

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 20<sup>th</sup> January 2025**  
**Details of expenditure for the period to 31<sup>st</sup> December 2024**

Date	Payee	Amount
05.12.24	TSSC – Hi Viz waterproof jacket Community Caretaker (Debit card)	£ 61.44
17.12.24	Mrs J M Hazlewood – Salary (BACs)	£ 759.20
17.12.24	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 37.99
17.12.24	Community Caretaker – Salary (BACs)	£ 322.23
17.12.24	HMRC – PAYE & Employer's NI (BACs)	£ 216.16
17.12.24	SEALE – printing Parish Papers (BACs)	£ 520.00
17.12.24	E-ON Electricity – pavilion electricity (Direct Debit)	£ 17.94
17.12.24	Holbrook Village Hall – Hall hire (£58 + £35) (BACs)	£ 93.00
17.12.24	M. Thompson – fitness classes (BACs)	£ 200.00
17.12.24	Lottery 1 <sup>st</sup> Prize December	£ 46.50
17.12.24	Lottery 2 <sup>nd</sup> Prize December	£ 27.90
17.12.24	Lottery 3 <sup>rd</sup> Prize December	£ 18.60
17.12.24	J. Adcock – P3 Group grant (BACs)	£ 60.00
20.12.24	J. Ambrose - Chairman's allowance 3 <sup>rd</sup> quarter (SO)	£ 75.00

<b>BANK RECONCILIATION</b>		
<b>Year to 31st December 2024</b>		
<b>Lloyds Bank</b>		
	Opening Balance 01/04/24	£ 54,292.79
	Receipts (less interest included below)	£ 54,927.43
	<b>Total Receipts</b>	<b>£ 109,220.22</b>
	Less payments 23/24	£ -
	Less payments 24/25	£ 47,667.96
	<b>Receipts less payments</b>	<b>£ 61,552.26</b>
	Balance on statement No.	£ 61,800.97
	Outstanding payments	£ 248.71
		<b>£ 61,552.26</b>
<b>NS &amp; I Account</b>		
	Balance at 01/04/24	£ 13,721.71
	Interest	
	Balance on statement	<b>£ 13,721.71</b>
<b>Reade Field Account</b>		
	Opening Balance 01/12/24	£ 5,078.89
	Add interest	£ 3.90
	Add receipts	
	Balance on Statement 82	<b>£ 5,082.79</b>
<b>Total Funds</b>		<b>£ 80,356.76</b>
<b>Outstanding cheques/outstanding payments</b>		
		£ 216.16
		£ 13.95
		£ 18.60
		<b>£ 248.71</b>

