

**Llanelli Joint Burial Advisory Committee**

**Unaudited Financial Statements**

**For the year ended 31 March 2018**

**Llanelli Joint Burial Advisory Committee**

**Table of Contents**

**31 March 2018**

	<b>Page</b>
<b>Table of Contents.....</b>	<b>2</b>
<b>Council Information.....</b>	<b>3</b>
<b>Statement of Accounting Policies.....</b>	<b>4</b>
<b>Income and Expenditure Account.....</b>	<b>6</b>
<b>Balance Sheet.....</b>	<b>7</b>
<b>Notes to the Accounts.....</b>	<b>8</b>
1 Interest and Investment Income.....	8
2 Tenancies.....	8
3 Hire Purchase and Lease Obligations.....	8
4 Publicity.....	8
5 Pensions.....	8
6 Fixed Assets.....	8
7 Fixed Assets - Additions and Disposals.....	10
8 Debtors.....	10
9 Creditors and Accrued Expenses.....	10
10 Earmarked Reserves.....	11
11 Capital Commitments.....	11
12 Contingent Liabilities.....	11
<b>Appendices.....</b>	<b>12</b>

**Llanelli Joint Burial Advisory Committee**

**Council Information**

**31 March 2018**

**( Information current at 13th June 2018 )**

**Chairman**

Cllr S.M. Donoghue

**Councillors**

Cllr D.Ll. Darkin  
Cllr T. Devichand  
Cllr J. S. Edmunds  
Cllr P. M. Edwards  
Cllr H. J. Evans  
Cllr S. J. Griffiths  
Cllr B. A. L. Roberts  
Cllr E. Simmons  
Cllr J. Williams

**Secretary**

Mr Mark Galbraith, A.C.I.S.

**Auditors**

Grant Thornton  
Hartwell House  
55-56 Victoria Street  
Bristol  
BS1 6FT

**Internal Auditors**

Auditing Solutions Limited  
Clackerbrook Farm  
46 The Common  
Bromham  
Chippenham  
Wiltshire  
SN15 2JJ

## **Llanelli Joint Burial Advisory Committee**

### **Statement of Accounting Policies**

**31 March 2018**

#### **Auditors**

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them. They are produced in support of the Financial Statements produced by the participating councils – Llanelli Rural Council and Llanelli Town Council

#### **Accounting Convention**

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Authorities (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized committee.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

#### **Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the committee and the Advisory it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previously reported at current insurance values)

all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their; use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only..

#### **Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

#### **Debtors and Creditors**

The committee reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

#### **Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

#### **External Loan Repayments**

The committee has no long term borrowing. Consequently, there were no external loan repayments made in the year.

**Llanelli Joint Burial Advisory Committee**

**Statement of Accounting Policies**

**31 March 2018**

**Leases**

The committee is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 3.

**Reserves**

The committee maintains certain reserves to meet general and specific future expenditure. The purpose of the committee's reserves is explained in note 10.

**Interest Income**

All interest receipts are credited initially to general funds.

**Pensions**

The pension costs that are charged against precept in the committee's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

**Llanelli Joint Burial Advisory Committee**

**Income and Expenditure Account**

**31 March 2018**

	Notes	2018 £	2017 £
<b>INCOME</b>			
Contribution from Llanelli Rural And Town Councils		140,320	161,610
Capital Grants and Asset Sale Proceeds		-	2,800
Interest and Investment Income	1	607	904
Cemetery Income		110,569	121,464
Llanelli Crematorium - Rent Receivable		30,999	30,198
		<u>282,495</u>	<u>316,976</u>
<b>EXPENDITURE</b>			
Capital Expenditure	7	735	10,397
Operational Expenditure:			
Cemetery Running Costs		221,444	280,294
		<u>222,179</u>	<u>290,691</u>
<b>General Fund</b>			
Balance at 01 April 2017		109,505	103,505
Add: Total Income		282,495	316,976
		<u>392,000</u>	<u>420,481</u>
Deduct: Total Expenditure		222,179	290,691
		<u>169,821</u>	<u>129,790</u>
Transfer (to) Earmarked Reserves	10	(77,985)	(20,285)
General Reserve Balance at 31 March 2018		<u>91,836</u>	<u>109,505</u>

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*The notes on pages 8 to 11 form part of these unaudited statements.*

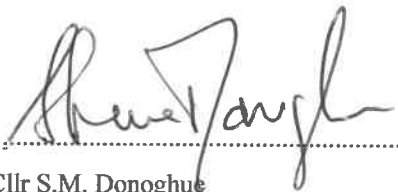
**Llanelli Joint Burial Advisory Committee**

**Balance Sheet**

**31 March 2018**

	Notes	2018 £	2018 £	2017 £
<b>Current Assets</b>				
Debtors and prepayments	8	26,564		30,293
Cash at bank and in hand		302,748		224,501
		<u>329,312</u>		<u>254,794</u>
<b>Current Liabilities</b>				
Creditors and income in advance	9	<u>(63,276)</u>		<u>(49,074)</u>
<b>Net Current Assets</b>			<u>266,036</u>	<u>205,720</u>
<b>Total Assets Less Current Liabilities</b>			<u>266,036</u>	<u>205,720</u>
<b>Total Assets Less Liabilities</b>			<u>266,036</u>	<u>205,720</u>
<b>Capital and Reserves</b>				
Earmarked Reserves	10		174,200	96,215
General Reserve			91,836	109,505
			<u>266,036</u>	<u>205,720</u>

Signed: .....

