

2012/13	General Fund Balance £000	Capital Receipts £000	Capital Grant Unapplied £000	Movement in Unusable Reserves £000
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:				
Adjustments primarily involving the Capital Adjustment Account:				
Charges for depreciation and impairment of non-current assets	2,355			(2,355)
Movement in the market value of investment properties				0
Revenue expenditure funded from capital under statute	476			(476)
Other Adjustments	1			(1)
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(397)		397	0
Application of grants to capital financing transferred to the Capital Adjustment Account	(343)		(168)	511
Adjustments primarily involving the Capital Receipts Reserve:				
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(319)	319		0
Use of the Capital Receipts Reserve to finance new capital expenditure		(634)		634
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement :				
Revenue Contribution to capital finance	(79)			79
Adjustment primarily involving the Pension Reserve:				
Reversal of items relating to retirement benefits debited/credited to the Comprehensive Income and Expenditure Statement	420			(420)
Adjustment 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	24			(24)
Adjustment primarily involving the Accumulated Absences Account				
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	7			(7)
Total Adjustments	2,145	(315)	229	(2,059)

8. Transfers to and from Reserves

This note sets out the amounts set aside from the General Fund and balances in earmarked reserves to provide financing for future expenditure plans and the amounts transferred from earmarked reserves to meet General Fund expenditure in 2013/14.

Reserve Description	Balance as at 31/3/13	Transfers In 2013/14	Transfers Out 2013/14	Balance as at 31/3/14
	£000	£000	£000	£000
General Fund	807	1,721	0	2,528
Earmarked Reserves:				
Revenue Grants Unapplied	488	603	(145)	946
Capital Fund	443	0	0	443
Interest Equalisation	493	0	0	493
New Schemes Fund	1,604	0	0	1,604
Housing Initiatives	7,611	0	0	7,611
Business Improvement	286	0	0	286
Lottery Fund	2	0	(2)	0
Insurance	50	0	0	50
New Homes Bonus	50	0	0	50
Revenue Carry Forwards	239	0	0	239
Bridge Street	79	0	0	79
Bronzefield Maintenance	287	0	(5)	282
Business Rates Equalisation	0	43	0	43
	11,632	646	(152)	12,126
TOTAL	12,439	2,367	(152)	14,654

The balance on the General Fund reflects the implementation of the new business rates retention scheme which came into effect on 1st April 2013.

9. Financing and Investment Income and Expenditure

2012/13 £000		2013/14 £000
0	Interest payable and similar charges	0
859	Pension interest cost and expected return on pension assets	0
0	Net Interest on the net defined benefit liability	1,438
(560)	Finance Lease Income	(560)
(382)	Interest receivable and similar income	(474)
11	Income and expenditure in relation to investment properties and changes in their fair value	(14)
(72)	Total	390

10. Taxation and Non Specific Grant Income

2012/13 £000		2013/14 £000
6,988	Council tax income	6,577
3,902	Non domestic rates	1,430
573	Non-ringfenced government grants	3,624
739	Capital grants and contributions	467
12,202	Total	12,098

The new Business Rates retention scheme commenced in April 2013, which sees the Council share non-domestic rate income with Central Government and Surrey County Council. This revised scheme explains the reduction in non domestic rates income shown.

11. Property, Plant and Equipment

Movement on Balances in 2013/14:

2013/14	Other Land and Buildings £000	Vehicles, Plant and Equipment £000	Total Property, Plant and Equipment
Cost or valuation			
At 1 April 2013	43,466	5,794	49,260
Additions	21	902	923
At 31 March 2014	43,487	6,696	50,183
Accumulated Depreciation and Impairment			
At 1 April 2013	4,361	4,067	8,428
Depreciation Charge	1,386	590	1,976
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	0	262	262
At 31 March 2014	5,747	4,919	10,666
Net Book Value			
at 31 March 2014	37,740	1,777	39,517
at 31 March 2013	39,105	1,727	40,832

Movement on Balances in 2012/13:

2012/13	Other Land and Buildings £000	Vehicles, Plant and Equipment £000	Total Property, Plant and Equipment £000
Cost or valuation			
At 1 April 2012	43,242	5,303	48,545
Additions	224	491	715
At 31 March 2013	43,466	5,794	49,260
Accumulated Depreciation and Impairment			
At 1 April 2012	2,807	3,345	6,152
Depreciation Charge	1,453	739	2,192
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	101	(17)	84
At 31 March 2013	4,361	4,067	8,428
Net Book Value			
at 31 March 2013	39,105	1,727	40,832
at 31 March 2012	40,435	1,958	42,393

Depreciation

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

Intangible Assets	5 Years
Land	Freehold land is not depreciated
Buildings	Remaining useful life as estimated by qualified valuer
Vehicles	20% of the carrying amount
Plant and Equipment	5 years

Capital Commitments

The Council had no major capital commitments at 31 March 2014.

Effect of Changes in Estimates

In 2013/14, the Council made no material changes to its accounting estimates for property, plant and equipment.

Revaluations

The Council is required to revalue its property, plant and equipment at least once every five years and a full revaluation of all land and property assets was carried out in March 2011. The valuation was carried out by Campsie in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institute of Chartered Surveyors (RICS). The next revaluation is due in 2016.

Valuations of vehicles, plant and equipment are based on current prices where there is a second-hand market or latest prices adjusted for the condition of the asset.

12. Heritage Assets

The Council's main heritage assets are war memorials and the total book value of these is as follows:

2012/13 £000	Heritage Assets - War Memorials	2013/14 £000
	Cost or Valuation	
212	Balance at 1 April	210
(2)	Depreciation	(2)
210	Total	208

Depreciation is not required on heritage assets which have indefinite lives. However, war memorials have been valued by a qualified valuer and are deemed to have finite lives so depreciation has been charged in line with the Council's policy.

Heritage assets where only insurance values are available have not been reflected in the balance sheet. The statues and sculpture assets are subject to vandalism and the insurance values reflect the level of past insurance claims and the civic regalia and works of art are regarded de-minimus under the Council's asset valuation policy. A full list of individual material items, including war memorials, along with details of their location and valuations is set out in the table below:

Valuation 2012/13 £000	Heritage Asset	Location	Valuation 2013/14 £000
	War Memorials		
25	Shepperton War Memorial	High Street, Shepperton	25
36	Ashford War Memorial	Church Road, Ashford	36
49	Stanwell War Memorial	High Street, Stanwell	49
47	Cedar Rec War Memorial	Cedars Rec Ground, Sunbury	46
53	Staines War Memorial	Market Square, Staines	52
210	Heritage Assets valued by Professional Valuer (see table above)		208
	Civic Regalia		
14	Mayoral chains and robes	Council Offices, Knowle Green	14
	Statues and Sculptures		
80	Five Swimmers	Memorial Gardens, Staines	80
30	"Release Every Pattern" (Men & Lino)	Staines Town Centre	30
50	Steel Sculptures in Car Parks	Riverside Car Park, Staines	50
	Works of Art		
11	3 Oil Paintings	Council Offices, Knowle Green	11
185	Heritage Assets at Insurance Values		185
395	Total - Heritage Assets (at current and insurance values)		393

13. 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 in respect of investment properties:

2012/13 £000	Investment Properties	2013/14 £000
(45)	Rental Income from properties	(52)
56	Direct operating expenses arising from investment properties	39
11	Total	(13)

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 receive income and the proceeds of disposal. The Council has no contractual obligations to purchase, construct or develop investment property or to repair, maintain or enhance investment property.

The following table summarises the movement in the fair value of investment properties over the year and there was no movement in 2013/14:

2012/13 £000	Investment Properties	2013/14 £000
	Cost or Valuation	
178	Balance at 1 April	178
0	Revaluation Adjustment	0
178	Total	178

14. Intangible Assets

Intangible assets include purchased software licenses and these are amortised on a straight line basis over a period of five years.

31 March 2013 £000		31 March 2014 £000
280	Balance at 1 April	236
32	New capital expenditure	245
(76)	less Amortisation	(126)
236	Total	355

Fair Values of Assets and Liabilities

Financial liabilities, financial assets represented by loans and receivables and long term Receivables and Payable 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:

- Estimated ranges of interest rates at 31st March 2014 of 0.25% to 0.85% for loans and receivables based on new lending rates for equivalent loans at that date.
- No early repayment or impairment is recognised.
- Where an instrument will mature within the next 12 months, the carrying amount is assumed to approximate to fair value.
- 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 2013			31 March 2014	
Carrying Amount £000	Fair Value £000		Carrying Amount £000	Fair Value £000
29	29	Financial Liabilities	29	29
0	0	Long-Term Creditors	0	0

31 March 2013			31 March 2014	
Carrying Amount £000	Fair Value £000		Carrying Amount £000	Fair Value £000
7,017	7,017	Loans and Receivables	2,511	2,511
14,554	14,554	Long-Term Debtors	14,838	14,838

- Available-For-Sale assets are carried in the Balance Sheet at fair value. These fair values are based on public price quotations where there is an active market for the instrument.
- Short term receivables and payables are carried at cost as this is a fair approximation of their value.

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 the funds available to meet its financial commitments.

