

Holbrook Parish Council - Responsible Financial Officers Report to meeting 19th July 2021

Details of expenditure for the period 21st June – 18th July 2021

21/06/21	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£	471.00
21/06/21	Mr P Goodchild – Community Caretaker Salary (BACs)	£	200.77
21/06/21	HMRC – PAYE (BACs)	£	166.80
21/06/21	Mrs J Hazlewood – Stationery & Expenses (BACs)	£	82.32
21/06/21	Eon - Pavilion Electricity (DD)	£	6.96
21/06/21	Tuddenham Press – Posters & Surveys (BACs)	£	106.80
21/06/21	Suffolk Wildlife Trust, Annual subscription (cheque)	£	38.00
21/06/21	SLCC Membership – subscription (BACs)	£	106.80
21/06/21	SALC Training expenses (Clerk) (BACs)	£	60.00
21/06/21	Reade Field Lottery 1 st prize – June (cheque)	£	36.00
21/06/21	Reade Field Lottery 3 rd prize – June – (cheque)	£	14.40
21/06/21	J. Ambrose – reimbursement of 5-aside goals (BACs)	£	756.48
21/06/21	Tuddenham Press (Parish Papers) (BACs)	£	179.00
21/06/21	J. Adcock – P3 equipment (cheque)	£	34.01
21/06/21	Babergh DC – Lottery Licence (BACs)	£	20.00
21/06/21	All Saints PCC – agreed annual grant – (cheque)	£	400.00
21/06/21	M & D Cordle – grass cutting Alton Green (BACs)	£	204.00
21/06/21	SLCC – CILCA registration (BACs)	£	410.00

Bank Reconciliation to 30th June 2021

Lloyds Bank		
	Opening Balance 01/04/21	£ 40,809.88
	Receipts (less interest included below)	£ 31,563.26
		£ 72,373.14
	Less payments 20/21	£ 657.97
	Less payments 21/22	£ 13,993.45
	Receipts less payments	£ 57,721.72
	Balance on statement 47	£ 58,340.92
	Outstanding cheques	£ 619.20
		£ 57,721.72
NS & I Account		
	Opening Balance 01/03/21	£ 13,602.34
	Add interest	
	Balance on Statement 9	£ 13,602.34
Reade Field Account		
	Opening Balance 01/05/21	£ 1,403.19
	Add interest	£ 0.01
	Add receipts	£ -
	Balance on Statement 40	£ 1,403.20
	Total Funds	£ 72,727.26
Outstanding payments - cheque numbers		
	HMRC BACs due 5/7	£ 166.80
	2612	£ 38.00
	2614	£ 400.00
	2616	£ 14.40
	Total	£ 619.20

BUDGET RECONCILIATION to 30th June 3/12ths 25%

2020/21 BUDGET DESCRIPTION	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
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%	
TOTAL	£ 928.00	£ 926.55	£ 1.45	82%	
Grants and Donations					
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%	
TOTAL	£ 1,645.00	£ 400.00	£ 1,245.00	24%	
Salaries and expenses					
Clerk's salary	£ 7,256.00	£ 1,762.80	£ 5,493.20	24%	
Clerk's expenses	£ 400.00	£ 119.86	£ 280.14	30%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00	£ 75.00	£ 225.00	25%	
Community Caretaker Salary	£ 2,780.00	£ 752.91	£ 2,027.09	27%	
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 166.00		£ 166.00	0%	
TOTAL	£ 11,102.00	£ 2,710.57	£ 8,225.43	24%	
Asset Maintenance and other works					
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		£ 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	£ 64.93	£ 435.07	13%	
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%	From CIL funds
Community Self Help Scheme	£ 300.00	£ 34.01	£ 265.99	11%	
TOTAL	£ 18,870.00	£ 7,930.05	£ 11,430.44	42%	
Administration					
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	£ 214.40	£ 573.60	27%	
Other admin & misc expenses	£ 450.00	£ 201.34	£ 248.66	45%	
TOTAL	£ 7,113.00	£ 2,026.28	£ 5,086.72	28%	
TOTAL EXPENDITURE	£ 39,658.00	£ 13,993.45	£ 25,989.04	35%	
RECEIPTS					
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		£ 10,000.00		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		£ 2,880.00		Community Caretaker - awaiting first quarter
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
TOTAL INCOME	£ 47,152.00	£ 31,563.26	£ 15,588.74		
BALANCE (income less expenditure) IN YEAR	£ 7,494.00	£ 17,569.81			