



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

Date: Monday 16th December 2024

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Report Summary	
Type of report	Open Report
Report Title	Financial Management Review April-September 2024
Purpose of Report	This report shows the forecasted year end position for the 2024/2025 financial year for the Mansfield Crematorium as at 30 September 2024
Recommendations	<ol style="list-style-type: none">1. The financial information provided in table 1 and appendix 1 is for noting only.2. The budget for Repair/Maintenance Cremators is increased by £63,000 from General Fund as detailed in 1.1.2 of this report.

1.0 Background

1.1 Summary forecast financial position as at 30 September 2024 for revenue and capital budgets, see appendix 1.

Table 1 below summarises the income and expenditure incurred to 30 September 2024 and the variances to revised budgets expected at the financial year end. Explanations are provided where there are significant variances between the forecasted out-turn position and the revised budgets.

Table 1- Crematorium Revenue and Capital

CREMATORIUM REVENUE				1 April 2024 to 30 September 2024
Description	Current Budget	Forecast	Variance - Forecast to Revised Budget	Actuals
Employee Costs	476,405	395,961	-80,444	190,868
Premises Related Expenses	603,208	664,233	61,025	285,928
Supplies and Services	196,999	227,449	30,450	66,765
Support Services	80,574	80,574	0	0
Depreciation & Impairment	129,265	129,265	0	0
Capital Charges	120,000	0	-120,000	0
Revenue Gross Expenditure	1,606,451	1,497,482	-108,969	543,561
Revenue Income	-2,290,850	-2,253,200	37,650	-926,806
Income	-2,290,850	-2,253,200	37,650	-926,806
Recharge to Cemeteries	-32,210	-32,210	0	0
Income Recharges	-32,210	-32,210	0	0
Revenue Gross Income	-2,323,060	-2,285,410	37,650	-926,806
Net Cost of Service	-716,609	-787,928	-71,319	-383,245
Depreciation to be Reversed	-129,265	-129,265	0	0
Contribution from/to General Reserve	-29,126	42,193	71,319	0
Below Net Cost of Service	-158,391	-87,072	71,319	0
Net (-) Surplus	-875,000	-875,000	0	-383,245

CREMATORIUM CAPITAL				1 April 2024 to 30 September 2024
Description	Current Budget	Forecast	Variance - Forecast to Revised Budget	Actuals
Crem Capital Unallocated - Hired Contracted Services	24,000	24,000	0	0
Crem Cap New Dev Crematorium SSRS - Design Services	6,985	6,985	0	0
Capital Gross Expenditure	30,985	30,985	0	0

1.1.1 Employee Expenses total forecasted variance -£80,444.

There has been a reduction to employee expenses due to vacant posts resulting in savings on salaries, national insurance and superannuation payments.

1.1.2 Premises Expenses total forecasted variance £61,025.

Premises expenses have increased in forecast, due to scheduled works for 23/24 taking place later than planned.

It is recommended that the budget for Repair/Maintenance Fixed Plant Cremators is increased from £140,000 to £203,000 from the General Fund to finance these works. This will ensure scheduled works for 24/25 can still take place using the full current budget.

1.1.3 Supplies and Services total for forecasted variance £30,450.

Increases to forecasted spend on webcasting due to increased demand for the service. The increase in cost should be offset by additional income.

There is also a forecasted increased spend on CAMEO Non-Abatement Fees based on supplier price increase and anticipated throughput estimates.

These increases have been partially offset by savings on advertising of £1,300 and printing and stationary of £1,000.

1.1.4 Capital Charges total forecasted variance -£120,000

Capital Charges are not expected to begin in 24/25 in relation to the New Development, due to a delay on a decision being taken.

1.1.5 Income total forecasted variance £37,650.

Forecast for cremation fees has decreased by £131,800 due to a reduced throughput estimate. Memorial fee income has also decreased by £12,700 due to less interest.

There has been an increase in webcasting fee income due to higher demand, contributing an additional £17,500 income.

Due to interest rate rises, a significant increase of interest income from £2,500 to £90,000 has been forecasted, contributing an additional £87,500 income.

