

# MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE

## COMMITTEE MEETING

Meeting to be held at Newark & Sherwood District Council,  
Civic Rooms 1+2, Castle House, Great North Road, Newark, NG24 1BY.

**Monday, 20 May 2024 at 10.00 am**

### *Members:-*

Ashfield District Council	Councillor T Hollis Councillor C Huskinson Councillor H Smith
Mansfield District Council	Councillor A Burgin Councillor S Richardson Councillor C Whitby
Newark & Sherwood District Council	Councillor L Brazier Councillor P Peacock Councillor P Taylor

### **AGENDA**

Item		Page No.
1.	Declarations of intent to record the meeting	
2.	Apologies for Absence	
3.	Appointment of Chair	
	In accordance with the Constitution the offices of Chair and Vice-Chair shall, in successive years, rotate between the three constituent authorities. The Chair for 2024/25 will be a Member from Ashfield District Council.	
4.	Appointment of Vice-Chair	
	The Vice-Chair for 2024/25 will be a Member from Newark & Sherwood District Council.	
5.	Declarations of interest by Members and Officers	

6.	Minutes of the meeting held on 15 January 2024	3 - 6
7.	Operations Report	7 - 11
8.	Annual Statement of Accounts 2023/2024	12 - 87
9.	Dates for Meetings after May 2024	88
10.	Committee Work Programme	89 - 91
11.	Exclusion of the Press and Public	
	<p>To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in part 1 of Schedule 12A of the Act.</p>	
12.	Crematorium Development Options Report	92 - 438

# Agenda Item 6

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Mansfield and District Crematorium Joint Committee** held in the Mansfield & District Crematorium, Derby Road, Mansfield NG18 5BJ on Monday, 15 January 2024 at 10.10 am.

PRESENT: Councillor A Burgin (Chair)

Councillor C Huskinson, Councillor H Smith, Councillor S Richardson,  
Councillor C Whitby and Councillor P Taylor

APOLOGIES FOR ABSENCE: Councillor T Hollis (Vice-Chair), Councillor L Brazier and Councillor P Peacock

### 14 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

### 15 DECLARATIONS OF INTENT TO RECORD THE MEETING

NOTED that no intention to record the meeting was declared apart from through the usual web platforms.

### 16 MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2023

The Minutes of the Meeting held on 18 September 2023 were approved as a correct record and signed by the Chairman.

### 17 OPERATIONS REPORT

The report provided an update on staff and the current operation of the Crematorium.

The Crematorium and Cemeteries Manager and Registrar presented the report highlighting the staffing, cremator and ancillary equipment, metal recycling scheme, Christmas and cremation data.

Cllr Smith referred to the cremation data and if the newer sites also saw a decrease in cremation numbers, the Crematorium and Cemeteries Manager and Registrar to provide the relative data to the next meeting.

AGREED (unanimously) that:

- i) Members noted the report.

### 18 FINANCIAL MANAGEMENT REVIEW APRIL-SEPTEMBER 2023

The report showed the forecasted year end position for the 2023/2024 financial year for the Mansfield Crematorium as at 30 September 2023.

The Head of Finance for Mansfield District Council gave an overview of the report to the members of the Committee.

AGREED (unanimously) that:

- i) the financial information provided in Appendix 1, Table 1 and Table 2 is for noting only.
- ii) the budget for Capital Flue Ways/Repair/Maintenance is increased, as detailed in 1.1.6 of the report.

19 ANNUAL REVIEW OF FEES AND CHARGES FOR 2024/25

The report provided the proposed fees and charges to be introduced from 1 April 2024 to 31 March 2025.

The Committee discussed the trends and inflation for the cremation fees, wanting to be comparable with other crematoriums.

AGREED (unanimously) that:

- i) the proposed cremation fee as shown in Table 2 for the period 1 April 2024 to 31 March 2025 be approved. The fee proposed for 2024/2025 is £969, which is an increase of £46 (5%) on the 2023/2024 standard cremation fee. The medical referee fee £18.50 will be added to these proposed standard cremation fees.
- ii) the proposed standard cremation fees as shown in Table 2 for 2024/2025 and 2025/2026 be approved in principle. The standard cremation fees proposed are: 2024/2025 £969, 2025/2026 £1,017 and 2026/27 £1,068, being an increase of 5% in all three years. The medical referee fee £18.50 will be added to these proposed cremation fees.
- iii) the proposed fees and charges for 1 April 2024 to 31 March 2025, as set out in Appendix 1 be approved.

20 REVENUE AND CAPITAL BUDGET 2024/25 - 2026/27

The report provided the revenue and capital budgets for 2024/2025 and the proposals for 2025/2026 and 2026/2027.

Table 1 in the report summarised the revenue budget information provided in more detail at Appendix 1.

The Committee were concerned as to what Shirebrook Crematorium would be charging when opening in 2025 and therefore considering a possible 20% reduction in income for Mansfield Crematorium.

AGREED (unanimously) that:

- i) the proposed revenue and capital budgets for 2024/25 be approved, as per Appendix 1.
- ii) the proposed revenue and capital budgets for 2025/26 and 2026/27 be approved in principle, as per Appendix 1.
- iii) in 2024/25 an annual surplus of £875,000 be approved.
- iv) in 2025/26 and 2026/27 an annual surplus of £366,947 and £387,629 respectively be approved in principle.

21 COMMITTEE WORK PROGRAMME

The Members noted the Committee Work Programme.

22 DATE OF NEXT MEETING - MONDAY, 26 FEBRUARY 2024 AT NEWARK & SHERWOOD DISTRICT COUNCIL OFFICES

23 EXCLUSION OF THE PRESS AND PUBLIC

Agreed (unanimously) that under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in part 1 of Schedule 12A of the Act.

24 NEW CREMATORIUM UPDATE REPORT

Committee resolved that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of this item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

It is considered that the need to treat the information in this report as exempt outweighs the public interest in disclosure because of potential to prejudice the commercial interests of the contractor, if the financial details were to be put into the public domain thereby becoming available to competitors.

Meeting closed at 10.56 am.

Chairman

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

# Agenda Item 7



Report to: **Mansfield and District Joint Crematorium Committee**

Date: Monday 20<sup>th</sup> May 2024 (10.00 am)

Director Lead: Mansfield District Council, Sarah Troman, Head of Neighbourhood Services, 01623 463036

Lead Officer: Mansfield District Council, Nada Colclough, Crematorium and Cemeteries Manager and Registrar, 01623 463882

Report Summary	
Type of report	Open Report
Report Title	Operations Report
Purpose of Report	This report seeks to provide an update on staff and the current operation of the crematorium
Recommendations	1. That the committee note the report

## **1.0 Background**

The previous report was presented to the committee in January 2024. This report provides the committee with an update on progress since the last meeting.

## **2.0 Proposal/Options Considered and Reasons for Recommendation**

### **2.1 Staffing**

2.1.1 The proposed staffing restructure for the crematorium has progressed and staff have been notified of the proposals with final consultation feedback due on May 1<sup>st</sup>. The details of the proposed restructure can be seen within Appendix 1. The focus of the restructure is to ensure a more efficient and effective bereavement service, allowing for a more fluid approach to teams working more closely together and the reopening of the service on weekends. The service has experienced increased complaints from member of the public following the decision to not reopen the Book of remembrance room at weekends following the pandemic, in 2021. In that time, it has become more and more evident that families have been significantly impacted with the closure and the inability to be able to view the Book of Remembrance. Under the current arrangement the Book Room is only open Monday to Friday and on Mother's Day, Father's Day and Christmas Day. This meaning that for certain days throughout the

year, families would never be able to view the Book of remembrance on their remembrance date. This would be the case if your date was Boxing Day for example.

- 2.1.2 In addition to the re-opening of the service on weekends, the restructure will also see the responsibility of the ground's maintenance being transferred to MDC parks team which allows for a more resilient provision given the accessibility for a wider pool of staff.
- 2.1.3 The proposed restructure will also see an efficiency saving of 1.31 FTE from the establishment, equating to a saving of £41,086.20 annually. This saving is made up of a gardener post and a vacant administration part time post. The administrator post is no longer required due to the efficiency savings that have already been made with digitalising administrative processes.

## **2.2 Cremator and Ancillary Equipment**

- 2.2.1 The service continues to feel the challenges of the ageing cremators with planned maintenance being of importance, to ensure that the service can remain operational without the need to reduce capacity any further.
- 2.2.2 All three cremators are currently operational and this allows for a daily capacity of 12 cremations with the use of the Holdover Policy to ensure that cremations are planned to reduce pressure of on the cremators and manage energy efficiency.
- 2.2.3 Number 2 cremator has recently had a full re line with number 3 cremator is planned in for the same work in July. This will see capacity reduced for the duration of the work but as the work is being carried out during the summer means that the impact on expected revenue is limited.
- 2.2.4 Number 4 cremator has experienced issues with the operational software and while this has been rectified, the software is old and the developer is no longer in business meaning there is a risk of future failure, without the expertise to be able to guarantee repair with any future software breakdowns.

## **2.4 Events Calendar**

- 2.4.1 The crematorium hosted the first Mother's Day Service in March, and this was very well received with around 100 attendees. The feedback from families was positive with families sharing their appreciation for us providing a space for families to come together to remember on such a poignant day.
- 2.4.2 Given the success of Mother's Day service this will now be replicated on Father's Day with the service taking place on 16<sup>th</sup> June 2024.
- 2.4.3 With each service that takes place, celebrants and Funeral Directors that support with the day, do so in their own time, limiting the expenses to the authority which allows for the events to take place.
- 2.4.4 The Christmas memorial service is currently being planned and will take place on Saturday 14<sup>th</sup> December.
- 2.4.5 Additional services are also being considered: A carol service and children's memorial service in Mansfield Cemetery and a children's bereavement Christmas craft session. These events taking place will be dependent on the support that can be gained from the wider bereavement service community and relevant charities.

## **2.8 Cremation Data**

- 2.8.1 Cremation numbers decreased during the last quarter in comparison to Q4 in 2022/23, seeing a 15% reduction. Cremation capacity has been reduced during this period to accommodate the loss of cremator 2 while the reline works were outstanding.

While cremator breakdowns continue to impact the service, which can be seen in the Q4 data for 2023/24, another contributing factor to the reduced numbers that needs to be considered is that the excess deaths data for January 2024 were below the five-



year average nationally. How this is reflected in the regional data will not be seen until the statistics are released by the cremation society later in the year.

Year	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Q1	565	745	533	576	561
Q2	505	511	558	595	476
Q3	579	640	607	512	521
Q4	660	838	601	691	586
<b>Total</b>	2309	2734	2299	2374	2144

### **Implications**

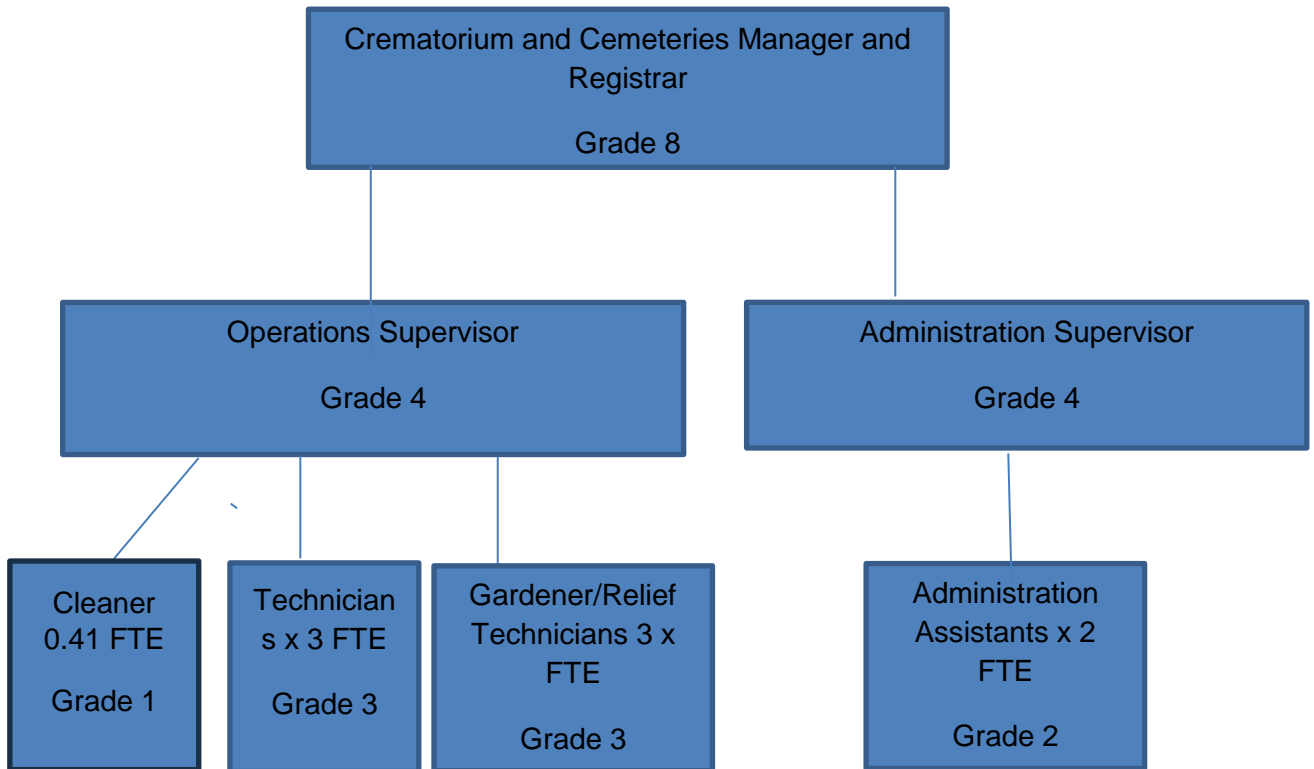
In writing this report and in putting forward recommendation's officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have referred to these implications and added suitable expert comment where appropriate.

