

# Central Durham Crematorium

## Joint Committee

29 September 2022

### Financial Monitoring Report – Position at 31/08/22, with Projected Revenue and Capital Outturn at 31/03/23



#### Joint Report of

**Alan Patrickson, Corporate Director of Neighbourhoods and  
Climate Change**

**Paul Darby, Corporate Director of Resources and Treasurer to the  
Joint Committee**

#### Electoral division(s) affected:

Countywide

#### Purpose of the Report

- 1 This report provides Members of the Central Durham Crematorium Joint Committee with details of the provisional outturn position for 2022/23 and the projected level of reserves and balances at 31 March 2023.

#### Executive summary

- 2 This report sets out details of income and expenditure in the period 1 April 2022 to 31 August 2022, together with a forecast revenue and capital outturn position for 2022/23, highlighting areas of over / underspends against the approved budgets at a service expenditure analysis level.
- 3 The report also details the funds and reserves of the Joint Committee at 1 April 2022 and forecast final position at 31 March 2023, taking into account actuals to date and forecasts to the year end.
- 4 The projected revenue outturn is a surplus (before transfers to reserves and distribution of surpluses to the partner authorities) of £1,041,699 against a budgeted surplus of £996,425, which is £45,274 more than the budgeted position.

- 5 Contributions from earmarked reserves are forecast as £106,726 more than originally budgeted.
- 6 In line with the CDCJC Reserve Policy to maintain a General Reserve of 30% of the income budget, a transfer to the General Reserve of £16,500 is required. A contribution from the revenue surplus of (£153,449), offset by £293,650 funding of the capital programme results in a net transfer from the Major Capital Works Reserve of £156,701 in year.
- 7 The retained reserves of the CDCJC at 31 March 2023 are forecast to be £1,601,590 along with a General Reserve of £548,175, giving a forecast total reserves and balances position of £2,149,765 at the year end.

### **Recommendation(s)**

- 8 It is recommended that Members note the April to August 2022 financial monitoring report and associated provisional revenue and capital outturn positions at 31 March 2023, including the projected year position with regards to the reserves and balances of the Joint Committee.

## **Background**

- 9 Scrutinising the financial performance of the Central Durham Crematorium is a key role of the Joint Committee. Regular (quarterly) budgetary control reports are prepared by the Treasurer and aim to present, in a user friendly format, the financial performance in the year to date together with a forward projection to the year end. Routine reporting and consideration of financial performance is a key component of the Governance Arrangements of the Central Durham Crematorium

## **Financial Performance**

- 10 Budgetary control reports, incorporating outturn projections, are considered by Neighbourhoods and Climate Change Management Team on a quarterly basis. The County Council's Corporate Management Team also considers regular budgetary control reports, with quarterly reports being considered by Cabinet / Overview and Scrutiny Committee. The outturn projections for the Central Durham Crematorium are included within this report.
- 11 The figures contained within this report have been extracted from the General Ledger and have been scrutinised and supplemented with information supplied by the Bereavement Services Manager. The following table highlights the provisional revenue outturn financial performance of the Central Durham Crematorium.