Market risk – the possibility that financial loss might arise for the Council as a result of changes in interest rates etc.

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. Policies and procedures to minimise risk are set out in the annual Treasury Management Strategy Statement and Annual Investment Strategy approved by the Council.

These policies cover principles for overall risk management, as well as 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 exposure 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. The Annual Investment Strategy also imposes a maximum sum to be invested with a financial institution located within each category and the credit criteria in respect of financial assets held by the Council are as detailed below:

- The Council uses the creditworthiness service provided by its treasury advisors to assist its selection of suitable counter-parties. This service aims to assess the credit quality of counter-parties and investment instruments by reference to major rating agencies including Fitch, Moody's and Standard and Poor's. This information is also supplemented by credit default swaps data which provides a market indication of the perceived credit risk for individual institutions. This information may give investors advance warning of credit rating downgrades.
- All credit ratings are generally monitored monthly although the Council is alerted to changes in credit ratings by its treasury advisors, as they are released to the market. Downgraded counter-parties are immediately withdrawn from future use. Investments that no longer meet the Council's minimum criteria are reported to the Chief Finance Officer although where these investments are fixed term deposits, no effective action can be taken until the deposits mature.
- The Council will not solely rely on the service provided by their treasury advisors but it will also make use of other sources of generally available information when considering counter-party credit risk. These may include the use of the quality financial press, market data (including credit default swaps, share price, annual reports, statements to the market etc), information on government support for banks and the credit ratings of that government support.
- The Council will only invest in approved counterparties within the UK or approved counter-parties from countries with a minimum sovereign rating of A- from Fitch Ratings or the equivalent Moody's or Standard and Poor's rating.

No formal assessments are generally carried out in respect of individual customers. However, in the event of a significant commitment financial checks would be carried out to minimise the Council's exposure to loss and default.

The Council's maximum exposure to credit risk in relation to investments in banks and building societies 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 investments and deposits, but there was no evidence as at 31 March 2014 that this was likely to happen.

The Council does not generally allow credit for customers but the following table shows an analysis of balances that are due past their payment date.

31 March 2013 £000		31 March 2014 £000
466	Less than three months	739
37	Three to six months	18
32	Six months to one year	39
95	More than one year	119
630	Total	915

- **Liquidity Risk**

The Council has comprehensive cash flow management procedures in place to ensure that cash is available when required. If unexpected movements happen, the Council has ready access to borrowing from the money markets and there is no significant risk that it will be unable to raise finance to meet its commitments. Borrowing facilities are used for day to day cash flow requirements and all loans are currently less than one year duration. All trade and other payables are due to be paid in less than one year.

- **Market Risk**

Interest rate Risk

The Council is exposed principally to risk in terms of its exposure to interest rate movements on its borrowing and investments. The Council is heavily reliant on investment income to support expenditure and has several strategies in place for managing such risk.

An external treasury advisor has been retained to provide analysis of market movements and to assist in investment decisions based on their knowledge of current market conditions and interest rate forecasting. Investments are usually for fixed terms and during the year the maturity profile of the Council's portfolio shortened considerably due to the adverse conditions in global financial markets.

The Council currently has no variable rate investments except in respect of bank call accounts which are utilised for short term cash flow monies. These are kept under regular review to ensure the account terms and conditions and the interest rate payable remain competitive.

Although the Council currently has no long term borrowings, there are a number of strategies for managing interest rate risk. The policy is to aim to keep a maximum of 50% of its borrowings in variable rate loans. During periods of falling interest rates, and where economic circumstances make it favourable, fixed rate loans will be repaid early to limit exposure to losses.

The treasury management team has an active strategy for assessing interest rate exposure that feeds into setting the annual budget and which is used to update the budget regularly during the year. This allows for any adverse changes to be accommodated. According to this assessment strategy, at 31st March 2014, if interest rates had been 1% higher with all other variables held constant, the financial effect would be that an additional £140k interest would have been received.

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

The Council has no long term borrowing and short term borrowing is only used for cash flow management and therefore there was no significant impact on interest payable.

Price Risk

The Council's currently invests in pooled investment funds including three equity funds, two corporate bond funds and one property fund. There is an element of price risk because there is

an active market for these instruments so the Council could be exposed to losses arising from movements in the share prices.

Details of the Council's investments in these funds including the purchase price and market value as at 31st March 2014, are set out below. All the investments were purchased during the financial year 2012/13 and the date of purchase is in brackets after the name of the fund:

Pooled Investment Fund Held at 31/3/14	Purchase Cost £000	Market value at 31/3/14 £000
Charteris Elite Income Fund (11/5/12)	1,000	1,008
Cazenove UK Corporate Bond Fund (11/5/12)	1,500	1,565
M&G Strategic Bond Fund (30/5/12)	1,500	1,599
M&G Global Dividend Fund (27/6/12)	1,000	1,270
Schroders Income Maximiser Fund (6/7/12)	1,000	1,242
CCLA Property Fund (31/3/13)	1,500	1,632
Total Pooled Fund Investments	7,500	8,316

- **Foreign Exchange Risk**

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

16. Receivables

31 March 2013 £000		31 March 2014 £000
503	Central Government bodies	2,895
3,659	Other entities and individuals	4,270
(362)	less Provision for Bad Debts	(782)
3,800	Total	6,383

17. Cash and Cash Equivalents

The balance of cash and cash equivalents is made up as follows:

2012/13 £000		2013/14 £000
5	Cash held by the Council	5
247	Bank Current Accounts	233
3,547	Short term deposits with banks & building societies	4,394
3,799	Total Cash and Cash Equivalents	4,632

18. Assets Held For Sale

The Council currently has no assets held for sale.

19. Payables

31 March 2013 £000		31 March 2014 £000
4,034	Central Government bodies	131
423	Other Local Authorities	1,833
2,734	Other entities and individuals	3,820
7,191	Total	5,784

20. Provisions

Municipal Mutual Insurance (MMI) - Prior to 1992 the Council's insurance was provided by (MMI) which went into administration. The provision made in 2012/13 was used this year in respect of the Council's share of outstanding claims. No further provision has been made or is required.

Local Land Charges - The authority has legal cases in progress in respect of local land charges that have been provided for and an additional provision of £110k has been made in the current year to fund future claims and costs.

Business Rates Appeals - Following the introduction of the Business Rates Retention system from 1st April 2014 the Council has taken on 40% of the liability relating to Business Rates Appeals. Business Rate payers have the right to appeal against the rateable value that has been assigned to their premises by the Central Government Valuation Office Agency (VOA). The VOA then assesses the case and if the appeal is reasonable reviews the rateable value. This provision allows for the Council's potential liability in relation to refunds that could be made following successful appeals. The total provision raised at 31st March 2014 is £2,618,345 (included in the Collection Fund) and the Council's share of this liability is £1,046,338 (included in the Council's Accounts). This has been calculated based on appeals outstanding at the 31st March adjusted for historical trends and success rates. The Valuation Office Agency have committed to clearing 95% of the backlog of appeals by July 2015.

31 March 2013 £000		31 March 2014 £000
89	Property Search Refunds	-
50	Municipal Mutual Insurance	122
-	Business Rates Appeals	1,046
139	Total	1,168

Collection Fund Adjustment Account

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

During 2013/14 the new Business rates retention scheme was implemented, with the Council now retaining an element of the non-domestic rates income collected. The balance showing below reflects the Council's share of the Collection Fund balance at the end of the financial year.

2012/13 £000		2013/14 £000
11	Balance at 1 April	35
24	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	1,702
35	Balance at 31 March	1,737

Accumulated Absences Account

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.

2012/13 £000		2013/14 £000
165	Balance at 1 April	173
8	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	18
173	Balance at 31 March	191

23. Statement of Cash Flows – Operating Activities

The cash flows for operating activities include the following items:

2012/13 £000		2013/14 £000
(1,936)	Net surplus/(deficit) from Operating Activities	(3,008)
	Adjusted for non cash items:	
2,355	Depreciation and Impairments	2,364
430	Interest and dividends received	(474)
420	Movement in pension liability	1,359
3,310	Movement in debtors/creditors	(2,962)
157	Other financing	332
4,736	Net Cash Flows from Operating Activities	(2,389)

24. Statement of Cash Flows – Investing Activities

2012/13 £000		2013/14 £000
(748)	Purchase of property, plant and equipment	(922)
(185,191)	Purchase of short-term and long-term investments	(165,149)
178,343	Proceeds from short-term and long-term investments	169,643
0	Other payments for investing activities	(349)
(7,596)	Net cash flows from investing activities	3,223

25. Statement of Cash Flows – Financing Activities

2012/13 £000		2013/14 £000
0	Cash receipts from short and long-term borrowing	0
0	Other receipts from financing activities	0
0	Cash payments for the reduction of the outstanding liabilities relating to finance leases	0
(6)	Repayments of short and long-term borrowing	(1)
0	Other payments from financing activities	0
(6)	Net cash flows from financing activities	(1)

26. 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 CIPFA Service Reporting Code of Practice 2013/14 (SeRCOP). However, decisions about resource allocation are taken by the Council's Cabinet on the basis of budget reports analysed across portfolios. These reports are prepared on a different basis from the accounting policies used in 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 amortisation 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 pension's contributions) rather than current service cost of accrued in the year.
- Expenditure on some support services is budgeted for centrally and not charged to Cabinet portfolios.

