

Holbrook Parish Council
Responsible Financial Officers Report to meeting 16th September 2024
Details of expenditure for the period to 31st August inclusive

Date	Payee	Amount
25.07.24	TGC Garden Machine (agreed at July meeting) – Strimmer (BACs)	£ 500.00
19.08.24	Mrs J M Hazlewood – Clerk’s Expenses & Stationery (BACs)	£ 37.99
19.08.24	Mrs J M Hazlewood – Clerk’s Salary January (BACs)	£ 726.45
19.08.24	Community Caretaker salary (BACs)	£ 322.23
19.08.24	HMRC – PA19.08YE & Employer’s NI (BACs)	£ 202.31
19.08.24	WAVE – Pavilion Water (DD)	£ 57.73
19.08.24	Holbrook Village Hall – Meeting Room hire (BACs)	£ 87.00
19.08.24	EON. Next – pavilion electricity (DD)	£ 17.64
19.08.24	PJ Print – June/July & Aug/Sept Parish Papers (BACs)	£ 970.00
19.08.24	PKF Littlejohn – External Audit (BACs)	£ 252.00
19.08.24	J. Stephens – CSHG expenses (paint) (BACs)	£ 26.00
19.08.24	J. Ambrose – Travel expenses (BACs)	£ 23.40
19.08.24	Mark Thompson – fitness classes (BACs)	£ 25.00
19.08.24	Lottery 1 st Prize – (cheque)	£ 21.50
19.08.24	Lottery 2 nd Prize (BACS)	£ 12.90
19.08.24	Lottery 3 rd Prize (Cheque)	£ 8.60
19.08.24	Jewson – heavy duty black sacks purchased 14.08.24 (Debit card)	£ 19.99
19.08.24	Tesco – gift for outgoing editor of Parish Papers from Parish (Debit card)	£ 22.00
19.08.24	Return of duplicated payment for lottery tickets to a resident (BACs)	£ 60.00

BANK RECONCILIATION		
Year to 31st August		
Lloyds Bank		
	Opening Balance 01/04/24	£ 54,292.79
	Receipts (less interest included b	£ 35,885.13
	Total Receipts	£ 90,177.92
	Less payments 23/24	£ -
	Less payments 24/25	£ 36,419.74
	Receipts less payments	£ 53,758.18
	Balance on statement No. 85	£ 53,969.09
	Outstanding payments	£ 210.91
		£ 53,758.18
NS & I Account		
	Balance at 01/04/24	£ 13,721.71
	Interest	
	Balance on statement	£ 13,721.71
Reade Field Account		
	Opening Balance 01/04/24	£ 4,030.09
	Add interest	£ 3.95
	Add receipts	£ 120.00
	Balance on Statement 78	£ 4,154.04
Total Funds		£ 71,633.93
Outstanding cheques/outstanding payments		
	HMRC	£ 202.31
	2712	£ 8.60
		£ 210.91

