

**MANSFIELD AND DISTRICT
JOINT CREMATORIUM COMMITTEE**

**ANNUAL REPORT
AND
STATEMENT OF ACCOUNTS
2018/2019**



Mansfield
District Council



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL

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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; it's 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 2019 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 2018/2019 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

2. EXPLANATION OF THE ACCOUNTING STATEMENTS

The Statement of Accounts sets out the Committee's income and expenditure for the 2018/2019 financial year and its financial position at 31 March 2019. It comprises core and supplementary statements, together with disclosure notes.

The Core Financial 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 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 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 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 Committees' governance structures and its key internal controls.

Other Key Sections:

Statement of Responsibilities - This sets out the respective responsibilities of the 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 Committee approved the budget for 2018/2019 on 15 December 2017 and was revised during 2018/2019 to include approved budget carry forwards from 2017/2018 and budget realignments for 2018/2019.

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

Table 1 – Financial Performance 2018/2019

2017/2018		2018/2019		
Actual Outturn £	Income and Expenditure Summary	Revised Budget £	Actual Outturn £	Variance to Budget £
	Income			
-1,729,610	Cremation Fees	-1,828,626	-1,652,329	176,297
-34,301	Other Income	-30,421	-34,697	-4,276
-1,763,911	Gross Income	-1,859,047	-1,687,026	172,021
	Expenditure			
404,968	Employee Costs	380,196	400,321	20,125
182,126	Premises Costs	423,995	318,419	-105,576
164,838	Supplies and Services	176,423	163,519	-12,904
59,273	Support Services	61,435	57,570	-3,865
2,099	Provisions	0	4,710	4,710
343,707	Depreciation and Impairment	106,610	98,972	-7,638
1,157,011	Gross Expenditure	1,148,659	1,043,511	-105,148
-606,900	Net Cost of Service	-710,388	-643,515	66,873
-5,047	Interest Received	-1,860	-8,236	-6,376
-343,707	Reverse Depreciation and Impairment	-106,610	-98,972	7,638
-38,070	Transfer from Usable Reserve	-28,000	-51,535	-23,535
-38,772	Net Pension Interest and Liability	0	-34,041	-34,041
154,189	Transfer to Usable Reserve	46,550	35,991	-10,559
-878,307	Surplus	-800,308	-800,308	0
	Transfer Surplus in Excess of Budget to Usable Reserves	0	0	0
-755,836	Net Surplus for Distribution	-800,308	-800,308	0

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

3.2 Income

The gross income received during 2018/2019 was £1,687,026 compared to a budget of £1,859,047, a reduction of £172,021 (9.25%). This variance was due to:

- The estimated number of cremations for 2018/2019 was 2,450; the actual number of cremations undertaken was 2,235 which is a reduction of 215 (8.77%). There was an overall decrease in cremation and medical fee income of £157,763 compared to budget.
- As a result of the reduction in the number of cremations, income was reduced for memorial purchases £3,738 and book of remembrance inscriptions £2,995. Income for organist fees also reduced by £11,801 which was also due to the reduction in cremations as well as the reducing demand for this service.
- An additional £4,276 was received for clerical works relating to cemetery administration, public health funeral fees and the purchasing of containers.

3.3 Expenditure

The gross expenditure incurred during 2018/2019 was £1,043,511 compared to the revised budget of £1,148,659, resulting in underspends totalling £105,148 (9.15%). The main reason for the differences are summarised below:

Employee costs - £20,125 higher than budgeted:

- Staff expenses are under-spent by (£20,000) mainly due to staff vacancies in year.
- Due to staff vacancies and the provision of cover for annual leave and sickness absence the overtime and associated national insurance and superannuation costs were £8,160 over budget.
- The crematorium's proportion of the apprenticeship levy was £1,091 for 2018/2019.
- Cost savings for other employee costs e.g. occupational health, training and transport were (£3,167) under budget.
- Pension adjustment, this is the variance between the employers' pension contributions and the pension scheme actuary report as at 31 March 2019. The £34,041 costs are adjusted as below net cost of service cost for pension interest and liability and accounted for by a movement in the pension liability and pension reserve in the balance sheet.

Premises costs - £105,576 lower than budgeted:

- Utility costs were lower than estimated resulting in an under spend of (£14,145).
- National domestic rates for the crematorium was (£2,727) lower than budgeted.
- The costs of cremator repairs was (£75,335) lower than the budget, this is mainly due to only urgent repair work being undertaken in year as major capital works are due to commence in early 2019/2020 to replace faulty abatement equipment.
- Repair and maintenance of buildings, environmental testing, insurance premiums and cleaning materials were underspent by (£5,126).
- Grounds maintenance shows an underspend of (£8,243). The grounds maintenance budget includes £4,000 which was carried forward from 2017/2018

from books/publications and realigned to grounds maintenance during 2018/2019 to help finance boundary fence works. However, this carry forward budget was not required and is to be carried forward into 2019/2020 to part finance video streaming, upgrade to closed circuit TV system and crematorium re-branding works. The £4,000 is currently held within general reserves.

Supplies and Services £12,904 lower than budgeted:

- Due to problems with the abatement equipment, the 50% target for abated cremations was not met this financial year. As a result of this target not being met in 2018/2019, tradable mercury abated cremations (tmac's) had to be purchased from the Crematoria Abatement of Mercury Emissions Organisation (CAMEO) scheme to meet the 50% target. 937 tmac's have been purchased costing £51,535. In September 2018 the Committee approved that these costs were to be financed from the general reserve.
- The budget for equipment acquisitions £22,000 and books/publications £2,000 were carried forward from 2017/2018. During the financial year preparation works have taken place to ensure the Wi-Fi signal at the crematorium site and cabling were upgraded to accommodate video streaming. Also works re-branding the crematorium have delayed the replacement of hymn books etc. until 2019/2020. This carry forward budget was not required in 2018/2019 and is to be carried forward into 2019/2020 to part finance video streaming, upgrade to CCTV system and crematorium re-branding works/printing. The (£24,000) unused budget is currently held within general reserves.
- Underspends of (£4,462) for printing, (£2,282) for stationery and (£2,347) for advertising are due to the decision to re-brand the crematorium to modernise the service and to create a new public image in light of increased competition. The new image will be incorporated in 2019/2020.
- A £2,000 budget was approved for external audit works as advised by Smaller Authorities Audit Appointments Ltd (SAAA) as well as the expected fee of £2,000 being accrued at the end of the 2017/2018 financial year. However during 2018/2019 the SAAA advised that the Committee had been incorrectly advised that an external audit was required. There is a (£4,000) saving in 2018/2019 comprising of the allocated budget and creditor accrual from 2017/2018.
- Due to the reduction in the number of cremations there are several expenditure items which are below budget. These are medical fees (£3,644), temporary memorials (£6,310) and organist fees (6,457).
- Other running costs are showing an under spend of (£10,937).

