

SGTC

Listing of Receipts in each Code for All Cost Centres (Between 01/10/2013 to 31/10/2013)

Cost Centre			Parks Establishment								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
94	17/10/2013		Current Account		Van Window Repairs	Petty Cash	Z	-2.60	0.00	-2.60	
						Subtotal for Code: Vehicles		£-2.60	£0.00	£-2.60	
Cost Centre			65 Miscellaneous Income								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
93	08/10/2013		Current Account	DC	Contribution to Heritage Park Costs	Natural England	Z	500.00	0.00	500.00	
						Subtotal for Code: Miscellaneous Income		£500.00	£0.00	£500.00	
						Subtotal for Cost Centre: Parks Establishment		497.40	0.00	497.40	
Cost Centre			75 Bowls Income								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
97	31/10/2013		Current Account		Bowls Income	Parks Department	Z	31.30	0.00	31.30	
102	31/10/2013		Current Account		Rent	Istead Rise Bowls Club	Z	516.99	0.00	516.99	
						Subtotal for Code: Bowls Income		£548.29	£0.00	£548.29	
						Subtotal for Cost Centre: Swanscombe Park		548.29	0.00	548.29	
Cost Centre			95 Football Income								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
103	31/10/2013		Current Account		Football Pitch Hire	Taverner's FC	Z	640.00	0.00	640.00	
						Subtotal for Code: Football Income		£640.00	£0.00	£640.00	
						Subtotal for Cost Centre: Broomfield Sports Ground		640.00	0.00	640.00	
Cost Centre			271 Miscellaneous Income								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
91	04/10/2013		Current Account	DC	VAT Repayment	HMRC	R	0.00	6,995.39	6,995.39	
						Subtotal for Code: Miscellaneous Income		£0.00	£6,995.39	£6,995.39	
Cost Centre			274 Bank Interest								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
90	07/10/2013		Current Account	DD	Bank Charges	Barclays	Z	-9.05	0.00	-9.05	
95	24/10/2013		Current Account	DD	Bank Charges	Barclays	Z	-9.05	0.00	-9.05	
107	24/10/2013		Active Saver 2	DC	Bank Interest	Barclays	Z	15.23	0.00	15.23	
						Subtotal for Code: Bank Interest		£-2.87	£0.00	£-2.87	
						Subtotal for Cost Centre: Administration		-2.87	6,995.39	6,992.52	
Cost Centre			295 Hire Income								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	

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Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
92	07/10/2013		Current Account	DC	Hall Hire	Inform Health	Z	346.50	0.00	346.50
96	31/10/2013		Current Account		Hall Hire	SGRA	Z	18.75	0.00	18.75
104	08/10/2013		Active Saver 1	DC	Hall Hire	Irish Dancers	Z	70.00	0.00	70.00
Subtotal for Code: Hire Income								£435.25	£0.00	£435.25
Subtotal for Cost Centre: Church Road Hall								435.25	0.00	435.25

Cost Centre Heritage Community Hall

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
335			Hire Income							
99	31/10/2013		Current Account		Hall Hire	Various	Z	4,010.00	0.00	4,010.00
108	09/10/2013		HI Business Prer	DC	Hall Hire	North Kent Karate	Z	310.00	0.00	310.00
110	09/10/2013		HI Business Prer	DC	Hall Hire	DBC	Z	46.50	0.00	46.50
Subtotal for Code: Hire Income								£4,366.50	£0.00	£4,366.50
Subtotal for Cost Centre: Heritage Community Hall								4,366.50	0.00	4,366.50

Cost Centre Sports Pavilion

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
350			Rent Income							
101	31/10/2013		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

Cost Centre Town Council Offices Community Hall

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
370			Hire Income							
100	31/10/2013		Current Account		Hall Hire	Various	Z	2,329.00	0.00	2,329.00
105	25/10/2013		Active Saver 1	DC	Hall Hire	Hard Hat Communications	Z	232.75	0.00	232.75
106	25/10/2013		Active Saver 1	DC	Returnable Deposit	Hard Hat Communications	Z	100.00	0.00	100.00
109	09/10/2013		HI Business Prer	DC	Hall Hire	North Kent Karate	Z	248.00	0.00	248.00
Subtotal for Code: Hire Income								£2,909.75	£0.00	£2,909.75
Subtotal for Cost Centre: Town Council Offices Comr								2,909.75	0.00	2,909.75

Cost Centre Old Fire Station Cafe

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
395			Cafe Income							
96	31/10/2013		Current Account		Food Sales	Old Fire Station Cafe	S	688.75	137.75	826.50
Subtotal for Code: Cafe Income								£688.75	£137.75	£826.50
Subtotal for Cost Centre: Old Fire Station Cafe								688.75	137.75	826.50

TOTALS **£11,417.07** **£7,133.14** **£18,550.21**

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(Between 01/11/2013 to 30/11/2013)

Cost Centre Administration										
Code Number	Date	274 Bank Interest	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Active Saver 1	DC	Bank Interest	Barclays	Z	67.27	0.00	67.27
120	01/11/2013		Active Saver 2	DC	Bank Interest	Barclays	Z	17.08	0.00	17.08
121	25/11/2013							£84.35	£0.00	£84.35
Subtotal for Cost Centre: Administration 84.35										
Cost Centre Church Road Hall										
Code Number	Date	295 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Current Account	DC	Hall Hire	Inform Health	Z	232.00	0.00	232.00
112	07/11/2013		Current Account	DC	Hall Hire	Inform Health	Z	225.00	0.00	225.00
117	25/11/2013		Active Saver 1	DC	Hall Hire	Irish Dancers	Z	105.00	0.00	105.00
119	05/11/2013							£562.00	£0.00	£562.00
Subtotal for Cost Centre: Church Road Hall 562.00										
Cost Centre Heritage Community Hall										
Code Number	Date	335 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Current Account	DC	Hall Hire	Inform Health	Z	297.00	0.00	297.00
111	07/11/2013		Current Account	DC	Hall Hire	Various	Z	987.00	0.00	987.00
114	28/11/2013		HI Business Prer	DC	Hall Hire	North Kent Karate	Z	248.00	0.00	248.00
123	01/11/2013							£1,532.00	£0.00	£1,532.00
Subtotal for Cost Centre: Heritage Community Hall 1,532.00										
Cost Centre Sports Pavilion										
Code Number	Date	350 Rent Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Current Account		Rent	The Pavilion	Z	1,334.00	0.00	1,334.00
116	28/11/2013							£1,334.00	£0.00	£1,334.00
Subtotal for Cost Centre: Sports Pavilion 1,334.00										
Cost Centre Town Council Offices Community Hall										
Code Number	Date	370 Hire Income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute	Current Account		Refund of Returnable Deposit	Hard Hat Communications	Z	-100.00	0.00	-100.00
113	14/11/2013		Current Account		Hall Hire	Various	Z	2,490.00	0.00	2,490.00
115	28/11/2013		HI Business Prer	DC	Hall Hire	North Kent Karate	Z	294.50	0.00	294.50
122	01/11/2013							£2,684.50	£0.00	£2,684.50
Subtotal for Cost Centre: Town Council Offices Comr 2,684.50										
Cost Centre Old Fire Station Cafe										

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Listing of Receipts in each Code for All Cost Centres (Between 01/12/2013 to 31/12/2013)

Cost Centre Administration

Code Number	Date	274 Bank Interest	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 124	12/12/2013	Current Account	DD	Bank Charges		Bank Charges	Barclays	Z	-18.68	0.00	-18.68
126	09/12/2013	Active Saver 1	DC	Bank Interest		Bank Interest	Barclays	Z	61.02	0.00	61.02
128	02/12/2013	HI Business Prer	DC	Bank Interest		Bank Interest	Barclays	Z	0.49	0.00	0.49
139	31/12/2013	Active Saver 1	DC	Bank Interest		Bank Interest	Barclays	Z	112.70	0.00	112.70
140	31/12/2013	Active Saver 2	DC	Bank Interest		Bank Interest	Barclays	Z	57.94	0.00	57.94
Subtotal for Code: Bank Interest											£213.47
Subtotal for Cost Centre: Administration											213.47

Cost Centre Church Road Hall

Code Number	Date	295 Hire Income	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 127	16/12/2013	Active Saver 1	DC	Hall Hire		Hall Hire	Irish Dancers	Z	50.00	0.00	50.00
130	03/12/2013	HI Business Prer	DC	Hall Hire		Hall Hire	DBC	Z	87.10	0.00	87.10
131	03/12/2013	HI Business Prer	DC	Hall Hire		Hall Hire	DBC	Z	46.50	0.00	46.50
135	18/12/2013	Current Account		Hall Hire		Hall Hire	Cygnets	Z	13.50	0.00	13.50
Subtotal for Code: Hire Income											£197.10
Subtotal for Cost Centre: Church Road Hall											197.10

Cost Centre Heritage Community Hall

Code Number	Date	335 Hire Income	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 125	02/12/2013	Active Saver 1	DC	Hall Hire		Hall Hire	Little Kickers	Z	99.00	0.00	99.00
136	18/12/2013	Current Account		Hall Hire		Hall Hire	Various	Z	1,640.00	0.00	1,640.00
Subtotal for Code: Hire Income											£1,739.00
Subtotal for Cost Centre: Heritage Community Hall											1,739.00

Cost Centre Sports Pavilion

Code Number	Date	350 Rent Income	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 138	18/12/2013	Current Account		Rent		Rent	The Pavilion	Z	1,334.00	0.00	1,334.00
Subtotal for Code: Rent Income											£1,334.00
Subtotal for Cost Centre: Sports Pavilion											1,334.00

Cost Centre Town Council Offices Community Hall

Code Number	Date	370 Hire Income	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 129	03/12/2013	HI Business Prer	DC	Hall Hire		Hall Hire	DBC	Z	624.40	0.00	624.40
132	03/12/2013	HI Business Prer	DC	Hall Hire		Hall Hire	DBC	Z	161.50	0.00	161.50
133	18/12/2013	HI Business Prer	DC	Hall Hire		Hall Hire	North Kent Karate	Z	263.50	0.00	263.50

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137	18/12/2013	Current Account	Hall Hire	Various	Z	2,022.25	0.00	2,022.25	
				Subtotal for Code: Hire Income		£3,071.65	£0.00	£3,071.65	
				Subtotal for Cost Centre: Town Council Offices Comm		3,071.65	0.00	3,071.65	
Cost Centre Old Fire Station Cafe									
Code Number	395	Cafe Income							
Vchr. Date	134 18/12/2013	Minute Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
		Current Account		Food Sales	Old Fire Station Cafe	S	370.96	74.19	445.15
					Subtotal for Code: Cafe Income		£370.96	£74.19	£445.15
					Subtotal for Cost Centre: Old Fire Station Cafe		370.96	74.19	445.15
TOTALS						£6,926.18	£74.19	£7,000.37	

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Listing of Payments in each Code for All Cost Centres
(Between 01/10/2013 to 31/10/2013)

