

**MANSFIELD AND DISTRICT
JOINT CREMATORIUM COMMITTEE**

**ANNUAL REPORT
AND
STATEMENT OF ACCOUNTS
2017/2018**



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; Its Director of Commerce and Customers 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 repairs and renewal 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 2018 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 2017/2018 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

The Mansfield and District Joint Crematorium Committee is classed as a smaller authority as their gross annual income or expenditure is less than £6.5 million. Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA), were appointed as the Sector Led Body for smaller authorities. The SAAA are responsible for appointing external auditors to smaller authorities and for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit

firms. The Mansfield and District Joint Crematorium Committee has been appointed PKF Littlejohn LLP as their external auditor for the five year period commencing with the financial year 2017/2018. The auditors will require an annual governance and accountability return to be completed for submission by 30 September each financial year.

Further Information

If you require any further information concerning the accounts of the Joint Crematorium Committee please contact the Director of Commerce and Customers at Mansfield District Council, The Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire, NG19 7BH
Telephone 01623 463145 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 2017/2018 financial year and its financial position at 31 March 2018. It comprises core and supplementary statements, together with disclosure notes.

The Core Financials 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.

The Expenditure and Funding Analysis (EFA) – This shows how annual expenditure is used and funded from resources in comparison with how those resources are consumed or earned.

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 - These 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 2017/2018 on 5 December 2016 and was revised during 2017/2018 to include approved budget carry forwards from 2016/2017 and budget realignments for 2017/2018.

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

Table 1 – Financial Performance 2017/2018

2016/2017		2017/2018		
Actual Outturn £	Income and Expenditure Summary	Revised Budget £	Actual Outturn £	Variance to Budget £
	Income			
-1,733,981	Cremation Fees	-1,704,452	-1,729,610	-25,158
-29,952	Other Income	-35,257	-34,301	956
-1,763,933	Gross Income	-1,739,709	-1,763,911	-24,202
	Expenditure			
336,328	Employee Costs	416,373	404,968	-11,405
343,373	Premises Costs	381,602	182,126	-199,476
158,708	Supplies and Services	215,016	164,838	-50,178
43,050	Support Services	53,539	59,273	5,734
1,269	Provisions	0	2,099	2,099
149,804	Depreciation and Impairment	599,607	343,707	-255,900
1,032,532	Gross Expenditure	1,666,137	1,157,011	-509,126
-731,401	Net Cost of Service	-73,572	-606,900	-533,328
-4,120	Interest Received	-1,140	-5,047	-3,907
-149,804	Reverse Depreciation and Impairment	-599,607	-343,707	255,900
0	Transfer from Usable Reserve	-43,331	-38,070	5,261
0	Net Pension Interest and Liability	-38,186	-38,772	-586
29,500	Transfer to Usable Reserve	0	154,189	154,189
-855,825	Surplus	-755,836	-878,307	-122,471
0	Transfer Surplus in Excess of Budget to Usable Reserves	0	122,471	122,471
-855,825	Net Surplus for Distribution	-755,836	-755,836	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 2017/2018 was £1,763,911 compared to a budget of £1,739,709, an increase of £24,202 (1.39%). This variance was due to:

- A reduction in the income received from the Crematoria Abatement of Mercury Emissions Organisation (CAMEO), the national burden sharing scheme. The target of 50% of cremations being abated was not met due to maintenance issues during 2017/2018. This resulted in a reduction in income of £6,500.
- A reduction in the number of funerals requiring the services of an organist, reduced income for the purchase of either containers or memorials and a small reduction in income for inscriptions in the book of remembrance. This resulted in a reduction in income of £8,863.
- An additional £5,380 was received for clerical works relating to cemetery administration and public health funerals.
- The estimated number of cremations for 2017/2018 was 2,450; the actual number of cremations undertaken was 2,514 which is an increase of 64 (2.61%). There was an overall increase in cremation fee income of £34,185.

3.3 Expenditure

The gross expenditure incurred during 2017/2018 was £1,157,011 compared to the revised budget of £1,666,137, resulting in underspends totalling £509,126 (30.55%). The main reason for the differences are summarised below:

Employee costs - £11,405 lower than budgeted:

- Staff expenses are under-spent by £12,493 mainly due to staff vacancies in year.
- This is the first year of new apprenticeship levy payable to Her Majesty's Revenue & Customs (HMRC) which is paid by employers with an annual manpower bill of more than £3 million. As the crematorium staff are employed by Mansfield District Council, the crematorium proportion of this levy is £1,088 for 2017/2018.
- In December 2016, Nottinghamshire County Council advised that after the last triennial valuations for the pension fund that the contributions for 2017/2018 would need to increase by £13,831. It was agreed at the Mansfield and District Joint Crematorium Committee (JCC) meeting held on 20 February 2017, that the budget increase of £13,831 would be financed from usable reserves, this is shown within the transfer from usable reserve total of (£38,070).

