<u>Holbrook Parish Council - Responsible Financial Officers Report to meeting 18th July 2022</u> Details of expenditure for the period 30th May – 30th June

30/05/22	Stutton Community Shop (envelopes) Debit card	£ 3.45				
31/05/22	Curry's Business (new laptop – endorsed) Debit card	£ 449.00				
09/06/22	Amazon UK (Microsoft Office 365 subscription) Debit card	£ 43.90				
21/06/22	Mrs J M Hazlewood (Clerk's Salary) BACs	£ 622.45				
21/06/22	Mrs J M Hazlewood (Clerk's Expenses) BACs	£ 35.99				
21/06/22	Mr P Goodchild (Community Caretaker Salary) BACs	£ 214.18				
21/06/22	Mr P Goodchild (Community Caretaker expenses) BACs	£ 89.99				
21/06/22	HMRC (PAYE & Employer's NI) BACs to be paid 5.6.22	£ 212.02				
21/06/22	E-On (Pavilion Electricity) DD	£ 18.30				
21/06/22	ICO (Registration Fee GDPR/Data Protection) DD	£ 35.00				
21/06/22	Holbrook Village Hall (Hire costs) BACs	£ 45.00				
21/06/22	M & D Cordle (Alton Green Grass Cutting) BACs	£ 228.00				
21/06/22	MH Goals (new goalposts) BACs	£1,358.60				
21/06/22	Babergh District Council (Litter & Dog bins) BACs	£1,822.87				
21/06/22	Tuddenham Press (Parish Papers) BACs	£ 235.00				
21/06/22	Babergh District Council (Lottery Licence) cheque	£ 20.00				
21/06/22	O. Abbott (Grass cutting & maintenance Reade Field) BACs	£ 150.00				
21/06/22	Lottery – 2 nd prize for June - cheque	£ 12.30				
21/06/22	Lottery – 3 rd prize for June - cheque	£ 8.20				
21/06/22	6/22 Groundwork UK (repayment of NP grant) BACs					

	BANK RECONCILIATION		,						
Year to 30th June									
Lloyds Bank									
_	Opening Balance 01/04/22	£	65,548.93						
	Receipts (less interest included below)	£	27,746.75						
	Total Receipts	£	93,295.68						
	Less payments 21/22	£	-						
	Less payments 22/23	£	20,507.81						
	Receipts less payments	£	72,787.87						
	Palance on statement No FO	£	72 040 20						
	Balance on statement No.59	£	73,040.39						
	Outstanding payments		252.52						
NC 0 1 4		£	72,787.87						
NS & I Account		42.602.70							
	Balance at 01/06/22	£	13,603.70						
	Interest	£	- 42.602.70						
	Balance on statement 10	£	13,603.70						
Reade Field Acco			1 100 01						
	Opening Balance 01/06/22	£	1,403.31						
	Add interest	£	0.01						
	Add receipts	£	518.60						
	Balance on Statement 52	£	1,921.92						
Total Funds	£	88,313.49							
Outstanding che	ques/outstanding payments								
Outstanding che	payments								
	HMRC (to be paid 5th July)	£	212.02						
	2654	£	12.30						
	2655	£	8.20						
	2656	£	20.00						
		£	252.52						

