



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

Date: Monday 24th February 2025

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Report Summary	
Type of report	Open Report
Report Title	Financial Management Review April-December 2024
Purpose of Report	This report shows the forecasted year end position for the 2024/2025 financial year for the Mansfield Crematorium as at 31 December 2024
Recommendations	1. The financial information provided in table 1 and appendix 1 is for noting only.

1.0 **Background**

1.1 Summary forecast financial position as at 31 December 2024 for revenue and capital budgets, see appendix 1.

Table 1 below summarises the income and expenditure incurred to 31 December 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 31 December 2024
Description	Current Budget	Forecast	Variance - Forecast to Revised Budget	Actuals
Employee Costs	476,405	424,553	-51,852	299,865
Premises Related Expenses	603,208	572,706	-30,502	300,150
Supplies and Services	196,999	227,249	30,250	111,588
Support Services	80,574	80,574	0	346
Depreciation & Impairment	129,265	129,265	0	0
Capital Charges	120,000	0	-120,000	0
Revenue Gross Expenditure	1,606,451	1,434,347	-172,104	711,949
Revenue Income	-2,290,850	-1,996,832	294,018	-1,440,788
Income	-2,290,850	-1,996,832	294,018	-1,440,788
Recharge to Cemeteries	-32,210	-32,210	0	0
Income Recharges	-32,210	-32,210	0	0
Revenue Gross Income	-2,323,060	-2,029,042	294,018	-1,440,788
Net Cost of Service	-716,609	-594,695	121,914	-728,839
Depreciation to be Reversed	-129,265	-129,265	0	0
Contribution from/to General Reserve	-29,126	0	29,126	0
Below Net Cost of Service	-158,391	-129,265	29,126	0
Net (-) Surplus	-875,000	-723,960	151,040	-728,839

CREMATORIUM CAPITAL				1 April 2024 to 31 December 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 -£51,852.

There has been a reduction to employee expenses due to vacancies in the Clerical Assistant and Gardener/Relief Technician posts, resulting in savings on salaries, national insurance and superannuation payments.

1.1.2 Premises Expenses total forecasted variance -£30,502.

Forecast for premises expenses has decreased for Electricity and Gas costs due to a reduction in price per kWh and price per unit for usage.

1.1.3 Supplies and Services total for forecasted variance £30,250.

Increases to forecasted spend on webcasting from £15,000 to £45,000 due to increased demand for the service.

There is also a forecasted increased spend of £6,000 on CAMEO Non-Abatement Fees based on supplier price increase.

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

There has also been a reduction to Medical Referee Fees due to a lower number of cremations taking place, which is reflected in a drop in income.

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 £294,018.

Forecast for cremation fees has decreased by £387,600 due to a reduced throughput estimate, from 2,200 to 1,800 cremations. Memorial fee income has also decreased by £22,700 due to less interest and less cremations taking place.

There has been an increase in webcasting fee income due to higher demand, contributing an additional £22,500 income.

Due to interest rate rises, a significant increase of interest income from £2,500 to £100,000 has been forecasted, contributing an additional £97,500 income.

1.1.6 Below Net Cost of Service forecasted variance £29,126.

Due to the above forecast revisions, we are forecasting that there will not be a contribution from or to General Fund, leaving a surplus of £723,960 to be distributed.

1.1.7 Capital

At 31 December 2024, there has been no capital spend.

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

There is a forecasted spend of £7,000 from the PPW budget to pay for electrical re-wiring. This work will allow for the distribution panel to be upgraded, reducing the risk of cremator breakdowns due to electrical fault.

Table 2- Aged Debtors

The total outstanding debt at 31 December 2024 was £221,227. The table below breaks down the outstanding value per period.

Summary	£
2021/2022	836
2022/2023	877
May 2023	877
September 2023	250
October 2023	1,877
November 2023	925
January 2024	3,913
February 2024	32
March 2024	1,332
April 2024	- 76
June 2024	3,095
August 2024	11,085
September 2024	19,093
October 2024	30,546
November 2024	63,249
December 2024	90,649
TOTAL	228,559
Less: Unallocated cash	- 7,332
AGED DEBT BALANCE	221,227

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
General Reserves Forecasted Balance as at 31 March 2025 (Surplus/-Deficit)	£472,371

Table 4- Capital Fund

Capital Fund Balance Brought Forward 1 April 2024	£466,135
Less:	
Planned Preventative Maintenance 2024/25	-£6,895
Design Services fees 2024/25	-£6,985
Fire Door Works 2024/2025	-£3,000
Capital Fund Forecasted Balance as at 31 March 2025 (Surplus/-Deficit)	£449,255

1.1.8 The surplus position at 31 December 2024 is £728,839.

The year-end forecast position to 31 March 2025 is a surplus of £723,960 compared to the current budget of £875,000, which is a decrease in surplus of £151,040. In the interest of maintaining reserves for future capital works, there will not be a contribution made from General Reserve to increase the surplus to the budgeted £875,000.

Table 5 below shows the forecast surplus payments to each authority based on the forecasted surplus and the usage to date by area as at 31 December 2024.

