

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 16<sup>th</sup> June 2025**

**Details of expenditure for the period to 31<sup>st</sup> May 2025**

<b>Date</b>	<b>Payee</b>	<b>Amount</b>
20.05.25	Mrs J M Hazlewood – Expenses including travel (BACs)	£ 77.55
20.05.25	Mrs J M Hazlewood – Salary (BACs)	£ 771.60
20.05.25	Community Caretaker – Salary (BACs)	£ 357.32
20.05.25	J Ambrose – Chairman’s Allowance (SO)	£ 26.73
20.05.25	HMRC (to be paid 5.6.25) PAYE & Employers NI (BACs)	£ 268.34
20.05.25	Vertas – Grass cutting contract (BACs)	£ 317.11
20.05.25	Heelis & Lodge – Internal Audit fee (BACs)	£ 260.00
20.05.25	EON Next – pavilion electricity (DD)	£ 50.27
20.05.25	Lloyds Bank charges (DD)	£ 5.25
20.05.25	M. Holmes – timer for Swift Boxes (GHGW) BACs	£ 7.90
20.05.25	SARS – grant (BACs)	£ 25.00
20.05.25	SLCC – training (BACs)	£ 36.00
20.05.25	CAS – Subscription (BACs)	£ 30.00
20.05.25	Suffolk Preservation Society – Grant (BACs)	£ 30.00
20.05.25	Open Spaces – subscription (BACs)	£ 45.00
20.05.25	Holbrook PCC – grant (BACs)	£ 500.00
20.05.25	Stutton & Holbrook First Responders – grant (BACs)	£ 100.00
20.05.25	Holbrook Toddler Group – grant (BACs)	£ 500.00
20.05.25	Headway – grant (BACs)	£ 50.00
20.05.25	Citizens Advice Bureau – grant (BACs)	£ 50.00
20.05.25	M. Thompson – Fitness classes (BACs)	£ 175.00
20.05.25	Holbrook Methodist Chapel – meeting hall costs (BACs)	£ 40.00
20.05.25	Lottery 1 <sup>st</sup> prize (BACs)	£ 23.25
20.05.25	Lottery 2 <sup>nd</sup> prize (Cheque)	£ 13.95
20.05.25	Lottery 3 <sup>rd</sup> prize (BACs)	£ 9.30

**BANK RECONCILIATION to 31ST MAY 2025**

<b>Lloyds Bank Community Account</b>		
Opening Balance 01/04/24	£	56,429.84
Receipts (less interest included below)	£	32,041.62
<b>Balance transfer from NS &amp; I</b>	<b>£</b>	<b>13,907.52</b>
<b>Totals</b>	<b>£</b>	<b>102,378.98</b>
Less payments 24/25	£	23.25
Less payments 25/26	£	19,697.35
Transfer from Community A/c to Deposit	£	20,000.00
	£	39,720.60
<b>Receipts less payments</b>	<b>£</b>	<b>62,658.38</b>
Balance on statement No.94	£	62,926.72
Outstanding payments	£	268.34
	<b>£</b>	<b>62,658.38</b>
<b>NS &amp; I Account</b>		
Balance at 01/04/24	£	13,907.52
Transferred to Community Account	-£	13,907.52
Balance on final statement	<b>£</b>	<b>-</b>
<b>Lloyds Bank Reade Field Account</b>		
Opening Balance 01/03/25	£	5,099.67
Add interest	£	3.49
Add receipts		
Balance on Statement 87	<b>£</b>	<b>5,103.16</b>
<b>Lloyds Bank Investment Account</b>	<b>£</b>	<b>67,761.54</b>
Deposit Account Balance 01.05.25	<b>£</b>	<b>10,021.49</b>
Add interest/deposits	£	10,042.14
Balance on Statement 2	<b>£</b>	<b>20,063.63</b>
	<b>£</b>	<b>87,825.17</b>
<b>Outstanding payments</b>		
:	£	268.34
	<b>£</b>	<b>268.34</b>

