

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 17<sup>th</sup> July 2023**  
**Details of expenditure for the period 1<sup>st</sup> May to 30<sup>th</sup> June inclusive**

31.05.23	Suffolk Preservation Society (subscription) (debit card)	£ 30.00
31.05.23	SARS – subscription (debit card)	£ 25.00
20.06.23	Mrs J M Hazlewood – Clerk’s Expenses & Stationery (BACs)	£ 26.00
20.06.23	Mrs J M Hazlewood – Clerk’s Salary January (BACs)	£ 674.45
20.06.23	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 247.18
20.06.23	HMRC – PAYE & Employer’s NI (BACs)	£ 200.74
20.06.23	Community Action Suffolk – donation (BACs)	£ 30.00
20.06.23	All Saints PCC – grant (BACs)	£ 500.00
20.06.23	Holbrook Helpers – grant (BACs)	£ 500.00
20.06.23	Stutton & Holbrook 1 <sup>st</sup> Responders – grant (cheque)	£ 100.00
20.06.23	SLCC – Membership (BACs)	£ 146.00
20.06.23	Open Spaces – subscription (BACs)	£ 45.00
20.06.23	Holbrook Village Hall – Hall hire (BACs)	£ 75.00
20.06.23	Holbrook Village Hall – grant (BACs)	£ 300.00
20.06.23	Babergh District Council – Lottery Licence (BACs)	£ 20.00
20.06.23	Tuddenham Press – Parish Papers	£ 315.00
20.06.23	Tuddenham Press – printing of GHGW banner (BACs)	£ 7.20
20.06.23	Mark Thompson – Fitness Classes (BACs)	£ 200.00
20.06.23	Lottery 1 <sup>st</sup> Prize (cheque)	£ 24.00
20.06.23	Lottery 2 <sup>nd</sup> Prize (cheque)	£ 14.40
20.06.23	Lottery 3 <sup>rd</sup> Prize (cheque)	£ 9.60
20.06.23	SWARCO	£ 1017.00

**BANK RECONCILIATION****Year to 30th June**

<b>Lloyds Bank</b>			
	Opening Balance 01/04/23	£	54,207.83
	Receipts (less interest included below)	£	21,302.78
	<b>Total Receipts</b>	<b>£</b>	<b>75,510.61</b>
	Less payments 22/23	£	21.00
	Less payments 23/24	£	14,559.73
	<b>Receipts less payments</b>	<b>£</b>	<b>60,929.88</b>
	Balance on statement No. 71	£	61,211.61
	Outstanding payments	£	281.73
		<b>£</b>	<b>60,929.88</b>
<b>NS &amp; I Account</b>			
	Balance at 01/04/23	£	13,616.36
	Interest		
	Balance on statement 11	<b>£</b>	<b>13,616.36</b>
<b>Reade Field Account</b>			
	Opening Balance 01/06/23	£	2,357.48
	Add interest		1.54
	Add receipts	£	872.04
	Balance on Statement 64	<b>£</b>	<b>3,231.06</b>
	<b>Total Funds</b>	<b>£</b>	<b>74,543.24</b>
<b>Outstanding cheques/outstanding payments</b>			
		£	200.74
		£	59.99
	2672	£	21.00
		<b>£</b>	<b>281.73</b>

