

Public Document Pack

Coychurch Crematorium Joint Committee

C y d - B w y l l g o r A m l o s g f a L l a n g r a l l o

Amlogfa Llangrallo
Llangrallo
Pen-y-boath ar Ogwr
CF35 6AB



Coychurch Crematorium
Coychurch
Bridgend
CF35 6AB

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*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.
We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*

Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate

Deialu uniongyrchol / Direct line /: 01656 643148 /
643147 / 643694

Gofynnwch am / Ask for: Gwasannaethau
Democratiaidd

Ein cyf / Our ref:
Eich cyf / Your ref:

Date / Dyddiad: Dydd Gwener, 27 Awst 2021

Annwyl Cyngorydd,

Cyd Bwyllgor Amlogfa Llangrallo

Cynhelir Cyfarfod Cyd Bwyllgor Amlogfa Llangrallo yn O Bell Trwy Timiau Microsoft ar **Dydd
Gwener, 3 Medi 2021 am 14:00.**

AGENDA

1. Ymddiheuriadau am absenoldeb
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
2. Datganiadau o fuddiant
Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau /
Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y
Cyngor o 1 Medi 2008.
3. Cymeradwyaeth Cofnodion 3 - 6
I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 11/06/2021
4. Gwobr Baner Werdd 7 - 10
5. Ailgylchu rhoddion cynllun metelau 11 - 16
6. Datganiad Monitro Refeniw 1 Ebrill I 30 Mehefin 2021 A Diwygiad i'r Datganiad
Cyfrifyddu Blyneddol 2020-21 17 - 28
7. Materion Brys
I ystyried unrhyw eitemau o fusnes y, oherwydd amgylchiadau arbennig y cadeirydd o'r farn
y dylid eu hystyried yn y cyfarfod fel mater o frys yn unol â Rhan 4 (pharagraff 4) o'r
Rheolau Trefn y Cyngor yn y Cyfansoddiad.

Yn ddiffuant

K Watson

Prif Swyddog – Gwasanaethau Cyfreithiol, Adnoddau Dynol a Rheoleiddio

Dosbarthiad:

Cynghorwyr:

SE Baldwin

JPD Blundell

G Cox

S Edwards

G Hopkins

G John

AA Pucella

JC Spanswick

R Turner

E Venables

JE Williams

Agenda Item 3

CYD BWYLLGOR AMLOSGFA LLANGRALLO - DYDD GWENER, 11 MEHEFIN 2021

COFNODION CYFARFOD Y CYD BWYLLGOR AMLOSGFA LLANGRALLO A GYNHALIWDYD
YN O BELL TRWY DIMAU MICROSOFT DYDD GWENER, 11 MEHEFIN 2021, AM 14:00

Presennol

Y Cyngorydd – Cadeirydd

JPD Blundell	G Cox	S Edwards	G Hopkins
G John	AA Pucella	JC Spanswick	R Turner
E Venables	JE Williams	RE Young	

Ymddiheuriadau am Absenoldeb

J Spanswick a E Venables

Swyddogion:

Mark Galvin	Uwch Swyddog Gwasanaethau Democrataidd - Pwyllgorau
Joanna Hamilton	Rheolwr Gwasanaethau Profedigaeth a Chofrestrydd
Zak Shell	Pennaeth Gwasanaethau Cymdogaeth
Eilish Thomas	Rheolwr Cyllid – Rheoli Ariannol a Chau

88. ETHOL CADEIRYDD (O BLITH AELODAU CYNGOR BWRDEISTREF BRO MORGANNWG)

PENDERFYNIAD:

Cynigiwyd y dylid penodi'r Cyngorydd G John yn Gadeirydd Cyd-bwyllgor Amlogfa Llangrallo am y flwyddyn ddilynol, a secondiwyd hynny a'i weithredu yn unfrydol.

Daeth y Cyngorydd G John i'r Gadair.

89. ETHOL IS-GADEIRYDD (O BLITH AELODAU CYNGOR BWRDEISTREF SIROL PEN-Y-BONT AR OGWR)

PENDERFYNIAD:

Cynigiwyd y dylid penodi'r Cyngorydd A Pucella yn Is-gadeirydd Cyd-bwyllgor Amlogfa Llangrallo am y flwyddyn ddilynol, a secondiwyd hynny a'i weithredu yn unfrydol.

90. DATGANIADAU O FUDDIANT

Dim.

91. CADARNHAU COFNODION

PENDERFYNIAD:

Bod Cofnodion y cyfarfod o Gyd-bwyllgor Amlogfa Llangrallo ar 5 Mawrth 2021 yn cael eu cymeradwyo fel cofnod gwir a chywir.

