**Holbrook Parish Council - Responsible Financial Officers Report to meeting 18th January 2021**

**Details of expenditure for the period 18th November to 14th December 2020**

|  |  |  |
| --- | --- | --- |
| 14/12/2020 | Mrs J Hazlewood – Parish Clerk Salary | £ 439.60 |
| 14/12/2020 | Mr P Goodchild – Community Caretaker Salary (SO) | £ 181.52 |
| 14/12/2020 | HMRC – PAYE | £ 193.40 |
| 14/12/2020 | Mrs J Hazlewood – Clerk’s expenses | £ 115.13 |
| 14/12/2020 | E-on – pavilion electricity (direct debit) | £ 14.37 |
| 14/12/2020 | Babergh District Council, litter & dog bin emptying | £ 1480.73 |
| 14/12/2020 | 0. Abbott, grass cutting, Reade Field & Church Green | £ 120.00 |
| 14/12/2020 | John Williams - CSHS equipment | £ 128.98 |
| 14/12/2020 | Tuddenham Press, Parish Papers | £ 155.00 |
| 14/12/2020 | T. Gould, Maytree IT Services | £ 44.00 |
| 14/12/2020 | Reade Field Lottery 1st prize - November | £ 32.00 |
| 14/12/2020 | Reade Field Lottery 2nd prize – November | £ 19.20 |
| 14/12/2020 | Reade Field Lottery 3rd prize - November | £ 12.80 |

**BANK RECONCILIATION to 31st December 2020**

|  |  |  |
| --- | --- | --- |
| Lloyds Bank |  |  |
|  | Opening Balance 01/04/20 | £ 37,160.99 |
|  | Receipts | £ 36,067.00 |
|  |  | **£ 73,227.99** |
|  |  |  |
|  | Less payments 19/20 | £ 442.68 |
|  | Less payments 20/21 | £ 45,408.45 |
|  | **Receipts less payments** | **£ 27,376.86** |
|  |  |  |
|  | Balance on statement 41 | £ 29,764.03 |
|  | Outstanding cheques | £ 2,387.17 |
|  |  | **£ 27,376.86** |
|  |  |  |
| NS&I Account |  |  |
|  | Opening Balance | £ 13,505.11 |
|  | Add interest |  |
|  | Balance on Statement 8 | **£ 13,505.11** |
|  |  |  |
| Reade Field Account | |  |
|  | Opening Balance | £ 1,403.13 |
|  | Add interest | £ 0.01 |
|  | Add receipts | £ - |
|  | Balance on Statement 34 | **£ 1,403.14** |
| **Total Funds** |  | **£ 42,285.11** |
|  |  |  |
| Outstanding payments - cheque numbers | |  |
|  | 2538 | £ 30.00 |
|  | 2547 | £ 206.24 |
|  | 2549 | £ 300.00 |
|  | 2558 | £ 193.40 |
|  | 2560 | £ 120.00 |
|  | 2561 | £ 1,480.73 |
|  | 2564 | £ 44.00 |
|  | 2567 | £ 12.80 |
|  |  |  |
|  | Total | **£ 2,387.17** |

**BUDGET RECONCILIATION TO 31ST DECEMBER 2020** 