

AGENDA ITEM



REG 10/3/16

SGTC TRANSFERS - DECEMBER 2015

Date	Desc	From	To	Amount
03/12/2015	Bank to Bank Transfer	Active Saver 1	Current Account	7,683.18
09/12/2015	Bank to Bank Transfer	Active Saver 1	Current Account	26,706.30
07/12/2015	Bank to Bank Transfer	Active Saver 1	Active Saver 1 - Treasury Deposit	330,000.00
17/12/2015	Bank to Bank Transfer	Active Saver 1	Current Account	24,428.43
07/12/2015	Bank to Bank Transfer	Active Saver 2	Active Saver 2 - Treasury Deposit	294,988.31
07/12/2015	Bank to Bank Transfer	Active Saver 2	Active Saver 1	77.34
		Total		683,883.56

SGTC
TRANSFERS - JANUARY 2016

Date	Desc	From	T	Amount
07/01/2016	Bank to Bank Transfer	Active Saver 1	Current Account	27,717.03
11/01/2016	Bank to Bank Transfer	Current Account	Active Saver 1	8,000.00
12/01/2016	Bank to Bank Transfer	Current Account	Active Saver 1	9,000.00
13/01/2016	Bank to Bank Transfer	Active Saver 1	Current Account	1,770.75
20/01/2016	Bank to Bank Transfer	Active Saver 1	Current Account	5,071.87
04/01/2016	Bank to Bank Transfer	Active Saver 2	Active Saver 1	385.00
07/01/2016	Bank to Bank Transfer	Active Saver 1 - Treasury Deposit	Active Saver 1	330,000.00
07/01/2016	Bank to Bank Transfer	Active Saver 1	Active Saver 1 - Treasury Deposit	260,000.00
07/01/2016	Bank to Bank Transfer	Active Saver 2	Active Saver 1	72.66
07/01/2016	Bank to Bank Transfer	Active Saver 2 - Treasury Deposit	Active Saver 2	294,988.31
08/01/2016	Bank to Bank Transfer	Active Saver 2	Active Saver 2 - Treasury Deposit	294,988.31
			Total.....	1,231,993.93

**SGTC
TRANSFERS - FEBRUARY 2016**

Date	Desc	From	T	Amount
04/02/2016	Bank to Bank Transfer	Active Saver 1	Current Account	3,608.12
10/02/2016	Bank to Bank Transfer	Active Saver 1	Current Account	41,108.76
16/02/2016	Bank to Bank Transfer	Current Account	Active Saver 1	8,000.00
17/02/2016	Bank to Bank Transfer	Active Saver 1	Current Account	19,299.68
08/02/2016	Bank to Bank Transfer	Active Saver 1	Active Saver 1 - Treasury Deposit	240,000.00
08/02/2016	Bank to Bank Transfer	Active Saver 1	Active Saver 1	260,000.00
08/02/2016	Bank to Bank Transfer	Active Saver 2	Active Saver 1	75.16
08/02/2016	Bank to Bank Transfer	Active Saver 2 - Treasury Deposit	Active Saver 2	294,988.31
08/02/2016	Bank to Bank Transfer	Active Saver 2	Active Saver 2 - Treasury Deposit	294,988.31
08/02/2016	Bank to Bank Transfer	Active Saver 2	Active Saver 2 - Treasury Deposit	1,162,068.34
		Total.....		1,162,068.34

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SGTC

Listing of Receipts in each Code for All Cost Centres
(Between 01/12/2015 to 31/12/2015)

Cost Centre Town Council Offices Community Hall										Subtotal for Code: Rent Income	£1,395.36	£0.00	£1,395.36
Code Number 370 Hire Income										Subtotal for Cost Centre: Sports Pavilion	1,395.36	0.00	1,395.36
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
149	03/12/2015		Active Saver 1	DC	Hall Hire	North Kent Karate	Z	333.00	0.00	333.00			
150	15/12/2015		Active Saver 1	DC	Hall Hire	DBC	Z	108.00	0.00	108.00			
152	15/12/2015		Active Saver 1	DC	Hall Hire	WeightWatchers	Z	144.00	0.00	144.00			
155	23/12/2015		Current Account		Hall Hire	Collins	Z	84.00	0.00	84.00			
158	23/12/2015		Current Account		Hall Hire	Cygnets	Z	2,120.00	0.00	2,120.00			
160	23/12/2015		Current Account		Hall Hire	Family Fellowship	Z	234.00	0.00	234.00			
168	22/12/2015		Active Saver 1		Hall Hire	Walk Tall	Z	180.00	0.00	180.00			
Subtotal for Code: Hire Income										£3,203.00	£0.00	£3,203.00	
Subtotal for Cost Centre: Town Council Offices Comr										3,203.00	0.00	3,203.00	

Cost Centre Old Fire Station Cafe										Subtotal for Code: Cafe Income	£553.08	£138.27	£691.35
Code Number 395 Cafe Income										Subtotal for Cost Centre: Old Fire Station Cafe	553.08	138.27	£691.35
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
154	23/12/2015		Current Account		Food Sales	Old Fire Station Cafe	S	553.08	138.27	691.35			
Subtotal for Code: Cafe Income										£553.08	£138.27	£691.35	
Subtotal for Cost Centre: Old Fire Station Cafe										553.08	138.27	691.35	
TOTALS										£7,933.25	£138.27	£8,071.52	

SGTC

Listing of Payments in each Code for All Cost Centres (Between 01/12/2015 to 31/12/2015)

Cost Centre Public Lighting

Code Number		1 Supply & Maintenance		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Cheq. No.											
945	10/12/2015		Current Account	713880	Street Lighting Maintenance	Streelights		S		790.50	158.10		948.60		
957	10/12/2015		Current Account	DD	Electricity - Street Lighting	E-on		L		70.54	3.53		74.07		
Subtotal for Code: Supply & Maintenance										£861.04	£161.63		£1,022.67		

Code Number 3 Christmas Lighting

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
981	17/12/2015		Active Saver 1	DC	KCC Funding Contribution	Kent County Council	Z	-1,000.00	0.00	-1,000.00		
Subtotal for Code: Christmas Lighting										£-1,000.00	£0.00	£-1,000.00
Subtotal for Cost Centre: Public Lighting										-138.96	161.63	22.67

Cost Centre Grove Car Park

Code Number		20 Rates		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Cheq. No.											
1000	17/12/2015		Current Account	DD	NNDR	DBC		Z		341.00	0.00		341.00		
Subtotal for Code: Rates										£341.00	£0.00	£341.00			
Subtotal for Cost Centre: Grove Car Park										341.00	0.00	341.00			

Cost Centre Parks Establishment

Code Number		40 Wages		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Cheq. No.											
936	10/12/2015		Current Account	713878	PAYE	Inland Revenue		Z		526.40	0.00		526.40		
937	10/12/2015		Current Account	713878	NI	Inland Revenue		Z		786.87	0.00		786.87		
958	10/12/2015		Current Account	DC	Pension E'ee	KCC - LGPS		Z		139.19	0.00		139.19		
959	10/12/2015		Current Account	DC	Pension E'er	KCC - LGPS		Z		254.82	0.00		254.82		
960	10/12/2015		Current Account	DC	Pension Employer Secondary Cont	KCC - LGPS		Z		357.15	0.00		357.15		
975	10/12/2015		Current Account	DD	Wages	SGTC		Z		5,353.13	0.00		5,353.13		
982	17/12/2015		Active Saver 1	DC	Overpaid Wages	Arnold		Z		-277.05	0.00		-277.05		
Subtotal for Code: Wages										£7,140.51	£0.00	£7,140.51			

Code Number 41 Equipment/Materials

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
909	03/12/2015		Current Account	713871	General Equipment/Materials	Discount Builders Merchants	S	70.34	14.07	84.41
910	02/12/2015		Current Account	713872	Flags for Flag Pole Swanscombe P	Zephyr	S	97.95	19.59	117.54
911	03/12/2015		Current Account	713873	Skip Hire	Pinden Ltd	S	205.00	41.00	246.00
912	02/12/2015		Current Account	713874	Gang Mowing	KCC Landscape Services	S	4,192.50	838.50	5,031.00
913	03/12/2015		Current Account	713875	Strimming - All Sites	Parsons	Z	400.00	0.00	400.00
914	03/12/2015		Current Account	713876	Parks Clothing	Petty Cash	S	9.98	1.99	11.97
915	03/12/2015		Current Account	713876	General Equipment/Materials	Petty Cash	S	43.32	8.66	51.98
934	10/12/2015		Current Account	713877	Padlocks and Keys	Locks N Tools	S	126.30	25.27	151.57
946	10/12/2015		Current Account	713881	Sports Grounds Maintenance Supp	Eden Park (STMS) Ltd	S	383.75	76.75	460.50

SGTC
Listing of Payments in each Code for All Cost Centres
 (Between 01/12/2015 to 31/12/2015)

949	10/12/2015	Current Account	713884	Back Pack Blower	Ernest Doe & Sons Ltd	S	406.66	81.33	487.99
950	10/12/2015	Current Account	713884	Parks Equipment	Ernest Doe & Sons Ltd	S	12.00	2.40	14.40
951	10/12/2015	Current Account	713884	Parks Clothing	Ernest Doe & Sons Ltd	S	48.25	9.65	57.90
983	17/12/2015	Current Account	713887	Parks Clothing	Mike Tester	S	57.40	11.48	68.88
987	17/12/2015	Current Account	713891	Attempted Repair - Backpack Blower	FL Machinery	Z	25.00	0.00	25.00
1005	23/12/2015	Current Account		Insurance Settlement - Blower	Zurich Municipal	Z	-331.66	0.00	-331.66
Subtotal for Code: Equipment/Materials							£5,746.79	£1,130.69	£6,877.48

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
43 Fuel									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier <td>Vat Type</td> <td>Net</td> <td>Vat</td> <td>Total</td>	Vat Type	Net	Vat	Total
930	03/12/2015	Current Account	DD	Fuel	Asda Stores Ltd (Alistar)	S	94.90	18.97	113.87
956	10/12/2015	Current Account	DD	Fuel	Asda Stores Ltd (Alistar)	S	5.90	1.18	7.08
995	17/12/2015	Current Account	DD	Fuel	Asda Stores Ltd (Alistar)	S	74.77	14.96	89.73
Subtotal for Code: Fuel							£175.57	£35.11	£210.68

