

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 21<sup>st</sup> August 2023**

**Details of expenditure for the period 25<sup>th</sup> June – 31<sup>st</sup> July 2023 inclusive**

|          |   |          |
|----------|---|----------|
| 20.06.23 | Mr. John Ambrose – 1 <sup>st</sup> Quarter Chair's Allowance (SO) | £ 75.00  |
| 25.06.23 | ICO – renewal of registration (DD)                                | £ 35.00  |
| 18.07.23 | Mrs J M Hazlewood – Clerk's Expenses & Stationery (BACs)          | £ 26.00  |
| 18.07.23 | Mrs J M Hazlewood – Clerk's Salary January (BACs)                 | £ 674.45 |
| 18.07.23 | Mr W. Abbott – Community Caretaker Salary (BACs)                  | £ 247.18 |
| 18.07.23 | HMRC – PAYE & Employer's NI (BACs)                                | £ 200.74 |
| 18.07.23 | M & D Cordle, Alton Green grass cutting (BACs)                    | £ 228.00 |
| 18.07.23 | Vertas – Reade Field Grass cutting (BACs)                         | £ 258.55 |
| 18.07.23 | Mark Thompson – Fitness Classes (BACs)                            | £ 200.00 |
| 18.07.23 | Lottery 1 <sup>st</sup> Prize (BACs)                              | £ 24.00  |
| 18.07.23 | Lottery 2 <sup>nd</sup> Prize (cheque)                            | £ 14.40  |
| 18.07.23 | Lottery 3 <sup>rd</sup> Prize (cheque)                            | £ 9.60   |
| 18.07.23 | O. Abbott – grass cutting Reade Field and Church Green            | £ 300.00 |
| 18.07.23 | S. Ingleton – plants for community planter                        | £ 10.99  |

| <b>BANK RECONCILIATION</b>                      |   |                    |
|---|---|--------------------|
| <b>Year to 31st July</b>                        |   |                    |
| <b>Lloyds Bank</b>                              |   |                    |
|   | Opening Balance 01/04/23                | £ 54,207.83        |
|   | Receipts (less interest included below) | £ 22,288.27        |
|   | <b>Total Receipts</b>                   | <b>£ 76,496.10</b> |
|   | Less payments 22/23                     | £ 21.00            |
|   | Less payments 23/24                     | £ 16,753.64        |
|   | <b>Receipts less payments</b>           | <b>£ 59,721.46</b> |
|   | Balance on statement No. 72             | £ 59,952.80        |
|   | Outstanding payments                    | £ 231.34           |
|   |   | <b>£ 59,721.46</b> |
| <b>NS &amp; I Account</b>                       |   |                    |
|   | Balance at 01/04/23                     | £ 13,616.36        |
|   | Interest                                |                    |
|   | Balance on statement 11                 | <b>£ 13,616.36</b> |
| <b>Reade Field Account</b>                      |   |                    |
|   | Opening Balance 01/07/23                | £ 3,231.06         |
|   | Add interest                            | £ 2.19             |
|   | Add receipts                            |                    |
|   | Balance on Statement 65                 | <b>£ 3,233.25</b>  |
| <b>Total Funds</b>                              |   | <b>£ 76,571.07</b> |
| <b>Outstanding cheques/outstanding payments</b> |   |                    |
|   |   |                    |
|   | HMRC                                    | £ 200.74           |
|   | 2672                                    | £ 21.00            |
|   | 2696                                    | £ 9.60             |
|   |   |                    |
|   |   | <b>£ 231.34</b>    |

