

SGTC
Listing of Receipts in each Code for All Cost Centres
(Between 01/03/2014 to 31/03/2014)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Cost Centre Administration										
Code Number	271	Miscellaneous Income								
Vchr.	180	31/03/2014	Bank		Banking Error	Barclays	Z	0.02	0.00	0.02
			Current Account					£0.02	£0.00	£0.02
Subtotal for Code: Miscellaneous Income										
Code Number	274	Bank Interest								
Vchr.	184	13/03/2014	Bank		Bank Interest	Barclays	Z	12.43	0.00	12.43
	185	13/03/2014	Active Saver 1		Bank Interest	Barclays	Z	29.65	0.00	29.65
			Active Saver 2					£42.08	£0.00	£42.08
Subtotal for Code: Bank Interest										
Subtotal for Cost Centre: Administration										
								42.10	0.00	42.10
Cost Centre Church Road Hall										
Code Number	295	Hire Income								
Vchr.	176	31/03/2014	Bank		Hall Hire	SGRA	Z	18.75	0.00	18.75
	181	31/03/2014	Current Account		Hall Hire	Irish Dancers	Z	100.00	0.00	100.00
			Active Saver 1	DC				£118.75	£0.00	£118.75
Subtotal for Code: Hire Income										
Subtotal for Cost Centre: Church Road Hall										
								118.75	0.00	118.75
Cost Centre Heritage Community Hall										
Code Number	335	Hire Income								
Vchr.	178	31/03/2014	Bank		Hall Hire	Various	Z	1,273.25	0.00	1,273.25
			Current Account					£1,273.25	£0.00	£1,273.25
Subtotal for Code: Hire Income										
Subtotal for Cost Centre: Heritage Community Hall										
								1,273.25	0.00	1,273.25
Cost Centre Old Fire Station Cafe										
Code Number	395	Cafe Income								
Vchr.	175	31/03/2014	Bank		Food Sales	Old Fire Station Cafe	S	763.21	152.64	915.85
			Current Account					£763.21	£152.64	£915.85
Subtotal for Code: Cafe Income										
Subtotal for Cost Centre: Old Fire Station Cafe										
								763.21	152.64	915.85
Cost Centre Other Projects										
Code Number	121	General Projects (inc. Summer En								
Vchr.	183	06/03/2014	Bank		KCC Funding Contribution	KCC - KCS	Z	500.00	0.00	500.00
			Active Saver 1					£500.00	£0.00	£500.00
Subtotal for Code: General Projects (inc. Surr										
Subtotal for Cost Centre: Other Projects										
								500.00	0.00	500.00

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Code Number	Date	350 Rent Income	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 179	31/03/2014	Minute	Bank	Current Account		Rent	The Pavilion	Z	1,334.00	0.00	1,334.00
							Subtotal for Code: Rent Income		£1,334.00	£0.00	£1,334.00
							Subtotal for Cost Centre: Sports Pavilion		1,334.00	0.00	1,334.00
Code Number	Date	370 Hire Income	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 177	31/03/2014	Minute	Bank	Current Account		Hall Hire	Various	Z	2,088.50	0.00	2,088.50
182	31/03/2014	Minute	Bank	Active Saver 1	DC	Hall Hire	North Kent Karate	Z	248.00	0.00	248.00
							Subtotal for Code: Hire Income		£2,336.50	£0.00	£2,336.50
							Subtotal for Cost Centre: Town Council Offices Comm		2,336.50	0.00	2,336.50
TOTALS									£6,367.81	£152.64	£6,520.45

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Cost Centre Administration

Code Number	Date	230 Wages	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute								
1188	12/03/2014		Current Account	DD	Wages	SGTC	Z	5,541.58	0.00	5,541.58
1209	12/03/2014		Current Account	713200	PAYE	Inland Revenue	Z	721.40	0.00	721.40
1210	12/03/2014		Current Account	713200	NI	Inland Revenue	Z	915.24	0.00	915.24
1238	12/03/2014		Current Account	DD	Pension E'ee	KCC - LGPS	Z	436.24	0.00	436.24
1239	12/03/2014		Current Account	DD	Pension E'er	KCC - LGPS	Z	2,115.06	0.00	2,115.06
						Subtotal for Code: Wages		£9,729.52	£0.00	£9,729.52
Code Number	Date	231 Furniture, Fixtures & Fittings	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute								
1226	12/03/2014		Current Account	713208	New Table for Town Clerk	KCC - KCS	S	140.30	28.06	168.36
						Subtotal for Code: Furniture, Fixtures & Fitting		£140.30	£28.06	£168.36
Code Number	Date	232 Photocopier	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute								
1221	12/03/2014		Current Account	713208	Photocopier Rental	KCC - KCS	S	189.76	37.95	227.71
						Subtotal for Code: Photocopier		£189.76	£37.95	£227.71
Code Number	Date	233 Stationary, Advertising & Postage	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute								
1175	05/03/2014		Current Account	713189	Postage	Petty Cash	Z	1.70	0.00	1.70
1224	12/03/2014		Current Account	713208	Stationery	KCC - KCS	S	66.78	13.36	80.14
1257	27/03/2014		Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	60.00	0.00	60.00
						Subtotal for Code: Stationary, Advertising & P		£128.48	£13.36	£141.84
Code Number	Date	234 Telephone / Internet	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute								
1190	12/03/2014		Current Account	DD	Use of Personal Mobiles - TC and F	SGTC	S	20.83	4.17	25.00
						Subtotal for Code: Telephone / Internet		£20.83	£4.17	£25.00
Code Number	Date	235 Mileage Allowance	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute								
1189	12/03/2014		Current Account	DD	Mileage	SGTC	L	17.73	0.47	18.20
						Subtotal for Code: Mileage Allowance		£17.73	£0.47	£18.20
Code Number	Date	238 Town Mayor's Allowance	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute								
1172	05/03/2014		Current Account	713189	Mayoral Engagement	Petty Cash	Z	10.00	0.00	10.00
						Subtotal for Code: Town Mayor's Allowance		£10.00	£0.00	£10.00
Code Number	Date	239 Civic Reception	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute								
1245	13/03/2014		Current Account	713210	Catering - Civic Reception	King	Z	525.00	0.00	525.00
						Subtotal for Code: Civic Reception		£525.00	£0.00	£525.00

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241 Legal Fees													
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
1244		13/03/2014		Current Account	713209	Land Registry Fee - Land Fronting	Hatten Wyatt	Z	40.00	0.00	40.00		
1259		31/03/2014		Current Account		Legal Fees Refunded	Hatten Wyatt	Z	-171.22	0.00	-171.22		
Subtotal for Code: Legal Fees											£-131.22		
244 Section 137 Donations													
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
1249		20/03/2014		Current Account	713213	Section 137 Donation	Istead Rise Bowls Club	Z	500.00	0.00	500.00		
Subtotal for Code: Section 137 Donations											£500.00	£500.00	
245 Miscellaneous Expenditure													
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
1168		05/03/2014		Current Account	713189	Supplies for Meetings	Petty Cash	Z	0.57	0.00	0.57		
1169		05/03/2014		Current Account	713189	Bereavement Cards	Petty Cash	Z	1.95	0.00	1.95		
1170		05/03/2014		Current Account	713189	Newspapers	Petty Cash	Z	5.95	0.00	5.95		
1173		05/03/2014		Current Account	713189	Parking	Petty Cash	S	3.50	0.70	4.20		
1223		12/03/2014		Current Account	713208	Cleaning Materials	KCC - KCS	S	10.60	2.12	12.72		
Subtotal for Code: Miscellaneous Expenditure											£22.57	£25.39	
249 IT Services													
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
1253		20/03/2014		Current Account	713216	IT Support & Maintenance	ABC ICT Ltd	S	454.00	90.80	544.80		
Subtotal for Code: IT Services											£454.00	£544.80	
251 Council Offices Building Maintena													
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
1197		12/03/2014		Current Account	713190	Keyholding Service	G4S	S	713.12	142.62	855.74		
Subtotal for Code: Council Offices Building M											£713.12	£855.74	
253 Gas													
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
1231		12/03/2014		Current Account	DD	Gas	KCC - Laser	S	267.00	53.40	320.40		
Subtotal for Code: Gas											£267.00	£320.40	
254 Electricity													
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
1227		12/03/2014		Current Account	DD	Electricity	KCC - Laser	S	343.40	68.68	412.08		
Subtotal for Code: Electricity											£343.40	£412.08	
Subtotal for Cost Centre: Administration											12,930.49	442.33	13,372.82
Cost Centre Church Road Hall													
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
1193		12/03/2014		Current Account	DD	Wages	SGTC	Z	351.17	0.00	351.17		
Subtotal for Code: Wages											£351.17	£351.17	

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Code Number	Date	282 Gas & Electricity	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1228	12/03/2014				DD	Gas	KCC - Laser	L	107.71	5.39	113.10
								Subtotal for Code: Gas & Electricity		£107.71	£5.39	£113.10
Code Number	Date	283 Cleaning Materials	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1222	12/03/2014				713208	Cleaning Materials	KCC - KCS	S	22.57	4.52	27.09
								Subtotal for Code: Cleaning Materials		£22.57	£4.52	£27.09
Code Number	Date	287 Miscellaneous Expenditure	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1214	12/03/2014				713201	PPL Music Licence	PPL	S	116.36	23.27	139.63
	1250	20/03/2014				713214	Hygiene Services	Cannon	S	4.85	0.97	5.82
								Subtotal for Code: Miscellaneous Expenditure		£121.21	£24.24	£145.45
								Subtotal for Cost Centre: Church Road Hall		602.66	34.15	636.81
Code Number	Date	302 Gas & Electricity	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1229	12/03/2014				DD	Gas	KCC - Laser	L	2.17	0.11	2.28
								Subtotal for Code: Gas & Electricity		£2.17	£0.11	£2.28
								Subtotal for Cost Centre: Grove Hall		2.17	0.11	2.28
Code Number	Date	320 Wages	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1192	12/03/2014				DD	Wages	SGTC	Z	351.53	0.00	351.53
	1212	12/03/2014				713200	PAYE	Inland Revenue	Z	88.00	0.00	88.00
								Subtotal for Code: Wages		£439.53	£0.00	£439.53
Code Number	Date	321 Repairs & Maintenance	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1219	12/03/2014				713206	Boiler Repairs	LW Burt & Son Ltd	S	422.25	84.45	506.70
	1235	12/03/2014				DD	Emergency Plumbing Repairs	Ascot Plumbing Services	S	141.67	28.33	170.00
	1246	20/03/2014				713211	Lighting Repairs	Focus Electrical	S	40.00	8.00	48.00
								Subtotal for Code: Repairs & Maintenance		£603.92	£120.78	£724.70
Code Number	Date	322 Gas & Electricity	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1230	12/03/2014				DD	Gas	KCC - Laser	S	289.54	57.91	347.45
								Subtotal for Code: Gas & Electricity		£289.54	£57.91	£347.45
Code Number	Date	327 Miscellaneous Expenditure	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	1213	12/03/2014				713201	PPL Music Licence	PPL	S	116.36	23.27	139.63

