Sevenoaks Town Council

Report to Finance and General Purposes Committee 30 November 2015

October 2015 Year to Date Variance analysis

	Net YTD expenditure				
Cost Centre	**Actual costs/ (inc)**	**Budget costs/ (inc)**	**Fav/(adv) Variance**	**Annual budget costs/ (income)**	**Explanation of YTD variances**
	£	**£**	**£**	**£**	
Planning Committee	18,284	19,192	908	32,678	The favourable variance reflects only £30 professional fees incurred to date. The unused neighbourhood plan provision (included in 'other creditors') currently stands at £8.1k
Open Spaces & Leisure Committee					
General	102,302	120,299	17,997	214,409	Underspend on gross pay to date £7.4k reflects one unfilled staff vacancy; other underspends mainly due to phasing, including £1.7k Raleys car park permits not yet issued
Cemetery	18,344	12,329	(6,015)	16,987	Adverse YTD variance due mainly to lower than budgeted cemetery income (£8k) offset by other favourable variances
Allotments	(444)	(354)	90	0	
Raleys Gym	8,644	11,883	3,239	23,415	Gym has not held classes in 2015/16. All staff were made redundant by May 2015 (redundancy costs reflected in 2014/15). Ongoing costs reflect staff hours monitoring the site.
Street lighting/general	12,205	15,886	3,681	17,409	The favourable variance mainly reflects the phasing of streetlighting expenses and lower than budgeted hanging basket costs to date

Net YTD expenditure					
Cost Centre	**Actual costs/ (inc)**	**Budget costs/ (inc)**	**Fav/(adv) Variance**	**Annual budget costs/ (income)**	**Explanation of YTD variances**
Vine	16,871	10,117	(6,754)	14,997	The café opened on 26 September, generating proceeds of £6.6k to date. Café salary costs to date £5.4k including a full month's manager salary in September. Cost of goods sold £4.4k to date, including estimated stock adjustment.
Finance & General Purposes Comm					
Establishments	227,641	229,516	1,875	410,031	£1.1k adverse YTD variance on gross pay reflects a one-off amendment to the basis of pay of part-time monthly paid staff (now paid on a calendar monthly basis).
General	11,191	4,500	(6,691)	25,800	Adverse variance mainly reflects Xmas lights spend ahead of budget, offset by Xmas lights donation in a/c 1990. Number 8 bus service commenced 2/11. Preparation costs to date of £3,786 have been offset by a release of grant funds in a/c 1495. The remaining KCC grant of £96k is included in Other Creditors on the balance sheet and will continue to be released as funds are spent. It is intended to cover 3 years of operation.
Council Offices	22,699	24,145	1,446	27,442	Favourable letting and hire facilities includes income relating to hire of the chamber for the election
Community Centre	(4,658)	(2,284)	2,374	(5,821)	Adverse variance on gross pay reflecting duplication of staff during the handover process and holiday cover during October offset by higher letting income and lower than budgeted maintenance costs
Grants	41,284	47,187	5,903	66,775	Currently lower grant awards than budgeted

Net YTD expenditure					
Cost Centre	**Actual costs/ (inc)**	**Budget costs/ (inc)**	**Fav/(adv) Variance**	**Annual budget costs/ (income)**	**Explanation of YTD variances**
Property	(12,611)	(25,284)	(12,673)	(46,388)	Adverse variance reflects the lack of income from Raleys bungalow and Raley's Centre which were vacated in 2014/15
Sevenoaks Town Partnership	3,331	(1,831)	(5,162)	5,000	Vintage bus expenses were £1.5k higher than budgeted, due largely to the need to replace the side advertising panels which were damaged. The business show achieved a surplus of £1.7k, just £0.3k under budget. Friends of Bat & Ball expenditure will be charged against the provision in Other Creditors of £2.4k.
Youth Cafe	0	3,129	3,129	5,368	KCC grant income is released to bring the Cost Centre to break-even position. Favourable variance in gross pay reflects casual staff hours budgeted over the summer but not worked.
Markets	(3,420)	(3,055)	365	(5,000)	Favourable variance reflects change to contractor for moving Blighs stalls and lower publicity spend to date partly offset by lower income, particularly from the Blighs market.
Total	**461,662**	**465,375**	**3,713**	**803,102**	

Sevenoaks Town Council

Statement of Fund Balances as at 31 October 2015

£ (2014)		S&P Rating Oct 15 Short term	Long term	£	£	%	Maturity	Interest rate	Status
	Bank of Scotland	A1	A						
3,503	Deposit account			2,053					Agreed
207,227	Treasury deposit (3m)			210,000			05/01/2016	0.65	Agreed
					212,053	20.97%			
	National Westminster Bank	A2	BBB+						
262,793	Business Reserve Account			10					Agreed
353,936	Current Account			370,588					Agreed
-436	Payroll Account			1,000					Agreed
1,000	HITB Youth café			1,000					Agreed
3,323	Sevenoaks Town Partnership			4,263					Agreed
5,710	Mayors Charity Account			3,988					Agreed
					380,849	37.66%			
	HSBC	A1+	AA-						
150,935	Treasury deposit (3m)			151,494			05/11/2015	0.25	Agreed
					151,494	14.98%			
	Handelsbanken	A1+	AA-						
0	SRFC Escrow account			4,447					
200,474	Deposit account (instant access)			1,411				0.30	Agreed
0	35 day notice account			50,005			35 days	0.48	Agreed
					55,863	5.52%			
	Nationwide	A1	A						Agreed
	Instant Saver			210,124					
					210,124	20.78%		0.95%	
560	Petty Cash				795	0.08%			Agreed
1,189,025					1,011,178	100.00%			