		Sur	nmary to end Jun		ne: 3/12ths=25%				
				Total spent				_	
2022/23 BUDGET DESCRIPTION PAYMENTS Subscriptions and memberships		Budget		ytd		Remaining	% spent	Comments	
SALC	£	674.00	£	657.03	£	16.97	97%	Fully paid	
Society of Local Council Clerks	£	134.00			£	134.00	0%	Due this month	
Community Action Suffolk	£	30.00	-	30.00	£	-	100%	, ·	
Suffolk Preservation Society Suffolk Wildlife Trust	£	30.00	£	30.00	£	-	100% 100%		
Open Spaces Society	£	45.00	-	45.00	£	-	100%		
TOTAL	£	951.00	£	800.03	£	150.97	82%	7.	
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	£	50.00 200.00	-		£	50.00 200.00	0%		
Repair Café 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	£	2,334.15	£	6,908.85	25%		
Employer's NI	£	-	£	9.06	-£	9.06	-100%		
Clerk's expenses	£	400.00	£	119.86	-	280.14	30%		
Councillors' expenses (Travel) Chairman's allowance	£	100.00 300.00	£	75.00	£	100.00 225.00	0% 25%		
Community Caretaker Salary	£	3,211.00	£	802.74	£	2,408.26	25%		
Community Caretaker Expenses	£	100.00	-	89.99	£	10.01	90%		
Salc Payroll	£	170.00			£	170.00	0%		
TOTAL	£	13,524.00	£	3,430.80	£	10,093.20	25%		
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	£	228.00	£	272.00	46%		
Church Green Reade Field SCC Grass cutting	£	160.00 1,510.00	£	230.87	£	160.00 1,279.13	0% 15%		
Reade Field Other grasscutting and tree work	£	600.00	£	300.00	£	300.00	50%		
Reade Field Other maintenance	£	100.00			£	100.00	0%		
Playground	£	500.00			£	500.00	0%		
Playground inspection Pavilion	£	200.00 500.00	_	328.30	£	200.00 171.70	0%	Roof repairs, electricity & water	
General maintenance	£	400.00	_	28.79	£	371.21	7%		
Benches, bins, noticeboards	£	200.00	_	158.34	£	41.66	79%	New bin for bus shelter nr Berners Field	
CIL Expenditure	£	4,026.00	£	1,358.60	£	2,667.40	51%	New goalposts for Reade Field, balance towards lighting	
Community Self Help Scheme TOTAL	£	500.00 16,307.00	£	8,708.80	£	500.00 7,598.20	0% 53%		
TOTAL		10,307.00		8,708.80		7,336.20	33/0		
Administration									
Stationery and Office Supplies	£	250.00	£	526.32	-£	276.32	211%	New laptop agreed 16/5/22 - not budgeted	
Books and reference materials Insurance	£	50.00 839.00	£	243.57	£	50.00 595.43	0% 29%	Pavilion insurance pd, Gen Insurance due end Sept.	
Information Commissioner	£	35.00	_	35.00	£	-	100%	Tavillon insurance pu, den insurance due end sept.	
Village Hall Hire	£	260.00	_	45.00	£	215.00	1	April, May & June meetings	
Courses and Training	£	800.00			£	800.00	0%		
Audit Fees	£	600.00	_	195.00	£	405.00	33%		
Neighbourhood Plan Expenses Parish Papers	£	500.00 1,110.00	£	5,400.00 440.00	-£	4,900.00 670.00	1080% 40%	Repayment of grant to be taken from reserves Additional copies needed for RHS delivery	
Lottery	£	800.00	_	109.20	-	690.80	14%	The second of this delivery	
Other admin & misc expenses	£	250.00	£	534.09	-£	284.09	214%	Parish Meeting expenses & transfer of funds to RF A/c	
TOTAL	£	5,494.00	_	7,528.18	_	2,034.18	137%		
TOTAL EXPENDITURE	£	37,781.00	£	20,507.81	£	17,273.19	54%		
CONTRIBUTION TO RESERVES									
Contribution to Bus shelters	£	2,500.00			£	-			
Contribution to Eco lighting fund	£	800.00	L		£	-			
Contribution to Election costs	£	300.00 10,000.00	_		£	-			
Contribution to pavilion project TOTAL FOR RESERVES	£	13,600.00	£	-	L	-			
		.,							
			F	Received to					
RECEIPTS		greed	_	date		emaining	Notes	and and half will be set to form	
Precept CIL Funding	£	31,930.00	£	15,965.00 1,322.02	£ -£	15,965.00 1,322.02		eceived, next half will be paid in September	
VAT	£	2,750.00	£	1,984.13				estimated VAT, due to claiming lighting in 20/21 claim	
Football	£	400.00			£		Possible shortfall here, as only one team now playing		
NS&I interest	£	75.00			£	75.00			
Grant for Community Caretaker	£	3,211.00	_	37.00	£	3,211.00	Cach letter	ontribution	
Lottery Income Advertising	£	1,000.00 500.00	_	27.00 230.00	£	973.00 270.00	Cash lottery contribution Two new ads. Invoices will be sent for others later in the year.		
Other Grants	£	-	£	7,700.00	-	7,700.00	1	abergh for fitness classes	
Other	£	-	£	518.60	-£	518.60	Raised for pay	vilion by Football Club - transferred to Reade Field A/c	
TOTAL INCOME	£	39,866.00	£	27,746.75	2	12,119.25			
INC LESS EXP & CONTRIBUTION TO RESERVES	-£	11,515.00	£		I	12,119.25			
and the state of t	-	,55.00							

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 30th June 2022. For regular expenditure items such as salaries, this should represent 25% of the budgeted expenditure. There are, of course, budgets which will be fully spent, such as street lighting costs.

Below are the variations to the original budget

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 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.
- 4. The stationery costs include the laptop and Microsoft software
- Neighbourhood Plan: we have had to pay back the balance of the grant and at the time of budgeting we believed we could carry it forward. A new grant application will be made
- 6. The cost of the Parish Papers has increased and the quantity requested has increased to include deliveries to the RHS. This may be offset by additional advertising income. Invoices for regular advertisers will be sent out later in the year.
- 7. Other Expenditure: this is where the transfer of the £518.60 raised by the Swan Football Team is recorded as being transferred to the Reade Field Account

INCOME

- 1. Additional CIL income has been received for 22/23 of £1,322.02 full size goal posts have been purchased with these funds. It was anticipated that the balance of last year's CIL funds would go towards the 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 Income may be lower than the budget, as only one team is playing next year
- 4. Additional income was raised by the Swan Football Team towards the new pavilion, which has been transferred into the Reade Field Account (see point 7 above).
- 5. £7,700 has been transferred from Babergh DC for adult fitness classes at the Academy. A separate line will be added to the expenditure summary to

RESERVES

I am still looking to see if there is a better interest rate available for our reserves