

**SGTC
TRANSFERS - OCTOBER 2015**

Date	Desc	From	To	Amount
08/10/2015	Bank to Bank Transfer	Active Saver 1	Current Account	26,453.69
15/10/2015	Bank to Bank Transfer	Active Saver 1	Current Account	4,456.85
22/10/2015	Bank to Bank Transfer	Active Saver 1	Current Account	2,821.45
28/10/2015	Bank to Bank Transfer	Active Saver 1	Current Account	1,817.43
26/10/2015	Bank to Bank Transfer	Active Saver 1 - Treasury Deposit	Active Saver 1	140,000.00
28/10/2015	Bank to Bank Transfer	Active Saver 1	Active Saver 1 - Treasury Deposit	400,000.00
28/10/2015	Bank to Bank Transfer	Active Saver 2	Active Saver 1	75.00
26/10/2015	Bank to Bank Transfer	Active Saver 2 - Treasury Deposit	Active Saver 2	294,988.31
28/10/2015	Bank to Bank Transfer	Active Saver 2	Active Saver 2 - Treasury Deposit	294,988.31
			Total.....	1,165,601.04

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TRANSFERS - NOVEMBER 2015

Date	Desc	From	To	Amount
05/11/2015	Bank to Bank Transfer	Active Saver 1	Current Account	25,702.52
11/11/2015	Bank to Bank Transfer	Active Saver 1	Current Account	1,427.12
19/11/2015	Bank to Bank Transfer	Active Saver 1	Current Account	2,556.02
25/11/2015	Bank to Bank Transfer	Active Saver 1	Current Account	9,662.60
25/11/2015	Bank to Bank Transfer	Current Account	Active Saver 1	5,000.00
30/11/2015	Bank to Bank Transfer	Active Saver 1 - Treasury Deposit	Active Saver 1	400,000.00
30/11/2015	Bank to Bank Transfer	Active Saver 2 - Treasury Deposit	Active Saver 2	294,988.31
			Total.....	739,336.57

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Listing of Receipts in each Code for All Cost Centres
(Between 01/10/2015 to 31/10/2015)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Cost Centre Broomfield Sports Ground										
Code Number	95	Football Income								
Vchr.	106	08/10/2015	Current Account	713793	Refund of cancelled football match	Walk Tall	Z	-80.00	0.00	-80.00
					Subtotal for Code: Football Income			£-80.00	£0.00	£-80.00
					Subtotal for Cost Centre: Broomfield Sports Ground			-80.00	0.00	-80.00
Cost Centre Allotments										
Code Number	218	Rent Income								
Vchr.	114	28/10/2015	Current Account		Allotment Rent	Fanelli	Z	11.00	0.00	11.00
					Subtotal for Code: Rent Income			£11.00	£0.00	£11.00
					Subtotal for Cost Centre: Allotments			11.00	0.00	11.00
Cost Centre Administration										
Code Number	271	Miscellaneous Income								
Vchr.	107	07/10/2015	Current Account	DC	VAT Repayment	Inland Revenue	R	0.00	9,029.82	9,029.82
	115	28/10/2015	Current Account		Rent Deposit Bond	The Pavilion Community Sports & Z	Z	208.33	0.00	208.33
					Subtotal for Code: Miscellaneous Income			£208.33	£9,029.82	£9,238.15
Code Number	274	Bank Interest								
Vchr.	108	15/10/2015	Current Account	DC	Bank Loyalty Reward	Barclays	Z	1.26	0.00	1.26
	122	26/10/2015	Active Saver 1	DC	Bank Interest	Barclays	Z	35.59	0.00	35.59
	128	26/10/2015	Active Saver 2	DC	Bank Interest	Barclays	Z	75.00	0.00	75.00
					Subtotal for Code: Bank Interest			£111.85	£0.00	£111.85
					Subtotal for Cost Centre: Administration			320.18	9,029.82	9,350.00
Cost Centre Church Road Hall										
Code Number	295	Hire Income								
Vchr.	112	28/10/2015	Current Account		Hall Hire	Various	Z	384.25	0.00	384.25
	118	08/10/2015	Active Saver 1	DC	Hall Hire	Kent County Council	Z	79.75	0.00	79.75
					Subtotal for Code: Hire Income			£464.00	£0.00	£464.00
					Subtotal for Cost Centre: Church Road Hall			464.00	0.00	464.00
Cost Centre Heritage Community Hall										
Code Number	335	Hire Income								
Vchr.	109	15/10/2015	Current Account	DC	Unpaid Cheque	Adewunmi	Z	-342.00	0.00	-342.00
	110	15/10/2015	Current Account	DC	Unpaid Cheque Fee	Barclays	Z	-2.00	0.00	-2.00
	113	28/10/2015	Current Account		Hall Hire	Various	Z	1,313.25	0.00	1,313.25

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Listing of Receipts in each Code for All Cost Centres
(Between 01/10/2015 to 31/10/2015)

Code Number	Date	350 Rent Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
120	16/10/2015	Active Saver 1	DC		Hall Hire	DBC	Z	58.50	0.00	58.50
121	19/10/2015	Active Saver 1	DC		Hall Hire	McWilliams	Z	40.00	0.00	40.00
123	01/10/2015	Active Saver 1	DC		Hall Hire	Walk Tall	Z	45.00	0.00	45.00
125	02/10/2015	Active Saver 1	DC		Hall Hire	North Kent Karate	Z	45.00	0.00	45.00
Subtotal for Code: Hire Income									£0.00	£1,157.75
Subtotal for Cost Centre: Heritage Community Hall									0.00	1,157.75

Cost Centre Sports Pavilion

Code Number	Date	370 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
115	28/10/2015	Current Account			Pavilion Rent	The Pavilion Community Sports & Z	Z	1,395.36	0.00	1,395.36
Subtotal for Code: Rent Income									£0.00	£1,395.36
Subtotal for Cost Centre: Sports Pavilion									0.00	1,395.36

Cost Centre Town Council Offices Community Hall

Code Number	Date	370 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
117	28/10/2015	Current Account			Hall Hire	Various	Z	2,107.00	0.00	2,107.00
119	16/10/2015	Active Saver 1	DC		Hall Hire	DBC	Z	108.00	0.00	108.00
124	02/10/2015	Active Saver 1	DC		Hall Hire	North Kent Karate	Z	342.00	0.00	342.00
126	02/10/2015	Active Saver 1	DC		Hall Hire	WeightWatchers	Z	114.00	0.00	114.00
127	02/10/2015	Active Saver 1	DC		Returnable Deposit	WeightWatchers	Z	100.00	0.00	100.00
Subtotal for Code: Hire Income									£0.00	£2,771.00
Subtotal for Cost Centre: Town Council Offices Comr									0.00	2,771.00

Cost Centre Old Fire Station Cafe

Code Number	Date	395 Cafe Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
111	28/10/2015	Current Account			Food Sales	Old Fire Station Cafe	S	656.33	131.27	787.60
Subtotal for Code: Cafe Income									£131.27	£787.60
Subtotal for Cost Centre: Old Fire Station Cafe									131.27	787.60

TOTALS **£6,695.62** **£9,161.09** **£15,856.71**

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Listing of Payments in each Code for All Cost Centres
(Between 01/10/2015 to 31/10/2015)

763	22/10/2015	Current Account	713826	Corner flags for football	Petty Cash	S	40.79	8.15	48.94							
764	22/10/2015	Current Account	713826	General Maintenance Supplies	Petty Cash	S	5.14	1.03	6.17							
775	22/10/2015	Current Account	713826	Wasp nest removal Broomfield	Petty Cash	Z	45.00	0.00	45.00							
791	28/10/2015	Current Account	713832	Sports Grounds Maintenance Supp	Eden Park (STMS) Ltd	S	277.36	55.47	332.83							
Code Number							Subtotal for Code: Equipment/Materials	£3,134.48	£219.05	£3,353.53						
Vchr. Date							43 Fuel	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
726	08/10/2015	Current Account	DD	Parks Fuel	Asda Stores Ltd (Alistar)	S	83.13	16.63	99.76							
754	15/10/2015	Current Account	DD	Ecopoint Scheme	Asda Stores Ltd (Alistar)	S	5.90	1.18	7.08							
783	22/10/2015	Current Account	DD	Parks Fuel	Asda Stores Ltd (Alistar)	S	95.72	19.15	114.87							
807	28/10/2015	Current Account	DD	Parks Fuel	Asda Stores Ltd (Alistar)	S	45.49	9.10	54.59							
Code Number							Subtotal for Code: Fuel	£230.24	£46.06	£276.30						
Vchr. Date							45 Telephone	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
722	08/10/2015	Current Account	DD	Phone Bill - Parks	British Telecom	S	40.60	8.12	48.72							
765	22/10/2015	Current Account	713826	Mobile Phone Top Up Voucher	Petty Cash	S	8.33	1.67	10.00							
786	22/10/2015	Current Account	DD	Parks Mobile Phone	O2	S	11.14	2.23	13.37							
Code Number							Subtotal for Code: Telephone	£60.07	£12.02	£72.09						
Vchr. Date							46 Vehicles	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
685	08/10/2015	Current Account	713802	Indicator bulb	SMC Ford	S	4.70	0.94	5.64							
766	22/10/2015	Current Account	713826	Windscreen repair BF07 OBS	Petty Cash	S	79.16	15.84	95.00							
767	22/10/2015	Current Account	713826	Supplies for vans	Petty Cash	S	11.31	2.26	13.57							
776	22/10/2015	Current Account	713826	Windscreen repair BF07 OBS	Petty Cash	S	60.83	12.17	73.00							
790	28/10/2015	Current Account	713831	Van Services and Repairs	Monarch Autos	S	775.20	155.04	930.24							
Code Number							Subtotal for Code: Vehicles	£931.20	£186.25	£1,117.45						
Vchr. Date							47 Water Rates	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
755	15/10/2015	Current Account	DD	Water Rates - Knockhall Changing	Southern Water	Z	155.58	0.00	155.58							
Code Number							Subtotal for Code: Water Rates	£155.58	£0.00	£155.58						
Vchr. Date							51 Knockhall Changing Rooms	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
747	15/10/2015	Current Account	713814	Hygiene Services	Cannon	S	25.35	5.07	30.42							
Code Number							Subtotal for Code: Knockhall Changing Room	£25.35	£5.07	£30.42						
Code Number							Subtotal for Cost Centre: Parks Establishment	11,063.44	468.45	11,531.89						
Vchr. Date							100 Maintenance/Rent	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
760	22/10/2015	Current Account	713822	Repair to Kissing Gate Heritage Pa	TMH Contractors	Z	854.00	0.00	854.00							

