

Melbourn Parish Council
Responsible Financial Officer's Report – August 2025

Prepared by: Shelley Coulman, RFO

Date: August 2025

1. Introduction

This report provides an overview of the Parish Council's financial position as of the end of August 2025, based on the attached summary of income and expenditure. The figures presented reflect activity from 1st April to 31st August 2025 and includes any future commitments recorded in September. These have been produced using the council finance system.

2. Income Overview

- **Total income to date:** £226,776
 - Income & Expenditure £255,961
 - Deferred Income (£29,185)
 - Total Income £226,776
- **Key income item:** The primary source of income remains the precept payment received in April. The amount reflects 5 months of the total amount received so we can closely monitor the expenditure with the correct monthly income. The £29,185 has been deferred to be release over the month in which the income relates.
- Interest continued to perform well however the bank of England has dropped the base rate, and the prediction is that this will be reduced further by December 25.
- Burial fees have exceeded budget for 2025/26.
- Other minor income has been recorded from allotments, cemetery fees, and room hire. These remain broadly in line with budget expectations. Details around pitch fees need to be agreed.
- £57,963 was received for the community benefit fund and was transferred to the Earmarked reserves.

3. Expenditure Overview

- **Total expenditure to date:** £204,566
 - Income & Expenditure £179,868
 - Accruals £12,205
 - Prepayments (£13,283)
 - Total Income £204,556
- This represents approximately 53% of the annual budgeted expenditure, indicating that spending is currently higher than expected but does not include the effect of transfers to and from reserves, indicating that expenditure is less than budgeted, this will become clearer as we move closer to monthly budgeting and considering annual variations. Interest on loans and refuse collection has

not been prepaid therefore frontloading the budget. This is within a reasonable range for this point in the financial year.

Key expenditure areas include:

- **Salaries and staff-related costs** – on track with the budget no overspend anticipated.
- **Grounds maintenance** – seasonal activities are reflected in spend levels.
- **Utilities and premises costs** – in line with expected use.
- **Grants and donations** – small disbursements made to local organisations. £37,853 has been taken from the earmarked reserve.
- **Maintenance & Repairs unplanned.** Little hands Oil boiler and Doors, these have been taken from the appropriate reserves.
- **Street Lighting** – This has occurred based on an issue with regards to moving over the street lighting account.

No significant overspends have been recorded, and all expenditure to date is supported by appropriate documentation.

4. Bank and Reserves Position

- **Bank balance as of 31st August 2025:** £691,817 of which £386,420 relates to immediately available cash and £305,397 held in various investments.
- **Earmarked reserves:** Funds are appropriately allocated to various reserves.
- The general reserve of £192,328
- remains healthy and covers 6.6 months month operating expenditure level.

5. VAT

- VAT incurred to date is being tracked and will be reclaimed in due course.

6. Summary and Recommendations

The Council's financial position as of the end of August 2025 remains strong. Spending is broadly in line with the annual budget and the Council maintains sufficient reserves to meet foreseeable commitments. Councillors should look at the assets and consider the income or the measurable benefit to the community versus the cost of the asset to the community.

