

Project Plan/Timescales for Report

Meeting/Process	Date
Item to be placed onto Forward Plan – Minimum 28 calendar days prior to Decision date	Reason for the Meeting annually
Draft report circulated to authors / approvers of any relevant Cross-Cutting Implications sections.	n/a
Draft report finalised (including sign-off of cross cutting comments by all required approvers) and returned to author	n/a
Completed draft report to Legal & Finance for comments	31/05/2024
CMT (if required) – Two weeks prior to LSG (CMTs take place on Tuesdays – deadline for papers is 9am on the Friday prior to the CMT date) One week prior to LSG only with the agreement of the Chief Executive.	n/a
Procurement Board (if required) - prior to LSG	n/a
Final LSG paper submission	n/a
LSG Meeting (if required) - (2 weeks prior to Cabinet) (report deadline 6 days prior to meeting)	n/a
Final Cabinet report submission	n/a
Cabinet Meeting (usually mid month, every month except May & August) (report deadline 10 days prior to meeting)	n/a
Call-in Period – 2.5 working days post publication (for Cabinet decisions this is 7 calendar days post meeting)	
No call-in received – Immediate Implementation	
Call-In Received – Approximately 1 month – 6 weeks delay for further scrutiny	

I confirm that the intention to make a key decision has been published via the Council's Forward Plan at least 28 days in advance of the date on which the decision is intended to be made, and is also on the CMT or Procurement Board forward plan as required.

Signed
Executive Director

Date:

[Signed
Cabinet/Lead Member (where applicable)]

Date:

**Deadlines:
MSJCB Meeting on 11 June 2024**

Meeting/Process	Date
Completed draft report to Legal & Finance for comments	Wednesday 29 May 2024
Draft report finalised (including cross cutting comments)	Friday 31 May 2024
Item to be placed onto Forward Plan – Minimum 28 calendar days prior to Decision date	n/a
Procurement Board (if required) - prior to LSG	n/a
Final LSG paper submission	n/a
LSG Meeting (if required)	n/a
Final Cabinet report submission	n/a
Cabinet Meeting (usually mid month, every month except May & August) (report deadline 10 days prior to meeting)	n/a
Call-in Deadline – 2.5 working days post publication (for Cabinet decisions this is 7 calendar days post meeting)	
No call-in received – Immediate Implementation	
Call-In Received – Approximately 1 month – 6 weeks delay for further scrutiny	
Name of decision-maker <i>Merton and Sutton Joint Cemetery Board</i>	DATE <i>11 June 2024</i>
REPORT/DECISION TITLE MSJC ABSTRACT OF ACCOUNTS 2023/24	WARD(S) All
CHIEF OFFICER Roger Kershaw, Assistant Director Resources Signed..... Date:	CABINET/LEAD MEMBER Councillor Billy Christie, Cabinet Member for Finance and Corporate Services Signed..... Date:
DECISION CLASSIFICATION <i>Non-Key</i>	IS THE FINAL DECISION ON THE RECOMMENDATIONS IN THIS REPORT TO BE MADE AT THIS MEETING? Yes

1 Recommendations:

- A. To receive and approve the Abstract of Accounts for 2023-24
- B. To note the Internal Audit Assurance in Section 4.5.3
- C. To approve the revised revenue estimates for 2024/25 in Appendix H
- D. Review and Agree the Risk Register as at June 2024 in Appendix I.

2 Purpose of Report and Executive Summary

- 2.1 This report presents MSJCB's Accounts for 2023-24 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 2024-25 Budget for Approval
- 2.2 The accounts will be available for public inspection from Wednesday 1st June 2023 along with Merton's Accounts.

3 Links to the Merton Priorities (Borough of Sport/Civic Pride/Sustainable Futures)

- 3.1 It is a statutory requirement for the organisation to produce a set of accounts and as a precepting authority set a balanced budget.
- 3.2 This report relates to the Council's Strategic priorities as follows – Nurturing civic pride in our communities.

