

GODALMING JOINT BURIAL COMMITTEE

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107-109 High Street
Godalming
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17 February 2023

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 23 FEBRUARY 2023 at 5.30pm.

Andy Jeffery
Clerk to the Committee

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Committee Members: Councillor Martin – Vice Chair
Councillor Neill
Councillor PS Rivers
Councillor Steel – Chair
Councillor Stubbs
Councillor Weightman
Councillor Bond (Busbridge Parish Council)
Councillor Westwood (Busbridge Parish Council)

AGENDA

1. **MINUTES**

The Chair to sign as a correct record the Minutes of the meeting held on 3 November 2022.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. **PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5.

5. **QUESTIONS BY MEMBERS**

To consider any questions from Councillors in accordance with Standing Order 6.

6. **ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS**

Clerk to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chair should sign the schedule of accounts paid.

7. SIGNING OF BANK RECONCILIATIONS

The Committee to consider the tabled monthly bank reconciliations since the last meeting of the Committee and authorise the Chair to sign them.

8. BUDGET MONITORING

Members to consider a budget monitoring report to 31 January 2023 which is against Revised Estimates (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ Year End
	£	£
Administration & Overheads	3,355 u/s	£1,000 u/s
Eashing Cemetery	17,118 u/s	£10,000 u/s
Eashing Chapel	5,140 o/s	£6,000 o/s
Eashing Lodge	60 u/s	NIL
Nightingale Cemetery	866 o/s	NIL
Nightingale Chapel	270 u/s	NIL
Nightingale Lodge	239 u/s	NIL
TOTAL	15,036 u/s	5,000 u/s

The monitoring report shows a current variance of £15,036 underspend against Revised Estimates.

Administration & Overheads – £1k additional interest income as current interest rates continue to be higher than previous years.

Eashing Cemetery – £10k above budget revenue across all categories.

Eashing Chapel - £3.0k chapel internal decoration; £3.0k chapel external decoration.

9. EXTERNAL AUDITOR'S REPORT 31 MARCH 2022

Members to note the Annual Return for the Financial Year Ended 31 March 2022 (copy attached for the information of Members).

Members to note that the External Auditor has completed its review and has signed off Section 3 – External Report 2021/22 Certificate. No exceptions were found.

10. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 31 January 2023 are attached for the information of Members.

11. DISSOLUTION OF THE GODALMING JOINT BURIAL COMMITTEE

Members will be aware that the constituent members of the Godalming Joint Burial Committee agreed to the dissolution of the Godalming Joint Burial Committee. The outcome

being that the management of Eashing & Nightingale Cemeteries and the delivery of burial services at the cemetery for the Godalming and Busbridge parish areas, will be vested solely with Godalming Town Council.

To that end, Solicitors have been instructed to manage the transfer of assets and the RFO is arranging insurance and financial matters to reflect the new arrangements. Whilst it is hoped that all necessary actions to facilitate the transfer of functions will be completed in a timely manner, irrespective of any administrative delays, the effective date for the dissolution of the Godalming Joint Burial Committee will be the 31 March 2023, with future oversight from civic year 2023/24 falling to Godalming Town Council's Cemeteries Committee, which will be formed at the next Annual Council of Godalming Town Council.

12. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised

14. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>401 Administration & Overheads</u>										
1001 Precept - Godalming TC	0	0	0	37,743	37,743	0	37,743			100.0%
1002 Precept - Busbridge PC	0	0	0	2,257	2,257	0	2,257			100.0%
1300 Interest	387	100	(287)	2,009	1,252	(757)	1,452			138.4%
Administration & Overheads :- Income	387	100	(287)	42,009	41,252	(757)	41,452			101.3%
4163 Domestic Supplies	15	0	(15)	177	10	(167)	10	(167)	1772.2%	
4164 Workshop Supplies	0	15	15	31	150	119	180	149	17.4%	
4202 Car Allowances	0	20	20	0	60	60	100	100	0.0%	
4204 Fuel Costs	0	0	0	114	113	(1)	300	186	37.9%	
4205 Vehicle Maintenance	112	250	138	1,505	2,500	995	3,000	1,495	50.2%	
4301 Equipment	637	750	113	6,917	7,500	583	9,000	2,083	76.9%	
4304 Catering & Hospitality	0	0	0	10	10	0	10	0	99.9%	
4308 General Office Expenses	0	0	0	589	589	0	589	0	100.0%	
4310 Administration Charge	0	0	0	39,776	39,776	0	39,776	0	100.0%	
4313 Professional Fees - Other	0	0	0	1,200	1,700	500	2,320	1,120	51.7%	
4314 Audit Fees	0	0	0	810	210	(600)	740	(70)	109.5%	
4315 Insurance	0	0	0	4,666	4,666	(0)	4,666	(0)	100.0%	
4321 Bank Fees	13	25	13	160	194	34	244	84	65.7%	
4324 Broadband	0	0	0	119	180	61	180	61	66.4%	
4326 Website	0	0	0	0	400	400	400	400	0.0%	
4327 Publicity Advertising	0	95	95	425	950	525	1,150	725	37.0%	
4900 Miscellaneous	0	30	30	42	132	90	232	190	18.0%	
Administration & Overheads :- Indirect Expenditure	777	1,185	409	56,542	59,140	2,598	62,897	0	6,355	89.9%
Net Income over Expenditure	(389)	(1,085)	(696)	(14,533)	(17,888)	(3,355)	(21,445)			

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>411 Eashing - Cemetery</u>										
1100 Interment	3,210	1,900	(1,310)	27,240	23,110	(4,130)	27,085			100.6%
1101 Monument	265	165	(100)	3,145	2,795	(350)	3,125			100.6%
1102 Purchase of Grave Space	6,265	3,850	(2,415)	42,640	40,225	(2,415)	47,650			89.5%
1400 Miscellaneous	1,800	700	(1,100)	18,873	16,373	(2,500)	17,986			104.9%
Eashing - Cemetery :- Income	11,540	6,615	(4,925)	91,898	82,503	(9,395)	95,846			95.9%
4014 Sexton Duties	0	0	0	1,073	1,073	0	1,073	0	0	100.0%
4015 Grave Digging	0	2,000	2,000	8,350	11,963	3,613	15,963	7,613	7,613	52.3%
4141 Water Service	15	20	5	91	200	109	240	149	149	37.9%
4162 Waste Removal	74	500	426	3,115	5,000	1,885	6,000	2,885	2,885	51.9%
4171 Grounds Maintenance	2,901	3,300	400	25,483	26,085	602	32,800	7,317	7,317	77.7%
4172 Memorial Inspection	0	165	165	73	1,650	1,577	2,000	1,927	1,927	3.7%
4301 Equipment	0	0	0	163	100	(63)	100	(63)	(63)	162.6%
4313 Professional Fees - Other	0	0	0	1,108	1,108	0	1,108	0	0	100.0%
Eashing - Cemetery :- Indirect Expenditure	2,989	5,985	2,996	39,456	47,179	7,723	59,284	0	19,828	66.6%
Net Income over Expenditure	8,551	630	(7,921)	52,442	35,324	(17,118)	36,562			
<u>413 Eashing - Chapel</u>										
1200 Rent	0	0	0	70	0	(70)	0			0.0%
Eashing - Chapel :- Income	0	0	0	70	0	(70)	0			
4102 Property Maintenance	2,509	100	(2,409)	38,149	32,647	(5,502)	32,847		(5,302)	116.1%

