment Leasing	1,300.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	-	-	3,150.00	-
7800	Repairs and Renewals	2,500.00	469.23	-	130.45	-	-	-	-	-	-	75.00	-	-	674.68	-
7801	Cleaning	500.00	-	40.15	-	388.03	-	94.01	1,236.67	-	143.20	87.98	-	-	1,990.04	-
7802	Laundry	2,200.00	132.00	-	242.36	374.36	-	54.64	132.00	212.60	165.49	132.00	-	-	1,445.45	-
7803	Premises Expenses	15,195.54	-	-	-	-	12,187.00	2,300.54	708.00	1,200.00	244.00	778.40	-	-	17,417.94	-
7901	Bank Charges	1,000.00	119.80	94.74	128.18	177.81	158.87	149.94	173.22	166.03	158.10	180.71	-	-	1,507.40	-
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>17,073.25</u>	<u>15,077.34</u>	<u>-</u>	<u>-</u>	<u>189,018.16</u>	<u>-</u>

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

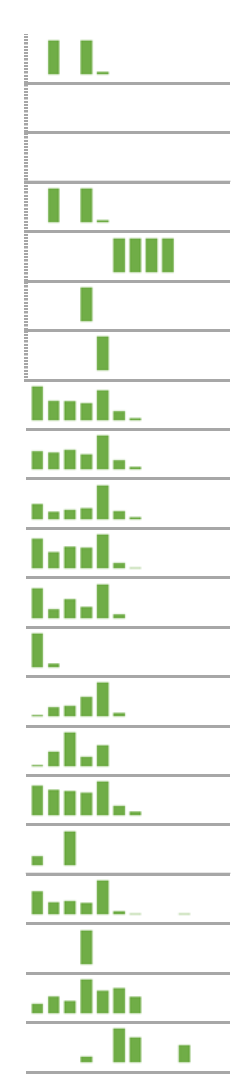


Swanley Town Council: Swanley Park

YTD Summary

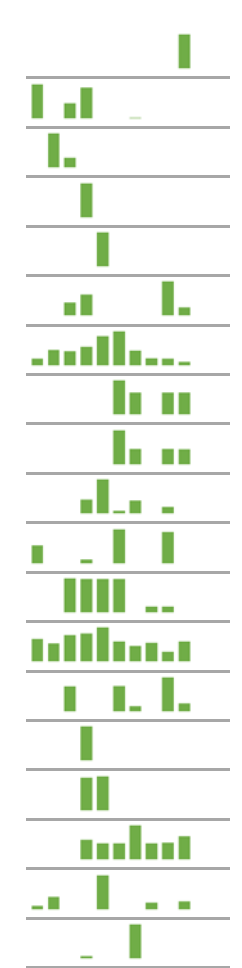
Income

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	312.64	312.64	-	-	1,250.56	-
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	-	-	125.00	-	-	46,064.50	-
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	-	-	362.50	-	-	1,717.48	-
		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	800.14	-	-	168,696.58	-



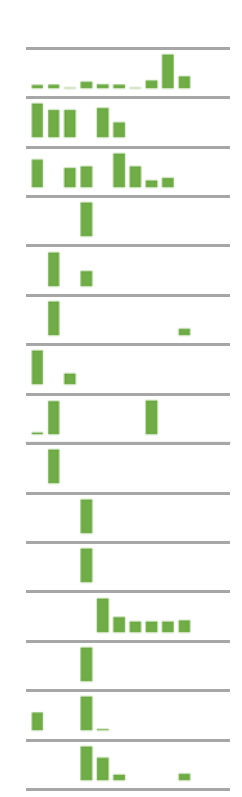
Expenditure

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
5002	Catering Purchases	-	-	-	-	-	-	-	-	-	-	20.15	-	-	20.15	-
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	-	-	-	-	132.00	30.00	-	-	291.99	-
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	2,192.16	-	-	98,944.35	-
7001	Pension	1,500.00	-	-	-	-	-	565.87	359.04	-	359.04	357.52	-	-	1,641.47	-
7006	Employers NI	1,000.00	-	-	-	-	-	451.30	201.09	-	201.09	199.83	-	-	1,053.31	-
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	1,074.42	-	-	11,449.46	-
7200	Electricity	6,000.00	-	-	2,323.32	-	-	2,351.64	450.37	-	3,172.05	729.51	-	-	9,026.89	-
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	48.38	-	-	291.42	-
7800	Repairs and Renewals	2,000.00	100.00	384.54	-	-	1,035.58	-	-	200.00	-	234.86	-	-	1,954.98	-
7801	Cleaning	1,700.00	-	-	-	67.88	-	-	1,236.10	-	-	-	-	-	1,303.98	-