Premises costs - £199,476 lower than budgeted:

- Utility costs were lower than estimated resulting in an under spend of £26,022.
- National domestic rates for the crematorium in 2017/2018 was £22,005 lower than budget due to the 2017 business rate revaluation process which lowered the rateable value and the business rate multiplier set by government. Also in 2017/2018 a backdated rateable value appeal for rates payable over the life of the 2010 rating list was successful resulting in a refund of £104,184. It was agreed at the JCC meeting held on 15 December 2017, that both the 2017/2018 saving and the appeal funds totalling £126,189 should be transferred to the

capital fund for future capital projects. This is shown in the transfer to usable reserve total of £154,189.

- During 2017/2018 external painting works were undertaken at the crematorium costing £13,239. It was agreed at the JCC meeting held on 1 December 2016 that these works would be financed from usable reserves, this is shown within the transfer from usable reserves total of (£38,070).
- Within the year £33,770 budget was realigned from repair/maintenance of cremators to supplies and services to cover the non-abatement costs under the CAMEO national burden sharing scheme.
- The costs of cremator repairs have decreased by £43,366 this is mainly due to an ongoing planned preventative maintenance review of the cremators and plans to undertake capital work to resolve the current abatement issues.
- Maintenance of buildings includes a carried forward budget of £11,000 from 2015/2016 to the usable reserves to finance works to the catafalque and surrounding area within the Thoresby Chapel. These works were completed during 2017/2018 and the financing of this work is shown within the transfer from usable reserve total of (£38,070).
- Maintenance of buildings and grounds were underspent by £25,221.
- Environmental Protection Agency (EPA) testing, insurance premiums and cleaning materials were underspent by £2,917.

Supplies and Services £50,178 lower than budgeted:

- During 2017/2018 a budget realignment of £33,770 between the repairs/maintenance of cremators and CAMEO non abatement fees codes to meet the charges from CAMEO for not meeting the 50% abatement target. The invoice for 2017 was for £32,542 resulting in an underspend of £1,228.
- The budget for equipment acquisitions £22,000 is to be carried forward into 2018/2019 and is shown in the transfer to usable reserves total of £154,189. This is for video streaming equipment and installation works.
- The budget for books and publications of £6,000 is to be carried forward into 2018/2019 and is shown in the transfer of usable reserves total of £154,189. This is for replacement hymn/service books for the chapels.
- The purchase of temporary memorials and furniture were underspent by £9,911.
- Other running costs are showing an under spend of £11,039.

Support Services £5,734 higher than budgeted:

- The fees from the Design Services team and Electrician's Service were £5,380 over spent due to the additional works required on the planned preventative maintenance review and car park works.
- Other support services are showing an over spend of £354.

Provisions £2,099 higher than budgeted:

- This is the increase in the bad debt provision required from 31 March 2017 to 31 March 2018 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 £255,900 lower than budgeted:

- The original budgets for depreciation and impairment comprised of £106,610 for depreciation and £492,997 for impairment. The depreciation was based on the current annual level and the Impairment was based on the capital spend incurred during 2017/2018. Capital spend in 2017/2018 comprised of £255,900 for land purchase, £68,182 costs and fees for land purchase and £168,915 car park infrastructure works on existing crematorium land totalling £492,997. When the capital spend was reviewed it was determined that the costs and fees incurred on the land purchase and the works to existing land to extend the car park did not add significant value to the value of the crematorium assets and an impairment charge for £237,097 has been applied. The land purchase of £255,900 has added value to the assets held by the crematorium and does not incur any depreciation or impairment costs. 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 £3,907 higher than budgeted:

- This is mainly due to an increase in interest rates during the year.

3.4 Annual Surplus

As detailed above £126,189 for national domestic rates, £22,000 for equipment acquisitions and £6,000 for books/publications has been carried forward into 2018/2019 to usable reserves. After this transfer, the net surplus for 2017/2018 is £878,307, however at the JCC meeting held on 15 December 2017, it was agreed that only the budgeted surplus of £755,836 would be distributed in 2017/2018 and any excess surplus would be transferred to the usable reserves for future planned preventative maintenance works. Therefore the excess surplus of £122,471 has been transferred to usable reserves. The total transfers to usable reserves for 2017/2018 is £276,661.

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

Number of Cremations over the last five years by area

Year	Ashfield	Mansfield	Newark & Sherwood	Out of Area	Total	% Change
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	8.4%
2013/2014	845	800	199	750	2,594	0.0%

Table 2 above shows that in 2017/2018 there has been;

- an increase in Ashfield's areas of 65 (8%)
- an increase in Mansfield's area of 48 (5%)
- a decrease in Newark & Sherwood's area of 63 (27%) and
- a decrease in other areas of 159 (26%)

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

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 (2017/2018), as shown in the table below:

Table 3 - 2017/2018 Surplus Distribution

District	Number of Cremations	%	Surplus
Mansfield	1,012	48.91%	£369,679
Ashfield	888	42.92%	£324,405
Newark & Sherwood	169	8.17%	£61,752
TOTAL	2,069	100%	£755,836

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 2017/2018 the net assets of the Committee have reduced by £95,036. 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

Depreciation

The comprehensive income and expenditure statement has an annual capital charge (depreciation) of £106,610 for assets used in the provision of the service. The value of the assets are 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

The total capital budget for 2017/2018 was £490,097.

