

# Swanley Town Council

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

Tel: 01322 611663

[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

## POLICY AND FINANCE

14<sup>th</sup> June 2018

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 20<sup>th</sup> June 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 C Barnes, Cllr L Ball, Cllr P Darrington, Cllr M Hogg, Cllr R Morris

### PUBLIC PARTICIPATION

If required, the meeting will be preceded by a public participation period of up to 15 minutes in total at 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items only and with express permission from the Chairman / Mayor. Those wishing to speak on an Agenda item must indicate this during Public Participation.

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### 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 16<sup>th</sup> May 2018

**4. TO RECEIVE MONTHLY FINANCES**

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

**Date of next meeting – 18<sup>th</sup> July 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](mailto:snash@swanleytowncouncil.gov.uk)

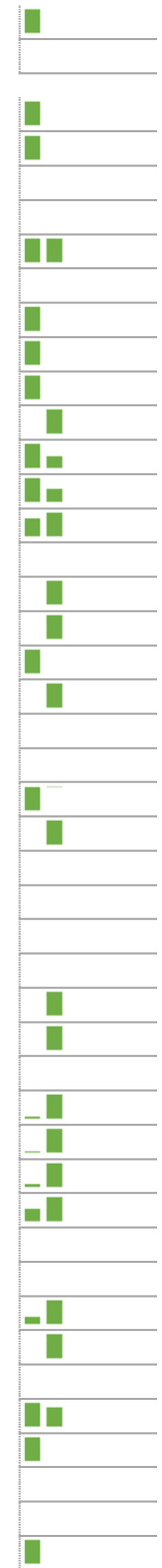
Swanley Town Council: Civic Centre

YTD Summary

Income

Code	Description	2017 / 2018						Actual 17/18
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	
4000	Precept	269,934.00	-	-	-	-	269,933.00	539,867.00
4033	Community Infrastructure Levy	106,180.00	-	-	-	-	-	109,101.88
4004	Rent - Station Road: Taxi	-	-	-	-	-	-	1,904.17
4005	Rent - Oaks Clinic	49,890.00	-	-	9,890.00	-	-	79,560.00
4009	Rent - 10 Station Road	687.50	-	-	687.50	-	-	2,750.00
4011	Rent - Pedham Farm	-	-	-	880.00	-	-	1,805.00
4016	Rent - Civic Centre	-	-	-	-	-	-	14,366.67
4019	Mayor's Charity Income	-	530.00	-	-	-	166.75	1,384.60
4020	Allotments	22.50	33.75	11.25	-	10.00	-	509.18
4021	Dog Bin Emptying	390.00	-	-	-	-	-	390.00
4022	Solar Panel Income	-	-	-	-	-	-	14,032.65
4024	Seeds	-	-	-	-	-	-	-
4025	Black Refuse Bags	111.25	251.25	520.00	482.50	346.25	277.50	4,168.75
4026	White Refuse Bags	40.84	71.66	137.09	144.58	125.42	65.83	1,225.66
4027	Brown Refuse Bags	1,425.87	1,305.00	2,090.00	1,750.00	1,686.51	1,709.00	12,689.06
4028	Photocopying	3.54	-	-	-	-	49.17	109.38
4029	Radar Keys	2.50	-	-	2.50	7.50	7.50	20.00
4030	SDC Link Service Contract	-	-	-	-	-	-	25,902.97
4031	KCC Link Salaries Recharge	13,824.77	-	-	13,824.77	-	-	55,299.08
4032	1812 Event	-	-	-	291.67	1,577.86	8.33	3,219.53
4034	Firework Night	-	-	-	-	-	-	2,944.58
4035	St George's Day	-	-	-	-	-	-	16.67
4036	Markets	33.32	216.66	333.33	24.99	25.00	-	1,612.46
4037	Armed Forces Day	29.17	16.67	1,549.99	1,525.00	8.33	-	3,204.15
4039	Christmas Lights	-	-	-	-	-	266.67	8,657.17
4130	Party Function Revenue	-	-	-	-	-	500.00	895.83
4204	Service Recharge - Bungalow	-	-	-	-	-	83.33	83.33
4205	Recharge - The Woodlands	-	-	-	-	-	-	1,462.00
4206	Recharge - Civic Centre	-	-	-	-	-	-	354.53
4500	Senior Passport to Leisure Revenue	2,540.84	3,985.42	585.83	107.50	10.00	3,165.67	20,831.16
4600	Outdoor Event Revenue	119.00	3,281.00	1,190.83	625.00	-	7,147.69	12,363.52
4605	Court Lettings	148.00	1,121.77	41.90	130.80	111.00	1,590.65	5,063.05
4606	Changing Rooms	-	234.30	-	-	234.30	117.12	702.84
4607	Floodlight Revenue	-	224.00	-	-	( 53.33 )	576.00	1,406.68
4608	Football Pitches	-	178.94	-	-	2,081.10	308.00	3,413.02
4711	General Income	-	-	-	-	-	-	3,532.03
4800	Town Crier Advertising Revenue	-	-	-	120.00	-	-	120.00
4805	Swanley in Bloom - Sponsorship	9,045.01	463.34	62.50	-	416.67	500.00	10,925.02
4810	Sponsorship - General	-	-	7,800.00	( 1,500.00 )	10,000.00	2,333.33	18,336.33
4900	Investment Income	-	-	-	-	-	-	-
4902	Commissions Received	63.19	96.64	102.48	109.74	92.03	71.16	1,156.85
4903	Insurance Claims	-	1,325.00	11,659.27	-	-	-	13,067.60
4904	Bank Refund	64.98	-	-	-	-	-	64.98
4998	Sale of Goods	-	500.00	-	-	-	-	500.00
4999	Other Income	66.67	263.33	-	-	200.00	0.50	1,971.47
		78,508.95	14,098.73	26,084.47	29,096.55	16,878.64	18,944.20	980,990.85

Budget 18/19	2018 / 2019						YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	
560,921.81	280,461.00	-	-	-	-	-	280,461.00
-	-	-	-	-	-	-	-
-	687.50	-	-	-	-	-	687.50
79,560.00	49,868.92	-	-	-	-	-	49,868.92
2,750.00	-	-	-	-	-	-	-
1,760.00	-	-	-	-	-	-	-
17,000.00	1,500.00	1,500.00	-	-	-	-	3,000.00
-	-	-	-	-	-	-	-
500.00	116.66	-	-	-	-	-	116.66
-	390.00	-	-	-	-	-	390.00
15,000.00	1,748.27	-	-	-	-	-	1,748.27
-	-	14.85	-	-	-	-	14.85
4,010.00	530.00	258.75	-	-	-	-	788.75
1,150.00	161.66	90.00	-	-	-	-	251.66
18,750.00	1,569.83	2,084.33	-	-	-	-	3,654.16
110.00	-	-	-	-	-	-	-
40.00	-	5.00	-	-	-	-	5.00
49,900.00	-	28,064.00	-	-	-	-	28,064.00
55,300.00	13,824.77	-	-	-	-	-	13,824.77
2,000.00	-	16.67	-	-	-	-	16.67
1,600.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
1,300.00	( 483.34 )	8.33	-	-	-	-	( 475.01 )
500.00	-	99.99	-	-	-	-	99.99
2,500.00	-	-	-	-	-	-	-
500.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	100.00	-	-	-	-	100.00
25,000.00	-	1,011.13	-	-	-	-	1,011.13
13,500.00	-	-	-	-	-	-	-
4,200.00	99.83	1,394.41	-	-	-	-	1,494.24
600.00	9.40	234.30	-	-	-	-	243.70
900.00	44.00	389.33	-	-	-	-	433.33
2,600.00	58.25	113.90	-	-	-	-	172.15
-	-	-	-	-	-	-	-
1,000.00	-	-	-	-	-	-	-
11,250.00	2,302.18	7,659.17	-	-	-	-	9,961.35
20,000.00	-	4,497.00	-	-	-	-	4,497.00
-	-	-	-	-	-	-	-
-	83.96	67.70	-	-	-	-	151.66
-	12,189.00	-	-	-	-	-	12,189.00
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
1,100.00	0.02	-	-	-	-	-	0.02
895,301.81	84,700.91	47,608.86	-	-	-	-	132,309.77



