

## **LLWYDCOED CREMATORIUM JOINT COMMITTEE**

**15<sup>th</sup> December 2015**

### **REPORT OF THE TREASURER**

#### **BUDGET MONITORING**

#### **1. Introduction**

The purpose of this report is to provide details of actual spend to 1st December 2015 and a projection of the final outturn for 2015-16 based on this. These are shown in the attached Appendix 1.

#### **2. Budget Monitoring Report 2015/16**

- 2.1** The Joint Committee on 12<sup>th</sup> March 2015 approved a revenue budget for 2015/16, which projected a net contribution to reserves of £333,510.

Appendix 1 gives details of this budget, actuals to 1st December 2015 and projected outturn figures for 2015-16. This shows a projected contribution to reserves of £334,439, a variance of £929 from the budgeted contribution.

#### **2.2 Expenditure**

**Expenditure for 2015/16 is projected to be £487,148 against a budget of £488,710 – an underspend of £1,562.**

- **Supplies & Services £1,875 underspend.** This is mainly due to a projected underspend on IT costs and a reduction in mercury abatement costs relating to the downturn in Cremations because of the temporary closure due to the Cremator Replacement Project.

#### **2.3 Income**

**Operating income for 2015/16 is projected to be £818,087 against a budget of £818,720, showing a deficit of income of £633.**

The current assumption is that the temporary closure relating to the Cremator Replacement Project will result in a loss of 130 cremations during this financial year with a total of 1,158 cremations projected against a budgeted 1,160.

#### **2.4 Capital Expenditure**

Capital expenditure of £117,118 has been incurred in 2015/16 in relation to the Cremator Replacement Project.

**2.5 Summary position for 2015-16**

|  |                         |
|--|-------------------------|
|  | £                       |
| General reserves brought forward 1 <sup>st</sup> April 2014  | 1,383,023               |
| Net revenue contributions to reserves in 2014-15             | <u>96,483</u>           |
| General reserves carried forward 31 <sup>st</sup> March 2015 | <b><u>1,479,506</u></b> |

Appendix 1 shows that during 2015-16 the balance brought forward of **£1,479,506** is anticipated to increase by **£334,439** from a surplus on revenue, offset by capital expenditure incurred to date of **£117,118**, taking the estimated reserves available as at 31<sup>st</sup> March 2016 to **£1,696,827**.

This position will be dependent upon the 2015-16 final position and any further capital expenditure to be incurred in relation to the Cremator Replacement Project which will be monitored closely as part of the budget monitoring process and reported to the Joint Committee at appropriate intervals.

**3. RECOMMENDATION**

To note the budget monitoring position.

| <b>2015-16</b>                                    |                |                               |                              |                               |                 |
|---|----------------|-------------------------------|------------------------------|-------------------------------|-----------------|
|   | <b>Budget</b>  | <b>Actual to<br/>Period 8</b> | <b>Projected<br/>outturn</b> | <b>Projected<br/>variance</b> | <b>Comments</b> |
| <b><u>OPERATING EXPENDITURE</u></b>               | <b>£</b>       | <b>£</b>                      | <b>£</b>                     | <b>£</b>                      |                 |
| <b><u>Employees</u></b>                           |                |                               |                              |                               |                 |
| Admin salaries                                    | 75,110         | 49,766                        | 73,627                       | -1,483                        |                 |
| Technicians wages                                 | 79,050         | 51,904                        | 78,783                       | -267                          |                 |
| Caretakers / Crematorium Asst / Gatekeepers wages | 0              | 78                            | 78                           | 78                            |                 |
| Agency staff                                      | 8,000          | 0                             | 10,000                       | 2,000                         |                 |
|   | <b>162,160</b> | <b>101,748</b>                | <b>162,488</b>               | <b>328</b>                    |                 |
| <b><u>Premises</u></b>                            |                |                               |                              |                               |                 |
| Repair and Maintenance                            | 60,000         | 22,968                        | 60,000                       | 0                             |                 |
| Gas   | 39,810         | 14,069                        | 39,810                       | 0                             |                 |
| Electricity                                       | 8,210          | -2,975                        | 8,210                        | 0                             |                 |
| NNDR  | 17,560         | 17,545                        | 17,545                       | -15                           |                 |
| Water Charges                                     | 1,300          | 1,002                         | 1,300                        | 0                             |                 |
| Fixtures and Fittings                             | 2,500          | 0                             | 2,500                        | 0                             |                 |
| Cleaning Materials                                | 800            | 836                           | 800                          | 0                             |                 |
| General Insurance                                 | 5,800          | 5,800                         | 5,800                        | 0                             |                 |
|   | <b>135,980</b> | <b>59,245</b>                 | <b>135,965</b>               | <b>-15</b>                    |                 |
| <b><u>Transport</u></b>                           |                |                               |                              |                               |                 |
| Plant and Vehicles                                | 1,500          | 0                             | 1,500                        | 0                             |                 |
| Car Allowances/Subsistence                        | 1,500          | 0                             | 1,500                        | 0                             |                 |
|   | <b>3,000</b>   | <b>0</b>                      | <b>3,000</b>                 | <b>0</b>                      |                 |
| <b><u>Supplies and Services</u></b>               |                |                               |                              |                               |                 |
| Plaques and Memorials                             | 14,000         | 5,308                         | 14,000                       | 0                             |                 |
| Caskets and Urns                                  | 5,000          | 1,009                         | 5,000                        | 0                             |                 |
| Books of Remembrance                              | 2,000          | 543                           | 2,000                        | 0                             |                 |
| Hire Of Equipment                                 | 7,000          | 6,681                         | 7,000                        | 0                             |                 |
| Computer Costs                                    | 8,500          | 3,567                         | 7,000                        | -1,500                        |                 |

