

**Details of expenditure for the period 20<sup>th</sup> July -- 15<sup>th</sup> August 2021**

22/06/21	Mr. J. Ambrose, Chairman's Allowance (DD)	£ 75.00
20/07/21	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£ 471.20
20/07/21	Mr P Goodchild – Community Caretaker Salary (BACs)	£ 200.77
20/07/21	HMRC – PAYE (BACs)	£ 166.60
20/07/21	Mrs J Hazlewood – Stationery & Expenses (BACs)	£ 26.00
20/07/21	O. Abbott – Reade Field & Church Green grass cutting (cheque)	£ 150.00
20/07/21	Vertas – grounds maintenance (BACs)	£ 216.58
20/07/21	The Swan Football Club - repairs to pavilion (cheque)	£ 81.69
20/07/21	Reade Field Lottery 1 <sup>st</sup> prize – July (cheque)	£ 36.00
20/07/21	Reade Field Lottery 2 <sup>nd</sup> prize – July (cheque)	£ 21.60
20/07/21	Reade Field Lottery 3 <sup>rd</sup> prize – July (cheque)	£ 14.40

**Bank Reconciliation to 31<sup>st</sup> July 2021**

Lloyds Bank		
	Opening Balance 01/04/21	£ 40,809.88
	Receipts (less interest included below)	£ 43,248.51
		<b>£ 84,058.39</b>
	Less payments 20/21	£ 657.97
	Less payments 21/22	£ 15,386.74
	<b>Receipts less payments</b>	<b>£ 68,013.68</b>
	Balance on statement 48	£ 68,847.97
	Outstanding cheques	£ 834.29
		<b>£ 68,013.68</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 01/07/21	£ 1,403.20
	Add interest	£ 0.01
	Add receipts	£ -
	Balance on Statement 41	<b>£ 1,403.21</b>
	<b>Total Funds</b>	<b>£ 83,019.23</b>
Outstanding payments - cheque numbers		
	HMRC BACs due 5/8	£ 166.60
	2614	£ 400.00
	2616	£ 14.40
	2617	£ 150.00
	2618	£ 81.69
	2620	£ 21.60
	<b>Total</b>	<b>£ 834.29</b>

