

Swanley Town Council

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

Tel: 01322 611663

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

12th April 2018

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 18th April 2018 from 7:30pm** or at the conclusion of the public participation session.



Mr S Nash
CEO / Town Clerk

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

PUBLIC PARTICIPATION

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

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

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

MOBILE PHONES

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

AGENDA

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

To approve as correct the Minutes of the Meeting held on Wednesday 21st March 2018

4. SWANLEY RFC PRESENTATION

To receive an update from the club on their progress to date.

5. 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

6. TO CONSIDER CHANGE OF INSURANCE PROVIDER

RFO and CEO to report

Date of next meeting – 16th May 2018

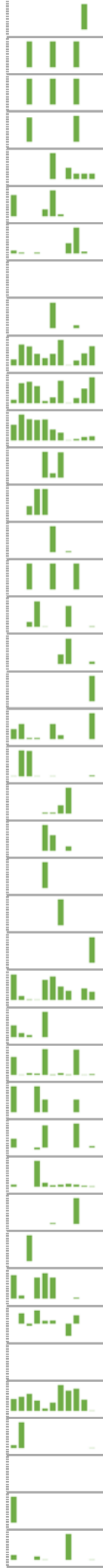
If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or snash@swanleytowncouncil.gov.uk

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	-	-	-	-	-	109,101.88	
4004	Rent - Station Road	0.00	-	-	-	-	-	-	-	-	-	-	1,904.17	-	1,904.17	-
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	1,500.00	1,500.00	14,366.67	-
4019	Mayor's Charity Income	0.00	-	530.00	-	-	-	166.75	637.85	50.00	-	-	-	-	1,384.60	-
4020	Allotments	500.00	22.50	33.75	11.25	-	10.00	-	-	-	116.66	291.68	23.34	-	509.18	-
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	360.00	490.00	4,168.75	-
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	116.25	160.83	1,225.66	-
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	360.84	416.17	12,689.06	-
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	-	-	1,300.00	-	-	41.67	3,219.53	-
4034	Firework Night	0.00	-	-	-	-	-	-	-	744.58	2,000.00	-	-	200.00	2,944.58	-
4035	St George's Day	0.00	-	-	-	-	-	-	-	-	-	-	-	16.67	16.67	-
4036	Markets	0.00	33.32	216.66	333.33	24.99	25.00	-	333.33	83.33	-	-	-	562.50	1,612.46	-
4037	Armed Forces Day	0.00	29.17	16.67	1,549.99	1,525.00	8.33	-	16.66	-	-	-	-	58.33	3,204.15	-
4039	Christmas Lights	0.00	-	-	-	-	-	266.67	225.00	1,998.83	6,166.67	-	-	-	8,657.17	-
4130	Party Function Revenue	0.00	-	-	-	-	-	500.00	308.33	-	87.50	-	-	-	895.83	-
4204	Service Recharge - Bungalow	0.00	-	-	-	-	-	83.33	-	-	-	-	-	-	83.33	-
4205	Recharge - The Woodlands	0.00	-	-	-	-	-	-	-	1,462.00	-	-	-	-	1,462.00	-
4206	Recharge - Civic Centre	0.00	-	-	-	-	-	-	-	-	-	-	-	354.53	354.53	-
4500	Senior Passport to Leisure Revenue	30,000.00	2,540.84	3,985.42	585.83	107.50	10.00	3,165.67	3,700.37	2,148.96	1,467.01	-	1,809.34	1,310.22	20,831.16	-
4600	Outdoor Event Revenue	12,390.52	119.00	3,281.00	1,190.83	625.00	-	7,147.69	-	-	-	-	-	-	12,363.52	-
4605	Court Lettings	6,000.00	148.00	1,121.77	41.90	130.80	111.00	1,590.65	57.10	128.00	50.50	1,574.75	31.20	77.38	5,063.05	-
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	-	40.01	1,406.68	-
4608	Football Pitches	5,500.00	-	178.94	-	-	2,081.10	308.00	132.00	176.00	226.50	175.58	90.90	44.00	3,413.02	-
4711	General Income	0.00	-	-	-	-	-	-	113.48	-	-	3,418.55	-	-	3,532.03	-
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	-	-	20.83	-	-	10,925.02	-
4810	Sponsorship - General	0.00	-	-	7,800.00	(1,500.00)	10,000.00	2,333.33	2,500.00	-	(9,300.00)	6,503.00	-	-	18,336.33	-
4900	Investment Income	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4902	Commissions Received	0.00	63.19	96.64	102.48	109.74	92.03	71.16	87.14	133.01	118.37	123.23	94.52	65.34	1,156.85	-
4903	Insurance Claims	0.00	-	1,325.00	11,659.27	-	-	-	-	-	-	-	-	83.33	13,067.60	-
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	263.33	-	-	200.00	0.50	-	-	1,425.01	-	-	15.96	1,971.47	-
		805,400.42	78,508.95	14,098.73	26,084.47	29,096.55	16,878.64	18,944.20	78,737.87	8,394.22	7,918.75	41,632.09	6,290.56	5,436.94	980,990.85	-