|                                       | 2015-16         |                    |                   |                    | Comments                             |
|---------------------------------------|-----------------|--------------------|-------------------|--------------------|--------------------------------------|
|                                       | Budget          | Actual to Period 8 | Projected outturn | Projected variance |                                      |
| Protective Clothing                   | 1,500           | 1,248              | 1,500             | 0                  |                                      |
| Office expenses                       | 5,500           | 3,123              | 5,500             | 0                  |                                      |
| Subscriptions                         | 900             | 1,373              | 1,530             | 630                |                                      |
| Analyst's Fees                        | 6,000           | 1,133              | 6,000             | 0                  |                                      |
| Medical Expenses                      | 21,460          | 14,006             | 21,423            | -37                | 1,158 Cremations @ £18.50            |
| Other Hired Services                  | 17,400          | 12,345             | 17,370            | -30                | 1,158 Cremations @ £15               |
| Consultants Fees                      | 2,000           | 1,013              | 2,000             | 0                  |                                      |
| Audit Fees                            | 7,000           | -43                | 7,000             | 0                  |                                      |
| Training                              | 500             | 0                  | 500               | 0                  |                                      |
| Other Miscellaneous Expenses          | 30,180          | -9,579             | 29,242            | -938               | 1,158 Cremations - Mercury abatement |
| Credit/Debit Card Transaction Charges | 500             | 50                 | 500               | 0                  |                                      |
| Employers liability insurance         | 1,500           | 0                  | 1,500             | 0                  |                                      |
|                                       | <b>130,940</b>  | <b>41,777</b>      | <b>129,065</b>    | <b>-1,875</b>      |                                      |
| <b>Support costs</b>                  |                 |                    |                   |                    |                                      |
| Central Support costs                 | 56,630          | 0                  | 56,630            | 0                  |                                      |
|                                       | <b>56,630</b>   | <b>0</b>           | <b>56,630</b>     | <b>0</b>           |                                      |
|                                       |                 |                    |                   |                    |                                      |
| <b>Total Operating Expenditure</b>    | <b>488,710</b>  | <b>202,770</b>     | <b>487,148</b>    | <b>-1,562</b>      |                                      |
|                                       |                 |                    |                   |                    |                                      |
| <b>OPERATING INCOME</b>               |                 |                    |                   |                    |                                      |
|                                       |                 |                    |                   |                    |                                      |
| Caskets and Urns                      | -7,500          | -3,778             | -7,500            | 0                  |                                      |
| Plaques and Memorials                 | -18,000         | -10,138            | -18,000           | 0                  |                                      |
| Cremation Fees                        | -726,160        | -485,244           | -724,686          | 1,474              | OT 1,158 Cremations / Bud 1,160      |
| Books of Remembrance                  | -2,000          | -1,552             | -2,000            | 0                  |                                      |
| Burial Fees                           | -56,250         | -23,861            | -50,439           | 5,811              |                                      |
| Exhumation Fees                       | -660            | -350               | -660              | 0                  |                                      |
| Use of Chapel                         | 0               | -5,126             | -6,652            | -6,652             |                                      |
| Memorial permits                      | -8,000          | -5,935             | -8,000            | 0                  |                                      |
| Vending Sales                         | -150            | 0                  | -150              | 0                  |                                      |
| <b>Total Operating Income</b>         | <b>-818,720</b> | <b>-535,984</b>    | <b>-818,087</b>   | <b>633</b>         |                                      |

|  | 2015-16          |                    |                   |                    | Comments                     |
|--|------------------|--------------------|-------------------|--------------------|------------------------------|
|  | Budget           | Actual to Period 8 | Projected outturn | Projected variance |                              |
| <b>Operating Surplus</b>                 | <b>-330,010</b>  | <b>-333,214</b>    | <b>-330,939</b>   | <b>-929</b>        |                              |
| Interest on Investments/ Balances        | -3,500           | 0                  | -3,500            | 0                  |                              |
| <b>Net contribution to/from reserves</b> | <b>-333,510</b>  | <b>-333,214</b>    | <b>-334,439</b>   | <b>-929</b>        |                              |
| <b>General reserves B/F</b>              | <b>1,479,506</b> |                    | <b>1,479,506</b>  | <b>0</b>           |                              |
| Contributions to/ from Revenue           | 330,010          | 0                  | 334,439           | 4,429              |                              |
|  | <b>1,809,516</b> | <b>0</b>           | <b>1,813,945</b>  | <b>4,429</b>       |                              |
| Capital expenditure charged to reserves  | 0                | -117,118           | -117,118          | -117,118           | Cremator Project Expenditure |
| <b>General reserves C/F</b>              | <b>1,809,516</b> | <b>-117,118</b>    | <b>1,696,827</b>  | <b>-112,689</b>    |                              |

**LOCAL GOVERNMENT ACT 1972**

**As amended by**

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**LLWYDCOED CREMATORIUM JOINT COMMITTEE**

**15<sup>th</sup> December 2015**

**Report of the Treasurer to Llwydcoed Crematorium**

**LIST OF BACKGROUND PAPERS**

**Ref:**

Item 1 - Budget Monitoring Report 2015/16

**Contact Officer**

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