

Summary to end March - 12/12 - 100%

	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	£ -	100%	All now paid
Holbrook Village Hall	£ 200.00	£ 200.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00	£ 30.00	£ -	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					
Clerk's salary	£ 9,243.00	£ 10,116.60	£ 873.60	109%	Over budget as National pay rise higher than budgeted
Employer's NI	£ -	£ 142.63	£ 142.63	-100%	New for this year - no budget set
Clerk's expenses	£ 400.00	£ 393.91	£ 6.09	98%	
Councillors' expenses (Travel)	£ 100.00	£ 31.50	£ 68.50	32%	
Chairman's allowance	£ 300.00	£ 300.00	£ -	100%	All paid
Community Caretaker Salary	£ 3,211.00	£ 2,675.80	£ 535.20	83%	No caretaker for month of October & November
Community Caretaker Expenses	£ 100.00	£ 132.85	£ 32.85	133%	Is overspent due to new PPE for Caretaker
Salc Payroll	£ 170.00	£ 165.60	£ 4.40	97%	All charges paid
TOTAL	£ 13,524.00	£ 13,958.89	£ 434.89	103%	
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	£ 276.00	£ 224.00	55%	Budgeted for one further cut which hasn't taken place
Church Green	£ 160.00	£ 90.00	£ 70.00	56%	No further charges
Reade Field SCC Grass cutting	£ 1,510.00	£ 923.48	£ 586.52	61%	No further charges
Reade Field Other grasscutting and tree work	£ 600.00	£ 490.00	£ 110.00	82%	No further charges
Hedgehog Highway	£ -	£ 530.39	£ 530.39	-100%	Hedgehog Highway offset by AONB grant
Reade Field Other maintenance	£ 100.00	£ 245.03	£ 145.03	245%	Safety 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	£ 682.29	£ 182.29	136%	Roof repairs, electricity & water & fire safety equip
General Maintenance	£ 400.00	£ 28.79	£ 371.21	7%	Black sacks for street cleaning - SID charge not rec'd
Benches, bins, noticeboards	£ 200.00	£ 220.88	£ 20.88	110%	New bin for bus shelter nr Berners Field
CIL Expenditure	£ 4,026.00	£ 5,384.60	£ 1,358.60	100%	Goalposts, jubilee trees, balance for lighting
Fitness Classes Sports Centre	£ -	£ 1,375.00	£ 1,375.00	-100%	Offset by grant from Babergh DC - see below
Community Self Help Scheme	£ 500.00	£ -	£ 500.00	0%	No expenses to date
TOTAL	£ 16,307.00	£ 16,715.24	£ 408.24	103%	
Administration					
Stationery and Office Supplies	£ 250.00	£ 694.39	£ 444.39	278%	New laptop agreed 16/5/22 - not budgeted
Books and reference materials	£ 50.00	£ 17.99	£ 32.01	36%	Small surplus
Insurance	£ 839.00	£ 881.99	£ 42.99	105%	All insurance now paid
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	Annual charge fully paid
Meeting Hall Hire	£ 260.00	£ 215.00	£ 45.00	83%	Village Hall to Mar 23 , Methodist Chapel £20
Courses and Training	£ 800.00	£ 144.00	£ 656.00	18%	Surplus this year
Audit Fees	£ 600.00	£ 555.00	£ 45.00	93%	All audit fees paid
Neighbourhood Plan Expenses	£ 500.00	£ 7,560.00	£ 7,060.00	1512%	Repaid grant held in reserves - grant rec'd to offset fee
Parish Papers	£ 1,110.00	£ 1,455.48	£ 345.48	131%	Over budget - additional copies required this year
Lottery	£ 800.00	£ 490.00	£ 310.00	61%	Lottery prizes to date
Other admin & misc expenses	£ 250.00	£ 345.49	£ 95.49	138%	APM expenses, planning consultant, web hosting
TOTAL	£ 5,494.00	£ 12,394.34	£ 6,900.34	226%	
TOTAL EXPENDITURE	£ 37,781.00	£ 45,557.50	£ 7,776.50	121%	
CONTRIBUTION TO RESERVES					
Contribution to Bus shelters	£ 2,500.00		£ -		This will be put on reserves
Contribution to Eco lighting fund	£ 800.00	£ 16,690.90	£ -		From reserves for LED lighting - more charges to come
Contribution to Election costs	£ 300.00		£ -		To reserves
Contribution to pavilion project	£ 10,000.00		£ -		To pavilion reserves
TOTAL FOR RESERVES	£ 13,600.00	£ 16,690.90			
TOTAL EXPENDITURE INCLUDING FROM RESERVES		£ 62,248.40			
RECEIPTS					
Precept	£ 31,930.00	£ 31,930.00	£ -		Precept fully paid
CIL Funding	£ -	£ 1,322.02	£ 1,322.02		Unexpected CIL funds received - spent on goalposts see CIL expenditure
VAT	£ 2,750.00	£ 1,984.13	£ 765.87		Shortfall from estimated VAT, due to claiming lighting in 20/21 claim
Football	£ 400.00	£ 200.00	£ 200.00		Half budgeted amount, as only one team playing this year.
NS&I interest	£ 75.00	£ -	£ 75.00		Interest dropped to almost zero following budget - expect shortfall
Babergh - Community Caretaker grant	£ 3,211.00	£ 1,873.40	£ 1,337.60		1 more quarter to come, shortfall balanced by expenditure
Lottery Income	£ 1,000.00	£ 1,179.00	£ 179.00		Total of lottery ticket purchases to date
Advertising	£ 500.00	£ 1,190.00	£ 690.00		All current ads now paid for.
Other Grants	£ -	£ 9,860.00	£ 9,860.00		Grant from Babergh for fitness classes & Groundwork UK
Other	£ -	£ 635.10	£ 635.10		Raised for pavilion - transferred to Reade Field A/c
Other	£ -	£ 635.10	£ 635.10		Transferred to Reade Field Account as above
TOTAL INCOME	£ 39,866.00	£ 49,538.55	£ 9,672.55		
INC LESS EXP & CONTRIBUTION TO RESERVES	£ 11,515.00	£ 12,709.85			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31st March and gives the end of the accounting year 2022-23 position.

