

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

11th July 2019

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 17th July 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 Letchford
Cllr J Barnes, Cllr G Darrington Cllr P Darrington,
Cllr J Domigan, Cllr C Lee, Cllr J Tuckfield

PUBLIC PARTICIPATION

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

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

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

MOBILE PHONES

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

3. MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 19th June 2019

4. TO RECEIVE MONTHLY FINANCES

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

5. TO RECEIVE FINAL INTERNAL AUDIT REPORT

To note the comments of the internal auditor following his internal audit and year-end report.

6. LCRS

To approve the LCRS Risk Assessment

7. COMMUNITY RAIL NETWORK

To consider a contribution to the Community Rail Network see Report A

Date of next meeting – 18th September 2019

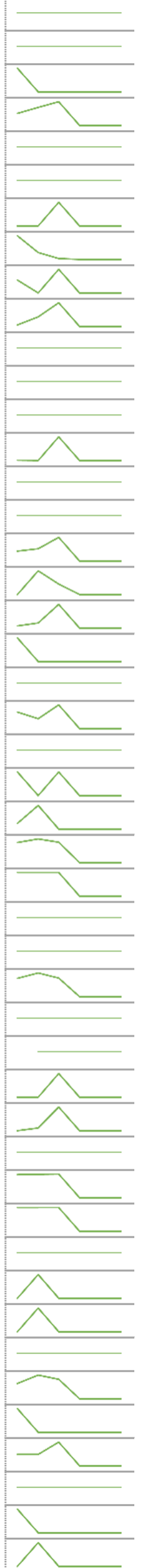
If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or snash@swanleytowncouncil.gov.uk

Swanley Town Council: Civic Centre

YTD Summary

Expenditure		2018 / 2019							
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19
5000	Street Lighting	-	-	-	-	-	-	-	66.47
5001	Bar Purchases	-	-	42.03	-	-	-	42.03	42.03
5002	Catering Purchases	24.85	41.40	62.42	15.99	-	231.10	128.67	1,006.57
5007	Brown Bags	2,600.00	2,700.00	3,712.50	1,012.50	337.50	3,037.50	9,012.50	17,450.00
5008	Seeds	-	351.60	-	-	-	-	351.60	351.60
5010	Sporting Equipment Purchases	-	10.10	-	-	120.00	48.00	10.10	925.68
5011	Licenses	92.60	-	75.00	92.60	117.00	150.50	167.60	775.70
5020	Equipment / Machinery	1,212.32	1,612.25	416.08	355.39	2,561.81	1,299.31	3,240.65	14,849.91
5021	Equipment / Machinery Rep	527.89	467.72	307.05	-	1,195.20	1,774.59	1,302.66	5,159.07
5030	Horticulture	-	137.89	143.63	12.50	-	-	281.52	451.73
5032	1812 Event	1,675.00	-	1,200.00	350.00	13,408.86	1,568.33	2,875.00	18,215.66
5034	Firework Night	211.20	-	-	-	-	-	211.20	4,656.23
5035	Remembrance Day	-	-	-	-	-	-	-	187.50
5036	Swanley in Bloom	-	380.20	14,783.00	1,322.40	-	-	15,163.20	16,702.10
5037	Xmas Day Party	-	-	-	-	-	-	-	507.68
5038	Christmas Lights	1,558.75	-	-	-	-	-	1,558.75	27,614.57
5039	Senior Passport to Leisure	620.00	1,650.75	1,095.00	-	-	1,305.00	3,365.75	10,175.68
5040	Mayor at Home	-	35.00	-	-	-	-	35.00	376.76
5041	Armed Forces Day	-	-	200.00	1,787.33	-	-	200.00	1,987.33
5042	St George's Day	300.00	100.00	-	-	-	-	400.00	884.90
5043	Silent Soldier	-	-	-	-	-	873.00	-	10,164.56
5045	Function Expenditure	-	-	-	-	-	-	-	1,315.00
5046	Outdoor Event	-	-	-	-	-	-	-	350.00
6200	Website, Social Media and Marketing	599.00	160.00	35.00	80.00	80.00	80.00	794.00	1,725.00
6201	Advertising	90.00	450.00	1,034.67	599.91	310.00	122.40	1,574.67	4,796.57
7000	Salaries	39,251.89	38,524.05	36,933.56	37,342.15	35,050.11	36,540.41	114,709.50	440,623.07
7001	Pension	4,940.50	5,253.62	5,047.48	5,074.49	4,627.67	4,589.02	15,241.60	55,898.10
7004	Wages - Casual	-	-	-	-	-	-	-	-
7005	Link Salaries	-	-	-	-	-	-	-	-
7006	Employers N.I.	3,578.07	3,436.38	3,275.98	3,312.16	3,197.17	3,214.07	10,290.43	38,146.29
7008	Recruitment Expenses	-	-	-	-	-	-	-	-
7012	Security Staffing	-	-	-	-	-	-	-	228.00
7097	Staff Reward	-	-	-	-	-	-	-	-
7099	Staff Expenses	280.74	43.20	18.45	33.14	139.03	-	342.39	785.08
7100	Rent for Link	-	-	-	-	-	-	-	1,443.98
7102	Water Rates	212.71	199.59	169.24	178.37	28.57	146.90	581.54	2,873.38
7103	General Rates	5,854.30	5,851.00	5,851.00	5,472.27	5,471.54	5,472.27	17,556.30	59,651.38
7105	Recycling - Waste Collection	-	-	-	-	-	-	-	-
7200	Electricity	340.90	2,257.10	187.56	104.66	1,717.47	-	2,785.56	8,679.16
7201	Gas	-	1,919.69	-	-	115.87	-	1,919.69	4,478.83
7202	Oil	-	-	-	-	-	-	-	-
7300	Vehicle Fuel	238.00	697.81	134.84	148.02	93.81	1,079.98	1,070.65	3,724.78
7301	Vehicle Repairs and Servicing	-	-	-	-	1,645.51	-	-	2,448.50
7302	Vehicle Licences	42.00	42.00	21.93	21.87	21.87	21.87	105.93	302.76
7303	Vehicle Insurance	-	-	-	-	-	2,483.40	-	2,483.40
7304	Miscellaneous Motor Expenses	366.66	-	220.99	-	-	-	587.65	1,350.58
7305	Congestion Charges	-	-	-	-	-	-	-	-

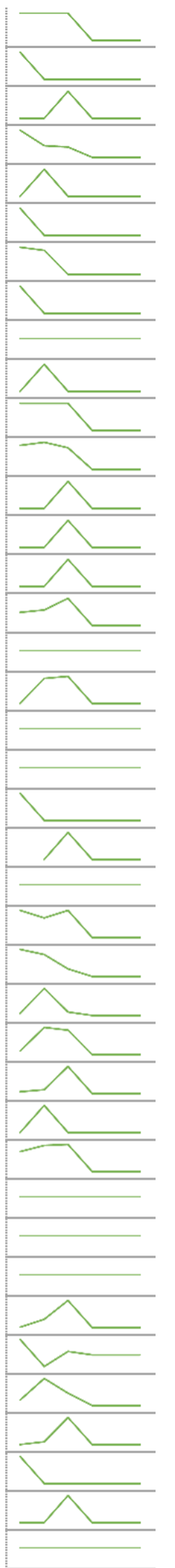
2019 / 2020							
Budget 19/20	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20
-	-	-	-	-	-	-	66.47
-	-	-	-	-	-	-	-
1,000.00	100.00	-	-	-	-	-	100.00
16,500.00	1,400.00	2,100.00	2,800.00	-	-	-	6,300.00
350.00	-	-	-	-	-	-	-
250.00	-	-	-	-	-	-	-
800.00	-	-	75.00	-	-	-	75.00
47,000.00	30,221.64	8,750.00	1,466.58	-	-	-	40,438.22
9,500.00	207.33	-	380.00	-	-	-	587.33
300.00	11.25	66.67	166.51	-	-	-	244.43
17,000.00	-	-	-	-	-	-	-
5,300.00	-	-	-	-	-	-	-
100.00	-	-	-	-	-	-	-
16,800.00	265.00	-	15,382.00	-	-	-	15,647.00
500.00	-	-	-	-	-	-	-
15,000.00	-	-	-	-	-	-	-
8,300.00	395.00	495.00	955.00	-	-	-	1,845.00
300.00	-	100.00	44.95	-	-	-	144.95
2,600.00	350.00	771.00	3,576.00	-	-	-	4,697.00
800.00	2,006.25	-	-	-	-	-	2,006.25
-	-	-	-	-	-	-	-
500.00	487.50	291.67	700.00	-	-	-	1,479.17
350.00	-	-	-	-	-	-	-
2,500.00	80.00	-	80.00	-	-	-	160.00
5,500.00	106.87	449.30	-	-	-	-	556.17
410,000.00	35,809.92	42,265.28	36,081.47	-	-	-	114,156.67
51,000.00	4,443.87	4,454.10	4,487.97	-	-	-	13,385.94
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
34,800.00	3,168.59	4,124.03	3,208.69	-	-	-	10,501.31
-	-	-	-	-	-	-	-
-	-	-	107.90	-	-	-	107.90
550.00	-	51.54	431.97	-	-	-	483.51
1,076.00	-	-	-	-	-	-	-
3,000.00	247.96	251.93	256.82	-	-	-	756.71
61,400.00	6,140.34	6,146.38	6,146.38	-	-	-	18,433.10
-	-	-	-	-	-	-	-
10,000.00	21.36	1,777.74	-	-	-	-	1,799.10
3,300.00	-	1,997.99	-	-	-	-	1,997.99
-	-	-	-	-	-	-	-
3,400.00	246.73	385.99	315.56	-	-	-	948.28
2,000.00	87.50	-	-	-	-	-	87.50
303.00	21.87	21.87	45.50	-	-	-	89.24
2,550.00	-	-	-	-	-	-	-
600.00	543.29	-	-	-	-	-	543.29
-	-	11.00	-	-	-	-	11.00



Monthly Finances (A)

Code	Description	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19
7307	Vehicle Leasing	685.50	342.75	342.75	342.75	342.75	342.75	1,371.00	4,455.75
7500	Printing	-	-	-	732.49	399.00	-	-	1,795.74
7501	Postage and Carriage	-	-	1,000.00	-	-	-	1,000.00	2,132.00
7502	Office Stationery	686.90	341.85	469.76	878.55	246.13	187.46	1,498.51	4,514.41
7503	Publications	-	50.00	-	-	-	62.50	50.00	112.50
7505	Town Crier Printing Costs	-	-	1,475.00	-	1,475.00	-	1,475.00	4,425.00
7506	Distribution Costs	320.83	416.67	-	-	306.25	604.17	737.50	2,064.59
7507	Business & ID Cards	109.40	-	46.00	-	30.00	20.00	155.40	265.40
7508	Questionnaire / Survey	-	-	-	-	800.00	-	-	1,060.00
7509	Name Badges	-	-	-	-	-	-	-	224.00
7550	Telephone and Broadband	417.05	424.95	932.54	412.23	417.37	433.93	1,774.54	4,961.22
7552	Computers & Software	1,709.38	587.03	651.66	400.95	348.75	364.91	2,948.07	6,983.88
7600	Legal Fees	5,687.50	-	-	-	-	-	5,687.50	5,687.50
7601	Audit Fees	-	-	534.20	-	-	2,000.00	534.20	3,068.40
7602	Health & Safety Fees	-	2,390.64	146.10	-	-	-	2,536.74	5,215.49
7603	Consultancy Fees	-	-	1,583.00	439.70	199.80	199.80	1,583.00	6,011.10
7604	Professional Fees	-	-	-	-	-	-	-	3,026.00
7605	Mayoral Allowance	-	-	-	230.00	348.90	420.00	-	2,340.91
7606	Councillors' Reimbursement	-	-	-	37.80	102.60	-	-	140.40
7607	Electoral Costs	-	-	-	-	-	-	-	-
7608	Mayoral Payments	-	-	-	-	-	-	-	-
7700	Equipment Hire	-	-	-	-	-	-	-	1,718.10
7701	Office Machine Maintenance	-	128.71	-	-	-	-	128.71	128.71
7702	Equipment Leasing	1,827.58	1,091.98	863.68	1,787.58	1,091.98	863.68	3,783.24	16,824.37
7800	Repairs and Renewals	2,884.09	1,737.17	114.96	172.79	159.54	-	4,736.22	7,166.68
7801	Cleaning	249.74	72.60	42.40	206.85	142.70	240.75	364.74	2,055.50
7803	Premises Expenses	4,262.73	1,797.97	8,378.88	5,553.21	1,389.52	798.69	14,439.58	42,925.67
7811	Signs	-	-	350.00	183.08	100.00	63.43	350.00	2,284.51
7821	Miscellaneous Purchases	-	-	558.99	45.00	43.95	-	558.99	647.94
7901	Bank Charges	416.51	37.40	324.92	233.99	249.65	340.24	778.83	4,788.28
7903	Loan Interest Paid	-	-	-	-	4,695.33	-	-	9,390.66
8100	Bad Debt Write Off	547.00	-	1,891.62	-	-	-	2,438.62	2,438.62
8200	Donations	500.00	-	1,000.00	400.00	-	-	1,500.00	2,961.90
8201	Subscriptions	56.25	195.00	1,275.00	37.99	65.00	207.49	1,526.25	2,683.59
8202	Uniforms	177.72	-	205.61	23.73	52.19	93.33	383.33	1,434.93
8203	Training Costs	623.00	60.00	642.50	126.00	375.00	350.00	1,325.50	4,298.83
8204	Insurance	-	19,979.98	-	2,920.07	378.69	-	19,979.98	23,470.26
8205	Entertainment	-	-	-	-	-	-	-	600.00
8207	Conferences/Events	-	-	-	-	-	-	-	-
8208	Grant Aid	-	-	-	-	-	-	-	-
		85,778.56	95,976.05	97,796.98	72,480.51	83,999.09	71,630.78	279,551.59	948,158.43

