

South Somerset District Council



Statement of Accounts 2012/2013

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Introduction to South Somerset

Strategically located midway between the English and Bristol Channels, South Somerset extends from Wincanton in the East to Chard in the West and covers 959 square kilometres. Its population of around 160,000 people is spread among 121 parishes - Yeovil is the largest town with 45,000 people living in or close to it.

South Somerset is predominantly an agricultural area of diverse landscapes and villages with over 40% of the population living in settlements of fewer than 2,500 people. It has more conservation areas than any other district in the country, and the second highest number of listed buildings. The district is renowned for its fine National Trust properties, classic gardens, historic market towns and museums – most notably the Fleet Air Arm Museum at Yeovilton and Haynes Motor Museum at Sparkford.

30 per cent of the workforce is employed in manufacturing – nearly double the national average. Large companies located in the district include Agusta Westland, Honeywell and Screwfix. Trading estates and business parks, housing a wide range of light industries, are also spread across South Somerset. Although unemployment is low, there are pockets of rural and urban deprivation.

The Council employs 451 full time equivalent staff who work together with 60 elected councillors. It covers one of the biggest districts in the country, both in terms of geographical size and total population.

SSDC is the billing authority and collects council tax on behalf of the following; Avon and Somerset Police Authority, Somerset County Council, Devon and Somerset Fire and Rescue and 121 town and parish councils. Of the average Band D council tax of £1,485.14 SSDC's share is £150.74. SSDC's net budget in 2012/13 was £16.6 million.



Explanatory Foreword

The Key Accounting Standards and Statements

We have followed the Chartered Institute of Public Finance & Accountancy's Code of Practice on Local Authority Accounting in Great Britain in compiling our statement of accounts for 2012/13.

The accounts fairly reflect South Somerset District Council's financial position for the financial year ended 31 March 2013. Our accounting policies are outlined in this document and have been fairly and consistently applied. We keep proper and up-to-date accounting records and take all reasonable steps to prevent and detect fraud and other irregularities.

The Assistant Director - Finance and Corporate Services is the statutory officer responsible for the proper administration of the Council's financial affairs. She is now required by law to confirm that the Council's system of internal controls can be relied on to produce an accurate statement of accounts. Her statement of assurance for 2012/13 appears on page 11 of this document.

The main statements included in the accounts along with an explanation of their purpose are as follows:

Movement in Reserves Statement (pg 27)

This statement summarises the movement in the year of the different reserves held by the authority.

Comprehensive Income and Expenditure Statement (pg 28)

This account consolidates all the gains and losses experienced by the authority during the financial year. It details information about total expenditure on the services that we provide. Income for each service is matched against the expenditure to show the net cost of services. The account also shows how much is received from council tax payers and from general government grants to help meet the cost of services.

Balance Sheet (pg 29)

The balance sheet provides a snapshot of our financial position as at 31 March 2013. It sets out what we own and what we owe at that point in time.

Cash Flow Statement (pg 30)

This statement summarises the total cash movements during the year for both capital and revenue purposes.

Collection Fund (pg 69)

We are legally obliged to maintain this fund separately from all our other funds and accounts. It shows the transactions that have arisen because we are a billing authority, collecting non-domestic rates and council tax on behalf of the precepting authorities (the police, fire service, county council, town and parish councils) as well as for ourselves. The collection fund records the income we receive from local tax payers and the money that is distributed as a precept.

Revenue Account Summary

Our revenue account (also known as the General Fund) bears the net costs of providing day-to-day services.

The budget for the 2012/13 financial year was set in February 2012. SSDC has a good track record in finding new ways of working and delivering budget savings year on year and over the last three years has made £3.7 million in efficiency savings. This has meant that the impact of those savings on front line services to the public has been minimised.

The impact of low interest rates has meant that the budget for expected income has reduced from £0.5 million in 2012/13 to £0.3 million for 2013/14. Managers have been preparing for harder times and the underspend compared to budget shown in these accounts reflects their preparation for further savings in coming years.

Comparing actual spending to budget

The budget for the year was supported by no change in Council Tax. This gave a Band D Council tax of £150.74.

Our total net expenditure budget for the year was set at £16.6m. This represents the net cost of services taking into account:

- £50.3m of specific government grants;
- £13.3m income from fees and charges for services provided; and
- £0.5m of income from our investments.

It also included the following:

- Efficiency savings of £1.4m;

The total net expenditure budget for the year was financed by:

- £6.8m of business rates and general government grants (Formula Grant); and
- £9.2m of council tax income.

Our final revenue account for the year showed an under spend compared to the original and revised budget for the year. At the year end SSDC actually under spent on its original budget by £260k and its revised budget by £822k.

A full list of the differences between actual and planned spend for the year, by service, is provided in the next section of this foreword.

Explaining the big differences

The top three variances between actual net spending and the revised budget that contributed to the variation were:

- Revenues and Benefits was underspent by £197k due to a reduction in the bad debt provisions following a review of the accounting method used to calculate those provisions.
- Development Control underspent by £109k due to planning fee income exceeding the budget and savings on staff salaries
- Waste & Recycling was underspent by £95k because of efficiency savings in the Somerset Waste Partnership contract and the increased income from garden waste subscriptions.

Reporting against budget

The table below provides a high level summary of our net expenditure on services. The analysis reflects the responsibilities of our Executive Board Members.

All budgets are split between 'above' and 'below' the line with managers only being responsible for 'above' the line items. Above the line budgets include all of the items considered to be under the managers' control and include such things as employee costs, supplies and services, income etc. Below the line budgets include support services, capital charges and revenue expenditure funded from capital under statute. As every item of expenditure and income is above the line somewhere in the Council's accounts, only above the line items are reported to committee for budget monitoring purposes. The total cost of the service is established by adding the above and the below the line items together.

The table below sets out the overall picture of the 'above the line' revenue budgets that will form part of the annual Statement of Accounts. It compares the position to the previous financial year and the original and revised budget for 2012/13.

Previous Year Spend 2011/12 £'000	Service	Original Budget 2012/13 £'000	Outturn Budget 2012/13 £'000	Actual Spend 2012/13 £'000	Variation £'000	
491	Strategic Management	630	574	497	(77)	F
726	Financial Services	665	640	627	(13)	F
912	ICT Services	961	1,028	961	(67)	F
245	Procurement & Risk Management	170	170	165	(5)	F
(208)	Revenue & Benefits	(187)	(182)	(379)	(197)	F
1,081	Democratic Services	1,007	1,061	943	(118)	F
238	Legal Services	323	305	249	(56)	F
100	Fraud & Data Management	103	103	101	(2)	F
317	Human Resources	361	378	392	14	A
348	Place & Performance	398	371	344	(27)	F
328	Economic Development	388	396	314	(82)	F
655	Development Control	505	518	408	(110)	F
544	Spatial Policy	565	562	547	(15)	F
61	Equalities	52	67	54	(13)	F
74	Community AD	0	72	72	0	
376	Third Sector & Partnerships	239	250	250	0	
309	Area East	235	252	221	(31)	F
256	Area North	192	239	197	(42)	F
278	Area South	263	284	251	(33)	F
383	Area West	312	333	329	(4)	F
49	Local Strategic Partnership	27	66	66	0	
0	Family Support Programme	0	10	10	0	
467	Operations & Customer Focus	480	484	505	21	A
1,015	Environmental Health	1,043	1,048	1,039	(9)	F
145	Civil Contingencies	133	139	154	15	A
194	Engineering & Property	14	142	214	72	A
(37)	Building Control	(98)	(96)	(12)	84	A
1,608	Streetscene	1,780	1,799	1,873	74	A
3,642	Waste & Recycling	4,117	4,187	4,045	(142)	F
(26)	Licensing	(2)	(2)	(59)	(57)	F
331	Arts & Entertainment	334	335	315	(20)	F
251	Sport & Leisure Facilities	204	236	216	(20)	F
739	Community Health & Leisure	545	532	559	27	A
703	Housing & Welfare	586	599	593	(6)	F
256	Countryside	232	239	256	17	A
16,851	TOTAL SPEND	16,577	17,139	16,317	(822)	F

Reconciliation to the Comprehensive Income and Expenditure Statement

The Comprehensive Income and Expenditure Statement gives detailed information about the total expenditure on the services we provide. It also shows the council tax and government grants we received to help pay for those services.

The figures used in the table beneath are reconciled to the Comprehensive Income and Expenditure Statement as follows:

2011/12 £'000		2012/13 £'000
(91,228)	Gross Income - "Where the money came from"	(94,809)
95,401	Gross Expenditure - "Where the money went"	98,056
4,173	(Surplus)/Deficit for the year per the Comprehensive Income and Expenditure Statement	3,247

Where the money came from

The following table and chart provides an analysis of our main sources of income and compares the position to the previous financial year.

2011/12 £'000	Sources of Income	2012/13 £'000
13,031	Council Tax Payers (Including Parish Precept of £4.032)	13,243
8,553	Central Government Support	9,305
54,963	Specific Government Contribution	58,851
1,278	Non Government Grants & Contributions	2,002
11,257	Sales, Fees & Charges	9,932
1,023	Interest on Investment	425
1,123	Share of Right to Buy Receipts from former Council dwellings	1,051
91,228	Gross Income	94,809

Where the money went

The following table and chart provides an analysis of our main types of expenditure we incur and compares the position to the previous financial year.

2011/12 £'000	Categories of Expenditure	2012/13 £'000
16,429	Employees	16,365
2,742	Premises Related	2,926
1,579	Transport Related	1,261
5,875	Supplies and Services	5,502
5,743	Third Party Payments	5,755
52,175	Payments to Benefits Claimants	55,331
7,029	Capital & Financing Charges	6,892
3,841	Town & Parish Precepts	4,032
(12)	Reserves and Other Balance Sheet Items	(8)
95,401	Gross Expenditure	98,056

Capital Account Summary

Our Capital account shows the income and expenditure transactions we make when we:

- buy or sell land or property;
- build new property;
- carry out major repairs or improvements to our properties;
- provide grants for the above type of activity.

Comparing actual gross spending to gross budget

Our original gross budget plan for the year was to spend £7.714m on capital projects. We revised our capital budget for the year to take account of the position at the end of the 2011/12 financial year and the progress on the ground with our capital projects. The revised gross budget total was £8.094m.

The increase of £0.380m between the original and revised budget is largely due to two additional major projects being undertaken during the year for the synthetic grass pitch and a grant to Henhayes Sports and Community to take advantage of developers contributions. The remaining movement was due to a variety of factors including projects progressing from the reserve list or being returned to reserves. Our gross capital spend for the year was £3.077m.

Explaining the big differences

The gross amount spent was £5.017m less than the revised gross budget. The top three variances between actual gross spend and the revised budget that contributed to the variation were:

- £720k under spent on new car parks, this project has been delayed due to suitable land not being available at present.
- £633k under spent on the synthetic grass pitch where the works have commenced but are not due for completion until Summer 2013. The budget has increased in line with developers contribution funding received.
- £460k under spend on the affordable housing. This project was scheduled for completion in 2012/13 but there have been slight delays over the planning details.

Most of the remaining £3.204m will be carried forward to spend in 2013/14.

Where the money went:

	Original Budget 2012/13 £'000	Outturn Budget 2012/13 £'000	Actual Spend 2012/13 £'000	Variation £'000
Finance & Corporate Services	494	579	340	239
Place & Performance	523	523	130	393
Economy	959	830	180	650
Communities	1,134	767	192	575
Environment	3,040	2,624	1,313	1,311
Health & Well-being	1,564	2,771	922	1,849
Total Spent	7,714	8,094	3,077	5,017

Where the money came from:

Financing of Capital Expenditure	2012/13 £'000
Capital receipts	1,630
Capital grants from non-government funding partners	788
Capital grants from central government	659
Gross capital spend	3,077

As the table shows, we continued with our good record of leveraging in other people's money to help pay for our capital projects this year. We only contributed £1.630m towards the £3.077m we spent last year. This means, for every £1 of our capital resources we contributed, we received £0.89 from external organisations.

Our capital receipts are very important to us. Income from our investments is required to support the revenue account each year. We began 2012/13 with £31.57m of capital receipts that could be used to fund capital expenditure and ended the year with £37.30m.

The Table below shows the capital receipts we received in the year and the amount that was used to fund capital expenditure.

2011/12 Total £'000	Movement in Year	2012/13 Total £'000
31,574	Balance at beginning of year	37,301
	Add proceeds from:	
5,000	• Corporate Bond	0
2,500	• Birchfield Easement	0
751	• Right to buy receipts (from Yarlington Homes)	982
61	• Other assets	216
123	• Mortgages (After pooling)	
	Less capital receipts applied:	(1,605)
(2,708)	• To finance capital expenditure	
37,301	Balance at end of year	36,971

(Brackets represent a reduction in the reserve)

Reserves and Balances Summary

Sound financial management and a strong track record of striking the right balance between spending and the need to maintain a core level of resources to support the revenue account means that our finances are in a healthy state. The state of our financial well being is reflected in the level of reserves and working balances we hold.

The General Fund Balance of £4.35m, represents the accumulated revenue surpluses and should provide a financial cushion should anything unexpected happen that leads to unplanned expenditure.

An exercise is undertaken to establish the areas of significant risk within the revenue budget and the likelihood of the risk occurring. This assessment allows us to calculate how much money the Council should hold in reserve, for 2012/13 the figure was £3.16m.

In addition we maintain a number of earmarked reserves. These are special reserves we keep for specific types of expenditure in the future. Examples include election costs, leisure centre repairs, grant and leisure development. We added £2.37m to these reserves during the course of the year, but also spent £1.29m on specific projects during the year. As at 31 March 2013 we have £6.63m of these earmarked reserves.

Balance Sheet Summary

At 31 March 2013 the authority's net assets amounted to £31.15m (£30.54m at 31 March 2012).

The authority's net assets are significantly reduced by the inclusion of the pension scheme liability of £68.47m (compared to £65.53m at 31 March 2012). The present value of the pension scheme liabilities have increased to £140.14m (from £128.68m at 31 March 2012) and the fair value of the scheme assets have increased to £71.67m (£63.14m at 31 March 2012).

In practice the amount of net worth that can be used is £48.83m (Usable Capital Receipts £36.98m, Capital Grants Unapplied £0.87m, Earmarked Reserves £6.63m and General Fund Balances £4.35m). The remaining £17.68m is held in technical reserves which are not available for use.

Statement of Responsibilities for the Statement of Accounts

The Authority's Responsibilities

The Council is required to:-

- make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this authority, that responsibility rests with the Assistant Director – Finance and Corporate Services;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- approve the Statement of Accounts.

Assistant Director – Finance and Corporate Services' Responsibilities

The Assistant Director – Finance and Corporate Services is responsible for the preparation of the authority's statement of accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code of Practice').

In preparing this statement of accounts, the Assistant Director – Finance and Corporate Services has:

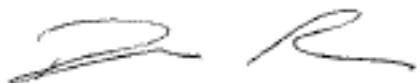
- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the CIPFA Code of Practice.

The Assistant Director – Finance and Corporate Services has also:

- kept proper accounting records which were up to date;
- taken reasonable steps for the preventing and detection of fraud and other irregularities.

I confirm that this Statement of Accounts presents a true and fair view of the financial position of South Somerset District Council at the 31 March 2013 and its income and expenditure for the year ended 31 March 2013.

Signed:



Donna Parham, Assistant Director – Finance and Corporate Services

Date: 26th June 2013

Statement of Accounting Policies

1. General Principles

The Statement of Accounts summarises the Council's transactions for the 2012/13 financial year and its position at the year end of 31 March 2013. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2012 which those regulations require to prepare in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 and the Service Reporting Code of Practice (SeRCOP) 2012/13, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act.

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

2. Accruals of Income and Expenditure

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

- Fees, charges and rents due from customers are accounted for as income at the date the Council provides the relevant goods or services.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption they are carried as stocks on the balance sheet.
- Works are charged as expenditure when they are completed, before which they are carried as works in progress on the balance sheet.
- Interest payable on borrowings and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet. The largest estimate of this nature is the amount accrued in respect of housing benefit. This calculation is based upon the pre-audited return. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge is made to revenue for the income that might not be collected.
- Income and expenditure are credited and debited to the relevant revenue account, unless they properly represent capital receipts or capital expenditure.

