

Swanley Town Council

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

Tel: 01322 665855

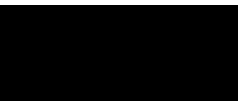
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POLICY AND FINANCE

18th April 2019

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 24th April 2019 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.

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 20th March 2019

4. TO RECEIVE MONTHLY FINANCES

- a. Civic Income and Expenditure
- b. Alexandra Suite Income and Expenditure
- c. Olympic Income and Expenditure
- d. Swanley Park Income and Expenditure
- e. Bank Reconciliation
- f. Payments Out
- g. Debtors and Creditors

5. STAFF LOAN SCHEME

To consider the draft proposal put forward by the CEO

Date of next meeting – 22nd May 2019

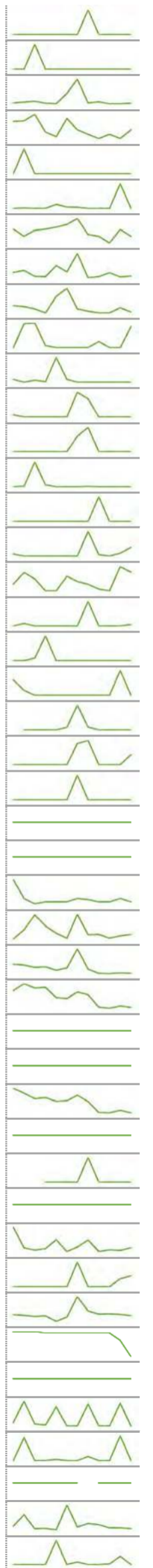
If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or snash@swanleytowncouncil.gov.uk

Swanley Town Council: Civic Centre

YTD Summary

Expenditure

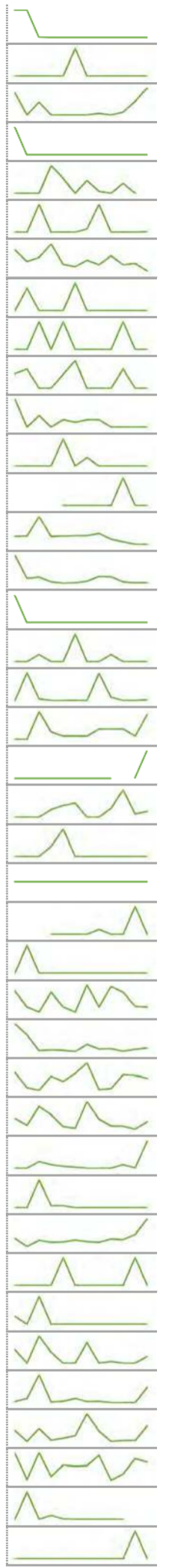
Code	Description	2017 / 2018	2018 / 2019													
		Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD 18/19
5000	Street Lighting	128.71	150.00	-	-	-	-	-	-	-	66.47	-	-	-	66.47	
5001	Bar Purchases	-	-	-	-	42.03	-	-	-	-	-	-	-	-	42.03	
5002	Catering Purchases	682.04	-	24.85	41.40	62.42	15.99	-	231.10	547.69	19.20	47.93	-	15.99	1,006.57	
5007	Brown Bags	13,000.00	23,900.00	2,600.00	2,700.00	3,712.50	1,012.50	337.50	3,037.50	1,350.00	675.00	-	675.00	1,350.00	17,450.00	
5008	Seeds	-	-	-	351.60	-	-	-	-	-	-	-	-	-	351.60	
5010	Sporting Equipment Purchases	740.00	760.00	-	10.10	-	-	120.00	48.00	35.68	-	-	711.90	-	925.68	
5011	Licenses	75.00	75.00	92.60	-	75.00	92.60	117.00	150.50	230.00	21.00	(89.00)	86.00	-	775.70	
5020	Equipment / Machinery	19,945.10	33,000.00	1,212.32	1,612.25	416.08	355.39	2,561.81	1,299.31	5,036.33	134.45	341.63	1,130.72	309.10	440.52	14,849.91
5021	Equipment / Machinery Rep	30,596.74	40,000.00	527.89	467.72	307.05	-	1,195.20	1,774.59	305.83	128.36	3.66	-	380.00	68.77	5,159.07
5030	Horticulture	3,596.52	4,000.00	-	137.89	143.63	12.50	-	-	-	-	35.84	-	-	121.87	451.73
5032	1812 Event	9,810.95	10,500.00	1,675.00	-	1,200.00	350.00	13,408.86	1,568.33	13.47	-	-	-	-	-	18,215.66
5034	Firework Night	5,684.12	7,000.00	211.20	-	-	-	-	-	2,575.00	1,870.03	-	-	-	-	4,656.23
5035	Remembrance Day	151.67	160.00	-	-	-	-	-	-	72.50	115.00	-	-	-	-	187.50
5036	Swanley in Bloom	18,188.50	17,000.00	-	380.20	14,783.00	1,322.40	-	-	-	190.00	-	-	-	26.50	16,702.10
5037	Xmas Day Party	-	500.00	-	-	-	-	-	-	-	-	507.68	-	-	-	507.68
5038	Christmas Lights	23,350.75	15,000.00	1,558.75	-	-	-	-	-	-	17,070.82	1,000.00	-	1,996.25	5,988.75	27,614.57
5039	Senior Passport to Leisure	16,423.23	20,000.00	620.00	1,650.75	1,095.00	-	-	1,305.00	850.00	600.00	178.75	-	2,199.58	1,676.60	10,175.68
5040	Mayor at Home	289.88	-	-	35.00	-	-	-	-	-	321.76	-	-	-	20.00	376.76
5041	Armed Forces Day	2,469.00	3,500.00	-	-	200.00	1,787.33	-	-	-	-	-	-	-	-	1,987.33
5042	St George's Day	378.48	-	300.00	100.00	-	-	-	-	-	-	-	-	484.90	-	884.90
5043	Silent Soldier	-	-	-	-	-	-	-	873.00	8,246.40	1,045.16	-	-	-	-	10,164.56
5045	Function Expenditure	527.50	1,000.00	-	-	-	-	-	-	500.00	575.00	-	-	-	240.00	1,315.00
5046	Outdoor Event	2,436.00	-	-	-	-	-	-	-	350.00	-	-	-	-	-	350.00
5100	Machinery Fuel	1,201.27	2,200.00	-	-	-	-	-	-	-	-	-	-	-	-	-
5102	Event Equipment Repairs & Maintenance	978.01	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing	1,790.00	2,200.00	599.00	160.00	35.00	80.00	80.00	80.00	161.00	130.00	80.00	80.00	160.00	80.00	1,725.00
6201	Advertising	4,144.82	3,000.00	90.00	450.00	1,034.67	599.91	310.00	122.40	1,067.30	258.00	266.00	119.80	207.60	270.89	4,796.57
7000	Salaries	449,075.49	298,000.00	39,251.89	38,524.05	36,933.56	37,342.15	35,050.11	36,540.41	49,707.79	35,773.79	32,902.81	32,684.07	33,148.00	32,764.44	440,623.07
7001	Pension	55,721.74	57,000.00	4,940.50	5,253.62	5,047.48	5,074.49	4,627.67	4,589.02	4,864.94	4,753.71	4,187.71	4,144.19	4,241.37	4,173.40	55,898.10
7004	Wages - Casual	1,637.00	1,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
7005	Link Salaries	-	124,900.00	-	-	-	-	-	-	-	-	-	-	-	-	-
7006	Employers N.I.	36,837.69	37,400.00	3,578.07	3,436.38	3,275.98	3,312.16	3,197.17	3,214.07	3,374.56	3,188.67	2,881.34	2,873.12	2,942.37	2,872.40	38,146.29
7008	Recruitment Expenses	2,246.77	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7012	Security Staffing	-	-	-	-	-	-	-	-	-	228.00	-	-	-	-	228.00
7097	Staff Suggestion Scheme	3,474.00	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
7099	Staff Expenses	2,448.73	2,800.00	280.74	43.20	18.45	33.14	139.03	-	53.85	136.90	-	19.93	15.06	44.78	785.08
7100	Rent for Link	2,253.95	-	-	-	-	-	-	-	809.97	-	-	-	269.99	364.02	1,443.98
7102	Water Rates	3,033.06	4,800.00	212.71	199.59	169.24	178.37	28.57	146.90	729.23	323.26	234.51	239.42	220.48	191.10	2,873.38
7103	General Rates	58,771.41	62,000.00	5,854.30	5,851.00	5,851.00	5,472.27	5,471.54	5,472.27	5,472.00	5,472.00	5,472.00	5,472.00	3,791.00	-	59,651.38
7105	Recycling - Waste Collection	607.18	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7200	Electricity	8,136.13	24,000.00	340.90	2,257.10	187.56	104.66	1,717.47	-	18.47	1,977.78	-	18.47	2,056.75	-	8,679.16
7201	Gas	788.05	-	-	1,919.69	-	-	115.87	-	-	362.85	-	-	2,080.42	-	4,478.83
7202	Oil	716.91	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7300	Vehicle Fuel	1,835.70	1,500.00	238.00	697.81	134.84	148.02	93.81	1,079.98	204.02	347.35	298.38	171.03	171.24	140.30	3,724.78
7301	Vehicle Repairs and Servicing	883.33	1,000.00	-	-	-	-	1,645.51	-	175.32	15.00	-	49.70	562.97	-	2,448.50



Monthly Finances (A)