Budget 19/20	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20
4,113.00	342.75	342.75	342.75	-	-	-	1,028.25
2,500.00	334.06	-	-	-	-	-	334.06
1,300.00	-	-	40.00	-	-	-	40.00
3,500.00	498.01	214.77	187.00	-	-	-	899.78
115.00	-	125.00	-	-	-	-	125.00
6,100.00	1,500.00	-	-	-	-	-	1,500.00
3,000.00	416.67	367.50	-	-	-	-	784.17
240.00	122.00	-	-	-	-	-	122.00
-	-	-	-	-	-	-	-
-	-	9.50	-	-	-	-	9.50
5,700.00	196.50	198.72	198.27	-	-	-	593.49
6,700.00	447.27	506.69	401.12	-	-	-	1,355.08
2,000.00	-	-	2,086.40	-	-	-	2,086.40
3,200.00	-	-	534.20	-	-	-	534.20
2,650.00	-	-	88.80	-	-	-	88.80
3,700.00	999.80	1,199.80	2,094.88	-	-	-	4,294.48
4,350.00	-	-	-	-	-	-	-
3,000.00	-	125.00	136.00	-	-	-	261.00
-	-	-	-	-	-	-	-
13,000.00	-	-	-	-	-	-	-
-	1,756.00	-	-	-	-	-	1,756.00
-	-	-	45.00	-	-	-	45.00
-	-	-	-	-	-	-	-
12,500.00	1,335.60	960.00	1,327.46	-	-	-	3,623.06
8,500.00	1,339.31	1,075.81	373.17	-	-	-	2,788.29
3,000.00	21.70	276.70	37.60	-	-	-	336.00
68,000.00	2,907.56	23,284.68	20,721.72	-	-	-	46,913.96
725.00	95.00	195.00	1,360.00	-	-	-	1,650.00
-	-	13.50	-	-	-	-	13.50
3,200.00	222.21	291.51	304.89	-	-	-	818.61
9,390.66	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
2,000.00	-	-	-	-	-	-	-
2,800.00	27.99	392.99	1,300.00	-	-	-	1,720.98
1,500.00	245.42	(190.42)	49.55	-	-	-	104.55
3,100.00	366.00	1,826.68	837.83	-	-	-	3,030.51
23,500.00	-	2,174.72	20,993.22	-	-	-	23,167.94
-	70.00	-	-	-	-	-	70.00
-	-	-	63.00	-	-	-	63.00
1,000.00	-	-	-	-	-	-	-
939,612.66	99,606.12	107,902.39	130,231.16	-	-	-	337,806.14



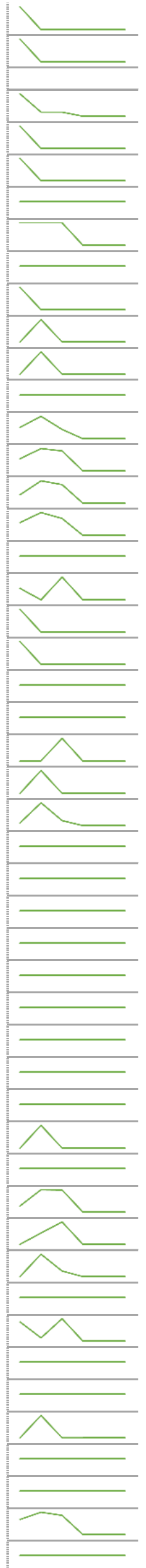
Swanley Town Council: Civic Centre

YTD Summary

Income

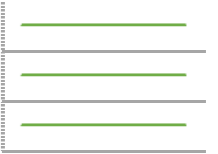
Code	Description	2018 / 2019							Actual 18/19
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	
4000	Precept	280,461.00	-	-	-	-	280,461.00	280,461.00	560,922.00
4033	Community Infrastructure Levy	-	-	-	-	-	-	-	416.66
4004	Rent - Station Road: Micro Brewery	-	-	-	1,500.00	-	-	-	3,929.17
4005	Rent - Oaks Clinic	49,868.92	-	-	9,890.00	-	-	49,868.92	79,538.92
4009	Rent - 10 Station Road: Taxi	687.50	-	-	687.50	-	-	687.50	2,750.00
4011	Rent - Pedham Farm	-	-	-	925.00	-	-	-	1,850.00
4016	Rent - Civic Centre	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	4,500.00	18,251.66
4019	Mayor's Charity Income	116.66	-	195.00	30.00	110.00	1,237.47	311.66	4,622.35
4020	Allotments	-	-	-	-	11.67	-	-	586.67
4021	Dog Bin Emptying	390.00	-	-	-	-	-	390.00	390.00
4022	Solar Panel Income	1,748.27	-	-	3,295.46	-	-	1,748.27	8,347.83
4023	Urban Maintenance	-	-	-	-	-	-	-	3,642.55
4024	Seeds	-	14.85	65.18	29.71	19.81	11.56	80.03	218.71
4025	Black Refuse Bags	530.00	258.75	268.75	365.00	497.50	571.25	1,057.50	4,365.41
4026	White Refuse Bags	161.66	90.00	47.08	84.17	185.43	161.67	298.74	1,400.41
4027	Brown Refuse Bags	1,569.83	2,084.33	2,744.42	1,340.08	1,435.67	1,699.67	6,398.58	14,526.34
4028	Photocopying	-	-	-	-	-	-	-	-
4029	Radar Keys	-	5.00	2.50	-	2.50	2.50	7.50	25.00
4030	SDC Link Service Contract	-	28,064.00	-	-	-	-	28,064.00	28,064.00
4031	KCC Link Salaries Recharge	13,824.77	-	-	15,959.32	-	-	13,824.77	59,568.17
4032	1812 Event	-	16.67	203.34	175.00	1,154.57	-	220.01	1,549.58
4034	Firework Night	-	-	-	-	-	-	-	1,510.83
4035	St George's Day	-	-	-	-	-	-	-	-
4036	Markets	(483.34)	8.33	500.00	-	41.67	-	24.99	566.66
4037	Armed Forces Day	-	99.99	125.01	58.33	2,852.50	8.33	225.00	3,256.65
4038	Silent Soldier	-	-	-	-	10,533.34	-	-	11,533.34
4039	Christmas Lights	-	-	-	-	-	5,000.00	-	6,334.49
4040	Xmas Day Lunch	-	-	-	-	-	-	-	442.46
4041	Mugs	-	-	-	-	-	-	-	5.83
4130	Party Function Revenue	-	-	-	-	-	-	-	-
4204	Service Recharge - Bungalow	-	-	-	-	-	-	-	-
4205	Recharge - The Woodlands	-	-	-	-	-	-	-	-
4206	Recharge - Civic Centre	-	100.00	-	515.00	5,656.82	-	100.00	6,321.82
4208	Service Recharge - SDC	-	-	-	-	-	-	-	1,250.00
4500	Senior Passport to Leisure Revenue	99.83	1,011.13	760.76	30.38	-	2,407.08	1,871.72	11,314.18
4600	Outdoor Event Revenue	-	-	-	-	-	-	-	116.67
4605	Court Lettings	9.40	1,400.91	35.40	179.35	108.79	1,689.76	1,445.71	5,990.10
4606	Changing Rooms	-	234.30	-	23.10	117.15	117.15	234.30	726.00
4607	Floodlight Revenue	44.00	389.33	-	10.66	10.66	607.10	433.33	1,661.75
4608	Football Pitches	58.25	113.90	-	-	646.88	522.50	172.15	3,099.67
4710	Car Parking	-	-	-	-	-	-	-	533.40
4711	General Income	-	-	-	-	-	-	-	1,807.92
4800	Town Crier Advertising Revenue	-	-	50.00	-	-	-	50.00	133.33
4805	Swanley in Bloom - Sponsorship	2,302.18	7,659.17	500.00	-	-	-	10,461.35	13,049.36
4810	Sponsorship - General	-	4,497.00	-	-	-	-	4,497.00	4,497.00
4900	Investment Income	-	-	-	-	-	-	-	0.30
4902	Commissions Received	83.96	67.70	115.02	78.64	83.52	120.19	266.68	2,250.79
4903	Insurance Claims	12,189.00	-	-	-	1,224.92	-	12,189.00	14,860.92

Budget 19/20	2019 / 2020						YTD 19/20
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	
590,600.00	295,300.00	-	-	-	-	-	295,300.00
-	26,669.92	-	-	-	-	-	26,669.92
4,800.00	2,291.67	416.67	416.67	-	-	-	3,125.01
79,538.92	49,890.00	-	-	-	-	-	49,890.00
2,750.00	687.50	-	-	-	-	-	687.50
1,850.00	-	-	-	-	-	-	-
18,000.00	1,532.00	1,532.00	1,532.00	-	-	-	4,596.00
-	-	-	-	-	-	-	-
550.00	50.00	-	-	-	-	-	50.00
390.00	-	390.00	-	-	-	-	390.00
8,500.00	-	1,628.70	-	-	-	-	1,628.70
7,284.55	-	-	-	-	-	-	-
200.00	15.68	31.36	13.21	-	-	-	60.25
4,700.00	265.00	486.25	435.00	-	-	-	1,186.25
1,420.00	53.75	141.25	116.66	-	-	-	311.66
13,800.00	1,239.42	2,206.50	1,620.50	-	-	-	5,066.42
-	-	-	-	-	-	-	-
15.00	2.50	-	5.00	-	-	-	7.50
28,064.00	14,032.00	-	-	-	-	-	14,032.00
61,355.22	15,751.60	-	-	-	-	-	15,751.60
1,600.00	-	-	-	-	-	-	-
1,500.00	-	-	-	-	-	-	-
100.00	-	25.00	1,200.00	-	-	-	1,225.00
100.00	-	41.67	-	-	-	-	41.67
-	25.00	200.01	45.83	-	-	-	270.84
-	-	-	-	-	-	-	-
7,000.00	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
10,500.00	-	2,368.33	-	-	-	-	2,368.33
800.00	-	-	-	-	-	-	-
5,500.00	110.70	393.74	384.15	-	-	-	888.59
650.00	-	123.00	246.00	-	-	-	369.00
1,700.00	-	210.00	52.50	-	-	-	262.50
3,000.00	-	-	-	-	-	-	-
-	400.04	66.68	466.72	-	-	-	933.44
-	-	-	-	-	-	-	-
250.00	-	-	-	-	-	-	-
10,500.00	62.50	7,365.00	54.17	-	-	-	7,481.67
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
1,100.00	56.98	84.70	72.40	-	-	-	214.08
-	-	-	-	-	-	-	-



Monthly Finances (A)

<u>Code</u>	<u>Description</u>	<u>Apr-18</u>	<u>May-18</u>	<u>Jun-18</u>	<u>Jul-18</u>	<u>Aug-18</u>	<u>Sep-18</u>	<u>YTD 18/19</u>	<u>Actual 18/19</u>	<u>Budget 19/20</u>	<u>Apr-19</u>	<u>May-19</u>	<u>Jun-19</u>	<u>Jul-19</u>	<u>Aug-19</u>	<u>Sep-19</u>	<u>YTD 19/20</u>
4904	Bank Refund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4998	Sale of Goods	-	-	140.83	-	-	-	140.83	140.83	-	-	-	-	-	-	-	-
4999	Other Income	0.02	-	-	-	-	-	0.02	1,271.82	-	-	-	-	-	-	-	-
		84,700.91	47,615.36	7,253.29	36,676.70	26,193.40	15,656.23	420,030.56	887,641.55	877,117.69	113,136.26	17,710.86	6,660.81	-	-	-	432,807.93
											▲	▼	▼				



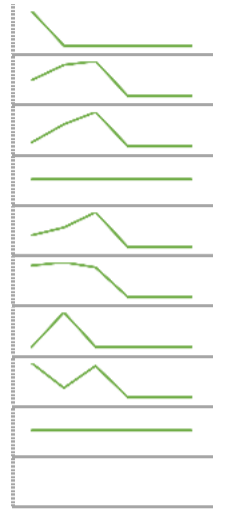
Swanley Town Council: Alexandra

YTD Summary

Income

Code	Description	2018 / 2019							
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19
4028	Photocopying	-	-	10.00	4.17	-	-	10.00	14.17
4100	Bar Income	6,142.20	8,013.84	14,253.40	15,928.24	13,026.91	8,724.03	28,409.44	123,935.45
4105	Catering Income	4,249.00	5,223.29	6,438.99	15,750.87	10,527.47	10,582.25	15,911.28	99,699.39
4110	Equipment Hire	-	-	-	-	-	-	-	256.66
4115	Function Package Revenue	2,010.62	5,689.60	5,033.01	8,153.44	8,643.92	4,789.58	12,733.23	56,186.36
4120	Conference Lettings Regular	3,523.36	2,382.33	5,703.33	3,196.51	6,223.34	2,791.50	11,609.02	54,954.62
4125	Party Night Revenue	1,591.67	412.50	-	491.67	-	591.67	2,004.17	9,790.01
4130	Party Function Revenue	1,377.33	612.50	962.50	875.00	895.83	895.83	2,952.33	11,193.98
4999	Other Income	-	-	-	-	30.00	-	-	30.01
		18,894.18	22,334.06	32,401.23	44,399.90	39,347.47	28,374.86	73,629.47	356,060.65

