

**BRAMCOTE  
BEREAVEMENT SERVICES  
JOINT  
COMMITTEE**



**ANNUAL REPORT  
AND  
STATEMENT OF ACCOUNTS  
2019/20**

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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.

Bereavement Services Manager

## **ANNUAL REPORT 2019/20**

The year ended 31 March 2020 was the thirty ninth 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 2019/20 was to continue to charge a standard single adult fee of £712 for cremations.

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

Area	2019/20	2018/19	2017/18	2016/17
Broxtowe	816	778	911	833
Erewash	735	786	819	782
Nottingham	567	572	617	834
Other	332	335	443	554
	2450	2471	2790	3003

The 2018/19 accounts have been restated to reflect a change in the treatment of the crematorium's assets and liabilities in the Nottinghamshire Local Government Pension Scheme (LGPS). These were previously included in Broxtowe Borough Council's accounts but as the crematorium is a separate body within the LGPS these are now included in crematorium's accounts. Consequently, the crematorium's 2018/19 accounts have been restated to reflect this to allow an appropriate comparison with 2019/20. This has no impact upon the crematorium's useable reserves.

The 2019/20 deficit on the provision of services totalled £447,945. This was £125,777 more than the anticipated deficit revised estimated deficit of £322,168.

The original 2019/20 budget was based upon an assumption of 2,600 cremations for the year. A fall in the number of Cremations during the year resulted in this being reduced to 2,460 in the 2019/20 revised estimate. The actual number of cremations in 2019/20 was 2,450 and only 10 below the revised estimate figure. The Cremation numbers achieved in 2019/20 are not thought to have been affected by the Covid-19 pandemic. This is expected to have a more significant impact upon the 2020/21 accounts.

Actual income from cremations in 2019/20 was £52,050 lower than the 2019/20 revised estimate, due in part to the reduction in cremation numbers. This was partly offset by an additional other income.

Actual expenditure costs were £61,340 higher than the revised estimate due mainly due to additional pension charges of £63,667 as set out above for which there was no budget provision. This was partly offset by a saving of £19,695 in salary costs. There was an overspend on supplies and services of £24,755 over budget due primarily to increasing costs of service contracts and music suppliers.

There was an underspend on premises expenses of £37,449 due largely to an increase in the budget to meet the cost of repairing the ageing cremators that was not used during the year.

At 1 April 2019 the accumulated revenue surplus was £312,723. Following the distribution in 2019/20 of £1,000,000 to the two constituent authorities and accounting for the relevant income and expenditure for the year after allowing for the transfer to other reserves, the accumulated revenue surplus at 31 March 2020 was £99,287. This will now be carried forward to 2020/21.

The accounts as shown in this document have been prepared in accordance with the latest Code of Practice on Local Authority Accounting in order to provide the necessary detail for subsequent consolidation into the accounts of the two constituent authorities. Joint Committees no longer have a statutory obligation to prepare accounts that will be subject to external audit. Expenditure and income overseen by the Bramcote Bereavement Services Joint Committee is subject to statutory audit as part of the audit of the main accounts of the constituent audited bodies.

The Comprehensive Income and Expenditure Statement summarises the accounting cost of providing the services in the year. It includes all day-to-day expenses and related income on an accruals basis, as well as transactions measuring the value of fixed assets actually consumed.

The Movement in Reserves Statement shows the movement in the year on the different reserves held, which are analysed into usable reserves and other reserves.

The accounting policies adopted by the Joint Committee comply with the relevant recommended accounting practices. The Joint Committee's policies are explained fully in the Statement of Accounting Policies set out on pages 9 - 12.

Further information about the accounts is available from the Deputy Chief Executive, Broxtowe Borough Council, Council Offices, Foster Avenue, Beeston, Nottingham, NG9 1AB. This is part of the Joint Committee's policy of providing full information about the crematorium's affairs. In addition, interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is displayed on the websites of Broxtowe Borough Council and Bramcote Crematorium.

