

## Holbrook Parish Council - Responsible Financial Officers Report to meeting 19<sup>th</sup> April 2021

### Details of expenditure for the period 16<sup>th</sup> February 2021-31<sup>st</sup> March 2021

15/03/2021	Mrs J Hazlewood – Parish Clerk Salary	£	470.20
15/03/2021	Mr P Goodchild – Community Caretaker Salary (SO)	£	181.52
15/03/2021	HMRC – PAYE	£	162.80
15/03/2021	Mrs J Hazlewood – Clerk's expenses	£	40.39
15/03/2021	E-on – pavilion electricity (direct debit)	£	13.10
15/03/2021	SALC – Payroll Charges	£	82.80
15/03/2021	J. Ambrose – cleaning materials Reade Field	£	3.75
15/03/2021	Earth Anchors – waste bin liners	£	135.54
15/03/2021	SWARCO – speed camera maintenance contract	£	344.98
15/03/2021	Reade Field Lottery 1 <sup>st</sup> prize – March	£	33.75
15/03/2021	Reade Field Lottery 2 <sup>nd</sup> prize – March	£	20.25
15/03/2021	Reade Field Lottery 3 <sup>rd</sup> prize – March	£	13.50
15/03/2021	SALC – training expenses	£	30.00
15/03/2021	Vertas – Ground maintenance	£	206.24
22/03/2021	Mr J. Ambrose, Chairman's allowance (S/O)	£	75.00

### BANK RECONCILIATION

Year to end 31st March 2021

Lloyds Bank			
	Opening Balance 01/04/20	£	37,160.99
	Receipts (less interest included below)	£	84,495.97
		£	<b>121,656.96</b>
	Less payments 19/20	£	465.78
	Less payments 20/21	£	81,039.27
	<b>Receipts less payments</b>	<b>£</b>	<b>40,151.91</b>
	Balance on statement 44	£	40,809.88
	Outstanding cheques	£	657.97
		£	<b>40,151.91</b>
NS&I Account			
	Opening Balance 01/03/21	£	13,602.34
	Add interest		
	Balance on Statement 9	£	<b>13,602.34</b>
Reade Field Account			
	Opening Balance 1/3	£	1,403.16
	Add interest	£	0.01
	Add receipts	£	-
	Balance on Statement 37	£	<b>1,403.17</b>
<b>Total Funds</b>		<b>£</b>	<b>55,157.42</b>
Outstanding payments - cheque numbers			
	2575	£	32.00
	2591	£	442.92
	2596	£	162.80
	2600	£	20.25
	<b>Total</b>	<b>£</b>	<b>657.97</b>

