<u>Holbrook Parish Council - Responsible Financial Officers Report to meeting 20th June 2022</u> Details of expenditure for the period 30th April to 31st May

| 17/05/22 | Mrs J M Hazlewood (Clerk's Salary) BACs | £ 622.45 |
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| 17/05/22 | Mr P Goodchild (Community Caretaker Salary) BACs | £ 213.98 |
| 17/05/22 | HMRC (PAYE & Employer's NI) BACs to be paid 5.5.22 | £ 212.22 |
| 17/05/22 | Mrs J Hazlewood (Clerk's Expenses) BACs | £ 56.92 |
| 17/05/22 | WAVE (Pavilion water) DD | £ 31.28 |
| 17/05/22 | Heelis & Lodge (Internal Audit) BACs | £ 195.00 |
| 17/05/22 | O. Abbott (Reade Field grass cutting) | £ 150.00 |
| 17/05/22 | E-on (Pavilion Electricity) DD | £ 17.64 |
| 17/05/22 | O. Abbott (Repairs to Pavilion roof) BACs | £ 242.31 |
| 17/05/22 | Suffolk Preservation Society (subscription) BACs | £ 30.00 |
| 17/05/22 | Community Action Suffolk (subscription) BACs | £ 30.00 |
| 17/05/22 | Open Spaces Society (subscription) BACs | £ 45.00 |
| 17/05/22 | Lottery – 1 st prize for May - cheque | £ 20.50 |
| 17/05/22 | Lottery – 3 rd prize for May - cheque | £ 8.20 |
| 30/05/22 | Stutton Community Shop- envelopes Debit card | £ 3.45 |
| 31/05/22 | Currys Business Ltd (New laptop) Debit card | £ 449.00 |

| | BANK RECONCILIATION | | |
|----------------|---|-----|-------------------------------|
| Lloyds Bank | Year to 31st May 2022 | | |
| LIOYUS BATIK | Opening Balance 01/04/22 | £ | 65,548.93 |
| | Receipts (less interest included below) | £ | |
| | Total Receipts | £ | 18,062.62 83,611.55 |
| | Total Neceipts | I I | 65,011.55 |
| | Less payments 21/22 | £ | |
| | Less payments 22/23 | £ | 11,342.41 72,269.14 |
| | Receipts less payments | £ | |
| | постранения разуниения | | 7_, |
| | Balance on statement No.58 | £ | 72,481.36 |
| | Outstanding payments | £ | 212.22 |
| | | £ | 72,269.14 |
| NS & I Accoun | ıt | _ | |
| | Balance at 01/05/22 | £ | 13,603.70 |
| | Interest | | |
| | Balance on statement 10 | £ | 13,603.70 |
| Reade Field Ad | ccount | | |
| | Opening Balance 01/05/22 | £ | 1,403.30 |
| | Add interest | £ | 0.01 |
| | Add receipts | | |
| | Balance on Statement 51 | £ | 1,403.31 |
| Total Funds | | £ | 87,276.15 |
| | | | |
| Outstanding c | heques/outstanding payments | | |
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| | HMRC | £ | 212.22 |
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| | | - | 242.22 |
| | | £ | 212.22 |

| Suffolk Preservation Society Suffolk Wildlife Trust Open Spaces Society Grants and Donations Suffolk Accident Rescue Service Holbrook Village Hall Holbrook Academy Fabruary Branch Accident Rescue Service Holbrook Academy Fabruary Fab | 00 00 00 00 00 00 00 00 00 00 00 00 00 | £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ | 40.00 40.00 1,556.10 6.04 93.86 4,253.03 | £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ | 16.97 134.00 150.97 25.00 200.00 500.00 30.00 50.00 400.00 1,465.00 7,686.90 6.04 306.14 100.00 300.00 2,675.84 | 0% 100% 100% 100% 100% 82% 0% 0% 0% 0% 0% 0% 110% 110% 110% 110 | Fully paid Due July Fully paid |
|--|--|---------------------------------------|--|---|---|--|---|
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| Community Caretaker Salary Community Caretaker Expenses \$ f 100 Salc Payroll TOTAL \$ f 13,524 Asset Maintenance and other works Footway lighting Waste / Dog bin emptying Alton Green Church Green Reade Field SCC Grass cutting Reade Field Other grasscutting and tree work Reade Field Other maintenance Playground Playground inspection Pavilion General maintenance Benches, bins, noticeboards CIL Expenditure Community Self Help Scheme TOTAL Administration Stationery and Office Supplies Books and reference materials Insurance Information Commissioner Village Hall Hire Courses and Training Audit Fees Parish Papers Lottery Other admin & misc expenses TOTAL CONTRIBUTION TO RESERVES Contribution to Bus shelters Contribution to Eco lighting fund | 00 00 00 | £ | 2,191.16 | £ £ | 2,675.84 | | |