Support Services £3,865 lower than budgeted:

- This is mainly due to less demand for the services of Mansfield District Council's Design Services team.

Provisions £4,710 higher than budgeted:

- This is the increase in the bad debt provision required from 31 March 2018 to 31 March 2019 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.

Depreciation and Impairment £7,638 lower than budgeted:

- The original budgets for depreciation and impairment comprised of £106,610 for depreciation and £0 for impairment, as no capital works were expected in the year. The depreciation was based on the 2017/2018 annual level. Due to the purchasing of land and car park works undertaken in 2017/2018 the assets of the crematorium were revalued as at 1 April 2018 by the District Valuer. This resulted in the depreciation charge increasing to £126,271 and an impairment adjustment of (£27,299). 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 £6,375 higher than budgeted:

- This is mainly due to an increase in interest rates during the year and the capital works to replace the abatement equipment taking place in 2019/2020 rather than 2018/2019.

Reverse Depreciation and Impairment £7,638 lower 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.

Transfer from Useable Reserves £23,535 higher than budgeted:

- The budget of (£28,000) related to the carry-forwards from 2017/2018 as detailed in premises and supplies and services sections above. This budget was not required to finance expenditure incurred in 2018/2019 and is to be held in the general reserve until 2019/2020. However, in September 2018 the Committee approved that the CAMEO fees £51,535, as detailed in supplies and services above, are to be financed from the general reserve.

Pension Interest and Liability £34,041 higher than budgeted:

- As detailed in employee costs above this is the variance between the employers pension contributions and the pension scheme actuary report as at 31 March 2019 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.

Transfer to Useable Reserves £10,559 lower than budgeted:

- The budget of £46,550 related to a one off increase in cremation fees of £19.00 per cremation (fees increased by 8% rather than 5%) in 2018/2019 to generate additional income for the capital fund to ensure there were sufficient funds for the £750,000 capital budget required in 2019/2020 for abatement equipment works. This budget was based on 2,450 cremations which were expected to generate an additional £46,550 in income. The actual number of cremations processed in 2018/2019 dropped by 215 to 2,235, which only generated £42,465 additional cremation fee income. However, after all transactions in the accounts had been processed and the budgeted surplus distributed, there was only £35,991 excess income to expenditure available to transfer to the capital fund, this reduction is mainly due to the reduced number of cremations processed in the year.

3.4 Annual Surplus

The Committee approved in December 2017 to only allocate the budgeted surplus to the three constituent authorities on an annual throughput basis. The budgeted surplus for 2018/2019 is £800,308.

3.5 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
2018/2019	826	859	130	420	2,235	-11.1%
2017/2018	888	1,012	169	445	2,514	-4.2%
2016/2017	823	964	232	604	2,623	5.2%
2015/2016	863	831	207	592	2,493	-11.3%
2014/2015	915	889	211	797	2,812	0.0%

Table 2 above shows that in 2018/2019 there have been;

- a decrease in Ashfield's area of 62 (7%)
- a decrease in Mansfield's area of 153 (15%)
- a decrease in Newark & Sherwood's area of 39 (23%) and
- a decrease in other areas of 25 (6%)

The reason for these changes is not conclusive, but recently opened crematoria on the Newark & Sherwood border at Retford, could potentially be impacting on the number out of area cremations and those on the Newark & Sherwood borders. As can be seen from the yearly figures for each area, there are fluctuations from year to year which shows both increases and decreases.

3.6 Surplus Distribution

The annual surplus to be distributed to the three constituent authorities is calculated based on the number of cremations conducted within each area during the year (2018/2019), as shown in the table below:

Table 3

District	Number of Cremations	%	Surplus
Mansfield	859	47.33%	£378,786
Ashfield	826	45.51%	£364,220
Newark & Sherwood	130	7.16%	£57,302
TOTAL	1,815	100%	£800,308

3.7 Balance Sheet Review

The Balance Sheet shows the value of assets and liabilities recognised by the Committee as at the Balance Sheet date. It indicates how much is owed to the Committee and how much the Committee owes to others, together with summarised information on the assets held and the financing of those assets. The net assets of the Committee (assets less liabilities) are matched by the reserves held. During 2018/2019 the net assets of the Committee have increased by £285,983. The significant points are summarised below and further details are provided in the notes to the accounts.

3.7.1 Long Term Assets - Property, Plant and Equipment

Revaluation

Due to recent land purchases and car park infrastructure works, the Crematorium land, buildings and equipment were re-valued during the course of 2018/2019 (1 April 2018) by the District Valuation Office. The revised valuations and asset lives are shown in table 4 below:

Table 4 – 2018/2019 Revaluation

Component	Depreciated Replacement Cost £	Remaining Life (Years)
Structure	1,038,750	24
Cremator (Special Installations)	1,078,870	13
Land	285,699	
TOTAL	2,403,319	18

The closing net book value of the assets at 31 March 2018 was £1,993,480. The result of this revaluation is an increase in the value of the assets of £409,839. Surpluses/deficits arising from the valuation of non-current assets are credited or debited to the Revaluation Reserve Account.

Depreciation

The comprehensive income and expenditure statement has an annual capital charge (depreciation) of £126,271 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

There was no capital budget or expenditure in 2018/2019. There is a capital budget of £750,000 in the 2019/2020 financial year for works to remove and update the cremator abatement equipment.

3.7.2 Current Assets

Cash and Investments - The 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 has increased by £84,210 during the year to £1,691,339.

Short Term Debtors have decreased by £18,995, this is mainly due to a decrease in the invoices raised in March 2019 compared to March 2018. Further details are included in the notes to the accounts.