3. Receipts and Payments in Advance

Receipts in advance represent income received in the current year in respect of fees and charges (including our proportion of Council Tax) for the forthcoming years. They are included as a liability (within Creditors) on the Balance Sheet.

Payments in Advance represent amounts paid in the current year in respect of goods and services for the forthcoming years. They are included as an asset (within Debtors) on the Balance Sheet.

4. Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

Cash equivalents are short-term highly liquid investments that are readily convertible within 24 hours to known amounts of cash and which are subject to an insignificant risk of changes in value. SSDC will include deposits in Money Market Funds and Business Reserves in Cash Equivalents.

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

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

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. When a change is made, it is applied retrospectively (unless stated otherwise) by adjusting the opening balances and comparative amounts for the prior period as if the new policy had always been applied.

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

6. Exceptional Items

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

7. Charges to Revenue for Non-Current Assets

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

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

The Council is not required to raise council tax to cover depreciation, revaluation and impairment losses or amortisation. However, it is required to make an annual provision from revenue to contribute towards the reduction in its overall borrowing requirement.

Depreciation, revaluation and impairment losses and amortisation are therefore replaced by the contribution to the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

8. Employee Benefits

Benefits Payable During Employment

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

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement when the Authority is demonstrably committed to the termination of the employment of an officer or group of officers or making an offer to encourage voluntary redundancy. Where termination benefits involve the enhancement of pension, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post Employment Benefits

Employees of the Authority are members of the Local Government Pensions Scheme administered by Somerset County Council, which provides defined benefits to members (retirement lump sums and pensions) earned as employees worked for the Authority.

The Local Government Pension Scheme

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

The liabilities of the Somerset County Council pension scheme attributable to the Council are included in the balance sheet on an actuarial basis using the projected unit method i.e. an assessment of the future payments that will be made in relation to the retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of projected earnings for current employees.

- Liabilities are discounted to their value at current prices, using a discount rate based on the yield on the iBoxx AA, rated over the 15 year Corporate Bond Index.
- The assets of the Somerset County Council pension fund attributable to the Council are included in the balance sheet at their fair value on a current bid price (estimate bid values have been used on pre-2008/09 valuations based on mid market values where current bid prices are not available).

- The change in net pension liability is analysed into seven components:
 - Current service cost – the increase in liabilities as a result of years of service earned this year - allocated to the Comprehensive Income and Expenditure Statement to the services for which the employees worked.
 - Past service costs – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years is debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
 - Interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid is debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.
 - Expected return on assets – the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.
 - Gains/losses on settlements and curtailments – the result of actions to relieve the Council of liabilities or events that reduce the expected future service or accrual of benefits of employees is debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
 - Actuarial gains and losses – changes in the net pension liability that arise because events have not coincided with assumptions made in the last actuarial valuation or because the actuaries have updated their assumptions are debited or credited to the Statement of Total Recognised Gains and Losses.
 - Contributions paid to the Somerset County Council pension fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

Discretionary Benefits

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

9. Events after the Balance Sheet Date

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

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

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

10. Financial Instruments

Financial Liabilities

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

This means that the amount presented in the Balance Sheet is the outstanding principal repayable and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year in the loan agreement.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The Council has a policy of spreading the gain or loss over a minimum period equal to the outstanding term on the loan or 10 years (if shorter) against which the premium was payable or discount receivable when it was repaid. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

Financial Assets

Financial assets are classified into two types:

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

Loans and Receivables

Loans and receivables are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. This means that the amount presented in the Balance Sheet is the outstanding principal receivable and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

However, the Council has made a number of car loans, bicycle loans and loans for learning to members of staff at less than market rates (soft loans). When soft loans are made, a loss is recorded in the Comprehensive Income and Expenditure Statement (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement at a marginally higher effective rate of interest than the rate receivable from the members of staff, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provisions require that the impact of soft loans on the General Fund Balance is the interest receivable for the financial year. The reconciliation of amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain required against the General Fund Balance is managed by a transfer to, or from, the Financial Instruments Adjustment Account in the Movement in Reserve Statement.

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

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

Available-for-sale Assets

Available-for-sale assets are recognised on the Balance Sheet when the Authority becomes a party to the contractual provision of a financial instrument and are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed or determinable payments, income is credited to the Comprehensive Income and Expenditure Statement when it becomes receivable by the Council.

Assets are maintained in the Balance Sheet at fair value. All assets currently held by the Council are instruments with quoted market prices and the value is based on market price.

Changes in fair value are balanced by an entry in the Available-for-Sale Reserve and the gain/loss is recognised in the Surplus or Deficit on Revaluation of Available-for Sale Financial Assets. The exception is where impairment losses have been incurred - these are debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, along with any net gain/loss for the asset accumulated in the Available-for-Sale Reserve.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. If the asset has fixed or determinable payments, the impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate. Otherwise the impairment loss is measured as any shortfall of fair value against the acquisition cost of the instrument (net of any principal repayment and amortisation).

Any gains and losses that arise on the de-recognition of the asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, along with any accumulated gains/losses previously recognised in the Available-for-Sale Reserve.

11. Government Grants and Contributions

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

- The authority will comply with the conditions attached to the payments, and
- The grants or contributions will be received.

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

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

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

12. Intangible Fixed Assets

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

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

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

13. Inventories and Long Term Contracts

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. The cost of inventories is assigned using the FIFO (first in first out) costing formula.

Long term contracts are accounted for on the basis of charging the Surplus and Deficit on the Provision of Services with the value of works and services received under the contract during the financial year.

14. Leases

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

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

The Authority as Lessee

Finance Leases

Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Authority are added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

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

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

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

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefiting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease.

The Authority as Lessor

Finance Lease

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

Lease rentals are apportioned between:

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

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

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

Operating Leases

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

15. Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice (SeRCOP) 2012/13. The total absorption costing principal is used where the full cost of overheads and support services are shared between users in proportion to the benefits received with the exception of:

- Corporate and Democratic Core – costs relating to the Council's status as a multi-functional democratic organisation.
- Non Distributed Costs – the cost of discretionary benefits awarded to employees retiring early and impairment losses on Assets Held for Sale

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

16. Property, Plant and Equipment

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

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the authority and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred. There are two exceptions to this:

- The expenditure incurred is below £10,000, except Capital Grants where the limit is £500. In such cases expenditure is charged direct to the revenue accounts.
- The asset is acquired through an operating lease when rental payments are charged to the revenue account.

Measurement

Assets are initially measured at cost, comprising all expenditure that is directly attributable to bringing the asset into working condition for its intended use, such as purchase price; any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

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

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

Where there is no market based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value.

Assets included in the balance sheet at fair value are re-valued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Account where they arise from the reversal of a loss previously charged to a service.

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

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

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

Capital expenditure incurred in enhancing assets or increasing their useful life is classed as enhancing expenditure.

Assets which have been significantly enhanced are brought forward in the five-year rolling programme to ensure that the independent valuer can correctly assess their new carrying value, this ensures that any potential overstatement only reflects a short timing difference between the enhancement taking place and the valuer assessing its impact on the asset's carrying value.

Impairment

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

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

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

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

Depreciation

Depreciation is provided for on all Property, Plant and Equipment Assets with a determinable finite life, by allocating the value of the assets in the balance sheet over the periods expected to benefit from their use.

Depreciation is calculated on the following bases:

- Dwellings and other buildings – straight-line allocation over the life of the property as estimated by the valuer.
- Vehicles, plant and equipment - straight-line allocation over the life of the asset.
- Infrastructure – straight-line allocation over the life of the asset.

The following standard estimated lives are used for newly acquired assets:

	Years
Office Buildings	60
Public Conveniences	50
Sports and Leisure Centres	40
Vehicles	10
Cremators	10

Where an asset includes a number of components with significantly different asset lives, these are then treated as separate assets and depreciated over their own useful economic lives. See Component Accounting Policy.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

Assets that are sold during the year are treated as if sold on 31 March and the service accounts receive a full year's charge for depreciation as appropriate. Assets acquired during the year attract no charge.

Disposals and Non-current Assets Held for Sale

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

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

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

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

Amounts in excess of £10,000 received from disposals are categorised as capital receipts and credited to the Capital Receipts Reserve, which can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement. If the proceeds are £10,000 or less, they are not treated as capital receipts but are instead credited to revenue.

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

A proportion of receipts relating to housing disposals is payable to the Government. In practice this relates only to mortgage repayments, 75% of which must be paid over to the Government.

17. Component Accounting

Components of non-current assets do not always have the same useful lives and may depreciate or wear out at different rates throughout their life. Therefore, it is appropriate to depreciate each significant component separately over its useful life, in order that the Comprehensive Income & Expenditure Account is fairly charged with the consumption of economic benefits of those assets.

Where a significant component is expected to wear out more quickly than the overall asset, it is depreciated over a shorter period of time and any subsequent expenditure on restoring or replacing the component is capitalised, with any carrying amount of the replaced component being written off to the Comprehensive Income and Expenditure Statement.

From 1st April 2010, components will be recognised when an asset is enhanced, acquired or re-valued. Where a component is replaced or restored, the carrying amount of the old component is derecognised.

- Land and individual buildings will be valued separately.
- Assets are deemed to be material and considered for componentisation when the cost or value in the Balance Sheet is at least £500,000 (approximately 1% of the authority's non current assets).
- Each asset will be reviewed individually by the valuer to determine whether any part of a material asset has a differing useful life or method of depreciation. The assets will be reviewed by the following:
 - Sub Structure
 - Superstructure (frame, upper floors, roof, stairs, external walls, windows, external doors, internal walls, partitions, internal doors)
 - Internal finishes (walls, floors and ceilings)
 - Fixtures (sanitary, water, disposal equipment)
 - Engineering services (heating, air treatment, gas installations, lifts, protective, communications)
 - External works
- Where component spend is worth 20% of the total cost value of the asset it is deemed to be significant. Where information is not readily available to determine the value of components, a best estimate will be accounted for and detail of how the estimate was arrived at, in liaison with relevant professional advice, will be documented.

18. Heritage Assets

A heritage asset is an asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture. There is no requirement for valuations for heritage assets to be verified by external auditors, nor is there any prescribed minimum period between valuations. Where the cost of obtaining valuation information is not commensurate with the benefits, the Council will not recognise these assets in the Balance Sheet.

The Council's heritage assets are predominately the museum stock that is held at the Community Heritage Access Centre (CHAC). The information is held on an item database held by the Museum. Items within the museum stock can be viewed by appointment. The six principal collections of heritage assets held include:

- Firearms;
- Ceramic, sculptures, bronzes and woodcarvings;
- The art collection and photos;
- Antiques furniture, rugs and tapestries;
- Medals; and
- Antiquarian books and manuscripts.

The Authority recognises these collections on the Balance Sheet using its base as the detailed insurance valuations held by the Authority in respect of the collections. The collections are deemed to have indeterminate lives; hence the Authority does not consider it appropriate to charge depreciation.

Other heritage assets consist of historical buildings (Dawes Twine Works, Burlingham Barn and the Four Follies), Civic Regalia and the Crematorium's Book of Remembrance. This information is held on the asset register. They are presently valued at historic cost, which is £1. There is no depreciation charge on these heritage assets because it has been estimated that the assets have a useful life of such length that any depreciation charge would be negligible and can be ignored on the basis of materiality.

The carrying amounts of heritage assets are reviewed where there is evidence of impairment for heritage assets, e.g. where an item has suffered physical deterioration or breakage. Any impairment is recognised and measured in accordance with the Authority's general policies on impairment. Disposals of any heritage assets are accounted for in accordance with the Authority's general provisions relating to the disposal of property, plant and equipment. Disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts.

19. Provisions, Contingent Liabilities and Contingent Assets

Provisions

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

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

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

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

Contingent Liabilities

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

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

20. Reserves

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

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits and do not represent usable resources for the Authority.

21. Revenue Expenditure Funded from Capital Under Statute

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

22. VAT

The Council does not include VAT as part of income or expenditure, whether of a capital or revenue nature except where it is not able to recover VAT.

23. Related Party Transactions

The Authority 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.

The materiality of the transaction has been considered before justifying inclusion in the statements. Transactions disclosed elsewhere in the statement of accounts are not cross referenced in the note. Disclosure is only required where the Council has gone beyond providing financial assistance to having a relationship with the assisted organisation that allows it to exert control over the organisation's financial and operational policies.

24. The Collection Fund

Billing authorities in England are required by statute to establish and maintain a separate fund for the collection and distribution of amounts due in respect of council tax and national non-domestic rates (NNDR).

There is no requirement for a separate Collection Fund Balance Sheet as balances are distributed across the Balance Sheets of the billing authority, the Government and precepting authorities.

Further details on the Collection Fund use can be found on page 69.

25. Accounting for Council Tax

The collection of Council Tax income is in substance an agency arrangement, the cash collected by the Council from council tax debtors belongs proportionately to the Council and the major preceptors. There will be therefore a debtor/creditor position between the Council and each major preceptor to be recognised since the net cash paid to each major preceptor in the year will be its share of the cash collected from council taxpayers.

The Council Tax income included in the Taxation and Non Specific Grant Income line in the Comprehensive Income and Expenditure Statement shall be the accrued income for the year. This is calculated by taking the demand on the Collection Fund plus the authority's share of the carry forward surplus/deficit on the Collection Fund as at the 31st March 2013. This amount is then adjusted for the authority's share of the surplus/deficit at 31st March 2012 that has not been distributed or recovered in the current year.

The difference between the income included in the Taxation and Non Specific Grant Income line in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the Collection Fund shall be taken to the Collection Fund Adjustment Account and included as a reconciling item in the General Fund in the Movement in Reserves Statement.

26. Accounting for National Non-Domestic Rates

The Council, as an agent on behalf of Central Government carries out the collection of National Non-Domestic Rates (NNDR). Cash collected from NNDR taxpayers by the Council, net of the cost of collection allowance, belongs to the Government and the amount not yet paid to the Government at the Balance Sheet date shall be included in the Balance Sheet as a creditor; similarly, if the cash paid to the Government exceeds the cash collected from NNDR taxpayers, net of the cost of collection allowance, the excess shall be included in the Balance Sheet as a debtor.

NNDR debtor and creditor balances with NNDR taxpayers and the impairment allowance for doubtful debts are not assets and liabilities of the Council and are not recognised in the Council's Balance Sheet.

