

## Holbrook Parish Council - Responsible Financial Officers Report to meeting 21<sup>st</sup> February 2022

### Details of expenditure for the period 21<sup>st</sup> December 2021-16<sup>th</sup> January 2022

18/02/22	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£ 588.70
18/02/22	Mr P Goodchild – Community Caretaker Salary (BACs)	£ 200.77
18/02/22	HMRC – PAYE (BACs)	£ 196.00
18/02/22	Mrs J Hazlewood – Stationery & Expenses (BACs)	£ 35.99
18/02/22	Mrs J Hazlewood – McAfee Virus Protection (BACs)	£ 107.99
18/02/22	Vertas – Grounds Maintenance (BACs)	£ 216.58
18/02/22	E.ON Next, electricity supply to pavilion (DD)	£ 29.60
18/02/22	Holbrook Village Hall (Contribution to projector)	£ 500.00
18/02/22	C. Sawyer, Parish Papers expenses (cheque)	£ 17.91
18/02/22	1 <sup>st</sup> prize Lottery December (BACs)	£ 17.50
18/02/22	2 <sup>nd</sup> prize Lottery December (cheque)	£ 10.50
18/02/22	3 <sup>rd</sup> prize Lottery December (cheque)	£ 7.00

<b>BANK RECONCILIATION</b>		
Year to 31st January		
<b>Lloyds Bank</b>		
	Opening Balance 01/04/21	£ 40,809.88
	Receipts (less interest included below)	£ 62,157.31
		<b>£ 102,967.19</b>
	Less payments 20/21	£ 657.97
	Less payments 21/22	£ 32,916.48
	<b>Receipts less payments</b>	<b>£ 69,392.74</b>
	Balance on statement 54	£ 69,625.15
	Outstanding cheques	£ 232.41
	<b>To balance with receipts less payments</b>	<b>£ 69,392.74</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 01/01/22	£ 1,403.26
	Add interest	£ 0.01
	Add receipts	£ -
	Balance on Statement 47	<b>£ 1,403.27</b>
	<b>Total Funds</b>	<b>£ 84,398.35</b>
<b>Outstanding payments - cheque numbers</b>		
	HMRC BACS due 05/02/2022	£ 196.00
	cheque 2641	£ 17.91
	cheque 2642	£ 11.10
	cheque 2643	£ 7.40
	<b>Total</b>	<b>£ 232.41</b>

