

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

23rd July 2008

REPORT OF SUPERINTENDENT & REGISTRAR

1. Cremations

I have to report for your information, the following statistics relating to the Crematorium for the period 1st April 2008 to 30th June 2008 inclusive:

	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009
APRIL	159 + 9*	202 + 4*	204 + 2*	195 + 6*	138	227 + 1*
		+ 10**	+ 21 **			
MAY	194 + 3*	186 + 2*	189 + 1*	173 + 1*	197 + 6*	208 + 3*
	+ 7**	+ 4**				
JUNE	168 + 8*	188 + 6*	218 + 5*	187 + 7*	172 + 1*	205 + 6*
	+ 9**	+ 9**	+34**			
TOTAL	521 + 20*	576 + 12*	611 + 8*	555 + 14*	507 + 7*	640 + 10*
	+ 16**	+ 23**	+ 55**			

* = NVF

** = STs

*** = BODY PARTS

Durham 196
 Outside Area 444 (Listed at Appendix A)
 Total 640

Recommended: Members are asked to note the report.

2. Memorial Garden - Sale of Vase Blocks and Plaques

I would wish to advise the Committee that during the period 1st April 2008 to 30th June 2008, the following Vase Blocks and Memorial Plaques have been sold:

Vase Blocks 7
 Large Plaques 17
 Small Plaques 10
 Total 34

Financial Information (Net of VAT)

Vase Blocks £3,039.65
 Large Plaques £5,026.91
 Small Plaques £1,800.84
 Total £9,867.40

Recommended: Members are asked to note the report.

3. **Influenza Pandemic – Planning**

(Minute Nos 2083 (26th April 2006), 2104 (19th July 2006), 2121 (25th October 2006), 2136 (17th January 2007), 2166 (25th July 2007), 2178 (31st October 2007), 2187 (23rd January 2008) and 2205 (30th April 2008) refer)

I am pleased to advise the Committee that all four Cremator Operator Trainees successfully completed the written and practical examinations and are now fully qualified Cremator Technicians. Congratulations are offered to Mrs Karen Callaghan, Mr Ray Goodson, Mr Christopher Davison and Mr Graham Smith.

The newly qualified Technicians will spend ½ day every six weeks at the Crematorium to keep up their skills.

Recommended: Members are asked to note the report.

Background papers: email to Superintendent & Registrar from Regional Epidemiologist 11th January 2006, email to Superintendent & Registrar from Epidemiologist 10th March 2006. Letter to Superintendent & Registrar from Mrs K. Callaghan 16th May 2006. Letter from Superintendent & Registrar to Mrs K. Callaghan 19th May 2006. Briefing Note to Superintendent & Registrar from Andrew Morkot (Darlington & Durham C.C.U. email 7th June 2006 to Superintendent & Registrar and Treasurer to Central Durham Crematorium Joint Committee from Gaynor Young, Durham & Darlington C.C.U. 24th May 2006 & 1st June 2006 & 30th July 2006. email to Gaynor Young from Superintendent & Registrar 3rd July 2006 email to Superintendent & Registrar from Hazel Jackson 13th September 2006. email to Andrew Morkot from Superintendent & Registrar 19th September 2006. email to Superintendent & Registrar from Andrew Morkot 19th September 2006.

4. **Life and Soul Garden**

(Minute Nos 2151 (25th April 2007), 2168 (25th July 2007), 2180 (31st October 2007), 2189 (23rd January 2008) and 2207 (30th April 2008) refer)

With the improvement in the weather during the past two months, progress has moved on quickly. The official opening ceremony has been arranged for Monday 28 July 2008 at 10.00 am. The Right Worshipful the Mayor of Durham, Councillor Grenville Holland, will perform the ceremony. In attendance will be representatives from the Companies that provided sponsorship for the garden, Architects, Contractors and Finchale College. There will be tea/coffee and biscuits served at Mount Oswald Golf Club at 10.30 am. These arrangements are being made jointly by the Community Development Section of the City of Durham Council and the Superintendent & Registrar.

