Holbrook Parish Council Responsible Financial Officers Report to meeting 19th December 2022 Details of expenditure for the period 1st November to 30th November inclusive

05/11/22	Nelson Potter – fence posts (Debit card)	£ 13.44				
21/11/22	Mrs J. Hazlewood – Expenses and stationery (BACs)	£ 53.98				
21/11/22	Mrs J Hazlewood – Salary (BACs)	£622.45				
21/11/22	HMRC 0 PAYE & Employer's NI (BACs)	£158.37				
21/11/22	11/22 SLCC – training costs (BACs)					
21/11/22						
21/11/22	Tuddenham Press - Parish Papers (BACs)	£230.00				
21/11/22	RBL - Poppy Wreath (BACs)	£ 50.00				
21/11/22	E-on – Pavilion electricity (DD)	£ 18.60				
21/11/22	Mark Thompson – Fitness classes (BACs)	£175.00				
21/11/22	Lottery 1 st , 2 nd & 3 rd prizes November (cheques 2672/3/4)	£ 42.00				
21/11/22	Signs for You – Reade Field signs (BACs)	£245.03				

	BANK RECONCILIATION		
	Year to 30th November		
Lloyds Bank			
	Opening Balance 01/04/22	£	65,548.93
	Receipts (less interest included below)	£	48,710.65
	Total Receipts	£	114,259.58
	Less payments 21/22	£	-
	Less payments 22/23	£	30,735.75
	Receipts less payments	£	83,523.83
	Palamas an atatamant Na. C4		02 720 20
	Balance on statement No. 64	£	83,730.20
	Outstanding payments		206.37
		£	83,523.83
NS & I Account			
	Balance at 01/11/22	£	13,603.70
	Interest	_	
	Balance on statement 10	£	13,603.70
Reade Field Accou		_	
	Opening Balance 01/11/22	£	2,038.69
	Add interest	£	0.22
	Add receipts	_	
	Balance on Statement 57	£	2,038.91
Total Funds		£	99,166.44
Outstanding chec	ques/outstanding payments		
	HMRC	£	158.37
	2672	£	21.00
	2674	£	8.40
	£.On Direct Debit	£	18.60
		£	206.37

