

**SGTC  
TRANSFERS JUNE 2015**

**AGENDA ITEM 7**  
*Rec 10/9/15*

<b>Date</b>	<b>Desc</b>	<b>From</b>	<b>T</b>	<b>Amount</b>
04/06/2015	Bank to Bank Transfer	Active Saver 1	Current Account	4,827.30
11/06/2015	Bank to Bank Transfer	Active Saver 1	Current Account	25,155.01
18/06/2015	Bank to Bank Transfer	Active Saver 1	Current Account	1,655.83
24/06/2015	Bank to Bank Transfer	Active Saver 1	Current Account	1,169.64
08/06/2015	Bank to Bank Transfer	Active Saver 1 -	Active Saver 1	310,000.00
08/06/2015	Bank to Bank Transfer	Active Saver 1	Active Saver 1 -	260,000.00
08/06/2015	Bank to Bank Transfer	Active Saver 2	Active Saver 1	77.59
08/06/2015	Bank to Bank Transfer	Active Saver 2 -	Active Saver 2	294,988.31
11/06/2015	Bank to Bank Transfer	Active Saver 2	Active Saver 2 -	294,988.31
			<b>Total.....</b>	<b>1,192,861.99</b>

## BANK TRANSFERS

Jul-15

<b>Date</b>	<b>Desc</b>	<b>From</b>	<b>T</b>	<b>Amount</b>
02/07/201	Bank to Bank Transfer	Active Saver 1	Current Account	8,104.28
09/07/201	Bank to Bank Transfer	Active Saver 1	Current Account	2,918.03
09/07/201	Bank to Bank Transfer	Active Saver 1	Current Account	20,638.58
15/07/201	Bank to Bank Transfer	Active Saver 1	Current Account	4,110.15
22/07/201	Bank to Bank Transfer	Active Saver 1	Current Account	1,978.22
13/07/201	Bank to Bank Transfer	Active Saver 1 -	Active Saver 1	260,000.00
22/07/201	Bank to Bank Transfer	Active Saver 2	Active Saver 1	75.00
13/07/201	Bank to Bank Transfer	Active Saver 2 -	Active Saver 2	294,988.31
13/07/201	Bank to Bank Transfer	Active Saver 1	Active Saver 1 -	228,000.00
29/07/201	Bank to Bank Transfer	Active Saver 2	Active Saver 2 -	294,988.31
			<b>Total.....</b>	<b>1,115,800.88</b>

**SGTC**

**Listing of Receipts in each Code for All Cost Centres**  
(Between 01/06/2015 to 30/06/2015)

Code Number		75 Bowls Income		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Minute	Bank															
34	24/06/2015		Current Account				Bowls Income	Parks Department	Z	54.75	0.00	54.75	0.00	54.75				
Subtotal for Code: Bowls Income													£54.75	£0.00	£54.75			
Subtotal for Cost Centre: Swanscombe Park													54.75	0.00	54.75			
<b>Cost Centre Swanscombe Park</b>																		
Code Number		218 Rent Income		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Minute	Bank															
33	24/06/2015		Current Account				Allotment Rent	Various	Z	36.60	0.00	36.60	0.00	36.60				
Subtotal for Code: Rent Income													£36.60	£0.00	£36.60			
Subtotal for Cost Centre: Allotments													36.60	0.00	36.60			
<b>Cost Centre Administration</b>																		
Code Number		271 Miscellaneous Income		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Minute	Bank															
38	24/06/2015		Current Account				Rent Deposit Bond	The Pavilion	Z	208.33	0.00	208.33	0.00	208.33				
Subtotal for Code: Miscellaneous Income													£208.33	£0.00	£208.33			
Subtotal for Cost Centre: Administration													289.86	0.00	289.86			
<b>Cost Centre Church Road Hall</b>																		
Code Number		295 Hire Income		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Minute	Bank															
35	24/06/2015		Current Account				Hall Hire	Various	Z	79.75	0.00	79.75	0.00	79.75				
45	09/06/2015		Active Saver 1				Hall Hire	Kent County Council	Z	77.50	0.00	77.50	0.00	77.50				
Subtotal for Code: Hire Income													£157.25	£0.00	£157.25			
Subtotal for Cost Centre: Church Road Hall													157.25	0.00	157.25			
<b>Cost Centre Heritage Community Hall</b>																		
Code Number		335 Hire Income		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total		
Vchr.	Date	Minute	Bank															
36	24/06/2015		Current Account				Hall Hire	Various	Z	1,062.00	0.00	1,062.00	0.00	1,062.00				
44	05/06/2015		Active Saver 1				Hall Hire	DBC	Z	81.00	0.00	81.00	0.00	81.00				
50	02/06/2015		Active Saver 1				Hall Hire	DBC	Z	288.00	0.00	288.00	0.00	288.00				
Subtotal for Code: Hire Income													£1,431.00	£0.00	£1,431.00			
Subtotal for Cost Centre: Heritage Community Hall													1,431.00	0.00	1,431.00			
<b>Cost Centre Sports Pavilion</b>																		



SGTC

Listing of Receipts in each Code for All Cost Centres  
(Between 01/06/2015 to 30/06/2015)

Code Number	350 Rent Income	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 37	24/06/2015					Rent	The Pavilion	Z	1,395.36	0.00	1,395.36
							Subtotal for Code: Rent Income		£1,395.36	£0.00	£1,395.36
							Subtotal for Cost Centre: Sports Pavilion		1,395.36	0.00	1,395.36

**Cost Centre Town Council Offices Community Hall**

Code Number	370 Hire Income	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 32	18/06/2015				713695	Refund of Overpaid Hall Hire	Adewunmi	Z	-9.50	0.00	-9.50
39	24/06/2015					Hall Hire	Various	Z	1,902.50	0.00	1,902.50
41	24/06/2015					Hall Hire	North Kent Karate	Z	342.00	0.00	342.00
42	05/06/2015					Hall Hire	DBC	Z	40.50	0.00	40.50
43	05/06/2015					Hall Hire	DBC	Z	54.00	0.00	54.00
47	01/06/2015					Hall Hire	Cullen	Z	125.00	0.00	125.00
48	02/06/2015					Hall Hire	DBC	Z	72.00	0.00	72.00
49	02/06/2015					Hall Hire	DBC	Z	288.00	0.00	288.00
							Subtotal for Code: Hire Income		£2,814.50	£0.00	£2,814.50
							Subtotal for Cost Centre: Town Council Offices Comm		2,814.50	0.00	2,814.50

**Cost Centre Old Fire Station Cafe**

Code Number	395 Cafe Income	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 40	24/06/2015					Food Sales	Old Fire Station Cafe	S	630.38	126.07	756.45
							Subtotal for Code: Cafe Income		£630.38	£126.07	£756.45
							Subtotal for Cost Centre: Old Fire Station Cafe		630.38	126.07	756.45
							<b>TOTALS</b> .....		<b>£6,809.70</b>	<b>£126.07</b>	<b>£6,935.77</b>





**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01/06/2015 to 30/06/2015)

Cost Centre Administration									
230 Wages									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
285	11/06/2015	Current Account	713690	PAYE	Inland Revenue	Z	537.80	0.00	537.80
286	11/06/2015	Current Account	713690	NI	Inland Revenue	Z	775.66	0.00	775.66
289	11/06/2015	Current Account	DD	Wages	SGTC	Z	5,265.70	0.00	5,265.70
302	11/06/2015	Current Account	DD	Pension E'ee	KCC - LGPS	Z	356.49	0.00	356.49
303	11/06/2015	Current Account	DD	Pension E'er	KCC - LGPS	Z	671.44	0.00	671.44
304	11/06/2015	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	1,250.00	0.00	1,250.00
Subtotal for Code: Wages									£8,857.09
232 Photocopier									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
249	04/06/2015	Current Account	713679	Photocopier Rental	KCC - KCS	S	189.75	37.95	227.70
250	04/06/2015	Current Account	713679	Photocopier Usage	KCC - KCS	S	358.42	71.68	430.10
Subtotal for Code: Photocopier									£548.17
233 Stationary, Advertising & Postage									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
246	04/06/2015	Current Account	713679	Stationery	KCC - KCS	S	68.93	13.79	82.72
260	04/06/2015	Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	80.00	0.00	80.00
280	11/06/2015	Current Account	713689	Stationery	KCC - KCS	S	93.48	18.70	112.18
321	18/06/2015	Current Account	713697	Stationery	Viking Direct	S	95.98	19.20	115.18
323	18/06/2015	Current Account	713698	Stationery	KCC - KCS	S	56.37	11.28	67.65
Subtotal for Code: Stationary, Advertising & P									£394.76
234 Telephone / Internet									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
291	11/06/2015	Current Account	DD	Use of Personal Mobiles - TC and F	SGTC	S	20.83	4.17	25.00
Subtotal for Code: Telephone / Internet									£4.17
235 Mileage Allowance									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
290	11/06/2015	Current Account	DD	Mileage	SGTC	S	32.29	0.86	33.15
Subtotal for Code: Mileage Allowance									£32.29
237 Subscriptions / Publications									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
239	04/06/2015	Current Account	713670	Sage Payroll Cover	Sage	S	838.00	167.60	1,005.60
Subtotal for Code: Subscriptions / Publication									£167.60
245 Miscellaneous Expenditure									
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
247	04/06/2015	Current Account	713679	Cleaning Materials	KCC - KCS	S	15.48	3.10	18.58
Subtotal for Code: Miscellaneous Expenditure									£3.10



