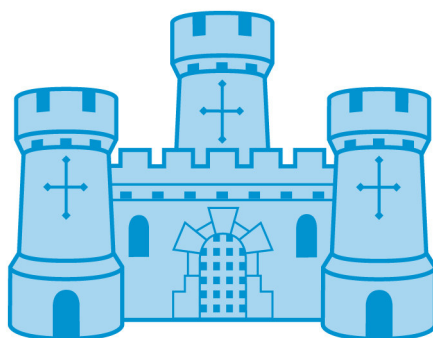


AUDITED

**STATEMENT
OF
ACCOUNTS
2012/13**



**NEWCASTLE
UNDER LYME
BOROUGH COUNCIL**

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Foreword

By the Executive Director - Resources and Support Services

a) Introduction

Welcome to Newcastle-under-Lyme Borough Council's Statement of Accounts for the financial year 2012/13. It sets out a summary of the money that the Council received and what it has been spent on and highlights specific issues regarding its financial position at 31 March 2013.

b) Regulations Governing the Production of the Statement of Accounts and changes arising from the adoption of International Financial Reporting Standards (IFRS)

The accounts have been prepared in accordance with the Accounts and Audit Regulations 2011 and the requirements of the 2012/13 "Code of Practice on Local Authority Accounting" published by the Chartered Institute of Public Finance and Accountancy (CIPFA).

Under the provisions of Section 15/16 of the Audit Commission Act 1998 and the Accounts and Audit Regulations 2011, the accounts were made available for inspection between 3 June and 28 June 2013, as advertised in the local press.

The accounts were approved by the Audit and Risk Committee on 23 September 2013 in accordance with paragraphs 8 (3) of the Accounts and Audit Regulations 2011. The signature of the Committee Chair (who presided over the meeting) is included at the conclusion of this foreword in line with the above regulations as evidence of approval of the 2012/13 Statement of Accounts.

c) General Accounting Policies

The accounting policies adopted by the Council comply with the relevant recommended accounting practices unless indicated otherwise and are explained in note 1 to the Accounts. The Council's expenditure has been analysed in the Comprehensive Income and Expenditure Statement according to the standard classification recommended by CIPFA. In addition, the analysis of capital expenditure follows CIPFA's recommendations showing non-current and intangible assets separately. These recommended practices, classifications and recommendations are all designed to meet IFRS requirements. There have been no changes in accounting policies.

There has been no change in the Council's statutory functions during the year.

d) Statement of Accounts

The information contained within these accounts is presented as simply and clearly as possible. However, the accounts of a local authority are both technical and complex. This foreword explains the statements and sections in this document, and provides a summary of the Council's financial performance for 2012/13 and its financial prospects for future years.

The Borough Council's Accounts for the year 2012/13 are set out in the following pages and consist of the following:

Page	Statement	Purpose
11	Statement of Responsibilities	Setting out the Council and Executive Director – Resources and Support Services responsibilities in relation to financial administration and accounting.
12	Movement in Reserves Statement	Showing movements in reserves split between usable and unusable reserves. It also reconciles the outturn on the Comprehensive Income and Expenditure Statement to the General Fund Balance established by the relevant statutory provisions that specify the net expenditure the Council needs to take into account when setting local taxes.

14	Comprehensive Income and Expenditure Statement	Showing the net cost for the year of all the functions for which the Council is responsible and demonstrates how that cost has been financed from general government grants and income from local taxpayers.
15	Balance Sheet	Which sets out the financial position of the Council on the 31 March 2013. It provides details of the Council's balances and reserves and current assets employed in Council operations together with summarised information on the fixed assets held.
16	Cash Flow Statement	Summarising the total cash movement of the Council's transactions.
17	Notes to the Accounts	To provide explanation and analysis of items contained in the above accounting statements. Note 1 details the accounting policies which have been employed in compiling the Council's accounts.
63	Collection Fund	Reflecting the statutory requirement for the authority to maintain a separate account providing details of receipts of Council Tax and Business Rates and the associated payments to precepting authorities and to the National Non-Domestic Rate (NNDR) Pool.
66	Audit Opinion	The External Auditor's opinion on the Accounts.

e) Accountability / Financial Reporting

Local authorities are governed by a rigorous structure of controls to provide stakeholders with the confidence that public money has been properly accounted for. As part of the process of accountability, the Borough Council is required to produce a Statement of Accounts, in order to inform stakeholders that it has properly accounted for all the public money received and spent, and that the financial standing of the Council is on a secure basis.

The Statement of Accounts concentrates on clear and accurate reporting of the financial position of the Council in relation to a particular year. It does not, however, aim to fulfil the role of an annual report of a company. This would duplicate much of the work published in other documents produced by the Council, in particular, the Council Plan and the Annual Report.

f) Economic Downturn and Public Expenditure Reductions

The current recession affecting the British economy continues to have an adverse effect upon the Council's finances, in common with other local authorities. In particular it has impacted upon the amount of income received from land charges and planning fees together with reduced rental income from commercial properties and income from car parks. The scale, length and depth of the recession are difficult to accurately predict. The impact is being closely monitored and evaluated in order to assess the financial risk to the Council's finances.

g) General Fund Revenue Budget Outturn

The outturn position in relation to the General Fund Revenue Budget was a positive variance of £3,024, i.e the net budget was £15.384m and the outturn was £15.381m.

This was in line with budget monitoring predictions of a final outturn close to the original budget for the year. The difficult operational conditions arising from the factors outlined previously meant that 2012/13 would be a challenging year financially for the Council. Members and officers have continued; therefore, to operate within an environment of tight budget management to, wherever possible, mitigate any adverse impact.

h) Financial Summary 2012/13

The financial activities of the Council can be categorised as either Revenue or Capital. Revenue spending represents the costs of consuming supplies and providing services delivered by the Council in its day to day business during the year. Capital spending relates to items which will provide benefit to the Borough over a number of years.

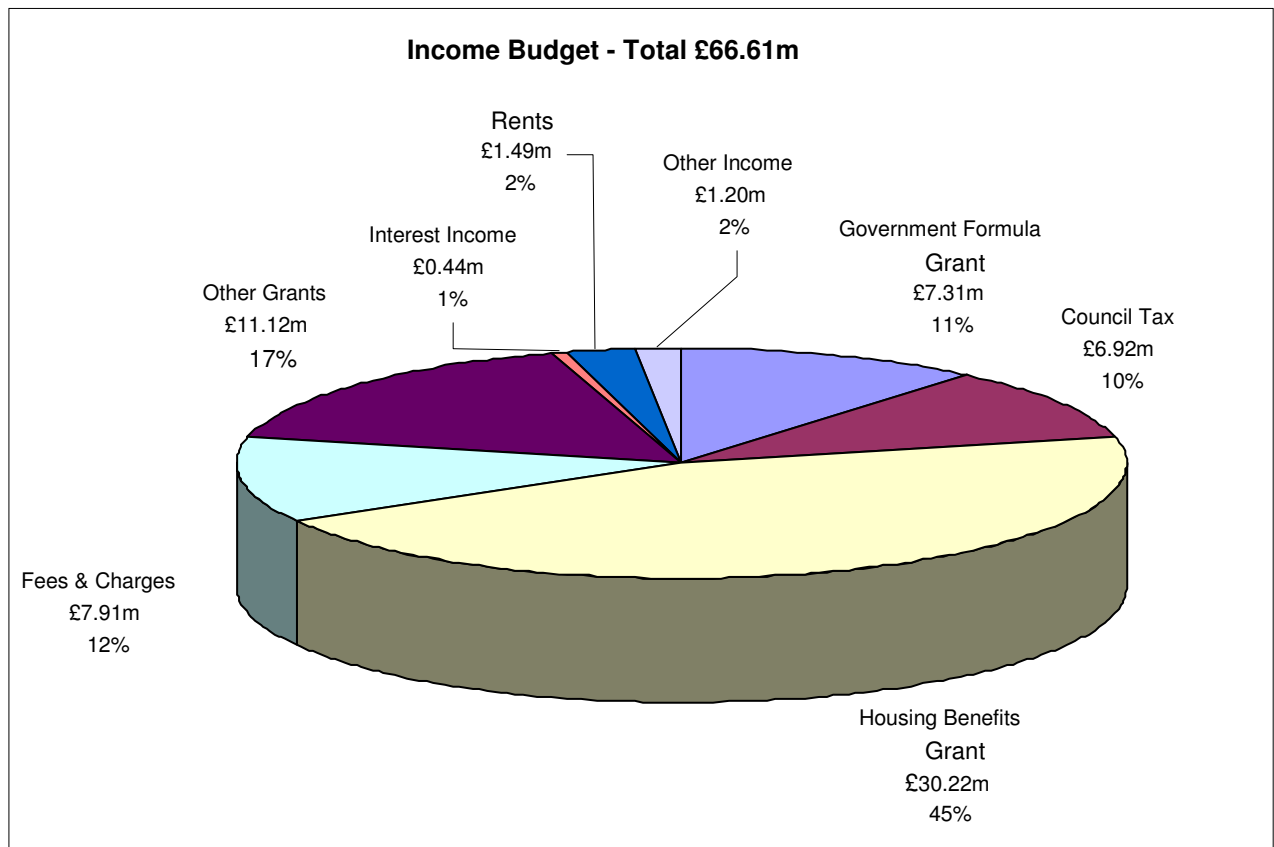
Revenue Expenditure

Where does the money come from?

Local authorities receive income from the Government in the form of grants, from households in the form of Council Tax and from consumers in respect of fees and charges. Each year the Government works out the amount of local government spending it is prepared to support through grant. Each local authority is allocated what is known as Formula Grant, which comprises revenue support grant and redistributed business rates income. In determining formula grant allocation, the Government takes into account the relative needs of different authorities, including population, deprivation levels, number of commuters, visitors to an area etc. In 2012/13, the Borough Council received a formula grant allocation of £7.316m. In addition the Council received an amount of £0.346m in respect of Council Tax Freeze Grant because it held the Council Tax levies for 2012/13 at the same levels as in 2011/12 (£0.173m) and ongoing grant (£0.173m) payable because there was no increase in 2011/12 from 2010/11 levels.

Local residents pay Council Tax. This is a property based charge and the amount payable depends on the value band that the property is placed into by the Valuation Office. Owners of businesses and properties pay the National Non-Domestic Rate (NNDR) set by Central Government, again based on values set by the Valuation Office. These "business rates" are collected by the Borough Council and paid over to the Government, who then redistribute the national pool to each local authority as part of their total formula grant income. It should be noted that the arrangements between central and local government in respect of business rates have changed from 1 April 2013 and this is referred to later in the "Financial Prospects" section of this Foreword.

The gross income to pay for its services which was included in the Borough Council's Revenue Budget for 2012/13 was £66.61m, made up as follows:



What we planned to spend

The Council set an original Net Revenue Budget for 2012/13 of £15.384m on 22 February 2012.

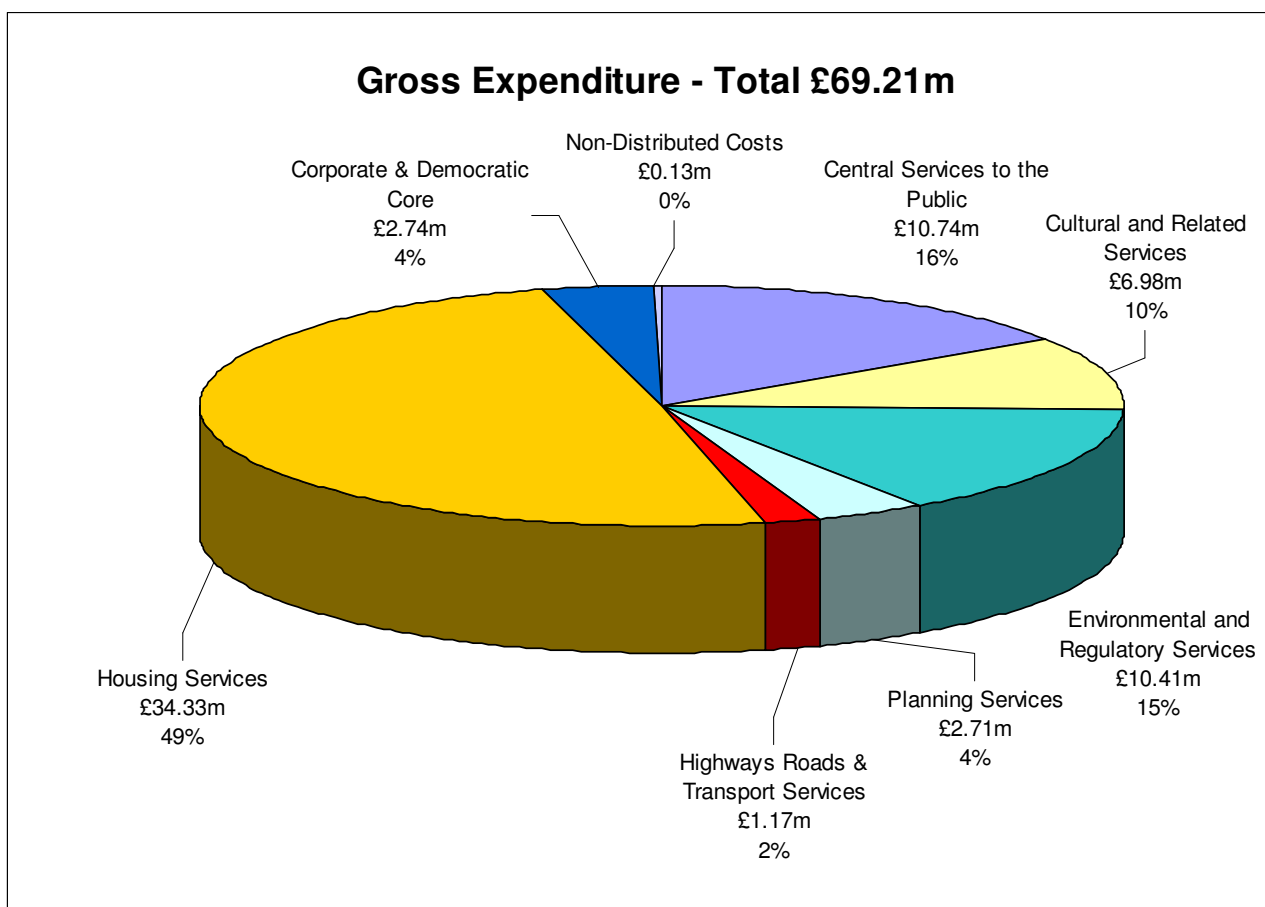
What we actually spent

Actual net expenditure was £15.381m. As mentioned earlier, this represents a positive variance compared to the original budget of some £3,000.

This amount has been transferred into the Budget Support Fund. The balance on the Fund, as at 31 March 2013 is £0.426m, as against its balance at 1 April 2012, which was £0.624m. In addition to the transfer into the Fund of £3,000, a net transfer of some £0.022m was made from it to meet 2012/13 commitments carried forward and in respect of payments made in 2012/13 relating to previous years' amounts carried forward. £0.179m of the Fund was also used, to provide general support for the budget in accordance with the approved budget for 2012/13.

How the money was spent

The Comprehensive Income and Expenditure Statement (page 14) summarises the resources that have been generated and consumed in providing services and managing the Council during 2012/13. It shows that Gross Expenditure for the year was £69.21m across defined service areas prescribed by CIPFA to facilitate comparison between councils.



Actual Gross Expenditure is higher than the budgeted income for a number of reasons, chiefly additional charges to the revenue account required by capital accounting rules and additional expenditure relating to rent allowances (which are compensated for by additional transfers from reserves or additional housing benefits grant income). It is also not possible to make a strict comparison between the two figures as the income total shown in the earlier chart is after allowing for transfers to or from reserves whilst the Gross Expenditure total includes expenditure which is to be met from reserves.

Capital Expenditure

Capital expenditure includes expenditure such as the acquisition, construction, repair and maintenance of fixed assets. Notes 11, 12, 14 and 34 to the accounts show the Council's capital spending for 2012/13 together with the means by which it has been financed.

As capital spending contributes to the Council's aims and objectives over more than one year, the Council plans and budgets for expenditure by means of a "rolling" programme. This programme was last updated in February 2013.

There are a number of sources of funds which may be available to finance the Council's capital expenditure. In 2012/13 and previous years the major source of finance has been unapplied capital receipts. These have arisen from sales of land, property and other assets.

Another significant source of funding is contributions from external parties towards the cost of capital projects. Such contributions may be made by developers as part of planning agreements, by various statutory and non-statutory bodies towards projects which promote the aims with which those bodies are concerned, by grant-aiding bodies, such as the National Lottery Fund, and by government departments where national policy dictates that local authorities should be assisted, by the payment of grant, to carry out desirable projects.

Some of the funds which the Council holds in reserves may be used to finance capital expenditure. Specific reserves which can be used for this purpose are the New Initiatives, and ICT Development Funds. In addition the Contingency Reserve may be used to meet capital costs. The balances on the Council's reserves are shown in note 22 (page 42) to the accounts. A small amount of capital expenditure may be financed directly from the General Fund Revenue Account.

Borrowing is another means that can be used to finance capital expenditure. This is not presently employed by the Council and it currently has no long term debt. Whether it is employed in the future will depend upon its cost relative to other means of capital financing and the availability (or lack of it) of other sources of capital financing.

Short term loans, of less than 365 days, are however, an important means of stabilising the Council's bank balance and such loans are taken, at commercial rates via the money market, as and when necessary, according to the cash flow situation pertaining at any particular time. In addition, the Council has an overdraft facility arranged with its bankers which can be used to cover any unexpected shortfalls of income.

i) Financial Prospects

Revenue

The Council is committed to achieving excellence in its service delivery, as evidenced by its service reviews and transformation programmes. Integral to this ambition is the need to effectively target its financial resources in line with its stated aims and objectives against the background of an unprecedented economic situation referred to earlier. The Council's Medium Term Financial Strategy (MTFS) - which forecasts future years' budgets taking into account the national and local financial situation together with the Council's priorities - identified shortfalls for each year from 2013/14 to 2017/18.

The original forecast shortfall for 2013/14 was £1.8m. On 27 February 2013 the Council set a balanced budget without any increase in council tax. This was mainly due to efficiency savings of £1.9m being identified, allowing £0.1m to be contributed to a new Revenue Investment Fund to provide funding for projects which align with emerging corporate priorities. The majority of these savings were identified through a review of the Council's services focussing on particular areas where it was felt savings could be achieved.

The government's continuing desire to achieve significant reductions in public expenditure will inevitably impact upon the Council's own finances. 2012/13 saw a significant reduction in central government support by way of the formula grant which is repeated in 2013/14 (a reduction of just under £0.4m (5.4%) from the 2012/13 level). Provisional data provided by central government indicates that a further reduction of some £1.0m will occur in 2014/15, which represents a further 12.4% reduction in central government support. Indications for later years are that further reductions will continue to be made in this support for some time.

