

Committee: MERTON AND SUTTON JOINT CEMETERY BOARD

Date: 19th June 2013

Agenda item:

Wards: Borough Wide Merton and Sutton

Subject: ABSTRACT OF ACCOUNTS 2012/2013

Lead officer: Zoe Church

Lead member:

Key decision reference number:

Recommendations:

- A. To appoint Littlejohn LLP as auditors of the Board to hold office until the conclusion of the next general Meeting at which accounts are laid before the board.
 - B. To receive and approve the Draft Abstract of Accounts for 2012-13
 - C. To approve the Annual Audit Return for 2012-13
 - D. To review and amend the Risk Register attached as Appendix H
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1. Purpose of report and executive summary

- 1.1 This report presents MSJCB's Accounts for 2012-13 which comply with the CIPFA Accounting Code of Practice which is compliant with International Financial Reporting Standards (IFRS).

2. Details

- 2.1 The statement of accounts for 2012-13 is attached to this report. It includes the details of actuals for 2011/2012 for comparison purposes. The accounts are subject to external audit.

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

<u>Item</u>	<u>£</u>	<u>Reason</u>
Income overachieved	(86,324)	Achieved 12 more interments compared to 2011/12 and maintenance of graves activity higher £17,454. In addition, one off windfall income from Price Waterhouse VAT Review £22,603.
Employee expenditure	8,946	Additional management charge due to extension, front entrance and bear beam work.
Miscellaneous expenses	182,258	Front Entrance, Bearer Beams and Fencing (part spend) agreed by the board in October 2012.
Loan repayment	(61,170)	Loans for cemetery extension will be progressed when expenditure finalised
Other expenditure	3,348	
Net under spend	<u>47,058</u>	

2.3 Breakdown of Debtors/Pre Payments

The table below provides a breakdown of debtors and pre payments as at 31st March 2013

<u>Debtors/Prepayments</u>	<u>£</u>
London Borough of Sutton - Cemetery Extension	881,664
Burial Income due for 2012/13	35,575
Pre Payment Service Plan - 3 years left to run	2,820
<u>Total Debtors/Prepayments</u>	<u>920,059</u>

The receipt of the Sutton Loan will be sufficient to offset the cash deficit.

2.4 Breakdown of Sundry Creditors

The table below provides a breakdown of sundry creditors as at 31st March 2013

<u>Sundry Creditors</u>	£
Browne Construction - Cemetery Extension	35,000
Moy Construction - Front Entrance/Bearer Beams	23,795
Prepayment of Graves Maintenance 2013/14	30,658
Other	13,418
<u>Total Sundry Creditors</u>	<u>102,871</u>

2.5 Fund balances and reserves

2.6 Members should note the overall level of the Common Fund Balance to be £289,467. A distribution to Constituent Boroughs for 2012-13 is not recommended due to ongoing capital projects.

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 H

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 2013 C – Income and Expenditure Account 2012-13 D – Cash Flow Statement E – Copy of Annual Return 2012-13 to Auditors F – Capital Accounts G – Precept History H – Risk Register
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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

- Report author:
 - Name: Name: Zoe Church
 - Tel: 0208 545 3451
 - email: zoe.church@merton.gov.uk
- Meeting arrangements - Democratic Services:
 - email: democratic.services@merton.gov.uk
 - Tel: 020 8545 3356/3357/3359/3361/3616
- All press contacts - Merton's Press office:
 - email: press@merton.gov.uk
 - Tel: 020 8545 3181
- London Borough of Merton:
 - Address: Civic Centre, London Road, Morden, SM4 5DX
 - Tel: 020 8274 4901

13. Useful links

13.1 Merton Council's Web site: <http://www.merton.gov.uk>

13.2 Readers should note the terms of the legal information (disclaimer) regarding information on Merton Council's and third party linked websites.