Income & Expenditure by Budget 31/08/2025

Month No: 5

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1000 Interest Received	2,880	6,000	3,120			48.0%
1076 Precept	145,924	350,217	204,293			41.7%
1200 Allotment Rent received	102	3,154	3,052			3.2%
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%
1300 Burial Fees	2,110	2,000	(110)			105.5%
1305 Memorials Fees	962	525	(437)			183.1%
1310 Internment Fees	480	1,500	1,020			32.0%
1400 Match Fees	135	3,350	3,215			4.0%
1500 Hire of Recreation Grounds	615	840	225			73.2%
1550 Hire of Pavilion	30	100	70			30.0%
1600 Property Rental Income	11,250	27,000	15,750			41.7%
1610 Misc Income	58,360	0	(58,360)			0.0%
Total Income	226,786	398,536	171,750			56.9%
<u>Overhead Expenditure</u>						
4000 Salaries & Pensions	52,833	135,348	82,515		82,515	39.0%
4010 Other Staff Costs	0	600	600		600	0.0%
4055 Pension Scheme Costs	180	591	411		411	30.5%
4060 Staff & Councillor Expenses	102	0	(102)		(102)	0.0%
4065 Training	1,550	2,500	950		950	62.0%
4070 Timebank Expenses	413	587	174		174	70.3%
4100 Audit Fees	1,890	2,000	110		110	94.5%
4105 Legal & Professional Fees	800	0	(800)		(800)	0.0%
4110 Insurance	267	13,948	13,681		13,681	1.9%
4115 Memberships & Subscription	1,229	1,706	477		477	72.0%
4120 Parish Clock	0	447	447		447	0.0%
4125 Broadband & Telephone	89	177	88		88	50.1%
4130 Computer & IT	486	2,802	2,316		2,316	17.3%
4140 Software Licences	3,455	4,012	557		557	86.1%
4150 Printing Postage & Stationery	451	1,370	919		919	32.9%
4155 Office Costs	0	0	(0)		(0)	0.0%
4170 Office Rent	6,250	15,000	8,750		8,750	41.7%
4175 Subcontractors	2,478	9,846	7,368		7,368	25.2%
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%
4195 Sundry Expenses	292	758	466		466	38.6%
4200 Bank Charges	129	226	97		97	57.1%
4205 Grants	37,853	8,550	(29,303)		(29,303)	442.7%
4206 Hub Fund redistribution - Heal	4,772	0	(4,772)		(4,772)	0.0%
4207 Youth Expenditure (Mayd)	4,176	6,500	2,324		2,324	64.2%
4208 S106 Expenditure	5,087	0	(5,087)		(5,087)	0.0%

Income & Expenditure by Budget 31/08/2025

Month No: 5

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	48	2,677	2,629		2,629	1.8%
4230 Van - Tax, MOT, Fuel, Repairs	201	647	446		446	31.1%
4235 Wardens Materials	207	0	(207)		(207)	0.0%
4240 Wardens Equipment	151	1,539	1,388		1,388	9.8%
4315 Maintenance & Reps - Planned	7,323	10,061	2,738		2,738	72.8%
4320 Maintenance & Reps- Unplanned	13,270	18,100	4,830		4,830	73.3%
4350 Christmas Tree/Plants	623	1,430	807		807	43.5%
4360 Tree & Hedge Work - Planned	0	6,618	6,618		6,618	0.0%
4365 Tree & Hedge Work - Unplanned	1,827	3,546	1,719		1,719	51.5%
4370 Project work	369	1,026	657		657	35.9%
4410 Nature Reserve management plan	0	513	513		513	0.0%
4420 Grounds Maintenance - Unplanned	0	3,058	3,058		3,058	0.0%
4430 Grounds Maintenance - Planned	684	8,415	7,731		7,731	8.1%
4500 Rates	6,980	17,616	10,636		10,636	39.6%
4505 Electricity	2,150	6,227	4,077		4,077	34.5%
4510 Water	622	1,145	523		523	54.3%
4605 Refuse & Dog Bin Collection	4,975	6,442	1,467		1,467	77.2%
4635 Village Maintenance Contract	14,542	34,177	19,635		19,635	42.5%
4640 Melbourn Dynamos Power Grant	0	1,970	1,970		1,970	0.0%
4700 PWLB Interest	15,800	32,326	16,526		16,526	48.9%
4705 PWLB Capital	9,121	17,457	8,336		8,336	52.2%
4850 Parish Planning	0	1,000	1,000		1,000	0.0%
4920 Street Lighting	890	1,026	136		136	86.7%
Total Overhead	204,566	385,984	181,418	0	181,418	53.0%
Total Income	226,786	398,536	171,750			56.9%
Total Expenditure	204,566	385,984	181,418	0	181,418	53.0%
Net Income over Expenditure	22,220	12,552	(9,668)			
plus Transfer from EMR	66,994	0	(66,994)			
less Transfer to EMR	57,564	0	(57,564)			
Movement to/(from) Gen Reserve	31,650	12,552	(19,098)			