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1251	20/03/2014	Current Account	713214	Hygiene Services	Cannon	S	4.51	0.90	5.41
						Subtotal for Code: Miscellaneous Expenditure	£120.87	£24.17	£145.04
						Subtotal for Cost Centre: Heritage Community Hall	1,453.86	202.86	1,656.72
Cost Centre Heritage Park									
Code Number 100 Maintenance/Rent									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
1171	05/03/2014		Current Account	713189	Heritage Park Domain Name	Pety Cash	S	9.98	11.98
1201	12/03/2014		Current Account	713193	Heritage Park Rent	Land Securities	S	12.50	15.00
						Subtotal for Code: Maintenance/Rent	£22.48	£4.50	£26.98
						Subtotal for Cost Centre: Heritage Park	22.48	4.50	26.98
Cost Centre Old Fire Station Cafe									
Code Number 380 Wages									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
1195	12/03/2014		Current Account	DD	Wages	SGTC	Z	772.87	772.87
1211	12/03/2014		Current Account	713200	NI	Inland Revenue	Z	29.56	29.56
1240	12/03/2014		Current Account	DD	Pension E'ee	KCC - LGPS	Z	34.48	34.48
1241	12/03/2014		Current Account	DD	Pension E'er	KCC - LGPS	Z	201.86	201.86
						Subtotal for Code: Wages	£1,038.77	£0.00	£1,038.77
Code Number 381 Food/Supplies									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
1176	05/03/2014		Current Account	713189	Food Supplies	Aldi	Z	7.10	7.10
1177	05/03/2014		Current Account	713189	Food Supplies	Asda Stores Ltd	Z	111.00	111.00
1178	05/03/2014		Current Account	713189	Newspapers	Corner Shop	Z	28.50	28.50
1179	05/03/2014		Current Account	713189	Food Supplies	Costco	L	105.49	110.56
1180	05/03/2014		Current Account	713189	Food Supplies	Farmfoods	Z	9.96	9.96
1181	05/03/2014		Current Account	713189	Food Supplies	Ikea	Z	7.25	7.25
1182	05/03/2014		Current Account	713189	Food Supplies	Corner Shop	Z	1.29	1.29
1183	05/03/2014		Current Account	713189	Food Supplies	Nilia	Z	69.50	69.50
1184	05/03/2014		Current Account	713189	Food Supplies	Poundstretcher	Z	3.00	3.00
1196	12/03/2014		Current Account	DD	Costs to go to Costco	SGTC	S	11.46	13.75
						Subtotal for Code: Food/Supplies	£354.55	£7.36	£361.91
Code Number 382 Furniture, Fixtures & Equipment (i									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
1234	12/03/2014		Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	78.00
						Subtotal for Code: Furniture, Fixtures & Equip	£65.00	£13.00	£78.00
Code Number 390 Miscellaneous Expenditure									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
1198	12/03/2014		Current Account	713190	Keyholding Service	G4S	S	713.12	855.75
1217	12/03/2014		Current Account	713203	Waste Bin Collection	Viridor Waste Kent Ltd	S	58.80	70.56

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Cost Centre Parks Establishment										Subtotal for Code: Miscellaneous Expenditure	
40 Wages										Subtotal for Cost Centre: Old Fire Station Cafe	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.											
1194	12/03/2014	Current Account	DD	Wages	SGTC	Z	4,111.21	0.00	4,111.21	£771.92	£154.39
1207	12/03/2014	Current Account	713200	PAYE	Inland Revenue	Z	500.80	0.00	500.80	2,230.24	174.75
1208	12/03/2014	Current Account	713200	NI	Inland Revenue	Z	533.04	0.00	533.04		
1236	12/03/2014	Current Account	DD	Pension Eee	KCC - LGPS	Z	270.47	0.00	270.47		
1237	12/03/2014	Current Account	DD	Pension Eer	KCC - LGPS	Z	1,476.08	0.00	1,476.08		
					Subtotal for Code: Wages		£6,891.60	£0.00	£6,891.60		
											£926.31
											2,404.99
41 Equipment/Materials										Subtotal for Code: Equipment/Materials	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.											
1185	05/03/2014	Current Account	713189	General Equipment/Materials	Petty Cash	S	122.12	24.42	146.54		
1200	12/03/2014	Current Account	713192	New Padlock - Container Swanscoi	Locks N Tools	S	36.34	7.26	43.60		
1202	12/03/2014	Current Account	713194	Dog Bin Disposal	Enterprise	S	160.00	32.00	192.00		
1203	12/03/2014	Current Account	713195	Skip Hire	Pindin Ltd	S	200.00	40.00	240.00		
1204	12/03/2014	Current Account	713197	General Maintenance Supplies	Discount Builders Merchants	S	112.56	22.52	135.08		
1205	12/03/2014	Current Account	713198	Sports Grounds Maintenance Supp	Eden Park (STMS) Ltd	S	126.00	25.20	151.20		
1206	12/03/2014	Current Account	713199	Repairs to old Tractor	Jeff Stiles	Z	150.00	0.00	150.00		
1216	12/03/2014	Current Account	713202	General Equipment/Materials	Timber Mouldings Ltd	S	129.25	25.85	155.10		
1218	12/03/2014	Current Account	7132014	Parks for Ride On Mower	South East Groundcare Machinery	S	130.72	26.14	156.86		
1220	12/03/2014	Current Account	713207	General Equipment/Materials	Ernest Doe & Sons Ltd	S	64.13	12.82	76.95		
1247	20/03/2014	Current Account	713211	Electrical Inspection Test	Focus Electrical	S	340.00	68.00	408.00		
1252	20/03/2014	Current Account	713215	Sports Grounds Maintenance Supp	Eden Park (STMS) Ltd	S	59.00	11.80	70.80		
					Subtotal for Code: Equipment/Materials		£1,630.12	£296.01	£1,926.13		
42 New Grounds Maintenance Equip										Subtotal for Code: New Grounds Maintenance	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.											
1174	05/03/2014	Current Account	713189	General Equipment/Materials	Petty Cash	S	91.67	18.33	110.00		
					Subtotal for Code: New Grounds Maintenance		£91.67	£18.33	£110.00		
43 Fuel										Subtotal for Code: Fuel	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.											
1187	05/03/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allistar)	S	114.16	22.83	136.99		
1233	12/03/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allistar)	S	63.34	12.66	76.00		
1254	20/03/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allistar)	S	69.06	13.81	82.87		
					Subtotal for Code: Fuel		£246.56	£49.30	£295.86		
45 Telephone										Subtotal for Code: Telephone	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.											
1186	05/03/2014	Current Account	713189	Mobile Phone Top Up Voucher	Petty Cash	S	49.98	10.02	60.00		

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1258	27/03/2014	Current Account	DD	Parks Mobile Phone	O2	Telephone	S	9.53	1.91	11.44	
								Subtotal for Code:	£59.51	£11.93	£71.44
Code Number	Vchr. Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
48	27/03/2014	Gas/Electricity	DD	Electricity - Knockhall Changing Ro	Southern Electric (KCC Laser)	L	22.59	1.12	23.71		
								Subtotal for Code:	£22.59	£1.12	£23.71
Code Number	Vchr. Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
54	12/03/2014	Trees	713191	Tree Works - Swanscombe Park	Down to Earth Trees Ltd	S	3,065.00	613.00	3,678.00		
								Subtotal for Code:	£3,065.00	£613.00	£3,678.00
Code Number	Vchr. Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
56	20/03/2014	Unexpected/Emergency Works	713212	Cutting back of shubbery - Neptune	J B Westwood	S	3,000.00	600.00	3,600.00		
								Subtotal for Code:	£3,000.00	£600.00	£3,600.00
								Subtotal for Cost Centre:	15,007.05	1,589.69	16,596.74
Cost Centre Public Lighting											
Code Number	Vchr. Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
1	12/03/2014	Supply & Maintenance	DD	Electricity - Street Lighting	E-on	L	66.10	3.31	69.41		
								Subtotal for Code:	£66.10	£3.31	£69.41
Code Number	Vchr. Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
3	27/03/2014	Christmas Lighting	713217	Electricity	EDF Energy	S	296.42	45.53	341.95		
								Subtotal for Code:	£296.42	£45.53	£341.95
								Subtotal for Cost Centre:	362.52	48.84	411.36
Cost Centre Town Council Offices Community Hall											
Code Number	Vchr. Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
360	12/03/2014	Wages	DD	Wages	SGTC	Z	415.17	0.00	415.17		
1242	12/03/2014	Pension E'ee	DD	Pension E'ee	KCC - LGPS	Z	24.16	0.00	24.16		
1243	12/03/2014	Pension E'er	DD	Pension E'er	KCC - LGPS	Z	141.46	0.00	141.46		
								Subtotal for Code:	£580.79	£0.00	£580.79
Code Number	Vchr. Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
363	12/03/2014	Cleaning Materials	713208	Cleaning Materials	KCC - KCS	S	42.22	8.44	50.66		
								Subtotal for Code:	£42.22	£8.44	£50.66
Code Number	Vchr. Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
364	12/03/2014	Miscellaneous Expenditure	713201	PPL Music Licence	PPL	S	116.36	23.28	139.64		

SGTC

Listing of Payments in each Code for All Cost Centres
 (Between 01/03/2014 to 31/03/2014)