### **Background Papers and Published Documents**

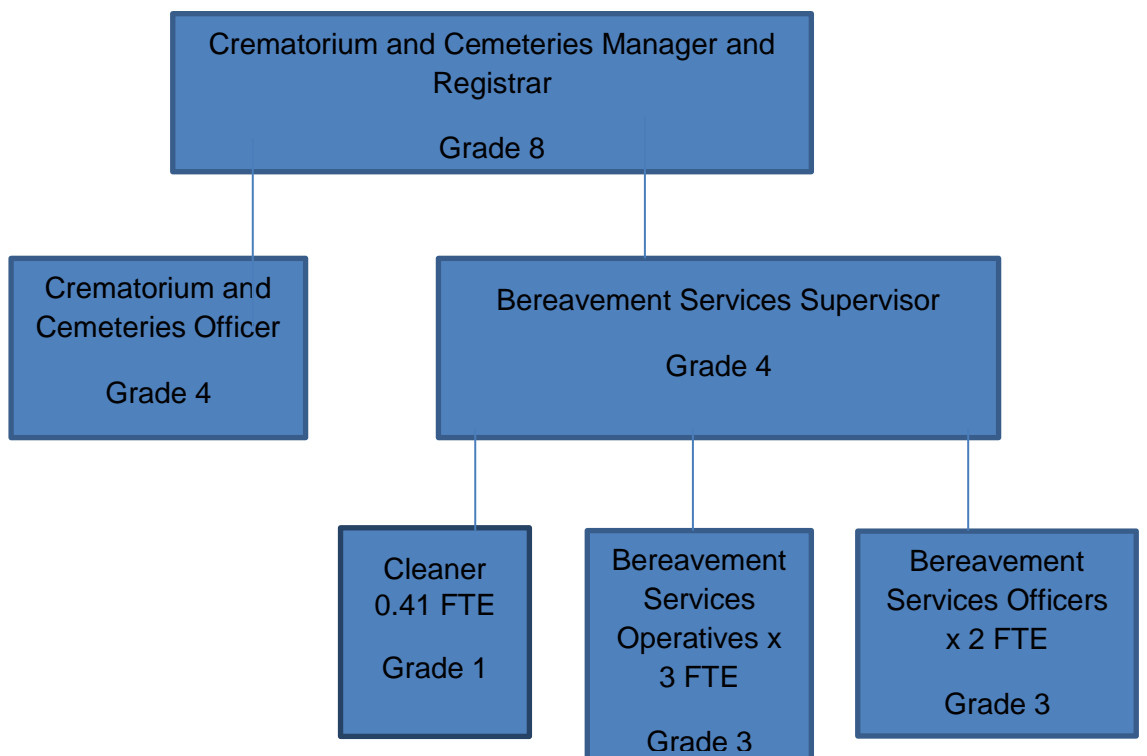
Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

1. Appendix 1 – Proposed New Staff Structure

## Current Crematorium Structure



## Proposed Crematorium Structure







Report to: **Mansfield and District Joint Crematorium Committee**

Date: Monday 20<sup>th</sup> May 2024

Director Lead: Mansfield District Council, Dawn Edwards, Head of Finance

[dedwards@mansfield.gov.uk](mailto:dedwards@mansfield.gov.uk) or tel. 01623 463015

Lead Officer: Mansfield District Council, Ellie Stocks, Senior Finance Advisor

[estocks@mansfield.gov.uk](mailto:estocks@mansfield.gov.uk) or tel. 01623 463498

Report Summary	
<b>Type of report</b>	<b>Open Report</b>
<b>Report Title</b>	<b>Annual Statement of Accounts 2023/2024</b>
<b>Purpose of Report</b>	This report presents the annual report and statement of accounts for 2023/2024 showing the committee's financial position as at the 31 March 2024 & the revenue and capital activity during the financial year.
<b>Recommendations</b>	<ul style="list-style-type: none"> <li>(i) The statement of accounts as presented in Appendix A for the financial year 2022/2023 is approved.</li> <li>(ii) The 2023/2024 budgeted surplus distribution as detailed in Appendix A, 3.7, page 7, is approved.</li> <li>(iii) That up to £4,603,861 of unused capital budget in 2023/2024, as detailed in 3.8.1 of Appendix A, to be carried forward into 2024/2025 is approved</li> <li>(iv) The detailed revenue and capital information provided in Appendix C, is for noting only.</li> </ul>

## 1.0 **Background**

3.1 The annual statement of accounts is a statutory document which must be produced and approved by the committee, Appendix A. The statement informs interested parties of the financial position of the Mansfield and District Joint Crematorium as at the end of the financial year i.e. 31 March 2024 and shows the financial activity during that period (1 April 2023 to 31 March 2024) together with any significant factors affecting the committee and its finances.

TIAA Ltd has reviewed the accounts and has issued a certificate which states that the statement of accounts presents fairly the Crematorium's comprehensive income and expenditure account and

balance sheet and that the statements are fully supported with the underlying financial records; this is included within Appendix A page 53.

- 3.2 The Joint Crematorium Committee is required to produce an annual governance statement, which is included within Appendix A pages 43-50.
- 3.3 The actuary report produced by Barnett Waddingham is included within Appendix B. The actuary is instructed by Nottinghamshire County Council, the administering authority to the Nottinghamshire County Council Pension Fund, to undertake pension expense calculations in respect of pension benefits provided by the Local Government Pension Scheme to employees of Mansfield and District Joint Crematorium as at 31 March 2024.
- 3.4 The statement of accounts for the year ending 31 March 2024 have been prepared in accordance with the latest Code of Practice on Local Authority Accounting to provide the necessary detail for subsequent consolidation into the accounts of the constituent authorities. The format reflects the requirements of the Code of Practice in Local Authority Accounting in the United Kingdom 2023/2024 and the Service Accounting Code of Practice published by Chartered Institute of Public Finance and Accounting (CIPFA). This is supported by the International Financial Reporting Standards (IFRS).
- 3.5 The capital budgets for 2023/2024 were £4,611,690 under spent as detailed in Appendix A, 3.8.1, table 4 page 8. It is recommended that the unused capital budget in 2023/2024 for Fire Doors and New Crematorium Development is carried forward into 2024/2025 to finance these works.
- 3.6 A detailed revenue and capital financial information table 2023/2024 is included within Appendix C.

**2.0 Proposal/Options Considered and Reasons for Recommendation**

The preferred option available is for the Committee to approve the Statement of Accounts.

Members of the Committee could choose not to approve the Statement of Accounts or request amendments to the contents therein. The three constituent Councils are aiming to have their audited accounts completed as close as possible to the original 30<sup>th</sup> September deadline, and approved Crematorium accounts are required for all three authorities to achieve this deadline.

**RISK ASSESSMENT OF RECOMMENDATIONS AND OPTIONS**

Risk	Risk Assessment	Risk Level	Risk Management
The statement is not approved by 30 <sup>th</sup> September 2024.	Member authorities will be unable to complete their audited accounts by 30 <sup>th</sup> September 2024 without crematorium figures, resulting in potential audit delays and additional costs.	Low	Ensure that the date set for Members of the Committee to consider this report is met

The preparation of the Statement of Accounts is a statutory requirement.

### **3.0 Implications**

In writing this report and in putting forward recommendations officers have considered the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

- (a) Relevant Legislation: The accounts are produced in accordance with the requirements of the Accounts and Audit Regulations 2015. The format reflects the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom 2023/2024 and the Service Accounting Code of Practice published by the Chartered Institute of Public Finance and Accountancy (CIPFA). This is supported by the International Financial Reporting Standards (IFRS).

The audit is carried out in accordance with the Accounts and Audit Regulations 2015.

- (b) Human Rights: It is not considered that individual human rights will be infringed.
- (c) Equality and Diversity: No direct impact
- (d) Climate change and environmental sustainability: No direct impact
- (e) Crime and Disorder: No direct impact
- (f) Budget /Resource: The statement of accounts includes the budgeted surplus allocation for each member authority

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

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# **MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE**

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## **ANNUAL REPORT AND STATEMENT OF ACCOUNTS 2023/2024**



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## **1. INTRODUCTION**

Mansfield Crematorium was built in the late 1950's as a joint initiative by a group of local authorities who recognised the need for cremation facilities which were easily accessible to the people of the area.

The operation and management of the Crematorium is conducted through a Joint Committee comprising of Mansfield District Council, Ashfield District Council and Newark and Sherwood District Council. The joint use agreement has been revised as circumstances have changed, currently Mansfield and Ashfield District Council's each appoint three executive members to the Joint Committee and Newark and Sherwood District Council appoints three elected members in accordance with the rules on political balance.

Mansfield District Council is the lead authority for the Joint Committee; who holds the contracts of employment for the staff and the legal title to the Crematorium; its Head of Finance acts as Treasurer of the Committee.

The constituent authorities have given delegated authority to the Joint Committee to determine the capital programme, provided the costs can be met through revenue surpluses or the capital fund.

The operating surplus of the crematorium is distributed to the constituent authorities on the basis of throughput as would any capital expenditure that could not be financed from the Joint Committees own resources.

The Statement of Accounts for the year ended 31 March 2024 have been prepared in accordance with latest Code of Practice on Local Authority Accounting in order to provide the necessary detail for subsequent consolidation into the accounts of the constituent authorities. The format reflects the requirements of the Code of Practice in Local Authority Accounting in the United Kingdom 2023/2024 and the Service Accounting Code of Practice published by the Chartered Institute of Public Finance and Accountancy (CIPFA). This is supported by the International Financial Reporting Standards (IFRS).

These accounts will present:

- An explanation of the Financial Statements
- The Annual Report and a summary of the financial performance
- The Accounting Policies which have been applied in preparing these accounts
- The Core Financial Statements
- Supplementary Financial Statements and Notes to support the accounts

### **Further Information**

If you require any further information concerning the accounts of the Joint Crematorium Committee please contact the Head of Finance at Mansfield District Council, The Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire, NG19 7BH

Telephone 01623 463495 or by email: [ASaccountancy@mansfield.gov.uk](mailto:ASaccountancy@mansfield.gov.uk)

## **2. EXPLANATION OF THE ACCOUNTING STATEMENTS**

The Statement of Accounts sets out the Joint Committee's income and expenditure for the 2023/2024 financial year and its financial position at 31 March 2024. It comprises core and supplementary statements, together with disclosure notes.

### **The Core Financials Statements are:**

**Movement in Reserves Statement (MiRS)** - This is a summary of the changes to the reserves during the course of the year. Reserves are divided into "usable" those which can be invested in capital projects or service improvements and "unusable" which must be set aside for specific purposes.

**Comprehensive Income and Expenditure Statement (CIES)** - This records all of the Joint Committee's income and expenditure for the year. The top half of the statement provides analysis of income and expenditure. The bottom half of the statement deals with the corporate transactions and funding.

**Balance Sheet** - The Balance Sheet is a "snapshot" of the financial position of the Joint Committee. It shows the assets, liabilities, cash balances and reserves at the year-end date.

**Cash Flow Statement** - This statement shows the reasons for the changes in the Joint Committee's cash balances during the year and whether that change is due to operating activities, new investment or financing activities.

### **The Supplementary Financial Statements are:**

**Annual Governance Statement** - This sets out the Joint Committees' governance structures and its key internal controls.

### **Other Key Sections:**

**Statement of Responsibilities** - This sets out the respective responsibilities of the Joint Committee and the Treasurer.

**Accounting Policies** - These explain the treatment and basis of the figures in the accounts in accordance with proper accounting practices.

**Notes to the Financial Statements** – The Expenditure and Funding Analysis (EFA) shows how annual expenditure is used and funded from resources in comparison with how those resources are consumed or earned. The other notes expand on important points shown in the core financial statements and provide additional information.

**Glossary of Terms and Abbreviations** - Key terms used throughout this document are explained further within these pages.

### 3. ANNUAL REPORT AND SUMMARY OF FINANCIAL PERFORMANCE

#### 3.1 Summary of Financial Performance

The actual performance for the year compared to the budgeted controllable income and expenditure is shown in the table below:

**Table 1 – Financial Performance 2023/2024**

2022/2023		2023/2024			
Actual Outturn £	Income and Expenditure Summary	Original Budget £	Revised Budget £	Actual Outturn £	Variance to Revised Budget £
	<b>Income</b>				
-2,083,865	Cremation Fees	-2,103,288	-2,103,288	<b>-2,004,578</b>	98,710
-26,424	Other Income	-31,895	-31,895	<b>-34,182</b>	-2,287
<b>-2,110,289</b>	<b>Gross Income</b>	<b>-2,135,183</b>	<b>-2,135,183</b>	<b>-2,038,760</b>	<b>96,423</b>
	<b>Expenditure</b>				
540,100	Employee Costs	472,678	490,227	<b>518,182</b>	27,955
343,702	Premises Costs	585,394	585,394	<b>420,316</b>	-165,078
229,317	Supplies and Services	203,649	203,649	<b>214,173</b>	10,524
72,705	Support Services	71,985	71,985	<b>64,941</b>	-7,044
-62,597	Provisions	0	0	<b>-5,314</b>	-5,314
150,449	Depreciation and Impairment	129,265	129,265	<b>366,670</b>	237,405
<b>1,273,676</b>	<b>Gross Expenditure</b>	<b>1,462,971</b>	<b>1,480,520</b>	<b>1,578,968</b>	<b>98,448</b>
<b>-836,613</b>	<b>Net Cost of Service</b>	<b>-672,212</b>	<b>-654,663</b>	<b>-459,792</b>	<b>194,871</b>
-38,276	Interest Received	-2,500	-2,500	<b>-130,126</b>	-127,626
-150,449	Reverse Depreciation and Impairment	-129,265	-129,265	<b>-366,671</b>	-237,406
0	Transfer from Usable Reserve	0	0	<b>0</b>	0
-81,849	Net Pension Interest and Liability	0	0	<b>-23,030</b>	-23,030
0	Transfer to Usable Reserve	-71,409	-88,958	<b>0</b>	88,958
<b>-1,107,187</b>	<b>Surplus</b>	<b>-875,386</b>	<b>-875,386</b>	<b>-979,619</b>	<b>-104,233</b>
232,187	Transfer Surplus in Excess of Budget to Usable Reserves	0	0	<b>104,233</b>	104,233
<b>-875,000</b>	<b>Net Surplus for Distribution</b>	<b>-875,386</b>	<b>-875,386</b>	<b>-875,386</b>	<b>0</b>

The main reasons for the variances between budgeted and actual income and expenditure is summarised below:

### 3.2 Income

The gross income received during 2023/2024 was £2,038,760 compared to a revised budget of £2,135,183, a decrease of £96,423 (4.52%). This variance was due to:

- The estimated number of cremations for 2023/2024 was 2,200; the actual number of cremations undertaken was 2,144 which is a decrease of 56 (2.5%). There was an overall decrease in cremation fee income of £98,710 compared to budget.
- The demand for the webcasting service has been high again this year. This service shows an overall increase in income of £11,245 compared to budget.
- The memorial service has received less interest this year giving a decrease of income to budget at £15,226.
- The demand for the organist was much lower than expected giving us £3,318 less than budget.

### 3.3 Expenditure

The gross expenditure incurred during 2023/2024 was £1,578,968 compared to the revised budget of £1,480,520 resulting in overspends totalling £98,448 (6.65%). The main reason for the differences are summarised below:

#### **Employee costs - £27,955 higher than budgeted:**

- There was a Pay in Lieu of Notice payment made of £5,536 due to the redundancy of a Technician which was not included in the budget.
- Superannuation Additional Allowances was £46,656 over budget due to an in year pension strain. This was partially due to the redundancy and also a payment made following the death of an employee.
- Staff expenses including basic pay, overtime, national insurance and superannuation show a total over-spend compared to budget of £51,519.

#### **Premises costs - £165,078 lower than budgeted:**

- The main reason for this is the costs for electricity, gas and water combined were £135,988 lower than budget, which is due to energy prices falling during the year.
- NNDR costs also contributed to the underspend as were £49,649 lower than budget.
- An overspend on Repair/Mce Fixed Plant was required, of £17,497, to keep the cremators operational.
- Repairs and maintenance buildings and grounds maintenance were overspent by £6,668

#### **Supplies and Services £10,524 higher than budgeted:**

- Webcasting budget was overspent by £13,685 due to the increased demand for this service.
- Due to a price increase from CAMEO, Non-Abatement Fees are £5,743 higher than expected.
- Light Plant & Tools were overspent by £1,428, due to the purchase of small machinery.

- Material Purchases were £1,107 under budget.
- Printing, Stationery & Advertising combined made a saving of £1,663.
- Telephone costs were higher by £5,341 than budget.
- Other Expenses were £2,788 over budget, partially due to a revaluation of the Crematorium, Cremators and Land.

**Support Services £7,044 lower than budgeted:**

- This includes works undertaken by Mansfield District Council's Design Services and Trade Waste as well as a share of the central corporate overhead.

**Provisions £5,314 lower than budgeted:**

- This is the decrease in the bad debt provision required from 1 April 2023 to 31 March 2024 and is based on the value and age of the outstanding debtors invoices. This money is held in a provision and would only be used should any of the outstanding debtor accounts need to be written off. The outstanding debtors balance for 85+ days has reduced significantly.

**Depreciation and Impairment £237,405 higher than budgeted:**

- The original budgets for depreciation and impairment comprised of £129,265 for depreciation and £0 for impairment. A revaluation has taken place this year at 31 December 2023. Both the Building and Cremators increased in value, resulting in higher depreciation charges of £164,739 including the tractor depreciation. However, Land was valued much lower than at the previous valuation, resulting in a loss and therefore created an impairment charge of £82,468. The other impairment charge of £119,463 relates to the capital expenditure incurred in the year. The total depreciation and impairment costs are financed from unusable reserves and are shown within the reverse depreciation and impairment value. These charges do not impact on the net surplus for the Crematorium.

**Interest Received £127,626 higher than budgeted:**

- This is due to a higher rate of interest received throughout the financial year compared to budget.

### **3.4 Below Net Cost of Service**

**Reverse Depreciation and Impairment £237,406 higher than budgeted:**

- This is the reversal of the depreciation and impairment costs which are financed from unusable reserves. These charges do not impact on the net surplus for the Crematorium.

