

## **Committee: MERTON AND SUTTON JOINT CEMETERY BOARD**

**Date:** 25 June 2019

**Wards:** Borough Wide Merton and Sutton

**Subject:** ABSTRACT OF ACCOUNTS 2018/19

**Lead officer:** Zoe Church

### **Recommendations:**

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- A. To receive and approve the Draft Abstract of Accounts for 2018-19
  - B. To approve the Annual Audit Return for 2018-19
  - C. To approve the revised revenue estimates for 2019/20 at Appendix H
  - D. Review and Agree the Risk Register as at June 2019
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### **1. Purpose of report and executive summary**

- 1.1 This report presents MSJCB's Accounts for 2018-19 which comply with the CIPFA Accounting Code of Practice which is compliant with International Financial Reporting Standards (IFRS). In addition, this report proposes a revised 2019-20 Budget for Approval

### **2. Details**

- 2.1 The statement of accounts for 2018-19 is attached to this report. It includes the details of actuals for 2017/2018 for comparison purposes. The accounts are subject to external audit. The cemetery has made a gain this year of £70,880.

2.2 The principal under/over spending areas when compared to budget are as follows: -

<u>Item</u>	<u>£</u>	<u>Reason</u>
Salary Costs	(358)	Residual pre-contract Staffing Costs
Running expenses	(19,898)	Cautious reduction of budgets
Contact Sum/Client Side Costs	5,773	Slight difference on actual charges
Special Projects	(42,850)	Underspend compared to budget
Income	21,293	
Net overspend/(underspend)	<u><u>(36,040)</u></u>	

### 2.3 Breakdown of Debtors/Pre Payments

The table below provides a breakdown of debtors and pre payments as at 31<sup>st</sup> March 2019

#### Sundry Debtors/Prepayments

IDVERDE income due (February & March 2019)	70,939
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<b><u>Total Sundry Debtors/Prepayments</u></b>	<b>70,939</b>
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### 2.4 Breakdown of Sundry Creditors

The table below provides a breakdown of sundry creditors as at 31st March 2019

#### Sundry Creditors

Surrey County Council - Pension Management Fees	37,000
Valuation Report	8,500
Gas Services	58
<b><u>Total Sundry Creditors</u></b>	<b><u>45,558</u></b>

### 2.5 Fund balances and reserves

2.6 Members should note the overall level of the Common Fund Balance to be £732,559. A distribution to Constituent Boroughs for 2018-19 is not recommended due to proposed capital projects and the future of the pension fund.

- 2.7 **Revised Estimates 2019-20**
- 2.8 Attached as Appendix H is the Revised Estimates for the Cemetery for 2019-20 for approval by the Board. Estimates have been revised to reflect a full year of operation of the new contract
- 3. **Alternative options**
- 3.1 None for the purposes of this report
- 4. **Consultation undertaken or proposed**
- 4.1 None for the purposes of this report
- 5. **Timetable**
- 5.1 None for the purposes of this report
- 6. **Financial, resource and property implications**
- 6.1 As contained in the body of the report
- 7. **Legal and statutory implications**
- 7.1 None for the purposes of this report
- 8. **Human rights, equalities and community cohesion implications**
- 8.1 None for the purposes of this report
- 9. **Risk management and health and safety implications**
- 9.1 Review of risks and issues in relation to the Board are considered as part of the Client Side Report.

**10. Appendices – the following documents are to be published with this report and form part of the report**

Appendices	A – Movement in Reserves B – Balance Sheet as at 31 March 2019 C – Income and Expenditure Account 2018-19 D – Cash Flow Statement E – Copy of Annual Return 2018-19 to Auditors F – Capital Accounts G – Precept History H – Revised 2019/20 Estimates I – Risk Register June 2019
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**11. Background Papers – the following documents have been relied on in drawing up this report but do not form part of the report**

11.1 Closing files, Budget files and Budgetary Control files in the Corporate Services Department

**12. Contacts**

- Report author:
  - Name: Name: Zoe Church
  - Tel: 0208 545 3451
  - email: [zoe.church@merton.gov.uk](mailto:zoe.church@merton.gov.uk)
- Meeting arrangements - Democratic Services:
  - email: [democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk)
  - Tel: 020 8545 3356/3357/3359/3361/3616
- All press contacts - Merton's Press office:
  - email: [press@merton.gov.uk](mailto:press@merton.gov.uk)
  - Tel: 020 8545 3181
- London Borough of Merton:
  - Address: Civic Centre, London Road, Morden, SM4 5DX
  - Tel: 020 8274 4901

**MERTON AND SUTTON JOINT CEMETERY BOARD**

**ABSTRACT OF ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2019**

Treasurer of the Board

Merton Civic Centre  
London Road  
Morden  
Surrey  
SM4 5DX

# **MERTON AND SUTTON JOINT CEMETERY BOARD**

## **ABSTRACT OF ACCOUNTS 2018/19**

### **STATEMENT OF MAIN ACCOUNTING PRINCIPLES**

The accounts have been prepared in accordance with the latest Accounts and Audit Regulations. There was a change in the basis of accounting during 1995/96. In prior years accounts have been prepared on an income and expenditure basis. Since 1996/97, the accounts have been prepared on an accruals basis. The Revenue Account therefore includes all sums due to the Board in respect of the financial year and all sums payable for work done or goods received during the year.