## Summary to 31st July 2023 - 4/12ths (33.3%)

|  | Budget             | Total spent ytd    | Remaining          | % spent    | Comments   |
|--|--------------------|--------------------|--------------------|------------|--|
| <b>Subscriptions and memberships</b>               |                    |                    |                    |            |  |
| 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            | £ 30.00            | £ -                | 100%       |  |
| Suffolk Preservation Society                       | £ 30.00            | £ 30.00            | £ -                | 100%       |  |
| Suffolk Wildlife Trust                             | £ 38.00            | £ 38.00            | £ -                | 100%       |  |
| Open Spaces Society                                | £ 45.00            | £ 45.00            | £ -                | 100%       |  |
| <b>TOTAL</b>                                       | <b>£ 970.00</b>    | <b>£ 906.39</b>    | <b>£ 63.61</b>     |            |  |
| <b>Grants and Donations - S.137</b>                |                    |                    |                    |            |  |
| 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            | 0%         |  |
| Holbrook Helpers                                   | £ 500.00           | £ 500.00           | £ -                | 100%       |  |
| P3 Group   | £ 60.00            |                    | £ 60.00            | 0%         | £40 to be paid in August   |
| Stutton and Holbrook Community 1st Responders      | £ 100.00           | £ 100.00           | £ -                | 100%       |  |
| <b>TOTAL</b>                                       | <b>£ 1,565.00</b>  | <b>£ 1,425.00</b>  | <b>£ 140.00</b>    | <b>91%</b> |  |
| <b>Salaries and expenses</b>                       |                    |                    |                    |            |  |
| Clerk's Salary                                     | £ 10,612.92        | £ 3,372.20         | £ 7,240.72         | 32%        | National Pay increase still to be agreed beg April 23                  |
| Employer's NI                                      | £ 144.00           | £ 46.96            | £ 97.04            | 33%        |  |
| Clerk's expenses                                   | £ 420.00           | £ 152.51           | £ 267.49           | 36%        |  |
| Councillors' expenses (Travel)                     | £ 100.00           |                    | £ 100.00           | 0%         |  |
| Chairman's allowance                               | £ 300.00           | £ 75.00            | £ 225.00           | 25%        |  |
| Community Caretaker Salary                         | £ 3,521.96         | £ 1,070.32         | £ 2,451.64         | 30%        |  |
| Community Caretaker Expenses                       | £ 100.00           |                    | £ 100.00           | 0%         |  |
| Salc Payroll                                       | £ 170.57           |                    | £ 170.57           | 0%         |  |
| <b>TOTAL</b>                                       | <b>£ 15,369.45</b> | <b>£ 4,716.99</b>  | <b>£ 10,652.46</b> |            |  |
| <b>Asset Maintenance and other works</b>           |                    |                    |                    |            |  |
| Footway lighting                                   | £ 5,103.64         | £ 2,835.81         | £ 2,267.83         | 56%        | Considerably cheaper than budget. LED balance to com                   |
| 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           | £ 60.00            | £ 100.00           | 38%        |  |
| Reade Field SCC Grass cutting                      | £ 974.00           | £ 517.10           | £ 456.90           | 53%        |  |
| Reade Field Other grasscutting and tree work       | £ 440.00           | £ 390.00           | £ 50.00            | 89%        |  |
| Reade Field Other maintenance                      | £ 100.00           |                    | £ 100.00           | 0%         |  |
| Playground   | £ 3,000.00         |                    | £ 3,000.00         | 0%         |  |
| Playground inspection                              | £ 202.00           |                    | £ 202.00           | 0%         | Inspection due September   |
| Pavilion   | £ 900.00           | £ 34.27            | £ 865.73           | 4%         |  |
| 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%         |  |
| Fitness Classes                                    | £ 2,000.00         | £ 700.00           | £ 1,300.00         | 35%        | Amount per month variable: term time/holidays                          |
| Community Self Help Group                          | £ 250.00           |                    | £ 250.00           | 0%         |  |
| <b>TOTAL</b>                                       | <b>£ 16,258.84</b> | <b>£ 8,019.25</b>  | <b>£ 8,239.59</b>  | <b>49%</b> |  |
| <b>Administration</b>                              |                    |                    |                    |            |  |
| Stationery and Office Supplies                     | £ 400.00           | £ 78.38            | £ 321.62           | 20%        |  |
| Books and reference materials                      | £ 50.00            |                    | £ 50.00            | 0%         |  |