			ary to end Nover		mber 8/12ths = 6		7%		
				otal spent		·			
s		Budget		ytd	_	Remaining	% spent	Comments	
Subscriptions and memberships					_	pt			
SALC	£	674.00	£	657.03	-	16.97	97%	, , , , , , , , , , , , , , , , , , ,	
Society of Local Council Clerks Community Action Suffolk	£	134.00 30.00	£	144.00 30.00	_	10.00		Fully paid - small increase Fully paid	
Suffolk Preservation Society	£	30.00	£	30.00	_	-		Fully paid	
Suffolk Wildlife Trust	£	38.00	_	38.00	_			Fully paid	
Open Spaces Society	£	45.00	£	45.00	_	-		Fully paid	
TOTAL	£	951.00	£	944.03	£	6.97	82%		
Grants and Donations									
Suffolk Accident Rescue Service	£	25.00		25.00	-	=	100%	All now paid	
Holbrook Village Hall	£	200.00		200.00	_	-	100%		
Holbrook PCC Holbrook Academy	£	500.00 30.00		500.00 30.00	_	-	100% 100%		
RBL Poppy Appeal	£	50.00	_	50.00	_		100%		
Repair Café	£	200.00	£	200.00	_		100%		
Holbrook Helpers	£	400.00	_	400.00	_	-	100%		
P3 Group	£	-	£	40.00	_	40.00	-100%	Grant for mower expenses, agreed post budget	
Stutton and Holbrook Community 1st Responders	£	100.00	£	100.00	£	-	100%		
TOTAL	£	1,505.00	£	1,545.00	-£	40.00	103%		
Salaries and expenses					F	0.51			
Clerk's salary	£	9,243.00	£	6,224.40	_	3,018.60	67%	Will be overspent as pay rise higher than budgeted	
Employer's NI Clerk's expenses	£	400.00	£	23.91 264.26	-	23.91 135.74	-100% 66%	New for this year - no budget set	
Councillors' expenses (Travel)	£	100.00	_	11.25	-	88.75	11%		
Chairman's allowance	£	300.00	£	150.00	_	150.00	50%	2 further quartrs to come	
Community Caretaker Salary	£	3,211.00	£	1,605.48	_	1,605.52	50%	No caretaker for month of October	
Community Caretaker Expenses	£	100.00	£	89.99	_	10.01	90%	Will be overspent due to new PPE for Caretaker	
Salc Payroll	£	170.00	£	82.80	_	87.20	49%	6 months paid, further 6 months to be paid	
TOTAL	£	13,524.00	£	8,452.09	£	5,071.91	62%		
Asset Maintenance and other works		- 400 00		4.050.00	_	4 005 07	770/		
Footway lighting	£	5,489.00	£	4,253.03	_	1,235.97	77%	Cost much reduced from last year. See notes.	
Waste / Dog bin emptying Alton Green	£	1,622.00 500.00	£	1,822.87 276.00	_	200.87	112% 55%	Additional bins in Admirals Quarter added One more cut planned	
Church Green	£	160.00	_	50.00	-	110.00	31%	Awaiting further charges	
Reade Field SCC Grass cutting	£	1,510.00		692.61	_	817.39	46%	One further charge to come - approx £500 surplus	
Reade Field Other grasscutting and tree work	£	600.00	£	380.00	-	220.00		Awaiting further charges - anticipate surplus	
Reade Field Other maintenance	£	100.00	£	245.03	-£	145.03	245%	Signs for Reade Field	
Playground	£	500.00	£	200.88	£	299.12	40%	Repairs to zip wire and fence posts	
Playground inspection	£	200.00	£	192.00	-	8.00	96%	Fully paid	
Pavilion	£	500.00	£	544.51	-£	44.51	109%	Roof repairs, electricity & water & fire safety equip	
								Black sacks for street cleaning - SID maintenance	
General maintenance	£	400.00		28.79	_	371.21		charge to come	
Benches, bins, noticeboards CIL Expenditure	£	200.00 4,026.00	£	174.94 1,358.60	_	25.06 2,667.40	87% 51%	New bin for bus shelter nr Berners Field Goalposts for Reade Field, balance towards lighting	
Fitness Classes Sports Centre	£	4,026.00	£	675.00		675.00		Offset by grant from Babergh DC - see below	
Community Self Help Scheme	£	500.00	Ē	075.00	£	500.00	0%	onset by grant from babelight be see below	
TOTAL	£	16,307.00	£	10,894.26	£	5,412.74	67%		
Administration									
Stationery and Office Supplies	£	250.00	£	583.90	_	333.90	234%	New laptop agreed 16/5/22 - not budgeted	
Books and reference materials	£	50.00		17.99	_	32.01	36%		
Insurance	£	839.00		881.99	_	42.99	105%	All insurance now paid	
Information Commissioner Meeting Hall Hire	£	35.00 260.00	_	35.00 65.00	_	195.00	100% 25%	Village Hall April, May & June, Methodist Chapel£20	
Courses and Training	£	800.00	_	144.00	_	656.00	18%	Village Hall April, May & Julie, Methodist Chapele20	
Audit Fees	£	600.00		555.00	-	45.00	93%	All audit fees now paid	
