

Yeovil Crematorium & Cemetery Committee



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The Meeting... Yeovil Crematorium and Cemetery Committee

The Time... 6.00pm

The Date... Wednesday 27 June 2012

The Place... Waiting Room, Yeovil Crematorium, Bunford Lane, Yeovil

The Committee will be discussing all the items listed overleaf

If you need this information in large print, Braille, audio or another language, please ring 01935 382424

Alan Tawse

Alan Tawse
Clerk to the Committee

21 June 2012

Please contact Alan Tawse at the Town House for more information about this meeting

Yeovil Crematorium and Cemetery Committee

To: All Members of Yeovil Crematorium and Cemetery Committee

J Vincent Chainey

Peter Dutton

John Hann

Alf Hill

Maurice Lamb

Graham Oakes

David Recardo (Vice-Chairman)

Manny Roper

Alan Smith (Chairman)

Clive Wakely (Funeral Directors' Representative - co-opted non-voting)

Vacancy (Clergy Representative - co-opted non-voting – awaiting nomination)

Please note that at the conclusion of the meeting,
an inspection of the Crematorium and the Cemetery will take place.

A G E N D A

Public Comment

1. **ELECTION OF CHAIRMAN**

To elect a Chairman for the Municipal Year 2012/13.

2. **APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman for the Municipal Year 2012/13.

3. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 18 April 2012 (previously circulated).

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

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6. **FINAL ACCOUNTS – 2011/12**

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7. **CEMETERY – WORKS PLAN**

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8. **CREMATORIUM –WORKS PLAN**

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9. **STATISTICS – APRIL 2012 TO MAY 2012**

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6. Final Accounts for 2011/12

Purpose of Report

To present the 2011/12 Annual Statement of Accounts to the Yeovil Crematorium and Cemetery Committee for approval.

Recommendations

Members are recommended to:

- (a) approve the draft Statement of Accounts (pages 8 to 18)**
- (b) approve the Audit Commission return, in particular Section 1 on Statement of Accounts and Section 2 on Statement of Annual Governance (pages 19 to 24)**
- (c) note the independent audit report, which accompanies section 3 of the Audit Commission return.**
- (d) note that the balance that occurred in the Cemetery's budget has been transferred to the reserve.**
- (e) note that the general underspend which occurred in the Crematorium's budget has been spilt with 11% transferred to YWPC reserve, and 89% transferred to SSDC.**
- (f) note the reserves have now been amended to document the Cameo reserve held by SSDC.**
- (g) note the capital expenditure on the Cemetery and Crematorium.**

Background

The Statement of Accounts for Yeovil Crematorium & Cemetery Committee and the return to the Audit Commission are approved annually by the Joint Burial and Cemetery Committee. A copy of the Statement of Accounts and Audit Commission Return are attached to this committee agenda. The Committee can take some assurance for the Audit Commission return through the work of SWAP (South West Audit Partnership) in the independent report outlined in section 3. Both documents will be audited by the Audit Commission and a qualified or unqualified opinion will be given. Any material amendments will be reported back to this committee.

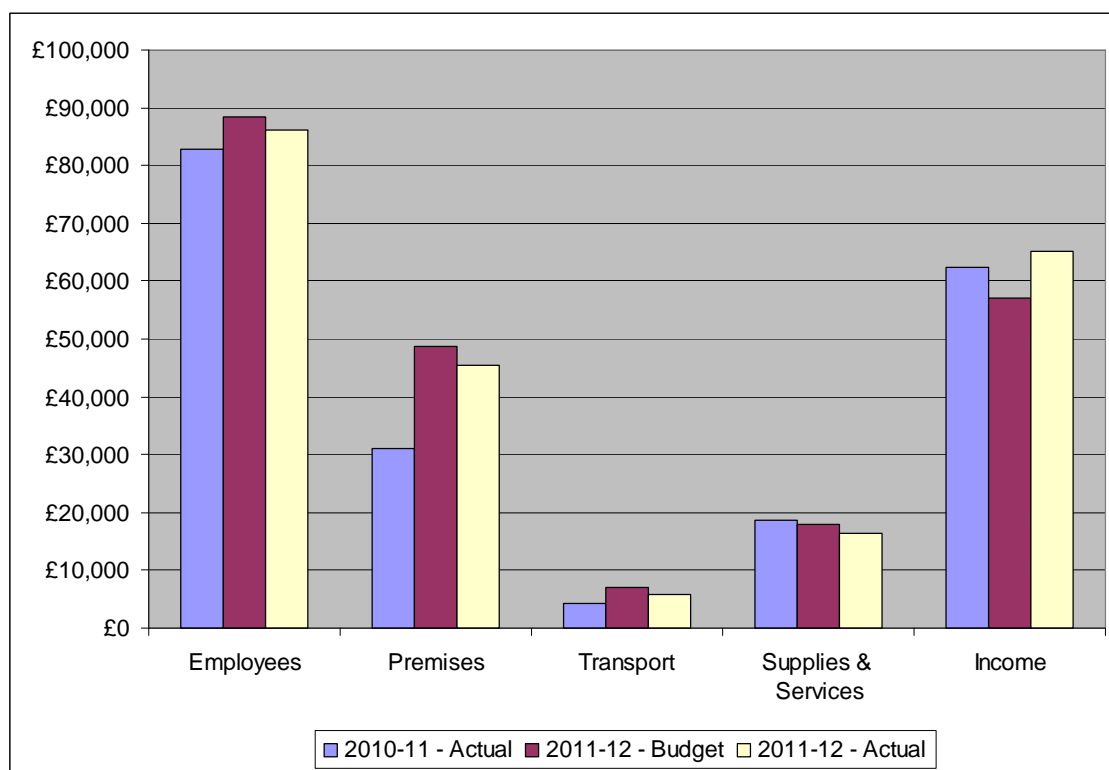
Cemetery

The actual net expenditure on the Cemetery in 2011/12 was £106,393, which is £16,177 (15.2%) below the approved budget. After allowing for interest received in respect of the balance in the Cemetery Reserve, the transfer to the reserve was £43,733 an increase of £17,073 over the budgeted transfer of £26,660.

