

SGTC

Listing of Receipts in each Code for All Cost Centres
(Between 01/05/2014 to 31/05/2014)

Cost Centre Administration

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 23	12/05/2014		Active Saver 1	DC	Precept	DBC	Z	244,496.00	0.00	244,496.00
Subtotal for Code: Precept										
								£244,496.00	£0.00	£244,496.00

Code Number 273 Section 136

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 24	12/05/2014		Active Saver 1	DC	Section 136 Contribution	DBC	Z	11,754.00	0.00	11,754.00
Subtotal for Code: Section 136										
								£11,754.00	£0.00	£11,754.00

Code Number 276 Government CTax Grant

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 25	12/05/2014		Active Saver 1	DC	Government CTax Grant Funding	DBC	Z	24,351.00	0.00	24,351.00
Subtotal for Code: Government CTax Grant										
								£24,351.00	£0.00	£24,351.00
Subtotal for Cost Centre: Administration										
								280,601.00	0.00	280,601.00

Cost Centre Allotments

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 27	21/05/2014		Current Account		Allotment Rent	Various	Z	77.20	0.00	77.20
Subtotal for Code: Rent Income										
								£77.20	£0.00	£77.20
Subtotal for Cost Centre: Allotments										
								77.20	0.00	77.20

Cost Centre Broomfield Sports Ground

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 30	21/05/2014		Current Account		Cricknet Pitch Hire	Oakfield Warriors	Z	900.00	0.00	900.00
Subtotal for Code: Cricknet Income										
								£900.00	£0.00	£900.00
Subtotal for Cost Centre: Broomfield Sports Ground										
								900.00	0.00	900.00

Cost Centre Church Road Hall

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 18	06/05/2014		Current Account		Unpaid Cheque	New Church Group	Z	-150.00	0.00	-150.00
Vchr. 19	07/05/2014		Current Account		Unpaid Cheque Fee	Barclays	Z	-2.00	0.00	-2.00
Vchr. 22	06/05/2014		Active Saver 1	DC	Hall Hire	Irish Dancers	Z	84.00	0.00	84.00
Vchr. 29	21/05/2014		Current Account		Hall Hire	Various	Z	166.00	0.00	166.00
Vchr. 35	23/05/2014		Active Saver 1	DC	Hall Hire	DBC	Z	56.00	0.00	56.00
Vchr. 37	16/05/2014		Active Saver 1	DC	Hall Hire	Church Group	Z	50.00	0.00	50.00
Subtotal for Code: Hire Income										
								£204.00	£0.00	£204.00
Subtotal for Cost Centre: Church Road Hall										
								204.00	0.00	204.00

Cost Centre Heritage Community Hall

SGTC
Listing of Receipts in each Code for All Cost Centres
 (Between 01/05/2014 to 31/05/2014)

Code Number		335 Hire Income		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total					
Vchr.	Date	Minute	Bank																		
20	01/05/2014		Active Saver 1	DC		Hall Hire	North Kent Karate	Z	70.00	0.00		70.00					70.00				
31	21/05/2014		Current Account			Hall Hire	Various	Z	844.12	0.00		844.12					844.12				
Subtotal for Code: Hire Income													£914.12	£0.00		£914.12					
Subtotal for Cost Centre: Heritage Community Hall																		914.12	0.00		914.12
Cost Centre Old Fire Station Cafe																					
Code Number		395 Cafe Income		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total					
Vchr.	Date	Minute	Bank																		
34	21/05/2014		Current Account			Food Sales	Old Fire Station Cafe	S	403.96	80.79		403.96					484.75				
Subtotal for Code: Cafe Income													£403.96	£80.79		£484.75					
Subtotal for Cost Centre: Old Fire Station Cafe																		403.96	80.79		484.75
Cost Centre Sports Pavilion																					
Code Number		350 Rent Income		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total					
Vchr.	Date	Minute	Bank																		
32	21/05/2014		Current Account			Rent	The Pavilion	Z	1,368.00	0.00		1,368.00					1,368.00				
Subtotal for Code: Rent Income													£1,368.00	£0.00		£1,368.00					
Subtotal for Cost Centre: Sports Pavilion																		1,368.00	0.00		1,368.00
Cost Centre Swanscombe Park																					
Code Number		75 Bowls Income		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total					
Vchr.	Date	Minute	Bank																		
26	21/05/2014		Current Account			Bowls Float	Parks Department	Z	-10.00	0.00		-10.00					-10.00				
28	21/05/2014		Current Account			Bowls Hire Fee	Istead Rise Bowls Club	Z	2,893.32	0.00		2,893.32					2,893.32				
Subtotal for Code: Bowls Income													£2,883.32	£0.00		£2,883.32					
Subtotal for Cost Centre: Swanscombe Park																		2,883.32	0.00		2,883.32
Cost Centre Town Council Offices Community Hall																					
Code Number		370 Hire Income		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total					
Vchr.	Date	Minute	Bank																		
21	01/05/2014		Active Saver 1	DC		Hall Hire	North Kent Karate	Z	315.00	0.00		315.00					315.00				
33	21/05/2014		Current Account			Hall Hire	Various	Z	1,140.00	0.00		1,140.00					1,140.00				
36	23/05/2014		Active Saver 1	DC		Hall Hire	DBC	Z	135.63	0.00		135.63					135.63				
Subtotal for Code: Hire Income													£1,590.63	£0.00		£1,590.63					
Subtotal for Cost Centre: Town Council Offices Comm																		1,590.63	0.00		1,590.63
TOTALS													£288,942.23	£80.79		£289,023.02					

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/05/2014 to 31/05/2014)

Cost Centre Administration

Code Number		230 Wages									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
177	07/05/2014		Current Account	713281	PAYE	Inland Revenue	Z	505.40	0.00	505.40	
178	07/05/2014		Current Account	713281	NI	Inland Revenue	Z	679.38	0.00	679.38	
184	07/05/2014		Current Account	DD	Pension E'ee	KCC - LGPS	Z	346.57	0.00	346.57	
185	07/05/2014		Current Account	DD	Pension E'er	KCC - LGPS	Z	656.11	0.00	656.11	
186	07/05/2014		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	1,074.07	0.00	1,074.07	
217	15/05/2014		Current Account	DD	Wages	SGTC	Z	4,826.93	0.00	4,826.93	
Subtotal for Code: Wages								£8,088.46	£0.00	£8,088.46	

Code Number 231 Furniture, Fixtures & Fittings

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
233	21/05/2014		Current Account	713298	New Laptop - TC	ABC ICT Ltd	S	448.33	89.66	537.99
Subtotal for Code: Furniture, Fixtures & Fittin								£448.33	£89.66	£537.99

Code Number 233 Stationary, Advertising & Postage

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
165	07/05/2014		Current Account	713279	Stationery	KCC - KCS	S	46.32	9.26	55.58
236	21/05/2014		Current Account	713299	Stationery	KCC - KCS	S	11.97	2.39	14.36
237	21/05/2014		Current Account	713300	Payroll Stationery	Sage	S	16.60	5.00	21.60
Subtotal for Code: Stationary, Advertising & P								£74.89	£16.65	£91.54

Code Number 234 Telephone / Internet

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
147	01/05/2014		Current Account	DD	Phone Bill - Admin Alarm Line	British Telecom	S	53.90	10.78	64.68
148	01/05/2014		Current Account	DD	Phone Bill - Admin Line	British Telecom	S	323.66	64.73	388.39
212	15/05/2014		Current Account	DD	Phone Bill - Admin Internet	British Telecom	S	148.20	29.64	177.84
219	15/05/2014		Current Account	DD	Use of Personal Mobiles - TC and I	SGTC	S	20.83	4.17	25.00
Subtotal for Code: Telephone / Internet								£546.59	£109.32	£655.91

Code Number 235 Mileage Allowance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
218	15/05/2014		Current Account	DD	Mileage	SGTC	S	31.03	0.82	31.85
Subtotal for Code: Mileage Allowance								£31.03	£0.82	£31.85

Code Number 237 Subscriptions / Publications

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
164	07/05/2014		Current Account	713278	Membership Renewal	Fields In Trust	Z	25.00	0.00	25.00
Subtotal for Code: Subscriptions / Publication								£25.00	£0.00	£25.00

Code Number 238 Town Mayor's Allowance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
258	21/05/2014		Current Account	713301	AGM Refreshments	Petty Cash	Z	11.76	0.00	11.76
Subtotal for Code: Town Mayor's Allowance								£11.76	£0.00	£11.76

SGTC
Listing of Payments in each Code for All Cost Centres
 (Between 01/05/2014 to 31/05/2014)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
239 Civic Reception										
Vchr. 163	07/05/2014		Current Account	713277	Civic Reception Catering	Cilr Ms L M Cross	Z	250.00	0.00	250.00
						Subtotal for Code: Civic Reception		£250.00	£0.00	£250.00
243 Internal Audit Fees										
Vchr. 201	15/05/2014		Current Account	713289	Internal Audit	Funnell	Z	125.00	0.00	125.00
						Subtotal for Code: Internal Audit Fees		£125.00	£0.00	£125.00
245 Miscellaneous Expenditure										
Vchr. 235	21/05/2014		Current Account	713299	Cleaning Materials	KCC - KCS	S	22.88	4.58	27.46
Vchr. 250	21/05/2014		Current Account	713301	Town Council Meeting Supplies	Petty Cash	Z	3.65	0.00	3.65
Vchr. 252	21/05/2014		Current Account	713301	Miscellaneous Expenditure	Petty Cash	Z	4.77	0.00	4.77
Vchr. 253	21/05/2014		Current Account	713301	Newspapers	Petty Cash	Z	4.25	0.00	4.25
Vchr. 254	21/05/2014		Current Account	713301	Parking	Petty Cash	S	2.17	0.43	2.60
Vchr. 269	21/05/2014		Current Account		PAT Testing	Cygnets	Z	-19.00	0.00	-19.00
						Subtotal for Code: Miscellaneous Expenditure		£18.72	£5.01	£23.73
247 Staff Training										
Vchr. 204	15/05/2014		Current Account	713291	Sage Training Course	Sage	S	70.00	1.40	71.40
						Subtotal for Code: Staff Training		£70.00	£1.40	£71.40
249 IT Services										
Vchr. 232	21/05/2014		Current Account	713298	IT Support & Maintenance	ABC ICT Ltd	S	227.00	45.40	272.40
						Subtotal for Code: IT Services		£227.00	£45.40	£272.40
250 Handyman (incl. seasonal park st										
Vchr. 225	15/05/2014		Current Account	DD	Handyman Wages	SGTC	Z	18.94	0.00	18.94
						Subtotal for Code: Handyman (incl. seasonal		£18.94	£0.00	£18.94
251 Council Offices Building Maintena										
Vchr. 135	01/05/2014		Current Account	713266	Electrical Inspection Test	Focus Electrical	S	700.00	140.00	840.00
Vchr. 161	07/05/2014		Current Account	713276	Repairs to Water Heater	LW Burt & Son Ltd	S	439.35	87.87	527.22
Vchr. 170	07/05/2014		Current Account	713279	Fire Extinguisher Service	KCC - KCS	S	15.00	3.00	18.00
Vchr. 194	15/05/2014		Current Account	713283	Works to Trees following Storm - S	Exclusive Cleaning	Z	25.00	0.00	25.00
Vchr. 210	15/05/2014		Current Account	713293	PAT Testing	Eiat UK Ltd	S	107.85	21.57	129.42
						Subtotal for Code: Council Offices Building M		£1,287.20	£252.44	£1,539.64
252 Water Rates										
Vchr.			Bank		Description	Supplier	Vat Type	Net	Vat	Total

SGTC

Listing of Payments in each Code for All Cost Centres (Between 01/05/2014 to 31/05/2014)