Neighbourhood Plan Expenses	£	500.00		5,400.00	_	4,900.00	1080%	Repayment of grant to be taken from reserves	
Parish Papers	£	1,110.00		900.00		210.00	81%	Will be over budget - additional copies needed.	
Lottery	£	800.00		302.00	_	498.00	38%	Lottery prizes to date	
Other admin & misc expenses	£	250.00	£	15.49		234.51	6%	Parish Meeting expenses - web hosting charge to con	
TOTAL	£	5,494.00	£	8,900.37	_	3,406.37	162%		
TOTAL EXPENDITURE	£	37,781.00	£	30,735.75	£	7,045.25	81%		
CONTRIBUTION TO DESCRIVES									
CONTRIBUTION TO RESERVES Contribution to Bus shelters	£	2,500.00			£	_		This will be put on reserves	
CONTRIBUTION TO DUS SHEILEIS					£	-		This will go towards paying for LED lamps	
Contribution to Eco lighting fund	l f				1 -	-			
Contribution to Eco lighting fund Contribution to Election costs	£	800.00 300.00			f	-		To reserves	
Contribution to Election costs	-	300.00			£	-		To reserves To pavilion reserves	
	£		£	-	-			To pavilion reserves	
Contribution to Election costs Contribution to pavilion project	£	300.00 10,000.00		-	-				
Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES	£	300.00 10,000.00 13,600.00		- eceived to	£	-			
Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES RECEIPTS	£ £	300.00 10,000.00 13,600.00	R	date	£	- emaining	Notes	To pavilion reserves	
Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES RECEIPTS Precept	f f £	300.00 10,000.00 13,600.00	R £	date 31,930.00	£	emaining	Precept fully p	To pavilion reserves	
Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES RECEIPTS Precept CIL Funding	£ £ Ag £	300.00 10,000.00 13,600.00 reed 31,930.00	R £	date 31,930.00 1,322.02	£ Re £	- emaining - 1,322.02	Precept fully p Unexpected C	To pavilion reserves aid IL funds received	
Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES RECEIPTS Precept CIL Funding VAT	£ £ Ag £ £ £	300.00 10,000.00 13,600.00 reed 31,930.00 - 2,750.00	R £	date 31,930.00	E Re	- emaining - 1,322.02 765.87	Precept fully p Unexpected C Shortfall from	To pavilion reserves aid IL funds received estimated VAT, due to claiming lighting in 20/21 claim	
Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES RECEIPTS Precept CIL Funding VAT Football	£ £ £ £ £	300.00 10,000.00 13,600.00 reed 31,930.00 - 2,750.00 400.00	R £	date 31,930.00 1,322.02	Ref. f. f.	emaining - 1,322.02 765.87 400.00	Precept fully p Unexpected C Shortfall from Shortfall antic	To pavilion reserves aid IL funds received estimated VAT, due to claiming lighting in 20/21 claim ipated only one team now playing	
Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES RECEIPTS Precept CIL Funding VAT Football NS&I interest	£ £ £ £ £ £	300.00 10,000.00 13,600.00 reed 31,930.00 - 2,750.00 400.00 75.00	£ £	date 31,930.00 1,322.02 1,984.13	Re £ £ £	- 1,322.02 765.87 400.00 75.00	Precept fully p Unexpected C Shortfall from Shortfall antic Interest dropp	To pavilion reserves aid IL funds received estimated VAT, due to claiming lighting in 20/21 claim ipated only one team now playing sed to almost zero following budget - expect shortfall	
Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES RECEIPTS Precept CIL Funding VAT Football NS&I interest Grant for Community Caretaker	£ £ £ £ £	300.00 10,000.00 13,600.00 reed 31,930.00 - 2,750.00 400.00	£ £	date 31,930.00 1,322.02	E Re E E E E	1,322.02 765.87 400.00 75.00 1,605.50	Precept fully p Unexpected C Shortfall from Shortfall antic Interest dropp 1st quarter no	aid IL funds received estimated VAT, due to claiming lighting in 20/21 claim spated only one team now playing sed to almost zero following budget - expect shortfall w received, 3 more to come	
Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES RECEIPTS Precept CIL Funding VAT Football NS&I interest	£ £ £ £ £ £	300.00 10,000.00 13,600.00 reed 31,930.00 - 2,750.00 400.00 75.00 3,211.00	£ £ £	date 31,930.00 1,322.02 1,984.13 1,605.50	Ref f f f f f f	- 1,322.02 765.87 400.00 75.00 1,605.50 59.00	Precept fully p Unexpected C Shortfall from Shortfall antic Interest dropp 1st quarter no Lottery tickets	To pavilion reserves aid IL funds received estimated VAT, due to claiming lighting in 20/21 claim ipated only one team now playing sed to almost zero following budget - expect shortfall	
Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES RECEIPTS Precept CIL Funding VAT Football NS&I interest Grant for Community Caretaker Lottery Income	f f f f f f f f f f f f f f f f f f f	300.00 10,000.00 13,600.00 reed 31,930.00 - 2,750.00 400.00 75.00 3,211.00 1,000.00	£ £ £	1,930.00 1,322.02 1,984.13 1,605.50 1,059.00	Ref f f f f f f f f f f f f f f f f f f	- 1,322.02 765.87 400.00 75.00 1,605.50 59.00 450.00	Precept fully p Unexpected C Shortfall from Shortfall antic Interest dropp 1st quarter no Lottery tickets 3 new ads. In	aid IL funds received estimated VAT, due to claiming lighting in 20/21 claim ipated only one team now playing led to almost zero following budget - expect shortfall w received, 3 more to come purchased to date	
Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES RECEIPTS Precept CIL Funding VAT Football NS&I interest Grant for Community Caretaker Lottery Income Advertising	f f f f f f f f f f f f f f f f f f f	300.00 10,000.00 13,600.00 reed 31,930.00 - 2,750.00 400.00 75.00 3,211.00 1,000.00	£ £ £	1,605.50 1,059.00 950.00	Ref f f f f f f f-f	1,322.02 765.87 400.00 75.00 1,605.50 59.00 450.00 9,860.00	Precept fully p Unexpected C Shortfall from Shortfall antic Interest dropp 1st quarter no Lottery tickets 3 new ads. In Grant from Ba	aid IL funds received estimated VAT, due to claiming lighting in 20/21 claim ipated only one team now playing ied to almost zero following budget - expect shortfall w received, 3 more to come purchased to date voices for regular advertisers recently sent bergh for fitness classes & Groundwork UK	
Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES RECEIPTS Precept CIL Funding VAT Football NS&I interest Grant for Community Caretaker Lottery Income Advertising Other Grants	f f f f f f f f f f f f f f f f f f f	300.00 10,000.00 13,600.00 reed 31,930.00 2,750.00 400.00 75.00 3,211.00 1,000.00	£ £ £ £ £ £	1,930.00 1,322.02 1,984.13 1,605.50 1,059.00 950.00 9,860.00	Ref f f f f f f f f f f f f f f f f f f	1,322.02 765.87 400.00 75.00 1,605.50 59.00 450.00 9,860.00 518.60	Precept fully p Unexpected C Shortfall from Shortfall antic Interest dropp 1st quarter no Lottery tickets 3 new ads. In Grant from Ba Raised for pav	aid IL funds received estimated VAT, due to claiming lighting in 20/21 claim ipated only one team now playing ied to almost zero following budget - expect shortfall w received, 3 more to come purchased to date voices for regular advertisers recently sent bergh for fitness classes & Groundwork UK	
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Contribution to Election costs Contribution to pavilion project TOTAL FOR RESERVES RECEIPTS Precept CIL Funding VAT Football NS&I interest Grant for Community Caretaker Lottery Income Advertising Other Grants Other	f f f f f f f f f f f f f f f f f f f	300.00 10,000.00 13,600.00 reed 31,930.00 2,750.00 400.00 75.00 3,211.00 1,000.00	£ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £	1,930.00 1,322.02 1,984.13 1,605.50 1,059.00 950.00 9,860.00 518.60	E E E E E E E E E E E E E E E E E E E	1,322.02 765.87 400.00 75.00 1,605.50 59.00 450.00 9,860.00 518.60	Precept fully p Unexpected C Shortfall from Shortfall antic Interest dropp 1st quarter no Lottery tickets 3 new ads. In Grant from Ba Raised for pav	aid IL funds received estimated VAT, due to claiming lighting in 20/21 claim ipated only one team now playing sed to almost zero following budget - expect shortfall w received, 3 more to come purchased to date voices for regular advertisers recently sent bergh for fitness classes & Groundwork UK ilion by Football Club - transferred to Reade Field A/c	