During 2017/2018 the total capital spend was £492,997 which shows an over spend of £2,900. There were two capital schemes this year, one for infrastructure works on existing land to extend the current car park and one to purchase 6.19 acres of land adjacent to the crematorium known as Shining Cliff Plantation from Welbeck Estates. The car park infrastructure works capital expenditure totalled £168,915, with a further retention sum due in 2018/2019 for £5,135. The total spend on the land purchase in 2017/2018 was £324,082, this is comprised of £255,900 for land purchase which is an increase to the assets held by the crematorium and the balance of £68,182 comprising of legal fees, Forestry Commission compensation, surveyors costs and disbursements.

VAT Implications

During 2017/2018 Mansfield District Council's Financial Services and the Director and Registrar of the Crematorium provided HMRC with full details of the capital land purchase and infrastructure works being undertaken at the crematorium, clarifying those activities deemed as business and non-business. Based on this information HMRC have confirmed that as the majority of the land is to be used for non-business activities i.e. strewing, there will be no breach in the MDC partial exemption VAT calculation this year. However, for any future capital works consideration needs to be given to the potential impact on MDC's partial exemption calculation and whether this would cause a breach of the council's 5% limit.

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 reduced by £365,573 during the year to £1,607,129.

Short Term Debtors have increased by £10,116 in the year, this is mainly due to an increase in the invoices raised in 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 2018 has reduced during the year by £61,131 to £825,959. This is mainly due a reduced level of surplus which will be distributed to the three constituent authorities during 2018/2019, being £755,836 and an increase in outstanding invoices to be paid for 2017/2018.

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 2017/2018 shows a decrease in the liability from £1,273,000 to £1,223,000. A statutory accounting adjustment for £50,000 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 increase by £112,401 to £299,901, this increase comprises of equipment acquisition budget carried forward for £22,000, books/publications budget carried forward of £6,000 and excess surplus of £122,471 less £38,070 required to finance the increase to the pension budget, external painting works and catafalque works as detailed on 3.3 premises costs. The capital fund has reduced by £366,808 to £764,707, this reduction comprises of £492,997 which is the expenditure for capital projects less the transfer of the national domestic rate savings and refunds of £126,189. Further details of the movement and balances held in reserves is 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 2017/2018 (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 2017/2018 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 2018.

Signed..........

Date: 25.5.18

M Andrews 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 2017 to 31 March 2018 has been prepared and I confirm that these accounts were approved by Mansfield and District Joint Crematorium Committee at the meeting held on 25 May 2018..

Signed..........

Date: 25/05/18

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 2017/2018 financial year and its position at the year end of 31 March 2018.

The Accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2017/2018, based on International Financial Reporting Standards (IFRS) and the Service Reporting Code of Practice for Local Authorities 2017/2018.

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 2018. Any payments in advance (before 1 April 2018), which relate to the 2018/2019 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 2018. Any income received before 1 April 2018, which relates to the 2018/2019 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	23
Equipment	15

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 2018/2019 and 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 Committees 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 2018/2019 and 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. VAT is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs

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

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)					
2016/2017			2017/2018		
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		Adjustments between Funding and Accounting basis (Table A)	Net Expenditure in the Comprehensive Income and Expenditure Statement
£	£	£		£	£
-1,763,932	0	-1,763,932	Gross Income	0	-1,763,911
878,607	190,804	1,069,411	Gross Expenditure	416,479	1,185,964
-885,325	190,804	-694,521	Net Cost of Service	416,479	-577,947
0	0	0	Other Income and Expenditure	0	0
-885,325	190,804	-694,521	(-) Surplus or Deficit	416,479	-577,947
855,825	0	855,825	Distribution of Surplus	0	755,836
-29,500	190,804	161,304	Net (-) Surplus or Deficit	416,479	177,889
-158,000			Opening General Fund Balance		-187,500
-29,500			(-) Surplus or Deficit in Year		-238,590
0			Transferred to Capital Reserve		126,189
-187,500			Closing General Fund Balance		-299,901

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.

Movement in Reserves Statement (MIRS)									
2017/2018	General Reserve £	Capital Fund £	Total Usable Reserves £	Pension Reserve £	Revaluation on 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 Note 12, 13 & 15)	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	

The movement in reserves for 2016/2017 for comparison purposes is set out below:

2016/2017	General Reserve £	Capital Fund £	Total Usable Reserves £	Pension Reserve £	Revaluation Reserve £	Capital Adjustment £	Unusable Reserves £	Total Reserves £
Balance as at 31 March 2016	158,000	1,174,709	1,332,709	-635,000	0	1,840,959	1,205,959	2,538,668
Movement in reserves during 2016/2017								
Surplus/ (-) Deficit on the Provision of Services	694,521	0	694,521	-597,000	0	0	-597,000	97,521
Less Surplus Distribution	-855,825	0	-855,825	0	0	0	0	-855,825
Total Comprehensive Income and Expenditure	-161,304	0	-161,304	-597,000	0	0	-597,000	-758,304
Adjustment between Accounting basis and funding basis under regulations (Table A.)	190,804	-43,194	147,610	-41,000	103,627	-100,396	-37,769	109,841
Transfers to/(-)from Reserves (see Note 12,13 & 15)	29,500	-43,194	-13,694	-638,000	103,627	-100,396	-634,769	-648,463
Balance at 31 March 2017 carried forward	187,500	1,131,515	1,319,015	-1,273,000	103,627	1,740,563	571,190	1,890,205

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.