745	17/10/2013	Current Account	713061	Subsistence for park staff on break	Petty Cash	Z	5.00	0.00	5.00	
747	17/10/2013	Current Account	713061	Memory Card	Petty Cash	S	9.99	2.00	11.99	
749	17/10/2013	Current Account	713061	Phone Cases	Petty Cash	S	2.49	0.50	2.99	
750	17/10/2013	Current Account	713063	Footpath Repairs - Broomfield	Libra Construction Services Ltd	S	473.00	94.60	567.60	
752	17/10/2013	Current Account	713065	Mower Service	FL Machinery	Z	85.19	0.00	85.19	
763	24/10/2013	Current Account	713067	Skip Hire	Pindlen Ltd	S	200.00	40.00	240.00	
							Subtotal for Code: Equipment/Materials	£4,451.43	£853.01	£5,304.44
43 Fuel										
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
696	03/10/2013	Current Account	DD	Diesel	Asda Stores Ltd	S	140.39	28.07	168.46	
723	10/10/2013	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	134.21	26.84	161.05	
746	17/10/2013	Current Account	713061	Diesel	Petty Cash	S	8.33	1.67	10.00	
770	24/10/2013	Current Account	DD	Diesel	Asda Stores Ltd	S	92.51	18.49	111.00	
774	31/10/2013	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	150.92	30.18	181.10	
							Subtotal for Code: Fuel	£526.36	£105.25	£631.61
45 Telephone										
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
722	10/10/2013	Current Account	D	Phone Bill - Parks	British Telecom	S	43.83	8.76	52.59	
748	17/10/2013	Current Account	713061	New Mobile Phones for Park Staff (Petty Cash	S	99.92	19.98	119.90	
							Subtotal for Code: Telephone	£143.75	£28.74	£172.49
46 Vehicles										
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
699	10/10/2013	Current Account	713052	Van Services and Repairs	SMC Ford	S	1,208.38	241.68	1,450.06	
							Subtotal for Code: Vehicles	£1,208.38	£241.68	£1,450.06
47 Water Rates										
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
759	17/10/2013	Current Account	DD	Water Rates - Knockhall Changing	Southern Water	Z	158.94	0.00	158.94	
							Subtotal for Code: Water Rates	£158.94	£0.00	£158.94
48 Gas/Electricity										
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
662	02/10/2013	Current Account		Electricity - Toilet Block	EDF Energy	L	-10.52	-0.53	-11.05	
773	31/10/2013	Current Account	DD	Electricity - Wooden Hut	EDF Energy	L	41.71	2.08	43.79	
							Subtotal for Code: Gas/Electricity	£31.19	£1.55	£32.74
49 Playground Equipment & Mainteni:										
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
675	03/10/2013	Current Account	713044	Playground Equipment Repairs	Wicksteed Leisure Ltd	S	1,414.08	282.81	1,696.89	
							Subtotal for Code: Playground Equipment & P	£1,414.08	£282.81	£1,696.89
							Subtotal for Cost Centre: Parks Establishment	15,773.51	1,513.04	17,286.55
Cost Centre	Other Projects									

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Listing of Payments in each Code for All Cost Centres (Between 01/10/2013 to 31/10/2013)

Code Number	Date	Minute	Bank	121 General Projects (inc. Summer Ent)	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 724	10/10/2013		Current Account	713021	Summer Entertainment	Stormit Laser	Z	295.00	0.00	295.00	
Subtotal for Code: General Projects (inc. Surr)											£295.00
Subtotal for Cost Centre: Other Projects											0.00
Cost Centre Leisure Centre											
Code Number	Date	Minute	Bank	146 Rates & Insurance Rent - DBC	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 655	01/10/2013		Current Account	DD	NNDR	DBC	Z	2,261.00	0.00	2,261.00	
684	03/10/2013		Current Account	713048	Rent - Leisure Centre	DBC	Z	1.00	0.00	1.00	
757	17/10/2013		Current Account	DC	Leisure Centre Insurance	GCLL	L	-2,477.76	-157.58	-2,635.34	
Subtotal for Code: Rates & Insurance Rent - I											£-215.76
Subtotal for Cost Centre: Leisure Centre											£-157.58
Code Number 155 Management Fee											
Vchr. 751	17/10/2013		Current Account	713064	Management Fee - 1 Oct - 31 Dec	GCLL	S	15,325.00	3,065.00	18,390.00	
Subtotal for Code: Management Fee											£3,065.00
Subtotal for Cost Centre: Leisure Centre											15,109.24
Cost Centre Administration											
Code Number	Date	Minute	Bank	230 Wages	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 678	03/10/2013		Current Account	713045	PAYE	Inland Revenue	Z	700.00	0.00	700.00	
679	03/10/2013		Current Account	713045	NI	Inland Revenue	Z	898.22	0.00	898.22	
680	03/10/2013		Current Account	DD	Pension Eee	KCC - LGPS	Z	376.00	0.00	376.00	
691	03/10/2013		Current Account	DD	Pension E'er	KCC - LGPS	Z	1,792.26	0.00	1,792.26	
712	10/10/2013		Current Account	DD	Wages	SGTC	Z	5,387.16	0.00	5,387.16	
Subtotal for Code: Wages											£9,153.64
Code Number 233 Stationary, Advertising & Postage											
Vchr. 670	03/10/2013		Current Account	713039	Stationery	Viking Direct	S	32.89	6.58	39.47	
710	10/10/2013		Current Account	713060	Stationery	KCC - KCS	S	48.50	9.70	58.20	
728	17/10/2013		Current Account	713061	Stationery	Petty Cash	S	6.65	1.33	7.98	
734	17/10/2013		Current Account	713061	Postage	Petty Cash	Z	1.70	0.00	1.70	
760	17/10/2013		Current Account	713062	Stationery	Viking Direct	S	74.98	15.00	89.98	
771	24/10/2013		Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	60.00	0.00	60.00	
Subtotal for Code: Stationary, Advertising & F											£224.72
Subtotal for Cost Centre: Stationary, Advertising & F											£32.61
Code Number 234 Telephone / Internet											
Vchr. 714	10/10/2013		Current Account	DD	Use of Personal Mobiles - TC and I	SGTC	S	20.83	4.17	25.00	
753	17/10/2013		Current Account	DD	Phone Bill - Admin Fax Line	British Telecom	S	54.27	10.85	65.12	

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754	17/10/2013	Current Account	DD	Phone Bill - Admin Lift Alarm Line	British Telecom	55.76	11.15	66.91
755	17/10/2013	Current Account	DD	Phone Bill - Admin Internet	British Telecom	54.00	10.80	64.80
758	17/10/2013	Current Account	DC	Phone System	GCLL	-57.00	-11.40	-68.40
768	24/10/2013	Current Account	DD	Phone Bill - Admin Alarm Line	British Telecom	54.00	10.80	64.80
769	24/10/2013	Current Account	DD	Phone Bill - Admin Alarm Line	British Telecom	309.19	61.83	371.02
Subtotal for Code: Telephone / Internet £491.05 £98.20 £589.25								
Code Number	Date	235 Mileage Allowance	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	713	Minute Bank	DD	Mileage	SGTC	52.55	1.40	53.95
Subtotal for Code: Mileage Allowance £52.55 £1.40 £53.95								
Code Number	Date	238 Town Mayor's Allowance	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	672	Minute Bank	713041	Entertainment for Mayoral Function	Harding	50.00	0.00	50.00
	709	Current Account	713059	Remembrance Day Wreath	British Legion	20.00	0.00	20.00
	735	Current Account	713061	Town Mayor's Christmas Cards	Petty Cash	137.10	0.00	137.10
Subtotal for Code: Town Mayor's Allowance £207.10 £0.00 £207.10								
Code Number	Date	241 Legal Fees	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	663	Minute Bank		Legal Fees - First Registration of C	Hatten Wyatt	-150.00	0.00	-150.00
Subtotal for Code: Legal Fees £-150.00 £0.00 £-150.00								
Code Number	Date	242 External Audit Fees	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	669	Minute Bank	713038	External Audit	PKF Littlejohn	1,300.00	260.00	1,560.00
Subtotal for Code: External Audit Fees £1,300.00 £260.00 £1,560.00								
Code Number	Date	245 Miscellaneous Expenditure	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	674	Minute Bank	713043	Costco Membership Renewal	Costco	56.00	11.20	67.20
	686	Current Account	713050	Donation for Remembrance Wreath	British Legion	20.00	0.00	20.00
	698	Current Account	DD	Phone Equipment Rental - Leisure	British Telecom	57.00	11.40	68.40
	727	Current Account	713061	Flowers for Councillor Bobby	Petty Cash	25.00	0.00	25.00
	729	Current Account	713061	Title Plans - 2 Church Road	Petty Cash	12.00	0.00	12.00
	730	Current Account	713061	Newspapers	Petty Cash	4.25	0.00	4.25
	731	Current Account	713061	Parking	Petty Cash	2.50	0.50	3.00
	765	Current Account	713069	Cleaning Materials	KCC - KCS	24.27	4.85	29.12
	772	Current Account	713071	VAT for Tree Planting	Groundwork South	81.90	-81.90	0.00
Subtotal for Code: Miscellaneous Expenditure £282.92 £-53.95 £228.97								
Code Number	Date	249 IT Services	Cheq. No.	Description	Supplier	Net	Vat	Total
Vchr.	682	Minute Bank	713046	IT Support & Maintenance	ABC ICT Ltd	227.00	45.40	272.40
Subtotal for Code: IT Services £227.00 £45.40 £272.40								

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251 Council Offices Building Maintena										
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
665	02/10/2013		Current Account		Boiler Service	LW Burt & Son Ltd	S	-2,654.42	-530.88	-3,185.30
666	03/10/2013		Current Account	713037	Keys for Drop Down Bollards	Locks N Tools	S	9.24	1.85	11.09
673	03/10/2013		Current Account	713042	Window Cleaning	Exclusive Cleaning	Z	25.00	0.00	25.00
685	03/10/2013		Current Account	713049	Lift Maintenance Contract - Quarter	Schindler Ltd	S	367.15	73.43	440.58
705	10/10/2013		Current Account	713057	Boiler and Plumbing Service	LW Burt & Son Ltd	S	2,208.85	441.77	2,650.62
706	10/10/2013		Current Account	713057	Labour Charge - Flow Switch Repa	LW Burt & Son Ltd	S	76.16	15.23	91.39
707	10/10/2013		Current Account	713057	Air Conditioning Service	LW Burt & Son Ltd	S	525.00	105.00	630.00
708	10/10/2013		Current Account	713058	Repairs to CCTV System - Replace	Active Security Group	S	571.00	114.20	685.20
764	24/10/2013		Current Account	713068	Chlorination of Water Tanks and W	Alpha Chemical Services Ltd	S	770.00	154.00	924.00
767	24/10/2013		Current Account	713070	Ceiling works to enable access to s	Theobalds	S	244.78	48.96	293.74
Subtotal for Code: Council Offices Building M									£423.56	£2,566.32
253 Gas										
777	31/10/2013		Current Account	DD	Gas	KCC - Laser	L	78.03	3.90	81.93
Subtotal for Code: Gas									£78.03	£81.93
254 Electricity										
664	02/10/2013		Current Account		Electricity	KCC - Laser	S	-419.31	-83.86	-503.17
776	31/10/2013		Current Account	DD	Electricity	KCC - Laser	S	277.31	55.46	332.77
Subtotal for Code: Electricity									£-142.00	£-170.40
255 Rates										
656	01/10/2013		Current Account	DD	NNDR	DBC	Z	2,155.00	0.00	2,155.00
Subtotal for Code: Rates									£2,155.00	£2,155.00
Subtotal for Cost Centre: Administration									16,022.77	16,805.49
Cost Centre Church Road Hall										
280 Wages										
718	10/10/2013		Current Account	DD	Wages	SGTC	Z	359.79	0.00	359.79
Subtotal for Code: Wages									£359.79	£359.79
282 Gas & Electricity										
778	31/10/2013		Current Account	DD	Gas	KCC - Laser	L	24.06	1.20	25.26
Subtotal for Code: Gas & Electricity									£24.06	£25.26
283 Cleaning Materials										
732	17/10/2013		Current Account	713016	Cleaning Materials	Petty Cash	S	4.46	0.89	5.35

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Listing of Payments in each Code for All Cost Centres (Between 01/10/2013 to 31/10/2013)