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 30th November 2022. For regular expenditure items, this should represent 8/12ths (67%) of the budgeted expenditure. Some budgets are fully spent as they are one-off payments.

Below are the variations to the original budget – many have been highlighted before:

EXPENDITURE

- 1. S.137/Grants: An additional grant of £40 was agreed towards mower costs for the P3 group. This had not been put in the budget. A budget will be included for 23/24
- 2. Salaries: the national pay increase from April 22 has been agreed and will be reflected in the RFO report for December, resulting in an overspend of approximately £500 by the end of the financial year.. The community caretaker's salary will be slightly underspent, as we will have had 2 months without a CC which will be reflected in the claim from Babergh.
- 3. Footway lighting a reduction in costs from last year and therefore a saving on the budget. The lower cost is partly to do with the fact that maintenance work was restricted last year. Lighting costs are retrospective, so despite the increase in electricity charges, we should see some benefit in 23/24 due to changing over to LED lamps.
- 4. The dog bin and litter bin emptying costs have increased and it seems from the list of bins that we have not hitherto been charged for Admirals Quarter until this year.
- 5. The stationery costs include the new laptop and an annual licence for Microsoft 365 and this budget line is therefore overspent.
- 6. Neighbourhood Plan: the funds carried forward from last year had to be repaid and a new application was successfully made. However, the original budget was agreed on the assumption that the grant would be fully spent by the 31st March 2022 and therefore the expenditure was not included in this year's budget. At the end of the year, the unspent grant was added to earmarked reserves. The effect of this is to create an overspend in the working budget. There is one further payment to be made to the Consultant, for which a further grant was received.
- 7. Parish Papers expenditure has increase which may be offset by additional advertising income. Invoices for regular advertisers have recently been sent out. One advertiser has so far notified us that they no longer wish to advertise.
- 8. A new expenditure line was inserted for the fitness instructor, which will be offset by the grant received from Babergh. Added after the budget was agreed.
- The Insurance Premium has been increased to cover the fitness classes, and therefore this budget will be overspent by £43. This is the 2nd year of the 3-year cover from Zurich. The insurance value of some of the Assets are in the process of being reviewed, which may result in an increase in premium in future years
- 10. Further charges are expected (one more quarter from Vertas, one further charge for Alton Green and some further charges from O. Abbott) but overall it is anticipated that grass cutting charges will be underspent.
- 11, Consultancy fees for the planning application re The Compasses will result in an additional overspend in the miscellaneous expenses budget.

INCOME

- Additional CIL income has been received of £1,322.02 full size goal posts have been purchased with these funds. The balance of last year's CIL funds will go towards the Eco Lighting Project.
- 2. VAT has been reclaimed for 21/22 financial year. Less than budgeted due to the VAT for street lighting being claimed in the previous year's claim
- 3. Football will be lower than the budget, as only one team is playing. The football club will be invoiced in the New Year.
- 4. Additional income has been transferred into the Reade Field Account which includes funds raised by the Football Club and funds from the Family Fun Day.
- 5. £7,700 has been transferred from Babergh DC for adult fitness classes at the Academy.
- 6. Lottery income is still coming in by BACs, cheques and cash.
- 7. The final payment of the precept has been received.
- 8. 2 quarterly payments have been received from Babergh for the Community Caretaker. 2 further payments to come (less two months without a CC)

RESERVES

It is anticipated that the reserves will considerably decrease, once the lighting project has been completed in addition to the repayment of the Neighbourhood Plan grant.

A full breakdown of reserves held will be prepared at the end of the financial year.