Work has taken place, and continues, to meet the challenge posed by the consequential need for budget reductions, in particular continuing to review services to identify savings, and seeking to identify additional sources of income. The Council continues with its Transformation Programme to effect improvements to working practices and to make optimum use of new technology, which should have a beneficial effect on its budgets through reducing overall costs.

Capital

The capital programme approved on 27 February 2013 provided for total capital spending of £7.963m over two financial years.

The Council will have sufficient available resources to finance this programme in the form of unapplied capital receipts, reserves, contributions and grants. However, following completion of the existing programme sources of capital funding held by the Council itself will be at extremely low levels. Specific reserves earmarked for meeting capital expenditure, which previously existed, have been exhausted, whilst the remaining balance on the ICT Development Fund is earmarked for funding ICT system replacement and enhancement rather than general capital investment. Resources will, therefore, be limited to support a future programme of capital investment of any significant size.

There will, however, be a continuing need for some capital investment to maintain service continuity, particularly in replacement plant and equipment and to maintain operational buildings in a fit state. If this need is to be satisfied, it will be necessary to look to generate capital receipts from sales of assets or to make use of Prudential (affordable) borrowing. For some projects it may be possible to obtain some grant income or contributions from partner organisations but in the current economic climate such opportunities may be limited.

The Council has recognised the need to continually monitor and review its capital programme and resources. The "Capital Programme Review Group" which meets every month sets the overall Capital Strategy within the context of the Medium Term Financial Strategy; to ensure that projects are delivered against priorities and support service improvements; to monitor the programme on a month by month basis and to ensure value for money is achieved i.e. outcomes are fit for purpose and investment is targeted to maximise the needs and outcomes for local people.

Reserves

The Council holds a number of reserves which have been established either to meet specific categories of expenditure or are of a general nature. These reserves are listed in note 22 (page 42) to the accounts. Some of the reserves may be used to finance both capital and revenue expenditure. The levels of reserves are kept under review to determine their adequacy to meet the Council's spending commitments and future plans. Overall, reserves balances are reducing and a review of their adequacy will be an important consideration when preparing the 2014/15 budget.

The results of past surpluses on the Revenue Account are held as a Fund Balance which can be used to contribute when required to a particular year's revenue account. The required level is determined by reference to a risk assessment of factors which might adversely impact upon a year's revenue budget on a "worst case" basis. The current level, as at 31 March 2013 is £1.2m. In addition the Budget Support Fund is available for supporting future years' revenue budgets.

Partnerships

The Council participates in a number of partnerships. Its contributions towards the partnerships with which it is involved may be "in kind", for example the provision of staff and services, or consist of meeting expenses or making contributions towards costs incurred by other partners or their associates.

j) Asset Impairment

The Council had to impair the value of the assets held in relation to its deposit in the Heritable Bank at the end of the 2008/09 financial year. An impairment is a reduction in the value of an asset below its carrying amount in the balance sheet. In doing this the Council followed the guidelines issued by CIPFA's Local Authority Accounting Panel on how to account for the deposit that is considered to be at risk, i.e. to assume that 88% of the deposit, plus interest accrued to the date the bank went into liquidation, would be repaid. As at 31 March 2013 just over 77% of the amount deposited has been repaid.

k) Assets and Liabilities Acquired

There have been no significant assets or liabilities acquired during 2012/13.

l) Pensions Scheme Liability

The Liability relating to Defined Benefit Pension Schemes increased from £54.951m to £63.523m. This increase is mirrored by an increase in the Pensions Reserve balance. These amounts are required to be included in the Borough Council's accounts as a result of the application of International Accounting Standard19 (IAS19) and the CIPFA Code of Accounting Practice. Neither directly relate to Borough Council transactions - they relate to those of the Staffordshire County Council Pension Fund of which the Council is a member and represent the Council's share of net scheme liabilities (after deduction of the value of scheme assets). Whilst the net liability indicates the Council's long term commitment to pay retirement benefits, statutory arrangements for funding the deficit mean that its financial position remains healthy.

m) Specific Events in 2013/14

There are a couple of significant finance-related legislative changes which will affect the Council in 2013/14:

Firstly, the arrangements in relation to National Non Domestic Rates (NNDR) changed with effect from 1 April 2013 in so far as the National Pooling system has been abolished. Under this scheme, billing authorities such as Newcastle paid all the rates they collected to the government to be held in a national pool which would then redistribute all of these funds to local authorities as NNDR Grant (a part of Formula Grant). The new arrangements enable local authorities to retain part of the income collected, in essence a share of the growth in rates income. In future this could be a source of additional income for the Borough Council, although initially amounts may be modest. In order to maximise the amount retained, the Council has joined with other Staffordshire Authorities to form a local Pool which avoids loss of income to central government in the form of a levy on rates growth.

Secondly, the Council has become wholly responsible for the assessment and payment of Council Tax Support in accordance with a scheme of its own devising. This replaces Council Tax Benefit formerly administered by the Council on behalf of the Department for Work and Pensions, which funded the payments and laid down the scheme to be applied by authorities across all of England. From April 1 2013 the Council's local scheme is in operation. This is grant-aided by the Department of Communities and Local Government but at a level equivalent to only 90 per cent of the previous DWP funding. There are considerable uncertainties surrounding the implementation and application of these changes which could have an adverse effect upon the Council. However, because any costs above the grant received have to be shared between the Borough Council and the major precepting authorities (Staffs County Council, the Fire Authority and the Police Authority) any adverse effect on this Council is much reduced.

The Council also assumed responsibility, from the beginning of May 2013, for operating the municipal golf course situated at Keele Road. This follows the previous operator relinquishing the right to operate the course on the Council owned site due to entering into liquidation. This is a temporary arrangement whilst a procurement exercise is completed to appoint a replacement operator.

n) Audit of the Accounts

The Borough Council's appointed auditors, Grant Thornton UK LLP, currently undertake the annual audit of the accounts. Their contact details are:

John Gregory
Grant Thornton UK LLP
Colmore Plaza
20 Colmore Circus
Birmingham
B4 6AT

o) Further Information

Further information about the Accounts is available from:

Kelvin Turner
Executive Director - Resources and Support Services
Civic Offices
Merrial Street
Newcastle,
Staffs ST5 2AG

A Summary Financial Statement for 2012/13 is also available, being included in the Council's Annual Report which can be accessed via the Council's website: www.newcastle-staffs.gov.uk.

p) Comments

If you have any comments about the way that the information is presented in this Statement of Accounts, or about possible alternative ways of making the information available, we would be pleased to receive them, at the above address.

Kelvin Turner
Executive Director - Resources and Support Services

q) Approval of Statement of Accounts

The Accounts and Audit Regulations 2011 require the Statement of Accounts to be considered by and approved by a Council Committee or the Full Council and for the Statement to be signed at the meeting by the person presiding. This statement has been approved by the Audit and Risk Committee and this is evidenced by the signature of that Committee's Chair, who presided the meeting, which is shown below.

The Statement of Accounts was approved at a meeting of the Audit and Risk Committee on 23 September 2013

Signed: Councillor Paul Waring (Chair of the Audit and Risk Committee) Dated: 23 September 2013

Statement of Responsibilities

The Authority's Responsibilities

The Authority is required:

- To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Executive Director - Resources and Support Services;
- To manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- To approve the Statement of Accounts.

The Executive Director - Resources and Support Services' Responsibilities

- The Executive Director (Resources and Support Services) is responsible for the preparation of the authority's statement of accounts which, in terms of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in Great Britain is required to present a true and fair view of the financial position of the authority at the accounting date and its income and expenditure for the year ended 31 March 2013.

In preparing this statement of accounts, the Executive Director (Resources and Support Services) has:

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates that were reasonable and prudent;
- Complied with the Code.

The Executive Director - Resources and Support Services has also:

- Kept proper accounting records which were up-to-date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

The Executive Director - Resources and Support Services Certificate

I certify that the Statement of Accounts presents a true and fair view of the financial position of the Borough Council as at 31 March 2013 and its income and expenditure for the year ended 31 March 2013.

Kelvin Turner

Executive Director - Resources and Support Services

Date:

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance for council tax setting purposes. The Net Increase /Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

	General Fund Balance	Earmarked General Fund Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Council Reserves
	£000	£000	£000	£000	£000	£000	£000
Balance at 31 March 2011 Brought Forward	(1,750)	(6,672)	(5,986)	(1,934)	(16,342)	(13,843)	(12,571)
Movement in Reserves during 2011/12							
Surplus or (Deficit) on Provision of Services	7,036	-	-	-	7,036	-	7,036
Other Comprehensive Income & Expenditure	-	-	-	-	-	5,580	5,580
Total Comprehensive Income & Expenditure	7,036	-	-	-	7,036	5,580	12,616
Adjustments between accounting basis and funding basis (Note 6)	(6,259)		3,566	613	(2,080)	2,080	-
Net Increase/Decrease before transfers to Earmarked Reserves	777	-	3,566	613	4,956	7,660	12,616
Transfers to/from Earmarked Reserves	(427)	3,741	-	-	3,314	(3,314)	-
Increase/Decrease in Year	350	3,741	3,566	613	8,270	4,346	12,616
Balance at 31 March 2012 Carried Forward	(1,400)	(2,931)	(2,420)	(1,321)	(8,072)	(9,497)	(17,569)

	General Fund Balance	Earmarked General Fund Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Council Reserves
	£000	£000	£000	£000	£000	£000	£000
Balance at 31 March 2012 Brought Forward	(1,400)	(2,931)	(2,420)	(1,321)	(8,072)	(9,497)	(17,569)
Movement in Reserves during 2012/13							
Surplus or (Deficit) on Provision of Services	4,079	-	-	-	4,079	-	4,079
Other Comprehensive Income & Expenditure	-	-	-	-	-	6,702	6,702
Total Comprehensive Income & Expenditure	4,079	-	-	-	4,079	6,702	10,781
Adjustments between accounting basis and funding basis (Note 6)	(3,695)	-	(280)	24	(3,951)	3,951	-
Net Increase/Decrease before transfers to Earmarked Reserves	384	-	(280)	24	128	10,653	10,781
Transfers to/from Earmarked Reserves (Note 7)	(184)	435	-	-	251	(251)	-
Increase/Decrease in Year	200	435	(280)	24	379	10,402	10,781
Balance at 31 March 2013 Carried Forward	(1,200)	(2,496)	(2,700)	(1,297)	(7,693)	905	(6,788)

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

2011/12			2012/13		
Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure
£000	£000	£000	£000	£000	£000
10,899	9,518	1,381	10,743	9,601	1,142
6,281	1,306	4,975	6,977	1,863	5,114
10,886	3,783	7,103	10,411	3,731	6,680
4,892	690	4,202	2,714	546	2,168
2,199	1,286	913	1,165	1,273	(108)
31,227	29,726	1,501	34,328	32,917	1,411
2,708	34	2,674	2,741	28	2,713
83	25	58	132	-	132
69,175	46,368	22,807	69,211	49,959	19,252
1,607	1,317	290	393	774	(381)
5,233	1,587	3,646	3,335	1,715	1,620
-	19,707	(19,707)	-	16,412	(16,412)
		7,036			4,079
		(2,131)			(882)
		-			-
		7,711			7,584
		5,580			6,702
		12,616			10,781

Notes

- Both the expenditure and income amounts for 2012/13 show an increase in relation to Cultural and Related Services largely as a result of the J2 leisure facilities being open for a full year.
- Planning Services expenditure has reduced in 2012/13 largely owing to the inclusion of deferred charges of £2.07m relating to the repayment of grant relating to the Ravensdale redevelopment, following related land sales. These charges are reversed out of the accounts via the Movement in Reserves Statement.
- Expenditure on Highways and Transport Services has reduced largely as a result of a reduction in impairment charges of some £1.0m. These charges are reversed out of the accounts via the Movement in Reserves Statement.

Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. The first category of reserves are usable reserves, i.e. those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the Council is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses, where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

31/03/2012		Note	31/03/2013	
£000			£000	£000
	Property, Plant & Equipment	11		
32,026	Land & Buildings		31,687	
1,024	Infrastructure		995	
5,800	Vehicles, Plant, & Equipment		5,490	
6,496	Community Assets		5,627	
45,346				43,799
15,220	Investment Property	12		14,810
1,429	Heritage Assets	13		1,429
172	Intangible Assets	14		168
145	Long Term Investments	15		-
2,190	Long Term Debtors			2,104
64,502	Long Term Assets			62,310
10,851	Short Term Investments	15		5,195
28	Inventories	16		36
7,035	Short Term Debtors (Net of Bad Debt Provisions)	17		9,476
354	Cash and Cash Equivalents	18		228
18,268	Current Assets			14,935
(8,843)	Short Term Creditors	20		(5,630)
(56)	Short Term Borrowing	15		(25)
(193)	Deposits			(210)
(9,092)	Current Liabilities			(5,865)
(400)	Provisions	21		(461)
(54,951)	Net Pensions Liability	38	(63,523)	
(626)	Deferred Liabilities		(459)	
(55,577)				(63,982)
(132)	Capital Grants Receipts in Advance	32		(149)
(56,109)	Long Term Liabilities			(64,592)
17,569	Net Assets			6,788
	Usable Reserves	22		
1,400	General Fund Balance		1,200	
2,931	Other Usable Reserves		2,496	
2,420	Capital Receipts Reserve		2,700	
1,321	Capital Grants Unapplied Account		1,297	
8,072	Total Usable Reserves			7,693
	Unusable Reserves	23		
12,198	Revaluation Reserve		13,080	
50,427	Capital Adjustment Account		47,721	
2,002	Deferred Capital Receipts Reserve		1,981	
(54,951)	Pensions Reserve		(63,523)	
1	Collection Fund Adjustment Account		14	
(180)	Accumulated Absences Account		(178)	
9,497	Total Unusable Reserves			(905)
17,569	Total Reserves			6,788

Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Council during the reporting period. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Council are funded by way of taxation and grant income or from the recipients of services provided by the Council. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Council's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Council.

2011/12		2012/13	
£000		£000	Note
7,036	Net (Surplus) or Deficit on the Provision of Services	4,079	
(2,701)	Adjustments to Net Surplus or Deficit on the Provision of Services for non-cash movements	(3,103)	19
2,616	Adjustments for items included in the Net Surplus or Deficit on the Provision of Services that are Investing and Financing Activities	1,049	19
<u>6,951</u>	Net Cash Flows from Operating Activities	<u>2,025</u>	
(2,126)	Investing Activities	(4,873)	25
(4,405)	Financing Activities	2,974	26
<u>420</u>	Net Increase or Decrease in Cash and Cash Equivalents	<u>126</u>	
(774)	Cash and Cash Equivalents at the beginning of the Reporting Period	(354)	
<u>(354)</u>	Cash and Cash Equivalents at the end of the Reporting Period	<u>(228)</u>	18

Notes to the Accounts

1. Accounting Policies

1. Accounting Policies

i. General Principles

The Statement of Accounts summarises the Council's transactions for the 2012/13 financial year and its position at the year-end of 31 March 2013. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2011, which those Regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 and the Best Value Accounting Code of Practice 2012/13, supported by International Financial Reporting Standards (IFRS).

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

ii. Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council;
- Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council;
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet;
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made;
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract;
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

iii. Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with the Council's own bank which are repayable without penalty on notice of not more than 24 hours. In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Council's cash management.

iv. Exceptional Items

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Council's financial performance.

v. Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial position or financial performance. Where a change is made, it is applied retrospectively (unless

stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

vi. Charges to Revenue for Non-Current Assets

Services, support services and trading accounts are debited with the following amounts to record the cost of holding fixed assets during the year:

- Depreciation attributable to the assets used by the relevant service;
- Revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off;
- Amortisation of intangible fixed assets attributable to the service.

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. These are therefore reversed out by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement.

vii. Employee Benefits

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave and non-monetary benefits for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements or other form of leave, e.g. time off in lieu earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement when the Council is demonstrably committed to the termination of the employment of an officer or group of officers or making an offer to encourage voluntary redundancy.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Council to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post Employment Benefits

Employees of the Council (unless they chose to opt out) are members of the Local Government Pensions Scheme, administered by Staffordshire County Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees working for the Council.

The Local Government Scheme is accounted for as a defined benefits scheme:

- The liabilities of the Staffordshire pension fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and forecasts of projected earnings for current employees;

- Liabilities are discounted to their value at current prices, using a discount rate of 4.8%. IAS19 states that the discount rate used to place a value on the liabilities should be “determined by reference to market yields at the end of the reporting period on high quality corporate bonds”. The recommended discount rate was previously the iBoxx Sterling Corporates AA Over 15 Years index at the IAS19 valuation date with the removal of recently re-rated bonds from the index. However, it has been acknowledged that the constituents of the iBoxx 15 year index have terms that are somewhat shorter than those for the pension liabilities of a typical employer in the LGPS (which is estimated to be around 20 years). The revised approach, applicable from 31 March 2013, involves using a single average gilt yield which gives the same present value as the gilt curve applied to the cash flows of a typical LGPS employer with a duration of around 20 years, plus the median “credit spread” applying to AA corporate bonds within the iBoxx Over 15 Years Index. Therefore the recommended discount rate is no longer equivalent to the iBoxx Index yield at the accounting date. The new approach to the discount rate, together with falling bond yields has resulted in increasing the value of liabilities and having a negative impact on the Balance Sheet;
- The assets of Staffordshire pension fund attributable to the Council are included in the Balance Sheet at their fair value:
 - Quoted securities – current bid price;
 - Unquoted securities – professional estimate;
 - Unitised securities – current bid price;
 - Property – market value.
- The change in the net pensions liability is analysed into seven components:
 - Current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
 - Past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
 - Interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
 - Expected return on assets – the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return – credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
 - Gains or losses on settlements and curtailments – the result of actions to relieve the Council of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
 - Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Pensions Reserve;
 - Contributions paid to the Staffordshire pension fund – cash paid as employer’s contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Council to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

Discretionary Benefits

The Council also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

viii. Events After the Balance Sheet Date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

- Those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events;
- Those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

ix. Financial Instruments

Financial Instruments are defined as: any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. Typical financial instruments are: Liabilities - trade payables, borrowings, financial guarantees; Assets - bank deposits, trade receivables, investments; derivatives, such as forward investment deals.

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

For the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Financial Assets

Financial assets are classified into two types:

- Loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market;
- Available-for-sale assets – assets that have a quoted market price and/or do not have fixed or determinable payments.

Loans and Receivables

Loans and receivables are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans that the Council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due will not be made, the asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate.

Any gains and losses that arise on the derecognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

Short Term Investments

Short term investments include:

- Deposits with financial institutions repayable without penalty on notice of not more than 24 hours (except for such deposits held in the Council's own bank accounts);
- Investments that mature in less than twelve months from the date of acquisition.

Available-for-Sale Assets

The Council has no available for sale assets.