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

2013/14										
Cabinet portfolios Income and Expenditure	Leader	Parking Services & ICT	Finance	Environment	Housing, Health, Wellbeing & Ind Living	Planning & Corp Development	Economic Development & Fixed Assets	Communications	Community Safety, Young People, Leisure & Culture	Total
	£000	£000	£000	£000	£000	£000	£000	£0.00	£000	£000
Fees, charges & other service income	(43)	(2,989)	(375)	(2,180)	(1,880)	(799)	(643)	0	(684)	(9,593)
Government grants					(31,743)					(31,743)
Total Income	(43)	(2,989)	(375)	(2,180)	(33,623)	(799)	(643)	0	(684)	(41,336)
Employee expenses	305	1,088	2,051	2,614	2,981	1,752	226	149	533	11,699
Other service expenses	36	1,833	696	3,658	33,030	901	1,095	73	415	41,737
Support service recharges	0	0	0	0	0	0	0	0		0
Total Expenditure	341	2,921	2,747	6,272	36,011	2,653	1,321	222	948	53,436
Net Expenditure	298	(68)	2,372	4,092	2,388	1,854	678	222	264	12,100

2012/13										
Cabinet portfolios Income and Expenditure	Communications	Comm Safety & Young People	Finance & Resources	Environment	Corporate Governance	Health Wellbeing and Ind Living	Planning & Housing	Economic Development	Parks & Assets	Total
	£000	£000	£000	£000	£0	£000	£000	£000	£000	£000
Fees, charges & other service income	(61)	(285)	(2,583)	(1,413)	(70)	(754)	(1,147)	(878)	(1,262)	(8,453)
Government grants							(37,362)			(37,362)
Total Income	(61)	(285)	(2,583)	(1,413)	(70)	(754)	(38,509)	(878)	(1,262)	(45,815)
Employee expenses	474	273	2,040	2,423	1,242	1,404	2,274	23	644	10,797
Other service expenses	970	251	1,729	1,744	403	849	37,003	327	3,398	46,674
Support service recharges	0	0	0	0	0	0	0	0	0	0
Total Expenditure	1,444	524	3,769	4,167	1,645	2,253	39,277	350	4,042	57,471
Net Expenditure	1,383	239	1,186	2,754	1,575	1,499	768	(528)	2,780	11,656

Reconciliation of Cabinet portfolios Income and Expenditure to Cost of Service in the Comprehensive Income and Expenditure Statement

This reconciliation show how the figures in the analysis of portfolio income and expenditure relate to the amounts included in the Comprehensive Income and Expenditure Statement.

2012/13 £000		2013/14 £000
11,656	Net expenditure in the Cabinet portfolio analysis	12,100
2,355	Depreciation and impairments	2,365
139	Provisions for MMI and Property Search Fees	110
476	Capital Expenditure by statute	590
(398)	Capital receipts and grants received & used for financing	(487)
0	DCLG Refuse Project	(33)
0	Lottery fund and Bronzefield Expenditure	6
560	Finance lease debtor Income	560
8	Accumulated absences provision	18
(66)	Support service recharges	(69)
3	Expenditure between portfolio report and accounts closed	0
(287)	Bronzefield Commuted Sum	0
(257)	Revenue expenditure and grant income	(458)
32	Bridge Street	0
(11)	Investment Properties	14
14,210	Cost of Services in Comprehensive Income and Expenditure Statement	14,716

Reconciliation to Subjective Analysis

This reconciliation shows how the figures in the analysis of Cabinet portfolio income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Service included in the Comprehensive Income and Expenditure Statement.

2012/13 £000		2013/14 £000
11,656	Net Expenditure in the Cabinet Portfolio analysis	12,100
2,355	Depreciation	2,365
0	Capital Enhancements	0
8	Accumulated absences provision	18
3	Expenditure between portfolio report and accounts closed	0
(398)	Capital Receipts and grants used for financing	(487)
476	Capital Expenditure by Statute	590
139	Provision for MMI and Property Search Fees	110
(287)	Bronze field Commuted Sum	0
32	Bridge Street	0
0	DCLG Refuse Project	(33)
0	Lottery and Bronze field Expenditure	6
859	Net Pension Interest cost	1,438
1	Interest paid	0
(66)	Support service recharges	(69)
(257)	Revenue expenditure and grant income	(458)
(382)	Investment Interest Income	(474)
0	Income, Expenditure and change in fair value of investment properties	0
(740)	Recognised capital grants and contributions	(467)
(6,988)	Council tax	(6,577)
(3,902)	National non -domestic rates	(1,430)
(76)	Revenue support grant	(2,483)
(497)	Non service related government grants	(1,141)
1,936	(Surplus)/Deficit of Provision of Services	3,008

27. Members Allowances

The Council paid the following amounts to members of the Council during the year:

2012/13 £000		2013/14 £000
211	Allowances	212
2	Expenses	2
213	Total	214

28. Senior Officers' Remuneration

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

Title	Taxable Salary	Bonuses / Expenses	Compensation for loss of office	Benefits in Kind	Total (excl employers pension contributions)	Employers pension contributions	Total incl Employers pension contributions
	£	£	£	£	£	£	£
Chief Executive	112,422	0	0	0	112,422	18,098	130,520
Assistant Chief Executive	77,556	0	0	0	77,556	12,255	89,811
Assistant Chief Executive	74,293	0	0	0	74,293	11,712	86,005
Assistant Chief Executive	64,637	0	0	6,203	70,840	12,255	83,095
Head of Corporate Governance	68,746	0	0	0	68,746	10,575	79,321

Taxable pay is a net figure reflecting additional voluntary contributions, the figures do not therefore in all cases reflect underlying salaries.

The Council's employees receiving more than the £50,000 remuneration for the year (excluding pension contributions) were paid the following amounts:

Remuneration Band (inc Salary and Benefits)	Number	
	2012/13	2013/14
125,000 and above		
120,000 - 124,999		
115,000 - 119,999		
110,000 - 114,999	1	1
105,000 - 109,999		
100,000 - 104,999		
95,000 - 99,999		
90,000 - 94,999		
85,000 - 89,999		
80,000 - 84,999		
75,000 - 79,999	1	1
70,000 - 74,999	1	2
65,000 - 69,999	3	3
60,000 - 64,999	2	3
55,000 - 59,999	2	2
50,000 - 54,999	3	2
	13	14

The number of exit packages with total cost per band and total cost of the compulsory and other redundancies are set out in the table below:

Exit package cost band (including special payments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band	
	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14
£0-£20,000	5	3			5	3	48,088	6,752
£20,001-£40,000								
£40,001-£60,000								
£60,001-£80,000								
£80,001-£100,000								
£100,001-£150,000								
Total	5	3	0	0	5	3	48,088	6,752

The Authority terminated the contracts of a number of employees in 2013/14, incurring liabilities of £6,752 (£48,088 in 2012/13) as set out above. Of this total £4,278 is payable to 1 officer from Community Safety. The remaining £2,474 is payable to 2 officer's from Independent Living.

29. External Audit Costs

The Council has incurred the following cost 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 auditor:

2012/13 £000		2013/14 £000
63	Fees payable to KPMG with regard to external audit services carried out by the appointed auditor for the year	63
0	Fees payable to KPMG in respect of additional work	0
11	Fees payable to KPMG for the certification of grant claims and returns for the year	10
0	Audit Commission Rebate	(5)
74	Total	68

30. Grant Income

The Council credited the following grants and contributions to the Comprehensive Income and Expenditure Statement in 2013/14:

2012/13 £000		2013/14 £000
	Taxation and Non Specific Grant Income	
3,902	Non Domestic Rates	1,430
76	Revenue Support Grant (RSG)	2,483
497	Other Revenue Grants	1,141
4,475	Total	5,054
	Credited to Services	
37,312	Housing Benefits	31,743
131	Non Domestic Rates	132
70	Other grants	87
37,513	Total	31,962

The new Business Rates retention scheme commenced in April 2013, which sees the Council share non-domestic rate income with Central Government and Surrey County Council. This revised scheme explains the reduction in non domestic rates income shown.

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 to be returned to the giver. The balance at the year end was £154,511 (2012/13 - £154,511) and the amounts applied during the year to finance expenditure are as follows:

2012/13 £000		2013/14 £000
	Capital Grants Receipts in Advance	
343	Specific Capital grant (SCG)	290
0	Other grants	0
168	Contributions	0
511	Total	290

31. 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 has effective control over the general operations of the Council. It is responsible for providing the statutory framework within which the Council operates, providing a significant amount of funding in the form of grants and it prescribes the terms of many of the transactions the Council has with other parties (eg. housing benefits). Details of balances with government departments are set out in notes 16 and 19 above and details of cash received from government grants is set out in note 30 above.

Members of the Council have direct control over the Council's financial and operating policies. During 2013/14 there were no material related party transactions between the Council and Council members. Any declarations of interest are properly recorded in the Register of member's Interests, which is open to public inspection. Senior officers also have the ability to influence the Council and during 2013/14 there were no related party transactions between the Council and senior officers.

