

Summary to 31st March 2024 - (12/12ths: 100%)

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 677.00	£ 617.39	£ 59.61	91%	All subscriptions 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					
Suffolk Accident Rescue Service/East Anglian Air Ambulance	£ 25.00	£ 75.00	-£ 50.00	300%	Additional donation to EAAA
Holbrook Village Hall	£ 300.00	£ 300.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00		£ 30.00	0%	No request for sponsored prize
RBL Poppy Appeal	£ 50.00	£ 50.00	£ -	100%	Poppy Wreath
Holbrook Helpers	£ 500.00	£ 500.00	£ -	100%	
P3 Group	£ 60.00	£ 40.00	£ 20.00	67%	Only £40 required
Responders	£ 100.00	£ 100.00	£ -	100%	
TOTAL	£ 1,565.00	£ 1,565.00	£ -	100%	
Salaries and expenses					
Clerk's Salary	£ 10,612.92	£ 10,896.60	-£ 283.68	103%	Over budget, due to higher national salary increase
Employer's NI	£ 144.00	£ 248.52	-£ 104.52	173%	Over budget due to increase in Nat salary rates
Clerk's expenses	£ 420.00	£ 360.51	£ 59.49	86%	This includes home working allowance and travel
Councillors' expenses (Travel)	£ 100.00	£ 22.50	£ 77.50	23%	
Chairman's allowance	£ 300.00	£ 300.00	£ -	100%	Final quarter paid
Community Caretaker Salary	£ 3,521.96	£ 3,521.95	£ 0.01	100%	
Community Caretaker Expenses	£ 100.00	£ 27.99	£ 72.01	28%	
Salc Payroll	£ 170.57	£ 82.80	£ 87.77	49%	No invoice for second 6 months - will be paid in 24/25
TOTAL	£ 15,369.45	£ 15,460.87	-£ 91.42		
Asset Maintenance and other works					
Footway lighting	£ 5,103.64	£ 6,470.97	-£ 1,367.33	127%	LED balance now paid (expected last fin. year)
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	£ 120.00	£ 40.00	75%	
Reade Field SCC Grass cutting	£ 974.00	£ 1,034.20	-£ 60.20	106%	
Reade Field Other grasscutting and tree work	£ 440.00	£ 1,050.00	-£ 610.00	239%	Tree work needed, donation given to part offset
Reade Field Other maintenance	£ 100.00	£ 21.00	£ 79.00	21%	
Playground	£ 3,000.00	£ 1,636.80	£ 1,363.20	55%	new accessible gate - new slide & log traverse delayed to 24/25, part offset by grant to come in 24/25
Playground inspection	£ 202.00	£ 192.00	£ 10.00	95%	
Pavilion	£ 900.00	£ 468.26	£ 431.74	52%	Small savings on electricity, due to grant received
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%	replacement bin deferred to 24/25
Defibrillator	£ -	£ 3,414.00	-£ 3,414.00	N/A	Offset by grants £1250 & uncontested election savings
Fitness Classes	£ 2,000.00	£ 1,950.00	£ 50.00	98%	Amount per month variable: term time/holidays
Community Self Help Group	£ 250.00	£ 4.98	£ 245.02	2%	Refuse bags
TOTAL	£ 16,258.84	£ 19,844.28	-£ 3,585.44	122%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 427.55	-£ 27.55	107%	Includes HP warranty & Virus Protection and an archive cupboard
Books and reference materials	£ 50.00	£ -	£ 50.00	0%	No purchases this financial year
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	£ 305.00	£ 45.00	87%	new charges come into force next year
Courses and Training	£ 500.00	£ 186.00	£ 314.00	37%	Several free training courses accessed as well as paid
Audit Fees	£ 583.00	£ 638.00	-£ 55.00	109%	All audit fees paid, slightly over budget
Election	£ 1,870.00	£ 179.08	£ 1,690.92	10%	Budget set for possible contested election
Parish Papers	£ 1,449.00	£ 2,055.25	-£ 606.25	142%	All editions paid for, price and size has increased
Lottery	£ 530.00	£ 412.95	£ 117.05	78%	Lottery winners, plus licence fee, transfer from RF A/c
Water Testing equipment from grant		£ 397.72	-£ 397.72	N/A	Water testing equipment from Locality Grant
Other admin & misc expenses/NP printing	£ 260.00	£ 374.01	-£ 114.01	144%	gov.uk name & emails, web hosting & NP printing
TOTAL	£ 7,227.00	£ 5,970.74	£ 1,256.26	83%	
TOTAL EXPENDITURE	£ 41,390.29	£ 43,797.28	-£ 2,406.99	106%	
RESERVES					
Contribution to Bus shelters	£ -		£ -		
Contribution to Lighting	£ -		£ -		
Contribution to Election costs	£ -		£ -		
Contribution to pavilion project	£ 10,000.00		£ -		to be put on earmarked reserves 31/3/24
TOTAL FOR RESERVES	£ 10,000.00	£ -	£ -		
TOTAL EXPENDITURE INCLUDING FROM RESEF	£ 51,390.29	£ 43,797.28	-£ 2,406.99		
RECEIPTS					
Precept	£ 31,930.00	£ 31,930.00	£ -		Fully paid
VAT	£ 5,700.00	£ 5,337.78	-£ 362.22		Vat less than budgeted as additional lighting charge expected 22/3
Football	£ 250.00	£ 250.00	£ -		Fully paid
NS&I interest	£ 15.00	£ 105.35	£ 90.35		One statement only each year - interest received
Babergh - Community Caretaker grant	£ 3,521.96	£ 2,641.47	-£ 880.49		Final quarter not paid in time for end of financial year
Lottery Income	£ 1,020.00	£ 412.95	-£ 607.05		Lottery Income is being paid directly into Reade Field Account now.
Advertising	£ 900.00	£ 1,405.00	£ 505.00		Majority paid, some invoices on hold due to uncertain future of PPs
Other Grants	£ -	£ 1,776.04	£ 1,776.04		Locality Grants for defib and water testing equipment
Other	£ -	£ 1,276.79	£ 1,276.79		Fundraising transferred to RF Account, plus £150 towards tree work
Other	£ -	-£ 1,126.79	-£ 1,126.79		Transferred to Reade Field Account
TOTAL INCOME	£ 43,336.96	£ 44,008.59	£ 671.63		
INC LESS EXP & CONTRIBUTION TO RESERVES	-£ 8,053.33	£ 211.31			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31st March 2024. Due to the bank holidays at the end of March, all transactions stopped on 28th and it has not been possible to obtain a bank statement dated 31st March 2024. A bank statement has been downloaded on 8th April to verify the balance at 31st March.

