

# MSJCB CLOSING REPORT

## Committee: MERTON AND SUTTON JOINT CEMETERY BOARD

Date: 13 June 2023

Wards: Borough Wide Merton and Sutton

Subject: ABSTRACT OF ACCOUNTS 2022/23

Lead officer: Zoe Church

### Recommendations:

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- A. To receive and approve the Abstract of Accounts for 2022-23
  - B. To note the Internal Audit Assurance in Section 2.4
  - C. To approve the revised revenue estimates for 2023/24 in Appendix H
  - D. Review and Agree the Risk Register as at June 2023 in Appendix I.
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### 1. Purpose of report and executive summary

- 1.1 This report presents MSJCB's Accounts for 2022-23 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 2023-24 Budget for Approval
- 1.2 The accounts will be available for public inspection from Wednesday 1<sup>st</sup> June 2023 along with Merton's Accounts.

### 2. Details

- 2.1 The statement of accounts for 2022-23 are attached to this report. It includes the details of actuals for 2021-22 for comparison purposes. The accounts have been subject to review by Internal Audit and a statement of assurance is provided in Section 4. The cemetery has made a surplus this year of £104,119.

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

Area	Variance £	Reason
Employees	(4,892)	Pension Charges lower than budgeted
Running Expenses	11,553	Main areas of overspending were for utility costs
Special Projects	(444,253)	Memorials Budget of £21k is unspent, New Bearer Beams Budget underspent by £59k, Replacement Bearer Beams underspent by £65k, Toilet Block underspent by £100k and Horticulture and Biodiversity Improvements by £50k
Income	(72,056)	Surplus Income 20-21 £72k higher than estimated last year and surplus income 22-23 estimated at £52k
	<u>(509,649)</u>	

## 2.2 Breakdown of Debtors/Pre Payments

The table below provides a breakdown of debtors and pre payments as at 31<sup>st</sup> March 2021 and 31<sup>st</sup> March 2023

31/03/2022	SUNDRY DEBTORS AND PRE PAYMENTS	31/03/2023
70,939	Idverde Guaranteed Income Due February & March	70,939
115,000	Estimated Idverde Income Share above the threshold 2018/19	115,000
88,000	Estimated Idverde Income Share above the threshold 2019/20	88,000
150,000	Estimated Idverde Income Share above the threshold 2020/21	150,000
77,000	Estimated Idverde Income Share above the threshold 2021/22	77,000
	Estimated Idverde Income Share above the threshold 2022/23	52,000
<b>500,939</b>		<b>552,939</b>
	<b>SUNDRY CREDITORS</b>	
2,307	Surrey County Council - Pension	52
	Salary Accrual	2,347
0	Mobile Phone Mast Rental 2023-24	6,750
18,945	Special Projects Management Fees	0
15,423	Bearer Beams	66,436
<b>39,491</b>		<b>75,585</b>

## 2.3 Fund balances and reserves

2.3.1 Members should note the overall level of the Common Fund Balance to be £1,621,114. Circa £0.5m excess income payments remain outstanding with Idverde.

2.3.2 Board members will be aware that work was commissioned with PS Tax to determine MSJC's VAT position. The final report, although expected is still awaited – it will be circulated to members as soon as it is received. It is expected that any discussion of this subject should be undertaken in private session and it is envisaged that the way forward will be agreed with relevant Section 151 officers within the constituent authorities.

## 2.4 Audit Arrangements

2.4.1 Under current regulations MSJC is deemed a joint committee. With effect from the financial year 2015/16 onwards, joint committees no longer have a statutory obligation to prepare accounts that are then audited by a firm appointed by the Audit Commission. The Audit Commission Act 1998, which required the accounts of joint committees to be subject to audit, has been repealed with effect from 1 April 2015. The Local Audit and Accountability Act 2014, introducing new local public audit arrangements, does not apply to joint committees.

2.4.2 From 1 April 2015 any expenditure overseen by a joint committee will only be subject to a statutory audit as part of the main accounts of constituent audited bodies. This means the external audit of the MSJC will be covered by the external audit of the London Borough of Merton's accounts. Sutton's Internal Audit Service have successfully signed off the accounts of Bandon Hill Cemetery Joint Committee (which is also a joint committee) for a number of years. Officers propose a similar approach for MSJC.

2.4.3 A statement of assurance by Merton’s Chief internal Auditor can be found below:

“The London Borough of Merton Internal Audit service, 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 2023. The Council’s financial systems have been examined and the Head of Internal Audit confirms that the Merton and Sutton Joint Cemetery statements of account for 2022/23 are in accordance with its financial records.”

