

**Holbrook Parish Council - Responsible Financial Officers Report to meeting 17<sup>th</sup> May 2021**

**Details of expenditure for the period 27<sup>th</sup> April to 16<sup>th</sup> May 2021**

|            |  |   |         |
|------------|--|---|---------|
| 26/04/2021 | Mrs J Hazlewood – Parish Clerk Salary (BACs)             | £ | 471.20  |
| 26/04/2021 | Mr P Goodchild – Community Caretaker Salary (BACs)       | £ | 200.97  |
| 26/04/2021 | HMRC – PAYE (BACs) due 5/5                               | £ | 166.40  |
| 26/04/2021 | HMRC – cheque missing from Feb 20 (BACs)                 | £ | 43.62   |
| 26/04/2021 | Mrs J Hazlewood – Stationery & Expenses (BACs)           | £ | 64.23   |
| 26/04/2021 | Suffolk County Council – Street Lighting (BACs)          | £ | 5129.04 |
| 26/04/2021 | SALC Membership (BACs)                                   | £ | 653.55  |
| 26/04/2021 | Business Services at CAS (BACs)                          | £ | 233.06  |
| 26/04/2021 | SALC Training expenses (Clerk) (BACs)                    | £ | 30.00   |
| 26/04/2021 | Reade Field Lottery 1 <sup>st</sup> prize – April Cheque | £ | 36.00   |
| 26/04/2021 | Reade Field Lottery 2 <sup>nd</sup> prize – April Cheque | £ | 21.60   |
| 26/04/2021 | Reade Field Lottery 3 <sup>rd</sup> prize – April Cheque | £ | 14.40   |
| 26/04/2021 | SALC – training expenses (Councillor) (BACs)             | £ | 30.00   |
| 26/04/2021 | Vertas – Ground maintenance (BACs)                       | £ | 216.58  |

**Bank Reconciliation to 30<sup>th</sup> April 2021**

|  |   |          |                  |
|--|---|----------|------------------|
| <b>Lloyds Bank</b>                           |   |          |                  |
|  | Opening Balance 01/04/21                | £        | 40,809.88        |
|  | Receipts (less interest included below) | £        | 26,803.26        |
|  |   | <b>£</b> | <b>67,613.14</b> |
|  | Less payments 20/21                     | £        | 657.97           |
|  | Less payments 21/22                     | £        | 7,310.65         |
|  | <b>Receipts less payments</b>           | <b>£</b> | <b>59,644.52</b> |
|  | Balance on statement 45                 | £        | 59,900.52        |
|  | Outstanding cheques                     | £        | 256.00           |
|  |   | <b>£</b> | <b>59,644.52</b> |
| <b>Reade Field Account</b>                   |   |          |                  |
|  | Opening Balance 01/03/21                | £        | 13,602.34        |
|  | Add interest                            |          |                  |
|  | Balance on Statement 9                  | <b>£</b> | <b>13,602.34</b> |
|  | Opening Balance 01/04/21                | £        | 1,403.17         |
|  | Add interest                            | £        | 0.01             |
|  | Add receipts                            | £        | -                |
|  | Balance on Statement 38                 | <b>£</b> | <b>1,403.18</b>  |
|  | <b>Total Funds</b>                      | <b>£</b> | <b>74,650.04</b> |
| <b>Outstanding payments - cheque numbers</b> |   |          |                  |
|  | 2575                                    | £        | 32.00            |
|  | 2606                                    | £        | 36.00            |
|  | 2607                                    | £        | 21.60            |
|  | BACs due 5/5                            | £        | 166.40           |
|  |   |          |                  |
|  |   |          |                  |
|  |   |          |                  |
|  | <b>Total</b>                            | <b>£</b> | <b>256.00</b>    |