Code Number		285	Rates					£4.46	£0.89	£5.35
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
660	01/10/2013	Current Account	DD	NNDR	DBC	Z	106.00	0.00	106.00	
				Subtotal for Code: Rates			£106.00	£0.00	£106.00	
Cost Centre		Grove Hall		Subtotal for Cost Centre: Church Road Hall			494.31	2.09	496.40	
Code Number		302	Gas & Electricity							
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
725	10/10/2013	Current Account	DD	Gas	KCC - Laser	L	3.10	0.16	3.26	
775	31/10/2013	Current Account	DD	Gas	KCC - Laser	L	3.00	0.15	3.15	
				Subtotal for Code: Gas & Electricity			£6.10	£0.31	£6.41	
Cost Centre		Heritage Community Hall		Subtotal for Cost Centre: Grove Hall			6.10	0.31	6.41	
Code Number		320	Wages							
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
681	03/10/2013	Current Account	713045	PAYE	Inland Revenue	Z	86.60	0.00	86.60	
720	10/10/2013	Current Account	DD	Wages	SGTC	Z	346.31	0.00	346.31	
				Subtotal for Code: Wages			£432.91	£0.00	£432.91	
Code Number		322	Gas & Electricity							
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
779	31/10/2013	Current Account	DD	Gas	KCC - Laser	L	60.67	3.03	63.70	
				Subtotal for Code: Gas & Electricity			£60.67	£3.03	£63.70	
Code Number		323	Cleaning Materials							
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
671	03/10/2013	Current Account	713040	Cleaning Materials	KCC - KCS	S	33.57	6.71	40.28	
				Subtotal for Code: Cleaning Materials			£33.57	£6.71	£40.28	
Code Number		325	Rates							
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
659	01/10/2013	Current Account	DD	NNDR	DBC	Z	206.00	0.00	206.00	
				Subtotal for Code: Rates			£206.00	£0.00	£206.00	
Code Number		327	Miscellaneous Expenditure							
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
756	17/10/2013	Current Account	DD	Phone Bill - Heritage Hall	British Telecom	S	38.63	7.72	46.35	
				Subtotal for Code: Miscellaneous Expenditure			£38.63	£7.72	£46.35	
Cost Centre		Town Council Offices Community Hall		Subtotal for Cost Centre: Heritage Community Hall			771.78	17.46	789.24	

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Listing of Payments in each Code for All Cost Centres (Between 01/10/2013 to 31/10/2013)

Code Number			360 Wages			363 Cleaning Materials			380 Wages			381 Food/Supplies			382 Furniture, Fixtures & Equipment (j)			384 Rates					
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
694	03/10/2013		Current Account	DD	Pension E'ee	KCC - LGPS	Z	23.81	0.00	23.81	680	03/10/2013		Current Account	713045	NI	Inland Revenue	Z	-7.00	0.00	-7.00		
695	03/10/2013		Current Account	DD	Pension E'er	KCC - LGPS	Z	139.40	0.00	139.40	692	03/10/2013		Current Account	DD	Pension E'ee	KCC - LGPS	Z	33.97	0.00	33.97		
715	10/10/2013		Current Account	DD	Wages	SGTC	Z	409.10	0.00	409.10	693	03/10/2013		Current Account	DD	Pension E'er	KCC - LGPS	Z	198.88	0.00	198.88		
			Subtotal for Code: Wages			£572.31			£0.00			£572.31											
Code Number			363 Cleaning Materials			380 Wages			381 Food/Supplies			382 Furniture, Fixtures & Equipment (j)			384 Rates								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
766	24/10/2013		Current Account	713069	Cleaning Materials	KCC - KCS	S	23.58	4.72	28.30	736	17/10/2013		Current Account	713061	Food Supplies	99p Store	Z	3.96	0.00	3.96		
			Subtotal for Code: Cleaning Materials			£23.58			£4.72			£28.30											
			Subtotal for Cost Centre: Town Council Offices Comr			595.89			4.72			600.61											
Code Number			380 Wages			381 Food/Supplies			382 Furniture, Fixtures & Equipment (j)			384 Rates											
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
680	03/10/2013		Current Account	713045	NI	Inland Revenue	Z	-7.00	0.00	-7.00	737	17/10/2013		Current Account	713061	Food Supplies	Asda Stores Ltd	Z	73.86	0.00	73.86		
692	03/10/2013		Current Account	DD	Pension E'ee	KCC - LGPS	Z	33.97	0.00	33.97	738	17/10/2013		Current Account	713061	Food Supplies	Co-Operative Stores	Z	3.00	0.00	3.00		
693	03/10/2013		Current Account	DD	Pension E'er	KCC - LGPS	Z	198.88	0.00	198.88	739	17/10/2013		Current Account	713061	Food Supplies	Farmfoods	Z	7.45	0.00	7.45		
719	10/10/2013		Current Account	DD	Wages	SGTC	Z	727.87	0.00	727.87	740	17/10/2013		Current Account	713061	Food Supplies	Corner Shop	Z	0.50	0.00	0.50		
			Subtotal for Code: Wages			£953.72			£0.00			£953.72											
Code Number			381 Food/Supplies			382 Furniture, Fixtures & Equipment (j)			384 Rates														
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
736	17/10/2013		Current Account	713061	Food Supplies	99p Store	Z	3.96	0.00	3.96	697	03/10/2013		Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00		
737	17/10/2013		Current Account	713061	Food Supplies	Asda Stores Ltd	Z	73.86	0.00	73.86				Subtotal for Code: Furniture, Fixtures & Equip			£13.00			£78.00			
738	17/10/2013		Current Account	713061	Food Supplies	Co-Operative Stores	Z	3.00	0.00	3.00				Subtotal for Code: Rates			141.00			£141.00			
739	17/10/2013		Current Account	713061	Food Supplies	Farmfoods	Z	7.45	0.00	7.45				Subtotal for Code: Rates			£0.00			£0.00			
740	17/10/2013		Current Account	713061	Food Supplies	Corner Shop	Z	0.50	0.00	0.50				Subtotal for Code: Rates			£0.00			£0.00			
741	17/10/2013		Current Account	713061	Newspapers	Corner Shop	Z	18.00	0.00	18.00				Subtotal for Code: Rates			£0.00			£0.00			
742	17/10/2013		Current Account	713061	Food Supplies	Nila	Z	150.95	0.00	150.95				Subtotal for Code: Rates			£0.00			£0.00			
743	17/10/2013		Current Account	713061	Food Supplies	Poundstretcher	Z	6.98	0.00	6.98				Subtotal for Code: Rates			£0.00			£0.00			
744	17/10/2013		Current Account	713061	Food Supplies	Sainsburys	Z	13.31	0.00	13.31				Subtotal for Code: Rates			£0.00			£0.00			
			Subtotal for Code: Food/Supplies			£278.01			£0.00			£278.01											

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Listing of Payments in each Code for All Cost Centres
(Between 01/10/2013 to 31/10/2013)

Code Number	Date	385 Electricity & Water	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 726	10/10/2013					DD	Water Rates	Thames Water	S	110.32	22.07	132.39
								Subtotal for Code: Electricity & Water		£110.32	£22.07	£132.39
Code Number	Date	390 Miscellaneous Expenditure	Minute	Bank	Current Account	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 704	10/10/2013					713056	Waste Bin Collection	Viridor Waste Kent Ltd	S	54.44	10.88	65.32
								Subtotal for Code: Miscellaneous Expenditure		£54.44	£10.88	£65.32
								Subtotal for Cost Centre: Old Fire Station Cafe		1,602.49	45.95	1,648.44
TOTALS										£52,140.71	£5,491.41	£57,632.12

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Listing of Payments in each Code for All Cost Centres
(Between 01/11/2013 to 30/11/2013)

Code Number	43 Fuel	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	852	21/11/2013	Current Account	DD	Diesel	Asda Stores Ltd (Allstar)	S	137.81	27.56	165.37
						Subtotal for Code: Fuel		£137.81	£27.56	£165.37
Code Number	45 Telephone	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	823	13/11/2013	Current Account	713085	Mobile Phone Top Up Voucher	Petty Cash	S	16.67	3.33	20.00
						Subtotal for Code: Telephone		£16.67	£3.33	£20.00
Code Number	47 Water Rates	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	806	07/11/2013	Current Account	DD	Water Rates	Thames Water	Z	66.20	0.00	66.20
						Subtotal for Code: Water Rates		£66.20	£0.00	£66.20
Code Number	51 Knockhall Changing Rooms	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	840	14/11/2013	Current Account	713089	Duty of Care Costs	Cannon	S	35.00	7.00	42.00
	846	21/11/2013	Current Account	713095	Hygiene Services	Cannon	S	22.23	4.45	26.68
						Subtotal for Code: Knockhall Changing Room		£57.23	£11.45	£68.68
Code Number	54 Trees	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	789	07/11/2013	Current Account	713075	Tree Works - Spring Vale	Down to Earth Trees Ltd	S	350.00	70.00	420.00
						Subtotal for Code: Trees		£350.00	£70.00	£420.00
						Subtotal for Cost Centre: Parks Establishment		16,206.81	1,337.06	17,543.87
Cost Centre	St Peter & St Paul's Churchyard	110 Maintenance	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	786	07/11/2013	Current Account	713072	Churchyard Wall Repairs	Keystone	S	797.23	159.45	956.68
	855	28/11/2013	Current Account		Insurance Claim - Churchyard Wall	Zurich Municipal	Z	-856.68	0.00	-856.68
						Subtotal for Code: Maintenance		£-59.45	£159.45	£100.00
						Subtotal for Cost Centre: St Peter & St Paul's Church		-59.45	159.45	100.00
Code Number	146 Rates & Insurance Rent - DBC	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	780	01/11/2013	Current Account	DD	NNDR	DBC	Z	2,261.00	0.00	2,261.00
						Subtotal for Code: Rates & Insurance Rent - I		£2,261.00	£0.00	£2,261.00
						Subtotal for Cost Centre: Leisure Centre		2,261.00	0.00	2,261.00
Code Number	230 Wages	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.										