215	15/05/2014	Current Account	DD	Water Rates	Thames Water	S	254.72	31.63	286.35
					Subtotal for Code: Water Rates		£254.72	£31.63	£286.35
Code Number	253 Gas	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute							
145	01/05/2014	Current Account	DD	Gas	KCC - Laser	S	276.16	55.23	331.39
273	29/05/2014	Current Account	DD	Gas	KCC - Laser	L	164.78	8.24	173.02
					Subtotal for Code: Gas		£440.94	£63.47	£504.41
Code Number	254 Electricity	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute							
146	01/05/2014	Current Account	DD	Electricity	KCC - Laser	S	339.47	67.89	407.36
274	29/05/2014	Current Account	DD	Electricity	KCC - Laser	S	292.44	58.49	350.93
					Subtotal for Code: Electricity		£631.91	£126.38	£758.29
Code Number	255 Rates	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute							
155	01/05/2014	Current Account	DD	NNDR	DBC	Z	2,205.00	0.00	2,205.00
					Subtotal for Code: Rates		£2,205.00	£0.00	£2,205.00
Code Number	274 Bank Interest	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute							
142	01/05/2014	Current Account	DD	Payflow Charges	Barclays	Z	8.68	0.00	8.68
					Subtotal for Code: Bank Interest		£8.68	£0.00	£8.68
					Subtotal for Cost Centre: Administration		14,764.17	742.18	15,506.35
Cost Centre	Church Road Hall								
Code Number	280 Wages	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute							
224	15/05/2014	Current Account	DD	Wages	SGTC	Z	351.17	0.00	351.17
					Subtotal for Code: Wages		£351.17	£0.00	£351.17
Code Number	281 Repairs & Maintenance	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute							
136	01/05/2014	Current Account	713266	Emergency Light Test and Inspectic	Focus Electrical	S	120.00	24.00	144.00
167	07/05/2014	Current Account	713279	Fire Extinguisher Service	KCC - KCS	S	11.00	2.20	13.20
203	15/05/2014	Current Account	713290	Emergency Light Repairs	Focus Electrical	S	280.00	56.00	336.00
206	15/05/2014	Current Account	713293	PAT Testing	Eiat UK Ltd	S	15.45	3.09	18.54
					Subtotal for Code: Repairs & Maintenance		£426.45	£85.29	£511.74
Code Number	282 Gas & Electricity	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute							
144	01/05/2014	Current Account	DD	Gas	KCC - Laser	L	101.62	5.08	106.70
270	29/05/2014	Current Account	DD	Gas	KCC - Laser	L	64.39	3.22	67.61
278	29/05/2014	Current Account	DD	Electricity	Southern Electric (KCC Laser)	L	59.15	2.95	62.10
					Subtotal for Code: Gas & Electricity		£225.16	£11.25	£236.41

SGTC Listing of Payments in each Code for All Cost Centres (Between 01/05/2014 to 31/05/2014)

Code Number 285 Rates												
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
151	01/05/2014		Current Account	DD	NNDR	DBC	Z	108.00	0.00	108.00		
Subtotal for Code: Rates										£108.00	£0.00	£108.00
Code Number 287 Miscellaneous Expenditure												
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
173	07/05/2014		Current Account	713280	Hygiene Services	Cannon	S	4.85	0.97	5.82		
Subtotal for Code: Miscellaneous Expenditure										£4.85	£0.97	£5.82
Subtotal for Cost Centre: Church Road Hall										1,115.63	97.51	1,213.14
Cost Centre Grove Car Park												
Code Number 301 Repairs & Maintenance												
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
154	01/05/2014		Current Account	DD	NNDR	DBC	Z	334.00	0.00	334.00		
Subtotal for Code: Rates										£334.00	£0.00	£334.00
Subtotal for Cost Centre: Grove Car Park										334.00	0.00	334.00
Cost Centre Grove Hall												
Code Number 302 Gas & Electricity												
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
171	07/05/2014		Current Account	713279	Fire Extinguisher Service	KCC - KCS	S	5.00	1.00	6.00		
Subtotal for Code: Repairs & Maintenance										£5.00	£1.00	£6.00
Subtotal for Cost Centre: Grove Hall										50.71	3.29	54.00
Cost Centre Heritage Community Hall												
Code Number 320 Wages												
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
143	01/05/2014		Current Account	DD	Gas	KCC - Laser	L	2.17	0.11	2.28		
271	29/05/2014		Current Account	DD	Gas	KCC - Laser	L	2.10	0.11	2.21		
276	29/05/2014		Current Account	DD	Electricity	Southern Electric (KCC Laser)	L	41.44	2.07	43.51		
Subtotal for Code: Gas & Electricity										£45.71	£2.29	£48.00
Subtotal for Cost Centre: Grove Hall										50.71	3.29	54.00
Code Number 321 Repairs & Maintenance												
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
180	07/05/2014		Current Account	713281	PAYE	Inland Revenue	Z	87.80	0.00	87.80		
221	15/05/2014		Current Account	DD	Wages	SGTC	Z	351.53	0.00	351.53		
Subtotal for Code: Wages										£439.33	£0.00	£439.33
Subtotal for Cost Centre: Grove Hall										50.71	3.29	54.00
Code Number 321 Repairs & Maintenance												
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
137	01/05/2014		Current Account	713266	Emergency Light Test and Inspect	Focus Electrical	S	120.00	24.00	144.00		
162	07/05/2014		Current Account	713276	Removal of Radiator	LW Burt & Son Ltd	S	359.82	71.96	431.78		
172	07/05/2014		Current Account	713279	Fire Extinguisher Service	KCC - KCS	S	65.09	13.02	78.11		

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/05/2014 to 31/05/2014)

202	15/05/2014	Current Account	713290	Emergency Light Repairs	Focus Electrical	S	130.00	26.00	156.00
207	15/05/2014	Current Account	713293	PAT Testing	Eiat UK Ltd	S	11.65	2.33	13.98
231	21/05/2014	Current Account	713297	Replacement Skirting Board	TMH Contractors	Z	385.00	0.00	385.00
256	21/05/2014	Current Account	713301	Materials to repair drain covers	Petty Cash	S	18.32	3.66	21.98
Subtotal for Code: Repairs & Maintenance									£1,230.85
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
228	15/05/2014	Current Account	DD	Gas	KCC - Laser	S	273.06	54.61	327.67
272	29/05/2014	Current Account	DD	Gas	KCC - Laser	L	161.80	8.09	169.89
Subtotal for Code: Gas & Electricity									£497.56
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
255	21/05/2014	Current Account	713301	Cleaning Materials	Petty Cash	S	2.08	0.42	2.50
Subtotal for Code: Cleaning Materials									£2.50
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
152	01/05/2014	Current Account	DD	NNDR	DBC	Z	210.00	0.00	210.00
Subtotal for Code: Rates									£210.00
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
211	15/05/2014	Current Account	713295	Water Rates	Thames Water	S	36.05	7.21	43.26
Subtotal for Code: Water Rates									£43.26
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
174	07/05/2014	Current Account	713280	Hygiene Services	Cannon	S	4.51	0.90	5.41
257	21/05/2014	Current Account	713301	Mobile Phone Top Up Voucher	Petty Cash	S	8.33	1.67	10.00
Subtotal for Code: Miscellaneous Expenditure									£15.41
Subtotal for Cost Centre: Heritage Community Hall									2,225.04
Subtotal for Cost Centre: Knockhall Playing Field									2,438.91
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
150	01/05/2014	Current Account	DD	NNDR	DBC	Z	32.00	0.00	32.00
Subtotal for Code: Rates									£32.00
Subtotal for Cost Centre: Knockhall Playing Field									32.00
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
153	01/05/2014	Current Account	DD	NNDR	DBC	Z	2,314.00	0.00	2,314.00
Subtotal for Code: Rates & Insurance Rent - I									£2,314.00

SGTC
Listing of Payments in each Code for All Cost Centres
(Between 01/05/2014 to 31/05/2014)

Code Number	155 Management Fee	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	205	15/05/2014	Current Account	713292	Management Fee - 1 April - 30 Jun	GCLL	S	15,325.00	3,065.00	18,390.00
						Subtotal for Code: Management Fee		£15,325.00	£3,065.00	£18,390.00
						Subtotal for Cost Centre: Leisure Centre		17,639.00	3,065.00	20,704.00
Cost Centre Old Fire Station Cafe										
Code Number	380 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	179	07/05/2014	Current Account	713281	NI	Inland Revenue	Z	27.38	0.00	27.38
	187	07/05/2014	Current Account	DD	Pension E'ee	KCC - LGPS	Z	45.84	0.00	45.84
	188	07/05/2014	Current Account	DD	Pension E'er	KCC - LGPS	Z	99.19	0.00	99.19
	189	07/05/2014	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52	0.00	268.52
	226	15/05/2014	Current Account	DD	Wages	SGTC	Z	763.98	0.00	763.98
						Subtotal for Code: Wages		£1,204.91	£0.00	£1,204.91
Code Number	381 Food/Supplies	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	227	15/05/2014	Current Account	DD	Costs to go to Costco	SGTC	S	11.46	2.29	13.75
	242	21/05/2014	Current Account	713301	Food Supplies	99p Store	Z	11.88	0.00	11.88
	243	21/05/2014	Current Account	713301	Food Supplies	Asda Stores Ltd	Z	76.67	0.00	76.67
	244	21/05/2014	Current Account	713301	Food Supplies	Co-Operative Stores	Z	5.98	0.00	5.98
	245	21/05/2014	Current Account	713301	Food Supplies	Costco	S	89.11	4.57	93.68
	246	21/05/2014	Current Account	713301	Newspapers	Corner Shop	Z	25.65	0.00	25.65
	247	21/05/2014	Current Account	713301	Food Supplies	Corner Shop	Z	4.55	0.00	4.55
	248	21/05/2014	Current Account	713301	Food Supplies	Nila	Z	90.85	0.00	90.85
	249	21/05/2014	Current Account	713301	Food Supplies	Sainsburys	Z	8.57	0.00	8.57
						Subtotal for Code: Food/Supplies		£324.72	£6.86	£331.58
Code Number	382 Furniture, Fixtures & Equipment (i	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	193	07/05/2014	Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00
						Subtotal for Code: Furniture, Fixtures & Equip		£65.00	£13.00	£78.00
Code Number	384 Rates	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	149	01/05/2014	Current Account	DD	NNDR	DBC	Z	144.00	0.00	144.00
						Subtotal for Code: Rates		£144.00	£0.00	£144.00
Code Number	385 Electricity & Water	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	268	21/05/2014	Current Account	DD	Contribution to Electricity	Groundwork Kent-Thameside	S	-527.12	-105.42	-632.54
	277	29/05/2014	Current Account	DD	Electricity	Southern Electric (KCC Laser)	S	492.70	98.54	591.24
						Subtotal for Code: Electricity & Water		£-34.42	£-6.88	£-41.30

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/05/2014 to 31/05/2014)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
387 DBC Maintenance Service Charge										
Vchr.	138	01/05/2014	Current Account	713269	Maintenance Service Charge	DBC	S	1,268.06	253.61	1,521.67
								£1,268.06	£253.61	£1,521.67
								Subtotal for Code: DBC Maintenance Service		
388 Telephone / Internet										
Vchr.	213	15/05/2014	Current Account	DD	Phone Bill - Cafe Internet	British Telecom	S	144.19	28.83	173.02
	259	21/05/2014	Current Account	DD	Phone Bill - Cafe Internet	British Telecom	S	97.72	19.54	117.26
								£241.91	£48.37	£290.28
								Subtotal for Code: Telephone / Internet		
389 Maintenance										
Vchr.	208	15/05/2014	Current Account	713293	PAT Testing	Eiat UK Ltd	S	52.50	10.50	63.00
								£52.50	£10.50	£63.00
								Subtotal for Code: Maintenance		
390 Miscellaneous Expenditure										
Vchr.	195	15/05/2014	Current Account	713284	Waste Bin Collection	Viridor Waste Kent Ltd	S	73.50	14.70	88.20
	267	21/05/2014	Current Account		Contribution to Hygiene Services	Groundwork Kent-Thameside	S	-55.62	-11.12	-66.74
								£17.88	£3.58	£21.46
								Subtotal for Code: Miscellaneous Expenditure		
								3,284.56	329.04	3,613.60
								Subtotal for Cost Centre: Old Fire Station Cafe		
Cost Centre Parks Establishment										
40 Wages										
Vchr.	175	07/05/2014	Current Account	713281	PAYE	Inland Revenue	Z	589.20	0.00	589.20
	176	07/05/2014	Current Account	713281	NI	Inland Revenue	Z	631.93	0.00	631.93
	181	07/05/2014	Current Account	DD	Pension Eee	KCC - LGPS	Z	273.99	0.00	273.99
	182	07/05/2014	Current Account	DD	Pension Eer	KCC - LGPS	Z	562.16	0.00	562.16
	183	07/05/2014	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	805.56	0.00	805.56
	222	15/05/2014	Current Account	DD	Wages	SGTC	Z	4,792.20	0.00	4,792.20
	223	15/05/2014	Current Account	DD	Park Keeper Cover	SGTC	Z	51.02	0.00	51.02
								£7,706.06	£0.00	£7,706.06
								Subtotal for Code: Wages		
41 Equipment/Materials										
Vchr.	133	01/05/2014	Current Account	713264	Mower Repairs	FL Machinery	Z	140.00	0.00	140.00
	134	01/05/2014	Current Account	713265	Security spikes for mess room	Astra Security Systems Ltd	S	423.57	84.71	508.28
	139	01/05/2014	Current Account	713270	Skip Hire	Plinden Ltd	S	200.00	40.00	240.00
	140	01/05/2014	Current Account	713268	Sports Grounds Maintenance Supp	Eden Park (STMS) Ltd	S	401.98	38.48	440.46
	156	07/05/2014	Current Account	713271	Repairs to Flagpole - Swanscombe	Libra Construction Services Ltd	S	1,635.50	327.10	1,962.60
	157	07/05/2014	Current Account	713272	Repairs to Tarmac - Fallen Tree	TMH Contractors	Z	275.00	0.00	275.00
	159	07/05/2014	Current Account	713274	Flags for Flag Pole Swanscombe P	Zephyr	S	112.50	22.50	135.00

