

Holbrook Parish Council - Responsible Financial Officers Report to meeting 17th January 2022

Details of expenditure for the period 15th November 2021-19th December 2021

21/12/21	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£ 471.00
21/12/21	Mr P Goodchild – Community Caretaker Salary (BACs)	£ 200.77
21/12/21	HMRC – PAYE (BACs)	£ 166.80
21/12/21	Mrs J Hazlewood – Stationery & Expenses (BACs)	£ 90.41
21/12/21	Mr P Goodchild – Community Caretaker expenses (BACs)	£ 40.00
21/12/21	Tuddenham Press (Parish Papers) BACs	£ 179.00
21/12/21	E.ON Next, electricity supply to pavilion (DD)	£ 15.78
21/12/21	M & D Cordle (Alton Green Grass Cutting) BACs	£ 240.00
21/12/21	O. Abbott (Reade Field and Church Green grass cutting) BACs	£ 280.00
21/12/21	M. Cornock (Pavilion repairs)	£ 294.84
21/12/21	S. Ingleton (seeds for Reade Field)	£ 54.99
21/12/21	J. Ambrose (bulbs for Reade Field)	£ 27.98
21/12/21	1 st prize Lottery December	£ 17.50
21/12/21	2 nd prize Lottery December	£ 10.50
21/12/21	3 rd prize Lottery December	£ 7.00

BANK RECONCILIATION		
Year to 301st December		
Lloyds Bank		
	Opening Balance 01/04/21	£ 40,809.88
	Receipts (less interest included below)	£ 61,043.41
		£ 101,853.29
	Less payments 20/21	£ 657.97
	Less payments 21/22	£ 30,985.94
	Receipts less payments	£ 70,209.38
	Balance on statement 53	£ 70,386.68
	Outstanding cheques	£ 177.30
	To balance with receipts less payments	£ 70,209.38
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 01/12/21	£ 1,403.25
	Add interest	£ 0.01
	Add receipts	£ -
	Balance on Statement 46	£ 1,403.26
	Total Funds	£ 85,214.98
Outstanding payments - cheque numbers		
	HMRC BACS due 05/01/2022	£ 166.80
	chq 2640	£ 10.50
	Total	£ 177.30

	Summary to end December 9/12ths =75%				
2021/22 BUDGET DESCRIPTION PAYMENTS	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%	Now amalgamated with Holbrook Helpers
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	
Holbrook Village Hall	£ 400.00	£ 400.00	£ -	100%	A further £500 for projector agreed
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%	
TOTAL	£ 1,645.00	£ 1,570.00	£ 75.00	95%	
Salaries and expenses					
Clerk's salary	£ 7,256.00	£ 5,288.40	£ 1,967.60	73%	National salary agreement still not set, additional hours from 1st Jan - will exceed budget
Clerk's expenses	£ 400.00	£ 275.86	£ 124.14	69%	May have slight surplus
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 quarters to come
Community Caretaker Salary	£ 2,780.00	£ 2,258.73	£ 521.27	81%	Hrs increased since budget, approx £200 overspend
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
TOTAL	£ 11,102.00	£ 8,170.79	£ 2,848.01	74%	
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%	Fully invoiced
Alton Green	£ 750.00	£ 444.00	£ 306.00	59%	one further invoice to come - surplus of £306
Church Green	£ 160.00	£ 140.00	£ 20.00	88%	Assume no further invoices
Reade Field SCC Grass cutting	£ 1,465.00	£ 649.74	£ 815.26	44%	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	£ 595.45	£ 95.45	119%	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 4 grit bins approx £700 total
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
TOTAL	£ 18,870.00	£ 15,377.82	£ 9,371.79	81%	
Administration					
Stationery and Office Supplies	£ 440.00	£ 169.35	£ 270.65	38%	Some charges to come Dec - assume surplus
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%	Charge less than budgeted, assume small surplus
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	£ 886.00	£ 164.00	84%	1 more edition to be invoiced
Lottery	£ 788.00	£ 444.70	£ 343.30	56%	Fewer participants: less prize money
Other admin & misc expenses	£ 450.00	£ 201.34	£ 248.66	45%	Website domain fee & virus protection to pay
TOTAL	£ 7,113.00	£ 4,940.78	£ 2,172.22	69%	
TOTAL EXPENDITURE	£ 39,658.00	£ 30,985.94	£ 14,468.47	78%	
RECEIPTS					
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	£ 20.00	£ 380.00		One off use of football pitch - Football clubs to be invoiced
NS&I interest	£ 100.00		£ 100.00		Due January 2022
BDC Grant	£ 2,880.00	£ 1,505.80	£ 1,374.20		Expecting a further £1505.80 (2 quarters)
Lottery Income	£ 1,540.00	£ 857.00	£ 683.00		Lottery income still coming in
Advertising	£ 600.00	£ 925.00	£ 325.00		Advertising income received to end December, 1 further invoice
Other	£ 632.00	£ 632.00	£ -		Parish Grant from Babergh
TOTAL INCOME	£ 47,152.00	£ 61,043.41	£ 13,891.41		Income will exceed budget, only partly offset by increased expenditure
BALANCE (income less expenditure) IN YEAR	£ 7,494.00	£ 30,057.47			

ADDITIONAL COMMENTARY

The budget and reconciliation reflects 7 months receipts and payments

The budget reconciliation shows that income and expenditure are on track with the following exceptions

EXPENDITURE

1. 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 quarterly funding will offset the increased expenditure. However, to date only 2 quarters have been received.
4. Small saving on the Playground inspection fee, less than budgeted
5. CIL Expenditure will be offset by CIL income, or carried forward.
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 isn't clear whether or not the consultancy fees for the Neighbourhood plan will be paid during this financial year.
10. There is likely to be an underspend on the CSHG fund, as it is currently not active.
11. Two replacement litter bins have been ordered and 4 grit bins. We are hoping for an additional grit bin. There has also been a request for a bin by the bus stop near Admiral's Quarter.

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. All adverts have now been paid for except one, which is promised this month.
6. Interest for the NSI Account will be notified later this month.
7. Lottery income is still coming in slowly – some BACs payments received.

8. The Swan Football Club have been invoiced for £300, for the additional use, but the Hornets are no longer using the pitch, so the final income will be £320 not £400.

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 and grit bins, 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.

PRECEPT 2022/23

We have had confirmation from BMSDC that the submission of our precept request has been received. The Tax Base has been confirmed as 722.40, which gives the Parish Council Tax Band D amount of £44.20. This has reduced the increase to 0.69% on 2021/22. These are the amounts that will be shown on residents' Council Tax Bill.