

MARGAM CREMATORIUM JOINT COMMITTEE

REPORT OF THE TREASURER

6TH FEBRUARY 2015

SECTION A – MATTERS FOR DECISION

WARDS AFFECTED: ALL

1. BANKING ARRANGEMENTS

1. Purpose of Report

1.1 This report proposes changes to the banking arrangements for Margam Crematorium.

2. Background

2.1 Margam Joint Crematorium accounts are maintained by Neath Port Talbot Council although they are held as a separate organisation within the Council's financial systems.

2.2 The existing arrangements mean that the costs relating to Margam Crematorium are paid from the Council's bank accounts which are provided under a long term contract by Santander, but the income is credited into a Lloyds Bank account. This results in the requirement to draw a cheque from the bank account to the Council on a monthly basis.

3. Proposal

3.1 It is proposed that the banking arrangements are changed so that both income and expenditure are accounted for via the Council's bank accounts. This has several advantages as follows:

- The manual transfer of information and cash from the current bank to the Council's bank accounts will no longer be required.
- Information in relation to the Crematorium's income will be more up to date as the accounts will be updated at the time of each banking.

- Using the Council's bankers will allow the Crematorium to provide the facility to pay by card at the Crematorium as part of the Council's current income arrangements. The provision of this service is significantly lower than that offered by external service providers.
- The facility to make payments directly into a bank account will be made available. Service users at the Crematorium have requested the opportunity to do this, but the current banking arrangements do not provide this option.
- Banking information will be available more promptly as the Council has access to bank statements online with the information being updated daily. Lloyds Bank provides paper statements on a monthly basis.

3.2 The change in banking arrangements will result in some changes to the administration of the accounts. These are:

- Income will no longer be banked directly to the bank, but at the Council's Cash Office – this will not result in any additional journeys.
- Crematorium staff will be provided the facility for chip and pin payments and the training to allow them to operate the system.
- There will be no further need to calculate the transfer of income from the bank to the Council's accounts or investments as any interest calculations can be made on the balance held in the financial ledger.

4. Recommendations

4.1 It is recommended that:

- The change to the banking arrangements for Margam Crematorium be approved.
- All future income is transacted through the Council's banker Santander and the bank account with Lloyds Bank closed.
- The development of arrangements for taking payment by cards be progressed.

List of Background Papers

Margam financial accounts

Wards Affected

All

Officer Contact:

Mr Hywel Jenkins – Director of Finance & Corporate Services

☎ 01639 763251

E-mail: h.jenkins@npt.gov.uk

Mrs Anne Thomas – Accountant, Technical and Exchequer

☎ 01639 763

E-mail: a.dixon@npt.gov.uk

Mrs Janet North – Chief Accountant, Technical and Exchequer

☎ 01639 763635

E-mail: j.north@npt.gov.uk