Instruments Entered Into Before 1 April 2006

The Council has entered into a financial guarantee that is not required to be accounted for as a financial instrument. This guarantee is reflected in the Statement of Accounts to the extent that a contingent liability note (note 39) is needed under the policies set out in the section on Provisions, Contingent Liabilities and Contingent Assets.

x. Foreign Currency Translation

Where the Council has entered into a transaction denominated in a foreign currency, the transaction is converted into sterling at the exchange rate applicable on the date the transaction was effective. Where amounts in foreign currency are outstanding at the year-end, they are reconverted at the spot exchange rate at 31 March. Resulting gains or losses are recognised in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

xi. Government Grants and Contributions

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as due to the Council when there is reasonable assurance that:

- The Council will comply with the conditions attached to the payments;
- The grants or contributions will be received.

Amounts recognised as due to the Council are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or Taxation and Non-Specific Grant Income (non-ringfenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied reserve. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

Area Based Grant and Formula Grant (Revenue Support Grant and Redistributed Business Rates) are general grants allocated by central government directly to local authorities as additional revenue funding and are non-ringfenced. They are credited to Taxation and Non-Specific Grant Income in the Comprehensive Income and Expenditure Statement.

xii. Intangible Assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Council as a result of past events (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Council.

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Council can be determined by reference to an active market. In practice, no intangible asset held by the Council meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

xiii. Heritage Assets

The Council's Heritage Assets are either held in its Museum or consist of outdoor structures of various kinds. All of these assets are tangible. The Museum's collection of heritage assets are described in note 13 to the accounts. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Authority's accounting policies on property, plant and equipment. However, some of the measurement rules are relaxed in relation to heritage assets as detailed below. Heritage assets are accounted for as follows.

Museum Collection

These items are reported in the Balance Sheet at insurance valuation, which is based on market values as assessed by an external valuer in October 2006. These valuations are updated where necessary by the museum curator in respect of significant items and changes. New items are added at cost, if purchased and at valuation, if donated, where they are significant. It is considered that obtaining a complete revaluation each year for all items would involve a disproportionate cost in comparison to the benefits to the users of the Council's financial statements. No depreciation is charged since the items in the collection are deemed to have indeterminate lives.

Outdoor Structures

There is no reliable cost or valuation information available to enable these items to be valued. Consequently, they are not recognised on the Balance Sheet.

General

The carrying amounts of heritage assets are reviewed where there is evidence of impairment for heritage assets, e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Authority's general policies on impairment (see note 'xviii'). Heritage assets may occasionally be disposed of which have a doubtful provenance or are unsuitable for public display. The proceeds of such items are accounted for in accordance with the Authority's general provisions relating to the disposal of property, plant and equipment. Disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts (see note 'xviii').

xiv. Inventories

Inventories are included in the Balance Sheet at the lower of cost and net realisable value.

xv. Investment Property

Investment properties are those that are used solely to earn rentals and/or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale.

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's-length. Properties are not depreciated, however their values are considered each year according to market conditions at the year-end (i.e. if any properties or classes of properties, following consideration are thought likely to be subject to a valuation change, they are revalued). In any case every property is revalued once every five years according to a rolling programme of revaluations. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

xvi. Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

The Council as Lessee

Finance Leases

Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Council are added to the carrying amount of the asset.

Lease payments are apportioned between:

- A charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability;
- A finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

Property, Plant and Equipment recognised under finance leases is accounted for using the policies applied generally to such assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life (where ownership of the asset does not transfer to the Council at the end of the lease period).

The Council is not required to raise council tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual contribution is made from revenue funds towards the deemed capital investment. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a rent-free period at the commencement of the lease).

The Council as Lessor

Finance Leases

Where the Council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the Council's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

- A charge for the acquisition of the interest in the property – applied to write down the lease debtor (together with any premiums received);
- Finance income (credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a capital receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement. Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve.

Regulations were issued when IFRS was implemented that permit amounts receivable under leases (if they were in existence on or before 31 March 2010) that changed from operating leases to finance leases as a result of changes to proper practices to be treated as if the status of the lease had not changed. This means that amounts receivable under operating leases that became finance leases on transition to IFRS can continue to be credited to the General Fund balance as revenue income. Such leases will be accounted for in accordance with the current provisions of the Code, with any adjustments to the General Fund balance being made by way of an adjusting transaction with the Capital Adjustment Account in the Movement of Reserves Statement.

The written-off value of disposals is not a charge against council tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are therefore appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

Operating Leases

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

xvii. Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Best Value Accounting Code of Practice 2012/13 (BVACOP).

The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core – costs relating to the Council's status as a multifunctional, democratic organisation;
- Non Distributed Costs – the cost of discretionary benefits awarded to employees retiring early and costs relating to long-term unused assets arising from reduced activity, the loss of a function or area of work.

These two cost categories are defined in BVACOP and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Expenditure on Continuing Services.

xviii. Property, Plant and Equipment

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment.

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. No de minimis level, below which expenditure is not capitalised, applies. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred.

Measurement

Assets are initially measured at cost, comprising:

- The purchase;
- Any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management;
- The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

The Council does not capitalise borrowing costs incurred whilst assets are under construction.

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance (i.e. it will not lead to a variation in the cash flows of the Council). In the latter case, where an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Council.

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in a Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

Assets are then carried in the Balance Sheet using the following measurement bases:

- Infrastructure, community assets and assets under construction – depreciated historical cost;
- All other assets – fair value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value. Where non-property assets have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for fair value.

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains.

Where decreases in value are identified, they are accounted for by:

- Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains);
- Where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Revaluation gains or losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. They are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

Impairment

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Where impairment losses are identified, they are accounted for by:

- Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains);
- Where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Impairment losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account

Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction).

Depreciation is calculated on the following bases:

- Dwellings and other buildings - straight-line allocation over the useful life of the property as estimated by the valuer;
- Vehicles, plant, furniture and equipment – a percentage of the value of each class of assets in the Balance Sheet, as advised by a suitably qualified officer;
- Infrastructure - straight-line allocation over estimated life of asset.

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately. Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

Depreciation is not permitted by statutory arrangements to have an impact on the General Fund Balance. It is therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account

Disposals and Non-current Assets Held for Sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were classified as held for sale; adjusted for depreciation, amortisation or revaluations that would have been recognised had they not been classified as Held for Sale, and their recoverable amount at the date of the decision not to sell. Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. These are required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

The written-off value of disposals is not a charge against council tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

xix. Provisions, Contingent Liabilities and Contingent Assets

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For instance, the Council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Council becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the Council settles the obligation.

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Council a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably. Contingent liabilities are not recognised in the Balance Sheet but are disclosed in note 39 to the accounts.

A contingent asset arises where an event has taken place that gives the Council a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council. Contingent assets are not recognised in the Balance Sheet but are disclosed in note 40 to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

xx. Reserves

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against council tax for the expenditure.

Certain reserves are kept to manage the accounting processes for non-current assets and retirement and employee benefits and do not represent usable resources for the Council – these reserves are explained in the relevant policies.

xxi. Revenue Expenditure Funded from Capital under Statute

Expenditure incurred during the year that may be capitalised under statutory provisions but that does not result in the creation of a non-current asset has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the Council has determined to meet the cost of this expenditure (less any grant or contribution received towards it) from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the General Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of council tax.

xxii. VAT

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

2. Accounting Standards That Have Been Issued but Have Not Yet Been Adopted

The Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 (the Code) has introduced several changes in accounting policies which will be required from 1 April 2013, the following changes are not considered to have a significant impact on the Statement of Accounts as demonstrated below:

- IAS 1 Presentation of Financial Statements – the changes require authorities to disclose separately the gains or losses reclassifiable into the surplus or deficit on the provision of services. The gains and losses are separately identified on the Comprehensive Income and Expenditure Statement and therefore no further disclosure is required;
- Service Concession Arrangements, clarifications for the recognition criteria for assets under construction or intangible assets – the Council does not have any schemes that this could potentially affect;
- IAS 12 Income Taxes – this change in the accounting policy particularly affects investment properties. It is not considered that this change will affect the Statement of Accounts;
- IFRS 7 Financial Instruments Disclosures – the change in accounting is in relation to the offsetting of financial assets and liabilities. Within the cash and cash equivalents line on the balance sheet there is a bank overdraft, note 18 provides a breakdown of this item.

There have been several significant changes in relation to IAS 19 (Employee Benefits). IAS 19 is changing for accounting years starting on or after 1 January 2013 and this will affect the budgeted pension expense for the next financial year. The key change affecting Local Government Pension Scheme employers relates to the expected

return on assets. Advance credit for anticipated outperformance of return seeking assets (such as equities) will no longer be permitted. The expected return on assets is currently credited to profit and loss, however from 2013 this is effectively replaced with an equivalent figure calculated using the discount rate.

3. Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in note 1, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- Identifying whether leases of assets are operating or finance leases;
- Whether contractual arrangements have the substance of a lease;
- Whether land and buildings owned by the Council are investment properties;
- Whether the Council's exposure to possible losses is to be accounted for as a provision or a contingent liability.

4. Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty

The Statement of Accounts contains estimated figures that are based on assumptions made by the Council about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The significant items in the Council's Balance Sheet at 31 March 2013 for which there is a risk of material adjustment in the forthcoming financial year are as follows:

- The recoverable amounts in relation to debtors;
- Principal actuarial assumptions used at the balance sheet date in respect of the defined benefit pension scheme;
- Fair values for property plant and equipment that are not based on recently observed market prices;
- Fair values for financial assets that are not based on recently observed market prices.

5. Events after the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Executive Director - Resources and Support Services on 28 June 2013. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2013, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

6. Adjustments between Accounting Basis and Funding Basis under Regulations

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Council in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure.

2012/13

	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied	Unusable Reserves
	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account:				
Reversal of Items debited or credited to the Comprehensive Income & Expenditure Statement:				
Charges for the Depreciation and Impairment of Non-Current Assets	(2,939)	-	-	2,939
Revaluation Losses on Property, Plant & Equipment	(334)	-	-	334
Movements in the market value of Investment Properties	(395)	-	-	395
Amortisation of Intangible Assets	(73)	-	-	73
Capital Grants and Contributions applied	248	-	-	(248)
Revenue Expenditure Funded from Capital under Statute	(101)	-	-	101
Amounts of Non-Current Assets written-off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income & Expenditure Statement	(323)	-	-	323
Capital element of Finance Leases where Council is the lessor	(72)	-	-	72
Finance lease adjustments	-	-	-	-
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement				
Statutory provision for the financing of capital investment	166	-	-	(166)
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital Grants and Contributions Unapplied credited to the Comprehensive Income & Expenditure Statement	366	-	(366)	-
Application of Grants to capital financing transferred to the Capital Adjustment Account	-	-	90	(90)
Grants and contributions brought forward reclassified as revenue income	(300)	-	300	-
Adjustments primarily involving the Capital Receipts Reserve:				
Transfer of cash sales proceeds credited as part of the gain/loss on disposal to the Comprehensive Income & Expenditure Statement	983	(983)	-	-
Use of the Capital Receipts Reserve to finance new capital expenditure	-	731	-	(731)
Contribution from the Capital Receipts Reserve to finance the payments to the government capital receipts pool	(1)	1	-	-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	-	-	-
Principal Repayments re Long Term Debtor (Loan)	-	(29)	-	29
Adjustments primarily involving the Deferred Capital Receipts Reserve				
Establishment of deferred capital receipts balance in respect of the Kickstart loan portfolio transfer	53	-	-	(53)
Finance lease adjustments	-	-	-	-
Adjustments primarily involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income & Expenditure Statement	(988)	-	-	988
Adjustments primarily involving the Collection Fund Adjustment Account:				
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	13	-	-	(13)
Adjustments primarily involving the Accumulated Absences Account:				
Amount by which officer remuneration charged to the Comprehensive Income & Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	2	-	-	(2)
Total Adjustments	(3,695)	(280)	24	3,951

2011/12

	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied	Unusable Reserves
	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account:				
Reversal of Items debited or credited to the Comprehensive Income & Expenditure Statement:				
Charges for the Depreciation and Impairment of Non-Current Assets	(5,757)			5,757
Revaluation Losses on Property, Plant & Equipment	(615)			615
Movements in the market value of Investment Properties	(74)			74
Amortisation of Intangible Assets	(76)			76
Capital Grants and Contributions applied	3,649			(3,649)
Revenue Expenditure Funded from Capital under Statute	(2,447)			2,447
Amounts of Non-Current Assets written-off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income & Expenditure Statement	(4,290)			4,290
Capital element of Finance Leases where Council is the lessor	(86)			86
Finance Lease Adjustments	903			(903)
Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement				
Statutory provision for the financing of capital investment	161			(161)
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital Grants and Contributions Unapplied credited to the Comprehensive Income & Expenditure Statement	22		(22)	
Application of Grants to capital financing transferred to the Capital Adjustment Account			280	(280)
Grants and contributions brought forward reclassified as revenue income	(355)		355	
Adjustments primarily involving the Capital Receipts Reserve:				
Transfer of cash sales proceeds credited as part of the gain/loss on disposal to the Comprehensive Income & Expenditure Statement	2,948	(2,948)		
Use of the Capital Receipts Reserve to finance new capital expenditure		6,543		(6,543)
Contribution from the Capital Receipts Reserve to finance the payments to the government capital receipts pool	(1)	1		
Transfer from Deferred Capital Receipts Reserve upon receipt of cash		(1)		1
Principal Repayments re Long Term Debtor (Loan)		(29)		29
Adjustments primarily involving the Deferred Capital Receipts Reserve:				
Establishment of deferred capital receipts balance in respect of the Kickstart loan portfolio transfer	397			(397)
Finance lease adjustments	(60)			60
Adjustments primarily involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income & Expenditure Statement	(542)			542
Adjustments primarily involving the Collection Fund Adjustment Account:				
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(48)			48
Adjustments primarily involving the Accumulated Absences Account:				
Amount by which officer remuneration charged to the Comprehensive Income & Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	12			(12)
Total Adjustments	(6,259)	3,566	613	2,080

7. Transfers to/from Earmarked Reserves

Amounts are set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and amounts are posted back from earmarked reserves to meet General Fund revenue expenditure. The table below shows these transfers.

	Transfers Out 2012/13 £000	Transfers In 2012/13 £000	Net Movement 2012/13 £000
Contingency Reserve Fund	(6)	-	(6)
Budget Support Fund	(260)	62	(198)
Conservation and Heritage Fund	(3)	11	8
ICT Development Fund	(294)	70	(224)
Equipment Replacement Fund	(6)	54	48
Insurance Fund	(437)	356	(81)
Museum Purchases Fund	(13)	2	(11)
Maintenance Contributions	(73)	58	(15)
Mayors Charities Reserve	(15)	16	1
Standards Fund	(80)	-	(80)
New Initiatives Fund	(27)	-	(27)
RENEW Reserve	(10)	-	(10)
Renewals & Repairs Fund	(492)	495	3
Deposit Guarantee Scheme Reserve	-	4	4
Planning Delivery Grant Reserve	(73)	-	(73)
New Homes Bonus Reserve	(551)	777	226
Total	(2,340)	1,905	(435)

Details of all transfers to/from reserves, both usable and unusable, are shown in notes 22 and 23, together with a note of the nature and purpose of each reserve.

8. Other Operating Expenditure

2011/12 £000	2012/13 £000
335 Parish Precepts	331
1 Payments to the government Housing Capital Receipts Pool	1
1,423 Gains/Losses on the disposal of Non-Current Assets	61
(1,469) Capital income not arising from asset sales	(774)
290 Total	(381)

9. Financing and Investment Income and Expenditure

2011/12 £000	2012/13 £000
58 Interest Payable and similar charges	58
1,411 Pensions Interest Cost and Expected Return on Pensions Assets	1,874
(484) Interest Receivable and similar income	(310)
2,661 Income and Expenditure in relation to Investment Properties and changes in their fair value	(2)
3,646 Total	1,620

10. Taxation and Non Specific Grant Income

2011/12 £000	2012/13 £000
(7,275) Council Tax income	(7,290)
(6,329) Non Domestic Rates - Grant from central government	(7,346)
(2,432) Non-Ringfenced Government Grants	(1,162)
(3,671) Capital Grants and Contributions	(614)
(19,707) Total	(16,412)

11. Property, Plant and Equipment

Movements on Balances

Movements in 2012/13	Land & Buildings	Infrastructure assets	Vehicles, Plant, Furniture & Equipment	Community Assets	Total Property, Plant & Equipment
	£000	£000	£000	£000	£000
Cost or Valuation					
At 1 April 2012	33,565	1,340	11,999	6,983	53,887
Additions	342	-	934	323	1,599
Deletions	-	-	-	-	-
Revaluation Increases/(Decreases) recognised in the Revaluation Reserve	1,113	-	-	-	1,113
Revaluation Increases/(Decreases) recognised in the Surplus/Deficit on the Provision of Services	(745)	-	(205)	(1,049)	(1,999)
Derecognition - Disposals	(150)	-	(286)	-	(436)
Derecognition - Other	-	-	-	-	-
Transfers between Asset Categories	(450)	-	471	(21)	-
Other Movements in Cost or Valuation	-	-	(51)	-	(51)
At 31 March 2013	33,675	1,340	12,862	6,236	54,113
Accumulated Depreciation & Impairment					
At 1 April 2012	(1,539)	(316)	(6,199)	(487)	(8,541)
Depreciation Charge	(736)	(29)	(1,300)	(122)	(2,187)
Derecognition - Disposals	287	-	127	-	414
Derecognition - Other	-	-	-	-	-
Other movements in Depreciation/Impairment	-	-	-	-	-
At 31 March 2013	(1,988)	(345)	(7,372)	(609)	(10,314)
Net Book Value					
As at 31 March 2012	32,026	1,024	5,800	6,496	45,346
As at 31 March 2013	31,687	995	5,490	5,627	43,799

Movements in 2011/12	Land & Buildings	Infrastructure assets	Vehicles, Plant, Furniture & Equipment	Community Assets	Total Property , Plant & Equipment
	£000	£000	£000	£000	£000
Cost or Valuation					
At 1 April 2011	27,963	1,340	11,705	6,465	47,473
Additions	6,477	-	531	585	7,593
Deletions	-	-	-	-	-
Revaluation Increases/(Decreases) recognised in the Revaluation Reserve	2,171	-	-	-	2,171
Revaluation Increases/(Decreases) recognised in the Surplus/Deficit on the Provision of Services	(2,101)	-	(34)	(67)	(2,202)
Derecognition - Disposals	(1)	-	(150)	-	(151)
Derecognition - Other	-	-	-	-	-
Transfer to Investment Properties	(944)	-	-	-	(944)
Other Movements in Cost or Valuation	-	-	(53)	-	(53)
At 31 March 2012	33,565	1,340	11,999	6,983	53,887
Accumulated Depreciation & Impairment					
At 1 April 2011	(1,737)	(287)	(5,136)	(365)	(7,525)
Depreciation Charge	(449)	(29)	(1,211)	(122)	(1,811)
Derecognition - Disposals	-	-	148	-	148
Derecognition - Other	650	-	-	-	650
Other movements in Depreciation/Impairment	(3)	-	-	-	(3)
At 31 March 2012	(1,539)	(316)	(6,199)	(487)	(8,541)
Net Book Value					
As at 31 March 2011	26,226	1,053	6,569	6,100	39,948
As at 31 March 2012	32,026	1,024	5,800	6,496	45,346

Depreciation

Depreciation is applied on a straight line basis. No depreciation is applied to land. Where an asset includes land, the value of this element is excluded before applying depreciation. A 10% residual value is assumed in most cases which is deducted from the depreciable amount before applying depreciation.