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
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	2,180.00	-	-	13,838.27	-
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	-	-	-	-	-	-	-	81.84	-	-	501.84	-
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	214.97	236.97	-	-	1,861.62	-
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	-	-	-	525.00	-	-	5,475.00	-
		<u>177,269.64</u>	<u>18,440.81</u>	<u>14,846.39</u>	<u>18,790.34</u>	<u>28,693.36</u>	<u>27,970.27</u>	<u>36,165.64</u>	<u>15,190.10</u>	<u>8,402.33</u>	<u>19,967.25</u>	<u>7,910.64</u>	<u>-</u>	<u>-</u>	<u>196,377.13</u>	<u>-</u>



Swanley Town Council



Bank Reconciliation: 31 January 2018

Bank Statement Balance:	Current Account	173,011.56	
			173,011.56
Other Bank & Cash Accounts:	Active Saver	139.69	
	Mayor's Account	3,509.00	
	Recreation Account	6,946.65	
	Alexandra Cash Account	2,668.75	
	Olympic Cash Account	1,124.76	
	Link Cash Account	-	
	Swanley Park Cash Account	1,174.74	
			15,563.59
			188,575.15

Unpresented Payments	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	25/10/2017	Trusten	5.00
	10/01/2018	027610	252.60
	18/01/2018	027636	116.80
	18/01/2018	027637	283.50
	18/01/2018	027642	420.00
	18/01/2018	027645	30.00
	18/01/2018	100643	38.00
	10/01/2018	100641	80.00
	24/01/2018	027647	972.00
	24/01/2018	027649	85.50
	24/01/2018	027650	5,312.74
	24/01/2018	027651	96.00
	24/01/2018	027654	162.00
	24/01/2018	027655	428.16
	24/01/2018	027656	128.40
	24/01/2018	027657	203.70
	24/01/2018	027658	796.51
	24/01/2018	027659	40.75
	24/01/2018	027661	1,199.50
	24/01/2018	027663	216.00
	24/01/2018	100645	208.58
	24/01/2018	100646	180.00
	31/01/2018	027664	3,480.00
	31/01/2018	027665	54.43
	31/01/2018	027666	765.99
	31/01/2018	027667	630.00
	31/01/2018	027668	539.98
	31/01/2018	027669	35.67
	31/01/2018	027670	353.98

Monthly Finances (f)

31/01/2018	027671	83.65
31/01/2018	027672	39.07
31/01/2018	027673	500.00
31/01/2018	027674	181.15
31/01/2018	027675	57.88
31/01/2018	027676	576.55
31/01/2018	027677	270.00
31/01/2018	100648	78.00
31/01/2018	100649	70.00
31/01/2018	027678	81.60
31/01/2018	027679	1,248.00

20,301.69

168,273.46

Unpresented Receipts:

<u>Date</u>	<u>Ref</u>	<u>Amount</u>
30/01/2018	Sales to Current	10.00
30/01/2018	Oly to Current	4.10
31/01/2018	Park to Current	150.00
31/01/2018	Sales to Current	2,565.00

2,729.10

171,002.56

Closing Book Balance:

Current Account	155,438.97
Other Bank & Cash Accounts	15,563.59

171,002.56

-

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council



Aged Creditors: 31 January 2018

<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>
SENVIRO	5 Enviromental Ltd	264.00	264.00	0.00	0.00	0.00	0.00
AFLPLUMB	A & L Weston	175.39	175.39	0.00	0.00	0.00	0.00
ALSFTIMB	Alsford Timber Ltd	13.61	13.61	0.00	0.00	0.00	0.00
ANGELHR	Angel Human Resources Ltd	238.36	238.36	0.00	0.00	0.00	0.00
ANGELSTA	Angelstar Roofing	1,280.00	1,280.00	0.00	0.00	0.00	0.00
B&MSUPP	B&M Supplies LTD	29.80	29.80	0.00	0.00	0.00	0.00
BETSTA	Better Staff Ind & Comm Rec Ltd	72.00	72.00	0.00	0.00	0.00	0.00
BGAS8419	BGas Elec - Alexandra	914.26	914.26	0.00	0.00	0.00	0.00
BGAS8456	BGas Elec - The Olympic	1,519.82	1,519.82	0.00	0.00	0.00	0.00
BNPPARIB	BNP Paribas Leasing Sols	861.09	861.09	0.00	0.00	0.00	0.00
BOC100	BOC Ltd	384.48	384.48	0.00	0.00	0.00	0.00
BOOKER	Booker Lintied	63.22	63.22	0.00	0.00	0.00	0.00
BTGROUP	BT	58.05	58.05	0.00	0.00	0.00	0.00
CLEAWIPE	Clean Wipes	47.13	47.13	0.00	0.00	0.00	0.00
DOR2DOR	Helm Enterprise Solutions Ltd T/A Dor2I	500.00	500.00	0.00	0.00	0.00	0.00
ERNEDOE	Ernest Doe & Sons Ltd	112.47	112.47	0.00	0.00	0.00	0.00
FELLWELL	Fell Well Tree Works Ltd	300.00	300.00	0.00	0.00	0.00	0.00
FLOWMARI	Flowers by Marion	105.00	105.00	0.00	0.00	0.00	0.00
HALLFUEL	Hall Fuels	1,091.61	1,091.61	0.00	0.00	0.00	0.00
HAMPFLAG	Hampshire Flag Company	499.19	499.19	0.00	0.00	0.00	0.00
K2	K2 Flooring	450.00	450.00	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	-7.68	-7.68	0.00	0.00	0.00	0.00
LOCKTOOL	Locks 'N' Tools Ltd	281.84	281.84	0.00	0.00	0.00	0.00
MATTCLAR	Matthew Clark Wholesale Ltd	1,426.00	1,426.00	0.00	0.00	0.00	0.00
NELLA100	Nella Cutlery South	150.64	150.64	0.00	0.00	0.00	0.00
NORMBUT	Norman's Butchers	500.26	500.26	0.00	0.00	0.00	0.00
SEVDIST	Sevenoaks District Council	650.00	650.00	0.00	0.00	0.00	0.00
STALBRID	Stalbridge Linen Services	158.40	158.40	0.00	0.00	0.00	0.00
THBROWN	T.H.Brown & Sons Ltd	68.90	68.90	0.00	0.00	0.00	0.00
TLCDIREC	TLC Online	544.24	544.24	0.00	0.00	0.00	0.00
TLCELEC	T.L.C Direct	14.76	14.76	0.00	0.00	0.00	0.00
WEATHFEN	Weatherley Fencing Contractors Limitec	20.83	20.83	0.00	0.00	0.00	0.00
		13,012.67	13,012.67	0.00	0.00	0.00	0.00

Swanley Town Council



Aged Debtors: 31 January 2018

<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	320.00	320.00	0.00	0.00	0.00	0.00
BARNETTD	David Barnett	10.00	0.00	0.00	0.00	10.00	0.00
BEXLEYBC	London Borough of Bexley	821.00	417.00	99.00	305.00	0.00	0.00
BRITGAS	British Gas Services	7,917.19	1,620.00	0.00	423.68	300.00	5,573.51
CLG	CLG Market Research Ltd	1,050.00	0.00	350.00	700.00	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
EMERSON	Emerson Park	2,400.00	2,400.00	0.00	0.00	0.00	0.00
FUNPART	Funeral Partners Ltd	266.80	266.80	0.00	0.00	0.00	0.00
GRACEPL	Grace Place Community Church	-70.00	0.00	0.00	-70.00	0.00	0.00
KCC100	Kent County Council	7,480.77	1,721.20	2,749.60	236.40	3,535.20	-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	0.00	40.00	0.00	0.00
LAWNSONE	Lawnsone LTD	28.00	0.00	28.00	0.00	0.00	0.00
MAR	Marstons	36.00	36.00	0.00	0.00	0.00	0.00
MEDWAYC	Medway Council	1,333.60	685.60	108.00	270.00	270.00	0.00
NATBLOOD	National Blood Service	1,008.00	504.00	0.00	504.00	0.00	0.00
NHSDGS	NHS DGS CCG	587.76	0.00	0.00	201.60	0.00	386.16
NORTHKEN	North Kent Mind	135.00	135.00	0.00	0.00	0.00	0.00
SEVDISTC	Sevenoaks District Council	2,174.40	0.00	0.00	1,754.40	420.00	0.00
SWANBOX	Swanley Boxing Club	338.00	338.00	0.00	0.00	0.00	0.00
SWNFC	Swanley FC	173.70	173.70	0.00	0.00	0.00	0.00
TAMARIND	The Tamarind	200.00	0.00	0.00	200.00	0.00	0.00
VIBEDN10	Vibe Dance Nights	1,470.00	1,470.00	0.00	0.00	0.00	0.00
ZIBRANT	Zibrant	278.90	278.90	0.00	0.00	0.00	0.00
		30,187.74	10,366.20	3,334.60	4,565.08	4,535.20	7,386.66

Events ^[1]

JANUARY	January events	2,826.50
FEBRUARY	February events	-5,419.71
MARCH	March events	-400.00

Monthly Finances (g)

APRIL	April events	-275.00
MAY	May events	-5,675.00
JUNE	June events	-1,541.20
JULY	July events	-11,515.00
AUGUST	August events	-4,100.00
SEPTEMBER	September events	-3,070.00
OCTOBER	October Events	-2,000.00
NOVEMBER	November Events	0.00
DECEMBER	December events	-5,100.00
		<u>-36,269.41</u>

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

Party Functions ^[2]

OTOMJONE	Olympic - Tom Jones	-820.00
A70S80S	Alexandra - 70s & 80s Night	-600.00
AELVIS	Alexandra - Elvis	-200.00

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