92. ADOLYGIAD BLYNYDDOL O AMCANION CYNLLUN BUSNES 2020/21

Cyflwynodd y Clerc a'r Swyddog Technegol adroddiad, a'i ddiben oedd cynghori'r Cydbwyllgor ar berfformiad Amlogfa Llangrallo yn ystod 2020/21, fel rhan o'r uchod. Rhoddodd gyflwyniad cryno i'r adroddiad cyn rhoi'r awenau i'r Rheolwr Gwasanaethau Profedigaeth a'r Cofrestrydd i ymhelaethu ar rywfaint o fanylion y cynnwys.

Cadarnhaodd y Rheolwr Gwasanaethau Profedigaeth a'r Cofrestrydd fod Atodiad A i'r adroddiad yn nodi perfformiad Amlogsgfa Llangrallo mewn perthynas â, yn benodol:

- Nifer yr amlosgiadau
- Safonau gwasanaeth
- Gwariant a gynlluniwyd
- Cyflawni amcanion y Cynllun Busnes

O ran nifer yr amlosgiadau ar gyfer 2020/21, cadarnhaodd mai'r cyfanswm oedd 2,086, a bod hyn yn cynnwys amlosgiadau ym Mhen-y-bont ar Ogwr, Bro Morgannwg, Rhondda Cynon Taf ac 'eraill'.

Roedd hyn yn gynydd ar y 1,670 o amlosgiadau o gymharu â'r flwyddyn flaenorol, a hynny yn bennaf oherwydd marwolaethau ychwanegol o ganlyniad i effaith drychinebus pandemig Covid-19.

O ganlyniad i'r amlosgiadau ychwanegol a gynhaliwyd, ym mis Mawrth 2021 cyflogodd yr Amlogsgfa ddau aelod staff ychwanegol i gynorthwyo â'r gwaith ychwanegol a ddaeth yn sgil y pandemig, bu aelodau staff yn gweithio'n eithriadol o galed ar sail dwy sifft, gan ymgymryd ag oriau ychwanegol i ymdopi â'r cynnydd yn nifer yr amlosgiadau.

Roedd y Rheolwr Gwasanaethau Profedigaeth a'r Cofrestrydd hefyd yn falch o gadarnhau bod yr Amlogsgfa wedi sicrhau Gwobr Baner Werdd arall, a hynny am yr unfed flwyddyn ar ddeg yn olynol.

O ran boddhad y cyhoedd ar berfformiad yr Amlogsgfa yn ystod y cyfnod uchod, gwelwyd lefel bodlonrwydd o safon dda neu ragorol ar y cyfan, h.y. gan gael ei gynnal ar 100% mewn holiaduron a gwblhawyd ac a ddychwelwyd.

Roedd adran nesaf yr Atodiad yn cynnwys manylion y gwariant ar gyfer gwaith a gynlluniwyd yn 2020/21, lle cadarnhaodd y rhaglen fod tri phrosiect wedi'u gohirio tan 2021/22 oherwydd y pandemig, sef y Goleuadau Allanol, yr estyniad i'r Cwrt Blodau, a'r gwaith o uwchraddio System Cerddoriaeth a Chyfyngau'r Capel.

Roedd y tabl yn yr Atodiad â'r enw Asesiad ac Adolygiad Cynllun Busnes 2020/21 yn cadarnhau fod y gwaith arall a gynlluniwyd ar gyfer eleni wedi'i gwblhau. Roedd hyn yn ymwneud â Byrddau Dosbarthu Trydanol a chymau gweithredu arfaethedig fel y'u cynhwysir yn Strategaeth Cyllideb yr Amlogsgfa.

PENDERFYNIAD: Bod y Cyd-bwyllgor wedi nodi'r adroddiad.

93. **DATGANIAD CYFRIFYDDU BLYNYDDOL 2020-21**

Cyflwynodd y Trysorydd adroddiad, a'i ddiben oedd cyflwyno'r Datganiad Cyfrifyddu Blynyddol nad oedd wedi'i archwilio ar gyfer blwyddyn ariannol 2020-21 i'r Cydbwyllgor, ac i geisio cymeradwyaeth i gyflwyno'r Datganiad Cyfrifyddu Blynyddol ar gyfer Amlogsgfa Llangrallo i Archwilio Cymru.

O dan Reoliad 14 o Reoliadau Cyfrifon ac Archwilio (Cymru) 2014, mae'n ofynnol i Gyd-bwyllgor Amlogsgfa Llangrallo gwblhau Datganiad Cyfrifyddu Blynyddol gan eu bod yn cael eu hystyried yn gorff llywodraeth leol llai, gydag incwm a gwariant blynyddol o dan £2.5 miliwn.