13.3 <http://www.merton.gov.uk/legal.htm>

13.4 This disclaimer also applies to any links provided here.

MERTON AND SUTTON JOINT CEMETERY BOARD

ABSTRACT OF ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2013

Treasurer of the Board

Merton Civic Centre
London Road
Morden
Surrey
SM4 5DX

MERTON AND SUTTON JOINT CEMETERY BOARD

ABSTRACT OF ACCOUNTS 2012/2013

STATEMENT OF MAIN ACCOUNTING PRINCIPLES

The accounts have been prepared in accordance with the Accounts and Audit Regulations 1983. 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 2012-13. This is to be reviewed in the 2014-15 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 at a rent of £75 per annum (plus share of profit once a threshold is reached)	24.74
C1	Grazing land taken back temporarily for regarding and consolidation (expected future rental £25.p.a.)	1.34
A	Let to Royal Borough of Kingston-upon-Thames for school playing fields at a rent of £3,500 per annum.	2.64
CC	ARQIVA rent of £7,875 per annum (plus 25% site share)	0.03
Total		55.10

MSJCB Movement in Reserves Statement 1 April 2011 to 31 March 2012

Type of Funding	Usable			Unusable	Combined	
Fund Narrative	Purchasing Graves Reserves Fund	Maintenance of Graves Fund	Common Fund	Capital Fund	Capital Adjustment Account	Total
Balance at 1 April 2011 b/fwd	(26,040)	(252)	(139,969)	(3,919)	(408,262)	(578,442)
(Surplus)/Deficit of the Year	0	0	(139,876)	0	0	(139,876)
Adjustments between statutory Accounting and Proper Accounting Practice						
Depreciation	0	0	(24,046)	0	24,046	0
Appropriations						
Provision for loan repayment	0	0	0	0	0	0
Minimum Revenue Provision	0	0	24,046	0	(24,046)	0
Contribution to Capital Fund	0	0	0	0	0	0
Application of Money to Fund Capital	0	0	0	0	0	0
Balance at 31 March 2012 c/fwd	(26,040)	(252)	(279,845)	(3,919)	(408,262)	(718,318)

MSJCB Movement in Reserves Statement 1 April 2012 to 31 March 2013

Type of Funding	Usable			Unusable	Combined	
Fund Narrative	Purchasing Graves Reserves Fund	Maintenance of Graves Fund	Common Fund	Capital Fund	Capital Adjustment Account	Total
Balance at 1 April 2012 b/fwd	(26,040)	(252)	(279,845)	(3,919)	(408,262)	(718,318)
(Surplus)/Deficit of the Year	0	0	(9,621)	0	0	(9,621)
Adjustments between statutory Accounting and Proper Accounting Practice						
Depreciation	0	0	(23,220)	0	23,220	0
Appropriations						
Provision for loan repayment	0	0	0	0	0	0
Minimum Revenue Provision	0	0	23,220	0	(23,220)	0
Contribution to Capital Fund	0	0	0	0	0	0
Application of Money to Fund Capital	0	0	0	0	0	0
Balance at 31 March 2013 c/fwd	(26,040)	(252)	(289,467)	(3,919)	(408,262)	(727,940)

MERTON AND SUTTON JOINT CEMETERY BOARD

BALANCE SHEET AS AT 31st MARCH 2013

31st March 2012		31st March 2013
LONG TERM ASSETS		
1,090,315	Land and Building	1,995,979
155,240	Vehicles, Plant Furniture & Equipment	136,223
0	Long Term Debtors	<u>0</u>
<u>1,245,555</u>		2,132,202
CURRENT ASSETS		
249	Investment at cost	249
22,987	Sundry Debtors / Prepayments	920,059
0	Provision of Bad Debt	0
<u>(358,314)</u>	Cash & Bank/(Overdraft)	<u>(458,360)</u>
<u>(335,078)</u>		461,948
CURRENT LIABILITIES		
<u>6,133</u>	Sundry Creditors	<u>102,871</u>
<u>(341,211)</u>		
NET CURRENT ASSETS		
		359,077
LONG TERM LIABILITIES		
186,005	Loans from London Borough of Merton	881,664
	Loans from London Borough of Sutton	881,664
22	Loans from the Public Works Loans Board	11
<u>186,027</u>		1,763,340
NET ASSETS		
<u><u>718,318</u></u>		<u><u>727,940</u></u>
UNUSABLE RESERVES		
408,262	Capital Adjustment account	408,262
USABLE RESERVES		
279,845	Common Fund	289,467
3,919	Capital Fund	3,919
26,040	Purchasing Graves In Reserve Fund	26,040
252	Graves maintained in perpetuity	252
		319,678
TOTAL RESERVES		
<u><u>718,318</u></u>		<u><u>727,940</u></u>