SGTC
Listing of Payments in each Code for All Cost Centres
(Between 01/05/2014 to 31/05/2014)

160	07/05/2014	Current Account	713275	General Equipment/Materials	Ernest Doe & Sons Ltd	S	221.62	44.33	265.95	
168	07/05/2014	Current Account	713279	Fire Extinguisher Service	KCC - KCS	S	25.80	5.16	30.96	
169	07/05/2014	Current Account	713279	Fire Extinguisher Service	KCC - KCS	S	6.00	1.20	7.20	
196	15/05/2014	Current Account	713285	Paint for Putting Green Area	Timber Mouldings Ltd	S	24.75	4.95	29.70	
198	15/05/2014	Current Account	713286	Gang Mowing	J B Westwood	S	2,244.00	448.80	2,692.80	
199	15/05/2014	Current Account	713287	Hire of Roller	Can-do Hire Centres Ltd	S	46.00	9.20	55.20	
200	15/05/2014	Current Account	713288	General Equipment/Materials	Discount Builders Merchants	S	23.25	4.65	27.90	
230	21/05/2014	Current Account	713296	Signage for Park Areas	Safety Signs & Notices Ltd	S	75.16	15.03	90.19	
239	21/05/2014	Current Account	713301	Batteries for Camera	Petty Cash	S	1.67	0.33	2.00	
240	21/05/2014	Current Account	713301	Face Masks	Petty Cash	S	9.00	1.80	10.80	
241	21/05/2014	Current Account	713301	Dictaphone	Petty Cash	S	9.98	1.99	11.97	
251	21/05/2014	Current Account	713301	Plague for Flag Pole	Petty Cash	S	54.17	10.83	65.00	
							Subtotal for Code:	Equipment/Materials	£1,061.06	£6,991.01
Code Number 43 Fuel										
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
214	15/05/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	150.16	30.03	180.19	
275	29/05/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	146.82	29.36	176.18	
							Subtotal for Code:	Fuel	£296.98	£356.37
Code Number 45 Telephone										
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
238	21/05/2014	Current Account	713301	Mobile Phone Top Up Voucher	Petty Cash	S	8.33	1.67	10.00	
279	29/05/2014	Current Account	DD	Parks Mobile Phone	O2	L	9.77	1.95	11.72	
							Subtotal for Code:	Telephone	£18.10	£21.72
Code Number 47 Water Rates										
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
209	15/05/2014	Current Account	713293	PAT Testing	Elat UK Ltd	S	56.55	11.31	67.86	
216	15/05/2014	Current Account	DD	Water Rates - Swanscombe Park	Thames Water	Z	261.01	0.00	261.01	
280	27/05/2014	Active Saver 1	DD	Water Rates	DBC	S	-1,608.42	-321.68	-1,930.10	
							Subtotal for Code:	Water Rates	£-1,290.86	£-1,601.23
Code Number 48 Gas/Electricity										
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
141	01/05/2014	Current Account	DD	Electricity - Bowlis Pavilion	EDF Energy	L	30.90	1.55	32.45	
							Subtotal for Code:	Gas/Electricity	£30.90	£32.45
Code Number 56 Unexpected/Emergency Works										
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
197	15/05/2014	Current Account	713286	Grounds Maintenance at Neptune f	J B Westwood	S	500.00	100.00	600.00	
							Subtotal for Code:	Unexpected/Emergency V	£500.00	£600.00
							Subtotal for Cost Centre:	Parks Establishment	13,191.13	14,106.38

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/05/2014 to 31/05/2014)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
1 Supply & Maintenance											
Vchr. 158	07/05/2014		Current Account	713282	Street Lighting Maintenance	Streelights	S	645.63	129.13	774.76	
Vchr. 229	15/05/2014		Current Account	DD	Electricity - Street Lighting	E-on	L	70.82	3.54	74.36	
						Subtotal for Code: Supply & Maintenance		£716.45	£132.67	£849.12	
						Subtotal for Cost Centre: Public Lighting		716.45	132.67	849.12	
Cost Centre Town Council Offices Community Hall											
360 Wages											
Vchr. 190	07/05/2014		Current Account	DD	Pension E'ee	KCC - LGPS	Z	24.16	0.00	24.16	
Vchr. 191	07/05/2014		Current Account	DD	Pension E'er	KCC - LGPS	Z	52.28	0.00	52.28	
Vchr. 192	07/05/2014		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52	0.00	268.52	
Vchr. 220	15/05/2014		Current Account	DD	Wages	SGTC	Z	415.17	0.00	415.17	
						Subtotal for Code: Wages		£760.13	£0.00	£760.13	
361 Repairs & Maintenance											
Vchr. 166	07/05/2014		Current Account	713279	Fire Extinguisher Service	KCC - KCS	S	10.00	2.00	12.00	
						Subtotal for Code: Repairs & Maintenance		£10.00	£2.00	£12.00	
363 Cleaning Materials											
Vchr. 234	21/05/2014		Current Account	713299	Cleaning Materials	KCC - KCS	S	6.48	1.30	7.78	
						Subtotal for Code: Cleaning Materials		£6.48	£1.30	£7.78	
						Subtotal for Cost Centre: Town Council Offices Comm		776.61	3.30	779.91	
TOTALS									£54,129.30	£5,502.11	£59,631.41

This page is intentionally left blank

SGTC

Listing of Receipts in each Code for All Cost Centres
(Between 01/06/2014 to 30/06/2014)

Cost Centre Administration									
Code Number	271	Miscellaneous Income	Cheq. No.		Description		Supplier	Vat Type	Total
Vchr. Date	42 26/06/2014	Bank	Current Account		Rent Deposit Bond		Istead Rise Bowls Club	Z	1,000.00
							Subtotal for Code: Miscellaneous Income		£1,000.00
Code Number	274	Bank Interest	Cheq. No.		Description		Supplier	Vat Type	Total
Vchr. Date	52 16/06/2014	Bank	Active Saver 1	DC	Bank Interest		Barclays	Z	40.27
	54 16/06/2014	Bank	Active Saver 2	DC	Bank Interest		Barclays	Z	35.13
							Subtotal for Code: Bank Interest		£75.40
							Subtotal for Cost Centre: Administration		1,075.40
Cost Centre Allotments									
Code Number	218	Rent Income	Cheq. No.		Description		Supplier	Vat Type	Total
Vchr. Date	38 26/06/2014	Bank	Current Account		Allotment Rent		Various	Z	148.60
							Subtotal for Code: Rent Income		£148.60
							Subtotal for Cost Centre: Allotments		148.60
Cost Centre Church Road Hall									
Code Number	295	Hire Income	Cheq. No.		Description		Supplier	Vat Type	Total
Vchr. Date	40 26/06/2014	Bank	Current Account		Hall Hire		Various	Z	175.00
	49 26/06/2014	Bank	Active Saver 1	DC	Hall Hire		Irish Dancers	Z	112.00
							Subtotal for Code: Hire Income		£287.00
							Subtotal for Cost Centre: Church Road Hall		287.00
Cost Centre Heritage Community Hall									
Code Number	335	Hire Income	Cheq. No.		Description		Supplier	Vat Type	Total
Vchr. Date	41 26/06/2014	Bank	Current Account		Hall Hire		Craytots	Z	500.00
	44 26/06/2014	Bank	Current Account		Loss of Income - Insurance Claim		Zurich Municipal	Z	1,039.88
	51 23/06/2014	Bank	Active Saver 1	DC	Hall Hire		DBC	Z	280.00
							Subtotal for Code: Hire Income		£1,819.88
							Subtotal for Cost Centre: Heritage Community Hall		1,819.88
Cost Centre Old Fire Station Cafe									
Code Number	395	Cafe Income	Cheq. No.		Description		Supplier	Vat Type	Total
Vchr. Date	46 26/06/2014	Bank	Current Account		Food Sales		Old Fire Station Cafe	S	565.75
							Subtotal for Code: Cafe Income		£565.75
							Subtotal for Cost Centre: Old Fire Station Cafe		565.75

SGTC
Listing of Receipts in each Code for All Cost Centres
 (Between 01/06/2014 to 30/06/2014)

Cost Centre Sports Pavilion

Code Number	Date	350 Minute	Rent Income Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 43	26/06/2014		Current Account		Rent	The Pavilion	Z	1,368.00	0.00	1,368.00
						Subtotal for Code: Rent Income		£1,368.00	£0.00	£1,368.00
						Subtotal for Cost Centre: Sports Pavilion		1,368.00	0.00	1,368.00

Cost Centre Swanscombe Park

Code Number	Date	75 Minute	Bowls Income Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 39	26/06/2014		Current Account		Bowls Income	Parks Department	Z	30.00	0.00	30.00
						Subtotal for Code: Bowls Income		£30.00	£0.00	£30.00
						Subtotal for Cost Centre: Swanscombe Park		30.00	0.00	30.00

Cost Centre Town Council Offices Community Hall

Code Number	Date	370 Minute	Hire Income Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 45	26/06/2014		Current Account		Hall Hire	Various	Z	2,227.75	0.00	2,227.75
47	11/06/2014		Active Saver 1	DC	Hall Hire	Little Kickers	Z	157.50	0.00	157.50
48	11/06/2014		Active Saver 1	DC	Hall Hire	Little Kickers	Z	262.50	0.00	262.50
50	23/06/2014		Active Saver 1	DC	Hall Hire	DBC	Z	280.00	0.00	280.00
53	10/06/2014		Active Saver 1	DC	Hall Hire	North Kent Karate	Z	315.00	0.00	315.00
						Subtotal for Code: Hire Income		£3,242.75	£0.00	£3,242.75
						Subtotal for Cost Centre: Town Council Offices Comm		3,242.75	0.00	3,242.75

TOTALS **£8,537.38** **£113.15** **£8,650.53**

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/06/2014 to 30/06/2014)