The accounts have been produced in accordance with CIPFA's Code of Practice which is based on International Financial Reporting Standards (IFRS).

Capital expenditure defined as expenditure relating to assets in excess of £1,000. Capital expenditure is financed from the capital fund and loans, the redemption of which is provided for by the annual setting aside of sums in the Movement of Reserves Statement to repay the principal and the charging of interest on the loan in the revenue account.

A precept can be levied on the London Boroughs of Merton and Sutton to meet the net expenditure of the Board (after adjusting for contributions to or from balances held in the Board's Common Fund). No precept was levied in 2018-19. This is to be reviewed in the 2020-21 budget setting process.

## AREA OF CEMETERY'S LAND

Areas	Narrative	Acres
N/A	Utilised for Burial Purposes	26.35
B, B1 & C	Let for stabling and grazing of horses at a rent £4,118.81 including C1 below	24.74
C1	Grazing land	1.34
A	Let to Royal Borough of Kingston-upon-Thames for school playing fields at a rent of £4,000 per annum.	2.64
CC	ARQIVA rent of £6,750.00 per annum (plus 25% site share £4,200.52)	0.03
	Inderde Let (23,737.46	
	Service Tenancy £2,964.24	n/a
<b>Total</b>		<b>55.10</b>

**MSJCB Movement in Reserves Statement 1 April 2016 to 31 March 2018**

Type of Funding	Usable			Unusable		Combined	
Fund Narrative	Purchasing Graves Reserves Fund	Maintenance of Graves Fund	Common Fund	Capital Fund	Capital Adjustment Account	Revaluation Reserve Account	Total
<b>Balance at 1 April 2017 b/fwd</b>	(26,040)	(252)	(513,297)	(3,919)	(408,262)	0	(951,771)
(Surplus)/Deficit of the Year			(148,380)				(148,380)
<b>Adjustments between statutory Accounting and Proper Accounting Practice</b>							
Depreciation			84,238		(84,238)		0
<b>Appropriations</b>							
Provision for loan repayment			(70,532)		70,532		0
Minimum Revenue Provision			(13,706)		13,706		0
Contribution to Capital Fund							
Application of Money to Fund Capital							
<b>Balance at 31 March 2018 c/fwd</b>	(26,040)	(252)	(661,677)	(3,919)	(408,262)	0	(1,100,151)

**MSJCB Movement in Reserves Statement 1 April 2016 to 31 March 2019**

Type of Funding	Usable			Unusable		Combined	
Fund Narrative	Purchasing Graves Reserves Fund	Maintenance of Graves Fund	Common Fund	Capital Fund	Capital Adjustment Account	Revaluation Reserve Account	Total
<b>Balance at 1 April 2018 b/fwd</b>	(26,040)	(252)	(661,677)	(3,919)	(408,262)	0	(1,100,151)
(Surplus)/Deficit of the Year			(70,880)				(70,880)
<b>Adjustments between statutory Accounting and Proper Accounting Practice</b>							
Depreciation			89,504		(89,504)		0
<b>Appropriations</b>							
Provision for loan repayment			(70,532)		70,532		0
Minimum Revenue Provision			(18,972)		18,972		0
Contribution to Capital Fund							
Application of Money to Fund Capital							
<b>Balance at 31 March 2019 c/fwd</b>	(26,040)	(252)	(732,558)	(3,919)	(408,262)	0	(1,171,031)