4 Introduction and Background

- 4.1 The statement of accounts for 2023-24 are attached to this report. It includes the details of actuals for 2022-23 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 £139,114. The principal (under)/over spending areas when compared to budget are as follows: -

Area	Variance £	Reason
Employees	(321)	Small underspend on both salary and pension costs
Running Expenses	(15,610)	Main areas of underspending were around utility costs
Special Projects	(372,824)	The four main areas of underpend were Replacement Bearer Beams £215k, Toilet Block £85k, New Bearer Beams £53k and Memorials £32k.
Income	(192,971)	It is estimated that £150k excess income will be received, £15k additional income will be received for the telephone mast and additional interest income has been generated from the cash balance.

(581,726)

4.2 The accounts will be available for public inspection from Monday 3rd June 2024 to Friday 12th July 2024 along with Merton's Accounts and can be viewed on the link over the page:

Link for MSJC Accounts and Annual Governance Statement:

<https://www.merton.gov.uk/council-and-local-democracy/finance/statement-of-accounts>

4.3 Breakdown of Debtors/Pre Payments

4.3.1 The table below provides a breakdown of debtors and pre payments as at 31st March 2023 and 31st March 2024

31/03/2023	SUNDRY DEBTORS AND PRE PAYMENTS	31/03/2024
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
52,000	Estimated Idverde Income Share above the threshold 2022/23	52,000
0	Estimated Idverde Income Share above the threshold 2023/24	150,000
552,939		702,939
	SUNDRY CREDITORS	
52	Surrey County Council - Pension	57
0	Gas Accrual	133
0	Legal Charge for Stables Frehold	50
2,347	Salary Accrual	0
6,750	Mobile Phone Mast Rental 2023-24	0
66,436	Bearer Beams	0
75,585		241

4.4 Fund balances and reserves

4.4.1 Members should note the overall level of the Common Fund Balance to be £1,418,268. An estimated £0.632m excess income payments remain outstanding with Idverde.

4.4.2 Officers have still to start submitting their VAT returns.

4.5 Audit Arrangements

4.5.1 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.

4.5.2 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 have adopted the same approach for MSJC.

4.5.3 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 2024. 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 2023/24 are in accordance with its financial records."

4.6 Revised Estimates 2024-25

4.6.1 Attached as Appendix H is the Revised Estimates for the Cemetery for 2024-25 for approval by the Board.

5 Alternative options

5.1 None for the purposes of this report

6 Available Options & Preferred Option

6.1 None for the purposes of this report

7 Reasons for Recommendations

7.1 The recommendations are required by the Board's constitution and legislation.

8 Consultation Results

8.1 Not relevant for this report

9 Next Steps & Timetable: Communication and Implementation of the Decision

9.1 The accounts will be available for public inspection from Monday 3rd June 2024 to Friday 12th July 2024 along with Merton's Accounts.

10 Report Appendices

10.1 The following documents are to be published with and form part of the report:

- Appendix (i) – Cover Information to the Abstract of Accounts
 - Appendix A – Movement in Reserves
 - Appendix B – Balance Sheet as at 31 March 2023
 - Appendix C – Income and Expenditure Account 2022-23
 - Appendix D – Cash Flow Statement
 - Appendix E – Asset Register
 - Appendix F – Precept History
 - Appendix G – Loan Repayment Schedule
 - Appendix H – Revised 2023/24 Estimates
 - Appendix I – Risk Register June 2023
- Appendix A: [Title]

