

Holbrook Parish Council - Responsible Financial Officers Report to meeting 19th September 2022

Details of expenditure for the period 1st August - 31st August

16/08/22	Mrs J M Hazlewood – salary (BACs)	£ 622.45
16/08/22	Mrs J M Hazlewood – Expenses and Stationery (BACs)	£ 35.99
16/08/22	Patrick Goodchild – Salary (BACs)	£ 214.18
16/08/22	HMRC – PAYE & Employer's NI (BACs)	£ 212.02
16/08/22	SLCC – Training Expenses (BACs)	£ 72.00
16/08/22	O. Abbott - Reade Field Grass Cutting (BACs)	£ 130.00
16/08/22	PKF Littlejohn – External Audit fees (BACs)	£ 360.00
16/08/22	E-on Next – Pavilion Electricity (DD)	£ 20.59
16/08/22	WAVE – Pavilion Water (DD)	£ 32.72
16/08/22	Tuddenham Press – Parish Papers (BACs)	£ 230.00
16/08/22	Lottery 1 st prize July (cheque)	£ 20.50
16/08/22	Lottery 2 nd prize July (cheque)	£ 12.30
16/08/22	Lottery 3 rd prize July (cheque)	£ 8.20
31/08/22	Screwfix (Debit Card) Pavilion fire safety equipment	£ 56.98

BANK RECONCILIATION		
Year to 31st August		
Lloyds Bank		
	Opening Balance 01/04/22	£ 65,548.93
	Receipts (less interest included below)	£ 28,396.90
	Total Receipts	£ 93,945.83
	Less payments 21/22	£ -
	Less payments 22/23	£ 23,923.82
	Receipts less payments	£ 70,022.01
	Balance on statement No. 61	£ 70,327.91
	Outstanding payments	£ 305.90
		£ 70,022.01
NS & I Account		
	Balance at 01/08/22	£ 13,603.70
	Interest	
	Balance on statement 10	£ 13,603.70
Reade Field Account		
	Opening Balance 01/08/22	£ 2,038.44
	Add interest	£ 0.07
	Add receipts	
	Balance on Statement 54	£ 2,038.51
Total Funds		£ 85,664.22
Outstanding cheques/outstanding payments		
	HMRC (to be paid 5th Sept)	£ 212.02
	2655	£ 8.20
	2657	£ 20.50
	2661	£ 8.20
31/09/22	Debit card (not on statement)	£ 56.98
		£ 305.90