Sevenoaks Town Council

Working Capital Summary as at 31 Oct 2015

	B/fwd 01-Apr-15 £	Movement* £	C/fwd 31-Oct-15 £		*31/10/2014* £
Current Assets					
Stock	1,853	-41	1,812		*1,424*
Trade debtors	29,248	-3,246	26,002		*20,069*
VAT	18,487	12,153	30,640		*8,472*
Prepayments and other debtors	30,050	-27,634	2,416		*2,534*
Cash at bank and in hand	825,155	186,023	1,011,178		*1,189,025*
	904,793	167,255	1,072,048		*1,221,524*
Current Liabilities					
Trade creditors	42,582	-17,442	25,140		*29,263*
Accruals and other creditors	121,196	-29,415	91,781		*126,193*
No 8 bus grant	0	96,104	96,104		
Prior Mayors charity account	525	-225	300		*526*
Precept received in advance	0	337,727	337,727		*325,309*
Receipts in advance (rent and hall hire)	24,863	-7,915	16,948		*16,187*
	189,166	378,834	568,000		*497,478*
Net Current Assets	715,627	-211,579	504,048		*724,046*
Represented by:					
General Funds					
Revenue Reserves	356,230	2,613	358,843	Note 1	*413,919*
Earmarked/Designated Funds					
Capital Receipts Reserves	180,186	-221,404	-41,218		*149,564*
Community Centre Reserve	13,398	0	13,398		*13,398*
Planning Fees Reserve	12,500	0	12,500		*12,500*
Rolling Capital Prog Revenue Reserve	59,768	-12,153	47,615		*46,361*
Pension Reserve	69,866	0	69,866		*69,866*
Street Lighting Reserve	2,931	0	2,931		*1,568*
Stag Winding Up Reserve	3,000	0	3,000		*2,000*
Contingency Provision Reserve	10,263	0	10,263		*10,263*
CIL Earmarked Reserve		22,667	22,667		
Mayor's Charity Reserve	7,485	-3,302	4,183	Note 2	*4,607*
	359,397	-214,192	145,205		310,127
	715,627	-211,579	504,048		724,046

* Negative numbers denote a decrease

Note 1 Movement in revenue reserves reflects a favourable budget variance of £3,713 less a £1,100 charge to reserves reflecting the repayment of the tenant's deposit for the Raleys bungalow which had previously been credited to income

Note 2 Current liabilities include income collected for the previous mayor's charities

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2015

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
11	Planning - General									
1851	Neighbourhood Plan	693	0	-693	9,400	0	-9,400	0		-9,400
4010	Gross Pay	2,507	2,507	0	17,550	17,549	-1	30,086		12,536
6240	Computer/ Data Base/WP's	405	24	-381	405	168	-237	286		-119
6630	Professional Fees	12	167	155	30	1,169	1,139	2,000		1,970
6720	Books and Periodicals	0	0	0	149	153	4	153		4
7500	Local Organisations Grants	0	0	0	150	153	3	153		3
	Planning - General :- Expenditure	**3,617**	**2,698**	**-919**	**27,684**	**19,192**	**-8,492**	**32,678**	**0**	**4,994**
1852	Neighbourhood plan tfr to prov	693	0	693	9,400	0	9,400	0		
	Planning - General :- Income	**693**	**0**	**693**	**9,400**	**0**	**9,400**	**0**		
	Net Expenditure over Income	**2,924**	**2,698**	**-226**	**18,284**	**19,192**	**908**	**32,678**		
21	O/ Spaces & Leisure - General									
4010	Gross Pay	8,928	10,904	1,976	68,253	75,670	7,417	130,190		61,937
4270	Employers Pension Contribution	537	606	69	3,533	4,242	709	7,271		3,738
5010	Vine Area General Maintenance	8	0	-8	8	0	-8	0		-8
5011	Property Maintenance	660	1,250	590	1,660	1,250	-410	7,500		5,840
5013	Graffiti Removal	0	128	128	325	896	571	1,530		1,205
5020	Vine Public Convenience	0	0	0	50	0	-50	0		-50
5025	Lower St Johns Toilets	328	624	296	3,968	5,744	1,776	8,860		4,892
5030	St Nicholas Burial Ground	0	14	14	0	98	98	165		165
5040	Footpaths, Bridle Ways, ROW	0	18	18	0	126	126	215		215