It is hoped that this unique Garden, which won a Silver Award for Finchale College at the Tatton Park Show in 2007, will provide a place for quiet contemplation in a non commercial environment.

Recommended: Members are asked to note the report.

5. **Staff Training**

Congratulations are offered to Mrs Lynne Lawton who has passed all units of the European Computer Driving Licence, BCS Level 2 for I.T. users.

Recommended: Members are asked to note the report.

6. **Cremation Society of Great Britain**

The Cremation Society of Great Britain, has recently published its Annual Survey of Cremations carried out in the United Kingdom during the period 1 January 2007 to 31 December 2007.

This total shows that in County Durham there were 5,323 cremations carried out at the three Crematoria: Darlington, Durham and Mountsett, and that Durham (2,273 cremations) carried out 42.7% of those cremations.

The total shows Durham Crematorium to be 46th busiest in the United Kingdom out of 254 Crematoria.

In the Cremation Fees League Table, Durham Crematorium was placed 142nd out of the 254 Crematoria showing that 141 Crematoria charged higher fees.

The cheapest Cremation Fee was at Guernsey Crematorium (£163.00) and the most expensive Harrogate (£585.00).

There were only 29 Crematoria charging more than £500.00 for an adult Cremation Fee.

Recommended: Members are asked to note the report.

7. **Statutory Direction to English Local Authorities Regulation of Air Pollution from Crematoria**

The Secretary of State for Environment, Food and Rural Affairs has exercised powers conferred on him by Regulation 61(1) and (2) of the Environmental Permitting (England and Wales) Regulations 2007 and issued the Environmental Protection (England) (Crematoria Mercury Emissions) Direction 2008, which came into force on 27th June 2008. DEFRA have written to all Chief Executives of English District, Borough and Unitary Authorities informing them of the Direction.

The Direction requires regulatory action to be taken by 25 July 2008 and, as a result, information to be supplied by Crematoria operators by 31 October 2008.

A copy of the Environmental Protection (England) (Crematoria Mercury Emissions) Direction 2008 is attached at Appendix B.

As members will recall, the decision to fit abated Cremators and Mercury Filtration plant by the due date, 31st December 2012, was confirmed (Minute No. 2012) 25th July last year.

There is very real concern that the complete demand for new Cremator and equipment filtration equipment will exceed the manufacturing capacity of the industry and delays to meeting Government deadlines will be inevitable.

The consequences for Durham if Cremator and Filtration equipment is not installed by 31st December 2012 is that a Burden Sharing agreement will have to be entered into until such time as the new plant is fully operational. This arrangement could cost the Central Durham Crematorium Joint Committee £50.00 / cremation, something over £100,000.00 / annum if similar Crematoria figures to the last few years were undertaken.

Officers of the Central Durham Crematorium Joint Committee will write to the Regulators as required in the schedule before 31st October 2008, and a report will be presented to the October meeting of the Committee.

From October 2008, it will be necessary for the Central Durham Crematorium Joint Committee to notify the Regulator at least once, before the expiry of every six month period of the progress being made in fixing a date for compliance with the Mercury Emission requirements.

Recommended: Members are asked to note the report.

APPENDIX A

APR MAY JUNE

BARNARD CASTLE			
BEAMISH	1		
BINCHESTER		2	
BIRTLEY		1	
BISHOP AUCKLAND	15	15	23
BISHOP MIDDLEHAM	1		
BLACKHALL	1	1	
BOLDON			
BURNHOPE			
Chester-le-Street	8	11	10
CHESTER MOOR			
CHILTON	8	3	7
CONSETT		1	1
CORNSAY	1		
OUNDON	1	1	1
Cornwall		1	
CROOK	10	6	12
DARLINGTON		2	
EASINGTON	4	7	5
EAST RAINTON			1
EDMONDSLEY			
ESH		1	
ESH WINNING	2	3	4
FENCEHOUSES		3	1
FERRYHILL	18	10	8
FISHBURN			2
FROSTERLEY			
GATESHEAD			
GREAT LUMLEY	2	2	
HAMSTERLEY			
HARTLEPOOL		1	
HASWELL		1	1
HETTON LE HOLE	2	1	2
HIGH ETHERLEY			
GUISBOROUGH			
HORDEN	4	2	2
HOUGHTON	4	2	1
HOWDEN		2	
HUNWICK		1	1
LANCHESTER			
LANGLEY PARK	2	4	2
LEEDS			
LEICESTER		1	
LONDON			
MIDDLETON/Teesdale		1	
MIDDLESBROUGH			