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. However, the remaining charges for installing LED lighting have now been paid from this budget line. When the 23/24 budget was prepared it was believed that the balance of the LED project would be charged in the 22/23 financial year.

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. It is hoped that a new editor will be found to retain the income of the advertisers.

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. However, there will be no charge in 24/25

Audit Fees: budget is £55 overspent.

Election costs: we budgeted for the contingency of 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 be reallocated towards the balance of the defibrillator.

Salaries: The NJC salary agreement for salaries from 1st April 2023 was finally agreed and was 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. There is no indication of how much the increase for 24/25 will be.

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

Grants: A grant was agreed to EAAA in memory of Mr. P.Goodchild, who was the community caretaker for many years.

Pavilion: there is a slight surplus here, due to a grant for electricity. However, the agreement has expired and a new agreement is currently being sought.

Lottery – we have paid the lottery income into the Reade Field Account and have now transferred the prize money expenditure to the Treasurer's account

Trees – remedial work was required for a tree on the Reade Field. Further work may be required and there is a small budget in the 24/25 budget to carry out work. We received a donation of £150 towards the work on the oak.

Accessible Gate – the second accessible gate has been installed.

INCOME

Precept: Fully paid for 23/24. The first half of the precept for 24/25 has also now been received and will be reflected in the reconciliation for April.

VAT: VAT claim for 22/23 paid in full. At the time of budgeting the final LED lighting charge was anticipated to be paid in 22/23 financial year, but it has been received in the 23/24 financial year.

Babergh – Community Caretaker Grant: we have only received 3 quarters of the grant for the Community Caretaker. Payments seem to have been quite late this year and therefore the final payment, when received, will be included in the 24/25 accounts.

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. Funds can be paid directly in the Reade Field Account now that we have a paying in book for that account. There is a separate income spreadsheet for the Reade Field Account in the Receipts and Payments Cash Book. The £150 donation towards tree work is included in this budget line..

Football: Fully paid

Advertising: the majority of the regular advertisers have paid their annual advertising fee. A couple of advertisers started in January and would have been invoiced when their next 12 month period starts. However, invoices won't be issued for the full year until we know what will happen with the Parish Papers. There is one outstanding invoice which has been followed up. 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 (£1,000) and from District Councillor Mary McLaren (£250). A locality grant from County Cllr Simon Harley has also been received for HPC's Greener Holbrook Greener World group to purchase water testing equipment to test the quality of the water in the Stour and Orwell (£526.04) A small team of volunteers from the GHGW group will carry out regular testing until the end of October 2024. There will be a small amount of the grant left to carry forward as earmarked reserves.

Jo Hazlewood

RFO

April 2024