**Pension Interest and Liability £23,030 higher than budgeted:**

- This is the variance between the employer's pension contributions and the pension scheme actuary report as at 31 March 2024 and the interest on the pension liability. This is accounted for by a movement in the pension liability and pension reserve in the balance sheet.

### 3.5 Annual Surplus

The Joint Committee approved in December 2017 to only allocate up to the budgeted surplus to the three constituent authorities on an annual throughput basis. The revised budgeted surplus for 2023/2024 is £875,386. The overall surplus for 2023/2024 was £979,619. After the revised budgeted surplus has been allocated to the three constituent authorities, £104,233 has been transferred to the general fund within usable reserves.

### 3.6 Number of Cremations

The following table shows the number of cremations conducted during the last five years by area of origin:

**Table 2**

Year	Ashfield	Mansfield	Newark & Sherwood	Out of Area	Total	% Change
2023/2024	878	834	117	315	<b>2,144</b>	-9.7%
2022/2023	887	961	137	389	<b>2,374</b>	3.2%
2021/2022	808	949	120	423	<b>2,300</b>	-15.9%
2020/2021	1,037	1,145	132	420	<b>2,734</b>	20.0%
2019/2020	835	935	139	369	<b>2,278</b>	1.9%

Table 2 above shows that in 2023/2024 there have been;

- A decrease in Ashfield's area of 9 (1.01%)
- A decrease in Mansfield's area of 127 (13.22%)
- A decrease in Newark & Sherwood's area of 20 (14.60%) and
- A decrease in other areas of 74 (19.02%)

Overall the total number of cremations were down by 230, a decrease of 9.7% for 23/24.

### 3.7 Surplus Distribution

The annual surplus to be distributed to the three constituent authorities is calculated based on the budgeted surplus and the number of cremations conducted within each area during the year (2023/2024), as shown in the table below:

**Table 3**

District	Number of Cremations	%	2023/2024 Budgeted Surplus
Mansfield	834	45.60%	£399,165
Ashfield	878	48.00%	£420,224
Newark & Sherwood	117	6.40%	£55,998
<b>TOTAL</b>	<b>1,829</b>	<b>100%</b>	<b>£875,386</b>

### 3.8 Balance Sheet Review

The Balance Sheet shows the value of assets and liabilities recognised by the Joint Committee as at the Balance Sheet date (see page 20). It indicates how much is owed to the Joint Committee and how much the Joint Committee owes to others, together with summarised information on the assets held and the financing of those assets. The net assets of the Joint Committee (assets less liabilities) are matched by the reserves held.

#### 3.8.1 Long Term Assets - Property, Plant and Equipment

##### Revaluation

Valuations are required every 5 years or in the year of any major capital works. There have been no major capital works undertaken during the 2023/2024 financial year. The Crematorium Land, Buildings and Equipment have been re-valued during the year by the District Valuation Office at £2,451,819.

##### Depreciation

The comprehensive income and expenditure statement has an annual capital charge (depreciation) of £164,739 for assets used in the provision of the service. The value of the assets is reduced by the depreciation charge, further details are provided in the notes to the accounts. The charge for depreciation does not affect the amounts available for distribution under the current policy.

##### Capital Expenditure

Mezzanine works - £0 of the remaining £7,829 budget has been spent in 2023/24. Flue System budget of £54,120 has been fully spent in 23/24.

Fire Doors had a spend of £21,447 out of the £34,918 budget, leaving £13,471 for future spend.

New Crematorium Development incurred spend of £43,896 for Feasibility Studies, Surveys and Business Cases, leaving £4,590,390 budget remaining for further spend.

**Table 4**

2022/2023		2023/2024		
Actual Outturn £	Capital Budget Summary	Revised Budget £	Actual Outturn £	Variance to Budget £
82	Fire Doors	34,918	21,447	-13,471
0	New Crematorium Development	4,634,286	43,896	-4,590,390
17,171	Mezzanine	7,829	0	-7,829
0	Flue System	54,120	54,120	0
<b>17,253</b>		<b>4,731,153</b>	<b>119,463</b>	<b>-4,611,690</b>

### 3.8.2 Current Assets

**Cash and Investments** - The Joint Committee's investment activity is carried out by Mansfield District Council. Any surplus monies are invested and are shown on the balance sheet. Interest is earned on the cash balance and is credited to the comprehensive income and expenditure statement. The cash balance increased by £44,100 during the year to £2,123,221.

**Short Term Debtors** have increased by £12,156, mainly due to all invoices being raised in the relevant period & reduced bad debt provision.

### 3.8.3 Current Liabilities

**Short Term Creditors** – The amount owing to creditors at 31 March 2024 has increased by £71,485 to £1,063,704. Mainly due to an increase in the number of creditor accruals processed before year end close down.

### 3.8.4 Long Term Liabilities

**Pension Liability** -The Joint Crematorium Committee is a member of the Nottinghamshire County Council Pension Fund and the assets and liabilities of the fund attributable to the Joint Committee are evaluated on an annual basis by an independent actuary. As assessed by the actuary the Joint Committee's overall position during 2023/2024 is valued at £107,000.

### 3.8.5 Reserves

Reserves are split between those that are usable and those that are accounting reserves and not available to support expenditure. The General Fund reserve has increased by £104,233 to £885,341, this increase relates to the transfer of the excess surplus for 2023/2024. The Capital Fund has decreased by £119,463 to £466,135, this decrease relates to financing the capital expenditure for 2023/2024. Further details of the movement and balances held in reserves are provided in the core statements.



## THE STATEMENT OF RESPONSIBILITY FOR THE STATEMENT OF ACCOUNTS

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### 1. TREASURERS RESPONSIBILITIES

The Treasurer of the Joint Committee is responsible for the preparation of the Joint Committee's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2023/2024 (the CODE).

**In preparing this Statement of Accounts, the Treasurer has:**

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates that were reasonable and prudent;
- Complied with the local authority Code.

**The Treasurer has also throughout the year:**

- Maintained proper accounting records which were kept up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

**CERTIFICATE**

*I certify that the Statement of Accounts 2023/2024 presents a true and fair view of the financial position of Mansfield and District Joint Crematorium Committee and its income and expenditure for the year ended 31 March 2024.*

Signed.....

Date: .....

D Edwards CPFA

**Treasurer of the Mansfield and District Joint Crematorium Committee**

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### 2. JOINT COMMITTEE'S RESPONSIBILITIES

**The Joint Committee is required to:**

- Make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. The Joint Committee has appointed a Treasurer.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- Approve the Statement of Accounts.

**CERTIFICATE**

*The Statement of Accounts for the year 1 April 2023 to 31 March 2024 has been prepared and I confirm that these accounts were approved by Mansfield and District Joint Crematorium Committee by the delegated decision taken by Members from all constituent authorities on 20<sup>th</sup> May 2024.*

Signed.....

Date: .....

**Chair of Mansfield and District Joint Crematorium Committee**

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## **STATEMENT OF ACCOUNTING POLICIES**

### **1. General Principles**

The Statement of Accounts summarises the Joint Committees transactions for the 2023/2024 financial year and its position at the year end of 31 March 2024.

The Accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2023/2024, based on International Financial Reporting Standards (IFRS) and the Service Reporting Code of Practice for Local Authorities 2023/2024.

### **2. Accrual of Income and Expenditure**

The accounts of the Joint Committee have been prepared on an accrual of income and expenditure basis in accordance with the Code of Practice on Local Authority Accounting. This ensures activity is accounted for in the year that it takes place, not when cash payments are made or received.

**Creditors** - Payments to creditors are included in the accounts where the payments relate to goods or services received prior to 1 April 2024. Any payments in advance (before 1 April 2024), which relate to the 2024/2025 financial year are shown as prepayments.

One exception to this relates to electricity and similar periodic payments. These are included as at the date of meter readings rather than apportioned between two financial years. This policy is consistently applied each year and therefore does not have a material effect on the accounts.

**Debtors** - Income from debtors is included for amounts where the income relates to goods and services provided by the Crematorium prior to 31 March 2024. Any income received before 1 April 2024, which relates to the 2023/2024 financial year is shown as receipts in advance. This policy is consistently applied each year and therefore does not have a material effect on the accounts.

### **3. Cash and Cash Equivalents**

Balances classified as 'Cash and Cash Equivalents' fit the definition of being short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

### **4. Property, Plant and Equipment**

Assets that have a physical substance and are held for use in the provision of services on a continuing basis and that are expected to be used during more than one financial year are classified as property, plant and equipment.

Acquisitions of assets which are less than £10,000 (the Joint Committee's de minimus level) are charged straight to the Comprehensive Income and Expenditure Statement.

### **Recognition**

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised on an accruals basis.

Assets included in the Balance Sheet at fair value are revalued on a regular basis to ensure that their carrying amount is not materially different from their fair value at the year end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains.

## **5. Depreciation and Impairment**

In accordance with International Accounting Standard IAS16 depreciation has been provided for on all non-current assets with a finite useful life. Land is not depreciated as this is deemed as having an infinite life.

Where assets, such as buildings have land attached, the values are separated and depreciated accordingly. Where an item of Property, Plant and Equipment has major components, whose cost is significant in relation to the total cost of the item, the components are depreciated separately

Assets are depreciated from the year of acquisition using the straight-line method.

### **Impairment**

The values of each category of assets are reviewed at the end of each financial year for evidence of reductions in value. Where impairment is identified as part of this review or as a result of a valuation exercise, this is accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against this balance (up to the amount of the accumulated gains)
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

## **6. Charges to Revenue for Non-Current Assets**

The Service has been charged with the following amounts to record the cost of holding non-current assets during the year;

- Depreciation attributable to the assets used by the service

- Revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off
- Amortisation of intangible assets attributable to the service.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve into the Capital Adjustment Account.

The Joint Committee is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisation and are therefore removed by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement.

## **7. Administration and Management Costs**

A charge is made by Mansfield District Council to reflect the appropriate percentage of time spent by employees on Crematorium affairs.

## **8. Employee Benefits**

### **Benefits Payable during Employment**

Short-term employee benefits are those due to be settled within 12 months of the year end. They include such benefits as wages and salaries, paid annual leave, paid sick leave and bonuses for current employees. These are recognised as an expense for the service in the year in which employees render service to the Joint Committee.

### **Post-Employment Benefits**

Employees of the Mansfield and District Crematorium are Members of The Local Government Pensions Scheme, administered by Nottinghamshire County Council. The scheme provides defined benefits to Members (retirement lump sums and pensions) earned as employees worked for the Joint Committee.

The Local Government Scheme is accounted for as a defined benefits scheme:

- The liabilities of the Nottinghamshire County Council pension fund attributable to the Joint Committee are included in the Balance Sheet on an actuarial basis using the projected unit method, that is an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc. and projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate that reflects the time value of money and the characteristics of the liability.
- The assets of the Nottinghamshire County Council Pension Fund attributable to the Joint Committee are included in the Balance Sheet at their fair value.

The change in the net pension liability is analysed into the following components:

**Service cost comprising:**

- Current Service Cost - The increase in liabilities as a result of years of service earned this year; included in the Comprehensive Income and Expenditure Statement.
- Past Service Cost - The increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years; debited the Comprehensive Income and Expenditure Statement.
- Net interest on the net defined benefit liability/asset - for example net interest expense for the Joint Committee, the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement; this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined liability (asset) at the beginning of the period, taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.

**Re-measurement comprising:**

- The return on plan assets – excluding amounts included in net interest on the net defined benefit liability (asset); charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions; charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- Contributions paid to the Nottinghamshire County Council pension fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, the General Reserve is charged with the amount payable by the Joint Committee to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards.

In the Movement in Reserves Statement, this means that there are transfers to and from the Pension Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year end.

The negative balance that arises on the Pension Reserve thereby measures the beneficial impact to the Joint Committee of being required to account for retirement benefits on the basis of cash flows rather than as the benefits are earned by employees. The Pension Reserve is currently showing a higher balance than the Pension Liability in the balance sheet due to the prepayment of the three year pension lump sum in April 2020. The variance equates to the amount prepaid for the contributions relating to 2024/2025.

## Discretionary Benefits

The Joint Committee may also make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any Member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

## 9. Financial Instruments

A Financial Instrument is any contract that gives rise to a financial asset in one entity and a financial liability in another. These are accounted for in accordance with International Accounting Standards dealing with disclosure, presentation, recognition and measurement.

Financial assets include debtors, payments in advance, investments and cash (either in hand or at the bank). The Joint Committee's investment activity is carried out by Mansfield District Council. Any surplus monies are invested and are shown in the balance sheet at 31 March as cash and cash equivalents, but adjusted for any interest earned but not received before the end of the financial year. Interest earned on investments is credited to Financing and Investment Activity in the Comprehensive Income and Expenditure Statement.

Financial liabilities comprise of long term borrowing and creditors.

## 10. Reserves

Reserves are reported in two categories;

- Usable Reserves – These are reserves which the Joint Committee may use to provide services, subject to the need to provide a prudent level of reserves and any statutory limitations on their use.
- Unusable Reserves – The Joint Committee is not able to use these reserves to provide services. This category of reserves hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold.

In accordance with the latest Code of Practice on Local Authority Accounting, two capital reserve accounts are to be maintained in the Balance Sheet; both of these accounts are regarded as unusable reserves:

- **Revaluation Reserve** – This principally represents the balance of the surpluses or deficits arising from the periodic revaluation of non-current assets.
- **Capital Adjustment Account** – This represents amounts set aside to finance expenditure on non-current assets.

There is a further unusable reserve account;

**The Pension Reserve** – This represents the value of the pension fund assets and liabilities. The variance equates to the amount prepaid for the contributions relating to 2024/2025.

There are two usable reserves in operation:

- **Capital Fund** – This reserve represents amounts set aside to finance expenditure on non-current assets.
- **General Reserve** – This represents the balance of the undistributed surpluses.

The Joint Committee sets aside specific amounts as reserves for future purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserve Statement so that there is no net charge for the expenditure.

## 11. Value Added Tax

The activities of the Joint Crematorium Committee fall within Mansfield District Councils VAT registration under lead body partnership. VAT is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs (HMRC).

With Mansfield District Council being the financial lead authority, during 2018/2019 concerns were raised when the capital budget to replace the abatement equipment was approved for 2019/2020 as the expenditure and accounting for VAT as the lead body would result in the breach of its test of insignificance for partial exemption. Proposals were submitted to HMRC to allow each authority to share the Crematorium income and expenditure in each of the authorities partial exemption calculation based in the annual throughput. As all 3 constituent authorities are VAT registered as well as being section 33 bodies, HMRC have approved this method of accounting for VAT based on a management board or committee approach.

## 12. Fundamental Accounting Concepts

This Statement of Accounts has been prepared according with the International Accounting Standards Board (IASB) Framework for the Preparation and Presentation of Financial Statements (the IASB Framework) as interpreted by the Code.

**Relevance** - The objective of the Statement of Accounts is to provide information about the Joint Committee's financial performance and position that is useful for assessing the stewardship of public funds and for making economic decisions.

**Reliability** - The key requirement of this statement is that users are able to rely on the information contained within the Statement of Accounts. A number of fundamental accounting concepts are applied in order to ensure this reliability – The Statement of Accounts:

- Has been prepared to reflect the reality or substance of each transaction rather than their formal legal character.

- Is free from deliberate or systematic bias. The financial analyses contained within the accounts are based on fact and do not support any particular view point.
- Is free from material error, containing no misstatement that would influence the conclusions of any user.
- Has been produced within the bounds of materiality, meaning that nothing has been omitted that may have assisted users in gaining an understanding of the Joint Committee's activities.

Where uncertainty exists, the statements have been prepared prudently and caution has been applied with exercising judgement and making necessary estimates.

**Understandability** - The accounting principles of the Code includes accounting concepts, treatments and terminology which require reasonable knowledge of accounting and local government and reasonable diligence in reading the Statement of Accounts if they are to be properly understood. However all reasonable efforts have been taken in the preparation of the Statement of Accounts to ensure they are as easy to understand as possible.

**Going Concern** - This statement has been prepared on a '**going concern**' basis, under the assumption that the Joint Committee will continue to exist and operate on its current basis for the foreseeable future.