32. Capital Expenditure and Financing

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 below:

2012/13 £000	CAPITAL FINANCING REQUIREMENT	2013/14 £000
0	Opening Capital Financing Requirement	0
	Capital investment	
715	Property, Plant and Equipment	922
0	Investment Properties	0
32	Intangible Assets	245
477	Revenue Expenditure Funded from Capital under Statute	890
1,224	Total Capital Investment	2,057
	Sources of Finance	
(634)	Capital Receipts	(1,019)
(511)	Government Grants and Contributions	(685)
(79)	Sums set aside from Revenue	(353)
0	Direct Revenue Contributions	0
(1,224)	Total Sources of Finance	(2,057)
0	Closing Capital Financing Requirement	0

There is no net movement in the year on the Capital Financing Requirement (CFR).

The total amount of capital expenditure on the various services incurred in the year is shown in the table below for additional information, together with the resources that have been used to finance it.

2012/13	CAPITAL EXPENDITURE AND FINANCING	2013/14
£000		£000
	Housing	
431	Improvement Grants	449
-	Grants to Housing Associations	-
431		449
	Leisure	
131	Parks and Recreation Grounds	122
-	Pool Covers	14
-	Loan to SLM	300
21	Fitness Kit	-
152		436
	Community care	
56	Day Centres	112
56		112
	Highways and Transportation	
73	Car Parks	-
73		-
	Environmental Services	
66	Refuse Collection & Recycling	262
36	Environmental Initiatives	192
102		454
	Other	
-	Stanwell CCTV	78
85	Computer Developments	333
279	Knowle Green	195
46	Lammas Sea Cadet	-
410		606
1,224	TOTAL CAPITAL EXPENDITURE	2,057
	Summary of Financing	
634	Capital Receipts	1,019
343	Specific Government Grants	290
168	Other Grants and Contributions	395
79	Revenue Reserves	353
1,224	TOTAL CAPITAL FINANCING	2,057

33. Leases

Council as lessee

Operating Leases

Expenditure on operating leases in 2013/14 was £888,672 (2012/13 £965,006)

Expenditure on an arrangement within the grounds maintenance contract which has been classified as an operating lease was valued at £116,035 in 2013/14 and £113,760 in 2012/13. The disclosed payments also include payments for non – lease elements within the grounds maintenance arrangement.

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

2012/13		2013/14
£000		£000
222	Not later than one year	213
695	Later than one year and not later than five years	540
0	Later than five years	31
917	Total	784

Council as Lessor

Operating Leases

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

- For the provision of the community services, such as sports facilities, tourism services and community centres.
- For economic development purposes to provide to suitable accommodation for local businesses.

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

2012/13		2013/14
£000		£000
50	Not later than one year	55
41	Later than one year and not later than five years	52
119	Later and five years	194
210	Total	301

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rents reviews. In 2013-14 £0 contingent rents were receivable by the Council (2012/13 £0).

Council as Lessor

Finance Leases

2012/13 £000		2013/14 £000
14,544	Finance lease debtor (net present value of minimum lease payments):	14,544
122,096	Unearned finance income	121,536
3,830	Unguaranteed residual value of property	3,830
140,470	Gross investments in the lease	139,910

Gross Investment in the Lease 31-Mar-13 £000	Gross Investment in the Lease 31-Mar-14 £000		Minimum Lease Payments 31-Mar-13 £000	Minimum Lease Payments 31-Mar-14 £000
560	560	Not later than one year	560	560
2,240	2,240	Later than one year and not later than five years	2,240	2,240
137,670	137,110	Later than five years	133,840	133,280
140,470	139,910	Total	136,640	136,080

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews.

34. Impairment Losses

Paragraph 4.7.4.2(1) of the Code requires disclosure by class of assets of the amounts for impairment losses and impairment reversals charged to the Surplus or Deficit on the Provision of Services and to Other Comprehensive Income and Expenditure. These disclosures are consolidated in note 11 reconciling the movement over the year in the Property, Plant and Equipment and Intangible Asset balances. There were impairment losses of £261,474 in 2013/14 (£83,975 in 2012/13).

35. 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 the employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme (LGPS), administered locally by Surrey 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 pension 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 pension liabilities and cash has to be generated to meet actual pension payments as they eventually fall due.

Transactions Relating to Post-employment Benefits

The Council recognises the cost of retirement benefits 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 we are required to make 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.

2012-13 £000		2013-14 £000
	Comprehensive Income and Expenditure Statement	
	Cost of Services:	
	Service cost comprising:	
1,314	current service cost	1,753
	past service cost	
	(gain)/loss from settlements	
	Financial and Investment Income and Expenditure	
1,347	Net interest expense	1,437
2,661	Total Post-employment Benefits charged to the Surplus or Deficit on the provision of Services	3,190
	Other Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement	
	Remeasurement of the net defined benefit liability comprising:	
(5,923)	Return of plan assets (excluding the amount included in the net interest expense)	1,477
-	Actuarial gains and losses arising on changes in demographic assumptions	1,727
8,780	Actuarial gains and losses arising on changes in financial assumptions	177
(60)	Other	(1,645)
5,458	Total Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement	4,926
	Movement in Reserves Statement	
(2,661)	Reversal of net charges made to the Surplus or Deficit on the Provision of Services for post-employment benefits in accordance with the code	(3,190)
	Actual amount charged against the General Fund Balance for pensions in the year:	
1,753	Employer's contributions payable to scheme	1,832

Pensions Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Council's obligation in respect of its defined benefit plans is as follows:

2012-13 £000		2013-14 £000
93,917	Present value of the defined benefit obligation	96,853
(61,926)	Fair value of plan assets	(61,767)
31,991	Sub-total	35,086
-	Other movements in the liability (asset)	-
31,991	Net liability arising from defined benefit obligation	35,086

Reconciliation of the Movements in the fair value of the scheme plan assets

2012-13 £000		2013-14 £000
54,959	Opening fair value of scheme assets	61,926
2,601	Interest income	2,753
	Remeasurement gain/ (loss):	
5,923	The return on plan assets, excluding the amount included in the net interest expense	(1,478)
-	Other	-
-	The effect of changes in foreign exchange rates	-
1,532	Contributions from employer	1,611
450	Contributions from employees into the scheme	483
(3,539)	Benefits paid	(3,528)
-	Other	-
61,926	Closing fair value of scheme assets	61,767

Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation)

2012-13 £000	Funded Liabilities: Local Government Pension Scheme (LGPS)	2013-14 £000
83,245	Opening balance at 1 April	93,917
1,314	Current service cost	1,753
3,948	Interest cost	4,190
450	Contributions from scheme participants	483
	Remeasurement (gain) and losses:	
	Actuarial gains/losses arising from changes in	
-	demographic assumptions	1,727
	Actuarial gains/losses arising from changes in financial	
8,780	assumptions	177
(60)	Other	(1,645)
	Past service cost	
	Losses/(gains) on curtailment	
(221)	Liabilities assumed on entity combinations	(221)
(3,539)	Benefits paid	(3,528)
	Liabilities extinguished on settlements	
93,917	Closing balance at 31 March	96,853

Local Government Pension Scheme assets comprised:

2012-13 £000	Asset category	2013-14 £000
	Equity Securities:	
4,933.1	Consumer	5,210.5
4,416.8	Manufacturing	4,224.6
2,709.8	Energy and utilities	2,997.0
3,936.6	Financial institutions	4,030.9
2,109.0	Health and care	2,256.9
3,265.5	Information technology	3,359.6
-	Other	-
	Debt Securities:	
2,775.5	Corporate Bonds (investment grade)	2,359.5
52.6	Corporate Bonds (non-investment grade)	105.4
1,552.5	Government	1,419.1
342.6	Other	400.3
	Private Equity:	
2,201.4	All	2,347.9
	Real Estate:	
2,201.1	UK Property	1,315.1
757.1	Overseas Property	2,109.3
	Investment Funds and Unit Trusts:	
17,054.2	Equities	17,219.6
6,196.9	Bonds	5,537.3
-	Hedge Funds	-
-	Commodities	-
-	Infrastructure	-
5,823.8	Other	6,073.4
	Derivatives:	
-	Inflation	-
(7.6)	Interest Rate	4.4
(130.3)	Foreign Exchange	290.0
-	Other	-
	Cash and Cash Equivalents:	
1,735.3	All	507.1
61,926	Total assets	61,768

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 are payable in future years dependant on assumptions about mortality rates, salary levels etc.

The fund liabilities have been assessed by Hymans Robertson, an independent firm of actuaries, being based on the latest full valuation of the scheme as at 31 March 2014.