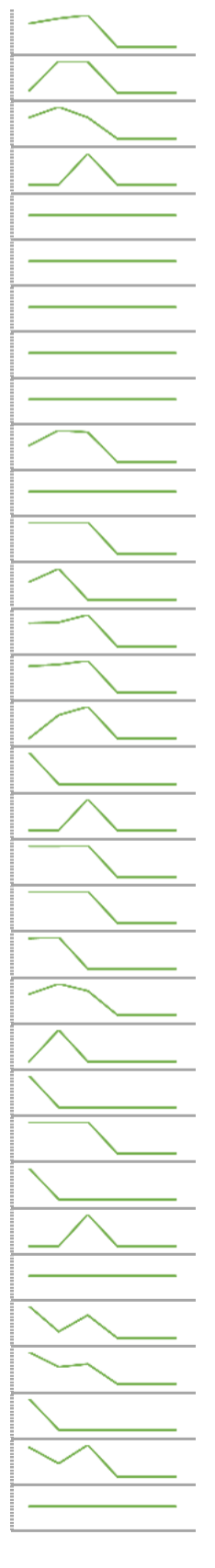
Budget 19/20	2019 / 2020						
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20
-	6.00	-	-	-	-	-	6.00
118,904.17	6,157.20	12,251.55	13,718.70	-	-	-	32,127.45
94,653.87	1,370.83	7,629.10	11,907.99	-	-	-	20,907.92
78.97	-	-	-	-	-	-	-
54,648.80	2,522.50	4,262.36	7,642.49	-	-	-	14,427.35
48,014.92	5,417.52	6,011.71	5,135.04	-	-	-	16,564.27
13,246.49	-	1,000.00	-	-	-	-	1,000.00
10,946.14	1,070.83	283.33	983.33	-	-	-	2,337.49
-	-	-	-	-	-	-	-
340,493.36	16,544.88	31,438.05	39,387.55	-	-	-	87,370.48



Expenditure

Code	Description	2018 / 2019							
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19
5001	Bar Purchases	2,068.36	3,801.64	4,795.57	5,288.78	2,910.40	2,040.82	10,665.57	39,874.12
5002	Catering Purchases	899.03	1,120.85	989.05	2,967.64	2,244.89	2,127.76	3,008.93	20,537.81
5003	Bar Purchases - Equipment	237.78	63.71	110.35	151.89	66.18	159.28	411.84	1,463.78
5004	Catering Purchases - Equipment	-	78.76	(35.84)	-	25.48	391.99	42.92	529.12
5011	Licenses	-	21.00	26.50	-	-	1,690.65	47.50	1,738.15
5012	Sales Commision	-	-	-	-	-	-	-	138.92
5020	Equipment / Machinery	-	-	-	-	-	-	-	-
5021	Equipment / Machinery Repairs	-	107.00	-	995.68	-	-	107.00	1,730.46
5033	Pantomime	-	-	-	-	445.00	-	-	1,001.78
5045	Function Expenditure	1,859.99	878.33	1,873.33	3,297.50	1,998.34	3,094.66	4,611.65	23,086.97
6100	Agency Commission	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing	122.33	122.33	122.33	122.33	122.33	122.33	366.99	1,467.96
6201	Advertising	80.00	80.00	40.00	-	-	-	200.00	577.50
7000	Salaries	5,099.48	6,109.50	7,244.64	7,861.12	8,738.62	8,618.93	18,453.62	90,421.44
7001	Pension	757.69	857.14	832.35	984.56	832.35	832.35	2,447.18	10,150.34
7004	Wages - Casual	-	-	140.00	140.00	-	-	140.00	280.00
7006	Empoyers NI	229.35	281.44	267.98	439.64	274.67	267.21	778.77	3,549.41
7012	Security Staffing	-	-	-	-	-	-	-	1,085.00
7102	Water Rates	212.70	173.13	146.90	178.38	-	146.89	532.73	2,275.45
7103	General Rates	2,899.19	2,901.00	2,901.00	2,423.92	2,423.46	2,422.73	8,701.19	28,086.30
7105	Recycling - Waste Collection	266.36	332.95	249.32	309.49	306.86	266.36	848.63	3,437.74
7200	Electricity	562.20	511.63	687.14	613.12	926.74	931.25	1,760.97	8,970.49
7201	Gas	-	1,919.68	-	-	115.88	-	1,919.68	4,478.83
7500	Printing	155.00	-	-	-	-	-	155.00	305.88
7550	Telephone & Broadband	-	-	-	-	-	-	-	354.37
7552	Computers & Software	45.00	-	-	45.00	-	-	45.00	180.00
7602	Health & Safety Fees	-	420.00	-	-	-	-	420.00	784.90
7800	Repairs and Renewals	350.00	647.50	-	-	-	-	997.50	1,002.98
7801	Cleaning	139.22	53.01	420.52	398.29	148.74	48.35	612.75	2,173.85
7802	Laundry	165.00	513.18	165.00	154.09	161.58	238.44	843.18	2,269.45
7803	Premises Expenses	40.00	-	676.50	-	-	737.00	716.50	1,760.50
7901	Bank Charges	156.49	196.55	49.07	185.01	132.90	104.94	402.11	1,552.02
8201	Subscriptions	-	-	-	-	-	-	-	-
		16,345.17	21,190.33	21,701.71	26,556.44	21,874.42	24,241.94	59,237.21	255,265.52

Budget 19/20	2019 / 2020						
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20
37,828.84	2,856.52	3,508.96	3,941.61	-	-	-	10,307.09
18,664.92	147.47	1,994.28	1,926.90	-	-	-	4,068.65
1,432.20	66.08	99.70	66.08	-	-	-	231.86
562.27	-	-	1,600.00	-	-	-	1,600.00
1,790.29	-	-	-	-	-	-	-
73.67	-	-	-	-	-	-	-
110.21	-	-	-	-	-	-	-
1,025.55	-	-	-	-	-	-	-
916.70	-	-	-	-	-	-	-
20,314.92	883.33	1,698.34	1,566.67	-	-	-	4,148.34
-	-	-	-	-	-	-	-
1,467.96	122.33	122.33	122.33	-	-	-	366.99
494.40	22.80	40.00	-	-	-	-	62.80
89,506.71	6,128.75	6,410.52	8,460.75	-	-	-	21,000.02
10,393.26	746.44	783.41	900.55	-	-	-	2,430.40
288.40	-	313.15	425.55	-	-	-	738.70
3,466.48	274.96	-	-	-	-	-	274.96
1,100.00	-	-	420.00	-	-	-	420.00
2,193.48	187.07	187.38	193.64	-	-	-	568.09
26,432.36	2,829.06	2,830.62	2,830.62	-	-	-	8,490.30
3,427.16	304.18	319.16	-	-	-	-	623.34
8,497.81	468.18	705.19	542.98	-	-	-	1,716.35
5,907.63	-	1,997.99	-	-	-	-	1,997.99
256.42	106.67	-	-	-	-	-	106.67
1,372.56	114.38	114.83	115.46	-	-	-	344.67
139.05	45.00	-	-	-	-	-	45.00
432.60	-	-	85.20	-	-	-	85.20
1,027.43	-	-	-	-	-	-	-
2,558.54	343.77	70.48	247.59	-	-	-	661.84
2,865.76	309.00	162.72	195.11	-	-	-	666.83
26,000.00	662.60	-	-	-	-	-	662.60
1,701.28	87.77	39.89	95.67	-	-	-	223.33
-	-	-	-	-	-	-	-
272,248.86	16,706.36	21,398.95	23,736.71	-	-	-	61,842.02



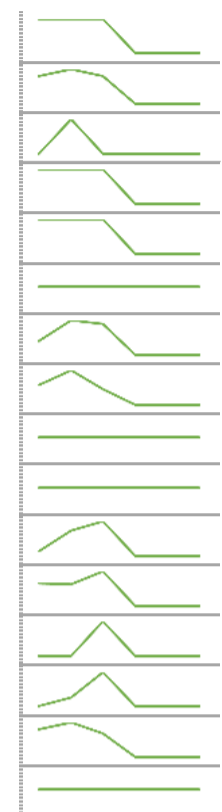
Swanley Town Council: Olympic

YTD Summary

Income

		2018 / 2019							
Code	Description	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19
4003	Rent - New Generation Data	333.33	333.33	333.33	333.33	333.33	333.33	999.99	3,999.96
4012	Rent - We Buy Any Car	-	-	-	-	-	-	-	-
4013	Rent - Bowls Club	-	5,000.00	-	-	-	-	5,000.00	5,000.00
4015	Rent - Flat at Olympic Centre	700.00	-	2,100.00	-	-	-	2,800.00	7,700.00
4018	Rent - Boxing	281.67	281.67	281.67	281.67	281.67	281.67	845.01	3,380.04
4028	Photocopying	-	4.00	-	-	-	-	4.00	4.00
4100	Bar Income	2,652.07	4,261.46	4,669.62	6,839.84	2,439.25	4,302.99	11,583.15	47,061.23
4105	Catering Income	4,231.55	4,138.91	5,362.44	4,310.40	4,014.22	3,085.66	13,732.90	52,656.55
4108	Quiz Income	20.00	6.67	21.67	20.83	-	-	48.34	69.17
4109	Pool Income	-	-	-	41.00	-	-	-	94.75
4115	Function Package Revenue	508.33	291.67	676.67	495.84	83.33	1,131.25	1,476.67	8,707.49
4120	Conference Lettings Regular	2,565.85	2,286.69	2,052.50	1,185.84	2,815.83	2,305.02	6,905.04	38,109.03
4125	Party Night Revenue	-	-	-	416.67	-	-	-	416.67
4600	Outdoor Event Revenue	-	-	-	-	24.99	66.67	-	116.66
4609	Snooker Income	1,718.67	1,284.95	782.85	707.72	710.74	771.50	3,786.47	11,056.30
4903	Insurance Claims	2,333.80	609.00	-	-	-	-	2,942.80	2,942.80
		15,345.27	18,498.35	16,280.75	14,633.14	10,703.36	12,278.09	50,124.37	181,314.65

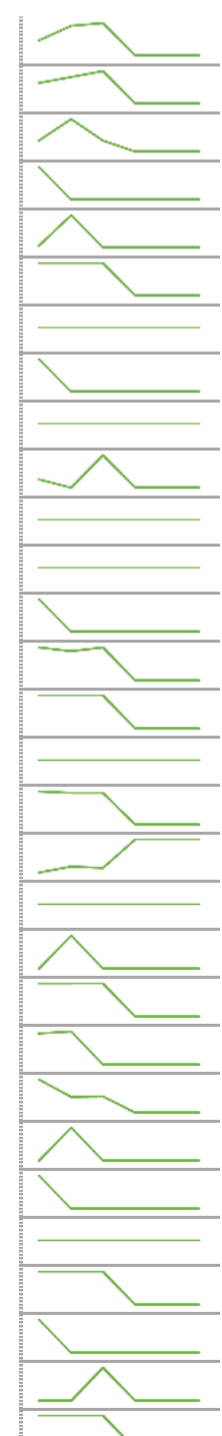
		2019 / 2020							
Budget 19/20	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20		
3,999.96	333.33	333.33	333.33	-	-	-	999.99		
-	1,200.00	1,500.00	1,200.00	-	-	-	3,900.00		
5,000.00	-	5,000.00	-	-	-	-	5,000.00		
8,400.00	700.00	700.00	700.00	-	-	-	2,100.00		
3,370.04	281.67	281.67	281.67	-	-	-	845.01		
4.12	-	-	-	-	-	-	-		
49,792.56	1,936.14	4,797.79	4,238.22	-	-	-	10,972.15		
51,003.08	2,458.29	4,246.79	1,920.25	-	-	-	8,625.33		
-	-	-	-	-	-	-	-		
-	-	-	-	-	-	-	-		
12,295.21	118.13	636.66	875.00	-	-	-	1,629.79		
37,907.93	1,908.34	1,829.17	2,947.51	-	-	-	6,685.02		
1,871.17	-	-	1,283.33	-	-	-	1,283.33		
-	-	41.67	166.65	-	-	-	208.32		
10,877.17	794.61	1,001.74	681.97	-	-	-	2,478.32		
-	-	-	-	-	-	-	-		
184,521.24	9,730.51	20,368.82	14,627.93	-	-	-	44,727.26		