Cost Centre Administration		230 Wages		Supplier		Vat Type		Net		Vat		Total		
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Supplier	Vat Type	Net	Vat	Total
286	11/06/2014	Current Account	713303	PAYE	Inland Revenue	Z	504.60	0.00	504.60	Inland Revenue	Z	679.38	0.00	679.38
287	11/06/2014	Current Account	713303	PAYE	Inland Revenue	Z	4,751.36	0.00	4,751.36	SGTC	Z	341.91	0.00	341.91
314	11/06/2014	Current Account	DD	Wages	KCC - LGPS	Z	646.04	0.00	646.04	KCC - LGPS	Z	1,074.07	0.00	1,074.07
326	11/06/2014	Current Account	DD	Pension E'ee	KCC - LGPS	Z	£7,997.36	£0.00	£7,997.36	KCC - LGPS	Z			
327	11/06/2014	Current Account	DD	Pension E'er	KCC - LGPS	Z								
328	11/06/2014	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z								
Subtotal for Code: Wages														
Code Number		233 Stationary, Advertising & Postage		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Supplier	Vat Type	Net	Vat	Total
292	11/06/2014	Current Account	713305	Stationery	Viking Direct	S	54.27	10.86	65.13	KCC - KCS	S	53.79	10.76	64.55
294	11/06/2014	Current Account	713307	Stationery	KCC - KCS	S	15.39	3.08	18.47	Stamps Direct Ltd	S	60.00	0.00	60.00
311	11/06/2014	Current Account	713321	Stationery	Royal Mail	Z	33.38	6.68	40.06	KCC - KCS	S	60.00	0.00	60.00
338	11/06/2014	Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	60.00	0.00	60.00					
357	19/06/2014	Current Account	713325	Stationery	KCC - KCS	S								
378	26/06/2014	Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z								
Subtotal for Code: Stationary, Advertising & P														
Code Number		234 Telephone / Internet		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Supplier	Vat Type	Net	Vat	Total
316	11/06/2014	Current Account	DD	Use of Personal Mobiles - TC and f	SGTC	S	20.83	4.17	25.00					
Subtotal for Code: Telephone / Internet														
Code Number		235 Mileage Allowance		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Supplier	Vat Type	Net	Vat	Total
315	11/06/2014	Current Account	DD	Mileage	SGTC	S	41.79	1.11	42.90					
Subtotal for Code: Mileage Allowance														
Code Number		237 Subscriptions / Publications		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Supplier	Vat Type	Net	Vat	Total
304	11/06/2014	Current Account	713314	Subscription Renewal	Kent Wildlife Trust	Z	31.00	0.00	31.00					
310	11/06/2014	Current Account	713320	Sage Payroll Cover	Sage	S	740.00	148.00	888.00					
377	26/06/2014	Current Account	713333	Data Protection Registration	The Information Commissioner	Z	35.00	0.00	35.00					
Subtotal for Code: Subscriptions / Publication														
Code Number		238 Town Mayor's Allowance		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Supplier	Vat Type	Net	Vat	Total
293	11/06/2014	Current Account	713306	Mayoral Function	Cllr Ms S P Butterfill	Z	90.00	0.00	90.00					
346	19/06/2014	Current Account	713324	AGM Refreshments	Cllr Mrs S P Butterfill	Z	46.28	0.00	46.28					
Subtotal for Code: Town Mayor's Allowance														

SGTC
Listing of Payments in each Code for All Cost Centres
 (Between 01/06/2014 to 30/06/2014)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
245 Miscellaneous Expenditure										
Vchr.										
351	19/06/2014		Current Account	713324	Supplies for Council Meetings	Petty Cash	Z	0.45	0.00	0.45
352	19/06/2014		Current Account	713324	Newspapers	Petty Cash	Z	3.40	0.00	3.40
								£3.85	£0.00	£3.85
249 IT Services										
Vchr.										
301	11/06/2014		Current Account	713311	IT Support & Maintenance	ABC ICT Ltd	S	227.00	45.40	272.40
								£227.00	£45.40	£272.40
251 Council Offices Building Maintena										
Vchr.										
291	11/06/2014		Current Account	713304	Roller Shutter Maintenance	RSL (Bristol) Ltd	S	1,200.00	240.00	1,440.00
306	11/06/2014		Current Account	713316	Air Conditioning Service	LW Burt & Son Ltd	S	525.00	105.00	630.00
347	19/06/2014		Current Account	713324	Hire of Carpet Cleaner	Petty Cash	S	16.67	3.33	20.00
360	19/06/2014		Current Account	713327	Manual Over-ride for Front Door St	RSL (Bristol) Ltd	S	650.00	130.00	780.00
367	26/06/2014		Current Account	713332	Keys for Manual Override Padlock	Locks N Tools	S	13.71	2.74	16.45
								£2,405.38	£481.07	£2,886.45
255 Rates										
Vchr.										
266	01/06/2014		Current Account	DD	NNDR	DBC	Z	2,205.00	0.00	2,205.00
								£2,205.00	£0.00	£2,205.00
274 Bank Interest										
Vchr.										
283	05/06/2014		Current Account	DD	Bank Charges	Barclays	Z	8.68	0.00	8.68
370	26/06/2014		Current Account	DD	Payflow Charges	Barclays	Z	8.68	0.00	8.68
								£17.36	£0.00	£17.36
								14,137.68	711.13	14,848.81
Cost Centre Church Road Hall										
280 Wages										
Vchr.										
321	11/06/2014		Current Account	DD	Wages	SGTC	Z	359.57	0.00	359.57
								£359.57	£0.00	£359.57
281 Repairs & Maintenance										
Vchr.										
365	26/06/2014		Current Account	713331	Boiler Service and Gas Safety Che	LW Burt & Son Ltd	S	726.16	145.23	871.39
								£726.16	£145.23	£871.39
285 Rates										
Vchr.										
262	01/06/2014		Current Account	DD	'DR	DBC	Z	108.00	0.00	108.00

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/06/2014 to 30/06/2014)

		Subtotal for Code: Rates		£108.00		£0.00		£108.00			
Code Number	287	Miscellaneous Expenditure	Chq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	298	Minute	713308	Hygiene Services	Cannon	S	4.85	0.97	5.82		
		Subtotal for Code: Miscellaneous Expenditure				£4.85		£5.82			
Cost Centre		Grove Car Park		Subtotal for Cost Centre: Church Road Hall		1,198.58		146.20		1,344.78	
		Subtotal for Code: Rates		£108.00		£0.00		£108.00			
Code Number	20	Rates	Chq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	265	Minute	DD	NNDR	DBC	Z	334.00	0.00	334.00		
		Subtotal for Code: Rates				£334.00		£334.00			
Cost Centre		Heritage Community Hall		Subtotal for Cost Centre: Grove Car Park		334.00		0.00		334.00	
		Subtotal for Code: Rates		£334.00		£0.00		£334.00			
Code Number	320	Wages	Chq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	290	Minute	713303	PAYE	Inland Revenue	Z	87.80	0.00	87.80		
	318	Minute	DD	Wages	SGTC	Z	360.33	0.00	360.33		
		Subtotal for Code: Wages				£448.13		£0.00		£448.13	
Code Number	321	Repairs & Maintenance	Chq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	281	Minute	713302	New Flooring (insurance claim)	K2 Flooring	S	3,500.00	700.00	4,200.00		
	363	Minute	713329	Repairs to Window	TMH Contractors	Z	120.00	0.00	120.00		
	366	Minute	713331	Gas Safety Check	LW Burt & Son Ltd	S	450.00	90.00	540.00		
	376	Minute	Current Account	New Floor - Heritage Hall	Zurich Municipal	Z	-3,580.00	0.00	-3,580.00		
		Subtotal for Code: Repairs & Maintenance				£490.00		£790.00		£1,280.00	
Code Number	322	Gas & Electricity	Chq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	374	Minute	DD	Electricity	Southern Electric (KCC Laser)	L	78.92	3.95	82.87		
		Subtotal for Code: Gas & Electricity				£78.92		£3.95		£82.87	
Code Number	323	Cleaning Materials	Chq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	296	Minute	713307	Cleaning Materials	KCC - KCS	S	34.57	6.92	41.49		
		Subtotal for Code: Cleaning Materials				£34.57		£6.92		£41.49	
Code Number	325	Rates	Chq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	263	Minute	DD	NNDR	DBC	Z	210.00	0.00	210.00		
		Subtotal for Code: Rates				£210.00		£0.00		£210.00	
Code Number	327	Miscellaneous Expenditure	Chq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.		Minute	Current Account								

SGTC
Listing of Payments in each Code for All Cost Centres
(Between 01/06/2014 to 30/06/2014)

297	11/06/2014	Current Account	713308	Hygiene Services	Cannon	S	4.51	0.90	5.41	
350	19/06/2014	Current Account	713324	Mobile Phone Top Up Voucher	Petty Cash	S	8.33	1.67	10.00	
							Subtotal for Code: Miscellaneous Expenditure	£12.84	£2.57	£15.41
							Subtotal for Cost Centre: Heritage Community Hall	1,274.46	803.44	2,077.90

Cost Centre Heritage Park

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
308	11/06/2014	Current Account	713318	Heritage Park Rent	Land Securities	S	12.50	2.50	15.00	
							Subtotal for Code: Maintenance/Rent	£12.50	£2.50	£15.00
							Subtotal for Cost Centre: Heritage Park	12.50	2.50	15.00

Cost Centre Knockhall Playing Field

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
261	01/06/2014	Current Account	DD	NNDR	DBC	Z	32.00	0.00	32.00	
							Subtotal for Code: Rates	£32.00	£0.00	£32.00
							Subtotal for Cost Centre: Knockhall Playing Field	32.00	0.00	32.00

Cost Centre Leisure Centre

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
264	01/06/2014	Current Account	DD	NNDR	DBC	Z	2,314.00	0.00	2,314.00	
							Subtotal for Code: Rates & Insurance Rent - I	£2,314.00	£0.00	£2,314.00
							Subtotal for Cost Centre: Leisure Centre	2,314.00	0.00	2,314.00

Cost Centre Old Fire Station Cafe

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
289	11/06/2014	Current Account	713303	NI	Inland Revenue	Z	24.86	0.00	24.86	
322	11/06/2014	Current Account	DD	Wages	SGTC	Z	739.05	0.00	739.05	
329	11/06/2014	Current Account	DD	Pension E'ee	KCC - LGPS	Z	45.30	0.00	45.30	
330	11/06/2014	Current Account	DD	Pension E'er	KCC - LGPS	Z	98.02	0.00	98.02	
331	11/06/2014	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52	0.00	268.52	
							Subtotal for Code: Wages	£1,175.75	£0.00	£1,175.75

Code Number 381 Food/Supplies

Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
339	19/06/2014	Current Account	713324	Food Supplies	99p Store	Z	6.93	0.00	6.93
340	19/06/2014	Current Account	713324	Food Supplies	Asda Stores Ltd	Z	57.69	0.00	57.69
341	19/06/2014	Current Account	713324	Food Supplies	Co-Operative Stores	Z	0.75	0.00	0.75
342	19/06/2014	Current Account	713324	Food Supplies	Costco	S	68.28	3.83	72.11
343	19/06/2014	Current Account	713324	Newspapers	Corner Shop	Z	19.00	0.00	19.00

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/06/2014 to 30/06/2014)

344	19/06/2014	Current Account	713324	Food Supplies	Corner Shop	Z	1.39	0.00	1.39
345	19/06/2014	Current Account	713324	Food Supplies	Nila	Z	90.70	0.00	90.70
Subtotal for Code: Food/Supplies									
							£244.74	£3.83	£248.57
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
337	11/06/2014	Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00
Subtotal for Code: Furniture, Fixtures & Equip									
							£65.00	£13.00	£78.00
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
260	01/06/2014	Current Account	DD	NNDR	DBC	Z	144.00	0.00	144.00
Subtotal for Code: Rates									
							£144.00	£0.00	£144.00
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
299	11/06/2014	Current Account	713309	Waste Bin Collection	Viridor Waste Kent Ltd	S	44.10	8.82	52.92
Subtotal for Code: Miscellaneous Expenditure									
							£44.10	£8.82	£52.92
Subtotal for Cost Centre: Old Fire Station Cafe									
							1,673.59	25.65	1,699.24
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
284	11/06/2014	Current Account	713303	PAYE	Inland Revenue	Z	679.60	0.00	679.60
285	11/06/2014	Current Account	713303	NI	Inland Revenue	Z	754.26	0.00	754.26
319	11/06/2014	Current Account	DD	Wages	SGTC	Z	5,045.67	0.00	5,045.67
320	11/06/2014	Current Account	DD	Park Keeper Cover	SGTC	Z	59.40	0.00	59.40
323	11/06/2014	Current Account	DD	Pension E'ee	KCC - LGPS	Z	269.57	0.00	269.57
324	11/06/2014	Current Account	DD	Pension E'er	KCC - LGPS	Z	553.09	0.00	553.09
325	11/06/2014	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	805.56	0.00	805.56
Subtotal for Code: Wages									
							£8,167.15	£0.00	£8,167.15
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
282	05/06/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	112.02	22.40	134.42
295	11/06/2014	Current Account	713307	Cleaning Materials	KCC - KCS	S	20.57	4.11	24.68
300	11/06/2014	Current Account	713310	Sports Grounds Maintenance Supp	Eden Park (STMS) Ltd	S	376.25	34.00	410.25
302	11/06/2014	Current Account	713312	Machinery Hire	Can-do Hire Centres Ltd	S	241.00	48.20	289.20
303	11/06/2014	Current Account	713313	General Maintenance Supplies	Forestrall Ltd	S	8.54	1.71	10.25
307	11/06/2014	Current Account	713317	New Padlocks and Keys	Locks N Tools	S	139.28	27.86	167.14
309	11/06/2014	Current Account	713319	Skip Hire	Pindlen Ltd	S	200.00	40.00	240.00
312	11/06/2014	Current Account	713322	Gate Repairs - Heritage Park	TMH Contractors	S	145.00	0.00	145.00
349	19/06/2014	Current Account	713324	Graffiti Remover	Petty Cash	Z	60.00	12.00	72.00
354	19/06/2014	Current Account	713324	General Equipment/Materials	Petty Cash	S	8.33	1.67	10.00