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(Between 01/10/2015 to 31/10/2015)

Cost Centre		St Peter & St Paul's Churchyard		Subtotal for Code: Maintenance/Rent		£854.00		£854.00		
Code Number		110 Maintenance		Subtotal for Cost Centre: Heritage Park		854.00		854.00		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
682	08/10/2015		Current Account	713799	Fence Hire	TMH Contractors	Z	170.00	0.00	170.00
698	08/10/2015		Current Account	713807	Churchyard Wall Repairs	C Ginn Building Restoration Ltd	S	5,400.00	1,080.00	6,480.00
						Subtotal for Code: Maintenance		£5,570.00	£1,080.00	£6,650.00
						Subtotal for Cost Centre: St Peter & St Paul's Church		5,570.00	1,080.00	6,650.00
Cost Centre		Leisure Centre		Subtotal for Code: Rates & Insurance Rent - DBC		2,367.00		2,367.00		
Code Number		146 Rates & Insurance Rent - DBC		Subtotal for Cost Centre: Leisure Centre		2,367.00		2,367.00		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
676	08/10/2015		Current Account	713797	Rent - Leisure Centre	DBC	Z	1.00	0.00	1.00
800	28/10/2015		Current Account	DD	NNDR	DBC	Z	2,366.00	0.00	2,366.00
						Subtotal for Code: Rates & Insurance Rent - I		£2,367.00	£0.00	£2,367.00
						Subtotal for Cost Centre: Leisure Centre		2,367.00	0.00	2,367.00
Cost Centre		210 Rents / Licences		Subtotal for Code: Rents / Licences		201.93		201.93		
Code Number		210 Rents / Licences		Subtotal for Cost Centre: Allotments		201.93		201.93		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
675	08/10/2015		Current Account	713797	Rent	DBC	Z	59.93	0.00	59.93
677	08/10/2015		Current Account	713797	Licence for Water - NBG Allotment:	DBC	Z	142.00	0.00	142.00
						Subtotal for Code: Rents / Licences		£201.93	£0.00	£201.93
						Subtotal for Cost Centre: Allotments		201.93	0.00	201.93
Cost Centre		230 Wages		Subtotal for Code: Wages		£9,221.24		£9,221.24		
Code Number		230 Wages		Subtotal for Cost Centre: ABC ICT Ltd		785.00		785.00		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
692	08/10/2015		Current Account	713806	PAYE	Inland Revenue	Z	535.40	0.00	535.40
693	08/10/2015		Current Account	713806	NI	Inland Revenue	Z	805.90	0.00	805.90
702	08/10/2015		Current Account	DD	Pension E'ee	KCC - LGPS	Z	356.49	0.00	356.49
703	08/10/2015		Current Account	DD	Pension E'er	KCC - LGPS	Z	671.44	0.00	671.44
704	08/10/2015		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	1,428.57	0.00	1,428.57
711	08/10/2015		Current Account	DD	Wages	SGTC	Z	5,423.44	0.00	5,423.44
						Subtotal for Code: Wages		£9,221.24	£0.00	£9,221.24
Code Number		231 Furniture, Fixtures & Fittings		Subtotal for Code: Furniture, Fixtures & Fitting		£785.00		£785.00		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
743	15/10/2015		Current Account	713813	IT Equipment	ABC ICT Ltd	S	785.00	157.00	942.00
						Subtotal for Code: Furniture, Fixtures & Fitting		£785.00	£157.00	£942.00

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Listing of Payments in each Code for All Cost Centres
(Between 01/10/2015 to 31/10/2015)

Code Number	Date	Bank	Minute	233 Stationary, Advertising & Postage	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
671	08/10/2015	Current Account		Stationery	713795	Stationery	KCC - KCS	S	96.29	19.25	115.54
683	08/10/2015	Current Account		Stationery	713800	Stationery	Viking Direct	S	125.97	25.19	151.16
728	08/10/2015	Current Account	DD	Smartstamp Monthly Top Up		Stationery	Royal Mail	Z	80.00	0.00	80.00
751	15/10/2015	Current Account		Stationery	713818	Stationery	KCC - KCS	S	62.90	12.58	75.48
758	22/10/2015	Current Account		Payroll Stationery	713820	Stationery	Sage	S	27.46	5.49	32.95
769	22/10/2015	Current Account		Postage	713826	Stationery	Petty Cash	Z	6.45	0.00	6.45
788	28/10/2015	Current Account		Stationery	713829	Stationery	Viking Direct	S	32.57	6.51	39.08
796	28/10/2015	Current Account		Stationery	713837	Stationery	KCC - KCS	S	24.39	4.88	29.27
803	28/10/2015	Current Account	DD	Smartstamp Monthly Top Up		Stationery	Royal Mail	Z	80.00	0.00	80.00
							Subtotal for Code: Stationery, Advertising & F		£536.03	£73.90	£609.93
Code Number	Date	Bank	Minute	234 Telephone / Internet	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
713	08/10/2015	Current Account	DD	Use of Personal Mobiles - TC and I		Phone Bill - Admin Internet	SGTC	S	20.83	4.17	25.00
723	08/10/2015	Current Account	DD	Phone Bill - Admin Internet		Phone Bill - Admin Lift Alarm Line	British Telecom	S	59.97	11.99	71.96
724	08/10/2015	Current Account	DD	Phone Bill - Admin Lift Alarm Line		Phone Bill - Admin Alarm Line	British Telecom	S	59.97	11.99	71.96
785	22/10/2015	Current Account	DD	Phone Bill - Admin Alarm Line		Phone Bill - Admin Fax Line	British Telecom	S	59.97	11.99	71.96
804	28/10/2015	Current Account	DD	Phone Bill - Admin Fax Line		Phone Bill - Admin Line	British Telecom	S	-9.10	-1.82	-10.92
805	28/10/2015	Current Account	DD	Phone Bill - Admin Line		Phone Bill - Admin Line	British Telecom	S	395.64	79.12	474.76
							Subtotal for Code: Telephone / Internet		£587.28	£117.44	£704.72
Code Number	Date	Bank	Minute	235 Mileage Allowance	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
712	08/10/2015	Current Account	DD	Mileage		Mileage	SGTC	S	32.93	0.87	33.80
							Subtotal for Code: Mileage Allowance		£32.93	£0.87	£33.80
Code Number	Date	Bank	Minute	238 Town Mayor's Allowance	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
792	28/10/2015	Current Account	713833	Mayoral Engagement		Mayoral Engagement	Mayor of Medway	Z	40.00	0.00	40.00
793	28/10/2015	Current Account	713834	Mayoral Engagement		Mayoral Engagement	Mayor of Croydon	Z	50.00	0.00	50.00
794	28/10/2015	Current Account	713835	Mayoral Engagement		Mayoral Engagement	Tonbridge and Malling Borough C	Z	20.00	0.00	20.00
							Subtotal for Code: Town Mayor's Allowance		£110.00	£0.00	£110.00
Code Number	Date	Bank	Minute	241 Legal Fees	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
766	22/10/2015	Current Account	713826	Statutory declaration - Sports Pavili		Statutory declaration - Sports Pavili	Petty Cash	Z	10.00	0.00	10.00
							Subtotal for Code: Legal Fees		£10.00	£0.00	£10.00
Code Number	Date	Bank	Minute	245 Miscellaneous Expenditure	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.											
679	08/10/2015	Current Account	713798	Costco Membership Renewal		Hygiene Services	Costco	Z	38.40	0.00	38.40
746	15/10/2015	Current Account	713814	Hygiene Services		Hygiene Services	Cannon	S	36.39	7.28	43.67

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Listing of Payments in each Code for All Cost Centres
(Between 01/10/2015 to 31/10/2015)

756	15/10/2015	Current Account	DD	Phone Equipment Rental - Leisure	GE Capital Finance Ltd	S	57.00	11.40	68.40
770	22/10/2015	Current Account	713826	Cleaning Materials	Petty Cash	S	1.67	0.33	2.00
771	22/10/2015	Current Account	713826	Newspapers	Petty Cash	Z	0.85	0.00	0.85
772	22/10/2015	Current Account	713826	Parking	Petty Cash	S	4.17	0.83	5.00
782	22/10/2015	Current Account	713827	Cleaning Materials	KCC - KCS	S	13.95	2.79	16.74
Code Number 249 IT Services									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
742	15/10/2015	Current Account	713813	IT Support & Maintenance	ABC ICT Ltd	S	237.00	47.40	284.40
Code Number 251 Council Offices Building Maintena									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
674	08/10/2015	Current Account	713796	Water Chlorination Works	All Clear Water Solutions Ltd	S	740.00	148.00	888.00
737	15/10/2015	Current Account	713808	Lift Maintenance Contract - Quarter	Schindler Ltd	S	396.31	79.26	475.57
741	15/10/2015	Current Account	713812	New Lock roof access door	Locks N Tools	S	76.00	15.20	91.20
761	22/10/2015	Current Account	713823	Call Out and emergency light servit	Fireout Protection Ltd	S	172.00	34.40	206.40
789	28/10/2015	Current Account	713830	Window Cleaning	Exclusive Cleaning	Z	25.00	0.00	25.00
Code Number 253 Gas									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
729	08/10/2015	Current Account	DD	Gas	KCC - Laser	L	-259.96	-13.00	-272.96
730	08/10/2015	Current Account	DD	Gas	KCC - Laser	L	391.45	19.57	411.02
Code Number 254 Electricity									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
731	08/10/2015	Current Account	DD	Electricity	KCC - Laser	S	285.75	57.15	342.90
Code Number 255 Rates									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
802	28/10/2015	Current Account	DD	NNDR	DBC	Z	2,255.00	0.00	2,255.00
Code Number 274 Bank Interest									
Vchr.	Date	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
727	08/10/2015	Current Account	DD	Payflow Charges	Barclays	Z	7.94	0.00	7.94
806	28/10/2015	Current Account	DD	Payflow Charges	Barclays	Z	7.94	0.00	7.94
Subtotal for Code: Miscellaneous Expenditure									
							£152.43	£22.63	£175.06