Table 5- Forecast Surplus Split

District	April - December 2024 Number of Cremations	April - December 2024 Usage Percentage	Forecast Surplus Split
Ashfield	568	47.02%	£340,405
Mansfield	598	49.50%	£358,384
Newark & Sherwood	42	3.48%	£25,171
TOTAL	1,208	100.00%	£723,960

2. Proposals

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

3. 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 31 December 2024
Description	Current Budget	Forecast Budget	Variance Forecast Budget to Current Budget	Actuals
	£	£	£	£
Salaries Basic Pay	350,209	296,552	-53,657	212,326
Salaries Overtime	15,000	15,000	0	12,064
Salaries National Insurance	32,003	28,500	-3,503	20,704
Salaries Superannuation	74,595	66,199	-8,396	47,789
Salaries Vacancy Savings	-13,704	0	13,704	0
Superann Additional Allowances	1,400	1,400	0	-212
Pension Deficit Lump Sum	9,330	9,330	0	6,968
Training Expenses Staff	5,500	5,500	0	226
Apprenticeship Levy	2,072	2,072	0	0
Employee Related Expenditure	476,405	424,553	-51,852	299,865
Repair/Maintenance Alarms	0	0	0	-495
Repair/Maintenance Buildings	30,000	30,000	0	22,665
Electricity	95,206	80,000	-15,206	24,981
Gas	148,526	130,000	-18,526	46,881
Rent of Premises	159	159	0	0
Business Rates	137,535	137,784	249	137,784
Sewage/Water Rates	8,462	13,000	4,538	9,088
EPA Testing	1,200	1,161	-39	1,161
Repair/Maintenance Fixed Plant Cremators	140,000	140,000	0	25,426
Cleaning Materials	4,200	4,000	-200	2,757
Insurance	20,000	18,682	-1,318	18,682
Legionella	420	420	0	0
Grounds Maintenance General	17,500	17,500	0	11,220
Premises Related Expenditure	603,208	572,706	-30,502	300,150
Furniture Acquisitions	1,500	1,500	0	1,126
Light Plant and Tools	1,500	1,000	-500	477
Material Purchases	5,500	4,000	-1,500	2,578
Rodent Control	500	400	-100	75
Office Machinery Replacement	500	500	0	0
Uniforms	2,000	1,500	-500	980
Printing	1,500	500	-1,000	141
Stationery	2,000	1,000	-1,000	571
Advertising Other	1,500	0	-1,500	0
Hired & Contracted Services (large coffins)	2,000	2,000	0	838
Waste Collection Skips	1,000	700	-300	185
Medical Referee Fees	40,700	37,000	-3,700	26,474
Payments to Local Authorities	7,250	10,000	2,750	5,317
Software Licences	10,250	10,250	0	4,326
Systems Software	300	0	-300	0
Telephones	9,500	12,000	2,500	7,287
Webcasting Costs	15,000	45,000	30,000	42,710
Conference Expenses	1,000	500	-500	0
Subscriptions	1,400	1,400	0	490
Book of Remembrance Inscriptions	8,000	8,000	0	6,659
External Legal Expenses - valuation	1,000	1,000	0	0
Childrens Memorial Garden	0	0	0	1,793
Memorials	22,099	22,099	0	10,681
Other Expenses General	500	500	0	-694
Temporary Memorials	0	0	0	-709
Organist Fees	500	400	-100	283
CAMEO Non Abatement Fees	60,000	66,000	6,000	0
Supplies & Services Expenditure	196,999	227,249	30,250	111,588

REVENUE CREMATORIUM				1 April 2024 to 31 December 2024
Description	Current Budget	Forecast Budget	Variance Forecast Budget to Current Budget	Actuals
	£	£	£	£
Design Services	6,985	6,985	0	346
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	346
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	1,434,347	-172,104	711,949
Grants Current Year - Childrens Funeral Fund	0	0	0	-15,554
Book of Remembrance Inscriptions	-18,000	-18,000	0	-15,058
Charities Collection	0	-132	-132	-453
Crematorium Containers	-100	-200	-100	-199
Crematorium Memorials	-72,700	-50,000	22,700	-39,572
Organist	-750	-500	250	-338
Cremation Fees	-2,131,800	-1,744,200	387,600	-1,232,134
Webcasting Fees	-22,500	-45,000	-22,500	-33,290
Interest Income	-2,500	-100,000	-97,500	-78,964
Medical Fees	-40,700	-37,000	3,700	-25,226
Misc Income	-1,800	-1,800	0	0
Income	-2,290,850	-1,996,832	294,018	-1,440,788
Recharges to Cemeteries	-32,210	-32,210	0	0
Income Recharges	-32,210	-32,210	0	0
Revenue Gross Income	-2,323,060	-2,029,042	294,018	-1,440,788
Net Cost of Service	-716,609	-594,695	121,914	-728,839
Depreciation to be Reversed	-129,265	-129,265	0	0
Contribution from/to General Reserve	-29,126	0	29,126	0
Below Net Cost of Service Sub Total	-158,391	-129,265	29,126	0
Net Surplus	-875,000	-723,960	151,040	-728,839

CAPITAL CREMATORIUM				1 April 2024 to 31 December 2024
Description	Current Budget	Forecast Budget	Variance Forecast Budget to Current Budget	Actuals
	£	£	£	£
Crem Capital Unallocated - Hired Contracted Services	24,000	6,895	-17,105	0
Crem Cap New Dev Crematorium SSRS - Design Services	6,985	6,895	0	0
Grand Total	30,985	13,790	-17,105	0