

		May 2/12ths = 16.7%			
2022/23 BUDGET DESCRIPTION PAYMENTS	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 674.00	£ 657.03	£ 16.97	97%	Fully paid
Society of Local Council Clerks	£ 134.00		£ 134.00	0%	Due July
Community Action Suffolk	£ 30.00	£ 30.00	£ -	100%	Fully paid
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	Fully paid
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	Fully paid
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	Fully paid
TOTAL	£ 951.00	£ 800.03	£ 150.97	82%	
Grants and Donations					
Suffolk Accident Rescue Service	£ 25.00		£ 25.00	0%	
Holbrook Village Hall	£ 200.00		£ 200.00	0%	
Holbrook PCC	£ 500.00		£ 500.00	0%	
Holbrook Academy	£ 30.00		£ 30.00	0%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	
Repair Café	£ 200.00		£ 200.00	0%	
Holbrook Helpers	£ 400.00		£ 400.00	0%	
P3 Group	£ -	£ 40.00	-£ 40.00	-100%	Grant for mower expenses, not budgeted
Stutton and Holbrook Community 1st Responders	£ 100.00		£ 100.00	0%	
TOTAL	£ 1,505.00	£ 40.00	£ 1,465.00	3%	
Salaries and expenses					
Clerk's salary	£ 9,243.00	£ 1,556.10	£ 7,686.90	17%	
Employer's NI	£ -	£ 6.04	-£ 6.04	-100%	
Clerk's expenses	£ 400.00	£ 93.86	£ 306.14	23%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00		£ 300.00	0%	
Community Caretaker Salary	£ 3,211.00	£ 535.16	£ 2,675.84	17%	
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 170.00		£ 170.00	0%	
TOTAL	£ 13,524.00	£ 2,191.16	£ 11,332.84	16%	
Asset Maintenance and other works					
Footway lighting	£ 5,489.00	£ 4,253.03	£ 1,235.97	77%	Cost much reduced from last year. See notes.
Waste / Dog bin emptying	£ 1,622.00		£ 1,622.00	0%	
Alton Green	£ 500.00		£ 500.00	0%	
Church Green	£ 160.00		£ 160.00	0%	
Reade Field SCC Grass cutting	£ 1,510.00	£ 230.87	£ 1,279.13	15%	
Reade Field Other grasscutting and tree work	£ 600.00	£ 150.00	£ 450.00	25%	
Reade Field Other maintenance	£ 100.00		£ 100.00	0%	
Playground	£ 500.00		£ 500.00	0%	
Playground inspection	£ 200.00		£ 200.00	0%	
Pavilion	£ 500.00	£ 310.00	£ 190.00	62%	Roof repairs, electricity & water
General maintenance	£ 400.00	£ 28.79	£ 371.21	7%	Black sacks for street cleaning
Benches, bins, noticeboards	£ 200.00	£ 158.34	£ 41.66	79%	New bin for bus shelter nr Berners Field
CIL Expenditure	£ 4,026.00		£ 4,026.00	0%	Possibly be used for replacement lights
Community Self Help Scheme	£ 500.00		£ 500.00	0%	
TOTAL	£ 16,307.00	£ 5,131.03	£ 11,175.97	31%	
Administration					
Stationery and Office Supplies	£ 250.00	£ 472.43	-£ 222.43	189%	New laptop agreed 16/5/22 - not budgeted
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 839.00	£ 243.57	£ 595.43	29%	Pavilion insurance pd, Gen Insurance due end Sept.
Information Commissioner	£ 35.00		£ 35.00	0%	
Village Hall Hire	£ 260.00		£ 260.00	0%	
Courses and Training	£ 800.00		£ 800.00	0%	
Audit Fees	£ 600.00	£ 195.00	£ 405.00	33%	External Audit Fees still to be paid
Neighbourhood Plan Expenses	£ 500.00	£ 1,980.00	-£ 1,480.00	396%	Balance from earmarked reserves
Parish Papers	£ 1,110.00	£ 205.00	£ 905.00	18%	Additional copies needed for RHS delivery
Lottery	£ 800.00	£ 68.70	£ 731.30	9%	
Other admin & misc expenses	£ 250.00	£ 15.49	£ 234.51	6%	Parish Meeting expenses
TOTAL	£ 5,494.00	£ 3,180.19	£ 2,313.81	58%	
TOTAL EXPENDITURE	£ 37,781.00	£ 11,342.41	£ 26,438.59	30%	
CONTRIBUTION TO RESERVES					
Contribution to Bus shelters	£ 2,500.00		£ -		
Contribution to Eco lighting fund	£ 800.00		£ -		
Contribution to Election costs	£ 300.00		£ -		
Contribution to pavilion project	£ 10,000.00		£ -		
TOTAL FOR RESERVES	£ 13,600.00	£ -	£ -		
RECEIPTS					
Precept	£ 31,930.00	£ 15,965.00	£ 15,965.00		Half precept received, next half will be paid in September
CIL Funding	£ -	£ 1,322.02	-£ 1,322.02		Unexpected CIL funds received
VAT	£ 2,750.00		£ 2,750.00		A claim has been sent to HMRC for £1,984.13
Football	£ 400.00		£ 400.00		
NS&I interest	£ 75.00		£ 75.00		
Grant for Community Caretaker	£ 3,211.00		£ 3,211.00		
Lottery Income	£ 1,000.00	£ 27.00	£ 973.00		Cash lottery contribution
Advertising	£ 500.00	£ 230.00	£ 270.00		Two new ads. Invoices will be sent for others later in the year.
Other	£ -	£ 518.60	-£ 518.60		Raised for pavilion by Football Club - transfer to Reade Field A/c
TOTAL INCOME	£ 39,866.00	£ 18,062.62	£ 21,803.38		
INC LESS EXP & CONTRIBUTION TO RESERVES	-£ 11,515.00	£ 18,062.62			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31st May 2022. For regular monthly expenditure items, such as salaries, this should represent 16.7% of the budgeted expenditure. There are, of course, budgets which will be fully spent, such as street lighting costs. The downloaded bank statement also includes the purchase of the laptop, agreed at the meeting held on 16th May, which was transacted on 31st May.