Subtotal for Code: Miscellaneous Expenditure	£116.36	£23.28	£139.64
Subtotal for Cost Centre: Town Council Offices Comm	739.37	31.72	771.09
TOTALS	£33,350.84	£2,528.95	£35,879.79

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SGTC

Listing of Receipts in each Code for All Cost Centres
(Between 01/04/2014 to 30/04/2014)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Cost Centre Administration										
271	Miscellaneous Income									
9	24/04/2014		Current Account		VAT Repayment	HM Customs & Excise	R	0.00	8,702.02	8,702.02
						Subtotal for Code: Miscellaneous Income		£0.00	£8,702.02	£8,702.02
						Subtotal for Cost Centre: Administration		0.00	8,702.02	8,702.02
Cost Centre Allotments										
218	Rent Income									
1	30/04/2014		Current Account		Allotment Rent	Various	Z	1,044.90	0.00	1,044.90
5	30/04/2014		Current Account		Allotment Rent	Various	Z	21.50	0.00	21.50
						Subtotal for Code: Rent Income		£1,066.40	£0.00	£1,066.40
						Subtotal for Cost Centre: Allotments		1,066.40	0.00	1,066.40
Cost Centre Broomfield Sports Ground										
96	Cricket Income									
6	30/04/2014		Current Account		Cricket Pitch Hire	S&G 1880 Cricket Club	Z	900.00	0.00	900.00
						Subtotal for Code: Cricket Income		£900.00	£0.00	£900.00
						Subtotal for Cost Centre: Broomfield Sports Ground		900.00	0.00	900.00
Cost Centre Church Road Hall										
295	Hire Income									
2	30/04/2014		Current Account		Hall Hire	Various	Z	303.75	0.00	303.75
11	01/04/2014		Active Saver 1	DC	Hall Hire	DBC	Z	220.50	0.00	220.50
13	03/04/2014		Active Saver 1	DC	Hall Hire	DBC	Z	54.00	0.00	54.00
15	11/04/2014		Active Saver 1	DC	Hall Hire	DBC	Z	50.00	0.00	50.00
17	16/04/2014		Active Saver 1	DC	Hall Hire	Irish Dancers	Z	100.00	0.00	100.00
						Subtotal for Code: Hire Income		£728.25	£0.00	£728.25
						Subtotal for Cost Centre: Church Road Hall		728.25	0.00	728.25
Cost Centre Heritage Community Hall										
335	Hire Income									
3	30/04/2014		Current Account		Hall Hire	Various	Z	1,141.37	0.00	1,141.37
14	04/04/2014		Active Saver 1	DC	Hall Hire	Little Kickers	Z	325.50	0.00	325.50
						Subtotal for Code: Hire Income		£1,466.87	£0.00	£1,466.87
						Subtotal for Cost Centre: Heritage Community Hall		1,466.87	0.00	1,466.87
Cost Centre Old Fire Station Cafe										

SGTC
Listing of Receipts in each Code for All Cost Centres
 (Between 01/04/2014 to 30/04/2014)

Code Number	395	Cafe Income	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	10	30/04/2014	Bank	Current Account		Food Sales	Old Fire Station Cafe	S	383.63	76.72	460.35		
Subtotal for Code: Cafe Income											£383.63	£460.35	
Subtotal for Cost Centre: Old Fire Station Cafe											383.63	76.72	460.35

Cost Centre Sports Pavilion

Code Number	350	Rent Income	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	8	30/04/2014	Bank	Current Account		Rent	The Pavilion	Z	1,368.00	0.00	1,368.00		
Subtotal for Code: Rent Income											£1,368.00	£1,368.00	
Subtotal for Cost Centre: Sports Pavilion											1,368.00	0.00	1,368.00

Cost Centre Town Council Offices Community Hall

Code Number	370	Hire Income	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	4	30/04/2014	Bank	Current Account		Hall Hire	Various	Z	2,445.00	0.00	2,445.00		
	7	30/04/2014	Bank	Current Account		Rubbish Clearance Charge	Wojtas	Z	25.00	0.00	25.00		
	12	03/04/2014	Bank	Active Saver 1	DC	Hall Hire	North Kent Karate	Z	271.25	0.00	271.25		
	16	11/04/2014	Bank	Active Saver 1	DC	Hall Hire	DBC	Z	170.50	0.00	170.50		
Subtotal for Code: Hire Income											£2,911.75	£2,911.75	
Subtotal for Cost Centre: Town Council Offices Commr											2,911.75	0.00	2,911.75

TOTALS **£8,824.90** **£8,778.74** **£17,603.64**

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/04/2014 to 30/04/2014)

Cost Centre Administration		230 Wages		Supplier		Vat Type		Net		Total	
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr. 67	10/04/2014	Current Account	713247	PAYE	Inland Revenue	Z	699.60	0.00	699.60		
68	10/04/2014	Current Account	713247	NI	Inland Revenue	Z	915.24	0.00	915.24		
72	10/04/2014	Current Account	DD	Wages	SGTC	Z	4,936.21	0.00	4,936.21		
84	10/04/2014	Current Account	DD	Pension E'er	KCC - LGPS	Z	434.80	0.00	434.80		
85	10/04/2014	Current Account	DD	Pension E'er	KCC - LGPS	Z	2,115.06	0.00	2,115.06		
				Subtotal for Code: Wages				£0.00	£9,100.91		£9,100.91
Code Number		232 Photocopier		Supplier		Vat Type		Net		Total	
Vchr. 10	03/04/2014	Current Account	713228	Photocopier Usage	KCC - KCS	S	200.58	40.12	240.70		
				Subtotal for Code: Photocopier				£40.12	£200.58		£240.70
Code Number		233 Stationary, Advertising & Postage		Supplier		Vat Type		Net		Total	
Vchr. 110	17/04/2014	Current Account	713257	Stationery	KCC - KCS	S	48.96	9.79	58.75		
118	23/04/2014	Current Account	713261	Payroll Stationery	Sage	S	25.00	5.00	30.00		
126	23/04/2014	Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	60.00	0.00	60.00		
				Subtotal for Code: Stationary, Advertising & F				£14.79	£133.96		£148.75
Code Number		234 Telephone / Internet		Supplier		Vat Type		Net		Total	
Vchr. 73	10/04/2014	Current Account	DD	Use of Personal Mobiles - TC and I	SGTC	S	20.83	4.17	25.00		
92	10/04/2014	Current Account	DD	Phone Bill - Admin Lift Alarm Line	British Telecom	S	55.88	11.17	67.05		
93	10/04/2014	Current Account	DD	Phone Bill - Admin Fax Line	British Telecom	S	54.21	10.84	65.05		
94	10/04/2014	Current Account	DD	Phone Bill - Admin Internet	British Telecom	S	54.48	10.89	65.37		
				Subtotal for Code: Telephone / Internet				£37.07	£185.40		£222.47
Code Number		235 Mileage Allowance		Supplier		Vat Type		Net		Total	
Vchr. 74	10/04/2014	Current Account	DD	Mileage	SGTC	S	46.22	1.23	47.45		
				Subtotal for Code: Mileage Allowance				£1.23	£46.22		£47.45
Code Number		236 Insurance		Supplier		Vat Type		Net		Total	
Vchr. 119	23/04/2014	Current Account	713262	Insurance Policy Renewal	Zurich Municipal	Z	13,614.37	0.00	13,614.37		
				Subtotal for Code: Insurance				£0.00	£13,614.37		£13,614.37
Code Number		237 Subscriptions / Publications		Supplier		Vat Type		Net		Total	
Vchr. 2	03/04/2014	Current Account	713200	Subscription Renewal	Local Councils Update	Z	100.00	0.00	100.00		
5	03/04/2014	Current Account	713223	Membership Renewal	KALC	S	1,140.00	228.00	1,368.00		
6	03/04/2014	Current Account	713224	Membership Renewal	SLCC	Z	256.00	0.00	256.00		

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Listing of Payments in each Code for All Cost Centres
(Between 01/04/2014 to 30/04/2014)

7	03/04/2014	Current Account	713225	Membership Renewal	ACRE	Z	35.00	0.00	35.00
52	10/04/2014	Current Account	713258	Membership Renewal	SLCC	Z	147.00	0.00	147.00
53	10/04/2014	Current Account	713239	Subscription Renewal	South East Employers	S	194.25	38.85	233.10
57	10/04/2014	Current Account	713242	Membership Renewal	National Society of Allotment & Le	S	55.00	11.00	66.00
104	17/04/2014	Current Account	713253	Subscription Renewal	NALC	Z	17.00	0.00	17.00
Subtotal for Code: Subscriptions / Publication							£1,944.25	£277.85	£2,222.10
Code Number 239 Civic Reception									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
50	10/04/2014	Current Account	713236	Civic Reception Catering	King	S	99.97	19.99	119.96
71	10/04/2014	Current Account	713248	Civic Reception Expenditure	Clr Ms L M Cross	Z	369.49	0.00	369.49
114	17/04/2014	Current Account	713249	Civic Reception Entertainment	Harding	Z	50.00	0.00	50.00
Subtotal for Code: Civic Reception							£519.46	£19.99	£539.45
Code Number 240 Chains of Office									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
116	23/04/2014	Current Account	713259	Past Mayor's Badge	Frame Regalia	S	244.00	48.80	292.80
Subtotal for Code: Chains of Office							£244.00	£48.80	£292.80
Code Number 244 Section 137 Donations									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
13	03/04/2014	Current Account	713232	Section 137 Donation	Friends of Swanscombe Heritage	Z	200.00	0.00	200.00
14	03/04/2014	Current Account	713233	Section 137 Donation	Ingress Park Family Fund Day	Z	250.00	0.00	250.00
Subtotal for Code: Section 137 Donations							£450.00	£0.00	£450.00
Code Number 245 Miscellaneous Expenditure									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
26	03/04/2014	Current Account	DD	Travel Expenses	S Stapleton	S	38.42	7.68	46.10
62	10/04/2014	Current Account	713246	Hygiene Services	Cannon	S	34.32	6.86	41.18
109	17/04/2014	Current Account	713257	Cleaning Materials	KCC - KCS	S	31.77	6.35	38.12
Subtotal for Code: Miscellaneous Expenditure							£104.51	£20.89	£125.40
Code Number 247 Staff Training									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
8	03/04/2014	Current Account	713226	Staff Training	IDEA	S	210.00	42.00	252.00
Subtotal for Code: Staff Training							£210.00	£42.00	£252.00
Code Number 249 IT Services									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
51	10/04/2014	Current Account	713237	IT Support & Maintenance	ABC ICT Ltd	S	227.00	45.40	272.40
101	10/04/2014	Current Account	713252	Installation Charge for new IT equip	ABC ICT Ltd	S	2,300.00	460.00	2,760.00
Subtotal for Code: IT Services							£2,527.00	£505.40	£3,032.40
Code Number 251 Council Offices Building Maintena									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
1	03/04/2014	Current Account	713219	Call Out - Boiler Fault	LW Burt & Son Ltd	S	114.24	22.85	137.09