Summary to 31st August 5/12ths = 41.7%

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 677.00	£ 625.27	£ 51.73	92%	slightly less than budgeted, but SLCC is slightly more
Society of Local Council Clerks	£ 150.00	£ 183.00	-£ 33.00	122%	Increase due to salary band updated
Community Action Suffolk	£ 30.00	£ 30.00	£ -	100%	
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	2nd payment now reversed
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	
TOTAL	£ 970.00	£ 951.27	£ 18.73		
Grants					
Holbrook Toddler Group	£ 500.00		£ 500.00	0%	Toddler group no longer running
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00		£ 30.00	0%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	To be paid November
Holbrook Pre School Playgroup	£ 200.00	£ 200.00	£ -	100%	
P3 Group	£ 60.00		£ 60.00	0%	For fuel for machinery
Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	Cheque cancelled, replaced by BACs payment
TOTAL	£ 1,465.00	£ 825.00	£ 640.00		
Salaries and expenses					
Clerk's Salary	£ 11,441.43	£ 4,540.25	£ 6,901.18	40%	Final spend will depend on the national pay settlement
Employer's NI	£ 324.00	£ 103.55	£ 220.45	32%	
Clerk's expenses	£ 450.00	£ 171.22	£ 426.60	38%	
Councillors' expenses (Travel)	£ 100.00	£ 23.40	£ 25.00	75%	
Chairman's allowance	£ 300.00	£ 75.00	£ 225.00	25%	1st of quarterly payments
Community Caretaker Salary	£ 3,866.72	£ 1,288.92	£ 2,577.80	33%	Offset by cleansing grant
Community Caretaker Expenses	£ 100.00	£ 19.99	£ 80.01	20%	Black sacks
Salc Payroll	£ 175.00	£ 82.80	£ 92.20	47%	Final Half yearly payroll charge from 23-24
TOTAL	£ 16,757.15	£ 6,305.13	£ 10,452.02		
Asset Maintenance and other works					
Footway lighting	£ 3,118.81	£ 2,094.33	£ 1,024.48	67%	No indicative cost at budgeting time - saving made
Waste / Dog bin emptying	£ 3,230.00	£ 3,229.20	£ 0.80	100%	A huge increase, but one we had been made aware of
Alton Green	£ 480.00	£ 240.00	£ 240.00	50%	One trim, one more to come
Reade Field SCC Grass cutting	£ 1,086.00	£ 568.80	£ 517.20	52%	2 quarters, 2 more to come
R.Field/Church Green other grass	£ 950.00		£ 950.00	0%	Invoices pending
Reade Field Other maintenance	£ 150.00	£ 27.50	£ 122.50	18%	Plants
Tree Work (was hedgehog proj)	£ 1,800.00		£ 1,800.00	0%	
Playground Renewals & Mainten.	£ 3,000.00	£ 17,881.20	-£ 14,881.20	596%	Partially offset by grant of £10,000
Playground inspection	£ 202.00		£ 202.00	0%	
Pavilion Maintenance	£ 750.00	£ 200.79	£ 549.21	27%	
Gen Maintenance incl.SID & Defib	£ 500.00	£ 500.00	£ -	100%	Strimmer - half offset by grant. Defib support to come
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
CIL Expenditure	£ -		£ -	N/A	
Fitness classes	£ 2,050.00	£ 700.00	£ 1,350.00	34%	Awaiting fee for cleaning from the Academy.
Community Self Help Scheme	£ 100.00	£ 26.00	£ 74.00	26%	Paint for bus shelters
TOTAL	£ 17,616.81	£ 25,467.82	-£ 7,851.01	145%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 163.31	£ 236.69	41%	
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 1,200.00	£ 308.00	£ 892.00	26%	Pavilion insurance paid, main insurance to come
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	
Village Hall/Room Hire	£ 535.00	£ 127.00	£ 408.00	24%	
Courses and Training	£ 400.00	£ 81.22	£ 318.78	20%	
Audit Fees	£ 670.00	£ 472.00	£ 198.00	70%	All audit fees now paid
Neighbourhood Plan Expenses	£ -		£ -	N/A	
Parish Papers	£ 1,942.00	£ 1,355.00	£ 587.00	70%	Cost increase since budget set. 3 more editions to come
Lottery	£ 600.00	£ 315.00	£ 285.00	53%	Income pd to Reade F. A/C Adjustment to be done y/e
Election	£ -		£ -	N/A	
Other admin, inc. IT	£ 600.00	£ 13.99	£ 586.01	2%	Refreshments APM
TOTAL	£ 6,432.00	£ 2,870.52	£ 3,561.48	45%	
TOTAL EXPENDITURE	£ 43,240.96	£ 36,419.74	£ 6,821.22	84%	
RESERVES					
Contribution to Bus shelters	£ -		£ -		
Contribution to Lighting	£ -		£ -		
Contribution to Election costs	£ 500.00		£ -		
Contribution to pavilion project	£ 5,000.00		£ -		
TOTAL FOR RESERVES	£ 5,500.00	£ -	£ -		
TOTAL EXPENDITURE INCLUDING FROM RI	£ 48,740.96	£ 36,419.74	£ 6,821.22		
RECEIPTS					
	Agreed	Received to date	Remaining	Notes	
Precept	£ 35,123.00	£ 17,561.50	£ 17,561.50	First half of precept received - 2nd half due Sept	
VAT	£ 2,600.00	£ 2,996.42	-£ 396.42	VAT reclaim now received	
Football	£ 250.00		£ 250.00		
NS&I interest	£ 15.00		£ 15.00	Due Jan/Feb	
Babergh - Community Caretaker grant	£ 3,866.00	£ 4,747.21	-£ 881.21	Includes last quarter from 23/24 and full year 24/25	
Lottery Income	£ 600.00	£ 60.00	£ 540.00	transferred from Reade Field account to refund overpayment	
Advertising	£ 1,300.00	£ 270.00	£ 1,030.00		
Other Grants		£ 10,250.00	-£ 10,250.00	Grant for new & replacement play equipment & locality grant	
Other	£ -		£ -		
Other	£ -		£ -		
TOTAL INCOME	£ 43,754.00	£ 35,885.13	£ 7,868.87		
INC LESS EXP & CONTRIBUTION TO RESER	-£ 4,986.96	-£ 534.61			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31st August 2024 – 5/12th of the financial year. For regular payments, such as salaries, this should be approximately 42% of annual expenditure

EXPENDITURE

Subscriptions: the overpayment to Suffolk Preservation Society has been refunded.

Grants: the grant to the First Responders was rejected by their bank due to a change of name. The cheque has since been cancelled and a BACs transaction has been made in its place.

Salary Costs: a 5% contingency has been included in clerk's salary which will be dependant upon the national pay agreement for 1 April 2024-31st March 2025. These agreements have not been reached until 9 months into the year in previous years and it looks as though it will follow a similar pattern this year as 2 of the 3 unions have rejected the pay offer.

Payroll costs: The invoice for the second half of 23-24 was not received until this financial year. If both invoices for this year are submitted in time, this will be overspent, but is included in the reserves from last year's budget.

Street Lighting: There was no available information re costs at the time of budgeting. A prudent approach was adopted and has resulted in an underspend.

Dog & Waste Bin emptying: fortunately we had advanced warning of the massive increase in the cost of emptying bins and this was reflected in the agreed budget.

Parish Papers: the parish papers continue to expand and the June/July version was particularly large and expensive with the August/Sept version roughly in line with expectations. The indication is that the budget will be overspent.

Grass Cutting: Invoices have now been received for additional grass cutting of the Reade Field and Church Green and these are included in the September payments.

Playground Renewals and Maintenance: the full cost of the new play equipment has been met.

General Maintenance: a replacement industrial strimmer has been bought for the P3 group – this was agreed at the July meeting and the purchase made following that meeting.

INCOME

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

Cleansing Grant: a payment has been received for the final quarter of 23/24. The whole of the grant for 24/25 has been paid into HPC's account.

VAT: a Vat claim has been received in full

Reade Field Account: Lottery income is being paid into this account directly. An adjustment will be made at the end of the financial year to reimburse the main account with the amount spent on prize money and the licence. The Reade Field Bank Statement was unusually up until and including 1st August and the first lottery tickets have been purchased by BACs. No draw will be made in August.

Other Grants: £10,000 has been received from Babergh towards the cost of the new play equipment and £250 is promised towards the strimmer from the County Councillor's locality budget.

NS&I Account: we only receive one statement a year – usually in January or February.