SGTC

Listing of Payments in each Code for All Cost Centres  
(Between 01/06/2015 to 30/06/2015)

251 Council Offices Building Maintena										
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 242	04/06/2015		Current Account	713673	Roller Shutter Maintenance	RSL (Bristol) Ltd	S	1,200.00	240.00	1,440.00
270	11/06/2015		Current Account	713680	Window Cleaning	Exclusive Cleaning	Z	25.00	0.00	25.00
316	18/06/2015		Current Account	713691	Plumbing Service	LW Burt & Son Ltd	S	720.00	144.00	864.00
322	18/06/2015		Current Account	713698	Covers for fire alarm callpoints	KCC - KCS	S	9.20	1.84	11.04
Subtotal for Code: Council Offices Building M								£1,954.20	£385.84	£2,340.04
253 Gas										
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 262	04/06/2015		Current Account	DD	Gas	KCC - Laser	Z	-1,796.84	0.00	-1,796.84
263	04/06/2015		Current Account	DD	Gas	KCC - Laser	S	2,025.39	405.08	2,430.47
Subtotal for Code: Gas								£228.55	£405.08	£633.63
254 Electricity										
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 264	04/06/2015		Current Account	DD	Electricity	KCC - Laser	Z	-1,273.32	0.00	-1,273.32
265	04/06/2015		Current Account	DD	Electricity	KCC - Laser	S	1,273.32	254.68	1,528.00
311	11/06/2015		Current Account	DD	Electricity	KCC - Laser	S	315.15	63.03	378.18
Subtotal for Code: Electricity								£315.15	£317.71	£632.86
255 Rates										
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 333	24/06/2015		Current Account	DD	NDR	DBC	Z	2,255.00	0.00	2,255.00
Subtotal for Code: Rates								£2,255.00	£0.00	£2,255.00
274 Bank Interest										
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 315	11/06/2015		Current Account	DD	Bank 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								15,468.20	1,456.96	16,925.16
280 Wages										
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 296	11/06/2015		Current Account	DD	Wages	SGTC	Z	374.11	0.00	374.11
Subtotal for Code: Wages								£374.11	£0.00	£374.11
282 Gas & Electricity										
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 268	04/06/2015		Current Account	DD	Gas	KCC - Laser	L	70.78	3.54	74.32
Subtotal for Code: Gas & Electricity								£70.78	£3.54	£74.32
285 Rates										
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 329	24/06/2015		Current Account	DD	NDR	DBC	Z	110.00	0.00	110.00



**SGTC**

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/06/2015 to 30/06/2015)

Code Number		287 Miscellaneous Expenditure		Subtotal for Code: Rates		£110.00		£0.00		£110.00			
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
274	11/06/2015		Current Account	713683	Hygiene Services	Cannon	S	5.16	1.03	6.19			
Subtotal for Code: Miscellaneous Expenditure											£6.19		
Subtotal for Cost Centre: Church Road Hall											560.05	4.57	564.62
<b>Cost Centre Grove Hall</b>													
Code Number		301 Repairs & Maintenance		Subtotal for Code: Repairs & Maintenance		£240.00		£0.00		£240.00			
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
317	18/06/2015		Current Account	713692	New Front Doors at Grove Hall	TMH Contractors	Z	240.00	0.00	240.00			
Subtotal for Code: Repairs & Maintenance											£240.00		
Code Number		302 Gas & Electricity		Subtotal for Code: Gas & Electricity		£43.06		£2.04		£45.10			
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
269	04/06/2015		Current Account	DD	Gas	KCC - Laser	Z	2.10	0.00	2.10			
337	24/06/2015		Current Account	DD	Electricity	Southern Electric (KCC Laser)	L	40.96	2.04	43.00			
Subtotal for Code: Gas & Electricity											£43.06	£2.04	£45.10
Subtotal for Cost Centre: Grove Hall											283.06	2.04	285.10
<b>Cost Centre Heritage Community Hall</b>													
Code Number		320 Wages		Subtotal for Code: Wages		£492.01		£0.00		£492.01			
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
288	11/06/2015		Current Account	713690	PAYE	Inland Revenue	Z	91.40	0.00	91.40			
293	11/06/2015		Current Account	DD	Wages	SGTC	Z	400.61	0.00	400.61			
Subtotal for Code: Wages											£492.01	£0.00	£492.01
Code Number		322 Gas & Electricity		Subtotal for Code: Gas & Electricity		£241.97		£140.63		£382.60			
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
266	04/06/2015		Current Account	DD	Gas	KCC - Laser	Z	-831.08	0.00	-831.08			
267	04/06/2015		Current Account	DD	Gas	KCC - Laser	S	949.00	134.43	1,083.43			
338	24/06/2015		Current Account	DD	Electricity	Southern Electric (KCC Laser)	L	124.05	6.20	130.25			
Subtotal for Code: Gas & Electricity											£241.97	£140.63	£382.60
Code Number		323 Cleaning Materials		Subtotal for Code: Cleaning Materials		£30.47		£6.10		£36.57			
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
324	18/06/2015		Current Account	713698	Cleaning Materials	KCC - KCS	S	30.47	6.10	36.57			
Subtotal for Code: Cleaning Materials											£30.47	£6.10	£36.57
Code Number		325 Rates		Subtotal for Code: Rates		£214.00		£0.00		£214.00			
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
330	24/06/2015		Current Account	DD	NNDR	DBC	Z	214.00	0.00	214.00			
Subtotal for Code: Rates											£214.00	£0.00	£214.00
Code Number		327 Miscellaneous Expenditure		Subtotal for Code: Rates		£214.00		£0.00		£214.00			
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 01/06/2015 to 30/06/2015)**

Code Number	Date	Bank	Minute	360 Wages	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
273	11/06/2015	Current Account		713683		Hygiene Services	Cannon	S	4.77	0.95	5.72			
											Subtotal for Code: Miscellaneous Expenditure	£4.77	£0.95	£5.72
											Subtotal for Cost Centre: Heritage Community Hall	983.22	147.68	1,130.90
<b>Cost Centre Town Council Offices Community Hall</b>														
Code Number	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
292	11/06/2015	Current Account		DD	Wages	SGTC	Z	515.10	0.00	515.10				
308	11/06/2015	Current Account		DD	Pension E'ee	KCC - LGPS	Z	29.98	0.00	29.98				
309	11/06/2015	Current Account		DD	Pension E'er	KCC - LGPS	Z	64.86	0.00	64.86				
310	11/06/2015	Current Account		DD	Pension Employer Secondary Cont	KCC - LGPS	Z	312.50	0.00	312.50				
327	11/06/2015	Current Account		713690	NI	Inland Revenue	Z	-2.78	0.00	-2.78				
											Subtotal for Code: Wages	£919.66	£0.00	£919.66
Code Number	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
319	18/06/2015	Current Account		713694	Repairs to Weather Bars - Hall Doc	Sealite Windows Ltd	S	80.00	16.00	96.00				
											Subtotal for Code: Repairs & Maintenance	£80.00	£16.00	£96.00
Code Number	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
251	04/06/2015	Current Account		713679	Cleaning Materials	KCC - KCS	S	45.45	9.10	54.55				
281	11/06/2015	Current Account		713689	Cleaning Materials	KCC - KCS	S	42.24	8.45	50.69				
											Subtotal for Code: Cleaning Materials	£87.69	£17.55	£105.24
											Subtotal for Cost Centre: Town Council Offices Comm	1,087.35	33.55	1,120.90
Code Number	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
287	11/06/2015	Current Account		713690	NI	Inland Revenue	Z	-6.96	0.00	-6.96				
297	11/06/2015	Current Account		DD	Wages	SGTC	Z	1,113.05	0.00	1,113.05				
305	11/06/2015	Current Account		DD	Pension E'ee	KCC - LGPS	Z	37.56	0.00	37.56				
306	11/06/2015	Current Account		DD	Pension E'er	KCC - LGPS	Z	81.26	0.00	81.26				
307	11/06/2015	Current Account		DD	Pension Employer Secondary Cont	KCC - LGPS	Z	312.50	0.00	312.50				
											Subtotal for Code: Wages	£1,537.41	£0.00	£1,537.41
Code Number	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
253	04/06/2015	Current Account		713678	Food Supplies	Corner Shop	Z	1.98	0.00	1.98				
254	04/06/2015	Current Account		713678	Food Supplies	Asda Stores Ltd	Z	137.02	0.00	137.02				
255	04/06/2015	Current Account		713678	Food Supplies	Co-Operative Stores	Z	7.65	0.00	7.65				
256	04/06/2015	Current Account		713678	Food Supplies	Farmfoods	Z	4.00	0.00	4.00				
257	04/06/2015	Current Account		713678	Food Supplies	Nilla	Z	143.10	0.00	143.10				
258	04/06/2015	Current Account		713678	Food Supplies	Poundstretcher	Z	2.00	0.00	2.00				

**SGTC**

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/06/2015 to 30/06/2015)