<b>Subjective Analysis (Type of Expenditure)</b>	<b>Base Budget 2022/23 £</b>	<b>Year to Date Actual April – August £</b>	<b>Projected Outturn 2022/23 £</b>	<b>Variance Over/ (Under) £</b>
Employees	326,530	144,699	391,660	65,130
Premises	308,130	180,418	367,410	59,280
Transport	2,800	1,171	2,220	(580)
Supplies & Services	140,715	67,850	154,511	13,796
Agency & Contracted	10,465	3,082	10,563	98
Capital Charges	0	0	0	0
Central Support Costs	42,185	42,185	42,185	0
<b>Gross Expenditure</b>	<b>830,825</b>	<b>439,405</b>	<b>968,549</b>	<b>137,724</b>
<b>Income</b>	<b>(1,827,250)</b>	<b>(794,563)</b>	<b>(2,010,248)</b>	<b>(182,998)</b>
<b>Net Income</b>	<b>(996,425)</b>	<b>(355,158)</b>	<b>(1,041,699)</b>	<b>(45,274)</b>
<b>Transfer to / (from) Reserves</b>				
- Masterplan Memorial Garden	5,000	0	5,000	0
- Major Capital Works	108,175	0	153,449	45,274
- Cremator Reline Reserve	25,000	0	25,000	0
- Small Plant	2,000	0	2,000	0
<b>Distributable Surplus</b>	<b>(856,250)</b>	<b>0</b>	<b>(856,250)</b>	<b>0</b>
<b>80% Durham County Council</b>	<b>685,000</b>	<b>342,500</b>	<b>685,000</b>	<b>0</b>
<b>20% Spennymoor Town Council</b>	<b>171,250</b>	<b>85,625</b>	<b>171,250</b>	<b>0</b>

<b>Central Durham Crematorium Earmarked Reserves</b>	<b>Balance @ 1 April 2022 £</b>	<b>Transfers to Reserve £</b>	<b>Transfers From Reserve £</b>	<b>Balance @ 31 March 2023 £</b>
General Reserve	(531,675)	(872,750)	856,250	(548,175)
Masterplan Memorial Garden	(76,250)	(5,000)	0	(81,250)
Major Capital Works	(1,480,881)	(153,449)	310,150	(1,324,180)
Cremator Reline Reserve	(157,755)	(25,000)	0	(182,755)
Small Plant	(11,405)	(2,000)	0	(13,405)
<b>Total</b>	<b>(2,257,966)</b>	<b>(1,058,199)</b>	<b>1,166,400</b>	<b>(2,149,765)</b>

## Explanation of Significant Variances between Original Budget and Forecast Outturn

12 As can be seen from the table above, the projected revenue outturn is indicating a surplus (before transfers to reserves and distribution of surpluses to the partner authorities) of £1,041,699 against a budgeted surplus of £966,425, which is £45,274 more than the budgeted position.

13 The following section outlines the reasons for any significant budget variances by subjective analysis (type of expenditure) area:

### 13.1 *Employees*

The outturn shows a forecast overspend of **£65,130**, in relation to employee costs. The reasons for this are identified below:

- Staffing costs are forecast to overspend by **£17,995** mainly due to the pending national pay settlement for 2022/23.
- The staffing restructure approved in January 2022 has resulted in a one off overspend of **£47,135** due to ERVR costs as mentioned in the Quarterly Performance report.

### 13.2 *Premises*

The outturn shows a forecast overspend of **£59,280** in relation to premises costs. The reasons for this are identified below:

- Energy budgets are forecast to overspend by **£52,887** due to the global increase in the cost of gas and electric. Following the Prime Minister's announcement to tackle the energy crisis on 8 September it is still unclear how this affects Councils and businesses, however, updates will be brought to Members at future meetings.
- One off SAMP budgets relating to redecoration works in 2021/22 were delayed until the current year and it is therefore forecast to overspend by **£16,599**.
- One off SAMP budget for the improvements to cremator charging operations is no longer required therefore forecast to underspend by **(£3,075)**.
- Plant and equipment replacement is forecast to underspend by **(£1,200)** due to no purchases in 2022/23.
- General Grounds Maintenance is forecast to overspend by **£4,878** due to works being carried out to achieve the Green Flag status.

- Cremator servicing and building maintenance is forecast to be underspent by **(£10,809)** mainly due to the cremators being more reliable.

### 13.3 *Supplies and Services*

The outturn shows a forecast overspend of **£13,796** in relation to supplies and services costs. The reasons for this are identified below:

- Due to the projected increase in cremations (highlighted later within the income section of the report), medical referee expenditure is projected to overspend by **£7,341**.
- The Wesley music system is forecast to overspend by **£7,221** as it has had a total re-wire along with the purchase of a new rack and speaker.
- Other general office costs such as purchase of urns, cremator additives and sundries are expected to underspend by **(£766)**.