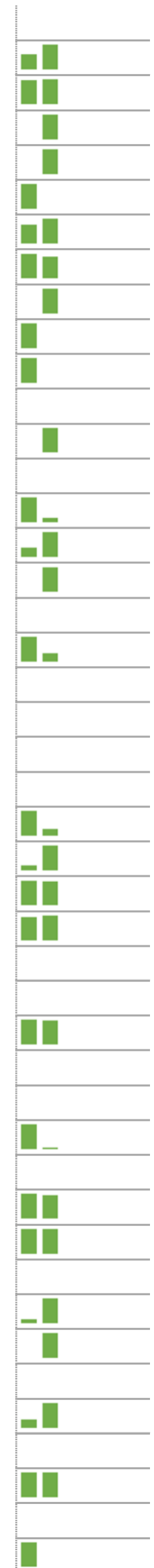
Swanley Town Council: Civic Centre

YTD Summary

**Expenditure**

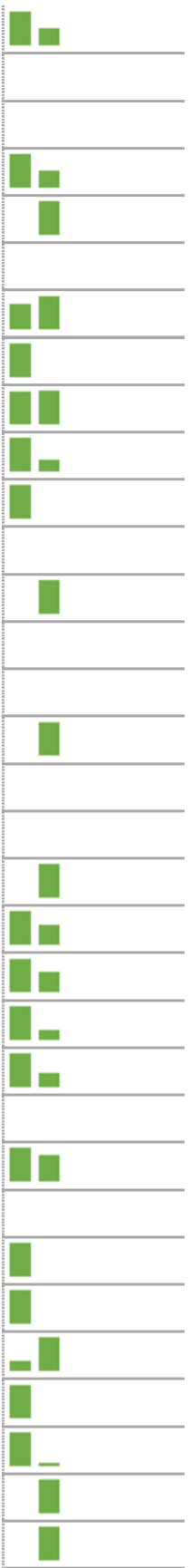
Code	Description	2017 / 2018						
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
5000	Street Lighting	14.53	-	-	16.07	-	-	128.71
5002	Catering Purchases	-	24.50	49.00	-	-	-	682.04
5007	Brown Bags	1,300.00	1,300.00	2,600.00	1,300.00	1,950.00	-	13,000.00
5008	Seeds	-	-	-	-	-	-	-
5010	Sporting Equipment Purchases	-	740.00	-	-	-	-	740.00
5011	Licenses	-	75.00	-	-	-	-	75.00
5020	Estates Equipment / Machinery	974.32	15,481.89	1,082.27	586.49	-	133.25	19,945.10
5021	Estates Equipment / Machinery Rep	-	6,574.32	3,545.93	443.13	1,438.92	10,288.13	30,596.74
5030	Horticulture	201.64	74.93	1,568.00	288.05	-	110.33	3,596.52
5032	1812 Event	791.67	-	-	1,179.49	7,839.79	-	9,810.95
5034	Firework Night	-	-	-	-	-	1,183.97	5,684.12
5035	Remembrance Day	-	-	-	-	41.67	-	151.67
5036	Swanley in Bloom	380.00	410.50	16,820.00	-	-	-	18,188.50
5037	Xmas Day Party	-	-	-	-	-	-	-
5038	Christmas Lights	-	-	-	-	-	-	23,350.75
5039	Senior Passport to Leisure	1,533.67	4,769.70	1,296.67	-	20.00	425.00	16,423.23
5040	Mayor at Home	-	-	-	31.45	-	-	289.88
5041	Armed Forces Day	-	1,240.00	550.00	-	-	-	2,469.00
5042	St George's Day	-	-	-	-	-	-	378.48
5045	Function Expenditure	-	117.50	-	200.00	100.00	-	527.50
5046	Outdoor Event	-	-	-	1,856.00	250.00	-	2,436.00
5100	Machinery Fuel	-	-	1,201.27	-	-	-	1,201.27
5102	Event Equipment Repairs & Maintenance	41.75	396.31	39.67	293.19	-	-	978.01
6200	Website, Social Media and Marketing	-	-	-	747.00	-	149.00	1,790.00
6201	Advertising	259.00	322.88	420.65	494.39	480.00	100.00	4,144.82
7000	Salaries	33,703.24	34,916.72	34,683.55	59,492.13	37,001.35	36,882.22	449,075.49
7001	Pension	4,428.97	4,642.70	4,591.83	4,673.08	4,872.54	4,770.10	55,721.74
7004	Wages - Casual	-	-	792.00	140.00	-	528.75	1,637.00
7005	Link Salaries	-	-	-	-	-	-	-
7006	Employers N.I.	2,863.80	2,584.14	3,005.08	3,111.76	3,136.10	3,246.94	36,837.69
7008	Recruitment Expenses	-	-	-	-	2,496.40	-	2,246.77
7097	Staff Suggestion Scheme	3,424.00	50.00	-	-	-	-	3,474.00
7099	Staff Expenses	180.00	48.30	477.75	279.12	250.04	-	2,448.73
7100	Rent for Link	-	-	-	-	-	-	2,253.95
7102	Water Rates	-	367.71	705.56	-	1,100.98	44.05	3,033.06
7103	General Rates	5,879.58	5,876.87	5,876.87	5,876.87	5,876.87	5,876.87	58,771.41
7105	Recycling - Waste Collection	407.68	-	-	-	-	-	607.18
7200	Electricity	490.47	2,455.64	5,573.60	1,234.04	2,248.34	1,168.58	8,136.13
7201	Gas	-	-	-	-	-	-	788.05
7202	Oil	-	-	-	-	-	245.85	716.91
7300	Vehicle Fuel	78.21	264.61	73.73	126.13	167.01	149.66	1,835.70
7301	Vehicle Repairs and Servicing	-	-	-	-	-	-	883.33
7302	Vehicle Licences	40.24	40.24	42.00	42.00	42.00	42.00	500.48
7303	Vehicle Insurance	-	184.71	-	-	-	-	2,002.30
7304	Miscellaneous Motor Expenses	-	-	-	-	-	-	-

2018 / 2019							
Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19
150.00	-	-	-	-	-	-	-
-	24.85	41.40	-	-	-	-	66.25
23,900.00	2,600.00	2,700.00	-	-	-	-	5,300.00
-	-	351.60	-	-	-	-	-
760.00	-	10.10	-	-	-	-	10.10
75.00	92.60	-	-	-	-	-	92.60
33,000.00	1,212.32	1,612.25	-	-	-	-	2,824.57
40,000.00	527.89	467.72	-	-	-	-	995.61
4,000.00	-	137.89	-	-	-	-	137.89
10,000.00	1,675.00	-	-	-	-	-	1,675.00
7,000.00	211.20	-	-	-	-	-	211.20
160.00	-	-	-	-	-	-	-
18,000.00	-	110.00	-	-	-	-	110.00
500.00	-	-	-	-	-	-	-
15,000.00	1,558.75	270.20	-	-	-	-	1,828.95
20,000.00	620.00	1,650.75	-	-	-	-	2,270.75
-	-	35.00	-	-	-	-	35.00
3,500.00	-	-	-	-	-	-	-
-	300.00	100.00	-	-	-	-	400.00
1,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
2,200.00	-	-	-	-	-	-	-
1,000.00	-	-	-	-	-	-	-
2,200.00	599.00	160.00	-	-	-	-	759.00
3,000.00	90.00	450.00	-	-	-	-	540.00
298,000.00	39,251.89	38,524.05	-	-	-	-	77,775.94
57,000.00	4,940.50	5,253.62	-	-	-	-	10,194.12
1,500.00	-	-	-	-	-	-	-
124,900.00	-	-	-	-	-	-	-
37,400.00	3,578.07	3,436.38	-	-	-	-	7,014.45
-	-	-	-	-	-	-	-
5,000.00	-	-	-	-	-	-	-
2,800.00	280.74	15.40	-	-	-	-	296.14
-	-	-	-	-	-	-	-
4,800.00	212.71	199.59	-	-	-	-	412.30
62,000.00	5,854.30	5,851.00	-	-	-	-	11,705.30
-	-	-	-	-	-	-	-
24,000.00	340.90	2,257.10	-	-	-	-	2,598.00
-	-	1,919.69	-	-	-	-	1,919.69
-	-	-	-	-	-	-	-
1,500.00	238.00	697.81	-	-	-	-	935.81
1,000.00	-	-	-	-	-	-	-
500.00	42.00	42.00	-	-	-	-	84.00
2,100.00	-	-	-	-	-	-	-
500.00	366.66	-	-	-	-	-	366.66