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/06/2014 to 30/06/2014)

355	19/06/2014	Current Account	713324	General Equipment/Materials	Petty Cash	S	7.30	1.46	8.76
358	19/06/2014	Current Account	713325	Cleaning Materials	KCC - KCS	S	98.89	19.78	118.67
359	19/06/2014	Current Account	713326	Sports Grounds Maintenance Supp	Eden Park (STMS) Ltd	S	85.00	17.00	102.00
364	26/06/2014	Current Account	713330	Skip Hire	Pinden Ltd	S	200.00	40.00	240.00
Subtotal for Code: Equipment/Materials									£1,972.37
43 Fuel									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.									
335	11/06/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	51.96	10.39	62.35
361	19/06/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	65.01	13.00	78.01
369	26/06/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	30.16	6.03	36.19
Subtotal for Code: Fuel									£147.13
44 Fencing									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.									
348	19/06/2014	Current Account	713324	Paint for L/C Fence	Petty Cash	S	8.33	1.67	10.00
Subtotal for Code: Fencing									£10.00
45 Telephone									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.									
353	19/06/2014	Current Account	713324	Mobile Phone Top Up Voucher	Petty Cash	S	25.00	5.00	30.00
368	26/06/2014	Current Account	DD	Parks Mobile Phone	O2	S	9.41	1.88	11.29
Subtotal for Code: Telephone									£34.41
46 Vehicles									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.									
305	11/06/2014	Current Account	713315	Puncture Repair on Tractor	Monarch Autos	S	20.00	4.00	24.00
362	26/06/2014	Current Account	713328	Van Repairs (Insurance Claim)	Barney Sands & Hartfridge Ltd	S	150.00	206.20	356.20
Subtotal for Code: Vehicles									£380.20
48 Gas/Electricity									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.									
371	26/06/2014	Current Account	DD	Electricity	Southern Electric (KCC Laser)	S	597.68	119.53	717.21
372	26/06/2014	Current Account	DD	Electricity - Toilet Block	Southern Electric (KCC Laser)	L	21.73	1.08	22.81
373	26/06/2014	Current Account	DD	Electricity - Bowls Pavilion	Southern Electric (KCC Laser)	L	93.79	4.68	98.47
375	26/06/2014	Current Account	DD	Electricity - Knockhall Changing Ro	Southern Electric (KCC Laser)	L	22.49	1.12	23.61
Subtotal for Code: Gas/Electricity									£735.69
49 Playground Equipment & Mainten.									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.									
313	11/06/2014	Current Account	713323	Playground Equipment Repairs	Wicksteed Leisure Ltd	S	430.10	86.02	516.12
Subtotal for Code: Playground Equipment & M									£516.12
Subtotal for Cost Centre: Parks Establishment									11,394.99
Subtotal for Cost Centre: Public Lighting									730.79
									12,125.78

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/06/2014 to 30/06/2014)

Code Number	Date	1 Supply & Maintenance	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr. 336	11/06/2014	Current Account	DD	Electricity - Street Lighting	E-on			L	73.18	3.66	76.84		
Subtotal for Code: Supply & Maintenance											£3.66	£76.84	
Subtotal for Cost Centre: Public Lighting											73.18	3.66	76.84
Cost Centre Town Council Offices Community Hall													
Code Number	Date	360 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr. 317	11/06/2014	Current Account	DD	Wages	SGTC			Z	415.17	0.00	415.17		
332	11/06/2014	Current Account	DD	Pension E'ee	KCC - LGPS			Z	24.16	0.00	24.16		
333	11/06/2014	Current Account	DD	Pension E'er	KCC - LGPS			Z	52.28	0.00	52.28		
334	11/06/2014	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS			Z	268.52	0.00	268.52		
Subtotal for Code: Wages											£760.13	£760.13	
Code Number	Date	363 Cleaning Materials	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr. 356	19/06/2014	Current Account	713325	Cleaning Materials	KCC - KCS			S	38.85	7.77	46.62		
Subtotal for Code: Cleaning Materials											£7.77	£46.62	
Subtotal for Cost Centre: Town Council Offices Comm											798.98	7.77	806.75
TOTALS											£33,243.96	£2,431.14	£35,675.10

This page is intentionally left blank

SGTC

Listing of Receipts in each Code for All Cost Centres
(Between 01/07/2014 to 31/07/2014)

Cost Centre Administration

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
271 Miscellaneous Income										
Vchr. 55	08/07/2014		Current Account	DC	VAT Repayment	HM Customs & Excise	R	0.00	11,069.24	11,069.24
70	31/07/2014		Current Account		Overbanking	SGTC	Z	10.00	0.00	10.00
Subtotal for Code: Miscellaneous Income										£11,079.24

Code Number 274 Bank Interest

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
73	21/07/2014		Active Saver 1	DC	Bank Interest	Barclays	Z	29.98	0.00	29.98
Subtotal for Code: Bank Interest										£29.98
Subtotal for Cost Centre: Administration										11,109.22

Cost Centre Allotments

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
218 Rent Income										
Vchr. 62	31/07/2014		Current Account		Allotment Rent	Various	Z	336.50	0.00	336.50
Subtotal for Code: Rent Income										£336.50
Subtotal for Cost Centre: Allotments										336.50

Cost Centre Broomfield Sports Ground

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
95 Football Income										
Vchr. 67	31/07/2014		Current Account		Football Pitch Hire	Various	Z	4,245.00	0.00	4,245.00
Subtotal for Code: Football Income										£4,245.00
Subtotal for Cost Centre: Broomfield Sports Ground										4,245.00

Cost Centre Church Road Hall

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
295 Hire Income										
Vchr. 57	02/07/2014		Active Saver 1	DC	Hall Hire	PPS Group	Z	84.00	0.00	84.00
60	14/07/2014		Active Saver 1	DC	Hall Hire	Irish Dancers	Z	112.00	0.00	112.00
64	31/07/2014		Current Account		Hall Hire	Various	Z	272.50	0.00	272.50
Subtotal for Code: Hire Income										£468.50
Subtotal for Cost Centre: Church Road Hall										468.50

Cost Centre Heritage Community Hall

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
335 Hire Income										
Vchr. 59	11/07/2014		Active Saver 1	DC	Hall Hire	Little Kickers	Z	210.00	0.00	210.00
65	31/07/2014		Current Account		Hall Hire	Various	Z	81.00	0.00	81.00
Subtotal for Code: Hire Income										£291.00
Subtotal for Cost Centre: Heritage Community Hall										291.00

SGTC

Listing of Receipts in each Code for All Cost Centres
(Between 01/07/2014 to 31/07/2014)

Cost Centre Knockhall Playing Field												
Code Number	85	Football	Bank		Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	68	31/07/2014	Current Account			Football Pitch Hire	Various	Z	2,120.00	0.00	2,120.00	
							Subtotal for Code: Football		£2,120.00	£0.00	£2,120.00	
							Subtotal for Cost Centre: Knockhall Playing Field		2,120.00	0.00	2,120.00	
Cost Centre Old Fire Station Cafe												
Code Number	395	Cafe Income	Bank		Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	71	31/07/2014	Current Account			Food Sales	Old Fire Station Cafe	S	718.67	143.73	862.40	
							Subtotal for Code: Cafe Income		£718.67	£143.73	£862.40	
							Subtotal for Cost Centre: Old Fire Station Cafe		718.67	143.73	862.40	
Cost Centre Sports Pavilion												
Code Number	350	Rent Income	Bank		Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	69	31/07/2014	Current Account			Rent	The Pavilion	Z	1,368.00	0.00	1,368.00	
							Subtotal for Code: Rent Income		£1,368.00	£0.00	£1,368.00	
							Subtotal for Cost Centre: Sports Pavilion		1,368.00	0.00	1,368.00	
Cost Centre Swanscombe Park												
Code Number	75	Bowls Income	Bank		Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	63	31/07/2014	Current Account			Bowls Hire Fee	Parks Department	Z	26.00	0.00	26.00	
							Subtotal for Code: Bowls Income		£26.00	£0.00	£26.00	
							Subtotal for Cost Centre: Swanscombe Park		26.00	0.00	26.00	
Cost Centre Town Council Offices Community Hall												
Code Number	370	Hire Income	Bank		Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	56	01/07/2014	Active Saver 1	DC		Hall Hire	North Kent Karate	Z	280.00	0.00	280.00	
	58	04/07/2014	Active Saver 1	DC		Hall Hire	DBC	Z	103.12	0.00	103.12	
	61	14/07/2014	Active Saver 1	DC		Hall Hire	Irish Dancers	Z	52.50	0.00	52.50	
	66	31/07/2014	Current Account			Hall Hire	Various	Z	4,544.25	0.00	4,544.25	
							Subtotal for Code: Hire Income		£4,979.87	£0.00	£4,979.87	
							Subtotal for Cost Centre: Town Council Offices Comm		4,979.87	0.00	4,979.87	
TOTALS										£14,593.52	£11,212.97	£25,806.49

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/07/2014 to 31/07/2014)

Cost Centre Administration

Code Number		230 Wages		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank														
406	10/07/2014		Current Account	713344		PAYE	Inland Revenue			Z		505.20	0.00	505.20			
407	10/07/2014		Current Account	713344		NI	Inland Revenue			Z		679.38	0.00	679.38			
415	10/07/2014		Current Account	DD		Wages	SGTC			Z		4,751.36	0.00	4,751.36			
429	10/07/2014		Current Account	DD		Pension E'ee	KCC - LGPS			Z		337.55	0.00	337.55			
430	10/07/2014		Current Account	DD		Pension E'er	KCC - LGPS			Z		636.60	0.00	636.60			
431	10/07/2014		Current Account	DD		Pension Employer Secondary Cont	KCC - LGPS			Z		1,074.07	0.00	1,074.07			
Subtotal for Code: Wages												£7,984.16	£0.00	£7,984.16			

Code Number 232 Photocopier

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
439	17/07/2014		Current Account	DD	Photocopier Usage	KCC - KCS	S	595.35	119.07	714.42
440	17/07/2014		Current Account	DD	Photocopier Rental	KCC - KCS	S	189.76	37.95	227.71
473	31/07/2014		Current Account	713345	Cheque underwritten	KCC - KCS	Z	-40.00	0.00	-40.00
Subtotal for Code: Photocopier								£745.11	£157.02	£902.13

Code Number 233 Stationary, Advertising & Postage

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
380	02/07/2014		Current Account	713335	Stationery	KCC - KCS	S	20.99	4.20	25.19
441	17/07/2014		Current Account	DD	Stationery	KCC - KCS	S	37.35	7.47	44.82
Subtotal for Code: Stationary, Advertising & P								£58.34	£11.67	£70.01

Code Number 234 Telephone / Internet

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
411	10/07/2014		Current Account	DD	Phone Bill - Admin Internet	British Telecom	S	54.00	10.80	64.80
416	10/07/2014		Current Account	DD	Use of Personal Mobiles - TC and f	SGTC	S	20.83	4.17	25.00
459	17/07/2014		Current Account	DD	Phone Bill - Admin Fax Line	British Telecom	S	54.20	10.84	65.04
467	31/07/2014		Current Account	DD	Phone Bill - Admin Line	British Telecom	S	319.42	63.88	383.30
468	31/07/2014		Current Account	DD	Phone Bill - Admin Alarm Line	British Telecom	S	54.00	10.80	64.80
Subtotal for Code: Telephone / Internet								£502.45	£100.49	£602.94