**2.5 Revised Estimates 2023-24**

2.5.1 Attached as Appendix H is the Revised Estimates for the Cemetery for 2023-24 for approval by the Board.

**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 Attached as Appendix I.

**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 2023 C – Income and Expenditure Account 2022-23 D – Cash Flow Statement E – Asset Register F – Precept History G – Loan Repayment Schedule H – Revised 2023/24 Estimates I – Risk Register June 2023
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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**

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  - Tel: 020 8545 3181
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**MERTON AND SUTTON JOINT CEMETERY BOARD**

**ABSTRACT OF ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2023**

Treasurer of the Board  
Merton Civic Centre  
London Road  
Morden  
Surrey  
SM4 5DX

# **MERTON AND SUTTON JOINT CEMETERY BOARD**

## **ABSTRACT OF ACCOUNTS 2022/23**

### **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 2022-23. This is to be reviewed in the 2024-25 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	24.74
C1	Grazing land	1.34
A	Let to Royal Borough of Kingston-upon-Thames for school playing fields	2.64
CC	ARQIVA	0.03
	Idverde	
	Service Tenancy	n/a
<b>Total</b>		<b>55.10</b>

**MSJCB Movement in Reserves Statement 1 April 2021 to 31 March 2022**

<b>Fund Narrative</b>	<b>Common Fund</b>	<b>Capital Adjustment Account</b>	<b>Total</b>
<b>Balance at 1 April 2021 b/fwd</b>	<b>(1,376,140)</b>	<b>(408,262)</b>	<b>(1,784,402)</b>
(Surplus)/Deficit of the Year	(140,856)		(140,856)
<b>Adjustments between statutory Accounting and Proper Accounting Practice</b>			
Depreciation	82,121.66	(82,122)	0
<b>Appropriations</b>			
Provision for loan repayment	(70,533)	70,533	0
Minimum Revenue Provision	(11,589)	11,589	0
Contribution to Capital Fund			
<b>Balance at 31 March 2022 c/fwd</b>	<b>(1,516,995)</b>	<b>(408,262.00)</b>	<b>(1,925,258)</b>

**MSJCB Movement in Reserves Statement 1 April 2022 to 31 March 2023**

<b>Fund Narrative</b>	<b>Common Fund</b>	<b>Capital Adjustment Account</b>	<b>Total</b>
<b>Balance at 1 April 2022 b/fwd</b>	<b>(1,516,995)</b>	<b>(408,262)</b>	<b>(1,925,258)</b>
(Surplus)/Deficit of the Year	(104,119)		(104,119)
<b>Adjustments between statutory Accounting and Proper Accounting Practice</b>			
Depreciation	91,447.07	(91,447)	0
<b>Appropriations</b>			
Provision for loan repayment	(70,540)	70,540	0
Minimum Revenue Provision	(20,907)	20,907	0
Possible VAT Liability			
<b>Balance at 31 March 2023 c/fwd</b>	<b>(1,621,114)</b>	<b>(408,262.34)</b>	<b>(2,029,376)</b>



## Merton and Sutton Joint Cemetery Board

### Balance Sheet as at 31st March 2023

31st March 2022	31st March 2023
£	£
<b>LONG TERM ASSETS</b>	
1,406,084 Other Land and Buildings	1,471,855
60,724 Vehicles, Plant and Equipment	53,797
<b>1,466,808</b>	<b>1,525,652</b>
<b>CURRENT ASSETS</b>	
500,939 Sundry Debt Bdy Ext Centr Gov	552,939
0 General Revenue Debtors	0
0 Accrual - Bodies Ext Centr Gov	0
0 Sundry Creditors	0
(49,725) Input VAT	(88,626)
1,175,259 Cash Balance	1,172,996
1,125,534 Cash Balance	1,084,370
<b>1,626,473</b>	<b>1,637,309</b>
<b>CURRENT LIABILITIES</b>	
(39,491) Accrual - Pub Corp & Trust Fnd	(75,585)
<b>LONG TERM LIABILITIES</b>	
(564,266) Loans from London Borough of Merton	(529,000)
(564,266) Loans from London Borough of Sutton	(529,000)
<b>(1,128,533)</b>	<b>(1,058,000)</b>
<b>1,925,257 NET ASSETS</b>	<b>2,029,376</b>
<b>UNUSABLE RESERVES</b>	
(408,262) Capital Adjustment Account	(408,262)
<b>USABLE RESERVES</b>	
(1,516,995) Common Fund	(1,621,114)
<b>(1,516,995)</b>	<b>(1,621,114)</b>
<b>(1,925,257) TOTAL RESERVES</b>	<b>(2,029,376)</b>

