



## Summary to end January 10/12ths = 83%

s	Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>					
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
<b>TOTAL</b>	£ 951.00	£ 944.03	£ 6.97	82%	
<b>Grants and Donations</b>					
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%	
<b>TOTAL</b>	£ 1,505.00	£ 1,545.00	£ 40.00	103%	
<b>Salaries and expenses</b>					
Clerk's salary	£ 9,243.00	£ 8,430.50	£ 812.50	91%	Over budget as National pay rise higher than budgeted
Employer's NI	£ -	£ 119.15	£ 119.15	-100%	New for this year - no budget set
Clerk's expenses	£ 400.00	£ 322.56	£ 77.44	81%	
Councillors' expenses (Travel)	£ 100.00	£ 11.25	£ 88.75	11%	
Chairman's allowance	£ 300.00	£ 225.00	£ 75.00	75%	1 further quarters to come
Community Caretaker Salary	£ 3,211.00	£ 2,140.64	£ 1,070.36	67%	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
<b>TOTAL</b>	£ 13,524.00	£ 11,464.75	£ 2,059.25	85%	
<b>Asset Maintenance and other works</b>					
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	£ 923.48	£ 586.52	61%	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	£ 581.49	£ 81.49	116%	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	£ 5,384.60	£ 1,358.60	100%	Goalposts, jubilee trees, balance for lighting
Fitness Classes Sports Centre	£ -	£ 975.00	£ 975.00	-100%	Offset by grant from Babergh DC - see below
Community Self Help Scheme	£ 500.00	£ -	£ 500.00	0%	No expenses to date
<b>TOTAL</b>	£ 16,307.00	£ 15,684.05	£ 622.95	96%	
<b>Administration</b>					
Stationery and Office Supplies	£ 250.00	£ 642.78	£ 392.78	257%	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%	Annual charge fully paid
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	£ 1,186.48	£ 76.48	107%	Will be over budget - additional copies needed.
Lottery	£ 800.00	£ 394.00	£ 406.00	49%	Lottery prizes to date
Other admin & misc expenses	£ 250.00	£ 195.49	£ 54.51	78%	APM expenses, planning consultant - web hosting due
<b>TOTAL</b>	£ 5,494.00	£ 9,617.73	£ 4,123.73	175%	
<b>TOTAL EXPENDITURE</b>	<b>£ 37,781.00</b>	<b>£ 39,255.56</b>	<b>£ 1,474.56</b>	<b>104%</b>	
<b>CONTRIBUTION TO RESERVES</b>					
Contribution to Bus shelters	£ 2,500.00		£ -		This will be put on reserves
Contribution to Eco lighting fund	£ 800.00	£ 16,690.90	£ -		From reserves for LED lighting - more charges to come
Contribution to Election costs	£ 300.00		£ -		To reserves
Contribution to pavilion project	£ 10,000.00		£ -		To pavilion reserves
<b>TOTAL FOR RESERVES</b>	<b>£ 13,600.00</b>	<b>£ 16,690.90</b>			
<b>TOTAL EXPENDITURE INCLUDING FROM RESERVES</b>		<b>£ 55,946.46</b>			
<b>RECEIPTS</b>					
Precept	£ 31,930.00	£ 31,930.00	£ -		Precept fully paid
CIL Funding	£ -	£ 1,322.02	£ 1,322.02		Unexpected CIL funds received - spent on goalposts above
VAT	£ 2,750.00	£ 1,984.13	£ 765.87		Shortfall from estimated VAT, due to claiming lighting in 20/21 claim
Football	£ 400.00	£ 200.00	£ 200.00		Half budgeted amount, as only one team playing this year.
NS&I interest	£ 75.00	£ -	£ 75.00		Interest dropped to almost zero following budget - expect shortfall
Babergh - Community Caretaker grant	£ 3,211.00	£ 1,873.40	£ 1,337.60		1 more quarter to come, shortfall balanced by expenditure
Lottery Income	£ 1,000.00	£ 1,155.00	£ 155.00		Total of lottery ticket purchases to date
Advertising	£ 500.00	£ 1,190.00	£ 690.00		All current ads now paid for.
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
<b>TOTAL INCOME</b>	<b>£ 39,866.00</b>	<b>£ 49,514.55</b>	<b>£ 9,648.55</b>		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESERVES</b>	<b>£ 11,515.00</b>	<b>£ 6,431.91</b>			

## ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31<sup>st</sup> January. For regular expenditure items, this should represent 10/12ths (83%) 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 31<sup>st</sup> 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. The consultant will be encouraged to pay this before the end of March.
7. Parish Papers expenditure has increase which to some extent has been offset by additional advertising income. All invoices for current advertisers have been settled.
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 2<sup>nd</sup> year of the 3-year cover from Zurich. The insurance value of some of the Assets have been 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 will come from reserves.
13. CIL expenditure – the surplus from last year's grant has gone towards lighting, jubilee trees and this year's grant has been spent on new goalposts.

14. The Parish Council has been asked to be the fund holders for the hedgehog highway project for which a grant of just over £500 has been agreed. The grant has to be spent by 13<sup>th</sup> March and monies re-claimed.
15. We have just received a very high water & sewerage bill for the pavilion. I have spoken to WAVE and they acknowledged that the bill was way above our normal consumption. It is possible that a tap had been left running without detection, or a leak had occurred. The Chairman checked the meter which appears to be what we would currently expect, so the conclusion is that water may have been left running. It will be closely monitored over the next few months.

## **INCOME**

1. Additional CIL income was received of £1,322.02 – full size goal posts have been purchased with these funds.
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 now received. Only one team has played this year, so half income budgeted.
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 slowly and is reflected in the prize money
7. A new grant has been received to cover the consultant's costs for work on the Neighbourhood Grant.
8. All the precept has been received.
9. 3 quarterly payments have been received from Babergh for the Community Caretaker. 1 further payment to come (less two months without a CC)
10. All income has now been received from advertisers to date.

## **RESERVES**

The Council's reserves at the end of March 2023 will considerably decrease, once the lighting project has been fully paid in addition to the unexpected 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 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.