

Holbrook Parish Council - Responsible Financial Officers Report to meeting 21st March 2022

Details of expenditure for the period 17th January 2022 – 22nd February

22/02/22	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£ 588.50
22/02/22	Mr P Goodchild – Community Caretaker Salary (BACs)	£ 200.77
22/02/22	HMRC – PAYE (BACs)	£ 196.20
22/02/22	Mrs J Hazlewood – Stationery & Expenses (BACs)	£ 35.99
22/02/22	Compass Point (Neighbourhood Plan) BACs	£ 540.00
22/02/22	Suffolk Cloud (Website Hosting), BACs	£ 120.00
22/02/22	E.ON Next, electricity supply to pavilion (DD)	£ 12.33
22/02/22	Tuddenham Press (Parish Papers) BACs	£ 169.00
22/02/22	Wave (Pavilion Water) DD	£ 34.94
22/02/22	1 st prize Lottery January (cheque)	£ 19.25
22/02/22	2 nd prize Lottery January (BACs)	£ 11.55
22/02/22	3 rd prize Lottery January (cheque)	£ 7.70
22/02/22	1 st prize Lottery February (BACs)	£ 19.25
22/02/22	2 nd prize Lottery February (cheque)	£ 11.55
22/02/22	3 rd prize Lottery February (cheque)	£ 7.70
01/03/22	SWARCO – Gold maintenance contract	£ 300.00

BANK RECONCILIATION		
Year to 28th February 2022		
Lloyds Bank		
	Opening Balance 01/04/21	£ 40,809.88
	Receipts (less interest included below)	£ 62,217.31
		£ 103,027.19
	Less payments 20/21	£ 657.97
	Less payments 21/22	£ 36,073.21
	Receipts less payments	£ 66,296.01
	Balance on statement 55	£ 66,838.41
	Outstanding cheques	£ 542.40
	To balance with receipts less payments	£ 66,296.01
NS & I Account		
	Opening Balance 01/03/21	£ 13,602.34
	Add interest	£ 1.36
	Balance on Statement 10	£ 13,603.70
Reade Field Account		
	Opening Balanc 01/02/2022	£ 1,403.27
	Add interest	£ 0.01
	Add receipts	£ -
	Balance on Statement 48	£ 1,403.28
Total Funds		£ 81,302.99
Outstanding payments - cheque numbers		
	HMRC BACS due 05/03/2022	£ 196.20
	Cheque 2644	£ 26.95
	Cheque 2645	£ 7.70
	Cheque 2646	£ 11.55
	Swarco	£ 300.00
	Total	£ 542.40

	Summary to end February 11/12ths =92%				
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	100%	
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	£ 900.00	-£ 500.00	225%	Additional one-off grant for projector
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	£ 2,070.00	-£ 425.00	126%	Overspend due to additional grant for projector
Salaries and expenses					
Clerk's salary	£ 7,256.00	£ 6,757.40	£ 498.60	93%	National salary agreement of 1.75% increase now agreed backdated to 1st April. Will exceed budget
Clerk's expenses	£ 400.00	£ 327.86	£ 72.14	82%	Surplus anticipated
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	No travel so far, maybe due to COVID and online training less face to face meetings
Chairman's allowance	£ 300.00	£ 225.00	£ 75.00	75%	paid quarterly, 1 quarter to be paid at end of March
Community Caretaker Salary	£ 2,780.00	£ 2,760.67	£ 19.33	99%	Hrs increased since budget, approx £231 deficit
Community Caretaker Expenses	£ 100.00	£ 40.00	£ 60.00	40%	Assume surplus of £60.00
Salc Payroll	£ 166.00	£ 82.80	£ 83.20	50%	6 months paid, 6 months to be invoiced
TOTAL	£ 11,102.00	£ 10,193.73	£ 908.27	92%	
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%	Fully invoiced
Alton Green	£ 750.00	£ 444.00	£ 306.00	59%	No further invoices anticipated
Church Green	£ 160.00	£ 140.00	£ 20.00	88%	Assume no further invoices
Reade Field SCC Grass cutting	£ 1,465.00	£ 866.32	£ 598.68	59%	Budget overestimated , approx £600 surplus
Reade Field Other grasscutting and tree work	£ 1,015.00	£ 440.00	£ 575.00	43%	Further invoices to come, surplus anticipated
Reade Field Other maintenance	£ 500.00	£ 82.97	£ 417.03	17%	Assume surplus - new planting for broken gate?
Playground	£ 3,000.00		£ 3,000.00	0%	Further equipment not required - to pavilion reserves
Playground inspection	£ 250.00	£ 192.00	£ 58.00	77%	small saving, fee less than budget
Pavilion	£ 500.00	£ 672.32	-£ 172.32	134%	Overspend anticipated of approx £200, due to repairs
Bus Shelters	£ 2,500.00		£ 2,500.00	0%	Transfer to reserves
General maintenance	£ 500.00	£ 300.00	£ 200.00	60%	SID maintenance contract now paid
Benches, bins, noticeboards	£ 1,000.00	£ 882.00	£ 118.00	88%	New litter & grit bins, 1 bin for bus shelter to pay
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, assume surplus
TOTAL	£ 18,870.00	£ 16,853.27	£ 2,016.73	89%	
Administration					
Stationery and Office Supplies	£ 440.00	£ 189.33	£ 250.67	43%	Small costs still to come, assume surplus of £220
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	£ 104.00	£ 116.00	47%	Surplus anticipated, 9 months invoiced, 3 to come
Courses and Training	£ 1,400.00	£ 983.80	£ 416.20	70%	One further training invoice to be paid in March (£30)
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	£ 1,222.60	-£ 722.60	0%	Over budget if consultancy pd this year, grant offsets
Village Recorder	£ 50.00		£ 50.00	0%	There has been no requests so far
Parish Papers	£ 1,050.00	£ 1,072.91	-£ 22.91	102%	No further editions this financial year
Lottery	£ 788.00	£ 558.70	£ 229.30	71%	Fewer participants: less prize money
Other admin & misc expenses	£ 450.00	£ 429.33	£ 20.67	95%	No further expenditure anticipated
TOTAL	£ 7,113.00	£ 6,029.66	£ 1,083.34	85%	
TOTAL EXPENDITURE	£ 39,658.00	£ 36,073.21	£ 3,584.79	91%	
RECEIPTS					
	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 and received	
Football	£ 400.00	£ 320.00	£ 80.00	All football income received	
NS&I interest	£ 100.00	£ -	£ 100.00	Bank statement to 31st December 22 being chased	
BDC Grant	£ 2,880.00	£ 2,258.70	£ 621.30	One quarter to come (752.90), surplus to offset increase in CC hours	
Lottery Income	£ 1,540.00	£ 918.00	£ 622.00	Lottery income still coming in	
Advertising	£ 600.00	£ 925.00	-£ 325.00	Advertising income received	
Other	£ 632.00	£ 632.00	£ -	Parish Grant from Babergh	
TOTAL INCOME	£ 47,152.00	£ 62,157.31	-£ 15,005.31	Additional income received, due to CIL. Grant for Neighbourhood plan, increased VAT claim and advertising and parish grant	
BALANCE (income less expenditure) IN YEAR		£ 26,084.10		Positive balance at end February	

