

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 19<sup>th</sup> August 2024**

**Details of expenditure for the period to 31<sup>st</sup> July inclusive**

Date	Payee	Amount
20.06.24	Eventbrite - NALC training – (Debit Card)	£ 39.22
21.06.24	Amazon – Punched poly pockets (Debit Card)	£ 6.99
21.06.24	Amazon – DL Envelopes (Debit Card)	£ 6.99
21.06.24	Staples – Printer and photocopy paper (Debit Card)	£ 24.99
21.06.24	Mayor Enterprises Ltd.- stationery (Debit Card)	£ 11.40
25.06.24	ICO – annual registration (Direct Debit)	£ 35.00
09.07.24	Microsoft – renewal of annual Microsoft software (Debit Card)	£ 59.99
15.07.24	Mrs J M Hazlewood – Clerk’s Expenses & Stationery (BACs)	£ 37.99
15.07.24	Mrs J M Hazlewood – Clerk’s Salary January (BACs)	£ 726.45
15.07.24	HMRC – PAYE & Employer’s NI (BACs)	£ 233.51
15.07.24	Vertas - Grounds Maintenance (BACs)	£ 284.40
15.07.24	M & D Cordle – Alton Green Grass Cutting (BACs)	£ 240.00
15.07.24	Babergh District Council – Dog & Waste Bin emptying	£ 3,229.20
15.07.24	EON. Next – pavilion electricity (DD)	£ 18,28
15.07.24	Mark Thompson – fitness classes (BACs)	£ 200.00
15.07.24	Lottery 1 <sup>st</sup> Prize (BACs)	£ 21.50
15.07.24	Lottery 2 <sup>nd</sup> Prize (BACs)	£ 12.90
15.07.24	Lottery 3 <sup>rd</sup> Prize (BACs)	£ 8.60

<b>BANK RECONCILIATION</b>		
<b>Year to 31st July(Reade Field A/C to 1st Aug)</b>		
<b>Lloyds Bank</b>		
	Opening Balance 01/04/24	£ 54,292.79
	Receipts (less interest included below)	£ 31,438.41
	<b>Total Receipts</b>	<b>£ 85,731.20</b>
	Less payments 23/24	£ -
	Less payments 24/25	£ 33,527.00
	<b>Receipts less payments</b>	<b>£ 52,204.20</b>
	Balance on statement No.84	£ 52,506.51
	Outstanding payments	£ 302.31
		<b>£ 52,204.20</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	£ 3,965.99
	Add interest	£ 4.10
	Add receipts	£ 60.00
	Balance on Statement 77	<b>£ 4,030.09</b>
<b>Total Funds</b>		<b>£ 69,956.00</b>
<b>Outstanding cheques/outstanding payments</b>		
	HMRC	£ 202.31
	2706	£ 100.00
		<b>£ 302.31</b>

## Summary to 31st July 4/12ths = 33.3%

	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	£ 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	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 not yet cashed
<b>TOTAL</b>	<b>£ 1,465.00</b>	<b>£ 825.00</b>	<b>£ 640.00</b>		
<b>Salaries and expenses</b>					
Clerk's Salary	£ 11,441.43	£ 3,632.20	£ 7,809.23	32%	Final spend will depend on the national pay settlement
Employer's NI	£ 324.00	£ 82.84	£ 241.16	26%	
Clerk's expenses	£ 450.00	£ 145.22	£ 450.00	32%	
Councillors' expenses (Travel)	£ 100.00		£ 25.00	75%	
Chairman's allowance	£ 300.00	£ 75.00	£ 225.00	25%	First payment to be paid in June
Community Caretaker Salary	£ 3,866.72	£ 966.69	£ 2,900.03	25%	Offset by cleansing grant
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>	<b>£ 16,757.15</b>	<b>£ 4,984.75</b>	<b>£ 11,772.40</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	£ 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%	Offset by grant of £10,000
Playground inspection	£ 202.00		£ 202.00	0%	
Pavilion Maintenance	£ 750.00	£ 125.42	£ 624.58	17%	
Gen Maintenance incl.SID & Defib	£ 500.00	£ 500.00	£ -	100%	Cost of strimmer - half offset by locality grant
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
CIL Expenditure	£ -		£ -	N/A	
Fitness classes	£ 2,050.00	£ 675.00	£ 1,375.00	33%	Expecting fee for cleaning from the Academy.
Community Self Help Scheme	£ 100.00		£ 100.00	0%	Invoice pending
<b>TOTAL</b>	<b>£ 17,616.81</b>	<b>£ 25,341.45</b>	<b>-£ 7,724.64</b>	<b>144%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00	£ 151.32	£ 248.68	38%	
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	£ 40.00	£ 495.00	7%	Invoice to August pending
Courses and Training	£ 400.00	£ 81.22	£ 318.78	20%	1 course
Audit Fees	£ 670.00	£ 220.00	£ 450.00	33%	Internal Audit - External Audit included in Aug payments
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	£ 190.00	£ 410.00	32%	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
<b>TOTAL</b>	<b>£ 6,432.00</b>	<b>£ 1,424.53</b>	<b>£ 5,007.47</b>	<b>22%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 43,240.96</b>	<b>£ 33,527.00</b>	<b>£ 9,713.96</b>	<b>78%</b>	
<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>	<b>£ 5,500.00</b>	<b>£ -</b>	<b>£ -</b>		
<b>TOTAL EXPENDITURE INCLUDING FROM RI</b>	<b>£ 48,740.96</b>	<b>£ 33,527.00</b>	<b>£ 9,713.96</b>		
<b>RECEIPTS</b>					
	Agreed	Received to date	Remaining	Notes	
Precept	£ 35,123.00	£ 17,561.50	£ 17,561.50	First half of precept received	
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		
Babergh - Community Caretaker grant	£ 3,866.00	£ 880.49	£ 2,985.51	This is the last quarter from 23/24	
Lottery Income	£ 600.00		£ 600.00		
Advertising	£ 1,300.00		£ 1,300.00		
Other Grants		£ 10,000.00	-£ 10,000.00	Grant for new & replacement play equipment	
Other	£ -		£ -		
Other	£ -		£ -		
<b>TOTAL INCOME</b>	<b>£ 43,754.00</b>	<b>£ 31,438.41</b>	<b>£ 12,315.59</b>		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESER</b>	<b>-£ 4,986.96</b>	<b>-£ 2,088.59</b>			

## ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31<sup>st</sup> July 2024 – 4/12<sup>th</sup> of the financial year. For regular payments, such as salaries, this should be he

### EXPENDITURE

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

**Grants:** the grant to the First Responders has not yet been cashed and is being chased up

**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 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 - hopefully some of the cost will be met by new advertising. The indication is that the budget will be overspent. The cost of the June/July edition of the Parish Papers was agreed at the May meeting although the invoice for this has only just been received

**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 he end of September.

**Cleansing Grant:** a payment has been received for the final quarter of 23/24. Notification has been received that the whole of the grant for 24/25 will shortly be paid into HPC's account and this will be reflected in next month's summary.

**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 1<sup>st</sup> August and the first lottery tickets have been purchased by BACs

**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.