Subtotal for Code: IT Services									
							£237.00	£47.40	£284.40
Subtotal for Code: IT Services									
							£237.00	£47.40	£284.40
Subtotal for Code: Council Offices Building M									
							£1,409.31	£276.86	£1,686.17

Subtotal for Code: Gas									
							£131.49	£6.57	£138.06

Subtotal for Code: Electricity									
							£285.75	£57.15	£342.90
Subtotal for Code: Electricity									
							£285.75	£57.15	£342.90

Subtotal for Code: Rates									
							£2,255.00	£0.00	£2,255.00
Subtotal for Code: Rates									
							£2,255.00	£0.00	£2,255.00

Subtotal for Code: Bank Interest									
							£15.88	£0.00	£15.88
Subtotal for Cost Centre: Administration									
							15,769.34	759.82	16,529.16

Cost Centre Church Road Hall

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Listing of Payments in each Code for All Cost Centres
 (Between 01/10/2015 to 31/10/2015)

Code Number	Date	385 Electricity & Water	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 721	08/10/2015	Minute Bank Current Account	DD	Water Rates	Thames Water	S	109.74	21.95	131.69
					Subtotal for Code: Electricity & Water		£109.74	£21.95	£131.69
Code Number	Date	386 Cleaning Materials	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 688	08/10/2015	Minute Bank Current Account	713804	Cleaning Materials	KCC - KCS	S	15.46	3.09	18.55
					Subtotal for Code: Cleaning Materials		£15.46	£3.09	£18.55
Code Number	Date	390 Miscellaneous Expenditure (incl. I	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 680	08/10/2015	Minute Bank Current Account	713798	Costco Membership Renewal	Costco	Z	14.40	0.00	14.40
720	08/10/2015	Current Account	DD	Costs to go to Costco	SGTC	S	11.46	2.29	13.75
740	15/10/2015	Current Account	713811	Waste Bin Collection	Viridor Waste Kent Ltd	S	77.90	15.60	93.50
748	15/10/2015	Current Account	713814	Hygiene Services	Cannon	S	62.94	12.59	75.53
					Subtotal for Code: Miscellaneous Expenditure		£166.70	£30.48	£197.18
					Subtotal for Cost Centre: Old Fire Station Cafe		2,366.90	68.52	2,435.42
					TOTALS		£44,248.34	£2,992.39	£47,240.73

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SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/11/2015 to 30/11/2015)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Cost Centre Public Lighting										
1 Supply & Maintenance										
892	26/11/2015		Current Account	DD	Electricity - Street Lighting	E-on	L	72.89	3.64	76.53
Subtotal for Code: Supply & Maintenance										£76.53
3 Christmas Lighting										
878	24/11/2015		Current Account	713860	Christmas Lighting - Electricity	EDF Energy	L	36.13	1.81	37.94
Subtotal for Code: Christmas Lighting										£37.94
4 Repairs										
857	12/11/2015		Current Account	713851	Lighting Repairs	Streelights	S	80.50	16.10	96.60
Subtotal for Code: Repairs										£96.60
Cost Centre Grove Car Park										
20 Rates										
890	26/11/2015		Current Account	DD	NNDR	DBC	Z	341.00	0.00	341.00
Subtotal for Code: Rates										£341.00
Subtotal for Cost Centre: Grove Car Park										341.00
Cost Centre Parks Establishment										
40 Wages										
815	04/11/2015		Current Account	713844	PAYE	Inland Revenue	Z	543.20	0.00	543.20
816	04/11/2015		Current Account	713844	NI	Inland Revenue	Z	819.70	0.00	819.70
823	04/11/2015		Current Account	DD	Pension E'ee	KCC - LGPS	Z	116.89	0.00	116.89
824	04/11/2015		Current Account	DD	Pension E'er	KCC - LGPS	Z	214.00	0.00	214.00
825	04/11/2015		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	357.15	0.00	357.15
847	05/11/2015		Current Account	DD	Wages	SGTC	Z	3,392.39	0.00	3,392.39
848	05/11/2015		Current Account	DD	Park Keeper Cover	SGTC	Z	944.42	0.00	944.42
905	26/11/2015		Active Saver 1		Overpaid Wages	Arnold	Z	-100.00	0.00	-100.00
Subtotal for Code: Wages										£6,287.75
41 Equipment/Materials										
813	04/11/2015		Current Account	713842	Strimming - All Sites	Parsons	Z	587.50	0.00	587.50
854	11/11/2015		Current Account	713847	General Equipment/Materials	DTG Elliott & Son Ltd	S	186.00	30.00	216.00
882	26/11/2015		Current Account	713864	Skip Hire	Pinden Ltd	S	205.00	41.00	246.00
Subtotal for Code: Equipment/Materials										£71.00
Subtotal for Cost Centre: Equipment/Materials										£1,049.50

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/11/2015 to 30/11/2015)

Cost Centre		Leisure Centre		146 Rates & Insurance Rent - DBC		Supplier		Vat Type		Net		Total		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier								
889	26/11/2015		Current Account	DD	NNDR	DBC		Z		2,366.00	0.00	2,366.00		
Subtotal for Code: Rates & Insurance Rent - I											£2,366.00		£2,366.00	
Subtotal for Cost Centre: Leisure Centre											2,366.00	0.00	2,366.00	
Cost Centre		Administration		230 Wages		Supplier		Vat Type		Net		Total		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier								
817	04/11/2015		Current Account	713844	PAYE	Inland Revenue		Z		537.60	0.00	537.60		
818	04/11/2015		Current Account	713844	NI	Inland Revenue		Z		805.90	0.00	805.90		
826	04/11/2015		Current Account	DD	Pension E'ee	KCC - LGPS		Z		356.49	0.00	356.49		
827	04/11/2015		Current Account	DD	Pension E'er	KCC - LGPS		Z		671.44	0.00	671.44		
828	04/11/2015		Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS		Z		1,428.57	0.00	1,428.57		
842	05/11/2015		Current Account	DD	Wages	SGTC		Z		7,588.32	0.00	7,588.32		
Subtotal for Code: Wages											£11,388.32	£0.00	£11,388.32	
Code Number		233 Stationary, Advertising & Postage		Description		Supplier		Vat Type		Net		Total		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier								
852	12/11/2015		Current Account	713845	Stationery	KCC - KCS		S		27.46	5.49	32.95		
855	12/11/2015		Current Account	713849	Stationery	Viking Direct		S		13.89	2.78	16.67		
870	19/11/2015		Current Account	713855	Stationery	KCC - KCS		S		30.45	6.09	36.54		
903	26/11/2015		Current Account	DD	Smartstamp Monhhty Top Up	Royal Mail		Z		80.00	0.00	80.00		
Subtotal for Code: Stationary, Advertising & F											£151.80	£14.36	£166.16	
Code Number		234 Telephone / Internet		Description		Supplier		Vat Type		Net		Total		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier								
844	05/11/2015		Current Account	DD	Use of Personal Mobiles - TC and I	SGTC		S		20.83	4.17	25.00		
865	12/11/2015		Current Account	DC	Phone Bill - Admin Internet	British Telecom		S		85.99	17.20	103.19		
Subtotal for Code: Telephone / Internet											£106.82	£21.37	£128.19	
Code Number		235 Mileage Allowance		Description		Supplier		Vat Type		Net		Total		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier								
843	05/11/2015		Current Account	DD	Mileage	SGTC		S		19.63	0.52	20.15		
Subtotal for Code: Mileage Allowance											£19.63	£0.52	£20.15	
Code Number		238 Town Mayor's Allowance		Description		Supplier		Vat Type		Net		Total		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier								
853	11/11/2015		Current Account	713846	Town Mayor's Allowance	DBC		Z		20.00	0.00	20.00		
876	26/11/2015		Current Account	713858	Mayoral Expenditure	CCA Occasions		S		192.40	38.48	230.88		
Subtotal for Code: Town Mayor's Allowance											£212.40	£38.48	£250.88	
Code Number		241 Legal Fees		Description		Supplier		Vat Type		Net		Total		
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier								

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/11/2015 to 30/11/2015)