The principal assumptions used by the actuary have been:

2012/13		2013/14
	Long-term expected rate of return on assets in the	
%	scheme:	%
4.50	Equity Investments	4.50
4.50	Bonds	4.50
4.50	Property	4.50
4.50	Cash	4.50
Years	Mortality assumptions:	Years
	Longevity at 65 for current pensioners:	
21.90	Men	22.50
24.00	Women	24.60
	Longevity at 65 for future pensioners:	
23.90	Men	24.50
25.90	Women	26.90
%	Other assumptions:	%
2.50	Rate of inflation	2.50
5.10	Rate of increase in salaries	3.90
2.80	Rate of increase in pensions	2.60
4.50	Rate of discounting scheme liabilities	4.10
25.00	Take-up of option to convert annual pension to retirement lump sum	25.00

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decrease for men and woman. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

Change in assumptions at 31 March 2014	Increase in Assumptions £000	Decrease in Assumption £000
Longevity (increase or decrease in 1 year)	2,906	
Rate of inflation (increase or decrease by 1%)		
Rate of increase in salaries (increase or decrease by 1%)	1,940	
Rate of increase in pensions (increase or decrease by 1%)	6,020	
Rate for discounting scheme liabilities (increase or decrease by 1%)		8,025

Impact on the Council's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31st March 2016.

The scheme will need to take account of the national changes to the scheme under the public Pensions Services Act 2013. Under the act, the Local Government Pension Scheme in England and Wales and the other main existing public services schemes may not provide benefits in relation to service after 31st March 2014 (or service after 31st March 2015 for other main existing public service pension schemes in England and Wales). The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

The Council anticipated to pay £1,862,000 expected contributions to the scheme in 2014/15.

The weighted average duration of the defined benefit obligation for scheme members is 16.5 years, 2013/14 (16.5 years 2012/13).

36. Contingent Liabilities

- Mortgage guarantees on shared ownership properties which will only occur if the mortgagees default on payment and any charge to the Council will be accounted for at that time. No specific provision has been made in the accounts for this.
- Several Property Search Companies are seeking refunds from local Councils in England and Wales in respect of fees paid to access land charges data. Claims have been made against the Council for alleged anti-competitive behaviour and a provision of £122k is included within the accounts.

37. Contingent Assets

The Council may be able to recover compound interest from HMRC for VAT repayments already received for sports and leisure activities in respect of the Fleming case. No specific provision has been made for this in the accounts.

38. Events after the Balance Sheet Date.

There are no post balance sheet events.

Collection Fund

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing Council in relation to the collection from taxpayers and distribution to local authorities and the Government of council tax and non-domestic rates.

Total		Business	Council	
2012/13		Rates	Tax	Total
£000		2013/14	2013/14	2013/14
		£000	£000	£000
	INCOME			
56,109	Council Tax Receivable		58,473	58,473
5,927	Transfers from General Fund: Council Tax Benefits			
44,449	Business Rates Receivable	40,455		40,455
0	Transitional Protection Payments Receivable	172		172
106,485		40,627	58,473	99,100
	Contribution towards previous year's Deficit			
0	Central Government	0		0
(8)	Spelthorne Borough Council	0	29	29
(53)	Surrey County Council	0	192	192
(9)	Surrey Police		34	34
(70)		0	255	255
	EXPENDITURE			
	Precepts, Demands and Shares			
44,029	Central Government	21,175		21,175
7,004	Spelthorne Borough Council	16,940	6,410	23,350
46,754	Surrey County Council	4,235	42,814	47,049
8,275	Surrey Police		7,579	7,579
106,062		42,350	56,803	99,153
	Charges to the Collection Fund			
491	Less: write offs of uncollectable amounts	177	97	274
(56)	Less: Increase / (Decrease) in Bad Debt Provision	98	84	182
0	Less: Increase / (Decrease) in Provision for Appeals	2,618		2,618
131	Less: Cost of Collection	132	0	132
0	Less: Disregarded Amounts	0		0
566		3,025	181	3,206
(213)	Surplus / (Deficit) arising during 2013/14	(4,748)	1,744	(3,004)
(97)	Surplus / (Deficit) brought forward 1st April	0	(310)	(310)
(310)	Surplus / (Deficit) carried forward 31st March	(4,748)	1,434	(3,314)

Council Tax

The Tax Base is the number of banded properties that the Council uses to set the Council Tax. It is the total number of properties in the borough weighted by reference to the Council Tax bands, which range from A to H. The Tax Base is calculated using the equivalent number of Band D dwellings.

Valuation Band	Number of Chargeable Dwellings	Ratio	Equivalent Band D dwellings
A	282	6/9	188
B	913	7/9	710
C	5,495	8/9	4,885
D	11,406	1	11,406
E	8,695	11/9	10,628
F	4,122	13/9	5,954
G	1,893	15/9	3,154
H	92	18/9	183
Total	32,898		37,108
Allowance for losses on collection and appeals			594
Council Tax Base			36,514

Non-Domestic Rates

The new Business Rates retention scheme commenced in April 2013, which sees the Council share non-domestic rate income with Central Government and Surrey County Council. Non-domestic rates receivable are based on local rateable values multiplied by a national non-domestic rate multiplier. The total non-domestic rateable value as at 31 March 2014 was £99,790,380 and the national non-domestic rate multiplier for 2013/14 was 0.471.

2013-14 Business Rates and Council Tax outturns

2013-14 saw the implementation of a new localised retention of business rates scheme under which part of the business rates are retained by the Council and the County Council to contribute towards their revenue budgets. In the first year of operation there were uncertainties as to the levels of provision which was required to be made for potential successful appeals which would then be backdated. The total provision raised at 31st March 2014 was £2,618,345 (included in the Collection Fund) and the Councils share of this liability is £1,046,338 (included in the Councils accounts). This provision is now in place and will give greater certainty for the next few years. Additionally some businesses came off the rating listing and a significant development which was completed in 2013-14 has yet to be added to the rating list by the Valuation Office. This resulted in a deficit of £4.7m on business rates in 2013-14. In contrast on council tax there was a surplus of £1.4m reflecting a better collection performance than was expected with the introduction of localised council tax support.

ANNUAL GOVERNANCE STATEMENT

Scope of responsibility

Spelthorne 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. The 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.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, this includes arrangements for the management of risk.

The 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 our website at www.spelthorne.gov.uk or can be obtained from The Council Offices, Knowle Green, Staines TW18 1XB. This statement explains how the Council has complied with the code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (amendment) (England) Regulations 2011 in relation to the publication of an annual governance statement.

The Purpose of the Governance Framework

The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled. It also identifies activities through which the Council accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives of appropriate, cost effective services.

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 process designed to identify and prioritise the risks to the achievement of the authority'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.

The governance framework has been in place at the Council for the year ended 31 March 2014 and up to the date of approval of the statement of accounts.

The Governance Framework

During 2013-14 the Council undertook an Local Government Association (LGA) Corporate Peer Challenge which involved an external team of experienced local government professionals (including a Leader from another borough council) reviewing the Council's arrangements covering

- Council's understanding of local context and priority setting
- Financial planning and viability
- Political and managerial leadership
- Governance and decision making

- Organisational capacity

.This provided positive feedback on what the Council is doing well and identified areas for improvement.

The key elements of the systems and processes that comprise the authority's governance arrangements are summarised below:

Identifying and communicating our vision and outcomes for citizens and service users

- The Council publishes on an annual basis its Corporate Plan. The Council's current Corporate Plan 2013-15 is published on the website <http://www.spelthorne.gov.uk/corporateplan>). The Corporate Plan and priorities feed into the Service Plans which set out the financial and performance objectives of each service for the year.
- Additional focus has been put into ensuring comprehensive completion of service plans.
- Other significant plans and policies are contained within the Policy Framework and are regularly reviewed to ensure that they remain relevant and effective.

Reviewing our vision and its implications for our governance arrangements

- The Council regularly reviews the authority's vision and its implications for the authority's governance arrangements. The Council reviewed and updated in December 2013 a new set of Corporate priority themes. Progress towards the achievement of the objectives will be monitored through the performance management system and by the Overview and Scrutiny Committee.
- The Council engages with the public and translates the community's priorities into a Community Plan in conjunction with our partners. The objectives of Spelthorne Together are reviewed annually its annual conference each September

Established clear channels of communication with all sections of our community and other stakeholders, ensuring accountability and encouraging open consultation

- Communication and Consultation strategies are in place, together with an Equality and Diversity Strategy helping to ensure that all groups in our community have a voice, can be heard and are suitably consulted.
- The Council undertakes when appropriate consultation exercises and uses a wide variety of other methods to obtain feedback from the community. Recent examples include consultation on council tax support and the leisure facilities needs analysis.
- The Council is developing its use of social media to provide additional opportunities to communicate with its residents. In 2013-14 it launched an "Engage" app for smartphones to provide an additional means of communication with its residents.

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

- Spelthorne Borough Council has an agreed Constitution which details how the Council operates, how decisions are made and the procedures, which are to be followed to ensure that these are efficient, transparent and accountable to local people. The Council operates Executive arrangements with a Leader and Cabinet (since 2011-12 it

has operated the Strong Leader model whilst retaining a Cabinet) who recommend the major policies and strategies to the Council. The Cabinet is also responsible for most of the non-regulatory functions of the Council. The Cabinet is made up of the Leader and eight other cabinet members, who are all appointed by the Council. Major decisions which affect significant proportions of the community are published in advance in the Cabinet's Forward Plan, and will always (unless there are exceptional circumstances) be discussed in a meeting open to the public. All decisions must be in line with the Council's overall policies and budget. Any decisions the Cabinet wishes to take outside the budget or policy framework must be referred to Council as a whole to decide.