## Monthly Finances (A)

Code	Description	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19
7307	Vehicle Leasing	-	-	-	-	-	-	-	-	685.50	342.75	-	-	-	-	1,028.25
7500	Printing	120.00	-	197.50	-	-	-	680.64	500.00	-	-	-	-	-	-	-
7501	Postage and Carriage	-	1,500.00	-	-	-	-	3,729.68	3,500.00	-	-	-	-	-	-	-
7502	Office Stationery	422.26	64.20	358.65	592.53	1,362.78	235.40	5,345.76	3,650.00	686.90	341.85	-	-	-	-	1,028.75
7503	Publications	-	-	-	-	-	-	149.18	-	-	50.00	-	-	-	-	50.00
7505	Town Crier Printing Costs	-	518.00	-	740.00	-	-	3,177.50	2,750.00	-	-	-	-	-	-	-
7506	Distribution Costs	-	416.67	-	416.67	416.67	-	2,083.35	2,510.00	320.83	416.67	-	-	-	-	737.50
7507	Business & ID Cards	-	-	-	-	-	-	-	-	109.40	-	-	-	-	-	109.40
7550	Telephone and Broadband	175.34	963.72	402.78	409.69	632.00	179.58	5,188.74	5,500.00	417.05	424.95	-	-	-	-	842.00
7552	Computers & Software	858.74	284.96	284.96	414.88	596.95	379.89	5,605.83	5,800.00	1,709.38	587.03	-	-	-	-	2,296.41
7600	Legal Fees	2,591.00	3,567.45	12,203.95	735.51	-	-	19,106.91	19,700.00	5,687.50	-	-	-	-	-	5,687.50
7601	Audit Fees	-	-	-	-	608.40	2,000.00	3,142.60	3,300.00	-	-	-	-	-	-	-
7602	Health & Safety Fees	-	-	-	-	-	-	-	-	-	2,390.64	-	-	-	-	2,390.64
7603	Consultancy Fees	-	-	-	-	-	-	2,400.00	-	-	-	-	-	-	-	-
7604	Professional Fees	1,897.91	473.13	262.85	5,534.04	367.99	630.84	15,189.61	5,000.00	-	-	-	-	-	-	-
7605	Mayoral Allowance	280.00	-	-	-	-	-	3,979.22	2,500.00	-	45.00	-	-	-	-	45.00
7606	Councillors' Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7607	Electoral Costs	7,970.31	-	-	-	-	-	7,970.31	13,000.00	-	-	-	-	-	-	-
7701	Office Machine Maintenance	-	-	-	-	-	-	-	-	-	128.71	-	-	-	-	128.71
7702	Equipment Leasing	1,561.99	6,443.48	1,775.83	1,521.99	1,091.98	451.98	21,330.18	25,250.00	1,827.58	1,091.98	-	-	-	-	2,919.56
7800	Repairs and Renewals	563.01	56.18	-	24.88	86.42	91.15	1,976.91	2,000.00	2,884.09	1,737.17	-	-	-	-	4,621.26
7801	Cleaning	104.25	-	-	465.15	163.14	( 1,399.51 )	( 203.82 )	1,400.00	249.74	72.60	-	-	-	-	322.34
7803	Premises Expenses	110.89	74.63	172.01	129.83	3,305.44	40.19	16,501.45	15,000.00	4,262.73	1,797.97	-	-	-	-	6,060.70
7811	Signs	-	80.22	-	-	-	-	80.22	-	-	-	-	-	-	-	-
7901	Bank Charges	195.95	161.06	211.68	1,024.47	302.93	218.76	3,516.15	4,150.00	416.51	323.95	-	-	-	-	740.46
7903	Loan Interest Paid	-	-	-	-	4,695.33	-	9,390.66	9,390.66	-	-	-	-	-	-	-
8100	Bad Debt Write Off	-	-	-	-	-	29,234.70	29,234.70	-	547.00	-	-	-	-	-	547.00
8200	Donations	-	-	750.00	250.00	-	1,000.00	5,686.98	3,000.00	500.00	-	-	-	-	-	500.00
8201	Subscriptions	509.79	254.67	1,500.00	-	( 250.00 )	428.75	3,284.96	5,050.00	56.25	195.00	-	-	-	-	251.25
8202	Uniforms	-	-	66.64	51.98	102.42	-	400.38	600.00	177.72	-	-	-	-	-	177.72
8203	Training Costs	-	1,064.00	1,690.22	384.78	-	84.00	5,156.00	5,000.00	623.00	60.00	-	-	-	-	683.00
8204	Insurance	-	25,709.18	-	-	-	-	25,900.70	27,000.00	-	19,979.98	-	-	-	-	19,979.98
8205	Refreshments	-	-	-	-	-	-	-	-	-	27.80	-	-	-	-	27.80
		74,354.21	124,590.72	104,872.50	95,106.79	82,794.46	98,920.43	987,563.01	973,995.66	85,778.56	96,307.60	-	-	-	-	181,734.56



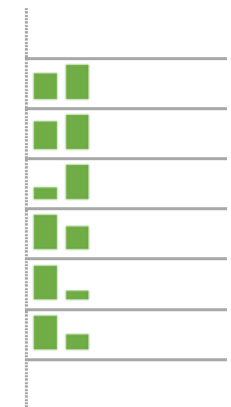
Swanley Town Council: Alexandra

YTD Summary

**Income**

Code	Description	2017 / 2018						
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
4028	Photocopying	-	-	-	-	-	-	10.00
4100	Bar Income	5,686.90	8,519.49	14,237.55	13,597.20	7,468.26	10,398.82	109,637.96
4105	Catering Income	2,329.63	3,365.04	6,887.18	9,535.75	3,525.58	9,135.55	68,376.34
4115	Function Package Revenue	2,969.18	5,199.18	10,479.25	12,435.00	3,689.17	9,105.41	63,434.11
4120	Conference Lettings Regular	5,991.03	2,148.34	2,417.08	2,359.20	3,113.33	2,006.93	36,817.67
4125	Party Night Revenue	300.00	1,084.62	264.99	933.32	2,538.35	2,133.35	21,832.95
4130	Party Function Revenue	787.50	787.50	962.50	1,137.50	845.83	1,639.82	13,500.48
4999	Other Income	-	-	-	8.56	-	-	8.56
		18,064.24	21,104.17	35,248.55	40,006.53	21,180.52	34,419.88	313,618.07

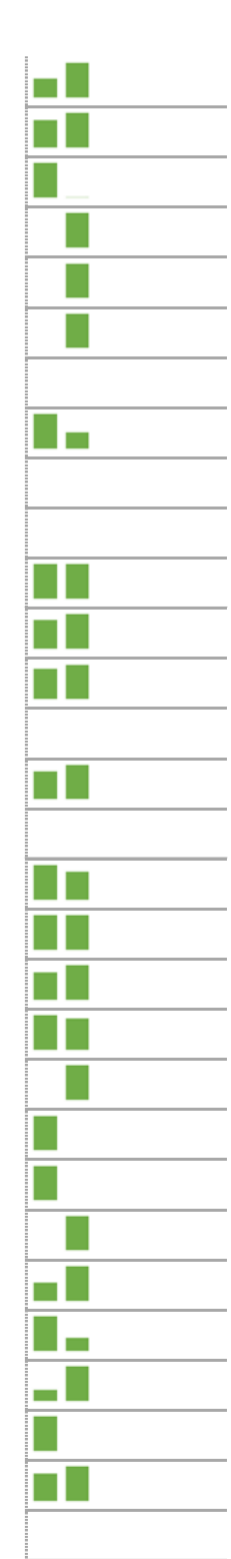
Budget 18/19	2018 / 2019						YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	
-	-	-	-	-	-	-	-
125,000.00	6,142.20	8,013.84	-	-	-	-	14,156.04
70,000.00	4,249.00	5,223.29	-	-	-	-	9,472.29
85,000.00	2,010.62	5,689.60	-	-	-	-	7,700.22
38,250.00	3,523.36	2,382.33	-	-	-	-	5,905.69
19,200.00	1,591.67	412.50	-	-	-	-	2,004.17
13,500.00	1,377.33	612.50	-	-	-	-	1,989.83
-	-	-	-	-	-	-	-
350,950.00	18,894.18	22,334.06	-	-	-	-	41,228.24



**Expenditure**

Code	Description	2017 / 2018						
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	YTD
5001	Bar Purchases	1,548.22	3,556.54	3,279.79	4,531.56	2,111.22	2,615.01	31,376.93
5002	Catering Purchases	1,445.96	977.16	2,286.10	1,519.19	834.15	1,988.22	17,588.93
5003	Bar Purchases - Equipment	-	-	-	-	-	-	-
5004	Catering Purchases - Equipment	-	-	-	-	-	-	-
5011	Licenses	-	-	-	-	-	21.00	773.52
5020	Estates Equipment / Machinery	-	-	-	-	-	568.00	568.00
5021	Estates Equipment / Machinery Repairs	-	-	-	359.35	-	218.00	877.35
5045	Function Expenditure	1,927.32	1,780.16	2,312.25	2,175.83	1,991.65	2,802.24	23,462.80
6100	Agency Commission	-	-	-	-	-	-	25.82
6200	Website, Social Media and Marketing	-	-	117.50	-	-	-	117.50
6201	Advertising	-	-	745.99	60.00	-	-	1,030.49
7000	Salaries	9,497.46	8,792.95	7,157.77	7,677.72	7,729.42	6,399.19	91,558.27
7001	Pension	1,234.05	1,234.05	1,066.26	898.46	912.10	898.46	10,768.08
7004	Wages - Casual	-	280.00	224.00	462.00	-	-	1,554.00
7006	Employers NI	530.87	599.41	429.14	347.75	413.07	333.58	4,597.48
7099	Expenses	-	-	230.74	-	294.56	-	934.77
7102	Water Rates	-	-	627.81	-	1,018.22	-	2,213.70
7103	General Rates	2,948.31	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	29,490.48
7105	Recycling - Waste Collection	305.40	313.95	251.16	251.16	313.95	251.16	3,368.73
7200	Electricity	1,206.42	( 41.55 )	517.01	539.01	523.50	691.28	6,557.78
7201	Gas	-	2,786.78	-	-	414.78	-	6,530.83
7500	Printing	80.00	73.22	-	-	-	-	153.22
7552	Computers & Software	-	-	-	-	-	-	-
7602	Health & Safety Fees	-	-	-	-	-	-	-
7800	Repairs and Renewals	-	-	-	106.82	-	-	310.05
7801	Cleaning	162.92	171.23	63.26	170.99	118.96	42.08	2,518.32
7802	Laundry	230.89	-	601.30	261.20	240.40	308.41	2,776.20
7803	Premises Expenses	-	-	706.00	-	-	-	1,593.52
7901	Bank Charges	128.08	94.20	126.72	102.41	252.91	223.91	1,921.09
8201	Subscriptions	-	-	222.75	-	-	-	685.89
		21,245.90	23,567.23	23,914.68	22,412.58	20,118.02	20,309.67	243,353.75

