

POLICY AND FINANCE

MINUTES

Wednesday 19th September 2018

Present: Chair Cllr M Horwood, Cllr L Ball, Cllr C Barnes, Cllr P Darrington,
Cllr R Morris, Cllr V Southern

Also Present: Cllr J Barnes, Cllr L Dyball, Cllr T Searles, Cllr H Willingale

Officers: CEO - Steve Nash,
RFO - Steve Innes,
Democratic Services Officer - Barbara Playfoot

Public Participation

None

APOLOGIES FOR ABSENCE

Cllr M Hogg

DECLARATIONS OF INTEREST

None

10530 MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 18th July 2018

APPROVED

10531 TO RECEIVE THE MONTHLY FINANCES

- Cllr Southern commented that the Civic finances were in a better position than last year and comparing the figures with 2017 the surplus was up by £39,000 to date. He went on to mention that the 1812 expenditure was approximately £7000 more than the previous year. The CEO confirmed that expenditure was up but was closer to £3500 and the RFO was still compiling some of these figures for an accurate report.
Cllr Morris asked if there were any negative comments from the residents following the 1812, the CEO confirmed there were a few before the event due to the rise in parking charges at the top Car Park but all positive after the event.
- Cllr Southern observed that the Alexandra Suite was performing very well and currently has a surplus of £50,000. He noted that there was a significant increase in the catering income and stated it was a remarkable performance which has been achieved with sound operations. The CEO said that the RFO has commenced regular checks at all the venues and devised procedures that help with the smooth running of the venues in terms of purchasing and recording sales.

- Cllr Southern stated that he was very concerned with the position of the finances at the Olympic. Cllr Southern asked if there could be a taskforce set up of both councillors and council staff to look at all the aspects of the Olympic and create a report detailing a plan to cover the next 6 – 12 months and then a future plan which could include possible rental to an external company or similar but, called for all avenues to be investigated.

The CEO explained that some planning had already taken place and had just signed a contract with 'We buy any car' for a 6 month period but this could be extended. A central booking system is going to be introduced so the sales and Link staff can book events into any venue 6 days a week. He added that there were a variety of options for rental and events on the table.

Cllr Willingale commented that the Olympic was not an easy venue to get to and this has not helped with footfall in the past.

Cllr Morris asked if the CEO could produce a full report for the next meeting on the future plans for the Olympic, to include short/long term plans, consequence of closure and the possible agreement with the Sevenoaks SUNS.
- Cllr Southern observed that the Park's finances had improved considerably in comparison to last year's figures. Both Cllr Horwood and Cllr Morris agreed that it had been a very good summer in terms of weather which in turn meant that there were considerably more visitors to the park compared to last year when the summer had been very wet. However, this does not detract from the efforts of the Park and Estates staff that has kept the grounds and activities to a high standard.

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

10532 BACS PAYMENTS

To approve the use of BACS with new authorities for expenditure.

There was some discussion over the payment levels and it was generally felt that the councillors should be involved with payments over £3,000. It was suggested by Cllr Morris that a list of payments that were over £3000 be made available to the councillors that are currently on the Barclays mandate to authorise the payments before they are made.

The CEO said that all payments under £3000 would be input by the RFO and countersigned for release by the CEO or vice versa. He added that the internal auditor was due to visit next week so the procedures could be reviewed and agreed. It was also agreed that all councillors would have the ability to view the bank statements for transparency.

RESOLVED: CEO to produce a report on the final agreed procedures for ratification at the next meeting.

Date of next meeting – 17th October 2018

MEETING CLOSED AT 20.30

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

Committee Members:

(Chair) Cllr M Horwood, (Vice Chair) Cllr V Southern, Cllr L Ball, Cllr C Barnes, Cllr P Darrington, Cllr M Hogg, Cllr R Morris

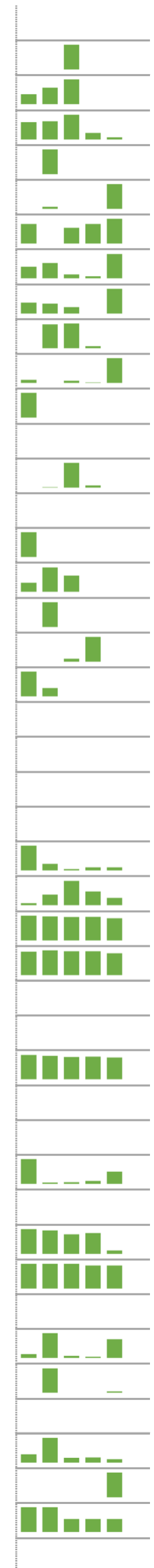
Swanley Town Council: Civic Centre

YTD Summary

Expenditure

Code	Description	2017 / 2018						Actual 17/18
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	
5000	Street Lighting	14.53	-	-	16.07	-	-	128.71
5001	Bar Purchases	-	-	-	-	-	-	-
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

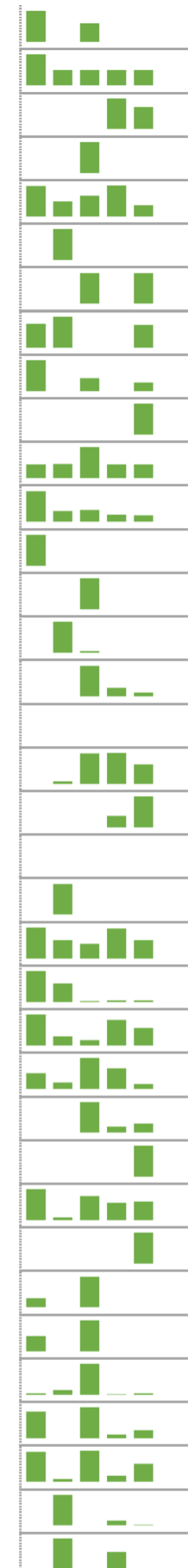
Budget 18/19	2018 / 2019						YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	
150.00	-	-	-	-	-	-	-
-	-	-	42.03	-	-	-	-
-	24.85	41.40	62.42	-	-	-	128.67
23,900.00	2,600.00	2,700.00	3,712.50	1,012.50	337.50	-	10,362.50
-	-	351.60	-	-	-	-	-
760.00	-	10.10	-	-	120.00	-	130.10
75.00	92.60	-	75.00	92.60	117.00	-	377.20
33,000.00	1,212.32	1,612.25	416.08	205.41	2,561.81	-	6,007.87
40,000.00	527.89	467.72	307.05	-	1,195.20	-	2,497.86
4,000.00	-	137.89	143.63	12.50	-	-	294.02
10,500.00	1,675.00	-	1,200.00	350.00	13,408.86	-	16,633.86
7,000.00	211.20	-	-	-	-	-	211.20
160.00	-	-	-	-	-	-	-
17,000.00	-	380.20	14,783.00	1,322.40	-	-	16,485.60
500.00	-	-	-	-	-	-	-
15,000.00	1,558.75	-	-	-	-	-	1,558.75
20,000.00	620.00	1,650.75	1,095.00	-	-	-	3,365.75
-	-	35.00	-	-	-	-	35.00
3,500.00	-	-	200.00	1,787.33	-	-	1,987.33
-	300.00	100.00	-	-	-	-	400.00
1,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
2,200.00	-	-	-	-	-	-	-
1,000.00	-	-	-	-	-	-	-
2,200.00	599.00	160.00	35.00	80.00	80.00	-	954.00
3,000.00	90.00	450.00	1,034.67	587.16	310.00	-	2,471.83
298,000.00	39,251.89	38,524.05	36,933.56	37,342.15	35,050.11	-	187,101.76
57,000.00	4,940.50	5,253.62	5,047.48	5,074.49	4,627.67	-	24,943.76
1,500.00	-	-	-	-	-	-	-
124,900.00	-	-	-	-	-	-	-
37,400.00	3,578.07	3,436.38	3,275.98	3,312.16	3,197.17	-	16,799.76
-	-	-	-	-	-	-	-
5,000.00	-	-	-	-	-	-	-
2,800.00	280.74	15.40	18.45	33.14	139.03	-	486.76
-	-	-	-	-	-	-	-
4,800.00	212.71	199.59	169.24	178.37	28.57	-	788.48
62,000.00	5,854.30	5,851.00	5,851.00	5,472.27	5,471.54	-	28,500.11
-	-	-	-	-	-	-	-
24,000.00	340.90	2,257.10	187.56	104.66	1,717.47	-	4,607.69
-	-	1,919.69	-	-	115.87	-	2,035.56
-	-	-	-	-	-	-	-
1,500.00	238.00	697.81	134.84	148.02	93.81	-	1,312.48
1,000.00	-	-	-	-	1,645.51	-	1,645.51
500.00	42.00	42.00	21.93	21.87	21.87	-	149.67
2,100.00	-	-	-	-	-	-	-



Monthly Finances (A)