Code	Description	Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD 18/19
7302	Vehicle Licences	500.48	500.00	42.00	42.00	21.93	21.87	21.87	21.87	21.87	21.87	21.87	21.87	21.87	21.87	302.76
7303	Vehicle Insurance	2,002.30	2,100.00	-	-	-	-	-	2,483.40	-	-	-	-	-	-	2,483.40
7304	Miscellaneous Motor Expenses	-	500.00	366.66	-	220.99	-	-	-	-	28.76	-	49.66	229.17	455.34	1,350.58
7307	Vehicle Leasing	-	-	685.50	342.75	342.75	342.75	342.75	342.75	342.75	342.75	342.75	342.75	342.75	342.75	4,455.75
7500	Printing	680.64	500.00	-	-	-	732.49	399.00	-	342.45	53.50	-	268.30	-	-	1,795.74
7501	Postage and Carriage	3,729.68	3,500.00	-	-	1,000.00	-	-	-	120.00	1,000.00	-	-	-	12.00	2,132.00
7502	Office Stationery	5,345.76	3,650.00	686.90	341.85	469.76	878.55	246.13	187.46	375.59	241.06	516.35	236.93	284.10	49.73	4,514.41
7503	Publications	149.18	-	-	50.00	-	-	-	62.50	-	-	-	-	-	-	112.50
7505	Town Crier Printing Costs	3,177.50	2,750.00	-	-	1,475.00	-	1,475.00	-	-	-	-	1,475.00	-	-	4,425.00
7506	Distribution Costs	2,083.35	2,510.00	320.83	416.67	-	-	306.25	604.17	-	-	-	416.67	-	-	2,064.59
7507	Business & ID Cards	-	-	109.40	-	46.00	-	30.00	20.00	30.00	30.00	-	-	-	-	265.40
7508	Questionnaire / Survey	-	-	-	-	-	-	800.00	-	260.00	-	-	-	-	-	1,060.00
7509	Name Badges	-	-	-	-	-	-	-	-	-	-	-	224.00	-	-	224.00
7550	Telephone and Broadband	5,188.74	5,500.00	417.05	424.95	932.54	412.23	417.37	433.93	432.93	487.44	333.57	266.51	201.13	201.57	4,961.22
7552	Computers & Software	5,605.83	5,800.00	1,709.38	587.03	651.66	400.95	348.75	364.91	446.47	677.89	658.65	408.68	364.76	364.75	6,983.88
7600	Legal Fees	19,106.91	19,700.00	5,687.50	-	-	-	-	-	-	-	-	-	-	-	5,687.50
7601	Audit Fees	3,142.60	3,300.00	-	-	534.20	-	-	2,000.00	-	-	534.20	-	-	-	3,068.40
7602	Health & Safety Fees	-	-	-	2,390.64	146.10	-	-	-	-	2,318.75	285.00	-	-	75.00	5,215.49
7603	Consultancy Fees	2,400.00	-	-	-	1,583.00	439.70	199.80	199.80	199.80	599.80	599.80	589.80	199.80	1,399.80	6,011.10
7604	Professional Fees	15,189.61	5,000.00	-	-	-	-	-	-	-	-	-	-	70.00	2,956.00	3,026.00
7605	Mayoral Allowance	3,979.22	2,500.00	-	-	-	230.00	348.90	420.00	-	-	267.04	804.97	100.00	170.00	2,340.91
7606	Councillors' Reimbursement	-	-	-	-	-	37.80	102.60	-	-	-	-	-	-	-	140.40
7607	Electoral Costs	7,970.31	13,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
7700	Equipment Hire	-	-	-	-	-	-	-	-	-	266.50	-	-	1,451.60	-	1,718.10
7701	Office Machine Maintenance	-	-	-	128.71	-	-	-	-	-	-	-	-	-	-	128.71
7702	Equipment Leasing	21,330.18	25,250.00	1,827.58	1,091.98	863.68	1,787.58	1,091.98	863.68	2,135.55	1,091.98	2,051.36	1,787.58	1,131.98	1,099.44	16,824.37
7800	Repairs and Renewals	1,976.91	2,000.00	2,884.09	1,737.17	114.96	172.79	159.54	-	765.12	293.46	333.41	65.34	259.47	381.33	7,166.68
7801	Cleaning	(203.82)	1,400.00	249.74	72.60	42.40	206.85	142.70	240.75	367.88	49.20	60.95	225.40	216.26	180.77	2,055.50
7803	Premises Expenses	16,501.45	15,000.00	4,262.73	1,797.97	8,378.88	5,553.21	1,389.52	798.69	10,183.70	3,946.92	1,599.82	1,436.46	507.45	3,070.32	42,925.67
7811	Signs	80.22	-	-	-	350.00	183.08	100.00	63.43	-	-	-	180.00	18.00	1,390.00	2,284.51
7821	Miscellaneous Purchases	-	-	-	-	558.99	45.00	43.95	-	-	-	-	-	-	-	647.94
7901	Bank Charges	3,516.15	4,150.00	416.51	37.40	324.92	233.99	249.65	340.24	260.62	232.10	392.75	350.64	596.39	1,353.07	4,788.28
7903	Loan Interest Paid	9,390.66	9,390.66	-	-	-	-	4,695.33	-	-	-	-	-	4,695.33	-	9,390.66
8100	Bad Debt Write Off	29,234.70	-	547.00	-	1,891.62	-	-	-	-	-	-	-	-	-	2,438.62
8200	Donations	5,686.98	3,000.00	500.00	-	1,000.00	400.00	-	-	750.00	-	61.90	-	-	250.00	2,961.90
8201	Subscriptions	3,284.96	5,050.00	56.25	195.00	1,275.00	37.99	65.00	207.49	54.87	70.19	-	7.99	7.99	705.82	2,683.59
8202	Uniforms	400.38	600.00	177.72	-	205.61	23.73	52.19	93.33	437.80	164.72	-	16.66	17.77	245.40	1,434.93
8203	Training Costs	5,156.00	5,000.00	623.00	60.00	642.50	126.00	375.00	350.00	358.33	585.00	50.00	180.00	514.00	435.00	4,298.83
8204	Insurance	25,900.70	27,000.00	-	19,979.98	-	2,920.07	378.69	-	-	-	-	191.52	-	-	23,470.26
8205	Entertainment	-	-	-	-	-	-	-	-	-	-	-	-	600.00	-	600.00
		987,563.01	973,495.66	85,778.56	95,976.05	97,796.98	72,480.51	83,999.09	71,630.78	104,637.08	88,301.45	56,547.66	57,135.18	67,864.80	66,010.29	948,158.43

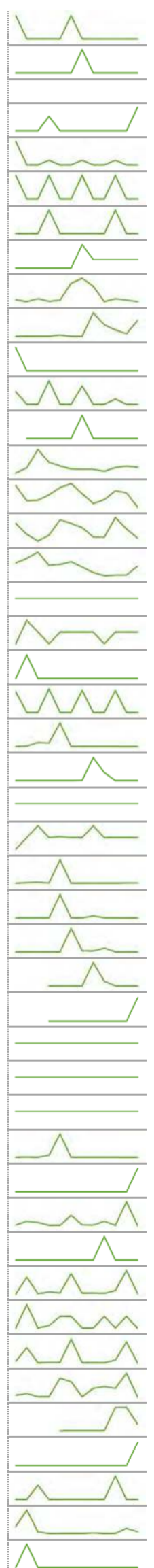
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Swanley Town Council: Civic Centre

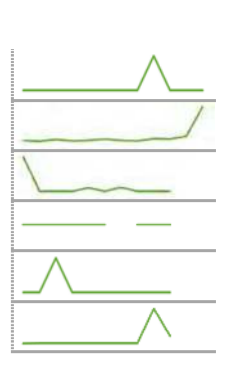
YTD Summary

Income		2017 / 2018	2018 / 2019													
		Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD 18/19
4000	Precept	539,867.00	560,921.81	280,461.00	-	-	-	-	280,461.00	-	-	-	-	-	-	560,922.00
4033	Community Infrastructure Levy	109,101.88		-	-	-	-	-	-	416.66	-	-	-	-	-	416.66
4004	Rent - Station Road: Micro Brewery	1,904.17	-	-	-	-	1,500.00	-	-	-	-	-	-	-	2,429.17	3,929.17
4005	Rent - Oaks Clinic	79,560.00	79,560.00	49,868.92	-	-	9,890.00	-	-	9,890.00	-	-	9,890.00	-	-	79,538.92
4009	Rent - 10 Station Road: Taxi	2,750.00	2,750.00	687.50	-	-	687.50	-	-	687.50	-	-	687.50	-	-	2,750.00
4011	Rent - Pedham Farm	1,805.00	1,760.00	-	-	-	925.00	-	-	-	-	-	925.00	-	-	1,850.00
4016	Rent - Civic Centre	14,366.67	17,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,591.66	1,532.00	1,532.00	1,532.00	1,532.00	1,532.00	18,251.66
4019	Mayor's Charity Income	1,384.60	-	116.66	-	195.00	30.00	110.00	1,237.47	1,591.65	1,034.50	-	207.07	100.00	-	4,622.35
4020	Allotments	509.18	500.00	-	-	-	-	11.67	-	-	225.00	112.50	62.50	25.00	150.00	586.67
4021	Dog Bin Emptying	390.00	-	390.00	-	-	-	-	-	-	-	-	-	-	-	390.00
4022	Solar Panel Income	14,032.65	15,000.00	1,748.27	-	-	3,295.46	-	-	2,564.87	-	-	739.23	-	-	8,347.83
4023	Urban Maintenance	-	-	-	-	-	-	-	-	3,642.55	-	-	-	-	-	3,642.55
4024	Seeds	-	-	-	14.85	65.18	29.71	19.81	11.56	10.73	10.73	4.95	15.69	18.99	16.51	218.71
4025	Black Refuse Bags	4,168.75	4,010.00	530.00	258.75	268.75	365.00	497.50	571.25	387.08	212.50	281.25	441.25	401.25	150.83	4,365.41
4026	White Refuse Bags	1,225.66	1,150.00	161.66	90.00	47.08	84.17	185.43	161.67	134.16	72.50	71.66	201.25	126.25	64.58	1,400.41
4027	Brown Refuse Bags	12,689.06	18,750.00	1,569.83	2,084.33	2,744.42	1,340.08	1,435.67	1,699.67	1,142.83	543.17	216.83	263.76	264.50	1,221.25	14,526.34
4028	Photocopying	109.38	110.00	-	-	-	-	-	-	-	-	-	-	-	-	-
4029	Radar Keys	20.00	40.00	-	5.00	2.50	-	2.50	2.50	2.50	2.50	-	2.50	2.50	2.50	25.00
4030	SDC Link Service Contract	25,902.97	49,900.00	-	28,064.00	-	-	-	-	-	-	-	-	-	-	28,064.00
4031	KCC Link Salaries Recharge	55,299.08	55,300.00	13,824.77	-	-	15,959.32	-	-	14,892.04	-	-	14,892.04	-	-	59,568.17
4032	1812 Event	3,219.53	2,000.00	-	16.67	203.34	175.00	1,154.57	-	-	-	-	-	-	-	1,549.58
4034	Firework Night	2,944.58	1,600.00	-	-	-	-	-	-	16.67	1,112.83	381.33	-	-	-	1,510.83
4035	St George's Day	16.67	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4036	Markets	1,612.46	1,300.00	(483.34)	8.33	500.00	-	41.67	-	-	500.00	-	-	-	-	566.66
4037	Armed Forces Day	3,204.15	500.00	-	99.99	125.01	58.33	2,852.50	8.33	-	-	-	8.33	66.67	37.49	3,256.65
4038	Silent Soldier	-	-	-	-	-	-	10,533.34	-	-	1,000.00	-	-	-	-	11,533.34
4039	Christmas Lights	8,657.17	2,500.00	-	-	-	-	-	5,000.00	266.67	241.66	826.16	-	-	-	6,334.49
4040	Xmas Day Lunch	-	-	-	-	-	-	-	-	-	366.92	75.54	-	-	-	442.46
4041	Mugs	-	-	-	-	-	-	-	-	-	-	-	-	-	5.83	5.83
4130	Party Function Revenue	895.83	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
4204	Service Recharge - Bungalow	83.33	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4205	Recharge - The Woodlands	1,462.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4206	Recharge - Civic Centre	354.53	-	-	100.00	-	515.00	5,656.82	-	50.00	-	-	-	-	-	6,321.82
4208	Service Recharge - SDC	-	-	-	-	-	-	-	-	-	-	-	-	-	1,250.00	1,250.00
4500	Senior Passport to Leisure Revenue	20,831.16	25,000.00	99.83	1,011.13	760.76	30.38	-	2,407.08	146.88	126.87	975.00	65.00	5,676.67	14.58	11,314.18
4600	Outdoor Event Revenue	12,363.52	13,500.00	-	-	-	-	-	-	-	-	116.67	-	-	-	116.67
4605	Court Lettings	5,063.05	4,200.00	9.40	1,400.91	35.40	179.35	108.79	1,689.76	78.80	88.52	72.10	295.57	1,975.68	55.82	5,990.10
4606	Changing Rooms	702.84	600.00	-	234.30	-	23.10	117.15	117.15	-	-	117.15	-	117.15	-	726.00
4607	Floodlight Revenue	1,406.68	900.00	44.00	389.33	-	10.66	10.66	607.10	-	-	-	72.00	528.00	-	1,661.75
4608	Football Pitches	3,413.02	2,600.00	58.25	113.90	-	-	646.88	522.50	-	294.38	352.50	294.38	816.88	-	3,099.67
4710	Car Parking	-	-	-	-	-	-	-	-	-	-	-	233.36	233.36	66.68	533.40
4711	General Income	3,532.03	-	-	-	-	-	-	-	-	-	-	-	-	1,807.92	1,807.92
4800	Town Crier Advertising Revenue	120.00	1,000.00	-	-	50.00	-	-	-	-	-	-	83.33	-	-	133.33
4805	Swanley in Bloom - Sponsorship	10,925.02	11,250.00	2,302.18	7,659.17	500.00	-	-	-	-	250.00	-	20.83	1,709.18	608.00	13,049.36
4810	Sponsorship - General	18,336.33	10,000.00	-	4,497.00	-	-	-	-	-	-	-	-	-	-	4,497.00



