

## Detailed Income &amp; Expenditure by Budget Heading 17.10.2016

Month No: 6

## Income and Expenditure to 30.09.16

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
1076 Precept	0	184,047	368,093	184,047			50.0%	
1077 Concurrent Function Grant	0	1,680	3,360	1,680			50.0%	
1078 Council Tax Support Grant	0	2,625	5,250	2,625			50.0%	
1090 Interest Received	0	1,472	1,000	(472)			147.2%	
1100 Grants/S106 Received	0	9,955	0	(9,955)			0.0%	
1900 Miscellaneous Income	5	438	0	(438)			0.0%	
4000 Staff Costs	0	(64,641)	(167,000)	102,359		102,359	38.7%	
4050 Insurance	(291)	(12,322)	(10,000)	(2,322)		(2,322)	123.2%	
4055 Councillor & Staff Training	0	(438)	(3,000)	2,563		2,563	14.6%	
4060 Advertising & Publicity	(41)	(480)	(3,500)	3,021		3,021	13.7%	
4065 Website	(60)	(360)	(7,500)	7,140		7,140	4.8%	
4070 Printing, Stationery, etc.	0	(223)	(1,000)	777		777	22.3%	
4075 Photocopier	(86)	(1,156)	(2,000)	844		844	57.8%	
4080 Telephone/Fax/Internet	0	(1,509)	(2,400)	891		891	62.9%	
4085 Postage	0	(416)	(800)	384		384	52.0%	
4090 Bank Charges	0	(331)	(500)	169		169	66.1%	
4095 Office Equipment & IT	(94)	(5,565)	(2,500)	(3,065)		(3,065)	222.6%	
4100 Subscriptions	0	(1,740)	(3,000)	1,260		1,260	58.0%	
4150 Local Council Awards Scheme	0	0	(500)	500		500	0.0%	
4155 Participatory Budgeting	0	0	(1,500)	1,500		1,500	0.0%	
4160 Community Involvement	0	0	(2,500)	2,500		2,500	0.0%	
4165 Youth Projects	0	0	(20,000)	20,000		20,000	0.0%	
4455 Repairs & Maintenance	(93)	(93)	0	(93)		(93)	0.0%	
4900 Miscellaneous Expenditure	0	(1,730)	(300)	(1,430)		(1,430)	576.5%	
<u>110 Professional Fees</u>								
4205 Consultant/Architect/Surveyors	(5,032)	(7,291)	(35,000)	27,709		27,709	20.8%	
4210 Other Professional Fees	0	(1,279)	0	(1,279)		(1,279)	0.0%	
<u>120 Civic</u>								
1120 Mayors Charity Income	1,080	5,009	0	(5,009)			0.0%	
1200 Lettings & Rental	708	708	0	(708)			0.0%	
1261 QEII90 Income	0	158	0	(158)			0.0%	
4250 Robes & Uniforms	0	(65)	(300)	235		235	21.7%	
4255 Mayor's Sunday	0	(1,568)	(1,500)	(68)		(68)	104.5%	
4260 General Civic Exps & Events	(32)	(921)	(1,000)	79		79	92.1%	
4261 QEII90 Events	0	(2,741)	(2,500)	(241)		(241)	109.6%	
4265 Mayoral Engagements	(110)	(669)	(3,000)	2,331		2,331	22.3%	
4270 Mayors Charity Expenditure	(65)	(7,447)	0	(7,447)		(7,447)	0.0%	
4900 Miscellaneous Expenditure	0	(48)	0	(48)		(48)	0.0%	

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Income and Expenditure to 30.09.16

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Events &amp; Donations</u>								
4305 Town Events	0	(4,800)	(8,200)	3,400		3,400	58.5%	
4320 Twinning	0	0	(500)	500		500	0.0%	
4325 Ad-hoc Donations	0	(2,850)	(5,000)	2,150		2,150	57.0%	
<u>180 May Fayre</u>								
1180 May Fayre Income	0	80	0	(80)			0.0%	
4350 May Fayre Expend ture	0	(187)	0	(187)		(187)	0.0%	
<u>190 Capital Projects - Tent 1</u>								
1190 Sale of Land	0	1,865,855	3,500,000	1,634,145			53.3%	
4205 Consultant/Architect/Surveyors	(15,000)	(15,000)	(250,000)	235,000		235,000	6.0%	
4400 Projects	0	0	(2,000,000)	2,000,000		2,000,000	0.0%	
<b>Grand Totals:- Income</b>	<b>1,792</b>	<b>2,072,026</b>	<b>3,877,703</b>	<b>1,805,677</b>			<b>53.4%</b>	
<b>Expenditure</b>	<b>20,902</b>	<b>135,867</b>	<b>2,535,000</b>	<b>2,399,133</b>	<b>0</b>	<b>2,399,133</b>	<b>5.4%</b>	
<b>Net Income over Expenditure</b>	<b>(19,110)</b>	<b>1,936,159</b>	<b>1,342,703</b>	<b>(593,456)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(19,110)</b>	<b>1,936,159</b>						

