

Holbrook Parish Council
Responsible Financial Officers Report to meeting 15th May 2023
Details of expenditure for the period 1st April to 30th April inclusive

03.04.23	Co-op – A5 envelopes (Debit Card)	£ 1.20
18.04.23	Mrs J M Hazlewood – Clerk’s Expenses & Stationery (BACs)	£ 42.10
18.04.23	Mrs J M Hazlewood – Clerk’s Salary January (BACs)	£ 674.45
18.04.23	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 247.38
18.04.23	HMRC – PAYE & Employer’s NI (BACs)	£ 200.54
18.04.23	Suffolk Cloud – website training (BACs)	£ 60.00
18.04.23	SALC – Annual subscription (BACs)	£ 617.39
18.04.23	Holbrook Village Hall – hire charge (BACs)	£ 25.00
18.04.23	Suffolk County Council – lighting costs (BACs)	£2,835.81
18.04.23	CAS - pavilion insurance (BACs)	£ 308.00
18.04.23	Tuddenham Press – Parish Papers (BACs)	£ 274.00
18.04.23	Suffolk Wildlife Trust – subscription (BACs)	£ 38.00
18.04.23	Mark Thompson – fitness classes (BACs)	£ 100.00
18.04.23	Lottery 1 st Prize (cheque)	£ 24.00
18.04.23	Lottery 2 nd Prize (cheque)	£ 14.40
18.04.23	Lottery 3 rd Prize (cheque)	£ 9.60
27.04.23	Co-op – Refreshments Annual Parish Meeting (Debit card)	£ 8.03

Lloyds Bank		
	Opening Balance 01/04/23	£54,207.83
	Receipts (less interest included below)	£ 16,277.75
	Total Receipts	£ 70,485.58
	Less payments 22/23	£ 21.00
	Less payments 23/24	£ 5,479.90
	Receipts less payments	£ 64,984.68
	Balance on statement No.69	£ 65,039.28
	Outstanding payments	£ 54.60
		£ 64,984.68

NS & I Account		
	Balance at 01/04/23	£ 13,616.36
	Interest	
	Balance on statement 11	£ 13,616.36

Reade Field Account		
	Opening Balance 01/04/23	£ 2,042.25
	Add interest	£ 1.29
	Add receipts	
	Balance on Statement 62	£ 2,043.54

Total Funds		£ 80,644.58
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Outstanding cheques/outstanding payments		
	2685	£ 24.00
	2687	£ 9.60
	2672	£ 21.00
		£ 54.60

Summary to 30th April 2023 - 1/12th (8.3%)