MORPETH			
MURTON	5	5	1
NETTLESWORTH			
NEWCASTLE			
NEWTON AYCLIFFE	10	9	4
NORTHALLERTON			
OUSTON		1	
PETERLEE	9	8	4
SACRISTON	4	4	3
SEAHAM	6	4	6
SEATON			
SEDFIELD	3		1
SHILDON	4	7	3
SHINEY ROW			
SHOTTON	1	4	1
SOMERSET			
SOUTH HETTON	1		
STANHOPE	1	1	5
STANLEY	3		1
STATION TOWN			
STOCKTON	3		2
SUNDERLAND		1	
SUNNYBROW		1	
THIRSK			
THORNLEY	2	1	2
TOFT HILL			
TOW LAW	1	3	
TRIMDON	4	4	4
Richmond, N.Yks	1		
WASHINGTON	1	1	2
WEST AUCKLAND	1		2
WEST CORNFORTH	1	4	1
WHEATLEY HILL	3	4	3
WILLINGTON	5	2	5
WINGATE	2	2	1
WINLATON			
WOLSINGHAM		1	1
DAILY TOTAL	155	153	136

**THE ENVIRONMENTAL PERMITTING (ENGLAND AND WALES)
REGULATIONS 2007**

**The Environmental Protection (England) (Crematoria Mercury Emissions)
Direction 2008**

The Secretary of State, in exercise of the powers conferred upon him by regulation 61(1) and (2) of the Environmental Permitting (England and Wales) Regulations 2007 hereby gives the following Direction -

Citation and commencement

1. This Direction may be cited as the Environmental Protection (England) (Crematoria Mercury Emissions) Direction 2008 and shall come into force on 27 June 2008.

Interpretation

2. In this Direction-

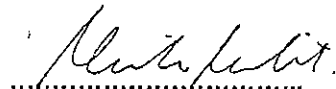
"regulator" has the same meaning as in regulation 2 of the Environmental Permitting (England and Wales) Regulations 2007;

"relevant regulator" means the regulator for any crematorium in England.

Variation of an environmental permit

3. Every relevant regulator shall, by no later than 25 July 2008, vary the permit for each crematorium it regulates, to insert the condition as specified in the Schedule.

Signed by the authority of the
Secretary of State for Environment, Food and Rural Affairs


.....

MARTYN NESBITT.

A Director in the Department for Environment, Food and Rural Affairs

25/06/2008
.....

THE SCHEDULE

1. The operator shall, by no later than 31 October 2008, provide detailed written confirmation to its relevant regulator of the following matters:

a) whether it intends to fit equipment to abate mercury emissions from the crematorium by 31 December 2012, and

b) if abatement equipment will be fitted, specify how many of the cremators on the site it will be fitted to, and

(i) what proportion of cremations at the installation (*using as a baseline the number of cremations undertaken in 2003¹*) it is intended will be subject to the abatement measures

(ii) what steps have been taken to arrange

- financing of the purchase and installation of the abatement equipment

- procurement of the abatement equipment, and

(iii) the dates when the equipment will be installed and commissioned, at each cremator, and the evidence showing how those dates will be achieved, or

(iv) if those dates are not fixed by 31 October 2008, the likely date when they will be fixed,

or

c) if abatement will not be fitted or will be fitted in relation to less than 50% of cremations (based on 2003 figures)

(i) specify what burden sharing arrangements it intends or has put to put in place to offset the cost of abatement at one or more other

¹ based on the Federation of British Cremation Authorities annual statistics for 2003, and taking account of AQ9(06) which specified that the number of cremations involving stillbirths, perinatal deaths, and deaths of infants under 5 years should be subtracted

crematoria in accordance with the statutory guidance on burden sharing issued in guidance note AQ1(05)², including the name of the burden sharing scheme or the name of the crematoria with which arrangements have been made

(ii) provide written evidence of any such arrangements, and

(iii) specify when those arrangements were put in place, or

(iv) if the arrangements have not been fixed by 31 October 2008, the likely date when they will be fixed.