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Listing of Payments in each Code for All Cost Centres (Between 01/11/2013 to 30/11/2013)

794	07/11/2013	Current Account	713078	PAYE	Inland Revenue	Z	642.60	0.00	642.60
795	07/11/2013	Current Account	713078	NI	Inland Revenue	Z	864.84	0.00	864.84
800	07/11/2013	Current Account	DD	Pension E'ee	KCC - LGPS	Z	420.80	0.00	420.80
801	07/11/2013	Current Account	DD	Pension E'er	KCC - LGPS	Z	2,036.76	0.00	2,036.76
827	13/11/2013	Current Account	DD	Wages	SGTC	Z	6,044.25	0.00	6,044.25
				Subtotal for Code: Wages			£10,009.25	£0.00	£10,009.25
Code Number	Date	Minute	Bank	233 Stationary, Advertising & Postage	Description	Vat Type	Net	Vat	Total
Vchr.									
850	21/11/2013	Current Account	713097	Stationery	Stationery	S	79.97	16.00	95.97
				Subtotal for Code: Stationary, Advertising & F			£79.97	£16.00	£95.97
Code Number	Date	Minute	Bank	234 Telephone / Internet	Description	Vat Type	Net	Vat	Total
Vchr.									
828	13/11/2013	Current Account	DD	Use of Personal Mobiles - TC and I	SGTC	S	20.83	4.17	25.00
853	21/11/2013	Current Account	DD	Phone Bill - Admin Internet	British Telecom	S	153.45	30.69	184.14
				Subtotal for Code: Telephone / Internet			£174.28	£34.86	£209.14
Code Number	Date	Minute	Bank	235 Mileage Allowance	Description	Vat Type	Net	Vat	Total
Vchr.									
829	13/11/2013	Current Account	DD	Mileage	Mileage	S	39.26	1.04	40.30
				Subtotal for Code: Mileage Allowance			£39.26	£1.04	£40.30
Code Number	Date	Minute	Bank	237 Subscriptions / Publications	Description	Vat Type	Net	Vat	Total
Vchr.									
811	13/11/2013	Current Account	713081	Local Councils Explained Publicat	KALC	S	42.40	0.48	42.88
				Subtotal for Code: Subscriptions / Publication			£42.40	£0.48	£42.88
Code Number	Date	Minute	Bank	238 Town Mayor's Allowance	Description	Vat Type	Net	Vat	Total
Vchr.									
824	13/11/2013	Current Account	713086	Bar Staff for Mayoral Event	The Pavilion Community Sports & Z	Z	35.00	0.00	35.00
825	13/11/2013	Current Account	713086	Returnable Deposit for Mayoral Evr	The Pavilion Community Sports & Z	Z	0.00	0.00	0.00
851	21/11/2013	Current Account	713092	Mayoral Function	Cllr Ms L M Cross	Z	30.00	0.00	30.00
				Subtotal for Code: Town Mayor's Allowance			£65.00	£0.00	£65.00
Code Number	Date	Minute	Bank	245 Miscellaneous Expenditure	Description	Vat Type	Net	Vat	Total
Vchr.									
847	21/11/2013	Current Account	713094	Publications	Publications	Z	51.29	0.00	51.29
				Subtotal for Code: Miscellaneous Expenditure			£51.29	£0.00	£51.29
Code Number	Date	Minute	Bank	252 Water Rates	Description	Vat Type	Net	Vat	Total
Vchr.									
807	07/11/2013	Current Account	DD	Water Rates	Water Rates	S	81.43	9.28	90.71
				Subtotal for Code: Water Rates			£81.43	£9.28	£90.71
Code Number	Date	Minute	Bank	255 Rates	Description	Vat Type	Net	Vat	Total
Vchr.									

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Listing of Payments in each Code for All Cost Centres
(Between 01/11/2013 to 30/11/2013)

781	01/11/2013	Current Account	DD	NDR	DBC	Z	2,155.00	0.00	2,155.00
Subtotal for Code: Rates									
£2,155.00									
£2,155.00									
Code Number	271	Miscellaneous Income			Supplier	Vat Type	Net	Vat	Total
Vchr. Date	845 21/11/2013	Bank	Cheq. No.	Description	Cannon	S	32.25	6.45	38.70
		Current Account	713095	Hygiene Services			£32.25	£6.45	£38.70
Subtotal for Code: Miscellaneous Income									
12,730.13									
Subtotal for Cost Centre: Administration									
12,798.24									
Cost Centre Church Road Hall									
Code Number	280	Wages			Supplier	Vat Type	Net	Vat	Total
Vchr. Date	834 13/11/2013	Bank	Cheq. No.	Description	SGTC	Z	429.16	0.00	429.16
		Current Account	DD	Wages			£429.16	£0.00	£429.16
Subtotal for Code: Wages									
£106.00									
Subtotal for Code: Rates									
£106.00									
Code Number	285	Rates			Supplier	Vat Type	Net	Vat	Total
Vchr. Date	785 01/11/2013	Bank	Cheq. No.	Description	DBC	Z	106.00	0.00	106.00
		Current Account	DD	NDR			£106.00	£0.00	£106.00
Subtotal for Code: Rates									
£106.00									
Code Number	287	Miscellaneous Expenditure			Supplier	Vat Type	Net	Vat	Total
Vchr. Date	838 14/11/2013	Bank	Cheq. No.	Description	Cannon	S	4.85	0.97	5.82
		Current Account	713089	Hygiene Services			£4.85	£0.97	£5.82
Subtotal for Code: Miscellaneous Expenditure									
£4.85									
Subtotal for Cost Centre: Church Road Hall									
540.98									
Cost Centre Heritage Community Hall									
Code Number	320	Wages			Supplier	Vat Type	Net	Vat	Total
Vchr. Date	797 07/11/2013	Bank	Cheq. No.	Description	Inland Revenue	Z	86.60	0.00	86.60
		Current Account	713078	PAYE			387.45	0.00	387.45
	831 13/11/2013	Current Account	DD	Wages			£474.05	£0.00	£474.05
Subtotal for Code: Wages									
£474.05									
Code Number	323	Cleaning Materials			Supplier	Vat Type	Net	Vat	Total
Vchr. Date	849 21/11/2013	Bank	Cheq. No.	Description	KCC - KCS	S	34.08	6.82	40.90
		Current Account	713097	Cleaning Materials			£34.08	£6.82	£40.90
Subtotal for Code: Cleaning Materials									
£40.90									
Code Number	325	Rates			Supplier	Vat Type	Net	Vat	Total
Vchr. Date	784 01/11/2013	Bank	Cheq. No.	Description	DBC	Z	206.00	0.00	206.00
		Current Account	DD	NDR			£206.00	£0.00	£206.00
Subtotal for Code: Rates									
£206.00									
Code Number	326	Water Rates			Supplier	Vat Type	Net	Vat	Total
Vchr. Date	841 21/11/2013	Bank	Cheq. No.	Description	Thames Water	S	15.59	3.12	18.71
		Current Account	713090	Water Rates			£15.59	£3.12	£18.71
Subtotal for Code: Water Rates									
£18.71									

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Listing of Payments in each Code for All Cost Centres
(Between 01/11/2013 to 30/11/2013)

808	07/11/2013	Current Account	DD	713085	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00
815	13/11/2013	Current Account	DD	713085	DD	Replacement Fridge	Argos	S	91.66	18.33	109.99
Subtotal for Code: Furniture, Fixtures & Equip									£156.66	£31.33	£187.99
Subtotal for Code: Rates									£141.00	£0.00	£141.00
Code Number 384 Rates											
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
782	01/11/2013	Current Account	DD	NNDR	DBC	Z	141.00	0.00	141.00		
Subtotal for Code: Rates									£141.00	£0.00	£141.00
Code Number 388 Telephone / Internet											
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
826	13/11/2013	Current Account	DD	Phone Bill - Cafe	British Telecom	S	116.41	23.28	139.69		
854	21/11/2013	Current Account	DD	Phone Bill - Cafe Internet	British Telecom	S	104.97	20.99	125.96		
Subtotal for Code: Telephone / Internet									£221.38	£44.27	£265.65
Code Number 390 Miscellaneous Expenditure											
Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
810	13/11/2013	Current Account	713080	Waste Bin Collection	Viridor Waste Kent Ltd	S	68.05	13.60	81.65		
844	21/11/2013	Current Account	713095	Hygiene Services	Cannon	S	55.50	11.10	66.60		
Subtotal for Code: Miscellaneous Expenditure									£123.55	£24.70	£148.25
Subtotal for Cost Centre: Old Fire Station Cafe									1,924.90	106.02	2,030.92
TOTALS									£34,161.63	£1,446.49	£35,608.12

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Listing of Payments in each Code for All Cost Centres (Between 01/12/2013 to 31/12/2013)

Code Number		230 Wages											
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
908	12/12/2013		Current Account	713121	PAYE	Inland Revenue	Z	783.40	0.00	783.40			
909	12/12/2013		Current Account	713121	NI	Inland Revenue	Z	1,032.01	0.00	1,032.01			
913	12/12/2013		Current Account	DD	Wages	SGTC	Z	5,539.13	0.00	5,539.13			
930	12/12/2013		Current Account	DD	Pension E'ee	KCC - LGPS	Z	465.76	0.00	465.76			
931	12/12/2013		Current Account	DD	Pension E'er	KCC - LGPS	Z	2,250.99	0.00	2,250.99			
944	18/12/2013		Current Account	DD	Pension E'ee	KCC - LGPS	Z	9.73	0.00	9.73			
945	18/12/2013		Current Account	DD	Pension E'er	KCC - LGPS	Z	53.08	0.00	53.08			
Subtotal for Code: Wages										£10,134.10	£0.00	£10,134.10	
Code Number		232 Photocopier											
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
877	05/12/2013		Current Account	713100	Photocopier Rental	KCC - KCS	S	164.54	32.91	197.45			
878	05/12/2013		Current Account	713100	Photocopier Usage	KCC - KCS	S	189.76	37.95	227.71			
Subtotal for Code: Photocopier										£354.30	£70.86	£425.16	
Code Number		233 Stationary, Advertising & Postage											
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
866	05/12/2013		Current Account	713100	Stationery	Viking Direct	S	109.87	21.98	131.85			
880	05/12/2013		Current Account	713100	Stationery	KCC - KCS	S	31.96	6.39	38.35			
881	05/12/2013		Current Account	DD	Smartstamp Monthly Top Up	Royal Mail	Z	60.00	0.00	60.00			
Subtotal for Code: Stationary, Advertising & F										£201.83	£28.37	£230.20	
Code Number		234 Telephone / Internet											
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
915	12/12/2013		Current Account	DD	Use of Personal Mobiles - TC and I	SGTC	S	20.83	4.17	25.00			
Subtotal for Code: Telephone / Internet										£20.83	£4.17	£25.00	
Code Number		235 Mileage Allowance											
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
914	12/12/2013		Current Account	DD	Mileage	SGTC	S	59.52	1.58	61.10			
Subtotal for Code: Mileage Allowance										£59.52	£1.58	£61.10	
Code Number		237 Subscriptions / Publications											
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
869	05/12/2013		Current Account	713103	Membership	Fields In Trust	Z	25.00	0.00	25.00			
Subtotal for Code: Subscriptions / Publication										£25.00	£0.00	£25.00	
Code Number		238 Town Mayor's Allowance											
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
874	05/12/2013		Current Account	713108	Food for Mayoral Event	Kelly King	Z	100.00	0.00	100.00			
902	12/12/2013		Current Account	713119	Entertainment for Mayoral Function	Jam Session	Z	80.00	0.00	80.00			
936	18/12/2013		Current Account	713122	Food for Mayoral Event	King	Z	100.00	0.00	100.00			
Subtotal for Code: Town Mayor's Allowance										£280.00	£0.00	£280.00	

SGTC

Listing of Payments in each Code for All Cost Centres
(Between 01/12/2013 to 31/12/2013)