Monthly Finances (A)

Code	Description	Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD 18/19
4900	Investment Income	-	-	-	-	-	-	-	-	-	-	0.30	-	-	-	0.30
4902	Commissions Received	1,156.85	-	83.96	67.70	115.02	78.64	83.52	120.19	88.34	76.92	141.19	124.35	206.64	1,064.32	2,250.79
4903	Insurance Claims	13,067.60	-	12,189.00	-	-	-	1,224.92	-	1,447.00	-	-	-	-	-	14,860.92
4904	Bank Refund	64.98	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4998	Sale of Goods	500.00	-	-	-	140.83	-	-	-	-	-	-	-	-	-	140.83
4999	Other Income	1,971.47	1,100.00	0.02	-	-	-	-	-	-	-	1,054.30	217.50	-	-	1,271.82
		980,990.85	885,301.81	84,700.91	47,615.36	7,253.29	36,676.70	26,193.40	15,656.23	39,048.59	7,691.00	6,331.43	31,274.44	13,800.72	10,477.48	887,641.55
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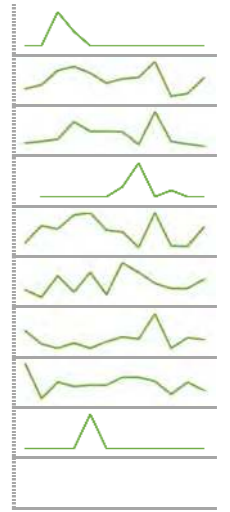


Swanley Town Council: Alexandra

YTD Summary

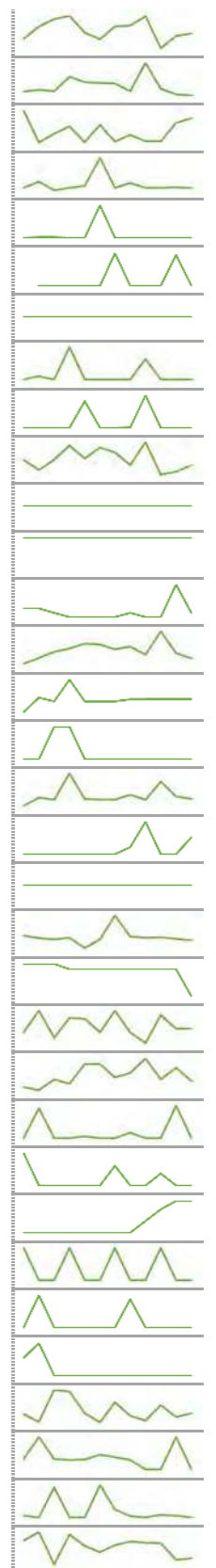
Income

Code	Description	2017 / 2018	2018 / 2019													
		Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD 18/19
4028	Photocopying	10.00	-	-	-	10.00	4.17	-	-	-	-	-	-	-	-	14.17
4100	Bar Income	109,637.96	125,000.00	6,142.20	8,013.84	14,253.40	15,928.24	13,026.91	8,724.03	10,563.33	11,073.61	18,051.39	3,056.58	4,143.06	10,958.86	123,935.45
4105	Catering Income	68,376.34	70,000.00	4,249.00	5,223.29	6,438.99	15,750.87	10,527.47	10,582.25	10,464.16	3,540.22	21,410.44	5,223.33	3,671.04	2,618.33	99,699.39
4110	Equipment Hire	-	-	-	-	-	-	-	-	50.00	173.33	-	33.33	-	-	256.66
4115	Function Package Revenue	63,434.11	85,000.00	2,010.62	5,689.60	5,033.01	8,153.44	8,643.92	4,789.58	4,330.00	1,035.00	8,608.33	1,310.38	1,189.99	5,392.49	56,186.36
4120	Conference Lettings Regular	36,817.67	38,250.00	3,523.36	2,382.33	5,703.33	3,196.51	6,223.34	2,791.50	7,767.50	6,225.84	4,550.03	3,714.19	3,755.88	5,120.81	54,954.62
4125	Party Night Revenue	21,832.95	19,200.00	1,591.67	412.50	-	491.67	-	591.67	1,012.50	833.33	3,106.67	-	958.33	791.67	9,790.01
4130	Party Function Revenue	13,500.48	13,500.00	1,377.33	612.50	962.50	875.00	895.83	895.83	1,070.83	1,070.83	983.33	700.00	962.50	787.50	11,193.98
4999	Other Income	8.56	-	-	-	-	-	30.00	-	-	0.01	-	-	-	-	30.01
		313,618.07	350,950.00	18,894.18	22,334.06	32,401.23	44,399.90	39,347.47	28,374.86	35,258.32	23,952.17	56,710.19	14,037.81	14,680.80	25,669.66	356,060.65



Expenditure

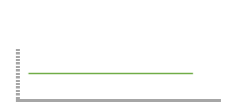
Code	Description	2017 / 2018	2018 / 2019													
		Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD 18/19
5001	Bar Purchases	31,376.93	33,500.00	2,068.36	3,801.64	4,795.57	5,288.78	2,910.40	2,040.82	3,800.31	3,886.07	5,204.55	793.89	2,479.84	2,803.89	39,874.12
5002	Catering Purchases	17,588.93	18,100.00	899.03	1,120.85	989.05	2,967.64	2,244.89	2,127.76	2,039.88	978.58	4,904.89	1,300.27	533.62	431.35	20,537.81
5003	Bar Purchases - Equipment	-	-	237.78	63.71	110.35	151.89	66.18	159.28	67.64	103.73	68.64	68.64	171.64	194.30	1,463.78
5004	Catering Purchases - Equipment	-	-	-	78.76	(35.84)	-	25.48	391.99	-	63.23	-	-	5.50	-	529.12
5011	Licenses	773.52	500.00	-	21.00	26.50	-	-	1,690.65	-	-	-	-	-	-	1,738.15
5012	Sales Commision	-	-	-	-	-	-	-	-	71.52	-	-	-	67.40	-	138.92
5020	Equipment / Machinery	568.00	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
5021	Equipment / Machinery Repairs	877.35	2,000.00	-	107.00	-	995.68	-	-	-	-	627.78	-	-	-	1,730.46
5033	Pantomime	-	-	-	-	-	-	445.00	-	-	11.78	545.00	-	-	-	1,001.78
5045	Function Expenditure	23,462.80	24,500.00	1,859.99	878.33	1,873.33	3,297.50	1,998.34	3,094.66	2,597.33	1,370.00	3,642.50	433.33	708.33	1,333.33	23,086.97
6100	Agency Commission	25.82	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing	117.50	1,500.00	122.33	122.33	122.33	122.33	122.33	122.33	122.33	122.33	122.33	122.33	122.33	122.33	1,467.96
6201	Advertising	1,030.49	1,500.00	80.00	80.00	40.00	-	-	-	-	40.00	-	-	297.50	40.00	577.50
7000	Salaries	91,558.27	73,500.00	5,099.48	6,109.50	7,244.64	7,861.12	8,738.62	8,618.93	7,701.13	8,224.45	6,707.84	11,073.03	7,006.49	6,036.21	90,421.44
7001	Pension	10,768.08	8,200.00	757.69	857.14	832.35	984.56	832.35	832.35	832.35	844.31	844.31	844.31	844.31	844.31	10,150.34
7004	Wages - Casual	1,554.00	2,000.00	-	-	140.00	140.00	-	-	-	-	-	-	-	-	280.00
7006	Employers NI	4,597.48	3,200.00	229.35	281.44	267.98	439.64	274.67	267.21	269.17	300.03	269.28	385.65	290.00	274.99	3,549.41
7012	Security Staffing	-	-	-	-	-	-	-	-	-	140.00	623.00	-	-	322.00	1,085.00
7099	Expenses	934.77	950.00	-	-	-	-	-	-	-	-	-	-	-	-	-
7102	Water Rates	2,213.70	3,000.00	212.70	173.13	146.90	178.38	-	146.89	556.59	199.14	178.96	187.07	156.89	138.80	2,275.45
7103	General Rates	29,490.48	30,700.00	2,899.19	2,901.00	2,901.00	2,423.92	2,423.46	2,422.73	2,423.00	2,423.00	2,423.00	2,423.00	2,423.00	-	28,086.30
7105	Recycling - Waste Collection	3,368.73	3,500.00	266.36	332.95	249.32	309.49	306.86	266.36	332.95	266.36	233.85	319.16	277.04	277.04	3,437.74
7200	Electricity	6,557.78	7,000.00	562.20	511.63	687.14	613.12	926.74	931.25	718.22	787.39	1,023.57	681.27	871.67	656.29	8,970.49
7201	Gas	6,530.83	7,400.00	-	1,919.68	-	-	115.88	-	-	-	362.85	-	-	2,080.42	4,478.83
7500	Printing	153.22	300.00	155.00	-	-	-	-	-	93.95	-	-	56.93	-	-	305.88
7550	Telephone & Broadband	-	-	-	-	-	-	-	-	-	-	41.67	83.33	114.88	114.49	354.37
7552	Computers & Software	-	-	45.00	-	-	45.00	-	-	45.00	-	-	45.00	-	-	180.00
7602	Health & Safety Fees	-	-	-	420.00	-	-	-	-	-	364.90	-	-	-	-	784.90
7800	Repairs and Renewals	310.05	1,000.00	350.00	647.50	-	-	-	-	-	-	-	-	-	5.48	1,002.98
7801	Cleaning	2,518.32	3,350.00	139.22	53.01	420.52	398.29	148.74	48.35	275.89	122.29	64.98	243.40	110.02	149.14	2,173.85
7802	Laundry	2,776.20	3,300.00	165.00	513.18	165.00	154.09	161.58	238.44	200.97	151.92	-	-	519.27	-	2,269.45
7803	Premises Expenses	1,593.52	15,000.00	40.00	-	676.50	-	-	737.00	179.00	32.00	-	56.00	40.00	-	1,760.50
7901	Bank Charges	1,921.09	1,850.00	156.49	196.55	49.07	185.01	132.90	104.94	136.77	152.32	148.03	145.08	68.36	76.50	1,552.02