| Community Caretaker Expenses | 00 | £ | 2,191.16 | £ | | 0% 17% | |
| Salc Payroll £ 170 TOTAL £ 13,524 Asset Maintenance and other works Footway lighting £ 5,489 Waste / Dog bin emptying £ 1,622 Alton Green £ 500 Church Green £ 160 Reade Field SCC Grass cutting £ 1,510 Reade Field Other grasscutting and tree work £ 600 Reade Field Other maintenance £ 100 Playground £ 500 Playground inspection £ 200 General maintenance £ 400 Benches, bins, noticeboards £ 200 CIL Expenditure £ 4,026 CIL Expenditure £ 4,026 COmmunity Self Help Scheme £ 500 Administration Stationery and Office Supplies £ 250 Books and reference materials £ 500 Insurance £ 839 Information Commissioner £ 260 Neighbourhood Plan Expenses £ 500 Parish Papers £ 1,110 Lottery £ 800 Other admin & misc expenses £ 500 TOTAL £ 5,494 TOTAL £ 5,494 CONTRIBUTION TO RESERVES CONTRIBUTION TO RESERVES COntribution to Bus shelters £ 2,500 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund | 00 | | , | £ | 100.00 | 0% | |
| Asset Maintenance and other works Footway lighting | | | , | | 170.00 | 0% | |
| Asset Maintenance and other works Footway lighting | 20 | | , | | 11,332.84 | 16% | |
| Footway lighting Waste / Dog bin emptying Alton Green Alton Green E | | £ | 4,253.03 | | 11,552.04 | 10/0 | |
| Footway lighting Waste / Dog bin emptying Alton Green Alton Green E | | £ | 4,253.03 | | | | |
| Waste / Dog bin emptying | 00 | _ | , | £ | 1,235.97 | 77% | Cost much reduced from last year. See notes. |
| Alton Green Church Green Church Green Reade Field SCC Grass cutting Reade Field Other grasscutting and tree work Reade Field Other grasscutting and tree work Reade Field Other maintenance Playground f 500 Playground inspection F 200 Pavilion General maintenance F 400 Benches, bins, noticeboards F 200 CIL Expenditure Community Self Help Scheme F 500 TOTAL Administration Stationery and Office Supplies Books and reference materials Insurance Information Commissioner F 350 Village Hall Hire Courses and Training Audit Fees F 600 Parish Papers Lottery Other admin & misc expenses F 250 TOTAL TOTAL CONTRIBUTION TO RESERVES Contribution to Bus shelters Contribution to Bus shelters Contribution to Bus shelters F 2,500 Contribution to Bus shelters Contribution to Eco lighting fund | | | | £ | 1,622.00 | 0% | |
| Church Green Reade Field SCC Grass cutting Reade Field Other grasscutting and tree work Reade Field Other grasscutting and tree work Reade Field Other maintenance Flayground Flayground Flayground inspection Playground inspection General maintenance F 400 Benches, bins, noticeboards CIL Expenditure Community Self Help Scheme TOTAL Administration Stationery and Office Supplies Books and reference materials Insurance Information Commissioner Village Hall Hire Courses and Training Audit Fees Neighbourhood Plan Expenses Parish Papers Lottery Other admin & misc expenses TOTAL CONTRIBUTION TO RESERVES Contribution to Bus shelters Contribution to Eco lighting fund £ 500 £ 250 | | | | £ | 500.00 | 0% | |
| Reade Field Other grasscutting and tree work Reade Field Other maintenance Playground Playground F 500 Playground inspection F 200 Pavilion General maintenance F 400 Benches, bins, noticeboards F 200 CIL Expenditure F 4,026 Community Self Help Scheme F 500 TOTAL Administration Stationery and Office Supplies Books and reference materials Insurance Information Commissioner F 200 Courses and Training F 200 Audit Fees Neighbourhood Plan Expenses F 500 Parish Papers Lottery Other admin & misc expenses CONTRIBUTION TO RESERVES Contribution to Bus shelters Contribution to Eco lighting fund F 500 F 200 F | | | | £ | 160.00 | 0% | |
