

Annual Internal Audit Report 2022/23

Sevenoaks Town Council

www.sevenoakstown.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

29/09/2022 02/12/2022 10/02/2023

Name of person who carried out the internal audit

Louise Taylor

Signature of person who carried out the internal audit

LETaylor

Date

19/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Sevenoaks Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

12/06/2023

and recorded as minute reference:

136.2

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Janie E Shea

Clerk

L. Carter

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Section 2 – Accounting Statements 2022/23 for

Sevenoaks Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,770,526	1,677,639	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,239,898	1,295,675	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	765,823	817,269	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	956,618	987,827	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	71,602	71,602	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,070,388	1,159,335	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,677,639	1,571,819	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,710,009	1,665,479	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	10,546,348	10,691,724	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	1,289,486	1,243,702	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 12/6/23

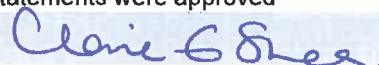
I confirm that these Accounting Statements were approved by this authority on this date:

12/6/2023

as recorded in minute reference:

136.2

Signed by Chairman of the meeting where the Accounting Statements were approved



Supporting papers for submission to External Audit

Sevenoaks Town Council
Financial year ending 31 March 2023
DRAFT UNAUDITED ANNUAL RETURN
Explanation of Variances

Full explanations, including numerical figures are to be provided for the following:

Variances of more than 15% between totals for individual boxes (except variances of less than £200) are to be explained;

Variances of £100,000 or more require explanation regardless of the % variation year on year;

A breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	Year ending		Variance		Explanation required?	Detailed explanation of variance (with amounts £)
	31/03/2022	31/03/2023				
	£	£	£	%		
Box 1 Balances b/fwd	1,770,526	1,677,639	(92,887)	5.25%	NO	
Box 2 Annual Precept	1,239,898	1,295,675	55,777	4.50%	NO	Increased in line with budget expectations
Box 3 Total other receipts	765,823	817,269	51,446	6.72%	NO	£20K higher interest, £27K higher Bat & Ball centre hire income, £14K higher Business Hub income
Box 4 Staff Costs	956,618	987,827	31,209	3.26%	NO	4% Staff payrise in April plus additional 30p/ hour from December, plus additional fixed term staff employed for Heritage Engagement & Environmental projects
Box 5 Loan interest/capital repayments	71,602	71,602	0	0.00%	NO	Relates to Public Works Loan, commenced in 2019/20.
Box 6 All other payments	1,070,388	1,159,335	88,947	8.31%	NO	Driven by £24K spend on public realm project, £23K higher spend on Bat & Ball station including £11K on repairs & maintenance & £10K higher goods for resale, £13K spent on jubilee events, £6.8K on casual vacancy, & inflation including £10K Energy bills.
Box 7 Balances C/fwd	1,677,639	1,571,819	(105,820)	6.31%	YES	£99K Bat & Ball station maintenance & management reserves have been used, £38K capital reserves have been spent & £20K CIL reserves have been spent. This is offset by an increase in revenue reserves of £21K, creation of £11K Bat & Ball centre maintenance reserve & £10K recruitment reserve, & increase of rolling capital programme reserve of £9K - see attached breakdown
Box 8 Cash and short term investments	1,710,009	1,665,479	(44,530)	2.60%	NO	
Box 9 Total fixed assets and LT investments	10,546,348	10,691,724	145,376	1.38%	YES	Fixed asset purchases including new play area equipment (£80K) e-van (£19K), Floodlights at Knole Paddock (£18K), Streetlight new columns (£9K), Speed Indication device (£4K), Picnic tables (£4K), notice board at The Vine (£2K), final jobs on Business Hub renovation (£7K) & Bat & Ball Centre (£3K)
Box 10 Total borrowings	1,289,486	1,243,702	(45,784)	3.55%	NO	Amount outstanding on Public Works Loan

Explanation for 'high' reserves

Reserves at year end are less than twice the precept figure

Sevenoaks Town Council
Breakdown of reserves
Financial year ending 31 March 2023

	31-Mar-22	Movement	31-Mar-23
General Funds			
Revenue Reserves	438,861	20,681	459,542
Earmarked/Designated Funds			
Youth Council Reserve	1,835	- 108	1,727
Council Offices Reserve	1,548	-	1,548
Pension Reserve	2,814	-	2,814
Rolling Capital Prog Revenue Reserve	33,433	8,960	42,393
Street Lighting Reserve	3,755	1,661	5,416
Stag Winding Up Reserve	9,000	1,000	10,000
Planning Fees Reserve	12,500	-	12,500
Youth Activities Reserve	3,544	- 2,275	1,269
Special Events reserves	10,000	- 10,000	-
STP Activities Reserve	2,386	6,291	8,677
Non-annual commitments reserve	11,764	3,889	15,653
Staff training reserve	2,890	-	2,890
Capital Receipts Quaker Hall	58,462	29,231	87,693
Capital Receipts Reserve	509,432	- 67,093	442,339
Bat & Ball Station Management & Maintenance reserve	230,800	- 98,782	132,018
Vehicle/ Machinery replacement reserve	18,054	4,775	22,829
Environmental reserve	8,500	- 2,500	6,000
Bat & Ball Center Maintenance reserve		10,578	10,578
Recruitment reserve		10,000	10,000
CIL Earmarked Reserve	229,518	- 19,696	209,822
No 8 bus Reserve	78,808	-	78,808
QH Allotments Key Reserves	4,115	- 4,115	-
Mayor's Charity Reserve	5,621	1,682	7,303
Total Earmarked/ Designated funds	<u>1,238,778</u>	<u>- 126,502</u>	<u>1,112,276</u>
Total Reserves	<u>1,677,639</u>	<u>- 105,821</u>	<u>1,571,819</u>

