

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 20<sup>th</sup> May 2024**  
**Details of expenditure for the period 1<sup>st</sup> April to 30<sup>th</sup> April inclusive**

Date	Payee	Amount
16.04.24	Mrs J M Hazlewood – Clerk’s Expenses (BACs)	£ 26,00
16.04.24	Mrs J M Hazlewood – Clerk’s Salary (BACs)	£ 726.45
16.04.24	Mr W Abbott – Community Caretaker Salary (BACs)	£ 291.03
16.04.24	HMRC – PAYE & Employer’s NI (BACs)	£ 233.51
16.04.24	M Thompson – Fitness Classes (BACs)	£ 75.00
16.04.24	S. Ingleton – Wildflower seeds (BACs)	£ 27.50
16.04.24	CAS – Hiscox Insurance, pavilion insurance (BACs)	£ 308.00
16.04.24	Suffolk CC - Street light charges & maintenance (BACs)	£ 2094.33
16.04.24	SALC – 2 <sup>nd</sup> half payroll services for 23-24 (BACs)	£ 82.80
16.04.24	SALC – Annual Membership (BACs)	£ 625.27
16.04.24	Tuddenham Press – Parish Papers (BACs)	£ 385.00
16.04.24	Lottery – 1 <sup>st</sup> prize April draw –(BACs)	£ 20.50
16.04.24	Lottery – 2 <sup>nd</sup> prize April draw - (BACs)	£ 12.30
16.04.24	Lottery – 3 <sup>rd</sup> prize April draw – (BACs)	£ 8.20
25.04.24	Cooperative Stores, refreshments Parish Meeting	£ 13.99

<b>BANK RECONCILIATION</b>		
<b>Year to 30th April</b>		
<b>Lloyds Bank</b>		
	Opening Balance 01/04/24	£54,292.79
	Receipts (less interest included below)	£ 17,561.50
	<b>Total Receipts</b>	<b>£ 71,854.29</b>
	Less payments 23/24	£ -
	Less payments 24/25	£ 4,929.88
	<b>Receipts less payments</b>	<b>£ 66,924.41</b>
	Balance on statement 81	£ 67,157.92
	Outstanding payments	£ 233.51
		<b>£ 66,924.41</b>
<b>NS &amp; I Account</b>		
	Balance at 01/04/24	£ 13,721.71
	Interest	£ -
	Balance on statement 12	<b>£ 13,721.71</b>
<b>Reade Field Account</b>		
	Opening Balance 01/04/24	£ 3,937.06
	Add interest	£ 4.21
	Add receipts	
	Balance on Statement 74	<b>£ 3,941.27</b>
<b>Total Funds</b>		<b>£ 84,587.39</b>
<b>Outstanding cheques/outstanding payments</b>		
	HMRC PAYE & NI	£ 233.51
		<b>£ 233.51</b>

