

Melbourn Parish Council

Responsible Financial Officer's Report – August 2026

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Date: September 2026

1. Introduction

This report provides an overview of the Parish Council's financial position as at 31 August 2026, based on the Income & Expenditure by Budget report produced from the Council finance system. The figures cover the five months from 1 April to 31 August 2026. At this point, 41.7% of the financial year has elapsed.

2. Income Overview

Total income recorded year to date is £240,381 against an annual budget of £424,022, representing 56.7% of the annual budget.

The precept recognised to date is £153,240 against an annual budget of £367,776, representing 41.7% and therefore matching the proportion of the financial year elapsed.

Interest income is £4,954 against an annual budget of £11,000 (45.0%), which remains slightly ahead of the year-to-date profile and reflects the Council's active treasury management approach.

Cemetery-related income is also performing strongly: burial fees are £1,765 (50.4% of budget), memorial fees £900 (90.0%) and interment fees £1,605 (160.5%).

Hire of recreation grounds is £732 against a £750 annual budget (97.6%), while pavilion hire is £90 against £100 (90.0%). Property rental income is £11,711 against £28,107, representing 41.7% and therefore in line with the elapsed year.

Miscellaneous income of £60,057 has been recorded against a nil budget. This materially increases the headline income percentage and should be read alongside the associated reserve/grant-funded expenditure and earmarked reserve movements. Excluding this item, recorded income is £180,324, approximately 42.5% of the total annual income budget.

3. Expenditure Overview

Total expenditure recorded year to date is £208,010 against an annual budget of £399,552, representing 52.1% of the annual budget. The headline percentage is above the 41.7% point in the year but includes significant items which are not directly comparable with the original revenue budget and should be considered together with earmarked reserve movements.

Salaries and pensions are £57,236 against a budget of £155,479 (36.8%), remaining below the straight-line year-to-date profile. Pension scheme costs are £216 (39.3%).

Audit fees are £2,336 against a £2,350 budget (99.4%), reflecting the timing of the annual audit cycle rather than an underlying overspend. We are accruing £200 a month to ensure that audit fees are accounted for in the year they relate too.

Office furniture and equipment is £2,206 against a £1,000 budget, an adverse variance of £1,206, this relates to a laptop.

Sundry expenses are £990 against £550, an adverse variance of £440. This nominal needs to be reviewed to see if there are any budget line variations required.

Grant expenditure is £54,146 against a revenue budget of £9,450. Youth expenditure of £4,898 and S106 expenditure of £5,632 are also shown against nil revenue budgets. These items are significant drivers of the reported 52.1% expenditure level and should be considered with the associated funding and earmarked reserve transfers rather than viewed as revenue overspends.

Planned tree and hedge work is £2,455 against a £1,500 budget, an adverse variance of £955, there is potential to release some Earmarked reserves for this.

Grounds maintenance – unplanned is £2,580 against £3,000 (86.0%), and parish planning is £2,711 against £3,000 (90.4%); both are already at a high proportion of their annual budgets and should be monitored for the remainder of the year.

The Village Maintenance Contract stands at £17,188 against £35,785 (48.0%), electricity at £2,968 against £6,000 (49.5%), and wardens' materials at £553 against £1,050 (52.7%). These are modestly ahead of the elapsed-year percentage and should be kept under review.

Melbourn Dynamo's Power Pitch expenditure of £3,840 is recorded against a nil budget. As with other project-specific expenditure this forms part of the Earmarked reserves and does not need to be considered as an overspend.

4. Net Position and Reserves

The budget report shows net income over expenditure of £32,371 before reserve movements, compared with a full-year budgeted surplus of £24,470.

Transfers from earmarked reserves total £33,158 and transfers to earmarked reserves total £59,908. After these movements, the reported movement to the General Reserve is £5,621.

The latest Balance Sheet, produced on 24 September 2026, shows total current assets of £753,515 and current liabilities of £56,994, giving net assets of £696,521. Cash and deposit/investment balances total £725,235.

The balance sheet also includes £30,648 which is 1 month of the precept received in advance.

5. Treasury and Investments

Interest received to 31 August is £4,954 against an annual budget of £11,000, representing 45.0% of budget after five months of the year. A substantial proportion of Council cash remains placed across deposit and investment accounts, supporting the Council's objective of generating a return while maintaining diversification and access to funds.

General Reserves stand at £209,489. Based on the current annual expenditure budget of £399,552, this equates to approximately 6.3 months of budgeted expenditure and remains consistent with the Council's policy objective of maintaining around six months' expenditure in General Reserve.

Earmarked Reserves total £487,032.

6. Summary and Recommendations

The Council remains in a positive year-to-date position at 31 August 2026. Income is £240,381 and expenditure is £208,010, producing a surplus of £32,371 before reserve movements. After transfers to and from earmarked reserves, the movement to the General Reserve is £5,621.

The headline income and expenditure percentages are affected by significant grant/project and reserve-related transactions. Core income, particularly the precept and property rental income, is aligned with the five-month point in the year, while interest income remains slightly ahead of profile. Several individual expenditure headings are already close to or above their annual budgets and should be monitored closely through the next budget review.

I recommend that the Council notes the August 2026 financial position, reviews the highlighted budget variances and project-funded expenditure, and notes the latest Balance Sheet position at 24 September 2026 showing net assets of £696,521, General Reserves of £209,489 and Earmarked Reserves of £487,032. The General Reserve remains at approximately 6.3 months of budgeted expenditure, consistent with the Council's reserves policy.