3.7.3 Current Liabilities

Short term creditors – The amounts the Committee owes to others at 31 March 2019 has increased by £60,799 to £874,470. This is mainly due to the value of surplus which will be distributed to the three constituent authorities during 2019/2020, being £800,308 compared to £755,836 in the previous year and an increase of £16,327 in outstanding invoices to be paid for 2018/2019.

3.7.4 Long Term Liabilities

Pension Liability -The Committee is a Member of the Nottinghamshire County Council Pension Fund and the assets and liabilities of the fund attributable to the Committee are evaluated on an annual basis by an independent actuary. As assessed by the actuary the Committee's overall position during 2018/2019 shows an increase in the liability from £1,223,000 to £1,225,001. A statutory accounting adjustment for £2,001 is therefore reflected in the accounts and has no impact on the overall surplus. Further information is provided in note 9 to the accounts.

3.7.5 Reserves

Reserves are split between those that are usable and those that are accounting reserves and not available to support expenditure. The general reserve has decreased by £51,535 to £248,366, this decrease relates to the payment to CAMEO to purchase tmac's detailed in 3.3 supplies and services. The capital fund has increased by £35,991 to £800,698, this increase relates to the additional income generated through the higher cremation fee increase in 2018 as detailed in 3.3 transfer to useable reserves. Further details of the movement and balances held in reserves are provided in the statement of accounts.

THE STATEMENT OF RESPONSIBILITY FOR THE STATEMENT OF ACCOUNTS

1. TREASURERS RESPONSIBILITIES

The Treasurer of the Committee is responsible for the preparation of the 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 2018/2019 (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 2018/2019 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 2019.

Signed.....

Date:

D Edwards CPFA

Treasurer of the Mansfield and District Joint Crematorium Committee

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 2018 to 31 March 2019 has been prepared and I confirm that these accounts were approved by Mansfield and District Joint Crematorium Committee at the meeting held on 28 May 2019.

Signed.....

Date:

Chair of Mansfield and District Joint Crematorium Committee

STATEMENT OF ACCOUNTING POLICIES

1. General Principles

The Statement of Accounts summarises the Committees transactions for the 2018/2019 financial year and its position at the year end of 31 March 2019.

The Accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018/2019, based on International Financial Reporting Standards (IFRS) and the Service Reporting Code of Practice for Local Authorities 2018/2019.

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 2019. Any payments in advance (before 1 April 2019), which relate to the 2019/2020 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 2019. Any income received before 1 April 2019, which relates to the 2019/2020 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 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 over the following periods:

Asset	Remaining Useful Life (Years)
Buildings	24
Equipment	13

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 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 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 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 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 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 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 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 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 2017. The variance equates to the amount prepaid for the contributions relating to 2019/2020.

Discretionary Benefits

The 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 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 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 2017. The variance equates to the amount prepaid for the contributions relating to 2019/2020.

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 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 of £750,000 to replace the abatement equipment was approved for 2019/2020 as the expenditure and accounting for VAT as the lead body will 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. This change will be adopted from 1 April 2019.

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 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 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 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

Movement in Reserves Statement (MiRS)

This statement shows how the movement in the year on the 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.

2018/2019	General Reserve £	Capital Fund £	Total Usable Reserves £	Pension Reserve £	Revaluation Reserve £	Capital Adjustment £	Unusable Reserves £	Total Reserves £
Balance as at 31 March 2018	299,901	764,707	1,064,608	-1,262,919	97,413	1,896,067	730,561	1,795,169
Movement in reserves during 2018/2019								
Surplus/ (-) Deficit on the Provision of Services	584,760	35,991	620,751	83,000	382,540	0	465,540	1,086,291
Less Surplus Distribution	-800,308	0	-800,308	0	0	0	0	-800,308
Total Comprehensive Income and Expenditure	-215,548	35,991	-179,557	83,000	382,540	0	465,540	285,983
Adjustment between Accounting basis and funding basis under regulations (Table A.)	164,013	0	164,013	-65,041	-18,556	-80,416	-164,013	0
Transfers to/(-)from Reserves (see Notes 13 & 14)	-51,535	35,991	-15,544	17,959	363,984	-80,416	301,527	285,983
Balance at 31 March 2019 carried forward	248,366	800,698	1,049,064	-1,244,960	461,397	1,815,651	1,032,088	2,081,152

The movement in reserves for 2017/2018 for comparison purposes is set out below:

2017/2018	General Reserve £	Capital Fund £	Total Usable Reserves £	Pension Reserve £	Revaluation Reserve £	Capital Adjustment £	Unusable Reserves £	Total Reserves £
Balance as at 31 March 2017	187,500	1,131,515	1,319,015	-1,273,000	103,627	1,740,563	571,190	1,890,205
Movement in reserves during 2017/2018								
Surplus/ (-) Deficit on the Provision of Services	451,758	126,189	577,947	82,853	0	0	82,853	660,800
Less Surplus Distribution	-755,836	0	-755,836	0	0	0	0	-755,836
Total Comprehensive Income and Expenditure	-304,078	126,189	-177,889	82,853	0	0	82,853	-95,036
Adjustment between Accounting basis and funding basis under regulations (Table A.)	416,479	-492,997	-76,518	-72,772	-6,214	155,504	76,518	0
Transfers to/(-)from Reserves (see Notes 13 & 14)	112,401	-366,808	-254,407	10,081	-6,214	155,504	159,371	-95,036
Balance at 31 March 2018 carried forward	299,901	764,707	1,064,608	-1,262,919	97,413	1,896,067	730,561	1,795,169

Table A. 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 Committee to meet future capital and revenue expenditure.