For 2011/12 this local authority is responsible for the payment of VAT. The 5% limit relates to whether the VAT claimed back on supplies are used to generate more than 5% of exempt related income.

The chart below highlights the variations between the actual amounts spent in the various categories and the budgeted expenditure in each category, and shows comparative actual figures for 2010/11.

Yeovil Cemetery - Comparison of Outturn to Budget for 2011-12



The reason for significant variances is detailed below: -

| Description | (Under)/Overspend | Comment |
|---|-------------------|---|
| Repairs and Maintenance Buildings Non-Routine | (£1,859) | This is a budget which is set as a contingency for ad-hoc repairs and maintenance, based on previous years. This under spend has occurred due to the building being maintained efficiently resulting in the level of budget not being required. |
| Grounds Maintenance Routine | (£1,918) | Under spend has occurred due to the effectiveness of the management of tree works. |
| Equipment, Tools and Materials | (£1,188) | Under spend has occurred due to efficiencies of managing the servicing requirements of this budget. |

The constituent Parish Councils were invoiced for the budgeted deficit in October 2011 and March 2012.

Capital Expenditure

During 2011/12 the Cemetery spent £54,789 on capital items and schemes. The capital expenditure was funded from the Cemetery Reserve, which is shown below.

Reserve Funds

The Cemetery Reserve Fund has a balance of £76,998 to be used for financing one-off repairs and projects. Movements on the Reserve are shown in the table below:

| Cemetery Reserve Fund | 2011/12 | 2012/13 |
|--|----------------|----------------|
| | Actual £ | Projected £ |
| Reserve Fund Balance as at 1 April | 88,054 | 76,998 |
| Interest Earned | 896 | 1,163 |
| Transfer of Revenue Operating Surplus | 42,837 | 26,540 |
| Available for Use in Year | 131,787 | 104,701 |
| <u>External</u> | | |
| Repairs to Boundary Walls | (7,557) | |
| Resurfacing of Footpaths | (1,070) | |
| Railings | (1,730) | |
| <u>Lodge</u> | | |
| DDA Requirements | (5,609) | |
| <u>Chapels</u> | | |
| Enhancement of External Stonework | (15,389) | |
| Repairs to Storage Chapel | (3,323) | |
| Re-decorate Main Chapel | (4,018) | |
| Roof Repairs | (5,410) | |
| <u>Garages</u> | | |
| Refurbishment of Garage 1 | (5,986) | |
| Demolition of Small Garage | (1,726) | |
| Refurbishment of Wooden Garage | (2,757) | |
| VAT | (214) | |
| Agreed Capital expenditure | (54,789) | (11,810) |
| Reserve Fund Balance as at 31 March | 76,998 | 92,891 |

Note figures in brackets show expenditure and therefore reduce overall reserves

Crematorium

The total expenditure on the Crematorium in 2011/12 was £630,851. The table below shows a comparison of revised budget to actual expenditure.

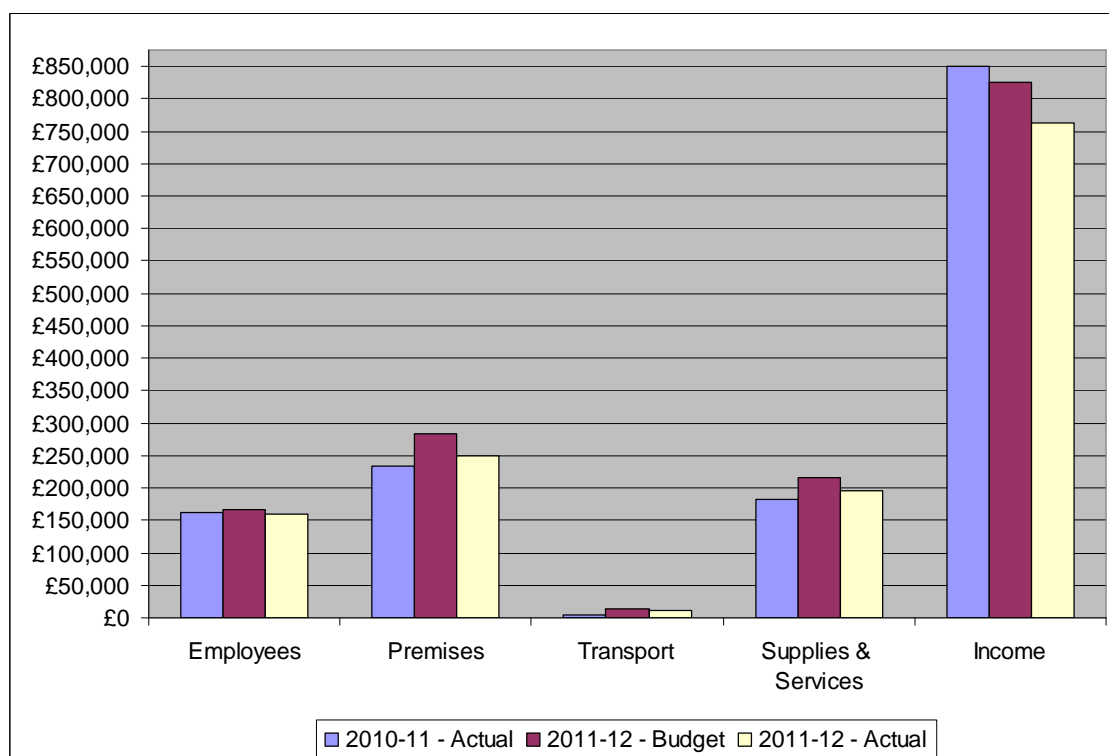
| | Revised Budget £ | Actual £ | Variance £ |
|-------------|-------------------------|------------------|-------------------|
| Expenditure | 695,550 | 630,851 | (64,699) |
| Income | (825,980) | (765,500) | 60,480 |
| Net | (130,430) | (134,649) | (4,219) |

Note figures in brackets show underspends or income against 2011/12 budgets, expenditure was under spent by £64,699 and income saw a decrease of £60,480 (or 7.3%).

The net under spend of £4,219 has increased the budgeted contribution to the reserve from £130,430 to £134,649 for 2011/12.

The chart below highlights the variations between the actual amounts spent in the categories and the budgeted expenditure in each category.