2. Where no date has been fixed in accordance with sub-paragraphs (b)(iv) and (c)(iv), the operator shall notify its relevant regulator

(a) as soon as the date or dates has been fixed, and supply at the same time the information in (b)(ii) and (iii) and (c) (i)-(iii), and

(b) until such time as the dates remain to be fixed, notify the relevant regulator at least once before the expiry of each six-month period following 31 October 2008 of the progress made in fixing a date for compliance with the mercury emission requirements.

Note

It is an offence to contravene a condition contained in an environmental permit. In accordance with the Environmental Permitting Regulations, such offences are punishable in the Magistrates' court by a maximum fine of £20,000 and/or up to 6 months imprisonment per offence, and in the Crown court by an unlimited fine and/or up to 2 years imprisonment.

² Additional Guidance from the Department for Environment, Food and Rural Affairs, and from the Welsh Assembly Government - Control of Mercury Emissions from Crematoria, AQ1(05) - makes amendments to the principal statutory guidance that is produced as PG5/02(04). Paragraph 3(d) AQ24(05) identifies three burden sharing options: a national burden sharing scheme, known as CAMEO; internal burden sharing between crematoria operated by the same cremation authority or company; and local sharing agreements reached with nearby crematoria. AQ1(05), 24(05) and 9(06) can be found at the following internet addresses: AQ1(05) [http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/notes/aqnotes/aq01\(05\).htm](http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/notes/aqnotes/aq01(05).htm), as amended by AQ24(05), as amended by <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/notes/aqnotes/pof/aq24-05.pdf>, and AQ9(06) <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/notes/aqnotes/pof/aq09-06.pdf>

CITY OF DURHAMCENTRAL DURHAM CREMATORIUM JOINT COMMITTEE23 JULY, 2008REPORT OF TREASURER**1. DRAFT STATEMENT OF ACCOUNTS 2007/09**

This report outlines the main financial results for the year ended 31st March, 2008. It summarises the income and expenditure incurred by the Crematorium and highlights any changes to the financial position that occurred during the year.

The 2007/08 revised estimates anticipated that the Crematorium would achieve a surplus of £385,339, and make a contribution to earmarked reserves of £182,000. During 2008/09, the Crematorium made the agreed contribution to earmarked reserves of £182,000 and generated a surplus of £539,811, £154,472 more than the revised estimate.

This increased revenue surplus can be summarised as follows:

	£	£
<u>Income</u>		
Increased fees and charges	120,070	
Increased interest	15,494	135,564
<u>Expenditure</u>		
Reduced employee costs	20,261	
Miscellaneous increase in other costs	(1,353)	18,908
INCREASED SURPLUS		154,472

In 2007/08, the Crematorium made a contribution of £192,000 to its earmarked reserves to facilitate the replacement of the cremators and redevelopment of its buildings. The Committee undertook the relining of its cremators this year and continued with the development and construction of the second phase of the Memorial Garden.

The overall position of the funds is set out below. The Committee also restructured its reserves during 2007/08 and made a greater payment to its Constituent Authorities.

Reserve	Balance at start of year £	Contribution to Reserves £	Funding of Capital Expenditure £	Restructuring of Reserves £	Balance at 31.3.08 £
Cremator Replacement	971,896	145,000		(1,116,896)	
Masterplan Fund	190,960	10,000	(173,660)	(961)	26,339
Cremator Delivery Fund	45,000	20,000	(65,000)		
Small Plant Fund	4,001	4,500			8,501
Central Heading Fund	8,000	2,500			10,500
Major Works Fund				300,961	300,961
TOTAL	1,219,857	182,000	(238,660)	(816,896)	346,301

During 2007/08, a total of £1,452,500 was distributed to the Constituent Authorities at 31 March 2008.