Summary to end August 22: 5/12ths = 41.7%

	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	£ 144.00	-£ 10.00	107%	Fully paid - small increase
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	£ 944.03	£ 6.97	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, agreed post budget
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	£ 3,890.25	£ 5,352.75	42%	
Employer's NI	£ -	£ 15.10	-£ 15.10	-100%	
Clerk's expenses	£ 400.00	£ 186.26	£ 213.74	47%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00	£ 75.00	£ 225.00	25%	
Community Caretaker Salary	£ 3,211.00	£ 1,337.90	£ 1,873.10	42%	
Community Caretaker Expenses	£ 100.00	£ 89.99	£ 10.01	90%	
Salc Payroll	£ 170.00		£ 170.00	0%	
TOTAL	£ 13,524.00	£ 5,594.50	£ 7,929.50	41%	
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	£ 1,822.87	-£ 200.87	112%	Additional bins in Admirals Quarter added
Alton Green	£ 500.00	£ 228.00	£ 272.00	46%	
Church Green	£ 160.00	£ 50.00	£ 110.00	31%	
Reade Field SCC Grass cutting	£ 1,510.00	£ 461.74	£ 1,048.26	31%	
Reade Field Other grasscutting and tree work	£ 600.00	£ 380.00	£ 220.00	63%	
Reade Field Other maintenance	£ 100.00		£ 100.00	0%	
Playground	£ 500.00	£ 174.00	£ 326.00	35%	Repairs to zip wire
Playground inspection	£ 200.00		£ 200.00	0%	
Pavilion	£ 500.00	£ 456.36	£ 43.64	91%	Roof repairs, electricity & water & fire safety equip
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	£ 1,358.60	£ 2,667.40	51%	New goalposts for Reade Field, balance towards lighting
Fitness Classes Sports Centre	£ -	£ 200.00	-£ 200.00	-100%	Offset by grant from Babergh DC - see below
Community Self Help Scheme	£ 500.00		£ 500.00	0%	
TOTAL	£ 16,307.00	£ 9,571.73	£ 6,735.27	59%	
Administration					
Stationery and Office Supplies	£ 250.00	£ 546.30	-£ 296.30	219%	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	£ -	100%	
Village Hall Hire	£ 260.00	£ 45.00	£ 215.00	17%	April, May & June meetings
Courses and Training	£ 800.00	£ 72.00	£ 728.00	9%	
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	£ 670.00	£ 440.00	60%	Additional copies needed for RHS delivery
Lottery	£ 800.00	£ 191.20	£ 608.80	24%	Lottery prizes to date
Other admin & misc expenses	£ 250.00	£ 15.49	£ 234.51	6%	Parish Meeting expenses
TOTAL	£ 5,494.00	£ 7,773.56	-£ 2,279.56	141%	
TOTAL EXPENDITURE	£ 37,781.00	£ 23,923.82	£ 13,857.18	63%	
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	£ 1,984.13	£ 765.87		Shortfall from estimated VAT, due to claiming lighting in 20/21 claim
Football	£ 400.00		£ 400.00		Possible shortfall here, as only one team now playing
NS&I interest	£ 75.00		£ 75.00		Interest dropped to almost zero following budget - expect shortfall
Grant for Community Caretaker	£ 3,211.00	£ 802.75	£ 2,408.25		1st quarter now received, 3 more to come
Lottery Income	£ 1,000.00	£ 363.00	£ 637.00		Lottery tickets purchased to date
Advertising	£ 500.00	£ 260.00	£ 240.00		3 new ads. Invoices for regular advertisers will be sent October
Other Grants	£ -	£ 7,700.00	-£ 7,700.00		Grant from Babergh for fitness classes
Other	£ -	£ 518.60	-£ 518.60		Raised for pavilion by Football Club - transferred to Reade Field A/c
Other	£ -	-£ 518.60	£ 518.60		Transferred to Reade Field Account as above
TOTAL INCOME	£ 39,866.00	£ 28,396.90	£ 11,469.10		
INC LESS EXP & CONTRIBUTION TO RESERVES	-£ 11,515.00	£ 28,396.90			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31st August 2022. For regular expenditure items, this should represent 41.7% 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. 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 last year.
3. 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.
4. The stationery costs include the laptop and Microsoft 365
5. Neighbourhood Plan: a new grant application has to be made to recoup the balance of the grant which had to be paid back
6. Parish Papers expenditure has increase which may be offset by additional advertising income. Invoices for regular advertisers will be sent out later in the year.
7. 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.
8. 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.
9. Three recent payments have been made by debit card:
 - i. It was identified that some fire equipment was needed in the pavilion – an extinguisher and a fire alarm. These were purchased from Screwfix by debit card
 - ii. Replacement fence panels were bought from Nelson Potter to secure the children's playground
 - iii. Replacement keys have been ordered for the noticeboard at Admirals Quarter

INCOME

1. 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 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
4. Additional income raised by the Swan Football Team towards the new pavilion, has been transferred into the Reade Field Account (see point 7 above). A further **£116.50** has been paid directly into the Reade Field Account (see Reconciliation) – proceeds 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 coming in by BACs, cheques and cash.
7. The 2nd half of the precept payment has been paid this month and will be reflected in next month's summary
8. The grant for consultancy for the Neighbourhood plan was recently received and will be reflected in next month's summary

RESERVES

It is anticipated that the reserves will considerably decrease, once the lighting project has been completed and an up to date reserves statement will be prepared once the invoice for lighting has been paid.