

SANDWICH TOWN COUNCIL - GENERAL A/C - STATEMENT AS AT 31/01/18

INCOME

Balance Brought Forward 01/04/17	£85,567.73	
VAT & Payroll reclaim due to STBF and Museum	£5,938.34	
Bank Balance at 31/03/17		£91,506.07

Vat Refund	£16,058.50
Allotment Rents & Water Contribution	£1,771.99
Bank Interest	£2.05
Fishing Permits	£18.00
Refund from Photocopying	£37.10
Precept / Maintenance Grant	£164,124.07
Quay Conveniences	£6,880.37
TIC	£3,202.91
Deputies supper donations	£705.00
Curfew Ringers Supper	£0.00
Towncrying Events - K Cook	£80.00
Cow Leas Lease	£10.00
Grazing Fees (MWNR)	£1,250.00
Drill Hall Loan	£349,877.50
Monks Wall Nature Reserve	£6,623.43
Reimbursement re Mayor's tour of factory in Ashford	£25.00

Payment for Bouquet (Speakership Handover) from Confederation of Cinque Ports	£29.95	
Income received for Speakership Handover - contribution to meal	£1,100.00	
Unpaid cheques written off (2015-16 pmt schedule nos 126 & 244)	£24.66	
Payments for Jewels of Sandwich event (to be transferred to Mayor's Fund)	£225.00	
Income received for Speakers Day - contribution to meal	£1,900.00	
From Fundraising Account (refund for public donation to Migrant Help)	£1,000.00	
Contribution from P22 for electricity on the Quay	£10.00	
Room Hire paid into incorrect account - to be moved to TBF account	£160.00	
Refund to Mayor's expenses re cancelled visit to Montalbano Restaurant - Tenerden	£75.00	
Payment for Mayors Quiz Night from Margate Charter Trustees (to be repaid)	£20.00	
Grant from Sandwich Rotary - re Drill Hall clock	£1,943.00	
		£557,153.53

Items relating to Sandwich Toll Bridge Fund

Wedding Ceremony fee - paid to STC in error, to be transferred to TBF	£230.00	
Refund from Toll Bridge Fund a/c - Payroll	£55,232.59	
Refund from Toll Bridge Fund a/c - Peninsula	£403.20	
		£55,865.79

Items relating to Sandwich Town Council Museum Account

Photocopying of Museum children's colouring sheets	£25.00	
Museum payment for stock from TIC	£968.72	
		£993.72

TOTAL		£705,519.11
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EXPENDITURE

VAT paid	£7,961.86
Mayoral Expenses	£2,199.09
Mayoral Travel	£1,657.28
Mayor's Hospitality (Including Civic Events)	£3,784.97

Mayor's Attendant & Uniform	£7,107.49
Speakers Day	£5,129.91
Town Clerk & Office Staff	£49,376.02
Contribution to Caretaking Staff	£6,040.21
Petty Cash	£492.68
Peninsula Business & Capita	£3,223.43
Office Expenses (incl. telephone)	£2,488.23
Insurance	£2,340.98
Audit Fees	£500.00
Subscriptions & Memberships	£1,456.00
Members/Officers Travel & Parking Expenses	£656.56
IT Expenses (incl. Website)	£387.00
Staff Training	£60.00
Photocopier (Rental & Usage)	£1,652.10
Heating, Lighting, Water & Rates	£6,318.11
Cinque Port Functions & Subscription	£270.00
Forecourt Flower Tubs	£255.00
Grant to Gazen Salts Nature Reserve	£4,000.00
Black Lane / Sandown Road Allotments incl. water	£1,184.99
Chapel - Water Rates & Maintenance	£93.28
CCTV	£2,548.22
S144 Expenditure (TIC & Tourism Promotion)	£15,275.00
Play Areas	£6,126.84
Quay & Cattle Market Toilets (incl. Salaries)	£32,853.85
Bank Charges	£295.31
Small Grants	£807.00
Cleaning Stock	£2,286.32
Election & New Councillor Training	£2,529.08
Monks Wall Nature Reserve	£15,920.66
Drill Hall - TBC when required	£344,888.37
Flowers, cleaning & maintenance of the War Memorial	£360.00
Contribution towards installing play equipment at Bulwarks Play Area	£0.00
Guildhall Flagpole	£1,150.00
Heritage Development Officer	£8,000.00
Dog Fouling and Litter Signage - DDC	£126.24
Wreaths	£136.00
Subscription to Visit Kent	£1,000.00
Vistor Survey - Dover District Council	£1,000.00
Public Donations for Syrian Refugees - paid to Migrant Help	£1,000.00
New Clock for Drill Hall - paid by a grant from Sandwich Rotary	£1,943.00
Service sheets and candles - St Barts service	£100.00
Rummey Design - Guildhall Forecourt Concept	£1,503.96
Road Closed Notices	£25.00
Printing of business cards for Cllr Friend, Felton and Franklin	£81.00
Valuation of civic regalia	£500.00
Refund of Room Hire income to STBF paid to STC in error	£160.00
Dakota Blue staffing review	£3,729.71
Jewels of Sandwich - pay back to Mayor's Fund	£130.00
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	£553,110.75
<u>Items relating to Sandwich Toll Bridge Fund</u>	
STBF Salaries to be reclaimed	£46,750.00
VAT due to STBF	£20,176.23
Wedding room hire income received in error - transfer to STBF	£230.00
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	£67,156.23