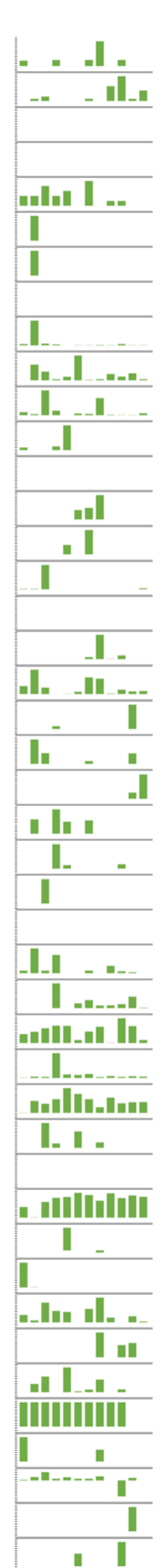


Swanley Town Council: Civic Centre

YTD Summary

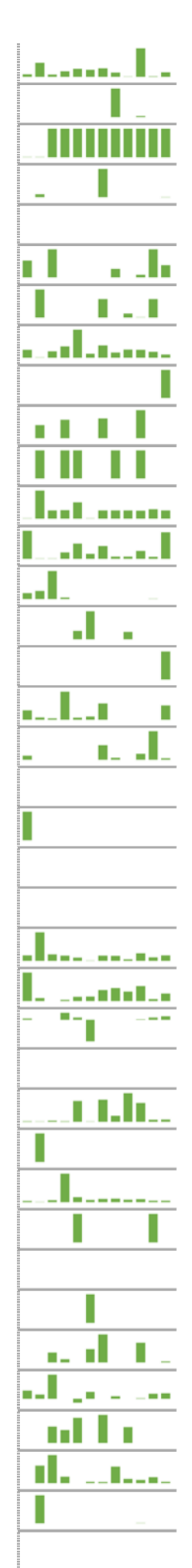
Expenditure

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	-	24.50	49.00	-	-	-	25.41	-	166.50	276.82	25.41	114.40	682.04	-
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	-	3,250.00	-	650.00	650.00	-	-	13,000.00	-
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	1,082.27	586.49	-	133.25	101.68	299.49	154.87	890.17	79.94	160.73	19,945.10	-
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	1,592.29	2,905.88	423.68	30,596.74	-
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	9.17	130.84	3,596.52	-
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	1,460.65	3,039.50	-	-	-	-	5,684.12	-
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	-	-	-	-	-	-	-	-	578.00	18,188.50	-
5037	Xmas Day Party	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5038	Christmas Lights	13,500.00	-	-	-	-	-	-	1,487.01	18,753.74	210.00	2,900.00	-	-	23,350.75	-
5039	Senior Passport to Leisure	25,000.00	1,533.67	4,769.70	1,296.67	-	20.00	425.00	3,273.94	3,062.50	131.25	820.00	495.50	595.00	16,423.23	-
5040	Mayor at Home	0.00	-	-	-	31.45	-	-	-	-	-	-	258.43	-	289.88	-
5041	Armed Forces Day	0.00	-	1,240.00	550.00	-	-	-	150.00	-	-	-	529.00	-	2,469.00	-
5042	St George's Day	0.00	-	-	-	-	-	-	-	-	-	-	78.48	300.00	378.48	-
5045	Function Expenditure	2,500.00	-	117.50	-	200.00	100.00	-	110.00	-	-	-	-	-	527.50	-
5046	Outdoor Event	0.00	-	-	-	1,856.00	250.00	-	-	-	-	330.00	-	-	2,436.00	-
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	293.19	-	-	39.42	-	119.15	32.82	15.70	-	978.01	-
6200	Website, Social Media and Marketing	760.00	-	-	-	747.00	-	149.00	240.00	80.00	86.00	124.20	343.80	20.00	1,790.00	-
6201	Advertising	4,000.00	259.00	322.88	420.65	494.39	480.00	100.00	326.80	458.85	20.00	687.40	472.00	102.85	4,144.82	-
7000	Salaries	270,000.00	33,703.24	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	35,116.31	34,838.32	449,075.49	-
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	4,619.28	4,620.43	55,721.74	-
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	3,174.46	3,142.24	36,837.69	-
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	-	148.54	21.83	2,448.73	-
7100	Rent for Link	850.00	-	-	-	-	-	-	-	1,079.96	-	539.98	634.01	-	2,253.95	-
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	407.68	-	-	-	-	-	-	199.50	-	-	-	-	607.18	-
7200	Electricity	10,000.00	490.47	2,455.64	5,573.60	1,234.04	2,248.34	1,168.58	1,200.47	2,651.86	-	(10,682.28)	1,795.41	-	8,136.13	-
7201	Gas	20,000.00	-	-	-	-	-	-	-	-	-	-	788.05	-	788.05	-
7202	Oil	0.00	-	-	-	-	-	245.85	-	-	-	471.06	-	-	716.91	-



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
7300	Vehicle Fuel	1,500.00	78.21	264.61	73.73	126.13	167.01	149.66	176.50	105.12	40.25	497.50	44.12	112.86	1,835.70	-
7301	Vehicle Repairs and Servicing	1,000.00	-	-	-	-	-	-	-	850.00	-	33.33	-	-	883.33	-
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	42.00	42.00	500.48	-
7303	Vehicle Insurance	5,000.00	-	184.71	-	-	-	-	1,829.70	-	-	-	-	(12.11)	2,002.30	-
7304	Miscellaneous Motor Expenses	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7500	Printing	7,000.00	120.00	-	197.50	-	-	-	-	60.00	-	19.14	198.00	86.00	680.64	-
7501	Postage and Carriage	5,000.00	-	1,500.00	-	-	-	-	1,000.00	-	210.50	19.18	1,000.00	-	3,729.68	-
7502	Office Stationery	2,000.00	422.26	64.20	358.65	592.53	1,362.78	235.40	634.53	293.06	431.16	411.65	333.23	206.31	5,345.76	-
7503	Publications	0.00	-	-	-	-	-	-	-	-	-	-	-	149.18	149.18	-
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	439.98	398.17	5,188.74	-
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	316.56	832.71	5,605.83	-
7600	Legal Fees	22,500.00	2,591.00	3,567.45	12,203.95	735.51	-	-	-	-	-	-	9.00	-	19,106.91	-
7601	Audit Fees	2,500.00	-	-	-	-	608.40	2,000.00	-	-	534.20	-	-	-	3,142.60	-
7603	Consultancy Fees	0.00	-	-	-	-	-	-	-	-	-	-	-	2,400.00	2,400.00	-
7604	Professional Fees	10,000.00	1,897.91	473.13	262.85	5,534.04	367.99	630.84	3,186.85	-	-	-	-	2,836.00	15,189.61	-
7605	Mayoral Allowance	5,000.00	280.00	-	-	-	-	-	1,033.12	148.10	-	408.00	2,000.00	110.00	3,979.22	-
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	451.98	1,521.99	1,471.98	750.98	1,986.26	1,131.98	1,619.74	21,330.18	-
7800	Repairs and Renewals	7,500.00	563.01	56.18	-	24.88	86.42	91.15	218.63	253.20	187.94	303.93	39.29	152.28	1,976.91	-
7801	Cleaning	800.00	104.25	-	-	465.15	163.14	(1,399.51)	-	-	-	46.40	163.50	253.25	(203.82)	-
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	953.54	4,520.38	2,995.02	294.41	387.98	16,501.45	-
7811	Signs	0.00	-	80.22	-	-	-	-	-	-	-	-	-	-	80.22	-
7901	Bank Charges	3,000.00	195.95	161.06	211.68	1,024.47	302.93	218.76	258.69	262.55	238.16	242.77	198.40	200.73	3,516.15	-
7903	Loan Interest Paid	10,900.00	-	-	-	-	4,695.33	-	-	-	-	-	4,695.33	-	9,390.66	-
7905	Credit Charges	6,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8100	Bad Debt Write Off	0.00	-	-	-	-	-	29,234.70	-	-	-	-	-	-	29,234.70	-
8200	Donations	2,500.00	-	-	750.00	250.00	-	1,000.00	2,114.98	-	-	1,500.00	-	72.00	5,686.98	-
8201	Subscriptions	5,500.00	509.79	254.67	1,500.00	-	(250.00)	428.75	-	150.00	-	38.00	303.75	350.00	3,284.96	-
8202	Uniforms	1,000.00	-	-	66.64	51.98	102.42	-	114.23	-	65.11	-	-	-	400.38	-
8203	Training Costs	5,000.00	-	1,064.00	1,690.22	384.78	-	84.00	60.00	1,011.00	250.00	195.00	345.00	72.00	5,156.00	-
8204	Insurance	32,000.00	-	25,709.18	-	-	-	-	-	-	-	191.52	-	-	25,900.70	-
8205	Refreshments	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		824,498.75	74,354.21	124,590.72	104,872.50	95,106.79	82,794.46	98,920.43	81,512.51	86,968.40	61,732.51	58,349.14	63,043.92	55,317.42	987,563.01	-