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
45 Telephone									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier <td>Vat Type</td> <td>Net</td> <td>Vat</td> <td>Total</td>	Vat Type	Net	Vat	Total
1004	17/12/2015	Current Account	DD	Mobile Phone Top Up Voucher	O2	S	9.87	1.97	11.84
Subtotal for Code: Telephone							£9.87	£1.97	£11.84

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
46 Vehicles									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier <td>Vat Type</td> <td>Net</td> <td>Vat</td> <td>Total</td>	Vat Type	Net	Vat	Total
984	17/12/2015	Current Account	713888	Van Repairs	Monarch Autos	S	266.55	53.31	319.86
Subtotal for Code: Vehicles							£266.55	£53.31	£319.86

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
47 Water Rates									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier <td>Vat Type</td> <td>Net</td> <td>Vat</td> <td>Total</td>	Vat Type	Net	Vat	Total
932	03/12/2015	Current Account	DD	Water Rates - Swanscombe Park	Southern Water	Z	157.84	0.00	157.84
Subtotal for Code: Water Rates							£157.84	£0.00	£157.84

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
49 Playground Equipment & Mainteni									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier <td>Vat Type</td> <td>Net</td> <td>Vat</td> <td>Total</td>	Vat Type	Net	Vat	Total
1006	23/12/2015	Current Account		Insurance Settlement - B/Field Spr	Zurich Municipal	Z	-1,763.00	0.00	-1,763.00
Subtotal for Code: Playground Equipment & Mainteni							£-1,763.00	£0.00	£-1,763.00
Subtotal for Cost Centre: Parks Establishment							11,734.13	1,221.08	12,955.21

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
100 Maintenance/Rent									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier <td>Vat Type</td> <td>Net</td> <td>Vat</td> <td>Total</td>	Vat Type	Net	Vat	Total
944	10/12/2015	Current Account	713879	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

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
146 Rates & Insurance Rent - DBC									
Vchr.	Minute	Bank	Cheq. No.	Description	Supplier <td>Vat Type</td> <td>Net <td>Vat</td> <td>Total</td> </td>	Vat Type	Net <td>Vat</td> <td>Total</td>	Vat	Total

SGTC
Listing of Payments in each Code for All Cost Centres
 (Between 01/12/2015 to 31/12/2015)

Cost Centre Town Council Offices Community Hall

Code Number		360 Wages		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank														
943	10/12/2015		Current Account	713878	NI		Inland Revenue		Z				-7.96	0.00			-7.96
967	10/12/2015		Current Account	DC	Pension E'ee		KCC - LGPS		Z				29.98	0.00			29.98
968	10/12/2015		Current Account	DC	Pension E'er		KCC - LGPS		Z				64.86	0.00			64.86
969	10/12/2015		Current Account	DC	Pension Employer Secondary Cont		KCC - LGPS		Z				357.15	0.00			357.15
973	10/12/2015		Current Account	DD	Wages		SGTC		Z				508.38	0.00			508.38
Subtotal for Code: Wages													£952.41	£0.00			£952.41

Code Number 363 Cleaning Materials

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
990	17/12/2015		Current Account	713893	Cleaning Materials	KCC - KCS	S	31.33	6.27	37.60
Subtotal for Code: Cleaning Materials								£31.33	£6.27	£37.60
Subtotal for Cost Centre: Town Council Offices Commr								983.74	6.27	990.01

Cost Centre Old Fire Station Cafe

Code Number		380 Wages		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank														
940	10/12/2015		Current Account	713878	NI		Inland Revenue		Z				1.44	0.00			1.44
964	10/12/2015		Current Account	DC	Pension E'ee		KCC - LGPS		Z				39.81	0.00			39.81
965	10/12/2015		Current Account	DC	Pension E'er		KCC - LGPS		Z				86.13	0.00			86.13
966	10/12/2015		Current Account	DC	Pension Employer Secondary Cont		KCC - LGPS		Z				357.15	0.00			357.15
977	10/12/2015		Current Account	DD	Wages		SGTC		Z				1,094.87	0.00			1,094.87
Subtotal for Code: Wages													£1,579.40	£0.00			£1,579.40

Code Number 381 Food/Supplies

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
922	03/12/2015		Current Account	713876	Food Supplies	Asda Stores Ltd	Z	73.47	0.00	73.47
923	03/12/2015		Current Account	713876	Food Supplies	Co-Operative Stores	Z	10.42	0.00	10.42
924	03/12/2015		Current Account	713876	Food Supplies	99p Store	Z	12.87	0.00	12.87
925	03/12/2015		Current Account	713876	Food Supplies	Nilla	Z	128.90	0.00	128.90
926	03/12/2015		Current Account	713876	Food Supplies	Bargain Buys	Z	3.00	0.00	3.00
927	03/12/2015		Current Account	713876	Food Supplies	Local Shops	Z	2.59	0.00	2.59
929	03/12/2015		Current Account	713876	Food Supplies	Costco	L	71.14	2.35	73.49
979	02/12/2015		Current Account	713876	Food Supplies	Argos	Z	13.99	0.00	13.99
Subtotal for Code: Food/Supplies								£316.38	£2.35	£318.73

Code Number 382 Furniture, Fixtures & Equipment (i

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
955	10/12/2015		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

SGTC
Listing of Payments in each Code for All Cost Centres
 (Between 01/12/2015 to 31/12/2015)

Code Number	384 Rates	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 996	17/12/2015	Current Account	DD	NNDR	DBC	Z	146.00	0.00	146.00
Subtotal for Code: Rates £146.00 £0.00 £146.00									
Code Number	389 Maintenance	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 947	10/12/2015	Current Account	713882	Waste Bin Collection	Viridor Waste Kent Ltd	S	62.32	12.48	74.80
Subtotal for Code: Maintenance £62.32 £12.48 £74.80									
Code Number	390 Miscellaneous Expenditure (incl. I	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 928	03/12/2015	Current Account	713876	Newspapers	Petty Cash	Z	20.00	0.00	20.00
Vchr. 978	10/12/2015	Current Account	DD	Costs to go to Costco	SGTC	S	11.46	2.29	13.75
Subtotal for Code: Miscellaneous Expenditure £31.46 £2.29 £33.75									
Subtotal for Cost Centre: Old Fire Station Cafe 2,200.56 30.12 2,230.68									
TOTALS							£50,694.50	£4,751.90	£55,446.40

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SGTC

Listing of Receipts in each Code for All Cost Centres
(Between 01/01/2016 to 31/01/2016)

Cost Centre Public Lighting			Cheq. No.			Description			Supplier			Vat Type			Net			Vat			Total		
Code Number	Date	Minute	Bank	Account																			
Vchr.	177	27/01/2016	6	Current Account				Wayleave for Public Lighting	South East Power Network	Z	1.15	0.00	1.15										
								Subtotal for Code: Income														£1.15	
								Subtotal for Cost Centre: Public Lighting														1.15	
Cost Centre Broomfield Sports Grounds			Cheq. No.			Description <td colspan="3">Supplier <td colspan="3">Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td></td></td>			Supplier <td colspan="3">Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td></td>			Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td>			Net <td colspan="3">Vat <td colspan="3">Total</td> </td>			Vat <td colspan="3">Total</td>			Total		
Code Number	Date	Minute	Bank	Account				Football Pitch Hire	Swanscombe Tigers FC	Z	177.50	0.00	177.50									177.50	
Vchr.	183	28/01/2016	95	Current Account				Subtotal for Code: Football Income														£177.50	
								Subtotal for Cost Centre: Broomfield Sports Ground														177.50	
Cost Centre Administration			Cheq. No.			Description <td colspan="3">Supplier <td colspan="3">Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td></td></td>			Supplier <td colspan="3">Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td></td>			Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td>			Net <td colspan="3">Vat <td colspan="3">Total</td> </td>			Vat <td colspan="3">Total</td>			Total		
Code Number	Date	Minute	Bank	Account				VAT Repayment	HMRC	Z	9,405.16	0.00	9,405.16									9,405.16	
Vchr.	170	12/01/2016	271	Current Account	DC			Rent Deposit Bond	The Pavilion Community Sports & Z	Z	208.33	0.00	208.33									208.33	
	174	27/01/2016		Current Account				Subtotal for Code: Miscellaneous Income														£9,613.49	
								Subtotal for Cost Centre: Administration														9,780.62	
Cost Centre Church Road Hall			Cheq. No.			Description <td colspan="3">Supplier <td colspan="3">Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td></td></td>			Supplier <td colspan="3">Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td></td>			Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td>			Net <td colspan="3">Vat <td colspan="3">Total</td> </td>			Vat <td colspan="3">Total</td>			Total		
Code Number	Date	Minute	Bank	Account				Loyalty Reward	Barclays	Z	13.19	0.00	13.19									13.19	
Vchr.	180	27/01/2016	295	Current Account				Bank Interest	Barclays	Z	81.28	0.00	81.28									81.28	
	181	27/01/2016		Current Account	DC			Bank Interest	Barclays	Z	72.66	0.00	72.66									72.66	
								Subtotal for Code: Bank Interest														£167.13	
								Subtotal for Cost Centre: Church Road Hall														9,780.62	
Cost Centre Heritage Community Hall			Cheq. No.			Description <td colspan="3">Supplier <td colspan="3">Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td></td></td>			Supplier <td colspan="3">Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td></td>			Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td>			Net <td colspan="3">Vat <td colspan="3">Total</td> </td>			Vat <td colspan="3">Total</td>			Total		
Code Number	Date	Minute	Bank	Account				Hall Hire	1st Swanwscombe Rainbows	Z	31.00	0.00	31.00									31.00	
Vchr.	178	27/01/2016	335	Current Account				Hall Hire	Family Fellowship	Z	29.00	0.00	29.00									29.00	
	179	27/01/2016		Current Account				Subtotal for Code: Hire Income														£60.00	
	188	12/01/2016		Active Saver 1	DC			Subtotal for Cost Centre: Church Road Hall														60.00	
								Subtotal for Cost Centre: Heritage Community Hall														60.00	
Cost Centre Christian Prayer Group			Cheq. No.			Description <td colspan="3">Supplier <td colspan="3">Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td></td></td>			Supplier <td colspan="3">Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td></td>			Vat Type <td colspan="3">Net <td colspan="3">Vat <td colspan="3">Total</td> </td></td>			Net <td colspan="3">Vat <td colspan="3">Total</td> </td>			Vat <td colspan="3">Total</td>			Total		
Code Number	Date	Minute	Bank	Account				Hall Hire	Christian Prayer Group	Z	486.00	0.00	486.00									486.00	
Vchr.	178	27/01/2016		Current Account				Hall Hire	Craytots	Z	756.25	0.00	756.25									756.25	
	179	27/01/2016		Current Account				Hall Hire	DBC	Z	36.00	0.00	36.00									36.00	
	188	12/01/2016		Active Saver 1	DC			Subtotal for Code: Hire Income														£60.00	
								Subtotal for Cost Centre: Church Road Hall														60.00	

