

Holbrook Parish Council - Responsible Financial Officers Report to meeting 16th May 2022

Details of expenditure for the period 31st March – 30th April 2022

26/04/22	Mrs J M Hazlewood (Clerk's Salary) BACs	£ 622.45
26/04/22	Mr P Goodchild (Community Caretaker Salary) BACs	£ 214.18
26/04/22	HMRC (PAYE & Employer's NI) BACs to be paid 5.5.22	£ 212.02
26/04/22	Mrs J Hazlewood (Clerk's Expenses) BACs	£ 56.92
26/04/22	APM Refreshments (paid by debit card)	£ 15.49
26/04/22	Vertas (Grounds Maintenance) BACs	£ 230.87
26/04/22	P. Goodchild (Black sacks for Community Caretaker) BACs	£ 28.79
26/04/22	Compass Point (Neighbourhood Plan consultancy) BACs	£1,980.00
26/04/22	O. Abbott (Repairs to Pavilion roof) BACs	£ 242.31
26/04/22	SALC (Membership) BACs	£ 657.03
26/04/22	E.On Next (Pavilion Electricity)	£ 18.77
26/04/22	Suffolk Wildlife Trust (Membership) BACs	£ 38.00
26/04/22	Earth Anchors (bin for bus stop Ipswich Rd), BACs	£ 158.34
26/04/22	P3 Group (B. Adcock – grant for mower expenses) cheque	£ 40.00
26/04/22	Tuddenham Press (Parish Papers) BACs	£ 205.00
26/04/22	Lottery – 1 st prize for April - cheque	£ 20.00
26/04/22	Lottery – 2 nd prize for April - BACs	£ 12.00
26/04/22	Lottery – 3 rd prize for April - cheque	£ 8.00

BANK RECONCILIATION

APRIL

Lloyds Bank			
	Opening Balance 01/04/22	£	65,548.93
	Receipts (less interest included below)	£	17,302.02
	Total Receipts	£	82,850.95
	Less payments 21/22	£	-
	Less payments 22/23	£	9,256.77
	Receipts less payments	£	73,594.18
	Balance on statement No.57	£	73,834.20
	Outstanding payments	£	240.02
		£	73,594.18
NS & I Account			
	Balance at 01/04/22	£	13,603.70
	Interest		
	Balance on statement 10	£	13,603.70
Reade Field Account			
	Opening Balance 01/04/22	£	1,403.29
	Add interest	£	0.01
	Add receipts		
	Balance on Statement 50	£	1,403.30
Total Funds			
Outstanding cheques/outstanding payments			
	HMRC	£	212.02
	2650	£	20.00
	2651	£	8.00
		£	240.02