Swanley Town Council



Payments Out: March 2018

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
01/03/2018	DD/DVLA	DVLA LC03 KJY	Direct Debit	DD/DVLA	21.00
01/03/2018	DD/DVLA	DVLA LV13SNK	Direct Debit	DD/DVLA	21.00
05/03/2018	MANN	Mann (Swanley)	Internal Entry	DD/Mann	109.21
05/03/2018	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	237.27
05/03/2018	HENRYH	Henry Howard Finance	Direct Debit	DD/Henry Howard	944.21
06/03/2018	ANGELHR	Angel Human Resources	Cheque	027737	228.82
06/03/2018	BRAKES10	Brakes Bros Ltd	Cheque	027738	148.63
06/03/2018	DYNAMIX	Mr S Gadd	Cheque	027739	440.00
06/03/2018	EDENPARK	Eden Park (STMS) Ltd	Cheque	027740	209.90
06/03/2018	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	027741	428.40
06/03/2018	HILLS	Hills Office Services	Cheque	027742	201.60
06/03/2018	JOHNSTRE	John Street Beverage	Cheque	027743	95.00
06/03/2018	KFF100	Kent Frozen Foods Ltd	Cheque	027744	833.99
06/03/2018	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	027745	40.25
06/03/2018	NISBET10	Nisbets	Cheque	027746	396.62
06/03/2018	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	027747	29.40
06/03/2018	NORMBUT	Norman's Butchers	Cheque	027748	193.86
06/03/2018	PROVNURS	Provender Nurseries	Cheque	027749	11.00
06/03/2018	STALBRID	Stalbridge Linen Services	Cheque	027750	69.01
06/03/2018	THBROWN	TH Brown & Sons	Cheque	027751	299.45
06/03/2018	TLCDIREC	TLC Online	Cheque	027752	552.00
06/03/2018	TLCELEC	T.L.C Direct	Cheque	027753	108.58
06/03/2018	TRADEUK	Trade UK Account	Cheque	027754	114.50
06/03/2018	BTGROUP	BT	Direct Debit	DD/BT	49.79
07/03/2018	Barclays	Charges	Bank Entry	Barclays	163.33
07/03/2018	Link	Link Expenses	Cheque	100658	21.83
07/03/2018	AFLPLUMB	A & L Weston	Cheque	027755	178.00
07/03/2018	ALSFTIMB	Alsford Timber Ltd	Cheque	027756	589.92
07/03/2018	ASTSEC	Astra Security Systems LTD	Cheque	027757	572.42
07/03/2018	B&MSUPP	B&M Supplies LTD	Cheque	027758	11.70
07/03/2018	BR-IT	BR - IT	Cheque	027759	273.30
07/03/2018	CLEAWIPE	Clean Wipes	Cheque	027760	49.42
07/03/2018	COMMUNI	Community Land Use	Cheque	027761	2,400.00
07/03/2018	EASYNET	Easynet Enterprise Services Ltd	Cheque	027762	81.60
07/03/2018	ELDIRECT	EL Direct LTD	Cheque	027763	3,403.20
07/03/2018	EQUIRECY	Equinox Recycling	Cheque	027764	1,390.35
07/03/2018	KEIRALAN	Alan Keir	Cheque	027765	225.00

Monthly Finances (b)