The following useful lives have been used in the calculation of depreciation:

- Other Land and Buildings - 60 years, unless the valuation basis is depreciated replacement cost, where individual lives apply to each asset concerned;
- Vehicles, Plant, Furniture & Equipment - 5 years for most items, 15 years for wheeled bins;
- Infrastructure - no specific life. Depreciation is based on a historical composite calculation;
- Community Assets - 20 years.

Capital Commitments

At 31 March 2013, the Council has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2013/14 and future years budgeted to cost £0.351m. Similar commitments at 31 March 2012 were £0.984m. The major commitments are:

- Midway multi storey car park repairs, £24,000;
- Vehicles and plant purchases, £327,208.

Revaluations

The Council carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is re-valued at least every five years. All valuations were carried out internally. Valuations of

land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. Valuations of vehicles, plant, and equipment are based on historic cost.

The significant assumptions applied in estimating the fair values are, whether a property asset is a specialised asset, which governs its valuation treatment, whether an asset is still being used for operational purposes and whether there is any impairment applicable to the asset.

Valuations over the five year rolling period were as follows:

	Land & Buildings	Vehicles, plant, Furniture & Equipment	Community Assets	Infrastructure Assets	Total
	£000	£000	£000	£000	£000
Carried at Historical Cost	9	10,071	5,962	1,340	17,382
Valued at Fair Value as at:	-	-	-	-	-
31 March 2009	6,518	317	-	-	6,835
31 March 2011	3,439	-	17	-	3,456
31 March 2011	5,513	1,592	-	-	7,105
31 March 2012	13,789	420	-	-	14,209
31 March 2013	4,407	462	257	-	5,126
Total Cost or Valuation	33,675	12,862	6,236	1,340	54,113

12. Investment Properties

The following items of income and expense have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement:

2011/12	2012/13
£000	£000
925 Rental Income from Investment Property	1,403
(583) Direct Operating Expenses arising from Investment Property	(1,405)
342 Net Gain/(Loss)	(2)

There are no restrictions on the Council's ability to realise the value inherent in its investment property or on the Council's right to the remittance of income and the proceeds of disposal. The Council has no contractual obligations to purchase, construct or develop investment property or repairs, maintenance or enhancement. The following table summarises the movement in the fair value of investment properties over the year:

2011/12	2012/13
£000	£000
13,053 Balance at start of the Year	15,220
Additions:	
- Purchases	-
- Construction	-
3,792 Subsequent Expenditure	15
592 Reinstatement due to expiry of finance lease	-
(188) Disposals	(15)
(2,974) Net Gains/(Losses) from Fair Value Adjustments	(410)
Transfers:	
945 To/(From) Property, Plant & Equipment	-
- Other Changes	-
15,220 Balance at end of the Year	14,810

13. Heritage Assets

Reconciliation of the Carrying Value of Heritage Assets held by the Council

The Council's collection of museum artefacts is reported in the Balance Sheet at insurance valuation, which is based on market values as assessed by an external valuer in October 2006. These valuations are updated where necessary by the museum curator in respect of significant items and changes. New items are added at cost, if purchased and at valuation, if donated, where they are significant. Other Heritage assets, i.e. outdoor structures, are not recognised on the Balance Sheet because there is no reliable cost or valuation information to enable them to be valued.

The following table sets out the movements in respect of heritage assets for 2012/13 and the previous year.

Movements	£000
Cost or Valuation	
At 1 April 2011	1,538
Revaluations	1
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	(110)
At 31 March 2012	1,429
Cost or Valuation	
At 1 April 2012	1,429
Additions	-
Disposals	-
Revaluations	-
Impairment losses/(reversals) recognised in the Revaluation Reserve	-
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	-
At 31 March 2013	1,429

Further Information

Museum Exhibits

The museum holds a collection of around 20,000 objects, falling into the following categories:

Subject	Description	%
Social history	Domestic and working life, childhood, civic regalia, industry, crafts in the Borough	28%
Decorative Art	Ceramics, glass, costume and textiles, furniture, furnishings	8 %
Militaria	Costume, medals, weapons, ephemera	3 %
Fine Art	Oils, watercolours, prints, drawings, sketches of local scenes, local artists	3 %
Archives	Documents, ephemera, prints, negatives, lantern slides, cine film, video, audio tapes connected to the local area	55 %
Archaeology	Local excavated finds, chance finds	2 %
Numismatics	A collection of local coinage/tokens, bank notes, commemorative medals	1 %

In addition, the civic regalia and mayoral robes are kept in a secure location to be used on ceremonial occasions. Details of the policy for the acquisition, preservation, management and disposal of the Council's heritage assets are contained in two documents, the Acquisition and Disposal Policy 2009-2014 and the Collection Management Plan 2010-12.

Outdoor Structures

This category of heritage assets comprises of the Queen Victoria Statue and Sergeant Fred Kite Memorial, Queens Gardens; Fountains, Nelson Place; Castle Motte, Queen Elizabeth Park; Silverdale Cemetery Gazebo; Ice House, Chesterton Memorial Park; Mining Memorials at Bateswood and Silverdale; Lyme Valley Canal Basin.

14. Intangible Assets

The Council accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. Internally generated software is not included in intangible assets. There are no other types of asset classified as Intangible Assets. All software is assigned a finite useful life of 5 years, based on an assessment of the period that the software is expected to be of use to the Council.

The carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £72k charged to revenue in 2012/13 was charged to the ICT Services cost centres and then absorbed as an overhead across all the service headings in the Net Expenditure of Services. It is not possible to quantify exactly how much of the amortisation is attributable to each service heading. The movement on Intangible Asset balances during the year is as follows:

2011/12			2012/13	
£000			£000	
	Balance at start of Year:			
1,446	Gross Carrying Amounts		1,508	
1,260	Accumulated Amortisation		1,336	
<u>186</u>	Net Carrying Amount at start of Year		<u>172</u>	
61	Additions		68	
-	Disposals		-	
(75)	Amortisation for the period		(72)	
-	Other Changes		-	
<u>172</u>	Net Carrying Amount at end of the Year		<u>168</u>	
	Comprising:			
1,508	Gross Carrying Amounts		1,576	
(1,336)	Accumulated Amortisation		(1,408)	
<u>172</u>			<u>168</u>	

15. Financial Instruments

Categories of Financial Instruments

The following categories of financial instrument are carried in the Balance Sheet:

31 March 2012			31-Mar-13	
Long Term	Current		Long Term	Current
£000	£000		£000	£000
		Investments		
145	10,851	Loans and Receivables	-	5,195
<u>145</u>	<u>10,851</u>	Total Investments	<u>-</u>	<u>5,195</u>
	7,643	Debtors *		10,070
	56	Borrowings		25
	8,843	Creditors		5,630
	354	Cash and Cash Equivalents		228

* Debtors include Long Term Debtors of £594k (31/03/13), £608k (31/03/12).

Income, Expense, Gains and Losses:

2011/12			2012/13		
Financial Liabilities measured at Amortised Cost	Financial assets: Loans & Receivables	Total	Financial Liabilities measured at Amortised Cost	Financial assets: Loans & Receivables	Total
£000	£000	£000	£000	£000	£000
1	-	1	1	-	1
Interest Expense included in Surplus or Deficit on the Provision of Services					
1	-	1	1	-	1
Total expense in Surplus or deficit on the Provision of Services					
-	(155)	(155)	-	(138)	(138)
Interest Income					
-	(36)	(36)	-	(21)	(21)
Interest Income Accrued on Impaired Financial Assets					
-	(191)	(191)	-	(159)	(159)
Total income in Surplus or deficit on the Provision of Services					
1	(191)	(190)	1	(159)	(158)
Net Gain (Loss) for the Year					

Fair Values of Assets and Liabilities

Financial liabilities, financial assets represented by loans and receivables and long-term debtors and creditors are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments, using the following assumptions:

- Where an instrument will mature in the next 12 months, carrying amount is assumed to approximate to fair value;
- The impairment relating to the deposit with Heritable Bank is recognised;
- No early repayment is recognised;
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

31 March 2012		31-Mar-13	
Carrying Amount	Fair Value	Carrying Amount	Fair Value
£000	£000	£000	£000
Liabilities			
56	56	25	25
Financial Liabilities			
8,843	8,843	5,630	5,630
Creditors			
Assets			
10,996	10,996	5,195	5,195
Loans and Receivables			
7,643	7,643	10,070	10,070
Debtors *			
354	354	228	228
Cash and Cash Equivalents			

* Debtors include Long Term Debtors of £594k (31/03/13), £608k (31/03/12).

16. Inventories

2011/12			2012/13		
Fuel	ICT Consumables	Total	Fuel	ICT Consumables	Total
£000	£000	£000	£000	£000	£000
32	4	36	24	4	28
482	5	487	467	2	469
(484)	(3)	(487)	(490)	(2)	(492)
(6)	(2)	(8)	32	-	31
24	4	28	33	4	36

17. Debtors

31-Mar-12		31-Mar-13
£000		£000
224	Central Government Bodies	1,446
2,591	Other Local Authorities	2,839
43	NHS Bodies	24
-	Public Corporations and Trading Funds	-
4,177	Other Entities and Individuals	5,167
7,035	Total	9,476

18. Cash and Cash Equivalents

The balance of Cash and Cash Equivalents is made up of the following elements:

31-Mar-12		31-Mar-13
£000		£000
118	Cash held by the Council	83
236	Bank Current Accounts	145
354	Total	228

19. Cash Flow statement - Analysis of Adjustments

Adjustments to Net Surplus or Deficit on the Provision of Services for non-cash movements

2011/12 £000		2012/13 £000
3,671	(Increase)/Decrease In Creditors	520
43	(Increase)/Decrease in Deposits	(17)
128	Increase/(Decrease) in Debtors	1,269
(8)	Increase/(Decrease) in Inventories	9
17	(Increase)/Decrease in Provisions	(61)
(5,757)	Charges for the Depreciation and Impairment of Non-Current Assets	(2,939)
(615)	Revaluation Losses on Property, Plant & Equipment	(334)
(75)	Movements in the market value of Investment Properties	(395)
(76)	Amortisation of Intangible Assets	(73)
-	Value of Donated Assets	-
3,649	Capital Grants and Contributions applied	248
(86)	Capital element of Finance Leases where Council is the lessor	(72)
843	Finance Lease Adjustments	-
-	Non Depreciated element of asset disposals	-
(542)	Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income & Expenditure Statement	(988)
(4,290)	Amounts of Non-Current Assets written-off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income & Expenditure Statement	(323)
397	Establishment of deferred capital receipts balance in respect of the Kickstart loan portfolio transfer	53
(2,701)		(3,103)

Adjustments for items included in the Net Surplus or Deficit on the Provision of Services that are Investing and Financing Activities

2011/12 £000		2012/13 £000
22	Capital Grants and Contributions Unapplied credited to the Comprehensive Income & Expenditure Statement	366
(355)	Grant brought forward transferred to Revenue (re REFCUS)	(300)
2,949	Transfer of cash sales proceeds credited as part of the gain/loss on disposal to the Comprehensive Income & Expenditure Statement	983
2,616		1,049

20. Creditors

31-Mar-12 £000		31-Mar-13 £000
3,790	Central Government Bodies	1,829
875	Other Local Authorities	853
29	NHS Bodies	32
258	Public Corporations and Trading Funds	258
3,891	Other Entities and Individuals	2,658
8,843	Total	5,630

21. Provisions

	Insurance Claims Provision	Planning Appeals Provision	Employee Benefits	MMI Provision	Total
	£000	£000	£000	£000	£000
Balance at 1 April 2011	120	5	192	-	317
Additional provisions made in 2011/12	18	-	180	100	298
Amounts used in 2011/12	(18)	-	(192)	-	(210)
Unused amounts reversed in 2011/12	-	(5)	-	-	(5)
Balance at 1 April 2012	120	-	180	100	400
Additional provisions made in 2012/13	-	-	178	80	258
Amounts used in 2012/13	(17)	-	(180)	-	(197)
Unused amounts reversed in 2012/13	-	-	-	-	-
Balance at 31 March 2013	103	-	178	180	461

The Insurance Claims Provision has been created to meet the costs of claims which are likely to be settled but where the actual settlement date is uncertain.

The Planning Appeals Provision was created to meet the costs of planning appeals where it is likely that a payment will have to be made but where the timing of the payment is uncertain. No outstanding items are currently known of.

The Employee Benefits Provision contains an amount equivalent to the accruals made in the Cost of Services within the Comprehensive Income and Expenditure Statement in respect of outstanding employee benefits (untaken leave, etc) at the year end.

The MMI Provision has been created to provide for possible clawback (levy) of sums paid out by the administrator of Municipal Mutual Insurance (MMI), in the event of MMI being assessed as "insolvent".

22. Usable Reserves

Movements in the Council's usable reserves, showing the split between capital and revenue reserves, are set out below:

	Balance at 1 April 2011 £000	Transfers Out 2011/12 £000	Transfers In 2011/12 £000	Balance at 31 March 2012 £000	Transfers Out 2012/13 £000	Transfers In 2012/13 £000	Balance at 31 March 2013 £000
Capital:							
Capital Receipts Reserve	5,986	(6,765)	3,200	2,421	(732)	1,013	2,702
LSVT Capital Fund	2,269	(2,386)	117	-	-	-	-
Special Projects (Economic Development) Fund	883	(883)	-	-	-	-	-
Capital Grants Unapplied	1,934	(4,319)	3,705	1,320	(639)	615	1,296
Both Revenue and Capital:							
Equipment Replacement Fund	157	(13)	85	229	(6)	54	277
Renewals & Repairs Fund	96	(498)	445	43	(492)	495	46
ICT Development Fund	800	(103)	35	732	(293)	70	509
New Initiatives Fund	201	(76)	-	125	(27)	-	97
Planning Delivery Grant Reserve	195	(122)	-	73	(73)	-	-
Revenue:							
General Fund Balance	1,750	(350)	-	1,400	(200)	-	1,200
Insurance Fund	338	(903)	805	240	(438)	356	158
Contingency Reserve Fund	114	(86)	80	108	(6)	-	102
Budget Support Fund	1,093	(575)	106	624	(260)	62	426
Conservation and Heritage Fund	53	(10)	14	57	(3)	11	64
Museum Purchases Fund	79	(4)	2	77	(13)	2	66
Maintenance Contributions	125	(110)	83	98	(73)	58	83
Mayors Charities Reserve	11	(15)	14	10	(15)	16	11
RENEW Reserve	142	(10)	-	132	(10)	-	122
Standards Fund	95	-	-	95	(80)	-	15
Deposit Guarantee Scheme Reserve	21	(1)	4	24	-	4	28
New Homes Bonus Reserve	-	-	264	264	(551)	777	491
Total	16,342	(17,229)	8,959	8,072	(3,911)	3,533	7,693

Note 6 sets out the movements on Usable Reserves involving transactions with the General Fund Revenue Account. The nature and purpose of these reserves is as set out below:

The Capital Receipts Reserve contains the balance of unapplied capital receipts arising from the disposal of fixed assets.

- The LSVT Capital Fund was originally established to receive the principal element of the internal leasing charges made by the ICT Leasing Fund to service revenue accounts;
- The Special Projects (Economic Development) Fund comprised monies originally provided from Revenue;
- The Capital Grants Unapplied Reserve contains the balance of unused grants and contributions which are available for use, i.e. they either have no conditions attached to them or any conditions have been met;
- The Equipment Replacement Fund is maintained to provide for the replacement of certain items of equipment, such as the crematorium cremators and printing equipment;
- The Renewals and Repairs Fund is maintained for the repair and maintenance of Council-owned buildings, structures and fixed plant. It is funded through a contribution from the General Fund revenue account, based on the estimated frequency and amount of future expenditure on repairs and maintenance for each building or structure, or item of fixed plant. During the year a special contribution has been made to the fund from the General Fund in the amount of £50,000;

- The ICT Development Fund is to be used to meet the costs of new IT requirements and the replacement of IT equipment;
- The New Initiatives Fund was established to fund new initiatives, both capital and revenue, not currently provided for in the Council's budgets;
- The Planning Delivery Grant Reserve was used to finance planning related activities of both a revenue and capital nature;
- The General Fund Balance exists to meet the cost of any unexpected adverse occurrences affecting the General Fund revenue budget or any of the occurrences materialising which are identified in the risk assessment relating to that budget. During the year a special contribution of £200,000 was made from the General Fund to the Insurance Fund and Repairs and Renewals Fund;
- The Insurance Fund is used to meet the cost of the insurance cover required by the Council and any excesses for which the Council is liable. During the year a special contribution has been made to the fund from the General Fund in the amount of £150,000;
- The Contingency Reserve Fund is used to finance expenditure in respect of contingencies that may arise in the future, for example redundancy payments consequent upon service reviews;
- The Budget Support Fund was created by crediting to it surpluses arising on the General Fund Revenue Account. It is to be used to support the revenue budget. It is also used to enable budget provision to be carried forward to future years by appropriating to it unspent balances where a commitment exists;
- The Conservation and Heritage Fund exists to provide grants to the owners of buildings of historical significance to enable them to be maintained in a state of good repair;
- The Museum Purchases Fund was established by a small bequest which has been added to by contributions from revenue account and proceeds from the sale of exhibits surplus to requirements. It is to be used to purchase exhibits for the museum and to conserve and enhance the display of existing exhibits;
- Maintenance Contributions are received from developers of housing and other schemes and are to be used to fund the maintenance of open spaces taken over from those developers;
- The Mayors Charities Reserve represents the balance on the Mayors Charities activity;
- The RENEW Reserve is to be used to meet revenue costs arising from the Council's participation in the Housing Market Renewal Pathfinder for North Staffordshire (RENEW);
- The Standards Fund is used to ensure that the Council meets its responsibilities under the Ethical and other standards frameworks. During the year £80,000 has been transferred from the Standards Fund to the Municipal Mutual Insurance (MMI) Provision;
- The Deposit Guarantee Reserve was created to hold the unspent balances relating to the Guarantee Scheme for landlord deposits in respect of homeless persons;
- The New Homes Bonus Reserve was created to hold unused balances in relation to New Homes Bonus grant.