**Bank Reconciliation Statement as at 30-09-2016  
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 59308249	26-09-2016	519	1,043,261.37
			<u>1,043,261.37</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
01-04-2016 14161 Ramsgate Town Council		65.00	
22-04-2016 014169 Kent Assoc of Local Councils		72.00	
20-07-2016 14234 Lydd Town Mayor's Charity Fund		30.00	
25-08-2016 14244 Dover Town Council		70.00	
29-08-2016 DD Vodafone		33.99	
21-09-2016 14249 Mayor's Charity Appeal (Greenw		70.00	
21-09-2016 14250 Winchelsea Corporation		40.00	
			<u>380.99</u>
			1,042,880.38
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			1,042,880.38
			<b>1,041,412.12</b>
			<b>1,468.26</b>
<b><u>Adjustments to Reconciliation</u></b>			
17-12-2014 13904 Opening Unpresented		128.70	
14-05-2015 14012 Opening Unpresented		281.49	
04-09-2015 BP Opening Unpresented		115.00	
30-10-2015 14103 Opening Unpresented		32.20	
25-01-2016 BP Opening Unpresented		4.00	
31-03-2016 14162 Opening Unpresented		461.60	
31-03-2016 14163 Opening Unpresented		445.27	
			<u>1,468.26</u>
			<b>0.00</b>

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2016	Ashford Borough Council	DD	1,120.00			4460	200	1,120.00	NDR Town Hall
01/06/2016	Ashford Borough Council	DD2	315.00			4600	240	315.00	NDR Station Road Toilets
01/06/2016	Ashford Borough Council	DD3	92.00			4600	240	92.00	NDR Tent Rec Grnd Toilets
01/06/2016	Correction	DEBIT	100.00		16.67	1205	200	83.33	Correction Butler
07/06/2016	PHS Group	DD	-873.13		-145.52	4450	200	-727.61	CREDIT toilet paper
08/06/2016	Tenterden Twilight - Laura	BACS	-0.44			4455	210	-0.44	Correction -44p
14/06/2016	Savings Account	CHAPS	765,915.00			200		765,915.00	Santander Tent 1 receipts
15/06/2016	Nat West Bank	CHARGES	6.00			4090	100	6.00	Bankline charges
21/06/2016	Vodafone	DD	33.99			4080	100	33.99	Site manager mobile
24/06/2016	Autopay Wages	DD	7,355.72			4000	100	7,355.72	Wages June 2016
25/06/2016	Autopay Wages	DD	10.00			4090	100	10.00	Charges "OverLimit"
27/06/2016	Ashford Borough Council	DD	84.68			4715	300	84.68	Garage Rent 42.34 x2
28/06/2016	E.On	DD	11.18		0.53	4470	220	10.65	Electricity, Kiosk
28/06/2016	E.On	DD	223.51		37.25	4470	200	186.26	Electricity, Town Hall
28/06/2016	E.On	DD	133.11		6.34	4465	200	126.77	Gas, Town Hall
29/06/2016	Butler - BOUNCED CHEQUE	DEBIT	-100.00		-16.67	1205	200	-83.33	Bounced Cheque
30/06/2016	Infinity Integrated technologi	DD	213.86		35.65	4080	100	178.21	Telephones
30/06/2016	KCS Supplies	DD	30.00		5.00	4070	100	25.00	Stationery
30/06/2016	Nat West Bank	CHARGES	33.01			4090	100	33.01	Charges
<b>Total Payments for Month</b>			<b>774,703.49</b>	<b>0.00</b>	<b>-60.75</b>			<b>774,764.24</b>	
<b>Balance Carried Fwd</b>			<b>1,130,362.30</b>						
<b>Cashbook Totals</b>			<b>1,905,065.79</b>	<b>0.00</b>	<b>-60.75</b>			<b>1,905,126.54</b>	