Code Number 235 Mileage Allowance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
417	10/07/2014		Current Account	DD	Mileage	SGTC	S	40.52	1.08	41.60
Subtotal for Code: Mileage Allowance								£40.52	£1.08	£41.60

Code Number 237 Subscriptions / Publications

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
400	10/07/2014		Current Account	713339	Scribe Software Renewal License	Scribe 2000 Ltd	S	367.50	73.50	441.00
Subtotal for Code: Subscriptions / Publication								£367.50	£73.50	£441.00

Code Number 238 Town Mayor's Allowance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

SGTC
Listing of Payments in each Code for All Cost Centres
 (Between 01/07/2014 to 31/07/2014)

379	02/07/2014	Current Account	713334	Mayoral Function				Cllr S P Butterfill	Z	70.00	0.00	70.00	
443	17/07/2014	Current Account	713347	Mayoral Function				Cllr S P Butterfill	Z	30.00	0.00	30.00	
Subtotal for Code: Town Mayor's Allowance											£100.00	£100.00	
Code Number	Date	245 Miscellaneous Expenditure	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
448	17/07/2014	Current Account	713350	Hygiene Services			Cannon	S	34.32	6.86	41.18		
Subtotal for Code: Miscellaneous Expenditure											£34.32	£41.18	
Code Number	Date	249 IT Services	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
402	10/07/2014	Current Account	713342	IT Support & Maintenance			ABC ICT Ltd	S	227.00	45.40	272.40		
Subtotal for Code: IT Services											£227.00	£272.40	
Code Number	Date	250 Handyman (incl. seasonal park sta	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
423	10/07/2014	Current Account	DD	Handyman Wages			SGTC	Z	75.84	0.00	75.84		
Subtotal for Code: Handyman (incl. seasonal											£75.84	£75.84	
Code Number	Date	251 Council Offices Building Maintena	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
401	10/07/2014	Current Account	713341	Lift Maintenance Contract - Quarte			Schindler Ltd	S	385.14	77.03	462.17		
458	17/07/2014	Current Account	DD	Phone Bill - Admin Lift Alarm Line			British Telecom	S	54.10	10.82	64.92		
Subtotal for Code: Council Offices Building M											£439.24	£527.09	
Code Number	Date	253 Gas	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
387	02/07/2014	Current Account	DD	Gas			KCC - Laser	L	119.63	5.98	125.61		
463	31/07/2014	Current Account	DD	Gas			KCC - Laser	L	71.52	3.58	75.10		
Subtotal for Code: Gas											£191.15	£200.71	
Code Number	Date	254 Electricity	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
386	02/07/2014	Current Account	DD	Electricity			KCC - Laser	S	341.88	68.38	410.26		
462	31/07/2014	Current Account	DD	Electricity			KCC - Laser	S	330.75	66.15	396.90		
Subtotal for Code: Electricity											£672.63	£807.16	
Code Number	Date	255 Rates	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
397	02/07/2014	Current Account	DD	NNDR			DBC	Z	2,205.00	0.00	2,205.00		
Subtotal for Code: Rates											£2,205.00	£2,205.00	
Code Number	Date	274 Bank Interest	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
470	31/07/2014	Current Account	DD	Bank Charges			Barclays	Z	8.31	0.00	8.31		
Subtotal for Code: Bank Interest											£8.31	£8.31	
Subtotal for Cost Centre: Administration											13,651.57	627.96	14,279.53

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/07/2014 to 31/07/2014)

Cost Centre		Allotments									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
383	02/07/2014		Current Account	713336	New Padlock - NGB Allotments	Locks N Tools	S	114.84	22.97	137.81	
					Subtotal for Code: Repairs / Maintenance			£114.84	£22.97	£137.81	
					Subtotal for Cost Centre: Allotments			114.84	22.97	137.81	
Cost Centre Church Road Hall											
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
422	10/07/2014		Current Account	DD	Wages	SGTC	Z	424.01	0.00	424.01	
					Subtotal for Code: Wages			£424.01	£0.00	£424.01	
Cost Centre 282 Gas & Electricity											
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
390	02/07/2014		Current Account	DD	Gas	KCC - Laser	L	46.45	2.32	48.77	
466	31/07/2014		Current Account	DD	Gas	KCC - Laser	L	28.16	1.41	29.57	
					Subtotal for Code: Gas & Electricity			£74.61	£3.73	£78.34	
Cost Centre 285 Rates											
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
394	02/07/2014		Current Account	DD	NNDR	DBC	Z	108.00	0.00	108.00	
					Subtotal for Code: Rates			£108.00	£0.00	£108.00	
Cost Centre 287 Miscellaneous Expenditure											
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
446	17/07/2014		Current Account	713350	Hygiene Services	Cannon	S	4.85	0.97	5.82	
					Subtotal for Code: Miscellaneous Expenditure			£4.85	£0.97	£5.82	
					Subtotal for Cost Centre: Church Road Hall			611.47	4.70	616.17	
Cost Centre Grove Car Park											
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
398	02/07/2014		Current Account		NNDR	DBC	Z	334.00	0.00	334.00	
					Subtotal for Code: Rates			£334.00	£0.00	£334.00	
					Subtotal for Cost Centre: Grove Car Park			334.00	0.00	334.00	
Cost Centre Grove Hall											
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
389	02/07/2014		Current Account	DD	Gas	KCC - Laser	L	2.17	0.11	2.28	
465	31/07/2014		Current Account	DD	Gas	KCC - Laser	L	2.10	0.11	2.21	
					Subtotal for Code: Gas & Electricity			£4.27	£0.22	£4.49	
					Subtotal for Cost Centre: Grove Hall			4.27	0.22	4.49	

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/07/2014 to 31/07/2014)

Cost Centre Heritage Community Hall

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
320 Wages										
Vchr. 409	10/07/2014		Current Account	713344	NI	Inland Revenue	Z	90.20	0.00	90.20
Vchr. 419	10/07/2014		Current Account	DD	Wages	SGTC	Z	351.53	0.00	351.53
						Subtotal for Code: Wages		£441.73	£0.00	£441.73

Code Number 322 Gas & Electricity

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
388	02/07/2014		Current Account	DD	Gas	KCC - Laser	L	116.84	5.84	122.68
464	31/07/2014		Current Account	DD	Gas	KCC - Laser	L	68.82	3.44	72.26
						Subtotal for Code: Gas & Electricity		£185.66	£9.28	£194.94

Code Number 323 Cleaning Materials

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
382	02/07/2014		Current Account	713335	Cleaning Materials	KCC - KCS	S	4.36	0.87	5.23
						Subtotal for Code: Cleaning Materials		£4.36	£0.87	£5.23

Code Number 325 Rates

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
395	02/07/2014		Current Account	DD	NNDR	DBC	Z	210.00	0.00	210.00
						Subtotal for Code: Rates		£210.00	£0.00	£210.00

Code Number 326 Water Rates

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
412	10/07/2014		Current Account	DD	Water Rates	Southern Water	Z	60.65	0.00	60.65
						Subtotal for Code: Water Rates		£60.65	£0.00	£60.65

Code Number 327 Miscellaneous Expenditure

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
447	17/07/2014		Current Account	713350	Hygiene Services	Cannon	S	4.51	0.90	5.41
460	17/07/2014		Current Account	DD	Phone Bill	British Telecom	S	39.98	7.99	47.97
						Subtotal for Code: Miscellaneous Expenditure		£44.49	£8.89	£53.38
						Subtotal for Cost Centre: Heritage Community Hall		946.89	19.04	965.93

Cost Centre Knockhall Playing Field

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
80 Rates										
Vchr. 393	02/07/2014		Current Account	DD	NNDR	DBC	Z	32.00	0.00	32.00
						Subtotal for Code: Rates		£32.00	£0.00	£32.00
						Subtotal for Cost Centre: Knockhall Playing Field		32.00	0.00	32.00

Cost Centre Leisure Centre

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
146 Rates & Insurance Rent - DBC										
Vchr. 396	02/07/2014		Current Account	DD	DR	DBC	Z	2,314.00	0.00	2,314.00

SGTC

Listing of Payments in each Code for All Cost Centres (Between 01/07/2014 to 31/07/2014)

Code Number		Date		Bank		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Cost Centre Old Fire Station Cafe																			
380 Wages																			
Vchr.	408	10/07/2014	Current Account	713344	NI	Inland Revenue	Z	18.98	0.00	18.98									
Vchr.	424	10/07/2014	Current Account	DD	Wages	SGTC	Z	772.01	0.00	772.01									
Vchr.	432	10/07/2014	Current Account	DD	Pension E'ee	KCC - LGPS	Z	43.68	0.00	43.68									
Vchr.	433	10/07/2014	Current Account	DD	Pension E'er	KCC - LGPS	Z	94.51	0.00	94.51									
Vchr.	434	10/07/2014	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52	0.00	268.52									
Subtotal for Code: Rates & Insurance Rent - I																£2,314.00	£0.00	£2,314.00	
Subtotal for Cost Centre: Leisure Centre																2,314.00	0.00	2,314.00	
381 Food/Supplies																			
Vchr.	425	10/07/2014	Current Account	DD	Costs to go to Costco	SGTC	S	11.46	2.29	13.75									
Vchr.	450	17/07/2014	Current Account	713351	Food Supplies	99p Store	Z	12.87	0.00	12.87									
Vchr.	451	17/07/2014	Current Account	713351	Food Supplies	Asda Stores Ltd	Z	80.80	0.00	80.80									
Vchr.	452	17/07/2014	Current Account	713351	Cleaning Materials	B&Q	S	4.57	0.91	5.48									
Vchr.	453	17/07/2014	Current Account	713351	Food Supplies	Corner Shop	Z	6.23	0.00	6.23									
Vchr.	454	17/07/2014	Current Account	713351	Newspapers	Corner Shop	Z	19.00	0.00	19.00									
Vchr.	455	17/07/2014	Current Account	713351	Food Supplies	Farmfoods	Z	2.75	0.00	2.75									
Vchr.	456	17/07/2014	Current Account	713351	Food Supplies	Nilla	Z	157.25	0.00	157.25									
Vchr.	457	17/07/2014	Current Account	713351	Food Supplies	Wilkinsons	Z	4.64	0.00	4.64									
Subtotal for Code: Food/Supplies																£299.57	£3.20	£302.77	
382 Furniture, Fixtures & Equipment (i)																			
Vchr.	391	02/07/2014	Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00									
Subtotal for Code: Furniture, Fixtures & Equip																£65.00	£13.00	£78.00	
384 Rates																			
Vchr.	392	02/07/2014	Current Account	DD	NNDR	DBC	Z	144.00	0.00	144.00									
Subtotal for Code: Rates																£144.00	£0.00	£144.00	
386 Cleaning Materials																			
Vchr.	381	02/07/2014	Current Account	713335	Cleaning Materials	KCC - KCS	S	38.18	7.64	45.82									
Subtotal for Code: Cleaning Materials																£38.18	£7.64	£45.82	
390 Miscellaneous Expenditure																			
Vchr.	442	17/07/2014	Current Account	713346	Waste Bin Collection	Vindor Waste Kent Ltd	S	58.80	11.76	70.56									
Subtotal for Code: Miscellaneous Expenditure																£58.80	£11.76	£70.56	

SGTC
Listing of Payments in each Code for All Cost Centres
 (Between 01/07/2014 to 31/07/2014)