Code Number	Date	Current Account	DD	Description	Cheq. No.	DD	Costs to go to Costco	SGTC	S	Net	Vat	Total
298	11/06/2015									11.46	2.29	13.75
<b>382 Furniture, Fixtures &amp; Equipment (i)</b>												
Vchr.	261	04/06/2015	Current Account	Bank								
				Minute								
				Description								
				Current Account	DD							
				Supplier								
				Tchibo Coffee International Ltd						65.00	13.00	78.00
				Vat Type								
				S								
				Subtotal for Code: Furniture, Fixtures & Equip						£65.00	£13.00	£78.00
				Subtotal for Code: Food/Supplies						£307.21	£2.29	£309.50
				Subtotal for Code: Rates								
				Supplier								
				DBC								
				Vat Type								
				Z								
				Subtotal for Code: Rates						£146.00	£0.00	£146.00
				Supplier								
				Corner Shop								
				Vat Type								
				Z								
				Viridor Waste Kent Ltd						62.32	12.48	74.80
				Subtotal for Code: Miscellaneous Expenditure						£80.87	£12.48	£93.35
				Subtotal for Cost Centre: Old Fire Station Cafe						2,136.49	27.77	2,164.26
<b>TOTALS</b>										<b>£36,555.97</b>	<b>£2,495.89</b>	<b>£39,051.86</b>

This page is intentionally left blank

## SGTC

**Listing of Receipts in each Code for All Cost Centres**  
(Between 01/07/2015 to 31/07/2015)

Cost Centre			Parks Establishment								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
66	29/07/2015		Current Account		Football Pitch Hire	Swanscombe Tigers FC	Z	500.00	0.00	500.00	
						Subtotal for Code: Miscellaneous Income		£500.00	£0.00	£500.00	
						Subtotal for Cost Centre: Parks Establishment		500.00	0.00	500.00	
Cost Centre			Swanscombe Park								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
62	29/07/2015		Current Account		Bowls Income	Parks Department	Z	35.75	0.00	35.75	
						Subtotal for Code: Bowls Income		£35.75	£0.00	£35.75	
						Subtotal for Cost Centre: Swanscombe Park		35.75	0.00	35.75	
Cost Centre			Broomfield Sports Ground								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
63	29/07/2015		Current Account		Football Pitch Hire	Various	Z	1,410.00	0.00	1,410.00	
						Subtotal for Code: Football Income		£1,410.00	£0.00	£1,410.00	
						Subtotal for Cost Centre: Broomfield Sports Ground		1,410.00	0.00	1,410.00	
Cost Centre			St Peter & St Paul's Churchyard								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
54	17/07/2015		Active Saver 1	DC	Capacity Building Fund Grant	DBC	Z	8,500.00	0.00	8,500.00	
						Subtotal for Code: Maintenance		£8,500.00	£0.00	£8,500.00	
						Subtotal for Cost Centre: St Peter & St Paul's Churchy		8,500.00	0.00	8,500.00	
Cost Centre			Allotments								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
60	29/07/2015		Current Account		Unclaimed Allotment Key Deposits	Various	Z	62.35	0.00	62.35	
61	29/07/2015		Current Account		Allotment Rent	Robertson	Z	11.55	0.00	11.55	
						Subtotal for Code: Rent Income		£73.90	£0.00	£73.90	
						Subtotal for Cost Centre: Allotments		73.90	0.00	73.90	
Cost Centre			Administration								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
52	16/07/2015		Current Account	DC	VAT Repayment	HM Customs & Excise	R	0.00	8,134.57	8,134.57	
68	29/07/2015		Current Account		Rent Deposit Bond	The Pavilion	Z	208.33	0.00	208.33	
						Subtotal for Code: Miscellaneous Income		£208.33	£8,134.57	£8,342.90	

## SGTC

Listing of Receipts in each Code for All Cost Centres  
(Between 01/07/2015 to 31/07/2015)

Code Number	Date	274 Bank Interest	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
51	08/07/2015	Active Saver 2	DC	Bank Interest		Barclays	Z	77.59	0.00	77.59	
57	13/07/2015	Active Saver 1	DC	Bank Interest		Barclays	Z	66.10	0.00	66.10	
59	29/07/2015	Active Saver 2	DC	Bank Interest		Barclays	Z	75.00	0.00	75.00	
						Subtotal for Code: Bank Interest		£218.69	£0.00	£218.69	
						Subtotal for Cost Centre: Administration		427.02	8,134.57	8,561.59	
<b>Cost Centre Church Road Hall</b>											
Code Number	Date	295 Hire Income	Minute <td>Bank <td>Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td></td></td>	Bank <td>Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td></td>	Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td>	Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td>	Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td>	Vat Type <td>Net <td>Vat <td>Total</td> </td></td>	Net <td>Vat <td>Total</td> </td>	Vat <td>Total</td>	Total
Vchr.											
58	28/07/2015	Active Saver 1	DC	Hall Hire		KCC - KCS	Z	77.50	0.00	77.50	
64	29/07/2015	Current Account		Hall Floor Maintenance		Various	Z	85.25	0.00	85.25	
						Subtotal for Code: Hire Income		£162.75	£0.00	£162.75	
						Subtotal for Cost Centre: Church Road Hall		162.75	0.00	162.75	
<b>Cost Centre Heritage Community Hall</b>											
Code Number	Date	335 Hire Income	Minute <td>Bank <td>Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td></td></td>	Bank <td>Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td></td>	Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td>	Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td>	Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td>	Vat Type <td>Net <td>Vat <td>Total</td> </td></td>	Net <td>Vat <td>Total</td> </td>	Vat <td>Total</td>	Total
Vchr.											
56	17/07/2015	Active Saver 1	DC	Hall Hire		DBC	Z	162.00	0.00	162.00	
65	29/07/2015	Current Account		Hall Floor Maintenance		Various	Z	1,311.37	0.00	1,311.37	
						Subtotal for Code: Hire Income		£1,473.37	£0.00	£1,473.37	
						Subtotal for Cost Centre: Heritage Community Hall		1,473.37	0.00	1,473.37	
<b>Cost Centre Sports Pavilion</b>											
Code Number	Date	350 Rent Income	Minute <td>Bank <td>Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td></td></td>	Bank <td>Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td></td>	Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td>	Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td>	Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td>	Vat Type <td>Net <td>Vat <td>Total</td> </td></td>	Net <td>Vat <td>Total</td> </td>	Vat <td>Total</td>	Total
Vchr.											
67	29/07/2015	Current Account		Rent		The Pavilion	Z	1,395.36	0.00	1,395.36	
						Subtotal for Code: Rent Income		£1,395.36	£0.00	£1,395.36	
						Subtotal for Cost Centre: Sports Pavilion		1,395.36	0.00	1,395.36	
<b>Cost Centre Town Council Offices Community Hall</b>											
Code Number	Date	370 Hire Income	Minute <td>Bank <td>Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td></td></td>	Bank <td>Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td></td>	Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td>	Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td>	Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td>	Vat Type <td>Net <td>Vat <td>Total</td> </td></td>	Net <td>Vat <td>Total</td> </td>	Vat <td>Total</td>	Total
Vchr.											
53	13/07/2015	Active Saver 1	DC	Hall Hire		North Kent Karate	Z	288.00	0.00	288.00	
55	17/07/2015	Active Saver 1	DC	Hall Hire		DBC	Z	121.50	0.00	121.50	
69	29/07/2015	Current Account		Hall Hire		Various	Z	2,435.50	0.00	2,435.50	
						Subtotal for Code: Hire Income		£2,845.00	£0.00	£2,845.00	
						Subtotal for Cost Centre: Town Council Offices Comm		2,845.00	0.00	2,845.00	
<b>Cost Centre Old Fire Station Cafe</b>											
Code Number	Date	395 Cafe Income	Minute <td>Bank <td>Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td></td></td>	Bank <td>Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td></td>	Cheq. No. <td>Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td></td>	Description <td>Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td></td>	Supplier <td>Vat Type <td>Net <td>Vat <td>Total</td> </td></td></td>	Vat Type <td>Net <td>Vat <td>Total</td> </td></td>	Net <td>Vat <td>Total</td> </td>	Vat <td>Total</td>	Total
Vchr.											

