

SANDWICH TOWN COUNCIL - GENERAL A/C - STATEMENT OF INCOME & EXPENDITURE

	<u>@ 31/01/17</u>	<u>@ 31/01/16</u>
INCOME		
Balance Brought Forward @ 1st April	£77,277.32	£72,672.65
VAT & Payroll reclaim due to STBF	£8,821.85	£11,634.99
Bank Balance at	£86,099.17	£84,307.64
VAT Refund	£9,753.58	£15,561.96
Allotment Rents	£2,250.55	£1,636.16
Bank Interest - Business Reserve Account	£3.74	£3.84
Fishing Permits	£6.00	£6.00
Refund from Photocopying	£73.95	£51.31
Precept	£161,195.29	£156,500.00
Quay Conveniences	£6,626.15	£5,883.29
TIC	£3,944.03	£2,419.05
Deputies supper donations	£740.00	£717.00
Refund from Toll Bridge Fund a/c - Payroll	£70,201.59	£76,314.90
Refund from STBF - Peninsula	£268.80	£134.40
Curfew Ringers	£0.00	£10.00
Museum payment for bookmarks, spoons and magnets from TIC	£219.10	£57.50
First Aid Training	£0.00	£70.00
Refund from Sandwich Tennis Club re water	£18.62	£0.00
Guildhall Tour (to be transferred to STBF)	£63.00	£0.00
Grazing Fees (MWNR)	£1,250.00	£1.00
Sandwich Bay Bird Observatory Trust - Purchase of Basic Payment Scheme entitlements (MWNR)	£0.00	£1,353.60
P A Mansfield - Purchase of Basic Payment Scheme entitlements (MWNR)	£0.00	£1,195.20
Environment Agency - grant (MWNR)	£0.00	£2,027.60
Postage paid back to account (re Civic Service & Cocktail Party)	£38.50	£0.00
Refund from DDC for parking permits	£129.17	£0.00
Refund for purchase of visitors book	£19.00	£0.00
BT Refund after moving to a new supplier	£27.84	£0.00
Cleaning Products Transferred	£0.00	£0.00
Sale of Town Guides	£0.00	£0.00
Sandwich Chamber of Commerce - Grant for Town Guides	£0.00	£500.00
Bank Error (corrected by entry in Purchase Day book)	£0.00	£102.93
Refund from Museum account (Nitrile gloves)	£0.00	£7.98
Refund - overpayment of Fire Extinguisher maintenance charges	£0.00	£564.05
Refund - office equipment	£0.00	£1.49
TOTAL	£342,928.08	£349,426.90
EXPENDITURE		
VAT Paid	£4,780.11	£7,622.08
Mayoral Expenses	£1,511.50	£1,452.20
Mayoral Travel	£1,137.82	£644.55
Mayor's Hospitality (Including Civic Events)	£3,366.62	£2,394.98
Mayor's Attendant & Uniform	£6,643.36	£2,342.96
Town Clerk & Office Staff	£40,726.96	£38,232.41
10% Contribution to Guildhall Salaries	£5,748.27	£5,636.41
Petty Cash	£455.00	£660.00
Peninsula Business & Personnel Services	£2,718.20	£1,724.46
Office Expenses (incl. telephone)	£1,923.60	£2,550.91
Audit Fees	£559.90	£827.63
Subscriptions & Memberships	£1,486.00	£1,693.00
Members/Officers Travel & Parking Expenses	£685.91	£755.81
IT Expenses (incl. Website)	£343.60	£332.92
Training	£120.00	£1,387.60
Photocopier (Rental & Usage)	£1,150.69	£920.68
Heating, Lighting, Water & Rates	£1,341.90	£299.69
Cinque Port Functions & Subscription	£375.00	£271.00
Forecourt Flower Tubs	£282.00	£222.00
Curfew Ringers/Bell Repairs	£0.00	£15.66
Gazen Salts Nature Reserve	£4,000.00	£8,000.00
Black Lane / Sandown Road Allotments	£2,285.94	£1,253.62

Chapel - Water Rates & Maintenance	£0.00	£85.76
Cow Leas & Woodnesborough Road	£50.00	£509.00
CCTV	£1,061.75	£3,285.27
S144 Expenditure (TIC & Tourism Promotion)	£8,061.95	£8,980.12
S144 Salaries	£10,978.82	£10,719.89
Play Areas	£8,554.04	£8,304.89
Quay Conveniences Running Costs	£4,250.29	£7,948.53
Quay Conveniences Staffing	£19,445.65	£16,289.92
Cattle Market Conveniences Running Costs	£237.63	£994.50
Cattle Market Conveniences Staffing	£2,600.00	£2,695.04
Bank Charges	£279.81	£257.21
Phoenix Centre - Streetside Project	£3,500.00	£0.00
Grants	£800.00	£1,050.00
Town Team grant	£0.00	£469.38
Cleaning Stock	£2,148.12	£1,628.53
STBF Salaries to be reclaimed	£88,751.44	£83,752.79
Monks Wall Nature Reserve	£3,373.07	£4,920.00
VAT due to STBF	£11,477.61	£7,768.42
VAT due to Museum	£108.95	£42.97
Road Closure Signs	£150.00	£120.00
Insurance	£2,318.07	£2,025.88
EK Human Resources - Health & Safety Provisions	£367.13	£49.90
Tour - Repayment to STBF (cheque made payable to STC in error)	£63.00	£0.00
Hi resolution copies of Magna Carta	£0.00	£75.50
Declaration of acceptance book	£0.00	£120.00

