

Holbrook Parish Council - Responsible Financial Officers Report to meeting 15th November 2021

Details of expenditure for the period 18th October 2021-14th November 2021

18/10/21	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£	471.20
18/10/21	Mr P Goodchild – Community Caretaker Salary (BACs)	£	200.77
18/10/21	HMRC – PAYE (BACs)	£	166.60
18/10/21	Mrs J Hazlewood – Stationery & Expenses (BACs)	£	26.00
18/10/21	E.ON Next, electricity supply to pavilion (DD)	£	20.28
18/10/21	SALC – payroll services (BACs)	£	82.80
18/10/21	SALC – training (BACs)	£	60.00
18/10/21	Vertas – Grounds Maintenance (BACs)	£	216.58
18/10/21	Compass Point Planning – Neighbour Plan consultation (BACs)	£	540.00
18/10/21	Royal British Legion – grant (cheque)	£	200;00
18/10/21	Royal British Legion – Poppy Appeal Wreath - cheque	£	50.00
18/10/21	Holbrook Helpers – Grant (cheque)	£	400.00
18/10/21	Holbrook Village Hall Grant (cheque)	£	400.00
18/10/21	SARS – Grant (cheque)	£	25.00
18/10/21	Holbrook Academy – Grant (cheque)	£	30.00
18/10/21	Stutton & Holbrook First Responders – Grant (cheque)	£	65.00
18/10/21	Tuddenham Press – Parish Papers (BACs)	£	170.00

BANK RECONCILIATION		
Year to 31st October 2021		
Lloyds Bank		
	Opening Balance 01/04/21	£ 40,809.88
	Receipts (less interest included below)	£ 58,748.51
		£ 99,558.39
	Less payments 20/21	£ 657.97
	Less payments 21/22	£ 27,589.54
	Receipts less payments	£ 71,310.88
	Balance on statement 51	£ 71,847.48
	Outstanding cheques	£ 536.60
	To balance with receipts less payments	£ 71,310.88
NS & I Account		
	Opening Balance 01/03/21	£ 13,602.34
	Add interest	
	Balance on Statement 9	£ 13,602.34
Reade Field Account		
	Opening Balance 01/09/21	£ 1,403.23
	Add interest	£ 0.01
	Add receipts	£ -
	Balance on Statement 44	£ 1,403.24
Total Funds		£ 86,316.46
Outstanding payments - cheque numbers		
	HMRC BACS due 5/11/21	£ 166.60
	2627	£ 200.00
	2628	£ 50.00
	2629	£ 65.00
	2631	£ 30.00
	2632	£ 25.00
	Total	£ 536.60