**CREMATORIA COMPARATIVE STATISTICS****CREMATION NUMBERS AND ADULT CREMATION FEES**

	Cremation Numbers	No. of Cremators	Average per Cremator	Special Rate for Residents	Outside Area
<b><u>2019/20</u></b>					
Bramcote (Hospital Bodies)	2450 45	2	1225	£712.00	£712.00
Chesterfield	2126	3	708	£770.00	£770.00
Derby #	1894	4		£712.00	£712.00
Mansfield #		4		£653.50	£653.50
Nottingham		3		£667.00	£744.00
<b><u>2018/19</u></b>					
Bramcote (Hospital Bodies)	2471 38	2	1235	£678.00	£678.00
Chesterfield	2756	3	919	£737.00	£730.00
Derby #		4		£671.00	£671.00
Mansfield #		4		£653.50	£653.50
Nottingham		3		£667.00	£744.00
Nottingham		3			

# Cremation fees include abatement surcharge & medical referee fees to record the total amount payable.

**STATISTICS 1 APRIL 2019 TO 31 MARCH 2020**  
**WITH COMPARATIVE FIGURES FOR THE THREE PRECEDING YEARS**

	<b><u>2019/2020</u></b>	<b><u>2018/19</u></b>	<b><u>2017/18</u></b>	<b><u>2016/17</u></b>
Within the Joint Committee Area		1,546	1,626	1,615
Hospital Bodies		38	104	
Outside the Joint Committee Area		907	1,060	1,388
<b>Total Cremations</b>		<b>2,471</b>	<b>2,790</b>	<b>3,003</b>
Broxtowe Borough Council		778	911	833
Erewash Borough Council		786	819	782
City of Nottingham		572	617	834
Others		335	443	554
		<b>2,471</b>	<b>2,790</b>	<b>3,003</b>
Church of England Services		849	1,007	1,279
Roman Catholic Services		56	71	89
Others		1566	1,712	1,635
		<b>2,471</b>	<b>2,790</b>	<b>3,003</b>
Scattered or Interred in Crematorium Gardens		771	833	926
Interred/scattered elsewhere		1,691	1,948	2,062
Temporarily Deposited		9	9	15
		<b>2,471</b>	<b>2,790</b>	<b>3,003</b>
Book of Remembrance Entries		186	179	224
Miniature Books		4	3	0
Donations		54	56	48

**BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE****STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS****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.
- to approve the statement of accounts.

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

The Treasurer to the Crematorium 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 ('the Code of Practice').

In preparing this statement of accounts, the Treasurer to the Crematorium has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code of Practice.

The Treasurer to the Crematorium has also:

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

**Zulfiqar Darr**  
**Treasurer**  
**9 June 2020**



## **BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE**

### **STATEMENT OF ACCOUNTING POLICIES**

#### 1. **GENERAL**

The accounts have been prepared in accordance with the 2019/20 Code of Practice on Local Authority Accounting issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and also with guidance notes issued by CIPFA on the application of accounting standards.

#### 2. **PROPERTY, PLANT AND EQUIPMENT**

All expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised on an accruals basis in the accounts.

Property, plant and equipment are valued on the basis recommended by CIPFA and in accordance with the Statements of Asset Valuation Principles and Guidance Notes issued by the Royal Institution of Chartered Surveyors (RICS). Property, plant and equipment are classified into the groupings required by the 2019/20 Code of Practice on Local Authority Accounting. Balances are stated on the following basis:

- land, operational properties and other operational assets are included in the balance sheet at the lower of net current replacement cost and net realisable value.

Surpluses/deficits arising on the valuation of property, plant and equipment are credited/debited to the Revaluation Reserve. Revaluations are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period as they occur.

Broxtowe Borough Council has strict legal ownership of the buildings. However, under International Accounting Standards these are included in the Joint Committee's balance sheet as, in substance, the Joint Committee obtains the economic benefits, in the form of income, and incurs the risks associated with the properties upkeep, by virtue of its responsibility for maintaining, controlling and managing the property.