Movement in Reserves Statement

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

	General Fund Balance	Earmarked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Balance at 1 April 2011	(3,881)	(4,583)	(31,574)	(824)	(40,862)	(11,392)	(52,254)
Movement in reserves during 2011/12							
(Surplus) /Deficit on the provision of services	4,173	0	0	0	4,173	0	4,173
Other Comprehensive Income and Expenditure	0	0	0	0	0	17,542	17,542
Total Comprehensive Income and Expenditure	4,173	0	0	0	4,173	17,542	21,715
Adjustments between accounting basis & funding basis under regulations (note 5)	(5,427)	0	(5,727)	539	(10,615)	10,615	0
Net Increase/Decrease before transfers to Earmarked Reserves	(1,254)	0	(5,727)	539	(6,442)	28,157	21,715
Transfers (to)/from Earmarked Reserves (note 29)	967	(967)	0	0	0	0	0
Increase/Decrease in 2011/12	(287)	(967)	(5,727)	539	(6,442)	28,157	21,715
Balance at 31 March 2012	(4,168)	(5,550)	(37,301)	(285)	(47,304)	16,765	(30,539)
Movement in reserves during 2012/13							
(Surplus) /Deficit on the provision of services	3,247	0	0	0	3,247	0	3,247
Other Comprehensive Income and Expenditure	0	0	0	0	0	(3,853)	(3,853)
Total Comprehensive Income and Expenditure	3,247	0	0	0	3,247	(3,853)	(606)
Adjustments between accounting basis & funding basis under regulations (note 5)	(4,511)	0	330	(588)	(4,769)	4,769	0
Net Increase/Decrease before transfers to Earmarked Reserves	(1,264)	0	330	(588)	(1,522)	916	(606)
Transfers (to)/from Earmarked Reserves (note 29)	1,079	(1,079)	0	0	0	0	0
Increase/Decrease in 2012/13	(185)	(1,079)	330	(588)	(1,522)	916	(606)
Balance at 31 March 2013	(4,353)	(6,629)	(36,971)	(873)	(48,826)	17,681	(31,145)

Comprehensive Income and Expenditure Statement

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

(Brackets represent income)

Gross Expenditure Year Ended 31 March 2012 £'000	Gross Income Year Ended 31 March 2012 £'000	Restated Net Cost of Services Year Ended 31 March 2012 £'000	Service	Note	Gross Expenditure Year Ended 31 March 2013 £'000	Gross Income Year Ended 31 March 2013 £'000	Net Cost of Services Year Ended 31 March 2013 £'000
13,122	(12,662)	460	Central Services		13,115	(13,611)	(496)
7,512	(3,778)	3,734	Cultural and Related Services		7,069	(2,872)	4,197
9,915	(2,020)	7,895	Environmental and Regulatory Services		10,369	(1,873)	8,496
6,917	(2,234)	4,683	Planning Services		6,987	(2,715)	4,272
2,197	(2,416)	(219)	Highways and Transport		2,009	(2,421)	(412)
45,792	(43,562)	2,230	Housing Services		48,184	(46,515)	1,669
2,738	(120)	2,618	Corporate and Democratic Core		2,551	(105)	2,446
352	0	352	Non Distributed Costs		315	0	315
88,545	(66,792)	21,753	Net Cost of Services		90,599	(70,112)	20,487
3,994	(778)	3,216	Other operating expenditure	6	4,084	(1,051)	3,033
676	(345)	331	Net Loss/(Gain) on Disposal of Fixed Assets	8	611	0	611
1,481	(1,023)	458	Financing and Investment Income and Expenditure	9	2,090	(425)	1,665
0	(21,585)	(21,585)	Taxation and Non-Specific Grant Income	10	0	(22,549)	(22,549)
94,696	(90,523)	4,173	(Surplus)/Deficit on Provision of Services		97,384	(94,137)	3,247
		(1,975)	(Surplus)/Deficit on revaluation of Property, Plant & Equipment				(3,827)
		411	(Surplus)/Deficit on revaluation of Available for Sale Financial Assets				10
		19,106	Actuarial (Gains)/Losses on Pension Assets/Liabilities				(36)
		17,542	Other Comprehensive Income and Expenditure				(3,853)
		21,715	Total Comprehensive Income and Expenditure				(606)

Balance Sheet (Brackets represent liabilities)

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

31 March 2012		As at 31 March 2013		
£'000			£'000	£'000
55,871	Property, Plant & Equipment	11		58,266
0	Investment Property	17		0
186	Intangible Assets	16		129
108	Assets Held for Sale	18		0
1,614	Heritage Assets	19		1,614
9,022	Long Term Investments	20		2
657	Long Term Debtors	21		565
67,458	TOTAL LONG TERM ASSETS			60,576
26,182	Short Term Investments	20	35,515	
146	Inventories	22	107	
5,096	Short Term Debtors	23	6,161	
3,719	Cash & Cash Equivalents	24	3,355	
35,143	CURRENT ASSETS			45,138
(106)	Bank Overdraft	24	0	
(3,349)	Short Term Creditors	25	(3,145)	
(3,455)	CURRENT LIABILITIES			(3,145)
(220)	Provisions	26		(25)
(2,601)	Developers Contributions Deferred	28		(2,568)
(259)	Long Term Liabilities - Finance Lease	44		(267)
0	Long Term Liabilities - Creditors	27		(90)
(65,527)	Liability related to defined benefit pension schemes	47		(68,474)
(68,607)	LONG TERM LIABILITIES			(71,424)
30,539	NET ASSETS			31,145
(47,303)	Usable Reserves	29		(48,826)
16,764	Unusable Reserves	30		17,681
(30,539)	TOTAL RESERVES			(31,145)

I confirm these accounts were approved by the Audit Committee at the meeting held on 26 September 2013.

Signed:

Date:

Cllr Derek Yeomans, Chair of Audit Committee

Cash Flow Statement (Brackets on this page represent income)

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

Year Ended 31 March 2012		Year Ended 31 March 2013
£'000		£'000
(4,173)	Net surplus or deficit on the provision of services	(3,247)
9,912	Adjustments to net surplus or deficit on the provision of services for non cash movements (note 32)	4,941
(5,985)	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities (note 32)	(3,217)
(246)	Net cash flows from operating activities	(1,523)
472	Investing Activities (note 33)	1,456
857	Financing Activities (note 34)	(191)
1,083	Net increase or decrease in cash and cash equivalents	(258)
2,530	Cash and Cash Equivalents (including bank overdraft) at 1 April	3,613
3,613	Cash and Cash Equivalents at 31 March (note 24)	3,355

1. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

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

- Whether a lease is an operating or a finance lease
The Council will account for leases as finance leases where substantially all the risks and rewards are incidental to ownership of the leased asset life with the Council. The asset is recorded as Property, Plant and Equipment and a corresponding liability is recorded. The finance leases recorded in the Statement of Accounts is due to the fact that:
 - the lease term is for the major part of the economic life of the asset
 - the present value of the minimum lease payments amounts to at least substantially all of the fair value of the leased asset.

- Whether land and buildings owned by the authority are investment properties
Since investment properties are properties held solely to earn rentals or for capital appreciation or both, properties that earn rentals as an outcome of a regeneration project will be accounted for as Property, Plant and Equipment rather than investment property. Social Housing is delivering a service and will also be accounted for as Property, Plant and Equipment.

- Whether short-term investments are cash equivalents
Cash equivalents are short-term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. SSDC will include deposits in Money Market Funds and Business Reserves in Cash Equivalents.

- Whether to componentise non-current assets
As components of non-current assets do not always have the same useful lives and may depreciate or wear out at different rates throughout their life it is appropriate to depreciate each significant component separately over its useful life. Components will be recognised when a significant asset (i.e. assets where the cost or value is at least £500,000) is enhanced, acquired or re-valued.

- Whether to recategorise non-current assets to Heritage Assets
Assets had to be assessed to ascertain whether they fell into the criteria for Heritage Assets. Assets are deemed Heritage Assets if they are held for historical, artistic, scientific, technological, geophysical or environmental quality that are held and maintained principally for its contribution to knowledge and culture.

2. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

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

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

Item	Uncertainties	Effect if actual results differ from assumptions
Property, Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Authority will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for buildings, infrastructure and Vehicles, Plant and Equipment would increase by £84k for every year that useful lives had to be reduced
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the authority with expert advice about the assumptions to be applied.	An increase over the forthcoming year of 10% in either the total number of claims or the estimated average settlement would each have the effect of adding £4.48 million to the provision needed.
Arrears	At 31 March 2013, the Authority had a balance for sundry debtors of £2.14million. A review of significant balances suggested that an impairment of doubtful debts of £535k was appropriate. However, in the current economic climate it is not certain that such an allowance would be sufficient.	If collection rates were to deteriorate, a doubling of the amount of the impairment of doubtful debts would require an additional £535k to set aside as an allowance.

3. EXCEPTIONAL ITEMS OF INCOME AND EXPENDITURE

There were no exceptional items of income and expenditure during 2012/13.

4. EVENTS AFTER THE BALANCE SHEET DATE

The Statement of Accounts was authorised for issue by the Assistant Director - Finance & Corporate Services on 26 September 2013. Events taking place after this date are not reflected in the financial statements or notes.

5. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

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

The following sets out a description of the reserves that the adjustments are made against:

General Fund Balance

The General Fund is the statutory fund into which all the receipts of an authority are required to be paid and out of which all liabilities of the authority are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the General Fund Balance, which is not necessarily in accordance with proper accounting practice. The General Fund Balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Council is required to recover) at the end of the financial year.

Capital Receipts Reserve

The Capital Receipts Reserve holds the proceeds from the disposal of land or other assets, which are restricted by statute from being used other than to fund new capital expenditure or to be set aside to finance historical capital expenditure. The balance on the reserve shows the resources that have yet to be applied for these purposes at the year-end.

Capital Grants Unapplied

The Capital Grants Unapplied Account holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require repayment of the monies but which have yet to be applied to meet expenditure. The balance is restricted by grant terms as to the capital expenditure against which it can be applied and/or the financial year in which this can take place.

2012/13	Usable Reserves			Movement in Unusable Reserves
	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	
	£'000	£'000	£'000	£'000
Adjustments involving the Capital Adjustment Account:				
<i>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</i>				
Charges for depreciation and impairment of non current assets	(2,119)			2,119
Amortisation of intangible assets				
Capital grants and contributions applied	1,396		52	(1,448)
Capital grants and contributions unapplied	640		(640)	0
Revenue expenditure funded from capital under statute	(2,059)			2,059
<i>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</i>				
Statutory provision for the financing of capital investment	148			(148)
Adjustments involving the Capital Receipts Reserve:				
Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure	440	(1,277)		837
Use of the Capital Receipts Reserve to finance new capital expenditure		1,594		(1,594)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(13)	13		0
Adjustments involving the Financial Instruments Adjustments Account:				
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(22)			22

2012/13	Usable Reserves			Movement in Unusable Reserves
	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	
	£'000	£'000	£'000	
Adjustments involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 47)	(5,513)			5,513
Employer's pensions contributions and direct payments to pensioners payable in the year	2,530			(2,530)
Adjustments involving the Collection Fund Adjustments 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	(10)			10
Adjustment involving the Accumulating Compensated Absences Adjustment 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	71			(71)
TOTAL ADJUSTMENTS	(4,511)	330	(588)	4,769

2011/12 comparative figures	Usable Reserves			Movement in Unusable Reserves
	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	
	£'000	£'000	£'000	
Adjustments involving the Capital Adjustment Account:				
<i>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</i>				
Charges for depreciation and impairment of non current assets	(2,788)			2,788
Amortisation of intangible assets	(95)			95
Capital grants and contributions	634		494	(1,128)
Capital grants and contributions unapplied	(45)		45	0
Revenue expenditure funded from capital under statute	(1,932)			1,932
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	298			(298)
<i>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</i>				
Statutory provision for the financing of capital investment	177			(177)
Adjustments involving the Capital Receipts Reserve:				
Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure	102	(5,946)		5,844
Transfer from the Deferred Capital Receipts reserve to the Capital Receipts Reserve upon receipt of cash		(2,500)		2,500
Use of the Capital Receipts Reserve to finance new capital expenditure		2,709		(2,709)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(10)	10		0
Adjustments involving the Financial Instruments Adjustments Account:				
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(34)			34
Adjustments involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 47)	(4,000)			4,000
Employer's pensions contributions and direct payments to pensioners payable in the year	2,349			(2,349)

2011/12 comparative figures	Usable Reserves			Movement in Unusable Reserves
	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	
	£'000	£'000	£'000	
Adjustments involving the Collection Fund Adjustments 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	16			(16)
Adjustment involving the Accumulating Compensated Absences Adjustment 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	(99)			99
TOTAL ADJUSTMENTS	(5,427)	(5,727)	539	10,615

6. OTHER OPERATING INCOME AND EXPENDITURE

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
3,841	Parish council precepts & levies	4,032
10	Payments to the Government Housing Capital Receipts Pool	13
143	(Surplus)/Deficit on Trading Undertaking (Note 36)	39
3,994	Total Other Operating Expenditure	4,084
(778)	Easements and other Capital Receipts	(1,051)
3,216	Total Other Operating Income and Expenditure	3,033

7. EASEMENTS AND OTHER CAPITAL RECEIPTS

The Council received £981,000 in Right to Buy Receipts (compared to £751,000 in 2011/12) and a further £70,000 in other capital receipts (£27,000 in 2011/12).

8. NET LOSS ON DISPOSAL OF FIXED ASSETS

The net loss on disposal of fixed assets amounted to £611,000 (compared to £676,000 in 2011/12).

9. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
34	Interest payable and similar charges	24
1,447	Pensions interest cost and expected return on pensions assets	2,066
1,481	Total Financing and Investment Expenditure	2,090
(1,023)	Interest receivable and similar income	(425)
458	Total Financing and Investment Income and Expenditure	1,665

10. TAXATION AND NON SPECIFIC GRANT INCOME

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
(13,032)	Council tax income	(13,243)
(5,905)	Non domestic rates	(6,678)
(2,648)	Non-ringfenced government grants	(2,628)
(21,585)	Total Taxation and Non Specific Grant Income	(22,549)

11. PROPERTY, PLANT AND EQUIPMENT

Movements in 2012/13:

	Land & Buildings	Vehicles, Plant, Furniture & Equipment	Infra-structure Assets	Com-munity Assets	Surplus Assets	Total Property Plant & Equip-ment
	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation						
As at 1 April 2012	53,088	5,984	769	680	211	60,732
Additions	790	745				1,535
Disposals	(925)	(525)				(1,450)
Revaluation						
Increases/(decreases) recognised in the Revaluation Reserve	3,819	(280)				3,539
Revaluation						
Increases/(decreases) recognised in the Surplus/deficit on the Provision of Services	(496)					(496)
Assets reclassified (to)/from Held for Sale						
Assets reclassified (to)/from Heritage Assets						
Reclassification - Other	(268)				268	0
As at 31 March 2013	56,008	5,924	769	680	479	63,860
Accumulated Depreciation						
As at 1 April 2012	(2,785)	(2,038)	(34)	0	(4)	(4,861)
Depreciation charge	(979)	(657)	(13)		(15)	(1,664)
Depreciation written out to the Revaluation Reserve						
Depreciation written out to the Surplus/Deficit on the Provision of Services	161	306				467
Impairment losses/(reversals) recognised in the Revaluation Reserve						
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services						
Derecognition - Disposals	102	362				464
Assets reclassified (to)/from Heritage Assets						
Derecognition - Reclassification	32				(32)	0
Other movements in Depreciation and Impairment						
As at 31 March 2013	(3,469)	(2,027)	(47)	0	(51)	(5,594)
Net Book Value						
At 31 March 2013	52,539	3,897	722	680	428	58,266
At 31 March 2012	50,303	3,946	735	680	207	55,871

Comparative Movements in 2011/12:

	Land & Buildings	Vehicles, Plant, Furniture & Equipment	Infra-structure Assets	Com-munity Assets	Surplus Assets	Total Property Plant & Equip-ment
	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation						
As at 1 April 2011	52,752	5,613	730	686	185	59,966
Adjustment from previous year	(355)	(86)				(441)
Additions	718	1,287	39	7	6	2,057
Disposals	(485)	(640)				(1,125)
Revaluation						
Increases/(decreases) recognised in the Revaluation Reserve	1,787	194			(1)	1,980
Revaluation						
Increases/(decreases) recognised in the Surplus/deficit on the Provision of Services	(987)	(384)			(202)	(1,573)
Assets reclassified (to)/from Held for Sale					(119)	(119)
Assets reclassified (to)/from Heritage Assets				(13)		(13)
Reclassification - Other	(342)				342	0
As at 31 March 2012	53,088	5,984	769	680	211	60,732
Accumulated Depreciation						
As at 1 April 2011	(2,465)	(2,371)	(22)	(13)		(4,871)
Adjustment from previous year	354	86				440
Depreciation charge	(863)	(574)	(12)		(4)	(1,453)
Depreciation written out to the Revaluation Reserve						
Depreciation written out to the Surplus/Deficit on the Provision of Services	161	235			11	407
Impairment losses/(reversals) recognised in the Revaluation Reserve						
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services		(51)				(51)
Derecognition - Disposals	16	637				653
Assets reclassified (to)/from Heritage Assets				13		13
Derecognition - Reclassification	11				(11)	0
Other movements in Depreciation and Impairment	1					1
As at 31 March 2012	(2,785)	(2,038)	(34)	0	(4)	(4,861)
Net Book Value						
At 31 March 2012	50,303	3,946	735	680	207	55,871
At 31 March 2011	50,287	3,241	708	673	185	55,094

12. TANGIBLE FIXED ASSETS - MISCELLANEOUS

Assets are depreciated on a straight line basis and are assigned the following useful lives for the purposes of determining depreciation, except where the District Valuer has advised differently:

Asset Class	Years
Office Buildings	60
Public Conveniences	50
Sports and Leisure Centres	40
Vehicles	10
Cremators	10

13. FIXED ASSET VALUATION

All fixed assets owned by South Somerset District Council have been valued on a five year rolling programme by an external independent valuer. This year the external independent valuer was Hannah Plowman, MRICS, District Valuer – in accordance with the Statements of Asset Valuation Practice and Guidance Notes of The Royal Institute of Chartered Surveyors. Not all assets are inspected each year, as this is neither practicable nor considered by the valuer to be necessary for the purposes of the valuation. The basis of valuation is as set out in the Statement of Accounting Policies. The effective date of revaluation is 1st April 2012.