Budget 18/19	2018 / 2019						YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	
33,500.00	2,068.36	3,801.64	-	-	-	-	5,870.00
18,100.00	899.03	1,120.85	-	-	-	-	2,019.88
-	237.78	63.71	-	-	-	-	-
-	-	78.76	-	-	-	-	-
500.00	-	21.00	-	-	-	-	21.00
1,000.00	-	107.00	-	-	-	-	107.00
2,000.00	-	-	-	-	-	-	-
24,500.00	1,859.99	878.33	-	-	-	-	2,738.32
-	-	-	-	-	-	-	-
1,500.00	-	-	-	-	-	-	-
1,500.00	80.00	80.00	-	-	-	-	160.00
73,500.00	5,099.48	6,109.50	-	-	-	-	11,208.98
8,200.00	757.69	857.14	-	-	-	-	1,614.83
2,000.00	-	-	-	-	-	-	-
3,200.00	229.35	281.44	-	-	-	-	510.79
950.00	-	-	-	-	-	-	-
3,000.00	212.70	173.13	-	-	-	-	385.83
30,700.00	2,899.19	2,901.00	-	-	-	-	5,800.19
3,500.00	266.36	332.95	-	-	-	-	599.31
7,000.00	562.20	511.63	-	-	-	-	1,073.83
7,400.00	-	1,919.68	-	-	-	-	1,919.68
300.00	155.00	-	-	-	-	-	155.00
-	45.00	-	-	-	-	-	45.00
-	-	420.00	-	-	-	-	420.00
1,000.00	350.00	647.50	-	-	-	-	997.50
3,350.00	139.22	53.01	-	-	-	-	192.23
3,300.00	165.00	513.18	-	-	-	-	678.18
15,000.00	40.00	-	-	-	-	-	40.00
1,850.00	156.49	196.55	-	-	-	-	353.04
250.00	-	-	-	-	-	-	-
247,100.00	16,222.84	21,068.00	-	-	-	-	36,910.59





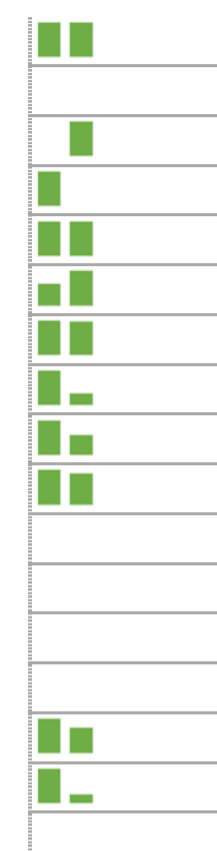
Swanley Town Council: Olympic

YTD Summary

Income

Code	Description	2017 / 2018						
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
4003	Rent - New Generation Data	-	-	-	-	-	-	333.33
4012	Rent - Golf Range	-	-	-	-	-	3,701.00	3,701.00
4013	Rent - Bowls Club	-	-	5,000.00	-	-	-	5,000.00
4015	Rent - Flat at Olympic Centre	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00
4018	Rent - Boxing	-	-	-	-	-	-	1,126.68
4100	Bar Income	3,359.98	2,903.07	6,144.05	2,989.18	4,367.37	2,198.15	43,051.50
4105	Catering Income	5,289.10	6,035.11	7,317.08	6,980.57	8,174.85	5,450.52	74,459.30
4108	Quiz Income	-	-	-	-	-	-	-
4115	Function Package Revenue	440.84	166.67	930.77	2,287.92	791.67	1,941.67	12,606.36
4120	Conference Lettings Regular	2,881.15	4,101.26	3,955.84	6,755.73	8,108.83	4,673.33	54,636.45
4125	Party Night Revenue	-	-	-	-	291.26	1,049.76	2,895.20
4130	Party Function Revenue	-	-	-	-	-	-	2,208.34
4202	Services Recharge - Golf	-	-	-	-	-	-	1,494.89
4600	Outdoor Event Revenue	-	-	-	-	-	126.67	126.67
4609	Snooker and Bowls Income	561.01	545.09	339.27	430.47	516.79	303.72	7,458.35
4903	Insurance Claims	-	-	-	-	-	-	-
4998	Sale of Goods	-	-	-	-	-	-	416.67
		13,232.08	14,451.20	24,387.01	20,143.87	22,950.77	20,144.82	217,914.74

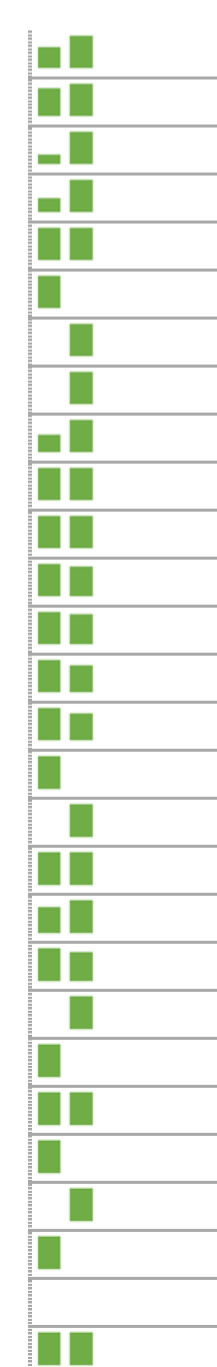
Budget 18/19	2018 / 2019							YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18		
-	333.33	333.33	-	-	-	-	-	666.66
-	-	-	-	-	-	-	-	-
5,000.00	-	5,000.00	-	-	-	-	-	5,000.00
8,400.00	700.00	-	-	-	-	-	-	700.00
3,750.00	281.67	281.67	-	-	-	-	-	563.34
44,500.00	2,652.07	4,261.46	-	-	-	-	-	6,913.53
82,500.00	4,231.55	4,138.91	-	-	-	-	-	8,370.46
-	20.00	6.67	-	-	-	-	-	26.67
15,500.00	508.33	291.67	-	-	-	-	-	800.00
65,000.00	2,565.85	2,286.69	-	-	-	-	-	4,852.54
2,400.00	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	1,718.67	1,284.95	-	-	-	-	-	3,003.62
-	2,333.80	609.00	-	-	-	-	-	2,942.80
-	-	-	-	-	-	-	-	-
227,050.00	15,345.27	18,494.35	-	-	-	-	-	33,839.62