SGTC
Listing of Payments in each Code for All Cost Centres
(Between 01/04/2014 to 30/04/2014)

Code Number	Date	Current Account	Contract - Quarter	Supplier	Vat Type	Net	Vat	Total
4	03/04/2014	Current Account	Lift Maintenance	Schindler Ltd	S	385.14	77.03	462.17
Subtotal for Code: Council Offices Building M £499.38								
Code Number	Date	Water Rates	Description	Cheq. No.	Supplier	Net	Vat	Total
100	10/04/2014	Bank	Water Rates	DD	Thames Water	136.74	0.00	136.74
Subtotal for Code: Water Rates £136.74								
Code Number	Date	Gas	Description	Cheq. No.	Supplier	Net	Vat	Total
31	03/04/2014	Bank	Gas	DD	KCC - Laser	276.71	55.34	332.05
Subtotal for Code: Gas £276.71								
Code Number	Date	Electricity	Description	Cheq. No.	Supplier	Net	Vat	Total
28	03/04/2014	Bank	Electricity	DD	KCC - Laser	289.25	57.85	347.10
Subtotal for Code: Electricity £289.25								
Code Number	Date	Rates	Description	Cheq. No.	Supplier	Net	Vat	Total
21	01/04/2014	Bank	NNDR	DD	DBC	2,206.50	0.00	2,206.50
Subtotal for Code: Rates £2,206.50								
Code Number	Date	Bank Interest	Description	Cheq. No.	Supplier	Net	Vat	Total
23	03/04/2014	Bank	Bank Charges	DD	Barclays	18.68	0.00	18.68
Subtotal for Code: Bank Interest £18.68								
Cost Centre Church Road Hall						32,707.92	1,221.21	33,929.13
Code Number	Date	Wages	Description	Cheq. No.	Supplier	Net	Vat	Total
79	10/04/2014	Bank	Wages	DD	SGTC	384.79	0.00	384.79
Subtotal for Code: Wages £384.79								
Code Number	Date	Gas & Electricity	Description	Cheq. No.	Supplier	Net	Vat	Total
29	03/04/2014	Bank	Gas	DD	KCC - Laser	101.64	5.08	106.72
Subtotal for Code: Gas & Electricity £101.64								
Code Number	Date	Rates	Description	Cheq. No.	Supplier	Net	Vat	Total
17	01/04/2014	Bank	NNDR	DD	DBC	111.30	0.00	111.30
Subtotal for Code: Rates £111.30								
Code Number	Date	Miscellaneous Expenditure	Description	Cheq. No.	Supplier	Net	Vat	Total
63	10/04/2014	Bank	Hygiene Services	713246	Cannon	4.85	0.97	5.82

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Listing of Payments in each Code for All Cost Centres
(Between 01/04/2014 to 30/04/2014)

Cost Centre		Grove Car Park		Subtotal for Code: Miscellaneous Expenditure		£4.85	£0.97	£5.82
Subtotal for Cost Centre:		Church Road Hall				602.58	6.05	608.63
Code Number	20 Rates	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	Date	Current Account	DD	NNDR	DBC	338.10	0.00	338.10
20	01/04/2014				Subtotal for Code: Rates	£338.10	£0.00	£338.10
Subtotal for Cost Centre:		Grove Car Park				338.10	0.00	338.10
Code Number	302 Gas & Electricity	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	Date	Current Account	DD	Gas	KCC - Laser	1.96	0.10	2.06
27	03/04/2014				Subtotal for Code: Gas & Electricity	£1.96	£0.10	£2.06
Subtotal for Cost Centre:		Grove Hall				1.96	0.10	2.06
Code Number	320 Wages	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	Date	Current Account	713247	PAYE	Inland Revenue	87.80	0.00	87.80
70	10/04/2014				SGTC	351.53	0.00	351.53
76	10/04/2014			Wages	Subtotal for Code: Wages	£439.33	£0.00	£439.33
Subtotal for Cost Centre:		Heritage Community Hall				439.33	0.00	439.33
Code Number	321 Repairs & Maintenance	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	Date	Current Account	DD	Emergency Plumbing Repairs	Ascot Plumbing Services	225.00	45.00	270.00
25	03/04/2014			Overpaid Invoice	Stapleton	10.00	0.00	10.00
113	17/04/2014			Overpayment of bill paid by SS	Stapleton	-10.00	0.00	-10.00
129	30/04/2014				Subtotal for Code: Repairs & Maintenance	£225.00	£45.00	£270.00
Subtotal for Cost Centre:		Heritage Community Hall				225.00	45.00	270.00
Code Number	322 Gas & Electricity	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	Date	Current Account	DD	Gas	KCC - Laser	273.88	54.78	328.66
30	03/04/2014				Subtotal for Code: Gas & Electricity	£273.88	£54.78	£328.66
Subtotal for Cost Centre:		Heritage Community Hall				273.88	54.78	328.66
Code Number	325 Rates	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	Date	Current Account	DD	NNDR	DBC	205.95	0.00	205.95
18	01/04/2014				Subtotal for Code: Rates	£205.95	£0.00	£205.95
Subtotal for Cost Centre:		Heritage Community Hall				205.95	0.00	205.95
Code Number	326 Water Rates	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	Date	Current Account	DD	Water Rates	Southern Water	78.37	0.00	78.37
96	10/04/2014				Subtotal for Code: Water Rates	£78.37	£0.00	£78.37
Subtotal for Cost Centre:		Heritage Community Hall				78.37	0.00	78.37

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Listing of Payments in each Code for All Cost Centres
(Between 01/04/2014 to 30/04/2014)

Code Number	Date	Minute	Bank	Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
327 Miscellaneous Expenditure												
64	10/04/2014		Current Account	713246		Hygiene Services	Cannon	S	4.51	0.90	5.41	
95	10/04/2014		Current Account	DD		Phone Bill - Heritage Hall	British Telecom	S	39.98	7.99	47.97	
									Subtotal for Code: Miscellaneous Expenditure	£44.49	£8.89	£53.38
Cost Centre Knockhall Playing Field									1,267.02	108.67	1,375.69	
80 Rates												
16	01/04/2014		Current Account	DD		NNDR	DBC	Z	31.17	0.00	31.17	
									Subtotal for Code: Rates	£31.17	£31.17	
Cost Centre Leisure Centre									31.17	0.00	31.17	
146 Rates & Insurance Rent - DBC												
19	01/04/2014		Current Account	DD		NNDR	DBC	Z	2,310.00	0.00	2,310.00	
									Subtotal for Code: Rates & Insurance Rent - I	£2,310.00	£2,310.00	
Cost Centre Old Fire Station Cafe									2,310.00	0.00	2,310.00	
380 Wages												
69	10/04/2014		Current Account	713247		NI	Inland Revenue	Z	29.56	0.00	29.56	
80	10/04/2014		Current Account	DD		Wages	SGTC	Z	772.01	0.00	772.01	
86	10/04/2014		Current Account	DD		Pension E'ee	KCC - LGPS	Z	34.48	0.00	34.48	
87	10/04/2014		Current Account	DD		Pension E'er	KCC - LGPS	Z	201.86	0.00	201.86	
									Subtotal for Code: Wages	£1,037.91	£1,037.91	
381 Food/Supplies												
32	10/04/2014		Current Account	713234		Food Supplies	99p Store	Z	2.97	0.00	2.97	
34	10/04/2014		Current Account	713234		Food Supplies	Asda Stores Ltd	Z	83.10	0.00	83.10	
36	10/04/2014		Current Account	713234		Food Supplies	Co-Operative Stores	Z	4.00	0.00	4.00	
37	10/04/2014		Current Account	713234		Food Supplies	Farmfoods	Z	2.75	0.00	2.75	
39	10/04/2014		Current Account	713234		Newspapers	Corner Shop	Z	19.00	0.00	19.00	
40	10/04/2014		Current Account	713234		Food Supplies	Corner Shop	Z	5.41	0.00	5.41	
41	10/04/2014		Current Account	713234		Food Supplies	Nila	Z	139.45	0.00	139.45	
47	10/04/2014		Current Account	713234		Food Supplies	Tesco	Z	5.36	0.00	5.36	
58	10/04/2014		Current Account	713243		Coffee Machine Supplies	Tchibo Coffee International Ltd	Z	110.30	0.00	110.30	
81	10/04/2014		Current Account	DD		Costs to go to Costco	SGTC	S	11.46	2.29	13.75	
									Subtotal for Code: Food/Supplies	£383.80	£2.29	£386.09

SGTC
Listing of Payments in each Code for All Cost Centres
(Between 01/04/2014 to 30/04/2014)

