

Melbourn Parish Council
Responsible Financial Officer's Report – January 2026

Prepared by: Shelley Coulman, RFO

Date: January 2026

1. Introduction

This report provides an overview of the Parish Council's financial position as of the end of January 2026, based on the attached summary of income and expenditure. The figures presented reflect activity from 1st April to the 31st January 2026 and includes any future commitments recorded in February. These have been produced using the council finance system.

2. Income Overview

- **Total income to date:** £402,980

Income	£461,350
<u>Deferred Income</u>	<u>(£58,370)</u>
Total Income	£402,980
- **Key income item:** The primary source of income remains the precept payment received in April to January. The amount reflects 10 months of the total amount received so we can closely monitor the expenditure with the correct monthly income. The £58,370 has been deferred to be released over the month in which the income relates.
- Interest continued to perform well however the bank of England have reduced the base rate and is predicted to reduce further in February. The budget did not create any additional concerns for this financial year. The reorganisation of local government does pose a significant risk on the parish's financials. We have invested more funds into the CCLA and are set to receive a better return on the investment.
- 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.
- £57,563 was received for the community benefit fund and was transferred to the Earmarked reserves.

3. Expenditure Overview

- **Total expenditure to date:** £376,173

Expenditure	£350,006
Accruals	£1,667
<u>Prepayments</u>	<u>(£14,751)</u>
Total Income	£389,257

- This represents approximately 97.5% 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.
- **Audit Fees** – Audit Fees look overspent, this is due to accruing the audit fees for 2025/26. This is not cash expenditure
- **Legal Fees** – Overspend may be able to offset against parish planning which is underspent.
- **Grounds maintenance** – seasonal activities are reflected in spend levels. – Some areas moved to Village maintenance contract.
- **Software licenses** – Cost to add a new user and retain Edge during transition to Rialtas.
- **Utilities and premises costs** – in line with expected use.
- **Grants and donations** – small disbursements made to local organisations. £53,070 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.
- **Van cost** – Van repair has meant overspend from budget; however wardens' equipment has been underspent and looks likely to remain.
- **Mayd** – Current overspends however this has been moved to the reserves.
- **Tree and Hedge Work planned** – This has been underspent as we are awaiting the outcome of the tree survey, however tree and hedge work unplanned is overspent and will be offset against the planned work.

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 January 2026:** £704,720 of which £450,374 relates to immediately available cash and £254,380 held in various investments.
- **Earmarked reserves:** Funds are appropriately allocated to various reserves.

- The general reserve of £213,813 remains healthy and covers 6.6 months of operating expenditure.

6. Summary and Recommendations

The Council's financial position as of the end of January 2026 remains strong. Spending is higher than the annual budget but movements on reserves indicate an overall underspend. Interest and capital spend on the loans not being apportioned appropriately through the year and some expenses are being correctly accrued since the move to the new finance system. 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 03/02/2026