SGTC
Listing of Receipts in each Code for All Cost Centres
 (Between 01/01/2016 to 31/01/2016)

Cost Centre Sports Pavilion		Subtotal for Code: Hire Income		£1,278.25	£0.00	£1,278.25
Code Number 350 Rent Income		Subtotal for Cost Centre: Heritage Community Hall		1,278.25	0.00	1,278.25
Vchr.	Date	Minute	Bank	Cheq. No.	Description	

172	27/01/2016		Current Account		Rent	
				Supplier	Vat Type	Net
				The Pavilion Community Sports & Z	Z	1,395.00
				Subtotal for Code: Rent Income		£1,395.00
				Subtotal for Cost Centre: Sports Pavilion		1,395.00

Cost Centre Town Council Offices Community Hall		Subtotal for Code: Hire Income		£2,525.50	£0.00	£2,525.50
Code Number 370 Hire Income		Subtotal for Cost Centre: Town Council Offices Commr		2,525.50	0.00	2,525.50
Vchr.	Date	Minute	Bank	Cheq. No.	Description	

173	27/01/2016		Current Account		Hall Hire	
175	27/01/2016		Current Account		Hall Hire Refund	
176	27/01/2016		Current Account		Hall Hire	
182	27/01/2016		Current Account		Hall Hire	
186	12/01/2016		Active Saver 1	DC	Hall Hire	
187	12/01/2016		Active Saver 1	DC	Hall Hire	
189	29/01/2016		Active Saver 1	DC	Hall Hire	
				Supplier	Vat Type	Net
				Cygnets	Z	1,393.75
				Olubodum	Z	-140.00
				Various	Z	637.25
				Family Fellowship	Z	189.00
				North Kent Karate	Z	243.00
				DBC	Z	94.50
				WeightWatchers	Z	108.00
				Subtotal for Code: Hire Income		£2,525.50
				Subtotal for Cost Centre: Town Council Offices Commr		2,525.50

Cost Centre Old Fire Station Cafe		Subtotal for Code: Cafe Income		£589.75	£0.00	£589.75
Code Number 395 Cafe Income		Subtotal for Cost Centre: Old Fire Station Cafe		589.75	0.00	589.75
Vchr.	Date	Minute	Bank	Cheq. No.	Description	

171	27/01/2016		Current Account		Food Sales	
				Supplier	Vat Type	Net
				Old Fire Station Cafe	Z	589.75
				Subtotal for Code: Cafe Income		£589.75
				Subtotal for Cost Centre: Old Fire Station Cafe		589.75
				TOTALS		£15,807.77
						£0.00
						£15,807.77

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/02/2016 to 29/02/2016)

Cost Centre		Public Lighting		1 Supply & Maintenance		Supplier		Vat Type		Net		Vat		Total	
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier									
1143	11/02/2016		Current Account	DD	Electricity - Street Lighting	E-on		L		72.89	3.64	76.53			
Subtotal for Code: Supply & Maintenance											£72.89	£3.64	£76.53		
Subtotal for Cost Centre: Public Lighting											72.89	3.64	76.53		

Cost Centre		Parks Establishment		40 Wages		Supplier		Vat Type		Net		Vat		Total	
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier									
1159	11/02/2016		Current Account	DC	PAYE	Inland Revenue		Z		393.80	0.00	393.80			
1163	11/02/2016		Current Account	DC	NI	Inland Revenue		Z		678.43	0.00	678.43			
1167	11/02/2016		Current Account	DC	Pension Eee	KCC - LGPS		Z		121.77	0.00	121.77			
1171	11/02/2016		Current Account	DC	Pension E'er	KCC - LGPS		Z		222.93	0.00	222.93			
1175	11/02/2016		Current Account	DC	Pension Employer Secondary Cont	KCC - LGPS		Z		416.67	0.00	416.67			
1182	11/02/2016		Current Account	DC	Wages	SGTC		Z		4,651.32	0.00	4,651.32			
1185	11/02/2016		Current Account	DC	Wages	SGTC		Z		51.83	0.00	51.83			
Subtotal for Code: Wages											£6,536.75	£0.00	£6,536.75		

Cost Centre		Equipment/Materials		41 Equipment/Materials		Supplier		Vat Type		Net		Vat		Total	
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier									
1118	04/02/2016		Current Account	713932	Parks Equipmentr	FL Machinery		Z		852.00	0.00	852.00			
1119	04/02/2016		Current Account	713933	Parks Equipmentr	Timber Mouldings Ltd		Z		66.00	0.00	66.00			
1127	04/02/2016		Current Account	DC	Playground Equipment - Rocker	Wicksteed Leisure Ltd		S		69.92	13.98	83.90			
1134	04/02/2016		Current Account	DC	Parks Equipmentr	Discount Builders Merchants		S		49.00	9.80	58.80			
1138	11/02/2016		Current Account	DC	Parks Clothing	Viking Direct		S		9.19	1.84	11.03			
1154	11/02/2016		Current Account	DC	Skip Hire	Pinden Ltd		S		205.00	41.00	246.00			
1156	11/02/2016		Current Account	DC	Parks Equipmentr	Discount Builders Merchants		S		39.70	7.94	47.64			
1199	18/02/2016		Current Account	DC	Parks Equipmentr	Discount Builders Merchants		S		17.92	3.58	21.50			
1221	25/02/2016		Current Account	DC	Signage for Pavilion Changing Roo	Signs Express		S		92.23	18.45	110.68			
1232	25/02/2016		Current Account	DC	Parks Equipmentr	Trade UK		S		110.14	22.01	132.15			
Subtotal for Code: Equipment/Materials											£1,511.10	£118.60	£1,629.70		

Cost Centre		Fuel		43 Fuel		Supplier		Vat Type		Net		Vat		Total	
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier									
1135	04/02/2016		Current Account	DD	Fuel	Asda Stores Ltd		S		45.33	9.07	54.40			
1142	11/02/2016		Current Account	DD	Fuel	Asda Stores Ltd (Allistar)		S		45.03	9.00	54.03			
1198	18/02/2016		Current Account	DD	Fuel	Asda Stores Ltd (Allistar)		S		21.40	4.28	25.68			
1224	25/02/2016		Current Account	DD	Fuel	Asda Stores Ltd (Allistar)		S		43.06	8.61	51.67			
Subtotal for Code: Fuel											£154.82	£30.96	£185.78		

Cost Centre		Telephone		45 Telephone		Supplier		Vat Type		Net		Vat		Total	
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier									

SGTC
Listing of Payments in each Code for All Cost Centres
(Between 01/02/2016 to 29/02/2016)

1223	25/02/2016	Current Account	DD	Phone Bill - Parks	O2	S	9.75	1.95	11.70
Subtotal for Code: Telephone									
£9.75 £1.95 £11.70									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute		Water Rates	Thames Water	Z	443.73	0.00	443.73
1158	11/02/2016	Current Account	DD	Water Rates			£443.73	£0.00	£443.73
Subtotal for Code: Water Rates									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute		Electricity - Bowls Pavilion	EDF Energy	L	21.28	1.06	22.34
1130	04/02/2016	Current Account	DD	Electricity - Bowls Pavilion			45.80	2.29	48.09
1225	25/02/2016	Current Account	DD	Electricity - Mess Room	Southern Electric (KCC Laser)	L	23.83	1.19	25.02
1226	25/02/2016	Current Account	DD	Electricity - Toilet Block	Southern Electric (KCC Laser)	L	56.18	3.30	69.48
1227	25/02/2016	Current Account	DD	Electricity - Bowls Pavilion	Southern Electric (KCC Laser)	L	£157.09	£7.84	£164.93
Subtotal for Code: Gas/Electricity									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute		Playground Equipment Repairs	Wicksteed Leisure Ltd	S	324.42	64.88	389.30
1131	04/02/2016	Current Account	DC	Playground Equipment Repairs			£324.42	£64.88	£389.30
Subtotal for Code: Playground Equipment & Repairs									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute		Cleaning Materials	KCC - KCS	S	21.51	4.30	25.81
1190	18/02/2016	Current Account	DC	Cleaning Materials			£21.51	£4.30	£25.81
Subtotal for Code: Parks Works Area									
Subtotal for Cost Centre: Parks Establishment							9,159.17	228.53	9,387.70
Cost Centre St Peter & St Paul's Churchyard									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute		Churchyard Wall Repairs	C Ginn Building Restoration Ltd	S	11,300.00	2,260.00	13,560.00
1155	11/02/2016	Current Account	DC	Churchyard Wall Repairs			£11,300.00	£2,260.00	£13,560.00
Subtotal for Code: Maintenance									
Subtotal for Cost Centre: St Peter & St Paul's Churchyard							11,300.00	2,260.00	13,560.00
Cost Centre Leisure Centre									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute		Management Fee	GCLL	S	15,325.00	3,065.00	18,390.00
1196	17/02/2016	Current Account	DC	Management Fee			£15,325.00	£3,065.00	£18,390.00
Subtotal for Code: Management Fee									
Subtotal for Cost Centre: Leisure Centre							15,325.00	3,065.00	18,390.00
Cost Centre Administration									
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute		PAYE	Inland Revenue	Z	771.40	0.00	771.40
1160	11/02/2016	Current Account	DC	PAYE			1,289.57	0.00	1,289.57
1164	11/02/2016	Current Account	DC		Inland Revenue	Z			