Yeovil Crematorium - Comparison of Outturn to Budget for 2011-12



The reason for significant variances is detailed below: -

| Description | (Under)/Overspend | Comment |
|-----------------------------|-------------------|--|
| Employees | (£11,402) | This is under spent due to staff changes during the year and the allowance for gate opening budget was under spent. |
| R & M Buildings Routine | (£3,394) | Under spend has occurred due to efficiencies of managing the servicing requirements of this budget. |
| R & M Buildings Non-Routine | (£2,488) | This is a budget which is set based on expenditure of ad-hoc repairs and maintenance, based on previous years. This under spend has occurred due to the building being maintained effectively. |
| R & M Plant Routine | £2,179 | This is an overspend due to an increase to the cost of servicing of plant. |
| Grounds Maintenance | (£2,136) | This is under spent due to efficiencies of managing the requirements of this budget. |
| Electricity | (£4,136) | This budget is under spent due to a change of contract, resulting in a more economical supply for this service. |

| | | |
|---|-----------|--|
| Gas | (£25,431) | This budget is under spent due to a change of contract, resulting in a more economical supply for this service. |
| Security and Alarms | £2,480 | This budget was over spent which was mainly due to the installation of a new alarm. |
| Plant and Machinery | (£2,402) | This budget was under spent due to not procuring gritting equipment as per the schedule of replacement. |
| IS Purchases Hardware & Software | (£1,301) | This budget was under spent as we had allocated a cost for consultation when upgrading the computer system, which was not required. |
| Consultant & Professional Fees | (£6,672) | This budget is under spent. It is linked to the income budget and is as a result of a decrease in cremation services over the year. |
| Management Agreement/Expenses | (£10,662) | This was under spent due to not requiring property service's officers for all of the hours predicted within the budget for revenue and capital. |
| Fees and charges (Cremation fee income) | £56,065 | This income line is 7% lower than budgeted, which is primarily due to previously reported changes in demand arising from other crematorium facilities that have been opened locally. |
| Fees and charges (Standard) | £7,180 | Income has been received lower than budgeted, due to a decrease in demand of memorial tablets, roses and plaques. This is 23% lower than actual income compared to 2010/11. |

Capital Expenditure

During 2011/12 the Crematorium spent £75,638 on capital items and schemes.

The capital expenditure was funded by 11% from Yeovil without Parish Council's reserve and 89% by South Somerset District Council.

Reserve Funds

Movements on the Reserves are shown in the table below:

| Yeovil without Parish Council Crematorium Reserve | 2011/12 | 2012/13 |
|--|----------------|----------------|
| | Actual £ | Projected £ |
| Reserve Fund Balance as at 1 April | 144,073 | 152,004 |
| Interest Earned | 1,691 | 2,295 |
| Contribution From Revenue Account (11%) | 14,561 | 18,828 |
| Available For Use In Year | 160,325 | 173,127 |
| Capital Expenditure (11%) | (8,321) | (16,303) |
| Reserve Fund Balance as at 31 March | 152,004 | 156,824 |

| Yeovil without Parish Council Cremator Reserve | 2011/12 | 2012/13 |
|---|----------------|----------------|
| | Actual £ | Projected £ |
| Reserve Fund Balance as at 1 April | 10,636 | 10,758 |
| Interest Earned | 122 | 163 |
| Reserve Fund Balance as at 31 March | 10,758 | 10,921 |

| Yeovil without Parish Council CAMEO Reserve | 2011/12 | 2012/13 |
|--|----------------|----------------|
| | Actual £ | Projected £ |
| Reserve Fund Balance as at 1 April | 36,244 | 45,002 |
| Transfer of fee from revenue account (11%) | 8,293 | 4,100 |
| Interest Earned | 465 | 680 |
| Reserve Fund Balance as at 31 March | 45,002 | 49,782 |

| SSDC CAMEO Reserve | 2011/12 | 2012/13 |
|--|----------------|----------------|
| | Actual £ | Projected £ |
| Reserve Fund Balance as at 1 April | 262,533 | 329,633 |
| Transfer of fee from revenue account (89%) | 67,100 | 33,179 |
| Reserve Fund Balance as at 31 March | 329,633 | 362,812 |

Note figures in brackets show expenditure and therefore reduce reserves.

Cameo

CAMEO - the Crematoria Abatement of Emissions Organisation, was established in 2006.

The primary purpose of CAMEO has been to provide those cremation authorities that are unable to install abatement plant with an alternative to closure. This will enable cremation authorities to meet the target for the reduction of mercury abatement emissions by 50%. Thus ensuring local communities are able to retain this important service. CAMEO provides this flexibility, enabling such cremation authorities to remain open through supporting those that abate through burden sharing.

Cameo based the contributions for the Burial committee on statistics from the year 2003, on the number of cremations that took place at the Yeovil Crematorium, which were 1657. The contribution is revised on the 1st January for each consecutive year.

Cameo has their own website, should you require any further information their link is as follows: www.cameoonline.org.uk/benefits.html

Audit of Accounts

The District Auditor has set 2nd July 2012 as the date on or after which local government electors may exercise their rights to question the auditor about or make objections to the accounts. The appointed day is effectively the start of their audit of the accounts.

*Paula Jeffery, Management Accountant, 01935 462271
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Yeovil Crematorium & Cemetery Committee

Statement of Accounts 2011-12

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

Annual Report and Statement of Accounts

**2011/2012
(1 April 2011 to 31 March 2012)**

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Brympton Way
Yeovil
Somerset
BA20 2HT**

Tel: (01935) 462462

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

Members

2011/2012

| <u>Name</u> | | <u>Local Authority Represented</u> |
|----------------------|---|------------------------------------|
| Mr Alan Smith | Chairman | Yeovil Town Council |
| Mr David Recardo | Vice – Chairman | South Somerset District Council |
| Mr Graham Oakes | | South Somerset District Council |
| Mr Manny Roper | | Yeovil Town Council |
| Mrs Barbara Strong | | Yeovil Without Parish Council |
| Mr Alfred Hill | | Yeovil Without Parish Council |
| Mr Peter Dutton | | Brympton Parish Council |
| Mr John Hann | | Yeovil Town Council |
| Mr J Vincent Chainey | | South Somerset District Council |
| Mr Clive Wakely | Funeral Directors' representative - co-opted (non-voting) | |
| Vacant | Clergy representative - co-opted (non-voting) | |