07/03/2018	KFF100	Kent Frozen Foods Ltd	Cheque	027766	569.41
07/03/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027767	27.50
07/03/2018	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027768	1,993.16
07/03/2018	NELLA100	Nella Cutlery South	Cheque	027769	111.36
07/03/2018	NORMBUT	Norman's Butchers	Cheque	027770	178.79
07/03/2018	STANNAH	Stannah	Cheque	027771	2,437.79
07/03/2018	TRADEUK	Trade UK Account	Cheque	027772	259.96
07/03/2018	VOICECOM	Voicecom Ltd	Cheque	027773	48.00
08/03/2018	TV Licence	TV Licence	Direct Debit	TV Licence	12.37
08/03/2018	Yell	Website	Direct Debit	Yell	146.79
09/03/2018	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/B Gas	1,795.89
09/03/2018	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/B Gas	694.70
12/03/2018	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
12/03/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	380.80
14/03/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	46.87
15/03/2018	Payroll	Payroll Mth12	BACS	Payroll	40,837.27
15/03/2018	Payroll	PAYE Month12	BACS	Payroll	20,972.47
15/03/2018	BOOKER	Booker Lintied	Direct Debit	DD/Booker	43.66
16/03/2018	Sage	Sage	Direct Debit	Sage	125.95
16/03/2018	CCPAS	CCPAS	Direct Debit	DD/CCPAS	120.00
19/03/2018	EETMOB	EE & T Mobile	Direct Debit	DD/EE	30.72
19/03/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	816.00
20/03/2018	SG Finance	Touch Screens	Direct Debit	DD/SG Finance	378.00
21/03/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	45.10
22/03/2018	Croydon's Charity Gala	Mayor	Cheque	100660	110.00
22/03/2018	ANGELHR	Angel Human Resources	Cheque	027774	467.18
22/03/2018	BR-IT	BR - IT	Cheque	027775	600.00
22/03/2018	CENTCIRC	Centre Circle Event Management	Cheque	027776	168.00
22/03/2018	DARPRINT	Darenth Print and Design Ltd	Cheque	027777	72.00
22/03/2018	EDF-SWAN	EDF Energy Customers PLC	Cheque	027778	364.47
22/03/2018	KALC100	Kent Association of Local Councils	Cheque	027779	72.00
22/03/2018	KEIRALAN	Alan Keir	Cheque	027780	275.00
22/03/2018	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	027782	385.79
22/03/2018	NORMBUT	Norman's Butchers	Cheque	027783	124.77
22/03/2018	PARISHOL	Getmapping plc	Cheque	027784	300.00
22/03/2018	RAPIDSE	Rapid Security	Cheque	027785	228.00
22/03/2018	SIGNSUK	Signs & Print UK	Cheque	027786	420.00
22/03/2018	TILLROCO	The Till Roll Company	Cheque	027787	69.54
22/03/2018	TLCDIREC	TLC Online	Cheque	027788	401.65
22/03/2018	HENRYH	Henry Howard Finance	Direct Debit	DD/Henry Howard	457.10
23/03/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	542.38
26/03/2018	BOC100	BOC Ltd	Direct Debit	DD/BOC	159.72
26/03/2018	XINTEL	XLN Telecom	Direct Debit	DD/XLN	46.13
28/03/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	43.46
29/03/2018	VOICECOM	Voicecom Ltd	Direct Debit	DD/Voicecom	264.68
					92,888.79

Monthly Finances (b)

Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Mar-18	Cheque	23,282.12
	BACS	61,809.74
	Direct Debit	7,524.39
	Internal Entry (Offset)	109.21
	Bank Entry	163.33
		92,888.79

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council: Alexandra

YTD Summary

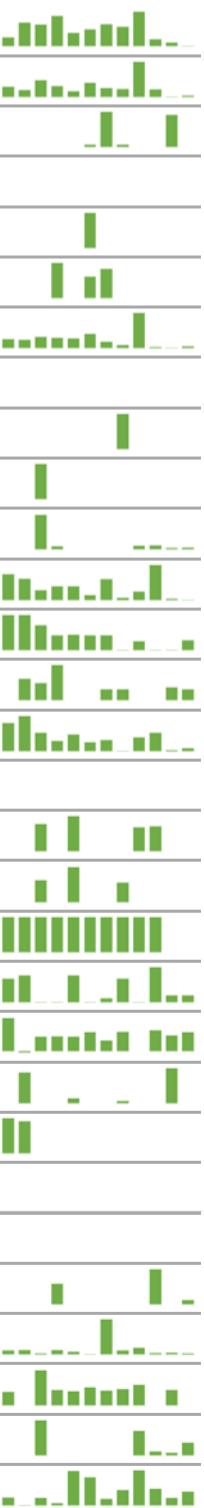
Income

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	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4028	Photocopying	0.00	-	-	-	-	-	-	-	-	-	-	-	10.00	-	-
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	3,861.38	2,970.43	109,637.96	-
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	14,439.08	4,647.71	833.33	1,536.97	68,376.34	-
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	10,479.25	12,435.00	3,689.17	9,105.41	4,650.00	6,223.75	4,574.83	1,541.67	625.00	1,941.67	63,434.11	-
4120	Conference Lettings Regular	60,000.00	5,991.03	2,148.34	2,417.08	2,359.20	3,113.33	2,006.93	3,728.20	4,608.18	2,578.34	2,706.50	1,807.51	3,353.03	36,817.67	-
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)	1,337.50	108.33	21,832.95	-
4130	Party Function Revenue	13,189.70	787.50	787.50	962.50	1,137.50	845.83	1,639.82	1,591.67	1,208.33	904.17	1,225.00	1,458.33	952.33	13,500.48	-
4999	Other Income	0.00	-	-	-	8.56	-	-	-	-	-	-	-	-	8.56	-
		282,620.59	18,064.24	21,104.17	35,248.55	40,006.53	21,180.52	34,419.88	29,423.40	35,581.45	43,175.04	14,618.48	9,923.05	10,872.76	313,608.07	-



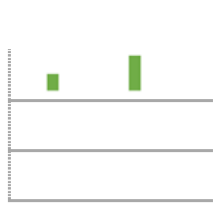
Expenditure

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	3,556.54	3,279.79	4,531.56	2,111.22	2,615.01	3,319.88	2,969.06	5,103.08	1,256.99	740.16	345.42	31,376.93	-
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	118.31	225.72	17,588.93	-
5011	Licenses	0.00	-	-	-	-	-	21.00	381.52	21.00	-	-	350.00	-	773.52	-
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	1,780.16	2,312.25	2,175.83	1,991.65	2,802.24	1,450.00	916.66	6,388.36	560.00	450.00	708.33	23,462.80	-
5102	Event Equipment Repairs & Maintenance	100.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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	30.00	40.00	1,030.49	-
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	5,925.00	5,787.84	91,558.27	-
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	664.72	820.85	10,768.08	-
7004	Wages - Casual	1,896.00	-	280.00	224.00	462.00	-	-	140.00	140.00	-	-	168.00	140.00	1,554.00	-
7006	Employers NI	4,246.42	530.87	599.41	429.14	347.75	413.07	333.58	356.30	247.30	382.28	430.51	251.64	275.63	4,597.48	-
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	266.36	266.36	3,368.73	-
7200	Electricity	3,750.00	1,206.42	(41.55)	517.01	539.01	523.50	691.28	385.93	700.52	-	761.89	578.92	694.85	6,557.78	-
7201	Gas	9,000.00	-	2,786.78	-	-	414.78	-	-	177.02	-	-	3,152.25	-	6,530.83	-
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	-	21.23	310.05	-
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	92.70	58.37	2,518.32	-
7802	Laundry	1,500.00	230.89	-	601.30	261.20	240.40	308.41	246.39	277.92	348.46	-	261.23	-	2,776.20	-
7803	Premises Expenses	500.00	-	-	706.00	-	-	-	-	-	490.00	80.40	56.00	261.12	1,593.52	-
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	127.14	156.37	1,921.09	-