Add recruitment reserve

Sevenoaks Town Council
Bank Reconciliation

Financial year ending 31 March 2023

Prepared by Rosalind Shaw (RFO) **Date** 04/05/2023

Balance per bank statements as at 31 March 2023		£	£
Natwest Current accounts(Business Current Account)		3,241.00	
Natwest Current accounts(Liquidity Account)		209,355.76	
Natwest payroll account		1,000.00	
Natwest Investment (Direct Reserve)		34,284.28	
Virginmoney current account		1.00	
Virginmoney 90 day notice		504,395.39	
HSBC Deposit Bond		50,693.51	
Handelsbanken Deposit account		65,073.96	
Handelsbanken Notice account		262,557.84	
Nationwide Instant Saver		2,834.53	
Mayors Charity Account		10,072.71	
House in the Basement Youth Café		1,000.00	
Sevenoaks Town Partnership		9,948.60	
Nationwide Sevenoaks Funds		10,224.54	
CCLA		<u>500,000.00</u>	
			1,664,683
Petty Cash float			892
Less cashbook suspense			
Less: un-presented cheques at 31 March 2022 (Natwest Current account)			
03/11/2020	001740	10.00	
21/07/2021	001577	36.00	
27/07/2021	001579	30.00	
16/11/2021	001591	<u>20.00</u>	
			- 96
Add: any un-banked cash at 31 March 2022			-
Net balances as at 31 March 2022 (Box 8)			<u><u>1,665,479</u></u>
			-

Sevenoaks Town Council
Financial year ending 31 March 2023
Box 7 & 8 reconciliation

	2022 £	2023 £	Movement £
Balance per box 8 (Cash balances)	1,710,009	1,665,479	44,530
Add			
Stock	2,061	2,220	(159)
Debtors			
Trade debtors	32,096	29,893	2,203
Miscellaneous debtors	31,148	20,307	10,841
VAT Control	19,728	22,741	(3,013)
Prepayments	22,651	19,941	2,710
	<u>105,623</u>	<u>92,882</u>	<u>12,582</u>
Creditors			
Trade creditors	(46,100)	(43,787)	(2,313)
Accruals	(37,130)	(73,315)	36,185
Sundry creditors	(29,192)	(21,159)	(8,033)
BV Allotment deposit	(290)	(685)	395
QH Allotment deposit	(2,245)	(5,275)	3,030
Damage deposits	(2,024)	(3,493)	1,469
	<u>(116,981)</u>	<u>(147,713)</u>	<u>30,732</u>
Receipts in advance	(23,073)	(41,049)	17,976
			-
Balance per box 7 (Reserves)	<u>1,677,639</u>	<u>1,571,819</u>	<u>105,820</u>
		0	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
11 Planning - General						
4010 Gross Pay	23,768	25,914	2,146		2,146	
4270 Employers Pension Contribution	877	1,105	228		228	
5500 Equipment Hired and New	3,974	0	(3,974)		(3,974)	3,974
6240 Computer/ Data Base/WP's	591	948	357		357	
6630 Professional Fees	428	111	(317)		(317)	
6720 Books and Periodicals	28	0	(28)		(28)	
6730 Subscriptions	198	395	198		198	
Planning - General :- Indirect Expenditure	29,863	28,473	(1,390)	0	(1,390)	3,974
Net Expenditure	(29,863)	(28,473)	1,390			
8001 plus Transfer from EMR	3,974					
Movement to/(from) Gen Reserve	(25,889)					
21 O/ Spaces & Leisure - General						
1022 Letting & Hire of Facilities	25,255	33,179	7,924			
1030 Electricity recharge	2,551	0	(2,551)			
1316 Raleys Car Park Permits	1,638	1,750	113			
1550 Insurance Claims	9,422	0	(9,422)			
1850 Log Sales	541	1,305	764			
1853 Adopt a Tree income	917	0	(917)			
1990 Other Income	19,166	1,099	(18,067)			1,875
O/ Spaces & Leisure - General :- Income	59,489	37,333	(22,156)			1,875
4010 Gross Pay	148,561	189,608	41,047		41,047	
4011 Mileage	724	0	(724)		(724)	
4012 Expenses	74	0	(74)		(74)	
4270 Employers Pension Contribution	9,415	12,498	3,083		3,083	
5013 Graffiti Removal	1,250	893	(357)		(357)	
5025 Lower St Johns Toilets	12,689	11,031	(1,658)		(1,658)	
5026 Greatness Rec Convenience	2,819	3,152	333		333	
5050 Seats And Litter Bins	4,308	2,921	(1,387)		(1,387)	
5060 Sevenoaks Common	7,200	4,470	(2,730)		(2,730)	
5065 Tree Safety Survey	0	3,992	3,992		3,992	
5070 Other Woodlands	5,922	3,726	(2,196)		(2,196)	
5110 Knole Paddock & Pavilion	239	4,151	3,912		3,912	
5120 Knole Paddock Pitch & Grnd Mt	1,952	3,677	1,725		1,725	
5310 Miscellaneous Open Spaces	15,400	2,277	(13,123)		(13,123)	
5311 Security Open Spaces	22,579	21,202	(1,377)		(1,377)	
5316 Skatepark Maintenance	927	2,706	1,779		1,779	(1,779)

