**Holbrook Parish Council**

**Responsible Financial Officers Report to meeting 20th May 2024**

**Details of expenditure for the period 1st April to 30th April inclusive**

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| Date | Payee | Amount |
| 16.04.24 | Mrs J M Hazlewood – Clerk’s Expenses (BACs) | £ 26,00 |
| 16.04.24 | Mrs J M Hazlewood – Clerk’s Salary (BACs) | £ 726.45 |
| 16.04.24 | Mr W Abbott – Community Caretaker Salary (BACs) | £ 291.03 |
| 16.04.24 | HMRC – PAYE & Employer’s NI (BACs)  | £ 233.51 |
| 16.04.24 | M Thompson – Fitness Classes (BACs) | £ 75.00 |
| 16.04.24 | S. Ingleton – Wildflower seeds (BACs) | £ 27.50 |
| 16.04.24 | CAS – Hiscox Insurance, pavilion insurance (BACs) | £ 308.00 |
| 16.04.24 | Suffolk CC - Street light charges & maintenance (BACs) | £ 2094.33 |
| 16.04.24 | SALC – 2nd half payroll services for 23-24 (BACs) | £ 82.80 |
| 16.04.24 | SALC – Annual Membership (BACs) | £ 625.27 |
| 16.04.24 | Tuddenham Press – Parish Papers (BACs) | £ 385.00  |
| 16.04.24 | Lottery – 1st prize April draw –(BACs) | £ 20.50 |
| 16.04.24 | Lottery – 2nd prize April draw - (BACs) | £ 12.30 |
| 16.04.24 | Lottery – 3rd prize April draw – (BACs) | £ 8.20 |
| 25.04.24 | Cooperative Stores, refreshments Parish Meeting  | £ 13.99 |

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**ADDITIONAL COMMENTARY**

The summary and reconciliation include all receipts and payments up to and including 30th April 2024 – 1/12th of the financial year. For regular payments, such as salaries, this should be approximately 8.3% of the annual expenditure.

**EXPENDITURE**

**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, but hopefully the majority of the cost will be met by advertising. At the present charge, the budget could be overspent.

**INCOME**

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

**VAT:** a Vat claim will be submitted over the next few days.