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4103 Maintenance Contracts	0	100	100	5,229	5,410	181	5,610		381	93.2%
4111 Energy Costs	0	125	125	805	1,250	445	1,500		695	53.7%
4162 Waste Removal	118	0	(118)	746	413	(333)	413		(333)	180.7%
4163 Domestic Supplies	0	0	0	205	205	(0)	205		(0)	100.2%
4301 Equipment	0	0	0	404	404	(0)	404		(0)	100.1%
Eashing - Chapel :- Indirect Expenditure	2,627	325	(2,302)	45,539	40,329	(5,210)	40,979	0	(4,560)	111.1%
Net Income over Expenditure	(2,627)	(325)	2,302	(45,469)	(40,329)	5,140	(40,979)			
<u>415 Eashing - Lodge</u>										
1200 Rent	1,350	1,350	0	13,500	13,500	0	16,200			83.3%
Eashing - Lodge :- Income	1,350	1,350	0	13,500	13,500	0	16,200			83.3%
4102 Property Maintenance	180	100	(80)	2,263	2,383	120	2,583		320	87.6%
4103 Maintenance Contracts	0	0	0	60	0	(60)	100		40	60.0%
Eashing - Lodge :- Indirect Expenditure	180	100	(80)	2,323	2,383	60	2,683	0	360	86.6%
Net Income over Expenditure	1,170	1,250	80	11,177	11,117	(60)	13,517			
<u>421 Nightingale - Cemetery</u>										
1100 Interment	300	0	(300)	2,400	2,100	(300)	2,100			114.3%
1101 Monument	0	0	0	700	400	(300)	400			175.0%
1102 Purchase of Grave Space	0	0	0	8,100	8,100	0	8,100			100.0%
Nightingale - Cemetery :- Income	300	0	(300)	11,200	10,600	(600)	10,600			105.7%

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4103 Maintenance Contracts	0	0	0	400	400	0	400		0	100.0%
4131 Rates	0	0	0	384	384	(0)	384		(0)	100.1%
4141 Water Service	14	16	2	149	160	11	192		43	77.7%
4162 Waste Removal	0	0	0	89	89	0	89		0	99.8%
4171 Grounds Maintenance	368	1,250	882	6,660	7,951	1,291	10,700		4,040	62.2%
4900 Miscellaneous	2,768	0	(2,768)	2,768	0	(2,768)	0		(2,768)	0.0%
Nightingale - Cemetery :- Indirect Expenditure	3,150	1,266	(1,884)	10,450	8,984	(1,466)	11,765	0	1,315	88.8%
Net Income over Expenditure	(2,850)	(1,266)	1,584	750	1,616	866	(1,165)			
<u>423 Nightingale - Chapel</u>										
1200 Rent	0	0	0	5,000	5,000	0	5,000			100.0%
Nightingale - Chapel :- Income	0	0	0	5,000	5,000	0	5,000			100.0%
4102 Property Maintenance	0	0	0	368	418	50	468		100	78.6%
4103 Maintenance Contracts	0	55	55	330	550	220	660		330	50.1%
Nightingale - Chapel :- Indirect Expenditure	0	55	55	698	968	270	1,128	0	430	61.9%
Net Income over Expenditure	0	(55)	(55)	4,302	4,032	(270)	3,872			
<u>425 Nightingale - Lodge</u>										
1200 Rent	1,050	1,050	0	10,500	10,500	0	12,600			83.3%
Nightingale - Lodge :- Income	1,050	1,050	0	10,500	10,500	0	12,600			83.3%

