

# Swanley Town Council

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

Tel: 01322 665855

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

## POLICY AND FINANCE

17<sup>th</sup> January 2019

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 23<sup>rd</sup> January 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.

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

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

### MOBILE PHONES

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

### PRESENTATION FROM SEVENOAKS SUNS

Sevenoaks SUNS will give a 10 min presentation before the meeting on their progress to date.

## 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 21<sup>st</sup> November 2018

### 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. EVENT COSTS

To note the event costs for 2018

### 6. SDC Local Plan – PROPOSED SUBMISSION VERSION CONSULTATION (DECEMBER 2018) AND ADDITIONAL CONSULTATIONS

The consultation period for the local plan has now commenced and is due to conclude on the 3<sup>rd</sup> February 2019.

To formalise a town council response to this and Swanley Village Conservation Area Proposal

See proposal from Cllr Horwood attached

**Date of next meeting – 20<sup>th</sup> February 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](mailto:snash@swanleytowncouncil.gov.uk)

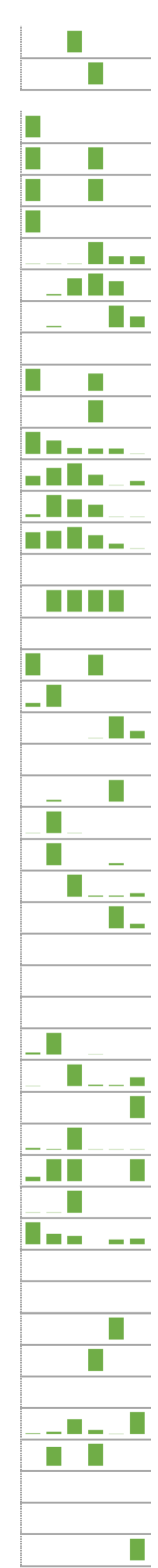
Swanley Town Council: Civic Centre

YTD Summary

Income

Code	Description	2017 / 2018							Actual 17/18
		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD 17/18	
4000	Precept	-	-	269,933.00	-	-	-	539,867.00	539,867.00
4033	Community Infrastructure Levy	-	-	-	2,921.88	-	-	109,101.88	109,101.88
4004	Rent - Station Road: Micro Brewery	-	-	-	-	-	-	-	1,904.17
4005	Rent - Oaks Clinic	9,890.00	-	-	9,890.00	-	-	69,670.00	79,560.00
4009	Rent - 10 Station Road: Taxi	687.50	-	-	687.50	-	-	2,062.50	2,750.00
4011	Rent - Pedham Farm	880.00	-	-	-	-	-	880.00	1,805.00
4016	Rent - Civic Centre	-	-	-	6,866.67	-	3,000.00	9,866.67	14,366.67
4019	Mayor's Charity Income	-	-	166.75	637.85	50.00	-	1,384.60	1,384.60
4020	Allotments	-	10.00	-	-	-	116.66	194.16	509.18
4021	Dog Bin Emptying	-	-	-	-	-	-	390.00	390.00
4022	Solar Panel Income	-	-	-	12,599.90	-	-	12,599.90	14,032.65
4023	Urban Maintenance	-	-	-	-	-	-	-	-
4024	Seeds	-	-	-	-	-	-	-	-
4025	Black Refuse Bags	482.50	346.25	277.50	350.00	597.50	150.00	3,086.25	4,168.75
4026	White Refuse Bags	144.58	125.42	65.83	80.42	147.50	57.91	871.25	1,225.66
4027	Brown Refuse Bags	1,750.00	1,686.51	1,709.00	945.83	676.17	106.17	11,694.55	12,689.06
4028	Photocopying	-	-	49.17	8.33	48.34	-	109.38	109.38
4029	Radar Keys	2.50	7.50	7.50	-	-	-	20.00	20.00
4030	SDC Link Service Contract	-	-	-	24,956.52	-	946.45	25,902.97	25,902.97
4031	KCC Link Salaries Recharge	13,824.77	-	-	13,824.77	-	-	41,474.31	55,299.08
4032	1812 Event	291.67	1,577.86	8.33	-	-	1,300.00	3,177.86	3,219.53
4034	Firework Night	-	-	-	-	744.58	2,000.00	2,744.58	2,944.58
4035	St George's Day	-	-	-	-	-	-	-	16.67
4036	Markets	24.99	25.00	-	333.33	83.33	-	1,049.96	1,612.46
4037	Armed Forces Day	1,525.00	8.33	-	16.66	-	-	3,145.82	3,204.15
4038	Silent Soldier	-	-	-	-	-	-	-	-
4039	Christmas Lights	-	-	266.67	225.00	1,998.83	6,166.67	8,657.17	8,657.17
4040	Xmas Day Lunch	-	-	-	-	-	-	-	-
4130	Party Function Revenue	-	-	500.00	308.33	-	87.50	895.83	895.83
4204	Service Recharge - Bungalow	-	-	83.33	-	-	-	83.33	83.33
4205	Recharge - The Woodlands	-	-	-	-	1,462.00	-	1,462.00	1,462.00
4206	Recharge - Civic Centre	-	-	-	-	-	-	-	354.53
4500	Senior Passport to Leisure Revenue	107.50	10.00	3,165.67	3,700.37	2,148.96	1,467.01	17,711.60	20,831.16
4600	Outdoor Event Revenue	625.00	-	7,147.69	-	-	-	12,363.52	12,363.52
4605	Court Lettings	130.80	111.00	1,590.65	57.10	128.00	50.50	3,379.72	5,063.05
4606	Changing Rooms	-	234.30	117.12	-	-	-	585.72	702.84
4607	Floodlight Revenue	-	( 53.33 )	576.00	-	-	-	746.67	1,406.68
4608	Football Pitches	-	2,081.10	308.00	132.00	176.00	226.50	3,102.54	3,413.02
4711	General Income	-	-	-	113.48	-	-	113.48	3,532.03
4800	Town Crier Advertising Revenue	120.00	-	-	-	-	-	120.00	120.00
4805	Swanley in Bloom - Sponsorship	-	416.67	500.00	416.67	-	-	10,904.19	10,925.02
4810	Sponsorship - General	( 1,500.00 )	10,000.00	2,333.33	2,500.00	-	( 9,300.00 )	11,833.33	18,336.33
4900	Investment Income	-	-	-	-	-	-	-	-
4902	Commissions Received	109.74	92.03	71.16	87.14	133.01	118.37	873.76	1,156.85
4903	Insurance Claims	-	-	-	-	-	-	12,984.27	13,067.60
4904	Bank Refund	-	-	-	-	-	-	64.98	64.98
4998	Sale of Goods	-	-	-	-	-	-	500.00	500.00
4999	Other Income	-	200.00	0.50	-	-	1,425.01	1,955.51	1,971.47
		29,096.55	16,878.64	18,944.20	78,737.87	8,394.22	7,918.75	927,631.26	980,990.85

Budget 18/19	2018 / 2019						YTD 18/19
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	
560,921.81	-	-	280,461.00	-	-	-	560,922.00
	-	-	-	416.66	-	-	416.66
	1,500.00	-	-	-	-	-	1,500.00
79,560.00	9,890.00	-	-	9,890.00	-	-	69,648.92
2,750.00	687.50	-	-	687.50	-	-	2,062.50
1,760.00	925.00	-	-	-	-	-	925.00
17,000.00	1,500.00	1,500.00	1,500.00	1,591.66	1,532.00	1,532.00	13,655.66
-	-	110.00	1,237.47	1,591.65	1,034.50	-	4,148.62
500.00	-	11.67	-	-	225.00	112.50	465.83
-	-	-	-	-	-	-	390.00
15,000.00	3,295.46	-	-	2,564.87	-	-	7,608.60
-	-	-	-	3,642.55	-	-	3,642.55
-	29.71	19.81	11.56	10.73	10.73	4.95	167.52
4,010.00	365.00	497.50	571.25	387.08	212.50	281.25	3,372.08
1,150.00	84.17	185.43	161.67	134.16	72.50	71.66	1,008.33
18,750.00	1,340.08	1,435.67	1,699.67	1,142.83	543.17	216.83	12,776.83
110.00	-	-	-	-	-	-	-
40.00	-	2.50	2.50	2.50	2.50	-	17.50
49,900.00	-	-	-	-	-	-	28,064.00
55,300.00	15,959.32	-	-	14,892.04	-	-	44,676.13
2,000.00	205.00	1,154.57	-	-	-	-	1,596.25
1,600.00	-	-	-	16.67	1,112.83	381.33	1,510.83
-	-	-	-	-	-	-	-
1,300.00	-	41.67	-	-	500.00	-	566.66
500.00	58.33	2,852.50	8.33	-	-	-	3,144.16
-	-	10,533.34	-	-	1,000.00	-	11,533.34
2,500.00	-	-	5,000.00	266.67	241.66	826.16	6,334.49
-	-	-	-	-	366.92	75.54	442.46
500.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	515.00	5,656.82	-	50.00	-	-	6,321.82
25,000.00	30.38	-	2,407.08	146.88	126.87	975.00	4,697.34
13,500.00	-	-	-	-	-	116.67	877.43
4,200.00	179.35	108.79	1,689.76	78.80	88.52	72.10	3,753.46
600.00	23.10	117.15	117.15	-	-	117.15	618.25
900.00	10.66	10.66	607.10	-	-	-	1,061.75
2,600.00	1,385.00	646.88	522.50	-	294.38	352.50	3,373.41
-	-	-	-	-	-	-	-
1,000.00	-	-	-	-	-	-	50.00
11,250.00	-	-	-	-	250.00	-	10,711.35
10,000.00	-	-	-	5,000.00	-	-	9,497.00
-	-	-	-	-	-	-	-
-	78.64	83.52	120.19	88.34	76.92	141.19	855.48
-	-	1,224.92	-	1,447.00	-	-	14,860.92
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	140.83
1,100.00	-	-	-	-	-	1,054.30	1,054.32
885,301.81	38,061.70	26,193.40	15,656.23	44,048.59	7,691.00	6,331.13	838,470.28