Code Number		382 Furniture, Fixtures & Equipment (i)		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Supplier	Vat Type	Total
24	03/04/2014		Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00			
33	10/04/2014		Current Account	713234	New George Foreman Grill	Argos	S	41.66	8.33	49.99			
38	10/04/2014		Current Account	713234	Fridge Thermometer	Lakeland	S	5.83	1.16	6.99			
42	10/04/2014		Current Account	713234	Printer Ink	PC World	S	16.66	3.33	19.99			
								Subtotal for Code:	Furniture, Fixtures & Equip	£129.15	£25.82		£154.97
Code Number		384 Rates		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Supplier	Vat Type	Total
15	01/04/2014		Current Account	DD	NNDR	DBC	Z	140.55	0.00	140.55			
								Subtotal for Code:	Rates	£140.55	£0.00		£140.55
Code Number		386 Cleaning Materials		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Supplier	Vat Type	Total
35	10/04/2014		Current Account	713234	Cleaning Materials	B&Q	S	5.82	1.16	6.98			
								Subtotal for Code:	Cleaning Materials	£5.82	£1.16		£6.98
Code Number		390 Miscellaneous Expenditure		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Supplier	Vat Type	Total
59	10/04/2014		Current Account	713244	Waste Bin Collection	Viridor Waste Kent Ltd	S	58.80	11.76	70.56			
115	23/04/2014		Current Account	713258	Hygiene Services	Cannon	S	59.16	11.83	70.99			
								Subtotal for Code:	Miscellaneous Expenditure	£117.96	£23.59		£141.55
								Subtotal for Cost Centre:	Old Fire Station Cafe	1,815.19	52.86		1,868.05
Code Number		40 Wages		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Supplier	Vat Type	Total
65	10/04/2014		Current Account	713247	PAYE	Inland Revenue	Z	502.20	0.00	502.20			
66	10/04/2014		Current Account	713247	NI	Inland Revenue	Z	543.12	0.00	543.12			
77	10/04/2014		Current Account	DD	Wages	SGTC	Z	4,445.11	0.00	4,445.11			
78	10/04/2014		Current Account	DD	Park Keeper Cover	SGTC	Z	112.69	0.00	112.69			
82	10/04/2014		Current Account	DD	Pension E'ee	KCC - LGPS	Z	270.47	0.00	270.47			
83	10/04/2014		Current Account	DD	Pension E'er	KCC - LGPS	Z	1,476.08	0.00	1,476.08			
								Subtotal for Code:	Wages	£7,349.67	£0.00		£7,349.67
Code Number		41 Equipment/Materials		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Supplier	Vat Type	Total
3	03/04/2014		Current Account	713221	Sports Grounds Maintenance	Eden Park (STMS) Ltd	S	276.60	9.96	286.56			
11	03/04/2014		Current Account	713229	Repair to Car Park Bollard (Insuran	Libra Construction Services Ltd	S	364.00	72.80	436.80			
12	03/04/2014		Current Account	713230	Skip Hire	Pinden Ltd	S	200.00	40.00	240.00			
44	10/04/2014		Current Account	713234	Cleaning Materials	Petty Cash	S	8.87	1.77	10.64			
46	10/04/2014		Current Account	713234	Tax Disc Holder	Petty Cash	S	3.32	0.66	3.98			
48	10/04/2014		Current Account	713235	Parks Uniform	All About Image	S	75.00	15.00	90.00			

SGTC
Listing of Payments in each Code for All Cost Centres
(Between 01/04/2014 to 30/04/2014)

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
49	10/04/2014	Current Account	713235	Parks Uniform	All About Image	S	75.00	15.00	90.00
54	10/04/2014	Current Account	713240	Gate keys (Saxon Court)	Locks N Tools	S	12.50	2.50	15.00
60	10/04/2014	Current Account	713245	Repairs to Fencing (Insurance Claii	TMH Contractors	Z	795.00	0.00	795.00
102	17/04/2014	Current Account	713250	Mower Service	FL Machinery	Z	360.54	0.00	360.54
103	17/04/2014	Current Account	713251	General Equipment/Materials	Timber Mouldings Ltd	S	111.98	22.39	134.37
105	17/04/2014	Current Account	713254	Flags for Flag Pole Swanscombe P	Zephyr	S	177.90	35.58	213.48
107	17/04/2014	Current Account	713256	General Maintenance Supplies	Ernest Doe & Sons Ltd	S	97.75	19.55	117.30
108	17/04/2014	Current Account	713257	Cleaning Materials	KCC - KCS	S	118.79	23.76	142.55
112	17/04/2014	Current Account		Alarm and Anti-climb spikes - S/cor	Astra Security Systems Ltd	S	1,936.90	387.38	2,324.28
117	23/04/2014	Current Account	713260	Skip Hire	Pinden Ltd	S	200.00	40.00	240.00
127	30/04/2014	Current Account		Settlement of Insurance Claim - Pa	Zurich Municipal	Z	-3,520.10	0.00	-3,520.10
128	30/04/2014	Current Account		Settlement of Insurance Claim - Bo	Zurich Municipal	Z	-364.00	0.00	-364.00
					Subtotal for Code: Equipment/Materials		£930.05	£686.35	£1,616.40

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
43	03/04/2014	Current Account		Diesel	Asda Stores Ltd (Allistar)	S	80.01	16.01	96.02
43	10/04/2014	Current Account	713234	Diesel	Petty Cash	S	16.67	3.33	20.00
99	10/04/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allistar)	S	72.48	14.49	86.97
111	17/04/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allistar)	S	61.73	12.35	74.08
125	23/04/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allistar)	S	71.76	14.36	86.12
132	30/04/2014	Current Account	DD	Diesel	Asda Stores Ltd (Allistar)	S	92.39	18.48	110.87
					Subtotal for Code: Fuel		£395.04	£79.02	£474.06

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
45	10/04/2014	Current Account	713234	Mobile Phone Top Up Voucher	Petty Cash	S	16.67	3.33	20.00
91	10/04/2014	Current Account	DD	Phone Bill - Parks	British Telecom	S	40.80	8.16	48.96
131	30/04/2014	Current Account	DD	Parks Mobile Phone	O2	S	9.41	1.88	11.29
					Subtotal for Code: Telephone		£66.88	£13.37	£80.25

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
46	10/04/2014	Current Account	713241	Van Repairs - New Engine	SMC Ford	S	5,958.00	1,182.60	7,140.60
56	10/04/2014	Current Account	713241	MOT - Vans	SMC Ford	Z	54.85	0.00	54.85
					Subtotal for Code: Vehicles		£6,012.85	£1,182.60	£7,195.45

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
47	10/04/2014	Current Account	DD	Water Rates	Southern Water	Z	176.61	0.00	176.61
98	10/04/2014	Current Account	DD	Water Rates - Knockhall Changing	Southern Water	Z	164.45	0.00	164.45
					Subtotal for Code: Water Rates		£341.06	£0.00	£341.06

Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
48	10/04/2014	Current Account	DD	Gas/Electricity					

SGTC
Listing of Payments in each Code for All Cost Centres
(Between 01/04/2014 to 30/04/2014)

124	23/04/2014	Current Account	DD	Electricity - Bowls Pavilion	EDF Energy	Z	40.00	0.00	40.00
					Subtotal for Code: Gas/Electricity		£40.00	£0.00	£40.00
Code Number	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
49	03/04/2014	Current Account	713227	Playground Inspections and Risk A	Wicksteed Leisure Ltd	S	315.00	63.00	378.00
					Subtotal for Code: Playground Equipment & I		£315.00	£63.00	£378.00
Code Number	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
51	10/04/2014	Current Account	713246	Hygiene Services	Cannon	S	23.79	4.76	28.55
					Subtotal for Code: Knockhall Changing Room		£23.79	£4.76	£28.55
Code Number	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
52	17/04/2014	Current Account	713255	Mess Room Repairs following brea	TMH Contractors	Z	475.00	0.00	475.00
					Subtotal for Code: Parks Works Area		£475.00	£0.00	£475.00
					Subtotal for Cost Centre: Parks Establishment		15,949.34	2,029.10	17,978.44
Cost Centre	Public Lighting								
Code Number	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
1	10/04/2014	Current Account	DD	Electricity - Street Lighting	E-on	L	73.18	3.66	76.84
					Subtotal for Code: Supply & Maintenance		£73.18	£3.66	£76.84
					Subtotal for Cost Centre: Public Lighting		73.18	3.66	76.84
Cost Centre	Sports Pavilion								
Code Number	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
340	23/04/2014	Current Account	713263	Contribution to Gas and Electric	The Pavilion Community Sports & Z	Z	113.76	0.00	113.76
122	23/04/2014	Current Account	713263	Contribution to Gas and Electric	The Pavilion Community Sports & Z	Z	387.66	0.00	387.66
					Subtotal for Code: Gas & Electricity		£501.42	£0.00	£501.42
Code Number	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
342	23/04/2014	Current Account	713263	Cleaning Contribution	The Pavilion Community Sports & Z	Z	800.00	0.00	800.00
					Subtotal for Code: Maintenance & Cleaning C		£800.00	£0.00	£800.00
Code Number	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
344	23/04/2014	Current Account	713262	Insurance Policy Renewal	Zurich Municipal	Z	1,856.51	0.00	1,856.51
					Subtotal for Code: Building Insurance		£1,856.51	£0.00	£1,856.51
					Subtotal for Cost Centre: Sports Pavilion		3,157.93	0.00	3,157.93
Cost Centre	Town Council Offices Community Hall								

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/04/2014 to 30/04/2014)

Code Number	360	Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 75	10/04/2014			Current Account	DD	Wages	SGTC	Z	415.17	0.00	415.17
88	10/04/2014			Current Account	DD	Pension E'ee	KCC - LGPS	Z	24.16	0.00	24.16
89	10/04/2014			Current Account	DD	Pension E'er	KCC - LGPS	Z	141.46	0.00	141.46
Subtotal for Code: Wages									£580.79	£0.00	£580.79
Subtotal for Cost Centre: Town Council Offices Comir									580.79	0.00	580.79
TOTALS									£58,835.18	£3,421.65	£62,256.83

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SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Balanced to:
 By the Responsible
 Financial Officer (RFO)

30/4/14

AGENDA ITEM 7
 FCoP 12/6/14

Cost Centre Public Lighting

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
1	Supply & Maintenance				2,375.00	73.18	2,302		2,302
2	All Night Lighting								
3	Christmas Lighting				2,550.00		2,550		2,550
4	Repairs				1,100.00		1,100		1,100
5	Long Term Financial Risks				1,450.00		1,450		1,450
6	Income	1.15		-1					-1
7	Long Term Maintenance				500.00		500		500
SUB TOTAL		1.15		-1	7,975.00	73.18	7,902		7,901

Cost Centre Grove Car Park

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
20	Rates				3,450.00	338.10	3,112		3,112
21	Repairs & Maintenance				50.00		50		50
22	Long Term Financial Risks				6,340.00		6,340		6,340
23	Long Term Maintenance				200.00		200		200
SUB TOTAL					10,040.00	338.10	9,702		9,702