Rhaid i'r Datganiad Cyfrifyddu Blynyddol ardystiedig gael ei gyhoeddi erbyn 30 Medi.

Dangosodd Adran 1 o'r Datganiad Cyfrifyddu Blynyddol (a atodir yn Atodiad 1 i'r adroddiad), fod Amlogfa Llangrallo yn 2020-21 wedi gwneud gwarged net o £845,231 (y gwahaniaeth rhwng Llinell 1 'Balansau a ddygwyd ymlaen' a Llinell 7 'Balansau a gariwyd ymlaen'). Mae'r gwarged wedi'i ychwanegu at gronfa gronol yr Amlogfa a ddygwyd ymlaen ar 31 Mawrth 2020, gan ddod â chyfanswm y gronfa honno i £2,898,883 ar 31 Mawrth 2021 o'i gymharu â £2,053,652 yn y flwyddyn flaenorol.

Roedd Tabl 1 ym mharagraff 4.1 o'r adroddiad yn dangos crynodeb o'r sefyllfa ariannol derfynol ar gyfer yr Amlogfa ar gyfer 2020-21 o'i gymharu â'r gyllideb a bennwyd ar ddechrau'r flwyddyn ariannol.

Rhodddwyd eglurhad o'r amrywiannau mwy sylweddol o'r gyllideb ar ffurf pwyntiau bwled ym mharagraff 4.2 o'r adroddiad, a manylodd y Rheolwr Cyllid, Rheolaeth Ariannol a Chau arnynt yn ystod cyfarfod.

Roedd Tabl 2 isod yn yr adran hon o'r adroddiad yn rhoi dadansoddiad o'r Gyllideb Gwaith Cynnal a Chadw a Gynlluniwyd ynghyd â'r Alldro a'r Amrywiannau ar gyfer 2020-21. Ychwanegodd y Rheolwr Cyllid, Rheolaeth Ariannol a Chau fod rhai o fanylion y rhain wedi'u rhannu ag Aelodau'r Cydbwyllgor yn yr eitem flaenorol ar yr agenda, gan gynnwys tanwariant ar brosiectau penodol a oedd wedi'u gohirio o ganlyniad i'r pandemig.

Yn ogystal â'r Datganiad Cyfrifyddu Blynyddol, darparwyd Mantolen atodol yn Nhabl 3 a ddangosir yn yr adroddiad. Roedd y wybodaeth atodol hon yn rhoi dadansoddiad pellach o'r ffigurau a gofnodwyd yn y Datganiad Cyfrifyddu Blynyddol. Roedd hyn er gwybodaeth i'r Aelodau yn unig, ac nid oedd yn destun archwiliad ar ddiwedd y flwyddyn.

Darparwyd rhagor o wybodaeth i egluro'r balansau ym mharagraff 4.4 yr adroddiad.

PENDERFYNIAD: Bod y Cydbwyllgor yn cymeradwyo'r Datganiad Cyfrifyddu Blynyddol ar gyfer Amlogfa Llangrallo 2020-21 (Atodiad 1 i'r adroddiad) a gofynnwyd i Gadeirydd y Cyd-bwyllgor lofnodi'r Datganiad Cyfrifyddu Blynyddol.

94. **EITEMAU BRYS**

Dim.

Daeth y cyfarfod i ben am 15:02

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COYCHURCH CREMATORIUM JOINT COMMITTEE

3 SEPTEMBER 2021

REPORT OF THE CLERK & TECHNICAL OFFICER

GREEN FLAG AWARD

1. Purpose of report

1.1 The purpose of this report is to advise the Joint Committee on Coychurch Crematorium's successful application for a Green Flag Award in 2021.

2. Connection to corporate well-being objectives/ other corporate priorities

2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-

1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county borough.
2. **Helping people and communities to be more healthy and resilient** –taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
3. **Smarter use of resources** – ensuring that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3. Background

3.1 The Green Flag Award is the benchmark national standard for parks and green spaces in England and Wales. It was launched in 1996 to recognise and reward the best green spaces in the country. The first national award was introduced in 1997 and it continues to identify the high standards against which our parks and green spaces are measured. It is also seen as a way of encouraging organisations to achieve high environmental standards, setting a benchmark of excellence in recreational green areas. All green spaces are different and diversity is encouraged with each site being judged on its merits.

3.2 Coychurch Crematorium received its first award in 2010 and annually thereafter. A re-submission for the Green Flag Award was made in January 2021 and awards were announced on 9th August 2021.

4. Current situation/proposal

4.1 The Crematorium has once again been successful in securing this nationally recognised award for the standards of care and maintenance of the site and grounds. The award confirms the commitment to maintaining high standards, which can be appreciated by all visitors.

