

Holbrook Parish Council
Responsible Financial Officers Report to meeting 18th September 2023
Details of expenditure for the period 28.07.23-31.08.23 inclusive

28.07.23	S. Ingleton – plants for community planter (BACs)	£ 10.99
22.08.23	Mrs J M Hazlewood – Clerk’s Expenses (BACs)	£ 26.00
22.08.23	Mrs J M Hazlewood – Clerk’s Salary January (BACs)	£ 674.45
22.08.23	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 247.18
22.08.23	HMRC – PAYE & Employer’s NI (BACs)	£ 200.74
22.08.23	SLCC – training (BACs)	£ 36.00
22.08.23	PKF Littlejohn – External Auditors Fee (BACs)	£ 378.00
22.08.23	J & B Adcock – P3 group grant (BACs)	£ 40.00
22.08.23	Tuddenham Press – Parish Papers (BACs)	£ 315.00
22.08.23	Wave – Pavilion Water (BACs)	£ 50.74
22.08.23	Lottery 1 st Prize (cheque)	£ 24.00
22.08.23	Lottery 2 nd Prize (cheque)	£ 14.40
22.08.23	Lottery 3 rd Prize (cheque)	£ 9.60
22.08.23	Mark Thompson – fitness classes (BACs)	£ 50.00
22.08.23	Playquip – Playground Inspection	£ 192.00
22.08.23	Donation to Suffolk Pro Help for Reade Field project (tbc)	£ 50.00

BANK RECONCILIATION		
Year to 31st August		
Lloyds Bank		
	Opening Balance 01/04/23	£ 54,207.83
	Receipts (less interest included below)	£ 22,468.27
	Total Receipts	£ 76,676.10
	Less payments 22/23	£ 21.00
	Less payments 23/24	£ 19,061.75
	Receipts less payments	£ 57,593.35
	Balance on statement No.73	£ 57,839.09
	Outstanding payments	£ 245.74
		£ 57,593.35
NS & I Account		
	Balance at 01/04/23	£ 13,616.36
	Interest	
	Balance on statement 11	£ 13,616.36
Reade Field Account		
	Opening Balance 01/08/23	£ 3,233.25
	Add interest	£ 2.39
	Add receipts	£ 280.00
	Balance on Statement 66	£ 3,515.64
Total Funds		£ 74,725.35
Outstanding cheques/outstanding payments		
	HMRC	£ 200.74
	Lottery 2nd prize	£ 14.40
	Lottery 3rd prize	£ 9.60
	2672	£ 21.00
		£ 245.74

Summary to 31st August 2023 - 5/12ths (41.7%)

