

**Melbourn Parish Council**  
**Annual Return 2019/20**  
**Accounting Statements**

Box No:		<b>31/03/2019</b>	<b>31/03/2020</b>		
1	Balances brought forward	117,798	263,286		
2	Precept	236,570	255,820	Income:	
3	Total other receipts	200,601	251,631	Precept	255,820
				Other receipts	251,631
					507,451
4	Staff Costs	58,332	69,799	Expenditure:	
5	Loan Interest/Capital Repayments	49,842	49,842	Staff Costs	69,799
6	All other payments	183,509	205,202	Loan expenses	49,842
				Other payments	205,202
					324,843
7	Balances carried forward (reserves)	263,286	445,894	Surplus	182,608
8	Total value of cash and short term investments	250,445	434,602	Reserves b/fwd	263,286
9	Total fixed assets plus long term investments	2,255,674	2,252,786	Surplus	182,608
				Reserves c/fwd	445,894
10	Total borrowings	855,833	840,749		

Melbourn Parish Council  
Accounting Statements 31st March 2020  
Explanation of variances >15%

	31/03/2019	31/03/2020	Variance £	Variance %	Detailed explanation of variances >15% with amounts (£)
Box 2 Precept	236,570	255,820	19,250	8%	
Box 3 Total other receipts	200,601	251,631	51,030	25%	See analysis below
Box 4 Staff costs	58,332	69,799	11,467	20%	The main part of the increase has been the employment of a Timebanking Co-ordinator for 14 hours a week from April 2019 at a cost of c£9,500. The NALC pay increase was 2%.
Box 5 Loan interest/capital repayments	49,482	49,482	-	0%	
Box 6 All other payments	183,509	205,202	21,693	12%	
Box 9 Total fixed assets plus long term investments	2,255,674	2,252,786	(2,888)	0%	
Box 10 Total borrowings	855,833	840,749	(15,084)	-2%	

Box 3 Total Other Receipts - Explanation of major areas of variance

s106 receipt	107,250	114,693	7,443	7%
Community Benefit	41,526	83,033	41,507	100%
Burial fees	6,000	3,375	(2,625)	-44%
Grant income	500	6000	5,500	1100%
			<u>51,825</u>	

Significant areas of other income difference between 2018/19 and 2019/20:

This is a second installment of s106 monies for a large development in the village which was received during the year.

This income is from a solar farm in the parish. Receipts vary slightly from year to year but are usually around £40,000. This year the timing of the payment dates (28/06/19 and 31/03/20) meant that two installments were received during the financial year.

Income from burials can vary quite significantly. This year, burials picked up towards the end of the financial year but were still below the levels in the previous year.

The PC received a Zero Carbon grant of £6,000 in a joint application with the local senior school - this is a new initiative.

**Melbourn Parish Council**  
**Bank Reconciliation**  
**Year ended 31st March 2020**

Prepared by: G van Poortvliet  
RFO - Melbourn Parish Council

Date: 06/04/2020

Balance per bank statements at 31st March 2020:

	£	£
Current Account - Unity Bank	137,969.01	
Deposit Account - Unity Bank	212,715.98	
Nationwide - 45 day saver	<u>83,272.88</u>	
		433,957.87

Petty cash		30.00
Prepaid debit cards		613.67

Less: unpresented cheques at 31st March 2020 Date cleared:

Add: uncleared funds at 31st March 2020

Net balances at 31st March 2020 (Box 8)	<u><u>434,601.54</u></u>
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The net balances reconcile to the cash book as follows:

Cash book:

Opening balance at 1st April 2019 (prior year Box 8)	250,445.31
Add: receipts in the year	525,851.48
Less: payments in the year	(341,695.25)
Closing balance at 31st March 2020	<u><u>434,601.54</u></u>

