

Melbourn Parish Council  
Annual Return 2020/21  
Accounting Statements

Box No:

31/03/2020 31/03/2021

|    | 31/03/2020 | 31/03/2021 |  |
|----|------------|------------|--|
| 1  | 263,286    | 445,894    | Balances brought forward                       |
| 2  | 255,820    | 267,870    | Precept  |
| 3  | 251,631    | 243,041    | Total other receipts                           |
| 4  | 69,799     | 77,544     | Staff Costs                                    |
| 5  | 49,842     | 49,842     | Loan Interest/Capital Repayments               |
| 6  | 205,202    | 224,157    | All other payments                             |
| 7  | 445,894    | 605,262    | Balances carried forward (reserves)            |
| 8  | 434,602    | 600,815    | Total value of cash and short term investments |
| 9  | 2,252,786  | 2,141,178  | Total fixed assets plus long term investments  |
| 10 | 840,749    | 825,160    | Total borrowings                               |

Income:  
Precept 267,870  
Other receipts 243,041  
510,911

Expenditure:  
Staff Costs 77,544 See below  
Loan expenses 49,842  
Other payments 224,157  
351,543

Surplus 159,368  
  
Reserves b/fwd 445,894  
Surplus 159,368  
605,262

Staff costs:  
Staff costs per Edge a/c 5100 72,689.32  
Plus staff costs included in Covid 19 & MCCR a/c 6500 4,855.00  
77,544.32

Melbourn Parish Council  
Management Balance Sheet (unaudited)

|  | 31/03/2020        | 31/03/2021        |
|--|-------------------|-------------------|
|  | £                 | £                 |
| Current assets                               |                   |                   |
| Investments - short term                     | 83,272.88         | 175,691.29        |
| VAT Recoverable                              | 6,515.63          | 7,037.54          |
| Debtors                                      | 0                 | 75.00             |
| Payment in Advance                           | 11,037.43         | 11,603.44         |
| Cash in Hand & at Bank                       | 351,328.66        | 425,123.87        |
| <b>TOTAL CURRENT ASSETS</b>                  | <b>452,154.60</b> | <b>619,531.14</b> |
| <b>TOTAL ASSETS</b>                          | <b>452,154.60</b> | <b>619,531.14</b> |
| Current liabilities                          |                   |                   |
| Creditors                                    | 6,190.73          | 14,269.15         |
| Receipts in Advance                          | 70.00             | -                 |
| <b>TOTAL CURRENT LIABILITIES</b>             | <b>6,260.73</b>   | <b>14,269.15</b>  |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> | <b>445,893.87</b> | <b>605,261.99</b> |
| <b>NET ASSETS</b>                            | <b>445,893.87</b> | <b>605,261.99</b> |
| Represented by:                              |                   |                   |
| General Reserves                             | 126,872.78        | 150,000.00        |
| Asset Management                             | 31,502.00         | 51,813.16         |
| Martin's Charity                             | 21.55             | 21.55             |
| Community Capital Fund Grant (Hub)           | 0                 | 40,767.13         |
| Section 106                                  | 224,519.78        | 330,395.76        |
| MAYD   | 5,668.97          | 12,287.23         |
| Celebrating Ages                             | 1,238.46          | 1,238.46          |
| Community Grant Funding                      | 43,229.29         | 4,507.66          |
| Election Reserve                             | 2,775.00          | 2,775.00          |
| Timebanking Events                           | 141.04            | 141.04            |
| MVC Zero Carbon Grant                        | 6,000.00          | 3,000.00          |
| Parish Van Replacement                       | 1,500.00          | -                 |
| Deferred Costs                               | 2,425.00          | 8,315.00          |
| <b>NET ASSETS</b>                            | <b>445,893.87</b> | <b>605,261.99</b> |

Cash:  
Investments - short term (interest earning deposits etc) 175,691.29  
Cash at bank and in hand 425,123.87  
Total cash & short-term investments 600,815.16