Code Number		287 Miscellaneous Expenditure		Subtotal for Code: Rates		£106.00		£0.00		£106.00	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
903	12/12/2013		Current Account	713120	Hygiene Services	Cannon	S	4.85	0.97	5.82	
904	12/12/2013		Current Account	713120	Duty of Care Costs	Cannon	S	39.85	7.97	47.82	
Subtotal for Code: Miscellaneous Expenditure								£44.70	£8.94	£53.64	
Subtotal for Cost Centre: Church Road Hall								609.84	14.34	624.18	
Cost Centre Grove Hall		302 Gas & Electricity		Subtotal for Code: Gas & Electricity		£44.19		£2.21		£46.40	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
891	05/12/2013		Current Account	DD	Electricity	Southern Electric (KCC Laser)	L	42.02	2.10	44.12	
923	12/12/2013		Current Account	DD	Gas	KCC - Laser	L	2.17	0.11	2.28	
Subtotal for Code: Gas & Electricity								£44.19	£2.21	£46.40	
Subtotal for Cost Centre: Grove Hall								44.19	2.21	46.40	
Cost Centre Heritage Community Hall		320 Wages		Subtotal for Code: Wages		£452.73		£0.00		£452.73	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
912	12/12/2013		Current Account	713121	PAYE	Inland Revenue	Z	96.80	0.00	96.80	
917	12/12/2013		Current Account	DD	Wages	SGTC	Z	355.93	0.00	355.93	
Subtotal for Code: Wages								£452.73	£0.00	£452.73	
Code Number		322 Gas & Electricity		Subtotal for Code: Gas & Electricity		£290.62		£14.53		£305.15	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
888	05/12/2013		Current Account	DD	Electricity	Southern Electric (KCC Laser)	L	149.26	7.46	156.72	
947	12/12/2013		Current Account	DD	Gas	KCC - Laser	L	141.36	7.07	148.43	
Subtotal for Code: Gas & Electricity								£290.62	£14.53	£305.15	
Code Number		323 Cleaning Materials		Subtotal for Code: Cleaning Materials		£25.68		£5.14		£30.82	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
938	18/12/2013		Current Account	713124	Cleaning Materials	KCC - KCS	S	25.68	5.14	30.82	
Subtotal for Code: Cleaning Materials								£25.68	£5.14	£30.82	
Code Number		325 Rates		Subtotal for Code: Rates		£206.00		£0.00		£206.00	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
863	01/12/2013		Current Account	DD	NNDR	DBC	Z	206.00	0.00	206.00	
Subtotal for Code: Rates								£206.00	£0.00	£206.00	
Code Number		326 Water Rates		Subtotal for Code: Water Rates		£27.51		£0.00		£27.51	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
883	05/12/2013		Current Account	DD	Water Rates	Southern Water	Z	27.51	0.00	27.51	
Subtotal for Code: Water Rates								£27.51	£0.00	£27.51	
Code Number		327 Miscellaneous Expenditure		Subtotal for Code: Miscellaneous Expenditure		£27.51		£0.00		£27.51	
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	

SGTC

Listing of Payments in each Code for All Cost Centres (Between 01/12/2013 to 31/12/2013)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
905	12/12/2013		Current Account	713120	Hygiene Services	Cannon	S	8.50	1.70	10.20
Subtotal for Code: Miscellaneous Expenditure £8.50 £10.20										
Subtotal for Cost Centre: Heritage Community Hall 1,011.04 21.37 1,032.41										
Cost Centre Town Council Offices Community Hall										
Code Number 360 Wages										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
911	12/12/2013		Current Account	713121	NI	Inland Revenue	Z	-0.48	0.00	-0.48
916	12/12/2013		Current Account	DD	Wages	SGTC	Z	415.17	0.00	415.17
934	12/12/2013		Current Account	DD	Pension E'ee	KCC - LGPS	Z	26.64	0.00	26.64
935	12/12/2013		Current Account	DD	Pension E'er	KCC - LGPS	Z	155.96	0.00	155.96
Subtotal for Code: Wages £597.29 £597.29										
Code Number 363 Cleaning Materials										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
876	05/12/2013		Current Account	713100	Cleaning Materials	KCC - KCS	S	13.48	2.70	16.18
940	18/12/2013		Current Account	713124	Cleaning Materials	KCC - KCS	S	45.06	9.01	54.07
Subtotal for Code: Cleaning Materials £58.54 £11.71 £70.25										
Subtotal for Cost Centre: Town Council Offices Commr 655.83 11.71 667.54										
Cost Centre Old Fire Station Cafe										
Code Number 380 Wages										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
910	12/12/2013		Current Account	713121	NI	Inland Revenue	Z	51.40	0.00	51.40
921	12/12/2013		Current Account	DD	Wages	SGTC	Z	777.44	0.00	777.44
932	12/12/2013		Current Account	DD	Pension E'ee	KCC - LGPS	Z	38.54	0.00	38.54
933	12/12/2013		Current Account	DD	Pension E'er	KCC - LGPS	Z	225.64	0.00	225.64
Subtotal for Code: Wages £1,093.02 £0.00 £1,093.02										
Code Number 381 Food/Supplies										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
922	12/12/2013		Current Account	DD	Costs to go to Costco	SGTC	S	11.46	2.29	13.75
Subtotal for Code: Food/Supplies £11.46 £2.29 £13.75										
Code Number 382 Furniture, Fixtures & Equipment (i)										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
892	05/12/2013		Current Account	DD	Coffee Machine Monthly Rental	Tchibo Coffee International Ltd	S	65.00	13.00	78.00
897	12/12/2013		Current Account	713114	New Printer	ABC ICT Ltd	S	79.00	15.80	94.80
Subtotal for Code: Furniture, Fixtures & Equip £144.00 £28.80 £172.80										
Code Number 384 Rates										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
861	01/12/2013		Current Account	DD	NNDR	DBC	Z	141.00	0.00	141.00
Subtotal for Code: Rates £141.00 £0.00 £141.00										

SGTC

Listing of Payments in each Code for All Cost Centres
 (Between 01/12/2013 to 31/12/2013)

Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
385 Electricity & Water										
Vchr. 887	05/12/2013		Current Account	DD	Electricity	Southern Electric (KCC Laser)	S	476.97	95.39	572.36
946	18/12/2013		Current Account		Contribution to Water Rates	Groundwork Kent-Thameside	Z	-52.96	0.00	-52.96
						Subtotal for Code: Electricity & Water		£424.01	£95.39	£519.40
386 Cleaning Materials										
Vchr. 939	18/12/2013		Current Account	713124	Cleaning Materials	KCC - KCS	S	31.90	6.38	38.28
						Subtotal for Code: Cleaning Materials		£31.90	£6.38	£38.28
390 Miscellaneous Expenditure										
Vchr. 901	12/12/2013		Current Account	713118	Waste Bin Collection	Viridor Waste Kent Ltd	S	54.44	10.88	65.32
						Subtotal for Code: Miscellaneous Expenditure		£54.44	£10.88	£65.32
						Subtotal for Cost Centre: Old Fire Station Cafe		1,899.83	143.74	2,043.57
TOTALS								£34,686.95	£1,583.35	£36,270.30

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SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Balanced to:
 By the Responsible
 Financial Officer (RFO)

31/12/13

AGENDA ITEM 7
 FOR 15/1/14

Cost Centre Public Lighting

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
1	Supply & Maintenance	0.00	0.00	2,350.00	1,890.78	459.22
2	All Night Lighting	0.00	0.00	0.00	0.00	0.00
3	Christmas Lighting	0.00	0.00	2,550.00	900.00	1,650.00
4	Repairs	0.00	0.00	1,200.00	522.90	677.10
5	Long Term Financial Risks	0.00	0.00	1,450.00	0.00	1,450.00
6	Income	1.15	0.00	0.00	0.00	-1.15
7	Long Term Maintenance	0.00	0.00	500.00	0.00	500.00
SUB TOTAL		1.15	0.00	8,050.00	3,313.68	4,735.17

Cost Centre Grove Car Park

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
20	Rates	0.00	0.00	3,250.00	2,952.20	297.80
21	Repairs & Maintenance	0.00	0.00	50.00	0.00	50.00
22	Long Term Financial Risks	0.00	0.00	6,865.00	0.00	6,865.00
23	Long Term Maintenance	0.00	0.00	200.00	0.00	200.00
SUB TOTAL		0.00	0.00	10,365.00	2,952.20	7,412.80

Cost Centre Craylands Lane Car Park

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
	Rates	0.00	0.00	0.00	0.00	0.00
31	Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00
32	Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00
SUB TOTAL		0.00	0.00	0.00	0.00	0.00

Cost Centre Parks Establishment

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
40	Wages	0.00	0.00	97,000.00	73,227.44	23,772.56
41	Equipment/Materials	0.00	0.00	27,500.00	25,303.52	2,196.48
42	New Grounds Maintenance Equ	0.00	0.00	0.00	0.00	0.00
43	Fuel	0.00	0.00	3,500.00	3,110.02	389.98
44	Fencing	0.00	0.00	800.00	23.35	776.65

SGTC Summary of Receipts and Payments All Cost Centres and Codes

45	Telephone	0.00	0.00	490.00	460.80	29.20
46	Vehicles	0.00	-2.60	2,900.00	2,117.34	780.06
47	Water Rates	0.00	0.00	2,500.00	3,595.40	-1,095.40
48	Gas/Electricity	0.00	0.00	2,700.00	703.66	1,996.34
49	Playground Equipment & Maint	0.00	0.00	3,300.00	1,822.12	1,477.88
50	Staff Training	0.00	0.00	500.00	0.00	500.00
51	Knockhall Changing Rooms	0.00	0.00	400.00	101.69	298.31
52	Parks Works Area	0.00	0.00	1,000.00	303.57	696.43
53	Vandalism	0.00	0.00	1,000.00	0.00	1,000.00
54	Trees	0.00	0.00	2,000.00	350.00	1,650.00
55	New Recreational Facilities	0.00	0.00	0.00	0.00	0.00
56	Unexpected/Emergency Works	0.00	0.00	3,500.00	0.00	3,500.00
57	Long Term Financial Risks	0.00	0.00	19,255.00	0.00	19,255.00
58	Basketball Court	0.00	0.00	0.00	0.00	0.00
59	Long Term Maintenance	0.00	0.00	9,725.00	0.00	9,725.00
65	Miscellaneous Income	1,000.00	1,000.00	0.00	0.00	0.00
66	Reserve Fund	0.00	0.00	0.00	0.00	0.00
SUB TOTAL		1,000.00	997.40	178,070.00	111,118.91	66,948.49
Cost Centre Swanscombe Park						
		Receipts		Payments		Net Position
Code	Title	Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
70	Bowls Pavilion Maintenance	0.00	0.00	400.00	54.60	345.40
71	Long Term Financial Risks	0.00	0.00	3,680.00	0.00	3,680.00
75	Bowls Income	1,150.00	2,348.40	0.00	0.00	1,198.40
76	Tennis Income	0.00	0.00	0.00	0.00	0.00
77	Five-a-Side Income	0.00	0.00	0.00	0.00	0.00
78	Hire Charges	0.00	0.00	0.00	0.00	0.00
79	Long Term Maintenance	0.00	0.00	650.00	0.00	650.00
SUB TOTAL		1,150.00	2,348.40	4,730.00	54.60	5,873.80

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Knockhall Playing Field

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
80	Rates	0.00	0.00	120.00	124.74	-4.74
81	Long Term Financial Risks	0.00	0.00	6,060.00	0.00	6,060.00
85	Football	2,140.00	2,370.00	0.00	0.00	230.00
SUB TOTAL		2,140.00	2,370.00	6,180.00	124.74	6,285.26

Cost Centre Broomfield Sports Ground

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
90	Long Term Financial Risks	0.00	0.00	7,160.00	0.00	7,160.00
95	Football Income	5,020.00	5,510.00	0.00	0.00	490.00
96	Cricket Income	800.00	1,630.00	0.00	0.00	830.00
97	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
98	Long Term Maintenance	0.00	0.00	500.00	0.00	500.00
SUB TOTAL		5,820.00	7,140.00	7,660.00	0.00	8,980.00

Cost Centre Heritage Park

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
100	Maintenance/Rent	0.00	0.00	750.00	89.50	660.50
101	Water Supply	0.00	0.00	0.00	0.00	0.00
102	Fencing	0.00	0.00	0.00	0.00	0.00
	Changing Facilities	0.00	0.00	0.00	0.00	0.00
104	Long Term Financial Risks	0.00	0.00	1,250.00	0.00	1,250.00
SUB TOTAL		0.00	0.00	2,000.00	89.50	1,910.50

Cost Centre St Peter & St Paul's Churchyard

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
110	Maintenance	0.00	0.00	1,000.00	-59.45	1,059.45
SUB TOTAL		0.00	0.00	1,000.00	-59.45	1,059.45