## Merton and Sutton Joint Cemetery Board

### Balance Sheet as at 31st March 2023

<b>31/03/2022</b>	<b>SUNDRY DEBTORS AND PRE PAYMENTS</b>	<b>31/03/2023</b>
	70,939 Idverde Guaranteed Income Due February & March	70,939
	115,000 Estimated Idverde Income Share above the threshold 2018/19	115,000
	88,000 Estimated Idverde Income Share above the threshold 2019/20	88,000
	150,000 Estimated Idverde Income Share above the threshold 2020/21	150,000
	77,000 Estimated Idverde Income Share above the threshold 2021/22	77,000
	Estimated Idverde Income Share above the threshold 2022/23	52,000
	<b>500,939</b>	<b>552,939</b>
	<b>SUNDRY CREDITORS</b>	
	2,307 Surrey County Council - Pension	52
	Salary Accrual	2,347
	0 Mobile Phone Mast Rental 2023-24	6,750
	18,945 Special Projects Management Fees	0
	15,423 Bearer Beams	66,436
	<b>39,491</b>	<b>75,585</b>
	0	0

## Merton and Sutton Joint Cemetery Board

### Income and Expenditure Account for the Year Ended 31st March

Actual 2021/22	Description	Revenue Estimate 2022/23	Actual 2022/23	Variance Actual to Estimate	Variance Actual 21-22 to Actual 22-23
	<b>Employees</b>				
	5,267 Salaries	4,720	4,790	70	(477)
(2,693)	Super Fund Revaluation Costs	5,000	38	(4,962)	2,731
	<b>2,574 Total Employees</b>	<b>9,720</b>	<b>4,828</b>	<b>(4,892)</b>	<b>2,254</b>
	<b>Running Expenses</b>				
	1,840 Building Improvements/Maintenance	2,000	3,993	1,993	2,153
	4,214 Gas	3,000	9,930	6,930	5,716
	3,836 Electricity	3,000	3,007	7	(830)
	20,631 NNDR	21,480	21,831	351	1,200
	0 Use of Water	0	2,357	2,357	2,357
	231,217 Contractor/Client Side Costs	237,160	238,002	842	6,786
	0 Printing and Stationery	500	0	(500)	0
	0 Purchase of Graves	0	0	0	0
	23,130 Management and Administration	24,240	24,950	710	1,820
	1,600 External Audit Fees	1,700	0	(1,700)	(1,600)
	0 Consultants	1,000	3,160	2,160	3,160
	6,090 Insurance Premiums	6,240	6,240	0	150
	43 Internal Legal Hard Charge	2,000	0	(2,000)	(43)
	726 Telephone - Call Charges	1,000	976	(24)	250
	41,608 Interest Paid	39,160	39,160	0	(2,448)
	82,122 Depreciation	91,020	91,447.07	427	9,325
	<b>417,056 Total Running Expenses</b>	<b>433,500</b>	<b>445,053</b>	<b>11,553</b>	<b>27,997</b>
	<b>Special Projects</b>				
	0 New Bearer Beams	209,000	0	(209,000)	0
	139,550 Replacement Bearer Beams	137,500	72,581	(64,919)	(66,969)
	0 Toilet Block	100,000	0	(100,000)	0
	0 Memorials	33,000	11,748	(21,252)	11,748
	24,927 Roads and Footpaths	27,500	27,918	418	2,991
	0 Horticulture/Biodiversity Improvements	49,500	0	(49,500)	0
	<b>164,477 Total Special Projects</b>	<b>556,500</b>	<b>112,247</b>	<b>(444,253)</b>	<b>(52,230)</b>
	<b>584,106 Total Expenditure</b>	<b>999,720</b>	<b>562,128</b>	<b>(437,592)</b>	<b>(21,978)</b>
	<b>Income</b>				
(42,990)	Rental Income	(43,900)	(43,849)	51	(859)
(674,616)	Interment Fees	(545,000)	(595,981)	(50,981)	78,635
(7,356)	Interest Income	(5,290)	(26,417)	(21,127)	(19,061)
	<b>(724,962) Total Income</b>	<b>(594,190)</b>	<b>(666,246)</b>	<b>(72,056)</b>	<b>58,715</b>
	<b>(140,856) Transfer to Reserves</b>	<b>405,530</b>	<b>(104,118.68)</b>	<b>(509,649)</b>	<b>36,737</b>

## Merton and Sutton Joint Cemetery Board

**(2) COMMON FUND**

1,376,140 Balance Brought Forward	1,516,995
0 Contribution to - London Borough of Merton	0
0 Contribution to - London Borough of Sutton	0
1,376,140	<u>1,516,995</u>
140,856 Add Surplus (Deficit) for the year	104,119
11,590 Transfer depreciation to capital adjustment account	20,914
Loss on Disposal	
70,532 Provision for Repayment of Loan	70,533
(82,122) Minimum Revenue Provision	(91,447)
0 Transferred from Maintenance of Graves Fund	0
0 Transferred from Capital Fund	0
0 Transferred from Graves Maintained in Perpetuity	0
<b><u>1,516,995 Common Fund Balance</u></b>	<b><u>1,621,114</u></b>