Cost Centre		Parks Establishment		Subtotal for Cost Centre: Old Fire Station Cafe			
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
40 Wages							
Vchr.							
404	10/07/2014	Current Account	713344	PAYE	Inland Revenue	Z	753.80
405	10/07/2014	Current Account	713344	NI	Inland Revenue	Z	847.86
420	10/07/2014	Current Account	DD	Wages	SGTC	Z	4,919.77
421	10/07/2014	Current Account	DD	Park Keeper Cover	SGTC	Z	92.76
426	10/07/2014	Current Account	DD	Pension E'ee	KCC - LGPS	Z	271.03
427	10/07/2014	Current Account	DD	Pension E'er	KCC - LGPS	Z	556.07
428	10/07/2014	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	805.56
					Subtotal for Code: Wages		£8,246.85
							£8,246.85
							1,803.25
							35.60
							1,838.85
41 Equipment/Materials							
Vchr.							
384	02/07/2014	Current Account	713337	General Maintenance Supplies	Eden Park (STMS) Ltd	S	85.00
399	10/07/2014	Current Account	713338	General Equipment/Materials	Discount Builders Merchants	S	44.52
403	10/07/2014	Current Account	713343	Dog Bin Disposal	DBC	S	572.00
444	17/07/2014	Current Account	713348	Skip Hire	Pindlen Ltd	S	200.00
445	17/07/2014	Current Account	713349	Plants for Swanscombe Park	DTG Elliott & Son Ltd	S	237.20
					Subtotal for Code: Equipment/Materials		£1,138.72
							£227.74
							102.00
							53.42
							686.40
							240.00
							284.64
							£1,366.46
43 Fuel							
Vchr.							
385	02/07/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	118.52
438	17/07/2014	Current Account	DD	Diesel	Asda Stores Ltd	S	148.84
469	31/07/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	148.10
					Subtotal for Code: Fuel		£415.46
							£83.07
							142.21
							178.60
							177.72
							£498.53
45 Telephone							
Vchr.							
410	10/07/2014	Current Account	DD	Phone Bill - Parks	British Telecom	S	41.73
474	31/07/2014	Current Account	DD	Parks Mobile Phone	O2	S	9.41
					Subtotal for Code: Telephone		£51.14
							£10.22
							50.07
							11.29
							£61.36
47 Water Rates							
Vchr.							
413	10/07/2014	Current Account	DD	Water Rates	Southern Water	Z	271.34
					Subtotal for Code: Water Rates		£271.34
							0.00
							£0.00
							£271.34
48 Gas/Electricity							
Vchr.							
461	17/07/2014	Current Account	DD	Electricity - Bowls Pavilion	EDF Energy	Z	40.00
					Subtotal for Code: Gas/Electricity		£40.00
							0.00
							£40.00

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/07/2014 to 31/07/2014)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
51 Knockhall Changing Rooms										
Vchr.	17/07/2014	449	Current Account	713350	Hygiene Services	Cannon	S	23.79	4.76	28.55
Subtotal for Code: Knockhall Changing Room: £28.55										
54 Trees										
Vchr.	31/07/2014	472	Current Account		Insurance Claim Settlement - Trees	Zurich Municipal	Z	-1,395.00	0.00	-1,395.00
Subtotal for Code: Trees £-1,395.00										
Subtotal for Cost Centre: Parks Establishment 8,792.30 325.79 9,118.09										
Cost Centre Public Lighting										
1 Supply & Maintenance										
Vchr.	10/07/2014	414	Current Account	DD	Electricity - Street Lighting	E-on	L	70.82	3.54	74.36
Subtotal for Code: Supply & Maintenance £70.82 £3.54 £74.36										
3 Christmas Lighting										
Vchr.	31/07/2014	471	Current Account		Refund for Christmas Lighting Elec	EDF Energy	Z	-21.65	0.00	-21.65
Subtotal for Code: Christmas Lighting £-21.65 £0.00 £-21.65										
Subtotal for Cost Centre: Public Lighting 49.17 3.54 52.71										
Cost Centre Town Council Offices Community Hall										
360 Wages										
Vchr.	10/07/2014	418	Current Account	DD	Wages	SGTC	Z	415.17	0.00	415.17
Vchr.	10/07/2014	435	Current Account	DD	Pension E'ee	KCC - LGPS	Z	24.16	0.00	24.16
Vchr.	10/07/2014	436	Current Account	DD	Pension E'er	KCC - LGPS	Z	52.28	0.00	52.28
Vchr.	10/07/2014	437	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	268.52	0.00	268.52
Subtotal for Code: Wages £760.13 £0.00 £760.13										
Subtotal for Cost Centre: Town Council Offices Comm 760.13 0.00 760.13										
TOTALS £29,413.89 £1,039.82 £30,453.71										

This page is intentionally left blank

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Balanced to: 31/7/14
 By the Responsible
 Financial Officer (RFO)

AGENDA ITEM 7
FCL 4/9/14

Cost Centre Public Lighting

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
1	Supply & Maintenance				2,375.00	933.63	1,441	1,441
2	All Night Lighting							
3	Christmas Lighting				2,550.00	-21.65	2,572	2,572
4	Repairs				1,100.00		1,100	1,100
5	Long Term Financial Risks				1,450.00		1,450	1,450
6	Income	1.15		-1				-1
7	Long Term Maintenance				500.00		500	500
SUB TOTAL		1.15		-1	7,975.00	911.98	7,063	7,062

Cost Centre Grove Car Park

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
20	Rates				3,450.00	1,340.10	2,110	2,110
21	Repairs & Maintenance				50.00		50	50
2	Long Term Financial Risks				6,340.00		6,340	6,340
23	Long Term Maintenance				200.00		200	200
SUB TOTAL					10,040.00	1,340.10	8,700	8,700

Cost Centre Craylands Lane Car Park

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
30	Rates							
31	Repairs & Maintenance							
32	Long Term Financial Risks							
SUB TOTAL								

Cost Centre Parks Establishment

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
40	Wages				101,000.00	31,469.73	69,530	69,530
41	Equipment/Materials				38,160.00	9,625.90	28,534	28,534
42	New Grounds Maintenance Et							
	Fuel				4,675.00	1,254.61	3,420	3,420
44	Fencing				5,000.00	8.33	4,992	4,992
45	Telephone				525.00	170.53	354	354
46	Vehicles				2,725.00	6,182.85	-3,458	-3,458
47	Water Rates				2,650.00	-678.46	3,328	3,328
48	Gas/Electricity				2,850.00	846.59	2,003	2,003
49	Playground Equipment & Mair				11,000.00	745.10	10,255	10,255
50	Staff Training				500.00		500	500
51	Knockhall Changing Rooms				300.00	47.58	252	252
52	Parks Works Area				800.00	475.00	325	325
53	Vandalism				600.00		600	600
54	Trees				5,065.00	-1,395.00	6,460	6,460
55	New Recreational Facilities							
56	Unexpected/Emergency Work				3,000.00	500.00	2,500	2,500
57	Long Term Financial Risks				9,725.00		9,725	9,725
58	Basketball Court							
59	Long Term Maintenance							
65	Miscellaneous Income	1,000.00		-1,000				-1,000
66	Reserve Fund							
SUB TOTAL		1,000.00		-1,000	188,575.00	49,252.76	139,322	138,322

SGTC

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre Swanscombe Park

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
70	Bowls Pavilion Maintenance							
71	Long Term Financial Risks				3,680.00		3,680	3,680
75	Bowls Income	2,218.00	2,939.32	721				721
76	Tennis Income							
77	Five-a-Side Income							
78	Hire Charges							
79	Long Term Maintenance				650.00		650	650
SUB TOTAL		2,218.00	2,939.32	721	4,330.00		4,330	5,051

Cost Centre Knockhall Playing Field

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
80	Rates				132.00	127.17	5	5
81	Long Term Financial Risks				6,050.00		6,050	6,050
85	Football	2,800.00	2,120.00	-680				0
SUB TOTAL		2,800.00	2,120.00	-680	6,182.00	127.17	6,055	5,375

Cost Centre Broomfield Sports Ground

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
90	Long Term Financial Risks				7,160.00		7,160	7,160
95	Football Income	5,280.00	4,245.00	-1,035				-1,035
96	Cricket Income	1,790.00	1,800.00	10				10
97	Miscellaneous Income							
98	Long Term Maintenance				500.00		500	500
SUB TOTAL		7,070.00	6,045.00	-1,025	7,660.00		7,660	6,635

Cost Centre Heritage Park

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
100	Maintenance/Rent				500.00	12.50	488	488
101	Water Supply							
102	Fencing							
103	Changing Facilities							
104	Long Term Financial Risks				1,250.00		1,250	1,250
SUB TOTAL					1,750.00	12.50	1,738	1,738

Cost Centre St Peter & St Paul's Churchyard

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
110	Maintenance				1,500.00		1,500	1,500
SUB TOTAL					1,500.00		1,500	1,500

Cost Centre Other Projects

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
121	General Projects (inc. Summe				1,500.00		1,500	1,500
123	Long Term Financial Risks							
128	Miscellaneous Income							
SUB TOTAL					1,500.00		1,500	1,500

SGTC

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre Leisure Centre

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
140	Wages							
141	Wages - Cleaners							
142	Administration							
143	Advertising							
144	Maintenance							
145	Cleaning Equipment & Materis							
146	Rates & Insurance Rent - DBC				23,745.00	9,252.00	14,493	14,493
147	Water, Gas & Electricity							
148	Insurance							
149	Telephone							
150	Miscellaneous							
151	Equipment							
152	Coaching Fees							
153	Staff Training							
4	Leases - Fitness Equipment							
155	Management Fee				61,300.00	15,325.00	45,975	45,975
165	General Income							
166	Sports Hall Income							
167	Fitness Suite Income							
168	Membership Income							
169	Function Deposits							
170	Miscellaneous Income							
SUB TOTAL					85,045.00	24,577.00	60,468	60,468

Cost Centre Thames Bar

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
180	Wages - Cleaners							
181	Supplies							
182	Food							
183	Leased Equipment							
184	Miscellaneous							
185	Bar Sales							
191	Food Sales							
192	Miscellaneous							
SUB TOTAL								

Cost Centre Squash Courts

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
200	Maintenance				1,500.00		1,500	1,500
201	Long Term Financial Risks				965.00		965	965
205	Squash Income							
SUB TOTAL					2,465.00		2,465	2,465

Cost Centre Allotments

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
210	Rents / Licences				200.00		200	200
211	Repairs / Maintenance				150.00	114.84	35	35
212	Water Supply							
213	Long Term Financial Risks				2,135.00		2,135	2,135
218	Rent Income	1,540.00	1,628.70	89				89

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

SUB TOTAL		1,540.00	1,628.70	89	2,485.00	114.84	2,370	2,459
Cost Centre Administration								
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
230	Wages				116,858.90	33,170.89	83,688	83,688
231	Furniture, Fixtures & Fittings				5,241.10	448.33	4,793	4,793
232	Photocopier				1,525.00	945.69	579	579
233	Stationary, Advertising & Post:				1,775.00	544.02	1,231	1,231
234	Telephone / Internet				2,800.00	1,255.27	1,545	1,545
235	Mileage Allowance				700.00	159.56	540	540
236	Insurance				14,950.00	13,614.37	1,336	1,336
237	Subscriptions / Publications				3,450.00	3,142.75	307	307
238	Town Mayor's Allowance				1,400.00	248.04	1,152	1,152
239	Civic Reception				1,400.00	769.46	631	631
240	Chairs of Office				250.00	244.00	6	6
241	Legal Fees				4,000.00		4,000	4,000
242	External Audit Fees				1,300.00		1,300	1,300
243	Internal Audit Fees				250.00	125.00	125	125
244	Section 137 Donations				1,700.00	450.00	1,250	1,250
245	Miscellaneous Expenditure				1,500.00	161.40	1,339	1,339
246	Election Expenses				3,000.00		3,000	3,000
247	Staff Training				500.00	280.00	220	220
248	Member Training				200.00		200	200
249	IT Services				3,150.00	3,208.00	-58	-58
250	Handyman (incl. seasonal par				1,000.00	94.78	905	905
251	Council Offices Building Maint				12,000.00	4,631.20	7,369	7,369
252	Water Rates				700.00	391.46	309	309
253	Gas				2,350.00	908.80	1,441	1,441
254	Electricity				4,000.00	1,593.79	2,406	2,406
255	Rates				22,630.00	8,821.50	13,809	13,809
256	Long Term Financial Risks				36,758.00		36,758	36,758
270	Photocopier Income							
271	Miscellaneous Income		1,010.00	1,010				1,010
272	Precept	488,991.00	244,496.00	-244,495				-244,495
273	Section 136	23,508.00	11,754.00	-11,754				-11,754
274	Bank Interest	425.00	140.78	-284		53.03	-53	-337
275	Long Term Maintenance				7,875.00		7,875	7,875
276	Government CTax Grant	48,701.00	24,351.00	-24,350				-24,350
SUB TOTAL		561,625.00	281,751.78	-279,873	253,263.00	75,261.34	178,002	-101,872
Cost Centre Church Road Hall								
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
280	Wages				4,850.00	1,519.54	3,330	3,330
281	Repairs & Maintenance				1,500.00	1,152.61	347	347
282	Gas & Electricity				1,325.00	401.41	924	924
283	Cleaning Materials				85.00		85	85
284	Furniture, Fixtures & Fittings				50.00		50	50
285	Rates				1,120.00	435.30	685	685
287	Miscellaneous Expenditure				80.00	19.40	61	61
288	Long Term Financial Risks				3,240.00		3,240	3,240
295	Hire Income	1,000.00	1,687.75	688				688
299	Long Term Maintenance				1,945.00		1,945	1,945
SUB TOTAL		1,000.00	1,687.75	688	14,195.00	3,528.26	10,667	11,354