Monthly Finances (c)

<u>Code</u>	<u>Description</u>	<u>Budget 17/18</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>
8201	Subscriptions	0.00	-	-	222.75	-	-	-	-	463.14	-	-	-	-	685.89	-
8202	Uniforms	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8204	Insurance	4,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		<u>259,978.36</u>	21,245.90	23,567.23	23,914.68	22,412.58	20,118.02	20,309.67	22,046.04	17,895.75	29,233.96	19,575.40	13,232.43	9,802.09	<u>243,353.75</u>	<u>-</u>



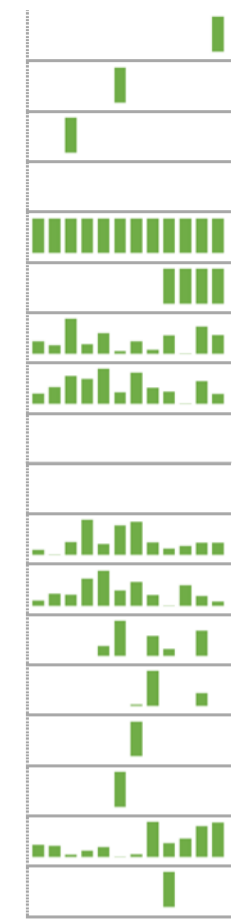
7801 Cleaning Includes £1,000 for kitchen "deep clean"

Swanley Town Council: Olympic

YTD Summary

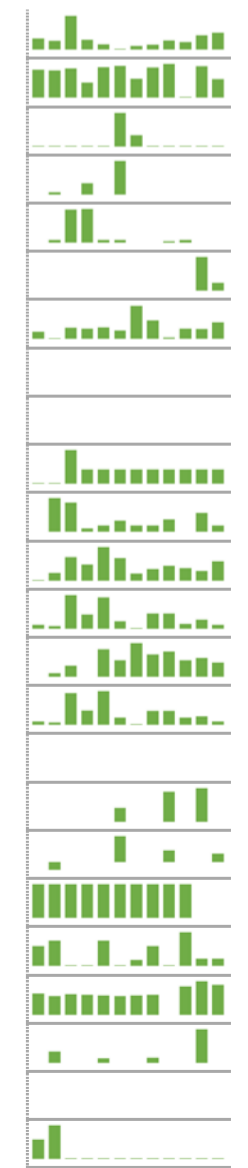
Income

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
4003	Rent - New Generation Data	0.00	-	-	-	-	-	-	-	-	-	-	-	333.33	333.33	333.33
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	700.00	700.00	8,400.00	8,400.00
4018	Rent - Boxing	0.00	-	-	-	-	-	-	-	-	281.67	281.67	281.67	281.67	1,126.68	-
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	5,202.25	4,163.80	43,051.50	-
4105	Catering Income	47,082.17	5,289.10	6,035.11	7,317.08	6,980.57	8,174.85	5,450.52	7,714.44	5,917.89	5,496.69	4,129.45	6,739.49	5,214.11	74,459.30	-
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	870.59	880.83	12,606.36	-
4120	Conference Lettings Regular	60,000.00	2,881.15	4,101.26	3,955.84	6,755.73	8,108.83	4,673.33	6,147.53	3,879.19	2,064.17	5,600.00	3,686.66	2,782.76	54,636.45	-
4125	Party Night Revenue	0.00	-	-	-	-	291.26	1,049.76	-	600.01	204.17	-	750.00	-	2,895.20	-
4130	Party Function Revenue	0.00	-	-	-	-	-	-	50.00	1,575.00	-	-	583.34	-	2,208.34	-
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	1,070.38	598.60	704.87	978.22	1,057.27	7,458.35	-
4998	Sale of Goods	0.00	-	-	-	-	-	-	-	-	416.67	-	-	-	416.67	-
		232,848.67	13,232.08	14,451.20	24,387.01	20,143.87	22,950.77	20,144.82	22,001.52	16,980.56	14,390.67	14,026.25	19,792.22	15,413.77	217,914.74	17,434.33



Expenditure

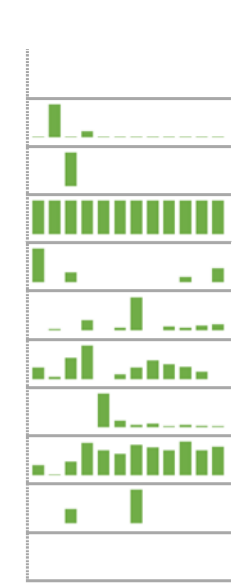
Code	Description	Budget 17/18	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	YTD	Forecast
5001	Bar Purchases	8,000.00	1,567.11	1,374.18	3,598.54	1,461.31	1,063.47	631.78	923.85	1,029.88	1,426.29	1,244.46	1,854.50	2,109.55	18,284.92	-
5002	Catering Purchases	8,000.00	2,529.06	2,472.06	2,621.86	1,602.71	2,686.20	2,773.62	1,900.15	2,662.87	2,902.69	629.23	2,741.40	1,881.39	27,403.24	-
5011	Licences	0.00	12.18	12.12	12.12	12.12	12.12	454.12	159.03	12.37	12.37	12.37	12.37	12.37	735.66	-
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	-
5030	Horticulture	0.00	-	-	-	-	-	-	-	-	-	-	195.00	44.50	239.50	-
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	520.00	815.00	7,076.89	-
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	122.33	122.33	1,420.76	-
6201	Advertising	100.00	-	230.00	199.99	20.00	40.00	73.22	40.00	40.00	82.50	-	130.00	40.00	895.71	-
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	4,658.01	5,599.77	62,234.01	-
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	509.49	469.92	6,352.94	-
7004	Wages - Casual	2,500.00	-	119.00	371.25	-	936.25	558.70	1,147.75	768.75	868.50	566.13	643.55	492.59	6,472.47	-
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	230.83	198.32	3,035.87	-
7008	Recruitment Expenses	150.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7099	Staff Expenses	0.00	-	-	-	-	-	140.68	-	-	308.07	-	340.89	-	789.64	-
7102	Water Rates	170.00	-	(668.21)	-	-	-	2,260.20	-	-	1,007.69	-	-	723.15	3,322.83	-
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	156.62	195.65	156.52	165.07	187.10	156.53	208.65	166.92	166.92	2,099.25	-
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	1,710.38	1,533.63	12,831.83	-
7201	Gas	7,000.00	-	858.11	-	-	340.46	-	-	394.00	-	-	2,618.16	-	4,210.73	-
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	38.44	38.44	1,071.45	-