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
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	£ 80.00	-£ 50.00	267%	Added subscription to Pro Help Suffolk for pavilion
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	
TOTAL	£ 970.00	£ 956.39	£ 13.61		
Grants and Donations - S.137					
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	HA, Poppy Wreath
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	£ 40.00	£ 20.00	67%	
Stutton and Holbrook Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	
TOTAL	£ 1,565.00	£ 1,465.00	£ 100.00	94%	
Salaries and expenses					
Clerk's Salary	£ 10,612.92	£ 4,215.25	£ 6,397.67	40%	National Pay increase still to be agreed beg April 23
Employer's NI	£ 144.00	£ 58.70	£ 85.30	41%	
Clerk's expenses	£ 420.00	£ 178.51	£ 241.49	43%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00	£ 75.00	£ 225.00	25%	
Community Caretaker Salary	£ 3,521.96	£ 1,337.90	£ 2,184.06	38%	
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 170.57		£ 170.57	0%	
TOTAL	£ 15,369.45	£ 5,865.36	£ 9,504.09		
Asset Maintenance and other works					
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	£ 456.00	£ 73.20	86%	
Church Green	£ 160.00	£ 60.00	£ 100.00	38%	
Reade Field SCC Grass cutting	£ 974.00	£ 517.10	£ 456.90	53%	
Reade Field Other grasscutting and tree work	£ 440.00	£ 390.00	£ 50.00	89%	
Reade Field Other maintenance	£ 100.00		£ 100.00	0%	
Playground	£ 3,000.00		£ 3,000.00	0%	
Playground inspection	£ 202.00	£ 192.00	£ 10.00	95%	
Pavilion	£ 900.00	£ 85.01	£ 814.99	9%	
General maintenance	£ 400.00	£ 1,027.99	-£ 627.99	257%	1 year maintenance for SID budgeted - 3 years charged
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
Fitness Classes	£ 2,000.00	£ 750.00	£ 1,250.00	38%	Amount per month variable: term time/holidays
Community Self Help Group	£ 250.00		£ 250.00	0%	
TOTAL	£ 16,258.84	£ 8,311.99	£ 7,946.85	51%	
Administration					
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	£ 96.00	£ 404.00	19%	Website training/SLCC course
Audit Fees	£ 583.00	£ 638.00	-£ 55.00	109%	External Auditor fees of £378 to be paid in August -
Election	£ 1,870.00		£ 1,870.00	0%	Invoice for uncontested election in Sept payments
Parish Papers	£ 1,449.00	£ 904.00	£ 545.00	62%	2 editions paid for - 3rd edition to be paid August
Lottery	£ 530.00	£ 245.60	£ 284.40	46%	Lottery winners, plus licence fee
Other admin & misc expenses	£ 260.00	£ 8.03	£ 251.97	3%	Refreshments for Annual PM
TOTAL	£ 7,227.00	£ 2,463.01	£ 4,763.99	34%	
TOTAL EXPENDITURE	£ 41,390.29	£ 19,061.75	£ 22,328.54	46%	
CONTRIBUTION TO RESERVES					
Contribution to Bus shelters			£ -		
Contribution to Eco lighting fund			£ -		
Contribution to Election costs			£ -		
Contribution to pavilion project	£ 10,000.00		£ -		
TOTAL FOR RESERVES	£ 10,000.00	£ -			
TOTAL EXPENDITURE INCLUDING FROM RESERVES	£ 51,390.29	£ 19,061.75			
RECEIPTS					
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	£ 880.49	£ 2,641.47		1st Quarter paid
Lottery Income	£ 1,020.00		£ 1,020.00		
Advertising	£ 900.00	£ 285.00	£ 615.00		Swan & RHS ads paid - annual invoices to be sent Oct
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
TOTAL INCOME	£ 43,336.96	£ 22,468.27	£ 20,868.69		
INC LESS EXP & CONTRIBUTION TO RESERVES	-£ 8,053.33	£ 3,406.52			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31st August 2023, 5/12ths of the financial year. For regular payments, such as salaries, this should be approximately 42% 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, but we continue to have requests for new advertisements so this may change during 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 is therefore overspent.

Audit Fees: budget is £55 overspent.

Salaries: no national agreement reached as yet for the NJC pay scales – 3% increase was included in the budget, however it is looking likely that a larger increase will be recommended, similar to last year, so this will tip the clerk's salary over budget. Because the salary agreements were not announced until December 22, the budget was based on a more modest increase. The same could happen again this year, which will be considered when budgeting for 24/25

Subscriptions: we have paid for a subscription to CAS for Pro Help Suffolk admin help with the process of applying for a grant to replace the pavilion.

INCOME

Precept: half of the precept has been received, the other half will be received in September

VAT: VAT claim for 22/23 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 31st March 23, but we are still awaiting the final invoice.

Babergh – Community Caretaker Grant: the first quarter has now been received.

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. A separate spreadsheet has been started for the Reade Field Account to record all income from the lottery and donations. The fund is gradually growing.

Advertising: the Swan have paid for some one off ads, the RHS has paid for their annual ad. The majority of the invoices for the annual ads will be sent out in October and we have one or two recent requests for additional advertising.