4.2 Coychurch is flying its Green Flag for the twelfth year in succession.

4.3 The Chairperson of the Coychurch Crematorium Joint Committee and the Bereavement Services Manager and Registrar normally collect the Green Flag Award at a ceremony but the Green Flag Award organisers will not hold an award ceremony this year. Instead the Green Flag and certificate will be delivered directly to Coychurch Crematorium.

4.4 Bridgend County Borough Council would normally issue a press release to advise the public of the Green Flag Award successes, but due to the current Covid-19 Pandemic, Keep Wales Tidy, the Green Flag organiser, has requested that no promotion/press/social media should be done at this time and has instead advised that there are plans to mark the event on 14th October, subject to further update.

4.5 The award requires an annual application and a further submission will be made in January 2022.

5. Effect upon policy framework and procedure rules

5.1 None.

6. Equality Act 2010 implications

6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an information report, therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

8. Financial implications

8.1 The submission for the award costs £350 and is met from the revenue budget.

9. Recommendation:

9.1 The Joint Committee is recommended to note the report.

Zak Shell
CLERK AND TECHNICAL OFFICER
23rd August 2021

Contact Officer: Joanna Hamilton
Bereavement Services Manager & Registrar

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Coychurch Crematorium,
Coychurch,
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CF35 6AB

Background Papers: **None**

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COYCHURCH CREMATORIUM JOINT COMMITTEE

3 SEPTEMBER 2021

REPORT OF THE CLERK & TECHNICAL OFFICER

RECYCLING OF METALS SCHEME DONATIONS

1. Purpose of report

- 1.1 The purpose of the report is to obtain the Joint Committee's nominations and approval of organisations to receive charitable funding from the Institute of Cemetery and Crematorium Management (ICCM) scheme for the recovery of metals arising from cremations and to update the Joint Committee on charity donations made by Coychurch Crematorium.

2. Connection to corporate well-being objectives/ other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-

1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county borough.
2. **Helping people and communities to be more healthy and resilient** – taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
3. **Smarter use of resources** – ensuring that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3. Background

- 3.1 Coychurch Crematorium participates in a national scheme for the Recycling of Metals, which are derived from the cremation process. Any surplus monies after deduction of costs from the sale of metals are distributed to charities associated with bereavement services, via the ICCM.
- 3.2 The charities that receive support from the ICCM are nominated by member authorities of the Institute. The Joint Committee has previously supported charitable donations to:

- Cruse Bereavement Care (Morgannwg) in August 2012 in the sum of £4,000
- Bridgend Samaritans in May 2014 in the sum of £4,412
- Eye to Eye (RCT) in May 2015 in the sum of £4,487
- Macmillan Cancer Support (Wales) in October 2015 in the sum of £4,321
- Make a Wish UK (South West and South Wales) in April 2016 in the sum of £4,444
- 2 Wish Upon A Star in October 2016 in the sum of £4,336
- Ty-Hafan in May 2017 in the sum of £5,000
- Tenovus in October 2017 in the sum of £5,000
- Marie Curie in April 2018 in the sum of £5,000
- Stroke Association in June 2018 in the sum of £5,000
- Giving To Pink in October 2018 in the sum of £5,000
- SANDS in February 2019 in the sum of £7,000
- Welsh Hearts in June 2019 in the sum of £8,000
- Alzheimers Research UK in November 2019 in the sum of £8,000
- Clic Sargent (South & Mid Wales) in November 2020 in the sum of £10,000
- Cruse Bereavement Care Cymru in July 2021 in the sum of £10,000
- Bridgend Samaritans nominated August 2021

4. Current situation/proposal

4.1 The nomination of charities to benefit from funding accrued from the sale of metals is presented periodically to the Joint Committee for consideration to ensure even distribution of the funding. The Crematorium receives a request from the ICCM to nominate a charity approximately every four months

4.2 At its meeting on 22nd June 2018 the Joint Committee agreed to consider a list of organisations that it wished to support in order to achieve a proactive and efficient approach to nominating funding for local charities and to rotate these on a cyclical basis. In order to ensure that a wide range of local charities receive funding an updated list of organisations is listed below for the Joint Committees consideration. These charities have approached the Crematorium for funding. Only one charity can be nominated each time.

FOLLOW YOUR DREAMS – established in 2004, a national charity based in Pontyclun. It inspires children and young people with learning disabilities and other difficulties (and sometimes with life limiting conditions) to follow their dreams. The charity focuses on children’s abilities, growing and developing skills through the delivery of creative and interactive events, community groups and workshops.

