

## Holbrook Parish Council - Responsible Financial Officers Report to meeting 18<sup>th</sup> October 2021

### Details of expenditure for the period 21<sup>st</sup> September 2021-17<sup>th</sup> October 2021

21/09/21	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£	471.00
21/09/21	Mr P Goodchild – Community Caretaker Salary (BACs)	£	200.77
21/09/21	HMRC – PAYE (BACs)	£	166.80
21/09/21	Mrs J Hazlewood – Stationery & Expenses (BACs)	£	58.27
21/09/21	E.ON Next, electricity supply to pavilion (DD)	£	15.63
21/09/21	Realise Futures, Picnic Tables and Benches (BACs)	£	5,365.13
21/09/21	Playquip, Playground Inspection fee (BACs)	£	192.00
21/09/21	SLCC–Local Council Administration 12 <sup>th</sup> edition (BACs)	£	123.80
21/09/21	Tuddenham Press, Parish Papers (BACs)	£	179.00
21/09/21	Zurich Town & Parish Insurance (BACs)	£	560.07
20/09/21	John Ambrose, Chairman's allowance (DD)	£	75.00

<b>BANK RECONCILIATION</b>		
Year to 30th September 2021		
<b>Lloyds Bank</b>		
	Opening Balance 01/04/21	£ 40,809.88
	Receipts (less interest included below)	£ 58,748.51
		<b>£ 99,558.39</b>
	Less payments 20/21	£ 657.97
	Less payments 21/22	£ 24,465.31
	<b>Receipts less payments</b>	<b>£ 74,435.11</b>
	Balance on statement 50	£ 74,601.91
	Outstanding cheques	£ 166.80
		<b>£ 74,435.11</b>
<b>NS &amp; I Account</b>		
	Opening Balance 01/03/21	£ 13,602.34
	Add interest	
	Balance on Statement 9	<b>£ 13,602.34</b>
<b>Reade Field Account</b>		
	Opening Balance 01/09/21	£ 1,403.22
	Add interest	£ 0.01
	Add receipts	£ -
	Balance on Statement 43	<b>£ 1,403.23</b>
<b>Total Funds</b>		<b>£ 89,440.68</b>
<b>Outstanding payments - cheque numbers</b>		
	HMRC BACS due 5/10/21	£ 166.80
	<b>Total</b>	<b>£ 166.80</b>

**BUDGET RECONCILIATION to 30<sup>th</sup> September 2021 6/12ths = 50%**

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	£ -	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%	
<b>TOTAL</b>	<b>£ 928.00</b>	<b>£ 926.55</b>	<b>£ 1.45</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	£ -	100%	
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>£ 400.00</b>	<b>£ 1,245.00</b>	<b>24%</b>	
<b>Salaries and expenses</b>					
Clerk's salary	£ 7,256.00	£ 3,525.60	£ 3,730.40	49%	
Clerk's expenses	£ 400.00	£ 197.86	£ 202.14	49%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00	£ 150.00	£ 150.00	50%	paid quarterly, 1st quarter paid
Community Caretaker Salary	£ 2,780.00	£ 1,505.82	£ 1,274.18	54%	Increase of .5 hrs pw since budget set
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 166.00		£ 166.00	0%	
<b>TOTAL</b>	<b>£ 11,102.00</b>	<b>£ 5,379.28</b>	<b>£ 5,556.72</b>	<b>48%</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	£ 204.00	£ 546.00	27%	
Church Green	£ 160.00	£ 80.00	£ 80.00	50%	
Reade Field SCC Grass cutting	£ 1,465.00	£ 433.16	£ 1,031.84	30%	
Reade Field Other grasscutting and tree work	£ 1,015.00	£ 220.00	£ 795.00	22%	
Reade Field Other maintenance	£ 500.00		£ 500.00	0%	
Playground	£ 3,000.00		£ 3,000.00	0%	
Playground inspection	£ 250.00	£ 192.00	£ 58.00	77%	small saving, fee less than budget
Pavilion	£ 500.00	£ 211.25	£ 288.75	42%	
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
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%	
<b>TOTAL</b>	<b>£ 18,870.00</b>	<b>£ 14,174.07</b>	<b>£ 10,575.54</b>	<b>75%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 440.00	£ 95.88	£ 344.12	22%	
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%	
Courses and Training	£ 1,400.00	£ 923.80	£ 476.20	66%	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		£ 500.00	0%	Will exceed budget, but grant will offset
Village Recorder	£ 50.00	£ -	£ 50.00	0%	
Parish Papers	£ 1,050.00	£ 537.00	£ 513.00	51%	
Lottery	£ 788.00	£ 358.40	£ 429.60	45%	
Other admin & misc expenses	£ 450.00	£ 201.34	£ 248.66	45%	
<b>TOTAL</b>	<b>£ 7,113.00</b>	<b>£ 3,585.41</b>	<b>£ 3,527.59</b>	<b>50%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 39,658.00</b>	<b>£ 24,465.31</b>	<b>£ 20,906.30</b>	<b>62%</b>	
<b>RECEIPTS</b>					
	Agreed	Received to date	Remaining	Notes	
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	
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	
Other	£ 632.00	£ 632.00	£ -	Parish Grant from Babergh	
<b>TOTAL INCOME</b>	<b>£ 47,152.00</b>	<b>£ 58,748.51</b>	<b>£ 11,596.51</b>	Income will exceed budget, offset by increased expenditure	
<b>BALANCE (income less expenditure) IN YEAR</b>	<b>£ 7,494.00</b>	<b>£ 34,283.20</b>			

## **ADDITIONAL COMMENTARY**

The budget and reconciliation reflect 6 months of receipts and payments.

The budget reconciliation shows that income and expenditure are on track with one or two exceptions:

### **EXPENDITURE**

1. Footway lighting. As mentioned before, when the budget was set, the advice was to allow for a 3% increase, but the actual increase was 14.72%, due to a loss being made the previous year.
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. There could be a small overspend on the Parish Papers – 3 issues paid for, 3 more to be paid

### **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 to go out in November for current advertisers in the Parish Papers
6. Interest for the NSI Account will be notified in January
7. No lottery income as yet, as new lottery has not commenced