	City of Durham £	Spennymoor £	Total £
Balances in favour of authorities at 1 April 2007	408,725	102,182	510,907
Add: 2007/08 Surplus	431,849	107,962	539,811
Add: Transfer from Earmarked Reserves	653,517	163,379	816,896
Less: Distributed to authorities	1,162,000	290,500	1,452,500
Balance as at 31st March 2008	332,090	83,023	415,113

The 2007/08 Statement of Accounts has been prepared on this basis. The Draft Statement of Accounts is attached at Appendix A.

As reported last year, there is a requirement to undertake an independent review of Internal Audit. The Internal Audit Service is provided by the host authority, the City of Durham Council. From 2005/06 onwards, this Joint Committee has recognised that its systems of internal control includes the Audit Overview Committee of its lead authority, the City of Durham Council. This Audit Overview Committee has carried out an independent and comprehensive review of internal audit and concluded that there is a strong and robust system of internal audit, which complies with relevant Codes of Practice and the requirements of the Accounts and Audit Regulations. Thus, the Joint Committee can be satisfied that the independent review has been carried out and that it has established effective arrangements for internal audit, thus, complying with all statutory requirements.

Recommendation

The Joint Committee is asked to approve the Draft Statement of Accounts for 2007/08.

2. AUDITED STATEMENT OF ACCOUNTS 2006/07

The Committee is asked to note that the Audit Commission have certified the 2006/07 Statement of Accounts. They have found that the information contained in the annual return is in accordance with the Audit Commission's requirements and that no matters have come to their attention giving cause for concern or which they wish to draw to the attention of the Committee.

Recommendation

That the information be noted.

Small bodies in England

Annual return for the year ended

31 March 2008

Small relevant bodies in England with an annual turnover of £1 million or less must complete an annual return summarising their annual activities at the end of each financial year.

The annual return on the following pages is made up of four sections:

- **Sections 1 and 2** are to be completed by the person nominated by the body.
- **Section 3** will be completed by the external auditor.
- **Section 4** is to be completed by the body's internal audit provider.

The body must ensure this annual return is approved no later than 31 July 2008.

Please complete all sections highlighted in red. Do **not** leave any red box blank. Incomplete or incorrect returns may require additional external audit work and incur additional costs.

Please send the annual return, together with any additional information requested, to your appointed external auditor.

If required, your auditor will identify and ask for any documents needed for audit. Unless requested, please do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the body for publication or public display of sections 1,2 and 3.

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

It should not be necessary for bodies to contact the external auditor or the Audit Commission directly for guidance.

Section 1 – Statement of accounts

CREMATORIUM
THE CENTRAL DURHAM JOINT COMMITTEE

In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2008.

	Year ending		Notes and guidance
	31 March 2007 £	31 March 2008 £	
1 Balances brought forward	1,294,305	1,730,764	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from taxation and/or levy	0	0	Total amount of tax and/or levy received in the year.
3 (+) Total other receipts	1,098,871	1,150,636	Total receipts or income as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	(189,485)	(201,426)	Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers); pension contributions and related expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) Total other payments	(472,927)	(1,918,560)	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	1,730,764	761,414	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	1,680,885	889,064	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets and long term assets	838,096	933,109	The recorded book value at 31 March of all fixed assets owned by the body and any other long term assets e.g. loans to third parties.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the body and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2008.

Signed by Responsible Financial Officer:

Date _____

I confirm that these accounts were approved by the body and recorded as minute reference:

Date _____

Signed by Chair of meeting approving the accounts:

Date _____

Section 2 – Annual governance statement

We acknowledge as the members of THE CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts. We confirm, to the best of our knowledge and belief, with respect to the body's statement of accounts for the year ended 31 March 2008, that:

	Agreed – Yes or No*	'Yes' means that the body:
1 we have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its statement of accounts in the way prescribed by law.
2 we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the body to conduct its business or on its finances.	YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 we have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	has during the year given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 we have carried out an assessment of the risks facing the body and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	considered the financial and other risks it faces and has dealt with them properly.
6 we have maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems and carried out a review of its effectiveness.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body and reviewed the impact of this work.
7 we have taken appropriate action on all matters raised in reports from internal and external audit.	YES	has to matters brought to its attention by internal and external audit.
8 we have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and, where appropriate have included them in the statement of accounts.	YES.	disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.