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

Consolidated Income and Expenditure Account for the Year Ended 31 March 2011

| 2010/11 £ | | Notes | £ | 2010/11 £ |
|--------------|--|-------|---------|--------------|
| | INCOME | | | |
| 799,520 | Cremation Fees | | 724,519 | |
| 58,110 | Burial Fees & Grave Maintenance Income | | 60,859 | |
| 34,201 | Books of Remembrance & Tablet/Rose Sales | | 26,419 | |
| 14,378 | Tablet and Rose Rights | | 11,011 | |
| 628 | Donations | | 535 | |
| 4,212 | Rent & Wayleaves | | 4,296 | |
| 7,164 | Misc Income | | 1,185 | |
| ----- | | | ----- | |
| 918,213 | | | | 828,824 |
| | EXPENDITURE | | | |
| 245,477 | Staff | 3 | 244,734 | |
| 33,779 | Pension costs | | 26,956 | |
| 112,212 | Administration | | 126,133 | |
| 26,330 | Building Maintenance | | 22,339 | |
| 82,843 | Utilities | | 61,880 | |
| 47,490 | Equipment | | 62,930 | |
| 0 | Ten Year Planned Maintenance | | 20,347 | |
| 3,247 | Books of Remembrance | | 5,735 | |
| 14,814 | Tablets | | 17,295 | |
| 0 | Rose and Plaques | | 1,629 | |
| 2,207 | Urns and Caskets | | 1,786 | |
| 14,420 | Ground Maintenance | | 13,902 | |
| 65,000 | Rent (Business Rates) | | 85,000 | |
| 28,471 | Medical referees | | 27,038 | |
| 2,714 | Audit Fees | 2 | 3,409 | |
| 36,740 | Revenue Contributions to Capital Reserves | | 43,733 | |
| ----- | | | ----- | |
| 715,744 | | | | 764,846 |
| ----- | | | ----- | |
| 202,469 | Surplus for the Year | | | 63,978 |
| 3,575 | Add - Interest Receivable | | | 3,174 |
| ----- | | | ----- | |
| 206,044 | OPERATING SURPLUS FOR THE YEAR | | | 67,152 |
| ===== | | | | ===== |
| | SUBSIDY FROM CONSTITUENT COUNCILS IN RESPECT OF YEOVIL CEMETERY | | | |
| 120,170 | Contribution to budgeted deficit | | | 122,570 |
| 0 | Transfer from Cemetery Reserve | | | 20,320 |
| | APPROPRIATIONS TO RESERVES IN RESPECT OF YEOVIL CREMATORIUM | | | |
| (287,838) | Transfer to SSDC (89%) | | | (184,910) |
| (38,376) | Transfer to Reserve of YWPC (11%) * | | | (25,132) |
| ----- | | | ----- | |
| 206,044 | Net Appropriations | | | 67,152 |
| ===== | | | | ===== |

* Yeovil Without Parish Council is entitled to 11% of the net surplus plus the interest earned on its reserve.

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

Comprehensive Income and Expenditure Statement

Schedule 1 – Yeovil Cemetery

Income and Expenditure Account for the Year Ended 31 March 2012

| 2010/11 | | 2011/12 |
|-----------|---|-----------|
| £ | | £ |
| | INCOME | |
| 58,111 | Burial Fees & Grave Maintenance Income | 60,859 |
| 4,200 | Rent & Wayleaves | 4,284 |
| 2,252 | Misc Income | 459 |
| ----- | | ----- |
| 64,563 | | 65,602 |
| | EXPENDITURE | |
| 82,749 | Staff | 86,088 |
| 12,294 | Pension costs | 12,160 |
| 22,031 | Administration | 21,189 |
| 14,011 | Building Maintenance | 6,840 |
| 4,304 | Utilities | 4,665 |
| 7,449 | Equipment | 7,404 |
| 5,175 | Ground Maintenance | 6,056 |
| 0 | Ten Year Plan Maintenance | 20,347 |
| 755 | Audit Fees | 905 |
| 36,740 | Revenue Contributions to Capital Reserves | 43,733 |
| ----- | | ----- |
| 185,508 | | 209,387 |
| ----- | | ----- |
| (120,945) | Surplus/(Deficit) for the Year | (143,785) |
| 775 | Add - Interest Receivable | 895 |
| ----- | | ----- |
| (120,170) | OPERATING SURPLUS/(DEFICIT) FOR THE YEAR | (142,890) |
| ----- | | ----- |

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

Comprehensive Income and Expenditure Statements (continued)

Schedule 2 - Yeovil Crematorium

Income and Expenditure Account for the Year Ended 31 March 2012

| 2010/11 £ | | £ | 2011/12 £ |
|--------------|--|---------|--------------|
| | INCOME | | |
| 799,520 | Cremation Fees | 724,519 | |
| 34,201 | Books of Remembrance & Tablet/Rose Sales | 26,419 | |
| 14,378 | Tablet and Rose Rights | 11,011 | |
| 628 | Donations | 535 | |
| 12 | Rent & Wayleaves | 12 | |
| 4,911 | Misc Income | 727 | |
| ----- | | ----- | |
| 853,650 | | | 763,223 |
| | EXPENDITURE | | |
| 162,728 | Staff | 158,646 | |
| 21,485 | Pension costs | 14,796 | |
| 90,181 | Administration | 104,944 | |
| 12,319 | Building Maintenance | 15,499 | |
| 78,539 | Utilities | 57,215 | |
| 40,041 | Equipment | 55,525 | |
| 3,247 | Books of Remembrance | 5,735 | |
| 14,814 | Tablets | 17,295 | |
| 0 | Rose and Plaques | 1,628 | |
| 2,207 | Urns and Caskets | 1,786 | |
| 9,245 | Ground Maintenance | 7,847 | |
| 65,000 | Rent | 85,000 | |
| 28,471 | Medical referees | 27,038 | |
| 1,959 | Audit Fees | 2,505 | |
| ----- | | ----- | |
| 530,236 | | | 555,459 |
| ----- | | | ----- |
| 323,414 | Surplus for the Year | | 207,764 |
| 2,800 | Add - Interest Receivable | | 2,278 |
| ----- | | | ----- |
| 326,214 | OPERATING SURPLUS FOR THE YEAR | | 210,042 |
| ----- | | | ----- |