WINSTON’S WISH – set up in 1992 to meet the needs of bereaved children, young people and their families in the UK. The charity offers a wide range of emotional, practical support and guidance to bereaved children, their families and professionals. The charity is reported to currently support 40,000 bereaved children and young people per year. Their expert teams offer one off and ongoing bereavement support in individual group and residential settings, and via a national helpline, online resources, specialist publications and training for

professionals. The charity is reportedly the only specialist national provider of support for children bereaved through murder, manslaughter, suicide, military or hard to reach families. Winston's Wish also operate SWITCH, a community outreach bereavement support service for vulnerable children and young people aged between 8-14. The service is targeted at vulnerable children who are bereaved of a parent/carer, grandparent or sibling. It is reported that in 2019 Winston's Wish responded to 84 calls from within the former Glamorgan counties.

ALZHEIMER'S SOCIETY (South West Wales) – reported to be the UK's leading dementia charity, working to challenge perceptions, to fund research to find a cure, while improving and providing care and support. There are reported to be 850,000 people with dementia, set to double in the next two decades.

MACMILLAN CANCER SUPPORT (Cymru) - offering local support for cancer patients and their families, the money raised in Wales is spent in local communities to help local people living with cancer. The charity reports that during 2020, Macmillan gave more than £620,000 in hardship grants to 1,967 people with cancer across Wales, helping with the hidden cost of cancer i.e. travel to hospital appointments, heating, extra food, clothing and improving the quality of people's lives.

TY-HAFAN – one of the UK's leading paediatric palliative care charities and offers care to children and support for their families, throughout Wales. Tŷ Hafan offers comfort, care and support to life-limited children, young people and their families in the hospice, in the community and in their home so they can make the most of the time they have left together. They allow parents and carers to relax and recharge their batteries and they make sure the needs of brothers and sisters are never forgotten. Tŷ Hafan uses the term life-limited to describe a child not expected to live beyond 18 years of age. They report to have supported nearly **850** children since they opened in 1999. Importantly, they are also a family's safe haven when their child is close to the end of life, providing expert comfort and support in their darkest hours and beyond. Every year Tŷ Hafan reports to raise £3.7 million to provide its free services to families in Wales.

TENOVUS – Tenovus Cancer Care is a Welsh cancer charity that supports cancer patients and their families, funds cancer research and works to raise awareness of how to prevent cancer. It has supported people affected by cancer in Wales for over 70 years bringing treatment, support and care closer to home for cancer patients in Wales and funding life-saving and life-changing research. Tenovus offers a range of services, such as a support line open every day, mobile support units bringing chemotherapy or lymphoedema treatment closer to home, a counselling team, choirs to lift spirits and unite people suffering with cancer, cancer support advisors and research.

MARIE CURIE (Wales) – providing care and support for more than 3,500 people living with a terminal illness in Wales each year. There are around 150 Marie Curie Nurses working in Wales, caring for around 2,400 terminally ill people and their families in their homes each year. The Marie Curie Hospice, Cardiff and the Vale, in Penarth, cares for around 1,000 people each year, including people staying in the hospice and those going in for the day to use the hospice's services. The services are offered free of charge to people with any terminal

illness and they need to raise around £4.5 million a year to fund their hospices and nursing care in Wales. Marie Curie campaigns on behalf of people living with a terminal illness and their families, to make sure they can access the high quality care they need when they need it most.

SANDS (Stillbirth And Neonatal Death Charity) Welsh Network – helping support parents and hospitals by running support groups, providing memory boxes to hospitals, funding special bereavement suites in hospitals, funding special equipment, funding training for midwives and hospital staff to improve the quality of care and services offered to bereaved families and contributing funding to research and prevention to reduce the number of babies who die.

CRUSE Bereavement Care (Cymru) - offering counselling for the bereaved. Cruse promotes the well-being of bereaved people and enables anyone bereaved to understand their grief and cope with their loss. As well as providing free care to all bereaved people, the charity also offers information, support and training services. Cruse is a leading bereavement charity in the UK. Cruse Morgannwg provides local support through targeted information and advice, one to one sessions with trained counsellors, a support group and via a friendship group which meets twice monthly to provide ongoing social support to those left isolated following the loss of a loved one.

BRIDGEND SAMARITANS - set up in 1972, Bridgend Samaritans have been supporting our local community for over 45 years. There are 88 volunteers who provide a telephone, email and face to face listening service every day of the week, including weekends and overnights. In 2019 they spent over 4,500 hours on the phone answering over 24,000 calls and replied to 1,000 email messages. Bridgend Samaritans helps children and adults through difficult times, in person at the Bridgend branch and at the Princess of Wales Hospital, answering callers by telephone, email, text and also participating in the pastoral care scheme in Bridgend Centre on Saturday nights. The branch trains listeners in Parc Prison so they can provide support to fellow prisoners. The organisation's emotional support programme allows general discussion in schools, colleges, training centres and doctors surgeries. The branch attends events and shows throughout the region and has been part of the multi-disciplinary team tackling the level of teenage suicides in the past few years.

