

Holbrook Parish Council
Responsible Financial Officers Report to meeting 19th May 2025

Details of expenditure for the period to 30th April 2025

15.04.25	Mrs J M Hazlewood – Expenses (BACs)	£ 37.99
15.04.25	Mrs J M Hazlewood – Salary (BACs)	£ 771.80
15.04.25	Community Caretaker – Salary (BACs)	£ 330.52
15.04.25	J Ambrose – Chairman's Allowance (BACs)	£ 26.73
15.04.25	HMRC (to be paid 5.5.25) PAYE & Employers NI (BACs)	£ 294.94
15.04.25	Nova Sport (Abacus Playgrounds) – Basketball Ct (BACs)	£10394.40
15.04.25	SALC – Membership 25-26 (BACs)	£ 640.23
15.04.25	SALC – Payroll charges (BACs)	£ 82.80
15.04.25	Lloyds Bank charges (DD)	£ 4.75
15.04.25	Suffolk County Council – Street Lighting (BACs)	£ 1989.20
15.04.25	Business at CAS – Insurance pavilion (BACs)	£ 374.04
15.04.25	Seale – Parish Papers (BACs)	£ 556.00
15.04.25	Suffolk Wildlife Trust – Annual Membership (BACs)	£ 38.00
15.04.25	D Brumpton – Plants for Memorial (Cheque)	£ 53.00
15.04.25	M. Thompson – Fitness Classes	£ 150.00
15.04.25	Lottery 1 st prize (BACs)	£ 23.25
15.04.25	Lottery 2 nd prize (Cheque)	£ 13.95

BANK RECONCILIATION to 30th APRIL 2025

Opening Balance 01/04/25	£	56,429.84
Receipts (less interest included below)	£	23,289.62
Total Receipts	£	79,719.46
Less payments 24/25	£	23.25
Less payments 25/26	£	15,781.60
Transfer from Community A/c to Deposit	£	10,000.00
Receipts less payments& transfers	£	53,914.61
Balance on statement No.93	£	54,209.55
Outstanding payments	£	294.94
	£	53,914.61
Balance at 01/04/25	£	13,859.30
Interest		
Balance on statement 13	£	13,859.30
Opening Balance 01/04/25	£	5,095.48
Add interest	£	4.19
Add receipts		
Balance on Statement 86	£	5,099.67
Deposit Account Balance 4/04/25	£	10,000.00
Add interest	£	21.49
Balance on Statement 1	£	10,021.49
TOTAL RESOURCES	£	82,895.07
Outstanding payments		
HMRC	£	294.94
	£	294.94