Cost Centre Craylands Lane Car Park

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

Cost Centre Parks Establishment

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
40	Wages				101,000.00	7,349.67	93,650		93,650
41	Equipment/Materials				36,225.00	930.05	35,295		35,295
42	New Grounds Maintenance E								
43	Fuel				4,675.00	395.04	4,280		4,280
44	Fencing				5,000.00		5,000		5,000
45	Telephone				525.00	66.88	458		458
46	Vehicles				2,725.00	6,012.85	-3,288		-3,288
47	Water Rates				2,650.00	341.06	2,309		2,309
48	Gas/Electricity				2,850.00	40.00	2,810		2,810
49	Playground Equipment & Mair				11,000.00	315.00	10,685		10,685
50	Staff Training				500.00		500		500
51	Knockhall Changing Rooms				300.00	23.79	276		276
52	Parks Works Area				800.00	475.00	325		325
53	Vandalism				600.00		600		600
54	Trees				2,000.00		2,000		2,000
55	New Recreational Facilities								
56	Unexpected/Emergency Work				3,000.00		3,000		3,000
57	Long Term Financial Risks				9,725.00		9,725		9,725
58	Basketball Court								
59	Long Term Maintenance								
65	Miscellaneous Income	1,000.00		-1,000					-1,000
66	Reserve Fund								
SUB TOTAL		1,000.00		-1,000	183,575.00	15,949.34	167,626		166,626

SGTC

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre Swanscombe Park

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
70	Bowls Pavilion Maintenance								
71	Long Term Financial Risks				3,680.00		3,680		3,680
75	Bowls Income	2,218.00		-2,218					-2,218
76	Tennis Income								
77	Five-a-Side Income								
78	Hire Charges								
79	Long Term Maintenance				650.00		650		650
SUB TOTAL		2,218.00		-2,218	4,330.00		4,330		2,112

Cost Centre Knockhall Playing Field

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
80	Rates				132.00	31.17	101		101
81	Long Term Financial Risks				6,050.00		6,050		6,050
85	Football	2,800.00		-2,800					
SUB TOTAL		2,800.00		-2,800	6,182.00	31.17	6,151		3,351

Cost Centre Broomfield Sports Ground

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
90	Long Term Financial Risks				7,160.00		7,160		7,160
95	Football Income	5,280.00		-5,280					-5,280
96	Cricket Income	1,790.00	900.00	-890					-890
97	Miscellaneous Income								
98	Long Term Maintenance				500.00		500		500
SUB TOTAL		7,070.00	900.00	-6,170	7,660.00		7,660		1,490

Cost Centre Heritage Park

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
100	Maintenance/Rent				500.00		500		500
101	Water Supply								
102	Fencing								
103	Changing Facilities								
104	Long Term Financial Risks				1,250.00		1,250		1,250
SUB TOTAL					1,750.00		1,750		1,750

Cost Centre St Peter & St Paul's Churchyard

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

Cost Centre Other Projects

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

SGTC

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre Leisure Centre

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
140	Wages							
141	Wages - Cleaners							
142	Administration							
143	Advertising							
144	Maintenance							
145	Cleaning Equipment & Material							
146	Rates & Insurance Rent - DB				23,745.00	2,310.00	21,435	21,435
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		61,300	61,300
165	General Income							
166	Sports Hall Income							
167	Fitness Suite Income							
168	Membership Income							
169	Function Deposits							
170	Miscellaneous Income							
SUB TOTAL					85,045.00	2,310.00	82,735	82,735

Cost Centre Thames Bar

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

Cost Centre Squash Courts

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

Cost Centre Allotments

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
210	Rents / Licences				200.00		200	200
211	Repairs / Maintenance				150.00		150	150
212	Water Supply							
213	Long Term Financial Risks				2,135.00		2,135	2,135
218	Rent Income	1,540.00	1,066.40	-474				-474

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

SUB TOTAL		1,540.00	1,066.40	-474	2,485.00	2,485	2,011	
Cost Centre Administration								
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
230	Wages				127,000.00	9,100.91	117,899	117,899
231	Furniture, Fixtures & Fittings				100.00		100	100
232	Photocopier				1,525.00	200.58	1,324	1,324
233	Stationary, Advertising & Post				1,775.00	133.96	1,641	1,641
234	Telephone / Internet				2,800.00	185.40	2,615	2,615
235	Mileage Allowance				700.00	46.22	654	654
236	Insurance				14,950.00	13,614.37	1,336	1,336
237	Subscriptions / Publications				3,450.00	1,944.25	1,506	1,506
238	Town Mayor's Allowance				1,400.00		1,400	1,400
239	Civic Reception				1,400.00	519.46	881	881
240	Chairs of Office				250.00	244.00	6	6
241	Legal Fees				4,000.00		4,000	4,000
242	External Audit Fees				1,300.00		1,300	1,300
243	Internal Audit Fees				250.00		250	250
244	Section 137 Donations				1,700.00	450.00	1,250	1,250
245	Miscellaneous Expenditure				1,500.00	104.51	1,395	1,395
246	Election Expenses				3,000.00		3,000	3,000
247	Staff Training				500.00	210.00	290	290
248	Member Training				200.00		200	200
249	IT Services				3,150.00	2,527.00	623	623
250	Handyman (incl. seasonal par				1,000.00		1,000	1,000
251	Council Offices Building Maint				12,000.00	499.38	11,501	11,501
252	Water Rates				700.00	136.74	563	563
253	Gas				2,350.00	276.71	2,073	2,073
254	Electricity				4,000.00	289.25	3,711	3,711
255	Rates				22,630.00	2,206.50	20,424	20,424
256	Long Term Financial Risks				36,758.00		36,758	36,758
270	Photocopier Income							
271	Miscellaneous Income	2,130.00		-2,130				-2,130
272	Precept	488,991.00		-488,991				-488,991
273	Section 136	23,508.00		-23,508				-23,508
274	Bank Interest	425.00		-425		18.68	-19	-444
275	Long Term Maintenance				7,875.00		7,875	7,875
276	Government CTax Grant	48,701.00		-48,701				-48,701
SUB TOTAL		563,755.00		-563,755	258,263.00	32,707.92	225,555	-338,200
Cost Centre Church Road Hall								
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
280	Wages				4,850.00	384.79	4,465	4,465
281	Repairs & Maintenance				1,500.00		1,500	1,500
282	Gas & Electricity				1,325.00	101.64	1,223	1,223
283	Cleaning Materials				85.00		85	85
284	Furniture, Fixtures & Fittings				50.00		50	50
285	Rates				1,120.00	111.30	1,009	1,009
287	Miscellaneous Expenditure				80.00	4.85	75	75
288	Long Term Financial Risks				3,240.00		3,240	3,240
295	Hire Income	1,000.00	728.25	-272				-272
299	Long Term Maintenance				1,945.00		1,945	1,945
SUB TOTAL		1,000.00	728.25	-272	14,195.00	602.58	13,592	13,321

SGTC

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre Grove Hall

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
300	Wages							
301	Repairs & Maintenance				100.00		100	100
302	Gas & Electricity				235.00	1.96	233	233
303	Cleaning Materials							
304	Furniture, Fixtures & Fittings							
305	Rates							
306	Water Rates							
307	Miscellaneous Expenditure							
308	Long Term Financial Risks							
315	Hire Income							
SUB TOTAL					335.00	1.96	333	333

Cost Centre Heritage Community Hall

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
320	Wages				5,550.00	439.33	5,111	5,111
321	Repairs & Maintenance				1,500.00	225.00	1,275	1,275
322	Gas & Electricity				2,310.00	273.88	2,036	2,036
323	Cleaning Materials				275.00		275	275
324	Furniture, Fixtures & Fittings				3,500.00		3,500	3,500
325	Rates				2,160.00	205.95	1,954	1,954
326	Water Rates				375.00	78.37	297	297
327	Miscellaneous Expenditure				325.00	44.49	281	281
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	17,320.00	1,466.87	-15,853				-15,853
SUB TOTAL		17,320.00	1,466.87	-15,853	20,320.00	1,267.02	19,053	3,200

Cost Centre Sports Pavilion

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
340	Gas & Electricity				250.00	501.42	-251	-251
	Water Rates				425.00		425	425
342	Maintenance & Cleaning Cont				1,250.00	800.00	450	450
343	Rates							
344	Building Insurance				1,950.00	1,856.51	93	93
345	Miscellaneous Expenditure				9,500.00		9,500	9,500
346	Long Term Financial Risks							
350	Rent Income	16,416.00	1,368.00	-15,048				-15,048
SUB TOTAL		16,416.00	1,368.00	-15,048	13,375.00	3,157.93	10,217	-4,831

Cost Centre Town Council Offices Community

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
360	Wages				7,250.00	580.79	6,669	6,669
361	Repairs & Maintenance				400.00		400	400
362	Furniture, Fixtures & Fittings				75.00		75	75
363	Cleaning Materials				255.00		255	255
364	Miscellaneous Expenditure				50.00		50	50
365	Long Term Financial Risks				19,050.00		19,050	19,050
370	Hire Income	25,200.00	2,911.75	-22,288				-22,288
SUB TOTAL		25,200.00	2,911.75	-22,288	27,080.00	580.79	26,499	4,211

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	Var	Estimated	Actual	Var	+/- under/over spend
380	Wages				16,750.00	1,037.91	15,712	15,712
381	Food/Supplies				4,000.00	383.80	3,616	3,616
382	Furniture, Fixtures & Equipme				500.00	129.15	371	371
383	Advertising				100.00		100	100
384	Rates				1,485.00	140.55	1,344	1,344
385	Electricity & Water				1,900.00		1,900	1,900
386	Cleaning Materials				100.00	5.82	94	94
387	DBC Maintenance Service Ch				2,000.00		2,000	2,000
388	Telephone / Internet				900.00		900	900
389	Maintenance				500.00		500	500
390	Miscellaneous Expenditure				1,325.00	117.96	1,207	1,207
391	Long Term Financial Risks				2,950.00		2,950	2,950
392	Rent DBC							
393	Long Term Maintenance				500.00		500	500
395	Cafe Income	6,800.00	383.63	-6,416				()
SUB TOTAL		6,800.00	383.63	-6,416	33,010.00	1,815.19	31,195	24,778

Cost Centre Bus Shelters

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

NET TOTAL	645,120.15	8,824.90	-636,295	681,085.00	58,835.18	622,250	-14,045
V.A.T.		8,778.74			3,421.65		
GROSS TOTAL		17,603.64			62,256.83		

Ms R Rawlings
Swanscombe and Greenhithe Town Council
Council Offices
The Grove
Swanscombe
Kent
DA10 0GA

AGENDA ITEM

FGP 12/6/15.