Code	Description	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
7304	Miscellaneous Motor Expenses	-	-	-	-	-	-	-
7307	Vehicle Leasing	-	-	-	-	-	-	-
7500	Printing	120.00	-	197.50	-	-	-	680.64
7501	Postage and Carriage	-	1,500.00	-	-	-	-	3,729.68
7502	Office Stationery	422.26	64.20	358.65	592.53	1,362.78	235.40	5,345.76
7503	Publications	-	-	-	-	-	-	149.18
7505	Town Crier Printing Costs	-	518.00	-	740.00	-	-	3,177.50
7506	Distribution Costs	-	416.67	-	416.67	416.67	-	2,083.35
7507	Business & ID Cards	-	-	-	-	-	-	-
7508	Questionnaire / Survey	-	-	-	-	-	-	-
7550	Telephone and Broadband	175.34	963.72	402.78	409.69	632.00	179.58	5,188.74
7552	Computers & Software	858.74	284.96	284.96	414.88	596.95	379.89	5,605.83
7600	Legal Fees	2,591.00	3,567.45	12,203.95	735.51	-	-	19,106.91
7601	Audit Fees	-	-	-	-	608.40	2,000.00	3,142.60
7602	Health & Safety Fees	-	-	-	-	-	-	-
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
7605	Mayoral Allowance	280.00	-	-	-	-	-	3,979.22
7606	Councillors' Reimbursement	-	-	-	-	-	-	-
7607	Electoral Costs	7,970.31	-	-	-	-	-	7,970.31
7701	Office Machine Maintenance	-	-	-	-	-	-	-
7702	Equipment Leasing	1,561.99	6,443.48	1,775.83	1,521.99	1,091.98	451.98	21,330.18
7800	Repairs and Renewals	563.01	56.18	-	24.88	86.42	91.15	1,976.91
7801	Cleaning	104.25	-	-	465.15	163.14	(1,399.51)	(203.82)
7803	Premises Expenses	110.89	74.63	172.01	129.83	3,305.44	40.19	16,501.45
7811	Signs	-	80.22	-	-	-	-	80.22
7821	Miscellaneous Purchases	-	-	-	-	-	-	-
7901	Bank Charges	195.95	161.06	211.68	1,024.47	302.93	218.76	3,516.15
7903	Loan Interest Paid	-	-	-	-	4,695.33	-	9,390.66
8100	Bad Debt Write Off	-	-	-	-	-	29,234.70	29,234.70
8200	Donations	-	-	750.00	250.00	-	1,000.00	5,686.98
8201	Subscriptions	509.79	254.67	1,500.00	-	(250.00)	428.75	3,284.96
8202	Uniforms	-	-	66.64	51.98	102.42	-	400.38
8203	Training Costs	-	1,064.00	1,690.22	384.78	-	84.00	5,156.00
8204	Insurance	-	25,709.18	-	-	-	-	25,900.70
8205	Refreshments	-	-	-	-	-	-	-
		74,354.21	124,590.72	104,872.50	95,106.79	82,794.46	98,920.43	987,563.01

Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19
500.00	366.66	-	220.99	-	-	-	587.65
-	685.50	342.75	342.75	342.75	342.75	-	2,056.50
500.00	-	-	-	551.29	399.00	-	950.29
3,500.00	-	-	1,000.00	-	-	-	1,000.00
3,650.00	686.90	341.85	469.76	691.85	246.13	-	2,436.49
-	-	50.00	-	-	-	-	50.00
2,750.00	-	-	1,475.00	-	1,475.00	-	2,950.00
2,510.00	320.83	416.67	-	-	306.25	-	1,043.75
-	109.40	-	46.00	-	30.00	-	185.40
-	-	-	-	-	800.00	-	800.00
5,500.00	417.05	424.95	932.54	412.23	417.37	-	2,604.14
5,800.00	1,709.38	587.03	651.66	400.95	348.75	-	3,697.77
19,700.00	5,687.50	-	-	-	-	-	5,687.50
3,300.00	-	-	534.20	-	-	-	534.20
-	-	2,390.64	146.10	-	-	-	2,536.74
-	-	-	1,583.00	439.70	199.80	-	2,222.50
5,000.00	-	-	-	-	-	-	-
2,500.00	-	45.00	558.99	563.33	355.90	-	1,523.22
-	-	-	-	37.80	102.60	-	140.40
13,000.00	-	-	-	-	-	-	-
-	-	128.71	-	-	-	-	128.71
25,250.00	1,827.58	1,091.98	863.68	1,787.58	1,091.98	-	6,662.80
2,000.00	2,884.09	1,737.17	114.96	172.79	159.54	-	5,068.55
1,400.00	249.74	72.60	42.40	206.85	142.70	-	714.29
15,000.00	4,262.73	1,797.97	8,378.88	5,553.21	1,389.52	-	21,382.31
-	-	-	350.00	67.71	100.00	-	517.71
-	-	-	-	-	36.95	-	36.95
4,150.00	416.51	37.40	324.92	233.99	249.65	-	1,262.47
9,390.66	-	-	-	-	4,695.33	-	4,695.33
-	547.00	-	1,891.62	-	-	-	2,438.62
3,000.00	500.00	-	1,000.00	-	-	-	1,500.00
5,050.00	56.25	195.00	1,275.00	30.00	65.00	-	1,621.25
600.00	177.72	-	205.61	23.73	52.19	-	459.25
5,000.00	623.00	60.00	642.50	126.00	375.00	-	1,826.50
27,000.00	-	19,979.98	-	2,920.07	378.69	-	23,278.74
-	-	27.80	-	15.99	-	-	43.79
973,495.66	85,778.56	96,021.05	97,796.98	71,714.85	83,999.09	-	434,916.90



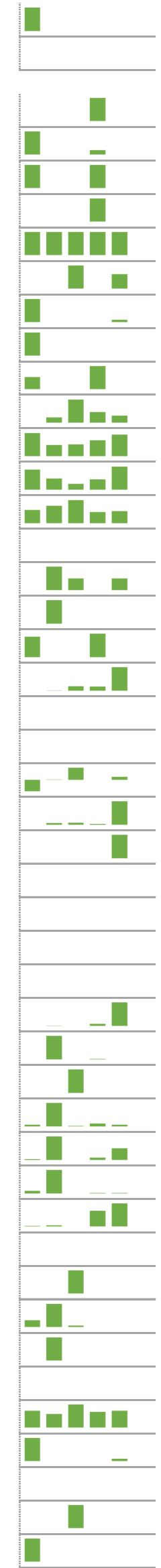
Swanley Town Council: Civic Centre

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: Micro Brewery	-	-	-	-	-	-	1,904.17
4005	Rent - Oaks Clinic	49,890.00	-	-	9,890.00	-	-	79,560.00
4009	Rent - 10 Station Road: Taxi	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
4038	Silent Soldier	-	-	-	-	-	-	-
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
-	-	-	-	-	-	-	-
-	-	-	-	1,500.00	-	-	1,500.00
79,560.00	49,868.92	-	-	9,890.00	-	-	59,758.92
2,750.00	687.50	-	-	687.50	-	-	1,375.00
1,760.00	-	-	-	925.00	-	-	925.00
17,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	-	7,500.00
-	-	-	175.00	-	110.00	-	285.00
500.00	116.66	-	-	-	11.67	-	128.33
-	390.00	-	-	-	-	-	390.00
15,000.00	1,748.27	-	-	3,295.46	-	-	5,043.73
-	-	14.85	65.18	29.71	19.81	-	129.55
4,010.00	530.00	258.75	268.75	365.00	497.50	-	1,920.00
1,150.00	161.66	90.00	47.08	84.17	185.43	-	568.34
18,750.00	1,569.83	2,084.33	2,744.42	1,340.08	1,435.67	-	9,174.33
110.00	-	-	-	-	-	-	-
40.00	-	5.00	2.50	-	2.50	-	10.00
49,900.00	-	28,064.00	-	-	-	-	28,064.00
55,300.00	13,824.77	-	-	15,959.32	-	-	29,784.09
2,000.00	-	16.67	220.01	205.00	1,154.57	-	1,596.25
1,600.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
1,300.00	(483.34)	8.33	500.00	-	125.01	-	150.00
500.00	-	99.99	125.01	58.33	1,352.50	-	1,635.83
-	-	-	-	-	10,553.34	-	10,553.34
2,500.00	-	-	-	-	-	-	-
500.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	100.00	-	515.00	5,656.82	-	6,271.82
25,000.00	-	1,011.13	-	30.38	-	-	1,041.51
13,500.00	-	-	760.76	-	-	-	760.76
4,200.00	99.83	1,400.91	35.40	179.35	108.79	-	1,824.28
600.00	9.40	234.30	-	23.10	117.15	-	383.95
900.00	44.00	389.33	-	10.66	10.66	-	454.65
2,600.00	58.25	113.90	-	1,385.00	2,031.88	-	3,589.03
-	-	-	-	-	-	-	-
1,000.00	-	-	50.00	-	-	-	50.00
11,250.00	2,302.18	7,659.17	500.00	-	-	-	10,461.35
20,000.00	-	4,497.00	-	-	-	-	4,497.00
-	-	-	-	-	-	-	-
-	83.96	67.70	115.02	78.64	83.52	-	428.84
-	12,189.00	-	-	-	1,224.92	-	13,413.92
-	-	-	-	-	-	-	-
-	-	-	140.83	-	-	-	140.83
1,100.00	0.02	-	-	-	-	-	0.02
895,301.81	84,700.91	47,615.36	7,249.96	38,061.70	26,181.74	-	203,809.67