SGTC
Listing of Payments in each Code for All Cost Centres
(Between 01/02/2016 to 29/02/2016)

1168	11/02/2016	Current Account	DC	Pension Eee	KCC - LGPS	Z	308.61	0.00	308.61
1172	11/02/2016	Current Account	DC	Pension E'er	KCC - LGPS	Z	567.86	0.00	567.86
1176	11/02/2016	Current Account	DC	Pension Employer Secondary Cont	KCC - LGPS	Z	1,250.00	0.00	1,250.00
1179	11/02/2016	Current Account	DC	Wages	SGTC	Z	6,641.80	0.00	6,641.80
1187	11/02/2016	Current Account	DC	Mileage	SGTC	L	33.09	0.71	33.80
1188	11/02/2016	Current Account	DC	Use of Personal Mobiles - TC and I	SGTC	S	20.83	4.17	25.00
Subtotal for Code: Wages									
£10,883.16									
233 Stationary, Advertising & Postage									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1141	11/02/2016	Current Account	DD	Postage	Franco typ Postalia Ltd	Z	100.00	0.00	100.00
1192	18/02/2016	Current Account	DC	Stationery	KCC - KCS	S	48.02	9.60	57.62
1203	25/02/2016	Current Account	BANKADJ	Postage	Royal Mail	Z	1.73	0.00	1.73
1231	25/02/2016	Current Account	DC	Stationery	KCC - KCS	S	8.99	1.80	10.79
Subtotal for Code: Stationary, Advertising & F									
£118.74									
234 Telephone / Internet									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1140	11/02/2016	Current Account	DD	Phone Bill - Admin Internet	British Telecom	S	92.50	18.50	111.00
1197	18/02/2016	Current Account	DD	Phone Bill - Admin Internet	British Telecom	S	107.47	21.49	128.96
Subtotal for Code: Telephone / Internet									
£199.97									
241 Legal Fees									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1216	25/02/2016	Current Account	DC	Land Registry Fee - Bowls / Pavilio	Hatten Wyatt	Z	60.00	0.00	60.00
Subtotal for Code: Legal Fees									
£60.00									
245 Miscellaneous Expenditure									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1137	10/02/2016	Current Account	713935	Miscellaneous Expenditure	Fields In Trust	Z	9.00	0.00	9.00
1148	11/02/2016	Current Account	DC	Auto Enrolment Advice	Alexander Financial Services	Z	1,500.00	0.00	1,500.00
1193	18/02/2016	Current Account	DC	Health Referral	Preventative Health Care Compar	S	26.75	5.35	32.10
1205	25/02/2016	Current Account	BANKADJ	Office Equipment	Petty Cash	S	11.25	2.25	13.50
1220	25/02/2016	Current Account	DC	Website Charges	KCC - EIS	S	240.00	48.00	288.00
Subtotal for Code: Miscellaneous Expenditure									
£1,787.00									
247 Staff Training									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1132	04/02/2016	Current Account	DC	Staff Training	SLCC	S	34.50	6.90	41.40
1202	25/02/2016	Current Account	BANKADJ	Travel Expenses	Various	Z	19.50	0.00	19.50
Subtotal for Code: Staff Training									
£54.00									
248 Member Training									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1136	11/02/2016	Current Account	713936	Member Training	KALC	Z	72.00	0.00	72.00
Subtotal for Code: Member Training									
£72.00									

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/02/2016 to 29/02/2016)

Code Number	Date	249 IT Services	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1217	25/02/2016		Current Account	DC	IT Support & Maintenance	ABC ICT Ltd	S	387.00	77.40	464.40
							Subtotal for Code: IT Services		£387.00	£77.40	£464.40
Code Number	Date	251 Council Offices Building Maintena	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1128	04/02/2016		Current Account	DC	Intruder Alarm - Annual Maintenan	Active Security Group	S	896.67	179.34	1,076.01
	1129	04/02/2016		Current Account	DC	Fire Alarm / Emergency Lighting S	Firecut Protection Ltd	S	132.00	26.40	158.40
	1149	11/02/2016		Current Account	DC	Door Maintenance Contract	ACE	S	1,342.00	268.40	1,610.40
	1150	11/02/2016		Current Account	DC	Door Maintenance Contract	ACE	S	1,050.00	210.00	1,260.00
	1191	18/02/2016		Current Account	DC	Cleaning Materials	KCC - KCS	S	35.94	7.19	43.13
	1218	25/02/2016		Current Account	DC	Keyholding Service	G4S	S	738.08	147.61	885.69
							Subtotal for Code: Council Offices Building M		£4,194.69	£838.94	£5,033.63
Code Number	Date	252 Water Rates	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1194	18/02/2016		Current Account	DD	Water Rates	Thames Water	S	354.90	41.18	396.08
							Subtotal for Code: Water Rates		£354.90	£41.18	£396.08
Code Number	Date	253 Gas	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1120	04/02/2016		Current Account	DD	Gas	KCC - Laser	S	256.53	51.31	307.84
							Subtotal for Code: Gas		£256.53	£51.31	£307.84
Code Number	Date	254 Electricity	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1147	11/02/2016		Current Account	DD	Electricity	KCC - Laser	S	366.85	73.37	440.22
							Subtotal for Code: Electricity		£366.85	£73.37	£440.22
							Subtotal for Cost Centre: Administration		18,774.84	1,200.97	19,975.81
Code Number	Date	280 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1162	11/02/2016		Current Account	DC	PAYE	Inland Revenue	Z	45.20	0.00	45.20
	1183	11/02/2016		Current Account	DC	Wages	SGTC	Z	320.38	0.00	320.38
							Subtotal for Code: Wages		£365.58	£0.00	£365.58
Code Number	Date	281 Repairs & Maintenance	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1153	11/02/2016		Current Account	DC	Waste Bin Collection	Cannon	S	5.50	1.10	6.60
							Subtotal for Code: Repairs & Maintenance		£5.50	£1.10	£6.60
Code Number	Date	282 Gas & Electricity	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1125	04/02/2016		Current Account	DD	Gas	KCC - Laser	L	56.36	2.82	59.18

SGTC
Listing of Payments in each Code for All Cost Centres
(Between 01/02/2016 to 29/02/2016)

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
1126	04/02/2016		Current Account	DD	Gas	KCC - Laser	L	76.04	3.80	79.84	
1146	11/02/2016		Current Account	DD	Gas	KCC - Laser	L	85.79	4.29	90.08	
1230	25/02/2016		Current Account	DD	Electricity	Southern Electric (KCC Laser)	L	49.66	2.48	52.14	
Subtotal for Code: Gas & Electricity									£267.85	£13.39	£281.24
Subtotal for Cost Centre: Church Road Hall									638.93	14.49	653.42

Cost Centre Grove Hall											
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
302	04/02/2016		Current Account	DD	Gas	KCC - Laser	L	2.10	0.11	2.21	
302	04/02/2016		Current Account	DD	Gas	KCC - Laser	L	2.17	0.11	2.28	
302	11/02/2016		Current Account	DD	Gas	KCC - Laser	L	2.17	0.11	2.28	
Subtotal for Code: Gas & Electricity									£6.44	£0.33	£6.77
Subtotal for Cost Centre: Grove Hall									6.44	0.33	6.77

Cost Centre Heritage Community Hall											
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
320	11/02/2016		Current Account	DC	PAYE	Inland Revenue	Z	93.00	0.00	93.00	
320	11/02/2016		Current Account	DC	Wages	SGTC	Z	366.77	0.00	366.77	
Subtotal for Code: Wages									£459.77	£0.00	£459.77

Cost Centre Repairs & Maintenance											
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
321	11/02/2016		Current Account	DC	Waste Bin Collection	Cannon	S	5.11	1.02	6.13	
321	25/02/2016		Current Account	DC	Faulty Radiator	LW Burt & Son Ltd	S	239.88	47.98	287.86	
Subtotal for Code: Repairs & Maintenance									£244.99	£49.00	£293.99

Cost Centre Gas & Electricity											
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
322	04/02/2016		Current Account	DD	Gas	KCC - Laser	L	71.24	3.56	74.80	
322	04/02/2016		Current Account	DD	Gas	KCC - Laser	L	96.59	4.83	101.42	
322	11/02/2016		Current Account	DD	Gas	KCC - Laser	S	221.91	44.38	266.29	
322	25/02/2016		Current Account	DD	Electricity	Southern Electric (KCC Laser)	L	142.19	7.10	149.29	
Subtotal for Code: Gas & Electricity									£531.93	£59.87	£591.80

Cost Centre Water Rates											
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
326	11/02/2016		Current Account	DC	Water Rates	Thames Water	S	32.05	6.41	38.46	
326	18/02/2016		Current Account	DD	Water Rates	Southern Water	Z	58.32	0.00	58.32	
Subtotal for Code: Water Rates									£90.37	£6.41	£96.78

Cost Centre Miscellaneous Expenditure										
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
327	25/02/2016		Current Account	BANKADJ	Mobile Phone Top Up Voucher	Petty Cash	S	4.17	0.83	5.00

SGTC
Listing of Payments in each Code for All Cost Centres
(Between 01/02/2016 to 29/02/2016)

1205	25/02/2016	Current Account	BANKADJ	Lighbulbs	Petty Cash	S	15.23	3.05	18.28
					Subtotal for Code: Miscellaneous Expenditure		£19.40	£3.88	£23.28
					Subtotal for Cost Centre: Heritage Community Hall		1,346.46	119.16	1,465.62