14. CAPITAL COMMITMENTS

There were no significant capital contracts that South Somerset District Council had entered into as at the 31 March 2013.

15. CONSTRUCTION CONTRACTS

At 31 March 2013 the Authority had no construction contracts in progress.

16. INTANGIBLE ASSETS

The Authority accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets include software.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Authority. Software assets are assigned useful lives of between 3 and 5 years.

The carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £95k charged to revenue in 2012/13 was charged to the IT Administration cost centre and then absorbed as an overhead across all the service headings in the Net Cost of Services. It is not possible to quantify exactly how much of the amortisation is attributable to each service heading.

The movement on Intangible Asset balances during the year is as follows:

	31 March 2012	31 March 2013
	Software £'000	Software £'000
Balance at start of year:		
• Gross carrying amounts	312	395
• Accumulated amortisation	(114)	(209)
Net carrying amount at start of year	198	186
Additions	83	63
Disposals	0	0
Amortisation for the period	(95)	(120)
Amortisation on disposal	0	0
Net Carrying amount at end of year	186	129
Comprising:		
• Gross carrying amounts	395	458
• Accumulated amortisation	(209)	(329)
Total Intangible Assets	186	129

17. INVESTMENT PROPERTIES

The Authority currently do not hold investment properties.

18. ASSETS HELD FOR SALE

31 March 2012 £'000		31 March 2013 £'000
200	Balance outstanding at start of year	108
	Assets newly classified as held for sale:	
119	Property, Plant and Equipment	0
	Assets reclassified as held for sale:	
	Property, Plant and Equipment	
(240)	Assets sold	(108)
33	Additions	0
(4)	Revaluation Increase (Decrease)	0
108	Total Assets Held for Sale	0

19. HERITAGE ASSETS

Restated 31 March 2012 £'000		31 March 2013 £'000
1,733	Balance outstanding at start of year	1,614
0	Additions	0
(119)	Impairments	0
1,614	Total Heritage Assets	1,614

20. LONG AND SHORT TERM INVESTMENTS

The investments as at 31 March 2013 consist of:

31 March 2012 £'000		31 March 2013 £'000
	Long Term Investments	
9,020	Euro Sterling and World Bonds > 1 year to maturity	0
0	Callable Deposits	0
0	Term Deposits > 1 year to maturity	0
2	Government Stocks	2
9,022		2
	Short Term Investments	
4,182	Euro Sterling and World Bonds < 1 year to maturity	18,515
22,000	Term Deposits < 1 year to maturity	17,000
26,182		35,515
35,204	Total Investments	35,517

21. LONG TERM DEBTORS

Debtors which fall due after a period of at least one year, consist of:

31 March 2012 £'000		31 March 2013 £'000
224	Loans agreed under SSDC loans policy	158
58	Right to receipts - long term lease	41
298	Mortgages (net of Bad Debt Provision)	293
77	Car/bike/learning loans	73
657	Total Long Term Debtors	565

Further information relating to long term debtors is contained within Note 31 on Financial Instruments.

22. INVENTORIES

31 March 2012 £'000		31 March 2013 £'000
152	Balance outstanding at start of year	146
(6)	End of year stock adjustment	(39)
146	Total Inventories	107

23. SHORT-TERM DEBTORS

31 March 2012 £'000		31 March 2013 £'000
1,128	Other Government Bodies	1,642
627	Other Local Authorities	697
5	NHS Bodies	2
18	Public Corporations and Trading Funds	88
3,318	Other Entities and Individuals	3,732
5,096	Total Short-term Debtors	6,161

24. CASH AND CASH EQUIVALENTS

Cash and cash equivalents are readily convertible investments within 24 hours which are subject to an insignificant risk of changes in value. The balance of Cash and Cash Equivalents is made up of the following elements:

31 March 2012 £'000		31 March 2013 £'000
9	Cash held by the Authority	9
(106)	Bank current accounts	(464)
3,710	Short-term deposits with Business Reserve accounts and Money Market Funds	3,810
3,613	Total Cash and Cash Equivalents	3,355

25. SHORT-TERM CREDITORS

31 March 2012 £'000		31 March 2013 £'000
(483)	Other Government Bodies	(416)
(370)	Other Local Authorities	(350)
(2)	NHS Bodies	(3)
(27)	Public Corporations and Trading Funds	0
(2,467)	Other Entities and Individuals	(2,376)
(3,349)	Total Short-term Creditors	(3,145)

26. PROVISIONS

Previous Year 2011/12 £'000		Additional Provisions in 2012/13 £'000	Applied Provisions in 2012/13 £'000	Current Year 2012/13 £'000
184	Invoices in dispute	0	(147)	0
36	Developers Bond	0	(36)	0
0	MMI Provision	25	0	25
220	Total Provisions	25	(183)	25

SSDC is a Scheme Creditor in relation to the liabilities of Municipal Mutual Insurance Limited and as such has a potential liability to repay a percentage of the claims payments SSDC has received since 1993 to November 2012. SSDC may also be liable for future claims that have not yet been reported. It is believed that asbestos related illnesses represent the most significant and likely source of claims. The total claims paid amount to £167,322.67 but the maximum sum likely to be subject to claw back is £105,590 and this is based on a worst case scenario. It is expected that an initial rate of levy of 15% of claims paid will be required to be paid in the financial year 2013/14. As the position changes depending on when and how many currently unreported claims become known, the figures mentioned will be subject to annual audit and review.

27. LONG TERM LIABILITIES - CREDITORS

31 March 2012 £'000		31 March 2013 £'000
0	Long-term Liabilities - Creditors	(89)
0	Total Long-term Liabilities - Creditors	(89)

The long-term liabilities - creditors relates to garden waste income for 2014/15 which was paid in advance.

28. DEVELOPERS CONTRIBUTION DEFERRED

31 March 2012 £'000		31 March 2013 £'000
(1,491)	Balance as at 1 April	(2,601)
(1,152)	Additional Deposits	(1,103)
42	Applied Deposits	1,136
(2,601)	Total Developers Contribution Deferred	(2,568)

Deposits received from developers will be spent over the next few years as the individual schemes progress.

29. USABLE RESERVES

31 March 2012 £'000		31 March 2013 £'000
(4,167)	General Fund Balance	(4,353)
(5,550)	Earmarked Reserves	(6,629)
(37,301)	Capital Receipts Reserve	(36,971)
(285)	Capital Grants Unapplied	(873)
(47,303)	Total Usable Reserves	(48,826)

Capital Receipts Reserve

31 March 2012 £'000		31 March 2013 £'000
(31,574)	Balance of Usable Receipts at 1 April	(37,301)
(2,500)	Transfer from the Deferred Capital Receipts Reserve upon receipt of Cash	0
(5,946)	Receipts from Sale of Assets	(1,277)
2,709	Receipts applied to finance Capital Expenditure	1,594
10	Amount payable to the housing capital receipt pool	13
(37,301)	Total Capital Receipts Reserve	(36,971)

Capital Grants Unapplied

31 March 2012 £'000		31 March 2013 £'000
(824)	Balance at start of year	(285)
45	Additional Capital Grants recognised through Comprehensive Income and Expenditure Statement	(640)
494	Applied Deposits	52
(285)	Total Capital Grants Unapplied	(873)

TRANSFERS TO/FROM EARMARKED RESERVES

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

	Balance as at 31 March 2011 £'000	Transfers in 2011/12 £'000	Transfers out 2011/12 £'000	Balance as at 31 March 2012 £'000	Transfers in 2012/13 £'000	Transfers out 2012/13 £'000	Balance as at 31 March 2013 £'000
Capital Fund	(1,508)	(155)	0	(1,663)	(160)	0	(1,823)
Cremator Replacement Reserve	(300)	0	0	(300)	0	0	(300)
Burial CAMEO Reserve	(263)	(67)	0	(330)	(33)	0	(363)
Elections Reserve	(135)	0	63	(72)	(39)	0	(111)
Community Projects Reserve	(34)	0	26	(8)	0	5	(3)
Risk Management Reserve	(12)	0	0	(12)	0	0	(12)
Wincanton Sports Centre Reserve	0	0	0	0	(21)	0	(21)
Athletics Track Repairs	(139)	(18)	113	(44)	(18)	0	(62)
CCTV Renewal Reserve	(1)	0	1	0	0	0	0
Local Plan Inquiry Reserve	(88)	(27)	0	(115)	(10)	1	(124)
CFIRS Reserve	(5)	0	5	0	0	0	0
Town Centre Management	(35)	0	29	(6)	0	6	0
Planning Delivery Reserve	(263)	0	189	(74)	(29)	43	(60)
Save to Earn Reserve	(50)	0	0	(50)	0	0	(50)
Bristol to Weymouth Rail Reserve	(22)	(4)	8	(18)	0	1	(17)
LABGI Reserve	(118)	0	81	(37)	0	0	(37)
Yeovil Vision Reserve	(1)	0	1	0	(80)	0	(80)
Voluntary Redundancy/ Retirement Fund	(292)	(334)	88	(538)	0	176	(362)
Insurance Fund	(39)	(5)	0	(44)	(5)	3	(46)
Treasury Management Reserve	(500)	0	0	(500)	0	0	(500)
Revenue Grant Reserve	(290)	(213)	122	(381)	(273)	109	(545)
Eco-Town Reserve	(200)	0	81	(119)	(6)	0	(125)
Housing Benefits Reserve	(244)	(221)	137	(328)	(247)	146	(429)
Closed Churchyards Reserve	(5)	(9)	0	(14)	0	4	(10)
Deposit Guarantee Claims Res	(12)	(6)	0	(18)	(3)	0	(21)
Park Homes Replacement Reserve	(13)	(36)	0	(49)	(23)	0	(72)
Community Justice Panel	(14)	(13)	0	(27)	0	27	0
New Homes Bonus	0	(714)	0	(714)	(1,278)	726	(1,266)
Car Park Income	0	(8)	0	(8)	(17)	0	(25)
Health Inequalities	0	(48)	0	(48)	(44)	39	(53)
Planning Obligations	0	(12)	0	(12)	(13)	0	(25)
Administration Reserve							
Into Somerset	0	(21)	0	(21)	(4)	0	(25)
South Somerset Together Reserve	0	0	0	0	(62)	0	(62)
Total Reserves	(4,583)	(1,911)	944	(5,550)	(2,365)	1,286	(6,629)

30. UNUSABLE RESERVES

31 March 2012		31 March 2013
£'000		£'000
(13,661)	Revaluation Reserve	(17,023)
(3)	Available for Sale financial Instruments Reserve	7
(34,976)	Capital Adjustment Account	(33,643)
(72)	Financial Instruments Adjustment Account	(50)
65,527	Pensions Reserve	68,474
(47)	Collection Fund Adjustment Account	(37)
385	Accumulating Compensated Absences Adjustment Account	314
(389)	Deferred Capital Receipts	(361)
16,764	Total Unusable Reserves	17,681

Revaluation Reserve

The Revaluation Reserve holds the unrealised revaluation gains which have arisen, since 1 April 2007, from holding plant, property and equipment. Where assets which had previously been revalued are impaired as a result of reductions in property values, then the revaluation reserve is reduced to the extent of the value held for that specific asset.

31 March 2012		31 March 2013
£'000		£'000
(11,997)	Revaluation Reserve at 1 April	(13,661)
(2,117)	Revaluation gains on fixed assets	(4,159)
141	Downward revaluation on fixed assets	314
204	Disposals of fixed assets	356
108	Current value depreciation transferred to Capital Adjustment Account	127
(13,661)	Total Revaluation Reserve	(17,023)

Available-for-Sale Financial Instruments Reserve

The Available-for-Sale Financial Instruments Reserve holds the gains and losses arising from the policy of carrying Available-for-Sale Financial Instruments at fair value.

31 March 2012		31 March 2013
£'000		£'000
(414)	Balance as at 1 April	(3)
0	Loss on derecognition/maturity	17
411	Revaluation of Assets at 31 March	(7)
(3)	Total Available-for-Sale Financial Instruments Reserve	7

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisation are charged to the Comprehensive Income and Expenditure Statement, with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis. The Account is credited with the amounts set aside by the Authority as finance for the costs of acquisitions, construction and enhancement.

The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains. Note 5 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

31 March 2012			31 March 2013	
£'000	£'000		£'000	£'000
	(41,265)	Balance at 1 April		(34,976)
(2,709)		Capital Expenditure financed from Capital Receipts	(1,594)	
(108)		Current value depreciation transferred from Revaluation Reserve	(127)	
(177)		Minimum Revenue Provision	(148)	
(1,127)		Capital Grants and Contributions Applied	(1,448)	
	(4,121)	Less:		(3,317)
1,932		Write down of Revenue Expenditure funded from Capital under Statute	2,059	
507		Carrying amount of assets disposed	407	
1,547		Depreciation	1,784	
1,336		Impairment	335	
88		Repayment of capital loans	65	
5,000		Disposal of Corporate Bond	0	
	10,410			4,650
	(34,976)	Total Capital Adjustment Account		(33,643)

Deferred Capital Receipts

31 March 2012			31 March 2013	
£'000	£'000		£'000	£'000
(2,635)		Balance at 1 April	(389)	
44		Repayment of mortgages on sale of Council Houses	28	
(298)		Right to Receipt	0	
2,500		Transfer to Capital Receipts Reserve	0	
	(389)	Total Deferred Capital Receipts		(361)

Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account holds the accumulated difference between the financing costs included in the Comprehensive Income and Expenditure Statement and the accumulated financing costs required in accordance with regulations to be charged to the General Fund Balance

31 March 2012			31 March 2013	
£'000	£'000		£'000	£'000
(106)		Balance as at 1 April	(72)	
4		Soft Loans advanced revalued to Net Present Value	9	
15		Interest on Soft Loans credited to Income & Expenditure Account	(2)	
15		Discount on early repayment of loan	15	
	(72)	Total Financial Instruments Adjustment Account		(50)

Pensions Reserve

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

31 March 2012 £'000		31 March 2013 £'000
44,770	Deficit brought forward at 1 April	65,527
1,651	Contribution from General Fund	2,983
19,106	Actuarial (Gain)/Loss	(36)
65,527	Total Pensions Reserve	68,474

Collection Fund Adjustment Account

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

31 March 2012 £'000		31 March 2013 £'000
(31)	Balance as at 1 April	(47)
(16)	Collection Fund Adjustment in year	10
(47)	Total Collection Fund Adjustment Account	(37)

Accumulating Compensated Absences Adjustment Account

The Accumulating Compensated Absences Adjustment 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 transfer to or from the Account.

31 March 2012 £'000		31 March 2013 £'000
286	Balance at 1 April	385
(286)	Settlement or cancellation of accrual made at the end of preceding year	(385)
385	Amounts accrued at the end of the current year	314
99	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	(71)
385	Total Accumulating Compensated Absences Adjustment Account	314

31. FINANCIAL INSTRUMENTS

The authority's accounting policies relating to financial instruments are in accordance with the 2012/13 Code of Practice on Local Authority Accounting, in order to comply with IAS 39, IAS 32 and IFRS 7.

Financial Instruments Balances

The financial assets and financial liabilities are made up of the following categories of financial instruments.