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5050	Seats And Litter Bins	88	200	112	801	1,400	599	2,400		1,599
5060	Trees Sevenoaks Common	0	0	0	18	0	-18	3,315		3,297
5065	Tree Safety Survey	0	0	0	0	1,500	1,500	1,500		1,500
5070	Other Woodlands	840	510	-330	840	510	-330	3,060		2,220
5110	Raleys/ K P Pavilion	0	167	167	920	1,169	249	2,000		1,080
5120	Raleys/KP Pitch & Grnd Mtce.	918	390	-528	3,505	2,710	-795	4,656		1,151
5310	Miscellaneous Open Spaces	33	510	477	2,910	3,570	660	6,120		3,210
5316	Skatepark Maintenance	14	212	198	3,748	1,484	-2,264	2,550		-1,198
5317	Raleys Car Park	320	38	-282	874	266	-608	460		-414
5320	Fertilizers	0	0	0	309	1,420	1,111	1,420		1,111
5330	Grass Seed	0	0	0	0	300	300	1,850		1,850
5340	Plants	462	500	38	1,804	1,775	-29	2,550		746
5410	Repairs & General Maintenance	648	46	-602	1,024	322	-702	551		-473
5500	Equipment Hired and New	162	643	481	2,969	4,501	1,532	7,720		4,751
5525	Equipment Maintenance	23	625	602	3,738	4,375	637	7,500		3,762
5550	Vehicle Expenses	106	272	166	1,348	1,904	556	3,259		1,911
5700	Fuel	790	678	-112	3,750	4,746	996	8,140		4,390
6000	Rent, Rates & Water	31	127	96	882	2,562	1,680	3,200		2,318
6010	Light Heat & Cleaning	120	117	-3	621	819	198	1,400		779
6101	Telephone	0	17	17	57	119	62	200		143
6104	Mobile Telephone	0	12	12	33	84	51	150		117
6200	Printing & Stationery	0	0	0	67	0	-67	0		-67
6240	Computer/ Data Base/WP's	0	22	22	0	154	154	265		265
6315	Recruitment Costs	0	0	0	88	0	-88	0		-88
6320	Staff Training	0	155	155	125	1,085	960	1,855		1,730

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2015

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6330	Welfare/Hospitality	15	28	13	167	196	29	330		163
6730	Subscriptions	0	21	21	45	147	102	250		205
6812	Road Dues	0	57	57	0	399	399	1,633		1,633
6851	Bus Shelter Maintenance	0	14	14	0	98	98	165		165
6900	Sundry Expenses	0	8	8	31	56	25	100		69
6922	Health & Safety/Legal advice	0	775	775	296	1,551	1,255	1,551		1,255
6930	Alarm Maintenance	0	0	0	160	600	440	600		440
6931	CCTV Maintenance	0	146	146	675	1,022	347	1,750		1,075
6934	Waste Bin Collection-Dog Bins	0	610	610	1,165	1,691	526	2,301		1,136
6935	Waste Bin Disposal-Waste Bins	258	292	34	2,091	2,044	-47	3,500		1,409
6952	Protective Clothing	264	100	-164	617	700	83	1,195		578
	O/ Spaces & Leisure - General :- Expenditure	**15,552**	**20,836**	**5,284**	**113,475**	**133,305**	**19,830**	**235,227**	**0**	**121,752**
1022	Letting & Hire of Facilities	-97	0	-97	9,595	9,569	26	16,881		
1316	Raleys Car Park Permits	0	1,750	-1,750	13	1,750	-1,737	1,750		
1470	Income from Other Departments	0	71	-71	0	497	-497	857		
1550	Insurance Claims	596	0	596	596	0	596	0		
1850	Log Sales	878	500	378	969	1,000	-31	1,000		
1990	Sundry Income	0	28	-28	0	190	-190	330		
	O/ Spaces & Leisure - General :- Income	**1,378**	**2,349**	**-971**	**11,172**	**13,006**	**-1,834**	**20,818**		
	Net Expenditure over Income	**14,174**	**18,487**	**4,313**	**102,302**	**120,299**	**17,997**	**214,409**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2015

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
22	O/ Spaces & Leisure - Cemetery									
4010	Gross Pay	5,022	4,691	-331	32,853	32,837	-16	56,290		23,437
4270	Employers Pension Contribution	560	460	-100	3,411	3,220	-191	5,516		2,105
5210	Cemetery Chapel & Office	0	14	14	391	98	-293	163		-228
5230	Cemetery Wshop/Messroom Mtce	0	14	14	0	98	98	163		163
5410	Repairs & General Maintenance	9	217	208	1,936	1,519	-417	2,600		664
5500	Equipment Hired and New	925	153	-772	1,034	1,071	37	1,831		797
5525	Equipment Maintenance	88	192	104	639	1,344	705	2,310		1,671
5700	Fuel	46	74	28	429	518	89	893		464
6000	Rent, Rates & Water	0	0	0	4,650	4,900	250	5,500		850
6010	Light Heat & Cleaning	36	100	64	353	700	347	1,200		847
6101	Telephone	17	59	42	256	413	157	704		448
6104	Mobile Telephone	0	2	2	8	14	6	30		22
6200	Printing & Stationery	0	4	4	0	28	28	50		50
6240	Computer/ Data Base/WP's	275	31	-244	1,475	217	-1,258	367		-1,108
6281	Furnishings,Furniture/Eqpt	0	0	0	189	0	-189	0		-189
6315	Recruitment Costs	0	42	42	0	294	294	500		500
6320	Staff Training	260	128	-132	260	896	636	1,530		1,270
6330	Welfare/Hospitality	0	13	13	37	91	54	153		116
6730	Subscriptions	0	0	0	90	103	13	103		13
6802	Trees Plants Turf & Fertilizer	160	0	-160	865	1,250	385	1,250		385
6822	Roads Path & Boundaries	0	44	44	13	308	295	530		517
6832	Lawn/Wall of Remembrance	0	0	0	48	357	309	357		309
6900	Sundry Expenses	0	4	4	0	28	28	50		50

