

Melbourn Parish Council Financial Budget Comparison

Eleven Months ended 28th February 2021

Excludes transactions with an invoice date prior to 01/04/20

	2020/21 Budget	Reserve Movements	Actual Net	Balance
INCOME				
Conservation				
100 Allotment Rent	£2,170.00	£0.00	£2,496.55	£326.55
101 Allotment Insurance Premiums	£0.00	£0.00	£320.00	£320.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation	£6,020.00	£0.00	£6,665.27	£645.27
Cemeteries				
200 Burial Fees	£3,000.00	£0.00	£3,710.00	£710.00
Total Cemeteries	£3,000.00	£0.00	£3,710.00	£710.00
Play Areas & Recreation Grounds				
300 Match Fees	£2,520.00	£0.00	£90.00	-£2,430.00
320 Hire of Recreation Grounds	£250.00	£0.00	£70.00	-£180.00
340 Pavilion Hire	£750.00	£0.00	£4,160.40	£3,410.40
370 Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
Total Play Areas & Recreation Grounds	£4,520.00	£0.00	£4,320.40	-£199.60
Finance & General Purpose				
410 Precept	£267,870.00	£0.00	£267,870.00	£0.00
420 Interest - Deposit Account Unity	£0.00	£0.00	£212.13	£212.13
425 Interest - Nationwide 45 Day	£800.00	£0.00	£0.00	-£800.00
430 Interest - Public Sector Deposit	£200.00	£0.00	£4.11	-£195.89
460 Miscellaneous Income	£0.00	£0.00	£45.00	£45.00
480 Insurance Claims	£0.00	£0.00	£0.00	£0.00
485 Feed In Tariff	£0.00	£0.00	£1,054.96	£1,054.96
600 Grants Received	£0.00	£0.00	£0.00	£0.00
650 MCCR/Covid 19	£0.00	£0.00	£9,315.00	£9,315.00
660 Timebanking Income	£0.00	£0.00	£0.00	£0.00
Total Finance & General Purpose	£268,870.00	£0.00	£278,501.20	£9,631.20
Highways				
800 Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£23,833.37	-£2,166.63
Total Rental Property	£26,000.00	£0.00	£23,833.37	-£2,166.63
Melbourn Area Youth Develpt Reserve				
950 MAYD Partner Contributions	£0.00	£2,057.00	£2,057.00	£0.00
Total Melbourn Area Youth Develpt	£0.00	£2,057.00	£2,057.00	£0.00
Community Benefit Reserve				
960 Solar Farm Grant Income	£0.00	£1,092.16	£1,092.16	£0.00
Total Community Benefit Reserve	£0.00	£1,092.16	£1,092.16	£0.00
S106 & Other Capital Grants Reserve				
140 S.106	£0.00	£96,704.05	£96,704.05	£0.00
145 Community Capital Grant Fund - Hub Extension	£0.00	£65,000.00	£65,000.00	£0.00
Total S106 & Other Capital Grants	£0.00	£161,704.05	£161,704.05	£0.00
Celebrating Ages Reserve				
990 Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Income	£308,410.00	£164,853.21	£481,883.45	£8,620.24