23. Unusable Reserves

Movements in the Council's unusable reserves are shown below:

	Balance at 1 April 2011 £000	Transfers Out 2011/12 £000	Transfers In 2011/12 £000	Balance at 31 March 2012 £000	Transfers Out 2012/13 £000	Transfers In 2012/13 £000	Balance at 31 March 2013 £000
Capital:							
Revaluation Reserve	10,067	(53)	2,184	12,198	(693)	1,575	13,080
Capital Adjustment Account	48,864	(13,803)	15,366	50,427	(6,236)	3,530	47,721
Deferred Capital Receipts Reserve	1,753	(148)	397	2,002	(74)	53	1,981
Revenue:			-				
Pensions Reserve	(46,698)	(8,253)	-	(54,951)	(8,572)	-	(63,523)
Collection Fund Adjustment Account	49	(48)	-	1	(1)	14	14
Accumulated Absences Account	(192)	192	(180)	(180)	(178)	180	(178)
Total	13,843	(22,113)	17,767	9,497	(15,754)	5,352	(905)

The nature and purpose of these reserves is as set out below:

The Revaluation Reserve records the accumulated gains on the fixed assets held by the Council arising from increases in value, as a result of inflation or other factors (to the extent that these gains have not been consumed by subsequent downward movements in value). It is also debited with amounts equal to the part of depreciation charges on assets that has been incurred only because the asset has been revalued. On disposal, the Revaluation Reserve balance for the asset disposed of is written out to the Capital Adjustment Account. The overall balance on the Reserve thus represents the amount by which the current value of fixed assets carried in the balance sheet is greater because they are carried at revalued amounts rather than depreciated historical cost. It was established with a nil balance on 1 April 2007.

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction and enhancement. The Account contains accumulated gains and losses on Investment Properties and revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains. Note 6 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of noncurrent assets but for which cash settlement has yet to take place. Under statutory arrangements, the Council does not treat these gains as usable for financing new capital expenditure until they are backed by cash receipts. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve.

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

The Collection Fund Adjustment Account manages the differences arising from the recognition of council tax income in the Comprehensive Income and Expenditure Statement as it falls due from council tax payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

The Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

24. Cash Flow Statement - Operating Activities

The cash flows for operating activities include the following items:

2011/12		2012/13
£000		£000
(262)	Interest Received	(134)
59	Interest Paid	47

25. Cash Flow Statement - Investing Activities

The cash flows for investing activities include the following items:

2011/12		2012/13
£000		£000
11,753	Purchase of property, plant and equipment, investment property and intangible assets	1,906
112,052	Purchase of short and long term investments	111,636
	Other payments for investing activities	
(3,023)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(671)
(119,627)	Proceeds from short and long term investments	(117,435)
(3,281)	Other receipts from investing activities	(309)
(2,126)	Net Cash Flows from Investing Activities	(4,873)

26. Cash Flow Statement - Financing Activities

The cash flows for financing activities include the following items:

2011/12		2012/13
£000		£000
-	Cash receipts of short and long term borrowing	(9)
(5,213)	Other receipts from financing activities	(131)
161	Cash payments for the reduction of the outstanding liabilities relating to finance leases	166
8	Repayments of short- and long-term borrowing	41
639	Other payments for financing activities	2,907
(4,405)	Net Cash Flows from Financing Activities	2,974

27. Amounts Reported for Resource Allocation Decisions

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the Best Value Accounting Code of Practice. However, decisions about resource allocation are based on the reports made to the Council's Executive Management Team in the form of budget reports analysed across directorates. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- No charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged to services in the Comprehensive Income and Expenditure Statement);
- The cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than current service cost of benefits accrued in the year;
- Expenditure on some support services is budgeted for centrally and not charged to directorates.

The income and expenditure of the Council's directorates recorded in the budget reports for the year is as follows:

Directorate Income and Expenditure 2012/13	Chief Executive	Resources & Support Services	Operational Services	Regeneration & Development	Corporate Items	Total
	£000	£000	£000	£000	£000	£000
Fees, Charges and other service income	(1,083)	-	(4,986)	(4,248)	(1,498)	(11,815)
Government Grants	-	-	-	(746)	(41,467)	(42,213)
Total Income	(1,083)	-	(4,986)	(4,994)	(42,965)	(54,028)
Employee Expenses	716	-	2,817	821	77	4,431
Other Service Expenses	1,208	-	8,551	2,115	41,790	53,664
Support Service Recharges	1,355	-	2,453	4,414	3,004	11,226
Total Expenditure	3,279	-	13,821	7,350	44,871	69,321
Net Expenditure	2,196	-	8,835	2,356	1,906	15,293

Directorate Income and Expenditure 2011/12 Comparative Figures	Chief Executive	Resources & Support Services	Operational Services	Regeneration & Development	Corporate Items	Total
	£000	£000	£000	£000	£000	£000
Fees, Charges and other service income	(1,103)	-	(4,405)	(4,176)	(683)	(10,367)
Government Grants	(107)	-	-	(769)	(37,228)	(38,104)
Total Income	(1,210)	-	(4,405)	(4,945)	(37,911)	(48,471)
Employee Expenses	772	-	2,821	856	3	4,452
Other Service Expenses	1,151	-	8,517	1,977	36,831	48,476
Support Service Recharges	1,714	-	2,451	4,835	3,102	12,102
Total Expenditure	3,637	-	13,789	7,668	39,936	65,030
Net Expenditure	2,427	-	9,384	2,723	2,025	16,559

All services under Resources and Support Services are recharged out to other services.

The reconciliation below shows how the figures in the analysis of directorate income and expenditure relate to the amounts included in the Comprehensive Income and Expenditure Statement.

2011/12 £000		2012/13 £000
16,559	Net Expenditure in the Directorate Analysis Amounts in the Comprehensive Income & Expenditure Statement not reported to management in the Analysis	15,293
5,933	Amounts included in the Analysis not included in Cost of Services in the Comprehensive Income & Expenditure Statement	3,957
315		2
22,807	Cost of Services in Comprehensive Income & Expenditure Statement	19,252

The following reconciliation shows how the figures in the analysis of directorate income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement.

2012/13	Directorate Analysis	Services & Support services in Analysis	Amounts not reported to Management for decision making	Amounts not included in Cost of Services	Allocation of Recharges	Cost of Services	Corporate Amounts	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Fees, Charges and other Service Income	(11,815)	(527)	-	-	-	(12,342)	-	(12,342)
Interest and Investment Income	-	-	-	-	-	-	(311)	(311)
Income from council tax	-	-	-	-	-	-	(7,290)	(7,290)
Government Grants and Contributions	(42,213)	(184)	-	-	-	(42,397)	(8,509)	(50,906)
Capital Income	-	-	-	-	-	-	(1,388)	(1,388)
Total Income	(54,028)	(711)	-	-	-	(54,739)	(17,498)	(72,237)
Employee Expenses	4,431	11,063	-	-	-	15,494	-	15,494
Other Service Expenses	53,664	4,843	-	2	-	58,509	-	58,509
Support Service Recharges	11,226	-	-	-	(16,290)	(5,064)	-	(5,064)
Depreciation, Amortisation and Impairment	-	1,095	3,957	-	-	5,052	-	5,052
Interest payments	-	-	-	-	-	-	58	58
Precepts and Levies	-	-	-	-	-	-	331	331
Payments to Housing Capital Receipts Pool	-	-	-	-	-	-	1	1
Gain or Loss on disposal of fixed assets	-	-	-	-	-	-	61	61
Pensions Interest Cost/Return on Assets	-	-	-	-	-	-	1,874	1,874
Total Expenditure	69,321	17,001	3,957	2	(16,290)	73,991	2,325	76,316
Surplus or Deficit on the Provision of Services	15,293	16,290	3,957	2	(16,290)	19,252	(15,173)	4,079

2011/12 Comparative Figures

	Directorate Analysis	Services & Support services not in Analysis	Amounts not reported to Management for decision making	Amounts not included in Comp Inc & Exp Acct	Allocation of Recharges	Cost of Services	Corporate Amounts	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Fees, Charges and other Service Income	(10,367)	(302)	-	-	-	(10,669)	-	(10,669)
Interest and Investment Income	-	-	-	-	-	-	(484)	(484)
Income from council tax	-	-	-	-	-	-	(7,275)	(7,275)
Government Grants and Contributions	(38,104)	(154)	-	-	-	(38,258)	(8,761)	(47,019)
Capital Income	-	-	-	-	-	-	(5,139)	(5,139)
Total Income	(48,471)	(456)	-	-	-	(48,927)	(21,659)	(70,586)
Employee Expenses	4,452	11,507	-	-	-	15,959	-	15,959
Other Service Expenses	48,476	3,582	-	-	-	52,058	-	52,058
Support Service Recharges	12,102	-	-	-	(15,760)	(3,658)	-	(3,658)
Depreciation, Amortisation and Impairment	-	1,127	8,850	-	-	9,977	-	9,977
Non-Distributed Costs	-	-	58	-	-	58	-	58
Interest payments	-	-	-	-	-	-	58	58
Precepts and Levies	-	-	-	-	-	-	335	335
Payments to Housing Capital Receipts Pool	-	-	-	-	-	-	1	1
Gain or Loss on disposal of fixed assets	-	-	-	-	-	-	1,423	1,423
Pensions Interest Cost/Return on Assets	-	-	-	-	-	-	1,411	1,411
Total Expenditure	65,030	16,216	8,908	-	(15,760)	74,394	3,228	77,622
Surplus or Deficit on the Provision of Services	16,559	15,760	8,908	-	(15,760)	25,467	(18,431)	7,036

28. Trading Operations

The expenditure and income of trading operations is incorporated into the Cost of Services included in the Comprehensive Income and Expenditure Statement. The Council's market operates as a trading operation:

2011/12 £000	2012/13 £000
(191) Turnover	(148)
224 Expenditure	235
33 (Surplus)/Deficit	87

29. Members' Allowances

In 2012/13 a total of £325,430 was paid to members in respect of allowances and expenses (£315,516 in 2011/12).

30. Officers' Remuneration

The remuneration paid to the Council's senior employees is as follows:

2012/13 Senior Officers - salary between £50,000 and £150,000 per year					
Post Holder Information	Salary	Benefits in Kind	Total exc. employer's pension contributions	Employer Pension Contributions	Total inc. employer's pension contributions
	(£)	(£)	(£)	(£)	(£)
Chief Executive *	110,523	1,833	112,356	25,367	137,723
Executive Directors:					
Regeneration & Development	83,993	2,750	86,743	21,047	107,790
Resources & Support Services	83,993	-	83,993	19,906	103,899
Operational Services	83,993	2,750	86,743	19,906	106,649
Heads of Service:					
Central Services	55,073	2,750	57,823	13,052	70,875
Leisure and Cultural Services	55,073	2,750	57,823	13,052	70,875
Assets & Regeneration	55,073	-	55,073	13,052	68,125
Customer & ICT Services	55,073	2,663	57,736	13,052	70,788
Operations	53,694	2,750	56,444	12,726	69,170
Business Improvement & Partnerships	52,314	2,750	55,064	-	55,064
Planning Services	52,314	-	52,314	12,398	64,712

2011/12 Senior Officers - salary between £50,000 and £150,000 per year					
Post Holder Information	Salary	Benefits in Kind	Total excluding employer's pension contributions	Employer Pension Contributions	Total including employer's pension contributions
	(£)	(£)	(£)	(£)	(£)
Chief Executive **	113,874	2,750	116,624	25,849	142,473
Executive Directors:					
Regeneration & Development	83,993	2,750	86,743	20,102	106,845
Resources & Support Services	83,993	-	83,993	19,066	103,059
Operational Services	82,242	2,527	84,769	18,669	103,438
Heads of Service:					
Central Services	53,694	2,457	56,151	12,189	68,340
Leisure and Cultural Services	53,694	2,750	56,444	12,189	68,633
Assets & Regeneration	53,694	2,162	55,856	12,189	68,045
Customer & ICT Services	53,694	2,600	56,294	12,189	68,483
Operations	52,314	2,526	54,840	11,875	66,715
Business Improvement & Partnerships	50,935	2,750	53,685	-	53,685
Planning Services	50,935	-	50,935	11,518	62,453

* This includes salary of £99,736 plus Returning Officers fees for the Borough Council Elections.

** This includes salary of £99,736 plus Returning Officers fees for the Borough Council Elections.

4 other Council employees received between £50,000 and £55,000 remuneration during 2012/13 (excluding employer's pension contributions) the same as in 2011/12.

31. External Audit Costs

The Council has incurred the following costs in relation to the audit of the Statement of Accounts, certification of grant claims and statutory inspections and to non-audit services provided by the Council's external auditors:

2011/12 £000		2012/13 £000
111	Services in accordance with Section 5 of the Audit Commission Act 1998	72
24	Fees for Grant Certification under Section 28 of the Audit Commission Act 1998	39
135		111

32. Grant Income

The Council credited the following grants and contributions to the Comprehensive Income and Expenditure Statement in 2012/13:

2011/12 £000		2012/13 £000
	Credited to Taxation and Non Specific Grant Income	
22	Contribution from West Midlands IEP	13
425	Lottery Fund contribution	25
318	Planning Obligations Contributions (Section 106 contributions)	433
2,896	Staffordshire County Council contribution	-
11	Other Contributions	3
3,672	Total	474
	Credited to Services	
27,882	Housing Subsidy - Rent Allowance	31,261
889	Housing Subsidy - Housing Benefit Administration Grant	829
8,490	Council Tax Benefit Grant	8,250
1,956	Revenue Support Grant	142
6,329	National Non-Domestic Rates Grant	7,173
586	Disabled Facilities Grant	648
173	Council Tax Freeze Grant	346
13	Homelessness Directorate Grant	-
88	Safer Communities Grant	-
26	Waste and Resources Action Programme Grant	-
30	Local Public Service Agreement Grants	-
23	Waste Infrastructure Grant (via Staffs County Council)	-
62	Mortgage Repossession Fund	-
264	New Homes Bonus Scheme	777
127	Local Services Support Grant	127
	- New Burdens - Council Tax Reform	84
	- Dept Energy & Climate Change Fuel Poverty Fund Grant	26
	- Discretionary Housing Grant	38
	- English Heritage Grant	82
82	Other Grants	65
138	Contributions towards Community Safety Service (e.g from Police, Fire Service, Staffs County Council)	102
35	Future Jobs Fund Contribution	-
53	Contribution to Disabled Facility Grants	4
47	Town Centre Contributions	-
144	Other Contributions	129
47,437	Total	50,083

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned to the giver. The balances at the year-end are as follows:

31-Mar-12 £000		31-Mar-13 £000
	Capital Grants Receipts in Advance	
38	Free Swimming Grant	38
24	Safer Communities Grant	24
5	Other Grants	5
60	Planning Obligations Contributions (Section 106 contributions)	77
5	Other Contributions	5
132	Total	149

33. Related Parties

The Council is required to disclose material transactions with related parties - bodies or individuals that have the potential to control or influence the council or to be controlled or influenced by the council. Disclosure of these transactions allows readers to assess the extent to which the Council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Council.

Central Government

Central government has effective control over the general operations of the Council - it is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are set out in the subjective analysis in note 27 on reporting for resources allocation decisions. Grant receipts outstanding at 31 March 2013 are shown in note 32.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances and expenses paid in 2012/13 is shown in note 29. During 2012/13, transactions with Aspire Housing totalled £21,530,888 (net). 4 members sit on the board of this organisation. Contracts were entered into in full compliance with the council's standing orders. In addition, the Council had transactions totalling £224,318 (net) with voluntary and other organisations where 6 members had positions on the governing body and 1 was an employee of the organisation. Additionally transactions with the Victoria Theatre totalled £87,153 (net) where 2 members sit on its Board and transactions with the Staffordshire Fire Authority totalled £17,228 (net) where 2 members sit on its Board. Details of members' relationships are recorded in the Register of Members' Disposable Pecuniary Interests, open to public inspection at the Council's Civic Offices during office hours.

Officers

Payments were made to an entity related to a Council officer and to a company where a relative of a Council Officer was a member of its board. In both cases the officers have no direct involvement in procuring the services concerned.

34. Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases), together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Council, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Council that has yet to be financed. The CFR is analysed in the table below.

2011/12 £000		2012/13 £000
115	<i>Opening Capital Financing Requirement</i>	(31)
	<i>Capital Investment</i>	
7,503	Property, Plant and equipment	1,137
3,792	Investment Properties	15
61	Intangible Assets	68
3,455	Revenue Expenditure Funded from Capital under Statute	1,313
	<i>Sources of Finance</i>	
(6,543)	Capital Receipts	(732)
(4,939)	Government Grants and Other Contributions	(1,644)
(3,314)	Sums set aside from revenue	(157)
(161)	Minimum Revenue Provision	(166)
(31)	<i>Closing Capital Financing Requirement</i>	(197)
	<i>Explanation of Movements in Year</i>	
15	Assets acquired under Finance Leases	-
(161)	Minimum Revenue Provision	(166)
(146)	<i>Increase/(Decrease) in Capital Financing Requirement</i>	(166)

35. Leases

Council as Lessee

Finance Leases

The Council has acquired a number of items of vehicles and equipment under finance leases. The assets acquired under these leases are carried as Property, Plant and Equipment in the Balance Sheet at the following net amounts:

31-Mar-12 £000		31-Mar-13 £000
609	Vehicles, Plant, Furniture and Equipment	433
609		433

The Council is committed to making minimum payments under these leases comprising settlement of the long-term liability for the interest in the property acquired by the Council and finance costs that will be payable by the Council in future years while the liability remains outstanding. The minimum lease payments are made up of the following amounts:

31-Mar-12 £000		31-Mar-13 £000
	Finance Lease Liabilities (net present value of minimum lease payments):	
166	Current	138
436	Non-current	298
117	Finance Costs payable in future years	71
719	Minimum Lease Payments	507

The minimum lease payments will be payable over the following periods:

31-Mar-12			31-Mar-13	
Minimum Lease Payments	Finance Lease Liabilities		Minimum Lease Payments	Finance Lease Liabilities
£000	£000		£000	£000
166	46	Not later than one year	138	71
436	71	Later than one year and not later than five years	298	-
-	-	Later than five years	-	-
602	117		436	71

Operating Leases

The Council has acquired a number of items of vehicles and equipment by entering into operating leases, with typical lives of 4 years. The future minimum lease payments due under non-cancellable leases in future years are:

31-Mar-12		31-Mar-13
£000		£000
40	Not later than one year	31
29	Later than one year and not later than five years	-
-	Later than five years	-
69		31

The expenditure charged in the Comprehensive Income and Expenditure Statement during the year in relation to these leases was:

2011/12		2012/13
£000		£000
40	Minimum Lease Payments	34
40		34

Council as Lessor

Finance Leases

The Council has leased out 8 properties on a finance lease basis, with terms remaining from 12 to 125 years.

The Council has a total gross investment in these leases, made up of the minimum lease payments expected to be received over the remaining term and the residual value anticipated for the properties when the leases come to an end. The minimum lease payments comprise settlement of the long-term debtor for the interest in the properties acquired by the lessee and finance income that will be earned by the Council in future years whilst the debtor remains outstanding. The gross investment is made up of the following amounts:

31-Mar-12			31-Mar-13	
£000			£000	
Finance Lease Debtor (net present value of minimum lease payments):				
242	Current		222	
12,130	Non-current		11,908	
10,790	Unearned Finance Income		10,641	
23,162	Gross Investment in the Lease		22,771	

The gross investment in the lease and the minimum lease payments will be received over the following periods:

31-Mar-12			31-Mar-13	
Minimum Lease Payments	Finance Lease Liabilities		Minimum Lease Payments	Finance Lease Liabilities
£000	£000		£000	£000
397	155	Not later than one year	372	150
1,667	704	Later than one year and not later than five years	1,567	677
21,098	9,931	Later than five years	20,832	9,814
23,162	10,790		22,771	10,641

Operating Leases

The Council leases out property and equipment under operating leases for the following purposes:

- For the provision of community services, such as sports facilities and community centres;
- To gain income from its investment properties;
- For economic development purposes to provide suitable affordable accommodation for local businesses.