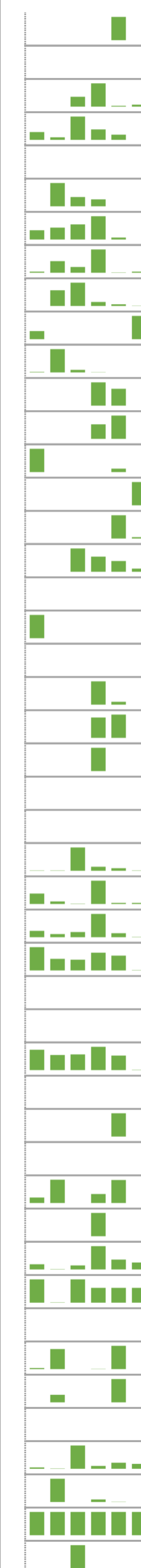


Swanley Town Council: Civic Centre

YTD Summary

Expenditure		2017 / 2018							Actual 17/18
		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD 17/18	
5000	Street Lighting	16.07	-	-	16.25	65.61	-	112.46	128.71
5001	Bar Purchases	-	-	-	-	-	-	-	-
5002	Catering Purchases	-	-	-	25.41	-	166.50	265.41	682.04
5007	Brown Bags	1,300.00	1,950.00	-	3,250.00	-	650.00	12,350.00	13,000.00
5008	Seeds	-	-	-	-	-	-	-	-
5010	Sporting Equipment Purchases	-	-	-	-	-	-	740.00	740.00
5011	Licenses	-	-	-	-	-	-	75.00	75.00
5020	Equipment / Machinery	586.49	-	133.25	101.68	299.49	154.87	18,814.26	19,945.10
5021	Equipment / Machinery Rep	443.13	1,438.92	10,288.13	226.17	509.68	2,648.61	25,674.89	30,596.74
5030	Horticulture	288.05	-	110.33	87.32	1,084.99	28.75	3,444.01	3,596.52
5032	1812 Event	1,179.49	7,839.79	-	-	-	-	9,810.95	9,810.95
5034	Firework Night	-	-	1,183.97	1,460.65	3,039.50	-	5,684.12	5,684.12
5035	Remembrance Day	-	41.67	-	110.00	-	-	151.67	151.67
5036	Swanley in Bloom	-	-	-	-	-	-	17,610.50	18,188.50
5037	Xmas Day Party	-	-	-	-	-	-	-	-
5038	Christmas Lights	-	-	-	1,487.01	18,753.74	210.00	20,450.75	23,350.75
5039	Senior Passport to Leisure	-	20.00	425.00	3,273.94	3,062.50	131.25	14,512.73	16,423.23
5040	Mayor at Home	31.45	-	-	-	-	-	31.45	289.88
5041	Armed Forces Day	-	-	-	150.00	-	-	1,940.00	2,469.00
5042	St George's Day	-	-	-	-	-	-	-	378.48
5043	Silent Soldier	-	-	-	-	-	-	-	-
5045	Function Expenditure	200.00	100.00	-	110.00	-	-	527.50	527.50
5046	Outdoor Event	1,856.00	250.00	-	-	-	-	2,106.00	2,436.00
5100	Machinery Fuel	-	-	-	-	-	-	1,201.27	1,201.27
5102	Event Equipment Repairs & Maintenance	293.19	-	-	39.42	-	119.15	929.49	978.01
6200	Website, Social Media and Marketing	747.00	-	149.00	240.00	80.00	86.00	1,302.00	1,790.00
6201	Advertising	494.39	480.00	100.00	326.80	458.85	20.00	2,882.57	4,144.82
7000	Salaries	59,492.13	37,001.35	36,882.22	37,772.21	34,400.80	35,579.86	344,432.08	449,075.49
7001	Pension	4,673.08	4,872.54	4,770.10	4,674.46	4,528.71	4,701.71	41,884.10	55,721.74
7004	Wages - Casual	140.00	-	528.75	-	176.25	-	1,637.00	1,637.00
7005	Link Salaries	-	-	-	-	-	-	-	-
7006	Employers N.I.	3,111.76	3,136.10	3,246.94	3,190.67	3,040.70	3,238.43	27,417.62	36,837.69
7008	Recruitment Expenses	-	2,496.40	-	-	( 249.63 )	-	2,246.77	2,246.77
7012	Security Staffing	-	-	-	-	-	-	-	-
7097	Staff Suggestion Scheme	-	-	-	-	-	-	3,474.00	3,474.00
7099	Staff Expenses	279.12	250.04	-	327.59	596.09	119.47	2,278.36	2,448.73
7100	Rent for Link	-	-	-	-	1,079.96	-	1,079.96	2,253.95
7102	Water Rates	-	1,100.98	44.05	120.01	567.67	-	2,905.98	3,033.06
7103	General Rates	5,876.87	5,876.87	5,876.87	5,876.87	5,876.87	5,876.87	52,894.54	58,771.41
7105	Recycling - Waste Collection	-	-	-	-	199.50	-	607.18	607.18
7200	Electricity	1,234.04	2,248.34	1,168.58	1,200.47	2,651.86	-	17,023.00	8,136.13
7201	Gas	-	-	-	-	-	-	-	788.05
7202	Oil	-	-	245.85	-	-	-	245.85	716.91
7300	Vehicle Fuel	126.13	167.01	149.66	176.50	105.12	40.25	1,181.22	1,835.70
7301	Vehicle Repairs and Servicing	-	-	-	-	850.00	-	850.00	883.33
7302	Vehicle Licences	42.00	42.00	42.00	42.00	42.00	42.00	374.48	500.48
7303	Vehicle Insurance	-	-	-	1,829.70	-	-	2,014.41	2,002.30

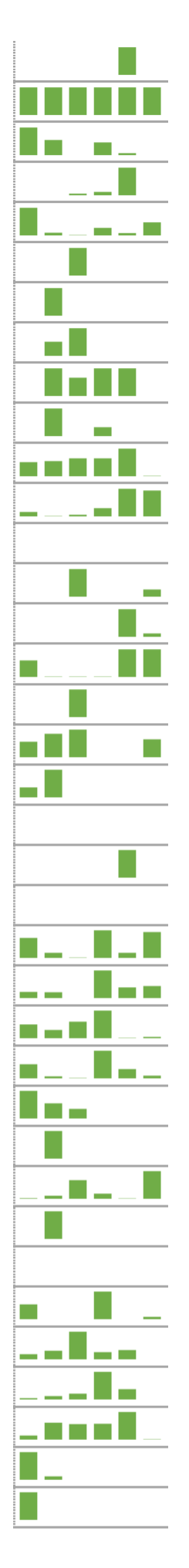
2018 / 2019							
Budget 18/19	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	YTD 18/19
150.00	-	-	-	-	66.47	-	66.47
-	-	-	-	-	-	-	42.03
-	-	-	231.10	547.69	19.20	47.93	974.59
23,900.00	1,012.50	337.50	3,037.50	1,350.00	675.00	-	15,425.00
-	-	-	-	-	-	-	351.60
760.00	-	120.00	48.00	35.68	-	-	213.78
75.00	92.60	117.00	150.50	230.00	21.00	-	778.70
33,000.00	355.39	2,561.81	1,299.31	5,036.33	134.45	341.63	12,969.57
40,000.00	-	1,195.20	1,774.59	305.83	128.36	3.66	4,710.30
4,000.00	12.50	-	-	-	-	35.84	329.86
10,500.00	350.00	13,408.86	1,568.33	13.47	-	-	18,215.66
7,000.00	-	-	-	2,575.00	1,870.03	-	4,656.23
160.00	-	-	-	72.50	115.00	-	187.50
17,000.00	1,322.40	-	-	-	190.00	-	16,675.60
500.00	-	-	-	-	-	507.68	507.68
15,000.00	-	-	-	-	17,070.82	1,000.00	19,629.57
20,000.00	-	-	1,305.00	850.00	600.00	178.75	6,299.50
-	-	-	-	-	-	-	35.00
1,000.00	-	-	-	500.00	575.00	-	1,075.00
-	-	-	-	350.00	-	-	350.00
2,200.00	-	-	-	-	-	-	-
1,000.00	-	-	-	-	-	-	-
2,200.00	80.00	80.00	566.00	161.00	130.00	80.00	1,891.00
3,000.00	599.91	310.00	228.40	1,067.30	258.00	266.00	4,304.28
298,000.00	37,342.15	35,050.11	36,540.41	49,707.79	35,773.79	32,902.81	342,026.56
57,000.00	5,074.49	4,627.67	4,589.02	4,864.94	4,753.71	4,187.71	43,339.14
1,500.00	-	-	-	-	-	-	-
124,900.00	-	-	-	-	-	-	-
37,400.00	3,312.16	3,197.17	3,214.07	3,374.56	3,188.67	2,881.34	29,458.40
-	-	-	-	-	-	-	-
-	-	-	-	-	228.00	-	-
5,000.00	-	-	-	-	-	-	-
2,800.00	33.14	139.03	-	53.85	136.90	-	677.51
-	-	-	-	809.97	-	-	809.97
4,800.00	178.37	28.57	146.90	729.23	323.26	234.51	2,222.38
62,000.00	5,472.27	5,471.54	5,472.27	5,472.00	5,472.00	5,472.00	50,388.38
-	-	-	-	-	-	-	-
24,000.00	104.66	1,717.47	-	18.47	1,977.78	-	6,603.94
-	-	115.87	-	-	362.85	-	2,398.41
-	-	-	-	-	-	-	-
1,500.00	148.02	93.81	1,079.98	204.02	347.35	298.38	3,242.21
1,000.00	-	1,645.51	-	175.32	15.00	-	1,835.83
500.00	21.87	21.87	21.87	21.87	21.87	21.87	237.15
2,100.00	-	-	2,483.40	-	-	-	2,483.40



## Monthly Finances (A)

Code	Description	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD 17/18	Actual 17/18
7304	Miscellaneous Motor Expenses	-	-	-	-	-	-	-	-
7307	Vehicle Leasing	-	-	-	-	-	-	-	-
7500	Printing	-	-	-	-	60.00	-	377.50	680.64
7501	Postage and Carriage	-	-	-	1,000.00	-	210.50	2,710.50	3,729.68
7502	Office Stationery	592.53	1,362.78	235.40	634.53	293.06	431.16	4,394.57	5,345.76
7503	Publications	-	-	-	-	-	-	-	149.18
7505	Town Crier Printing Costs	740.00	-	-	800.00	-	-	2,058.00	3,177.50
7506	Distribution Costs	416.67	416.67	-	-	416.67	-	1,666.68	2,083.35
7507	Business & ID Cards	-	-	-	-	-	-	-	-
7508	Questionnaire / Survey	-	-	-	-	-	-	-	-
7550	Telephone and Broadband	409.69	632.00	179.58	397.67	398.48	401.20	3,960.46	5,188.74
7552	Computers & Software	414.88	596.95	379.89	539.56	329.56	329.16	4,018.66	5,605.83
7600	Legal Fees	735.51	-	-	-	-	-	19,097.91	19,106.91
7601	Audit Fees	-	608.40	2,000.00	-	-	534.20	3,142.60	3,142.60
7602	Health & Safety Fees	-	-	-	-	-	-	-	-
7603	Consultancy Fees	-	-	-	-	-	-	-	2,400.00
7604	Professional Fees	5,534.04	367.99	630.84	3,186.85	-	-	12,353.61	15,189.61
7605	Mayoral Allowance	-	-	-	1,033.12	148.10	-	1,461.22	3,979.22
7606	Councillors' Reimbursement	-	-	-	-	-	-	-	-
7607	Electoral Costs	-	-	-	-	-	-	7,970.31	7,970.31
7700	Equipment Hire	-	-	-	-	-	-	-	-
7701	Office Machine Maintenance	-	-	-	-	-	-	-	-
7702	Equipment Leasing	1,521.99	1,091.98	451.98	1,521.99	1,471.98	750.98	16,592.20	21,330.18
7800	Repairs and Renewals	24.88	86.42	91.15	218.63	253.20	187.94	1,481.41	1,976.91
7801	Cleaning	465.15	163.14	( 1,399.51 )	-	-	-	( 666.97 )	( 203.82 )
7803	Premises Expenses	129.83	3,305.44	40.19	3,517.13	953.54	4,520.38	12,824.04	16,501.45
7811	Signs	-	-	-	-	-	-	80.22	80.22
7821	Miscellaneous Purchases	-	-	-	-	-	-	-	-
7901	Bank Charges	1,024.47	302.93	218.76	258.69	262.55	238.16	2,874.25	3,516.15
7903	Loan Interest Paid	-	4,695.33	-	-	-	-	4,695.33	9,390.66
8100	Bad Debt Write Off	-	-	29,234.70	-	-	-	29,234.70	29,234.70
8200	Donations	250.00	-	1,000.00	2,114.98	-	-	4,114.98	5,686.98
8201	Subscriptions	-	( 250.00 )	428.75	-	150.00	-	2,593.21	3,284.96
8202	Uniforms	51.98	102.42	-	114.23	-	65.11	400.38	400.38
8203	Training Costs	384.78	-	84.00	60.00	1,011.00	250.00	4,544.00	5,156.00
8204	Insurance	-	-	-	-	-	-	25,709.18	25,900.70
8205	Refreshments	-	-	-	-	-	-	-	-
		95,106.79	82,794.46	98,920.43	81,512.51	86,968.40	61,732.51	810,852.53	987,563.01

Budget 18/19	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	YTD 18/19
500.00	-	-	-	-	28.76	-	616.41
-	342.75	342.75	342.75	342.75	342.75	342.75	3,427.50
500.00	732.49	399.00	-	342.45	53.50	-	1,527.44
3,500.00	-	-	60.00	120.00	1,000.00	-	2,180.00
3,650.00	878.55	246.13	187.46	375.59	241.06	516.35	3,943.65
-	-	-	62.50	-	-	-	112.50
2,750.00	-	1,475.00	-	-	-	-	2,950.00
2,510.00	-	306.25	604.17	-	-	-	1,647.92
-	-	30.00	20.00	30.00	30.00	-	265.40
-	-	800.00	-	260.00	-	-	1,060.00
5,500.00	412.23	417.37	433.93	432.93	487.44	333.57	4,292.01
5,800.00	400.95	348.75	364.91	446.47	677.89	658.65	5,845.69
19,700.00	-	-	-	-	-	-	5,687.50
3,300.00	-	-	2,000.00	-	-	534.20	3,068.40
-	-	-	-	-	2,318.75	285.00	5,140.49
-	439.70	199.80	199.80	199.80	599.80	599.80	3,821.70
5,000.00	-	-	707.00	-	-	-	707.00
2,500.00	230.00	348.90	413.33	-	-	267.04	1,259.27
-	37.80	102.60	-	-	-	-	140.40
13,000.00	-	-	-	-	-	-	-
-	-	-	-	-	266.50	-	266.50
-	-	-	-	-	-	-	128.71
25,250.00	1,787.58	1,091.98	863.68	2,135.55	1,091.98	2,051.36	12,805.37
2,000.00	172.79	159.54	-	765.12	293.46	333.41	6,460.54
1,400.00	206.85	142.70	240.75	367.88	49.20	60.95	1,433.07
15,000.00	5,553.21	1,389.52	798.69	10,183.70	3,946.92	1,599.82	37,911.44
-	183.08	100.00	63.43	-	-	-	696.51
-	-	43.95	-	-	-	-	602.94
4,150.00	233.99	249.65	340.24	260.62	232.10	392.75	2,488.18
9,390.66	-	4,695.33	-	-	-	-	4,695.33
-	-	-	-	-	-	-	2,438.62
3,000.00	400.00	-	-	750.00	-	61.90	2,711.90
5,050.00	37.99	65.00	207.49	54.87	70.19	-	1,961.79
600.00	23.73	52.19	93.33	437.80	164.72	-	1,155.10
5,000.00	126.00	375.00	350.00	358.33	585.00	50.00	3,169.83
27,000.00	2,920.07	378.69	-	-	-	-	23,278.74
-	15.99	-	-	-	-	-	43.79
973,495.66	72,435.51	83,999.09	72,110.11	104,557.08	87,979.69	56,547.66	756,952.73