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2015

Month No : 7

Cost Centre Report

Code		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6922	Health & Safety/Legal advice	0	0	0	45	0	-45	269		224
6930	Alarm Maintenance	0	27	27	565	612	47	750		185
6932	Cemetery Security	788	370	-418	2,271	2,590	319	4,437		2,166
6935	Waste Bin Disposal-Waste Bins	71	93	22	614	651	38	1,117		504
6952	Protective Clothing	0	55	55	124	385	261	664		540
	O/ Spaces & Leisure - Cemetery :- Expenditure	**8,255**	**6,787**	**-1,468**	**52,557**	**54,542**	**1,985**	**89,327**	**0**	**36,770**
1011	Cemetery Lodge Water Contr.	0	34	-34	117	136	-19	205		
1700	Cemetery Income	10,429	6,011	4,418	34,095	42,077	-7,982	72,135		
	O/ Spaces & Leisure - Cemetery :- Income	**10,429**	**6,045**	**4,384**	**34,213**	**42,213**	**-8,001**	**72,340**		
	Net Expenditure over Income	**-2,174**	**742**	**2,916**	**18,344**	**12,329**	**-6,015**	**16,987**		
23	O/ Spaces & Leisure- Allotment									
5340	Plants	0	0	0	20	0	-20	0		-20
5410	Repairs & General Maintenance	0	35	35	182	245	63	422		240
6000	Rent, Rates & Water	0	0	0	44	25	-19	250		206
	O/ Spaces & Leisure- Allotment :- Expenditure	**0**	**35**	**35**	**246**	**270**	**24**	**672**	**0**	**426**
1010	Rental Income	15	24	-9	690	624	66	672		
	O/ Spaces & Leisure- Allotment :- Income	**15**	**24**	**-9**	**690**	**624**	**66**	**672**		
	Net Expenditure over Income	**-15**	**11**	**26**	**-444**	**-354**	**90**	**0**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2015

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
24	O/Spaces & Leisure - Gym									
4010	Gross Pay	125	2,076	1,951	5,507	14,532	9,025	24,911		19,404
4270	Employers Pension Contribution	0	78	78	156	546	390	933		777
4600	Gym Instructors-Summer Term	0	0	0	31	7,500	7,469	7,500		7,469
4604	Gym Instructors-Autumn Term	0	2,700	2,700	0	3,200	3,200	7,500		7,500
4608	Gym Instructors-Spring Term	0	0	0	845	0	-845	7,500		6,655
4613	Gym Instructors-Summer Hols	0	0	0	0	1,200	1,200	1,200		1,200
5410	Repairs & General Maintenance	0	50	50	320	350	30	600		280
5525	Equipment Maintenance	0	28	28	178	196	18	335		157
6000	Rent, Rates & Water	0	0	0	2,880	3,089	209	3,089		209
6010	Light Heat & Cleaning	0	0	0	383	1,648	1,265	3,297		2,914
6020	Insurance Cost	0	0	0	0	925	925	925		925
6101	Telephone	0	22	22	27	154	127	269		242
6200	Printing & Stationery	0	117	117	0	819	819	1,403		1,403
6210	Postage & Courier	0	6	6	11	42	31	77		66
6240	Computer/ Data Base/WP's	0	28	28	48	196	149	335		288
6241	Website Costs	0	11	11	0	77	77	128		128
6281	Furnishings,Furniture/Eqpt	0	69	69	0	483	483	831		831
6315	Recruitment Costs	0	44	44	0	308	308	525		525
6320	Staff Training	0	44	44	0	308	308	525		525
6330	Welfare/Hospitality	0	9	9	248	63	-185	108		-140
6340	Staff Uniforms	0	27	27	0	189	189	325		325
6460	Publicity	0	319	319	0	2,233	2,233	3,825		3,825
6560	Badges	0	26	26	1,286	182	-1,104	306		-980

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2015

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6567	Judo Grading	0	8	8	0	56	56	102		102
6568	Course Material	0	9	9	0	63	63	111		111
6635	Professional Fees Licensing	0	0	0	180	195	15	195		15
6871	Gym Equipment	0	42	42	0	294	294	500		500
6872	Gym Equipment-Repairs & Mtce	0	18	18	0	126	126	215		215
6900	Sundry Expenses	0	36	36	0	252	252	430		430
6922	Health & Safety/Legal advice	0	22	22	150	154	4	269		119
6939	Healthcare Services	0	58	58	507	406	-101	700		193
	O/Spaces & Leisure - Gym :- Expenditure	**125**	**5,847**	**5,722**	**12,756**	**39,786**	**27,030**	**68,969**	**0**	**56,213**
1020	Insurance	0	67	-67	0	469	-469	800		
1022	Letting & Hire of Facilities	-85	500	-585	3,117	3,500	-383	6,000		
1260	Sale of Badges	0	33	-33	13	231	-218	400		
1567	Judo Grading	0	25	-25	0	175	-175	300		
1600	Gym Courses-Summer Term	0	0	0	0	12,000	-12,000	12,000		
1604	Gym Courses-Autumn Term	0	1,000	-1,000	0	9,500	-9,500	12,000		
1608	Gym Courses-Spring Term	0	0	0	0	0	0	12,000		
1613	Gym Courses-Summer Hols	0	0	0	0	2,000	-2,000	2,000		
1990	Sundry Income	0	4	-4	0	28	-28	54		
2003	Asset/equipment sales	0	0	0	981	0	981	0		
	O/Spaces & Leisure - Gym :- Income	**-85**	**1,629**	**-1,714**	**4,112**	**27,903**	**-23,791**	**45,554**		
	Net Expenditure over Income	**210**	**4,218**	**4,008**	**8,644**	**11,883**	**3,239**	**23,415**		