Cost Centre Town Council Offices Community Hall

Code Number	Date	360 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1166	11/02/2016	Current Account	DC	Current Account	DC	NI	Inland Revenue	Z	-4.90	0.00	-4.90
1170	11/02/2016	Current Account	DC	Current Account	DC	Pension E'ee	KCC - LGPS	Z	29.98	0.00	29.98
1174	11/02/2016	Current Account	DC	Current Account	DC	Pension E'er	KCC - LGPS	Z	64.86	0.00	64.86
1178	11/02/2016	Current Account	DC	Current Account	DC	Pension Employer Secondary Cont	KCC - LGPS	Z	416.67	0.00	416.67
1180	11/02/2016	Current Account	DC	Current Account	DC	Wages	SGTC	Z	515.10	0.00	515.10
					Subtotal for Code: Wages		£1,021.71	£0.00	£1,021.71		

Code Number 361 Repairs & Maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
1215	25/02/2016	Current Account	DC	Current Account	DC	Leaking toilet	LW Burt & Son Ltd	S	79.96	15.99	95.95
1222	25/02/2016	Current Account	DC	Current Account	DC	Repairs to Canopy	Focus Electrical	S	190.00	38.00	228.00
					Subtotal for Code: Repairs & Maintenance		£269.96	£53.99	£323.95		

Code Number 370 Hire Income

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
1201	25/02/2016	Current Account	DC	Current Account	DC	Unpaid hire fees	Zurich Municipal	Z	-396.00	0.00	-396.00
					Subtotal for Code: Hire Income		£-396.00	£0.00	£-396.00		
					Subtotal for Cost Centre: Town Council Offices Comir		895.67	53.99	949.66		

Cost Centre Old Fire Station Cafe

Code Number	Date	380 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1165	11/02/2016	Current Account	DC	Current Account	DC	NI	Inland Revenue	Z	-6.96	0.00	-6.96
1169	11/02/2016	Current Account	DC	Current Account	DC	Pension E'ee	KCC - LGPS	Z	37.56	0.00	37.56
1173	11/02/2016	Current Account	DC	Current Account	DC	Pension E'er	KCC - LGPS	Z	81.26	0.00	81.26
1177	11/02/2016	Current Account	DC	Current Account	DC	Pension Employer Secondary Cont	KCC - LGPS	Z	416.67	0.00	416.67
1184	11/02/2016	Current Account	DC	Current Account	DC	Wages	SGTC	Z	1,061.90	0.00	1,061.90
1186	11/02/2016	Current Account	DC	Current Account	DC	Costs to go to Costco	SGTC	S	11.46	2.29	13.75
					Subtotal for Code: Wages		£1,601.89	£2.29	£1,604.18		

Code Number 381 Food/Supplies

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
1207	25/02/2016	Current Account	BANKADJ	Current Account	BANKADJ	Food Supplies	Asda Stores Ltd	S	76.22	8.69	84.91
1208	25/02/2016	Current Account	BANKADJ	Current Account	BANKADJ	Food Supplies	Farmfoods	Z	9.00	0.00	9.00
1209	25/02/2016	Current Account	BANKADJ	Current Account	BANKADJ	Food Supplies	99p Store	Z	1.98	0.00	1.98
1210	25/02/2016	Current Account	BANKADJ	Current Account	BANKADJ	Food Supplies	Nilla	L	128.04	1.31	129.35
1211	25/02/2016	Current Account	BANKADJ	Current Account	BANKADJ	Food Supplies	Co-Operative Stores	Z	1.24	0.00	1.24

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/02/2016 to 29/02/2016)

1212	25/02/2016	Current Account	BANKADJ	Food Supplies	Local Shops	Z	7.82	0.00	7.82
1213	25/02/2016	Current Account	BANKADJ	Newspapers	Local Shops	Z	20.00	0.00	20.00
Subtotal for Code: Food/Supplies							£244.30	£10.00	£254.30
Code Number	Date	382 Furniture, Fixtures & Equipment (i)	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank						
1133	04/02/2016	Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00
1195	18/02/2016	Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	Z	78.00	0.00	78.00
Subtotal for Code: Furniture, Fixtures & Equip							£143.00	£13.00	£156.00
Code Number	Date	385 Electricity & Water	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank						
1229	25/02/2016	Current Account	DD	Electricity	Southern Electric (KCC Laser)	L	267.79	13.38	281.17
Subtotal for Code: Electricity & Water							£267.79	£13.38	£281.17
Code Number	Date	386 Cleaning Materials	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank						
1189	18/02/2016	Current Account	DC	Cleaning Materials	KCC - KCS	S	35.40	7.08	42.48
Subtotal for Code: Cleaning Materials							£35.40	£7.08	£42.48
Code Number	Date	388 Telephone / Internet	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank						
1139	11/02/2016	Current Account	DD	Phone Bill - Cafe	British Telecom	S	169.96	33.99	203.95
Subtotal for Code: Telephone / Internet							£169.96	£33.99	£203.95
Code Number	Date	389 Maintenance	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank						
1151	11/02/2016	Current Account	DC	Waste Bin Collection	Viridor Waste Kent Ltd	S	64.80	12.96	77.76
1219	25/02/2016	Current Account	DC	Keyholding Service	G4S	S	738.08	147.62	885.70
Subtotal for Code: Maintenance							£802.88	£160.58	£963.46
Subtotal for Cost Centre: Old Fire Station Cafe							3,265.22	240.32	3,505.54
TOTALS							£60,784.62	£7,186.43	£67,971.05

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SGTC
Listing of Receipts in each Code for All Cost Centres
 (Between 01/02/2016 to 29/02/2016)

Cost Centre Broomfield Sports Ground									
Code Number	95	Football Income							
Vchr. Date	200	25/02/2016	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Total
							Football Pitch Hire	Dairford Royals FC	80.00
								Subtotal for Code: Football Income	£80.00
								Subtotal for Cost Centre: Broomfield Sports Ground	80.00
Cost Centre Allotments									
Code Number	218	Rent Income							
Vchr. Date	201	25/02/2016	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Total
							Allotment Rent	Davies	4.40
								Subtotal for Code: Rent Income	£4.40
								Subtotal for Cost Centre: Allotments	4.40
Cost Centre Administration									
Code Number	233	Stationary, Advertising & Postage							
Vchr. Date	210	24/02/2016	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Total
						15/16-061D	Postage Refund	Francofyp Postalia Ltd	0.39
								Subtotal for Code: Stationary, Advertising & F	£0.39
Cost Centre 271 Miscellaneous Income									
Code Number	203	271 Miscellaneous Income							
Vchr. Date	203	25/02/2016	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Total
							Rent Deposit Bond	The Pavilion Community Sports & Z	208.33
								Subtotal for Code: Miscellaneous Income	£208.33
Cost Centre 274 Bank Interest									
Code Number	192	274 Bank Interest							
Vchr. Date	192	04/02/2016	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Total
							Loyalty Reward	Barclays	10.61
							Bank Interest	Barclays	66.25
							Bank Interest	Barclays	75.16
								Subtotal for Code: Bank Interest	£152.02
								Subtotal for Cost Centre: Administration	360.74
Cost Centre Church Road Hall									
Code Number	295	Hire Income							
Vchr. Date	193	25/02/2016	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Total
							Hall Hire	Various	21.75
							Hall Hire	Family Fellowship	58.00
								Subtotal for Code: Hire Income	£79.75
								Subtotal for Cost Centre: Church Road Hall	79.75
Cost Centre Heritage Community Hall									
Code Number	335	Hire Income							
Vchr. Date			Minute	Bank		Cheq. No.	Description	Supplier	Total

SGTC
Listing of Receipts in each Code for All Cost Centres
(Between 01/02/2016 to 29/02/2016)

Code Number	Date	350 Rent Income	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
198	25/02/2016	Current Account				Hall Hire	Craytots	Z	1,000.00	0.00	1,000.00
199	25/02/2016	Current Account				Hall Hire	Various	Z	391.00	0.00	391.00
209	24/02/2016	Active Saver 1	15/16-060D			Hall Hire	DBC	Z	72.00	0.00	72.00
211	29/02/2016	Active Saver 1	15/16-062D			Hall Hire	Ebbsfleet Development Corporatio	Z	157.00	0.00	157.00
Subtotal for Code: Hire Income									£1,620.00	£0.00	£1,620.00
Subtotal for Cost Centre: Heritage Community Hall									1,620.00	0.00	1,620.00

Cost Centre Sports Pavilion

Code Number	Date	370 Hire Income	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
202	25/02/2016	Current Account				Rent	The Pavilion Community Sports & Z	Z	1,395.00	0.00	1,395.00
Subtotal for Code: Rent Income									£1,395.00	£0.00	£1,395.00
Subtotal for Cost Centre: Sports Pavilion									1,395.00	0.00	1,395.00

Cost Centre Town Council Offices Community Hall

Code Number	Date	370 Hire Income	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
191	04/02/2016	Current Account			713931	Hall Hire Refund	The Orchard Theatre	Z	-100.00	0.00	-100.00
195	25/02/2016	Current Account				Hall Hire	Cygnets	Z	2,000.00	0.00	2,000.00
196	25/02/2016	Current Account				Hall Hire	Family Fellowship	Z	234.00	0.00	234.00
197	25/02/2016	Current Account				Hall Hire	Various	Z	56.00	0.00	56.00
205	01/02/2016	Active Saver 1	15/16-056D			Hall Hire	McWilliams	Z	81.00	0.00	81.00
206	17/02/2016	Active Saver 1	15/16 057D			Hall Hire	WeightWatchers	Z	180.00	0.00	180.00
207	17/02/2016	Active Saver 1	15/16 058D			Hall Hire	DBC	Z	54.00	0.00	54.00
208	24/02/2016	Active Saver 1	15/16-060D			Hall Hire	DBC	Z	126.00	0.00	126.00
213	02/02/2016	Active Saver 1	15/16-063D			Hall Hire	North Kent Karate	Z	288.00	0.00	288.00
Subtotal for Code: Hire Income									£2,919.00	£0.00	£2,919.00
Subtotal for Cost Centre: Town Council Offices Comr									2,919.00	0.00	2,919.00

Cost Centre Old Fire Station Cafe

Code Number	Date	395 Cafe Income	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
204	25/02/2016	Current Account				Food Sales	Old Fire Station Cafe	Z	706.55	0.00	706.55
Subtotal for Code: Cafe Income									£706.55	£0.00	£706.55
Subtotal for Cost Centre: Old Fire Station Cafe									706.55	0.00	706.55