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
5317 Raleys Car Park	991	525	(466)		(466)	
5320 Fertilizers	738	1,009	271		271	
5330 Grass Seed	4,621	2,206	(2,415)		(2,415)	
5340 Plants	3,464	2,627	(837)		(837)	
5410 Repairs & General Maintenance	15,954	1,576	(14,378)		(14,378)	
5412 Capital Refurbishments	0	1,200	1,200		1,200	(1,200)
5500 Equipment Hired and New	4,889	6,934	2,045		2,045	1,610
5525 Equipment Maintenance	4,582	7,564	2,982		2,982	
5550 Vehicle Expenses	22,544	19,500	(3,044)		(3,044)	3,100
5700 Fuel	5,233	5,211	(22)		(22)	
6010 Light Heat & Cleaning	3,948	2,621	(1,327)		(1,327)	
6014 Water	406	1,030	624		624	
6101 Telephone	231	210	(21)		(21)	
6104 Mobile Telephone	505	210	(295)		(295)	
6105 Broadband wi-fi service	153	0	(153)		(153)	
6210 Postage & Courier	3	0	(3)		(3)	
6320 Staff Training	580	3,152	2,572		2,572	
6330 Welfare/Hospitality	273	210	(63)		(63)	
6730 Subscriptions	164	145	(19)		(19)	
6812 Road Dues	1,510	1,077	(433)		(433)	
6851 Bus Shelter Maintenance	0	184	184		184	
6900 Sundry Expenses	45	105	60		60	
6922 Health&Safety/Risk Assessments	412	1,628	1,217		1,217	
6930 Alarm Maintenance	899	778	(121)		(121)	
6931 CCTV Maintenance	520	536	16		16	
6934 Waste Bin Collection-Dog Bins	2,621	2,699	78		78	
6935 Waste Bin Disposal-Waste Bins	2,345	4,023	1,678		1,678	
6952 Protective Clothing	1,132	1,523	391		391	
O/ Spaces & Leisure - General :- Indirect Expenditure	312,825	334,787	21,962	0	21,962	1,731
Net Income over Expenditure	(253,335)	(297,454)	(44,119)			
8001 plus Transfer from EMR	1,731					
8002 less Transfer to EMR	1,875					
Movement to/(from) Gen Reserve	(253,479)					
<u>22 O/ Spaces & Leisure - Cemetery</u>						
1550 Insurance Claims	1,641	0	(1,641)			
1700 Cemetery Income	73,225	87,577	14,352			
O/ Spaces & Leisure - Cemetery :- Income	74,865	87,577	12,712			0

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	80,694	91,885	11,191		11,191	
4011 Mileage	8	0	(8)		(8)	
4012 Expenses	26	0	(26)		(26)	
4270 Employers Pension Contribution	5,836	7,412	1,576		1,576	
5210 Cemetery Chapel & Office	430	216	(214)		(214)	
5230 Cemetery Wshop/Messroom Mtce	1,133	356	(777)		(777)	
5410 Repairs & General Maintenance	940	1,051	111		111	
5412 Capital Refurbishments	0	1,200	1,200		1,200	(1,200)
5500 Equipment Hired and New	1,407	3,362	1,955		1,955	
5525 Equipment Maintenance	1,633	9,152	7,519		7,519	(6,000)
5700 Fuel	1,205	1,302	97		97	
6000 Rent & Rates	8,733	8,733	1		1	
6010 Light Heat & Cleaning	3,668	1,303	(2,365)		(2,365)	
6014 Water	1,049	489	(560)		(560)	
6101 Telephone	568	788	220		220	
6104 Mobile Telephone	8	126	118		118	
6105 Broadband wi-fi service	120	412	292		292	
6200 Printing & Stationery	116	52	(64)		(64)	
6240 Computer/ Data Base/WP's	566	420	(146)		(146)	
6320 Staff Training	799	2,101	1,302		1,302	
6330 Welfare/Hospitality	172	178	6		6	
6460 Publicity & Democratic notices	217	0	(217)		(217)	
6500 Goods for Resale	325	210	(115)		(115)	
6630 Professional Fees	0	105	105		105	
6720 Books and Periodicals	49	0	(49)		(49)	
6730 Subscriptions	190	98	(92)		(92)	
6802 Trees Plants Turf & Fertilizer	2,101	3,152	1,051		1,051	
6822 Roads Path & Boundaries	93	735	643		643	
6832 Lawn/Wall of Remembrance	58	105	47		47	
6900 Sundry Expenses	0	53	53		53	
6922 Health&Safety/Risk Assessments	39	2,338	2,299		2,299	(2,299)
6930 Alarm Maintenance	682	840	158		158	
6932 Cemetery Security	5,444	5,002	(442)		(442)	
6935 Waste Bin Disposal-Waste Bins	1,200	1,310	110		110	
6952 Protective Clothing	398	788	390		390	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	119,907	145,274	25,367	0	25,367	(9,499)
Net Income over Expenditure	(45,042)	(57,697)	(12,655)			
8001 plus Transfer from EMR	(9,499)					
Movement to/(from) Gen Reserve	(54,541)					

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
23 O/ Spaces & Leisure- Allotment						
1010 Rental Income	1,282	1,381	99			
1047 QH Allotments Income	6,989	7,512	523			
O/ Spaces & Leisure- Allotment :- Income	8,271	8,893	622			0
4010 Gross Pay	3,484	5,313	1,829		1,829	
4270 Employers Pension Contribution	158	213	55		55	
5410 Repairs & General Maintenance	2,978	1,261	(1,717)		(1,717)	
6002 QH Allotments Costs	10,496	1,735	(8,761)		(8,761)	4,115
6014 Water	2,252	989	(1,263)		(1,263)	
6300 Computer Software	13	128	115		115	
6730 Subscriptions	0	57	57		57	
6922 Health&Safety/Risk Assessments	0	283	283		283	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	19,381	9,979	(9,402)	0	(9,402)	4,115
Net Income over Expenditure	(11,109)	(1,086)	10,023			
8001 plus Transfer from EMR	4,115					
Movement to/(from) Gen Reserve	(6,994)					
26 Open Spaces-Street Lighting/Ge						
1480 Streetlighting income	14,827	9,364	(5,463)			
1990 Other Income	0	412	412			
1997 In Bloom Income	200	0	(200)			
Open Spaces-Street Lighting/Ge :- Income	15,027	9,776	(5,251)			0
6861 Public Clock Maintenance	573	3,055	2,482		2,482	(2,482)
6862 Street Lighting	23,361	14,092	(9,269)		(9,269)	
6865 In Bloom Costs	16,434	13,710	(2,724)		(2,724)	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	40,369	30,857	(9,512)	0	(9,512)	(2,482)
Net Income over Expenditure	(25,342)	(21,081)	4,261			
8001 plus Transfer from EMR	(2,482)					
Movement to/(from) Gen Reserve	(27,824)					
28 O/ Spaces & Leisure-Vine Cafe						
1211 Sale of Goods	52,300	81,317	29,017			
1213 Event catering	2,471	0	(2,471)			
1451 Kickstart funding	0	3,765	3,765			
O/ Spaces & Leisure-Vine Cafe :- Income	54,771	85,082	30,311			0