Items relating to Sandwich Town Council Museum Account

Refund from IMHOF account re artefacts purchased	£1,728.89
IMHOF monies drawn down - transferred for balance of Museum Redevelopment	£6,710.00
VAT due to Museum	£2,632.37
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	£11,071.26

Balance at Bank as per Bank Reconciliation as at 31/01/18

TOTAL	<hr/>
	£631,338.24
	£74,180.87
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	£705,519.11

Bank Reconciliation as at 31/01/18

Current a/c	£74,656.57
Bonus Saver a/c	£11,494.26
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	£86,150.83
Less: Outstanding cheques	£11,969.96
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TOTAL	£74,180.87

OUTSTANDING CHEQUES

139 The Mayor of Hythe's Benevolent Fund (The Mayor, Mayoress and driver to attend the Tour of Hythe MOD Ranges and NAFFI lunch)	£70.00
182 The Flower Basket (War memorial flowers supplied during September)	£60.00
230 The Flower Basket (War memorial flowers during November)	£60.00
234 Viridor Waste Management Limited (Recycling service)	£33.75
235 The Strand Wine Co. (Wine and beer for Remembrance Sunday)	£41.40
236 The Sandwich Printing Company Limited (Business cards for Cllrs D Friend, C Felton and J Franklin)	£97.20
241 P Dunn (Reimbursement for Mayoral Mileage, other mileage and purchase of refreshments for Remembrance Sunday)	£5.40
246 Sandwich Toll Bridge Fund (20% contribution towards parking permit re M Outen, and refund re room hire paid to STC in error)	£174.17
247 The Flower Basket (War Memorial Flowers - December)	£60.00
250 The Strand Wine Co (Wine for mayoral Christmas drinks)	£29.40
251 K A Chapman (Monks Wall Nature Reserve Warden fee for 16/11/17 - 16/12/17)	£125.00
252 Kent County Council (Photocopying charges and stationery)	£353.29
253 British Gas (Electricity charges - Quay Conveniences)	£91.83
254 Viridor Waste Management Limited (Recycling services)	£11.25
255 Training Highway (Four personal alarms for lone workers)	£29.96

256 Dover District Council (Election costs - 07/09/17)	£2,529.08
257 Finns (Management fee - Monks Wall Reserve and completion of management plan)	£2,526.00
258 Dakota Blue Consulting Ltd (Staff review)	£2,308.41
259 Kevin Cook (Reimbursement for mayoral mileage)	£53.89
261 Sandwich Town Community Interest Company (Contribution towards stand at the Excursions 2018 - Alexandra Palace on 27/01/18)	£250.00
262 Business Stream (Water charges - Quay Conveniences and Tennis Club)	£368.81
263 British Telecommunications plc (Broadband services)	£301.72
264 Dover Retail Crime Operation (Hire of police communication equipment)	£374.40
265 Julia Baxter (Calligraphy on the Mayor's Board)	£15.00
266 Dover District Council (Contribution towards grindbox at the Butts Skate Park)	£2,000.00
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	£11,969.96