Melbourn Parish Council Financial Budget Comparison

Eleven Months ended 28th February 2021

Excludes transactions with an invoice date prior to 01/04/20

	2020/21 Budget	Reserve Movements	Actual Net	Balance	
EXPENDITURE					
Conservation					
1000	Allotments	£1,680.00	£0.00	£1,320.52	£359.48
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£7,350.00	£0.00	£6,647.97	£702.03
1150	Stockbridge Meadows	£970.00	£0.00	£465.69	£504.31
1200	Grass Cutting Contract	£8,590.00	£0.00	£6,225.00	£2,365.00
1300	Public Open Space Maintenance Contract	£7,000.00	£0.00	£6,535.00	£465.00
Total Conservation		£25,590.00	£0.00	£21,194.18	£4,395.82
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£5,045.00	£0.00	£5,477.73	£-432.73
2100	Cemetery Grounds Maintenance Contract	£5,500.00	£0.00	£4,464.13	£1,035.87
Total Cemeteries		£10,545.00	£0.00	£9,941.86	£603.14
Play Areas & Recreation Grounds					
3000	Play Areas	£3,025.00	£0.00	£1,666.00	£1,359.00
3200	Recreation Grounds	£12,480.00	£0.00	£10,885.85	£1,594.15
3400	Pavilion	£9,970.00	£0.00	£4,979.18	£4,990.82
Total Play Areas & Recreation Grounds		£25,475.00	£0.00	£17,531.03	£7,943.97
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£3,000.00	£0.00	£276.12	£2,723.88
4200	Contingency	£3,000.00	£0.00	£0.00	£3,000.00
4300	Wardens' Materials, Equipment & Van	£2,900.00	£0.00	£1,515.86	£1,384.14
4500	Insurances	£7,400.00	£0.00	£7,562.00	£-162.00
4700	Membership of Societies	£1,300.00	£0.00	£1,058.09	£241.91
4900	Parish Clock	£200.00	£0.00	£343.00	£-143.00
5000	Parish Office, IT & Contractors	£24,790.00	£0.00	£20,239.26	£4,550.74
5100	Salaries, NI & Pensions	£75,000.00	£0.00	£64,578.32	£10,421.68
5300	Sundry Expenses	£234.00	£6,000.00	£6,052.00	£182.00
5400	Training	£1,500.00	£0.00	£535.00	£965.00
5700	Pension Scheme Charges	£435.00	£0.00	£396.00	£39.00
5900	Bank Charges	£200.00	£0.00	£150.45	£49.55
6000	Grants Awarded	£700.00	£0.00	£700.00	£0.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£13,850.00	£710.00	£6,169.14	£8,390.86
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£1,054.96	£-1,054.96
6450	PWLB Community Hub - Interest	£28,311.00	£0.00	£28,310.94	£0.06
6451	PWLB Community Hub - Capital	£4,643.00	£0.00	£4,643.26	£-0.26
6452	PWLB Car Park - Interest	£5,942.00	£0.00	£3,593.25	£2,348.75
6453	PWLB Car Park - Capital	£10,945.00	£0.00	£6,651.42	£4,293.58
6500	MCCR/Covid 19 Costs	£0.00	£0.00	£12,609.60	£-12,609.60
6600	Timebanking Expenses	£600.00	£0.00	£373.70	£226.30
6700	War Memorial	£0.00	£0.00	£0.00	£0.00
6800	Election Costs	£0.00	£0.00	£0.00	£0.00
7100	Village Car Park - Rates, Utilities & Maintenance	£13,650.00	£0.00	£13,390.35	£259.65
Total Finance & General Purpose		£213,800.00	£6,710.00	£195,202.72	£25,307.28

Melbourn Parish Council Financial Budget Comparison

Eleven Months ended 28th February 2021

Excludes transactions with an invoice date prior to 01/04/20

	2020/21 Budget	Reserve Movements	Actual Net	Balance
Planning				
7000 Community Development	£0.00	£0.00	£0.00	£0.00
Total Planning	£0.00	£0.00	£0.00	£0.00
Highways				
8000 Highways and Footpaths	£200.00	£0.00	£0.00	£200.00
8100 Street Lighting	£1,800.00	£0.00	£2,167.98	£-367.98
Total Highways	£2,000.00	£0.00	£2,167.98	£-167.98
Rental Property				
9000 Little Hands Nursery	£3,450.00	£0.00	£1,661.88	£1,788.12
Total Rental Property	£3,450.00	£0.00	£1,661.88	£1,788.12
Melbourn Area Youth Develpt Reserve				
9500 MAYD Youth Club	£0.00	£1,556.00	£1,556.00	£0.00
Total Melbourn Area Youth Develpt	£0.00	£1,556.00	£1,556.00	£0.00
Community Benefit Reserve				
9600 Community Benefit Donations	£0.00	£28,213.79	£28,213.79	£0.00
9601 Community Benefit Donations S137	£0.00	£3,000.00	£3,000.00	£0.00
Total Community Benefit Reserve	£0.00	£31,213.79	£31,213.79	£0.00
S106 & Other Capital Grants Reserve				
1400 S106	£0.00	£13,594.23	£13,594.23	£0.00
1405 Community Capital Fund Grant - Hub Extension	£0.00	£4,356.42	£4,356.42	£0.00
Total S106 & Other Capital Grants	£0.00	£17,950.65	£17,950.65	£0.00
Celebrating Ages Reserve				
4800 Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£280,860.00	£57,430.44	£298,420.09	£39,870.35
Total Income	£308,410.00	£164,853.21	£481,883.45	£8,620.24
Total Expenditure	£280,860.00	£57,430.44	£298,420.09	£39,870.35
Total Net Balance	£27,550.00		£183,463.36	

Bank Balances at 28th February 2021

Ordinary Accounts

Current Account Unity	£226,212.85
Deposit Account Unity (Instant Access)	£212,928.11
Petty Cash	£30.00
Prepaid Debit Cards Soldo	£600.00

Short Term Investment Accounts

Nationwide 45 day Business Saver	£150,272.88
CCLA - Public Sector Deposit fund	£25,000.00

Total **£615,043.84**

At the date of this report, the February bank reconciliations were with Cllr Kent for checking. The January 2021 bank reconciliations were checked by Cllr Kent on 19/02/21.