## Payments for Month 4

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2016	Vodafone	DD	33.99		5.66	4080	100	28.33	Site Manager mobile
01/07/2016	Ashford Borough Council	DD	1,120.00			4460	200	1,120.00	NDR Town Hall
01/07/2016	Ashford Borough Council	DD2	315.00			4600	240	315.00	NDR Station Road Toilets
01/07/2016	Ashford Borough Council	DD3	92.00			4600	240	92.00	NDR Tent Rec Grnd Toilets
01/07/2016	South East Water	DD	305.54			4600	240	305.54	Station Road water
04/07/2016	Jeremy D'Arts	14222	100.00			4260	120	100.00	Regalia photography
04/07/2016	HMRC	14223	2,702.98			4000	100	2,702.98	Tax & NI June 2016
04/07/2016	CB Motors	14224	128.30		21.38	4710	300	106.92	Fuel
04/07/2016	The Garden Restaurant	BACS	1,390.00			4255	120	1,020.00	Mayor's Sunday
						4270	120	370.00	Mayor's Garden Party
04/07/2016	SSE Southern Electric	14226	586.99		97.83	4605	240	489.16	Electricity Rec Grnd toilets
04/07/2016	SSE Southern Electric	14227	462.49		77.08	4600	240	385.41	Electricity Station Rd toilets
04/07/2016	SSE Southern Electric	14228	114.92		5.47	4610	240	109.45	Electric St Michaels toilet
04/07/2016	Tenterden Folk Day Trust	14229	1,800.00			4305	130	1,800.00	Annual donation (first part)
04/07/2016	Tenterden Twilight - Laura	BACS	129.90			4455	210	129.90	Cleaning, Pavilion
04/07/2016	Tenterden Twilight - Laura	BACS	1,753.65			4600	240	701.46	Toilets cleaning
						4605	240	701.46	Toilets cleaning
						4610	240	350.73	Toilets cleaning
04/07/2016	Whitehed Monckton	BACS	920.00		153.33	4210	110	462.00	Professional fees - Sink hole
						4210	110	304.67	Professional fees - TLC leas
04/07/2016	France at Home	BACS	500.00		83.33	1300	300	416.67	Return Deposit, French market
04/07/2016	Smart Events	BACS	339.60		56.60	4270	120	283.00	Portaloos hire
04/07/2016	WS Parsons Ltd.	BACS	233.89		38.98	4455	200	150.00	PAT Testing
						4455	210	25.00	PAT Testing
						4455	220	19.91	PAT Testing
04/07/2016	Pam Smith	BACS	19.00			4270	120	19.00	Plants for Day Centre
04/07/2016	Rialtas Business Solutions	BACS	3,182.88		530.48	4095	100	2,652.40	Accounts software & training
05/07/2016	Grenke Leasing	DD	434.63			4075	100	434.63	Photocopier lease
08/07/2016	Mayor's Charity Account	BACS	959.86			200		959.86	Surplus Income Apr/May 2016
11/07/2016	Amazon.co.uk	BARCLAY	220.96		36.83	4600	240	61.38	CCTV monitors
						4605	240	61.38	CCTV monitors
						4455	210	61.37	CCTV monitors
11/07/2016	Get Licensed	BARCLAY	165.00		27.50	4055	100	137.50	Door Supervisor course
11/07/2016	VistaPrint	BARCLAY	24.98		4.16	4070	100	20.82	Site Manager business card
11/07/2016	Maplin	BARCLAY	545.96		90.99	4600	240	151.66	CCTV equipment
						4605	240	151.66	CCTV equipment
						4455	210	151.65	CCTV equipment
11/07/2016	MemorialBenchesUK	BARCLAY	389.90		64.98	1380	300	324.92	Finch memorial bench
11/07/2016	VistaPrint	BARCLAY	9.79		1.63	4070	100	8.16	Site Manager business card
14/07/2016	Cinque Ports Mayors Associatio	14230	20.00			4260	120	20.00	Bowls tournament entry fee
14/07/2016	The Garden Restaurant	BACS	140.00			4270	120	140.00	Garden party 20 extra guest
15/07/2016	KCS Supplies	DD	20.82		3.47	4070	100	17.35	Tinted office paper
15/07/2016	Nat West Bank	DD	12.00			4090	100	12.00	Bankline Charges
16/07/2016	Sage Payroll	DD	33.60		5.60	4095	100	28.00	Sage payroll July 2016
17/07/2016	BT	DD	151.48		25.24	4080	100	126.24	Line rental
20/07/2016	TreeCycle Tree Care	BACS	2,568.00		428.00	4715	300	2,140.00	Works to trees
20/07/2016	Tenterden Twilight - Laura	BACS	1,195.08			4605	240	1,195.08	Cleaning inc Tentertainment

