

Holbrook Parish Council
Responsible Financial Officers Report to meeting 15th July 2024
Details of expenditure for the period to 30th June inclusive

Date	Payee	Amount
05.06.24	Amazon – batteries for bank card reader (Debit Card)	£ 4.99
18.06.24	Mrs J M Hazlewood – Clerk’s Expenses & Stationery (BACs)	£ 37.99
18.06.24	Mrs J M Hazlewood – Clerk’s Salary January (BACs)	£ 726.45
18.06.24	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 291.03
05.07.24	HMRC – PAYE & Employer’s NI (BACs)	£ 233.51
18.06.24	Babergh Licensing Department – Lottery Licence (BACs)	£ 20.00
18.06.24	Holbrook Methodist Church – Room Hire (BACs)	£ 40.00
18.06.24	Playquip – New play equipment (BACs)	£17,881.20
18.06.24	John Ambrose – Chairman’s Allowance (SO)	£ 75.00
18.06.24	Mark Thompson – fitness classes (BACs)	£ 150.00
18.06.24	Lottery 1 st Prize	£ 21.50
18.06.24	Lottery 2 nd Prize	£ 12.90
18.06.24	Lottery 3 rd Prize	£ 8.60
21.06.24	E.ON Next – pavilion electricity (DD)	£ 17.68
09.07.24	Microsoft – Renewal of Microsoft 365 (due 9/7/24 by debit card)	£ 59.99

BANK RECONCILIATION		
Year to 30th June		
Lloyds Bank		
	Opening Balance 01/04/24	£ 54,292.79
	Receipts (less interest included below)	£ 31,438.41
	Total Receipts	£ 85,731.20
	Less payments 22/23	£ -
	Less payments 23/24	£ 27,985.38
	Receipts less payments	£ 57,745.82
	Balance on statement No. 83	£ 58,092.43
	Outstanding payments	£ 346.61
		£ 57,745.82
NS & I Account		
	Balance at 01/04/24	£ 13,721.71
	Interest	
	Balance on statement	£ 13,721.71
Reade Field Account		
	Opening Balance 01/04/24	£ 3,961.48
	Add interest	£ 4.51
	Add receipts	
	Balance on Statement 76	£ 3,965.99
Total Funds		£ 75,433.52
Outstanding cheques/outstanding payments		
	HMRC	£ 233.71
	2706	£ 100.00
	2707	£ 12.90
		£ 346.61