#### 3. **LEASING**

The Joint Committee has in the past acquired a variety of assets by means of leases. These transfer the risks and rewards of ownership without actually transferring title to the assets. The joint committee currently has no leased assets but in previous years they have been of a minor nature and are not stated in the balance sheet. Rentals are charged to revenue when payable and no provision is made for outstanding lease commitments.

#### 4. DEPRECIATION

In accordance with International Accounting Standard 16, with effect from 1 April 2000 depreciation has been provided for on all property, plant and equipment assets with a finite useful life, including buildings owned by the Joint Committee. Land is not depreciated.

Assets are depreciated from the year following acquisition using the straight-line method over the following periods:

##### Buildings

Crematorium	60 years
Crematorium Roof	40 years
Pamela Cottage	40 years
Crematorium Heating System	30 years

##### Vehicles, Plant and Equipment

Cremators	15 years
Charging Bier	15 years
Mercury Abatement Equipment	15 years
Ash Cabinet	15 years
Stand-by Generator	10 years
Digital Organ	10 years
Air Conditioning Unit	10 years
Columbarium	10 years
Catafalque	5 years
Vending Machines	5 years

#### 5. CHARGES TO REVENUE FOR NON CURRENT ASSETS

The Comprehensive Income and Expenditure Statement is charged with a capital charge for non-current assets used in the provision of the service. This charge is the annual provision for depreciation.

#### 6. DEBTORS AND CREDITORS

The Comprehensive Income and Expenditure Statement is maintained on an accruals basis in accordance with the Code of Practice. That is, sums due to or from the Joint Committee during the year are included whether or not the cash has actually been received or paid in the year. An exception to this principle relates to telephone accounts and other similar payments that are charged at the date of the account rather than being apportioned between financial years. This policy is consistently applied each year and therefore does not have a material effect on the year's accounts.

Capital items are also recorded on an accruals basis.

## 7. ADMINISTRATION AND MANAGEMENT COSTS

A charge is made by Broxtowe Borough Council to reflect the appropriate percentage of time spent by employees on crematorium affairs.

## 8. RESERVES

In accordance with the latest Code of Practice on Local Authority Accounting, two capital reserve accounts are to be maintained in the Balance Sheet:

- Revaluation Reserve, which represents principally the balance of the surpluses or deficits arising from the periodic revaluation of fixed assets.
- Capital Adjustment Account, which represents amounts set aside to finance expenditure on fixed assets.

Both of these are regarded as unusable reserves.

There are a further three usable reserves in operation:

- A Repairs and Renewals Reserve is maintained to provide for major repairs and renewals of vehicles, plant and equipment. Annual contributions are made to the reserve on a fixed instalment basis and the balance is invested with Broxtowe Borough Council.
- A Donations Reserve also exists into which donations received by the crematorium are paid. The balance on the reserve is invested with Broxtowe Borough Council. The reserve is used to finance minor items of expenditure aimed at improving the grounds for visitors to the crematorium.
- A Memorialisation Reserve was set up which has the effect of keeping any net surplus or deficit from memorialisation activities outside of the normal operations of the crematorium.

## 9. PENSION SCHEME

The Joint Committee pays an employer's contribution into Nottinghamshire County Council's Pension Fund. Under earlier legislation, Local Government Pension Funds were only required to fund 75% of future liabilities. Subsequent regulations require a move towards 100% funding and a disclosure of the cost of such 100% funding.

Further information may be found at note 22 to the core financial statements.

## 10. 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 and recognition and measurement.

Financial assets include debtors (sometimes referred to as accounts receivable), payments in advance, investments and cash either in hand or at the bank. Investments are shown in the balance sheet as surplus monies invested with Broxtowe Borough Council but adjusted for any interest earned but not received before the end of the financial year. Interest earned on investments is credited to the Comprehensive Income and Expenditure Statement.

Financial liabilities comprise long term borrowing and creditors (sometimes referred to as accounts payable).

#### 11. VALUE ADDED TAX

The activities of Bramcote Crematorium fall within Broxtowe Borough Council's VAT registration and therefore no VAT expenditure has been included within the Core Financial Statements.