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4102 Property Maintenance	0	0	0	701	500	(201)	1,000		299	70.1%
4103 Maintenance Contracts	0	50	50	60	500	440	600		540	10.0%
4161 Cleaning	0	0	0	42	42	0	42		0	99.2%
Nightingale - Lodge :- Indirect Expenditure	<u>0</u>	<u>50</u>	<u>50</u>	<u>803</u>	<u>1,042</u>	<u>239</u>	<u>1,642</u>	<u>0</u>	<u>839</u>	<u>48.9%</u>
Net Income over Expenditure	<u>1,050</u>	<u>1,000</u>	<u>(50)</u>	<u>9,697</u>	<u>9,458</u>	<u>(239)</u>	<u>10,958</u>			
Grand Totals:- Income	14,627	9,115	(5,512)	174,177	163,355	(10,822)	181,698			95.9%
Expenditure	9,723	8,966	(757)	155,811	160,025	4,214	180,378	0	24,567	86.4%
Net Income over Expenditure	<u>4,904</u>	<u>149</u>	<u>(4,755)</u>	<u>18,366</u>	<u>3,330</u>	<u>(15,036)</u>	<u>1,320</u>			
Movement to/(from) Gen Reserve	<u>4,904</u>			<u>18,366</u>						

Joint Committees

Return for the financial year ended 31 March 2022

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

- Sections 1 and 2 are completed by the person nominated by the Joint Committee
- Section 3 is completed by BDO LLP as the reviewer appointed by the Joint Committee.
- Section 4 is completed by the Joint Committee's internal audit provider.

Completing your return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the return. Also our extranet contains useful advice for you to refer to, see below.

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

Send the return, together with your bank reconciliation as at 31 March 2022, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to us, BDO LLP, by the due date.

We will identify and ask for any additional documents needed for our work. Therefore, unless requested, do not send any original financial records.

Once we have completed our work, the completed return will be returned to the Joint Committee.

It should not be necessary for you to contact us for guidance.

Section 1 – Governance statement 2021/22

We acknowledge as the members of

Enter name of reporting body here:

GODALMING JOINT BURIAL 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 2022, that:

	Agreed		'Yes'
	Yes	No*	Means that the body:
1 We approved the accounting statements prepared in accordance with the guidance notes within this Return.	✓		Prepared its accounting statements and approved them.
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 took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances and have reported our financial results to our host authority for inclusion in their accounts.	✓		Has only done what it has the legal power to do and has complied with general accepted good practice
4 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.
5 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.
6 We took appropriated action on all matters raised during the year in reports from internal audit and external reviews.	✓		Responded to matters brought to its attention by internal and external reviewers.
7 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during for 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 yea including events taking place after the year-end if relevant.

The governance statement is approved by the Joint Committee and recorded as minute reference

Min 11-22

Date

09/06/2022

Signed by:

Chair

M. J. Steel

Signed by:

Clerk

SIGNATURE REQUIRED

*Note: Please provide explanations on a separate sheet for each 'No' response. Describe how the joint committee will address the weaknesses identified.

Section 2 – Accounting Statements 2021/22 for

Enter name of reporting body here:

GODALMING JOINT BURIAL COMMITTEE

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1 Balances brought forward	197,275	269,043	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	58,115	40,000	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body. Excluding any grants received.
3 (+) Total other receipts	164,780	189,972	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	NIL	NIL	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 employment expenses.
5 (-) Loan Interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	151,127	225,306	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	269,043	273,709	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	274,177	278,647	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	933,506	971,629	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	NIL	NIL	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 2022 the accounting statements in the return present fairly the financial position of the Joint Committee and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

RCMong REQUIRED

Date

09/06/2022

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

09/06/2022

and recorded as minute reference:

Min 12-22

Signed by Chair of meeting approving these accounting statements:

M L Steel

Section 3 – External Report 2021/22 Certificate

We present the findings from our review of the return for the year ended 31 March 2022 in respect of:

Enter name of reporting body here:

GODALMING JOINT BURIAL COMMITTEE

Respective responsibilities of the Joint Committee and the reviewer

The Joint Committee has taken on the responsibility of ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The Joint Committee prepares a return which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on various governance matters in accordance with generally accepted good practice

This report has been produced in accordance with the terms of our engagement letter dated 11 /05 /2017 ("the Engagement Letter") and in accordance with the International Standard on Related Services 4400 applicable to agreed-upon-procedures engagements as published by IAASB.