(0)

(0)

MERTON AND SUTTON JOINT CEMETERY BOARD**REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2013**

Actual to date 2011/12 £	REVENUE ESTIMATE 2012/13 £	Actual to date 201/13 £	Variance Act-Est
Employees			
68,920 Salaries	62,680	70,653	7,973
148,625 Wages	147,290	148,360	1,070
4,719 Pensions	5,060	4,963	(97)
0 Gratuities	0	0	0
222,264	215,030	223,976	8,946
Running Expenses			
7,744 Maintenance - Buildings	4,860	3,030	(1,830)
2,314 Maintenance - Mechanical	0	3,238	3,238
3,135 Maintenance - Electrical	1,020	5	(1,015)
1,486 Maintenance - Grounds and Paths	6,000	7,358	1,358
1,945 Electricity	3,650	2,096	(1,554)
1,125 Gas	3,910	1,724	(2,186)
0 Cleaning Materials	320	0	(320)
3,645 Rubbish Disposal	3,500	7,038	3,538
3,659 Water	2,220	(228)	(2,448)
6,276 Rates	6,920	7,088	168
2,151 Equipment	1,840	2,457	617
0 Tools	160	0	(160)
2,425 Materials	3,820	2,200	(1,620)
2,057 Memorial Seats - Purchase	1,260	0	(1,260)
25 Laundry	100	0	(100)
542 Clothing and Uniforms	650	257	(393)
0 Car Allowances	0	0	0
544 Petrol and Oil	940	552	(388)
5,458 Repair and Maintenance - Vehicles and Plant	6,960	5,228	(1,732)
2,583 Printing and Stationery	1,530	1,921	391
0 Advertising	0	0	0
6 Postage	50	0	(50)
689 Telephones & IT	570	534	(36)
20 Training & Conference Expenses	550	0	(550)
1,327 Subscriptions	420	1,691	1,271
0 Software Licence	2,230	0	(2,230)
2,980 Insurance	3,020	3,020	0
56,910 Management and Administration Expenses	57,740	57,740	0
3,500 Audit Fee	2,670	3,000	330
0 Travel Expenses	60	0	(60)
0 Loss on Disposal	0	0	0
24,046 Depreciation	12,850	23,220	10,370
0 Provision for Bad Debt	0	0	0
136,594	129,820	133,168	3,348

MERTON AND SUTTON JOINT CEMETERY BOARD**REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2013**

Actual to date 2011/12 £	REVENUE ESTIMATE 2012/13 £	Actual to date 201/13 £	Variance Act-Est
Debt Charges			
0 Capital Debt Charges	61,170		(61,170)
2,228 Operational Leasing	0	0	0
9 Other	0	0	0
2,237	61,170	0	(61,170)
Miscellaneous Expenses			
Soil Clearance			
Road Repairs			
Trees and Bedding			
Concrete Headstone Bearers/Front Entrance	0	170,187	170,187
0 Gate & Fencing Repairs	0	12,071	12,071
0 Specific Maintenance Provision			0
0	0	182,258	182,258
361,096	406,020	539,401	133,381
TOTAL EXPENDITURE			
INCOME			
(397,916) Interment Fees	(399,680)	(445,156)	(45,476)
(31,093) Memorial Fees	(25,000)	(31,909)	(6,909)
0 Memorial Seats	(200)	0	200
(31,261) Maintenance of Graves	(12,000)	(29,454)	(17,454)
0 Grave Rights Transfer Fees	(12,000)	0	12,000
(11,375) Rents	(13,740)	(14,558)	(818)
(5) Interest	(20)	0	20
(29,321) Miscellaneous Fees	(60)	(27,947)	(27,887)
(500,971)	(462,700)	(549,024)	(86,324)
TOTAL INCOME			
(139,876)	(56,680)	(9,622)	47,058
NET EXPENDITURE/(INCOME)			

MERTON AND SUTTON JOINT CEMETERY BOARD**REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2013**

