

**Melbourn Parish Council
Annual Return 2021/22
Accounting Statements**

Box No:		31/03/2021	31/03/2022
1	Balances brought forward	445,894	605,262
2	Precept	267,870	275,300
3	Total other receipts	243,041	290,977
4	Staff Costs	77,544	68,653
5	Loan Interest/Capital Repayments	49,842	49,842
6	All other payments	224,157	371,542
7	Balances carried forward (reserves)	605,262	681,502
8	Total value of cash and short term investments	600,815	663,777
9	Total fixed assets plus long term investments	2,141,178	2,353,229
10	Total borrowings	825,160	809,049

Income:	
Precept	275,300
Other receipts	<u>290,977</u>
	566,277

Expenditure:	
Staff Costs	68,653
Loan expenses	49,842
Other payments	<u>371,542</u>
	490,037

<u>Staff costs 2021:</u>	
Staff costs per Edge a/c 5100	72,689.32
Plus staff costs included in Covid 19 & MCCR a/c	<u>4,855.00</u>
	77,544.32

Surplus	76,240
Reserves b/fwd	605,262
Surplus	<u>76,240</u>
Reserves c/fwd	681,503

**Melbourn Parish Council
Management Balance Sheet (unaudited)**

31/03/2021	31/03/2022
£	£
Current assets	
175,691.29	241,146.31
7,037.54	9,477.29
75	2,515.21
11,603.44	13,643.98
425,123.87	422,630.96
619,531.14	689,413.75
TOTAL CURRENT ASSETS	
619,531.14	689,413.75
Current liabilities	
14,269.15	7,851.30
0.00	60.00
14,269.15	7,911.30
TOTAL CURRENT LIABILITIES	
605,261.99	681,502.45
TOTAL ASSETS LESS CURRENT LIABILITIES	
605,261.99	681,502.45
NET ASSETS	

Cash:	
Investments - short term (interest earning deposits etc)	241,146.31
Cash at bank and in hand	422,630.96
Total cash & short-term investments	<u>663,777.27</u>

Represented by:	
150,000.00	158,507.87
51,813.16	71,813.16
21.55	21.55
40767.13	-
330,395.76	348,519.14
12,287.23	15,411.54
1,238.46	6,338.46
4,507.66	4,914.11
2,775.00	2,775.00
141.04	712.84
3,000.00	6,000.00
8,315.00	16,433.83
0.00	50,054.95
605,261.99	681,502.45

Melbourn Parish Council Reserves at 31st March 2022

	General Reserve	Asset Management	Election Reserve	Martin's Charity	Community Capital Grant	S106	S106 Comm Transp	MAYD	Celebrating Ages	Community Grant Funding	Timebanking Events/Grants	Parish Van Replacement	Deferred Costs	Total
Opening Balance at 1st April 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
2021/22 Income (actual)	566,277													566,277
2021/22 Expenditure (actual)	- 490,037													- 490,037
Tfr income: MAYD/Community Grant/S106/Timebanking to reserves	- 239,353					140,063	55,055		-	43,235	1,000			- 0
Tfr expenditure: MAYD/Community Grant/Community Capital/S106/Timebanking	209,454				40,767	121,941	5,000	2,876	-	37,728	428		715	0
Tfr MAYD precept budget contribution 2021/22*	- 6,000							6,000						-
Community Benefit Grant donations: Celebrating Ages*									5,100	5,100				-
Tfr AMR 2021/22 budgeted contribution*	- 20,000	20,000												-
Tfr Parish Van replacement 2021/22 budgeted contribution*	- 3,000											3,000		-
Tfr deferred projects from 2021/22** see below: (bal from MVAS budget, fencing, kohima stone, tree donation etc)	- 8,834												8,833.83	-
Closing Balance at 31st March 2022	158,507	71,813	2,775	22	0	348,519	50,055	15,412	6,338	4,914	713	6,000	16,434	681,502

* Non-cash reserve movements

- 37,834

Change in General Reserve:

8,508

General reserve - 6 mnths running costs per MPC Reserves Policy

Running costs 2022/23

320,430

(Budgeted costs excluding reserves contributions)

General Reserve (mnths)

5.9 months

Target General Reserve (6 mnths - per policy)

160,215

Deficit

- 1,708

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 a planned maintenance programme.

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 and has been fully used in 2021/22.

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.

S106 Community Transport - this fund is a commuted sum paid to MPC to fund community transport services to new developments in the village for a period of 10 years

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)

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 (see below)

Deferred costs:

Hub items:

Hub - Legionella testing/measures	1,000.00
Hub - replace damaged double glazed panels	1,200.00
Hub - evacuation chair and training	1,200.00
Hub - outside signage (in progress)	2,000.00
	<u>5,400.00</u>

Other maintenance:

Pavilion - external decoration	2,000.00
Highways signs re Stockbridge Meadows (in progress)	200.00
Unspent donation for tree purchases	500.00
Community Dev - purchase of 2nd MVAS unit (on order)	2,755.83
Kohima Stone(moved Apr 2022 - awaiting inv)	4,000.00
Fencing - Worcester Way (works ordered before y/e - done 1st week Apr)	1,578.00
	<u>11,033.83</u>

Total deferred costs

16,433.83

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:

	£	£	£
Earmarked reserves:			
Asset Management	71,813		
Martin's Charity	22		
S106 Grants	348,519		
MAYD Youth Club	15,412		
Celebrating Ages	6,338		
Community Grant Funding (solar park)	4,914		
Election Reserve	2,775		
Timebanking Events	713		
Parish Van Replacement	6,000		
Deferred expenditure	16,434		
s106 Community Transport Scheme	50,055		
		522,995	
General reserve	158,507		
		158,507	
Total reserves (must agree to Box 7)			681,502

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Melbourn Parish Council
Bank Reconciliation
Year ended 31st March 2022

Prepared by: G van Poortvliet
RFO - Melbourn Parish Council

Date: 27/04/2022

Balance per bank statements at 31st March 2022:

	£	£
Current Account - Unity Bank	258,874.42	
Deposit Account - Unity Bank	163,026.54	
Nationwide - 45 day saver	101,146.31	
CCLA - Public Sector Deposit Fund	25,000.00	
HTB - 45 day business notice	85,000.00	
Charity Bank - ethical 1 yr fixed term	30,000.00	
		663,047.27

Petty cash - Parish Office		30.00
Petty cash float - Timebank		100.00
Prepaid debit cards		600.00

Less: unpresented cheques at 31st March 2022 - Date cleared:

Add: uncleared funds at 31st March 2022 -

Net balances at 31st March 2022 (Box 8) 663,777.27

Melbourn Parish Council
Reconciliation between Box 7 and Box 8
Annual Return 31 March 2022

Box 7	Balances carried forward		681,502	
Deduct:	Debtors	(11,993)		
	Prepayments	<u>(13,644)</u>		
	Total deductions		(25,636)	
Add:	Creditors	7,851		
	Receipts in advance	<u>60</u>		
	Total additions		7,911	
Box 8	Total cash and short term investments		663,776	£1 rounding diff