**Merton and Sutton Joint Cemetery Board**  
**Cashflow Statement for the Year Ended 31st March 2023**

<b>MSICB Cash Flow Statement 2021-22</b>	<b>£</b>
Net (surplus) or deficit on the provision of services	<b>(140,856)</b>
Adjustment to the net surplus or (deficit) on the provision of services for non-cash movements	
Add Depreciation	(32,850)
Add Accrual	129,758
Less Prepayment	(33,541)
Adjustment for cash items not in the net surplus or (deficit) on the provision of services	0
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>(77,490)</b>
Investing activities	70,533
Financing activities	0
<b>Net increase or decrease in cash and cash equivalents</b>	<b>(6,957)</b>
<b>Cash and cash equivalents at the beginning of the period</b>	<b>(1,118,578)</b>
<b>Cash and cash equivalents at the end of the period</b>	<b>(1,125,534)</b>

<b>MSICB Cash Flow Statement 2022-23</b>	<b>£</b>
Net (surplus) or deficit on the provision of services	<b>(104,119)</b>
Adjustment to the net surplus or (deficit) on the provision of services for non-cash movements	
Add Depreciation	58,844
Add Accrual	52,000
Less Prepayment	(36,094)
Adjustment for cash items not in the net surplus or (deficit) on the provision of services	0
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>(29,369)</b>
Investing activities	70,533
Financing activities	0
<b>Net increase or decrease in cash and cash equivalents</b>	<b>41,164</b>
<b>Cash and cash equivalents at the beginning of the period</b>	<b>(1,125,534)</b>
<b>Cash and cash equivalents at the end of the period</b>	<b>(1,084,370)</b>

## CAPITAL ASSETS AND DEPRECIATION FOR THE YEAR ENDED 31ST MARCH 2022

## Capital and Finance leases

There are no finance leases as at 31st March 2022

Useful Life	Asset Description	Valuation to 31/03/2021 £	Depreciation at 31/03/2022 £	Disposals During Year £	Additions During Year £	Valuation at 31/03/2022 £
<b>Land and Buildings</b>						
Land acquired from constituent authorities -						
Nil	Carshalton UDC	22,220	0			22,220
Nil	Merton & Morden UDC	29,975	0			29,975
Nil	acquired from Merton & Morden UDC	18,621	0			18,621
40	Layout of new section	3,327	107			3,220
40	Superintendent's house & office	2,930	95			2,835
40	Waiting room and lavatories	22,297	166			22,131
40	Drawing room for works staff	158	5			153
40	Greenhouses	2,118	68			2,050
40	Chapel	25,646	302			25,344
40	Chapel heating	369	12			357
40	Layout of Roman Catholic section	667	22			645
10	Potting shed conversion	69	69			0
25	Cemetery extension	1,199,073	70,540			1,128,533
40	Mess room	2,993	97			2,896
5	New Bearer Beams	0	0		49,271	49,271
40	Boundary Wally, Layout, Fencing & Elect. Works	101,085	3,253			97,833
<b>Total Land and Buildings</b>		<b>1,431,547</b>	<b>74,734</b>	<b>0</b>	<b>49,271</b>	<b>1,406,084</b>
<b>Vehicles, Plant and Equipment</b>						
20	Cemetery Grounds	9,647	877			8,770
20	Sub Transformer	19,619	1,784			17,836
10	Store shed	14	14			0
10	New Boilers	38,385	4,267			34,119
10	Repairs to Service Yard & Storage	448	448			0
<b>Total Vehicles, Plant and Equipment</b>		<b>68,113</b>	<b>7,389</b>	<b>0</b>	<b>0</b>	<b>60,724</b>
<b>Total Capital Assets</b>		<b>1,499,661</b>	<b>82,123</b>	<b>0</b>	<b>49,271</b>	<b>1,466,809</b>
MRP (non Loan)			11,583			
Loan Management Expense			70,540			