8

Victim Support
Norman House,
Beaver Road Industrial Estate,
Ashford,
Kent
TN23 7SH

01233-618016

Carl.kreffer@victimsupport.org.uk

19 May 2014

Dear Rebecca,

Re: Application for funding for Victim Support

I am writing in response to your letter dated 31st March 2014.

May I firstly apologise for the delay in responding to you. I was awaiting a more up to date finance report.

Please find enclosed a completed funding application form, together with a copy of our accounts to December 2013.

I hope that the above information will enable the Town Council to consider our application for funding.

Many thanks.

Yours sincerely,



Carl Kreffer
Kent Divisional Administrator


no specific amount, seeking
a donation.

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APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK).

1. Name and full address of Organisation:	VICTIM SUPPORT, NORMAN HOUSE, SEYMOUR ROAD SWANSCOMBE TN23 7SH LS7021
2. Name and contact details of applicant (this is the address the Town Council will use for all correspondences):	CAROL MURPHY Divisional Administration (ADDRESS AS ABOVE)
3. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	To provide emotional and practical support to victims and witnesses of crime. ESTABLISHED 1974
4. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	All residents of Swanscombe & Greenhithe are eligible to receive our service.
5. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe.	Our volunteers provide support in the community (often at a victim's home address), by telephone, or at court as required. We also assist with criminal records police applications.
6. Please supply details of how the funding applied for will be used (please include total costs of projects, project plans, quoted costs etc.)	The funding would be used to recruit, train and support additional volunteers.
7. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.	PLEASE SEE LATEST ACCOUNTS (ATTACHED)
8. Name of organisation that cheques should be made out (cheques are unable to be made out to individuals).	VICTIM SUPPORT
9. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed:  Dated: 19/5/14

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

Victim Support
Kent Division
Income & Expenditure Report
1st April to 31st December 2013

	£	£
INCOMING RESOURCES		
Voluntary & Charitable Income		
Total Donations and bequests	9,878.68	
Grant Income	30,780.00	
Fundraising	9,850.01	
Assumed National Income Allocation (MOJ)	333,154.26	
TOTAL INCOMING RESOURCES		383,662.95
EXPENDITURE		
People Costs		
Employed staff payroll costs	275,076.08	
Agency staff and consultancy costs	1,957.90	
Indirect staff costs (travel, training etc)	15,318.81	
Expenses relating to volunteers	37,932.73	330,285.52
Premises Costs		
Rent and Rates	15,964.70	
Maintenance	2,249.20	
Light and Heat	1,923.74	
Other Premises Costs	1,038.60	21,176.24
Total Other Premises Costs		
Office Operating Costs		
Telephone and Communications	7,639.78	
IT Costs	4,015.63	
Other Office Operating Costs	16,350.46	28,005.87
Other costs		
Commissioned services	38.00	
Fundraising expenses	2,653.90	
Development costs	1,501.20	
Marketing display materials	2.22	4,195.32
TOTAL EXPENDITURE		383,662.95
NET INCOMING/(OUTGOING) RESOURCES		<u><u>(0.00)</u></u>

NOTES:

This Income and Expenditure Account has been extracted from Victim Support's internal management accounting system. The financial information contained herein was intended for internal use and has not been audited. If provided to external parties, it should be used in accordance with the purpose for which it was provided.

This Income and Expenditure Account includes only the direct costs of the Kent Division.

It excludes indirect costs related to core services. In particular, it excludes:

- Regional and national management support and administration and events
- Volunteer and staff training costs (organised regionally)
- National IS network, internet access and IS support costs
- Finance and HR services
- National procedures and policy development
- Other national services - e.g. Insurance, comms, etc

National income has been allocated to cover the core service costs for this Division

I am pleased to report to Members of the Town Council that I have completed my internal audit of the Town Council's records for 2013 – 2014 and have been able to complete Section 4 of the 2013 - 2014 Annual Return.

Members should be aware that my work 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.

*
*
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 continues to be of a very high standard and accuracy and the Town Council's approach to the management of risks to be sound.

As a result of my audit and my discussion with your Clerk I was able to answer 'YES' to all the relevant questions contained in Section 4 of the Annual Return for 2013 - 2014.

I would like to take this opportunity to thank your Clerk and Responsible Financial Officer for the assistance given to me in the conduct of the audit that took place on 8 May 2014.

PREVIOUS AUDITS:

External Audit Certificate 2012 - 2013:

The External Audit Certificate for 2012 - 2013 was unqualified. The External Auditor did not raise any minor matters in the certificate.

Internal Audit 2012 - 2013:

There are no matters outstanding from my previous audit.

FINDINGS THIS VISIT:

During the visit I carried out sufficient work to enable me to complete Section 4 of the Annual return which included reading the minutes, checking the accounting records including the cashbook, payroll, VAT records, vouchers and bank reconciliations.

I found all the records to be accurate and up to date. There were no unexplained entries in the bank reconciliations.

Insurances:

The level of cover in respect of Employee Dishonesty is currently £500,000 and meets the recommended minimum level of cover.

Asset Register:

The Asset Register is up to date.

Payroll:

All records inspected were accurate and up to date. The PAYE/NI and superannuation payments and returns were all made within the deadlines set.

The HMRC requirements for Real Time Information have been met.

SWANSCOMBE and GREENHITHE TOWN COUNCIL
INTERNAL AUDIT REPORT 2013 – 2014

Value Added Tax:

The VAT records were up to date and the VAT returns were all made on time. The VAT control account reconciled to the claims made.

Bank Reconciliations:

Bank reconciliations are carried out regularly for all the bank accounts held by the Town Council. All were accurate and there were no unexplained entries.

Payments:

I sampled the payments made during the year. All vouchers inspected were correctly authorised and the accounting records accurate.

Minutes:

All the minutes inspected had been signed/initialled in accordance with best practice.



Kevin Funnell, F.M.A.A.T.
Independent Internal Auditor
8 May 2014

AGENDA ITEM 10
FCP 12/6/14

	2013/14 PROBABLE	2013/14 ACTUAL	VARIATION
Cost Centre 1 Public Lighting			
Code Description			
10 Supply & Maintenance	2250	2103	147
11 All Nighting Lighting	0	0	0
12 Christmas Lighting	2500	2152	348
13 Repairs	1100	523	577
14 Long Term Financial Risks	1450	1450	0
Total Expenditure	7300	6228	1072
18 Miscellaneous Income	1	1	0
Total Income	1	1	0
Total to Public Lighting Summary	7299	6227	1072
Cost Centre 2 Grove Car Park			
Code Description			
20 Rates	3285	3280	5
21 Repairs & Maintenance	0	0	0
22 Long Term Financial Risks	5640	5640	0
23 Long Term Maintenance	0	0	0
Total Expenditure	8925	8920	5
Total to Car Parks Summary	8925	8920	5
Cost Centre 3 Craylands Lane Car Park			
Code Description			
30 Rates	0	0	0
31 Repairs & Maintenance	0	0	0
32 Long Term Financial Risks	0	0	0
Total Expenditure	0	0	0
Total to Car Parks Summary	0	0	0
Cost Centre 22 Potential Car Park - Stanhope Road			
Code Description			
Rates	0	0	0
Repairs & Maintenance	0	0	0
Long Term Financial Risks	0	0	0
Total Expenditure	0	0	0
Total to Car Parks Summary	0	0	0
Cost Centre 4 Parks Establishment			
Code Description			
40 Wages	97000	92914	4086
41 Equipment/Materials	33000	41851	-8851
42 New Grounds Maintenance Equipment	0	92	-92
43 Fuel	4250	3810	440
44 Fencing	500	23	477
45 Telephone	490	609	-119
46 Vehicles	2600	2346	254
47 Water Rates	2500	5307	-2807
48 Gas / Electricity	2700	904	1796
49 Playground Equipment & Maintenance	2500	1822	678
50 Training	500	0	500
51 Knockhall Changing Rooms	200	124	76
52 Parks Works Area	700	304	396
53 Vandalism	500	0	500
54 Trees	1500	4190	-2690
55 Basketball Court or other recreational faci	0	0	0
56 Unexpected/Emergency Works	3000	3000	0
57 Long Term Financial Risks	4225	4225	0
58 Basketball Court	0	0	0
59 Long Term Maintenance	0	0	0
Total Expenditure	156165	161521	-5356
51 Reserve Fund	0	0	0
50 Miscellaneous Income	1000	1130	-130
Total Income	1000	1130	-130
Total to Parks Summary	155165	160391	-5226

Sara Stapleton:
 £8.5k paid in advance for tractor.