Mileage reimbursement to Mr R Linning for attending Cinque Port Meetings in Hythe	£41.22	£0.00
Lettering for Civic Parade Road Signs	£75.00	£0.00
Proceeds from ticket sales - the Trial of King Charles I	£900.00	£0.00
War Memorial Flowers and Wreaths	£244.50	£99.00
Remaining Fee - professional services to carry out Guildhall Building Appraisal	£3,549.00	£0.00
Advertising in East Kent Mercury for Assistant Town Clerk/Mayor's Secretary	£336.00	£0.00
Business Cards for Councillors and staff	£305.00	£0.00
Guildhall Flagpole	£1,374.17	£350.00
May Election	£2,471.16	£3,988.03
Legal Advice re Thursday Market	£0.00	£45.00
20 is Plenty Stickers	£0.00	£185.00
Maps of Sandwich	£0.00	£178.49
Lettering for Civic Parade Road Signs	£0.00	£90.00
Service of Fire Alarm - paid in error by STC (to be reimbursed by STBF)	£0.00	£180.00
Clearing of the Delf Stream	£0.00	£11,415.00
Bank Error (corrected by entry in Sales Day book)	£0.00	£102.93
Refund to STBF - overpayment of Fire Extinguisher maintenance charges	£0.00	£564.05

£259,515.76	£258,531.57
£83,412.32	£90,895.33
£342,928.08	£349,426.90

**Balance at Bank as per Bank Reconciliation
TOTAL**

Bank Reconciliation

Current a/c	£78,628.33	£80,574.39
Bonus Saver a/c	£11,492.02	£11,487.50
	£90,120.35	£92,061.89
Less: Outstanding cheques	£6,708.03	£1,166.56
TOTAL	£83,412.32	£90,895.33

OUTSTANDING CHEQUES

192 Mayor of Deal Civic Charity	£30.00
218 The Society of Local Council Clerks	£210.00
223 The Strand Wine Company	£38.00
224 Kent County Council	£308.87
225 Global Cleaning Supplies	£77.25

227 Viridor Waste Management Limited		£28.59
228 Mayor of Faversham's Charity Fund		£70.00
231 Laura Fidler (Reimbursement of mileage)		£44.19
235 Karen Palmer (Petty cash replenishment)		£100.00
241 Chris Anthony		£35.00
242 M.W. Jackson		£200.00
126 Theresa Weir (Reimbursement for mileage to Margate)	£9.00	£9.00
244 Theresa Weir (Reimbursement - postage for Curfew Ringers Supper Invitations)	£15.66	£15.66
93 Theresa Weir (Mileage reimbursement - Graphic Design and App Design courses in Dover)	£17.82	
227 Lydd Town Mayor's Charity Fund (The Mayor, Mayoress and Town Sergeant to attend a tour of Dungeness Power Station)	£55.00	
230 Coco Rose Millinery (Civic hat repairs)	£70.00	
237 The Mayor's Charity Fund (Margate Medieval Banquet)	£70.00	
248 Action with Communities in Rural Kent (Renewal of membership)	£50.00	
249 Kent County Council (Cleaning stock and stationery)	£162.66	
250 Global Cleaning Supplies (Cleaning stock)	£57.56	
253 Southern Water (Water charges - Quay and Cattle Market conveniences, tennis club and black lane allotments)	£877.22	
254 The Sandwich Printing Company Limited (Printing of 100 Business Cards for Cllr D. Friend)	£42.00	
255 KM Media Group Ltd (Advert in East Kent Mercury for Assistant Town Clerk & Mayor's Secretary post)	£403.20	
256 Karen Palmer (Replenish petty cash tin and petty cash to pay for parking permit for Ms A. Irwin)	£100.83	
257 Kevin Cook (Mileage and lunch reimbursement - Blessing of the Sea ceremony)	£16.15	
258 Peninsula Business Services Ltd (HR Services)	£134.40	
259 Philip Dunn (Reimbursement - mileage and refreshments for Rummey meeting)	£13.97	
260 Mayor of Faversham's Charity Fund (Mayor and Mayoress to attend the Mayor of Faversham's Charity Banquet and Ball)	£70.00	
261 K A Chapman (MWNR Warden fees 28-11-16 - 14-01-17)	£125.00	
262 Rummey Design Associates Ltd (Remaining fee -professional services to carry out Guildhall Building Appraisal)	£4,258.80	
263 Viridor Waste Management Limited (Recycling service)	£20.76	
264 BT Payment Services Limited (Broadband charges)	£138.00	
	<u>£6,708.03</u>	<u>£1,166.56</u>

Monks Wall Nature Reserve

Balance Brought Forward @ 1st April	£38,773.61	£39,216.21
Income		
Sale of Entitlements	£0.00	£2,548.80
Environment Agency - grant	£0.00	£2,027.60
Grazing Fees	£1,250.00	£1.00
	£1,250.00	£4,577.40
Expenditure		
Padlocks and chains to make site secure	£105.37	
Health and Safety visit	£113.50	
Warden Fees	£750.00	£3,520.00
Roof felting - bird hide	£450.00	
Annual Management Fee	£1,400.00	£1,400.00
Grass spraying	£554.20	
	£3,373.07	£4,920.00
Balance Carried Forward (included above)	£36,650.54	£38,873.61