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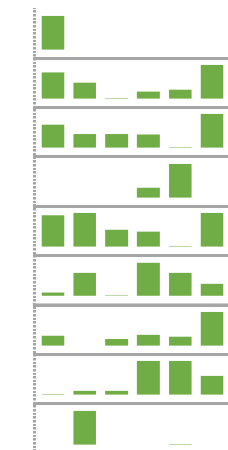
Swanley Town Council: Alexandra

YTD Summary

Income

Code	Description	2017 / 2018							YTD 17/18	Actual 17/18
		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17			
4028	Photocopying	-	-	-	-	-	-	-	10.00	
4100	Bar Income	13,597.20	7,468.26	10,398.82	10,903.50	7,824.85	19,630.31	98,266.88	109,637.96	
4105	Catering Income	9,535.75	3,525.58	9,135.55	4,936.68	7,203.84	14,439.08	61,358.33	68,376.34	
4110	Equipment Hire	-	-	-	-	-	-	-	-	
4115	Function Package Revenue	12,435.00	3,689.17	9,105.41	4,650.00	6,223.75	4,574.83	59,325.77	63,434.11	
4120	Conference Lettings Regular	2,359.20	3,113.33	2,006.93	3,728.20	4,608.18	2,578.34	28,950.63	36,817.67	
4125	Party Night Revenue	933.32	2,538.35	2,133.35	3,613.35	8,512.50	1,048.31	20,428.79	21,832.95	
4130	Party Function Revenue	1,137.50	845.83	1,639.82	1,591.67	1,208.33	904.17	9,864.82	13,500.48	
4999	Other Income	8.56	-	-	-	-	-	8.56	8.56	
		40,006.53	21,180.52	34,419.88	29,423.40	35,581.45	43,175.04	278,203.78	313,618.07	

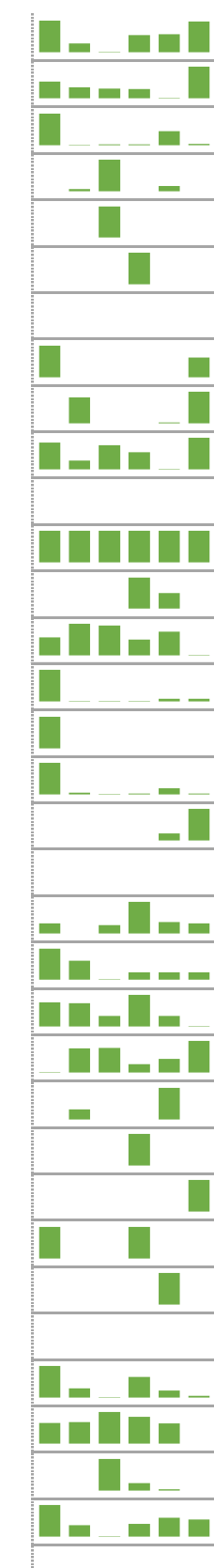
Budget 18/19	2018 / 2019						YTD 18/19
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	
-	4.17	-	-	-	-	-	14.17
125,000.00	15,928.24	13,026.91	8,724.03	10,563.33	11,073.61	18,051.39	105,776.95
70,000.00	15,750.87	10,527.47	10,582.25	10,464.16	3,540.22	21,410.44	88,186.69
-	-	-	-	50.00	173.33	-	223.33
85,000.00	8,153.44	8,643.92	4,789.58	4,330.00	1,035.00	8,608.33	48,293.50
38,250.00	3,196.51	6,223.34	2,791.50	7,767.50	6,225.84	4,550.03	42,363.74
19,200.00	908.34	-	591.67	1,012.50	833.33	3,106.67	8,456.68
13,500.00	875.00	895.83	895.83	1,070.83	1,070.83	983.33	8,743.98
-	-	30.00	-	-	0.01	-	30.03
350,950.00	44,816.57	39,347.47	28,374.86	35,258.32	23,952.17	56,710.19	302,089.07



Expenditure

Code	Description	2017 / 2018							YTD 17/18	Actual 17/18
		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17			
5001	Bar Purchases	4,531.56	2,111.22	2,615.01	3,319.88	2,969.06	5,103.08	29,034.36	31,376.93	
5002	Catering Purchases	1,519.19	834.15	1,988.22	1,280.43	1,081.93	4,771.61	16,184.75	17,588.93	
5003	Bar Purchases - Equipment	-	-	-	-	-	-	-	-	
5004	Catering Purchases - Equipment	-	-	-	-	-	-	-	-	
5011	Licenses	-	-	21.00	381.52	21.00	-	423.52	773.52	
5012	Sales Commision	-	-	-	-	-	-	-	-	
5020	Equipment / Machinery	-	-	568.00	-	-	-	568.00	568.00	
5021	Equipment / Machinery Repairs	359.35	-	218.00	300.00	-	-	877.35	877.35	
5033	Pantomime	-	-	-	-	-	-	-	-	
5045	Function Expenditure	2,175.83	1,991.65	2,802.24	1,450.00	916.66	6,388.36	21,744.47	23,462.80	
6100	Agency Commission	-	-	-	-	25.82	-	25.82	25.82	
6200	Website, Social Media and Marketing	-	-	-	-	-	-	117.50	117.50	
6201	Advertising	60.00	-	-	-	-	74.50	880.49	1,030.49	
7000	Salaries	7,677.72	7,729.42	6,399.19	8,777.46	6,064.33	6,976.14	69,072.44	91,558.27	
7001	Pension	898.46	912.10	898.46	898.46	666.28	809.67	8,617.79	10,768.08	
7004	Wages - Casual	462.00	-	-	140.00	140.00	-	1,246.00	1,554.00	
7006	Empoyers NI	347.75	413.07	333.58	356.30	247.30	382.28	3,639.70	4,597.48	
7012	Security Staffing	-	-	-	-	-	-	-	-	
7099	Expenses	-	294.56	-	-	-	200.89	726.19	934.77	
7102	Water Rates	-	1,018.22	-	-	567.67	-	2,213.70	2,213.70	
7103	General Rates	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	2,949.13	26,541.35	29,490.48	
7105	Recycling - Waste Collection	251.16	313.95	251.16	259.71	305.40	251.17	2,503.06	3,368.73	
7200	Electricity	539.01	523.50	691.28	385.93	700.52	-	4,522.12	6,557.78	
7201	Gas	-	414.78	-	-	177.02	-	3,378.58	6,530.83	
7500	Printing	-	-	-	-	-	-	153.22	153.22	
7550	Telephone & Broadband	-	-	-	-	-	-	-	-	
7552	Computers & Software	-	-	-	-	-	-	-	-	
7602	Health & Safety Fees	-	-	-	-	-	-	-	-	
7800	Repairs and Renewals	106.82	-	-	-	-	-	106.82	310.05	
7801	Cleaning	170.99	118.96	42.08	1,178.82	158.57	234.07	2,300.90	2,518.32	
7802	Laundry	261.20	240.40	308.41	246.39	277.92	348.46	2,514.97	2,776.20	
7803	Premises Expenses	-	-	-	-	-	490.00	1,196.00	1,593.52	
7901	Bank Charges	102.41	252.91	223.91	122.01	164.00	254.60	1,468.84	1,921.09	
8201	Subcriptions	-	-	-	-	463.14	-	685.89	685.89	
		22,412.58	20,118.02	20,309.67	22,046.04	17,895.75	29,233.96	200,743.83	243,353.75	

Budget 18/19	2018 / 2019						YTD 18/19
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	
33,500.00	5,288.78	2,910.40	2,040.82	3,800.31	3,886.07	5,204.55	33,796.50
18,100.00	2,967.64	2,244.89	2,127.76	2,039.88	978.58	4,738.86	18,106.54
-	151.89	66.18	67.64	67.64	103.73	68.64	937.56
-	-	25.48	391.99	-	63.23	-	523.62
500.00	-	-	1,690.65	-	-	-	1,738.15
-	-	-	-	71.52	-	-	71.52
1,000.00	-	-	-	-	-	-	107.00
2,000.00	995.68	-	-	-	-	627.78	1,623.46
-	-	445.00	-	-	11.78	545.00	1,001.78
24,500.00	3,297.50	1,998.34	3,094.66	2,597.33	1,370.00	3,642.50	20,611.98
-	-	-	-	-	-	-	-
1,500.00	122.33	122.33	122.33	122.33	122.33	122.33	1,100.97
1,500.00	-	-	-	80.00	40.00	-	320.00
73,500.00	7,861.12	8,738.62	8,618.93	7,701.13	8,224.45	6,707.84	66,305.71
8,200.00	984.56	832.35	832.35	832.35	844.31	844.31	7,617.41
2,000.00	140.00	-	-	-	-	-	280.00
3,200.00	439.64	274.67	267.21	269.17	300.03	269.28	2,598.77
-	-	-	-	-	140.00	623.00	763.00
950.00	-	-	-	-	-	-	-
3,000.00	178.38	-	146.89	556.59	199.14	178.96	1,792.69
30,700.00	2,423.92	2,423.46	2,422.73	2,423.00	2,423.00	2,423.00	23,240.30
3,500.00	309.49	306.86	266.36	332.95	266.36	233.85	2,564.50
7,000.00	613.12	926.74	931.25	718.22	787.39	1,023.57	6,761.26
7,400.00	-	115.88	-	-	362.85	-	2,398.41
300.00	-	-	-	93.95	-	-	248.95
-	-	-	-	-	-	41.67	41.67
-	45.00	-	-	45.00	-	-	135.00
-	-	-	-	-	364.90	-	784.90
1,000.00	-	-	-	-	-	-	997.50
3,350.00	398.29	148.74	48.35	275.89	122.29	64.98	1,671.29
3,300.00	154.09	161.58	238.44	200.97	151.92	-	1,750.18
15,000.00	-	-	737.00	179.00	32.00	-	1,664.50
1,850.00	185.01	132.90	104.94	136.77	152.32	148.03	1,262.08
250.00	-	-	-	-	-	-	-
247,100.00	26,556.44	21,874.42	24,150.30	22,544.00	20,946.68	27,508.15	202,817.20



Swanley Town Council: Olympic

YTD Summary

Income

Code	Description	2017 / 2018							YTD 17/18	Actual 17/18
		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17			
4003	Rent - New Generation Data	-	-	-	-	-	-	-	333.33	
4012	Rent - Golf Range	-	-	3,701.00	-	-	-	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	6,300.00	8,400.00	
4018	Rent - Boxing	-	-	-	-	-	281.67	281.67	1,126.68	
4028	Photocopying	-	-	-	-	-	-	-	-	
4100	Bar Income	2,989.18	4,367.37	2,198.15	3,377.83	2,322.68	4,117.87	31,780.18	43,051.50	
4105	Catering Income	6,980.57	8,174.85	5,450.52	7,714.44	5,917.89	5,496.69	58,376.25	74,459.30	
4108	Quiz Income	-	-	-	-	-	-	-	-	
4109	Pool Income	-	-	-	-	-	-	-	-	
4115	Function Package Revenue	2,287.92	791.67	1,941.67	2,164.17	915.41	510.83	10,149.95	12,606.36	
4120	Conference Lettings Regular	6,755.73	8,108.83	4,673.33	6,147.53	3,879.19	2,064.17	42,567.03	54,636.45	
4125	Party Night Revenue	-	291.26	1,049.76	-	600.01	204.17	2,145.20	2,895.20	
4130	Party Function Revenue	-	-	-	50.00	1,575.00	-	1,625.00	2,208.34	
4202	Services Recharge - Golf	-	-	-	1,494.89	-	-	1,494.89	1,494.89	
4600	Outdoor Event Revenue	-	-	126.67	-	-	-	126.67	126.67	
4609	Snooker Income	430.47	516.79	303.72	352.66	1,070.38	598.60	4,717.99	7,458.35	
4903	Insurance Claims	-	-	-	-	-	-	-	-	
4998	Sale of Goods	-	-	-	-	-	416.67	416.67	416.67	
		20,143.87	22,950.77	20,144.82	22,001.52	16,980.56	14,390.67	168,682.50	217,914.74	