## Payments for Month 4

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/07/2016	RBLI	BACS	1,062.42		177.07	4715	300	885.35	Car park signage
20/07/2016	Belhart Cleaning	BACS	868.00			4450	200	868.00	Town Hall cleaning
20/07/2016	WS Parsons Ltd.	BACS	763.10		127.18	4570	260	635.92	AED installation
20/07/2016	Astec Computing (UK) Ltd	BACS	760.20		126.70	4095	100	633.50	WiFi upgrade
20/07/2016	Initial Washroom Hygiene	BACS	743.56		123.92	4600	240	309.82	Sanitary bins etc
						4605	240	309.82	Sanitary bins etc
20/07/2016	Kent Events Ltd	BACS	579.60		96.60	4255	120	483.00	Road closure Mayor's Sunday
20/07/2016	Rye Roofing Ltd	BACS	450.00		75.00	4455	200	375.00	Works to Town Hall roof
20/07/2016	Stanley George Ltd.	BACS	327.59		54.60	4715	300	200.00	Misc materials/tools
						4455	200	72.99	Misc materials/tools
20/07/2016	Mr. M. Mealham	BACS	300.00			4610	240	300.00	Grills for toilet windows
20/07/2016	Pam Smith	BACS	239.86			4260	120	55.00	Refreshments etc
						4270	120	124.29	Refreshments etc
						4255	120	60.57	Refreshments etc
20/07/2016	Bourne Amanity	BACS	163.20		27.20	4715	300	136.00	Soil etc
20/07/2016	Dave Hart	BACS	130.00			4605	240	130.00	Removal of urinal
20/07/2016	Tenterden Leisure Centre Trust	BACS	126.00		21.00	4715	300	105.00	Bin hire
20/07/2016	Red Alert	BACS	111.60		18.60	4455	200	93.00	Maintenance intruder alarm
20/07/2016	Fibre Clean	BACS	80.00			4450	200	80.00	Carpet cleaning, Mayor's Parlo
20/07/2016	Que Website	BACS	60.00			4065	100	60.00	Website updates
20/07/2016	Ashford Borough Council	BACS	30.00			4265	120	30.00	Eastwell Manor visit
20/07/2016	Claire Gilbert	BACS	30.00			4490	200	30.00	Laundry services
20/07/2016	Pinecove Nursery	14232	42.00		7.00	4715	300	35.00	24 Buxus plants
20/07/2016	Webbs Hardware	14233	28.40		4.73	4715	300	23.67	Materials/tools
20/07/2016	Lydd Town Mayor's Charity Fund	14234	30.00			4265	120	30.00	Guided tour of Lydd
20/07/2016	BT Pament Services Ltd	14235	135.02		22.50	4080	100	112.52	Line rental
20/07/2016	Mayor of Hythe's Benevolent Fu	14231	162.60			4265	120	162.60	Charity event at Port Lympn
20/07/2016	Kent Assoc of Local Councils	BACS	1,482.00		247.00	4100	100	1,235.00	Annual subscription
25/07/2016	Chubb Fire and safety	DD	4.49		0.75	4455	200	3.74	Extinguishers
25/07/2016	Chubb Fire and safety	DD	6.73		1.12	4455	210	5.61	Extinguishers
25/07/2016	Chubb Fire and safety	DD	29.17		4.86	4455	200	24.31	Extinguishers
25/07/2016	British Gas	DD	25.83		1.23	4465	200	24.60	Town Hall gas
25/07/2016	Ashford Borough Council	DD	42.34			4715	300	42.34	Garage rent
26/07/2016	E.On	DD	74.99		3.57	4470	250	71.42	Electricity kiosk
28/07/2016	E.On	DD	76.35		3.64	4470	200	72.71	Electricity Town Hall
29/07/2016	Infinity Integrated technologi	DD	99.12		16.52	4080	100	82.60	Town Hall phone system
29/07/2016	Autopay Wages	BACS	7,755.75			4000	100	7,755.75	Wages July 2016
29/07/2016	Nat West Bank	BACS	45.78			4090	100	45.78	Bank charges
11/08/2016	Tenterden Folk Day Trust	14236	75.00			4261	120	75.00	QE1190 SC Donation
11/08/2016	CB Motors	14237	167.57		27.93	4710	300	139.64	Fuel July 2016
11/08/2016	D Kenward & Sons	14238	684.00		114.00	4600	240	190.00	Disabled alarm toilets
						4605	240	190.00	Disabled alarm toilets
						4610	240	190.00	Disabled alarm toilets
11/08/2016	Pinecove Nursery	14239	50.60		8.43	4715	300	42.17	Lavendar, Compost, Fertilist
11/08/2016	Tenterden Counselling Service	14241	500.00			4325	130	500.00	Donation toward website
11/08/2016	UKIP Ashford	14242	50.00		8.33	1200	200	41.67	Return of booking deposit
11/08/2016	HMRC	14243	2,850.28			4000	100	2,850.28	Tax & NI July 2016