31 March 2012			31 March 2013	
Long Term £'000	Current £'000		Long Term £'000	Current £'000
657	22,140	Loans & Receivables	565	18,149
9,022	4,182	Available-for-sale financial assets	2	17,515
0	3,710	Cash and Cash Equivalents	0	3,810
0	1,024	Trade Debtors	0	885
0	9	Bank	0	(456)
9,679	31,065	Total Financial Assets	567	41,158
0	(740)	Trade Creditors	(89)	(2,100)
0	(393)	Capital Creditors	0	(236)
(265)	(124)	Finance Lease	(267)	(120)
0	(106)	Bank Overdraft	0	0
(265)	(1,363)	Total Financial Liabilities at amortised cost	(356)	(2,456)

Financial Instruments Gains/Losses

The gains and losses recognised in the Comprehensive Income & Expenditure Statement in relation to financial instruments are made up as follows:

31 March 2013	Financial Liabilities	Financial Assets		Total
	Liabilities measured at amortised cost £'000	Loans and receivables £'000	Available-for-sale assets £'000	£'000
Interest expense	24			
Losses on derecognition				
Interest payable and similar charges	24			
Interest income		(377)	(48)	(425)
Gains on derecognition				
Interest and investment income		(377)	(48)	
Gains on revaluation			(7)	
Losses on revaluation			17	
(Surplus)/Deficit arising on revaluation of financial assets			10	
Total Net (gain)/loss for the year	24	(377)	(38)	

For the purpose of comparison, the gains and losses recognised in the Comprehensive Income & Expenditure Statement in relation to financial instruments for 2011/12 are made up as follows:

31 March 2012	Financial Liabilities	Financial Assets		Total
	Liabilities measured at amortised cost £'000	Loans and receivables £'000	Available-for-sale assets £'000	£'000
Interest expense Losses on derecognition	34			34
Interest payable and similar charges	34			
Interest income Gains on derecognition		(479)	(465) (78)	(1,022)
Interest and investment income		(479)	(543)	
Gains on revaluation Losses on revaluation			411	411
(Surplus)/Deficit arising on revaluation of financial assets			411	
Total Net (gain)/loss for the year	34	(479)	(132)	

Fair Value of Assets and Liabilities carried at amortised cost

Financial assets and liabilities represented by loans and receivables 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. For instruments maturing within twelve months or with variable interest rates the carrying amount is assumed to approximate to fair value. The fair values calculated are as follows:

Carrying Amount 31 March 2012 £'000	Fair Value 31 March 2012 £'000		Carrying Amount 31 March 2013 £'000	Fair Value 31 March 2013 £'000
22,797	22,797	Loans and receivables	18,714	18,714

Nature and Extent of Risks arising from Financial Instruments

The authority'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 authority
- Liquidity risk - the possibility that the authority might not have funds available to meet its commitments to make payments
- Market risk - the possibility that financial loss might arise for the authority as a result of changes in such measures as interest rates and stock market movements

The authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by a central treasury team, under policies approved by the Council in the annual Treasury Management Strategy Statement and Annual Investment Strategy. Core to this strategy is minimising risk and safeguarding the overall capital sum. In addition to this there is a need to maintain stability of returns in managing the Council's budget and to balance returns through a diversity of instruments with a degree of stability through fixed rate of return investments. To obtain a full copy of this strategy, please refer to the website or contact us on 01935 462462.

The authority has adopted CIPFA's Treasury Management in the Public Services: Code of Practice and has set treasury management indicators to control key financial instrument risks in accordance with CIPFA's Prudential Code. The Council provides written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk and the investment of surplus cash through documented Treasury Management Practices regular reports are made to the Audit Committee and twice a year to the Council's District Executive Committee. The Treasury Management and Investment Strategy is approved by Full Council.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the authority's customers. Deposits are not made with banks and financial institutions unless they were rated independently with all three agencies (Fitch's, Moody's, Standard & Poor and met the council's lending criteria as approved in its investment policy 2012/13. The authority has a policy of not lending more than £6 million to one institution or group. No credit limits were exceeded during the year.

Where the authority considers there is a significant risk of default in mortgages, car loans, bike loans, loans for learning or miscellaneous loans then an appropriate provision for bad debts are calculated.

Exposure to default and non-collection

Over the past five years there has been no historical experience of default on deposits with banks and financial institutions or bonds. Therefore our estimated maximum exposure to default and non collection as at 31 March 2013 for these investments is nil. (Nil for 2011/12). Customers are assessed taking into account their financial position, past experience and other factors.

The following analysis summarised the authority's potential maximum exposure to credit risk, based on experience of default and non collection over the last five financial years, adjusted to reflect current market conditions.

Estimated maximum exposure at 31 March 2012 £'000		Amount invested at 31 March 2013 £'000	Historical experience of default %	Historical experience adjusted for market conditions at 31 March 2013 %	Estimate maximum exposure to default and non collection at 31 March 2013 £'000
0	Deposits with Banks & Financial Institutions	15,810	0	0	0
0	Deposits with other Local Authorities	5,000	0	0	0
0	Bonds/Gilts	2	0	0	0
1,532	Customers	3,773	34.1	34.1	1,287
1,532	Total maximum exposure to default and non collection	24,585			1,287

The past due amount after impairment can be analysed by age as follows:

31 March 2012 Trade Debtors not Impaired £'000		31 March 2013 Trade Debtors £'000	31 March 2013 Impairment £'000	31 March 2013 Trade Debtors not Impaired £'000
476	Under 60 Days	427	0	427
490	61 - 120 Days	23	(1)	22
3	121 - 365 Days	400	(76)	324
7	Over 1 Year	35	(7)	28
976	Total Trade Debtors not Impaired	885	(84)	801

The maturity of all investments held at 31st March 2013 is less than twelve months.

Liquidity Risk

South Somerset District Council ensure it has adequate, though not excessive, cash resources, borrowing arrangements, overdraft or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives

Market risk – Interest rate risk

The authority is exposed to significant risk in terms of its exposure to interest movements on its borrowings and investments. Movements in interest rates have a complex impact on the authority. For instance, a rise in interest rates would have the following effects:

Borrowings at variable rates - the interest expense charged to the Comprehensive Income and Expenditure Statement will rise

Borrowings at fixed rates - the fair value of the liabilities borrowings will fall

Investments at variable rates - the interest income credited to the Comprehensive Income and Expenditure Statement will rise

Investments at fixed rates - the fair value of the assets will fall

Borrowings are not carried at fair value, so nominal gains and losses on fixed rate borrowings would not impact on the Comprehensive Income and Expenditure Statement or Movement in Reserves Statement. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Comprehensive Income and Expenditure Statement and affect the General Fund Balance pound for pound. Movements in the fair value of fixed rate available-for-sale investments will be reflected in the Movement in Reserves Statement.

The authority has a number of strategies for managing interest rate risk. Policy is to have up to 100% of investments in variable rate instruments to cover against market fluctuations.

The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and which is used to update the budget quarterly during the year. This allows any adverse changes to be accommodated

According to this assessment strategy, at 31 March 2013, if interest rates had been 1% higher with all other variables held constant, there would have been an increase in interest receivable on variable rate investments of approximately £367,822.

Market risk – Price risk

The authority does not invest in equity shares so is not exposed to gains or losses arising from movements in the price of shares.

Market risk – Foreign exchange risk

The authority has no financial assets or liabilities denominated in foreign currencies and thus has no exposure to loss arising from movements in exchange rates. The Eurobonds held by the Authority are denominated in Pound Sterling.

32. CASH FLOW STATEMENT - OPERATING ACTIVITIES

The cash flows for operating activities include the following items:

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
(1,224)	Interest received	(502)
34	Interest paid	24
(1,190)	Net Cash Flows from Operating Activities Relating to Interest	(478)

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
1,547	Depreciation and amortisation	1,784
1,336	Impairment and downward valuations	335
(1,325)	Increase/decrease in creditors	(4)
516	Increase/decrease in debtors	(681)
6	Increase/decrease in inventories	39
1,651	Movement in pension liability	2,983
5,507	Carrying amounts of non-current assets and non-current assets held for sale, sold or derecognised	638
674	Other non-cash items charged to the net surplus or deficit on the provision of services	(153)
9,912	Total Adjustments for Non-Cash Movements	4,941

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
(6,200)	Proceeds from the sale of property, plant and equipment and intangible assets	(1,249)
215	Any other items for which the cash effects are investing or financing cash flows	(1,968)
(5,985)	Total Adjustments for Investing and Financing Activities	(3,217)

33. CASH FLOW STATEMENT - INVESTING ACTIVITIES

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
(2,155)	Purchase of property, plant and equipment, investment property and intangible assets	(1,270)
(73,026)	Purchase of short-term and long-term investments	(88,202)
(47)	Other payments for investing activities	(91)
8,068	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	1,125
63,181	Proceeds from sale of short-term and long-term investments	87,715
4,451	Other receipts from investing activities	2,179
472	Net Cash Flows from Investing Activities	1,456

34. CASH FLOW STATEMENT - FINANCING ACTIVITIES

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
1,034	Other receipts from financing activities	(43)
(177)	Cash payments for the reduction of the outstanding liabilities relating to finance leases	(148)
0	Other payments for financing activities	0
857	Net Cash Flows from Financing Activities	(191)

35. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

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

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

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

Directorate Income and Expenditure 2012/13	Chief Executive Directorate £'000	Operations & Customer Focus £'000	Place & Performance £'000	TOTAL £'000
Fees, charges & other service income	(1,532)	(7,688)	(1,811)	(11,031)
Government Grants	(59,002)	(1,569)	(302)	(60,873)
Total Income	(60,534)	(9,257)	(2,113)	(71,904)
Employee expenses	4,365	7,136	4,007	15,508
Other service expenses	59,726	11,817	1,170	72,713
Total Expenditure	64,091	18,953	5,177	88,221
Net Expenditure	3,557	9,696	3,064	16,317

Directorate Income and Expenditure 2011/12 Comparative Figures	Chief Executive Directorate £'000	Operations & Customer Focus £'000	Place & Performance £'000	TOTAL £'000
Fees, charges & other service income	(2,504)	(9,576)	(1,565)	(13,645)
Government Grants	(54,638)	(889)	(39)	(55,566)
Total Income	(57,142)	(10,465)	(1,604)	(69,211)
Employee expenses	4,642	7,415	4,043	16,100
Other service expenses	56,401	12,338	1,223	69,962
Total Expenditure	61,043	19,753	5,266	86,062
Net Expenditure	3,901	9,288	3,662	16,851

Reconciliation of Directorates' Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

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

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
16,851	Net expenditure in the Directorate Analysis	16,317
4,774	Amounts reported to management not included on Costs of Services in Comprehensive Income and Expenditure Statement	4,170
21,625	Cost of Services in Comprehensive Income and Expenditure Statement	20,487

Reconciliation to Subjective Analysis

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

2012/13	Directorate Analysis	Amounts not reported to management for decision making	Amounts not included in CIES	Allocation of Recharges	Cost of Services	Corporate Amounts	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Fees, charges & other service income	(10,973)		1,747	(12,050)	(21,276)	(1,723)	(22,999)
Interest and Investment income	(57)	(2)	425		366	(425)	(59)
Income from council tax			4		4	(13,243)	(13,239)
Government grants and contributions	(60,874)		2,035		(58,839)	(9,306)	(68,145)
Total Income	(71,904)	(2)	4,211	(12,050)	(79,745)	(24,697)	(104,442)
Employee expenses	15,508	(62)	(2,220)		13,226	2,220	15,446
Other service expenses	72,689	(2,678)	3,063		73,074	326	73,400
Support Service recharges			(236)	12,050	11,814	231	12,045
Depreciation, amortisation and impairment		2,118			2,118		2,118
Interest Payments	24		(24)		0	24	24
Precepts & Levies						4,032	4,032
Payments to Housing Capital Receipts Pool		13	(13)		0	13	13
Gain or Loss on Disposal of Fixed Assets		611	(611)		0	611	611
Total Expenditure	88,221	2	(41)	12,050	100,232	7,457	107,689
Surplus or deficit on the provision of services	16,317	0	4,170	0	20,487	(17,240)	3,247

2011/12 Comparatives	Directorate Analysis	Amounts not reported to management for decision making	Amounts not included in CIES	Allocation of Recharges	Cost of Services	Corporate Amounts	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Fees, charges & other service income	(12,629)	(6)	1,855	(12,207)	(22,981)	(1,829)	(24,810)
Interest and Investment income	(1,017)		1,023		0	(1,023)	(1,023)
Income from council tax			29		29	(13,031)	(13,002)
Government grants and contributions	(55,565)		577		(54,988)	(8,553)	(63,541)
Total Income	(69,211)	(6)	3,484	(12,207)	(77,940)	(24,436)	(102,376)
Employee expenses	16,100	125	(1,740)		14,485	1,740	16,225
Other service expenses	69,928	(3,688)	4,014		70,254	420	70,674
Support Service recharges			(264)	12,207	11,943	263	12,206
Depreciation, amortisation and impairment		2,883	0		2,883	0	2,883
Interest Payments	34		(34)		0	34	34
Precepts & Levies						3,841	3,841
Payments to Housing Capital Receipts Pool		10	(10)		0	10	10
Gain or Loss on Disposal of Fixed Assets		676	(676)		0	676	676
Total Expenditure	86,062	6	1,290	12,207	99,565	6,984	106,549
Surplus or deficit on the provision of services	16,851	0	4,774	0	21,625	(17,452)	4,173

36. TRADING OPERATIONS

The Council operates a number of trading activities. The financial results of these activities are as follows:

Previous Year		Current Year		
2011/12 (Surplus)/Deficit £'000		2012/13 Expenditure £'000	2012/13 Income £'000	2012/13 (Surplus)/ Deficit £'000
110	Properties	241	(245)	(4)
39	Markets	83	(47)	36
94	Catering	162	(78)	84
(100)	Careline	225	(302)	(77)
143	Total Trading Accounts	711	(672)	39

37. MEMBERS' ALLOWANCES

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
369	Basic Allowance	370
117	Special Responsibility Allowance	113
23	Expenses	19
509	Total Members Allowance	502

Further information on Members' allowances is available on our website and may also be obtained from the Human Resources department.

38. OFFICERS' REMUNERATION

During the 2012/13 financial year the number of officers who received remuneration, which includes salary, leased car and termination payments, in excess of £50,000 were as follows:

Number of Employees 2011/12			Remuneration Band	Number of Employees 2012/13		
Total	Left during year	Compensa- tion for loss of office		Total	Left during year	Compensa- tion for loss of office
4	0	Yes	£50,000 - £54,999	4	0	Yes
6	2		£55,000 - £59,999	2	0	
2	0		£60,000 - £64,999	3	0	
1	0		£65,000 - £69,999	0	0	
0	0		£70,000 - £74,999	2	1	
2	0		£75,000 - £79,999	1	0	
1	0	£95,000 - £99,999	3	1	Yes	
1	0	£100,000 - £104,999	0	0		

The table above includes the remuneration for Senior Officers as detailed beneath.

Senior Officers

A senior officer is an employee whose salary is more than £150,000 per year; or one whose salary is at least £50,000 (to be calculated pro rata for a part-time employee) and who are either the designated head of paid services, a statutory officer and any person having responsibility for the management of the relevant body, to the extent that the person has power to direct or control the major activities of the body.

Senior employees are typically an authority's Chief Executive (or equivalent), their direct reports (other than administration staff), and statutory chief officers. For South Somerset District Council, the senior employees are the Strategic Directors and the Assistant Directors with statutory roles.

Senior Officers Emoluments

Current Year 2012/13 Post Title	Name of officer	Salary (including Fees & Allowances) £'000	Benefits in kind £'000	Total Remuneration (excl. Pension Contribution) £'000	Pension Contributions £'000	Total Remuneration (inc. Pension Contribution) £'000
Chief Executive	M Williams	61	4	65	11	76

Previous Year 2011/12 Post Title	Name of officer	Salary (including Fees & Allowances) £'000	Benefits in kind £'000	Total Remuneration (excl. Pension Contribution) £'000	Pension Contributions £'000	Total Remuneration (inc. Pension Contribution) £'000
Chief Executive	M Williams	61	4	65	11	76

Mr Williams joined South Somerset District Council as a joint chief Executive, of both South Somerset District Council and East Devon District Council, on 22 March 2010 with a 50% contribution to East Devon District Council, as he is paid by that authority.