Cost Centre Other Projects

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
121	General Projects (inc. Summer	0.00	0.00	1,000.00	1,050.00	-50.00
123	Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre		Receipts		Payments		Net Position
Code	Title	Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
128	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
SUB TOTAL		0.00	0.00	1,000.00	1,050.00	-50.00
140	Wages	0.00	0.00	0.00	0.00	0.00
141	Wages - Cleaners	0.00	0.00	0.00	0.00	0.00
142	Administration	0.00	0.00	0.00	0.00	0.00
143	Advertising	0.00	0.00	0.00	0.00	0.00
144	Maintenance	0.00	0.00	0.00	0.00	0.00
145	Cleaning Equipment & Material	0.00	0.00	0.00	0.00	0.00
146	Rates & Insurance Rent - DBC	0.00	0.00	27,500.00	20,382.87	7,117.13
147	Water, Gas & Electricity	0.00	0.00	0.00	0.00	0.00
148	Insurance	0.00	0.00	0.00	0.00	0.00
149	Telephone	0.00	0.00	0.00	0.00	0.00
150	Miscellaneous	0.00	0.00	0.00	0.00	0.00
151	Equipment	0.00	0.00	0.00	0.00	0.00
152	Coaching Fees	0.00	0.00	0.00	0.00	0.00
153	Staff Training	0.00	0.00	0.00	0.00	0.00
154	Leases - Fitness Equipment	0.00	0.00	0.00	0.00	0.00
155	Management Fee	0.00	0.00	61,300.00	45,975.00	15,325.00
165	General Income	0.00	0.00	0.00	0.00	0.00
166	Sports Hall Income	0.00	0.00	0.00	0.00	0.00
167	Fitness Suite Income	0.00	0.00	0.00	0.00	0.00
168	Membership Income	0.00	0.00	0.00	0.00	0.00
169	Function Deposits	0.00	0.00	0.00	0.00	0.00
170	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
SUB TOTAL		0.00	0.00	88,800.00	66,357.87	22,442.13

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Thames Bar

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
180	Wages - Cleaners	0.00	0.00	0.00	0.00	0.00
181	Supplies	0.00	0.00	0.00	0.00	0.00
182	Food	0.00	0.00	0.00	0.00	0.00
183	Leased Equipment	0.00	0.00	0.00	0.00	0.00
184	Miscellaneous	0.00	0.00	0.00	0.00	0.00
190	Bar Sales	0.00	0.00	0.00	0.00	0.00
191	Food Sales	0.00	0.00	0.00	0.00	0.00
2	Miscellaneous	0.00	0.00	0.00	0.00	0.00
SUB TOTAL		0.00	0.00	0.00	0.00	0.00

Cost Centre Squash Courts

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
200	Maintenance	0.00	0.00	500.00	0.00	500.00
201	Long Term Financial Risks	0.00	0.00	940.00	0.00	940.00
205	Squash Income	0.00	0.00	0.00	0.00	0.00
SUB TOTAL		0.00	0.00	1,440.00	0.00	1,440.00

Cost Centre Allotments

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
	Rents / Licences	0.00	0.00	200.00	192.00	8.00
211	Repairs / Maintenance	0.00	0.00	200.00	21.00	179.00
212	Water Supply	0.00	0.00	0.00	0.00	0.00
213	Long Term Financial Risks	0.00	0.00	2,135.00	0.00	2,135.00
218	Rent Income	1,535.00	1,396.74	0.00	0.00	-138.26
SUB TOTAL		1,535.00	1,396.74	2,535.00	213.00	2,183.74

Cost Centre Administration

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
230	Wages	0.00	0.00	123,000.00	82,608.79	40,391.21
231	Furniture, Fixtures & Fittings	0.00	0.00	400.00	24.99	375.01
232	Photocopier	0.00	0.00	1,700.00	1,184.63	515.37

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

233	Stationary, Advertising & Postage	0.00	0.00	1,650.00	1,312.47	337.53
234	Telephone / Internet	0.00	0.00	3,100.00	2,129.56	970.44
235	Mileage Allowance	0.00	0.00	750.00	293.81	456.19
236	Insurance	0.00	0.00	17,980.00	12,363.92	5,616.08
237	Subscriptions / Publications	0.00	0.00	3,200.00	3,215.15	-15.15
238	Town Mayor's Allowance	0.00	-98.00	1,400.00	1,631.70	-329.70
239	Civic Reception	0.00	0.00	1,400.00	40.00	1,360.00
240	Chairs of Office	0.00	0.00	200.00	231.20	-31.20
241	Legal Fees	0.00	0.00	4,500.00	1,882.75	2,617.25
242	External Audit Fees	0.00	0.00	1,300.00	1,300.00	0.00
243	Internal Audit Fees	0.00	0.00	250.00	125.00	125.00
244	Section 137 Donations	0.00	0.00	1,500.00	400.00	1,100.00
245	Miscellaneous Expenditure	0.00	0.00	1,500.00	1,580.10	-80.10
246	Election Expenses	0.00	0.00	3,000.00	0.00	3,000.00
247	Staff Training	0.00	0.00	600.00	61.00	539.00
248	Member Training	0.00	0.00	300.00	0.00	300.00
249	IT Services	0.00	0.00	2,600.00	2,444.99	155.01
250	Handyman (incl. seasonal park)	0.00	0.00	1,000.00	18.96	981.04
251	Council Offices Building Maintenance	0.00	0.00	13,200.00	13,950.59	-750.59
252	Water Rates	0.00	0.00	650.00	420.04	229.96
253	Gas	0.00	0.00	1,700.00	1,556.05	143.95
254	Electricity	0.00	0.00	3,200.00	2,702.57	497.43
255	Rates	0.00	0.00	26,200.00	19,393.25	6,806.75
256	Long Term Financial Risks	0.00	0.00	37,398.00	0.00	37,398.00
270	Photocopier Income	0.00	0.00	0.00	0.00	0.00
271	Miscellaneous Income	2,000.00	7,132.62	0.00	32.25	5,100.37
272	Precept	482,458.00	482,458.00	0.00	0.00	0.00

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

273	Section 136 & Government Gra	88,768.00	88,768.00	0.00	0.00	0.00
274	Bank Interest	150.00	371.97	0.00	0.00	221.97
275	Long Term Maintenance	0.00	0.00	8,375.00	0.00	8,375.00
SUB TOTAL		573,376.00	578,632.59	262,053.00	150,903.77	116,405.82

Cost Centre Church Road Hall

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
280	Wages	0.00	0.00	4,700.00	3,359.76	1,340.24
281	Repairs & Maintenance	0.00	0.00	500.00	1,121.26	-621.26
282	Gas & Electricity	0.00	0.00	800.00	842.79	-42.79
283	Cleaning Materials	0.00	0.00	80.00	17.30	62.70
284	Furniture, Fixtures & Fittings	0.00	0.00	40.00	0.00	40.00
285	Rates	0.00	0.00	1,200.00	956.60	243.40
287	Miscellaneous Expenditure	0.00	0.00	50.00	86.25	-36.25
288	Long Term Financial Risks	0.00	0.00	3,990.00	0.00	3,990.00
295	Hire Income	1,000.00	2,906.60	0.00	0.00	1,906.60
299	Long Term Maintenance	0.00	0.00	1,945.00	0.00	1,945.00
SUB TOTAL		1,000.00	2,906.60	13,305.00	6,383.96	8,827.64

Cost Centre Grove Hall

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
300	Wages	0.00	0.00	0.00	0.00	0.00
301	Repairs & Maintenance	0.00	0.00	100.00	5.00	95.00
302	Gas & Electricity	0.00	0.00	250.00	163.61	86.39
303	Cleaning Materials	0.00	0.00	0.00	21.98	-21.98
304	Furniture, Fixtures & Fittings	0.00	0.00	0.00	0.00	0.00
305	Rates	0.00	0.00	0.00	0.00	0.00
306	Water Rates	0.00	0.00	0.00	0.00	0.00
307	Miscellaneous Expenditure	0.00	0.00	0.00	0.00	0.00
308	Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00
315	Hire Income	0.00	0.00	0.00	0.00	0.00

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

SUB TOTAL		0.00	0.00	350.00	190.59	159.41
Cost Centre Heritage Community Hall						
		Receipts		Payments		Net Position
Code	Title	Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
320	Wages	0.00	0.00	5,400.00	3,962.75	1,437.25
321	Repairs & Maintenance	0.00	0.00	1,000.00	1,382.06	-382.06
322	Gas & Electricity	0.00	0.00	1,550.00	1,939.33	-389.33
323	Cleaning Materials	0.00	0.00	270.00	195.55	74.45
324	Furniture, Fixtures & Fittings	0.00	0.00	50.00	0.83	49.17
325	Rates	0.00	0.00	2,080.00	1,849.90	230.10
326	Water Rates	0.00	0.00	400.00	244.17	155.83
327	Miscellaneous Expenditure	0.00	0.00	300.00	182.72	117.28
328	Long Term Financial Risks	0.00	0.00	1,975.00	0.00	1,975.00
329	Long Term Maintenance Requi	0.00	0.00	2,350.00	0.00	2,350.00
335	Hire Income	18,700.00	14,443.98	0.00	0.00	-4,256.02
SUB TOTAL		18,700.00	14,443.98	15,375.00	9,757.31	1,361.67
Cost Centre Sports Pavilion						
		Receipts		Payments		Net Position
Code	Title	Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
340	Gas & Electricity	0.00	0.00	245.00	3,440.76	-3,195.76
341	Water Rates	0.00	0.00	415.00	893.18	-478.18
342	Maintenance & Cleaning Contr	0.00	0.00	1,200.00	16,456.70	-15,256.70
343	Rates	0.00	0.00	2,400.00	253.28	2,146.72
344	Building Insurance	0.00	0.00	2,300.00	1,852.38	447.62
345	Miscellaneous Expenditure	0.00	0.00	2,500.00	15.58	2,484.42
346	Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00
350	Rent Income	5,740.00	5,336.00	0.00	0.00	-404.00
SUB TOTAL		5,740.00	5,336.00	9,060.00	22,911.88	-14,255.88
Cost Centre Town Council Offices Community						
		Receipts		Payments		Net Position
Code	Title	Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
360	Wages	0.00	0.00	6,900.00	5,239.44	1,660.56

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

361	Repairs & Maintenance	0.00	0.00	300.00	641.00	-341.00
362	Furniture, Fixtures & Fittings	0.00	0.00	50.00	0.00	50.00
363	Cleaning Materials	0.00	0.00	220.00	216.59	3.41
364	Miscellaneous Expenditure	0.00	0.00	50.00	31.35	18.65
365	Long Term Financial Risks	0.00	0.00	18,050.00	0.00	18,050.00
370	Hire Income	23,970.00	19,871.70	0.00	0.00	-4,098.30
SUB TOTAL		23,970.00	19,871.70	25,570.00	6,128.38	15,343.32

Cost Centre Old Fire Station Cafe

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
380	Wages	0.00	0.00	16,300.00	10,456.25	5,843.75
381	Food/Supplies	0.00	0.00	4,000.00	2,317.60	1,682.40
382	Furniture, Fixtures & Equipmen	0.00	0.00	500.00	813.99	-313.99
383	Advertising	0.00	0.00	100.00	0.00	100.00
384	Rates	0.00	0.00	1,525.00	1,268.10	256.90
385	Electricity & Water	0.00	0.00	2,125.00	1,024.01	1,100.99
386	Cleaning Materials	0.00	0.00	100.00	47.63	52.37
387	DBC Maintenance Service Cha	0.00	0.00	400.00	1,931.72	-1,531.72
388	Telephone / Internet	0.00	0.00	850.00	648.24	201.76
	Maintenance	0.00	0.00	300.00	0.00	300.00
390	Miscellaneous Expenditure	0.00	0.00	850.00	1,015.83	-165.83
391	Long Term Financial Risks	0.00	0.00	4,850.00	0.00	4,850.00
392	Rent DBC	0.00	0.00	0.00	0.00	0.00
393	Long Term Maintenance	0.00	0.00	500.00	0.00	500.00
395	Cafe Income	7,790.00	4,893.66	0.00	0.00	-2,896.34
SUB TOTAL		7,790.00	4,893.66	32,400.00	19,523.37	9,980.29

Cost Centre Bus Shelters

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
400	Mainenance	0.00	0.00	0.00	0.00	0.00
401	Long Term Financial Risks	0.00	0.00	0.00	0.00	0.00

SGTC
Summary of Receipts and Payments
All Cost Centres and Codes

405 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
SUB TOTAL	0.00	0.00	0.00	0.00	0.00
NET TOTAL	642,222.15	640,337.07	669,943.00	401,014.31	267,043.61
V.A.T.		27,647.13		27,941.85	
GROSS TOTAL		667,984.20		428,956.16	

AGENDA ITEM 8 – ANNUAL ESTIMATES 2014/15.