**Primacy of Legislative Requirements** - Local authorities derive their powers from statute and their financial and accounting framework is closely controlled by primary and secondary legislation. To the extent that treatments are prescribed by law the accounting concepts outlined above may not apply in all cases. It is a fundamental principle of local authority accounting that, where specific legislative requirements and accounting principles conflict, legislative requirements shall apply.



# **THE CORE FINANCIAL STATEMENTS**

### **Comprehensive Income and Expenditure Statement (CIES)**

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation.

<b>Comprehensive Income and Expenditure Statement (CIES)</b>			
<b>2022/2023</b>		<b>Note</b>	<b>2023/2024</b>
<b>£</b>			<b>£</b>
	<b>Income</b>		
-2,083,865	Fees and Charges		-2,004,578
-26,424	Other Income		-34,182
<b>-2,110,289</b>	<b>Gross Income</b>	<b>3</b>	<b>-2,038,760</b>
	<b>Expenditure</b>		
540,100	Employee Expenses	4	488,152
343,702	Premises Related Expenses	5	420,316
229,317	Supplies and Services	6	214,173
-62,597	Allowance for Bad Debts	8	-5,314
72,705	Central Support Services	10	64,941
150,449	Depreciation and Impairment	11	366,671
<b>1,273,676</b>	<b>Gross Expenditure</b>		<b>1,548,939</b>
<b>-836,613</b>	<b>Net Cost of Services</b>		<b>-489,821</b>
0	Other Operating Expenditure	12	0
724	Financing and Investment Income and Expenditure	13	-119,126
0	Taxation and Non-Specific Grant Income		0
<b>-835,889</b>	<b>Surplus / Deficit on Provision of Services</b>		<b>-608,947</b>
0	Surplus or Deficit on revaluation of Property, Plant and Equipment Assets		-963,116
0	Impairment Losses on non-current assets charged to the Revaluation Reserve		200,792
-1,415,000	Remeasurement of the net defined benefit liability/(asset)	14	-165,000
<b>-1,415,000</b>	<b>Other Comprehensive Income and Expenditure</b>		<b>-927,324</b>
<b>-2,250,889</b>	<b>Total Comprehensive Income and Expenditure (Prior to Surplus Distribution)</b>	<b>18</b>	<b>-1,536,271</b>
423,615	Mansfield District Council		399,165
390,995	Ashfield District Council		420,224
60,390	Newark & Sherwood District Council		55,998
<b>875,000</b>	<b>Distribution of Surplus</b>	<b>18</b>	<b>875,386</b>
<b>-1,375,889</b>	<b>Total Comprehensive Income and Expenditure Statement (After Surplus Distribution)</b>		<b>-660,887</b>

## **Balance Sheet as at 31 March 2024**

The Balance Sheet shows the value as at the balance sheet date of the assets and liabilities recognised by the Joint Committee. The net assets of the Joint Committee (assets less liabilities) are matched by the reserves held by the Joint Committee. Reserves are reported in two categories:

**Usable reserves:** Those reserves that the Joint Committee may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use.

**Unusable reserves:** Those that the Joint Committee is not able to use to provide services. This category includes reserves that hold unrealised gains and losses (for example the revaluation reserve) where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the movement in reserves statement line 'Adjustments between accounting basis and funding basis under regulations'.

The Balance Sheet as at 31 March 2024 is presented below:

<b>Balance Sheet</b>			
<b>2022/2023</b>		<b>Note</b>	<b>2023/2024</b>
<b>£</b>			<b>£</b>
1,784,445	Property, Plant and Equipment	11	2,299,562
<b>1,784,445</b>	<b>Long Term Assets</b>		<b>2,299,562</b>
279,803	Short Term Debtors	7	291,960
2,079,121	Cash and Cash Equivalents	17	2,123,220
<b>2,358,924</b>	<b>Current Assets</b>		<b>2,415,180</b>
-992,219	Short Term Creditors	9	-1,063,704
<b>-992,219</b>	<b>Current Liabilities</b>		<b>-1,063,704</b>
-268,000	Net Pension Liability	14a	-107,000
<b>-268,000</b>	<b>Long Term Liabilities</b>		<b>-107,000</b>
<b>2,883,151</b>	<b>Net Assets</b>		<b>3,544,038</b>
	Financed by:		
585,598	Capital Fund		466,135
781,108	General Reserve		885,341
<b>1,366,706</b>	<b>Usable Reserves</b>	15	<b>1,351,476</b>
387,173	Revaluation Reserve		1,069,358
1,397,272	Capital Adjustment Account		1,230,204
-268,000	Pension Reserve		-107,000
<b>1,516,445</b>	<b>Unusable Reserves</b>	16	<b>2,192,562</b>
<b>2,883,151</b>	<b>Total Reserves</b>		<b>3,544,038</b>

### **Movement in Reserves Statement (MiRS)**

This statement shows how the movement in the year on the Joint Committee's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the adjustments necessary to calculate the amounts available for distribution to constituent authorities.

<b>2023/2024</b>	<b>General Reserve</b> £	<b>Capital Fund</b> £	<b>Total Usable Reserves</b> £	<b>Pension Reserve</b> £	<b>Revaluation Reserve</b> £	<b>Capital Adjustment</b> £	<b>Unusable Reserves</b> £	<b>Total Reserves</b> £
<b>Balance as at 31 March 2023</b>	<b>781,108</b>	<b>585,597</b>	<b>1,366,705</b>	<b>-268,000</b>	<b>387,173</b>	<b>1,397,272</b>	<b>1,516,445</b>	<b>2,883,150</b>
<b>Movement in reserves during 2023/2024</b>								
Surplus/ (-) Deficit on the Provision of Service	608,947	0	<b>608,947</b>	165,000	762,324	0	<b>927,324</b>	<b>1,536,271</b>
Less Surplus Distribution	-875,386	0	<b>-875,386</b>	0	0	0	<b>0</b>	<b>-875,386</b>
<b>Total Comprehensive Income and Expenditure</b>	<b>-266,439</b>	<b>0</b>	<b>-266,439</b>	<b>165,000</b>	<b>762,324</b>	<b>0</b>	<b>927,324</b>	<b>660,885</b>
Adjustment between Accounting basis and funding basis under regulations (Note 1.)	370,671	-119,463	<b>251,208</b>	-4,000	-80,139	-167,069	<b>-251,208</b>	<b>0</b>
Transfers to/(-)from Reserves (see Notes 15 & 16)	104,232	-119,463	<b>-15,231</b>	161,000	682,185	-167,069	<b>676,116</b>	<b>660,885</b>
<b>Balance at 31 March 2024 carried forward</b>	<b>885,341</b>	<b>466,135</b>	<b>1,351,476</b>	<b>-107,000</b>	<b>1,069,358</b>	<b>1,230,204</b>	<b>2,192,562</b>	<b>3,544,038</b>

Mansfield and District Joint Crematorium Committee  
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2022/2023	General Reserve £	Capital Fund £	Total Usable Reserves £	Pension Reserve £	Revaluation Reserve £	Capital Adjustment £	Unusable Reserves £	Total Reserves £
<b>Balance as at 31 March 2022</b>	<b>548,921</b>	<b>606,781</b>	<b>1,155,702</b>	<b>-1,562,152</b>	<b>405,729</b>	<b>1,507,981</b>	<b>351,558</b>	<b>1,507,261</b>
<b>Movement in reserves during 2022/2023</b>								
Surplus/ (-) Deficit on the Provision of Service	835,889	0	<b>835,889</b>	1,415,000	0	0	<b>1,415,000</b>	<b>2,250,889</b>
Less Surplus Distribution	-875,000	0	<b>-875,000</b>	0	0	0	<b>0</b>	<b>-875,000</b>
<b>Total Comprehensive Income and Expenditure</b>	<b>-39,111</b>	<b>0</b>	<b>-39,111</b>	<b>1,415,000</b>	<b>0</b>	<b>0</b>	<b>1,415,000</b>	<b>1,375,889</b>
Adjustment between Accounting basis and funding basis under regulations (Note 1.)	271,298	-21,184	<b>250,114</b>	-120,849	-18,556	-110,709	<b>-250,114</b>	<b>0</b>
Transfers to/(-)from Reserves (see Notes 15 & 16)	232,187	-21,184	<b>211,003</b>	1,294,151	-18,556	-110,709	<b>1,164,886</b>	<b>1,375,890</b>
<b>Balance at 31 March 2023 carried forward</b>	<b>781,108</b>	<b>585,597</b>	<b>1,366,706</b>	<b>-268,000</b>	<b>387,173</b>	<b>1,397,272</b>	<b>1,516,445</b>	<b>2,883,150</b>

## **Cash Flow Statement**

The cash flow statement shows the changes in cash and cash equivalents of the Joint Committee during the reporting period. The statement shows how the Joint Committee generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Joint Committee are funded by way of charges to the recipients of services provided by the Joint Committee.

Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Joint Committee's future service delivery.

Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Joint Committee.

<b>Cash Flow Statement</b>		
<b>2022/2023</b> £		<b>2023/2024</b> £
-1,375,889	Net surplus (-) / deficit on the provision of services	-660,887
	<b>Adjustment to net surplus / deficit on the provision of services:</b>	
-129,265	Depreciation & Impairment	515,117
-94,323	Creditors	-71,485
-48,966	Debtors	12,156
1,278,000	Pension Liability	161,000
38,276	Adjustments for items in the net surplus / (-) deficit on the provision of services that are investing and financing activities	130,126
<b>-332,167</b>	<b>Net Cash flows from operating activities</b>	<b>86,027</b>
0	Investing Activities	0
-38,276	Financing Activities	-130,126
<b>-370,443</b>	<b>Net increase (-)/ decrease in cash and cash equivalents</b>	<b>-44,100</b>
1,708,678	Cash and Cash equivalents at the beginning of the reporting period	2,079,121
2,079,121	Cash and Cash equivalents at the end of the reporting period	2,123,221
<b>-370,443</b>	<b>Movement in Cash and Cash Equivalents increase(-) / decrease</b>	<b>-44,100</b>

**NOTES TO THE ACCOUNTS**

**1. MOVEMENT IN RESERVES ACCOUNT - Adjustments between accounting basis and funding basis under regulations**

This table details the adjustments that are made to the comprehensive income and expenditure statement (CIES) in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Joint Committee to meet future capital and revenue expenditure.

2023/2024	General Fund Balance ₤	Capital Fund ₤	Movement in Usable Reserve ₤	Pension Reserve ₤	Revaluation Reserve ₤	Capital Adjustment Account ₤	Movement in Unusable Reserve ₤
<b>Adjustments primarily involving the Capital Adjustment Account:</b>							
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>							
Charges for depreciation and impairment of non-current assets	-366,671	0	-366,671	0	0	366,671	<b>366,671</b>
Revaluation on Property, Plant and Equipment	0	0	0	0	80,139	-80,139	<b>0</b>
Financing Capital Expenditure	0	119,463	119,463	0	0	-119,463	<b>-119,463</b>
Capital grants and contributions applied	0	0	0	0	0	0	<b>0</b>
Revenue expenditure funded from capital under statute	0	0	0	0	0	0	<b>0</b>
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>							
Statutory provision for the financing of capital investment	0	0	0	0	0	0	0
Voluntary provision for the repayment of debt	0	0	0	0	0	0	0
Capital expenditure charged against the General balances	0	0	0	0	0	0	0
<b>Adjustments primarily involving the Pension Reserve:</b>							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	-109,000	0	-109,000	109,000	0	0	<b>109,000</b>
Employer's pensions contributions and direct payments to pensioners payable in the year	105,000	0	105,000	-105,000	0	0	<b>-105,000</b>
Pension Lump Sum Year 3	0	0	0	0	0	0	<b>0</b>
<b>Total Adjustments</b>	<b>-370,671</b>	<b>119,463</b>	<b>-251,208</b>	<b>4,000</b>	<b>80,139</b>	<b>167,069</b>	<b>251,208</b>

## 2. EXPENDITURE AND FUNDING ANALYSIS (EFA)

The expenditure and funding analysis shows how the annual expenditure is used and funded from the income obtained from charges in comparison with those resources consumed or earned by the Joint Committee in accordance with generally accepted accounting policies.

Expenditure and Funding Analysis (EFA)						
2022/2023			2023/2024			
Net Expenditure Chargeable to the General Fund Balances	Adjustments between Funding and Accounting basis (Table A)	Net Expenditure in the Comprehensive Income and Expenditure Statement	Net Expenditure Chargeable to the General Fund Balances	Adjustments between Funding and Accounting basis (Table A)	Net Expenditure in the Comprehensive Income and Expenditure Statement	
£	£	£	£	£	£	
-2,110,289	0	<b>-2,110,289</b>	Gross Income	-2,038,760	0	-2,038,760
1,003,102	271,298	<b>1,274,400</b>	Gross Expenditure	1,059,142	370,671	1,429,813
<b>-1,107,187</b>	<b>271,298</b>	<b>-835,889</b>	<b>Net Cost of Service</b>	<b>-979,618</b>	<b>370,671</b>	<b>-608,947</b>
0	0	<b>0</b>	Other Income and Expenditure	0	0	0
<b>-1,107,187</b>	<b>271,298</b>	<b>-835,889</b>	<b>(-) Surplus or Deficit</b>	<b>-979,618</b>	<b>370,671</b>	<b>-608,947</b>
875,000	0	<b>875,000</b>	Distribution of Surplus	875,386	0	875,386
<b>-232,187</b>	<b>271,298</b>	<b>39,111</b>	<b>Net (-) Surplus or Deficit</b>	<b>-104,233</b>	<b>370,671</b>	<b>266,439</b>
-548,921			Opening General Fund Balance	-781,108		
-232,187			(-) Surplus or Deficit in Year	-104,233		
0			Transferred to Capital Reserve	0		
<b>-781,108</b>			<b>Closing General Fund Balance</b>	<b>-885,341</b>		



### 3. GROSS INCOME

The total income received during 2023/2024 was (£2,038,760) compared to (£2,110,289) in 2022/2023. This represents a decrease of £71,529 (3.39%).

- The main decrease is due to the number of cremations falling by 230 (9.69%) from 2,374 in 2022/2023 to 2,144 in 2023/2024. This results in a decrease in Cremation Fee Income at £65,500 compared to last year.
- Memorial sales had also had a decrease of £15,283 (19.47%) compared to the previous year.
- Webcasting had an increase of £7,340 from last year.

2022/2023 £	Gross Income	2023/2024 £
-1,913,995	Cremation Fees	-1,848,495
-42,051	Medical Fees	-37,962
-27,530	Webcasting	-34,870
-78,492	Memorials	-63,209
-2,369	Organist	-657
-19,428	Book of Remembrance Inscriptions	-19,385
0	Monuments/Inscriptions	0
<b>-2,083,865</b>	<b>Fees and Charges</b>	<b>-2,004,578</b>
-27,016	Recharge to Cemeteries MDC	-29,711
720	S46 Public Health Funeral Admin Fees	-3,240
0	Insurance Claim Receipt	0
-128	Containers	-136
0	Charities Collections	-1,095
0	Grants	0
0	Misc	0
<b>-26,424</b>	<b>Other Income</b>	<b>-34,182</b>
<b>-2,110,289</b>	<b>Gross Income</b>	<b>-2,038,760</b>

### 4. EMPLOYEE COSTS

Employee expenses are lower than 2022/2023 by £21,918, this is mainly due to:

- Basic pay, overtime, national insurance and superannuation costs are lower due to the removal of a post from the Establishment.
- The pension adjustment reflects the cost of service in the actuary report. The pension payments for 2023/2024 have been accounted for below the net cost of service and within the balance sheet so as not to affect the annual surplus calculations.