Summary to 31st May 2025 2/12th = 16.7%

	Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>					
SALC	£ 651.00	£ 640.23	£ 10.77	98%	
Society of Local Council Clerks	£ 188.00		£ 188.00	0%	
Community Action Suffolk	£ 30.00	£ 30.00	£ -	100%	
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	
<b>TOTAL</b>	<b>£ 982.00</b>	<b>£ 783.23</b>	<b>£ 198.77</b>		
<b>Grants</b>					
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	
Citizen's Advice Bureau	£ 50.00	£ 50.00	£ -	100%	
Headway	£ 50.00	£ 50.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00		£ 30.00	0%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	
P3 Group	£ 60.00		£ 60.00	0%	
Community 1st Responders	£ 100.00	£ 100.00	-£ 40.00	100%	
Holbrook Toddler Group	£ 500.00	£ 500.00	-£ 400.00	500%	
<b>TOTAL</b>	<b>£ 1,365.00</b>	<b>£ 1,225.00</b>	<b>-£ 300.00</b>		
<b>Salaries and expenses</b>					
Clerk's Salary	£ 11,864.58	£ 1,929.20	£ 9,935.38	16%	
Employer's NI	£ 968.00	£ 164.28	£ 803.72	17%	
Clerk's expenses	£ 450.00	£ 92.06	£ 450.00	20%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00	£ 66.66	£ 233.34	22%	
Community Caretaker Salary	£ 4,126.98	£ 687.84	£ 3,439.14	17%	
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 180.00	£ 82.80	£ 97.20	46%	6 months payroll services
<b>TOTAL</b>	<b>£ 18,089.56</b>	<b>£ 3,022.84</b>	<b>£ 15,066.72</b>		
<b>Asset Maintenance and other works</b>					
Footway lighting	£ 2,304.00	£ 1,989.20	£ 314.80	86%	Fully paid - surplus
Waste / Dog bin emptying	£ 3,876.00		£ 3,876.00	0%	
Alton Green	£ 504.00		£ 504.00	0%	
Reade Field SCC Grass cutting	£ 1,223.00	£ 317.11	£ 905.89	26%	
R.Field/Church Green other grass	£ 950.00	£ 53.00	£ 897.00	6%	Plants for memorial on Church Green
Reade Field Other maintenance	£ 160.00		£ 160.00	0%	
Tree Work	£ 1,000.00		£ 1,000.00	0%	
Playground Renewals & Mainten.	£ 3,000.00	£ 10,394.40	-£ 7,394.40	346%	To be partly offset by grant - charge for markings to come
Playground inspection	£ 202.00		£ 202.00	0%	
Pavilion Maintenance	£ 750.00	£ 96.00	£ 654.00	13%	Water & LX (no invoice received from Anglian Water, DD taken)
Gen Maintenance incl.SID & Defib	£ 500.00		£ 500.00	0%	
Benches, bins, noticeboards	£ 200.00	£ 91.35	£ 108.65	46%	Materials for new noticeboard Reade Road end Reade Field
GHGW	£ 150.00	£ 7.90	£ 142.10	5%	
Fitness classes	£ 2,075.00	£ 325.00	£ 1,750.00	16%	
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
<b>TOTAL</b>	<b>£ 16,994.00</b>	<b>£ 13,273.96</b>	<b>£ 3,720.04</b>	<b>78%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00	£ 23.48	£ 376.52	6%	
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 1,000.00	£ 374.04	£ 625.96	37%	Pavilion Insurance. HPC general insurance due 1.10.25
Information Commissioner	£ 45.00		£ 45.00	0%	
Hall Hire	£ 530.00	£ 40.00	£ 490.00	8%	
Courses and Training	£ 400.00	£ 36.00	£ 364.00	9%	
Audit Fees	£ 670.00	£ 260.00	£ 410.00	39%	Internal Audit fees paid - External Audit fees to come
Water testing equipment	£ 356.00		£ 356.00	N/A	
Parish Papers	£ 3,200.00	£ 556.00	£ 2,644.00	17%	
Lottery	£ 600.00	£ 83.70	£ 516.30	14%	
Youth Parish Council	£ 200.00		£ 200.00	N/A	
Bank Charges	£ 60.00	£ 10.00	£ 50.00	17%	
Other admin, inc. IT	£ 500.00	£ 9.10	£ 490.90	2%	
<b>TOTAL ADMINISTRATION</b>	<b>£ 8,011.00</b>	<b>£ 1,392.32</b>	<b>£ 6,618.68</b>	<b>17%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 45,441.56</b>	<b>£ 19,697.35</b>	<b>£ 25,304.21</b>	<b>43%</b>	
<b>RESERVES</b>					
Contribution to Election costs	£ 500.00		£ 500.00	0%	
Contribution to pavilion project	£ 5,000.00		£ 5,000.00	0%	
<b>TOTAL FOR RESERVES</b>	<b>£ 5,500.00</b>	<b>£ -</b>	<b>£ -</b>		
<b>TOTAL EXPENDITURE INCLUDING FROM RI</b>	<b>£ 50,941.56</b>	<b>£ 17,689.12</b>	<b>£ 25,304.21</b>		
<b>RECEIPTS</b>					
	Agreed	Received to date	Remaining	Notes	
Precept	£ 37,500.00	£ 18,750.00	£ 18,750.00	Half precept paid - second payment due September	
VAT	£ 6,163.00	£ 4,473.62	£ 1,689.38	Budget included VAT on basketball court, invoice not received 24/5	
CIL funding	£ -		£ -		
Football	£ 370.00	£ 90.00	£ 280.00		
NS&I interest	£ 15.00		£ 15.00	Bank Account now closed - interest transferred to Community A/C	
Grant for Community Caretaker	£ 4,126.98		£ 4,126.98		
Lottery Income	£ 600.00		£ 600.00	To offset prize money	
Advertising	£ 2,000.00	£ 66.00	£ 1,934.00		
Grants	£ -		£ -	Grant awaited for re-surfacing the basketball court	
Other	£ 150.00	£ 8,662.00	-£ 8,512.00		
Other	£ -		£ -		
<b>TOTALS</b>	<b>£ 50,924.98</b>	<b>£ 32,041.62</b>	<b>£ 18,883.36</b>		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESER</b>	<b>-£ 16.58</b>	<b>£ 14,352.50</b>			