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 677.00	£ 617.39		91%	Fully paid, slightly less than budgeted
Society of Local Council Clerks	£ 150.00			0%	Invoice still awaited
Community Action Suffolk	£ 30.00			0%	
Suffolk Preservation Society	£ 30.00			0%	
Suffolk Wildlife Trust	£ 38.00	£ 38.00		100%	Fully paid
Open Spaces Society	£ 45.00			0%	
TOTAL	£ 970.00	£ 655.39	£ -		
Grants and Donations - S.137					
Suffolk Accident Rescue Service	£ 25.00			0%	Grants will be paid in October 23
Holbrook Village Hall	£ 300.00			0%	
Holbrook PCC	£ 500.00			0%	
Holbrook Academy	£ 30.00			0%	
RBL Poppy Appeal	£ 50.00			0%	
Holbrook Helpers	£ 500.00			0%	
P3 Group	£ 60.00			0%	
Stutton and Holbrook Community 1st Responders	£ 100.00			0%	
TOTAL	£ 1,565.00	£ -	£ -	0%	
Salaries and expenses					
Clerk's salary	£ 10,612.92	£ 843.05		8%	
Employer's NI	£ 144.00	£ 11.74		8%	
Clerk's expenses	£ 420.00	£ 32.11		8%	
Councillors' expenses (Travel)	£ 100.00			0%	
Chairman's allowance	£ 300.00			0%	
Community Caretaker Salary	£ 3,521.96	£ 267.58		8%	
Community Caretaker Expenses	£ 100.00			0%	
Salc Payroll	£ 170.57			0%	
TOTAL	£ 15,369.45	£ 1,154.48	£ -		
Asset Maintenance and other works					
Footway lighting	£ 5,103.64	£ 2,835.81		56%	Considerably cheaper than budget. LED balance to com
Waste / Dog bin emptying	£ 2,000.00			0%	
Alton Green	£ 529.20			0%	
Church Green	£ 160.00			0%	
Reade Field SCC Grass cutting	£ 974.00			0%	
Reade Field Other grasscutting and tree work	£ 440.00			0%	
Reade Field Other maintenance	£ 100.00			0%	
Playground	£ 3,000.00			0%	
Playground inspection	£ 202.00			0%	
Pavilion	£ 900.00			0%	
General maintenance	£ 400.00			0%	
Benches, bins, noticeboards	£ 200.00			0%	
Fitness Classes	£ 2,000.00	£ 100.00		5%	Amount per month variable: term time/holidays
Community Self Help Group	£ 250.00			0%	
TOTAL	£ 16,258.84	£ 2,935.81	£ -	18%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 11.19		3%	
Books and reference materials	£ 50.00			0%	
Insurance	£ 1,200.00	£ 308.00		26%	Pavilion Insurance paid - Council Gen insurance to com
Information Commissioner	£ 35.00			0%	
Meeting Hall Hire	£ 350.00	£ 25.00		7%	
Courses and Training	£ 500.00	£ 60.00		12%	Website training
Audit Fees	£ 583.00			0%	
Election	£ 1,870.00			0%	
Parish Papers	£ 1,449.00	£ 274.00		19%	First of 6 editions.
Lottery	£ 530.00	£ 48.00		9%	
Other admin & misc expenses	£ 260.00	£ 8.03		3%	Refreshments for Annual PM
TOTAL	£ 7,227.00	£ 734.22	£ -	10%	
TOTAL EXPENDITURE	£ 41,390.29	£ 5,479.90	£ -	13%	
CONTRIBUTION TO RESERVES					
Contribution to Bus shelters			£ -		
Contribution to Eco lighting fund			£ -		
Contribution to Election costs			£ -		
Contribution to pavilion project	£ 10,000.00		£ -		
TOTAL FOR RESERVES	£ 10,000.00	£ -			
TOTAL EXPENDITURE INCLUDING FROM RESERVES	£ 51,390.29	£ 5,479.90			
RECEIPTS					
Precept	£ 31,930.00	£ 15,965.00	£ 15,965.00		First Half of precept received
VAT	£ 5,700.00		£ 5,700.00		Vat claim submitted for £5337.78 not yet received
Football	£ 250.00		£ 250.00		
NS&I interest	£ 15.00		£ 15.00		
Babergh - Community Caretaker grant	£ 3,521.96		£ 3,521.96		
Lottery Income	£ 1,020.00		£ 1,020.00		
Advertising	£ 900.00		£ 900.00		
Other Grants	£ -		£ -		
Other	£ -	£ 312.75	£ 312.75		Fundraising by The Swan - to be transferred to Reade Field Account
Other	£ -		£ -		
TOTAL INCOME	£ 43,336.96	£ 16,277.75	£ 27,059.21		
INC LESS EXP & CONTRIBUTION TO RESERVES	-£ 8,053.33	£ 10,797.85			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 30th April 2023 – 1/12th of the financial year. For regular payments, such as salaries, this should be approximately 8.3% of the annual expenditure.

EXPENDITURE

Street Lighting: with widely varying charges over the past 3 years, it has been difficult to budget accurately. The costs this year are less than budgeted, but there are costs still outstanding from the LED lighting project which can come from this budget heading.

Parish Papers: the parish papers continue to expand, but hopefully the majority of the cost will be met by advertising. At the present charge, the budget could be approximately £200 overspent at the end of the year.

INCOME

Precept: half of the precept has been received, the other half will be received at the end of September.

VAT: a Vat claim has been submitted, for slightly less than the budget, which is due to anticipating paying for the remainder of the LED lighting work before the end of the last financial year.

Other: Funds have been raised by The Swan Football Club towards the new pavilion and will be transferred to The Reade Field Account.