Sevenoaks Town Council

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
26	Open Spaces-Street Lighting/Ge									
6861	Public Clock Maintenance	0	45	45	160	315	155	541		381
6862	Street Lighting	1,551	959	-592	4,384	6,713	2,329	11,510		7,126
6865	Hanging Baskets	590	0	-590	8,806	9,802	996	9,802		996
	Open Spaces-Street Lighting/Ge :- Expenditure	**2,141**	**1,004**	**-1,137**	**13,350**	**16,830**	**3,480**	**21,853**	**0**	**8,503**
1480	Streetlighting income	0	0	0	0	0	0	3,500		
1990	Sundry Income	0	0	0	1,145	944	201	944		
	Open Spaces-Street Lighting/Ge :- Income	**0**	**0**	**0**	**1,145**	**944**	**201**	**4,444**		
	Net Expenditure over Income	**2,141**	**1,004**	**-1,137**	**12,205**	**15,886**	**3,681**	**17,409**		
28	O/ Spaces & Leisure - Vine									
4010	Gross Pay	4,379	598	-3,781	9,986	4,186	-5,800	7,181		-2,805
4270	Employers Pension Contribution	45	36	-9	289	252	-37	431		142
5010	Vine Area General Maintenance	-2,385	267	2,652	1,391	1,869	478	3,200		1,809
5012	Vine Band Practice Room	104	0	-104	104	0	-104	0		-104
5020	Vine Public Convenience	999	458	-541	2,205	3,206	1,001	5,500		3,295
5500	Equipment Hired and New	107	0	-107	539	0	-539	0		-539
6010	Light Heat & Cleaning	48	0	-48	366	0	-366	0		-366
6240	Computer/ Data Base/WP's	19	0	-19	565	0	-565	0		-565
6281	Furnishings,Furniture/Eqpt	128	0	-128	293	0	-293	0		-293
6315	Recruitment Costs	0	0	0	525	0	-525	0		-525
6320	Staff Training	0	0	0	495	0	-495	0		-495

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6324	Food Fair	0	0	0	484	0	-484	0		-484
6330	Welfare/Hospitality	-327	0	327	17	0	-17	0		-17
6500	Goods for Resale	3,537	0	-3,537	4,442	0	-4,442	0		-4,442
6635	Professional Fees Licensing	129	0	-129	199	0	-199	0		-199
6868	Summer Concerts	0	0	0	3,730	3,953	223	3,953		223
6869	Special Events	0	0	0	656	0	-656	0		-656
6922	Health & Safety/Legal advice	150	0	-150	150	0	-150	0		-150
6930	Alarm Maintenance	0	0	0	52	0	-52	0		-52
6931	CCTV Maintenance	0	0	0	556	0	-556	0		-556
6935	Waste Bin Disposal-Waste Bins	152	0	-152	152	0	-152	0		-152
6952	Protective Clothing	122	0	-122	422	0	-422	0		-422
6976	Credit card charges	24	0	-24	24	0	-24	0		-24
	O/ Spaces & Leisure - Vine :- Expenditure	**7,229**	**1,359**	**-5,870**	**27,643**	**13,466**	**-14,177**	**20,265**	**0**	**-7,378**
1020	Insurance	-106	0	-106	-106	0	-106	0		
1022	Letting & Hire of Facilities	0	83	-83	50	581	-531	1,000		
1208	Food Fair Income	0	0	0	1,473	0	1,473	0		
1211	Sale of Goods	5,235	0	5,235	6,592	0	6,592	0		
1805	Tea Kiosk Rental & Pavilion	0	0	0	1,545	1,500	45	3,000		
1870	Vine Club Insurance Contrib.	0	0	0	1,218	1,268	-50	1,268		
	O/ Spaces & Leisure - Vine :- Income	**5,129**	**83**	**5,046**	**10,771**	**3,349**	**7,422**	**5,268**		
	Net Expenditure over Income	**2,100**	**1,276**	**-824**	**16,871**	**10,117**	**-6,754**	**14,997**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
31	F & G P - Establishments									
4010	Gross Pay	21,106	18,649	-2,457	131,614	130,543	-1,071	223,783		92,169
4011	Employee benefits	0	0	0	-459	0	459	0		459
4270	Employers Pension Contribution	1,056	993	-63	7,319	6,951	-368	11,921		4,602
4271	Pension Deficiency	4,750	4,750	0	33,250	33,250	0	57,000		23,750
5410	Repairs & General Maintenance	6	0	-6	6	0	-6	0		-6
5500	Equipment Hired and New	0	28	28	402	196	-206	332		-70
6020	Insurance Cost	326	0	-326	17,867	18,518	651	18,518		651
6101	Telephone	13	119	106	718	833	115	1,423		705
6103	Fax	0	13	13	0	91	91	153		153
6200	Printing & Stationery	2,239	471	-1,768	6,244	3,297	-2,947	5,656		-588
6210	Postage & Courier	26	317	291	1,452	2,219	767	3,805		2,353
6240	Computer/ Data Base/WP's	331	800	469	5,454	5,600	146	12,976		7,522
6241	Website Costs	0	70	70	23	490	468	842		820
6242	I.T. Infrastructure	508	0	-508	508	0	-508	5,100		4,592
6281	Furnishings,Furniture/Eqpt	0	111	111	0	777	777	1,331		1,331
6300	Computers Accountancy	751	170	-581	2,492	1,920	-572	2,774		282
6315	Recruitment Costs	0	0	0	765	0	-765	0		-765
6320	Staff Training	563	403	-160	2,187	2,821	634	4,839		2,652
6321	Investors in People	0	65	65	0	450	450	775		775
6330	Welfare/Hospitality	52	108	56	746	756	10	1,301		555
6408	Mayors car allowance 2015/16	0	199	199	0	1,194	1,194	2,186		2,186
6409	Mayors allowance 2015/16	616	447	-169	2,973	2,683	-290	4,918		1,945
6410	Civic Exps/Annual Reception	445	0	-445	445	400	-45	1,261		816