814	04/11/2015	Current Account	713843	Refund of Legal Fees	Istead Rise Bowls Club	Z	40.00	0.00	40.00
					Subtotal for Code: Legal Fees		£40.00	£0.00	£40.00
Code Number	Date	245 Miscellaneous Expenditure	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank		Barclays	Z	2.00	0.00	2.00
851	05/11/2015	Current Account		Unpaid Cheque Fee	The Poppy Appeal	Z	87.50	0.00	87.50
858	12/11/2015	Current Account	713852	Poppy Wreaths	GCLL	S	-57.00	-11.40	-66.40
869	12/11/2015	Current Account	DC	Phone Equipment Rental - Leisure	The Pavilion Community Sports & Leisure	Z	-2.00	0.00	-2.00
904	25/11/2015	Current Account		Unpaid Cheque Fee	Subtotal for Code: Miscellaneous Expenditure		£30.50	£-11.40	£19.10
Code Number	Date	246 Election Expenses	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank		DBC	L	5,822.53	235.30	6,057.83
877	26/11/2015	Current Account	713859	Election Expenses	Subtotal for Code: Election Expenses		£5,822.53	£235.30	£6,057.83
Code Number	Date	248 Member Training	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank		KALC	S	120.00	24.00	144.00
811	04/11/2015	Current Account	713840	Member Training	Subtotal for Code: Member Training		£120.00	£24.00	£144.00
Code Number	Date	249 IT Services	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank		ABC ICT Ltd	S	227.00	45.40	272.40
809	04/11/2015	Current Account	713838	IT Support & Maintenance	Subtotal for Code: IT Services		£227.00	£45.40	£272.40
Code Number	Date	251 Council Offices Building Maintena	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank		LW Burt & Son Ltd	S	1,938.85	387.77	2,326.62
812	04/11/2015	Current Account	713841	Boiler and Plumbing Service	Fireout Protection Ltd	S	88.00	17.60	105.60
881	26/11/2015	Current Account	713863	Lift Repairs	LW Burt & Son Ltd	S	525.00	105.00	630.00
899	26/11/2015	Current Account	713862	Air Conditioning Service	LW Burt & Son Ltd	S	1,177.14	235.43	1,412.57
900	26/11/2015	Current Account	713862	Faulty Anodes	Subtotal for Code: Council Offices Building M		£3,728.99	£745.80	£4,474.79
Code Number	Date	252 Water Rates	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank		Thames Water	S	228.68	26.25	254.93
862	12/11/2015	Current Account	DC	Water Rates	Subtotal for Code: Water Rates		£228.68	£26.25	£254.93
Code Number	Date	253 Gas	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank		KCC - Laser	L	154.42	7.72	162.14
837	04/11/2015	Current Account	DD	Gas	Subtotal for Code: Gas		£154.42	£7.72	£162.14
Code Number	Date	254 Electricity	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Bank		KCC - Laser	S	371.80	74.36	446.16
841	04/11/2015	Current Account	DD	Electricity					

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Listing of Payments in each Code for All Cost Centres
(Between 01/11/2015 to 30/11/2015)

Code Number	320 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	821	04/11/2015	Current Account	713844	PAYE	Inland Revenue	Z	95.00	0.00	95.00
	846	05/11/2015	Current Account	DD	Wages	SGTC	Z	370.33	0.00	370.33
						Subtotal for Code:	Wages	£465.33	£0.00	£465.33
Code Number	321 Repairs & Maintenance	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	861	12/11/2015	Current Account	713853	Waste Bin Collection	Cannon	S	4.77	0.95	5.72
						Subtotal for Code:	Repairs & Maintenance	£4.77	£0.95	£5.72
Code Number	322 Gas & Electricity	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	840	04/11/2015	Current Account	DD	Gas	KCC - Laser	L	52.84	2.64	55.48
	897	26/11/2015	Current Account	DD	Electricity	Southern Electric (KCC Laser)	L	88.13	4.40	92.53
						Subtotal for Code:	Gas & Electricity	£140.97	£7.04	£148.01
Code Number	324 Furniture, Fixtures & Fittings	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	879	26/11/2015	Current Account	713861	Chair Truck	KCC - KCS	S	85.99	17.20	103.19
						Subtotal for Code:	Furniture, Fixtures & Fittings	£85.99	£17.20	£103.19
Code Number	325 Rates	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	888	26/11/2015	Current Account	DD	NNDR	DBC	Z	214.00	0.00	214.00
						Subtotal for Code:	Rates	£214.00	£0.00	£214.00
Code Number	326 Water Rates	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	863	12/11/2015	Current Account	713857	Water Rates	Thames Water	S	41.31	8.26	49.57
						Subtotal for Code:	Water Rates	£41.31	£8.26	£49.57
						Subtotal for Cost Centre:	Heritage Community Hall	952.37	33.45	985.82
Cost Centre	Sports Pavilion									
Code Number	342 Maintenance & Cleaning Contribu	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	883	26/11/2015	Current Account	713865	Cleaning Contribution	The Pavilion Community Sports & Z	Z	180.00	0.00	180.00
						Subtotal for Code:	Maintenance & Cleaning C	£180.00	£0.00	£180.00
						Subtotal for Cost Centre:	Sports Pavilion	180.00	0.00	180.00
Code Number	360 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	820	04/11/2015	Current Account	713844	NI	Inland Revenue	Z	-2.76	0.00	-2.76
	832	04/11/2015	Current Account	DD	Pension E'ee	KCC - LGPS	Z	29.98	0.00	29.98
	833	04/11/2015	Current Account	DD	Pension E'er	KCC - LGPS	Z	64.86	0.00	64.86
						Subtotal for Code:	Wages	62.08	0.00	62.08

SGTC

Listing of Payments in each Code for All Cost Centres (Between 01/11/2015 to 30/11/2015)

834	04/11/2015	Current Account	DD	Pension Employer Secondary Cont	KCC - LGPS	Z	357.15	0.00	357.15
845	05/11/2015	Current Account	DD	Wages	SGTC	Z	515.10	0.00	515.10
				Subtotal for Code: Wages			£964.33	£0.00	£964.33
Code Number	Date	Minute	Bank	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
880	26/11/2015	361	Current Account	713862	LW Burt & Son Ltd	S	735.54	147.11	882.65
				Subtotal for Code: Repairs & Maintenance			£735.54	£147.11	£882.65
Code Number	Date	Minute	Bank	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
871	19/11/2015	363	Current Account	713855	KCC - KCS	S	28.94	5.79	34.73
				Subtotal for Code: Cleaning Materials			£28.94	£5.79	£34.73
				Subtotal for Cost Centre: Town Council Offices Comr			1,728.81	152.90	1,881.71
Cost Centre Old Fire Station Cafe									
Code Number	Date	Minute	Bank	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
819	04/11/2015	380	Current Account	713844	Inland Revenue	Z	-6.96	0.00	-6.96
829	04/11/2015	Wages	Current Account	DD	KCC - LGPS	Z	37.56	0.00	37.56
830	04/11/2015		Current Account	DD	KCC - LGPS	Z	81.26	0.00	81.26
831	04/11/2015		Current Account	DD	KCC - LGPS	Z	357.14	0.00	357.14
850	05/11/2015		Current Account	DD	SGTC	Z	1,176.81	0.00	1,176.81
				Subtotal for Code: Wages			£1,645.81	£0.00	£1,645.81
Code Number	Date	Minute	Bank	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
865	26/11/2015	381	Current Account	713867	Tchibo Coffee International Ltd	Z	110.30	0.00	110.30
				Subtotal for Code: Food/Supplies			£110.30	£0.00	£110.30
Code Number	Date	Minute	Bank	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
836	04/11/2015	382	Current Account	DD	Tchibo Coffee International Ltd	S	65.00	13.00	78.00
				Subtotal for Code: Furniture, Fixtures & Equip			£65.00	£13.00	£78.00
Code Number	Date	Minute	Bank	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
866	26/11/2015	384	Current Account	DD	DBC	Z	146.00	0.00	146.00
				Subtotal for Code: Rates			£146.00	£0.00	£146.00
Code Number	Date	Minute	Bank	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
896	26/11/2015	385	Current Account	DD	Southern Electric (KCC Laser)	L	258.09	12.90	270.99
				Subtotal for Code: Electricity & Water			£258.09	£12.90	£270.99
Code Number	Date	Minute	Bank	Cheq. No.	Supplier	Vat Type	Net	Vat	Total
		388	Current Account	DD					
				Subtotal for Code: Telephone / Internet					

SGTC
Listing of Payments in each Code for All Cost Centres
(Between 01/11/2015 to 30/11/2015)

Code Number	Date	390	Miscellaneous Expenditure (incl. I	Minute	Bank	Chcq. No.	Description	Phone Bill - Cafe	British Telecom	S	157.07	31.41	188.48
Vchr.								Phone Bill - Cafe Internet	British Telecom	S	107.47	21.49	128.96
866	12/11/2015				Current Account	DC	Phone Bill - Cafe		British Telecom	S	157.07	31.41	188.48
873	19/11/2015				Current Account	DD	Phone Bill - Cafe Internet		British Telecom	S	107.47	21.49	128.96
									Subtotal for Code: Telephone / Internet		£264.54	£52.90	£317.44
									Supplier	Vat Type	Net	Vat	Total
									Viridor Waste Kent Ltd	S	62.32	12.48	74.80
									Subtotal for Code: Miscellaneous Expenditure		£62.32	£12.48	£74.80
									Subtotal for Cost Centre: Old Fire Station Cafe		2,552.06	91.28	2,643.34
									TOTALS		£44,420.39	£2,059.43	£46,479.82

SGTC

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

Balanced to:
By the Responsible
Financial Officer (RFO)

38/11/15
AGENDA ITEM 9
FOR 14/1/16

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	1,877.63	507	507
2 All Night Lighting							
3 Christmas Lighting				4,300.00	73.68	4,226	4,226
4 Repairs				1,000.00	288.25	712	712
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
SUB TOTAL	1.00		-1	9,635.00	2,239.56	7,395	7,394

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	3,067.00	483	483
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
SUB TOTAL				10,390.00	3,067.00	7,323	7,323