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	36,619	58,071	21,452		21,452	
4270 Employers Pension Contribution	1,690	2,294	604		604	
5410 Repairs & General Maintenance	1,242	1,301	59		59	
5500 Equipment Hired and New	2,821	1,396	(1,425)		(1,425)	
5525 Equipment Maintenance	638	1,207	569		569	
6000 Rent & Rates	686	686	(0)		(0)	
6010 Light Heat & Cleaning	4,865	4,271	(594)		(594)	
6014 Water	1,296	480	(816)		(816)	
6101 Telephone	339	284	(55)		(55)	
6200 Printing & Stationery	79	124	45		45	
6210 Postage & Courier	28	38	10		10	
6240 Computer/ Data Base/WP's	0	118	118		118	
6320 Staff Training	60	315	255		255	
6330 Welfare/Hospitality	0	22	22		22	
6340 Staff Uniforms	0	56	56		56	
6460 Publicity & Democratic notices	0	131	131		131	
6500 Goods for Resale	17,817	27,437	9,620		9,620	
6505 Cafe consumables	1,114	3,859	2,745		2,745	
6635 Professional Fees Licensing	740	403	(337)		(337)	
6900 Sundry Expenses	20	316	296		296	
6922 Health&Safety/Risk Assessments	986	2,129	1,143		1,143	
6930 Alarm Maintenance	569	541	(28)		(28)	
6935 Waste Bin Disposal-Waste Bins	2,442	1,730	(712)		(712)	
6976 Credit card charges	1,310	1,195	(115)		(115)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	75,359	108,404	33,045	0	33,045	0
Net Income over Expenditure	(20,588)	(23,322)	(2,734)			
29 O/Spaces & Leisure-Vine Ground						
1208 Other Events Income	1,340	824	(516)			
1451 Kickstart funding	1,985	2,823	838			
1805 Tea Kiosk Rental & Pavilion	3,500	3,500	0			
1870 Vine Club Insurance Contrib.	367	365	(2)			
1990 Other Income	1,000	0	(1,000)			
O/Spaces & Leisure-Vine Ground :- Income	8,192	7,512	(680)			0
4010 Gross Pay	19,532	12,703	(6,829)		(6,829)	
4270 Employers Pension Contribution	708	613	(95)		(95)	
5010 Vine Area General Maintenance	10,925	4,670	(6,255)		(6,255)	
5015 Vine Pavilion maintenance	205	0	(205)		(205)	
5020 Vine Public Convenience	9,768	8,930	(838)		(838)	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
5410 Repairs & General Maintenance	890	0	(890)		(890)	
5500 Equipment Hired and New	3,412	0	(3,412)		(3,412)	1,610
6014 Water	337	541	204		204	
6460 Publicity & Democratic notices	428	263	(165)		(165)	
6635 Professional Fees Licensing	200	105	(95)		(95)	
6868 Summer Concerts	3,770	3,362	(408)		(408)	
6869 Special Events	332	0	(332)		(332)	
6922 Health&Safety/Risk Assessments	170	37	(133)		(133)	
6931 CCTV Maintenance	695	693	(2)		(2)	
6935 Waste Bin Disposal-Waste Bins	915	0	(915)		(915)	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	52,287	31,917	(20,370)	0	(20,370)	1,610
Net Income over Expenditure	(44,095)	(24,405)	19,690			
8001 plus Transfer from EMR	1,610					
Movement to/(from) Gen Reserve	(42,485)					
30 F & G P - Bat & Ball Station						
1022 Letting & Hire of Facilities	8,636	10,052	1,416			
1208 Other Events Income	200	0	(200)			
1211 Sale of Goods	39,319	38,578	(741)			
1213 Event catering	6,864	7,190	326			
1350 Revenue Grant income	1,000	0	(1,000)			
1550 Insurance Claims	1,310	0	(1,310)			
1990 Other Income	50	0	(50)			
F & G P - Bat & Ball Station :- Income	57,379	55,820	(1,559)			0
4010 Gross Pay	87,019	62,227	(24,792)		(24,792)	
4011 Mileage	30	0	(30)		(30)	
4270 Employers Pension Contribution	2,322	2,686	364		364	
5340 Plants	113	0	(113)		(113)	
5410 Repairs & General Maintenance	8,636	1,667	(6,969)		(6,969)	
5500 Equipment Hired and New	5,431	1,576	(3,855)		(3,855)	
5525 Equipment Maintenance	228	0	(228)		(228)	
6000 Rent & Rates	3,244	3,244	1		1	
6011 Electricity	6,279	5,595	(684)		(684)	
6012 Gas	1,147	2,164	1,017		1,017	
6013 Cleaning	4,079	3,360	(719)		(719)	
6014 Water	625	97	(528)		(528)	
6020 Insurance Cost	2,313	1,004	(1,309)		(1,309)	
6101 Telephone	946	903	(43)		(43)	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6200 Printing & Stationery	195	142	(53)		(53)	
6210 Postage & Courier	37	0	(37)		(37)	
6240 Computer/ Data Base/WP's	7	0	(7)		(7)	
6241 Website Costs	335	422	87		87	
6320 Staff Training	0	137	137		137	
6330 Welfare/Hospitality	694	390	(304)		(304)	
6340 Staff Uniforms	32	0	(32)		(32)	
6460 Publicity & Democratic notices	568	1,051	483		483	
6500 Goods for Resale	20,997	20,690	(307)		(307)	
6505 Cafe consumables	1,364	2,017	653		653	
6630 Professional Fees	1,280	0	(1,280)		(1,280)	
6635 Professional Fees Licensing	570	410	(160)		(160)	
6869 Special Events	1,056	0	(1,056)		(1,056)	
6900 Sundry Expenses	2,126	1,055	(1,071)		(1,071)	98,782
6922 Health&Safety/Risk Assessments	1,172	1,104	(68)		(68)	
6930 Alarm Maintenance	575	1,331	756		756	
6931 CCTV Maintenance	279	0	(279)		(279)	
6935 Waste Bin Disposal-Waste Bins	1,425	1,312	(113)		(113)	
6976 Credit card charges	1,038	1,126	88		88	
F & G P - Bat & Ball Station :- Indirect Expenditure	156,161	115,710	(40,451)	0	(40,451)	98,782
Net Income over Expenditure	(98,782)	(59,890)	38,892			
8001 plus Transfer from EMR	98,782					
Movement to/(from) Gen Reserve	0					
31 F & G P - Establishments						
1115 Interest on Deposits	20,194	10,369	(9,825)			
1230 Roadside Advertising-Charities	90	0	(90)			
1231 Banner Income	138	2,039	1,901			
1232 Town Crier Advertising	350	361	11			
1451 Kickstart funding	0	2,823	2,823			
1889 Waste Sacks Income	3,429	3,889	460			
1990 Other Income	682	13	(669)			
F & G P - Establishments :- Income	24,883	19,494	(5,389)			0
4010 Gross Pay	325,402	314,524	(10,878)		(10,878)	8,500
4011 Mileage	420	0	(420)		(420)	
4012 Expenses	236	0	(236)		(236)	
4270 Employers Pension Contribution	33,056	37,122	4,066		4,066	
4271 Pension Deficiency	83,000	83,000	(0)		(0)	
5500 Equipment Hired and New	1,754	1,708	(46)		(46)	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6020 Insurance Cost	15,238	19,051	3,813		3,813	
6101 Telephone	5,209	5,333	124		124	
6104 Mobile Telephone	8	0	(8)		(8)	
6200 Printing & Stationery	13,586	13,116	(470)		(470)	
6210 Postage & Courier	2,633	6,452	3,819		3,819	
6240 Computer/ Data Base/WP's	17,171	15,359	(1,812)		(1,812)	
6241 Website Costs	556	283	(273)		(273)	
6242 I.T. Infrastructure	12,914	11,327	(1,587)		(1,587)	
6300 Computer Software	5,268	4,384	(884)		(884)	
6315 Recruitment Costs	525	2,000	1,475		1,475	
6320 Staff Training	2,735	3,152	417		417	
6321 Investors in People	3,813	865	(2,948)		(2,948)	1,664
6330 Welfare/Hospitality	3,990	2,812	(1,178)		(1,178)	
6410 Civic Exps/Annual Reception	1,099	1,839	740		740	
6415 Gifts/hospitality	598	1,273	675		675	
6420 Annual Parish Meeting	79	105	26		26	
6421 Honour Bd. Badges & Insignia	132	767	635		635	
6435 Members Expenses	2,473	4,328	1,855		1,855	
6460 Publicity & Democratic notices	462	2,627	2,165		2,165	
6461 Banner Costs	822	1,057	235		235	
6610 Audit Fees	4,506	4,947	441		441	
6611 Quality Parish	0	300	300		300	(300)
6620 Legal Expenses	494	2,493	1,999		1,999	
6630 Professional Fees	5,753	3,553	(2,200)		(2,200)	
6635 Professional Fees Licensing	1,178	1,406	229		229	
6710 Conference Fees & Expenses	2,336	2,164	(172)		(172)	
6720 Books and Periodicals	51	267	216		216	
6730 Subscriptions	5,134	5,259	125		125	
6889 Waste Sacks	2,993	3,922	929		929	
6900 Sundry Expenses	220	525	305		305	
6922 Health&Safety/Risk Assessments	5,659	4,743	(916)		(916)	
6952 Protective Clothing	244	0	(244)		(244)	
6975 Bank Charges	1,625	1,308	(317)		(317)	
6976 Credit card charges	837	1,547	710		710	
7010 Election Expenses	6,818	12,070	5,252		5,252	(5,253)
7611 Contingency provision	0	33,230	33,230		33,230	(16,000)
7614 Stag reserve	0	1,000	1,000		1,000	(1,000)
7617 PWLB Loan Repayment	71,602	71,603	1		1	
F & G P - Establishments :- Indirect Expenditure	642,627	682,821	40,194	0	40,194	(12,389)
Net Income over Expenditure	(617,744)	(663,327)	(45,583)			
8001 plus Transfer from EMR	(12,389)					
Movement to/(from) Gen Reserve	(630,133)					