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6415	Gifts/hospitality	-445	177	622	321	277	-44	277		-44
6420	Annual Parish Meeting	0	8	8	0	56	56	100		100
6421	Honour Bd. Badges & Insignia	0	18	18	2,030	126	-1,904	222		-1,808
6435	Members Expenses	0	3,721	3,721	2,765	3,721	956	3,721		956
6440	Press Notices	0	114	114	608	798	190	1,366		758
6450	Bye Laws	0	8	8	0	56	56	100		100
6460	Publicity	681	171	-510	1,774	1,197	-577	2,055		281
6610	Audit Fees	0	275	275	2,000	2,550	550	3,100		1,100
6619	Irrecoverable VAT	0	0	0	0	0	0	8,000		8,000
6620	Legal Expenses	0	510	510	1,498	3,570	2,072	6,120		4,622
6635	Professional Fees Licensing	0	0	0	0	128	128	255		255
6710	Conference Fees & Expenses	0	166	166	65	1,162	1,097	1,996		1,931
6720	Books and Periodicals	0	30	30	171	210	39	365		194
6730	Subscriptions	51	182	131	2,800	2,682	-118	3,257		457
6869	Special Events	0	0	0	-6	0	6	0		6
6900	Sundry Expenses	0	18	18	286	128	-158	224		-62
6922	Health & Safety/Legal advice	0	0	0	2,472	2,100	-372	2,206		-266
6935	Waste Bin Disposal-Waste Bins	129	0	-129	129	0	-129	0		-129
6975	Bank Charges	153	108	-45	615	756	141	1,292		677
6976	Credit card charges	36	54	18	111	216	105	481		370
7010	Election Expenses	0	0	0	0	0	0	3,000		3,000
7611	Contingency provision	0	0	0	0	0	0	15,500		15,500
7614	Stag reserve	0	0	0	650	0	-650	1,000		351
	F & G P - Establishments :- Expenditure	**33,391**	**33,273**	**-118**	**232,293**	**232,722**	**429**	**415,531**	**0**	**183,238**

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1020	Insurance	50	0	50	50	0	50	0		
1115	Interest on Deposits	367	333	34	1,832	2,331	-499	4,000		
1350	Grant income	500	0	500	1,000	0	1,000	0		
1990	Sundry Income	175	125	50	1,770	875	895	1,500		
	F & G P - Establishments :- Income	**1,091**	**458**	**633**	**4,652**	**3,206**	**1,446**	**5,500**		
	Net Expenditure over Income	**32,300**	**32,815**	**515**	**227,641**	**229,516**	**1,875**	**410,031**		
32	F & G P - General									
6490	Christmas Decorations	5,997	0	-5,997	7,455	0	-7,455	22,000		14,545
6491	Remembrance Day/Civic Serv.	0	0	0	0	0	0	1,800		1,800
6495	Number 8 bus expenses	143	0	-143	3,786	0	-3,786	0		-3,786
6869	Special Events	1,494	2,000	506	4,608	4,500	-108	5,000		392
	F & G P - General :- Expenditure	**7,635**	**2,000**	**-5,635**	**15,850**	**4,500**	**-11,350**	**28,800**	**0**	**12,950**
1495	Number 8 bus income	143	0	143	3,786	0	3,786	0		
1990	Sundry Income Xmas Decs	263	0	263	873	0	873	3,000		
	F & G P - General :- Income	**406**	**0**	**406**	**4,659**	**0**	**4,659**	**3,000**		
	Net Expenditure over Income	**7,229**	**2,000**	**-5,229**	**11,191**	**4,500**	**-6,691**	**25,800**		
33	F & G P - Council Offices									
4010	Gross Pay	492	400	-92	3,158	2,800	-358	4,801		1,644
4270	Employers Pension Contribution	34	32	-2	227	224	-3	387		160

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5410	Repairs & General Maintenance	330	167	-163	2,079	1,169	-910	2,000		-79
6000	Rent, Rates & Water	249	0	-249	21,966	21,760	-206	22,824		858
6010	Light Heat & Cleaning	260	467	207	1,862	3,269	1,407	5,600		3,738
6200	Printing & Stationery	24	0	-24	24	0	-24	0		-24
6510	Catering Expenses	61	9	-52	121	63	-58	110		-11
6900	Sundry Expenses	0	5	5	0	35	35	58		58
6922	Health & Safety/Legal advice	0	0	0	0	0	0	269		269
6930	Alarm Maintenance	0	0	0	818	600	-218	1,293		475
6935	Waste Bin Disposal-Waste Bins	0	8	8	0	56	56	100		100
	F & G P - Council Offices :- Expenditure	**1,451**	**1,088**	**-363**	**30,256**	**29,976**	**-280**	**37,442**	**0**	**7,186**
1022	Letting & Hire of Facilities	1,017	833	184	7,557	5,831	1,726	10,000		
	F & G P - Council Offices :- Income	**1,017**	**833**	**184**	**7,557**	**5,831**	**1,726**	**10,000**		
	Net Expenditure over Income	**434**	**255**	**-179**	**22,699**	**24,145**	**1,446**	**27,442**		

