

Holbrook Parish Council
Responsible Financial Officers Report to meeting 20th November 2023

Details of expenditure for the period 01.10.23-31.10.23 inclusive

24.10.23	Mrs J M Hazlewood – Clerk’s salary (BACs)	£ 674.45
24.10.23	Mrs J M Hazlewood – Clerk’s expenses (BACs)	£ 26.00
24.10.23	Mr. W. Abbott – Community Caretaker Salary (BACs)	£ 247.18
24.10.23	HMRC: PAYE & Employer’s NI (BACs)	£ 200.74
24.10.23	SLCC – Training Costs (BACs)	£ 72.00
24.10.23	SALC – Conference Costs (BACs)	£ 18.00
24.10.23	SALC – 6 months payroll services (BACs)	£ 82.80
24.10.23	M. Thompson – Fitness classes (BACs)	£ 200.00
24.10.23	Playquip – Accessible Gate (BACs)	£1,636.80
24.10.23	1 st Prize Lottery – September (BACs)	£ 17.25
24.10.23	2 nd Prize Lottery – September (BACs)	£ 10.35
24.10.23	3 rd Prize Lottery – September (Cheque)	£ 6.90
24.10.23	2 nd Prize Lottery – October (cheque)	£ 10.35
27.10.23	Swell Reptiles - incubator for water testing (Debit card)	£ 199.99
27.10.23	UK Medi – syringes (Debit card)	£ 18.98
27.10.23	Gem Scientific – petrifilm for E-Coli testing (Debit card)	£ 78.13
27.10.23	Amazon – eye dropper bottles for water testing (Debit card)	£ 22.49

BANK RECONCILIATION		
Year to 31st October		
Lloyds Bank		
	Opening Balance 01/04/23	£ 54,207.83
	Receipts (less interest included below)	£ 41,094.31
	Total Receipts	£ 95,302.14
	Less payments 22/23	£ 21.00
	Less payments 23/24	£ 28,454.15
	Receipts less payments	£ 66,826.99
	Balance on statement No. 75	£ 67,038.08
	Outstanding payments	£ 211.09
		£ 66,826.99
NS & I Account		
	Balance at 01/04/23	£ 13,616.36
	Interest	
	Balance on statement 11	£ 13,616.36
Reade Field Account		
	Opening Balance 01/10/23	£ 3,962.78
	Add interest	£ 3.62
	Add receipts	£ 288.00
	Balance on Statement 68	£ 4,254.40
	Total Funds	£ 84,697.75
Outstanding cheques/outstanding payments		
	HMRC	£ 200.74
	2701	£ 10.35
		£ 211.09

Summary to 31st October 2023 - 7/12ths (58%)