- There is one scrutiny committee ie. the Overview and Scrutiny Committee which reviews decisions and actions taken by the Cabinet and other Council functions. A "call-in" procedure allows scrutiny to review Cabinet decisions before they are implemented, thus presenting challenge and the opportunity for a decision to be reconsidered. The scrutiny committee also reviews, monitors and scrutinises the performance of the Council in relation to its policy objectives, performance targets, action plans and relationships with external partnership bodies and organisations. Within its community leadership functions, the scrutiny powers have been exercised by the Council in relation to the work of other partner organisations which affect the whole of the Spelthorne Community.
- The Council has agreed a Local Code of Corporate Governance in accordance with the revised CIPFA/SOLACE Framework for Corporate Governance and in doing so has adopted the highest possible standards for the governance of the authority.

Developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff

The standards of conduct and personal behaviour expected of members and officers of Spelthorne Borough Council, its partners and the community are defined and communicated through codes of conduct and protocols. The Members Code of Conduct was revised in 2012 reflecting the Localism Act The protocols include:

- Member Code of Conduct Committee
- A performance management system
- Regular performance appraisals for staff linked to corporate and service objectives
- An Anti Fraud, Bribery and Corruption policy
- Member/officer protocols

Whistle-blowing and receiving and investigating complaints from the public

- Confidential reporting arrangements are in place to enable internal and external whistle blowing. Informants are requested to be open in their disclosure, but it is recognised that on occasions informants will wish to remain anonymous.
- The Council handles complaints effectively

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

- The Council regularly reviews and updates standing orders, standing financial instructions, its scheme of delegation and supporting procedure notes/manuals, which clearly define how decisions are taken and the processes and controls required to manage risks. In the recent years both Financial Regulations and Contract Standing Orders have been revised in light of changing circumstances. Refresher Training on application of the contract standing orders has been provided to officers.

Compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful

- Spelthorne Borough Council has a duty to ensure that it acts in accordance with the law and various regulations in the performance of its functions. It has developed policies and procedures for its officers to ensure that, as far as is possible, all officers understand their responsibilities both to the Council and to the public. Two key documents are the Financial Procedure Rules and the Contract Standing Orders, which are available to all officers via the Council's Intranet, as well as available to the public as part of the Constitution, which is published on the Council's website.
- Other documentation includes corporate policies on a range of topics such as Equality and Diversity, Customer Care, Data Protection, and Fraud. All policies are subject to internal review to ensure these are adequately maintained. The Council keeps all staff aware of changes in policy, or new documentation following new legislation. Reminders are provided for staff on key policies which protect them and the public, for example the whistle-blowing policy and the Money Laundering Regulations.
- The Council has a designated Monitoring Officer who is the Head of Corporate Governance who is responsible for ensuring compliance with established policies, procedures, laws and regulations. After consulting with the Head of Paid Service and the Chief Finance Officer, the Monitoring Officer will report to the full Council if he considers that any proposal, decision or omission would give rise to unlawfulness or maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered. No reports have been necessary in recent years.

Measuring the quality of services for users, for ensuring they are delivered in accordance with our objectives and for ensuring that they represent the best use of resources

- The Council has performance management and data quality arrangements in place for measuring the quality of services for users, and for ensuring they are delivered in accordance with the authority's objectives and for ensuring that they represent the best use of resources.

Financial Management

- The financial management of the Council is conducted in accordance with the financial rules set out in Part 4 of the Constitution, which includes the financial regulations. The Council has a designated officer who fulfils the role of the Section 151 Officer in accordance to the Local Government Act 1972. The Council has in place a medium term

financial strategy. The Section 151 officer sits on the corporate management team in line with best practice.

- Internal financial control is based on a framework of management information, financial regulations and administrative procedures, which include the segregation of duties, management supervision and a system of delegation and accountability.
- Ongoing development and maintenance of the various processes may be the responsibility of other managers within the Council.

In particular, the process in 2013/14 included:

- The setting of the outline budget framework and the detailed annual budget;
- Monitoring of actual income (including investment returns) and expenditure against the annual budget;
- Setting of financial and performance targets, including the prudential code and associated indicators;
- Monthly reporting of the Council's financial position to corporate Management Team and quarterly to the Cabinet and the Overview and Scrutiny Committee;
- Clearly defined capital expenditure guidelines;
- The monitoring of finances against a Medium Term Financial Plan;
- The Council has invested resource in both its key asset income generation projects designed to generate future income to help offset the impact of reducing revenue support grant and in its Staines-upon-Thames development programme designed both to support the Council's economic development priority and to generate income for the Council
- Managing risk in key financial service areas.

The LGA Peer review concluded that the Council has good financial arrangements and has recognised the nature of the financial challenge it faces and is taking sensible steps to respond to that challenge.

Effectiveness of Internal Audit

- The Council maintains an internal audit section, which operates to the standards set out in the "Public Sector Internal Audit Standards"
- The Council has an objective and professional relationship with External Audit and statutory inspectors. as evidenced in the Annual Audit Letter
- A review of the effectiveness of internal audit is undertaken annually and considered by the Audit Committee.

A Governance (Audit) Committee, as identified in CIPFA's *Audit Committees – Practical Guidance for Local Authorities*

- The Council has an Audit Committee which is responsible for considering the effectiveness of the Council's system of internal control. This Committee performs the core functions as set out in CIPFA guidance. Undertaking the core functions of an audit committee, as identified in CIPFA's *Audit Committees – Practical Guidance for Local Authorities*

Compliance

The Council's financial management arrangements conform with the governance requirements of CIPFA's Statement on the Role of the Chief Financial Officer in Local Government (2010) with the Chief Financial Officer being a member of the corporate management team.

Performance and Risk Management

- The Council has performance management and data quality arrangements in place for measuring the quality of services for users, and for ensuring they are delivered in accordance with the authority's objectives. Following on from the LGA Peer Review the Council is refreshing its approach to performance management and will be creating a Performance Management Working Group. The Chief Finance Officer is currently the authority's risk champion. Audit Services support the risk management process through the risk based audit approach and by assisting services in the review of annual risk assessments. Risk management is built into the Council's corporate project methodology.
- The Council's Corporate Risk Register is owned by the corporate management team which review it on a quarterly basis and by Cabinet which review it annually. The Audit Committee review the Corporate Register on a quarterly basis.

The development needs of members and senior officers in relation to their strategic roles, supported by appropriate training

- A resourced training and development plan is in place for officers and members of the Council, clearly linked to the Corporate and Service Plans and statutory responsibilities.
- The Council continues to be an Investor in People employer with a further re-accreditation achieved in March 2013

Incorporating good governance arrangements in respect of partnerships and other group working

- The Council incorporates 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 reflects these in the authority's overall governance arrangements..

The ethical conduct of members and officers of this Council

- The Council has under the Constitution established a Members Code of Conduct Committee and a Members Code of Conduct was revised in accordance with the new national framework.

Review of effectiveness

The 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 managers within the authority who have responsibility for the

development and maintenance of the governance environment, the Head of Audit Services' annual report, and also by comments made by the external auditor and other review agencies and inspectorates.

Officer's reviewed the Council's governance arrangements and assessed them against the six CIPFA/SOLACE core principles underpinning the then new Code of Corporate Governance framework issued by CIPFA/SOLACE. The six principles are:

- Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area
- Members and officers working together to achieve a common purpose with clearly defined functions and roles
- Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk
- Developing the capacity and capability of members and officers to be effective
- Engaging with local people and other stakeholders to ensure robust accountability

An officer working group consisting of Head of Audit Services, Head of Corporate Governance and Head of Finance and Resources completed during 2011-12 a detailed assessment of the Council's position against the criteria set out in the eight objectives underpinning the Code of Governance framework. This officer group reviewed and updated the assessment during 2013-14. The eight objectives are:

- Establish principal statutory obligations and organisational objectives
- Identify principal risks to achievement of objectives
- Identify and evaluate key controls to manage principal risks
- Obtain assurances on effectiveness of key controls
- Evaluate assurances and identify gaps in control/assurances
- Action plan to address weaknesses and ensure continuous improvement of the system of Corporate Governance
- Produce the Annual Governance Statement
- Report to Audit Committee

The review included reviewing the constitution, procedures and obtaining confirmation of arrangements from key officers to ensure that there was sufficient and relevant evidence to provide assurance that there are appropriate controls in place.

The officers' review of arrangements against the six principles included considering the arrangements in place for:

- The authority
- The Cabinet

- The Audit Committee and Overview and Scrutiny Committee
- The Members Code of Conduct Committee
- Internal audit
- Other explicit review/assurance mechanisms.

The review this year has provided reassurance to management of the Council that the governance arrangements in place are adequate and effective. The review has been considered by the corporate management team as well as by Audit Committee

The LGA Corporate Peer Challenge provided useful feedback on the effectiveness of our governance arrangements and made some suggestions for consideration relating to overview and scrutiny.