Cost Centre Craylands Lane Car Park

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

Cost Centre Parks Establishment

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
40 Wages				105,000.00	59,243.62	45,756	45,756
41 Equipment/Materials				36,000.00	24,512.25	11,488	11,488
42 New Grounds Maintenance Ex							
Fuel				3,675.00	1,663.81	2,011	2,011
44 Fencing				5,000.00	1,153.00	3,847	3,847
45 Telephone				465.00	286.02	179	179
46 Vehicles				2,500.00	1,829.29	671	671
47 Water Rates				2,650.00	751.09	1,899	1,899
48 Gas/Electricity				2,100.00	1,198.45	902	902
49 Playground Equipment & Mair				13,500.00	4,849.29	8,651	8,651
50 Staff Training				500.00	325.00	175	175
51 Knockhall Changing Rooms				400.00	111.05	289	289
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	4,147.00	15,853	15,853
55 New Recreational Facilities							
56 Unexpected/Emergency Work				1,500.00		1,500	1,500
57 Long Term Financial Risks				9,725.00		9,725	9,725
58 Basketball Court							
59 Long Term Maintenance							
65 Miscellaneous Income	1,000.00	1,000.00					
66 Reserve Fund							
SUB TOTAL	1,000.00	1,000.00		205,015.00	100,069.87	104,945	104,945

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	3,137.44	37					37
76 Tennis Income								
77 Five-a-Side Income								
78 Hire Charges								
79 Long Term Maintenance				650.00		650		650
SUB TOTAL	3,100.00	3,137.44	37	4,330.00		4,330		4,367

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	3,570.00	745					
SUB TOTAL	2,825.00	3,570.00	745	6,185.00	129.60	6,055		6,800

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	5,300.00	-1,060					-1,060
96 Cricket Income	1,800.00	1,800.00						
97 Miscellaneous Income								
98 Long Term Maintenance				500.00		500		500
SUB TOTAL	8,160.00	7,100.00	-1,060	7,900.00		7,900		6,840

Cost Centre Heritage Park

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
100 Maintenance/Rent				500.00	891.50	-392		-392
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	891.50	859		859

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	3,471.94	1,528		10,028
SUB TOTAL		8,500.00	8,500	5,000.00	3,471.94	1,528		10,028

Cost Centre Other Projects

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

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Leisure Centre

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
140 Wages							
141 Wages - Cleaners							
142 Administration							
143 Advertising							
144 Maintenance							
145 Cleaning Equipment & Material							
146 Rates & Insurance Rent - DBC				24,525.00	21,299.00	3,226	3,226
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	29,575.00	31,725	31,725
165 General Income							
166 Sports Hall Income							
167 Fitness Suite Income							
168 Membership Income							
169 Function Deposits							
170 Miscellaneous Income							
SUB TOTAL				85,825.00	50,874.00	34,951	34,951

Cost Centre Thames Bar

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

Cost Centre Squash Courts

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

Cost Centre Allotments

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
210 Rents / Licences				225.00	231.93	-7	-7
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	1,826.10	-44				-44

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

SUB TOTAL		1,870.00	1,826.10	-44	2,610.00	378.98	2,231	2,187
Cost Centre Administration								
Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over	spend
230 Wages				108,000.00	73,832.74	34,167	34,167	
231 Furniture, Fixtures & Fittings				1,500.00	785.00	715	715	
232 Photocopier				1,700.00	1,341.35	359	359	
233 Stationary, Advertising & Post				1,675.00	1,832.05	-157	-157	
234 Telephone / Internet				3,075.00	2,430.68	644	644	
235 Mileage Allowance				700.00	198.83	501	501	
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	73.59	1,376	1,376	
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	877.00	5,123	5,123	
242 External Audit Fees				1,300.00	1,300.00			
243 Internal Audit Fees				250.00	125.00	125	125	
244 Section 137 Donations				2,000.00		2,000	2,000	
245 Miscellaneous Expenditure				1,500.00	1,852.07	-352	-352	
246 Election Expenses				7,000.00	5,822.53	1,177	1,177	
247 Staff Training				750.00		750	750	
248 Member Training				1,000.00	245.00	755	755	
249 IT Services				3,075.00	1,928.50	1,147	1,147	
250 Handyman (incl. seasonal par				1,500.00		1,500	1,500	
251 Council Offices Building Maint				16,500.00	10,495.37	6,005	6,005	
252 Water Rates				1,050.00	838.56	211	211	
253 Gas				2,475.00	1,477.86	997	997	
254 Electricity				4,150.00	3,192.72	957	957	
255 Rates				24,250.00	20,299.75	3,950	3,950	
256 Long Term Financial Risks				28,758.00		28,758	28,758	
270 Photocopier Income								
271 Miscellaneous Income		1,717.45	1,717				1,717	
272 Precept	499,847.00	499,847.00						
273 Section 136	15,672.00	15,672.00						
274 Bank Interest	650.00	718.95	69		138.11	-138	-69	
275 Long Term Maintenance				7,875.00		7,875	7,875	
276 Government CTax Grant	41,590.00	41,590.00						
SUB TOTAL	557,759.00	559,545.40	1,786	247,153.00	147,861.75	99,291	101,078	

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	2,836.62	2,138	2,138	
281 Repairs & Maintenance				2,250.00	2,857.33	-607	-607	
282 Gas & Electricity				1,050.00	547.04	503	503	
283 Cleaning Materials				100.00	36.82	63	63	
284 Furniture, Fixtures & Fittings				100.00		100	100	
285 Rates				1,200.00	994.00	206	206	
287 Miscellaneous Expenditure				100.00	91.77	8	8	
288 Long Term Financial Risks				3,290.00		3,290	3,290	
295 Hire Income	3,000.00	2,244.00	-756				-756	
299 Long Term Maintenance				1,945.00		1,945	1,945	
SUB TOTAL	3,000.00	2,244.00	-756	15,010.00	7,363.58	7,646	6,890	

7 December 2019 (2018-2019)

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	245.00	-145	-145
302 Gas & Electricity				235.00	94.21	141	141
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	339.21	-4	-4

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	3,881.72	1,818	1,818
321 Repairs & Maintenance				1,750.00	1,685.03	65	65
322 Gas & Electricity				2,000.00	976.95	1,023	1,023
323 Cleaning Materials				275.00	103.47	172	172
324 Furniture, Fixtures & Fittings				3,500.00	4,033.69	-534	-534
325 Rates				2,300.00	1,922.00	378	378
326 Water Rates				400.00	404.74	-5	-5
327 Miscellaneous Expenditure				350.00	-81.50	432	432
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	12,250.00	9,120.62	-3,129				-3,129
SUB TOTAL	12,250.00	9,120.62	-3,129	20,600.00	12,926.10	7,674	4,545

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	1,945.00	-695	-695
343 Rates							
344 Building Insurance				2,040.00	1,928.76	111	111
345 Miscellaneous Expenditure				10,000.00	820.00	9,180	9,180
346 Long Term Financial Risks							
350 Rent Income	16,098.00	11,162.88	-4,935				-4,935
SUB TOTAL	16,098.00	11,162.88	-4,935	14,340.00	4,693.76	9,646	4,711

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	7,458.19	1,767	1,767
361 Repairs & Maintenance				425.00	1,065.42	-640	-640
362 Furniture, Fixtures & Fittings				75.00	9.99	65	65
363 Cleaning Materials				250.00	190.00	60	60
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	19,715.12	-9,035				-9,035
SUB TOTAL	28,750.00	19,715.12	-9,035	17,850.00	8,723.60	9,126	92

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	12,902.34	4,598	4,598
381 Food/Supplies				4,000.00	2,380.49	1,620	1,620
382 Furniture, Fixtures & Equipme				750.00	544.99	205	205
383 Advertising				100.00		100	100
384 Rates				1,580.00	1,318.00	262	262
385 Electricity & Water				1,925.00	599.32	1,326	1,326
386 Cleaning Materials				110.00	74.38	36	36
387 DBC Maintenance Service Ch				2,500.00	1,060.67	1,439	1,439
388 Telephone / Internet				1,075.00	627.39	448	448
389 Maintenance				500.00		500	500
390 Miscellaneous Expenditure (in				1,150.00	1,176.90	-27	-27
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	5,024.39	-1,226				-1,226
SUB TOTAL	6,250.00	5,024.39	-1,226	34,640.00	20,684.48	13,956	12,730

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							
SUB TOTAL				2,500.00		2,500	2,500

NET TOTAL	641,063.00	631,945.95	-9,117	695,023.00	365,349.93	329,673	320,556
V.A.T.		25,764.11			24,051.18		
GROSS TOTAL		657,710.06			389,401.11		

FUTURE PROCUREMENT OF EXTERNAL AUDIT FOR SMALLER AUTHORITIES AND THE SECTOR LED BODY (SLB)

The Local Audit and Accountability Act 2014 requires that from 2017 smaller authorities will appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally.

An SLB is being established by The National Association of Local Councils (NALC) alongside The Department of Communities and Local Government (DCLG), The Society of Local Council Clerks (SLCC) and The Association of Drainage Authorities (ADA) ready to procure audit services for the 2017 - 18 financial year.

Although changes are being made to the procurement of audit services, no change has been made to the requirement for smaller authorities to be audited, or the manner in which that audit takes place. As before smaller authorities must have an auditor.

At present the Town Councils external auditors were appointed by the Audit Commission for a period of 5 years with set fees depending on the turnover of the authority. Following the abolition of the Audit Commission this arrangement can no longer continue.

Each smaller authority now has the choice, to either allow the SLB to procure its external audit services for the 5 year period following the 2017 -18 financial year. Or to 'opt out' of the SLB and independently source and arrange audit services themselves.

Timetable

SLB Chair and Board (Independent) roles advertised	Oct 2015
SLB set up as a corporate entity	Nov 2015
SLB Board in place	Nov 2015
Specification of Auditor procurement requirements	start Nov 2015
Local Authorities written to and informed of options	Nov 2015
Smaller authorities dealing to opt out of SLB arrangements	End Jan 2016
Specification of auditor requirements	End 2015
Procurement of auditor services starts	Start 2016
Auditors appointed by SLB	End Oct 2016
Opted out authorities to advise SLB of auditor appointments	Oct 2016
Auditors in place	Start 2017
Auditors start work	Start 2017 - 18 financial year
Auditors first reports	2nd quarter 2018

Highlighted in grey above are the two key milestone dates if the Town Council decides to opt out of the SLB and independently procure its own external audit services.