36 F & G P - Community Centre

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010	Gross Pay	3,091	2,144	-947	18,330	15,008	-3,322	25,734		7,404
4270	Employers Pension Contribution	63	76	13	239	532	293	912		673
5410	Repairs & General Maintenance	387	333	-54	1,067	2,331	1,264	4,000		2,933
6000	Rent, Rates & Water	0	0	0	4,558	4,600	42	6,000		1,442
6010	Light Heat & Cleaning	0	0	0	-53	0	53	0		53
6011	Electricity-SCC	178	183	5	887	1,281	394	2,200		1,313
6012	Gas-SCC	0	0	0	621	1,124	503	2,250		1,629

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Cost Centre Report

Code	Heading	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6013	Cleaning-SCC	1,107	67	-1,040	1,449	469	-980	800		-649
6101	Telephone	0	21	21	66	147	81	250		184
6104	Mobile Telephone	0	5	5	25	35	10	61		36
6200	Printing & Stationery	0	6	6	3	42	39	66		63
6230	Office Furniture/Machinery	0	46	46	0	322	322	555		555
6240	Computer/ Data Base/WP's	0	0	0	149	0	-149	0		-149
6281	Furnishings,Furniture/Eqpt	0	69	69	36	483	447	832		796
6320	Staff Training	0	14	14	0	98	98	167		167
6460	Publicity	0	42	42	0	294	294	510		510
6520	Refreshments for Resale	52	61	9	389	427	38	735		346
6533	Copyright Fees/Royalties	0	0	0	563	459	-104	459		-104
6635	Professional Fees Licensing	0	100	100	0	204	204	204		204
6842	Grounds Maintenance	0	90	90	0	630	630	1,076		1,076
6900	Sundry Expenses	0	5	5	0	35	35	56		56
6922	Health & Safety/Legal advice	0	0	0	307	0	-307	277		-30
6930	Alarm Maintenance	190	0	-190	859	940	81	2,000		1,141
6931	CCTV Maintenance	0	0	0	279	286	7	286		7
6935	Waste Bin Disposal-Waste Bins	152	111	-41	820	777	-43	1,331		511
6939	Healthcare Services	0	0	0	942	1,100	158	1,530		588
	F & G P - Community Centre :- Expenditure	**5,220**	**3,373**	**-1,847**	**31,537**	**31,624**	**87**	**52,291**	**0**	**20,754**
1022	Letting & Hire of Facilities	6,035	4,542	1,493	34,407	31,794	2,613	54,500		
1250	Sale of Refreshments	234	88	146	836	616	220	1,051		
1445	Outdoor Activities	0	48	-48	88	336	-249	570		
1457	Indoor Activities	0	166	-166	865	1,162	-297	1,991		
	F & G P - Community Centre :- Income	**6,270**	**4,844**	**1,426**	**36,195**	**33,908**	**2,287**	**58,112**		
	Net Expenditure over Income	**-1,050**	**-1,471**	**-421**	**-4,658**	**-2,284**	**2,374**	**-5,821**		

Sevenoaks Town Council

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
38	F & G P - Grants									
6936	Additional Grant for CAB	71	0	-71	71	0	-71	0		-71
6937	Annual Subsidy-Comm Centre	238	83	-155	238	581	343	1,000		762
6938	Annual Subsidy-Council Chamber	235	83	-152	845	581	-264	1,000		155
7500	Local Organisations Grants	-500	0	500	6,325	8,275	1,950	16,275		9,950
7502	Sevenoaks Summer Festival	0	0	0	5,000	5,000	0	5,000		0
7520	Twinning Support	0	0	0	0	500	500	1,000		1,000
7552	Youth Outreach	800	0	-800	1,506	5,000	3,494	15,000		13,494
7555	Youth Council Support	299	0	-299	299	250	-49	500		201
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Expenditure	**1,143**	**166**	**-977**	**41,284**	**47,187**	**5,903**	**66,775**	**0**	**25,491**
	Net Expenditure over Income	**1,143**	**166**	**-977**	**41,284**	**47,187**	**5,903**	**66,775**		
39	F & G P - Property									
5012	Vine Band Practice Room	0	0	0	95	0	-95	0		-95
5105	Raleys Centre Maintenance	0	0	0	0	400	400	800		800
5211	Cemetery Lodge Maintenance	-2,472	0	2,472	0	426	426	849		849
5410	Repairs & General Maintenance	66	9	-57	87	63	-24	109		22
6922	Health & Safety/Legal advice	0	0	0	0	0	0	270		270
	F & G P - Property :- Expenditure	**-2,406**	**9**	**2,415**	**182**	**889**	**707**	**2,028**	**0**	**1,846**
1012	Rental Income Cemetery Lodge	0	0	0	7,466	7,465	1	14,931		
1013	Rental Income Bungalow	0	1,030	-1,030	0	7,210	-7,210	12,360		

