Holbrook Parish Council
Responsible Financial Officer's Report to meeting 20th July 2026

Details of expenditure for the period to 30th June 2026

Date	Payee	Amount
10.06.26	Amazon – Black refuse sacks for Caretaker (Debit Card)	£ 17.98
15.06.26	Mrs J M Hazlewood – expenses & printing ink (BACs)	£ 48.57
15.06.26	Mrs J M Hazlewood – salary (BACs)	£ 798.29
15.06.26	Mrs S Simmonds – Community Caretaker salary (BACs)	£ 358.00
15.06.26	Mr J Ambrose – Chairman's Allowance (BACs)	£ 20.13
15.06.26	HMRC – PAYE & NI – to be paid 05.07.26 (BACS)	£ 299.93
15.06.26	M & D Cordle – Alton Green grass cutting (BACs)	£ 288.00
15.06.26	Lloyds Bank – Bank charges (paid 19.06.26) DD	£ 4.25
15.06.26	Babergh District Council – Lottery Licence fee (BACs)	£ 20.00
15.06.26	E-On Next – pavilion electricity (DD)	£ 18.62
15.06.26	Seale – Printing of Parish Papers (BACs)	£ 600.00
15.06.26	SLCC – Membership (BACs)	£ 200.00
15.06.26	Holbrook Village Hall – hall hire (BACs)	£ 29.00
15.06.26	M. Thompson – Fitness classes (BACs)	£ 180.00
15.06.26	Lottery Winners June – cheques 2729, 2731	£ 27.30
15.06.26	Postage – British Library, depositing Parish Papers, (DD)	£ 4.25

INCOME to COMMUNITY ACCOUNT to 30th JUNE 2026

Date	Received from	Amount
04.06.26	L Holmes – advertisement in PPs	£ 16.50
05.06.26	J Matthews, Holbrook Fireworks advertisement in PPs	£ 33.00
08.06.26	The Swan Inn, advertisement in PPs	£ 66.00
17.06.26	L & M Ling, advertisement in PPs	£ 66.00

INCOME TO READE FIELD ACCOUNT to 30TH JUNE 2026

Date	Received from	Amount
09.06.26	Interest	£ 14.05

INTEREST TO INVESTMENT ACCOUNT to 31st May

Date	Received from	Amount
30.06.36	Interest	£ 47.64

BANK RECONCILIATION TO 30th JUNE 2026

Opening Balance 01/04/2026	£	50,455.48
Receipts (less interest below)	£	27,980.37
Totals	£	78,435.85
Less Payments 25/26	£	-
Less Payments 26/27	£	12,682.87
Less Transfer to Reade Field Account	£	10,000.00
Receipts less payments	**£**	**55,752.98**
Balance on statement No. 107	£	56,052.91
Outstanding Payments	£	299.93
To agree with receipts less payments	**£**	**55,752.98**
Reade Field Instant Access A/C		
Balance brought forward 01/06/2026	£	35,369.32
Add Interest	£	14.05
Add Receipts		
Balance on statement 100	£	35,383.37
Lloyds Bank Fixed Term Investmt A/C		
Balance brought forward 01/06/2026	£	20,620.36
Add Interest	£	47.64
Add deposits		
Balance on statement No. 15	£	20,668.00
Total Resources at 30.04.26	£	111,804.35
Outstanding Payments		
HMRC	£	299.93
Total outstanding payments	£	299.93