Expenditure

		2018 / 2019							
Code	Description	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	YTD 18/19	Actual 18/19
5001	Bar Purchases	815.71	1,267.15	1,844.07	2,911.16	856.68	1,641.21	3,926.93	15,560.58
5002	Catering Purchases	1,237.42	1,436.54	2,091.56	979.71	1,471.17	637.76	4,765.52	13,427.76
5003	Bar Purchases - Equipment	61.25	207.20	736.42	93.25	61.25	-	1,004.87	1,667.97
5004	Catering Purchases - Equipment	99.90	233.12	141.68	41.88	76.68	-	474.70	593.26
5010	Sporting Equipment Purchaes	-	-	-	-	-	-	-	-
5011	Licences	12.43	12.37	33.37	110.22	12.37	307.37	58.17	564.35
5020	Equipment / Machinery	113.63	-	-	-	-	-	113.63	173.31
5021	Equipment / Machinery Repairs	-	117.28	-	377.00	-	-	117.28	1,861.58
5030	Horticulture	-	20.00	-	-	-	597.50	20.00	617.50
5045	Function Expenditure	375.84	475.00	1,156.96	380.00	225.00	727.00	2,007.80	6,239.80
5046	Outdoor Event	-	-	-	-	150.00	-	-	-
6200	Website, Social Media and Marketing	-	-	-	-	-	-	-	-
6201	Advertising	40.00	40.00	120.00	-	-	-	200.00	457.50
7000	Salaries	5,992.29	5,484.47	6,269.63	6,171.78	6,723.66	5,179.65	17,746.39	64,074.75
7001	Pension	548.99	509.79	486.94	486.94	503.37	461.78	1,545.72	5,167.75
7004	Wages - Casual	564.32	476.70	474.52	246.30	190.68	95.34	1,515.54	2,238.54
7006	Employers NI	270.02	226.49	235.60	217.57	294.49	200.33	732.11	2,645.70
7011	SMP	-	-	-	-	-	(748.44)	-	(5,352.46)
7099	Staff Expenses	101.40	-	-	-	-	-	101.40	101.40
7102	Water Rates	-	358.43	-	973.22	973.22	973.22	358.43	4,956.42
7103	General Rates	2,906.00	2,909.00	2,909.00	2,909.00	2,909.00	2,909.00	8,724.00	29,087.00
7105	Recycling - Waste Collection	166.92	208.65	166.92	181.65	193.92	166.92	542.49	2,145.98
7200	Electricity	1,513.43	1,320.04	1,475.47	1,415.17	1,440.44	1,440.44	4,308.94	13,294.09
7201	Gas	-	2,275.42	-	-	191.96	-	2,275.42	5,752.65
7500	Printing	104.13	-	-	-	-	-	104.13	204.13
7502	Stationery	-	-	35.36	-	-	-	35.36	35.36
7550	Telephone and Broadband	42.94	42.94	42.94	42.94	42.94	42.94	128.82	1,069.84
7552	Computers & Software	45.00	-	-	45.00	-	-	45.00	180.00
7602	Health & Safety Fees	-	420.00	99.60	-	-	-	519.60	828.00
7604	Professional Fees	109.21	-	777.29	-	-	-	886.50	1,642.37

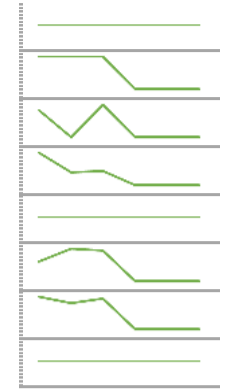
		2019 / 2020							
Budget 19/20	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20		
17,984.33	599.65	1,179.98	1,295.79	-	-	-	3,075.42		
13,444.28	384.29	490.57	608.82	-	-	-	1,483.68		
1,591.99	66.55	193.63	66.55	-	-	-	326.73		
920.06	99.90	-	-	-	-	-	99.90		
-	12.99	202.54	-	-	-	-	215.53		
578.91	12.85	12.83	12.83	-	-	-	38.51		
117.04	-	-	-	-	-	-	-		
601.81	338.19	-	-	-	-	-	338.19		
636.03	-	-	-	-	-	-	-		
6,109.41	175.00	-	675.00	-	-	-	850.00		
154.50	-	-	-	-	-	-	-		
756.00	-	-	-	-	-	-	-		
659.20	55.20	-	-	-	-	-	55.20		
46,800.00	4,833.29	4,290.94	4,872.88	-	-	-	13,997.11		
1,800.00	292.84	292.84	292.84	-	-	-	878.52		
2,722.50	-	-	-	-	-	-	-		
2,997.18	148.16	141.32	141.32	-	-	-	430.80		
-	(674.27)	(547.15)	(574.15)	-	-	-	(1,795.57)		
-	-	-	-	-	-	-	-		
7,983.87	-	148.54	-	-	-	-	148.54		
29,959.61	2,970.00	2,974.00	2,974.00	-	-	-	8,918.00		
2,229.93	188.92	201.68	-	-	-	-	390.60		
13,311.83	1,351.63	652.80	661.82	-	-	-	2,666.25		
5,522.22	-	3,023.74	-	-	-	-	3,023.74		
210.25	50.00	-	-	-	-	-	50.00		
36.42	-	-	-	-	-	-	-		
2,000.00	179.41	178.56	179.25	-	-	-	537.22		
139.05	45.00	-	-	-	-	-	45.00		
535.19	-	-	84.00	-	-	-	84.00		
1,772.60	115.01	115.01	115.01	-	-	-	345.03		



Monthly Finances (C)

Code	Description	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19
7700	Equipment Hire	-	-	-	-	-	-	-	-
7702	Equipment Leasing	315.00	315.00	315.00	315.00	315.00	315.00	945.00	3,780.00
7800	Repairs and Renewals	370.74	775.25	-	-	-	-	1,145.99	1,252.99
7801	Cleaning	59.73	196.23	-	80.00	119.47	101.90	255.96	1,068.77
7802	Laundry	165.74	397.02	196.74	132.00	134.28	165.50	759.50	1,395.10
7803	Premises Expenses	735.26	2,280.73	110.00	3,844.88	550.00	731.70	3,125.99	9,283.69
7901	Bank Charges	114.48	156.88	140.47	161.75	244.71	140.48	411.83	1,783.56
8201	Subscriptions	-	-	-	-	-	-	-	-
		16,881.78	22,161.70	19,859.54	22,116.42	17,680.29	16,086.60	58,903.02	187,799.24

Budget 19/20	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20
-	-	-	-	-	-	-	-
3,893.40	315.00	315.00	315.00	-	-	-	945.00
1,200.00	180.00	-	217.00	-	-	-	397.00
3,300.00	145.41	58.10	63.74	-	-	-	267.25
1,650.00	-	-	-	-	-	-	-
15,000.00	1,745.00	2,902.80	2,702.50	-	-	-	7,350.30
2,000.00	150.68	121.28	141.23	-	-	-	413.19
1,000.00	-	-	-	-	-	-	-
189,617.61	13,780.70	16,949.01	14,845.43	-	-	-	45,575.14



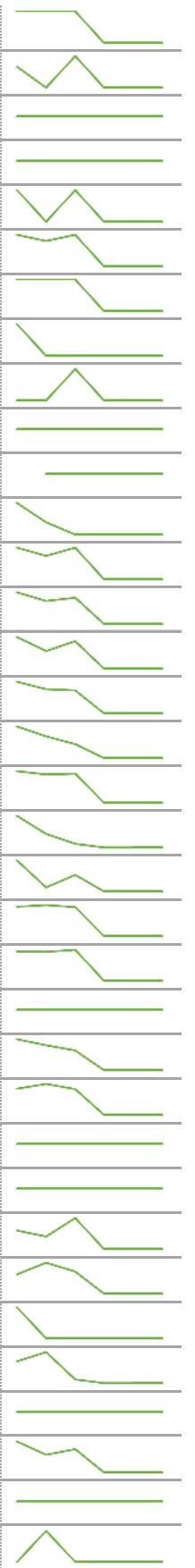
Swanley Town Council: Swanley Park

YTD Summary

Income

Code	Description	2018 / 2019							Actual 18/19
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	
4002	Rent - Swanley Athletics Club	-	-	-	-	-	-	-	500.00
4006	Rent - Cafe in the Park	8,000.00	-	13,000.00	-	13,000.00	-	21,000.00	34,000.00
4007	Rent - Swanley Park	-	-	-	-	-	-	-	900.18
4008	Rent - Swanley New Barn Railway	-	-	-	-	-	-	-	21,031.53
4010	Rent - Ice Cream Van	5,000.00	-	5,000.00	-	5,416.67	-	10,000.00	15,416.67
4014	Rent - Great Outdoors	-	-	-	-	-	-	-	749.97
4017	Rent - Swanley Park RFC	312.64	312.64	312.64	312.64	312.64	312.64	937.92	3,751.66
4032	1812 Event	-	-	-	-	-	-	-	566.68
4201	Service Recharge: Café in the Park	1,666.67	-	-	1,365.43	-	1,143.49	1,666.67	4,342.26
4204	Service Recharge: Bungalow	-	-	-	-	-	-	-	-
4207	Service Recharge: SNBR	-	-	-	-	-	-	-	644.75
4600	Outdoor Event Revenue	1,362.00	625.00	1,593.50	-	3,126.62	195.83	3,580.50	6,969.62
4700	Rowing	798.34	1,761.66	1,085.83	1,779.97	1,609.15	454.16	3,645.83	7,825.77
4701	Pedalos	3,997.51	6,676.57	5,266.25	7,082.55	9,016.57	2,276.26	15,940.33	37,924.49
4702	Canoeing	473.76	830.83	505.83	899.16	775.00	138.34	1,810.42	3,745.42
4703	Golf	919.19	1,396.68	1,199.18	1,452.52	1,614.16	420.83	3,515.05	7,979.24
4704	Tree Trek	415.83	959.65	549.99	699.99	1,501.63	227.50	1,925.47	4,354.59
4705	Hand Boats	425.42	783.40	864.57	1,077.58	1,356.42	343.32	2,073.39	5,004.04
4706	Dino Karts	449.16	344.15	686.65	710.01	1,113.35	301.66	1,479.96	4,261.64
4707	Deck Chairs	82.08	130.00	186.65	339.16	371.66	51.66	398.73	1,161.21
4708	Bouncy Castle	2,253.71	2,181.09	1,868.65	1,902.94	2,179.58	527.08	6,303.45	12,620.12
4710	Car Parking	6,300.08	9,193.53	7,737.07	11,680.90	14,476.20	2,841.68	23,230.68	52,229.46
4712	Wrist Bands	93.33	74.17	73.34	483.33	-	-	240.84	724.17
4713	Duck Feed	44.14	72.24	130.01	92.79	111.05	60.85	246.39	617.40
4714	Battery Bikes	-	325.01	898.36	1,221.68	1,247.50	514.17	1,223.37	4,480.06
4715	Balloons	-	-	20.00	10.00	35.00	-	20.00	65.00
4716	Water Creatures	-	-	5.84	-	3.33	-	5.84	9.17
4717	Candy Floss	-	-	-	144.19	93.35	50.00	-	304.21
4718	JCB Digger	-	-	-	218.33	464.34	185.82	-	991.80
4719	Reptiles	-	-	-	-	59.17	10.00	-	69.17
4720	Nerf / Survival Parties	-	-	-	170.83	25.00	-	-	1,320.82
4721	Children's Party - Survival	774.16	579.99	216.66	660.01	333.33	449.99	1,570.81	3,534.97
4723	The Plunge Water Slide	-	-	-	-	-	-	-	-
4810	Sponsorship - General	283.33	-	-	-	-	-	283.33	5,783.33
4997	Sale of Goods	-	-	-	-	-	-	-	3,416.67
		33,651.35	26,246.61	41,201.02	32,304.01	58,241.72	10,505.28	101,098.98	247,296.07

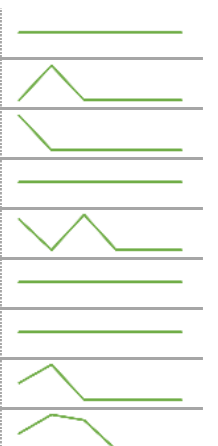
Budget 19/20	2019 / 2020							YTD 19/20
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19		
-	100.00	100.00	100.00	-	-	-	-	300.00
34,500.00	8,500.00	-	13,000.00	-	-	-	-	21,500.00
-	-	-	-	-	-	-	-	-
11,631.53	-	-	-	-	-	-	-	-
15,900.00	5,000.00	-	5,000.00	-	-	-	-	10,000.00
-	416.65	333.32	416.66	-	-	-	-	1,166.63
3,751.68	312.64	312.64	312.64	-	-	-	-	937.92
-	66.66	-	-	-	-	-	-	66.66
4,630.46	-	-	1,218.79	-	-	-	-	1,218.79
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
7,110.04	1,335.75	515.41	-	-	-	-	-	1,851.16
8,023.64	969.17	711.26	965.83	-	-	-	-	2,646.26
36,032.28	6,126.69	4,423.76	5,070.84	-	-	-	-	15,621.29
3,814.01	293.33	162.50	252.50	-	-	-	-	708.33
7,491.60	927.08	704.15	665.85	-	-	-	-	2,297.08
4,485.23	1,174.17	812.50	525.00	-	-	-	-	2,511.67
5,154.16	388.33	346.65	358.33	-	-	-	-	1,093.31
3,912.27	450.02	195.00	56.67	-	-	-	-	701.69
1,196.05	130.01	16.66	68.34	-	-	-	-	215.01
11,631.40	1,250.01	1,333.35	1,237.49	-	-	-	-	3,820.85
53,796.34	8,773.50	8,703.75	9,372.91	-	-	-	-	26,850.16
745.90	-	-	-	-	-	-	-	-
551.72	86.80	69.18	54.59	-	-	-	-	210.57
4,614.46	586.69	699.17	581.68	-	-	-	-	1,867.54
66.95	-	-	-	-	-	-	-	-
9.45	-	-	-	-	-	-	-	-
313.34	50.01	33.34	83.34	-	-	-	-	166.69
1,021.55	206.26	332.48	236.66	-	-	-	-	775.40
71.25	47.50	-	-	-	-	-	-	47.50
3,898.50	635.41	906.24	108.33	-	-	-	-	1,649.98
-	-	-	-	-	-	-	-	-
-	1,891.66	1,083.33	1,408.33	-	-	-	-	4,383.32
-	-	-	-	-	-	-	-	-
-	-	583.33	-	-	-	-	-	583.33
224,353.81	39,718.34	22,378.02	41,094.78	-	-	-	-	103,191.14