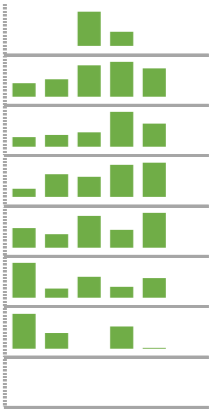
Swanley Town Council: Alexandra

YTD Summary

Income

Code	Description	2017 / 2018						Actual 17/18
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	
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

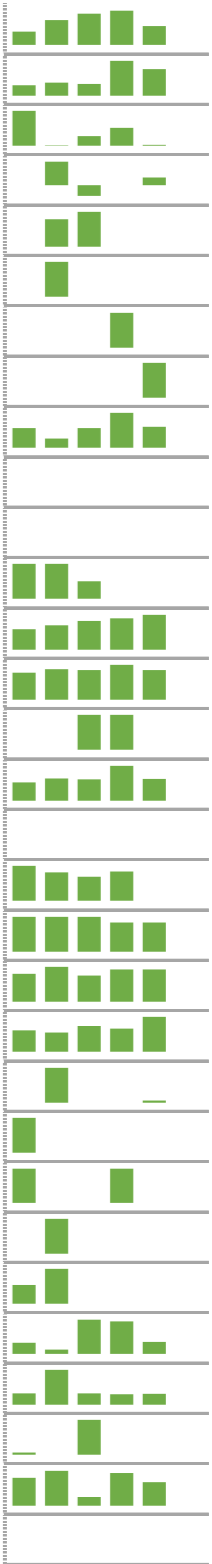
Budget 18/19	2018 / 2019						YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	
-	-	-	10.00	4.17	-	-	14.17
125,000.00	6,142.20	8,013.84	14,253.40	15,928.24	13,026.91	-	57,364.59
70,000.00	4,249.00	5,223.29	6,438.99	15,750.87	10,527.47	-	42,189.62
85,000.00	2,010.62	5,689.60	5,033.01	8,153.44	8,643.92	-	29,530.59
38,250.00	3,523.36	2,382.33	5,703.33	3,196.51	6,223.34	-	21,028.87
19,200.00	1,591.67	412.50	962.50	491.67	895.83	-	4,354.17
13,500.00	1,377.33	612.50	-	875.00	30.00	-	2,894.83
-	-	-	-	-	-	-	-
350,950.00	18,894.18	22,334.06	32,401.23	44,399.90	39,347.47	-	157,376.84



Expenditure

Code	Description	2017 / 2018						Actual 17/18
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	
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
5033	Pantomime	-	-	-	-	-	-	-
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	4,795.57	5,288.78	2,910.40	-	18,864.75
18,100.00	899.03	1,120.85	989.05	2,967.64	2,244.89	-	8,221.46
-	237.78	63.71	110.35	151.89	66.18	-	629.91
-	-	78.76 (35.84)	-	-	25.48	-	68.40
500.00	-	21.00	26.50	-	-	-	47.50
1,000.00	-	107.00	-	-	-	-	107.00
2,000.00	-	-	-	995.68	-	-	995.68
-	-	-	-	-	445.00	-	445.00
24,500.00	1,859.99	878.33	1,873.33	3,297.50	1,998.34	-	9,907.49
-	-	-	-	-	-	-	-
1,500.00	-	-	-	-	-	-	-
1,500.00	80.00	80.00	40.00	-	-	-	200.00
73,500.00	5,099.48	6,109.50	7,244.64	7,861.12	8,738.62	-	35,053.36
8,200.00	757.69	857.14	832.35	984.56	832.35	-	4,264.09
2,000.00	-	-	140.00	140.00	-	-	280.00
3,200.00	229.35	281.44	267.98	439.64	274.67	-	1,493.08
950.00	-	-	-	-	-	-	-
3,000.00	212.70	173.13	146.90	178.38	-	-	711.11
30,700.00	2,899.19	2,901.00	2,901.00	2,423.92	2,423.46	-	13,548.57
3,500.00	266.36	332.95	249.32	309.49	306.86	-	1,464.98
7,000.00	562.20	511.63	687.14	613.12	926.74	-	3,300.83
7,400.00	-	1,919.68	-	-	115.88	-	2,035.56
300.00	155.00	-	-	-	-	-	155.00
-	45.00	-	-	45.00	-	-	90.00
-	-	420.00	-	-	-	-	420.00
1,000.00	350.00	647.50	-	-	-	-	997.50
3,350.00	139.22	53.01	420.52	398.29	148.74	-	1,159.78
3,300.00	165.00	513.18	165.00	154.09	161.58	-	1,158.85
15,000.00	40.00	-	676.50	-	-	-	716.50
1,850.00	156.49	196.55	49.07	185.01	132.90	-	720.02
250.00	-	-	-	-	-	-	-
247,100.00	16,222.84	21,068.00	21,579.38	26,434.11	21,752.09	-	107,056.42



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
4028	Photocopying	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-
4109	Pool 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 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

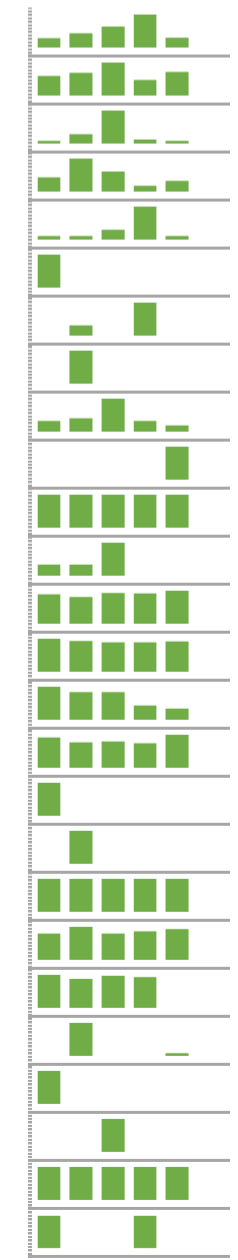
Budget 18/19	2018 / 2019							YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18		
-	333.33	333.33	333.33	333.33	333.33	-	-	1,666.65
-	-	-	-	-	-	-	-	-
5,000.00	-	5,000.00	-	-	-	-	-	5,000.00
8,400.00	700.00	-	2,100.00	-	-	-	-	2,800.00
3,750.00	281.67	281.67	281.67	281.67	281.67	-	-	1,408.35
-	-	4.00	-	-	-	-	-	4.00
44,500.00	2,652.07	4,261.46	4,669.62	6,839.84	2,439.25	-	-	20,862.24
82,500.00	4,231.55	4,138.91	5,362.44	4,310.40	3,973.39	-	-	22,016.69
-	20.00	6.67	21.67	20.83	-	-	-	69.17
-	-	-	-	41.00	-	-	-	41.00
15,500.00	508.33	291.67	676.67	495.84	83.33	-	-	2,055.84
65,000.00	2,565.85	2,286.69	2,052.50	1,185.84	2,815.83	-	-	10,906.71
2,400.00	-	-	-	416.67	-	-	-	416.67
-	-	-	-	-	-	-	-	-
-	-	-	-	-	24.99	-	-	24.99
-	1,718.67	1,284.95	782.85	707.72	710.74	-	-	5,204.93
-	2,333.80	609.00	-	-	-	-	-	2,942.80
-	-	-	-	-	-	-	-	-
227,050.00	15,345.27	18,498.35	16,280.75	14,633.14	10,662.53	-	-	75,420.04



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
5046	Outdoor Event	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-
7502	Stationery	-	-	-	-	-	-	-
7550	Telephone and Broadband	260.85	428.20	36.44	38.44	38.44	38.44	1,071.45
7552	Computers & Software	-	-	-	-	-	-	-

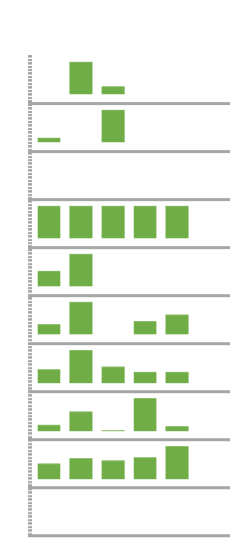
Budget 18/19	2018 / 2019							YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18		
19,000.00	815.71	1,267.15	1,844.07	2,911.16	856.68	-	-	7,694.77
28,500.00	1,237.42	1,436.54	2,072.26	979.71	1,471.17	-	-	7,197.10
-	61.25	207.20	736.42	93.25	61.25	-	-	1,159.37
-	99.90	233.12	141.68	41.88	76.68	-	-	593.26
1,200.00	12.43	12.37	33.37	110.22	12.37	-	-	180.76
1,000.00	113.63	-	-	-	-	-	-	113.63
2,000.00	-	117.28	-	377.00	-	-	-	494.28
-	-	20.00	-	-	-	-	-	20.00
7,500.00	375.84	475.00	1,156.96	380.00	225.00	-	-	2,612.80
-	-	-	-	-	150.00	-	-	150.00
1,500.00	122.33	122.33	122.33	122.33	122.33	-	-	611.65
1,500.00	40.00	40.00	120.00	-	-	-	-	200.00
66,100.00	5,992.29	5,484.47	6,269.63	6,171.78	6,723.66	-	-	30,641.83
6,750.00	548.99	509.79	486.94	486.94	503.37	-	-	2,536.03
5,500.00	564.32	476.70	474.52	246.30	190.68	-	-	1,952.52
3,250.00	270.02	226.49	235.60	217.57	294.49	-	-	1,244.17
250.00	101.40	-	-	-	-	-	-	101.40
4,150.00	-	358.43	-	-	-	-	-	358.43
29,400.00	2,906.00	2,909.00	2,909.00	2,909.00	2,909.00	-	-	14,542.00
2,100.00	166.92	208.65	166.92	181.65	193.92	-	-	918.06
13,000.00	1,513.43	1,320.04	1,475.47	1,415.17	-	-	-	5,724.11
4,250.00	-	2,275.42	-	-	191.96	-	-	2,467.38
-	104.13	-	-	-	-	-	-	104.13
-	-	-	35.36	-	-	-	-	35.36
1,650.00	42.94	42.94	42.94	42.94	42.94	-	-	214.70
-	45.00	-	-	45.00	-	-	-	90.00