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

Statement of Financial Position as at 31 March 2012

| 2010/11 £ | | Notes | £ | 2011/12 £ |
|--------------|------------------------------|-------|----------|--------------|
| | CURRENT ASSETS | | | |
| 47,682 | Government Debtor | 4 | 18,217 | |
| 55,599 | Other Debtors | 5 | 68,967 | |
| 2,830 | Investments | 6 | 2,830 | |
| 281,278 | Cash and Bank | | 267,120 | |
| ----- | | | ----- | |
| 387,389 | | | | 357,134 |
| | CURRENT LIABILITIES | | | |
| (27,064) | Creditors | 7 | (17,498) | |
| (76,989) | Government Creditors | 4 | (47,372) | |
| (4,328) | Receipts in Advance | 8 | (7,500) | |
| ----- | | | ----- | |
| 108,381 | | | | 72,370 |
| ----- | | | | ----- |
| 279,008 | NET CURRENT ASSETS | | | 284,764 |
| ===== | | | | ===== |
| | Financed by: | | | |
| | RESERVES | | | |
| 180,318 | Crematorium Reserve | | | 197,007 |
| 88,054 | Cemetery Reserve | | | 76,999 |
| 10,636 | Cremator Replacement Reserve | | | 10,758 |
| ----- | | | | ----- |
| 279,008 | TOTAL NET WORTH | | | 284,764 |
| ===== | | | | ===== |

I confirm these accounts were approved by the Burial Committee at the meeting held on 27th June 2012.

Signed:.....

Date:

Chairman of Burial Committee

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

Cash Flow Statement for the year ended 31 March 2012

| 2010/11 | | Notes | 2011/12 |
|-----------------|--|-----------|-----------------|
| £ | | | £ |
| | REVENUE ACTIVITIES | | |
| | <u>Cash Outflows</u> | | |
| (279,256) | Cash paid to/on behalf of employees | (271,690) | |
| (392,751) | Other operating cash payments | (459,142) | |
| ----- | | ----- | |
| (672,007) | | | (730,832) |
| | <u>Cash Inflows</u> | | |
| 866,579 | Cash received for goods and services | 812,614 | |
| 132,174 | Other operating cash receipts | 128,586 | |
| ----- | | ----- | |
| 998,753 | | | 941,200 |
| ----- | | | ----- |
| 326,746 | Net cash inflow arising from Revenue Activities | 9 | 210,368 |
| ----- | | | ----- |
| | RETURNS ON INVESTMENT & SERVICING OF FINANCE | | |
| | <u>Cash Inflows</u> | | |
| 3,575 | Interest received | 3,173 | |
| ----- | | | ----- |
| 3,575 | Net cash inflow arising from Servicing of Finance | | 3,173 |
| ----- | | | ----- |
| | CAPITAL ACTIVITIES | | |
| | <u>Cash Outflows</u> | | |
| (19,268) | Yeovil Cemetery | (34,469) | |
| (72,281) | Yeovil Crematorium | (75,638) | |
| ----- | | ----- | |
| (91,549) | | | (110,107) |
| | <u>Cash Inflows</u> | | |
| 64,330 | Capital Receipt from SSDC | 67,318 | |
| ----- | | ----- | |
| 64,330 | | | 67,318 |
| ----- | | | ----- |
| (27,219) | Net cash outflow arising from Capital Activities | | (42,789) |
| | | | |
| | PAYMENTS TO SSDC | | |
| | <u>Cash Outflows</u> | | |
| (287,838) | Revenue Cash Payment | (184,910) | |
| ----- | | ----- | |
| (287,838) | Net cash outflow from payments to SSDC | | (184,910) |
| ----- | | | ----- |
| (15,264) | NET INCREASE IN CASH | | (14,158) |
| ----- | | | ----- |

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

Notes to the Core Financial Statements

1. VAT

A partial exemption calculation has been done and VAT has been applied to the accounts since 2009/10.

2. Surplus/(Deficit) for the year is stated after charging

| | 2010/11 | 2011/12 |
|--|---------|---------|
| | £ | £ |
| Audit costs payable to the Audit Commission. | 2,714 | 3,409 |

The above fees, payable to the Audit Commission, are with regard to external audit services carried out by the appointed auditor.

3. Officers emoluments

No officers are employed directly by the committee, but are employees of South Somerset District Council and Yeovil Town Council.

4. Government Debtors/Creditor

| | 2010/11 | 2011/12 |
|--|---------|---------|
| | £ | £ |
| HM Revenues & Customs (VAT claimed but not received) | 29,308 | 29,155 |
| | ----- | ----- |
| | 29,308 | 29,155 |
| | ----- | ----- |

5. Debtors

| | 2010/11 | 2011/12 |
|--------------------------------|---------|---------|
| | £ | £ |
| Eason | 4,800 | 4,766 |
| Appleby & Childs | 224 | 728 |
| C Wakely | 27,116 | 25,752 |
| H F Miles | 5,280 | 4,928 |
| David Rivett Undertakers | 40 | 5,226 |
| W S Brister | 4,320 | 4,900 |
| Irish & Denman | 1,456 | 4,433 |
| Forsey & Son | 7,680 | 5,880 |
| G H Cook | 3,723 | 5,984 |
| A E Stoodley | 0 | 3,920 |
| Peter Jackson Funeral Services | 0 | 2,450 |
| W J Trotman | 960 | 0 |
| | ----- | ----- |
| | 55,599 | 68,967 |
| | ----- | ----- |

6. Investments

The Committee holds the following investments: -

| | 2010/11 | 2011/12 |
|--------------------------|---------|---------|
| | £ | £ |
| 3.5% War Loan | 80 | 80 |
| Worthing Borough Council | 2,750 | 2,750 |
| | ----- | ----- |
| | 2,830 | 2,830 |
| | ----- | ----- |