There are a couple of variations from budget to report:

EXPENDITURE

1. Grants: An additional grant of £40 was agreed towards mower costs for the P3 group. This had not been put in the budget.
2. 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.
3. Not included in the summary, but will be included in the June summary – we have received a bill to be paid this month for litter bin and dog bin emptying. This has increased from last year (although the annual cost per bin remains the same), as it appears we have not been paying in the past for the additional bins at Admirals Quarter – 4 dogs bins and 2 litter bins. We have also increased our litter bins by 2 – Berners Field bus stop and the Children’s Play Area on the Reade Field, but these do not appear to have been included at this stage.
4. As mentioned above, the new laptop has been purchased. The price decreased from the first quotation to £374.16 plus VAT. However, this was not included in the budget plan, so the Stationery and Office cost will be overspent as a result. Council could choose to vire some money from another account, or from reserves, or just agree that this budget line will be exceeded.
5. The cost of the Parish Papers has increased and the quantity requested has increased to include deliveries to the RHS. This may be offset by additional advertising income. Invoices for regular advertisers will be sent out later in the year.

INCOME

1. Additional CIL income has been received for 22/23 of £1,322.02 – full size goal posts have been purchased with these funds.
2. £3,277.40 is carried forward as earmarked reserves for the Neighbourhood Plan. The budget assumed that the grant would be spent by the end of 21/22. However, we have now had an estimate of the consultancy costs, which will use all the earmarked funds, plus the small budget estimated for additional Neighbourhood Plan expenses.
3. Football Income may be lower than the budget, as only one team is playing next year
4. Additional income was raised by the Swan Football Team, which will go towards the new pavilion. This will be transferred to the Reade Field account.
5. As written in the comments of the summary above, a claim for VAT was submitted to HMRC and I can now confirm that the claim has been paid into the account and will be reflected in the June summary and reconciliation. The claim was for less

than budgeted, as the VAT for street lighting for 21/22 had been included in the previous year's claim.

RESERVES

I have been investigating accounts which may yield a better interest rate for our reserves and will report back if there is a suitable account available to us.