Income & Expenditure by Budget 31/08/2026

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	4,954	11,000	6,046			45.0%
1076 Precept	153,240	367,776	214,536			41.7%
1200 Allotment Rent received	20	3,500	3,480			0.6%
1210 Grass Cutting Contribution	4,032	3,939	(93)			102.4%
1300 Burial Fees	1,765	3,500	1,735			50.4%
1305 Memorials Fees	900	1,000	100			90.0%
1310 Internment Fees	1,605	1,000	(605)			160.5%
1400 Match Fees	1,275	3,350	2,075			38.1%
1500 Hire of Recreation Grounds	732	750	18			97.6%
1550 Hire of Pavilion	90	100	10			90.0%
1600 Property Rental Income	11,711	28,107	16,396			41.7%
1610 Misc Income	60,057	0	(60,057)			0.0%
Total Income	240,381	424,022	183,641			56.7%
<u>Overhead Expenditure</u>						
4000 Salaries & Pensions	57,236	155,479	98,243		98,243	36.8%
4010 Other Staff Costs	0	250	250		250	0.0%
4055 Pension Scheme Costs	216	550	334		334	39.3%
4060 Staff & Councillor Expenses	0	800	800		800	0.0%
4065 Training	613	2,500	1,887		1,887	24.5%
4070 Timebank Expenses	451	696	245		245	64.8%
4100 Audit Fees	2,336	2,350	14		14	99.4%
4105 Legal & Professional Fees	618	1,000	382		382	61.8%
4110 Insurance	4,755	14,520	9,765		9,765	32.7%
4115 Memberships & Subscription	876	1,922	1,046		1,046	45.6%
4120 Parish Clock	0	500	500		500	0.0%
4125 Broadband & Telephone	70	184	114		114	38.1%
4130 Computer & IT	735	3,042	2,307		2,307	24.2%
4140 Software Licences	2,223	4,833	2,610		2,610	46.0%
4150 Printing Postage & Stationery	530	1,295	765		765	40.9%
4155 Office Costs	11	459	448		448	2.4%
4170 Office Rent	6,250	15,615	9,365		9,365	40.0%
4175 Subcontractors	2,512	10,127	7,615		7,615	24.8%
4190 Office Furniture & Equipment	2,206	1,000	(1,206)		(1,206)	220.6%
4195 Sundry Expenses	990	550	(440)		(440)	179.9%
4200 Bank Charges	125	300	175		175	41.6%
4205 Grants	54,146	9,450	(44,696)		(44,696)	573.0%
4207 Youth Expenditure (Mayd)	4,898	0	(4,898)		(4,898)	0.0%
4208 S106 Expenditure	5,632	0	(5,632)		(5,632)	0.0%
4220 Election Costs	225	1,560	1,335		1,335	14.4%

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Income & Expenditure by Budget 31/08/2026

Month No: 5

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	611	2,786	2,175		2,175	21.9%
4230 Van - Tax, MOT, Fuel, Repairs	129	1,000	871		871	12.9%
4235 Wardens Materials	553	1,050	497		497	52.7%
4240 Wardens Equipment	601	2,000	1,399		1,399	30.1%
4315 Maintenance & Reps - Planned	4,075	10,320	6,245		6,245	39.5%
4320 Maintenance & Reps- Unplanned	3,033	17,500	14,467		14,467	17.3%
4350 Christmas Tree/Plants	0	750	750		750	0.0%
4360 Tree & Hedge Work - Planned	2,455	1,500	(955)		(955)	163.7%
4365 Tree & Hedge Work - Unplanned	0	7,500	7,500		7,500	0.0%
4370 Project work	1,474	2,000	526		526	73.7%
4410 Nature Reserve management plan	0	500	500		500	0.0%
4420 Grounds Maintenance - Unplanned	2,580	3,000	420		420	86.0%
4430 Grounds Maintenance - Planned	0	2,457	2,457		2,457	0.0%
4500 Rates	6,390	17,439	11,049		11,049	36.6%
4505 Electricity	2,968	6,000	3,032		3,032	49.5%
4510 Water	770	2,075	1,305		1,305	37.1%
4605 Refuse & Dog Bin Collection	2,215	5,458	3,243		3,243	40.6%
4635 Village Maintenance Contract	17,188	35,785	18,597		18,597	48.0%
4640 Melbourn Dynamo's Power Pitch	3,840	0	(3,840)		(3,840)	0.0%
4700 PWLB Interest	2,018	30,577	28,559		28,559	6.6%
4705 PWLB Capital	6,426	15,663	9,237		9,237	41.0%
4750 Service Charge-Hundred Houses	0	960	960		960	0.0%
4850 Parish Planning	2,711	3,000	289		289	90.4%
4920 Street Lighting	317	1,250	933		933	25.4%
Total Overhead	208,010	399,552	191,542	0	191,542	52.1%
Total Income	240,381	424,022	183,641			56.7%
Total Expenditure	208,010	399,552	191,542	0	191,542	52.1%
Net Income over Expenditure	32,371	24,470	(7,901)			
plus Transfer from EMR	33,158	0	(33,158)			
less Transfer to EMR	59,908	0	(59,908)			
Movement to/(from) Gen Reserve	5,621	24,470	18,849			