

Holbrook Parish Council
Responsible Financial Officers Report to meeting 19th June 2023
Details of expenditure for the period 1st May to 31st May inclusive

03.05.23	Co-op – Refreshments for APM (debit card)	£ 8.03
16.05.23	Mrs J M Hazlewood – Clerk’s Expenses & Stationery (BACs)	£ 68.40
16.05.23	Mrs J M Hazlewood – Clerk’s Salary January (BACs)	£ 674.45
16.05.23	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 247.18
16.05.23	HMRC – PAYE & Employer’s NI (BACs)	£ 200.74
16.05.23	Heelis & Lodge – Internal Audit fee (BACs)	£ 260.00
16.05.23	Vertas - Reade Field Maintenance (BACs)	£ 258.55
16.05.23	M & D. Cordle – Alton Green maintenance (BACs)	£ 228.00
16.05.23	Holbrook Village Hall – Meeting hall hire (BACs)	£ 50.00
16.05.23	WAVE - pavilion water (DD)	£ 34.27
16.05.23	Babergh District Council – litter & dog bin emptying (BACs)	£1,998.08
16.05.23	Mark Thompson – fitness classes (BACs)	£ 200.00
16.05.23	Lottery 1 st Prize (cheque)	£ 24.00
16.05.23	Lottery 2 nd Prize (cheque)	£ 14.40
16.05.23	Lottery 3 rd Prize (cheque)	£ 9.60
16.05.23	O. Abbott – grass cutting	£ 150.00
31.05.23	Suffolk Preservation Society – subscription (BACs)	£ 30.00

BANK RECONCILIATION

Year to 31st May 2023

Lloyds Bank		
	Opening Balance 01/04/23	£ 54,207.83
	Receipts (less interest included below)	£ 21,809.82
	Total Receipts	£ 76,017.65
	Less payments 22/23	£ 21.00
	Less payments 23/24	£ 9,927.57
	Receipts less payments	£ 66,069.08
	Balance on statement No. 70	£ 66,338.82
	Outstanding payments	£ 269.74
		£ 66,069.08
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	£ 2,043.54
	Add interest	£ 1.19
	Add receipts	£ 312.75
	Balance on Statement 63	£ 2,357.48
	Total Funds	£ 82,042.92
Outstanding cheques/outstanding payments		
	HMRC	£ 200.74
	2685	£ 24.00
	2689	£ 14.40
	2690	£ 9.60
	2672	£ 21.00
		£ 269.74

Summary to 331st May 2023 - 2/12th (16.7%)

	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	£ 30.00		100%	Fully paid
Suffolk Wildlife Trust	£ 38.00	£ 38.00		100%	Fully paid
Open Spaces Society	£ 45.00			0%	
TOTAL	£ 970.00	£ 685.39	£ -		
Grants and Donations - S.137					
Suffolk Accident Rescue Service	£ 25.00			0%	The majority of agreed grants to be paid in June
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	£ 1,686.10		16%	
Employer's NI	£ 144.00	£ 23.48		16%	
Clerk's expenses	£ 420.00	£ 100.51		24%	
Councillors' expenses (Travel)	£ 100.00			0%	
Chairman's allowance	£ 300.00			0%	
Community Caretaker Salary	£ 3,521.96	£ 535.16		15%	
Community Caretaker Expenses	£ 100.00			0%	
Salc Payroll	£ 170.57			0%	
TOTAL	£ 15,369.45	£ 2,345.25	£ -		
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	£ 1,998.08		100%	
Alton Green	£ 529.20	£ 228.00		43%	
Church Green	£ 160.00	£ 20.00		13%	
Reade Field SCC Grass cutting	£ 974.00	£ 258.55		27%	
Reade Field Other grasscutting and tree work	£ 440.00	£ 130.00		30%	
Reade Field Other maintenance	£ 100.00			0%	
Playground	£ 3,000.00			0%	
Playground inspection	£ 202.00			0%	
Pavilion	£ 900.00	£ 34.27		4%	
General maintenance	£ 400.00			0%	
Benches, bins, noticeboards	£ 200.00			0%	
Fitness Classes	£ 2,000.00	£ 300.00		15%	Amount per month variable: term time/holidays
Community Self Help Group	£ 250.00			0%	
TOTAL	£ 16,258.84	£ 5,804.71	£ -	36%	
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	£ 75.00		21%	
Courses and Training	£ 500.00	£ 60.00		12%	Website training
Audit Fees	£ 583.00	£ 260.00		45%	
Election	£ 1,870.00			0%	
Parish Papers	£ 1,449.00	£ 274.00		19%	First of 6 editions.
Lottery	£ 530.00	£ 96.00		18%	
Other admin & misc expenses	£ 260.00	£ 8.03		3%	Refreshments for Annual PM
TOTAL	£ 7,227.00	£ 1,092.22	£ -	15%	
TOTAL EXPENDITURE	£ 41,390.29	£ 9,927.57	£ -	24%	
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	£ 9,927.57			
RECEIPTS					
Precept	£ 31,930.00	£ 15,965.00	£ 15,965.00		First Half of precept received
VAT	£ 5,700.00	£ 5,337.78	£ 362.22		Vat claim less than budgeted as additional lighting charge expected 22
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	£ -	£ 819.79	£ 819.79		Fundraising by The Swan - to be transferred to Reade Field Account
Other	£ -	£ 312.75	£ 312.75		Transferred to Reade Field Account
TOTAL INCOME	£ 43,336.96	£ 21,809.82	£ 21,527.14		
INC LESS EXP & CONTRIBUTION TO RESERVES	-£ 8,053.33	£ 11,882.25			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31st May 2023 – 2/12^{ths} of the financial year. For regular payments, such as salaries, this should be approximately 16.7% 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 paid in full. The final claim was slightly less than budgeted as it was anticipated that the final payment for the lighting project would have been paid by the end of 31st March 23, but we are still awaiting the final invoice.

Other: Funds have been raised by The Swan Football Club towards the new pavilion and have been transferred to the Reade Field Account. A further £507.04 has been received from the Holbrook trail. There are further funds to come from the trail.