Monthly Finances (C)

Code	Description	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
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
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	-	-	-	-	12,187.00	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	222,680.13

Budget 18/19	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19
-	-	420.00	99.60	-	-	-	519.60
1,500.00	109.21	-	777.29	-	-	-	886.50
-	-	-	-	-	-	-	-
3,780.00	315.00	315.00	315.00	315.00	315.00	-	1,575.00
1,200.00	370.74	775.25	-	-	-	-	1,145.99
3,300.00	59.73	196.23	-	80.00	119.47	-	455.43
1,650.00	165.74	397.02	196.74	132.00	134.28	-	1,025.78
15,000.00	735.26	2,280.73	110.00	3,844.88	550.00	-	7,520.87
-	114.48	156.88	140.47	161.75	244.71	-	818.29
1,000.00	-	-	-	-	-	-	-
226,030.00	17,004.11	22,284.03	19,962.57	21,265.53	15,388.96	-	95,905.20



7801
7803

Swanley Town Council: Swanley Park

YTD Summary

Income

Code	Description	2017 / 2018						
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
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	-	-	-	-	-	-	-
4715	Balloons	-	-	-	-	-	-	-
4716	Water Creatures	-	-	-	-	-	-	-
4717	Candy Floss	-	-	-	-	-	-	-
4718	JCB Digger	-	-	-	-	-	-	-
4719	Reptiles	-	-	-	-	-	-	-
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

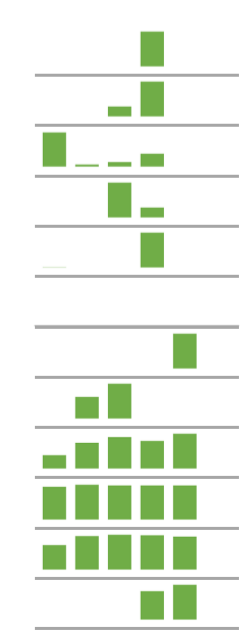
Budget 18/19	2018 / 2019							YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18		
33,500.00	8,000.00	-	13,000.00	-	13,000.00	-	-	34,000.00
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
15,416.00	5,000.00	-	5,000.00	-	5,416.67	-	-	15,416.67
3,750.00	312.64	312.64	312.64	312.64	312.64	-	-	1,563.20
2,000.00	1,666.67	-	-	1,365.43	-	-	-	3,032.10
600.00	-	-	-	-	-	-	-	-
-	1,362.00	625.00	1,593.50	-	3,126.62	-	-	6,707.12
5,750.00	798.34	1,761.66	1,085.83	1,779.97	1,609.15	-	-	7,034.95
33,600.00	3,997.51	6,676.57	5,266.25	7,082.55	9,016.57	-	-	32,039.45
2,800.00	473.76	830.83	505.83	899.16	775.00	-	-	3,484.58
4,550.00	919.19	1,396.68	1,199.18	1,452.52	1,614.16	-	-	6,581.73
6,300.00	415.83	959.65	549.99	699.99	1,501.63	-	-	4,127.09
150.00	425.42	783.40	864.57	1,077.58	1,356.42	-	-	4,507.39
2,510.00	449.16	344.15	686.65	710.01	1,143.35	-	-	3,333.32
650.00	82.08	130.00	186.65	339.16	371.66	-	-	1,109.55
10,600.00	2,253.71	2,181.09	1,868.65	1,902.94	2,179.58	-	-	10,385.97
46,000.00	6,300.08	9,193.53	7,737.07	11,680.90	14,476.20	-	-	49,387.78
100.00	93.33	74.17	73.34	483.33	-	-	-	724.17
-	44.14	72.24	130.01	92.79	116.47	-	-	455.65
-	-	325.01	898.36	1,221.68	1,271.67	-	-	3,716.72
-	-	-	20.00	10.00	35.00	-	-	65.00
-	-	-	5.84	-	3.33	-	-	9.17
-	-	-	-	144.19	93.35	-	-	237.54
-	-	-	-	218.33	509.34	-	-	727.67
-	-	-	-	-	59.17	-	-	59.17
3,000.00	-	-	-	170.83	25.00	-	-	195.83
3,000.00	774.16	488.32	216.66	660.01	333.33	-	-	2,472.48
-	283.33	-	-	-	-	-	-	283.33
174,276.00	33,651.35	26,154.94	41,201.02	32,304.01	58,346.31	-	-	191,657.63



Expenditure

Code	Description	2017 / 2018						
		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Actual 17/18
5002	Catering Purchases	-	-	-	-	-	-	20.15
5010	Sporting Equipment Purchases	-	-	-	-	-	-	-
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
7012	Security Staffing	-	-	-	-	-	-	-

Budget 18/19	2018 / 2019							YTD 18/19
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18		
-	-	-	-	9.56	-	-	-	9.56
-	-	-	28.30	100.20	-	-	-	128.50
15,000.00	2,897.50	166.67	382.49	1,098.37	-	-	-	4,545.03
1,500.00	-	-	982.40	280.44	-	-	-	1,262.84
-	183.33	-	-	597.50	-	-	-	780.83
500.00	-	-	-	-	-	-	-	-
2,000.00	-	-	-	-	1,021.08	-	-	1,021.08
2,500.00	-	108.00	175.00	-	-	-	-	283.00
94,760.00	7,002.44	13,422.37	16,356.26	14,373.23	18,129.27	-	-	69,283.57
1,545.00	456.69	485.17	470.92	470.92	470.92	-	-	2,354.62
1,030.00	371.41	504.32	526.38	522.32	499.57	-	-	2,424.00
-	-	-	-	299.00	368.00	-	-	667.00



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
7099	Staff Expenses	-	-	-	109.15	272.23	19.00	930.23	1,000.00	-	-	-	-	-	-	-
7102	Water Rates	2,249.88	-	-	462.65	-	4,246.58	10,904.93	9,000.00	-	938.66	680.97	1,414.27	579.87	-	3,613.77
7103	General Rates	-	-	236.34	232.00	232.00	232.00	1,564.96	2,500.00	-	-	-	-	-	-	-
7105	Recycling - Waste Collection	1,222.23	955.22	1,419.06	1,501.37	1,842.78	1,070.25	13,704.90	15,250.00	1,204.80	2,061.50	1,424.36	1,846.08	2,127.70	-	8,664.44
7200	Electricity	-	-	2,323.32	-	-	2,351.64	9,705.19	8,000.00	-	(339.57)	70.00	140.00	58.33	-	(71.24)
7202	GasOil	-	-	-	-	-	-	-	-	-	289.90	-	31.50	528.57	-	849.97
7303	Vehicle Insurance	-	-	-	-	-	-	-	-	-	-	-	-	91.94	-	91.94
7304	Miscellaneous Motor Expenses	-	-	-	-	-	-	-	-	-	15.00	-	-	-	-	15.00
7306	Mileage Claims	-	-	-	-	-	-	-	-	-	-	-	44.78	26.78	-	71.56
7500	Printing	-	-	-	-	-	-	-	-	170.95	-	170.95	-	170.95	-	512.85
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	21.99	-	65.97
7550	Telephone & Broadband	-	-	-	40.81	32.48	32.48	332.91	480.00	43.50	53.53	155.30	50.39	56.23	-	358.95
7700	Equipment Hire	-	-	-	-	-	-	-	-	-	-	-	790.00	484.50	-	1,274.50
7800	Repairs and Renewals	100.00	384.54	-	-	1,035.58	-	6,785.76	2,200.00	1,621.70	87.50	11.88	31.20	-	-	1,752.28
7801	Cleaning	-	-	-	67.88	-	-	1,594.69	2,000.00	197.72	105.00	96.00	651.37	81.69	-	1,131.78
7803	Premises Expenses	626.62	691.38	86.68	1,214.51	733.31	701.50	16,106.01	15,000.00	-	525.60	500.00	201.63	90.21	-	1,317.44
7804	Pool Chemicals	530.35	426.18	426.18	-	457.88	234.34	2,541.26	2,500.00	-	491.93	-	460.55	456.43	-	1,408.91
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	1,890.00	2,730.00	2,730.00	-	10,650.00
7806	Pedalo Parts	-	-	-	25.83	-	-	53.29	250.00	-	35.00	-	-	329.43	-	364.43
7807	Pool Costs	-	520.00	-	237.20	-	-	1,803.20	1,250.00	186.67	-	-	2,177.95	-	-	2,364.62
7808	Sand	-	-	-	-	-	-	-	-	-	-	-	275.00	-	-	275.00
7811	Signs	-	420.00	-	-	-	-	851.84	500.00	-	-	424.50	-	88.50	-	513.00
7814	Maintenance	130.00	-	41.90	-	-	-	174.90	250.00	-	-	-	1,378.20	-	-	1,378.20
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	-	-	-	-	-	-	-	-
7820	Activity Recharge	-	-	-	-	-	-	-	-	-	-	376.25	550.41	1,031.67	-	1,958.33
7821	Miscellaneous Purchases	-	-	-	-	-	-	-	-	-	-	34.94	5.67	227.90	-	268.51
7901	Bank Charges	-	-	-	-	671.64	306.03	2,335.86	2,050.00	237.88	286.55	338.50	330.46	390.56	-	1,583.95
8201	Subscriptions	-	-	-	365.00	-	-	734.00	500.00	-	-	-	-	-	-	-
8202	Uniform	259.90	-	-	500.00	20.00	-	983.33	1,000.00	472.14	-	-	274.60	-	-	746.74
8203	Training Costs	-	-	-	2,700.00	1,800.00	450.00	5,475.00	2,500.00	500.00	1,033.00	-	-	270.00	-	1,803.00
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	22,552.07	25,095.40	31,157.59	30,332.09	-	127,078.13