## Capital Assets for the Year Ended 31st March 2023

## Capital and Finance leases

There are no finance leases as at 31st March 2023

Useful Life	Asset Description	Valuation to 31/03/2022 £	Depreciation at 31/03/2023 £	Disposals During Year £	Additions During Year £	Valuation at 31/03/2023 £
<b>Land and Buildings</b>						
Land acquired from constituent authorities -						
Nil	Carshalton UDC	22,220	0			22,220
Nil	Merton & Morden UDC	29,975	0			29,975
Nil	acquired from Merton & Morden UDC	18,621	0			18,621
40	Layout of new section	3,220	107			3,113
40	Superintendent's house & office	2,835	95			2,741
40	Waiting room and lavatories	22,131	166			21,965
40	Drawing room for works staff	153	5			148
40	Greenhouses	2,050	68			1,982
40	Chapel	25,344	302			25,042
40	Chapel heating	357	12			345
40	Layout of Roman Catholic section	645	22			624
25	Cemetery extension	1,128,533	70,540			1,057,993
40	Mess room	2,896	97			2,799
5	New Bearer Beams 2021-22	49,271	9,854			39,417
5	New Bearer Beams 2022-23	0	0		150,291	150,291
40	Boundary Wall, Layout, Fencing & Elect. Works	97,833	3,253			94,580
<b>Total Land and Buildings</b>		<b>1,406,084</b>	<b>84,519.96</b>	<b>0</b>	<b>150,291</b>	<b>1,471,855.02</b>
<b>Vehicles, Plant and Equipment</b>						
20	Cemetery Grounds Plant & Equipment	8,770	877			7,893
20	Sub Transformer	17,836	1,784			16,052
10	New Boilers	34,118	4,267			29,852
<b>Total Vehicles, Plant and Equipment</b>		<b>60,723.67</b>	<b>6,927.11</b>	<b>0</b>	<b>0</b>	<b>53,796.57</b>
<b>Total Capital Assets</b>		<b>1,466,808</b>	<b>91,447.07</b>	<b>0</b>	<b>150,291</b>	<b>1,525,651.59</b>
MRP (non Loan)			20,907			
Loan Management Expense			70,540			

**Capital Assets for the Year Ended 31st March 2024**

**Capital and Finance leases**

There are no finance leases as at 31st March 2024

Useful Life	Asset Description	Valuation to 31/03/2023 £	Depreciation at 31/03/2024 £	Disposals During Year £	Additions During Year £	Valuation at 31/03/2024 £
<b>Land and Buildings</b>						
	Land acquired from constituent authorities -					
Nil	Carshalton UDC	22,220	0			22,220
Nil	Merton & Morden UDC	29,975	0			29,975
Nil	acquired from Merton & Morden UDC	18,621	0			18,621
40	Layout of new section	3,113	107			3,005
40	Superintendent's house & office	2,741	95			2,646
40	Waiting room and lavatories	21,965	166			21,800
40	Drawing room for works staff	148	5			143
40	Greenhouses	1,982	68			1,913
40	Chapel	25,042	302			24,740
40	Chapel heating	345	12			333
40	Layout of Roman Catholic section	624	22			602
25	Cemetery extension	1,057,993	70,533			987,459
40	Mess room	2,799	97			2,703
5	New Bearer Beams 2021-22	39,417	9,854			29,563
5	New Bearer Beams 2022-23	150,291	30,058			120,233
5	New Bearer Beams 2023-24	0	0		170,430	170,430
40	Boundary Wally, Layout, Fencing & Elect. Works	94,580	3,261			91,319
<b>Total Land and Buildings</b>		<b>1,471,855</b>	<b>114,579</b>	<b>0</b>	<b>170,430</b>	<b>1,527,706</b>
<b>Vehicles, Plant and Equipment</b>						
20	Cemetery Grounds Plant & Equipment	7,893	877			7,016
20	Sub Transformer	16,052	1,784			14,269
10	New Boilers	29,852	4,267			25,585
<b>Total Vehicles, Plant and Equipment</b>		<b>53,797</b>	<b>6,927</b>	<b>0</b>	<b>0</b>	<b>46,869</b>
<b>Total Capital Assets</b>		<b>1,525,652</b>	<b>121,506</b>	<b>0</b>	<b>170,430</b>	<b>1,574,575</b>

MRP (non Loan)	50,973
Loan Management Expense	70,533

## Merton and Sutton Joint Cemetery Board Precept History

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
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

IMPORTANT - PERSONAL



## Merton and Sutton Joint Cemetery Board Precept History

Year ended 31st March	Interments	Expenditure	Income (excluding precepts)	Net Expenditure/ (Income)	Precepts	Surplus / (Deficit) C/Fwd
		£	£	£	£	£
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	250	452,465	600,846	(148,381)	0	661,679
2019	234	519,727	590,607	(70,880)	0	732,558
2020	213	452,454	714,393	(261,939)	0	1,024,708
2021	303	426,323	777,755	(351,432)	0	1,376,140
2022	284	584,106	724,962	(140,856)	0	1,516,995