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Cost Centre Report

Code	Description	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1014	Rental Income Red Cross	0	0	0	100	100	0	200		
1016	Rental Income Raley's Centre	0	1,114	-1,114	0	7,798	-7,798	13,372		
1046	SCC Ground Rents & Wayleaves	0	0	0	750	750	0	2,742		
1469	O/S Ground Rents & Wayleaves	1,242	0	1,242	4,477	2,850	1,627	4,811		
	F & G P - Property :- Income	**1,242**	**2,144**	**-902**	**12,793**	**26,173**	**-13,380**	**48,416**		
	Net Expenditure over Income	**-3,648**	**-2,135**	**1,513**	**-12,611**	**-25,284**	**-12,673**	**-46,388**		
40	Sevenoaks Town Partnership									
6240	Computer/ Data Base/WP's	547	0	-547	585	0	-585	0		-585
6322	Business Awards	725	0	-725	6,661	6,000	-661	6,000		-661
6323	Business Show	0	0	0	3,277	2,000	-1,277	2,000		-1,277
6324	Food Fair	0	0	0	200	0	-200	0		-200
6900	Sundry Expenses	0	167	167	1,613	1,169	-444	2,000		387
7000	Reinvestment	0	0	0	0	0	0	6,500		6,500
7607	Christmas gift guide expenses	0	0	0	0	0	0	1,500		1,500
7608	Friends of Bat & Ball	300	0	-300	1,318	0	-1,318	0		-1,318
7609	Vintage Bus Expenses	0	0	0	12,970	11,500	-1,470	11,500		-1,470
	Sevenoaks Town Partnership :- Expenditure	**1,572**	**167**	**-1,405**	**26,624**	**20,669**	**-5,955**	**29,500**	**0**	**2,876**
1206	Business Awards	-100	0	-100	6,102	7,000	-898	7,000		
1207	Business Show	0	0	0	4,955	4,000	955	4,000		
1435	Vintage Bus income	0	0	0	11,166	11,500	-334	11,500		
1436	Christmas gift guide income	1,070	0	1,070	1,070	0	1,070	2,000		
	Sevenoaks Town Partnership :- Income	**970**	**0**	**970**	**23,293**	**22,500**	**793**	**24,500**		
	Net Expenditure over Income	**602**	**167**	**-435**	**3,331**	**-1,831**	**-5,162**	**5,000**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
50	Youth Cafe									
4010	Gross Pay	3,662	3,925	263	24,373	27,475	3,102	47,099		22,726
4270	Employers Pension Contribution	19	55	36	94	385	291	660		566
5410	Repairs & General Maintenance	83	167	84	171	1,169	998	2,000		1,829
6010	Light Heat & Cleaning	111	63	-48	293	441	148	758		465
6101	Telephone	21	42	22	205	294	89	510		305
6200	Printing & Stationery	0	38	38	40	266	226	459		419
6210	Postage & Courier	0	1	1	0	7	7	10		10
6240	Computer/ Data Base/WP's	0	0	0	197	0	-197	0		-197
6281	Furnishings,Furniture/Eqpt	0	13	13	116	91	-25	153		37
6315	Recruitment Costs	108	17	-91	382	119	-263	200		-182
6320	Staff Training	0	30	30	222	210	-12	357		135
6330	Welfare/Hospitality	0	4	4	36	28	-8	51		15
6460	Publicity	0	63	63	452	441	-11	760		308
6500	Goods for Resale	120	167	47	1,417	1,169	-248	2,000		583
6550	Soundwaves Expenditure	0	100	100	200	700	500	1,200		1,000
6635	Professional Fees Licensing	0	8	8	98	56	-42	94		-4
6730	Subscriptions	0	7	7	59	49	-10	82		23
6900	Sundry Expenses	0	21	21	107	147	40	255		148
	Youth Cafe :- Expenditure	**4,124**	**4,721**	**597**	**28,461**	**33,047**	**4,586**	**56,648**	**0**	**28,187**
1022	Letting & Hire of Facilities	195	417	-222	2,107	2,919	-812	5,000		
1211	Sale of Goods	287	167	120	1,471	1,169	302	2,000		
1242	Soundwaves Income	0	100	-100	39	700	-661	1,200		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2015

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1350	Grant income	3,642	3,423	219	24,843	23,961	882	41,080		
1500	Fundraising	0	167	-167	0	1,169	-1,169	2,000		
	Youth Cafe :- Income	**4,124**	**4,274**	**-150**	**28,461**	**29,918**	**-1,457**	**51,280**		
	Net Expenditure over Income	**0**	**447**	**447**	**0**	**3,129**	**3,129**	**5,368**		
60	Markets									
4010	Gross Pay	279	275	-4	1,632	1,925	293	3,300		1,668
5410	Repairs & General Maintenance	29	0	-29	77	0	-77	0		-77
5420	SDC Management Charge	1,274	1,122	-152	7,898	7,850	-48	13,460		5,562
5421	SDC mgt charge - Wednesday	1,489	1,608	119	11,171	11,256	85	19,295		8,124
5525	Equipment Maintenance	-29	0	29	0	0	0	0		0
6001	Blighs Market Charges	1,278	1,825	547	9,428	12,775	3,347	21,900		12,472
6460	Publicity	0	0	0	882	2,850	1,968	3,500		2,618
7000	Reinvestment	0	0	0	0	0	0	1,623		1,623
	Markets :- Expenditure	**4,320**	**4,830**	**510**	**31,089**	**36,656**	**5,567**	**63,078**	**0**	**31,989**
1017	Rental Income Sat Market	2,213	2,125	88	13,895	14,875	-980	25,500		
1018	Rental Income Wed Market	1,530	1,955	-425	12,262	13,685	-1,423	23,460		
1019	Rental Income Blighs Market	627	1,593	-966	8,352	11,151	-2,799	19,118		
	Markets :- Income	**4,370**	**5,673**	**-1,303**	**34,509**	**39,711**	**-5,202**	**68,078**		
	Net Expenditure over Income	**-50**	**-843**	**-793**	**-3,420**	**-3,055**	**365**	**-5,000**		
	Finance & General Purposes Expenditure	**93,370**	**88,193**	**-5,177**	**685,283**	**714,661**	**29,378**	**1,221,084**	**0**	**535,801**
	Income	**37,049**	**28,356**	**8,693**	**223,621**	**249,286**	**-25,665**	**417,982**		
	Net Expenditure over Income	**56,321**	**59,837**	**3,516**	**461,662**	**465,375**	**3,713**	**803,102**		