Summary to 30th June 2026 3/12ths - 25%

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 674.00	£ 658.85	£ 15.15	98%	All paid
Society of Local Council Clerks	£ 200.00	£ 200.00	£ -	100%	
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%	
TOTAL	£ 1,017.00	£ 1,001.85	£ 15.15		
Grants					
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	All paid with exception from additional P3 and poppy wreath
Citizen's Advice Bureau	£ 50.00	£ 50.00	£ -	100%	
Headway	£ 50.00	£ 50.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	
P3 Group	£ 60.00	£ 25.00	£ 35.00	42%	
Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	
Holbrook Toddler Group	£ 250.00	£ 250.00	£ -	100%	
TOTAL	£ 1,085.00	£ 1,000.00	£ 85.00		
Salaries and expenses					
Clerk's Salary	£ 12,334.00	£ 2,993.67	£ 9,340.33	24%	3 months salary
Employer's NI	£ 1,150.00	£ 261.39	£ 888.61	23%	3 months Employer's NI
Clerk's expenses	£ 450.00	£ 127.95	£ 450.00	28%	Home working allowance plus travel
Councillors' expenses (Travel)	£ 60.00		£ 60.00	0%	
Chairman's allowance	£ 400.00	£ 99.99	£ 300.01	25%	3 months
Community Caretaker Salary	£ 4,296.00	£ 1,074.00	£ 3,222.00	25%	3 months
Community Caretaker Expenses	£ 100.00	£ 17.98	£ 82.02	18%	Black refuse sacks
Salc Payroll	£ 267.00		£ 267.00	0%	
TOTAL	£ 19,057.00	£ 4,574.98	£ 14,482.02		
Asset Maintenance and other works					
Footway lighting	£ 2,089.00	£ 1,975.02	£ 113.98	95%	Fully paid
Waste / Dog bin emptying	£ 4,079.00		£ 4,079.00	0%	The price is increasing, but we should have a credit from last year.
Alton Green	£ 572.00	£ 288.00	£ 284.00	50%	One grass cut carried out - one further cut in September
Reade Field SCC Grass cutting	£ 1,334.00	£ 348.83	£ 985.17	26%	10% increase in charges
R.Field/Church Green other grass	£ 700.00	£ 180.00	£ 520.00	26%	
Reade Field Other maintenance	£ 150.00		£ 150.00	0%	
Tree Work	£ 1,000.00		£ 1,000.00	0%	Awaiting invoice for tree work on Reade Field
Playground Renewals & Mainten.	£ 3,000.00	£ 462.00	£ 2,538.00	15%	Full service of the zip wire
Playground inspection	£ 180.00		£ 180.00	0%	Inspection carried out - still awaiting invoice
Pavilion Maintenance	£ 550.00	£ 108.86	£ 441.14	20%	Currently water and LX - PAT testing to come
Gen Maintenance incl.SID & Defib	£ 1,648.00	£ 52.70	£ 1,595.30	3%	Memorial shrubs and plants & planter outside the Coop
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
GHGW	£ 150.00		£ 150.00	0%	
Fitness classes	£ -	£ 450.00	-£ 450.00		The grant was received at the end of last year & is held in reserves
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
TOTAL	£ 15,752.00	£ 3,865.41	£ 11,886.59	25%	
Administration					
Stationery/Office Supplies/Books	£ 450.00	£ 50.42	£ 399.58	11%	Printing ink, laminating pouches, files etc.
Insurance	£ 1,000.00	£ 414.23	£ 585.77	41%	Pavilion Insurance paid, general insurance due 1.10.26
Information Commissioner	£ 47.00	£ 47.00	£ -	100%	Fully paid by DD
Hall Hire	£ 480.00	£ 92.00	£ 388.00	19%	Includes hire of Methodist Chapel for GHGW meetings
Courses and Training	£ 400.00		£ 400.00	0%	
Audit Fees	£ 670.00	£ 285.00	£ 385.00	43%	External Audit fees to come
Water testing	£ 30.00		£ 30.00	0%	
Parish Papers	£ 3,500.00	£ 1,187.00	£ 2,313.00	34%	2 editions paid for
Lottery	£ 500.00	£ 125.30	£ 374.70	25%	3 months prize money + licence fee
Youth Parish Council	£ 200.00		£ 200.00	0%	
Bank Charges	£ 60.00	£ 13.25	£ 46.75	22%	Basic cost £4.25 p.m.: additional charges for cheques and deposits
Other admin, inc. IT	£ 350.00	£ 26.43	£ 323.57	8%	APM Refreshments/postage to British Library & PEB film refreshments
TOTAL ADMINISTRATION	**£ 7,687.00**	**£ 2,240.63**	**£ 5,446.37**	29%	
TOTAL EXPENDITURE	**£ 44,598.00**	**£ 12,682.87**	**£ 31,915.13**	28%	
RESERVES					
Contribution to Election costs	£ 500.00		£ 500.00	0%	To be included in earmarked reserves at 31.3.27
Contribution to pavilion project	£ 10,000.00		£ 10,000.00	0%	To be included in earmarked reserves at 31.3.27
TOTAL FOR RESERVES	**£ 10,500.00**	**£ -**	**£ -**		
TOTAL EXPENDITURE INCLUDING RESERVES	**£ 55,098.00**				