Current Year 2012/13 Post Title	Salary (including Fees & Allowances) £'000	Expense Allowance £'000	Benefits in kind £'000	Total Remuneration (excl. Pension Contribution) £'000	Pension Contributions £'000	Total Remuneration (inc. Pension Contribution) £'000
Strategic Director (Place & Performance)	97	1	2	100	17	117
Strategic Director (Operations & Customer Focus)	93	1	3	97	17	114
Assistant Director (Finance & Corporate Services)	70	1	2	73	13	86
Assistant Director (Legal & Corporate Services)	70	1	5	76	13	89
TOTAL	330	4	12	346	60	406

Previous Year 2011/12	Salary (including Fees & Allowances)	Expense Allowance	Benefits in kind	Total Remu- neration (excl. Pension Contribution)	Pension Contri- butions	Total Remu- neration (inc. Pen- sion Contri- bution)
Post Title	£'000	£'000	£'000	£'000	£'000	£'000
Strategic Director (Place & Performance)	97	0	5	102	16	118
Strategic Director (Operations & Customer Focus)	93	0	5	98	16	114
Assistant Director (Finance & Corporate Services)	71	0	5	76	12	88
Assistant Director (Legal & Corporate Services)	71	0	9	80	12	92
TOTAL	332	0	24	356	56	412

Exit Packages

The total cost of £291,000 in the table below for 2012/13 (£291,000 for 2011/12) has been charged to the authority's Comprehensive Income and Expenditure Statement in the current year.

Exit Package Costs Band (including special payments)	Number of Compulsory Redundancies		Number of Voluntary Exit Packages		Total Number of Exit Packages		Total Cost of Exit Packages	
	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12 £'000	2012/13 £'000
£0 - £20,000	2	4	3	7	5	11	72	144
£20,001 - £40,000	0	0	4	3	4	3	124	79
£40,001 - £60,000	0	0	2	0	2	0	95	0
£60,001 - £80,000	0	1	0	0	0	1	0	68
TOTAL	2	5	9	10	11	15	291	291

39. AUDIT COSTS

In 2012/13 South Somerset District Council incurred the following fees relating to external audit and inspection:

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
99	Fees payable for external audit services carried out by the appointed auditor	61
27	Fees payable for the certification of grant claims and returns	21
1	Fees payable in respect of other services provided by the Audit Commission	1
127	Total Audit Costs	83

40. LONG TERM CONTRACTS

South Somerset District Council has entered into the following long-term contracts for the provision of core services.

Contractor	Services Provided	Date of Expiry of Contract	Payments 2012/13 £'000	Ongoing Commitment £'000
Leisure East Devon	Leisure Service	March 2016	44	(14)
The Hub	Resource Centre	March 2018	0	219
Somerset Waste Partnership	Refuse Collection and Support Services	October 2021	4,469	38,305
South West Audit Partnership	Internal Audit	On-going	0	120 per year *

* The South West Audit Partnership from 1st April 2013 became a company limited by guarantee. Payments made to SWAP during 2013/13 did not fall into the category of long term contracts. The current contract is on-going and requires a one year notice period to terminate.

41. GRANT INCOME

The Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2012/13.

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
589	Capital Grants	2,035
1,777	Miscellaneous Grants	2,415
2,366	Total Other Government Grants	4,450
53,434	Housing Benefits	56,424
1,825	Revenue Support Grant (UK Government)	134
57,625	Total Government Grants	61,008

42. RELATED PARTY TRANSACTIONS

The Council is required to disclose any significant transactions with related parties.

Precepts from Other Local Authorities are detailed on page 70 in Note 1 to the Collection Fund and receipts from Central Government are detailed above in Note 41 to the Core Financial Statements.

Transactions to and from the Pension Fund are detailed on pages 64 to 67 in Note 47 to the Core Financial Statements.

The Council is part of a Joint Venture called Lufton 2000, with Abbey Manor Developments Ltd, to purchase and develop 30 acres of industrial land at Lufton. The initial contribution was £350,500 in 1999/2000. In 2012/13, £0 was paid out towards the development of land for phase III of the project. The draft unaudited accounts of the joint venture for the year ended 31 March 2013 disclose net assets of £1,174,000 and a net profit of £14,000. The shares are jointly held with SSDC and Abbey Manor Developments Ltd each holding a 50% interest. A copy of these accounts may be obtained from the Council by telephoning 01935 462462.

The Council makes significant contributions to the organisations listed below. Councillors have either been nominated to represent SSDC on their management boards or have declared a position of general control or influence in the organisation.

Organisation	SSDC Contribution in 2012/13	SSDC Councillor
Crewkerne Aqua Centre	£600,000 loan advanced in previous years. Balance at 31st March 2013 is £210,000	Cllr M Best Cllr A Singleton
Citizens Advice Bureau	£119,410 in funding support	Cllr H Hobhouse
South West Councils	£7,911 in subscriptions	Cllr T Carroll Cllr R Pallister
Wincanton Community Sports Centre	£35,323 in grant	Cllr J Calvert Cllr N Colbert
Parrett Drainage Board	£51,794 as a special levy	Cllr R Mills Cllr P Palmer Cllr M Lewis
Wincanton Community Venture (Balsam Centre)	£20,462 in funding support and grant	Cllr T Carroll
South Somerset Disability Forum	£8,960 in grant	Cllr J Calvert Cllr D Bulmer
Yeovil District Hospital NHS Foundation Trust	£9,155 Occupational Health Service	Cllr A Groskop

43. CAPITAL EXPENDITURE AND FINANCING

Previous Year 2011/12			Current Year 2012/13	
£'000	£'000		£'000	£'000
	9,415	Opening Capital Financing Requirement		9,503
		Capital Expenditure		
83		Intangible Non-Current Assets	63	
2,090		Non-Current Assets	1,195	
1,932		Revenue Expenditure funded from Capital under Statute	2,060	
	4,105	Sources of Finance		3,318
(2,709)		Use of Capital Receipts	(1,594)	
(1,128)		Government Grants & Other Contributions	(1,448)	
(3)		Unwinding of Finance Liability	0	
(177)		Minimum Revenue Provision	(148)	
	(4,017)			(3,190)
	9,503	Closing Capital Financing Requirement		9,631

44. LEASES

Authority as Lessee

Finance Leases

The Council has acquired a number of vehicles and printers under finance leases

The assets acquired under these leases are carried as Property, Plant and Equipment in the Balance Sheet at the following net amounts:

31 March 2012 £'000		31 March 2013 £'000
0	Property	3,713
362	Vehicles, Plant, Furniture and Equipment	358
362	Total Carrying Amount of Leases	4,071

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

31 March 2012 £'000		31 March 2013 £'000
383	Finance lease liabilities (net present value of minimum lease payments)	386
47	Finance costs payable in future years	31
430	Total Minimum Lease Payments	417

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

	Minimum Lease Payments		Finance Lease Liabilities	
	31 March 2012 £'000	31 March 2013 £'000	31 March 2012 £'000	31 March 2013 £'000
Not later than one year	144	136	124	120
Later than one year and not later than five years	286	269	259	255
Later than five years	0	12	0	12
Total Finance Lease Payments	430	417	383	387

Operating Leases

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

31 March 2012 £'000				31 March 2013 £'000		
Vehicles, Plant & Equipment	Property	Total		Vehicles, Plant & Equipment	Property	Total
62	27	89	Not later than one year	5	27	32
6	93	99	Later than one year and not later than five years	6	89	95
0	1,003	1,003	Later than five years	0	981	981
68	1,123	1,191	Total Operating Lease Payments	11	1,097	1,108

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

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
188	Minimum lease payments	198
37	• Vehicles, Plant and Equipment	37
	• Property	
225	Total Operating Lease Payments Charged to the Comprehensive Income and Expenditure Statement	235

Authority as Lessor

Operating Leases

The Council leases out property and equipment under operating leases for the for economic development purposes to provide suitable affordable accommodation for local businesses

The Council has granted leases in respect of a number of properties (principally commercial premises and business units) which are treated as operating leases. Rental income in respect of these properties for 2012/13 totalled £653,813 (2011/12 £511,925).

45. IMPAIRMENT LOSSES

During 2012/13, the Authority has recognised an impairment loss of £581k (£1,426k in 2011/12). The significant impairments include £298k for the Box Factory, £103k to Chard and District Museum, £62k to the Old Market House in Castle Cary and £36k to the Old Tattoo Parlour in Yeovil.

The impairment losses of £355k have been charged to various service lines on the Comprehensive Income and Expenditure Statement and downward revaluation of £246k has been charged to the Revaluation Reserve.

46. TERMINATION BENEFITS

The Authority terminated the contracts of 15 employees in 2012/13, incurring liabilities of £291k (£291k in 2011/12). These officers were made redundant as part of the Authority's rationalisation of services.

47. DEFINED BENEFIT PENSION SCHEMES

Participation in Pension Schemes

As part of the terms and conditions of employment of its officers and other employees, the authority offers retirement benefits. Although these benefits will not actually be payable until employees retire, the authority has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement.

South Somerset District Council participates in the Local Government Pension Scheme for employees, administered by Somerset County Council – this is a funded defined benefit scheme, meaning that the authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

Transactions Relating to Post-Employment Benefits

SSDC recognise the cost of retirement benefits in the Net Cost of Services when they are earned by employees, rather than when the benefits are actually paid as pensions. However, the charge SSDC is required to make against council tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed out of the General Fund Balance 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:

Previous Year 2011/12			Current Year 2012/13	
£'000	£'000		£'000	£'000
		Comprehensive Income and Expenditure Statement		
		Cost of Services:		
		• Current service costs	3,375	
		• Past service and curtailment costs	72	
2,425				3,447
128	2,553			
		Financing and Investment Income and Expenditure:		
		• Interest Cost	5,833	
		• Expected return on assets in the scheme	(3,767)	
5,911				2,066
(4,464)	1,447			
	4,000	Total Post Employment Benefit charged to the Comprehensive Income and Expenditure Statement		5,513
		Other post employment benefit charged to the Comprehensive Income & Expenditure Statement		
	19,106	Actuarial gains and losses		(36)
	23,106	Total post employment benefit charged to the Comprehensive Income and Expenditure Statement		5,477

Movement in Reserves Statement				
		Reversal of net charges made to the surplus or deficit for the provision of services for post employment benefits in accordance with the code		
		Actual amount charged against the General Fund Balance for pensions in the year:		
2,122		• Employer's contributions payable to scheme	2,296	
227		• Retirement benefits payable to pensioners	234	
	2,349			2,530

The cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Statement is a gain of £36k (compared with actuarial losses of £19.106m in 2011/12).

Assets and Liabilities in Relation to Retirement Benefits

The underlying assets and liabilities for retirement benefits attributable to the authority at 31 March 2013 are as follows:

Reconciliation of Present Value of the scheme liabilities

Previous Year 2011/12		Current Year 2012/13
£'000		£'000
108,247	Opening Balance at 1 April	128,674
2,425	Current service cost	3,375
5,911	Interest cost	5,833
812	Contributions by scheme participants	869
15,912	Actuarial (gains)/losses	5,977
(4,400)	Benefits paid	(4,344)
161	Curtailment costs	135
(227)	Unfunded Pension Payments	(234)
(167)	Liabilities extinguished on settlement	(138)
128,674	Closing balance at 31 March	140,147

Reconciliation of Fair Value of Scheme Assets

Previous Year 2011/12		Current Year 2012/13
£'000		£'000
63,477	Opening balance at 1 April	63,147
4,464	Expected return on Scheme assets	3,767
(3,194)	Actuarial gains/(losses)	6,013
2,349	Contribution by the employer	2,530
812	Contributions by scheme participants	869
(4,627)	Benefits paid	(4,578)
(134)	Payment of bulk transfer value	(75)
63,147	Closing balance at 31 March	71,673

Reconciliation of the Present Value of Scheme Liabilities and the Fair Value of Scheme Assets to the Liabilities and Assets on the Balance Sheet

Previous Year 2011/12		Current Year 2012/13
£'000		£'000
125,722	Present value of Funded Obligation	137,254
(63,147)	Fair Value of Assets in Scheme	(71,673)
62,575	Net Liability	65,581
2,952	Present Value of Unfunded Obligation	2,893
65,527	Closing Balance at 31 March	68,474

The expected return on assets is based on the long-term future expected investment return for each asset class at the beginning of the period. The return on gilts and other bonds are assumed to the gilt yield and corporate bond yield respectively (with an adjustment to reflect default risk) at the relevant date. The return on equities and property is then assumed to be a margin above gilt yields.

The actual return on scheme assets in the year was £9,780,000. (2011/12: £1,270,000)

Scheme History

	2008/09 Restated	2009/10	2010/11	2011/12	2012/13
	£'000	£'000	£'000	£'000	£'000
Present value of liabilities in scheme	(80,492)	(124,360)	(108,247)	(128,674)	(140,147)
Fair value of assets in scheme	44,149	58,634	63,477	63,147	71,673
Surplus/(deficit) in the scheme	(36,343)	(65,726)	(44,770)	(65,527)	(68,474)

(Brackets represent liabilities on this page)

The liabilities show the underlying commitments that the authority has in the long-run to pay retirement benefits. The total liability of £68,474,000 has a substantial impact on the net worth of the authority as recorded in the balance sheet, resulting in an overall balance of £31,145,000. However, statutory arrangements for funding the deficit mean that the financial position of the authority remains healthy. The deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary.

The total contributions expected to be made to the Local Government Pension Scheme by the council in the year to 31 March 2014 is £2,250,000.

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The County Council Fund liabilities have been assessed by Barnett Waddingham, an independent firm of actuaries. Estimates for the County Council Fund being based on the latest full valuation of the scheme as at 31 March 2013.

The principal assumptions used by the actuary have been:

31 March 2012		31 March 2013
2.5%	Rate of inflation	2.6%
4.7%	Rate of general long-term increase in salaries	4.8%
2.5%	Rate of increase to pensions in payment	2.6%
2.5%	Rate of increase to deferred pensions	2.6%
4.6%	Discount rate	4.5%

Assumed life expectations from aged 65 (years) are:

	Males	Females
Current Pensioners	20.1	24.1
Future Pensioners (20 years from now)	22.1	26.0

An assumption has been made that 50% of retiring members will opt to increase their lump sums to the maximum allowed.

The fair value of the total scheme assets comprises the following categories, by proportion of the total assets held:

% of total scheme as at 31 March 2012		% of total scheme as at 31 March 2013
71	Equity investments	72
6	Government Bonds	8
13	Corporate Bonds	11
9	Property	8
1	Cash	1
100		100

History of experience gains and losses

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

	2008/09	2009/10	2010/11	2011/12	2012/13
	%	%	%	%	%
Difference between expected and actual return on assets	(44.9)	21.1	(0.1)	(5.1)	8.4
Experience gains and losses on liabilities	0	0	3.3	0	0

48. CONTINGENT LIABILITIES

There is a potential environmental risk in the Birchfield Park area as part of the land is an old landfill site. The site continues to be monitored and there is a bond in place with the developer to meet any liabilities resulting from the development of the road. However, there remains a residual liability of £311,000 that falls on SSDC. A specific working group manages any risks within existing revenue and capital budgets.

In transferring employees to the Somerset Waste Partnership (SWP) South Somerset agreed a guarantee of last resort to the Somerset County Council Pension Fund for those employees transferred to May Gurney CIC. The actuarial valuation at the time assessed the maximum liability at £748,000. However it is highly unlikely that this will ever be required as the SWP has the right over vehicles and depots and the staff would transfer back to the authority.

South West Audit Partnership became a company limited by guarantee on 1st April 2014. SSDC has guaranteed the Somerset Pension fund deficit relating to ex-employees to a value of £149,000. The nursery that was run by South Somerset District Council has now transferred to Mama Bears. The Council has guaranteed £36,000 to the Somerset Pension fund.

