

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 17<sup>th</sup> June 2024**  
**Details of expenditure for the period 1<sup>st</sup> May to 31<sup>st</sup> May inclusive**

<b>Date</b>	<b>Payee</b>	<b>Amount</b>
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 1 <sup>st</sup> Prize (BACs)	£ 21.50
21.05.24	Lottery 2 <sup>nd</sup> Prize (cheque)	£ 12.90
21.05.24	Lottery 3 <sup>rd</sup> Prize (cheque)	£ 8.60
21.05.24	SLCC – Annual subscription (BACs)	£ 183.00

**Bank Rec overleaf**

<b>BANK RECONCILIATION</b>		
<b>Year to 31st May</b>		
<b>Lloyds Bank</b>		
	Opening Balance 01/04/24	£54,292.79
	Receipts (less interest included below)	£ 21,438.41
	<b>Total Receipts</b>	<b>£75,731.20</b>
	Less payments 23/24	£ -
	Less payments 24/25	£ 8,369.94
	<b>Receipts less payments</b>	<b>£ 67,361.26</b>
	Balance on statement No. 82	£ 67,707.67
	Outstanding payments	£ 346.41
		<b>£ 67,361.26</b>
<b>NS &amp; I Account</b>		
	Balance at 01/04/24	£ 13,721.71
	Interest	
	Balance on statement 12	<b>£ 13,721.71</b>
<b>Reade Field Account</b>		
	Opening Balance 01/05/23	£ 3,941.27
	Add interest	£ 4.21
	Add receipts	£ 16.00
	Balance on Statement 75	<b>£ 3,961.48</b>
<b>Total Funds</b>		<b>£ 85,044.45</b>
<b>Outstanding cheques/outstanding payments</b>		
	HMRC	£ 233.51
	2706	£ 100.00
	2707	£ 12.90
		<b>£ 346.41</b>

## Summary to 31st May 2024 - 2/12+A1:F20hs (16.7%)

	Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>					
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	£ 60.00	-£ 30.00	200%	see commentary
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	
<b>TOTAL</b>	<b>£ 970.00</b>	<b>£ 981.27</b>	<b>-£ 11.27</b>		
<b>Grants</b>					
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%	
<b>TOTAL</b>	<b>£ 1,465.00</b>	<b>£ 825.00</b>	<b>£ 640.00</b>		
<b>Salaries and expenses</b>					
Clerk's Salary	£ 11,441.43	£ 1,816.10	£ 9,625.33	16%	Final spend will depend on the national pay settlement
Employer's NI	£ 324.00	£ 41.42	£ 282.58	13%	
Clerk's expenses	£ 450.00	£ 93.22	£ 450.00	21%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00		£ 300.00	0%	First payment to be paid in June
Community Caretaker Salary	£ 3,866.72	£ 644.46	£ 3,222.26	17%	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
<b>TOTAL</b>	<b>£ 16,757.15</b>	<b>£ 2,678.00</b>	<b>£ 14,079.15</b>		
<b>Asset Maintenance and other works</b>					
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		£ 3,000.00	0%	New slide now being completed. Grant to come
Playground inspection	£ 202.00		£ 202.00	0%	
Pavilion Maintenance	£ 750.00	£ 89.46	£ 660.54	12%	
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	£ 325.00	£ 1,725.00	16%	
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
<b>TOTAL</b>	<b>£ 17,616.81</b>	<b>£ 2,820.69</b>	<b>£ 14,796.12</b>	<b>16%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00	£ 11.99	£ 388.01	3%	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	0%	
Village Hall Hire	£ 535.00		£ 535.00	0%	
Courses and Training	£ 400.00	£ 42.00	£ 358.00	11%	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	£ 84.00	£ 516.00	14%	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
<b>TOTAL</b>	<b>£ 6,432.00</b>	<b>£ 1,064.98</b>	<b>£ 5,367.02</b>	<b>17%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 43,240.96</b>	<b>£ 8,369.94</b>	<b>£ 34,871.02</b>	<b>19%</b>	
<b>RESERVES</b>					
Contribution to Bus shelters	£ -		£ -		
Contribution to Lighting	£ -		£ -		
Contribution to Election costs	£ 500.00		£ -		
Contribution to pavilion project	£ 5,000.00		£ -		
<b>TOTAL FOR RESERVES</b>	<b>£ 5,500.00</b>	<b>£ -</b>	<b>£ -</b>		
<b>TOTAL EXPENDITURE INCLUDING FROM RI</b>	<b>£ 48,740.96</b>	<b>£ 8,369.94</b>	<b>£ 34,871.02</b>		
<b>RECEIPTS</b>					
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			£ -		
Other	£ -		£ -		
Other	£ -		£ -		
<b>TOTAL INCOME</b>	<b>£ 43,754.00</b>	<b>£ 21,438.41</b>	<b>£ 22,315.59</b>		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESER</b>	<b>-£ 4,986.96</b>	<b>£ 13,068.47</b>			

## ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31<sup>st</sup> May 2024 – 2/12<sup>th</sup> 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 31<sup>st</sup> May payable to Suffolk Preservation Society for £30. We paid membership to them on 21<sup>st</sup> 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 2024-31<sup>st</sup> 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

### RADE 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.