## Payments for Month 4

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
11/08/2016	KCC Pension fund	BACS	2,841.74			4000	100	2,841.74	Pensions July 2016
11/08/2016	S. Yeoman	BACS	2,283.43			4715	300	2,283.43	Rec Grnd manhole covers etc
11/08/2016	Tenterden Twilight - Laura	BACS	1,792.62			4455	210	103.92	July cleaning
						4600	240	857.34	July cleaning
						4605	240	831.36	July cleaning
11/08/2016	Trevor May	BACS	960.00		160.00	1320	300	800.00	Tennis courts cleaning
11/08/2016	WPS Insurance	BACS	824.00			4050	100	824.00	Premium
11/08/2016	Belhart Cleaning	BACS	751.75			4450	200	751.75	Town Hall cleaning July
11/08/2016	Astec Computing (UK) Ltd	BACS	586.32		97.72	4095	100	488.60	IT cover
11/08/2016	Culverwells	BACS	292.30		48.72	4715	300	243.58	Vehicle parts
11/08/2016	Tenterden Leisure Centre Trust	BACS	252.00		42.00	4715	300	210.00	Bin Hire May / August
11/08/2016	Mr R Ellis	BACS	250.00		41.67	1200	200	208.33	Return of over-payment
11/08/2016	E.On	BACS	238.91		11.38	4470	210	227.53	Electricity, Pavilion
11/08/2016	Record 247	BACS	204.00		34.00	4455	200	170.00	Automatic door maintenance
11/08/2016	Stanley George Ltd.	BACS	183.54		30.59	4715	300	100.00	Maintenance materials & tools
						4600	240	18.00	Maintenance materials & tools
						4605	240	18.00	Maintenance materials & tools
						4610	240	16.95	Maintenance materials & tools
11/08/2016	MMA Ltd	BACS	129.00			4900	100	129.00	Return of expenses
11/08/2016	Godfreys Golf & Turf	BACS	98.71		16.45	4700	300	82.26	Mower parts
11/08/2016	Kent & Sussex Plumbing & Heati	BACS	92.88		15.48	4455	200	77.40	Town Hall urinal drainage
11/08/2016	Seton	BACS	76.61		12.77	4600	240	31.92	Public toilet signage
						4605	240	31.92	Public toilet signage
11/08/2016	Kent Assoc of Local Councils	BACS	72.00		12.00	4055	100	60.00	Councillors conference
11/08/2016	Que Website	BACS	60.00			4065	100	60.00	July 2016 website updates
11/08/2016	S P Clark	BACS	53.60			4670	260	53.60	Reimbursement for Lions plaque
11/08/2016	Sevenoaks Council	BACS	40.00			4265	120	40.00	Visit to Hever Castle
11/08/2016	WS Parsons Ltd.	BACS	38.11		6.35	4715	300	31.76	Testing extension leads
12/08/2016	Petty Cash	14240	100.00			200		100.00	Petty Cash
15/08/2016	Ashford Borough Council	DD	42.34			4715	300	42.34	Garage rent
16/08/2016	Sage Payroll	DD	33.60		5.60	4095	100	28.00	Subscription
25/08/2016	Chubb Fire and safety	DD	6.73		1.12	4455	210	5.61	Pavilion extinguishers
25/08/2016	Chubb Fire and safety	DD	29.17		4.86	4455	200	24.31	Town Hall extinguishers
25/08/2016	Chubb Fire and safety	DD	4.49		0.75	4455	220	3.74	Maintenance store extinguisher
25/08/2016	KCC Pension fund	BACS	2,649.02			4000	100	2,649.02	Pensions August 2016
25/08/2016	TreeCycle Tree Care	BACS	792.00		132.00	4715	300	660.00	Tree works
25/08/2016	Mark Mealham	BACS	475.00			4455	200	175.00	Welding fire escape & balcony
						4715	300	300.00	Recreation Ground fencing
25/08/2016	WS Parsons Ltd.	BACS	356.50		59.42	4670	260	297.08	Defibrillator Fat Ox
25/08/2016	Marshopper	BACS	350.00			4270	120	350.00	Bus, Mayor's vineyard tour
25/08/2016	Astec Computing (UK) Ltd	BACS	114.00		19.00	4095	100	95.00	IT Support
25/08/2016	Red Alert UK	BACS	111.60		18.60	4455	200	93.00	Annual maintenance visit
25/08/2016	SayItWithSam	BACS	50.00			4715	300	50.00	Millennium Garden signage

## Payments for Month 4

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/08/2016	Claire Gilbert	BACS	22.00			4490	200	22.00	Laundry
25/08/2016	Cascade	BACS	6.95		1.16	4070	100	5.79	Stationery (diaries)
25/08/2016	Dover Town Council	14244	70.00			4260	120	70.00	Speakers day
25/08/2016	Welsford Garden Machinery Part	14245	2.40		0.40	4700	300	2.00	Spark plug
25/08/2016	Peter Farrow Jewellery	14246	78.00		13.00	4250	120	65.00	Repairs Mayor's chain
25/08/2016	D Kenward & Sons	14247	716.28		119.38	4610	240	596.90	Electrical work, toilets
29/08/2016	E.On	DD	182.99		30.50	4470	200	152.49	Town Hall electric
29/08/2016	E.On	DD	25.75		1.23	4500	220	24.52	Tractor shed electric
29/08/2016	Vodafone	DD	33.99		5.66	4080	100	28.33	Site manager mobile
30/08/2016	KCS Supplies	DD	129.36		21.56	4070	100	25.00	A4 paper
						4715	300	82.80	Litter picking equipment
31/08/2016	Infinity Integrated technologi	DD	155.81		25.97	4080	100	129.84	Telephone
08/09/2016	Nisbets Catering Equipment	BARCLAY	44.35		7.39	4500	200	36.96	Wine glasses x24
08/09/2016	MemorialBenchesUK	BARCLAY	389.90		64.98	4725	300	324.92	Funnell memorial bench
08/09/2016	Post Office Ltd	BARCLAY	64.00			4085	100	64.00	1st class stamps
08/09/2016	ElecOnline	BARCLAY	233.82		38.97	4600	240	64.95	Emergency pull cords
						4605	240	64.95	Emergency pull cords
						4610	240	64.95	Emergency pull cords
08/09/2016	Delta Industrial Packaging	BARCLAY	147.60		24.60	4715	300	123.00	Millennium Garden water bu
08/09/2016	Amazon.co.uk	BARCLAY	23.09		3.85	4600	240	19.24	Tiles to replace damaged
<b>Total Payments for Month</b>			<b>63,928.60</b>	<b>0.00</b>	<b>4,207.15</b>			<b>59,721.45</b>	
<b>Balance Carried Fwd</b>			<b>1,081,377.36</b>						
<b>Cashbook Totals</b>			<b>1,145,305.96</b>	<b>0.00</b>	<b>4,207.15</b>			<b>1,141,098.81</b>	