	April - 1/12th				
2022/23 BUDGET DESCRIPTION PAYMENTS	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 674.00	£ 657.03	£ 16.97	97%	Fully paid
Society of Local Council Clerks	£ 134.00		£ 134.00	0%	
Community Action Suffolk	£ 30.00		£ 30.00	0%	
Suffolk Preservation Society	£ 30.00		£ 30.00	0%	
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	Fully paid
Open Spaces Society	£ 45.00		£ 45.00	0%	
TOTAL	£ 951.00	£ 695.03	£ 255.97	82%	
Grants and Donations					
Suffolk Accident Rescue Service	£ 25.00		£ 25.00	0%	
Holbrook Village Hall	£ 200.00		£ 200.00	0%	
Holbrook PCC	£ 500.00		£ 500.00	0%	
Holbrook Academy	£ 30.00		£ 30.00	0%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	
Repair Café	£ 200.00		£ 200.00	0%	
Holbrook Helpers	£ 400.00		£ 400.00	0%	
P3 Group	£ -	£ 40.00	-£ 40.00	-100%	Grant for mower expenses, not budgeted
Stutton and Holbrook Community 1st Responders	£ 100.00		£ 100.00	0%	
TOTAL	£ 1,505.00	£ 40.00	£ 1,465.00	3%	
Salaries and expenses					
Clerk's salary	£ 9,243.00	£ 778.05	£ 8,464.95	8%	
Employer's NI	£ -	£ 3.02	-£ 3.02	-100%	
Clerk's expenses	£ 400.00	£ 46.93	£ 353.07	12%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00		£ 300.00	0%	
Community Caretaker Salary	£ 3,211.00	£ 267.58	£ 2,943.42	8%	
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 170.00		£ 170.00	0%	
TOTAL	£ 13,524.00	£ 1,095.58	£ 12,428.42	8%	
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		£ 1,622.00	0%	
Alton Green	£ 500.00		£ 500.00	0%	
Church Green	£ 160.00		£ 160.00	0%	
Reade Field SCC Grass cutting	£ 1,510.00	£ 230.87	£ 1,279.13	15%	
Reade Field Other grasscutting and tree work	£ 600.00		£ 600.00	0%	
Reade Field Other maintenance	£ 100.00		£ 100.00	0%	
Playground	£ 500.00		£ 500.00	0%	
Playground inspection	£ 200.00		£ 200.00	0%	
Pavilion	£ 500.00	£ 261.08	£ 238.92	52%	Roof repairs & electricity
General maintenance	£ 400.00	£ 28.79	£ 371.21	7%	Black sacks for street cleaning
Benches, bins, noticeboards	£ 200.00	£ 158.34	£ 41.66	79%	New bin for bus shelter nr Berners Field
CIL Expenditure	£ 4,026.00		£ 4,026.00	0%	Possibly be used for replacement lights
Community Self Help Scheme	£ 500.00		£ 500.00	0%	
TOTAL	£ 16,307.00	£ 4,932.11	£ 11,374.89	30%	
Administration					
Stationery and Office Supplies	£ 250.00	£ 9.99	£ 240.01	4%	
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 839.00	£ 243.57	£ 595.43	29%	
Information Commissioner	£ 35.00		£ 35.00	0%	
Village Hall Hire	£ 260.00		£ 260.00	0%	
Courses and Training	£ 800.00		£ 800.00	0%	
Audit Fees	£ 600.00		£ 600.00	0%	
Neighbourhood Plan Expenses	£ 500.00	£ 1,980.00	-£ 1,480.00	396%	Balance from earmarked reserves
Parish Papers	£ 1,110.00	£ 205.00	£ 905.00	18%	
Lottery	£ 800.00	£ 40.00	£ 760.00	5%	
Other admin & misc expenses	£ 250.00	£ 15.49	£ 234.51	6%	Parish Meeting expenses
TOTAL	£ 5,494.00	£ 2,494.05	£ 2,999.95	45%	
TOTAL EXPENDITURE	£ 37,781.00	£ 9,256.77	£ 28,524.23	25%	
CONTRIBUTION TO RESERVES					
Contribution to Bus shelters	£ 2,500.00		£ -		
Contribution to Eco lighting fund	£ 800.00		£ -		
Contribution to Election costs	£ 300.00		£ -		
Contribution to pavilion project	£ 10,000.00		£ -		
TOTAL FOR RESERVES	£ 13,600.00	£ -	£ -		
RECEIPTS					
Precept	£ 31,930.00	£ 15,965.00	£ 15,965.00		
CIL Funding	£ -	£ 1,322.02	-£ 1,322.02		Unexpected CIL funds received
VAT	£ 2,750.00		£ 2,750.00		
Football	£ 400.00		£ 400.00		
NS&I interest	£ 75.00		£ 75.00		
Grant for Community Caretaker	£ 3,211.00		£ 3,211.00		
Lottery Income	£ 1,000.00	£ 15.00	£ 985.00		Cash lottery contribution
Advertising	£ 500.00		£ 500.00		
Other	£ -		£ -		
TOTAL INCOME	£ 39,866.00	£ 17,302.02	£ 22,563.98		
INC LESS EXP & CONTRIBUTION TO RESERVES	-£ 11,515.00	£ 17,302.02			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 30th April 2022, the first month of the new financial year – the guide to see if the budget is on track is that on the regular monthly bills, such as salaries, the expenditure should be 1/12th or 8.3%. There are other one-off payments such as lighting and payment of grants or subscriptions.

There are a couple of variations from budget to report:

EXPENDITURE

1. Grants: An additional grant of £40 was agreed towards mower costs for the P3 group. This had not been put in the budget.
2. 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.
3. The cost of the Parish Papers has increased, which may be offset by additional advertising income.

INCOME

1. Additional CIL income has been received for 22/23 of £1,322.02 and a proposal is being made that this goes towards buying new full size goal posts.
2. £3,277.40 is carried forward as earmarked reserves for the Neighbourhood Plan. The budget assumed that the grant would be spent by the end of 21/22.
5. Football Income may be lower than the budget, as we are told only one team is playing next year

RESERVES

As there will be a substantial expenditure from the Reserves for lighting this year and, as a result of the interest rate being 0.01%, no reserves have been transferred to the NS & I account. However, the Clerk will investigate if there is a better interest rate to be found.