

**TRUSTEES OF SANDWICH TOLL BRIDGE FUND - STATEMENT AS AT
31/01/18**

INCOME

Balance Brought Forward 01/04/17	£13,167.98
Quilter Cheviot - funds drawn down on 31/03/17	£100,000.00
Guildhall Hire Charges	£35,968.33
Guildhall Tours	£396.00
Guildhall Maintenance contribution DDC	£8,200.12
Sale of Town Guides to TIC and Museum	£180.00
Property Rent (incl. Insurance Contribution)	£8,420.14
Investment Income	£45,497.00
Guildhall Carpark	£37,829.05
Market Rent & Rates - Sandwich Tourism Initiative CIC (Thursday)	£4,155.21
Saturday Farmers Market	£1,250.00
Other Forecourt Income	£600.00
Rights of Way	£270.00
VAT reclaim	£12,621.43
Annual repayment from Sandwich Tennis Club (Loan from 2015)	£1,000.00
Sale of Souvenirs to Museum	£84.95
Refund from Delmaines (re washing machine repair) - inv paid twice	£108.96
IMHOF money drawn down (to be transferred to Museum)	£8,438.89
STC 25% share of Guildhall utilities 2016/17	£4,917.03
Refund of wedding balance from STC and broadband charges paid from TBF in error	£354.92
TOTAL	£283,460.01

EXPENDITURE

VAT	£12,787.59
Guildhall Salaries (incl. Civic Wedding & Pension)	£54,411.75
Repair & Maintenance	£14,096.67
Heat, Light, Water and Rates	£15,631.63
Insurance	£13,861.75
Toll Bridge Fund Pensions	£1,826.05
General Admin & Office Exp. incl. Peninsula and telephone	£3,543.21
Parking Permits	£684.60
Admin Salaries	£47,505.39
Grants Donations Gifts	£10,203.00
Phoenix Centre Youth Grant	£5,150.00
Bank Charges	£227.94
Cancelled Wedding & Returned Deposits	£1,330.00
Guildhall Promotion	£100.00
Rented Property Insurance	£5,420.08
Other Insurances (i.e. Liability & Slander)	£413.66
Maintenance of Properties	£150.00
EK Human Resources - Health & Safety Provisions	£0.00
Forecourt Christmas Tree	£134.73
12 x Monthly visits for a debt/benefits specialist to attend the CAB	£1,440.00
Contribution towards installing play equipment at Bulwarks Play Area	£0.00

Contribution towards final Museum Development cost	£22,532.62
Tactile model of Sandwich for the Museum (to be paid from Section 106 grant)	£5,300.00
Wooden frame stacking chairs for the Museum (to be paid from Section 106 grant)	£400.00
Linda Elliott - mileage to Faversham to visit 3D model (to be paid from Section 106 grant)	£27.00
Books for Museum - to be paid back by Museum account	£18.00
Refund for payment of Cow Leas Meadow rent - S Laslett (paid to STBF in error)	£10.00
Fishergate Insurance	£645.50
Transfer of IMHOF monies received to cover STC payment of these to the Museum	£8,438.89
Production of 2500 Battle of Sandwich leaflets	£355.00
Room Screen for Battle of Sandwich display	£322.95
Battle of Sandwich - Tony Cooper storytelling	£120.00
Reimbursement - Battle of Sandwich event items purchased by MC Outen	£12.69
Reimbursement to John May for Box and photocopying re Battle of Sandwich event	£179.00
Mr Sean McGlynn - Battle of Sandwich event talk	£150.00
Commissioning invoice - Haley Sharpe Design Limited re New Vision for Sandwich project	£2,925.00
Rummey Design - Guildhall Forecourt Concept Plan	£1,503.96
Heritage Development Officer - work undertaken from 09/08/17 - 08/12/17	£8,000.00
Recruitment advertising re Caretaker positions	£457.00
Dakota Blue staffing review	£3,729.71
Balance at Bank as per Bank Reconciliation as at 31/01/18	£39,414.64
TOTAL	£283,460.01