1.1.6 Below Net Cost of Service forecasted variance £71,319.

Due to the above forecast revisions, we are forecasting that we will be able to contribute £42,193 to General Reserves, leaving a surplus of £875,000 to be distributed.

1.1.7 Capital

At 30 September 2024, there has been no capital spend.

The original capital budget for the new crematorium development is £4,626,286.

Table 2- Aged Debtors

The total outstanding debt at 30 September 2024 was £259,006. The table below breaks down the outstanding value per period.

Summary	£
2021/2022	836
2022/2023	877
May 2023	2,625
September 2023	250
October 2023	1,877
November 2023	925
January 2024	3,913
February 2024	973
March 2024	1,332
April 2024	- 176
May 2024	- 988
June 2024	67
July 2024	5,574
August 2024	50,769
September 2024	200,334
TOTAL	269,186
Less: Unallocated cash	- 8,446
Less: Cemeteries Adjustment	- 1,735
AGED DEBT BALANCE	259,006

Table 3- General Reserves

General Reserves Balance Brought Forward 1 April 2024	£915,371
Less Provision for Temporary Cremators	-£380,000
Less Increase to R/M Cremators Budget	-£63,000
Add forecasted contributions to General Reserves 2024/25	£42,193
General Reserves Forecasted Balance as at 31 March 2025 (Surplus/-Deficit)	£514,564

Table 4- Capital Fund

Capital Fund Balance Brought Forward 1 April 2024	£466,135
Less:	
Planned Preventative Maintenance 2024/25	-£24,000
Design Services fees 2024/25	-£6,985
Fire Door Works 2024/2025	-£15,226
Capital Fund Forecasted Balance as at 31 March 2025 (Surplus/-Deficit)	£419,924

1.1.8 The surplus position at 30 September 2024 is £383,245.

The year-end forecast position to 31 March 2025 is a surplus of £917,193 compared to the current budget of £875,000, which is an increase in surplus of £42,193. However, the surplus allocated will be the budgeted surplus of £875,000 with any additional surplus being transferred to the General Reserve at the financial year end.

Table 6 below shows the forecast surplus payments to each authority based on the forecasted budget surplus and the usage to date by area as at 30 September 2024.

Table 5- Forecast Surplus Split

District	April - September 2024 Number of Cremations	April - September 2024 Usage Percentage	Forecast Budget Surplus £875,000 split
Ashfield	353	45.20%	£395,487
Mansfield	400	51.22%	£448,143
Newark & Sherwood	28	3.59%	£31,370
TOTAL	781	100.00%	£875,000

3. Proposals

To receive and comment upon the Financial Management Review Report April-September 2024 and note its content.

4. 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.

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.