The future minimum lease payments receivable under non-cancellable leases in future years are:

31-Mar-12			31-Mar-13	
£000			£000	
468		Not later than one year		473
984		Later than one year and not later than five years		977
1,657		Later than five years		1,577
3,109				3,027

36. Impairment Losses

During 2012/13 the Council has recognised the following impairment losses in relation to capital expenditure incurred on the enhancement of non current assets where such expenditure does not increase the value of the asset concerned. An amount equal to this is charged as an impairment loss to the service which uses the asset in the Comprehensive Income and Expenditure Statement. The total amount of such impairment losses for 2012/13 was £0.701m (2011/12 £3.836m).

37. Termination Benefits

The Council terminated the contracts of a number of employees in 2012/13, incurring liabilities of £162,133 (£555,723 in 2011/12). The termination benefits consisted of £45,422 redundancy costs together with £28,103 pay in lieu of notice, £81,430 actuarial strain payments and £7,178 long service awards.

38. Defined Benefit Pension Schemes

Participation in Pension Schemes

As part of the terms and conditions of employment of its officers, the Council makes contributions towards the cost of post employment benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement.

The Council participates in:

- The Local Government Pension Scheme, administered locally by Staffordshire County Council - this is a funded defined benefit final salary scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets;
- Arrangements for the award of discretionary post retirement benefits upon early retirement - this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made.

However, there are no investment assets built up to meet these pensions liabilities, and cash has to be generated to meet actual pensions payments as they eventually fall due.

Transactions Relating to Post-employment Benefits

The cost of retirement benefits is recognised in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required to be made against council tax is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

2011/12			2012/13	
Local Government Pension scheme	Discretionary Benefits Arrangements		Local Government Pension scheme	Discretionary Benefits Arrangements
£000	£000		£000	£000
Comprehensive Income & Expenditure Statement				
<i>Cost of Services:</i>				
2,188		Current Service Cost	2,159	
56		Past Service Costs / (Gains)	47	
43		Settlements and Curtailments	-	
	(477)	Unfunded Benefit Contributions		(461)
<i>Financing and Investment Income and Expenditure</i>				
7,001		Interest cost	6,576	
(5,590)		Expected Return on Scheme Assets	(4,702)	
3,698	(477)	Total Post Employment Benefit charged to the Surplus or Deficit on the Provision of Services	4,080	(461)
<i>Other Post Employment Benefit charged to the Comprehensive Income & Expenditure Statement</i>				
(7,711)		Actuarial Gains and (Losses)	(7,584)	
(7,711)	-	Total Post Employment Benefit charged to the Comprehensive Income & Expenditure Statement	(7,584)	-
Movement in Reserves Statement				
7,169		Reversal of Net Charges made to the Surplus or Deficit on the Provision of Services for Post Employment Benefits in accordance with the Code	6,596	
Actual amount charged against the General Fund Balance for pensions in the year:				
3,156		Employers' Contributions payable to Scheme	3,092	
	(477)	Retirement Benefits payable to pensioners		(461)

The cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Statement to the 31 March 2013 is a gain/(loss) of £(39.338m).

Assets and Liabilities in Relation to Post-employment Benefits

Reconciliation of present value of the scheme liabilities (defined benefit obligation):

2011/12		2012/13	
Funded Liabilities: Local Government Pension scheme	Unfunded Liabilities: Discretionary Benefits Arrangements	Funded Liabilities: Local Government Pension scheme	Unfunded Liabilities: Discretionary Benefits Arrangements
£000	£000	£000	£000
130,130	(1,304)	140,241	(1,781)
2,188	-	2,159	-
7,001	-	6,579	-
732	-	702	-
5,738	-	15,243	-
(5,647)	(477)	(5,396)	(461)
56	-	47	-
43	-	-	-
-	-	-	-
140,241	(1,781)	159,575	(2,242)

Reconciliation of fair value of the scheme assets:

2011/12	2012/13
£000	£000
82,128	83,509
5,590	4,702
(1,973)	7,659
2,679	2,631
732	702
(5,647)	(5,396)
-	-
83,509	93,807

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets. The actual return on scheme assets in the year was £3.633m (2011/12: £6.736m).

Scheme History

	2008/09	2009/10	2010/11	2011/12	2012/13
	£000	£000	£000	£000	£000
Present Value of Liabilities:					
Local Government Pension Scheme	(91,548)	(141,527)	(122,343)	(131,306)	(150,023)
Discretionary Benefits	(6,025)	(7,423)	(6,483)	(7,154)	(7,307)
Fair Value of Assets in the Local Government Pension Scheme	57,416	80,247	82,128	83,509	93,807
Surplus/(Deficit) in the Scheme:	(40,157)	(68,703)	(46,698)	(54,951)	(63,523)
Local Government Pension Scheme	(34,132)	(61,280)	(40,215)	(47,797)	(56,216)
Discretionary Benefits	(6,025)	(7,423)	(6,483)	(7,154)	(7,307)
Total	(40,157)	(68,703)	(46,698)	(54,951)	(63,523)

The liabilities show the underlying commitments that the Council has in the long run to pay post employment (retirement) benefits. The total liability of £63.523m has a substantial impact on the net worth of the Council as recorded in the Balance Sheet, resulting in an overall balance of £6.88m. However, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy:

- The deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees (i.e. before payments fall due), as assessed by the scheme actuary;
- Finance is only required to be raised to cover discretionary benefits when the pensions are actually paid.

The total contributions expected to be made to the Local Government Pension Scheme by the Council in the year to 31 March 2014 is £2.551m. Expected contributions for the Discretionary Benefits scheme in the year to 31 March 2014 are £477k.

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and Discretionary Benefits liabilities have been assessed by Hymans Robertson, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 31 March 2013. The principal assumptions used by the actuary have been:

2011/12			2012/13	
Local Government Pension scheme	Discretionary Benefits Arrangements		Local Government Pension scheme	Discretionary Benefits Arrangements
Long Term expected rate of return on assets in the Scheme:				
6.2%		Equity Investments	4.5%	
3.3%		Bonds	4.5%	
7.9%		Other	4.5%	
Longevity at 65 for current pensioners:				
21.2		Men	21.2	
23.4		Women	23.4	
Longevity at 65 for future pensioners:				
23.3		Men	23.3	
25.6		Women	25.6	
2.5%	2.5%	Rate of Inflation	2.8%	2.8%
4.8%		Rate of Increase in Salaries	5.1%	
2.5%	2.5%	Rate of Increase in pensions	2.8%	2.8%
4.8%	4.8%	Rate for Discounting Scheme Liabilities	4.5%	4.5%
50%		Take-up option to convert annual pension into retirement lump sum	50%	

The Discretionary Benefits arrangements have no assets to cover its liabilities. The Local Government Pension Scheme's assets consist of the following categories, by proportion of the total assets held:

31-Mar-12		31-Mar-13	
%		%	
78	Equity Investments	79	
12	Debt Instruments	12	
10	Other Assets	9	
100	Closing Balance at 31 March	100	

History of Experience Gains and Losses

The actuarial gains identified as movements on the Pensions Reserve in 2012/13 can be analysed into the following categories, measured as a percentage of assets or liabilities at 31 March 2013:

	2008/09	2009/10	2010/11	2011/12	2012/13
	%	%	%	%	%
Differences between the expected and actual return on assets	(39.5)	25.5	(2.7)	(2.4)	8.2
Experience gains and losses on liabilities	0.2	(0.2)	0.3	(2.8)	0.1

39. Contingent Liabilities

(a) Municipal Mutual Insurance

In 1992/93 the council's insurers, Municipal Mutual insurance, ceased accepting new business. Under the Scheme of Arrangement that was established to ensure an orderly wind up of the company a levy could be made on the Council. The exact amount cannot be quantified at the current time, although the maximum is £721,000. An amount of £180,000 has been set aside as a provision for these costs, so the maximum contingent liability is £541,000.

(b) Insurance Fund

It is estimated that claims totalling circa £48,000 will arise from incidents that had occurred up to 31 March 2013 but have not yet been reported.

(c) VAT

The computation of the Council's 2012/13 position in respect of exempt category Value Added Tax have yet to be agreed with Revenue and Customs. If the 5% allowance has been exceeded, up to £150,000 in VAT may become payable.

(d) Land Sales Receipts

An agreement exists with a government department to pay to them all of the proceeds to be received in respect of the sale, when it occurs, of a development site for which the department provided development funding. Some of the proceeds have already been paid over; the remaining amount may be up to around £257,000.

(e) Housing Stock Transfer Warranty

Liabilities in relation to a warranty given by the Council in respect of the transfer of its housing stock to a registered social landlord in February 2000 could arise. The amount of the potential liability cannot be quantified but could amount to several million pounds.

(f) Local Land Charges Fees

Following a change in the law relating to charging for personal searches, there may be a liability to repay up to £107,000 in fee income.

(g) Lancaster Buildings

There is a potential liability arising from the Council's obligation to repay part of a grant in respect of the refurbishment of Lancaster Buildings in the event that targets attached to the grant are not met.

40. Contingent Assets

The Council does not have any contingent assets.

41. Nature and Extent of Risks Arising from Financial Instruments

The Council's activities expose it to a variety of financial risks:

- Credit risk - the possibility that other parties might fail to pay amounts due to the Council;
- Liquidity risk - the possibility that the Council might not have funds available to meet its commitments to make payments;
- Market risk – the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates and stock market movements.

The Council's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by a central treasury team, under policies approved by the council in the annual treasury management strategy. The council provides written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk and the investment of surplus cash.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, as laid down by Fitch and Moody's Ratings Services. The Annual Investment Strategy also imposes a maximum sum to be invested with a financial institution located within each category.

The credit criteria in respect of financial assets held by the Council are as summarised below:

- Investment counterparties are assessed as to their suitability in relation to credit ratings supplied by the main ratings agencies, with the additional consideration of credit default swap data. A limit is placed on the amount which can in total be placed with individual counterparties and categories of counterparties;
- Customers for goods and services are assessed, taking into account their financial position, past experience and other factors, with individual credit limits being set where considered necessary. Credit references are obtained where contracts are entered into.

The Council's maximum exposure to credit risk in relation to its investments in banks and financial institutions of £0.131m cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the Council's deposits, but there was no evidence at the 31 March 2013 that this was likely to crystallise.

The following analysis summarises the Council's potential maximum exposure to credit risk on other financial assets, based on experience of default and uncollectability over the last five financial years, adjusted to reflect current market conditions.

	Amount at 31 March 2013	Historical experience of default	Historical experience adjusted for market conditions at 31 March 2013	Estimated maximum exposure to default and uncollectability at 31 March 2013	Estimated maximum exposure at 31 March 2012
	£000 A	% B	% C	£000 (A X C)	£000
Deposits with banks & financial institutions	4,934	0%	1.25%	62	131
Heritable Bank	261	-	Impairment	301	301
Customers (trade debtors)	3,484	-	15%	523	535
				885	967

No credit limits were exceeded during the reporting period and, apart from the frozen investment with Heritable Bank, the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits and bonds.

The Council does not generally allow credit for customers, such that £2.912m of the £3.484m balance is past its due date for payment. The past due but not impaired amount can be analysed by age as follows:

31-Mar-12 £000		31-Mar-13 £000
73	31 to 89 days	39
227	90 to 149 days	192
2,772	Over 150 days	2,681
3,072		2,912

Liquidity Risk

The Council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the Council has ready access to borrowings from the money markets and the Public Works Loans Board. There is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. At present the Council has no intention of entering into any long term borrowing arrangements. The maturity analysis of financial liabilities is as follows:

31-Mar-12 £000		31-Mar-13 £000
10,851	Less than one year	5,195
145	Between one and two years	-
-	Between two and five years	-
-	More than five years	-
10,996		5,195

All trade and other payables are due to be paid in less than one year.

Interest Rate Risk

The Council is exposed to risk in terms of its exposure to interest rate movements on its investments (no long term money market borrowing at present). Movements in interest rates have a complex impact on the Council. For instance, a rise in interest rates would have the following effects:

- Investments at variable rates – the interest income credited to the Surplus or Deficit on the Provision of Services will rise;
- Investments at fixed rates – the fair value of the assets will fall.

Changes in interest receivable on variable rate investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance. Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in Other Comprehensive Income and Expenditure. At 31 March 2013, if interest rates had been 1% higher with all other variables held constant, the financial effect would be:

	£000
Increase in interest receivable on variable rate investments	157
Impact on Surplus or Deficit on the Provision of Service:	<u>157</u>

The impact of a 1% fall in interest rates would be as above but with the movements being reversed.

Price Risk

The Council does not have any investment in equity shares or in joint ventures or local industry. Consequently, it is not exposed to losses arising from movements in share prices.

Foreign Exchange Risk

The Council has no financial assets or a liability denominated in foreign currencies and has no exposure to loss arising from movements in exchange rates.

42. Building Control Account

NORTH STAFFORDSHIRE BUILDING CONTROL PARTNERSHIP 2012-2013 FINANCIAL YEAR

The Building (Local Authority Charges) Regulations 2010 require the disclosure of information regarding the setting of charges for the administration of the building control function, however, certain activities performed by the Building Control Division cannot be charged for, such as providing general advice and carrying out enforcement.

CIPFA guidance for local authority building control accounting states where local authorities enter into a formal arrangement to provide a single building control service, they should operate a single charging regime (i.e. one charging scheme and financial statement).

The statement below combines the building control accounts for Stoke and Newcastle Borough Council (The North Staffordshire Building Control Partnership) and shows the total cost of providing the service divided between chargeable and non-chargeable activities.

	2012-13		
	Newcastle & Stoke Partnership		
	Total	Fee Earning	Non-chargeable
	£'000s	£'000s	£'000s
Salaries	490	320	170
Premises	17	11	6
Transport	19	12	7
Supplies	23	15	8
Central Support	73	41	32
Structural Eng	17	17	-
Total Expenditure	639	416	223
Building Regulation Charges	415	415	-
Miscellaneous Income	1	1	-
Total Income	416	416	-
Surplus/ (deficit)	(223)	0	(223)

43. Trusts and Other Similar Funds

The following statement summarises the balances and movements during the year of the various Funds for which the Council assumes a supervisory role. Balances relating to these Funds are not included in the Consolidated Balance Sheet and their transactions are not included in the Consolidated Revenue Account.

	Balance at 1 April 2012	Expenditure	Income	Balance at 31 March 2013
	£000	£000	£000	£000
Newcastle Almshouses Trust (Accom. For Poor Widows)	-	7	14	7
Sports Advisory Council (Advice/Assistance to Sport)	10	21	22	11
Museum Purchase Fund (Maintenance and Purchase of Museum Exhibits)	6	-	-	6
United Charities - Eliza Hinds Charity (grave upkeep)	3	-	-	3
United Charities - Relief in Need Charity (Christmas gifts for elderly)	27	3	5	29
United Charities - Relief in Sickness Charity (Christmas gifts for elderly)	64	5	11	70
	110	36	52	126

The United Charities financial year ends at 30 September each year. The balances brought forward in relation to these charities are, in fact, those at 30 September 2011 and the carried forward balances are those for 30 September 2012.

Collection Fund

2011/12 £000			2012/13 £000
	Expenditure		
7,246	Precepts and Demands - Borough Council		7,256
40,186	- County Council		40,264
6,938	- Police Authority		6,951
2,642	- Fire Authority		2,647
<u>57,012</u>			57,118
	Business Ratepayers		
31,902	- Contribution to National Pool		30,880
143	- Cost of Collection		142
<u>32,045</u>			31,022
466	Provision for Bad Debts		472
	Contribution towards Previous Years Surplus/(Deficit)		
387	- Re Council Tax		170
-	- Re Community Charge		170
89,910	Total Expenditure		88,782
	Income		
32,392	Business Ratepayers		31,367
48,783	Council Taxpayers		49,347
<u>81,175</u>			80,714
	Transfers from General Fund		
8,349	- Council Tax Benefit		8,171
-	- Discretionary NNDR Relief		-
8,349			8,171
	- Transfer from/(to) Bad Debts Provision		
89,524	Total Income		88,885
	(386) Surplus/(Deficit) For The Year		103
	Collection Fund Balance		
127	Balance at Beginning of Year		(259)
(386)	Surplus/(Deficit) for the Year		103
(259)	Balance at end of Year		(156)

NOTES

1. Business Rates

The Council collects business rates in its area on behalf of the Government based on non-domestic rateable values multiplied by a uniform business rate. The rate is specified by the Government and in 2012/13 was 45.8p, with a reduction for "small businesses" to 45p on application (43.3p in 2011/12 - "small business" reduction, 42.6p). The Council is responsible for collecting rates due from the ratepayers in its area and the total amount collected, less certain reliefs and deductions is paid into the NNDR Pool. The Council then receives a share of the pool on the basis of a fixed amount per head of population.

	2011/12 £	2012/13 £
Non Domestic Rateable Value at year-end	84,575,612	84,368,921

The government has introduced a Business Rates Deferral Scheme, which permits ratepayers to defer payment of part of the amount due. No adjustment has, however, been made to the debtors balance in respect of the deferred amount as the 2010 Code of Accounting Practice indicates that the full amount should be recorded.

2. Council Tax

Council Tax Income is derived from charges raised according to the value of residential properties which have been classified into eight valuation bands for this purpose. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by Staffordshire County Council, Staffordshire Police Authority, Staffordshire Fire Authority and the Borough Council for the forthcoming year and dividing this by the council tax base. The average Band D tax in 2012/13 of £1,450.99 compared with £1,450.99 in 2011/12. Multiplication of this amount by the proportions set out below gives the amount due for a property in each band:

Band A	6/9
Band B	7/9
Band C	8/9
Band D	9/9
Band E	11/9
Band F	13/9
Band G	15/9
Band H	18/9

The Council Tax Base for 2012/13 was derived as follows:

Band and Value Range	Number of Dwellings	After Discounts & Exemptions	Ratio to Band D	Band D Equivalents
Band A (Up to £40,000)	23,796	19,949	6/9	13,292
Band B (£40,001 - £52,000)	10,026	8,929	7/9	6,945
Band C (£52,001 - £ 68,000)	10,802	9,733	8/9	8,651
Band D (£68,001 - £88,000)	4,428	4,048	9/9	4,048
Band E (£88,001 - £120,000)	2,625	2,402	11/9	2,935
Band F (£120,001 - £160,000)	1,697	1,565	13/9	2,261
Band G (£160,001 - £320,000)	900	814	15/9	1,356
Band H (Over £320,000)	46	22	18/9	43
				39,531
Less adjustment for collection rates (1%)				(395)
Borough Council Tax Base				39,136

Council Tax Base Analysed over Parished and Unparished areas of the Borough

	Equivalent Band D Dwellings
Newcastle (Includes Parish Council Tax Bases Below)	39,136
<i>Kidsgrove</i>	7,219
<i>Audley</i>	2,669
<i>Loggerheads</i>	1,957
<i>Balterley, Betley & Wrinehill</i>	574
<i>Chapel & Hill Chorlton</i>	197
<i>Keele</i>	332
<i>Madeley</i>	1,558
<i>Maer</i>	254
<i>Silverdale</i>	1,446
<i>Whitmore</i>	805

3. Precepts

The following authorities made demands (precepts) on the Collection Fund:

2011/12		2012/13
£000		£000
7,246	Newcastle Borough Council	7,256
40,186	Staffordshire County Council	40,264
6,938	Staffordshire Police Authority	6,951
2,642	Staffordshire Fire Authority	2,647
57,012		57,118

4. Write-Offs

During the year the following amounts were written-off to the relevant Bad Debts Provisions in respect of irrecoverable debt:

- Council Tax: £78,148 (£60,397 2011/12);
- NNDR: £355,363 (£313,601 2011/12).