Monthly Finances (B)

<u>Code</u>	<u>Description</u>	<u>Actual 17/18</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>Oct-18</u>	<u>Nov-18</u>	<u>Dec-18</u>	<u>Jan-19</u>	<u>Feb-19</u>	<u>Mar-19</u>	<u>YTD 18/19</u>
8201	Subscriptions	685.89	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-
		243,353.75	247,100.00	16,345.17	21,190.33	21,701.71	26,556.44	21,874.42	24,241.94	22,464.00	20,946.68	27,674.18	19,261.69	19,188.51	13,820.45	255,265.52

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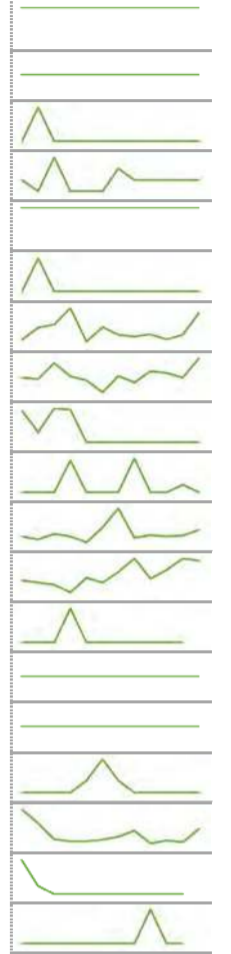


Swanley Town Council: Olympic

YTD Summary

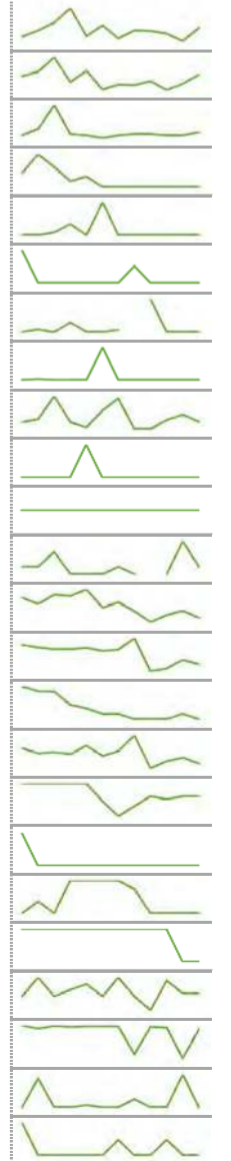
Income

Code	Description	2017 / 2018		2018 / 2019												
		Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD 18/19
4003	Rent - New Generation Data	333.33	-	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	3,999.96
4012	Rent - Golf Range	3,701.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4013	Rent - Bowls Club	5,000.00	5,000.00	-	5,000.00	-	-	-	-	-	-	-	-	-	-	5,000.00
4015	Rent - Flat at Olympic Centre	8,400.00	8,400.00	700.00	-	2,100.00	-	-	-	1,400.00	700.00	700.00	700.00	700.00	700.00	7,700.00
4018	Rent - Boxing	1,126.68	3,750.00	281.67	281.67	281.67	281.67	281.67	281.67	281.67	281.67	281.67	281.67	281.67	281.67	3,380.04
4028	Photocopying	-	-	-	4.00	-	-	-	-	-	-	-	-	-	-	4.00
4100	Bar Income	43,051.50	44,500.00	2,652.07	4,261.46	4,669.62	6,839.84	2,439.25	4,302.99	3,296.48	3,099.04	3,349.75	2,711.38	3,300.79	6,138.56	47,061.23
4105	Catering Income	74,459.30	82,500.00	4,231.55	4,138.91	5,362.44	4,310.40	4,014.22	3,085.66	4,374.37	3,850.55	4,717.87	4,587.85	4,218.45	5,764.28	52,656.55
4108	Quiz Income	-	-	20.00	6.67	21.67	20.83	-	-	-	-	-	-	-	-	69.17
4109	Pool Income	-	-	-	-	-	41.00	-	-	-	43.75	-	-	10.00	-	94.75
4115	Function Package Revenue	12,606.36	15,500.00	508.33	291.67	676.67	495.84	83.33	1,131.25	2,500.01	416.66	583.33	499.99	564.16	956.25	8,707.49
4120	Conference Lettings Regular	54,636.45	65,000.00	2,565.85	2,286.69	2,052.50	1,185.84	2,815.83	2,305.02	3,495.00	5,044.09	2,748.85	3,715.02	5,072.65	4,821.69	38,109.03
4125	Party Night Revenue	2,895.20	2,400.00	-	-	-	416.67	-	-	-	-	-	-	-	-	416.67
4130	Party Function Revenue	2,208.34	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4202	Services Recharge - Golf	1,494.89	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4600	Outdoor Event Revenue	126.67	-	-	-	-	-	24.99	66.67	25.00	-	-	-	-	-	116.66
4609	Snooker Income	7,458.35	-	1,718.67	1,284.95	782.85	707.72	710.74	771.50	863.54	1,043.13	647.04	733.02	685.25	1,107.89	11,056.30
4903	Insurance Claims	-	-	2,333.80	609.00	-	-	-	-	-	-	-	-	-	-	2,942.80
4998	Sale of Goods	416.67	-	-	-	-	-	-	-	-	-	0.01	-	-	-	0.01
		217,914.74	227,050.00	15,345.27	18,498.35	16,280.75	14,633.14	10,703.36	12,278.09	16,569.40	14,812.22	13,361.85	13,562.26	15,166.30	20,103.67	181,314.66



Expenditure

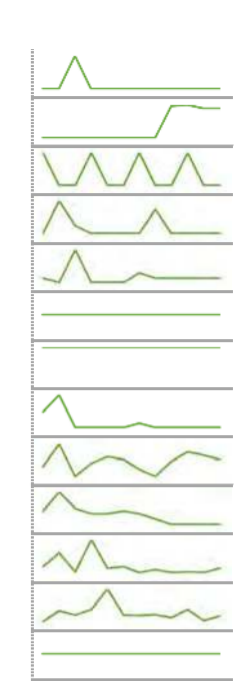
Code	Description	2017 / 2018		2018 / 2019												
		Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD 18/19
5001	Bar Purchases	18,284.92	19,000.00	815.71	1,267.15	1,844.07	2,911.16	856.68	1,641.21	709.54	1,262.99	1,230.87	1,035.05	514.84	1,471.31	15,560.58
5002	Catering Purchases	27,403.24	28,500.00	1,237.42	1,436.54	2,091.56	979.71	1,471.17	637.76	863.22	846.53	1,018.56	630.66	901.74	1,312.89	13,427.76
5003	Bar Purchases - Equipment	-	-	61.25	207.20	736.42	93.25	61.25	-	63.25	96.35	96.35	63.25	63.25	126.15	1,667.97
5004	Catering Purchases - Equipment	-	-	99.90	233.12	141.68	41.88	76.68	-	-	-	-	-	-	-	593.26
5011	Licences	735.66	1,200.00	12.43	12.37	33.37	110.22	12.37	307.37	12.07	12.83	12.83	12.83	12.83	12.83	564.35
5020	Equipment / Machinery	1,441.93	1,000.00	113.63	-	-	-	-	-	-	59.68	-	-	-	-	173.31
5021	Equipment / Machinery Repairs	3,452.13	2,000.00	-	117.28	-	377.00	-	-	90.00	-	1,277.30	-	-	-	1,861.58
5030	Horticulture	239.50	-	-	20.00	-	-	-	597.50	-	-	-	-	-	-	617.50
5045	Function Expenditure	7,076.89	7,500.00	375.84	475.00	1,156.96	380.00	225.00	727.00	1,091.67	175.00	175.00	450.00	608.33	400.00	6,239.80
5046	Outdoor Event	-	-	-	-	-	-	150.00	-	-	-	-	-	-	-	150.00
6200	Website, Social Media and Marketing	1,420.76	1,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
6201	Advertising	895.71	1,500.00	40.00	40.00	120.00	-	-	-	40.00	-	-	-	177.50	40.00	457.50
7000	Salaries	62,234.01	66,100.00	5,992.29	5,484.47	6,269.63	6,171.78	6,723.66	5,179.65	5,631.32	4,857.91	3,966.15	4,557.40	4,921.35	4,319.14	64,074.75
7001	Pension	6,352.94	6,750.00	548.99	509.79	486.94	486.94	503.37	461.78	482.06	638.53	192.90	227.50	343.46	285.49	5,167.75
7004	Wages - Casual	6,472.47	5,500.00	564.32	476.70	474.52	246.30	190.68	95.34	95.34	-	-	-	95.34	-	2,238.54
7006	Employers NI	3,035.87	3,250.00	270.02	226.49	235.60	217.57	294.49	200.33	244.23	386.04	94.11	153.94	185.25	137.63	2,645.70
7011	SMP	-	-	-	-	-	-	(748.44)	(1,377.50)	(955.88)	(534.27)	(667.83)	(534.27)	(534.27)	(5,352.46)	
7099	Staff Expenses	789.64	250.00	101.40	-	-	-	-	-	-	-	-	-	-	-	101.40
7102	Water Rates	3,322.83	4,150.00	-	358.43	-	973.22	973.22	973.22	973.24	705.09	-	-	-	-	4,956.42
7103	General Rates	28,261.00	29,400.00	2,906.00	2,909.00	2,909.00	2,909.00	2,909.00	2,909.00	2,909.00	2,909.00	2,909.00	2,909.00	-	-	29,087.00
7105	Recycling - Waste Collection	2,099.25	2,100.00	166.92	208.65	166.92	181.65	193.92	166.92	208.65	166.92	136.55	201.68	173.60	173.60	2,145.98
7200	Electricity	12,831.83	13,000.00	1,513.43	1,320.04	1,475.47	1,415.17	1,440.44	1,440.44	1,440.44	(283.36)	1,419.52	1,377.92	(532.34)	1,266.92	13,294.09
7201	Gas	4,210.73	4,250.00	-	2,275.42	-	-	191.96	-	-	673.68	-	-	2,611.59	-	5,752.65
7500	Printing	-	-	104.13	-	-	-	-	-	50.00	-	-	50.00	-	-	204.13