11 Background Papers

11.1 Contained as appendices.

12 Cross-Cutting Issues and Implications and Sign-Off

12.1 MSJC dovetails with the activity of the Head of Parks Services who is also the client side officer for the Board.

Issue	Implications	Sign-off
Legal including Human Rights Act	The legal implications are contained within the main body of the report.	Fabiola Hickson Head of Law, Procurement and Information Governance 30/05/2024
Finance and other resources	Contained in the report	Zoe Church Treasurer MSJC 29/05/2024
Equalities	None for the purposes of this report	Zoe Church Treasurer MSJC 29/05/2024
Climate change	The decisions recommended in this paper have a remote or low impact on Merton's Climate Strategy & Action Plan adopted by full Council on 18th November 2020.	Zoe Church Treasurer MSJC 29/05/2024
Procurement & Social Value	None for the purposes of this report	Amy Gibson Category Manager (Place) 31/05/24
Digital	None for the purposes of this report	Zoe Church Treasurer MSJC 29/05/2024
Information governance	There are no Information Governance Issues arising out of this report.	Fabiola Hickson Head of Law, Procurement and Information Governance 30/05/2024

Issue	Implications	Sign-off
Staffing establishment	None for the purposes of this report	Peter Andrews Employee Relations, Pay and Rewards Manager 30/05/2024
Risk management	The Risk Register is contained at Appendix I.	Zoe Church Treasurer MSJC 29/05/2024
Community safety	None for the purposes of this report	Zoe Church Treasurer MSJC 29/05/2024
Health and Safety	None for the purposes of this report	Zoe Church Treasurer MSJC 29/05/2024
Health and wellbeing	None for the purposes of this report	Zoe Church Treasurer MSJC 29/05/2024
Corporate parenting	None for the purposes of this report	Zoe Church Treasurer MSJC 29/05/2024
Executive Director	<i>Clearance/Approval of Report</i>	<i>[Executive Director Date signed]</i>
Cabinet Member/s	<i>Clearance/Approval of Report</i>	<i>[Cabinet Member Date signed]</i>
REPORT AUTHOR: Zoe Church, Treasurer Tel no. 020 8545 3451 zoe.church@merton.gov.uk		

Appendix (i)

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 2023-24. This is to be reviewed in the 2025-26 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
Total		55.10

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

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

MSJCB Movement in Reserves Statement 1 April 2023 to 31 March 2024

Fund Narrative	Common Fund	Capital Adjustment Account	Total
Balance at 1 April 2023 b/fwd	(1,621,114)	(408,262)	(2,029,376)
(Surplus)/Deficit of the Year	(139,114)		(139,114)
Adjustments between statutory Accounting and Proper Accounting Practice			
Depreciation	124,358	(124,358)	0
Investment in Capital Assets	341,960	(341,960)	0
Appropriations			
Provision for loan repayment	(70,533)	70,533	0
Minimum Revenue Provision	(53,825)	53,825	0
Possible VAT Liability			
Balance at 31 March 2024 c/fwd	(1,418,268)	(750,222)	(2,168,490)

Merton and Sutton Joint Cemetery Board

Balance Sheet as at 31st March 2024

31st March 2023		31st March 2024
£		£
LONG TERM ASSETS		
1,471,855	Other Land and Buildings	1,496,822
53,797	Vehicles, Plant and Equipment	46,869
<u>1,525,652</u>		<u>1,543,691</u>
CURRENT ASSETS		
552,939	Sundry Debt Bdy Ext Centr Gov	702,939
1,084,370	Cash Balance	909,567
<u>1,637,309</u>		<u>1,612,506</u>
CURRENT LIABILITIES		
(75,585)	Accrual - Pub Corp & Trust Fnd	(241)
LONG TERM LIABILITIES		
(529,000)	Loans from London Borough of Merton	(493,733)
(529,000)	Loans from London Borough of Sutton	(493,733)
<u>(1,058,000)</u>		<u>(987,467)</u>
<u>2,029,376</u>	NET ASSETS	<u>2,168,490</u>
UNUSABLE RESERVES		
(408,262)	Capital Adjustment Account	(750,222)
USABLE RESERVES		
(1,621,114)	Common Fund	(1,418,268)
<u>(1,621,114)</u>		<u>(1,418,268)</u>
<u>(2,029,376)</u>	TOTAL RESERVES	<u>(2,168,490)</u>
31/03/2023	SUNDRY DEBTORS AND PRE PAYMENTS	31/03/2024
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
52,000	Estimated Idverde Income Share above the threshold 2022/23	52,000
0	Estimated Idverde Income Share above the threshold 2023/24	150,000
<u>552,939</u>		<u>702,939</u>
SUNDRY CREDITORS		
52	Surrey County Council - Pension	57
0	Gas Accrual	133
0	Legal Charge for Stables Frehold	50
2,347	Salary Accrual	0
6,750	Mobile Phone Mast Rental 2023-24	0
66,436	Bearer Beams	0
<u>75,585</u>		<u>241</u>