SUMMARY TO 30TH APRIL 2025 – 1/12TH= 8.3%

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 651.00	£ 640.23	£ 10.77	98%	
Society of Local Council Clerks	£ 188.00		£ 188.00	0%	
Community Action Suffolk	£ 30.00		£ 30.00	0%	
Suffolk Preservation Society	£ 30.00		£ 30.00	0%	
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	
Open Spaces Society	£ 45.00		£ 45.00	0%	
TOTAL	£ 982.00	£ 678.23	£ 303.77		
Grants					
Suffolk Accident Rescue Service	£ 25.00		£ 25.00	0%	
Citizen's Advice Bureau	£ 50.00		£ 50.00	0%	
Headway	£ 50.00		£ 50.00	0%	
Holbrook PCC	£ 500.00		£ 500.00	0%	
Holbrook Academy	£ 30.00		£ 30.00	0%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	
P3 Group	£ 60.00		£ 60.00	0%	
Community 1st Responders	£ 100.00		£ 60.00	0%	
Holbrook Toddler Group	£ 500.00		£ 100.00	0%	
TOTAL	£ 1,365.00	£ -	£ 925.00		
Salaries and expenses					
Clerk's Salary	£ 11,864.58	£ 964.60	£ 10,899.98	8%	
Employer's NI	£ 968.00	£ 82.14	£ 885.86	8%	
Clerk's expenses	£ 450.00	£ 26.00	£ 450.00	6%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00	£ 33.33	£ 266.67	11%	
Community Caretaker Salary	£ 4,126.98	£ 343.92	£ 3,783.06	8%	
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 180.00	£ 82.80	£ 97.20	46%	6 months payroll services
TOTAL	£ 18,089.56	£ 1,532.79	£ 16,556.77		
Asset Maintenance and other works					
Footway lighting	£ 2,304.00	£ 1,989.20	£ 314.80	86%	Fully paid - surplus
Waste / Dog bin emptying	£ 3,876.00		£ 3,876.00	0%	
Alton Green	£ 504.00		£ 504.00	0%	
Reade Field SCC Grass cutting	£ 1,223.00		£ 1,223.00	0%	
R.Field/Church Green other grass	£ 950.00	£ 53.00	£ 897.00	6%	Plants for memorial on Church Green
Reade Field Other maintenance	£ 160.00		£ 160.00	0%	
Tree Work	£ 1,000.00		£ 1,000.00	0%	
Playground Renewals & Mainten.	£ 3,000.00	£ 10,394.40	-£ 7,394.40	346%	To be partly offset by grant - charge for markings to come
Playground inspection	£ 202.00		£ 202.00	0%	
Pavilion Maintenance	£ 750.00		£ 750.00	0%	
Gen Maintenance incl.SID & Defib	£ 500.00		£ 500.00	0%	
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
GHGW	£ 150.00		£ 150.00	0%	
Fitness classes	£ 2,075.00	£ 150.00	£ 1,925.00	7%	
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
TOTAL	£ 16,994.00	£ 12,586.60	£ 4,407.40	74%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 11.99	£ 388.01	3%	
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 1,000.00	£ 374.04	£ 625.96	37%	Pavilion Insurance. HPC general insurance due 1.10.25
Information Commissioner	£ 45.00		£ 45.00	0%	
Hall Hire	£ 530.00		£ 530.00	0%	
Courses and Training	£ 400.00		£ 400.00	0%	
Audit Fees	£ 670.00		£ 670.00	0%	
Water testing equipment	£ 356.00		£ 356.00	N/A	
Parish Papers	£ 3,200.00	£ 556.00	£ 2,644.00	17%	
Lottery	£ 600.00	£ 37.20	£ 562.80	6%	
Youth Parish Council	£ 200.00		£ 200.00	N/A	
Bank Charges	£ 60.00	£ 4.75	£ 55.25	8%	
Other admin, inc. IT	£ 500.00		£ 500.00	0%	
TOTAL ADMINISTRATION	£ 8,011.00	£ 983.98	£ 7,027.02	12%	
TOTAL EXPENDITURE	£ 45,441.56	£ 15,781.60	£ 29,219.96	35%	
RESERVES					
Contribution to Election costs	£ 500.00		£ 500.00	0%	
Contribution to pavilion project	£ 5,000.00		£ 5,000.00	0%	
TOTAL FOR RESERVES	£ 5,500.00	£ -	£ -		
TOTAL EXPENDITURE INCLUDING FROM RI £	£ 50,941.56	£ 15,103.37	£ 29,219.96		
RECEIPTS					
Agreed	Received to date	Remaining	Notes		
Precept	£ 37,500.00	£ 18,750.00	£ 18,750.00	Half precept paid - second payment due September	
VAT	£ 6,163.00	£ 4,473.62	£ 1,689.38	Budget included VAT on basketball court, invoice not received 24/5	
CIL funding	£ -	£ -			
Football	£ 370.00		£ 370.00		
NS&I interest	£ 15.00		£ 15.00	Bank account to be closed	
Grant for Community Caretaker	£ 4,126.98		£ 4,126.98		
Lottery Income	£ 600.00		£ 600.00	To offset prize money	
Advertising	£ 2,000.00	£ 66.00	£ 1,934.00		
Grants	£ -	£ -		Grant awaited for re-surfacing the basketball court	
Other	£ 150.00		£ 150.00		
Other	£ -	£ -			
TOTALS	£ 50,924.98	£ 23,289.62	£ 27,635.36		
INC LESS EXP & CONTRIBUTION TO RESER	-£ 16.58	£ 8,186.25			

Additional Commentary

The summary and reconciliation include all receipts and payments up to the end of the financial year ending on 30th April 2025

EXPENDITURE

Subscriptions: Most subscriptions will be paid in May and will be reflected in the June RFO report

Grants: as above, most grants will be paid in May

Salary Costs: one month's pay included

Payroll costs: 6 months payroll charges, a further 6 months to come

Street Lighting: Fully paid – surplus in budget.

Dog & Waste Bin emptying: charges still to come

Parish Papers: the first of 6 editions

Grass Cutting: First quarter of contract grass cutting charge to be paid in May

Playground Renewals and Maintenance: basketball court surface. The work for lines is still outstanding and will be invoiced on completion.

Pavilion Maintenance: as well as any essential maintenance costs, this includes water and electricity. No invoice was received in April for electricity – this is reflected in the charge to be paid in May.

INCOME

Precept: the first half of the precept has been received.

Cleansing Grant: awaiting payment of the cleansing grant for the Community Caretaker role.

VAT: a Vat claim has been received in full

Reade Field Account: Lottery income is mainly being paid into this account directly.

Other Grants: awaiting the payment of the grant for the basketball court

NS&I Account: this account has now been closed and some additional interest has been received which will be reflected in the June RFO report

Advertising: two one-off ads paid for

Jo Hazlewood- RFO, 13th May 2025