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2016	Ashford Borough Council	DD	1,120.00			4460	200	1,120.00	NDR Town Hall
01/08/2016	Ashford Borough Council	DD2	315.00			4600	240	315.00	NDR Station Road Toilets
01/08/2016	Ashford Borough Council	DD3	92.00			4600	240	92.00	NDR Tent Rec Grnd Toilets
08/08/2016	Post Office Ltd	BARCLAY	110.00				4085 100	110.00	Stamps
08/08/2016	Edalux	BARCLAY	1,032.96		172.16	4715	300	860.80	Pest control materials
08/08/2016	Martyns Bargains	BARCLAY	192.94		32.16	4715	300	160.78	Pressure washer
08/08/2016	BigTyres.co.uk	BARCLAY	420.00		70.00	4700	300	350.00	Tyres for gator
08/08/2016	X2 Connect Limited	BARCLAY	148.24		24.71	4670	260	123.53	Paint / signage defib kiosk
08/08/2016	Jali Ltd	BARCLAY	375.27		62.54	4455	200	312.73	Radiator covers
08/08/2016	Bens Tyres	BARCLAY	48.00		8.00	4700	300	40.00	Tyres for gator
08/08/2016	Amazon.co.uk	BARCLAY	48.00		8.00	4715	300	40.00	Gazebo
15/08/2016	Nat West Bank	DD	12.40				4090 100	12.40	Bankline charges
17/08/2016	Champion - UNPAID CHEQUE	DEBIT	30.00				1120 120	30.00	Unpaid cheque - Mayor garden p
17/08/2016	KCS Supplies	DD	46.56		7.76	4450	200	38.80	Washing up liquid
25/08/2016	Ashford Borough Council	DD	42.34				4715 300	42.34	Garage rent
25/08/2016	Ashford Borough Council	DD	42.34				4715 300	42.34	Garage rent
26/08/2016	Autopay Wages	DD	7,203.05				4000 100	7,203.05	Wages August 2016
31/08/2016	Nat West Bank	CHARGES	44.09				4090 100	44.09	Bank charges
<b>Total Payments for Month</b>			<b>11,323.19</b>	<b>0.00</b>	<b>385.33</b>			<b>10,937.86</b>	
<b>Balance Carried Fwd</b>			<b>1,073,472.64</b>						
<b>Cashbook Totals</b>			<b>1,084,795.83</b>	<b>0.00</b>	<b>385.33</b>			<b>1,084,410.50</b>	

## Finance & General Purposes Committee 17<sup>th</sup> October 2016

### May Fayre Funding

#### Agenda Item 9

In the past the May Fayre has been self-funding, drawing income from stalls and fund-raising to cover expenditure. The committee has a balance of £676 excess of income over expenditure at the current time. Accounting for this is awkward as the balance is held as part of the Town Council's own bank balance and this needs to be rectified.

Cllr Mrs Smith has suggested that the event could be improved with more investment and should be funded through the precept. This method would be preferred by the council's auditors and would allow the May Fayre to cover such items as marquee hire in the event of inclement weather and additional attractions.

**Proposal: That the current "balance" system should be replaced by a precept allowance of £1500 with effect from the 2017/18 year.**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder :	None
Impact on Bio-diversity :	None
Budgetary Impact :	New precept budget 17/18

**Finance & General Purposes Committee 17<sup>th</sup> October 2016**

**CCLA Property Fund signatories**

**Agenda Item 10**

An agreement was made in the meeting of the 25<sup>th</sup> July to invest in the above. As part of the account opening procedure CCLA require 3 signatories from the Town Council with 2 of those signatories required to authorise any cash movements.

This form will open the account in preparation for the transfer of funds. The purchase of units will only proceed once the go-ahead has been received from the independent financial adviser. Currently investments are still rather volatile.

**Proposal: That Cllrs Mrs Smith and Nelson and the Town Clerk should be authorised to sign on behalf of the council.**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	None

## TENTERDEN TOWN COUNCIL

Finance & General Purposes Committee - background for agenda item 12 on 17 October 2016

### TENTERDEN TOWN PARTNERSHIP REDUX

#### *Background*

Cllr Isworth has suggested creating a steering group for local organisations to liaise over dates for (presumably major) town events, to avoid clashes, and so that publicity for them was spread as widely and as early as possible.

This idea could be expanded, perhaps, to re-establish the Tenterden Town Partnership approach in order to assess and promote useful projects and to apply for grant funding for them. Effectively, it would amount to on-going consultation by the town council with appropriate town organisations to develop ideas, seek funding for their implementation, publicise them and to learn from and develop them. This could be especially useful in view of the initial indications from the consultation process is that a great fear of residents is "non-implementation" – a failure to carry through and implement suitable projects.

It is arguable that this is something that should be (and, to some extent, is) done by the town council itself, through its representatives on other organisations feeding back to the council and advising the organisations on how the council can help them. However, this would perhaps be a more structured approach, with wider involvement, and would give the other organisations a more direct way of providing input to the council's decisions. If it was a success, the need for the council to be represented at individual organisations could be reviewed.