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
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	109.21	109.21	1,436.02	-
7700	Equipment Hire	299.00	-	-	299.00	-	-	-	-	-	-	-	-	-	299.00	-
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	315.00	315.00	3,780.00	-
7800	Repairs and Renewals	2,500.00	469.23	-	130.45	-	-	-	-	-	-	75.00	-	190.00	864.68	-
7801	Cleaning	500.00	-	40.15	-	388.03	-	94.01	1,236.67	-	143.20	87.98	182.15	216.34	2,388.53	-
7802	Laundry	2,200.00	132.00	25.78	242.36	374.36	-	54.64	132.00	212.60	165.49	132.49	82.01	-	1,553.73	-
7803	Premises Expenses	15,195.54	-	-	-	-	12,187.00	2,300.54	708.00	1,200.00	244.00	778.40	477.02	240.00	18,134.96	-
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	158.70	167.59	1,833.69	-
8201	Subscriptions		-	-	222.75	-	-	-	534.01	-	-	-	-	-	756.76	-
8204	Insurance	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		<u>185,819.69</u>	<u>14,529.31</u>	<u>15,004.15</u>	<u>21,687.27</u>	<u>17,084.39</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>15,077.83</u>	<u>17,816.36</u>	<u>15,486.02</u>	<u>222,680.13</u>	<u>-</u>

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

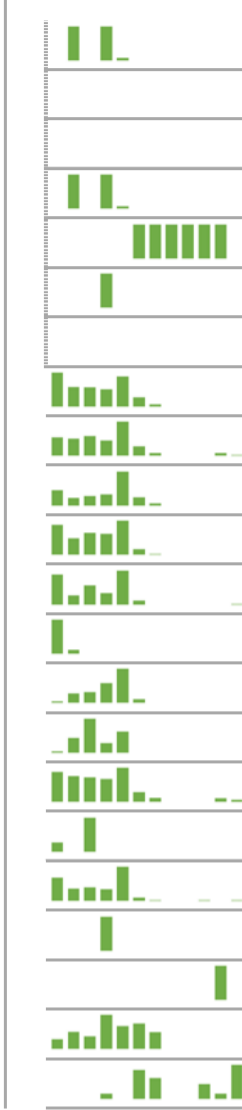


Swanley Town Council: Swanley Park

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	312.64	312.64	1,875.84	-
4201	Service Recharge: Café in the Park	-	-	-	-	-	1,872.84	-	-	-	-	-	-	-	1,872.84	-
4204	Service Recharge: Bungalow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4700	Rowing	5,730.72	1,488.32	854.16	829.59	757.70	1,322.91	392.91	85.42	-	-	-	-	-	5,731.01	-
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	-	-	-	692.33	140.84	34,408.35	-
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	1,101.58	675.67	1,958.25	235.83	-	-	-	-	-	5.00	6,240.52	-
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	-	-	-	225.42	102.09	10,840.91	-
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	-	166.67	46,231.17	-
4712	Wrist Bands	91.67	-	-	-	91.67	-	-	-	-	-	-	-	-	91.67	-
4713	Duck Income	-	-	-	-	-	-	-	-	-	-	-	26.00	-	26.00	-
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	120.83	845.82	2,684.13	-
		173,938.52	34,338.87	15,330.47	35,527.39	15,523.91	55,381.11	8,467.24	2,537.97	312.64	312.64	800.14	1,377.22	1,573.06	171,482.66	-



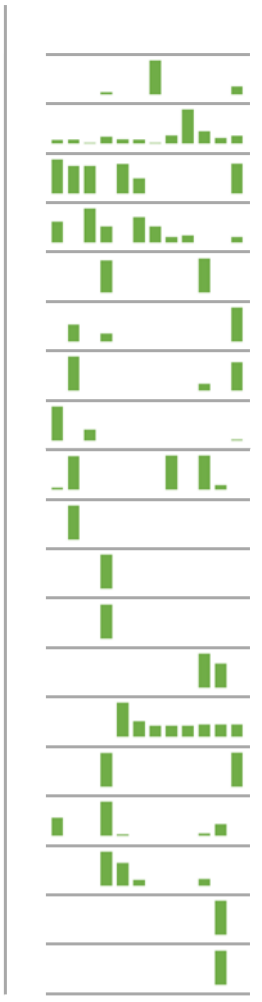
Expenditure

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	6,472.17	-	2,766.00	5,743.26	536.12	-	46.19	-	-	-	289.65	860.80	16,714.19	-
5021	Estates Equipment / Machinery Repairs	1,383.64	-	1,085.30	298.34	-	-	-	-	-	-	-	273.72	140.79	1,798.15	-
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	-	149.62	441.61	-
7000	Salaries	92,000.00	3,572.69	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	2,251.38	5,257.84	105,578.93	-
7001	Pension	1,500.00	-	-	-	-	-	565.87	359.04	-	359.04	357.52	357.52	508.52	2,507.51	-
7006	Employers NI	1,000.00	-	-	-	-	-	451.30	201.09	-	201.09	199.83	199.83	311.26	1,564.40	-
7099	Staff Expenses	504.89	-	-	-	109.15	272.23	19.00	104.51	-	49.50	-	375.84	-	930.23	-
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	-	552.06	-	1,564.96	-
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	725.32	1,530.12	13,704.90	-
7200	Electricity	6,000.00	-	-	2,323.32	-	-	2,351.64	450.37	-	3,172.05	729.51	-	678.30	9,705.19	-
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	-	41.49	332.91	-
7800	Repairs and Renewals	2,000.00	100.00	384.54	-	-	1,035.58	-	-	200.00	-	234.86	301.00	4,529.78	6,785.76	-