# MERTON AND SUTTON JOINT CEMETERY BOARD

## APPENDIX B

### BALANCE SHEET AS AT 31st MARCH 2019

31st March 2018		31st March 2019
	<b>LONG TERM ASSETS</b>	
1,638,592	Land and Building	1,581,016
98,129	Vehicles, Plant Furniture & Equipment	83,359
<u>0</u>	Long Term Debtors	0
<u>1,736,721</u>		1,664,376
	<b>CURRENT ASSETS</b>	
249	Investment at cost	249
70,939	Sundry Debtors / Prepayments	70,939
0	Provision of Bad Debt	0
745,408	Cash Balance	821,157
<u>816,596</u>		892,345
	<b>CURRENT LIABILITIES</b>	
42,500	Sundry Creditors	45,558
<u>774,096</u>		
	<b>NET CURRENT ASSETS</b>	846,787
	<b>LONG TERM LIABILITIES</b>	
705,333	Loans from London Borough of Merton	670,066
705,333	Loans from London Borough of Sutton	670,066
<u>0</u>	Loans from the Public Works Loans Board	
<u>1,410,666</u>		<u>1,340,132</u>
<b><u>1,100,151</u></b>	<b>NET ASSETS</b>	<b><u>1,171,031</u></b>
	<b>UNUSABLE RESERVES</b>	
408,262	Capital Adjustment account	408,262
	<b>USABLE RESERVES</b>	
661,678	Common Fund	732,558
3,919	Capital Fund	3,919
26,040	Purchasing Graves In Reserve Fund	26,040
252	Graves maintained in perpetuity	252
<u>691,889</u>		<u>762,769</u>
<b><u>1,100,151</u></b>	<b>TOTAL RESERVES</b>	<b><u>1,171,031</u></b>
(0)		0

# MERTON AND SUTTON JOINT CEMETERY BOARD

## APPENDIX B

### BALANCE SHEET AS AT 31st MARCH 2019

<u>Sundry Debtors/Prepayments</u>		
70,939	IDVERDE income due	70,939
<u>70,939</u>	<u>Total Sundry Debtors/Prepayments</u>	<u>70,939</u>
<u>Sundry Creditors</u>		
37,000	Surrey County Council - Pension Management Fees	37,000
5,500	IDVERDE Rental Pre-payment	0
0	Valuation Report	8,500
0	Gas Services	58
<u>42,500</u>	<u>Total Sundry Creditors</u>	<u>45,558</u>

**MERTON AND SUTTON JOINT CEMETERY BOARD**

APPENDIX C

**REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2019**

Actual to date 2017/18 £		REVENUE ESTIMATE 2018/19 £	Actual to date 2018/19 £	Variance Act-Est	Variance Act-Act
	<b>Employees</b>				
7,977	Salaries	4,960	4,602	(358)	(3,375)
37,000	Pensions	37,000	37,000	0	0
<b>44,977</b>		<b>41,960</b>	<b>41,602</b>	<b>(358)</b>	<b>(3,375)</b>
	<b>Running Expenses</b>				
211,588	Contract Sum/Client Side Costs	215,820	221,593	5,773	10,005
1,577	Maintenance - Buildings	3,000	0	(3,000)	(1,577)
212	Maintenance - Mechanical	3,000	4,643	1,643	4,431
40	Maintenance - Electrical	150	0	(150)	(40)
250	Maintenance - Grounds and Paths	0	0	0	(250)
1,684	Gas	1,500	2,373	873	689
1,400	Electricity	2,000	2,449	449	1,049
2,405	Water	6,300	0	(6,300)	(2,405)
8,747	Rates	8,000	10,587	2,587	1,840
1,250	Consultants	10,000	8,645	(1,355)	7,395
4,481	Printing and Stationery	5,500	133	(5,367)	(4,348)
1,320	Telephones & IT	1,200	1,187	(13)	(132)
35	Affiliation fees	500	0	(500)	(35)
4,000	Insurance	4,120	4,120	0	120
0	External Waste Charges	1,500	0	(1,500)	0
10,283	Legal Services	10,300	1,742	(8,558)	(8,541)
21,280	Management and Administration Expenses	21,770	21,770	0	490
1,300	Audit Fee	1,500	1,300	(200)	0
84,238	Depreciation	89,510	89,504	(6)	5,266
51,398	Loan Interest	48,950	48,950	0	(2,448)
<b>407,488</b>		<b>434,620</b>	<b>418,995</b>	<b>(15,625)</b>	<b>11,508</b>

**REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2019**

Actual 2017/18 £		REVENUE 2018/19 £	Actual 2018/19 £	Variance	Variance
	<b>Special Projects</b>				
0	Toilet Refurbishment	32,850	17,159	(15,691)	17,159
0	Toilet Refurbishment - move to Asset Register		(17,159)	(17,159)	(17,159)
0	Bearer Beams	59,130	59,130	0	59,130
0	Restructuring	10,000	0	(10,000)	0
<b>0</b>		<b>101,980</b>	<b>59,130</b>	<b>(42,850)</b>	<b>59,130</b>
<b>452,465</b>	<b>TOTAL EXPENDITURE</b>	<b>578,560</b>	<b>519,727</b>	<b>(58,833)</b>	<b>67,263</b>

**INCOME**

(547,124)	Income from Contractor	(567,020)	537,733	29,287	9,391
(11,390)	Residual Pre-Contract Income	0	0	0	11,390
(39,553)	Rents	(41,710)	(48,283)	(6,573)	(8,730)
(2,779)	Interest	(3,170)	(4,591)	(1,421)	(1,812)
<b>(600,846)</b>	<b>TOTAL INCOME</b>	<b>(611,900)</b>	<b>(590,607)</b>	<b>21,293</b>	<b>10,239</b>