Audit Certificate

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

Opinion on the Authority financial statements

We have audited the financial statements of Newcastle-under-Lyme Borough Council for the year ended 31 March 2013 under the Audit Commission Act 1998. The financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement and Collection Fund and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13.

This report is made solely to the members of Newcastle-under-Lyme Borough Council in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 48 of the Statement of Responsibilities of Auditors and Audited Bodies published by the Audit Commission in March 2010. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Executive Director (Resources and Support Services) and auditor

As explained more fully in the Statement of the Executive Director (Resources and Support Services) Responsibilities, the Executive Director (Resources and Support Services) is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom, and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Authority's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Executive Director (Resources and Support Services); and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the explanatory foreword to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the financial position of Newcastle-under-Lyme Borough Council as at 31 March 2013 and of its expenditure and income for the year then ended; and
- have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13.

Opinion on other matters

In our opinion, the information given in the explanatory foreword for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007;
- we issue a report in the public interest under section 8 of the Audit Commission Act 1998;
- we designate under section 11 of the Audit Commission Act 1998 any recommendation as one that requires the Authority to consider it at a public meeting and to decide what action to take in response; or
- we exercise any other special powers of the auditor under the Audit Commission Act 1998.

We have nothing to report in these respects.

Conclusion on the Authority's arrangements for securing economy, efficiency and effectiveness in the use of resources

Respective responsibilities of the Authority and the auditor

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.

We are required under Section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires us to report to you our conclusion relating to proper arrangements, having regard to relevant criteria specified by the Audit Commission.

We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our audit in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria, published by the Audit Commission in November 2012, as to whether the Authority has proper arrangements for:

- securing financial resilience; and
- challenging how it secures economy, efficiency and effectiveness.

The Audit Commission has determined these two criteria as those necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2013.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, the Authority had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Conclusion

On the basis of our work, having regard to the guidance on the specified criteria published by the Audit Commission in November 2012, we are satisfied that, in all significant respects, Newcastle-under-Lyme Borough Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2013.

Certificate

We certify that we have completed the audit of the financial statements of Newcastle-under-Lyme Borough Council in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

John Gregory

Director

for and on behalf of Grant Thornton UK LLP, Appointed Auditor

Grant Thornton UK LLP
Colmore Plaza
20 Colmore Circus
Birmingham
B4 6AT

26 September 2013

ANNUAL GOVERNANCE STATEMENT 2012/13

1.0 *Scope of responsibility*

- 1.1 Newcastle-under-Lyme Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Newcastle-under-Lyme Borough Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, Newcastle-under-Lyme Borough Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.
- 1.3 Newcastle-under-Lyme Borough Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the Code is on the Council's website at <http://www.newcastle-staffs.gov.uk/corporategov> or can be obtained from the Audit Manager. This statement explains how Newcastle-under-Lyme Borough Council complies with the Code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2011 in relation to the publication of a Statement on Internal Control.

2.0 **Delivering Good Governance in Local Government: Framework**

2.1 **The purpose of the governance framework**

The governance framework comprises the systems, processes, culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing and embedded process designed to identify and prioritise the risks to the achievement of Newcastle-under-Lyme Borough Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.
- 2.3 The governance framework has been in place at Newcastle-under-Lyme Borough Council for the year ended 31 March 2013 and up to the date of approval of the Statement of Accounts.

3.0 **The governance framework**

- 3.1 The Council operates a number of systems, policies and procedures that constitute or contribute to the operation of the internal control environment and support the principles set out in the Code of Corporate Governance as detailed in the tables below:

Core Principle 1	Focusing on the purpose of the Authority and on the outcomes for the community and implementing a vision for the local area.
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Core Principle 1	Focusing on the purpose of the Authority and on the outcomes for the community and implementing a vision for the local area.
<ul style="list-style-type: none"> • Identifying and communicating the authority's vision of its purpose and intended outcomes for citizens and service users • Reviewing the authority's vision and its implications for the authority's governance arrangements • Measuring the quality of services for users, for ensuring they are delivered in accordance with the authority's objectives and for ensuring that they represent the best use of resources 	
<p>The Corporate Plan (due to become the Council Plan from 2013/14 onwards) sets out the vision for the council and the associated corporate priorities inform the overall business planning process for the organisation in terms of resource allocation and performance management. These priorities were originally drawn from the Borough's Sustainable Community Strategy, produced under the auspices of the Newcastle Partnership. The Strategy is still in place, but the Partnership's priorities have now changed to focus on encouraging economic growth and tackling vulnerability. The Borough Council has refreshed its Council Plan to take account of these developments, and has also developed a number of supporting strategies focused on Economic Development, Stronger and Safer Communities and Health and Well-Being. This strategic framework is supplemented by the developing Co-operative Strategy of the Council, which builds on the new corporate priority of "becoming a co-operative council which delivers high-quality, community-driven services".</p>	
<p>The Council has developed targets against which progress is monitored throughout the year through the performance management framework. This framework has been reviewed and, from April 2013, will focus more clearly on outcomes. Targets and indicators have been matched to 18 outcomes and the Plan is focused and organised on and around outcomes.</p>	
<p>Individual service plans are still completed as part of the corporate planning process - they demonstrate how each service contributes to the overall delivery of the Council's vision and corporate priorities, as well as being focused on outcomes. Service Plans are translated and communicated to employees via the Appraisal Process, Team Briefings and the Core Brief via Heads of Service and Business Managers. This process and the overall governance arrangements for the Authority are undertaken annually. The Council also communicates via the website and the Reporter Newspaper for the wider community.</p>	
<p>Service quality and being able to demonstrate that services are providing the best value for money are key requirements of the Service Plans and value for money is a key outcome for the council. Managers are required to evidence clearly that the service they provide is making best use of available resources. Benchmarking exercises are undertaken by service areas and also corporately as a means of demonstrating value for money; but the organisation needs to learn more from best practice examples found elsewhere and also needs to understand and reflect customer needs more effectively. This process has been taken forward as part of the budget setting process for 2013/14, where functions were prioritised based on a range of different criteria including budget and customer feedback.</p>	
<p>The Council continues to monitor the delivery of its services, including ensuring that resources follow priorities (see above) and that customers are satisfied with services being delivered.</p>	
<p>In addition to engagement and consultation work, the council and its partners across all sectors seek to work together against the key partnership priorities as part of the Newcastle Partnership. A number of projects have been developed, framed by the Council's key strategic areas. Partners have also continued to develop service delivery approaches which are in line with citizen requirements and which meet the expectations of citizens. The review of the Partnership's Community Engagement Strategy is ongoing and is being further developed against a background of the Government's localism agenda and the Council's desire to become a co-operative organisation. Locality Action Partnerships continue to be reviewed in order to ensure that they are fit for purpose in delivering positive change for their communities.</p>	
<p>A programme of changes to the way consultation is carried out by the organisation has been devised and is in the process of being implemented. Moving away from 'paper and post' surveys, the focus of consultation is shifting towards community based engagement and an emphasis on the role of members as champions</p>	

Core Principle 1	Focusing on the purpose of the Authority and on the outcomes for the community and implementing a vision for the local area.
<p>for their areas.</p> <p>The Corporate Complaints Compliments and Comments policy ensure continuous improvement in the services that we deliver by responding and reflecting on the challenges raised by our customers. As part of the Council's continued commitment to improving its services for the customer a Customer Standards Strategy ensures a quality assurance process in respect of the frontline services that we deliver and a Customer Charter ensures consistency in our interactions with customers. Technology is in place that measures customer demand and preferences and this is used to identify avoidable contact that can be used to enhance our services.</p> <p>The Council is putting in place a programme of 'channel choice' to increase access to its services by providing greater choice in the ways that customers can contact us, linked to customer preferences and needs</p> <p>The Council has achieved the Customer Service Excellence award in Customer Services for the third consecutive year</p> <p>The Third Sector Commissioning Framework continues to demonstrate the Council's commitment to collaborative working, and is being supplemented by a local review of grant based funding. The Council is also a part of the countywide Public Sector Commissioning in Partnership process (the only district or borough council in Staffordshire to do so).</p> <p>The Council's Constitution commits the organisation to working in partnership with others to assist with the delivery of its priorities. Before entering into any partnership a full assessment of the aims, objectives, and risks to the Authority of entering into that Partnership is completed. To assist with this process a toolkit has been developed. All of the Council's significant partnerships have been assessed against the toolkit and all future proposals for partnership working will also be assessed in the same way.</p> <p>There are four Overview and Scrutiny Committees that reflect each of the Council's Corporate Priorities. The Scrutiny Process is reviewed (including external review) to ensure it challenges policy development and decision making in a robust, constructive and purposeful way while developing a partnership with external agencies and authorities, it reflects the voice and concerns of the public and its communities and makes an impact on the delivery of public services.</p>	

Core Principle 2	Members and Officers working together to achieve a common purpose with clearly defined functions and roles.
<ul style="list-style-type: none"> Defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication. <p>The Council's Constitution and Scheme of Delegation set out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to the local people. Further detail is provided via the Council's Financial Regulations. These documents are kept under review by Officers and Members.</p> <p>The issue of how Members and Officers work together was one of the main areas of focus for the Local Government Association (LGA) Corporate Peer Challenge team. The team visited the Council in October 2012 to undertake a 'health check' of the council in order to provide reassurance that the Council can deliver its future plans through having the right levels of capacity and achieving the maximum levels of performance. In addressing the issue of Member/Officer relationships and working, the Peer Challenge team</p>	

Core Principle 2	Members and Officers working together to achieve a common purpose with clearly defined functions and roles.
<p>identified the areas of leadership, governance, decision-making and capacity as key to achieving successful outcomes as covered by this Core Principle. In leadership terms, the team advocated greater visibility for Members and enhanced levels of engagement for all Members of the Council through more effective scrutiny and greater levels of cross-party input into policy development. In addition, the Peer Challenge team argued that the Council should build on good Member/Officer relationships and the ongoing review of the Council's Constitution to develop enhanced levels of pre-decision scrutiny and improved processes at Full Council meetings. Finally, Member development and support was seen as crucial by the Peer Challenge team in terms of developing the 'modern councillor' – one who is able to be an advocate for their community and who uses technology to deal with issues in a timely manner. These identified issues have been collected into an action plan for the Council and significant improvements in the conduct of meetings, together with a greater role for scrutiny in terms of decision making and policy development are beginning to be seen in key areas such as the development of the Co-operative Council.</p>	

Core Principle 3	Promoting values for the Authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
<ul style="list-style-type: none"> • Developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff • Reviewing and updating standing orders, standing financial instructions, a scheme of delegation and supporting procedure notes/manuals, which clearly define how decisions are taken and the processes and controls required to manage risks <p>The Authority's Codes of Conduct for Employees and Members are regularly reviewed and updated. Both Officers and Members are reminded annually of their need to ensure compliance with these codes, and the need to declare any outside interests, private work or the receipt of any gift or acceptance of hospitality. Any instances of non compliance are dealt with under the Council's disciplinary process in respect of Employees and through the Monitoring Officer and the Standards Committee in respect of Members.</p> <p>Members receive training on an annual basis in respect of Ethical Standards. Specific training was delivered to officers in relation to Procurement, which covered the principles set out in the Council's Standing Orders and Financial Regulations and also incorporated the principles of the Bribery Act. It has however, been acknowledged that a formal training programme for employees needs to be put in place and this will form part of the Workforce Development Plan</p> <p>The Council's Standing Orders, Financial Regulations and Scheme of Delegation are all reviewed annually and approved as part of the Council's Constitution.</p> <p>A regular programme of work is completed by Internal Audit which reviews the compliance with established procedures.</p> <p>All new employees go through a corporate induction process to ensure they are informed of all corporate policies and procedures. In addition regular reminders are given to all employees via the Appraisal Process, Team Briefings and Executive Bulletins. A copy of all Council policies and procedures are available on the internet and intranet sites.</p> <p>Risk Management continues to be embedded throughout the organisation. Risk Champions work at both operational and strategic levels within all Directorates. All operational risks are aligned to business objectives, whilst at a strategic level risks are linked to the Council's corporate priorities. Risk assessments are in place for all of the Council's significant partnerships and in addition a formal risk assessment is required to be completed for all major projects which are being undertaken within the Council. All reports to</p>	

Core Principle 3	Promoting values for the Authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
<p>members contain a section on risk implications. In addition, the Risk Management Strategy is reviewed annually, including changes to the risk rating process and also the way risks are escalated in the organisation.</p> <p>Work has continued during 2012/13 to raise the awareness and profile of Information Security. A programme of mandatory training in respect of Data Protection was rolled out via the Council's e-learning facility STeP. The information Security Policies have been communicated to all staff via the 'core brief' from Executive Management Team. In addition all employees are encouraged to report any concerns they have, such concerns or security incidents can be logged via an on-line form on the council's intranet. The Council has introduced Policy Management software as a means of communicating and informing staff of its core policies on a regular basis to ensure continued awareness and compliance.</p>	

Core Principle 4	Taking informed and transparent decisions which are subject to effective scrutiny and managing risk
<ul style="list-style-type: none"> • Undertaking the core functions of an audit committee, as identified in CIPFA's <i>Audit Committees – Practical Guidance for Local Authorities</i> • Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful • Whistle-blowing and for receiving and investigating complaints from the public <p>The terms of reference for the Audit and Risk Committee are in accordance with the CIPFA model. A self assessment to ensure compliance with the CIPFA model has been completed by the Audit Manager in consultation with the Chair of the Audit and Risk Committee. This self assessment concluded that the Audit and Risk Committee is effective and can be relied upon when considering this Annual Governance Statement.</p> <p>The Head of Central Services has the statutory role of Monitoring Officer to ensure that the relevant laws and regulations are complied with, whilst the Executive Director (Resources and Support Services) has the statutory responsibility under Section 151 of Local Government Act to ensure the proper administration of the Council's financial affairs. A Statutory Officers Group which comprises, the Monitoring Officer, Section 151 Officer and the Head of Paid Service meets regularly to monitor the key Corporate Governance issues.</p> <p>The suggested improvements from the independent health & safety audit have been implemented and a further internal audit of the corporate health and safety function has been undertaken, identifying this service as being 'adequately controlled'. The recommendations arising from this review have in the main now been adopted.</p> <p>In addition, the health & safety policy has been updated. Further training on the use of Target 100 the corporate H&S IT system has been undertaken and the use of the system has been extended to include accident and near miss reporting, risk assessments and action planning for Departments. Toolbox talks detailed in Target 100 are also being used to train staff in Health & Safety and safe working practices. A monthly audit monitoring report is created and reviewed at Corporate Health & Safety committee on the use of the system.</p> <p>The Authority continues to review and monitor its arrangements in respect of Information Security to ensure continued compliance to the Government's Code of Connection (GCSx) and to enable the smooth transition to the Public Sector Network (PSN) code of connection</p> <p>The Council has formalised and consolidated its complaints procedures to reflect best practice from the Local Government Office, which is under the corporate remit of the Customer Relations Officer.</p>	

Core Principle 4	Taking informed and transparent decisions which are subject to effective scrutiny and managing risk
<p>The Council's Anti Fraud and Anti Corruption Framework, together with its Fraud Response plan are reviewed and updated annually to ensure that they remain fit purpose. During the course of 2012/13 these were reviewed against the National Fraud Strategy and the National Fraud Authority Toolkit is being utilised to plan an awareness raising campaign in the forthcoming year.</p> <p>The Authority's Whistleblowing Policy actively promotes officers, members, contractors and the public to report any concerns they may have in respect of any potential wrong doing. A helpline number is included amongst the A-Z list of Council Services. The policy is also available on the Council's website, in addition to this the Authority subscribes to Public Concern at Work, an independent charity set up to deal with any concerns that the Public may have in respect of any potential fraud, corruption or wrong doing. During 2012-13 the Council has received and dealt with 5 whistleblowing allegations.</p>	

Core Principle 5	Developing capacity and capability of members and officers to be effective
<ul style="list-style-type: none"> • Identifying the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training <p>A robust recruitment process is followed up by induction training and ongoing training identified as part of the employee appraisal process ensuring that staff are appropriately qualified and trained to undertake the role for which they are employed and to aid succession planning. A Management Development Strategy is in place that incorporates a Competency Framework for senior officers. Senior managers are trained in specific management competencies.</p> <p>All elected members receive induction training. Specific training is provided for members in relation to Financial Management and the Budget Process, as well as more detailed training for members of Audit and Risk Committee, Scrutiny Committee, Planning Committee and Licensing Committee in relation to their roles for that particular committee.</p> <p>A Member Development Programme is now in place and Charter Status has been achieved. Work continues in this area towards the next level of Charter Status.</p>	

Core Principle 6	Engaging with local people and other stakeholders to ensure robust public accountability
<ul style="list-style-type: none"> • Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation • Incorporating good governance arrangements in respect of partnerships and other group working as identified by the Audit Commission's report on the governance of partnerships and reflecting these in the authority's overall governance arrangements. <p>All meetings of the Authority are held in public, unless the Part II requirements of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, are met in terms of confidentiality. Copies of all the minutes and agendas for these meetings are available on the Council's website.</p> <p>There are a number of ways of ensuring that the Authority communicates with all sections of the community,</p>	

Core Principle 6	Engaging with local people and other stakeholders to ensure robust public accountability
<p>including the website, an E-panel, face-to-face engagement and the Reporter newspaper. In addition the Council has a 'Compact' in place to guide the ways in which it engages with third sector organisations. Also the Council's Statement of Community Involvement helps to support its statutory Local Development Scheme.</p> <p>The council carried out a number of significant consultation exercises during the year including the first public consultation on the budget for almost a decade. This involved a series of public meetings led by Cabinet members; face-to-face "come and meet" consultations at locations throughout the borough; turning part of the Civic Offices into a living room for a public drop-in coffee morning; the council's website; e-Panel; councillors distributing a "mini" budget Reporter and questionnaire in their wards; press and media coverage; social media channels.</p> <p>A consultation also began on community centre provision in the borough (this is still continuing); an extensive consultation on Site Allocations: Issues and Options and year-round consultation takes place through Service Level Agreements negotiated between the Research Officer and key services including customer services; recycling and waste; Streetscene.</p> <p>The Council's Financial Regulations and Partnership Toolkit ensure that there are sound governance arrangements in place for all of the Council's significant partnerships.</p>	

4.0 Review of effectiveness

- 4.1 Newcastle-under-Lyme Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive directors within the authority who have responsibility for the development and maintenance of the governance and internal control environment, and also by comments made by the external auditors and other review agencies and inspectorates.
- 4.2 The Code of Corporate Governance adopted by Newcastle-under-Lyme Borough Council demonstrates the Council is committed to ensuring that the principles of good governance flow from a shared ethos or culture, as well as from sound management systems, structures, and processes that are transparent to all its stakeholders. By making explicit the high standards of self-governance the Council aims to provide a lead to potential partners, to the public, private or voluntary sectors and to all citizens.
- 4.3 The Audit and Risk Committee effectively monitors the system of internal control, this has been demonstrated through the completion of a self assessment against CIPFA's checklist on 'Measuring the Effectiveness of the Audit Committee'. The Committee receives regular reports on both the Audit and Risk issues and has demonstrated effective challenge to senior officers in instances of non-compliance; it can therefore be relied upon when considering the Annual Governance Statement for 2012/13.
- 4.4 The Overview and Scrutiny function continues to ensure effective monitoring and challenge. There are four Overview and Scrutiny Committees that reflect each of the Council's Corporate Priorities. The terms of reference for each of these committees set out to ensure that performance is effectively monitored and challenged
- 4.5 Internal Audit is responsible for monitoring the quality and effectiveness of the systems of internal control. A risk model is used to formulate a twelve month plan which is approved by the Audit and Risk Committee, and from which the annual workload is identified. The reporting process for Internal Audit requires a report of each audit to be submitted to the relevant Executive Director. The report includes recommendations for improvements that are included within an action plan and require agreement, or challenge, by Directors. The process includes follow ups on a monthly basis, the results of which are reported quarterly to the Audit and Risk Committee in terms of fundamental recommendations and the level of assurance that can be given for that directorate based on the

implementation of their recommendations. Internal Audit has continued to receive very positive feedback from External Audit with regards to the coverage of their work and high professional standards.