Month No: 10

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1000 Interest Received	7,597	6,000	(1,597)			126.6%
1076 Precept	291,847	350,217	58,370			83.3%
1200 Allotment Rent received	3,231	3,154	(77)			102.5%
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%
1300 Burial Fees	5,805	2,000	(3,805)			290.2%
1305 Memorials Fees	2,062	525	(1,537)			392.7%
1310 Internment Fees	2,040	1,500	(540)			136.0%
1400 Match Fees	2,290	3,350	1,060			68.4%
1500 Hire of Recreation Grounds	765	840	75			91.1%
1550 Hire of Pavilion	30	100	70			30.0%
1600 Property Rental Income	22,500	27,000	4,500			83.3%
1610 Misc Income	60,873	0	(60,873)			0.0%
Total Income	402,980	398,536	(4,444)			101.1%
<u>Overhead Expenditure</u>						
4000 Salaries & Pensions	111,051	135,348	24,297		24,297	82.0%
4010 Other Staff Costs	0	600	600		600	0.0%
4055 Pension Scheme Costs	360	591	231		231	60.9%
4060 Staff & Councillor Expenses	167	0	(167)		(167)	0.0%
4065 Training	3,196	2,500	(696)		(696)	127.8%
4070 Timebank Expenses	1,371	587	(784)		(784)	233.6%
4100 Audit Fees	4,172	2,000	(2,172)		(2,172)	208.6%
4105 Legal & Professional Fees	1,000	0	(1,000)		(1,000)	0.0%
4110 Insurance	8,748	13,948	5,200		5,200	62.7%
4115 Memberships & Subscription	1,985	1,706	(279)		(279)	116.4%
4120 Parish Clock	261	447	186		186	58.4%
4125 Broadband & Telephone	160	177	18		18	90.1%
4130 Computer & IT	905	2,802	1,897		1,897	32.3%
4140 Software Licences	6,747	4,012	(2,735)		(2,735)	168.2%
4150 Printing Postage & Stationery	1,060	1,370	310		310	77.4%
4155 Office Costs	77	0	(77)		(77)	0.0%
4170 Office Rent	12,500	15,000	2,500		2,500	83.3%
4175 Subcontractors	5,157	9,846	4,689		4,689	52.4%
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%
4195 Sundry Expenses	1,384	758	(626)		(626)	182.6%
4200 Bank Charges	330	226	(104)		(104)	146.1%
4205 Grants	56,256	8,550	(47,706)		(47,706)	658.0%
4206 Hub Fund redistribution - Heal	4,772	0	(4,772)		(4,772)	0.0%
4207 Youth Expenditure (Mayd)	7,123	6,500	(623)		(623)	109.6%
4208 S106 Expenditure	8,272	0	(8,272)		(8,272)	0.0%

Income & Expenditure by Budget 03/02/2026

Month No: 10

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	144	2,677	2,533		2,533	5.4%
4230 Van - Tax, MOT, Fuel, Repairs	1,556	647	(909)		(909)	240.4%
4235 Wardens Materials	434	0	(434)		(434)	0.0%
4240 Wardens Equipment	289	1,539	1,250		1,250	18.8%
4315 Maintenance & Reps - Planned	7,472	10,061	2,589		2,589	74.3%
4320 Maintenance & Reps- Unplanned	17,919	18,100	181		181	99.0%
4350 Christmas Tree/Plants	644	1,430	786		786	45.0%
4360 Tree & Hedge Work - Planned	1,487	6,618	5,131		5,131	22.5%
4365 Tree & Hedge Work - Unplanned	4,577	3,546	(1,031)		(1,031)	129.1%
4370 Project work	796	1,026	230		230	77.6%
4410 Nature Reserve management plan	449	513	64		64	87.5%
4420 Grounds Maintenance - Unplanned	1,440	3,058	1,618		1,618	47.1%
4430 Grounds Maintenance - Planned	2,340	8,091	5,751		5,751	28.9%
4500 Rates	13,961	17,616	3,655		3,655	79.3%
4505 Electricity	3,286	6,227	2,941		2,941	52.8%
4510 Water	1,593	1,145	(448)		(448)	139.1%
4605 Refuse & Dog Bin Collection	5,167	6,442	1,275		1,275	80.2%
4635 Village Maintenance Contract	30,736	34,177	3,441		3,441	89.9%
4640 Melbourn Dynamo's Power Pitch	0	1,970	1,970		1,970	0.0%
4700 PWLB Interest	29,771	32,326	2,555		2,555	92.1%
4705 PWLB Capital	13,428	17,457	4,029		4,029	76.9%
4850 Parish Planning	0	1,000	1,000		1,000	0.0%
4920 Street Lighting	1,631	1,026	(605)		(605)	158.9%
Total Overhead	376,173	385,660	9,487	0	9,487	97.5%
Total Income	402,980	398,536	(4,444)			101.1%
Total Expenditure	376,173	385,660	9,487	0	9,487	97.5%
Net Income over Expenditure	26,807	12,876	(13,931)			
plus Transfer from EMR	84,595	0	(84,595)			
less Transfer to EMR	58,064	0	(58,064)			
Movement to/(from) Gen Reserve	53,338	12,876	(40,462)			