Swanley Town Council



Bank Reconciliation: 31 July 2018

Bank Statement Balance:	Current Account	270,030.65	
			270,030.65
Other Bank & Cash Accounts:	Active Saver	139.69	
	Mayor's Account	3,734.00	
	Recreation Account	9,733.14	
	Alexandra Cash Account	403.01	
	Olympic Cash Account	1,083.99	
	Link Cash Account	-	
	Swanley Park Cash Account	2,719.45	
			17,813.28
			287,843.93

Unpresented Payments:	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	20/06/2018	028008	38.89
	12/07/2018	028045	1,000.00
	17/07/2018	028058	1,200.00
	17/07/2018	028063	270.00
	17/07/2018	028065	250.00
	17/07/2018	028070	150.00
	17/07/2018	028083	287.88
	17/07/2018	028089	80.00
	18/07/2018	100748	44.78
	25/07/2018	028093	396.00
	25/07/2018	028094	356.03
	25/07/2018	028095	1,647.22
	25/07/2018	028096	3,427.20
	25/07/2018	028097	814.93
	25/07/2018	028099	504.00
	25/07/2018	028100	840.00
	25/07/2018	028101	450.00
	25/07/2018	028102	81.60
	25/07/2018	028103	39.92
	25/07/2018	028104	162.00
	25/07/2018	028105	4,249.89
	25/07/2018	028106	829.58
	25/07/2018	028107	69.28
	25/07/2018	028108	92.60
	25/07/2018	028110	1,152.48
	25/07/2018	028111	30.00
	25/07/2018	028112	1,526.88
	25/07/2018	028116	60.00
	25/07/2018	028117	143.70
	25/07/2018	028119	70.79

Monthly Finances (E)

25/07/2018	028120	250.00
25/07/2018	028121	100.94
25/07/2018	028122	144.00
25/07/2018	100753	90.00

20,850.59

266,993.34

Unpresented Receipts:

<u>Date</u>	<u>Ref</u>	<u>Amount</u>
30/07/2018	Alex to Current	2,092.50
30/07/2018	Oly to Current	378.86
31/07/2018	Alex to Current	189.00
31/07/2018	Oly to Current	20.35
27/07/2018	Park to Current	166.00
28/07/2018	Park to Current	216.50
28/07/2018	Park to Current	202.50
28/07/2018	Park to Current	70.00
29/07/2018	Park to Current	350.00
29/07/2018	Park to Current	67.50
29/07/2018	Park to Current	95.00
30/07/2018	Park to Current	100.00
30/07/2018	Park to Current	68.00
30/07/2018	Park to Current	15.00
31/07/2018	Park to Current	130.00
31/07/2018	Park to Current	55.00
31/07/2018	Park to Current	275.01

4,491.22

271,484.56

Closing Book Balance:

Current Account	253,671.28
Other Bank & Cash Accounts	17,813.28

271,484.56

-

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council



Bank Reconciliation: 31 August 2018

Bank Statement Balance:	Current Account	205,226.01	
			205,226.01
Other Bank & Cash Accounts:	Active Saver	139.69	
	Mayor's Account	3,734.00	
	Recreation Account	10,346.93	
	Alexandra Cash Account	1,703.00	
	Olympic Cash Account	2,197.08	
	Link Cash Account	-	
	Swanley Park Cash Account	7,438.61	
			25,559.31
			230,785.32
Unpresented Payments:	Date	Ref	Amount
	25/07/2018	028122	144.00
	25/07/2018	100753	90.00
	02/08/2018	028126	840.00
	07/08/2018	028150	200.00
	10/08/2018	028164	175.00
	10/08/2018	028173	78.76
	10/08/2018	028176	2,613.54
	10/08/2018	100756	500.00
	21/08/2018	028182	2,875.00
	21/08/2018	028185	840.00
	21/08/2018	028196	705.71
	21/08/2018	028198	72.00
			9,134.01
			221,651.31
Unpresented Receipts:	Date	Ref	Amount
	29/08/2018	Park to Current	20.00
	29/08/2018	Park to Current	6.00
	30/08/2018	Oly to Current	98.84
	30/08/2018	Alex to Current	68.00
	30/08/2018	Park to Current	232.50
	30/08/2018	Park to Current	92.00
	30/08/2018	Park to Current	75.00
	31/08/2018	Alex to Current	89.00
	31/08/2018	Oly to Current	3.94
	31/08/2018	Alex to Current	1,546.00
	31/08/2018	Park to Current	47.50
	31/08/2018	Park to Current	245.01
	31/08/2018	Park to Current	82.00
			2,605.79
			224,257.10

Monthly Finances (E)

Closing Book Balance:	Current Account	198,697.79	
	Other Bank & Cash Accounts	25,559.31	
			<u>224,257.10</u>
			<u>-</u>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council



Payments Out: July 2018

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
01/07/2018	AUDICREW	Audio Crew	Cheque	100742	1,240.00
01/07/2018	RBLI Poppy	RBLI Poppy	Cheque	100743	100.00
01/07/2018	Quayside Clothng Ltd	Clothing	Cheque	100744	131.76
02/07/2018	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex Autolease	411.30
02/07/2018	DVLA	LC13 SNK	Direct Debit	DD/DVLA	21.87
02/07/2018	SDC	SDC mayor Tickets	Cheque	100745	40.00
04/07/2018	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	243.49
04/07/2018	BTGROUP	BT	Direct Debit	DD/BT	60.47
04/07/2018	GRENKE	Grenke Leasing	Direct Debit	DD/Grenke Leasing	1,284.01
04/07/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	48.32
05/07/2018	BARCLAYS	Commission Charges	Internal Entry	Barclays	196.59
06/07/2018	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	86.97
06/07/2018	Yell	Website	Direct Debit	DD/Yell	146.79
09/07/2018	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/B Gas	824.56
09/07/2018	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/BGas	1,549.24
09/07/2018	TV Licence	TV Licence	Direct Debit	DD/TV Licence	12.37
10/07/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	403.60
10/07/2018	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
10/07/2018	BARCLAYS	Forged £20.00	Internal Entry	S Park	20.00
11/07/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	51.07
12/07/2018	SWANRFC	Swanley Rugby Football Club	Cheque	028045	1,000.00
12/07/2018	HILLSPR	Hills Prospect PLC	Cheque	028046	4,089.64
12/07/2018	KALC100	Kent Association of Local Councils	Cheque	028047	1,530.00
13/07/2018	Payroll	Payroll Mth4	BACS	Payroll	77,235.68
16/07/2018	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	125.95
16/07/2018	BOOKER	Booker Lintied	Direct Debit	DD/Booker	324.44
16/07/2018	SDC	Rates for Public Conv, Station Road	Direct Debit	DD/SDC	202.00
16/07/2018	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	3,791.27
16/07/2018	SDC	Rates for Woodlands	Direct Debit	DD/SDC	1,479.00
16/07/2018	SDC	Rates for Olympic	Direct Debit	DD/DSC	2,909.00
16/07/2018	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,423.92
17/07/2018	ALSFTIMB	Alsford Timber Ltd	Cheque	028048	297.63
17/07/2018	ANGELHR	Angel Human Resources Ltd	Cheque	028049	409.97
17/07/2018	ARCHANT	Archant Community Media Ltd	Cheque	028050	180.00
17/07/2018	B&MSUPP	B&M Supplies LTD	Cheque	028051	257.38
17/07/2018	BR-IT	BR - IT	Cheque	028052	465.96
17/07/2018	CAME100	Came and Company	Cheque	028053	2,105.14
17/07/2018	CASTL325	Castle Water Limited	Cheque	028054	24.45
17/07/2018	CASTL588	Castle Water Limited	Cheque	028055	293.79
17/07/2018	CENTCIRC	Centre Circle Event Management	Cheque	028056	940.80
17/07/2018	CLEAWIPE	Clean Wipes	Cheque	028057	355.67
17/07/2018	COMMUNI	Community Land Use	Cheque	028058	1,200.00