| Insurance  | £ 1,200.00         | £ 308.00           | £ 892.00           | 26%        | Pavilion Insurance paid - Council Gen insurance to com                 |
| Information Commissioner                           | £ 35.00            | £ 35.00            | £ -                | 100%       | paid by DD   |
| Meeting Hall Hire                                  | £ 350.00           | £ 150.00           | £ 200.00           | 43%        |  |
| Courses and Training                               | £ 500.00           | £ 60.00            | £ 440.00           | 12%        | Website training   |
| Audit Fees   | £ 583.00           | £ 260.00           | £ 323.00           | 45%        | External Auditor fees of £378 to be paid in August -                   |
| Election   | £ 1,870.00         |                    | £ 1,870.00         | 0%         | charges still to come for uncontested election                         |
| Parish Papers                                      | £ 1,449.00         | £ 589.00           | £ 860.00           | 41%        | 2 editions paid for - 3rd edition to be paid August                    |
| Lottery  | £ 530.00           | £ 197.60           | £ 332.40           | 37%        | Lottery winners, plus licence fee                                      |
| Other admin & misc expenses                        | £ 260.00           | £ 8.03             | £ 251.97           | 3%         | Refreshments for Annual PM   |
| <b>TOTAL</b>                                       | <b>£ 7,227.00</b>  | <b>£ 1,686.01</b>  | <b>£ 5,540.99</b>  | <b>23%</b> |  |
| <b>TOTAL EXPENDITURE</b>                           | <b>£ 41,390.29</b> | <b>£ 16,753.64</b> | <b>£ 24,636.65</b> | <b>40%</b> |  |
| <b>CONTRIBUTION TO RESERVES</b>                    |                    |                    |                    |            |  |
| Contribution to Bus shelters                       |                    |                    | £ -                |            |  |
| Contribution to Eco lighting fund                  |                    |                    | £ -                |            |  |
| Contribution to Election costs                     |                    |                    | £ -                |            |  |
| Contribution to pavilion project                   | £ 10,000.00        |                    | £ -                |            |  |
| <b>TOTAL FOR RESERVES</b>                          | <b>£ 10,000.00</b> | <b>£ -</b>         |                    |            |  |
| <b>TOTAL EXPENDITURE INCLUDING FROM RESERVES</b>   | <b>£ 51,390.29</b> | <b>£ 16,753.64</b> |                    |            |  |
| <b>RECEIPTS</b>                                    |                    |                    |                    |            |  |
| 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         | £ 880.49           | £ 2,641.47         |            | 1st Quarter paid   |
| Lottery Income                                     | £ 1,020.00         |                    | £ 1,020.00         |            |  |
| Advertising  | £ 900.00           | £ 105.00           | £ 795.00           |            | One off ads from The Swan. Annual invoices to be sent out Oct 23       |
| Other Grants                                       | £ -                |                    | £ -                |            |  |
| Other  | £ -                | £ 1,126.79         | -£ 1,126.79        |            | Fundraising by The Swan - to be transferred to Reade Field Account     |
| Other  | £ -                | -£ 1,126.79        | £ 1,126.79         |            | Transferred to Reade Field Account                                     |
| <b>TOTAL INCOME</b>                                | <b>£ 43,336.96</b> | <b>£ 22,288.27</b> | <b>£ 21,048.69</b> |            |  |
| <b>INC LESS EXP &amp; CONTRIBUTION TO RESERVES</b> | <b>-£ 8,053.33</b> | <b>£ 5,534.63</b>  |                    |            |  |

## **ADDITIONAL COMMENTARY**

The summary and reconciliation include all receipts and payments up to and including 31<sup>st</sup> July 2023 – 4/12<sup>ths</sup> of the financial year. For regular payments, such as salaries, this should be approximately 33% 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, but increased advertising income should offset this to some extent.

**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:** PKF (External Auditors) account now in – budget will be £55 overspent.

**Salaries:** no national agreement reached as yet for the NJC pay scales – 3% increase was included in the budget.

### **INCOME**

**Precept:** half of the precept has been received, the other half will be received in September

**VAT:** VAT claim for 22/23 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 31<sup>st</sup> March 23, but we are still awaiting the final invoice.

**Babergh – Community Caretaker Grant:** the first quarter has now been received.

**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. We now have a paying in book for the Reade Field Account, so funds can be paid directly into that account.

**Advertising:** the Swan have paid for some one off ads. The majority of the invoices for the annual ads will be sent out in October.