

Holbrook Parish Council
Responsible Financial Officers Report to meeting 18th December 2023

Details of expenditure for the period 01.11.23-30.11.23 inclusive

21.11.23	Mrs J M Hazlewood – Clerk’s salary (BACs)	£ 674.45
21.11.23	Mrs J M Hazlewood – Clerk’s expenses (BACs)	£ 26.00
21.11.23	Mr. W. Abbott – Community Caretaker Salary (BACs)	£ 247.18
21.11.23	HMRC: PAYE & Employer’s NI (BACs)	£ 200.74
21.11.23	Vertas – Grounds maintenance (BACs)	£ 258.55
21.11.23	Tuddenham Press – Parish Papers (BACs)	£ 315.00
21.11.23	Wave – Pavilion Water (Direct Debit)	£ 38.83
21.11.23	Come Hither Design – Neighbourhood Plan leaflets (BACs)	£ 54.00
21.11.23	J. Ambrose - Expenses (BACs)	£ 27.48
21.11.23	M. Thompson – Fitness Classes (BACs)	£ 200.00
21.11.23	Royal British Legion – Poppy Wreath (BACs)	£ 50.00
21.11.23	O. Abbott – Grass Cutting & Maintenance (BACs)	£ 300.00
21.11.23	1 st Prize Lottery – November (BACs)	£ 20.50
21.11.23	2 nd Prize Lottery – November (BACs)	£ 12.30
21.11.23	3 rd Prize Lottery – November (BACs)	£ 8.20

BANK RECONCILIATION		
Year to 30th November		
Lloyds Bank		
	Opening Balance 01/04/23	£ 54,207.83
	Receipts (less interest included below)	£ 42,034.80
	Total Receipts	£ 96,242.63
	Less payments 22/23	£ 21.00
	Less payments 23/24	£ 30,887.38
	Receipts less payments	£ 65,334.25
	Balance on statement No. 76	£ 65,545.34
	Outstanding payments	£ 211.09
		£ 65,334.25
NS & I Account		
	Balance at 01/04/23	£ 13,616.36
	Interest	
	Balance on statement 11	£ 13,616.36
Reade Field Account		
	Opening Balance 01/05/23	£ 4,254.40
	Add interest	£ 4.61
	Add receipts	£ 72.00
	Balance on Statement 69	£ 4,331.01
Total Funds		£ 83,281.62
Outstanding cheques/outstanding payments		
	HMRC	£ 200.74
	2701	£ 10.35
		£ 211.09

Summary to 30th November 2023 - 8/12ths (67%)