Expenditure

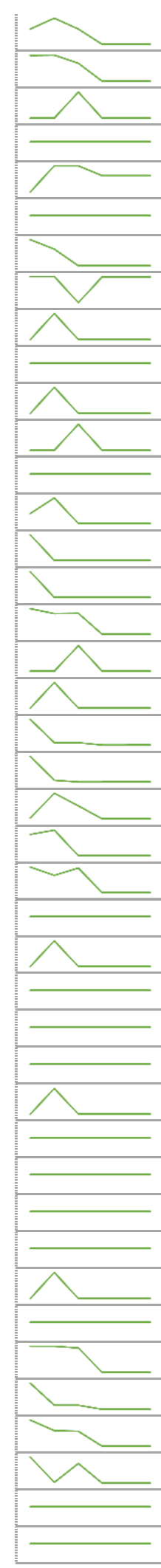
Code	Description	2018 / 2019							Actual 18/19
		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	
5002	Catering Purchases	-	-	-	9.56	-	-	-	9.56
5010	Sporting Equipment Purchases	-	-	28.30	100.20	-	-	28.30	449.63
5020	Equipment / Machinery	2,897.50	166.67	382.49	1,098.37	-	114.91	3,446.66	4,659.94
5021	Equipment / Machinery Repairs	-	-	982.40	280.44	-	-	982.40	1,954.94
5030	Horticulture	183.33	-	-	597.50	-	-	183.33	1,205.83
5045	Function Expenditure	-	-	-	-	-	-	-	-
5046	Outdoor Event	-	-	-	-	1,021.08	294.00	-	1,315.08
6201	Advertising	-	108.00	175.00	-	-	-	283.00	283.00
7000	Salaries	7,002.44	13,422.37	16,356.26	14,373.23	18,129.27	18,767.94	36,781.07	119,668.13

Budget 19/20	2019 / 2020							YTD 19/20
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19		
9.85	-	-	-	-	-	-	-	-
132.36	-	169.12	-	-	-	-	-	169.12
6,344.74	2,455.42	-	33.32	-	-	-	-	2,488.74
1,891.53	-	-	-	-	-	-	-	-
1,551.00	120.83	-	138.79	-	-	-	-	259.62
-	-	-	-	-	-	-	-	-
1,354.53	-	-	-	-	-	-	-	-
373.89	45.90	94.65	-	-	-	-	-	140.55
119,680.08	8,575.14	18,175.21	15,339.45	-	-	-	-	42,089.80



Monthly Finances (D)

Code	Description	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD 18/19	Actual 18/19	Budget 19/20	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	YTD 19/20
7001	Pension	456.69	485.17	470.92	470.92	470.92	364.50	1,412.78	5,006.70	5,053.30	422.93	730.80	422.93	-	-	-	1,576.66
7006	Employers NI	371.41	504.32	526.38	522.32	499.57	502.27	1,402.11	5,086.86	5,185.03	763.27	781.04	538.40	-	-	-	2,082.71
7012	Security Staffing	-	-	-	299.00	368.00	103.50	-	770.50	793.62	-	-	184.00	-	-	-	184.00
7099	Staff Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7102	Water Rates	-	938.66	680.97	1,414.27	579.87	523.75	1,619.63	6,905.93	7,395.38	(703.89)	412.81	426.57	-	-	-	135.49
7103	General Rates	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7105	Recycling - Waste Collection	1,204.80	2,061.50	1,424.36	1,846.08	2,127.70	1,373.72	4,690.66	16,887.70	15,901.30	1,582.80	1,002.00	-	-	-	-	2,584.80
7200	Electricity	-	(339.57)	70.00	140.00	70.00	70.00	(269.57)	1,366.88	443.34	51.57	70.00	(5,072.18)	-	-	-	(4,950.61)
7202	GasOil	-	289.90	-	31.50	528.57	-	289.90	1,357.93	875.47	-	409.08	-	-	-	-	409.08
7303	Vehicle Insurance	-	-	-	-	91.94	-	-	91.94	94.70	-	-	-	-	-	-	-
7304	Miscellaneous Motor Expenses	-	15.00	-	-	-	-	15.00	154.48	15.45	-	7.58	-	-	-	-	7.58
7306	Mileage Claims	-	-	-	44.78	26.78	32.85	-	319.63	107.54	-	-	64.80	-	-	-	64.80
7500	Printing	170.95	-	170.95	-	170.95	-	341.90	981.79	528.24	-	-	-	-	-	-	-
7501	Postage & Carriage	-	9.95	-	-	-	-	9.95	54.95	10.25	75.00	195.00	-	-	-	-	270.00
7502	Stationery	-	21.99	-	21.99	21.99	-	21.99	65.97	67.95	33.29	-	-	-	-	-	33.29
7509	Name Badges	-	-	-	-	-	-	-	-	-	97.50	-	-	-	-	-	97.50
7550	Telephone & Broadband	43.50	53.53	155.30	50.39	56.23	58.34	252.33	758.75	766.95	66.46	53.28	53.98	-	-	-	173.72
7602	Health & Safety Fees	-	-	-	-	-	-	-	140.00	-	-	-	187.60	-	-	-	187.60
7700	Equipment Hire	-	412.00	-	1,026.95	484.50	188.00	412.00	2,111.45	1,750.43	-	739.75	-	-	-	-	739.75
7800	Repairs and Renewals	1,621.70	87.50	11.88	31.20	-	-	1,721.08	2,164.07	2,937.85	9,251.29	906.02	946.36	-	-	-	11,103.67
7801	Cleaning	197.72	105.00	96.00	651.37	81.69	40.40	398.72	1,335.23	1,413.35	624.09	43.80	-	-	-	-	667.89
7803	Premises Expenses	-	113.60	500.00	201.63	90.21	1,007.29	613.60	17,989.35	4,035.59	185.83	5,355.34	2,706.72	-	-	-	8,247.89
7804	Pool Chemicals	-	491.93	-	460.55	456.43	-	491.93	1,408.91	1,966.18	477.40	577.40	-	-	-	-	1,054.80
7805	Cess Pit	1,050.00	2,250.00	1,890.00	2,730.00	2,730.00	630.00	5,190.00	14,050.00	52,267.00	1,570.00	1,050.00	1,500.00	-	-	-	4,120.00
7806	Pedalo Parts	-	35.00	-	-	329.43	-	35.00	364.43	375.36	-	-	-	-	-	-	-
7807	Pool Costs	186.67	-	-	2,177.95	-	-	186.67	3,381.00	1,997.81	-	69.94	-	-	-	-	69.94
7808	Sand	-	-	-	275.00	-	-	-	275.00	283.25	-	-	-	-	-	-	-
7811	Signs	-	-	424.50	-	88.50	-	424.50	513.00	528.39	-	-	-	-	-	-	-
7814	Maintenance	-	-	-	1,378.20	-	-	-	1,378.20	1,419.55	-	-	-	-	-	-	-
7815	Children's Party	152.25	-	-	-	-	-	152.25	381.69	307.89	-	56.12	-	-	-	-	56.12
7816	Parking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7817	Rowing Parts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7818	Life Jackets	-	-	-	-	-	-	-	194.05	-	-	-	-	-	-	-	-
7819	Duck Feed	-	-	-	-	-	-	-	13.75	20.00	-	-	-	-	-	-	-
7820	Activity Recharge	-	-	376.25	550.41	1,031.67	-	376.25	2,850.83	3,150.08	-	605.42	-	-	-	-	605.42
7821	Miscellaneous Purchases	-	-	34.94	5.67	227.90	-	34.94	291.71	276.57	-	-	-	-	-	-	-
7901	Bank Charges	237.88	286.55	338.50	330.46	390.56	406.80	862.93	3,440.83	3,534.97	372.80	375.84	350.50	-	-	-	1,099.14
8201	Subscriptions	-	-	-	-	-	-	-	-	-	679.17	105.00	105.00	-	-	-	889.17
8202	Uniform	472.14	-	-	274.60	-	-	472.14	1,932.23	769.14	1,010.84	608.61	575.32	-	-	-	2,194.77
8203	Training Costs	500.00	1,033.00	-	-	270.00	-	1,533.00	2,218.00	2,372.09	895.00	30.00	675.00	-	-	-	1,600.00
8204	Insurance	1,192.00	-	-	-	-	-	1,192.00	1,650.35	1,227.76	-	-	-	-	-	-	-
8206	Coaching	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		17,940.98	22,552.07	25,095.40	31,394.54	30,343.76	24,478.27	65,588.45	227,440.20	249,209.76	28,652.64	32,623.81	19,176.56	-	-	-	80,453.01



Swanley Town Council



Bank Reconciliation: 30 June 2019

Bank Statement Balance:	Current Account	261,852.05	
			261,852.05
Other Bank & Cash Accounts:	Active Saver	139.99	
	Mayor's Account	3,734.00	
	Recreation Account	902.79	
	Alexandra Cash Account	2,850.52	
	Olympic Cash Account	1,415.50	
	Link Cash Account	-	
	Civic Cash Account	-	
	Swanley Park Cash Account	7,234.72	
			16,277.52
			278,129.57
Unpresented Payments:	Date	Ref	Amount
	11/09/2018	100772	90.00
	08/02/2019	100684	70.00
			160.00
			277,969.57
Unpresented Receipts:	Date	Ref	Amount
	26/06/2019	Park to Current	7.00
	26/06/2019	Park to Current	127.50
	27/06/2019	Park to Current	182.50
	27/06/2019	Park to Current	27.00
	27/06/2019	Park to Current	52.50
	27/06/2019	Alex to Current	192.00
	28/06/2019	Park to Current	70.00
	28/06/2019	Park to Current	300.00
	28/06/2019	Park to Current	72.00
	28/06/2019	Civic to Current	936.00
	28/06/2019	Alex to Current	530.00
	28/06/2019	Alex to Current	1,229.52
	28/06/2019	Oly to Current	39.08
	29/06/2019	Park to Current	435.00
	29/06/2019	Park to Current	200.00
	29/06/2019	Park to Current	320.00
	29/06/2019	Park to Current	22.50
	29/06/2019	Alex to Current	1,345.00
	29/06/2019	Alex to Current	245.70
	29/06/2019	Oly to Current	911.52
	30/06/2019	Park to Current	292.50
	30/06/2019	Park to Current	327.50
	30/06/2019	Park to Current	345.00

Monthly Finances (E)

30/06/2019	Park to Current	492.50
30/06/2019	Park to Current	170.00
30/06/2019	Alex to Current	500.00
30/06/2019	Oly to Current	110.50

9,482.82

287,452.39

Closing Book Balance:

Current Account	271,174.87
Other Bank & Cash Accounts	16,277.52

287,452.39

-

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council

**Payments Out: June 2019**

Date	Payee	Description	Payment Method	Ref	Amount
02/01/1900	LEXAUTO	Lex Autolease	Direct Debit	DD/Lex	411.30
04/06/2019	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	927.48
04/06/2019	BTGROUP	BT	Direct Debit	DD/BT	64.78
04/06/2019	BGAS8475	BGas Elec - Tennis Courts	Direct Debit	DD/BGas	1,042.41
04/06/2019	BGAS8496	BGas Elec - Oaks Communal	Direct Debit	DD/BGas	39.96
04/06/2019	BGAS8522	BGas Elec - Ablutions St Mary's	Direct Debit	DD/BGas	514.20
04/06/2019	BGAS6000	BGas Elec - Civic	Direct Debit	DD/BGas	531.00
04/06/2019	TOPMARK	Top Marks Inflatables	Same Day Payment	FP/Top Marks	120.00
04/06/2019	WORKWEAR	Workwear Express Ltd	Same Day Payment	FP/Workwear	690.40
04/06/2019	TLCELEC	T.L.C Direct	Same Day Payment	FP/TLC Direct	48.00
04/06/2019	PLANDAY	Planday Limited	Same Day Payment	FP/Planday	126.00
04/06/2019	THBROWN	T.H.Brown & Sons Ltd	Same Day Payment	FP/TH Brown	116.00
04/06/2019	LEISUREM	Leisurematic Ltd	Same Day Payment	FP/Leisurematic	726.50
04/06/2019	STACKHOU	Stackhouse Poland Ltd	Same Day Payment	FP/Stackhouse Poland	1,990.08
04/06/2019	D.BODY	D.Body Ltd	Same Day Payment	FP/D.Body	1,050.00
04/06/2019	DECORATO	Decorators Den Ltd	Same Day Payment	FP/Decorators Den	424.86
04/06/2019	ERNEDOE	Ernest Doe & Sons Ltd	Same Day Payment	FP/Ernest Doe	83.68
04/06/2019	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	822.98
04/06/2019	HVP	HVP Security Shutters Ltd	Same Day Payment	FP/HVP	2,094.00
04/06/2019	NORMBUT	Norman's Butchers	Same Day Payment	FP/Normans	113.10
04/06/2019	ZURICH	Zurich Municipal	Same Day Payment	FP/Zurich	20,993.22
04/06/2019	Barclays	Commission	Bank Entry	Barclays	181.00
05/06/2019	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	108.05
05/06/2019	Yell	Website	Direct Debit	DD/Yell	146.79
05/06/2019	Elavon Merchant Services	EMS Charges	Direct Debit	DD/EMS	350.50
06/06/2019	ABSOLUTE	Absolute Hygiene Solutions	Same Day Payment	FP/Absolute Hygiene	1,152.00
06/06/2019	CLEANED	Cleaned With Care Ltd	Same Day Payment	FP/Cleaned With Care	1,020.00
06/06/2019	MAXIN	Maxin Drain Services Ltd	Same Day Payment	FP/Maxin Drain Services	2,736.00
06/06/2019	SEVDIST	Sevenoaks District Council	Same Day Payment	FP/Sevenoaks DC	2,100.00
06/06/2019	DOR2DOR	Helm Enterprise Solutions Ltd T/A Do	Same Day Payment	FP/Dor2Dor	441.00
06/06/2019	EYLES	Julie Eyles	Same Day Payment	FP/Julie Eyles	378.00
06/06/2019	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	879.65
06/06/2019	KCC100	Kent County Council	Same Day Payment	FP/KCC	351.18
06/06/2019	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade UK	622.50
06/06/2019	WPSINS	WPS Ltd	Same Day Payment	FP/WPS	184.64
06/06/2019	ELAS	Employment Law Advisory Service	Direct Debit	DD/ELAS	239.76
07/06/2019	BGAS8419	BGas Elec - Alexandra	Direct Debit	DD/Bgas	846.22
07/06/2019	BGAS8456	BGas Elec - The Olympic	Direct Debit	DD/BGas	685.44
10/06/2019	MANN	Mann (Swanley)	Internal Entry	DD/Mann	115.01
10/06/2019	BARCLAYS	Barclays	Direct Debit	DD/Barclays	98.67
10/06/2019	BARCLAYS	Barclays	Direct Debit	DD/Barclays	153.23
10/06/2019	BARCLAYS	Barclays	Direct Debit	DD/Barclays	88.09
10/06/2019	BARCLAYS	Barclays	Direct Debit	DD/Baqrclyays	43.76
10/06/2019	TV Licence	TV Licence	Direct Debit	DD/TV Licence	12.83
12/06/2019	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/Fuel Card	113.26
12/06/2019	ARGOS	Argos Business Solutions Ltd	Same Day Payment	FP/Argos	243.05
12/06/2019	TREEHOU	Tree House Training	Same Day Payment	FP/TreeHouse Training	222.00
12/06/2019	Mayor	Hawlinge x 2	Same Day Payment	Mayor	70.00
12/06/2019	Best Business Events	Attendees x 2	Same Day Payment	FP/Best Business Events	75.60
13/06/2019	MACQ100	Macquarie Equipment Finance	Direct Debit	DD/Macquarie	1,098.91
13/06/2019	B&MSUPP	B&M Supplies LTD	Same Day Payment	FP/B&M Supplies	231.87