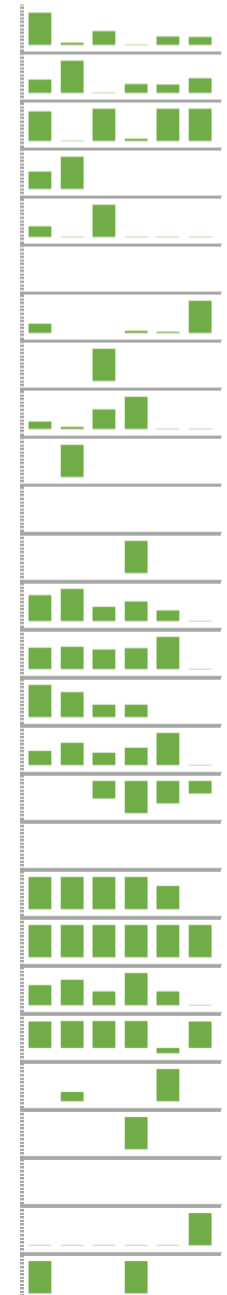
Budget 18/19	2018 / 2019							YTD 18/19
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18		
-	333.33	333.33	333.33	333.33	333.33	333.33	333.33	2,999.97
-	-	-	-	-	-	-	-	-
5,000.00	-	-	-	-	-	-	-	5,000.00
8,400.00	-	-	-	1,400.00	700.00	700.00	-	5,600.00
3,750.00	281.67	281.67	281.67	281.67	281.67	281.67	281.67	2,535.03
-	-	-	-	-	-	-	-	4.00
44,500.00	6,839.84	2,439.25	4,302.99	3,296.48	3,099.04	3,349.75	-	34,910.50
82,500.00	4,310.40	4,014.22	3,085.66	4,374.37	3,850.55	4,717.87	-	38,085.97
-	20.83	-	-	-	-	-	-	69.17
-	41.00	-	-	-	43.75	-	-	84.75
15,500.00	495.84	83.33	1,131.25	2,500.01	516.66	583.33	-	6,787.09
65,000.00	1,185.84	2,815.83	2,305.02	3,495.00	5,044.09	2,748.85	-	24,499.67
2,400.00	416.67	-	-	-	-	-	-	416.67
-	-	-	-	-	-	-	-	-
-	-	24.99	66.67	25.00	-	-	-	116.66
-	707.72	710.74	771.50	863.54	1,043.13	647.04	-	8,530.14
-	-	-	-	-	-	-	-	2,942.80
-	-	-	-	-	-	0.01	-	0.01
227,050.00	14,633.14	10,703.36	12,278.09	16,569.40	14,912.22	13,361.85	-	132,582.43



Expenditure

Code	Description	2017 / 2018							YTD 17/18	Actual 17/18
		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17			
5001	Bar Purchases	1,461.31	1,063.47	631.78	923.85	1,029.88	1,426.29	13,076.41	18,284.92	
5002	Catering Purchases	1,602.71	2,686.20	2,773.62	1,900.15	2,662.87	2,902.69	22,151.22	27,403.24	
5003	Bar Purchases - Equipment	-	-	-	-	-	-	-	-	
5004	Catering Purchases - Equipment	-	-	-	-	-	-	-	-	
5011	Licences	12.12	12.12	454.12	159.03	12.37	12.37	698.55	735.66	
5020	Equipment / Machinery	341.94	-	1,029.99	-	-	-	1,441.93	1,441.93	
5021	Equipment / Machinery Repairs	1,471.73	118.80	113.32	-	-	60.00	3,334.85	3,452.13	
5030	Horticulture	-	-	-	-	-	-	-	239.50	
5045	Function Expenditure	525.00	588.33	430.00	1,582.06	913.17	130.00	5,211.89	7,076.89	
5046	Outdoor Event	-	-	-	-	-	-	-	-	
6200	Website, Social Media and Marketing	122.33	122.33	122.33	122.33	122.33	122.33	1,053.77	1,420.76	
6201	Advertising	20.00	40.00	73.22	40.00	40.00	82.50	725.71	895.71	
7000	Salaries	5,274.35	6,966.57	5,948.79	4,429.37	4,882.91	5,172.82	47,019.49	62,234.01	
7001	Pension	546.21	677.03	494.79	443.80	555.07	555.45	4,897.02	6,352.94	
7004	Wages - Casual	-	936.25	558.70	1,147.75	768.75	868.50	4,770.20	6,472.47	
7006	Employers NI	270.69	396.86	223.60	180.66	268.28	268.57	2,383.27	3,035.87	
7011	SMP	-	-	-	-	-	-	-	-	
7099	Staff Expenses	-	-	140.68	-	-	308.07	448.75	789.64	
7102	Water Rates	-	-	2,260.20	-	-	1,007.69	2,599.68	3,322.83	
7103	General Rates	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	2,826.00	25,435.00	28,261.00	
7105	Recycling - Waste Collection	156.62	195.65	156.52	165.07	187.10	156.53	1,556.76	2,099.25	
7200	Electricity	1,032.53	984.55	975.87	984.87	1,027.60	-	8,140.37	12,831.83	
7201	Gas	-	340.46	-	-	394.00	-	1,592.57	4,210.73	
7500	Printing	-	-	-	-	-	-	-	-	
7502	Stationery	-	-	-	-	-	-	-	-	
7550	Telephone and Broadband	38.44	38.44	38.44	38.44	38.44	38.44	956.13	1,071.45	
7552	Computers & Software	-	-	-	-	-	-	-	-	

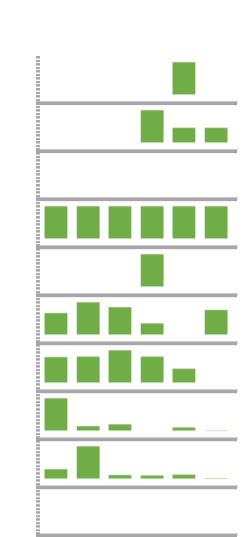
Budget 18/19	2018 / 2019							YTD 18/19
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18		
19,000.00	2,911.16	856.68	1,641.21	709.54	1,262.99	1,230.87	-	12,539.38
28,500.00	979.71	1,471.17	637.76	863.22	846.53	1,018.56	-	10,563.17
-	93.25	61.25	96.35	63.25	96.35	96.35	-	1,511.67
-	41.88	76.68	-	-	-	-	-	593.26
1,200.00	110.22	12.37	307.37	12.07	12.83	12.83	-	525.86
1,000.00	-	-	-	-	-	-	-	113.63
2,000.00	377.00	-	-	90.00	59.68	1,277.36	-	1,921.32
-	-	-	597.50	-	-	-	-	617.50
7,500.00	380.00	225.00	727.00	1,091.67	175.00	175.00	-	4,781.47
-	-	150.00	-	-	-	-	-	150.00
1,500.00	-	-	-	-	-	-	-	-
1,500.00	-	-	-	40.00	-	-	-	240.00
66,100.00	6,171.78	6,723.66	5,179.65	5,631.32	4,857.91	3,966.15	-	50,276.86
6,750.00	486.94	503.37	461.78	482.06	638.53	192.90	-	4,311.30
5,500.00	246.30	190.68	95.34	95.34	-	-	-	2,143.20
3,250.00	217.57	294.49	200.33	244.23	386.04	84.11	-	2,158.88
-	-	-	( 748.44 )	( 1,377.50 )	( 955.88 )	( 534.27 )	( 3,616.09 )	-
250.00	-	-	-	-	-	-	-	101.40
4,150.00	973.22	973.22	973.22	973.24	705.09	-	-	4,956.42
29,400.00	2,909.00	2,909.00	2,909.00	2,909.00	2,909.00	2,909.00	-	26,178.00
2,100.00	181.65	193.92	166.92	208.65	166.92	136.55	-	1,597.10
13,000.00	1,415.17	1,440.44	1,440.44	1,440.44	( 283.36 )	1,419.52	-	11,181.59
4,250.00	-	191.96	-	-	673.68	-	-	3,141.06
-	-	-	-	50.00	-	-	-	154.13
-	-	-	-	-	-	-	-	35.36
1,650.00	42.94	42.94	42.94	42.94	42.94	184.95	-	528.47
-	45.00	-	-	45.00	-	-	-	135.00



## Monthly Finances (C)

Code	Description	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD 17/18	Actual 17/18
7602	Health & Safety Fees	-	-	-	-	-	-	-	-
7604	Professional Fees	127.21	109.21	109.21	109.21	109.21	109.21	1,108.39	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	2,835.00	3,780.00
7800	Repairs and Renewals	-	-	-	-	-	-	599.68	864.68
7801	Cleaning	388.03	-	94.01	1,236.67	-	143.20	1,902.06	2,388.53
7802	Laundry	374.36	-	54.64	132.00	212.60	165.49	1,339.23	1,553.73
7803	Premises Expenses	-	12,187.00	2,300.54	708.00	1,200.00	244.00	16,639.54	18,134.96
7901	Bank Charges	177.81	158.87	149.94	173.22	166.03	158.10	1,326.69	1,833.69
8201	Subscriptions	-	-	-	534.01	-	-	756.76	756.76
		17,084.39	30,763.14	22,275.31	18,151.49	17,731.61	17,073.25	174,299.92	222,680.13

Budget 18/19	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	YTD 18/19
-	-	-	-	-	308.40	-	828.00
1,500.00	-	-	-	228.42	105.21	105.21	1,325.34
-	-	-	-	-	-	-	-
3,780.00	315.00	315.00	315.00	315.00	315.00	315.00	2,835.00
1,200.00	-	-	-	107.00	-	-	1,252.99
3,300.00	80.00	119.47	101.90	41.69	-	91.57	690.59
1,650.00	132.00	134.28	165.50	132.25	71.57	-	1,395.10
15,000.00	3,844.88	550.00	731.70	-	361.93	41.44	8,655.94
-	161.75	244.71	140.48	138.86	141.75	128.93	1,368.31
1,000.00	-	-	-	-	-	-	-
226,030.00	22,116.42	17,680.29	16,182.95	14,577.69	12,898.11	12,852.03	155,191.21



7801  
7803



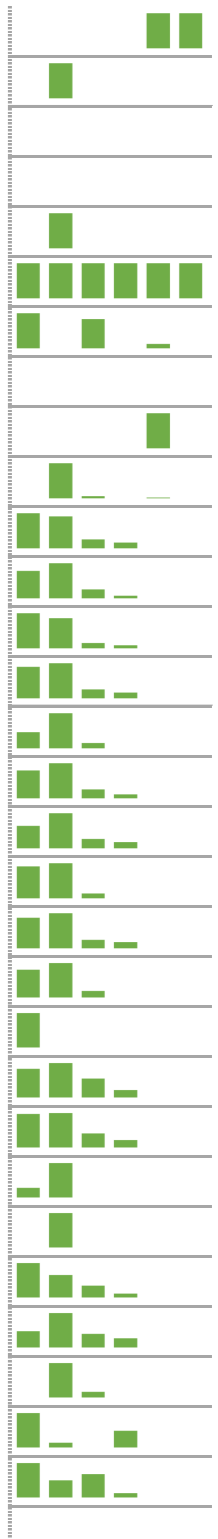
Swanley Town Council: Swanley Park

YTD Summary

Income

Code	Description	2017 / 2018							Actual 17/18
		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD 17/18	
4002	Rent - Swanley Athletics Club	-	-	-	-	-	-	-	-
4006	Rent - Cafe in the Park	-	13,000.00	1,000.00	-	-	-	33,000.00	33,000.00
4007	Rent - Swanley Park	-	-	-	-	-	-	-	-
4008	Rent - Swanley New Barn Railway	-	-	-	-	-	-	-	-
4010	Rent - Ice Cream Van	-	5,000.00	291.67	-	-	-	15,291.67	15,291.67
4017	Rent - Swanley Park RFC	-	-	-	312.64	312.64	312.64	937.92	1,875.84
4201	Service Recharge: Café in the Park	-	1,872.84	-	-	-	-	1,872.84	1,872.84
4204	Service Recharge: Bungalow	-	-	-	-	-	-	-	-
4207	Service Recharge: SNBR	-	-	-	-	-	-	-	-
4600	Outdoor Event Revenue	-	-	-	-	-	-	-	-
4700	Rowing	757.70	1,322.91	392.91	85.42	-	-	5,731.01	5,731.01
4701	Pedalos	4,338.34	9,908.76	2,659.76	740.00	-	-	33,575.18	34,408.35
4702	Canoeing	353.33	1,080.42	258.73	71.67	-	-	2,783.72	2,783.72
4703	Golf	732.51	1,205.01	187.92	10.00	-	-	4,531.39	4,531.39
4704	Tree Trek	675.67	1,958.25	235.83	-	-	-	6,235.52	6,240.52
4705	Hand Boats	-	-	-	-	-	-	65.83	65.83
4706	Dino Karts	627.66	1,097.48	113.32	-	-	-	2,503.46	2,503.46
4707	Deck Chairs	75.00	165.00	-	-	-	-	632.50	632.50
4708	Bouncy Castle	1,596.42	2,378.67	680.44	255.75	-	-	10,513.40	10,840.91
4710	Car Parking	5,490.61	15,950.10	1,447.51	220.83	-	-	45,939.50	46,231.17
4712	Wrist Bands	91.67	-	-	-	-	-	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	660.00	441.67	490.00	320.83	-	-	2,671.65	2,671.65
4721	Children's Party - Survival	125.00	-	709.15	520.83	-	-	1,354.98	2,684.13
4810	Sponsorship - General	-	-	-	-	-	-	-	-
		15,523.91	55,381.11	8,467.24	2,537.97	312.64	312.64	167,732.24	171,456.66