<b>(148,380)</b>	<b>NET EXPENDITURE/(INCOME)</b>	<b>(33,340)</b>	<b>(70,880)</b>	<b>(37,540)</b>	<b>77,501</b>
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**REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2019**

**(1) PURCHASING GRAVES IN RESERVE FUND**

26,040	Balance Brought Forward	26,040
0	Add Surplus	0
<b><u>26,040</u></b>		<b><u>26,040</u></b>
513,298	Balance Brought Forward	661,678
0	Contribution to - London Borough of Merton	0
0	London Borough of Sutton	0
<b><u>513,298</u></b>		<b><u>661,678</u></b>
148,380	Add Surplus (Deficit) for the year	70,880
98,925	Transfer depreciation to capital adjustment account	89,504
	Loss on Disposal	
0	Provision for Repayment of Loan	0
(98,925)	Minimum Revenue Provision	(89,504)
	Contribution to Capital Fund	
<b><u>661,678</u></b>	<b>Common Fund Balance</b>	<b><u>732,559</u></b>
3,919	Balance Brought Forward	3,919
0	Add Loan from LBM	0
0	Add Contribution from Common Fund	0
0	Less Capital Investment Programme	0
<b><u>3,919</u></b>	Balance Carried Forward	<b><u>3,919</u></b>
<b><u>691,638</u></b>	<b>TOTAL FUNDS AND BALANCES</b>	<b><u>762,518</u></b>

## CASHFLOW STATEMENT

## APPENDIX D

<b>MSJCB Cash Flow Statement 2017-18</b>	<b>£</b>
Net (surplus) or deficit on the provision of services	(148,380)
Adjustment to the net surplus or (deficit) on the provision of services for non-cash movements	
+ Depreciation	(84,238)
+ Accrual	6,942
- Prepayment	(19,894)
Adjustment for cash items not in the net surplus or (deficit) on the provision of services	52,655
Adjustments for items included in the net surplus or (deficit) on the provision of services that are investing and financing activities	0
<b>Net cashflows from Operating Activities</b>	<b>(192,915)</b>
Investing activities	0
Financing activities	70,532
<b>Net increase or decrease in cash and cash equivalents</b>	<b>(122,383)</b>
<b>Cash and cash equivalents at the beginning of the period</b>	<b>(623,025)</b>
<b>Cash and cash equivalents at the end of the period</b>	<b>(745,407.60)</b>

<b>MSJCB Cash Flow Statement 2018-19</b>	<b>£</b>
Net (surplus) or deficit on the provision of services	(70,880.07)
Adjustment to the net surplus or (deficit) on the provision of services for non-cash movements	
+ Depreciation	(89,503.87)
+ Accrual	0.00
- Prepayment	(3,057.91)
Adjustment for cash items not in the net surplus or (deficit) on the provision of services	17,158.05
Adjustments for items included in the net surplus or (deficit) on the provision of services that are investing and financing activities	0.00
<b>Net cashflows from Operating Activities</b>	<b>(146,283.80)</b>
Investing activities	0.00
Financing activities	70,533.00
<b>Net increase or decrease in cash and cash equivalents</b>	<b>(75,750.80)</b>
<b>Cash and cash equivalents at the beginning of the period</b>	<b>(745,406.60)</b>
<b>Cash and cash equivalents at the end of the period</b>	<b>(821,157.40)</b>

# Joint Committees

## Annual return for the financial year ended 31 March 2019

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The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the Joint Committee.
- Section 3 is completed by the PKF Littlejohn LLP as the reviewer appointed by the Joint Committee.
- Section 4 is completed by the Joint Committee's internal audit provider.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in red. Do not leave any red box blank. Incomplete or incorrect returns require additional work and so may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2019, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to us, PKF Littlejohn LLP, by the due date.

We will identify and ask for any additional documents needed for our work. Therefore, unless requested, do not send any original financial records.

Once we have completed our work, certified annual returns will be returned to the Joint Committee.

It should not be necessary for you to contact us for guidance.

Additional information can be found on our website using the following link (<https://www.pkf-littlejohn.com/joint-committees-independent-review>).