Monthly Finances (F)

17/07/2018	D.BODY	D.Body Ltd	Cheque	028059	840.00
17/07/2018	DARPRINT	Darenth Print and Design Ltd	Cheque	028060	151.20
17/07/2018	EQUIRECY	Equinox Recycling	Cheque	028061	2,208.74
17/07/2018	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	028062	360.43
17/07/2018	FIRSTAID	First Aid Buddies Ltd	Cheque	028063	270.00
17/07/2018	FLP	Fenland Leisure Products Ltd	Cheque	028064	1,178.88
17/07/2018	GREYTOPS	R N Young	Cheque	028065	250.00
17/07/2018	HILLSPR	Hills Prospect PLC	Cheque	028066	1,153.39
17/07/2018	KCC100	Kent County Council	Cheque	028067	172.44
17/07/2018	KEIRALAN	Alan Keir	Cheque	028068	675.00
17/07/2018	KFF100	Kent Frozen Foods Ltd	Cheque	028069	940.78
17/07/2018	LANGFORD	Emma Langford	Cheque	028070	150.00
17/07/2018	LEISUREM	Leisurematic Ltd	Cheque	028071	660.50
17/07/2018	LMILLS	L.Mills	Cheque	028072	201.60
17/07/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	028073	221.14
17/07/2018	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	028074	468.41
17/07/2018	MONEYPEN	Money Penny Productions	Cheque	028076	150.00
17/07/2018	MPLC	MPLC	Cheque	028077	117.42
17/07/2018	NATIONAL	National Facilities Management Ltd	Cheque	028078	4,341.12
17/07/2018	NISBET10	Nisbets	Cheque	028079	810.20
17/07/2018	NORMBUT	Norman's Butchers	Cheque	028080	133.04
17/07/2018	PLYMOUTH	Plymouth Battery Centre Ltd	Cheque	028081	946.80
17/07/2018	SEVDIST	Sevenoaks District Council	Cheque	028082	3,712.50
17/07/2018	SHOPPER	Helm Enterprise Solutions	Cheque	028083	287.88
17/07/2018	STALBRID	Stalbridge Linen Services	Cheque	028085	434.09
17/07/2018	THBROWN	T.H.Brown & Sons Ltd	Cheque	028086	245.00
17/07/2018	TLCDIREC	TLC Online	Cheque	028087	637.16
17/07/2018	TRADEUK	Trade UK Account	Cheque	028088	201.14
17/07/2018	TUNE10	John Bogg	Cheque	028089	80.00
17/07/2018	WILLOW	Willow Pumps Limited	Cheque	028090	8,939.14
17/07/2018	WINDOWF	Windowflowers Ltd	Cheque	028091	17,538.00
17/07/2018	YHG	YHG Ltd	Cheque	028092	374.40
18/07/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	38.22
18/07/2018	S&SE In Bloom	S&SE in Bloom 2 x Tickets	Cheque	100746	50.00
18/07/2018	P Darrington	Mileage: P Darrington	Cheque	100747	37.80
18/07/2018	G Brooker	Mileage: G Brooker	Cheque	100748	44.78
18/07/2018	Olympic	Olympic Catering	Cheque	100749	98.48
18/07/2018	Alexandra	Alex Catering	Cheque	100750	155.82
18/07/2018	Estates	Estates Expenses	Cheque	100751	33.14
19/07/2018	EETMOB	EE & T Mobile	Direct Debit	DD/EE	29.15
20/07/2018	SG Equipment	Touch Screens	Direct Debit	DD/SG Equipment	378.00
23/07/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	542.38
23/07/2018	EON100	E.ON	Direct Debit	DD/E.ON	18.97
23/07/2018	CPRE	CPRE	Direct Debit	DD/CPRE	36.00
24/07/2018	XINTEL	XLN Telecom	Direct Debit	DD/XLN	51.53
25/07/2018	SENVIRO	5 Enviromental Ltd	Cheque	028093	396.00
25/07/2018	ALSFTIMB	Alsford Timber Ltd	Cheque	028094	356.03
25/07/2018	BOURREFR	Bourne Refrigeration Ltd	Cheque	028095	1,647.22
25/07/2018	BRENWARD	Brenwards	Cheque	028096	3,427.20
25/07/2018	CAME100	Came and Company	Cheque	028097	814.93
25/07/2018	CASTL529	Castle Water Limited	Cheque	028098	406.76

Monthly Finances (F)

25/07/2018	CENTCIRC	Centre Circle Event Management	Cheque	028099	504.00
25/07/2018	D.BODY	D.Body Ltd	Cheque	028100	840.00
25/07/2018	DYNAMIX	Mr S Gadd	Cheque	028101	450.00
25/07/2018	EASYNET	Easynet Enterprise Services Ltd	Cheque	028102	81.60
25/07/2018	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	028103	39.92
25/07/2018	GMHCASHR	GMH Cash Registers	Cheque	028104	162.00
25/07/2018	HILLSPR	Hills Prospect PLC	Cheque	028105	4,249.89
25/07/2018	INSIGHT	Insight Systems Ltd	Cheque	028106	829.58
25/07/2018	JBTRAD10	J B Trading Ltd	Cheque	028107	69.28
25/07/2018	KCC100	Kent County Council	Cheque	028108	92.60
25/07/2018	KEIRALAN	Alan Keir	Cheque	028109	950.00
25/07/2018	KFF100	Kent Frozen Foods Ltd	Cheque	028110	1,152.48
25/07/2018	KIDS	Kids Day Out	Cheque	028111	30.00
25/07/2018	KIWA	Kiwa Ltd	Cheque	028112	1,526.88
25/07/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	028113	62.70
25/07/2018	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	028114	408.42
25/07/2018	NORMBUT	Norman's Butchers	Cheque	028115	343.21
25/07/2018	PROVNURS	Provender Nurseries	Cheque	028116	60.00
25/07/2018	THBROWN	T.H.Brown & Sons Ltd	Cheque	028117	143.70
25/07/2018	TRADEUK	Trade UK Account	Cheque	028118	279.89
25/07/2018	UKPRINT	UK Print Price	Cheque	028119	70.79
25/07/2018	UNIQUE	Jonathan Maher	Cheque	028120	250.00
25/07/2018	NELLA100	Nella Cutlery South	Cheque	028121	100.94
25/07/2018	KALC100	Kent Association of Local Councils	Cheque	028122	144.00
25/07/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	40.01
25/07/2018	West Kent Mediation	West Kent Mediaton	Cheque	100752	400.00
25/07/2018	Cutty Sark	Mayor	Cheque	100753	90.00
26/07/2018	BOC100	BOC Ltd	Direct Debit	DD/BOC	149.95
26/07/2018	ELAS	Employment Law Advisory Service	Direct Debit	DD/ELAS	239.76
27/07/2018	VOICECOM	Voicecom Ltd	Direct Debit	DD/Focus	283.13
					180,072.44

Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Jul-18	Cheque	84,312.63
	BACS	77,235.68
	Direct Debit	18,307.54
	Internal Entry (Offset)	216.59
	Bank Entry	0.00
		180,072.44

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council



Payments Out: August 2018

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
01/08/2018	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex	411.30
01/08/2018	DD/DVLA	DVLA LC13 SNK	Direct Debit	DD/DVLA	21.87
02/08/2018	ANGELHR	Angel Human Resources Ltd	Cheque	028123	114.41
02/08/2018	CLEAWIPE	Clean Wipes	Cheque	028124	131.86
02/08/2018	CPC	Complete Pool Contracts	Cheque	028125	552.66
02/08/2018	D.BODY	D.Body Ltd	Cheque	028126	840.00
02/08/2018	DYNAMIX	Mr S Gadd	Cheque	028127	275.00
02/08/2018	EDF-XMAS	EDF Energy Customers Ltd	Cheque	028128	115.09
02/08/2018	JOHNSTRE	John Street Beverage	Cheque	028129	95.00
02/08/2018	KCC100	Kent County Council	Cheque	028130	152.22
02/08/2018	KEIRALAN	Alan Keir	Cheque	028131	675.00
02/08/2018	KFF100	Kent Frozen Foods Ltd	Cheque	028132	767.11
02/08/2018	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	028133	726.56
02/08/2018	MHALSTED	Martin Halstead	Cheque	028134	240.00
02/08/2018	THBROWN	T.H.Brown & Sons Ltd	Cheque	028135	79.20
02/08/2018	TLCELEC	T.L.C Direct	Cheque	028136	118.80
02/08/2018	TRADEUK	Trade UK Account	Cheque	028137	97.42
03/08/2018	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	390.56
03/08/2018	BTGROUP	BT	Direct Debit	DD/BT	67.47
06/08/2018	Yell	Yell	Direct Debit	DD/Yell	146.79
06/08/2018	Barclays	Commission Charges	Bank Entry	Barclays	208.77
07/08/2018	1STACERE	1st Ace Response and Guarding Ltd	Cheque	028138	358.80
07/08/2018	ASTSEC	Astra Security Systems LTD	Cheque	028139	107.40
07/08/2018	B&MSUPP	B&M Supplies LTD	Cheque	028140	175.82
07/08/2018	CASTL588	Castle Water Limited	Cheque	028141	356.75
07/08/2018	CHARLES	Charles Wilson Engineers Limited	Cheque	028142	981.08
07/08/2018	D.BODY	D.Body Ltd	Cheque	028143	840.00
07/08/2018	KCC100	Kent County Council	Cheque	028144	262.62
07/08/2018	KFF100	Kent Frozen Foods Ltd	Cheque	028145	700.47
07/08/2018	LEISBOAT	Leisure Boat UK	Cheque	028146	395.32
07/08/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	028147	54.39
07/08/2018	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	028148	330.60
07/08/2018	NORMBUT	Norman's Butchers	Cheque	028149	87.00
07/08/2018	PALLANT	Matthew Pallant	Cheque	028150	200.00
07/08/2018	PLYMOUTH	Plymouth Battery Centre Ltd	Cheque	028151	310.37
07/08/2018	PROVNURS	Provender Nurseries	Cheque	028152	717.00
07/08/2018	STALBRID	Stalbridge Linen Services	Cheque	028153	343.31

