Holbrook Parish Council
Responsible Financial Officer's Report to meeting 17th August 2026

Details of expenditure for the period to 31st July 2026

Date	Payee	Amount
16.06.26	Cooperative Stores – refreshments for PEB film (debit card)	£ 3.25
17.06.26	Amazon – Laminating pouches (debit card)	£ 9.95
23.06.26	Information Commissioners Office – Annual registration (direct debit)	£ 47.00
29.06.26	Cooperative Stores – compost for planter (debit card)	£ 4.50
17.07.26	Amazon – Hydraulic Shock Absorber for RF accessible gate (debit card)	£ 15.62
20.07.26	Vertas – contract grass cutting (BACs)	£ 348.83
20.07.26	Holbrook Village Hall – Meeting hall hire (BACs)	£ 29.00
20.07.26	SWARCO – 3 year maintenance contract for SID (BACs)	£ 973.34
20.07.26	E-ON Next – Electricity for pavilion (direct debit)	£ 17.94
20.07.26	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 42.74
20.07.26	Mrs J M Hazlewood – Salary (BACs)	£ 798.29
20.07.26	Community Caretaker Salary (BACs)	£ 358.00
20.07.26	J Ambrose – Chairman's allowance (BACs)	£ 19.73
20.07.26	HMRC – PAYE & Employer's NI (BACs – to be paid 05.08.26)	£ 300.33
09.07.26	Renewal of Microsoft 365 (paid by debit card)	£ 84.99
19.07.26	Lloyds Bank Charges – (paid by direct debit)	£ 4.25
20.07.26	M. Thompson – Fitness classes (BACs)	£ 300.00
20.07.26	O. Abbott – tree work on Reade Field (BACs)	£ 380.00
20.07.26	O. Abbott – grass maintenance Reade Field & Church Green (BACs)	£ 170.00
20.07.26	Lottery prizes - July	£ 39.00
20.07.26	PKF Littlejohn LLP – External Audit Fee (BACs)	£ 378.00

INCOME to COMMUNITY ACCOUNT to 31st JULY 2026

Date	Received from	Amount
13.07.26	Babergh DC – Grant for 50 % cost of Community Caretaker	£ 2,147.99

INCOME TO READE FIELD ACCOUNT to 31st JULY 2026

Date	Received from	Amount
09.07.26	Interest	£ 14.54

INTEREST TO INVESTMENT ACCOUNT to 31st JULY 2026

Date	Received from	Amount
31.07.26	Interest	£ 46.20

BANK RECONCILIATION TO 31st JULY 2026

Opening Balance 01/04/2026	£	50,455.48
Receipts (less interest below)	£	30,128.36
Totals	£	80,583.84
Less Payments 25/26	£	-
Less Payments 26/27	£	16,986.47
Less Transfer to Reade Field Account	£	10,000.00
Receipts less payments	£	53,597.37
Balance on statement No. 108	£	53,897.70
Outstanding Payments	£	300.33
To agree with receipts less payments	**£**	**53,597.37**
Reade Field Instant Access A/C		
Balance brought forward 01/07/2026	£	35,383.37
Add Interest	£	14.54
Add Receipts		
Balance on statement 101	£	35,397.91
Lloyds Bank Fixed Term Investmt A/C		
Balance brought forward 01/07/2026	£	20,668.00
Add Interest	£	46.20
Add deposits		
Balance on statement No.	£	20,714.20
Total Resources at 30.04.26	£	109,709.48
Outstanding Payments		
HMRC	£	300.33
Total outstanding payments	£	300.33

Summary to 31st July 2026 4/12ths - 33.3%					
	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	£ 3,991.56	£ 8,342.44	32%	3 months salary
Employer's NI	£ 1,150.00	£ 348.52	£ 801.48	30%	3 months Employer's NI
Clerk's expenses	£ 450.00	£ 153.95	£ 450.00	34%	Home working allowance plus travel
Councillors' expenses (Travel)	£ 60.00	£ -	£ 60.00	0%	
Chairman's allowance	£ 400.00	£ 133.32	£ 266.68	33%	3 months
Community Caretaker Salary	£ 4,296.00	£ 1,432.00	£ 2,864.00	33%	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	£ 6,077.33	£ 12,979.67		
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	£ 697.66	£ 636.34	52%	10% increase in charges
R.Field/Church Green other grass	£ 700.00	£ 350.00	£ 350.00	50%	
Reade Field Other maintenance	£ 150.00	£ 15.62	£ 134.38	10%	
Tree Work	£ 1,000.00	£ 380.00	£ 620.00	38%	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	£ 126.80	£ 423.20	23%	Currently water and LX - PAT testing to come
Gen Maintenance incl.SID & Defib	£ 1,648.00	£ 1,043.83	£ 604.17	63%	Memorial shrubs and plants & planter outside the Coop
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
GHGW	£ 150.00		£ 150.00	0%	
Fitness classes	£ -	£ 750.00	-£ 750.00		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	£ 6,088.93	£ 9,663.07	39%	
Administration					
Stationery/Office Supplies/Books	£ 450.00	£ 63.91	£ 386.09	14%	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	£ 150.00	£ 330.00	31%	Includes hire of Methodist Chapel for GHGW meetings
Courses and Training	£ 400.00	£ -	£ 400.00	0%	
Audit Fees	£ 670.00	£ 663.00	£ 7.00	99%	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	£ 164.30	£ 335.70	33%	3 months prize money + licence fee
Youth Parish Council	£ 200.00	£ -	£ 200.00	0%	
Bank Charges	£ 60.00	£ 17.50	£ 42.50	29%	Basic cost £4.25 p.m.: additional charges for cheques and deposits
Other admin, inc. IT	£ 350.00	£ 111.42	£ 238.58	32%	APM Refreshments/postage to British Library & PEB film refreshments
TOTAL ADMINISTRATION	**£ 7,687.00**	**£ 2,818.36**	**£ 4,868.64**	37%	
TOTAL EXPENDITURE	**£ 44,598.00**	**£ 16,986.47**	**£ 27,611.53**	38%	
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	£ 2,147.99	£ 0.01	Grant for 50% of Community Caretaker -no grant next year
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	£ 30,128.36	£ 17,725.64	
INC LESS EXP & CONTRIBUTION TO RESERV	-£ 7,244.00	£ 30,128.36		

Additional Commentary

The summary and reconciliation include all receipts and payments up to 31st July 2026, equivalent to 33.3% 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: 4 months salary – still awaiting outcome of national negotiations re percentage increase for clerk's salary.

Payroll costs: invoice awaited

Street Lighting: Fully paid – small surplus in budget.

Dog & Waste Bin emptying: an invoice was receied but it did not include credit for ovverpayment and still included bins at Admirals Quarter. Now awaiting revised invoice.

Parish Papers: 2 editions paid for

Grass Cutting: Two quarters contract grass cutting paid for – 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. Play equipment inspection costs invoice now received

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

Firness Classes: no charge this month – summer break

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: now received 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 – two clubs will be using the pitch during 26-27

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
03.08.26