Monthly Finances (C)

Code	Description	Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD 18/19
7502	Stationery	-	-	-	-	35.36	-	-	-	-	-	-	-	-	-	35.36
7550	Telephone and Broadband	1,071.45	1,650.00	42.94	42.94	42.94	42.94	42.94	42.94	42.94	42.94	184.95	191.73	174.88	174.76	1,069.84
7552	Computers & Software	-	-	45.00	-	-	45.00	-	-	45.00	-	-	45.00	-	-	180.00
7602	Health & Safety Fees	-	-	-	420.00	99.60	-	-	-	-	308.40	-	-	-	-	828.00
7604	Professional Fees	1,436.02	1,500.00	109.21	-	777.29	-	-	-	228.42	105.21	105.21	105.21	105.21	106.61	1,642.37
7700	Equipment Hire	299.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7702	Equipment Leasing	3,780.00	3,780.00	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	864.68	1,200.00	370.74	775.25	-	-	-	-	107.00	-	-	-	-	-	1,252.99
7801	Cleaning	2,388.53	3,300.00	59.73	196.23	-	80.00	119.47	101.90	41.69	-	91.57	149.51	127.17	101.50	1,068.77
7802	Laundry	1,553.73	1,650.00	165.74	397.02	196.74	132.00	134.28	165.50	132.25	71.57	-	-	-	-	1,395.10
7803	Premises Expenses	18,134.96	15,000.00	735.26	2,280.73	110.00	3,844.88	550.00	731.70	-	361.93	41.44	120.22	-	507.53	9,283.69
7901	Bank Charges	1,833.69	-	114.48	156.88	140.47	161.75	244.71	140.48	138.86	141.75	128.93	161.99	117.08	136.18	1,783.56
8201	Subscriptions	756.76	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
		222,680.13	226,030.00	16,881.78	22,161.70	19,859.54	22,116.42	17,680.29	16,086.60	14,577.69	12,898.11	12,861.97	12,090.06	10,381.81	10,353.27	187,949.24

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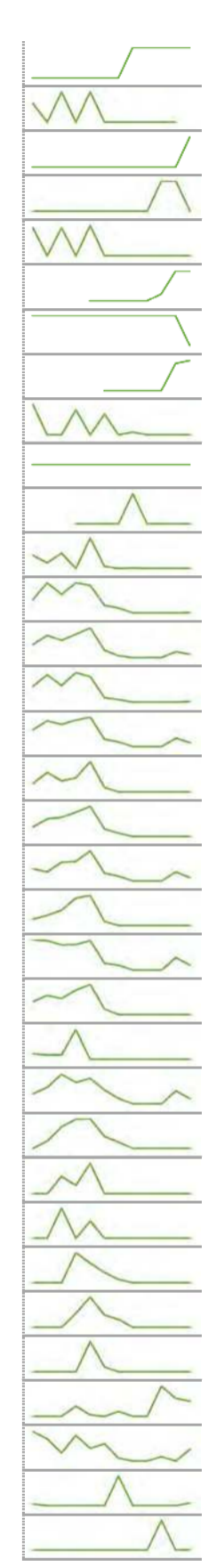


Swanley Town Council: Swanley Park

YTD Summary

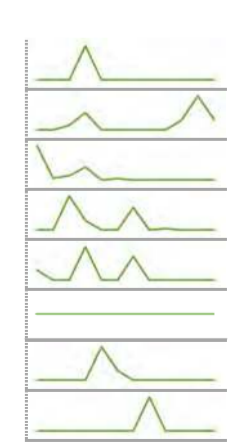
Income

Code	Description	2017 / 2018	2018 / 2019													
		Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD 18/19
4002	Rent - Swanley Athletics Club	-	-	-	-	-	-	-	-	-	100.00	100.00	100.00	100.00	100.00	500.00
4006	Rent - Cafe in the Park	33,000.00	33,500.00	8,000.00	-	13,000.00	-	13,000.00	-	-	-	-	-	-	-	34,000.00
4007	Rent - Swanley Park	-	-	-	-	-	-	-	-	-	-	-	-	900.18	-	900.18
4008	Rent - Swanley New Barn Railway	-	-	-	-	-	-	-	-	-	-	10,500.00	10,531.53	-	-	21,031.53
4010	Rent - Ice Cream Van	15,291.67	15,416.00	5,000.00	-	5,000.00	-	5,416.67	-	-	-	-	-	-	-	15,416.67
4014	Rent - Great Outdoors	-	-	-	-	-	-	-	-	-	-	83.33	333.32	333.32	-	749.97
4017	Rent - Swanley Park RFC	1,875.84	3,750.00	312.64	312.64	312.64	312.64	312.64	312.64	312.64	312.64	312.64	312.64	312.62	-	3,751.66
4032	1812 Event	-	-	-	-	-	-	-	-	-	-	-	266.68	300.00	-	566.68
4201	Service Recharge: Café in the Park	1,872.84	2,000.00	1,666.67	-	-	1,365.43	-	1,143.49	-	166.67	-	-	-	-	4,342.26
4204	Service Recharge: Bungalow	-	600.00	-	-	-	-	-	-	-	-	-	-	-	-	-
4207	Service Recharge: SNBR	-	-	-	-	-	-	-	-	644.75	-	-	-	-	-	644.75
4600	Outdoor Event Revenue	-	-	1,362.00	625.00	1,593.50	-	3,126.62	195.83	-	66.67	-	-	-	-	6,969.62
4700	Rowing	5,731.01	5,750.00	798.34	1,761.66	1,085.83	1,779.97	1,609.15	454.16	300.83	-	-	-	-	35.83	7,825.77
4701	Pedalos	34,408.35	33,600.00	3,997.51	6,676.57	5,266.25	7,082.55	9,016.57	2,276.26	667.09	-	-	1,912.10	1,029.59	-	37,924.49
4702	Canoeing	2,783.72	2,800.00	473.76	830.83	505.83	899.16	775.00	138.34	80.00	-	-	10.00	32.50	-	3,745.42
4703	Golf	4,531.39	4,550.00	919.19	1,396.68	1,199.18	1,452.52	1,614.16	420.83	270.84	-	-	477.50	228.34	-	7,979.24
4704	Tree Trek	6,240.52	6,300.00	415.83	959.65	549.99	699.99	1,501.63	227.50	-	-	-	-	-	-	4,354.59
4705	Hand Boats	65.83	150.00	425.42	783.40	864.57	1,077.58	1,356.42	343.32	153.33	-	-	-	-	-	5,004.04
4706	Dino Karts	2,503.46	2,510.00	449.16	344.15	686.65	710.01	1,113.35	301.66	193.34	-	-	336.65	126.67	-	4,261.64
4707	Deck Chairs	632.50	650.00	82.08	130.00	186.65	339.16	371.66	51.66	-	-	-	-	-	-	1,161.21
4708	Bouncy Castle	10,840.91	10,600.00	2,253.71	2,181.09	1,868.65	1,902.94	2,179.58	527.08	379.57	-	-	937.92	389.58	-	12,620.12
4710	Car Parking	46,231.17	46,000.00	6,300.08	9,193.53	7,737.07	11,680.90	14,476.20	2,841.68	-	-	-	-	-	-	52,229.46
4712	Wrist Bands	91.67	100.00	93.33	74.17	73.34	483.33	-	-	-	-	-	-	-	-	724.17
4713	Duck Income	-	-	44.14	72.24	130.01	92.79	111.05	60.85	24.57	-	-	57.49	24.26	-	617.40
4714	Battery Bikes	-	-	-	325.01	898.36	1,221.68	1,247.50	514.17	273.34	-	-	-	-	-	4,480.06
4715	Balloons	-	-	-	-	20.00	10.00	35.00	-	-	-	-	-	-	-	65.00
4716	Water Creatures	-	-	-	-	5.84	-	3.33	-	-	-	-	-	-	-	9.17
4717	Candy Floss	-	-	-	-	-	144.19	93.35	50.00	16.67	-	-	-	-	-	304.21
4718	JCB Digger	-	-	-	-	-	218.33	464.34	185.82	123.31	-	-	-	-	-	991.80
4719	Reptiles	-	-	-	-	-	-	59.17	10.00	-	-	-	-	-	-	69.17
4720	Children's Party - Recreation	2,671.65	3,000.00	-	-	-	170.83	25.00	-	83.33	-	-	495.83	295.83	250.00	1,320.82
4721	Children's Party - Survival	2,684.13	3,000.00	774.16	579.99	216.66	660.01	333.33	449.99	83.33	-	-	125.00	-	312.50	3,534.97
4810	Sponsorship - General	-	-	283.33	-	-	-	-	-	5,000.00	-	-	-	-	500.00	5,783.33
4997	Sale of Goods	-	-	-	-	-	-	-	-	-	-	3,333.34	-	83.33	-	3,416.67
		171,456.66	174,276.00	33,651.35	26,246.61	41,201.02	32,304.01	58,241.72	10,505.28	7,962.19	1,290.73	412.64	14,950.14	15,571.66	4,958.72	247,296.07