Bank Reconciliation as at 31/01/18

Current a/c	£51,249.71
Outstanding Cheques	£11,835.07
TOTAL	£39,414.64

OUTSTANDING CHEQUES

38 Sandwich Community Christmas Lights (Grant for the 2017 event)	£1,000.00
95 British Gas (Guildhall electricity charges)	£2,652.70
102 Simon Pettit (Refund of wedding damage deposit - ceremony on 05/08/17)	£50.00
120 Daniel Davis (Refund of wedding deposit - wedding on 16/09/17 cancelled)	£50.00
156 Viridor Waste Management Limited (Recycling Service)	£64.12
172 J Redsull (Reimbursement of parking fees 3rd - 18th January: 9 days @ £6 per day)	£54.00
173 Business Stream (Water charges - Guildhall)	£453.39
174 Chubb Fire & Security Ltd (Fire alarm service agreement)	£301.74

177 Guardian Security & Fire Ltd (Annual CCTV charges)	£345.60
178 Kent County Council (Toll Bridge Pension recharge)	£182.84
180 Viridor Waste Mangement Ltd (Recycling service)	£64.11
181 Temple Lifts Limited (Lift maintenance)	£679.10
182 K Laundry Limited (Laundry services)	£29.60
183 Dakota Blue Consulting Ltd (Staff review)	£2,308.41
184 Sandwich Carnival Association (Grant towards Sandwich Carnival 2018)	£750.00
185 Age Concern (Grant towards energy efficient lighting system at Sneller House, Sandwich)	£2,753.00
186 R Tappenden (Refund of confetti deposit - wedding on 29/12/17)	£50.00
187 K Cook (Reimbursement for tea and coffee for the Guildhall and set of Guildhall keys cut)	£46.46
TOTAL	<hr/> £11,835.07 <hr/>

SANDWICH TOLL BRIDGE FUND

Balance B/Fwd 01/04/2017 £13,167.98

Expenditure

	Budget 2017/18	Expenditure To Date	Balance to Date
Guildhall Salaries (incl. Civic Weddings & Pension)	£63,840.00	£54,411.75	£9,428.25
Repair & Maintenance	£18,000.00	£14,096.67	£3,903.33
Heat, Light, Water and Rates	£18,820.00	£15,631.63	£3,188.37
Insurance	£16,000.00	£13,861.75	£2,138.25
Toll Bridge Fund Pensions	£2,170.00	£1,826.05	£343.95
General Admin & Office Exp. incl. Peninsula and telephone	£2,500.00	£3,543.21	-£1,043.21
Parking Permits	£750.00	£684.60	£65.40
Admin Salaries	£48,850.00	£47,505.39	£1,344.61
Grants Donations Gifts	£10,000.00	£10,203.00	-£203.00
Phoenix Centre Youth Grant	£5,150.00	£5,150.00	£0.00
Staffing Contingencies Fund	£9,400.00	£0.00	£9,400.00
Bank Charges	£340.00	£227.94	£112.06
Staff Training	£500.00	£0.00	£500.00
Cancelled Weddings & Returned Deposits	£1,000.00	£1,330.00	-£330.00
Guildhall Promotion	£105.00	£100.00	£5.00
Rented Property Insurance	£5,200.00	£5,420.08	-£220.08
Other Insurances (i.e. liability and slander)	£420.00	£1,059.16	-£639.16
Maintenance of Properties	£500.00	£150.00	£350.00
EK Human Resources - Health & Safety Provisions	£700.00	£0.00	£700.00
Forecourt Christmas Tree	£90.00	£134.73	-£44.73
12 x Monthly visits for a debt/benefits specialist to attend the CAB	£1,440.00	£1,440.00	£0.00
Contribution towards installing play equipment at Bulwarks Play Area	£6,775.00	£0.00	£6,775.00
Tactile model of Sandwich for the Museum (to be paid from Section 106 grant)	£0.00	£5,300.00	-£5,300.00
Wooden frame stacking chairs for the Museum (to be paid from Section 106 grant)	£0.00	£400.00	-£400.00
Contribution towards final Museum Development cost	£0.00	£22,532.62	-£22,532.62
Linda Elliott - mileage to Faversham to visit 3D model (S 106 monies)	£0.00	£27.00	-£27.00
Books for Museum - to be paid back by Museum account	£0.00	£18.00	-£18.00
Refund for payment of Cow Leas Meadow rent - S Laslett (paid to STBF in error)	£0.00	£10.00	-£10.00
Transfer of IMHOF monies received to cover STC payment of these to the Museum	£0.00	£8,438.89	-£8,438.89
Production of 2500 Battle of Sandwich leaflets	£0.00	£355.00	-£355.00
Room Screen for Battle of Sandwich display	£0.00	£322.95	-£322.95
Battle of Sandwich - Tony Cooper storytelling	£0.00	£120.00	-£120.00
Reimbursement - Battle of Sandwich event items purchased by MC Outen	£0.00	£12.69	-£12.69
Reimbursement to John May for Box and photocopying re Battle of Sandwich event	£0.00	£179.00	-£179.00
Mr Sean McGlynn - Battle of Sandwich event talk	£0.00	£150.00	-£150.00
Commissioning invoice - Haley Sharpe Design Limited re New Vision for Sandwich project	£0.00	£2,925.00	-£2,925.00