Merton and Sutton Joint Cemetery Board
Income and Expenditure Account for the Year Ended 31st March 2024

Actual 2022/23	Description	Revenue Estimate 2023/24	Actual 2023/24	Variance Actual to Estimate	Variance Actual 22-23 to Actual 23-24
Employees					
4,790	Salaries	5,040	4,759	(281)	(31)
38	Super Fund Revaluation Costs	250	209	(41)	171
4,828	Total Employees	5,290	4,969	(321)	141
Running Expenses					
3,993	Building Improvements/Maintenance	4,000	6,124	2,124	2,131
9,930	Gas	7,000	5,915	(1,085)	(4,015)
3,007	Electricity	11,000	824	(10,176)	(2,183)
21,831	NNDR	22,000	20,833	(1,167)	(998)
2,357	Use of Water	3,000	0	(3,000)	(2,357)
238,002	Contractor/Client Side Costs	240,240	240,244	4	2,241
0	Printing and Stationery	100	0	(100)	0
0	Purchase of Graves	0	0	0	0
24,950	Management and Administration	30,650	30,650	0	5,700
0	External Audit Fees	0	0	0	0
3,160	Consultants	6,000	6,000	0	2,840
6,240	Insurance Premiums	6,620	6,653	33	413
0	Internal Legal Hard Charge	5,000	50	(4,950)	50
976	Telephone - Call Charges	1,000	857	(143)	(119)
39,160	Interest Paid	36,710	36,712	2	(2,448)
91,447	Depreciation	121,510	124,358	2,848	32,911
445,053	Total Running Expenses	494,830	479,220	(15,610)	34,166
Special Projects					
150,291	New Bearer Beams	170,430	117,783	(52,647)	(32,508)
72,581	Replacement Bearer Beams	214,920	0	(214,920)	(72,581)
0	Toilet Block	110,000	24,615	(85,385)	24,615
11,748	Memorials	32,500	533	(31,967)	(11,215)
27,918	Roads and Footpaths	27,000	34,229	7,229	6,311
0	Horticulture/Biodiversity Improvements	95,640	102,507	6,867	102,507
0	New Electric Piano for Chapel	2,000	0	(2,000)	0
0	Front Railings and Entrance	28,000	28,000	0	28,000
262,537	Total Special Projects	680,490	307,666	(372,824)	45,129
712,419	Total Expenditure	1,180,610	791,855	(388,755)	79,436
Income					
(43,849)	Rental Income	(43,840)	(58,629)	(14,789)	(14,780)
(595,981)	Interment Fees	(545,000)	(694,250)	(149,250)	(98,269)
(26,417)	Interest Income	(6,760)	(35,691)	(28,931)	(9,275)
(666,246)	Total Income	(595,600)	(788,571)	(192,971)	(122,324)
(150,291)	New Bearer Beams To Balance Sheet	0	(117,783)	(117,783)	32,508
0	Toilet Block To Balance Sheet	0	(24,615)	(24,615)	(24,615)
(104,119)	Transfer (to)/from Reserves	585,010	(139,114)	(724,124)	(34,995)