SGTC

Listing of Receipts in each Code for All Cost Centres  
(Between 01/07/2015 to 31/07/2015)

70	29/07/2015	Current Account	Food Sales	Old Fire Station Cafe	S	864.54	172.91	1,037.45
				Subtotal for Code: Cafe Income		£864.54	£172.91	£1,037.45
				Subtotal for Cost Centre: Old Fire Station Cafe		864.54	172.91	1,037.45
<b>TOTALS .....</b>						<b>£17,687.69</b>	<b>£8,307.48</b>	<b>£25,995.17</b>



**This page is intentionally left blank**

SGTC

Listing of Payments in each Code for All Cost Centres  
(Between 01/07/2015 to 31/07/2015)

Cost Centre Public Lighting		1 Supply & Maintenance		Description		Supplier		Vat Type		Net		Vat		Total	
Code Number	Date	Bank	Cheq. No.	Minute	Minute	Bank	Cheq. No.	Minute	Minute	Supplier	Code	Net	Vat	Net	Total
418	09/07/2015	Current Account	DD			Electricity - Street Lighting				E-on	L	70.54	3.53	70.54	74.07
						Subtotal for Code: Supply & Maintenance						£70.54	£3.53	£70.54	£74.07
						Subtotal for Cost Centre: Public Lighting						70.54	3.53	70.54	74.07
Cost Centre Grove Car Park		20 Rates		Description		Supplier		Vat Type		Net		Vat		Total	
477	29/07/2015	Current Account	DD			NNDR				DBC	Z	341.00	0.00	341.00	341.00
						Subtotal for Code: Rates						£341.00	£0.00	£341.00	£341.00
						Subtotal for Cost Centre: Grove Car Park						341.00	0.00	341.00	341.00
Cost Centre Parks Establishment		40 Wages		Description		Supplier		Vat Type		Net		Vat		Total	
398	09/07/2015	Current Account	713721			PAYE				Inland Revenue	Z	688.20	0.00	688.20	688.20
399	09/07/2015	Current Account	713721			NI				Inland Revenue	Z	1,026.99	0.00	1,026.99	1,026.99
405	09/07/2015	Current Account	DD			Pension Eee				KCC - LGPS	Z	214.29	0.00	214.29	214.29
406	09/07/2015	Current Account	DD			Pension E'er				KCC - LGPS	Z	412.12	0.00	412.12	412.12
407	09/07/2015	Current Account	DD			Pension Employer Secondary Cont				KCC - LGPS	Z	625.00	0.00	625.00	625.00
426	09/07/2015	Current Account	DD			Wages				SGTC	Z	5,286.83	0.00	5,286.83	5,286.83
427	09/07/2015	Current Account	DD			Park Keeper Cover				SGTC	Z	99.31	0.00	99.31	99.31
						Subtotal for Code: Wages						£8,352.74	£0.00	£8,352.74	£8,352.74
Cost Centre Equipment/Materials		41 Equipment/Materials		Description		Supplier		Vat Type		Net		Vat		Total	
341	02/07/2015	Current Account	713699			Cleaning Materials				KCC - KCS	S	23.35	4.67	28.02	28.02
345	02/07/2015	Current Account	713701			Sports Grounds Maintenance Supp				Eden Park (STMS) Ltd	S	273.00	25.50	298.50	298.50
348	02/07/2015	Current Account	713704			Skip Hire				Pinden Ltd	S	205.00	41.00	246.00	246.00
350	02/07/2015	Current Account	713706			Repairs to Mess Room Roof followi				TMH Contractors	Z	75.00	0.00	75.00	75.00
353	02/07/2015	Current Account	713709			Stock of different wood for parks re				Forestrall Ltd	S	149.11	29.83	178.94	178.94
381	09/07/2015	Current Account	713712			General Equipment/Materials				Petty Cash	S	14.17	2.83	17.00	17.00
387	09/07/2015	Current Account	713712			New Lock for Mess Room				Petty Cash	S	18.33	3.67	22.00	22.00
389	09/07/2015	Current Account	713712			General Maintenance Supplies				Petty Cash	S	31.40	6.28	37.68	37.68
392	09/07/2015	Current Account	713715			Dog Bin Disposal - Qtr 1				DBC	S	286.00	57.20	343.20	343.20
393	09/07/2015	Current Account	713716			General Equipment/Materials				Ernest Doe & Sons Ltd	S	198.08	39.61	237.69	237.69
394	09/07/2015	Current Account	713717			Skip Hire				Pinden Ltd	S	205.00	41.00	246.00	246.00
395	09/07/2015	Current Account	713718			Litter Bins				Glasdon UK Ltd	S	151.38	30.27	181.65	181.65
397	09/07/2015	Current Account	713720			Roof Repairs - Mess Room - follow				TMH Contractors	Z	435.00	0.00	435.00	435.00
435	15/07/2015	Current Account	713724			Shrub Clearance - Neptune Park				J B Westwood	S	1,200.00	240.00	1,440.00	1,440.00

## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/07/2015 to 31/07/2015)

437	15/07/2015	Current Account	713726	Mower Repairs	FL Machinery	Z	326.96	0.00	326.96	
442	15/07/2015	Current Account	713728	Strimming - Broomfield	Parsons	Z	200.00	0.00	200.00	
444	15/07/2015	Current Account	713730	Cleaning Materials	KCC - KCS	S	89.95	17.99	107.94	
455	22/07/2015	Current Account	713732	Sports Ground Supplies	Eden Park (STMS) Ltd	S	312.70	62.54	375.24	
469	29/07/2015	Current Account	713738	Skip Hire	Pinden Ltd	S	205.00	41.00	246.00	
470	29/07/2015	Current Account	713739	Gang Mowing	KCC Landscape Services	S	4,192.50	838.50	5,031.00	
							<b>Subtotal for Code: Equipment/Materials</b>	<b>£1,481.89</b>	<b>£10,073.82</b>	
<b>43 Fuel</b>										
<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
361	02/07/2015	Current Account	DD		Parks Fuel	Asda Stores Ltd (Allstar)	S	61.00	12.20	73.20
388	09/07/2015	Current Account	713712		Parks Fuel	Petty Cash	S	55.26	11.05	66.31
447	15/07/2015	Current Account	DD		Fuel Card Fee	Asda Stores Ltd (Allstar)	S	5.90	1.18	7.08
460	22/07/2015	Current Account	DD		Parks Fuel	Asda Stores Ltd (Allstar)	S	66.82	13.36	80.18
479	29/07/2015	Current Account	DD		Parks Fuel	Asda Stores Ltd (Allstar)	S	59.35	11.87	71.22
							<b>Subtotal for Code: Fuel</b>	<b>£248.33</b>	<b>£49.66</b>	<b>£297.99</b>
<b>45 Telephone</b>										
<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
386	09/07/2015	Current Account	713712		Mobile Phone Top Up Voucher	Petty Cash	S	16.67	3.33	20.00
420	09/07/2015	Current Account	DD		Phone Bill - Parks	British Telecom	S	41.31	8.26	49.57
461	22/07/2015	Current Account	DD		Parks Mobile Phone	O2	S	9.75	1.95	11.70
							<b>Subtotal for Code: Telephone</b>	<b>£67.73</b>	<b>£13.54</b>	<b>£81.27</b>
<b>46 Vehicles</b>										
<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
459	22/07/2015	Current Account	713736		New Starter Motor - BF07 OBS	Monarch Autos	S	289.00	57.80	346.80
							<b>Subtotal for Code: Vehicles</b>	<b>£289.00</b>	<b>£57.80</b>	<b>£346.80</b>
<b>47 Water Rates</b>										
<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
363	02/07/2015	Current Account	DD		Water Rates - Swanscombe Park	Southern Water	Z	67.83	0.00	67.83
							<b>Subtotal for Code: Water Rates</b>	<b>£67.83</b>	<b>£0.00</b>	<b>£67.83</b>
<b>51 Knockhall Changing Rooms</b>										
<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
439	15/07/2015	Current Account	713727		Hygiene Services	Cannon	S	25.35	5.07	30.42
							<b>Subtotal for Code: Knockhall Changing Room</b>	<b>£25.35</b>	<b>£5.07</b>	<b>£30.42</b>
<b>54 Trees</b>										
<b>Code Number</b>	<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
349	02/07/2015	Current Account	713705		Tree Works following Tree Survey -	SL Tree Care Ltd	S	1,820.00	364.00	2,184.00
							<b>Subtotal for Code: Trees</b>	<b>£1,820.00</b>	<b>£364.00</b>	<b>£2,184.00</b>
							<b>Subtotal for Cost Centre: Parks Establishment</b>	<b>19,462.91</b>	<b>1,971.96</b>	<b>21,434.87</b>

## SGTC

### Listing of Payments in each Code for All Cost Centres (Between 01/07/2015 to 31/07/2015)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>110 Maintenance</b>										
481	29/07/2015		Current Account		Insurance Claim - Churchyard Wall	Zurich Municipal	Z	-1,679.43	0.00	-1,679.43
					Subtotal for Code: Maintenance			£-1,679.43	£0.00	£-1,679.43
					Subtotal for Cost Centre: St Peter & St Paul's Churchy			-1,679.43	0.00	-1,679.43
<b>Cost Centre Leisure Centre</b>										
<b>146 Rates &amp; Insurance Rent - DBC</b>										
476	29/07/2015		Current Account	DD	NNDR	DBC	Z	2,366.00	0.00	2,366.00
					Subtotal for Code: Rates & Insurance Rent - I			£2,366.00	£0.00	£2,366.00
					Subtotal for Cost Centre: Leisure Centre			2,366.00	0.00	2,366.00
<b>Cost Centre Allotments</b>										
<b>211 Repairs / Maintenance</b>										
346	02/07/2015		Current Account	713702	Installation of Water Tap and Meter	GKS Plumbing	S	580.80	116.16	696.96
482	29/07/2015		Current Account		Installation of Water Tap and Meter	S&G Allotment Association	Z	-580.80	0.00	-580.80
					Subtotal for Code: Repairs / Maintenance			£0.00	£116.16	£116.16
					Subtotal for Cost Centre: Allotments			0.00	116.16	116.16
<b>Cost Centre Administration</b>										
<b>230 Wages</b>										
400	09/07/2015		Current Account	713721	PAYE	Inland Revenue	Z	537.60	0.00	537.60
401	09/07/2015		Current Account	713721	NI	Inland Revenue	Z	805.90	0.00	805.90
408	09/07/2015		Current Account	DD	Pension Eee	KCC - LGPS	Z	356.49	0.00	356.49
409	09/07/2015		Current Account	DD	Pension E'er	KCC - LGPS	Z	671.44	0.00	671.44
410	09/07/2015		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	1,250.00	0.00	1,250.00
422	09/07/2015		Current Account	DD	Wages	SGTC	Z	5,264.90	0.00	5,264.90
					Subtotal for Code: Wages			£8,886.33	£0.00	£8,886.33
<b>Cost Centre Stationary, Advertising &amp; Postage</b>										
<b>233 Stationary, Advertising &amp; Postage</b>										
343	02/07/2015		Current Account	713699	Stationery	KCC - KCS	S	26.47	5.30	31.77
365	02/07/2015		Current Account	DD	Refund of Amazon Prime Subscript	Barclaycard	S	-17.00	-3.40	-20.40
421	15/07/2015		Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	80.00	0.00	80.00
453	22/07/2015		Current Account	713731	Stationery	KCC - KCS	S	8.95	1.79	10.74
480	29/07/2015		Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	80.00	0.00	80.00
					Subtotal for Code: Stationary, Advertising & P			£178.42	£3.69	£182.11
<b>Cost Centre Telephone / Internet</b>										
<b>234 Telephone / Internet</b>										
424	09/07/2015		Current Account	DD	Use of Personal Mobiles - TC and f	SGTC	S	20.83	4.17	25.00