Monthly Finances (F)

07/08/2018	STANNAH	Stannah	Cheque	028154	383.48
07/08/2018	TECHMEDI	Tech Medical Services Ltd	Cheque	028155	280.00
07/08/2018	THBROWN	T.H.Brown & Sons Ltd	Cheque	028156	59.95
07/08/2018	TRADEUK	Trade UK Account	Cheque	028157	155.77
07/08/2018	WPSINS	WPS Ltd	Cheque	028158	91.94
07/08/2018	CAME100	Came and Company	Cheque	100754	378.69
08/08/2018	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/Bgas	735.74
08/08/2018	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/B Gas	1,485.92
08/08/2018	SSELEC	SSE Southern Electric	Direct Debit	DD/SSE	82.08
08/08/2018	TV Licence	TV Licence	Direct Debit	DD/TV Licence	12.37
09/08/2018	ELAS	Employment Law Advisory Service	Direct Debit	DD/ELAS	239.76
10/08/2018	ANGELHR	Angel Human Resources Ltd	Cheque	028159	114.41
10/08/2018	ANYTHING	Anything Promotional	Cheque	028160	252.00
10/08/2018	BR-IT	BR - IT	Cheque	028161	292.56
10/08/2018	CHARLES	Charles Wilson Engineers Limited	Cheque	028162	236.95
10/08/2018	D.BODY	D.Body Ltd	Cheque	028163	630.00
10/08/2018	DYNAMIX	Mr S Gadd	Cheque	028164	175.00
10/08/2018	EASYNET	Easynet Enterprise Services Ltd	Cheque	028165	81.60
10/08/2018	EQUIRECY	Equinox Recycling	Cheque	028166	2,804.71
10/08/2018	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	028167	1,974.62
10/08/2018	FLEETLIN	Fleet Line Markers Ltd	Cheque	028168	974.78
10/08/2018	HAPPY	Happys Circus	Cheque	028169	157.30
10/08/2018	HILLSPR	Hills Prospect PLC	Cheque	028170	4,210.80
10/08/2018	ISECURE1	iSecure Ltd	Cheque	028171	2,138.58
10/08/2018	KFF100	Kent Frozen Foods Ltd	Cheque	028172	833.44
10/08/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	028173	78.76
10/08/2018	NELLA100	Nella Cutlery South	Cheque	028174	29.62
10/08/2018	SEVDIST	Sevenoaks District Council	Cheque	028175	1,012.50
10/08/2018	TOPLINE	Topline Electronics Ltd	Cheque	028176	2,613.54
10/08/2018	TRADEUK	Trade UK Account	Cheque	028177	180.86
10/08/2018	WHITEPUB	Whitehill Publishing Ltd	Cheque	028178	205.14
10/08/2018	SEVDIST	Sevenoaks District Council	Cheque	028179	117.00
10/08/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	257.19
10/08/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	136.38
10/08/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	40.88
10/08/2018	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
10/08/2018	HMRC	VAT Payment	Direct Debit	203725396	29,207.56
10/08/2018	New Town Tigers	Damage Deposit Refund	Cheque	100756	500.00
15/08/2018	BOOKER	Booker Lintied	Direct Debit	DD/Booker	229.73
15/08/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	58.65
15/08/2018	SDC	Rates for Public Conv, Station Road	Direct Debit	DD/SDC	202.00
15/08/2018	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	3,790.54
15/08/2018	SDC	Rates for Woodlands	Direct Debit	DD/SDC	1,479.00
15/08/2018	SDC	Rates for Olympic	Direct Debit	DD/DSC	2,909.00
15/08/2018	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,423.46
15/08/2018	Payroll	Payroll	BACS	Salaries_Mth5	56,675.57

Monthly Finances (F)

15/08/2018	Payroll	Payroll	BACS	PAYE / Pension Mth5	22,645.10
16/08/2018	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	125.95
17/08/2018	TOTGASP	Total Gas & Power Ltd (Alex)	Direct Debit	DD/Total Gas	231.75
17/08/2018	TOTGAS2	Total Gas & Power Ltd (Oly)	Direct Debit	DD/Total Gas	191.96
17/08/2018	PWLB	Public Works Loan Board	Direct Debit	DD/PWLB	4,695.33
20/08/2018	EETMOB	EE & T Mobile	Direct Debit	DD/EE	29.15
20/08/2018	DD/SG Equipment	Touch Screens	Direct Debit	DD/SG Equipment	378.00
21/08/2018	1STACERE	1st Ace Response and Guarding Ltd	Cheque	028180	220.80
21/08/2018	5ENVIRO	5 Enviromental Ltd	Cheque	028181	660.00
21/08/2018	AUDICREW	Audiocrew	Cheque	028182	2,875.00
21/08/2018	CASTL529	Castle Water Limited	Cheque	028183	579.87
21/08/2018	CLEAWIPE	Clean Wipes	Cheque	028184	76.90
21/08/2018	D.BODY	D.Body Ltd	Cheque	028185	840.00
21/08/2018	DARPRINT	Darenth Print and Design Ltd	Cheque	028186	132.00
21/08/2018	DOR2DOR	Helm Enterprise Solutions Ltd T/A Dc	Cheque	028187	622.50
21/08/2018	EMERGENC	Emergency Plumbing Services Ltd	Cheque	028188	840.00
21/08/2018	FIRSTAID	First Aid Buddies Ltd	Cheque	028189	270.00
21/08/2018	FLOWMARI	Flowers by Marion	Cheque	028190	540.00
21/08/2018	HALLFUEL	Hall Fuels	Cheque	028191	554.99
21/08/2018	HILLSPR	Hills Prospect PLC	Cheque	028192	427.77
21/08/2018	HOWDENS	Howdens Joinery Co.	Cheque	028193	15.76
21/08/2018	KCC100	Kent County Council	Cheque	028194	291.54
21/08/2018	KEEPBRI	Keep Britain Tidy	Cheque	028195	106.20
21/08/2018	KFF100	Kent Frozen Foods Ltd	Cheque	028196	705.71
21/08/2018	LEISUREM	Leisurematic Ltd	Cheque	028197	1,238.00
21/08/2018	MILLIS	Millis Brewery	Cheque	028198	72.00
21/08/2018	NORMBUT	Norman's Butchers	Cheque	028199	118.17
21/08/2018	THBROWN	T.H.Brown & Sons Ltd	Cheque	028200	215.85
21/08/2018	TLCDIREC	TLC Online	Cheque	028201	2,355.00
21/08/2018	TSC	TSC	Cheque	028202	724.25
21/08/2018	Olympic Receipts	Catering	Cheque	100760	162.56
21/08/2018	Olympic Receipts	Catering	Cheque	100768	30.16
21/08/2018	S Nash	Expenses	Cheque	100767	20.20
21/08/2018	Swanley Park Receipts	Goods / Materials	Cheque	100766	623.04
21/08/2018	L Dyball	Mileage	Cheque	100757	259.48
21/08/2018	Alexandra Receipts	Catering	Cheque	100758	83.87
21/08/2018	Link Receipts	Expenses	Cheque	100759	18.83
21/08/2018	T Roast	Expenses	Cheque	100765	45.88
22/08/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	53.92
23/08/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	542.38
24/08/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	318.71
24/08/2018	XINTEL	XLN Telecom	Direct Debit	DD/XLN	51.53
28/08/2018	BGAS6000	BGas Elec - Civic	Direct Debit	DD/Bgas	433.18
28/08/2018	BGAS8522	BGas Elec - Ablutions St Mary's	Direct Debit	DD/Bgas	536.38
28/08/2018	BOC100	BOC Ltd	Direct Debit	DD/BOC	294.16
28/08/2018	VOICECOM	Voicecom Ltd	Direct Debit	DD/Focus	289.30

Monthly Finances (F)

180,021.78

Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Jul-18	Cheque	47,891.59
	BACS	79,320.67
	Direct Debit	52,600.75
	Internal Entry (Offset)	0.00
	Bank Entry	208.77
		<u>180,021.78</u>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council