Expenditure

Code	Description	2017 / 2018						
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
5001	Bar Purchases	1,567.11	1,374.18	3,598.54	1,461.31	1,063.47	631.78	18,284.92
5002	Catering Purchases	2,529.06	2,472.06	2,621.86	1,602.71	2,686.20	2,773.62	27,403.24
5003	Bar Purchases - Equipment	-	-	-	-	-	-	-
5004	Catering Purchases - Equipment	-	-	-	-	-	-	-
5011	Licences	12.18	12.12	12.12	12.12	12.12	454.12	735.66
5020	Estates Equipment / Machinery	-	70.00	-	341.94	-	1,029.99	1,441.93
5021	Estates Equipment / Machinery Repairs	-	121.50	1,449.50	1,471.73	118.80	113.32	3,452.13
5030	Horticulture	-	-	-	-	-	-	239.50
5045	Function Expenditure	383.33	80.00	580.00	525.00	588.33	430.00	7,076.89
6200	Website, Social Media and Marketing	39.98	39.98	239.83	122.33	122.33	122.33	1,420.76
6201	Advertising	-	230.00	199.99	20.00	40.00	73.22	895.71
7000	Salaries	3,805.53	4,526.99	6,012.16	5,274.35	6,966.57	5,948.79	62,234.01
7001	Pension	469.92	462.00	692.75	546.21	677.03	494.79	6,352.94
7004	Wages - Casual	-	119.00	371.25	-	936.25	558.70	6,472.47
7006	Employers NI	198.32	191.82	384.47	270.69	396.86	223.60	3,035.87
7099	Staff Expenses	-	-	-	-	-	140.68	789.64
7102	Water Rates	-	( 668.21 )	-	-	-	2,260.20	3,322.83
7103	General Rates	2,827.00	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	28,261.00
7105	Recycling - Waste Collection	187.10	195.65	156.52	156.62	195.65	156.52	2,099.25
7200	Electricity	1,103.69	972.37	1,058.89	1,032.53	984.55	975.87	12,831.83
7201	Gas	-	858.11	-	-	340.46	-	4,210.73
7500	Printing	-	-	-	-	-	-	-
7550	Telephone and Broadband	260.85	428.20	36.44	38.44	38.44	38.44	1,071.45
7552	Computers & Software	-	-	-	-	-	-	-
7602	Health & Safety Fees	-	-	-	-	-	-	-
7604	Professional Fees	109.21	216.71	109.21	127.21	109.21	109.21	1,436.02
7700	Equipment Hire	-	-	299.00	-	-	-	299.00
7702	Equipment Leasing	315.00	315.00	315.00	315.00	315.00	315.00	3,780.00

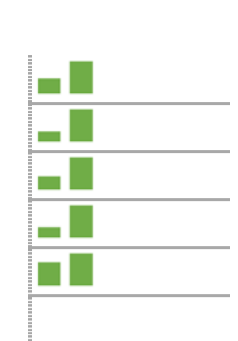
Budget 18/19	2018 / 2019							YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18		
19,000.00	815.71	1,267.15	-	-	-	-	-	2,082.86
28,500.00	1,237.42	1,436.54	-	-	-	-	-	2,673.96
-	61.25	207.20	-	-	-	-	-	268.45
-	99.90	233.12	-	-	-	-	-	333.02
1,200.00	12.43	12.37	-	-	-	-	-	24.80
1,000.00	113.63	-	-	-	-	-	-	113.63
2,000.00	-	117.28	-	-	-	-	-	117.28
-	-	20.00	-	-	-	-	-	20.00
7,500.00	255.00	475.00	-	-	-	-	-	730.00
1,500.00	122.33	122.33	-	-	-	-	-	244.66
1,500.00	40.00	40.00	-	-	-	-	-	80.00
66,100.00	5,992.29	5,484.47	-	-	-	-	-	11,476.76
6,750.00	548.99	509.79	-	-	-	-	-	1,058.78
5,500.00	564.32	476.70	-	-	-	-	-	1,041.02
3,250.00	270.02	226.49	-	-	-	-	-	496.51
250.00	101.40	-	-	-	-	-	-	101.40
4,150.00	-	358.43	-	-	-	-	-	358.43
29,400.00	2,906.00	2,909.00	-	-	-	-	-	5,815.00
2,100.00	166.92	208.65	-	-	-	-	-	375.57
13,000.00	1,513.43	1,320.04	-	-	-	-	-	2,833.47
4,250.00	-	2,275.42	-	-	-	-	-	2,275.42
-	104.13	-	-	-	-	-	-	104.13
1,650.00	42.94	42.94	-	-	-	-	-	85.88
-	45.00	-	-	-	-	-	-	45.00
-	-	420.00	-	-	-	-	-	420.00
1,500.00	109.21	-	-	-	-	-	-	109.21
-	-	-	-	-	-	-	-	-
3,780.00	315.00	315.00	-	-	-	-	-	630.00



## Monthly Finances (C)

<u>Code</u>	<u>Description</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>Actual 17/18</u>
7800	Repairs and Renewals	469.23	-	130.45	-	-	-	864.68
7801	Cleaning	-	40.15	-	388.03	-	94.01	2,388.53
7802	Laundry	132.00	25.78	242.36	374.36	-	54.64	1,553.73
7803	Premises Expenses	-	-	-	-	<b>12,187.00</b>	2,300.54	18,134.96
7901	Bank Charges	119.80	94.74	128.18	177.81	158.87	149.94	1,833.69
8201	Subscriptions	-	-	222.75	-	-	-	756.76
		14,529.31	15,004.15	21,687.27	17,084.39	30,763.14	22,275.31	<u>222,680.13</u>

<u>Budget 18/19</u>	<u>Apr-18</u>	<u>May-18</u>	<u>Jun-18</u>	<u>Jul-18</u>	<u>Aug-18</u>	<u>Sep-18</u>	<u>YTD 18/19</u>
1,200.00	370.74	775.25	-	-	-	-	1,145.99
3,300.00	59.73	196.23	-	-	-	-	255.96
1,650.00	165.74	397.02	-	-	-	-	562.76
15,000.00	735.26	2,280.73	-	-	-	-	3,015.99
-	114.48	156.88	-	-	-	-	271.36
1,000.00	-	-	-	-	-	-	-
<b>226,030.00</b>	16,883.27	22,284.03	-	-	-	-	<u>39,167.30</u>



7801  
7803



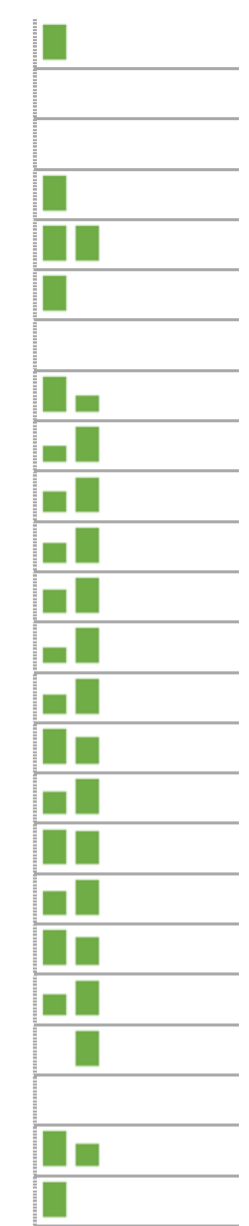
Swanley Town Council: Swanley Park

YTD Summary

**Income**

Code	Description	2017 / 2018						Actual 17/18
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	
4006	Rent - Cafe in the Park	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	-	-	-	-	-	-	-
4010	Rent - Ice Cream Van	5,000.00	-	5,000.00	-	5,000.00	291.67	15,291.67
4017	Rent - Swanley Park RFC	-	-	-	-	-	-	1,875.84
4201	Service Recharge: Café in the Park	-	-	-	-	1,872.84	-	1,872.84
4204	Service Recharge: Bungalow	-	-	-	-	-	-	-
4600	Outdoor Event Revenue	-	-	-	-	-	-	-
4700	Rowing	1,488.32	854.16	829.59	757.70	1,322.91	392.91	5,731.01
4701	Pedalos	5,325.42	4,926.24	5,676.66	4,338.34	9,908.76	2,659.76	34,408.35
4702	Canoeing	482.09	237.91	299.57	353.33	1,080.42	258.73	2,783.72
4703	Golf	1,063.05	575.00	757.90	732.51	1,205.01	187.92	4,531.39
4704	Tree Trek	1,739.78	524.41	1,101.58	675.67	1,958.25	235.83	6,240.52
4705	Hand Boats	48.33	5.00	12.50	-	-	-	65.83
4706	Dino Karts	36.66	291.67	336.67	627.66	1,097.48	113.32	2,503.46
4707	Deck Chairs	10.00	115.42	267.08	75.00	165.00	-	632.50
4708	Bouncy Castle	2,096.67	1,796.97	1,708.48	1,596.42	2,378.67	680.44	10,840.91
4710	Car Parking	10,861.05	5,673.70	6,295.70	5,490.61	15,950.10	1,447.51	46,231.17
4712	Wrist Bands	-	-	-	91.67	-	-	91.67
4713	Duck Income	-	-	-	-	-	-	-
4714	Battery Bikes	-	-	-	-	-	-	-
4720	Children's Party - Recreation	187.50	329.99	241.66	660.00	441.67	490.00	2,671.65
4721	Children's Party - Survival	-	-	-	125.00	-	709.15	2,684.13
4810	Sponsorship - General	-	-	-	-	-	-	-
		34,338.87	15,330.47	35,527.39	15,523.91	55,381.11	8,467.24	171,456.66