## Summary to 31st December 2024: 9/12ths = 75%

	Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>					
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%	
<b>TOTAL</b>	<b>£ 970.00</b>	<b>£ 951.27</b>	<b>£ 18.73</b>		
<b>Grants</b>					
Holbrook Toddler Group	£ 500.00	£ 500.00	£ -	100%	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	£ -	100%	To be paid November
Holbrook Pre School Playgroup	£ 200.00	£ 200.00	£ -	100%	
P3 Group	£ 60.00	£ 60.00	£ -	100%	Grant for fuel and equipment
Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	Cheque cancelled, replaced by BACs payment
<b>TOTAL</b>	<b>£ 1,465.00</b>	<b>£ 1,435.00</b>	<b>£ 30.00</b>		
<b>Salaries and expenses</b>					
Clerk's Salary	£ 11,441.43	£ 8,716.20	£ 2,725.23	76%	National pay rise agreed at 2.5% backdated to April 24
Employer's NI	£ 324.00	£ 261.42	£ 62.58	81%	
Clerk's expenses	£ 450.00	£ 275.22	£ 426.60	61%	
Councillors' expenses (Travel)	£ 100.00	£ 23.40	£ 76.60	23%	
Chairman's allowance	£ 300.00	£ 225.00	£ 75.00	75%	2 quarters
Community Caretaker Salary	£ 3,866.72	£ 2,577.84	£ 1,288.88	67%	Offset by cleansing grant
Community Caretaker Expenses	£ 100.00	£ 81.43	£ 18.57	81%	Black sacks - new jacket will be reflected next summary
Salc Payroll	£ 175.00	£ 163.20	£ 11.80	93%	This will be overbudget, as includes chrg for last year
<b>TOTAL</b>	<b>£ 16,757.15</b>	<b>£ 12,323.71</b>	<b>£ 4,433.44</b>		
<b>Asset Maintenance and other works</b>					
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	£ 480.00	£ -	100%	Two trims paid for
Reade Field SCC Grass cutting	£ 1,086.00	£ 853.20	£ 232.80	79%	3 quarters paid, one quarter to come - will be £50 over
R.Field/Church Green other grass	£ 950.00	£ 510.00	£ 440.00	54%	
Reade Field Other maintenance	£ 150.00	£ 45.50	£ 104.50	30%	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 - basketball ct to come
Playground inspection	£ 202.00	£ 192.00	£ 10.00	95%	Paid in full
Pavilion Maintenance	£ 750.00	£ 413.17	£ 336.83	55%	4 months LX and water to come, plus bait boxes
Gen Maintenance incl.SID & Defib	£ 500.00	£ 750.13	-£ 250.13	150%	Strimmer - half offset by grant. Defib suppor -bulbs
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
CIL Expenditure	£ -		£ -	N/A	
Fitness classes	£ 2,050.00	£ 1,425.00	£ 625.00	70%	Awaiting fee for cleaning from the Academy.
Community Self Help Scheme	£ 100.00	£ 26.00	£ 74.00	26%	Paint for bus shelters
<b>TOTAL</b>	<b>£ 17,616.81</b>	<b>£ 27,899.73</b>	<b>-£ 10,282.92</b>	<b>158%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00	£ 211.27	£ 188.73	53%	4 months HP instant ink due and some top up stationery
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 1,200.00	£ 868.29	£ 331.71	72%	All insurance currently paid
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	
Village Hall/Room Hire	£ 535.00	£ 318.00	£ 217.00	59%	
Courses and Training	£ 400.00	£ 81.22	£ 318.78	20%	Probable underspend
Audit Fees	£ 670.00	£ 472.00	£ 198.00	70%	All audit fees now paid
Neighbourhood Plan Expenses	£ -		£ -	N/A	
Parish Papers	£ 1,942.00	£ 2,461.00	-£ 519.00	127%	Cost increase since budget set. 3 more editions to come
Lottery	£ 600.00	£ 537.50	£ 62.50	90%	Income pd to Reade F. A/C Adjustment to be done y/e
Election	£ -		£ -	N/A	
Other admin, inc. IT	£ 600.00	£ 73.97	£ 526.03	12%	Refreshments APM/gov.uk emails
<b>TOTAL</b>	<b>£ 6,432.00</b>	<b>£ 5,058.25</b>	<b>£ 1,373.75</b>	<b>79%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 43,240.96</b>	<b>£ 47,667.96</b>	<b>-£ 4,427.00</b>	<b>110%</b>	
<b>RESERVES</b>					
Contribution to Bus shelters	£ -		£ -		
Contribution to Lighting	£ -		£ -		
Contribution to Election costs	£ 500.00		£ -		To reserves at end of year
Contribution to pavilion project	£ 5,000.00		£ -		To reserves at end of year
<b>TOTAL FOR RESERVES</b>	<b>£ 5,500.00</b>	<b>£ -</b>	<b>£ -</b>		
<b>TOTAL EXPENDITURE INCLUDING FROM RI</b>	<b>£ 48,740.96</b>	<b>£ 47,667.96</b>	<b>-£ 4,427.00</b>		
<b>RECEIPTS</b>					
Precept	£ 35,123.00	£ 35,123.00	£ -		All precept paid
VAT	£ 2,600.00	£ 2,996.42	-£ 396.42		VAT reclaim now received
Football	£ 250.00		£ 250.00		to be invoiced plus invoice to be sent to veterans
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	£ 120.00	£ 480.00		transferred from Reade Field account to refund overpayment
Advertising	£ 1,300.00	£ 1,102.00	£ 198.00		Ads paid so far
Other Grants		£ 10,250.00	-£ 10,250.00		Grant for new & replacement play equipment & locality grant
Other	£ -	£ 50.00	£ 50.00		Contribution to Water Testing, Chelmondiston PC
Other	£ -	£ 175.20	-£ 175.20		Clerk services to Tattingstone PC - further charge of 87.60 to come
<b>TOTAL INCOME</b>	<b>£ 43,754.00</b>	<b>£ 54,563.83</b>	<b>-£ 10,809.83</b>		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESER</b>	<b>-£ 4,986.96</b>	<b>£ 6,895.87</b>			

## ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31<sup>st</sup> December 9/12ths of the financial year. For regular payments, such as salaries, this should be approximately 75% of annual expenditure

### EXPENDITURE

**Subscriptions:** All paid

**Grants:** no request has been received as yet from Holbrook Academy. A reminder has recently been sent grant usually provides an award sponsored by HPC for their annual awards ceremony.

**Salary Costs:** Now up to date with backdated pay included

**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. The printers have changed ownership: The editorial team have tried to trim some of the pages to reduce costs although the savings are only minimal

**Grass Cutting:** Invoices have now been received for additional grass cutting of the Reade Field and Church Green. There may be further invoices to come. Alton Green has received two cuts which has been fully paid.

**Playground Renewals and Maintenance:** the full cost of the new play equipment has been met, but we are now awaiting the re-surfacing of the basketball court, which will be offset by a grant..

**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:** the full precept has now been received.

**Cleansing Grant:** a payment has been received for the final quarter of 23/24. The whole of the grant for 24/25 has also been received, which will result in an increase in the budget, due to the late payment of quarter 4 for 23/24.

**VAT:** a Vat claim has been received in full

**Reade Field Account:** Lottery income is mainly 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.

**Other Grants:** £10,000 has been received from Babergh towards the cost of the new play equipment and £250 has been received towards the new strimmer from the County Councillor's locality budget. A further grant of £8,662 from Babergh DC has been received for the re-surfacing of the basketball court.

**Other:** Chelmondiston Council have contributed £50 towards water testing and Tatingstone Parish Council have paid for the Clerk to minute 3 of their meetings. They have now appointed a clerk. A contribution has been received towards hall hire for part of the Greener Arts Festival.

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