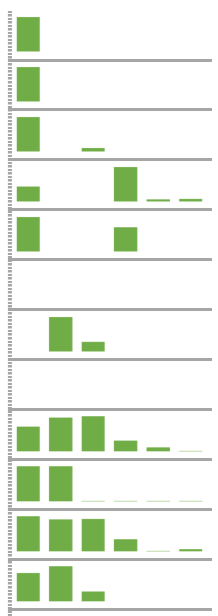
Budget 18/19	2018 / 2019						YTD 18/19
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	
-	-	-	-	-	100.00	100.00	200.00
33,500.00	-	13,000.00	-	-	-	-	34,000.00
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
15,416.00	-	5,416.67	-	-	-	-	15,416.67
3,750.00	312.64	312.64	312.64	312.64	312.64	312.64	2,813.76
2,000.00	1,365.43	-	1,143.49	-	166.67	-	4,342.26
600.00	-	-	-	-	-	-	-
-	-	-	-	-	644.75	-	-
-	-	3,126.62	195.83	-	66.67	-	6,969.62
5,750.00	1,779.97	1,609.15	454.16	300.83	-	-	7,789.94
33,600.00	7,082.55	9,016.57	2,276.26	667.09	-	-	34,982.80
2,800.00	899.16	775.00	138.34	80.00	-	-	3,702.92
4,550.00	1,452.52	1,614.16	420.83	270.84	-	-	7,273.40
6,300.00	699.99	1,501.63	227.50	-	-	-	4,354.59
150.00	1,077.58	1,356.42	343.32	153.33	-	-	5,004.04
2,510.00	710.01	1,113.35	301.66	193.34	-	-	3,798.32
650.00	339.16	371.66	51.66	-	-	-	1,161.21
10,600.00	1,902.94	2,179.58	527.08	379.57	-	-	11,292.62
46,000.00	11,680.90	14,476.20	2,841.68	-	-	-	52,229.46
100.00	483.33	-	-	-	-	-	724.17
-	92.79	111.05	60.85	24.57	-	-	535.65
-	1,221.68	1,247.50	514.17	273.34	-	-	4,480.06
-	10.00	35.00	-	-	-	-	65.00
-	-	3.33	-	-	-	-	9.17
-	144.19	93.35	50.00	16.67	-	-	304.21
-	218.33	464.34	185.82	123.31	-	-	991.80
-	-	59.17	10.00	-	-	-	69.17
3,000.00	170.83	25.00	-	83.33	-	-	279.16
3,000.00	660.01	333.33	449.99	83.33	-	-	3,005.80
-	-	-	-	-	-	-	283.33
174,276.00	32,304.01	58,241.72	10,505.28	2,962.19	1,290.73	412.64	206,079.13



Expenditure

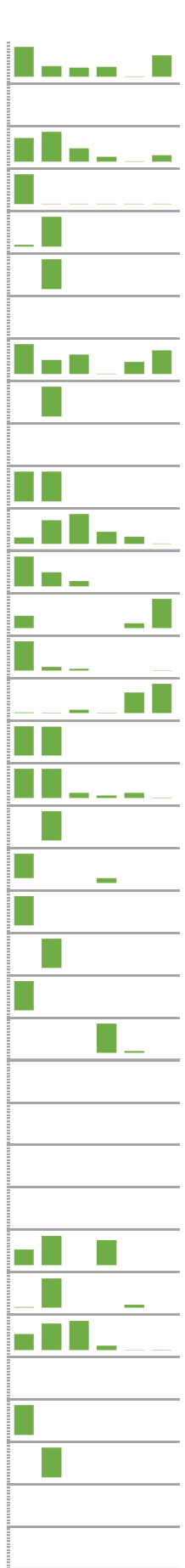
Code	Description	2017 / 2018							Actual 17/18
		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD 17/18	
5002	Catering Purchases	-	-	-	-	-	-	-	20.15
5010	Sporting Equipment Purchases	-	-	-	-	-	-	-	-
5020	Equipment / Machinery	5,743.26	536.12	-	46.19	-	-	15,563.74	16,714.19
5021	Equipment / Machinery Repairs	-	-	-	-	-	-	1,383.64	1,798.15
5030	Horticulture	-	-	-	-	-	-	-	-
5045	Function Expenditure	220.00	-	-	-	-	-	220.00	220.00
5046	Outdoor Event	-	1,610.00	-	-	-	-	1,610.00	1,610.00
6201	Advertising	80.00	-	-	-	-	132.00	261.99	441.61
7000	Salaries	12,368.30	19,224.39	22,464.65	9,721.15	4,709.42	4,354.10	95,877.55	105,578.93
7001	Pension	-	-	565.87	359.04	-	359.04	1,283.95	2,507.51
7006	Employers NI	-	-	451.30	201.09	-	201.09	853.48	1,564.40
7012	Security Staffing	-	-	-	-	-	-	-	-
7099	Staff Expenses	109.15	272.23	19.00	104.51	-	49.50	554.39	930.23

Budget 18/19	2018 / 2019						YTD 18/19
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	
-	9.56	-	-	-	-	-	9.56
-	100.20	-	-	-	-	-	128.50
15,000.00	1,098.37	-	114.91	-	-	-	4,659.94
1,500.00	280.44	-	-	644.60	42.41	47.50	1,997.35
-	597.50	-	-	425.00	-	-	1,205.83
500.00	-	-	-	-	-	-	-
2,000.00	-	1,021.08	294.00	-	-	-	1,315.08
2,500.00	-	-	-	-	-	-	283.00
94,760.00	14,373.23	18,129.27	18,767.94	8,242.74	5,251.58	3,695.50	105,241.33
1,545.00	470.92	470.92	364.50	364.50	364.50	364.50	3,812.62
1,030.00	522.32	499.57	502.27	351.29	265.69	281.10	3,824.35
-	299.00	368.00	103.50	-	-	-	770.50
1,000.00	-	-	-	-	-	-	-



## Monthly Finances (D)

Code	Description	2017							YTD 17/18	Actual 17/18	Budget 18/19	2018						YTD 18/19
		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jul-18				Aug-18	Sep-18	Oct-18	Nov-18	Dec-18		
7102	Water Rates	462.65	-	4,246.58	-	-	3,945.82	10,904.93	10,904.93	9,000.00	1,414.27	579.87	523.75	542.46	130.94	1,047.50	5,858.42	
7103	General Rates	232.00	232.00	232.00	-	39.56	41.00	1,012.90	1,564.96	2,500.00	-	-	-	-	-	-	-	
7105	Recycling - Waste Collection	1,501.37	1,842.78	1,070.25	841.35	1,008.30	514.48	10,375.04	13,704.90	15,250.00	1,846.08	2,127.70	1,373.72	987.56	764.38	1,054.94	12,845.04	
7200	Electricity	-	-	2,351.64	450.37	-	3,172.05	8,297.38	9,705.19	8,000.00	140.00	70.00	70.00	70.00	70.00	70.00	220.43	
7202	GasOil	-	-	-	-	-	-	-	-	-	31.50	528.57	-	-	-	-	849.97	
7303	Vehicle Insurance	-	-	-	-	-	-	-	-	-	-	91.94	-	-	-	-	91.94	
7304	Miscellaneous Motor Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15.00	
7306	Mileage Claims	-	-	-	-	-	-	-	-	-	44.78	26.78	32.85	10.58	24.40	37.58	176.97	
7500	Printing	-	-	-	-	-	-	-	-	-	-	170.95	-	-	-	-	512.85	
7501	Postage & Carriage	29.90	-	-	-	-	-	29.90	29.90	100.00	-	-	-	-	-	-	9.95	
7502	Stationery	36.65	37.98	-	-	-	-	74.63	74.63	100.00	21.99	21.99	-	-	-	-	65.97	
7550	Telephone & Broadband	40.81	32.48	32.48	70.50	32.74	34.03	243.04	332.91	480.00	50.39	56.23	58.34	52.32	50.71	48.28	568.60	
7700	Equipment Hire	-	-	-	-	-	-	-	-	-	1,026.95	484.50	188.00	-	-	-	1,699.45	
7800	Repairs and Renewals	-	1,035.58	-	-	200.00	-	1,720.12	6,785.76	2,200.00	31.20	-	-	-	12.40	74.04	1,838.72	
7801	Cleaning	67.88	-	-	1,236.10	-	-	1,303.98	1,594.69	2,000.00	651.37	81.69	40.40	-	-	11.26	1,183.44	
7803	Premises Expenses	1,214.51	733.31	701.50	53.00	1,442.10	6,109.17	11,658.27	16,106.01	15,000.00	201.63	90.21	1,007.29	93.32	6,112.75	8,708.89	17,239.69	
7804	Pool Chemicals	-	457.88	234.34	-	-	-	2,074.93	2,541.26	2,500.00	460.55	456.43	-	-	-	-	1,408.91	
7805	Cess Pit	1,890.00	-	3,040.00	1,890.00	630.00	840.00	14,850.00	15,480.00	12,000.00	2,730.00	2,730.00	630.00	420.00	630.00	210.00	12,540.00	
7806	Pedalo Parts	25.83	-	-	-	-	-	25.83	53.29	250.00	-	329.43	-	-	-	-	364.43	
7807	Pool Costs	237.20	-	-	-	-	-	757.20	1,803.20	1,250.00	2,177.95	-	( 425.00 )	-	-	-	1,939.62	
7808	Sand	-	-	-	-	-	-	-	-	-	275.00	-	-	-	-	-	275.00	
7811	Signs	-	-	-	-	-	-	420.00	851.84	500.00	-	88.50	-	-	-	-	513.00	
7814	Maintenance	-	-	-	-	-	-	171.90	174.90	250.00	1,378.20	-	-	-	-	-	1,378.20	
7815	Chidren's Party	-	-	-	-	125.00	-	253.75	395.05	500.00	-	-	-	146.67	9.16	-	308.08	
7816	Parking	-	-	-	-	-	-	170.95	170.95	250.00	-	-	-	-	-	-	-	
7817	Rowing Parts	698.81	-	-	-	-	-	698.81	698.81	1,000.00	-	-	-	-	-	-	-	
7818	Life Jackets	170.04	-	-	-	-	-	170.04	170.04	250.00	-	-	-	-	-	-	-	
7819	Duck Feed	-	-	-	-	-	-	-	16.89	-	-	-	-	-	-	-	-	
7820	Activity Recharge	-	-	-	-	-	-	-	-	-	550.41	1,031.67	-	892.50	-	-	2,850.83	
7821	Miscellaneous Purchases	-	-	-	-	-	-	-	-	-	5.67	227.90	-	-	23.20	-	291.71	
7901	Bank Charges	-	671.64	306.03	216.80	215.21	214.97	1,624.65	2,335.86	2,050.00	330.46	390.56	406.80	261.26	238.46	236.97	2,727.44	
8201	Subscriptions	365.00	-	-	-	-	-	365.00	734.00	500.00	-	-	-	-	-	-	-	
8202	Uniform	500.00	20.00	-	-	-	-	779.90	983.33	1,000.00	274.60	-	-	-	-	-	746.74	
8203	Training Costs	2,700.00	1,800.00	450.00	-	-	-	4,950.00	5,475.00	2,500.00	-	270.00	-	-	-	-	1,803.00	
8204	Insurance	-	-	-	-	-	-	-	207.57	-	-	-	-	-	-	-	1,192.00	
8206	Coaching	-	-	-	-	-	-	-	270.00	-	-	-	-	-	-	-	-	
		28,693.36	28,506.39	36,165.64	15,190.10	8,402.33	19,967.25	190,541.89	224,551.04	199,265.00	31,394.54	30,343.76	24,478.27	13,079.80	13,990.58	15,888.06	194,763.46	