Summary to end January 10/12ths =83%					
2021/22 BUDGET DESCRIPTION PAYMENTS	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%	Now amalgamated with Holbrook Helpers
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	
Holbrook Village Hall	£ 400.00	£ 900.00	-£ 500.00	225%	Additional one-off grant for projector
Holbrook PCC	£ 400.00	£ 400.00	£ -	100%	
Holbrook Academy	£ 30.00	£ 30.00	£ -	100%	
RBL Poppy Appeal	£ 50.00	£ 50.00	£ -	100%	
RBL donation	£ 200.00	£ 200.00	£ -	100%	
Holbrook Helpers	£ 400.00	£ 400.00	£ -	100%	
Stutton and Holbrook Community 1st Responders	£ 65.00	£ 65.00	£ -	100%	
<b>TOTAL</b>	<b>£ 1,645.00</b>	<b>£ 2,070.00</b>	<b>-£ 425.00</b>	<b>126%</b>	
<b>Salaries and expenses</b>					
Clerk's salary	£ 7,256.00	£ 6,022.90	£ 1,233.10	83%	National salary agreement still not set, additional hours from 1st Jan - will exceed budget
Clerk's expenses	£ 400.00	£ 301.86	£ 98.14	75%	Surplus anticipated
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	No travel so far, maybe due to COVID and online training and less face to face meetings
Chairman's allowance	£ 300.00	£ 225.00	£ 75.00	75%	paid quarterly, 1 quarter to come
Community Caretaker Salary	£ 2,780.00	£ 2,509.70	£ 270.30	90%	Hrs increased since budget, approx £231 over budget
Community Caretaker Expenses	£ 100.00	£ 40.00	£ 60.00	40%	Assume surplus of £60.00
Salc Payroll	£ 166.00	£ 82.80	£ 83.20	50%	6 months paid, 6 months to be invoiced
<b>TOTAL</b>	<b>£ 11,102.00</b>	<b>£ 9,182.26</b>	<b>£ 1,836.54</b>	<b>83%</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%	Fully invoiced
Alton Green	£ 750.00	£ 444.00	£ 306.00	59%	No further invoices anticipated
Church Green	£ 160.00	£ 140.00	£ 20.00	88%	Assume no further invoices
Reade Field SCC Grass cutting	£ 1,465.00	£ 866.32	£ 598.68	59%	Budget overestimated, approx £600 surplus
Reade Field Other grasscutting and tree work	£ 1,015.00	£ 440.00	£ 575.00	43%	Further invoices to come, surplus anticipated
Reade Field Other maintenance	£ 500.00	£ 82.97	£ 417.03	17%	Assume surplus - new planting for broken gate?
Playground	£ 3,000.00		£ 3,000.00	0%	Further equipment not required - underspend
Playground inspection	£ 250.00	£ 192.00	£ 58.00	77%	small saving, fee less than budget
Pavilion	£ 500.00	£ 625.05	-£ 125.05	125%	Overspend anticipated of approx £200, due to repairs
Bus Shelters	£ 2,500.00		£ 2,500.00	0%	Transfer to reserves
General maintenance	£ 500.00		£ 500.00	0%	Not yet needed
Benches, bins, noticeboards	£ 1,000.00		£ 1,000.00	0%	2 bins ordered, plus 5 grit bins approx £882 + grit for 1
Contribution to street lighting fund	£ 800.00		£ 800.00	0%	Transfer to reserves
CIL Expenditure		£ 6,145.60	-£ 6,145.60	-100%	goalposts and seating from CIL funds
Community Self Help Scheme	£ 300.00	£ 34.01	£ 265.99	11%	CSHG dormant, assume surplus
<b>TOTAL</b>	<b>£ 18,870.00</b>	<b>£ 15,624.00</b>	<b>£ 9,125.61</b>	<b>83%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 440.00	£ 179.34	£ 260.66	41%	Small costs still to come, assume surplus of £220
Books and reference materials	£ 80.00		£ 80.00	0%	
Insurance	£ 1,300.00	£ 838.99	£ 461.01	65%	Annual insurance for PC and pavilion paid
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	
Village Hall Hire	£ 220.00	£ 104.00	£ 116.00	47%	Surplus anticipated, 9 months invoiced, 3 to come
Courses and Training	£ 1,400.00	£ 983.80	£ 416.20	70%	CILCA paid + other training & training manual
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	£ 682.60	-£ 182.60	0%	Over budget if consultancy pd this year, grant offsets
Village Recorder	£ 50.00		£ 50.00	0%	There has been no requests so far
Parish Papers	£ 1,050.00	£ 903.91	£ 146.09	86%	1 more edition to be paid for
Lottery	£ 788.00	£ 481.70	£ 306.30	61%	Fewer participants: less prize money
Other admin & misc expenses	£ 450.00	£ 309.33	£ 140.67	69%	Website domain fee to pay
<b>TOTAL</b>	<b>£ 7,113.00</b>	<b>£ 5,113.67</b>	<b>£ 1,999.33</b>	<b>72%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 39,658.00</b>	<b>£ 32,916.48</b>	<b>£ 12,537.93</b>	<b>83%</b>	
<b>RECEIPTS</b>					
Precept	£ 31,000.00	£ 31,000.00	£ -		All 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 and received
Football	£ 400.00	£ 320.00	£ 80.00		All football income received
NS&I interest	£ 100.00		£ 100.00		Due February 2022
BDC Grant	£ 2,880.00	£ 2,258.70	£ 621.30		One quarter to come (752.90), surplus to offset increase in CC hours
Lottery Income	£ 1,540.00	£ 918.00	£ 622.00		Lottery income still coming in
Advertising	£ 600.00	£ 925.00	-£ 325.00		Advertising income received to end December
Other	£ 632.00	£ 632.00	£ -		Parish Grant from Babergh
<b>TOTAL INCOME</b>	<b>£ 47,152.00</b>	<b>£ 62,157.31</b>	<b>-£ 15,005.31</b>		Additional income received, due to CIL. Grant for Neighbourhood plan, increased VAT claim and advertising and parish grant
<b>BALANCE (income less expenditure) IN YEAR</b>	<b>£ 7,494.00</b>	<b>£ 29,240.83</b>			

## **ADDITIONAL COMMENTARY**

The budget and reconciliation reflects 8 months receipts and payments

The budget summary shows income and expenditure against the budget. There is an anticipated surplus at the end of the financial year. Some of this is due to putting money aside for earmarked reserves.

Some notable budget variations are as follows:

### **EXPENDITURE**

1. Grants: An additional grant of £500 to be paid to the Village Hall, as agreed by Council
2. Footway lighting – an increase of 14.7% (3% increase was budgeted)
3. Community Caretaker Salary. Since the budget was set we managed to get Babergh to agree a further half an hour a week to cover Admirals Quarter. Their increased quarterly funding will partly offset the increased expenditure.
4. Small saving on the Playground inspection fee, less than budgeted
5. CIL Expenditure will be offset by CIL income, or carried forward as earmarked reserves.
6. Audit fees – steep increase from last year. The fees are based on the total amount of receipts and payments and during 20/21, our receipts and payments were inflated with the grant and work on the playground.
7. £3,000 was budgeted in case additional equipment was required for the Reade Field, with the comment in the budget notes that this sum would be transferred to the Pavilion savings if not required. It is unlikely this will be spent and so will be transferred to reserves at the end of the financial year
8. There are currently underspends on grass cutting
9. It seems unlikely now that all the consultancy fee will be paid before the end of the financial year, so the balance will be carried forward as earmarked reserves..
10. There is likely to be an underspend on the CSHG fund, as it is currently not active.
11. We have now 5 additional grit bins in place and Highways will hopefully fill 4 of them in the near future. The bin at Berners Field will have to be filled by Holbrook Parish Council, as it is on privately owned land. (Orwell Housing Association) Two replacement litter bins have been delivered and are awaiting installation. . There has also been a request for a bin by the bus stop near Admiral's Quarter and I am contacting Highways to seek permission. If Council agree a bin should be installed there, It will need to be added on to our bin emptying schedule with Babergh.

### **INCOME**

1. Unexpected CIL income – some of which will be offset in expenditure (see above), the rest may be carried forward to 22/23 and will be spent in line with the CIL guidelines and the Parish Plan
2. Neighbourhood Plan grant for consultancy – the consultancy fee of £4,500 will be required in full and therefore the grant will be offset by expenditure.
3. The £500 grant for the CSHG also includes the purchase of more grit bins
4. The VAT Claim and receipt was more than the budgeted repayment

5. Football income is lower than budget – the budget included Holbrook Hornets and The Swan and the Hornets are no longer using the Reade Field
5. All adverts have now been paid except one, which is being followed up
6. Interest for the NSI Account has not yet been notified – usually in January
7. Lottery income is still coming in via BACs.

Currently, the estimated position at the end of the year is that there will be an underspend in expenditure and additional income, due to CIL funding, additional VAT, Parish Grant from Babergh, Locality grant for CSHG additional advertising revenue and the Neighbourhood Plan grant for consultancy.

A reserves statement was included with the budget plan, but will be reviewed at the end of the financial year for Council to approve.