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

dated

Signed on behalf of THE CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

Signed by: Chair Date

Signed by: Clerk Date

*Note: This statement is intended to be signed by a signatory on behalf of the body and is not intended to be signed by the signatory on behalf of the signatory's employer.

Section 3 – External auditor's certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2008 of

THE CENTRAL DUCHAN ~~ENTER NAME OF REPORTING BODY HERE~~ JOINT COMMITTEE

Respective responsibilities of the body and the auditor

The body is responsible for the preparation of the accounts in accordance with the requirements of the Accounts and Audit Regulations and for the preparation of an annual return which:

- summarises the body's accounting records for the year ended 31 March 2008; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor's report

(Except for the matters reported below)* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the body:

(continue on a separate sheet if required)

External auditor's signature

External auditor's name

Date

This certificate is issued in accordance with the provisions of the Accounts and Audit Regulations 2007. It is a legal document and should be kept for a minimum of 6 years. It is not to be used for any other purpose. The Audit Commission is not responsible for any loss or damage caused by the use of this certificate. The Audit Commission is not responsible for any loss or damage caused by the use of this certificate.

Section 4 – Annual internal audit report to

THE CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

The body's internal audit, 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 2008.

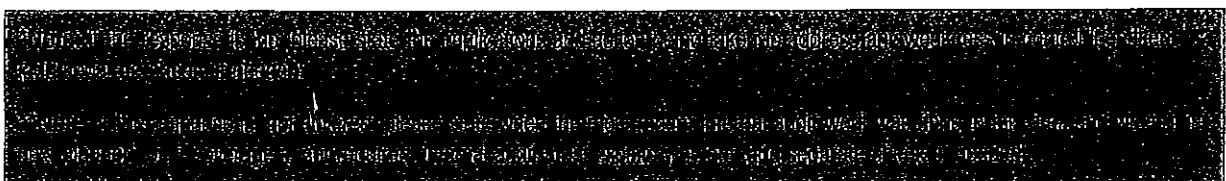
Internal audit has been carried out in accordance with the body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and, opposite, are the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

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

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

Name of person who carried out the internal audit: DEBRA LEWIS

Signature of person who carried out the internal audit:  Date: 01 07 2008



Guidance notes on completing the 2008 annual return

- 1 Please 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 approved by the body, properly initialled and an explanation for them is provided to the auditor. Annual returns containing unapproved and/or unexplained amendments will be returned unaudited.
- 2 Use the checklist provided below. Use a second pair of eyes, perhaps internal audit or the Chair, to review your annual return for completeness before sending it off to the auditor.
- 3 Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
- 4 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your body holds any investments, please note their value on the bank reconciliation. The auditor should be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliations is available in the *Practitioners' Guide**.
- 5 Please **explain fully** significant variances in the statement of accounts. Do not just send in a copy of your detailed accounts instead of this explanation. The auditor wants to know that **you** understand the reasons for the change. Please include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 6 If the auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 7 Please make sure that your statement of accounts adds up! Also please ensure that the balance carried forward from the previous year (Box 7 of 2007) equals the balance brought forward in the current year (Box 1 of 2008).
- 8 **Do not complete section 3.** This section is reserved for the external auditor who will complete it at the conclusion of their audit.
- 9 Use the *Practitioners' Guide** for guidance. This publication is regularly updated and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines open should you wish to talk through any problem you may encounter.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Approval by the body confirmed by signature of Chair of meeting approving accounts?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2008 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All red boxes completed by internal audit and explanations provided?	

Practitioners' Guide is available from the Institute of Chartered Accountants in England and Wales (ICAEW) and the Institute of Chartered Accountants in Scotland (ICAS). The guide is available in both print and electronic formats. For more information on the guide, please visit the website: www.icaew.com or www.icas.com. The guide is available in both print and electronic formats. For more information on the guide, please visit the website: www.icaew.com or www.icas.com.*