

**BRAMCOTE  
BEREAVEMENT SERVICES  
JOINT  
COMMITTEE**



**ANNUAL REPORT  
AND  
STATEMENT OF ACCOUNTS  
2020/21**

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## **FOREWORD**

Bramcote Crematorium was opened in 1979 as the result of a joint initiative by Broxtowe and Erewash Borough Councils who recognised a need for the provision of cremation facilities easily accessible to people of the area.

The Joint Committee was formed to oversee the planning and building of the crematorium and subsequently to direct the management of its operation. The original capital cost of the crematorium was met by equal contributions from Broxtowe and Erewash Borough Councils and the balance of these contributions has since been used to effect most works of enhancement. On occasions where one of the constituent authorities has solely provided the necessary funding, then arrangements have been made to repay such amounts through a redistribution of any revenue surplus within the accounts.

Membership of the Joint Committee comprises elected members from each of the constituent authorities, the number nominated by each reflecting the populations of the respective areas, which at present are approximately equal.

The Joint Committee employs directly a Bereavement Services Manager and other operational staff to run the crematorium on a day-to-day basis and appoints officers of the constituent authorities to provide central and specialist services.

Regular reports are issued to the Committee to ensure latest information is available for strategic and forward decisions

## **Bramcote Bereavement Services Joint Committee**

### **Annual Report 2020/21**

The year ended 31 March 2021 was the fortieth full year of operation for the crematorium, in which it has continued with its reputation of excellent service to the community. Directly serving the area of the constituent authorities of Broxtowe and Erewash, the crematorium is also readily accessible to the northern and western parts of the City of Nottingham.

The Joint Committee aims to fix fees which are not only competitive with those of surrounding crematoria, but which also cover operating costs. The policy in 2020/21 was to continue to charge a standard single adult fee of £730 (£712 2019/20) for cremations.

The following table shows the number of cremations conducted during the prior four years by area of origin.

Area	2020/21	2019/20	2018/19	2017/18
Broxtowe	944	816	778	911
Erewash	817	735	786	819
Nottingham	639	567	572	617
Other	397	414	412	398
<b>Total</b>	<b>2,797</b>	<b>2,532</b>	<b>2,548</b>	<b>2,745</b>

### **Local Area – Cremation Fees**

	Special Rate for Residents	Outside Area
<b><u>2020/21</u></b>		
<b>Bramcote</b>	<b>£730</b>	<b>£730</b>
Chesterfield	£808	£808
Derby	£733	£733
Mansfield	£760	£760
Nottingham	£700	£782
<b><u>2019/20</u></b>		
<b>Bramcote</b>	<b>£712</b>	<b>£712</b>
Chesterfield	£770	£770
Derby	£712	£712
Mansfield	£653	£653
Nottingham	£667	£744

## **Bramcote Bereavement Services Joint Committee**

### **Statement of Responsibilities for Financial Matters**

#### **The Responsibilities of the Joint Committee**

The Joint Committee is required:

- to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In the case of the Joint Committee, that officer is the Treasurer to the Crematorium.
- to manage its affairs and to secure economic, efficient and effective use of resources and safeguard its assets.

#### **The Responsibilities of the Treasurer to the Crematorium**

The Treasurer to the Crematorium as Deputy Chief Executive & s151 Officer for Broxtowe Borough Council, as the responsible authority for all financial information, will ensure that: -

- Good Financial management is employed in respect of the Crematorium funds to ensure they are safeguarded at all times and are used appropriately, economically, efficiently and effectively.
- Influence on all material business decisions to ensure financial implications are fully considered including opportunities and risks in line with the Financial strategy of the Committee.

#### **Financial reporting**

As regulations have changed over the past 5 years financial reporting has become more abridged and technical in nature. The Medium Term Financial Strategy sets targets and budgets and as with all other council activities a quarterly monitoring report is presented to various committees. An out turn report is issued in June each year using the same format and identifying any requests for carry forward of budgets. Variances to budget will be fully visible without technical adjustments.

A full set of statements and notes will continue to be produced as necessary to allow each authority to consolidate financial information into the Annual Statement of Accounts.