Please find attached the draft Annual Estimates for 2014/15 for members' approval. Following the review of the Estimates by the RFO in consultation with the Chairman of the Finance and General Purposes Committee over the festive period, the Estimates differ slightly from the set that was provided at the full Council meeting held on 19 December 2013.

For ease of reference the differences have been highlighted in red and the changes made has meant that, if approved, the Town Council will be able to keep the Band D rate at the same level it was in the previous financial year, £110.63, ie a nil increase.

Most of the changes are very minimal. However, it is has been necessary to increase the Parks Equipment/Materials budget to £36,225 from £28,225, as the council has only just been advised that the current company that is used to undertake the gang mowing in most of the council's open spaces will not be able to continue to do so in the new financial year. Therefore the cost for this service could increase substantially and an additional £8,000 has been put into this budget because of this.

The other major difference is a sum of £9,500 has been added to the miscellaneous budget under the Sports Pavilion as a contingency figure should the council meet any unexpected events in relation to this leased property.

Recommended:

Members to consider and approve the Annual Estimates for 2014- 2015 and submit to full Council for endorsement.

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2012/13 ACTUAL 2013/14 ESTIMATE PROBABLE 2014/15 ESTIMATE COST PER RATEPAYER

Cost Centre 1 Public Lighting

Code Description

1 Supply & Maintenance	2173	2350	2250	2375
2 All Nighting Lighting	0	0	0	0
3 Christmas Lighting	2165	2550	2500	2550
4 Repairs	1915	1200	1100	1100
5 Long Term Financial Risks	500	1450	1450	1450
6 Long Term Maintenance	0	500	500	500
Total Expenditure	6752	8050	7800	7975
7 Miscellaneous Income	1	1	1	1
Total Income	1	1	1	1

specialprojects:
Generally allowed for a 3.5% RPI increase overall, apart from when known increases could be higher. Allowed for 2.6% RPI increase on rents in leases which is RPI figure for October. This may change, as it is November's figure that we need to use.

Have been advised to budget for a 5% increase.

Total to Public Lighting Summary

6751	8049	7799	7974	1.80
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Cost Centre 2 Grove Car Park

Code Description

20 Rates	3195	3250	3285	3450
21 Repairs & Maintenance	0	50	0	50
22 Long Term Financial Risks	3705	6865	5640	6340
23 Long Term Maintenance	0	200	200	200
Total Expenditure	6900	10365	9125	10040

specialprojects:
Allowed for 5% increase.

Total to Car Parks Summary

6900	10365	9125	10040	2.27
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Cost Centre 3 Craylands Lane Car Park

Code Description

30 Rates	0	0	0	0
31 Repairs & Maintenance	0	0	0	0
32 Long Term Financial Risks	0	0	0	0
Total Expenditure	0	0	0	0

Total to Car Parks Summary

0	0	0	0	0
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Cost Centre 22 Potential Car Park - Stanhope Road

Code Description

Rates	0	0	0	0
Repairs & Maintenance	0	0	0	0
Long Term Financial Risks	0	0	0	0
Total Expenditure	0	0	0	0

Total to Car Parks Summary

0	0	0	0	0
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Cost Centre 4 Parks Establishment

Code Description

40 Wages	92631	97000	97000	101000
41 Equipment/Materials	25278	27500	27500	36225
42 New Grounds Maintenance Equipment	0	0	0	0
43 Fuel	3728	3500	4250	4675
44 Fencing	731	800	500	5000
45 Telephone	453	490	490	525
45 Vehicles	2644	2900	2600	2725
47 Water Rates	2017	2500	2500	2650
48 Gas / Electricity	3048	2700	2700	2850
49 Playgound Equipment & Maintenance	3492	3300	2500	11000
50 Training	0	500	500	500
51 Knockhall Changing Rooms	247	400	200	300
52 Parks Works Area	128	1000	700	800
53 Vandalism	0	1000	500	600
54 Trees	1840	2000	1500	2000
55 New Recreational Facilities	0	0	0	0
56 Unexpected/Emergency Works	0	3500	3000	3000
57 Long Term Financial Risks	6155	19255	9725	9725
58 Basketball Court	0	0	0	0
59 Long Term Maintenance	0	0	0	0
Total Expenditure	142391	168345	156165	183575
65 Reserve Fund	0	0	0	0
66 Miscellaneous Income	1200	1000	1000	1000
Total Income	1200	1000	1000	1000

specialprojects:
Allows for a 2.5% RPI increase and a spinal point increase.

specialprojects:
Original estimate was £28225 but have increased by £8000 will need new contractors for gang mowing which will be a lot more expensive than previously paid.

specialprojects:
Have increased fuel budget by 10%

specialprojects:
£1000 for general fencing repairs
£4000 for new fence at Saxon Court

specialprojects:
Includes £3500 for annual maintenance and £7500 to replace swings at Knockhall and Saxon Court which really required being done 2 years ago.

specialprojects:
Works to shrubs in Neptune Park require doing at a cost of £3500 (contractor required)

Total to Parks Summary

141191	167345	155165	182575	41.31
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	2012/13 ACTUAL	2013/14 ESTIMATE	2013/14 PROBABLE	2014/15 ESTIMATE	COST PER RATEPAYER
Cost Centre 5 Swanscombe Park					
Code Description					
70 Bowls Pavilion Maintenance	168	400	55	0	special projects: Istead Rise Bowls Club now has responsibility for maintenance of the Pavilion.
71 Long Term Financial Risks	1860	3680	3680	3680	
72 Long Term Maintenance	0	650	650	650	
Total Expenditure	2028	4730	4385	4330	
75 Bowls	2708	1150	2162	2218	
76 Tennis	0	0	0	0	
77 Five-a-Side	0	0	0	0	
78 Hire Charges	0	0	0	0	
Total Income	2708	1150	2162	2218	
Total to Parks Summary	-680	3580	2223	2112	0.48
Cost Centre 6 Knockhall Playing Field					
Code Description					
80 Rates	114	120	125	132	
81 Long Term Financial Risks	1920	6060	6060	6050	
Total Expenditure	2034	6180	6185	6182	
85 Football	1560	2140	2370	2800	special projects: Have increased football and cricket by 10%
Total Income	1560	2140	2370	2800	
Total to Parks Summary	474	4040	3815	3382	0.77
Cost Centre 7 Broomfield Sports Ground					
Code Description					
90 Long Term Financial Risks	2640	7160	7160	7160	
91 Long Term Maintenance	0	500	500	500	
Total Expenditure	2640	7660	7660	7660	
95 Cricket	740	800	1630	1790	special projects: Additional games played at Broomfield which has increased income.
96 Football	4840	5020	5510	5280	
97 Miscellaneous Income	0	0	0	0	
Total Income	5580	5820	7140	7070	
Total to Parks Summary	-2940	1840	520	590	0.13
Cost Centre 8 Churchyard - SP & SP					
Code Description					
110 Maintenance	840	1000	250	1500	
111 Long Term Financial Risks **	0	0	0	0	
Total Expenditure	840	1000	250	1500	
** Included in Parks Establishment					
Total to Parks Summary	840	1000	250	1500	0.34
Cost Centre 9 Other Projects					
Code Description					
121 General Projects (inc Sum Etment)	3935	1000	1050	1500	RFO: Need to be budget for increases in activity costs.
124 Long Term Financial Risks **	0	0	0	0	
Total Expenditure	3935	1000	1050	1500	
** Included in Parks Establishment					
128 Miscellaneous Income	0	0	0	0	
Total Income	0	0	0	0	
Total to Parks Summary	3935	1000	1050	1500	0.34
Cost Centre 10 Bus Shelters					
Code Description					
130 Maintenance	0	0	0	0	
124 Long Term Financial Risks	0	0	0	0	
Total Expenditure	0	0	0	0	
128 Miscellaneous Income	0	0	0	0	
Total Income	0	0	0	0	
Total to Parks Summary	0	0	0	0	0.00

2012/13 2013/14 2014/15 COST PER
ACTUAL ESTIMATE PROBABLE ESTIMATE RATEPAYER

Cost Centre 19 Heritage Park

Code Description

100 Maintenance / Rent	50	750	100	500
101 Water Supply	0	0	0	0
102 Fencing	0	0	0	0
103 Changing Rooms	0	0	0	0
104 Long Term Financial Risks	0	1250	1250	1250
Total Expenditure	50	2000	1350	1750

Total to Parks Summary

50	2000	1350	1750	0.40
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Cost Centre 10 Leisure Centre

Code Description

140 Wages	0	0	0	0
141 Wages - Cleaners	0	0	0	0
142 Administration	0	0	0	0
143 Advertising	0	0	0	0
144 Maintenance	0	0	0	0
145 Cleaning Equip - etc	0	0	0	0
146 Rates & Ins Rent - DBC	21985	27500	22610	23745
147 Water, Gas & Electric	0	0	0	0
148 Insurance	0	0	0	0
149 Telephone	0	0	0	0
150 Miscellaneous	0	0	0	0
151 Equipment	0	0	0	0
152 Coaching - Staff Training	0	0	0	0
154 Lease - Fitness Room Equipment	0	0	0	0
155 GCLL Management Fee	61300	61300	61300	61300
Total Expenditure	83285	88800	83910	85045

specialprojects:
NNDR £4890 less than budgeted. Government multiplier changes each year and it is not known what that is when estimating the next year's NNDR bill.

specialprojects:
Allowed for 5% increase.

165 General Income	0	0	0	0
166 Sports Hall	0	0	0	0
167 Fitness Suite	0	0	0	0
168 Membership	0	0	0	0
169 Function Deposits	0	0	0	0
170 Miscellaneous Income	0	0	0	0
Total Income	0	0	0	0

Total To Leisure Centre Summary

83285	88800	83910	85045	19.24
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Cost Centre 11 Thames Bar

Code Description

180 Wages - Cleaners	0	0	0	0
181 Supplies	0	0	0	0
182 Food	0	0	0	0
183 Leased Equipment	0	0	0	0
184 Miscellaneous	0	0	0	0
Total Expenditure	0	0	0	0

190 Bar Sales	0	0	0	0
191 Food Sales	0	0	0	0
192 Miscellaneous	0	0	0	0
Total Income	0	0	0	0

Total to Thames Bar Summary

0	0	0	0	0.00
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Cost Centre 12 Squash Courts

Code Description

200 Maintenance	180	500	0	1000
201 Long Term Financial Risks	820	940	940	965
Total Expenditure	1000	1440	940	1965

205 Squash Income	0	0	0	0
Total Income	0	0	0	0

Total to Squash Courts Summary

1000	1440	940	1965	0.44
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2012/13 2013/14 2014/15 COST PER
ACTUAL ESTIMATE PROBABLE ESTIMATE RATEPAYER

Cost Centre 13 Allotments

Code Description

210 Rents / Licences	204	200	192	200
211 Repairs / Maintenance	341	200	75	150
212 Water Supply	0	0	0	0
213 Long Term Financial Risks	1960	2135	2135	2135
Total Expenditure	2505	2535	2402	2485

218 Rent	1388	1535	1400	1540
Total Income	1388	1535	1400	1540

specialprojects:
Have allowed a 10% increase for allotment fees.