### 13.4 *Income*

An increase in income of **(£182,998)** from the 2022/23 budget is included within the outturn forecasts. The reasons for this are identified below:

- The outturn includes an increase of 277 cremations compared to the budget, totalling increased income to budget of **(£174,750)**. The outturn allows for a total of 2,477 cremations against a budgeted 2,200 during 2022/23.
- Book of Remembrance, plaques and webcasts are expected to be lower than budget resulting in a reduction in income of **£1,752**.
- Interest received is forecast to overachieve by **(£10,000)** due to rising interest rates.

## 14 **Capital Programme**

The following table highlights the capital outturn of the Central Durham Crematorium:

	<b>Base Budget 2022/23</b> £	<b>Revised Budget 2022/23</b> £	<b>Year to Date Actual April - Aug</b> £	<b>Forecast Outturn 2022/23</b> £	<b>Variance to Revised Budget Over/ (Under)</b> £
<b>Redevelopment Works</b>					
Installation of charging points	24,000	24,000	0	24,000	0
Feasibility - excess heat regeneration	50,000	50,000	764	50,000	0

	Base Budget 2022/23 £	Revised Budget 2022/23 £	Year to Date Actual April - Aug £	Forecast Outturn 2022/23 £	Variance to Revised Budget Over/ (Under) £
<b>Redevelopment Works</b>					
Enlargement of cremator no 2	67,650	67,650	0	67,650	0
Repairs to chapel dome	0	20,000	0	20,000	0
Replacement of cooler cassettes	0	132,000	0	132,000	0
<b>Total</b>	<b>141,650</b>	<b>293,650</b>	<b>764</b>	<b>293,650</b>	<b>0</b>

- The chapel dome repairs were originally planned for 20/21 but the works were delayed and carried forward to 22/23 resulting in a forecast overspend of £20,000 compared to the base budget.
- The replacement of the 3 cooler cassettes is forecast to overspend by £132,000 compared to the base budget. This overspend was approved in 20/21 but the work was not carried out and will now to be replaced in the current year.

All other work is expected to be completed within 22/23.

The cost of the Redevelopment Works is being financed from the Major Capital Works reserve.

## 15 Earmarked Reserves

Contributions from earmarked reserves are forecast as £2,765 less than originally budgeted.

In line with the CDCJC Reserve Policy to maintain a General Reserve of 30% of the income budget, a transfer from the Major Capital Works Reserve to the General Reserve of **£16,500** is required. A contribution from the revenue surplus of **(£153,449)**, offset by **£293,650** funding of the capital programme results in a net transfer from the Major Capital Works Reserve of **£156,701**.

The retained reserves of the CDCJC at 31 March 2023 are forecast to be **£1,601,590** along with a General Reserve of **£548,175**, giving a forecast total reserves and balances position of **£2,149,765** at the year end.

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## **Appendix 1: Implications**

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### **Legal Implications**

The outturn proposals contained within this report have been prepared in accordance with standard accounting policies and procedures.

### **Finance**

Full details of the year to date and projected outturn financial performance of the Central Durham Crematorium are included within the body of the report.

### **Consultation**

None. However, Officers of Spennymoor Town Council were provided with a copy of the report and given opportunity to comments / raise any detailed queries on the contents of this report in advance of circulation to members of the CDCJC.

### **Equality and Diversity / Public Sector Equality Duty**

None.

### **Climate Change**

None.

### **Human Rights**

None.

### **Crime and Disorder**

None.

### **Staffing**

None.

### **Accommodation**

None.

### **Risk**

The figures contained within this report have been extracted from the General Ledger and have been scrutinised and supplemented with information supplied by the Bereavement Services Manager. The projected outturn has been produced taking into consideration the spend to date, trend data and market intelligence, and includes an element of prudence. This, together with



the information supplied by the Bereavement Services Manager, should mitigate the risks associated with achievement of the forecast outturn position.

**Procurement**

None.