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
32 F & G P - General						
1208 Other Events Income	500	0	(500)			
1490 Christmas Lights Switch On	6,253	6,180	(73)			
1492 Coronation Donations	150	0	(150)			
F & G P - General :- Income	6,903	6,180	(723)			0
6490 Christmas Lights Switch On	30,316	27,316	(3,000)		(3,000)	5,330
6491 Remembrance Day/Civic Serv.	5,039	3,752	(1,287)		(1,287)	
6869 Special Events	20,985	6,630	(14,355)		(14,355)	10,000
F & G P - General :- Indirect Expenditure	56,340	37,698	(18,642)	0	(18,642)	15,330
Net Income over Expenditure	(49,436)	(31,518)	17,918			
8001 plus Transfer from EMR	15,330					
Movement to/(from) Gen Reserve	(34,107)					
33 F & G P - Council Offices						
1022 Letting & Hire of Facilities	9,445	9,579	134			
1030 Electricity recharge	1,105	0	(1,105)			
F & G P - Council Offices :- Income	10,550	9,579	(971)			0
4010 Gross Pay	16,780	28,123	11,343		11,343	
4011 Mileage	141	0	(141)		(141)	
4270 Employers Pension Contribution	699	781	82		82	
5410 Repairs & General Maintenance	627	2,542	1,915		1,915	
5500 Equipment Hired and New	414	0	(414)		(414)	
6000 Rent & Rates	23,204	23,204	1		1	
6010 Light Heat & Cleaning	10,986	6,492	(4,494)		(4,494)	
6012 Gas	(303)	0	303		303	
6014 Water	1,483	3,552	2,069		2,069	
6104 Mobile Telephone	75	0	(75)		(75)	
6340 Staff Uniforms	48	0	(48)		(48)	
6510 Catering Expenses	0	102	102		102	
6635 Professional Fees Licensing	295	0	(295)		(295)	
6900 Sundry Expenses	0	102	102		102	
6922 Health&Safety/Risk Assessments	1,180	306	(874)		(874)	
6930 Alarm Maintenance	861	873	12		12	
6935 Waste Bin Disposal-Waste Bins	1,134	808	(326)		(326)	
6952 Protective Clothing	16	0	(16)		(16)	
F & G P - Council Offices :- Indirect Expenditure	57,639	66,885	9,246	0	9,246	0
Net Income over Expenditure	(47,089)	(57,306)	(10,217)			