2018/2019	General Fund Balance £	Capital Fund £	Movement in Usable Reserve £	Pension Reserve £	Revaluation Reserve £	Capital Adjustment Account £	Movement in Unusable Reserve £
Adjustments primarily involving the Capital Adjustment Account:							
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:							
Charges for depreciation and impairment of non-current assets	-98,972	0	-98,972	0	0	126,271	126,271
Revaluation on Property, Plant and Equipment	0	0	0	0	18,556	-45,855	-27,299
Financing Capital Expenditure	0	0	0	0	0	0	0
Capital grants and contributions applied	0	0	0	0	0	0	0
Revenue expenditure funded from capital under statute	0	0	0	0	0	0	0
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:							
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 Fund and HRA balances	0	0	0	0	0	0	0
Adjustments primarily involving the Pension Reserve:							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	0	0	0	0	0	0	0
Employer's pensions contributions and direct payments to pensioners payable in the year	-65,041	0	-65,041	65,041	0	0	65,041
Pension Lump Sum Year 3	0	0	0	0	0	0	0
Total Adjustments	-164,013	0	-164,013	65,041	18,556	80,416	164,013

Mansfield and District Joint Crematorium Committee
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2017/2018	General Fund Balance £	Capital Fund £	Movement in Usable Reserve £	Pension Reserve £	Revaluation Reserve £	Capital Adjustment Account £	Movement in Unusable Reserve £
Adjustments primarily involving the Capital Adjustment Account:							
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:							
Charges for depreciation and impairment of non-current assets	-343,707	0	-343,707	0	0	-155,504	-155,504
Revaluation on Property, Plant and Equipment	0	0	0	0	6,214	0	6,214
Financing Capital Expenditure	0	492,997	492,997	0	0	0	0
Capital grants and contributions applied	0	0	0	0	0	0	0
Revenue expenditure funded from capital under statute	0	0	0	0	0	0	0
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:							
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 Fund and HRA balances	0	0	0	0	0	0	0
Adjustments primarily involving the Pension Reserve:							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	-142,000	0	-142,000	142,000	0	0	142,000
Employer's pensions contributions and direct payments to pensioners payable in the year	108,000	0	108,000	-108,000	0	0	-108,000
Pension Lump Sum Year 2 & 3	-38,772	0	-38,772	38,772	0	0	38,772
Total Adjustments	-416,479	492,997	76,518	72,772	6,214	-155,504	-76,518

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.

Comprehensive Income and Expenditure Statement (CIES)			
2017/2018		Note	2018/2019
£			£
	Income		
-1,729,610	Fees and Charges		-1,652,329
-34,301	Other Income		-34,697
-1,763,911	Gross Income	2	-1,687,026
	Expenditure		
404,968	Employee Expenses	3	400,321
182,126	Premises Related Expenses	4	318,419
164,838	Supplies and Services	5	163,519
2,099	Allowance for Bad Debts	7	4,710
59,273	Central Support Services	9	57,570
343,707	Depreciation and Impairment	10	98,972
1,157,011	Gross Expenditure		1,043,511
-606,900	Net Cost of Services		-643,515
0	Other Operating Expenditure		0
28,953	Financing and Investment Income and Expenditure	11	22,764
0	Taxation and Non-Specific Grant Income		0
-577,947	Surplus / Deficit on Provision of Services		-620,751
0	Surplus or Deficit on revaluation of Property, Plant and Equipment Assets	14	-382,540
0	Impairment Losses on non-current assets charged to the Revaluation Reserve		0
-82,853	Remeasurement of the net defined benefit liability/(asset)	12	-83,000
-82,853	Other Comprehensive Income and Expenditure		-465,540
-660,800	Total Comprehensive Income and Expenditure (Prior to Surplus Distribution)	16	-1,086,291
369,679	Mansfield District Council		378,786
324,405	Ashfield District Council		364,220
61,752	Newark & Sherwood District Council		57,302
755,836	Distribution of Surplus	16	800,308
95,036	Total Comprehensive Income and Expenditure Statement (After Surplus Distribution)		-285,983

Balance Sheet as at 31 March 2019

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

Usable reserves: Those reserves that the 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 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 2019 is presented below:

Balance Sheet			
2017/2018 £		Note	2018/2019 £
1,993,480	Property, Plant and Equipment	10	2,277,048
1,993,480	Long Term Assets		2,277,048
231,231	Short Term Debtors	6	212,236
1,607,129	Cash and Cash Equivalents	15	1,691,339
1,838,360	Current Assets		1,903,575
-813,671	Short Term Creditors	8	-874,470
-813,671	Current Liabilities		-874,470
-1,223,000	Net Pension Liability	12	-1,225,001
-1,223,000	Long Term Liabilities		-1,225,001
1,795,169	Net Assets		2,081,152
764,707	Financed by: Capital Fund		800,698
299,901	General Reserve		248,366
1,064,608	Usable Reserves	13	1,049,064
97,413	Revaluation Reserve		461,397
1,896,067	Capital Adjustment Account		1,815,651
-1,262,919	Pension Reserve		-1,244,960
730,561	Unusable Reserves	14	1,032,088
1,795,169	Total Reserves		2,081,152

Cash Flow Statement

The cash flow statement shows the changes in cash and cash equivalents of the Committee during the reporting period. The statement shows how the 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 Committee are funded by way of charges to the recipients of services provided by the Committee.

Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the 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 Committee.

Cash Flow Statement		
2017/2018		2018/2019
£		£
95,036	Net surplus (-) / deficit on the provision of services	-285,983
	Adjustment to net surplus / deficit on the provision of services:	
149,290	Depreciation & Impairment	283,568
61,131	Creditors	-60,799
10,116	Debtors	-18,995
50,000	Pension Liability	-2,001
-232,050	Adjustments for items in the net surplus / (-) deficit on the provision of services that are investing and financing activities	8,236
133,523	Net Cash flows from operating activities	-75,974
237,097	Investing Activities	0
-5,047	Financing Activities	-8,236
365,573	Net increase (-)/ decrease in cash and cash equivalents	-84,210
1,972,702	Cash and Cash equivalents at the beginning of the reporting period	1,607,129
1,607,129	Cash and Cash equivalents at the end of the reporting period	1,691,339
365,573	Movement in Cash and Cash Equivalents increase(-) / decrease	-84,210

NOTES TO THE ACCOUNTS

1. 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 Committee in accordance with generally accepted accounting policies.

Expenditure and Funding Analysis (EFA)						
2017/2018			2018/2019			
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
£	£	£		£	£	£
-1,763,911	0	-1,763,911	Gross Income	-1,687,026	0	-1,687,026
769,485	416,479	1,185,964	Gross Expenditure	902,262	164,013	1,066,275
-994,426	416,479	-577,947	Net Cost of Service	-784,764	164,013	-620,751
0	0	0	Other Income and Expenditure	0	0	0
-994,426	416,479	-577,947	(-) Surplus or Deficit	-784,764	164,013	-620,751
755,836	0	755,836	Distribution of Surplus	800,308	0	800,308
-238,590	416,479	177,889	Net (-) Surplus or Deficit	15,544	164,013	179,557
-187,500			Opening General Fund Balance	-299,901		
-238,590			(-) Surplus or Deficit in Year	15,544		
126,189			Transferred to Capital Reserve	35,991		
-299,901			Closing General Fund Balance	-248,366		

2. GROSS INCOME

The total income received during 2018/2019 was £1,687,026 compared to £1,763,911 in 2017/2018. This represents a decrease of £76,885 (4.35%).