Monthly Finances (F)

13/06/2019	BUCKDAVI	David J Buckett	Same Day Payment	FP/David Buckett	534.20
13/06/2019	CLEAWIPE	Clean Wipes	Same Day Payment	FP/Clean Wipes	154.30
13/06/2019	COMMUNI	Community Land Use	Same Day Payment	FP/Community Land	600.00
13/06/2019	CPC	Complete Pool Contracts	Same Day Payment	FP/Complete Pool Contracts	572.88
13/06/2019	DARPRINT	Darenth Print and Design Ltd	Same Day Payment	FP/Darenth Print	251.40
13/06/2019	DYNAMIX	Mr S Gadd	Same Day Payment	FP/Dynamix	175.00
13/06/2019	GKSAFETY	GK Safety	Same Day Payment	FP/GK Safety	630.00
13/06/2019	GODFREYS	Godfreys Lawn and TurfCare	Same Day Payment	FP/Godfreys	300.00
13/06/2019	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	242.10
13/06/2019	HSS	HSS Hire Service Group	Same Day Payment	FP/HSS	227.70
13/06/2019	KEIRALAN	Alan Keir	Same Day Payment	FP/Alan Keir	225.00
13/06/2019	KFF100	Kent Frozen Foods Ltd	Same Day Payment	FP/KFF	555.82
13/06/2019	LAMPS	Lamps & Tubes Illuminations Ltd	Same Day Payment	FP/Lamps & Tubes	360.00
13/06/2019	LOCKTOOL	Locks 'N' Tools Ltd	Same Day Payment	FP/Locks n Tools	294.95
13/06/2019	MECKADRI	Adrian Mecklenburgh Ltd	Same Day Payment	FP/Mecklenburgh	139.38
13/06/2019	NISBET10	Nisbets	Same Day Payment	FP/Nisbets	80.70
13/06/2019	NIVEKCAT	Nivek Catering Supplies Ltd	Same Day Payment	FP/Nivek	353.34
13/06/2019	ORCHARDF	Orchard Fencing Ltd	Same Day Payment	FP/Orchard Fencing	36.90
13/06/2019	PROVNURS	Provender Nurseries	Same Day Payment	FP/Provender	347.54
13/06/2019	SELCO	Selco Trade Centres Ltd	Same Day Payment	FP/Selco	42.99
13/06/2019	STALBRID	Stalbridge Linen Services	Same Day Payment	FP/Stalbridge	195.26
13/06/2019	TOPLINE	Topline Electronics Ltd	Same Day Payment	FP/Topline Electronics	83.93
13/06/2019	WICKPLAY	Wick Steed Playgrounds	Same Day Payment	FP/Wicksteed Playgrounds	911.03
13/06/2019	WESTAUTO	Westminster Automatics	Same Day Payment	FP/Westminster Automatics	260.40
13/06/2019	REDWING1	Redwing Coaches	Same Day Payment	FP/Redwing	460.00
13/06/2019	GUIDE1	Guideline Coaches Ltd	Same Day Payment	FP/Guideline	495.00
13/06/2019	Revive Stone Cleaning	Revive Stone Cleaning	Same Day Payment	FP/Revive Stone Cleaning	200.00
14/06/2019	OVERLINE	Overline	Direct Debit	DD/Overline	158.77
14/06/2019	OVERLINE	Overline	Direct Debit	DD/Overline	346.55
14/06/2019	DVLA	LV13SNK	Direct Debit	DD/DVLA	22.75
14/06/2019	Payroll	Payroll	BACS	Payroll Mth3	52,453.37
14/06/2019	Payroll	Payroll	BACS	PAYEMth3	22,149.28
17/06/2019	BOOKER	Booker Lintied	Direct Debit	DD/Booker	145.86
17/06/2019	SAGE100	Sage (UK) Ltd	Direct Debit	DD/Sage	125.95
17/06/2019	Sevenoaks District Council	Rates for Public Conv, Station Road	Direct Debit	DD/SDC	207.00
17/06/2019	Sevenoaks District Council	Rates for Woodlands	Direct Debit	DD/SDC	1,512.00
17/06/2019	Sevenoaks District Council	Rates for Olympic	Direct Debit	DD/DSC	2,974.00
17/06/2019	Sevenoaks District Council	Rates for Alexandra	Direct Debit	DD/SDC	2,830.62
17/06/2019	Sevenoaks District Council	Rates for Civic Centre	Direct Debit	DD/SDC	4,427.38
18/06/2019	OFCOM100	OFCOM	Same Day Payment	FP/Ofcom	75.00
18/06/2019	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	973.26
19/06/2019	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/AllStar	90.01
19/06/2019	EETMOB	EE & T Mobile	Direct Debit	DD/EE	29.93
19/06/2019	CROWNCAN	Crown Canopies	Same Day Payment	FP/Crown Canopies	1,137.60
19/06/2019	SQUIRES	Squires Planning	Same Day Payment	FP/Squires Planning	1,314.10
20/06/2019	SG Equipment	Touch Screens	Direct Debit	DD/SG Equipment	378.00
20/06/2019	DVLA	CK60UKF	Direct Debit	DD/DVLA	22.75
24/06/2019	XINTEL	XLN Telecom	Direct Debit	DD/XLN	56.33
24/06/2019	HENRYH	Henry Howard Finance	Direct Debit	DD/Henry Howard	494.04
25/06/2019	BOC100	BOC Ltd	Direct Debit	DD/BOC	271.30
26/06/2019	1STACERE	1st Ace Guarding	Same Day Payment	FP/1st Ace Response	165.60
26/06/2019	ALSFTIMB	Alsford Timber Ltd	Same Day Payment	FP/Alsford Timber	85.20
26/06/2019	ARCHANT	Archant Community Media Ltd	Same Day Payment	FP/Archant	150.00
26/06/2019	BR-IT	BR - IT	Same Day Payment	FP/BR-IT	355.39
26/06/2019	CASTL325	Castle Water Limited	Same Day Payment	FP/Castle Water	51.05
26/06/2019	CASTL529	Castle Water Limited	Same Day Payment	FP/Castle Water	135.49
26/06/2019	CASTL588	Castle Water Limited	Same Day Payment	FP/Castle Water	387.27
26/06/2019	D.BODY	D.Body Ltd	Same Day Payment	FP/D.Body	940.00
26/06/2019	DYNAMIX	Mr S Gadd	Same Day Payment	FP/Dynamix	225.00
26/06/2019	EQUIRECY	Equinox Recycling Ltd	Same Day Payment	FP/Equinox	1,827.40
26/06/2019	HILLSPR	Hills Prospect PLC	Same Day Payment	FP/Hills Prospect	2,936.09
26/06/2019	KALC100	Kent Association of Local Councils	Same Day Payment	FP/KALC	144.00
26/06/2019	KFF100	Kent Frozen Foods Ltd	Same Day Payment	FP/KFF	855.63

Monthly Finances (F)

26/06/2019	LMILLS	L.Mills	Same Day Payment	FP/L.Mills	572.40
26/06/2019	NATIONAL	National Facilities Management Ltd	Same Day Payment	FP/National Facilities	120.00
26/06/2019	PLANDAY	Planday Limited	Same Day Payment	FP/Planday	126.00
26/06/2019	STYLISH	The Stylish Wedding Company	Same Day Payment	FP/Stylish Wedding	200.00
26/06/2019	THBROWN	T.H.Brown & Sons Ltd	Same Day Payment	FP/TH Brown	162.25
26/06/2019	TRADEUK	Trade UK Account	Same Day Payment	FP/Trade UK	408.69
26/06/2019	TREEHOUS	Tree House Training	Same Day Payment	FP/TreeHouse Training	54.00
26/06/2019	WORKWEAR	Workwear Express Ltd	Same Day Payment	FP/Workwear Express	690.40
26/06/2019	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	67.36
27/06/2019	DOOR&WIN	The Door & Window Centre Ltd	Same Day Payment	FP/Door & Windoiw	10,000.00
27/06/2019	HART	Mr D Hart	Same Day Payment	FP/Dennis Hart Building	1,800.00
27/06/2019	INVICTAL	Invicta Law Ltd	Same Day Payment	FP/Invicta Law	2,503.68
27/06/2019	Mayoral Function	Oast House x 2	Same Day Payment	Mayoral Function	25.00
27/06/2019	Broadstairs Mayor	Broadstairs x 1	Same Day Payment	Broadstairs Mayor	11.00

173,843.53**Summary**

Month	Payment Method	Amount
Jun-19	Cheque	0.00
	BACS	74,602.65
	Direct Debit	20,749.76
	Same Day Payment (Electronic)	78,195.11
	Internal Entry (Offset)	115.01
	Bank Entry	181.00
		<u>173,843.53</u>

Chairman of Finance Committee**Signature****Date****Responsible Financial Officer****Signature****Date**

Swanley Town Council



Aged Debtors: 30 June 2019

<u>A/C</u>	<u>Name</u>	<u>Balance</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
50CLUB	50+ Club	320.00	320.00	-	-	-	-
BEXLEYBC	London Borough of Bexley	1,458.00	444.80	173.00	276.20	391.00	173.00
CBRE	DS Jersey No5 Limited	8,538.00	-	8,538.00	-	-	-
CLG	CLG Market Research UK Ltd	2,100.00	2,100.00	-	-	-	-
GRACEPL	Grace Place Community Church	1,225.00	1,225.00	-	-	-	-
GREATOUT	Great Outdoors	500.00	500.00	-	-	-	-
GREEBOX	Greenbox Storage Ltd	300.00	-	-	300.00	-	-
GYR	GYR Financial Consulting Ltd	200.00	200.00	-	-	-	-
HUNT	David Hunt	100.00	100.00	-	-	-	-
IBLCAT	IBL Catering Ltd	20,462.56	20,462.56	-	-	-	-
KCC100	Kent County Council	7,255.40	1,571.20	185.00	2,356.80	-	3,142.40
KCCLIBRA	KCC Strategic & Corp Services	15,751.60	-	-	15,751.60	-	-
LAURIEM1	Lauriem Complete Care Ltd	392.00	392.00	-	-	-	-
MEDWAYC	Medway Council	534.40	534.40	-	-	-	-
NHSDGS	NHS DGS CCG	268.20	-	268.20	-	-	-
ORTON	Orton Lifts	144.40	144.40	-	-	-	-
PLANNING	Planning Issues Ltd	258.00	258.00	-	-	-	-
PRODUCTP	Product Perception	800.00	800.00	-	-	-	-
SARGPART	Sargeant Partnership	80.00	80.00	-	-	-	-
SEVDISTC	Sevenoaks District Council	1,860.00	1,860.00	-	-	-	-
SWANBOX	Swanley Boxing Club	338.00	338.00	-	-	-	-
SWBOWLS	Swanley Bowls Club	5,000.00	-	5,000.00	-	-	-
SWIFT	Swift Research	350.00	-	350.00	-	-	-
SWNETBAL	Swanley Netball Club	658.35	658.35	-	-	-	-
SWVILLTR	Swanley Village Trust	468.00	-	468.00	-	-	-
VIBEDN10	Vibe Dance Nights	210.00	210.00	-	-	-	-
		69,571.91	32,198.71	#####	#####	391.00	3,315.40
Aged Debtors: 30 June 2018		38,065.37	27,681.36	8,641.31	860.00	632.80	389.90

Events ^[1]

JANUARY	January events	(500.00)
FEBRUARY	February events	(850.00)
MARCH	March events	(860.00)
APRIL	April events	
MAY	May events	532.00
JUNE	June events	(1,568.00)

Monthly Finances (G)

JULY	July events	(24,745.00)
AUGUST	August events	(12,095.00)
SEPTEMBER	September events	(12,350.00)
OCTOBER	October Events	(4,250.00)
NOVEMBER	November Events	(400.00)
DECEMBER	December events	(1,750.00)
		(58,836.00)

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

Party Functions ^[2]