2022/2023 £	Employee Expenses	2023/2024 £
307,176	Basic Pay	294,261
29,910	Overtime	19,903
31,035	National Insurance	28,871
166,960	Superannuation and IAS19 Pension Adjustments	159,026
0	Optical Charges Tests	0
0	Agency Staff	0
1,488	Apprenticeship Levy	0
3,531	Other Employee Costs	16,121
<b>540,100</b>	<b>TOTAL</b>	<b>518,182</b>

## 5. PREMISES COSTS

Premises costs are higher than 2022/2023 by £76,614, this is mainly due to:

- Cremator Repair and Maintenance costs were higher by £24,308 in 2023/2024 due breakdowns and repairs needed to remain operational. 2022/2023 £96,350, 2023/2024 £120,658.
- Gas costs were higher in 2023/2024 at £94,435 compared to 2022/2023 at £51,632, which is due to inflation.
- Electricity costs were also higher due to inflation. 2023/2024 £82,738, 2022/2023 £55,833 which is an increase of £26,905.
- There were reductions in spend for business rates of £31,010 and insurance of £2,408.

2022/2023 £	Premises Related Expenditure	2023/2024 £
72,651	NNDR - Business Rates	41,641
159	Rent	159
19,645	Insurance	17,237
55,833	Electricity	82,738
51,632	Gas	94,435
4,508	Water	4,864
2,925	Cleaning Materials	3,941
96,350	Cremator Repairs and Maintenance	120,658
29,245	Building Repairs and Maintenance	33,665
10,754	Grounds Maintenance	20,978
<b>343,702</b>	<b>TOTAL</b>	<b>420,316</b>

## 6. SUPPLIES AND SERVICES

Supplies and Service costs are lower than 2022/2023 by £15,144 this is mainly due to:

- Reduction in Hired and Contracted Services costs by £23,240.

- Webcasting costs were £12,143 higher in 2023/2024, due to increased demand.
- Cameo contributions for 2023/2024 are £65,743, 2022/2023 were £61,023, giving an increase of £4,720.
- Compared to the previous year, more purchases were made for tools, equipment & first aid supplies. These combined show an increase of £3,253.

2022/2023	Supplies and Services	2023/2024
£		£
43,031	Fees - Medical referees	38,980
1,600	Fees - Organist	476
19,942	Memorial plaques & Memorials	23,475
6,703	Book of Remembrance - inscriptions	4,848
8,304	Caskets / Containers	4,392
16,542	Webcasting	28,685
5,352	Audit, Clerk/Committee Fees to Newark & Sherwood DC	4,140
61,023	CAMEO Contributions	65,743
15,170	Computer Maintenance, Software, Consultancy and Support	11,708
2,641	Printing & Stationery	3,337
10,594	Telephones	14,841
175	Tools, Equipment & First Aid supplies	3,428
3,896	Furniture / Office Equipment	960
2,947	Uniforms	1,730
500	Postages	-2
1,100	Subscriptions	1,485
1,640	Skips and Waste Collections	725
0	Advertising	0
0	Conferences	0
295	Other Costs	0
1,280	Other Expenses	3,288
25,174	Hired and Contracted Services	1,934
1,135	Health and Safety Materials	0
0	Rodent Control	0
273	External Legal Expenses	0
0	Hire of Vending Machines	0
<b>229,317</b>	<b>TOTAL</b>	<b>214,173</b>

## 7. DEBTORS

Debtors outstanding is higher than 2022/2023 by £12,156, this is mainly due to:

- Invoices being raised in the relevant period avoiding timing differences.
- Decrease in bad debt provision due to the reduction in debt over 85 days.

## SUMMARY OF THE DEBTORS OUTSTANDING

2022/2023 £	Short Term Debtors	2023/2024 £
305,428	Funeral Directors - Integra Debtor System	312,271
0	Other Local Authorities	0
0	Funeral Directors - Manual Debtors	0
-25,625	Bad Debt Provision	-20,311
<b>279,803</b>	<b>Total Debtors at 31 March</b>	<b>291,960</b>

## AGEING OF INTEGRA SYSTEM DEBTORS OUTSTANDING

2022/2023 £	Debtors Summary	2023/2024 £	Change £
40,878	Ageing: Over 85 days	19,316	-21,562
82,724	29 to 84 days	126,058	43,334
180,333	1 to 28 days	166,897	-13,436
<b>303,935</b>		<b>312,271</b>	<b>8,336</b>

### 8. PROVISION FOR BAD DEBTS – INTEGRA SYSTEM DEBTORS

The provision for potential bad debts has decreased by £5,314 to £20,311. The provision for bad debts is based on the age of the debts; the older the debt is the higher percentage provision is required.

2022/2023 £	Provision for Bad Debts	2023/2024 £
303,935	Debtors Outstanding at 31 March	312,271
<b>25,625</b>	<b>Provision required:</b>	<b>20,311</b>
88,222	Provision b/fwd at 1 April	25,625
<b>-62,597</b>	<b>Change in Provision</b>	<b>-5,314</b>
8.43%	Provision as a proportion of debts	6.50%

### 9. SHORT TERM CREDITORS

Short term creditors has increased by £71,485, this is mainly due to:

- Increased value of short term creditors to other bodies. These are invoices to third parties that relate to expenditure incurred by the Crematorium up to 31 March at the end of each financial year, but remain unpaid mainly due to invoices not yet received from the supplier.

2022/2023 £	Short Term Creditors	2023/2024 £
875,000	Constituent Authorities	875,386
117,219	Other Bodies	188,318
<b>992,219</b>	<b>Balance at 31st March</b>	<b>1,063,704</b>

## 10. CENTRAL SUPPORT SERVICES AND RECHARGES

Central support services and recharges have decreased by £7,764.

2022/2023 £	Central Support Services	2023/2024 £
2,532	Repairs	0
7,349	Trade Waste & Waste Transfer Service	7,364
8,578	Design Services & Building Control	1,088
3,899	Postal / Electricians/ Copiers / Telephones	0
50,347	Central Corporate Overhead	56,489
<b>72,705</b>	<b>TOTAL</b>	<b>64,941</b>

## 11. PROPERTY, PLANT AND EQUIPMENT

Movements in Year	2022/2023 £	2023/2024 £
Cost or Valuation at 1 April:	2,315,178	2,315,178
Additions	21,184	119,463
Revaluation increases/ (-) decreases recognised in the Revaluation Reserve	0	130,968
Revaluation increases/ (-) decreases recognised in the Comprehensive Income and Expenditure Statement	0	-82,468
Disposals	0	0
Impairment	-21,184	-119,463
<b>At 31st March</b>	<b>2,315,178</b>	<b>2,363,678</b>
<b>Accumulated Impairment and Depreciation</b>		
At 1 April	-401,468	-530,733
Depreciation Charge recognised in the Comprehensive Income and Expenditure Statement	-129,265	-164,739
Depreciation written out to the Revaluation Reserve	0	631,356
Impairment Losses/ (-) reversals recognised in the Revaluation Reserve	0	
Disposals	0	0
<b>At 31st March</b>	<b>-530,733</b>	<b>-64,116</b>
<b>Net Book Value at 31st March</b>	<b>1,784,445</b>	<b>2,299,562</b>

## 12. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

The following table contains corporate items of income and expenditure arising from the Joint Committee's involvement in financial instruments and similar transactions involving interest:

2022/2023 £	Financing and Investment Income and Expenditure	2023/2024 £
0	Interest payable and similar charges	0
39,000	Net interest on the net defined benefit liability / (-) asset	11,000
-38,276	Interest receivable and similar income	-130,126
<b>724</b>	<b>TOTAL</b>	<b>-119,126</b>

## 13. RETIREMENT BENEFITS – DEFINED BENEFIT SCHEMES

### a. Participation in Pension Schemes

As part of the terms and conditions of employment of its officers, the Joint Committee makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Joint Committee has a commitment to make the payments (for those benefits) and to disclose them at the time that employees earn their future entitlement.

The Joint Committee participates in the Local Government Pension Scheme (LGPS), administered locally by Nottinghamshire County Council in accordance with the Local Government Pension Scheme Regulations 2013. This is a defined benefit statutory scheme and currently provides benefits based on career average revalued earnings. This means that the Joint Committee and the employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets.

The Actuary, Barnett Waddingham is instructed by Nottinghamshire County Council to undertake pension expense calculations and have prepared their figures in accordance with their understanding of the International Accounting Standard IAS19.

In General, participating in a defined benefit pension scheme means the employer is exposed to a number of risks.

- Investment risk - The Fund holds investment in asset classes, such as equities, which have volatile market values and while these assets are expected to provide real returns over long-term, the short-term volatility can cause additional funding to be required if a deficit emerges.
- Interest rate risk - The Fund's liabilities are assessed using market yields on high quality corporate bonds to discount future liability cash

flows. As the Fund holds assets such as equities the value of the assets and liabilities may not move in the same way.

- Inflation risk - All of the benefits under the Fund are linked to inflation and so deficits may emerge to the extent that the assets are not linked to inflation.
- Longevity risk. In the event that the members live longer than assumed a deficit will emerge in the Fund. There are also other demographic risks.

In addition, as many unrelated employers participate in the Nottinghamshire County Council Pension Fund, there is an orphan liability risk where employers leave the Fund but with insufficient assets to cover their pension obligations so that the difference may fall on the remaining employers.

All of the risks above may also benefit the employer for example higher than expected investment returns or employers leaving the fund with excess assets which eventually get inherited by the remaining employers.

The latest available membership data is shown in the table below:

	Number	Salaries / Pensions £000s	Average Age
Active members	14	311	43
Deferred pensioners	15	16	43
Pensioners	12	60	54
Unfunded Pensioners	2	0	75

### Scheduled Contributions

The table below summarises the minimum employer contributions due from Mansfield and District Joint Crematorium to the fund over this inter-valuation period. The calculated cost of accrual of future benefits is 21.3% of payroll per annum.

Minimum employer contributions:	01-Apr-22	01-Apr-23	01-Apr-24
Percentage of payroll	20.2%	21.3%	21.3%
Plus monetary amount (£000)	18	9	9

### Assets

The return on the fund (on a bid value to bid value basis) for the year to 31 March 2024 is calculated to be 11.11%. The employer's share of the assets of the Fund is approx 0.02%.

The estimated asset allocation for Mansfield and District Joint Crematorium Committee as at 31 March 2024 is as follows:

At 31st March 2023		Asset Share	At 31st March 2024	
£	%		£	%
914,000	58	Equities	967,000	59
33,000	2	Gilts	41,000	3
99,000	6	Other Bonds	87,000	5
194,000	12	Property	180,000	11
78,000	5	Cash	102,000	6
82,000	5	Inflation - Linked Pooled Fund	78,000	5
122,000	8	Infrastructure	123,000	8
62,000	4	Private Equities	53,000	3
<b>1,584,000</b>	<b>100</b>		<b>1,631,000</b>	<b>100</b>

**b. Transactions Relating to Post-Employment Benefits**

The costs of retirement benefits are recognised in the net cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge made against the Joint Committee is based on the cash payable in the year, so the real cost of post-employment benefits is reversed out of the general reserve via the movement in reserves statement.

The following transactions have been made in the Comprehensive Income and Expenditure Statement via the movement in reserves statement during the year:



<b>Comprehensive Income and Expenditure Statement</b>		
<b>2022/2023</b> <b>£</b>		<b>2023/2024</b> <b>£</b>
	<b>Cost of Services:</b>	
167,000	Current Service cost	54,000
	Past Service cost	43,000
0	Administration expenses	1,000
	<b>Financing and Investment Income and Expenditure:</b>	
39,000	Net interest on the defined liability / (-) asset	11,000
	<b>Total Post Employment Benefit Charged to the Surplus / Deficit on the Provision of Services</b>	
<b>206,000</b>		<b>109,000</b>
	<b>Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</b>	
1,415,000	Actuarial gains and (-) losses	165,000
	<b>Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</b>	
<b>1,621,000</b>		<b>274,000</b>
	<b>Movement in Reserves Statement</b>	
	Reversal of net charges made to the Surplus / Deficit for the Provision of Services for post-benefits in accordance with the Code	
-206,000		-109,000
	<b>Actual amount charged against the General Fund Balance for pensions in the year:</b>	
69,000	Employers' contribution payable to the Scheme	105,000

**c. Assets and Liabilities in Relation to Post-Employment Benefits**

The following table provides a reconciliation of present values of the schemes liabilities for the JCC during the 2022/2023 and 2023/2024 financial years:

At 31 March 2023 £		At 31 March 2024 £
<b>3,076,000</b>	<b>Opening Defined Benefit Obligation</b>	<b>1,852,000</b>
167,000	Current service cost	54,000
79,000	Interest cost	84,000
-235,000	Change in demographic assumptions	-17,000
-1,339,000	Change in financial assumptions	-62,000
149,000	Experience loss / (-) gain on defined benefit obligation	11,000
-66,000	Estimated benefits paid (net of transfer in)	-246,000
0	Past service costs, including curtailments	43,000
21,000	Contribution by scheme participants	19,000
0	Unfunded pension payments	0
<b>1,852,000</b>	<b>Closing Defined Benefit Obligation</b>	<b>1,738,000</b>

The following table provides a reconciliation of fair values of the schemes assets of the Joint Committee during the 2022/2023 and 2023/2024 financial years:

At 31 March 2023 £		At 31st March 2024 £
<b>1,530,000</b>	<b>Opening fair value of scheme assets</b>	<b>1,584,000</b>
	Expected return on scheme assets	
40,000	Interest on assets	73,000
-70,000	Return on assets less interest	97,000
60,000	Other actuarial gains / (-) losses	0
0	Administration expenses	-1,000
69,000	Contribution by employer including unfunded benefits	105,000
21,000	Contribution by scheme participants	19,000
-66,000	Estimated benefits paid including unfunded benefits	-246,000
	Settlement prices received / (-) paid	0
<b>1,584,000</b>	<b>Closing fair value of scheme assets</b>	<b>1,631,000</b>

**d. Scheme History**

	2021/2022	2022/2023	2023/2024
	£	£	£
Present value of liabilities	3,076,000	1,852,000	1,738,000
Fair Value of assets	-1,530,000	-1,584,000	-1,631,000
<b>Surplus/ (-) Deficit</b>	<b>1,546,000</b>	<b>268,000</b>	<b>107,000</b>

The liabilities show the underlying commitments that the Joint Committee has in the long run to pay for post-employment (retirement) benefits. The total liability of £107,000 has an impact on the net worth of the Joint Committee as recorded in the balance sheet.

However, statutory arrangements for funding the deficit mean that the financial position of the Joint Committee remains healthy; the deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary.

**e. Projected Pension Expenditure**

The projected pension expenses for the year to 31 March 2025 are:

	£000s
Service Cost	49
Interest Cost	3
Administration Expenses	1
<b>Total</b>	<b>53</b>
Employer Contributions	77

These projections are based on the assumptions as at 31 March 2024, as described in the actuary's report. These figures exclude the capitalised cost of any early retirements or augmentations which may occur after 31 March 2024.

**f. Basis for Estimating Assets and Liabilities**

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years is dependent on assumptions about mortality rates and salary levels. The Nottinghamshire County Council Fund liabilities have been assessed by Barnett Waddingham, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme at 31 March 2019.

Under the projected unit method, the current service cost will increase as the Members of the scheme approach retirement.

The main assumptions used by the actuary in their calculations have been:

2022/2023 %		2023/2024 %
	<b>Assumed life expectations from age 65 are:</b>	
	Retiring today:	
20.7	Males	20.4
23.5	Females	23.3
	Retiring in 20 years	
22.0	Males	21.7
25.0	Females	24.7
	<b>Financial Assumptions:</b>	
4.8	Discount Rate	5.0
2.9	Pension Increases	2.9
3.9	Salary Increases	3.9

**Additional Assumptions:**

- Members will exchange pension to get 50% of the maximum available cash on retirement. For every £1 of pension that members commute, they will receive a cash payment of £12 as set out in the Regulations;
- Members will retire at one retirement age for all tranches of benefit, which will be the pension weighted average tranche retirement age; and
- The proportion of the membership that had taken up the 50:50 option at the previous valuation date will remain the same.

The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

	Increase in Assumption £	Decrease in Assumption £
Adjustment to discount rate (increase or decrease by 0.1%)	1,708,000	1,769,000
Adjustment to long term salary increase (increase or decrease by 0.1%)	1,738,000	1,738,000
Adjustment to pension increases and deferred revaluation (increase or decrease by 0.1%)	1,769,000	1,707,000
Adjustment to life expectancy assumptions (increase or decrease in 1 year)	1,785,000	1,692,000

## 14. USABLE RESERVES

This note sets out the amounts set aside to provide financing for future expenditure plans, subject to the need to provide a prudent level of reserves and any statutory limitations on their use.