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		-38,772		-38,772		38,772		0		0		38,772	
Total Adjustments		-416,479		492,997		76,518		72,772		6,214		-155,504		-76,518	

2016/2017	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	-149,804	0	-149,804	0	0	100,396	100,396
Revaluation on Property, Plant and Equipment	0	0	0	0	-103,627	0	-103,627
Financing Capital Expenditure	0	43,194	43,194	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	-91,000	0	-91,000	91,000	0	0	91,000
Employer's pensions contributions and direct payments to pensioners payable in the year	50,000	0	50,000	-50,000	0	0	-50,000
Total Adjustments	-190,804	43,194	-147,610	41,000	-103,627	100,396	37,769

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)

2016/2017 £		Note	2017/2018 £
	Income		
-1,733,981	Fees and Charges		-1,729,610
-29,951	Other Income		-34,301
-1,763,932	Gross Income	1	-1,763,911
	Expenditure		
354,327	Employee Expenses	2	404,968
343,373	Premises Related Expenses	3	182,126
158,708	Supplies and Services	4	164,838
1,269	Allowance for Bad Debts	6	2,099
43,050	Central Support Services	8	59,273
149,804	Depreciation and Impairment	9	343,707
1,050,531	Gross Expenditure		1,157,011
-713,401	Net Cost of Services		-606,900
0	Other Operating Expenditure		0
18,880	Financing and Investment Income and Expenditure	10	28,953
0	Taxation and Non-Specific Grant Income		0
-694,521	Surplus / Deficit on Provision of Services		-577,947
-109,841	Surplus or Deficit on revaluation of Property, Plant and Equipment Assets	9	0
0	Impairment Losses on non-current assets charged to the Revaluation Reserve		0
597,000	Remeasurement of the net defined benefit liability/(asset)	11	-82,853
487,159	Other Comprehensive Income and Expenditure		-82,853
-207,362	Total Comprehensive Income and Expenditure (Prior to Surplus Distribution)	15	-660,800
408,657	Mansfield District Council		£369,679
348,834	Ashfield District Council		£324,405
98,334	Newark & Sherwood District Council		£61,752
855,825	Distribution of Surplus	T3	£755,836
648,463	Total Comprehensive Income and Expenditure Statement (After Surplus Distribution)		95,036

Balance Sheet as at 31 March 2018

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 2018 is presented below:

Balance Sheet			
2016/2017 £		Note	2017/2018 £
1,844,190	Property, Plant and Equipment	9	1,993,480
1,844,190	Long Term Assets		1,993,480
233,403	Short Term Debtors	5	243,519
1,972,702	Cash and Cash Equivalents	14	1,607,129
2,206,105	Current Assets		1,850,648
-887,090	Short Term Creditors	7	-825,959
-887,090	Current Liabilities		-825,959
-1,273,000	Net Pension Liability	11	-1,223,000
-1,273,000	Long Term Liabilities		-1,223,000
1,890,205	Net Assets		1,795,169
1,131,515	Financed by:		764,707
187,500	Capital Fund		299,901
1,319,015	Usable Reserves	12	1,064,608
103,627	Revaluation Reserve		97,413
1,740,563	Capital Adjustment Account		1,896,067
-1,273,000	Pension Reserve		-1,262,919
571,190	Unusable Reserves	13	730,561
1,890,205	Total Reserves		1,795,169

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		
2016/2017 £		2017/2018 £
648,463	Net surplus (-) / deficit on the provision of services	95,036
	Adjustment to net surplus / (-) deficit on the provision of services:	
3,231	Depreciation & Impairment	149,290
-115,577	Increase/ decrease in creditors	48,843
46,913	Increase/ decrease in debtors	10,116
-638,000	Pension Liability	50,000
-39,074	Adjustments for items in the net surplus / (-) deficit on the provision of services that are investing and financing activities	-232,050
-94,044	Net Cash flows from operating activities	121,235
43,194	Investing Activities	237,097
-4,120	Financing Activities	-5,047
-54,970	Net increase / (-) decrease in cash and cash equivalents	353,285
1,917,732	Cash and Cash equivalents at the beginning of the reporting period	1,972,702
1,972,702	Cash and Cash equivalents at the end of the reporting period	1,607,129
-54,970	Movement in Cash and Cash Equivalents	365,573

NOTES TO THE ACCOUNTS

1. GROSS INCOME

The total income received during 2017/2018 was £1,763,911 compared to £1,763,932 in 2016/2017. This represents a decrease of £21 (0%).

- 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 2017/2018 was to increase the fee for a standard single adult cremation by £30 (4.8%) from £605 (2016/2017) to £635 (this excludes medical referee fees).
- The number of cremations decreased by 109 (5%) from 2,623 in 2016/2017 to 2,514 in 2017/2018. When setting the budget for 2017/2018 the number of cremations had been reduced from 2,600 to 2,450 due to the impact of crematoriums opening in adjacent districts in recent years.