**It is therefore proposed that a quarterly monitoring statement be issued to the committee together with an Out turn report at the end of the Financial year beginning in 2021/22.**

**Zulfiqar Darr  
Treasurer  
13 August 2021**

## **Bramcote Bereavement Services Joint Committee**

### **Financial Narrative for year ended 31 March 2021**

#### **Summary of Financial position at 31 March 2021**

##### **Comprehensive Income & Expenditure Statement**

Revenue Account surplus reserve is £590,629 which is £491,341 higher than 2019/20 and includes a transfer from the Memorial reserve no longer required and a contribution of £50,000 to the Repairs & Renewals reserve.

Transfer to reserves from net income was £416,589 after £618,432 financing costs including a £600,000 distribution to the Joint Authorities in accordance with the annual budget.

Surplus on operations for the year was £1,035,000, £244,000 higher than budget. Due mainly to; £240,000 additional income; Lower employee costs, £40,000; offset by additional direct costs associated with the volume of sales £36,000.

All work associated with the Budget carry forwards agreed in 2019/20 have been completed and no carry forward requests were necessary in 2020/21.

##### **Balance Sheet**

Usable reserves increased from £270,916 to £778,871 in line with the improvement in income after technical adjustments shown on the Movement in Reserves Schedule.

The movement is mainly reflected in the Cash and Cash Equivalents balance which has increased by £687,395 in the year.

All funds are subject to Treasury Management within Broxtowe Borough Council.

##### **Income**

An 8% reduction in cremations since 2017/18 has been reversed and fees and charges has increased by 17% over 2019/20 at £2,094k (£1,784k 2019/20).

Other income has also increased accordingly to £48k (£16k 2019/20).

##### **Expenditure**

Premises expenditure included £55,000 carried forward from 2019/20 (£33k 2019/20) with major repairs to cremators carried out in year.

### Comprehensive Income and Expenditure Statement

Actual 2019/20 £		Actual 2020/21 £
	<u>Income</u>	
(1,784,650)	Fees and Charges	(2,094,450)
(5,400)	Rent – Pamela Cottage	(5,400)
(16,305)	Other Income	(48,964)
<b>(1,806,355)</b>		<b>(2,148,814)</b>
	<u>Expenditure</u>	
414,783	Employee Expenses	322,575
270,451	Premises Related Expenses	332,128
1,333	Transport Related Expenses	996
215,705	Supplies and Services	228,367
64,194	Third Party Payments	28,540
116,724	Central, Departmental and Technical Support Services	117,820
152,418	Capital Charges	83,366
<b>1,235,608</b>		<b>1,113,792</b>
<b>(570,747)</b>	<b>Cost of Services – Continuing Operations</b>	<b>(1,035,022)</b>
0	Disposal of Fixed Asset	0
1,018,692	Financing and Investment Income and Expenditure (Note 3)	618,432
<b>447,945</b>	<b>(Surplus) or Deficit on Provision of Service</b>	<b>(416,589)</b>
(105,000)	Measurement of the Net Defined Benefit Liability/(Asset)	536,000
0	(Surplus) or Deficit on Revaluation of Property, Plant and Equipment Assets	0
<b>(105,000)</b>	<b>Other Comprehensive Income and Expenditure</b>	<b>536,000</b>
<b>342,945</b>	<b>Total Comprehensive Income and Expenditure</b>	<b>119,411</b>