## **Additional Commentary**

The summary and reconciliation include all receipts and payments up to the end of the financial year ending on 31<sup>st</sup> May 2025

### **EXPENDITURE**

**Subscriptions:** Most subscriptions now paid, SLCC to be paid in June

**Grants:** most grants now paid – some will be paid later in the year

**Salary Costs:** two months' pay included

**Payroll costs:** 6 months' payroll charges, a further 6 months to come

**Street Lighting:** Fully paid – surplus in budget.

**Dog & Waste Bin emptying:** charges still to come

**Parish Papers:** 1 edition paid, the 2<sup>nd</sup> to be paid in June

**Grass Cutting:** First quarter of contract grass cutting charge paid – Alton Green to come in June

**Playground Renewals and Maintenance:** basketball court surface. The work for lines is still outstanding and will be invoiced on completion.

**Pavilion Maintenance:** as well as any essential maintenance costs, this includes water and electricity.

### **INCOME**

**Precept:** the first half of the precept has been received.

**Cleansing Grant:** awaiting payment of the cleansing grant for the Community Caretaker role.

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

**Football:** The Veterans Team have paid for additional hires

**Reade Field Account:** Lottery income is mainly being paid into this account directly.

**Other Grants:** Grant from Babergh received for basketball surface

**NS&I Account:** this account has now been closed and some additional interest has been received

**Advertising:** two one-off ads paid for

Jo Hazlewood- RFO, 9<sup>th</sup> June 2025