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
36 F & G P - Bat & Ball Centre						
1022 Letting & Hire of Facilities	93,249	89,968	(3,281)			
1030 Electricity recharge	1,091	0	(1,091)			
1032 Linen and table hire	0	284	284			
1213 Event catering	77	0	(77)			
1445 Outdoor Activities	73	662	589			
1451 Kickstart funding	747	1,433	686			
1457 Indoor Activities	5,151	4,760	(391)			
1990 Other Income	24,357	0	(24,357)			10,578
F & G P - Bat & Ball Centre :- Income	124,744	97,107	(27,637)			10,578
4010 Gross Pay	56,474	42,899	(13,575)		(13,575)	
4012 Expenses	10	0	(10)		(10)	
4270 Employers Pension Contribution	2,464	2,260	(204)		(204)	
5318 SCC Car Park	624	485	(139)		(139)	
5340 Plants	418	181	(237)		(237)	
5410 Repairs & General Maintenance	14,290	347	(13,943)		(13,943)	
5500 Equipment Hired and New	13,779	1,298	(12,481)		(12,481)	
6000 Rent & Rates	4,591	4,591	0		0	
6011 Electricity	12,178	7,545	(4,633)		(4,633)	
6012 Gas	1,854	1,894	40		40	
6013 Cleaning	2,088	795	(1,293)		(1,293)	
6014 Water	2,035	2,395	360		360	
6101 Telephone	653	581	(72)		(72)	
6104 Mobile Telephone	234	371	137		137	
6200 Printing & Stationery	167	255	88		88	
6240 Computer/ Data Base/WP's	1,384	0	(1,384)		(1,384)	
6330 Welfare/Hospitality	406	396	(10)		(10)	
6460 Publicity & Democratic notices	0	515	515		515	
6520 Refreshments for Resale	2,433	2,472	39		39	
6620 Legal Expenses	2,070	0	(2,070)		(2,070)	
6630 Professional Fees	999	0	(999)		(999)	
6635 Professional Fees Licensing	508	505	(3)		(3)	
6842 Grounds Maintenance	0	492	492		492	
6900 Sundry Expenses	1,715	406	(1,309)		(1,309)	
6922 Health&Safety/Risk Assessments	1,089	520	(569)		(569)	
6930 Alarm Maintenance	758	896	138		138	
6931 CCTV Maintenance	0	330	330		330	
6935 Waste Bin Disposal-Waste Bins	1,697	1,003	(694)		(694)	
6952 Protective Clothing	387	332	(55)		(55)	
F & G P - Bat & Ball Centre :- Indirect Expenditure	125,305	73,764	(51,541)	0	(51,541)	0
Net Income over Expenditure	(561)	23,343	23,904			
8002 less Transfer to EMR	10,578					
Movement to/(from) Gen Reserve	(11,139)					

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
38 F & G P - Grants						
6937 Annual Subsidy-Comm Centre	7,042	4,833	(2,209)		(2,209)	
6938 Annual Subsidy-Council Chamber	394	1,000	606		606	
7500 Local Organisations Grants	17,400	12,000	(5,400)		(5,400)	
7502 Sevenoaks Summer Festival	0	5,000	5,000		5,000	
7520 Twinning Support	350	1,000	650		650	
7552 Youth Outreach	1,360	3,887	2,527		2,527	
7556 Stag Community Arts Centre	27,000	27,000	0		0	
7557 Community Rail Partnership	3,000	3,000	0		0	
F & G P - Grants :- Indirect Expenditure	56,546	57,720	1,174	0	1,174	0
Net Expenditure	(56,546)	(57,720)	(1,174)			
39 F & G P - Property						
1469 O/S Ground Rents & Wayleaves	6,068	5,933	(135)			
F & G P - Property :- Income	6,068	5,933	(135)			0
Net Income	6,068	5,933	(135)			
40 Town Team						
1204 Holly Party	252	0	(252)			
1206 Business Awards	5,352	7,426	2,074			
1207 Business Show	4,930	4,377	(553)			
1209 Wellbeing show income	0	3,183	3,183			
Town Team :- Income	10,534	14,986	4,452			0
6101 Telephone	186	105	(81)		(81)	
6200 Printing & Stationery	0	105	105		105	
6240 Computer/ Data Base/WP's	1,030	808	(222)		(222)	
6241 Website Costs	85	275	190		190	
6244 Information Screens	480	1,313	833		833	
6322 Business Awards	3,652	8,116	4,464		4,464	
6323 Business Show	3,533	2,992	(541)		(541)	
6325 Holly Party Expense	1,051	0	(1,051)		(1,051)	
6330 Welfare/Hospitality	10	0	(10)		(10)	
6460 Publicity & Democratic notices	508	0	(508)		(508)	
6461 Banner Costs	260	0	(260)		(260)	
6710 Conference Fees & Expenses	0	735	735		735	
6730 Subscriptions	720	561	(159)		(159)	
6900 Sundry Expenses	148	749	601		601	
7000 Reinvestment	(6,648)	549	7,197		7,197	(9,800)