**Movement in Reserves Statement**

	Revenue Balance	Donations Reserve	Memorial- isation Reserve	Repairs & Renewals Reserve	Total Usable Reserves	Unusable Reserves	Total Reserves
	£	£	£	£	£	£	£
<b>Balance at 31 March 2019 Carried Forward</b>	<b>(312,723)</b>	<b>(5,749)</b>	<b>(38,361)</b>	<b>(201,135)</b>	<b>(557,968)</b>	<b>(1,585,547)</b>	<b>(2,143,515)</b>
<b>Movement in Reserves during 2019/20</b>							
(Surplus) or deficit on provision of services (accounting basis)	447,945	0	0	0	447,945	0	447,945
Other Comprehensive Income and Expenditure	0	0	0	0	0	(105,000)	(105,000)
<b>Total Comprehensive Income and Expenditure</b>	<b>447,945</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>447,945</b>	<b>(105,000)</b>	<b>342,945</b>
Adjustments between accounting basis & funding basis under regulations (Note 2)	(160,893)	0	0	0	(160,893)	160,893	0
<b>Net increase/decrease before Transfers to Earmarked Reserves</b>	<b>287,052</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>287,052</b>	<b>55,893</b>	<b>342,945</b>
Transfers to/from Earmarked Reserves	(73,617)	(456)	4,787	69,286	0	0	0
<b>Increase/decrease in 2019/20</b>	<b>213,435</b>	<b>(456)</b>	<b>4,787</b>	<b>69,286</b>	<b>287,052</b>	<b>55,893</b>	<b>342,945</b>
<b>Balance at 31 March 2020 Carried Forward</b>	<b>(99,288)</b>	<b>(6,205)</b>	<b>(33,574)</b>	<b>(131,849)</b>	<b>(270,916)</b>	<b>(1,529,654)</b>	<b>(1,800,570)</b>
<b>Movement in Reserves during 2020/21</b>							
(Surplus) or deficit on provision of services (accounting basis)	(416,589)	0	0	0	(416,589)	0	(416,589)
Other Comprehensive Income and Expenditure	0	0	0	0	0	536,000	536,000
<b>Total Comprehensive Income and Expenditure</b>	<b>(416,589)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(416,589)</b>	<b>536,000</b>	<b>119,411</b>
Adjustments between accounting basis & funding basis under regulations (Note 2)	(91,366)	0	0	0	(91,366)	91,366	0
<b>Net increase/decrease before Transfers to Earmarked Reserves</b>	<b>(507,955)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(507,955)</b>	<b>627,366</b>	<b>119,411</b>
Transfers to/from Earmarked Reserves	16,614	(188)	33,574	(50,000)	(0)	0	(0)
<b>Increase/decrease in 2020/21</b>	<b>(491,341)</b>	<b>(188)</b>	<b>33,574</b>	<b>(50,000)</b>	<b>(507,955)</b>	<b>627,366</b>	<b>119,411</b>
<b>Balance at 31 March 2021 Carried Forward</b>	<b>(590,629)</b>	<b>(6,393)</b>	<b>0</b>	<b>(181,849)</b>	<b>(778,871)</b>	<b>(902,288)</b>	<b>(1,681,159)</b>



**Balance Sheet as at 31 March 2021**

31 March 2020 £		31 March 2021 £
	<b>Long Term Assets</b>	
2,716,654	Property, Plant and Equipment	2,633,288
<b>2,716,654</b>	<b>Total Long Term Assets</b>	<b>2,633,288</b>
	<b>Current Assets</b>	
395,175	Short Term Investments	273,638
52,357	Short Term Debtors	92,467
11,340	Cash and Cash Equivalents	780,162
<b>458,872</b>	<b>Total Current Assets</b>	<b>1,146,267</b>
	<b>Current Liabilities</b>	
(187,956)	Short Term Creditors	(399,047)
<b>(187,956)</b>	<b>Total Current Liabilities</b>	<b>(399,047)</b>
	<b>Long Term Liabilities</b>	
0	Long Term Borrowing	0
(1,187,000)	Net Pension Liability	(1,699,349)
<b>(1,187,000)</b>	<b>Total Long Term Liabilities</b>	<b>(1,699,349)</b>
<b>1,800,570</b>	<b>Net Assets</b>	<b>1,681,159</b>
270,916	Usable Reserves	778,871
1,529,654	Unusable Reserves	902,288
<b>1,800,570</b>	<b>Total Reserves</b>	<b>1,681,159</b>

**Cash flow Statement**

2019/20 £		2020/21 £
<b>447,945</b>	<b>Net surplus or deficit on the provision of services</b>	<b>(416,589)</b>
(342,665)	Adjustments to net surplus or deficit for non-cash movements	(352,232)
<b>105,280</b>	<b>Net cash flows from operating activities</b>	<b>(768,821)</b>
(105,716)	Investing activities	0
0	Financing activities	0
<b>(436)</b>	<b>Net increase or decrease in cash equivalents</b>	<b>(768,821)</b>
(10,905)	Cash and cash equivalents at the beginning of the reporting period	(11,341)
<b>(11,341)</b>	<b>Cash and cash equivalents at the end of the reporting period</b>	<b>(780,162)</b>