## Section 1 – Annual governance statement 2018/19

We acknowledge as the members of

Enter name of reporting joint committee

Merton and Sutton Joint Cemetery Board

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that:

	Agreed –		‘Yes’ means that the joint committee:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the guidance notes within this Annual Return.	✓		prepared its accounting statements and approved them.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of the joint committee to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with generally accepted good practice.
4 We provided opportunity during the year for interested persons to inspect and ask questions about the accounts.	✓		has given all persons interested the opportunity to inspect and ask questions about these joint committee accounts.
5 We carried out an assessment of the risks facing the joint committee and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the joint committee’s accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the joint committee.
7 We took appropriate action on all matters raised in reports from internal audit and external reviews.	✓		responded to matters brought to its attention by internal and external reviewers.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the joint committee and where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the Joint Committee and recorded as minute reference

MINUTE REFERENCE

dated 25/06/2019

Signed by:

Chair SIGNATURE REQUIRED

dated 25/06/2019

Signed by:

Clerk SIGNATURE REQUIRED

dated DD/ 25/06/2019

\*Note: Please provide explanations on a separate sheet for each ‘No’ response. Describe how the joint committee will address the weaknesses identified.

## Section 2 – Accounting statements 2018/19 for:

Enter name of reporting joint committee here:

Merton and Sutton Joint Cemetery Board

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	664,416	773,847	Total balances and reserves at the beginning of the year as recorded in the joint committee's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring joint committee. Excluding any grants received.
3 (+) Total other receipts	600,845	590,607	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	44,977	41,602	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	121,930	119,483	Total expenditure or payments of capital and interest made during the year on the joint committee's borrowings (if any).
6 (-) All other payments	324,507	356,830	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	773,847	846,539	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	745,408	821,157	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	1,736,970	1,664,625	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the joint committee as at 31 March
10 Total borrowings	1,410,666	1,340,132	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2019 the accounting statements in this annual return present fairly the financial position of the Joint Committee and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE REQUIRED

Date 25/06/2019 Y

I confirm that these accounting statements were approved by the Joint Committee on:

25/06/2019 Y

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of meeting approving these accounting statements:

SIGNATURE REQUIRED

Date 25/06/2019 Y



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## Section 3 – Review report 2018/19 Certificate

We present the findings from our review of the annual return for the year ended 31 March 2019 in respect of:

Enter name of reporting joint committee here:

Merton and Sutton Joint Cemetery Board

### Respective responsibilities of the Joint Committee and the reviewer

The Joint Committee is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The Joint Committee prepares an annual return which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on various governance matters in accordance with generally accepted good practice.

We have reviewed the annual return and set out our findings below. Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and therefore does not provide the level of assurance of a statutory audit.

### Report

Matters arising from our review

(continue on a separate sheet if required)

Reviewer signature

Reviewer

PKF Littlejohn LLP

Date

## Section 4 – Annual internal audit report 2018/19 to

Enter name of reporting joint committee here:

Merton and Sutton Joint Cemetery Board

The Joint Committee's internal audit service provider, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2019.

Internal audit has been carried out in accordance with the Joint Committee's needs and planned coverage.

On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Joint Committee.

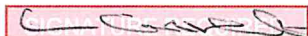
Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. The Joint Committee's financial regulations have been met, payments were approved and VAT was appropriately accounted for.	✓		
C. The Joint Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The annual taxation or levy or funding requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with the joint committee approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.			✓
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the Joint Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit:

Margaret Culleton

Signature of person who carried out the internal audit:



Date: 02/06/2019

\*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2018/19 annual return

1. Make sure that your annual return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the joint committee, properly initialled and an explanation provided to us. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs.
2. Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it to us.
3. Do not send us any information not specifically asked for. Doing so is not helpful. However, you must notify us of any change of Clerk, Responsible Financial Officer or Chair.
4. Make sure that the copy of the bank reconciliation which you send with the annual return covers all your bank accounts. If the joint committee holds any short-term investments, note their value on the bank reconciliation. We must be able to agree your bank reconciliation to Box 8 on the Accounting statements. You must provide an explanation for any difference between Box 7 and Box 8.
5. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. We want to know that you understand the reasons for all variances. Include a complete analysis to support your explanation.
6. If we have to review unsolicited information, or receive an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which we will make a charge.
7. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
8. Do not complete section 3. We will complete it at the conclusion of our work.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxes have been completed?	✓
	All information requested has been sent with this annual return?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Approval by the joint committee confirmed by signature of Chair of meeting approving the accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2019 agrees to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Section 4	All red boxes completed by internal audit and explanations provided?	✓

## CAPITAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2018

## Capital and Finance leases

There are no finance leases as at 31st March 2018

There are no capital leases as at 31st March 2018

	Valuation to 31/3/2017 £	Depreciation at 31/03/2018	Disposals during year	Additions during year £	Valuation at 31/3/2018 £
Land acquired from constituent authorities -					
Nil Carshalton UDC	22,220	0.00			22,220
Nil Merton & Morden UDC	29,975	0.00			29,975
Nil acquired from Merton & Morden UDC	18,621	0.00			18,621
40 Layout of new section	3,757	107.33			3,649
40 Superintendent's house & office	3,308	94.52			3,214
40 Waiting room and lavatories	5,801	165.75			5,635
40 Drawing room for works staff	178	5.10			173
40 Greenhouses	2,392	68.33			2,323
40 Chapel	26,854	301.99		-	26,552
40 Chapel heating	417	11.91			405
40 Layout of Roman Catholic section	753	21.50			731
10 Potting shed conversion	343	68.60			274
Nil Cemetery extension	1,481,201	70,532.00			1,410,669
40 Mess room	3,379	96.53			3,282
40 Boundary Wally, Layout, Fencing & Elect. Works	114,128	3,260.81			110,868
7 Grave Digger	11,581	5,790.26			5,790
7 Vehicle equipment & potting sheds	1,183	591.50			592
20 Cemetery Grounds	13,154	876.97			12,278
20 Sub Transformer	26,754	1,783.59			24,970
10 Store shed	70	14.07			56
10 New Boilers	0			52,655	52,655
10 Repairs to Service Yard & Storage	2,238	447.61			1,790
<b>TOTAL</b>	<b>1,768,305</b>	<b>84,238.37</b>	<b>0</b>	<b>52,655</b>	<b>1,736,722</b>
Land and Buildings	1,713,326	74,734.37	0	0	1,638,593
Vehicles, Plant and Equipment	54,978	9,503.99	0	52,655	98,128
	1,768,304	84,238.37	0	52,655	1,736,721

## CAPITAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

## Capital and Finance leases

There are no finance leases as at 31st March 2019

	Valuation to 31/3/2018 £	Depreciation at 31/03/2019	Disposals during year	Additions during year £	Valuation at 31/3/2019 £
Land acquired from constituent authorities -					
Nil Carshalton UDC	22,220	0.00			22,220
Nil Merton & Morden UDC	29,975	0.00			29,975
Nil acquired from Merton & Morden UDC	18,621	0.00			18,621
40 Layout of new section	3,649	107.33			3,542
40 Superintendent's house & office	3,214	94.52			3,119
40 Waiting room and lavatories	5,635	165.75		17,158.65	22,628
40 Drawing room for works staff	173	5.10			168
40 Greenhouses	2,323	68.33			2,255
40 Chapel	26,552	301.99		-	26,250
40 Chapel heating	405	11.91			393
40 Layout of Roman Catholic section	731	21.50			710
10 Potting shed conversion	274	68.60			206
Nil Cemetery extension	1,410,669	70,532.00			1,340,137
40 Mess room	3,282	96.53			3,186
40 Boundary Wally, Layout, Fencing & Elect. Works	110,868	3,260.81			107,607
7 Grave Digger	5,790	5,790.26			0
7 Vehicle equipment & potting sheds	592	591.50			0
20 Cemetery Grounds	12,278	876.97			11,401
20 Sub Transformer	24,970	1,783.59			23,187
10 Store shed	56	14.07			42
10 New Boilers	52,655	5,265.50			47,390
10 Repairs to Service Yard & Storage	1,790	447.61			1,343
<b>TOTAL</b>	<b>1,736,722</b>	<b>89,503.87</b>	<b>0</b>	<b>17,159</b>	<b>1,664,377</b>
Land and Buildings	1,638,592	74,734.37	0	17,159	1,581,017
Vehicles, Plant and Equipment	98,129	14,769.49	0	0	83,359
	1,736,721	89,503.87	0	17,159	1,664,376