## Summary to 30th June 2023 - 3/12ths (25%)

	Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>					
SALC	£ 677.00	£ 617.39	£ 59.61	91%	All subscriptions now fully paid
Society of Local Council Clerks	£ 150.00	£ 146.00	£ 4.00	97%	
Community Action Suffolk	£ 30.00	£ 30.00	£ -	100%	
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	
<b>TOTAL</b>	<b>£ 970.00</b>	<b>£ 906.39</b>	<b>£ 63.61</b>		
<b>Grants and Donations - S.137</b>					
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	HA, Poppy Wreath & P3 Group outstanding
Holbrook Village Hall	£ 300.00	£ 300.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00		£ 30.00	0%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	
Holbrook Helpers	£ 500.00	£ 500.00	£ -	100%	
P3 Group	£ 60.00		£ 60.00	0%	
Stutton and Holbrook Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	
<b>TOTAL</b>	<b>£ 1,565.00</b>	<b>£ 1,425.00</b>	<b>£ 140.00</b>	<b>91%</b>	
<b>Salaries and expenses</b>					
Clerk's Salary	£ 10,612.92	£ 2,529.15	£ 8,083.77	24%	National Pay increase still to be agreed beg April 23
Employer's NI	£ 144.00	£ 35.22	£ 108.78	24%	
Clerk's expenses	£ 420.00	£ 126.51	£ 293.49	30%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00	£ 75.00	£ 225.00	25%	
Community Caretaker Salary	£ 3,521.96	£ 802.74	£ 2,719.22	23%	
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 170.57		£ 170.57	0%	
<b>TOTAL</b>	<b>£ 15,369.45</b>	<b>£ 3,568.62</b>	<b>£ 11,800.83</b>		
<b>Asset Maintenance and other works</b>					
Footway lighting	£ 5,103.64	£ 2,835.81	£ 2,267.83	56%	Considerably cheaper than budget. LED balance to com
Waste / Dog bin emptying	£ 2,000.00	£ 1,998.08	£ 1.92	100%	
Alton Green	£ 529.20	£ 228.00	£ 301.20	43%	
Church Green	£ 160.00	£ 20.00	£ 140.00	13%	
Reade Field SCC Grass cutting	£ 974.00	£ 258.55	£ 715.45	27%	
Reade Field Other grasscutting and tree work	£ 440.00	£ 130.00	£ 310.00	30%	
Reade Field Other maintenance	£ 100.00		£ 100.00	0%	
Playground	£ 3,000.00		£ 3,000.00	0%	
Playground inspection	£ 202.00		£ 202.00	0%	
Pavilion	£ 900.00	£ 34.27	£ 865.73	4%	
General maintenance	£ 400.00	£ 1,017.00	-£ 617.00	254%	1 year maintenance for SID budgeted - 3 year charged
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
Fitness Classes	£ 2,000.00	£ 500.00	£ 1,500.00	25%	Amount per month variable: term time/holidays
Community Self Help Group	£ 250.00		£ 250.00	0%	
<b>TOTAL</b>	<b>£ 16,258.84</b>	<b>£ 7,021.71</b>	<b>£ 9,237.13</b>	<b>43%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00	£ 78.38	£ 321.62	20%	
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 1,200.00	£ 308.00	£ 892.00	26%	Pavilion Insurance paid - Council Gen insurance to com
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	paid by DD
Meeting Hall Hire	£ 350.00	£ 150.00	£ 200.00	43%	
Courses and Training	£ 500.00	£ 60.00	£ 440.00	12%	Website training
Audit Fees	£ 583.00	£ 260.00	£ 323.00	45%	
Election	£ 1,870.00		£ 1,870.00	0%	charges still to come for uncontested election
Parish Papers	£ 1,449.00	£ 589.00	£ 860.00	41%	First of 6 editions.
Lottery	£ 530.00	£ 149.60	£ 380.40	28%	Lottery winners, plus licence fee
Other admin & misc expenses	£ 260.00	£ 8.03	£ 251.97	3%	Refreshments for Annual PM
<b>TOTAL</b>	<b>£ 7,227.00</b>	<b>£ 1,638.01</b>	<b>£ 5,588.99</b>	<b>23%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 41,390.29</b>	<b>£ 14,559.73</b>	<b>£ 26,830.56</b>	<b>35%</b>	
<b>CONTRIBUTION TO RESERVES</b>					
Contribution to Bus shelters			£ -		
Contribution to Eco lighting fund			£ -		
Contribution to Election costs			£ -		
Contribution to pavilion project	£ 10,000.00		£ -		
<b>TOTAL FOR RESERVES</b>	<b>£ 10,000.00</b>	<b>£ -</b>			
<b>TOTAL EXPENDITURE INCLUDING FROM RESERVES</b>	<b>£ 51,390.29</b>	<b>£ 14,559.73</b>			
<b>RECEIPTS</b>					
Precept	£ 31,930.00	£ 15,965.00	£ 15,965.00		First Half of precept received
VAT	£ 5,700.00	£ 5,337.78	£ 362.22		Vat claim less than budgeted as additional lighting charge expected 22
Football	£ 250.00		£ 250.00		
NS&I interest	£ 15.00		£ 15.00		
Babergh - Community Caretaker grant	£ 3,521.96		£ 3,521.96		1st Quarter due
Lottery Income	£ 1,020.00		£ 1,020.00		
Advertising	£ 900.00		£ 900.00		
Other Grants	£ -		£ -		
Other	£ -	£ 1,126.79	-£ 1,126.79		Fundraising by The Swan - to be transferred to Reade Field Account
Other	£ -	-£ 1,126.79	£ 1,126.79		Transferred to Reade Field Account
<b>TOTAL INCOME</b>	<b>£ 43,336.96</b>	<b>£ 21,302.78</b>	<b>£ 22,034.18</b>		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESERVES</b>	<b>-£ 8,053.33</b>	<b>£ 6,743.05</b>			

## **ADDITIONAL COMMENTARY**

The summary and reconciliation include all receipts and payments up to and including 30<sup>th</sup> June 2023 – 3/12<sup>ths</sup> of the financial year. For regular payments, such as salaries, this should be approximately 25% of the annual expenditure.

## **EXPENDITURE**

**Street Lighting:** with widely varying charges over the past 3 years, it has been difficult to budget accurately. The costs this year are less than budgeted, but there are costs still outstanding from the LED lighting project which can come from this budget heading.

**Parish Papers:** the parish papers continue to expand, but hopefully the majority of the cost will be met by advertising. At the present charge, the budget could be approximately £200 overspent at the end of the year.

**SID Maintenance Gold Cover:** this is now only available for 3 years. Prior to this we were paying annually and the budget for 23/24 was based on an annual cover. This budget will therefore be overspent.

## **INCOME**

**Precept:** half of the precept has been received, the other half will be received at the end of September.

**VAT:** a Vat claim has been paid in full. The final claim was slightly less than budgeted as it was anticipated that the final payment for the lighting project would have been paid by the end of 31<sup>st</sup> March 23, but we are still awaiting the final invoice.

**Other:** Funds have been raised by The Swan Football Club towards the new pavilion and have been transferred to the Reade Field Account. Also funds from the Holbrook Trail, the Wildlife Walk and the auction of the Haywain and post box topper have all been donated to the pavilion fund. Some have been paid into the Treasurers account and transferred. We now have a paying in book for the Reade Field Account, so funds can be paid directly into that account.