- The Committee aims to fix fees which are not only competitive with those of surrounding crematoria, but which also covers operating costs. The policy in 2018/2019 was to increase the fee for a standard single adult cremation by £51 (8%) from £635 (2017/2018) to £686 (this excludes medical referee fees).
- The number of cremations decreased by 279 (11.09%) from 2,514 in 2017/2018 to 2,235 in 2018/2019. When setting the budget for 2017/2018 the number of cremations was estimated at 2,450.

2017/2018 £	Gross Income	2018/2019 £
-1,588,048	Cremation Fees	-1,526,370
-47,212	Medical Fees	-41,892
-42,745	Memorials	-41,893
-27,762	Organist	-20,199
-23,843	Book of Remembrance Inscriptions	-21,975
-1,729,610	Fees and Charges	-1,652,329
-29,997	Recharge to Cemeteries MDC	-30,377
-4,140	S46 Burial of the Destitute Admin Fees	-3,780
-164	Containers	-540
0	CAMEO	0
-34,301	Other Income	-34,697
-1,763,911	Gross Income	-1,687,026

3. EMPLOYEE COSTS

Employee expenses are lower than 2017/2018 by £4,647, this is mainly due to a reduction in the pension adjustment. The pension adjustment reflects the cost of service in the actuary report. The pension payments for 2018/2019 have been accounted for below the net cost of service and within the balance sheet so as not to affect the annual surplus calculations.

2017/2018 £	Employee Expenses	2018/2019 £
250,904	Basic Pay	250,411
21,259	Overtime	22,481
21,271	National Insurance	21,822
108,000	IAS19 Pension Adjustments	103,883
1,088	Apprenticeship Levy	1,091
2,446	Other Employee Costs	633
404,968	Total	400,321

4. PREMISES COSTS

Premises costs are higher than 2017/2018 by £136,293, this is mainly due to:

- The NDR-Business Rates for 2017/2018 included a backdated refund and rateable value adjustment. The cost in 2018/2019 is the annual invoice amount.
- Water charges have increased in 2018/2019 due to meter readings being estimated for a number of years, current charges based on up to date actual readings.
- External painting works undertaken during 2017/2018 will not need to be undertaken for a number of years.
- Cremator repairs and maintenance costs vary from year to year depending on the number of services required and parts that require replacing.

2017/2018 £	Premises Related Expenditure	2018/2019 £
-14,584	NDR - Business Rates	87,902
159	Rent	159
14,072	Insurance	14,636
42,309	Electricity	47,290
37,488	Gas	39,831
6,181	Water	18,734
5,351	Cleaning Materials	4,319
32,595	Cremator Repairs and Maintenance	53,426
28,226	Building Repairs and Maintenance	29,925
13,239	External Painting	0
17,090	Grounds Maintenance	22,197
182,126	Total	318,419

5. SUPPLIES AND SERVICES

There is an decrease in supplies and service costs in 2018/2019 of £1,319 compared to 2017/2018. This is mainly due to the reduction in expenditure for medical fees, organist and memorials (£11,523) which are directly affected by the drop in the number of cremations. Some expenses incurred in 2017/2018 were ad-hoc and not required in 2018/2019 e.g. external audit fees and valuation appeal fees (£10,999). However, these savings were offset by increased CAMEO fees of £18,993 and minor variances in other expenditure items of £2,210.

2017/2018 £	Supplies and Services	2018/2019 £
47,342	Fees - Medical referees	41,681
18,199	Fees - Organist	13,543
6,395	Memorial plaques	5,190
7,655	Book of Remembrance - inscriptions	8,163
2,361	Caskets / Containers	3,362
1,583	Audit Fees to Newark & Sherwood DC	1,583
2,000	External Audit Fees	-2,000
6,999	Valuation Appeal Fee	0
32,542	CAMEO Contributions	51,535
8,240	Computer Maintenance and support	8,240
0	Computer Hardware	397
5,597	Printing & Stationery	5,256
6,117	Telephones	6,225
2,331	Tools, Equipment & First Aid supplies	2,142
2,770	Furniture / Office Equipment	4,253
2,583	Uniforms	2,728
2,744	Postages	2,838
2,000	JCC Committee Fees	2,000
2,106	Subscriptions	2,228
1,590	Skips and Waste Collections	700
2,951	Advertising	2,303
239	Contributions	225
0	Valuation Fee	500
494	Hire of vending machines	427
164,838	Total	163,519

6. DEBTORS

The total debtors outstanding has decreased by £18,995, this is mainly due to the decrease in the level of outstanding funeral director invoices. There has been an increase in the bad debt provision due to the value of older debtors. Within the over 85 day category are invoices totalling £2,614 which are for a funeral company that is currently in administration. It is unlikely that this debt will be recovered and will need to be written off through the bad debt provision.

SUMMARY OF THE DEBTORS OUTSTANDING

2017/2018 £	Short Term Debtors	2018/2019 £
241,359	Funeral Directors	227,794
2,160	Other Local Authorities	1,440
-12,288	Bad Debt Provision	-16,998
231,231	Total Debtors at 31 March	212,236

AGEING OF DEBTS OUTSTANDING

2017/2018 £	Debtors Summary	2018/2019 £	Change £
10,481	Ageing: Over 85 days	18,723	8,242
58,102	29 to 84 days	66,047	7,945
174,936	1 to 28 days	144,465	-30,471
243,519		229,235	-14,284

7. PROVISION FOR BAD DEBTS

The provision for potential bad debts has increased by £4,710 to £16,998. The provision for bad debts is based on the age of the debts; the older the debt is the higher percentage provision is required.