2016/2017 £	Gross Income	2017/2018 £
-1,579,183	Cremation Fees	-1,588,048
-49,154	Medical Fees	-47,212
-47,828	Memorials	-42,745
-32,600	Organist	-27,762
-25,216	Book of Remembrance Inscriptions	-23,843
-1,733,981	Fees and Charges	-1,729,610
-26,375	Recharge to Cemeteries MDC	-29,997
-2,880	S46 Burial of the Destitute Admin Fees	-4,140
-361	Containers	-164
-335	CAMEO	0
-29,951	Other Income	-34,301
-1,763,932	Gross Income	-1,763,911

2. EMPLOYEE COSTS

Employee expenses are higher than 2016/2017 by £50,641, this is mainly due to annual pay rises and the increase in the pension adjustments. The pension adjustment reflects the cost of service in the actuary report, this is higher due to the annual payments for the next 3 years pension costs being paid in one lump sum payment in April 2017. The pension payments for 2018/2019 and 2019/2020 have been accounted for below the net cost of service and within the balance sheet so as not to affect the annual surplus calculations.

2016/2017 £	Employee Expenses	2017/2018 £
239,005	Basic Pay	250,904
22,579	Overtime	21,259
20,749	National Insurance	21,271
70,418	IAS19 Pension Adjustments	108,000
0	Apprenticeship Levy	1,088
1,576	Other Employee Costs	2,446
354,327	Total	404,968

4. PREMISES COSTS

Premises costs are lower than 2016/2017 by £161,247, this is mainly due to:

- The refund and rebate for national domestic rates totalling £126,189 which has been transferred to usable reserves.
- The underspend on cremator repairs and maintenance due to the planned preventative work review undertaken to determine the extent of major works required to the cremator equipment.
- External painting works were undertaken during 2017/2018 which is to be financed from usable reserves.

2016/2017 £	Premises Related Expenditure	2017/2018 £
109,837	NDR - Business Rates	-14,584
159	Rent	159
14,881	Insurance	14,072
42,238	Electricity	42,309
33,112	Gas	37,488
5,082	Water	6,181
3,443	Cleaning Materials	5,351
101,693	Cremator Repairs and Maintenance	32,595
21,186	Building Repairs and Maintenance	28,226
0	External Painting	13,239
11,742	Grounds Maintenance	17,090
343,373	Total	182,126

4. SUPPLIES AND SERVICES

There is an increase in supplies and service costs in 2017/2018 of £6,130 compared to 2016/2017, this is mainly due to the increased costs incurred from CAMEO. There are underspends on memorial plaques, computer hardware and valuation fees which is offset by overspends or new costs for external audit fees, valuation appeal fees, advertising and furniture.

2016/2017 £	Supplies and Services	2017/2018 £
48,895	Fees - Medical referees	47,342
20,475	Fees - Organist	18,199
11,258	Memorial plaques	6,395
8,420	Book of Remembrance - inscriptions	7,655
3,496	Caskets / Containers	2,361
1,576	Audit Fees to Newark & Sherwood DC	1,583
0	External Audit Fees	2,000
0	Valuation Appeal Fee	6,999
26,364	CAMEO Contributions	32,542
8,540	Computer Maintenance and support	8,240
1,495	Computer Hardware	0
6,377	Printing & Stationery	5,597
5,638	Telephones	6,117
2,717	Tools, Equipment & First Aid supplies	2,331
151	Furniture / Office Equipment	2,770
1,544	Uniforms	2,583
3,214	Postages	2,744
2,000	JCC Committee Fees	2,000
2,086	Subscriptions	2,106
1,280	Skips and Waste Collections	1,590
1,016	Advertising	2,951
325	Contributions	239
1,400	Valuation Fee	0
441	Hire of vending machines	494
158,708	Total	164,838

5. DEBTORS

The total debtors outstanding has increased by £10,116, this is due to the increase in the level of outstanding funeral director invoices as shown in the table below:

SUMMARY OF THE DEBTORS OUTSTANDING

SHORT TERM DEBTORS	2016/2017 £	2017/2018 £
Funeral Directors	231,783	241,359
Other Local Authorities	1,620	2,160
Total Debtors at 31 March	233,403	243,519

AGEING OF DEBTS OUTSTANDING

Debtors Summary	2016/2017 £	2017/2018 £	Change £
Ageing:			
Over 85 days	4,204	10,481	6,277
29 to 84 days	66,330	58,102	-8,228
1 to 28 days	162,869	174,936	12,067
	233,403	243,519	10,116

6. PROVISION FOR BAD DEBTS

The provision for potential bad debts has increased by £2,099 to £12,288. The provision for bad debts is based on the age of the debts; the older the debt is the higher percentage provision is required.

