

## Holbrook Parish Council - Responsible Financial Officers Report to meeting 20<sup>th</sup> Sept 2021

### Details of expenditure for the period 16<sup>th</sup> August 2021 – 19<sup>th</sup> September 2021

17/08/21	E.ON Next – pavilion electricity (2 months) ~(DD)	£ 17.04
17/08/21	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£ 471.00
17/08/21	Mr P Goodchild – Community Caretaker Salary (BACs)	£ 200.77
17/08/21	HMRC – PAYE (BACs)	£ 166.80
17/08/21	Mrs J Hazlewood, expenses and stationery (BACs)	£ 35.99
17/08/21	O. Abbott – Reade Field & Church Green grass cutting (cheque)	£ 150.00
17/08/21	SALC – training (BACs)	£ 150.00
17/08/21	J. Ambrose – Anchors for goalposts (BACs)	£ 23.99
17/08/21	WAVE – Pavilion Water (DD)	£ 31.96
17/08/21	PKF Littlejohn – External Audit fee (BACs)	£ 360.00
17/08/21	Reade Field Lottery 1 <sup>st</sup> prize - August (cheque)	£ 36.00
17/08/21	Reade Field Lottery 2 <sup>nd</sup> prize – August (cheque)	£ 21.60
17/08/21	Reade Field Lottery 3 <sup>rd</sup> prize – August (cheque)	£ 14.40

### Bank Reconciliation to 31<sup>st</sup> August 2021

BANK RECONCILIATION		
Year to 31st August 2021		
<b>Lloyds Bank</b>		
	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	£ 17,057.84
	<b>Receipts less payments</b>	<b>£ 66,342.58</b>
	Balance on statement 49	£ 67,073.78
	Outstanding cheques	£ 731.20
		<b>£ 66,342.58</b>
<b>NS &amp; I Account</b>		
	Opening Balance 01/03/21	£ 13,602.34
	Add interest	
	Balance on Statement 9	<b>£ 13,602.34</b>
<b>Reade Field Account</b>		
	Opening Balance 01/08/21	£ 1,403.21
	Add interest	£ 0.01
	Add receipts	£ -
	Balance on Statement 42	<b>£ 1,403.22</b>
<b>Total Funds</b>		<b>£ 81,348.14</b>
<b>Outstanding payments - cheque numbers</b>		
	HMRC BACs due 5/9	£ 166.80
	2614	£ 400.00
	2616	£ 14.40
	2622	£ 150.00
	<b>Total</b>	<b>£ 731.20</b>

## BUDGET RECONCILIATION to 31<sup>st</sup> August 2021 5/12ths = 41.7%

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	£ 2,938.00	£ 4,318.00	40%	
Clerk's expenses	£ 400.00	£ 171.86	£ 228.14	43%	
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	£ 1,254.85	£ 1,525.15	45%	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>£ 4,439.71</b>	<b>£ 6,496.29</b>	<b>40%</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	£ 80.00	£ 80.00	50%	
Reade Field SCC Grass cutting	£ 1,465.00	£ 433.16	£ 1,031.84	30%	
Reade Field Other grasscutting and tree work	£ 1,015.00	£ 220.00	£ 795.00	22%	
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	£ 195.62	£ 304.38	39%	
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		£ 780.47	-£ 780.47	-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>£ 8,601.31</b>	<b>£ 10,783.17</b>	<b>46%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 440.00	£ 63.61	£ 376.39	14%	
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	£ 800.00	£ 600.00	57%	CILCA subscription paid
Election	£ 300.00		£ 300.00	0%	Transfer to reserves
Audit Fees	£ 500.00	£ 595.00	-£ 95.00	119%	Over budget - note for 22/23
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	£ 358.40	£ 429.60	45%	
Other admin & misc expenses	£ 450.00	£ 201.34	£ 248.66	45%	
<b>TOTAL</b>	<b>£ 7,113.00</b>	<b>£ 2,690.27</b>	<b>£ 4,422.73</b>	<b>38%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 39,658.00</b>	<b>£ 17,057.84</b>	<b>£ 22,948.64</b>	<b>43%</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>£ 26,190.67</b>			