2017/2018 £	Provision for Bad Debts	2018/2019 £
243,519	Debtors Outstanding at 31 March	229,234
12,288	Provision required:	16,998
10,189	Provision b/fwd at 1 April	12,288
2,099	Change in Provision	4,710

8. SHORT TERM CREDITORS

The short term creditors are shown in the table below:

2017/2018 £	2017/2018 revised £	Short Term Creditors	2018/2019 £
755,836	755,836	Constituent Authorities	800,308
57,835	57,835	Other Bodies	74,162
12,288	0	Provision for Bad Debts - revised now within debtors	0
825,959	813,671	Balance at 31st March	874,470

9. CENTRAL SUPPORT SERVICES AND RECHARGES

Central support services and recharges have decreased by £1,703 to £57,570. This is due to decreased costs from Design Services as there has been less planned preventative works this year and no capital projects.

2017/2018 £	Central Support Services	2018/2019 £
8,491	Information Technology & Financial systems	13,008
9,273	Human Resources & Payroll	10,150
6,850	Trade Waste Service	7,185
5,192	Director of Commerce and Customers	6,636
6,848	Accountancy Services	7,219
2,951	Debtors/Recovery Services/CSU	3,030
2,912	Business Support / Creditors	3,683
2,717	Internal Audit	3,016
10,180	Design Services & Building Control	1,809
2,060	Postal / Electricians/ Copiers / Telephones	1,054
1,799	Risk Management & Environmental Services	780
59,273	Total	57,570

10. PROPERTY, PLANT AND EQUIPMENT

Movements in Year	2017/2018 £	2018/2019 £
Cost or Valuation at 1 April:	1,844,190	2,100,090
Additions	492,997	0
Revaluation increases/ (-) decreases recognised in the Revaluation Reserve	0	169,320
Revaluation increases/ (-) decreases recognised in the Comprehensive Income and Expenditure Statement	-237,097	27,299
Disposals	0	0
At 31st March	2,100,090	2,296,709
Accumulated Impairment and Depreciation		
At 1 April	0	-106,610
Depreciation Charge recognised in the Comprehensive Income and Expenditure Statement	-106,610	-126,271
Depreciation written out to the Revaluation Reserve	0	213,220
Impairment	0	0
Impairment Losses/ (-) reversals recognised in the Revaluation Reserve	0	0
Disposals	0	0
At 31st March	-106,610	-19,661
Net Book Value at 31st March	1,993,480	2,277,048

11. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

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

2017/2018 £	Financing and Investment Income and Expenditure	2018/2019 £
0	Interest payable and similar charges	0
34,000	Net interest on the net defined benefit liability / (-) asset	31,000
-5,047	Interest receivable and similar income	-8,236
28,953	Total	22,764

12. RETIREMENT BENEFITS – DEFINED BENEFIT SCHEMES

a. Participation in Pension Schemes

As part of the terms and conditions of employment of its officers, the Committee makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the 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 Committee participates in the Local Government Pension Scheme, 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 Committee and the employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets.

In April 2017, the opportunity to pay for three years Nottinghamshire County Council lump sum pension payments in advance for the period 2017/2018, 2018/2019 and 2019/2020 was accepted by the Treasurer in relation to the employees of the Mansfield and District Crematorium. This resulted in an overall saving of £3,246. The accounts for 2017/2018 and 2018/2019 show only one year lump sum pension payments for £19,960 in each year with accounting adjustments for the £19,959 paid in advance for the year 2019/2020. Due to the three year pension invoice being paid in 2017/2018 the pension reserve and pension liability within the balance sheet will vary by the amount paid in advance in the 2017/2018 accounts by £39,919 and 2018/2019 accounts by £19,959 but will realign in the 2019/2020 accounts.

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.

Further information can be found in the Annual Report of the County Council Pension Fund, which is available upon request from Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP.

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

	Number	Salaries / Pensions £
Active members	12	223,000
Deferred pensioners	6	5,000
Pensioners	5	20,000
Unfunded pensioners	2	0

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 17.7% of payroll per annum.

Minimum employer contributions:	01-Apr-17	01-Apr-18
Percentage of payroll	17.7%	17.7%
Plus monetary amount (£000)	21	21

However, the Committee have agreed with the administering authority to prepay their monetary contributions for the three years to 31 March 2020 and made a single lump sum payment of £59,879 in April 2017. This lump sum payment has received an actuarially equivalent discount to the monetary rates above of £3,246.

Assets

The return on the fund (on a bid value to bid value basis) for the year to 31 March 2019 is estimated to be 10%. The actual return on fund assets over the year may be different.

The fund's assets consist of the following categories, by value and proportion of the total assets held by the fund attributable to the Committee:

31 March 2018		Asset Share	31 March 2019	
£	%		£	%
846,000	66	Equities	874,000	60
29,000	2	Gilts	42,000	3
150,000	12	Other Bonds	145,000	10
162,000	13	Property	226,000	15
25,000	2	Cash	44,000	3
32,000	2	Inflation - Linked Pooled Fund	53,000	4
42,000	3	Infrastructure	72,000	5
1,286,000	100		1,456,000	100

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 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:

Comprehensive Income and Expenditure Statement		
2017/2018		2018/2019
£		£
	Cost of Services:	
108,000	Current Service cost	103,000
0	Past Service cost	0
0	Administration expenses	0
	Financing and Investment Income and Expenditure:	
34,000	Net interest on the defined liability / (-) asset	31,000
142,000	Total Post Employment Benefit Charged to the Surplus / Deficit on the Provision of Services	134,000
	Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	
82,853	Actuarial gains and (-) losses	83,000
224,853	Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	217,000
	Movement in Reserves Statement	
-142,000	Reversal of net charges made to the Surplus / Deficit for the Provision of Services for post-benefits in accordance with the Code	-134,000
108,000	Actual amount charged against the General Fund Balance for pensions in the year:	49,000
	Employers' contribution payable to the Scheme	

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 2017/2018 and 2018/2019 financial years:

At 31 March 2018		At 31 March 2019
£		£
2,437,000	Opening Defined Benefit Obligation	2,509,000
108,000	Current service cost	103,000
68,000	Interest cost	65,000
0	Change in demographic assumptions	-144,000
-86,000	Change in financial assumptions	158,000
0	Experience loss / (-) gain on defined benefit obligation	0
0	Liabilities assumed / (-) Extinguished on settlements	0
-34,000	Estimated benefits paid (net of transfer in)	-26,000
0	Past service costs, including curtailments	0
16,000	Contribution by scheme participants	16,000
0	Unfunded pension payments	0
2,509,000	Closing Defined Benefit Obligation	2,681,000

The following table provides a reconciliation of fair values of the schemes assets of the Committee during the 2017/2018 and 2018/2019 financial years:

At 31 March 2018 £		At 31 March 2019 £
1,164,000	Opening fair value of scheme assets	1,286,000
	Expected return on scheme assets	
34,000	Interest on assets	34,000
-2,000	Return on assets less interest	97,000
0	Other actuarial gains / (-) losses	0
0	Administration expenses	0
108,000	Contribution by employer including unfunded benefits	49,000
16,000	Contribution by scheme participants	16,000
-34,000	Estimated benefits paid including unfunded benefits	-26,000
0	Settlement prices received / (-) paid	0
1,286,000	Closing fair value of scheme assets	1,456,000

The interest income on scheme assets and interest expense on scheme liabilities is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the balance sheet date (31 March 2019). Expected returns on equity investments reflect long term rates of return experienced in the respective markets.