Sara Stapleton:
 Water rates paid in error (DBC) £1930.10

Sara Stapleton:
 Emergency tree works Swanscombe Park - Invoice paid in advance £3065

	2013/14 PROBABLE	2013/14 ACTUAL	VARIATION
Cost Centre 5 Swanscombe Park			
Code Description			
70 Bowls Pavilion Maintenance	50	55	-5
71 Long Term Financial Risks	3680	3680	0
72 Long Term Maintenance	0	0	0
Total Expenditure	3730	3735	-5
75 Bowls	2126	2348	-222
76 Tennis	0	0	0
77 Five-a-Side	0	0	0
78 Hire Charges	0	0	0
Total Income	2126	2348	-222
Total to Parks Summary	1604	1386	218
Cost Centre 6 Knockhall Playing Field			
Code Description			
80 Rates	125	125	0
81 Long Term Financial Risks	6060	6060	0
Total Expenditure	6185	6185	0
85 Football	2370	2370	0
Total Income	2370	2370	0
Total to Parks Summary	3815	3815	0
Cost Centre 7 Broomfield Sports Ground			
Code Description			
90 Long Term Financial Risks	7160	7160	0
91 Long Term Maintenance	500	500	0
Total Expenditure	7160	7160	0
95 Cricket	1630	1630	0
96 Football	5510	5640	-130
97 Miscellaneous Income	0	0	0
Total Income	7140	7270	-130
Total to Parks Summary	20	-110	130
Cost Centre 8 Churchyard - SP & SP			
Code Description			
110 Maintenance	250	-59	309
111 Long Term Financial Risks **	0	0	0
Total Expenditure	250	-59	309
** included in Parks Establishment			
Total to Parks Summary	250	-59	309
Cost Centre 9 Other Projects			
Code Description			
121 General Projects (inc Sum Etment)	1050	1050	0
124 Long Term Financial Risks **	0	0	0
Total Expenditure	1050	1050	0
128 Miscellaneous Income	0	0	0
Total Income	0	0	0
** included in Parks Establishment			
Total to Parks Summary	1050	1050	0
Cost Centre 10 Bus Shelters			
Code Description			
130 Maintenance	0	0	0
131 Long Term Financial Risks **	0	0	0
Total Expenditure	0	0	0
135 Miscellaneous Income	0	0	0
Total Income	0	0	0
** included in Parks Establishment			
Total to Parks Summary	0	0	0

	2013/14 PROBABLE	2013/14 ACTUAL	VARIATION
Cost Centre 19 Heritage Park			
Code Description			
100 Maintenance / Rent	100	112	-12
101 Water Supply	0	0	0
102 Fencing	0	0	0
103 Changing Rooms	0	0	0
104 Long Term Financial Risks **	0	0	0
Total Expenditure	100	112	-12
** included in Parks Establishment			
Total to Parks Summary	100	112	-12

Cost Centre 10 Leisure Centre			
Code Description			
140 Wages	0	0	0
141 Wages - Cleaners	0	0	0
142 Administration	0	0	0
143 Advertising	0	0	0
144 Maintenance	0	0	0
145 Cleaning Equip - etc	0	0	0
146 Rates & Ins Rent - DBC	22610	22609	1
147 Water, Gas & Electric	0	0	0
148 Insurance	0	0	0
149 Telephone	0	0	0
150 Miscellaneous	0	0	0
151 Equipment	0	0	0
152 Coaching - Staff Training	0	0	0
153 Lease - Fitness Room Equipment	0	0	0
154 Capital Project	0	0	0
155 GCLL Management Fee	61300	61300	0
Total Expenditure	83910	83909	1
165 General Income	0	0	0
166 Sports Hall	0	0	0
167 Fitness Suite	0	0	0
168 Membership	0	0	0
169 Parish Initiative	0	0	0
170 Function Deposits	0	0	0
Total Income	0	0	0
Total To Leisure Centre Summary	83910	83909	1

Cost Centre 11 Thames Bar			
Code Description			
180 Wages - Cleaners	0	0	0
181 Supplies	0	0	0
182 Food	0	0	0
183 Leased Equipment	0	0	0
184 Miscellaneous	0	0	0
Total Expenditure	0	0	0
190 Bar Sales	0	0	0
191 Food Sales	0	0	0
192 Miscellaneous	0	0	0
Total Income	0	0	0
Total to Thames Bar Summary	0	0	0

Cost Centre 12 Squash Courts			
Code Description			
200 Maintenance	0	0	0
201 Long Term Financial Risks	940	940	0
Total Expenditure	940	940	0
205 Squash Income	0	0	0
Total Income	0	0	0
Total to Squash Courts Summary	940	940	0

	2013/14 PROBABLE	2013/14 ACTUAL	VARIATION
Cost Centre 13 Allotments			
Code Description			
210 Rents / Licences	192	192	0
211 Repairs / Maintenance	75	21	54
212 Water Supply	0	0	0
213 Long Term Financial Risks	2135	2135	0
Total Expenditure	2402	2348	54
218 Rent	1400	1397	3
Total Income	1400	1397	3
Total To Allotment Summary	1002	951	51

Cost Centre 14 Administration

Code Description

230 Wages	113000	111723	1277
231 Furn (F&F) & Equipment	2200	6306	-4106
232 Photocopier	1450	1374	76
233 Stationery, Advertising, Postage	1700	1653	47
234 Telephone / Internet	2750	2941	-191
235 Mileage Allowance	600	406	194
236 Insurance	13585	13584	1
237 Subscriptions / Publications	3250	3215	35
238 Town Mayor's Allowance	1400	1698	-298
239 Civic Reception	1400	565	835
240 Chains of Office	250	231	19
241 Legal Fees	3000	3002	-2
242 External Audit Fees	1300	1300	0
243 Internal Audit Fees	250	125	125
244 Section 137	1400	900	500
245 Miscellaneous	1250	1919	-669
246 Election Expenses	0	0	0
247 Training	300	61	239
248 Member Training	100	0	100
249 IT Services	3000	3376	-376
250 Handyman (including seasonal Park staff)	250	19	231
251 Council Offices Building Maintenance	17220	15165	2055
252 Water Rates	650	752	-102
253 Gas	2200	2637	-437
254 Electricity	3600	3757	-157
255 Rates (NNDR)	21550	21548	2
256 Long Term Financial Risks	36758	36758	0
Total Expenditure	234413	235016	-603
270 Photocopier Income	0		
271 Miscellaneous	2130	2232	-102
Total Income	2130	2232	-102

Sara Stapleton:
Replacement of server and
IT equipment paid early
£4140.10

Sara Stapleton:
Paid back
Swanscombedowns Bowls
Club Bond of £1000.
Money transferred from
current account

Total to Administration Summary

232283 232784 -501

Cost Centre 15 Church Road Hall

Code Description

280 Wages	4600	4413	187
281 Repairs & Maintenance	1500	1121	379
282 Gas & Electricity	1250	1117	133
283 Cleaning Materials	60	40	20
284 Furniture & Fittings	20	0	20
285 Rates	1065	1063	2
286 Misc Expenditure	70	217	-147
287 Long Term Financial Risks	3990	3990	0
Total Expenditure	12555	11961	594
295 Hire Income	3100	3293	-193
Total Income	3100	3293	-193

Total To Community Halls Summary

9455 8668 787

	2013/14 PROBABLE	2013/14 ACTUAL	VARIATION
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Cost Centre 16 Grove Hall

Code Description

300 Wages	0	0	0
301 Repairs & Maintenance	25	27	-2
302 Gas & Electricity	225	212	13
303 Clean Materials	0	0	0
304 Furniture & Fittings	0	0	0
305 Rates (NNDR)	0	0	0
306 Water Rates	0	0	0
307 Misc Expenditure	0	0	0
308 Long Term Financial Risks	0	0	0
Total Expenditure	250	239	11

315 Hire Income	0	0	0
Total Income	0	0	0

Total To Community Halls Summary

250	239	11
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Cost Centre 17 Heritage Community Hall

Code Description

320 Wages	5400	5282	118
321 Repairs & Maintenance	1500	2076	-576
322 Gas & Electricity	2200	2786	-586
323 Clean Materials	250	227	23
324 Furniture & Fittings	10	1	9
325 Rates (NNDR)	2056	2056	0
326 Water Rates	400	291	109
327 Misc Expenditure	300	367	-67
328 Long Term Financial Risks	1975	1975	0
329 Long Term Maintenance	2350	2350	0
Total Expenditure	16441	17411	-970

335 Hire Income	18200	18447	-247
Total Income	18200	18447	-247

Total To Community Halls Summary

-1759	-1036	-723
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Cost Centre 18 Sports Pavilion

Code Description

340 Gas & Electricity	3650	3441	209
341 Water	925	893	32
342 Maintenance & Cleaning	17750	16557	1193
343 Rates	255	253	2
344 Insurance	1865	1852	13
344 Miscellaneous Expenditure	2500	16	2484
346 Long Term Financial Risks **	0	0	0
Total Expenditure	26945	23012	3933

** Covered in administration

350 Rent	9300	9338	-38
Total Income	9300	9338	-38

Total To Community Halls Summary

17645	13674	3971
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Cost Centre 20 Town Council Offices Community Hall

Code Description

360 Wages (Caretaker)	7000	6982	18
361 Repairs & Maintenance	700	641	59
362 Furniture, Fixtures & Fittings	25	0	25
363 Cleaning Materials	240	259	-19
364 Miscellaneous	50	148	-98
365 Long Term Financial Risks	18050	18050	0
366 Long Term Maintenance	0	0	0
Total Expenditure	26065	26079	-14

370 Hire Income	24000	26900	-2900
Total Income	24000	26900	-2900

Total To Community Halls Summary

2065	-820	2885
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	2013/14 PROBABLE	2013/14 ACTUAL	VARIATION
Cost Centre 21 Old Fire Station Café			
Code Description			
380 Wages (Caretaker)	16000	13619	2381
381 Food/Supplies	3750	3453	297
382 F, F & Equipment (including leased equip)	750	996	-246
383 Advertising	0	0	0
384 Rates	1410	1409	1
385 Electricity & Water	1800	1290	510
386 Cleaning Materials	50	55	-5
387 DBC Service Charge	2000	1932	68
388 Telephone / Internet	850	763	87
389 Maintenance	150	0	150
390 Miscellaneous	1250	1947	-697
391 Rent DBC	0	0	0
392 Long Term Financial Risks	4850	4850	0
393 Long Term Maintenance	500	500	0
Total Expenditure	33360	30814	2546
395 Café Income	6500	6721	-221
Total Income	6500	6721	-221
Total To Community Café Summary	26860	24093	2767
SUMMARY			
Street Lighting	7299	6227	1072
Car Parks	8925	8920	5
Parks	162004	166584	-4580
Leisure Centre	83910	83909	1
Thames Bar	0	0	0
Squash Courts	940	940	0
Allotments	1002	951	51
Administration	232283	232784	-501
Community Halls	27656	20724	6932
Community Café	26860	24093	2767
	550879	545133	5746
Deduct Interest on Bank Accounts	150	486	-336
Total Expenditure	550729	544646	6083
Playground Reserve Account - Earmarked Funds			
£5,000 Trustee's Bond - Sports Pavilion			
£2,500 Legal Fees for outsourcing			
£40,964 FRA Reserves 2011/12			
£54,065 FRA Reserves 2012/13			
£94,943 FRA Reserves 2013/14			
£14,020 Long Term Maintenance Reserve 2013/14			
£211,492			