Significant governance issues

Informed by the work of the Head of the Audit Partnership our opinion is that the Council's internal control environment is adequate and effective. This is based on the work undertaken by Audit services during 2013/14 which is summarised in this Annual Audit report.

Any shortcomings identified with a significant level of risk attached have been transferred onto the Council's Corporate Risk Register for quarterly monitoring by Management Team and the Audit Committee.

The Corporate Risk Register has identified a few areas requiring improvement actions, these include:

- (a) Housing - There is a continual increase of households in bed and breakfast (with the added issue of overspend on the bed and breakfast budget) and the lack of resources to discharge this duty. Matters have been compounded further recently through planning enforcement against our main bed and breakfast provider resulting in 16 households having to be moved. There has been an associated increase of work with individual queries and those on their behalf from Councillors and the media. To try and mitigate this, an "Advisor" has been contracted to look at all options for the borough to invest in as well as look at good practice elsewhere. Cabinet are supportive of this approach. A report with recommendations including implementation of a Local Lettings Agency is due to be submitted to Cabinet. In addition corporate Management Team is supportive of quickly filling any posts which become vacant in the Housing Options team.
- (b) Emergency Planning - An internal review has been undertaken into response to major flooding with a set of recommendations that have been agreed by Cabinet. These are being progressed by the Risk and Resilience Manager. Spelthorne have been part of a multi-agency debrief to learn lessons and improve multi agency response via the Local Resilience Forum.
- (c) Project Management – There are currently 32 ongoing projects which the Council is committed to. It is important that the Council's Management Team ensures project documentation is completed so that the resource implications can be determined and agreed control processes adhered to. Management Team and Members will need to monitor the Council's capacity to deliver the current programme of projects. Proposals for new projects should be subject to full analysis as to whether they are aligned to the Council's priorities and how they are to be resourced.

- (d) Information Governance – Further work is required to progress the action plan to ensure information assets are identified and managed, to reduce the risks of data breaches, fines and reputational damage. The Head of Corporate Governance will now be attending Audit Committee in September 2014 to provide some background and plans to address this risk.
- (e) Resilience for key staff – Management Team are continuing to address and monitor critical areas where there are high levels of dependency on individual members of staff.
- (f) Performance Management – Additional work is being done to ensure a more effective performance management framework.
- (g) Grounds Maintenance – Internal Audit reported on the lack of horticultural expertise within the Council and the potential weakness in grounds maintenance contract management arrangements. The Head of Streetscene attended the last Audit Committee to explain how she is undertaking some training in order to help to address this gap.
- (h) Health and Safety - An inspection regime for parks and open spaces needs to be fully implemented to satisfy insurance requirements. This has not yet been fully implemented.. The Head of Streetscene and Head of Sustainability and Leisure are currently working with the Health and Safety/Insurance Risk Manager to resolve the matter.

The LGA Peer review made eight recommendations which are being incorporated into an action plan for the Council to address. To Summarise the recommendations include:

- More informal meetings of Cabinet and Management Team to focus on non-operational issues – additional support being put in to facilitate “top team” working
- Establish cabinet role profiles to clarify what is expected of councillors, cabinet members and officers – draft document setting out profiles has been produced
- Councillor ‘back to the floor days’ or similar initiatives to help councillors and officers gain a mutual understanding of each other’s work and to help rebuild trust and respect between officers and councillors - Cabinet members to be offered opportunity to spend a ‘back to the floor’ (BTTF) day with services within their portfolios
- Set a timetable and methodology to create the appropriate organisational structure before 2016 to achieve agreed priorities – as part of the “Towards a Sustainable Future” programme announced in July in parallel with looking at new delivery models the organisational structure will be reviewed with a view to align more closely with corporate priorities
- Capitalise on external support available with respect to the latent support it has from external organisations. Business partners, voluntary sector and other public services all expressed a desire to work collaboratively with the Council - .

Develop scheme for senior staff 'buddies' with businesses, voluntary sector organisations and residents' associations. This will be linked to recommendations from Economic Advisor re 'key account management which will be considered as part of the 2015-16 budget process

- Be realistic about priority delivery and concentrate on those projects which can be clearly seen to be most deliverable and viable- Residents survey to be undertaken in autumn 2014. Council will take into account residents' views together with income generation priorities to develop ranking system for projects.
- Consider member development options available and further support which might be sought from peer colleagues and the regional LGA Principal Adviser:- LGA to facilitate action plan meeting for member development; Member development programme to be developed to identify:
 - a. Any immediate needs for Cabinet
 - b. Induction training for all new Councillors from May 2015 (LGA to assist)
 - c. A programme of continuous development for all Members post-2015 elections
- Consider making an opposition councillor the chair of scrutiny: This is normal practice in many Councils- this is not being progressed
- Additional item based on discussions during Peer Review process Set up Performance Management Group to oversee progress with the Corporate Plan and Individual services/KPIs and report into Cabinet-first meeting took place in August 2014

R.WATTS

.....
Cllr Robert Watts
Leader of the Council

R.Tambini

.....
Roberto Tambini
Chief Executive

Independent auditor's report to the members of Spelthorne Borough Council

We have audited the financial statements of Spelthorne Borough Council for the year ended 31 March 2014 on pages 10 to 68. 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 2013/14.

This report is made solely to the members of the Authority, as a body, in accordance with Part II of the Audit Commission Act 1998. Our audit work has been undertaken so that we might state to the members of the Authority, as a body, those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members of the Authority, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Chief Finance Officer and auditor

As explained more fully in the Statement of the Chief Financial Officer's Responsibilities, the Chief Financial Officer 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 Practice's 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 Chief Financial Officer; 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 the Authority as at 31 March 2014 and of the Authority's expenditure and income for the year then ended;
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.

Matters on which we are required to report by exception

The Code of Audit Practice 2010 for Local Government Bodies requires us to report to you if:

- the annual governance statement set out on pages 69 to 78 does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007; or
- the information given in the explanatory forward for the financial year for which the financial statements are prepared is not consistent with the financial statements; or
- any matters have been reported in the public interest under section 8 of Audit Commission Act 1998 in the course of, or at the conclusion of, the audit; or
- any recommendations have been made under section 11 of the Audit Commission Act 1998; or
- any other special powers of the auditor have been exercised under the Audit Commission Act 1998.

We have nothing to report in respect of these matters.

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

Authority's responsibilities

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.

Auditor's responsibilities

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 2014.

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, Spelthorne Borough Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2014.

Certificate

We certify that we have completed the audit of the financial statements of Spelthorne Borough Council in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice 2010 for Local Government Bodies issued by the Audit Commission.

Tamas Wood
for and on behalf of KPMG LLP, Statutory Auditor

Chartered Accountants

15 Canada Square

Canary Wharf

London

E14 5GL

18th September 2014

GLOSSARY OF TERMS

ACCOUNTING POLICIES

Those principles, bases, conventions, rules and practices applied by an entity that specify how the effects of transactions and other events are to be reflected in its financial statements through:

- (i) recognising,
- (ii) selecting measurement bases for, and
- (iii) presenting assets, liabilities, gains, losses and changes to reserves.

Accounting policies do not include estimation techniques.

Accounting policies define the process whereby transactions and other events are reflected in financial statements. For example, an accounting policy for a particular type of expenditure may specify whether an asset or a loss is to be recognised; the basis on which it is to be measured; and where in the accounts it is to be presented.

ACCRUALS

The concept that 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:

- (a) events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses); or
- (b) the actuarial assumptions have changed.

BEST VALUE

A Government initiative introduced in 1998 in a series of pilot projects and now supported by legislation from 1999, which is aimed at measuring the economy, efficiency and effectiveness of all local Council services.

BUDGET

The Council's aims and policies set out in financial terms against which performance is monitored. Both revenue and capital budgets are prepared.

CAPITAL EXPENDITURE

Expenditure on the acquisition of a fixed asset or expenditure, which adds to and not merely maintains the value of an existing fixed asset.

CAPITAL ADJUSTMENT ACCOUNT

An account that reflects the extent to which fixed assets have been financed from revenue contributions or capital receipts, and the provision for the repayment of external loans. This account replaced the Capital Financing Account from 1st April 2007.

CAPITAL RECEIPTS

The proceeds from the sale of (or reduction in our interest in) capital assets such as land, buildings and equipment.

COLLECTION FUND

A separate account maintained by the Council recording the amounts collected and distributed in relation to council tax and non-domestic rates.

COMMUNITY ASSETS

The council also owns assets classified as community assets. This includes land in cemeteries and parks which is held for community use in perpetuity, has no determinable useful life and may have restrictions on disposal. These assets are generally valued at historic cost and are not shown in the Balance Sheet as the historic cost is de-minimus.

CONSISTENCY

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

CONTINGENCY

A situation, which exists at the Balance Sheet date, where the outcome will be confirmed only on the occurrence or non-occurrence of one or more uncertain future events.

CONTINGENT LIABILITIES

A potential liability that is uncertain because it depends on the outcome of a future event.

CORPORATE AND DEMOCRATIC CORE

The corporate and democratic core comprises all activities which local authorities engage in specifically because they are elected, multi-purpose authorities. The cost of these activities are thus over and above those which would be incurred by a series of independent, single purpose, nominated bodies managing the same services. There is therefore no logical basis for apportioning these costs to services.