4.3 The charities will be nominated by the Crematorium upon request from the ICCM and in the order in which they are listed in the report.

5. Effect upon policy framework and procedure rules

5.1 None.

6. Equality Act 2010 implications

6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an information report, therefore it is not necessary to carry out an Equality Impact assessment in

the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

7. Well-being of Future Generations (Wales) Act 2015 implications

- 7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

8. Financial implications

- 8.1 The cost of any donation is funded from the ICCM and therefore has no impact on the revenue budget of Coychurch Crematorium.

9. Recommendations:

- 9.1 The Joint Committee is recommended to note the charitable donations made by Coychurch Crematorium.
- 9.2 The Joint Committee is recommended to nominate and support the list of suitable charities, for submission for funding from the National Recycling of Metals Scheme.

Zak Shell
CLERK AND TECHNICAL OFFICER
23rd August 2021

Contact Officer: Joanna Hamilton
Bereavement Services Manager & Registrar

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E-mail: joanna.hamilton@bridgend.gov.uk

Postal address: Bereavement Services,
Coychurch Crematorium,
Coychurch,
Bridgend,
CF35 6AB

Background Papers: Equalities Impact Assessment Toolkit;
Coychurch Crematorium Joint Committee Report, 22nd June
2018, "Recycling of Metal Scheme Donations".

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COYCHURCH CREMATORIUM JOINT COMMITTEE

3 SEPTEMBER 2021

REPORT OF THE TREASURER

REVENUE MONITORING STATEMENT 1 APRIL TO 30 JUNE 2021 AND AMENDMENT TO ANNUAL ACCOUNTING STATEMENT 2020-21

1. Purpose of report

1.1 The purpose of this report is to :-

- Inform the Joint Committee of the details of the income and expenditure for the first quarter of the 2021-22 financial year, and give a projection of the final outturn.
- Obtain approval to submit an amended Annual Accounting Statement to Audit Wales.

2. Connection to corporate well-being objectives / other corporate priorities

2.1 This report assists in the achievement of the following corporate well-being objective under the **Well-being of Future Generations (Wales) Act 2015**:-

1. **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3. Background

3.1 The 2021-22 Revenue Budget was approved by the Joint Committee at its meeting on 5 March 2021. The current budget position and projected outturn for 2021-22 is shown in paragraph 4.1.

3.2 Under Regulation 14 of the Accounts and Audit (Wales) Regulations 2014, Coychurch Crematorium Joint Committee is required to complete an Annual Accounting Statement as they are classed as a smaller local government body with annual income and expenditure below £2.5 million.

3.3 The Accounts and Audit (Wales) Regulations 2018 require that the Joint Committee must formally approve the Annual Accounting Statement by 31 May 2021 and certify that they present fairly the financial position of Coychurch Crematorium. Due to the

ongoing Coronavirus pandemic a notice was issued advising that the return would not be approved by 31 May 2021 but would be so as soon as possible after this date, in accordance to Regulation 10 of the Accounts and Audit (Wales) Regulations 2018. The return was approved at the last committee meeting of 11 June 2021. Following audit review if amendments are required, the auditor will send the Statement back to the Joint Committee for amendment and re-approval before the auditor can certify the Statement. The certified Annual Accounting Statement must be published by no later than the 31 July 2021. As it was not possible to publish in line with this date a notice has been placed on the website confirming that the amended return would be presented to the Joint Committee on 3 September 2021.

4. Current situation/proposal

4.1 Table 1 below shows detail of income and expenditure for the period April to June 2021, together with the projected outturn for the financial year.

Table 1 – Crematorium Financial Position 2021-22

Actual Spend 2020-21 £'000		Budget 2021-22 £'000	*Adjusted Actual 01/04/2021 to 30/06/2021 £'000	Projected Outturn 2021-22 £'000	Projected Over/ (Under) Spend £'000
	<u>Expenditure</u>				
348	Employees	326	92	365	39
275	Premises	424	95	421	(3)
156	Supplies, Services & Transport	199	102	205	6
100	Agency / Contractors	112	28	112	0
44	Administration	36	9	36	0
40	Capital Financing	845	95	845	0
963	Gross Expenditure	1,942	421	1,984	42
	<u>Income</u>				
(1,728)	Fees And Charges	(1,446)	(166)	(1,460)	(14)
(50)	Welsh Government Grant	(15)	(7)	(38)	(23)
(30)	BCBC Contribution	(30)	(8)	(30)	0
(1,808)	Gross Income	(1,491)	(181)	(1,528)	(37)
(845)	(Surplus)/Deficit	451	240	456	5
(845)	Transfer (to)/from Reserve			(456)	

*Adjusted to include pro-rata commitments during the year.