ADDITIONAL COMMENTARY

The budget and reconciliation reflects 11 months receipts and payments

The budget summary shows income and expenditure against the budget. There is an anticipated surplus at the end of the financial year. Some of this is due to putting money aside for earmarked reserves.

Some notable budget variations are as follows:

EXPENDITURE

1. Grants: An additional grant of £500 has been paid to the village hall towards the projector
2. Footway lighting – an increase of 14.76% Interestingly we have just had an estimated bill for footway lighting to be paid in 20/23, which is £900 less than last year's bill.
3. 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 increased quarterly funding will partly offset the increased expenditure.
4. Small saving on the Playground inspection fee, less than budgeted
5. CIL Expenditure will be offset by CIL income, or carried forward as earmarked reserves.
6. Audit fees – steep increase from last year. The fees are based on the total amount of receipts and payments and during 20/21, our receipts and payments were inflated with the grant and work on the playground.
7. £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
8. There are underspends on grass cutting
9. As no further bills have been received for consultancy for the Neighbourhood Plan, the balance of the grant received will be carried forward as earmarked reserves.
10. The CSHG is still inactive, so there is a surplus on this budget.
11. We have now 5 additional grit bins in place. Highways have filled the bin on Heathfield Road, but none of the others have been filled. I have written to Highways to ask if they could let us know when they can come out to complete. The high winds recently displaced some of the bins and they were probably not in the right place when Highways came. The bin at the top of Heathfield Road might have been obscured by a parked van on the verge.. The bin at Berners Field will have to be filled by Holbrook Parish Council, as it is on privately owned land. (Orwell Housing Association) The licence has been received for the small bin to be put near the bus shelter on Ipswich Road.

INCOME

1. Unexpected CIL income – some of which will be offset in expenditure (see above), the rest will be carried forward as earmarked reserves.

2. Neighbourhood Plan grant for consultancy – see above, the balance of the consultancy fee of £4,500 will be carried forward as earmarked reserves
3. The £500 grant for the CSHG also includes the purchase of grit bins
4. The VAT Claim and receipt was more than the budgeted repayment
5. Football income is lower than budget – the budget included Holbrook Hornets and The Swan and the Hornets are no longer using the Reade Field
5. All adverts have now been paid
6. Interest for the NSI Account has dropped to £1.34 calculated at 0.01%
7. Lottery income down on last year.

Currently, the estimated position at the end of the year is that there will be an underspend in expenditure and additional income, due to CIL funding, additional VAT, Parish Grant from Babergh, Locality grant for CSHG additional advertising revenue and the Neighbourhood Plan grant for consultancy.

A reserves statement was included with the budget plan, but will be reviewed at the end of the financial year for Council to approve.