The total return on the fund for the year to 31 March 2019 was £131,000 (2017/2018 £32,000).

d. Scheme History

	2016/2017 £	2017/2018 £	2018/2019 £
Present value of liabilities	2,437,000	2,509,000	2,681,000
Fair Value of assets	-1,164,000	-1,286,000	-1,456,000
Rounding Adjustment			1
Surplus/ (-) Deficit	1,273,000	1,223,000	1,225,001

The liabilities show the underlying commitments that the Committee has in the long run to pay for post-employment (retirement) benefits. The total liability of £1,225,000 has a substantial impact on the net worth of the Committee as recorded in the balance sheet.

However, statutory arrangements for funding the deficit mean that the financial position of the 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.

The total contributions expected to be made to the pension scheme by the Committee in the year to 31 March 2019 are £49,000 (2017/2018 £108,000). This decrease reflects the three year payment lump sum paid in April 2017.

e. Projected Pension Expenditure

The projected pension expenses for the year to 31 March 2020 are:

	£
Service Cost	103,000
Interest Cost	30,000
Administration Expenses	1,000
Total	134,000
Employer Contributions	49,000

These figures exclude the capitalised cost of any early retirements or augmentations which may occur after 31 March 2019. These projections are based on the assumptions as at 31 March 2019, as described in the actuary's report.

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 2016.

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:

2017/2018 %		2018/2019 %
	Mortality assumptions:	
	Longevity at 65 for current pensioners:	
22.6	Men	21.6
25.6	Women	24.4
	Longevity at 65 for future pensioners:	
24.8	Men	23.3
27.9	Women	26.2
	Financial Assumptions:	
2.6	Discount Rate	2.5
2.3	Pension Increases	2.4
3.8	Salary Increases	3.9

Additional Assumptions:

- Members will exchange half of their commutable pension for cash at retirement.
- Members will retire at one retirement age for all tranches of benefit, which will be the pension weighted average tranche retirement age.
- 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 £
Rate for discounting scheme liabilities (increase or decrease by 0.1%)	2,620,000	2,744,000
Rate of increase in salaries (increase or decrease by 0.1%)	2,690,000	2,672,000
Rate of increase in pensions (increase or decrease by 0.1%)	2,735,000	2,628,000
Adjustment to mortality age (longevity) (increase or decrease in 1 year)	2,778,000	2,587,000

13. 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 Committee:

2017/2018 £	Usable Reserves	2018/2019 £
764,707	Capital Fund	800,698
299,901	General Reserve	248,366
1,064,608	Balance at 31st March	1,049,064

Capital Fund

This reserve represents amounts set aside to finance capital expenditure:

2017/2018 £	Capital Fund	2018/2019 £
1,131,515	Balance at 1st April	764,707
-492,997	Financing of Capital Expenditure	0
126,189	Contributions	35,991
764,707	Balance at 31st March	800,698

General Reserve

This reserve represents the balance of the undistributed surpluses:

2017/2018 £	General Reserves	2018/2019 £
187,500	Balance at 1st April	299,901
112,401	Movement in Year	-51,535
299,901	Balance at 31st March	248,366

14. UNUSABLE RESERVES

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

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

2017/2018 £	Unusable Reserves	2018/2019 £
97,413	Revaluation Reserve	461,397
1,896,067	Capital Adjustment Account	1,815,651
-1,262,919	Pension Reserve	-1,244,960
730,561	Balance at 31st March	1,032,088

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 1 April 2018.

2017/2018 £	Revaluation Reserve	2018/2019 £
103,627	Balance at 1st April	97,413
0	Upwards Revaluation of Assets	382,540
-6,214	Historic Cost Depreciation	-18,556
0	Downward revaluation of assets and impairment losses not charged to the Comprehensive Income and Expenditure Statement	0
97,413	Balance at 31st March	461,397

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 Committee as finance for the costs of acquisition, construction and enhancement.

2017/2018 £	Capital Adjustment Account	2018/2019 £
1,740,563	Balance at 1st April	1,896,067
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
	Charges for Depreciation and impairment of non current assets	
-343,707		-98,972
6,214	Historic Cost Depreciation	18,556
0	Revaluation losses on Property Plant and Equipment	0
	Capital Financing in the Year	
492,997	Use of Capital Fund to finance capital expenditure	0
1,896,067	Balance at 31st March	1,815,651

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 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 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 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.

2017/2018 £	Pension Reserve	2018/2019 £
-1,273,000	Balance at 1st April	-1,262,919
84,000	Re-measurement of the net defined benefit liability/(asset)	83,000
-142,000	Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	-134,000
108,000	Employers Pension contributions and direct payments to pensioners in the year	49,000
-39,919	Pension Lump Sum Yr 3	19,959
-1,262,919	Balance at 31st March	-1,244,960

The Pension Reserve will show the amount of the prepaid pension lump sum payment, for 2017/2018 this is £39,919. In 2018/2019 this will reduce to £19,959 and will be zero in 2019/2020, which is the end of the three year period.

15. CASH AND CASH EQUIVALENTS

The cash and cash equivalents are shown in the below:

2017/2018 £	Cash and Cash Equivalents	2018/2019 £
150	Petty Cash	150
1,606,979	Cash held by Mansfield District Council	1,691,189
1,607,129	Balance at 31st March	1,691,339

16. 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:

2017/2018 £		2018/2019 £
-660,800	CIES - Total Comprehensive Income and Expenditure (Prior to Surplus Distribution)	-1,086,291
-95,036	MIRS - Transfers to/(-)from Reserves	285,983
-755,836	Total Surplus for Distribution	-800,308

17. MEMBERS ALLOWANCES

No recharges in respect of members' allowances have been made to the Joint Committee by the constituent authorities in 2018/2019 or in 2017/2018.