**Merton & Sutton Joint Cemetery Board £1,763,328 Loan**

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<b>Merton Loan</b>																										
<b>Interest Repayment</b>		3.47% as at June 2013																								
<b>Period Total</b>		25 Years																								
<b>Original Loan</b>		881,664																								
	Year 1 2013/14	Year 2 2014/15	Year 3 2015/16	Year 4 2016/17	Year 5 2017/18	Year 6 2018/19	Year 7 2019/20	Year 8 2020/21	Year 9 2021/22	Year 10 2022/23	Year 11 2023/24	Year 12 2024/25	Year 13 2025/26	Year 14 2026/27	Year 15 2027/28	Year 16 2028/29	Year 17 2029/30	Year 18 2030/31	Year 19 2031/32	Year 20 2032/33	Year 21 2033/34	Year 22 2034/35	Year 23 2035/36	Year 24 2036/37	Year 25 2037/38	
<b>Interest Repayment</b>	£ 30,594	£ 29,370	£ 28,146	£ 26,922	£ 25,699.00	£ 24,475	£ 23,251.00	£ 22,027	£ 20,804	£ 19,580	£ 18,356	£ 17,132	£ 15,909	£ 14,685	£ 13,461	£ 12,237	£ 11,014	£ 9,790	£ 8,566	£ 7,342	£ 6,119	£ 4,895	£ 3,671	£ 2,447	£ 1,224	
<b>Total</b>	65,861	64,637	63,413	62,189	60,966	59,742	58,518	57,294	56,071	54,847	53,623	52,399	51,176	49,952	48,728	47,504	46,281	45,057	43,833	42,609	41,386	40,162	38,938	37,714	36,491	
<b>Adjustment to 13/14</b>	7,649																									
<b>Adjusted Total</b>	73,509																									
<b>Balance as at 31/3</b>										528,998	493,732	458,465	423,199	387,932	352,666	317,399	282,132	246,866	211,599	176,333	141,066	105,800	70,533	35,267	0	
	846,397	811,131	775,864	740,598	705,331	670,065	634,798	599,532	564,265																	

<b>Sutton Loan</b>																										
<b>Interest Repayment</b>		3.47% as at June 2013																								
<b>Period Total</b>		25 Years																								
<b>Original Loan</b>		881,664																								
	Year 1 2013/14	Year 2 2014/15	Year 3 2015/16	Year 4 2016/17	Year 5 2017/18	Year 6 2018/19	Year 7 2019/20	Year 8 2020/21	Year 9 2021/22	Year 10 2022/23	Year 11 2023/24	Year 12 2024/25	Year 13 2025/26	Year 14 2026/27	Year 15 2027/28	Year 16 2028/29	Year 17 2029/30	Year 18 2030/31	Year 19 2031/32	Year 20 2032/33	Year 21 2033/34	Year 22 2034/35	Year 23 2035/36	Year 24 2036/37	Year 25 2037/38	
<b>Interest Repayment</b>	£ 30,594	£ 29,370	£ 28,146	£ 26,922	£ 25,699.00	£ 24,475	£ 23,251	£ 22,027	£ 20,804	£ 19,580	£ 18,356	£ 17,132	£ 15,909	£ 14,685	£ 13,461	£ 12,237	£ 11,014	£ 9,790	£ 8,566	£ 7,342	£ 6,119	£ 4,895	£ 3,671	£ 2,447	£ 1,224	
<b>Total</b>	65,861	64,637	63,413	62,189	60,966	59,742	58,518	57,294	56,071	54,847	53,623	52,399	51,176	49,952	48,728	47,504	46,281	45,057	43,833	42,609	41,386	40,162	38,938	37,714	36,491	
<b>Adjustment to 13/14</b>	(7,649)																									
<b>Adjusted Total</b>	58,212																									
<b>Balance as at 31/3</b>										528,998	493,732	458,465	423,199	387,932	352,666	317,399	282,132	246,866	211,599	176,333	141,066	105,800	70,533	35,267	0	
	846,397	811,131	775,864	740,598	705,331	670,065	634,798	599,532	564,265																	

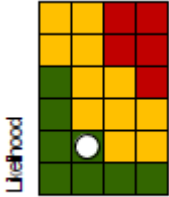
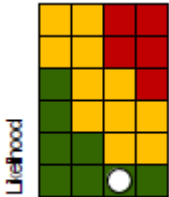
<b>Combined Loan</b>																									
	Year 1 2013/14	Year 2 2014/15	Year 3 2015/16	Year 4 2016/17	Year 5 2017/18	Year 6 2018/19	Year 7 2019/20	Year 8 2020/21	Year 9 2021/22	Year 10 2022/23	Year 11 2023/24	Year 12 2024/25	Year 13 2025/26	Year 14 2026/27	Year 15 2027/28	Year 16 2028/29	Year 17 2029/30	Year 18 2030/31	Year 19 2031/32	Year 20 2032/33	Year 21 2033/34	Year 22 2034/35	Year 23 2035/36	Year 24 2036/37	Year 25 2037/38
<b>Interest Repayment</b>	£ 61,188	£ 58,740	£ 56,292	£ 53,844	£ 51,398	£ 48,950	£ 46,502	£ 44,054	£ 41,608	£ 39,160	£ 36,712	£ 34,264	£ 31,818	£ 29,370	£ 26,922	£ 24,474	£ 22,028	£ 19,580	£ 17,132	£ 14,684	£ 12,238	£ 9,790	£ 7,342	£ 4,894	£ 2,448
<b>Total</b>	131,721	129,273	126,825	124,377	121,931	119,483	117,035	114,587	112,141	109,693	107,245	104,797	102,351	99,903	97,455	95,007	92,561	90,113	87,665	85,217	82,771	80,323	77,875	75,427	72,981
<b>Balance as at 31/3</b>	1,692,795	1,622,262	1,551,729	1,481,196	1,410,662	1,340,129	1,269,596	1,199,063	1,128,530	1,057,997	987,464	916,931	846,397	775,864	705,331	634,798	564,265	493,732	423,199	352,666	282,132	211,599	141,066	70,533	0