BUDGET RECONCILIATION to 31st October 7/12ths = 58.3%

2021/22 BUDGET DESCRIPTION PAYMENTS	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 655.00	£ 653.55	£ 1.45	100%	
Society of Local Council Clerks	£ 130.00	£ 130.00	£ -	100%	
Community Action Suffolk	£ 30.00	£ 30.00	£ -	100%	
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	
TOTAL	£ 928.00	£ 926.55	£ 1.45	82%	
Grants and Donations					
Harkstead & Lower Holbrook GNS	£ 75.00		£ 75.00	0%	Now amalgamated with Holbrook Helpers
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	
Holbrook Village Hall	£ 400.00	£ 400.00	£ -	100%	
Holbrook PCC	£ 400.00	£ 400.00	£ -	100%	
Holbrook Academy	£ 30.00	£ 30.00	£ -	100%	
RBL Poppy Appeal	£ 50.00	£ 50.00	£ -	100%	
RBL donation	£ 200.00	£ 200.00	£ -	100%	
Holbrook Helpers	£ 400.00	£ 400.00	£ -	100%	
Stutton and Holbrook Community 1st Responders	£ 65.00	£ 65.00	£ -	100%	
TOTAL	£ 1,645.00	£ 1,570.00	£ 75.00	95%	
Salaries and expenses					
Clerk's salary	£ 7,256.00	£ 4,113.20	£ 3,142.80	57%	National salary agreement still not set
Clerk's expenses	£ 400.00	£ 223.86	£ 176.14	56%	Budget will be fully spent
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	No travel so far, maybe due to COVID and online training and less face to face meetings
Chairman's allowance	£ 300.00	£ 150.00	£ 150.00	50%	paid quarterly, 2 quarters paid
Community Caretaker Salary	£ 2,780.00	£ 1,756.79	£ 1,023.21	63%	Increase of .5 hrs pw since budget set
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 166.00	£ 82.80	£ 83.20	50%	6 months paid, 6 months to be invoiced
TOTAL	£ 11,102.00	£ 6,326.65	£ 4,692.15	57%	
Asset Maintenance and other works					
Footway lighting	£ 4,605.00	£ 5,129.04	-£ 524.04	111%	Budget based on 3% inc, actual is 14.72% inc
Waste / Dog bin emptying	£ 1,525.00	£ 1,525.01	-£ 0.01	100%	
Alton Green	£ 750.00	£ 204.00	£ 546.00	27%	one further invoice to come - small surplus
Church Green	£ 160.00	£ 80.00	£ 80.00	50%	Further invoices to come
Reade Field SCC Grass cutting	£ 1,465.00	£ 649.74	£ 815.26	44%	Should be on budget
Reade Field Other grasscutting and tree work	£ 1,015.00	£ 220.00	£ 795.00	22%	Further invoices to come
Reade Field Other maintenance	£ 500.00		£ 500.00	0%	No maintenance yet actioned
Playground	£ 3,000.00		£ 3,000.00	0%	Further equipment not required - underspend
Playground inspection	£ 250.00	£ 192.00	£ 58.00	77%	small saving, fee less than budget
Pavilion	£ 500.00	£ 231.53	£ 268.47	46%	Further repairs/modifications required
Bus Shelters	£ 2,500.00	£ -	£ 2,500.00	0%	Transfer to reserves
General maintenance	£ 500.00		£ 500.00	0%	Not yet needed
Benches, bins, noticeboards	£ 1,000.00		£ 1,000.00	0%	Benches have been purchased from CIL funds
Contribution to street lighting fund	£ 800.00	£ -	£ 800.00	0%	Transfer to reserves
CIL Expenditure		£ 6,145.60	-£ 6,145.60	-100%	goalposts and seating from CIL funds
Community Self Help Scheme	£ 300.00	£ 34.01	£ 265.99	11%	CSHG dormant, could be under budget
TOTAL	£ 18,870.00	£ 14,410.93	£ 10,338.68	76%	
Administration					
Stationery and Office Supplies	£ 440.00	£ 95.88	£ 344.12	22%	May be a surplus
Books and reference materials	£ 80.00		£ 80.00	0%	
Insurance	£ 1,300.00	£ 838.99	£ 461.01	65%	Annual insurance for PC and pavilion paid
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	
Village Hall Hire	£ 220.00		£ 220.00	0%	No invoice yet received.
Courses and Training	£ 1,400.00	£ 983.80	£ 416.20	70%	CILCA paid + other training & manual
Election	£ 300.00		£ 300.00	0%	Transfer to reserves
Audit Fees	£ 500.00	£ 595.00	-£ 95.00	119%	Over budget - note for 22/23
Neighbourhood Plan Expenses	£ 500.00	£ 540.00	-£ 40.00	0%	Will exceed budget, but grant will offset
Village Recorder	£ 50.00	£ -	£ 50.00	0%	There has been no requests so far
Parish Papers	£ 1,050.00	£ 707.00	£ 343.00	67%	2 more editions to be invoiced
Lottery	£ 788.00	£ 358.40	£ 429.60	45%	2 months in arrears
Other admin & misc expenses	£ 450.00	£ 201.34	£ 248.66	45%	
TOTAL	£ 7,113.00	£ 4,355.41	£ 2,757.59	61%	
TOTAL EXPENDITURE	£ 39,658.00	£ 27,589.54	£ 17,864.87	70%	
RECEIPTS					
Precept	£ 31,000.00	£ 31,000.00	£ -		All precept received
CIL Payment		£ 10,171.26	-£ 10,171.26		Unexpected CIL payment, not budgeted for
Grants		£ 5,000.00	-£ 5,000.00		Locality Grant for CSHG (£500) and grant for consultant for Neighbourhood Plan (4500)
VAT	£ 10,000.00	£ 10,932.35	-£ 932.35		VAT Claim submitted and received
Football	£ 400.00	£ 20.00	£ 380.00		One off use of football pitch
NS&I interest	£ 100.00		£ 100.00		Due January 2022
BDC Grant	£ 2,880.00	£ 752.90	£ 2,127.10		Increase of .5 hrs.p.w. for Community Caretaker since budget
Lottery Income	£ 1,540.00		£ 1,540.00		New Lottery year yet to start
Advertising	£ 600.00	£ 240.00	£ 360.00		Two advertisers in PP - more invoiced in November
Other	£ 632.00	£ 632.00	£ -		Parish Grant from Babergh
TOTAL INCOME	£ 47,152.00	£ 58,748.51	-£ 11,596.51		Income will exceed budget ,only partly offset by increased expenditure
BALANCE (income less expenditure) IN YEAR	£ 7,494.00	£ 31,158.97			

ADDITIONAL COMMENTARY

The budget and reconciliation reflects 7 months receipts and payments

The budget reconciliation shows that income and expenditure are on track with the following exceptions

EXPENDITURE

1. Footway lighting – an increase of 14.7% (3% increase was budgeted)
2. Community Caretaker Salary. Since the budget was set we managed to get Babergh to agree a further half an hour a week to cover Admirals Quarter. Their quarterly funding will offset the increased expenditure
3. Small saving on the Playground inspection fee, less than budgeted
4. CIL Expenditure will be offset by CIL income
5. Audit fees – steep increase from last year. Note for 22/23
6. £3,000 was budgeted in case additional equipment was required for the Reade Field, with the comment in the budget notes that this sum would be transferred to the Pavilion savings if not required. It is unlikely this will be spent and so will be transferred to reserves at the end of the financial year
7. There are currently underspends on grass cutting, with the exception of the contract with Vertas
8. There is likely to be an underspend on the CSHG fund, as it is currently not active.
9. It is recommended that some of the litter bins which are in a poor state of repair are replaced, as there is now surplus funds in this cost centre.

INCOME

1. Unexpected CIL income – some of which will be offset in expenditure (see above), the rest may be carried forward to 22/23 and will be spent in line with the CIL guidelines and the Parish Plan
2. Neighbourhood Plan grant for consultancy – the consultancy fee of £4,500 will be required in full and therefore the grant will be offset by expenditure.
3. The £500 grant for the CSHG also includes the purchase of more grit bins
4. The VAT Claim and receipt was more than the budgeted repayment
5. Invoices have gone out to all current advertisers. Some have responded by saying they no longer wish to advertise.
6. Interest for the NSI Account will be notified in January
7. No lottery income as yet, but income should be reflected in next month's accounts.

Currently, the estimated position at the end of the year is that there will be an underspend in expenditure and an increase in income. A schedule of earmarked reserves will be presented to Council with the draft budget plan in December for consideration.