Monks Wall Nature Reserve

<u>Balance Brought Forward 01/04/17</u>	£38,773.61
<u>Income</u>	
Grazing Fees	£1,250.00
Rural Payments Agency Grant	£4,101.30
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	£5,351.30
<u>Expenditure</u>	
Flailing works	£2,880.00
Fencing and gate post works	£6,046.00
Removal of diesel powered pump and gate posts and rails	£1,150.00
Annual Management Fee (Finns)	£1,400.00
Completion of Management Plan (Finns)	£705.00
Warden Fees and travel expenses	£1,126.14
Materials for work from T, R & C Carpenter	£487.66
Thistle spraying	£772.86
	£1,353.00
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	£15,920.66
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Balance as at 31/01/18 (included above)	£28,204.25

SANDWICH TOWN COUNCIL - GENERAL A/C - Balance B/Fwd 01/04/17 £91,506.07

Expenditure	Budget 2017/18	Expenditure to Date	Balance to Date
Mayoral Expenses	£1,800.00	£2,199.09	-£399.09
Mayoral Travel	£1,730.00	£1,657.28	£72.72
Mayor's Hospitality (Including Civic Events)	£4,500.00	£3,784.97	£715.03
Mayor's Attendant & Uniform	£6,160.00	£7,107.49	-£947.49
Speakers Day	£1,500.00	£5,129.91	-£3,629.91
Town Clerk & Office Staff	£54,890.00	£49,376.02	£5,513.98
Contribution to Caretaking Staff	£7,500.00	£6,040.21	£1,459.79
Staffing Contingency Fund	£9,800.00	£0.00	£9,800.00
Petty Cash	£580.00	£492.68	£87.32
Peninsula Business & Capita	£2,650.00	£3,223.43	-£573.43
Office Expenses (incl. telephone)	£2,010.00	£2,488.23	-£478.23
Insurance	£2,400.00	£2,340.98	£59.02
Audit Fees	£475.00	£500.00	-£25.00
Subscriptions & Memberships	£1,948.00	£1,456.00	£492.00
Members/Officers Travel & Parking Expenses	£560.00	£656.56	-£96.56
IT Expenses (incl. Website)	£440.00	£387.00	£53.00
Staff Training	£500.00	£60.00	£440.00
Photocopier (Rental & Usage)	£1,700.00	£1,652.10	£47.90
Heating, Lighting, Water & Rates	£6,300.00	£6,318.11	-£18.11
Cinque Port Functions & Subscription	£1,345.00	£270.00	£1,075.00
Forecourt Flower Tubs	£400.00	£255.00	£145.00
Curfew Ringers Supper (not bell repairs)	£500.00	£0.00	£500.00
Gazen Salts Nature Reserve	£4,000.00	£4,000.00	£0.00
Black Lane / Sandown Road Allotments	£1,800.00	£1,184.99	£615.01
Chapel - Water Rates & Maintenance	£90.00	£93.28	-£3.28
Cow Leas & Donkey Paddock Water Rates & Maintenance	£80.00	£0.00	£80.00
CCTV	£2,600.00	£2,548.22	£51.78
S144 Expenditure (TIC & Tourism Promotion)	£21,160.00	£15,275.00	£5,885.00
Project Work	£7,600.00	£0.00	£7,600.00
Play Areas	£8,600.00	£6,126.84	£2,473.16
Quay & Cattle Market Toilets (incl. Salaries)	£43,700.00	£32,853.85	£10,846.15
Bank Charges	£370.00	£295.31	£74.69
Grants	£1,000.00	£807.00	£193.00
Cleaning Stock	£1,700.00	£2,286.32	-£586.32
EK Human Resources - Health & Safety Provisions	£370.00	£0.00	£370.00
Funds to be used solely in relation to the MWNR	£37,301.00	£15,920.66	£21,380.34
Operating Funds to be kept in Reserve	£50,000.00	£0.00	£50,000.00
Flowers, cleaning & maintenance of the War Memorial	£350.00	£360.00	-£10.00
Contribution towards installing play equipment at Bulwarks Play Area	£10,000.00	£0.00	£10,000.00
Drill Hall Purchase	£349,877.50	£344,888.37	£4,989.13
<u>Miscellaneous / Unexpected Expenditure:</u>			
Guildhall Flagpole	£1,150.00	£1,150.00	£0.00
1st payment - Heritage Development Officer	£8,000.00	£8,000.00	£0.00
Dog Fouling and Litter Signage - DDC	£126.24	£126.24	£0.00
Wreaths	£136.00	£136.00	£0.00
Wedding Room Hire Income received in error - transfer to STBF	£0.00	£230.00	-£230.00
Public Donations for Syrian Refugees - paid to Migrant Help	£0.00	£1,000.00	-£1,000.00