'Opting Out' of the SLB.

Should the Town Council decide to opt out of the SLB and procure audit services locally the following factors would have to be considered:

- Financial provision would need to be considered for the recruitment process and ongoing cost of the auditor services
- At present the Town Council does not have the knowledge of audit requirements and external resources may be needed with procuring a service
- The Town Council would need to establish an Auditor Panel
- The Town Council would need to follow a statutory appointment process
- Provide contact details for the independent auditor to the SLB
- Appoint an auditor by an absolute deadline of 31 December 2016

Failure to meet these deadlines will result in an auditor being appointed for the Town Council by the SLB but at a potential greater cost.

The Town Council would not be able to opt out of the SLB once entered into until 2022 -23, as the SLB will procure audit services for an initial 5 year period.

What the SLB Offers.

As the SLB is a legally required body, all smaller authorities will automatically have their audit procured through them unless they opt out. This will result in all the administration and procurement processes being resolved by the SLB. A one off fee to the SLB is estimated to be less than £100, this will fund the ongoing running costs of the SLB as Central Government have funded the start-up costs.

Operating as an SLB for all smaller authorities, allows for a group procurement arrangement which gives the potential for financial savings with the chosen auditors. The SLB are advising all smaller authorities to allow for a potential increase in audit costs from current levels (£1300 per annum) as the existing arrangements through the Audit Commission involved some subsidy from larger authorities.

Recommendation.

Having considered both the short timescales involved with the process and the likelihood that the cost of auditors will be reduced through the group procurement arrangement the SLB will be entering into, I would recommend to members that the Town Council does not opt out of the SLB and allows this body to procure our external auditors from 2017 - 18.

FCR 14/1/16



3 DEC 2015

Email: volunteer@nwkvolunteers.org.uk

Main Office: Dartford
The Basement, Unit 2, Endeavour House
Twisleton Court
Priory Hill, Dartford
Kent, DA1 2EN

Gravesend Gateway
Civic Centre
Windmill Street
Gravesend, Kent, DA12 1AU

Swanley Link
London Road
Swanley, Kent, BR8 7AE

Telephone: 01322 272476

Telephone: 01474 337135

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

30th November

Dear Rebecca,

I enclose our completed application form for the Council consideration at their next finance committee on 14th January 2016.

I have enclosed leaflets regarding our services that any councilor or resident can refer into.

Please do not hesitate to contact me if you require extra information about the services we support.

Yours sincerely,

Pauline Annetts
Chief Executive Officer

Quality accredited by




Registered Charity No. 274029



APPLICATION FORM FOR FUNDING FROM THE TOWN COUNCIL.

(Please complete using BLACK INK).

1. Name and full address of Organisation:	NORTH WEST KENT VOLUNTEER CENTRE THE BASEMENT UNIT 2 ENDEAVOUR HOUSE, TWISLETON COURT, PRIORY HILL, DARTFORD KENT DA1 2 EN
2. Amount of funding requested.	£ 145
3. Name and contact details of applicant (this is the address the Town Council will use for all correspondences):	PAULINE ANNETTS (CHIEF EXECUTIVE OFFICER) 01322 272476 pauline@nwkvolunteers.org.uk
4. Brief description of the aims and objectives of your organisation (please include the date your organisation was established):	ESTABLISHED 30/08/77, WE ASSIST TRAIN & PLACE PEOPLE WHO WISH TO VOLUNTEER BOTH WITH OURSELVES & OTHER CHARITIES & ORGANISATIONS, THROUGH OUR VOLUNTEERS WE PROVIDE COMMUNITY TRANSPORT, BEFRIENDING & GARDEN MAINTENANCE FOR THE ELDERLY, FRAIL & DISABLED
5. Please give an estimate of how many people within your organisation reside within Swanscombe and Greenhithe.	58 VOLUNTEERS } 40 PLACEMENTS 41 CLIENTS } 1 VOLUNTEER DRIVER 23 TRANSPORT } 16 BEFRIENDERS 15 BEFRIENDED } 3 GARDENERS
6. Please give details of how your organisation assists or impacts on the residents of Swanscombe and Greenhithe.	WE HELP BUILD A STRONGER CARING COMMUNITY THROUGH VOLUNTEERING. THE FRAIL ELDERLY ARE ABLE TO MAINTAIN THEIR INDEPENDENCE & CONTINUE TO LIVE IN THEIR OWN HOMES FOR LONGER. THEY ARE SOCIALLY INCLUDED & LESS ISOLATED THROUGH BEFRIENDING & TRANSPORT.
7. Please supply details of how the funding applied for will be used (please include total costs of projects, project plans, quoted costs etc.). No works/purchases can be made until any applications have been considered by the Town Council. Retrospective applications will NOT be considered.	TRAINING 2 VOLUNTEERS £70 VOLUNTEER & STAFF TRAVEL TO VISIT CLIENTS £45 CONTRIBUTION TO TELEPHONE COSTS £30 IT COSTS APPROXIMATELY £164000 PER YEAR TO PROVIDE OUR SERVICES ACROSS NORTH WEST KENT. WE ARE EXTREMELY ACTIVE IN YOUR AREA WITH 23 TRANSPORT CLIENTS, 15 BEFRIENDED, 3 GARDENERS & 1 DRIVER.
8. Please detail any funding received in the last three years, including any from Swanscombe and Greenhithe Town Council.	WE RECEIVE AN INFRASTRUCTURE GRANT & A BEFRIENDING GRANT FROM KCC. A COMMUNITY GRANT FROM SEVENOAKS DISTRICT COUNCIL, & FREE ACCOMMODATION AT GRAVESEND BOROUGH COUNCIL. WE FACE A SHORTFALL OF ABOUT £7000 PER YEAR. WE HAVE NOT RECEIVED ANY FUNDING FROM S&G ETC.
9. Name of organisation that cheques should be made out (cheques are unable to be made out to individuals).	NORTH WEST KENT VOLUNTEER CENTRE
10. Declaration: I declare that the information given is, to the best of my knowledge, accurate and true.	Signed:  Dated: 1/12/15

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

AGENDA ITEMS 13

FGP & TC 14/01/2016

**CALCULATION OF COUNCIL TAX 2016/17 AS REQUIRED BY
SWANSCOMBE & GREENHITHE TOWN COUNCIL**

Balance at Bank 1st April 2015	444,565
Plus Precept - 2015/16	499,847
Plus Section 136 - 2015/16	15,672
Plus Government Grant 2015/16	41,590
	<u>1,001,674</u>

Less probable expenditure 2015/16	611,763
Less reserve account	294,988
Less working balance	40,000
Less Earmarked from 2015/16 Balances	0
Available Balance	<u>54,923</u>

Estimated expenditure 2016/17	588,808
Less available balance	54,923
	<u>533,885</u>

Less Section 136	14,105
Less Government Grant	37,431
Total Amount Required	<u>482,349</u>

Martin Harding:
Adjusted Section 136 and
Grant based on 16 Nov e-
mail from DBC

COUNCIL TAX CALCULATION

Basic rate for calculation as provided by Dartford Borough Council
4723.68 properties

4518.35

Band	2016/17			
A	£68.08			
B	£79.42			
C	£90.77			
D	£102.11	£110.63	-£8.52	
E	£124.80			7.70% Reduction on Previous Year
F	£147.50			
G	£170.19			
H	£204.23			

Allowing average 3% increase in utilities

	2014/15 ACTUAL	2015/16 ESTIMATE PROBABLE	2016/17 ESTIMATE	2017/18 FORECAST	2018/19 FORECAST	COST PER RATEPAYER
Cost Centre 1 Public Lighting						
Code Description						
1 Supply & Maintenance	2153	2385	2350	2425	2498	2573
2 All Nighting Lighting	0	0	0	0	0	0
3 Christmas Lighting	1778	4300	2500	3700	3811	3925
4 Repairs	257	1000	500	1000	1030	1061
5 Long Term Financial Risks	1450	1450	1450	1450	1450	1450
6 Long Term Maintenance	500	500	500	500	500	500
Total Expenditure	6138	9635	7300	9075	8789	9009
7 Miscellaneous Income	1	1	1	1	1	1
Total Income	1	1	1	1	1	1
Total to Public Lighting Summary	6137	9634	7299	9074	8788	9008
						1.92
Cost Centre 2 Grove Car Park						
Code Description						
20 Rates	3344	3550	3410	3750	4125	4538
21 Repairs & Maintenance	0	50	0	10050	10352	10662
22 Long Term Financial Risks	6340	6590	6590	3590	3590	2390
23 Long Term Maintenance	200	200	200	200	200	200
Total Expenditure	9884	10390	10200	17590	18267	17790
Total to Car Parks Summary	9884	10390	10200	17590	18267	17790
						3.72
Cost Centre 3 Craylands Lane Car Park						
Code Description						
30 Rates	0	0	0	0	0	0
31 Repairs & Maintenance	0	0	0	0	0	0
32 Long Term Financial Risks	0	0	0	0	0	0
Total Expenditure	0	0	0	0	0	0
Total to Car Parks Summary	0	0	0	0	0	0
Cost Centre 22 Potential Car Park - Stanhope Road						
Code Description						
Rates	0	0	0	0	0	0
Repairs & Maintenance	0	0	0	0	0	0
Long Term Financial Risks	0	0	0	0	0	0
Total Expenditure	0	0	0	0	0	0
Total to Car Parks Summary	0	0	0	0	0	0
Cost Centre 4 Parks Establishment						
Code Description						
40 Wages	87431	105000	87000	97000	99425	101911
41 Equipment/Materials	35569	36000	32000	32000	32800	33784
42 New Grounds Maintenance Equipment	0	0	0	0	0	0
43 Fuel	2889	3675	2750	2850	2921	3009
44 Fencing	50	5000	3500	5000	5125	5279
45 Telephone	482	465	465	490	502	517
45 Vehicles	8222	2500	2500	2600	2665	2745
47 Water Rates	123	2850	1150	1175	1204	1241
48 Gas / Electricity	1501	2100	1800	1825	1871	1927
49 Playground Equipment & Maintenance	2779	13500	9000	12500	5000	5150
50 Training	0	500	500	1000	1025	1056
51 Knockhall Changing Rooms	130	400	250	400	410	422
52 Parks Works Area	475	1000	250	1000	1025	1056
53 Vandalism	160	1000	1000	1000	1025	1056
54 Trees	3568	20000	20000	3000	3075	3167
55 New Recreational Facilities	0	0	0	5000	5125	5279
56 Unexpected/Emergency Works	500	1500	1500	1500	1538	1584
57 Long Term Financial Risks	9725	9725	9725	9725	9725	6125
58 New Community Facility	0	0	0	10000	10250	10558
59 Long Term Maintenance	0	0	0	0	0	0
Total Expenditure	153602	205015	173390	188065	184711	185863
65 Reserve Fund	0	0	0	0	0	0
66 Miscellaneous Income	1130	1000	1000	1000	1000	1000
Total Income	1130	1000	1000	1000	1000	1000
Total to Parks Summary	152472	204015	172390	187065	183711	184863
						39.60