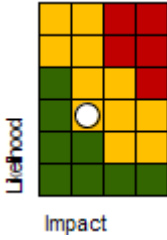
**MSJCB Outturn 2022-23 Monitoring and Estimates for 2023/24**

Description	Revised Budget 2022/23	Outturn 2022/23	Variance	Original Budget 2023/24	Virement	Revised Budget 2023/24
	(1)	(2)	(6)	(7)		
Member Allowances	4,720	4,790	70	5,040	0	5,040
Super Fund Revaluation Costs	5,000	38	(4,962)	250	0	250
<b>Total Employees</b>	<b>9,720</b>	<b>4,828</b>	<b>(4,892)</b>	<b>5,290</b>	<b>0</b>	<b>5,290</b>
Building Improvements/Maintenance	2,000	3,993	1,993	4,000	0	4,000
Gas	3,000	9,930	6,930	7,000	0	7,000
Electricity	3,000	3,007	7	11,000	0	11,000
NNDR	21,480	21,831	351	22,000	0	22,000
Use of Water	0	2,357	2,357	3,000	0	3,000
Contractor/Client Side Costs	237,160	238,002	842	240,240	0	240,240
Printing and Stationery	500	0	(500)	100	0	100
Purchase of Graves	0	0	0	0	0	0
Management and Administration	24,240	24,950	710	30,650	0	30,650
External Audit Fees	1,700	0	(1,700)	0	0	0
Consultants	1,000	3,160	2,160	1,000	5,000	6,000
Insurance Premiums	6,240	6,240	0	6,620	0	6,620
Internal Legal Hard Charge	2,000	0	(2,000)	5,000	0	5,000
Telephone - Call Charges	1,000	976	(24)	1,000	0	1,000
Interest Paid	39,160	39,160		36,710	0	36,710
Depreciation	91,020	91,447	427	124,360	(2,850)	121,510
<b>Total Running Expenses</b>	<b>433,500</b>	<b>445,053</b>	<b>11,553</b>	<b>492,680</b>	<b>2,150</b>	<b>494,830</b>
New Bearer Beams	209,000	150,291	(58,709)	111,720	58,710	170,430
Replacement Bearer Beams	137,500	72,581	(64,919)	150,000	64,920	214,920
Toilet Block	100,000	0	(100,000)	110,000	0	110,000
Memorials	33,000	11,748	(21,252)	11,250	21,250	32,500
New Electric Piano for the Chapel	0	0	0	0	2,000	2,000
Front Railings and Entrance	0	0	0	0	28,000	28,000
Roads and Footpaths	27,500	27,918	418	27,000	0	27,000
Horticulture/Biodiversity Improvements	49,500	0	(49,500)	31,440	64,200	95,640
<b>Total Special Projects</b>	<b>556,500</b>	<b>262,537</b>	<b>(293,963)</b>	<b>441,410</b>	<b>239,080</b>	<b>680,490</b>
<b>Total Expenditure</b>	<b>999,720</b>	<b>712,419</b>	<b>(287,301)</b>	<b>939,380</b>	<b>241,230</b>	<b>1,180,610</b>
Rental Income	(43,900)	(43,849)	51	(43,840)	0	(43,840)
Interment Fees	(545,000)	(595,981)	(50,981)	(545,000)	0	(545,000)
Interest Income	(2,430)	(26,417)	(23,987)	(20,290)	13,530	(6,760)
<b>Total Income</b>	<b>(591,330)</b>	<b>(666,246)</b>	<b>(74,916)</b>	<b>(609,130)</b>	<b>13,530</b>	<b>(595,600)</b>
<b>Transfer (to)/from Reserves</b>	<del>408,390</del>	<del>46,172</del>	<del>(362,218)</del>	<del>330,250</del>	<del>254,760</del>	<del>585,010</del>