Aged Debtors: 31 August 2018

A/C	Name	Balance	Current	Period 1	Period 2	Period 3	Older
ADVOCAC	Advocacy For All	7,456.82	7,456.82	-	-	-	-
BEXLEYBC	London Borough of Bexley	862.20	862.20	-	-	-	-
BRITGAS	British Gas Services	(91.73)	-	-	-	(91.73)	-
CIEVENTS	CI Events	1,745.90	-	-	-	1,745.90	-
CLG	CLG Market Research Ltd	1,100.00	-	1,100.00	-	-	-
ETMS	ETMS Highways Ltd	300.00	300.00	-	-	-	-
FUNPART	Funeral Partners Ltd	266.80	-	-	266.80	-	-
GRACEPL	Grace Place Community Church	910.00	980.00	-	-	-	(70.00)
IBLCAT	IBL Catering Ltd	19,500.00	19,500.00	-	-	-	-
KCC100	Kent County Council	1,138.40	1,138.40	-	-	-	-
MEDWAYC	Medway Council	689.20	689.20	-	-	-	-
NATBLOOD	National Blood Service	504.00	504.00	-	-	-	-
NHSDGS	NHS DGS CCG	186.00	-	-	-	186.00	-
PRODUCTP	Product Perception	2,700.00	2,700.00	-	-	-	-
PROVISIO	Pro Vision Planning & Design	516.00	516.00	-	-	-	-
SENCIO	Sencio	78.00	-	-	-	78.00	-
SWANBOX	Swanley Boxing Club	338.00	338.00	-	-	-	-
SWANRFC	Swanley Rugby Football Club	375.17	375.17	-	-	-	-
SWNFC	Swanley FC	301.08	294.38	30.00	-	-	(23.30)
SWNRANG	Swanley Rangers FC	1,385.00	1,385.00	-	-	-	-
THEMEEV	Theme Events	600.00	-	-	600.00	-	-
U3A100	U3A	(140.00)	(140.00)	-	-	-	-
VAPE	Vape 64 Limited	150.00	150.00	-	-	-	-
VIBEDN10	Vibe Dance Nights	945.00	945.00	-	-	-	-
ZIBRANT	Zibrant	(129.60)	-	(129.60)	-	-	-
		41,686.24	37,994.17	1,000.40	866.80	1,918.17	(93.30)
Aged Debtors: 31 August 2017		79,820.43	35,846.50	5,875.00	(351.05)	1,147.33	37,302.75

Events ^[1]

JANUARY	January events	(700.00)
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Monthly Finances (G)

FEBRUARY	February events	(1,090.00)
MARCH	March events	(500.00)
APRIL	April events	
MAY	May events	(5,825.00)
JUNE	June events	(2,000.00)
JULY	July events	(1,600.00)
AUGUST	August events	(2,400.00)
SEPTEMBER	September events	(16,757.00)
OCTOBER	October Events	(8,460.00)
NOVEMBER	November Events	(500.00)
DECEMBER	December events	(7,345.00)
		(47,177.00)

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

Party Functions ^[2]

A70S80S	A - 70s & 80s Night	(170.00)
AMEDIUMS	A - Mediumship	(180.00)
ANEWYEAR	A - NYE Dinner Dance	(70.00)
AOF&H	A - Only Fools & Horses	(500.00)
APANTO	A - Pantomime	(78.00)
ASUMMER	A - Summer Party	(130.00)
OELVIS	O - Elvis	(80.00)
ORODSTEW	O - Rod Stewart	(60.00)
		(1,268.00)

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



Swanley Town Council

Aged Creditors: 31 August 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>
1STACERE	1st Ace Response and Guarding Ltd	220.80	220.80	-	-	-	-
ALSFTIMB	Alsford Timber Ltd	88.27	88.27	-	-	-	-
ANGELHR	Angel Human Resources Ltd	114.41	114.41	-	-	-	-
ARCHANT	Archant Community Media Ltd	120.00	120.00	-	-	-	-
BGAS8419	BGas Elec - Alexandra	1,112.08	1,112.08	-	-	-	-
BGAS8475	BGas Elec - Tennis Courts	1,010.60	1,010.60	-	-	-	-
BGAS8496	BGas Elec - Oaks Communal	70.68	70.68	-	-	-	-
BNPPARIB	BNP Paribas Leasing Sols	1,310.38	1,310.38	-	-	-	-
BOC100	BOC Ltd	152.91	152.91	-	-	-	-
BOOKER	Booker Lintied	253.70	253.70	-	-	-	-
BOYDSPRT	Boyd Sport and Play Limited	144.00	144.00	-	-	-	-
CASTL166	Castle Water Limited	28.57	28.57	-	-	-	-
CENTCIRC	Centre Circle Event Management	1,730.40	1,730.40	-	-	-	-
CLEAWIPE	Clean Wipes	244.97	244.97	-	-	-	-
COBMARQ	Cobham Marquees	660.00	660.00	-	-	-	-
CPC	Complete Pool Contracts	547.72	547.72	-	-	-	-
D.BODY	D.Body Ltd	1,890.00	1,890.00	-	-	-	-
DANJORDA	Dan Jordan Publishing Ltd	126.00	126.00	-	-	-	-
EDF-SWAN	EDF Energy Customers PLC	(356.55)	-	-	-	(356.55)	-
ERNEDOE	Ernest Doe & Sons Ltd	1,466.64	1,466.64	-	-	-	-
EYNBAND	Eynsford Concert Band	1,600.00	1,600.00	-	-	-	-
GBSPORT	G.B Sport & Leisure UK LTD	1,590.24	1,590.24	-	-	-	-
GOCOACH	Go-Coach Hire Ltd	780.00	780.00	-	-	-	-
HILLSPR	Hills Prospect PLC	3,443.98	3,443.98	-	-	-	-
INSIGHT	Insight Systems Ltd	(300.02)	-	(300.02)	-	-	-
IOG100	Institute of Groundsmanship	(135.00)	-	(135.00)	-	-	-
JBTRAD10	J B Trading Ltd	28.62	28.62	-	-	-	-
JOHNSTRE	John Street Beverage	95.00	95.00	-	-	-	-
JPSCLAR	JPS Clarity Limited	114.00	-	-	-	-	114.00
KALC100	Kent Association of Local Councils	240.00	240.00	-	-	-	-
KCC100	Kent County Council	30.78	30.78	-	-	-	-
KEIRALAN	Alan Keir	1,000.00	1,000.00	-	-	-	-
KFF100	Kent Frozen Foods Ltd	1,876.74	1,876.74	-	-	-	-
KMFM	KM Media Group Ltd	376.50	376.50	-	-	-	-
LEXAUTO	Lex Autolease	411.30	411.30	-	-	-	-
LOCKTOOL	Locks 'N' Tools Ltd	177.34	177.34	-	-	-	-
MATTCLAR	Matthew Clark Wholesale Ltd	(111.59)	-	-	(111.59)	-	-
MECKADRI	Adrian Mecklenburgh Ltd	366.21	366.21	-	-	-	-
MRSBACK	Denise Pettitt	200.00	200.00	-	-	-	-
NISBET10	Nisbets	30.57	30.57	-	-	-	-

Monthly Finances (G)

NIVEKCAT	Nivek Catering Supplies Ltd	151.68
NORMBUT	Norman's Butchers	44.58
ODONOGH	Sarah O'Donoghue	860.00
PHOENIX1	Phoenix Fireworks Ltd	3,480.00
SEVDIST	Sevenoaks District Council	337.50
SHOOTSTR	Shooting Stars Entertainments (Maidsto	445.00
STALBRID	Stalbridge Linen Services	355.04
THBROWN	T.H.Brown & Sons Ltd	103.05
TRADEUK	Trade UK Account	635.30
		29,162.40
Aged Creditors: 31 August 2017		65,743.30

151.68	-	-	-	-
44.58	-	-	-	-
860.00	-	-	-	-
3,480.00	-	-	-	-
337.50	-	-	-	-
445.00	-	-	-	-
348.40	6.64	-	-	-
103.05	-	-	-	-
635.30	-	-	-	-
29,773.27	(256.73)	(111.59)	(356.55)	114.00
34,585.35	8,532.03	1,480.84	-	21,145.08

BACS PAYMENTS STC REPORT TO POLICY AND FINANCE

REPORT A

Introduction

As part of increasing our 'smarter working' across the council we are switching from cheques to BACS payments which will provide a significant saving to us over the financial year. In addition it will reduce time spent on invoicing and cheque generation and reduce the number of people involved in paying invoices. In 2016 rules changed meaning that cheques no longer need to be signed by two people and this can be delegated to the Town Clerk or RFO with suitable checks in place.

Current Status

The CEO currently has authority to sign cheques up to £1000 without referring to councillors and can also make payments up to £3000 in an emergency. Above that the CEO has powers under the Local Government Act 1972 to spend any amount of funds which are required to deal with emergency and health and safety issues and simply needs to make councillors aware as soon as possible.

Recommendation

The CEO would like to make the following changes to Standing Orders:

1. That the RFO be permitted to sign off invoices and make payments up to £1000 in value through the BACS system. This will be checked by the CEO
2. That the CEO be permitted to sign off invoices and make payments up to £3000 in value through the BACS system.
3. The CEO be permitted to sign off invoices and make payments exceeding £3000 for regular payments (i.e. insurance, alcohol and food sales, energy bills etc). This will be counter signed by the RFO.

Checks

Nominated councillors will have viewing rights to all transactions at all times and will receive notifications of expenditure over these amounts when applicable. Monthly reports will continue in the same way as currently provided.