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
7607 Christmas events	720	0	(720)		(720)	
7608 Friends of Bat & Ball	0	1,051	1,051		1,051	
7616 Wellbeing show	0	2,627	2,627		2,627	
Town Team :- Indirect Expenditure	5,734	19,986	14,252	0	14,252	(9,800)
Net Income over Expenditure	4,800	(5,000)	(9,800)			
8001 plus Transfer from EMR	(9,800)					
Movement to/(from) Gen Reserve	(5,000)					
41 Business Hub						
1022 Letting & Hire of Facilities	1,264	1,738	474			
1026 Hot Desking Facility	4,806	7,357	2,551			
1027 Dedicated Desk x12	0	4,944	4,944			
1029 Office Pods	14,979	11,948	(3,031)			
1031 Chamber of Commerce	4,920	4,944	24			
Business Hub :- Income	25,968	30,931	4,963			0
4010 Gross Pay	5,267	5,152	(115)		(115)	
4270 Employers Pension Contribution	0	206	206		206	
5410 Repairs & General Maintenance	201	822	621		621	
5500 Equipment Hired and New	239	264	25		25	
6000 Rent & Rates	2,071	2,071	0		0	
6010 Light Heat & Cleaning	14,006	1,657	(12,349)		(12,349)	
6014 Water	0	490	490		490	
6105 Broadband wi-fi service	1,698	1,749	51		51	
6200 Printing & Stationery	0	500	500		500	
6240 Computer/ Data Base/WP's	192	0	(192)		(192)	
6241 Website Costs	0	133	133		133	
6460 Publicity & Democratic notices	63	0	(63)		(63)	
6511 Sales commission	866	2,599	1,733		1,733	
6730 Subscriptions	19	0	(19)		(19)	
6900 Sundry Expenses	1,077	1,236	159		159	
6922 Health&Safety/Risk Assessments	158	0	(158)		(158)	
6930 Alarm Maintenance	326	286	(40)		(40)	
6931 CCTV Maintenance	146	0	(146)		(146)	
6976 Credit card charges	358	401	43		43	
Business Hub :- Indirect Expenditure	26,687	17,566	(9,121)	0	(9,121)	0
Net Income over Expenditure	(718)	13,365	14,083			

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
42 Sevenoaks Town Mayor						
1500 Fundraising	3,394	0	(3,394)			6,648
1752 Quiz Night Income	3,487	0	(3,487)			
1754 Knole Tour Income	2,038	0	(2,038)			
1755 Chevening Visit Income	4,682	0	(4,682)			
1756 Int'l Women's Day Event Income	2,580	0	(2,580)			
Sevenoaks Town Mayor :- Income	16,181	0	(16,181)			6,648
6433 Mayors Allowance 2021/22	1,003	0	(1,003)		(1,003)	1,003
6437 Mayors Allowance 2022/23	5,805	5,805	0		0	
6438 Mayors Car Allowance 2022/23	2,586	2,586	(0)		(0)	
7100 Mayoral Charity Donations	4,530	0	(4,530)		(4,530)	3,962
7202 Quiz Night Expenditure	1,867	0	(1,867)		(1,867)	
7204 Knole Tour Expenditure	908	0	(908)		(908)	
7205 Chevening Visit Expenditure	3,565	0	(3,565)		(3,565)	
7206 Int'l Women's Day Event Exp.	2,506	0	(2,506)		(2,506)	
Sevenoaks Town Mayor :- Indirect Expenditure	22,770	8,391	(14,379)	0	(14,379)	4,965
Net Income over Expenditure	(6,590)	(8,391)	(1,802)			
8001 plus Transfer from EMR	4,965					
8002 less Transfer to EMR	6,648					
Movement to/(from) Gen Reserve	(8,272)					
43 Youth Council						
5500 Equipment Hired and New	608	0	(608)		(608)	108
7555 Youth Council Support	0	500	500		500	
Youth Council :- Indirect Expenditure	608	500	(108)	0	(108)	108
Net Expenditure	(608)	(500)	108			
8001 plus Transfer from EMR	108					
Movement to/(from) Gen Reserve	(500)					
44 Public Realm						
1990 Other Income	760	0	(760)			
Public Realm :- Income	760	0	(760)			0
4010 Gross Pay	1,267	0	(1,267)		(1,267)	1,267
5001 Public Realm signs & panels	11,439	0	(11,439)		(11,439)	10,839
5410 Repairs & General Maintenance	12,404	0	(12,404)		(12,404)	12,225
Public Realm :- Indirect Expenditure	25,110	0	(25,110)	0	(25,110)	24,331
Net Income over Expenditure	(24,350)	0	24,350			
8001 plus Transfer from EMR	24,331					
Movement to/(from) Gen Reserve	(19)					