Monthly Finances (e)

<u>Code</u>	<u>Description</u>	<u>Budget 17/18</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>
7801	Cleaning	1,700.00	-	-	-	67.88	-	-	1,236.10	-	-	-	-	290.71	1,594.69	-
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	937.74	1,330.00	16,106.01	-
7804	Pool Chemicals	2,074.93	530.35	426.18	426.18	-	457.88	234.34	-	-	-	-	-	466.33	2,541.26	-
7805	Cess Pit	11,070.00	2,500.00	-	4,060.00	1,890.00	-	3,040.00	1,890.00	630.00	840.00	-	-	630.00	15,480.00	-
7806	Pedalo Parts	25.83	-	-	-	25.83	-	-	-	-	-	27.46	-	-	53.29	-
7807	Pool Costs	757.20	-	520.00	-	237.20	-	-	-	-	-	-	-	1,046.00	1,803.20	-
7811	Signs	420.00	-	420.00	-	-	-	-	-	-	-	81.84	-	350.00	851.84	-
7814	Maintenance	171.90	130.00	-	41.90	-	-	-	-	-	-	-	-	3.00	174.90	-
7815	Chidren's Party	128.75	6.25	122.50	-	-	-	-	-	125.00	-	124.40	16.90	-	395.05	-
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	-
7819	Duck Feed	-	-	-	-	-	-	-	-	-	-	9.90	6.99	-	16.89	-
7901	Bank Charges	2,047.66	-	-	-	-	671.64	306.03	216.80	215.21	214.97	236.97	236.97	237.27	2,335.86	-
8201	Subscriptions	365.00	-	-	-	365.00	-	-	-	-	-	-	-	369.00	734.00	-
8202	Uniform	779.90	259.90	-	-	500.00	20.00	-	-	-	-	31.91	171.52	-	983.33	-
8203	Training Costs	4,950.00	-	-	-	2,700.00	1,800.00	450.00	-	-	-	525.00	-	-	5,475.00	-
8204	Insurance	-	-	-	-	-	-	-	-	-	-	-	207.57	-	207.57	-
8206	Coaching	-	-	-	-	-	-	-	-	-	-	-	270.00	-	270.00	-
		<u>177,269.64</u>	17,670.09	14,846.39	21,100.34	28,693.36	28,506.39	36,165.64	15,190.10	8,402.33	19,967.25	8,104.31	7,174.01	18,730.83	<u>224,551.04</u>	-



Swanley Town Council



Bank Reconciliation: 29 March 2018

Bank Statement Balance:	Current Account	64,885.88	
			64,885.88
Other Bank & Cash Accounts:	Active Saver	139.69	
	Mayor's Account	3,559.00	
	Recreation Account	7,177.50	
	Alexandra Cash Account	694.40	
	Olympic Cash Account	510.80	
	Link Cash Account	-	
	Swanley Park Cash Account	779.73	
			12,861.12
			77,747.00
Unpresented Payments	Date	Ref	Amount
	10/01/2018	100641	80.00
	31/01/2018	027679	1,248.00
	07/02/2018	027696	105.00
	06/03/2018	027739	440.00
	07/03/2018	027761	2,400.00
	22/03/2018	027779	72.00
	22/03/2018	100659	91.73
	22/03/2018	100660	110.00
			4,546.73
			73,200.27
Unpresented Receipts:	Date	Ref	Amount
	28/03/2018	Oly to Current	302.15
	28/03/2018	Alex to Current	29.40
	28/03/2018	Alex to Current	3,274.00
	28/03/2018	Alex to Current	26.60
	28/03/2018	Park to Current	210.00
	29/03/2018	Oly to Current	162.78
	29/03/2018	Park to Current	10.00
	29/03/2018	Alex to Current	120.00
			4,134.93
			77,335.20
Closing Book Balance:	Current Account	64,474.08	
	Other Bank & Cash Accounts	12,861.12	
			77,335.20
			-

Monthly Finances (f)