## Risks & Issues Register ~ Merton & Sutton Joint Cemeteries Board – Quarter 1 (still under review) 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							
John Bosley; Andrew Kauffman	MSJCB02 Pandemic leading to a reduction in income	Risk	Impact of a possible Pandemic on short, medium and long term income.	Initially, there has been an increase in income at the cemetery due to increased demand. It is foreseen that this has the potential to reduce demand in the short to medium term, impacting on pre-pandemic income levels.	It is envisaged that overall initial increase in income due to overall pandemic demand would negatively impact future annual income projections due to lower demand.	SP		<p>9  20-Mar-2023</p> <p>9  13-Feb-2023</p> <p>9  21-Dec-2022</p> <p>9  27-Sep-2022</p>	<p>No change to Risk Score.</p> <p>Business Continuity Plan in place utilises the MSJC for prioritised burials and if required as the site for mass burial.</p> <p><u>During 2021-22 the cemetery experienced higher level of income than expected and the pro-active addition of new landing beams across the cemetery</u></p> <p><u>linked to Special Projects program means good capacity at MSJC</u></p> <p>2022-23 confirmed <u>Saw</u> business as usual operation and Covid 19 protocols ceased.</p>	<p>Reduce Score to 4 <u>31 May 2023</u> 20 Mar 2023</p>

Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequence(s)	Impact code	Matrix	Current Score & Review History	Control Actions	Date provided
John Bosley; Andrew Kauffman	MSJCB02a Delay in the delivery of the 2021/2022 Capital Programme of Works	Issue		The unknown nature of the current pandemic may have negative impacts on the ability of the programmed capital projects to be delivered in year. This is dependent on supplier resource availability and possible future Government, especially considering groundworks delivered during periods of past increases in positive cases.	The lack of installation of bearer beams has the potential to negatively impact available grave capacity. Replacement bearer beam programme can accommodate delay as long as memorial testing ensures H&S requirements. Road & pathway delays can be postponed if required.	SP	 <p>Lielihood</p> <p>Impact</p>	4 20-Mar-2023	<p><b>No change to Risk Score.</b></p> <p><b>Developed capital work programme has additional contingency periods worked within the plan and priority shall be given to projects that support operational necessities.</b></p> <p><b>A pro-active program of reinstatement and installation of new landing beams means MSJC has mitigated this risk.</b></p>	No Change to Score 31 May 2023 20-Mar-2023
								4 13-Feb-2023		
John Bosley; Andrew Kauffman	MSJCB07a Poor operational service delivery	Risk	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	 <p>Lielihood</p> <p>Impact</p>	3 20-Mar-2023	<p><b>No change to Risk Score.</b></p> <p>Client-side monitor the performance of the contract and the level of complaints this includes regular operational and capital improvement meeting</p>	No Change to Score 31 May 2023 20 Mar 2023
								3 13-Feb-2023		

Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequence(s)	Impact code	Matrix	Current Score & Review History	Control Actions	Date provided
									<p>The development of a comprehensive Business Continuity Plan has enabled sustained and effective work during the Pandemic but we are now transitioning out of this phase of the BCP linked to government guidance</p> <p>Board members visited to MSJC in Q3 20223 and met service provider team who conducted a tour and will discussed some of the LIVE projects that were being considered including Litter Bins / Horticultural and Biodiversity Projects</p>	
John Bosley; Andrew Kauffman	MSJCB07c Failure of contracting-out arrangements	Risk	Withdrawal of the contractor from the contract	contractor may withdraw from the contract and that Merton would need to re-provide the service.	Withdrawal from the contract either by administration / liquidation will have an impact upon service provision during the interim changeover period whilst Merton re-provides the service.	R		<p>6 20-Mar-2023</p> <p>6 13-Feb-2023</p> <p>6 21-Dec-2022</p> <p>6 27-Sep-2022</p>	<p>No change to Risk Score.</p> <p>Control measures have improved contract monitoring and management of the service provider through regular meetings, service reporting and service planning along with weekly updates on contract performance using Traffic Light System so we have site</p> <p>Regular monthly Operational and Management Team meeting are now</p>	<p>No Change to Score 31 May 2023 20 Mar 2023</p>

Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequence(s)	Impact code	Matrix	Current Score & Review History	Control Actions	Date provided
Zoe Church	MSJCB08 MSJC VAT Claim Entitlement	Issue	It is likely that MSJC should not have been claiming VAT as all their income is zero rated and not entitled to the exemptions permissible to London boroughs of Merton and Sutton	Claiming VAT on vatable expenditure activity	Will be required to refund VAT Claimed for up to 20 years this will impact on the level of reserves	FI - Financial Impact		<p>12      20-Mar-2023</p> <p>12      13-Feb-2023</p> <p>12      21-Dec-2022</p> <p>12      28-Sep-2022</p>	<p>diarised and Cemeteries Operations and Finance are discussed</p> <p><b>No change in Risk Score.</b></p> <p>Specialist Consultants engaged requesting a set aside from the Common Fund of £525k to cover estimated tax liability until VAT position confirmed. <b>Final report is awaited – report to be circulated to Board Members when received – likely that outcome will need to be agreed with Section 151 officers from constituent authorities</b></p>	<p><b>No Change to Score</b> <b>31 May 2023</b> <b>20-Mar-2023</b></p>