The table below shows the usable reserves held by the Joint Committee:

2022/2023 £	Usable Reserves	2023/2024 £
585,598	Capital Fund	466,135
781,108	General Reserve	885,341
<b>1,366,706</b>	<b>Balance at 31st March</b>	<b>1,351,476</b>

### Capital Fund

This reserve represents amounts set aside to finance capital expenditure:

2022/2023 £	Usable Reserves - Capital Fund	2023/2024 £
606,781	<b>Balance at 1st April</b>	585,598
-21,184	Financing of Capital Expenditure	-119,463
0	Contributions	0
<b>585,598</b>	<b>Balance at 31st March</b>	<b>466,135</b>

### General Reserve

This reserve represents the balance of the undistributed surpluses:

2022/2023 £	Usable Reserves - General Reserves	2023/2024 £
548,921	<b>Balance at 1st April</b>	781,108
0	Financing Revenue New Memorial Lines	0
232,187	Movement in Year	104,233
<b>781,108</b>	<b>Balance at 31st March</b>	<b>885,341</b>

## 15. UNUSABLE RESERVES

This note sets out those reserves which hold unrealised gains and losses which the Joint Committee is not able to use.

The table below shows the unusable reserves held by the Joint Committee:

2022/2023 £	Unusable Reserves	2023/2024 £
387,173	Revaluation Reserve	1,069,358
1,397,272	Capital Adjustment Account	1,230,204
-268,000	Pension Reserve	-107,000
<b>1,516,444</b>	<b>Balance at 31st March</b>	<b>2,192,562</b>

### Revaluation Reserve

The Revaluation Reserve contains the gains arising from increases in the value of property, plant and equipment and intangible assets. The balance is reduced when assets with accumulated gains are:

- re-valued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation, or
- disposed of and the gains are realised

The reserve contains only revaluation gains accumulated since 1 April 2007, the date that the reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account. The last revaluation of the Crematorium assets was undertaken on 31 December 2023.

2022/2023 £	Unusable Reserves - Revaluation Reserve	2023/2024 £
405,729	<b>Balance at 1st April</b>	387,173
0	Upwards Revaluation of Assets	963,116
-18,556	Historic Cost Depreciation	-80,139
0	Downward revaluation of assets and impairment losses not charged to the Comprehensive Income and Expenditure Statement	-200,792
<b>387,173</b>	<b>Balance at 31st March</b>	<b>1,069,358</b>

### Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Capital Adjustment Account is debited with the cost of acquisition, construction or enhancement. Depreciation, impairment losses and amortisation are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the revaluation reserve to convert fair value figures to a historical cost basis). The account is credited with the amounts set aside by the Joint Committee as finance for the costs of acquisition, construction and enhancement.

2022/2023 £	Unusable Reserves - Capital Adjustment Account	2023/2024 £
1,507,981	<b>Balance at 1st April</b>	1,397,273
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
-150,449	Charges for Depreciation and impairment of non current assets	-284,203
18,556	Historic Cost Depreciation	80,139
0	Revaluation losses on Property Plant and Equipment	-82,468
	<b>Capital Financing in the Year</b>	
21,184	Use of Capital Fund to finance capital expenditure	119,463
<b>1,397,272</b>	<b>Balance at 31st March</b>	<b>1,230,204</b>

### Pension Reserve

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Joint Committee accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed when the Joint Committee makes employer's contributions to the pension funds, or eventually pay any pensions for which it is directly responsible. Therefore, the debit balance on the Pension Reserve shows a substantial shortfall in the benefits earned by past and current employees and the resources the Joint Committee has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2022/2023 £	Pension Reserve - Pension Reserve	2023/2024 £
<b>-1,562,152</b>	<b>Balance at 1st April</b>	<b>-268,000</b>
1,415,000	Re-measurement of the net defined benefit liability/(asset)	165,000
-206,000	Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	-109,000
69,000	Employers Pension contributions and direct payments to pensioners in the year	105,000
16,151	Pension Lump Sum Prepayments	0
<b>-268,000</b>	<b>Balance at 31st March</b>	<b>-107,000</b>

## 16. CASH AND CASH EQUIVALENTS

The cash and cash equivalents are shown in the below:

2022/2023 £	Cash and Cash Equivalents	2023/2024 £
150	Petty Cash	0
2,078,971	Cash held by Mansfield District Council	2,123,221
<b>2,079,121</b>	<b>Balance at 31st March</b>	<b>2,123,221</b>

## 17. SURPLUS FOR DISTRIBUTION

The table below shows the values from the Movement in Reserves Statement and Comprehensive Income and Expenditure Statement that comprise the total surplus for distribution:

2022/2023 £		2023/2024 £
-	CIES - Total Comprehensive Income and Expenditure (Prior to Surplus Distribution)	-
2,250,889		1,536,271
1,375,890	MIRS - Transfers to/(-)from Reserves	660,885
<b>-875,000</b>	<b>Total Surplus for Distribution</b>	<b>-875,386</b>

## 18. MEMBERS ALLOWANCES

No recharges in respect of members' allowances have been made to the Joint Committee by the constituent authorities in 2023/2024 or in 2022/2023.

## 19. EXTERNAL AUDIT COSTS

The Joint Committee incurred external audit fees in 2023/2024 of £2,100 (2022/2023 of £2,040).

## 20. RELATED PARTIES

The transactions with related parties are disclosed in the statement of accounts as follows:

- Transactions with local authorities within the Comprehensive Income and Expenditure Statement as central support services and the distribution of the surplus

The three constituent local authorities maintain a register of members' interests and a record of interests declared at Cabinet and Committee meetings. There were no material transactions with organisations identified in these records.



## **21. AUTHORISATION OF THE ACCOUNTS FOR APPROVAL**

The statement of accounts for Mansfield Joint Crematorium Committee was signed by the responsible financial officer on the 20<sup>th</sup> May 2024.

## **Mansfield Crematorium**

### **ANNUAL GOVERNANCE STATEMENT**

**2023/2024**

It is a requirement that a separate Governance Statement is produced for any joint committees for approval by their relevant management body. Mansfield Crematorium has adopted Mansfield District Council's governance arrangements as detailed below.

#### **1. Scope of Responsibility**

- 1.1 Mansfield District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Mansfield District Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, Mansfield District Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.
- 1.3 Mansfield District Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government 2016 Edition*. A copy of the code is on the Council's website or can be obtained from the Civic Centre, Chesterfield Road South, Mansfield, NG19 7BH. This statement explains how Mansfield District Council has complied with the code and also meets the requirements of Accounts and Audit (England) Regulations 2015, regulation 6(1) which requires all relevant bodies to prepare an annual governance statement.

#### **2. The Purpose of the Governance Framework**

- 2.1 The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads its communities. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Mansfield District Council's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised and to manage them efficiently, effectively and economically.
- 2.3 The governance framework has been in place at Mansfield District Council for the year ended 31 March 2024 and up to the date of approval of the statement of accounts.

**3. Statement of Overall Opinion**

- 3.1 It is our opinion, based upon the content of the AGS that the Mansfield Crematorium's governance framework is robust and that the governance arrangements have proved to be highly effective during 2023/2024, with no significant governance issues being identified.

Chairman of Joint Committee .....

Date .....

Treasurer .....

Date .....

## 4. The Governance Framework

### Vision and Priorities

- 4.1 The Council's vision and priorities are contained in its "Making Mansfield: Towards 2030" strategy for transforming the Mansfield district. The strategy sets out its vision and ambitions for the future. It builds on the strong foundations of past successes and reflects Mansfield's resilience and innate desire to improve and move forward.

The vision for the district is to:

"Grow an ambitious, vibrant and confident place"

The vision for Mansfield is ambitious. It is designed to underpin everything the council does over the next decade. To ensure delivery of the vision the council will focus on the following four cross cutting themes and their priorities:

**Place:** "Our ambition for place is to create a place to be proud of, a place of choice"

Priorities:

- Create and communicate a positive image of the Mansfield district.
- Preserve, enhance and promote our natural environment and physical assets across the district.
- Improve the town centre experience for residents, visitors and businesses.
- Create a positive cultural and leisure experience for residents and visitors in the area.
- Create a clean, green infrastructure that supports and enhances the quality of life for residents.

**Wellbeing:** "Our ambition for wellbeing is to create a flourishing place where people are healthy and happy"

Priorities:

- Create an environment where people lead safe, healthy lifestyles and have the opportunities to be physically active.
- Support and encourage people to make healthy choices.
- Support a good quality of life for those that live and work here.
- Understand and respond to the needs of communities and be advocates for support and intervention.

**Growth:** “Our ambition for growth is to create a thriving place for investment and opportunity”

Priorities:

- Develop the district’s infrastructure to embrace technology and technological advances.
- Create employment opportunities that are aligned to meet future requirements.
- Develop a better and wider mix of housing across the district to meet the needs and aspirations of existing and new residents.
- Develop and sustain local businesses and encourage national and regional businesses to invest in the area.

**Aspiration:** “Our ambition for aspiration is to create a place where people can achieve and succeed”

Priorities:

- Encourage people of all abilities to achieve their true potential.
- Build confidence within communities so that they have more control and influence in what happens in their area.
- Create opportunities for learning, development and achievement for all.
- Ensure local people have clear aspirational pathways into local employment.

- 4.2 The Council’s Corporate Values of Excellence, Integrity, Teamwork, Empower and Involve, and Passion and Pride summarise its way of thinking to deliver positive outcomes for its customers.

Underpinning the Corporate Values is its commitment to equality as it aims to treat everyone fairly and strives to achieve equality for its diverse communities.

- 4.3 The Council’s Medium Term Financial Plan (MTFP) for 2023/2024 to 2025/2026 supports the “Making Mansfield: Towards 2030” strategy and identifies its financial implications. It shows the approach the council will take in order to deliver its services and priorities within its financial constraints and in doing so how it will look to provide value for money

Quality of Services

- 4.4 The Council has an ongoing commitment to community engagement and empowerment and has a Community Involvement Strategy and toolkit to accompany the Customer Insight and Journey Mapping toolkits.

- 4.5 The Council has a performance management software package which brings together all the Council's performance data in one place and enables effective monitoring of key performance indicators.
- 4.6 The Council in accordance with its Procurement Strategy, Contract Procedure Rules and partnership arrangements with Nottinghamshire County Council's Procurement Service during 2023/2024 aims to deliver effective procurement practices across the whole organisation.
- 4.7 The Council has in place a corporate complaints system which ensures effective monitoring and action is taken where appropriate.

#### Constitutional Matters

- 4.8 The Mansfield Crematorium's Joint Committee has adopted a constitution, which details how the Crematorium operates and its decision making policies and procedures.
- 4.9 It has been agreed with HMRC that Mansfield Crematorium's Joint Committee will be classed as an arms-length body for VAT purposes.

#### Codes of Conduct

- 4.10 The Council has adopted codes of conduct for both members and employees and also has a protocol for member/employee/partner relations. The codes include reference to the need to declare any interest which may conflict with the individual's role at the Council, with registers maintained for any such interest to be recorded and monitored.
- 4.11 Compliance with the member and employee codes of conduct is currently monitored by the Council's Governance and Standards and Personnel Committees respectively.
- 4.12 The Council has in place a whistle-blowing code which ensures that any referrals under the code are fully investigated, with findings reported to the Statutory Officers, senior managers and the Governance and Standards Committee as appropriate.

#### Policies, Procedures, Laws and Regulations

- 4.13 The Head of Law and Governance is designated as the Council's Monitoring Officer. It is the function of the Monitoring Officer to ensure compliance with established policies, procedures, laws and regulations.
- 4.14 The financial management of the authority is conducted in accordance with the relevant provisions of the Constitution and the Council's Financial Regulations. The Council has designated the Head of Finance as the Chief Finance Officer in accordance with Section 151 of the Local Government Act 1972.

- 4.15 The Council's Local Code of Corporate Governance fully conforms with the governance requirements of the CIPFA Statement on the *Role of the Chief Financial Officer in Local Government*.
- 4.16 The Council maintains an Internal Audit Service, which operates in accordance with the Accounts and Audit Regulations 2015, the Public Sector Internal Audit Standards (PSIAS) and CIPFA's Local Government Application Note (2019).
- 4.17 The Council has robust policies and procedures relating to the use of resources and the corporate governance framework, including revised Corporate Risk Management Strategy, Financial Regulations and Contract Procedure Rules, Scheme of Delegation and Anti-Fraud and Corruption Strategy.

#### Risk Management

- 4.18 The Council recognises that it has a responsibility to identify, evaluate and manage risks whilst still creating a fertile climate for innovation. It therefore supports a structured approach through the implementation of its risk management strategy with an annual report on its effectiveness.
- 4.19 The Council's Corporate Leadership Team – Performance Clinic oversees the effective delivery of the Corporate Risk Management Strategy across the authority. In addition the Council's Governance and Standards Committee is responsible for monitoring the effective development and operation of risk management.
- 4.20 The significant operational risks identified for the Crematorium are mitigated by its Business Continuity Plan which is approved by the Mansfield Crematorium's Joint Committee.

#### Governance and Standards Committee

- 4.21 The Council has a Governance and Standards Committee which is fully compliant with the guidance provided in CIPFA's *Audit Committees – Practical Guidance for Local Authorities 2018 edition*.

#### Development and Training Needs

- 4.22 There is an induction programme in place for newly appointed officers and members, with their ongoing training needs being determined by means of one to one discussions with members and annual interviews of employees in accordance with the Council's personal development scheme.
- 4.23 There are opportunities for members and officers to update their knowledge on a regular basis by using the Council's training and development programme, which includes training on corporate governance.

- 4.24 The Council also has a peer coaching and mentoring programme for members and has a management development programme for officers based upon the Council's competency framework.
- 4.25 The Council has a comprehensive member development programme in place.

## 5. Review of Effectiveness

- 5.1 Mansfield District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the authority who have responsibility for the development and maintenance of the governance environment, the Corporate Assurance Manager's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.
- 5.2 The process that has been applied in reviewing the effectiveness of the Council's governance framework includes:
- The Council has carried out a self-assessment of its compliance with the CIPFA Statement on the *Role of the Head of Internal Audit in Public Service Organisations (2019 edition)* and is fully compliant
  - The Corporate Assurance Manager's review of the Council's level of compliance with its adopted Local Code of Corporate Governance, which is to be reported to the Governance and Standards Committee in June 2024, identified no significant governance issues relating to Mansfield Crematorium
  - The Corporate Assurance Manager's review of the Council's ethical governance arrangements, which is to be reported to the Governance and Standards Committee in June 2024, identified no significant governance issues relating to Mansfield Crematorium
  - The Governance and Standards Committee monitors members' compliance with the Code of Conduct and considers any action required from this monitoring. No significant issues have been identified
  - The Council's counter fraud and corruption arrangements have been reviewed during 2023/2024 and a Counter Fraud Plan was approved to ensure full compliance with the Fighting Fraud and Corruption Locally (FFCL) - a Strategy for the 2020s and CIPFA's Code of Practice on "managing the risk of fraud and corruption".



- A review of the Council's Strategic Risks Register is currently being undertaken with the revised Register being reported to the Governance and Standards Committee in June 2024.
- The Council has a number of Overview and Scrutiny Committees which provide an overview and scrutiny role. They can "call in" a decision which has been made by the Executive or an officer (where the decision is a key decision) but not yet implemented, to enable them to consider whether they consider the decision is appropriate. They also enquire into issues which are of local concern
- The Governance and Standards Committee received a variety of reports during 2023/2024 both from internal assurance providers and from external audit in accordance with its terms of reference as detailed in the Council's constitution.
- The audit of the Crematorium's accounts carried out by TIAA Ltd gave an unqualified opinion
- No areas for improvement were identified from Internal Audit's systems review of the Crematorium
- The Corporate Assurance Manager's Annual Report for 2023/2024 concluded that the Council's risk management, control and governance processes were effective and therefore an unqualified opinion was given.