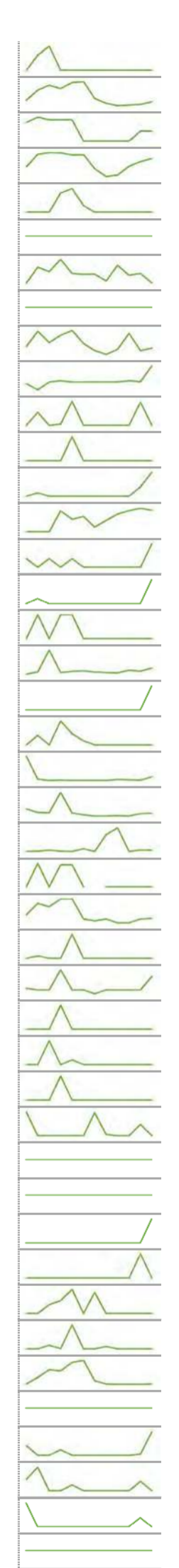
Expenditure

Code	Description	2017 / 2018	2018 / 2019													
		Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD 18/19
5002	Catering Purchases	20.15	-	-	-	-	9.56	-	-	-	-	-	-	-	-	9.56
5010	Sporting Equipment Purchases	-	-	-	-	28.30	100.20	-	-	-	-	58.21	200.00	62.92	-	449.63
5020	Equipment / Machinery	16,714.19	15,000.00	2,897.50	166.67	382.49	1,098.37	-	114.91	-	-	-	-	-	-	4,659.94
5021	Equipment / Machinery Repairs	1,798.15	1,500.00	-	-	982.40	280.44	-	-	644.60	-	47.50	-	-	-	1,954.94
5030	Horticulture	-	-	183.33	-	-	597.50	-	-	425.00	-	-	-	-	-	1,205.83
5045	Function Expenditure	220.00	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
5046	Outdoor Event	1,610.00	2,000.00	-	-	-	-	1,021.08	294.00	-	-	-	-	-	-	1,315.08
5102	Equipment Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	42.41	-	-	-	42.41



Monthly Finances (D)

Code	Description	Actual 17/18	Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD 18/19
6201	Advertising	441.61	2,500.00	-	108.00	175.00	-	-	-	-	-	-	-	-	-	283.00
7000	Salaries	105,578.93	94,760.00	7,002.44	13,422.37	16,356.26	14,373.23	18,129.27	18,767.94	8,242.74	5,251.58	3,695.50	3,979.18	4,354.53	6,093.09	119,668.13
7001	Pension	2,507.51	1,545.00	456.69	485.17	470.92	470.92	470.92	364.50	364.50	364.50	364.50	364.50	414.79	414.79	5,006.70
7006	Employers NI	1,564.40	1,030.00	371.41	504.32	526.38	522.32	499.57	502.27	351.29	265.69	281.10	378.12	425.64	458.75	5,086.86
7012	Security Staffing	-	-	-	-	-	299.00	368.00	103.50	-	-	-	-	-	-	770.50
7099	Staff Expenses	930.23	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
7102	Water Rates	10,904.93	9,000.00	-	938.66	680.97	1,414.27	579.87	523.75	542.46	130.94	1,047.50	467.64	579.87	-	6,905.93
7103	General Rates	1,564.96	2,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
7105	Recycling - Waste Collection	13,704.90	15,250.00	1,204.80	2,061.50	1,424.36	1,846.08	2,127.70	1,373.72	987.56	764.38	1,054.94	1,943.38	985.28	1,114.00	16,887.70
7200	Electricity	9,705.19	8,000.00	-	(339.57)	70.00	140.00	70.00	70.00	70.00	70.00	70.00	140.00	91.06	915.39	1,366.88
7202	GasOil	-	-	-	289.90	-	31.50	528.57	-	-	-	-	-	507.96	-	1,357.93
7303	Vehicle Insurance	-	-	-	-	-	-	91.94	-	-	-	-	-	-	-	91.94
7304	Miscellaneous Motor Expenses	-	-	-	15.00	-	-	-	-	-	-	-	-	39.49	99.99	154.48
7306	Mileage Claims	-	-	-	-	-	44.78	26.78	32.85	10.58	24.40	37.58	45.68	50.85	46.13	319.63
7500	Printing	-	-	170.95	-	170.95	-	170.95	-	-	-	-	-	-	468.94	981.79
7501	Postage & Carriage	29.90	100.00	-	9.95	-	-	-	-	-	-	-	-	-	45.00	54.95
7502	Stationery	74.63	100.00	-	21.99	-	21.99	21.99	-	-	-	-	-	-	-	65.97
7550	Telephone & Broadband	332.91	480.00	43.50	53.53	155.30	50.39	56.23	58.34	52.32	50.71	48.28	61.26	57.06	71.83	758.75
7602	Health & Safety Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	140.00	140.00
7700	Equipment Hire	-	-	-	412.00	-	1,026.95	484.50	188.00	-	-	-	-	-	-	2,111.45
7800	Repairs and Renewals	6,785.76	2,200.00	1,621.70	87.50	11.88	31.20	-	-	-	12.49	74.04	57.82	21.82	245.62	2,164.07
7801	Cleaning	1,594.69	2,000.00	197.72	105.00	96.00	651.37	81.69	40.40	-	-	11.26	-	70.67	81.12	1,335.23
7803	Premises Expenses	16,106.01	15,000.00	-	113.60	500.00	201.63	90.21	1,007.29	93.32	6,112.75	8,708.89	93.40	568.60	499.66	17,989.35
7804	Pool Chemicals	2,541.26	2,500.00	-	491.93	-	460.55	456.43	-	-	-	-	-	-	-	1,408.91
7805	Cess Pit	15,480.00	12,000.00	1,050.00	2,250.00	1,890.00	2,730.00	2,730.00	630.00	420.00	630.00	210.00	210.00	630.00	670.00	14,050.00
7806	Pedalo Parts	53.29	250.00	-	35.00	-	-	329.43	-	-	-	-	-	-	-	364.43
7807	Pool Costs	1,803.20	1,250.00	186.67	-	-	2,177.95	-	-	(425.00)	-	-	-	-	1,441.38	3,381.00
7808	Sand	-	-	-	-	-	275.00	-	-	-	-	-	-	-	-	275.00
7811	Signs	851.84	500.00	-	-	424.50	-	88.50	-	-	-	-	-	-	-	513.00
7814	Maintenance	174.90	250.00	-	-	-	1,378.20	-	-	-	-	-	-	-	-	1,378.20
7815	Chidren's Party	395.05	500.00	152.25	-	-	-	-	-	146.67	9.16	-	-	73.61	-	381.69
7816	Parking	170.95	250.00	-	-	-	-	-	-	-	-	-	-	-	-	-
7817	Rowing Parts	698.81	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
7818	Life Jackets	170.04	250.00	-	-	-	-	-	-	-	-	-	-	-	194.05	194.05
7819	Duck Feed	16.89	-	-	-	-	-	-	-	-	-	-	-	13.75	-	13.75
7820	Activity Recharge	-	-	-	-	376.25	550.41	1,031.67	-	892.50	-	-	-	-	-	2,850.83
7821	Miscellaneous Purchases	-	-	-	-	34.94	5.67	227.90	-	-	23.20	-	-	-	-	291.71
7901	Bank Charges	2,335.86	2,050.00	237.88	286.55	338.50	330.46	390.56	406.80	261.26	238.46	236.97	236.97	236.97	239.45	3,440.83
8201	Subscriptions	734.00	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
8202	Uniform	983.33	1,000.00	472.14	-	-	274.60	-	-	-	-	-	-	62.48	1,123.01	1,932.23
8203	Training Costs	5,475.00	2,500.00	500.00	1,033.00	-	-	270.00	-	-	-	-	-	415.00	-	2,218.00
8204	Insurance	207.57	-	1,192.00	-	-	-	-	-	-	-	-	-	458.35	-	1,650.35
8206	Coaching	270.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		224,551.04	199,265.00	17,940.98	22,552.07	25,095.40	31,394.54	30,343.76	24,478.27	13,079.80	13,990.67	15,888.06	8,036.16	10,257.78	14,425.12	227,482.61



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Swanley Town Council



Bank Reconciliation: 31 March 2019

Bank Statement Balance:	Current Account	124,218.00	
			124,218.00
Other Bank & Cash Accounts:	Active Saver	139.99	
	Mayor's Account	3,734.00	
	Recreation Account	131.29	
	Alexandra Cash Account	4,144.40	
	Olympic Cash Account	2,775.29	
	Link Cash Account	-	
	Swanley Park Cash Account	999.26	
			11,924.23
			136,142.23
Unpresented Payments:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	11/09/2018	100772	90.00
	08/02/2019	100684	70.00
	13/03/2019	028498	430.00
			590.00
			135,552.23
Unpresented Receipts:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	28/03/2019	Oly to Current	51.11
	28/03/2019	Civic to Current	45.00
	29/03/2019	Civic to Current	67.50
	29/03/2019	Oly to Current	76.00
	29/03/2019	Alex to Current	202.90
	30/03/2019	Alex to Current	479.40
	31/03/2019	Alex to Current	475.65
	31/03/2019	Alex to Current	874.45
	30/03/2019	Park to Current	135.00
			2,407.01
			137,959.24
Closing Book Balance:	Current Account	126,035.01	
	Other Bank & Cash Accounts	11,924.23	
			137,959.24
			-

Chairman of Finance Committee

Signature

Date

Monthly Finances (E)