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/07/2015 to 31/07/2015)**

449	15/07/2015	Current Account	DD	Phone Bill - Admin Internet	British Telecom	S	59.97	11.99	71.96
465	23/07/2015	Current Account	DD	Phone Bill - Admin Fax Line	British Telecom	S	60.21	12.04	72.25
<b>Code Number</b>		<b>235 Mileage Allowance</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Date	Bank	DD	Mileage	SGTC	S	36.73	0.97	37.70
423	09/07/2015	Current Account	DD				£36.73	£0.97	£37.70
				Subtotal for Code: Mileage Allowance					
<b>Code Number</b>		<b>237 Subscriptions / Publications</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Date	Bank							
347	02/07/2015	Current Account	71370	Subscription Renewal	Kent Wildlife Trust	Z	33.00	0.00	33.00
434	15/07/2015	Current Account	713723	Scribe Software Renewal License	Scribe 2000 Ltd	S	367.50	73.50	441.00
436	15/07/2015	Current Account	713725	Data Protection Registration	The Information Commissioner	Z	35.00	0.00	35.00
				Subtotal for Code: Subscriptions / Publication			£435.50	£73.50	£509.00
<b>Code Number</b>		<b>238 Town Mayor's Allowance</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Date	Bank							
385	09/07/2015	Current Account	713712	AGM Refreshments	Petty Cash	Z	44.02	0.00	44.02
				Subtotal for Code: Town Mayor's Allowance			£44.02	£0.00	£44.02
<b>Code Number</b>		<b>241 Legal Fees</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Date	Bank							
433	15/07/2015	Current Account	713722	Legal Fees - Access Way - Allotmei	Hatten Wyatt	Z	732.00	0.00	732.00
				Subtotal for Code: Legal Fees			£732.00	£0.00	£732.00
<b>Code Number</b>		<b>245 Miscellaneous Expenditure</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Date	Bank							
377	09/07/2015	Current Account	713712	Flowers - M Bull Funder	Petty Cash	Z	20.00	0.00	20.00
378	09/07/2015	Current Account	713712	Newspapers	Petty Cash	Z	4.25	0.00	4.25
379	09/07/2015	Current Account	713712	Parking	Petty Cash	S	0.42	0.08	0.50
438	15/07/2015	Current Account	713727	Hygiene Services	Cannon	S	36.39	7.28	43.67
446	15/07/2015	Current Account	713730	Cleaning Materials	KCC - KCS	S	54.85	10.98	65.83
456	22/07/2015	Current Account	713733	ATC/RFO Job Advertisement	JGP Resourcing	S	545.00	109.00	654.00
458	22/07/2015	Current Account	713735	ATC/RFO Job Advertisement	SLCC	S	300.00	60.00	360.00
467	29/07/2015	Current Account	713737	Cleaning Materials	KCC - KCS	S	4.98	1.00	5.98
				Subtotal for Code: Miscellaneous Expenditure			£965.89	£188.34	£1,154.23
<b>Code Number</b>		<b>248 Member Training</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Date	Bank							
351	02/07/2015	Current Account	713707	New Councillor Induction Training	KALC	S	125.00	25.00	150.00
352	02/07/2015	Current Account	713708	Councillor Conference - Cllr Mrs L	KALC	S	60.00	12.00	72.00
				Subtotal for Code: Member Training			£185.00	£37.00	£222.00
<b>Code Number</b>		<b>249 IT Services</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	Date	Bank							

## SGTC

### Listing of Payments in each Code for All Cost Centres (Between 01/07/2015 to 31/07/2015)

443	15/07/2015	Current Account	713729	IT Support & Maintenance	ABC ICT Ltd	S	504.00	100.80	604.80
				Subtotal for Code: IT Services			£504.00	£100.80	£604.80
<b>251 Council Offices Building Maintenance</b>									
<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
344	02/07/2015	Current Account	713700	Call Out - Fire Alarm	Fireout Protection Ltd	S	176.00	35.20	211.20
354	02/07/2015	Current Account	713710	CCTV Repairs	Active Security Group	S	274.00	54.80	328.80
384	09/07/2015	Current Account	713712	Key Cutting - Internal Master	Petty Cash	S	12.50	2.50	15.00
390	09/07/2015	Current Account	713713	Access Control Repair	Active Security Group	S	19.70	3.94	23.64
464	23/07/2015	Current Account	DD	Phone Bill - Admin Lift Alarm Line	British Telecom	S	59.97	11.99	71.96
471	29/07/2015	Current Account	713740	Replacement PSU - Fire Alarm	Fireout Protection Ltd	S	503.80	100.76	604.56
				Subtotal for Code: Council Offices Building M			£1,045.97	£209.19	£1,255.16
<b>253 Gas</b>									
<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
357	02/07/2015	Current Account	DD	Gas	KCC - Laser	L	163.90	8.20	172.10
				Subtotal for Code: Gas			£163.90	£8.20	£172.10
<b>254 Electricity</b>									
<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
417	09/07/2015	Current Account	DD	Electricity	KCC - Laser	S	375.16	75.03	450.19
				Subtotal for Code: Electricity			£375.16	£75.03	£450.19
<b>255 Rates</b>									
<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
478	29/07/2015	Current Account	DD	NNDR	DBC	Z	2,255.00	0.00	2,255.00
				Subtotal for Code: Rates			£2,255.00	£0.00	£2,255.00
<b>274 Bank Interest</b>									
<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
364	02/07/2015	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			15,957.61	724.92	16,682.53
<b>Cost Centre Church Road Hall</b>									
<b>280 Wages</b>									
<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
428	09/07/2015	Current Account	DD	Wages	SGTC	Z	173.50	0.00	173.50
429	09/07/2015	Current Account	DD	Wages	SGTC	Z	224.79	0.00	224.79
				Subtotal for Code: Wages			£398.29	£0.00	£398.29
<b>281 Repairs &amp; Maintenance</b>									
<b>Vchr.</b>	<b>Date</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
355	02/07/2015	Current Account	713711	Boiler Service and Gas Safety Che	LW Burt & Son Ltd	S	726.16	145.23	871.39
472	29/07/2015	Current Account	713741	Replacement windows and doors	TMH Contractors	Z	295.00	0.00	295.00
				Subtotal for Code: Repairs & Maintenance			£1,021.16	£145.23	£1,166.39



## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/07/2015 to 31/07/2015)

<b>Code Number</b>	<b>282 Gas &amp; Electricity</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.										
360	02/07/2015		Current Account	DD	Gas	KCC - Laser	L	52.84	2.64	55.48
						Subtotal for Code: Gas & Electricity		£52.84	£2.64	£55.48
<b>Code Number</b>	<b>283 Cleaning Materials</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.										
445	15/07/2015		Current Account	713730	Cleaning Materials	KCC - KCS	S	10.47	2.10	12.57
450	22/07/2015		Current Account	713731	Cleaning Materials	KCC - KCS	S	10.99	2.20	13.19
						Subtotal for Code: Cleaning Materials		£21.46	£4.30	£25.76
<b>Code Number</b>	<b>285 Rates</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.										
474	29/07/2015		Current Account	DD	NNDR	DBC	Z	110.00	0.00	110.00
						Subtotal for Code: Rates		£110.00	£0.00	£110.00
<b>Code Number</b>	<b>287 Miscellaneous Expenditure</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.										
380	09/07/2015		Current Account	713712	Phone Charger and Top Up	Petty Cash	S	12.50	2.50	15.00
440	15/07/2015		Current Account	713727	Hygiene Services	Cannon	S	5.16	1.03	6.19
						Subtotal for Code: Miscellaneous Expenditure		£17.66	£3.53	£21.19
						Subtotal for Cost Centre: Church Road Hall		1,621.41	155.70	1,777.11
<b>Code Number</b>	<b>302 Gas &amp; Electricity</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.										
358	02/07/2015		Current Account	DD	Gas	KCC - Laser	Z	2.17	0.00	2.17
462	22/07/2015		Current Account	DD	Gas	KCC - Laser	Z	-14.84	0.00	-14.84
463	22/07/2015		Current Account	DD	Gas	KCC - Laser	L	14.84	0.54	15.38
						Subtotal for Code: Gas & Electricity		£2.17	£0.54	£2.71
						Subtotal for Cost Centre: Grove Hall		2.17	0.54	2.71
<b>Code Number</b>	<b>320 Wages</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.										
404	09/07/2015		Current Account	713721	PAYE	Inland Revenue	Z	100.20	0.00	100.20
425	09/07/2015		Current Account	DD	Wages	SGTC	Z	371.59	0.00	371.59
						Subtotal for Code: Wages		£471.79	£0.00	£471.79
<b>Code Number</b>	<b>321 Repairs &amp; Maintenance</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.										
356	02/07/2015		Current Account	713711	Boiler Service and Gas Safety Che	LW Burt & Son Ltd	S	726.16	145.23	871.39
382	09/07/2015		Current Account	713712	Key Cutting	Petty Cash	S	2.62	0.53	3.15
						Subtotal for Code: Repairs & Maintenance		£728.78	£145.76	£874.54