A80S	A - 80s Schools Out	(400.00)
AMEDIUMS	A - Mediumship	(150.00)
AMOTOWN	A - Motown	(40.00)
APANTO	A - Pantomime	(36.00)
		(626.00)

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

Swanley Town Council



Aged Creditors: 30 June 2019

<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	55.20	55.20	-	-	-	-
ALSFTIMB	Alsford Timber Ltd	1,026.24	1,026.24	-	-	-	-
BGAS8419	BGas Elec - Alexandra	651.57	651.57	-	-	-	-
BGAS8456	BGas Elec - The Olympic	694.91	694.91	-	-	-	-
BOC100	BOC Ltd	159.16	159.16	-	-	-	-
BOOKER	Booker Lintied	197.99	197.99	-	-	-	-
CASTL166	Castle Water Limited	(196.83)	17.01	16.46	16.71	12.40	(259.41)
DOOR&WIN	The Door & Window Centre Ltd	12,500.00	12,500.00	-	-	-	-
ERNEDOE	Ernest Doe & Sons Ltd	117.89	117.89	-	-	-	-
HOWDENS	Howdens Joinery Co.	323.40	323.40	-	-	-	-
JPSCLAR	JPS Clarity Limited	114.00	-	-	-	-	114.00
KFF100	Kent Frozen Foods Ltd	109.67	109.67	-	-	-	-
LOCALVO	Local Vocals	100.00	100.00	-	-	-	-
LOCKTOOL	Locks 'N' Tools Ltd	349.92	349.92	-	-	-	-
MATTCLAR	Matthew Clark Wholesale Ltd	(111.59)	-	-	-	-	(111.59)
MERCATOR	Mercator Markings Ltd	834.00	834.00	-	-	-	-
NISBET10	Nisbets	1,920.00	1,920.00	-	-	-	-
ORCHARDF	Orchard Fencing Ltd	79.20	79.20	-	-	-	-
SIGNOFTH	Sign of the Times Ltd	1,680.00	1,680.00	-	-	-	-
STALBRID	Stalbridge Linen Services	234.13	234.13	-	-	-	-
TRADEUK	Trade UK Account	211.30	211.30	-	-	-	-
WEATHFEN	Weatherley Fencing Contractors Limitec	20.48	20.48	-	-	-	-
		21,070.64	21,282.07	16.46	16.71	12.40	(257.00)
Aged Creditors: 30 June 2018		54,036.15	54,098.80	(271.16)	94.51	-	114.00

Swanley Town Council

Year-end Internal Audit Report for the year ended 31 March 2019

I have completed the year-end internal audit of the Council's records for the year ended 31st March 2019 and signed off the Annual Internal Audit Report on 23 May 2019.

Members should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Members of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.

I would like to take this opportunity to thank the Chief Executive Officer (CEO), Steve Nash and the RFO Steve Innes for their assistance given to me during the audit.

Previous Audits:

Interim Internal Audit 2018-19

The Interim Internal Audit Report referred to the proposal to move over to electronic banking and the report by the RFO that I was asked to comment on setting out the procedures to be put in place. I also set out my recommendation that the level of "General Reserve" should be a minimum of 6 months net expenditure or Precept for a Council like Swanley. I realise that after several years of cost reduction and the move to smarter working practices to move towards a General Reserve of say 50% of Precept (ie £295,300) in one leap may not be acceptable.

Year-end Internal Audit 2018-19:

Findings

The internal audit covered the internal control objectives listed in Annual Internal Audit Report of the new style Annual Governance and Accountability Return (AGAR). The visit concentrated on the year-end accounts and the requirements for the completion of the Accounting Statements, the Asset Register, VAT claims and inspection of the payment arrangements including payroll. Other matters included risk management, insurance cover and service specific issues such as the income generating venues and facilities.

Following my visit there are some observations I wish to bring to Members' attention.

Budgetary Control and Bookkeeping:

The budgetary reporting by this Council is very comprehensive and perhaps a bit bewildering to a new Councillor, but I was pleased to see that there are plans to have some induction training to help the 9 new Councillors become more familiar with the workings of the Town Council.

The Policy & Finance Committee take the lead on the close monitoring of the financial activity of the Council, although the Council as a whole and committees like Estates & Facilities keep a keen eye on the "bottom line".

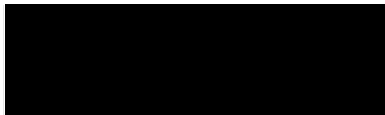
The Policy & Finance Committee considered the Budget and Precept papers for 2019-20 in November and put forward a proposal for a 3% increase in the Budget. The Council meeting on 5th December approved a Precept figure of £583,543 with an estimated Council Tax for a Band D property to be £105.33 an annual increase of £3.07. The finalised Precept figure for 2019-20 was £590,600, which preserved the 3% target increase, the Band D Council tax remained at the forecast £105.33.

My recommendation for an acceptable General Reserve target is 6 months' worth of net expenditure equating to £295,300 (50% of the Precept). The year end cash balances as at 31 March 2019 were just £138,000, less than 25% of net expenditure.

The successful sale of the Woodlands is getting closer prompting the appointment of GYR Financial Consultants to assist with investment advice.

GDPR:

The General Data Protection Regulation (GDPR) came into force on 25 May 2018. I reported previously about the need to improve the security on the IT systems and data. One area for attention has been the use of personal email addresses by Councillors for the receipt of Town Council business emails. Most of my clients have addressed this by establishing dedicated e-mail addresses for all Councillors. The CEO advised that he was preparing a Report to go to Council in June 2019 on the topic of "paperless systems" which would include reference to dedicated email addresses for Councillors.



David J Buckett CPFA DMS

10 June 2019

Swanley Town Council
INTERNAL AUDIT 2018-2019
AUDIT PLAN WITH COMMENTS / FINDINGS

Area	Item	Comments / Findings Interim Audit 7 November 2018	Comments / Findings Year-end Audit 23 May 2019
Previous Audits	<ul style="list-style-type: none"> • Date of last External Audit Certificate or Exemption Certificate • Comments if any • Publication on website. • Date of last Internal Audit Comments if any • Review of any items outstanding from previous internal / external audit reports. 	<p>7 September 2018</p> <p>No comments</p> <p>Yes</p> <p>5 June 2018, considered by Council Min 10471 a) – 6 June 2018 considered prior to approval of the AGAR 2017-18</p> <p>Level of Reserves below the recommended minimum of 3-months expenditure.</p>	
Minutes	<ul style="list-style-type: none"> • Scan of the minutes of the Council's meetings and the Finance Committee. • Localism Act 2011 • General Power of Competence ? • Dispensations • S.40 LA&A Act 2014 filming/recording 	<p>Yes – April to October 2018 Minutes and Agendas on the well-ordered website.</p> <p>YES</p> <p>YES, CEO authorised to grant dispensation to Cllrs to speak on local issues Min 8 – 6 Sept 2017</p> <p>Agendas have a note at the foot of the agenda page alerting members of the public of the possibility of filming/recording.</p>	Scanned remaining Minutes and Agendas, which contained the supporting reports referred to in the Minutes.
Code of Conduct/ Acceptance of Office	<ul style="list-style-type: none"> • Date adopted • Any changes in elected/co-opted members since last Audit ? • DPI's complete • DPI's on website or weblink • New Governance Compliance • NEXT ELECTION ? 	<p>No change in Councillors since my last visit.</p> <p>Yes</p> <p>Yes</p> <p>Yes, DPI's on the website</p> <p>May 2019</p>	The 16 seats were contested in May and 9 new councillors have been elected. There is no change in the political dominance of the Conservative Party.

Standing Orders and Financial Regulations	<ul style="list-style-type: none"> • Have they been formally adopted and applied? • Have any changes been made since they were adopted or the last audit? • Have any changes been formally adopted by the Council? • Updated re Procurement Regs 2015? • Two signature rule still in place? 	<p>SO's next Review July 2019 Fin Regs last reviewed – 3 May 2017</p> <p>See above</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
Risk Management	<ul style="list-style-type: none"> • Risk Assessments – Are they: <ul style="list-style-type: none"> ○ Carried out regularly? ○ Adequate? ○ Reported in the minutes? • Insurance cover – is it: <ul style="list-style-type: none"> ○ Appropriate/Adequate? ○ LTA in place? ○ Reviewed regularly? ○ Fidelity Guarantee Cover £ (Balances + ½ Precept) • Internal controls – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Reviewed regularly? ○ Statement of Internal Control? • Systems and Procedures – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Followed? ○ Reviewed regularly? 	<p>LRCS Risk Assessment Form & Procedures</p> <p>Comprehensive risk assessment regime in place ranging from the outdoor play areas to the indoor function suites. Council's own staff carry out the day to day inspections and checks – RoSPA annual inspection is done by Seagrove Inspection Services</p> <p>New 3-year LTA with Zurich Municipal to 31 May 2021 – Min. 10425 18th April 2018. Other insurances with Hiscox (Swanley Park & Rec Ground), Allianz (Engineering) and ERS (Motor)</p> <p>New cover level = £500,000, will need reviewing on sale of the Woodlands.</p> <p>The financial systems very robust via the RFO reporting using the SAGE accounting package, extensive reports to Committees</p>	<p>Risk management is a regular aspect of the role of the senior managers of the Council, be it financial management or management of the next outdoor activity/event.</p>

Budgetary Controls	<ul style="list-style-type: none"> • Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> ○ Budget/Precept amounts minuted? • Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> ○ Compare with Fin Regs? • Are significant variances explained in sufficient detail? 	<p>Precept for 2018-19 = £560,922 - £102.26 Band D</p> <p>2019-20 Budget to be considered by Policy & Finance Comm on 21 Nov 2018 (Min 10595), recommending an overall increase of 3% in the Budget to be approved by Council on 5 Dec 2018. Forecast Precept = £583,543 Band D = £ 105.33 and annual increase of only £3.07 for a Band D property.</p>	<p>2019-20 Precept & Budget approved by Council Min 10602 – 5 Dec 2018. Although there are the very detailed Budget Reports attached to the Minutes it is preferable that the actual amount of the approved Budget and the resultant Precept sum is stated within the Minute Resolution so there is no ambiguity as what has been agreed.</p> <p>Policy & Finance is the main Committee that oversees the financial performance of the Council and has been chaired by Cllr Southern. Cllr Southern stood down at the last election but hopefully his successor will be equally keen on maintaining the financial transparency that has evolved in the last couple of years.</p>
<p>Section 137 expenditure</p> <p>£7.86 FOR 2018-19 (£7.57 FOR 2017-18)</p>	<ul style="list-style-type: none"> • What is the cash limit for the year? • Is a separate account/analysis kept? • Has the cash limit been exceeded? • Have the spending powers been properly used and Minuted? 	Used for annual poppy donation and local charities	
Book-keeping	<ul style="list-style-type: none"> • Cashbook - is it: <ul style="list-style-type: none"> ○ Fit for purpose? ○ Up to date? ○ Arithmetically correct? ○ Balanced regularly? 	<p>The SAGE accounting is controlled by the RFO, Mr Steve Innes, a Sage expert. Very detailed monthly reporting to Policy & Finance Comm. Cannot be faulted.</p> <p>Yes Yes Yes</p>	The accounting checks and balances in place are a credit to the RFO Mr Innes. The bookkeeping is exemplary.

<p>Petty Cash</p>	<ul style="list-style-type: none"> • Has the amount of petty cash float been agreed? • Are all petty cash entries recorded? • Are payments made from petty cash fully supported by receipts / VAT invoices? • Are petty cash reimbursements signed for? • Is petty cash reimbursement carried out regularly? • Is petty cash balance independently checked regularly 	<p>Various floats held at the function venues, TIC and Civic Office, new for 2017-18 is the float for Swanley Park Activities (£350 in Summer but reduced to £195 in Winter months). Olympic = £500, Alexandra Suite = £1,260 RFO carries out a monthly cashing-up of the Petty Cash.</p> <p>The systems in place set up by the RFO are very comprehensive.</p>	<p>The RFO has developed an arrangement with the function venues to exchange “notes” for coinage to avoid unnecessary trips to the bank to request bags of coinage. My knowledge of this came about because the Alexandra Suite wanted some coinage whilst I was carrying out my audit and the RFO explained the system he had set-up. The coinage is accumulated during the summer months from the “Park” takings and exchanged for notes by the venues that need change to service the bar sales. The notes are then banked. This process continues during the summer until the coinage is exhausted when the usual “Change Order” is placed during the winter with the Bank.</p>
<p>Payroll</p>	<ul style="list-style-type: none"> • Who is on the payroll and are contracts of employment in place? • Who is the RFO? • Have there been any changes to the establishment during the year? • Have there been any changes to individual contracts during the year? • Have new appointments and changes to contracts been approved and minuted? • Do salaries paid agree with those approved by the Council? • Have any ad-hoc payments or benefits been appropriately approved? • Have PAYE/NIC requirements been properly applied and accounted for? • Payroll outsourced? • WORKPLACE PENSION IN PLACE 	<p>There has been a restructuring of the staffing with some redundancies, which will reduce payroll costs – Reported to Council 3 October 2018 RFO – Steve Innes</p> <p>Yes see above</p> <p>Yes see above</p> <p>EL Direct Ltd based in Yorkshire is the payroll administrator for the Council from 1 April 2017. Tight deadlines for submission of pay details EL Direct set up BACs payments via the Barclays account for all pay, HMRC and KCC pension scheme. The Council contributes to the LGPS.</p>	<p>The pay records were inspected, and the Tax & NI & Pension schedules compared to the payments made.</p> <p>The total payroll costs for the year were £835,000 net of reclaimed statutory maternity pay etc.</p> <p>The payroll information supplied is good.</p>

