



Report to:	North East Surrey Crematorium Board	Date:	8 December 2020
Report title:	Report of the Treasurer		
Chair of Committee/Lead Member:	Councillor Annie Moral		
Author(s)/Contact Number(s):	Mark Davies - Treasurer to the Board, 020 8871 6502		
Open/Exempt:	Open		

1. Summary

- 1.1 This report is provided to allow the Board to consider proposals on Fees and Charges, the Management Agreement Annual Budget, the Board's Annual Budget and the Distribution of Surplus Balances and to provide an update on the work of the External Auditors in relation to the Annual Governance and Accountability Return for the Year Ended 31 March 2020.

2. Recommendations

The North East Surrey Crematorium Board is recommended to:

- 2.1 In relation to **Appendix A**, the Annual Review of Fees and Charges:
- a) approve the Fees and Charges to take effect from the 1 January 2021.
- 2.2 In relation to **Appendix B**, the Management Agreement Annual Budget:
- a) approve the revised Management Agreement Annual budget for 2020/21; and
 - b) approve the original Management Agreement Annual budget for 2021/22.
- 2.3 In relation to **Appendix C**, the Income and Expenditure Estimates and the Board's Annual Budget:
- a) approve the revised Income and Expenditure Estimates and the Board's Annual budget for 2020/21;
 - b) approve the original Income and Expenditure Estimates and the Board's Annual budget for 2021/22; and,
 - c) authorise payments to be made within these approved estimates and/or within Chief Officers delegated authority limits.
- 2.4 In relation to **Appendix D**, the Distribution of Balances to Constituent Authorities:

- a) approve the distribution of £700,000 of its surplus balances in 2020/21 and the proposed distribution to constituent authorities.

2.5 In relation to **Appendix E**, the Conclusion of the External Audit for the Year Ended 31 March 2020:

- a) note the comments made by PKF Littlejohn LLP in relation to the authorisation of the Annual Governance and Accountability Return for the year ended 31 March 2020 and the associated responses; and
- b) approve the audited Annual Governance and Accountability Return for the year ended 31 March 2020.

3. Background and Updating Information

3.1 Annual Review of Fees and Charges

The report attached at **Appendix A** sets out the proposed fees and charges for cremations and memorials that will be applicable from the 1 January 2021.

3.2 Management Agreement Annual Budget

The report attached at **Appendix B** sets out the proposed Management Agreement Annual Budget for 2020/21 and 2021/22.

3.3 Income and Expenditure Estimates and the Board's Annual Budget

The report attached at **Appendix C** sets out the proposed Income and Expenditure Estimates and the Board's Annual Budget for 2020/21 and 2021/22.

3.4 Distribution of Balances to Constituent Authorities

The report attached at **Appendix D** sets out the level of distribution of balances proposed for 2020/21 based on the ten year financial projection and the respective amounts to be distributed to each of the constituent authorities.

3.5 Conclusion of the External Audit for Year Ended 31 March 2020

The report attached as **Appendix E** sets out the Conclusion of the External Audit for Year Ended 31 March 2020.

4. Issues

4.1 There are no other issues other than those already contained within this report.

5. Options Considered

5.1 There are no options considered or recommended as part of this report.

6. Impacts and Implications

Financial

6.1 The financial implications arising are contained within this report.

Legal

6.2 There are no legal implications arising from the matters contained within this report.

Other impacts and implications

6.3 There are no other impact and implications arising from the matters contained within this report.

7. Appendices and Background Documents

Appendix letter	Title
A Ai	Annual Review of Fees and Charges Scale of Charges
B Bi	Management Agreement Annual Budget Management Agreement Annual Budget Revised and Original
C Ci	Board's Annual Budget Income and Expenditure Estimates and the Annual Budget Revised and Original
D	Distribution of Balances for 2020/21
E Ei	Conclusion of the External Audit for Year Ended 31 March 2020 Annual Governance and Accountability Return for the year ended 31 March 2020.

Audit Trail		
Version	Final	Date: 25 November 2020

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