Melbourn Parish Council Finance Report 28th February 2021

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 28th February 2021. Adjustments for accruals and prepayments will be made at the financial year end. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

At the eleven-month stage it is anticipated that there will be a surplus in excess of that budgeted by the financial year end. MPC should be able to make the budgeted contributions to reserves plus some additional contributions. There are some areas where there have been significant variations from budget (see explanations below).

Variations from Budget

Income:

Allotment Rent – this is above budget as a rental increase was agreed by MPC on 27/07/20.

Burial Fees – these will exceed the budget which was set at a prudent level due to low rates of burial income in the last few years.

Match fees/recreation ground hire – these budget headings will be approximately £1,200 down due to Covid-19 restrictions on organised sport and events.

Pavilion Hire – a new regular booking means that this budget heading will exceed budget by around £4,500.

However, as MAYD have not been able to use the Pavilion for youth club activities, the budgeted £1,000 recharge cannot be made.

Interest Receivable – this will be significantly below budget due to a fall in interest rates to a historic low.

MCCR – MPC was successful in obtaining £7,165 grant funding from the Cambridgeshire Coronavirus Community Fund to support the MCCR team. Of this, £2,800 was used towards salary costs for MCCR staff and the rest was transferred to the MCCR team to cover other running costs. MCCR has also repaid £1,750 of the funds transferred by MPC to underwrite debit card purchases for vulnerable residents (see MCCR expenditure below). A further grant of £400 was received from SCDC for Covid-related expenses.

Expenditure:

Conservation – MPC approved emergency expenditure on some trees in the parish which needed urgent attention. Total cost for these works was just over £3,000 and further tree works of £870 were later approved by the Maintenance Committee. The Maintenance Committee has also approved tree work and repair of some fencing at The Moor (£840). MPC approved £2,070 unbudgeted expenditure for replacement fencing at Worcester Way. This budget heading is likely to be overspent later in the year.

Cemeteries – MPC approved £1,840 for hedge reduction in Orchard Road cemetery which was unbudgeted. Although there are likely to be some cost savings in other parts of the cemeteries budget, overall there has been an overspend on this budget heading.

Pavilion – the budget included £2,000 for external redecoration which is unlikely to be spent this year. It is probable that this funding will be ring-fenced at the year end and carried forward to next year.

Audit, legal & professional – the budget included £1,000 for professional VAT advice which was not needed (advice obtained free)

Contingency – it has not been necessary to use any of this to date.

Wardens' equipment, materials and parish van – this budget is likely to be underspent although the amount included for purchase of a chain-saw and relevant training may be ring-fenced and carried forward to next year.

Insurances – the Parish Council is in the final year of a three year deal with the current provider. The premium was slightly underbudgeted this year (£162).

Parish Office, IT and contractors- there are expected to be budget savings for litter picking and also for Parish Office IT costs. A new desktop purchase has been postponed until next year.

Salaries, NI & Pensions – there should be budget savings of around £2,000 due to changes in staffing structure and employees leaving during the financial year

Sundry Expenses – the £6,000 reserve-funded expense is a zero carbon grant which was received under a joint initiative with Melbourn Village College and has now been transferred to MVC.

Community Hub maintenance – several projects that were anticipated to take place this year will now not happen until next year. Unused funds are expected to be ring-fenced at the year end and carried forward to next year.

Melbourn Parish Council Finance Report 28th February 2021 (continued)

MCCR costs – MPC approved a grant of £750 to MCCR and also transferred a further £1,750 to underwrite debit card costs for the project (since repaid – see MCCR income). In addition, MPC approved extra staff costs to head up the MCCR team until the end of July if required. The approved costs were up to £6,300 (of which £2,800 was covered by grant funding) but actual costs were lower than that. MPC also paid over the £400 grant from SCDC plus an additional £450 (approved on 23/11/20) to MCCR in January to cover volunteer costs in the later lockdowns. Total MCCR costs should be considered net of MCCR income shown in the income section (net costs are currently £3,295). Street lighting – CCC are no longer administering the street lighting contract and this has been taken over by MPC. A large final bill of £888 from CCC means that this budget heading is expected to be overspent by around £700 this financial year.

G van Poortvliet
RFO – Melbourn Parish Council

15th March 2021