7. Creditors

| | 2010/11 | 2011/12 |
|--|---------|---------|
| | £ | £ |
| Staff Cost | 199 | 1,184 |
| Sundry Creditors (e.g Temp staffing, security, machine services) | 10,230 | 0 |
| Tree works | 1,150 | 2,200 |
| Memorial Tablets | 848 | 0 |
| Electric Supply | 1,250 | 1,201 |
| Gas Supply | 5,500 | 5,388 |
| Medical Costs | 7,887 | 0 |
| Building Non-Routine | 0 | 797 |
| Derv | 0 | 104 |
| Plant Routine Maintenance | 0 | 6,602 |
| Telephone Cost | 0 | 22 |
| | ----- | ----- |
| | 27,064 | 17,498 |
| | ----- | ----- |

8. Receipts in advance

| | 2010/11 | 2011/12 |
|------------------|---------|---------|
| | £ | £ |
| Memorial Tablets | 4,328 | 7,502 |
| | ----- | ----- |
| | 4,328 | 7,502 |
| | ----- | ----- |

9. Cash Flow

Reconciliation of net surplus to net cash inflow arising from revenue activities.

| | 2010/11 | 2011/12 |
|---|----------|----------|
| | £ | £ |
| Net surplus per income and expenditure account | 206,044 | 67,152 |
| Constituent Councils contribution to Cemetery deficit | 120,170 | 122,570 |
| (Increase)/Decrease debtors | (74,904) | 16,096 |
| Increase/(Decrease) creditors | 42,270 | (36,010) |
| Less interest receivable | (3,575) | (3,173) |
| Add non cash adjustment (transfer to reserves) | 36,740 | 43,733 |
| | ----- | ----- |
| | 326,745 | 210,368 |
| | ----- | ----- |

Small Bodies in England

Annual return for the year ended 31 March 2012

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

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

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

Each body must approve this annual return no later than 30 June 2012.

Completing your annual return

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

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

Send the annual return, together with your bank reconciliation as at 31 March 2012, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

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

Audited and certified annual returns will be returned to the body for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2012.

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

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

Section 1 – Accounting statements for:

Enter name of reporting body here:

YEOVIL CEMETERY AND CREMATORIUM COMMITTEE

| | Year ending | | Notes and guidance |
|--|---|--------------------|--|
| | 31 March 2011 £ | 31 March 2012 £ | |
| | Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. | | |
| 1 Balances brought forward | 231,109 | 279,007 | 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 | 120,170 | 122,570 | Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body. |
| 3 (+) Total other receipts | 921,789 | 831,997 | Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here. |
| 4 (-) Staff costs | 279,256 | 271,690 | Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5 (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any). |
| 6 (-) All other payments | 714,805 | 687,442 | 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 | 279,007 | 264,442 | 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 | 284,108 | 269,950 | 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 and long term assets | 0 | 0 | The recorded book value at 31 March of all fixed assets owned by the body and any other long term assets e.g. loans to third parties and any long-term investments. |
| 10 Total borrowings | 0 | 0 | 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 2012 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

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

and recorded as minute reference:

Signed by Chair of meeting approving these accounting statements:

Date

We acknowledge as the members of YEovil CEMETERY AND CREMATORIUM 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 2012, that:

Page 3 of 6

Section 3 – External auditor's certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2012 of:

YEovil CEMETERY AND CREMATORIUM COMMITTEE

Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2012; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

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

External auditor's report

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

(*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor's signature

External auditor's name

Date

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

Section 4 – Annual internal audit report to

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2012.

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

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

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

Print name of person who carried out the internal audit: **ANDREW ELLINS**

Signature of person who carried out the internal audit: **AE** Date: **20/06/2012**

***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).

7. CEMETERY – WORKS PLAN

Details of the various ongoing planned and capital works are set out below and the spreadsheet detailing all the works are included in the updated Ten Year rolling programme for 2012/13 is attached at page 26.

Revenue

Cemetery, General External Works

All identified works completed

Entrance gates and railings painting works commenced in June

Toilet Block

Internal painting has been completed

Cemetery Chapels

Additional heating to the Chapels has been installed

Lodge

Front door to be painted same colour as Chapels, works commenced in June

Capital works

Existing Garage adjacent to Mess Hut

Cladding to side of garage has been completed.

The Committee is **RECOMMENDED** to note the above matters

(Garry Green, Property & Engineering Services Manager – 01935 462066)

Cemetery Ten Year Plan

YB002

Jun-12

| Capital | | Year 1 | | | | | | | | | | | | | |
|----------------------------------|--------------------|-------------------------------|--------------------|--------------------------------|----------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|
| | | 2012/13 Estimated Spend | Actual Spend to | 2012/13 Remaining Budget | 2012/13 Committed (Orders) | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | |
| Project | Officer Comments | | | | | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | |
| External | | | | | | | | | | | | | | | |
| Repairs to boundary walls | | 6,093 | | 6,093 | | 4,500 | 3,310 | 3,000 | 3,650 | 3,000 | 3,000 | 3,000 | | | |
| Resurfacing of footpaths/slabs | | | | | | | | | | | | 51,090 | | | |
| Lodge | | | | | | | | | | | | | | | |
| Boiler | Awaiting estimate | | | | | | | | | | | | | | |
| Chapels | | | | | | | | | | | | | | | |
| Repairs to external stonework | | 2,860 | | 2,860 | | | 3,150 | | | 3,480 | | | | | |
| Renew gutters | | | | | | | | | 4,660 | | | | | | |
| Repair plaster to storage chapel | | 2,500 | | 2,500 | | | | | | | | | | | |
| Redecorate main chapel | | | | | | | | 13,400 | | | | | | | |
| Reslate roofs | | | | | | | | | 27,930 | | | | | | |
| Vehicles | | | | | | | | | | | | | | | |
| Dumper | Purchased in 2007 | | | | | | | | | | | | 11,750 | | |
| Digger | Purchased in 2004 | | | | | | | | | | 15,000 | | | | |
| Garages | | | | | | | | | | | | | | | |
| Existing Garage adj to Mess Hut | Cladding completed | 640 | 638 | 2 | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Annual totals | | 12,093 | 638 | 11,455 | | 4,500 | 6,460 | 16,400 | 36,240 | 6,480 | 18,000 | 54,090 | 11,750 | | |
| | | | | | | | | | | | | | | | |
| Add Consultants costs (2.5%) | | 302 | | 286 | | 113 | 162 | 410 | 906 | 162 | 450 | 1,352 | 294 | | |
| Add VAT 20% | | 74 | | 70 | | 28 | 40 | 101 | 223 | 40 | 111 | 333 | 72 | | |
| | | | | | | | | | | | | | | | |
| Gross Annual Totals | | 12,470 | 638 | 11,812 | | 4,640 | 6,661 | 16,911 | 37,369 | 6,682 | 18,561 | 55,775 | 12,116 | | |

8. CREMATORIUM - WORKS PLAN

Details of the various ongoing planned and capital works are set out below and the spreadsheet detailing all the works are included in the updated Ten Year rolling programme for 2012/13 is attached at pages 29 to 30.