18. EXTERNAL AUDIT COSTS

The Committee incurred external audit fees (Audit Lincolnshire) in 2018/2019 of £1,583 (£1,583 in 2017/2018).

19. 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.

20. AUTHORISATION OF THE ACCOUNTS FOR APPROVAL

The statement of accounts for Mansfield Joint Crematorium Committee was signed by the responsible financial officer on the 28 May 2019.

Mansfield Crematorium

ANNUAL GOVERNANCE STATEMENT

2018/2019

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 2019 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 2018/2019.

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 Corporate Plan. All departments are required to develop service delivery plans which link to the Corporate Plan.

The vision of Mansfield District Council is to:

“maintain a safe and caring district where everybody can succeed”

The Council's vision will be realised through a set of priority areas around economic prosperity, quality of life and community safety.

The Council's key priorities until 2019 are:

- A thriving, vibrant and sustainable district
- Strong, safe and resilient communities
- Clean and welcoming environment

With cross cutting themes of fairness and equality and facing financial challenges.

- 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 Long Term Financial Strategy (LTFS) for 2019/2020 to 2028/2029 supports the Corporate Plan 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.
- 4.4 The Council is currently delivering its Transformation Plan which sets out how the Council will become an innovative, efficient, customer focussed, high performing 21st Century Authority.

Quality of Services

- 4.5 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.
- 4.6 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 performance in respect of Corporate Plan actions and key indicators.

- 4.7 The Council in accordance with its Contract Procedure Rules and Procurement Guidance aims to promote effective procurement practices across the whole organisation to support delivery of the Council's Corporate Plan.
- 4.8 The Council has in place a corporate complaints system which ensures effective monitoring and action is taken where appropriate.

Constitutional Matters

- 4.9 The Mansfield Crematorium's Joint Committee has adopted a constitution, which details how the Crematorium operates and its decision making policies and procedures.
- 4.10 It has been agreed during 2018/2019 with HMRC that Mansfield Crematorium's Joint Committee will be classed as an arms-length body for VAT purposes from April 2019.

Codes of Conduct

- 4.11 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.
- 4.12 Compliance with the member and employee codes of conduct is currently monitored by the Council's Standards and Personnel Committees respectively but will be the responsibility of the new Governance and Ethics Committee from May 2019.
- 4.13 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 Audit Committee as appropriate.

Policies, Procedures, Laws and Regulations

- 4.14 The Assistant Chief Executive Officer 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.
- 4.15 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.
- 4.16 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*.

4.17 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).

4.18 The Council has robust policies and procedures relating to the use of resources and the corporate governance framework, including revised Corporate Risk and Opportunity Management Strategy, Financial Regulations and Contract Procedure Rules, Scheme of Delegation, IT Strategy and Anti-Fraud and Corruption Strategy.

Risk and Opportunity Management

4.19 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 and opportunity management strategy with an annual report on its effectiveness.

4.20 The Council has a Corporate Risk and Opportunity Monitoring Group which has clear roles and responsibilities, including monitoring implementation of the effective delivery of the Corporate Risk and Opportunity Management Strategy across the authority. In addition the Council's Audit Committee is responsible for monitoring the effective development and operation of risk and opportunity management.

4.21 The significant operational risks identified for the Crematorium are fully mitigated by its Business Continuity Plan which is approved by the Mansfield Crematorium's Joint Committee.

Audit Committee

4.22 The Council has an Audit Committee which is fully compliant with the guidance provided in CIPFA's *Audit Committees – Practical Guidance for Local Authorities 2018 edition*.

4.23 The Council has approved the merger of the Audit and Standards Committees with a new Governance and Ethics Committee being established from May 2019.

Development and Training Needs

4.24 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.

4.25 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.

4.26 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.

4.27 In accordance with the Member Development Charter for the East Midlands, 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 Audit and 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:

5.3 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)* with no areas of non-compliance being identified.

5.4 The Audit and 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 Ethics Committee in June 2019, identified no significant governance issues relating to Mansfield Crematorium.

5.5 The Audit and Assurance Manager has completed a review of the Council's ethical governance arrangements using good practice guidance as a benchmark, with an overall excellent assurance level being achieved.

5.6 The Standards Committee monitors members' compliance with the Code of Conduct and considers any action required from this monitoring. No significant issues have been identified.

5.7 The Council's counter fraud and corruption arrangements have been reviewed during 2018/2019 to ensure that they continue to be effective and are fully compliant with both the Local Government Counter Fraud and Corruption strategy 2016-2019 and CIPFA's Code of Practice on "managing the risk of fraud and corruption". Areas for improvement identified have been included in the Council's Annual Governance Statement.

5.8 An action plan to ensure that the Council has effective and proportionate corporate risk and opportunity management arrangements was endorsed by the Audit Committee in January 2019.

5.9 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.

- 5.10 The Audit Committee received a variety of reports during 2018/2019 both from internal assurance providers and from external audit in accordance with its terms of reference as detailed in the Council's constitution.
- 5.11 The audit of the Crematorium's accounts carried out by Assurance Lincolnshire gave an unqualified opinion.
- 5.12 No areas for improvement were identified from Internal Audit's systems review of the Crematorium.
- 5.13 The Audit and Assurance Manager's Annual Report for 2018/2019 concluded that the Council's risk management, control and governance processes were effective and therefore an unqualified opinion was given.
- 5.14 External Audit's Annual Governance report, which summarises the findings from their 2017/2018 audit work gave an unqualified opinion on the Council's financial statements and did not identify any material weaknesses in the design or operation of internal control.

Glossary of Financial and Accounting Terms

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 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 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 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 FINAL ACCOUNTS 2018/2019

Remit

An audit of the Mansfield and District Crematorium Joint Committee accounts 2018/19 has recently been undertaken by Assurance Lincolnshire.

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 2019 and the Balance sheet as at that date. The statements are fully supported with the underlying financial records.

Auditors: Assurance Lincolnshire

Signed:

A Hunt (Principal Auditor)

Handwritten signature of A Hunt, Principal Auditor.

M Nkhoma (Senior Auditor)

Handwritten signature of M Nkhoma, Senior Auditor.