Merton and Sutton Joint Cemetery Board

2022-23 (2) COMMON FUND	2023-24
1,516,995 Balance Brought Forward	1,621,114
0 Contribution to - London Borough of Merton	0
0 Contribution to - London Borough of Sutton	0
<hr/> 1,516,995	<hr/> 1,621,114
104,119 Add Surplus (Deficit) for the year	139,114
20,914 Transfer depreciation to capital adjustment account	53,825
Loss on Disposal	
70,533 Provision for Repayment of Loan	70,533
(91,447) Minimum Revenue Provision	(124,358)
0 Transferred from Maintenance of Graves Fund	0
0 Transferred from/(to) Capital Fund	(341,960)
0 Transferred from Graves Maintained in Perpetuity	0
<hr/> 1,621,114 Common Fund Balance	<hr/> 1,418,268

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

MSJCB Cash Flow Statement 2022-23	£
Net (surplus) or deficit on the provision of services	(104,119)
Adjustment to the net surplus or (deficit) on the provision of services for non-cash movements	
Add Depreciation	(91,447)
Add Accrual	(36,094)
Less Prepayment/Debtor	52,000
Adjustment for cash items not in the net surplus or (deficit) on the provision of services	150,291
Adjustments for items included in the net surplus or (deficit) on the provision of services that are investing and financing activities	0
Net cashflows from Operating Activities	(29,369)
Investing activities	0
Financing activities	70,533
Net increase or decrease in cash and cash equivalents	41,164
Cash and cash equivalents at the beginning of the period	(1,125,534)
Cash and cash equivalents at the end of the period	(1,084,370)

MSJCB Cash Flow Statement 2023-24	£
Net (surplus) or deficit on the provision of services	(139,114)
Adjustment to the net surplus or (deficit) on the provision of services for non-cash movements	
Add Depreciation	(124,358)
Add Accrual	75,344
Less Prepayment/debtor	150,000
Adjustment for cash items not in the net surplus or (deficit) on the provision of services	142,397.72
Adjustments for items included in the net surplus or (deficit) on the provision of services that are investing and financing activities	0
Net cashflows from Operating Activities	104,269
Investing activities	0
Financing activities	70,533
Net increase or decrease in cash and cash equivalents	174,802
Cash and cash equivalents at the beginning of the period	(1,084,370)
Cash and cash equivalents at the end of the period	(909,567)

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 31/03/2023 £	Depreciation at 31/03/2023 £	Disposals During Year £	Additions During Year £	Valuation at 31/03/2023 £
Land and Buildings						
	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			150,291	150,291
40	Boundary Wall, Layout, Fencing & Elect. Works	97,833	3,253			94,580
Total Land and Buildings		1,406,084	84,519.96	0	150,291	1,471,855.02
Vehicles, Plant and Equipment						
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
Total Vehicles, Plant and Equipment		60,723.67	6,927.11	0	0	53,796.57
Total Capital Assets		1,466,808	91,447.07	0	150,291	1,525,651.59
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 £
Land and Buildings						
	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
AUC	Waiting room and lavatories major works	0			24,615	24,615
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	1,057,997	70,533			987,463
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	29,558			120,733
5	New Bearer Beams 2023-24	0	0		117,783	117,783
40	Boundary Wall, Layout, Fencing & Elect. Works	94,576	6,613			87,963
Total Land and Buildings		1,471,855	117,431	0	142,398	1,496,822
Vehicles, Plant and Equipment						
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
Total Vehicles, Plant and Equipment		53,797	6,927	0	0	46,869
Total Capital Assets		1,525,651	124,358	0	142,398	1,543,691
MRP (non Loan)			53,825			
Loan Management Expense			70,533			