Responsible Financial Officer

Signature

Date

Swanley Town Council



Payments Out: March 2019

Date	Payee	Description	Payment Method	Ref	Amount
01/03/2019	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex	411.30
01/03/2019	DVLA LC13 SNK	DD/DVLA	Direct Debit	DD/DVLA	21.87
04/03/2019	BGAS8475	BGas Elec - Tennis Courts	Direct Debit	DD/BGas	1,114.56
04/03/2019	BGAS8522	BGas Elec - Ablutions St Mary's	Direct Debit	DD/BGas	723.19
04/03/2019	BGAS6000	BGas Elec - Civic	Direct Debit	DD/BGas	572.58
05/03/2019	BGAS8496	BGas Elec - Oaks Communal	Direct Debit	DD/BGas	50.54
05/03/2019	EMS	DD/EMS	Direct Debit	DD/EMS	239.45
06/03/2019	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	48.88
06/03/2019	BTGROUP	BT	Direct Debit	DD/BT	74.20
07/03/2019	ELAS	Employment Law Advisory Service	Direct Debit	DD/ELAS	239.76
07/03/2019	Banking	Barclays	Bank Entry	Barclays	1,273.27
08/03/2019	MANN	Mann (Swanley)	Internal Entry	DD/Mann	106.61
08/03/2019	TV Licence	TV Licence	Direct Debit	TV Licence	12.83
08/03/2019	Yell	Website	Direct Debit	DD/Yell	146.79
11/03/2019	BARCLAYS	Barclays	Direct Debit	DD/Barclays	342.97
11/03/2019	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/BGas	1,046.00
11/03/2019	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/BGas	1,654.22
13/03/2019	MOORINGS	The Moorings Restaurant	Cheque	028498	430.00
13/03/2019	GUIDE1	Guideline Coaches Ltd	Same Day Payment	FP/Guidelines	525.00
13/03/2019	GUIDE1	Guideline Coaches Ltd	Same Day Payment	FP/Guidelines	395.00
13/03/2019	CASTL588	Castle Water Limited	Same Day Payment	FP/Castle Water	313.79
13/03/2019	BENTLEY	Bentley Priory Museum	Same Day Payment	FP/Bentley	358.80
13/03/2019	MACQ100	Macquarie Equipment Finance	Direct Debit	DD/MacQuarie	1,098.91
13/03/2019	OVERLINE	Overline	direct Debit	DD/Overline	343.48
13/03/2019	OVERLINE	Overline	Direct Debit	DD/Overline	158.18
14/03/2019	Link	PC Receipts	Cheque	100687	22.25
15/03/2019	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	2,133.52
15/03/2019	CHARLES	Charles Wilson Engineers Limited	Same Day Payment	FP/Charles Wilson	1,729.68
15/03/2019	Payroll	BACS	BACS	Payroll Mth12	38,811.96
15/03/2019	HMRC	BACS	BACS	PAYE Mth12	19,305.41
18/03/2019	CCPAS	CCPAS	Direct Debit	DD/CCPAS	120.00
18/03/2019	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	125.95
19/03/2019	EETMOB	EE & T Mobile	Direct Debit	DD/EE Mobile	30.36
19/03/2019	B&MSUPP	B&M Supplies LTD	Same Day Payment	FP/B&M Supplies	61.95
19/03/2019	BOUNCYCA	M S Lugar	Same Day Payment	FP/M Lugar	140.00
19/03/2019	BR-IT	BR - IT	Same Day Payment	FP/BR-IT	311.76
19/03/2019	CASTL325	Castle Water Limited	Same Day Payment	FP/Castle Water	44.15
19/03/2019	CENTCIRC	Centre Circle Event Management	Same Day Payment	FP/Centre Circle	210.00
19/03/2019	CLEAWIPE	Clean Wipes	Same Day Payment	FP/Clean Wipes	166.22
19/03/2019	D.BODY	D.Body Ltd	Same Day Payment	FP/D.Body	630.00
19/03/2019	DARPRINT	Darenth Print and Design Ltd	Same Day Payment	FP/Drarenth	240.00
19/03/2019	DECORATO	Decorators Den Ltd	Same Day Payment	FP/Decorators Den	5.87
19/03/2019	DYNAMIX	Mr S Gadd	Same Day Payment	FP/Dynamix	400.00
19/03/2019	EDMUNDSO	Edmundson Electrical Ltd	Same Day Payment	FP/Edmunson	65.29
19/03/2019	HALLFUEL	Hall Fuels	Same Day Payment	FP/Halls Fuels	533.35
19/03/2019	KCC100	Kent County Council	Same Day Payment	FP/KCC	341.94
19/03/2019	KEIRALAN	Alan Keir	Same Day Payment	FP/Alan Keir	450.00
19/03/2019	KCC100	Kent County Council	Same Day Payment	FP/KCC	269.99
19/03/2019	KM	KM Media Group Ltd	Same Day Payment	FP/KM Media Group	330.00
19/03/2019	KM	KM Media Group Ltd	Same Day Payment	FP/KM Media Publishing	216.00
19/03/2019	KEEPBRI	Keep Britain Tidy	Same Day Payment	FP/Keep Britain Tidy	325.00

Monthly Finances (F)

19/03/2019	MHALSTED	Martin Halstead	Same Day Payment	FP/Halstead	240.00
19/03/2019	KFF100	Kent Frozen Foods Ltd	Same Day Payment	FP/KFF	483.49
19/03/2019	LOCKTOOL	Locks 'N' Tools Ltd	Same Day Payment	FP/Locks n Tools	186.92
19/03/2019	MECKADRI	Adrian Mecklenburgh Ltd	Same Day Payment	FP/Mecklenburgh	441.24
19/03/2019	NIVEKCAT	Nivek Catering Supplies Ltd	Same Day Payment	FP/Nivek	51.00
19/03/2019	ORCHARDF	Orchard Fencing Ltd	Same Day Payment	FP/Orchard Fencing	22.50
19/03/2019	SLCC	Society of Local Council Clerks	Same Day Payment	FP/SLCC	427.00
19/03/2019	THBROWN	T.H.Brown & Sons Ltd	Same Day Payment	FP/TH Brown	24.50
19/03/2019	THOMLEI	Thompson & Leigh Ltd	Same Day Payment	FP/Thompson & Leigh	169.03
19/03/2019	TLCDIREC	TLC Online	Same Day Payment	FP/TLC Online	230.89
19/03/2019	TLCELEC	T.L.C Direct	Same Day Payment	FP/TLC Direct	48.00
19/03/2019	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade UK	132.24
19/03/2019	TUDORENV	Tudor Environmental	Same Day Payment	FP/Tudor Environmental	158.77
19/03/2019	WATLING	Watling Tyres	Same Day Payment	FP/Watling Tyres	130.00
19/03/2019	GODFREYS	Godfreys Lawn and TurfCare	Same Day Payment	FP/Godfreys	695.85
19/03/2019	EDF-SWAN	EDF Energy Customers PLC	Same Day Payment	FP/EDF	604.61
19/03/2019	Swanley Twinning	Swanley Twinning	Same Day Payment	FP/Swanley Twinning	250.00
20/03/2019	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	49.10
20/03/2019	ELDIRECT	EL Direct LTD	Cheque	028499	3,403.20
20/03/2019	LAMPS	Lamps & Tubes Illuminations Ltd	Cheque	028500	7,186.50
20/03/2019	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills	1,885.82
20/03/2019	LAMPS	Lamps & Tubes Illuminations Ltd	Same Day Payment	FP/Lamps&Tubes	2,395.50
20/03/2019	EQUIRECY	Equinox Recycling Ltd	Same Day Payment	FP/Equinox	1,723.09
20/03/2019	SG Equipment	DD/SG Equipment	Direct Debit	DD/SG Equipment	378.00
20/03/2019	2nr tickets	FP/Gravesham	Same Day Payment	FP/Gravesham	90.00
21/03/2019	STALBRID	Stalbridge Linen Services	Same Day Payment	FP/Stalbridge	623.13
22/03/2019	HENRYH	Henry Howard Finance	Direct Debit	DD/Henry Howard	494.04
25/03/2019	BOC100	BOC Ltd	Direct Debit	DD/BOC	158.27
25/03/2019	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP Paribas	542.38
25/03/2019	XINTEL	XLN Telecom	Direct Debit	DD/XLN	51.53
26/03/2019	KCC100	Kent County Council	Same Day Payment	FP/KCC	31.80
26/03/2019	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills	1,172.32
26/03/2019	KROWMARK	Krowmark Ltd	Same Day Payment	FP/Krowmark	1,012.62
26/03/2019	KFF100	Kent Frozen Foods Ltd	Same Day Payment	FP/KFF	430.03
26/03/2019	CASTL588	Castle Water Limited	Same Day Payment	FP/Castle Water	277.59
26/03/2019	ALSFTIMB	Alsford Timber Ltd	Same Day Payment	FP/Alsford	157.84
26/03/2019	Toni Roast	PC Receipts	Cheque	100688	25.38
26/03/2019	Olympic	PC Receipts	Cheque	100689	87.10
26/03/2019	Alexandra	PC Receipts	Cheque	100690	36.07
26/03/2019	Mayor of Dartford Charity Ball	Mayor of Dartford	Same Day Payment	FP/Mayor of Dartford	80.00
27/03/2019	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	70.38
28/03/2019	Link	PC Receipts	Cheque	100691	22.53
105,403.09					

Summary

Month	Payment Method	Amount
Mar-19	Cheque	11,213.03
	BACS	58,117.37
	Direct Debit	10,319.72
	Same Day Payment (Electronic)	24,373.09
	Internal Entry (Offset)	106.61
	Bank Entry	1,273.27
105,403.09		

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council



Aged Creditors: 31 March 2019

A/C	Name	Balance	Current	Period 1	Period 2	Period 3	Older
ANTEL	Antel LTD	1,723.20	1,723.20	-	-	-	-
B&MSUPP	B&M Supplies LTD	242.36	242.36	-	-	-	-
BGAS8419	BGas Elec - Alexandra	787.54	787.54	-	-	-	-
BGAS8456	BGas Elec - The Olympic	1,330.26	1,330.26	-	-	-	-
BGAS8560	BGas Elec - Swanley Park	22.11	-	22.11	-	-	-
BNPPARIB	BNP Paribas Leasing Sols	542.38	542.38	-	-	-	-
BOC100	BOC Ltd	357.54	357.54	-	-	-	-
BOOKER	Booker Lintied	226.13	226.13	-	-	-	-
BRAKES10	Brakes Bros Ltd	93.45	93.45	-	-	-	-
BRENWARD	Brenwards	3,024.00	3,024.00	-	-	-	-
CASTL166	Castle Water Limited	(247.01)	12.40	19.40	16.71	15.63	(311.15)
CENTCIRC	Centre Circle Event Management	176.40	176.40	-	-	-	-
CLEAWIPE	Clean Wipes	181.76	181.76	-	-	-	-
COMMUNI	Community Land Use	1,200.00	1,200.00	-	-	-	-
D.BODY	D.Body Ltd	670.00	670.00	-	-	-	-
DARPRINT	Darenth Print and Design Ltd	240.00	240.00	-	-	-	-
DECORATO	Decorators Den Ltd	289.00	289.00	-	-	-	-
DYNAMIX	Mr S Gadd	450.00	450.00	-	-	-	-
EQUIRECY	Equinox Recycling Ltd	1,877.56	1,877.56	-	-	-	-
ERNEDOE	Ernest Doe & Sons Ltd	98.80	98.80	-	-	-	-
FLEETLIN	Fleet Line Markers Ltd	341.64	341.64	-	-	-	-
HILLSPR	Hills Prospect PLC	1,914.87	1,914.87	-	-	-	-
HOTELFO	Hotel Focus	80.88	-	80.88	-	-	-
INITIAL1	Initial Washroom Hygiene	340.70	340.70	-	-	-	-
INSIGHT	Insight Systems Ltd	59.02	59.02	-	-	-	-
JERSEYS1	Simon Jersey	294.50	294.50	-	-	-	-
JPSCLAR	JPS Clarity Limited	114.00	-	-	-	-	114.00
KCC100	Kent County Council	481.40	481.40	-	-	-	-
KEIRALAN	Alan Keir	450.00	450.00	-	-	-	-
KFF100	Kent Frozen Foods Ltd	395.42	395.42	-	-	-	-
LEXAUTO	Lex Autolease	411.30	411.30	-	-	-	-
LOCKTOOL	Locks 'N' Tools Ltd	132.93	132.93	-	-	-	-
MATTCLAR	Matthew Clark Wholesale Ltd	(111.59)	-	-	-	-	(111.59)
MECKADRI	Adrian Mecklenburgh Ltd	139.38	139.38	-	-	-	-
NATIONAL	National Facilities Management Ltd	472.44	472.44	-	-	-	-
NUCOTRA	Nuco Training Ltd	414.00	414.00	-	-	-	-
ORCHARDF	Orchard Fencing Ltd	455.64	455.64	-	-	-	-
PROVNURS	Provender Nurseries	167.25	167.25	-	-	-	-
SEVDIST	Sevenoaks District Council	1,350.00	1,350.00	-	-	-	-
SIGNOFTH	Sign of the Times Ltd	1,632.00	1,632.00	-	-	-	-
THBROWN	T.H.Brown & Sons Ltd	28.45	28.45	-	-	-	-
TRADEUK	Trade UK Account	477.86	477.86	-	-	-	-
WHITEPUB	Whitehill Publishing Ltd	562.73	562.73	-	-	-	-
		23,890.30	24,044.31	122.39	16.71	15.63	(308.74)
Aged Creditors: 31 March 2018		27,344.04	26,462.51	880.94	0.59	-	-