Table 1 shows a projected deficit of £456,000 for the 2021-22 financial year. An explanation of the variances between the budget and projected outturn is detailed below:

- The over spend of £39,000 on Employees is due to two temporary Crematorium Technicians being employed, which is offset by an underspend of £11,000 on other employee costs. It is anticipated that the two temporary posts will continue until the end of the current financial year, with April to September's costs being funded from

the Welsh Government Covid-19 Hardship Fund. The corresponding income is shown in the table under Welsh Government Grant.

- The under spend of £3,000 on Premises is due to a saving against budget on Business Rates.
- The over spend of £6,000 on supplies and services is due to additional projected spend on Items for Resale.
- The increase in projected Fees & Charges income is due to additional memorial sales.
- The increase in Welsh Government Grant is due to Welsh Government Covid-19 Hardship Funding being received for the two temporary Crematorium Technician posts.

4.2 Table 2 below shows a breakdown of the Capital Financing budget for 2021-22, along with the expenditure for the period April to June 2021 and projected outturn for the financial year. The Capital Financing spend is projected to be on budget at £845,000.

Table 2 – Capital Financing Budget 2021-22

	Budget 2021-22	Spend to 30/06/21	Projected Outturn 2021-22
	£'000	£'000	£'000
Flower Court Extension	550	5	550
Site Lighting	250	91	250
Chapel Sound System	45	0	45
Total	845	96	845

4.3 The Annual Return for 2020-21 (**Appendix 1**) was submitted to Audit Wales at the end of June 2021, showing a surplus of £845,000 for the year, and an accumulated balance of £2,899,000.

There was an error in the 2019-20 balance carried forward figure, which showed a figure of £2,0523,652 instead of £2,053,652. This figure relates to the balances for 2019-20, and does not affect the 2020-21 figures. As the report has been revised, the return needs to be approved and re-signed by the Committee (**Appendix 2**). A copy of the certified return will be made available at the Crematorium and electronically on the Bridgend CBC website.

5. Effect upon policy framework and procedure rules

5.1 There is no impact on the Policy Framework and Procedure Rules.

6. Equality Act 2010 Implications

- 6.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

7. Well-being of Future Generations (Wales) Act 2015 implications

- 7.1 The well-being goals identified in the Act have been considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial implications

- 8.1 These are reflected within the report.

9. Recommendations

- 9.1 The Joint Committee is recommended to:-

- Note the quarter 1 Budget Monitoring Statement for 2021-22
- Approve and sign the revised Annual Accounting Statement for 2020-21

Gill Lewis

INTERIM CHIEF OFFICER - FINANCE, PERFORMANCE & CHANGE

BRIDGEND COUNTY BOROUGH COUNCIL

TREASURER TO THE COYCHURCH CREMATORIUM JOINT COMMITTEE

September 2021

Contact officer: Eilish Thomas
Finance Manager, Financial Control and Closing BCBC

Telephone: (01656) 643359

Email: Eilish.Thomas@bridgend.gov.uk

Postal address: Bridgend County Borough Council
Wing 4
Ravenscourt
CF31 4AP

Background documents: Reports of the Treasurer
Coychurch Crematorium Joint Committee
5 March 2021
11 June 2021

Minor Joint Committees in Wales Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

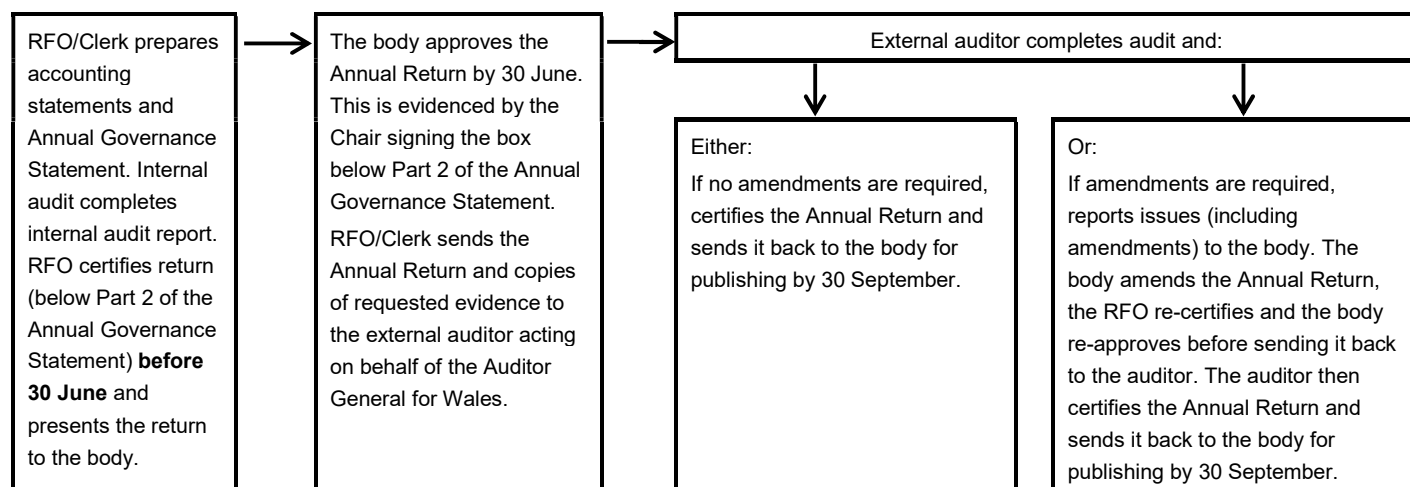
	Yes	No		Yes	No		Yes	No
ENGLISH	<input type="radio"/>	<input type="radio"/>	WELSH	<input type="radio"/>	<input type="radio"/>	BILINGUALLY	<input checked="" type="radio"/>	<input type="radio"/>