  
Cllr S.M. Donoghue  
Chairman

  
Mr Mark Galbraith, A.C.I.S.  
Responsible Financial Officer

Date: .....

27.6.18

27.6.18

*The notes on pages 8 to 11 form part of these unaudited statements.*

**Llanelli Joint Burial Advisory Committee**

**Notes to the Accounts**

**31 March 2018**

**1 Interest and Investment Income**

	2018 £	2017 £
Interest Income - General Funds	607	904
	<u>607</u>	<u>904</u>

**2 Tenancies**

During the year the following tenancies were held:

**Burial Authority as landlord**

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
Llanelli Crematorium Co Ltd	Crematorium site	30,999	n/a

**Burial Authority as tenant**

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
NONE			

**3 Hire Purchase and Lease Obligations**

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

Hire/Lessor	Purpose	Annual Lease/Hire Payable £	Year of Expiry
Konica Minolta	Photocopiers	405.72	2020

**4 Publicity**

Section 5 of the Local Government Act 1986 requires the authority to disclose expenditure on publicity. The authority incurred no such expenditure during the year.

**5 Pensions**

For the year of account the committee's contributions equal 18.10% of employees' pensionable pay. These contributions will reduce to 15.90% in future years, which will provide adequately for future liabilities.



**Llanelli Joint Burial Advisory Committee**

**Notes to the Accounts**

**31 March 2018**

**6 Fixed Assets**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
At 31 March the following assets were held:		
<b><u>Freehold Land and Buildings</u></b>		
Office	85,000	85,000
Chapel	120,000	120,000
Storage Sheds/Garage	20,000	20,000
Building/Grounds Development	126,141	126,141
Crematorium - Land	75,000	75,000
Crematorium - Land Improvements	20,000	20,000
	<u>446,141</u>	<u>446,141</u>
<b><u>Vehicles and Equipment</u></b>		
Chapel Contents & Equipment	15,264	15,264
Office Furniture & Equipment	26,713	26,713
Cemetery Maintenance Equipment	51,400	51,400
Ride on Mowers (2)	8,600	8,600
Gantry-Topple Tester	4,500	4,500
Mower	12,807	12,807
John Deere Utility Vehicle	26,150	26,150
Powercut Ride-On-Mower	12,446	12,446
Volvo Excavator	29,672	29,672
Cambrian Road Sweeper	3,119	3,119
Portable Welfare Unit	8,290	8,290
Tracmaster Tractor & Accessories	7,855	7,855
Mini Caddy	880	880
Trailer	735	-
	<u>208,431</u>	<u>207,696</u>
<b><u>Infrastructure Assets</u></b>		
Roads Paths & Information Boards	21,979	21,979
Garden of Remembrance	6,850	6,850
Section 11 Development	158,440	158,440
	<u>187,269</u>	<u>187,269</u>
<b><u>Community Assets</u></b>		
Llanelli Cemetery	1	1
	<u>1</u>	<u>1</u>
	<u>841,842</u>	<u>841,107</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

**Llanelli Joint Burial Advisory Committee**

**Notes to the Accounts**

**31 March 2018**

**7 Fixed Assets - Additions and Disposals**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
	<b>Cost</b>	<b>Cost</b>
During the year the following assets were purchased:		
Operational Land and Buildings	-	-
Vehicles and Equipment	735	10,397
Infrastructure Assets	-	-
Community Assets	-	-
Other Assets	-	-
	<u>735</u>	<u>10,397</u>

During the year the following assets were disposed of:

	<b>Proceeds</b>	<b>Proceeds</b>
Operational Land and Buildings	-	-
Vehicles and Equipment	-	100
Infrastructure Assets	-	-
Community Assets	-	2,700
Other Assets	-	-
	<u>-</u>	<u>2,800</u>

No assets were disposed of during the year.

**8 Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade Debtors	22,296	24,738
VAT Recoverable	3,984	5,555
Other Debtors	284	-
	<u>26,564</u>	<u>30,293</u>

**9 Creditors and Accrued Expenses**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade Creditors	7,207	11,690
Other Creditors	-	9,143
Payroll Taxes and Social Security	-	2,719
Accruals	34,878	5,118
Income in Advance	21,191	20,404
	<u>63,276</u>	<u>49,074</u>

**Llanelli Joint Burial Advisory Committee**

**Notes to the Accounts**

**31 March 2018**

**10 Earmarked Reserves**

	<b>Balance at 01/04/2017</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/03/2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	1,500	-	-	1,500
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	94,715	77,985	-	172,700
<b>Total Earmarked Reserves</b>	<b>96,215</b>	<b>77,985</b>	<b>-</b>	<b>174,200</b>

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the burial authority.

The Other Earmarked Reserves at 31 March 2018 are set out in detail at Appendix A.

**11 Capital Commitments**

The burial committee had no capital commitments at 31 March 2018 not otherwise provided for in these accounts.

**12 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

**Llanelli Joint Burial Advisory Committee**

**Appendices**

**31 March 2018**

**Appendix A**

**Schedule of Other Earmarked Reserves**

	<u>Balance at</u> <u>01/04/2017</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2018</u> £
<u>Capital Project Reserve</u>				
Section 11 Development Fund	1,500			1,500
<u>Other Earmarked Reserves</u>				
Repairs to Monuments	1,854			1,854
Building/grounds development	65,781	65,985		131,766
Chapel Repairs	0			0
Infrastructure changes	17,030	12,000		29,030
Training and Consultancy	4,360			4,360
Advertisements	5,690			5,690
	<u>96,215</u>	<u>77,985</u>	<u>0</u>	<u>174,200</u>