We have performed the following work in respect of the return prepared by the Joint Committee:

- ✓ • agreed to bank reconciliation to the annual return and the bank statements
- ✓ • agreed the Annual return figures back to the trial balance
- ✓ • ensured the trial balance and accounting statements adds up
- ✓ • agreed the precept to the funding body
- ✓ • agreed any loans to the PWLB or whoever the loan is with *NONP-*
- ✓ • checked the comparative figures to the prior year accounts
- ✓ • undertake an analytical review of the figures and investigated any variances in excess of 10%
- ✓ • agree that the accounting statements and annual governance statement have been signed and dated as required.
- ✓ • investigated any NO answers to the Annual Governance Statement } *NONP-*
- ✓ • investigated any NO answers in the Internal auditor report

[No exceptions were found / Apart from the following exceptions, noted below, no exceptions were found.]

We have not subject the information contained in our report to checking or verification procedures except to the extent expressly stated above and this engagement does not constitute an audit or a review and, as such, no assurance is expressed. Had we performed additional procedures, an audit or a review, other matters might have come to light that would have been reported.

You were responsible for determining whether the agreed upon procedures we performed were sufficient for your purposes and we cannot, and do not, make any representations regarding the sufficiency of these procedures for your purposes.

Our report is prepared solely for the confidential use of the joint committee. Our report must not be used for any purpose other than for which it was prepared or be reproduced or referred to in any other document or made available to any third party without the written permission of BDO LLP.

We accept no liability to any other party who is shown or gains access to this report.

DocuSigned by:
Reviewer signature 2BE8056D80974E4

BDO LLP

10 November 2022

Section 4 – Annual internal audit report 2021/22 to

Enter name of reporting body here:

GODALMING JOINT BURIAL COMMITTEE

The Joint Committee's internal audit service provider, 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 2022.

Internal audit has been carried out in accordance with the Joint 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 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 Joint Committee.

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 Joint Committee's financial regulations have been met, payments were approved and VAT was appropriately accounted for.	✓		
C. The Joint Committee 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 requirements 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 petty cash expenditure was approved and VAT appropriately accounted for.			✓ None
G. Salaries to employees and allowances to members were paid in accordance with the body approvals, and PAYE and NI requirements were properly applied.			✓ None
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, 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 Joint committee (list and other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit: MARIE MULBERRY BA(Hons) FCA CTA

Signature of person who carried out the internal audit: [Signature] Date: 05/05/2022

*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 2021/2022 return

1. Make sure that your 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 provided to us. Returns containing unapproved or unexplained amendments will be returned and may incur additional costs.
2. Use the checklist provided below. Use a second pair of eyes, perhaps a member of the committee or the Chair, to review your return for completeness before sending it to us.
3. Do not send us any information not specifically asked for. Doing so is not helpful. However, you must notify us of any change of Clerk, Responsible Financial Officer or Chair.
4. Make sure that the copy of the bank reconciliation or letter confirming the balance held on your behalf which you send with the return covers all your bank balances. If the joint committee holds any short-term investments, note their value on the bank reconciliation. We 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.
5. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. We want to know that you understand the reasons for all variances. Include a complete analysis to support your explanation.
6. If we have to review unsolicited information, or receive an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which we will make a charge.
7. Make sure that your accounting statements add up the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
8. Do not complete section 3. We will complete it at the conclusion of our work.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxed have been completed?	
	All information has been sent with this return?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Approval by the body confirmed by the signature of Chair of meeting approving the accounting standards?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2022 agrees to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 4	All red boxed completed by internal audit and explanations provided?	