**Melbourn Parish Council**  
**Reserves at 31st March 2020**

	General Reserve	Asset Management	Election Reserve	Martin's Charity	S106	MAYD	Celebrating Ages	Community Grant Funding	Timebanking Events	Parish Van Replacement	MVC Zero Carbon Grant	Deferred Costs	Total
Opening Balance at 1st April 2019	95,853.53	25,902.00	2,775.00	21.56	115,253.80	5,657.97	2,815.71	4,006.63	11,000.00	-	-		263,286.20
2019/20 Income (actual)	507,450.65												507,450.65
2019/20 Expenditure (actual)	(324,843.10)												- 324,843.10
Tfr income: MAYD/Community Grant/S106/Timebanking events to reserves	(208,556.58)				114,693.46	4,632.00		83,032.62	198.50		6,000.00		- 0.00
Tfr expenditure: MAYD/Community Grant/Celebrating Ages/S106/Timebank events	53,193.15				(5,427.48)	(14,321.00)	(5,077.25)	(28,309.96)	(57.46)				- 0.00
MAYD recharge for Pavilion Hire 2019/20*	2,300.00					(2,300.00)							-
Community Grant donations: MAYD/Celebrating Ages*						12,000.00	3,500.00	(15,500.00)					-
Tfr Timebanking costs to General Reserve (precept funded)*	11,000.00								(11,000.00)				-
Tfr AMR 2019/20 budgeted contribution*	(5,600.00)	5,600.00											-
Tfr Parish Van replacement 2019/20 budgeted contribution*	(1,500.00)									1,500.00			-
Tfr Hub deferred projects from 2019/20* (disability access steps £700; kitchen equipment £725; legionella remedial works £1,000 - total £2,425)	(2,425.00)											2,425.00	-
Closing Balance at 31st March 2020	126,872.65	31,502.00	2,775.00	21.56	224,519.78	5,668.97	1,238.46	43,229.29	141.04	1,500.00	6,000.00	2,425.00	445,893.75

\* Non-cash reserve movements

General reserve (should be 3-12 months of precepted running costs)	<u>5.42 mths</u>												<u>Reserve Movements 2019-20:</u>
Target 6 months budgeted expenditure per Reserves Policy	<u>90%</u>												General Reserve
													Other Reserves
													Total Reserves change (surplus for 2019/20)
													<u>31,019.12</u>
													<u>151,588.43</u>
													<u>182,607.55</u>
Running costs 2020/21	<u>280,860.00</u>												
(Budgeted costs less contributions to reserves)													
6 months running costs 2020/21	140,430.00												
Shortfall	13,557.35												

**Reserves explanations:**

**General Reserve** - these funds have no restriction on their use. They can be used to offset the impact of uneven cash flows, offset budget overspends or held in case of unexpected events and emergencies. MPC has agreed to aim for a level of General Reserve of six months of budgeted expenditure (excluding contributions to reserves).

**Asset Management Reserve** - this reserve is to offset the cost of renewals and replacements of major assets. The aim is to smooth expenditure so that a programme of replacement can be carried out without significant changes in the precept. The intention is to link this reserve to the Fixed Asset Register.

**Election Reserve** - this reserve is to offset election costs in the event that a Parish Council election is called.

**Martin's Charity** - charity reserve balance (dormant).

**S106** - this holds s106 funds received from developments in the Parish. Expenditure according to the terms of the S106 agreements is funded from this reserve.

**MAYD** - this reserve holds funds belonging to MAYD Youth Club, a joint venture between Melbourn, Meldreth, Foxton and Shepreth. Contributions from all member parishes are paid into this reserve and the costs of running the youth club are met from it.

**Celebrating Ages** - this reserve holds the funding for Celebrating Ages events and the costs of the events are met from the reserve.

**Community Grant Funding** - the Community Benefit funds received from the solar park are paid into this reserve. Grants and donations made from these funds are paid from the reserve.

**Timebanking Events** - funds raised from events run by the Timebanking co-ordinator are kept in this reserve. Expenses relating to Timebanking events are paid from the reserve.

**Parish Van Replacement** - this reserve is to offset the cost of replacing the Parish Van.

**MVC Zero Carbon Grant** - this reserve holds a grant received via a joint application with Melbourn Village College. It will be paid over to the Village College when it reopens.

**Deferred Costs** - this reserve is to fund projects that were not completed in the financial year and have been carried forward to the next year

**Melbourn Parish Council**  
**Reconciliation between Box 7 and Box 8**  
**Annual Return 31 March 2020**

Box 7	Balances carried forward		445,894
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Deduct:	Debtors	(6,516)	
	Prepayments	<u>(11,037)</u>	
Total deductions			(17,553)
Add:	Creditors	6,191	
	Receipts in advance	<u>70</u>	
Total additions			6,261
Box 8	Total cash and short term investments		434,602