TOTALS **£7,165.44** **£0.00** **£7,165.44**

SGTC

Listing of Payments in each Code for All Cost Centres (Between 01/01/2016 to 31/01/2016)

1039	07/01/2016	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	1,428.56	0.00	1,428.56
1050	07/01/2016	Current Account	DD	Wages	SGTC	Z	6,910.74	0.00	6,910.74
1051	07/01/2016	Current Account	DD	Mileage	SGTC	L	31.83	0.67	32.50
1052	07/01/2016	Current Account	DD	Use of Personal Mobiles - TC and I	SGTC	S	12.50	2.50	15.00
Code Number		231 Furniture, Fixtures & Fittings		Subtotal for Code: Wages			£11,852.40	£3.17	£11,855.57
Vchr. Date		Minute Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1024	07/01/2016	Current Account	713907	Cleaning Equipment	KCC - KCS	S	14.48	2.90	17.38
Code Number		233 Stationary, Advertising & Postage		Subtotal for Code: Furniture, Fixtures & Fittings			£14.48	£2.90	£17.38
Vchr. Date		Minute Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1025	07/01/2016	Current Account	713907	Stationery	KCC - KCS	S	33.35	6.67	40.02
1059	14/01/2016	Current Account	713916	Postage	Petty Cash	Z	1.73	0.00	1.73
1103	28/01/2016	Current Account	713927	Stationery	KCC - KCS	S	35.95	7.19	43.14
1105	28/01/2016	Current Account	713929	Stationery	Sage	S	52.66	14.02	66.68
Code Number		234 Telephone / Internet		Subtotal for Code: Stationary, Advertising & F			£123.69	£27.88	£151.57
Vchr. Date		Minute Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1047	07/01/2016	Current Account	DD	Phone Bill - Admin Internet	British Telecom	S	59.97	11.99	71.96
1097	21/01/2016	Current Account	DD	Phone Bill - Admin Lift Alarm Line	British Telecom	S	59.97	11.99	71.96
1098	21/01/2016	Current Account	DD	Phone Bill - Admin Fax Line	British Telecom	S	65.11	13.02	78.13
1110	28/01/2016	Current Account	DD	Phone Bill - Admin Line	British Telecom	S	403.30	80.66	483.96
1111	28/01/2016	Current Account	DD	Phone Bill - Admin Alarm Line	British Telecom	S	59.97	11.99	71.96
1116	27/01/2016	Current Account	BANKADJ	Mobile Phone Top Up Voucher	Petty Cash	S	4.17	0.83	5.00
Code Number		235 Mileage Allowance		Subtotal for Code: Telephone / Internet			£652.49	£130.48	£782.97
Vchr. Date		Minute Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1117	27/01/2016	Current Account	BANKADJ	Parking	Petty Cash	S	0.66	0.14	0.80
Code Number		237 Subscriptions / Publications		Subtotal for Code: Mileage Allowance			£0.66	£0.14	£0.80
Vchr. Date		Minute Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1018	07/01/2016	Current Account	713902	Membership Renewal	Fields In Trust	Z	50.00	0.00	50.00
Code Number		238 Town Mayor's Allowance		Subtotal for Code: Subscriptions / Publications			£50.00	£0.00	£50.00
Vchr. Date		Minute Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1061	14/01/2016	Current Account	713916	Town Mayor's Christmas Cards	Petty Cash	Z	40.50	0.00	40.50
1062	14/01/2016	Current Account	713916	Buffet for Christmas Meeting	Petty Cash	S	51.17	10.24	61.41
1087	14/01/2016	Current Account	713917	Mayoral Engagement	Tonbridge and Malling Borough C	Z	40.00	0.00	40.00
1088	14/01/2016	Current Account	713918	Mayoral Engagement	Mayor of Bexley	Z	50.00	0.00	50.00
Code Number		238 Town Mayor's Allowance		Subtotal for Code: Town Mayor's Allowance			£181.67	£10.24	£191.91

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/01/2016 to 31/01/2016)

Code Number	Date	274 Bank Interest	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank						
1048	07/01/2016	Current Account	DD	Bank Charges	Barclays	Z	65.92	0.00	65.92
1108	28/01/2016	Current Account	DD	Bank Charges	Barclays	Z	53.03	0.00	53.03
				Subtotal for Code: Bank Interest			£118.95	£0.00	£118.95
				Subtotal for Cost Centre: Administration			16,068.62	672.36	16,740.98
Cost Centre Church Road Hall									
Code Number	Date	280 Wages	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank						
1033	07/01/2016	Current Account	713908	PAYE	Inland Revenue	Z	46.20	0.00	46.20
1056	07/01/2016	Current Account	DD	Wages	SGTC	Z	321.64	0.00	321.64
				Subtotal for Code: Wages			£367.84	£0.00	£367.84
Cost Centre 281 Repairs & Maintenance									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
Vchr.									
1011	07/01/2016	Current Account	713895	Electrical Inspection Test	Focus Electrical	S	250.00	50.00	300.00
1075	14/01/2016	Current Account	713911	Hygiene Services	Cannon	S	5.50	1.10	6.60
				Subtotal for Code: Repairs & Maintenance			£255.50	£51.10	£306.60
				Subtotal for Cost Centre: Church Road Hall			623.34	51.10	674.44
Cost Centre Heritage Community Hall									
Code Number	Date	320 Wages	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank						
1032	07/01/2016	Current Account	713908	PAYE	Inland Revenue	Z	92.00	0.00	92.00
1054	07/01/2016	Current Account	DD	Wages	SGTC	Z	372.84	0.00	372.84
				Subtotal for Code: Wages			£464.84	£0.00	£464.84
Cost Centre 321 Repairs & Maintenance									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
Vchr.									
1010	07/01/2016	Current Account	713895	Electrical Inspection Test	Focus Electrical	S	264.00	52.80	316.80
1076	14/01/2016	Current Account	713911	Hygiene Services	Cannon	S	4.77	0.95	5.72
				Subtotal for Code: Repairs & Maintenance			£268.77	£53.75	£322.52
Cost Centre 323 Cleaning Materials									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
Vchr.									
1092	21/01/2016	Current Account	713923	Cleaning Materials	KCC - KCS	S	39.41	7.88	47.29
				Subtotal for Code: Cleaning Materials			£39.41	£7.88	£47.29
Cost Centre 327 Miscellaneous Expenditure									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
Vchr.									
1060	14/01/2016	Current Account	713916	Mobile Phone Top Up Voucher	Petty Cash	S	4.17	0.83	5.00
				Subtotal for Code: Miscellaneous Expenditure			£4.17	£0.83	£5.00
				Subtotal for Cost Centre: Heritage Community Hall			777.19	62.46	839.65

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Listing of Payments in each Code for All Cost Centres
(Between 01/01/2016 to 31/01/2016)

Code Number	360 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr. Date												
1031	07/01/2016		Current Account	713908	NI	Inland Revenue	Z	9.00	0.00	9.00		
1043	07/01/2016		Current Account	DD	Pension E'ee	KCC - LGPS	Z	29.98	0.00	29.98		
1044	07/01/2016		Current Account	DD	Pension E'er	KCC - LGPS	Z	64.86	0.00	64.86		
1045	07/01/2016		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	357.14	0.00	357.14		
1053	07/01/2016		Current Account	DD	Wages	SGTC	Z	515.10	0.00	515.10		
						Subtotal for Code: Wages		£976.08	£0.00	£976.08		
Code Number	361 Repairs & Maintenance	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr. Date												
1015	07/01/2016		Current Account	713899	Carpet Cleaning	Exclusive Cleaning	Z	50.00	0.00	50.00		
1077	14/01/2016		Current Account	713911	Hygiene Services	Cannon	S	36.39	7.28	43.67		
						Subtotal for Code: Repairs & Maintenance		£86.39	£7.28	£93.67		
Code Number	363 Cleaning Materials	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr. Date												
1093	21/01/2016		Current Account	713923	Cleaning Materials	KCC - KCS	S	9.98	2.00	11.98		
						Subtotal for Code: Cleaning Materials		£9.98	£2.00	£11.98		
						Subtotal for Cost Centre: Town Council Offices Comr		1,072.45	9.28	1,081.73		
Cost Centre	Old Fire Station Cafe	Code Number	380 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. Date												
1030	07/01/2016		Current Account	713908	NI	Inland Revenue	Z	-8.92	0.00	-8.92		
1040	07/01/2016		Current Account	DD	Pension E'ee	KCC - LGPS	Z	37.00	0.00	37.00		
1041	07/01/2016		Current Account	DD	Pension E'er	KCC - LGPS	Z	80.05	0.00	80.05		
1042	07/01/2016		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	357.15	0.00	357.15		
1057	07/01/2016		Current Account	DD	Wages	SGTC	Z	1,089.90	0.00	1,089.90		
						Subtotal for Code: Wages		£1,555.18	£0.00	£1,555.18		
Code Number	381 Food/Supplies	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr. Date												
1068	14/01/2016		Current Account	713916	Food Supplies	Co-Operative Stores	Z	4.54	0.00	4.54		
1069	14/01/2016		Current Account	713916	Food Supplies	99p Store	Z	22.77	0.00	22.77		
1070	14/01/2016		Current Account	713916	Newspapers	Local Shops	Z	29.00	0.00	29.00		
1071	14/01/2016		Current Account	713916	Food Supplies	Asda Stores Ltd	Z	90.91	0.00	90.91		
1072	14/01/2016		Current Account	713916	Food Supplies	Costco	L	108.40	6.92	115.32		
1073	14/01/2016		Current Account	713916	Food Supplies	NHS	L	66.15	3.70	69.85		
1113	28/01/2016		Current Account	BANKADJ	Food Supplies	Asda Stores Ltd	S	58.03	5.80	63.83		
1114	27/01/2016		Current Account	BANKADJ	Food Supplies	Nilla	Z	60.40	0.00	60.40		
						Subtotal for Code: Food/Supplies		£440.20	£16.42	£456.62		

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Listing of Payments in each Code for All Cost Centres
(Between 01/01/2016 to 31/01/2016)

