

Holbrook Parish Council - Responsible Financial Officers Report to meeting 25th April 2022

Details of expenditure for the period 23rd February – 31st March 2022

22/03/22	Mrs J Hazlewood – (Parish Clerk Salary) BACs	£ 694.70
22/03/22	Mr P Goodchild – (Community Caretaker Salary) BACs	£ 200.77
22/03/22	HMRC – (PAYE & Employers NI) BACs	£ 240.55
22/03/22	Mrs J Hazlewood – (Stationery & Expenses) BACs	£ 35.99
22/03/22	SALC (payroll services) BACs	£ 82.80
22/03/22	SALC (training Clerk) BACs	£ 36.00
22/03/22	SALC (training Cllr) BACs	£ 31.20
22/03/22	E.ON Next (pavilion electricity) DD	£ 19.47
22/03/22	1 st prize Lottery March (cheque)	£ 19.25
22/03/22	2 nd prize Lottery March (cheque)	£ 11.55
22/03/22	3 rd prize Lottery January (cheque)	£ 7.70
22/03/22	Holbrook Village Hall (Hire of hall) BACs	£ 45.00
22/03/22	Chairman's Allowance (4 th quarter) SO	£ 75.00

BANK RECONCILIATION		
Year to 31st March 22		
Lloyds Bank		
	Opening Balance 01/04/21	£ 40,809.88
	Receipts (less interest included below)	£ 62,970.21
		£ 103,780.09
	Less payments 20/21	£ 657.97
	Less payments 21/22	£ 37,573.19
	Receipts less payments	£ 65,548.93
	Balance on statement 56	£ 65,548.93
	Outstanding cheques	£ -
	To balance with receipts less payments	£ 65,548.93
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 01/03/2022	£ 1,403.28
	Add interest	£ 0.01
	Add receipts	£ -
	Balance on Statement 49	£ 1,403.29
	Total Funds	£ 80,555.92
Outstanding payments - cheque numbers		
	Total	£ -

Summary to end March 12/12ths =100%					
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	£ 7,642.45	-£ 386.45	105%	Includes backpay and an increase in hours from Jan
Clerk's expenses	£ 400.00	£ 353.86	£ 46.14	88%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	No travel claimed all year. Courses online
Chairman's allowance	£ 300.00	£ 300.00	£ -	100%	Final quarter paid
Community Caretaker Salary	£ 2,780.00	£ 3,011.64	-£ 231.64	108%	Hrs increased, grant offsets
Community Caretaker Expenses	£ 100.00	£ 40.00	£ 60.00	40%	
Salc Payroll	£ 166.00	£ 165.60	£ 0.40	100%	12 months paid
TOTAL	£ 11,102.00	£ 11,513.55	-£ 411.55	104%	
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%	Surplus against budget
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%	Expenditure much less than budget
Reade Field Other maintenance	£ 500.00	£ 82.97	£ 417.03	17%	Surplus at end of year
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	£ 691.79	-£ 191.79	138%	Overspend 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 paid
Benches, bins, noticeboards	£ 1,000.00	£ 882.00	£ 118.00	88%	New litter & grit bins
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
TOTAL	£ 18,870.00	£ 16,872.74	£ 1,997.26	89%	
Administration					
Stationery and Office Supplies	£ 440.00	£ 199.32	£ 240.68	45%	Surplus at end of year
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	£ 149.00	£ 71.00	68%	All hire paid
Courses and Training	£ 1,400.00	£ 1,051.00	£ 349.00	75%	All training paid
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%	Grant offsets consultancy - balance carried forward
Village Recorder	£ 50.00		£ 50.00	0%	There has been no requests
Parish Papers	£ 1,050.00	£ 1,072.91	-£ 22.91	102%	No further editions this financial year
Lottery	£ 788.00	£ 597.20	£ 190.80	76%	Fewer participants: less prize money
Other admin & misc expenses	£ 450.00	£ 429.33	£ 20.67	95%	No further expenditure anticipated
TOTAL	£ 7,113.00	£ 6,190.35	£ 922.65	87%	
TOTAL EXPENDITURE	£ 39,658.00	£ 37,573.19	£ 2,084.81	95%	
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	£ 320.00	£ 80.00		All football income received
NS&I interest	£ 100.00	£ 1.36	£ 98.64		Very low interest received on NI Account 0.01%
BDC Grant	£ 2,880.00	£ 3,011.60	-£ 131.60		Grant fully paid
Lottery Income	£ 1,540.00	£ 918.00	£ 622.00		No further lottery income
Advertising	£ 600.00	£ 985.00	-£ 385.00		All advertising income received
Other	£ 632.00	£ 632.00	£ -		Parish Grant from Babergh
TOTAL INCOME	£ 47,152.00	£ 62,971.57	-£ 15,819.57		Additional income received, due to CIL. Grant for Neighbourhood plan, increased VAT claim and advertising and parish grant
BALANCE (income less expenditure) IN YEAR		£ 25,398.38			Positive balance at end March

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31st March 2022.

The summary shows the outcome against budget for the year, giving an overall positive balance at the end of the year of £25,398.38. £7,400 of this was included in the budget to go towards reserves. There is a separate statement of the total reserves held at 31.3.22, both earmarked and general, for Councillors to approve.

Key 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% The bill for lighting for 22/23 is £900 less than last year's bill, due to SCC being unable to carry out all the necessary maintenance.
3. Community Caretaker Salary. An agreed increase of 30 minutes per week has been offset by the grant received from Babergh.
4. Small saving on the Playground inspection fee, less than budgeted
5. CIL expenditure: not budgeted, as the CIL grant was received post budget. Surplus CIL funds will be earmarked and there is a separate CIL account in the Agenda papers to be agreed and submitted to Babergh.
6. Audit fees – increased due to increased receipts and payments
7. £3,000 originally budgeted for additional play equipment will be put on reserves for the pavilion
8. There are underspends on grass cutting and maintenance of the Reade Field/Alton Green.
9. The balance of the Neighbourhood Plan grant for professional consultancy will be carried forward to earmarked reserves.
11. 5 additional grit bins have been purchased, plus two replacement waste bins for the Reade Field.

INCOME

1. Unexpected CIL income – some used for picnic & other benches – balance of £4025.66 carried forward. Additional CIL income has been received for 22/23 of £1,322.02.
2. Neighbourhood Plan grant for consultancy – the balance of £3,277.40 is 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 been paid and income has exceeded budget
6. Interest for the NSI Account has dropped to £1.34 calculated at 0.01%
7. Lottery income down on last year.