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires local government bodies in Wales (including joint committees) to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For minor joint committees with income and expenditure below £2.5 million, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication, **Governance and accountability for local councils in Wales – A Practitioners’ Guide** (the Practitioners’ Guide). The Practitioners’ Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners’ Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and **complete all sections highlighted pink**.

APPROVING THE ANNUAL RETURN

The Committee must approve the Annual Return **BEFORE** the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

If it is unable to complete the approval process by 30 June 2021 or publish the audited return by 30 September, the Committee must publish notices as required by the Regulations.

The Auditor General for Wales’ Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales’ certificate and report.

Accounting statements 2020-21 for:

Name of body: COYCHURCH CREMATORIUM

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	1,755,451	2,053,652	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	0	0	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	1,355,293	1,807,575	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	(315,092)	(347,910)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	(742,000)	(614,434)	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,053,652	2,898,883	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	181,223	193,774	Income and expenditure accounts only: Enter the value of debts owed to the body.
9. (+) Total cash and investments	1,882,193	2,717,196	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	(9,764)	(12,087)	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	2,053,652	2,898,883	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	4,711,470	4,586,928	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement (Part 1)

We acknowledge as the members of the Committee, 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 2021, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> • effective financial management during the year; and • the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
<p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
<p>3. We have 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 Committee to conduct its business or on its finances.</p>	<input checked="" type="radio"/>	<input type="radio"/>	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.	6
<p>4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
<p>5. We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
<p>6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
<p>7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Committee and, where appropriate, have included them on the accounting statements.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
<p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1.


2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Committee approval and certification

The Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2021.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
<p>RFO signature: </p>	<p>Minute ref:</p>
<p>Name: Gill Lewis</p>	<p>Chair of meeting signature:</p>
<p>Date: 26/08/2021</p>	<p>Name:</p> <p>Date:</p>

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

Auditor General's report

Audit opinion

[Except for the matters reported below]* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Committee's governance arrangements; and
- that the Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the Committee's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body. / There are no further matters or recommendations that I wish to draw to the Committee's attention.*

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: COYCHURCH CREMATORIUM

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Committee'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 the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All payments are made through the Council's bank account and ledger system.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All payments made through the Council's financial system. The sample testing confirmed payments were supported by invoices, correctly authorised and VAT have been accounted for correctly.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Corporate Risk Management Policy and a Corporate risk assessment is in place. Risk Assessment procedure guidance for risks available to all Council departments.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No precept. Budget and reserves are monitored centrally and reported to the Crematorium Joint Committee.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Charges for the Crematorium were agreed by the Joint Committee on 6th March 2020 and income is recorded on Council's central system
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No petty cash.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Staff paid on NJC pay scales via central payroll system. Testing verified that all staff paid on the crematorium cost code during this year were employed in roles that are related to the Crematorium.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Crematorium is included on central asset register.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
					Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Crematorium use main Council bank account. Previous audits have confirmed the controls are robust.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Centralised main accounting audit performed regularly, and no recent relevant issues identified.

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
11. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text


* 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).

** 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.

[My detailed findings and recommendations which I draw to the attention of the Committee are included in my detailed report to the Committee dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Joan Davies – Audit Client Manager
Signature of person who carried out the internal audit: 
Date: 27th May 2021

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. 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 detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **You must send to the external auditor, information to support the assertions made in the Annual Governance Statement.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2021 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021?		
	Has the body approved the accounting statements before 30 June 2021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		
If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Committee's approval of the amendments before re-submission to the auditor?		