**Holbrook Parish Council - Responsible Financial Officers Report to meeting 14th December 2020**

**Details of expenditure for the period 15th October to 17th November 2020**

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| 16/11/2020 | Mrs J Hazlewood – Parish Clerk Salary (including back pay) | £ 618.60 |
| 16/11/2020 | Mr P Goodchild – Community Caretaker Salary (SO) | £ 181.52 |
| 16/11/2020 | HMRC – PAYE | £ 200.02 |
| 16/11/2020 | Mrs J Hazlewood – Clerk’s expenses | £ 62.58 |
| 16/11/2020 | E-on – pavilion electricity (direct debit) | £ 8.48 |
| 16/11/2020 | Vertas – Grounds Maintenance | £ 206.24 |
| 16/11/2020 | Bin Shop (Kingfisher Direct Ltd.) replacement bins | £ 163.89 |
| 16/11/2020 | Holbrook Academy – contribution to Music Dept) | £ 300.00 |
| 16/11/2020 | M & D Cordle – grass cutting Alton Green | £ 204.00 |
| 16/11/2020 | D. Rose – replacement cheque, lottery prize March 20 | £ 19.50 |
| 16/11/2020 | Wave, water charges (DD) | £ 35.06 |
| 16/11/2020 | Suffolk Cloud – website check & training | £ 170.00 |
| 16/11/2020 | PKF – External Audit fee | £ 240.00 |
| 16/11/2020 | Reade Field Lottery 1st prize - October | £ 31.25 |
| 16/11/2020 | Reade Field Lottery 2nd prize - October | £ 18.75 |
| 16/11/2020 | Reade Field Lottery 3rd prize - October | £ 12.50 |

**BANK RECONCILIATION**

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**Budget reconciliation up until and including 30/11/20 – 8/12ths (66.67%)**