Revenue

Replacement of inserted doormat inside front waiting room and redecoration of the front office research room both in process of being completed

Capital works

Survey of the roof insulation works to Chapel has been completed and recommendation is to sound proof the inside of the roof with a product known as 'Raincheck' which is an acoustic damping material for metal profile ceilings. Additional works will proposed are to increase thickness of the roof space insulation material. Quotations to be obtained and works programmed

Survey work completed on required structural repairs to steel columns in the Remembrance Garden area and remedial works have been now designed. Quotations to be obtained and works programmed.

A design has now been produced for replacing the roofs to the existing garages and the works will involve removing asbestos sheeted roofs and replacing with a new plastic coated metal sheeted construction.

It is anticipated that savings will be made from the allocated budgets on the three projects above

Investigation of cold water supply engineers report indicated no immediate actions required. Water tank checks have been carried out and **

The convector heaters in the Vestry and ladies toilets have been replaced to match those in the other areas of the building and condensing unit to the body store refrigeration system has also been replaced complete with a new housing enclosure.

A DDA access audit report has also been completed and this has identified some minor works being necessary. These are the replacement of the grab rails and accessories within the disabled toilet at the main entrance for items in a contrasting colour to the white tiles. Also the number of dedicated disabled parking spaces needs to be increased by 2 to give a total of 5.

The report also suggested some minor improvements to external footpaths with lighting from the disabled parking bays, and from the Remembrance Gardens. Also the provision of a telephone with an inductive coupler in the Office Reception.

Installation of PV Panels

The installation of the proposed PV Panels along with the erection of the scaffolding took place during the evenings of the 6th and 7th of June with the

panels being installed over the weekend 8th –10th June to avoid disruption to the ongoing services. The scaffolding was dismantled on the evening of 13th June.

This involved some additional cost but was offset by savings in planning fees and slight reduction in the size of the overall panels. The works are now complete and connected to the existing electrical supply network

The overall cost was £23,136. The extended 25 year warranty cost on the inverter is still awaited.

An Energy Performance Certificate (EPC) has been commissioned. The building needs to have a Band D rating to qualify for the higher feed in tariff. The result was that the building achieved a Band D92 and this qualifies for the higher FIT. This has now been sent off to Anesco with official letter confirming authority to register the FIT with Scottish and Southern Electric.

The Committee is **RECOMMENDED** to note the above matters

(Garry Green, Property & Engineering Services Manager – 01935 462066)

| Ref | Line No. | Location | Officer Comments | Estimated Spend 2012/13 | Year 1 | | Commitments 2012/13 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
|-------------------|----------|--|---------------------------|----------------------------|--------------|------------------|------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | | | | | Actual Spend | Remaining Budget | | 2013/14 | 2014/15 | 2015/16 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
| Exit Waiting Room | | | | | | | | | | | | | | | | |
| 28.1 | 17 | Remove and replace existing sanitary ware and convector heaters | | | | | | | | | 2,110 | | | | | |
| | 18 | Replacement of hand dryers in waiting area toilets | | | | | | 1,598 | | | | | | | | |
| Building | | | | | | | | | | | | | | | | |
| | 19 | DDA requirements - upgrade doors | | 7,140 | | | | | | | 9,120 | | | | | |
| | 20 | Roof insulation to chapel | | 20,235 | | | | | | | | | | | | |
| | 21 | Photo-voltaic Panels | Complete | 25,411 | 1,875 | 157 | 23,379 | | | | | | | | | |
| Electrical works | | | | | | | | | | | | | | | | |
| | 22 | Int and Exterior lighting | | | | | | 6,450 | | | | | | | | |
| Mechanical works | | | | | | | | | | | | | | | | |
| | 23 | Cold water supply and associated works | | 7,105 | | 7,105 | | | 3,100 | | | | | | | |
| | 24 | Enhance refrigeration systems for body store | | 2,195 | | | | | | | | | | | | |
| | 25 | Upgrade ventilation plant - heat recovery units | awaiting surveyors report | 2,620 | | 2,620 | | 1,660 | | | | | | | | |
| | 26 | Upgrade of controls linking to Brympton Way to improve fault recognition | | | | | | 2,500 | | | | | | | | |
| | 27 | Chapel air conditioning | | | | | | | | 9,000 | | | | | | |
| Rear Service Yard | | | | | | | | | | | | | | | | |
| | 28 | Replace of garage roofs | | 27,400 | | | | | | 1,320 | | | | | | |
| | 29 | Demolish and replace existing compost heap bunds | | | | | | | | 2,730 | | | | | | |
| Contingency | | | | | | | | | | | | | | | | |
| | | Annual totals | | 117,626 | 1,875 | 92,372 | 23,379 | 53,577 | 56,860 | 66,320 | 40,237 | | | | | 4000 |
| | | Add Consultants costs (5%) | | 5,881 | | 5,881 | | 2,679 | 2,843 | 3,316 | 2,012 | | | | | 200 |
| | | Add VAT (20%) | | 24,701 | | 24,701 | | 11,251 | 11,941 | 13,927 | 8,450 | | | | | 840 |
| | | Gross annual totals | | 148,209 | 1,875 | 122,955 | 23,379 | 67,507 | 71,644 | 83,563 | 50,699 | | | | | 5,040 |
| | | | | | | | | | | | | | | | | |
| | | Division of Funding | | | | | | | | | | | | | | |
| | | South Somerset District Council | | 131,906 | 1,669 | 109,430 | 20,807 | 60,081 | 63,763 | 74,371 | 45,122 | | | | | 4,486 |
| | | Yeovil Without Parish Council | | 16,303 | 206 | 13,525 | 2,572 | 7,426 | 7,881 | 9,192 | 5,577 | | | | | 554 |
| | | | | 148,209 | 1,875 | 122,955 | 23,379 | 67,507 | 71,644 | 83,563 | 50,699 | | | | | 5,040 |

9. STATISTICS – APRIL 2012 TO MAY 2012

Cremations for the period April 2012 to May 2012 were 281 compared to 264 for the same period in the previous financial year, an increase of 17 cremations.