### Defined Benefit Pension Scheme

	2020/21 £	2019/20 £
<b>Comprehensive Income and Expenditure Statement</b>		
<u>Service Cost comprising:</u>		
Service cost	72,000	106,000
Administration expenses	1,000	1,000
<u>Financing and Investment Income and Expenditure</u>		
Net interest expense	26,000	29,000
<b>Total post employment benefits charged to the Surplus or Deficit on the Provision of Services</b>	<b>99,000</b>	<b>136,000</b>
<b>Other post employment benefits charged to the Comprehensive Income and Expenditure</b>		
<u>Remeasurement of the Net Defined Liability</u>		
Return on plan assets (excluding the amount included in the net interest expense)	265,000	(155,000)
Other actuarial gains/(losses) on assets	0	0
Changes in financial assumptions	(861,000)	260,000
Changes in demographic assumptions	29,000	0
Experience loss/(gain) in defined benefit obligation	31,000	0
<b>Total post employment benefits charged to the Comprehensive Income and Expenditure Statement</b>	<b>(437,000)</b>	<b>241,000</b>
<b>Movement in Reserves Statement</b>		
Reversal of net charges made to the Surplus or Deficit for the Provision of Services for Post Employment Benefits in accordance with the Code	(99,000)	(136,000)
<b>Actual amount charged against the General Fund</b>		
<b>Balance for pensions in year</b>		
Employers' contributions payable to the scheme	91,000	42,000

#### Pension Assets and Liabilities Recognised in the Balance Sheet

	2020/21 £	2019/20 £
Present value of the defined benefit obligation	3,423,000	2,524,000
Fair value of plan assets	(1,692,000)	(1,337,000)
<b>Sub Total</b>	<b>1,731,000</b>	<b>1,187,000</b>
Other movements in the liability/(asset)	0	0
Payment of deficit	0	0
<b>Net liability arising from defined benefit obligation</b>	<b>1,731,000</b>	<b>1,187,000</b>

Reconciliation of the Movement in the Fair Value of Scheme Assets

	2020/21 £	2019/20 £
<b>Opening Fair Value of Scheme Assets</b>	<b>1,337,000</b>	<b>1,461,000</b>
Interest income	33,000	36,000
Remeasurement gain/(loss):		
Return on plan assets (excluding the amount included in the net interest expense)	265,000	(155,000)
Other actuarial gains/(losses) on assets	0	0
Contributions from employer	91,000	42,000
Contributions from employees into the scheme	13,000	13,000
Benefits paid	(46,000)	(59,000)
Administration expenses	(1,000)	(1,000)
<b>Closing Fair Value of Scheme Assets</b>	<b>1,692,000</b>	<b>1,337,000</b>

Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation)

	2020/21 £	2019/20 £
<b>Opening Balance at 1 April</b>	<b>2,524,000</b>	<b>2,659,000</b>
Current service cost	72,000	88,000
Interest cost	59,000	65,000
Contribution from scheme participants	13,000	13,000
Remeasurement (gain)/loss:		
Change in financial assumptions	861,000	(260,000)
Change in demographic assumptions	(29,000)	0
Experience loss/(gain)	(31,000)	0
Past service cost	0	18,000
Benefits paid	(46,000)	(59,000)
Unfunded pension payments	0	0
<b>Closing Balance at 31 March</b>	<b>3,423,000</b>	<b>2,524,000</b>

Local Government Pension Scheme Assets

	2020/21 £	2019/20 £
Cash and Cash Equivalents	90,000	33,000
Equity Instruments	1,145,000	903,000
Gilts	60,000	44,000
Other Bonds	126,000	116,000
Property	179,000	170,000
Infrastructure	92,000	71,000
<b>Total Assets</b>	<b>1,692,000</b>	<b>1,337,000</b>

Basis for Estimating Assets and Liabilities

	2020/21 %	2019/20 %
<u>Mortality Assumptions</u>		
Longevity at 65 for current pensioners:		
- Men	21.6	21.8
- Women	24.3	24.4
Longevity at 65 for future pensioners:		
- Men	22.9	23.2
- Women	25.7	25.8
<u>Financial Assumptions</u>		
Rate of Inflation		
- Rate of increase in Retail Price Index (RPI)	3.2	2.7
- Rate of increase in Consumer Price Index (CPI)	2.9	1.9
Rate of Increase in Salaries	3.9	2.9
Rate of Increase in Pensions	2.9	1.9
Rate for Discounting Scheme Liabilities	2.0	2.35

	Increase in Assumption £	Decrease in Assumption £
Longevity (increase or decrease in 1 year)	82	(78)
Rate of increase in salaries (increase or decrease by 0.1%)	5	(5)
Rate of increase in pensions (increase or decrease by 0.1%)	34	(33)
Rate for discounting scheme liabilities (increase or decrease by 0.1%)	(38)	39