## Glossary of Financial and Accounting Terms

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**PLEASE NOTE:** *This glossary provides an explanation of terms, not precise definitions. It should not be used as a substitute for the more detailed and specific definitions given in statute, codes of practice and technical guidance. It should be used in conjunction with explanations provided within and supporting the accounting statements.*

**ACCOUNTING PERIOD** – the period of time covered by the accounts, which is normally 12 months commencing on 1 April and finishing on 31 March the following year. The end of the accounting period is the Balance Sheet date.

**ACCRUAL** – an amount included in the accounts to cover income or expenditure relating to an accounting period but for which payment has not been received or made. This means that income and expenditure is recognised in the accounts when they are earned or incurred, not when money is exchanged.

**BALANCE SHEET** – a statement of the recorded assets, liabilities and other balances as they stand in monetary terms, at the end of an accounting period.

**BUDGET** – a statement defining the Joint Committee's financial plans over a specified period of time (usually an accounting period 1 April to 31 March).

**CAPITAL ADJUSTMENT ACCOUNT** - this absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions.

**CAPITAL FUND** – this fund receives contributions from the Comprehensive Income and Expenditure to accumulate funds for capital expenditure.

**CAPITAL EXPENDITURE** – this includes expenditure on the acquisition of, or major enhancement of fixed assets such as land, property and other structures.

**CREDITORS** – an amount owed by the Joint Committee for work done, goods received or services rendered relating to the accounting period, but for which payment has not yet been made.

**CURRENT ASSETS** – an asset held at the balance sheet date, which will be used within the following accounting period; for example, stock, cash and debtors.

**CURRENT LIABILITY** – an amount owing at the balance sheet date, which will be paid in the next accounting period; for example, creditors, cash and loan repayments.

**DEBTORS** – an amount owing to the Joint Committee relating to the accounting period, but for which money has not yet been received.

**DEPRECIATION** – the measure of the reduction in value of a non-current asset due to age, consumption or other reduction in useful life during the accounting period.

**GENERAL RESERVE** – amounts put aside, but not allocated to meet, any future spending commitments.

**IMPAIRMENT** – this reflects a REDUCTION in the market value of a non-current asset due to significant changes in the market (i.e. introduction of new technology), obsolescence, or damage, etc.

**NET BOOK VALUE** – the amount at which non-current assets are included (valued) in the balance sheet, i.e. their historic value or current valuation less depreciation.

**NET REALISABLE VALUE** – the open market value of an asset in its existing use.

**PENSION RESERVE** - this absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions.

**PROVISIONS** – pre-determined amounts put aside in the accounts for liabilities or losses which are certain or very likely to occur, but the amounts involved or the date when they need to be settled are uncertain.

**REVENUE EXPENDITURE** – running costs of services, which include employees, premises, transport, interest, supplies and services.

## Independent auditor's report.



### AUDIT OF MANSFIELD CREMATORIUM STATEMENT OF ACCOUNTS 2023/2024

#### Remit

An audit of the Mansfield and District Crematorium Joint Committee accounts 2023/24 has recently been undertaken by TIAA.

#### Opinion

In our opinion, the statement of accounts presents fairly the Crematorium's Comprehensive Income and Expenditure Statement (CIES) for the year ended 31st March 2024 and the Balance sheet as at that date. The statements are fully supported with the underlying financial records and we did not identify any material errors requiring adjustments to be made to the accounts.

Auditors: TIAA

Signed: 

Date: 9th May 2024

#### Disclaimer:

The matters raised in this report are only those that came to the attention of the auditor during the course of the review, and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.



**BARNETT  
WADDINGHAM**  
beyond the expected

## Nottinghamshire Pension Fund

(132) Mansfield and District Joint  
Crematorium

IAS19 Report as at 31 March 2024

Agenda Page 69

10 April 2024



## Introduction

We have been instructed by Nottinghamshire County Council, the administering authority to the Nottinghamshire Pension Fund (the Fund), to undertake pension expense calculations in respect of pension benefits provided by the Local Government Pension Scheme (the LGPS). These benefits are provided to employees of Mansfield and District Joint Crematorium (the Employer) as at 31 March 2024. We have taken account of current LGPS Regulations, as amended, as at the date of this report.

This report is addressed to the Employer and its advisers; in particular, this report is likely to be of relevance to the Employer's auditor.

The LGPS is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2013 and currently provides benefits based on career average revalued earnings. Full details of the benefits being valued are as set out in the Regulations and summarised on the LGPS website ([www.lgpsregs.org/](http://www.lgpsregs.org/)) and the Fund's membership booklet ([www.lgpsmember.org/](http://www.lgpsmember.org/)).

This report is prepared in accordance with our understanding of IAS19 and complies with Technical Actuarial Standard 100: General Actuarial Standards (TAS 100) as issued by the Financial Reporting Council (FRC). This report should be read in conjunction with the post accounting date briefing note for disclosures as at 31 March 2024.

The figures contained in this report are in respect of the Employer's pension obligations under the LGPS as at 31 March 2024.

Please note that we have not allowed for an asset ceiling to be incorporated into the balance sheet at the specific request of the Employer. We would be happy to speak to the Employer or their auditor if more information is required.

IAS19 also requires the disclosure of any other employer provided pension benefits which are not paid from the Fund itself. We have only valued such additional liabilities, which would not be covered in the formal LGPS valuation, to the extent that they have been notified to us and are as disclosed in the data section of this report.

We would be pleased to answer any questions arising from this report.



**Matthew Paton FFA**  
**Associate and Senior Consulting Actuary**

## Data used

We have used the following items of data which we received from the administering authority and the Employer via the use of MS Forms:

Results of the latest funding valuation as at	31 March 2022
Results of the previous IAS19 report as at	31 March 2023
Actual Fund returns to	n/a
Fund asset statement as at	31 December 2023
Fund income and expenditure items to	31 December 2023
Employer income and expenditure items to	31 March 2024
Details of any new unreduced early retirement payments to	31 March 2024
Details of any settlements to/from the Employer for the period to	31 March 2024

The data has been checked for reasonableness, including consistency with previous valuation data where relevant, and the data is within tolerances for the purposes of this report.

Although some estimation of the data to the accounting date may be required, we do not believe it is likely to be significant to the results in this report.

We have not been notified of any significant changes or events since we received the data.

## Employer membership statistics

The table below summarises the membership data at 31 March 2022 from the latest funding valuation for members receiving funded benefits, and as at 31 March 2022 for any members receiving unfunded benefits.

Member data summary	Number	Salaries/Pensions £000s	Average age (salary/pension weighted)
Actives	14	311	43
Deferred pensioners	15	16	43
Pensioners	12	60	54
Unfunded pensioners	2	0	75

### Employer payroll

The total pensionable payroll and projected payroll for the Employer is set out below and is based on information provided to us by the administering authority. This has been used to calculate the service cost and projected service cost respectively.

Estimated payroll for the year to 31 March 2024	£317,000
Projected payroll for the year to 31 March 2025	£317,000

### Scheduled contributions

The table below summarises the minimum employer contributions due from the Employer to the Fund over this inter-valuation period. The Employer may pay further amounts at any time. Future contributions may be adjusted on a basis approved by us.

	Primary rate	Secondary rate for period beginning:			Minimum employer contributions due for the period beginning:		
		1 Apr 2023	1 Apr 2024	1 Apr 2025	1 Apr 2023	1 Apr 2024	1 Apr 2025
Total percent of payroll	21.3%	0.0%	0.0%	0.0%	21.3%	21.3%	21.3%
plus monetary amount (£000s)		9	9	10	9	9	10

The table of scheduled contributions above relates to the entity and all associated employers. The primary rate shown is the appropriate weighted average.

### Funding approach

The Employer currently participates in the Small Scheduled Bodies pool with other employers in order to share experience of risks they are exposed to in the Fund. At the 2022 valuation, the deficit for the whole pool was calculated and allocated to each employer in proportion to their value of liabilities. The next reallocation will be carried out at the 2025 valuation, should the Employer remain in the pool. Each employer within the pool pays a contribution rate based on the cost of benefits of the combined membership of the pool.



## Assets

The return on the Fund (on a bid value to bid value basis) for the year to 31 March 2024 is calculated to be 11.11% based on the Fund asset statements and Fund cashflows as set out in the Data section preceding this section. The net asset statement has been provided to a date earlier than the accounting date and the return for the period to the reporting date has been estimated to be 5.95% based on market statistics.

The Employer's share of the assets of the Fund is approximately 0.02%.

The estimated asset allocation for the Employer at 31 March 2024 and 31 March 2023 is as follows (noting that due to rounding they may not total 100%):

Asset breakdown	31 Mar 2024		31 Mar 2023	
	£000s	%	£000s	%
Public Equities	967	59%	914	58%
Gilts	41	3%	33	2%
Other bonds	87	5%	99	6%
Property	180	11%	194	12%
Cash/temporary investments	102	6%	78	5%
Inflation Plus	78	5%	82	5%
Infrastructure	123	8%	122	8%
Private Equities	53	3%	62	4%
<b>Total</b>	<b>1,631</b>	<b>100%</b>	<b>1,584</b>	<b>100%</b>

The table below sets out the percentages of the Fund's assets held in each asset class at 31 December 2023 (split by those that have a quoted market price in an active market, and those that do not).

Asset breakdown		31 December 2023	
		% Quoted	% Unquoted
Fixed Interest Government Securities	UK	2%	-
	Overseas	-	-
Index Linked Government Securities	UK	1%	-
	Overseas	-	-
Corporate Bonds	UK	1%	-
	Overseas	5%	-
Equities	UK	17%	0%
	Overseas	42%	-
Property		-	11%
Private Equity		-	3%
Infrastructure		-	8%
Unit Trust Infl Linked		-	5%
Credit		-	3%
Cash/Temporary Investments		-	3%
Net Current Assets	Debtors	-	-
	Creditors	-	-
<b>Total</b>		<b>67%</b>	<b>33%</b>

We do not have any further detail on the current asset allocation of the Fund; we suggest that if further information is required the administering authority is contacted in the first instance.

## Actuarial methods and assumptions

Details of the actuarial methods and derivation of the assumptions used can be found in the 31 March 2024 briefing note issued alongside this report unless noted otherwise below. The key assumptions used are set out below.

Financial assumptions	31 Mar 2024	31 Mar 2023	31 Mar 2022
	p.a.	p.a.	p.a.
Discount rate	4.95%	4.80%	2.60%
Pension increases (CPI)	2.85%	2.90%	3.20%
RPI inflation	3.15%	3.20%	3.50%
Salary increases	3.85%	3.90%	4.20%

Projected unit method is used in our calculations.

We have allowed for actual pension increases up to and including the 2024 Pension Increase Order. This is reflected in the Experience loss/(gain) on defined benefit obligation figure in the results. We have also allowed for actual CPI inflation experienced from September 2023 to February 2024.

We have adopted a set of demographic assumptions that are consistent with those used for the most recent Fund valuation, which was carried out as at 31 March 2022, except for an update of the CMI projection model. Details of the post retirement mortality assumption are set out below; further details of the demographic assumptions adopted can be found in the briefing note corresponding to this report, and the Fund's actuarial valuation report.

Post retirement mortality	31 Mar 2024	31 Mar 2023
Base table	S3PA	S3PA
Multiplier (M/F)	115% / 110%	115% / 110%
Future improvements model	CMI_2022	CMI_2021
Long-term rate of improvement	1.25% p.a.	1.25% p.a.
Smoothing parameter	7.0	7.0
Initial addition parameter	0.0% p.a.	0.0% p.a.
2020 weight parameter	0%	5%
2021 weight parameter	0%	5%
2022 weight parameter	25%	n/a

The assumed life expectancies, based on the assumptions set out above, are set out in the table below:

Life expectancy from age 65 (years)		31 Mar 2024	31 Mar 2023
Retiring today	Males	20.4	20.7
	Females	23.3	23.5
Retiring in 20 years	Males	21.7	22.0
	Females	24.7	25.0

#### Employer duration

The estimated Macaulay duration of the Employer as at the accounting date, using the assumptions set out above is 18 years.

### Past service costs

Past service costs arise if member benefits are introduced, withdrawn or changed. For example, an award of additional discretionary benefits such as added years by a member would be considered a past service cost. We are not aware of any additional benefits which were granted over the year ending 31 March 2024.

### Curtailments

Over the year, we understand that one former employee became entitled to unreduced early retirement benefits. The capitalised cost of the additional benefits on IAS19 compliant assumptions is calculated at £43,000. This figure has been included within the service cost in the statement of profit and loss.

### Settlements

We are not aware of any liabilities being settled at a cost materially different to the accounting reserve during the year, which has been confirmed by the Fund.

## Results

Balance sheet	As at 31 Mar 2024	As at 31 Mar 2023	As at 31 Mar 2022
	£000s	£000s	£000s
Net pension asset in the statement of financial position			
Present value of the defined benefit obligation	1,732	1,846	3,068
Fair value of Fund assets (bid value)	1,631	1,584	1,530
<b>Deficit / (Surplus)</b>	<b>101</b>	<b>262</b>	<b>1,538</b>
Present value of unfunded obligation	6	6	8
Unrecognised past service cost	-	-	-
Impact of asset ceiling	-	-	-
<b>Net defined benefit liability / (asset)</b>	<b>107</b>	<b>268</b>	<b>1,546</b>

The amounts recognised in the profit and loss statement	Year to 31 Mar 2024	Year to 31 Mar 2023
	£000s	£000s
Service cost	97	167
Net interest on the defined liability / (asset)	11	39
Administration expenses	1	-
<b>Total loss / (profit)</b>	<b>109</b>	<b>206</b>

For the purposes of our calculations, we distribute fund administration expenses amongst the employers in the Fund in proportion to their individual asset shares.

Remeasurement of the net assets / (defined liability) in other comprehensive income	Year to 31 Mar 2024	Year to 31 Mar 2023
	£000s	£000s
Return on Fund assets in excess of interest	97	(70)
Other actuarial gains / (losses) on assets	-	60
Change in financial assumptions	62	1,339
Change in demographic assumptions	17	235
Experience gain / (loss) on defined benefit obligation	(11)	(149)
Changes in effect of asset ceiling	-	-
<b>Remeasurement of the net assets / (defined liability)</b>	<b>165</b>	<b>1,415</b>

Investment expenses are included in return on Fund assets in excess of interest.

Reconciliation of opening & closing balances of the present value of the defined benefit obligation	Year to 31 Mar 2024 £000s	Year to 31 Mar 2023 £000s
<b>Opening defined benefit obligation</b>	<b>1,852</b>	<b>3,076</b>
Current service cost	54	167
Interest cost	84	79
Change in financial assumptions	(62)	(1,339)
Change in demographic assumptions	(17)	(235)
Experience loss/(gain) on defined benefit obligation	11	149
Liabilities assumed / (extinguished) on settlements	-	-
Estimated benefits paid net of transfers in	(246)	(66)
Past service costs, including curtailments	43	-
Contributions by Scheme participants and other employers	19	21
Unfunded pension payments	-	-
<b>Closing defined benefit obligation</b>	<b>1,738</b>	<b>1,852</b>

The experience loss/(gain) on the defined benefit obligation includes £12,000 in respect of the allowance for actual pensions increases and CPI inflation over the accounting period.

Reconciliation of opening & closing balances of the fair value of Fund assets	Year to 31 Mar 2024 £000s	Year to 31 Mar 2023 £000s
<b>Opening fair value of Fund assets</b>	<b>1,584</b>	<b>1,530</b>
Interest on assets	73	40
Return on assets less interest	97	(70)
Other actuarial gains/(losses)	-	60
Administration expenses	(1)	-
Contributions by employer	105	69
Contributions by Scheme participants and other employers	19	21
Estimated benefits paid net of transfers in	(246)	(66)
Settlement prices received / (paid)	-	-
<b>Closing Fair value of Fund assets</b>	<b>1,631</b>	<b>1,584</b>

Investment expenses are included in actual return on assets in excess of interest.