# Swanley Town Council



**Bank Reconciliation: 30 November 2018**

Bank Statement Balance:	Current Account	286,100.75	
			<b>286,100.75</b>
Other Bank & Cash Accounts:	Active Saver	139.69	
	Mayor's Account	3,734.00	
	Recreation Account	13,598.34	
	Alexandra Cash Account	2,760.20	
	Olympic Cash Account	1,088.63	
	Link Cash Account	-	
	Swanley Park Cash Account	800.81	
			<b>22,121.67</b>
			<b>308,222.42</b>
Unpresented Payments:	<b>Date</b>	<b>Ref</b>	<b>Amount</b>
	11/09/2018	100772	90.00
	30/10/2018	028385	72.00
	16/11/2018	FP/Equinox	1,835.02
	21/11/2018	028427	332.57
	21/11/2018	028428	100.00
	21/11/2018	028437	175.00
	21/11/2018	028438	78.91
	21/11/2018	028440	653.83
	21/11/2018	028444	318.00
	21/11/2018	028445	530.81
	21/11/2018	028447	200.00
	21/11/2018	028449	60.00
			<b>4,446.14</b>
			<b>303,776.28</b>
Unpresented Receipts:	<b>Date</b>	<b>Ref</b>	<b>Amount</b>
	29/11/2018	Alex to Current	102.00
	30/11/2018	Alex to Current	1,068.00
	30/11/2018	Alex to Current	138.80
			<b>1,308.80</b>
			<b>305,085.08</b>
Closing Book Balance:	Current Account	282,963.41	
	Other Bank & Cash Accounts	22,121.67	
			<b>305,085.08</b>
			<b>-</b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

# Swanley Town Council



**Bank Reconciliation: 31 December 2018**

Bank Statement Balance:	Current Account	217,885.89		
			<b>217,885.89</b>	
Other Bank & Cash Accounts:	Active Saver	139.69		
	Mayor's Account	3,734.00		
	Recreation Account	13,670.44		
	Alexandra Cash Account	2,281.65		
	Olympic Cash Account	2,273.17		
	Link Cash Account	-		
	Swanley Park Cash Account	592.06		
			<b>22,691.01</b>	
				<b>240,576.90</b>
Unpresented Payments:	<b>Date</b>	<b>Ref</b>	<b>Amount</b>	
	11/09/2018	100772	90.00	
	30/10/2018	028385	72.00	
	12/12/2018	028460	630.00	
	12/12/2018	028465	72.00	
	12/12/2018	028480	61.90	
	12/12/2018	028487	175.00	
	12/12/2018	028491	571.20	
	12/12/2018	028493	300.00	
	12/12/2018	028494	80.00	
	12/12/2018	028495	146.32	
				<b>2,198.42</b>
				<b>238,378.48</b>
Unpresented Receipts:	<b>Date</b>	<b>Ref</b>	<b>Amount</b>	
	28/12/2018	Alex to Current	2,200.00	
	28/12/2018	Alex to Current	26.30	
	29/12/2018	Alex to Current	400.75	
	30/12/2018	Alex to Current	297.40	
	31/12/2018	Alex to Current	73.60	
	31/12/2018	Oly to Current	117.60	
				<b>3,115.65</b>
				<b>241,494.13</b>
Closing Book Balance:	Current Account	218,803.12		
	Other Bank & Cash Accounts	22,691.01		
			<b>241,494.13</b>	
				<b>-</b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

## Monthly Finances (E)

Swanley Town Council



**Payments Out: November 2018**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
01/11/2018	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex	411.30
01/11/2018	DVLA	DVLA LC13 SNK	Direct Debit	DD/DVLA	21.87
05/11/2018	BTGROUP	BT	Direct Debit	DD/BT	60.85
05/11/2018	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	238.46
05/11/2018	Yell	Website	Direct Debit	Yell	146.79
05/11/2018	BARCLAYS	Commission	Bank Entry	Barclays	192.30
07/11/2018	ARCHANT	Archant Community Media Ltd	Cheque	028395	90.00
07/11/2018	AUDICREW	Audiocrew	Cheque	028396	665.00
07/11/2018	B&MSUPP	B&M Supplies LTD	Cheque	028397	67.91
07/11/2018	BLEWD	Mr D K Blew	Cheque	028398	115.00
07/11/2018	COMMUNI	Community Land Use	Cheque	028399	400.00
07/11/2018	DARPRINT	Darenth Print and Design Ltd	Cheque	028400	48.00
07/11/2018	DECORATO	Decorators Den Ltd	Cheque	028401	1,477.12
07/11/2018	DOOR&WIN	The Door & Window Centre Ltd	Cheque	028402	198.00
07/11/2018	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	028403	203.53
07/11/2018	FLOWMARI	Flowers by Marion	Cheque	028404	310.00
07/11/2018	GBSPORT	G.B Sport & Leisure UK LTD	Cheque	028405	85.20
07/11/2018	HOTELFO	Hotel Focus	Cheque	028406	85.82
07/11/2018	HOWDENS	Howdens Joinery Co.	Cheque	028407	213.73
07/11/2018	ISECURE1	iSecure Ltd	Cheque	028408	564.08
07/11/2018	JOHNSTRE	John Street Beverage	Cheque	028409	95.00
07/11/2018	KCC100	Kent County Council	Cheque	028410	161.94
07/11/2018	KFF100	Kent Frozen Foods Ltd	Cheque	028411	649.90
07/11/2018	LEISUREM	Leisurematic Ltd	Cheque	028412	239.00
07/11/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	028413	54.28
07/11/2018	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	028414	265.39
07/11/2018	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	028415	166.86
07/11/2018	NTCASINO	National Casinos	Cheque	028416	450.00
07/11/2018	OAKLEAF1	Oakleaf Electrical Contractors Ltd	Cheque	028417	1,728.00
07/11/2018	PHOENIX1	Phoenix Fireworks Ltd	Cheque	028418	3,000.00
07/11/2018	SELCO	Selco Trade Centres Ltd	Cheque	028419	138.54
07/11/2018	SEVDIST	Sevenoaks District Council	Cheque	028420	1,350.00
07/11/2018	STANNAH	Stannah	Cheque	028421	777.60
07/11/2018	TILLROCO	The Till Roll Company	Cheque	028422	48.54
07/11/2018	TLCELEC	T.L.C Direct	Cheque	028423	76.80
07/11/2018	TRADEUK	Trade UK Account	Cheque	028424	140.11
07/11/2018	ZURICH	Zurich Municipal	Cheque	028425	455.00

## Monthly Finances (F)

07/11/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	87.86
07/11/2018	Alex Catering	Alex Catering	Cheque	100670	78.41
07/11/2018	Olympic Catering	Olympic Catering	Cheque	100671	53.66
07/11/2018	Swanley History Group	WWI Books	Cheque	100672	320.00
08/11/2018	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/BGas	861.86
08/11/2018	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/BGas	4,537.38
08/11/2018	ELAS	Employment Law Advisory Service	Direct Debit	DD/ELAS	239.76
08/11/2018	MANN	Mann (Swanley)	Internal Entry	DD/Mann	105.21
08/11/2018	TV Licence	TV Licence	Direct Debit	TV Licence	12.83
12/11/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	43.76
12/11/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	155.32
12/11/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	153.75
12/11/2018	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	62.81
12/11/2018	HMRC	VAT Payment	Direct Debit	203725396	34,197.53
14/11/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	138.30
15/11/2018	BOOKER	Booker Lintied	Direct Debit	DD/Booker	49.98
15/11/2018	SDC	Rates for Public Conv, Station Road	Direct Debit	DD/SDC	202.00
15/11/2018	SDC	Rates for Woodlands	Direct Debit	DD/SDC	1,479.00
15/11/2018	SDC	Rates for Olympic	Direct Debit	DD/DSC	2,909.00
15/11/2018	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	3,791.00
15/11/2018	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,423.00
15/11/2018	Payroll	Payroll Mth8	BACS	Payroll	43,801.90
15/11/2018	Payroll	PAYE Mth8	BACS	Payroll	20,021.41
15/11/2018	S Nash	Expenses	Cheque	000254	136.90
16/11/2018	BR-IT	BR - IT	Same Day Payment	FP/BR-IT	320.38
16/11/2018	EQUIRECY	Equinox Recycling	Same Day Payment	FP/Equinox	1,835.02
16/11/2018	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	125.95
19/11/2018	EETMOB	EE & T Mobile	Direct Debit	DD/EE	30.35
19/11/2018	TOTGAS1	Total Gas & Power (Civic)	Direct Debit	DD/Total Gas & Power	435.42
19/11/2018	TOTGAS2	Total Gas & Power Ltd (Oly)	Direct Debit	DD/Totla Gas & Power	707.36
19/11/2018	TOTGASP	Total Gas & Power Ltd (Alex)	Direct Debit	DD/Total Gas & Power	435.41
19/11/2018	CCPAS	CCPAS	Direct Debit	DD/CCPAS	56.25
20/11/2018	Touch Screens	Touch Screens	Direct Debit	DD/SG Equipment	378.00
21/11/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	79.12
21/11/2018	B&MSUPP	B&M Supplies LTD	Cheque	028427	332.57
21/11/2018	BIGSING	The BIG Sing SOUL	Cheque	028428	100.00
21/11/2018	CASTL325	Castle Water Limited	Cheque	028429	101.72
21/11/2018	CASTL529	Castle Water Limited	Cheque	028430	130.94
21/11/2018	CASTL588	Castle Water Limited	Cheque	028431	398.28
21/11/2018	CENTCIRC	Centre Circle Event Management	Cheque	028432	803.40
21/11/2018	CLEAWIPE	Clean Wipes	Cheque	028433	50.03
21/11/2018	COMEDY	Comedy Dining Ltd	Cheque	028434	920.00
21/11/2018	D.BODY	D.Body Ltd	Cheque	028435	210.00
21/11/2018	DIDDYNIC	Miss N Driscoll	Cheque	028436	325.00
21/11/2018	DYNAMIX	Mr S Gadd	Cheque	028437	175.00
21/11/2018	EASYNET	Easynet Enterprise Services Ltd	Cheque	028438	78.91

## Monthly Finances (F)

21/11/2018	FRAMA100	Frama UK Ltd	Cheque	028439	1,000.00
21/11/2018	GLOWCOM	The Glow Company	Cheque	028440	653.83
21/11/2018	HILLSPR	Hills Prospect PLC	Cheque	028441	2,571.63
21/11/2018	KCS100	Kent Catering Services Ltd	Cheque	028442	135.60
21/11/2018	KEIRALAN	Alan Keir	Cheque	028443	525.00
21/11/2018	KERRYJO	Kerry Johns	Cheque	028444	318.00
21/11/2018	KFF100	Kent Frozen Foods Ltd	Cheque	028445	530.81
21/11/2018	LAMPS	Lamps & Tubes Illuminations Ltd	Cheque	028446	16,462.56
21/11/2018	MFRICKER	Michael Fricker	Cheque	028447	200.00
21/11/2018	NATIONAL	National Facilities Management Ltd	Cheque	028448	607.73
21/11/2018	OMNIWEB	Omniweb	Cheque	028449	60.00
21/11/2018	REDWING1	Redwing Coaches	Cheque	028450	600.00
21/11/2018	STALBRID	Stalbridge Linen Services	Cheque	028451	263.98
21/11/2018	TRADEUK	Trade UK Account	Cheque	028452	108.46
21/11/2018	WORKWEAR	Workwear Express Ltd	Cheque	028453	197.66
21/11/2018	REALCT1	Real Christmas Trees Ltd	Cheque	028454	1,818.00
23/11/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	542.38
26/11/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	366.71
26/11/2018	BOC100	BOC Ltd	Direct Debit	DD/BOC	238.24
26/11/2018	XINTEL	XLN Telecom	Direct Debit	DD/XLN	51.53
27/11/2018	VOICECOM	Voicecom Ltd	Direct Debit	Dd/Focus	418.31
28/11/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	Dd/All Star	111.54
28/11/2018	BGAS8496	BGas Elec - Oaks Communal	Direct Debit	DD/BGas	23.69
28/11/2018	BGAS8475	BGas Elec - Tennis Courts	Direct Debit	DD/BGas	1,137.60
28/11/2018	BGAS8522	BGas Elec - Ablutions St Mary's	Direct Debit	DD/BGas	697.54
28/11/2018	BGAS6000	BGas Elec - Civic	Direct Debit	DD/BGas	511.11
					<b>169,435.57</b>

### Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Oct-18	Cheque	44,588.43
	BACS	63,823.31
	Direct Debit	58,570.92
	Same Day Payment (Electronic)	2,155.40
	Internal Entry (Offset)	105.21
	Bank Entry	192.30
		<b>169,435.57</b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date