Martin Harding:
£1k funding received from
KCC

Sara Stapleton:
Allow 10% for rate
increases (£3750)

Sara Stapleton:
£10k for potential setting
up costs for future car park
management

Sara Stapleton:
Allows for 2.5% cost of
living increase and a spinal
point increase

Martin Harding:
New swings required fro
Saxon Court and Knockhall
£8k

Martin Harding:
Safety surfacing required
for Broomfield approx £8k
(£8k from FRA)

Martin Harding:
£5k for potential new
outdoor gym equipment

	2014/15 ACTUAL	2015/16 ESTIMATE	2016/17 PROBABLE	2016/17 ESTIMATE	2017/18 FORECAST	2018/19 FORECAST	COST PER RATEPAYER
Cost Centre 5 Swanscombe Park							
Code Description							
70 Bowls Pavilion Maintenance	133	0	0	0	0	0	
71 Long Term Financial Risks	3680	3680	3680	3680	3680	3680	
72 Long Term Maintenance	650	650	650	650	650	650	
Total Expenditure	4463	4330	4330	4330	4330	4330	
75 Bowls	2984	3100	3137	3159	3193	3289	
76 Tennis	0	0	0	0	0	0	
77 Five-a-Side	0	0	0	0	0	0	
78 Hire Charges	0	0	0	0	0	0	
Total Income	2984	3100	3137	3159	3193	3289	
Total to Parks Summary	1479	1230	1192.56	1171	1137	1041	0.25
Cost Centre 6 Knockhall Playing Field							
Code Description							
80 Rates	127	135	130	145	149	154	
81 Long Term Financial Risks	6060	6050	6050	1200	1200	1200	
Total Expenditure	6187	6185	6180	1345	1349	1354	
85 Football	2825	2825	3530	3656	3766	3879	
Total Income	2825	2825	3530	3656	3766	3879	
Total to Parks Summary	3362	3360	2650	-2311	-2416	-2525	0
Cost Centre 7 Broomfield Sports Ground							
Code Description							
90 Long Term Financial Risks	7160	7400	7400	1400	1400	1400	
91 Long Term Maintenance	500	500	500	500	500	500	
Total Expenditure	7660	7900	7900	1900	1900	1900	
95 Football	6520	6360	5300	5350	5511	5676	
96 Cricket	1800	1800	1800	1820	1875	1931	
97 Miscellaneous Income	0	0	0	0	1158	1193	
Total Income	8320	8160	7100	7170	8543	8799	
Total to Parks Summary	-660	-260	800	-5270	-6643	-6899	-1.12
Cost Centre 8 Churchyard - SP & SP							
Code Description							
110 Maintenance	0	5000	4000	5000	5150	5305	
111 Long Term Financial Risks **	0	0	0	0	0	0	
Total Expenditure	0	5000	4000	5000	5150	5305	
** Included in Parks Establishment							
Total to Parks Summary	0	5000	4000	5000	5150	5305	1.06
Cost Centre 9 Other Projects							
Code Description							
121 General Projects (inc Sum Etment)	1645	2000	2000	3000	2090	2153	
124 Long Term Financial Risks **	0	0	0	0	0	1	
Total Expenditure	1645	2000	2000	3000	2090	2154	
** Included in Parks Establishment							
128 Miscellaneous Income	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	
Total to Parks Summary	1645	2000	2000	3000	2090	2154	0.64
Cost Centre 10 Bus Shelters							
Code Description							
130 Maintenance	0	2500	0	3700	3811	3925	
124 Long Term Financial Risks	0	0	0	0	0	1	
Total Expenditure	0	2500	0	3700	3811	3926	
128 Miscellaneous Income	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	
Total to Parks Summary	0	2500	0	3700	3811	3926	0.78

Martin Harding:
Leases Increased by 1%.
Sept 15 RPI being 0.8%

Martin Harding:
Summer entertainment £2K
+ £1000 Queens 90th
Birthday

Martin Harding:
Funding for potential
shelter replacement

	2014/15 ACTUAL	2015/16 ESTIMATE PROBABLE	2016/17 ESTIMATE	2017/18 FORECAST	2018/19 FORECAST	COST PER RATEPAYER
Cost Centre 19 Heritage Park						
Code Description						
100 Maintenance / Rent	38	500	250	500	515	530
101 Water Supply	0	0	0	0	0	0
102 Fencing	0	0	0	0	0	0
103 Changing Rooms	0	0	0	0	0	0
104 Long Term Financial Risks	1250	1250	1250	1250	1000	1000
Total Expenditure	1288	1750	1500	1750	1515	1530
Total to Parks Summary	1288	1750	1500	1750	1515	0.37
Cost Centre 10 Leisure Centre						
Code Description						
140 Wages	0	0	0	0	0	0
141 Wages - Cleaners	0	0	0	0	0	0
142 Administration	0	0	0	0	0	0
143 Advertising	0	0	0	0	0	0
144 Maintenance	0	0	0	0	0	0
145 Cleaning Equip - etc	0	0	0	0	0	0
146 Rates & Ins Rent - DBC	23137	24525	23665	26030	26811	27615
147 Water, Gas & Electric	0	0	0	0	0	0
148 Insurance	0	0	0	0	0	0
149 Telephone	0	0	0	0	0	0
150 Miscellaneous	0	0	0	0	0	0
151 Equipment	0	0	0	0	0	0
152 Coaching - Staff Training	0	0	0	0	0	0
154 Lease - Fitness Room Equipment	0	0	0	0	0	0
155 GCLL Management Fee	61300	61300	58075	57000	57000	57000
Total Expenditure	84437	85825	81740	83030	83811	84615
165 General Income	0	0	0	0	0	0
166 Sports Hall	0	0	0	0	0	0
167 Fitness Suite	0	0	0	0	0	0
168 Mebership	0	0	0	0	0	0
169 Function Deposits	0	0	0	0	0	0
170 Miscellaneous Income	0	0	0	0	0	0
Total Income	0	0	0	0	0	0
Total To Leisure Centre Summary	84437	85825	81740	83030	83811	17.58
Cost Centre 11 Thames Bar						
Code Description						
180 Wages - Cleaners	0	0	0	0	0	0
181 Supplies	0	0	0	0	0	0
182 Food	0	0	0	0	0	0
183 Leased Equipment	0	0	0	0	0	0
184 Miscellaneous	0	0	0	0	0	0
Total Expenditure	0	0	0	0	0	0
190 Bar Sales	0	0	0	0	0	0
191 Food Sales	0	0	0	0	0	0
192 Miscellaneous	0	0	0	0	0	0
Total Income	0	0	0	0	0	0
Total to Thames Bar Summary	0	0	0	0	0	0
Cost Centre 12 Squash Courts						
Code Description						
200 Maintenance	0	1000	0	1000	1030	1061
201 Long Term Financial Risks	965	955	955	0	0	0
Total Expenditure	965	1955	955	1000	1030	1061
205 Squash Income	0	0	0	0	0	0
Total Income	0	0	0	0	0	0
Total to Squash Courts Summary	965	1955	955	1000	1030	0.21

	2014/15 ACTUAL	2015/16 ESTIMATE	2015/16 PROBABLE	2016/17 ESTIMATE	2017/18 FORECAST	2018/19 FORECAST	GOST PER RATEPAYER
Cost Centre 13 Allotments							
Code Description							
210 Rents / Licences	592	225	235	245	252	260	
211 Repairs / Maintenance	195	250	250	250	258	265	
212 Water Supply	0	0	0	0	0	0	
213 Long Term Financial Risks	2135	2135	2135	2135	2135	2135	
Total Expenditure	2922	2610	2620	2630	2645	2660	
218 Rent	1735	1870	1850	1325	1926	1984	
Total Income	1735	1870	1850	1325	1926	1984	
Total To Allotment Summary	1187	740	770	1305	719	676	0.28

Sara Stapleton:
Agreed to award Allot
Assoc. £500 for running of
allotments.