Year ended 31st March	Interments	Expenditure	Income (excluding precepts)	Net Expenditure/ (Income)	Precepts	Surplus / (Deficit) C/Fwd
		£	£	£	£	£
1948	170	8,000	1,266	6,734	8,243	1,316
1949	285	7,477	2,214	5,263	4,593	646
1950	377	8,803	3,476	5,327	5,747	1,066
1951	414	9,927	4,572	5,355	6,494	2,205
1952	373	10,422	3,931	6,491	4,411	125
1953	406	10,845	4,152	6,693	6,927	359
1954	364	10,305	5,032	5,273	7,531	2,617
1955	379	11,091	5,660	5,431	5,344	2,530
1956	417	12,915	6,297	6,618	6,626	2,538
1957	423	14,338	6,584	7,754	7,355	2,139
1958	396	15,237	7,482	7,755	7,413	1,797
1959	422	14,680	7,459	7,221	9,215	3,791
1960	374	17,225	7,123	10,102	8,903	2,592
1961	372	16,485	7,121	9,364	9,455	2,683
1962	379	17,968	8,226	9,742	10,462	3,403
1963	409	19,154	8,202	10,952	11,406	3,851
1964	333	18,636	8,150	10,486	10,956	4,327
1965	339	19,356	7,727	11,629	10,472	3,170
1966	410	21,488	9,539	11,949	12,971	4,192
1967	355	24,293	9,307	14,986	13,989	3,195
1968	375	26,500	9,322	17,178	18,346	4,363
1969	399	26,182	10,103	16,079	17,564	5,848
1970	411	25,878	10,191	15,687	17,983	8,144
1971	387	30,941	10,156	20,785	17,983	5,342
1972	397	33,707	15,173	18,534	26,228	13,036
1973	359	33,495	18,645	14,850	18,395	16,581
1974	346	37,703	15,871	21,832	20,104	14,853
1975	322	46,775	17,103	29,672	19,785	4,966
1976	323	57,495	24,559	32,936	35,180	7,210
1977	295	67,119	24,308	42,811	42,084	6,483
1978	313	67,444	25,799	41,645	36,636	1,424
1979	301	75,975	28,991	46,984	53,581	8,071
1980	325	91,654	34,860	56,794	60,155	11,432
1981	304	107,837	43,524	64,313	69,434	16,553
1982	304	117,461	48,842	68,619	69,784	17,718
1983	325	129,798	48,909	80,889	71,163	7,992
1984	303	137,921	51,307	86,614	80,920	2,298
1985	306	129,955	61,550	68,705	88,640	22,533
1986	311	134,485	66,690	67,795	80,560	35,298
1987	333	148,940	71,782	77,158	67,860	26,000
1988	320	146,533	75,728	70,805	73,442	28,637
1989	340	159,704	80,465	79,239	69,058	18,456
1990	327	162,053	88,208	73,845	75,565	20,176
1991	314	179,929	92,042	87,887	85,149	17,438
1992	343	188,624	110,025	78,599	68,365	7,204
1993	312	191,312	107,427	83,885	76,192	(489)
1994	387	189,687	152,926	36,761	79,444	42,194

Year ended 31st March	Interments	Expenditure	Income (excluding precepts)	Net Expenditure/ (Income)	Precepts	Surplus / (Deficit) C/Fwd
1995	379	231,725	167,181	64,544	79,444	36,261
1996	358	207,870	197,191	10,679	80,795	106,377
1997	348	198,678	204,958	(6,280)	40,000	152,658
1998	364	194,514	236,535	(42,021)	0	194,679
1999	356	211,242	244,542	(33,300)	0	227,979
2000	312	216,869	248,694	(31,825)	0	259,804
2001	314	230,329	255,315	(24,987)	0	284,791
2002	317	218,613	286,709	(68,096)	(194,064)	158,823
2003	320	260,664	302,866	(42,202)	0	201,025
2004	320	285,719	336,688	(50,970)	0	251,995
2005	302	291,487	351,113	(59,626)	(150,000)	161,621
2006	290	329,568	394,944	(65,376)	0	226,997
2007	290	357,500	374,118	(16,619)	0	243,616
2008	264	363,008	361,033	1,975	0	241,641
2009	267	503,040	447,967	55,073	0	186,568
2010	228	467,356	385,789	81,567	0	98,340
2011	243	347,679	402,080	(54,401)	0	139,969
2012	212	361,096	500,971	(139,876)	0	279,845
2013	224	539,401	549,024	(9,622)	0	289,468
2014	216	508,926	538,540	(29,614)	0	319,082
2015	217	555,404	590,638	(35,235)	0	354,316
2016	262	569,668	710,329	(140,661)	0	494,977
2017	237	588,562	606,882	(18,321)	0	513,298
2018	248	452,465	600,846	(148,381)	0	661,679
2019	234	519,727	590,607	(70,880)	0	732,560