COUNCIL TAX

A local tax levied by local authorities on its residents.

CURRENT ASSET

An asset that is realisable or disposable within less than one year without disruption to services.

CURRENT LIABILITY

A liability that is due to be settled within one year.

CURRENT SERVICE COST (PENSIONS)

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

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:

- (a) termination of employee's services earlier than expected, for example as a result of closing a factory or discontinuing a segment of a business; and
- (b) 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.

DEFINED BENEFIT SCHEME

A pension or other retirement benefit scheme into which an employer pays regular contributions (fixed as an amount or as a percentage of pay) and will have a legal or constructive obligation to pay further contributions if the scheme does not have sufficient

assets to pay all employee benefits relating to employee service in the current prior periods.

DEPRECIATION

The measure of the wearing out, consumption, or other reduction in the useful economic life of a fixed asset, whether arising from use, passage of time, obsolescence or other changes.

DISCRETIONARY BENEFITS

Retirement benefits which the employer has no legal, contractual or constructive obligation to award and are awarded under the Council's discretionary powers, such as The Local Government (Discretionary Payments) Regulations 2006.

DOUBTFUL DEBT

A debt that the Council is unlikely to recover. A provision is made in the accounts for doubtful debts each year based on how long debts have been outstanding.

EXPECTED RATE OF RETURN ON PENSION ASSETS

For a funded defined benefit 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/LOSSES

These are a type of actuarial gain/loss within the valuation of the pension fund. See actuarial gains/losses.

FINANCE LEASE

A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee. Such a transfer of risks and rewards may be presumed to occur if at the inception of the lease the present value of the minimum lease payments, including any initial payment, amounts to substantially all of the fair value of the leased asset.

FINANCIAL REPORTING STANDARD (FRS)

Accounting standards governing the treatment and reporting of income and expenditure in an organisation's accounts.

FIXED ASSETS

Tangible assets that benefit the local Council and the services it provides for a period of more than one year.

GENERAL FUND

The division of the Council's accounts covering services paid for by the precept on the Collection Fund (Council Tax).

GOING CONCERN

The concept that the Council will remain in operational existence for the foreseeable future, in particular that the revenue accounts and Balance Sheet assume no intention to curtail significantly the scale of operations.

GOVERNMENT GRANTS

Government assistance whether in the form of cash or transfers of assets in return for compliance with certain conditions relating to the activities of the Council.

HERITAGE ASSETS

Heritage asset are assets with historic, artistic, scientific, technological, geophysical or environmental qualities held and maintained principally for its contribution to knowledge and culture.

IMPAIRMENT

A reduction in the value of a fixed asset below its carrying amount in the Balance Sheet .

INFRASTRUCTURE ASSETS

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

INTERNATIONAL FINANCIAL REPORTING STANDARDS

Accounting practices recommended by the major accounting bodies and applied internationally.

INVESTMENTS

A long-term investment that is intended to be held for use on a continuing basis in the activities of the Council.

INVESTMENT PROPERTIES

Interest in land and/or buildings in respect of which construction work and development have been completed and which is held for its investment potential.

LIQUID RESOURCES

Current asset investments that are readily disposable by the Council without disrupting its business and are either: readily convertible to known amounts of cash at or close to the carrying amount, or traded in an active market.

LONG-TERM ASSET

A fixed asset that may be held indefinitely for the provision of services or is realisable over a longer period than one year.

LONG-TERM BORROWING

A loan repayable in more than one year from the Balance Sheet date.

LONG-TERM CONTRACTS

A contract entered into for the design, manufacture or construction of a single substantial asset or the provision of a service (or a combination of assets or services which together constitute a single project), where the time taken to complete the contract is such that the contract activity falls into different accounting periods. Some contracts with a shorter duration than one year should be accounted for as long-term contracts if they are sufficiently material to the activity of the period.

LONG-TERM RECEIVABLE

An individual or body that owes money to the Council that is not due for payment within one year from the Balance Sheet date.

NATIONAL NON-DOMESTIC RATE (NNDR)

Business rate levied on companies and other businesses etc.

NET ASSETS

The amount by which assets exceed liabilities (same as net worth).

NET BOOK VALUE

The amount at which fixed assets are included in the Balance Sheet, i.e. their historical costs or current value less the cumulative amounts provided for depreciation.

NET CURRENT LIABILITIES

The amount by which current liabilities exceed current assets.

NET CURRENT REPLACEMENT COST

The cost of replacing or recreating the particular asset in its existing condition and in its existing use, i.e. the cost of its replacement or of the nearest equivalent asset, adjusted to reflect the current condition of the existing asset.

NET EXPENDITURE

Total expenditure for a service less directly related income.

NET REALISABLE VALUE

The 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.

NET WORTH

The amount by which assets exceed liabilities (same as net assets).

NON-DISTRIBUTED COSTS

Overheads for which no direct user benefits and which are therefore not apportioned to services.

NON-OPERATIONAL ASSETS

Fixed assets held by a local Council but not directly occupied, used or consumed in the delivery of services. Examples of non-operational assets are investment properties and assets that are surplus to requirements, pending sale or redevelopment.

OPERATING LEASES

A lease other than a finance lease.

OPERATIONAL ASSETS

Fixed assets held and occupied, used or consumed by the local Council in the direct delivery of those services for which it has either a statutory or discretionary responsibility.

PAST SERVICE COST

For a defined benefit 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.

PAYABLE

An individual or body to which the Council owes money at the Balance Sheet date.

POST BALANCE SHEET EVENTS

Those events, both favourable and unfavourable, which occur between the Balance Sheet date and the date on which the Statement of Accounts is signed by the responsible financial officer.

PROJECTED UNIT METHOD

An accrued benefits valuation method in which the scheme liabilities make allowance for projected earnings. An accrued benefits valuation method is a valuation method in which the scheme liabilities at the valuation date relate to:

- (a) the benefits for pensioners and deferred pensioners (i.e. individuals who have ceased to be active members but are entitled to benefits payable at a later date) and their dependents, allowing where appropriate for future increases; and
- (b) the accrued benefits for members in service on the valuation date.

The accrued benefits are the benefits for service up to a given point in time, whether vested rights or not.

PROVISIONS

An estimated figure within the accounts for liabilities that are known to exist, but that cannot be measured accurately.

RECEIVABLE

An individual or body that owes money to the Council at the Balance Sheet date.

REDUCING BALANCE DEPRECIATION

Depreciation on an asset is charged at a higher percentage rate in the earlier years of an asset and the amount of depreciation reduces as the life of the asset progresses.

RELATED PARTIES

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

- (i) one party has direct or indirect control of the other party; or
- (ii) the parties are subject to common control from the same source; or
- (iii) one party has influence over the financial and operational policies of the other party to an extent that the other party might be inhibited from pursuing at all times its own separate interests; or
- (iv) 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.

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.

REMUNERATION

All sums paid to or receivable by an employee and sums due by way of expenses allowances (as far as those sums are chargeable to UK income tax) and the money value of any other benefits received other than in cash. Pension contributions payable by either employer or employee are excluded.

RESIDUAL VALUE

The net realisable value of an asset at the end of its useful life. Residual values are based on prices prevailing at the date of the acquisition (or revaluation) of the asset and do not take account of expected future price changes.

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 employer's decision to accept voluntary redundancy in exchange for those benefits, because these are not given in exchange for services rendered by employees.

REVALUATION RESERVE

Unrealised gains and losses on revaluation of fixed assets.

REVENUE EXPENDITURE/INCOME

The cost or income associated with the day-to-day running of the services and financing costs.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE (REFCUS)

Revenue expenditure funded from capital under statute represent spending which may properly be capitalised, but where no tangible fixed asset is created e.g. improvement grants and social housing grants.

REVENUE SUPPORT GRANT

Government financial support that does not have to be spent on a particular service. It is based on the Government's assessment of the Council's spending need, its receipt from national business rates, and its ability to generate income from the council tax.

SCHEME LIABILITIES

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

SERVICE REPORTING ACCOUNTING CODE OF PRACTICE (SeRCOP)

The code of practice containing a standard definition of services and total cost so that spending comparisons can be consistent between local authorities.

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) a lump-sum cash payment to scheme members in exchange for their rights to receive specified pension benefits;
- (b) the purchase of an irrevocable annuity contract sufficient to cover vested benefits;

and

- (c) the transfer of scheme assets/liabilities relating to a group of employees leaving the scheme.

STOCKS

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. Stocks comprise the following categories:

- (a) goods or other assets purchased for resale;
- (b) consumable stores;

STRAIGHT-LINE BASIS

Dividing a sum equally between several years.

USEFUL LIFE

The period over which the local Council will derive benefits from the use of a fixed asset.

VESTED RIGHTS

In relation to a defined benefit scheme, these are:

- (a) for active members, benefits to which they would unconditionally be entitled on leaving the scheme;
- (b) for deferred pensioners, their preserved benefits;
- (c) for pensioners, pensions to which they are entitled.

Vested rights include where appropriate the related benefits for spouses or other dependents.