Swanley Town Council



Aged Debtors: 31 March 2019

A/C	Name	Balance	Current	Period 1	Period 2	Period 3	Older
ANGLIAN	Hotel Focus	1,011.00	-	1,011.00	-	-	-
BEXLEYBC	London Borough of Bexley	1,209.80	609.00	315.60	285.20	-	-
CAPITALT	Capital Travel and Events	936.00	-	936.00	-	-	-
CLG	CLG Market Research UK Ltd	1,400.00	1,400.00	-	-	-	-
GREATOUT	Great Outdoors	100.00	100.00	-	-	-	-
KCC100	Kent County Council	9,034.40	2,749.60	6,284.80	-	-	-
KGS	KGS Market Research	1,200.00	1,200.00	-	-	-	-
LAURIEM1	Lauriem Complete Care Ltd	294.00	294.00	-	-	-	-
MEDWAYC	Medway Council	1,327.00	1,327.00	-	-	-	-
NATBLOOD	National Blood Service	504.00	504.00	-	-	-	-
NHSDGS	NHS DGS CCG	222.00	-	-	-	-	222.00
SDC	Sevenoaks District Council	2,940.00	2,940.00	-	-	-	-
SENCIO	Sencio	78.00	-	78.00	-	-	-
SWANBOX	Swanley Boxing Club	338.00	-	338.00	-	-	-
SWANWI	Swanley Evening WI	(147.00)	49.00	49.00	(245.00)	-	-
SWDIATHL	Swanley & District Athletics Club	100.00	100.00	-	-	-	-
SWIFT	Swift Research	1,450.00	-	1,450.00	-	-	-
SWNRANG	Swanley Rangers FC	495.00	-	522.50	-	-	(27.50)
		22,492.20	11,272.60	10,984.90	40.20	-	194.50
Aged Debtors: 31 March 2018		14,755.42	8,987.60	3,143.40	278.90	-	2,345.52

Events ^[1]

JANUARY	January events	-
FEBRUARY	February events	(300.00)
MARCH	March events	(360.00)
APRIL	April events	(1,700.00)
MAY	May events	(6,825.00)
JUNE	June events	(10,350.00)
JULY	July events	(5,065.00)
AUGUST	August events	(8,645.00)
SEPTEMBER	September events	(10,200.00)
OCTOBER	October Events	(4,000.00)
NOVEMBER	November Events	(300.00)
DECEMBER	December events	(900.00)
		(48,645.00)

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

Party Functions ^[2]

A70S80S	A - 70s & 80s Night	(110.00)
		(110.00)

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

STAFF POLICY ON USE OF TOWN COUNCIL PROPERTY

Swanley Town Council 2019

1. Introduction

The Town Council owns a variety of resources that are not always in full time use and which could support the work of staff and / or volunteers who work on behalf of the town council or for the benefit of local residents. Amongst these resources are vehicles, buildings, venues and tools many of which lie idle for long periods of time when not needed and the lack of use of some tools can cause problems in servicing them self. The town council should always seek to support and reward its staff for their hard work, to improve personal welfare and to acknowledge loyalty within the work force when salary increases are not always possible and the loan or discounted use of equipment or facilities could go a long way toward this.

As an example the use of a Town Council vehicle costs nothing else in insurance to allow 'Authorised Use' for collecting large items or moving house, perhaps even transporting a motorcycle. The amount of wear and tear on a vehicle on 'ad hoc' journeys is difficult to quantify but it is very easy to get staff to replace the fuel used or to perhaps clean a vehicle after use or pay for a minor repair caused as a result of an accident (see terms and conditions).

With a detailed 'Terms and Conditions' for use of equipment or resources Swanley Town Council could offer a range of Staff Discounts and make a clear commitment to supporting its staff through such a process. While not a monetary reward, the discounts available would have a monetary value to each member of staff wanting to make use of this opportunity and at least save them money which they might not otherwise afford.

2. Typical Resources

Vehicles – Swanley Town Council currently owns a flatbed lorry and a small van, a tractor and a number of small trailers. These could be loaned out to staff when not in use for special activities such as moving house or collecting furniture. A suggested charge would to simply replace the diesel used which would be checked by a senior member of staff when leaving and then again on return and could be verified with a receipt.

Use of a vehicle would not be a regular activity i.e. every weekend to the same person and a Draft Terms and Conditions is attached to this document for comment.

So the vehicle would be checked for cleanliness before leaving and any damage and checked again on its return.

Tools – Some tools can be used in a similar way to the vehicles with fuel being replaced and receipts provided as confirmation but some tools can require accessory changes such as sanders and drills and there would be a charge for this or the user would purchase separately.

Venues – STC have two venues which cater for parties, weddings, funerals and such like and where possible Community Groups already receive a discount when operating during normal opening hours. The venues could be offered to staff 'At Cost' i.e. staff would pay for the total staff costs of a hire and running costs for the period of hire along with any extras that might be supplied. Extras would include: DJ, Door Staff, Food, Decorations and such like.

Such detail would have to be approved by the CEO and recorded correctly for audit purposes as there will be a clear difference in pricing from standard rates for business of private.

Other Items – These might include: lighting, marquees and pop ups, tables, chairs, tabards and similar. There is no cost to the council in loaning these items out if they are collected and returned by the members of staff using them. These include some low cost items which would need to be replaced if lost or damaged or if they require cleaning.

3. Booking System

A booking system is simply put into place with a booking sheet (see attached) and diarised activities can be included on the current diary system so that everyone can see when an item has been booked out. Bookings need to be agreed with the manager in control of the resource prior to use to ensure availability and Swanley Town Council will always take priority over any booking when the need arises. This would include cancellation of the loan or use if a more urgent need arises where the town council is obliged to respond as quickly as possible.

4. Damage / Loss or Repair

While this policy is to support staff and in some ways reduce costs to them it cannot leave the council liable to costs as a result of use by a member of staff. Without wanting to penalise staff unnecessarily they will be expected to reimburse the town council for any damage/loss or repair to the resource.

If possible this should be paid back immediately but where this is not financially viable then a payment scheme will be arranged through the member of staff, RFO and CEO until the town council has obtained full cost recovery. In the event of a vehicle accident then the 'Excess' would be payable by the member of staff with all such anomalies covered within the terms and conditions.

5. Family Use

Any reduction in costs would only apply to immediate family members to include: Wife, Husband, Partner, Daughter, Son and not to family members outside of this description unless authorised by the CEO.

Terms and Conditions

The list below has been made as extensive as possible but should not be considered a definitive list and where doubt arises then the member of staff or manager should seek advice from the CEO.

1. The Loan of any council resource is for personal/family use only and cannot be used for commercial or financial gain.
2. No council resource can be loaned to, rented or sold to a third party or borrowed for the use of anyone other than a member of staff.
3. All resources used must be booked in advance and agreed by the manager in charge of that resource. In their absence then authority must be sought from the CEO before proceeding.
4. No regular loan of resources is permitted without the express authority of the CEO. A regular hiring means daily, weekly or monthly for more than 3 consecutive events.
5. All resources used must be returned in the same condition as they were taken ensuring they are clean, re-fuelled where appropriate or restocked.
6. Any damage to the resources must be paid for in full and at the very least the council must obtain full cost recovery.
7. No resource can be used unless first authorised by the Manager of the Resource or the CEO. No authority No use.
8. Any resource carrying the Town Council logo must not be used in any activity that might bring the council into disrepute or open to criticism.
9. No resource may be used for political or religious purposes of any kind.
10. Staff should not infer or suggest that they have the authority of the council when using a council resource and unless necessary should not disclose that they are council employees.
11. The Town Council will always take precedence over personal use and the Town Council reserves the right at all times to cancel personal use of a resource without notice.
12. Any fines, charges or subscriptions applied during the personal use of the resource are entirely the responsibility of the member of staff.
13. Staff MUST advise the resource Manager of any such fine, charge or subscription immediately and at least before any type of bill or invoice arrives.
14. Resources may not be used outside the UK at any time or be transported outside mainland UK.
15. Town Council resource will remain the property of the Town Council at all times and must be returned to its original location when finished with by the member of staff.
16. If the resource is passed to another member of staff before being returned to the council then it will be the second user's responsibility to ensure the resource is clean, undamaged, refuelled, re-stocked and returned to its original location in good condition.
17. All losses, defects and damage must be reported to the resource manager on return and any failure to do so may result in a charge being levied by the Town Council against the user.

Booking Form Swanley Town Council Resource

NAME OF STAFF MEMBER			
ADDRESS			
DEPARTMENT			
RESOURCE TO BE USED	Brief description and number of items		
READINGS (NOTE FUEL/SPEEDO)			
DATE FROM		DATE TO	
TIME FROM		TIME TO	
PURPOSE OF USE	Brief description		
MANAGER AUTHORISING			
CONFIRM RESOURCE IS NOT NEEDED DURING DESCRIBED TIMES	YES	NO	
DATE AGREED			
CEO AWARE	YES	NO	
CONDITION ON RETURN			
MANAGER CONFIRMATION	Sign and date only when satisfied or provide comment		