Capital Assets for the Year Ended 31st March 2025

Capital and Finance leases

There are no finance leases as at 31st March 2025

Useful Life	Asset Description	Valuation to 31/03/2024 £	Depreciation at 31/03/2025 £	Disposals During Year £	Additions During Year £	Valuation at 31/03/2025 £
Land and Buildings						
	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	3,005	107			2,898
40	Superintendent's house & office	2,646	95			2,552
40	Waiting room and lavatories	21,800	166			21,634
AUC	Waiting room and lavatories major works	24,615	0		85,400	110,015
40	Drawing room for works staff	143	5			138
40	Greenhouses	1,913	68			1,845
40	Chapel	24,740	302			24,438
40	Chapel heating	333	12			322
40	Layout of Roman Catholic section	602	22			581
25	Cemetery extension	987,463	70,533			916,930
40	Mess room	2,703	97			2,606
5	New Bearer Beams 2021-22	29,563	9,854			19,708
5	New Bearer Beams 2022-23	120,733	29,558			91,175
5	New Bearer Beams 2023-24	117,783	23,557			94,226
5	New Bearer Beams 2024-25	0			174,090	174,090
40	Boundary Wall, Layout, Fencing & Elect. Works	87,963	6,613			81,350
10	Front Railings and Entrance	0			134,800	134,800
Total Land and Buildings		1,496,822	140,988	0	394,290	1,750,124
Vehicles, Plant and Equipment						
20	Cemetery Grounds Plant & Equipment	14,269	877			13,392
20	Sub Transformer	25,585	1,784			23,801
10	New Boilers	46,869	4,267			42,603
Total Vehicles, Plant and Equipment		86,723	6,927	0	0	79,796
Total Capital Assets		1,583,545	147,915	0	394,290	1,829,920

MRP (non Loan)	77,382
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

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 £
1998	364	194,514	236,535	(42,021)	0	194,679
1999	356	211,242	244,542	(33,300)	0	227,979
2000	312	216,869	248,694	(31,825)	0	259,804
2001	314	230,329	255,315	(24,987)	0	284,791
2002	317	218,613	286,709	(68,096)	(194,064)	158,823
2003	320	260,664	302,866	(42,202)	0	201,025
2004	320	285,719	336,688	(50,970)	0	251,995
2005	302	291,487	351,113	(59,626)	(150,000)	161,621
2006	290	329,568	394,944	(65,376)	0	226,997
2007	290	357,500	374,118	(16,619)	0	243,616
2008	264	363,008	361,033	1,975	0	241,641
2009	267	503,040	447,967	55,073	0	186,568
2010	228	467,356	385,789	81,567	0	98,340
2011	243	347,679	402,080	(54,401)	0	139,969
2012	212	361,096	500,971	(139,876)	0	279,845
2013	224	539,401	549,024	(9,622)	0	289,468
2014	216	508,926	538,540	(29,614)	0	319,082
2015	217	555,404	590,638	(35,235)	0	354,316
2016	262	569,668	710,329	(140,661)	0	494,977
2017	237	588,562	606,882	(18,321)	0	513,298
2018	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
2023	268	562,128	666,246	(104,119)	0	1,621,114
2024		649,457	788,571	(139,114)	0	1,418,268

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

Appendix G

Merton Loan																									
Interest	3.47% as at June 2013																								
Repayment Period	25 Years																								
Total Original Loan	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
Interest	£ 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
Repayment	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267
Total	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
Adjustment to 13/14	7,649																								
Adjusted Total	73,509																								
Balance as at 31/3	846,397	811,131	775,864	740,598	705,331	670,065	634,798	599,532	564,265	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

Sutton Loan																									
Interest	3.47% as at June 2013																								
Repayment Period	25 Years																								
Total Original Loan	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
Interest	£ 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
Repayment	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267	£ 35,267
Total	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
Adjustment to 13/14	(7,649)																								
Adjusted Total	58,212																								
Balance as at 31/3	846,397	811,131	775,864	740,598	705,331	670,065	634,798	599,532	564,265	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

Combined Loan																									
	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
Interest	£ 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
Repayment	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533	£ 70,533
Total	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
Balance as at 31/3	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

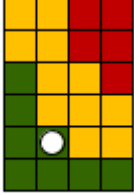
MSJCB Outturn 2023-24 Monitoring and Estimates for 2024/25