2016/2017 £	Provision for Bad Debts	2017/2018 £
233,403	Debtors Outstanding at 31 March	243,519
10,189	Provision required:	12,288
8,920	Provision b/fwd at 1 April	10,189
1,269	Change in Provision	2,099

7. SHORT TERM CREDITORS

The short term creditors are shown in the table below:

SHORT TERM CREDITORS	2016/2017 £	2017/2018 £
Constituent Authorities	855,825	755,836
Other Bodies	21,076	57,835
Provision for Bad Debts	10,189	12,288
Balance at 31st March	887,090	825,959

8. CENTRAL SUPPORT SERVICES AND RECHARGES

Central support services and recharges have increased by £16,223 to £59,273. This is due to increased costs from Accountancy Services to reflect the work required in producing the annual statement of accounts, the setting of the three year budgets, the annual review of fees and charges, the quarterly financial monitor review reports and the monthly budget monitoring work. Increased costs have been incurred by Design

Services and Electricians for the work undertaken in the planned preventative work review and specific projects undertaken this year.

2016/2017 £	Central Support Services	2017/2018 £
11,193	Information Technology & Financial systems	8,491
8,771	Human Resources & Payroll	9,273
6,672	Trade Waste Service	6,850
5,090	Director of Commerce and Customers	5,192
1,152	Accountancy Services	6,848
2,109	Debtors/Recovery Services/CSU	2,951
1,239	Business Support / Creditors	2,912
2,016	Internal Audit	2,717
2,510	Design Services & Building Control	10,180
1,000	Postal / Electricians/ Copiers / Telephones	2,060
1,298	Risk Management & Environmental Services	1,799
43,050	Total	59,273

9. PROPERTY, PLANT AND EQUIPMENT

Movements in Year	2016/2017 £	2017/2018 £
Cost or Valuation at 1 April:	1,840,959	1,844,190
Additions	43,194	492,997
Revaluation increases/ (-) decreases recognised in the Revaluation Reserve	109,841	0
Revaluation increases/ (-) decreases recognised in the Comprehensive Income and Expenditure Statement	0	0
Disposals	0	0
At 31st March	1,993,994	2,337,187
Accumulated Impairment and Depreciation		
At 1 April	0	0
Depreciation Charge	-106,610	-106,610
Depreciation written out to the Revaluation Reserve	0	0
Impairment	-43,194	-237,097
Impairment Losses/ (-) reversals recognised in the Revaluation Reserve	0	0
Disposals	0	0
At 31st March	-149,804	-343,707
Net Book Value at 31st March	1,844,190	1,993,480

10. 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:

Financing and Investment Income and Expenditure	2016/2017	2017/2018
	£	£
Interest payable and similar charges	0	0
Net interest on the net defined benefit liability / (-) asset	23,000	34,000
Interest receivable and similar income	-4,120	-5,047
Total	18,880	28,953

11. 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 show only one year lump sum pension payments for £19,960 with accounting adjustments for the £39,919 paid in advance for years 2018/2019 & 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 £	Average Age
Active members	12	223,000	50
Deferred pensioners	6	5,000	45
Pensioners	5	20,000	58
Unfunded pensioners	2	0	69

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	01-Apr-19
Percentage of payroll	17.7%	17.7%	17.7%
Plus monetary amount (£000)	21	21	22

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 2018 is estimated to be 3%. 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:

Asset Share	31 March 2017		31 March 2018	
	£	%	£	%
Equities	814,000	70	846,000	66
Gilts	36,000	3	29,000	2
Other Bonds	70,000	6	150,000	12
Property	129,000	11	162,000	13
Cash	59,000	5	25,000	2
Inflation - Linked Pooled Fund	29,000	2	32,000	2
Infrastructure	27,000	2	42,000	3
	1,164,000	100	1,286,000	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		
	2016/2017	2017/2018
	£	£
Cost of Services:		
Current Service cost	68,000	108,000
Past Service cost	0	0
Administration expenses	0	0
Financing and Investment Income and Expenditure:		
Net interest on the defined liability / (-) asset	23,000	34,000
Total Post Employment Benefit Charged to the Surplus / Deficit on the Provision of Services	91,000	142,000
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement		
Actuarial gains and (-) losses	-597,000	82,853
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	-506,000	226,000
Movement in Reserves Statement		
Reversal of net charges made to the Surplus / Deficit for the Provision of Services for post-benefits in accordance with the Code	-91,000	-142,000
Actual amount charged against the General Fund Balance for pensions in the year:		
Employers' contribution payable to the Scheme	50,000	108,000

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 2016/2017 and 2017/2018 financial years:

	At 31 March 2017 £	At 31 March 2018 £
Opening Defined Benefit Obligation	1,470,000	2,437,000
Current service cost	68,000	108,000
Interest cost	55,000	68,000
Change in demographic assumptions	39,000	0
Change in financial assumptions	574,000	-86,000
Experience loss / (-) gain on defined benefit obligation	260,000	0
Liabilities assumed / (-) Extinguished on settlements	0	0
Estimated benefits paid (net of transfer in)	-44,000	-34,000
Past service costs, including curtailments	0	0
Contribution by scheme participants	15,000	16,000
Unfunded pension payments	0	0
Closing Defined Benefit Obligation	2,437,000	2,509,000

The following table provides a reconciliation of fair values of the schemes assets of the Committee during the 2016/2017 and 2017/2018 financial years:

	At 31 March 2017 £	At 31 March 2018 £
Opening fair value of scheme assets	835,000	1,164,000
Expected return on scheme assets		
Interest on assets	32,000	34,000
Return on assets less interest	162,000	-2,000
Other actuarial gains / (-) losses	114,000	0
Administration expenses	0	0
Contribution by employer including unfunded benefits	50,000	108,000
Contribution by scheme participants	15,000	16,000
Estimated benefits paid including unfunded benefits	-44,000	-34,000
Settlement prices received / (-) paid	0	0
Closing fair value of scheme assets	1,164,000	1,286,000

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 2018). 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 2018 was £32,000 (2016/2017 £194,000).

d. Scheme History

	2015/2016	2016/2017	2017/2018
	£	£	£
Present value of liabilities	1,470,000	2,437,000	2,509,000
Fair Value of assets	-835,000	-1,164,000	-1,286,000
Surplus/ (-) Deficit	635,000	1,273,000	1,223,000

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 £1,223,000 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 2018 are £108,000 (2016/2017 £50,000). This increase 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 2019 are:

	£
Service Cost	102,000
Interest Cost	31,000
Administration Expenses	0
Total	133,000
Employer Contributions	48,000

These figures exclude the capitalised cost of any early retirements or augmentations which may occur after 31 March 2018. These projections are based on the assumptions as at 31 March 2018, 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:

	2016/2017 %	2017/2018 %
Mortality assumptions:		
Longevity at 65 for current pensioners:		
Men	22.5	22.6
Women	25.5	25.6
Longevity at 65 for future pensioners:		
Men	24.7	24.8
Women	27.8	27.9
Financial Assumptions:		
Discount Rate	2.8	2.6
Pension Increases	2.7	2.3
Salary Increases	4.2	3.8

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%)	2,452,000	2,568,000
Rate of increase in salaries (increase or decrease by 0.1%)	2,517,000	2,501,000
Rate of increase in pensions (increase or decrease by 0.1%)	2,560,000	2,459,000
Adjustment to mortality age (longevity) (increase or decrease in 1 year)	2,601,000	2,420,000

12. 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:

USABLE RESERVES	2016/2017 £	2017/2018 £
Capital Fund	1,131,515	764,707
General Reserve	187,500	299,901
Balance at 31st March	1,319,015	1,064,608

Capital Fund

This reserve represents amounts set aside to finance capital expenditure:

CAPITAL FUND	2016/2017 £	2017/2018 £
Balance at 1st April	1,174,709	1,131,515
Financing of Capital Expenditure	-43,194	-492,997
Contributions	0	126,189
Balance at 31st March	1,131,515	764,707

General Reserve

This reserve represents the balance of the undistributed surpluses:

GENERAL RESERVES	2016/2017 £	2017/2018 £
Balance at 1st April	187,500	187,500
Movement in Year	0	112,401
Balance at 31st March	187,500	299,901

13. 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:

UNUSABLE RESERVES	2016/2017 £	2017/2018 £
Revaluation Reserve	103,627	97,413
Capital Adjustment Account	1,740,563	1,896,067
Pension Reserve	-1,273,000	-1,262,919
Balance at 31st March	571,190	730,561

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 2017.

REVALUATION RESERVE	2016/2017 £	2017/2018 £
Balance at 1st April	0	103,627
Upwards Revaluation of Assets	109,841	0
Historic Cost Depreciation	-6,214	-6,214
Downward revaluation of assets and impairment losses not charged to the Comprehensive Income and Expenditure Statement	0	0
Balance at 31st March	103,627	97,413

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.

CAPITAL ADJUSTMENT ACCOUNT	2016/2017 £	2017/2018 £
Balance at 1st April	1,840,959	1,740,563
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	-149,804	-343,707
Historic Cost Depreciation	6,214	6,214
Revaluation losses on Property Plant and Equipment	0	0
Capital Financing in the Year		
Use of Capital Fund to finance capital expenditure	43,194	492,997
Balance at 31st March	1,740,563	1,896,067

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.

PENSIONS RESERVE	2016/2017 £	2017/2018 £
Balance at 1st April	-635,000	-1,273,000
Re-measurement of the net defined benefit liability/(asset)	-597,000	84,000
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	-91,000	-142,000
Employers Pension contributions and direct payments to pensioners in the year	50,000	108,000
Pension Lump Sum Yrs. 2 & 3	0	-39,919
Balance at 31st March	-1,273,000	-1,262,919

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.

14. CASH AND CASH EQUIVALENTS

The cash and cash equivalents are shown in the below:

CASH AND CASH EQUIVALENTS	2016/2017 £	2017/2018 £
Petty Cash	100	150
Cash held by Mansfield District Council	1,972,602	1,606,979
Balance at 31st March	1,972,702	1,607,129

15. 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:

2016/2017 £		2017/2018 £
-207,362	CIES - Total Comprehensive Income and Expenditure (Prior to Surplus Distribution)	-660,800
-648,463	MIRS - Transfers to/(-)from Reserves	-95,036
-855,825	Total Surplus for Distribution	-755,836

16. MEMBERS ALLOWANCES

No recharges in respect of members' allowances have been made to the Joint Committee by the constituent authorities in 2017/2018 or in 2016/2017.

