

Summary to end February 11/12ths = 92%

	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	£ 9,273.55	-£ 30.55	100%	Over budget as National pay rise higher than budgeted
Employer's NI	£ -	£ 130.89	-£ 130.89	-100%	New for this year - no budget set
Clerk's expenses	£ 400.00	£ 367.91	£ 32.09	92%	
Councillors' expenses (Travel)	£ 100.00	£ 31.50	£ 68.50	32%	
Chairman's allowance	£ 300.00	£ 225.00	£ 75.00	75%	1 further quarters to come
Community Caretaker Salary	£ 3,211.00	£ 2,408.22	£ 802.78	75%	No caretaker for month of October & November
Community Caretaker Expenses	£ 100.00	£ 132.85	-£ 32.85	133%	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	£ 12,652.72	£ 871.28	94%	
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%	One more cut budgeted
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%	One further charge to come - approx £500 surplus
Reade Field Other grasscutting and tree work	£ 600.00	£ 490.00	£ 110.00	82%	Awaiting further charges - anticipate surplus
Reade Field Other maintenance	£ 100.00	£ 750.42	-£ 650.42	750%	Safety Signs for Reade Field/Hedgehog Highway from grant awarded
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 maintenance charge to come
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	£ -	£ 1,175.00	-£ 1,175.00	-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	£ 16,490.24	-£ 183.24	101%	
Administration					
Stationery and Office Supplies	£ 250.00	£ 642.78	-£ 392.78	257%	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	£ 165.00	£ 95.00	63%	Village Hall to Dec, Methodist Chapel £20
Courses and Training	£ 800.00	£ 144.00	£ 656.00	18%	There will be a surplus, possibly 2 further trainings
Audit Fees	£ 600.00	£ 555.00	£ 45.00	93%	All audit fees 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	£ 1,455.48	-£ 345.48	131%	Over budget - additional copies required this year
Lottery	£ 800.00	£ 442.00	£ 358.00	55%	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	£ 10,084.73	-£ 4,590.73	184%	
TOTAL EXPENDITURE	£ 37,781.00	£ 41,716.72	-£ 3,935.72	110%	
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		£ 58,407.62			
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	£ -	£ 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	£ 49,538.55	-£ 9,672.55		
INC LESS EXP & CONTRIBUTION TO RESERVES	-£ 11,515.00	-£ 8,869.07			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 28th February. For regular expenditure items, this should represent 11/12ths (92%) of the budgeted expenditure.

Below are 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. Further printing costs and small stationery items to come.
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 of £2,160.00 to be made to the Consultant, for which a further grant was received. The consultant has been asked to submit the invoice before the end of the financial year.
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 – one further invoice has been issued for a one-off ad.
10. No further charges are expected for grass cutting, so this budget has a surplus.
- 11, Consultancy fees for the planning application re The Compasses has 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 any remedial work needed. These charges 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.
14. The Parish Council has been asked to be the fund holders for the hedgehog highway project for which a grant of £520 has been agreed. As agreed at the meeting of 20th February, the agreed items have been purchased and a monitoring form and claim has been submitted for reimbursement.
15. We have just received a very high water & sewerage bill for the pavilion. I have spoken to WAVE and they acknowledged that the bill was way above our normal consumption. It is possible that a tap had been left running without detection, or a leak had occurred. The Chairman checked the meter which appears to be what we would currently expect, so the

conclusion is that water may have been left running. It will be closely monitored over the next few months.

16. This month there has been credit added to our electricity account. Our account is now £131.42 in credit.

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 income now received. Only one team has played this year, so half income budgeted.
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. One further lottery payment has been received in February.
7. 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. 3 quarterly payments have been received from Babergh for the Community Caretaker - 1 further payment to come.
10. 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 will considerably decrease, once the lighting project has been fully paid in addition to the unexpected repayment of the Neighbourhood Plan grant.

A full breakdown of reserves held will be prepared at the end of the financial year, but will include the sums budgeted from 22/23 under "reserves" section. I have assumed that we will carry forward in reserves the balance of the grant for fitness classes, less the amount spent this year and the predicted spend in 2023/24.