Also – and perhaps crucially – a town partnership would be a separate, deliberately unfunded umbrella organisation that might have more success in applying for external grant money than a council with £3.5M in the bank would have, especially bearing in mind that, if it works, it would demonstrate ongoing consultation between different elements in the town.

I envisage the partnership could (to the extent the individual organisations wanted to be involved) comprise –

- The town council, the residents' association, the chamber of commerce
- The borough and county councillors, police representatives, community warden
- The organisers of events: Tentertainment, Folk Festival, TODS, Christmas market
- Schools, youth organisations, sports clubs, other community groups and organisations
- Neighbourhood Watch and Community Speed Watch locally
- The Kent & East Sussex Railway

I suggest that, on the whole, individual commercial organisations should not be directly involved – the Christmas market being an exception – on the basis that (a) they can have their say through the chamber of commerce and (b) there is nothing to stop them putting forward specific proposals if they want the support of the partnership and therefore the town as a whole.

My fear is that, despite the best of intentions, the arrangement could be slow and cumbersome: it would probably not meet more frequently than three or four times a year, which might make for a slow response rate; on the other hand, that sort of frequency should be sufficient to plan annual events and comment on proposed projects. If the town council provided the secretariat, applications

for grant funding could be made in the meantime, with a reasonable expectation of progress between meetings.

The exact structure would be open for discussion, but I think it needs to be an entity that is different from the town council (so it can apply for grant funding as a separate entity) but driven by the town council (for sustainability). For instance, it could be a Charitable Incorporated Organisation with a specific proportion of its membership being members of the town council.

To take a couple of practical examples –

- A town partnership could investigate the possibilities for a local cinema: there is a wide range of possibilities and, rather than fixing from the outset on any one, the different options could be considered and explored
- The acquisition and management of further outdoor sports pitches might best be delegated to such a partnership, with the financial backing, stability and longevity of the town council partnered with the enthusiasm and expertise of sports clubs

I fully accept that the idea can be seen as an attempt to reinvent the wheel: after all, the town council is meant to be the forum for town events and plans; however, the attendance at the Annual Town Meeting surely demonstrates a hearty appetite for more say by residents and local organisations in the life of the town – echoed (so far, at least) by the participation in the current consultation process – and it might be worth providing more frequent but structured opportunities for input.

Food for thought – I put this forward more as a discussion item (initially) than as a hard-and-fast proposal.

### ***Proposal***

I propose that -

1. Councillors give some thought to the idea, to decide later whether it is worth pursuing
2. The council asks the Lipton Group for its thoughts on the possible town partnership (a) as a means of continuing the consultation process they have started and (b) as a vehicle for applying for grant funding for specific projects or giving its non-financial, community-based support to them, especially in relation to other applications for grant funding
3. Subject to the above, consideration be given to inviting other organisations (initially, perhaps, the “first level” organisations of TTC, TDRA and TDCC) to join such a partnership, perhaps as a way of continuing the consultation process that TLG has already started

**Crime and disorder reduction impact:** None directly

**Biodiversity conservation impact:** None, directly

**Impact on budget (and source(s) of funding, if needed):** Secretarial and administrative support to be provided by the town council: Town Clerk to assess the likely impact of this

## **Tenterden Town Council**

### **Year-end Internal Audit Report for the year ended 31 March 2016**

I am pleased to report to Members of Tenterden Town Council (the "Council") that I have completed the year internal audit of the Council's records for the year ended 31<sup>st</sup> March 2016 and signed off the Annual Return. The internal audit covered the financial transactions and Council Minutes since 30 September 2015 as well as the draft final accounts for the year, the first half-year activity was covered in an Audit visit on 25 November 2015.

Members should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Members of the Council to guard against such events, but if during the course of my audit testing such events are discovered I am duty bound to disclose such events to the Council.

I would like to take this opportunity to thank the Town Clerk, Mr Phil Burgess and Mr Robert Parham (Deputy Town Clerk) for their assistance given to me during my audit visits.

#### **Previous Audits:**

##### Interim Internal Audit 2015-16

There were a couple of "work-in-progress" matters mentioned in the Interim Audit, which I need to update in this Report including progress on the Tent 1 Project and the exiting prospect of a new website design. The Interim Report was considered by the F & GP Committee in February 2016 (Min. 3459 – 1 Feb 2016). **Post Audit Note:** Proceeds from the Tent 1 Project have been received in full. The shortlisted candidates to create a new website are due to make presentations in Mid- October 2016.

#### **Year-end Internal Audit 2015-16:**

The Interim Audit carried out in November 2015 concentrated on the system audits such as the payroll and payment of supplier invoices and the raising of invoices for services provided by the Council. The year-end Audit concentrated on the year-end accounts and the amended requirements for the completion of the Annual Return.

Following my visit there are some observations I wish to bring to Members' attention.

