

## Holbrook Parish Council - Responsible Financial Officers Report to meeting 21<sup>st</sup> June 2021

### Details of expenditure for the period 17<sup>th</sup> May 2021-20<sup>th</sup> June

17/05/2021	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£	471.00
17/05/2021	Mr P Goodchild – Community Caretaker (BACs)	£	200.77
17/05/2021	HMRC – PAYE (BACs) due 5/6	£	166.80
17/05/2021	Mrs J Hazlewood – Stationery & Expenses (BACs)	£	77.85
17/05/2021	Eon – Pavilion Electricity (DD)	£	25.47
17/05/2021	Tuddenham Press (Parish Papers) BACs	£	179.00
17/05/2021	Business Services at CAS (increased insurance premium)	£	45.86
17/05/2021	Wave (Pavilion Water) DD	£	32.50
17/05/2021	SALC (Training Expenses Clerk) BACs	£	60.00
17/05/2021	Reade Field Lottery 1 <sup>st</sup> Prize May, cheque	£	36.00
17/05/2021	Reade Field Lottery 2 <sup>nd</sup> Prize May - cheque	£	21.60
17/05/2021	Reade Field Lottery 3 <sup>rd</sup> Prize May - BACs	£	14.40
17/05/2021	Suffolk Preservation Society (subscription) cheque	£	30.00
17/05/2021	SALC Module 1 training for CILCA - BACs	£	60.00
17/05/2021	Open Spaces Society (subscription) BACs	£	45.00
17/05/2021	Babergh District Council – bin emptying - BACs	£	1,525.01
17/05/2021	Community Action Suffolk (subscription) - BACs	£	30.00
17/05/2021	Heelis & Lodge (Audit fee) BACs	£	235.00

### Bank Reconciliation to 31<sup>st</sup> May 2021

Lloyds Bank		
	Opening Balance 01/04/21	£ 40,809.88
	Receipts (less interest included below)	£ 31,303.26
		<b>£ 72,113.14</b>
	Less payments 20/21	£ 657.97
	Less payments 21/22	£ 10,601.91
	<b>Receipts less payments</b>	<b>£ 60,853.26</b>
	Balance on statement 46	£ 61,121.06
	Outstanding cheques	£ 267.80
		<b>£ 60,853.26</b>
	Opening Balance 01/03/21	£ 13,602.34
	Add interest	
	Balance on Statement 9	<b>£ 13,602.34</b>
Reade Field Account		
	Opening Balance 01/05/21	£ 1,403.18
	Add interest	£ 0.01
	Add receipts	£ -
	Balance on Statement 39	<b>£ 1,403.19</b>
	<b>Total Funds</b>	<b>£ 75,858.79</b>
Outstanding payments - cheque numbers		
	HMRC BACs due 5/6	£ 166.80
	2609	£ 36.00
	DD Information Commissioner	£ 35.00
	2611	£ 30.00
	<b>Total</b>	<b>£ 267.80</b>