## Summary to 30th April 2024 - 1/12ths (8.3%)

	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		£ 150.00	0%	
Community Action Suffolk	£ 30.00		£ 30.00	0%	
Suffolk Preservation Society	£ 30.00		£ 30.00	0%	
Suffolk Wildlife Trust	£ 38.00		£ 38.00	0%	
Open Spaces Society	£ 45.00		£ 45.00	0%	
<b>TOTAL</b>	£ 970.00	£ 625.27	£ 344.73		
<b>Grants</b>					
Holbrook Toddler Group	£ 500.00		£ 500.00	0%	
Suffolk Accident Rescue Service	£ 25.00		£ 25.00	0%	
Holbrook PCC	£ 500.00		£ 500.00	0%	
Holbrook Academy	£ 30.00		£ 30.00	0%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	
Holbrook Pre School Playgroup	£ 200.00		£ 200.00	0%	
P3 Group	£ 60.00		£ 60.00	0%	
Community 1st Responders	£ 100.00	£ -	£ 100.00	0%	
<b>TOTAL</b>	£ 1,465.00		£ 1,465.00		
<b>Salaries and expenses</b>					
Clerk's Salary	£ 11,441.43	£ 908.05	£ 10,533.38	8%	Final spend will depend on the national pay settlement
Employer's NI	£ 324.00	£ 20.71	£ 303.29	6%	
Clerk's expenses	£ 450.00	£ 26.00	£ 424.00	6%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00		£ 300.00	0%	
Community Caretaker Salary	£ 3,866.72	£ 322.23	£ 3,544.49	8%	On target
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 175.00	£ 82.80	£ 92.20	47%	Final Half yearly payroll charge from 23-24
<b>TOTAL</b>	£ 16,757.15	£ 1,359.79	£ 15,397.36		
<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		£ 3,230.00	0%	
Alton Green	£ 480.00		£ 480.00	0%	
Reade Field SCC Grass cutting	£ 1,086.00		£ 1,086.00	0%	
R.Field/Church Green other grass	£ 950.00		£ 950.00	0%	
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		£ 3,000.00	0%	
Playground inspection	£ 202.00		£ 202.00	0%	
Pavilion Maintenance	£ 750.00		£ 750.00	0%	
Gen Maintenance incl.SID & Defib	£ 500.00		£ 500.00	0%	
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
CIL Expenditure	£ -		£ -	N/A	
Fitness classes	£ 2,050.00	£ 75.00	£ 1,975.00	4%	
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
<b>TOTAL</b>	£ 17,616.81	£ 2,196.83	£ 15,419.98	12%	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00		£ 400.00	0%	
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	0%	
Village Hall Hire	£ 535.00		£ 535.00	0%	
Courses and Training	£ 400.00		£ 400.00	0%	
Audit Fees	£ 670.00		£ 670.00	0%	
Neighbourhood Plan Expenses	£ -		£ -	N/A	
Parish Papers	£ 1,942.00	£ 385.00	£ 1,557.00	20%	Cost has increased since the budget was prepared.
Lottery	£ 600.00	£ 41.00	£ 559.00	7%	
Election	£ -		£ -	N/A	
Other admin, inc. IT	£ 600.00		£ 600.00	0%	
<b>TOTAL</b>	£ 6,432.00	£ 734.00	£ 5,698.00	11%	
<b>TOTAL EXPENDITURE</b>	£ 43,240.96	£ 4,915.89	£ 38,325.07	11%	
<b>RESERVES</b>					
Contribution to Bus shelters	£ -		£ -		
Contribution to Lighting	£ -		£ -		
Contribution to Election costs	£ 500.00		£ -		
Contribution to pavilion project	£ 5,000.00		£ -		
<b>TOTAL FOR RESERVES</b>	£ 5,500.00	£ -	£ -		
<b>TOTAL EXPENDITURE INCLUDING FROM RI</b>	£ 48,740.96	£ 4,915.89	£ 38,325.07		
<b>RECEIPTS</b>					
Precept	£ 35,123.00	£ 17,561.50	£ 17,561.50		First half of precept received
VAT	£ 2,600.00		£ 2,600.00		VAT reclaim to be submitted
Football	£ 250.00		£ 250.00		
NS&I interest	£ 15.00		£ 15.00		
Babergh - Community Caretaker grant	£ 3,866.00		£ 3,866.00		
Lottery Income	£ 600.00		£ 600.00		
Advertising	£ 1,300.00		£ 1,300.00		
Other Grants			£ -		
Other	£ -		£ -		
Other	£ -		£ -		
<b>TOTAL INCOME</b>	£ 43,754.00	£ 17,561.50	£ 26,192.50		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESER</b>	-£ 4,986.96	£ 12,645.61			

## **ADDITIONAL COMMENTARY**

The summary and reconciliation include all receipts and payments up to and including 30<sup>th</sup> April 2024 – 1/12<sup>th</sup> of the financial year. For regular payments, such as salaries, this should be approximately 8.3% of the annual expenditure.

## **EXPENDITURE**

**Salary Costs:** a 5% contingency has been included in clerk's salary which will be dependant upon the national pay agreement for 1 April 2024-31<sup>st</sup> March 2025. These agreements have not been reached until 9 months into the year in previous years.

**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.

**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 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 will be submitted over the next few days.