Swanley Town Council



**Payments Out: December 2018**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
03/12/2018	BEDFORDR	Roy Bedford	Same Day Payment	FP/Roy Bedford	2,500.00
03/12/2018	SOUTHLON	South London Scaffolding	Same Day Payment	FP/Sth London	1,500.00
03/12/2018	HART	Dennis Hart	Same Day Payment	FP/Dennis Hart	1,500.00
03/12/2018	TOPTRIB	RHC Bourke	Same Day Payment	FP/Roderick Bourke	575.00
03/12/2018	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex Auto	411.30
04/12/2018	BTGROUP	BT	Direct Debit	DD/BT	57.94
10/12/2018	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	2,482.82
10/12/2018	NATIONAL	National Facilities Management Ltd	Same Day Payment	FP/National Facilities	2,376.00
05/12/2018	EMS	Elavon Merchant Services	Direct Debit	DD/EMS	236.97
05/12/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	50.81
06/12/2018	ELAS	Employment Law Advisory Service	Direct Debit	DD/ELAS	239.76
07/12/2018	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/BGAS	944.86
11/12/2018	BEDFORDR	Roy Bedford	Same Day Payment	FP/ Roy Bedford	2,500.00
10/12/2018	BARCLAYS	Barclays	Direct Debit	DD/Barclays	335.72
10/12/2018	MANN	Mann (Swanley)	Direct Debit	DD/Mann	105.21
12/12/2018	ALSFTIMB	Alsford Timber Ltd	Same Day Payment	FP/Alsford Timber	992.73
12/12/2018	BUCKDAVI	David J Buckett	Same Day Payment	FP/David Buckett	534.20
12/12/2018	CHARLES	Charles Wilson Engineers Limited	Same Day Payment	FP/Charles Wilson	314.63
12/12/2018	CLEAWIPE	Clean Wipes	Same Day Payment	FP/Clean Wipes	388.32
12/12/2018	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	2,455.02
12/12/2018	KFF100	Kent Frozen Foods Ltd	Same Day Payment	FP/KFF	910.31
12/12/2018	MECKADRI	Adrian Mecklenburgh Ltd	Same Day Payment	FP/Mecklenburgh	539.60
12/12/2018	NATIONAL	National Facilities Management Ltd	Same Day Payment	FP/National Facilities	3,432.06
12/12/2018	NORMBUT	Norman's Butchers	Same Day Payment	FP/Normans	416.17
12/12/2018	ORCHARDF	Orchard Fencing Ltd	Same Day Payment	FP/Orchard Fencing	1,035.30
12/12/2018	THBROWN	T.H.Brown & Sons Ltd	Same Day Payment	FP/TH Brown	348.10
12/12/2018	AUDICREW	Audiocrew	Same Day Payment	FP/Audiocrew	675.00
12/12/2018	ANYTHING	Anything Promotional	Cheque	028455	244.80
12/12/2018	ARCHANT	Archant Community Media Ltd	Cheque	028456	156.00
12/12/2018	B&MSUPP	B&M Supplies LTD	Cheque	028457	70.36
12/12/2018	BROWNP	P Brown	Cheque	028458	307.96
12/12/2018	COMMUNI	Community Land Use	Cheque	028459	400.00
12/12/2018	D.BODY	D.Body Ltd	Cheque	028460	630.00
12/12/2018	DARPRINT	Darenth Print and Design Ltd	Cheque	028461	132.00
12/12/2018	DECORATO	Decorators Den Ltd	Cheque	028462	30.22
12/12/2018	FLEETLIN	Fleet Line Markers Ltd	Cheque	028463	208.18
12/12/2018	HOWDENS	Howdens Joinery Co.	Cheque	028464	296.66

## Monthly Finances (F)

12/12/2018	KALC100	Kent Association of Local Councils	Cheque	028465	72.00
12/12/2018	KCC100	Kent County Council	Cheque	028466	200.52
12/12/2018	KCC100	Kent County Council	Cheque	028467	555.96
12/12/2018	KEIRALAN	Alan Keir	Cheque	028468	675.00
12/12/2018	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	028469	41.00
12/12/2018	NETRAIL	Network Rail	Cheque	028470	79.76
12/12/2018	NISBET10	Nisbets	Cheque	028471	22.18
12/12/2018	NIVEKCAT	Nivek Catering Supplies Ltd	Cheque	028472	754.20
12/12/2018	OAKLEAF1	Oakleaf Electrical Contractors Ltd	Cheque	028473	214.36
12/12/2018	PROVNURS	Provender Nurseries	Cheque	028474	88.02
12/12/2018	SELCO	Selco Trade Centres Ltd	Cheque	028475	41.70
12/12/2018	SEVDIST	Sevenoaks District Council	Cheque	028476	675.00
12/12/2018	SMEDLEY	Madelyn Smedley	Cheque	028477	100.00
12/12/2018	STALBRID	Stalbridge Linen Services	Cheque	028478	401.46
12/12/2018	STANNAH	Stannah	Cheque	028479	383.48
12/12/2018	SWANNET	Swanley Netball Club	Cheque	028480	61.90
12/12/2018	THAMOLY	Thames Water Utilities Ltd	Cheque	028481	705.09
12/12/2018	TLCDIREC	TLC Online	Cheque	028482	133.50
12/12/2018	TLCELEC	T.L.C Direct	Cheque	028483	38.40
12/12/2018	TRADEUK	Trade UK Account	Cheque	028484	56.70
12/12/2018	VPS	VPS	Cheque	028485	554.40
12/12/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	89.11
17/12/2018	BOOKER	Booker Lintied	Direct Debit	DD/Booker	99.86
17/12/2018	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	125.95
19/12/2018	BEDFORDR	Roy Bedford	Cheque	028486	5,270.00
18/12/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	768.00
19/12/2018	EETMOB	EE & T Mobile	Direct Debit	DD/EE	29.15
19/12/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	130.18
21/12/2018	BR-IT	BR - IT	Same Day Payment	FP/BR-IT	664.44
21/12/2018	KFF100	Kent Frozen Foods Ltd	Same Day Payment	FP/KFF	906.25
21/12/2018	NORMBUT	Norman's Butchers	Same Day Payment	FP/Normans	274.12
21/12/2018	THBROWN	T.H.Brown & Sons Ltd	Same Day Payment	FP/TH Brown	412.75
21/12/2018	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade UK	215.48
21/12/2018	KCC100	Kent County Council	Same Day Payment	FP/KCC	200.34
21/12/2018	ISECURE1	iSecure Ltd	Same Day Payment	FP/ISecure	1,420.80
21/12/2018	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	2,572.56
21/12/2018	EQUIRECY	Equinox Recycling	Same Day Payment	FP/Equinox	1,437.22
21/12/2018	DYNAMIX	Mr S Gadd	Cheque	028487	175.00
21/12/2018	CASTL588	Castle Water Limited	Cheque	028488	357.93
21/12/2018	CASTL325	Castle Water Limited	Cheque	028489	44.15
21/12/2018	CASTL529	Castle Water Limited	Cheque	028490	1,047.50
21/12/2018	CENTCIRC	Centre Circle Event Management	Cheque	028491	571.20
21/12/2018	BLEWD	Mr D K Blew	Cheque	028492	115.00
21/12/2018	AIDENKEN	Aiden Kent	Cheque	028493	300.00
21/12/2018	TLCDIREC	TLC Online	Cheque	028494	80.00
21/12/2018	JBTRAD10	J B Trading Ltd	Cheque	028495	146.32

## Monthly Finances (F)

21/12/2018	KEIRALAN	Alan Keir	Cheque	028496	450.00
24/12/2018	XINTEL	XLN Telecom	Direct Debit	DD/XLN	51.53
24/12/2018	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	542.38
27/12/2018	BOC100	BOC Ltd	Direct Debit	DD/BOC	450.63
24/12/2018	HENRYH	Henry Howard Finance	Direct Debit	DD/Henry Howard	494.04
31/12/2018	MACQ100	Macquarie Equipment Finance	Direct Debit	DD/Macquarie	168.00
27/12/2018	VOICECOM	Voicecom Ltd	Direct Debit	DD/Focus	123.37
31/12/2018	MACQ100	Macquarie Equipment Finance	Direct Debit	DD/MacQuarie	1,018.80
27/12/2018	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	87.96
03/12/2018	DVLA	DVLA LC13 SNK	Direct Debit	DD/DVLA	21.87
04/12/2018	BARCLAYS	Commission	Bank Entry	Barcalys	352.95
06/12/2018	Yell	Website	Direct Debit	Yell	146.79
10/12/2018	TV Licence	TV Licence	Direct Debit	TV Licence	12.83
03/12/2018	Lewis	SPTL Refund	Cheque	100673	120.00
10/12/2018	Alex Catering	Alex Receipts	Cheque	100674	183.72
14/12/2018	Payroll	Payroll Mth9	BACS	Payroll	37,349.82
14/12/2018	Payroll	PAYE Mth9	BACS	Payroll	18,482.26
17/12/2018	SDC	Rates for Civic Centre	Direct Debit	DD/SDC	3,791.00
17/12/2018	SDC	Rates for Public Conv, Station Road	Direct Debit	DD/SDC	202.00
17/12/2018	SDC	Rates for Woodlands	Direct Debit	DD/SDC	1,479.00
17/12/2018	SDC	Rates for Olympic	Direct Debit	DD/DSC	2,909.00
17/12/2018	SDC	Rates for Alexandra	Direct Debit	DD/SDC	2,423.00
14/12/2018	Whitman	SPTL Refund	Cheque	100675	44.50
20/12/2018	SG	Touch Screens	Direct Debit	DD/SG Equipment	378.00
17/12/2018	Moorings	SPTL Desposit	Cheque	100676	50.00
21/12/2018	Olympic Catering	Olympic Catering	Cheque	100678	85.75
					<b><u>125,061.15</u></b>

### Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Dec-18	Cheque	17,371.88
	BACS	55,832.08
	Direct Debit	17,925.02
	Same Day Payment (Electronic)	33,579.22
	Internal Entry (Offset)	0.00
	Bank Entry	352.95
		<b><u>125,061.15</u></b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

# Swanley Town Council



## Aged Creditors: 31 December 2018

A/C	Name	Balance	Current	Period 1	Period 2	Period 3	Older
ALSFTIMB	Alsford Timber Ltd	339.90	339.90	-	-	-	-
ANGELHR	Angel Human Resources Ltd	228.82	228.82	-	-	-	-
ANYTHING	Anything Promotional	319.20	319.20	-	-	-	-
ARTIPRIN	Artisan Print Services Ltd	428.40	428.40	-	-	-	-
B&MSUPP	B&M Supplies LTD	242.89	242.89	-	-	-	-
BGAS8419	BGas Elec - Alexandra	1,228.28	1,228.28	-	-	-	-
BGAS8456	BGas Elec - The Olympic	1,490.49	1,490.49	-	-	-	-
BNPPARIB	BNP Paribas Leasing Sols	542.38	542.38	-	-	-	-
BOC100	BOC Ltd	197.99	197.99	-	-	-	-
BOOKER	Booker Lintied	24.54	24.54	-	-	-	-
BOURREFR	Bourne Refrigeration Ltd	1,532.76	1,532.76	-	-	-	-
BROWNP	P Brown	201.10	201.10	-	-	-	-
CASTL166	Castle Water Limited	( 295.52 )	15.63	39.35	-	-	( 350.50 )
CENTCIRC	Centre Circle Event Management	176.40	176.40	-	-	-	-
D.BODY	D.Body Ltd	210.00	210.00	-	-	-	-
DECORATO	Decorators Den Ltd	193.28	193.28	-	-	-	-
DYNAMIX	Mr S Gadd	225.00	225.00	-	-	-	-
EASYNET	Easynet Enterprise Services Ltd	40.80	40.80	-	-	-	-
EDF-SWAN	EDF Energy Customers PLC	( 356.55 )	-	-	-	-	( 356.55 )
EQUIRECY	Equinox Recycling Ltd	1,710.44	1,710.44	-	-	-	-
FLOWMARI	Flowers by Marion	264.00	264.00	-	-	-	-
GRENKE	Grenke Leasing	238.42	238.42	-	-	-	-
HILLSPR	Hills Prospect PLC	3,083.64	3,083.64	-	-	-	-
JPSCLAR	JPS Clarity Limited	114.00	-	-	-	-	114.00
KCC100	Kent County Council	65.94	65.94	-	-	-	-
KEIRALAN	Alan Keir	1,625.00	1,625.00	-	-	-	-
KFF100	Kent Frozen Foods Ltd	2,611.69	2,611.69	-	-	-	-
LEXAUTO	Lex Autolease	411.30	411.30	-	-	-	-
LOCKTOOL	Locks 'N' Tools Ltd	286.45	286.45	-	-	-	-
MATTCLAR	Matthew Clark Wholesale Ltd	( 111.59 )	-	-	-	-	( 111.59 )
MECKADRI	Adrian Mecklenburgh Ltd	186.96	186.96	-	-	-	-
NATIONAL	National Facilities Management Ltd	347.06	347.06	-	-	-	-
NORMBUT	Norman's Butchers	428.35	428.35	-	-	-	-
NTCASINO	National Casinos	450.00	450.00	-	-	-	-
ORCHARDF	Orchard Fencing Ltd	698.22	698.22	-	-	-	-
OVERLINE	Overline	427.37	427.37	-	-	-	-
SEAGRAVE	Seagrave Inspection Services LTD	342.00	342.00	-	-	-	-
SELCO	Selco Trade Centres Ltd	32.98	32.98	-	-	-	-
SHOOTSTR	Shooting Stars Entertainments (Maidst	545.00	545.00	-	-	-	-
SLCC	Society of Local Council Clerks	50.00	50.00	-	-	-	-
THBROWN	T.H.Brown & Sons Ltd	296.30	296.30	-	-	-	-
TRADEUK	Trade UK Account	322.14	322.14	-	-	-	-
WEATHFEN	Weatherley Fencing Contractors Limite	63.00	57.00	6.00	-	-	-
ZEN100	Zen Internet Ltd	( 5.44 )	-	( 5.44 )	-	-	-
		<b>21,453.39</b>	<b>22,118.12</b>	<b>39.91</b>	-	-	<b>( 704.64 )</b>
Aged Creditors: 31 December 2017		<b>46,880.49</b>	<b>12,193.33</b>	<b>7,795.60</b>	<b>1,413.92</b>	<b>1,402.29</b>	<b>24,184.56</b>