17. EXTERNAL AUDIT COSTS

The Committee incurred external audit fees (Audit Lincolnshire) in 2017/2018 of £1,583 (£1,576 in 2016/2017) and annual audit return fees (PKF Littlejohn LLP) in 2017/2018 of £2,000 (£0 in 2016/2017)

18. 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.

19. AUTHORISATION OF THE ACCOUNTS FOR APPROVAL

The statement of accounts for Mansfield Joint Crematorium Committee was signed by the responsible financial officer on the 25 May 2018.

Mansfield & District Joint Crematorium

ANNUAL GOVERNANCE STATEMENT

2017/2018

It is a requirement that a separate Governance Statement is produced for any joint committees for approval by their relevant management body. The Mansfield & District Joint 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 2018 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 & District Joint Crematorium's governance framework is robust and that the governance arrangements have proved to be highly effective during 2017/2018.

Chairman of Joint Committee *R. Sears-Licaway*

Date *25/05/18.*

Treasurer *managers*

Date *25.5.18....*

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 Medium Term Financial Strategy (MTFS) for 2018/2019 to 2021/2022 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 and the Marketing and Communication Strategy.

- 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 Corporate Procurement Policy and Strategy 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 & District Crematorium Joint Committee has adopted a constitution, which details how the Crematorium operates and its decision making policies and procedures.

Codes of Conduct

- 4.10 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.
- 4.11 Compliance with the member and employee codes of conduct is monitored by the Council's Standards and Personnel Committees respectively.
- 4.12 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.

Policies, Procedures, Laws and Regulations

- 4.13 The Director of Governance 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.
- 4.14 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 Director of Commerce and Customer Services as the Chief Finance Officer in accordance with Section 151 of the Local Government Act 1972.
- 4.15 The Council's Local Code of Corporate Governance fully conforms to the governance requirements of the CIPFA Statement on the *Role of the Chief Financial Officer in Local Government*.

- 4.16 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.
- 4.17 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

- 4.18 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 to the Audit Committee.
- 4.19 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.
- 4.20 The significant operational risks identified for the Crematorium are fully mitigated by its Business Continuity Plan which is approved by the Mansfield & District Crematorium Joint Committee.

Audit Committee

- 4.21 The Council has an Audit Committee which is fully compliant with the guidance provided in CIPFA's *Audit Committees – Practical Guidance for Local Authorities 2013 edition*.

Development and Training Needs

- 4.22 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.
- 4.23 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.
- 4.24 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.
- 4.25 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:
- 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 Local Government* as part of the annual effectiveness review of the system of internal audit with no areas of non-compliance being identified
 - A recommendation from the financial management review for the period April – July 2017 to calculate the balance sheets within the Annual Statement of Accounts for each constituent authority on an annual throughput basis was approved during 2017/2018
 - Internal Audit has been subject to an external independent quality assessment of its practices to provide assurance as to its compliance with the Public Sector Internal Audit Standards and also best practice. An action plan to address the agreed areas for further development will be implemented during 2018/2019
 - 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 Audit Committee in June 2018, identified no significant governance issues relating to the Mansfield and District Joint Crematorium
 - 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
 - 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
 - The Council's counter fraud and corruption arrangements have been reviewed during 2017/2018 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

- A report on the Council's compliance with its Corporate Risk and Opportunity Management Strategy will be presented to the Audit Committee in July 2018
- 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
- The Audit Committee received a variety of reports during 2017/2018 both from internal assurance providers and from external audit in accordance with its terms of reference as detailed in the Council's constitution.
- The audit of the Joint Crematorium accounts carried out by Assurance Lincolnshire gave an unqualified opinion
- No areas for improvement were identified from Internal Audit's systems review of the Joint Crematorium
- Internal Audit is responsible for monitoring the quality and effectiveness of systems of internal control in line with its Charter. It has undertaken planned reviews of internal control procedures across all departments and across a range of functions in the Council. A risk assessment model is used to formulate a three year audit plan from which the annual plan is approved by the Audit Committee. The reporting process for Internal Audit requires the findings and recommendations from each review, along with the agreed action plan to be reported to senior officers and members and to the Audit Committee. The process includes quarterly reviews of the agreed actions to ensure that they have been implemented
- The Audit and Assurance Manager's Annual Report for 2017/2018 concluded that the organisation's risk management, control and governance processes were effective and therefore an unqualified opinion was given.
- External Audit's Annual Governance report, which summarises the findings from their 2016/2017 audit work gave an unqualified opinion on the 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 2017/2018

Remit

An audit of the Mansfield Crematorium Joint Committee accounts 2017/18 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 2018 and the Balance sheet as at that date. The statements are fully supported with the underlying financial records.

Based on the professional advice from the Principal General Practice Surveyor (Valuer), management have not capitalised the cost incurred on the extension of the car park as an addition to the Plant, Property and Equipment (PPE). This is not considered as enhancing the overall value of the PPE and therefore written off in the CIES.

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.