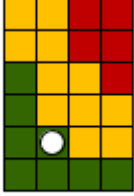
Description	Revised Budget 2023/24 (1)	Outturn 2023/24 (2)	Variance (3)	Original Budget 2024/25 (4)	Virement (5)	Revised Budget 2024/25 (6)
Member Allowances	5,040	4,759	(281)	4,950	0	4,950
Super Fund Revaluation Costs	250	209	(41)	250	0	250
Total Employees	5,290	4,969	(321)	5,200	0	5,200
Building Improvements/Maintenance	4,000	6,124	2,124	6,310	0	6,310
Gas	7,000	5,915	(1,085)	6,730	0	6,730
Electricity	11,000	824	(10,176)	1,000	0	1,000
NNDR	22,000	20,833	(1,167)	20,840	0	20,840
Use of Water	3,000	0	(3,000)	1,000	0	1,000
Contractor/Client Side Costs	240,240	240,244	4	247,470	0	247,470
Printing and Stationery	100	0	(100)	100	0	100
Purchase of Graves	0	0	0	0	0	0
Management and Administration	30,650	30,650	0	33,750	0	33,750
External Audit Fees	0	0	0	0	0	0
Consultants	6,000	6,000	0	1,000	0	1,000
Insurance Premiums	6,620	6,653	33	6,820	0	6,820
Internal Legal Hard Charge	5,000	50	(4,950)	5,000	0	5,000
Telephone - Call Charges	1,000	857	(143)	1,000	0	1,000
Interest Paid	36,710	36,712	2	34,270	0	34,270
Depreciation	121,510	124,358	2,848	148,510	(590)	147,920
Total Running Expenses	494,830	479,220	(15,612)	513,800	(590)	513,210
New Bearer Beams	170,430	117,783	(52,647)	121,440	52,650	174,090
Replacement Bearer Beams	214,920	0	(214,920)	132,000	0	132,000
Toilet Block	110,000	24,615	(85,385)	110,000	(24,600)	85,400
Memorials	32,500	533	(31,967)	0	0	0
Roads and Footpaths	27,000	34,229	7,229	36,000	0	36,000
Horticulture/Biodiversity Improvements	95,640	102,507	6,867	0	0	0
New Electric Piano for Chapel	2,000	0	(2,000)	2,000	0	2,000
Front Railings and Entrance	28,000	28,000	0	134,800	0	134,800
Total Special Projects	680,490	307,666	(372,824)	536,240	28,050	564,290
Total Expenditure	1,180,610	791,855	(388,757)	1,055,240	27,460	1,082,700
Rental Income	(43,840)	(58,629)	(14,789)	(43,840)	0	(43,840)
Interment Fees	(545,000)	(694,250)	(149,250)	(545,000)	0	(545,000)
Interest Income	(6,760)	(35,691)	(28,931)	(20,290)	(12,270)	(32,560)
Total Income	(595,600)	(788,571)	(192,971)	(609,130)	(12,270)	(621,400)
New Bearer Beams To Balance Sheet		(117,783)	(117,783)	(121,440)		(174,090)
Toilet Block To Balance Sheet		(24,615)	(24,615)	(110,000)		(85,400)
Front Railings and Entrance		0	0	0		(134,800)
Transfer (to)/from Reserves	585,010	(139,114)	(724,126)	214,670	15,190	67,010

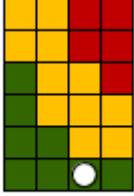
Risks & Issues Register ~ Merton & Sutton Joint Cemeteries Board

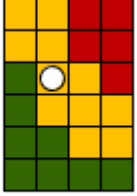






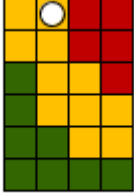




Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequences(s)	Impact Code	Matrix	Current Score & Review History		
	MSJCB Merton & Sutton Joint Cemeteries Board Risk Register		MSJCB							

Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequences(s)	Impact Code	Matrix	Current Score & Review History		
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		✓	16-Feb-2024	4
								✓	01-Jun-2023	4
								⚠	20-Mar-2023	9
								⚠	13-Feb-2023	9
Control Actions	Business Continuity Plan in place utilises the MSJC for prioritised burials and if required as the site for mass burial. 2022-23 confirmed business as usual operation and Covid 19 protocols ceased. No change to business as usual status								Date Provided	16 Feb 2024

Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequences(s)	Impact Code	Matrix	Current Score & Review History		
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>Lifehood Impact</p>	✓	16-Feb-2024	4
								✓	01-Jun-2023	4
								✓	20-Mar-2023	4
								✓	13-Feb-2023	4
Control Actions	Council continues to work with service provider and internal Facilities Management Team on a proactive delivery plan for special projects including both hard and soft landscape works — this is now embedded in the organisation							Date Provided	16-Feb-2024	
	REMOVED									

Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequences(s)	Impact Code	Matrix	Current Score & Review History		
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		✓	16-Feb-2024	3
								✓	01-Jun-2023	3
								✓	20-Mar-2023	3
								✓	13-Feb-2023	3
Control Actions	<p>Client-side monitor the performance of the contract and the level of complaints this includes regular operational and capital improvement meetings. These meetings are embedded in the organisation and Facilities Management also attend the meetings</p> <p>The development of a comprehensive Business Continuity Plan has enabled sustained and effective work during the Pandemic and the business continuity plan was also implemented during the recent industrial action.</p>							Date Provided	16 Feb 2024	

Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequences(s)	Impact Code	Matrix	Current Score & Review History		
Andrew Kauffman	MSJCB07c Failure of contracting-out arrangements	Risk	Withdrawal of the contractor from the contract	There is a risk that the contractor may withdraw from the contract and that Merton would need to re-provide the service.	Withdrawal from the contract either by design or through administration / liquidation will have an impact upon service provision during the interim changeover period whilst Merton re-provides the service.	R		   	19-Feb-2024 01-Jun-2023 20-Mar-2023 13-Feb-2023	8 6 6 6
Control Actions	<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 of any issues.</p> <p>Regular monthly Operational and Management Team meeting are now diarised and Cemeteries Operations and Finance are discussed</p> <p>Extending the contract for 2 years is currently being progressed</p>							Date Provided	19 Feb 2024	

Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequences(s)	Impact Code	Matrix	Current Score & Review History		
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		   	19-Feb-2024 01-Jun-2023 20-Mar-2023 13-Feb-2023	12 12 12 12
Control Actions	It is envisaged that officers will start to submit VAT Claims – Merton’s VAT specialist is currently reviewing the best way to proceed No change to risk score							Date Provided	29 May 2024	

Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequences(s)	Impact Code	Matrix	Current Score & Review History		
Zoe Church; Andrew Kauffman	MSJCB09 MSJC Excess Income	Issue	Idverde have asked to place a ceiling on the excess income payable to MSJC under the contract. The excess income settlement for 2018 to 2023 remains outstanding	The contract with Merton and Sutton includes parks activities – whilst Interment income over the covid period remained strong parks activity was strongly impacted	The Board needs to fully understand the decision they are being asked to make and the impact on current and future income levels	F			16-Feb-2024	6
Control Actions	<p>Idverde have offered to pay MSJC “an immediate credit of £503K as the full and final expectation for the four year period 2018-22”, officers have not progressed this proposal as they are awaiting additional information on the sums due under the original contract.</p> <p>Board Members need to be fully aware of the financial consequence of the decision they are being asked to make which will comprise a calculation of the sum due to the Board under the contract and the impact of the decision they are being asked to make. The information will also need to include legal advice.</p> <p>Officers are working with Idverde to identify the sums due under the original contract – it is envisaged that the Section 151 officers of both Merton and Sutton will need to approve the decision as the MSJC is a precepting Authority.</p>							Date Provided	16 Feb 2024	