Sensitivity analysis	£000s	£000s	£000s	£000s	£000s
<b>Adjustment to discount rate</b>	<b>+0.5%</b>	<b>+0.1%</b>	<b>0.0%</b>	<b>-0.1%</b>	<b>-0.5%</b>
Present value of total obligation	1,595	1,708	1,738	1,769	1,902
Projected service cost	40	47	49	51	60
<b>Adjustment to long term salary increase</b>	<b>+0.5%</b>	<b>+0.1%</b>	<b>0.0%</b>	<b>-0.1%</b>	<b>-0.5%</b>
Present value of total obligation	1,738	1,738	1,738	1,738	1,738
Projected service cost	49	49	49	49	49
<b>Adjustment to pension increases and deferred revaluation</b>	<b>+0.5%</b>	<b>+0.1%</b>	<b>0.0%</b>	<b>-0.1%</b>	<b>-0.5%</b>
Present value of total obligation	1,905	1,769	1,738	1,707	1,592
Projected service cost	61	51	49	47	39
<b>Adjustment to life expectancy assumptions</b>		<b>+1 Year</b>	<b>None</b>		<b>- 1 Year</b>
Present value of total obligation		1,785	1,738		1,692
Projected service cost		51	49		47

#### Projected pension expense

Year to  
31 Mar 2025  
£000s

Service cost	49
Net interest on the defined liability / (asset)	3
Administration expenses	1
<b>Total loss / (profit)</b>	<b>53</b>
<b>Employer contributions</b>	<b>77</b>

These projections are based on the assumptions as at 31 March 2024. The figures exclude the capitalised cost of any early retirements or augmentations which may occur after 31 March 2024.



## Appendix - Auditor Data Pack

Mansfield and District Joint Crematorium's auditor will generally need to receive sufficient appropriate audit evidence to carry out the audit. This is particularly the case with actuarially calculated values, which are considered to be accounting estimates under ISA(UK)540. The auditor will wish to evaluate the appropriateness of the Barnett Waddingham actuary's report as audit evidence (IAS(UK)500), and may engage the services of an Auditor's Expert to do so (ISA(UK)620). The Auditor's Expert will have specific knowledge of defined benefit pensions and will often wish to carry out substantive analytical procedures as referred to in ISA(UK)330 and ISA(UK)520.

The purpose of this Appendix is to provide, at the outset, many of the additional data items often requested. This should streamline the overall audit process by providing the required additional data in a single report, reducing the number of additional data queries flowing via the fund. The following data supplements the information in the main accounting report and should be read in conjunction with it. We do not expect this report to be audited - it is provided to aid in the audit of main report.

This additional data is ultimately based on the results of the funding valuation as at 31 March 2022 on which the accounting results are based. Some of the statistics are derived using approximate methods, but we expect that they will be suitable for the intended purpose, which is to carry out approximate rollforward and rebase calculations to verify the results quoted in the main report.

### Past and future service liability duration information

Duration, including definition (years)	As at 31 Mar 2024	As at 31 Mar 2023	Change over the period
Overall Macauley duration <sup>(1)</sup>	18.4	18.8	(0.3)
Overall modified duration <sup>(2)</sup>	18.1	18.5	(0.4)
Active (Final Salary) modified duration	20.6	20.8	(0.2)
Active (CARE) modified duration	28.5	28.9	(0.4)
Active (PUM) modified duration	30.2	30.6	(0.4)
Deferred modified duration	14.1	14.3	(0.3)
Pensioner modified duration	31.0	31.4	(0.4)
Unfunded modified duration	8.0	8.1	(0.1)
CPI-linked modified duration	17.9	18.3	(0.4)
FS-linked modified duration	20.6	20.8	(0.2)

<sup>(1)</sup> The Macauley duration is the weighted average term to maturity of the benefit cashflows

<sup>(2)</sup> The Modified duration is the sensitivity of the present value of the benefit cashflows to a change in discount rate

All duration calculations use the accounting assumptions at the respective date - the change over the period is due to the change in assumptions

### Liability split information

Approximate proportion of total past service liability in each main category	As at 31 Mar 2024	As at 31 Mar 2023
Active (Final Salary) liability	5%	5%
Active (CARE) liability	13%	14%
Deferred liability	11%	11%
Pensioner liability	70%	70%
Unfunded liability	0%	0%
CPI-linked liability	95%	95%
FS-linked liability	5%	5%

Please note that these splits of liability are based on actual cashflow projections as at the last funding date. We have not made any allowance for member movements or liabilities being extinguished in these estimated splits. We have allowed for the change in financial assumptions which applied at the relevant dates shown in the table above.

Approximate proportion of total liability split by gender	Proportion of liability female
Active (Final Salary) members	0%
Active (CARE) members	23%
Deferred members	50%
Pensioner members	48%
Overall membership	42%

Splits quoted are as at the last funding valuation. Liability weighted statistics use accounting assumptions at the last funding date.

Average age information	Weighted by salary	Weighted by pension	Weighted by liability
Active members	42.7	46.8	46.3
Active (Final Salary) members		53.8	53.7
Active (CARE) members		45.2	44.2
Deferred members		43.1	42.7
Pensioner members		53.7	54.7

Tranche average retirement age	Weighted by pension	Weighted by liability
Active members	65.8	65.7
Active (Final Salary) members	64.7	64.7
Active (CARE) members	67.0	67.1
Deferred members	66.5	66.3

Ages quoted are as at the last funding valuation. Liability weighted statistics use accounting assumptions at the last funding date.

### Allowance for actual inflation

Detailed information on CPI statistics for known inflation allowance	Statistic date	Statistic value	Annualised rate
Latest known CPI (start)	February, 2023	127.9	
Latest known CPI (end)	February, 2024	132.3	3.44%
Inflation assumption at start of period			2.90%
Allowance for actual inflation vs assumed			0.54%

The experience gain (loss) from actual inflation is shown as an annual effective rate which can be interpolated if required.

### Asset information

Value of assets (£000s) and asset share	As at	As at
	31 Mar 2024	31 Mar 2023
Total fund assets	7,158,279	6,444,406
Employer assets	1,631	1,584
Employer asset share	0.023%	0.025%



**Appendix C**

<b>REVENUE CREMATORIUM</b>		<b>1 April 2023 to 31 March 2024</b>	
<b>Description</b>	<b>Revised Budget</b>	<b>Actuals</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Salaries Basic Pay	342,997	294,261	-48,736
Salaries Overtime	15,000	19,903	4,903
Salaries National Insurance	30,238	28,871	-1,367
Salaries Superannuation	73,058	66,738	-6,320
Salaries Pension Liability	0	9,060	9,060
Salaries Vacancy Savings	-21,583	0	21,583
Superann Additional Allowances	28,340	74,996	46,656
Pension Deficit Lump Sum	8,980	8,232	-748
Redundancy Payments	7,612	8,221	609
Training Expenses Staff	3,472	2,364	-1,108
Apprenticeship Levy	1,913	0	-1,913
Pay in Lieu of Notice	0	5,536	5,536
<b>Employee Related Expenditure</b>	<b>490,027</b>	<b>518,182</b>	<b>28,155</b>
Repair/Maintenance Alarms	0	495	495
Repair/Maintenance Buildings	30,000	32,695	2,695
Grounds Maintenance General	17,500	20,978	3,478
EPA Testing	1,200	1,161	-39
Repair/Maintenance Fixed Plant Cremators	102,000	119,497	17,497
Electricity	98,915	82,738	-16,177
Gas	212,180	94,435	-117,745
Rent of Premises	159	159	0
Business Rates	91,290	41,641	-49,649
Sewage/Water Rates	6,930	4,864	-2,066
Insurance	20,600	17,237	-3,363
Cleaning Materials	4,200	3,941	-259
Legionella	420	475	55
<b>Premises Related Expenditure</b>	<b>585,394</b>	<b>420,316</b>	<b>-165,078</b>
Car Allowances	200	0	-200
<b>Transport Related Expenditure</b>	<b>200</b>	<b>0</b>	<b>-200</b>

**Appendix C**

<b>REVENUE CREMATORIUM</b>		<b>1 April 2023 to 31 March 2024</b>	
<b>Description</b>	<b>Revised Budget</b>	<b>Actuals</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Furniture Acquisitions	2,000	30	-1,970
Light Plant and Tools	2,000	3,428	1,428
Material Purchases	5,500	4,392	-1,108
Rodent Control	500	0	-500
Office Machinery Replacement	500	930	430
Uniforms	2,000	1,730	-270
Printing	1,500	1,857	357
Stationery	2,000	1,480	-520
Advertising	1,500	0	-1,500
Hired and Contracted Services - Use of other Crematoria	2,000	1,934	-66
Waste Collection Skips	1,000	725	-275
Medical Referee Fees	38,850	38,980	130
Payments to Local Authorities	7,250	4,140	-3,110
Software Licences	10,250	11,708	1,458
Postages	0	-2	-2
Systems Software	300	0	-300
Telephones	9,500	14,841	5,341
Webcasting Costs	15,000	28,685	13,685
Conference	1,000	0	-1,000
Subscriptions	1,400	1,485	85
Book of Remembrance Inscriptions	8,000	4,848	-3,152
External Legal Expenses	1,500	0	-1,500
Memorials	27,099	23,255	-3,844
Other Expenses General	500	3,288	2,788

Temporary Memorials	0	220	220
Organist Fees	2,500	476	-2,024
CAMEO Non Abatement Fees	60,000	65,743	5,743
<b>Supplies &amp; Services Expenditure</b>	<b>203,649</b>	<b>214,173</b>	<b>10,524</b>

Appendix C

REVENUE CREMATORIUM		1 April 2023 to 31 March 2024	
Description	Revised Budget	Actuals	Variance
	£	£	£
Design Services	8,000	1,088	-6,912
Trade Waste/Recycling	7,496	7,349	-147
Waste Tfr Station	0	15	15
Central Corporate Overhead	56,489	56,489	0
<b>Support Services</b>	<b>71,985</b>	<b>64,940</b>	<b>-7,045</b>
Bad Debt Provision	0	-5,314	-5,314
<b>Provisions</b>	<b>0</b>	<b>-5,314</b>	<b>-5,314</b>
Depreciation	129,265	164,739	35,474
Impairment Add No Value	0	119,463	119,463
Impairment	0	82,468	82,468
<b>Depreciation and Impairment</b>	<b>129,265</b>	<b>366,670</b>	<b>237,405</b>
<b>Revenue Gross Expenditure</b>	<b>1,480,520</b>	<b>1,578,968</b>	<b>98,448</b>
Book of Remembrance Inscriptions	-19,000	-19,385	-385
Crematorium Memorials	-78,435	-63,209	15,226
Organist	-3,975	-657	3,318
Cremation Fees	-1,939,403	-1,848,495	90,909
Webcasting Fees	-23,625	-34,870	-11,245
Medical Fees	-38,850	-37,962	888
<b>Income Cremation Fees</b>	<b>-2,103,288</b>	<b>-2,004,578</b>	<b>98,710</b>
Charities Collections	0	-1,095	-1,095
Crematorium Containers	-110	-136	-26
Miscellaneous Income	-1,800	-3,240	-1,440
<b>Income</b>	<b>-1,910</b>	<b>-4,471</b>	<b>-2,561</b>
Recharges to Cemeteries	-29,985	-29,711	274
<b>Income Recharges</b>	<b>-29,985</b>	<b>-29,711</b>	<b>274</b>
Interest Income	-2,500	-130,126	-127,626
<b>Surplus/Deficit on Provision of Services</b>	<b>-2,500</b>	<b>-130,126</b>	<b>-127,626</b>
<b>Revenue Gross Income</b>	<b>-2,137,683</b>	<b>-2,168,886</b>	<b>-31,203</b>
<b>Net Cost of Service</b>	<b>-657,163</b>	<b>-589,918</b>	<b>67,245</b>
Interest on Pension Liability	0	11,000	11,000
Depreciation to be Reversed	-129,265	-247,208	-117,943
Impairment	0	-119,463	-119,463
Employers Pension Contribution	0	-4,000	-4,000
Crem Pension Asset Liability	0	-195,030	-195,030
Crem Pension Gains and Losses	0	165,000	165,000
Excess Surplus Transfer from/to General Reserves	-88,958	104,233	193,191
<b>Below Net Cost of Service Sub Total</b>	<b>-218,223</b>	<b>-285,468</b>	<b>-67,245</b>
<b>Net Surplus</b>	<b>-875,386</b>	<b>-875,386</b>	<b>0</b>

Appendix C

CAPITAL CREMATORIUM		1 April 2023 to 31 March 2024	
Description	Revised Budget	Actuals	Variance

	£	£	£
Fire Doors	34,918	21,447	-13,471
Mezzanine	7,829	0	-7,829
Flue System	54,120	54,120	0
New Crematorium Development	4,634,286	43,896	-4,590,390
<b>Grand Total</b>	<b>4,731,153</b>	<b>119,463</b>	<b>-4,611,690</b>

# Agenda Item 9



Report to: **Mansfield and District Joint Crematorium Committee**

Date: 20 May 2024

Director Lead: Newark & Sherwood District Council, Sue Bearman, Clerk to the Committee  
[sue.bearman@newark-sherwooddc.gov.uk](mailto:sue.bearman@newark-sherwooddc.gov.uk)

Lead Officer: Newark & Sherwood District Council, Karen Langford, Democratic Services  
Officer [karen.langford@newark-sherwooddc.gov.uk](mailto:karen.langford@newark-sherwooddc.gov.uk)

Report Summary	
<b>Type of report</b>	Open Report
<b>Report Title</b>	Dates for Meetings after May 2024
<b>Purpose of Report</b>	Dates for 2024 – 2025 for consideration and approval having checked against financial reporting deadlines
<b>Recommendations</b>	That the Mansfield & District Crematorium Joint Committee consider the dates for approval.

23 September 2024 - Ashfield District Council

16 December 2024 - Mansfield District Council

24 February 2025 - Newark & Sherwood District Council

19 May 2025 - Ashfield District Council



# Agenda Item 10

## MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

### COMMITTEE WORK PROGRAMME

Report Title	Brief Summary of the Agenda Item	Key Decision Y/N	Lead Officer	Report Author
<b>September 2024</b>				
Operations Update Report	An update on current operational issues		Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC
Children's Funeral Fund	12 month update		Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC
New Crematorium Update Report	A regular update on the new Crematorium, including the Risk Register		Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC
Financial Management Review Report	The forecasted year end position for the current financial year		Dawn Edwards, Head of Finance, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Work Programme	Review of Work Programme going forward		Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
<b>December 2024</b>				
Operations Update Report	An update on current operational issues		Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC
New Crematorium Update Report (as a more detailed report to include planning)	A regular update on the new Crematorium, including the Risk Register		Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC

Financial Management Review Report	The forecasted year end position for the current financial year as at 31 October 2024		Dawn Edwards, Head of Finance, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Annual Review of Fees and Charges	Proposed Fees and Charges to be introduced from 1 April 2025 to 31 March 2026		Dawn Edwards, Head of Finance, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Revenue and Capital Budget	Details of the Revenue and Capital Budgets for 2025/2026 and the proposals for 2026/2027 and 2027/2028		Dawn Edwards, Head of Finance, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Work Programme	Review of Work Programme going forward		Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
February 2025				
Operations Update Report	An update on staffing restructure and current operational issues		Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC
New Crematorium Update Report	A regular update on the new Crematorium, including the Risk Register		Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC
Financial Management Review Report			Dawn Edwards, Head of Finance, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Dates for Next Meetings	Dates for September 2025, December 2025, February 2026 and May 2026		Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Work Programme	Review of Work Programme going forward		Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer

				NSDC
May 2025				
Appointment of the Chairman  In accordance with the Constitution the offices of Chairman and Vice Chairman shall, in successive years, rotate between the three constituent authorities.	The Chairman for 2025/26 will be a Member from Newark & Sherwood District Council.		Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Appointment of the Vice Chairman	The Vice Chairman for 2025/26 will be a Member from Mansfield District Council.		Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Operations Update Report	An update on current operational issues		Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC
New Crematorium Update Report	A regular update on the new Crematorium, including the Risk Register		Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC
Annual Statement of Accounts 2024/25			Dawn Edwards, Head of Finance, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Work Programme	Review of Work Programme going forward		Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC

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