12:40

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>50 Youth Cafe</u>						
1022 Letting & Hire of Facilities	2,369	2,200	(169)			
1211 Sale of Goods	2,554	358	(2,196)			
1350 Revenue Grant income	2,925	0	(2,925)			
Youth Cafe :- Income	7,848	2,558	(5,290)			0
4010 Gross Pay	40,076	31,572	(8,504)		(8,504)	
4011 Mileage	55	0	(55)		(55)	
4270 Employers Pension Contribution	1,002	1,263	261		261	
5410 Repairs & General Maintenance	6,687	863	(5,824)		(5,824)	
5500 Equipment Hired and New	2,958	0	(2,958)		(2,958)	75
6010 Light Heat & Cleaning	178	31	(147)		(147)	
6101 Telephone	598	470	(128)		(128)	
6200 Printing & Stationery	346	309	(37)		(37)	
6210 Postage & Courier	28	0	(28)		(28)	
6240 Computer/ Data Base/WP's	302	404	102		102	
6281 Furnishings,Furniture/Eqpt	214	493	279		279	
6320 Staff Training	100	206	106		106	
6330 Welfare/Hospitality	11	31	20		20	
6340 Staff Uniforms	213	103	(110)		(110)	
6460 Publicity & Democratic notices	141	124	(17)		(17)	
6500 Goods for Resale	2,612	358	(2,254)		(2,254)	
6505 Cafe consumables	86	0	(86)		(86)	
6635 Professional Fees Licensing	423	286	(137)		(137)	
6869 Special Events	2,467	0	(2,467)		(2,467)	2,200
6900 Sundry Expenses	236	252	16		16	
6922 Health&Safety/Risk Assessments	979	870	(109)		(109)	
Youth Cafe :- Indirect Expenditure	59,714	37,635	(22,079)	0	(22,079)	2,275
Net Income over Expenditure	(51,866)	(35,077)	16,789			
8001 plus Transfer from EMR	2,275					
Movement to/(from) Gen Reserve	(49,591)					
<u>60 Markets</u>						
1017 Rental Income Sat Market	20,441	17,724	(2,717)			
1018 Rental Income Wed Market	11,668	14,536	2,869			
1019 Rental Income Blighs Market	16,984	15,200	(1,784)			
1033 Rental income Christmas Market	1,930	2,700	770			
Markets :- Income	51,023	50,160	(863)			0
4010 Gross Pay	1,658	1,731	73		73	

12:40

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
5410 Repairs & General Maintenance	859	105	(754)		(754)	
5420 Saturday market charges	15,372	15,011	(361)		(361)	
5421 Wednesday Market charges	27,999	27,341	(658)		(658)	
5426 Christmas Market	1,168	0	(1,168)		(1,168)	
6001 Blighs Market Charges	8,842	11,547	2,705		2,705	
6010 Light Heat & Cleaning	492	130	(362)		(362)	
6210 Postage & Courier	8	0	(8)		(8)	
6460 Publicity & Democratic notices	595	0	(595)		(595)	
6635 Professional Fees Licensing	180	185	5		5	
6730 Subscriptions	0	74	74		74	
Markets :- Indirect Expenditure	57,173	56,124	(1,049)	0	(1,049)	0
Net Income over Expenditure	(6,150)	(5,964)	186			
<u>70 Precept</u>						
1995 Precept	1,295,675	1,295,675	0			
Precept :- Income	1,295,675	1,295,675	0			0
Net Income	1,295,675	1,295,675	0			
<u>91 Capital Infrastructure Budget</u>						
2002 Capital Grants	90,000	0	(90,000)			
2011 Capital Receipts	29,231	0	(29,231)			29,231
2012 CIL income allocation	134,579	0	(134,579)			134,579
Capital Infrastructure Budget :- Income	253,810	0	(253,810)			163,810
9004 Cemetery Equipment	2,460	0	(2,460)		(2,460)	2,460
9014 Play Areas	87,856	0	(87,856)		(87,856)	7,856
9046 Knole Paddock/ Raleys Pitch	52,425	0	(52,425)		(52,425)	52,425
9053 Vine Area	69,368	0	(69,368)		(69,368)	69,368
9063 New Community Centre	4,963	0	(4,963)		(4,963)	4,963
9064 Stag Capital upgrades	19,400	0	(19,400)		(19,400)	19,400
9066 Northern Masterplan	32,941	0	(32,941)		(32,941)	22,941
9071 Business Hub	6,948	0	(6,948)		(6,948)	6,948
Capital Infrastructure Budget :- Indirect Expenditure	276,361	0	(276,361)	0	(276,361)	186,361
Net Income over Expenditure	(22,551)	0	22,551			
8001 plus Transfer from EMR	186,361					
8002 less Transfer to EMR	163,810					
Movement to/(from) Gen Reserve	0					

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	2,112,944	1,824,596	(288,348)			
Expenditure	2,218,765	1,864,491	(354,274)	0	(354,274)	
Net Income over Expenditure	<u>(105,821)</u>	<u>(39,895)</u>	<u>65,926</u>			
plus Transfer from EMR	309,412					
less Transfer to EMR	182,911					
Movement to/(from) Gen Reserve	<u>20,681</u>					

Sevenoaks Town Council
Annual Return for 31 March 2023
Financial year ending 31 March 2023

<u>Box 9</u>	2023	Movement Analysed	2022
Total Fixed Asset Cost	10,449,851	138,800	10,311,052
Accumulated Depreciation	(98,987)	10,042.82	(109,030)
Long term debtor	340,860	(3,466)	344,326
Balance per Box 9	10,691,724	145,376	10,546,348
Movement			

The depreciation has been frozen since 31 March 2007 which is when the Council last had to prepare full accounts under the SORP.

Reduction in accumulated depreciation relates to pre-2007 asset disposed in the current year

Sevenoaks Town Council
Fixed Asset Register Summary
For the year ended 31 March 2023

Category	Cost b/f	Additions	Disposals	Cost c/f
	£	£	£	£
Vehicles and Equipment	828,022.85	138,648.66	- 27,610.69	939,060.82
Operational Land and Buildings	7,166,689.10	10,261.74	-	7,176,950.84
Non Operational Land and Buildings	658,018.93	-	-	658,018.93
Community Assets	1,658,320.62	17,500.00		1,675,820.62
	10,311,051.50	166,410.40	- 27,610.69	10,449,851.21

Pre 2007 Depreciation

	2022		2023
Open Spaces	55,294.17	10,042.82	45,251.35
Cemetery	24,648.03		24,648.03
Council offices	29,087.50	-	29,087.50
	109,029.69		98,986.87