Melbourn Parish Council  
Accounting Statements 31st March 2021  
Explanation of variances >15%

|   | 31/03/2020 | 31/03/2021 | Variance<br>£ | Variance<br>% | Detailed explanation of variances >15% with amounts (£) |
|---|------------|------------|---------------|---------------|---|
| Box 2 Precept                                       | 255,820    | 267,870    | 12,050        | 5%            |   |
| Box 3 Total other receipts                          | 251,631    | 243,041    | (8,589)       | -3%           |   |
| Box 4 Staff costs                                   | 69,799     | 77,544     | 7,746         | 11%           |   |
| Box 5 Loan interest/capital repayments              | 49,482     | 49,482     | -             | 0%            |   |
| Box 6 All other payments                            | 205,202    | 224,157    | 18,955        | 9%            |   |
| Box 7 Balances carried forward (reserves)           | 445,984    | 605,262    | 159,278       | 36%           | Explanation required as > 2 x precept                   |
| Box 9 Total fixed assets plus long term investments | 2,252,786  | 2,141,178  | (111,608)     | -5%           |   |
| Box 10 Total borrowings                             | 840,749    | 825,160    | (15,589)      | -2%           |   |

**Explanation for 'high' reserves**

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

|   | £              | £ | £              |
|---|----------------|---|----------------|
| <b>Earmarked reserves:</b>                  |                |   |                |
| Asset Management                            | 51,813         |   |                |
| Martin's Charity                            | 22             |   |                |
| Community Capital Grant Fund                | 40,767         |   |                |
| S106 Grants                                 | 330,396        |   |                |
| MAYD Youth Club                             | 12,287         |   |                |
| Celebrating Ages                            | 1,238          |   |                |
| Community Grant Funding (solar park)        | 4,508          |   |                |
| Election Reserve                            | 2,775          |   |                |
| Timebanking Events                          | 141            |   |                |
| Parish Van Replacement                      | 3,000          |   |                |
| Deferred expenditure                        | 8,315          |   |                |
|   |                |   | 455,262        |
| <b>General reserve</b>                      | <b>150,000</b> |   | 150,000        |
| <b>Total reserves (must agree to Box 7)</b> |                |   | <b>605,262</b> |

Received for extension of Community Hub

Melbourn Parish Council Reserves at 31st March 2021

|  | General Reserve | Asset Management | Election Reserve | Martin's Charity | Community Capital Grant | S106    | MAYD   | Celebrating Ages | Community Grant Funding | Timebanking Events | MVC Zero Carbon Grant | Parish Van Replacement | Deferred Costs | Total     |
|--|-----------------|------------------|------------------|------------------|-------------------------|---------|--------|------------------|-------------------------|--------------------|-----------------------|------------------------|----------------|-----------|
| Opening Balance at 1st April 2020  | 126,873         | 31,502           | 2,775            | 22               | -                       | 224,520 | 5,669  | 1,238            | 43,229                  | 141                | 6,000                 | 1,500                  | 2,425          | 445,894   |
| 2020/21 Income (actual)  | 510,911         |                  |                  |                  |                         |         |        |                  |                         |                    |                       |                        |                | 510,911   |
| 2020/21 Expenditure (actual)   | - 351,543       |                  |                  |                  |                         |         |        |                  |                         |                    |                       |                        |                | - 351,543 |
| Tfr income: MAYD/Community Grant/Community Capital/S106/to reserves  | - 188,459       |                  |                  |                  | 65,000                  | 120,310 | 2,057  | -                | 1,092                   | -                  |                       |                        |                | 0         |
| Tfr expenditure: MAYD/Community Grant/Celebrating Ages/Community Capital/S106  | 74,187          |                  |                  |                  | 20,373                  | 14,334  | 1,556  | -                | 31,214                  | -                  | 6,000                 |                        | 710            | 0         |
| MAYD recharge for Pavilion Hire 2020/21* (No Pavilion usage)   | -               |                  |                  |                  |                         |         | -      |                  |                         |                    |                       |                        |                | -         |
| Community Benefit Grant donations: MAYD/Celebrating Ages*  |                 |                  |                  |                  |                         |         | 8,600  | -                | 8,600                   |                    |                       |                        |                | -         |
| Tfr AMR 2020/21 budgeted contribution*   | - 4,300         | 4,300            |                  |                  |                         |         |        |                  |                         |                    |                       |                        |                | -         |
| Tfr Parish Van replacement 2020/21 budgeted contribution*  | - 1,500         |                  |                  |                  |                         |         |        |                  |                         |                    |                       | 1,500                  |                | -         |
| Tfr Hub deferred projects from 2020/21* (Outside signage £2,000; evac chair & training £1,200; replacement double glazed panel £1,200) | - 4,400         |                  |                  |                  |                         |         |        |                  |                         |                    |                       |                        | 4,400          | -         |
| Tfr maintenance deferred projects from 2020/21* (Pavilion exterior £2,000 + highways signage re Stockbridge Meadows £200)              | - 2,200         |                  |                  |                  |                         |         |        |                  |                         |                    |                       |                        | 2,200          | -         |
| Adjustment re accrued expenditure to be funded from reserves*  | 6,442           |                  |                  |                  | 3,860                   | 100     | 2,483  |                  |                         |                    |                       |                        |                | -         |
| Surplus General Reserve taken to Asset Management Reserve  | - 16,011        | 16,011           |                  |                  |                         |         |        |                  |                         |                    |                       |                        |                | -         |
|  | - 1             |                  |                  |                  |                         |         |        |                  |                         |                    |                       |                        |                | 1         |
| Closing Balance at 31st March 2021   | 150,000         | 51,813           | 2,775            | 22               | 40,767                  | 330,396 | 12,287 | 1,238            | 4,508                   | 141                | -                     | 3,000                  | 8,315          | 605,262   |