## Merton and Sutton Joint Cemetery Board - Revised Budget 2019-20

Description	Budget 2018-19	Outturn	Original Budget 2019-20	Movement	Revised Budget 2019-20
<b>Employee Costs</b>					
Salaries	4,960	4,602	4,800	0	4,800
Super Fund Revaluation Costs	37,000	37,000	37,000	0	37,000
<b>Total Employee Costs</b>	<b>41,960</b>	<b>41,602</b>	<b>41,800</b>	<b>0</b>	<b>41,800</b>
<b>Running Costs</b>					
Contract Sum/Client Side Fee	215,820	221,593	222,180	0	222,180
Building Improvements	3,000	0	8,000	(3,000)	5,000
Building Maint - Mechanical	3,000	4,643	0	5,000	5,000
Building Maint - Electrical	150	0	0	0	0
Gas	1,500	2,373	3,000	0	3,000
Electricity	2,000	2,449	3,000	0	3,000
NNDR	8,000	10,587	13,030	0	13,030
Use of Water	6,300	0	3,000	(3,000)	0
General Office Expenses	5,500	133	2,600	0	2,600
External Audit Fees	1,500	1,300	1,500	0	1,500
Affiliation Fees	500	0	0	0	0
Consultants	10,000	8,645	10,000	0	10,000
Insurance Premiums	4,120	4,120	5,000	0	5,000
External Waste Charges	1,500	0	0	0	0
Internal Legal Hard Charge	10,300	1,742	10,000	0	10,000
Telephones and IT	1,200	1,187	1,200	0	1,200
Management and Administration	21,770	21,770	22,340	0	10,000
Depreciation	89,510	89,504	41,310	47,670	88,980
Interest	48,950	48,950	46,510	0	46,510
<b>Total Running Costs</b>	<b>434,620</b>	<b>418,996</b>	<b>392,670</b>	<b>46,670</b>	<b>427,000</b>
<b>Special Projects</b>					
Toilet Block Refurbishment	32,850	0	0	0	0
Restructuring	10,000	0	10,000	0	10,000
Demolition of Greenhouse	0		20,000	0	20,000
Roads and Footpaths	0		20,000	0	20,000
Bearer Beams	59,130	59,130	50,000	0	50,000
<b>Special Projects</b>	<b>101,980</b>	<b>59,130</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>
<b>Total Expenditure</b>	<b>578,560</b>	<b>519,727</b>	<b>534,470</b>	<b>46,670</b>	<b>568,800</b>
<b>Income</b>					
Rental Income	(41,710)	(48,283)	(43,020)	0	(43,020)
Interment Fees	(567,020)	(537,733)	(545,000)	0	(545,000)
Interest Income	(3,170)	(4,591)	(4,430)	0	(4,430)
<b>Total Income</b>	<b>(611,900)</b>	<b>(590,607)</b>	<b>(592,450)</b>	<b>0</b>	<b>(592,450)</b>
<b>(Surplus)/Deficit</b>	<b>(33,340)</b>	<b>(70,880)</b>	<b>(57,980)</b>	<b>46,670</b>	<b>(23,650)</b>

Risks & Issues Register ~ Merton & Sutton Joint Cemeteries Board – Q1 2019

Appendix I

Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequence(s)	Impact code	Matrix	Current Score & Review History	Control Actions	Date provided
	MSJCB Merton & Sutton Joint Cemeteries Board Risk Register		MSJCB							
Page 40 Doug Napier	MSJCB02 Pandemic leading to a reduction in income	Risk	Impact of a possible Pandemic on short, medium and long term income.	The risk is that income will be reduced in the long term. Initially there will be a surge in income from the mass grave at the cemetery. Subsequently it is envisaged that demand for burial services will be reduced for a number of years.	It is envisaged that the unitary income from a mass burial would be lower than that generated from individual burials. In addition, the Board may need to reconsider the length of time over which the extension loans are paid off. The initial surge in income would be offset by lower expected income levels for a period of time, and the Board may struggle to break even over this period.	SP		4  05-Jun-2019	Action Plan in place from the Corporate Pandemic (swine flu) plan which would use a number of cemeteries for mass burial.	05 Jun 2019
								4  14-Feb-2019		
4  08-Nov-2018										
4  25-May-2018										
Doug Napier	MSJCB07a Poor operational service delivery	Issue	Poor service delivery achieved under contracting arrangements	The risk is that there will be a negative operational effect as a consequence of the externalisation of Merton and Sutton office administration, grounds maintenance and grave digging services.	Negative impact on service efficiency and quality leading to potential consequences in terms of reputation and lower income.	R		6  05-Jun-2019	- Client-side monitor the operation of the contract and the level of complaints  - Regular contractor reports are now being received by the Board  - The risk level has	05 Jun 2019
6  14-Feb-2019										
2  08-Nov-2018										
6  25-May-2018										



Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequence(s)	Impact code	Matrix	Current Score & Review History	Control Actions	Date provided
									been maintained and will be reviewed for the next meeting of the Board later in the financial year.	
Zoe Church	MSJCB07b Maintaining the MSJCB pension fund	Issue	MSJCB has a separate mature pension fund	The risk is that the mature pension fund for which we anticipate the deficit will increase at each Actuarial revaluation.	Short, Medium and Long Term Pension implications from additional funding to maintain the pension fund	SP		6  05-Jun-2019 6  14-Feb-2019 6  08-Nov-2018 6  25-May-2018	The triennial Actuarial Revaluation is due during 2019-20.  Surrey County Council are currently being contacted to provide details of costs and the timing of interim and final information.	05 Jun 2019
Page 41 Doug Napier	MSJCB07c Failure of contracting-out arrangements	Risk	Withdrawal of the contractor from the contract	There is a risk that the contractor may withdraw from the contract and that Merton would need to re-provide the service. It is unclear whether the chances of this happening are heightened by Brexit	Withdrawal from the contract either by design or through administration / liquidation will have an impact upon service provision during the interim changeover period whilst Merton re-provides the service.	R		8  05-Jun-2019 8  14-Feb-2019 6  08-Nov-2018	This risk score has been maintained due to the continuing uncertainty caused by Brexit.	05 Jun 2019

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