## BUDGET RECONCILIATION TO 31<sup>st</sup> May 2021 (2/12 16.7 %)

2020/21 BUDGET DESCRIPTION	Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>					
SALC	£ 655.00	£ 653.55	£ 1.45	100%	
Society of Local Council Clerks	£ 130.00		£ 130.00	0%	
Community Action Suffolk	£ 30.00	£ 30.00	£ -	100%	
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	
Suffolk Wildlife Trust	£ 38.00		£ 38.00	0%	
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	
<b>TOTAL</b>	<b>£ 928.00</b>	<b>£ 758.55</b>	<b>£ 169.45</b>	<b>82%</b>	
<b>Grants and Donations</b>					
Harkstead & Lower Holbrook GNS	£ 75.00		£ 75.00	0%	
Suffolk Accident Rescue Service	£ 25.00		£ 25.00	0%	
Holbrook Village Hall	£ 400.00		£ 400.00	0%	
Holbrook PCC	£ 400.00		£ 400.00	0%	
Holbrook Academy	£ 30.00		£ 30.00	0%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	
RBL donation	£ 200.00		£ 200.00	0%	
Holbrook Helpers	£ 400.00		£ 400.00	0%	
Stutton and Holbrook Community 1st Responders	£ 65.00		£ 65.00	0%	
<b>TOTAL</b>	<b>£ 1,645.00</b>	<b>£ -</b>	<b>£ 1,645.00</b>	<b>0%</b>	
<b>Salaries and expenses</b>					
Clerk's salary	£ 7,256.00	£ 1,175.20	£ 6,080.80	16%	
Clerk's expenses	£ 400.00	£ 52.00	£ 348.00	13%	
Councillors' expenses (Travel)	£ 100.00	£ 41.86	£ 58.14	42%	
Chairman's allowance	£ 300.00		£ 300.00	0%	
Community Caretaker Salary	£ 2,780.00	£ 501.94	£ 2,278.06	18%	
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 166.00		£ 166.00	0%	
<b>TOTAL</b>	<b>£ 11,102.00</b>	<b>£ 1,771.00</b>	<b>£ 9,165.00</b>	<b>16%</b>	
<b>Asset Maintenance and other works</b>					
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		£ 750.00	0%	
Church Green	£ 160.00		£ 160.00	0%	
Reade Field SCC Grass cutting	£ 1,465.00	£ 216.58	£ 1,248.42	15%	
Reade Field Other grasscutting and tree work	£ 1,015.00		£ 1,015.00	0%	
Reade Field Other maintenance	£ 500.00		£ 500.00	0%	
Playground	£ 3,000.00		£ 3,000.00	0%	
Playground inspection	£ 250.00		£ 250.00	0%	
Pavilion	£ 500.00	£ 57.97	£ 442.03	12%	
Bus Shelters	£ 2,500.00	£ -	£ 2,500.00	0%	Transfer to reserves
General maintenance	£ 500.00		£ 500.00	0%	
Benches, bins, noticeboards	£ 1,000.00		£ 1,000.00	0%	
Contribution to street lighting fund	£ 800.00	£ -	£ 800.00	0%	Transfer to reserves
Village Recorder	£ 50.00		£ 50.00	0%	
<b>TOTAL</b>	<b>£ 18,620.00</b>	<b>£ 6,928.60</b>	<b>£ 11,641.40</b>	<b>37%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 440.00	£ 19.44	£ 420.56	4%	
Books and reference materials	£ 80.00		£ 80.00	0%	
Insurance	£ 1,300.00	£ 278.92	£ 1,021.08	21%	
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	
Village Hall Hire	£ 220.00		£ 220.00	0%	
Courses and Training	£ 1,400.00	£ 180.00	£ 1,220.00	13%	
Election	£ 300.00		£ 300.00	0%	Transfer to reserves
Audit Fees	£ 500.00	£ 235.00	£ 265.00	47%	
Neighbourhood Plan Expenses	£ 500.00		£ 500.00	0%	
Community Self Help Scheme	£ 300.00		£ 300.00	0%	
Parish Papers	£ 1,050.00	£ 179.00	£ 871.00	17%	
Lottery	£ 788.00	£ 144.00	£ 644.00	18%	
Other admin & misc expenses	£ 450.00	£ 72.40	£ 377.60	16%	
<b>TOTAL</b>	<b>£ 7,363.00</b>	<b>£ 1,143.76</b>	<b>£ 6,219.24</b>	<b>16%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 39,658.00</b>	<b>£ 10,601.91</b>	<b>£ 28,840.09</b>	<b>27%</b>	
<b>RECEIPTS</b>					
	Agreed	Received to date	Remaining	Notes	
Precept	£ 31,000.00	£ 15,500.00	£ 15,500.00		
CIL Payment		£ 10,171.26	-£ 10,171.26	Unexpected CIL payment, not budgeted for	
Grants		£ 5,632.00	-£ 5,632.00	Parish Grant from Babergh(632 and Locality Grant for CSHG ( £500) and grant for consultant for Neighbourhood Plan (4500)	
VAT	£ 10,000.00		£ 10,000.00		
Football	£ 400.00		£ 400.00		
NS&I interest	£ 100.00		£ 100.00		
BDC Grant	£ 2,880.00		£ 2,880.00		
Lottery Income	£ 1,540.00		£ 1,540.00		
Advertising	£ 600.00		£ 600.00		
Other	£ 632.00		£ 632.00		
<b>TOTAL INCOME</b>	<b>£ 47,152.00</b>	<b>£ 31,303.26</b>	<b>£ 15,848.74</b>		
<b>BALANCE (income less expenditure) IN YEAR</b>	<b>£ 7,494.00</b>	<b>£ 20,701.35</b>			