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 677.00	£ 617.39	£ 59.61	91%	All subscriptions now fully paid
Society of Local Council Clerks	£ 150.00	£ 146.00	£ 4.00	97%	
Community Action Suffolk	£ 30.00	£ 80.00	-£ 50.00	267%	Added subscription to Pro Help Suffolk for pavilion
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	
TOTAL	£ 970.00	£ 956.39	£ 13.61		
Grants and Donations - S.137					
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	HA, Poppy Wreath
Holbrook Village Hall	£ 300.00	£ 300.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00	£ -	£ 30.00	0%	
RBL Poppy Appeal	£ 50.00	£ 50.00	£ -	100%	
Holbrook Helpers	£ 500.00	£ 500.00	£ -	100%	
P3 Group	£ 60.00	£ 40.00	£ 20.00	67%	
Stutton and Holbrook Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	
TOTAL	£ 1,565.00	£ 1,515.00	£ 50.00	97%	
Salaries and expenses					
Clerk's Salary	£ 10,612.92	£ 6,744.40	£ 3,868.52	64%	Nat Pay increase will be reflected in next summary
Employer's NI	£ 144.00	£ 93.92	£ 50.08	65%	
Clerk's expenses	£ 420.00	£ 256.51	£ 163.49	61%	
Councillors' expenses (Travel)	£ 100.00	£ 22.50	£ 77.50	23%	
Chairman's allowance	£ 300.00	£ 150.00	£ 150.00	50%	2 quarters paid
Community Caretaker Salary	£ 3,521.96	£ 2,140.64	£ 1,381.32	61%	
Community Caretaker Expenses	£ 100.00	£ 17.99	£ 82.01	18%	
Salc Payroll	£ 170.57	£ 82.80	£ 87.77	49%	6 months payroll charges received
TOTAL	£ 15,369.45	£ 9,508.76	£ 5,860.69		
Asset Maintenance and other works					
Footway lighting	£ 5,103.64	£ 2,835.81	£ 2,267.83	56%	Considerably cheaper than budget. LED balance to come
Waste / Dog bin emptying	£ 2,000.00	£ 1,998.08	£ 1.92	100%	
Alton Green	£ 529.20	£ 456.00	£ 73.20	86%	
Church Green	£ 160.00	£ 120.00	£ 40.00	75%	
Reade Field SCC Grass cutting	£ 974.00	£ 775.65	£ 198.35	80%	Two more charges to come
Reade Field Other grasscutting and tree work	£ 440.00	£ 630.00	-£ 190.00	143%	
Reade Field Other maintenance	£ 100.00	£ -	£ 100.00	0%	
Playground	£ 3,000.00	£ 1,636.80	£ 1,363.20	55%	new accessible gate - replacement equip to come
Playground inspection	£ 202.00	£ 192.00	£ 10.00	95%	
Pavilion	£ 900.00	£ 303.84	£ 596.16	34%	Small savings on electricity, due to grant received
General maintenance	£ 400.00	£ 1,027.99	-£ 627.99	257%	1 year maintenance for SID budgeted - 3 years charged
Benches, bins, noticeboards	£ 200.00	£ -	£ 200.00	0%	new accessible gate - replacement equip to come
Defibrillator	£ -	£ 3,414.00	-£ 3,414.00	N/A	Offset by grants £1250 & uncontested election savings
Fitness Classes	£ 2,000.00	£ 1,250.00	£ 750.00	63%	Amount per month variable: term time/holidays
Community Self Help Group	£ 250.00	£ 4.98	£ 245.02	2%	Refuse bags
TOTAL	£ 16,258.84	£ 14,645.15	£ 1,613.69	90%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 127.75	£ 272.25	32%	
Books and reference materials	£ 50.00	£ -	£ 50.00	0%	
Insurance	£ 1,200.00	£ 960.18	£ 239.82	80%	All insurance paid
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	paid by DD
Meeting Hall Hire	£ 350.00	£ 225.00	£ 125.00	64%	new charges come into force next year
Courses and Training	£ 500.00	£ 186.00	£ 314.00	37%	Website training/SLCC course/SALC conference to come
Audit Fees	£ 583.00	£ 638.00	-£ 55.00	109%	External Auditor fees of £378 to be paid in August -
Election	£ 1,870.00	£ 179.08	£ 1,690.92	10%	Budget set for possible contested election - surplus
Parish Papers	£ 1,449.00	£ 1,219.00	£ 230.00	84%	3 editions paid for - 3 more to come
Lottery	£ 530.00	£ 310.45	£ 219.55	59%	Lottery winners, plus licence fee
Water Testing equipment from grant	£ -	£ 319.59	-£ 319.59	N/A	Water testing equipment from Locality Grant
Other admin & misc expenses/NP printing	£ 260.00	£ 62.03	£ 197.97	24%	Refreshments for Annual PM
TOTAL	£ 7,227.00	£ 4,262.08	£ 2,964.92	59%	
TOTAL EXPENDITURE	£ 41,390.29	£ 30,887.38	£ 10,502.91	75%	
RESERVES					
Contribution to Bus shelters	£ -	£ -	£ -		
Contribution to Lighting	£ -	£ -	£ -		
Contribution to Election costs	£ -	£ -	£ -		
Contribution to pavilion project	£ 10,000.00	£ -	£ -		to be put on earmarked reserves
TOTAL FOR RESERVES	£ 10,000.00	£ -	£ -		
TOTAL EXPENDITURE INCLUDING FROM RESERVES	£ 51,390.29	£ 30,887.38	£ 10,502.91		
RECEIPTS					
	Agreed	Received to date	Remaining	Notes	
Precept	£ 31,930.00	£ 31,930.00	£ -	Fully paid	
VAT	£ 5,700.00	£ 5,337.78	£ 362.22	Vat claim less than budgeted as additional lighting charge expected 22/3	
Football	£ 250.00	£ -	£ 250.00	Not yet invoiced	
NS&I interest	£ 15.00	£ -	£ 15.00	Statement and interest due in January 24	
Babergh - Community Caretaker grant	£ 3,521.96	£ 1,760.98	£ 1,760.98	2nd Quarter now paid	
Lottery Income	£ 1,020.00	£ -	£ 1,020.00	Lottery Income is being paid directly into Reade Field Account now.	
Advertising	£ 900.00	£ 1,230.00	-£ 330.00	Most now paid for	
Other Grants	£ -	£ 1,776.04	-£ 1,776.04	Locality Grants for defib and water testing equipment	
Other	£ -	£ 1,126.79	-£ 1,126.79	Fundraising by The Swan - to be transferred to Reade Field Account	
Other	£ -	£ -	£ 1,126.79	Transferred to Reade Field Account	
TOTAL INCOME	£ 43,336.96	£ 42,034.80	£ 1,302.16		
INC LESS EXP & CONTRIBUTION TO RESERVES	-£ 8,053.33	£ 11,147.42			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 30th November 2023, representing the first 8 months income and expenditure of the financial year 2023-2024