Code Number	382 Furniture, Fixtures & Equipment (i	Supplier	Vat Type	Net	Vat	Total
Vchr. Date	Minute Bank Cheq. No. Description					
1083 14/01/2016	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	389 Maintenance	Supplier	Vat Type	Net	Vat	Total
Vchr. Date	Minute Bank Cheq. No. Description					
1079 14/01/2016	Current Account 713912 Waste Bin Collection	Viridor Waste Kent Ltd	S	77.90	15.60	93.50
1091 21/01/2016	Current Account 713922 Hygiene Services	Cannon	S	62.94	12.59	75.53
		Subtotal for Code: Maintenance		£140.84	£28.19	£169.03
Code Number	390 Miscellaneous Expenditure (incl. I	Supplier	Vat Type	Net	Vat	Total
Vchr. Date	Minute Bank Cheq. No. Description					
1115 27/01/2016	Current Account BANKADJ Newspapers	Local Shops	Z	10.00	0.00	10.00
		Subtotal for Code: Miscellaneous Expenditure		£10.00	£0.00	£10.00
		Subtotal for Cost Centre: Old Fire Station Cafe		2,211.22	57.61	2,268.83
TOTALS				£33,948.08	£2,022.44	£35,970.52

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SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Balanced to: *29/2/16*
 By the Responsible
 Financial Officer (RFO)

AGENDA ITEM 9
FCR 10/3/16

Cost Centre Public Lighting

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
1 Supply & Maintenance				2,350.00	2,884.45	-534		-534
2 All Night Lighting								
3 Christmas Lighting				2,500.00	1,353.68	1,146		1,146
4 Repairs				500.00	288.25	212		212
5 Long Term Financial Risks				1,450.00		1,450		1,450
6 Income	1.00	1.15	0					0
7 Long Term Maintenance				500.00		500		500
SUB TOTAL	1.00	1.15	0	7,300.00	4,526.38	2,774		2,774

Cost Centre Grove Car Park

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
20 Rates				3,410.00	3,408.00	2		2
21 Repairs & Maintenance								
22 Long Term Financial Risks				6,590.00		6,590		6,590
23 Long Term Maintenance				200.00		200		200
SUB TOTAL				10,200.00	3,408.00	6,792		6,792

Cost Centre Craylands Lane Car Park

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	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	Variance	Estimated	Actual	Variance	+/-	Under/over spend
40 Wages				87,000.00	79,788.95	7,211		7,211
41 Equipment/Materials				32,000.00	29,781.85	2,218		2,218
42 New Grounds Maintenance Etc								
43 Fuel				2,750.00	2,119.63	630		630
44 Fencing				3,500.00	1,153.00	2,347		2,347
45 Telephone				465.00	355.88	109		109
46 Vehicles				2,500.00	2,144.79	355		355
47 Water Rates				1,150.00	1,194.82	-45		-45
48 Gas/Electricity				1,800.00	1,446.31	354		354
49 Playground Equipment & Mair				9,000.00	3,506.61	5,493		5,493
50 Staff Training				500.00	325.00	175		175
51 Knockhall Changing Rooms				250.00	136.40	114		114
52 Parks Works Area				250.00	398.47	-148		-148
53 Vandalism				1,000.00		1,000		1,000
54 Trees				20,000.00	4,147.00	15,853		15,853
55 New Recreational Facilities								
56 Unexpected/Emergency Work				1,500.00		1,500		1,500
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	1,000.00						
66 Reserve Fund								
SUB TOTAL	1,000.00	1,000.00		173,390.00	126,498.71	46,891		46,891

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Swanscombe Park

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
70 Bowls Pavilion Maintenance							
71 Long Term Financial Risks				3,680.00		3,680	3,680
75 Bowls Income	3,137.00	3,137.44	0				0
76 Tennis Income							
77 Five-a-Side Income							
78 Hire Charges							
79 Long Term Maintenance				650.00		650	650
SUB TOTAL	3,137.00	3,137.44	0	4,330.00		4,330	4,330

Cost Centre Knockhall Playing Field

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
80 Rates				130.00	129.60	0	0
81 Long Term Financial Risks				6,050.00		6,050	6,050
85 Football	3,530.00	3,570.00	40				
SUB TOTAL	3,530.00	3,570.00	40	6,180.00	129.60	6,050	6,090

Cost Centre Broomfield Sports Ground

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
90 Long Term Financial Risks				7,400.00		7,400	7,400
95 Football Income	5,300.00	5,557.50	258				258
96 Cricket Income	1,800.00	1,800.00					
97 Miscellaneous Income							
98 Long Term Maintenance				500.00		500	500
SUB TOTAL	7,100.00	7,357.50	258	7,900.00		7,900	8,158

Cost Centre Heritage Park

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
100 Maintenance/Rent				250.00	904.00	-654	-654
101 Water Supply							
102 Fencing							
103 Changing Facilities							
104 Long Term Financial Risks				1,250.00		1,250	1,250
SUB TOTAL				1,500.00	904.00	596	596

Cost Centre St Peter & St Paul's Churchyard

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
110 Maintenance		8,500.00	8,500	4,000.00	14,771.94	-10,772	-2,272
SUB TOTAL		8,500.00	8,500	4,000.00	14,771.94	-10,772	-2,272

Cost Centre Other Projects

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
121 General Projects (inc. Summe				2,000.00	1,635.00	365	365
123 Long Term Financial Risks							
128 Miscellaneous Income							
SUB TOTAL				2,000.00	1,635.00	365	365

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Leisure Centre

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
140 Wages								
141 Wages - Cleaners								
142 Administration								
143 Advertising								
144 Maintenance								
145 Cleaning Equipment & Materie								
146 Rates & Insurance Rent - DBC				23,665.00	23,665.00			
147 Water, Gas & Electricity								
148 Insurance								
149 Telephone								
150 Miscellaneous								
151 Equipment								
152 Coaching Fees								
Staff Training								
154 Leases - Fitness Equipment								
155 Management Fee				58,075.00	59,150.00	-1,075		-1,075
165 General Income								
166 Sports Hall Income								
167 Fitness Suite Income								
168 Membership Income								
169 Function Deposits								
170 Miscellaneous Income								
SUB TOTAL				81,740.00	82,815.00	-1,075		-1,075

Cost Centre Thames Bar

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

Cost Centre Squash Courts

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
200 Maintenance								
201 Long Term Financial Risks				955.00		955		955
205 Squash Income								
SUB TOTAL				955.00		955		955

Cost Centre Allotments

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
210 Rents / Licences				235.00	231.93	3		3
211 Repairs / Maintenance				250.00	147.05	103		103
212 Water Supply								
213 Long Term Financial Risks				2,135.00		2,135		2,135
218 Rent Income	1,850.00	1,836.00	-14					-14

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

SUB TOTAL		1,850.00	1,836.00	-14	2,620.00	378.98	2,241	2,227
Cost Centre	Administration							
Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
230 Wages				120,500.00	109,290.22	11,210	11,210	
231 Furniture, Fixtures & Fittings				1,250.00	799.48	451	451	
232 Photocopier				2,025.00	1,635.09	390	390	
233 Stationary, Advertising & Post		0.39	0	2,250.00	2,370.98	-121	-121	
234 Telephone / Internet				3,400.00	3,152.08	248	248	
235 Mileage Allowance				450.00	251.13	199	199	
236 Insurance				14,145.00	14,144.28	1	1	
237 Subscriptions / Publications				3,425.00	3,251.50	174	174	
238 Town Mayor's Allowance				1,450.00	255.26	1,195	1,195	
239 Civic Reception				1,450.00	1,429.26	21	21	
240 Chains of Office				250.00	253.50	-4	-4	
241 Legal Fees				4,000.00	1,032.00	2,968	2,968	
242 External Audit Fees				1,300.00	1,300.00			
243 Internal Audit Fees				250.00	125.00	125	125	
244 Section 137 Donations				2,000.00	354.00	1,646	1,646	
245 Miscellaneous Expenditure				1,500.00	3,752.11	-2,252	-2,252	
246 Election Expenses				5,825.00	5,822.53	2	2	
247 Staff Training				500.00	54.00	446	446	
248 Member Training				1,000.00	389.00	611	611	
249 IT Services				3,075.00	2,856.95	218	218	
250 Handyman (incl. seasonal par				250.00		250	250	
251 Council Offices Building Maint				16,500.00	16,746.10	-246	-246	
252 Water Rates				1,220.00	1,193.46	27	27	
253 Gas				2,400.00	2,162.38	238	238	
254 Electricity				4,700.00	3,956.23	744	744	
255 Rates				22,555.00	22,554.75	0	0	
256 Long Term Financial Risks				28,758.00		28,758	28,758	
270 Photocopier Income								
271 Miscellaneous Income	50.00	11,747.60	11,698				11,698	
272 Precept	499,847.00	499,847.00						
273 Section 136	15,672.00	15,672.00						
274 Bank Interest	650.00	1,871.58	1,222		257.06	-257	965	
275 Long Term Maintenance				7,875.00		7,875	7,875	
276 Government CTax Grant	41,590.00	41,590.00						
SUB TOTAL	557,809.00	570,728.57	12,920	254,303.00	199,388.36	54,915	67,834	
Cost Centre	Church Road Hall							
Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
280 Wages				4,500.00	3,943.44	557	557	
281 Repairs & Maintenance				3,250.00	3,118.33	132	132	
282 Gas & Electricity				1,050.00	814.89	235	235	
283 Cleaning Materials				75.00	51.81	23	23	
284 Furniture, Fixtures & Fittings				50.00		50	50	
285 Rates				1,104.00	1,104.00			
287 Miscellaneous Expenditure				135.00	137.04	-2	-2	
288 Long Term Financial Risks				3,290.00		3,290	3,290	
295 Hire Income	3,150.00	2,485.25	-665				-665	
299 Long Term Maintenance				1,945.00		1,945	1,945	
SUB TOTAL	3,150.00	2,485.25	-665	15,399.00	9,169.51	6,229	5,565	

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Grove Hall

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
300 Wages								
301 Repairs & Maintenance				250.00	245.00	5	5	
302 Gas & Electricity				190.00	100.65	89	89	
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				440.00	345.65	94	94	