**BUDGET RECONCILIATION to 31<sup>st</sup> July 2021 4/12ths = 33.3%**

2020/21 BUDGET DESCRIPTION	Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>					
SALC	£ 655.00	£ 653.55	£ 1.45	100%	
Society of Local Council Clerks	£ 130.00	£ 130.00	£ -	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%	
<b>TOTAL</b>	<b>£ 928.00</b>	<b>£ 926.55</b>	<b>£ 1.45</b>	<b>82%</b>	
<b>Grants and Donations</b>					
Harkstead & Lower Holbrook GNS	£ 75.00		£ 75.00	0%	
Suffolk Accident Rescue Service	£ 25.00		£ 25.00	0%	
Holbrook Village Hall	£ 400.00		£ 400.00	0%	
Holbrook PCC	£ 400.00	£ 400.00	£ -	100%	
Holbrook Academy	£ 30.00		£ 30.00	0%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	
RBL donation	£ 200.00		£ 200.00	0%	
Holbrook Helpers	£ 400.00		£ 400.00	0%	
Stutton and Holbrook Community 1st Responders	£ 65.00		£ 65.00	0%	
<b>TOTAL</b>	<b>£ 1,645.00</b>	<b>£ 400.00</b>	<b>£ 1,245.00</b>	<b>24%</b>	
<b>Salaries and expenses</b>					
Clerk's salary	£ 7,256.00	£ 2,350.40	£ 4,905.60	32%	
Clerk's expenses	£ 400.00	£ 145.86	£ 254.14	36%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00	£ 75.00	£ 225.00	25%	paid quarterly, 1st quarter paid
Community Caretaker Salary	£ 2,780.00	£ 1,003.88	£ 1,776.12	36%	Increase of .5 hrs pw since budget set
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 166.00		£ 166.00	0%	
<b>TOTAL</b>	<b>£ 11,102.00</b>	<b>£ 3,575.14</b>	<b>£ 7,360.86</b>	<b>32%</b>	
<b>Asset Maintenance and other works</b>					
Footway lighting	£ 4,605.00	£ 5,129.04	-£ 524.04	111%	Budget based on 3% inc, actual is 14.72% inc
Waste / Dog bin emptying	£ 1,525.00	£ 1,525.01	-£ 0.01	100%	
Alton Green	£ 750.00	£ 204.00	£ 546.00	27%	
Church Green	£ 160.00	£ 40.00	£ 120.00	25%	
Reade Field SCC Grass cutting	£ 1,465.00	£ 433.16	£ 1,031.84	30%	
Reade Field Other grasscutting and tree work	£ 1,015.00	£ 110.00	£ 905.00	11%	
Reade Field Other maintenance	£ 500.00		£ 500.00	0%	
Playground	£ 3,000.00		£ 3,000.00	0%	
Playground inspection	£ 250.00		£ 250.00	0%	
Pavilion	£ 500.00	£ 155.07	£ 344.93	31%	
Bus Shelters	£ 2,500.00	£ -	£ 2,500.00	0%	Transfer to reserves
General maintenance	£ 500.00		£ 500.00	0%	
Benches, bins, noticeboards	£ 1,000.00		£ 1,000.00	0%	
Contribution to street lighting fund	£ 800.00	£ -	£ 800.00	0%	Transfer to reserves
CIL Expenditure		£ 756.48	-£ 756.48	-100%	goalposts From CIL funds
Community Self Help Scheme	£ 300.00	£ 34.01	£ 265.99	11%	
<b>TOTAL</b>	<b>£ 18,870.00</b>	<b>£ 8,386.77</b>	<b>£ 10,973.72</b>	<b>44%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 440.00	£ 53.62	£ 386.38	12%	
Books and reference materials	£ 80.00		£ 80.00	0%	
Insurance	£ 1,300.00	£ 278.92	£ 1,021.08	21%	Remaining insurance due October 21
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	
Village Hall Hire	£ 220.00		£ 220.00	0%	
Courses and Training	£ 1,400.00	£ 650.00	£ 750.00	46%	CILCA subscription paid
Election	£ 300.00		£ 300.00	0%	Transfer to reserves
Audit Fees	£ 500.00	£ 235.00	£ 265.00	47%	External Audit fee still to come
Neighbourhood Plan Expenses	£ 500.00		£ 500.00	0%	Will exceed budget, but grant will offset
Village Recorder	£ 50.00	£ -	£ 50.00	0%	
Parish Papers	£ 1,050.00	£ 358.00	£ 692.00	34%	
Lottery	£ 788.00	£ 286.40	£ 501.60	36%	
Other admin & misc expenses	£ 450.00	£ 201.34	£ 248.66	45%	
<b>TOTAL</b>	<b>£ 7,113.00</b>	<b>£ 2,098.28</b>	<b>£ 5,014.72</b>	<b>29%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 39,658.00</b>	<b>£ 15,386.74</b>	<b>£ 24,595.75</b>	<b>39%</b>	
<b>RECEIPTS</b>					
Precept	£ 31,000.00	£ 15,500.00	£ 15,500.00		50% precept received
CIL Payment		£ 10,171.26	-£ 10,171.26		Unexpected CIL payment, not budgeted for
Grants		£ 5,000.00	-£ 5,000.00		Locality Grant for CSHG (£500) and grant for consultant for Neighbourhood Plan (4500)
VAT	£ 10,000.00	£ 10,932.35	-£ 932.35		VAT Claim submitted
Football	£ 400.00	£ 20.00	£ 380.00		One off use of football pitch
NS&i interest	£ 100.00		£ 100.00		Due January 2022
BDC Grant	£ 2,880.00	£ 752.90	£ 2,127.10		Increase of .5 hrs.p.w. for Community Caretaker since budget
Lottery Income	£ 1,540.00		£ 1,540.00		New Lottery year yet to start
Advertising	£ 600.00	£ 240.00	£ 360.00		Two advertisers in PP
Other	£ 632.00	£ 632.00	£ -		Parish Grant from Babergh
<b>TOTAL INCOME</b>	<b>£ 47,152.00</b>	<b>£ 43,248.51</b>	<b>£ 3,903.49</b>		Income will exceed budget, offset by increased expenditure
<b>BALANCE (income less expenditure) IN YEAR</b>	<b>£ 7,494.00</b>	<b>£ 27,861.77</b>			