| Reade Field Other maintenance | 00 | £ | 230.87 | £ | 1,279.13 | 15% | |
| Playground | 00 | £ | 150.00 | £ | 450.00 | 25% | |
| Playground inspection | 00 | | | £ | 100.00 | 0% | |
| Pavilion | 00 | | | £ | 500.00 | 0% | |
| General maintenance | 00 | | | £ | 200.00 | 0% | |
| Benches, bins, noticeboards CIL Expenditure Community Self Help Scheme f 16,307 Administration Stationery and Office Supplies Books and reference materials Insurance Information Commissioner Village Hall Hire Courses and Training Audit Fees Neighbourhood Plan Expenses Parish Papers Lottery Other admin & misc expenses TOTAL CONTRIBUTION TO RESERVES Contribution to Bus shelters Contribution to Eco lighting fund £ 4,026 £ 500 £ | 00 | £ | 310.00 | £ | 190.00 | 62% | Roof repairs, electricity & water |
| CIL Expenditure £ 4,026 Community Self Help Scheme £ 500 TOTAL £ 16,307 Administration Stationery and Office Supplies Books and reference materials £ 250 Insurance £ 839 Information Commissioner £ 35 Village Hall Hire £ 260 Courses and Training £ 800 Audit Fees £ 600 Neighbourhood Plan Expenses £ 500 Parish Papers £ 1,110 Lottery £ 800 Other admin & misc expenses £ 250 TOTAL £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | 00 | £ | 28.79 | £ | 371.21 | 7% | Black sacks for street cleaning |
| Community Self Help Scheme £ 500 TOTAL £ 16,307 Administration Stationery and Office Supplies £ 250 Books and reference materials £ 500 Insurance £ 839 Information Commissioner £ 35 Village Hall Hire £ 260 Courses and Training £ 800 Audit Fees £ 600 Parish Papers £ 1,110 Lottery £ 800 Other admin & misc expenses £ 250 TOTAL £ Spensor £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Bus shelters £ 2,500 Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | 00 | £ | 158.34 | £ | 41.66 | 79% | New bin for bus shelter nr Berners Field |
| TOTAL £ 16,307 Administration Stationery and Office Supplies £ 250 Books and reference materials £ 50 Insurance £ 839 Information Commissioner £ 250 Village Hall Hire £ 260 Courses and Training £ 800 Audit Fees £ 600 Neighbourhood Plan Expenses £ 500 Parish Papers £ 1,110 Lottery £ 800 Other admin & misc expenses £ 250 TOTAL £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | 00 | | | £ | 4,026.00 | 0% | Possibly be used for replacement lights |
| Administration Stationery and Office Supplies £ 250 Books and reference materials £ 50 Insurance £ 839 Information Commissioner £ 260 Village Hall Hire £ 260 Courses and Training £ 800 Audit Fees £ 600 Neighbourhood Plan Expenses £ 500 Parish Papers £ 1,110 Lottery £ 800 Other admin & misc expenses £ 5,500 TOTAL £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | | | | £ | 500.00 | 0% | |
| Stationery and Office Supplies £ 250 Books and reference materials £ 50 Insurance £ 839 Information Commissioner £ 35 Village Hall Hire £ 260 Courses and Training £ 800 Audit Fees £ 600 Neighbourhood Plan Expenses £ 500 Parish Papers £ 1,110 Lottery £ 800 Other admin & misc expenses £ 250 TOTAL £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | 00 | £ | 5,131.03 | £ | 11,175.97 | 31% | |
| Stationery and Office Supplies £ 250 Books and reference materials £ 50 Insurance £ 839 Information Commissioner £ 35 Village Hall Hire £ 260 Courses and Training £ 800 Audit Fees £ 600 Neighbourhood Plan Expenses £ 500 Parish Papers £ 1,110 Lottery £ 800 Other admin & misc expenses £ 250 TOTAL £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | _ | | | | | | |
| Books and reference materials | | | | | | | |
| Insurance | | £ | 472.43 | -£ | 222.43 | 189% | New laptop agreed 16/5/22 - not budgeted |
| Information Commissioner | | | | £ | 50.00 | 0% | |