- 4.6 Internal Audit can provide a level of assurance that the Council's systems of internal control are operating adequately, from their work in 2012/13. Whilst the Internal Audit Service has identified some material deficiencies in controls, the service is satisfied that based upon assurances from Management, action is now being taken to address the issues raised.
- 4.7 A self assessment on the effectiveness of the system of internal control has been completed in respect of the financial year 2012/13. The internal review showed that the system of internal control can be relied upon when considering the Governance Statement for 2012/13. This was informed by the completion of the CIPFA checklist on 'Code of Practice for Internal Audit in Local Government 2006'
- 4.8 An assessment of the role of the Chief Finance Officer (CFO) has been completed in accordance with the 'CIPFA Statement on the role of the Chief Financial Officer in public service organisations'. The statement produced by CIPFA seeks to strengthen governance and financial management throughout the public sector, in addition it sets out the core responsibilities, personal skills and professional standards that are crucial to the role. It requires that the CFO is professionally qualified, reports directly to the Chief Executive and is a member of the Leadership team. Having undertaken the assessment of the role of the CFO within the Council it can be confirmed that the Authority complies with this statement.
- 4.9 The role of the Head of Internal Audit has been reviewed in accordance with 'CIPFA Statement on the role of the Head of Internal Audit'. The role of the Head of Internal Audit occupies a critical position within any organisation helping it to achieve its objectives by giving assurance on its internal control arrangements and playing a key role on promoting good corporate governance. The main aim of the CIPFA statement is to promote and raise the profile of the Head of Internal Audit within public service organisations.
- 4.10 The Monitoring Officer has a duty to monitor and review the operation of the Constitution to ensure its aims and principles are given full effect. The Council keeps the Constitution under review throughout the year.
- 4.11 Managers Assurance Statements are produced annually by both Executive Directors and Heads of Service. These statements provide a level of assurance with regards to the adequacy of internal controls within their own Directorate and Service areas.
- 4.12 There are various specialist working groups, i.e. Capital Programme Review Group, Corporate Governance, Information Security, Procurement, Health and Safety, Staffing Committee and Employee's Consultative Committee that agree, oversee and review the various disciplines giving assurance that the Council complies with statute, identifies and manages its risks.
- 4.13 The Annual Audit and Inspection letter from the Audit Commission gave an unqualified opinion on the 2011/12 accounts. Internal Audit work was relied upon by the Audit Commission. The Letter contained some recommendations which will inform future plans. It recognised improvements and emphasised the need to continue with these.
- 4.14 The Council has a zero tolerance to Fraud and Corruption, the Anti Fraud and Corruption Framework, Fraud Response Plan and Whistleblowing Policy are in place to help deliver our commitment to protecting public funds and ensuring that all Council activities are carried out in accordance with the principles of openness, honesty and integrity. The commitment to deterring fraud and corruption is actively promoted throughout the organisation. Anyone who has any concerns about any aspect of the Council's work are encouraged to come forward and voice those concerns.

5.0 Significant governance issues

We have been advised on the results of the review of the effectiveness of the governance framework as set out in Section 3 of this Statement and a plan to address weaknesses and ensure continuous improvement is in place. The following issues have been identified as issues that need to be addressed in order to further improve the Council's overall governance arrangements;

- To ensure that the Council continues to deliver services that meet the needs of our customers and respond to any issues our customers may have with the current level of service provision. Working with our partners we will ensure that we can deliver effectively and co-operatively against citizen/customer requirements.
- To ensure that our services demonstrate value for money we will continue to review all service areas against best practice and implement actions outlined in Service Plans, in addition we will seek to improve efficiencies across all council services and ensure that the savings identified from this process can be realised.
- To continue to raise the profile and status of Information Security throughout the Council.
- To continue to raise awareness among both Officers and Members in relation to Fraud in line with the new national strategy for 'Fighting Fraud Locally'. The National Fraud Authority toolkit will be used to deliver a 'fraud awareness' campaign across the Council.
- To continue to develop the capability and capacity of officers through the application of the Workforce Development Strategy.

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed _____ **Councillor Gareth Snell, Leader of the Council**

Signed _____ **John Sellgren, Chief Executive**

Dated _____

Glossary of Terms

To assist readers of the Statement of Accounts to understand its contents the following definitions are provided of terms used in the text.

Accounting Policies

Accounting policies are the principles, bases, conventions, rules and practices applied by the Council that specify how the effects of transactions and other events are to be reflected in its financial statements through recognising, selecting measurement bases for and presenting assets, liabilities, gains, losses, and changes to reserves.

Accruals

The concept that items of income and expenditure are recognised as they are earned or incurred, not as money is received or paid.

Actuarial Gains and Losses

For a defined benefit pension scheme, the changes in actuarial deficits or surpluses that arise because:

- Events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses);
- The actuarial assumptions have changed.

Amortisation

An annual charge to a revenue account to reduce the value of an asset to zero over a period of years.

Assets Register

A register of the Council's fixed assets which records their essential details, including their description and location, valuation, basis of valuation, life and service chargeable for their use.

Balance Sheet

This shows a summary of the overall financial position of the Council at the end of the financial year.

Capital Expenditure

Expenditure on the acquisition of fixed assets or expenditure, which adds to and does not merely maintain existing assets.

Capital Grants Receipts in Advance Account

An account which holds the balances of capital grants received where conditions apply and have not been satisfied meaning that the grants are not yet available for use to finance expenditure.

Capital Grants Unapplied Account

A usable reserve holding the balances of capital grants received or due to the Council at the year end where conditions do not apply to those grants or conditions have been satisfied meaning that the grant is available for use to finance expenditure.

Capital Receipts

Income received from the sale of capital assets which may be used to finance new capital expenditure.

CIPFA

The Chartered Institute of Public Finance and Accountancy (CIPFA) is one of the leading accountancy bodies in the United Kingdom and specialises in public services.

Collection Fund

A fund accounting for Council Tax and Non-Domestic Rates received by the Council and the payments which are made from the fund including precepts to other authorities, the Council's own demand and payments to the NNDR pool.

Community Assets

Assets which the Council intends to hold in perpetuity, that have no determinable useful life and that may have restrictions on their disposal. Examples of community assets are parks and historic buildings.

Consistency

The concept that the accounting treatment of like items within an accounting period and from one period to the next is the same.

Contingent Asset

A contingent asset is a possible asset arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the local authority's control.

Contingent Liability

A contingent liability is either: -

- A possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the authority's control;
- A present obligation arising from past events where it is not probable that a transfer of economic benefits will be required or the amount of the obligation cannot be measured with sufficient reliability.

Current Service Cost

The increase in the present value of a defined benefit pension scheme's liabilities expected to arise from employee service in the current period.

Creditors

Amounts owed by the Council for goods and services, where payments have not been made at the end of the financial year.

Curtailment

For a defined benefit scheme, an event that reduces the expected years of future service of present employees or reduces for a number of employees the accrual of defined benefits for some or all of their future service. Curtailments include termination of employees' services earlier than expected, for example as a result of discontinuing a segment of the business and termination of, or amendment to the terms of, a defined benefit scheme so that some or all future service by current employees will no longer qualify for benefits or will qualify only for reduced benefits.

Debtors

Amounts owed to the Council for goods and services, where the income has not been received at the end of the financial year.

Deferred Liabilities

These are liabilities which by arrangement are payable beyond the next year at some point in the future or are paid off by an annual sum over a period of time, specifically for this Council amounts outstanding in respect of finance leases.

Defined Benefit Pension Scheme

A pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).

Depreciation

The measure of the cost or revalued amount of the benefits of the fixed asset that have been consumed during the period. Consumption includes wearing out, using up or other reduction in the useful life of a fixed asset whether arising from use, effluxion of time or obsolescence through either changes in technology or demand for the goods and services produced by the asset.

Discretionary Benefits

Retirement benefits which the employer has no legal, contractual or constructive obligation to award and are awarded under the authority's discretionary powers, such as The Local Government (Discretionary Payments) Regulations 1996, The Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998, or The Local Government (Discretionary Payments) Regulations (Northern Ireland) 2001.

Expected Rate of Return on Pension Assets

For a funded defined benefit pension scheme, the average rate of return, including both income and changes in fair value but net of scheme expenses, expected over the remaining life of the related obligation on the actual assets held by the scheme.

Experience Gains and Losses

See Actuarial Gains and Losses

Financial Reporting Standards (FRSs)

Statements prepared by the Accounting Standards Committee. Many of the Financial Reporting Standards (FRSs) and the earlier Statements of Standard Accounting Practice (SSAPs) apply to local authorities and any departure from these must be disclosed in the published accounts.

Financial Instrument

A Financial Instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. Typical financial instruments are: Liabilities - trade payables, borrowings, financial guarantees; Assets - bank deposits, trade receivables, investments; Derivatives - forward investment deals.

Financial Year

The period of time to which the Statement of Accounts relates. The financial year of the Council runs from 1 April to 31 March.

Fixed Assets

Tangible assets that yield benefits to the local authority and the services it provides for a period of more than one year.

The classes of fixed assets required to be included in the accounting statements are:

Operational assets

- Other land and buildings (excluding Council Dwellings);
- Vehicles, plant, furniture and equipment;
- Infrastructure assets;
- Community assets.

Non operational assets

- Investment Properties;
- Assets Held for Sale.

Assets under construction are not shown separately. They are included in the balance relating to the category of operational asset where they will be included when completed.

General Fund Revenue Account

This account records the expenditure and income incurred by the Council in operating its services during the year. It does not record any capital expenditure or income but does include the costs associated with capital expenditure in the form of capital financing costs (mostly related to interest, capital charges for the use of assets by services and depreciation charges).

Government Grants

Assistance by government and inter-government agencies and similar bodies, whether local, national or international, in the form of cash or transfer of assets to an authority in return for past or future compliance with certain conditions relating to the activities of the authority.

Heritage Assets

Tangible assets with historical, artistic, scientific, technological, geophysical or environmental qualities which are held and maintained primarily for their contribution to knowledge and culture.

Historical Cost

Actual cost of acquiring or constructing an asset.

Impairment

A reduction in the value of a fixed asset below its carrying amount on the balance sheet.

Infrastructure Assets

Fixed assets that are inalienable, expenditure on which is recoverable only by continued use of the asset created. Examples of infrastructure are highways and sewers.

Interest Cost

For a defined benefit pension scheme, the expected increase during the period in the present value of the scheme liabilities because the benefits are one period closer to settlement.

Insurance Value

The value placed upon an asset for insurance purposes.

Intangible Assets

Non-financial fixed assets that do not have physical substance but are identifiable and are controlled by the Council through custody or legal rights. Specifically purchased software licenses are included in this category of asset.

Inventories

The amount of unused or unconsumed stocks held in expectation of future use. When use will not arise until a later period, it is appropriate to carry forward the amount to be matched to the use or consumption when it arises. Inventories comprise the following categories:

- Goods or other assets purchased for resale;
- Consumable stores;
- Raw materials and components purchased for incorporation into products for sale;
- Products and services in intermediate stages of completion;
- Long-term contract balances;
- Finished goods.

Investments

A long-term investment is an investment that is intended to be held for use on a continuing basis in the activities of the authority. Investments should be classified only where an intention to hold the investment for the long term can clearly be demonstrated or where there are restrictions as to the investor's ability to dispose of the investment. Investments which do not meet the above criteria should be qualified as current assets.

Investment Properties

Interest in land and/or buildings:

- In respect of which construction work and development have been completed;
- Which is held for its investment potential, any rental income being negotiated at arm's length; and
- Which do not support the service or strategic objectives of the Council.

Leasing

Method of financing the provision of capital assets which does not provide for the title to the asset to pass to the authority. In return for the use of the asset the Council pays rental charges over a specified period of time. There are two basic types of leasing arrangement:

- Finance leases which transfer the risks and rewards of ownership of an asset to the lessee (the Council) and such assets are included within the fixed assets in the Balance Sheet;
- Operating leases where the ownership of the asset remains with the lessor and annual rental is charged direct to the revenue account.

Liquid Resources

Current asset investments that are readily disposable by the authority without disrupting its business and are either readily convertible to known amounts of cash at or close to the carrying amount or are traded in an active market. Council tax and National Non Domestic Rates receipts under or overpaid to the major precepting authorities and the Department of Communities and Local Government, respectively, are also included in the Management of Liquid Resources section of the Cash Flow Statement.

Long Term Debtors

Comprises amounts which are owed to the Council which are not investments and which are not expected to be realised within the next financial year. The main items included in this heading are outstanding loans from the Council to other bodies and outstanding amounts in respect of finance leases of Council properties to other bodies.

Material Items

An item is material if its omission, non-disclosure or misstatement could be expected to lead to a distortion of the view given by the financial statements.

National Non-Domestic Rate (NNDR)

Amounts payable to local authorities from non-domestic properties. The rate poundage is set nationally and amounts collected by local authorities are pooled, via the NNDR Pool, and then redistributed by the Government to local authorities based on the local resident population.

Non-Distributed Costs

Overheads from which no user now benefits and which are not apportioned to services.

Past Service Cost

For a defined benefit pension scheme, the increase in the present value of the scheme liabilities related to employee service in prior periods arising in the current period as a result of the introduction of, or improvement to, retirement benefits.

Precept

Demands made upon the Collection Fund by other authorities (Staffordshire County Council, Police and Fire Authorities and Parish Councils) for the services that they provide.

Prior Period Adjustments

Those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. They do not include normal recurring conditions or adjustments of accounting estimates made in prior years.

Provisions

Amounts set aside to meet liabilities or losses which are likely to be incurred but where the amount remains uncertain.

Realisable Value

Open market value of the asset in its existing use (or open market value in the case of non-operational assets), less the expenses to be incurred in realising the asset.

Related Parties

Two or more parties are related when at any time during the financial period:

- One party has direct or indirect control over the other party, or
- The parties are subject to common control from the same source, or
- One party has influence over the financial and operational policies of the other party to the extent that the other party might be inhibited from pursuing at all times its own separate interests, or
- The parties, in entering a transaction, are subject to influence from the same source to such an extent that one of the parties to the transaction has subordinated its own separate interests.

For individuals identified as related parties, the following are also presumed to be related parties:

- Members of the close family or the same household, and
- Partnerships, companies, trusts or other entities in which the individual, or a member of their close family or same household, has a controlling interest.

Related Party Transaction

A related party transaction is the transfer of assets or liabilities or the performance of services by, to or for a related party irrespective of whether a charge is made.

Reserves

Reserves fall into two different categories:

- Usable Reserves representing sums set aside to meet future expenditure for specific purposes and which the Council is able to utilise to provide services.
- Unusable Reserves which the Council is not able to utilise to provide services. This category of reserves includes reserves which hold unrealisable gains and losses, such as the Revaluation Reserve and reserves which are adjustment accounts which deal with situations where income and expenditure are recognised statutorily against the General Fund balance on a different basis from that expected by accounting standards, for example the Capital Adjustment Account.

Retirement Benefits

All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment. Retirement benefits do not include termination benefits payable as a result of either (i) an employer's decision to terminate an employee's employment before the normal

retirement date or (ii) an employee's decision to accept voluntary redundancy in exchange for those benefits, because these are not given in exchange for services rendered by employees.

Revenue Expenditure

Expenditure on the day-to-day running of the Council, including employee costs, running expenses and capital financing costs.

Revenue Expenditure Funded from Capital under Statute

Expenditure which does not result in the creation of a fixed asset and which is classified as capital for funding purposes but is chargeable to the Income and Expenditure Account (I&E Account) as revenue expenditure. Any grants or contributions towards such expenditure are also chargeable to the I&E Account. An appropriation is made to the I&E Account from the Capital Adjustment Account of the amount of expenditure financed from capital resources. Such expenditure was formerly referred to as deferred charges.

Revenue Support Grant (RSG)

Grant paid to local authorities by Central Government to help finance its general expenditure.

Scheme Liabilities

The liabilities of a defined benefit pension scheme for outgoings due after the valuation date. Scheme liabilities measured using the projected unit method reflect the benefits that the employer is committed to provide for service up to the valuation date.

Settlement

An irrevocable action that relieves the employer (or the defined benefit scheme) of the primary responsibility for a pension obligation and eliminates significant risks relating to the obligation and the assets used to effect the settlement. Settlements include a lump-sum cash payment to scheme members in exchange for their rights to receive specified pension benefits, the purchase of an irrevocable annuity contract sufficient to cover vested benefits and the transfer of scheme assets and liabilities relating to a group of employees leaving the scheme.

Useful Life

Period over which the local authority will derive benefits from the use of a fixed asset.