Cost Centre Heritage Community Hall

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
320 Wages				5,860.00	5,266.95	593	593	
321 Repairs & Maintenance				1,800.00	2,324.55	-525	-525	
322 Gas & Electricity				1,500.00	1,508.88	-9	-9	
323 Cleaning Materials				175.00	142.88	32	32	
324 Furniture, Fixtures & Fittings				3,950.00	4,033.69	-84	-84	
325 Rates				2,136.00	2,136.00			
326 Water Rates				610.00	495.11	115	115	
327 Miscellaneous Expenditure				250.00	-57.93	308	308	
328 Long Term Financial Risks				1,975.00		1,975	1,975	
329 Long Term Maintenance Reqt				2,350.00		2,350	2,350	
335 Hire Income	13,400.00	13,651.87	252				252	
SUB TOTAL	13,400.00	13,651.87	252	20,606.00	15,850.13	4,756	5,008	

Cost Centre Sports Pavilion

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
Gas & Electricity				600.00		600	600	
341 Water Rates				450.00		450	450	
342 Maintenance & Cleaning Cont				1,720.00	1,945.00	-225	-225	
343 Rates								
344 Building Insurance				1,930.00	1,928.76	1	1	
345 Miscellaneous Expenditure				50,000.00	820.00	49,180	49,180	
346 Long Term Financial Risks								
350 Rent Income	16,744.00	15,348.24	-1,396				-1,396	
SUB TOTAL	16,744.00	15,348.24	-1,396	54,700.00	4,693.76	50,006	48,610	

Cost Centre Town Council Offices Community

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
360 Wages				11,150.00	10,408.39	742	742	
361 Repairs & Maintenance				400.00	1,421.77	-1,022	-1,022	
362 Furniture, Fixtures & Fittings				50.00	9.99	40	40	
363 Cleaning Materials				250.00	231.31	19	19	
364 Miscellaneous Expenditure				50.00		50	50	
365 Long Term Financial Risks				7,800.00		7,800	7,800	
370 Hire Income	29,000.00	28,372.12	-628		-396.00	396	-232	
SUB TOTAL	29,000.00	28,372.12	-628	19,700.00	11,675.46	8,025	7,397	

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Old Fire Station Cafe

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
380 Wages				19,300.00	17,638.81	1,661	1,661
381 Food/Supplies				3,570.00	3,078.57	491	491
382 Furniture, Fixtures & Equipme				750.00	817.99	-68	-68
383 Advertising							
384 Rates				1,464.00	1,464.00		
385 Electricity & Water				950.00	867.11	83	83
386 Cleaning Materials				125.00	109.78	15	15
387 DBC Maintenance Service Ch				1,100.00	1,060.67	39	39
388 Telephone / Internet				1,155.00	949.24	206	206
389 Maintenance				250.00	1,006.04	-756	-756
390 Miscellaneous Expenditure (In				1,300.00	1,198.36	102	102
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	7,300.00	6,873.77	-426				-426
SUB TOTAL	7,300.00	6,873.77	-426	33,414.00	28,190.57	5,223	4,797

Cost Centre Bus Shelters

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
400 Mainenance							
401 Long Term Financial Risks							
405 Miscellaneous Income							
SUB TOTAL							

NET TOTAL	644,021.00	662,861.91	18,841	700,677.00	504,381.05	196,296	215,137
V.A.T.		25,902.38			36,932.43		
GROSS TOTAL		688,764.29			541,313.48		

**SWANSCOMBE & GREENHITHE TOWN COUNCIL
INTERIM INTERNAL AUDIT REPORT 2015 - 2016**

AGENDA ITEM 13

07 JAN 2016

FGP 10/3/16

I am pleased to report to Members of the Town Council that I have completed my interim internal audit of the Town Council's records for 2015 – 2016.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping to be of a good standard and the Town Council's approach to the management of risks to be sound. I would like to take this opportunity to thank your Clerk for the assistance given to me in the conduct of the audit that took place on 6 January 2016.

PREVIOUS AUDITS:

External Audit Certificate 2014 - 2015:

The External Audit Certificate for 2014 - 2015 (Section 3 of the 2014 - 2015 Annual Return) was unqualified and dated 8 September 2015.

The External Auditor did not raise any minor matters on the audit certificate.

Internal Audit 2014 - 2015 - 14 May 2015:

There are no matters outstanding from my previous report.

Terms of Reference:

I noted that Members had approved Terms of Reference in respect of the scope of Internal Audit (Minute No. 272/15-16) and I can confirm that during the year I carry out sufficient work to enable me to answer the statements contained in Section 4 of the Annual Return and comply with the Terms of Reference approved.

FINDINGS THIS VISIT:

During the visit I carried out work which included reading the minutes, checking the accounting records including the cashbook, payroll, VAT records, bank statements and bank reconciliations with the cashbook.

Cashbook:

The cashbook was up to date and there was a good audit trail to the receipt and payment vouchers. I sampled the payments made by direct debit and all had been correctly authorised by the Town Clerk and two Members.

Bank Reconciliations:

Regular bank reconciliations have been carried out and there were no unexplained entries.

Value Added Tax:

The VAT records were accurate and up to date with the returns being submitted with the deadlines set by HMRC. The VAT return for the period ending 31 December 2015 was submitted electronically on the day of my visit.

Payroll:

The Payroll records were all up to date. The HMRC requirements for Real Time Information have been met and regular payments made to them in respect of PAYE and NI. Regular payments have been made in respect of pensions to the Kent Superannuation Fund.

SWANSCOMBE & GREENHITHE TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT 2015 - 2016

Insurances:

The current bank balances are £677,000 and as the level of cover in respect of Employee Dishonesty is currently £500,000 Members should review the amount of cover being provided to ensure that it is adequate.

Financial Risk Assessments:

The Financial Risk Assessments for 2016 - 2017 have been considered by Members (Minute No. 401/15-16) and will be incorporated into the 2016 - 2017 estimates later this month.

Minutes:

All the Minutes inspected had been signed/initialled.

Standing Orders and Financial Regulations:

The Town Council reviewed its Standing Orders and Financial Regulations during the year and the current set were approved on 17 December 2015.

Asset Register:

There had been no changes made to the Asset Register since my last visit.

Portable Appliance Testing:

I noted that PAT testing had been carried out and all the items I checked had the up to date sticker on them.



Kevin Funnell, F.M.A.A.T.
Independent Internal Auditor
6 January 2016



- 5 FEB 2016

(A)

AGENDA ITEM 14

FGP 10/3/15.

APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.


(Please complete using BLACK INK).

1. Name and full address of Organisation:	Friends Of Swanscombe Heritage Park
2. Amount of funding requested.	£ 350
3. Name and contact details of applicant (this is the address the Town Council will use for all correspondences):	Mrs S Fahy 25 Caspian Way Swanscombe Kent Da10 0LN
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	To raise awareness of the importance of the Heritage Park and encourage local residents to use the park for recreation.
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	The Friends Group works with over 300 local residents attending the organised events.
6. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe.	The Friends group delivers regular residents / family engagements events to raise the awareness for the Heritage Park and encourage cohesion and confidence building within the local area. The group endeavours to reduce isolation for older people with the weekly IT drop service in Swanscombe.
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 will be used to part match fund hall hire, marketing and refreshments cost for family events. The Friends deliver 3 events throughout the year to engage families around the Heritage Park.
8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.	The Friends received Awards for All funding in 2014 which was to deliver an over 50,s Cake and Computer club in Swanscombe (which still runs to date) and 3 family events including a Fish and Chip supper with entertainment. KCC member grant to support the extension time for the Cake and Computer Club. SGTC funding towards a hall hire for a Hospice fund raising event in Swanscombe.



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).	The Friends Of Swanscombe Heritage Park
10. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed:  Dated: 26/1/2016

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

certified COPY



25 FEB 2016

**APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.**

(Please complete using BLACK INK).

1. Name and full address of Organisation:	Hi Kent 18 Brewer Street Maidstone Kent ME14 1RU
2. Amount of funding requested.	£500 to cover yearly cost of £556
3. Name and contact details of applicant (this is the address the Town Council will use for all correspondences):	Donna Chadwick As above d.chadwick@hikent.org.uk
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	Hi Kent is the local registered charity serving the needs of the 300,000 Deaf and Hard of Hearing people living in the County of Kent. We have been established since 1986 and we are in our 30 th year. One in six people suffers from severe hearing loss and the number of people seeking our help is increasing every week. We provide assistive equipment to help Deaf people in their daily lives, usually free of charge. Typically, these items include special flashing doorbells, smoke alarms, pagers, special amplified telephones, conversations aids, special alarm clocks, and TV listeners. We also provide free lipreading classes and Tinnitus support groups. We also run 250 free local hearing aid support clinics all over Kent.
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	Although there is no one from Hi Kent who lives in Swanscombe, the people who come to our clinic do reside in this area.
6. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe.	We help the Deaf and Hearing Impaired, mostly aged 65+. They are able to visit one of the free local hearing aid and support clinics where they can turn up and our trained volunteers will clean, re-tube and supply and fit new batteries in their hearing aids and advise, if necessary, on other support they may need.
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	We wish to run our free Hearing Aid Support clinics in Swanscombe. They take place once a month in the Church centre. For those who are housebound or too ill to attend the clinics we offer a free home visit



APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK).

Council. Retrospective applications will NOT be considered.	on request where our trained volunteers will provide the same service that they would get at the clinic, free of charge. Please see attached sheet for yearly budget for the clinic.
8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.	£300 March 2014 from Northfleet, Swanscombe and Greenhithe Lions.
9. Name of organisation that cheques should be made out (cheques are unable to be made out to individuals).	Hi Kent
10. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed: <i>D. Chackin</i> Dated: 23-2-16.

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

Hi Kent yearly budget for the Swanscombe and Greenhithe Clinic

Volunteer Co-Ordinator Salary and travel expenses	£121
Volunteer travel expenses	£180
Volunteer training expenses	£80
Home visits	£70
Advertising	£45
Equipment	£60
Total	£556

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