Budget 18/19	2018 / 2019						YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	
33,500.00	8,000.00	-	-	-	-	-	8,000.00
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
15,416.00	5,000.00	-	-	-	-	-	5,000.00
3,750.00	312.64	312.64	-	-	-	-	625.28
2,000.00	1,666.67	-	-	-	-	-	1,666.67
600.00	-	-	-	-	-	-	-
-	1,362.00	625.00	-	-	-	-	1,987.00
5,750.00	798.34	1,761.66	-	-	-	-	2,560.00
33,600.00	3,997.51	6,676.57	-	-	-	-	10,674.08
2,800.00	473.76	830.83	-	-	-	-	1,304.59
4,550.00	919.19	1,396.68	-	-	-	-	2,315.87
6,300.00	415.83	959.65	-	-	-	-	1,375.48
150.00	425.42	783.40	-	-	-	-	1,208.82
2,510.00	449.16	344.15	-	-	-	-	793.31
650.00	82.08	130.00	-	-	-	-	212.08
10,600.00	2,253.71	2,181.09	-	-	-	-	4,434.80
46,000.00	6,300.08	9,193.53	-	-	-	-	15,493.61
100.00	93.33	74.17	-	-	-	-	167.50
-	44.14	72.24	-	-	-	-	116.38
-	-	325.01	-	-	-	-	-
3,000.00	-	-	-	-	-	-	-
3,000.00	774.16	488.32	-	-	-	-	1,262.48
-	283.33	-	-	-	-	-	283.33
174,276.00	33,651.35	26,154.94	-	-	-	-	59,481.28



**Expenditure**

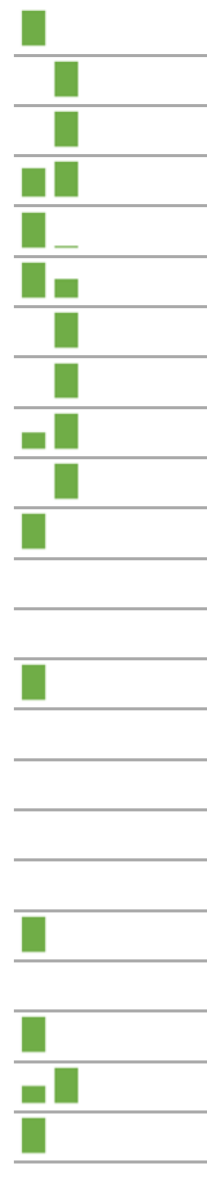
Code	Description	2017 / 2018						Actual 17/18
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	
5002	Catering Purchases	-	-	-	-	-	-	20.15
5020	Estates Equipment / Machinery	6,472.17	-	2,766.00	5,743.26	536.12	-	16,714.19
5021	Estates Equipment / Machinery Repairs	-	1,085.30	298.34	-	-	-	1,798.15
5030	Horticulture	-	-	-	-	-	-	-
5045	Function Expenditure	-	-	-	220.00	-	-	220.00
5046	Outdoor Event	-	-	-	-	1,610.00	-	1,610.00
6201	Advertising	-	-	49.99	80.00	-	-	441.61
7000	Salaries	3,572.69	10,070.32	9,392.53	12,368.30	19,224.39	22,464.65	105,578.93
7001	Pension	-	-	-	-	-	565.87	2,507.51
7006	Employers NI	-	-	-	-	-	451.30	1,564.40
7099	Staff Expenses	-	-	-	109.15	272.23	19.00	930.23
7102	Water Rates	2,249.88	-	-	462.65	-	4,246.58	10,904.93
7103	General Rates	-	-	236.34	232.00	232.00	232.00	1,564.96
7105	Recycling - Waste Collection	1,222.23	955.22	1,419.06	1,501.37	1,842.78	1,070.25	13,704.90
7200	Electricity	-	-	2,323.32	-	-	2,351.64	9,705.19
7202	GasOil	-	-	-	-	-	-	-
7304	Micellaneous Motor Expenses	-	-	-	-	-	-	-

Budget 18/19	2018 / 2019						YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	
-	-	-	-	-	-	-	-
15,000.00	2,897.50	166.67	-	-	-	-	3,064.17
1,500.00	-	-	-	-	-	-	-
-	183.33	-	-	-	-	-	-
500.00	-	-	-	-	-	-	-
2,000.00	-	-	-	-	-	-	-
2,500.00	-	108.00	-	-	-	-	108.00
94,760.00	7,002.44	13,422.37	-	-	-	-	20,424.81
1,545.00	456.69	485.17	-	-	-	-	941.86
1,030.00	371.41	504.32	-	-	-	-	875.73
1,000.00	-	-	-	-	-	-	-
9,000.00	-	938.66	-	-	-	-	938.66
2,500.00	-	-	-	-	-	-	-
15,250.00	1,204.80	2,061.50	-	-	-	-	3,266.30
8,000.00	-	( 339.57 )	-	-	-	-	( 339.57 )
-	-	289.90	-	-	-	-	289.90
-	-	15.00	-	-	-	-	15.00



## Monthly Finances (D)

Code	Description	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19
7500	Printing	-	-	-	-	-	-	-	-	170.95	-	-	-	-	-	170.95
7501	Postage & Carriage	-	-	-	29.90	-	-	29.90	100.00	-	9.95	-	-	-	-	9.95
7502	Stationery	-	-	-	36.65	37.98	-	74.63	100.00	-	21.99	-	-	-	-	21.99
7550	Telephone & Broadband	-	-	-	40.81	32.48	32.48	332.91	480.00	43.50	53.53	-	-	-	-	97.03
7800	Repairs and Renewals	100.00	384.54	-	-	1,035.58	-	6,785.76	2,200.00	1,621.70	87.50	-	-	-	-	1,709.20
7801	Cleaning	-	-	-	67.88	-	-	1,594.69	2,000.00	197.72	105.00	-	-	-	-	302.72
7803	Premises Expenses	626.62	691.38	86.68	1,214.51	733.31	701.50	16,106.01	15,000.00	-	525.60	-	-	-	-	525.60
7804	Pool Chemicals	530.35	426.18	426.18	-	457.88	234.34	2,541.26	2,500.00	-	491.93	-	-	-	-	491.93
7805	Cess Pit	2,500.00	-	4,060.00	1,890.00	-	3,040.00	15,480.00	12,000.00	1,050.00	2,250.00	-	-	-	-	3,300.00
7806	Pedalo Parts	-	-	-	25.83	-	-	53.29	250.00	-	35.00	-	-	-	-	35.00
7807	Pool Costs	-	520.00	-	237.20	-	-	1,803.20	1,250.00	186.67	-	-	-	-	-	186.67
7811	Signs	-	420.00	-	-	-	-	851.84	500.00	-	-	-	-	-	-	-
7814	Maintenance	130.00	-	41.90	-	-	-	174.90	250.00	-	-	-	-	-	-	-
7815	Chidren's Party	6.25	122.50	-	-	-	-	395.05	500.00	152.25	-	-	-	-	-	152.25
7816	Parking	-	170.95	-	-	-	-	170.95	250.00	-	-	-	-	-	-	-
7817	Rowing Parts	-	-	-	698.81	-	-	698.81	1,000.00	-	-	-	-	-	-	-
7818	Life Jackets	-	-	-	170.04	-	-	170.04	250.00	-	-	-	-	-	-	-
7819	Duck Feed	-	-	-	-	-	-	16.89	-	-	-	-	-	-	-	-
7901	Bank Charges	-	-	-	-	671.64	306.03	2,335.86	2,050.00	237.88	-	-	-	-	-	237.88
8201	Subscriptions	-	-	-	365.00	-	-	734.00	500.00	-	-	-	-	-	-	-
8202	Uniform	259.90	-	-	500.00	20.00	-	983.33	1,000.00	472.14	-	-	-	-	-	472.14
8203	Training Costs	-	-	-	2,700.00	1,800.00	450.00	5,475.00	2,500.00	500.00	1,033.00	-	-	-	-	1,533.00
8204	Insurance	-	-	-	-	-	-	207.57	-	1,192.00	-	-	-	-	-	1,192.00
8206	Coaching	-	-	-	-	-	-	270.00	-	-	-	-	-	-	-	-
		17,670.09	14,846.39	21,100.34	28,693.36	28,506.39	36,165.64	224,551.04	199,265.00	17,940.98	22,265.52	-	-	-	-	40,023.17