<p>Payments</p>	<ul style="list-style-type: none"> • Are all payments recorded and supported by appropriate documentation? • Are payments minuted? • Review of DD's and SO's ? • Has VAT been identified, recorded and reclaimed? • Are items above a de minimus amount purchased competitively? • Have internal control procedures been adhered to? • Contracts: <ul style="list-style-type: none"> ○ What contracts exist? ○ Compliance with SO's ○ Have any new contracts or contract variations/extensions been awarded in the year? ○ Procedures adopted for letting of contracts ○ Have contract payments been made in accordance with the contract document? 	<p>Based on random tests carried out – Yes</p> <p>Payment schedules are presented to Council</p> <p>Most payments are paid by cheque, although an increasing proportion are paid via BACs and there are a lot of DD's set-up.</p> <p>4th Quarter 2017-18 - £11,448 paid to HMRC May 2018. 1st Quarter 2018-19 - £29,208 paid 10 Aug 2018 2nd Quarter 2018-19 payment due via DD 12 Nov 2018</p> <p>Based on tests carried out – Yes</p> <p>Based on tests carried out – Yes</p> <p>Numerous contracts in place from the obvious utility supplies including telecoms and IT services, to suppliers to Swanley Banqueting. Some suppliers have been changed reducing costs</p> <p>Based on tests carried out – Yes</p>	<p>Random checks were made on a selection of invoices paid in the last 5 months.</p> <p>The schedule of payments out are on one of the monthly reports presented to the Policy & Finance Committee.</p> <p>Cheque payments have declined to juts one or two payments where individuals or small organisations have not provided bank details to be paid electronically or by BACS. There is a significant sum paid each month by Direct Debit. The full schedule of payments is presented to the Policy & Finance Committee.</p> <p>VAT - 3rd Quarter 2018-19 £15,506 4th Quarter 2018-19 - £15,053 paid to HMRC in May 2019.</p> <p>New telephone & broadband supplier set-up since my last visit.</p>
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Receipts	<ul style="list-style-type: none"> • Are all receipts recorded correctly? • Are all receipts promptly banked? • Precept, CTSG and Sect 136 payments • Are internal controls of cash adequate? • Are invoicing arrangements adequate? 	<p>Standardised income sheets for the various venues, – records cash, cheque and card payments. Sealed bags are used to bank with the income sheets recording the unique number of the sealed bag to facilitate verification with bankings. Precept (£560,922) and Sect. 136 (£416.66) General invoicing done by RFO via Sage eg recharges to KCC and Sevenoaks DC Swanley TC venues use the Rendez-Vous system for invoicing. The invoice information is transferred into Sage, which becomes the source for chasing payments and reporting to Council. The “aged debtors” are mostly 1 month old or less. Well done</p>	<p>Mann (Swanley) manage The Flat at the Olympic Centre - £700 pm less Mgt Fee & VAT = £585pm net to the Council. This is just one of 20 regular customer invoices monitored by the RFO, not all are monthly accounts.</p> <p>CIL monies received = £10,000</p> <p>Sevenoaks DC is reducing its contribution to Swanley Link by £24,000</p>
Bank reconciliation	<ul style="list-style-type: none"> • What current/deposit accounts exist? • FSCS aware and compliant? • Are bank reconciliations regularly carried out for each account? • Level of Balances to Precept ratio • Are the cheque counterfoils, paying-in books and bank statements adequately referenced? • When was the last review of the banking arrangements? • Internet Banking/Corporate Card ? • Signature review (Two signatures required?) • Any PWLB loans ? 	<p>Banking is with Barclays in one bank account, which had a balance of £442,103 as at 30 Sept 2018. ONLY £85,000 is covered by FSCS</p> <p>An On-line payment system with Barclays is being considered and the RFO forwarded me a draft Report to Councillors for comment. Other than the risk of the CEO and RFO being absent at the same time the Report was satisfactory in other respects. See Covering Report regarding receipt of the sale proceeds of the Woodlands.</p> <p>Barclaycard facility in use.</p> <p>PWLB loan outstanding at 31 March 2018 = £61,922</p>	<p>The various Barclays a/c's amounted to £136,142 with adjustments for unrepresented cheques of £590 and unrepresented receipts via credit card of £2,407</p> <p>As mentioned under the payments section of this Report, most payments are made by electronic/BACS transfer. There is no comparison in the bank reconciliations as at 30 Sept 2018 and as at 31 March 2019, in Sept there were approx.. 30 unrepresented payments to account for, in March just 3 and 2 of those related to the LB of Lewisham who would not accept any other form of payment.</p> <p>PWLB loan outstanding as at 31 March 2019 = £55,390.</p>

Assets and Asset Register (AR)	<ul style="list-style-type: none"> • Are all the material assets owned by the Council recorded in an AR ? • Is the AR up to date? • Basis of Asset Values? • Are investments recorded? • • Are the valuations regularly reviewed? • Does the AR show the insurance values ? • Digital Photographic evidence? • Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ? 	<p>Sale of the Woodlands progressing, the Council has received a non-refundable deposit of £25k 26 June 2018 from Oakland Swanley Care Home Ltd. Full planning permission required before completion and settlement of approx. £2.5m with costs of up to £100k to cover.</p> <p>Major review carried out by the RFO and venue staff last year.</p> <p>Asset ID numbers shown in the inventory listing, but items below £100 not specifically listed.</p>	<p>GYR Financial Consultancy have been engaged for investment advice for the anticipated Woodlands sale.</p> <p>A very detailed Asset Register summary showing yearly changes such as the disposal of the Ford Tractor and Transit with additions like the small plant.</p> <p>Asset value as at 31 March 2019 = £6,195,551</p>
Year-end procedures Inc. AGAR	<ul style="list-style-type: none"> • Does the AGAR Statement of Accounts agree with the cashbook? • Is there an audit trail from the financial records to the accounts? • Have debtors and creditors been properly recorded? • Date of approval of AGAR & Certificate of Exemption if applied • AGAR posted on website ? • New governance compliance regime - refer to new Practitioners' Guide 2018 	<p>Year-end procedures to be checked at final audit</p> <p>Yes</p> <p>6 June 2018 Min 10471 b) & c)</p> <p>2017-18 AGAR posted as required by the Regulations.</p>	<p>AGAR figures checked against the year-end Sage output and other docs such as the Bank Rec.</p>

<p>Additional tests – (as necessary)</p>	<ul style="list-style-type: none"> • Computer systems: <ul style="list-style-type: none"> ○ The procedures for the backing up of computerised records ○ Council owned PC/laptop ? ○ Email security ○ Encryption of data? • Record keeping and the arrangements in place to store previous year's accounts etc. • Annual review of the effectiveness of Internal Audit inc. Appointment of IIA • Annual Statement of Internal Control • Website host and Webmaster • Website functionality/ up to date? • TRANSPARENCY CODE compliant ? • Post GDPR (25 May 2018) <ul style="list-style-type: none"> ○ Privacy Notice ○ Email disclaimer ○ Other matters 	<p>The Council receives IT Support from a company "BR-IT"</p> <p>All the computers have been upgraded to Windows 10</p> <p>BitLocker security is in place on all PC's</p> <p>The Council's central server has 3 portable hard-drives for back-up, one is attached to the server providing live back-up, another is in a fireproof safe and the third is held offsite. The hard-drives are rotated daily with a log kept of the rotation.</p> <p>The website has been designed and maintained by TLC Online. All new material and changes are passed to TLC Online to update the website.</p> <p>Good</p> <p>Since the last Report the Privacy Notice is on the website as well as Data Mapping Subject Access Request Form Data privacy Impact Assessment approved Min 10470 6 June 2018 At the same meeting the CEO was appointed the DPO Dedicated email addresses for Councillors has been delayed until after the May 2019 elections, but there is also a cost factor to consider.</p>	<p>No changes to IT support arrangements.</p> <p>The website continues to impress</p> <p>The CEO is preparing a Report to Council for 18th June on "Paperless Systems", which includes the use of tablets and dedicated email addresses.</p>
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Annual CRP Budget (Employed CRPO)
Full Cost Recovery Model

Values entered in
Values entered in

cells changes amount of contributions
cells changes outgoings calculations

Total Working Balance Expected at
Reserves Expected at

31.8.2020 £500.00 calculated
31.8.2020 £500.00 calculated

PART A : OPERATING INCOME & EXPENDITURE

Operating balance brought forward from previous year	£0.00
Reserves brought forward from previous year	£0.00
Contributions from local authorities for Running Costs & Date Due	
County Transport Authority Kent County Council	£5,000.00
District Authority - Sevenoaks District Council	£3,000.00
Sevenoaks Town Council	£3,000.00
Swanley Town Council	£3,000.00
Shoreham Parish Council	£100.00
Otford Parish Council	£100.00
Eynsford	£100.00
Contributions from TOC funders for Running Costs & Date Due	
GTR	£6,000.00
Southeastern	£6,000.00
Contributions from other funders for Running Costs - Names & Dates	
Other Partners 6 (Tourism, Economic Devt etc.)	£600.00
Other sources of income for Running Costs - Names & Dates	
Earned Income (Book sales, consultancy etc.)	£0.00
Other local funding 1 (Trusts & Foundations etc.)	£0.00
Other local funding 2 (Trusts & Foundations etc.)	£0.00
Any other funding held with external organisations	£0.00
Bank Interest	£0.00
Total cash funding held by CRP incl all income and opening reserves	£26,900.00
Reserves Contribution (if needed)	
Contribution from reserves towards running costs	£0.00
In-kind partner funding towards Running Costs	
Direct salary costs paid for by partner organisation	£0.00
Hosting costs for CRPO (desk, IT, back office) financial value	£1,500.00
Total Running Costs Income (incl amount from reserves)	£28,400.00
TOTAL value of CRP - all income, opening reserves & in-kind	£28,400.00

Note as 3 year development project

Outgoings and expenditure on Running Costs

Community Rail Partnership Officer 1	£23,500.00
Community Rail Support Officer 2	£0.00
Community Rail Support Officer 3	£0.00
Community Rail Support Officer 4	£0.00
Community Rail Officer - IF A Contractor or Own Business	£0.00
Community Rail Officer(s) Salary Costs - IF Lump Sum From Host	£0.00
Staff Hosting Costs / Telephone / Computer / Web	£0.00
Pension Costs	£0.00
Direct salary costs paid for by partner organisation	£0.00
Staff travel & subsistence outside of CRP area	£0.00
Printing, Postage & Meeting Costs (room hire & refreshments)	£0.00
Accountancy / Fees / Insurance	£0.00
Office rental / accommodation fees	£1,500.00
Consultancy / Agency / Specialist Staff Costs	£0.00
Director's remuneration	£0.00
Membership Fees (ACoRP, professional bodies etc.)	£200.00
Other outgoings (Contrib to 3rd parties & Misc)	£0.00
Sub Total	£25,200.00

Outgoings on Running day to day Projects & Events

Events - Equipment / Tutors / Staff / Room hire etc.	£1,200.00
Project items - History boards / Signs / Planters etc.	£2,500.00
Materials - Art / Gardening / Posters / Music etc.	£2,000.00
Research	£0.00
Promotional & marketing, advertising & publications etc.	£2,000.00
Delegated Fund For 'Line Group A' projects	£0.00
Delegated Fund For 'Line Group B' projects	£0.00
Delegated Fund For 'Line Group C' projects	£0.00
Sub Total	£7,700.00

To Reserves (Enter if calculated from this year's figures)

£0.00

To Reserves (OR enter here if fixed amount to be carried forward)

£500.00

Total CRP Running Costs Expenditure

£32,900.00

TOTAL Running Costs (including amount to reserves)

£33,400.00

20.00 hrs / basic week for staff posts
0.000 % extra 'on costs' (e.g. Emp NI but excluding pension)

20.00 hrs per week
0.00 hrs per week
0.00 hrs per week
0.00 hrs per week
0.00 days / month

Value of contribution from host organisation

0.000 % employer pension contribution (salary staff only)

0.000 % of outgoings & expenditure on running costs (if permitted)

£23,500.00 (FTE)
£0.00 (FTE)
£0.00 (FTE)
£0.00 (FTE)
£0.00 per day
£0.00 fixed amount

£23,500.00 Pay Total

Gross
monthly salary £1,958.33
monthly salary £0.00
monthly salary £0.00
monthly salary £0.00



PART B : PROJECT INCOME AND EXPENDITURE

Project funding brought forward from previous year	£0.00
Contributions - Buildings & Projects Funding (Ring fenced)	
Capital project funding 1 - income from local authorities	£0.00
Capital project funding 2 - income from local authorities	£0.00
Capital project funding - income from TOCs	£0.00
Grants awarded 1 - ACoRP, RHT etc.	£5,000.00
Grants awarded 2 - Sustrans etc.	£0.00
Grants awarded 3 - ACoRP, RHT etc.	£0.00
Section 106 & CIL Developer Funding	£10,000.00
Other project funding income	£0.00
Total - Ring-fenced for projects	£15,000.00

Outgoings - Buildings & Projects Expenditure

Capital - expenditure on local authority projects -1	£0.00
Capital - expenditure on local authority projects -2	£0.00
Capital - expenditure on TOC funded projects	£0.00
Other capital spending - Project 1	£5,000.00
Other capital spending - Project 2	£5,000.00
Total -Ring-fenced for projects	£10,000.00

PART C : BALANCES CARRIED FORWARD

Running Costs Balance (not including reserves) -£4,500.00
Ring fenced Project Costs £5,000.00
Reserves Balance £500.00

RUNNING COSTS and PROJECT Income

£43,400.00

RUNNING COSTS and PROJECT Outgoings

£43,400.00

TOTAL C/F (running costs, projects & reserves)

£1,000.00