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council



Aged Creditors: 31 March 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>
AFLPLUMB	A & L Weston	351.24	351.24	0.00	0.00	0.00	0.00
ALSFTIMB	Alsford Timber Ltd	745.94	745.94	0.00	0.00	0.00	0.00
ANGELHR	Angel Human Resources Ltd	343.23	343.23	0.00	0.00	0.00	0.00
ANTEL	Antel LTD	1,255.20	1,255.20	0.00	0.00	0.00	0.00
BGAS8419	BGas Elec - Alexandra	833.82	833.82	0.00	0.00	0.00	0.00
BGAS8456	BGas Elec - The Olympic	1,610.31	1,610.31	0.00	0.00	0.00	0.00
BNPPARIB	BNP Paribas Leasing Sols	542.38	542.38	0.00	0.00	0.00	0.00
BOC100	BOC Ltd	198.12	198.12	0.00	0.00	0.00	0.00
BOOKER	Booker Lintied	105.52	105.52	0.00	0.00	0.00	0.00
CHSTOKES	C.H.Stokes Plant Hire	384.00	384.00	0.00	0.00	0.00	0.00
CLEAWIPE	Clean Wipes	171.78	171.78	0.00	0.00	0.00	0.00
CPC	Complete Pool Contracts	559.60	559.60	0.00	0.00	0.00	0.00
D.BODY	D.Body Ltd	630.00	630.00	0.00	0.00	0.00	0.00
DARPRINT	Darenth Print and Design Ltd	199.20	199.20	0.00	0.00	0.00	0.00
DECORATO	Decorators Den Ltd	181.34	181.34	0.00	0.00	0.00	0.00
DOOR&WIN	The Door & Window Centre Ltd	1,224.00	1,224.00	0.00	0.00	0.00	0.00
DYNAMIX	Mr S Gadd	440.00	440.00	0.00	0.00	0.00	0.00
EDENPARK	Eden Park (STMS) Ltd	53.40	53.40	0.00	0.00	0.00	0.00
EDF-SWAN	EDF Energy Customers PLC	347.75	347.75	0.00	0.00	0.00	0.00
EQUIRECY	Equinox Recycling	2,356.10	2,356.10	0.00	0.00	0.00	0.00
ERNEDOE	Ernest Doe & Sons Ltd	63.96	63.96	0.00	0.00	0.00	0.00
GBSPORT	G.B Sport & Leisure UK LTD	96.00	96.00	0.00	0.00	0.00	0.00
GUIDE1	Guideline Coaches Ltd	595.00	595.00	0.00	0.00	0.00	0.00
IMAGINE	Imaginative Event Solutions	300.00	300.00	0.00	0.00	0.00	0.00
INITIAL1	Initial Washroom Hygiene	283.92	283.92	0.00	0.00	0.00	0.00
JOHNSTRE	John Street Beverage	95.00	95.00	0.00	0.00	0.00	0.00
JPSCLAR	JPS Clarity Limited	114.00	0.00	114.00	0.00	0.00	0.00
KCC100	Kent County Council	318.90	318.90	0.00	0.00	0.00	0.00
KEEPBRI	Keep Britain Tidy	442.80	442.80	0.00	0.00	0.00	0.00
KEIRALAN	Alan Keir	225.00	225.00	0.00	0.00	0.00	0.00
KERRYJO	Kerry Johns	500.00	500.00	0.00	0.00	0.00	0.00
KFF100	Kent Frozen Foods Ltd	1,144.25	1,144.25	0.00	0.00	0.00	0.00
KINGSCOM	Kings Commercial Services	660.00	0.00	660.00	0.00	0.00	0.00
LOCKTOOL	Locks 'N' Tools Ltd	44.10	44.10	0.00	0.00	0.00	0.00
MATTCLAR	Matthew Clark Wholesale Ltd	2,223.52	2,115.40	108.12	0.00	0.00	0.00
NISBET10	Nisbets	106.78	106.78	0.00	0.00	0.00	0.00
NIVEKCAT	Nivek Catering Supplies Ltd	18.46	18.46	0.00	0.00	0.00	0.00
NORMBUT	Norman's Butchers	350.48	350.48	0.00	0.00	0.00	0.00
ORCHARDF	Orchard Fencing Ltd	857.94	857.94	0.00	0.00	0.00	0.00
PROVNURS	Provender Nurseries	157.01	157.01	0.00	0.00	0.00	0.00

Monthly Finances (g)

SSELEC	SSE Southern Electric	-1.18
STALBRID	Stalbridge Linen Services	0.59
STANNAH	Stannah	482.02
THAMOLY	Thames Water Utilities Ltd	723.15
THBROWN	T.H.Brown & Sons Ltd	347.35
TLCDIREC	TLC Online	578.00
TLCELEC	T.L.C Direct	26.40
TRADEUK	Trade UK Account	319.77
UNIVERSA	Bibby Factors Manchester Ltd	3,750.00
WPSINS	WPS Ltd	-12.11
		27,344.04

0.00	-1.18	0.00	0.00	0.00
0.00	0.00	0.59	0.00	0.00
482.02	0.00	0.00	0.00	0.00
723.15	0.00	0.00	0.00	0.00
347.35	0.00	0.00	0.00	0.00
578.00	0.00	0.00	0.00	0.00
26.40	0.00	0.00	0.00	0.00
319.77	0.00	0.00	0.00	0.00
3,750.00	0.00	0.00	0.00	0.00
-12.11	0.00	0.00	0.00	0.00
26,462.51	880.94	0.59	0.00	0.00

Swanley Town Council



Aged Debtors: 31 March 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	0.00	10.00
BEXLEYBC	London Borough of Bexley	1,237.20	581.20	656.00	0.00	0.00	0.00
CLG	CLG Market Research Ltd	350.00	0.00	350.00	0.00	0.00	0.00
COCACOLA	Coca Cola	156.00	0.00	0.00	0.00	0.00	156.00
EDFENER	EDF Energy	141.00	0.00	0.00	0.00	0.00	141.00
GRACEPL	Grace Place Community Church	910.00	980.00	0.00	0.00	0.00	-70.00
KCC100	Kent County Council	3,985.60	2,414.40	1,571.20	0.00	0.00	0.00
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	0.00	0.00	40.00
MEDWAYC	Medway Council	550.60	265.40	285.20	0.00	0.00	0.00
NATBLOOD	National Blood Service	504.00	504.00	0.00	0.00	0.00	0.00
NORTHKEN	North Kent Mind	135.00	135.00	0.00	0.00	0.00	0.00
SGNGAS	SGNgas	543.00	543.00	0.00	0.00	0.00	0.00
SWANBOX	Swanley Boxing Club	338.00	338.00	0.00	0.00	0.00	0.00
SWNFC	Swanley FC	-23.30	-0.20	0.00	0.00	0.00	-23.10
TAMARIND	The Tamarind	200.00	0.00	0.00	0.00	0.00	200.00
THEMEEV	Theme Events	600.00	600.00	0.00	0.00	0.00	0.00
VIBEDN10	Vibe Dance Nights	1,155.00	1,155.00	0.00	0.00	0.00	0.00
ZIBRANT	Zibrant	1,711.70	1,151.80	281.00	278.90	0.00	0.00
		14,755.42	8,987.60	3,143.40	278.90	0.00	2,345.52

Events ^[1]

JANUARY	January events	0.00
FEBRUARY	February events	-840.00
MARCH	March events	0.00
APRIL	April events	-2,825.00
MAY	May events	-8,235.00
JUNE	June events	-6,024.00
JULY	July events	-14,515.00
AUGUST	August events	-7,500.00

Monthly Finances (g)

SEPTEMBER	September events	-8,820.00
OCTOBER	October Events	-7,000.00
NOVEMBER	November Events	0.00
DECEMBER	December events	-5,100.00
		-60,859.00

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

Party Functions ^[2]

A70S80S	A - 70s & 80s Night	-70.00
AELVIS	A - Elvis	-1,520.00
AMEDIUMS	A - Mediumship	-15.00
AMOTOWN	A - Motown	-570.00
APARTYA	A - Party Anthems	-150.00
ODRAG&DI	O - Drag & Disco	-70.00
OROYALT	O - Royal Tea	-435.00
		-2,830.00

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