## SGTC

**Listing of Payments in each Code for All Cost Centres**  
(Between 01/07/2015 to 31/07/2015)

<b>Code Number</b>	<b>322 Gas &amp; Electricity</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	359	02/07/2015	Current Account	DD	Gas	KCC - Laser	L	88.77	4.44	93.21
						Subtotal for Code: Gas & Electricity		£88.77	£4.44	£93.21
<b>Code Number</b>	<b>323 Cleaning Materials</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	454	22/07/2015	Current Account	713731	Cleaning Materials	KCC - KCS	S	23.94	4.79	28.73
						Subtotal for Code: Cleaning Materials		£23.94	£4.79	£28.73
<b>Code Number</b>	<b>324 Furniture, Fixtures &amp; Fittings</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	366	02/07/2015	Current Account	DD	New Floor Cleaner	Barclaycard	S	378.00	75.60	453.60
	367	02/07/2015	Current Account	DD	Table Trolley	Barclaycard	S	331.70	66.34	398.04
	466	29/07/2015	Current Account	713737	New Tables	KCC - KCS	S	1,683.00	336.60	2,019.60
						Subtotal for Code: Furniture, Fixtures & Fittings		£2,392.70	£478.54	£2,871.24
<b>Code Number</b>	<b>325 Rates</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	475	29/07/2015	Current Account	DD	NNDR	DBC	Z	214.00	0.00	214.00
						Subtotal for Code: Rates		£214.00	£0.00	£214.00
<b>Code Number</b>	<b>326 Water Rates</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	362	02/07/2015	Current Account	DD	Water Rates	Southern Water	Z	62.21	0.00	62.21
						Subtotal for Code: Water Rates		£62.21	£0.00	£62.21
<b>Code Number</b>	<b>327 Miscellaneous Expenditure</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	383	09/07/2015	Current Account	713712	Mobile Phone Top Up Voucher	Petty Cash	S	16.67	3.33	20.00
	441	15/07/2015	Current Account	713727	Hygiene Services	Cannon	S	4.77	0.95	5.72
	448	15/07/2015	Current Account	DD	Phone Bill - Heritage Hall	British Telecom	S	42.48	8.49	50.97
						Subtotal for Code: Miscellaneous Expenditure		£63.92	£12.77	£76.69
						Subtotal for Cost Centre: Heritage Community Hall		4,046.11	646.30	4,692.41
<b>Cost Centre</b>	<b>Town Council Offices</b>	<b>Community Hall</b>								
<b>Code Number</b>	<b>360 Wages</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr.	403	09/07/2015	Current Account	713721	NI	Inland Revenue	Z	-2.78	0.00	-2.78
	414	09/07/2015	Current Account	DD	Pension E'ee	KCC - LGPS	Z	29.98	0.00	29.98
	415	09/07/2015	Current Account	DD	Pension E'er	KCC - LGPS	Z	64.87	0.00	64.87
	416	09/07/2015	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	312.50	0.00	312.50
	432	09/07/2015	Current Account	DD	Wages	SGTC	Z	515.10	0.00	515.10
						Subtotal for Code: Wages		£919.67	£0.00	£919.67

**SGTC**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01/07/2015 to 31/07/2015)**

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
<b>361 Repairs &amp; Maintenance</b>										
Vchr.										
391	09/07/2015		Current Account	713714	Plumbing Call out - Ladies Toilet	LW Burt & Son Ltd	S	79.96	15.99	95.95
						Subtotal for Code: Repairs & Maintenance		£79.96	£15.99	£95.95
<b>363 Cleaning Materials</b>										
Vchr.										
342	02/07/2015		Current Account	713699	Cleaning Materials	KCC - KCS	S	10.97	2.20	13.17
451	22/07/2015		Current Account	713731	Cleaning Materials	KCC - KCS	S	2.98	0.60	3.58
452	22/07/2015		Current Account	713731	Cleaning Materials	KCC - KCS	S	14.99	3.00	17.99
468	29/07/2015		Current Account	713737	Cleaning Materials	KCC - KCS	S	17.47	3.50	20.97
						Subtotal for Code: Cleaning Materials		£46.41	£9.30	£55.71
						Subtotal for Cost Centre: Town Council Offices Comm		1,046.04	25.29	1,071.33
<b>Cost Centre Old Fire Station Cafe</b>										
<b>380 Wages</b>										
Vchr.										
402	09/07/2015		Current Account	713721	NI	Inland Revenue	Z	-7.96	0.00	-7.96
411	09/07/2015		Current Account	DD	Pension E'ee	KCC - LGPS	Z	35.87	0.00	35.87
412	09/07/2015		Current Account	DD	Pension E'er	KCC - LGPS	Z	77.61	0.00	77.61
413	09/07/2015		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	312.50	0.00	312.50
430	09/07/2015		Current Account	DD	Wages	SGTC	Z	1,115.29	0.00	1,115.29
						Subtotal for Code: Wages		£1,533.31	£0.00	£1,533.31
<b>381 Food/Supplies</b>										
Vchr.										
368	09/07/2015		Current Account	713712	Food Supplies	99p Store	Z	10.89	0.00	10.89
369	09/07/2015		Current Account	713712	Food Supplies	Asda Stores Ltd	Z	99.70	0.00	99.70
370	09/07/2015		Current Account	713712	Food Supplies	Co-Operative Stores	Z	5.00	0.00	5.00
371	09/07/2015		Current Account	713712	Food Supplies	Costco	S	94.31	6.40	100.71
372	09/07/2015		Current Account	713712	Food Supplies	Farmfoods	Z	5.00	0.00	5.00
373	09/07/2015		Current Account	713712	Food Supplies	Hills	Z	13.98	0.00	13.98
374	09/07/2015		Current Account	713712	Food Supplies	Corner Shop	Z	1.98	0.00	1.98
375	09/07/2015		Current Account	713712	Newspapers	Corner Shop	Z	30.00	0.00	30.00
376	09/07/2015		Current Account	713712	Newspapers	Nilia	Z	76.10	0.00	76.10
431	09/07/2015		Current Account	DD	Costs to go to Costco	SGTC	S	11.46	2.29	13.75
						Subtotal for Code: Food/Supplies		£348.42	£8.69	£357.11
<b>382 Furniture, Fixtures &amp; Equipment (i</b>										
Vchr.										
419	15/07/2015		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 01/07/2015 to 31/07/2015)

Code Number	Date	384 Rates	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 473	29/07/2015	Minute	Current Account	DD	NNDR	DBC	Z	146.00	0.00	146.00
						Subtotal for Code: Rates		£146.00	£0.00	£146.00
<b>Code Number</b>	<b>Date</b>	<b>390 Miscellaneous Expenditure (incl. I</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 396	09/07/2015	Minute	Current Account	713719	Waste Bin Collection	Viridor Waste Kent Ltd	S	62.32	12.48	74.80
457	22/07/2015		Current Account	713734	Hygiene Services	Cannon	S	62.94	12.59	75.53
						Subtotal for Code: Miscellaneous Expenditure		£125.26	£25.07	£150.33
						Subtotal for Cost Centre: Old Fire Station Cafe		2,217.99	46.76	2,264.75
<b>TOTALS</b>								<b>£45,452.35</b>	<b>£3,691.16</b>	<b>£49,143.51</b>

**This page is intentionally left blank**

**SGTC**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

Balanced to: 31/7/15  
 By the Responsible  
 Financial Officer (RFO)

**AGENDA ITEM**

9

**Cost Centre Public Lighting**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
1 Supply & Maintenance				2,385.00	926.65	1,458	1,458
2 All Night Lighting							
3 Christmas Lighting				4,300.00		4,300	4,300
4 Repairs				1,000.00	127.25	873	873
5 Long Term Financial Risks				1,450.00		1,450	1,450
6 Income	1.00		-1				-1
7 Long Term Maintenance				500.00		500	500
<b>SUB TOTAL</b>	<b>1.00</b>		<b>-1</b>	<b>9,635.00</b>	<b>1,053.90</b>	<b>8,581</b>	<b>8,580</b>