Rounding diff

\* Non-cash reserve movements

Change in General Reserve: 23,127

General reserve - 6 mnths running costs per MPC Reserves Policy

Running costs 2021/22 (Budgeted costs excluding reserves contributions) 294,770

General Reserve (mnths) 6.1 months

Target General Reserve (6 mnths - per policy) 147,385

Surplus 2,615

**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's Reserve Policy is 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).

**Community Capital Grant Fund - Hub Extension** - this grant funding was received specifically for the Hub extension project.

**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 Benefit 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 (planned replacement 2022/23)

**MVC Zero Carbon Grant** - this reserve held a grant received via a joint application with Melbourn Village College. It was paid over to the Village College during the year.

**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**  
**Bank Reconciliation**  
**Year ended 31st March 2021**

Prepared by: G van Poortvliet  
RFO - Melbourn Parish Council

Date: 26/04/2021

Balance per bank statements at 31st March 2021:

|  | £          | £                    |
|--|------------|----------------------|
| Current Account - Unity Bank                   | 211,565.76 |                      |
| Deposit Account - Unity Bank                   | 212,928.11 |                      |
| Nationwide - 45 day saver                      | 150,691.29 |                      |
| CCLA - Public Sector Deposit Fund              | 25,000.00  |                      |
|  |            | 600,185.16           |
| Petty cash                                     |            | 30.00                |
| Prepaid debit cards                            |            | 600.00               |
| Less: unrepresented cheques at 31st March 2021 |            | -      Date cleared: |
| Add: uncleared funds at 31st March 2021        |            | -                    |
| Net balances at 31st March 2021 (Box 8)        |            | <u>600,815.16</u>    |

Melbourn Parish Council  
Reconciliation between Box 7 and Box 8  
Annual Return 31 March 2021

|         |                                       |                 |          |
|---------|---------------------------------------|-----------------|----------|
| Box 7   | Balances carried forward              |                 | 605,262  |
| Deduct: | Debtors                               | (7,113)         |          |
|         | Prepayments                           | <u>(11,603)</u> |          |
|         | Total deductions                      |                 | (18,716) |
| Add:    | Creditors                             | 14,269          |          |
|         | Receipts in advance                   | <u>-</u>        |          |
|         | Total additions                       |                 | 14,269   |
| Box 8   | Total cash and short term investments |                 | 600,815  |



**PWLB lending facility**

BALANCE OUTSTANDING AS AT 31 Mar 2021

8 April 2021

MELBOURN PARISH COUNCIL (HERTS)

| LOAN REFERENCE NUMBER      | REPAYMENT DATES | LOAN TYPE | REPAYMENT METHOD | PRINCIPAL BALANCE OUTSTANDING (£) |
|----------------------------|-----------------|-----------|------------------|-----------------------------------|
| PW502551                   | 16 Apr - 16 Oct | FIXED     | ANNUITY          | £621,470.08                       |
| PW504232                   | 23 Mar - 23 Sep | FIXED     | ANNUITY          | £156,032.31                       |
| PW505703                   | 14 Feb - 14 Aug | FIXED     | ANNUITY          | £47,657.90                        |
| TOTAL OUTSTANDING BALANCE: |                 |           |                  | 825,160.29                        |
| TOTAL NUMBER OF LOANS:     |                 |           |                  | 3                                 |

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk) if you have any queries.