#### **Members, Committees and Website:**

By the time Members get to see this Report the Annual Return for 31 March 2016, will have been approved by the Council. The Clerk will have reported on the change of emphasis when approving the Annual Return in that the Annual Governance Statement has to be approved prior to the Accounting Statements AND once approved and signed off a copy of the "unaudited" Annual Governance Statement and Accounting Statements (Section 1 & 2) has to be posted onto the Council's website as well as the

Council Noticeboards alongside the Notification of the Public Rights of Inspection. This is part of the Governments push for greater accountability and transparency. It is becoming increasingly important for Council's to have a good website, which is up to date and easy to navigate. Hence, a Council website is now a statutory requirement for this year's Annual Return 2015-16 as well as for the publication of Councillors register of interests (DPI's). The Annual Returns have to be available for "public access" for a period of 5 years from the date of publication (as per Accounts & Audit Regulations 2015). The easiest and probably the preferred means of public access is via the Council website. Once the Council has received the External Auditor Certificate and Report (Section 3 of the Annual Return), this must also be posted on the Council's website and be available for 5 years.

The new website managed by Que is easy to navigate and has a very informative Members page showing a photograph of each Councillor with contact details and a link to the Register of Interests (Disclosable Pecuniary Interest's [DPI's. The Committee agenda's, agenda supplementary information and minutes are posted to the website and there are audio recordings available as well.

#### **Standing Orders & Financial Regulations:**

I reported in the previous Report that the Standing Orders were reviewed by the Council in October 2015. The Financial regulations were reviewed in March 2016 and amended to take account of the Public Contracts Regulations 2015, which includes the compulsory use of the Contract Finders website for contracts that are estimated to exceed £25,000 in value. This would also apply to say a 3-year cleaning contract worth £10,000 per year, the total value of £30,000 exceeds the threshold. Both documents are available to download from the Council's website as are a lot of other policies.

#### **Risk Management/Insurance/Asset Register:**

Risk management arrangements and the insurance provision was covered in the Interim Audit Report.

The Asset Register is a "living document" as it should be updated as and when a new asset is purchased/acquired or when an old asset is sold/disposed of. Last year the asset values were "restated" to reflect the original purchase cost or a suitable proxy cost. The commercial practice of asset depreciation/revaluation does not apply to local council accounting arrangements, although the insurance company will usually apply an index to revalue those assets insured, which does NOT change the Asset Register values. The Asset values as reported on the Annual Return had increased by £8,190 year on year to a value of £4,390,904 as at 31 March 2016.

The compilation of a digital photographic record of the assets is work-in-progress, but will help to support any future insurance claims.

#### **Budgetary Control/Cashbook:**

The financial reporting arrangements to the F&GP Committee are largely unchanged. The various reports and schedule of payments are available on the website for public inspection. The F&GP meeting in December 2015 considered the budget bids for 2016-17 and recommended an increase in the Precept

for 2016-17 of £64,916 to £368,570 for 2016-17 to avoid a depletion of Reserves. Although the Council is expecting to receive a considerable sum of money from the Tent 1 development, as the Town Clerk pointed out in his Budget/Precept Report this sum of money would be a "capital receipt" and as such can only be used for capital projects/grants.

The Council has established a Participatory Budgeting sub-committee to oversee the use of monies allocated to the sub-committee from the proceeds of the land sale associated with the Tent 1 development. **Post Audit Note:** I understand the Council is to appoint a contractor to carry out a public consultation on the allocation of the sales proceeds. In February 2016 the role of a Responsible Financial Councillor was abolished by the F&GP Committee (Min 3466 – 1 Feb 2016), this was reflected in the Financial Risk review carried out in March 2016 (Min 3487 – 14 March 2016).

The Clerk advised that the Council would be switching over to the Rialtas Business Solutions (RBS) Omega financial package with effect from 1 April 2016. The existing Sage 50 system was used to close the accounts for 2015-16. The RBS system is proving to be a very popular choice amongst Kent town/parish Councils.

The Town Clerk held a petty cash float of £300 as at 31 March 2016, which has already been reduced to £100 following a previous recommendation.

#### **Payments & Payroll (inc. contracts):**

As well as the accounting package, the Council also uses a Sage payroll package and the HMRC "realtime" system to account for the PAYE and NI. During the year the Council has had 5 employees, with the Town Clerk acting as the payroll manager.

The Town Clerk had previously submitted quarterly VAT claims up to 30 September 2015. A net claim of £17,588 for the 6-months to 31 March 2016 was waiting to be submitted at the time of my audit visit. There were no errors or omissions discovered during the checking of payments, payroll and income.

#### **Other Matters:**

##### Tourist Information Centre

In my previous Report I mentioned that the Tourism & Business Committee was investigating the possibility of relocating the Tourist Information Centre (TIC) to the Town Hall from the "Gateway" operated by Ashford BC. As Members will know the TIC has been relocated to the foyer area of the Town Hall and at the time of my audit visit it was "manned" by Ashford BC staff. The Tourism & Business Committee have also raised the issue of manning the TIC at weekends. **Post Audit Note:** The F&GP Committee have been asked to consider a seasonal appointment of a TIC employee to work weekends and bank holidays.