Below are some explanations of the variations to the original budget:

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 has been included for 23/24
2. Salaries: the national pay increase from April 22 was 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 - this will also 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 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, which were not originally budgeted for 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 received in 2021-22 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.
7. Parish Papers expenditure has increase which to some extent has been offset by additional advertising income. All invoices for current advertisers have been settled.
10. No further charges have been received for grass cutting, so this budget has a surplus.
- 11, Consultancy fees for the planning application re The Compasses resulted in an additional overspend in the miscellaneous expenses budget.
12. There is still further charges to come for the work on the LED lamps. We have paid 85% of the cost of the work to date, so will be invoiced for a further 15%, plus the agreed sum for the remedial work on 3 lamps. These costs will come from reserves.
13. CIL expenditure – the surplus from last year's grant has gone towards lighting, jubilee trees and this year's grant has been spent on new goalposts. A CIL account is included with the April Parish Council papers
14. Hedgehog Highway – all expenditure has been made and the grant from AONB received.
15. Pavilion: we have received a small energy grant for electricity, so the account is in credit. As reported before, we had an exceptionally high water bill for the last quarter and have checked for leaks which were not evident. Will monitor the next bill.
16. There is one outstanding uncashed cheque for a lottery winner. A reminder was sent, but nothing has been heard back. This is carried forward to next year and a further reminder will be sent if it remains uncashed.

INCOME

1. Additional CIL income was received of £1,322.02 – full size goal posts have been purchased with these funds.
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 : only one team has played this year, so half the income budgeted has been received.
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. A new grant has been received to cover the consultant's costs for work on the Neighbourhood Grant.
8. All the precept has been received.
9. All payments have been received from Babergh for the Community Caretaker
10. Parish Papers Income has increased this year. It has included some one-off ads and some new advertisers.

RESERVES

The Council's reserves at the end of March 2023 have decreased, due to undertaking the lighting project and repaying the Neighbourhood Plan grant from 2022. Some reserves are earmarked for the remainder of the lighting work. It was assumed at budgeting time that all costs would be paid in the 2022/23 financial year.

A full breakdown of reserves held is being circulated with the meeting papers.