# Swanley Town Council



## Aged Debtors: 31 December 2018

A/C	Name	Balance	Current	Period 1	Period 2	Period 3	Older
50CLUB	50+ Club	240.00	240.00	-	-	-	-
ADVOCAC	Advocacy For All	1,838.40	1,838.40	-	-	-	-
BEAMS	We Are Beams	400.00	400.00	-	-	-	-
BEXLEYBC	London Borough of Bexley	173.00	173.00	-	-	-	-
CARPTERE	Carpenter Realty LMT	161.00	-	161.00	-	-	-
CLG	CLG Market Research UK Ltd	4,050.00	3,000.00	1,050.00	-	-	-
GRACEPL	Grace Place Community Church	1,155.00	1,225.00	-	-	-	( 70.00 )
HARTBEEP	Hartbeeps- Baby Group	270.00	90.00	-	180.00	-	-
KCC100	Kent County Council	3,535.20	1,571.20	1,964.00	-	-	-
MEDWAYC	Medway Council	269.00	-	269.00	-	-	-
NHSDGS	NHS DGS CCG	222.00	-	222.00	-	-	-
OSBOURNE	Osbourne Clarke	419.52	-	419.52	-	-	-
PRODUCTP	Product Perception	2,000.00	800.00	1,200.00	-	-	-
SWANBOX	Swanley Boxing Club	338.00	338.00	-	-	-	-
SWDIATHL	Swanley & District Athletics Club	100.00	100.00	-	-	-	-
SWNFC	Swanley FC	6.70	-	-	-	-	6.70
SWNRANG	Swanley Rangers FC	( 27.50 )	-	-	-	( 27.50 )	-
SWOAKSFC	Swanley Oaks Football Club	469.65	469.65	-	-	-	-
U3A100	U3A	( 140.00 )	( 140.00 )	-	-	-	-
VIBEDN10	Vibe Dance Nights	1,050.00	1,050.00	-	-	-	-
		<b>16,529.97</b>	<b>11,155.25</b>	<b>5,285.52</b>	<b>180.00</b>	<b>( 27.50 )</b>	<b>( 63.30 )</b>
Aged Debtors: 31 December 2018		<b>29,743.34</b>	<b>4,256.55</b>	<b>9,107.18</b>	<b>7,121.60</b>	<b>498.70</b>	<b>8,759.31</b>

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

JANUARY	January events	( 2,745.00 )
FEBRUARY	February events	( 1,497.00 )
MARCH	March events	( 1,000.00 )
APRIL	April events	( 700.00 )
MAY	May events	( 5,825.00 )
JUNE	June events	( 9,050.00 )

## Monthly Finances (G)

JULY	July events	( 3,965.00 )
AUGUST	August events	( 3,500.00 )
SEPTEMBE	September events	( 3,600.00 )
OCTOBER	October Events	( 4,000.00 )
NOVEMBER	November Events	-
DECEMBER	December events	( 300.00 )
		<u>(36,182.00 )</u>

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

### Party Functions [2]

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

# Swanley Town Council

---

## Event / Function

Xmas Lunch

## Date

23/12/2018

Budget

**500.00**

---

## Income

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Sales	Ticket Sales	442.46

**442.46**

## Expenditure

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Catering Purchases	Normans	88.66
Catering Purchases	KFF	50.00
Catering Purchases	TH Brown	27.50
Catering Purchases	Ancillary (Crackers etc.)	40.00

206.16

## Direct Expenses

Advertising / Banners		-
-----------------------	--	---

-

## Gross Profit / (Loss)

---

**236.30**

## Overheads

Entertainment	Singer	300.00
Raffle	Raffle Prizes	17.00
Catering	Chef	190.68

507.68

## Net Profit / (Loss)

---

**( 271.38 )**

## Commentary

Agreed Budget of £500.00; total spend of £523.16

# Swanley Town Council

---

## Event / Function

St George's Day

## Date

21/04/2018

Budget

-

---

## Income

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>

-

## Expenditure

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Purchases		

-

## Direct Expenses

Advertising / Banners	Banner	40.00
-----------------------	--------	-------

40.00

## Gross Profit / (Loss)

( 40.00 )

## Overheads

Entertainment	Mascot Mayhem	150.00
Entertainment	Morris Dancers	150.00

300.00

## Net Profit / (Loss)

( 340.00 )

## Commentary

No Budget agreed during 2017 / 2018 setting process



# Swanley Town Council

---

<u>Event / Function</u>	<u>Date</u>
Swanley in Bloom	2018
Budget	<b>17,000.00</b>

---

## Income

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Sponsorship - General	CBRE	7,115.00
Sponsorship - General	Various	3,596.35
		<b>10,711.35</b>

## Expenditure

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Purchases	Flowers	15,053.20
		<b>15,053.20</b>

## Direct Expenses

Advertising / Banners	Various	-
		<b>-</b>

## Gross Profit / (Loss)

**( 4,341.85 )**

## Overheads

Accreditation / Awards	South & South East in Bloom	160.00
Infrastructure	KIWA - SIB Lighting Columns	1,272.40
		<b>1,432.40</b>

## Net Profit / (Loss)

**( 5,774.25 )**

## Commentary

Expenditure withn agreed Budget

# Swanley Town Council

---

## Event / Function

Armed Forces Day

## Date

30/06/2018

Budget

**3,500.00**

---

## Income

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Entertainment	DNG	352.50
Stalls	Various	283.33
Sponsorship - Grant	MoD & KCC	2,500.00

**3,135.83**

## Expenditure

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Purchases		-

-

## Direct Expenses

Advertising / Banners	Various	80.00
-----------------------	---------	-------

80.00

## Gross Profit / (Loss)

---

**3,055.83**

## Overheads

Audio Equipment	Audio Crew	1,033.33
Entertainment	Big Sing	200.00
Entertainment	Band	250.00
Security	Centre Circle	504.00

1,987.33

## Net Profit / (Loss)

---

**1,068.50**

# Swanley Town Council

<u>Event / Function</u>	<u>Date</u>
1812 Event	24/08/2018
<b>Budget (Expenditure less Income): Includes Virement of £500.00 from Swanley in Bloom to 1812</b>	<b>8,500.00</b>

## Income

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Sales	Glow Sticks	712.42
Stalls	Various	645.02
Donations	Visitors' Donations	192.14
		<b>1,549.58</b>

## Expenditure

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Purchases		-
		-

## Direct Expenses

Advertising / Banners	Various	498.75
		<b>498.75</b>

**Gross Profit / (Loss)** **1,050.83**

## Overheads

Audio Equipment	Audio Crew	5,750.00
Toilets	Tardis Environmental	500.00
First Aid	Tech Media	650.00
Entertainment	Rock Choir	200.00
Entertainment	Fireworks	2,900.00
Entertainment	Eynsford Orchestra	1,600.00
Marquee	Cobham Marquees	550.00
Signage	Road Signs & Traffic Measures	449.48
Shuttle Service	Go-Coach	780.00
Folk Festival Organisation	Build an Event	860.00
Entertainment	Performing Artists (Folk Festival)	1,140.00
KCC	TTRO	13.47
Security	Centre Circle	1,442.00
		<b>16,834.95</b>

**Net Profit / (Loss)** **( 15,784.12 )**

## Commentary

A number of items were excluded from 1812 this year and allocated to other venues / nominal codes:

Car Parking: wholly allocated to Swanley Park / Car Parking - receipts over two days	£1,645.49	1,645.49
Catering: wholly allocated to Olympic / Catering - net income	500.20	500.20
Swanley Park Activities: extra income generated as a result of 1812; amount taken over the two days was £3,160.59 - assume one third due to 1812 event		1,052.48
		<b>3,198.17</b>

# Swanley Town Council

---

## Event / Function

Firework Night

## Date

02/11/2018

Budget

**7,000.00**

---

## Income

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Sales	Glow Sticks	1,096.16
Stalls	Various	33.34

**1,129.50**

## Expenditure

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Purchases	Glow Sticks	545.85

545.85

## Direct Expenses

Advertising / Banners	Various	75.00
-----------------------	---------	-------

75.00

## Gross Profit / (Loss)

---

**508.65**

## Overheads

Audio Equipment	Audio Crew	665.00
Entertainment	Miscellaneous	32.35
Entertainment	DJ	75.00
Entertainment	Fireworks	2,500.00
First Aid	St John's Ambulance	211.20
Security	Centre Circle	529.50

4,013.05

## Net Profit / (Loss)

---

**( 3,504.40 )**

## Commentary

Expenditure withn agreed Budget

# Swanley Town Council

---

## Event / Function

Silent Soldier (Silhouettes)

## Date

11/11/2018

Budget

-

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## Income

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Sponsorship - General	National Heritage	9,700.00
Sponsorship - General	KCC	1,000.00
Sponsorship - General	Various	833.34

**11,533.34**

## Expenditure

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Equipment / Materials	Silhouettes / Plaques	8,332.40
Equipment / Materials	Drapery	85.79
Equipment / Materials	WW1 Books	266.67
Equipment / Materials	Screws etc.	3.70

8,688.56

## Direct Expenses

Advertising / Banners	Banner	80.00
-----------------------	--------	-------

80.00

## Gross Profit / (Loss)

---

**2,764.78**

## Overheads

Professional Fees	Parsons Period Presentations	707.00
Professional Fees	Insurance	455.00
Security	Handler & Dog	234.00

1,396.00

## Net Profit / (Loss)

---

**1,368.78**

## Commentary

No Budget agreed during 2017 / 2018 setting process

# Swanley Town Council

<u>Event / Function</u>	<u>Date</u>
Light up the Town	01/12/2018
Budget	<b>15,000.00</b>

## Income

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Sponsorship - General	CBRE	5,000.00
Sponsorship - General	Various	666.66
Stalls	Various	66.67
Donations	Grotto	560.18
Equipment	Grotto	825.00
		<b>7,118.51</b>

## Expenditure

<u>Item</u>	<u>Description</u>	<u>Amount (Net £)</u>
Equipment	Grotto	825.00
Ancillary	Balloons & Gas	356.25
Ancillary	Sweets etc.	269.27
		<b>1,450.52</b>

## Direct Expenses

Advertising / Banners	Banner	40.00
		<b>40.00</b>

## Gross Profit / (Loss)

**5,627.99**

## Overheads

Audio Equipment	Audio Crew	675.00
Entertainment	DJ	225.00
Entertainment	Singer (Madelyn Smedley)	100.00
Entertainment	Choir (Rock Choir)	200.00
Entertainment	Choir (Big Sing)	100.00
Entertainment	Diddy Nicky (Stilt Walkers etc.)	325.00
Licence	KCC	26.50
Christmas Lights	Lights	11,088.80
Christmas Lights	Testing	240.00
Christmas Lights	Power Supply & Testing	2,390.00
Christmas Lights	Christmas Tree	1,515.00
Costumes	Costumes	105.98
Santa	Santa	70.00
Ancillary	Artificial Grass	265.00
		<b>17,326.28</b>

## Net Profit / (Loss)

**( 11,698.29 )**

## Commentary

Agreed Budget of £15,000.00; total spend of £17,991.80