South Somerset District Council is a defendant in proceedings brought by a group of Property Search Companies for refunds of fees paid to the Council to access land charges data. In the current litigation the Council faces a claim of £10,109 plus interest and costs. A second group of Property Search Companies are also seeking to claim refunds although no proceedings have yet been issued. The Council has been informed that the value of those claims at present is £132,403.82 plus interest and costs. The second group of Property Search Companies have also intimated that they may bring a claim against all English and Welsh local authorities for alleged anti-competitive behaviour. It is not clear what the value of any such claim would be as against the Council. It is possible that additional claimants may come forward to submit claims for refunds, but none have been intimated at present.

49. DORCAS HOUSE TRUST

Dorcas House Trust (otherwise known as Portreeves or Corporation Almshouses) is a registered Charity, No 235337, whose trusteeship is vested in South Somerset District Council. The Charity is restricted to being permitted to assist 'poor women residents in the Borough of Yeovil'.

A summary of the financial activities for Dorcas house Trust is shown in the table below:

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
(26)	Total Income for the Year	(24)
(2)	Revaluation of Investments	(8)
14	Total Expenditure for the Year	16
(14)	Deficit/(Surplus) for the Year	(16)

(Brackets represent income)

Dorcas House Trust holds the following reserves:

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
1	Endowment Fund	1
41	Cyclical Repairs Fund	56
9	Extraordinary Repairs Fund	9
51	Total Reserves	66

The Statement of Accounts for Dorcas House Trust may be obtained by contacting the Assistant Director - Finance and Corporate Services, The Council Offices, Brympton Way, Yeovil, Somerset, BA20 2HT.

50. GROUP ACCOUNTS

The joint venture 'Lufton 2000' was set up between SSDC and Abbey Manor Developments Limited in 1999 with the purpose of purchasing and developing land at Lufton, Yeovil. SSDC and Abbey Manor Developments Limited each hold a 50% interest in Lufton 2000 and equally share profits or losses. A full copy of the accounts of Lufton 2000 may be obtained by phoning 01935 462462.

It is a requirement to prepare group accounts where the authority have interests in Joint Ventures, subject to the consideration of materiality. SSDC have concluded not to prepare group accounts due to the immateriality of the figures stated in the Lufton 2000 accounts.

Collection Fund Account

INCOME AND EXPENDITURE ACCOUNT for year ended 31 March 2013

This account reflects the statutory requirement contained in section 89 of the Local Government Finance Act 1988 (as amended by the Local Government Finance Act 1992) for billing authorities to establish and maintain a separate fund for the collection and distribution of amounts due in respect of Council Tax and National Non-Domestic Rates (NDR).

Previous Year 2011/12 £'000		Current Year 2012/13 £'000
(80,075)	INCOME	
	Income from Council Tax	(80,779)
	Transfers from General Fund	
(10,474)	- Council Tax Benefits	(10,615)
(38,637)	Income Collectable from Business Ratepayers	(40,548)
(129,186)	TOTAL INCOME	(131,942)
	EXPENDITURE	
	Precepts and Demands	
62,120	- Somerset County Council	62,845
10,161	- Avon & Somerset Police Authority	10,279
4,340	- Devon & Somerset Fire & Rescue Authority	4,522
12,956	- South Somerset District Council (including Parishes)	13,243
	Distribution of previous year's Collection Fund surplus	
290	- Somerset County Council	114
47	- Avon & Somerset Policy Authority	19
20	- Devon & Somerset Fire & Rescue Authority	8
60	- South Somerset District Council	24
	Business Rates	
38,410	- Payment to National Pool	40,324
227	- Costs of Collection	224
	Council Tax	
313	- Provision for Council Tax Non-Collection	341
141	- Bad debts written off	74
129,085	TOTAL EXPENDITURE	132,017
(101)	(SURPLUS)/DEFICIT FOR YEAR to be deducted from balances	75
(220)	Balances at Start of Year	(321)
(321)	Balances at End of Year	(246)

(Brackets represent income or liabilities)

Notes to The Collection Fund

INTRODUCTION

The Collection Fund is a statutory fund set up to deal with the collection and distribution of amounts due in respect of Council Tax and Business Rates. The collection fund is managed and administered by South Somerset District Council as the Billing Authority on behalf of the council tax-payers and business rate-payers within its area. All sums raised from council tax and business rates are paid into the Fund together with relevant government grants. Payments out of the fund include contributions to the national Non-Domestic Rate pool and precept payments to Somerset County Council, Avon & Somerset Police Authority, Devon & Somerset Fire & Rescue Authority, South Somerset District Council and Town/Parish Councils to fund their net service requirements.

1. INCOME FROM COUNCIL TAX

Council Tax income is calculated by estimating the amount of income or precept required from the Collection Fund for Somerset County Council, Avon & Somerset Police Authority, Devon & Somerset Fire & Rescue Authority and South Somerset District Council.

The estimate is made by calculating a tax base and dividing the precepts by the tax base to establish the tax payable for a Band D property (properties in other bands pay a proportion of the Band D charge).

The first step in calculating the tax base is to adjust the total number of properties in each band to the effective number of properties by reducing the number to allow for the number of discounts and exemptions. The effective number of dwellings is then converted to the number of Band D equivalents by applying the weighting for each band. The following table illustrates how the tax base has increased from 2011/12.

Tax Base						
Previous Year 2011/12				Current Year 2012/13		
Effective No of dwellings	Band D Equivalent	Weighting	Tax Band	Property Value (at April 1991)	Effective No of dwellings	Band D Equivalent
13	8	5/9ths	A-	disabled band	10	7
7,946	5,297	6/9ths	A	up to £40,000	8,042	5,361
18,833	14,648	7/9ths	B	between £40,001 & £52,000	19,087	14,845
13,732	12,206	8/9ths	C	between £52,001 & £68,000	13,841	12,303
10,180	10,180	1	D	between £68,001 & £88,000	10,381	10,381
8,086	9,883	11/9ths	E	between £88,001 & £120,000	8,144	9,954
4,185	6,044	13/9ths	F	between £120,001 & £160,000	4,212	6,084
1,617	2,696	15/9ths	G	between £160,001 & £320,000	1,641	2,735
136	272	18/9ths	H	Over £320,000	139	278
64,728	61,234				65,497	61,948
	(764)			Less adjustment for non-collection and banding reductions		(773)
	60,470			Council Tax Base		61,175

Details of the precepts are shown below

Previous Year 2011/12	Precepting Authorities	Current Year 2012/13
£62,120,068	Somerset County Council	£62,845,401
£10,160,689	Avon & Somerset Police Authority	£10,279,219
£4,339,882	Devon & Somerset Fire & Rescue Authority	£4,522,080
£9,115,234	District Council's own requirement	£9,197,818
£3,840,714	Total of Parish Precepts & Levies	£4,031,616

The council tax for Band D, calculated by dividing the precepts by the tax base, is shown below.

Previous Year 2011/12 £	Council Tax levy at Band D	Current Year 2012/13 £
1,027.30	Somerset County Council	1,027.30
168.03	Avon & Somerset Police Authority	168.03
71.77	Devon & Somerset Fire & Rescue South	73.92
150.74	Somerset District Council	150.74
1,417.84		1,419.99
63.29	Add Town & Parish Councils (average)	65.15
1,481.13	Average Council Tax Levy at Band D	1,485.14

2. INCOME COLLECTABLE FROM BUSINESS RATE PAYERS

The Council collects the Business Rates on behalf of the Government. HM Revenue & Customs assesses the Rateable Values and the Government sets the rate in the £ (or multiplier). Comparative details are shown below:

Previous Year 2011/12	Precepting Authorities	Current Year 2012/13
£111,488,007	National Non-Domestic Rates (NDR) Rateable value at 31st March	£111,309,849
43.3p	NDR rate poundage	45.8p
42.6p	<ul style="list-style-type: none">• National Multiplier• Small Business multiplier	45.0p

3. CONTRIBUTION TOWARDS PREVIOUS YEAR'S SURPLUS

An estimate is made each January of the surplus or deficit on the collection fund in order for the County, Police Authority, Fire & Rescue Authority and the District Council to take into account when setting their precept for the following year.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SOUTH SOMERSET DISTRICT COUNCIL

Opinion on the financial statements

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

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

Respective responsibilities of the Assistant Director (Finance and Corporate Services) and auditor

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

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

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

Opinion on other matters

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

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007;
- we issue a report in the public interest under section 8 of the Audit Commission Act 1998;
- we designate under section 11 of the Audit Commission Act 1998 any recommendation as one that requires

- the Authority to consider it at a public meeting and to decide what action to take in response; or
- we exercise any other special powers of the auditor under the Audit Commission Act 1998.

We have nothing to report in these respects.

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

Respective responsibilities of the Authority and the auditor

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

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

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

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

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

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

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

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

Conclusion

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

Certificate

We certify that we have completed the audit of the financial statements of South Somerset District Council in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

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

Hartwell House
55-61 Victoria Street,
Bristol
BS1 6FT

26 September 2013

Annual Governance Statement

Part 1 – Scope of responsibility

SSDC is responsible for ensuring that:

- its business is conducted in accordance with the law and proper standards;
- public money is safeguarded and properly accounted for;
- public money is used economically, efficiently and effectively.
- there is a sound system of governance incorporating the system of internal control.

SSDC 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, SSDC is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

SSDC 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 can be obtained on request. This statement explains how SSDC 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 2006 in relation to the publication of a statement on annual governance.

In addition to this CIPFA has issued its “Statement on the Role of the Chief Financial Officer in Local Government (2010.)” The Annual Governance Statement should therefore reflect compliance of the statement for reporting purposes. This Annual Governance Statement conforms with these governance requirements.

Part 2 – The purpose of the governance framework

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

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 that is designed to:

- identify the risks and prioritise the actions to achieving policies, aims and objectives;
- evaluate the likelihood of those risks occurring;
- assessing the impact should those risks occur;
- managing the risks efficiently, effectively and economically.

The governance framework has been in place at SSDC for the year ended 31 March 2013 and up to the date of approval of the annual report and statement of accounts.

Part 3 – The governance environment

The key elements of SSDC's governance arrangements are outlined in the Local Code of Corporate Governance. The main areas and the key areas of evidence of delivery are as follows:

Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area

- The Council Plan sets out the priority areas for South Somerset District Council.
- Annual accounts are published on a timely basis to communicate the council's activities and achievements, its financial position and performance.
- Guidance has been produced to facilitate partnership working and a Partnership Register published and updated annually.
- All reports to be considered for approval must show a clear outline of purpose so the community can understand each committee report. All reports must have a clear outline of financial implications before consideration by members.

Members and officers working together to achieve a common purpose with clearly defined functions and roles

- The three statutory officers (Head of Paid Service, Monitoring Officer and s151 Officer) regularly meet as a Corporate Governance Group. The Monitoring Officer and s151 Officer report directly to the Head of Paid Service and are members of the Management Board.
- Regular weekly meetings between the Leader and Chief Executive in order to maintain a shared understanding of roles and objectives.
- An arrangement with East Devon District Council has been entered into to share a Chief Executive through a Section 113 agreement outlining the detail of function and role.
- Protocols developed and enforced to ensure effective communication between members and officers in their respective roles.
- Regular meetings between the Executive members and senior management.
- There is a clear scheme of delegation for officers and members within the Constitution.
- The s151 Officer leads the promotion and delivery of good financial management through Management Board, Corporate Performance Team, attendance at committees, is the lead office for the Audit Committee, and specialist workshops and training. The s151 Officer has line management responsibility for finance staff.

Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

- The financial management of the Council is conducted in accordance with the rules set out in Part 4 of the Constitution.
- The Council maintains an Internal Audit Service through the South West Audit Partnership Ltd (SWAP) that operates to standards specified by the Institute of Internal Auditors (IIA).
- There is a countrywide code of conduct and training will be carried out thereafter this will be regularly reviewed by the Standards Committee.

- There is a voluntary Standards Committee in place with an agreed constitution containing its terms of reference.
- Regular communication is made through Staff Awareness Sessions, Insite, and Team Brief.
- A Management Charter has been introduced and signed by all Managers and compliance will be reviewed through Staff Appraisal and Development Reviews.
- A Staff Charter will be introduced in 2013/14.

Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

- The Council has adopted a Constitution that sets out how it operates, how decisions are taken and the procedures to follow.
- The District Executive facilitates decision-making and its Sub Committees, four Area Committees and meetings are open to the public except where personal or confidential matters are disclosed.
- Portfolio Holders can make decisions under delegated authority and these are fully publicised. Senior officers can also take decisions under delegated authority.
- Regulation Committee determines planning applications that are referred from Area Committees.
- The Council publishes a Forward Plan that provides details of key decisions to be made by the Council and its committees.
- Area Committees also hold regular workshops where local issues are identified and discussed.
- The Council has an approved a Risk Management Policy that identifies how risks are managed.
- Responsible officers are required to maintain their part of the Risk Register.
- All Assistant Directors have the following included within their job descriptions, "Lead the service(s) in a full and comprehensive understanding of risk, risk assessment and risk management as it relates to the operational areas relevant to the service(s)."
- Any Internal Audit actions showing the highest risk score of 5 will be outlined annually and monitored within the Annual Governance Statement.

Developing the capacity and capability of members and officers to be effective

- The Council looks to develop skills on a continuing basis to improve performance of officers through the Staff Development and Review process including the use of training and development plans.
- Succession planning encourages participation and development for members and officers.
- Through a comprehensive member training and development programme.
- An induction programme is in place for all new staff.
- Clear job descriptions and personal specifications are in place for all roles.
- The s151 Officer and five of the finance team are qualified accountants with several years experience. The finance function has sufficient resources to perform its role effectively.

Engaging the local people and other stakeholders to ensure robust public accountability

- Area Committees ensure further local accountability and local access.
- Budget consultation has been carried out for specific savings plans and equalities assessments carried out on each proposal.
- A summarised Statement of Accounts is published on the web each year explaining the key financial areas to the public.

Part 4 – Review of effectiveness

SSDC 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 SWAP, the Corporate Governance Group, Management Board and the Corporate Performance Team, who have responsibility for the development and maintenance of the governance environment.

The process that has been applied to maintaining and reviewing the effectiveness of the governance framework includes:

- The monitoring officer has a duty to monitor and review the operation of the Constitution to ensure its aims and principles are adequate. The Council reviews the constitution annually through its Standards Committee.
- The Council has an Overview and Scrutiny Committee that can call in any decision made by an Executive Committee before implementation. This enables them to consider whether or not the decision is appropriate. Pre-decision scrutiny has evolved to aid in the decision making process.
- The Audit Committee reviews the Annual Statement of Accounts, the Review of the Effectiveness of Internal Audit, and the Annual Governance Statement. It monitors the performance of internal audit quarterly and agrees the Internal and External Audit Plans. It reviews specific parts of the Constitution and makes recommendations on any amendments to full Council.
- The Audit Committee has a call in role for any service that receives a “partial” or “no assurance” audit opinion and monitors the action plans are completed through regular reports from the Service Manager and Assistant Director.
- Internal Audit through SWAP is responsible for monitoring the quality and effectiveness of systems of internal control. The Audit Service has a Charter approved by the Audit Committee and there are no restrictions on the scope of their work. A risk model is used to formulate the plan and approved by the Audit Committee. The reporting process for Internal Audit requires a report of each audit to be submitted to the Service Manager with copies to the relevant Assistant Director, Assistant Director – Finance and Corporate Services, Assistant Director - Legal and Corporate Services, and Chief Executive. All audit reports include an ‘opinion’ that provides management with an independent judgement on the adequacy and effectiveness of internal controls. Reports include recommendations for improvement that are detailed in an action plan that is agreed with the service manager.
- Internal Audit (SWAP) is subject to the Public Sector Internal Audit Standards (PSAIS) from the 1st April 2013. This will mean that an external assessment needs to be carried out once every five years. It also requires an action plan to implement improvements and assess the efficiency and effectiveness of internal audit. This will be regularly reviewed by the Audit Committee.

- The Council's Financial Procedure Rules are kept under continuous review and revised periodically – the last review was approved in May 2011.
- Each Manager and Assistant Director is required to review their adherence to the governance framework and demonstrate compliance through reviewing and signing a Statement of Internal Operational Control. Each return is assessed by s151 Officer for compliance and any apparent organisational improvements are included in the Governance Action Plan.
- Audit Committee has been advised on the implications of the result of the review of the effectiveness of the governance framework and a plan to address weaknesses and ensure continuous improvement of the system is in place.