	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%	Poppy wreath ordered for Remembrance
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	£ 5,901.35	£ 4,711.57	56%	National Pay increase beg April 23 now agreed but not yet reflected in accounts
Employer's NI	£ 144.00	£ 82.18	£ 61.82	57%	
Clerk's expenses	£ 420.00	£ 230.51	£ 189.49	55%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00	£ 150.00	£ 150.00	50%	2 quarters paid
Community Caretaker Salary	£ 3,521.96	£ 1,873.06	£ 1,648.90	53%	
Community Caretaker Expenses	£ 100.00	£ 17.99	£ 82.01	18%	
Salc Payroll	£ 170.57	£ 82.80	£ 87.77	49%	6 months payroll charges received
TOTAL	£ 15,369.45	£ 8,337.89	£ 7,031.56		
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%	Two more charges to come
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	£ 1,636.80	£ 1,363.20	55%	new accessible gate - replacement equip to come
Playground inspection	£ 202.00	£ 192.00	£ 10.00	95%	
Pavilion	£ 900.00	£ 265.01	£ 634.99	29%	Small savings on electricity, due to grant received
General maintenance	£ 400.00	£ 1,027.99	-£ 627.99	257%	charged
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	new accessible gate - replacement equip to come
Defibrillator	£ -	£ 3,414.00	-£ 3,414.00	N/A	Offset by grants £1250 & uncontested election savings
Fitness Classes	£ 2,000.00	£ 1,050.00	£ 950.00	53%	Amount per month variable: term time/holidays
Community Self Help Group	£ 250.00		£ 250.00	0%	
TOTAL	£ 16,258.84	£ 13,842.79	£ 2,416.05	85%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 127.75	£ 272.25	32%	
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 1,200.00	£ 960.18	£ 239.82	80%	All insurance paid
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	paid by DD
Meeting Hall Hire	£ 350.00	£ 225.00	£ 125.00	64%	new charges come into force next year
Courses and Training	£ 500.00	£ 186.00	£ 314.00	37%	Website training/SLCC course/SALC conference to com
Audit Fees	£ 583.00	£ 638.00	-£ 55.00	109%	External Auditor fees of £378 to be paid in August -
Election	£ 1,870.00	£ 179.08	£ 1,690.92	10%	Budget set for possible contested election - surplus
Parish Papers	£ 1,449.00	£ 904.00	£ 545.00	62%	3 editions paid for - 3 more to come
Lottery	£ 530.00	£ 269.45	£ 260.55	51%	Lottery winners, plus licence fee
Water Testing equipment from grant		£ 319.59	-£ 319.59	N/A	Water testing equipment from Locality Grant
Other admin & misc expenses	£ 260.00	£ 8.03	£ 251.97	3%	Refreshments for Annual PM
TOTAL	£ 7,227.00	£ 3,852.08	£ 3,374.92	53%	
TOTAL EXPENDITURE	£ 41,390.29	£ 28,454.15	£ 12,936.14	69%	
RESERVES					
Contribution to Bus shelters	£ -		£ -		
Contribution to Lighting	£ -		£ -		
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	£ 28,454.15	£ 12,936.14		
RECEIPTS					
Precept	£ 31,930.00	£ 31,930.00	£ -		Fully paid
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		Not yet invoiced
NS&I interest	£ 15.00		£ 15.00		Statement and interest due in January 24
Babergh - Community Caretaker grant	£ 3,521.96	£ 880.49	£ 2,641.47		1st Quarter paid
Lottery Income	£ 1,020.00		£ 1,020.00		Lottery Income is being paid directly into Reade Field Account now.
Advertising	£ 900.00	£ 1,170.00	-£ 270.00		Most now paid for
Other Grants	£ -	£ 1,776.04	-£ 1,776.04		Locality Grants for defib and water testing equipment
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	£ 41,094.31	£ 2,242.65		
INC LESS EXP & CONTRIBUTION TO RESERVES	-£ 8,053.33	£ 12,640.16			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31st October 2023, representing the first 6 months income and expenditure of the financial year 2023-2024

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. No further charges have been made for the LED lighting. There has been no indication of a percentage increase from SCC – very difficult for them to predict as energy costs are so variable.

Parish Papers: the parish papers continue to expand and the costs have risen this year quite considerably but some of the shortfall will be met by increased advertising.

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.

Election costs: we budgeted for a contested election, which is considerably more expensive than an uncontested election. There has been a saving here therefore, as we had an uncontested election. It has been agreed that these funds can be put towards the balance of the defibrillator.

Salaries: The NJC salary agreement for salaries from 1st April 2023 has now been agreed, and is the equivalent to £1 more per hour. This is an approximate increase of 7.2%. Our budget was based on an increase of 3%, although at the time of budgeting, the 22/23 increase was unknown. This budget will therefore be overspent.

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.

Lottery – we are paying the lottery income into the Reade Field Account and we may need to transfer some money back into the lottery expenditure account to cover the prize funds. It is proposed to transfer the earmarked pavillion funds from the Treasurer's account to the Reade Field account later in the year, where it will earn a small amount of interest.

Trees – it is anticipated that we will need some tree work doing on the Reade Field before the end of this financial year and the Tree Warden has advised that a budget for some remedial work next year would be advisable.

Accessible Gate – this has now been installed and paid for. There has still been no news on the grant applied for to contribute towards this cost.

INCOME

Precept: Fully paid

VAT: VAT claim for 22/23 paid in full. At the time of budgeting a further lighting charge was anticipated.

Babergh – Community Caretaker Grant: the second quarter will be reflected in accounts next month.

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 pavillion fund. Some have been paid into the Treasurers account and transferred. Funds can be paid directly in the Reade Field Account now that we have a paying in book for that account. for the Reade Field Account, so funds can be paid directly into that account. There is a separate income spreadsheet for the Reade Field Account.

Advertising: the majority of the regular advertisers have paid their annual advertising fee. A couple of advertisers started in January and will be invoiced when their next 12 month period starts. We are still receiving occasional requests for one-off ads, which helps towards the cost of the Parish Papers.

Grant funding: The Council is lucky to have received locality funding towards the defibrillator both from County Councillor Simon Harley and from District Councillor Mary McLaren. A locality grant has also been agreed for the Greener Holbrook Greener World group to purchase water testing equipment to test the quality of the water in the Stour and Orwell. A small team of volunteers from the GHGW group will carry out regular testing.