GODALMING JOINT BURIAL COMMITTEE
Final Statistics as at 31 March 2021 and to date 31 January 2023

INTERMENTS

Eashing	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
Quarter Ending															
30-Jun-20	4	0	4	0	0	0	1	0	1	13	0	13	18	0	18
30-Sep-20	3	1	4	0	0	0	1	0	1	6	1	7	10	2	12
31-Dec-20	2	0	2	0	0	0	1	2	3	11	0	11	14	2	16
31-Mar-21	3	1	4	0	0	0	1	0	1	16	1	17	20	2	22
30-Jun-21	2	2	4	0	0	0	0	1	1	6	2	8	8	5	13
30-Sep-21	3	1	4	0	0	0	0	0	0	9	4	13	12	5	17
31-Dec-21	2	1	3	0	0	0	1	0	1	9	1	10	12	2	14
31-Mar-22	5	2	7	0	0	0	0	0	0	13	0	13	18	2	20
30-Jun-22	1	2	3	0	0	0	0	0	0	6	2	8	7	4	11
30-Sep-22	5	1	6	0	0	0	1	3	4	11	1	12	17	5	22
31-Dec-22	0	1	1	0	0	0	3	2	5	10	0	10	13	3	16
31-Mar-23	1	0	1	0	0	0	1	0	1	4	0	4	6	0	6
Nightingale															
Quarter Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
30-Jun-20	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
30-Sep-20	0	2	2	0	0	0	0	1	1	0	0	0	0	3	3
31-Dec-20	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
31-Mar-21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30-Jun-21	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
30-Sep-21	3	3	6	0	0	0	0	0	0	0	1	1	3	4	7
31-Dec-21	2	0	2	0	0	0	0	0	0	0	0	0	2	0	2
31-Mar-22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30-Jun-22	1	2	3	0	0	0	0	0	0	0	0	0	1	2	3
30-Sep-22	1	1	2	0	0	0	0	0	0	0	1	1	1	2	3
31-Dec-22	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
31-Mar-23			0			0			0			0	0	0	0
Total															
Year Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
31-Mar-13	16	6	22	0	0	0	4	1	5	6	0	7	27	7	34
31-Mar-14	10	10	20	0	0	0	5	2	7	5	1	6	20	13	33
31-Mar-15	19	11	30	0	0	0	3	1	4	7	4	11	29	16	45
31-Mar-16	16	6	22	0	0	0	4	0	4	7	7	14	27	13	40
31-Mar-17	19	5	24	0	0	0	8	3	11	3	5	8	30	13	43
31-Mar-18	9	0	9	0	0	0	4	2	6	7	6	13	20	8	28
31-Mar-19	19	10	29	0	0	0	5	5	10	4	2	6	28	17	45
31-Mar-20	9	7	16	0	0	0	4	3	7	6	1	7	19	11	30
31-Mar-21	13	5	18	0	0	0	4	3	7	46	2	48	63	10	73
31-Mar-22	18	9	27	0	0	0	1	1	2	37	8	45	56	18	74
31-Mar-23	9	8	17	0	0	0	5	5	10	31	4	35	45	17	62

Plots Sold

Quarter Ending	Eash	Natural	N'gale	AMA	Total	Year End Total
2009/10	16	8	7		31	31
2010/11	13	6	22		41	41
2011/12	11	3	2		16	16
2012/13	14	5	12		31	31
2013/14	12	1	15		28	28
2014/15	14	1	19		34	34
2015/16	15	1	5		21	34
2016/17	13	9	2		24	24
2017/18	11	8	6		25	25
2018/19	24	1	4		29	29
2019/20	12	2	9		23	23
2020/21	18	4	3	43	68	68
2021/22	19	6	12	31	68	68
30-Jun-22	3	0	1	4	8	
30-Sep-22	4	0	5	9	18	
31-Dec-22	1	0	0	10	11	
31-Mar-23	1	0	1	4	6	43

Interments 10 Year Average	
18/19	36
19/20	36
20/21	39
21/22	45
22/23	47

Plots Sold 10 Year Average	
2018/19	29
2019/20	29
2020/21	31
2021/22	36
2022/23 to date	38

GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the Codes of Conduct adopted by Godalming Town Council & Busbridge Parish Council).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (non-pecuniary interest)]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.