Rummey Design - Guildhall Forecourt Concept Plan	£0.00	£1,503.96	-£1,503.96
Heritage Development Officer - work undertaken from 09/08/17 - 08/09/17	£0.00	£8,000.00	-£8,000.00
Recruitment advertising re Caretaker positions	£0.00	£457.00	-£457.00
Dakota Blue staffing review	£0.00	£3,729.71	-£3,729.71

TOTAL

£212,550.00 £231,257.78 -£18,707.78

Income

	Estimate 2017/18	Income to date	Balance to Date
Predicted Balance carried forward from 2016/17	£20,864.95	£13,167.98	-£7,696.97
Potential Realised Gains from Trading & Investments	£31,500.00	£100,000.00	£68,500.00
Guildhall Hire Charges	£50,000.00	£35,968.33	-£14,031.67
Guildhall Tours	£700.00	£396.00	-£304.00
Guildhall Maintenance contribution DDC	£7,980.00	£8,200.12	£220.12
Sale of Town Guides to TIC and Museum	£40.00	£180.00	£140.00
Property Rent (incl. Insurance Contribution)	£11,800.00	£8,420.14	-£3,379.86
Investment Income	£50,000.00	£45,497.00	-£4,503.00
Guildhall Carpark	£30,000.00	£37,829.05	£7,829.05
Market Rent & Rates - Sandwich Tourism Initiative CIC (Thursday)	£4,500.00	£4,155.21	-£344.79
Saturday Farmers Market	£3,000.00	£1,250.00	-£1,750.00
Other Forecourt Income	£240.00	£600.00	£360.00
Rights of Way	£270.00	£270.00	£0.00
Annual repayment from Sandwich Tennis Club (Loan from 2015)	£1,000.00	£1,000.00	£0.00
Sale of Magna Carta Souvenirs (via TIC & Museum)	£500.00	£0.00	-£500.00
Red Town Books sold to TIC and Museum	£180.00	£0.00	-£180.00
Sale of Souvenirs to Museum	£0.00	£84.95	£84.95
Refund from Delmaines (re washing machine repair) – inv. paid twice	£0.00	£108.96	£108.96
IMHOF money drawn down (to be transferred to Museum)	£0.00	£8,438.89	£8,438.89
STC 25% share of Guildhall utilities 2016/17	£0.00	£4,917.03	£4,917.03
Refund of wedding balance from STC and broadband charges paid from TBF in error	£0.00	£354.92	£354.92

TOTAL

£212,574.95 £270,838.58 £58,263.63

Balance at Bank 31/01/18 (excl. Cheviot Funds)

£39,414.64

Notes