**BUDGET RECONCILIATION TO 30<sup>th</sup> April 2021 (1/12<sup>th</sup>: 8.3%)**

| 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           | 0%         |   |
| Community Action Suffolk                         | £ 30.00            |                    | £ 30.00            | 0%         |   |
| Suffolk Preservation Society                     | £ 30.00            | £ -                | £ 30.00            | 0%         |   |
| Suffolk Wildlife Trust                           | £ 38.00            | £ -                | £ 38.00            | 0%         |   |
| Open Spaces Society                              | £ 45.00            | £ -                | £ 45.00            | 0%         |   |
| <b>TOTAL</b>                                     | <b>£ 928.00</b>    | <b>£ 653.55</b>    | <b>£ 274.45</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           | 0%         |   |
| 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>£ -</b>         | <b>£ 1,645.00</b>  | <b>0%</b>  |   |
| <b>Salaries and expenses</b>                     |                    |                    |                    |            |   |
| Clerk's salary                                   | £ 7,256.00         | £ 587.60           | £ 6,668.40         | 8%         |   |
| Clerk's expenses                                 | £ 400.00           | £ 26.00            | £ 374.00           | 7%         |   |
| Councillors' expenses (Travel)                   | £ 100.00           |                    | £ 100.00           | 0%         |   |
| Chairman's allowance                             | £ 300.00           |                    | £ 300.00           | 0%         |   |
| Community Caretaker Salary                       | £ 2,780.00         | £ 250.97           | £ 2,529.03         | 9%         |   |
| Community Caretaker Expenses                     | £ 100.00           |                    | £ 100.00           | 0%         |   |
| Salc Payroll                                     | £ 166.00           |                    | £ 166.00           | 0%         |   |
| <b>TOTAL</b>                                     | <b>£ 11,102.00</b> | <b>£ 864.57</b>    | <b>£ 10,071.43</b> | <b>8%</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         |                    | £ 1,525.00         | 0%         |   |
| Alton Green                                      | £ 750.00           |                    | £ 750.00           | 0%         |   |
| Church Green                                     | £ 160.00           |                    | £ 160.00           | 0%         |   |
| Reade Field SCC Grass cutting                    | £ 1,465.00         | £ 216.58           | £ 1,248.42         | 15%        |   |
| Reade Field Other grasscutting and tree work     | £ 1,015.00         |                    | £ 1,015.00         | 0%         |   |
| 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           |                    | £ 500.00           | 0%         |   |
| 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                                  |
| Village Recorder                                 | £ 50.00            |                    | £ 50.00            | 0%         |   |
| <b>TOTAL</b>                                     | <b>£ 18,620.00</b> | <b>£ 5,345.62</b>  | <b>£ 13,224.38</b> | <b>29%</b> |   |
| <b>Administration</b>                            |                    |                    |                    |            |   |
| Stationery and Office Supplies                   | £ 440.00           | £ 9.45             | £ 430.55           | 2%         |   |
| Books and reference materials                    | £ 80.00            |                    | £ 80.00            | 0%         |   |
| Insurance  | £ 1,300.00         | £ 258.96           | £ 1,041.04         | 20%        |   |
| Information Commissioner                         | £ 35.00            |                    | £ 35.00            | 0%         |   |
| Village Hall Hire                                | £ 220.00           |                    | £ 220.00           | 0%         |   |
| Courses and Training                             | £ 1,400.00         | £ 60.00            | £ 1,340.00         | 4%         |   |
| Election   | £ 300.00           |                    | £ 300.00           | 0%         | Transfer to reserves                                  |
| Audit Fees                                       | £ 500.00           |                    | £ 500.00           | 0%         |   |
| Neighbourhood Plan Expenses                      | £ 500.00           |                    | £ 500.00           | 0%         |   |
| Community Self Help Scheme                       | £ 300.00           |                    | £ 300.00           | 0%         |   |
| Parish Papers                                    | £ 1,050.00         |                    | £ 1,050.00         | 0%         |   |
| Lottery  | £ 788.00           | £ 72.00            | £ 716.00           | 9%         |   |
| Other admin & misc expenses                      | £ 450.00           | £ 72.40            | £ 377.60           | 16%        |   |
| <b>TOTAL</b>                                     | <b>£ 7,363.00</b>  | <b>£ 472.81</b>    | <b>£ 6,890.19</b>  | <b>6%</b>  |   |
| <b>TOTAL EXPENDITURE</b>                         | <b>£ 39,658.00</b> | <b>£ 7,336.55</b>  | <b>£ 32,105.45</b> | <b>18%</b> |   |
| <b>RECEIPTS</b>                                  |                    |                    |                    |            |   |
| Precept  | £ 31,000.00        | £ 15,500.00        | £ 15,500.00        |            |   |
| CIL Payment                                      |                    | £ 10,171.26        | £ 10,171.26        |            | Unexpected CIL payment, not budgeted for              |
| Grants   |                    | £ 1,132.00         | £ 1,132.00         |            | Parish Grant from Babergh and Locality Grant for CSHG |
| VAT  | £ 10,000.00        |                    | £ 10,000.00        |            |   |
| Football   | £ 400.00           |                    | £ 400.00           |            |   |
| NS&i interest                                    | £ 100.00           |                    | £ 100.00           |            |   |
| BDC Grant  | £ 2,880.00         |                    | £ 2,880.00         |            |   |
| Lottery Income                                   | £ 1,540.00         |                    | £ 1,540.00         |            |   |
| Advertising                                      | £ 600.00           |                    | £ 600.00           |            |   |
| Other  | £ 632.00           |                    | £ 632.00           |            |   |
| <b>TOTAL INCOME</b>                              | <b>£ 47,152.00</b> | <b>£ 26,803.26</b> | <b>£ 20,348.74</b> |            |   |
| <b>BALANCE (income less expenditure) IN YEAR</b> | <b>£ 7,494.00</b>  | <b>£ 19,466.71</b> |                    |            |   |