RECEIPTS	Agreed	Received to date	Remaining	Notes
Precept	£ 39,000.00	£ 19,500.00	£ 19,500.00	First half of precept
VAT	£ 3,500.00	£ 3,620.99	-£ 120.99	VAT claim fully paid
CIL funding	£ -	£ 4,467.88	-£ 4,467.88	Neighbourhood CIL received April 26 - to be earmarked for infrastructure
Football	£ 300.00		£ 300.00	
Interest	£ 600.00		£ 600.00	Combination of Investment A/C and Reade Field A/C & entered at year end
Grant for Community Caretaker	£ 2,148.00		£ 2,148.00	
Lottery Income	£ 950.00		£ 950.00	To be paid into Reade Field Account to accrue interest
Advertising	£ 1,356.00	£ 181.50	£ 1,174.50	Some advertising income to date
Grants			£ -	
Other		£ 210.00	-£ 210.00	Paid by Lloyds Bank in respect of complaint
Other			£ -	
TOTALS	£ 47,854.00	£ 27,980.37	£ 19,873.63	
INC LESS EXP & CONTRIBUTION TO RESERV	-£ 7,244.00	£ 27,980.37		

Additional Commentary
The summary and reconciliation include all receipts and payments up to 30th June 2026, equivalent to 25% of the annual budget

EXPENDITURE
Subscriptions: All subscriptions paid

Grants: The majority of grants have now been paid, additional P3 Group funding and Poppy Wreath outstanding.

Salary Costs: 3 months salary – Community Caretaker has increased in line with National Minimum Wage increase; awaiting outcome of national negotiations re percentage cost of living increase for clerk's salary.

Payroll costs: invoice awaited

Street Lighting: Fully paid – small surplus in budget.

Dog & Waste Bin emptying: invoice awaited which will be reduced by refunding the overpayment from last year.

Parish Papers: 2 editions paid for – 4 more to come

Grass Cutting: First quarter contract grass cutting paid for – the company raised their charges by 10%. 1st invoice for additional grass cutting (Reade Field and Church Green) paid

Alton Green: The first of two cuts has been carried out for Alton Green

Playground Renewals and Maintenance: cost of service of zip wire paid. Awaiting invoice for playground inspection

Pavilion Maintenance: as well as any essential maintenance costs, the budget set includes water and electricity and annual PAT testing.

Firness Classes: we received a community grant at the end of 25/26 to continue the Fitness Classes at Holbrook Academy. The grant is being held in reserves. The classes will have to be self funding once the grant has run out at the end of March 2027.

Bank Charges: The basic monthly charge for the Community Account is £4.25 per month, plus .50p for all cheque transactions and cheque and cash deposits.

INCOME
Precept: half the annual precept received

Cleansing Grant: still to receive 50% of the cost of the Community Caretaker

VAT: a Vat claim has been received in full

Football: invoices will be sent out towards the end of the financial year

Reade Field Account: Monthly interest received

Other Grants: Neighbourhood CIL funds have been received to be spent on infrastructure. £4.467.88

Fixed Term Investment Account: monthly interest is added to the account

Advertising: a few one-off ads to be invoiced and paid – annual invoices become due in October.

Other Income: a small amount of income was received from Lloyds Bank in compensation of a complaint made and some lengthy negotiations.

Jo Hazlewood- RFO
07.07.26