

BUDGET MONITORING PERIOD 5

MEETING: CHESTERFIELD AND DISTRICT JOINT
CREMATORIUM COMMITTEE

DATE: 20th September 2021

REPORT BY: BEREAVEMENT SERVICES MANAGER
CLERK & TREASURER

FOR PUBLICATION:

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE: Budget Monitoring Report Period 5

LOCATION: Accountancy Section

1.0 PURPOSE OF REPORT

1.1 To report the budget monitoring position as at the end of August 2021.

2.0 RECOMMENDATIONS

2.1 That the report be noted.

3.0 PERIOD 5 BUDGET MONITORING

3.1 The original budget was approved on the 14th December 2020 but does not include the carry forwards of £5,700 approved at the 24th May meeting.

3.2 There is currently a favourable profiled variance of £77,966, details of the variances from the profiled budgets are shown below:

- **Employee costs** are over profile by £1,251 this consists of:
 - Normal staffing budgets are underspent by £673
 - Overtime is underspent by £4,002 as due to national restrictions it has not been possible to have a member of staff on site at weekends when cremations are not taking place. Recent changes to guidelines mean that this will resume from early September.
 - Further additional spend of £4,982 on staff re-deployment due to Covid 19
 - There is a considerable amount of training to be undertaken this year resulting in an overspend of £734
 - Minor items - £210 overspend

- **Premises costs** are under profile by £28,789 this consists of:
 - Service improvement plan is underspent by £17,875 due to delayed starts on projects (i.e. improvements to the roof, entrance area etc)
 - General routine repairs – underspend £5,377
 - Cremator repairs - underspend £1,406.
 - General grounds maintenance – overspend of £1,922
 - Trees & shrubs – underspend £2,083
 - Utilities – underspend of £3,855 mainly on gas
 - Minor miscellaneous items – underspend £115.

- **Transport** costs are under profile by £868, mainly on car allowances and fuel for machinery.

- **Supplies & Services** costs are over profile by £8,950, this consists of:
 - Medical Referee Fees – overspent by £2,580 due to the excess number of cremations however this is offset by additional income (see below)
 - Service improvement plan – under spend of £430 as new mowers have not yet been purchased
 - There has been £8,138 of additional spend on Covid related items. So far this has mainly been caused by the

additional cleaning required to keep the chapel safe however this was curtailed in early July.

- The purchase of memorials is overspent by £4,611 however this is offset by additional income (see below)
- General Supplies & Services – under spend of £5,949.

➤ **Contracted Services** are under profile by £95.

➤ **Income** is over profile by £58,415, this consists of:

- Cremation fees (inc. Medical Referees & Mercury Abatement) – over profile by £59,024 due to a higher number of cremations. However, this is partially offset by approximately £23k of additional expenditure necessary to maintain the Crematorium operational because of Covid.
- All Memorial Income – over profile by £4,867 due to increases in the number of people wanting to purchase a memorial; in particular the new types of memorial introduced a few years ago which are gaining in popularity.
- £9,865 of income has been forfeited because mourners have been given free access to the webcasting of services whilst restrictions on the number of people allowed to attend services have been in place. Now that restrictions have been lifted the Bereavement Services Manager has reviewed this policy and will recommence charging from September
- Other Income – over profile by £4,389.

3.3 In conclusion at this stage it is anticipated that the outturn for the year will be in line with the revised budget forecast.

3.4 There are two capital improvement schemes originally budgeted for this year, to replace the gutters, soffits & fascia's and install air conditioning in the chapel. This work has not yet commenced.

4.0 RECOMMENDATIONS

4.1 That the report be noted.

5.0 REASONS FOR THE RECOMMENDATIONS