**BUDGET RECONCILIATION TO 31<sup>st</sup> March 2021 (12/12ths – 100%)**

2020/21 BUDGET DESCRIPTION	Budget	Total spent ytd	12/12ths (100%)		Comments
			Remaining	% spent	
<b>Subscriptions and memberships</b>					
SALC	£ 630.00	£ 635.11	-£ 5.11	101%	
Society of Local Council Clerks	£ 150.00	£ 126.00	£ 24.00	84%	
Community Action Suffolk	£ 30.00	£ -	£ 30.00	0%	No subscription purchased 20-21
Suffolk Preservation Society	£ 30.00	£ -	£ 30.00	0%	No subscription purchased 20-21
Suffolk Wildlife Trust	£ 38.00	£ -	£ 38.00	0%	No subscription purchased 20-21
Open Spaces Society	£ 45.00	£ -	£ 45.00	0%	No subscription purchased 20-21
<b>TOTAL</b>	<b>£ 923.00</b>	<b>£ 761.11</b>	<b>£ 161.89</b>	<b>82%</b>	
<b>Grants and Donations</b>					
Holbrook Toddler Group	£ 200.00	£ 200.00	£ -	100%	
1st Holbrook Guides	£ 200.00	£ 200.00	£ -	100%	
Harkstead & Lower Holbrook GNS	£ 70.00	£ 70.00	£ -	100%	
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	
Holbrook Village Hall	£ 400.00	£ 400.00	£ -	100%	
Holbrook PCC	£ 400.00	£ 400.00	£ -	100%	
Holbrook Academy	£ 30.00	£ 330.00	-£ 300.00	1100%	One off contribution to Recording studio
RBL Poppy Appeal	£ 50.00	£ 50.00	£ -	100%	
RBL donation	£ 200.00	£ 200.00	£ -	100%	
Holbrook Helpers	£ -	£ 850.00	-£ 850.00		Transferred part of grant from Emergent Needs
Holbrook Pre-School		£ 200.00	-£ 200.00		One off grant funded by Emergent Needs Grant
Stutton and Holbrook Community 1st Responders	£ 60.00	£ 60.00	£ -	100%	
<b>TOTAL</b>	<b>£ 1,635.00</b>	<b>£ 2,985.00</b>	<b>-£ 1,350.00</b>	<b>183%</b>	
<b>Salaries and expenses</b>					
Clerk's salary	£ 6,730.00	£ 7,644.96	-£ 914.96	114%	over budget due to handover
Clerk's expenses	£ 420.00	£ 353.50	£ 66.50	84%	
Councillors' expenses (Travel)	£ 100.00	£ 24.48	£ 75.52	24%	
Chairman's allowance	£ 300.00	£ 300.00	£ -	100%	
Community Caretaker Salary	£ 2,499.00	£ 2,722.24	-£ 223.24	109%	Salary reimbursed by BMSDC
Community Caretaker Expenses	£ 100.00	£ 69.99	£ 30.01	70%	
<b>TOTAL</b>	<b>£ 10,149.00</b>	<b>£ 11,115.17</b>	<b>-£ 966.17</b>	<b>110%</b>	
<b>Asset Maintenance and other works</b>					
Footway lighting	£ 5,033.00	£ 4,470.61	£ 562.39	89%	Surplus, no further charges anticipated 20/21
Waste / Dog bin emptying	£ 1,585.00	£ 2,918.33	-£ 1,333.33	184%	19/20 & 20/21 annual bills paid this year
Alton Green	£ 480.00	£ 1,944.00	-£ 1,464.00	405%	Includes removal of oak tree (1536)
Church Green	£ 160.00	£ 60.00	£ 100.00	38%	Possible surplus - unlikely to have 5 more cuts
Reade Field SCC Grass cutting	£ 1,422.00	£ 824.96	£ 597.04	58%	Overbudgeted -
Reade Field Other grasscutting and tree work	£ 985.00	£ 660.00	£ 325.00	67%	
Reade Field Other maintenance	£ 550.00	£ 139.20	£ 410.80	25%	
Playground	£ 3,000.00	£ 49,136.91	-£ 46,136.91	1638%	Offset by grant from BMDC
Playground inspection	£ 220.00	£ 192.00	£ 28.00	87%	
Pavilion	£ 400.00	£ 269.71	£ 130.29	67%	Underused due to COVID
Bus Shelters	£ 2,500.00	£ -	£ 2,500.00	0%	Transfer to reserves
General maintenance	£ 500.00	£ -	£ 500.00	0%	
Benches, bins, noticeboards	£ 200.00	£ 742.35	-£ 542.35	371%	Extra spend new noticeboard & new bin liners
Contribution to street lighting fund	£ 800.00	£ -	£ 800.00	0%	Transfer to reserves
<b>TOTAL</b>	<b>£ 17,835.00</b>	<b>£ 61,358.07</b>	<b>-£ 43,523.07</b>	<b>344%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00	£ 333.79	£ 66.21	83%	
Books and reference materials	£ 80.00	£ -	£ 80.00	0%	No expenditure 20/21
Insurance	£ 850.00	£ 1,183.38	-£ 333.38	139%	includes 2 x annual maintenance speed cam
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	
Village Hall Hire	£ 210.00	£ -	£ 210.00	0%	Meetings held via Zoom (COVID)
Courses and Training	£ 600.00	£ 350.00	£ 250.00	58%	
Election	£ 300.00	£ -	£ 300.00	0%	Transfer to reserves
Audit Fees	£ 500.00	£ 420.00	£ 80.00	84%	
Neighbourhood Plan Expenses	£ 500.00	£ -	£ 500.00	0%	Carry forward to next year
Community Self Help Scheme	£ 300.00	£ 128.98	£ 171.02	43%	Moved from general maintenance
Parish Papers	£ 1,200.00	£ 944.00	£ 256.00	79%	
Lottery	£ -	£ 687.95	-£ 687.95	-	Offset by income
Other admin & misc expenses	£ 50.00	£ 736.82	-£ 686.82	1474%	Increase due to HH spend, advert, zoom, virus protection, payroll services etc.
<b>TOTAL</b>	<b>£ 5,025.00</b>	<b>£ 4,819.92</b>	<b>£ 205.08</b>	<b>96%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 35,567.00</b>	<b>£ 81,039.27</b>	<b>-£ 45,472.27</b>	<b>228%</b>	Increase mainly due to Reade Field project
<b>RECEIPTS</b>	<b>Agreed</b>	<b>Received to date</b>	<b>Remaining</b>	<b>Notes</b>	
Precept	£ 30,000.00	£ 30,000.00	£ -	Full precept received	
VAT	£ 1,400.00	£ 5,952.11	£ 4,552.11	Vat reclaimed - more than budget as covered 4 years	
Football	£ 400.00	£ 100.00	-£ 300.00	2 teams invoiced for 25% of annual cost	
Interest	£ 100.00	£ 97.59	-£ 2.41	Interest on N S & I A/c plus Reade Field Account	
BDC Grant	£ 2,500.00	£ 4,001.40	£ 1,501.40	6 quarters have been received 2 unclaimed last year	
Lottery Income	£ 700.00	£ 1,672.00	£ 972.00	Will be balanced by expenditure	
Advertising	£ 600.00	£ 440.00	-£ 160.00	2 invoices still outstanding, despite reminders	
Grants received	£ -	£ 37,218.96	£ 37,218.96	Grant from BDC Reade Field, Locality funding, Holbrook Helpers	
Other	£ -	£ 5,111.50	£ 5,111.50	Sale parcel of land, repayments HH shopping, UK networks rental	
<b>TOTAL INCOME</b>	<b>£ 35,700.00</b>	<b>£ 84,593.56</b>	<b>£ 48,893.56</b>		
<b>BALANCE (income less expenditure) IN YEAR</b>	<b>£ 133.00</b>	<b>£ 3,554.29</b>			