NIL

Appendix 1

REVENUE CREMATORIUM				1 April 2024 to 30 September 2024
Description	Current Budget	Forecast Budget	Variance Forecast Budget to Current Budget	Actuals
	£	£	£	£
Salaries Basic Pay	350,209	285,145	-65,064	136,068
Salaries Overtime	15,000	15,000	0	6,942
Salaries National Insurance	32,003	27,449	-4,554	12,809
Salaries Superannuation	74,595	63,769	-10,826	30,455
Salaries Vacancy Savings	-13,704	-13,704	0	0
Superann Additional Allowances	1,400	1,400	0	-268
Pension Deficit Lump Sum	9,330	9,330	0	4,636
Training Expenses Staff	5,500	5,500	0	226
Apprenticeship Levy	2,072	2,072	0	0
Employee Related Expenditure	476,405	395,961	-80,444	190,868
Repair/Maintenance Alarms	0	0	0	-495
Repair/Maintenance Buildings	30,000	30,000	0	17,990
Electricity	95,206	95,206	0	24,981
Gas	148,526	148,526	0	46,881
Rent of Premises	159	159	0	0
Business Rates	137,535	137,784	249	137,784
Sewage/Water Rates	8,462	7,538	-924	7,437
EPA Testing	1,200	1,200	0	0
Repair/Maintenance Fixed Plant Cremators	140,000	203,000	63,000	25,426
Cleaning Materials	4,200	4,200	0	2,044
Insurance	20,000	18,700	-1,300	18,682
Legionella	420	420	0	0
Grounds Maintenance General	17,500	17,500	0	5,198
Premises Related Expenditure	603,208	664,233	61,025	285,928
Furniture Acquisitions	1,500	1,500	0	550
Light Plant and Tools	1,500	1,500	0	0
Material Purchases	5,500	5,000	-500	1,710
Rodent Control	500	500	0	75
Office Machinery Replacement	500	500	0	0
Uniforms	2,000	2,000	0	348
Printing	1,500	1,000	-500	141
Stationery	2,000	1,500	-500	212
Advertising Other	1,500	200	-1,300	0
Hired & Contracted Services (large coffins)	2,000	2,000	0	838
Waste Collection Skips	1,000	1,000	0	-50
Medical Referee Fees	40,700	40,700	0	17,202
Payments to Local Authorities	7,250	10,000	2,750	5,317
Software Licences	10,250	10,250	0	4,326
Systems Software	300	300	0	0
Telephones	9,500	9,500	0	5,231
Webcasting Costs	15,000	40,000	25,000	12,957
Conference Expenses	1,000	500	-500	0
Subscriptions	1,400	1,400	0	170
Book of Remembrance Inscriptions	8,000	8,000	0	1,362
External Legal Expenses - valuation	1,000	1,000	0	0
Memorials	22,099	22,099	0	17,603
Other Expenses General	500	500	0	-694
Temporary Memorials	0	0	0	-709
Organist Fees	500	500	0	177
CAMEO Non Abatement Fees	60,000	66,000	6,000	0
Supplies & Services Expenditure	196,999	227,449	30,450	66,765

REVENUE CREMATORIUM				1 April 2024 to 30 September 2024
Description	Current Budget	Forecast Budget	Variance Forecast Budget to Current Budget	Actuals
	£	£	£	£
Design Services	6,985	6,985	0	0
Trade Waste/Recycling	7,496	7,496	0	0
Central Corporate Overhead	66,093	66,093	0	0
Support Services	80,574	80,574	0	0
Depreciation	129,265	129,265	0	0
Depreciation and Impairment	129,265	129,265	0	0
MRP and Interest Charges	120,000	0	-120,000	0
Capital Charges	120,000	0	-120,000	0
Revenue Gross Expenditure	1,606,451	1,497,482	-108,969	543,561
Grants Current Year - Childrens Funeral Fund	0	0	0	-14,354
Book of Remembrance Inscriptions	-18,000	-20,000	-2,000	-10,315
Charities Collection	0	0	0	-131
Crematorium Containers	-100	-200	-100	-145
Crematorium Memorials	-72,700	-60,000	12,700	-26,632
Organist	-750	-500	250	-252
Cremation Fees	-2,131,800	-2,000,000	131,800	-835,795
Webcasting Fees	-22,500	-40,000	-17,500	-22,090
Interest Income	-2,500	-90,000	-87,500	0
Medical Fees	-40,700	-40,700	0	-17,094
Misc Income	-1,800	-1,800	0	0
Income	-2,290,850	-2,253,200	37,650	-926,806
Recharges to Cemeteries	-32,210	-32,210	0	0
Income Recharges	-32,210	-32,210	0	0
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Net Cost of Service	-716,609	-787,928	-71,319	-383,245
Depreciation to be Reversed	-129,265	-129,265	0	0
Contribution from/to General Reserve	-29,126	42,193	71,319	0
Below Net Cost of Service Sub Total	-158,391	-87,072	71,319	0
Net Surplus	-875,000	-875,000	0	-383,245

CAPITAL CREMATORIUM				1 April 2024 to 30 September 2024
Description	Current Budget	Forecast Budget	Variance Forecast Budget to Current Budget	Actuals
	£	£	£	£
Crem Capital Unallocated - Hired Contracted Services	24,000	24,000	0	0
Crem Cap New Dev Crematorium SSRS - Design Services	6,985	6,895	0	0
Grand Total	30,985	30,895	0	0