**Cost Centre Grove Car Park**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
20 Rates				3,550.00	1,703.00	1,847	1,847
21 Repairs & Maintenance				50.00		50	50
2 Long Term Financial Risks				6,590.00		6,590	6,590
23 Long Term Maintenance				200.00		200	200
<b>SUB TOTAL</b>				<b>10,390.00</b>	<b>1,703.00</b>	<b>8,687</b>	<b>8,687</b>

**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							
<b>SUB TOTAL</b>							

**Cost Centre Parks Establishment**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
40 Wages				105,000.00	32,503.93	72,496	72,496
41 Equipment/Materials				36,000.00	13,031.74	22,968	22,968
42 New Grounds Maintenance Etc							
43 Fuel				3,675.00	906.37	2,769	2,769
44 Fencing				5,000.00		5,000	5,000
45 Telephone				465.00	195.98	269	269
46 Vehicles				2,500.00	448.09	2,052	2,052
47 Water Rates				2,650.00	304.25	2,346	2,346
48 Gas/Electricity				2,100.00	602.16	1,498	1,498
49 Playground Equipment & Mair				13,500.00	2,986.29	10,514	10,514
50 Staff Training				500.00	125.00	375	375
51 Knockhall Changing Rooms				400.00	50.70	349	349
52 Parks Works Area				1,000.00		1,000	1,000
53 Vandalism				1,000.00		1,000	1,000
54 Trees				20,000.00	1,820.00	18,180	18,180
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	500.00	-500				-500
66 Reserve Fund							
<b>SUB TOTAL</b>	<b>1,000.00</b>	<b>500.00</b>	<b>-500</b>	<b>205,015.00</b>	<b>52,974.51</b>	<b>152,040</b>	<b>151,540</b>

**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	3,100.00	3,088.19	-12					-12
76 Tennis Income								
77 Five-a-Side Income								
78 Hire Charges								
79 Long Term Maintenance				650.00		650		650
<b>SUB TOTAL</b>	<b>3,100.00</b>	<b>3,088.19</b>	<b>-12</b>	<b>4,330.00</b>		<b>4,330</b>		<b>4,318</b>

**Cost Centre Knockhall Playing Field**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
80 Rates				135.00	129.60	5		5
81 Long Term Financial Risks				6,050.00		6,050		6,050
85 Football	2,825.00		-2,825					-2
<b>SUB TOTAL</b>	<b>2,825.00</b>		<b>-2,825</b>	<b>6,185.00</b>	<b>129.60</b>	<b>6,055</b>		<b>3,230</b>

**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	6,360.00	1,490.00	-4,870					-4,870
96 Cricket Income	1,800.00	1,800.00						
97 Miscellaneous Income								
98 Long Term Maintenance				500.00		500		500
<b>SUB TOTAL</b>	<b>8,160.00</b>	<b>3,290.00</b>	<b>-4,870</b>	<b>7,900.00</b>		<b>7,900</b>		<b>3,030</b>

**Cost Centre Heritage Park**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
100 Maintenance/Rent				500.00	25.00	475		475
101 Water Supply								
102 Fencing								
103 Changing Facilities								
104 Long Term Financial Risks				1,250.00		1,250		1,250
<b>SUB TOTAL</b>				<b>1,750.00</b>	<b>25.00</b>	<b>1,725</b>		<b>1,725</b>

**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	5,000.00	-1,679.43	6,679		15,179
<b>SUB TOTAL</b>		<b>8,500.00</b>	<b>8,500</b>	<b>5,000.00</b>	<b>-1,679.43</b>	<b>6,679</b>		<b>15,179</b>

**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		2,000		2,000
123 Long Term Financial Risks								
128 Miscellaneous Income								
<b>SUB TOTAL</b>				<b>2,000.00</b>		<b>2,000</b>		<b>2,000</b>

August 2016 (2016-2017)

## 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 & Material								
146 Rates & Insurance Rent - DBC				24,525.00	11,834.00	12,691		12,691
147 Water, Gas & Electricity								
148 Insurance								
149 Telephone								
150 Miscellaneous								
151 Equipment								
152 Coaching Fees								
153 Staff Training								
154 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								
<b>SUB TOTAL</b>				<b>85,825.00</b>	<b>27,159.00</b>	<b>58,666</b>		<b>58,666</b>

**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								
184 Miscellaneous								
190 Bar Sales								
191 Food Sales								
192 Miscellaneous								
<b>SUB TOTAL</b>								

**Cost Centre Squash Courts**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
200 Maintenance				1,000.00		1,000		1,000
201 Long Term Financial Risks				955.00		955		955
205 Squash Income								
<b>SUB TOTAL</b>				<b>1,955.00</b>		<b>1,955</b>		<b>1,955</b>

**Cost Centre Allotments**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
210 Rents / Licences				225.00	30.00	195		195
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	1,870.00	1,769.60	-100					-100



August 2010 (2010-2011)

## SGTC

### Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL	1,870.00	1,769.60	-100	2,610.00	177.05	2,433	2,333
<b>Cost Centre Administration</b>							
Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
230 Wages				108,000.00	34,880.23	73,120	73,120
231 Furniture, Fixtures & Fittings				1,500.00		1,500	1,500
232 Photocopier				1,700.00	548.17	1,152	1,152
233 Stationary, Advertising & Post				1,675.00	840.71	834	834
234 Telephone / Internet				3,075.00	1,065.47	2,010	2,010
235 Mileage Allowance				700.00	132.34	568	568
236 Insurance				14,470.00	14,144.28	326	326
237 Subscriptions / Publications				3,450.00	3,201.50	249	249
238 Town Mayor's Allowance				1,450.00	-302.81	1,753	1,753
239 Civic Reception				1,450.00	1,429.26	21	21
240 Chains of Office				250.00		250	250
241 Legal Fees				6,000.00	827.00	5,173	5,173
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				2,000.00		2,000	2,000
245 Miscellaneous Expenditure				1,500.00	1,053.25	447	447
246 Election Expenses				7,000.00		7,000	7,000
247 Staff Training				750.00		750	750
248 Member Training				1,000.00	185.00	815	815
249 IT Services				3,075.00	958.00	2,117	2,117
250 Handyman (incl. seasonal par				1,500.00		1,500	1,500
251 Council Offices Building Maint				16,500.00	4,632.31	11,868	11,868
252 Water Rates				1,050.00		1,050	1,050
253 Gas				2,475.00	1,095.89	1,379	1,379
254 Electricity				4,150.00	1,368.32	2,782	2,782
255 Rates				24,250.00	11,279.75	12,970	12,970
256 Long Term Financial Risks				28,758.00		28,758	28,758
270 Photocopier Income							
271 Miscellaneous Income		843.33	843				843
272 Precept	499,847.00	249,924.00	-249,923				-249,923
273 Section 136	15,672.00	7,836.00	-7,836				-7,836
274 Bank Interest	650.00	300.22	-350		33.61	-34	-383
275 Long Term Maintenance				7,875.00		7,875	7,875
276 Government CTax Grant	41,590.00	20,795.00	-20,795				-20,795
<b>SUB TOTAL</b>	<b>557,759.00</b>	<b>279,698.55</b>	<b>-278,060</b>	<b>247,153.00</b>	<b>77,497.28</b>	<b>169,656</b>	<b>-108,405</b>

**Cost Centre Church Road Hall**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
280 Wages				4,975.00	1,514.80	3,460	3,460
281 Repairs & Maintenance				2,250.00	1,412.32	838	838
282 Gas & Electricity				1,050.00	398.56	651	651
283 Cleaning Materials				100.00	21.46	79	79
284 Furniture, Fixtures & Fittings				100.00		100	100
285 Rates				1,200.00	554.00	646	646
287 Miscellaneous Expenditure				100.00	49.54	50	50
288 Long Term Financial Risks				3,290.00		3,290	3,290
295 Hire Income	3,000.00	1,234.75	-1,765				-1,765
299 Long Term Maintenance				1,945.00		1,945	1,945
<b>SUB TOTAL</b>	<b>3,000.00</b>	<b>1,234.75</b>	<b>-1,765</b>	<b>15,010.00</b>	<b>3,950.68</b>	<b>11,059</b>	<b>9,294</b>

1 August 2019 (2019-2019)

## 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				100.00	240.00	-140		-140
302 Gas & Electricity				235.00	47.19	188		188
303 Cleaning Materials								
304 Furniture, Fixtures & Fittings								
305 Rates								
306 Water Rates								
307 Miscellaneous Expenditure					5.00	-5		-5
308 Long Term Financial Risks								
315 Hire Income								
<b>SUB TOTAL</b>				<b>335.00</b>	<b>292.19</b>	<b>43</b>		<b>43</b>

**Cost Centre Heritage Community Hall**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
320 Wages				5,700.00	1,892.83	3,807		3,807
321 Repairs & Maintenance				1,750.00	744.78	1,005		1,005
322 Gas & Electricity				2,000.00	713.22	1,287		1,287
323 Cleaning Materials				275.00	54.41	221		221
324 Furniture, Fixtures & Fittings				3,500.00	2,392.70	1,107		1,107
325 Rates				2,300.00	1,066.00	1,234		1,234
326 Water Rates				400.00	179.47	221		221
327 Miscellaneous Expenditure				350.00	-104.14	454		454
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	12,250.00	4,655.99	-7,594					-7,594
<b>SUB TOTAL</b>	<b>12,250.00</b>	<b>4,655.99</b>	<b>-7,594</b>	<b>20,600.00</b>	<b>6,939.27</b>	<b>13,661</b>		<b>6,067</b>