Total To Allotment Summary

1117	1000	1002	945
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0.21

Cost Centre 14 Administration

Code Description

230 Wages	116231	123000	113000	127000
231 Furn (F&F) & Equipment	117	400	200	1000
232 Photocopier	1731	1700	1450	1525
233 Stationery, Advertising, Postage	1603	1650	1700	1775
234 Telephone / Internet	2679	3100	2750	2800
235 Mileage Allowance	671	750	600	700
236 Insurance	16719	19200	13585	14950
237 Subscriptions / Publications	317	3200	3250	3450
238 Town Mayor's Allowance	886	1400	1400	1400
239 Civic Reception	930	1400	1400	1400
240 Chains of Office	0	200	250	250
241 Legal Fees	2233	4500	3000	4000
242 External Audit Fees	1975	1300	1300	1300
243 Internal Audit Fees	0	250	250	250
244 Section 137	700	1500	1400	1700
245 Miscellaneous	1932	1500	1250	1500
246 Election Expenses	5849	3000	0	3000
247 Training	160	600	300	500
248 Member Training	0	300	100	200
249 IT Services	2684	2600	3000	3150
250 Handyman (including seasonal Park staff)	144	1000	250	1000
251 Council Offices Building Maintenance	11412	12000	16000	12000
252 Water Rates	631	650	650	700
253 Gas	4054	1700	2200	2350
254 Electricity	4716	3200	3600	4000
255 Rates (NNDR)	20954	26200	21550	22630
256 Long Term Financial Risks	39825	36788	36758	36758
257 Long Term Maintenance	0	7875	7875	7875
Total Expenditure	239153	260963	239068	259163

270 Photocopier Income	0	0	0	0
271 Miscellaneous	2050	2000	2130	0
Total Income	2050	2000	2130	0

specialprojects:
Wages would have been £121k if Rebecca hadn't had maternity leave.

specialprojects:
Allows for a 2.5% RPI increase and a spinal point for each member of staff

specialprojects:
GB needs new PC

specialprojects:
NNDR bill £5615 less than budgetted for. £1220 wired to Building Maintenance Budget (FGP 17/11/13)

specialprojects:
Have applied at 10% increase.

specialprojects:
Need to budget for next election in May 2015.

specialprojects:
IT costs were increased in 13/14 financial year.

specialprojects:
Maintenance bill was carried over from 12/13 financial year.

specialprojects:
Allowed for 5% increase.

specialprojects:
Difficulty in budgeting accurately for both gas and electricity this year as there were issues with Laser billing.

SS
No longer receive rent for DBC Cash Office

Total to Administration Summary

237102	258963	236938	259163
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58.63

Cost Centre 15 Church Road Hall

Code Description

280 Wages	3946	4700	4600	4850
281 Repairs & Maintenance	246	500	1500	1500
282 Gas & Electricity	1064	800	1250	1325
283 Cleaning Materials	24	80	60	85
284 Furniture & Fittings	0	40	20	50
285 Rates (NNDR)	1162	1200	1065	1120
287 Misc Expenditure	404	50	70	80
288 Long Term Financial Risks	1380	3990	3990	3240
289 Long Term Maintenance	0	1945	1945	1945
Total Expenditure	8225	13305	14500	14195

295 Hire Income	1265	1000	3100	1000
Total Income	1265	1000	3100	1000

specialprojects:
Had to have water tank chlorination (£770). Needs to budgetted for annually now.

specialprojects:
Unexpected hall hire because of leisure centre closure during refurbishment. Cannot budget for this additional income in 14/15.

Total To Community Halls Summary

6960	12305	11400	13195
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2.99

2012/13 ACTUAL 2013/14 ESTIMATE PROBABLE 2014/15 ESTIMATE COST PER RATEPAYER

Cost Centre 16 Grove Hall

Code Description

300 Wages	0	0	0	0
301 Repairs & Maintenance	0	100	25	100
302 Gas & Electricity	162	250	225	235
303 Cleaning Materials	0	0	0	0
304 Furniture & Fittings	0	0	0	0
305 Rates (NNDR)	0	0	0	0
306 Water Rates	0	0	0	0
307 Misc Expenditure	0	0	0	0
308 Long Term Financial Risks	0	0	0	0
Total Expenditure	162	350	250	335

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

Total To Community Halls Summary **162** **350** **250** **335** **0.08**

Cost Centre 17 Heritage Community Hall

Code Description

320 Wages	5234	5400	5400	5550
321 Repairs & Maintenance	1246	1000	1500	1500
322 Gas & Electricity	3064	1550	2200	2310
323 Cleaning Materials	315	270	250	275
324 Furniture & Fittings	0	50	10	3500
325 Rates (NNDR)	2003	2080	2056	2160
326 Water Rates	250	400	350	375
327 Misc Expenditure	534	300	300	325
328 Long Term Financial Risks	1480	1975	1975	1975
329 Long Term Maintenance Requirements	0	2350	2350	2350
Total Expenditure	14126	15375	16391	20320

335 Hire Income	16774	18700	18200	17320
Total Income	16774	18700	18200	17320

Total To Community Halls Summary **-2647** **-3325** **-1809** **3000** **0.68**

specialprojects:
Had to have water tank chlorination (£770). Needs to budgetted for annually now.

specialprojects:
Need to replace blinds in hall £2000. Also need new tables in the hall £1200

specialprojects:
Allowed for 5% increase.

specialprojects:
Have lost one our regular users which equates to approx £2600 per annum.

Cost Centre 18 Sports Pavilion

Code Description

340 Gas & Electricity	118	245	3650	250
341 Water Rates	378	415	925	425
342 Maintenance & Cleaning Contribution	8475	1200	17750	1250
343 Rates	2456	2400	255	0
344 Building Insurance	2261	2500	1855	1950
345 Misc Expenditure	1678	0	0	9500
346 Long Term Financial Risks **	0	0	0	0
Total Expenditure	15366	6760	24435	13375

** Covered in administration

350 Rent	8413	0	9300	16416
Total Income	8413	0	9300	16416

Total To Community Halls Summary **6954** **6760** **15135** **-3041** **-0.69**

Cost Centre 20 Town Council Offices Community Hall

Code Description

360 Wages (Caretaker)	6010	6900	7000	7250
361 Repairs & Maintenance	1060	300	700	400
362 Furniture, Fixtures and Fittings	0	50	25	75
363 Cleaning Materials	238	220	240	255
364 Miscellaneous	140	50	50	50
365 Long Term Financial Risks	10300	18050	18050	19050
366 Long Term Maintenance **	0	0	0	0
Total Expenditure	17748	25570	26065	27080

** Covered in Administration budget

370 Rent	22878	23970	24000	25200
Total Income	22878	23970	24000	25200

Total To Community Halls Summary **-5130** **1600** **2065** **1880** **£0.43**

specialprojects:
Have allowed for a 5% increase on hall hire

	2012/13 ACTUAL	2013/14 ESTIMATE	2013/14 PROBABLE	2014/15 ESTIMATE	COST PER RATEPAYER
Cost Centre 21 Old Fire Station Café					
Code Description					
380 Wages	15386	16300	15000	16750	
381 Food/Supplies	3658	4000	3750	4000	
382 F, F & Equipment (including leased equipr	914	500	750	500	
383 Advertising	0	100	0	100	
384 Rates (NNDR)	1428	1525	1410	1485	
385 Electricity & Water	1781	2125	1800	1900	
386 Cleaning Materials	50	100	50	100	
387 DBC Maintenance Service Charge	261	400	2000	2000	
388 Telephone / Internet	748	850	850	900	
389 Maintenance	99	300	150	500	
390 Miscellaneous (and DBC Insurance)	1395	850	1250	1325	
391 Long Term Financial Risks	2180	4850	4850	2950	
392 Rent DBC	0	5225	0	0	
393 Long Term Maintenance **	0	500	500	500	
Total Expenditure	27899	37625	32360	33010	
** Included in Administration					
395 Café Income	7219	7790	6500	6800	
Total Income	7219	7790	6500	6800	
Total To Community Café Summary	20680	29835	25860	26210	5.93
SUMMARY					
Street Lighting	6751	8049	7799	7974	
Car Parks	6900	10365	9125	10040	
Parks	142870	180805	164373	193409	
Leisure Centra	83285	88800	83910	85045	
Thames Bar	0	0	0	0	
Squash Courts	1000	1440	940	1965	
Allotments	1117	1000	1002	945	
Administration	237102	258963	236938	259163	
Community Halls	6299	17690	27041	15369	
Community Café	20680	29835	25860	26210	
	506004	596947	556988	600120	
Deduct Interest on Bank Accounts	247	150	150	425	
Total Expenditure	505757	596797	556838	599695	135.68
Playground Reserve Account - Earmarked Funds					39959
£2,500 Legal Fees for outsourcing					-2898
£40,964 FRA Reserves 2011/12					37061
£54,065 FRA Reserves 2012/13					
£5,000 Sports Pavilion Bond					
£102,529					

specialprojects:
Had to replace fridge, grill and printer.

specialprojects:
Allowed for 5% increase.

specialprojects:
First year that DBC has actually
Invoiced properly for the service
charge, so it will be easier to

Our Ref: PS/ne/LD19281

18 December 2013

Ms Sara Stapleton
Swanscombe & Greenhithe Town Council
The Swanscombe Centre
Craylands Lane
Swanscombe
DA10 0LP



F&P 16/1/14.

19 DEC 2013

AGENDA ITEM 9

388-396 OXFORD STREET
LONDON
W1C 1JT

TEL 020 7518 3440
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www.argroup.co.uk

Dear Sara

Proposal to Alter 2010 Rating Revaluation

Property: Swanscombe & Greenhithe Town Council, The Grove, Swanscombe, DA10 0GH

We have received notification from the Valuation Office confirming the proposed programme for negotiations in connection with the above rating appeal.

The start date for the commencement of negotiations is 19 December 2013 with a target date for settlement of 25 February 2014. If the matter is not resolved by this date the appeal will be referred to the Local Valuation Tribunal who will in turn set a Hearing Date shortly thereafter.

The Valuation Office will now have no alternative but to consider and discuss our proposal. In the majority of cases appeals are settled prior to the target and/or hearing date.

If there have been significant alterations to your premises or indeed to the immediate vicinity since our initial inspection I should be grateful if you would advise me immediately. The Valuation Office may wish to re-inspect the premises prior to commencing negotiations with ourselves.

Please note that Aitchison Raffety provide a 'Complete Property Service' including Rent Review and Lease Renewal negotiations, Valuations, Disposals and Acquisitions, Condition Surveys and Property Development and Investment Advice.

I shall keep you advised as and when further progress is made.

Yours sincerely

Paul Smith AssocRICS

**Associate Director
For and on behalf of Aitchison Raffety**

Direct Line: 020 7518 3442
Email: paul.smith@argroup.co.uk

THE AITCHISON RAFFETY GROUP

London Birmingham Berkshire Buckinghamshire Hertfordshire Northamptonshire Oxfordshire

Aitchison Raffety Limited. Registered Office: 2 Holywell Hill, St Albans, Herts AL1 1BZ. Registered England & Wales 3435902. A list of Directors and Chartered Surveyors is available on request.



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