# Swanley Town Council



## Bank Reconciliation: 31 May 2018

Bank Statement Balance:	Current Account	316,881.26	
			<u>316,881.26</u>
Other Bank & Cash Accounts:	Active Saver	139.69	
	Mayor's Account	3,559.00	
	Recreation Account	7,471.70	
	Alexandra Cash Account	6,046.90	
	Olympic Cash Account	1,337.20	
	Link Cash Account	-	
	Swanley Park Cash Account	2,462.91	
			<u>21,017.40</u>
			<u><u>337,898.66</u></u>
Unpresented Payments	<b><u>Date</u></b>	<b><u>Ref</u></b>	<b><u>Amount</u></b>
	22/03/2018	100659	91.73
	02/05/2018	027860	500.00
	02/05/2018	027864	60.00
	10/05/2018	027893	72.00
	10/05/2018	027903	253.44
	10/05/2018	027907	388.00
	16/05/2018	027915	528.00
	16/05/2018	027921	1,860.77
	24/05/2018	027927	595.10
	24/05/2018	027928	238.34
			<u>4,587.38</u>
			<u><u>333,311.28</u></u>
Unpresented Receipts:	<b><u>Date</u></b>	<b><u>Ref</u></b>	<b><u>Amount</u></b>
	30/05/2018	Nerf	10.00
	30/05/2018	Oly to Current	673.26
	30/05/2018	Park to Current	40.00
	30/05/2018	Park to Current	7.50
	30/05/2018	Park to Current	105.00
	31/05/2018	Nerf	110.00
	31/05/2018	Oly to Current	246.00
	31/05/2018	Park to Current	7.50
	31/05/2018	Park to Current	35.00
	31/05/2018	Park to Current	28.00
			<u>1,262.26</u>
			<u><u>334,573.54</u></u>
Closing Book Balance:	Current Account	313,556.14	
	Other Bank & Cash Accounts	21,017.40	
			<u>334,573.54</u>
			<u><u>-</u></u>

## Monthly Finances (E)

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Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council



**Payments Out: May 2018**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
01/05/2018	LEXAUTO	Lex Autolease	Direct Debit	DD/LEX Autolease	411.30
01/05/2018	IOG100	Institute of Groundsmanship	Direct Debit	DD/Inst of Groundsman	135.00
01/05/2018	DVLA	DVLA LC03 KJY	Direct Debit	DD/DVLA	21.00
01/05/2018	DVLA	DVLA LV13 SNK	Direct Debit	DD/DVLA	21.00
02/05/2018	ALSFTIMB	Alsford Timber Ltd	Cheque	027853	281.82
02/05/2018	ANGELHR	Angel Human Resources Ltd	Cheque	027854	371.83
02/05/2018	BR-IT	BR - IT	Cheque	027855	1,480.90
02/05/2018	CASTL588	Castle Water Limited	Cheque	027856	425.41
02/05/2018	CLEAWIPE	Clean Wipes	Cheque	027857	182.56
02/05/2018	D.BODY	D.Body Ltd	Cheque	027858	630.00
02/05/2018	DARPRINT	Darenth Print and Design Ltd	Cheque	027859	180.00
02/05/2018	DAVIDSON	Davidson Training UK Limited	Cheque	027860	500.00
02/05/2018	EDF-SWAN	EDF Energy Customers PLC	Cheque	027861	341.25
02/05/2018	EQUIRECY	Equinox Recycling	Cheque	027862	1,965.72
02/05/2018	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	027863	96.16
02/05/2018	FLOWMARI	Flowers by Marion	Cheque	027864	60.00
02/05/2018	GMHCASHR	GMH Cash Registers	Cheque	027865	384.00
02/05/2018	HILLSPR	Hills Prospect PLC	Cheque	027866	845.66
02/05/2018	KCC100	Kent County Council	Cheque	027867	611.52
02/05/2018	KEIRALAN	Alan Keir	Cheque	027868	450.00
02/05/2018	KFF100	Kent Frozen Foods Ltd	Cheque	027869	948.23
02/05/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027870	177.58
02/05/2018	MASCOT	Mascot Moments	Cheque	027871	150.00
02/05/2018	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027872	2,183.03
02/05/2018	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	027873	378.92
02/05/2018	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	027874	357.84
02/05/2018	NORMBUT	Norman's Butchers	Cheque	027875	223.53
02/05/2018	OAKLEAF1	Oakleaf Electrical Contractors Ltd	Cheque	027876	487.97
02/05/2018	OFFICEKI	Office King	Cheque	027877	68.40
02/05/2018	PROVNURS	Provender Nurseries	Cheque	027878	452.02
02/05/2018	STANNAH	Stannah	Cheque	027879	3,300.00
02/05/2018	THBROWN	T.H.Brown & Sons Ltd	Cheque	027880	169.40
02/05/2018	TLCDIREC	TLC Online	Cheque	027881	259.13
02/05/2018	TRADEUK	Trade UK Account	Cheque	027882	229.77
02/05/2018	WILLOW	Willow Pumps Limited	Cheque	027883	1,068.00
02/05/2018	DYNAMIX	Mr S Gadd	Cheque	027884	175.00
02/05/2018	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	027885	36.84
02/05/2018	REDWING1	Redwing Coaches	Cheque	027886	425.00
02/05/2018	KEWGARDE	Royal Botanic Gardens Kew	Cheque	027887	675.75

## Monthly Finances (F)

02/05/2018	Link	Milk, Tea etc	Cheque	100732	27.80
03/05/2018	EMS	Elavon Merchant Services	Cheque	DD/EMS	286.55
04/05/2018	BT	Phone & Broadband	Direct Debit	DD/BT	64.23
08/05/2018	BARCLAYS	Barclays	Bank Entry	DD/Barclays	169.23
08/05/2018	S Nash	Travelling Course	Cheque	100723	15.40
08/05/2018	Yell	Website	Direct Debit	DD/Yell	146.79
08/05/2018	TV Licence	TV Licence	Direct Debit	TV Licence	12.37
09/05/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	49.08
10/05/2018	ALSFTIMB	Alsford Timber Ltd	Cheque	027888	102.82
10/05/2018	B&MSUPP	B&M Supplies LTD	Cheque	027889	62.22
10/05/2018	DARPRINT	Darenth Print and Design Ltd	Cheque	027890	95.28
10/05/2018	DECORATO	Decorators Den Ltd	Cheque	027891	22.16
10/05/2018	INITIAL1	Initial Washroom Hygiene	Cheque	027892	56.78
10/05/2018	KALC100	Kent Association of Local Councils	Cheque	027893	72.00
10/05/2018	KCC100	Kent County Council	Cheque	027894	92.60
10/05/2018	KEIRALAN	Alan Keir	Cheque	027895	225.00
10/05/2018	KFF100	Kent Frozen Foods Ltd	Cheque	027896	641.14
10/05/2018	LOCKDECO	Lockdecoders Ltd	Cheque	027897	64.80
10/05/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027898	477.21
10/05/2018	NISBET10	Nisbets	Cheque	027899	187.83
10/05/2018	ORCHARDF	Orchard Fencing Ltd	Cheque	027900	59.04
10/05/2018	SOUTH&	South & South East in Bloom	Cheque	027901	110.00
10/05/2018	SSELEC	SSE Southern Electric	Cheque	027902	21.87
10/05/2018	STJOHNA	St John Ambulance	Cheque	027903	253.44
10/05/2018	THAMOLY	Thames Water Utilities Ltd	Cheque	027904	358.43
10/05/2018	TLCELEC	T.L.C Direct	Cheque	027905	48.00
10/05/2018	TRADEUK	Trade UK Account	Cheque	027906	95.24
10/05/2018	UKULTIMA	UK Ultimate	Cheque	027907	388.00
10/05/2018	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/BGas	674.64
10/05/2018	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/BGas	1,589.10
10/05/2018	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
10/05/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	410.27
10/05/2018	HMRC	VAT Payment	Direct Debit	203725396	11,447.79
15/05/2018	Payroll	Payroll Mth2	BACS	Payroll	50,819.68
15/05/2018	Payroll	PAYE Mth2	BACS	Payroll	24,253.86
16/05/2018	ALSFTIMB	Alsford Timber Ltd	Cheque	027908	1,194.58
16/05/2018	ANGELHR	Angel Human Resources Ltd	Cheque	027909	114.41
16/05/2018	BR-IT	BR - IT	Cheque	027910	345.70
16/05/2018	BROXAP	Broxap	Cheque	027911	12.12
16/05/2018	D.BODY	D.Body Ltd	Cheque	027912	420.00
16/05/2018	DYNAMIX	Mr S Gadd	Cheque	027913	175.00
16/05/2018	EASYNET	Easynet Enterprise Services Ltd	Cheque	027914	81.60
16/05/2018	HAMPFLAG	Hampshire Flag Company	Cheque	027915	528.00
16/05/2018	HILLSPR	Hills Prospect PLC	Cheque	027916	325.66
16/05/2018	HOWDENS	Howdens Joinery Co.	Cheque	027917	67.02
16/05/2018	ISECURE1	iSecure Ltd	Cheque	027918	2,814.00
16/05/2018	KCS100	Kent Catering Services Ltd	Cheque	027919	128.40
16/05/2018	KFF100	Kent Frozen Foods Ltd	Cheque	027920	226.85