**Cost Centre Sports Pavilion**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
340 Gas & Electricity				600.00		600		600
341 Water Rates				450.00		450		450
342 Maintenance & Cleaning Cont				1,250.00	870.00	380		380
343 Rates								
344 Building Insurance				2,040.00	1,928.76	111		111
345 Miscellaneous Expenditure				10,000.00		10,000		10,000
346 Long Term Financial Risks								
350 Rent Income	16,098.00	5,581.44	-10,517					-10,517
<b>SUB TOTAL</b>	<b>16,098.00</b>	<b>5,581.44</b>	<b>-10,517</b>	<b>14,340.00</b>	<b>2,798.76</b>	<b>11,541</b>		<b>1,025</b>

**Cost Centre Town Council Offices Community**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
360 Wages				9,225.00	3,620.98	5,604		5,604
361 Repairs & Maintenance				425.00	329.88	95		95
362 Furniture, Fixtures & Fittings				75.00		75		75
363 Cleaning Materials				250.00	134.10	116		116
364 Miscellaneous Expenditure				75.00		75		75
365 Long Term Financial Risks				7,800.00		7,800		7,800
370 Hire Income	28,750.00	11,023.62	-17,726					-17,726
<b>SUB TOTAL</b>	<b>28,750.00</b>	<b>11,023.62</b>	<b>-17,726</b>	<b>17,850.00</b>	<b>4,084.96</b>	<b>13,765</b>		<b>-3,961</b>

**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				17,500.00	6,250.52	11,249	11,249	
381 Food/Supplies				4,000.00	996.91	3,003	3,003	
382 Furniture, Fixtures & Equipme				750.00	260.00	490	490	
383 Advertising				100.00		100	100	
384 Rates				1,580.00	734.00	846	846	
385 Electricity & Water				1,925.00	407.37	1,518	1,518	
386 Cleaning Materials				110.00	58.92	51	51	
387 DBC Maintenance Service Ch				2,500.00	1,060.67	1,439	1,439	
388 Telephone / Internet				1,075.00	98.97	976	976	
389 Maintenance				500.00		500	500	
390 Miscellaneous Expenditure (in				1,150.00	846.94	303	303	
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	6,250.00	2,581.23	-3,669				-3,669	
<b>SUB TOTAL</b>	<b>6,250.00</b>	<b>2,581.23</b>	<b>-3,669</b>	<b>34,640.00</b>	<b>10,714.30</b>	<b>23,926</b>	<b>20,257</b>	

**Cost Centre Bus Shelters**

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
400 Mainenance				2,500.00		2,500	2,500	
401 Long Term Financial Risks								
405 Miscellaneous Income								
<b>SUB TOTAL</b>				<b>2,500.00</b>		<b>2,500</b>	<b>2,500</b>	

<b>NET TOTAL</b>	<b>641,063.00</b>	<b>321,923.37</b>	<b>-319,140</b>	<b>695,023.00</b>	<b>187,820.07</b>	<b>507,203</b>	<b>188,063</b>
<b>V.A.T.</b>		<b>16,245.65</b>			<b>12,179.92</b>		
<b>GROSS TOTAL</b>		<b>338,169.02</b>			<b>199,999.99</b>		



**TERMS OF REFERENCE**  
**SCOPE OF INTERNAL AUDIT**

- **DELEGATION FROM THE COUNCIL:**  
These Terms of Reference were agreed by the Town Council at its meeting on XX XXXX 2015.
- **MEMBERSHIP:**  
N/A.
- **PROCEDURES:**  
The council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices guidance. Internal audit testing of controls will be sufficient for the proper completion of the annual internal audit report. The annual internal audit report should provide an adequate level of assurance for the council to complete assertions 2 and 6 in its annual governance statement.

In completing the annual return at section 4 of the annual return, internal audit will have planned and carried out the work necessary to give the assurances called for. The ten key control tests in the annual report represent the minimum level of internal audit coverage required. Additional testing and reporting should be tailored to local circumstances.

Internal audit work always requires the application of judgement and should only be carried out following risk assessment. The scope and frequency of testing should reflect that assessment, and therefore should always be in proportion to the likelihood of fraud, error or misstatement that could occur. It should be directly related to the size and level of business activity of the council.

The following schedule provides an approach to the testing of key internal controls to provide assurance that the minimum level of coverage has been met.

**This page is intentionally left blank**



**TERMS OF REFERENCE  
SCOPE OF INTERNAL AUDIT**

Internal control	Suggested testing
Proper bookkeeping	<ul style="list-style-type: none"> <li>• Is the cash book maintained and up to date?</li> <li>• Is the cashbook arithmetic correct?</li> <li>• Is the cashbook regularly balanced?</li> </ul>
a) Standing orders and financial regulations adopted and applied; and b) payment controls	<ul style="list-style-type: none"> <li>• Has the council formally adopted standing orders and financial regulations?</li> <li>• Has the Responsible Financial Officer been appointed with specific duties?</li> <li>• Have items or services above the de minimus amount been competitively purchased?</li> <li>• Are payments in the cashbook supported by invoices authorised and minuted?</li> <li>• Has VAT on payments been identified, recorded and reclaimed?</li> <li>• Is s137 expenditure separately recorded and within statutory limits.</li> </ul>
Risk Management arrangements	<ul style="list-style-type: none"> <li>• Does a review of the minutes identify any unusual financial activity?</li> <li>• Do minutes record the council carrying out an annual risk assessment?</li> <li>• Is insurance cover appropriate and adequate?</li> <li>• Are internal financial controls documented and regularly reviewed?</li> </ul>
Budgetary controls	<ul style="list-style-type: none"> <li>• Has the council prepared an annual budget in support of its precept?</li> <li>• Is actual expenditure against the budget regularly reported to the council?</li> <li>• Are there any significant unexplained variances from the budget?</li> </ul>
Income Controls	<ul style="list-style-type: none"> <li>• Is income properly recorded and promptly banked?</li> <li>• Does the precept recorded agree to the Council Tax authority notification?</li> <li>• Are security controls over cash and near-cash adequate and effective?</li> </ul>
Petty cash procedures	<ul style="list-style-type: none"> <li>• Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>• Is petty cash expenditure reported to each council meeting?</li> <li>• Is petty cash reimbursement carried out regularly?</li> </ul>



**TERMS OF REFERENCE  
SCOPE OF INTERNAL AUDIT**

Payroll Controls	<ul style="list-style-type: none"><li>• Do all employees have contracts of employment with clear terms and conditions?</li><li>• Do salaries paid agree with those approved by the council?</li><li>• Are other payments to employees reasonable and approved by the council?</li><li>• Have PAYE/NIC been properly operated by the council as an employer?</li></ul>
Asset Controls	<ul style="list-style-type: none"><li>• Does the council maintain a register of all material assets owned or in its care?</li><li>• Are the assets and investments registers up to date?</li><li>• Do asset insurance valuations agree with those in the asset register?</li></ul>
Bank reconciliation	<ul style="list-style-type: none"><li>• Is there a bank reconciliation for each account?</li><li>• Is the bank reconciliation carried out regularly and in a timely fashion?</li><li>• Are there any unexplained balance entries in any reconciliation?</li><li>• Is the value of investments held summarised on the reconciliation?</li></ul>
Year-end procedures	<ul style="list-style-type: none"><li>• Are year-end accounts prepared on the correct accounting basis (ie receipts and payments or income and expenditure)?</li><li>• Do accounts agree with the cashbook?</li><li>• Is there an audit trail from underlying financial records to the accounts?</li><li>• Where appropriate, have debtors and creditors been properly recorded?</li></ul>



# How the Price Plans compare

To make things simple, you have two Price Plans to choose from, designed around the way businesses make and receive payments.

- **Mixed Payments Plan** is best suited for businesses that mainly use cash, cheques or a range of ways to make and receive payments.
- **e-Payments Plan** is best suited for businesses that mainly make and receive payments through Online Banking and debit cards.

The table below shows how the Price Plans compare:

Transaction type	Mixed Payments Plan charge per item	e-Payments Plan charge per item
Electronic Payments (in or out)	£0.35	Free
Cash Payments (in or out)	£0.90 (per £100)	£1.50 (per £100)
Cheques and Assisted Payments (in or out)	£0.65	£1.50
ATM Cash Out and Electronic Internal Transfer	Free	Free
Monthly Fee	£6.00	£6.50

For more information on the Price Plans

- **download** our Business Current Account Price Plan Charges sheet
- **use** our online selector tool to help choose the right Price Plan for your business

➤ Click [barclays.co.uk/priceplans](http://barclays.co.uk/priceplans)

You can get this in Braille, large print or audio by calling **0800 400 100** (via Text Relay if appropriate). If you're calling from abroad please call **+44 2476 842 099**. Please check with your service provider for the cost of calling this number from overseas.

Barclays Business is a trading name of Barclays Bank PLC. Barclays Bank PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 122702). Registered in England. Registered No. 1026167. Registered Office: 1 Churchill Place, London E14 5HP.

**This page is intentionally left blank**