	2014/15 ACTUAL	2015/16 ESTIMATE	2015/16 PROBABLE	2016/17 ESTIMATE	2017/18 FORECAST	2018/19 FORECAST	GOST PER RATEPAYER
Cost Centre 14 Administration							
Code Description							
230 Wages	98294	108000	120500	137500	141625	145874	
231 Furn (F&F) & Equipment	2748	1500	1250	1500	1545	1591	
232 Photocopier	1912	1700	2025	2050	2112	2175	
233 Stationery, Advertising, Postage	2057	1675	2250	2300	2369	2440	
234 Telephone / Internet	2779	3075	3400	3450	3554	3660	
235 Mileage Allowance	472	700	450	700	721	743	
236 Insurance	13781	14470	14145	14900	15347	15807	
237 Subscriptions / Publications	3169	3450	3425	3600	3708	3819	
238 Town Mayor's Allowance	1630	1450	1450	1500	1545	1591	
239 Civic Reception	789	1450	1450	1500	1545	1591	
240 Chains of Office	511	250	250	250	258	265	
241 Legal Fees	1457	6000	4000	6000	6180	6365	
242 External Audit Fees	1300	1300	1300	1300	1339	1379	
243 Internal Audit Fees	125	250	250	250	258	265	
244 Section 137	1464	2000	2000	2000	2060	2122	
245 Miscellaneous	1035	1500	1500	1250	1288	1326	
246 Election Expenses	0	7000	5825	2000	2060	2122	
247 Training	280	750	500	1500	1545	1591	
248 Member Training	0	1000	500	1000	1030	1061	
249 IT Services	2724	3075	3075	3150	3245	3342	
250 Handyman (including seasonal Park staff)	95	1500	250	1500	1545	1591	
251 Council Offices Building Maintenance	22780	16500	14500	15000	15450	15914	
252 Water Rates	1156	1050	1220	1250	1288	1326	
253 Gas	3066	2475	2400	2255	2323	2392	
254 Electricity	3614	4150	4700	4750	4893	5039	
255 Rates (NNDR)	22052	24250	22555	24810	25554	26321	
256 Long Term Financial Risks	36758	28758	28758	0	0	0	
257 Long Term Maintenance	7875	7875	7875	7875	7875	7875	
Total Expenditure	233923	247153	251803	245140	252258	259589	
270 Photocopier Income	0	0	0	0	0	0	
271 Miscellaneous	2385	0	50	0	0	0	
Total Income	2385	0	50	0	0	0	
Total to Administration Summary	231538	247153	251753	245140	252258	259589	51.90

	2014/15 ACTUAL	2015/16 ESTIMATE	2015/16 PROBABLE	2016/17 ESTIMATE	2017/18 FORECAST	2018/19 FORECAST	GOST PER RATEPAYER
Cost Centre 15 Church Road Hall							
Code Description							
280 Wages	4502	4975	4500	5100	5253	5411	
281 Repairs & Maintenance	2043	2250	3250	3500	3605	3713	
282 Gas & Electricity	1000	1050	1050	1075	1107	1140	
283 Cleaning Materials	46	100	75	100	103	106	
284 Furniture & Fittings	0	100	50	100	103	106	
285 Rates (NNDR)	1083	1200	1104	1215	1251	1289	
287 Misc Expenditure	214	100	135	125	129	133	
288 Long Term Financial Risks	3240	3290	3290	890	917	944	
289 Long Term Maintenance	1945	1945	1945	1945	1945	1945	
Total Expenditure	14073	15010	15399	14050	14413	14787	
295 Hire Income	3748	3000	3150	3225	3322	3000	
Total Income	3748	3000	3150	3225	3322	3000	
Total To Community Halls Summary	10325	12010	12249	10825	11091	11787	2.29

Martin Harding:
New doors required

Sara Stapleton:
Had a magnaclean fitted to
pipework which was not
budgetted £700.

Martin Harding:
2.5% applied to all hall hire
and pitch fees

2014/15 2015/16 2016/17 2017/18 2018/19 COST PER
ACTUAL ESTIMATE PROBABLE ESTIMATE FORECAST FORECAST RATEPAYER

Cost Centre 16 Grove Hall

Code Description

300 Wages	0	0	0	0	0	0
301 Repairs & Maintenance	5	100	250	700	121	125
302 Gas & Electricity	186	235	190	195	201	207
303 Cleaning Materials	0	0	0	0	0	0
304 Furniture & Fittings	0	0	0	0	0	0
305 Rates (NNDR)	0	0	0	0	0	0
306 Water Rates	0	0	0	0	0	0
307 Misc Expenditure	0	0	0	10	10	11
308 Long Term Financial Risks	0	0	0	0	0	0
Total Expenditure	191	335	440	905	332	342

Sara Stapleton:
Hall had to have new front door

Martin Harding:
New fire doors required

315 Hire Income	0	0	0	0	0	0
Total Income	0	0	0	0	0	0

Total To Community Halls Summary

191	335	440	905	332	342	0.19
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Cost Centre 17 Heritage Community Hall

Code Description

320 Wages	5436	5700	5860	6010	6190	6376
321 Repairs & Maintenance	7874	1750	1800	3800	1914	1971
322 Gas & Electricity	1652	2000	1500	1550	1597	1644
323 Cleaning Materials	165	275	175	195	201	207
324 Furniture & Fittings	2465	3500	3960	1000	1030	1061
325 Rates (NNDR)	2096	2300	2136	2350	2421	2493
326 Water Rates	395	400	610	625	644	663
327 Misc Expenditure	931	350	250	260	268	276
328 Long Term Financial Risks	1975	1975	1975	1975	1975	1975
329 Long Term Maintenance Requirements	2350	2350	2350	2350	2350	2350
Total Expenditure	25339	20600	20606	20115	18589	19017

Martin Harding:
New fire doors required

Sara Stapleton:
Budgetted for new tables and chairs but also bought chair trolley and table trolley which took us slightly over budget.

335 Hire Income	13642	12250	13400	13700	14111	14534
Total Income	13642	12250	13400	13700	14111	14534

Total To Community Halls Summary

11697	8350	7206	6415	4478	4482	1.36
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Cost Centre 18 Sports Pavilion

Code Description

340 Gas & Electricity	885	600	600	600	618	637
341 Water Rates	0	450	450	450	464	477
342 Maintenance & Cleaning Contribution	1150	1250	1720	1750	1803	1857
343 Rates	0	0	0	0	0	0
344 Building Insurance	1857	2040	1930	2025	2086	2148
345 Misc Expenditure	5850	10000	50000	0	0	0
346 Long Term Financial Risks	0	0	0	17000	17000	17000
Total Expenditure	9742	14340	54700	21825	21970	22119

350 Rent	16416	16908	16744	16861	17415	17938
Total Income	16416	16908	16744	16861	17415	17938

Total To Community Halls Summary

-6674	-2568	37956	4964	4555	4181	1.05
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Cost Centre 20 Town Council Offices Community Hall

Code Description

360 Wages (Caretaker)	9088	9225	11150	11650	12000	12359
361 Repairs & Maintenance	282	425	400	420	433	446
362 Furniture, Fixtures and Fittings	0	75	50	100	103	106
363 Cleaning Materials	218	250	250	260	268	276
364 Miscellaneous	119	75	50	75	77	80
365 Long Term Financial Risks	19050	7800	7800	4550	4687	4827
366 Long Term Maintenance --	0	0	0	0	0	0
Total Expenditure	28757	17850	19700	17055	17567	18094

Sara Stapleton:
Caretaker was awarded salary review that was not budgetted for because of increase in hall usage.

** Covered in Administration budget

370 Rent	30448	28750	29000	29725	29613	30501
Total Income	30448	28750	29000	29725	29613	30501

Total To Community Halls Summary

-1691	-10900	-9300	-12670	-12046	-12407	-2.68
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2014/15 2015/16 2016/17 2017/18 2018/19 COST PER
ACTUAL ESTIMATE PROBABLE ESTIMATE FORECAST FORECAST RATEPAYER

Cost Centre 21 Old Fire Station Café

Code Description

380 Wages	16623	17500	19300	19800	20304	21006
381 Food/Supplies	3756	4000	3570	3600	3708	3819
382 F, F & Equipment (including leased equip	762	750	750	750	773	796
383 Advertising	0	100	0	100	103	106
384 Rates (NNDR)	1437	1580	1464	1610	1658	1708
385 Electricity & Water	783	1925	950	975	1004	1034
386 Cleaning Materials	67	110	125	130	134	138
387 DBC Maintenance Service Charge	1268	2500	1100	1750	1803	1857
388 Telephone / Internet	976	1075	1155	1185	1221	1257
389 Maintenance	150	500	250	500	515	530
390 Miscellaneous (and DBC Insurance)	2339	1150	1300	1325	1365	1406
391 Long Term Financial Risks	2950	2950	2950	2950	3039	3130
392 Rent DBC	0	0	0	0	5600	5768
393 Long Term Maintenance	500	500	500	500	500	500
Total Expenditure	31611	34640	33414	35175	41815	43055
395 Café Income	6730	6250	7300	7400	6438	6631
Total Income	6730	6250	7300	7400	6438	6631

Sara Stapleton:
 Back to full capacity on staff. Therefore salary has increased.

Martin Harding:
 End of grant agreement with DBC for Café Rent Added 3% from current agreement

Total To Community Café Summary

SUMMARY

Street Lighting	6137	9634	7299	9074	8788	9008
Car Parks	9884	10390	10200	17590	18267	17790
Parks	159586	219595	184532	194105	188355	189395
Leisure Centre	84437	85825	81740	83030	83811	84615
Leisure Bar	0	0	0	0	0	0
Squash Courts	965	1955	955	1000	1030	1061
Allotments	1187	740	770	1305	719	676
Administration	231538	247153	251753	245140	252258	259589
Community Halls	13848	7227	48551	10439	8410	8386
Community Café	24881	28390	26114	27775	35378	36424
	532463	610909	611913	589458	597014	606944
Deduct Interest on Bank Accounts	486	650	150	650	650	650
Total Expenditure	531977	610259	611763	588808	596364	606294

5.88

Reserve Account - Earmarked Funds

General Reserves

FRA Reserves

£2,500 Legal Fees for outsourcing	£40,964	11/12 FRA
£5,000 Sports Pavilion Bond	£54,065	12/13 FRA
£1,000 Bowls Pavilion Bond	£94,943	13/14 FRA
£1,250 Sports Pavilion Bond	£14,020	13/14 LTM
	£74,823	14/15 FRA
	£6,423	14/15 LTM

£9,750

£285,238

Total in Reserve Account

£294,988

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