Actual to date 2011/12 £	REVENUE ESTIMATE 2012/13 £	Actual to date 201/13 £	Variance Act-Est
<u>(1) PURCHASING GRAVES IN RESERVE FUND</u>			
26,040		26,040	
0		0	
<u>26,040</u>		<u>26,040</u>	
<u>(2) COMMON FUND</u>			
139,969		279,845	
0		0	
0		0	
<u>139,969</u>		<u>279,845</u>	
139,876		9,622	
24,046		23,220	
0		0	
0		0	
(24,046)		(23,220)	
0		0	
<u>279,845</u>		<u>289,467</u>	
<u>(3) CAPITAL FUND</u>			
3,919		3,919	
0		0	
0		0	
0		0	
<u>3,919</u>		<u>3,919</u>	
<u>309,804</u>		<u>319,426</u>	

Appendix D

MSJCB Cash Flow Statement 2011-12	£
Net (surplus) or deficit on the provision of services	(139,876)
Adjustment to the net surplus or (deficit) on the provision of services for non-cash movements	(24,046)
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	(163,922)
Investing activities	675,085
Financing activities	35
Net increase or decrease in cash and cash equivalents	511,197
Cash and cash equivalents at the beginning of the period	(169,736)
Cash and cash equivalents at the end of the period	341,460

MSJCB Cash Flow Statement 2012-13	£
Net (surplus) or deficit on the provision of services	(9,622)
Adjustment to the net surplus or (deficit) on the provision of services for non-cash movements	(23,220)
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	(32,842)
Investing activities	909,867
Financing activities	(1,577,312)
Net increase or decrease in cash and cash equivalents	(700,287)
Cash and cash equivalents at the beginning of the period	341,460
Cash and cash equivalents at the end of the period	(358,828)

Small Bodies in England

Annual return for the year ended

31 March 2013

Small relevant bodies in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their annual activities at the end of each financial year.

The annual return on pages 2 to 5 is made up of four sections:

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

Each body must approve this annual return no later than 30 June 2013.

Completing your annual return

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

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

Send the annual return, together with your bank reconciliation as at 31 March 2013, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the body for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2013.

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

More guidance on completing this annual return is available in the Practitioners' Guides for either local councils or internal drainage boards. These publications may be downloaded from the National Association of Local Councils (NALC) or Society of Local Council Clerks (SLCC) websites (www.nalc.gov.uk or www.slcc.co.uk) or from the members area of the Association of Drainage Authorities website (www.ada.org.uk).

Section 1 – Accounting statements 2012/13 for:

Enter name of reporting body here:

MERTON AND SUTTON JOINT CEMETERY BOARD

	Year ending		Notes and guidance
	31 March 2012 £	31 March 2013 £	
1 Balances brought forward	169,738	(341,459)	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	500,971	2,126,347	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	222,264	223,976	Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	44	11	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	789,860	1,202,073	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	(341,459)	358,828	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	(358,314)	(458,360)	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	1,245,804	2,132,451	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	180,021	1,763,340	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

RDC SIGNATURE REQUIRED

Date 20/5/2013

I confirm that these accounting statements were approved by the body on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of meeting approving these accounting statements:

SIGNATURE REQUIRED

Date DD/MM/YYYY

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of **MERTON AND SUTTON JOINT CEMETERY BOARDS** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

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

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

MINUTE REFERENCE

dated **DD/MM/YYYY**

Signed by:

Chair **SIGNATURE REQUIRED**

dated **DD/MM/YYYY**

Signed by:

Clerk **SIGNATURE REQUIRED**

dated **DD/MM/YYYY**

***Note:** Please provide explanations to the external auditor on a **separate sheet** for each 'No' response. Describe how the body will address the weaknesses identified.

Section 3 – External auditor certificate and opinion 2012/13

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of:

MERTON AND SUTTON JOINT CEMETERY BOARD

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

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

External auditor report

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature

External auditor name Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report 2012/13 to

MERRIN AND SUTTON JOINT CEMETERY BOARD

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2013.

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

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

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

MSSGB DO NOT HAVE THEIR OWN PETTY CASH IMPREST

Name of person who carried out the internal audit: MARGARET CULLETON

Signature of person who carried out the internal audit:  Date: 21/5/2013

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2012/13 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the *Practitioners' Guides** which are updated from time to time and contain everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you may encounter.
- 2 Make sure that your annual return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the body, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Financial Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers **all** your bank accounts. If your body holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting statements. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guides**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that **you** understand the reasons for all variances. Include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guides** to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2012) equals the balance brought forward in the current year (Box 1 of 2013).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of their audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Approval by the body confirmed by signature of Chair of meeting approving the accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2013 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All red boxes completed by internal audit and explanations provided?	

***Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guides*, is available from NALC and SLCC representatives or *Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guides*, is available from the ADA at The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL or from the NALC, SLCC or ADA websites - see page 1 for addresses.

MERTON AND SUTTON JOINT CEMETERY BOARD

CAPITAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2012

Capital and Finance leases

There are no finance leases as at 31st march 2010

There are no capital leases as at 31st march 2010

	Expenditure to 31/3/2011 £	Depreciation at 31/03/2012	Disposals during year	Additions during year £	Valuation at 31/3/2012 £
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	4,403	110			4,293
40 Superintendent's house & office	3,878	97			3,781
40 Waiting room and lavatories	6,800	170			6,630
40 Drawing room for works staff	209	5			204
40 Greenhouses	2,803	70			2,733
40 Chapel	12,389	310			12,080
40 Chapel heating	489	12			476
40 Layout of Roman Catholic section	882	22			860
10 Potting shed conversion	762	76			686
Nil Cemetery extension	190,228	0		663,234	853,462
40 Mess room	3,960	99			3,861
40 Boundary Wally, Layout, Fencing & E	144,073	3,602		(10,039)	130,433
7 Tractor	5,917	845			5,072
7 Grave Digger	47,287	6,755			40,532
7 Vehicle equipment & potting sheds	4,831	690			4,141
7 Ivenco Tipper Truck	15,202	2,172			13,031
5 Indexing & Digitization DB	28,484	5,697			22,788
5 Dumper Truck	0	0		11,850	11,850
20 Cemetery Grounds	18,462	923			17,539
20 Sub Transformer	37,549	1,877			35,672
10 Store shed	156	16			141
Backlog Depreciation	-10,039			10,039	0
10 Repairs to Service Yard & Storage	4,973	497			4,476
TOTAL	594,518	24,046	0	675,084	1,245,555

Capital Re-valuation account

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MERTON AND SUTTON JOINT CEMETERY BOARD

CAPITAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2013

Capital and Finance leases

There are no finance leases as at 31st march 2013

There are no capital leases as at 31st march 2013

	Expenditure to 31/3/2012 £	Depreciation at 31/03/2013	Disposals during year	Additions during year £	Valuation at 31/3/2013 £
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	4,293	107			4,186
40 Superintendent's house & office	3,781	95			3,686
40 Waiting room and lavatories	6,630	166			6,464
40 Drawing room for works staff	204	5			199
40 Greenhouses	2,733	68			2,665
40 Chapel	12,080	302			11,778
40 Chapel heating	476	12			464
40 Layout of Roman Catholic section	860	22			839
10 Potting shed conversion	686	69			617
Nil Cemetery extension	853,462	0		909,867	1,763,329
40 Mess room	3,861	97			3,765
40 Boundary Wally, Layout, Fencing & E	130,433	3,261			127,172
7 Tractor	5,072	725			4,347
7 Grave Digger	40,532	5,790			34,742
7 Vehicle equipment & potting sheds	4,141	592			3,549
7 Ivenco Tipper Truck	13,031	1,862			11,169
5 Indexing & Digitization DB	22,788	4,558			18,230
5 Dumper Truck	11,850	2,370			9,480
20 Cemetery Grounds	17,539	877			16,662
20 Sub Transformer	35,672	1,784			33,888
10 Store shed	141	14			127
Backlog Depreciation	0				0
10 Repairs to Service Yard & Storage	4,476	448			4,028
TOTAL	1,245,555	23,220	0	909,867	2,132,202

Capital Re-valuation account

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PRECEPT HISTORY M&SJC

Appendix G

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

PRECEPT HISTORY M&SJC

Appendix G

Year ended 31st March	Interments	Expenditure	Income (excluding precepts)	Net Expenditure/ (Income)	Precepts	Surplus / (Deficit) C/Fwd
		£	£	£	£	£
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
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
2012	224	539,401	549,024	(9,622)	0	289,468