In its review the Authority has assessed its overall governance arrangements as reasonable. This has been assessed through a review of SSDC's governance arrangements.

Part 5 – Significant governance issues

A number of actions are planned to strengthen the control framework and will be monitored by the Audit Committee during 2013/14:

- A refresh of the **Procurement Procedure Rules** to clarify Equalities responsibilities and include Internal Audit recommendations.
- A refresh of the **Risk Management Strategy** and reporting risk management regularly to **Management Board** and **Audit Committee**.
- Complete the **Fraud and Data Strategy** to link all anti-fraud work.
- Retender the **cash collection contract** by September 2013.
- Review **General Account reconciliations** as part of implementation of the **Cash Receipting System**.

The Authority is satisfied that these steps will address the issues highlighted in 2012/13 and further improve governance arrangements at SSDC.

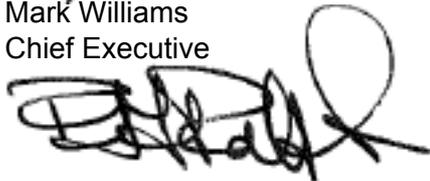
Signed on behalf of SSDC:



Donna Parham
Assistant Director – Finance and Corporate Services



Mark Williams
Chief Executive



Cllr Ric Pallister
Leader



Glossary of Terms

Local Government, in common with many specialised activities, has developed over the years its own unique set of terms and phrases.

This glossary helps to identify some of those terms and phrases (more often than not abbreviated in common usage to initial letters only) which will be found in this statement.

Accruals

are one of the main accounting concepts and ensures that income and expenditure are shown in the accounting period that they are earned or incurred, not as money is received or paid.

Accumulated Absences Account

is the account that holds the differences between the amounts debited or credited to the Comprehensive Income and Expenditure Statement in accordance with the Code and the amounts debited and credited to the General Fund in accordance with the statutory regulations relating to accruals made for the cost of holiday entitlements earned by employees but not yet taken before the year end

Agency Work

is the provision of services by an authority on behalf of, and reimbursed by, the responsible authority/body.

Amortised Cost

is a mechanism that sees through the contractual terms of a financial instrument to measure the real cost or return to the authority by using the effective interest rate method which incorporates the impact of premiums or discounts.

Apportionments

are a mechanism for allocating the cost of support services to front line and other services using appropriate bases (e.g. floor space for accommodation related support services) to spread the cost fairly.

Appropriation

is the transfer of an asset (e.g. land, buildings) from one service to another.

Asset

is something that South Somerset owns that has a monetary value. Assets are either 'current' or 'non-current'.

- Current assets are assets that will be used, or will cease to have material value, by the end of the next financial year (e.g. stock and debtors)
- Non-current assets provide South Somerset benefits for a period of more than one year.

Assets under Construction

are assets that are currently being developed and constructed and are yet to be completed. They are valued at cost.

Audit of Accounts

is an examination by an independent expert of an organisation's financial affairs to check that the relevant legal obligations and the codes of practice have been followed.

Available-for-Sale Assets

are financial assets which are not classed as loans and receivables. These include gilt-edged stocks and bonds which are quoted in an active market. They are carried in the balance sheet at fair value.

Available-for-Sale Financial Instruments Reserve

is a revaluation reserve introduced to manage the fair value process for Available-for-Sale Financial Assets. It is permitted to have a negative value provided that the losses posted to it are not impairment losses.

Balances

is the accumulated surplus of revenue income over expenditure.

Balance Sheet

is a financial statement summarising the Council's assets, liabilities and other balances at the end of each accounting period.

Budget

is a financial statement that expresses an organisation's service, delivery plans and capital programmes in monetary terms.

Capital Adjustment Account

is a reserve created from the balances on the Capital Financing Account and Fixed Asset Restatement Account as at 31 March 2007. This account will continue to record the consumption of historic cost over the life of the asset and Revenue Expenditure Funded from Capital under Statute over the period that the authority benefits from the expenditure. The account will also record the resources set aside to finance capital expenditure.

Capital Charges

represent the cost to services for the use of non-current assets in the provision of their services; the charges reflect depreciation and impairment.

Capital Contributions/Grants

are monies received from external bodies towards the financing of capital expenditure on a particular service or scheme.

Capital Expenditure (Outlay)

is on the acquisition of a non-current asset that will be used to provide services beyond the current accounting period or expenditure that adds value to an existing non-current asset.

Capital Discharged

is the extent to which capital expenditure has been met over a period by charging instalments to the revenue account, including the direct financing of expenditure in the year of acquisition.

Capital Financing Charges

represent, in the main, the cost to the Capital Financing Reserve of repaying loans, excluding interest, or the direct cost of acquiring assets, etc, in the year.

Capital Programme

is a financial summary of the capital schemes that South Somerset intends to carry out over a specified time period.

Capital Receipts

are the proceeds from the sale of capital assets; they are available to repay debt on existing assets and/or to finance new capital expenditure within rules set by the Government.

Carry Forwards

are unspent revenue budget approvals which the district executive committee is able to transfer into the following financial year.

Cash Equivalents

are short-term highly liquid investments that are readily convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

Cash Flow Statement

summarises the inflows and outflows of cash arising from transactions with third parties for both revenue and capital purposes.

Cash Limited Budgets

are fixed sums of money, including allowances for pay and price increases, allocated to services, and within which all spending should be met; this also involves flexibility in the carrying forward of under and over-spending.

Central Government Grants

comprise three types:

- Grants paid by central government to aid local authority services in general, as opposed to specific grants, which may only be used for a specific purpose. Revenue Support Grant (RSG), Housing and Planning Delivery Grant (HPDG) and Area Based Grant (ABG) – RSG makes up the difference between expenditure at the formula spending share and the amount which would be collected in council tax for that level of expenditure and the amount of non domestic rate redistributed. ABG is a general grant allocated directly to local authorities as additional revenue funding to areas. HPDG is to reward local authorities for improved delivery of housing and other planning outcomes as part of their strategic place shaping role and to provide more support to communities and local councils who are actively seeking to deliver new homes.
- Specific service grants – grants in aid of services in which central government have a more direct involvement.
- Supplementary grants – grants in aid of both capital and revenue

CIPFA

is the Chartered Institute of Public Finance and Accountancy.

Code

is the Code of Practice of Local Authority Accounting that is generally based upon those accounting principles that are incorporated within approved accounting standards, modified to reflect the statutory framework in which local authorities operate. The Code states which accounts should be published as part of the Statement of Accounts, and the information to be included in each account.

Collection Funds

are separate funds recording the expenditure and income relating to council tax and non-domestic rates.

Collection Fund Adjustment Account

The Collection Fund Adjustment Account represents the Authority's share of the Collection Fund Surplus or Deficit.

Community Assets

are those assets held in perpetuity and which have no determinable useful life and there are often restrictions regarding their sale. Examples of South Somerset's community assets are Ninesprings and land at Ham Hill.

Component Accounting

is when significant components of non-current assets are depreciated separately over their useful life.

Comprehensive Income and Expenditure Statement (CIES)

consolidates all the gains and losses experienced by an authority during the financial year.

Consistency

is one of the fundamental accounting concepts. It requires accountants to treat similar items of income and expenditure the same way - both within an accounting period and from one accounting period to the next.

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.

Creditors

are amounts of money SSDC owes to others for goods and services that they have supplied in the accounting period but not paid for.

Debtors

are amounts of money others owe to SSDC for goods and services that they have received but have not paid for by the end of the accounting period.

Depreciation

is a charge made to the revenue account each year that reflects the reduction in the value of land, property, plant, ICT equipment and machinery used to deliver services.

Derecognition

is the term used for the removal of a financial instrument from the balance sheet. This will normally occur when the contractual rights to the cash flows arising from the instrument expire or are transferred.

Earmarked Revenue Reserves

are amounts set aside from revenue to meet particular spending needs, including funding capital projects.

Easement

is a charge made for access rights over land owned by the Council.

Effective Interest Rate

is the rate of interest that will discount all the cash flows that will take place throughout the expected life of a financial instrument down to the fair value of the instrument calculated at initial measurement.

Emoluments

are the cash payments or payments in kind an employee is entitled to. Pension contributions are not an emolument.

Employment Costs

are the salaries and wages etc, of staff including expenditure on training and the costs of redundancy.

Eurobonds

are debt contracts which records the borrowers' obligation to pay interest at a given rate and the principal amount of the bond specific dates.

Fair Value (Financial Instruments)

is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's-length transaction. If available, this will be a published price quotation in an active market; otherwise, alternative valuation techniques will be employed.

Fair Value (Tangible Assets)

is the price at which an asset could be exchanged in an arm's-length transaction less, where applicable, any grants receivable towards the purchase of use of that asset.

Family Group

is a selection of similar districts which the Council has been externally compared with.

Fees and Charges

are the income raised by charging for the use of facilities or services.

Finance Leases

are those leases which transfer substantially the benefits and risks of ownership of the asset that is being leased to the party who is leasing the asset.

Financial Instruments

are any contracts that give rise to a financial asset of one entity and a financial liability or equity instrument of another. In practice these include bank deposits, loans, investments, borrowings and other receivables or payables.

Financial Instruments Adjustment Account

is the account which holds the differences between the amounts credited to the Comprehensive Income and Expenditure Statement in accordance with the Code and the interest income required to be credited to the General Fund in accordance with statutory regulations relating to soft loans.

Financing Transactions

relate, in the main, to interest payments and receipts associated with the management during the year of the Council's cash flow and reserves.

General Fund Balance

compares the Council's spending against the Council Tax that it raised for the year, taking into account the use of reserves built up in the past and contributions to reserves earmarked for future expenditure.

Gilt

is a bond issued by the government which offers the investor a fixed interest rate for a predetermined set time.

Government Grants

are made by the Government towards either revenue or capital expenditure to help with the cost of providing services and capital projects. Some government grants have restrictions on how they may be used whilst others are general.

Housing Benefits

is the national system for giving financial assistance to individuals towards certain housing costs. SSDC administers the scheme for South Somerset residents. The Government subsidises the cost of the service.

Impairment

is the reduction in the value of a non-current asset as shown in the balance sheet to reflect its true value.

Income

is the amount which the Council receives, or expects to receive, from any source; service committee revenue income includes grants, sales, rents and fees and charges.

Infrastructure

are those assets which do not have a realisable value and include roads and footpaths.

Intangible Fixed Assets

are assets that do not have physical substance but are controlled by the Council as a result of a past event.

Internal Service Recharge

Is a recharge from a department that provides professional and administrative support to other internal services.

IFRS

is an International Financial Reporting Standard advising the accounting treatment and disclosure requirements of transactions so that an authority's accounts 'present fairly' the financial position of the authority.

Investment

is the lending of surplus money to another party in exchange for interest.

Investment Property

is property held exclusively for revenue generation or for the capital gains that the assets is expected to generate.

Liability

must be included in the financial statements when SSDC owes money to others. There are different types of liability: -

- A current liability is a sum of money that will or might be payable during the next accounting period. e.g. creditors or cash overdrawn.
- A deferred liability is a sum of money that will not be payable until some point after the next accounting period or is paid off over a number of accounting periods.

Liquid Resources

are current assets which are readily convertible into cash at, or close to its carrying amount.

Loans and Receivables

are financial instruments that have fixed or determinable payments and are not quoted in an active market.

Local Authority Business Growth Initiative (LABGI) Scheme Grant

is a grant awarded to the Council by the Government. The purpose of this grant was to provide support towards expenditure lawfully incurred or to be incurred by the Council. There is therefore no restriction on its use.

Long-term Investments

are those which are intended to be held on a continuous basis for the activities of the authority.

Materiality

is one of the main accounting concepts. It ensures that the statement of accounts includes all the transactions that, if omitted, would lead to a significant distortion of the financial position at the end of the accounting period.

Minimum Revenue Provision

is the sum required to be met from revenue under current capital controls to provide for the repayment of outstanding borrowings; additional sums may be voluntarily set aside.

Money Market Funds

are short term deposits that are deposited into a mutual fund that buys securities.

Movement in Reserves Statement (MIRS)

shows the movement in the year on the different reserves held by the authority, analysed into 'usable reserves' and 'unusable reserves'.

National Non-Domestic Rate (NNDR) Income (also known as Business Rates)

Business Rates are collected locally, pooled nationally and then redistributed to all local authorities on a population basis.

NILO

stands for National Investment and Loans Office. It is a Central Government department and includes the PWLB. (Public Works Loans Board)

Net Book Value

is the Balance Sheet amount of non-current assets and represents their historical cost or current replacement value less cumulative depreciation provisions.

Net Current Replacement Cost

is the cost of replacing an asset in its existing condition and use.

Net Realisable Value

is the open market value of an asset in its existing use net of the potential expenses of sale.

New Homes Bonus

is a grant paid by central government to local councils for increasing the number of homes and their use. The New Homes Bonus is paid each year for 6 years. It is based on the amount of extra Council Tax revenue raised for new build homes, conversions and long-term empty homes brought back into use. There is also an extra payment for providing affordable homes.

Non-Current Asset

is an item of worth which is measurable in monetary terms and provides benefit for more than the period of account – see also Capital Expenditure.

Non-Current Asset Held for Sale

is a non-current asset that becomes available for sale and it is probable that the carrying amount of that asset will be recovered through a sale transaction rather than through its continuing use.

Non-operational Assets

are those assets which are not directly used in the provision of services and mainly comprise those assets which are surplus to requirements and held pending disposal.

Operational Assets

are those assets e.g. land and buildings, used in the direct provision of services.

Operating Leases

are all leases which are not finance leases.

Other Operating Costs

includes expenditure on buildings, fuel, light, rent, rates, and purchase of furniture and equipment.

Precept

is the means by which Somerset County Council; Avon and Somerset Police Authority; Devon and Somerset Fire and Rescue Authority and the parishes obtain their revenue income from the District Council's Collection Funds.

Provisions

are amounts set aside to meet costs which are likely or certain to be incurred, but are uncertain in value or timing.

PWLB

is the Public Works Loan Board, a Government agency which lends money to the public sector.

Prudence

is one of the main accounting concepts. It ensures SSDC only includes income in its accounts if it is sure it will receive the money.

Rateable Value

is the annual assumed rental value of a property that is used for business purposes.

Related Parties

are when at any time during the financial period:-

- One party has direct or indirect control of the other party
- The parties are subject to common control from the same source
- 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 its own interests
- 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 interests.

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 or not a charge is made.

Remuneration

includes taxable salary payments to employees, together with non-taxable payments on termination of employment (including redundancy, pension enhancement payments, and pay in lieu of notice), taxable expense allowances and any other taxable benefits.

Reserves

result from the accumulation of surpluses, deficits and appropriations over past years. Reserves of a revenue nature are available and can be spent or earmarked at SSDC's discretion.

Residual Value

is the value of an asset at the end of its useful life.

Revaluation Reserve

is a new reserve which records the unrealised revaluation gains arising since 1 April 2007 from holding non-current assets. Previously such gains were credited to the Fixed Asset Restatement Account.

Revenue Expenditure

is the day to day spending on salaries, maintenance of assets, purchase of stationery etc after deducting income such as fees and charges.

Revenue Expenditure Funded Capital under Statute

are capital grants made by SSDC to another organisation or person. This counts as capital expenditure but it does not create an asset that belongs to SSDC. The expenditure is charged to the balance sheet, but it is then reversed out through the Capital Adjustment Account to the revenue account.

Revenue Support Grant

is a general grant paid by the Government to local authorities as a contribution towards the cost of their services.

Slippage

is the term used mainly to describe capital payments occurring in later financial years than originally planned.

Soft Loans

are loans made by the authority at less than market interest rates for policy reasons rather than for treasury management purposes. At SSDC these comprise car loans, bike loans and loans for learning which are made on an interest-free basis to certain employees. These are held at fair value, which is calculated as the present value of all future cash receipts discounted using the prevailing market rate of interest.

Usable Reserves

are reserves that can be applied to fund expenditure or reduce local taxation.

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