| Village Hall Hire £ 260 Courses and Training £ 800 Audit Fees £ 600 Neighbourhood Plan Expenses £ 500 Parish Papers £ 1,110 Lottery £ 800 Other admin & misc expenses £ 250 TOTAL £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | | £ | 243.57 | £ | 595.43 | 29% | Pavilion insurance pd, Gen Insurance due end Sept. |
| Courses and Training £ 800 Audit Fees £ 600 Neighbourhood Plan Expenses £ 500 Parish Papers £ 1,110 Lottery £ 800 Other admin & misc expenses £ 250 TOTAL £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | | \vdash | | £ | 35.00 | 0% | |
| Audit Fees £ 600 Neighbourhood Plan Expenses £ 500 Parish Papers £ 1,110 Lottery £ 800 Other admin & misc expenses £ 250 TOTAL £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | | - | | £ | 260.00 800.00 | 0% 0% | |
| Neighbourhood Plan Expenses £ 500 Parish Papers £ 1,110 Lottery £ 800 Other admin & misc expenses £ 250 TOTAL £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | | _ | 105.00 | £ | | | External Audit Fees still to be paid |
| Parish Papers £ 1,110 Lottery £ 800 Other admin & misc expenses £ 250 TOTAL £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | | | 195.00 1,980.00 | -£ | 405.00 1,480.00 | 33% 396% | Balance from earmarked reserves |
| Lottery Other admin & misc expenses f 250 TOTAL f 5,494 TOTAL EXPENDITURE CONTRIBUTION TO RESERVES Contribution to Bus shelters Contribution to Eco lighting fund f 800 | | _ | 205.00 | -£ | 905.00 | 396% 18% | Additional copies needed for RHS delivery |
| Other admin & misc expenses £ 250 TOTAL £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | | _ | 68.70 | £ | 731.30 | 9% | |
| TOTAL £ 5,494 TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | | | 15.49 | £ | 234.51 | 9% 6% | Parish Meeting expenses |
| TOTAL EXPENDITURE £ 37,781 CONTRIBUTION TO RESERVES Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | | _ | 3,180.19 | £ | 2,313.81 | 58% | |
| CONTRIBUTION TO RESERVES Contribution to Bus shelters Contribution to Eco lighting fund £ 800 | | _ | 11,342.41 | _ | 26,438.59 | 30% | |
| Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | | - | 11,542.41 | _ | 20,430.33 | 3070 | |
| Contribution to Bus shelters £ 2,500 Contribution to Eco lighting fund £ 800 | JU | | | | | | |
| Contribution to Eco lighting fund £ 800 | <i>5</i> 0 | | | £ | - | | |
| 5 5 | | | | £ | - | | |
| | 00 | | | £ | - | | |
| Contribution to pavilion project £ 10,000 | 00 | | | £ | - | | |
| TOTAL FOR RESERVES £ 13,600 | 00 00 00 | £ | - | | | | |
| | 00 00 00 00 | _ | | | | | |
| | 00 00 00 00 | | eceived to | | | | |
| RECEIPTS Agreed | 00 00 00 00 | Re | date | Rer | maining | Notes | |
| Precept £ 31,930 | 00 00 00 00 | Re | 1E 00E 00 | £ | 15,965.00 | Half precept re | eceived, next half will be paid in September |
| CIL Funding £ | 00 00 00 00 00 | | 15,965.00 | -£ | 1,322.02 | Unexpected C | L funds received |
| VAT £ 2,750 | 00 00 00 00 00 | | 15,965.00 | £ | 2,750.00 | A claim has be | en sent to HMRC for £1,984.13 |
| Football £ 400 | 00 00 00 00 00 | £ | - | £ | 400.00 | | |
| NS&I interest £ 75 | 00 00 00 00 00 | £ | - | | 75.00 | | |
| Grant for Community Caretaker £ 3,211 | 00 00 00 00 00 | £ | - | £ | 3,211.00 | | |
| Lottery Income £ 1,000 | 00 00 00 00 00 00 | £ | - | | 973.00 | Cash lottery co | ontribution |
| Advertising £ 500 | 00 00 00 00 00 00 00 | £ | - | £ | 270.00 | | Invoices will be sent for others later in the year. |
| Other £ | 00 00 00 00 00 00 00 00 00 | £ | 1,322.02 | £ | 270.00 | Two new ads. | ilian bu Faatball Club tuanafauta Daada Fiald A/a |
| TOTAL INCOME | 00 00 00 00 00 00 00 00 00 | ££ | 1,322.02 | £ | 518.60 | | ilion by Football Club - transfer to Reade Field A/c |
| INC LESS EXP & CONTRIBUTION TO RESERVES -£ 11,515 | 00 00 00 00 00 00 00 00 00 00 | £ £ £ | 1,322.02 27.00 230.00 | £ £ £ £ | | | illon by Football Club - transfer to Reade Field A/C |

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.