Summary to 30th June 2024: 3/12ths = 25%

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 677.00	£ 625.27	£ 51.73	92%	slightly less than budgeted, but SLCC is slightly more
Society of Local Council Clerks	£ 150.00	£ 183.00	-£ 33.00	122%	Increase due to salary band updated
Community Action Suffolk	£ 30.00	£ 30.00	£ -	100%	
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	2nd payment now reversed
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	
TOTAL	£ 970.00	£ 951.27	£ 18.73		
Grants					
Holbrook Toddler Group	£ 500.00		£ 500.00	0%	Toddler group no longer running
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00		£ 30.00	0%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	To be paid November
Holbrook Pre School Playgroup	£ 200.00	£ 200.00	£ -	100%	
P3 Group	£ 60.00		£ 60.00	0%	
Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	
TOTAL	£ 1,465.00	£ 825.00	£ 640.00		
Salaries and expenses					
Clerk's Salary	£ 11,441.43	£ 2,724.15	£ 8,717.28	24%	Final spend will depend on the national pay settlement
Employer's NI	£ 324.00	£ 62.13	£ 261.87	19%	
Clerk's expenses	£ 450.00	£ 119.22	£ 450.00	26%	
Councillors' expenses (Travel)	£ 100.00		£ 25.00	75%	
Chairman's allowance	£ 300.00	£ 75.00	£ 225.00	25%	First payment to be paid in June
Community Caretaker Salary	£ 3,866.72	£ 966.69	£ 2,900.03	25%	On target
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 175.00	£ 82.80	£ 92.20	47%	Final Half yearly payroll charge from 23-24
TOTAL	£ 16,757.15	£ 4,029.99	£ 12,727.16		
Asset Maintenance and other works					
Footway lighting	£ 3,118.81	£ 2,094.33	£ 1,024.48	67%	No indicative cost at budgeting time - saving made
Waste / Dog bin emptying	£ 3,230.00		£ 3,230.00	0%	
Alton Green	£ 480.00		£ 480.00	0%	
Reade Field SCC Grass cutting	£ 1,086.00	£ 284.40	£ 801.60	26%	1st quarter, 3 more to come
R.Field/Church Green other grass	£ 950.00		£ 950.00	0%	
Reade Field Other maintenance	£ 150.00	£ 27.50	£ 122.50	18%	Plants
Tree Work (was hedgehog proj)	£ 1,800.00		£ 1,800.00	0%	
Playground Renewals & Mainten.	£ 3,000.00	£ 17,881.20	-£ 14,881.20	596%	Offset by grant of £10,000
Playground inspection	£ 202.00		£ 202.00	0%	
Pavilion Maintenance	£ 750.00	£ 107.14	£ 642.86	14%	
Gen Maintenance incl.SID & Defib	£ 500.00		£ 500.00	0%	
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
CIL Expenditure	£ -		£ -	N/A	
Fitness classes	£ 2,050.00	£ 475.00	£ 1,575.00	23%	
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
TOTAL	£ 17,616.81	£ 20,869.57	-£ 3,252.76	118%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 79.34	£ 320.66	20%	Stationery order pending
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 1,200.00	£ 308.00	£ 892.00	26%	Pavilion insurance paid, main insurance to come
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	
Village Hall/Room Hire	£ 535.00	£ 40.00	£ 495.00	7%	
Courses and Training	£ 400.00	£ 81.22	£ 318.78	20%	1 course
Audit Fees	£ 670.00	£ 220.00	£ 450.00	33%	Internal Audit - External Audit to come
Neighbourhood Plan Expenses	£ -		£ -	N/A	
Parish Papers	£ 1,942.00	£ 385.00	£ 1,557.00	20%	Cost has increased since the budget was prepared.
Lottery	£ 600.00	£ 147.00	£ 453.00	25%	Income pd to Reade F. A/C Adjustment to be done y/e
Election	£ -		£ -	N/A	
Other admin, inc. IT	£ 600.00	£ 13.99	£ 586.01	2%	Refreshments APM
TOTAL	£ 6,432.00	£ 1,309.55	£ 5,122.45	20%	
TOTAL EXPENDITURE	£ 43,240.96	£ 27,985.38	£ 15,255.58	65%	
RESERVES					
Contribution to Bus shelters	£ -		£ -		
Contribution to Lighting	£ -		£ -		
Contribution to Election costs	£ 500.00		£ -		
Contribution to pavilion project	£ 5,000.00		£ -		
TOTAL FOR RESERVES	£ 5,500.00	£ -	£ -		
TOTAL EXPENDITURE INCLUDING FROM RI	£ 48,740.96	£ 27,985.38	£ 15,255.58		
RECEIPTS					
Precept	£ 35,123.00	£ 17,561.50	£ 17,561.50		First half of precept received
VAT	£ 2,600.00	£ 2,996.42	-£ 396.42		VAT reclaim now received
Football	£ 250.00		£ 250.00		
NS&I interest	£ 15.00		£ 15.00		
Babergh - Community Caretaker grant	£ 3,866.00	£ 880.49	£ 2,985.51		This is the last quarter from 23/24
Lottery Income	£ 600.00		£ 600.00		v
Advertising	£ 1,300.00		£ 1,300.00		
Other Grants		£ 10,000.00	-£ 10,000.00		
Other	£ -		£ -		
Other	£ -		£ -		
TOTAL INCOME	£ 43,754.00	£ 31,438.41	£ 12,315.59		
INC LESS EXP & CONTRIBUTION TO RESER	-£ 4,986.96	£ 3,453.03			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 30th June 2024 – 3/12th of the financial year. For regular payments, such as salaries, this should be approximately 25% of the annual expenditure.

EXPENDITURE

Subscriptions: the overpayment to Suffolk Preservation Society has been refunded.

Salary Costs: a 5% contingency has been included in clerk's salary which will be dependant upon the national pay agreement for 1 April 2024-31st March 2025. These agreements have not been reached until 9 months into the year in previous years.

Payroll costs: The invoice for the second half of 23-24 was not received until this financial year. If both invoices for this year are submitted in time, this will be overspent, but is included in the reserves from last year's budget.

Street Lighting: There was no available information re costs at the time of budgeting. A prudent approach was adopted and has resulted in an underspend.

Dog & Waste Bin emptying: fortunately we had advanced warning of the massive increase in the cost of emptying bins and this was reflected in the agreed budget.

Parish Papers: the parish papers continue to expand and the June/July version is particularly large and expensive, but hopefully some of the cost will be met by new advertising. At the present charge, the budget will be overspent. The cost of the June/July edition of the Parish Papers was agreed at the May meeting. However, no invoice has yet been received, so the payment hasn't been made.

Playground Renewals and Maintenance: the full cost of the new play equipment has been met.

INCOME

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

Cleansing Grant: a payment has been received for the final quarter of 23/24. It is not clear whether BMSDC will catch up with payments during this financial year. We could, in theory, receive 5 quarters this year. There may need to be an adjustment as the new Community Caretaker will probably not start until later this month.

VAT: a Vat claim has been received in full

Reade Field Account

Lottery income is being paid into this account directly. An adjustment will be made at the end of the financial year to reimburse the main account with the amount spent on prize money and the licence.

Other Grants: £10,000 has been received from Babergh towards the cost of the new play equipment.