SGTC

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre Grove Hall

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
300	Wages							
301	Repairs & Maintenance				100.00	5.00	95	95
302	Gas & Electricity				235.00	51.94	183	183
303	Cleaning Materials							
304	Furniture, Fixtures & Fittings							
305	Rates							
306	Water Rates							
307	Miscellaneous Expenditure							
308	Long Term Financial Risks							
315	Hire Income							
SUB TOTAL					335.00	56.94	278	278

Cost Centre Heritage Community Hall

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
320	Wages				5,550.00	1,768.52	3,781	3,781
321	Repairs & Maintenance				1,500.00	1,804.88	-305	-305
322	Gas & Electricity				2,310.00	973.32	1,337	1,337
323	Cleaning Materials				275.00	41.01	234	234
324	Furniture, Fixtures & Fittings				3,500.00		3,500	3,500
325	Rates				2,160.00	835.95	1,324	1,324
326	Water Rates				375.00	175.07	200	200
327	Miscellaneous Expenditure				325.00	114.66	210	210
328	Long Term Financial Risks				1,975.00		1,975	1,975
329	Long Term Maintenance Requ				2,350.00		2,350	2,350
335	Hire Income	17,320.00	4,491.87	-12,828				-12,828
SUB TOTAL		17,320.00	4,491.87	-12,828	20,320.00	5,713.41	14,607	1,778

Cost Centre Sports Pavilion

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
340	Gas & Electricity				250.00	501.42	-251	-251
	Water Rates				425.00		425	425
342	Maintenance & Cleaning Cont				1,250.00	800.00	450	450
343	Rates							
344	Building Insurance				1,950.00	1,856.51	93	93
345	Miscellaneous Expenditure				9,500.00		9,500	9,500
346	Long Term Financial Risks							
350	Rent Income	16,416.00	5,472.00	-10,944				-10,944
SUB TOTAL		16,416.00	5,472.00	-10,944	13,375.00	3,157.93	10,217	-727

Cost Centre Town Council Offices Community

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
360	Wages				7,250.00	2,861.18	4,389	4,389
361	Repairs & Maintenance				400.00	10.00	390	390
362	Furniture, Fixtures & Fittings				75.00		75	75
363	Cleaning Materials				255.00	45.33	210	210
364	Miscellaneous Expenditure				50.00		50	50
365	Long Term Financial Risks				19,050.00		19,050	19,050
370	Hire Income	25,200.00	12,815.00	-12,385				-12,385
SUB TOTAL		25,200.00	12,815.00	-12,385	27,080.00	2,916.51	24,163	11,778

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre								
Old Fire Station Cafe		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
380	Wages				16,750.00	4,616.27	12,134	12,134
381	Food/Supplies				4,000.00	1,252.83	2,747	2,747
382	Furniture, Fixtures & Equipme				500.00	324.15	176	176
383	Advertising				100.00		100	100
384	Rates				1,485.00	572.55	912	912
385	Electricity & Water				1,900.00	-34.42	1,934	1,934
386	Cleaning Materials				100.00	44.00	56	56
387	DBC Maintenance Service Ch				2,000.00	1,268.06	732	732
388	Telephone / Internet				900.00	241.91	658	658
389	Maintenance				500.00	52.50	448	448
390	Miscellaneous Expenditure				1,325.00	238.74	1,086	1,086
391	Long Term Financial Risks				2,950.00		2,950	2,950
392	Rent DBC							
393	Long Term Maintenance				500.00		500	500
395	Cafe Income	6,800.00	2,072.01	-4,728				3
	SUB TOTAL	6,800.00	2,072.01	-4,728	33,010.00	8,576.59	24,433	19,705
Cost Centre								
Bus Shelters		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
400	Mainenance							
401	Long Term Financial Risks							
405	Miscellaneous Income							
	SUB TOTAL							
NET TOTAL		642,990.15	321,023.43	-321,967	681,085.00	175,547.33	505,538	183,571
V.A.T.			20,185.65			12,379.72		
GROSS TOTAL			341,209.08			187,927.05		

Graham Blew

From: Project Manager <Projectmanager@dartfordcab.cabnet.org.uk>
Sent: 25 June 2014 15:20
To: Graham Blew
Subject: Application for funding
Attachments: Swanscombe St Marys Outreach application.doc

Good afternoon Graham

I have attached as promised an application for funding from Swanscombe and Greenhithe Town council for the St Marys Community Café project.

I understand this will not be considered until September

Thanks

*Mandy Dabb
Project Manager
Advice Service Dartford
Dartford Citizens Advice Bureau
Trinity Resource Centre
Dartford DA1 1DE
Contact number professionals only: 01322 270947*

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

This page is intentionally left blank



APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.


(Please complete using BLACK INK).

1. Name and full address of Organisation:	Dartford Citizens Advice Bureau Trinity Resource Centre High Street Dartford DA1 1DE
2. Amount of funding requested.	£500
3. Name and contact details of applicant (this is the address the Town Council will use for all correspondences):	Mandy Dabb Project Manager Dartford Citizens Advice Bureau Trinity Resource Centre High Street Dartford Kent DA1 1DE projectmanager@dartfordcab.cabnet.org.uk
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	We are an advice providing organisation established since 1949 servicing a diverse community in the Dartford area. We specialise in the provision of advice regarding debt, housing, welfare benefits and employment.
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	We have a total of 35 volunteers both trustees and volunteers of these 6 are residence of Swanscombe and Greenhithe.
6. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe.	We provide an outreach service within Swanscombe and Greenhithe operating from The Old Fire station Café . This service is free and available to all residence. There is a high demand for this service and particularly for those with mobility and financial constraints an outreach venue in Greenhithe would complement the service we already provide . .
7. Please supply details of how the funding applied for will be used (please include total costs of projects, project plans, quoted costs etc.).No works/purchases can be made until any applications have been considered by the Town Council. Retrospective applications will NOT be considered.	The funding would be used to provide a outreach service 1 day a month at St Marys community café Greenhithe. We will provide a highly skilled advisor for a face to face session; this will include making telephone calls, writing letters seeking specialist advice. This will be match funded by Dartford CAB , we have also applied to KCC Members grants to fund another day a month.
8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.	Swanscombe and Greenhithe Town Council £500 year 2011-12 Swanscombe and Greenhithe Town Council via KCC £1662 year 2011-12 Swanscombe and Greenhithe Town Council via KCC £2000 year 2011-2012 .



APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK).

9. Name of organisation that cheques should be made out (cheques are unable to be made out to individuals).	Dartford Citizens Advice Bureau
10. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed:  Dated: 25/6/14

Please use a separate sheet if necessary clearly numbering the relevant section.

From: Simon Evans <info@abcict.co.uk>
Sent: 14 July 2014 14:26
To: Graham Blew
Subject: Anti Spam software for your server

AGENDA ITEM

10

Dear Graham,

As you are probably aware, security on the internet and the rules around sending emails (especially bulk emails) are coming under close scrutiny and are in the process of having more restrictions placed upon them by both the UK government and Internet Service Providers (ISPs) and this is beginning to have an impact as many of our customers are getting their domains temporarily blacklisted; resulting in some downtime for email sending and delivery. We have been experimenting with sending your emails through a number of our own hosted gateways but even these are now getting occasionally blacklisted too.

We have come up with a good solution (which is also going to reduce the amount of spam you are receiving too). Our solution is to integrate a managed spam filter service which also routes all your emails going into and coming out of your email system. This is a service provided by AVG. You will also probably be using their business antivirus solution on your PCs already. This will mean that all your incoming and outgoing mail will be securely managed by the AVG antispam servers which will also increase the 'online reputation' of your domain based emails as they will now be routed via AVG's security gateway. Also, the service will greatly mitigate exposure to the new wave of dangerous mailing viruses (such as cryptolocker) as it filters all inbound mail for viruses before they are passed through to your network.

However, this service does come at a small price; namely £1 (plus VAT) per user per month but unless we add this service to your email system, you are going to see more and more emails getting bounced back to you and more occasions when your domain will be blacklisted (albeit temporarily). Please note that we will not be charging any setup fee for this service (even though it will involve a considerable amount of additional work on our part).

Hopefully, this is OK with you. I'd be grateful if you could let me know via email or phone call if you are happy for us to go ahead with this.

Regards,

Simon



ABC COMPUTERS

81 Barnehurst Road, Bexleyheath, Kent DA7 6HD

www.abcict.co.uk

01322 333344

info@abcict.co.uk

The information contained within this e-mail is intended only for the addressee(s) and any files transmitted with it may be confidential and/or legally privileged. If this message is not intended for you it must not be read, copied or used by you or disclosed to any other party and its unauthorised use is strictly prohibited and may be unlawful. In the event that this message has been received in error please inform the sender immediately and delete the email and any files transmitted with it. ABC ICT Limited believe that this message and any attachments are free from any virus or other fault which may affect a computer system by which it is received but we cannot protect items transmitted over unsecured external networks. It is the ultimate responsibility of the recipient to ensure that this mail is virus free and no liability is accepted by ABC ICT Limited for any loss or damage

This page is intentionally left blank

20 AUG 2014

Local Councils in England

Annual return for the financial year ended 31 March 2014

AGENDA ITEM

EGP 4/A/14

13

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2014.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2014, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do not send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2014.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

SWANSCOMBE & GREENHITHE TOWN COUNCIL Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance		
	31 March 2013 £	31 March 2014 £			
1 Balances brought forward	133131	186914	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.		
2 (+) Annual precept	435524	482458	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	146538	166139	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	239437	234933	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.		
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
6 (-) All other payments	288842	282428	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
7 (=) Balances carried forward	186914	318150	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)		
8 Total cash and short term investments	164327	295433	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.		
9 Total fixed assets plus other long term investments and assets	4918637	4713752	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March		
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
11 Disclosure note Trust funds (including charitable)	yes	no	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 21/05/2014

I confirm that these accounting statements were approved by the council on this date:

21/05/2012

and recorded as minute reference:

2/14-15

Signed by Chair of the meeting approving these accounting statements.

SP Butterfield

Date 21/05/2014

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no	NA
		✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated 22/14-15
21/05/14

Signed by:

Chair: *S J Butterwell*
dated 21/05/14

Signed by:

Clerk: *[Signature]*
dated 21/05/2014

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 3 – External auditor certificate and opinion 2013/14

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

SWANSLÖMBE AND GREENHITHE TOWN COUNCIL Council/Meeting

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report (ACKE0278)

On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the Council:

- The Annual Return was not fully completed before submission for audit. Section 1, Box 11 of the Annual Return has not been completed.

External auditor signature Mr Littlejohn LLP

External auditor name PKF Littlejohn LLP Date 19-8-14

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

Section 4 – Annual internal audit report 2013/14 to

SWANSCOMBE AND GREENHITHE TOWN

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	YES		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES		
H Asset and investments registers were complete and accurate and properly maintained.	YES		
I Periodic and year-end bank account reconciliations were properly carried out.	YES		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	YES		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
			N/A

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

-

Name of person who carried out the internal audit: KEVIN FUNNELL, F.M.A.A.T.

Signature of person who carried out the internal audit: K. Funnell Date 8 MAY 2014

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2013/14 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2013) equals the balance brought forward in the current year (Box 1 of 2014).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2014 agreed to Box 8?	✓
Sections 1 and 2	An explanation of any difference between Box 7 and Box 8 is provided?	✓
	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Section 2	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 4	All green boxes completed by internal audit and explanations provided?	✓

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk