

Summary to end December 9/12A1:F26ths = 75%

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships			Sept		
SALC	£ 674.00	£ 657.03	£ 16.97	97%	Fully paid
Society of Local Council Clerks	£ 134.00	£ 144.00	£ 10.00	107%	Fully paid - small increase
Community Action Suffolk	£ 30.00	£ 30.00	£ -	100%	Fully paid
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	Fully paid
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	Fully paid
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	Fully paid
TOTAL	£ 951.00	£ 944.03	£ 6.97	82%	
Grants and Donations					
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	All now paid
Holbrook Village Hall	£ 200.00	£ 200.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00	£ 30.00	£ -	100%	
RBL Poppy Appeal	£ 50.00	£ 50.00	£ -	100%	
Repair Café	£ 200.00	£ 200.00	£ -	100%	
Holbrook Helpers	£ 400.00	£ 400.00	£ -	100%	
P3 Group	£ -	£ 40.00	£ 40.00	-100%	Grant for mower expenses, agreed post budget
Stutton and Holbrook Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	
TOTAL	£ 1,505.00	£ 1,545.00	£ 40.00	103%	
Salaries and expenses					
Clerk's salary	£ 9,243.00	£ 7,587.45	£ 1,655.55	82%	Will be overspent as pay rise higher than budgeted
Employer's NI	£ -	£ 107.41	£ 107.41	-100%	New for this year - no budget set
Clerk's expenses	£ 400.00	£ 296.56	£ 103.44	74%	
Councillors' expenses (Travel)	£ 100.00	£ 11.25	£ 88.75	11%	
Chairman's allowance	£ 300.00	£ 225.00	£ 75.00	75%	2 further quarters to come
Community Caretaker Salary	£ 3,211.00	£ 1,873.06	£ 1,337.94	58%	No caretaker for month of October & November
Community Caretaker Expenses	£ 100.00	£ 132.85	£ 32.85	133%	Will be overspent due to new PPE for Caretaker
Salc Payroll	£ 170.00	£ 82.80	£ 87.20	49%	6 months paid, further 6 months to be paid
TOTAL	£ 13,524.00	£ 10,316.38	£ 3,207.62	76%	
Asset Maintenance and other works					
Footway lighting	£ 5,489.00	£ 4,253.03	£ 1,235.97	77%	Cost much reduced from last year. See notes.
Waste / Dog bin emptying	£ 1,622.00	£ 1,822.87	£ 200.87	112%	Additional bins in Admirals Quarter added
Alton Green	£ 500.00	£ 276.00	£ 224.00	55%	One more cut budgeted
Church Green	£ 160.00	£ 90.00	£ 70.00	56%	Awaiting further charges
Reade Field SCC Grass cutting	£ 1,510.00	£ 692.61	£ 817.39	46%	One further charge to come - approx £500 surplus
Reade Field Other grasscutting and tree work	£ 600.00	£ 490.00	£ 110.00	82%	Awaiting further charges - anticipate surplus
Reade Field Other maintenance	£ 100.00	£ 245.03	£ 145.03	245%	Signs for Reade Field
Playground	£ 500.00	£ 200.88	£ 299.12	40%	Repairs to zip wire and fence posts
Playground inspection	£ 200.00	£ 192.00	£ 8.00	96%	Fully paid
Pavilion	£ 500.00	£ 563.26	£ 63.26	113%	Roof repairs, electricity & water & fire safety equip
General Maintenance	£ 400.00	£ 28.79	£ 371.21	7%	Black sacks for street cleaning - SID maintenance charge to come
Benches, bins, noticeboards	£ 200.00	£ 220.88	£ 20.88	110%	New bin for bus shelter nr Berners Field
CIL Expenditure	£ 4,026.00	£ 4,026.00	£ -	100%	Goalposts for Reade Field, balance towards lighting
Fitness Classes Sports Centre	£ -	£ 875.00	£ 875.00	-100%	Offset by grant from Babergh DC - see below
Community Self Help Scheme	£ 500.00	£ -	£ 500.00	0%	No expenses to date
TOTAL	£ 16,307.00	£ 13,976.35	£ 2,330.65	86%	
Administration					
Stationery and Office Supplies	£ 250.00	£ 632.79	£ 382.79	253%	New laptop agreed 16/5/22 - not budgeted
Books and reference materials	£ 50.00	£ 17.99	£ 32.01	36%	Small surplus
Insurance	£ 839.00	£ 881.99	£ 42.99	105%	All insurance now paid
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	
Meeting Hall Hire	£ 260.00	£ 165.00	£ 95.00	63%	Village Hall to Dec, Methodist Chapel £20
Courses and Training	£ 800.00	£ 144.00	£ 656.00	18%	There will be a surplus, possibly 2 further trainings
Audit Fees	£ 600.00	£ 555.00	£ 45.00	93%	All audit fees now paid
Neighbourhood Plan Expenses	£ 500.00	£ 5,400.00	£ 4,900.00	1080%	Repayment of grant to be taken from reserves
Parish Papers	£ 1,110.00	£ 1,159.00	£ 49.00	104%	Will be over budget - additional copies needed.
Lottery	£ 800.00	£ 374.48	£ 425.52	47%	Lottery prizes to date
Other admin & misc expenses	£ 250.00	£ 195.49	£ 54.51	78%	Parish Meeting expenses, consultant, web fee to come
TOTAL	£ 5,494.00	£ 9,560.74	£ 4,066.74	174%	
TOTAL EXPENDITURE	£ 37,781.00	£ 36,342.50	£ 1,438.50	96%	
CONTRIBUTION TO RESERVES					
Contribution to Bus shelters	£ 2,500.00	£ -	£ -		This will be put on reserves
Contribution to Eco lighting fund	£ 800.00	£ 17,913.50	£ -		From reserves for LED lighting
Contribution to Election costs	£ 300.00	£ -	£ -		To reserves
Contribution to pavilion project	£ 10,000.00	£ -	£ -		To pavilion reserves
TOTAL FOR RESERVES	£ 13,600.00	£ 17,913.50	£ -		
TOTAL EXPENDITURE INCLUDING FROM RESERVES		£ 54,256.00			
RECEIPTS	Agreed	Received to date	Remaining	Notes	
Precept	£ 31,930.00	£ 31,930.00	£ -	Precept fully paid	
CIL Funding	£ -	£ 1,322.02	£ 1,322.02	Unexpected CIL funds received	
VAT	£ 2,750.00	£ 1,984.13	£ 765.87	Shortfall from estimated VAT, due to claiming lighting in 20/21 claim	
Football	£ 400.00	£ -	£ 400.00	Shortfall anticipated only one team now playing	
NS&i interest	£ 75.00	£ -	£ 75.00	Interest dropped to almost zero following budget - expect shortfall	
Grant for Community Caretaker	£ 3,211.00	£ 1,605.50	£ 1,605.50	1st quarter now received, 3 more to come	
Lottery income	£ 1,000.00	£ 1,083.00	£ 83.00	Lottery tickets purchased to date	
Advertising	£ 500.00	£ 950.00	£ 450.00	3 new ads. Invoices for regular advertisers recently sent	
Other Grants	£ -	£ 9,860.00	£ 9,860.00	Grant from Babergh for fitness classes & Groundwork UK	
Other	£ -	£ 518.60	£ 518.60	Raised for pavilion by Football Club - transferred to Reade Field A/c	
Other	£ -	£ 518.60	£ 518.60	Transferred to Reade Field Account as above	
TOTAL INCOME	£ 39,866.00	£ 48,734.65	£ 8,868.65	This, plus outstanding charge From reserves for Eco lighting.	
INC LESS EXP & CONTRIBUTION TO RESERVES	£ 11,515.00	£ 5,211.35			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31st December. For regular expenditure items, this should represent 9/12ths (75%) of the budgeted expenditure. Some budgets are fully spent as they are one-off payments.

Below are the variations to the original budget:

EXPENDITURE

1. S.137/Grants: An additional grant of £40 was agreed towards mower costs for the P3 group. This had not been put in the budget. A budget has been included for 23/24
2. Salaries: the national pay increase from April 22 was reflected in the RFO report for December, resulting in an overspend of approximately £500 by the end of the financial year.. The community caretaker's salary will be slightly underspent, as we will have had 2 months without a CC - this will also be reflected in the claim from Babergh.
3. Footway lighting – a reduction in costs from last year and therefore a saving on the budget. The lower cost is partly to do with the fact that maintenance work was restricted last year. Lighting costs are retrospective, so despite the increase in electricity charges, we should see some benefit due to changing over to LED lamps.
4. The dog bin and litter bin emptying costs have increased and it seems from the list of bins that we have not hitherto been charged for Admirals Quarter until this year.
5. The stationery costs include the new laptop and an annual licence for Microsoft 365 and this budget line is therefore overspent.
6. Neighbourhood Plan: the funds carried forward from last year had to be repaid and a new application was successfully made. However, the original budget was agreed on the assumption that the grant would be fully spent by the 31st March 2022 and therefore the expenditure was not included in this year's budget. At the end of the year, the unspent grant was added to earmarked reserves. The effect of this is to create an overspend in the working budget. There is one further payment to be made to the Consultant, for which a further grant was received.
7. Parish Papers expenditure has increase which may be offset by additional advertising income. Invoices for regular advertisers have recently been sent out. One advertiser has so far notified us that they no longer wish to advertise. One invoice is still outstanding and will be followed up.
8. A new expenditure line was inserted for the fitness instructor, which will be offset by the grant received from Babergh. Added after the budget was agreed.
9. The Insurance Premium has been increased to cover the fitness classes, and therefore this budget will be overspent by £43. This is the 2nd year of the 3-year cover from Zurich. The insurance value of some of the Assets are in the process of being reviewed, which may result in an increase in premium in future years
10. Further charges are expected (one more quarter from Vertas, one further charge for Alton Green and some further charges from O. Abbott) but overall it is anticipated that grass cutting charges will be underspent.
- 11, Consultancy fees for the planning application re The Compasses will result in an additional overspend in the miscellaneous expenses budget, as a charge for web hosting is still to come.,
12. There is still further charges to come for the work on the LED lamps. We have paid 85% of the cost of the work to date, so will be invoiced for a further 15%, plus any remedial work needed. These charges are reflected in the above summary report, but will come from reserves

INCOME

1. Additional CIL income was received of £1,322.02 – full size goal posts have been purchased with these funds. The balance of last year's CIL funds will go towards the Eco Lighting Project.
2. VAT has been reclaimed for 21/22 financial year. Less than budgeted due to the VAT for street lighting being claimed in the previous year's claim.
3. Football will be lower than the budget, as only one team is playing. An invoice will be sent to them later this month.
4. Additional income has been transferred into the Reade Field Account which includes funds raised by the Football Club and funds from the Family Fun Day.
5. £7,700 has been transferred from Babergh DC for adult fitness classes at the Academy.
6. Lottery income is still coming in
7. All the precept has been received.
8. 2 quarterly payments have been received from Babergh for the Community Caretaker. 2 further payments to come (less two months without a CC)

RESERVES

It is anticipated that the reserves will considerably decrease, once the lighting project has been completed in addition to the repayment of the Neighbourhood Plan grant.

A full breakdown of reserves held will be prepared at the end of the financial year, but will include the sums budgeted from 22/23 under "reserves" section. I have assumed that we will can carry forward in reserves the balance of the grant for fitness classes, less the amount spent this year and the predicted spend in 2023/24.