Subscription to Visit Kent	£0.00	£1,000.00	-£1,000.00
Visitor Survey - Dover District Council	£0.00	£1,000.00	-£1,000.00
New Clock for Drill Hall - paid by a grant from Sandwich Rotary	£0.00	£1,943.00	-£1,943.00
Jewels of Sandwich payment from Margate Charter Trustees - pay back to Mayor's Fund	£0.00	£130.00	-£130.00
Rummey Design - Guildhall Forecourt Concept	£0.00	£1,503.96	-£1,503.96
Road Closed Notices	£25.00	£25.00	£0.00
Service sheets and candles - St Bart's service	£100.00	£100.00	£0.00
Printing of business cards for Cllr Friend, Felton and Franklin	£81.00	£81.00	£0.00
Refund of Room Hire income to STBF paid to STC in error	£0.00	£160.00	-£160.00
Dakota Blue staffing review	£141.76	£3,729.71	-£3,587.95
Valuation of civic regalia	£500.00	£500.00	£0.00

TOTAL

£660,546.50 £545,378.89 £115,167.61

Income

Budget 2017/18 Income to Date Balance to Date

Balance carried forward from 2016/17	£90,730.00	£85,567.73	-£5,162.27
Allotment Rents & Water Contribution	£2,379.00	£1,771.99	-£607.01
Bank Interest	£2.00	£2.05	£0.05
Fishing Permits	£12.00	£18.00	£6.00
Refund from Photocopying	£200.00	£37.10	-£162.90
Precept	£164,124.00	£164,124.07	£0.07
Quay Conveniences	£7,850.00	£6,880.37	-£969.63
TIC	£4,000.00	£3,202.91	-£797.09
Deputies supper donations	£740.00	£705.00	-£35.00
Curfew Ringers Supper	£350.00	£0.00	-£350.00
Towncrying Events - K Cook	£10.00	£80.00	£70.00
Cow Leas Lease	£10.00	£10.00	£0.00
Grazing Fees (MWNR)	£1,250.00	£1,250.00	£0.00
Contribution from STBF to HR Services	£448.00	£403.20	-£44.80
Contribution from STBF for Cleaning Stock	£1,050.00	£0.00	-£1,050.00
Museum payment for stock from TIC	£220.00	£968.72	£748.72
Funds to be used solely in relation to the MWNR	£37,301.00	£6,623.43	-£30,677.57
Drill Hall loan	£349,877.50	£349,877.50	£0.00

Miscellaneous / Unexpected Income:

From Fundraising Account (refund for public donation to Migrant Help)	£0.00	£1,000.00	£1,000.00
Reimbursement re Mayor's tour of factory in Ashford	£0.00	£25.00	£25.00
Unpaid cheques written off (2015-16 pmt schedule nos 126 & 244)	£0.00	£24.66	£24.66
Income received for Speakership Handover - contribution to meal	£0.00	£1,100.00	£1,100.00
Payment for Bouquet (Speakership Handover) from Confederation of Cinque Ports	£0.00	£29.95	£29.95
Wedding ceremony fee paid into STC in error - to be transferred to TBF	£0.00	£230.00	£230.00

Payment for Jewels of Sandwich event - Margate Charter Trustees, to be paid back to Mayor's Fund	£0.00	£225.00	£225.00
Payments for Speakers Day - contribution to meal	£0.00	£1,900.00	£1,900.00
Grant from Sandwich Rotary re Drill Hall clock	£0.00	£1,943.00	£1,943.00
Reimbursement from Museum for photocopying	£0.00	£25.00	£25.00
Reimbursement from Museum for photocopying	£0.00	£10.00	£10.00
Refund to Mayor's expenses re cancelled visit to Montalbano Restaurant - Tenterden	£0.00	£75.00	£75.00
Room Hire paid into incorrect account - to be moved to TBF account	£0.00	£160.00	£160.00
Payment for Mayors Quiz Night - to be refunded.	£0.00	£20.00	£20.00

TOTAL

£660,553.50 £628,289.68 -£32,263.82

Bank reconciliation as at 31/01/18

£74,180.87

Notes

2016/17 contribution towards Guildhall Heating, Lighting and Water Rates were paid in April 2017 (£4,917.03)