**Holbrook Parish Council**

**Responsible Financial Officers Report to meeting 17th June 2024**

**Details of expenditure for the period 1st May to 31st May inclusive**

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| **Date** | **Payee** | **Amount** |
| 23.04.24 | Co-op – Refreshments for APM (debit card) | £ 13.99  |
| 21.05.24 | Mrs J M Hazlewood – Clerk’s Expenses Travel & Stationery (BACs) | £ 79.21 |
| 21.05.24 | Mrs J M Hazlewood – Clerk’s Salary January (BACs) | £ 726.45 |
| 21.05.24 | Mr W. Abbott – Community Caretaker Salary (BACs) | £ 291.03 |
| 21.05.24 | HMRC – PAYE & Employer’s NI (BACs) | £ 233.51 |
| 21.05.24 | Heelis & Lodge – Internal Audit fee (BACs) | £ 220.00 |
| 21.05.24 | Vertas - Reade Field Maintenance (BACs) | £ 284.40  |
| 21.05.24 | E.ON Next – Pavilion electricity (DD) | £ 49.61 |
| 21.05.24 | WAVE - pavilion water (DD) | £ 39.85 |
| 21.05.24 | Holbrook & District Pre-School Playgroup – grant (BACs) | £ 200.00 |
| 21.05.24 | SALC – Training (BACs) | £ 42.00 |
| 21.05.24 | Suffolk Wildlife Trust – subscription (BACs) | £ 38.00 |
| 21.05.24 | SARS – grant (Debit card) | £ 25.00 |
| 21.05.24 | Open Spaces – subscription (BACs) | £ 45.00 |
| 21.05.24 | CAS – subscription (BACs) | £ 30.00 |
| 21.05.24 | Suffolk Preservation Society – subscription (BACs) | £ 30.00 |
| 21.05.24 | All Saints PCC = grant (BACs) | £ 500.00 |
| 21.05.24 | Stutton & Holbrook First Responders – Grant (cheque) | £ 100.00 |
| 21.05.24 | Mark Thompson – fitness classes (BACs)  | £ 250.00 |
| 21.05.24 | Lottery 1st Prize (BACs)  | £ 21.50 |
| 21.05.24 | Lottery 2nd Prize (cheque) | £ 12.90 |
| 21.05.24 | Lottery 3rd Prize (cheque) | £ 8.60 |
| 21.05.24 | SLCC – Annual subscription (BACs) | £ 183.00 |

**Bank Rec overleaf**

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**ADDITIONAL COMMENTARY**

The summary and reconciliation include all receipts and payments up to and including 31st May 2024 – 2/12th of the financial year. For regular payments, such as salaries, this should be approximately 16.7% of the annual expenditure.

**EXPENDITURE**

**Subscriptions:** a debit card transaction has been generated on 31st May payable to Suffolk Preservation Society for £30. We paid membership to them on 21st May by BACs. I have been in touch with the bank, as I did not generate this payment and have also emailed Suffolk Preservation Society to ask them to reimburse this payment. I can only assume that they generated an annual membership, despite having already received our membership payment. The bank will take it up if there is no resolution.

**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.

**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.

**Playground Renewals and Maintenance:** work is still being completed on the new slide. We have a grant promised from Babergh Mid Suffolk for £10,000, the remainder will come from reserves. It was believed that this work would be finished before the end of the last financial year, hence money is in carry forward (reserves) rather than delineated in the budget plan.

**INCOME**

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

**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.