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. We have just received the remainder of the charges for the LED lighting project. There has been no indication of a percentage increase from SCC – very difficult for them to predict as energy costs are so variable. We have budgeted for a 5% increase

Parish Papers: the parish papers continue to expand and the costs have risen this year quite considerably but some of the shortfall will be met by increased advertising.

SID Maintenance Gold Cover: this is now only available for 3 years. Prior to this we were paying annually and the budget for 23/24 was based on an annual cover. This budget is therefore overspent.

Audit Fees: budget is £55 overspent.

Election costs: we budgeted for a contested election, which is considerably more expensive than an uncontested election. There has been a saving here therefore, as we had an uncontested election. It has been agreed that these funds can be put towards the balance of the defibrillator.

Salaries: The NJC salary agreement for salaries from 1st April 2023 has now been agreed, and is the equivalent to £1 more per hour. This is an approximate increase of 7.2%. Our budget was based on an increase of 3%, although at the time of budgeting, the 22/23 increase was unknown. This budget will therefore be overspent and the increase will be reflected in the December outturn. The Caretaker's increase has now been backdated to 1st April and will be reflected in the December outturn

Subscriptions: we have paid for a subscription to CAS for Pro Help Suffolk admin help with the process of applying for a grant to replace the pavilion.

Lottery – we are paying the lottery income into the Reade Field Account and we will need to transfer some money back into the Treasurer's account to cover the prize funds. It is proposed to transfer the earmarked pavillion funds from the Treasurer's account to the Reade Field account later in the year, where it will earn a small amount of interest. The £10,000 allocated in earmarked reserves covers all fund-raising and lottery funds paid directly into the Reade Field account.

Trees – it is anticipated that we will need some tree work doing on the Reade Field before the end of this financial year and the Tree Warden has advised that a budget for some remedial work next year would be advisable.

Accessible Gate – this has now been installed and paid for. There has still been no news on the grant applied for to contribute towards this cost.

Play equipment – this has been ordered, but we have no installation date at this stage. Ideally the work would be completed, and the grant claimed, prior to the end of the financial year.

Other – the cost of web hosting and email addresses will come from this budget, which will be renamed for next year to include IT.

INCOME

Precept: Fully paid

VAT: VAT claim for 22/23 paid in full. At the time of budgeting a further lighting charge was anticipated.

Babergh – Community Caretaker Grant: the second quarter has been paid and the third quarter is due at the end of December

Other: Funds have been raised by The Swan Football Club towards the new pavilion and have been transferred to the Reade Field Account. Also funds from the Holbrook Trail, the Wildlife Walk and the auction of the Haywain and post box topper have all been donated to the pavilion fund. Some have been paid into the Treasurers account and transferred. Funds can be paid directly in the Reade Field Account now that we have a paying in book for that account. There is a separate income spreadsheet for the Reade Field Account.

Advertising: the majority of the regular advertisers have paid their annual advertising fee. A couple of advertisers started in January and will be invoiced when their next 12 month period starts. We are still receiving occasional requests for one-off ads, which helps towards the cost of the Parish Papers.

Grant funding: It is anticipated that the capital grant agreed for the replacement play equipment will be received before the end of the financial year. This adds to the locality grants received for the defibrillator and also the water testing equipment.

NSI Account: we get an annual statement from the NSI which usually comes in January/early February.