## Monthly Finances (F)

16/05/2018	PRINCIPA	Principal Hygiene Ltd	Cheque	027921	1,860.77
16/05/2018	SAMSIAN1	Samsian Ltd	Cheque	027922	233.28
16/05/2018	SEVDIST	Sevenoaks District Council	Cheque	027923	1,950.00
16/05/2018	STALBRID	Stalbridge Linen Services	Cheque	027924	158.40
16/05/2018	TRADEUK	Trade UK Account	Cheque	027925	91.68
16/05/2018	ZURICH	Zurich Municipal	Cheque	027926	19,979.98
16/05/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/Allstar	26.28
16/05/2018	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	125.95
16/05/2018	SDC	Rates for Public Conv, Station Road	Direct Debit	DD/SDC	202.00
16/05/2018	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	4,170.00
16/05/2018	SDC	Rates for Woodlands	Direct Debit	DD/SDC	1,479.00
16/05/2018	SDC	Rates for Olympic	Direct Debit	DD/DSC	2,909.00
16/05/2018	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,901.00
16/05/2018	Olympic	Catering Purchases	Cheque	100733	39.88
16/05/2018	S Polden	Refund of Booking	Cheque	100734	100.00
17/05/2018	TOTGAS1	Total Gas & Power Ltd (Oly)	Direct Debit	DD/Total Gas & Power	2,303.63
17/05/2018	TOTGAS2	Total Gas & Power Ltd (Oly)	Direct Debit	DD/Total Gas & Power	2,389.19
17/05/2018	TOTGASP	Total Gas & Power Ltd (Alex)	Direct Debit	DD/Total Gas & Power	2,303.61
20/05/2018	SG Equipment	Touch Screens	Direct Debit	DD/SG Equipment	378.00
21/05/2018	EETMOB	EE & T Mobile	Direct Debit	DD/EE	30.84
23/05/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	58.06
23/05/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	590.38
24/05/2018	STALBRID	Stalbridge Linen Services	Cheque	027927	595.10
24/05/2018	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027928	238.34
24/05/2018	XINTEL	XLN Telecom	Direct Debit	DD/XLN	51.53
24/05/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	318.71
29/05/2018	BOC100	BOC Ltd	Direct Debit	DD/BOC	478.38
30/05/2018	VOICECOM	Voicecom Ltd	Direct Debit	DD/Voicecom	296.70
30/05/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	76.11
					<b>167,432.13</b>

### Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
May-18	Cheque	56,017.62
	BACS	75,073.54
	Direct Debit	36,171.74
	Internal Entry (Offset)	0.00
	Bank Entry	169.23
		<b>167,432.13</b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

# Swanley Town Council



## Aged Debtors: 31 May 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>
BEXLEYBC	London Borough of Bexley	1,092.40	609.40	0.00	0.00	483.00	0.00
CBRE	CBRE Ltd	8,538.00	8,538.00	0.00	0.00	0.00	0.00
CIEVENTS	CI Events	1,745.90	1,745.90	0.00	0.00	0.00	0.00
CLG	CLG Market Research Ltd	700.00	350.00	350.00	0.00	0.00	0.00
DANCEBL	Dance Blast	90.00	0.00	0.00	90.00	0.00	0.00
DOVEFUN	Doves Funerals	180.00	0.00	180.00	0.00	0.00	0.00
EMERSON	Emerson Park	500.00	500.00	0.00	0.00	0.00	0.00
ETMS	ETMS Highways Ltd	100.00	100.00	0.00	0.00	0.00	0.00
FUNPART	Funeral Partners Ltd	-180.00	0.00	-180.00	0.00	0.00	0.00
GRACEPL	Grace Place Community Church	910.00	910.00	0.00	0.00	0.00	-70.00
HARTBEEP	Hartbeeps- Baby Group	90.00	0.00	90.00	0.00	0.00	0.00
KCC100	Kent County Council	2,749.60	1,178.40	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
LAURIEM1	Lauriem Complete Care Ltd	196.00	321.00	-125.00	0.00	0.00	0.00
LON&QUAD	London & Quadrant	501.50	501.50	0.00	0.00	0.00	0.00
MEDWAYC	Medway Council	581.20	581.20	0.00	0.00	0.00	0.00
NHSDGS	NHS DGS CCG	186.00	186.00	0.00	0.00	0.00	0.00
SARGPART	Sargeant Partnership	300.00	0.00	300.00	0.00	0.00	0.00
SENCIO	Sencio	78.00	78.00	0.00	0.00	0.00	0.00
SGNGAS	SGNgas	543.00	0.00	0.00	543.00	0.00	0.00
SWANBOX	Swanley Boxing Club	338.00	338.00	0.00	0.00	0.00	0.00
SWBOWLS	Swanley Bowls Club	5,000.00	5,000.00	0.00	0.00	0.00	0.00
SWNETBAL	Swanley Netball Club	279.41	279.41	0.00	0.00	0.00	0.00
SWNFC	Swanley FC	-23.30	0.00	0.00	-0.20	0.00	-23.10
U3A100	U3A	-280.00	-280.00	0.00	0.00	0.00	0.00
VIBEDN10	Vibe Dance Nights	210.00	0.00	210.00	0.00	0.00	0.00
ZIBRANT	Zibrant	356.60	142.60	214.00	0.00	0.00	0.00
		<b>26,673.93</b>	<b>21,079.41</b>	<b>2,610.20</b>	<b>632.80</b>	<b>483.00</b>	<b>1,798.52</b>
Aged Debtors: 31 May 2017		<b>62,838.58</b>	<b>12,465.95</b>	<b>6,959.43</b>	<b>3,861.15</b>	<b>1,077.00</b>	<b>38,475.05</b>

## Monthly Finances (G)

### Events <sup>[1]</sup>

JANUARY	January events	-500.00
FEBRUARY	February events	-840.00
MARCH	March events	
APRIL	April events	
MAY	May events	-4,726.00
JUNE	June events	-6,662.25
JULY	July events	-16,053.00
AUGUST	August events	-9,150.00
SEPTEMBER	September events	-11,970.00
OCTOBER	October Events	-7,220.00
NOVEMBER	November Events	
DECEMBER	December events	-6,295.00
		<b><u>-63,416.25</u></b>

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

### Party Functions <sup>[2]</sup>

A70S80S	A - 70s & 80s Night	-20.00
AMEDIUMS	A - Mediumship	-15.00
ASUMMER	A - Summer Party	-130.00
ORODSTEW	O - Rod Stewart	-40.00
OTINATUR	O - Tina Turner	-200.00
		<b><u>-405.00</u></b>

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

# Swanley Town Council



## Aged Creditors: 31 May 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>
BNPPARIB	BNP Paribas Leasing Sols	1,310.38	1,310.38	0.00	0.00	0.00	0.00
BOC100	BOC Ltd	258.31	258.31	0.00	0.00	0.00	0.00
BOOKER	Booker Lintied	26.39	26.39	0.00	0.00	0.00	0.00
DECORATO	Decorators Den Ltd	38.89	38.89	0.00	0.00	0.00	0.00
EDF-SWAN	EDF Energy Customers PLC	-356.55	-356.55	0.00	0.00	0.00	0.00
EQUIRECY	Equinox Recycling	3,123.74	3,123.74	0.00	0.00	0.00	0.00
HILLSPR	Hills Prospect PLC	1,657.38	1,657.38	0.00	0.00	0.00	0.00
JPSCLAR	JPS Clarity Limited	114.00	0.00	0.00	0.00	114.00	0.00
K2	K2 Flooring	550.00	550.00	0.00	0.00	0.00	0.00
KFF100	Kent Frozen Foods Ltd	465.93	465.93	0.00	0.00	0.00	0.00
MECKADRI	Adrian Mecklenburgh Ltd	75.54	0.00	75.54	0.00	0.00	0.00
NELLA100	Nella Cutlery South	179.90	85.39	94.51	0.00	0.00	0.00
NISBET10	Nisbets	194.35	194.35	0.00	0.00	0.00	0.00
NORMBUT	Norman's Butchers	128.28	128.28	0.00	0.00	0.00	0.00
REDWING1	Redwing Coaches	550.00	550.00	0.00	0.00	0.00	0.00
SEVDIST	Sevenoaks District Council	2,700.00	2,700.00	0.00	0.00	0.00	0.00
STALBRID	Stalbridge Linen Services	21.93	21.93	0.00	0.00	0.00	0.00
STANNAH	Stannah	766.19	766.19	0.00	0.00	0.00	0.00
THBROWN	T.H.Brown & Sons Ltd	80.30	80.30	0.00	0.00	0.00	0.00
TILLROCO	The Till Roll Company	66.78	66.78	0.00	0.00	0.00	0.00
TRADEUK	Trade UK Account	180.60	180.60	0.00	0.00	0.00	0.00
WPSINS	WPS Ltd	-12.11	0.00	0.00	-12.11	0.00	0.00
		<b>12,120.23</b>	<b>11,848.29</b>	<b>170.05</b>	<b>-12.11</b>	<b>114.00</b>	<b>0.00</b>
Aged Creditors: 31 May 2017		<b>107,281.43</b>	<b>66,986.93</b>	<b>19,102.80</b>	<b>77.76</b>	<b>21.18</b>	<b>21,092.76</b>