The number of burials over this period was 12 compared to 7 over the same period during the previous year, an increase of 5 burials.

A breakdown of income over these two months is attached at page 32.

(Paula Taylor, Administration Manager – 01935 476718)

| | Crematorium Revenue | | April 2012 - March 2013 | | | | | | | | | | | | |
|----------------------|---------------------|------------------|-------------------------|----------------|----------------|----------------|-----------------|-------------------|-------------|--------------|---------------|---------------|------------------|------------|-----------|
| Month | No Crem | Cremation | Other reven | Donations | Tab.Right | Tablet | B.o R. | Urns | Plaques | Misc. | Rose rig | Rose | TOTAL | | |
| April | 146 | 73950.00 | 470.00 | 17.08 | 1027.00 | 2170.00 | 311.00 | 40.00 | 0.00 | 0.00 | 0.00 | 0.00 | 77985.08 | inc 1 baby | |
| May | 135 | 68850.00 | 380.00 | 55.69 | 1027.00 | 2603.00 | 1053.00 | 0.00 | 0.00 | 40.00 | 110.00 | 210.00 | 74328.69 | inc 1 NRF | |
| June | | | | | | | | | | | | | 0.00 | | |
| July | | | | | | | | | | | | | 0.00 | | |
| Aug | | | | | | | | | | | | | 0.00 | | |
| Sept | | | | | | | | | | | | | 0.00 | | |
| Oct | | | | | | | | | | | | | 0.00 | | |
| Nov | | | | | | | | | | | | | 0.00 | | |
| Dec | | | | | | | | | | | | | 0.00 | | |
| Jan | | | | | | | | | | | | | 0.00 | | |
| Feb | | | | | | | | | | | | | 0.00 | | |
| Mar | | | | | | | | | | | | | 0.00 | | |
| Total | 281 | 142800.00 | 850.00 | 72.77 | 2054.00 | 4773.00 | 1364.00 | 40.00 | 0.00 | 40.00 | 110.00 | 210.00 | 152313.77 | | |
| | Cemetery Revenue | | April 2012 - March 2013 | | | | | | | | | | | | |
| | No of | | | | | | | | | | | | | | |
| Month | Burials | Interm. | Chapel | Purch. | Ashes | Memorials | Total | | | | | | | | |
| April | 6 | 2660.00 | 240.00 | 2400.00 | 340.00 | 250.00 | 5890.00 | | | | | | | | |
| May | 6 | 2660.00 | 480.00 | 1120.00 | 510.00 | 340.00 | 5110.00 | | | | | | | | |
| June | | | | | | | 0.00 | | | | | | | | |
| July | | | | | | | 0.00 | | | | | | | | |
| Aug | | | | | | | 0.00 | | | | | | | | |
| Sept | | | | | | | 0.00 | | | | | | | | |
| Oct | | | | | | | 0.00 | | | | | | | | |
| Nov | | | | | | | 0.00 | | | | | | | | |
| Dec | | | | | | | 0.00 | | | | | | | | |
| Jan | | | | | | | 0.00 | | | | | | | | |
| Feb | | | | | | | 0.00 | | | | | | | | |
| Mar | | | | | | | 0.00 | | | | | | | | |
| Total | 12 | 5320.00 | 720.00 | 3520.00 | 850.00 | 590.00 | 11000.00 | | | | | | | | |
| Number of Cremations | | | | | | | | Number of Burials | | | | | | | |
| Month | 2006/07 | 2007/08 | 2008/09 | 2009/10 | 2010/11 | 2011/12 | 2012/13 | Month | 06/07 | 07/08 | 08/09 | 09/10 | 10/11 | 11/12 | 12/13 |
| April | 131 | 127 | 143 | 142 | 149 | 110 | 146 | April | 4 | 2 | 6 | 5 | 7 | 2 | 6 |
| May | 130 | 123 | 118 | 154 | 105 | 154 | 135 | May | 7 | 7 | 4 | 5 | 7 | 5 | 6 |
| June | 118 | 119 | 123 | 139 | 128 | 121 | | June | 5 | 5 | 4 | 3 | 4 | 4 | |
| July | 123 | 124 | 131 | 138 | 147 | 110 | | July | 7 | 3 | 4 | 3 | 5 | 3 | |
| Aug. | 93 | 122 | 117 | 108 | 121 | 109 | | Aug. | 0 | 2 | 4 | 4 | 4 | 8 | |
| Sept. | 128 | 101 | 125 | 127 | 120 | 122 | | Sept. | 5 | 0 | 6 | 2 | 1 | 8 | |
| Oct. | 126 | 129 | 136 | 136 | 132 | 121 | | Oct. | 8 | 10 | 5 | 2 | 4 | 3 | |
| Nov. | 134 | 149 | 111 | 129 | 139 | 122 | | Nov. | 6 | 4 | 7 | 4 | 6 | 3 | |
| Dec. | 135 | 121 | 172 | 123 | 145 | 88 | | Dec. | 7 | 1 | 1 | 9 | 4 | 5 | |
| Jan. | 169 | 191 | 206 | 180 | 180 | 161 | | Jan. | 0 | 7 | 13 | 7 | 7 | 6 | |
| Feb. | 138 | 153 | 144 | 155 | 143 | 109 | | Feb. | 7 | 2 | 7 | 10 | 4 | 2 | |
| March | 150 | 121 | 142 | 138 | 162 | 143 | | March | 4 | 4 | 5 | 5 | 9 | 5 | |
| Total | 1575 | 1580 | 1668 | 1669 | 1671 | 1470 | 281 | Total | 60 | 47 | 66 | 59 | 62 | 54 | 12 |